

City of Salmon Arm
Regular Council Meeting

Monday, May 13, 2024, 1:00 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)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; g) litigation or potential litigation affecting the municipality; of the *Community Charter*, Council move In-Camera.
3. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**
We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.
4. **ADOPTION OF AGENDA**
Motion for Consideration
THAT: the Agenda be adopted as presented.
5. **DISCLOSURE OF INTEREST**
6. **CONFIRMATION OF MINUTES**
 - 6.1 Regular Council Meeting Minutes of April 22, 2024 7 - 17
Motion for Consideration
THAT: the Regular Council Meeting Minutes of April 22, 2024 be adopted as circulated.
 - 6.2 Special Council Meeting Minutes of May 6, 2024 18 - 20
Motion for Consideration
THAT: the Special Council Meeting Minutes of May 6, 2024, be adopted as circulated.
7. **COMMITTEE REPORTS**
 - 7.1 Development & Planning Services Committee Meeting Minutes of May 6, 2024 21 - 24
 - 7.2 Greenways Liaison Committee Meeting Minutes of April 11, 2024 25 - 31
 - 7.3 Community Heritage Commission Meeting Minutes of April 15, 2024 32 - 34
 - 7.4 Environmental Advisory Committee Meeting Minutes of May 7, 2024 35 - 37

8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE	38 - 41
9.	STAFF REPORTS	
9.1	<p>Director of Planning & Community Services - Request for Concurrence for Rogers Telecommunications Cell Tower: 1710 & 1670 10 Avenue S.W.</p> <p><u>Motion for Consideration</u> <u>THAT:</u> the City of Salmon Arm has been consulted regarding the proposed installation of a telecommunications facility on Lot 1, Section 10, Township 20, Range 10, W6M, Plan 3759, as described in the information package (W4826) dated April 11, 2024;</p> <p>AND THAT: the public consultation process has satisfactorily addressed the City of Salmon Arm’s Communication System Policy 3.18 requirements;</p> <p>AND FURTHER THAT: the City of Salmon Arm concurs with the proposed installation of a telecommunications facility on the subject parcel as proposed.</p>	42 - 76
9.2	<p>Deputy Corporate Officer – Public Art Advisory Committee – Terms of Reference</p> <p><u>Motion for Consideration</u> <u>THAT:</u> Council create a Public Art Advisory Committee to provide information and recommendations to Council on issues associated with public art in the City of Salmon Arm;</p> <p>AND THAT: Council approve the Terms of Reference for the Public Art Advisory Committee dated May 13, 2024;</p> <p>AND FURTHER THAT: Council directs Administration to advertise for three (3) Citizen-at-Large members who are knowledgeable engaged with public art in Salmon Arm.</p>	77 - 80
9.3	<p>Director of Planning & Community Services – LCRB Special Event Licence - Demolition Derby</p> <p><u>Motion for Consideration</u> <u>THAT:</u> The Council authorize the use of City lands for the following LCRB Special Event License for 2024:</p> <p style="margin-left: 40px;">1. Salmon Arm Demolition Derby Committee</p> <p>Location: Fall Fair Grounds, 471 10 Avenue S.W.</p> <p>One (1) Alcohol Serving Area and Hours of Licensed Operation</p> <p>June 15, 2024, 12:00 p.m. – 7:00 p.m.</p> <p>June 16, 2024, 12:00 p.m. – 4:00 p.m.</p>	81 - 84
9.4	<p>Director of Engineering and Public Works - 10 Avenue SE Watermain Extra Work - Shoulder Widening</p> <p><u>Motion for Consideration</u> <u>THAT:</u> The 2024 budget contained in the 2024-2028 Financial Plan Bylaw be amended to include \$70,000 for a 10 Avenue SE Shoulder Widening (30 to 30 St SE) project, to be funded from the Active Transportation Reserve;</p> <p>AND THAT: Council approve the award of the 10 Avenue SE Shoulder Widening (30 to 30 St SE) project construction to D Webb Contracting Ltd, in</p>	85 - 88

accordance with the terms and conditions of the extra work in the amount of \$68,380.00 plus taxes as applicable.

AND THAT: The City’s Purchasing Policy No. 7.13 be waived in the procurement of the 10 Avenue SE Shoulder Widening (30 to 30 St SE) project to authorize sole sourcing of same to D Webb Contracting Ltd.

9.5 Director of Engineering & Public Works – Auto Road Connector – FortisBC Gas Main 89 - 94

Motion for Consideration

THAT: Council authorizes FortisBC Energy Inc. to proceed with the Class 4 Study and Estimate as related to the Auto Road Connector project for an estimated cost of \$125,000;

AND THAT: The City’s Purchasing Policy No. 7.13 be waived in procurement of the Class 4 Study and Estimate related to the Auto Road Connector project and to authorize the sole source of same to FortisBC Energy Inc.;

AND THAT: The Mayor and Corporate Officer be authorized to execute all contract documentation required to proceed with the work.

9.6 Manager of Roads & Parks – Purchase Recommendation - Carpenter & Fabricator Service Trucks 95 - 97

Motion for Consideration

THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$68,000.00, which includes: additional funds, PST and miscellaneous costs for radio purchase/installation, contingency, GPS, etc. reallocated from the Equipment Replacement Reserve Fund and allocated as follows:

	Additional Budget	Total Budget
Unit #54 Carpenter Replacement	\$34,000.00	\$134,000.00
Unit #84 Fabricator Replacement	\$34,000.00	\$134,000.00
	\$68,000.00	\$268,000.00

AND THAT: Council approve the purchase for the replacement of Unit #54, Carpenter Service Truck and Unit #84, Fabricator Service Truck, from TransCan Leasing Corp. for the quoted amount of \$239,857.00 plus taxes as applicable;

AND FURTHER THAT: Council authorize a pre-approved purchase contingency in the amount of \$7,000.00 (approximately 3% of the total budget) to support any unforeseen cost increases.

9.7 Manager of Roads & Parks – Purchase Recommendation - New Tandem Axle Dump/Plow Truck and Replacement of Anti-Ice/Water Tank 98 - 100

Motion for Consideration

THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding for the New Tandem Dump/Plow in the amount of \$77,000.00, which includes contingency funding, allocated from:

- New Tandem Dump/Plow Reserve - \$5,000.00
- Contingency Reserve - \$72,000.00

AND THAT: Council approve the purchase for the new Tandem Axle Dump/Plow Truck and replacement Anti-Ice/Dust Control Tanker Unit #870, from R James Management Group for the quoted amount of \$427,586.32 plus taxes as applicable;

AND FURTHER THAT: Council authorize a pre-approved purchase contingency in the amount of \$21,000.00 (approximately 5% of the total truck budget) to support any unforeseen cost increases.

- 9.8 Manager of Roads & Parks – Hillcrest Trail - Tree Clean-up 101 - 102
For information.

10. INTRODUCTION OF BYLAWS

- 10.1 Zoning Amendment Bylaw No. 4655 (ZON-1289) 103 - 117
SSMUH
R-13 (R-3), R-17 (R-7) and R-19 (R-9) Zones

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4655 be read a first and second time.

- 10.2 Zoning Amendment Bylaw No. 4656 (ZON-1290) 118 - 137
SSMUH
A-1, A-2 and A-3 Zones

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4656 be read a first and second time.

- 10.3 Revitalization Tax Exemption Bylaws 138 - 163

- 10.3.1 Revitalization Tax Exemption Bylaw No. 4661

Motion for Consideration

THAT: The Bylaw entitled City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4661 be read a first, second and third time.

- 10.3.2 Revitalization Tax Exemption Amendment Bylaw No. 4662

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Revitalization Tax Exemption Amendment Bylaw No. 4662 be read a first, second and third time.

11. RECONSIDERATION OF BYLAWS

12. CORRESPONDENCE

- 12.1 Informational Correspondence
- 12.1.1 Calendar of Events 164 - 165
- 12.1.2 Building Department - Statistics (April) and Permits (Yearly) 166 - 167
- 12.1.3 The Maple Woods FireSmart Committee - Letter dated April 17, 2024 - Proposed FireSmart Fuel Reduction/Clean-Up Activity 168 - 169
- 12.1.4 A. Munro and C. Mead - Letter dated April 29, 2024 - Letter on Motor Vehicle Safety in Canoe 170 - 172
- 12.1.5 D. Shultz, President, Salmon Arm Curling Club - Letter dated May 1, 2024 - Letter of Support - BC Community Gaming Grant 173 - 173

12.1.6	R. Robertson - Email dated April 30, 2024 - New Design and Color (Salmon Arm Signage)	174 - 174
12.1.7	Office of the Minister - Ministry of Water, Land and Resource Stewardship Invasive Mussel Defence Program (IMDP) News Release	175 - 175
12.1.8	BC Rural Health Network - Hope Air Day - June 17	176 - 176
13.	NEW BUSINESS	
14.	PRESENTATIONS	
14.1	Presentation 4:00-4:30 (approximately) Morgen Matheson, Manager, and Stephanie Goodey, Marketing Coordinator, Shuswap Tourism & Film Commission Shuswap Tourism Update and Overview of Strategic Plan	177 - 201
15.	COUNCIL STATEMENTS	
16.	SALMON ARM SECONDARY YOUTH COUNCIL	
17.	NOTICE OF MOTION	
18.	UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS	
19.	OTHER BUSINESS	
20.	QUESTION AND ANSWER PERIOD 7:00 P.M. MEETING RESUMES	
21.	DISCLOSURE OF INTEREST	
22.	HEARINGS	
22.1	Development Variance Permit Application No. VP-598 1241 – 25 Avenue SW Owner: J. Bickle Height requirements Councillor Wallace Richmond declared a conflict and left the meeting at *** p.m. J. Bickle, the owner, was available to answer questions from the Committee. <u>Motion for Consideration</u> THAT: Development Variance Permit No. VP-598 be authorized for issuance for Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045, which will vary Zoning Bylaw No. 2303 as follows: Section 13.7.1 - Maximum Height of Accessory Buildings, increasing the maximum permitted height of an accessory building from 6.0 m (19.7 ft) to 8.2 m (26.9 ft) as shown in Appendix 7 of the staff report dated May 6, 2024.	202 - 222
22.2	Development Variance Permit Application No. VP-601 111 20 Street SE Owner/Agent: Whitstone Development Ltd. Fences and Retaining Wall height Councillor Wallace Richmond returned to the meeting at ** p.m.	223 - 234

Councillor Flynn declared a conflict and left the meeting at ** p.m.

M. Wilson, Whitstone Development Ltd., outlined the application and was available to answer questions from the Committee.

Motion for Consideration

THAT: Development Variance Permit No. VP-601 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP122647 to vary the provisions of Zoning Bylaw 2303 as follows:

Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 feet) to 4.3 m (14 feet) as shown on Appendix 4, attached to the staff report dated May 6, 2024.

23. STATUTORY PUBLIC HEARINGS

- 23.1 Zoning Bylaw Amendment Application No. ZON-1279 235 - 255
950 30 Street SW & 3101 9 Avenue SW
Owner: 406900 BC Ltd.
Agent: Browne Johnson BC Land Surveyors (Melanie Howard)
A-3 and C-3 to A-3, C-3 and C-4

24. RECONSIDERATION OF BYLAWS

- 24.1 Zoning Amendment Bylaw No. 4615 (ZON-1279) 256 - 258
Motion for Consideration
THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4615 be read a third time.

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

REGULAR COUNCIL

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

April 22, 2024, 1:30 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

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

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Chief Financial Officer C. Van de Cappelle
Director of Planning and Community Services G. Buxton
Executive Assistant B. Puddifant

Other Staff Present: Manager of Planning and Building, M. Smyrl, Policy Coordinator, R. Sadilkova, City Engineer, J. Wilson

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

Moved by: Councillor Cannon
Seconded by: Councillor Wallace Richmond

THAT: pursuant to Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (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.

The meeting returned to Regular Session at 2:27 p.m. and recessed until 2:30 p.m.

4. ADOPTION OF AGENDA

Moved by: Councillor Gonella
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 12.1.3 - T. Starkell, Administrative Services Manager, Salmon Arm Roots & Blues - Letter dated April 10, 2024 - National Recognition for the Festival, as he is employed by the Salmon Arm Folk Music Society.

Councillor Gonella declared a conflict of interest relating to Item 12.1.4 - T. Starkell, Administrative Services Manager, Salmon Arm Roots & Blues - Letter dated April 11, 2024 - Beverage Garden Approval, as he is employed by the Salmon Arm Folk Music Society.

Councillor Flynn declared a conflict of interest relating to:

- Item 22.1 - Development Permit Application No. 454, as the owner/agent is a client of his firm.
- Item 22.2 - Development Variance Permit Application No. VP-599, as the owner is a client of his firm.

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of April 8, 2024

Councillor Lindgren entered the meeting at 2:37 p.m.

Moved by: Councillor Cannon
Seconded by: Councillor Gonella

THAT: the Regular Council Meeting Minutes of April 8, 2024 be adopted as circulated.

Carried Unanimously

7. COMMITTEE REPORTS

7.1 Development and Planning Services Committee Meeting Minutes of April 15, 2024

7.2 Downtown Parking Commission Meeting Minutes of April 16, 2024

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

9.1 General Manager Shuswap Recreation Society - Swichcraft Catering, Little Mountain Fieldhouse Kitchen - License to Use Agreement

Councillor Lindgren left the meeting at 2:43 p.m. and returned at 2:45 p.m.

Moved by: Councillor Cannon

Seconded by: Councillor Lindgren

THAT: Council authorize the Mayor and Corporate Officer to execute the Agreement for the license to use the kitchen space within the Little Mountain Field House between the City of Salmon Arm, Shuswap Recreation Society and S'wich Cafe Ltd. DBA Swichcraft Catering for a term ending April 30, 2026.

Carried Unanimously

- 9.2 General Manager Shuswap Recreation Society - Okanagan College - Digital Sign Agreement

Moved by: Councillor Flynn

Seconded by: Councillor Gonella

THAT: Council authorize the Mayor and Corporate Officer to execute the Agreement for the Signage and Digital Display between the City of Salmon Arm, Shuswap Recreation Society and Okanagan College for a period of five (5) years.

Carried Unanimously

- 9.3 Director of Engineering and Public Works - Right of Access Agreement

Del-Tech Repair Sales and Services

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

THAT: Council authorize the Mayor and Corporate Officer to execute a Right of Access Agreement with Del-Tech Repair Sales and Services for the purpose of access across City lands located at 1100 20 Street SW to 20 Street SW for a term of May 31, 2024 to June 1, 2025, subject to Community Charter advertising requirements;

AND THAT: the Right of Access Agreement be subject to an administrative renewal fee, following the adoption of a Fee for Service Bylaw Amendment.

Carried Unanimously

- 9.4 Director Engineering & Public Works – 2024 Asphalt Patching Program - Award

Moved by: Councillor Lavery

Seconded by: Councillor Cannon

THAT: Council award the 2024 Asphalt Patching Program to A&D Asphalt Solutions Ltd., in accordance with the unit prices provided for consideration for year three (3) of the three (3) year extension as specified in the contract, estimated to be \$114,750.50 plus taxes as applicable.

Carried Unanimously

9.5 Director Engineering & Public Works – 2024 Paving Program – Tender Award

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: Council award the 2024 Paving Program Contract to Okanagan Aggregates Ltd., in accordance with the unit prices specified in their Tender for a total amount of \$1,689,970.00 plus taxes as applicable.

Carried Unanimously

9.6 City Engineer – City Hall Flooring Purchase and Installation Award

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

THAT: the Civic Building – Flooring Replacement project purchase of materials be awarded to NuFloors in the amount of \$49,951.71;

AND THAT: the Civic Building – Flooring Replacement project installation be awarded to NuFloors in an amount to be determined by staff based on project logistics, but not to exceed \$61,835.22.

Carried Unanimously

9.7 City Engineer – Office Furniture Upgrade

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Flynn

THAT: the 2024 Budget contained in the 2024 to 2028 Financial Plan be amended to create a Civic Building – Office Furniture Upgrade project in the amount of \$30,000 to be funded from the Office Equipment and Furniture Reserve;

AND THAT: the purchase and installation of materials for the Civic Building – Office Furniture Upgrade project be awarded to Total Office Supply Ltd. in the amount of \$20,743.00 plus applicable taxes.

Carried Unanimously

9.8 Chief Financial Officer – Industrial Revitalization Tax Exemption Program Renewal

Moved by: Councillor Lindgren

Seconded by: Councillor Gonella

THAT: Council directs staff to prepare a bylaw amendment to continue the Industrial Revitalization Tax Exemption program for a further 5 year period.

Carried Unanimously

- 9.9 Director of Planning & Community Services - Cancellation of Notice Against Title
6660 50 Street NE

Moved by: Councillor Gonella

Seconded by: Councillor Wallace Richmond

THAT: the notice filed against the title of Lot A, Section 32, Township 20, Range 9, W6M, Plan 10825, Except KAP47158 (6660 50 Street NE), pursuant to Section 57 of the *Community Charter* be cancelled.

Carried Unanimously

10. INTRODUCTION OF BYLAWS

- 10.1 Development Procedure Bylaw No. 4640 and Land Development Policies 3.23, 3.24 and 3.25

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Development Procedures Bylaw No. 4640 be read a first and second time;

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 FURTHER 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

Amendment:

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

THAT: Council remove the minor delegation relating to signage requirements.

Opposed (4): Councillor Flynn, Councillor Lavery, Councillor Cannon, and Councillor Lindgren

Defeated

- 10.2 Official Community Plan Amendment Bylaw No. 4654 (OCP4000-58)
Development Permit Area Guidelines

Moved by: Councillor Flynn
Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4654 be read a first and second time.

Carried Unanimously

10.3 Zoning Amendment Bylaw No. 4653 (ZON-1288)

Accessory Dwelling Unit Definitions
General Regulations
Removal of R-1, R-2 and R-8 Zones
Addition of R-10 Zone

Councillor Cannon left the meeting at 4:02 p.m. and returned at 4:03 p.m.

Councillor Flynn left the meeting at 4:16 p.m. and returned at 4:17 p.m.

Moved by: Councillor Lindgren
Seconded by: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4653 be read a first and second time.

Carried Unanimously

Amendment:

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: Council directs that the Primary Dwelling have two (2) parking spaces.

Opposed (2): Councillor Flynn, and Councillor Wallace Richmond

Carried

10.4 Zoning Amendment Bylaw No. 4615 (ZON-1279)

950 30 Street SW & 3101 9 Avenue SW
Owner: 406900 BC Ltd.
Agent: Browne Johnson BC Land Surveyors (Melanie Howard)
A-3 and C-3 to A-3, C-3 and C-4

Councillor Flynn declared a conflict as the owner is a client of his firm, and left the meeting at 4:21 p.m.

M. Howard, Browne Johnson BC Land Surveyors, the agent and T. Welsh, 406900 BC Ltd., the owner, were available to answer questions from Council.

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4615 be read a first and second time.

Carried Unanimously

11. RECONSIDERATION OF BYLAWS

11.1 Zoning Amendment Bylaw No. 4642 (ZON-1286)

Text Amendment: Height and Grade

Councillor Flynn returned to the meeting at 4:25 p.m.

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4642 be read a final time.

Carried Unanimously

12. CORRESPONDENCE

12.1 Informational Correspondence

12.1.1 Calendar of Events

April and May

12.1.2 A. Biggerstaff - Email dated April 8, 2024 - Invitation to Mini Science Night

12.1.3 T. Starkell, Administrative Services Manager, Salmon Arm Roots & Blues - Letter dated April 10, 2024

National Recognition for the Festival

Councillor Gonella declared a conflict and left the meeting at 4:58 p.m.

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

THAT: Council provide a letter of support recognizing the ROOTSandBLUES Festival as a regionally significant cultural event in support of their Special Event Permit application to the Liquor and Cannabis Regulation Branch.

Carried Unanimously

12.1.4 T. Starkell, Administrative Services Manager, Salmon Arm Roots & Blues - Letter dated April 11, 2024 - Beverage Garden Approval

Councillor Gonella declared a conflict on this Item as he employed by the applicant organization, the Salmon Arm Folk Music Society.

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

THAT: Council authorize the following alcohol beverage garden schedules for the Salmon Arm Folk Music Society (Roots and Blues Festival) at the festival grounds:

Main Beverage Garden and Tasting Lounge (patron area)

- July 26 - 4:00 p.m. to 12:30 a.m.
- July 27 - 11:00 a.m. to 12:30 a.m.
- July 28 - 1:00 p.m. to 12:30 a.m.

Barn Beverage Garden (patron area)

- July 26 - 4:00 p.m. to 12:30 a.m.
- July 27 - 11:00 a.m. to 12:30 a.m.
- July 28 - 11:00 a.m. to 12:30 a.m.

Food Vendors Ticket Booth and Beverage Garden (patron area)

- July 26 - 4:00 p.m. to 12:30 a.m.
- July 27 - 11:00 a.m. to 12:30 a.m.
- July 28 - 11:00 a.m. to 12:30 a.m.

VIP Lounge (special credential access area)

- July 26 - 4:00 p.m. to 12:30 a.m.
- July 27 - 11:00 a.m. to 12:30 a.m.
- July 28 - 11:00 a.m. to 12:30 a.m.

Carried Unanimously

12.1.5 R. Smith, Salmon Arm Daybreak Rotary Club - Letter received April 17, 2024
- Light the Lake - Plaque Request

Moved by: Councillor Flynn

Seconded by: Councillor Cannon

THAT: Council authorize staff to work with the Salmon Arm Daybreak Rotary Club to develop mockups and photos for a precast sign at the 6 Street NE entrance of McGuire Lake Park for the purpose of recognizing the businesses and individuals who have donated to the McGuire Lake pathway lighting project and provide information for Council's future consideration.

Opposed (3): Councillor Wallace Richmond, Councillor Cannon, and Councillor Lindgren

Defeated

12.1.6 A. and L. Rollins - Letter dated April 16, 2024 - Cut Logs in Hillcrest

Moved by: Councillor Lavery

Seconded by: Councillor Flynn

THAT: Council direct staff to research reasonable and available options and provide Council with options and costs.

Carried Unanimously

12.1.7 The Shuswap North Okanagan Rail Trail (Sicamous-to-Armstrong)

Briefing Note: Rail Trail Progress Update - April 2024

12.1.8 The Honourable R. Kahlon, Minister of Housing - Letter dated April 10, 2024 - Overview of Legislative Changes (Bills 44, 46 and 47)

12.1.9 S. Boates - Email dated April 7, 2024 - Roundup

12.1.10 L. Rojas - Email dated April 17, 2024 - Urgent Action Needed: Ban on Mice Glue Boards

13. NEW BUSINESS

14. PRESENTATIONS

The meeting recessed at 4:27 p.m.

The meeting reconvened at 4:35 p.m.

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

Staff Sergeant West, Salmon Arm RCMP Detachment
Quarterly Policing Report - January to March, 2024

Staff Sergeant West, Salmon Arm RCMP Detachment, provided an overview of the Quarterly Policing Report for the period January to March, 2024 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

Councillor Gonella returned to the meeting at 5:35 p.m.

19.1 G. Ritchie, on behalf of the Culture and Events Directorate, 2024 Salmon Arm BC 55+ Games - Request for Road Closures

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

THAT: Council authorize the closure of Alexander Street from 12:00 noon on September 12, 2024 to 8:00 a.m. on September 15, 2024 to accommodate the Special Events being considered for the 2024 Salmon Arm BC 55+ Games, subject to the provision of adequate liability insurance.

Carried Unanimously

20. QUESTION AND ANSWER PERIOD

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

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 at 5:55 p.m.

Carried Unanimously

7:00 p.m. Meeting Resumes

21. DISCLOSURE OF INTEREST

22. HEARINGS

22.1 Development Permit Application No. 454

2110 11 Avenue NE
Owner: 1292919 BC Ltd.
Agent: A. Waters
Setback requirements

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

A. Waters, the agent for the owner, 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 7:03 p.m. and the Motion was:

Moved by: Councillor Cannon

Seconded by: Councillor Lindgren

THAT: Development Permit No. 454 be authorized for issuance for that part of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP106191 Except Phase 1 Strata Plan EPS8811 in accordance with the drawings dated January 4, 2024 attached as Appendix 7 to the staff report dated April 15, 2024;

AND THAT: Development Permit No. 454 include the following variance to Zoning Bylaw No. 2303:

Section 20.9.2 – decrease the interior side parcel line setback from 3 metres (9.8 feet) to 1.5 metres (4.9 feet) in accordance with the drawings attached as Appendix 7;

AND FURTHER THAT: Issuance of Development Permit No. 454 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

Carried Unanimously

22.2 Development Variance Permit Application No. VP-599

3080 - 28 Avenue NE
Owner: E. Harrison
Setback requirements

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

E. Harrison, the owner, was available to answer questions from Council.

Submissions were called for at this time.

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

Moved by: Councillor Gonella

Seconded by: Councillor Wallace Richmond

THAT: Development Variance Permit No. 599 be authorized for issuance for Lot 3, Section 19, Township 20, Range 9, W6M, KDYD, Plan EPP103641 to vary the provisions of Zoning Bylaw No. 2303, Section 4.3.10 –

Setback Exceptions – increase the area of a cantilevered balcony from 1.6 m² (17 ft²) to 1.67 m² (18 ft²) as shown in Appendix 6 of the staff report dated April 15, 2024.

Carried Unanimously

- 23. **STATUTORY PUBLIC HEARINGS**
- 24. **RECONSIDERATION OF BYLAWS**
- 25. **QUESTION AND ANSWER PERIOD**
- 26. **ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 7:08.

DEPUTY CORPORATE OFFICER

MAYOR, A. HARRISON

SPECIAL COUNCIL

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

May 6, 2024, 9:00 a.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

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

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Chief Financial Officer C. Van de Cappelle
Director of Planning and Community Services G. Buxton
Executive Assistant B. Puddifant

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 9:21 a.m.

Councillor Cannon entered the meeting at 9:22 a.m.

2. IN-CAMERA SESSION

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. ADOPTION OF AGENDA

Moved by: Councillor Gonella

Seconded by: Councillor Wallace Richmond

THAT: the Agenda be adopted as presented.

Carried Unanimously

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

6.1 Special Council Meeting Minutes of April 29, 2024

Moved by: Councillor Gonella

Seconded by: Councillor Wallace Richmond

THAT: the Special Council Meeting Minutes of April 29, 2024 be adopted as circulated.

Carried Unanimously

7. STAFF REPORTS

8. RECONSIDERATION OF BYLAWS

8.1 2023 Final Amended Budget and Reserve Fund Expenditures

Councillor Lavery entered the meeting at 9:24 a.m.

Moved by: Councillor Lavery

Seconded by: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm 2023 to 2027 Financial Plan Amendment Bylaw No. 4630 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4644 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4645 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Growing Communities Reserve Fund Expenditure Bylaw No. 4646 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Fire Building and Equipment Reserve Fund Expenditure Bylaw No. 4648 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4649 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4650 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4651 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Development Cost Charge Drainage Reserve Fund Expenditure Bylaw No. 4647 be read a final time;

AND FURTHER THAT: the bylaw entitled City of Salmon Arm Development Cost Charge Water Reserve Fund Expenditure Bylaw No. 4652 be read a final time.

Carried Unanimously

8.2 2024 to 2028 Financial Plan Amendment Bylaw No. 4659

Moved by: Councillor Lindgren
Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm 2024 to 2028 Financial Plan Amendment Bylaw No. 4659 be read a final time.

Carried Unanimously

8.3 2024 Annual Rate of Taxation Bylaw No. 4619

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm 2024 Annual Rate of Taxation Bylaw No. 4619 be read a final time.

Carried Unanimously

8.4 Sterile Insect Release (SIR) Program Parcel Tax Amendment Bylaw No. 4636

Moved by: Councillor Lavery
Seconded by: Councillor Flynn

THAT: The bylaw entitled City of Salmon Arm Sterile Insect Release (SIR) Program Parcel Tax Amendment Bylaw No. 4636 be read a final time.

Carried Unanimously

9. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 9:32 a.m.

CORPORATE OFFICER

MAYOR, A. HARRISON

DEVELOPMENT AND PLANNING SERVICES

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

May 6, 2024, 8:00 a.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

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

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

Other Staff present: 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 April 15, 2024

Moved by: Councillor Lindgren
Seconded by: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of April 15, 2024 be approved.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Councillor Wallace Richmond declared a conflict with Item 6.1 as the applicant is the employer of family members.

Councillor Flynn declared a conflict with Item 6.2 as the owner is a client of his firm.

6. REPORTS

6.1 Development Variance Permit Application No. VP-598

1241 – 25 Avenue SW
Owner: J. Bickle
Height requirements

Councillor Wallace Richmond declared a conflict and left the meeting at 8:03 a.m.

J. Bickle, the owner, was available to answer questions from the Committee.

Moved by: Councillor Cannon
Seconded by: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-598 be authorized for issuance for Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045, which will vary Zoning Bylaw No. 2303 as follows:

Section 13.7.1 - Maximum Height of Accessory Buildings, increasing the maximum permitted height of an accessory building from 6.0 m (19.7 ft) to 8.2 m (26.9 ft) as shown in Appendix 7 of the staff report dated May 6, 2024.

Carried Unanimously

6.2 Development Variance Permit Application No. VP-601

111 20 Street SE
Owner/Agent: Whitstone Development Ltd.
Fences and Retaining Wall height

Councillor Flynn declared a conflict and left the meeting at 8:07 a.m.

Councillor Wallace Richmond returned to the meeting at 8:09 a.m.

M. Wilson, Whitstone Development Ltd., outlined the application and was available to answer questions from the Committee.

Moved by: Councillor Cannon
Seconded by: Councillor Gonella

THAT: The Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-601 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP122647 to vary the provisions of Zoning Bylaw 2303 as follows:

Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 feet) to 4.3 m (14 feet) as shown on Appendix 4, attached to the staff report dated May 6, 2024.

Carried Unanimously

6.3 Zoning Bylaw Amendment Application No. ZON-1281

2180 20 Avenue NE
Owner: A. & S. Sherman
Agent: M. LaRose
R-1 to R-4

A. Sherman, the owner, outlined the application and was available to answer questions from the Committee.

Councillor Flynn returned to the meeting at 8:14 a.m.

Moved by: Councillor Cannon
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 amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP59398 from R1 (Single Family Residential Zone) to R4 (Medium Density Residential Zone).

Carried Unanimously

6.4 Small Scale Multi Unit Housing (SSMUH)

Summary of Bylaw Amendments

Councillor Lindgren left the meeting at 9:14 a.m. and returned at 9:17 a.m.

For Information.

7. FOR INFORMATION

7.1 R-4/R-11/R-14 Zones

Zoning Amendment Application ZON-1292

SSMUH

For Information.

8. IN-CAMERA

9. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 9:17 a.m.

MAYOR, A. HARRISON

CITY OF SALMON ARM

Minutes of the Greenways Liaison Committee (GLC) Meeting held online and in City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, (GoTo Meeting) on **Thursday, April 11, 2024** at 3:00 p.m.

PRESENT:

Brian Browning, Shuswap Trail Alliance
Wanda Atcheson, Citizen at Large
Alan Bates, Citizen at Large
Janelle Rimell, Interior Health Representative
Keith Cox, Shuswap Trail Alliance
Tim Lavery, Chair

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

REGRETS:

Mark Mason, Citizen at Large

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

1. Acknowledgement of Traditional Territory

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

2. Introductions

3. Presentations

4. Approval of Agenda and Additional Items

Additional items regarding Little Mountain, native plants, and the OCP provided.

Moved: Janelle Rimell

Seconded: Brian Browning

THAT: the Agenda of the Greenways Liaison Committee Meeting of April 11, 2024 be approved as circulated with the noted additions.

CARRIED UNANIMOUSLY

5. Approval of Minutes of Previous Greenways Liaison Committee Meeting

Moved: Brian Browning

Seconded: Janelle Rimell

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

CARRIED UNANIMOUSLY

6. Old Business /Arising from minutes

7. New Business

• **Fire Smart Projects**

Projects at the Maplewoods subdivision (community led) and a BC Hydro initiative on the 30 Ave NE hydro corridor greenway were discussed (attached). The GLC have some concern with what approach might be taken on the ground and wishes to ensure these are legitimate fire smart proposals with native vegetation maintained.

Moved: Brian Browning

Seconded: Wanda Atcheson

THAT: the Greenways Liaison Committee supports fire smart projects that maintain native vegetation provided the prescription is supported by the Fire Department.

CARRIED UNANIMOUSLY

• **Highway Use Permit**

An agreement to work within City land at Okanagan and 23 Street SE was discussed (attached). A Highway Use Permit would be required, including a security for trail restoration.

Moved: Brian Browning

Seconded: Wanda Atcheson

THAT: the Greenways Liaison Committee supports this proposal as presented provided any required trail repairs are completed.

CARRIED UNANIMOUSLY

• **Orienteering Request**

A request to use City trails for orienteering events was discussed.

Moved: Alan Bates

Seconded: Keith Cox

THAT: the Greenways Liaison Committee supports the orienteering events in City parks and trails provided a “stay on trail” approach is promoted and applied.

CARRIED UNANIMOUSLY

8. **Other Business &/or Updates**

• **STA Updates - Planning and Projects**

Project updates were discussed including discussions with Hillcrest Heights strata, and various South Canoe projects (noted below).

• **South Canoe Update**

Installation of power is expected this season at the trailhead area, while the Troll Bridge rebuild is nearly complete. Trail maintenance days are planned for Saturdays in April leading up to the Salty Dog weekend (May 11 and 12).

• **Park Hill Update**

• **ATAC Update**

The 10 Ave SW and 16 NE MUP projects were noted.

• **SD 83 Trails**

Survey work is done for the Jackson campus, subject to SD83 review.

• **Heritage Trail**

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

• **Little Mountain**

Concerns around non-native vegetation and impacts from use were noted. It is expected that future discussion around maintenance and rehabilitation will be on a future agenda.

• **OCP**

It was noted that the OCP review process is ongoing and there is an opportunity for input. The GLC was directed to the current survey.

9. **Next meeting – June 13, 2024**

10. **Adjournment**

Moved: Brian Browning

Seconded: Keith Cox

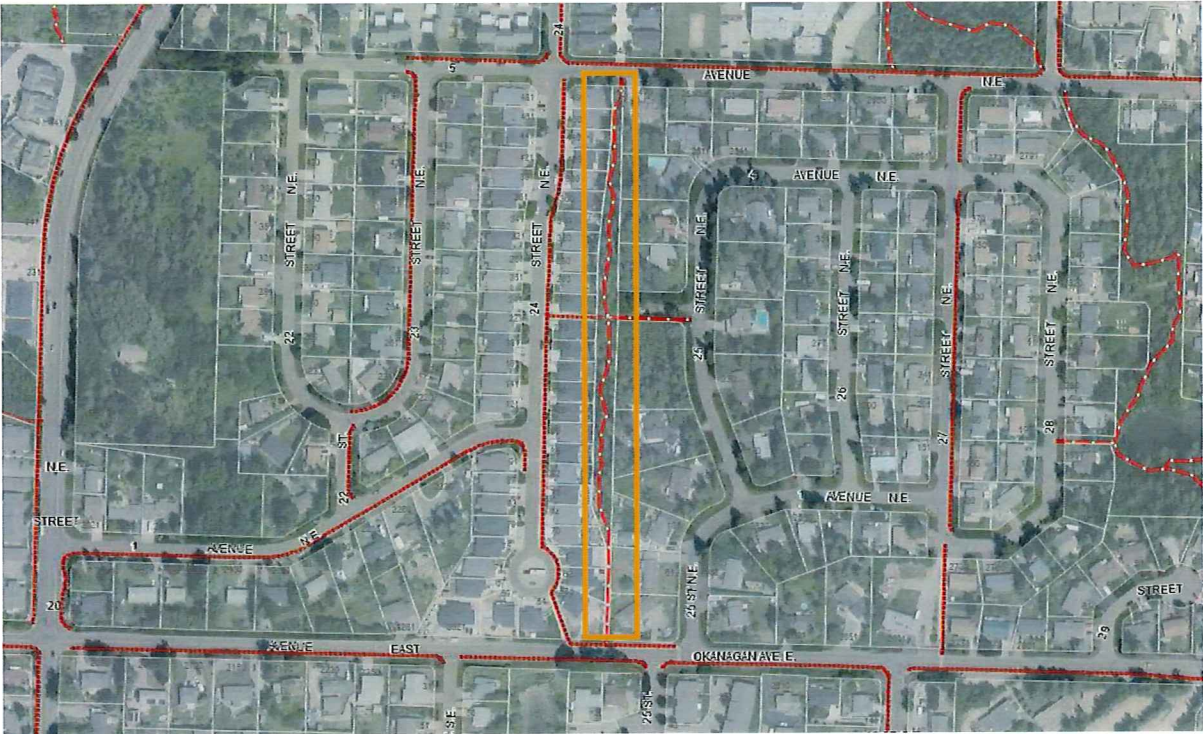
THAT: the Greenways Liaison Committee Meeting of April 11, 2024 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:01 p.m.

Councillor T. L., Chair

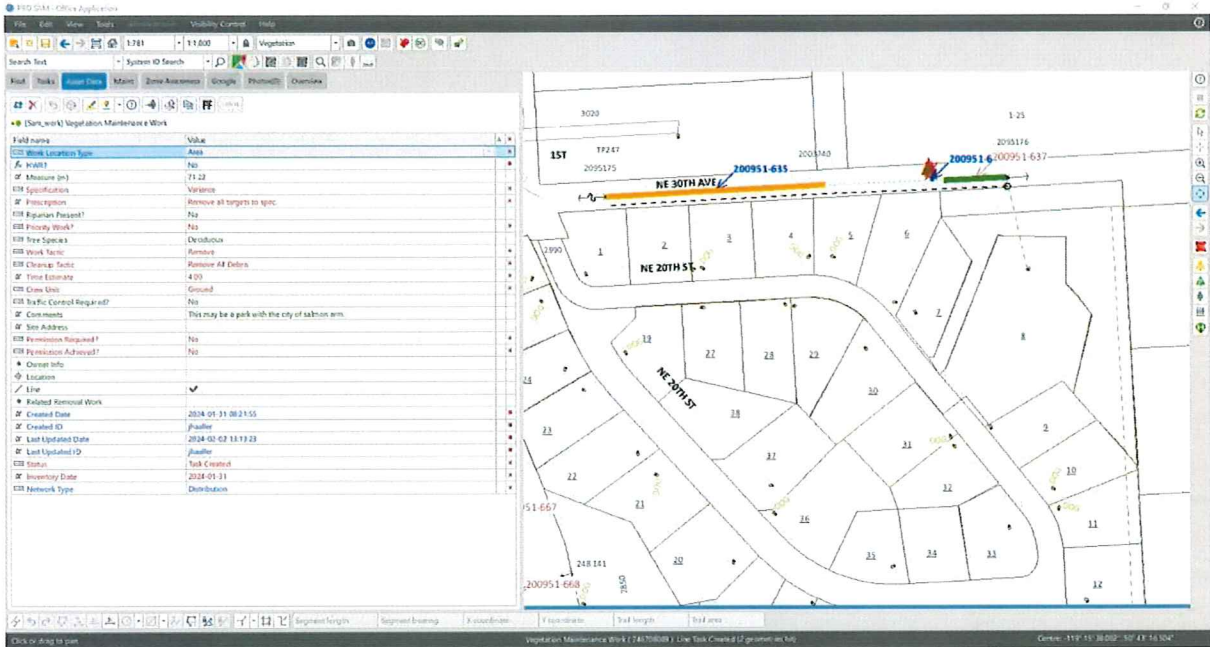
Received for information by Council on the day of , 2024.

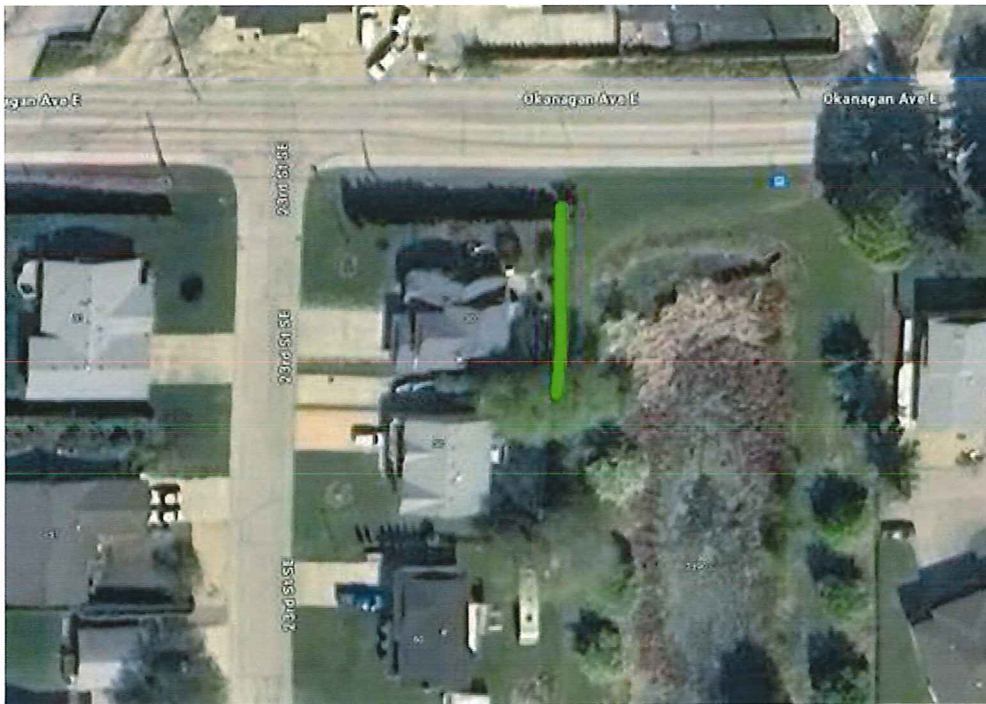


Maplewoods



BC Hydro ROW





CITY OF SALMON ARM

Minutes of the **Community Heritage Commission Meeting** held by in-person means on **Monday, April 15, 2024, at 2:00 p.m.**

PRESENT:

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

ABSENT:

- Terry Johnston

The meeting was called to order at 2:01 p.m.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval / changes / additions to Agenda

Moved: Pat Kassa

Seconded: Linda Painchaud

THAT: the Agenda for the April 15, 2024, Community Heritage Commission Meeting be approved.

CARRIED UNANIMOUSLY

4. Approval of Minutes of March 4, 2024 Community Heritage Commission Meeting

Moved: Linda Painchaud

Seconded: Pat Kassa

THAT: the minutes of the Community Heritage Commission Meeting of March 4, 2024, be approved.

CARRIED UNANIMOUSLY

5. Old Business from Minutes

a) Update on hard drive and storage of files

Pat with upload items to the hard drive and organize folders. City Staff will send a list of folders to Pat. The CHC discussed what files should be added to the hard drive.

b) Historic Route Signs – Shady Lane letter received

The CHC was aware that the Shady Lane sign is installed at the wrong intersection. The sign is currently at 26 Ave NE and 25 St NE, however it should be at 25 Ave NE and 26 St NE. City Staff will reply to the letter and arrange for the sign to be relocated now that it is spring. Linda discussed a list of signs that are missing or in the wrong location. Some members of the CHC will take another look for the missing signs. Signs that are in the wrong place should be brought to the following CHC meeting for City Staff to arrange for them to be reinstalled. It was discussed that the renaming of parks, ponds, streets, etc. is not part of the CHC’s mandate, that these street signs are based on historic routes.

Deborah Chapman joined the meeting at 2:24 pm.

c) Heritage Conservation Awards and Heritage Week Procedure Documents

Deferred to next meeting.

d) Heritage Conservation Awards – update list on webpage

The CHC reviewed the updated list of award recipients and gave approval for it to be uploaded to the Heritage webpage on the City’s website. Pat has updated the display boards with pictures of past recipients.

e) Implementation Strategy

The Implementation Strategy was updated. Item 2.1 has started being worked on. Item 4.2 was discussed. Mary, Pat, Cindy, and Deborah will meet to create a list of possible locations for plaques and create a draft visual of the plaques. Costs were discussed. Deborah will share a cost estimate for item 4.4 (On This Spot App) at the next meeting.

f) Heritage Register – corrections to SOS

Deborah will bring to Council at the same time as new statements of significance to be adopted to the register.

6. New Business

a) OCP Update Phase 2 <https://www.salmonarm.ca/464/OCP2024>

City Staff provided an update on upcoming engagement opportunities for the OCP update. The CHC took some posters to share with others and suggested some locations to hang posters.

7. Other Business &/or Roundtable Updates

a) Membership and Terms of Reference

City Staff will review the CHC Terms of Reference and election cycle and provide an update at the next meeting.

8. Next Meeting

Monday, May 6, 2024, at 2:00 p.m.

9. **Adjournment**

Moved: Cindy Malinowski

Seconded: Deborah Chapman

THAT: the Community Heritage Commission Meeting of April 15, 2024, adjourn at 2:55 p.m.

CARRIED UNANIMOUSLY

David Gonella, Chair

Received for information by Council on the day of , 2024

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
Judith Benson	Salmon Arm Bay Nature Enhancement Society (SABNES)
Pauline Waelti	Shuswap Environment Action Society (SEAS)
Luke Gubbels	Canoe Forest Products
Travis Elwood	School District No. 83
Sarah Johnson	Citizen at Large
Ken Whitehead	Citizen at Large
Ceran Caner	Alternate Citizen at Large
Jennifer Wilson	City of Salmon Arm, City Engineer
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Christina Thomas	Adams Lake Indian Band
Carmen Fennell	Neskonlith Indian Band
Hermann Bruns	Citizen at Large
	Agricultural Industry

GUESTS:

Lawren Richards
Daniel Hughes and class

1. **Call to Order**

The meeting was called to order at 2:33 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**

Addition of Item 9. a) – Julia Beatty – Wildfire Protection Mitigation – Park Hill

Moved: Sarah Johnson

Seconded: Ken Whitehead

THAT: the Environmental Advisory Committee Meeting Agenda of May 7, 2024 be approved with addition.

CARRIED UNANIMOUSLY

5. Approval of Minutes from April 2, 2024

Moved: Pauline Waelti

Seconded: Judith Benson

THAT: the Minutes of the Environmental Advisory Committee Meeting of April 2, 2024 be approved.

CARRIED UNANIMOUSLY

6. Presentations

7. Old Business/Arising from Minutes

a) Education Plan for 2024 - working group update

The working group consisting of Julia Beatty, Janet Pattinson, Judith Benson, Travis Elwood and Luke Gubbels prepared a draft pamphlet regarding the Tree Protection Bylaw as education material for the public. A final draft, pending City staff approval, will be made available to the public. The next item the working group will be focusing on is anti-idling followed by water conservation. It is anticipated that the Tree Protection Bylaw will be presented to Council at the June 10, 2024 Regular Council Meeting.

8. New Business

a) L. Richards - email dated April 3, 2024 - Communication, Costs and Climate Change - for information

Lawren Richards outlined the email sent to Mayor and Council and suggested that the City take a leadership role in climate related issues and undertake an educational component to assist with community awareness. Lawren Richards requested that the City link changes/cost increases to climate change where applicable in order to bring climate change issues to the forefront. The importance of messaging was discussed by the Committee.

b) Earth Day - update

Julia Beatty and Jenn Wilson, City Engineer spoke regarding the success of Earth Day although Julia Beatty felt that attendance was down from last year.

c) Shuswap Watershed Council - financial contributions

Councillor Lindgren spoke regarding the decision of City Council to continue to participate on the Shuswap Watershed Council without making a financial contribution for the 2024/2025 fiscal year. Councillor Lindgren stressed that this decision will not have an impact on projects that the Shuswap Watershed Council has committed to for 2024. Councillor Lindgren stressed that City Council supports the work of the Shuswap Watershed Council and is looking forward to further discussion after a more equitable structure is developed.

d) Student Voice - June 11, 2024 - Climate Related questions

Daniel Hughes attended the meeting with members of his Politics class from Shuswap Secondary School. Students will attend the June 11, 2024 meeting of the Committee and will engage in a question and answer session and will share ideas on environmental issues.

9. Other Business & / or Roundtable Updates

a) Wildfire Protection Mitigation - Julia Beatty - Park Hill

Julia Beatty asked if additional public consultation will be made for the revised wildfire mitigation plan for Park Hill. Councillor Lindgren outlined the process to date and will find out if a plan for additional public information on the revised plan will be upcoming.

Kaydon, a student from Salmon Arm Secondary School, spoke regarding the possibility of student volunteers at the 2025 Earth Day and/or student involvement in firesmarting practices.

10. Next Meeting - June 11, 2024 - no meetings in July and August

11. Adjournment

There being no further business, the Environmental Advisory Committee meeting of May 7, 2024 was adjourned.

The Meeting was adjourned at 3:51 p.m.

Councillor Sylvia Lindgren, Chair

Received for information by Council the day of , 2024.

From: Columbia Shuswap Regional District <listserv@civicplus.com>
Sent: Thursday, April 25, 2024 11:35 AM
To: Rhonda West
Subject: [External] CSRD Connect - Meeting Highlights - April 2024



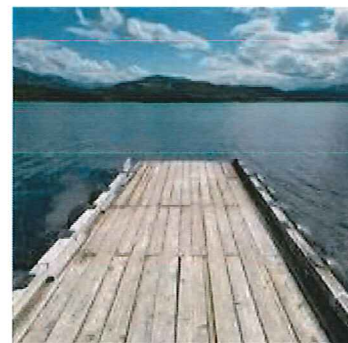
April 2024

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.

Delegations & Guest Speakers

Electoral Area F: Issues Identification Study

Allan Neilson, from Neilson Strategies, presented the [final report](#) to the Board for the initiative, which focused on possible changes to governance or services for the North Shuswap. Funded primarily by the Ministry of Municipal Affairs, the study considered options within the current CSRD system. Incorporation was outside the scope of the study.



The study involved extensive [community engagement](#), including in-person and online events, a mailed brochure, as well as an online survey. The study was paused for a time during the Bush Creek East Wildfire and then resumed in late fall 2023.

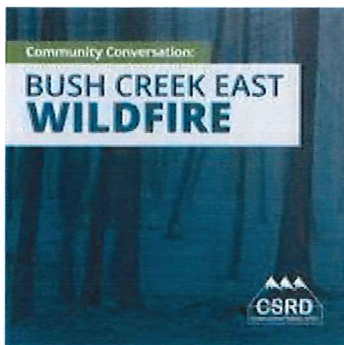
A notable finding was that one-third of Area F residents wanted to receive fewer services and pay less taxes, one-third wanted similar levels of services and did not want to see their taxes go up, while the final one-third of residents wanted more services and would be willing to pay more for them.

The report made two recommendations:

That the CSRD Board consider establishing an Electoral Area F Local Advisory Committee, comprised of North Shuswap residents, to consider issues and advise on local concerns.

That the CSRD Board of Directors consider a non-statutory service review of Bylaw Enforcement, Development Services (Planning) and Building Inspection services.

The report will be reviewed and will return to the Board table at a future meeting.



Community Conversations: Bush Creek East Wildfire

Jenny Boon, from Monogram Communications, presented the final [What We Heard report](#).

Responses were gathered from residents impacted by the wildfire during several events held in March. The report included a wide range of recommendations to implement before the next fire season regarding communications, emergency planning and support

services, fire services and operations.

CSRD staff are already working on implementing some of the recommendations from the report. They will also be meeting with the BC Wildfire Service to discuss the findings.

Forest Management Changes

Dr. Rachel Holt, of Veridian Ecological Consulting Ltd, made a [presentation](#) to the Board regarding the science of forestry and managing forests according to natural patterns for ecosystems to help reduce fire risk and increase resilience to climate change.

Spa Hill Composting Facility

Residents Pat Peebles and Russ McCann, who both live near the composting facility, made a [presentation](#) to the Board as a representative of a concerned community group upset about its impact to the surrounding area.

Business General

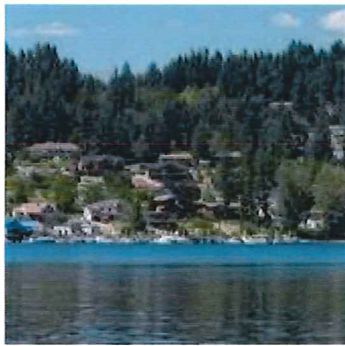
CSRD Financial Statements

Directors approved the draft of the audited [2023 Year End Financial Statements](#) for the CSRD, along with the [Statement of Financial Information](#).

Business by Area

Golden & Electoral Area A Indoor Aquatic Centre

The [Golden and Area Aquatic Centre project](#) has been suspended due to the lack of grant funding required to undertake the project. The project has been brought to a 75 per cent design stage. The Board agreed to dedicate staff time to monitor for other possible funding sources to successfully complete the project, which has an estimated cost of \$41 million.



Land-Use Matters

Electoral Area E: Development Variance Permit No. 841-06

The owners of 4103 Balsam Way [applied to waive the maximum lot size and community water and community sewer servicing requirements](#) for a subdivision in the RM1 – Multiple Dwelling 1 Zone. Staff did not support the application primarily because the proposed six, large-lot subdivision plan was inconsistent with the objectives and policies of the Electoral Area E Official Community Plan. The Board agreed with the staff recommendation and denied the variance.

For information and background reports for the other Development Services items discussed at this meeting, please see the [April 18, 2024 Board meeting agenda](#). If you have questions about a specific application, contact the planning department at plan@csrd.bc.ca

Next Board Meeting Board on the Road in Golden

Thursday, May 16, 2024

The Regular CSRD Board Meeting will be held at the Town of Golden Council Chambers, located at 810 - 9 Avenue South, Golden. The public session of the meeting will start at 8:30 AM (PT) / 9:30 AM (MT). This is a change from usual due to the time zone in Golden. Any





scheduling changes to the meeting start time will be noted on the [Meeting Calendar](#) on the CSRD's website.


The public is encouraged to join the meeting in-person or via Zoom. The access link can be found on the [Meeting Calendar](#) of the CSRD website under the Board meeting date.

Please note: the CSRD Connect newsletter is not a substitute for the regional district's Board meeting minutes, which cover all agenda items. Minutes are available for public review at the [Agendas & Minutes](#) page of our website, www.csr.bc.ca

Recordings of CSRD Board Meetings will be available until the date of the next Regular Board meeting, at which point they will expire. [View the meeting video.](#)

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REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Planning & Community Services - Request for Concurrence for Rogers Telecommunications Cell Tower: 1710 & 1670 10 Avenue S.W.

Date: May 13, 2024

Motion for Consideration:

THAT: the City of Salmon Arm has been consulted regarding the proposed installation of a telecommunications facility on Lot 1, Section 10, Township 20, Range 10, W6M, Plan 3759, as described in the information package (W4826) dated April 11, 2024;

AND THAT: the public consultation process has satisfactorily addressed the City of Salmon Arm's Communication System Policy 3.18 requirements;

AND FURTHER THAT: the City of Salmon Arm concurs with the proposed installation of a telecommunications facility on the subject parcel as proposed.

