



# AGENDA CITY OF MERRITT REGULAR MEETING OF COUNCIL

Tuesday, August 18, 2020

7:00 P.M.

COUNCIL CHAMBERS, CITY HALL

2185 Voght Street

Merritt, B.C

Mission Statement: *The City of Merritt is a progressive, attractive, economically viable City that is socially responsible and environmentally sustainable.*

**Pages**

1. CALL TO ORDER

2. LATE ITEMS

2.1 Voght Street Phase 2 - Grimmer and Walters Conceptual Design Update

Presentation by Charlie Henderson, Superintendent of Public Works and Engineering Services

**Recommendation:**

2.2 Fees and Charges Amendment Bylaw 2286, 2020 - Trucked Liquid Waste

**Recommendation:**

That Council add consideration of Fees and Charges Amendment Bylaw 2286, 2020 to the agenda as item 8.2.

3. PUBLIC INPUT

10 m

4.	<u>ADOPTION OF MINUTES</u>	
4.1	<u>Special Council Meeting Minutes - August 4th, 2020</u>	5
	<b>Recommendation:</b> <b>THAT the Minutes of the Special Council Meeting held on August 4th, 2020 be adopted.</b>	
5.	<u>PUBLIC HEARING</u>	
5.1	<u>Public Hearing</u>	
5.1.1	<u>Introduction of Bylaw</u>	
5.1.2	<u>Staff report</u>	11
	To be introduced by Mr. McArthur	
	<b>Recommendation:</b> <b>THAT Council receive this report as information.</b>	
5.1.3	<u>Public submissions</u>	
	Oral submissions on the proposed Zoning Bylaw from the public	
	.	
5.1.4	<u>Written submissions</u>	176
	The attached submission was received in response to the public notices placed.	
5.1.5	<u>Termination of public hearing</u>	
	<b>Recommendation:</b> <b>THAT the Zoning Bylaw 2284 2020 be returned to a regular session of Council for Third Reading</b>	
6.	<u>GENERAL MATTERS - Delegations and Recognitions</u>	
6.1	<u>Creating an Age Friendly City</u>	177
	Presentation by Craig and Judy Gray.	
	<i>This item was deferred from March 24th, 2020.</i>	

6.2 Nicola Valley Community Arts Council

195

Jano Howarth and Mischelle Pierce to present on Downtown Beautification Mural project.

7. UNFINISHED BUSINESS

7.1 Correspondence Policy

Item deferred from the August 4th, 2020 meeting

**Recommendation:**

**THAT Council adopt the proposed Correspondence Policy as attached**

7.2 Visual symbol of diversity and inclusion

201

Following the Notice of Motion from Councillor Fehr, staff have drafted the attached symbols for Council discussion.

None of these are final, and all can be edited, or have aspects combined should Council wish.

Mr. George will give a further oral report at the meeting.

**Recommendation:**

**THAT Council provide further direction to staff on the visual symbol of diversity and inclusion**

8. BYLAWS

8.1 Zoning Bylaw 2284, 2020

To be introduced by Mr. McArthur

**Recommendation:**

**THAT Zoning Bylaw 2284, 2020 as amended be given Third Reading**

8.2 Fees and Charges Amendment Bylaw 2286, 2020 - Trucked Liquid Waste

205

*This item will only be considered if Council unanimously resolves to accept this proposed amendment as a late item.*

**Recommendation:**

**THAT Council give first reading to the Fees and Charges Amendment  
Bylaw No. 2286, 2020**

**Recommendation:**

**THAT Council give second reading to the Fees and Charges Amendment  
Bylaw No. 2286, 2020**

**Recommendation:**

**THAT Council give third reading to the Fees and Charges Amendment  
Bylaw No. 2286, 2020**

**9. NEW BUSINESS**

**9.1 Communications Plan 210**

**Recommendation:**

**THAT Council adopt the City of Merritt Communication Plan**

**Recommendation:**

**AND THAT Council directs staff to execute the recommended  
Implementation Plan in the Communications Plan.**

**9.2 North Bench Neighbourhood Development Plan Engagement Strategy 263**

To be introduced by Mr. McArthur

**Recommendation:**

**THAT Council receive this report as information.**

**9.3 CAO Update**

**9.4 Voght Street Phase 2 - Grimmatt and Walters Conceptual Design Update 272**

Presentation by Charlie Henderson, Superintendent of Public Works and  
Engineering Services

**10. NOTICES OF MOTION**

**11. REPORTS FROM COUNCIL**

**12. INFORMATION ITEMS**

**13. CLOSED SESSION**

**14. TERMINATION OF MEETING**



**MINUTES**  
**CITY OF MERRITT**  
**SPECIAL MEETING OF COUNCIL**

Tuesday, August 4, 2020  
7:00 P.M.  
COUNCIL CHAMBERS, CITY HALL  
2185 Voght Street  
Merritt, B.C

**PRESENT:**

- Mayor L. Brown**
- Councillor M. Bhangu**
- Councillor K. Christopherson**
- Councillor A. Etchart**
- Councillor T. Fehr**
- Councillor T. Luck**
- Councillor M. White**

**IN ATTENDANCE:**

- Mr. S. Hildebrand, Chief Administrative Officer**
- Mr. S. Smith, Director of Corporate Services**
- Mr G. Lewis, Deputy Corporate Officer**
- Mr. W. George, Tourism & Economic Development Manager**
- Mr. W. Anderson, Director of Finance and IT**
- Mr. D. McArthur, Planning & Development Services Manager**

**1. CALL TO ORDER**

**1.1 Call to Order**

Mayor Brown called the meeting to order at 7:00pm

**2. LATE ITEMS**

**2.1 Merritt Curling Rink Roof Options**

New item 9.3, to be inserted before CAO update (under *Procedure Bylaw* s12(e) this requires unanimous vote by Council):

**THAT Council support a \$40,000.00 gas tax funded, financial partnership investment with the Merritt Curling Club and the TNRD on the curling building roof replacement project.**

Council unanimously agreed to add the late item to the agenda.

Councillor White arrived at 7.01pm.

Mr. McKeown introduced the item, and talked through it in detail.

Council discussed issues including the importance of the curling club to Merritt, and the City's obligations if the roof were to fail.

Recommendation: 2020SC01-01

***Add proposed item to agenda as new item 9.3***

Absent (1): Melvina White

**Moved, Seconded, CARRIED**

Recommendation: 2020SC01-L01

***THAT Council support a \$40,000.00 gas tax funded, financial partnership investment with the Merritt Curling Club and the TNRD on the curling building roof replacement project.***

**Moved, Seconded, CARRIED**

**3. PUBLIC INPUT**

Nil

**4. ADOPTION OF MINUTES**

**4.1 Regular Council Meeting Minutes- July 21st, 2020**

Recommendation:

*THAT the Minutes of the Regular Council Meeting held on July 21st, 2020 be adopted*

Absent (1): Melvina White

**Moved, Seconded, CARRIED**

## 4.2 Reconsideration

Mayor Brown exercised her authority under s131 of the *Community Charter* to require reconsideration of the mural item.

After extensive discussion, Councillor Luck moved that the item be deferred.

Recommendation:

***THAT the motion "THAT the City work with the current economic recovery initiatives and create a culture and diversification mural highlighting the many cultures of Merritt in their cultural attire, past and present; AND THAT this mural be created on a City facility of available non-City facility pending a moveable mural frame, to fit with the Economic Recovery downtown beautification mural project" be deferred.***

Against (1): Mike Bhangu

**Moved, Seconded, CARRIED**

## 5. PUBLIC HEARING

### 5.1 Public Hearing

Mayor Brown recessed to the public hearing at XXX

Mayor Brown reconvened the regular meeting at XXX

#### 5.1.1 Introduction of Bylaw

#### 5.1.2 Staff report

To be introduced by Mr. McArthur.

#### 5.1.3 Public Submissions

Oral submissions on the proposed Zoning Bylaw from the public.

Members of the public made submissions, which will be made available in a single document with submissions from the second session of the Hearing on August 18th, 2020.

Recommendation:

***THAT the Hearing be adjourned to City Hall on August 18th, 2020 at 7pm***

**Moved, Seconded, CARRIED**

5.1.4 Written submissions

The attached submission was received in response to the public notices placed.

5.1.5 Adjournment of Public Hearing

Adjourn public hearing

adjourned at 7.47pm

**6. GENERAL MATTERS - Delegations and Recognitions**

**6.1 TNRD Housing Needs Assessment**

Presentation by Sandy Mackay from M'Akola Development Services

Mr Mackay introduced the item, and explained the structure of M'Akola and how they operate. He explained that as this Housing Needs Assessment is fully funded, they intend to leave the communities involved with a solid base for the future studies required.

After he spoke and answered questions from Councillors, Ms Sadilkova from the TNRD answered questions about the process.

**7. UNFINISHED BUSINESS**

**7.1 Reconsideration**

Mr. Lowis asked for clarity on the deferment earlier, explaining that Council could refer to staff, or defer to a specific date, but could not do a generic deferment. Council confirmed the deferment was to the last meeting in September, and that they expected a staff report on the motion.

**8. BYLAWS**

**8.1 Zoning Bylaw 2284**

To be introduced by Mr. McArthur.

Mr. McArthur introduced the item, and asked Council to give direction.

Following extensive discussion on the proposed Bylaw, particularly around Short Term Rentals, Councillors agreed to proceed with the amendments

as proposed. They expressed interest in investigating in the future whether or not Short Term Rentals could be capped in a manner similar to Retail Cannabis stores.

Recommendation:

***THAT Council amend Zoning Bylaw No. 2284, 2020, as outlined on the attached schedule, and resolve to reconvene the Public Hearing on August 18, 2020.***

**Moved, Seconded, CARRIED**

## **9. NEW BUSINESS**

### **9.1 Active Transportation Plan Update**

To be introduced by Mr. McArthur

Mr. McArthur introduced the item, and explained about the details of the survey, including that a new survey will be performed in the fall.

Mr. Hildebrand noted the pedestrian bridge should be re-opened by September.

### **9.2 Correspondence Policy**

To be introduced by Mr. Lowis.

Mayor Brown moved that this be deferred to August 18th in order to ask questions of Mr. Smith.

Recommendation:

***THAT Council defer consideration of the Correspondence Policy as attached until August 18th.***

**Moved, Seconded, CARRIED**

### **9.3 CAO Update**

Mayor Brown thanked Mr. Hildebrand on behalf of Council for his work, and expressed how happy she was to continue working with him at TNRD.

Mr. Hildebrand thanked Merritt for the time he's spent here, and praised the staff and council.

He provided an update on developments taking place, including the Voght Street project being ahead of schedule, and challenges with traffic.

Councillors expressed their thanks for his time at the City, and the work he had done.

**10. NOTICES OF MOTION**

Nil

**11. REPORTS FROM COUNCIL**

Nil

**12. INFORMATION ITEMS**

**12.1 Ms L. Robinson**

**13. TERMINATION OF MEETING**

The Mayor declared the meeting ended at 9.32pm

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Corporate Officer

Sean Smith

Certified correct in accordance with Section 124(2) (c) of the Community Charter

Confirmed on the \_\_\_\_ day of \_\_\_\_, 20\_\_

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Mayor

Linda Brown

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**August 18, 2020**

**File Number: 3900.2284**

**To:** Sean Smith, Chief Administrative Officer  
**From:** Don McArthur, Planning Manager  
**Date:** August 13, 2020  
**Subject:** Zoning Bylaw No. 2284, 2020 Public Hearing Part 2

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**RECOMMENDATION:**

**THAT Council receive this report as information.**

**Background:**

At the August 4, 2020 Special Council Meeting, Council passed a resolution to accept 21 amendments to the proposed Zoning Bylaw No. 2284, 2020. The Public Hearing was adjourned, so that public notice of the proposed amendments could be given. The Public Hearing will need to be reconvened on August 18<sup>th</sup> to provide persons the opportunity to speak to the proposed Bylaw and amendments.

The amendments were advertised in the August 6<sup>th</sup> and 13<sup>th</sup> editions of the Merritt Herald, as well as published on the City's website. Letters were also mailed to adjacent property owners, as per *Local Government Act* requirements.

No correspondence was received by the August 13<sup>th</sup> deadline.

**Options / discussion**

1. That Council receive this report as information.

**Financial / Risk Implications:**

None.

**Others Consulted:**

Residents were provided notice of the Public Hearing by way of the following:

- Newspaper advertisements August 6<sup>th</sup> and 13<sup>th</sup>
- Letters of notice
- City of Merritt website posting

**Attachments:**

Attachment A: Amended Zoning Bylaw No. 2284, 2020

Attachment B: Amended Schedule A Zoning Map

Attachment C: Schedule B Floodplain Map

Attachment D: List of Amendments

**Respectfully submitted,**

**Don McArthur**

**Planning and Development Services Manager**



# **Zoning Bylaw No. 2284, 2020**



**Merritt**  
FLOURISH UNDER THE SUN

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ZONING BYLAW 2284, 2020

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A BYLAW OF THE CITY OF MERRITT  
TO ESTABLISH ZONES AND REGULATE LAND USE AND  
DENSITY WITHIN THE ZONES

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**WHEREAS** the *Local Government Act, 1996, RSBC Chapter 323*, permits a local government to divide the whole or part of the municipality into zones and establish boundaries of the zones;

**AND WHEREAS** the City of Merritt wishes to regulate use of land, buildings and other structures, the density of use of land, buildings and other structures, the siting, size and dimensions of buildings and other structures and the uses that are permitted on the land;

**AND WHEREAS** the City of Merritt wishes to regulate the shape, dimensions and area, including the establishment of minimum and maximum sizes of all Parcels of land that may be created by subdivision

**NOW THEREFORE** the Council of the City of Merritt, in open meeting assembled, hereby **ENACTS AS FOLLOWS:**



# PART 1 - ADMINISTRATION



## PART ONE - ADMINISTRATION

### 1.1 Title

- 1.1.1 This Bylaw may be cited for all purposes as the "*Zoning Bylaw No. 2284, 2020*".

### 1.2 Application

- 1.2.1 The provisions of this Bylaw shall apply to the land within the boundaries of the City of Merritt and to the uses, buildings, and structures thereon.

### 1.3 Amendment

- 1.3.1 Where required, pursuant to the *Local Government Act*, the City shall mail or otherwise deliver the notice of Hearing on a rezoning or land use contract amendment to the owners and occupiers of all real property in accordance with the City's Land Use Procedures Bylaw.

### 1.4 Severability

- 1.4.1 If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

### 1.5 Effective Date

- 1.5.1 This Bylaw shall come into force and take effect upon adoption.

### 1.6 Repeal

- 1.6.1 *City of Merritt Zoning Bylaw 2187, 2015* and all amendments thereto, are hereby repealed.

### 1.7 Schedules

- 1.7.1 Schedule "A" - Zoning Map and Schedule "B" - Floodplain Map are attached to, and form part of this Bylaw.

## PART 2 - INTERPRETATION





## PART TWO - INTERPRETATION

### 2.1 Rules of Interpretation

- 2.1.1 Words used in the present tense include the other tenses and derivative forms; words used in the singular include the plural and vice versa; and the words “person” includes a corporation, firm, partnerships, trusts, and other similar entities as well as an individual.
- 2.1.2 In this Bylaw, Defined terms are denoted with capitalization.
- 2.1.3 The words “shall”, “must” and “is” require mandatory compliance except where a variance has been granted pursuant to the *Local Government Act*.
- 2.1.4 The phrase “used for” includes “arranged for”, “designed for”, “maintained for”, or “occupied for.”
- 2.1.5 Words, phrases, and terms neither defined in this section nor in the *Local Government Act*, *Community Charter* or the *Interpretation Act* shall be given their usual and customary meaning for the purpose of interpreting this Bylaw.
- 2.1.6 Where a regulation involves two or more conditions, provisions, or events, connection by the conjunction “and” means all the connected items are required; “or” means that any one will suffice, but does not prohibit fulfillment of multiple conditions, provisions or events.
- 2.1.7 The zone boundaries on the Zoning Map shall be interpreted as follows:
  - a. where a zone boundary follows a street, lane, railway, pipeline, power line, utility right-of-way or easement, it follows the centreline, unless otherwise clearly indicated on the Zoning Map; and
  - b. where a zone boundary is shown as approximately following the municipal boundary, it follows the municipal boundary; and
  - c. in circumstances not covered above, the zone boundary shall be determined by the scale of the Zoning Map.



## 2.2 General Definitions

2.2.1 In this Bylaw, unless the context otherwise requires:

**ABUT or ABUTTING** means contiguous to, or physically touching, and when used with respect to two Parcels, means that the Parcels share a common Parcel Line.

**ACCESS** means the location of vehicular Access to a Parcel, including a driveway or entrance to a Garage, which may Abut a Parcel Line at the front, exterior side on a Flanking Street or rear from a Lane.

*See Section 4.8 for regulations.*

**ACCESSORY** means anything of a customarily incidental and subordinate nature to the Principal Use of land or buildings located on the same Parcel.

**ACCESSORY BUILDING** means a subordinate non-residential Structure, the Use of which is customarily incidental to the Use of the Principal Building situated on the same Parcel or to the Principal Use being made of the Parcel upon which it is situated. Accessory Building does not include any Garage, Greenhouse or similar Structure attached to or forming part of the Principal Building.

*See Section 4.16 for regulations.*

**ACCESSORY DWELLING UNIT** *See DWELLING UNIT, ACCESSORY.*

**ACCESSORY USE** *See USE, SECONDARY.*

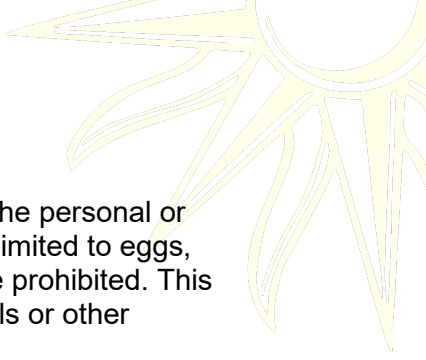
**ADMINISTRATIVE OFFICE** means Premises for the conducting of administrative tasks related to the conducting of the business or the Principal Use of the Parcel.

**ADULT ENTERTAINMENT CLUB** means an Establishment which provides live entertainment and music, including but not limited to burlesque clubs, cabarets, gentlemen's clubs, nightclubs and strip clubs, and may offer food and liquor for sale.

**AFFORDABLE HOUSING** *See HOUSING, AFFORDABLE.*

**AGRICULTURAL USE** means the indoor or outdoor growing, rearing, producing, harvesting, or sale of agricultural crops, fur bearing animals, poultry or other livestock, and includes processing of primary agricultural products harvested, reared or produced by the farming operation, and the storage of farm machinery implements and agricultural supplies, and repairs to farm machinery and implements used by the farming operation.

**AGRICULTURE, GREENHOUSE** means the indoor growing, producing, harvesting, or wholesale of agricultural crops, and includes processing and packaging of products harvested or produced by the farming operation, and the storage of farm machinery implements and agricultural supplies, and repairs to farm machinery and implements used by the farming operation, but excludes fur bearing animals, poultry or other livestock, and fungi.



**AGRICULTURE, URBAN** means the cultivation of a portion of a Parcel for the personal or commercial production of food for human consumption only, including but not limited to eggs, fruits, honey, herbs, nuts, and vegetables. Activities that cause a Nuisance are prohibited. This Use includes Backyard Hens and Beekeeping, but excludes fur bearing animals or other livestock and fungi.

*See Section 4.37 and 4.38 for regulations.*

**AIRCRAFT SALES & SERVICING** means an Establishment where new or used aircraft or helicopters are sold, leased or rented and may include the associated storage and servicing of aircraft and helicopters as well as the sale of aircraft and helicopter parts and accessories.

**AIRPORT** means an aerodrome which is certified by the federal government, and may include supporting facilities, including but not limited to airport related installations and equipment, Bulk Petroleum & Electricity Sales, facilities for the service, repair and storage of aircraft, parking and terminal buildings.

**ALR** means the Provincial Agricultural Land Reserve.

**ANIMAL BOARDING** means Premises for the overnight boarding or impoundment of dogs, cats or other animals, but does not include Veterinary Services.

**ANIMAL SERVICES** means an establishment which caters to animals, including but not limited to animal beauty parlours or groomers, pet supply store, pet walking or day care, but excludes Veterinary Services and Animal Boarding.

**APARTMENT** *see DWELLING, MULTIPLE UNIT APARTMENT.*

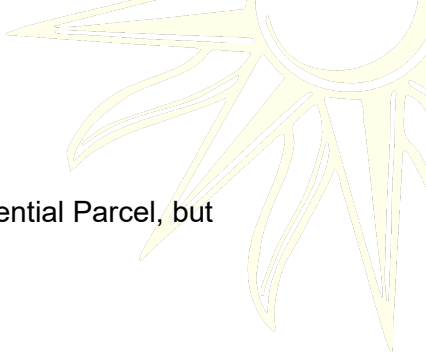
**ARTISAN STUDIO** means an artist's workshop where works of art, for distribution or sale, are crafted, including but not limited to basket weaving, fashion design, glass blowing, jewelry making, painting, photography, pottery and woodworking, and which may include a Dwelling Unit, gallery and retail store.

**ASSEMBLY PLACE** means a private or public structure providing for the assembly of persons for charitable, cultural, educational, philanthropic, recreational or religious purposes, including but not limited to community halls, non-profit social clubs, and community centres operated by a residents association.

**AUCTION HOUSE** means an establishment that facilitates the buying and selling of assets and may include an auction room and temporary storage of items to be auctioned.

**AVIATION SERVICES** means the provision of aviation related services, including but not limited to aircraft manufacturing, aircraft repair and servicing, aircraft storage, aircraft and helicopter tour operators, Bulk Petroleum & Electricity Sales, flight school, and forest fire operations.

**BACHELOR UNIT** means a Dwelling Unit in which the sleeping facilities are not located in a separate bedroom.



**BACKYARD HENS** means hens that may be kept in the rear yard of a residential Parcel, but excludes roosters.

*See Section 4.37 for regulations.*

**BAR** See *LIQUOR PRIMARY ESTABLISHMENT*.

**BED and BREAKFAST** means the use of bedrooms in a Single Detached Dwelling by its owner or occupier for the temporary lodging of the traveling public.

*See Section 4.33 for regulations.*

**BEEKEEPING** means the keeping and maintaining of beehives for honey bees (*Apis Mellifera*) in the rear yard of a residential Parcel.

*See Section 4.38 for regulations.*

**BREWING AND DISTILLING** means an Establishment for the brewing or distilling of alcoholic beverages or beverage products with alcoholic content exceeding one percent by volume, which may involve the malting, milling, mashing, lautering, boiling, fermenting, filtering, and distilling of fruit, grain, hops, maize, malt, rice, spices, vegetables or other ingredients, and which may include the sale of liquor and the serving of food, live entertainment, and games such as bean bag toss, billiard tables or foosball.

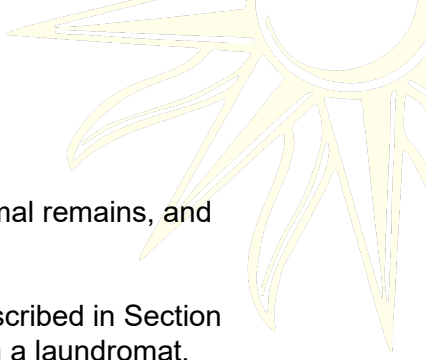
**BUILDING SUPPLY CENTRE** means an Establishment that sells building supplies, including but not limited to lumber, drywall, tools, and other associated construction and home renovation products.

**BULK PETROLEUM & ELECTRICITY SALES** means the sale of petroleum products or electricity for use in aircraft, helicopters and transport vehicles at a facility, including but not limited to a commercial card lock facility, airport fueling station or fuel dispensing or charging station, but does not include Filling Stations.

**BUS DEPOT** means Premises, including but not limited to a bus terminal or bus storage yard, for the purposes of private transportation services, public transit, or school district bus service, which may include Accessory Buildings for servicing vehicles.

**BUSINESS SUPPORT SERVICES** means Premises for the provision of services to businesses, including but not limited to the use of minor mechanical equipment for printing, duplicating, binding or photographic processing, the provision of secretarial services, graphic design, office maintenance, custodial services, office security, the sale, rental, repair, or servicing of office equipment, furniture and machines, and laboratory testing.

**CAMPGROUND** means an area of land in which spaces are provided, occupied and managed for the Temporary Accommodation of the travelling or vacationing public for a length of stay of less than 30 consecutive days, in travel trailers, recreational vehicles or tents but not mobile or modular homes. Campgrounds may include Accessory Buildings, including but not limited to washrooms and laundry facilities.



**CEMETERY** means a tract of land that is used for the burial of human or animal remains, and may include a columbarium, but does not include a Crematorium.

**COMMERCIAL CONVERSION** means a residential building in the area described in Section 4.30.2 altered to accommodate Personal and Professional Services other than a laundromat, employing fewer than five full-time or part-time employees.

*See Section 4.31 for regulations.*

**COMMERCIAL RECREATION SERVICES** means an Establishment for the provision of activities which are primarily recreational and may be seasonal in nature, but do not occur on - site, including but not limited to ATV excursions, concert and festival organizing, entertainment planning, hang gliding and skydiving operations, heli-skiing operations, horseback trail tours, hot air balloon excursions, mountain biking tours, snowmobile excursions, white water rafting trips, or winery tours, and may include the on-site storage of vehicles, human-powered transportation, or apparatus that are used for the business activities.

**COMMUNITY CARE FACILITY, MAJOR** means:

- a. the residential care of seven or more persons, in Premises licensed under the *Community Care and Assisted Living Act*, including supervision provided to minors through a prescribed residential program, or adults who require care because of family circumstances, age, disability, illness or frailty, in the form of three or more prescribed services as defined in the Community Care and Assisted Living Regulation; or
- b. a daycare licensed under the Community Care and Assisted Living Act, for 13 or more children such as nursery school, emergency care, out of school care, family daycare, special needs daycare, group daycare, occasional, casual, or short-term supervised child care. This use includes supervised overnight accommodation for children.
- c. Community Care Facility, Major may include accessory care services which are incidental and subordinate to residential care uses, including but not limited to Personal and Professional Services and recreational facilities.

**COMMUNITY CARE FACILITY, MINOR** means the use of a residential Dwelling for the care of up to six persons who are not related by blood or marriage, in a facility licensed under the *Community Care and Assisted Living Act*, including supervision provided to minors through a residential program, or adults who require care because of family circumstances, age, disability, illness or frailty, in the form of three or more prescribed services as defined in the Community Care and Assisted Living Regulation.

**COMMUNITY CARE FACILITY, SPECIALIZED** means Premises where specialized care is provided to persons with addiction, physical, mental or other developmental disability, or chronic or progressive condition that is not primarily due to the aging process. Typical uses include mental hospitals, sanatoria, detoxification centres, drug addiction counselling and treatment centres, needle exchanges, and safe injection sites.

**COMPREHENSIVE DEVELOPMENT** means a site specific zone designed and developed according to a plan adopted under this Bylaw. All definitions and regulations of the Zoning Bylaw apply unless specifically stated in the Comprehensive Development zone.



**CONVENIENCE RETAIL STORE** See *RETAIL STORE, CONVENIENCE*.

**COOKING FACILITY** means the availability of appliances to cook a meal within a Dwelling Unit or suite, including gas, propane, or electric ranges or stoves, microwave ovens, counter-top cooking units, hot plates, wall ovens, toaster ovens, electric frying pans, pressure cookers, crock pots or any other such Cooking Facility or any combination of such Cooking Facilities, and includes the arrangement of service lines which provide the energy source being used or intended to be used to service such facilities.

**CREMATORIUM** means Premises with an indoor furnace intended to undertake the cremation of human or animal remains.

**CSA** means the Canadian Standards Association, and refers to a standard issued by that organization.

**DAYCARE CENTRE, MAJOR** means an establishment licensed as required under the *Community Care and Assisted Living Act* intended to provide care, educational services, and supervision for more than eight children.

**DAYCARE CENTRE, MINOR** means an establishment licensed as required under the *Community Care and Assisted Living Act* intended to provide care, educational services, and supervision to no more than eight children.

**DECK** means an outdoor seating area supported from the ground and being more than 0.6 metres above Grade with no walls except for privacy partitions between decks of Abutting Dwelling Units.

**DELIVERY FACILITY** means Premises used for the sorting and shipping of packages and related mail or courier service activities.

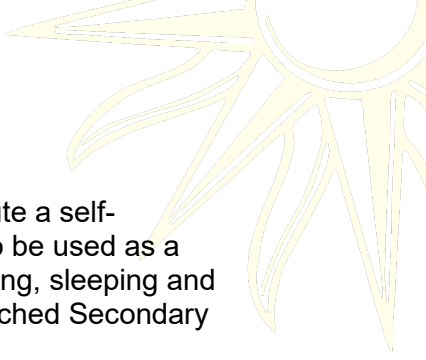
**DENSITY** means a measure of the intensity of development on a Parcel, including the number of Dwelling Units on a site measured in units/area or Floor Area Ratio, as the case may be, but does not include Detached Secondary Dwellings or Secondary Suites. When calculation of density involves a number of units per Parcel and yields a fractional number, the number of Dwelling Units permitted shall be rounded down to the lowest whole number.

**DEVELOPMENT APPROVAL OFFICER** means the person authorized to exercise land use authority in accordance with the Officer Designation and Delegation of Authority Bylaw.

**DISCRETIONARY USE** see *USE, DISCRETIONARY*.

**DRIVE-THROUGH BUSINESS** means an Establishment serving clients in motor vehicles, including but not limited to a fast food restaurant or automatic banking machine, where normally the customer remains in the vehicle to purchase products or complete transactions, but shall not include car washes, Filling Stations or Vehicle Services.