Background:

Legal: Lot 1, Section 10, Township 20, Range 10, W6M, Plan 3759

Civic: 1710 & 1670 – 10 Avenue SE

Proponent: Rogers Telecommunications

Agent: Cypress Land Services

Cypress Land Services (CLS), on behalf of Rogers Telecommunications (the proponent), has proposed the installation of a 30 metre (m) cellular tower and associated facilities (i.e. fencing, equipment shelter and generator) on the southern portion of the parcel at 1710 and 1670 10 Avenue S.W. The tower is located at 1710 10 Avenue S.W. and the access road to the tower crosses 1670 10 Avenue S.W. (Attachment 1). The subject parcel is 0.4 hectares / 1 acre in size and is designated Commercial Highway Service / Tourist in the Official Community Plan (OCP) and is split-zoned R-1 Single Family Residential Zone (northern portion) and C-3 Service Commercial Zone (southern portion where the tower will be located). The parcel is used for commercial and storage purposes. The site is surrounded by existing C-3 zoning and land uses.

CLS has submitted a consultation and information package to the City (Attachment 1). In accordance with the Federal Innovation, Science, and Economic Development Canada's (ISED, formerly Industry Canada) Public Consultation Process (CPC-2-0-03) and City Communication System Location and Consultation Policy 3.18, the proponent is required to consult with the City

prior to installation of the tower, which did occur. CLS is seeking concurrence from the City in the form of a resolution from Council.

Pursuant to Policy 3.18, the proposed cellular tower proponent is required to complete a community consultation process prior to installation including preliminary consultation, proposal submission, and public consultation. In adherence with City Policy 3.18, a resolution from Council is expected to complete the consultation process.

ADDITIONAL INFORMATION

Building Department

The BC Building Code does not apply to the construction of cellular towers, except where the tower is affixed to a building. A Building Permit is not required for the proposed equipment shelter (under 10 m²).

Planning Department

The regulation of the installation of cellular towers is under the exclusive jurisdiction of the federal government and its agencies (e.g. ISED and Health Canada), meaning that the City’s bylaws do not apply to the proposed cellular tower. However, in accordance with ISED’s requirements, the proponent is required to consult with the City and notify the public prior to installation. The proponent has adhered to the City’s Policy and has provided the City with details of the proposed installation and the completed consultation process.

From a land use perspective, the current and future land use patterns in and around the proposed site appear compatible and aligned with the direction of the City Policy for such structures to be sited in rural areas, an option substantially less conflicted than siting the towers within urbanized, residential areas of the City.

As detailed in their submission, the applicant has explored co-location options, explained the limitations associated with co-location on a nearby tower, and has offered other providers the option to utilize the proposed tower.

Legislative authority / plans / reports:

	Official Community Plan		Master Plan (list actual plan)
	Community Charter/LGA		Other
X	Bylaw/Policy (3.18)		Corporate Strategic Plan
X	Zoning Bylaw		2024-2028 Financial Plan
X	Communication System Policy 3.18		Long Term Financial Plan

Financial Considerations:

None.

Alternatives & Implications: (alternatives written in motion form)

Council could direct staff to request CLS to conduct additional engagement. CLS would not be bound by any direction from Council.

Communication:

Consultation and Public Notification

The Policy 3.18 public consultation requirements are generally aligned with ISED's Default Public Consultation Process (CPC) as follows:

1. Posting of a notification sign on site, publication of a notice in the local newspaper, and submission of a notification package to all owners and occupiers within a radius of three times the tower height. The notification package is provided within Attachment 1;
2. Following the public comment period (minimum 30 days), the proponent must respond to all reasonable and relevant concerns and provide for a reply to the proponent's response; and
3. Once the proponent has made adequate efforts to address or resolve all reasonable and relevant concerns, the public notification and consultation process is considered complete.

The proponent has met the consultation requirements detailed in the City's Policy (closing date April 7, 2024). The proponent has provided a summary of the consultation process and responses (Appendix 4). No responses were received.

CLS has completed the necessary public engagement required by Policy 3.18.

Staff recommend that Council advise the proponent that consultation has occurred and that the City concurs with the proposed site as requested.

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

Attachments:

- Request for Concurrence From Cypress Land Services dated April 11, 2024



Cypress Land Services Inc.
Suite 1051 – 409 Granville Street
Vancouver, BC V6C 1T2

Telephone: 604.620.0877
Facsimile: 604.620.0876
Website : www.cypresslandservices.com

April 11, 2024

VIA: gbuxton@salmonarm.ca

Gary Buxton
Director of Planning and Community Services
City of Salmon Arm

Dear Gary Buxton,

Subject: Request for Concurrence for a Rogers Telecommunications Tower
Address: 1710 & 1670 10 Ave SW, Salmon Arm
PID: 010-728-805, 010-728-830
Coordinates: 50.69155509, -119.30508097
Rogers Site: W4826 – Salmon Arm West Tesla

Please be advised that following the City of Salmon Arm’s Communication Antenna System Location and Consultation Policy 3.18, Rogers has completed the public consultation process and is respectfully requesting concurrence for the proposal to build a 30-metre monopole tower and equipment installation. Enclosed please find evidence of the following efforts regarding this public notification process:

- On February 7th, 2024, an Information Package was submitted to the City of Salmon Arm formalizing the initiation of the consultation process for the proposed tower location. Please see **Appendix 1: Information Package**.
- On March 4th, 2024, Notification Packages were issued to property owners, occupants and other recipients that fell within three (3) times the tower height of the proposed location, as per the City’s policy. Please see **Appendix 2: Notification Package**. Any initial consultation efforts with the public were completed in both English and French as per Federal requirements.
- On March 8, 2024, notice of proposed tower proposal was placed in the Salmon Arm Observer/Shuswap Market News. Please see **Appendix 3: Newspaper Notices**.
- On March 6th, 2024, a development sign was posted on site, as per the City’s consultation policy. Please see **Appendix 4: Proof of Development Sign**.
- On April 7th, 2024, the 30-day consultation period concluded. During the consultation period, no (0) property owners provided written comments regarding the proposed tower.

If Council concurs with the proposed tower project, please find in **Appendix 5: Resolution Example**, a sample resolution which may be used.

Rogers is committed to working with the community to find an acceptable location and infrastructure design. Should you require any additional information, please do not hesitate to contact us at 604-620-0877 or by e-mail at kristina@cypresslandservices.com.

Kristina Bell
Land Use Planner

Kristina Bell

Cypress Land Services
Agents for Rogers Communications Inc.

cc: Claudia Castro, Rogers Communications

Appendix 1: Information Package



Cypress Land Services Inc.
Suite 1051 – 409 Granville Street
Vancouver, BC V6C 1T2

Telephone: 604.620.0877
Facsimile: 604.620.0876
Website: www.cypresslandservices.com

February 7th, 2024

Via Email: gbuxton@salmonarm.ca

Gary Buxton
Director of Planning and Community Services
City of Salmon Arm,

Dear Gary Buxton,

Subject: ROGERS Telecommunications Facility Proposal Information Package
Location: 1670 10 Ave SW, Salmon Arm, BC
PID: 010-728-830
Coordinates: 50.69155509, -119.30508097
ROGERS Site: W4826 – Salmon Arm West Tesla

Overview

Cypress Land Services Inc., in our capacity as agents to Rogers Communications Inc. (Rogers), is submitting this information package (Information Package) to initiate the consultation process related to the installation and operation of a telecommunications facility in the City of Salmon Arm. The new facility will improve wireless services and add capacity to the existing network for nearby neighborhoods, businesses, and travelers. This Information Package is intended to formalize the consultation process.

Proposed Site

The proposed site location is identified as **PID: 010-728-830**, located central to Salmon Arm’s geographical map in a service commercial area. The site is setback from the street, at the southwest corner of the Warner rentals yard. (**Schedule A: Tower Site Location**). The property is currently privately owned. Rogers has entered into a lease agreement with the property owner.

Rationale for Site Selection

Rogers seeks to maintain and improve high quality, dependable network services to Canadians. In order to improve network performance, Rogers is seeking to add the proposed communications tower.

The proposed site is a result of many considerations. Existing structures, including towers and rooftops, were initially reviewed during the site selection process. After careful examination, it has been determined that there are no viable existing structures in the area that would be suitable.

Rogers explored and disqualified the use of the TELUS tower about 270m away, prior to proposing a new tower. The elevation offered by TELUS for Rogers' antennas on the tower was only 12-15m high, which is much too low to qualify for Rogers' network improvement requirements. Please see **Schedule B: Map of Existing Towers**.

Tower Proposal Details

Rogers is proposing to install a 30m monopole tower, with 6 initial antennas and a 1m lightning rod, with an equipment shelter at the base enclosed by a chain-link fence compound area, occupying an area of 10m by 10m. Rogers has completed preliminary design plans in **Schedule C: Preliminary Plans** and a **Photo-simulation, Schedule D**. The tower may have adequate space for third party equipment, depending on the type of equipment.

Consultation Process

Innovation, Science, and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower. The City of Salmon Arm has adopted its own telecommunications policy which will be followed. Rogers initiates ISED's Default Public Consultation Process (as described in the CPC-2-0-0-03 – Radiocommunication and Broadcasting Antenna Systems, commonly referred to as the "CPC") when land use authorities have not adopted their own protocol.

Information on the "CPC" consultation process developed by ISED may be found online at:

[CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems - Spectrum management and telecommunications](#)

In order to obtain comments, concerns or questions in regard to the proposed tower site, the City of Salmon Arm's policy, like the CPC, requires Rogers to send out Notification Packages to all properties located within three (3) times the height of the proposed tower. A notice in the local paper, and a development sign will additionally need to be posted at the site in order to allow for public comment on the proposed site. This comment period is minimum of 30 days. We expect the notification package to be sent by late February 2024.

At the conclusion of the consultation process, Rogers will prepare a summary of comments received from the community as well as the replies provided by Rogers. Rogers is requesting that, subsequent to the completed consultation process and report to Council, a letter or resolution of concurrence is issued by the City of Salmon Arm.

Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at:

Health Canada:

http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php

Concurrence Requirements

In order to complete the consultation process, Rogers will be requesting concurrence from the City of Salmon Arm in a form acceptable by ISED.

Conclusion

Please consider this Information Package as the official commencement of the consultation process for this site. Rogers is committed to working with the City and the community throughout the consultation process.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604.620.0877 or by email at kristina@cypresslandservices.com.

Thank you in advance for your assistance and consideration.

Sincerely,

CYPRESS LAND SERVICES

Agents for ROGERS Communications Inc.

Kristina Bell

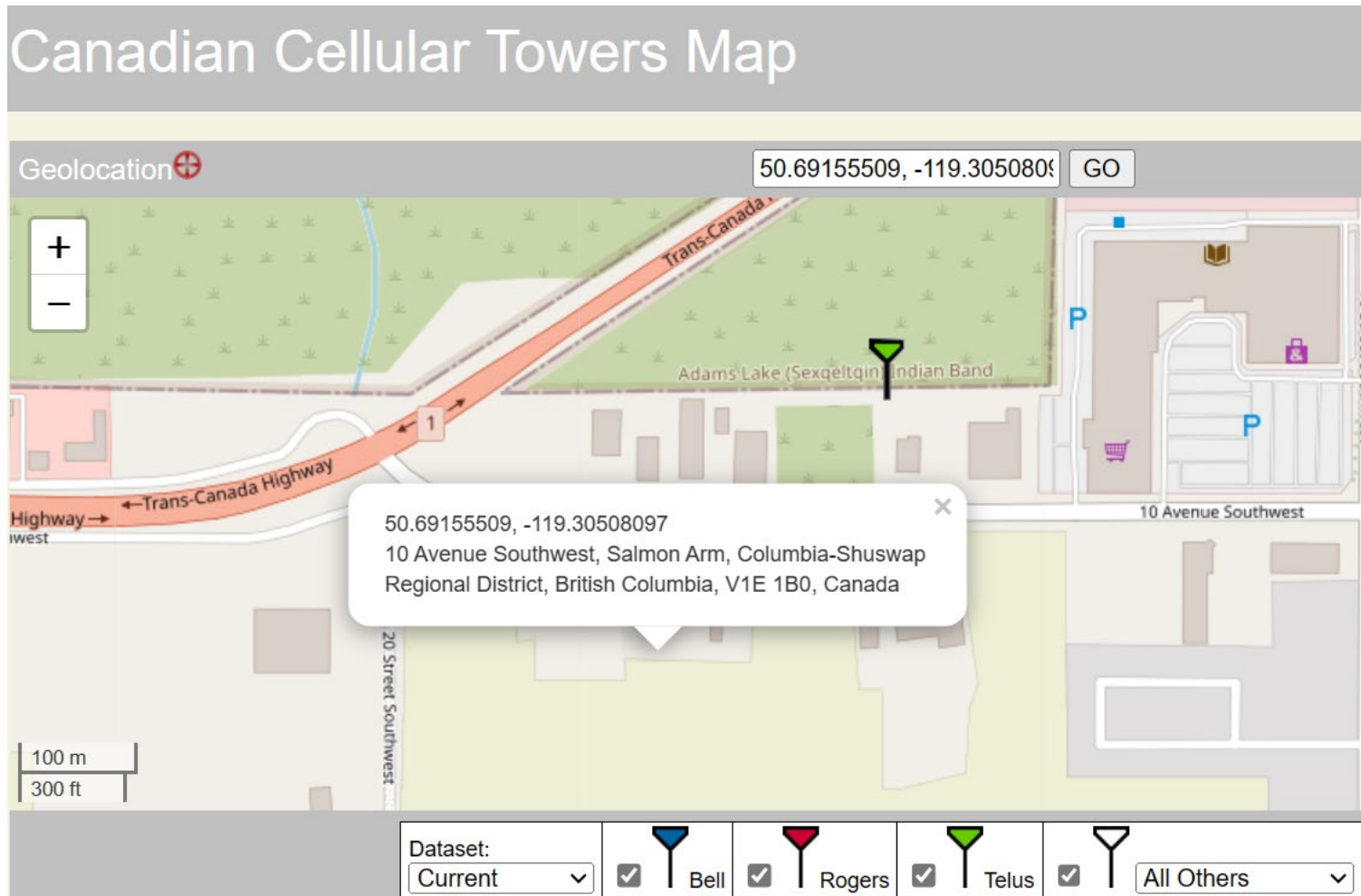
Kristina Bell
Land Use Planner

cc: Claudia Castro, Rogers Communications Inc.

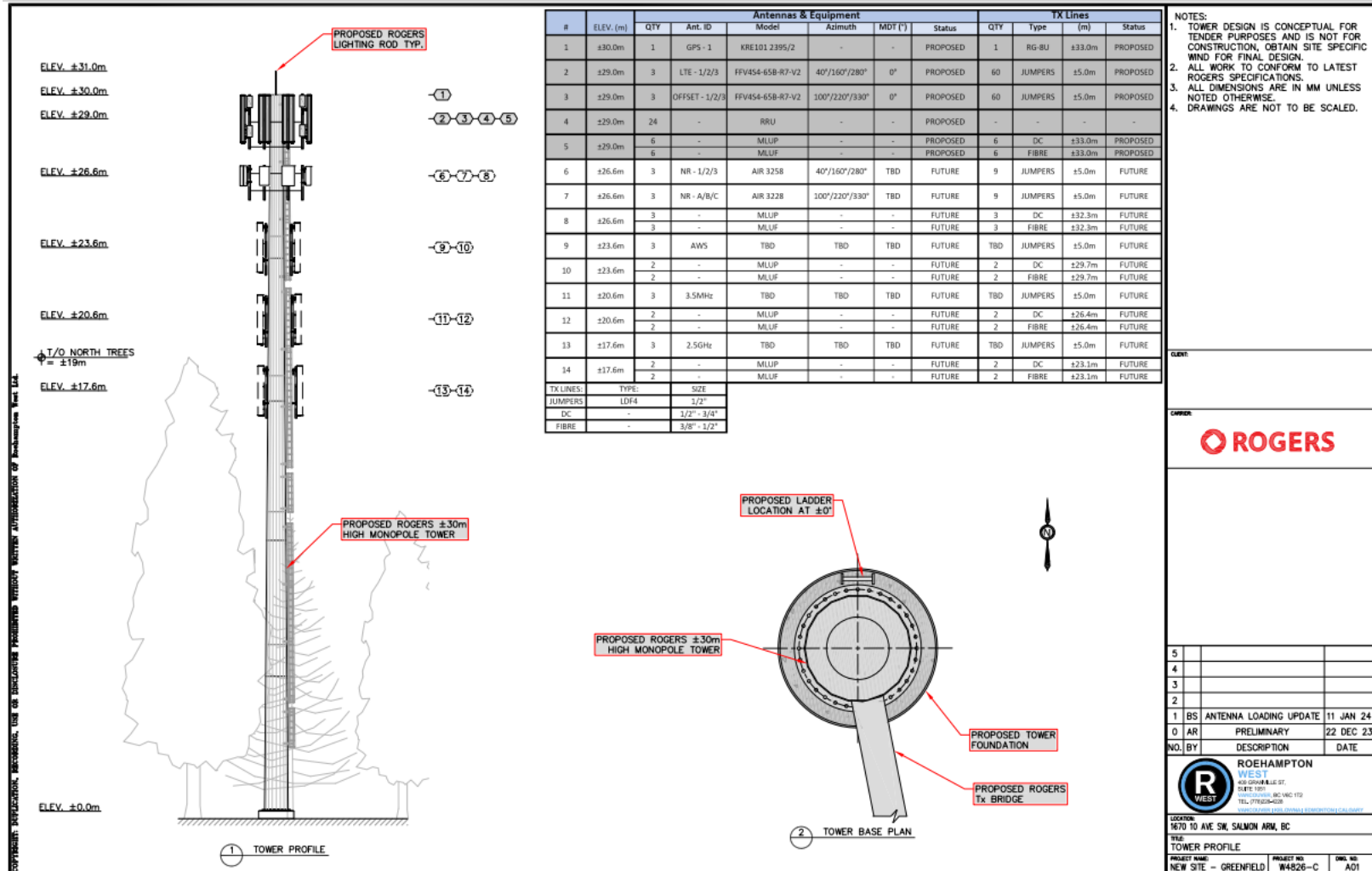
**SCHEDULE A
ROGERS TOWER LOCATION**



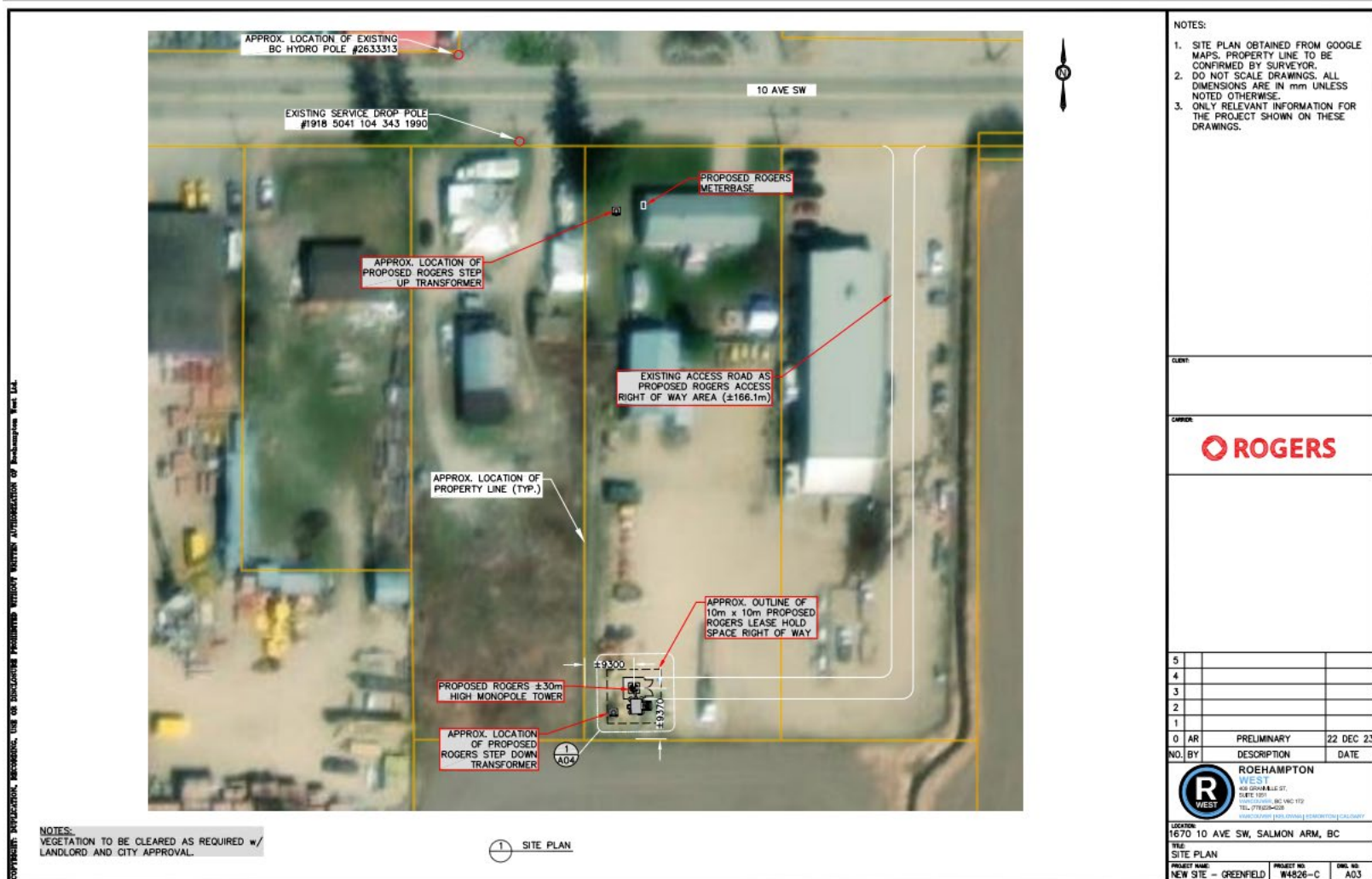
SCHEDULE B
MAP OF EXISTING SITES



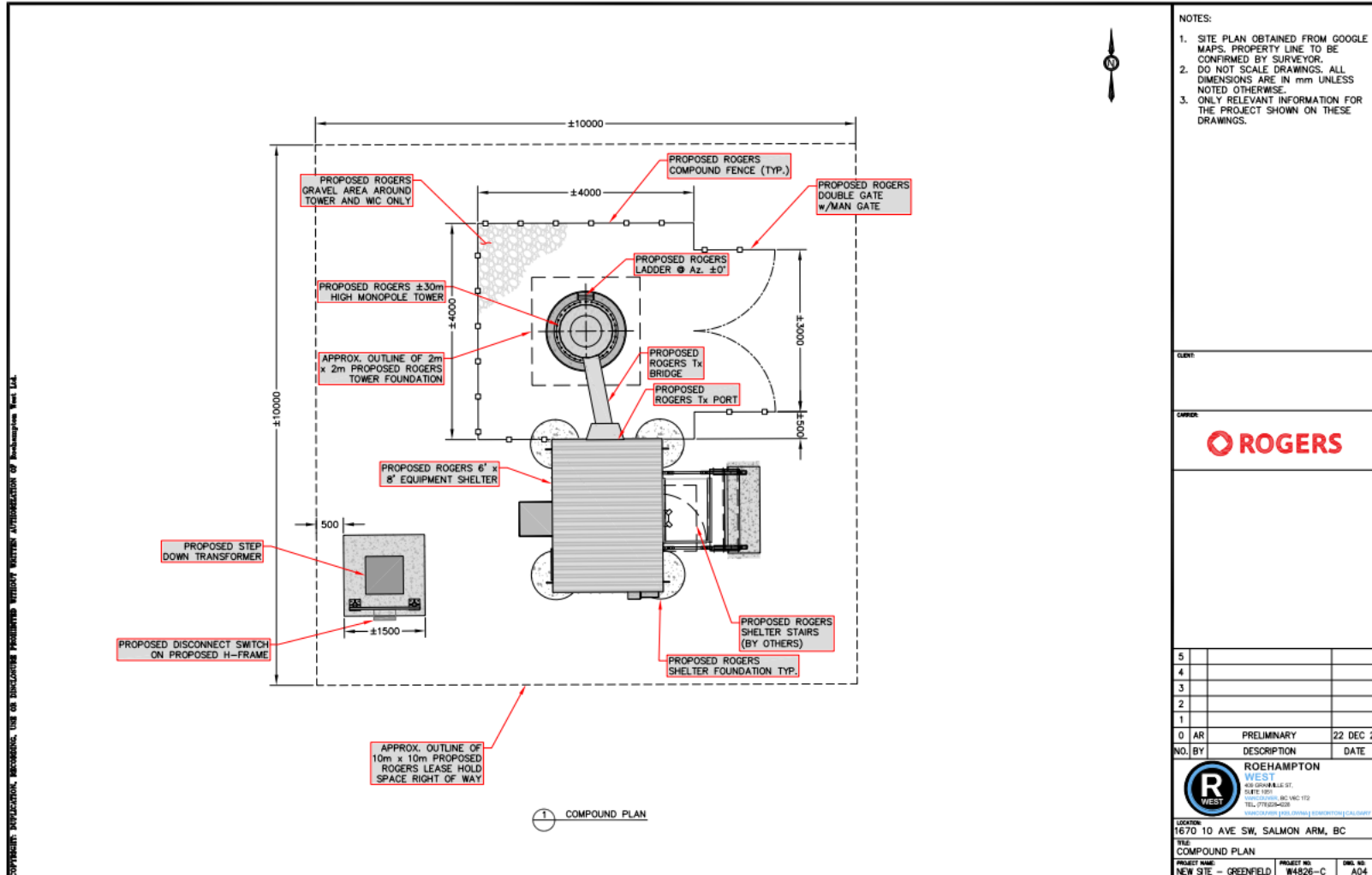
SCHEDULE C PRELIMINARY DESIGN PLANS – TOWER PROFILE



SCHEDULE C PRELIMINARY DESIGN PLANS – SITE PLAN



SCHEDULE C PRELIMINARY DESIGN PLANS - COMPOUND PLAN



NOTES:

1. SITE PLAN OBTAINED FROM GOOGLE MAPS. PROPERTY LINE TO BE CONFIRMED BY SURVEYOR.
2. DO NOT SCALE DRAWINGS. ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE.
3. ONLY RELEVANT INFORMATION FOR THE PROJECT SHOWN ON THESE DRAWINGS.

CLIENT:

CARRIER:



5		
4		
3		
2		
1		

0	AR	PRELIMINARY	22 DEC 23
	NO. BY	DESCRIPTION	DATE

ROEHAMPTON WEST
 410 GRAMM LANE ST. SUITE 1100
 10000 GREENFIELD RD. VICTORIA BC V8P 1Y2
 TEL: 250-684-0008
www.roehamptonwest.com

LOCATION: 1670 10 AVE SW, SALMON ARM, BC			
TITLE: COMPOUND PLAN			
PROJECT NAME: NEW SITE - GREENFIELD	PROJECT NO.:W4826-C	DRAWN BY:A04	

**SCHEDULE D
PHOTO-SIMULATION**

BEFORE



AFTER



View: Looking southwest from 10 Ave SW

*Photo Simulation is a close representation and is for conceptual purposes only – not to scale.
Proposed design is subject to change based on final engineer plans*

Appendix 2: Notification Package

PUBLIC CONSULTATION CONSULTATION DU PUBLIC

March 4th, 2024
Le 4 mars 2024

Dear Community Member,

Rogers Communications Inc. ("Rogers") is expanding its wireless network and would like to share with you its current plan in the City of Salmon Arm

We are consulting residents and businesses of this area regarding this proposed project. Details of this project are included in the present notification file. We invite you to take note of the proposed project and to provide us with any questions or comments in writing by **close of business day April 7th, 2024**, after which we will answer your concerns. You will then have the opportunity to submit further comments if you require additional clarifications.

Madame, Monsieur,

Rogers Communications inc. (« Rogers ») souhaite vous informer que nous prévoyons des investissements majeurs au niveau de notre réseau de communication sans-fil dans la Ville de Salmon Arm.

Nous désirons consulter la population environnante à propos de ce projet. Le détail de celui-ci est joint à la présente sous forme de dossier informatif. Nous vous invitons à en prendre connaissance et à nous faire part de vos questions/commentaires par écrit avant la fermeture des bureaux de Rogers le **7 avril 2024**, après quoi nous répondrons à vos observations. Vous aurez par la suite l'opportunité d'émettre vos commentaires sur nos réponses dans l'éventualité où de l'information supplémentaire serait requise.

Please send your comments or questions by mail or email to:

Veillez adresser vos questions/commentaires par la poste ou par courriel à :

Cypress Land Services Inc.
1051 – 409 Granville Street Vancouver, BC, V6C 1T2
PublicConsultation@cypresslandservices.com

W4826 – Salm Arm West Tesla

PUBLIC NOTIFICATION

Proposed Wireless Telecommunications Installation

1. Purpose of the Proposed Installation

Rogers is proposing to build a new wireless communications installation at 1670 10 Ave SW, Salmon Arm, (the “**Proposed Installation**”) to improve wireless coverage to your community and to meet rising demands for wireless services.

The Proposed Installation will ensure continuous and uninterrupted coverage between existing telecommunications sites and maintain our commitment to provide fast and reliable cellular service, both indoors and outdoors.

2. Evaluation of Existing Structures and Site Selection

Before proposing a new telecommunication infrastructure, Rogers reviews any existing structure or building for colocation opportunities. The following structures and/or buildings were reviewed before proposing a new installation (refer to the red circle located on the map on page 10).

List of structures evaluated:

Structure	Location	Reason for disqualification
TELUS Communications Inc. Tower	N50.693431 W119.302381	Rejected because the available height (12-15m) on TELUS tower does not meet Rogers’ network requirements. 12-15m would provide 81.4% less coverage than the proposed 30m tower.

Since Rogers could not install its equipment on the above-mentioned structures, we identified the proposed location, in a service commercial zone, as the site of least impact to the community, while enabling Rogers to meet the desired cellular coverage goals and the municipality’s requirements.

Furthermore, Rogers accepts to receive and review any colocation and tower sharing requests made by other licensed carriers.

3. Details of the Proposed Installation

Municipal address: 1670 10 Ave SW, Salmon Arm, BC V1E 1T4

PID #: 010-728-830

Geographic coordinates: N 50.69155509, W 119.30508097

Location on the lot: The site is located on the southwest corner of the Warner rentals yard behind existing buildings.

Zoning/Land Use District: Property is located in a service commercial zone (C-3), as referenced in the City of Salmon Arm’s zoning bylaw No. 2303.

Policies: The City of Salmon Arm has adopted a tower siting and consultation by-law regarding the installation of towers, Policy No. 3-18.

4. Description of the Proposed Antenna System

Type of tower and details: Monopole tower

Height: 31 meters, including the antennas, and a lightning rod

Details: An equipment shelter will also be installed at the base of the proposed tower and the entire site will be surrounded by a security fence with a locked gated access point.

Rogers will install the following equipment on the proposed tower. Please note that the height of the antennas may vary slightly but the overall scale will be respected.

Number of initial antennas	Approximate Dimensions in mm (Length x Width x Depth)	Height in Tower (m)	Technology (4G or 5G)
6	2000 X 498 X 197	29	4G-5G

5. Aeronautical obstruction marking requirements and land use specifications

At this time, Rogers has not received any aviation obstruction lighting or clearance specifications from Transport Canada nor from NAV CANADA for the land-use of proposed project. Nevertheless, Rogers believes that no lighting or marking will be required. Should this information not be accurate, Rogers will inform residents. For additional information:

<https://www.navcanada.ca/en/aeronautical-information/land-use-program.aspx>

<https://tc.canada.ca/en/corporate-services/acts-regulations/list-regulations/canadian-aviation-regulations-sor-96-433/standards/standard-621-obstruction-marking-lighting-canadian-aviation-regulations-cars>

6. Respect of engineering ethics and code of practice

Rogers attests that the radio antenna system for the Proposed Installation will be constructed in compliance with the *National Building Code* and the structural standards contained in *CSA S37-18* (Canadian Standard Association), and will respect good engineering practices, including structural adequacy.

7. Health Canada's Safety Code 6

Rogers attests that the radio antenna system for the Proposed Installation will be installed and operated on an ongoing basis so as to comply with Health Canada's *Safety Code 6* limits as it may be amended from time to time, for the protection of the general public, including any combined effects of additional carrier co-locations and nearby installations within the local radio environment.

Additional information from the Government of Canada and from other credible sources:

<https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/safety-and-compliance/facts-about-towers/radiofrequency-energy-and-safety>

<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safety-code-6-radiofrequency-exposure-guidelines.html>

<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/everyday-things-emit-radiation/cell-phones-towers.html>

<https://www.who.int/news-room/questions-and-answers/item/radiation-5g-mobile-networks-and-health>

8. Environmental assessment - Impact Assessment Act

Rogers attests that the Proposed Installation is not located within federal lands nor is it incidental to, or form part of, projects that are designated under the *Regulations Designating Physical Activities* or by the Minister of the Environment as requiring an environmental assessment. Detailed information on the Impact Assessment Act (S.C. 2019, c. 28, s. 1) can be found at:

<https://laws-lois.justice.gc.ca/eng/acts/l-2.75/page-1.html>

9. Innovation, Science and Economic Development Canada's Regulatory Framework

The telecommunications industry is exclusively regulated under the Federal Radiocommunication Act and administered by Innovation, Science and Economic Development Canada. It has established a clear set of rules that wireless carriers must follow when looking to install or modify a tower or antenna system (*Client Procedures Circulars - CPC 2-0-03, Radiocommunication and Broadcasting Antenna Systems*).

Furthermore, Rogers must consult with representatives of the City of Salmon Arm, as the Land-Use Authority, and refer to their applicable local land-use and consultation requirements and any preferences it may have for tower-siting and/or design. General information relating to antenna systems is available on ISED's website: <https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/safety-and-compliance/facts-about-towers>

10. Public Consultation and Local Processes

The City of Salmon Arm has established its own antenna tower siting protocol entitled Communication Antenna System Location and Consultation Policy 3.18, (the "**Protocol**") which sets out, among other things, the requirements for Rogers to consult with the public about the Proposed Installation. Hence, Rogers will not follow ISED's public consultation process. Instead, Rogers is conducting the public consultation as part of the City's process.

DOSSIER DE NOTIFICATION

Projet d'implantation d'un nouveau site de télécommunication

1. Justification du projet proposé

Rogers propose l'installation d'un nouveau système d'antennes de radiocommunication au 1670 10 Ave, SW, Salmon Arm, (« **projet proposé** ») afin d'améliorer la couverture cellulaire dans votre secteur et ainsi répondre à la demande sans cesse croissante pour les services sans fil.

Le projet proposé corrigera cette situation et permettra une couverture continue et ininterrompue entre les sites de télécommunication existants tout en maintenant notre engagement d'offrir un service cellulaire rapide et fiable, tant à l'intérieur qu'à l'extérieur des immeubles.

2. Évaluation des structures existantes et le choix de l'emplacement

Avant de proposer l'installation d'une nouvelle structure de télécommunication, Rogers évalue l'ensemble des structures existantes ou immeubles pour une opportunité de colocation. Les structures ou immeubles suivants ont été évalués avant de proposer l'installation d'une nouvelle structure (voir le cercle rouge sur la carte à la page 10).

Structures évaluées :

Structure	Emplacement	Raison de la disqualification
Tour de Telus	N 50.693431, W 119.302381	Rejeté parce que la hauteur disponible (12-15m) sur la tour TELUS ne répond pas aux exigences de réseau de Rogers. 12-15m fournirait 81,4% moins de couverture que la tour de 30m proposée.

Étant donné que Rogers ne pouvait pas installer ses équipements sur les structures mentionnées ici haut, nous avons identifié l'emplacement proposé, en zone commerciale de service, comme étant le site de moindre impact pour la communauté, tout en répondant aux objectifs de couverture cellulaire recherchés et au règlement municipal.

Enfin, Rogers demeure disposée à recevoir toute demande d'utilisation conjointe de la structure qui pourrait être proposée par une autre entreprise en télécommunication dûment licenciée.

3. Description du système d'antennes proposé

Adresse municipale : 1670 10 Ave, Salmon Arm, BC V1E T14

Numéro du lot : 010-728-830

Coord. géographiques : 50.69155509, -119.30508097

Emplacement sur le site : Le site est situé à l'angle sud-ouest de la cour de location Warner derrière les bâtiments existants.

Zonage/Utilisation du sol : L'emplacement proposé est situé dans la zone commerciale de service, portant le numéro C-3 au plan de zonage de la Ville de Salmon Arm.

4. Description des équipements et des ouvrages proposés

Type de tour et détails : Monopôle

Hauteur : Élévation hors-tout d'environ 31 mètres incluant les antennes, et le parafoudre.

Autres détails : Un cabinet d'équipements sera aussi aménagé à la base de la tour et l'ensemble du site sera ceinturé d'une clôture de sécurité et d'une entrée verrouillée.

Rogers installera les antennes suivantes. Veuillez noter que la hauteur des antennes peut varier légèrement, mais l'échelle globale sera respectée.

Nbre d'antennes	Dimensions approx. (mm) (Long x Larg x Prof)	Hauteur dans la tour (m)	Technologie (4G ou 5G)
6	2000 X 498 X 197	29	4G-5G

5. Exigences en balisage d'obstacle aérien et pour l'utilisation des terrains

À ce jour, Rogers n'a pas reçu les exigences de Transports Canada en matière de balisage d'obstacle aérien ni celles de NAV Canada concernant l'utilisation du terrain. Rogers ne prévoit pas qu'un éclairage ou un marquage sera nécessaire. Si ces spécifications sont inexactes, des informations supplémentaires vous seront fournies. Pour plus de détails, veuillez consulter :

www.navcanada.ca/fr/information-aeronautique/programme-dutilisation-de-terrains.aspx

<https://tc.canada.ca/fr/services-generaux/lois-reglements/liste-reglements/reglement-aviation-canadien-dors-96-433/normes/norme-621-balisage-eclairage-obstacles-reglement-aviation-canadien-rac>

6. Respect des codes et principes de génie

Rogers atteste que tous les ouvrages, installations et structures réalisés et érigés dans le cadre du projet proposé respecteront les codes applicables (Code national du bâtiment et de l'Association canadienne de normalisation – CSA S37-18), et seront conçus selon les principes de génie généralement reconnus, et les méthodes de construction respecteront les règles de l'art, y compris l'intégrité structurelle.

7. Code de sécurité 6 de Santé Canada

Rogers atteste que l'installation radio du projet proposé sera établie et exploitée de façon continue en conformité avec le Code de sécurité 6 de Santé Canada et les modifications qui pourront y être apportées, pour la protection du grand public, y compris tous les effets combinés de la colocation et des installations avoisinantes sur l'environnement radio local.

Pour plus de détails, nous vous invitons à consulter les sites du Gouvernement du Canada et de sources crédibles :

<https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/safety-and-compliance/facts-about-towers/radiofrequency-energy-and-safety>

<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safety-code-6-radiofrequency-exposure-guidelines.html>

<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/everyday-things-emit-radiation/cell-phones-towers.html>

<https://www.who.int/news-room/questions-and-answers/item/radiation-5g-mobile-networks-and-health>
(anglais seulement)

8. Évaluation environnementale – Loi sur l'évaluation d'impact

Rogers affirme que le projet proposé n'est pas situé sur des terres fédérales et qu'il n'est pas lié à un projet désigné (selon la description dans le [Règlement désignant les activités concrètes](#)), ou qu'il est autrement expressément désigné par le ministre de l'Environnement, comme nécessitant une évaluation environnementale. Pour plus de détails concernant la Loi sur l'évaluation d'impact (L.C. 2019, ch. 28, art. 1) : <https://laws-lois.justice.gc.ca/fra/lois/l-2.75/page-1.html>

9. Cadre réglementaire d'Innovation, Science et Développement économique Canada

Le secteur des communications sans fil est une industrie réglementée par la Loi sur la radiocommunication du gouvernement fédéral et celle-ci est appliquée par Innovation, Sciences et Développement économique Canada. ISDE Canada a mis en place une procédure intitulée *Circulaire des procédures concernant les clients* (CPC 2-0-03 — Systèmes d'antennes de radiocommunications et de radiodiffusion) que tout promoteur doit suivre quant au choix d'emplacement ou de modification d'un système d'antennes.

De plus, Rogers est tenu de consulter l'autorité responsable de l'utilisation du sol (ARUS) de la Ville de Salmon Arm afin de déterminer les exigences de consultations et de discuter des préférences locales concernant l'emplacement ou la conception du système d'antennes. De l'information additionnelle se trouve sur le site d'ISDE Canada : <https://ised-isde.canada.ca/site/gestion-spectre-telecommunications/fr/securite-conformite/faits-sujet-pylones>

10. Consultation publique et le processus local

Comme la Ville de Salmon Arm a adopté son propre processus spécifique aux systèmes d'antennes de radiocommunications (y compris pour la consultation du public) intitulé politique No. 3-18, le processus de consultation publique par défaut d'ISDE Canada ne s'applique pas. Rogers effectue donc la consultation du public selon le processus de la municipalité.

11. Contact Information / Coordonnées des intervenants

Innovation, Science and Economic Development Canada / Innovation, Science et développement économique Canada

Okanagan-Kootenay District Office
1726 Dolphin Avenue, Room 603
Kelowna BC V1Y 9R9
Telephone: 1-800-667-3780 or 250-470-5026
Fax: 250-470-5045
Email: spectrumkelowna-kelownaspectre@ised-isde.gc.ca
(By appointment only)

Rogers Communications Inc c/o Cypress Land Services

Kristina Bell
1051 – 409 Granville Street, Vancouver, BC V6C 1T2
Tel.: 604-620-0877
Email: publicconsultation@cypresslandservices.com

Land-Use Authority of the City of Salmon Arm / L'autorité responsable de l'utilisation du sol de la Ville de Salmon Arm

Gary Buxton
Director of Planning and Community Services
Box 40 500 2 Avenue NE, Salmon Arm BC V1E 4N2
P 250.803.4015 | E gbuxton@salmonarm.ca | W www.salmonarm.ca

12. Invitation to Submit Feedback / Commentaires

Within the framework of the public consultation, we invite citizens to submit their written comments and concerns **by close of business on April 7th, 2024 to:** / Dans le cadre de la consultation, nous vous invitons à nous faire part de vos commentaires **avant la fermeture des bureaux de Rogers le 7 avril 2024:**

Tower Installation Project / Projet d'installation de communication sans fil
Reference: W4826

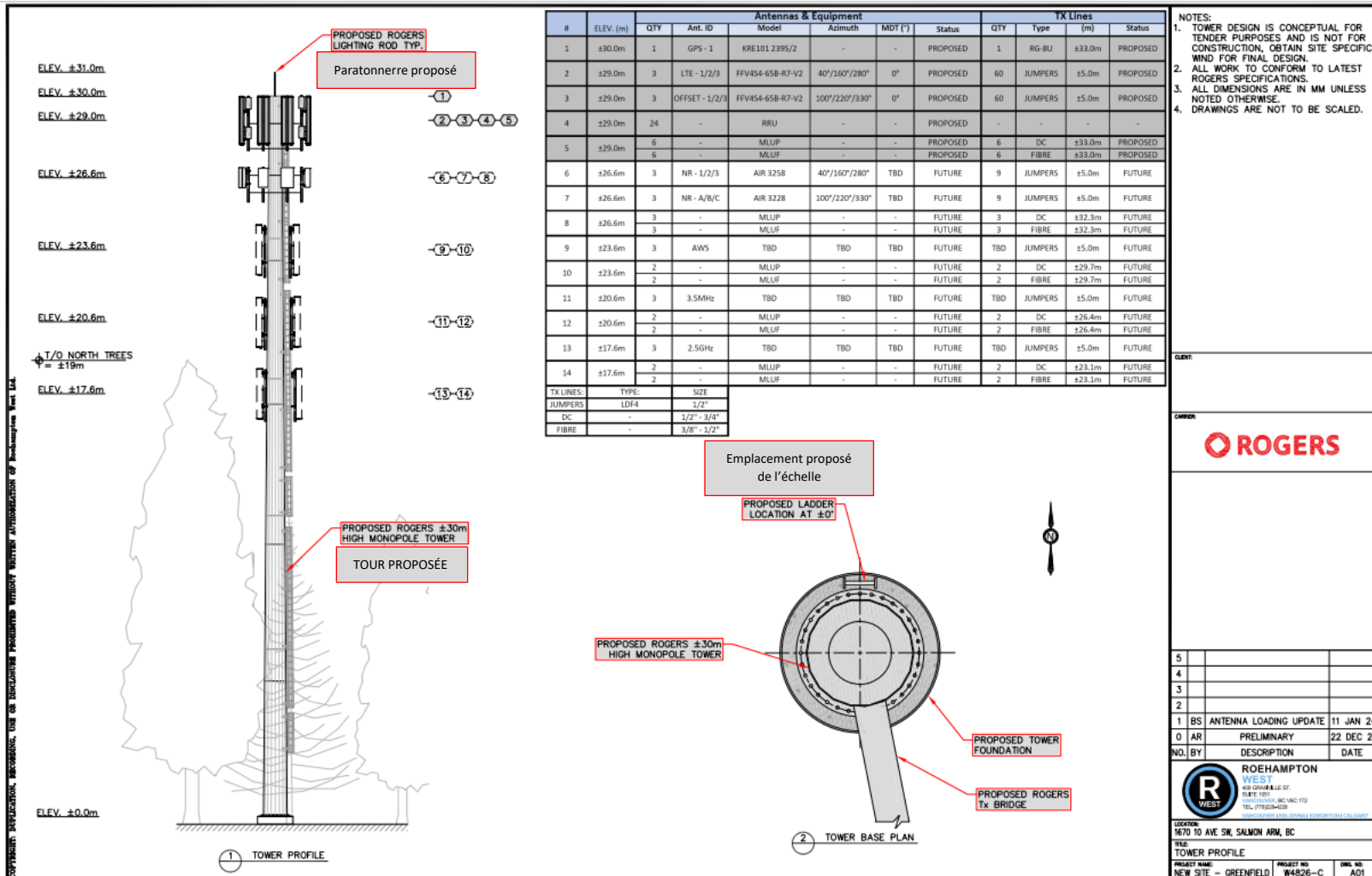
**Rogers Communications Inc.
c/o Cypress Land Services
Kristina Bell**

PublicConsultation@cypresslandservices.com
1051 – 409 Granville Street, Vancouver, BC V6C 1T2

Appendix 1: Location map of the Proposed Installation
Annexe 1 : Carte de localisation du projet proposé



Appendix 2: Profile of the Proposed Installation
Annexe 2 : Profil de projet proposée



Appendix 4: Site plan of the Proposed Installation
Annexe 4 : Projet de site arpenté



Appendix 5: Visual simulations of the Proposed Installation
Annexe 5 : Simulations visuelles de l'installation proposée

BEFORE / AVANT



AFTER / APRES



View: Looking southwest from 10 Ave SW
Vue : Regardant vers le sud-ouest à partir de 10 Ave SW

*Photo Simulation is a close representation and is for conceptual purposes only – not to scale.
Proposed design is subject to change based on final engineer plans.
La simulation photo est une représentation étroite et est à des fins conceptuelles seulement - pas à l'échelle.
La conception proposée est sujette à changement en fonction des plans finaux de l'ingénieur.*

Appendix 3: Newspaper Notice

INDEX IN BRIEF

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Information

#1 999+ BUYER! WE BUY SELL TRADE ALL GOLD, SILVER & PLATINUM! Bullion, bars, wafers, ingots, rounds, coins, Maple Leafs! Also purchasing ENTIRE COIN COLLECTIONS, Royal Canadian Mint coins, Franklin Mint, US MINT, coin sets, Olympic coins, rare coins, old money, estate collections, jewelry, watches, Rolex, Omega, GOLD nuggets, gold dust, scrap, gold concentrate, coins, Sterling Silver, 999 bullion +++ TODD 250 864 3521

Merchandise For Sale

Puzzles for Sale Excellent condition starting at \$5.00 each Swansea Point 250-836-5539



PLEASE RECYCLE THIS NEWSPAPER.

Information

Information

SALMON ARM CITIZENS PATROL

Community service, flexible hours, interesting information, and friendship = SACP membership

Help keep Salmon Arm safe by going out on a 4-hour patrol one afternoon or evening each month. We also take part in numerous community events and enjoy socializing together.

For more information and an application find SACP at salmonarmcitizenspatrol.ca or Facebook.

Misc. Services

PURCHASING COINS & ENTIRE COIN COLLECTIONS! The good, the bad & the ugly. BUYING small to EXTRA LARGE COLLECTIONS & Estates. Old COINS, ROYAL CANADIAN MINT COINS, Franklin Mint, US Mint, World collections, COIN sets, Olympic COINS, Pre 1968 COINS, key date COINS, old \$\$\$, gold COINS, silver COINS, bullion +. TODD 250 864 3521

Misc Wanted

#1 CASH BUYER. 5th GENERATION COIN COLLECTOR NUMISMATIST PURCHASING ENTIRE COIN COLLECTIONS & OLD \$\$\$! ALSO BUYING, GOLD, SILVER, MAPLE LEAFS, COINS, BARS, INGOTS, BULLION, JEWELRY, NUGGETS, STERLING SILVERWARE, BULK SILVER, PRE 1968 COINS, ROYAL CANADIAN MINT, FRANKLIN MINT, US MINT, WORLD COLLECTIONS +++ 250 864 3521

Rubbish Removal

Rick's Rubbish Removal. Seniors Discount. 250-293-0433

BUYING-RENTING-SELLING

1-866-865-4460

Legal Notices

Legal Notices

Legal Notices

Legal Notices

Legal Notices

PUBLIC NOTICE NOTIFICATION DU PUBLIC

PROPOSED ROGERS 31 METER WIRELESS TELECOMMUNICATIONS MONOPOLE TOWER INSTALLATION

The proposed installation is composed of a 31-meter monopole telecommunications tower, including the antennas and a lightning rod.

Location: 1670 10 Ave SW, Salmon Arm, BC V1E 1T4

PID: 010-728-830

Objective: To improve wireless coverage to your community and to meet rising demands for wireless services.

Details: An equipment shelter will also be installed at the base of the proposed tower and the entire site will be surrounded by a security fence with a locked gated access point.

The public is invited to provide written comments by end of business day on April 7th, 2024 to the contact information shown below. Please include a return address.

Tower Installation Project
Projet d'installation de communication sans fil

Reference: W4826
Rogers Communications Inc.

c/o Cypress Land Services
Kristina Bell
1051-409 Granville Street, Vancouver BC V6C 1T2
PublicConsultation@cypresslandservices.com
604-620-0877

Land Use Authority Contact:
Gary Buxton
Director of Planning & Community Services
Box 40 500 2 Avenue NE, Salmon Arm, BC V1E 4N2
250-803-4015
gbuxton@salmonarm.ca



EMPLACEMENT PROPOSÉ PAR ROGERS POUR L'IMPLANTATION D'UNE TOUR MONOPÔLE D'ENVIRON 31 MÈTRES DE HAUTEUR

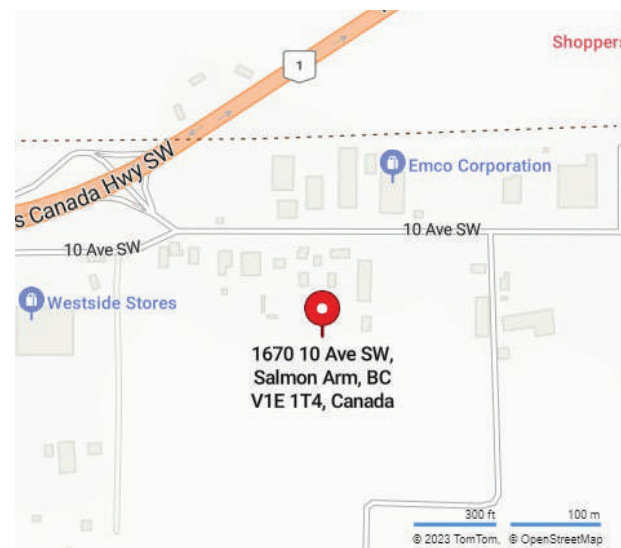
Le site de télécommunication proposé sera composé d'une tour de type tour monopole d'une élévation hors-tout d'environ 31 mètres incluant les antennes et le parafoudre.

Lieu : 1670 10 Ave SW, Salmon Arm, BC V1E 1T4

Objectif : Améliorer la couverture cellulaire dans votre secteur et ainsi répondre à la demande sans cesse croissante pour les services sans fil.

Détails : Un cabinet d'équipements sera aussi aménagé à la base de la tour et l'ensemble du site sera ceinturé d'une clôture de sécurité et d'une entrée verrouillée.

Les citoyens sont invités à faire part de leurs commentaires, avant la fermeture des bureaux de Rogers le 7 avril 2024, soit à l'adresse indiquée (avec une adresse de retour).



FROM PRINT TO DIGITAL, truth has long been a part of Canadian advertising.



adstandards.ca

Truthful, Fair, and Accurate.

Appendix 4: Proof of Development Sign

DEVELOPMENT SIGN

POSTED AT SITE: MARCH 6TH, 2024

HIGH IMPACT SIGNS



Appendix 5: Sample Resolution

Resolution

Whereas Rogers Communications Inc. (“Rogers”) proposes to erect a wireless telecommunication tower and accessory structure on certain lands more particularly described as PID: 010-728-805 with the civic addresses of, 1710 10 Ave SW, Salmon Arm, with access to the site through neighbouring land particularly described as PID: 010-728-830, and 1670 10th Ave, Salmon Arm;

AND WHEREAS proponents of telecommunication towers are regulated by ISED on behalf of the Government of Canada and as part of their approval, ISED requires proponents to consult with land use authorities as provided for in CPC-2-0-03;

AND WHEREAS Rogers has consulted with the City of Salmon Arm and the City has no objection to the proposed telecommunications tower;

AND WHEREAS Rogers has consulted with the public by notifying all property owners and occupants within three (3) times the tower height and has provided 30 days for written public comment;

AND WHEREAS there are no significant land use issues identified by the consultation;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Clerk be instructed to advise Rogers that:
 - a) Rogers has satisfactorily completed its consultation with City of Salmon Arm;
 - b) The City of Salmon Arm is satisfied with Rogers’ public consultation process and does not require any further consultation with the public; and
 - c) The City of Salmon Arm concurs with Rogers proposal to construct a wireless telecommunications facility provided it is constructed substantially in accordance with the plans submitted to it and described as W4826.



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Chief Administrative Officer – Public Art Advisory Committee – Terms of Reference

Date: May 13, 2024

Motion for Consideration:

THAT: Council create a Public Art Advisory Committee to provide information and recommendations to Council on issues associated with public art in the City of Salmon Arm;

AND THAT: Council approve the Terms of Reference for the Public Art Advisory Committee dated May 13, 2024;

AND FURTHER THAT: Council directs Administration to advertise for three (3) Citizen-at-Large members who are knowledgeably engaged with public art in Salmon Arm.

Background:

Council approved Public Art Policy No. 1.16 at the February 26, 2024 Regular Council meeting and directed Staff to prepare Terms of Reference for a Public Art Advisory Committee (PAAC). A Public Art Advisory Committee aligns with the recommendations within the City’s Cultural Master Plan approved by Council in November, 2020.

The draft Terms of Reference outline the mandate, scope and members that will consist of one (1) member of Council, one (1) member from the Shuswap District Arts Council, one (1) member from Salmon Arm Economic Development Society and three (3) Citizens-at-Large who are knowledgeable in public art specifically in Salmon Arm.

Legislative authority / plans / reports:

	Official Community Plan	X	‘Alive with the Arts’ Cultural Master Plan
	Community Charter/LGA		Other
X	Public Art Policy No. 1.16		Corporate Strategic Plan
	Zoning Bylaw		2024-2028 Financial Plan
			Long Term Financial Plan

Financial Considerations:

None

Alternatives & Implications:

If Council approves the creation of a Public Art Advisory Committee, staff will begin advertising for Citizen-at-Large committee members and report back to Council for formal review and appointments.

If Council chooses not to move forward with the establishment of a Public Art Advisory Committee, the City will continue to manage public art on an ad hoc basis.

Communication:

Advertisements

Prepared by: Deputy Corporate Officer

Approved by: Chief Administrative Officer

Attachments:

- Public Art Advisory Committee Terms of Reference



Public Art Advisory Committee Terms of Reference

Definition of Public Art

Public Art refers to contemporary artwork occurring on public property owned by the City of Salmon Arm. It can involve highly diverse works that integrate art, design and architecture into the public realm. It can be temporary or permanent. It can involve highly experienced public artists, young and emerging artists, and art produced by a community initiative.

Mandate/Purpose:

The role of the City of Salmon Arm Public Art Advisory Committee is to provide advice and recommendations to Council on issues associated with public art in the City of Salmon Arm.

Scope and Activities

The Public Art Advisory Committee (PAAC) will:

- Promote awareness and understanding of the benefits of public art;
- Encourage appropriate sponsorship of public art projects;
- Support community initiatives in the creation and provision of public art within the City of Salmon Arm;
- Develop criteria and processes for the selection of art for Council's approval, and refine these criteria and processes as the need arises;
- Assist in the selection process of public art and make recommendations to Council in commissions and/or competitions (open or by invitation) for public art;
- Work with staff to identify potential sites and projects for future public art installations;
- Work with Council, via staff, to determine a variety of options for funding public art projects within the City of Salmon Arm's jurisdiction; and
- Ensure that recommendations are compatible with the surrounding environment and character of the City of Salmon Arm.

Procedural Matters

Meetings - The Committee will have an inaugural meeting following appointment of committee members and then on an as needed basis thereafter as determined by the Chair.

May 13, 2024

Meetings will not be held during the summer (July and August), unless there is a time sensitive reason for convening the Committee. Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership - To the extent possible, the PAAC will have a diverse membership with respect to gender, age and cultural-ethnic background.

The Committee will consist of five (5) ongoing members as follows:

- One (1) member of council as Chair - appointed by council
- One (1) member from Shuswap District Arts Council
- One (1) member from Salmon Arm Economic Development Society
- Three (3) Citizens-at-Large who are knowledgeably engaged with public art in Salmon Arm

There shall be no remuneration payable to members for sitting on the Committee.

The Shuswap District Arts Council and Salmon Arm Economic Development Society will nominate a representative and submit a formal letter from their board confirming the appointment. They will also identify an alternate who will attend in the absence of the appointed member.

There will be a public call for Citizen-At-Large members. Council will then appoint Citizen-At-Large members after reviewing the submitted applications and resumes.

Citizen-At-Large members will serve for two year terms. Members who wish to be re-appointed will follow the above process.

Quorum - Fifty percent (50%) plus one (1) shall constitute a quorum.

Staff Support - the Chief Administrative Officer will provide the required professional and administrative support.

Review of Terms of Reference - Council will review these Terms of Reference after the first two years.

Additionally, the PAAC will discuss the Terms of Reference during the committee's first meeting each term to refresh members' understandings.

Reporting

- Meeting minutes will be presented to Council.
- All recommendations of the Committee must be ratified by Council.
- All media releases must be ratified by Council.

May 13, 2024



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Planning & Community Services – LCRB Special Event Licence - Demolition Derby

Date: May 13, 2024

Motion for Consideration:

THAT: The Council authorize the use of City lands for the following LCRB Special Event License for 2024:

- 1) Salmon Arm Demolition Derby Committee
 - Location: Fall Fair Grounds, 471 10 Avenue S.W.
 - One (1) Alcohol Serving Area and Hours of Licensed Operation
 - June 15, 2024, 12:00 p.m. – 7:00 p.m.
 - June 16, 2024, 12:00 p.m. – 4:00 p.m.

Background:

The Salmon Arm Demolition Derby Committee is holding a Demolition Derby, Swap Meet and Show n' Shine on June 15 and 16, 2024 at the Salmon Arm Fairgrounds. The Hideaway Liquor Store will be responsible for liquor sales at the event, and have submitted the corresponding permit request to the LCRB. The beer gardens will be in a gated location with security. Capacity in the beer gardens will be 499 people. The applicant has contacted the RCMP and will have security and emergency services including ambulance services on site. The beer gardens will have its own security at the gate to check IDs and manage the area. A map of the site is shown in the attachment.

Legislative authority / plans / reports:

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

Financial Considerations:

None.

Alternatives & Implications:

Council could refer the matter back to staff to review with the licence applicant.

Communication:

The applicant is undertaking all communications with respect to the application and the event.

Prepared by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

Attachments:

- Demolition Derby and Site Plan

Demolition Derby Application and Site Plan

EVENT LOCATION (1 of 1)

Location Name: Salmon Arm Fall Fair Grounds

Location Description: Fair Grounds Fenced Compound

Max Attendees at Location: 6000

Event Address: 1250 13 Ave SE
Salmon Arm, BC
V1E2G7

SERVICE AREA (1 of 1)

Description: Beverage Garden

Max. Guests in Service Area: 499

Minors Present? No

EVENT DATE (1 of 2)

Start Date: 15 Jun 2024

Start Time: 9:00 AM - 7:30 PM

Liquor Service: 12:00 PM - 7:00 PM

EVENT DATE (2 of 2)

Start Date: 16 Jun 2024

Start Time: 9:00 AM - 4:30 PM

Liquor Service: 12:00 PM - 4:00 PM

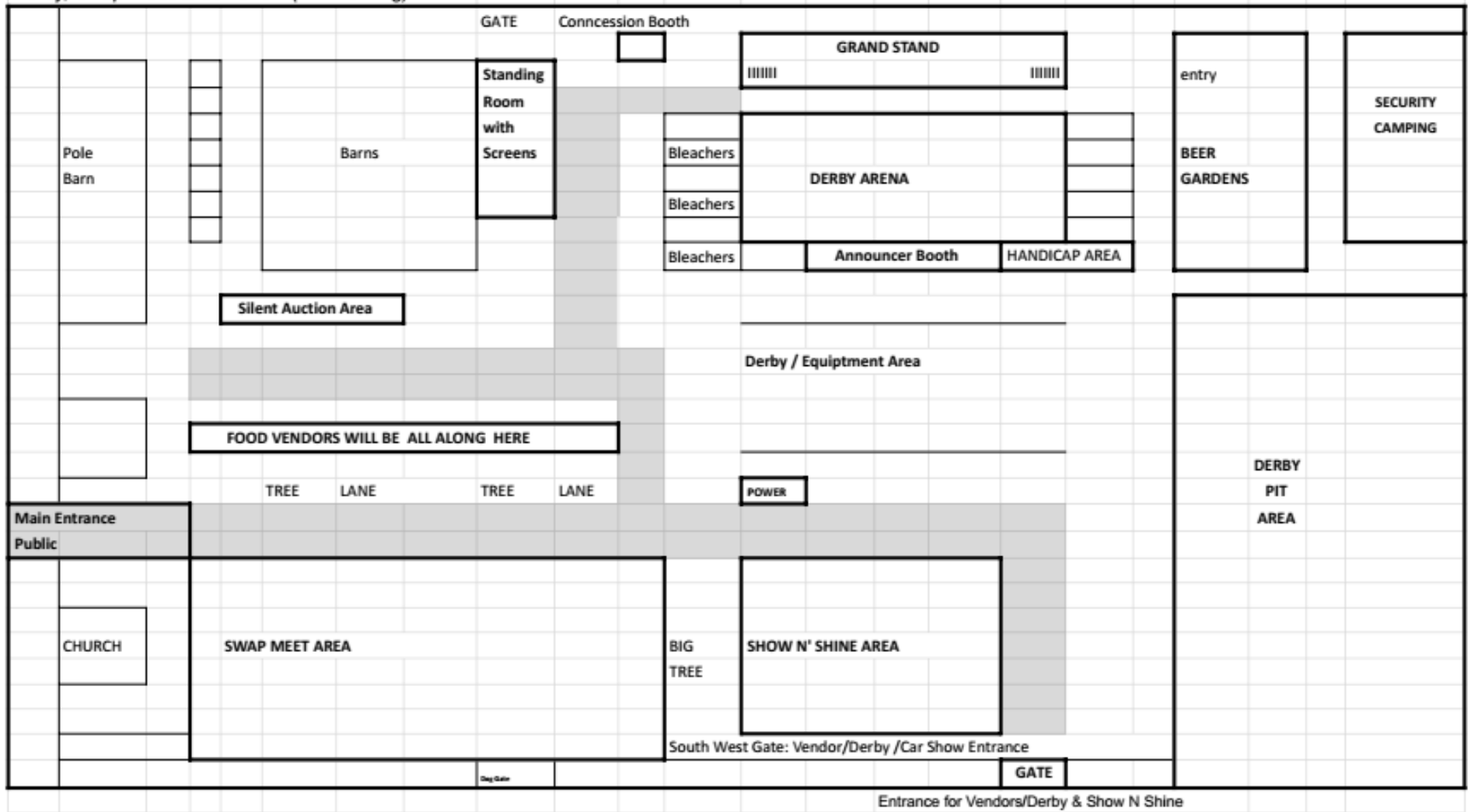
LIQUOR FEES

LIQUOR QUANTITIES

	No. Servings
Beer/Cider/Cooler	9148
Wine	0
Spirits	0

Salmon Arm Demolition Derby

Derby, Swap Meet & Car Show (VIP Parking)





REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering and Public Works – 10 Avenue SE Watermain Extra Work – Shoulder Widening

Date: May 13, 2024

Motion for Consideration:

THAT: The 2024 budget contained in the 2024-2028 Financial Plan Bylaw be amended to include \$70,000 for a 10 Avenue SE Shoulder Widening (30 to 30 St SE) project, to be funded from the Active Transportation Reserve;

AND THAT: Council approve the award of the 10 Avenue SE Shoulder Widening (30 to 30 St SE) project construction to D Webb Contracting Ltd, in accordance with the terms and conditions of the extra work in the amount of \$68,380.00 plus taxes as applicable.

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of the 10 Avenue SE Shoulder Widening (30 to 30 St SE) project to authorize sole sourcing of same to D Webb Contracting Ltd.

Background:

In February 2024, the City tendered and received quotes for watermain upgrades on 10 Avenue SE and 30 Street SE. The contract was awarded to D Webb Contracting Ltd for \$946,540.00 and work began in April. The new watermain on 10 Avenue is located on the north side of the roadway, and the trenching required removal of the westbound driving lane for the watermain installation. The contract includes restoration of the roadway over the trench, including paving a new asphalt surface, the width of the driving lane.

The City Active Transportation Committee is committed to providing a comfortable and safe environment for people of all ages and abilities to walk, cycle and roll within Salmon Arm and as part of discussions as a committee, the City has committed to review capital projects for opportunities to enhance the existing networks as 'quick wins' while construction is occurring.

The existing roadway on 10 Avenue from 30 Street to Little Mountain Park has a narrow road cross section with no defined paved shoulder. As part of the long range plans, the City has identified this segment as requiring an upgrade to the pedestrian facilities, either with a road shoulder, or separate multi-use path. Upon review, Staff have identified an opportunity to provide

a 2.0m wide paved shoulder, from 30 Street to 33 Street (250m) as part of the watermain upgrade project.

Staff note that the Active Transportation Plan recommends an offset multi-use path along this road corridor. The ‘AAA’ facility would likely be possible to construct through the subject stretch of 10 Avenue SE; however, immediately east of this location, it will be cost prohibitive to construct an offset path due to steep topography including a storm water management pond. The existing roadway is 8.5m wide with room for further widening to the south; future works could include widening and shifting the road to the south, resulting in a non-detached 3m wide MUP with adequate buffering (staff note buffers require a form of physical separation in the form of bollards or wheel stops, etc. to be considered ‘AAA’).

In order to determine the feasibility of moving forward with a paved shoulder, D Webb Contracting Ltd was asked to submit prices for the extra work. The City has received quote for the work of \$68,380.00 plus taxes as applicable.

Staff have reviewed the price in context of other similar work, and found that the lineal metre price is comparable to other shoulder/widening works.

The watermain project is scheduled to be substantially completed by June 15, 2024. If awarded, the shoulder widening would be substantially complete by June 30, 2024.

Legislative authority / plans / reports:

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

Financial Considerations:

The quoted price from D Webb Contracting Ltd (\$68,380.00) for shoulder widening is unfunded within the approved 2024 Budget.

The Active Transportation Reserve balance currently has sufficient funding (approximately \$215,700) to support the project.

Alternatives & Implications:

Should the extra work not be awarded, the project will not be completed at this time. The project will be delayed into the future when the full corridor design is completed and funding for ‘AAA’ facilities can be acquired.

Communication:

Construction schedules, project information and City and Contractor contract information will be communicated through a hand delivered construction notice.

Prepared by: Director of Engineering and Public Works

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

Attachments: Location Map

**10 Avenue SE Shoulder Widening
Proposed Location**





REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering & Public Works – Auto Road Connector – FortisBC Gas Main

Date: May 13, 2024

Motion for Consideration:

THAT: Council authorizes FortisBC Energy Inc. to proceed with the Class 4 Study and Estimate as related to the Auto Road Connector project for an estimated cost of \$125,000;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of the Class 4 Study and Estimate related to the Auto Road Connector project and to authorize the sole source of same to FortisBC Energy Inc.;

AND THAT: The Mayor and Corporate Officer be authorized to execute all contract documentation required to proceed with the work.

Background:

ISL Engineering (ISL) have been working on the designs for the Auto Road Connector over the last two years and are now at 90% completion. During this time both staff and ISL have been attempting to obtain approval from FortisBC Energy Inc. (FortisBC) for the crossing of two high pressure FortisBC transmission pipelines by the proposed road (Figure 1). Communication has been protracted, but the City has recently received a Conditional Letter of Approval from FortisBC.

One of the conditions of the FortisBC approval is that the City pay for the full cost of a Class 4 Study and Estimate. A Class 4 Study and Estimate may include a desktop study, geotechnical review, stress analysis, exposing the pipeline and inspection of welds. Based on actual costs from a recently completed Class 4 pipeline project of similar size, FortisBC estimates that the cost for this study / estimate is \$125,000.

FortisBC also communicated that should lowering the two high pressure mains be necessary based on the design and results of the Class 4 Study, the cost of this work is estimated at \$2.5M. (Refer to attached FortisBC Conditional Letter of Approval, dated April 15, 2024.)

Legislative authority / plans / reports:

The City will require part of the property, located at 1210 4 St SE, for the construction of the Auto Road Connector. FortisBC has an existing right-of-way across the noted property, their right-of-way will remain registered against the title should the property be acquired by the City. Any future works within the right-of-way will require their approval.

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

Financial Considerations:

The 2024 approved budget for the Auto Road Connector Extension Project is \$169,525 and there are sufficient available funds to cover the cost of the FortisBC Study and Estimate.

ISL will be looking at other options in coordination with FortisBC to alter the design of the Auto Road Connector to avoid having to lower both pipelines. This will still require FortisBC to proceed with their study and investigations to determine the depth and condition of the pipelines. They will be looking to determine the optimum road level to minimize the FortisBC costs and then ISL will determine how this affects the other costs of the road construction.

The project is a sole source as true competition does not exist, as the supply of the services are established by other regulatory bodies. FortisBC is the only eligible party to complete the work.

Alternatives & Implications:

The Auto Road Connector cannot proceed without crossing the FortisBC pipelines, requiring this work to be completed if the project is to go ahead. ISL will be looking at the alternative options with FortisBC and the agreed upon solution will be added to the overall project design and Opinion of Probable Cost.

Communication:

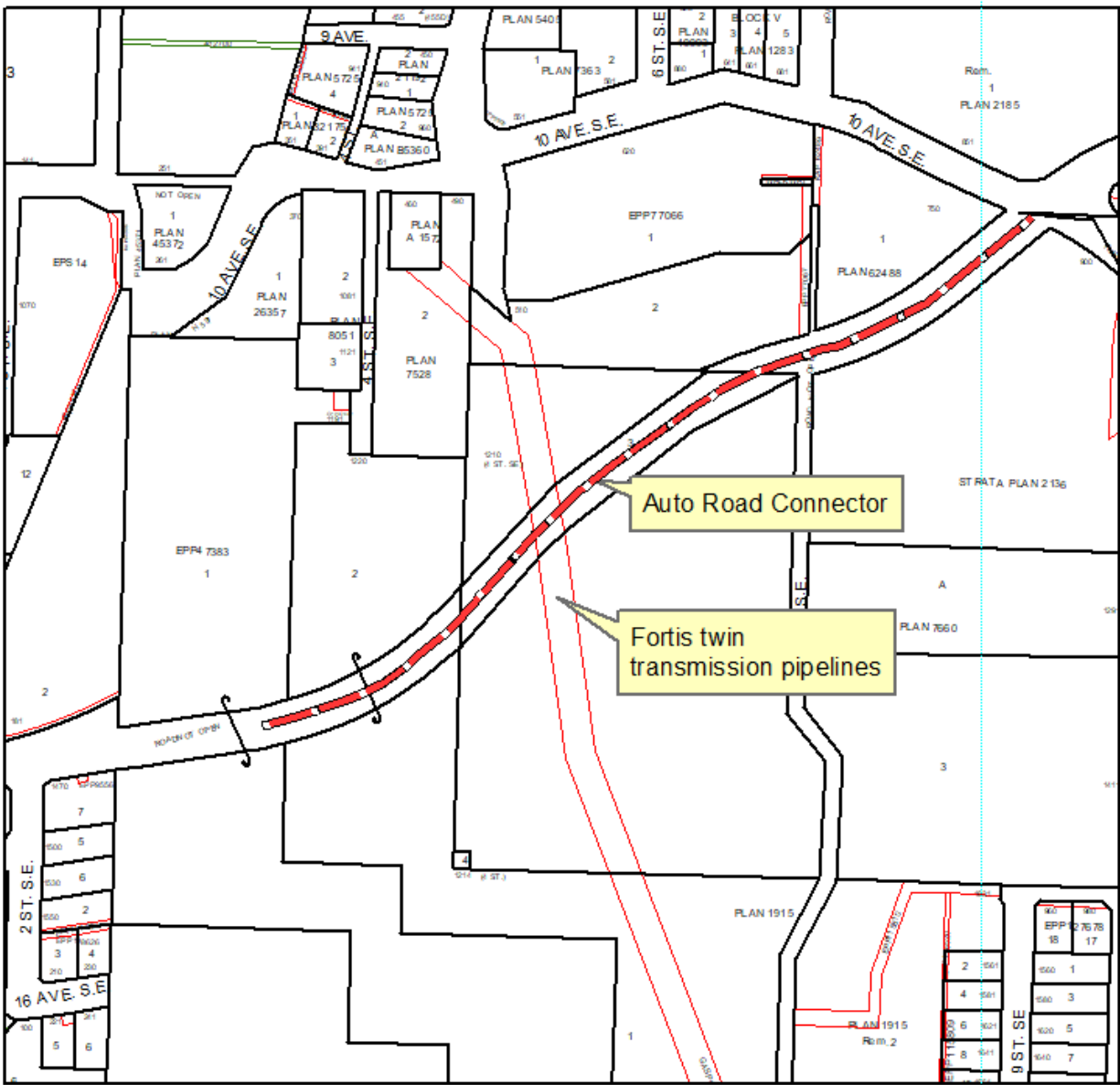
None required.

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

Attachments:
- Figure 1: Location Plan

Figure 1

Location Plan



Date: April 15, 2024

Our File #: SA05-030

City of Salmon Arm
Box 40 500 2 Avenue NE
Salmon Arm, B.C.
V1E 4N2

Attention: Chris Moore

Re: Proposed New Auto Road Connector (the “Proposal”) Road Dedication of a portion of 1210 4th Street SE , legally described as Lot 3 Sec 11 Tp 20 Rge 10 W6M KDYD Plan 1658, PID: 011-367-261 (the “Property”)

We write to inform you that FortisBC Energy Inc. (“FortisBC”) has completed its review of the Proposal submitted by the City of Salmon (the “City”) on March 14, 2022. FortisBC advises that the Proposal has been approved in principle and that FortisBC’s execution of the subdivision plan (the “Plan”) is conditional upon the following conditions being satisfied on or before May 31, 2024 (the “Condition Deadline”):

1. The City will provide FortisBC with a copy of the Plan showing the current legal description of the Property along with a current Application to Deposit form.
2. The City will submit all plans for any proposed regrading or construction works to be undertaken within the SRW Area to FortisBC for review and prior written approval, which approval may be withheld.
3. In accordance with Section 8.2 of the Operating Agreement between the City and FortisBC, the City will pay for all costs associated with accommodating the City’s requirements in completing its scope of work. The preliminary estimate to complete the replacement of both pipelines is up to \$2.5MM.

Assumptions:

- Estimate is based on 90% design provided by the Applicant. FortisBC should be notified of any deviations to the 90% design package as it may change the estimate provided.

- Estimate considers replacement of segments of the SAL LTL 114 and SAL LOP 168 at a lower depth in the vicinity of the proposed road crossing. Further scoping to confirm the need to replace both pipelines at a lower depth will be completed in the next phase of project development.

Next Steps:

- If the Applicant is interested in proceeding with the project, the next step will be for FortisBC to complete a Class 4 estimate for this project. The Class 4 estimate will cost approximately \$125,000 and will require 12 months to complete. In order to continue with this project, FortisBC will need this cost letter to be signed as authorization to proceed with the Class 4 study. The Applicant will be invoiced for actual costs upon completion of the Class 4 estimate.
- Following completion and internal approval of the Class 4 estimate, a second cost letter with the updated estimate and construction timeline will be issued to the Applicant to determine if they would like to proceed with the project. Project execution is expected to be 24 months following receipt of this second signed cost letter.

The conditions listed above may at any time prior to the Condition Deadline, be modified, added to or waived by FortisBC, as required in its reasonable opinion, without the written approval of the City. If any of the foregoing conditions have not been satisfied by the Condition Deadline and have not been waived by FortisBC in writing, then FortisBC may, in writing, reject the Proposal or extend the Condition Deadline. If the Condition Deadline is extended, FortisBC may, at the City's cost and expense, conduct another engineering assessment and issue a new conditional approval letter to the City setting out new or amended conditions required to be satisfied for its final approval of the Plan.

FortisBC and the City agree that the estimates provided herein for construction costs are made as of the date of this Letter and may vary at the time of construction. The City agrees that it will reimburse FortisBC for the difference in such costs for the Class 4 estimate if they exceed those costs estimated as at the date of this Letter.

Provided the terms and conditions set out in this Letter are acceptable to you, please confirm your acceptance by signing where indicated below and returning a copy by email to FortisBC by no later than Friday, April 19, 2024, to the writer at the email address noted below.

Best regards,



Shannon Favaro, Manager
Lands Operations, FortisBC Energy Inc. | FortisBC Inc.
Email: Shannon.favaro@fortisbc.com

The terms and conditions as set out in the Letter are accepted and agreed to as of the ____ day of _____, 2024.

City of Salmon Arm

By its authorized signatory:

Name:

Title:



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Roads & Parks – Purchase Recommendation - Carpenter & Fabricator Service Trucks

Date: May 13, 2024

Motion for Consideration:

THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$68,000.00, which includes: additional funds, PST and miscellaneous costs for radio purchase/installation, contingency, GPS, etc. reallocated from the Equipment Replacement Reserve Fund and allocated as follows:

	Additional Budget	Total Budget
Unit #54 Carpenter Replacement	\$34,000.00	\$134,000.00
Unit #84 Fabricator Replacement	\$34,000.00	\$134,000.00
	\$68,000.00	\$268,000.00

AND THAT: Council approve the purchase for the replacement of Unit #54, Carpenter Service Truck and Unit #84, Fabricator Service Truck, from TransCan Leasing Corp. for the quoted amount of \$239,857.00 plus taxes as applicable;

AND FURTHER THAT: Council authorize a pre-approved purchase contingency in the amount of \$7,000.00 (approximately 3% of the total budget) to support any unforeseen cost increases.

Background:

The City of Salmon Arm Public Works Department Unit #54 - Carpenter Service Truck and Unit #84 - Fabricator Service Truck is utilized throughout the year within the Public Works Department. The existing trucks have come to the end of their useful life and to remain within the fleet would require significant work to ensure safe operations. The original anticipated useful life was set at ten (10) years, however we were successfully able to extend the useful life of both pieces of equipment an additional three (3) years by following proper preventative maintenance procedures.

Staff reviewed methods for cleaner alternatives to conventional fossil fuels; however, due to the size, power and weight requirements of the equipment there were no feasible options.

A Request for Proposal was advertised on BC Bid and City Webpage for the supply & delivery of replacement service trucks. On March 28, 2024, three (3) companies submitted, as follows:

Company	Model	Sub-Total	Total Incl. Tax
TransCan Leasing Corp.	2024 Chevrolet 3500HD's	\$239,857.00	\$268,639.84
Metro Motors	2024 Ford F-350's	\$247,228.00	\$276,895.36
Express Customs	2024 Ford F-350's	\$265,167.26	\$293,707.33

Staff have reviewed submitted proposals and all submissions have satisfactorily met the specified requirements. TransCan Leasing Corp. is based out of Vancouver and has not supplied equipment to the City of Salmon Arm. Staff checked references and do not have any concerns with the recommended purchase.

Legislative authority / plans / reports:

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

Financial Considerations:

The approved funding for these purchases is a total of \$200,000 from the 2024 Machinery & Equipment Capital Budget. We recommend that the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the replacement Units #54 and #84 in the amount of \$68,000.00 from the Equipment Replacement Reserve Fund. As supply constraints still exist, we also request a contingency amount to be pre-approved to support any unforeseen cost increases.

The existing service trucks will be traded in for \$7,000 each; the trade-in value is already included in the purchase price above.

Alternatives & Implications:

Should these trucks not be replaced within the year, a great deal of fabrication labour and improvements will be required on the service body to ensure all parts meet and exceed the Commercial Vehicle Inspection Program. Staff estimate at a minimum, \$7,000 of maintenance work would be required on each vehicle; which will not significantly add to the overall service lives. Furthermore, the cost of equipment and vehicles has been outpacing inflation each year. Delaying the replacement will likely lead to a higher replacement cost in following years.

Communication: N/A

Prepared by: Manager of Roads & Parks
 Reviewed by: Director of Engineering & Public Works

Approved by: Chief Administrative Officer

Attachments: N/A



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Roads & Parks – Purchase Recommendation - New Tandem Axle Dump/Plow Truck and Replacement of Anti-Ice/Water Tank

Date: May 13, 2024

Motion for Consideration:

THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding for the New Tandem Dump/Plow in the amount of \$77,000.00, which includes contingency funding, allocated from:

- New Tandem Dump/Plow Reserve - \$5,000.00
- Contingency Reserve - \$72,000.00

AND THAT: Council approve the purchase for the new Tandem Axle Dump/Plow Truck and replacement Anti-Ice/Dust Control Tanker Unit #870, from R James Management Group for the quoted amount of \$427,586.32 plus taxes as applicable;

AND FURTHER THAT: Council authorize a pre-approved purchase contingency in the amount of \$21,000.00 (approximately 5% of the total truck budget) to support any unforeseen cost increases.

Background:

The City of Salmon Arm Public Works utilize a tandem axle dump truck with combo box year round. The combo box allows for standard hauling of material, in addition acts as a sanding/salt unit within winter operations and with the installed underbody plow has snow removal capabilities. With a tandem axle the quantity of hauling significantly increases to over 13 cubic yards. This amount is beneficial for construction projects during the summer and long snowplow/sand routes during the winter.

The Anit-Ice/Dust Control Tanker is primarily used for anti-icing procedures in the winter, dust abatement in the spring/summer and water hauling for projects during construction seasons. It comes as a standalone unit that can be installed by one person in the back of a tandem dump truck after the tailgate has been removed. Upon delivery, the tank will be accurately calibrated to the new trucks' programing computer to ensure application rates are accurate.

Staff reviewed methods for cleaner alternatives to conventional fossil fuels; however, due to the size, power and weight requirements of the equipment there were no feasible options.

A Request for Quotation was advertised on BC Bid and City of Salmon Arm Website for the supply of a Tandem Axle Dump/Sander Truck & Water Tank. Three (3) companies quoted, with five (5) different truck options, and were received on Thursday April 11, 2024, as follows:

Company	Model	Sub-Total	Total Incl. Tax
R James Management Group	2025 Freightliner with Tenco body	\$427,586.32	\$478,896.68
Dawson Truck Centres	International with Tenco Body	\$437,798.27	\$490,334.06
R James Management Group	2025 Freightliner with Viking Cives body	\$445,667.00	\$499,147.04
Dawson Truck Centres	International with Commercial Body	\$465,586.76	\$521,457.17
Velocity Vehicle Group	Freightliner with Commercial Body	\$466,577.00	\$522,566.24

Staff thoroughly reviewed the submitted proposals and all submissions have satisfactorily met the requirements set out within the technical specifications. It is therefore recommended that the award of the purchase be to R James Management Group with a 2025 Freightliner with a Tenco Body. We currently have four (4) Freightliners within our fleet and three (3) Tenco bodies, which creates nice continuity within our fleet.

Legislative authority / plans / reports:

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

Financial Considerations:

The approved funding for the purchase of the New Tadem Dump/Plow was \$365,000 and the Anti-Ice/Dust Control Tanker was \$95,000 in the 2024 Machinery & Equipment Capital Budget. The Anti-Ice/Dust Control Tanker budget is more than sufficient for this purchase, with estimated savings of approximately \$56,000. Staff recommend that the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the Tandem Axle Dump/Plow Unit in the amount of \$77,000. As supply constraints still exist, we also ask for a contingency amount to be pre-approved for any unforeseen cost increases.

The existing Anti-Ice/Dust Abatement Tank is not currently presented for trade in. Staff believe the trade in value to be very minimal and keeping the tank with minor upkeep and less frequent use could significantly benefit operations now having two tandem dump/plow units.

Alternatives & Implications:

The City has seen an increase in the lineal kilometers of road network over the years. The addition of a Tandem Dump/Plow unit is necessary to keep up with the growing demand and service levels. The current expected delivery timeline is approximately 11 months. With ordering this truck now, it will not be in service until April/June 2025.

Communication: N/A

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

Attachments:

- N/A



INFORMATION ONLY

To: Mayor & Members of Council

Title: Manager of Roads & Parks – Hillcrest Trail - Tree Clean-up

Date: May 13, 2024

Background:

At the Regular Council meeting on April 22, 2024 Council directed staff to provide options for cleaning of the natural park area of felled trees behind the 1500 blk of 24 Street SE.

Public Works staff gathered contractor quotes and staff labor estimates for the Hillcrest Trail tree cleanup. The following options were brought forward from staff:

Option 1 – Full Cleanup, Contractor (\$8,400):

- Full Cleanup/clearing of logs on the bank. Access for truck and mini skid-steer via 1500 blk on 24 Street SE.
- Work will be approx. 3 days with 2 staff.
- The contractor has advised that he recommends against this work as currently the logs are secure and helping prevent erosion.
- This work will also create significant damage to the trails which will require repair (NOT included in this quote), discussed further below.

Option 2 – Full Cleanup, City Staff (\$11,000):

- City staff would be utilized to provide full cleanup/clearing of logs on the bank.
- Access via 1500 blk on 24 Street SE.
- Estimated 2 days of full roads staff compliment.
- Damage would also occur to the trails requiring repair (NOT included in this estimate), discussed further below.

Option 3 – Partial Cleanup (50% of either quote - \$4,200/estimate - \$5,500 as above):

- This would include a 'tidy-up' of the area removing some but not all of the downed trees.
- This would also incur trail damage and requiring repairs (NOT included in this estimate).

Additional Comments:

- The contractor who provided a quote for cleanup stated that he strongly recommends not removing the downed trees as they are currently stable, and providing assistance

to the slope stability. He would be concerned with erosion if downed trees were removed.

- The trail would incur significant damage. Shuswap Trail Alliance would have to complete an assessment, however staff estimate approximately 180 meters of potential damaged trail and vegetation would require rehabilitation. Based on a similar trail construction estimate of \$120/meter, staff estimate **\$21,000** for trail rehabilitation.
- Utilizing City staff is an option; however, will take staff away from other priority projects within the City operations, maintenance and capital programs. Utilizing City staff may allow for the management and mitigation trail damage.
- All branches were removed to reduce fire hazards when trees were first felled. The larger diameter logs remaining within the natural parkland do contain lots of energy if they were to ignite, however will not be ignited easily. The Fire Chief has commented that he is not concerned with a fire hazard from the remaining trunks.

Legislative authority / plans / reports:

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

Financial Considerations:

The 2024 approved budget for Danger Tree Removals is \$42,990 and to date nothing has been expended. Operations staff receive many calls for potential danger trees throughout the year that could require removal. Dependent on the level of difficulty on removal a single tree can require significant funds.

Alternatives & Implications:

None

Communication:

Council’s decision will be communicated back to the concerned residents. If Council directs staff to complete any works, communications will be issued to stakeholders regarding the type, duration, schedule and location of works.

Prepared by: Manager of Roads & Parks
 Reviewed by: Director of Engineering & Public Works
 Approved by: Chief Administrative Officer

Attachments:

- N/A



REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planning Analyst and Manager of Planning and Building

Title: ZON 1289/ZON1290 (SSMUH) R-13 (R-3), R-17 (R-7) and R-19 (R-9) Zones

Date: April 15, 2024

Executive Summary/Purpose:

This report sets out the next stage of the required amendment of Zoning Bylaw 2303 to meet the Small Scale Multi Unit Housing (SSMUH) legislation. Following the logic of the proposed R-10 Residential Zone, it explains how the following three single family residential zones are proposed to change:

- R-3 – Waterfront Residential to R-13 – Lakeshore Residential
- R-7 – Large Lot Single Family Residential to R-17 – Large Parcel Residential
- R-9 - Estate Residential to R-19 – Estate Residential

Motion for Consideration:

THAT: a bylaw be prepared for Council’s consideration that will replace the R-3 (Waterfront Residential) zone with R-13 – Lakeshore Residential, R-7 (Large Lot Single Family Residential) with R-17 (Large parcel Residential) and R-9 (Estate Residential with R-19 (Estate Residential)).

Staff Recommendation:

That the motion for consideration be adopted.

Background:

The *Housing Amendment Statute*, formerly Bill 44, is accompanied by a 95 page manual (the “Policy”) which details the standards that must be considered by municipalities when making the necessary bylaw changes to meet the increased densities across what is now one and two family residential zoning.

While density is prescribed by legislation, other zoning provisions remain under municipal authority. The key is that these must not undermine the spirit or intent of the density changes. The Policy site standards that needs to be considered in making the bylaw changes, include:

- Building type/form – *recommend to be more broad and permissive*
- Parcel setbacks – *recommend to keep to minimum*
- Building height/number of storeys – *recommend 3 storey*
- Parcel coverage – *recommend ~50%*
- Floor area ratio – *recommend to eliminate this zoning provision*
- Off-street parking requirements – *recommend to reduce*



The Policy is drafted with a clear focus on large urban centres with small parcels, little snow, and frequent transit and not estate properties.

Current R-7 and R-9 residential lands are within the Urban Containment Boundary (UCB), while those of the R-3 are outside the UCB. The differing attributes, development, and parcel sizes between these three zones mean that it is advisable to maintain the separate zones. The parcel count follows:

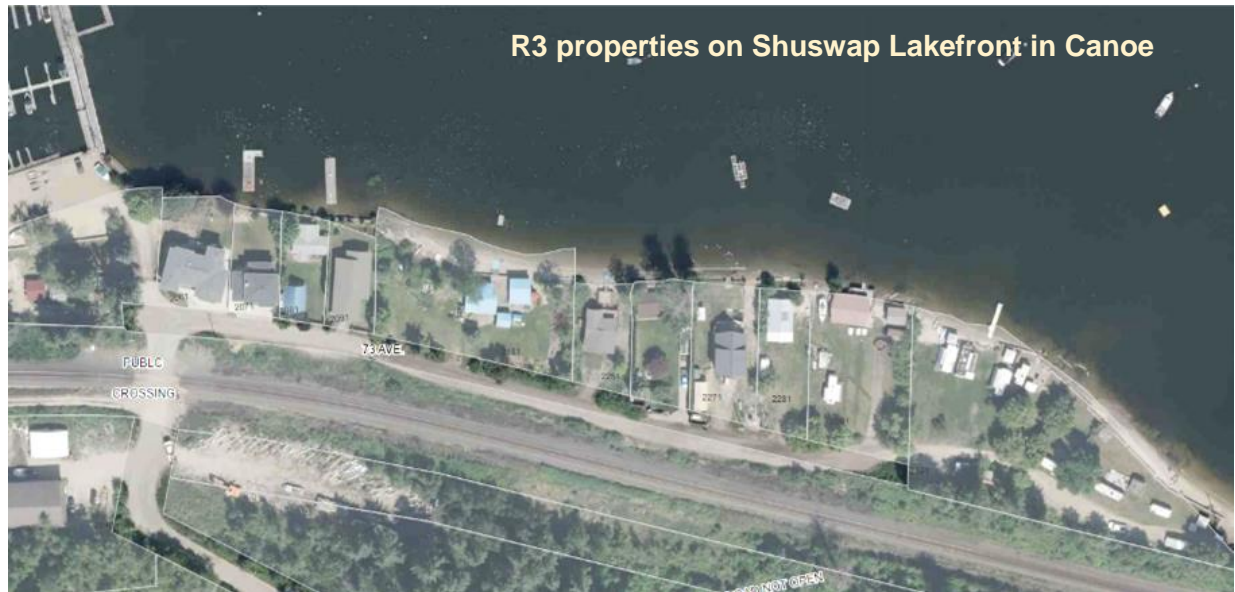
R-3	11 parcels	(east of the marina on 73 Ave NE between the lakefront and railway)
R-7	140 parcels	(in Raven and Hillcrest neighbourhoods)
R-9	14 parcels	(above Raven and two on west edge of Canoe)

The terminology and frontend General Regulations that were a part of the R-10 changes (e.g. permeability provisions/definition and accessory dwelling unit or ADU provisions/definition) have also been applied to this proposed Bylaw. A more detailed analysis of the definitions can be found in the Report dated April 2, 2024 (Bylaw 4653).

ANALYSIS

For clarity, the subsequent analysis is broken down by each zone which is set out in a separate schedule to the one covering bylaw. While all three zones have increased density, only the R-17 will enable up to four dwelling units as prescribed by legislation. The R-13 and R-19 will double to allow two units for the reasons set out below.

R-13 - Lakeshore Residential



The R-13 zone replaces the R-3 Zone as applied to 11 historic parcels all subject to floodplain and riparian protection legislation. These limitations continue and are not superseded by SSMUH; rather, these are a complicating layer over SSMUH.

As illustrated above, there is a range of parcel area and age of development. The more historic dwellings, sited at the water's edge, would not be allowed to rebuild in their current location under current legislation. This is a unique zone, created specifically for this stretch of properties.

Currently, the R-3 zone allows one single family dwelling. This will double to allow a secondary suite. Since this area is outside the UCB, three or four dwelling units are not legislated or contemplated – and would be difficult to achieve in most cases. Given ADUs have proven to be problematic due to the site constraints, staff recommend allowing each property to potentially add one secondary suite only. The added density of a suite is attainable and should be permitted, noting that a suite's floor structure must be developed above the floodplain and within an existing dwelling. If constructed onto or alongside the dwelling, it will likely require provincial submission and approval of a riparian area report.

The required minimum parcel area of 400 sq.m. is not proposed to change nor are other parameters, setbacks, etc. of this zone. The replacement R-13 zone is proposed to no longer regulate floor area ratio but similar to the R-10 Zone, would require at minimum 40% parcel permeability. Based upon the 2023 aerial imagery, the subject lands would all comply. The *Riparian Area Protection Act* does not allow hard-scaping of the 30 metres beyond the natural boundary of the lake in any event.

R-17 – Large Parcel Residential

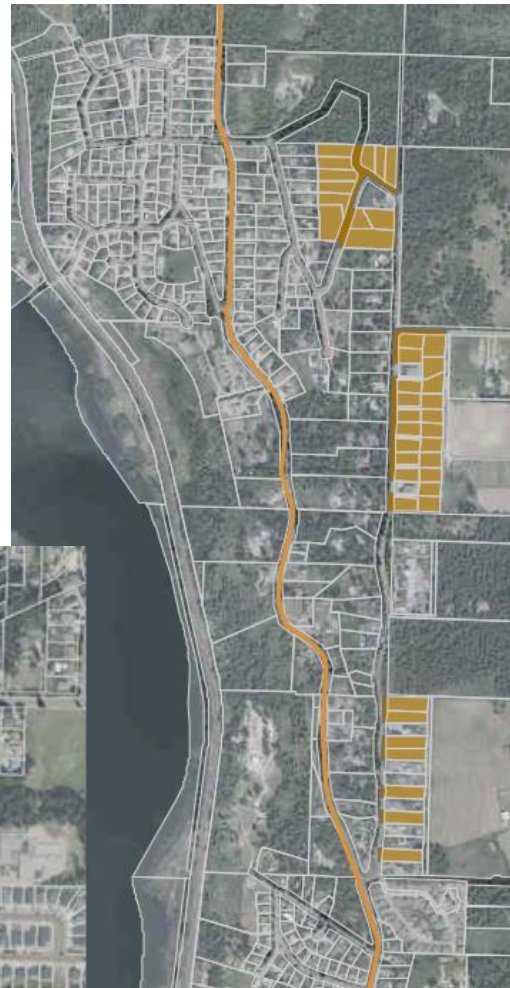
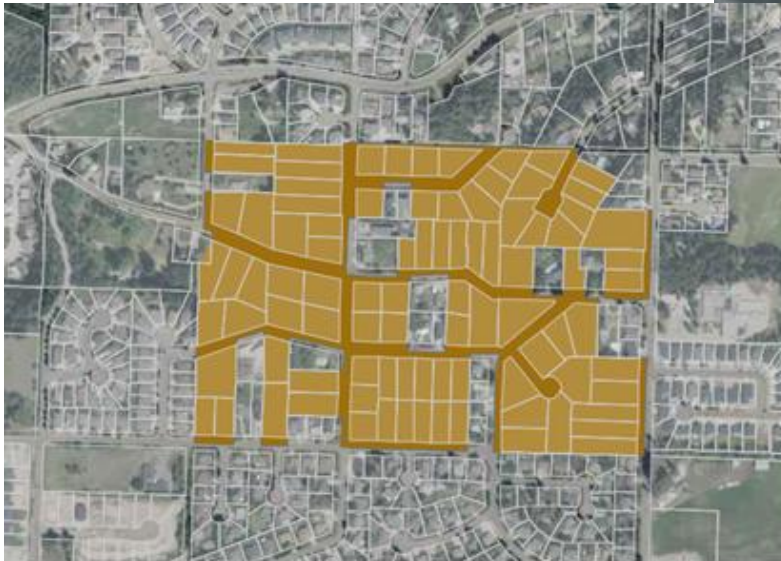
There are 140 parcels zoned R-7, mainly in Hillcrest and Raven, as pictured below. There are also seven lakefront R-7 parcels east of the wharf along Harbourfront Drive. No R-7 parcels are smaller than the Bylaw area but one is over an acre. All are serviced and within the UCB.

The stated purpose of this Zone is to allow single family dwellings on large parcels (i.e. 1,330 sq.m. or 1/3 acre), three times the minimum area of the R-10 zone covering most of Salmon Arm serviced residential land. Staff note that these areas are bylaw minimums – most properties are

actually much larger (e.g. Hillcrest lots are ½ acre). Should landowners elect to develop, many of these parcels will be able to accommodate additional dwelling units even if the principal dwelling is large and sited squarely in the middle of the parcel.

R-7 parcel area and setbacks parameters are not proposed to change; however, parcel coverage and permeability should be addressed. The draft Bylaw R-17 Zone requires as follows:

1. 40% maximum parcel coverage of all buildings, 15% for ADUs and 10% for accessory buildings;
2. 50% of parcel to be permeable, leaving 10% for impervious decks, driveways etc. where and if developed to the cap;
3. R-7 building setbacks are carried through to the R-17 as well as to ADUs which must be 6m from rear, front and exterior side property lines and 4m for side property lines that are shared with another residential property.



R-19 – Estate Residential

The current R-9 Zone applies to 12 properties in the Raven area and two parcels along Park Hill Road, all are within the UCB and serviced or potentially serviced should development proceed. The subject lands are identified in blue on the adjacent aerial maps. Currently the R-9 zone allows a single family dwelling only.

Under SMMUH legislation, larger parcels are not required to allow anything over two dwelling units: a principal dwelling and either a secondary suite or an accessory dwelling unit. This limit on parcels over one acre is to protect orderly future subdivision, including provision of utilities, sidewalks, road/trail dedications, etc. It parallels the default density increase across all rural and semi-rural zones outside the UCB; in smaller municipalities (under pop. 5,000) and across

residential zones of the CSRD, where two dwelling units, either a secondary suite or an accessory dwelling unit, will be permitted.

R-9 parcel parameters are carried through to the R-19 replacement zone, including the present 15% parcel coverage and greater setbacks. These setbacks will now also apply to the newly incorporated option of an ADU. Finally, the requirement for 60% permeable surfaces has been added to the R-19 Zone. As shown on the image below, these parcels have significant permeable area with open treed yards. The topography and the soils/geo-technical conditions across many of the R-19 Zone parcels will require careful consideration and professional review to add accessory dwelling units or dwelling additions.



R-19 Density

In future Council may consider increasing zoning beyond the limit of two units (for example a secondary suite and an ADU), but this is not recommended at this time as it may complicate the process given it exceeds legislation; moreover residents may or may not support added density.

These changes could follow a separate focused process, subject to the policy of the new OCP.

Permitted Uses

The three zones, R-13, R-17, and R-19, each have a current list of permitted uses that will carry forward; for example, a variety of childcare uses, limited bed and breakfast provisions, boarders (i.e. roommates), or home occupations. These are included in the replacement zones. The work of SSMUH is not to change permitted land uses but to enable more density and more long term housing.

Staff are working on bylaw amendments which would allow for “uses allowed in all zones” to address public utilities, public uses and parks. These amendments are necessary to ensure conformity within the zones; however, are outside of the mandate of the SSMUH legislative changes so will be brought forward after the SSMUH residential zones are near adoption or have been adopted.

In the proposed R-10 Zone, likewise in the three zones in this report, staff have tried to assure clarity in what can and cannot happen in the principal dwelling versus in an accessory dwelling unit in a yard. For example, bed and breakfast use can happen only in the principal dwelling while residents may have a boarder in their ADU or a roommate in a secondary suite. As set out in the R-10 report and the General Regulations, ADUs are for residents and for month to month rental and cannot be used as a short term rental. Platforms such as Air-BnB are used to post traditional bed and breakfast operations. This is permitted now and will continue to be allowed in future; however, short term rentals for a week or a weekend of an entire dwelling unit is not permitted at present in Zoning Bylaw 2303; moreover, it is discouraged by the new legislation.

Council may wish to examine the entire bylaw and provincial regulatory framework of short term rentals in the future, after the SSMUH work is complete.

In closing, this round of changes will have less impact across the entire City than the previously discussed R-10 Zone but it will enable some localized increases in density, particularly in the R-17 Zone.

Relevant Policy(ies):

Prior to the June 30, 2024 deadline zoning and other bylaws will be brought forward for Council's consideration that would be utilized by Council, staff and the public to review and approve Small Scale Multi Unit Housing (SSMUH).

Referral Comments:

In the drafting of the various bylaws related to SSMUH, planning staff consulted with staff.

Fire Department

N/A

Building Department

N/A

Engineering Department

N/A

Other

N/A

Financial Considerations:

N/A

Committee Recommendations:

N/A

Public Consultation:

The *Local Government Act* prohibits Council from holding a Public Hearing for bylaw amendments that are for the sole purpose of implementing bylaw amendments related to SSMUH. Notice will be given in two consecutive editions of the newspaper in advance of Council considering first reading of the proposed bylaw. It is expected that first reading will be considered at the May 13, 2024 Regular Council meeting.

Alternatives & Implications:

N/A

Prepared by: Planning Analyst

Reviewed by: Manager of Planning and Building

Reviewed by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 – Draft Bylaw No. 4655

CITY OF SALMON ARM

BYLAW NO. 4655

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

WHEREAS pursuant to the December of 2023 amendments of the Local Government Act [RSBC 2015] Chapter 1, Council of the City of Salmon Arm is legislated to enabled small-scale multi-unit housing across serviced, single family residential zoned lands within the Urban Containment Boundary and a more limited increase in housing outside of this boundary or on larger parcels;

AND WHEREAS as required by the Province of British Columbia, written submissions were accepted but no Public Hearing was held;

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:
 - a) by replacing Section 8, the *R-3 Waterfront Residential Zone*, with Schedule "A," attached hereto and forming a part of this Bylaw;
 - b) by replacing Section 12, the *R-7 Large Lot Single Family Residential Zone*, with Schedule "B," attached hereto and forming a part of this Bylaw;
 - c) by replacing Section 14, the *R-9 Estate Residential Zone* with Schedule "C," attached hereto and forming a part of this Bylaw;
 - d) by revising all Bylaw citations, including upon the *Scheduled Zoning Map*, as follows:

R-3 – Waterfront Residential	to	R-13 – Lakeshore Residential
R-7 – Large Lot Single Family Residential	to	R-17 – Large Parcel Residential
R-9 – Estate Residential	to	R-19 – Estate Residential
 - e) by revising Section 5.1 to remove references to R3, R7 and R9 Zones from Columns I and II and add R-3, R-7 and R-9 under Column I, and remove Waterfront Residential, Large Parcel Residential, and Estate Residential under Column II;

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. 4655**”

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

MAYOR

CORPORATE OFFICER

Schedule "A"

SECTION 8 – R13 – LAKESHORE RESIDENTIAL ZONE

Purpose

8.1 The R-13 *Zone* provides for a limited number of serviced Shuswap Lake fronting properties accommodating cabins or dwellings, with or without one secondary suite, on the west side of Canoe.

Regulations

8.2 On a *parcel zoned* R-13, 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-13 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

8.3 The following uses and no others are permitted in the R-13 *Zone*:

- .1 *single family dwelling with or without one secondary suite*
- .2 *boarders*, limited to a maximum of two
- .3 *accessory use*
- .4 *home occupation*

Maximum Number of Buildings and Dwellings Units

8.4 No more than one *single family dwelling* with or without a *secondary suite* is permitted on a *parcel*.

Maximum Height of Principal Building

8.5 The maximum *height* of the *principal building* shall be 10 metres (32.8 feet).

Maximum Height of Accessory Buildings

8.6 The maximum *height* of an accessory *building* shall be 6 metres (19.7 feet).

Maximum Building Parcel Coverage

8.7 The total maximum *parcel coverage* for all *buildings* shall be 45% of *parcel area* of which no more than 10% may comprise any and all *accessory buildings*.

Permeable Surface Parcel Coverage

8.8 *Permeable surfaces*, as regulated in s. 4.14 of this Bylaw, shall cover at minimum 40% of *parcel area*.

Minimum Parcel Area

8.9 The minimum *parcel area* shall be 400 square metres (4,305.7 square feet).

Minimum Parcel Width

8.10 The minimum *parcel width* shall be 12 metres (39.4 feet).

Minimum Setback of Principal Building

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

- .1 *Front parcel line* shall be 3.0 metres (9.8 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)

Refer to Section 4.9 of this Bylaw for "Special Building Setbacks" which may apply

Minimum Setback of Accessory Buildings

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

- .1 *Front parcel line* shall be 3.0 metres (9.8 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)

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

Parking

8.15 Required off-street parking shall be as prescribed in Appendix I.

Schedule "B"

SECTION 12 – R17 – LARGE PARCEL RESIDENTIAL ZONE

Purpose

12.1 The R-17 Zone provides for ground-oriented residential uses comprising of *single family dwellings* and *duplexes*, *secondary suites*, and *accessory dwelling units*, on large serviced *parcels* within the Urban Containment Boundary.

Regulations

12.2 On a *parcel zoned* R-17, 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-17 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

12.3 The following uses and no others are permitted in the R-17 Zone:

- .1 *single family dwelling* with or without *secondary suite(s)*;
- .2 *duplex* with or without *secondary suite(s)*;
- .3 *accessory dwelling unit(s)* in compliance with s. 4.2 of this Bylaw;
- .4 *accessory use*;
- .5 *bed and breakfast* limited to three let rooms within a *principal single family dwelling only*;
- .6 *boarders*, limited to a maximum of two;
- .7 *family childcare facility* within a *principal single family dwelling only*;
- .8 *group childcare* within a *principal single family dwelling only*;
- .9 *home occupation*;

Maximum Number of Buildings and Dwellings Units

12.4 No more than four *dwelling units* are permitted per *parcel*, where the largest *building* is deemed the *principal building*.

Maximum Height of Principal Building

12.5 The maximum *height* of the *principal building* shall be 10 metres (32.8 feet).

Maximum Height of Accessory Buildings

12.6

- .1 The maximum *height* of an *accessory building* shall be 6 metres (19.7 feet).
- .2 The maximum *height* of an *accessory building* containing one or more *accessory dwelling units* shall be 7.5 metres (24.6 feet).