*See Section 4.39 for regulations.*



**DWELLING** or **DWELLING UNIT** means one or more rooms which constitute a self-contained unit with a separate interior or exterior entrance, used or intended to be used as a domicile by one or more persons and usually containing a Cooking Facility, living, sleeping and sanitary facilities, but does not include Accessory Dwelling Units such as Detached Secondary Dwellings and Secondary Suites for the purpose of Density calculation.

**DWELLING UNIT, ACCESSORY** means a residential unit, such as a Detached Secondary Dwelling or Secondary Suite, which is secondary to the principal Dwelling. Accessory Dwelling Units are not included in Density calculations.

**DWELLING, DETACHED SECONDARY** means an Accessory Dwelling Unit that is separate from the Principal Building on a Parcel and is subordinate to the principal Dwelling Unit in terms of gross Floor Area. The principal Dwelling Unit and Detached Secondary Dwelling together form a single real estate entity.

*See Section 4.36 for regulations.*

**DWELLING, MULTIPLE UNIT** means any building consisting of three or more Dwelling Units, including but not limited to an apartment building or townhomes.

**DWELLING, MULTIPLE UNIT APARTMENT** means any building consisting of three or more Dwelling Units under one roof and each Dwelling Unit having a separate entrance off an interior corridor.

**DWELLING, MULTIPLE UNIT TOWNHOME** means a building containing three to eight Dwelling Units, including but not limited to a row house, back-to-back townhome or stacked townhome, and, where permitted by this Bylaw, Secondary Suites, under one roof and each Dwelling Unit having a separate exterior entrance.

**DWELLING, SINGLE DETACHED** means a building consisting of a single Dwelling Unit and, where permitted by this Bylaw, a Secondary Suite.

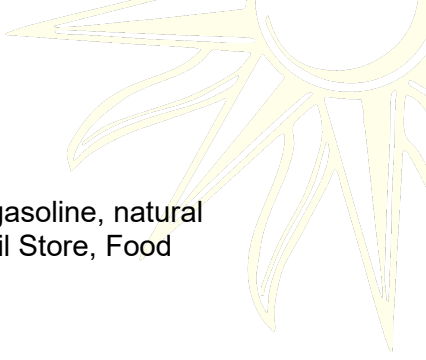
**DWELLING, SEMI-DETACHED** means any building consisting of two Dwelling Units and, where permitted by this Bylaw, Secondary Suites.

**EDUCATIONAL INSTITUTION** means a place of learning which offers post-secondary education courses, including but not limited to business schools, colleges, technical, trade and vocational schools, universities or special education programmes, that may or may not be publicly supported or subsidized.

**ENTERTAINMENT FACILITY** means an Establishment where fees are charged for the provision of entertainment to the public, including but not limited to an amusement and virtual reality arcade, billiard and pool hall, bowling alley, dance hall, escape room, or theatre, but shall not include Adult Entertainment Club, drive-in theatre, Gaming Facility and Liquor Primary Establishment.

**ESTABLISHMENT** means Premises for the purpose of conducting business activities.

**EXTERIOR SIDE PARCEL LINE** *See PARCEL LINE, EXTERIOR SIDE.*



**FILLING STATION** means an Establishment which sells diesel, electricity, gasoline, natural gas, propane or other fuels for vehicles, and may include a Convenience Retail Store, Food Primary Establishment or Vehicle Services.

*See Section 4.40 for regulations.*

**FILM STUDIO** means Premises used to make film productions, including but not limited to films, music videos or television shows, and may include Administrative Offices, talent trailers, the storage of film equipment and related supplies and catering services.

**FINANCIAL SERVICES** *See PERSONAL AND PROFESSIONAL SERVICES.*

**FLANKING STREET** means a Highway or Lane which is common to an Exterior Side Parcel Line.

**FLOOR AREA** means the area of any storey of a building within the outside surface of exterior walls and required firewalls, including the space occupied by interior walls and partitions, exits and vertical service spaces that pierce the storey, and floors that have roofs over them, with or without walls.

**FLOOR AREA RATIO** means the gross Floor Area of all buildings on a Parcel, divided by the Parcel Area, except that such Floor Area does not include any area used for parking within the Principal Building and does not include any area used for incidental service storage, installations of mechanical equipment, ventilation and heating systems, and similar uses.

**FOOD PRIMARY ESTABLISHMENT** means an Establishment that offers the serving of food, including but not limited to a bakery, café, concession stand, deli, diner or restaurant, and may include the serving of liquor and live entertainment space, but shall not include Drive-through Business.

**FRONTAGE** means the length of the Front Parcel Line.

**FRONT BUILDING LINE** means a line parallel to the Front Parcel Line drawn across the Parcel through the point where the Principal Building located on the Parcel is closest to the Front Parcel Line.

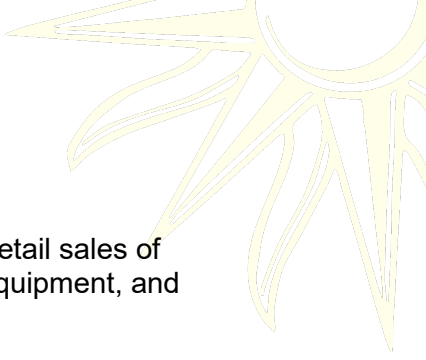
**FRONT PARCEL LINE** *See PARCEL LINE, FRONT.*

**FUNERAL SERVICES** means Premises used for the preparation of the dead for burial or cremation and the holding of funeral services, but excludes a Crematorium.

**GALLERY AND MUSEUM** means Premises for the exhibition of artistic, cultural or historical works, including but not limited to art galleries, exhibition spaces or museums.

**GAMING FACILITY** means Premises that are customarily or regularly used for games of chance pursuant to a licence issued by or under the authority of the provincial government, including but not limited to bingo halls, casinos or social clubs with provincially licenced gaming.

**GARAGE** means a roofed Structure, whether enclosed or unenclosed, used to shelter parked vehicles or store equipment. This definition includes a carport.



**GARDEN CENTRE, INDOOR** means an Establishment for the purpose of retail sales of plants, trees, and associated gardening or landscaping supplies and garden equipment, and may include limited outdoor display of goods.

**GARDEN CENTRE, OUTDOOR** means an Establishment for the production and retail sales of plants, trees, and associated gardening or landscaping supplies and garden equipment, and may include outdoor growing or display of goods.

**GASOLINE SERVICE STATION** See *FILLING STATION*.

**GENERAL RETAIL STORE** See *RETAIL STORE, GENERAL*.

**GOLF COURSE** See *PARTICIPANT RECREATION SERVICES, OUTDOOR*.

**GRADE** means the lowest of the average levels of finished ground adjoining each exterior wall of a building.

**GREENHOUSE** See *AGRICULTURE, GREENHOUSE*.

**HEALTH SERVICES** See *PERSONAL AND PROFESSIONAL SERVICES*.

**HEIGHT** means the vertical distance from grade to the highest point of the surface of a flat roof including any parapet, the deck line of a mansard roof, and to the mean height level between the eaves and ridge of a gable, hip or gambrel roof.

*See Section 4.13 for height exceptions.*

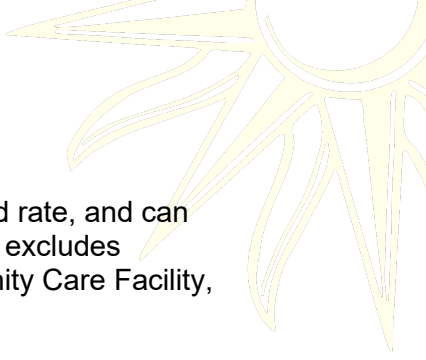
**HELIPORT** means an aerodrome or a defined area on a Structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters, and may include supporting facilities, including but not limited to heliport related installations and equipment, Bulk Petroleum & Electricity Sales, facilities for the service, repair and storage of helicopters, parking and terminal buildings.

**HIGHWAY** means every road, street, Lane, or right of way designed or intended for or used by the general public for the passage of vehicles.

**HOME-BASED BUSINESS** means any business other than a Bed and Breakfast or Short-Term Rental, carried out in a Dwelling Unit or an Accessory Building to a Dwelling Unit, by a person who is permanently resident in the Dwelling Unit, where such business is clearly incidental or secondary to the use of the Dwelling Unit for residential purposes.

*See Section 4.32 for regulations.*

**HOTEL** means a building providing for the Temporary Accommodation of the traveling public in Sleeping Units joined by an interior corridor, and which may contain Assembly Place, Brewing & Distilling, Food Primary Establishment, Liquor Primary Establishment, Participant Recreation Services, Indoor, Personal and Professional Services, and live entertainment space.



**HOUSING, AFFORDABLE** means Dwellings that sell or rent at a subsidized rate, and can include Near Market Housing, Subsidized Housing and Essential Housing, but excludes Community Care Facility, Major, Community Care Facility, Minor and Community Care Facility, Specialized.

**HOUSING, NEAR MARKET** means Dwellings, provided for persons with a below median household income, that sell or rent for not more than the lesser of 90% of market rate or the equivalent of 25% of median household income represented in the most recent Canadian census for Merritt.

**HOUSING, SUBSIDIZED** means Dwellings with two or more bedrooms, provided for persons with a household income below 70% of the median, that sell or rent for not more than the lesser of 70% of market rate or the equivalent of 20% of median household income represented in the most recent Canadian census for Merritt.

**HOUSING, ESSENTIAL** means Dwellings, provided for persons with a household income of below 50% of the median, that sell or rent for not more than the lesser of 50% of market rate or the equivalent of 15% of median household income represented in the most recent Canadian census for Merritt.

**HOUSING, MARKET RENTAL** means Dwellings that rent for market rate.

**INTERIOR SIDE PARCEL LINE** See *PARCEL LINE, INTERIOR SIDE*.

**LANE** means a Highway more than 3 metres but not greater than 10 metres in width, intended to provide primary or secondary Access to Parcels.

**LANDSCAPING** means changing, modifying or enhancing the external appearance of a development including reshaping the earth, planting vegetation, adding pathways, sidewalks, patios, fencing or other ornamental features, and includes the retention of existing trees and plants where appropriate.

**LIQUOR PRIMARY ESTABLISHMENT** means an Establishment that offers the sale of liquor and the serving of food, including but not limited to a bar, pub, sports bar, tavern or wine bar, and may include live entertainment space, billiard tables and other games or a dance floor, but does not include Brewing & Distilling.

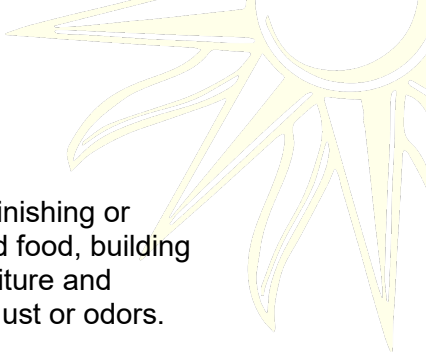
**LIQUOR STORE** means an Establishment licensed by the British Columbia Liquor and Cannabis Regulation Branch to sell beer, wine, coolers, ciders, and all types of packaged liquor.

**LOT** See *PARCEL*.

**LOT AREA** See *PARCEL AREA*.

**MACHINE & WELDING SHOP** means Premises used for the fabricating, machining and welding of materials, such as metals or thermoplastics, into products for sale and distribution.

**MACHINERY REPAIR & SALES** means Premises for the repair of equipment, tools and machinery, and may include the sale of related items.



**MANUFACTURING, LIGHT** means the indoor manufacturing, processing, finishing or packaging of products for distribution, including but not limited to beverage and food, building materials, cabinetry and millworks, cannabis products, concrete products, furniture and upholstery, and textiles, and which does not cause nuisances such as noise, dust or odors.

**MANUFACTURING, HEAVY** means the manufacturing, processing, finishing or packaging of products for distribution, including but not limited to forest and wood products, concrete and ready-mix, or rock, sand and gravel, and may include outdoor activities which reasonably cause noise, dust or odors.

**MARKET RENTAL HOUSING** See *HOUSING, MARKET RENTAL*.

**METAL RECYCLING** means Premises dedicated to the collecting, sorting, temporary storage and processing of metal from end-of-life products and structures for reuse.

**MOBILE HOME** means a factory-built single detached Dwelling Unit built to CSA specification Z240 suitable for year-round, long term occupancy, designed to be transported from the factory to its ultimate site on an integral chassis with integral or detached wheels and arriving at the site ready for occupancy on a permanent foundation when attached to the required utilities. Mobile Home does not include travel trailers, campers, recreational vehicles or other vehicles which are exempted by regulation from the operation of the *Manufactured Home Act*.

**MOBILE HOME PARK** means a Parcel occupied by two or more Mobile Homes used for residential purposes, which may include a Dwelling Unit for the accommodation of a manager or operator, common recreational facilities and laundry facilities.

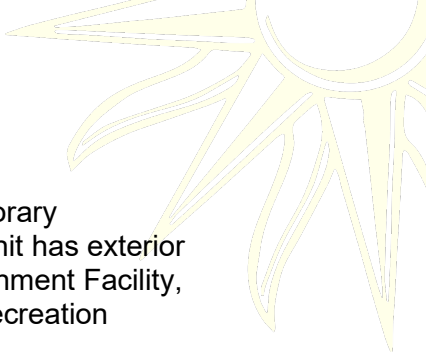
**MOBILE AND MODULAR HOME SALES** means an Establishment where factory-built Dwelling Units built to CSA specification Z240 or A277 suitable for year-round, long term occupancy are sold or leased, and may include the associated storage of Mobile Homes and Modular Homes to be sold or leased.

**MOBILE HOME SPACE** means an area set aside and designated within a Mobile Home Park for the installation and placement of a Mobile Home, including adjacent space for the exclusive use by the owner or occupant of that Mobile Home.

**MOBILE RETAIL VENDOR** means a vehicle with a maximum gross vehicle weight of 6,350 kilograms or a pop-up installation not larger than 10 m<sup>2</sup> used for the sale or rental of goods, merchandise or foodstuffs, or display of informational, recreational or entertainment items.

**MODULAR HOME** means a factory-built Single Detached Dwelling Unit built to CSA specification A277 suitable for year-round, long term occupancy that is transportable in one or more sections and shall be installed on a continuous footing and foundation wall, except if for display purposes at a Modular Home Sales business.

**MODULAR HOME PARK** means a Parcel occupied by two or more Modular Homes used for residential purposes, which may include a Dwelling Unit for the accommodation of a manager or operator, common recreation facilities and laundry facilities.



**MOTEL** means a building or buildings containing sleeping units for the Temporary Accommodation of the traveling or vacationing public, where each Sleeping Unit has exterior access, and which may contain Assembly Place, Brewing & Distilling, Entertainment Facility, Food Primary Establishment, Liquor Primary Establishment and Participant Recreation Services, Indoor.

**MULTIPLE UNIT DWELLING** *see DWELLING, MULTIPLE UNIT.*

**MULTIPLE UNIT APARTMENT DWELLING** *see DWELLING, MULTIPLE UNIT APARTMENT.*

**MULTIPLE UNIT TOWNHOME DWELLING** *see DWELLING, MULTIPLE UNIT TOWNHOUSE.*

**NATURAL BOUNDARY** means the visible high-water mark of any lake, river, stream, or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark upon the soil of the bed of the body of water a character distinct from that of the banks thereof, in respect to vegetation as well as in respect to the nature of the soil itself.

**NUISANCE** means anything that is obnoxious, offensive or interferes with the use or enjoyment of property, endangers personal health or safety, or is offensive to the senses. This could include that which creates or is liable to create a Nuisance through emission of noise, smoke, dust, odour, heat, fumes, fire or explosive hazard, results in the unsightly or unsafe storage of goods, salvage, junk, waste or other materials, poses a hazard to health and safety; or adversely affects the amenities of the neighbourhood or interferes with the rights of neighbours to the normal enjoyment of any land or building.

**OPEN SPACE** means that portion of a Parcel not occupied by parking areas or driveways, which is suitable for gardens, landscaping, or recreational use, including but not limited to indoor common amenity space, rooftop gardens, terraces, or level landscaped recreation areas, and is accessible to building tenants or residents.

**OPEN SPACE, PRIVATE** means a usable area exclusive of required building Setbacks and parking areas (common or individual) which is developed for use by residents or tenants of a residential Dwelling Unit, and may include balconies, decks, or patios.

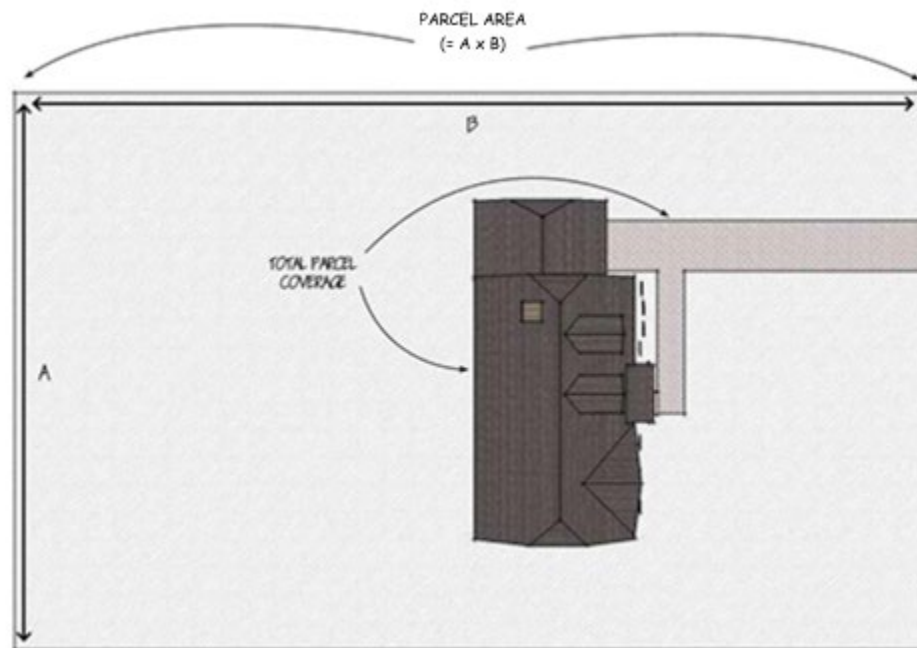
**PANHANDLE LOT** *See PARCEL, PANHANDLE.*

**PARCEL** means any lot or other area in which land is held or into which it is subdivided, but does not include a Highway.

**PARCEL AREA** means the area of a Parcel.

**PARCEL COVERAGE** means the percentage of the Parcel Area that is occupied by non-permeable Structures, including Garages, driveways, parking areas, pools, and covered patios.

**Figure 2.1: Parcel Area and Parcel Coverage**



**PARCEL DEPTH** means the average horizontal distance between the Front and Rear Parcel Lines.

**PARCEL LINE** means the outer boundary of a Parcel.

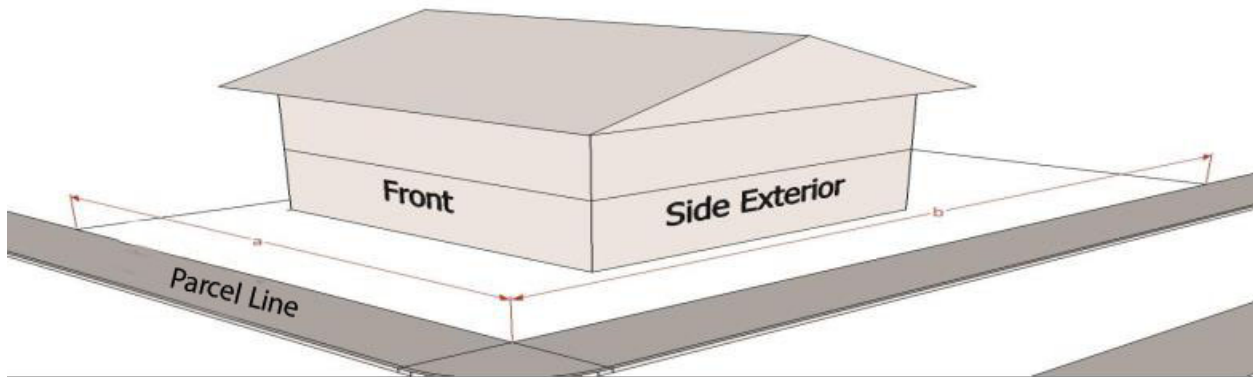
**PARCEL LINE, EXTERIOR SIDE** means a Parcel Line other than a front or rear Parcel Line which is common to a Parcel and a Highway.

**PARCEL LINE, FRONT** means any Parcel Line common to a Parcel and a Highway other than a Lane, but in the case of a corner Parcel, the front Parcel line shall be the shortest Parcel Line along a Highway other than a Lane.

**PARCEL LINE, INTERIOR SIDE** means a Parcel Line other than a rear or front Parcel Line, which is not common to the Parcel and a Highway.

**PARCEL LINE, REAR** means the boundary of a Parcel which lies opposite to and does not intersect the Front Parcel Line.

**Figure 2.2: Parcel Lines**



**PARCEL TYPE** means the type of Parcel, including but not limited to a Front Access Parcel, a Lane Access Parcel, Back to Back Parcel, a Corner Parcel, a Lane Access Corner Parcel, a Panhandle Parcel, or a Pie Parcel.

**PARCEL, BACK TO BACK** means a Parcel where the primary Accesses Abut the Front Parcel Line and the Lane.

**PARCEL, CORNER** means a Parcel that Abuts two Highways, where one Highway is common to the Front Parcel Line and the other Highway is a Flanking Street.

**PARCEL, FRONT ACCESS** means a Parcel where the primary Access is Abutting the Front Parcel Line.

**PARCEL, LANE ACCESS** means a Parcel where the primary Access is from a rear or side Lane.

**PARCEL, LANE ACCESS CORNER** means a Parcel that Abuts three Highways, including a minimum of one Lane, and where the primary Access is from a rear or side Lane.

**PARCEL, PANHANDLE** means a Parcel, of which a narrow portion provides Access from a Highway, with a Frontage less than 6 metres in width or 10% of its perimeter.

*See Section 4.9 for regulations.*

**PARCEL, PIE** means a Parcel which is generally configured such that its width at the Rear Parcel Line is greater than at its Front Parcel Line.

*See Section 4.10 for regulations.*

**PARCEL WIDTH** means the width of a Parcel where it Abuts the Front Parcel Line except in the case of an irregularly shaped Parcel, where the width shall be the average horizontal distance between the side Parcel Lines.

**PARK** means land for public use or environmental conservation that has been dedicated or otherwise reserved as Park.

**PARKING LOT, COMMERCIAL** means an area of land or Structure consisting of Parking Spaces which are rented on an hourly, daily or monthly basis.

**PARKING SPACE** means a space within a building or parking area, for the parking of one vehicle.

**PARTICIPANT RECREATION SERVICES, INDOOR** means indoor Premises for sports, active recreation and performing and cultural arts where patrons are predominantly participants, including but not limited to athletic clubs, bowling alleys, dance studios, health and fitness clubs, indoor soccer facilities, mini-golf, racquet clubs, swimming pools, and yoga studios.

**PARTICIPANT RECREATION SERVICES, OUTDOOR** means outdoor Premises for sports, active recreation and performing and cultural arts where patrons are predominantly participants, including but not limited to golf courses, mini-golf, riding stables, rodeo grounds, and sports fields.

**PARTY WALL AGREEMENT** means an instrument that contains a grant of one or more positive covenants, as outlined in the Land Title Act, including but not limited to altering, decorating, maintaining, repairing, replacing or taking down an adjoining wall.

*See Section 4.23 for regulations.*

**PERMEABLE SURFACE MATERIALS** means materials that allow precipitation or surface water to penetrate directly into the soil with the purpose of reducing a site's stormwater runoff, maintaining the hydrologic function of the soil, and encouraging the health of the overall watershed. Examples of permeable surface materials include porous asphalt and concrete, gravel, permeable unit pavers, concrete grass pavers, and plastic grid systems.

**PERSONAL AND PROFESSIONAL SERVICES** means an Establishment that provides administrative, communications, consulting, health and wellness, financial, management, personal or other services, including but not limited to accounting, architecture, beauty parlour, chiropractic, clerical, construction and development, counselling, dentistry, dry cleaning, electrical, engineers, hair salon, insurance agents, landscape architecture, land use planning, law, massage therapy, media, medical, optical, photography, physiotherapy, public relations, real estate, shoe repair, tailoring, travel agency, or watch repair, but excludes Public Use and the manufacture of products.

**PLACE OF WORSHIP** means Premises such as a cathedral, church, mosque, shrine, synagogue or temple, which is used by a religious organization for public worship and affiliated community activities and projects.

**PREMISES** means an area of land, including a Parcel, portion of a Parcel or collection of Parcels, with or without Structures.

**PRINCIPAL BUILDING** means a Structure which contains the Principal Use of a Parcel, including any attached Garages.

**PRINCIPAL USE** *See USE, PRINCIPAL.*

**PRIVATE OPEN SPACE** *See OPEN SPACE, PRIVATE.*





**PRIVATE SCHOOL** See *SCHOOL, PRIVATE*.

**PRODUCE STAND** means a temporary, portable Structure for the sale of fresh fruits, vegetables, edible plants, and related foodstuffs, goods, wares, or merchandise.

**PROHIBITED USE** See *USE, PROHIBITED*.

**PUBLIC SCHOOL** See *SCHOOL, PUBLIC*.

**PUBLIC USE** means Premises provided by a government, government agency or non-profit organization for purposes including but not limited to administration, arts and culture, communications, education, emergency services, employment, health, immigration, law enforcement, parks and recreation, public works, safety, social services, taxation, transportation, or welfare.

**PUBLIC UTILITY** means a system, work, Structure, plant, or equipment owned by the Government of Canada, the Province of British Columbia, a regional district, a municipality, an improvement district, government agency, private company or Crown corporation for the provision of gas, electricity, transportation or communication services.

**REAR PARCEL LINE** See *PARCEL LINE, REAR*.

**RECYCLING DEPOT** means Premises for the buying, collecting, sorting and temporary storage of bottles, cans, newspapers and similar household goods for reuse where all storage is contained within an enclosed building.

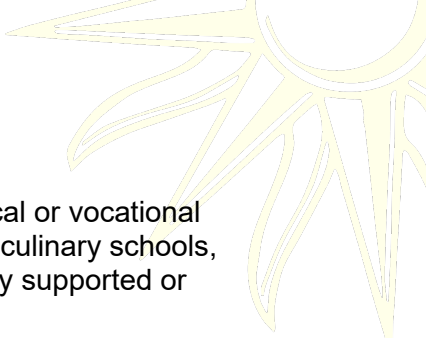
**RESTAURANT** See *FOOD PRIMARY ESTABLISHMENT*.

**RETAIL CANNABIS SALES** means an Establishment for the sale or distribution of cannabis or its derivatives to the general public, including cannabis sold or distributed for medical purposes.

*See Section 4.41 for regulations.*

**RETAIL STORE, CONVENIENCE** means Premises which do not exceed 250 m<sup>2</sup> in gross Floor Area for the retail sale of variety of household goods, including but not limited to drug stores, florists, food stores or variety stores, which sells products such as beverages, confectionery, groceries, hardware, personal care items, pharmaceutical items, printed materials, tobacco, and tourism or seasonal related products or rentals, but specifically excludes Retail Cannabis Sales.

**RETAIL STORE, GENERAL** means Premises where goods, merchandise and other materials are offered for sale to the general public, and includes limited onsite storage or limited seasonal outdoor sales to support that store's operations, including but not limited to appliance, automotive parts, clothing, gift, grocery, hardware, pharmaceutical, and sporting goods stores. This use excludes warehouse sales and the sale of gasoline, Retail Cannabis Sales, heavy agricultural and industrial equipment, and Second-Hand Store.



**SCHOOL, PRIVATE** means Premises where academic, commercial, technical or vocational courses are offered, including but not limited to art schools, business schools, culinary schools, language schools, religious institutions or trade schools, that is not fully publicly supported or subsidized and specifically excludes Public School and Educational Institution.

**SCHOOL, PUBLIC** means Premises where academic or technical school subjects are offered and which is maintained by a municipal, regional or provincial government or non-profit organization, but excludes Educational Institution.

**SCHOOL, PORTABLE** means a temporary Accessory Building located on the grounds of a Public School to provide additional classroom space that does not have its exterior walls supported on concrete or masonry foundations and may be affixed to the land with anchors or tie downs.

**SCREENING** means a continuous fence or wall, or non-compact hedgerow, or combination thereof, but excludes compact evergreen hedges and cedars.

*See Section 6.2 for regulations.*

**SECONDARY SUITE** means a self-contained Accessory Dwelling Unit containing one or more rooms, located within a Single Detached, Semi-Detached or Multiple Unit Townhome Dwelling, used or intended to be used as a domicile by one or more persons and containing a Cooking Facility, living, sleeping and sanitary facilities, and is subordinate to the principal Dwelling Unit. The principal Dwelling Unit and Secondary Suite together form a single real estate entity.

*See Section 4.35 for regulations.*

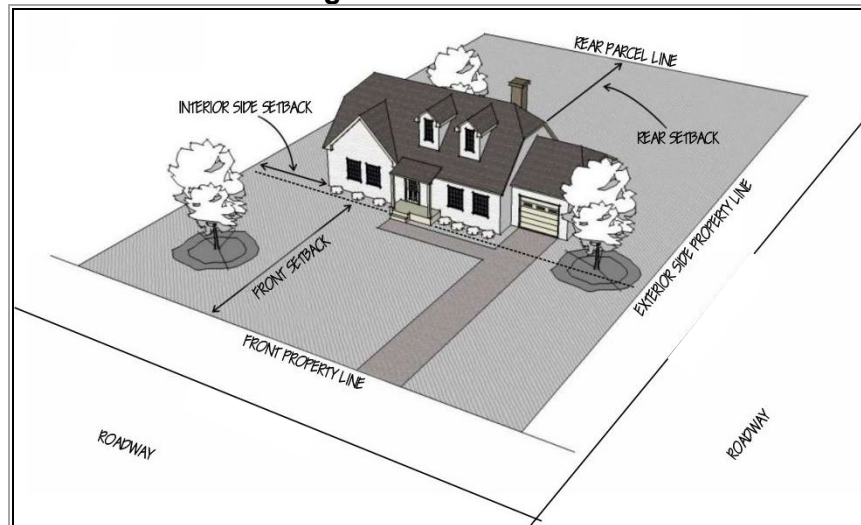
**SECONDARY USE** *see USE, SECONDARY.*

**SECOND-HAND STORE** means an Establishment that sells used goods, including but not limited to antiques shops, pawn shops, used clothing stores or used furniture stores, and excluding Vehicle Sales and Rentals.

**SECURITY / OPERATOR SUITE** means that portion of a Principal Building used to provide on-site accommodation for the caretaker, operator, or security personnel. No more than one Security / Operator Suite is permitted on a Premises.

**SETBACK** means that portion of a Parcel adjacent to a Parcel Line that this Bylaw requires to be kept free of Structures.

**Figure 2.3: Setbacks**



**SHIPPING CONTAINER** means a standardized, reusable vessel that was originally, specifically or formerly designed for or used in the packing, shipping, movement or transportation of freight, articles, goods or commodities, and/or; designed for or capable of being mounted or moved on a rail car, and/or; designed for or capable of being mounted on a chassis or bogie for movement by truck trailer or loaded on a ship.

*See Section 4.19 for regulations.*

**SHOPPING CENTRE** means a group of commercial Establishments planned, constructed, or managed as an entity having common or shared parking available to all customers and employees.

**SHORT TERM RENTAL** means a building or any part thereof that is rented by a person or group of persons as a place of temporary residence, lodging or occupancy by way of permit, lease, license, rental agreement or similar arrangement for any period less than 30 consecutive days and 90 days in a calendar year.

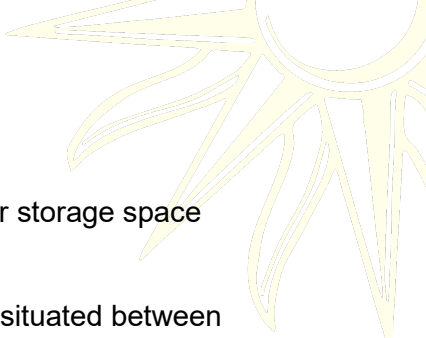
*See Section 4.34 for regulations.*

**SIGHT TRIANGLE** means the area of a Corner Parcel which must be kept free of obstructions.

*See Section 4.15 for regulations.*

**SINGLE DETACHED DWELLING** see *DWELLING, SINGLE DETACHED*.

**SLEEPING UNIT** means a room without Cooking Facilities for the purposes of Temporary Accommodation, including but not limited to Bed and Breakfast, Hotel, Motel, Short-Term Rental or Truck Travel Centre Uses.



**STORAGE FACILITY, INDOOR** means Premises for the provision of indoor storage space for rent to the public for storage of personal goods.

**STOREY** means that part of a building other than a basement or loft which is situated between the top of any floor and the top of the next floor above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it.

**STRUCTURE** means a construction of any kind whether fixed to or supported by or sunk into land or water, including but not limited to buildings, docks, lean-tos, swimming pools, towers, and Temporary Fabric Structures.

**TECHNOLOGY CENTRE** means Premises equipped with communications hardware and software used for receiving or transmitting large amounts of information through various technology resources (telephone, internet, email, etc.).

**TEMPORARY ACCOMMODATION** means the offering of a place of temporary lodging or occupancy for the travelling or vacationing public for any period less than 30 consecutive days and 90 days in a calendar year.

**TEMPORARY FABRIC STRUCTURE** means a temporary Structure without a permanent foundation, supported by a rigid frame designed to be collapsible or retractable and covered with a fabric material, but does not include a tent for the purposes of camping.

*See Section 4.18 for regulations.*

**TOWNHOME** *see DWELLING, MULTIPLE UNIT TOWNHOME.*

**TRANSPORTATION & LOGISTICS** means Premises for the storage of vehicles used for transportation, including but not limited to trucking companies, moving companies, or logistics management companies, and may include Administrative Office and related business activities such as sales of moving supplies and rentals of vehicles.

**TRUCK TRAVEL CENTRE** means Premises serving the day-to-day traveling needs of commercial truck traffic, including but not limited to Bulk Petroleum and Electricity Sales, Convenience Retail Store, Entertainment Facility, Filling Station, Food Primary Establishment, Produce Stand, Sleeping Units or Vehicle Services.

**SEMI-DETACHED DWELLING** *see DWELLING, SEMI-DETACHED.*

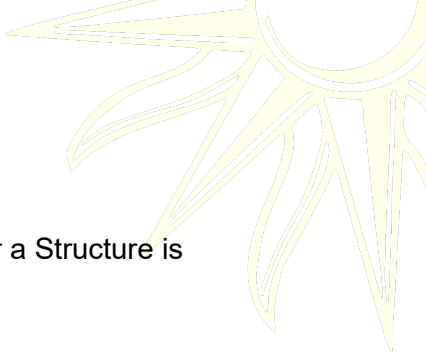
**URBAN AGRICULTURE** *See AGRICULTURE, URBAN.*

**USABLE SITE AREA** means the area of a Parcel that does not exceed 30% slope.

**USE** means a purpose for which land or a Structure is used.

**USE, DISCRETIONARY** means a Use that may be approved by the Development Approval Officer, with or without conditions, subject to all provisions of this Bylaw.

*See Section 4.5 for regulations.*



**USE, PRINCIPAL** means the main or predominant purpose for which land or a Structure is used.

**USE, PROHIBITED** means a Use that is expressly prohibited.

*See Section 4.3 for Uses that are prohibited in all zones.*

**USE, SECONDARY** means a Use that is customarily incidental and subordinate to the Principal Use of land or Structures located on the same Parcel.

**VEHICLE SERVICES** means an Establishment with facilities serving clients in motor vehicles, including but not limited to an automobile service station or car wash, which are driven onto the site where such business is carried on and where the customer may remain in the vehicle for service, but does not include drive-in theatres, Drive-through Businesses or Filling Stations. The sale of automotive parts and accessories is permitted.

*See Section 4.39 for regulations.*

**VEHICLE STORAGE & TOWING** means the storage of vehicles that are not licensed for the current year and are capable of moving under their own power, or the storage for up to six months of vehicles that have been towed, damaged in an accident or suffered mechanical failure. The vehicles must not be used as a source of parts for other vehicles. This Use does not include Vehicle Wrecking.

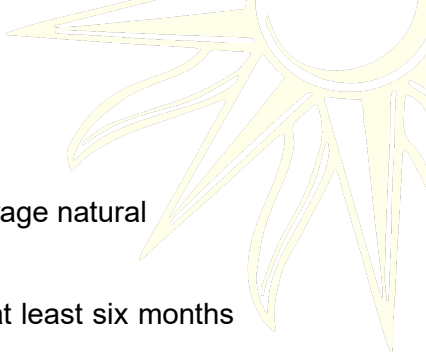
**VEHICLE SALES & RENTALS** means an Establishment where new or used automobiles, motorcycles, boats, tractors and farm machinery, trailers or recreational vehicles are sold, leased or rented and may include the associated storage and servicing of vehicles to be sold, leased and rented as well as the sale of automotive parts and accessories.

**VEHICLE WRECKING** means the wrecking, salvaging or disassembly of vehicles, vehicle parts, vehicle frames or vehicle bodies or for the storage of vehicles that are not in operable condition, or used parts of motor vehicles.

**VETERINARY SERVICES** means Premises for the care, examination, diagnosis and treatment of sick, ailing, infirm or injured animals, including medical intervention and surgery, radiography, anesthesia, and may include accessory short-term accommodation of sick, ailing, infirm or injured animals, and the accessory retail sale of medicine and pet supplies, but excludes Animal Services and Animal Boarding.

**WAREHOUSE** means Premises where materials or goods are stored before their distribution or export for sale.

**WATER REFILL STATION** means an Establishment that provides filtered or purified water for retail sale to an end user, which does not include wholesale or distribution.



**WATERCOURSE** means a depression of 0.6 metres or more below the average natural elevation of surrounding land:

- a. serving to give direction to a current of water for an average of at least six months of a year; or
- b. having a drainage area of two square kilometres or more.

*See Section 4.24 for regulations.*

**WINERY** means Premises where wine is manufactured and may include on-site wine tasting and sales.

## PART 3 - ENFORCEMENT





## **PART 3 - ENFORCEMENT**

### **3.1 Application**

- 3.1.1** The Building Inspector(s) and any other employee of the City appointed by the Council to administer or enforce this Bylaw, are hereby authorized to enter at all reasonable times upon any property to ascertain whether persons or properties are in compliance with the regulations and provisions of this Bylaw.

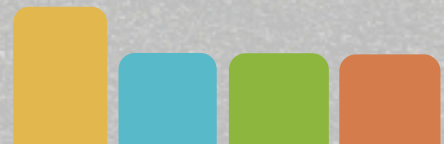
### **3.2 Prohibition**

- 3.2.1** No person shall contravene, cause, suffer, or permit a contravention of this Bylaw.
- 3.2.2** No person shall commence or undertake a Use that is not permitted by this Bylaw.
- 3.2.3** No person shall construct, make an addition to, or alter a Structure, which is not permitted by this Bylaw.
- 3.2.4** No person shall modify any description, specifications, or plans that were the basis for the issuance of any permit by the Manager of Planning and Development Services or by a Building Inspector.
- 3.2.5** No person shall authorize or do any construction that is at variance with the description, specifications or plans that were the basis for the issuance of a building permit if such variance contravenes this Bylaw.
- 3.2.6** No person shall prevent or obstruct, or attempt to prevent or obstruct, the authorized entry of the Building Inspector or other appointed employee, authorized under Part 3.1.1 of this Bylaw.

### **3.3 Penalties**

- 3.3.1** Every person who violates a provision of this Bylaw commits an offence and is liable on summary conviction to a penalty not exceeding \$10,000 and the costs of prosecution.
- 3.3.2** Each day a violation of the provisions of this Bylaw exists or is permitted to exist shall constitute a separate offence.

## PART 4 - GENERAL REGULATIONS





## PART FOUR – GENERAL REGULATIONS

### 4.1 Application

- 4.1.1 This part is applicable to all zones, unless expressly stated otherwise in a specific zone.

### 4.2 Permitted Uses

- 4.2.1 The following uses are permitted in all zones:
- a. Public Utility;
  - b. Temporary Structures, for non-residential Use, and the storage of materials required for an approved construction project located on the same Parcel, including the use of waste and recycling receptacles, Shipping Containers, or other similar temporary Structures, provided the temporary Structures are removed within 30 days of final occupancy or completion of construction;
  - c. Site preparation to accommodate or enhance a permitted Use, with a valid Soil Deposition and Removal permit.
- 4.2.2 Uses permitted in this section are subject to the regulations of the zone within which they are located.
- 4.2.3 Uses that are permitted in a zone may be combined at a single Premises.

### 4.3 Prohibited Uses

- 4.3.1 The following Uses are prohibited in all zones:
- a. All Uses not expressly permitted by this Bylaw;
  - b. A Use that is carried on wholly or partly in a tent, recreational vehicle or Mobile Home, except as specifically permitted by this Bylaw;
  - c. The outdoor storage of vehicles (including parts thereof) which are in a state of disrepair, wrecked, or being dismantled for salvage or which are not licensed for the current year, except as specifically permitted by this Bylaw;
  - d. The incinerating or processing of fish, animal, or vegetable waste products;
  - e. The manufacturing of pulp, paper, or petroleum.

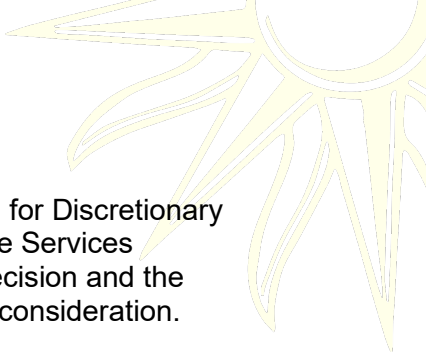
### 4.4 Non-conforming Uses

- 4.4.1 At the time of adoption of this Bylaw, if an existing Use of land or Structure is lawful, and as a result of adoption of this Bylaw, it is deemed non-conforming, then it may be continued as a legal non-conforming Use unless:
- a. the Use is discontinued for a period of six months (subject to normal seasonal and agricultural practices); or
  - b. more than 75% of the value of the Structure above its foundation is damaged or destroyed.

## **4.5 Discretionary Uses**

- 4.5.1** Subject to all other provisions of this Bylaw, upon application, the Development Approving Officer may approve a Discretionary Use, with or without any of the conditions outlined in 4.5.2, provided that the Development Approving Officer first considers the following:
- a. any plans and policies affecting the Parcel;
  - b. the purpose statement in the applicable zoning district;
  - c. the appropriateness of the location and Parcel for the proposed development;
  - d. Strata council approval, if applicable;
  - e. the compatibility and impact of the proposed development with respect to adjacent development and the neighbourhood;
  - f. the merits of the proposed development;
  - g. the servicing requirements;
  - h. Access and transportation requirements;
  - i. vehicle and pedestrian circulation within the Parcel;
  - j. the impact on the public transit system;
  - k. sound planning principles; and
  - l. at the discretion of the Development Approving Officer, Council and public input.
- 4.5.2** The Development Approving Officer may, as a condition of approving a Discretionary Use, impose conditions in respect of the following matters:
- a. actions to be performed or carried out prior to approval;
  - b. the construction or maintenance of the proposed development in accordance with the approved plans;
  - c. the appropriate performance of a Use;
  - d. an environmental site profile;
  - e. the time or times a Use may be carried out;
  - f. phasing of the development;
  - g. limits imposed on the development;
  - h. bonusing requirements;
  - i. the construction of or payment for public utilities, other than telecommunications systems or works;
  - j. vehicular and pedestrian Access that are necessary to serve the development; and
  - k. the furtherance of sound planning principles.
- 4.5.3** After considering an application for a Discretionary Use, the Development Approving Officer must provide written notification of the decision and the reasons for the decision to the applicant.



- 
- 4.5.4** Where the Development Approving Officer has refused an application for Discretionary Use, the applicant may appeal the decision by providing the Corporate Services Director with written notice of the Development Approving Officer's decision and the applicant's reasons for appeal, which will be forwarded to Council for consideration.

#### **4.6 Parcel Area and Width**

- 4.6.1** Minimum Parcel Area and minimum Parcel Width requirements are set out for the purpose of subdivision only.
- 4.6.2** Any Parcel existing prior to the adoption of this Bylaw which, at the time of adoption of this Bylaw, fails to meet the minimum Parcel Area or Parcel Width requirements of a zone as set out in this Bylaw, shall not, by reason thereof, be deemed to be non-conforming or unlawful.

#### **4.7 Siting, Size and Dimensions of Structures**

- 4.7.1** The construction, reconstruction, alteration, moving, or extension of Structures within any zone shall be in conformity with the regulations for the siting, size, and dimensions of Structures specified in this Bylaw.

#### **4.8 Parcel Access**

- 4.8.1** A driveway Access to a residential Parcel may not be greater than 6 metres in width where the Access Abuts the Parcel Line.
- 4.8.2** A residential Parcel may have a maximum of one Frontage Access and one additional Access from a Lane, except in the case of a Multiple Unit Townhome Dwelling building where each Dwelling Unit may have its own Access.
- 4.8.3** The location of an Access is subject to approval by the Development Approving Officer or Building Inspector.
- 4.8.4** An Access to a Parcel must be an adequate distance from an intersection, as determined by the Development Approving Officer or Ministry of Transportation and Infrastructure, as the case may be.
- 4.8.5** An Access to a Parcel may not have a slope that exceeds fifteen percent.

#### **4.9 Panhandle Parcels**

- 4.9.1** Where a Panhandle Parcel is of sufficient size to allow for further subdivision into two or more Parcels, the panhandle must have adequate Grade and alignment to provide for a future Highway.
- 4.9.2** Where a Parcel is a Panhandle Parcel that cannot be further subdivided, the panhandle Access must have a width of not less than 3 metres and be suitable for entrance roadway standards of 3 metres width and fifteen percent maximum Grade.
- 4.9.3** Where a Parcel is a Panhandle Parcel, the panhandle Access will not be calculated as part of the Parcel Area for the purpose of determining compliance with minimum Parcel Area requirements.

**4.9.4** The Setback requirement for adjacent Parcels from the Parcel Line of a Panhandle Parcel's panhandle Access is 0 metres.

**4.9.5** Notwithstanding the Frontage requirements cited elsewhere in this Bylaw, the dimension of a Parcel fronting a Highway must not be less than one tenth of the perimeter of the Parcel, unless an exemption is granted by the Approving Officer.

#### **4.10 Pie Parcels**

**4.10.1** Notwithstanding the Frontage requirements cited elsewhere in this Bylaw, Parcel Frontages of "pie shaped" Parcels or other irregularly shaped or asymmetrical Parcels located in residential zones may not be reduced to less than 6 metres, except for Multiple Unit Townhome Dwelling Parcels, which may have a Frontage of not less than 3 metres, provided that the average Parcel Width complies with the required minimum Parcel Width.

#### **4.11 Siting Exceptions and Projections**

**4.11.1** Siting exceptions in this Bylaw are subject to any requirements of the Ministry of Transportation and Infrastructure in relation to arterial Highways.

**4.11.2** Certain types of architectural features and Structures are permitted to project into a required Setback in accordance with Table 4.11.

**4.11.3** Notwithstanding the projections in Table 4.11, canopies, awnings, patio coverings or other architectural projections may be permitted to project beyond a front or exterior side Parcel Line, subject to Development Approval Officer, and if required Ministry of Transportation and Infrastructure, approval.



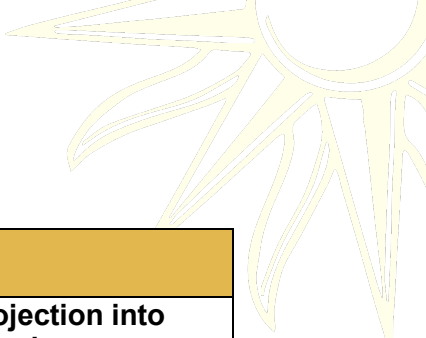


Table 4.11: Projections	
Feature	Maximum Projection into Setback
<b>Projections from a Structure</b>	
chimneys	0.6 metres into any Setback
eaves, eavestroughs and gutters	0.6 metres interior side 1.5 metres front, exterior side or rear
canopies and awnings	0.6 metres interior side 1.5 metres front or exterior side 3.0 metres rear
covered or uncovered balconies, porches, decks, patios or verandas	1.5 metres front or exterior side 3.0 metres rear  If less than 0.6 metres from Grade, not subject to regulations
patios for Food Primary Establishments, Liquor Primary Establishments or Brewing and Distilling	No limit
fire escapes, open stairways, landings, steps or ramps	1.5 metres front or exterior side
wheelchair ramps	No limit
stairs to access a basement below Grade	No limit
ornamental elements such as sills, cornices, bay windows, parapets or pilasters	0.6 metres into any Setback
any cantilevered, architectural projection that constitutes less than 25% of the wall face to which the projection is attached	0.6 metres into any Setback
<b>Free Standing Projections</b>	
fences, landscape screening, retaining wall, or sign Structures	No limit, except as otherwise limited by this or other legislation
Accessory Buildings, including bicycle storage lockers and sheds used for storage of horticultural tools and supplies ( <i>see Section 4.16</i> )	Up to 4.8 metres front, with a minimum 1.2 metre Front Setback in residential zones.
free standing lighting poles, warning devices, antennas, poles, masts, utility poles, wires, flag poles, gasoline service pumps and pump islands or electric charging stations	No limit, except as otherwise limited by this bylaw or other legislation
<b>Underground Projections</b>	
underground Structures	No limit, provided that the top surface does not extend more than 0.5 metres above the average Grade





## **4.12 Tall Buildings**

### **4.12.1** Buildings of six or more storeys must include the following safety measures:

- a. Stairwells that are clearly marked, including roof access stairwells;
- b. An approved Fire Department lock box that is installed as per the Fire and Safety Regulations Bylaw;
- c. A room or closet on every sixth floor above grade, or alternate floor(s) as approved by the Fire Chief, that is dedicated and clearly identified as a firefighting equipment storage area. Each firefighting equipment storage area must be at least 0.5 metres deep by 1 metre wide and accessible by a locked standard height person door. Each firefighting equipment storage area must be equipped with apparatus as per the Fire and Safety Regulations Bylaw;
- d. A copy of the construction fire safety plan is provided in accordance with the Building Bylaw;
- e. A copy of the building fire safety plan is provided in accordance with the Building Bylaw.

### **4.12.2** If the design of a building does not, in the opinion of the Fire Chief or designate, facilitate or permit emergency services communication between the interior of the building and Fire Department personnel assembling at the exterior of the building in response to an incident, one of the following must be installed and maintained:

- a. A passive antenna or radiating cable system;
- b. An internal multiple antenna system with unidirectional or bi-directional amplifiers, as needed;
- c. A voting receiver system; or
- d. Any other system approved by the Fire Chief or designate as meeting the requirements of the emergency services communications system.

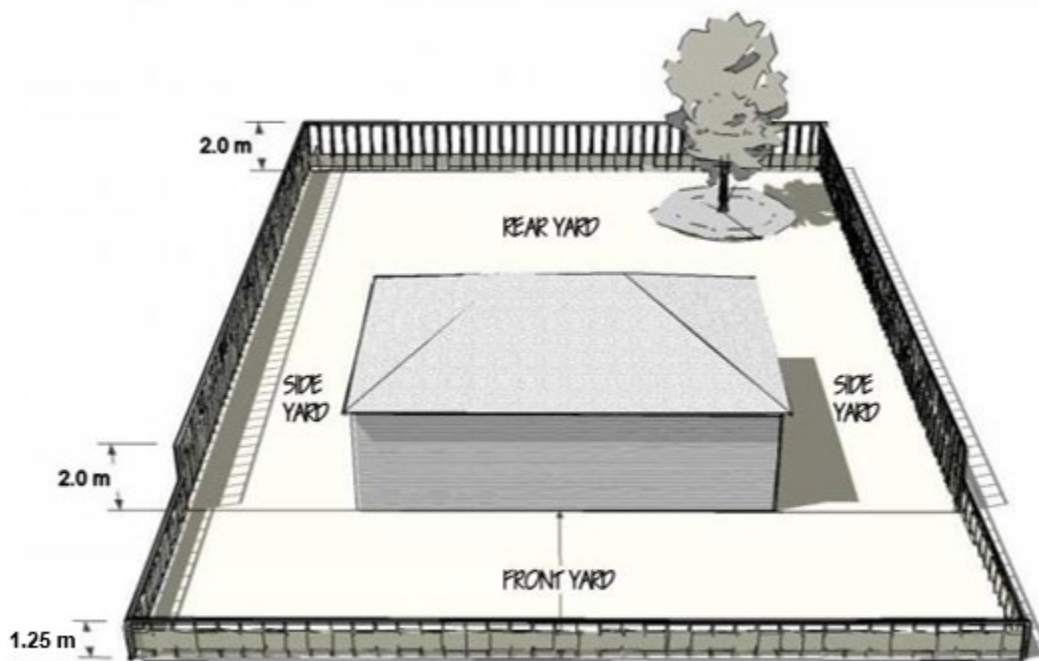
## 4.13 Height Exceptions

- 4.13.1 The maximum height of Structures permitted elsewhere in this Bylaw may be exceeded to a maximum of 3.0 metres for industrial cranes, upright silos, grain elevators, telecommunication towers, tanks, bunkers, radio and television antennas, church spires, belfries, and domes, monuments, chimneys and smoke stacks, flag poles, stadiums, stadium bleachers, lighting poles, elevator shafts, stair towers, fire and hose towers, hydro transmission towers, rooftop pergolas, rooftop solar panels, and rooftop mechanical equipment.

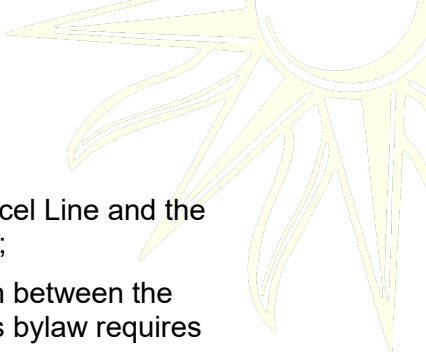
## 4.14 Fences

- 4.14.1 In any Residential zone, fences, hedges, hedgerows, walls or projecting retaining walls may not exceed:
- 1.25 metres in height where constructed between the Front Parcel Line and the Front Building Line;
  - 2.0 metres in height where constructed on the Parcel other than between the Front Parcel Line and the Front Building Line.

**Figure 4.14: Height of Residential Fences**



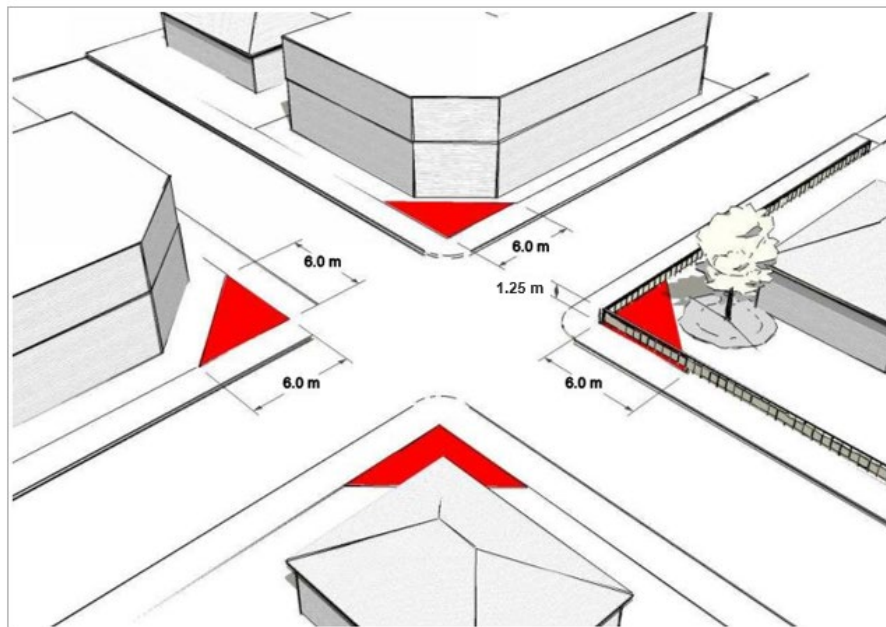
- 4.14.2 In Commercial zones, fences, hedges, hedgerows, walls or projecting retaining walls may not exceed:

- 
- a. 1.25 metres in height where constructed between the Front Parcel Line and the Front Building Line, except where this bylaw requires otherwise;
  - b. 2.5 metres in height where constructed on the Parcel other than between the Front Parcel Line and the Front Building Line, except where this bylaw requires otherwise.
- 4.14.3** In Industrial zones, fences, hedges, hedgerows, walls or projecting retaining walls may not exceed 2.5 metres in height, except where this bylaw requires otherwise;
- 4.14.4** In Institutional or Park zones, fences, hedges, hedgerows, walls or projecting retaining walls may not exceed:
- a. 1.25 metres in height where constructed between the Front Parcel Line and the Front Building Line, except where this bylaw requires otherwise;
  - b. 2.5 metres in height where constructed on the Parcel other than between the Front Parcel Line and the Front Building Line, except where this bylaw requires otherwise;
  - c. Notwithstanding 4.14.4(a) and 4.14.4(b), 3.5 metres in height for Cemetery, Park, playfield, playground, or Public School.
- 4.14.5** Where Fences that exceed 1.25 metres in height are constructed between the Front Parcel Line and the Front Building Line, chain link fencing or other transparent barrier must be used.
- 4.14.6** No barbed wire fence may be constructed in any residential zone and no razor wire fence may be constructed in any zone.
- 4.14.7** Fences constructed on Corner Parcels must conform to the sight triangle, as per Section 4.15.

## 4.15 Visibility

- 4.15.1** A sight triangle on a corner Parcel must be kept free of all obstacles or obstructions that are more than 1.25 metres in height above the established Grade of the adjoining street.
- 4.15.2** The sight triangle is calculated as a triangular area formed by extending a line 6 metres along the Parcel Line from the point of the exterior corner intersection, and a line connecting these two points.

**Figure 4.15: Sight Triangle Dimensions**



## 4.16 Accessory Buildings

- 4.16.1** An Accessory Building must not be erected on any Parcel unless:
- a Principal Building has previously been erected; or
  - a Principal Building is erected simultaneously with the Accessory Building.
- 4.16.2** An Accessory Building may not be used as a Dwelling Unit, Secondary Suite, Short-Term Rental or Temporary Accommodation in any zone.
- 4.16.3** Accessory Buildings must conform with the development regulations outlined in each zone, including Setback, Height, Parcel Coverage and building separation.
- 4.16.4** Accessory Buildings have the same Front Setback as the Principal Building.
- 4.16.5** Notwithstanding Section 4.16.4, sheds and bicycle storage lockers which are screened as outlined in Section 6.2 and do not exceed a Height of 1.25 metres and 3 m<sup>2</sup> in area have a minimum Front Setback equal to the lesser of the Front Setback or 1.2 metres.