Maximum Building Parcel Coverage

12.7 The total maximum *parcel coverage* for all *buildings* shall be 40% of *parcel area*; whereby, within this cap, up to 15% of *parcel area* may comprise *accessory buildings* containing one or more *accessory dwelling units*; and up to 10% may comprise any and all other *accessory buildings*.

Permeable Surface Parcel Coverage

12.8 *Permeable surfaces*, as regulated in s. 4.14 of this Bylaw, shall cover at minimum 50% of *parcel area*.

Minimum Parcel Area

12.9 The minimum *parcel area* shall be 1330 square metres (14,316 square feet).

Minimum Parcel Width

12.10 The minimum *parcel width* shall be 22 metres (72.2 feet).

Minimum Setback of Principal Building

12.11 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 2.0 metres (6.6 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)

Refer to Section 4.9 for “Special Building Setbacks” which may apply.

Minimum Setback of any Accessory Dwelling Unit

12.12 The minimum *setback* of any building with one or more *accessory dwelling unit(s)* 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 4.0 metres (13.1 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 *Parcel line* adjacent to a lane 2.0 metres (6.6 feet)

Minimum Setback of Accessory Buildings

12.13 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)

Refer to “Pound and Animal Control Bylaw” for special setbacks which may apply.

Parking

12.14 Required off-street parking shall be as prescribed in Appendix I.

Schedule "C"

SECTION 14 – R19 – ESTATE RESIDENTIAL ZONE

Purpose

14.1 The R-19 *Zone* provides for residential uses comprising of a *single family dwelling* and either a *secondary suite* or *accessory dwelling unit*, on a fully serviced *parcel* of one acre or larger.

Regulations

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

Permitted Uses

14.3 The following uses and no others are permitted in the R-19 *Zone*:

- .1 *single family dwelling*
- .2 *secondary suite* or *accessory dwelling unit* in compliance with s. 4.2 of this Bylaw
- .3 *accessory use*
- .4 *bed and breakfast* limited to three let rooms within a *principal single family dwelling only*
- .5 *boarders*, limited to a maximum of two
- .6 *family childcare facility* within a *principal single family dwelling only*
- .7 *home occupation*

Maximum Number of Buildings and Dwellings Units

14.4 No more than two *dwelling units* are permitted on a *parcel*, where the largest *building* is deemed the *principal building*.

Maximum Height of Principal Building

14.5 The maximum *height* of the *principal building* shall be 10 metres (32.8 feet).

Maximum Height of Accessory Buildings

14.6 The maximum *height* of any *accessory building*, including an *accessory dwelling unit*, shall be 7.5 metres (24.6 feet).

Maximum Building Parcel Coverage

14.7 The total maximum *parcel coverage* of *principal and accessory buildings* shall be 15% of *parcel area*.

Permeable Surface Parcel Coverage

14.8 *Permeable surfaces*, as regulated in s. 4.14 of this Bylaw, shall cover at minimum 60% of *parcel area*.

Minimum Parcel Area

14.9 The minimum *parcel area* shall be 0.4 hectares (0.99 acre).

Minimum Parcel Width

14.10 The minimum *parcel width* shall be 45 metres (147.6 feet).

Minimum Setback of all Buildings

14.11 The minimum *setback* of a *principal and any accessory building* from all *parcel line* shall be 6.0 metres (19.7 feet).

Refer to Section 4.9 for “Special Building Setbacks” and to “Pound and Animal Control Bylaw” for any special setbacks which may apply.

Parking

14.12 Required off-street parking shall be as prescribed in Appendix I.

REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planning Analyst & Manager of Planning and Building

Title: ZON 1290 A-1, A-2, and A-3 Zones (SSMUH)

Date: April 15, 2024

Executive Summary/Purpose:

This is the third of five reports on changes to Zoning Bylaw 2303 in response to BC's new housing legislation.

This report outlines the A-1 through A-3 Zone density increases, adapting Zoning Bylaw 2303 to Small Scale Multi Unit Housing (SSMUH) legislation. Given the rural context, alignment of the Urban Containment Boundary (UCB), and minimal extent of municipal utility services, the changes to density and Bylaw regulations are comparatively minor; hence, the names of these zones are proposed to remain unchanged.

Motion for Consideration:

THAT: a bylaw be prepared for Council's consideration that would replace the A-1 (Agriculture Zone), A-2 (Rural Holding Zone) and A-3 (Small Holding Zone) with A-1 (Agriculture Zone), A-2 (Rural Holding Zone) and A-3 (Small Holding Zone).

Staff Recommendation:

That the Motion for Consideration be adopted.

Background:

SMUHH Policy Manual

The *Housing Amendment Statute* policy manual (the "Policy") concerns itself primarily with urban, serviced lands; however, it also set outs policy that must be considered in the rural or ALR context. This is because the legislation requires that all local governments allow a one secondary suite or an accessory dwelling unit instead of one single family dwelling - only - on a parcel. The new legislation has gone the step further to add the option of a detached dwelling. The Policy cites the following objectives for the rural context:

- recognizing and maintaining consistency with the rural and semi-rural characteristics of the lots and jurisdictions to which they will apply,
- discouraging and mitigating the impacts of sprawl, and
- providing flexibility on the lot for various building forms and configurations.

The Policy parameters for number of storeys, front setback, parcel coverage, building height and parking are currently met and so can remain unchanged. The only parameter at odds with the Policy is side and rear setback. It recommends a side setback of only 1.2m and a rear setback of 1.5m for dwellings, accessory or principal. Given parcel areas of the A-1/A-2/ A-3 zones are 8ha, 4ha and 2ha respectively, such tight setbacks would be an unnecessary challenge for equipment access and building maintenance. The existing range of setback, 3m to 6m, for residential uses in the A zones is not excessive and is recommended to remain. And finally, there are neither floor area ratios nor proposed permeability provisions in A Zones.

Staff note that terminology and frontend General Regulation updates that were a part of the R-10 changes (e.g. accessory dwelling unit (ADU) provisions/definition and secondary suite) have been applied to this proposed Bylaw. Please refer to the report of April 2, 2024 and Bylaw 4653, for explanation and analysis as all the background and broader level changes are not repeated in this report.

A-1/A-2/A-3 Zone Context

As illustrated on the maps at the end of this report, the three Agriculture zones cover the vast expanse of lands outside or along the developed core of the City. The UCB (follow the thick grey line) weaves through several A-1 and A-2 zoned lands, inside and outside serviced areas, mainly to the south and the east. There are a range of property attributes (topography, access, ALR, parcel area, etc.) as well as a range of development history across these three zones. The parcel count for each are as follows:

A-1 - Agriculture	251 parcels, all outside UCB and many are Crown lands (20 parcels <1 acre)
A-2 - Rural	889 parcels with 117 <1 acre outside the UCB & 2 small (<280 sq.m.) parcels in UCB
A-3 - Small Holding	110 parcels with 5 parcels <1 acre outside the UCB and 2 within UCB

As per the preceding parcel counts, there is a variety of property sizes, locations and circumstances. The following three key points are high level and apply to Agriculture zoning generally:

- All three zones would now allow two dwelling units outright, despite that this has been the case conditionally – for example under a housing agreement to provide care for a relative or for farm help on parcel over 8ha in the A-1 and A-2 zones (subject to a Compassionate Use declaration). Since changes to the ALC regulations in 2019, housing agreements for Compassionate Use are no longer necessary and units have been either phased out or the units have been converted to a second dwelling.
- Given the range of parcel attributes (see insert below showing A-2 parcel sizes in just one part of the City and the detailed aerial photo of the circled lots below), there may be cases with limitations to additional dwellings due to soils and on-site septic especially where residents’ domestic water is sourced via a well just over a property line. All this is evaluated at time of Building Permit and would involve a registered onsite wastewater practitioner and Interior Health.



- Staff recommend that the increased density should be limited to the SSMUH parameters of two dwelling units rather than permit additional units. Should an A-2 or A-3 or even A-1 property owner wish to develop to the R-10 limit of four (or more), this should be considered through the rezoning process, including a fulsome review of OCP policy, utility services, road dedication / development, etc. This should be the case whether the land is in or out of the UCB and definitely if any part of the subject land is ALR. The provincial Policy states that the purpose of the legislation is to address the housing needs on urban serviced lands near schools and buses; rather, than enable rural (or semi-rural) sprawl and leap frog development.
- All Agriculture zones refer to the ALR regulations which have legislative supremacy over this Bylaw, over the *Local Government Act* and the *Community Charter*. This language will be maintained as will the Zoning Bylaw cap of total of all dwellings at 500 sq.m. The ALC regulation limits the area of an accessory dwelling unit at 90 sq.m. (969 sq.ft.) but this is not repeated in our Bylaw given the ALC will and does often revise their interpretations of legislation and policies.

Zone by Zone Specifics

The subsequent analysis is broken down by each Agriculture zone which is set out in a separate schedule to the one covering bylaw.

- A-1 – Agriculture Zone

The A-1 zone requires the largest minimum parcel area of 8ha (19.7ac) and applies to the horseshoe of Crown held slopes at the east, south, and west within the City boundary (see attached maps). All A-1 lands are outside of the UCB and almost all are not served by City utilities (water and sewer). While most A-1 is not ALR land, there is a significant extent of productive ALR across the southwest where the Salmon River Valley supports a range of farms (see the third attached map with overlay of ALR and A zones).

The purpose statement at the head of the A-1 Zone reads:

The A-1 Zone is intended to identify and preserve land with good agricultural or forestry potential. Development on land located in the A-1 Zone will respect the rural nature of the area.

This purpose is not proposed to change. The primary change is to *Section 34.4 Maximum Number of Single Family Dwellings* which should be revised to allow a principal dwelling and either a

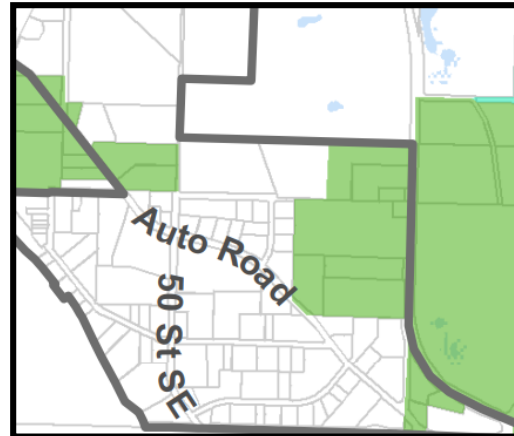
secondary suite or an accessory dwelling unit regardless of parcel area. Currently the minimum area of 8ha (20 acres) is required to enable a second dwelling unit. The A1 Zone also required the person who lives in the second unit to be employed as farm help, permanent or temporarily. Both of these requirements will be removed (whether or not the land is ALR). This condition of accessory residential use (farm help/family) is no longer in effect within the ALR. The minimum parcel areas, widths, setbacks, etc. and permitted uses are not proposed to change.

- A-2 – Rural Holding Zone

The A-2 covers the far greatest number of parcels of the Agriculture zones and includes significant tracts of ALR (Map 3 and Map 4). It includes properties both within and outside of the UCB – as shown adjacent and on the next pages. The purpose statement reads as follows:

The A-2 Zone is intended to provide predominantly residential parcels & small-scale agriculture in a rural setting.

The 4ha (10ac) minimum parcel area will remain despite the extreme range in parcel size across the 889 parcels. Some properties are truly for residential use and cannot support farming while others are viable for a range of farms. Currently, a second dwelling is allowed but only if a parcel is 8ha (19.7ac) or more in area. This would no longer be the case and all A-2 parcels would be allowed a suite or accessory dwelling.

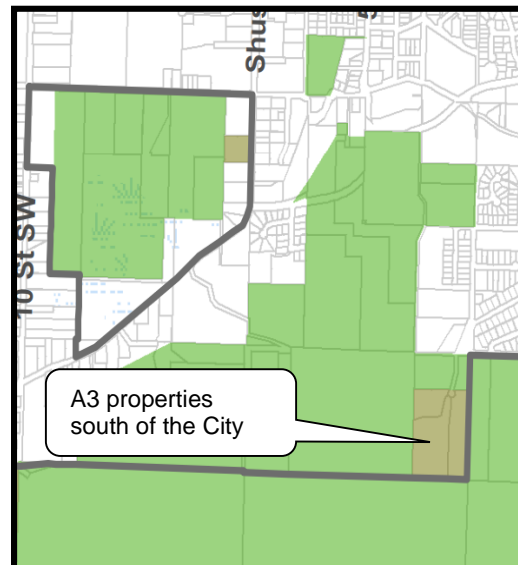


- A-3- Small Holding Zone

The current A-3 Zone applies to 110 parcels, most are west of 50 Street SW on the City’s western perimeter. There are three areas where A-3 parcels cluster at the UCB, one pictured at below, then there are a few parcels north of Raven by Coyote Hill Park and one at the far west edge of the UCB north of the Trans Canada Highway. Finally, there is a small island of A-3 west on the 3600 block of Lakeshore well within the UCB. A-3 Zone minimum parcel area is only 2ha (5ac), the smallest of the three Agriculture zones. The zone purpose statement reads:

The A-3 Zone is intended to provide for the creation of two hectare parcels in areas specified in the OCP where further urbanization and servicing is not anticipated and where the Agricultural Land Commission (ALC) has either excluded the area from the Agricultural Land Reserve or where the ALC has agreed to the A-3 Zoning.

There is a mix of A-3 within and outside of the ALR and there is a range of parcel sizes. Staff note that subdivision to a parcel size smaller than permitted in on A-3 zoned lands would require an Official



Community Plan (OCP) amendment as all lands zones Agriculture are designated Acreage Reserve in the Official Community Plan.

The task of SSMUH changes to the Zoning Bylaw does not include rezoning for subdivision or interpretation of OCP policy. The OCP review process is underway and the process is typically followed by zoning bylaw amendment, through which development, land use, and subdivision policies are properly established.

Map 1

CITY OF SALMON ARM

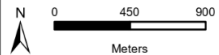
A-1, A-2, A-3 Zones

Legend

- Parcel
- Urban Containment Boundary

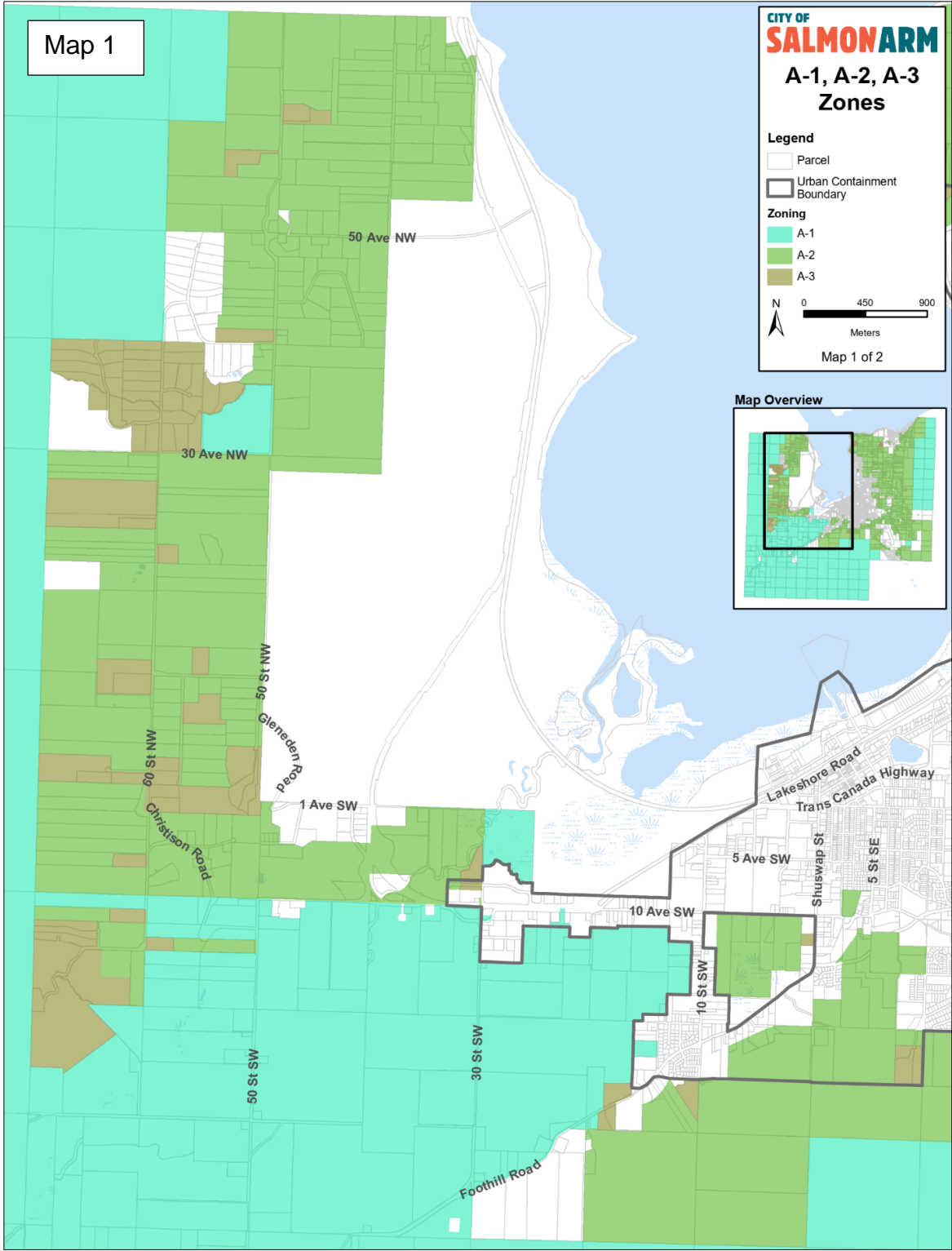
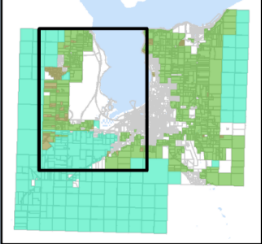
Zoning

- A-1
- A-2
- A-3



Map 1 of 2

Map Overview



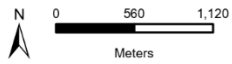
A-1, A-2, A-3 Zones

Legend

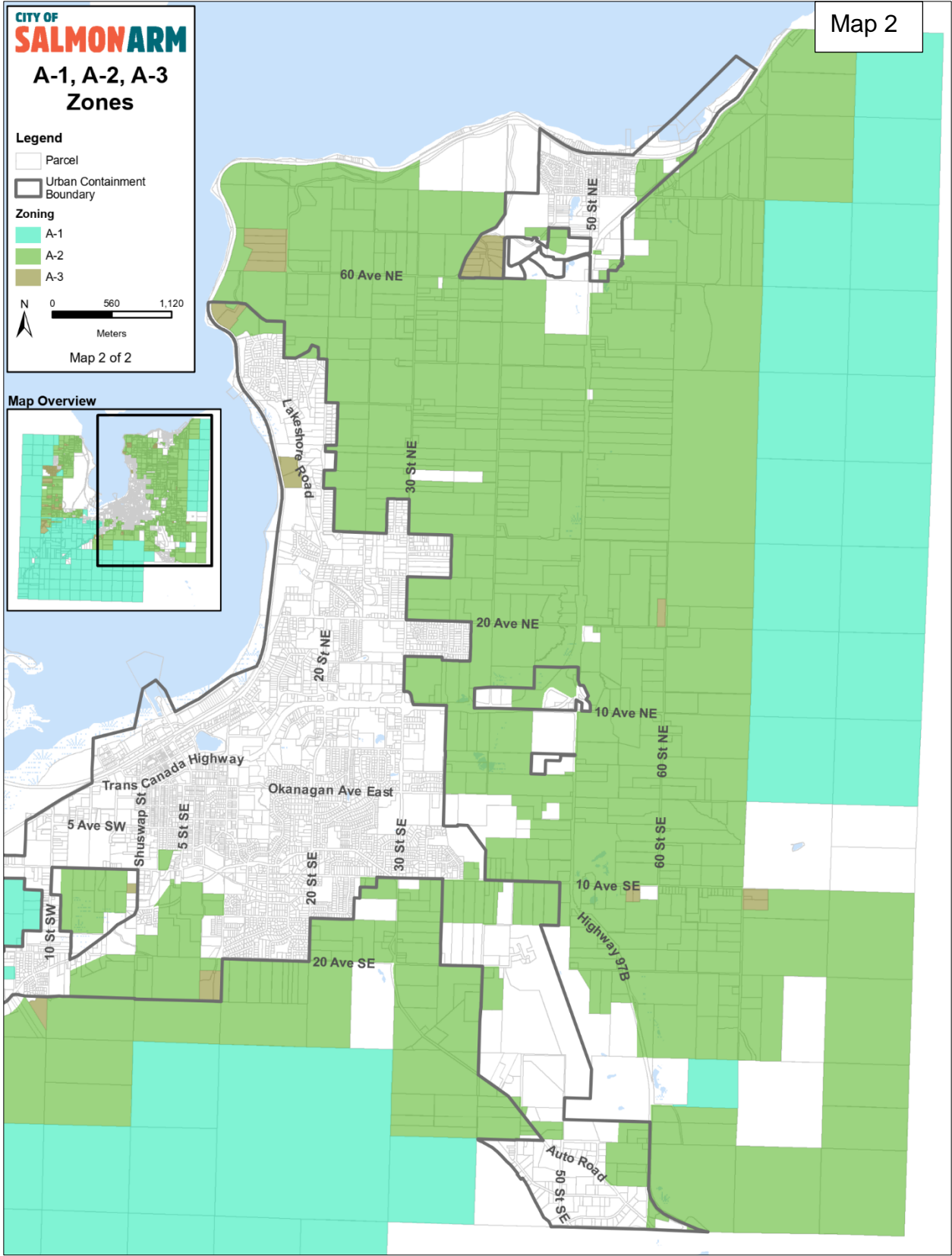
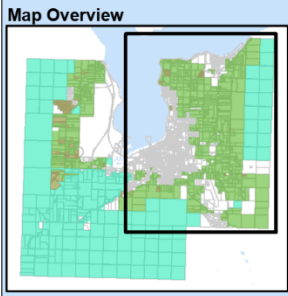
- Parcel
- Urban Containment Boundary

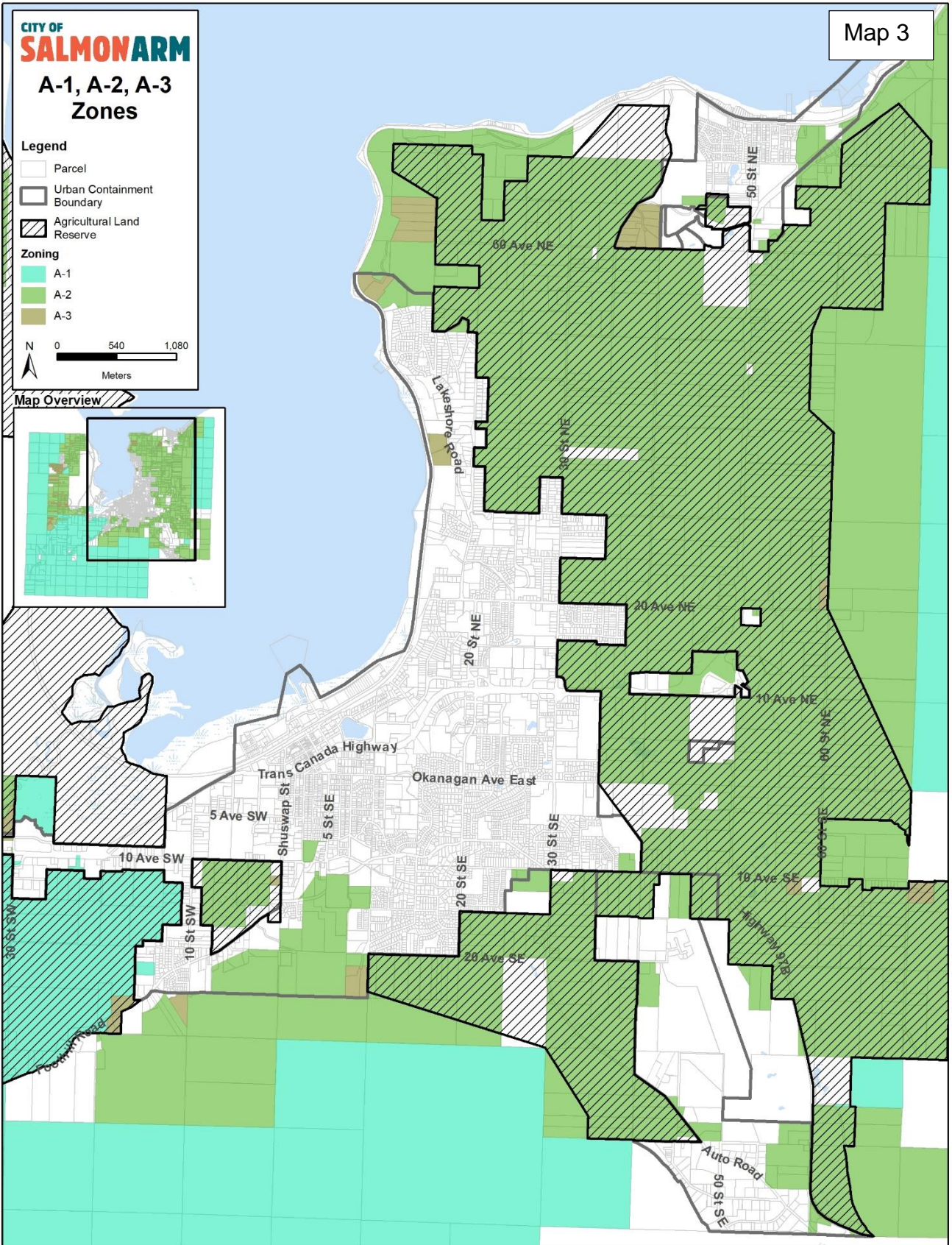
Zoning

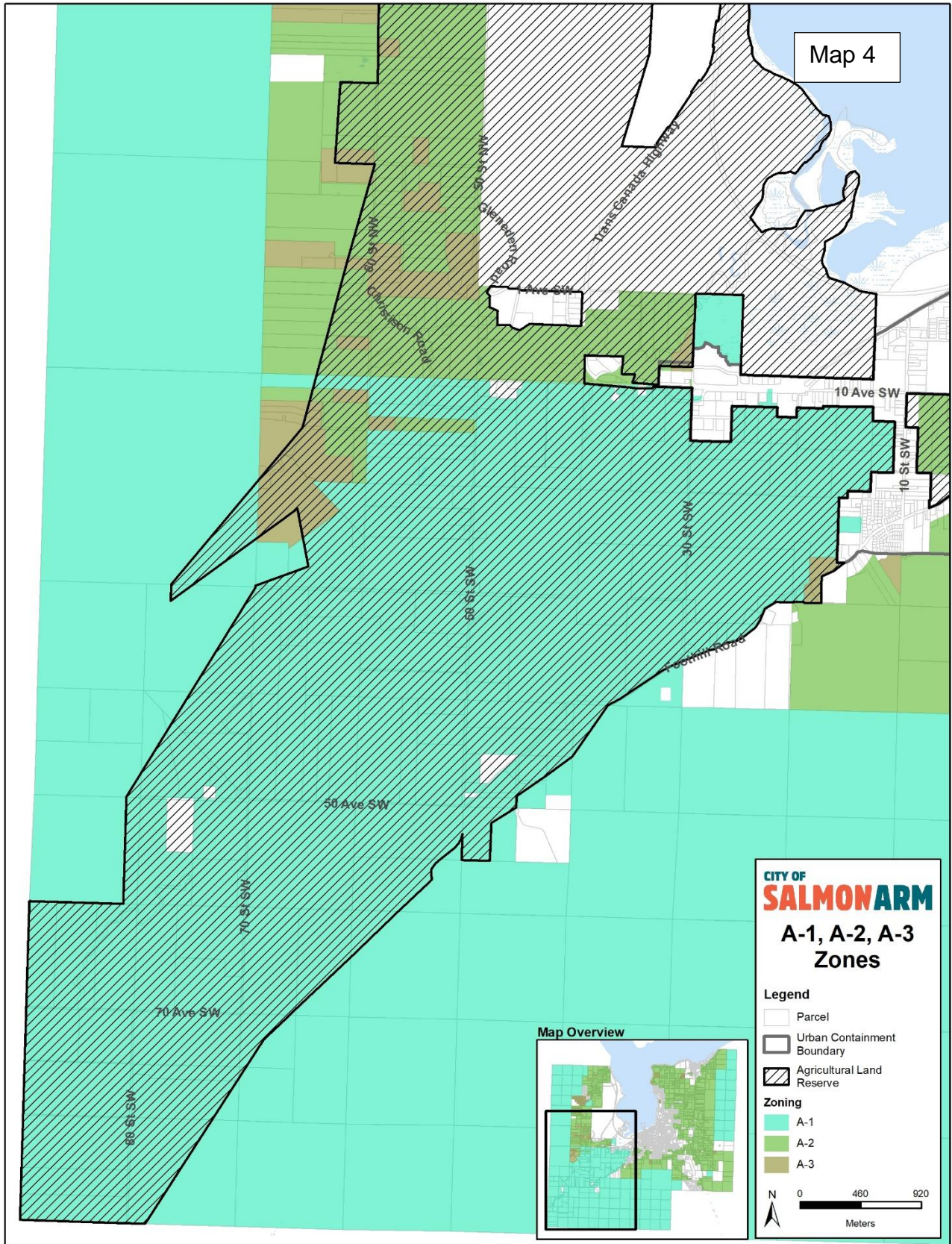
- A-1
- A-2
- A-3



Map 2 of 2







Relevant Policy(ies):

Prior to the June 30, 2024 deadline zoning and other bylaws will be brought forward for Council's consideration that would be utilized by Council, staff and the public to review and approve Small Scale Multi Unit Housing (SSMUH).

Referral Comments:

In the drafting of the various bylaws related to SSMUH, planning staff consulted with staff.

Fire Department

N/A

Building Department

N/A

Engineering Department

N/A

Other

N/A

Planning Department

In closing, this aspect of SSMUH comprises relatively minor changes as compared to the changes in the single family Residential zones and staff do not foresee the proposed amendments to be controversial. These three Agriculture zones are made simpler.

Advancing the attached proposed Bylaw to Council for first and second reading would place it on the agenda and continue the process in order to meet the June 30, 2024 deadline.

Financial Considerations:

N/A

Committee Recommendations:

N/A

Public Consultation:

The *Local Government Act* prohibits Council from holding a Public Hearing for bylaw amendments that are for the sole purpose of implementing bylaw amendments related to SSMUH. Notice will be given in two consecutive editions of the newspaper in advance of Council considering first reading of the proposed bylaw. It is expected that first reading will be considered that the May 13, 2024 Regular Council meeting.

Alternatives & Implications:

N/A

Prepared by: Planning Analyst & Manager of Planning and Building

Reviewed by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 – Draft Bylaw No. 4656

CITY OF SALMON ARM

BYLAW NO. 4656

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

WHEREAS pursuant to the December of 2023 amendments of the Local Government Act [RSBC 2015] Chapter 1, Council of the City of Salmon Arm is legislated to enabled small-scale multi-unit housing across serviced, single family residential zoned lands within the Urban Containment Boundary and a more limited increase in housing outside of this boundary or on larger parcels;

AND WHEREAS as required by the Province of British Columbia, written submissions were accepted but no Public Hearing was held;

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:
 - a) by replacing section 34, the *A-1 Agricultural Zone*, with Schedule "A," attached hereto and forming a part of this Bylaw;
 - b) by replacing section 35, the *A-2 Rural Holding Zone* with Schedule "B," attached hereto and forming a part of this Bylaw;
 - c) by replacing section 36, the *A-3 Small Holding Zone* with Schedule "C," attached hereto and forming a part of this Bylaw;

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4656**”

READ A FIRST TIME THIS DAY OF 2024

READ A SECOND TIME THIS DAY OF 2024

READ A THIRD TIME THIS DAY OF 2024

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"

SECTION 34 - A-1 - AGRICULTURE ZONE

Purpose

- 34.1 The A-1 Zone is intended to identify and preserve land with good agricultural or forestry potential. *Development* on land located in the A-1 Zone will respect the rural nature of the area.

Regulations

- 34.2 On a *parcel zoned A-1*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-1 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 34.3 The following uses and no others are permitted in the A-1 Zone:
- .1 *agriculture*;
 - .2 *single family dwelling*;
 - .3 *one secondary suite* or *one rural detached suite* (refer to the Agricultural Land Commission Act and Regulations for limitations in the Agricultural Land Reserve);
 - .4 *bed and breakfast*, limited to three let rooms in the *principal dwelling*;
 - .5 *boarders*, limited to two;
 - .6 *equestrian facility*;
 - .7 *equestrian facility campsite*;
 - .8 *family childcare facility*;
 - .9 *group childcare*;
 - .10 *home occupation*;
 - .11 *intensive agriculture*;
 - .12 *silviculture*;
 - .13 *outdoor recreation*;
 - .14 *kenne*l;
 - .15 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Dwelling Units

- 34.4 The maximum number of *dwelling units* shall be two per *parcel* comprising of the *principal use dwelling* and one *secondary suite* or one *accessory dwelling unit*.

Maximum Residential Building Area

- 34.5 The maximum combined gross floor area of all dwelling units (single family dwelling and secondary suite or accessory dwelling unit) shall be no greater than 500 square metres (5,382ft²).

Refer to ALR Regulation for maximum allowed *accessory dwelling unit* gross floor area.

Maximum Height of Principal Residential Building

- 34.6 The maximum *height* of a residential *building* shall be 10 metres (32.8 feet).

Maximum Height of Non-Residential Buildings

34.7 The maximum *height* of accessory *buildings*, with or without an *accessory dwelling unit*, shall be 12 metres (39.4 feet).

Minimum Parcel Size

34.8 The minimum *parcel* size shall be 8 hectares (19.8 acres).

Minimum Parcel Width

34.9 The minimum *parcel width* shall be 150 metres (492.1 feet).

Minimum Setback of Non-Agricultural Use Principal and Accessory Buildings

34.10 The minimum *setback* of *principal* and accessory *buildings* intended to accommodate non-agricultural uses 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 3.0 metres (9.8 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)

Refer to Section 4.9 for “Special Building Setbacks” which may apply.

Minimum Setback of Rural Detached Suites

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

Minimum Setback of Agricultural Use Buildings or Structures

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

- .1 *Front parcel line* shall be 30.0 metres (98.4 feet)
- .2 *Rear parcel line* shall be 15.0 metres (49.2 feet)
- .3 *Interior side parcel line* shall be 15.0 metres (49.2 feet)
- .4 *Exterior side parcel line* shall be 30.0 metres (98.4 feet)
- .5 Any *single family dwelling* shall be 15.0 metres (49.2 feet)
- .6 Any *watercourse* or body of water shall be 30.0 metres (98.4 feet)

Refer to “Pound and Animal Control Bylaw” for special setbacks which may apply.

Minimum Setback of Kennels

34.13 The minimum *setback* of *kennels* from all *parcel* lines shall be 30 metres (98.4 feet).

Minimum Setback of Feed Lots

34.14 The minimum *setback* of feed lots from:

- .1 any *highway* right-of-way shall be 100.0 metres (328.1 feet)
- .2 any *parcel* not zoned A-1 shall be 65.0 metres (213.3 feet)

Sale of Agricultural Products

34.15 The retail sale of agricultural products produced on the *parcel* is permitted provided the maximum *floor area* of the retail sale stand does not exceed 40 square metres (430.5 square feet).

Parking

34.16 Required off-street parking shall be as prescribed in Appendix I.

Schedule "B"

SECTION 35 – A-2 – RURAL HOLDING ZONE

Purpose

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

Regulations

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

Permitted Uses

35.3 The following uses and no others are permitted in the A-2 Zone:

- .1 *agriculture*;
- .2 *single family dwelling*;
- .3 *one secondary suite* or *one rural detached suite* (refer to the Agricultural Land Commission Act and Regulations for limitations in the Agricultural Land Reserve);
- .4 *bed and breakfast*, limited to three let rooms;
- .5 *boarders*, limited to two;
- .6 *equestrian facility*;
- .7 *equestrian facility campsite*
- .8 *family childcare facility*;
- .9 *group childcare*;
- .10 *home occupation*;
- .11 *kenne*l;
- .12 *outdoor recreation*;
- .13 *silviculture*;
- .14 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Dwelling Units

35.4 The maximum number of *dwelling units* shall be two per *parcel* comprising of the *principal use dwelling* and one *secondary suite* or one *accessory dwelling unit*.

Maximum Residential *Building Area*

35.5 The maximum combined gross floor area of all dwelling units (single family dwelling and secondary suite or accessory dwelling unit) shall be no greater than 500 square metres (5,382ft²).

Refer to ALR Regulation for maximum allowed *accessory dwelling unit* gross floor area.

Maximum Height of Principal Residential Buildings

35.6 The maximum *height* of a residential *building* shall be 10 metres (32.8 feet).

Maximum Height of Non-Residential Buildings

35.7 The maximum *height* of accessory *buildings*, with or without an *accessory dwelling unit*, shall be 12 metres (39.4 feet).

Minimum Parcel Size

35.8 The minimum *parcel* size shall be 4 hectares (9.9 acres).

Minimum Parcel Width

35.9 The minimum *parcel width* shall be 100 metres (328.1 feet).

Minimum Setback of Non-Agricultural Use Principal and Accessory Buildings

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

- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 3.0 metres (9.8 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

Refer to Section 4.9 for “Special Building Setbacks” which may apply.

Minimum Setback of Rural Detached Suites

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

Minimum Setback of Agricultural Use Buildings or Structures

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

- | | | |
|----|--|-------------------------|
| .1 | <i>Front parcel line</i> shall be | 30.0 metres (98.4 feet) |
| .2 | <i>Rear parcel line</i> shall be | 15.0 metres (49.2 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 15.0 metres (49.2 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 30.0 metres (98.4 feet) |
| .5 | <i>Any single family dwelling</i> shall be | 15.0 metres (49.2 feet) |
| .6 | <i>Any watercourse</i> or body of water shall be | 30.0 metres (98.4 feet) |

Refer to “Pound and Animal Control Bylaw” for special setbacks which may apply.

Minimum Setback of Kennels

35.13 The minimum *setback* of *kennels* from all *parcel* lines shall be 30 metres (98.4 feet).

Sale of Agricultural Products

35.14 The retail sale of agricultural products produced on the *parcel* is permitted provided the maximum *floor area* of the retail sale stand is 40 square metres (430.5 square feet).

Parking

35.15 Required off-street parking shall be as prescribed in Appendix I.

Schedule "C"

SECTION 36 - A-3 - SMALL HOLDING ZONE

Purpose

36.1 The A-3 *Zone* is intended to provide for the creation of two hectare *parcels* in areas specified in the *Official Community Plan* where further urbanization and servicing is not anticipated and where the Agricultural Land Commission (ALC) has either excluded the area from the Agricultural Land Reserve or where the ALC has agreed to the A-3 Zoning).

Regulations

36.2 On a *parcel zoned A-3*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-3 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

36.3 The following uses and no others are permitted in the A-3 *Zone*

- .1 *agriculture*;
- .2 *single family dwelling*;
- .3 *one secondary suite* or *one rural detached suite* (refer to the Agricultural Land Commission Act and Regulations for limitations in the Agricultural Land Reserve);
- .4 *bed and breakfast*, limited to three let rooms;
- .5 *boarders*, limited to two;
- .6 *family childcare facility*;
- .7 *group childcare*;
- .8 *home occupation*;
- .9 *silviculture*;
- .10 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Dwelling Units

36.4 The maximum number of *dwelling units* shall be two per *parcel* comprising of the *principal use dwelling* and one *secondary suite* or one *accessory dwelling unit*.

Maximum Residential Building Area

36.6 The maximum combined gross floor area of all dwelling units (single family dwelling and secondary suite or accessory dwelling unit) shall be no greater than 500 square metres (5,382ft²).

Refer to ALR Regulation for maximum allowed *accessory dwelling unit* gross floor area.

Maximum Height of Principal Residential Building

36.7 The maximum *height* of the *single family dwelling* shall be 10 metres (32.8 feet).

Maximum Height of Non-Residential Buildings

36.8 The maximum *height* of *accessory buildings*, with or without an *accessory dwelling unit*, shall be 12 metres (39.4 feet).

Minimum Parcel Size

36.9 The minimum *parcel* size shall be 2 hectares (4.9 acres).

Minimum Parcel Width

36.10 The minimum *parcel width* shall be 50 metres (164.0 feet).

Minimum Setback of Non-Agricultural Use Principal and Accessory Buildings

36.11 The minimum *setback* of *principal* and accessory *buildings* intended to accommodate non-agricultural uses from all *parcel* lines shall be 6 metres (19.7 feet).

Refer to Section 4.9 for “Special Building Setbacks” which may apply.

Minimum Setback of Agricultural Use Buildings or Structures

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

- | | | |
|----|--|-------------------------|
| .1 | <i>Front parcel line</i> shall be | 30.0 metres (98.4 feet) |
| .2 | <i>Rear parcel line</i> shall be | 15.0 metres (49.2 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 15.0 metres (49.2 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 30.0 metres (98.4 feet) |
| .5 | Any <i>single family dwelling</i> shall be | 15.0 metres (49.2 feet) |
| .6 | Any <i>watercourse</i> or body of water shall be | 30.0 metres (98.4 feet) |

Refer to “Pound and Animal Control Bylaw” for special setbacks which may apply.

Sale of Agricultural Products

36.13 The retail sale of agricultural products produced on the *parcel* is permitted provided the maximum *floor area* of the retail sale stand is 40 square metres (430.5 square feet).

Parking

36.14 Required off-street parking shall be as prescribed in Appendix I.



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Chief Financial Officer – Revitalization Tax Exemption Bylaws

Date: May 13, 2024

Motion for Consideration:

THAT: The bylaw entitled City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4661 be read a first, second and third time;

AND THAT: The bylaw entitled City of Salmon Arm Revitalization Tax Exemption Amendment Bylaw No. 4662 be read a first, second and third time.

Background:

The Official Community Plan for the City of Salmon Arm (City) identifies the revitalization of the “Industrial Zones” as a priority. As a result, the City implemented an Industrial Revitalization Tax Exemption program in June 2014 through Bylaw No. 4020 for a 5 year period. The bylaw was amended in 2019 to extend the expiration date to May 12, 2024.

The exemption applies to:

- a) The construction of a new improvement where the value of the new construction referred to in the building permit has a value in excess of \$300,000.00;
- b) The alteration of an existing improvement where the alteration referred to in the building permit has a value in excess of \$300,000.00; and
- c) When the property is located within the Industrial Revitalization Area as set out on Schedule “A”.

At the Regular Council Meeting of April 22, 2024, the following resolution was passed:

“Council directs staff to prepare a bylaw amendment to continue the Industrial Revitalization Tax Exemption program for a further 5 year period.”

As Bylaw No. 4020 has now expired, a new Industrial Revitalization Tax Exemption Bylaw is required to extend the program. This new bylaw is unchanged from Bylaw No. 4020, except for:

- 1) Section 9(d) and Schedule B has been updated to reflect that the application examination fee is non-refundable and recommends increasing the fee from \$100 to \$200 per application. The initial fee of \$100 was established in 2014 and has not been updated since. An analysis of the time required by staff to review and manage the agreements exceeds \$100. The proposed fee is also consistent with other local municipalities.
- 2) A new section has been added (item 12), which addresses agreements and exemptions in progress under Bylaw No. 4020, to ensure their continued validity.
- 3) Schedule B – Section 13 has been updated to include language that, to maintain an Industrial Revitalization Tax Exemption, the Occupancy Permit or *Building Permit Renewal* must be issued within 24 months of the Industrial Revitalization Tax Exemption Application being approved.

Amendment Bylaw No. 4662 includes the following updates, to ensure consistency between the City’s two revitalization programs:

- 1) Section 8(d) and Schedule B have been updated to reflect that the application examination fee is non-refundable and recommends increasing the fee from \$100 to \$200 per application.
- 2) Schedule B – Section 13 has been updated to include language that, to maintain an Industrial Revitalization Tax Exemption, the Occupancy Permit or Building Permit Renewal must be issued within 24 months of the Industrial Revitalization Tax Exemption Application being approved.

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

Section 226 of the *Community Charter* provides Council the authority to implement a Revitalization Tax Exemption program.

Revitalization tax exemptions are limited to municipal property value taxes (section 197(1)(a) of the *Community Charter* only) and do not include school or other property taxes, such as parcel taxes. An exemption may be granted for up to 10 years and is not subject to section 25 of the *Community Charter* (prohibition against assistance to business).

Financial Considerations:

The amount exempted under Bylaw No. 4661 is based on the tax (excluding specified area levies) attributed to any increase in the assessed value of improvements on the property which is connected to a building permit issued as a result of new construction or the alteration to an existing improvement, as follows:

- i) Years 1 to 5 Total Amount.
 - ii) Year 6 Total Amount less 20%
 - iii) Year 7 Total Amount less 40%
 - iv) Year 8 Total Amount less 60%
 - v) Year 9 Total Amount less 80%
 - vi) Year 10 Total Amount less 100%
- No Revitalization Exemption, the Property is fully taxable.

As an example, the general municipal property tax associated with a \$300,000.00 increase in assessed value attributed to the construction of a new improvement or alteration of an existing improvement is approximately \$2,803 per year (assuming a Class 6 (Business) Classification). The foregone general municipal property taxes on a \$300,000.00 project is as follows based on 2024 tax rates:

- i) Years 1 to 5 100% of taxes @ \$2,803 = \$14,015
- ii) Year 6 80% of taxes @ \$2,803 = 2,242
- iii) Year 7 60% of taxes @ \$2,803 = 1,682
- iv) Year 8 40% of taxes @ \$2,803 = 1,121
- v) Year 9 20% of taxes @ \$2,803 = 561
- vi) Year 10 0% of taxes @ \$2,803 = 0

Total Foregone General Municipal Property Taxes = \$19,621

Note: This amount is the same for a property with a Class 5 (Light Industrial) classification.

Alternatives & Implications:

While Council does have the ability to change the threshold and exemption amounts, it is recommended by staff that they remain as is to avoid unintended tax shifts and nuisance applications associated with minor amounts. If Council chooses to amend these amounts a full analysis will be required.

Communication:

As required by section 165(3.1)(c) of the *Community Charter*, the City sets out the objectives and policies of the program in relation to the use of permissive (revitalization) tax exemptions within its financial plan. The financial plan is available on the City's website.

In addition, prior to final reading of the bylaw, the City will be required to meet the public notice requirements of section 94 of the *Community Charter*. As such, the City intends to provide public notice in the local newspaper on May 16 and May 23, 2024 and the public notice posting place.

Should final reading of the bylaws be approved, Salmon Arm Economic Development Society will be notified.

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

Attachments:

- City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4661
- City of Salmon Arm Revitalization Tax Exemption Amendment Bylaw No. 4662

CITY OF SALMON ARM

BYLAW NO. 4661

A bylaw to provide for an Industrial Revitalization Tax Exemption

WHEREAS the Council may, by bylaw, provide for an Revitalization Tax Exemption Program in accordance with Section 226 of the *Community Charter*;

AND WHEREAS Council wishes to establish an Industrial Revitalization Tax Exemption Program to encourage property investment and industrial revitalization in the Industrial Revitalization Area;

AND WHEREAS Council's objective is to stimulate and reinforce development initiatives in the Industrial Revitalization Area by promoting property investment;

AND WHEREAS Council has designated an Industrial Revitalization Area pursuant to the City of Salmon Arm's Official Community Plan;

AND WHEREAS the *Community Charter* provides that an Revitalization Tax Exemption Program bylaw may only be adopted after notice of the proposed bylaw has been given in accordance with Section 227 of the *Community Charter* and Council has given this notice;

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

INTERPRETATION

1. In this bylaw:

"Agreement" means an Industrial Revitalization Tax Exemption Agreement, as set out in Schedule "B" attached hereto and forming part of this Bylaw, between the owner of a property located in the Industrial Revitalization Area as set out on Schedule "A" attached hereto and forming part of this Bylaw;

"Assessed Value" will have the same meaning as set out in the *Assessment Act*;

"City" means the City of Salmon Arm;

“Corporate Officer” means the Corporate Officer of the City of Salmon Arm;

“Council” means the Council of the City of Salmon Arm;

“Owner” means the legal registered owner and any subsequent owner of the Property or any parts into which the Property is subdivided, and includes any person who is a registered owner in fee simple of the Property from time to time;

“Property” means the legally described improvements to which an Industrial Revitalization Tax Exemption is applied for and as legally described in the Agreement, but does not include new construction or alterations to an existing improvement on City owned lands;

“Industrial Revitalization Area” means an area designated and set out on Schedule “A” attached hereto and forming part of this Bylaw;

“Industrial Revitalization Tax Exemption” means an Industrial Revitalization Tax Exemption pursuant to an Industrial Revitalization Tax Exemption Certificate;

“Industrial Revitalization Tax Exemption Certificate” means an Industrial Revitalization Tax Exemption pursuant to this Bylaw.

2. There is established an Industrial Revitalization Tax Exemption Program which includes the following:

- a) Industrial Revitalization Tax Exemptions authorized under this Bylaw applies to:
 - i) the construction of a new improvement where the value of the new construction referred to in the building permit has a value in excess of \$300,000.00;
 - ii) the alteration of an existing improvement where the alteration referred to in the building permit has a value in excess of \$300,000.00, and

wherein the Property is located within the Industrial Revitalization Area as set out on Schedule “A” attached hereto and forming part of this Bylaw.

- b) Any construction of a new improvement or alteration of an existing improvement as outlined in Section 2 a) of this Bylaw undertaken prior to the application for an Industrial Revitalization Tax Exemption will not be eligible for consideration.
- c) The maximum Industrial Revitalization Tax Exemption authorized under this Bylaw must not exceed the increase in the assessed value of the improvements on the Property between:

- i) the calendar year before the construction or alteration began, as outlined under Section 2 a) of this Bylaw; and
 - ii) the calendar year in which the construction or alteration as outlined under Section 2 a) of this Bylaw is completed.
- d) The Property's assessed value of improvements must not be reduced below the amount assessed in the calendar year prior to construction or alteration, as outlined in Section 2 a) of this Bylaw, as a result of the Industrial Revitalization Tax Exemption.
- e) The maximum term of an Industrial Revitalization Tax Exemption is contingent on when the Industrial Revitalization Tax Exemption Certificate for the Property is issued by the City pursuant to this Bylaw and the Agreement:
- i) if the new construction or the alteration to an existing improvement as outlined in Section 2 a) of this Bylaw have commenced on or before October 31 and will be assessed on the subsequent year's assessment roll, then the Industrial Revitalization Tax Exemption Certificate will be issued for one (1) year and a subsequent Industrial Revitalization Tax Exemption Certificate will be issued for the next four (4) years plus a single renewal for a term of an additional five (5) years;
 - ii) if the new construction or the alteration to an existing improvement as outlined in Section 2 a) of this Bylaw have commenced and been completed on or before October 31 and will be assessed on the subsequent year's assessment roll, then the Industrial Revitalization Tax Exemption Certificate will be issued for five (5) years plus a single renewal for a term of an additional five (5) years;
- f) The amount of Industrial Revitalization Tax Exemptions authorized under this Bylaw to calculate the general municipal property tax payable (excluding specified area levies) is equal to any increase in the assessed value of improvements on the Property attributed to a building permit issued as a result of new construction or the alteration to an existing improvement as outlined in Section 2 a) of this Bylaw (hereinafter referred to as the Total Amount) and is as follows:
- i) Year 1 - 5 Total Amount
 - ii) Year 6 Total Amount less 20%
 - iii) Year 7 Total Amount less 40%
 - iv) Year 8 Total Amount less 60%

- | | | | |
|--|-----|---------|---|
| | v) | Year 9 | Total Amount less 80% |
| | vi) | Year 10 | Total Amount less 100% - No Industrial Revitalization Tax Exemption, the Property is fully taxable. |
3. The kinds of property that will be eligible for an Industrial Revitalization Tax Exemption under this Bylaw will be limited to property zoned Industrial.
 4. This Bylaw does not apply to a property unless:
 - a) the property is located in the Industrial Revitalization Area shown on Schedule "A" attached hereto and forming part of this Bylaw; and
 - b) the Owner of the property has entered into an Agreement with the City as set out in Schedule "B" attached hereto and forming part of this Bylaw.
 5. Where a property is partially within the Industrial Revitalization Area, this Bylaw shall apply where at least 50% of the property lies within the Industrial Revitalization Area.
 6. This Bylaw does not apply to any property owned by the City of Salmon Arm.
 7. Once the conditions established under this Bylaw and the Agreement as set out in Schedule "B" attached hereto and forming part of this Bylaw, have been met, an Industrial Revitalization Tax Exemption Certificate must be issued for the Property.
 8. The Industrial Revitalization Tax Exemption Certificate must, in accordance with the conditions established in this Bylaw and the Agreement set out in Schedule "B" attached hereto and forming part of this Bylaw, specify the following:
 - a) the amount of the Industrial Revitalization Tax Exemption or the formula for determining the Industrial Revitalization Tax Exemption;
 - b) the term of the Industrial Revitalization Tax Exemption;
 - c) the conditions on which the Industrial Revitalization Tax Exemption is provided; and
 - d) that a recapture amount is payable if the Industrial Revitalization Tax Exemption Certificate is cancelled and how that amount is to be determined.
 9. If an Owner wants to apply for an Industrial Revitalization Tax Exemption under the Bylaw, the Owner must apply to the Corporate Officer in writing and must submit the following with the application:

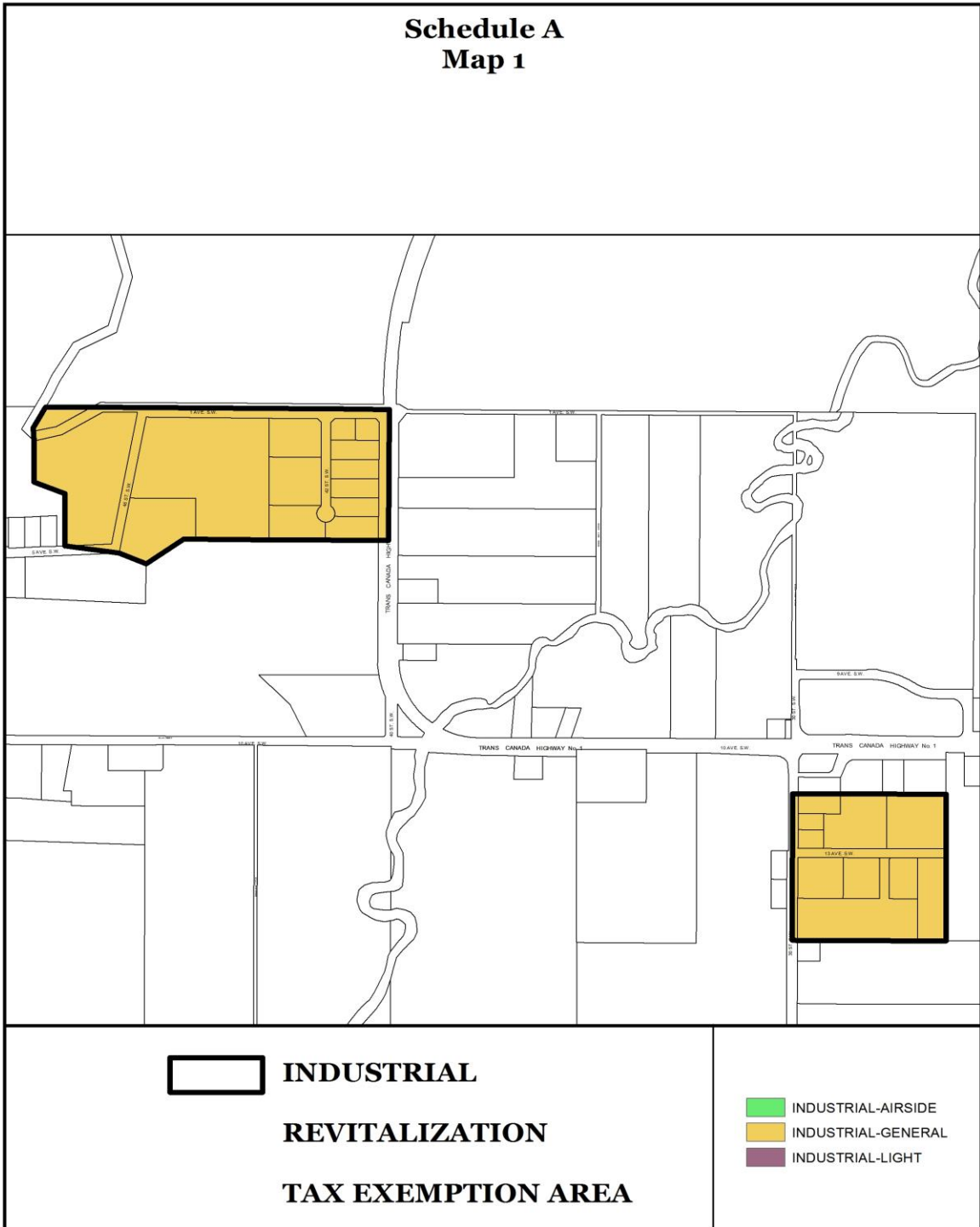
- a) a certificate that all property taxes assessed and rates, charges, and fees imposed on the Property have been paid and where property taxes, rates or assessments are payable by installments, that all installments owing at the date of the certificate have been paid; the provision for Development Cost Charge installments shall be pursuant to Section 933 of the *Local Government Act* and Regulation 166/84.
 - b) a completed written application as per Schedule "C" attached hereto and forming part of this Bylaw available in the Office of the Corporate Officer;
 - c) description of the construction or alteration as outlined in Section 2 a) of this Bylaw, that would be eligible under the Bylaw for an Industrial Revitalization Tax Exemption;
 - d) a non-refundable examination fee in the amount of \$200.00; and
 - e) a copy of the Agreement as set out in Schedule "B" attached hereto and forming part of this Bylaw, duly executed by and on behalf of the Owner.
10. In the event that the conditions under which an Industrial Revitalization Tax Exemption Certificate was issued are no longer met by the Owner, as set out in Section 10 of this Bylaw, the Owner must pay to the City a recapture amount of the foregone general municipal property taxes of the following applicable percentage of the total Industrial Revitalization Tax Exemptions obtained under this Bylaw:
- a) Years 1 to 10 50%
11. An Industrial Revitalization Tax Exemption Certificate will be cancelled if:
- a) the Industrial zoning is changed;
 - b) the Owner breaches any covenant or condition of this Bylaw or the Agreement set out in Schedule "B" attached hereto and forming part of this Bylaw;
 - c) the Owner has allowed the property taxes to go into arrears or to become delinquent; or
 - d) the property is put to a use that is not permitted in the Industrial zone.
12. This Bylaw encompasses all Agreements and Industrial Revitalization Tax Exemption Certificates authorized, in-progress and issued under City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4020.

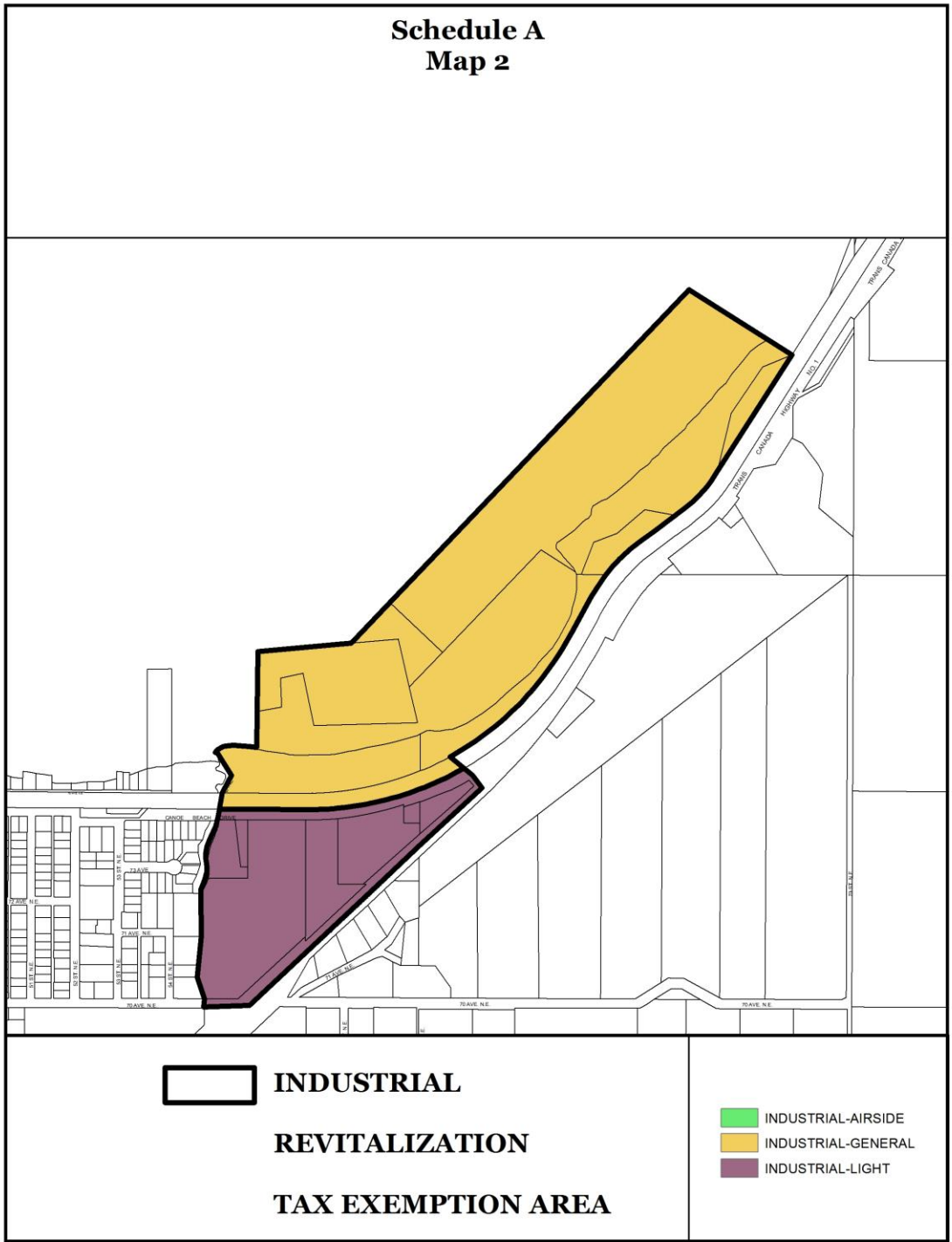
13. The Corporate Officer is hereby authorized to execute the documentation necessary to give effect to the provisions of this Bylaw, including the Agreement set out in Schedule "B" attached hereto and forming part of this Bylaw.
14. If any section or phrase of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, it shall be severed and the invalidity of the remaining provisions of this Bylaw shall not be affected.
15. 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.
16. This Bylaw shall come into full force and effect upon adoption of same.
17. This Bylaw shall have an expiration date of five (5) years from the date of adoption.
18. This Bylaw may be cited as "City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4661".

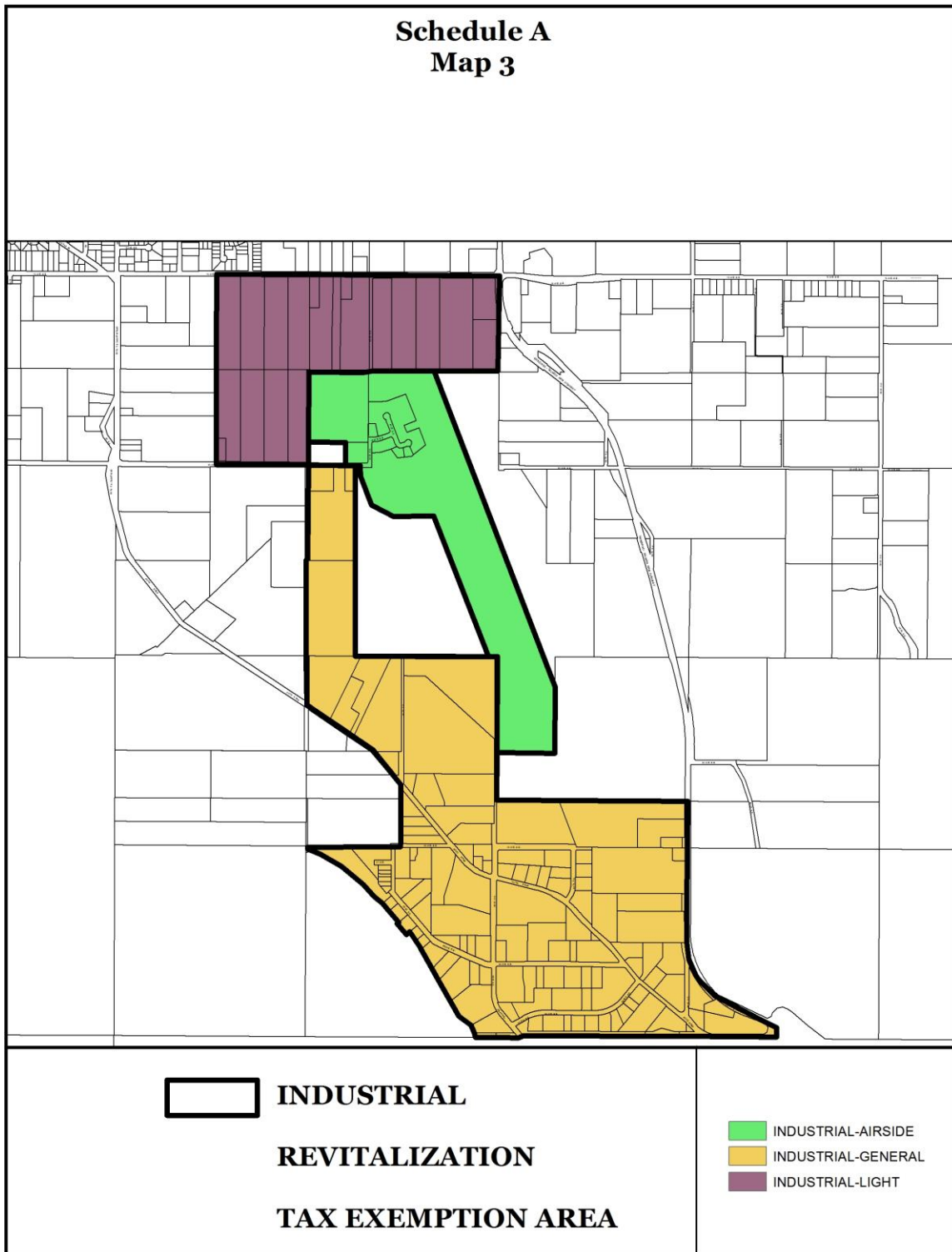
READ A FIRST TIME THIS	DAY OF	May
READ A SECOND TIME THIS	DAY OF	May
READ A THIRD TIME THIS	DAY OF	May
ADOPTED BY COUNCIL THIS	DAY OF	May

MAYOR

CORPORATE OFFICER







BYLAW NO. 4661

SCHEDULE "B"

Industrial Revitalization Tax Exemption Agreement

This Agreement dated for reference the _____ day of _____,

BETWEEN

Name and Address of Owner (hereinafter called the Owner)

OF THE FIRST PART

AND

City of Salmon Arm (hereinafter called the City)
500 - 2 Avenue NE
Box 40
Salmon Arm BC V1E 1V8

OF THE SECOND PART

WHEREAS the City has under the Bylaw defined in this Agreement established an Industrial Revitalization Tax Exemption Program for the purpose of encouraging Industrial Revitalization of an area of the municipality;

AND WHEREAS Council's objective is to stimulate and reinforce development initiatives in the Industrial Revitalization Area by promoting property investment within the Industrial zone and to reinforce the City's investment in infrastructure upgrades and beautification projects;

AND WHEREAS the Property that is the subject of this Agreement is located in an area designated by the City Council as an Industrial Revitalization Area legally described as _____ (hereinafter referred to as the Property);

AND WHEREAS the Owner is a registered Owner in fee simple of the Property defined in this Agreement;

AND WHEREAS this Agreement contains the terms and conditions respecting the provision of an Industrial Revitalization Tax Exemption under the Bylaw defined in this Agreement;

AND WHEREAS the Property that is subject of this Agreement is zoned Industrial and shall remain zoned Industrial for the duration of this Agreement;

AND WHEREAS the Owner and the City wish to enter into this Agreement.

THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements contained in this Agreement and the payment by the Owner to the City consideration in the amount of \$200.00 (Two Hundred) Dollars, the receipt and sufficiency of which are acknowledged by the City, the City and Owner covenant and agree with each other as follows:

DEFINITIONS

1. In this Agreement the following words have the following meanings:

"Agreement" means this Agreement, including the standard charge terms contained in this Agreement;

"Assessed Value" means the most recent assessed value of the Property as determined by the BC Assessment Authority in the area in which the Property is located; if such value is not available then the assessed value means the highest price in terms of money that the real property will fetch under all conditions requisite to a fair sale with the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus as estimated by a real estate appraiser accredited in the jurisdiction in which the Property is located;

"Bylaw" means "City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4661", in force from time to time;

"Council" means the Council of the City of Salmon Arm;

"Owner" means the legal registered owner and any subsequent owner of the Property or any parts into which the Property is subdivided, and includes any person who is a registered owner in fee simple of the Property from time to time;

"Property" means the legally described land and improvements to which an Industrial Revitalization Tax Exemption is applied for and as legally described in the Agreement;

TERM

2. The Owner covenants and agrees with the City that the term of this Agreement is:
 - a) five (5) years commencing on January 1 of the first calendar year after the calendar year that the Industrial Revitalization Tax Exemption Certificate is issued; and
 - b) a renewal term of an additional five (5) years at the election of the Owner.

RENEWAL

3. The Owner must make application to the City for a renewal by October 31 in the year prior to the year in which the Industrial Revitalization Tax Exemption is requested to qualify for a renewal for the additional five (5) years.

APPLICATION IMPROVEMENTS

4. The Industrial Revitalization Tax Exemption authorized under the Bylaw applies to:
 - a) construction of a new improvement where the value of the construction referred to in the building permit is in excess of \$300,000.00; or
 - b) alteration of an existing improvement, where the value of the alteration referred to in the building permit is in excess of \$300,000.00;

Any construction of a new improvement or alteration of an existing improvement as outlined in this Section that is undertaken prior to the application for an Industrial Revitalization Tax Exemption will not be eligible for consideration.

INDUSTRIAL REVITALIZATION TAX EXEMPTION CERTIFICATE

5.
 - a) Once the Owner has completed the construction of the new improvement or alteration of an existing improvement referred to in Section 4 of this Agreement and the City has issued an Occupancy Permit under the City's Building Regulation Bylaw, in force from time to time, in respect of the new improvement or alteration of an existing improvement, the City must issue an Industrial Revitalization Tax Exemption Certificate to the Owner of the Property if the Owner and the Property are otherwise in compliance with this Agreement.
 - b) An Industrial Revitalization Tax Exemption Certificate must, in accordance with the conditions established under the Bylaw and this Agreement, specify the following:
 - i) the amount of the Industrial Revitalization Tax Exemption or the formula for determining the Industrial Revitalization Tax Exemption;
 - ii) the term of the Industrial Revitalization Tax Exemption;
 - iii) the conditions on which the Industrial Revitalization Tax Exemption is provided; and
 - iv) that a recapture amount is payable if the Industrial Revitalization Tax Exemption Certificate is cancelled and how that amount is to be determined.

INDUSTRIAL REVITALIZATION TAX EXEMPTION

6. So long as an Industrial Revitalization Tax Exemption Certificate in respect of the Property has not been cancelled, the Property is exempt, to the extent, for the period and subject to the conditions provided in the Industrial Revitalization Tax Exemption Certificate, from general municipal property taxation (excluding specified area levies).
7. The maximum Industrial Revitalization Tax Exemption authorized under this Bylaw must not exceed the increase in the assessed value of the improvements on the Property between:
 - a) the calendar year before the construction or alteration began, as outlined in Section 4 of this Agreement; and
 - b) the calendar year in which the construction or alteration as outlined in Section 4 of this Agreement is completed.
8. The Property's assessed value of improvements must not be reduced below the amount assessed in the calendar year prior to new construction of an improvement or an alteration of an existing improvement, as outlined in Section 4 of this Agreement, as a result of the Industrial Revitalization Tax Exemption
9. The Industrial Revitalization Tax Exemption shall be an amount equal to any increase in assessed value of improvements on the Property attributed to the building permit issued as a result of the new construction of an improvement or the alteration of an existing improvement, as outlined in Section 4 of this Agreement.
10. The maximum term of an Industrial Revitalization Tax Exemption is contingent on when the Industrial Revitalization Tax Exemption Certificate for the Property is issued by the City pursuant to the Bylaw and the Agreement:
 - a) if the new construction or the alteration to an existing improvement as outlined in Section 4 of this Agreement have commenced on or before October 31 and will be assessed on the subsequent year's assessment roll, then the Industrial Revitalization Tax Exemption Certificate will be issued for one (1) year and a subsequent Industrial Revitalization Tax Exemption Certificate will be issued for the next four (4) years plus a single renewal for a term of an additional five (5) years;
 - b) if the new construction or the alteration to an existing improvement as outlined in Section 4 of this Agreement have commenced and been completed on or before October 31 and will be assessed on the subsequent year's assessment roll, then the Industrial Revitalization Tax Exemption Certificate will be issued for five (5) years plus a single renewal for a term of an additional five (5) years;

11. The amount of Industrial Revitalization Tax Exemptions authorized under this Bylaw to calculate the general municipal property tax payable (excluding specified area levies) is equal to any increase in the assessed value of improvements on the Property attributed to a building permit issued as a result of new construction or the alteration to an existing improvement as outlined in Section 4 of this Agreement (hereinafter referred to as the Total Amount) and is as follows:
 - i) Years 1 to 5 - Total Amount.
 - ii) Year 6 - Total Amount less 20%
 - iii) Year 7 - Total Amount less 40%
 - iv) Year 8 - Total Amount less 60%
 - v) Year 9 - Total Amount less 80%
 - vi) Year 10 - Total Amount less 100%
No Revitalization Exemption, the Property is fully taxable.
12. The Industrial Revitalization Tax Exemption Certificate may be cancelled by the City:
 - a) on the request of the Owner;
 - b) if the Industrial zoning is changed;
 - c) the Owner breaches any covenant or condition of the Bylaw or this Agreement;
 - d) the Owner has allowed the property taxes to go into arrears or to become delinquent; or
 - e) the Property is put to a use that is not permitted in the Industrial zone.
13. To maintain an Industrial Revitalization Tax Exemption, the Occupancy Permit or Building Permit Renewal must be issued within twenty-four (24 months) of the Industrial Revitalization Tax Exemption Application being approved.

RECAPTURE

14. In the event that the conditions under which an Industrial Revitalization Tax Exemption Certificate was issued are no longer met by the Owner, as set out in this Agreement, the Owner must pay to the City a recapture amount of the foregone general municipal property taxes of the following applicable percentage of the total Industrial Revitalization Tax Exemptions obtained under the Bylaw:
 - a) Years 1 to 10 50%

OWNERS OBLIGATIONS

15. The Owner must pay to the City the cost of all tie-ins of works and services associated with the new construction or alteration to existing improvements, to existing storm and sanitary sewers, water mains, water meters, driveways, and other municipal services prior to the issuance of an Industrial Revitalization Tax Exemption Certificate.
16. The Owner must comply with:
 - a) all enactments, laws, statutes, regulations and Orders of any authority having jurisdiction, including bylaws of the City; and
 - b) all federal, provincial, municipal and environmental licences, permits and approvals required under applicable enactments.

OBLIGATIONS OF CITY

17. The City must issue an Industrial Revitalization Tax Exemption Certificate to the Owner in respect of the Property once the Owner has applied for and obtained an Occupancy Permit from the City under the City's Building Regulation Bylaw, in force from time to time, in relation to the new construction or alteration to an existing improvement, so long as the Owner and the Property are otherwise in compliance with the Bylaw and this Agreement.

CITY'S RIGHTS AND POWERS

18. Nothing contained or implied in this Agreement prejudices or affects the City's rights and powers in the exercise of its functions or its rights and powers under any public and private statutes, bylaws, orders, or regulations to the extent the same are applicable to the Property, all of which may be fully and effectively exercised in relation to the Property as if this Agreement had not been executed and delivered by the Owner.

GENERAL PROVISIONS

19. The City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4661 and amendments thereto form an integral part of this Agreement.
20. It is mutually understood, agreed and declared by and between the parties that Salmon Arm has made no representations, covenants, warranties, guarantees, promises, or agreements (oral or otherwise), expressed or implied, with the Owner other those expressly contained in this Agreement.
21. It is further expressly agreed that the benefit of all covenants made by the Owner herein shall accrue solely to the City and this Agreement may only be modified by agreement of the City with the Owner.
22. This Agreement shall enure to the benefit of and is binding on the parties and their respective heirs, executors, administrators, successors and assigns.

23. The Owner shall, on the request of the City, execute and deliver or cause to be executed and delivered, all such further transfers, agreements, documents, instruments, easements, statutory rights of way, deeds and assurances, and do and perform or cause to be done and performed, all such acts and things as may be, in the opinion of the City, necessary to give full effect to the intent of this Agreement.
24. Time is of essence of this Agreement.
25. This Agreement constitutes the entire agreement between the Owner and the City with regard to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written of the City with the Owner.
26. Any notice or other communication required or contemplated to be given or made by any provision of this Agreement shall be given or made in writing and either delivered personally (and if so shall be deemed to be received when delivered) or mailed by prepaid registered mail in any Canada Post Office (and if so, shall be deemed to be delivered on the sixth business day following such mailing except that, in the event of interruption of mail service notice shall be deemed to be delivered only when actually received by the party to whom it is addressed), so long as the notice is addressed as follows:

to the Owner at:

Name
Address

and

to the City at:

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

Attention: Corporate Officer

or to such other address to which a party hereto from time to time notifies the other parties in writing.

27. a) No amendment or waiver of any portion of this Agreement shall be valid unless in writing and executed by the parties to this Agreement; and

- b) Waiver of any default by a party shall not be deemed to be a waiver of any subsequent default by that party.
28. This Agreement is not intended to create a partnership, joint venture, or agency between the Owner and the City.
29. This Agreement shall be construed according to the laws of the Province of British Columbia.
30. A reference in this Agreement to the City or the Owner includes their permitted assigns, heirs, successors, officers, employees, and agents.
31. This Agreement is effective from and after the reference date in this Agreement, but only if this Agreement has been executed and delivered by the Owner executed by the City.
32. Unless otherwise expressly provided in this Agreement, the expense of performing the obligations and covenants of the Owner contained in this Agreement, and of all matters incidental to them, is solely that of the Owner.
33. The Owner represents and warrants to the City that:
- a) all necessary corporate actions and proceedings have been taken by the Owner to authorize its entry into and performance of this Agreement;
 - b) upon execution and delivery on behalf of the Owner, this Agreement constitutes a valid and binding contractual obligation of the Owner;
 - c) neither the execution and delivery, nor the performance, of this Agreement shall breach any other Agreement or obligation, or cause the Owner to be in default of any other Agreement or obligation, respecting the Property; and
 - d) the Owner has the corporate capacity and authority to enter into and perform this Agreement.

IN WITNESS WHEREOF the parties have affixed their hands and seals and where a party is a corporate entity, the corporate seal of that company has been affixed in the presence of its duly authorized officers effective the day and year first recited above.

SIGNED, SEALED AND DELIVERED BY THE
CITY OF SALMON ARM in the presence of:

Mayor

Witness

Corporate Officer

SIGNED BY THE OWNER OF THE ABOVE
NOTED PROPERTY in the presence of:

Witness

BYLAW NO. 4661

SCHEDULE "C"

Application for Industrial Revitalization Tax Exemption

Date _____ Receipt No. _____ Application No. _____

Property Owner/Applicant _____

Mailing Address _____

Telephone No. _____ Cell No. _____

Subject Property

Roll No. _____ Civic Address _____

Legal Description _____

Zoning Designation _____

Current Assessed Value _____ Business Licence No. _____

Description of Proposed Industrial Revitalization _____

Year(s) Applying For _____

Value of Construction _____ Building Permit No. _____

Note: Additional backup information may be required.

I certify that the above information is to my knowledge accurate and that I have received and read the Industrial Revitalization Tax Exemption Bylaw and applicable schedules.

Property Owner/Applicant

Date

Office Use:

Property Tax Account _____ Utility Account _____

Other Fees, Rates or Charges Outstanding _____

Notes To File _____

CITY OF SALMON ARM

BYLAW NO. 4662

A bylaw to Amend Revitalization Tax Exemption Bylaw No. 3741, 2008

WHEREAS the Council of the City of Salmon Arm has adopted Revitalization Tax Exemption Bylaw No. 3741, 2008;

AND WHEREAS it is deemed necessary to amend the bylaw;

NOW THEREFORE, the Council of the City of Salmon Arm, in open meeting assembled, enacts as follow;

1. THAT Section 8(d) be amended as follows:

- a) deleting “an examination fee in the amount of \$100.00” and replacing it with “a non-refundable examination fee in the amount of \$200.00”.

2. THAT Schedule B be amended as follows:

- a) Page 2, Paragraph 1 - deleting “in the amount of \$10.00 (Ten) Dollars” and replacing it with “in the amount of \$200.00 (Two-Hundred) Dollars.”
- b) Section 13 - deleting “To maintain a Revitalization Tax Exemption, the Occupancy Permit must be issued within twenty-four (24) months) of the revitalization tax exemption application being approved”

and replacing it with

“To maintain a Revitalization Tax Exemption, the Occupancy Permit or a Building Permit Renewal must be issued within twenty-four (24) months of the revitalization tax exemption application being approved”.

3. SEVERABILITY

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

4. ENACTMENT

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

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 Revitalization Tax Exemption Amendment Bylaw No. 4662”.

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

MAYOR

CORPORATE OFFICER

COMMUNITY EVENTS

City Parks & Spaces

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Red Dress Day Reflection and Remembrance Walk – McGuire Park	4
5	6	7 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	8	9	10 2024 Salty Dog Enduro – Klahani Park, May 10-12	11 Salty Street Fest Downtown Farmer’s Market Mother’s Day Children’s Carnival
12	13	14 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	15	16	17	18 Downtown Farmer’s Market
19 Vintage Car Club of Canada May Tour	20	21 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	22	23	24	25 Downtown Farmer’s Market
26	27	28 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	29	30	31	1

CITY OF SALMON ARM
BUILDING DEPARTMENT REPORT
APRIL 2024

LAST YEAR (2023) **CURRENT YEAR (2024)**
CURRENT MONTH **YEAR-TO-DATE** **CURRENT MONTH** **YEAR-TO-DATE**

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	5	1,530,280	9	5,255,280	6	3,350,000	8	4,450,000
2	Misc. Additions etc. to SFD's	6	315,000	14	1,007,700	9	1,037,800	15	1,350,800
3	New Single Family Dwellings with suites	2	928,000	3	1,313,000	1	550,000	2	1,850,000
4	New Secondary/Detached Suites	2	684,854	5	766,854	1	50,000	6	1,388,795
5	New Modulars/MH's (Factory Built)	-	-	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	3	265,000	9	1,098,000	1	50,000	2	70,000
11	New Industrial	-	-	1	85,000	-	-	-	-
12	Misc. Additions etc. to Industrial	-	-	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	1	24,000	9	109,900	-	-	1	4,444
16	Swimming Pools, Pool Buildings	1	60,000	3	168,000	-	-	-	-
17	Demolitions	-	-	1	-	-	-	2	-
18	Temporary Trailers, A & B Permits	1	-	2	-	-	-	-	-
19	Misc. Special Inspections, etc.	4	-	15	-	2	-	11	-
	TOTAL PERMITS ISSUED	25	3,807,134	79	12,340,016	20	5,037,800	53	31,584,039

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	31,584,039								

Maple Woods FireSmart Committee

April 17, 2024

Mayor and Councill
City of Salmon Arm
500 – 2nd Avenue, N.E.
Salmon Arm, BC
V1E 4N2

Dear Mayor Harrison and City Councillors,

The Maple Woods Neighbourhood FireSmart Committee is planning to conduct a FireSmart fuel reduction/clean-up activity in our neighbourhood. We are seeking your approval to include an area located on City greenspace, adjoining the neighbourhoods.

We are comprised of Maple Woods residents and operate in accord with the FireSmart Canada Neighbourhood Recognition Program; sponsored by the BC FireSmart Committee and administered locally by the Salmon Arm Fire Department. We are comprised of about 60 homes (~180 residents) on or near to 24th Street N.E., south of 5th Avenue. A formal *FireSmart Hazard Assessment* was conducted by the Fire Department. It identified the most significant wildfire risks and it recommended priority actions our residents could take by working together to reduce those risks, while also becoming more aware of basic FireSmart principles.

The leading recommendation of the hazard assessment was to address the substantial build-up of easily ignited dead leaves, weeds, grass, and fallen branches which blankets the ground along our sub-division fence along a 390 meter section of the “*Ready Forest Trail*” right-of-way. It extends from Okanagan Ave. to 5th Ave., immediately adjacent to homes on 24th Street - about half our neighbourhood. This fuel would feed a fast-moving fire, spreading to fences, outbuildings, and homes.

To resolve the problem, we plan to conduct a ½-day FireSmart Event to remove the excessive dead fuel. Work will be performed by our residents and supervised under the umbrella of the Shuswap Trail Alliance. The project has already been reviewed and supported by the Greenways Liaison Committee. To avoid potential conflicts or surprises, members of our committee will speak with property owners on the opposite (uphill) side of the trail to identify their property lines, and ask if they wish to participate. We will do this long before the actual event.

The work itself involves carefully raking up dead and dry material, bagging it, moving it by wheel barrow to the end of the trail, then trucking it to an approved City disposal site. Living green vegetation will be left undisturbed. No machinery or power tools will be involved, and no trees will be removed. Included in the event, a risk mitigation specialist will give a presentation and demonstrate FireSmart landscaping techniques.

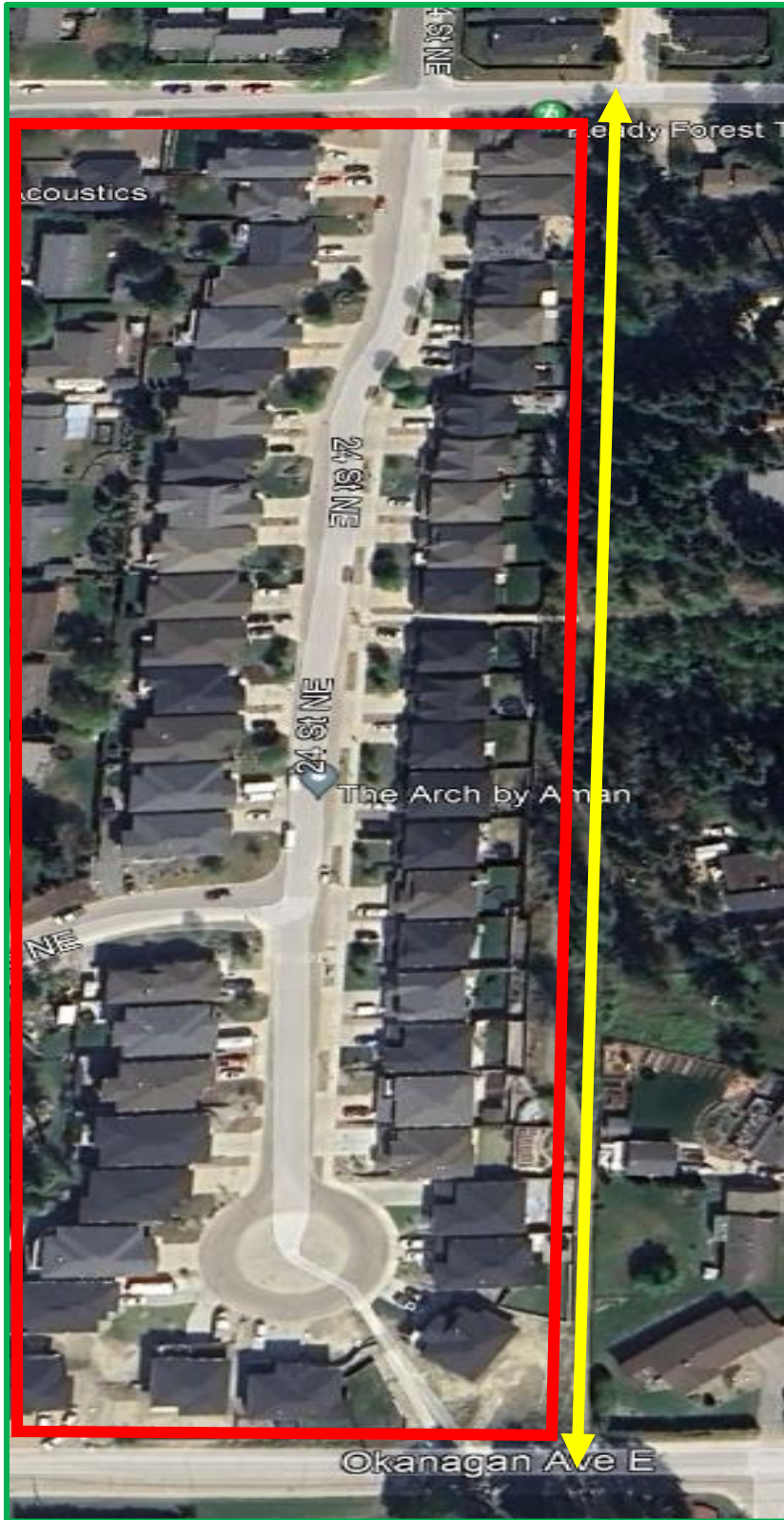
This FireSmart Event would occur in late spring or early summer 2024, before peak wildland fire season. It will need to be repeated every ~3 years to maintain lowered fire potential. Thank you for considering this request.

A diagram of our FireSmart neighbourhood with the trail location marked is attached below.

Sincerely,

The Maple Woods FireSmart Committee

(Contact person: Community Champion – Alan Westhaver (250) 430-7206)



LEGEND:

Approximate location of trail surface:



Boundary of Maple Woods FS Neighbourhood



██████████
Canoe BC V0E 1K0

April 29, 2024

Mayor & Council and Members of the Traffic Safety Committee
City of Salmon Arm
PO Box 40
Salmon Arm BC V1E 4N2

RE: Follow-up to July 16, 2023, letter on motor vehicle safety in Canoe

Dear Mayor & Council and Members of the Traffic Safety Committee:

On July 16, 2023, we sent what we feel was an important letter (copy attached) to Mayor & Council about traffic safety in Canoe, which is both an ongoing and an emergent issue. In reply, we received a disappointing two-line message advising us that our letter would be discussed at the Traffic Safety Committee (TSC) meeting in November 2023, and that we could expect a response after that meeting.

We received no further response, but we did review the November 9, 2023, TSC minutes. We were pleased that the issues highlighted in our letter were discussed at that meeting, though we noted a clear trend in the TSC's responses to speeding and other traffic safety concerns and possible solutions shared by residents of Canoe and other areas: "Not in support . . . [S]ignage not warranted . . . No action . . . Continue to monitor the situation." In other words, despite several residents asking that the City of Salmon Arm act to make our communities safer, the TSC found nothing sufficiently compelling to recommend any action at all. This is disturbing. These letters represent real opportunities to proactively investigate and address problems in our communities before they get out of hand. No one wants to wait for tragedy to strike before the City takes action.

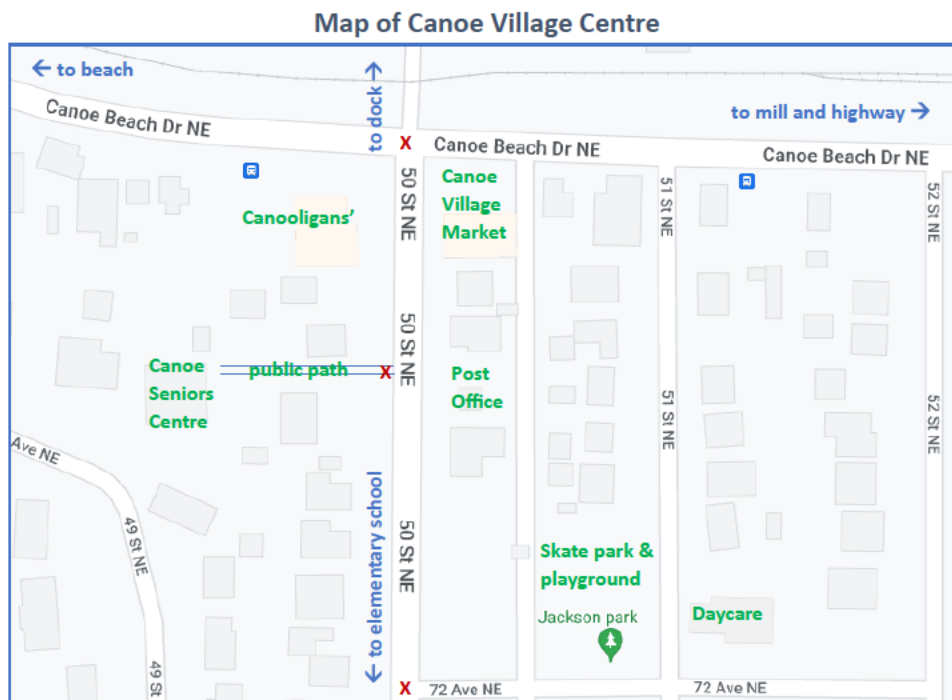
Although the November TSC meeting minutes suggested that the traffic safety issues in Canoe are linked to summer season traffic, this is not our experience. Predictably, the excessive speeding calms down in the winter months, but we noticed it picking up again as early as February, when we watched two motorcyclists leave Canooligans' and drive up 50 St NE at about 100 kmh. Such unchecked speeding through the village centre is frequent, and it is a legitimate safety issue. There are always vehicles pulling in and backing out of the post office and the store; there are children, families, and seniors crossing 50th to the store, to the post office, to the daycare, and to the park; there are people on bicycles, on scooters, and on skateboards. Canoe is sometimes quiet, but it is just as often bustling with activity. We need speed reduction and traffic calming measures to keep our community safe as it continues to grow. Given that the TSC meets only twice per year, we are hopeful that this is something Mayor & Council and City staff will discuss and begin planning to address in advance of the next TSC meeting.

The City is likely aware that similar traffic safety issues have often been highlighted at Union of BC Municipalities (UBCM) conventions; that survival rates for pedestrians struck at 30kmh are considerably higher than for pedestrians struck at 50kmh or more; and that low posted speeds can help to calm traffic

even in the face of lack of enforcement. *Resolution EB64: Public Safety and Speed Limits*, endorsed at the September 2023 UBCM convention, reads in part:

“ . . . whereas rural areas are experiencing traffic management issues including increasing speeding as development and populations increase in areas shared by vehicles, cyclists and pedestrians; this requires a greater attention to community public safety concerns and necessary safety improvements: Therefore [be it] resolved that UBCM request that the Ministry of Transportation review rural speed limits in developing residential areas and commercial or village centers, and direct design improvements . . . including speed limit reduction.”

The Ministry of Transportation and Infrastructure responded that it “will work with local communities to review statutory speed limits or posted speed limits on rural community roads based on request and can establish posted speed limits or lower speed limits where community support and engineering review indicate that the statutory speed is no longer appropriate.”¹ We maintain that the statutory speed is no longer appropriate in the Canoe village centre (see map), which is much too busy for a 50kmh speed to be safe, particularly in the area of 50 St NE between Canoe Beach Dr NE and 72 Ave NE. We are formally requesting an engineering review and the posting of speed limit signs on this section of road.



In addition to posting speed limit signs, ideally at 30kmh on this section of road, the red x's on the map mark three additional opportunities to improve community safety in Canoe with relatively modest investments from the City:

¹ <https://www.ubcm.ca/sites/default/files/2024-03/Provincial%20Responses%20to%202023%20UBCM%20Resolutions.pdf>.

1. The greatest of these opportunities is to install a raised crosswalk across 50 St NE where it meets 72 Ave NE. Children and youth cross 50th here on their way to the park or to catch the school bus, and a raised crosswalk would serve the dual purpose of providing them added safety and visibility while also discouraging excessive speeds on this section of road.
2. The second opportunity is to install a flat crosswalk across 50th from the public path from the Seniors Centre to the post office. This area gets particularly congested with the intersection of foot traffic and vehicular traffic outside the store and post office. A crosswalk here would raise drivers' awareness of the possibility of foot traffic, as the public path is not particularly visible to drivers.
3. The third opportunity is to strengthen controls at the intersection of 50 St NE and Canoe Beach Drive NE by increasing the number of stop signs here; there are currently only two. This should be a four-way stop, or at the very least a three-way stop.

We have been observing the traffic situation in Canoe for years, and we witness foolish driving manoeuvres and "near misses" nearly every day. If this letter is not sufficient to prompt any action on this matter, please tell us what would. Do you need a petition? If so, how many signatures? We are happy to put in the time and effort to ensure that Canoe maintains its character and small, friendly, safe, and thriving village centre, and we very much look forward to your response.

Sincerely,

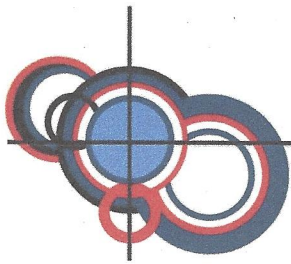
Adrienne Munro

Chris Mead

Adrienne Munro

&

Christopher J. Mead



May 1, 2024

Mayor Harrison and Members of Council
City of Salmon Arm
PO Box 40
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and Members of Council:

Subject: Letter of Support – BC Community Gaming Grant

The Salmon Arm Curling Club is in the process of preparing our annual application to the BC Community Gaming Grant Program and we are again requesting a letter of support from the Mayor and Council to accompany our application.

The Salmon Arm Curling Club relies heavily on the monies received annually through the BC Community Gaming Grant to assist us in the club's operations and in the provision of programs for all ages and skill levels. Without this grant, it would be extremely difficult for the Club to provide the current variety of programs which include learn to curl, programs for youth and adults and stick curling.

The BC Community Gaming Grant Program approval process looks favourably on grant applications containing letters of support and it would be very much appreciated if one could be provided to us to include with our application again this year. (Note: the deadline to apply for this grant is May 31, 2024.)

Should you require any further information, please do not hesitate to contact me via telephone at 250-804-6762 or email at dshultzhr@gmail.com.

Thank you.

Yours truly,


Donna Shultz,
President

Rhonda West

From: Barb Puddifant
Sent: Wednesday, May 1, 2024 8:01 AM
To: Rhonda West
Subject: FW: New DESIGN AND COLOR

From: rae-lynn robertson [REDACTED]
Sent: Tuesday, April 30, 2024 4:21 PM
To: Barb Puddifant <bpuddifant@salmonarm.ca>
Subject: [External] New DESIGN AND COLOR

Good Day..

WOW!..I was really shocked to see the new Salmon Arm signage coming into town from the West. How did that get approved?? In my artist eyes it is so impersonal and ugly I just can't understand why or how the color , font , and design got approved??. Surely you can find someone to design a sign that makes the community feel PROUD to have it representing our BEAUTIFUL Shuswap City.. Good GRIEF.. Please redo it before it gets seen by the rest of our Community and by millions more traveling through our BEAUTIFUL Area.

Thank you for letting me comment.

Warm Regards.. Rae-Lynne Robertson

Happy HEALTHY Trails to You !

Rhonda West

From: Minister, WLRS WLRS:EX <WLRS.Minister@gov.bc.ca>
Sent: Tuesday, April 30, 2024 4:21 PM
Subject: [External] Invasive Mussel Defence Program (IMDP) News Release

Good afternoon:

Thank you for your previous email in support of the Province's Invasive Mussel Defence Program (IMDP).

Today, the Province is pleased to announce new funding and partnerships to help keep B.C.'s waterways free from invasive mussels.

BC Hydro is supporting IMDP with a new five-year commitment of annual funding of \$900,000 beginning in 2024. The BC Wildlife Federation, Pacific Salmon Foundation and Habitat Conservation Trust Foundation are also providing a collective contribution of \$150,000. These investments join the Province's core funding and the ongoing contributions provided by the program's founding partners, which include the Columbia Basin Trust, Columbia Power, and Fortis BC.

Protecting B.C.'s waterways from invasive species requires strong partnerships. The combined, collective support of the IMDP allows sustained, co-ordinated and targeted action to lessen the risk of invasive mussels and keep B.C.'s waterways safe from this aquatic invasive species.

Please see News Release for full details: <https://news.gov.bc.ca/releases/2024WLRS0019-000622>

Sincerely,

Office of the Minister
Ministry of Water, Land and Resource Stewardship



JUNE 17TH IS
HOPE AIR
DAY

Join us on June 17 as we shine a light on the medical travel needs of people living in B.C., and our commitment to equitable access to health care regardless of distance or cost.





SHUSwap
Beautiful. Casual. Down-to-earth.



PHOTO: PTOGRAPHY.CA

2023 SHUSWAP TOURISM
ANNUAL REVIEW

SHUSWAPTOURISM.CA  #EXPLORESHUSWAP    





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2.	MARKETING STRATEGY UPDATE	5
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WE ARE PROFOUNDLY GRATEFUL FOR THE WORK WE
ARE PRIVILEGED TO PERFORM ON THE UNCEDED
TERRITORIES OF THE SECWEPENC PEOPLE





INTRODUCTION
CHANGE
IS THE ONLY
CONSTANT

The inherent purpose of travel is about change: be it a change of pace, a fresh perspective, a different experience or a new approach. The same can be said of tourism destination management, like the work of Shuswap Tourism, that over the decades, has evolved and transformed. The sector's success depends on its ability to navigate a constant state of change.

The 2023 season was no exception, and will be remembered for the devastating wildfires and their impacts. It changed us; our environment, our landscape and our communities, and we continue to work together to recover to make the required adaptations.

This update will reflect the upcoming work, previous campaigns, a snapshot of our partnerships, priorities, high points, the tools and techniques that we rely upon as we travel ahead on this shared journey.

2023 MARKETING STRATEGY UPDATE

In 2023, Shuswap Tourism began the update of the organization's five year Destination Marketing and Development Strategy including the reintroduction of the Shuswap Tourism Advisory Committee, the issuance of the request for proposal and selection of Travel Local as the successful consultant.

Using a mixed methodology of primary and secondary data collection, the work to date includes over 130 stakeholder engagements through surveys, social media, workshops, round tables, in-person stakeholder input sessions and in-depth one-on-one interviews. In addition, secondary data has been collected from Destination Canada, and other local, regional and provincial data sources.

The data was compiled and analyzed resulting in the completion of a first draft at the end of 2023.

Given the organization's objective to deliver community-based destination management and marketing services based on shared commitments to quality, sustainability, collaboration and integrated planning, staff, advisory committee members and the consultant will finalize the updated strategy in 2024.

ARCADE MOTION PHOTO



DESTINATION BC

COOP FUNDING

Destination management organizations (DMOs) embrace integrated planning. As a regional DMO, Shuswap Tourism works with the Thompson Okanagan Tourism Association (TOTA), Destination BC (DBC) and Destination Canada. DBC is the provincial arm of destination marketing and offers supports and funding to the sector to further strengthen and promote it. This funding has assisted Shuswap Tourism in the 2023 re-launch of the shuswaptourism.ca website, providing updated printed maps and guides to visitor centres, and developing what was to become the award-winning “Shuswap Chill” social media campaign.

The website update focussed on making the experience more user-friendly and simplifying the navigation to help better engage and inspire visitors. Businesses are now synced with TripAdvisor. Updating listings in one place updates them on our site. Listings are also linked to our partner program with Destination BC (DBC) for free additional advertising on the HelloBC platform. The enhanced event listings have been a key opportunity to showcase the latest and greatest happenings in the region for both visitors and residents.

Shuswap Tourism partners with local visitor centres and services providing valued printed materials including guides and maps. In 2023, the general experience guide and the specialty cycle touring, nordic and snowshoeing, wine, brewery and cideries guides as well as the Shuswap lake and regional tear-off maps were updated and reprinted. Approximately 30,000 guides were distributed throughout the region and into the BC and Alberta visitor centres through GoBrochures.com.

The guides and maps work in conjunction providing the visitor both the general information as well as the specifics to niche interests which both improves the visitor experience and encourages longer stays. While much of tourism information is digital, non-digital tools are important resources for guests in both the planning and exploration of our region. Shuswap Tourism now works with GoBrochures.com, a central distributor of visitor guides that connects tourism guide publishers with visitor centres across Western Canada. This ensures a just-in-time approach to distributing and restocking materials on an as needed basis, a much needed improvement to the distribution system.

The Shuswap is an all-season destination and in an effort to promote the many off-peak events and activities, the Shuswap Chill marketing series was designed and implemented in early 2023. With One Peak Creative, Shuswap Tourism launched the “*Have a Local Plan Your Vacation*” video campaign across its social platforms.

The most successful campaign to date in the organization’s history, one segment on mountain biking in the South Canoe trails garnered over two million views and gained over 8,000 followers on TikTok. The campaign has since been recognized with a prestigious Viddy Platinum awards from the Association of Marketing and Communications Professionals.

The marketing series has proved so successful that additional videos in the series are already in development. Working together can help to spread the welcome appeal and well known **#ShuswapChill**.



8:33

93

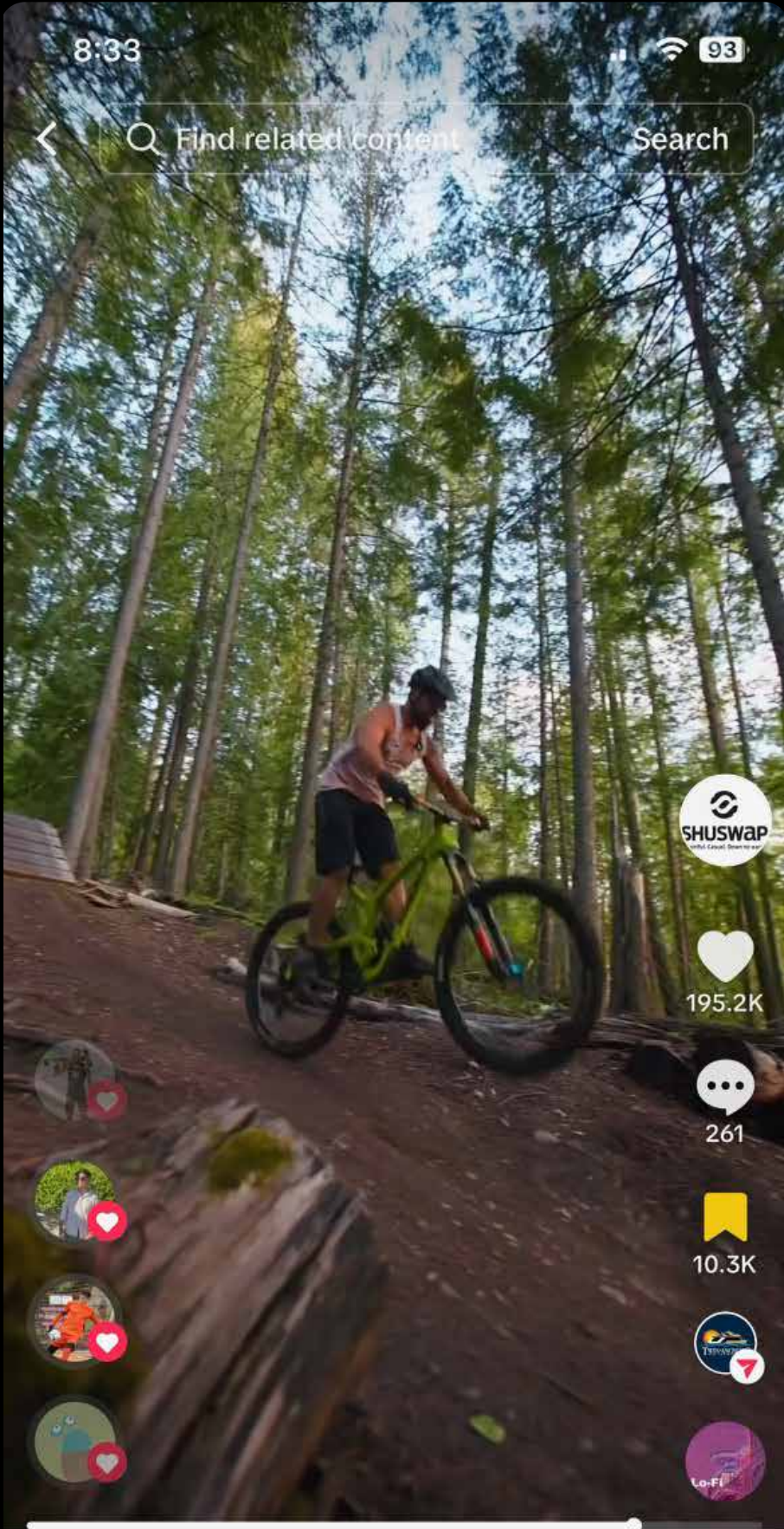


Find related content

Search



#ShuswapChill



195.2K

261

10.3K



2.1M 1205

More data



A TRUSTED DMO TOOL

CONSORTIUMS

Consortiums are another trusted tool in DMO circles. By working with like-minded organizations through the formation of consortiums, efficiencies and opportunities are found in collaborating on shared goals and objectives. In 2023, Shuswap Tourism collaborated with the BC Ale Trail, the BC Bird Trail and Golf in BC.