## **4.17 Swimming Pools**

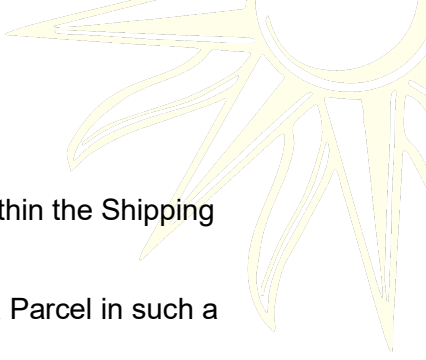
- 4.17.1** Swimming pools have the same Front Setback as the Principal Building.
- 4.17.2** At Grade, swimming pools must be located a minimum of 1.2 metres from Interior Side, Exterior Side and Rear Parcel Lines.
- 4.17.3** Above ground swimming pools and associated Decks greater than 0.6 metres in height shall meet the siting requirements of Accessory Buildings and include a means of restricting access when unoccupied.
- 4.17.4** Fencing must be erected around in-ground swimming pools and meet the following requirements:
  - a. Minimum of 1.5 metres in height;
  - b. Include a lockable gate;
  - c. Resistant to climbing;
  - d. Not allow the passage of a 0.1 metre sphere; and
  - e. Not consist of hedges, shrubs, bushes, trees and other plants.

## **4.18 Temporary Structures**

- 4.18.1** The installation of temporary Structures is permitted only in accordance with the following regulations:
  - a. Temporary Structures, including Temporary Fabric Structures, must meet the Setback and Height requirements for Accessory Buildings;
  - b. A maximum of one Temporary Fabric Structure is permitted per Parcel.
  - c. Shipping Containers used as temporary Structures must conform with Section 4.19.2, 4.19.3(b), 4.19.3(c), and 4.19.4.

## **4.19 Shipping Containers**

- 4.19.1** Shipping Containers, cargo containers, and similar metal storage containers may only be used as commercial, industrial, institutional or residential Structures, or components of Structures, if the Shipping Container has been converted to meet the *BC Building Code* and has been issued a building permit from the City of Merritt.
- 4.19.2** Except where prohibited, Shipping Containers may be used as Accessory Buildings, including for the purposes of storage, but only if the Shipping Container has been converted to meet the following requirements:
  - a. A vent must be installed in the lower portion of the Shipping Container doors. The vent must be 0.3 metres by 0.3 metres for containers under 6.0 metres in length and 0.5 metres by 0.5 metres for containers 6.0 metres or more in length;
  - b. A vent must be installed in the upper portion of the Shipping Container opposite the doors. The vent must be 0.3 metres by 0.3 metres for containers under 6.0 metres in length and 0.5 metres by 0.5 metres for containers 6.0 metres or more in length;

- 
- c. Display a placard, which lists all dangerous goods contained within the Shipping Container, on the most visible side.
- 4.19.3** Shipping Containers used for storage purposes must be situated on a Parcel in such a way that the following requirements are met:
- a. Located in the rear yard, except on industrial Parcels where Shipping Containers can also be located in side yards;
  - b. Minimum 3.0 metre separation from combustible Structures;
  - c. Doors facing away from Principal Building entrances and windows;
  - d. Screened from view from any Highway and Abutting Parcels in commercial or residential zones.
- 4.19.4** Shipping Containers are prohibited as Accessory Buildings for the purposes of storage in the R3, R4, R5, R6, R7, R8, RC1, C2 and C6 zones.
- 4.19.5** A maximum of one Shipping Container for the purposes of storage is permitted per residential Parcel in the R1, R1A and R2 zones.
- 4.19.6** Unless stated elsewhere in this Bylaw, the number of Shipping Containers permitted ancillary to a permitted Use in a Commercial or Industrial zone for storage purposes is based on Parcel Area at a rate of one Shipping Container per 0.2 hectares.
- 4.19.7** Shipping Containers must be screened, as per Section 6.2. Shipping Containers for the purposes of storage may only be stacked in the M1, M2, and P2 zones and in no case may Shipping Containers be stacked above two containers in height.

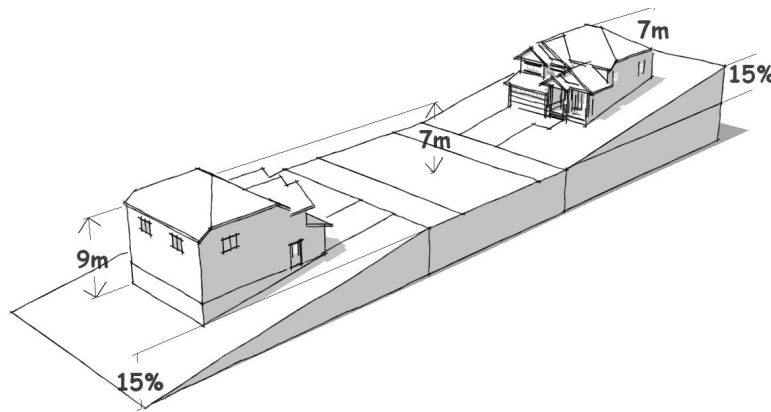
## **4.20 Stormwater Management**

- 4.20.1** A stormwater management plan must be prepared by a certified professional to confirm pre and post development flow conditions. This requirement may be waived by the Development Approving Officer or Building Inspector for developments of two or fewer Dwelling Units.
- 4.20.2** Stormwater management plans should adhere to the standards outlined in the Subdivision and Development Servicing Bylaw. Where the standards in the Bylaw do not meet best management practices, the Master Municipal Construction Documents and Province of British Columbia's Stormwater Planning: A Guidebook for British Columbia should be used to guide development of the stormwater management plan.
- 4.20.3** Post-development run-off must not exceed pre-development flow conditions for a rainfall event that has a probability of occurring once every 5 years.
- 4.20.4** If City stormwater infrastructure is present adjacent to the subject Parcel, the development must connect to the stormwater system. If no infrastructure exists, on-site containment methods can be utilized.

## 4.21 Hillside Development

- 4.21.1** The intent of the hillside development regulation is to preserve view corridors from Parcels located upslope from a development and minimize the visual impact of buildings from views located below the development.
- 4.21.2** If the average natural Grade over the depth of a Parcel equals or exceeds fifteen percent, development of the Parcel is subject to the following conditions:
- Structures located below the Abutting street must not exceed a height of 7 metres above the elevation of the centerline of the street measured at the midpoint of the Parcel.

**Figure 4.21: Hillside Development**



- Structures located above the Abutting street must not exceed a Height of 7 metres above the elevation of the mid-point of the rear Parcel Line.
- In no case may a continuous vertical surface of a Structure exceed 9 metres measured from the lowest finished Grade of the Parcel on which it is located.

## 4.22 Application of Setback Requirements to Strata and Bareland Strata

- 4.22.1** Setback regulations under this bylaw apply to bare land strata Parcels.
- 4.22.2** The Interior Side Parcel Line requirements of this bylaw do not apply to strata Parcels under a registered plan pursuant to the *Strata Property Act* in respect of a boundary within a common wall shared by two or more Dwellings within a building.

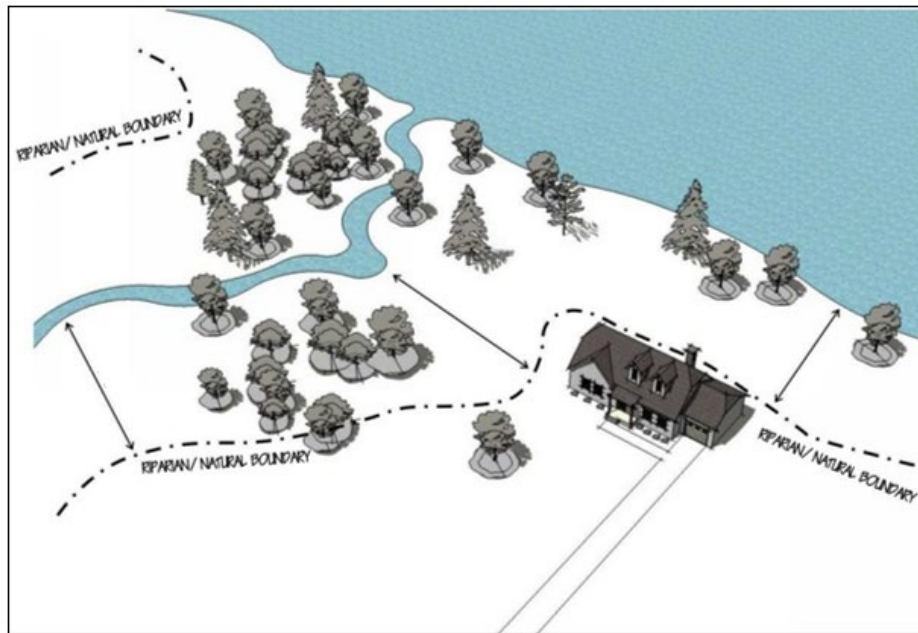
## 4.23 Party Wall Agreements

- 4.23.1** A Party Wall Agreement must be registered on title for residential buildings containing two or more Dwellings in a Semi-Detached Dwelling or Multiple Unit Townhome Dwelling which share a common wall.

## 4.24 Watercourses

- 4.24.1 Notwithstanding the Setback requirements specified in each zone, Setbacks from the natural boundary of any watercourse must accord with applicable Provincial and Federal regulations.

**Figure 4.24: Watercourse Setbacks**



## 4.25 Housing Agreements

- 4.25.1 Increases in the maximum density or reductions in parking or loading requirements are permitted subject to the following conditions:
- The owner enters into a housing agreement or covenant satisfactory to the City of Merritt; and
  - Such public benefit, determined by the City of Merritt, may include affordable or special needs housing for sale or rental at below market rates to qualifying purchasers or tenants or, amenities or amenity improvements to public spaces or community facilities.
- 4.25.2 Special Needs Housing must incorporate physical design features or support services to meet the needs of persons with disabilities.
- 4.25.3 All agreements and covenants entered into pursuant to Part 4.25 of the Bylaw shall run with the land as a priority charge against the title of the subject lands at the Land Title Office.

## 4.26 Density Bonuses

**4.26.1** An increase to the maximum Density may be approved by the Development Approving Officer according to the following:

Table 4.26 Density Bonuses		
Public Benefit	Zone	Maximum Density Bonus
		% increase
Community Amenities, including but not limited to daycare centre, plaza space, playground, community garden or rooftop garden	R2, R3, R6	5
	R7	5
	R8	5
Affordable Housing: Near Market Housing (if a minimum of 20% of total Dwellings are Affordable Housing)	R2, R3, R6	10
	R7	10
	R8	10
Affordable Housing: Subsidized Housing (if a minimum of 20% of total Dwellings are Affordable Housing)	R2, R3, R6	15
	R7	15
	R8	15
Affordable Housing: Essential Housing (if a minimum of 20% of total Dwellings are Affordable Housing)	R2, R3, R6	20
	R7	20
	R8	20
Special Needs Housing	All zones where permitted	15

**4.26.2** The Density bonuses for Community Amenities outlined in Table 4.26 can be combined with Affordable Housing or Special Needs Housing and are cumulative to a maximum of a 25% increase.

**4.26.3** A combination of Near Market Housing, Subsidized Housing, Essential Housing or Special Needs Housing is permitted. The density bonuses for these housing types, as outlined in Table 4.26, are not cumulative and shall be an average of the combined housing types.

**4.26.4** To qualify for a density bonus, the Community Amenity, Affordable Housing or Special Needs Housing Dwelling Units must be maintained as such for a minimum of 20 years, which must be guaranteed by way of a covenant.

## 4.27 Height Bonuses

**4.27.1** An increase to the maximum Height may be approved by the Development Approving Officer according to the following:

Table 4.27 Height Bonuses				
Public Benefit	Zone	Amount of space provided	Maximum Height Bonus	
			Height increase (metres)	Storeys
Daycare Centre	C2, C3, C4, C5	Minimum of 100m <sup>2</sup>	4	0.5
	C6		4	1
Recreational facility, such as swimming pool, futsal court, basketball court or pickleball court, accessible to the public	C2, C3, C4, C5	Minimum of 450m <sup>2</sup>	4	0.5
	C6		4	1
Plaza space, playground, community garden or rooftop garden, accessible to the public	R8	Minimum of 50m <sup>2</sup>	4	0.5
	C2, C3, C4, C5		4	0.5
	C6		4	1
Affordable Housing or Special Needs Housing	R8	Minimum 20% of total Dwellings	4	1
	C3, C4, C5		4	1
	C6		8	1.5
Market Rental Housing	C3, C4	100% of Dwellings	4	0.5
	C5, C6		4	1
Affordable Lease Space	C2, C3, C4, C5	Minimum of 20% of total lease space rented at 20% below market rate	4	0.5
	C6		4	1
Underground Parking	R8	Minimum of 80% of parking spaces underground	4	0.5
	C2, C3, C4, C5, C6		4	0.5
Crime Prevention Through Environmental Design	R8	Measures in addition to the requirements outlined elsewhere in this Bylaw	4	0.5
	C2, C3, C4		4	0.5
	C5, C6		4	1

**4.27.2** The Height bonuses outlined in Table 4.27 are cumulative to a maximum of the lesser of 8 metres or 2 storeys.

**4.27.3** To qualify for a Height bonus, the public benefit must be maintained as such for a minimum of 20 years, which must be guaranteed by way of a covenant.

## **4.28 Exception from minimum Parcel Size**

**4.28.1** Minimum Parcel Area, Parcel Depth and Parcel Width provisions of this Bylaw do not apply in the case where:

- a. Two or more Parcels are to be consolidated into one Parcel; or
- b. The Parcel being created is to be used solely for an unattended building, or for equipment necessary for and to be used solely for the operation of:
  - i. A community sewer system;
  - ii. A community water system;
  - iii. A community gas distribution system;
  - iv. A radio or television receiving or broadcasting antenna;
  - v. A telecommunication relay station;
  - vi. An air navigation aid;
  - vii. An electrical substation or power generation station.

## **4.29 Subdivision without Community Sewer**

**4.29.1** The minimum Parcel Area for subdivision is 1 hectare for Parcels not connected to a community sewer system.

## **4.30 Floodplain Regulations**

**4.30.1** Floodplain Designation

- a. The lands identified on Schedule B of this bylaw as floodplains are hereby designated as a floodplain.
- b. In addition to lands identified on Schedule B, land lower than the following levels is designated as floodplain:
  - i. The 200 year frequency flood levels applying to the Nicola River and Coldwater River, as designated on floodplain mapping by the Province of British Columbia; and
  - ii. 1.5 metres above the natural boundary of any other Watercourse.

**4.30.2** Siting Structures in Floodplains

- a. Any fill material required to support a floor system or pad to the level required by this bylaw must not extend within 30 metres of the natural boundary of the Nicola River, the Coldwater River, or other watercourse, except where authorized by a *Riparian Area Protection Regulations* assessment.
- b. The underside of any floor system or top of any pad supporting any space or room, including a Mobile Home, that is used for Dwelling purposes, business or the storage of goods which are susceptible to damage by flood water must be at least 0.6 metres above the floodplain levels outlined in 4.30.1(b).



## 4.31 Commercial Conversion

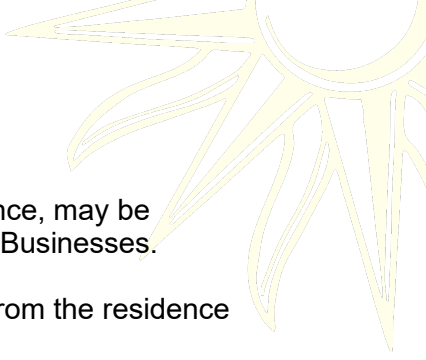
- 4.31.1** The intent of this regulation is to allow commercial uses of residential buildings along Nicola Avenue and ensure that they retain the basic form and character of a Single Detached Dwelling.
- 4.31.2** Commercial conversions are permitted in the R2 Zone for those Parcels fronting Nicola Avenue between Cleasby Street and one block east of Blair Street located within the heavy black line shown on the commercial conversion area illustration below.

**Figure 4.31: Commercial Conversion Area**



- 4.31.3** No external structural alterations or additions may be made to a residential building while a commercial conversion Use is carried out in the building, or for the purpose of accommodating such a Use.
- 4.32 Home-Based Businesses**
- 4.32.1** Home-based Businesses with a valid business licence are permitted in all zones, except the RC1 zone, as a secondary Use.
- 4.32.2** More than one Home-based Business is permitted at a Dwelling Unit or Parcel.
- 4.32.3** A Home-based Business must not occupy more than 40% of the Floor Area of the principal Dwelling. The Floor Area of the Dwelling used for the Home-based Business is limited to 25% if the Dwelling also contains a Bed and Breakfast.
- 4.32.4** There is no Floor Area limitation for a Detached Secondary Dwelling or Accessory Building for the Home-based Business.
- 4.32.5** No exterior storage for a Home-based Business is permitted.
- 4.32.6** A Home-based Business may in no way indicate from the exterior that the Dwelling is being so used, except for one home occupation sign in the AR1, R1, R1A, R2 and R3 zones, as permitted by the Sign Bylaw.
- 4.32.7** A Home-based Business must not create a Nuisance.



- 
- 4.32.8** No more than one person, other than residents of the relevant residence, may be employed at a Dwelling Unit or Parcel with one or more Home-based Businesses.
  - 4.32.9** A Home-based Business must not involve delivery of materials to or from the residence by commercial vehicles.
  - 4.32.10** A Dwelling Unit or Parcel with one or more Home-based Businesses must not generate more than two clients to the site at any given time.

#### **4.33 Bed and Breakfast**

- 4.33.1** A Bed and Breakfast with a valid business licence is permitted in Single Detached Dwellings in the AR1, R1, R1A, R2 and R3 zones, as a secondary Use.
- 4.33.2** A Bed and Breakfast must not be conducted in the same building as a Secondary Suite or Short-Term Rental.
- 4.33.3** A Bed and Breakfast must not alter the residential character or show an external indication the Dwelling is being so used, except for one fascia sign, as per the Sign Bylaw.
- 4.33.4** A maximum of four Sleeping Units is permitted in a Bed and Breakfast.
- 4.33.5** Off-street Parking Spaces for Bed and Breakfasts, in addition to the requirements for the Dwelling, are required as per Table 5.16.
- 4.33.6** Parking areas and Open Space to be used by guests of a Bed and Breakfast must be oriented away and screened from Abutting Parcels to minimize the impact of the operation on neighbouring properties.
- 4.33.7** The property owner or operator must reside in the Dwelling at least 180 days per calendar year.
- 4.33.8** The maximum length of stay for any guest at a Bed and Breakfast is 30 consecutive days, and 90 days in a calendar year.





#### **4.34 Short-Term Rentals**

- 4.34.1** A Short-Term Rental is permitted in the AR1, C2, C3, C4 and C6 zones, and may be permitted as a Discretionary Use in the R1, R1A, R2, R3, R6, R7, R8 and C5 zones subject to Section 4.5.
- 4.34.2** Operation of a Short-Term Rental requires a valid business licence and payment of all applicable fees and taxes.
- 4.34.3** The submission of written permission from the strata council is required for a Short-Term Rental in a strata development.
- 4.34.4** A valid business licence must be clearly displayed on-site of a Short-Term Rental.
- 4.34.5** Short-Term Rental may contain Cooking Facilities.
- 4.34.6** A Short-Term Rental must not be conducted in a building with a Secondary Suite or a Bed and Breakfast.
- 4.34.7** Off-street Parking Spaces for Short-Term Rentals, in addition to the requirements for the Dwelling, are required in the AR1, R1, R1A and R2 zones as per Table 5.16.
- 4.34.8** At least one Parking Space for the principal Dwelling and the Parking Space for the Short-Term Rental must be located so as to provide direct vehicular Access to the street without obstruction by a vehicle parked in another Parking Space.
- 4.34.9** For a Short-Term Rental in the R1, R1A, R2, R3 or R6 zones, parking areas and Open Space to be used by guests must be oriented away and screened from Abutting Parcels to minimize the impact of the operation on neighbouring properties.
- 4.34.10** The maximum length of stay for any guest at a Short-Term Rental is 30 consecutive days, and 90 days in a calendar year.

#### **4.35 Secondary Suites**

- 4.35.1** One Secondary Suite is permitted in a Single Detached Dwelling, Semi-Detached Dwelling or Multiple Unit Townhome Dwelling.
- 4.35.2** The Secondary Suite must be contained within the same building as the principal residence;
- 4.35.3** Secondary Suites may not be used to conduct a Bed and Breakfast or Short-Term Rental;
- 4.35.4** Rentals of a Secondary Suite must have a minimum tenancy period of one month.
- 4.35.5** Off-street Parking Spaces for Secondary Suites, in addition to the requirements for the Dwelling, are required as per Table 5.16.



## **4.36 Detached Secondary Dwellings**

- 4.36.1** Detached Secondary Dwellings are permitted in the AR1, R1, R1A, R2 and R3 zones.
- 4.36.2** Not more than one Detached Secondary Dwelling is permitted on a Parcel.
- 4.36.3** A Detached Secondary Dwelling is permitted on a Parcel that has a Bed and Breakfast or Secondary Suite in the Principal Building.
- 4.36.4** If a Secondary Suite exists in the Principal Building, it must be registered with the City of Merritt prior to the issuance of a building permit for the Detached Secondary Dwelling.
- 4.36.5** A Detached Secondary Dwelling may contain a Short-Term Rental.
- 4.36.6** A Detached Secondary Dwelling may not be occupied unless a Principal Building is in existence on the Parcel and has been issued an occupancy permit, except when an existing Dwelling is being converted into a Detached Secondary Dwelling in conjunction with the construction of a new Principal Building.
- 4.36.7** The maximum floor area of a Detached Secondary Dwelling must be less than the floor area of the Principal Building.
- 4.36.8** Detached Secondary Dwellings have the same Front Setback as the Principal Building.
- 4.36.9** No Detached Secondary Dwelling may be located less than 3 metres away from a Principal Building.
- 4.36.10** Where a Principal Building is connected to the City of Merritt water and sanitary sewer system, any Detached Secondary Dwelling must also be connected via the connections serving the Principal Building.
- 4.36.11** Off-street Parking Spaces for Detached Secondary Dwellings, in addition to the requirements for the Principal Building, are required as per Table 5.16.
- 4.36.12** At least one Parking Space for the principal Dwelling and the Parking Space for the Detached Secondary Dwelling must be located so as to provide direct vehicular Access to the street without obstruction by a vehicle parked in another Parking Space.



## **4.37 Backyard Hens**

- 4.37.1** Backyard Hens are restricted to Parcels in the R1, R1A, R2 and R3 zones.
- 4.37.2** Backyard Hens must be kept in a Backyard Hen Enclosure. Only one Structure containing Backyard Hens is permitted on each property.
- 4.37.3** The Backyard Hen enclosure must be sited to the rear of the Principal Building, be Setback a minimum of 1.2 metres from any Parcel Line, not be visible from the street, and be constructed in a way to prevent infiltration from predatory animals and rodents as well as for sound attenuation.

*See the Animal Control Bylaw for regulations on the keeping of animals.*

## **4.38 Beekeeping**

- 4.38.1** Written consent from owners and tenants of all Abutting properties and, if applicable, the subject property owner, must be obtained and provided to the City. Neighbours may only object to the keeping of beehives on medical grounds.
- 4.38.2** Bees may only be kept on Parcels zoned R1, R1A, R2 or R3.
- 4.38.3** No more than 2 beehives on a Parcel of less than 1,000 m<sup>2</sup>, 4 beehives on a Parcel that is between 1,000 m<sup>2</sup> and 2,000 m<sup>2</sup>, and 6 beehives on a Parcel that is over 2,000 m<sup>2</sup>.
- 4.38.4** All beehives must be located in a rear yard and oriented to face away from adjacent properties and Lanes.
- 4.38.5** Beehives have Interior Side, Exterior Side and Rear Setbacks of 2.0 metres.
- 4.38.6** The positioning of all beehives must enable a clear flight path of at least 4.5 metres straight ahead from the front of the beehive to any Parcel Line or Structure.
- 4.38.7** Beehives must be screened from view from any street, Lane or Abutting residential property.

*See the Animal Control Bylaw for regulations on the keeping of animals.*

## **4.39 Vehicle Services and Drive-Through Businesses**

- 4.39.1** Vehicle Services and Drive-through Businesses are subject to the following:
  - a. Vehicle Services and Drive-through Businesses are not permitted in the C2, C5 or C6 zones;
  - b. All buildings must be situated at least 5 metres from the side Parcel Lines;
  - c. The entire customer service area must be paved with a permanent impermeable surface such as asphalt and concrete.



## **4.40 Filling Stations**

- 4.40.1** Filling Stations are not permitted in the C2, C5 or C6 zones.
- 4.40.2** Gasoline and propane service pumps or pump islands must be installed at least 5 metres away from any Parcel Line.
- 4.40.3** All servicing equipment, other than that normally carried on a pump island, must be entirely enclosed within a building, excluding electric charging stations or propane filling equipment.
- 4.40.4** The entire customer service area must be paved with a permanent surface of asphalt or concrete with proper on-site drainage connected to the City storm sewer system unless the Development Approving Officer has approved a dry well system on-site.

## **4.41 Retail Cannabis Sales**

- 4.41.1** No portion of a Retail Cannabis Sales store may be located within 150 metres of the Parcel Line for any property zoned Park and Cemetery (P1) or any property with a Daycare Centre, Major or Public School Use in the Institutional and Public Use (P2) or City Centre District (C6) zones.
- 4.41.2** No portion of a Retail Cannabis Sales store may be located within 100 metres of the public entrance of another Retail Cannabis Sales store.
- 4.41.3** There may be no more than four Retail Cannabis Sales stores within the City of Merritt.

## PART 5 - PARKING AND LOADING





## PART FIVE – PARKING AND LOADING

### 5.1 General Parking Provisions

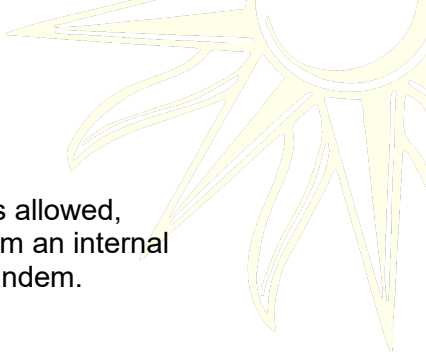
- 5.1.1** Off-street parking requirements for vehicles, bicycles and motorcycles are outlined in Table 5.16.
- 5.1.2** Required parking must not be provided parallel to and flanking a Lane unless the parking area is accessible by a driveway and is screened from the Lane as outlined in Section 6.2.
- 5.1.3** Any parking area containing four or more Parking Spaces must incorporate landscaping, as outlined in Section 6.4.
- 5.1.4** No person at any time may park or store any commercial vehicle, truck, bus, motor home, truck camper, travel trailer, tow truck or any construction equipment or truck or commercial vehicle containing building material on a Parcel in a residential zone, except:
- a. one truck or commercial vehicle not exceeding 6,350 kg G.V.W. rated capacity;
  - b. one motor home, truck camper or travel trailer provided that the overall length does not exceed 10 metres;
  - c. trucks or equipment required for construction, repair, servicing, or maintenance of the premises when parking during normal working hours;
  - d. one boat or vessel not exceeding a length of 10 metres;
  - e. a truck or commercial vehicle containing building materials when the owner, lessee, or occupier of the Parcel is in possession of an unexpired building permit authorizing the construction of a building on the Parcel, provided that the materials are required for the construction of the building.
- 5.1.5** Section 5.1.4 does not apply to the parking or storage of a vehicle that has been authorized by the City under another bylaw.
- 5.1.6** The parking of a logging truck on residential property requires a permit, as per the Traffic Bylaw.

### 5.2 Street Parking Permit

- 5.2.1** A parking permit may be issued for Parcels in the R3 zone, subject to regulations in the Traffic Bylaw.
- 5.2.2** With a valid parking permit, the vehicle parking requirements for the R3 zone are as outlined in Table 5.16.

### 5.3 Tandem Parking

- 5.3.1** Parking Spaces may be configured in tandem for Single Detached Dwellings, Detached Secondary Dwellings, and Semi-Detached Dwellings.

- 
- 5.3.2** In developments containing four or more Dwellings, tandem parking is allowed, provided each Dwelling has one Parking Space with direct Access from an internal road or a Highway and visitor Parking Spaces are not configured in tandem.

## **5.4 Common Parking**

- 5.4.1** Parking Spaces in strata developments may be provided by way of communal parking areas, rather than on each strata lot.
- 5.4.2** Where Common Parking exists, a pathway or sidewalk must connect the parking areas to the strata units.

## **5.5 Shared Parking**

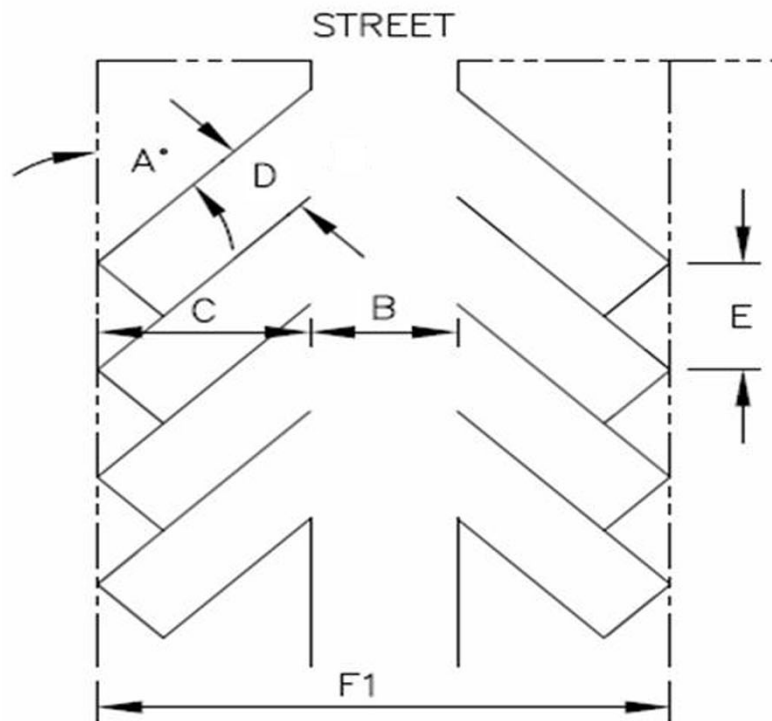
- 5.5.1** Where off-street Parking Spaces can serve two or more non-residential Uses on the same or separate Parcels, shared vehicle parking may be permitted if the peak parking demands of the Uses occur at different times of the day, and the following information is submitted to the City of Merritt in writing as part of a business license, building permit or development permit:
- a. The names and addresses of the uses and of the owners or tenants that propose to share the use of the Parking Spaces;
  - b. The location, number, and type of Parking Spaces that would be shared.