BC ALE TRAIL

The BC Ale Trail collaborates with Mountain Biking BC features documentary style short video series around BC. Ale Trails: Southern Interior Part 1, Vernon & The Shuswap ran in the Spring of 2023 with a social media reach of 755,194, 2,800 web page reads and over 15,000 opens of the associated newsletter. This consortium reaches an important group for our region, namely the 23 to 44 demographic in BC, Alberta, Washington and Oregon. Consortiums allow DMOs like Shuswap Tourism to tap into niche interest market segments.

BC BIRD TRAIL

The BC Bird Trail brings multiple BC communities together forming a network of iconic birding points of interest. For its part, the Shuswap offers a captivating birdwatching haven given the diverse landscapes, lakeshore, riversides, marshland, forests and alpine meadows that attract a wide variety of species. The Shuswap itinerary is one of many dozens across the province acting as a cooperative of tourism and conservation partners promoting values of education, conservation and community.

GOLF IN BC

Golf in BC is a consortium of over 80 world-class award-winning golf courses in the province and features nine regions including the Shuswap's five championship courses billed as the home of BC's Hidden Gems. In addition to its promotional value, Golf in BC sells golf packages to multiple courses in the region offering visitors convenience and local courses additional bookings.

In addition to the packages Golf in BC offers, Shuswap Tourism's own Shuswap Golf Consortium puts out these golf pass sales every year to encourage multi-day and year over year visitation. Year over year we see an approximate 50% jump in passes sold annually.

SOCIAL MEDIA REACH

755,194

WEB PAGE READS

2,800

NEWSLETTER OPENS

15,000





NEW IN 2023

FARMGATE

New in 2023 was the community engagement and development of Shuswap Tourism's Farmgate, an agri-tourism project supporting local farming. As well as developing a compelling, highly valuable tourism experience for visitors, it will promote the rich agricultural sector and promote the local economy. Shuswap Tourism will create an interactive map, an extensive website and a variety of itineraries providing a promotional opportunity for local farms with small write-ups, pictures, website addresses and social media handles. Farmgate tours provide both a roadside and immersive experience and agri-tourism is a growing interest among visitors. The project is set to launch in the summer of 2024 with the website and accompanying marketing materials. An intake package and criteria will be issued to interested parties.

CULINARY TOURISM ALLIANCE

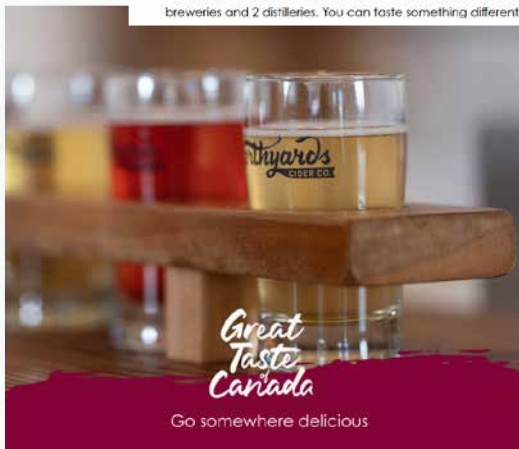
THE GREAT TASTE OF CANADA

In partnership with the Salmon Arm Economic Development Society, and with assistance from TOTA, our region benefited from coverage in The Great Taste of Canada, a 2023 Culinary Tourism Alliance initiative to promote national cuisine and agritourism. Collaborating with The Globe and Mail, Native-Touch, a mobile-first advertising technology company offers online visitors enriched food and travel content providing detailed profiles of farms and restaurants. Billed as Canada's field guide to the best food and drink experiences from coast to coast to coast, the Shuswap feature had engagement during the campaign of over 55,000 in 2023.



With picturesque mountains, green pastures, sweet apple orchards, and stunning lake vineyards, it's a region ripe with flavour and we love nothing more than to sip our way around the Shuswap!

Our climate produces beautiful wine from northern grape varieties, crisp bright ciders from local fruit and is the home to sustainable organic breweries and creative craft distilleries. Shuswap magic makers put their own spin on the finest ingredients resulting in a delightful culinary journey where no two visits are the same. In fact, collectively the Shuswap is home to 9 wineries, 3 cideries, 3 breweries and 2 distilleries. You can taste something different at every stop.



2023 PROMOTIONAL ASSETS

TRIED AND TRUE

PROMOTIONAL ASSETS

The tried and trusted tools of marketing, words and pictures, continue to support the multi-faceted approach to promoting our region and supporting our providers.

In 2023, working with local writers, Shuswap Tourism developed additional editorial pieces showcasing a diversity of experiences and activities in the region. Shareable and original written content significantly enhances overall promotional efforts helping both create an authentic story-telling experience while improving the reach of marketing efforts and search engine optimization. Six such stories were written and shared from unique holiday celebration ideas, to waterside attractions, winter activities and festival previews. Further, these articles live on the website and serve as solid background information and share the unique flavour of the region for newcomers to the website.

Maintaining a current and attractive collection of visual assets, both video and still, is vital to the story-telling role destination marketing plays. Shuswap Tourism continuously refreshes and upgrades its collection working with local photographers and aligning the work with the Destination BC's imagery standards ensuring that visuals can be seamlessly shared with important partner organizations. In 2023, Shuswap Tourism was able to add to its visual asset collection by documenting the inaugural Shuswap Brewers Fest and increasing the North Shuswap's bank of images.



PHOTO: VIKTORIA HAACK



PHOTO: KRISTAL BURGESS



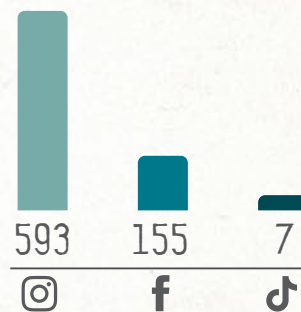
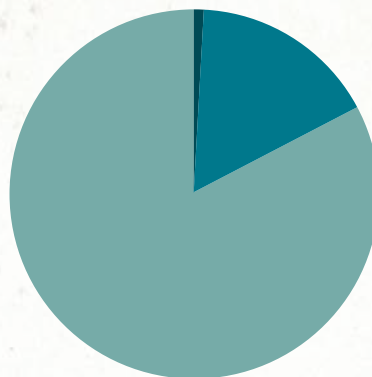
PHOTO: KRISTAL BURGESS

SOCIAL MEDIA

In 2023, Shuswap Tourism tested the use of TikTok for the “*Have a Local Plan your Vacation*” campaign which resulted in its most viewed post in the organization’s history. Social media engagement and impressions continue to grow. This is the cumulative benefit of curating meaningful content, garnering attention and building an online audience. The investment continues to pay dividends in our emerging status as a highly desirable destination in Canada and in western North America.

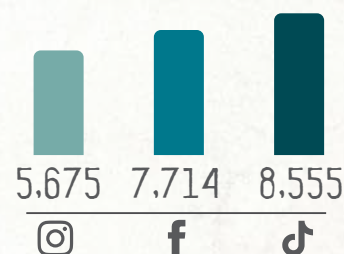
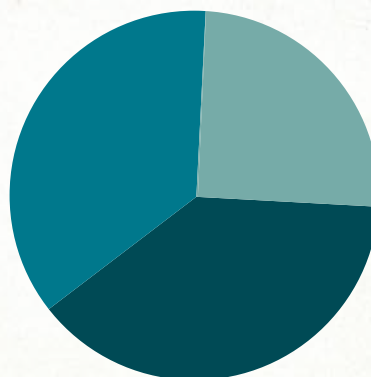
NUMBER OF POSTS

755



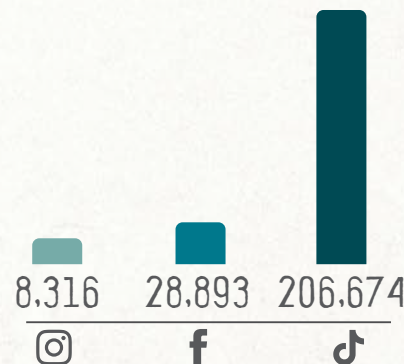
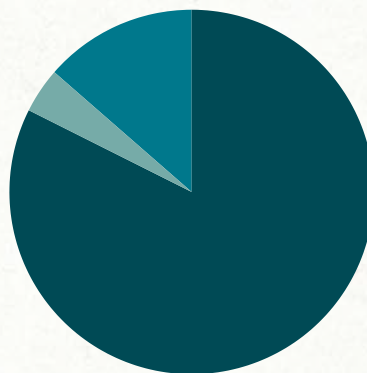
TOTAL AUDIENCE

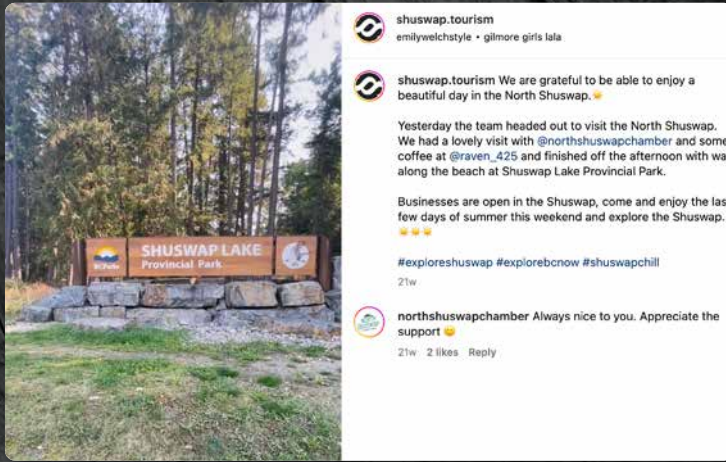
21,987



TOTAL ENGAGEMENTS

243,883





shuswap.tourism
emilywelchstyle • gilmore girls lata

shuswap.tourism We are grateful to be able to enjoy a beautiful day in the North Shuswap. 🌞

Yesterday the team headed out to visit the North Shuswap. We had a lovely visit with @northshuswapchamber and some coffee at @raven_425 and finished off the afternoon with walk along the beach at Shuswap Lake Provincial Park.

Businesses are open in the Shuswap, come and enjoy the last few days of summer this weekend and explore the Shuswap. 🌞🌞🌞

#exploreshuswap #explorecbcnow #shuswapchill

21w

northshuswapchamber Always nice to you. Appreciate the support 🌞

21w • 2 likes • Reply



Shuswap Tourism
December 19, 2023

Explore frozen waterfalls like Albas Falls in Seymour Arm (intermediate level) and the enchanting Margaret Falls for a family-friendly winter wonderland. 🌨️ Listen to the serene hush of the canyon, muffled by ice, and spot skilled ice-climbers descending Margaret Falls. Kay Falls, a colossal frozen spectacle, will leave you in awe! Don't miss the magic of Scamouse Creek Falls and Evelyn Falls in the North Shuswap. Lace up your hiking boots with microspikes for a safe and deli... See more

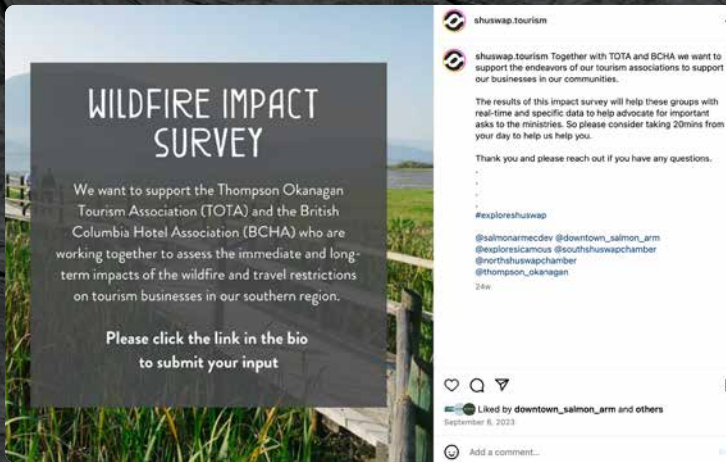
SHUSWAPTOURISM.CA

Winter Waterfalls | Experience the icy wonderland - Official Shuswap Tourism Website

16

1 comment 1 share

Like Comment Share



shuswap.tourism

shuswap.tourism Together with TOTA and BCHA we want to support the endeavors of our tourism associations to support our businesses in our communities.

The results of this impact survey will help these groups with real-time and specific data to help advocate for important asks to the ministries. So please consider taking 20mins from your day to help us help you.

Thank you and please reach out if you have any questions.

#exploreshuswap

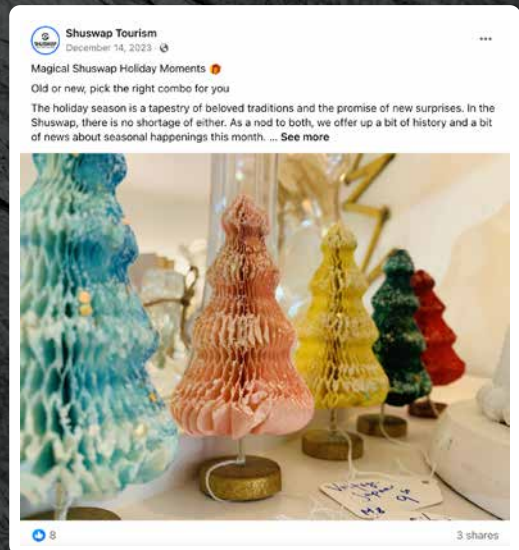
@salmonarmecdev @downtown_salmon_arm @explorescamouse @southshuswapchamber @northshuswapchamber @thompson_okanagan

24w

Liked by downtown_salmon_arm and others

September 8, 2023

Add a comment...



Shuswap Tourism
December 14, 2023

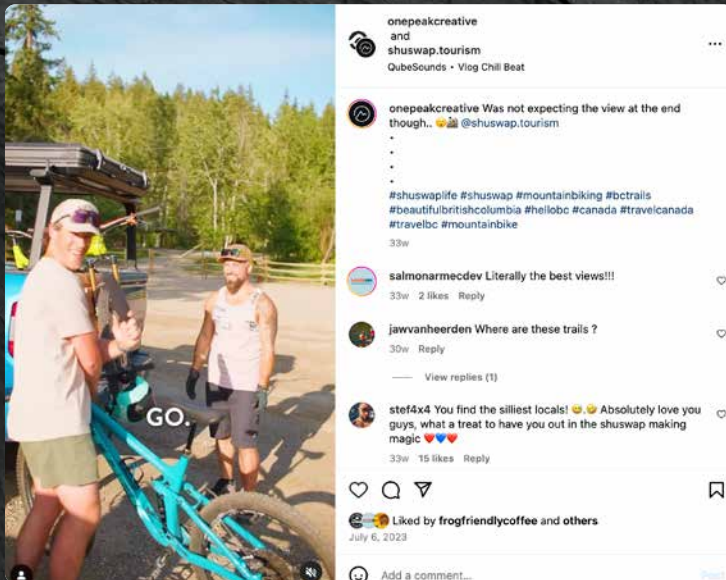
Magical Shuswap Holiday Moments 🌟

Old or new, pick the right combo for you

The holiday season is a tapestry of beloved traditions and the promise of new surprises. In the Shuswap, there is no shortage of either. As a nod to both, we offer up a bit of history and a bit of news about seasonal happenings this month. ... See more

8

3 shares



onepeakcreative and shuswap.tourism
QubeSounds • Vlog Chill Beat

onepeakcreative Was not expecting the view at the end though.. 🌄 @shuswap.tourism

#shuswaplife #shuswap #mountainbiking #bctrails #beautifulbritishcolumbia #helobc #canada #travelcanada #travelbc #mountainbike

33w

salmonarmecdev Literally the best views!!!

33w • 2 likes • Reply

jawanheerden Where are these trails?

30w • Reply

View replies (1)

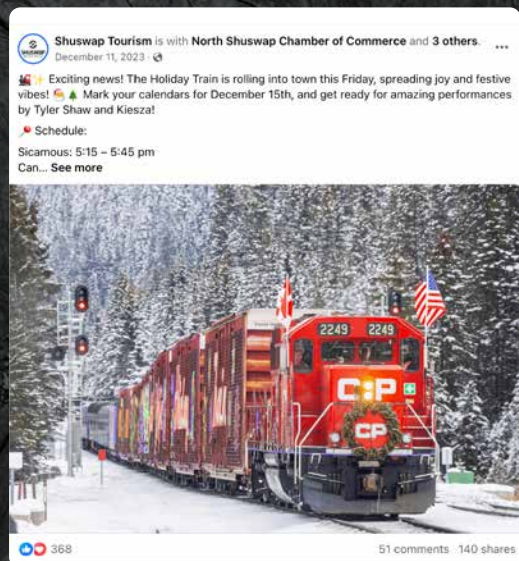
stef4x4 You find the silliest locals! 😂 Absolutely love you guys, what a treat to have you out in the shuswap making magic 🍷❤️

33w • 15 likes • Reply

Liked by frogfriendlycoffee and others

July 6, 2023

Add a comment...



Shuswap Tourism is with North Shuswap Chamber of Commerce and 3 others. ...
December 11, 2023

🎉 Exciting news! The Holiday Train is rolling into town this Friday, spreading joy and festive vibes! 🎄 Mark your calendars for December 15th, and get ready for amazing performances by Tyler Shaw and Kiesza!

📅 Schedule:

Sicamous: 5:15 – 5:45 pm
Can... See more

368

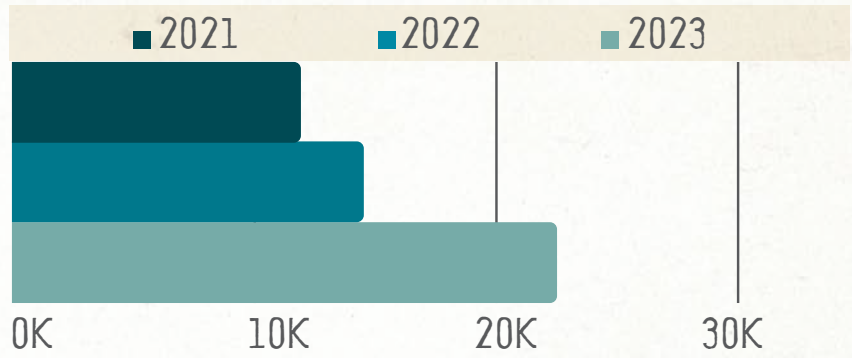
51 comments 140 shares





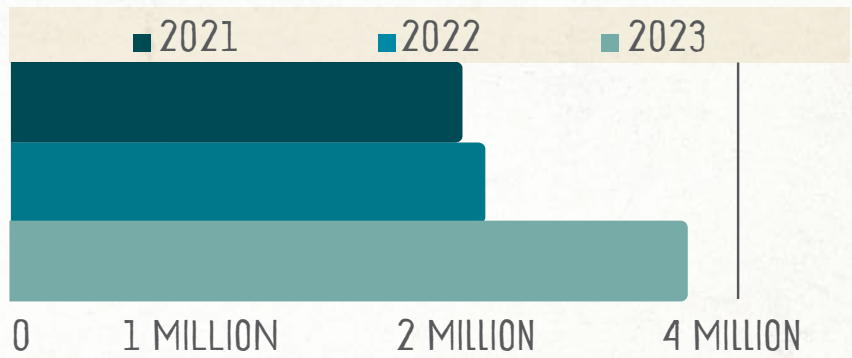
AUDIENCE

YEAR
OVER
YEAR



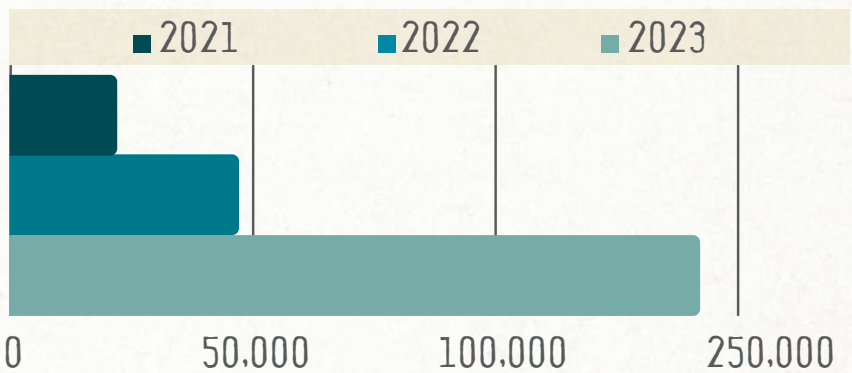
IMPRESSIONS

YEAR
OVER
YEAR



ENGAGEMENT

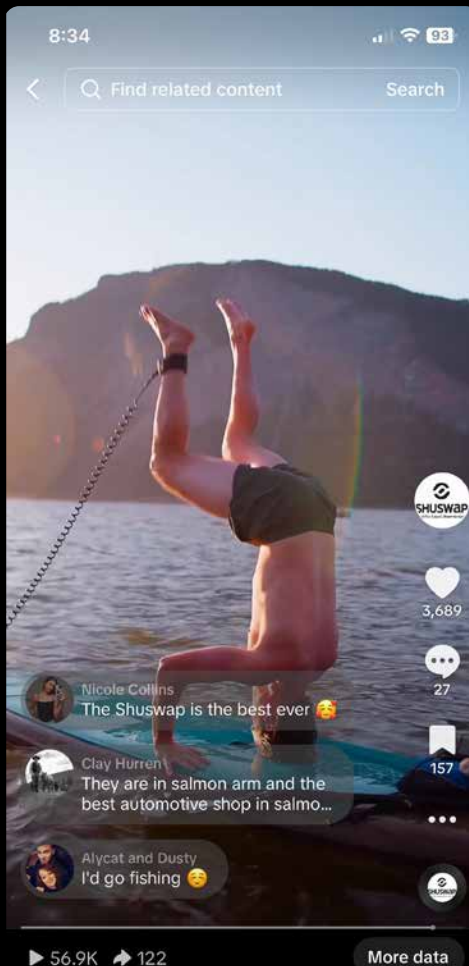
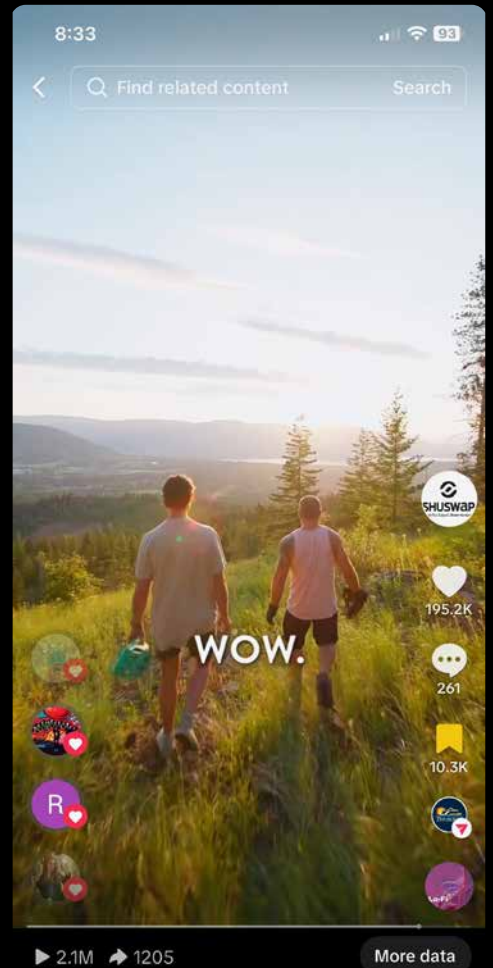
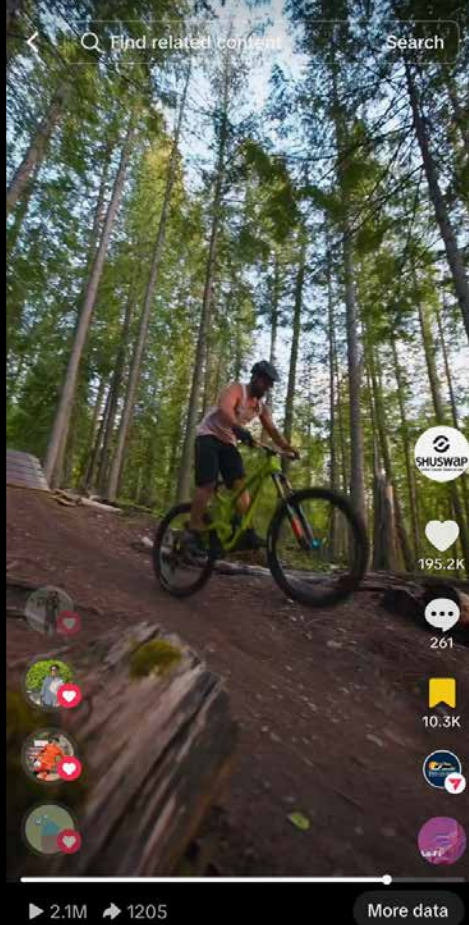
YEAR
OVER
YEAR





#ShuswapChill

JUNE 1 - AUGUST 31
6 POSTS
TOTAL IMPRESSIONS
2,184,952



2023 FILM COMMISSION

A SPECIALIZED DESTINATION MANAGEMENT SERVICE FOR FILM AND TELEVISION

Consider the Film Commission role embedded within Shuswap Tourism as a specialized destination management service for film and television. While some scouting activities were undertaken for productions based out of Vancouver and Los Angeles, the writers' and SAG strike soon put a temporary halt to those opportunities.

The 2023 stats include the addition of 73 new scouted locations and 29 updates of existing locations into the industry's ReelScout image database. What's more, a new permit and document creation process has now been formalized and streamlined. Residents, businesses and other community groups can now submit a scouting form for the commission's consideration. New listings were generated for both potential crews (140, the highest in the commission's history) new members) and film services (35 local businesses) available for hire, both listings are the highest in the commission's history. With the strikes now over, and the film industry ramping up once again, film commission work should resume to more normal level in 2024.



2023
WILDFIRE
ADAPTATIONS



WILDFIRE ADAPTATIONS

Last but not least, 2023 will be remembered for the devastating wildfires in the region and significant efforts were undertaken to support the tourism providers and the community at large.

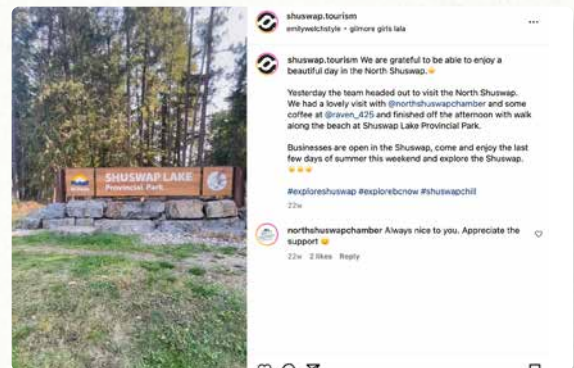
The Marketing Strategy Update now underway is focussed on foundational issues and a deep understanding of our unique assets and experience and the importance of protecting and sustaining them. Only through that level of understanding and associated climate change adaptation planning can we ensure the resilience of tourism's important regional economic and community development impact.

As for work done in the midst of the emergency, the Shuswap Tourism Marketing Coordinator was seconded to the Emergency Operations Centre in public information. Constant contact was maintained with local Chamber of Commerce managers and economic development officers within each community. Information was shared with larger tourism stakeholders TOTA and DBC to provide regular situational awareness emergency updates.

Fortunately, circumstances provided for a meeting with the provincial Ministry of Tourism, Arts, Culture and Sport (MTACS) facilitating an opportunity to raise urgent and emerging concerns to take back to the senior order of government and key funder of the provincial DMO Destination BC.

During the annual Salmon Arm and Shuswap Lake Agricultural Association annual Fair, Team Leader Morgen Matheson presented at a public speaking engagement regarding the role of agri-tourism, and more specifically, Shuswap Tourism's Farmgate project potential and its role in regional economic recovery.

Attention turned to the fall campaigns once the state of emergency was lifted and work began on both promotion and recovery efforts. Recovery efforts are still underway and Shuswap Tourism continues to support the sector and lend its support to regional efforts in preparation for the new tourism year ahead.

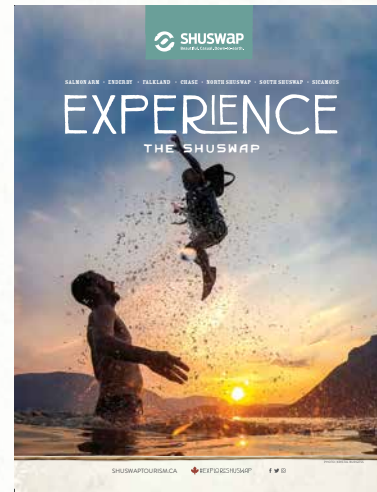


2023 RESULTS & RECOGNITION

MARCOM & VIDDY AWARDS

2023 PLATINUM MARCOM

Shuswap Tourism and Toliver Advertising & Design
Experience the Shuswap
Brochure Design



Shuswap Tourism and One Peak Creative
Have a Local Plan Your Vacation
Social Media Video, Short Form

2023 VIDDY AWARDS

Shuswap Tourism and One Peak Creative
Have a Local Plan Your Vacation
Social Media Video, Short Form





UNFORGETTABLE EXPERIENCES

At its core, travel and tourism create defining moments. Less about attractions and jam-packed to do lists, it's about unforgettable experiences; the run of the salmon, the rise of the sun, the view from the top, the thrill of the ride, the energy of the audience, whatever it may be, it changes you. It changes us. And together, we navigate those changes and forge an inclusive, authentic and memorable path forward.

Thank you to the many organizations, individuals and contractors we worked with.





TWIN ANCHORS HOUSEBOATS, VIKTORIA HAACK



SHUSWAPTOURISM.CA
Page 201 of 258

#EXPLORESHUSWAP





REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planner II

Title: Development Variance Permit File No. VP-598

Legal: Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045
Civic: 1241 – 25 Avenue SW
Owner: J. Bickle
Agent: Owner

Date: May 6, 2024

Executive Summary/Purpose:

To increase the maximum height of an accessory building from 6.0 m (19.7 ft) to 8.2 m (26.9 ft) in order to construct a detached garage for personal use.

Motion for Consideration:

THAT: Development Variance Permit No. VP-598 be authorized for issuance for Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045, which will vary Zoning Bylaw No. 2303 as follows:

Section 13.7.1 - Maximum Height of Accessory Buildings, increasing the maximum permitted height of an accessory building from 6.0 m (19.7 ft) to 8.2 m (26.9 ft) as shown in Appendix 7 in the staff report dated May 6, 2024.

Staff Recommendation:

THAT: The motion for consideration be adopted.

Proposal:

To increase the maximum height of an accessory building from 6.0 m (19.7 ft) to 8.2 m (26.9 ft) in order to construct a detached garage for personal use.

Background:

The subject parcel is located at 1241 25 Avenue SW (Appendices 1, 2 & 3). The parcel is 0.526 ha (1.3 ac) in area. The subject parcel is designated Acreage Reserve (AR) and Low Density Residential (LR) in the City's Official Community Plan (OCP) and zoned R-8 (Residential Suite Zone) in the City's Zoning Bylaw (Appendices 4 & 5). The proposed accessory building meets the other requirements of the R-8 Zone (Appendix 6), including setbacks and parcel coverage.

Adjacent land uses include the following:

North: Single-family dwellings	Zoned R-1
South: Single-family dwellings	Zoned R-9/A-3
East: Single-family dwellings	Zoned R-1 and R-9/A-3
West: Single-family dwellings	Zoned R-1 and R-1/A-2

Elevation drawings and a site plan are attached as Appendix 7. The applicant has provided a letter of rationale, attached as Appendix 8. Site photos are attached as Appendix 9.

Referral Comments:

Fire Department

No concerns.

Building Department

N/A

Engineering Department

Engineering staff note that the elevation of proposed shop is likely to be too low for gravity connection to the City storm sewer and an alternative onsite storm water disposal system will be required at time of Building Permit.

Planning Department

Variances are evaluated on a site by site bases using the following criteria:

- Size of the Variance Requested
Staff recognize that the requested variance is significant. The applicant is proposing a detached shop that is 2.2 m (7.22 ft) over the maximum allowable height of an accessory building in the R-8 zone. In addition, the location of the proposed shop appears to be very close to the neighbouring properties.
- Form and Character of the Neighbourhood
Although the requested variance is significant, the impact on adjacent properties seems to be minimal. The building appears to be well designed and aligns with the design of the principal building. The proposed location on the parcel is adjacent to the garage of the neighbour to the west and not to their house, creating less of an impact on neighbouring properties. The applicant has indicated that the garage would be used for the personal storage of vehicles, boats, snow blowers, etc. There is potential that having this building for storage will have a less of an impact than if these items were stored outside on the property. Because the subject parcel is large, the increase in height will have less of an impact than if it were on a smaller parcel. The height of the proposed garage is still less than the maximum allowable height of a principal building (10.0 m) in the R-8 zone, allowing it to fit within the context of the neighbourhood.
- Topography
Because the proposed building is built into a slope, only the west side of the building is over height. The east side of the building has oversized doors for storage of large vehicles such as recreational vehicles. Because of the sloping topography, the west side of the building appears taller than the east side of the building. The applicant has decided to

include a lower storey to the garage due to the change in elevation over the parcel. This is similar to most of the single-family dwellings in the subdivision.

Staff support the variance request.

Financial Considerations:

None.

Committee Recommendations:

N/A

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 30 m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on May 13, 2024.

Alternatives & Implications:

None.

Prepared by: Planner II

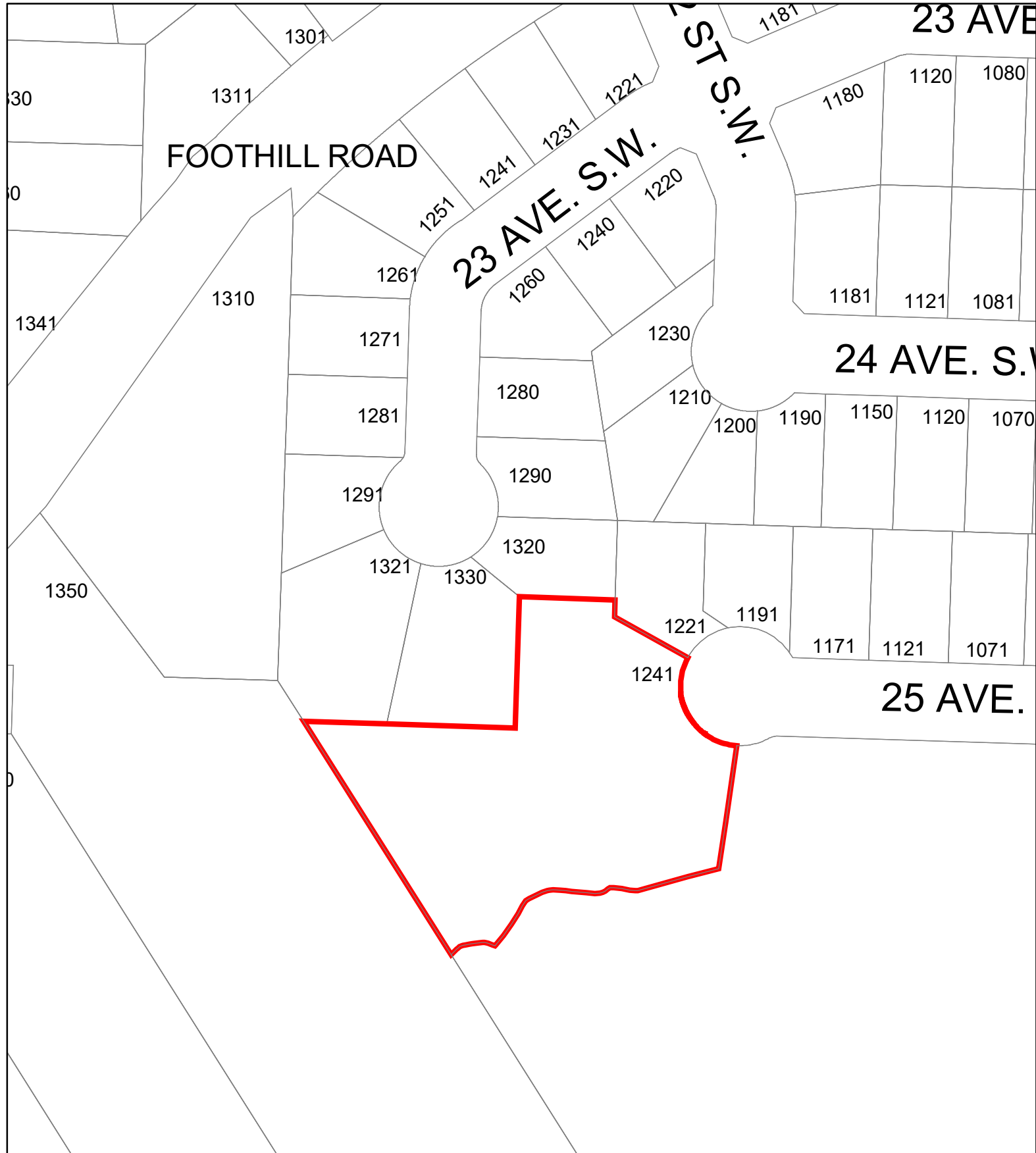
Reviewed by: Manager of Planning and Building

Reviewed by: Director of Planning and Community Services

Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 – Subject Parcel Map
- Appendix 2 – Ortho Map
- Appendix 3 – Ortho Close Up Map
- Appendix 4 – OCP Map
- Appendix 5 – Zoning Map
- Appendix 6 – R-8 Zone
- Appendix 7 – Elevation Drawings and Site Plan
- Appendix 8 – Letter of Rationale
- Appendix 9 – Site Photos



N



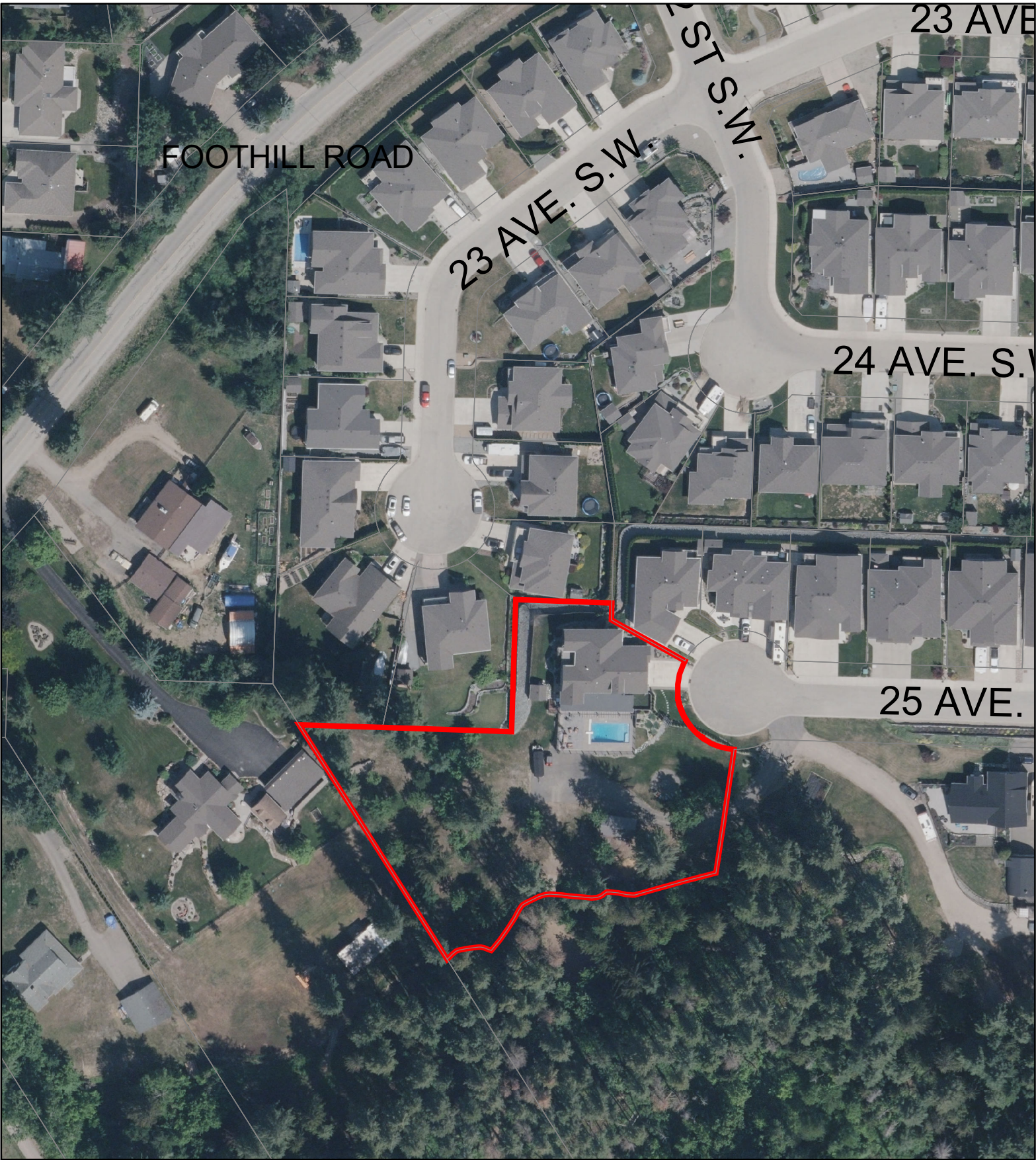
0 12.5 25 50
Meters



Parcels



Subject Parcel



FOOTHILL ROAD

23 AVE. S.W.

23 AVE

24 AVE. S.W.

25 AVE.

N



0 12.5 25 50
Meters



Parcels



Subject Parcel



N



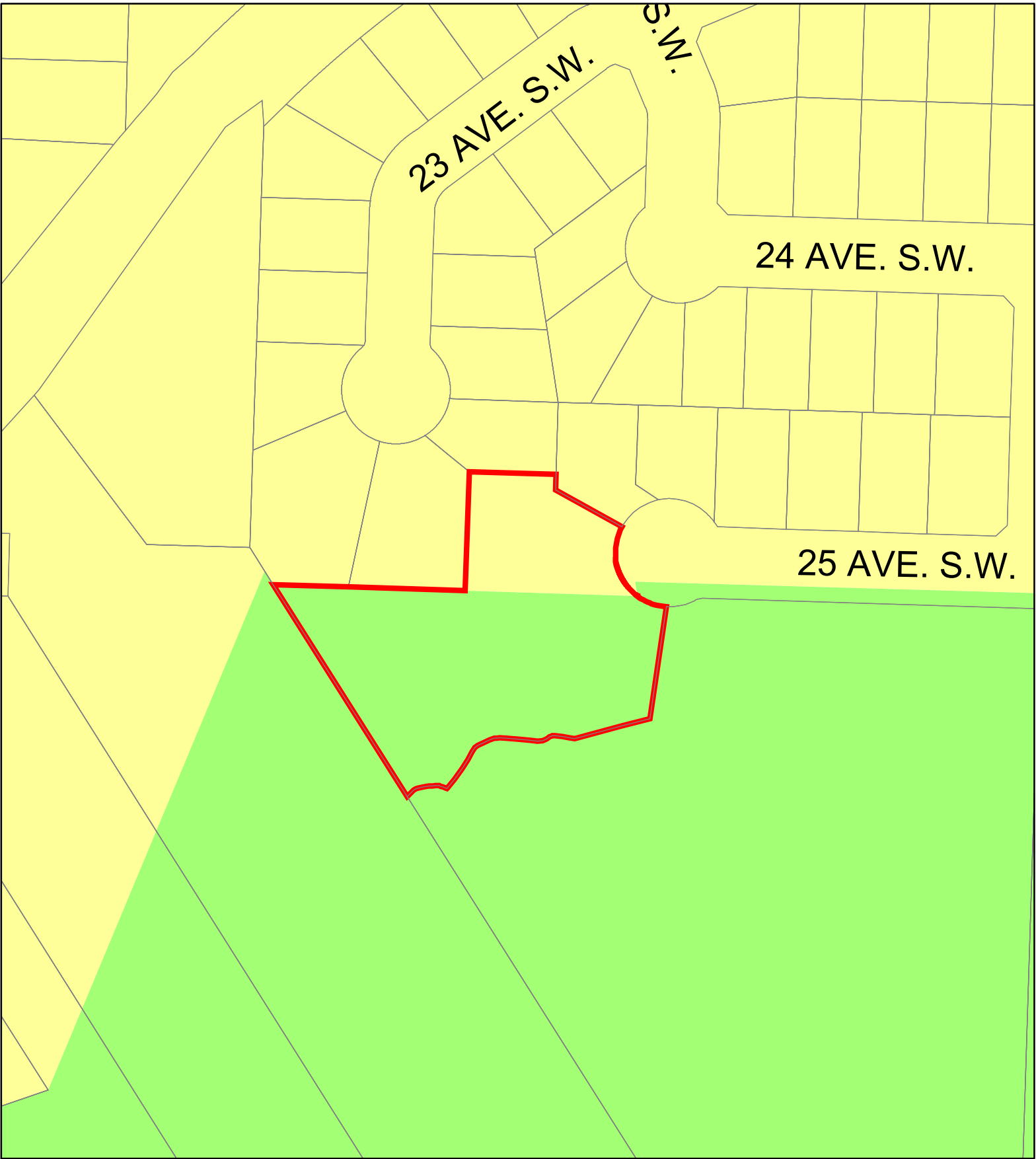
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Meters



Parcels







Subject Parcel

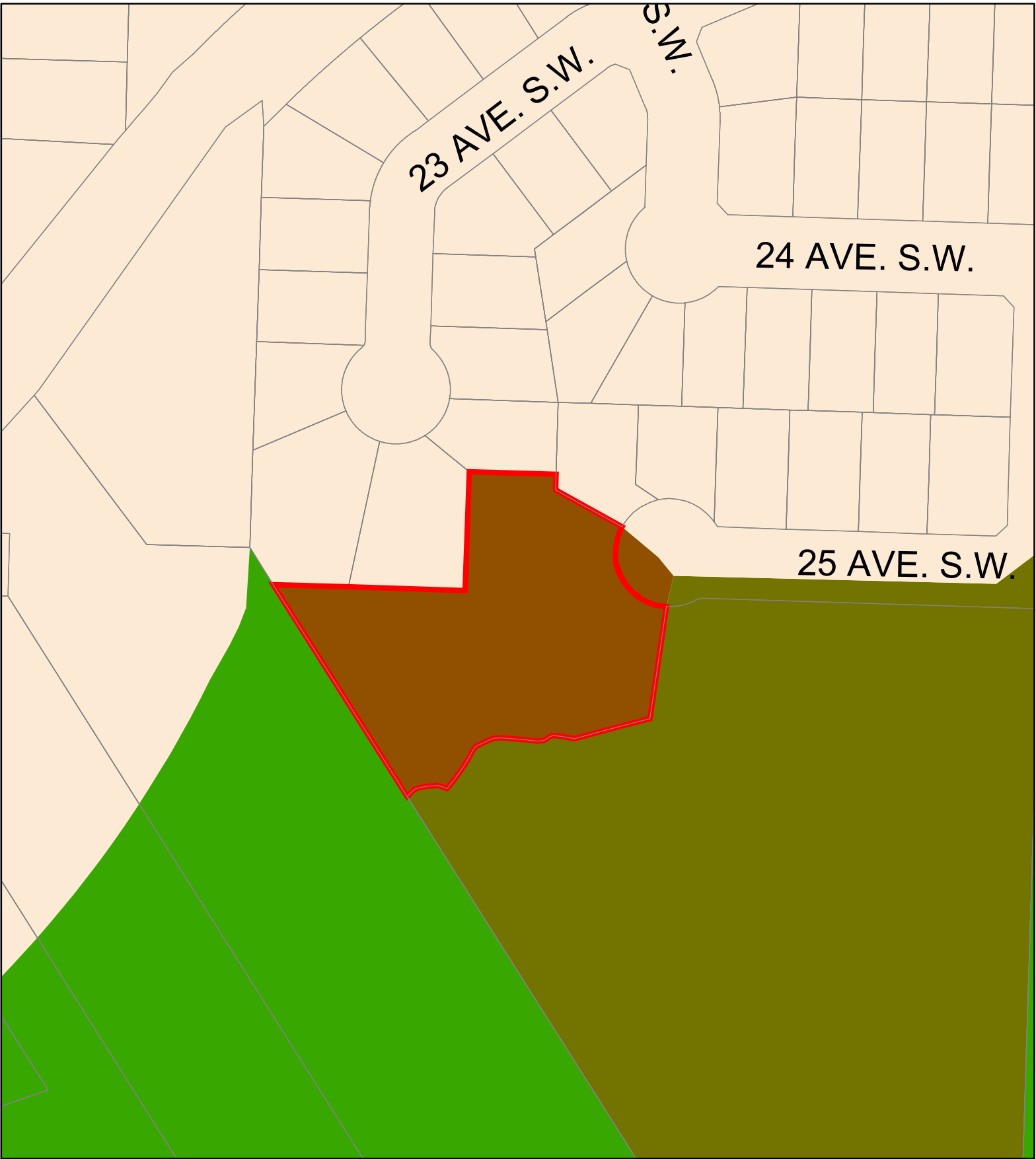


N



0 12.5 25 50
Meters

-  Acreage Reserve
-  Residential - Low Density
-  Parcels
-  Subject Parcel



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.



1 3D VIEW 1

GENERAL NOTES

- 1 ALL CONSTRUCTION, MATERIALS & WORKMANSHIP TO BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE B.C. BUILDING CODE, PLUMBING CODE, ELECTRICAL CODE & ALL OTHER CODES, ZONING AND BYLAWS THAT MAY APPLY.
- 2 THE CONTRACTOR AND ALL SUBTRADES ARE RESPONSIBLE FOR THE REVIEW OF ALL DRAWINGS AND SITE CONDITIONS PRIOR TO COMMENCING WORK OR ORDERING ANY MATERIAL, AND SHALL REPORT ANY DISCREPANCIES THAT AFFECT DESIGN TO MRG IMMEDIATELY.
- 3 ALL FRAMING MATERIAL TO BE SPF #2 OR BETTER.
- 4 CONCRETE FOOTINGS AND WALLS TO BE MINIMUM 28MPA @ 28 DAYS. FLOOR SLABS AND SIDEWALKS TO BE MINIMUM 32MPA @ 28 DAYS.
- 5 ALL CONCRETE FOOTINGS TO BE PLACED ON ORIGINAL UNDISTURBED GROUND, FREE OF ALL ORGANIC, FROZEN OR FROSTY MATERIAL.
- 6 DAMPPROOF FOUNDATION WALLS BELOW GRADE WITH 2 COATS OF BITUMINOUS MATERIAL.
- 7 6 MIL ULTRAVIOLET RESISTANT POLY VAPOUR BARRIER ON A) 4" OF GRANULAR COMPACTIBLE FILL UNDER EXTERIOR OR GARAGE SLABS OR B) 4" OF 3/4" DRAIN ROCK OR OTHER MATERIAL SUITABLE FOR MOVEMENT OF RADON GAS UNDER INTERIOR SLABS.
- 8 ALL FOUNDATION DRAINS TO BE 4" PERFORATED P.V.C. WITH FILTER CLOTH AND MINIMUM 6" DRAIN ROCK, DRAINED TO MUNICIPAL SERVICES ACCORDING TO LOCAL STANDARDS.
- 9 GRADE TO BE SLOPED AWAY FROM BUILDING AT ALL LOCATIONS ADJACENT TO BUILDING.
- 10 ALL TRUSSES, I-JOISTS, BEAMS OR OTHER STRUCTURAL MEMBERS NOT COVERED IN B.C. BUILDING CODE TO BE DESIGNED AND ENGINEERED BY TRUSS MANUFACTURER OR STRUCTURAL ENGINEER PRIOR TO ANY FABRICATION.

GENERAL NOTES

- 11 CONTRACTOR TO VERIFY ALL PROPERTY & FOUNDATION LINES WITH A LEGAL LAND SURVEYOR PRIOR TO PLACING FOOTINGS OR RUNNING SERVICES WITHIN BUILDING ENVELOPE.
- 12 ALL ROOF SPACES TO BE VENTILATED WITH SOFFIT AND ROOF VENTS WITH A MINIMUM DISTRIBUTION AREA OF 1/300. A MINIMUM OF 25% OF VENTS TO BE LOCATED AT ROOF, AND MINIMUM 25% TO BE LOCATED AT SOFFIT.
- 13 DOOR FRAMES AT ENTRANCES AND EXTERIOR SPACES TO DWELLING UNITS SHALL BE SOLIDLY BLOCKED BETWEEN DOOR FRAME AND STUDS AT THE HEIGHT OF THE DEADBOLT TO RESIST SPREADING.
- 14 ALL GLASS IN DOORS, SIDELITES OR WINDOWS WITHIN 12" OF FINISHED FLOOR TO BE CONSTRUCTED OF SAFETY GLASS.

GENERAL NOTES

- 15 RAINWATER LEADERS NOT SHOWN ON PLAN. CONTRACTOR TO DETERMINE EXACT LOCATION SUITABLE TO SITE AND MUNICIPAL DRAINAGE.
- 16 ELECTRICAL LOCATIONS TO BE DETERMINED BY ELECTRICAL CONTRACTOR WITH THE APPROVAL OF HOMEOWNER OR GENERAL CONTRACTOR AND IN ACCORDANCE WITH CURRENT ELECTRICAL CODE.
- 17 APPROVED SMOKE ALARMS TO BE INSTALLED WITH LOCATION APPROVED BY APPROPRIATE LOCAL MUNICIPALITY.

GENERAL NOTES

- 18 REFER TO LAYOUTS AND SPECIFICATIONS FROM STRUCTURAL ENGINEER, FLOOR JOIST SUPPLIER AND ROOF TRUSS MANUFACTURER FOR BEAM, POST AND FOOTING LOCATIONS AND SIZES AND ENSURE PROPER BEARING IS PROVIDED FOR ALL POINT LOADS ANY STRUCTURAL SPECIFICATIONS SHOWN ON MRG PLANS ARE ESTIMATES ONLY AND MAY NOT ACCURATELY REPRESENT LOADING AND SIZING OR MAY NOT INCLUDE POINT LOADS OR STRUCTURAL MEMBERS DESIGNED BY OTHERS.

GENERAL NOTES

- 19 MRG RESIDENTIAL DESIGN ACCEPTS NO LIABILITY AND SHALL NOT BE HELD RESPONSIBLE FOR ERRORS OR OMISSIONS WITH THIS SET OF DRAWINGS THAT MAY NEGATIVELY AFFECT CONSTRUCTION IF ERRORS ARE FOUND. PLEASE CONTACT MRG AT YOUR EARLIEST CONVENIENCE.