## **5.6 Parking Design Standards**

- 5.6.1** Unless otherwise stated within this Bylaw, vehicle Parking Spaces must meet the minimum dimension requirements listed within Table 5.6. The minimum parking dimension requirements are illustrated within Figure 5.6.
- 5.6.2** The number of regular size to small size vehicle parking spaces is a ratio of 1:1 for parking areas of two spaces and a ratio of 2:1 for parking areas of three or more spaces.

Table 5.6: Minimum Parking Space and Aisle Dimensions					
Parking Angle (A)*	Aisle Width (B)*	Stall Depth (C)*	Stall Width (D)*	Stall Width Parallel to Aisle (E)*	Clearance
<b>Regular Size Parking Spaces</b>					
0° (parallel)	3.0 m	7.0 m	2.6 m	7.0 m	2.0 m
30°	3.1 m	5.3 m	2.6 m	5.6 m	2.0 m
45°	3.5 m	6.1 m	2.6 m	4.0 m	2.0 m
60°	5.5 m	6.4 m	2.6 m	3.2 m	2.0 m
90°	7.0 m	5.8 m	2.6 m	2.6 m	2.0 m
<b>Small Size Parking Spaces</b>					
0° (parallel)	3.0 m	6.5 m	2.5 m	6.5 m	2.0 m
30°	3.1 m	5.0 m	2.5 m	2.6 m	2.0 m
45°	3.5 m	5.5 m	2.5 m	2.7 m	2.0 m
60°	5.5 m	5.8 m	2.5 m	2.8 m	2.0 m
90°	7.0 m	4.8 m	2.5 m	2.5 m	2.0 m
<b>Accessible Parking Spaces</b>					
All configurations	Same as Regular Size	Regular Size plus 0.2 m	3.9 m	Same as Regular Size	2.3 m
<b>All two-way drive aisles without adjacent parking</b>					
N/A	6.0 m	N/A	N/A	N/A	2.0 m

Figure 5.6: Parking Dimension Factors





## **5.7 Off-Street Vehicle Parking and Loading Provisions**

- 5.7.1** When any new development is initiated or when any existing development is expanded, intensified, enlarged, or a use is changed, off-street Parking Spaces and off-street loading spaces must be provided and maintained by the property owner in accordance with the standards of this section.
- 5.7.2** Where provision of off-street parking or loading spaces is required by this Bylaw, a plan of the proposed site layout and landscape plan must be included with the development permit or building permit application. The site plan must be drawn to scale and must clearly illustrate the Parcel size and configuration, building locations, Parking Spaces, loading spaces, on-site circulation, Access driveways, Landscaping, Fences, and any other details relevant to the review of the development proposal.
- 5.7.3** Off-street Parking Spaces shall not be credited as off-street loading spaces or vice versa.
- 5.7.4** Every off-street parking or loading area of four or more Parking Spaces, including every Access to such areas, must have a durable, dust-free hard surface of asphalt, concrete or similar material, unless a permeable surface alternative is approved by the Development Approving Officer.
- 5.7.5** Every off-street parking or loading area must be constructed such that the surface drainage is directed to the City storm sewer system, if available, or alternatively to approved planting areas or an approved on-site drainage system.
- 5.7.6** Every off-street parking or loading area with four or more Parking Spaces, and Access thereto, must have fencing, curbs or secured wheel stops to prevent vehicles from encroaching upon Parcel Lines.
- 5.7.7** All off-street Parking Spaces on Parcels with four or more Parking Spaces and Abutting a pedestrian walkway or landscaped area without a barrier curb must have a wheel stop that is 0.9 metres from the walkway or landscaping area and a minimum of 0.15 metres in height. This requirement does not apply to a Parking Space if the Parking Space is configured parallel to the curb or drive aisle.
- 5.7.8** Every off-street parking or loading area of four or more Parking Spaces must clearly delineate individual Parking Spaces, loading spaces, accessible Parking Spaces, entrances and exits, and garbage and recycling storage areas, where applicable, with pavement markings, signs, and/or other physical means.
- 5.7.9** Every off-street parking or loading area of four or more Parking Spaces must be designed using Crime Prevention Through Environmental Design techniques, including the installation of lighting, signage, and landscaping that enables natural surveillance.
- 5.7.10** Number of Spaces
- a. The minimum number of off-street vehicle parking and loading spaces required for each Use is specified in the Parking and Loading table (Table 5.16).
  - b. Where the calculation of the total number of parking and loading spaces results in a fraction of 0.5 or greater, the next highest whole number shall be required.

- c. Where Table 5.16 does not clearly define requirements for a particular development, the single Use class or combination of Use classes most representative of the development shall be used to determine the parking requirements.
- d. Where a development consists of a mix of Use classes, the total off-street parking and loading requirement shall be the sum of the off-street parking and loading requirements for each Use class;
- e. A driveway of a minimum of 5 metres in length shall qualify as a Parking Area, subject to Section 4.8 and any restrictions cited elsewhere in this bylaw.

## 5.8 Public Benefit Parking Reduction

- 5.8.1** A reduction in the required Parking Spaces may be approved by the Development Approving Officer according to the following:

Table 5.8: Public Benefit Parking Reduction		
Public Benefit	Zone	Parking Reduction (Spaces per Dwelling)
Community Amenities, including but not limited to daycare centre, plaza space, playground, community garden or rooftop garden	R2, R3, R6	0.1
	R7	0.1
	R8	0.1
Affordable Housing: Near Market Housing (if 20% of total Dwellings)	R2, R3, R6	0.1
	R7	0.1
	R8	0.1
Affordable Housing: Subsidized Housing (if 20% of total Dwellings)	R2, R3, R6	0.2
	R7	0.2
	R8	0.2
Affordable Housing: Essential Housing (if 20% of total Dwellings)	R2, R3, R6	0.25
	R7	0.25
	R8	0.25
Special Needs Housing	All zones where permitted	0.25

## 5.9 City Centre Parking Reduction

- 5.9.1** Vehicle parking requirements outlined in Table 5.16 shall be reduced by 0.25 spaces per Dwelling for Parcels in the City Centre Parking Zone, as illustrated in Figure 5.10.

## 5.10 Pay in Lieu of Parking

- 5.10.1** In lieu of providing the required number of off-street vehicle Parking Spaces on Parcels in the R6, R7, R8, C1, C2, C3, C4, C5, C7, C8, M1 and M2 zones, an owner may provide to the City a sum of money equal to the number of Parking Spaces not provided multiplied by \$2,000.00 for deposit to the City's Active Transportation and Parking Infrastructure Reserve Fund.

- 5.10.2** In lieu of providing the required number of off-street vehicle Parking Spaces on Parcels in the City Centre Parking Zone, as illustrated in Figure 5.10, an owner may provide to the City a sum of money, for deposit to the City's Active Transportation and Parking Infrastructure Reserve Fund, in the amount of \$1.00 per space for up to a 25% reduction, an additional \$100.00 per space for up to an additional 25% reduction, and an additional \$1,000.00 per space for any additional reduction beyond 50% of the total Parking Spaces required.

**Figure 5.10: City Centre Parking Zone**

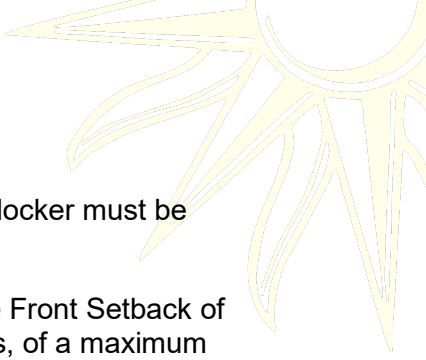


## **5.11 Motorcycle Parking Standards**

- 5.11.1** Unless otherwise stated within this Bylaw, required motorcycle Parking Spaces must be a minimum of 1.2 metres in width and have a depth of no less than 2.4 metres perpendicular to the aisle.

## **5.12 Bicycle Parking Standards – Short-Term**

- 5.12.1** Each required short-term bicycle Parking Space must be:
- At least 0.6 metres wide by at least 1.8 metres long with a vertical clearance of at least 1.25 metres;
  - Located outside a building in a convenient, well-lit location that is visible from the Abutting street.
- 5.12.2** Where a bicycle rack is provided for short-term bicycle parking, the rack must be:
- Capable of enabling a bicycle frame and front or rear wheel to be locked to the rack with a U-shaped shackle lock if both wheels are left on the bicycle;
  - Constructed of theft resistant material and be securely anchored to the floor, ground, or exterior of a building.

- 
- 5.12.3** Where a bicycle locker is provided for short-term bicycle parking, the locker must be securely anchored.
- 5.12.4** Bicycle storage lockers for short-term parking are permitted within the Front Setback of commercial, industrial, and institutional zones. Bicycle storage lockers, of a maximum height of 1.25 metres and gross floor area of 3 m<sup>2</sup>, are permitted in residential front yards, where the front yard is fenced.

### **5.13 Bicycle Parking Standards – Long Term**


- 5.13.1** Each required long term bicycle Parking Space must be:
- At least 0.6 metres wide by at least 1.8 metres long with a vertical clearance of at least 1.25 metres;
  - Covered within a building, under roof overhangs or awnings, in bicycle storage lockers or within or under other Structures;
  - Located in one of the following:
    - a locked room, closet or bicycle storage locker;
    - an area that is enclosed by a floor-to-ceiling fence with a locked gate;
    - an area monitored by a security camera; or
    - an area that is visible from employee work areas.
- 5.13.2** Where a bicycle rack is provided for long term bicycle parking, the rack must be:
- Anchored to the floor, wall or ceiling of the covered space within which it is located;
  - Capable of enabling a bicycle frame and front or rear wheel to be locked to the rack with a U-shaped shackle lock if both wheels are left on the bicycle.
- 5.13.3** Bicycle storage lockers for long term parking are permitted within the Front Setback of commercial, industrial, and institutional zones. Bicycle storage lockers, of a maximum height of 1.25 metres and gross floor area of 3 m<sup>2</sup>, are permitted in residential front yards, where the front yard is fenced.

### **5.14 Active Transportation**

- 5.14.1** Parking for electric mobility scooters, e-bikes, push scooters and similar active transportation modes may be used to meet bicycle parking requirements as outlined in Table 5.16.

### **5.15 Accessible Parking**

- 5.15.1** Vehicle Parking Spaces for persons with disabilities required by the *BC Building Code*:
- must be designated using appropriate markings as accessible Parking Spaces;
  - are included in the calculation of the applicable minimum Parking Space requirement and are not additional to it;
  - must comprise at least 10 percent of the total number of Parking Spaces required by Table 5.16 with a minimum of one accessible Parking Space required.

- 
- 5.15.2** If the required number of total Parking Spaces is reduced, the 10 percent requirement for accessible Parking Spaces shall be calculated using the reduced total. Accessible Parking Spaces cannot be reduced below half of the unreduced total.

**5.16 Off-Street Parking and Loading Requirements**

- 5.16.1** Off Street Parking and Loading requirements must meet the requirements of Table 5.16:



Table 5.16: Off-Street Parking and Loading Requirements						
Class of Building or Use	Minimum Vehicle Parking Spaces	Minimum Visitor Vehicle Parking Spaces	Minimum Vehicle Loading Spaces	Minimum Bike Parking – Short-Term	Minimum Bike Parking – Long-Term	Minimum Motorcycle Parking
<b>Residential</b>						
Buildings containing 2 or less Dwellings	2 per Dwelling	N/A	N/A	N/A	N/A	N/A
Buildings containing 2 or less Dwellings – R2 and R6	1 per Dwelling	N/A	N/A	N/A	N/A	N/A
Buildings containing 2 or less Dwellings – R3	1 per Dwelling or 0 per Dwelling with a valid street parking permit	N/A	N/A	1 per Dwelling	0 spaces, or 1 per Dwelling that has 0 vehicle spaces	N/A
Dwelling, Multiple Unit Townhome	3 or more bedroom units: 1.5 per Dwelling; 1 or 2 bedroom units: 1 per Dwelling; Bachelor units: 1 per Dwelling. <i>See 5.9 for City Centre District parking reduction regulations.</i>	0.1 per Dwelling for developments of 9 or more Dwelling Units	N/A	2 spaces or 0.2 per Dwelling, whichever is greater	N/A	1 space or 0.1 per Dwelling, whichever is greater
Dwelling, Multiple Unit Townhome – R3	1 per Dwelling or 0 per Dwelling with a valid street parking permit	N/A	N/A	2 spaces or 0.2 per Dwelling, whichever is greater	N/A	1 space or 0.1 per Dwelling, whichever is greater
Dwelling, Multiple Unit Apartment	3 or more bedroom units: 1.5 per Dwelling; 1 or 2 bedroom units: 1 per Dwelling; Bachelor units: 1 per Dwelling. <i>See 5.9 for City Centre District parking reduction regulations.</i>	0.1 per Dwelling	0 spaces for buildings under 20 Dwelling Units; 0.02 spaces per additional Dwelling	4 spaces or 0.2 per Dwelling, whichever is greater	0.5 per Dwelling	0 spaces for buildings under 20 Dwelling Units; 0.1 per additional Dwelling
Dwellings in buildings also used for commercial Use	3 or more bedroom units: 1.5 per Dwelling; 1 or 2 bedroom units: 1 per Dwelling; Bachelor units: 1 per Dwelling; Plus, 1 per 100 m <sup>2</sup> Floor Area for the commercial use(s) <i>See 5.9 for City Centre District parking reduction regulations.</i>	0.1 per Dwelling	0 spaces for the residential Use of buildings under 20 Dwelling Units; 0.02 per additional Dwelling; Plus 1 per 2000 m <sup>2</sup> Floor Area for the commercial Use(s)	4 spaces or 0.2 per Dwelling, whichever is greater; Plus 1 per 500 m <sup>2</sup> Floor Area for the commercial Use(s).	0.5 per Dwelling; Plus 1 per 1000 m <sup>2</sup> Floor Area for the commercial Use(s).	1 space or 0.1 per Dwelling, whichever is greater; Plus 1 per 1000 m <sup>2</sup> Floor Area for the commercial Use(s).
Detached Secondary Dwelling, Secondary Suite, Short-Term Rental	1 space, in addition to Dwelling requirement	N/A	N/A	N/A	1 space	N/A
Bed and Breakfast	1 per Sleeping Unit; Plus Dwelling requirement	N/A	N/A	1 per Sleeping Unit	N/A	0.25 per Sleeping Unit

Table 5.16 (Ctd): Off-Street Parking and Loading Requirements						
Class of Building or Use	Minimum Vehicle Parking Spaces	Minimum Visitor Vehicle Parking Spaces	Minimum Vehicle Loading Spaces	Minimum Bike Parking – Short-Term	Minimum Bike Parking – Long-Term	Minimum Motorcycle Parking
<b>Commercial</b>						
Motel	1 per Sleeping Unit	0.05 per Sleeping Unit	N/A	0.2 per Sleeping Unit	0.05 per Sleeping Unit	0.05 per Sleeping Unit
Hotel	1 per Sleeping Unit	0.02 per Sleeping Unit	1 space	0.2 per Sleeping Unit	0.05 per Sleeping Unit	0.05 per Sleeping Unit
Short-Term Rental – AR1, R1, R1A and R2 zones	1 space, in addition to Dwelling requirement	N/A	N/A	1 per Sleeping Unit	N/A	N/A
Golf Driving Range	1 per tee	N/A	N/A	0.1 per tee	N/A	N/A
Golf Course	2 per hole	N/A	1 space per 9 holes	0.1 per hole	1 per 9 holes	N/A
Home-based Business – AR1, R1, R1A and R2 zones	1 per Home-based Business, in addition to Dwelling requirement	N/A	N/A	1 space	N/A	N/A
Food Primary Establishment, Liquor Primary Establishment	1 per 6 seats	N/A	1 per 1500 m <sup>2</sup> Floor Area	1 per 8 seats	1 per 500 m <sup>2</sup> Floor Area	1 per 1000 m <sup>2</sup> of Floor Area
Commercial Retail, Personal and Professional Services	1 per 100 m <sup>2</sup> Floor Area	N/A	1 per 1500 m <sup>2</sup> Floor Area	1 per 500 m <sup>2</sup> of Floor Area	1 per 500 m <sup>2</sup> of Floor Area	1 per 1000 m <sup>2</sup> of Floor Area
<b>Industrial</b>						
Vehicle Services, Garages, Auto Body Shops, Paint Shops	2 per service bay or 1 per 100 m <sup>2</sup> Floor Area, whichever is greater	N/A	1 per 2000 m <sup>2</sup> Floor Area	N/A	1 per 1000 m <sup>2</sup> of Floor Area	1 per 1000 m <sup>2</sup> of Floor Area
Warehouse, Storage, Manufacturing, or Wholesale Buildings	1 per 250 m <sup>2</sup> Floor Area or 0.5 per employee, whichever is greater	N/A	1 per 2000 m <sup>2</sup> Floor Area	N/A	1 per 1000 m <sup>2</sup> of Floor Area	1 per 1000 m <sup>2</sup> of Floor Area

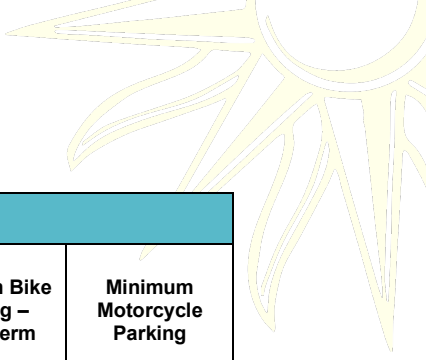


Table 5.16 (Ctd): Off-Street Parking and Loading						
Class of Building or Use	Minimum Vehicle Parking Spaces	Minimum Visitor Vehicle Parking Spaces	Minimum Vehicle Loading Spaces	Minimum Bike Parking – Short-Term	Minimum Bike Parking – Long-Term	Minimum Motorcycle Parking
<b>Institutional</b>						
Hospital	0.25 per employee	1 per 5 beds	1 per 40 beds	0.2 per bed	1 per 5 employees	1 per 150 m <sup>2</sup> of Floor Area
Community Care Facility	0.2 per bed	1 per 10 beds	1 per 10 beds	0.1 per bed	0.1 per bed; Plus 1 per 10 employees	1 per 250 m <sup>2</sup> of Floor Area
Building for public institution use	1 per 30.0 m <sup>2</sup> Floor Area	N/A	1 per 3000 m <sup>2</sup> Floor Area	6 per public entrance	0.2 per employee	1 per 1500 m <sup>2</sup> of Floor Area
Kindergarten and Elementary School	1 per classroom	0.5 per classroom	3 per 100 students, plus 1 space per 3000 m <sup>2</sup> Floor Area	10 per classroom	0.5 per classroom	0.1 per classroom
Secondary School	2 per classroom	0.5 per classroom	1 per 100 students, plus 1 space per 3000 m <sup>2</sup> Floor Area	10 per classroom	0.5 per classroom	0.1 per classroom
Educational Institution	1 per 10 students and faculty	1 per 500 m <sup>2</sup> of Floor Area	1 per 3000 m <sup>2</sup> Floor Area	0.2 per student	0.2 per employee	1 per 1500 m <sup>2</sup> of Floor Area
Assembly uses, Funeral homes, Theatres and community centre	1 per 5 seats or per 20.0 m <sup>2</sup> Floor Area, whichever is greater	N/A	1 per 3000 m <sup>2</sup> Floor Area	6 per public entrance	0.1 per employee	1 per 1500 m <sup>2</sup> of Floor Area
Buildings for recreation use	1 per 30 m <sup>2</sup> Floor Area	N/A	1 per 3000 m <sup>2</sup> Floor Area	6 per public entrance	0.1 per employee	1 per 1500 m <sup>2</sup> of Floor Area
Place of Worship	1 per 10 seats or per 10 m <sup>2</sup> Floor Area, whichever is greater	N/A	1 per 6000 m <sup>2</sup> Floor Area	6 per public entrance	0.1 per employee	1 per 1500 m <sup>2</sup> of Floor Area



## **PART 6 - LANDSCAPING AND SCREENING**





## PART SIX – LANDSCAPING AND SCREENING

### 6.1 General Requirements

- 6.1.1** All required landscape areas and installations must meet or exceed the Canadian Landscape Standard as jointly published by the Canadian Nursery Landscape Association and Canadian Society of Landscape Architects, as amended from time to time, and must be regularly maintained to meet these standards.
- 6.1.2** Landscaping is required as part of a development permit or building permit for Parcels in multiple unit residential, commercial, industrial, and institutional zones.
- 6.1.3** Landscaping must conform to Crime Prevention Through Environmental Design techniques to enable natural surveillance.
- 6.1.4** Landscaping must consist of the following at minimum:
- a. All plant materials must be of a species capable of healthy growth within the Thompson Nicola region of BC and must conform to the standards of the Canadian Nursery Landscape Association;
  - b. Landscaping should conform to xeriscaping techniques, including the use of drought tolerant, native species;
  - c. The use of cedar plant species is prohibited;
  - d. Deciduous trees must have a minimum caliper of 50 millimeters at the time of planting;
  - e. Coniferous trees, must have a minimum height of 1.5 metres at the time of planting;
  - f. Shrubs must be a minimum height or spread of 0.6 metres at the time of planting.
- 6.1.5** Where a Parcel is to be developed in phases either singly or together with other Parcels, landscaping must be provided on all portions of the site used for a phase, including lands that have been graded or filled. Landscaping must be provided in subsequent phases at the time that these are developed.
- 6.1.6** Any designated landscaping area between the Parcel Line and the existing road curb or shoulder area must be completed concurrently with landscaping within Parcel Lines to the standard of landscaping required for the Parcel.

### 6.2 Screening

- 6.2.1** Screening must conform to the Landscaping requirements outline in Section 6.1.
- 6.2.2** Landscape Screening consists of the following, subject to 6.2.2(d):
- a. a solid, opaque fence or wall, which is uniformly painted and well maintained, and not used for advertising or display purposes; or
  - b. a non-compact hedge row, which is well maintained; or
  - c. any other means of Screening that is approved by the Development Approving Officer.

### **6.2.3** Landscape Screening is required in the following instances:

- a. In commercial and industrial zones, all outdoor storage areas and unsightly Uses must have landscape Screening of 2.5 metres in height around the perimeter of the outdoor storage area, and no material other than Shipping Containers may be piled to extend above such Screening;
- b. Where any multiple unit residential, commercial or industrial parking or display area Abuts a Parcel with a residential Principal Use or is separated therefrom by a Lane, other than a Parcel in the C6 zone, landscape Screening of 2.0 metres in height must be provided and properly maintained along the common Parcel Line;
- c. In accordance with Section 4.16.5, bicycle storage lockers and garden sheds within a Front Setback must have Screening of 1.25 metres in height between the Structure and the front and side Parcel Lines.
- d. Shipping Containers must have a screen of 2.0 metres in height.
- e. Where parking is provided parallel to a Lane, there must be Screening of 2.0 metres in height between the parking area and the Lane;
- f. Where Screening along a Lane is required by 6.2.3(b) or 6.2.3(c), the maximum Screening height is 1.25 metres within 6 metres from any point of ingress to a Parcel;
- g. All landscaping and Screening must provide for clear sightlines to Highway intersections in accordance with accepted engineering standards.

## **6.3 Screening of Refuse and Recycling Bins**

**6.3.1** All Screening of refuse and recycling bins must comply with Section 6.2.

**6.3.2** All site refuse and recycling bins in zones other than AR1, including all receptacles used for the temporary storage of materials, must have opaque Screening from adjacent Parcels and Highways.

**6.3.3** All refuse and recycling bins must be at least 1.2 metres from any Abutting residential zone.

**6.3.4** An unobstructed Access with a minimum width of 3.0 metres and a minimum vertical clearance of 4.6 metres must be provided for refuse and recycling rooms or enclosures. The minimum distance in front of the enclosure for the commercial truck to access the container is 21.3 metres.



## **6.4 Landscaping of Parking Areas**

- 6.4.1** Any parking area containing four or more Parking Spaces must incorporate landscaping, as follows:
- a. Landscaping must conform to Crime Prevention Through Environmental Design techniques to enable natural surveillance;
  - b. Common parking areas must be screened from adjacent Dwellings;
  - c. Landscaped islands are required at the end of each parking aisle, must not be longer than the adjacent Parking Space, and must be designed so that loading and unloading vehicles can be done without undue interference;
  - d. The maximum number of Parking Spaces in a consecutive row is 10, with a landscaped island separating the next 10 spaces or drive aisle;
  - e. Landscaped islands must be clearly delineated as separate and in addition to required vehicle parking and loading spaces described in Table 5.16.

## **6.5 Retaining Walls**

- 6.5.1** Retaining walls exceeding 1.2 metres in Height must be designed and reviewed by a registered professional engineer and require the issuance of building permit from the City of Merritt.
- 6.5.2** Retaining walls on all residential Parcels, may not exceed a height of 1.2 metres measured from Grade on the lower side, except where the Grade of the Parcel on which it is located is lower than the Abutting Parcel, in which case the Height is subject to approval from the Development Approving Officer or Building Inspector.
- 6.5.3** The combined height of a fence and retaining wall within 1.0 metre of a Parcel Line shall not exceed 2.0 metres, measured from grade.
- 6.5.4** Multiple retaining walls must be spaced to provide at least a 1.2 metres horizontal separation.
- 6.5.5** Retaining walls must be designed to resist the lateral pressure of the retained material.





## **6.6 Landscape Buffers**

**6.6.1** Landscape buffers are intended to improve land use compatibility and environmental quality by reducing noise, lighting glare and other nuisances, or facilitating natural drainage and wildlife movement.

**6.6.2** Landscaping buffers are required in the following areas:

- a. If a Structure is constructed on a Parcel with a commercial or residential Use Abutting the Provincial Agricultural Land Reserve, a landscape buffer 8.0 metres wide is required on the commercial or residential Parcel;
- b. Where any industrial Parcel Abuts a Parcel in a residential zone, a landscape buffer 3.0 metres wide is required on the industrial Parcel if a Structure is constructed on the Parcel;
- c. Where any commercial or industrial Parcel Abuts a Highway other than a Lane, a landscape buffer is required on the commercial or industrial Parcel with a width equal to the required front or side yard Setback of the respective zone, when a Structure is constructed on the Parcel.

**6.6.3** Landscaping buffers must consist of the following:

- a. A minimum of 20% of the landscaped area must be planted in shrubs;
- b. A minimum of 5% of the landscaped area must be planted in trees using the canopy area of the trees at the time of planting as a measure of the number and size of trees required;
- c. A maximum of 15% of the area must be planted with perennials;
- d. For buffers under Section 6.6.2(a), a double row of coniferous trees is required;
- e. For buffers under Section 6.6.2(b), a single row of coniferous trees is required.

## **6.7 Landscape Plans, Cost Estimates and Security Deposits**

**6.7.1** Applications for a development permit or building permit must be accompanied by a landscape plan for the landscaping or landscape buffer. The landscape plan must include a list of plant species to be used and any irrigation to be installed. The landscape plan must describe all proposed improvements to install, establish and maintain fencing, landscaping and landscape buffers in accordance with this bylaw. All plans must be drawn to scale by a qualified landscape designer professional.

**6.7.2** A landscape cost estimate must be prepared by a landscape architect, landscaping company or nursery and submitted with the landscape plan.

**6.7.3** A landscape security deposit in the amount 120% of the landscape cost estimate must be submitted with the landscape plan. When all works are completed, the City will refund 90% of the security deposit. The remaining 10% will be retained for one additional year to ensure the plants are established.

## PART 7 - ZONING DISTRICTS

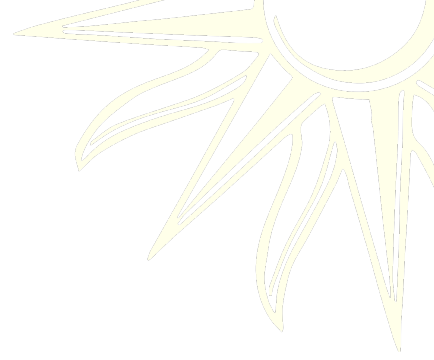


## PART SEVEN – ZONING DISTRICTS

### 7.1 List of Zoning Districts

- 7.1.1 The area within the boundaries of the City of Merritt is hereby divided into the zoning districts shown on the Zoning Map attached to and forming part of this Bylaw, with the following zoning district designations and their short form equivalents:

Zoning Districts	Short Form
<b>Agriculture</b>	
Agricultural	AR1
<b>Residential</b>	
Single Family Residential	R1
Large Parcel Residential	R1A
Low Density Residential	R2
Small Parcel Residential	R3
Residential Modular Home	R4
Mobile Home Park	R5
Strata Residential	R6
Medium Density Residential	R7
High Density Residential	R8
Residential Care Housing	RC1
<b>Commercial</b>	
Recreational Commercial	C1
Tourist Commercial	C2
Regional Commercial	C3
Corridor Commercial	C4
Neighbourhood Commercial	C5
City Centre District	C6
Service Commercial	C7
Airport Commercial	C8



**Industrial**

Light Industrial	M1
Heavy Industrial	M2

**Institutional**

Park and Cemetery	P1
Institutional and Public Use	P2
Post-Secondary Educational	P3

**Special Use**

Future Development	FD
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**Comprehensive Development**

Comprehensive Development	CD01-RC
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## 7.2 Agricultural – AR1

### 7.2.1 Intent

This zone provides for the conservation and preservation of lands for agricultural use and production.