AREAS

BASEMENT	UNFINISHED	1443 SF
MAIN FLOOR	SHOP	2314 SF
TOTAL AREA		3757 SF

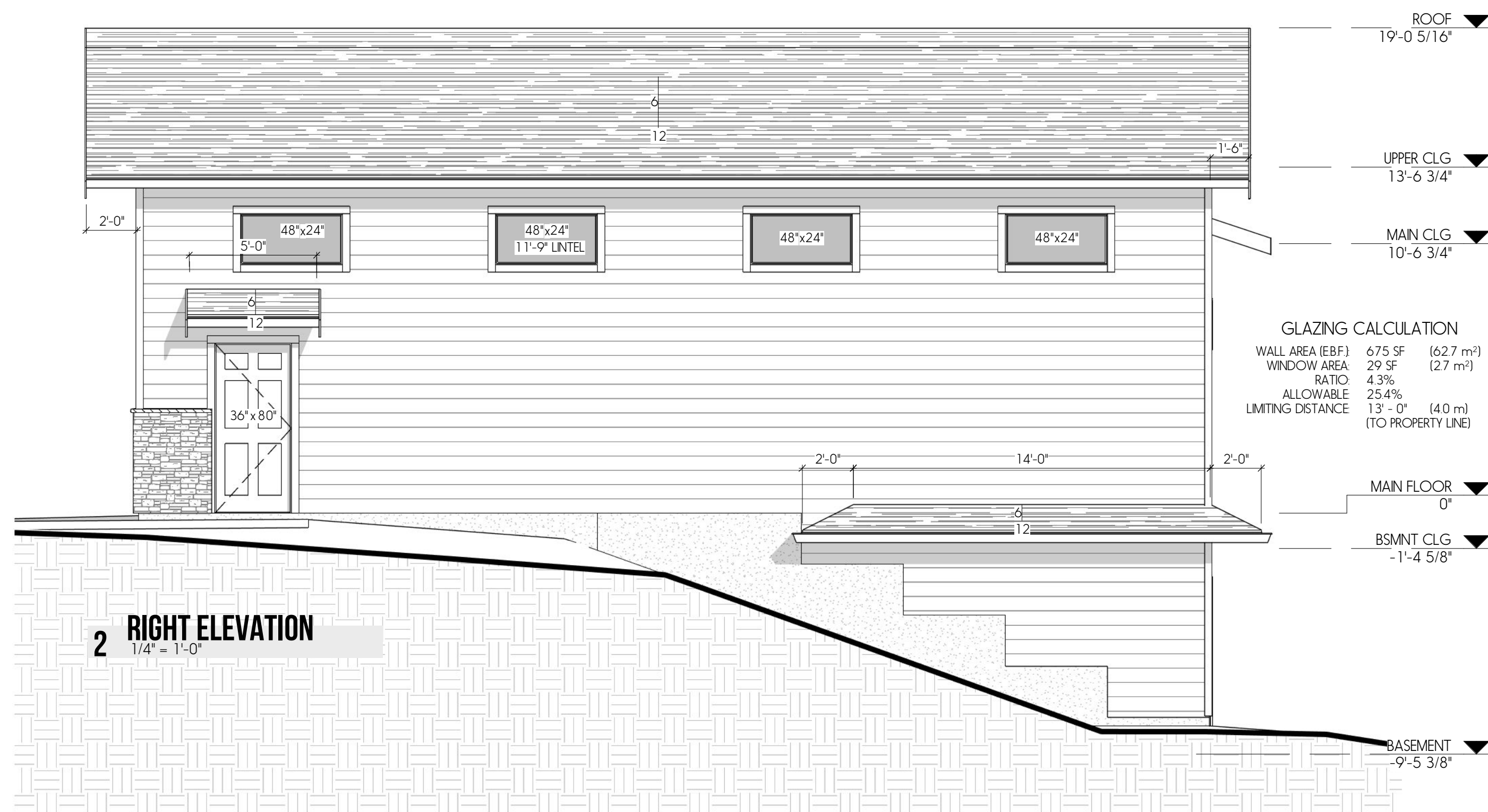
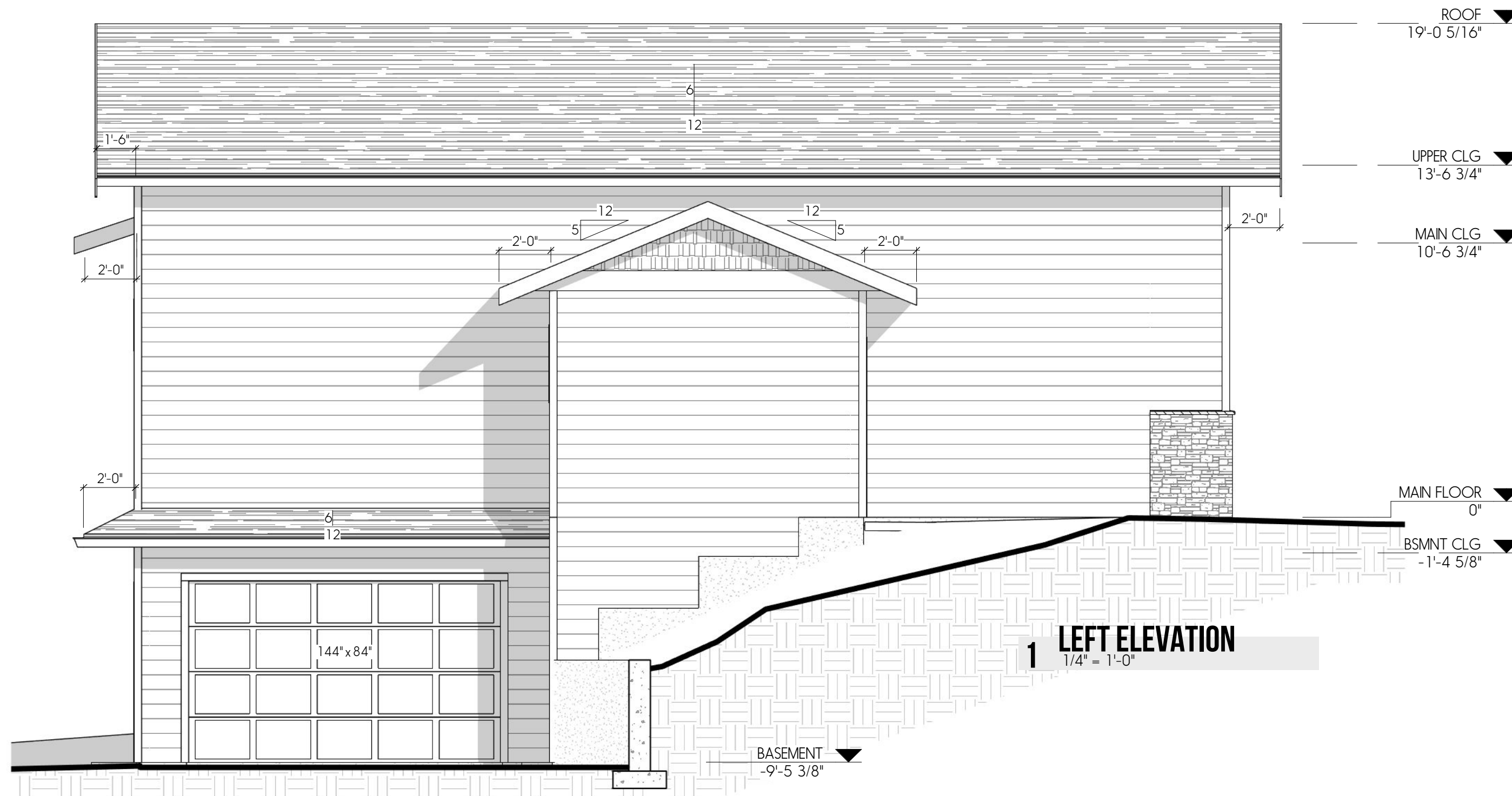
SHEET LEGEND

A1	NOTES/3D
A2	BASEMENT
A3	MAIN FLOOR
A4	ELEVATIONS
A5	ELEVATION/ROOF
A7	SECTIONS
A8	SITE



2 FRONT ELEVATION
1/4" = 1'-0"

CLIENT	BICKLE
JOB	SHOP
	1241 25 AVE SW, SALMON ARM, B.C.
JOB #	7820
REVISIONS	
CONCEPT	FEB 1 2023
REVISIONS	FEB 11 2023
REVIEW	MAR 4 2023
REVISIONS	APR 5 2023
REVIEW	MAY 8 2023
REVIEW	JUNE 14 2023
REVIEW	JULY 3 2023
REVIEW	JULY 17 2023
REVIEW	NOV 24 2023
STAIRS	DEC 23 2023
DATE	DEC 23 2023
DRAWING	NOTES/3D
SCALE	1/4" = 1'-0"
PAGE	A1



CLIENT **BICKLE**

JOB **SHOP**

1241 25 AVE SW,
SALMON ARM, B.C.

JOB # **7820**

REVISIONS

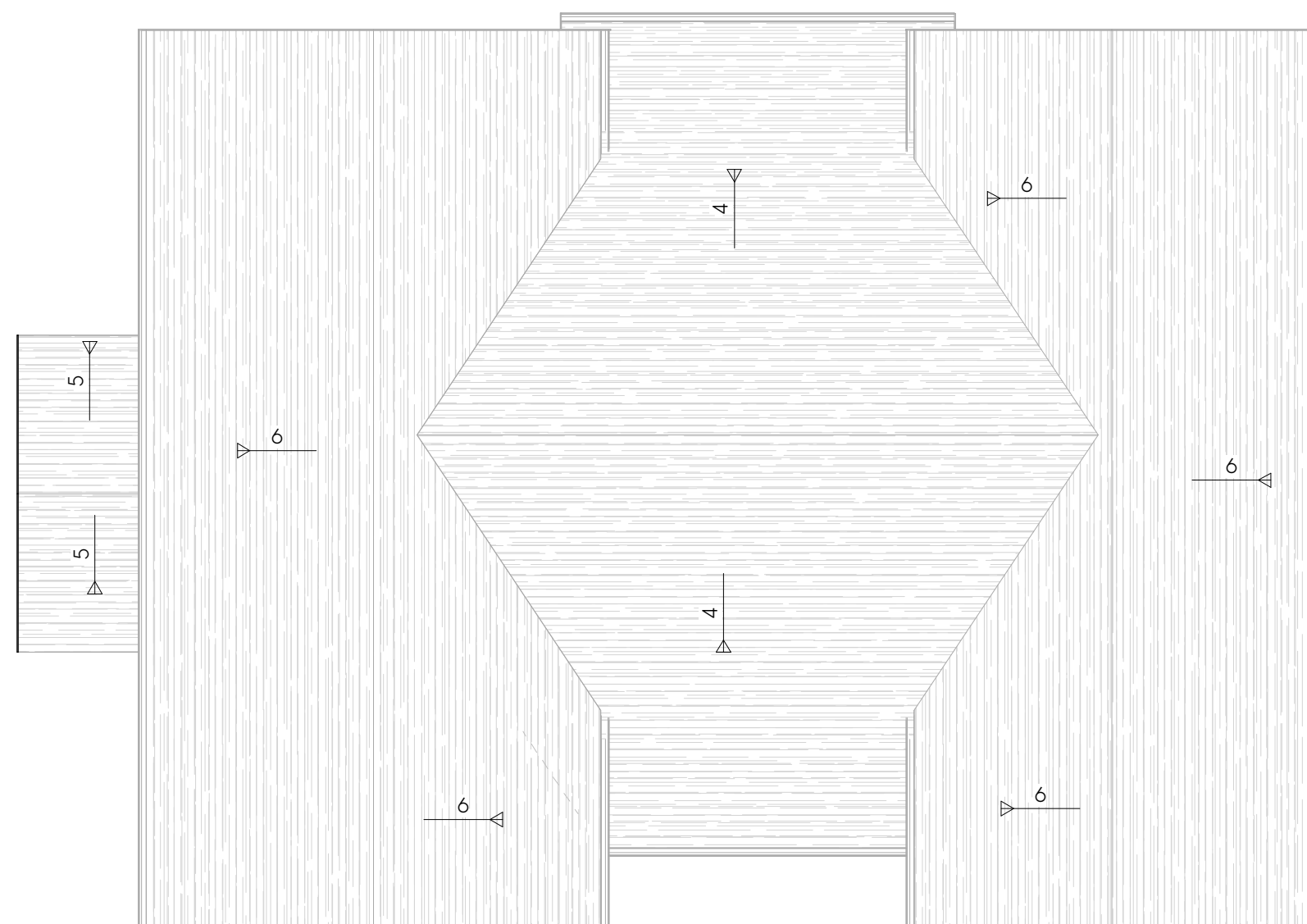
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REVIEW	MAY 8 2023
REVIEW	JUNE 14 2023
REVIEW	JULY 3 2023
REVIEW	JULY 17 2023
REVIEW	NOV 24 2023
STAIRS	DEC 23 2023

DATE **DEC 23 2023**

DRAWING **ELEVATIONS**

SCALE **1/4" = 1'-0"**

PAGE **A4**



2 ROOF PLAN
1/8" = 1'-0"



1 REAR ELEVATION
1/4" = 1'-0"

CLIENT	BICKLE
JOB	SHOP
	1241 25 AVE SW, SALMON ARM, B.C.
JOB #	7820

GLAZING CALCULATION

WALL AREA (EBF)	1401 SF	(130.2 m ²)
WINDOW AREA	36 SF	(3.3 m ²)
RATIO	2.6%	
ALLOWABLE	7.0%	
LIMITING DISTANCE	13' - 9"	(4.2 m)
	(TO PROPERTY LINE)	

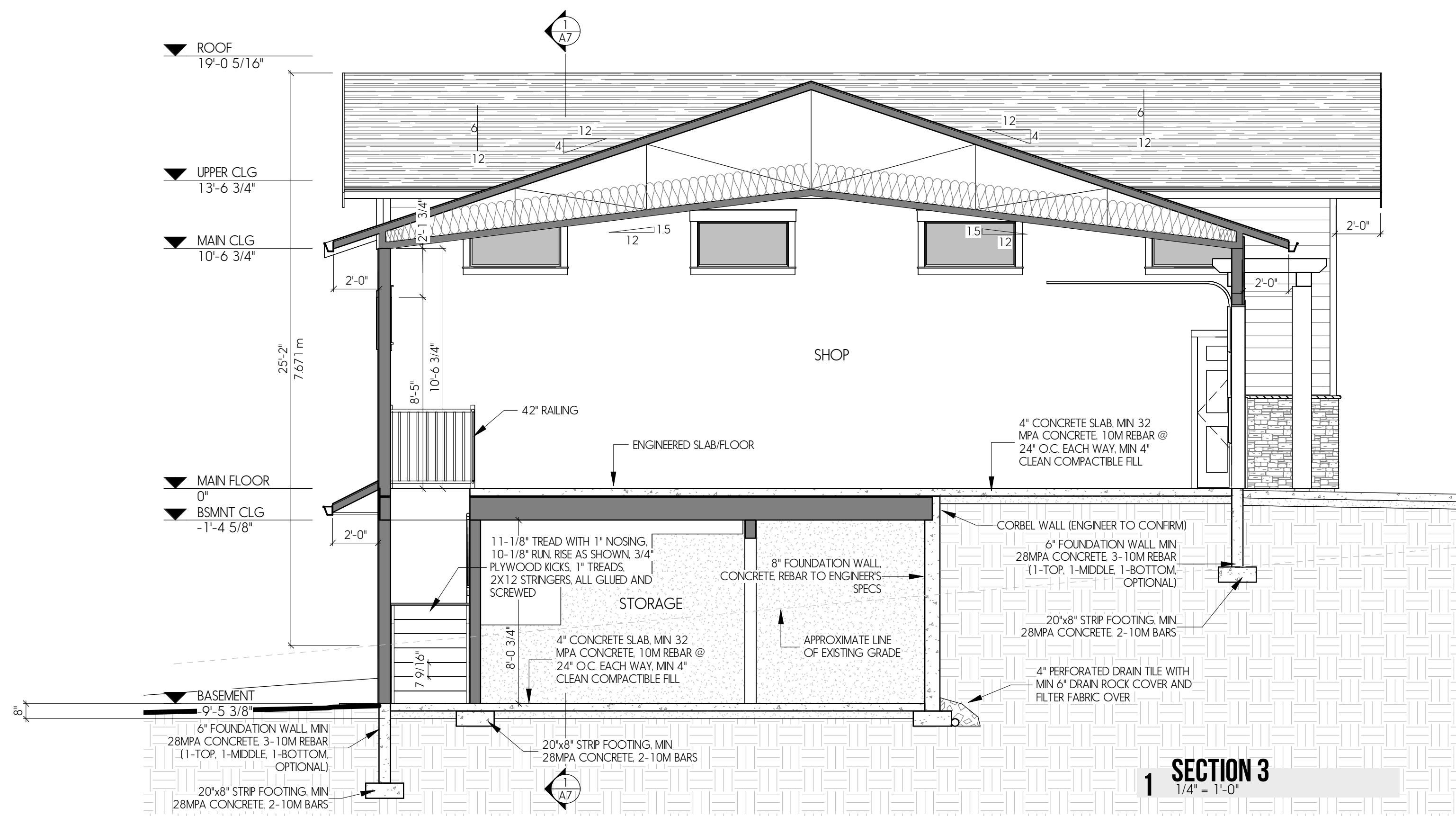
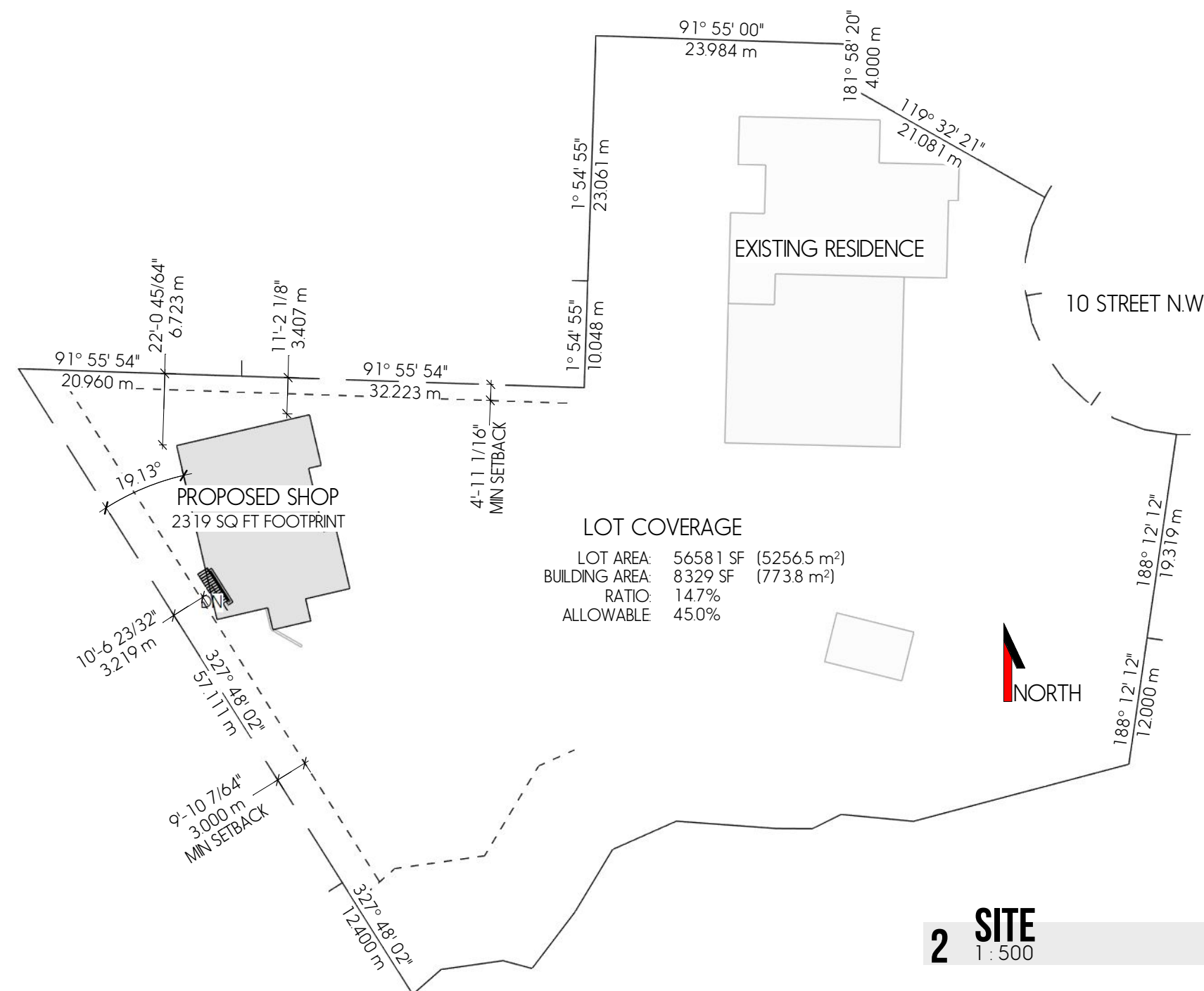
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REVIEW	JUNE 14 2023
REVIEW	JULY 3 2023
REVIEW	JULY 17 2023
REVIEW	NOV 24 2023
STAIRS	DEC 23 2023

DATE **DEC 23 2023**

DRAWING **ELEVATION/ROOF**

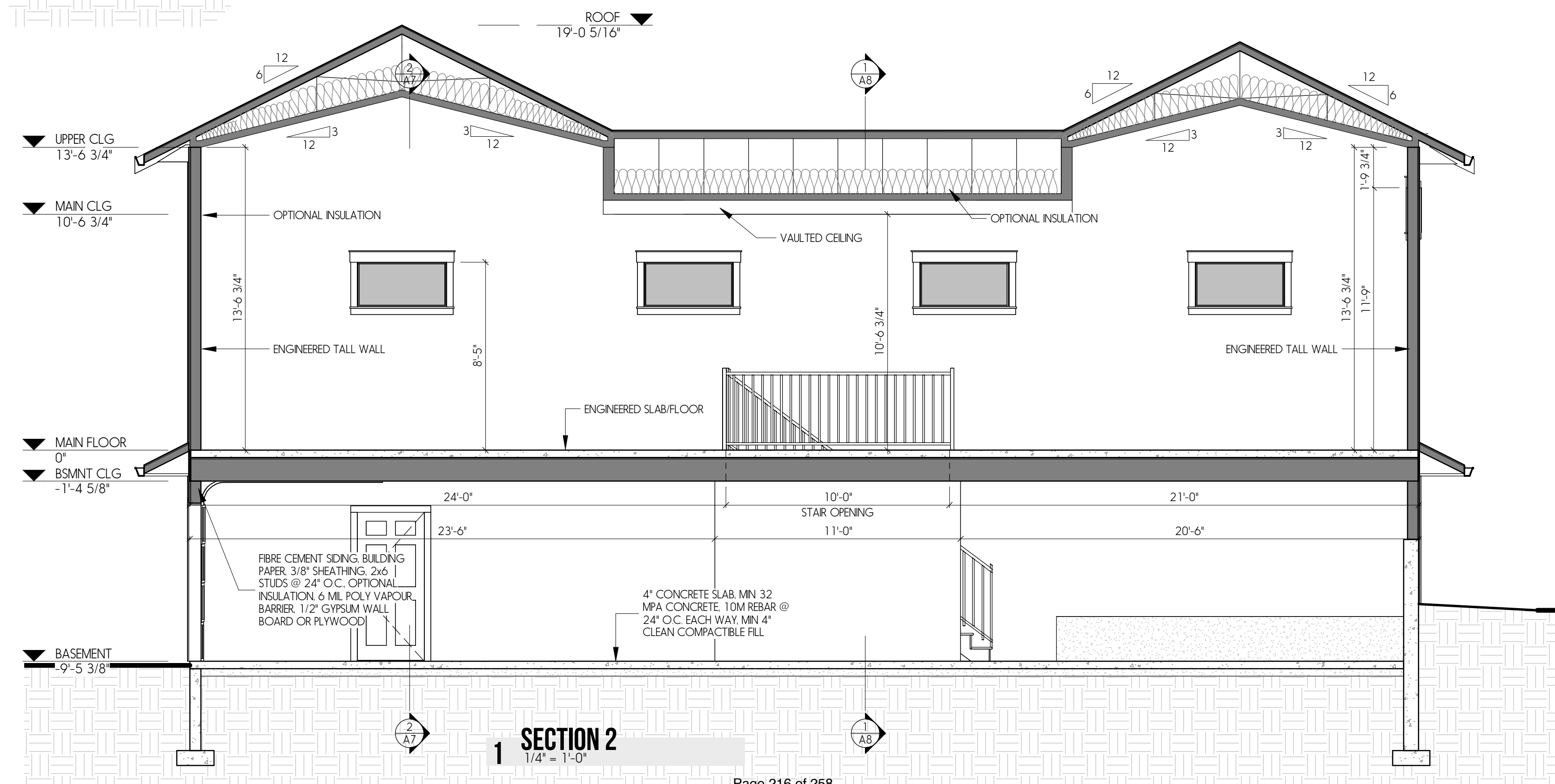
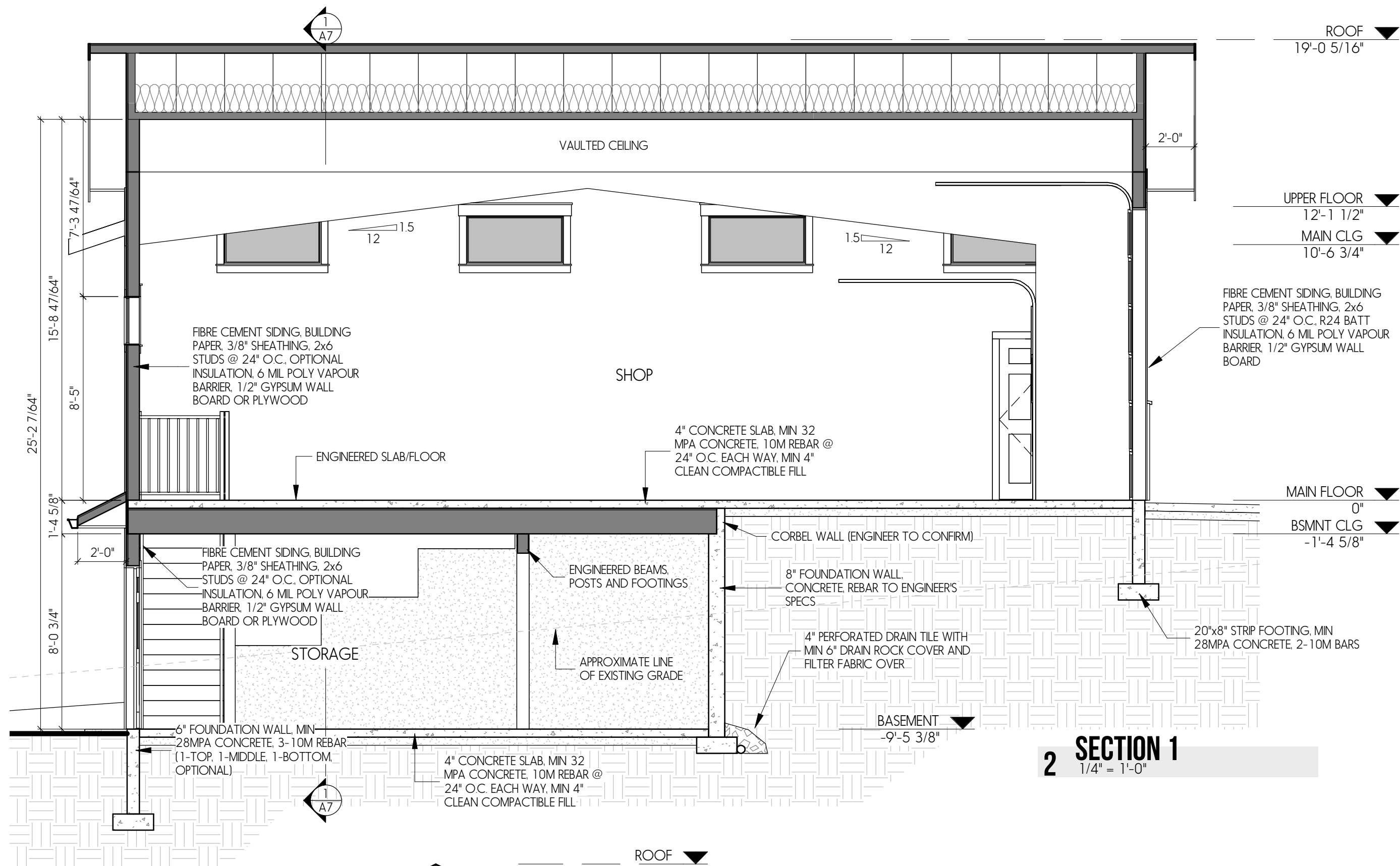
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PAGE **A5**



CLIENT	BICKLE
JOB	SHOP
	1241 25 AVE SW, SALMON ARM, B.C.
JOB #	7820
REVISIONS	
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REVISIONS	FEB 11 2023
REVIEW	MAR 4 2023
REVISIONS	APR 5 2023
REVIEW	MAY 8 2023
REVIEW	JUNE 14 2023
REVIEW	JULY 3 2023
REVIEW	JULY 17 2023
REVIEW	NOV 24 2023
STAIRS	DEC 23 2023

DATE	DEC 23 2023
DRAWING	SITE
SCALE	AS INDICATED
PAGE	A8



CLIENT **BICKLE**

JOB **SHOP**

1241 25 AVE SW,
SALMON ARM, B.C.

JOB # **7820**

REVISIONS

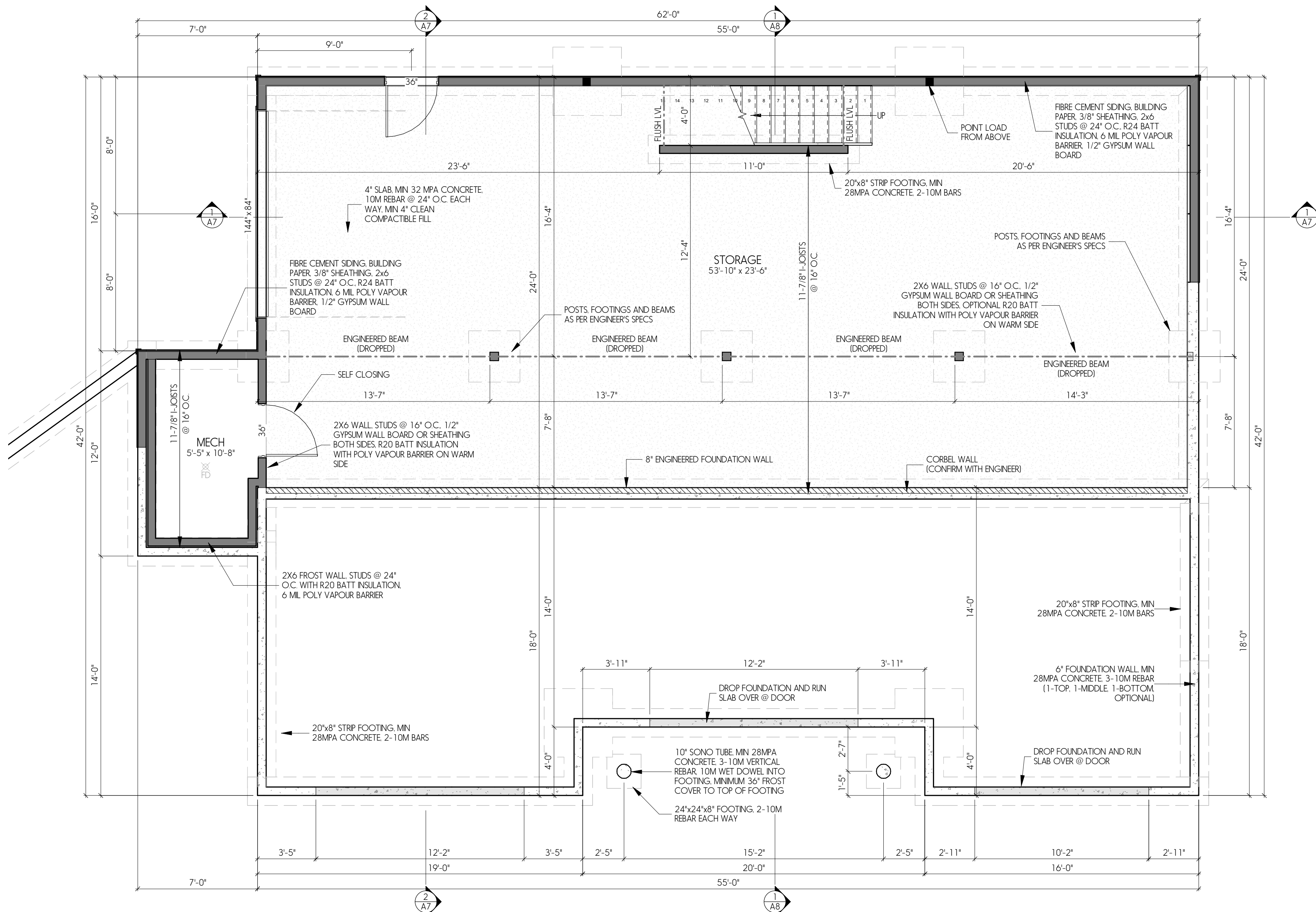
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REVIEW	JUNE 14 2023
REVIEW	JULY 3 2023
REVIEW	JULY 17 2023
REVIEW	NOV 24 2023
STAIRS	DEC 23 2023

DATE **DEC 23 2023**

DRAWING **SECTIONS**

SCALE **1/4" = 1'-0"**

PAGE **A7**



FLOOR NOTES

- 1 FRAMED EXTERIOR WALLS INCLUDE EXTERIOR SHEATHING
- 2 ALL DIMENSIONS SHOWN ARE TO FRAMING AND DO NOT INCLUDE DRYWALL OR OTHER FINISHINGS
- 3 ALL HEADERS TO BE 3-2X10 IN 2X6 WALLS AND 2-2X10 IN 2X4 WALLS UNLESS NOTED OTHERWISE
- 4 ALL DOORS AND WINDOWS FRAMED 4-1/2" FROM ADJACENT WALLS UNLESS NOTED OTHERWISE

FLOOR NOTES

- 5 ALL DOOR SLABS TO MEASURE 80" IN HEIGHT UNLESS NOTED OTHERWISE
- 6 INDIVIDUAL ROOM AREAS ARE CALCULATED FROM THE INSIDE OF FRAMING WHEREAS THE OVERALL FLOOR AREA IS CALCULATED TO THE OUTSIDE OF EXTERIOR WALLS
- 7 FOR CEILING HEIGHTS REFER TO SECTIONS, WHICH TAKE PRECEDENCE OVER FLOOR PLANS FOR CEILING HT INFO.

2 BASEMENT
1/4" = 1'-0"

BASEMENT AREA

UNFINISHED	1443 SF
TOTAL FOOTPRINT	1443 SF

CLIENT	BICKLE
JOB	SHOP
	1241 25 AVE SW, SALMON ARM, B.C.
JOB #	7820

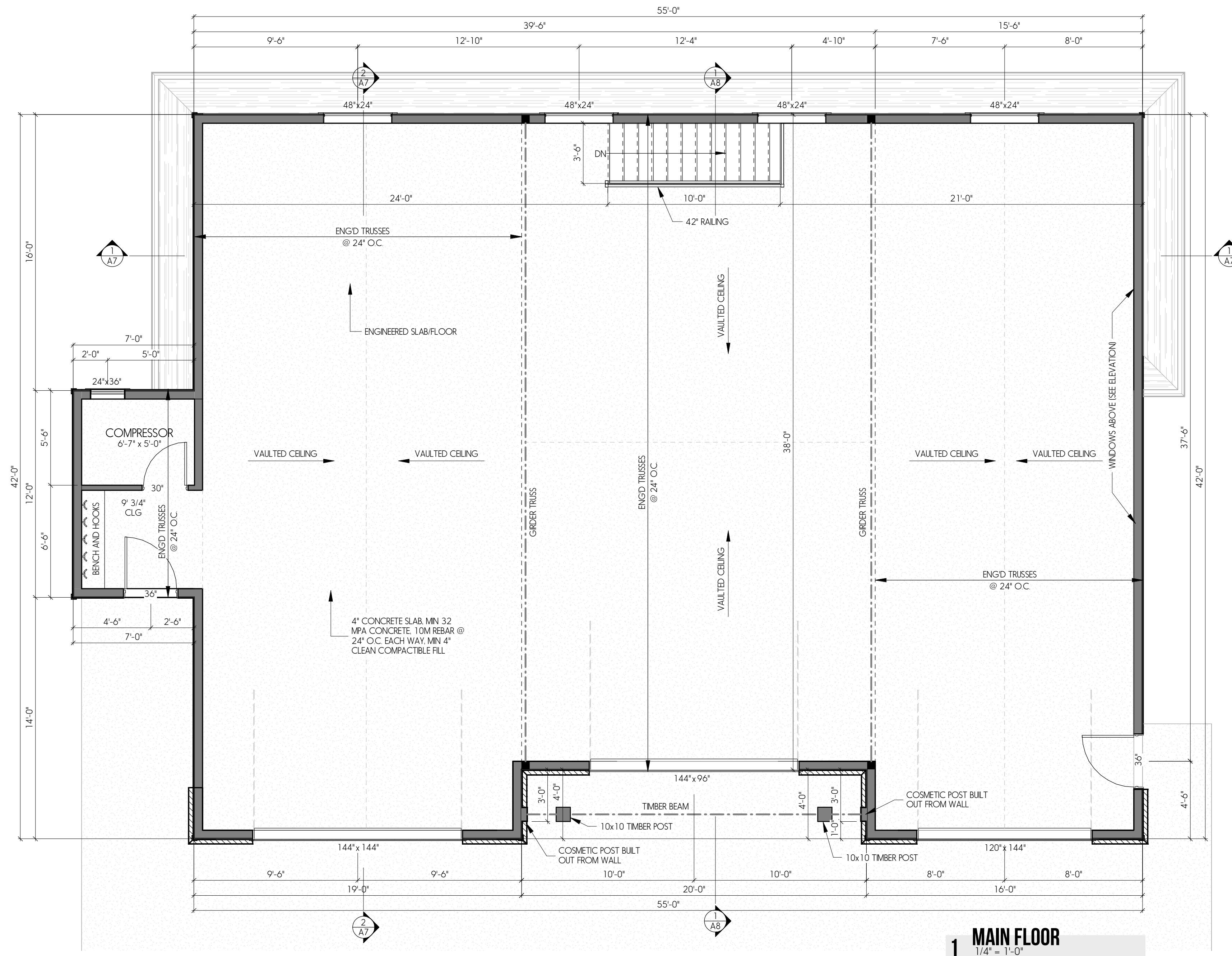
REVISIONS	
CONCEPT	FEB 1 2023
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REVIEW	MAY 8 2023
REVIEW	JUNE 14 2023
REVIEW	JULY 3 2023
REVIEW	JULY 17 2023
REVIEW	NOV 24 2023
STAIRS	DEC 23 2023

DATE **DEC 23 2023**

DRAWING **BASEMENT**

SCALE **1/4" = 1'-0"**

PAGE **A2**



FLOOR NOTES

- 1 FRAMED EXTERIOR WALLS INCLUDE EXTERIOR SHEATHING
- 2 ALL DIMENSIONS SHOWN ARE TO FRAMING AND DO NOT INCLUDE DRYWALL OR OTHER FINISHINGS
- 3 ALL HEADERS TO BE 3-2X10 IN 2X6 WALLS AND 2-2X10 IN 2X4 WALLS UNLESS NOTED OTHERWISE
- 4 ALL DOORS AND WINDOWS FRAMED 4-1/2" FROM ADJACENT WALLS UNLESS NOTED OTHERWISE

FLOOR NOTES

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- 6 INDIVIDUAL ROOM AREAS ARE CALCULATED FROM THE INSIDE OF FRAMING WHEREAS THE OVERALL FLOOR AREA IS CALCULATED TO THE OUTSIDE OF EXTERIOR WALLS
- 7 FOR CEILING HEIGHTS REFER TO SECTIONS, WHICH TAKE PRECEDENCE OVER FLOOR PLANS FOR CEILING HT INFO.

MAIN FLOOR AREA

SHOP	2314 SF
TOTAL	2314 SF

CLIENT	BICKLE
JOB	SHOP
	1241 25 AVE SW, SALMON ARM, B.C.
JOB #	7820
REVISIONS	
CONCEPT	FEB 1 2023
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REVIEW	JULY 17 2023
REVIEW	NOV 24 2023
STAIRS	DEC 23 2023

DATE **DEC 23 2023**

DRAWING **MAIN FLOOR**

SCALE **1/4" = 1'-0"**

PAGE **A3**

To Whom it May Concern:

RE: Bickle Shop

1241 25th Ave. SW

The building I am submitting a permit for is essentially a large detached garage designed to match the exterior finishes of the residence and the building guidelines of The Ridge subdivision. It was decided to include a lower section as the elevation drop was substantial on the lot (much like most of the level entry homes in the subdivision). It will be primarily used for personal storage of vehicles, boats, snowblowers, etc. The structure will NOT be used for home occupation. The footprint of the structure is 2319sq/ft. The allowable parcel coverage is 10% and this structure covers approximately 4.1% of the 56581sq/ft parcel. Total coverage including the residence is 14.7% of the allowable 45%.

Let me know if you have any questions or concerns.

Thank you for your time and consideration.



Josh Bickle



View of proposed building site looking west from the subject parcel.



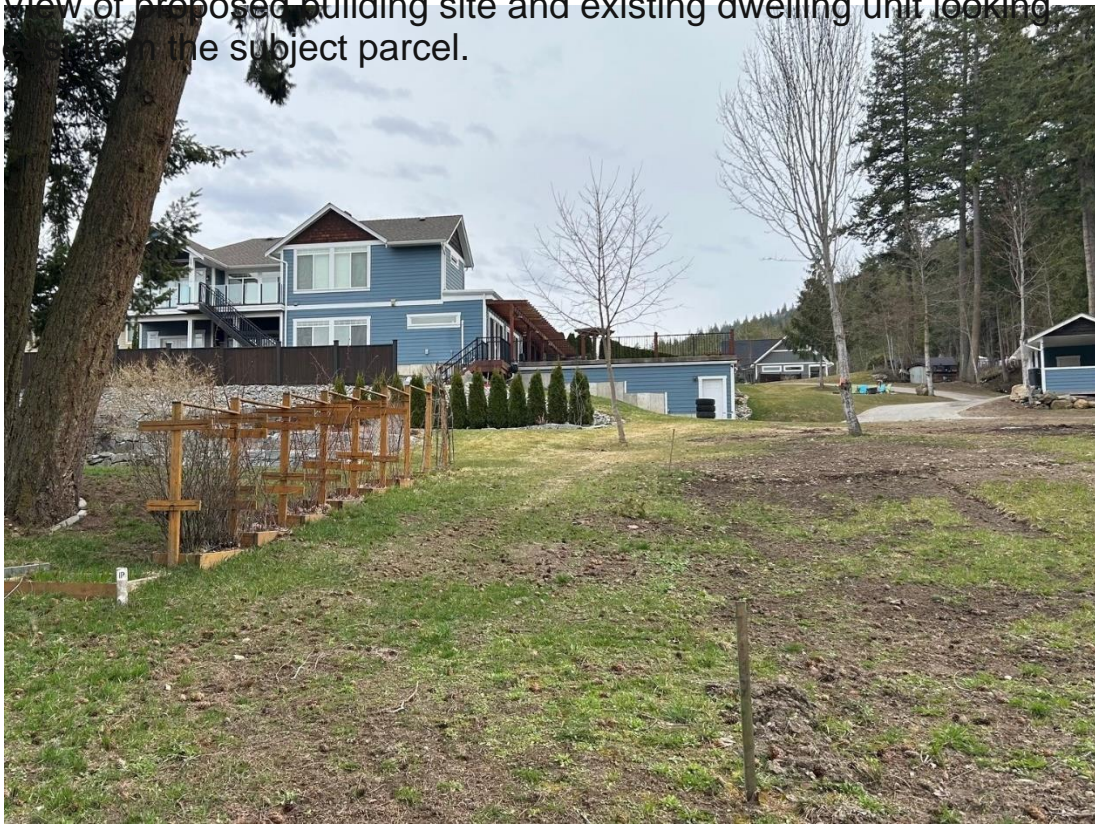
View of proposed building site and adjacent properties looking northwest from the subject parcel.

View of proposed building site and other properties looking northwest from the subject parcel.



View of proposed building site looking north from the subject parcel.

View of proposed building site and existing dwelling unit looking
from the subject parcel.



Photos Taken: March 27, 2024

REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Senior Planner

Title: Variance Permit Application No. VP-601

Legal: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP122647

Civic: 111 20 Street SE

Owner/Agent: Whitstone Development Ltd.

Date: May 6, 2024

Executive Summary/Purpose:

The proposed variance has been requested to support a retaining wall and fence (guard rail) downslope of the newly developed driveway and single family dwelling in the north side yard of the subject parcel.

Motion for Consideration:

THAT: Development Variance Permit No. VP-601 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP122647 (111 20 Street SE) to vary the provisions of Zoning Bylaw 2303, Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 feet) to 4.3 m (14 feet) as shown on Appendix 4, attached to the staff report dated May 6, 2024.

Staff Recommendation:

The motion for consideration be adopted.

Proposal:

The proposed variance has been requested to support a retaining wall and fence (guard rail) downslope of the newly developed driveway and single family dwelling in the north side yard of the subject parcel. The retaining wall will be 3.2 m (10.5 feet) topped with a 1.1 m (3.5 foot) guard rail creating a combined height of 4.3 m (14 feet), where the maximum permitted combined height of such structures is 2.0 m.

Background:

The subject parcel is located within a residential area at 111 20 Street SE (Appendix 1 & 2) and is approximately 530 sq.m. in area. The rectangular parcel is under development and will contain a new single family dwelling. The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3).

The proposed variance has been requested to support the construction of a retaining wall topped with a guard rail. These have not yet been constructed. The maximum permitted combined height of a retaining wall and fence in an interior side yard is 2.0 m (6.5 feet). While the height of these structures will decrease along their length, at their tallest point close to the new house, the retaining wall will be 3.2 m (10.5 feet), with the 1.1 m (3.5 foot) fence creating a combined height of 4.3 m (14 feet) as shown in Appendix 4. Site photos (from March 2024) are attached as Appendix 5.

Relevant Policy(ies):

n/a

Referral Comments:

Engineering Department

No concerns. The structures can not extend into the road right-of-way.

Planning Department

The applicant is requesting a variance to increase the maximum combined height of a retaining wall and fence from the maximum of 2.0 m in an interior side yard within the residential zone to a proposed combined height of 4.3 m. The proposed retaining wall reaches its highest point adjacent to the new single family home, and decreases in size towards the road. The purpose of the 3.2 m tall retaining wall is to raise the original grade for a standard slope driveway access to the house over sloping terrain, while the 1.1 m fence (guard rail) is for safety purposes.

Staff had initial concerns regarding the size of the requested variance considering that the 4.3 m height requested is relatively large with respect to the 2.0 m maximum.

However additional factors also affect this parcel and should be considered with the requested variance, primarily the relatively steep terrain of 20 Street SE at this location, and the size of the wall relative to the new single family dwelling to which it is essentially attached. The new single family dwelling conforms to applicable regulations, and the proposed retaining wall supports a standard driveway access to this home, including appropriately directing storm water.

Thus, in support of the requested variance, staff note the following:

1. The proposed 3.2 m retaining wall is not an unreasonable size and is relatively consistent and in an appropriate proportion to the size of the single family house (approximately 7 m in height) under development on this site.
2. The addition of a 1.1 m guard rail on top of the wall for safety purposes is a reasonable feature and is a reasonable size.
3. The wall is reasonably consistent with those existing retaining walls on parcels in the area.
4. The relatively steep sloping terrain provides a reasonable rationale for some form of retaining wall and fencing to create level access to this development, and is a common approach for single family developments.

Staff note that the structures can not extend into the road right-of-way.

While typically staff would not be in support of a variance of such magnitude and note that Council is not bound to any precedent in their consideration of this proposal, staff have no concerns with this requested variance. Staff note that the request is to support the combined height of a retaining wall and guardrail on sloping terrain to provide a standard access to the single family dwelling. As detailed above, staff have no concerns with this request.

As with the majority of similar variance applications, while staff can provide technical comments, the perspective of potentially affected neighbours can be a factor. The applicant has been encouraged to consult with the immediate neighbours.

Staff note that the variance is only applicable to the retaining wall and guard rail under consideration as shown in the attached plans (Appendix 4) and does not permit any new, additional, or future use other than what is permitted in the Zoning Bylaw under the current zone regulations.

Financial Considerations:

n/a

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 May 13, 2024.

Prepared by: Senior Planner

Reviewed by: Manager of Planning and Building

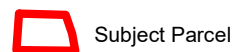
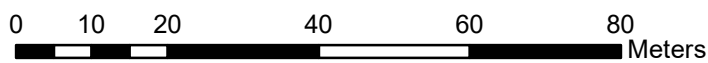
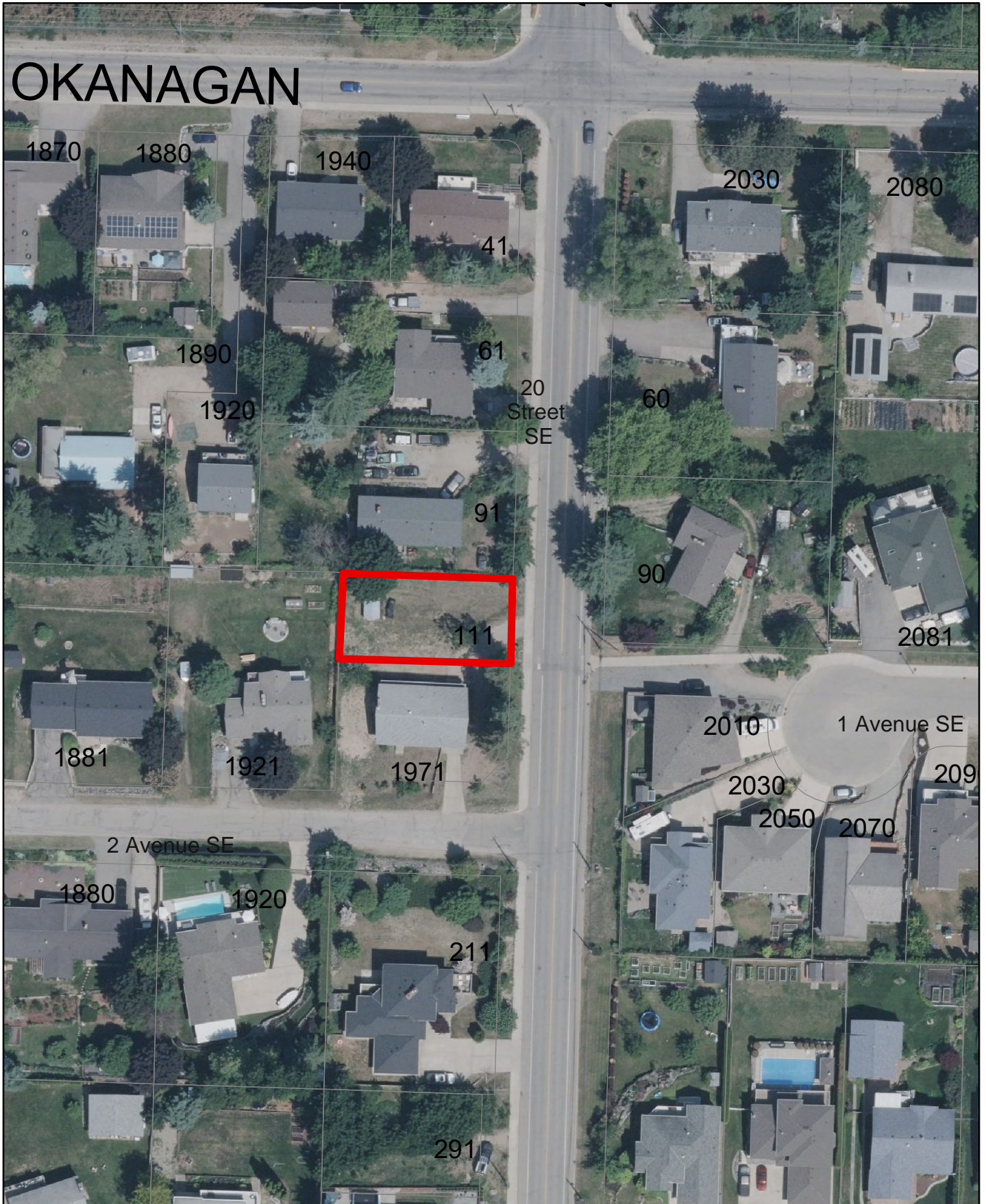
Reviewed by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 - VP-601 - Aerial Location
- Appendix 2 - VP-601 - Aerial Parcel
- Appendix 3 - VP-601 - Zoning
- Appendix 4 - VP-601 - Site Plans
- Appendix 5 - VP-601 - Site Photos

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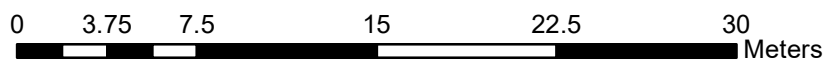





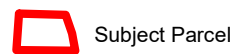
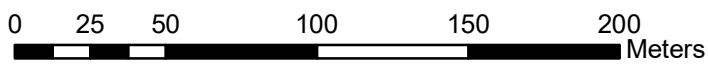
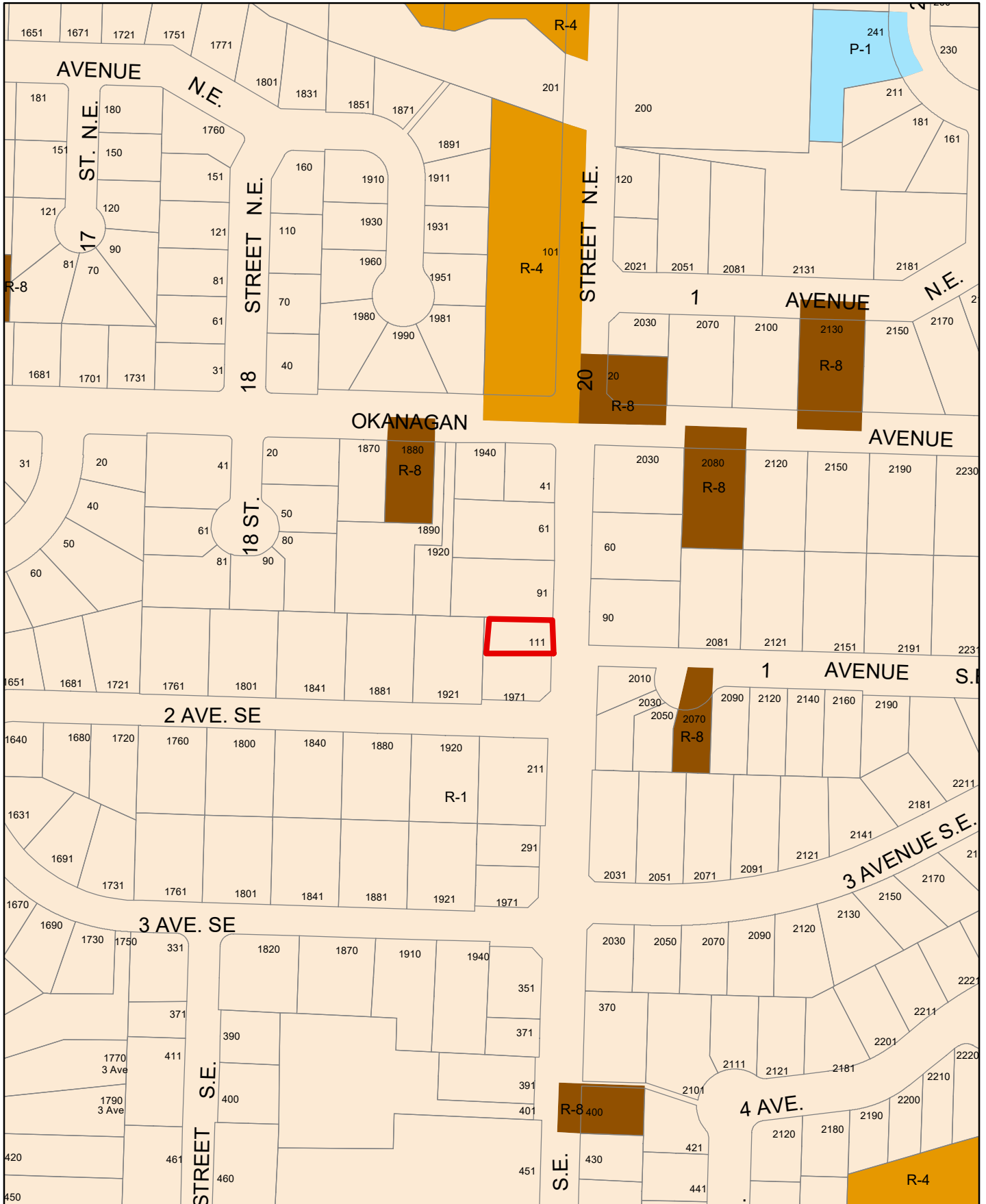
91

111

1971



 Subject Parcel





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

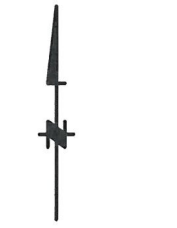
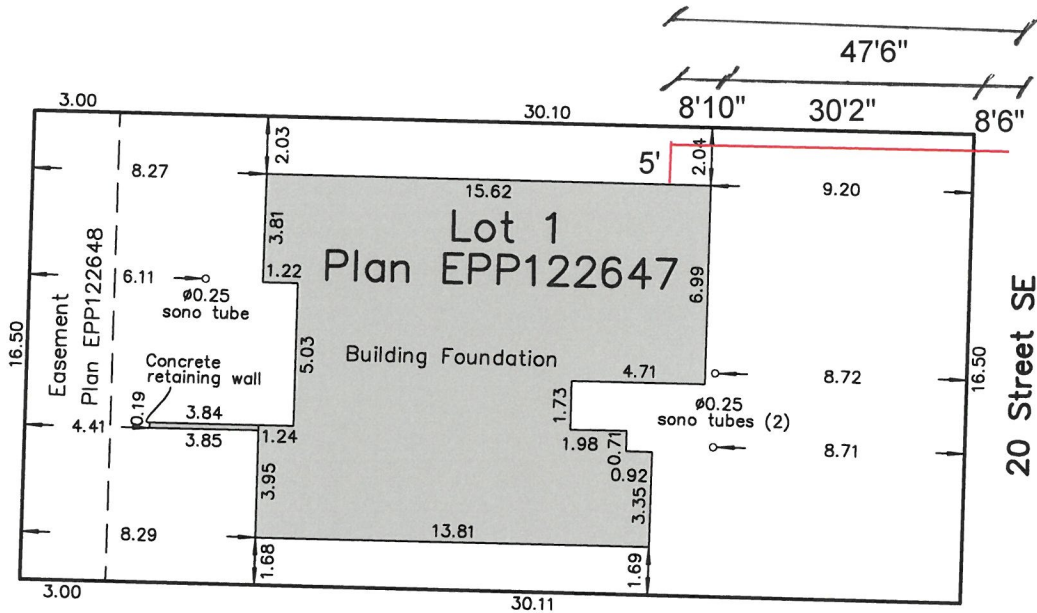
BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE

To: Whitstone Developments
 c/o Mark Wilson
 Box 716
 Salmon Arm, BC V1E 4N8
 Your File:

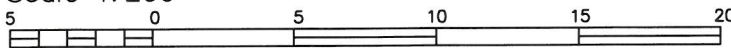
Re: Lot 1, Sec 13, Tp 20, Rge 10,
 W6M, KDYD, Plan EPP122647
 Parcel Identifier (PID): 031-828-370
 Civic Address: 111 20 Street SE, Salmon Arm

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

Charges
 Covenant: CB298512, CB298515
 Easement: CB298514



Scale 1:200



All distances are in metres.
 Dimensions derived from Plan EPP122647

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

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

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

This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 5th day of February, 2024.