### 7.2.2 Principal Uses

The following principal uses are permitted in the zoning district designated AR1:

- a. Agricultural Use;
- b. Animal Boarding;
- c. Dwelling, Single Detached;
- d. Greenhouse Agriculture;
- e. Mobile Home;
- f. Modular Home;
- g. Winery.

### 7.2.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated AR1:

- a. Accessory Building;
- b. Bed and Breakfast;
- c. Dwelling, Detached Secondary;
- d. Home-based Business;
- e. Mobile Retail Vendor;
- f. Produce Stand;
- g. Secondary Suite;
- h. Short-Term Rental.

### 7.2.4 Subdivision Regulations

- a. Parcels to be created in the AR1 zone must conform to Table 7.2.4:

Table 7.2.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses as outlined in 7.2.2	ALR	20,000 m <sup>2</sup>	40 metres	50 metres
	Outside ALR	10,000 m <sup>2</sup>	40 metres	50 metres

## 7.2.5 Site Development Regulations

- a. Site development in the AR1 zone must conform to Table 7.2.5:

Table 7.2.5 Site Development Regulations								
Use	Parcel Type	Maximum Density	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
Agricultural Use	Buildings used for agricultural use	N/A	6 metres	3 metres	3 metres	9 metres	14 metres	75%
	Buildings used to shelter livestock, furbearing animals, or poultry	N/A	25 metres	10 metres	10 metres	15 metres	14 metres	
	Greenhouses with closed wastewater and stormwater management systems	N/A	6 metres	3 metres	3 metres	9 metres	14 metres	
Dwelling, Single Detached or Mobile Home	All types	1 Dwelling per Parcel	6 metres	3 metres	3 metres	9 metres	Lesser of 12 metres or 2.5 storeys	
Dwelling, Detached Secondary	All types	1 detached secondary Dwelling per Parcel	6 metres	3 metres	3 metres	3 metres	Lesser of 10.5 metres or 2 storeys	
Accessory Building	All types	N/A	Front Building Line	3 metres	3 metres	3 metres	Lesser of 12 metres or 2.5 storeys	

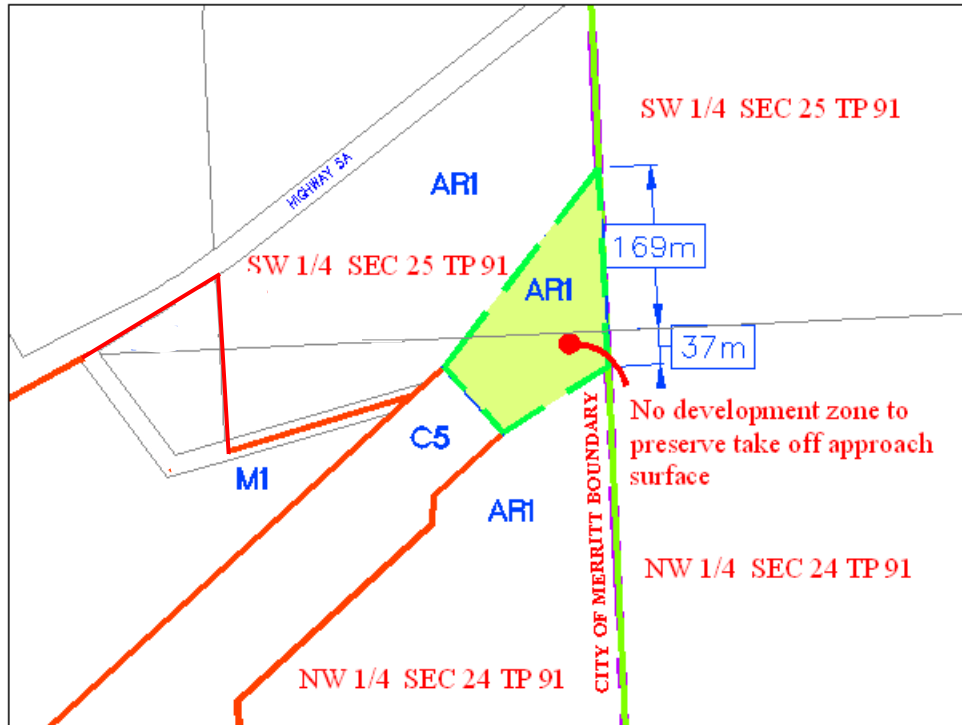
- b. Minimum building separation on a Parcel is 3 metres, except in the case of buildings used to shelter livestock, furbearing animals or poultry which is 12 metres from residential buildings.

## 7.2.6 Conditions of Use

- a. Mobile Homes and Modular Homes must meet CSA Z240 or A277 and be on a foundation that meets the CSA Installation Standard for Z240 or A277.

## 7.2.7 Special Regulations

- a. On SW ¼, Sec. 25, TP 91 and NW ¼, Sec. 24, TP 91 no buildings or Structures may be constructed or erected within the area between the eastern end of the airport runway and the City boundary from 169 metres north of the intersection of the municipal boundary with the northern boundary of NW ¼, Sec. 24, TP 91 to 37 metres south of the intersection of the municipal boundary with the southern boundary of Parcel SW ¼, Sec. 25, TP 91 as indicated on the following map.



- b. Despite Table 7.2.4 above, the minimum Parcel Area requirement for the Parcel legally described as Parcel C, District Lot 124, Kamloops Division Yale District, Plan 773, except such undersurface rights as registered in absolute Fees book volume 16 Folio 284 No 5948D [PID: 012-096-636] (2675 Garcia Street) is 1.95 hectares.

### 7.2.8 Other Regulations

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.



## **7.3 Single Family Residential (R1)**

### **7.3.1 Intent**

The Single Family Residential zone is oriented towards the use and development of compact, pedestrian-oriented Single Detached and Semi-Detached Dwellings on serviced Parcels and may include bed and breakfasts, detached secondary Dwellings and home-based businesses.

### **7.3.2 Principal Uses**

The following principal uses are permitted in the zoning district designated R1:

- a. Dwelling, Single Detached;
- b. Dwelling, Semi-Detached;
- c. Daycare Centre, Minor.

### **7.3.3 Discretionary Uses**

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- a. Short-Term Rental.

### **7.3.4 Secondary Uses**

The following Secondary Uses are permitted in the zoning district designated R1:

- a. Accessory Building;
- b. Bed and Breakfast;
- c. Community Care Facility, Minor;
- d. Dwelling, Detached Secondary;
- e. Home-based Business;
- f. Secondary Suite;
- g. Urban Agriculture.

### 7.3.5 Subdivision Regulations

- a. Parcels to be created in the R1 zone must conform to Table 7.3.5:

Table 7.3.5 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
Dwelling, Single Detached	Lane Access	270 m <sup>2</sup>	9 metres	30 metres
	Front Access	270 m <sup>2</sup>	9 metres	30 metres
	Corner	330 m <sup>2</sup>	11 metres	30 metres
	Lane Access Corner	270 m <sup>2</sup>	9 metres	30 metres
	Panhandle	270 m <sup>2</sup> , not including the panhandle access	9 metres, not including the panhandle access	30 metres, not including the panhandle access
	Pie	270 m <sup>2</sup>	6 metre frontage and average width of 9 metres	30 metres
Dwelling, Semi-Detached	Lane Access	540 m <sup>2</sup>	18 metres	30 metres
	Front Access	540 m <sup>2</sup>	18 metres	30 metres
	Corner	630 m <sup>2</sup>	21 metres	30 metres
	Lane Access Corner	540 m <sup>2</sup>	18 metres	30 metres
	Panhandle	540 m <sup>2</sup> , not including the panhandle access	18 metres, not including the panhandle access	30 metres
	Pie	540 m <sup>2</sup>	6 metre frontage and average width of 18 metres	30 metres
Daycare Centre, Minor	all Parcel types	450 m <sup>2</sup>	15 metres	30 metres

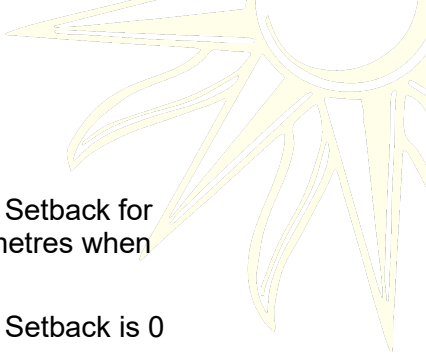
- b. Notwithstanding the regulations in Table 7.3.5, in the case of Parcels created under the Land Title Act for Semi-Detached Dwellings constructed on the Parcel Line the minimum Parcel Width is 9 metres.

### 7.3.6 Site Development Regulations

- a. Site development in the R1 zone must conform to Table 7.3.6:

Table 7.3.6 Site Development Regulations								
Use	Parcel Type	Maximum Density	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
Dwelling, Single Detached	Lane access	1 Dwelling Unit per Parcel	3 metres	1.2 metres	N/A	6 metres	Lesser of 12 metres or 2.5 storeys	65%, except as outlined in 7.3.6(b)
	Front Access	1 Dwelling Unit per Parcel	6 metres	1.2 metres	N/A	3 metres	Lesser of 12 metres or 2.5 storeys	
	Corner	1 Dwelling Unit per Parcel	6 metres	1.2 metres	2.8 metres	3 metres	Lesser of 12 metres or 2.5 storeys	
	Lane Access Corner	1 Dwelling Unit per Parcel	3 metres	1.2 metres	2.8 metres	6 metres	Lesser of 12 metres or 2.5 storeys	
	Panhandle	1 Dwelling Unit per Parcel	3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 12 metres or 2.5 storeys	
	Pie	1 Dwelling Unit per Parcel	6 metres	1.2 metres	2.8 metres	3 metres	Lesser of 12 metres or 2.5 storeys	
Dwelling, Semi-Detached	Lane Access	2 Dwelling Units per Parcel	3 metres	1.2 metres	N/A	6 metres	Lesser of 12 metres or 2.5 storeys	
	Front Access	2 Dwelling Units per Parcel	6 metres	1.2 metres	N/A	3 metres	Lesser of 12 metres or 2.5 storeys	
	Corner	2 Dwelling Units per Parcel	6 metres	1.2 metres	6 metres	3 metres	Lesser of 12 metres or 2.5 storeys	
	Lane Access Corner	2 Dwelling Units per Parcel	3 metres	1.2 metres	2.8 metres	6 metres	Lesser of 12 metres or 2.5 storeys	
	Panhandle	2 Dwelling Units per Parcel	3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 12 metres or 2.5 storeys	
	Pie	2 Dwelling Units per Parcel	6 metres	1.2 metres	2.8 metres	3 metres	Lesser of 12 metres or 2.5 storeys	
Dwelling, Detached Secondary	all Parcel types	1 Detached Secondary Dwelling per Parcel	Front Building Line	1.2 metres	2.8 metres	1.2 metres	Lesser of 10.5 metres or 2 storeys	
Accessory Building	all Parcel types	N/A	Front Building Line	1.2 metres	2.8 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.3.6, Parcel Coverage may be increased to a maximum of 80% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel area.
- c. Notwithstanding the regulations in Table 7.3.6, the Interior Side Setback for Semi-Detached Dwellings is 0 metres where adjoining units share a Parcel Line.

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- d. Notwithstanding the regulations in Table 7.3.6, the Interior Side Setback for Semi-Detached Dwelling Garages with Access off a Lane is 0 metres when adjoining garages share a Parcel Line.
  - e. Notwithstanding the regulations in Table 7.3.6, the Interior Side Setback is 0 metres where adjacent to a Panhandle Parcel's Access strip.
  - f. Minimum separation between the Principal Building and a Detached Secondary Dwelling is 3 metres, and the minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

### **7.3.7 Conditions of Use**

- a. For Semi-Detached Dwellings constructed on a Parcel Line, the boundary between the Parcels must project in a straight line throughout the length of the Dwellings.
- b. For Semi-Detached Dwellings on a Corner Parcel, one Dwelling Unit must face the Flanking Street.
- c. A Garage may not be located less than 6 metres from the Front Parcel Line.

### **7.3.8 Special Regulations**

In addition to the regulations within Section 4.36 and despite Table 7.3.6, a Detached Secondary Dwelling on Lot 2, DL 121, Plan KAP 63309, KDYD (2414 Springbank Avenue) and Lot 3, DL 121 Plan KAP63309, KDYD (2426 Spring Bank Avenue) must: Have a minimum Rear Setback of 1.5 metres;

- a. Be the lesser of two storeys or 10 metres in Height;
- b. Include a Garage;
- c. Not exceed a Floor Area Ratio of 10% or 10% of the Parcel Coverage of the principal building.
- d. Where there is an inconsistency between this Section and Section 4.36, this Section shall take precedence.

### **7.3.9 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.



## **7.4 Large Parcel Residential (R1A)**

### **7.4.1 Intent**

The purpose of the Large Parcel Residential zone is to provide for the development of Single Detached and Semi-Detached Dwellings on large Parcels.

### **7.4.2 Principal Uses**

The following principal uses are permitted in the zoning district designated R1A:

- a. Dwelling, Single Detached;
- b. Dwelling, Semi-Detached.

### **7.4.3 Discretionary Uses**

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- a. Short-Term Rental.

### **7.4.4 Secondary Uses**

The following Secondary Uses are permitted in the zoning district designated R1A:

- a. Accessory Building;
- b. Bed and Breakfast;
- c. Daycare Centre, Minor;
- d. Dwelling, Detached Secondary;
- e. Home-based Business;
- f. Secondary Suite;
- g. Urban Agriculture.

## 7.4.5 Subdivision Regulations

- a. Parcels to be created in the R1A zone must conform to Table 7.4.5:

Table 7.4.5 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
Dwelling, Single Detached	Lane Access	450 m <sup>2</sup>	15 metres	30 metres
	Front Access	450 m <sup>2</sup>	15 metres	30 metres
	Corner	540 m <sup>2</sup>	18 metres	30 metres
	Lane Access Corner	450 m <sup>2</sup>	15 metres	30 metres
	Panhandle	450 m <sup>2</sup> , not including the panhandle access	15 metres, excluding the panhandle access	30 metres, excluding the panhandle access
	Pie	450 m <sup>2</sup>	6 metre frontage and average width of 15 metres	30 metres
Dwelling, Semi-Detached	Lane access	540 m <sup>2</sup>	18 metres	30 metres
	Front Access	540 m <sup>2</sup>	18 metres	30 metres
	Corner	630 m <sup>2</sup>	21 metres	30 metres
	Lane Access Corner	540 m <sup>2</sup>	18 metres	30 metres
	Panhandle	540 m <sup>2</sup> , not including the panhandle access	18 metres, excluding the panhandle access	30 metres, excluding the panhandle access
	Pie	540 m <sup>2</sup>	6 metre frontage and average width of 18 metres	30 metres

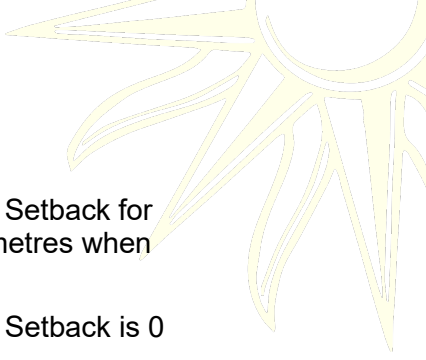
- b. Notwithstanding the regulations in Table 7.4.5, in the case of Parcels created under the Land Title Act for Semi-Detached Dwellings constructed on the Parcel Line the minimum Parcel width is 9 metres.

## 7.4.6 Site Development Regulations

- a. Site development in the R1A zone must conform to Table 7.4.6:

Table 7.4.6 Site Development Regulations								
Use	Parcel Type	Maximum Density	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
Dwelling, Single Detached	Lane Access	1 Dwelling Unit per Parcel	3 metres	1.2 metres	N/A	6 metres	Lesser of 12 metres or 2.5 storeys	60%, except as outlined in 7.4.6(b)
	Front Access	1 Dwelling Unit per Parcel	6 metres	1.2 metres	N/A	6 metres	Lesser of 12 metres or 2.5 storeys	
	Corner	1 Dwelling Unit per Parcel	6 metres	1.2 metres	2.8 metres	6 metres	Lesser of 12 metres or 2.5 storeys	
	Lane Access Corner	1 Dwelling Unit per Parcel	3 metres	1.2 metres	2.8 metres	6 metres	Lesser of 12 metres or 2.5 storeys	
	Panhandle	1 Dwelling Unit per Parcel	3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 12 metres or 2.5 storeys	
	Pie	1 Dwelling Unit per Parcel	6 metres	1.2 metres	2.8 metres	3 metres	Lesser of 12 metres or 2.5 storeys	
Dwelling, Semi-Detached	Lane Access	2 Dwelling Units per Parcel	3 metres	1.2 metres	N/A	6 metres	Lesser of 12 metres or 2.5 storeys	
	Front Access	2 Dwelling Units per Parcel	6 metres	1.2 metres	N/A	6 metres	Lesser of 12 metres or 2.5 storeys	
	Corner	2 Dwelling Units per Parcel	6 metres	1.2 metres	6 metres	6 metres	Lesser of 12 metres or 2.5 storeys	
	Lane Access Corner	2 Dwelling Units per Parcel	3 metres	1.2 metres	2.8 metres	6 metres	Lesser of 12 metres or 2.5 storeys	
	Panhandle	2 Dwelling Units per Parcel	3 metres	1.2 metres	2.8 metres	3 metres	Lesser of 12 metres or 2.5 storeys	
	Pie	2 Dwelling Units per Parcel	6 metres	1.2 metres	2.8 metres	3 metres	Lesser of 12 metres or 2.5 storeys	
Dwelling, Detached Secondary	all Parcel types	1 detached secondary Dwelling per Parcel	Front Building Line	1.2 metres	2.8 metres	1.2 metres	Lesser of 10.5 metres or 2 storeys	
Accessory Building	all Parcel types	N/A	Front Building Line	1.2 metres	2.8 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.4.6, Parcel Coverage may be increased to a maximum of 75% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel area.
- c. Notwithstanding the regulations in Table 7.4.6, the Interior Side Setback for Semi-Detached Dwellings is 0 metres where adjoining units share a Parcel Line.

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- d. Notwithstanding the regulations in Table 7.4.6, the Interior Side Setback for Semi-Detached Dwelling Garages with Access off a Lane is 0 metres when adjoining garages share a Parcel Line.
  - e. Notwithstanding the regulations in Table 7.4.6, the Interior Side Setback is 0 metres where adjacent to a Panhandle Parcel's Access strip.
  - f. Minimum separation between the Principal Building and a Detached Secondary Dwelling is 3 metres, and the minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures;

#### **7.4.7 Conditions of Use**

- a. For Semi-Detached Dwellings constructed on a Parcel Line, the boundary between the Parcels must project in a straight line throughout the length of the Dwellings.
- b. For Semi-Detached Dwellings on a Corner Parcel, one Dwelling Unit must face the Flanking Street.
- c. A Garage may not be located less than 6 metres from the Front Parcel line.

#### **7.4.8 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.



## **7.5 Low Density Residential (R2)**

### **7.5.1 Intent**

The Low Density Residential zone is oriented towards the development of compact, pedestrian-oriented Single Detached, Semi-Detached and Multiple Unit Townhome Dwellings on serviced Parcels and may include Bed and Breakfasts, Detached Secondary Dwellings and Home-based Businesses.

### **7.5.2 Principal Uses**

The following principal uses are permitted in the zoning district designated R2:

- a. Dwelling, Multiple Unit Townhome;
- b. Dwelling, Single Detached;
- c. Dwelling, Semi-Detached;
- d. Daycare Centre, Minor;
- e. Commercial Conversion, as outlined in Section 4.31.

### **7.5.3 Discretionary Uses**

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- a. Modular Home;
- b. Short-Term Rental.

### **7.5.4 Secondary Uses**

The following Secondary Uses are permitted in the zoning district designated R2:

- a. Accessory Building;
- b. Bed and Breakfast;
- c. Community Care Facility, Minor;
- d. Dwelling, Detached Secondary;
- e. Home-based Business;
- f. Secondary Suite;
- g. Urban Agriculture.

### **7.5.5 Subdivision Regulations**

- a. Parcels to be created in the R2 zone must conform to Table 7.5.5:

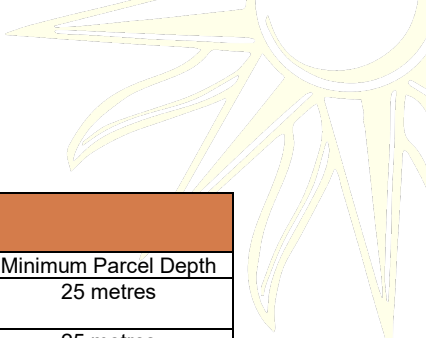


Table 7.5.5 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
Dwelling, Single Detached	Lane Access	225 m <sup>2</sup>	9 metres	25 metres
	Front Access	225 m <sup>2</sup>	9 metres	25 metres
	Corner	275 m <sup>2</sup>	11 metres	25 metres
	Lane Access Corner	225 m <sup>2</sup>	9 metres	25 metres
	Panhandle	225 m <sup>2</sup> , not including the panhandle access	9 metres, not including the panhandle access	25 metres, not including the panhandle access
	Pie	225 m <sup>2</sup>	6 metre frontage and average width of 9 metres	25 metres
Dwelling, Semi-Detached	Lane Access	450 m <sup>2</sup>	18 metres	25 metres
	Front Access	450 m <sup>2</sup>	18 metres	25 metres
	Corner	535 m <sup>2</sup>	21 metres	25 metres
	Lane Access Corner	450 m <sup>2</sup>	18 metres	25 metres
	Panhandle	450 m <sup>2</sup> , not including the panhandle access	18 metres, not including the panhandle access	25 metres, not including the panhandle access
	Pie	450 m <sup>2</sup>	6 metre frontage and average width of 18 metres	25 metres
Dwelling, Multiple Unit Townhome	Lane Access	360 m <sup>2</sup>	18 metres	20 metres
	Front Access	360 m <sup>2</sup>	18 metres	20 metres
	Corner	420 m <sup>2</sup>	21 metres	20 metres
	Lane Access Corner	360 m <sup>2</sup>	18 metres	20 metres
	Panhandle	360 m <sup>2</sup> , not including the panhandle access	18 metres, not including the panhandle access	20 metres, not including the panhandle access
	Pie	360 m <sup>2</sup>	6 metre frontage and average width of 18 metres	20 metres
Daycare Centre, Minor	all Parcel types	375 m <sup>2</sup>	15 metres	25 metres

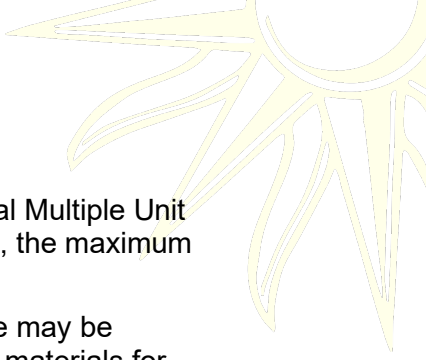
- b. Notwithstanding the regulations in Table 7.5.5, in the case of Parcels created under the Land Title Act for Semi-Detached Dwellings constructed on the Parcel Line the minimum Parcel width is 9 metres.
- c. Notwithstanding the regulations in Table 7.5.5, in the case of a Multiple Unit Townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not have a Parcel Area less than 78 m<sup>2</sup>.
- d. Notwithstanding the regulations in Table 7.5.5, in the case of a Multiple Unit townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not be less than 3.9 metres in width.

## 7.5.6 Site Development Regulations

- a. Site development in the R2 zone must conform to Table 7.5.6:



Table 7.5.6 Site Development Regulations								
Use	Parcel Type	Maximum Density	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
Dwelling, Single Detached	Lane Access	1 Dwelling Unit per Parcel	3 metres	1.2 metres	N/A	5 metres	Lesser of 14 metres or 3 storeys	75%, except as outlined in 7.5.6(b)
	Front Access	1 Dwelling Unit per Parcel	5 metres	1.2 metres	N/A	3 metres	Lesser of 14 metres or 3 storeys	
	Corner	1 Dwelling Unit per Parcel	5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
	Lane Access Corner	1 Dwelling Unit per Parcel	3 metres	1.2 metres	2.8 metres	5 metres	Lesser of 14 metres or 3 storeys	
	Panhandle	1 Dwelling Unit per Parcel	3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 14 metres or 3 storeys	
	Pie	1 Dwelling Unit per Parcel	5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
Dwelling, Semi-Detached	Lane Access	2 Dwelling Units per Parcel	3 metres	1.2 metres	N/A	3 metres	Lesser of 14 metres or 3 storeys	
	Front Access	2 Dwelling Units per Parcel	5 metres	1.2 metres	N/A	3 metres	Lesser of 14 metres or 3 storeys	
	Corner	2 Dwelling Units per Parcel	5 metres	1.2 metres	6 metres	3 metres	Lesser of 14 metres or 3 storeys	
	Lane Access Corner	2 Dwelling Units per Parcel	3 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
	Panhandle	2 Dwelling Units per Parcel	3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 14 metres or 3 storeys	
	Pie	2 Dwelling Units per Parcel	5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
Dwelling, Multiple Unit Townhome	Lane Access	60 Dwelling Units per hectare	3 metres	1.2 metres	N/A	3 metres	Lesser of 14 metres or 3 storeys	
	Front Access		5 metres	1.2 metres	N/A	3 metres	Lesser of 14 metres or 3 storeys	
	Back to Back		5 metres	1.2 metres	2.8 metres	5 metres	Lesser of 14 metres or 3 storeys	
	Corner		5 metres	1.2 metres	6 metres	3 metres	Lesser of 14 metres or 3 storeys	
	Lane Access Corner		3 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
	Panhandle		3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 14 metres or 3 storeys	
	Pie		5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
Dwelling, Detached Secondary	all Parcel types	1 Detached Secondary Dwelling per Parcel	Front Building Line	1.2 metres	2.8 metres	1.2 metres	Lesser of 10.5 metres or 2 storeys	
Accessory Building	all Parcel types	N/A	Front Building Line	1.2 metres	2.8 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

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- b. Notwithstanding the regulations in Table 7.5.6, if 20% of the total Multiple Unit Townhome Dwelling Units are dedicated as Affordable Housing, the maximum Density may be increased, as per Table 4.26.
  - c. Notwithstanding the regulations in Table 7.5.6, Parcel Coverage may be increased to a maximum of 90% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
  - d. Private Open Space must be provided for each Multiple Unit Townhome Dwelling Unit based on the following:
    - i. 10 m<sup>2</sup> for each three or more bedroom unit; and
    - ii. 7.5 m<sup>2</sup> for each two bedroom unit; and
    - iii. 5 m<sup>2</sup> for each one bedroom unit or bachelor unit.
  - e. Notwithstanding the regulations in Table 7.5.6, the Interior Side Setback for Semi-Detached Dwellings or Multiple Unit Townhome Dwellings is 0 metres where adjoining units share a Parcel Line.
  - f. Notwithstanding the regulations in Table 7.5.6, the Interior Side Setback for Semi-Detached Dwelling or Multiple Unit Townhome Dwelling Garages with Access off a Lane is 0 metres when adjoining Garages share a Parcel Line.
  - g. Notwithstanding the regulations in Table 7.5.6, the Interior Side Setback is 0 metres where adjacent to a Panhandle Parcel's Access strip.
  - h. For building strata developments, the minimum Setback from the inner curb of the internal road or a Highway is 3 metres.
  - i. Minimum separation between the Principal Building and a Detached Secondary Dwelling is 3 metres, and the minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

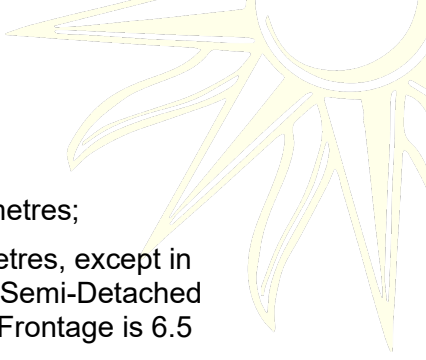
#### **7.5.7 Conditions of Use**

- a. For Semi-Detached Dwellings or Multiple Unit Townhome Dwellings constructed on a Parcel Line, the boundary between the Parcels must project in a straight line throughout the length of the Dwellings.
- b. For Semi-Detached Dwellings or Multiple Unit Townhome Dwellings on a Corner Parcel, the corner Dwelling Unit must face the Flanking Street.
- c. A Garage may not be located less than 5 metres from the front Parcel line.