Nicole Bird
 BTKBAK

Digitally signed by
 Nicole Bird BTKBAK
 Date: 2024.02.05
 13:37:51 -08'00'

BCLS

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 LAND SURVEYORS

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**THIS DOCUMENT IS NOT VALID UNLESS
 ORIGINALLY or DIGITALLY SIGNED.**

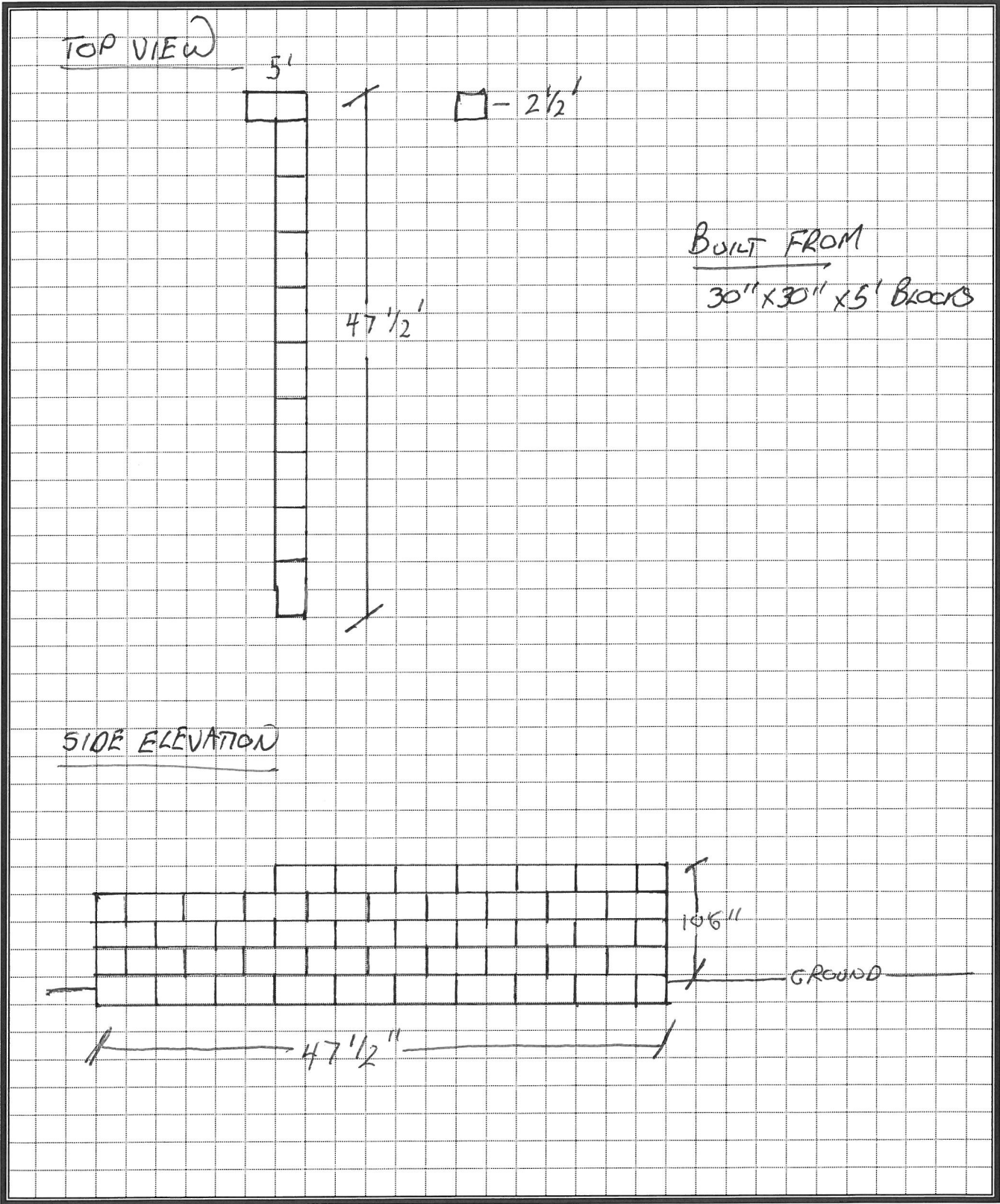
Our File: 27-24 Fb: 27-24.raw

whitstone

250.832.2567 whitstone.ca
Box 716, 1B 5720 Auto Road
Salmon Arm BC V1E 4N8

Project	RETAINING WALL	Page	1	of	1
Address	111 20TH STREET SE				
Date	FEB 26 2024	By:			

Construction ● Homes ● Developments





View of site looking northwest from 20 Street SE.



View of site looking southwest from 20 Street SE.



WHITSTONE DEVELOPMENTS LTD.
BOX 716
SALMON ARM B.C. V1E 4N8
Phone (250) 832-2567, Fax 832-5210

Letter of Proposal

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

Re: 111 20th Street SE

This letter is to request a variance be granted to allow for an increased height of retaining wall on the north side of the property.

The proposed wall would be built out of 30”X30”X60” Cement blocks topped with a chain link fence. (Similar to Figure 1). We anticipate the wall to end 5’ west of the power pole, with the power pole Guy wire being moved slightly to allow unrestricted access to the driveway.

Reasons for the request are as follows:

1. Due to the home being built on significantly sloped 20th Street SE, with best practices being to have a driveway slope away from a home, the south east corner of the garage was set to the elevation of the sidewalk which raised the north east corner of the garage roughly 3’10” above the sidewalk elevation. This increased the elevation difference between 111 20th Street SE and 91 20th Street SE.
2. While landscaping the north side front yard would be preferable the side yard setback of 2.04 M (~6’7”) does not allow for 4’ landscaped stepped walls to make up the 10’ rise from the neighbor’s front yard.
3. The proposed retaining wall would reduce run off into the neighbor’s yard. If the present slope (Figure 2) was landscaped it would push water into the front yard of 91 20th Street SE.
4. The proposed wall would enable the home to have increased off street parking if suites were to be added to the home. The future suites would be accessed by stairs off the retaining wall on the north side of the home.

Thank you for considering

Regards



Mark Wilson

WHITSTONE DEVELOPMENTS LTD.
BOX 716
SALMON ARM B.C. V1E 4N8
Phone (250) 832-2567, Fax 832-5210

Figure 1:



Figure 2:





REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Manager of Planning and Building

Title: Zoning Bylaw Amendment Application No. 1279

Legal: Lot 2, Section 16, Township 20, Range 10, W6M, KDYD, Plan 2340, Except Plans H401 and EPP61549 (950 30 Street SW) and Lot 1, Section 16, Township 20, Range 10, W6M, KDYD, Plan KAP67152, Except Plan EPP61547 and EPP61548 (3101 9 Avenue SW)

Civic: 950 30 Street SW & 3101 9 Avenue SW

Owner: 406900 BC Ltd.

Agent: Browne Johnson BC Land Surveyors (Melanie Howard)

Date: April 15, 2024

Executive Summary/Purpose:

The applicant is proposing to rezone two parcels that are currently split zoned. The rezoning seeks to rezone the lands south of 9 Avenue SW from A3 and C3 to C3 and C4. The rezoning would allow existing uses to continue and allow for C4 uses along the east portion of the subject property.

Motion for Consideration:

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 16, Township 20, Range 10, W6M, KDYD, Plan 2340, Except Plans H401 and EPP61549 (950 30 Street SW) and Lot 1, Section 16, Township 20, Range 10, W6M, KDYD, Plan KAP67125, Except Plan EPP61547 and EPP61548 (3101 9 Avenue SW) from A3 (Small Holding Zone) and C3 (Service Commercial Zone) to A3 (Small Holding Zone), C3 (Service Commercial Zone) and C4 (Fuel Service Station Commercial Zone) as shown on Appendix 9 in the staff report dated April 15, 2024.

Staff Recommendation:

That the Motion for Consideration be adopted.

Proposal:

The applicant is proposing to amend the current split zoning of the subject property to a configuration that would allow the existing uses on the north (agriculture) and west (trailer sales) portions and rezone the east portion of the subject parcel to allow for a car wash and fuel service station.

Background:

The subject property is comprised of two parcels (950 30 Street SW and 3101 9 Avenue SW), approximately 4.25 ha (10.4 ac) in area and located on the west side of the City Centre, adjacent to the Smart Centres development (Appendices 1 and 2). 3101 9 Avenue SW is legally 'hooked' across 9 Avenue SW, 950 30 Street SW is a single parcel. The split zoning over 9 Avenue SW is the result of the construction of 9 Avenue SW as part of the Highway 1 improvements that were completed in 2021. The northern portion of 3101 9 Avenue SW is within the Agricultural Land Reserve (ALR), designated in the Official Community Plan (OCP) as Acreage Reserve and zoned A2 Rural Holding Zone. The southern portion is designated in the OCP as Commercial Highway Service/Tourist and zoned C3 Service Commercial (see Appendices 3, 4 and 5). The Urban Containment Boundary bisects the subject parcel along the centerline of 9 Avenue SW, with the southern portion of the subject property within the Urban Containment Boundary (UCB), the northern portion outside the UCB.

Adjacent land uses include the following:

North: Agriculture	Zoned A-2
South: Agriculture	Zoned A-2
East: Single Family Residence	Zoned CD-8 and A-1
West: Single Family Residence	Zoned A-3 and C-3

In conjunction with the rezoning the applicant has applied for a Boundary Adjustment Subdivision, which would amend the parcel boundary between the two parcels to run in a north/south direction along the proposed C-4 and C-3 zone boundary.

Relevant Policy(ies):

The OCP supports rezoning that portion of the subject property from C-3 to C-4 within the Commercial Highway Service/Tourist area. The rezoning of the A-2 area to the proposed commercial areas is consistent with the OCP and addresses inconsistencies in land use designations and zoning brought about by the highway improvements and infrastructure projects in this area. Staff note that the portions south of 9 Avenue SW proposed to be rezoned from A-3 to C-3 and C-4 are not within the ALR and are inside of the Urban Containment Boundary.

Referral Comments:

Fire Department

No concerns

Building Department

No concerns.

Engineering Department

The comments of the Engineering Department are enclosed as Appendix 10.

Ministry of Transportation (MOTI)

The subject property fronts a controlled access highway; therefore, no direct access to the Trans Canada Highway (1) is permitted. All access must be via 9 Avenue SW. The applicant can address this at the time of Development Permit.

Planning Department

When considering a rezoning application a number of factors are considered, including – proposed uses, negative or positive impacts on adjacent uses and servicing. In this instance, the OCP supports the proposed rezoning.

The area is under transition and the proposed development is consistent with development in the area. The proposed rezoning along the ALR boundary is consistent with ALR policies and 9 Avenue SW provides a geographical boundary between the Urban Containment Boundary such that migration of the proposed and existing commercial uses to the north is unlikely.

9 Avenue SW was constructed by the Ministry of Transportation as part of the Highway 1 four laning project. During design stages staff were aware that the land to the south of 9 Avenue SW and north of Highway 1 were designated and zoned for commercial uses. Lands to the north of 9 Avenue SW is within the ALR and designated Agriculture. With the construction of the road completed by MOTI, it was expected that there would be demand to development the lots to the south for the highest and best use. At the time of a Development Permit application, Engineering staff would have an opportunity to review proposed development in more detail to ensure that any traffic or other servicing issues are addressed.

Given that the proposed rezoning is consistent with the OCP staff are supportive of the proposed rezoning.

Financial Considerations:

N/A

Committee Recommendations:

N/A

Public Consultation:

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advises those with an interest in the proposal to provide written

submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on May 13, 2024.

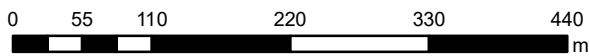
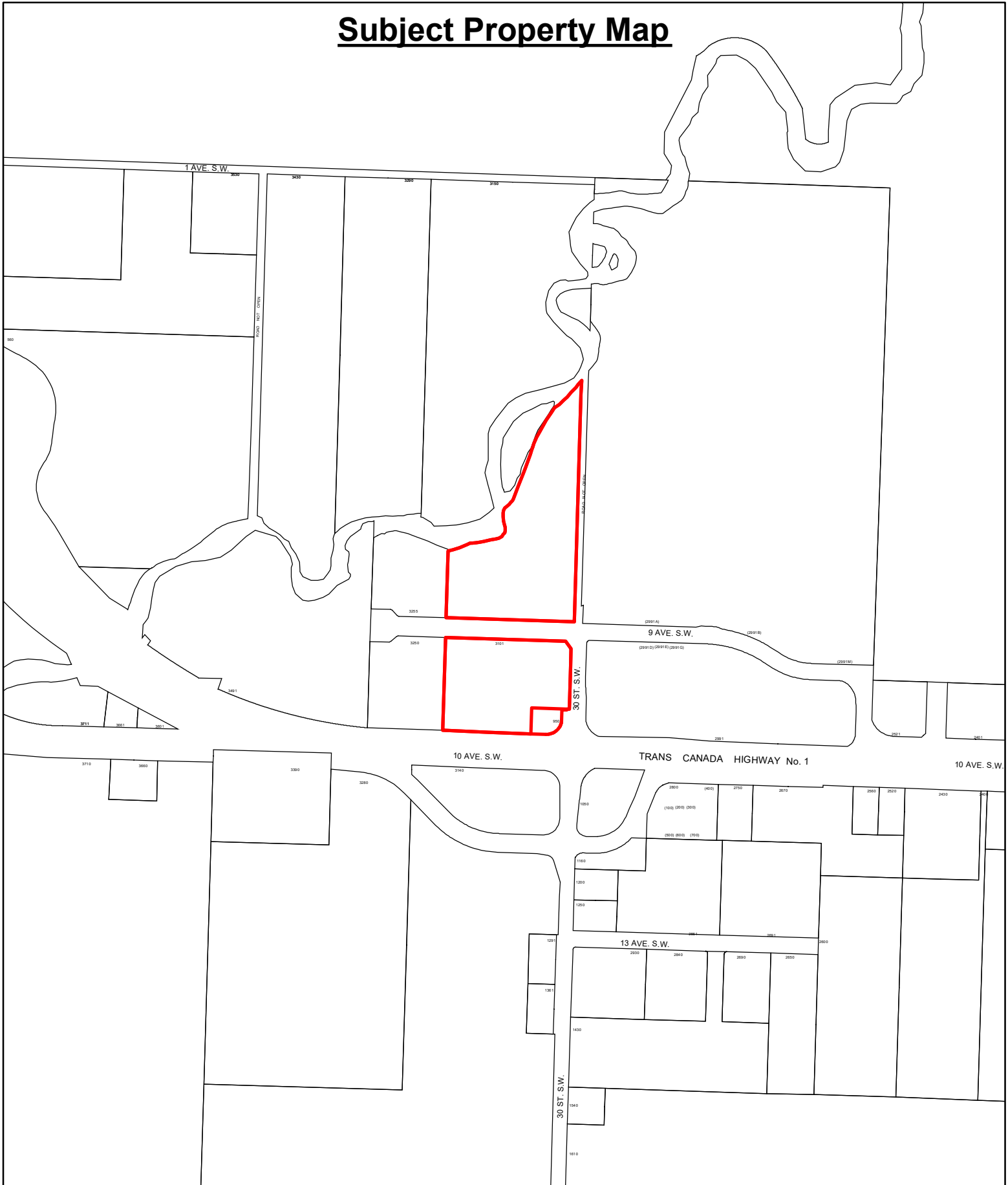
Alternatives & Implications: (alternatives written in motion form)
N/A



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

Attachments:

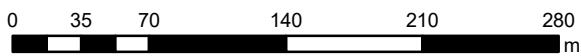
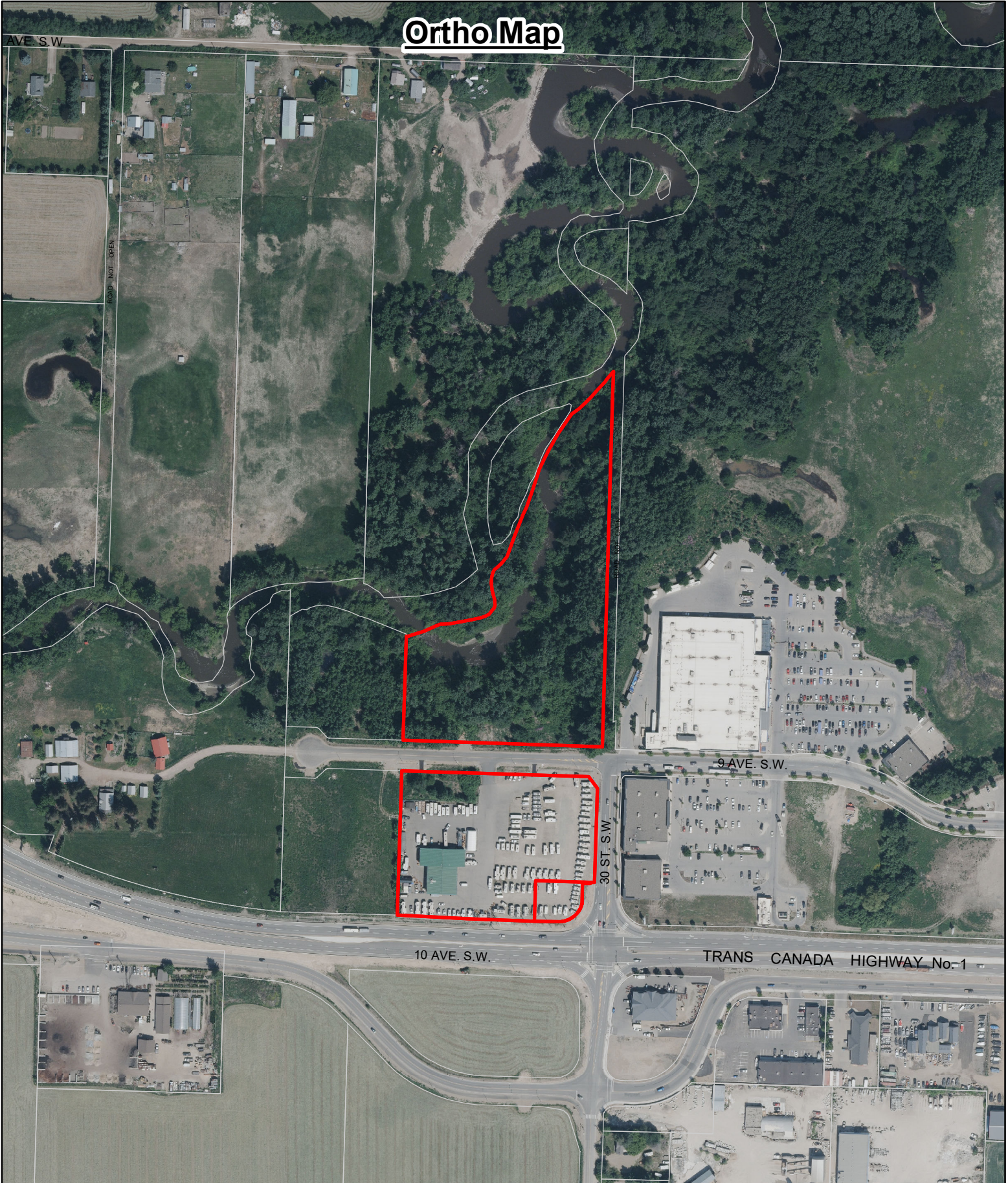
- Appendix 1 – Subject Property Map
- Appendix 2 – Ortho Map (Large Scale)
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – ALR Map
- Appendix 6 – A-3 Zone
- Appendix 7 – C-3 Zone
- Appendix 8 – C-4 Zone
- Appendix 9 – Proposed Zoning Sketch Plan
- Appendix 10 – Engineering Comments, dated March 12, 2024

Subject Property Map



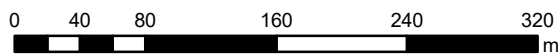
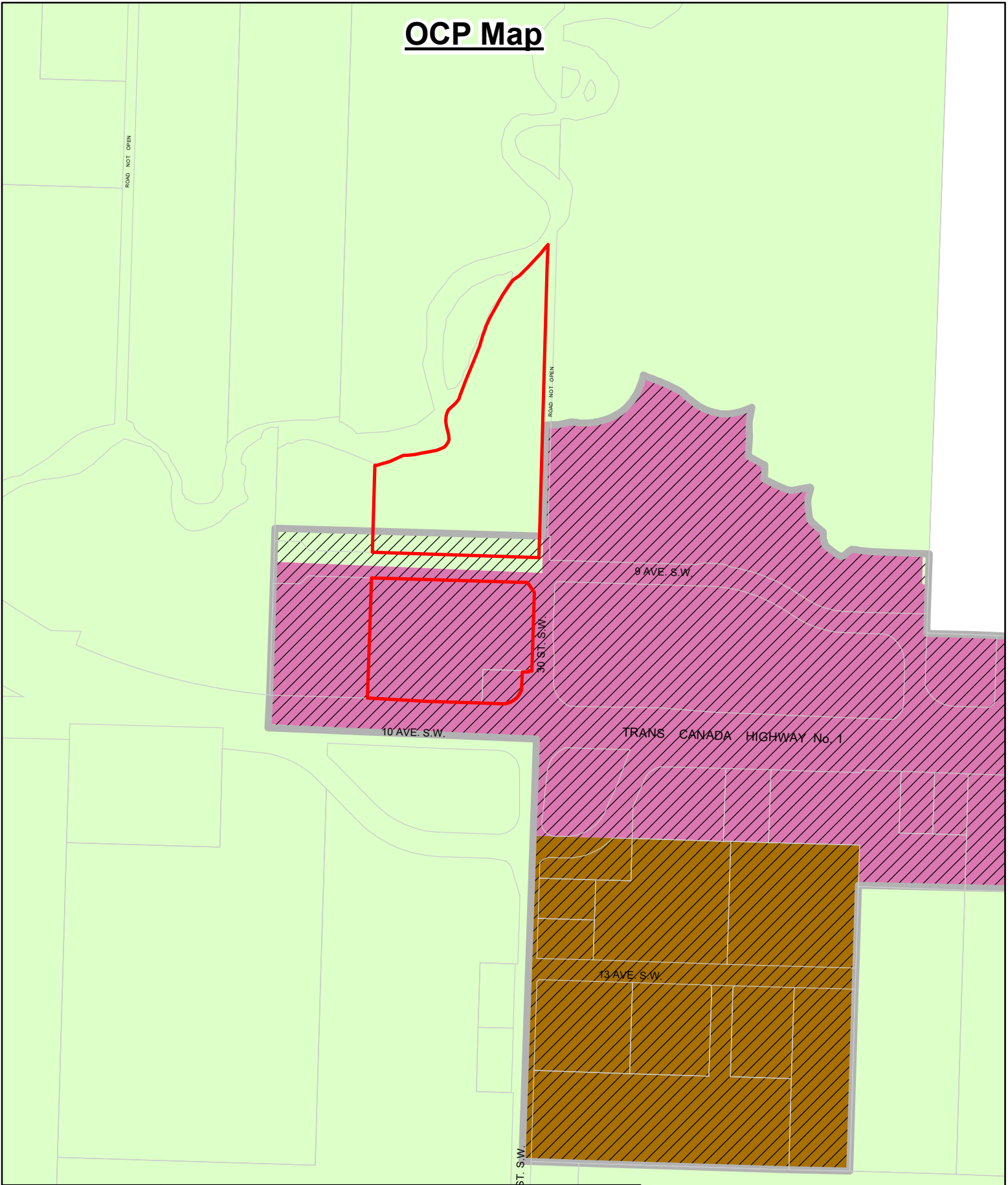
-  Subject Property
-  Parcels

Ortho Map



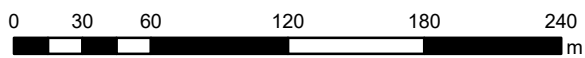
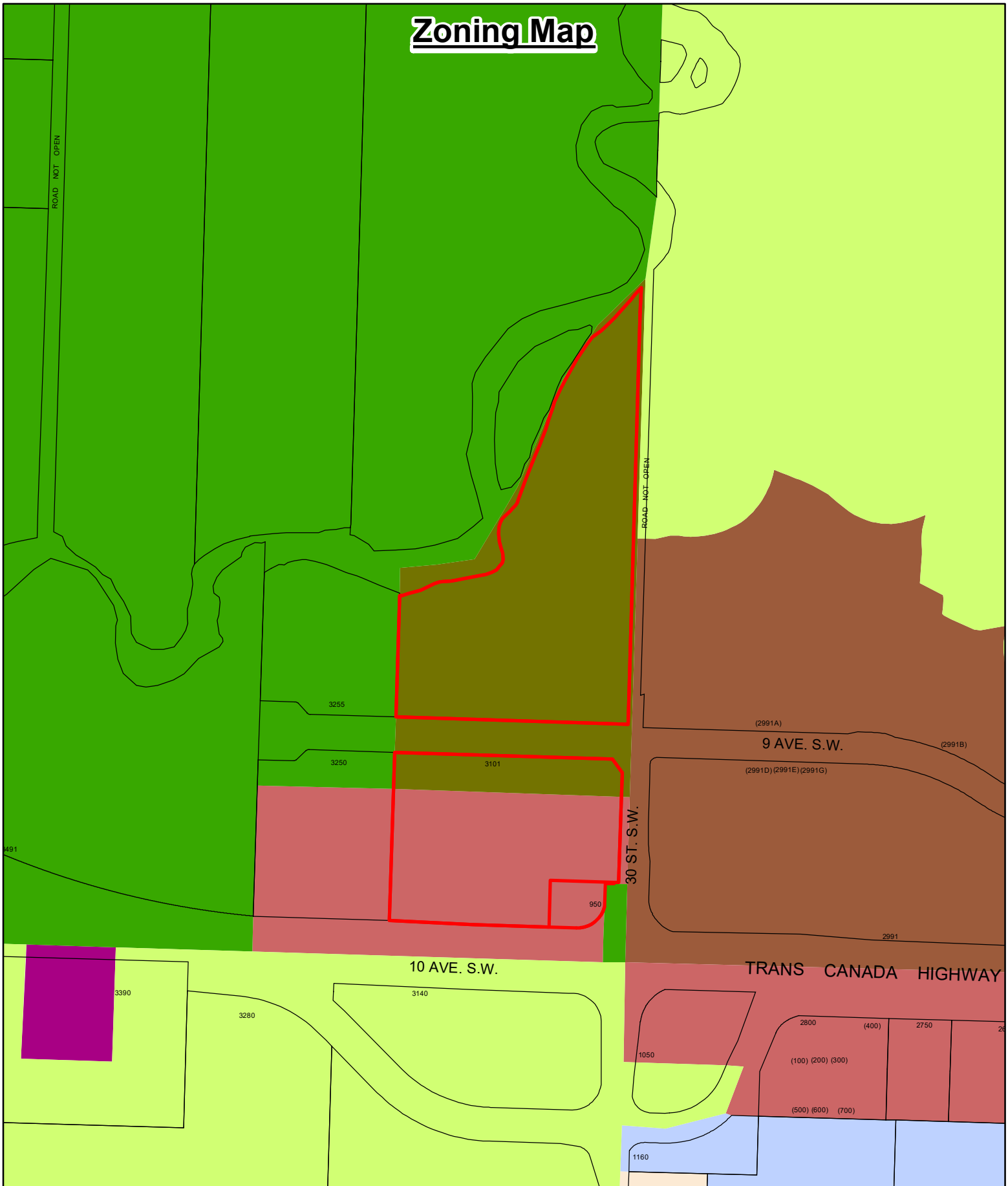
Subject Property
 Parcels

OCP Map



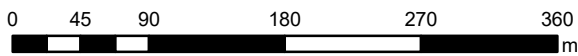
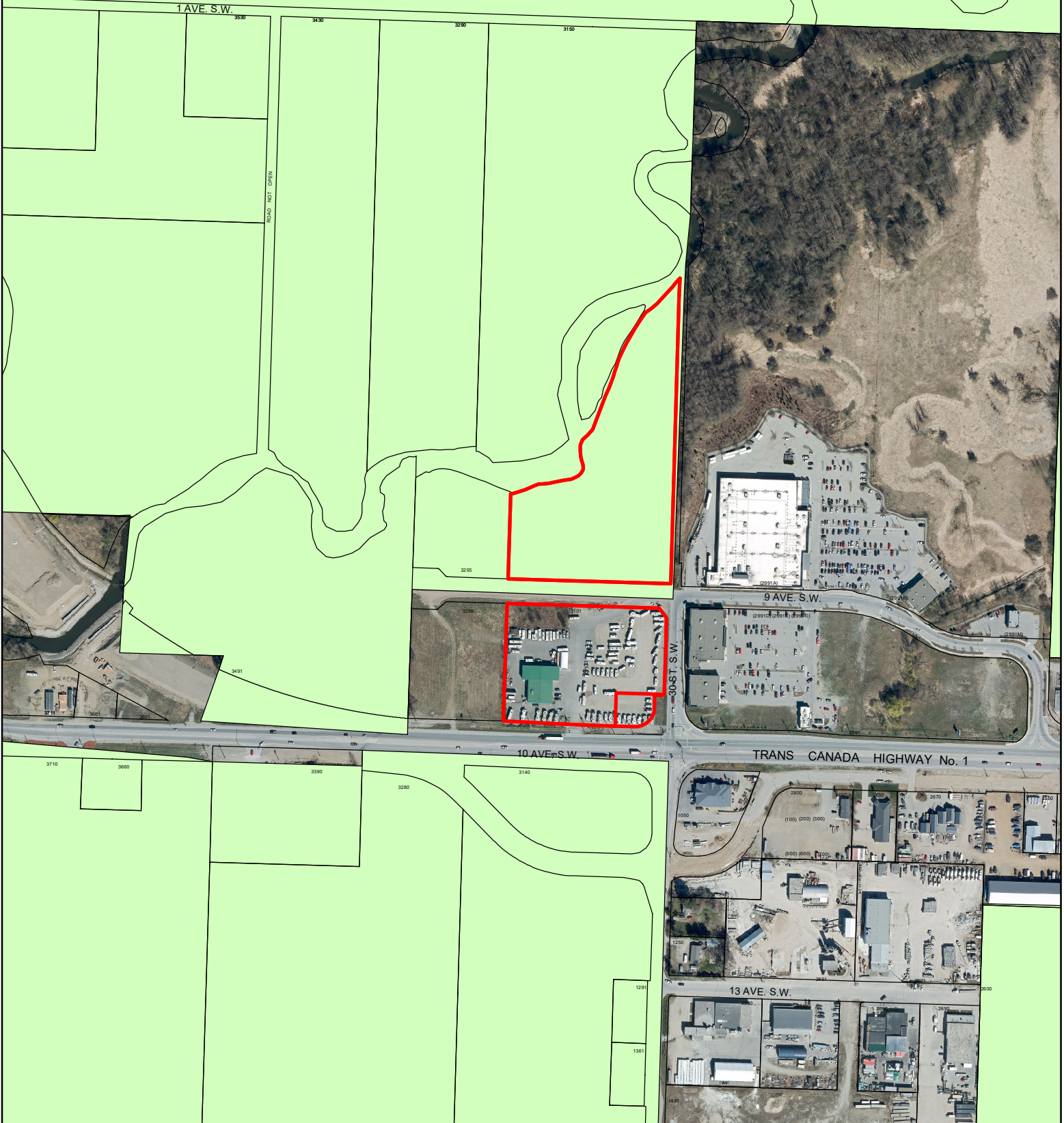
- Subject Property
- Parcels
- Urban Containment Area
- Salmon Valley Agriculture
- Commercial - Highway Service / Tourist
- Industrial - General

Zoning Map



- | | | |
|------------------|-----|------|
| Subject Property | A-1 | C-8 |
| Parcels | A-2 | M-1 |
| | A-3 | R-1 |
| | C-3 | CD-8 |

ALR Map



SECTION 36 - A-3 - SMALL HOLDING ZONE

Purpose

36.1 The A-3 Zone is intended to provide for the creation of two hectare *parcels* in areas specified in the *Official Community Plan* where further urbanization is not anticipated and where the Agricultural Land Commission (ALC has either excluded the area from the Agricultural Land Reserve or where the ALC has agreed to the A-3 Zoning).

Regulations

36.2 On a *parcel zoned A-3*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-3 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

36.3 The following uses and no others are permitted in the A-3 Zone

- .1 *agriculture*;
- .2 *bed and breakfast*, limited to three let rooms;
- .3 *boarders*, limited to two; #2767
- .4 *rural detached suite* (*development of a rural detached suite* in the Agricultural Land Reserve is subject to the Agricultural Land Commission Act and Regulations); #4018, #4193, #4465
- .5 *family childcare facility*; #3082
- .6 *group childcare*; #3426
- .7 *home occupation*;
- .8 *public use*;
- .9 *public utility*;
- .10 *secondary suite*; #3212
- .11 *silviculture*;
- .12 *single family dwelling*;
- .13 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Single Family Dwellings

36.4 The maximum number of *single family dwellings* shall be one (1) per *parcel*.

- .1 A second dwelling may be permitted under Section 4.13 of the bylaw.

Maximum Number of Secondary Suites #4018

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

Maximum Residential Building Area #4223

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

Maximum Height of Single Family Dwellings

36.7 The maximum *height of the single family dwelling* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

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

Minimum Parcel Size

36.9 The minimum *parcel* size shall be 2.0 hectares (4.9 acres).

Minimum Parcel Width

36.10 The minimum *parcel width* shall be 50.0 metres (164.0 feet).

SECTION 36 - A-3 - SMALL HOLDING ZONE - CONTINUED

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

36.11

- .1 The minimum *setback* of *principal* and accessory *buildings* intended to accommodate non-agricultural uses from all *parcel* lines shall be 6.0 metres (19.7 feet).
- .2 Refer to Section 4.9 for "Special Building Setbacks" which may apply. #2811

Minimum Setback of Buildings or Structures Intended to Accommodate Agricultural Uses

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

- .1 *Front parcel line* shall be 30.0 metres (98.4 feet)
- .2 *Rear parcel line* shall be 15.0 metres (49.2 feet)
- .3 *Interior side parcel line* shall be 15.0 metres (49.2 feet)
- .4 *Exterior side parcel line* shall be 30.0 metres (98.4 feet)
- .5 *Any single family dwelling* shall be 15.0 metres (49.2 feet)
- .6 *Any watercourse* or body of water shall be 30.0 metres (98.4 feet)
- .7 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811

Sale of Agricultural Products

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

Parking

36.14 Parking shall be required as per Appendix I.

SECTION 17 - C-3 - SERVICE COMMERCIAL ZONE

Purpose

17.1 The C-3 Zone is intended to accommodate commercial uses which are oriented towards vehicular traffic and require large areas of land for storage and/or display purposes and/or to accommodate large *buildings*. New *developments* zoned C-3 may be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*.

Regulations

17.2 On a *parcel* zoned C-3, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-3 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

17.3 The following uses and no others are permitted in the C-3 Zone:

- .1 auto parts and accessories (new) sales;
- .2 automotive repair shop, excluding *fuel service stations*;
- .3 automotive sales and rental lots and showroom (new and used);
- .4 boat and trailer sales and rental showrooms, including minor repairs;
- .5 *building* supply establishment;
- .6 *cafe*; #2736
- .7 car wash;
- .8 *commercial daycare facility*;
- .9 *craft distillery and brewery*
- .10 electrical appliance repair shop;
- .11 farm equipment sales and rental;
- .12 frozen food lockers, including retail sales;
- .13 funeral home including accessory crematorium;
- .14 greenhouses and nurseries, including retail sales;
- .15 *high technology research and development*; #4368
- .16 *home occupation*; #2782
- .17 laboratory, scientific and research;
- .18 laundromat;
- .19 locksmith shop;
- .20 *licensee retail store*; #3223
- .21 *mini warehousing*;
- .22 *mobile food vending*; #4240
- .23 *mobile home sales*; #2736
- .24 moving and storage establishment;
- .25 *neighbourhood pub*; #3223
- .26 *offices*;
- .27 *outside vending*; #2837
- .28 *personal service establishment*; #4049
- .29 print shop;
- .30 *public use*;
- .31 *public utility*;
- .32 radiator repair shop;
- .33 *recreation facility-indoor*;
- .34 recreation vehicle sales, repair, rental and assembly on parcels greater than 1.0 hectare with maximum 25% of gross floor area to be used for *parts assembly*. #2596
- .35 rental and repair of tools, small equipment; #2736
- .36 *restaurant*;
- .37 *retail store*; #4049
- .38 tire sales and repair establishment;

SECTION 17 - C-3 - SERVICE COMMERCIAL ZONE – CONTINUED

Permitted Uses con't

17.3 The following uses and no others are permitted in the C-3 Zone:

- .39 transportation use;
- .40 truck sales and rental lots and showroom;
- .41 upholstery shop;
- .42 upper floor dwelling units;
- .43 veterinary hospital;
- .44 accessory use;

Maximum Height of Principal Buildings

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

Maximum Height of Accessory Buildings

17.5 The maximum *height* of accessory *buildings* shall be 6.0 metres (19.68 feet).

Minimum Parcel Size or Site Area

17.6 The minimum *parcel* size or *site* area shall be 465.0 square meters (5,005.4 square feet).

Minimum Parcel or Site Width

17.7 The minimum *parcel* or *site* width shall be 15.0 metres (49.2 feet).

Minimum Setback of Principal Buildings

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

- | | | |
|----|--|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> | |
| | - adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |
| | - all other cases shall be | 1.0 metre (3.3 feet) |
| .3 | <i>Interior side parcel line</i> | |
| | - adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |
| | - all other cases shall be | 1.0 metre (3.3 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

Minimum Setback of Accessory Buildings

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

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

Outside Storage

17.10 Outside storage shall be screened as per Appendix III.

Parking and Loading

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

SECTION 18 - C-4 - FUEL SERVICE STATION COMMERCIAL ZONE

Purpose

18.1 The C-4 Zone is intended to accommodate a limited range of commercial uses which cater to the needs of the travelling public. New *developments zoned C-4* may be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*.

Regulations

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

Permitted Uses

18.3 The following uses and no others are permitted in the C-4 Zone:

- .1 *fuel service station*;
- .2 *outside vending*; #2837
- .3 *public use*;
- .4 *public utility*;
- .5 *accessory use*.

Accessory Uses

18.4 The following *accessory uses* and no others are permitted in the C-4 Zone:

- .1 bakery;
- .2 car wash;
- .3 *convenience store*;
- .4 laundromat;
- .5 retail sale of vehicle accessories and products essential to the day to day operation of vehicles;
- .6 *restaurant*;
- .7 washrooms.

Maximum Height of Principal Building

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

Maximum Height of Accessory Building

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

Maximum Parcel or Site Coverage

18.7

- .1 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 30% of the *parcel* or *site* area.
- .2 The maximum *parcel* or *site* coverage for all *buildings*, *structures*, pump islands, canopies, parking area and driveways shall be 85% of the *parcel* or *site* area.

Minimum Parcel Size or Site Area

18.8 The minimum *parcel* size or *site* area shall be 1,000.0 square metres (10,764.3 square feet).

Minimum Parcel or Site Width

18.9 The minimum *parcel* or *site* width shall be 30.0 metres (98.4 feet).

Minimum Setback of Principal and Accessory Buildings

18.10 The minimum *setback* of the *principal* and *accessory buildings* 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 3.0 metres (9.8 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)

Outside Storage

18.11 Outside storage shall not be permitted.

Parking and Loading

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

Sketch Plan of Proposed Subdivision and Rezoning of Lot 2, Plan 2340

Except Plans H401 and EPP61549

and Part of Lot 1, Plan KAP67152,

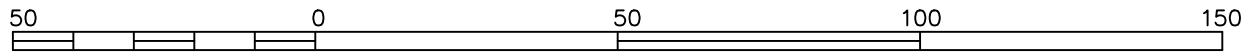
Except Plans EPP61547 and EPP61548

both of Sec 16, Tp 20,

Rge 10, W6M, KDYD

Scale 1:1250



BCGS 82L.064



All distances are in metres.

The intended plot size of this plan is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:1250

LEGEND

-  Existing A-2 Zoning
-  Existing A-3 Zoning
-  Existing C-3 Zoning
-  Proposed Rezoning from A-3 to C-3
-  Proposed Rezoning from A-3/C-3 to C-4



Rem
Plan B4633

Rem 1
Plan KAP67152

Salmon River

Proposed C-3 Rezoning
0.245 ha

9 Avenue SW

Proposed C-4 Rezoning
0.607 ha

Covenant
Plan KAP75030

1
Plan EPP123946

Plan KAP67152

Proposed
Lot A

0.607 ha
(1.5 acre)

Rem 2
Plan 2340

Trans - Canada Highway

30 Street SW

January 15, 2024

BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. 250-832-9701
File: 458-23

TO: Gary Buxton, Director of Planning
DATE: March 12, 2024
PREPARED BY: Chris Moore, Engineering Assistant
APPLICANT: **406900 BC Ltd**
SUBJECT: **ZON 1279 & SUB 23-20**
LEGAL: Lot 1, Section 16, Township 20, Range 10, W6M, KDYD, Plan KAP67152
Except Plans EPP61547 & EPP61548; and Lot 2, Section 16, Township 20,
Range 10, W6M, KDYD, Plan 2340 Except Plans H401 and EPP61549
CIVIC: **3101 – 9 Avenue SW (Lot 1) and 950 – 30 Street SW (Lot 2)**

Further to your referral dated January 24 2024, we provide the following servicing information.

The following comments and servicing requirements are conditions for subdivision:

1. 30 Street SW on the subject property's eastern boundary is designated as an Urban Local Road standard requiring 20.0m road dedication (10.0m on either side of road centerline) plus throat widening approaching the Trans-Canada Highway. Additional dedication will be required to achieve the greater of 20.0m from centerline or a 6.0m offset from face of curb/edge of asphalt to permit the construction of an offset sidewalk along the frontage of the subject property. Extent of dedication required to be confirmed by a BCLS.
2. Provision of all new Works and Services is exempt under section 5.1.1 of the Subdivision and Development Services Bylaw No 4293 (SDSB) as the subdivision application is a parcel line adjustment.

The following comments and servicing requirements are not conditions for Rezoning, or the current subdivision application, but are provided as a courtesy in advance of any further subdivision or development proceeding to the next stages:

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4293. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.

5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control (ESC) measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads / Access:

1. 9 Avenue SW, bisects the subject property and is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 9 Avenue SW was recently upgraded by the Ministry of Transportation to a paved Rural Local Road standard. Installation of a sidewalk along the frontage of the subject property on the southern side of 9 Avenue SW will be required to meet current active transportation guidelines.
3. 30 Street SW on the subject property's eastern boundary is designated as an Urban Local Road standard. Refer to comments provided in the subdivision section above.
4. 30 Street SW is currently constructed to an Interim Local Road standard. Upgrading to the current Local (highway frontage) Road standard is required. Upgrading may include, but is not limited to, sidewalk, boulevard construction and street lighting. Owner / Developer is responsible for all associated costs.
5. Trans-Canada Highway on the subject property's southern boundary is a provincial controlled access highway. Additional dedication / improvements will be determined by Ministry of Transportation.

Water:

1. The subject properties front a 200mm diameter Zone 1 watermain on 9 Avenue SW and 30 Street SW and a 200mm and 300mm diameter Zone 1 watermain on Trans-Canada Highway. No upgrades will be required at this time.

2. Records indicate that the southern portion of 3101 9 Avenue SW is serviced by a 50mm diameter water service from the 200mm diameter watermain on 9 Avenue SW. No upgrades will be required at this time.
3. Records indicate that 950 30 Street SW is not serviced with City water.
4. Proposed Lot A is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).

Sanitary:

1. The subject properties front a 200mm diameter sanitary sewer on 30 Street SW. No upgrades will be required at this time.
2. Extension of a 200mm diameter sanitary sewer across the southern boundary of the subject properties will be required.
3. The remainder and proposed Lot A are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
4. Records indicate that the southern portion of 3101 9 Avenue SW is currently serviced by a septic field. Decommissioning of the septic field, in accordance with building department requirements will be a condition of subdivision / development. Owner / Developer responsible for all associated costs.

Drainage:

1. The subject property fronts a 250mm diameter storm sewer on 30 Street SW and 300mm diameter storm sewer along the Trans-Canada Highway. No upgrades will be required at this time subject to Item 3.
2. The subject property is in an area with no current storm capacity concerns according to the Stormwater Master Plan Study (April 2020).
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.

5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Geotechnical:

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for Category A (Building Foundation Design) and Category B (Pavement Structural Design) are required.
2. The northern proposed property is situated within the Agricultural Land Reserve (ALR) zone, and the riparian area occupies a significant portion of the land. In this regard, future development is unlikely and a geotechnical report for this portion of the property will not be required.

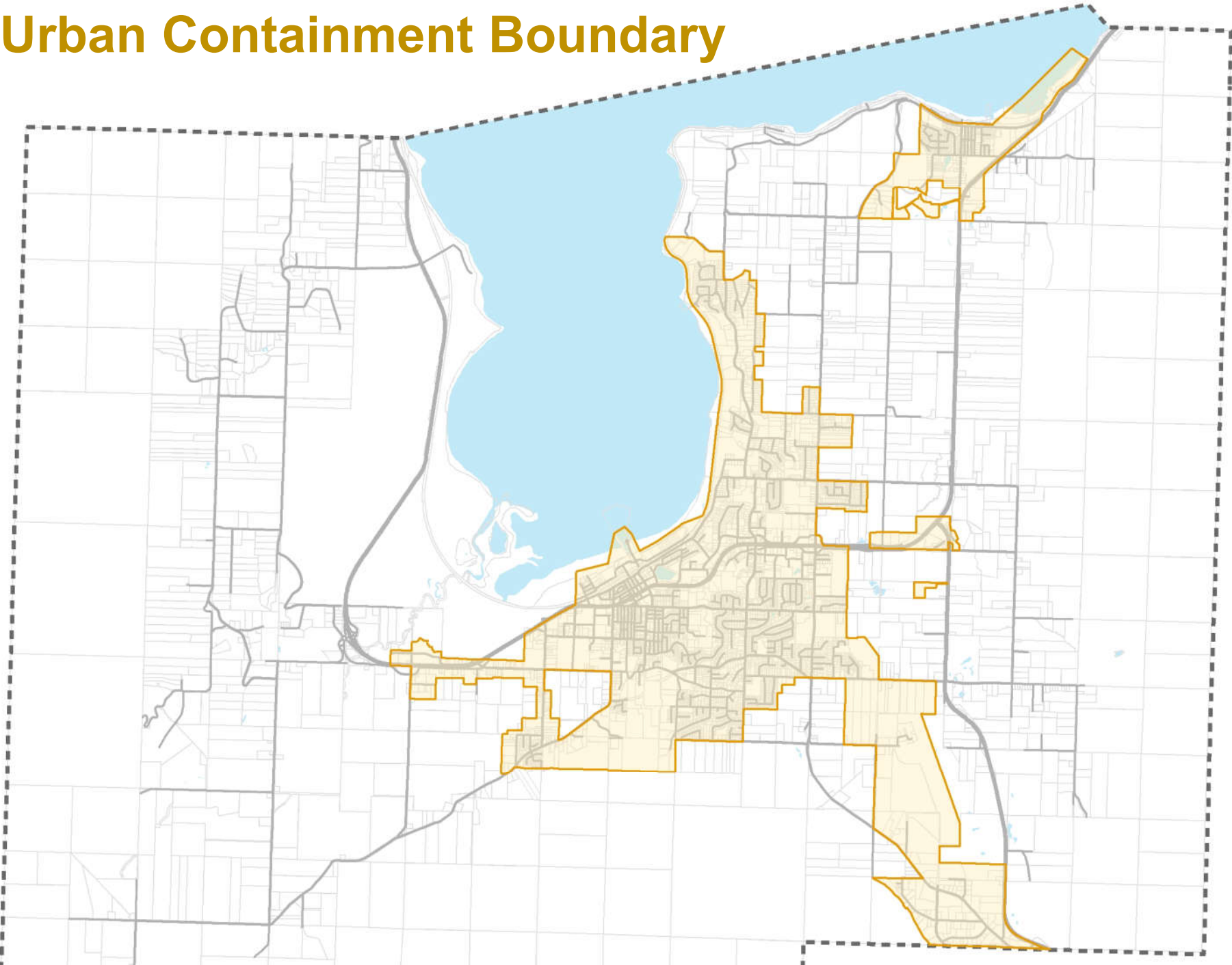


Chris Moore
Engineering Assistant



Jennifer Wilson, P.Eng
City Engineer

Urban Containment Boundary



CITY OF SALMON ARM

BYLAW NO. 4615

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on May 13, 2024 at the hour of 7:00 p.m. was published in the May 2, 2024 and May 9, 2024 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 16, Township 20, Range 10, W6M, KDYD, Plan KAP67152 Except Plans EPP61547 and EPP61548 and Lot 2, Section 16, Township 20, Range 10, W6M, KDYD, Plan 2340 Except Plans H401 and EPP61549 from A-3 (Small Holding Zone) and C-3 (Service Commercial Zone) to C-3 (Service Commercial Zone), C-4 (Fuel Service Station Commercial and A-3 (Small Holdings 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. 4615**”

READ A FIRST TIME THIS 22 DAY OF April 2024

READ A SECOND TIME THIS 22 DAY OF April 2024

READ A THIRD TIME THIS DAY OF 2024

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2024

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"