#### **7.5.8 Special Regulations**

- a. The following regulations also apply to Lots 1 to 26 inclusive District Lot 122 KDYD Plan 27196 and Lots 1 to 26 inclusive District Lot 122 KDYD Plan 28057 (Cowley Street and Duncan Street).
  - i. Minimum Parcel Area for Single Detached Dwelling is 530 m<sup>2</sup>;
  - ii. Minimum Parcel Area for Semi-Detached Dwelling is 750 m<sup>2</sup>, except in the case of Parcels created under the Land Title Act for Semi-Detached Dwellings constructed on the Parcel Line, the minimum Parcel Area is 270 m<sup>2</sup>. The boundary between the Parcels must project in a straight line throughout the length of the Parcel;



- 
- iii. Minimum Frontage for Single Detached Dwelling is 15 metres;
  - iv. Minimum Frontage for Semi-Detached Dwelling is 18 metres, except in the case of Parcels created under the Land Title Act for Semi-Detached Dwellings constructed on the Parcel Line, the minimum Frontage is 6.5 metres.
- b. In addition to the regulations within Section 4.36 and despite Table 7.5.6, a Detached Secondary Dwelling constructed on Lot 3, Block 25, DL 125, Plan 448 (1826 Quilchena Avenue) must:
- i. Have a minimum Front Setback of 25 metres;
  - ii. Have a minimum Rear Setback of 1.5 metres;
  - iii. Be the lesser of two storeys or 10 metres in Height;
  - iv. Include a Garage on the ground floor;
  - v. Not exceed a Floor Area Ratio of 10% or 10% of the Parcel Coverage of the principal building;
  - vi. be located within the rear yard.
- c. Where there is an inconsistency between this Section and Section 4.36, this Section takes precedence.

#### **7.5.9 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.



## **7.6 Small Parcel Residential (R3)**

### **7.6.1 Intent**

The purpose of the Small Parcel Residential zone is to provide for the establishment of small and narrow Parcels with Single Detached, Semi-Detached and Multiple Unit Townhome residential and the development of Detached Secondary Dwellings and Secondary Suites.

### **7.6.2 Principal Uses**

The following principal uses are permitted in the zoning district designated R3:

- a. Dwelling, Multiple Unit Townhome;
- b. Dwelling, Single Detached;
- c. Dwelling, Semi-Detached.

### **7.6.3 Discretionary Uses**

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- a. Short-Term Rental.

### **7.6.4 Secondary Uses**

The following Secondary Uses are permitted in the zoning district designated R3:

- a. Accessory Building;
- b. Dwelling, Detached Secondary;
- c. Home-based Business;
- d. Secondary Suite;
- e. Urban Agriculture.

### **7.6.5 Subdivision Regulations**

- a. Parcels to be created in the R3 zone must conform to Table 7.6.5:

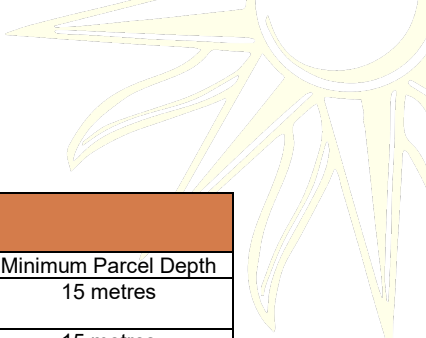


Table 7.6.5 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
Dwelling, Single Detached	Lane Access	112.5 m <sup>2</sup>	7.5 metres	15 metres
	Front Access	112.5 m <sup>2</sup>	7.5 metres	15 metres
	Corner	135 m <sup>2</sup>	9 metres	15 metres
	Lane Access Corner	135 m <sup>2</sup>	9 metres	15 metres
	Panhandle	112.5 m <sup>2</sup> , not including the panhandle access	7.5 metres, not including the panhandle access	15 metres, not including the panhandle access
	Pie	112.5 m <sup>2</sup>	6 metre frontage and average width of 7.5 metres	15 metres
Dwelling, Semi-Detached	Lane Access	180 m <sup>2</sup>	12 metres	15 metres
	Front Access	180 m <sup>2</sup>	12 metres	15 metres
	Corner	225 m <sup>2</sup>	15 metres	15 metres
	Lane Access Corner	225 m <sup>2</sup>	15 metres	15 metres
	Panhandle	180 m <sup>2</sup> , not including the panhandle access	12 metres, excluding the panhandle access	15 metres, excluding the panhandle access
	Pie	180 m <sup>2</sup>	6 metre frontage and average width of 12 metres	15 metres
Dwelling, Multiple Unit Townhome	Lane Access	225 m <sup>2</sup>	15 metres	15 metres
	Front Access	225 m <sup>2</sup>	15 metres	15 metres
	Corner	270 m <sup>2</sup>	18 metres	15 metres
	Lane Access Corner	225 m <sup>2</sup>	15 metres	15 metres
	Panhandle	225 m <sup>2</sup> , not including the panhandle access	15 metres, not including the panhandle access	15 metres, not including the panhandle access
	Pie	225 m <sup>2</sup>	6 metre frontage and average width of 15 metres	15 metres

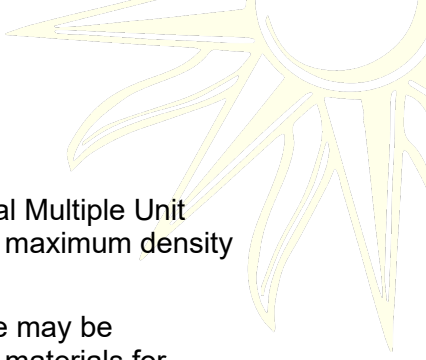
- b. Notwithstanding the regulations in Table 7.6.5, in the case of Parcels created under the Land Title Act for Semi-Detached Dwellings constructed on the Parcel Line the minimum Parcel width is 6 metres.
- c. Notwithstanding the regulations in Table 7.6.5, in the case of a Multiple Unit townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not have a Parcel Area less than 58.5 m<sup>2</sup>.
- d. Notwithstanding the regulations in Table 7.6.5, in the case of a Multiple Unit townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not be less than 3.9 metres in width.

## 7.6.6 Site Development Regulations

- a. Site development in the R3 zone must conform to Table 7.6.6:



Table 7.6.6 Site Development Regulations								
Use	Parcel Type	Maximum Density	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
Dwelling, Single Detached	Lane Access	1 Dwelling Unit per Parcel	3 metres	1.2 metres	N/A	5 metres	Lesser of 14 metres or 3 storeys	85%, except as outlined in 7.6.6(c)
	Front Access	1 Dwelling Unit per Parcel	5 metres	1.2 metres	N/A	3 metres	Lesser of 14 metres or 3 storeys	
	Corner	1 Dwelling Unit per Parcel	5 metres	1.2 metres	1.5 metres	3 metres	Lesser of 14 metres or 3 storeys	
	Lane Access Corner	1 Dwelling Unit per Parcel	3 metres	1.2 metres	2.8 metres	5 metres	Lesser of 14 metres or 3 storeys	
	Panhandle	1 Dwelling Unit per Parcel	3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 14 metres or 3 storeys	
	Pie	1 Dwelling Unit per Parcel	5 metres	1.2	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
Dwelling, Semi-Detached	Lane Access	2 Dwelling Units per Parcel	3 metres	1.2 metres	N/A	3 metres	Lesser of 14 metres or 3 storeys	
	Front Access	2 Dwelling Units per Parcel	5 metres	1.2 metres	N/A	3 metres	Lesser of 14 metres or 3 storeys	
	Corner	2 Dwelling Units per Parcel	5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
	Lane Access Corner	2 Dwelling Units per Parcel	3 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
	Panhandle	2 Dwelling Units per Parcel	3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 14 metres or 3 storeys	
	Pie	2 Dwelling Units per Parcel	5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
Dwelling, Multiple Unit Townhome	Lane Access	90 units per hectare	3 metres	1.2 metres	N/A	5 metres	Lesser of 14 metres or 3 storeys	
	Front Access		5 metres	1.2 metres	N/A	3 metres	Lesser of 14 metres or 3 storeys	
	Back to Back		5 metres	1.2 metres	2.8 metres	5 metres	Lesser of 14 metres or 3 storeys	
	Corner		5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
	Lane Access Corner		3 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
	Panhandle		3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 14 metres or 3 storeys	
	Pie		5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 14 metres or 3 storeys	
Dwelling, Detached Secondary	all Parcel types	1 Detached Secondary Dwelling per Parcel	Front Building Line	1.2 metres	2.8 metres	1.2 metres	Lesser of 10.5 metres or 2 storeys	
Accessory Building	all Parcel types	N/A	Front Building Line	1.2 metres	2.8 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- 
- b. Notwithstanding the regulations in Table 7.6.6, if 20% of the total Multiple Unit Townhome Dwellings are dedicated as Affordable Housing, the maximum density may be increased, as per Table 4.26.
  - c. Notwithstanding the regulations in Table 7.6.6, Parcel Coverage may be increased to a maximum of 95% with use of permeable surface materials for driveways and/or pathways on at least 10% of the total Parcel Area.
  - d. Private Open Space must be provided for each Multiple Unit Townhome Dwelling Unit based on the following:
    - i. 10 m<sup>2</sup> for each three or more bedroom unit; and
    - ii. 7.5 m<sup>2</sup> for each two bedroom unit; and
    - iii. 5 m<sup>2</sup> for each one bedroom unit or bachelor unit.
  - e. Notwithstanding the regulations in Table 7.6.6, the Interior Side Setback for Semi-Detached Dwellings or Multiple Unit Townhome Dwellings is 0 metres where adjoining units share a Parcel Line.
  - f. Notwithstanding the regulations in Table 7.6.6, the Interior Side Setback for Semi-Detached Dwelling or Multiple Unit Townhome Dwelling Garages with Access off a Lane is 0 metres when adjoining Garages share a Parcel Line.
  - g. Notwithstanding the regulations in Tables 7.6.6, the Front Setback or Rear Setback may be reduced to 3 metres if there is no vehicle Access to the Parcel.
  - h. For building strata developments, the minimum Setback from the inner curb of the internal road or a Highway is 3 metres.
  - i. Minimum separation between the Principal Building and a Detached Secondary Dwelling is 3 metres, and the minimum separation between Accessory Buildings and other Structures is 1.5 metres.

#### **7.6.7 Conditions of Use**

- a. For Semi-Detached Dwellings or Multiple Unit Townhome Dwellings constructed on a Parcel Line, the boundary between the Parcels must project in a straight line throughout the length of the Dwellings.

#### **7.6.8 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## 7.7 Residential Modular Home (R4)

### 7.7.1 Intent

The Residential Modular Home zone is intended to regulate the development of modular homes in proper relationship to community facilities and surrounding development.

### 7.7.2 Principal Uses

The following Principal Uses are permitted in the zoning district designated R4:

- a. Dwelling, Single Detached;
- b. Modular Home;
- c. Modular Home Park.

### 7.7.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated R4:

- a. Accessory Building;
- b. Home-based Business.

### 7.7.4 Subdivision Regulations

- a. Parcels to be created in the R4 zone must conform to Table 7.7.4:

Table 7.7.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
Dwelling, Single Detached or Modular Home	Lane Access	160 m <sup>2</sup>	8 metres	20 metres
	Front Access	180 m <sup>2</sup>	9 metres	20 metres
	Corner	220 m <sup>2</sup>	11 metres	20 metres
	Lane Access Corner	180 m <sup>2</sup>	9 metres	20 metres
	Panhandle	180 m <sup>2</sup> , not including the panhandle access	9 metres, not including the panhandle access	20 metres
	Pie	180 m <sup>2</sup>	6 metre frontage and average width of 9 metres	20 metres

### 7.7.5 Site Development Regulations

- a. Site development in the R4 zone must conform to Table 7.7.5:

Table 7.7.5 Site Development Regulations								
Use	Parcel Type	Maximum Density	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
Modular Home Park	All types	60 units per hectare	3 metres	3 metres	3 metres	3 metres	Lesser of 12 metres or 2.5 storeys	70%, except as outlined in 7.7.5(b)
Dwelling, Single Detached or Modular Home	Lane Access	1 Dwelling Unit per Parcel	3 metres	1.2 metres	N/A	5 metres	Lesser of 12 metres or 2.5 storeys	
	Front Access	1 Dwelling Unit per Parcel	5 metres	1.2 metres	N/A	1.2 metres	Lesser of 12 metres or 2.5 storeys	
	Corner	1 Dwelling Unit per Parcel	5 metres	1.2 metres	1 metre	1.2 metres	Lesser of 12 metres or 2.5 storeys	
	Lane Access Corner	1 Dwelling Unit per Parcel	3 metres	1.2 metres	3 metres	5 metres	Lesser of 12 metres or 2.5 storeys	
	Panhandle	1 Dwelling Unit per Parcel	3 metres, not including panhandle access	1.2 metres, excluding panhandle access	1 metre, excluding panhandle access	1.2 metres	Lesser of 12 metres or 2.5 storeys	
	Pie	1 Dwelling Unit per Parcel	5 metres	1.2 metres	1 metre	1.2 metres	Lesser of 12 metres or 2.5 storeys	
Accessory Building	all Parcel types	N/A	Front Building Line	1.2 metres	1.2 metre	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.7.5, Parcel Coverage may be increased to a maximum of 85% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. For building strata developments, the minimum Setback from the inner curb of the internal road or a Highway is 3 metres.
- d. For developments of more than four Dwellings, 5% of the Parcel Area must be dedicated as Open Space.
- e. Minimum separation between Accessory Buildings and other Structures is 1.5 metres.

### 7.7.6 Conditions of Use

- a. A modular home must be certified to conform to the CSA Standard A277.

### 7.7.7 Other Regulations

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## 7.8 Mobile Home Park (R5)

### 7.8.1 Intent

The Mobile Home Park zone is intended to regulate the establishment of rental mobile home parks, in proper relationship to community facilities and surrounding development.

### 7.8.2 Principal Uses

The following principal uses are permitted in the zoning district designated R5:

- a. Mobile Home Park.

### 7.8.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated R5:

- a. Accessory Building;
- b. Administrative Office;
- c. Home-based Business.

### 7.8.4 Subdivision Regulations

- a. Parcels to be created in the R5 zone must conform to Table 7.8.4:

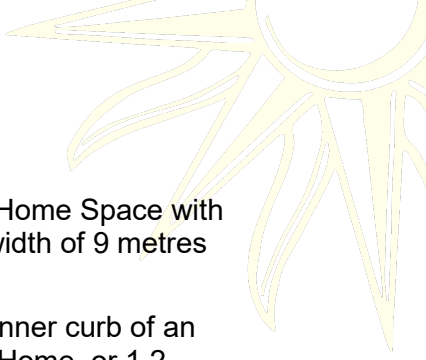
Table 7.8.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
Mobile Home Park	All types	2,500 m <sup>2</sup>	50 metres	50 metres
Mobile Home	single-wide Space within a mobile home park	180 m <sup>2</sup>	9 metres	20 metres
	Double-wide Space within a Mobile Home Park	280 m <sup>2</sup>	14 metres	20 metres

### 7.8.5 Site Development Regulations

- a. Site development in the R5 zone must conform to Table 7.8.5:

Table 7.8.5 Site Development Regulations								
Use	Parcel Type	Maximum Density	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
Mobile Home Park	All types	55 units per hectare	3 metres	1.2 metres	3 metres	3 metres	Lesser of 7.6 metres or 1 storey	70%, except as outlined in 7.8.5(b)
Mobile Home	Space within a mobile home park	1 Dwelling Unit per Space	0.9 metres	1.2 metres	1 metre	1.2 metres	Lesser of 7.6 metres or 1 storey	
Accessory Building	All types	N/A	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.8.5, Parcel Coverage may be increased to a maximum of 85% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.

- 
- c. Each Mobile Home must be provided with an individual Mobile Home Space with internal road access, of not less than 180 m<sup>2</sup>, with a minimum width of 9 metres and a minimum depth of 20 metres.
  - d. No Mobile Home may be located closer than 0.9 metres to the inner curb of an internal roadway or parking area, 2.4 metres to another Mobile Home, or 1.2 metres to the boundary of an adjacent Mobile Home Space.
  - e. Minimum separation between Accessory Buildings and other Structures is 1.5 metres.
  - f. A minimum of 5% of the Parcel Area must be Open Space.

#### **7.8.6 Conditions of Use**

- a. A Mobile Home must be located on a permanent foundation and certified to conform to the CSA Standard Z240 or A277.
- b. Mobile Homes must be registered with the Province of BC Manufactured Home Registry and meet or exceed Technical Safety BC standards at time of Placement Permit.
- c. Administrative Office is limited to one office for the management and operation of the Mobile Home Park.

#### **7.8.7 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## 7.9 Strata Residential (R6)

### 7.9.1 Intent

The purpose of the Strata Residential zone is to provide for the development of Single Detached, Semi-Detached, Multiple Unit Townhome and Multiple Unit Apartment Dwellings within the confines of one Parcel. Although the development may contain reduced servicing and regulatory standards and is maintained privately under common ownership, its appearance is that of a conventional residential subdivision.

### 7.9.2 Principal Uses

The following Principal Uses are permitted in the zoning district designated R6:

- a. Dwelling, Multiple Unit Apartment;
- b. Dwelling, Multiple Unit Townhome;
- c. Dwelling, Single Detached;
- d. Dwelling, Semi-Detached;
- e. Modular Home.

### 7.9.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated R6:

- a. Accessory Building;
- b. Home-based Business;
- c. Secondary Suite, with permission of the Strata Council, except in a Modular Home or Multiple Unit Apartment Dwelling.

### 7.9.4 Subdivision Regulations

- a. Parcels to be created in the R6 zone must conform to Table 7.9.4:


Table 7.9.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel / Strata Lot Area	Minimum Parcel / Strata Lot Width	Minimum Parcel / Strata Lot Depth
all principal Uses	parent Parcel	1,350 m <sup>2</sup>	45 metres	30 metres

## 7.9.5 Site Development Regulations

- a. Site development in the R6 zone must conform to Table 7.9.5:

Table 7.9.5 Site Development Regulations								
Use	Parcel Type	Maximum Density (units per hectare)	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
All principal uses	Parent Parcel	90	3 metres	1.5 metres	3 metres	3 metres	Lesser of 18 metres or 4 storeys	75%, except as outlined in 7.9.5(b)
Dwelling, Multiple Unit Apartment	Strata Lot	90	See 7.9.5(c), 7.9.5(d) and 7.9.5(e)				Lesser of 18 metres or 4 storeys	
Dwelling, Multiple Unit Townhome	Strata Lot	90	See 7.9.5(c), 7.9.5(d) and 7.9.5(e)				Lesser of 18 metres or 4 storeys	
Dwelling, Single Detached	Strata Lot	60	See 7.9.5(c), 7.9.5(d) and 7.9.5(e)				Lesser of 14 metres or 3 storeys	
Dwelling, Semi-Detached	Strata Lot	90	See 7.9.5(c), 7.9.5(d) and 7.9.5(e)				Lesser of 14 metres or 3 storeys	
Modular Home	Strata Lot	60	See 7.9.5(c), 7.9.5(d) and 7.9.5(e)				Lesser of 7.6 metres or 1 storey	
Accessory Building	All types	N/A	See 7.9.5(f)				Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.9.5, Parcel Coverage may be increased to a maximum of 90% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. No Dwelling may be located closer than 3 metres to the interior of a curb of an internal roadway or parking area.
- d. No Dwelling may be located closer than 5 metres to a Highway, except for Dwellings without vehicle Access off the Highway, in which case the minimum Setback is 3 metres.
- e. No Dwelling may be located closer than 3 metres from another Dwelling, except in the case of Dwelling Units that share a common wall.
- f. Minimum separation between Accessory Buildings and other Structures is 1.5 metres.

- 
- g. Private Open Space must be provided for each Multiple Unit Apartment Dwelling or Multiple Unit Townhome Dwelling based on the following:
    - i. 10 m<sup>2</sup> for each three or more bedroom unit; and
    - ii. 7.5 m<sup>2</sup> for each two bedroom unit; and
    - iii. 5 m<sup>2</sup> for each one bedroom unit or bachelor unit
  - h. A minimum of 5% of the Parcel Area must be Open Space.

#### **7.9.6 Conditions of Use**

- a. Each Multiple Unit Townhome Dwelling building must contain a minimum of three and a maximum of eight Dwelling Units.
- b. A Modular Home must be certified to conform to the CSA Standard A277.

#### **7.9.7 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## 7.10 Medium Density Residential (R7)

### 7.10.1 Intent

The Medium Density Residential zone is oriented towards providing higher-intensity, pedestrian-oriented residential development, including row houses, back-to-back townhomes, stacked townhomes, and apartment buildings.

### 7.10.2 Principal Uses

The following Principal Uses are permitted in the zoning district designated R7:

- Dwelling, Multiple Unit Apartment.
- Dwelling, Multiple Unit Townhome.

### 7.10.3 Discretionary Uses

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- Short-Term Rental.

### 7.10.4 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated R7:

- Accessory Building;
- Daycare Centre, Major;
- Daycare Centre, Minor;
- Home-based Business;
- Secondary Suite, in a Multiple Unit Townhome Dwelling.

### 7.10.5 Subdivision Regulations

- Parcels to be created in the R7 zone must conform to Table 7.10.5:

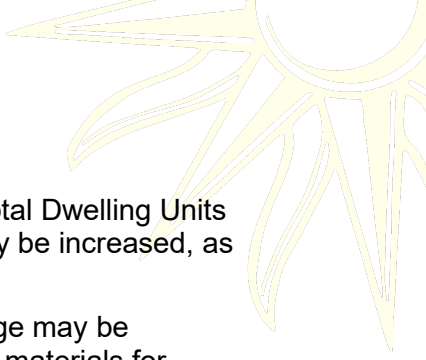
Table 7.10.5 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
Dwelling, Multiple Unit Apartment	Lane Access	360 m <sup>2</sup>	18 metres	20 metres
	Front Access	360 m <sup>2</sup>	18 metres	20 metres
	Corner	400 m <sup>2</sup>	20 metres	20 metres
	Lane Access Corner	400 m <sup>2</sup>	20 metres	20 metres
	Panhandle	360 m <sup>2</sup> , not including the panhandle access	18 metres, not including the panhandle access	20 metres, not including the panhandle access
	Pie	360 m <sup>2</sup>	6 metre frontage and average width of 18 metres	20 metres
Dwelling, Multiple Unit Townhome	Lane Access	360 m <sup>2</sup>	18 metres	20 metres
	Front Access	360 m <sup>2</sup>	18 metres	20 metres
	Corner	400 m <sup>2</sup>	20 metres	20 metres
	Lane Access Corner	400 m <sup>2</sup>	20 metres	20 metres
	Panhandle	360 m <sup>2</sup> , not including the panhandle access	18 metres, not including the panhandle access	20 metres, not including the panhandle access
	Pie	324 m <sup>2</sup>	18 metres	20 metres

- b. Notwithstanding the regulations in Table 7.10.5, in the case of a Multiple Unit Townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not have a Parcel Area less than 78 m<sup>2</sup>.
- c. Notwithstanding the regulations in Table 7.10.5, in the case of a Multiple Unit Townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not be less than 3.9 metres in width.

## 7.10.6 Site Development Regulations

- a. Site development in the R7 zone must conform to Table 7.10.6:

Table 7.10.6 Site Development Regulations								
Use	Parcel Type	Maximum Density (units per hectare of usable site area)	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
Dwelling, Multiple Unit Apartment	Lane Access	90, except as outlined in 7.10.6(b)	0 metres	1.2 metres	N/A	0.9 metres	Lesser of 18 metres or 4 storeys	80%, except as outlined in 7.10.6(c)
	Front Access		0 metres	1.2 metres	N/A	3 metres	Lesser of 18 metres or 4 storeys	
	Corner		0 metres	1.2 metres	2.8 metres	3 metres	Lesser of 18 metres or 4 storeys	
	Lane Access Corner		0 metres	1.2 metres	2.8 metres	0.9 metres	Lesser of 18 metres or 4 storeys	
	Panhandle		3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 18 metres or 4 storeys	
	Pie		0 metres	1.2 metres	2.8 metres	3 metres	Lesser of 18 metres or 4 storeys	
Dwelling, Multiple Unit Townhome	Lane Access	90, except as outlined in 7.10.6(b)	3 metres	1.2 metres	N/A	5 metres	Lesser of 18 metres or 4 storeys	
	Front Access		5 metres	1.2 metres	N/A	3 metres	Lesser of 18 metres or 4 storeys	
	Back to Back		5 metres	1.2 metres	2.8 metres	5 metres	Lesser of 18 metres or 4 storeys	
	Corner		5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 18 metres or 4 storeys	
	Lane Access Corner		3 metres	1.2 metres	2.8 metres	5 metres	Lesser of 18 metres or 4 storeys	
	Panhandle		3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 18 metres or 4 storeys	
	Pie		5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 18 metres or 4 storeys	
Accessory Building	all Parcel types	N/A	Front Building Line	1.2 metres	1.2 metres, except as outline in 7.10.6(h)	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- 
- b. Notwithstanding the regulations in Table 7.10.6, if 20% of the total Dwelling Units are dedicated as Affordable Housing, the maximum density may be increased, as per Table 4.26.
  - c. Notwithstanding the regulations in Table 7.10.6, Parcel Coverage may be increased to a maximum of 95% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
  - d. Private Open Space must be provided for each Dwelling Unit based on the following:
    - i. 10 m<sup>2</sup> for each three or more bedroom unit; and
    - ii. 7.5 m<sup>2</sup> for each two bedroom unit; and
    - iii. 5 m<sup>2</sup> for each one bedroom unit or bachelor unit.
  - e. Open Space in the minimum amount of 5% of the Parcel Area must be provided for Multiple Unit Apartment Dwelling developments.
  - f. Notwithstanding the regulations in Table 7.10.6, the Interior Side Setback for Multiple Unit Townhome Dwellings is 0 metres where adjoining units share a Parcel Line.
  - g. Notwithstanding the regulations in Table 7.10.6, the Interior Side Setback for Multiple Unit Townhome Dwelling Garages with Access off a Lane is 0 metres when adjoining garages share a Parcel Line.
  - h. For building strata developments, the minimum Setback from a Highway is 3 metres.
  - i. For building strata developments, the minimum Setback from the inner curb of the internal road to the building face is 1.5 metres and to a garage is 4.5 metres.
  - j. Minimum separation between Accessory Buildings and other Structures is 1.5 metres.

#### **7.10.7 Conditions of Use**

- a. Each Multiple Unit Townhome Dwelling building must contain a minimum of three and a maximum of eight Dwelling Units.
- b. For Multiple Unit Townhome Dwellings constructed on a Parcel Line, the boundary between the Parcels must project in a straight line throughout the length of the Dwellings;
- c. For Multiple Unit Townhome Dwellings, Corner Parcel Dwelling Units must face the Flanking Street.

#### **7.10.8 Special Regulations**

On Lot 26, Plan KAP60575 (4100 Belshaw Street) the following regulations apply despite Table 7.10.6.

- a. Maximum Density: 73 Dwelling Units
- b. Minimum Floor Area:
  - i. Bachelor Suite: 32.2 m<sup>2</sup>;
  - ii. One-bedroom suite: 46 m<sup>2</sup>.

- c. Maximum Height of principal building: 16.75 metres

#### **7.10.9 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.



## 7.11 High Density Residential (R8)

### 7.11.1 Intent

The High Density Residential zone is oriented towards higher-intensity, pedestrian-oriented residential developments providing apartment buildings, row houses, back-to-back townhomes or stacked townhomes on serviced Parcels.

### 7.11.2 Principal Uses

The following Principal Uses are permitted in the zoning district designated R8:

- a. Dwelling, Multiple Unit Apartment;
- b. Dwelling, Multiple Unit Townhome.

### 7.11.3 Discretionary Uses

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- a. Short-Term Rental.

### 7.11.4 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated R8:

- a. Accessory Building;
- b. Daycare Centre, Major;
- c. Daycare Centre, Minor;
- d. Home-based Business.
- e. Secondary Suite in a Multiple Unit Townhome.

### 7.11.5 Subdivision Regulations

- a. Parcels to be created in the R8 zone must conform to Table 7.11.5:

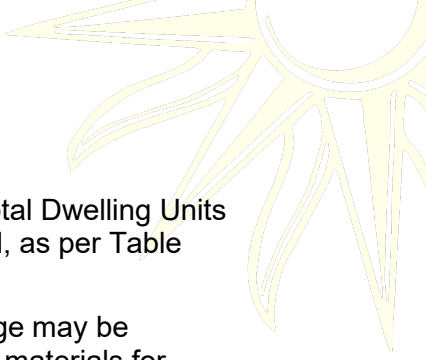
Table 7.11.5 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
Dwelling, Multiple Unit Apartment	Lane Access	360 m <sup>2</sup>	18 metres	20 metres
	Front Access	360 m <sup>2</sup>	18 metres	20 metres
	Corner	400 m <sup>2</sup>	20 metres	20 metres
	Lane Access Corner	400 m <sup>2</sup>	20 metres	20 metres
	Panhandle	360 m <sup>2</sup> , not including the panhandle access	18 metres, excluding the panhandle access	20 metres, excluding the panhandle access
	Pie	360 m <sup>2</sup>	6 metre frontage and average width of 18 metres	20 metres
Dwelling, Multiple Unit Townhome	Lane Access	360 m <sup>2</sup>	18 metres	20 metres
	Front Access	360 m <sup>2</sup>	18 metres	20 metres
	Corner	400 m <sup>2</sup>	20 metres	20 metres
	Lane Access Corner	400 m <sup>2</sup>	20 metres	20 metres
	Panhandle	360 m <sup>2</sup> , not including the panhandle access	18 metres, excluding the panhandle access	20 metres, excluding the panhandle access
	Pie	360 m <sup>2</sup>	6 metre frontage and average width of 18 metres	20 metres

- b. Notwithstanding the regulations in Table 7.11.5, in the case of a Multiple Unit townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not have a Parcel Area less than 78 m<sup>2</sup>.
- c. Notwithstanding the regulations in Table 7.11.5, in the case of a Multiple Unit townhome subdivided for the purpose of creating adjoining Dwelling Units for individual ownership, the new Parcels so created must not be less than 3.9 metres in width.

### 7.11.6 Site Development Regulations

- a. Site development in the R8 zone must conform to Table 7.11.6:

Table 7.11.6 Site Development Regulations								
Use	Parcel Type	Maximum Density (units per hectare of usable site area)	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
Dwelling, Multiple Unit Apartment	Lane Access	150, except as outlined in 7.11.6(b)	0 metres	1.2 metres	N/A	0.9 metres	Lesser of 22 metres or 5 storeys	80%, except as outlined in 7.11.6(c)
	Front Access		0 metres	1.2 metres	N/A	3 metres	Lesser of 22 metres or 5 storeys	
	Corner		0 metres	1.2 metres	2.8 metres	3 metres	Lesser of 22 metres or 5 storeys	
	Lane Access Corner		0 metres	1.2 metres	2.8 metres	0.9 metres	Lesser of 22 metres or 5 storeys	
	Panhandle		3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 22 metres or 5 storeys	
	Pie		0 metres	1.2 metres	2.8 metres	3 metres	Lesser of 22 metres or 5 storeys	
Dwelling, Multiple Unit Townhome	Lane Access	120, except as outlined in 7.11.6(b)	3 metres	1.2 metres	N/A	5 metres	Lesser of 18 metres or 4 storeys	
	Front Access		5 metres	1.2 metres	N/A	3 metres	Lesser of 18 metres or 4 storeys	
	Back to Back		5 metres	1.2 metres	2.8 metres	5 metres	Lesser of 18 metres or 4 storeys	
	Corner		5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 18 metres or 4 storeys	
	Lane Access Corner		3 metres	1.2 metres	2.8 metres	5 metres	Lesser of 18 metres or 4 storeys	
	Panhandle		3 metres, not including panhandle access	1.2 metres, excluding panhandle access	2.8 metres, excluding panhandle access	3 metres	Lesser of 18 metres or 4 storeys	
	Pie		5 metres	1.2 metres	2.8 metres	3 metres	Lesser of 18 metres or 4 storeys	
Accessory Building	all Parcel types	N/A	Front Building Line	1.2 metres	1.2 metres, except as outlined in 7.11.6(h)	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- 
- b. Notwithstanding the regulations in Table 7.11.6, if 10% of the total Dwelling Units are affordable housing, the maximum density may be increased, as per Table 4.26.
  - c. Notwithstanding the regulations in Table 7.11.6, Parcel Coverage may be increased to a maximum of 95% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
  - d. Private Open Space must be provided for each Dwelling Unit based on the following:
    - i. 10 m<sup>2</sup> for each three or more bedroom unit; and
    - ii. 7.5 m<sup>2</sup> for each two bedroom unit; and
    - iii. 5 m<sup>2</sup> for each one bedroom unit or bachelor unit.
  - e. Open Space in the amount of 5% of the Parcel Area must be provided for Multiple Unit Apartment Dwelling developments.
  - f. Notwithstanding the regulations in Table 7.11.6, the Interior Side Setback for Multiple Unit Townhome Dwellings is 0 metres where adjoining units share a Parcel Line.
  - g. Notwithstanding the regulations in Table 7.11.6, the Interior Side Setback for Multiple Unit Townhome Dwelling Garages with Access off a Lane is 0 metres when adjoining garages share a Parcel Line.
  - h. For building strata developments, the minimum Setback from a Highway is 3 metres.
  - i. For building strata developments, the minimum Setback from the inner curb of the internal road to the building face is 1.5 metres and to a garage is 4.5 metres.
  - j. Multiple Unit Townhome Dwelling Garages with Access off a Lane have a minimum Interior Side Setback of 0 metres.
  - k. Minimum separation between Accessory Buildings and other Structures is 1.5 metres.

#### **7.11.7 Conditions of Use**

- a. Each Multiple Unit Townhome Dwelling building must contain a minimum of three and a maximum of eight Dwelling Units.
- b. For Multiple Unit Townhome Dwellings constructed on a Parcel Line, the boundary between the Parcels must project in a straight line throughout the length of the Dwellings.
- c. For Multiple Unit Townhome Dwellings, Corner Parcel Dwelling Units must face the Flanking Street.

#### **7.11.8 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## 7.12 Residential Care Housing (RC1)

### 7.12.1 Intent

The purpose of the Residential Care Housing zone is to provide for the use and development of on-site care housing in proper relation to surrounding areas and neighbourhoods.

### 7.12.2 Principal Uses

The following Principal Uses are permitted in the zoning district designated RC1:

- a. Community Care Facility, Major;
- b. Community Care Facility, Minor;
- c. Community Care Facility, Specialized.

### 7.12.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated RC1:

- a. Accessory Building;

### 7.12.4 Subdivision Regulations

- a. Parcels to be created in the RC1 zone must conform to Table 7.12.4:

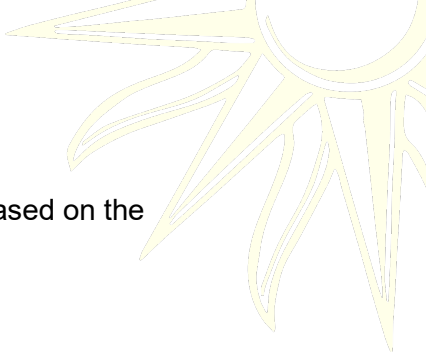
Table 7.12.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	600 m <sup>2</sup>	20 metres	30 metres

### 7.12.5 Site Development Regulations

- a. Site development in the RC1 zone must conform to Table 7.12.5:

Table 7.12.5 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Accessory Building	All types	6 metres	3 metres	3 metres	6 metres	Lesser of 14 metres or 3 storeys	60%, except as outlined in 7.12.5(b)
Accessory Building	All types	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.12.5, Parcel Coverage may be increased to a maximum of 75% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.

- 
- c. Private Open Space must be provided for each Dwelling Unit based on the following:
    - i. 10 m<sup>2</sup> for each three or more bedroom unit; and
    - ii. 7.5 m<sup>2</sup> for each two bedroom unit; and
    - iii. 5 m<sup>2</sup> for each one bedroom unit or bachelor unit
  - d. Open Space in the amount of 5% of the Parcel Area must be provided.
  - e. Minimum separation between Accessory Buildings and other Structures is 1.5 metres.

#### **7.12.6 Conditions of Use**

- a. All Community Care Facilities must meet the definitions and requirements of the *Community Care and Assisted Living Act*.

#### **7.12.7 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## 7.13 Recreational Commercial (C1)

### 7.13.1 Intent

The purpose of the Recreational Commercial zone is to provide commercial facilities which are primarily recreational in nature.

### 7.13.2 Principal Uses

The following principal uses are permitted in the zoning district designated C1:

- a. Campground;
- b. Commercial Recreation Services;
- c. Participant Recreation Services, Indoor;
- d. Participant Recreation Services, Outdoor.

### 7.13.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated C1:

- a. Administrative Office;
- b. Food Primary Establishment;
- c. Mobile Retail Vendor;
- d. Retail Store, Convenience;
- e. Dwelling, Single Detached or Modular Home, for a caretaker's Dwelling.

### 7.13.4 Subdivision Regulations

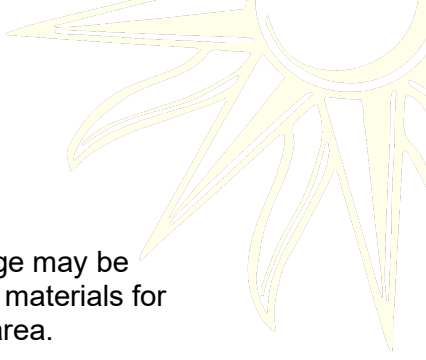
- a. Parcels to be created in the C1 zone must conform to Table 7.13.4

Table 7.13.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	450 m <sup>2</sup>	15 metres	30 metres

### 7.13.5 Site Development Regulations

- a. Site development in the C1 zone must conform to Table 7.13.5:

Table 7.13.5 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except caretaker Dwelling or Accessory Building	All types	6 metres	1.2 metres	2.8 metres	6 metres	Lesser of 14 metres or 3 storeys	50%, except as outlined in 7.13.5(b)
Dwelling, Single Detached or Modular Home	caretaker Dwelling	6 metres	1.2 metres	2.8 metres	6 metres	Lesser of 11 metres or 2.5 storeys	
Accessory Building	All types	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- 
- b. Notwithstanding the regulations in Table 7.13.5, Parcel Coverage may be increased to a maximum of 65% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel area.
  - c. Minimum separation between the Principal Building and a caretaker Dwelling is 3 metres, and the minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

#### **7.13.6 Conditions of Use**

- a. All Modular Homes must be on a permanent foundation and meet CSA A277.

#### **7.13.7 Special Regulations**

- a. Notwithstanding Section 7.13.2, on Lot C, District Lot 122, KDYD, Plan KAP55868 (2845 Neilson Street) the following Uses are also permitted: outdoor theatre, one Convenience Retail Store (maximum Floor Area of 200 m<sup>2</sup>), one propane Filling Station and one minor RV maintenance shop as Secondary Uses to serve the clients of a recreational vehicle park.

#### **7.13.8 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.



## **7.14 Tourist Commercial (C2)**

### **7.14.1 Intent**

The purpose of the Tourist Commercial zone is to provide accommodation and commercial uses which primarily cater to the needs of visitors.

### **7.14.2 Principal Uses**

The following principal uses must be permitted in the zoning district designated C2:

- a. Artisan Studio;
- b. Brewing and Distilling;
- c. Campground;
- d. Commercial Recreation Services;
- e. Entertainment Facility;
- f. Food Primary Establishment;
- g. Gallery and Museum;
- h. Hotel;
- i. Liquor Primary Establishment;
- j. Motel;
- k. Participant Recreation Services, Indoor;
- l. Participant Recreation Services, Outdoor;
- m. Short-Term Rental.

### **7.14.3 Discretionary Uses**

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- a. Adult Entertainment Club;
- b. Gaming Facility;
- c. Winery.

### **7.14.4 Secondary Uses**

The following secondary uses are permitted in the zoning district designated C2:

- a. Accessory Building;
- b. Administrative Office;
- c. Dwelling, Multiple Unit Apartment;
- d. Dwelling, Multiple Unit Townhome;
- e. Dwelling, Semi-Detached;
- f. Dwelling, Single Detached;
- g. Liquor Store;
- h. Mobile Retail Vendor;

- i. Parking Lot, Commercial;
- j. Produce Stand;
- k. Retail Store, Convenience;
- l. Security / Operator Suite.

#### 7.14.5 Prohibited Uses

The following are prohibited uses which shall not be permitted in the zoning district designated C2:

- a. Drive-Through Business;
- b. Filling Station;
- c. Vehicle Services.

#### 7.14.6 Subdivision Regulations

- a. Parcels to be created in the C2 zone must conform to Table 7.14.6:

Table 7.14.6 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	375 m <sup>2</sup>	15 metres	25 metres

#### 7.14.7 Site Development Regulations

- a. Site development in the C2 zone must conform to Table 7.14.7:

Table 7.14.7 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all permitted uses, except Accessory Building	All types	0 metres	1.2 metres	0 metres	3 metres	Lesser of 22 metres or 5 storeys	70%, except as outlined in 7.14.7(b)
Accessory Building	All types	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.14.7, Parcel Coverage may be increased to a maximum of 85% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. Private Open Space must be provided for each Dwelling Unit based on the following:
  - i. 10 m<sup>2</sup> for each three or more bedroom unit; and
  - ii. 7.5 m<sup>2</sup> for each two bedroom unit; and
  - iii. 5 m<sup>2</sup> for each one bedroom unit or bachelor unit
- d. Minimum separation between Accessory Buildings and other Structures is 1.5 metres.



#### **7.14.8 Conditions of Use**

- a. Where a building contains residential Dwelling Units and commercial uses, the residential Dwelling Units must be located above or below the main floor or behind the commercial use, except in the case of Motel or Hotel, where Dwelling Units are permitted on the main floor.
- b. Single Detached Dwellings and Semi-Detached Dwellings may only be located as part of mixed use development, in conjunction with a commercial Use;
- c. Dwelling Units must have a separate entrance from that of any commercial use, except in the case of Motel or Hotel, where Dwelling Units may share the commercial entrance.

#### **7.14.9 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.



## **7.15 Regional Commercial (C3)**

### **7.15.1 Intent**

The purpose of the Regional Commercial zone is to provide mixed use commercial development, including a range of retail, entertainment, personal and professional services within Shopping Centre environments consisting of multiple businesses or large format retail development.

### **7.15.2 Principal Uses**

The following principal uses are permitted in the zoning district designated C3:

- a. Animal Services;
- b. Artisan Studio;
- c. Assembly Place;
- d. Brewing & Distilling;
- e. Building Supply Centre;
- f. Business Support Services;
- g. Commercial Recreation Services;
- h. Entertainment Facility;
- i. Filling Station;
- j. Food Primary Establishment;
- k. Gallery and Museum;
- l. Garden Centre, Indoor;
- m. Hotel;
- n. Liquor Primary Establishment;
- o. Liquor Store;
- p. Motel;
- q. Participant Recreation Services, Indoor;
- r. Personal and Professional Services;
- s. Public Use;
- t. Retail Cannabis Sales;
- u. Retail Store, Convenience;
- v. Retail Store, General.
- w. School, Private;
- x. Veterinary Services.

### 7.15.3 Discretionary Uses

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- a. Drive-through Business;
- b. Funeral Services;
- c. Gaming Facility;
- d. Garden Centre, Outdoor;
- e. Parking Lot, Commercial;
- f. Second-Hand Store;
- g. Vehicle Services;
- h. Winery.

### 7.15.4 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated C3:

- a. Accessory Building;
- b. Administrative Office;
- c. Dwelling, Multiple Unit Apartment;
- d. Dwelling, Multiple Unit Townhome;
- e. Dwelling, Semi-Detached;
- f. Dwelling, Single Detached;
- g. Mobile Retail Vendor;
- h. Produce Stand;
- i. Security / Operator Suite;
- j. Short-Term Rental.

### 7.15.5 Subdivision Regulations

- a. Parcels to be created in the C3 zone must conform to Table 7.15.5:

Table 7.15.5 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	750 m <sup>2</sup>	25 metres	30 metres

### 7.15.6 Site Development Regulations

- a. Site development in the C3 zone must conform to Table 7.15.6:

Table 7.15.6 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
All principal and discretionary uses	All types	0 metres	1.2 metres	0 metres	3 metres	Lesser of 22 metres or 5 storeys	70%, except as outlined in 7.15.6(b)
Accessory Building	All types	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.15.6, Parcel Coverage may be increased to a maximum of 85% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. Private Open Space must be provided for each Dwelling Unit based on the following:
- 10 m<sup>2</sup> for each three bedroom unit; and
  - 7.5 m<sup>2</sup> for each two bedroom unit; and
  - 5 m<sup>2</sup> for each one bedroom unit or bachelor unit.
- d. Minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

### 7.15.7 Conditions of Use

- Residential Dwelling Units must be located above or below the main floor or behind the commercial use.
- Single Detached Dwellings and Semi-Detached Dwellings may only be located as part of mixed use development, in conjunction with a commercial Use;
- Residential Dwelling Units must have a separate entrance from that of any commercial use.

### 7.15.8 Other Regulations

- All Structures and Uses must comply with Part 4;
- Off-street parking and loading must comply with Part 5;
- Landscaping and Screening must comply with Part 6.



## **7.16 Corridor Commercial (C4)**

### **7.16.1 Intent**

The purpose of the Corridor Commercial zone is to provide mixed use commercial developments with a range of services adjacent to major corridors.

### **7.16.2 Principal Uses**

The following principal uses are permitted in the zoning district designated C4:

- a. Animal Services;
- b. Artisan Studio;
- c. Assembly Place;
- d. Brewing and Distilling;
- e. Business Support Services;
- f. Commercial Recreation Services;
- g. Entertainment Facility;
- h. Food Primary Establishment;
- i. Gallery and Museum;
- j. Hotel;
- k. Liquor Primary Establishment;
- l. Liquor Store;
- m. Mobile Retail Vendor;
- n. Motel;
- o. Participant Recreation Services, Indoor;
- p. Personal and Professional Services;
- q. Public Use;
- r. Retail Cannabis Sales;
- s. Retail Store, Convenience;
- t. Retail Store, General;
- u. School, Private;
- v. Veterinary Services.

### **7.16.3 Discretionary Uses**

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- a. Adult Entertainment Club;
- b. Building Supply Centre;
- c. Campground;
- d. Drive-through Business;

- e. Filling Station;
- f. Funeral Services;
- g. Gaming Facility;
- h. Garden Centre, Indoor;
- i. Garden Centre, Outdoor;
- j. Second-Hand Store;
- k. Vehicle Sales & Rentals;
- l. Vehicle Services.

#### 7.16.4 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated C4:

- a. Accessory Building;
- b. Administrative Office;
- c. Dwelling, Multiple Unit Apartment;
- d. Dwelling, Multiple Unit Townhome;
- e. Dwelling, Semi-Detached;
- f. Dwelling, Single Detached;
- g. Produce Stand;
- h. Security / Operator Suite;
- i. Short-Term Rental.

#### 7.16.5 Subdivision Regulations

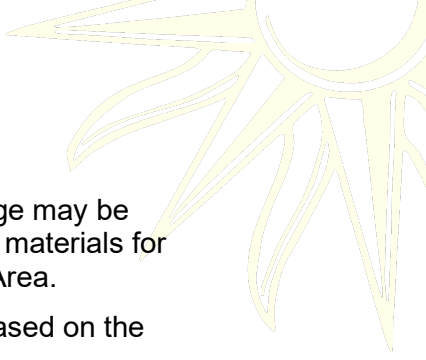
- a. Parcels to be created in the C4 zone must conform to Table 7.16.5:

Table 7.16.5 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	375 m <sup>2</sup>	15 metres	25 metres

#### 7.16.6 Site Development Regulations

- a. Site development in the C4 zone must conform to Table 7.16.6:

Table 7.16.6 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Accessory Building	All types	0 metres	0 metres	0 metres	0 metres	Lesser of 22 metres or 5 storeys	70%, except as outlined in 7.16.6(b)
Accessory Building	All types	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- 
- b. Notwithstanding the regulations in Table 7.16.6, Parcel Coverage may be increased to a maximum of 85% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
  - c. Private Open Space must be provided for each Dwelling Unit based on the following:
    - i. 10 m<sup>2</sup> for each three bedroom unit; and
    - ii. 7.5 m<sup>2</sup> for each two bedroom unit; and
    - iii. 5 m<sup>2</sup> for each one bedroom unit or bachelor unit.
  - d. Minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

#### **7.16.7 Conditions of Use**

- a. Residential Dwelling Units must be located above or below the main floor or behind the commercial use.
- b. Single Detached Dwellings and Semi-Detached Dwellings may only be located as part of mixed use development, in conjunction with a commercial Use;
- c. Residential Dwelling Units must have a separate entrance from that of any commercial use.

#### **7.16.8 Special Regulations**

- a. Notwithstanding Section 7.16.2, the only Uses permitted on that part of Lot A, District Lot 166, Kamloops Division Yale District, Plan KAP59518 (Houston Street) that lies within the C4 zone are Convenience Retail Store, Filling Station, Hotel and Motel.
- b. Despite Table 5.16: Off-Street Parking and Loading, the total number of required Parking Spaces for the Parcel described as Lot 1 District Lot 124 Kamloops Division Yale District Plan KAP50508, PID: 018-390-251 (2190 Voght Street) is sixteen.

#### **7.16.9 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## **7.17 Neighbourhood Commercial (C5)**

### **7.17.1 Intent**

The Neighbourhood Commercial zone is intended to provide mixed use commercial with a range of services needed by residents on a day to day basis within, or in close proximity to, residential neighbourhoods, but outside the primary business district.

### **7.17.2 Principal Uses**

The following principal uses are permitted in the zoning district designated C5:

- a. Animal Services;
- b. Artisan Studio;
- c. Assembly Place;
- d. Business Support Services;
- e. Daycare Centre, Minor;
- f. Food Primary Establishment;
- g. Participant Recreation Services, Indoor;
- h. Personal and Professional Services;
- i. Retail Store, Convenience.

### **7.17.3 Discretionary Uses**

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- a. Brewing and Distilling;
- b. Liquor Primary Establishment;
- c. Retail Store, General.

### **7.17.4 Secondary Uses**

The following Secondary Uses are permitted in the zoning district designated C5:

- a. Accessory Building;
- b. Administrative Office;
- c. Dwelling, Multiple Unit Apartment;
- d. Dwelling, Multiple Unit Townhome;
- e. Dwelling, Single Detached;
- f. Dwelling, Semi-Detached;
- g. Mobile Retail Vendor;
- h. Security / Operator Suite;
- i. Short-Term Rental.

### 7.17.5 Prohibited Uses

The following are prohibited uses which shall not be permitted in the zoning district designated C5:

- a. Drive-through Business
- b. Filling Station;
- c. Vehicle Services.

### 7.17.6 Subdivision Regulations

- a. Parcels to be created in the C5 zone must conform to Table 7.17.6:

Table 7.17.6 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	500 m <sup>2</sup>	20 metres	25 metres

### 7.17.7 Site Development Regulations

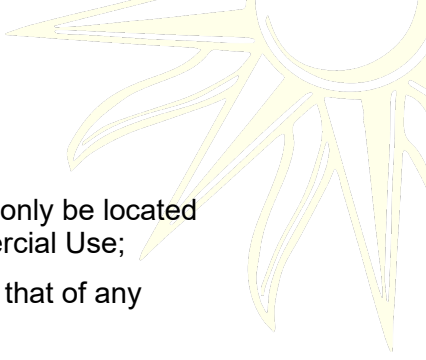
- a. Site development in the C5 zone must conform to Table 7.17.7:

Table 7.17.7 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Accessory Building	All types	0 metres	1.2 metres	0 metres	3 metres	Lesser of 18 metres or 4 storeys	70%, except as outlined in 7.17.7(b)
Accessory Building	All types	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.17.7, Parcel Coverage may be increased to a maximum of 85% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. Private Open Space must be provided for each Dwelling Unit based on the following ratio:
  - i. 10 m<sup>2</sup> for each three bedroom unit; and
  - ii. 7.5 m<sup>2</sup> for each two bedroom unit; and
  - iii. 5 m<sup>2</sup> for each one bedroom unit or bachelor unit.
- d. Minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

### 7.17.8 Conditions of Use

- a. Residential Dwelling Units must be located above or below the main floor or behind the commercial use.

- 
- b. Single Detached Dwellings and Semi-Detached Dwellings may only be located as part of mixed use development, in conjunction with a commercial Use;
  - c. Residential Dwelling Units must have a separate entrance from that of any commercial use.

#### **7.17.9 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.





## **7.18 City Centre District (C6)**

### **7.18.1 Intent**

The purpose of the City Centre District zone is to provide financial, retail, entertainment, government, and cultural services, as well as high density residential and mixed use development, within the Downtown.

### **7.18.2 Principal Uses**


The following principal uses are permitted in the zoning district designated C6:

- a. Animal Services;
- b. Artisan Studio;
- c. Brewing and Distilling;
- d. Business Support Services;
- e. Commercial Recreation Services;
- f. Dwelling, Multiple Unit Apartment;
- g. Dwelling, Multiple Unit Townhome;
- h. Entertainment Facility;
- i. Food Primary Establishment;
- j. Gallery and Museum;
- k. Hotel;
- l. Liquor Primary Establishment;
- m. Liquor Store;
- n. Participant Recreation Services, Indoor;
- o. Personal and Professional Services;
- p. Retail Cannabis Sales;
- q. Retail Store, Convenience;
- r. Retail Store, General;
- s. School, Private;

### **7.18.3 Discretionary Uses**

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions. Discretionary Uses will not be considered on Parcels Abutting Quilchena Avenue between Charters Street and Chapman Street.

- a. Adult Entertainment Club;
- b. Assembly Place;
- c. Bus Depot;
- d. Building Supply Centre;
- e. Community Care Facility, Major;

- 
- f. Community Care Facility, Minor;
  - g. Community Care Facility, Specialized;
  - h. Daycare Centre, Major;
  - i. Educational Institution;
  - j. Funeral Services;
  - k. Gaming Facility;
  - l. Garden Centre, Indoor;
  - m. Garden Centre, Outdoor;
  - n. Motel;
  - o. Parking Lot, Commercial;
  - p. Place of Worship;
  - q. Public Use;
  - r. School, Public;
  - s. Second-Hand Store;
  - t. Veterinary Services;
  - u. Water Refill Station.

#### **7.18.4 Secondary Uses**

The following Secondary Uses are permitted in the zoning district designated C6:

- a. Accessory Building;
- b. Administrative Office;
- c. Dwelling, Semi-Detached;
- d. Dwelling, Single Detached;
- e. Mobile Retail Vendor;
- f. Secondary Suite;
- g. Security / Operator Suite;
- h. Short-Term Rental.

#### **7.18.5 Prohibited Uses**

The following are prohibited uses which shall not be permitted in the zoning district designated C6:

- a. Drive-through Business;
- b. Filling Station;
- c. Vehicle Services.

### 7.18.6 Subdivision Regulations

- a. Parcels to be created in the C6 zone must conform to Table 7.18.6:

Table 7.18.6 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	120 m <sup>2</sup>	6 metres	20 metres

### 7.18.7 Site Development Regulations

- a. Site development in the C6 zone must conform to Table 7.18.7:

Table 7.18.7 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Accessory Building	All types	0 metres	0 metres	0 metres	0 metres, except as outlined in 7.17.7c	Lesser of 25 metres or 6 storeys	95%, except as outlined in 7.18.7(b)
Accessory Building	All types	Front Building Line	0 metres	0 metres	0 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.18.7, Parcel Coverage may be increased to a maximum of 100% if Open Space in the form of rooftop garden space is provided on a minimum of 15% of the roof surface.
- c. Notwithstanding the regulations in Table 7.18.7, the Rear Setback is 3 metres for Parcels without underground or under-building space for waste and recycling receptables.
- d. Private Open Space must be provided for each Dwelling Unit based on the following:
- 10 m<sup>2</sup> for each three or more bedroom unit; and
  - 7.5 m<sup>2</sup> for each two bedroom unit; and
  - 5 m<sup>2</sup> for each one bedroom unit or bachelor unit
- e. Notwithstanding 7.18.7(d), Private Open Space is not required if a minimum of 15% of the Parcel Area is provided as Open Space.
- f. On Parcels Abutting Quilchena Avenue between Charters Street and Chapman Street, buildings over 4 storeys in Height must have a step-back of a minimum of 1.5 metres on the fifth storey and an additional 1.5 metres on every third storey thereafter.
- g. Minimum separation between Accessory Buildings and other Structures is 1.5 metres.



### **7.18.8 Conditions of Use**

- a. Where a building contains residential Dwelling Units and commercial uses, the Dwelling Units must be located above or below the main floor or behind the commercial use.
- b. Single Detached Dwellings and Semi-Detached Dwellings may only be located as part of mixed use development, in conjunction with a commercial Use.
- c. Residential Dwelling Units must have a separate entrance from that of any commercial use.

### **7.18.9 Special Regulations**

- a. Notwithstanding Table 7.18.7, the minimum Setbacks of a Single Detached Dwelling on Lot 3 Block 14 DL 123 Plan 1 KDYD (2126 Granite Avenue) from Parcel Lines are 6 metres from the front and rear Parcel Lines, and 1.5 metres from each side Parcel Line.
- b. For Parcel B (KJ48015) Block 16 District Lot 124 Kamloops Division Yale District Plan 1, PID: 023-113-952 (1990 Chapman Street), despite Section 7.18.2 permitted Uses, Place of Worship is added as a permitted Use; and despite Table 5.16: Off-Street Parking and Loading, the total number of required Parking Spaces for the building located on the north half of the Parcel is zero, and the total number of Parking Spaces for the building located on the southern portion of the Parcel is three.

### **7.18.10 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.



## **7.19 Service Commercial (C7)**

### **7.19.1 Intent**

The purpose of the Service Commercial zone is to accommodate establishments which may require large areas for conducting of services, processing and distribution of products, or storage and handling of goods and equipment, such as light manufacturing, retail requiring indoor or outdoor storage, and vehicular oriented commercial uses.

### **7.19.2 Principal Uses**

The following principal uses are permitted in the zoning district designated C7:

- a. Animal Services;
- b. Artisan Studio;
- c. Auction House;
- d. Building Supply Centre;
- e. Bulk Petroleum & Electricity Sales;
- f. Bus Depot;
- g. Business Support Services;
- h. Delivery Facility;
- i. Vehicle Services;
- j. Filling Station;
- k. Machinery Repair & Sales;
- l. Manufacturing, Light;
- m. Machine & Welding Shop;
- n. Mobile and Modular Home Sales;
- o. Participant Recreation Services, Indoor;
- p. Personal and Professional Services;
- q. Public Use;
- r. Recycling Depot;
- s. Retail Store, Convenience;
- t. Retail Store, General;
- u. Second-Hand Store;
- v. Storage Facility, Indoor;
- w. Transportation & Logistics;
- x. Vehicle Sales & Rentals;
- y. Vehicle Services;
- z. Veterinary Services;
- aa. Warehouse;
- bb. Water Refill Station.

### 7.19.3 Discretionary Uses

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions.

- a. Animal Boarding;
- b. Bulk Petroleum & Electricity Sales;
- c. Film Studio;
- d. Food Primary Establishment;
- e. Parking Lot, Commercial;
- f. Truck Travel Centre;
- g. Winery.

### 7.19.4 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated C7:

- a. Accessory Building;
- b. Administrative Office;
- c. Security / Operator Suite;
- d. Vehicle Storage & Towing.

### 7.19.5 Subdivision Regulations

- a. Parcels to be created in the C7 zone must conform to Table 7.19.5:

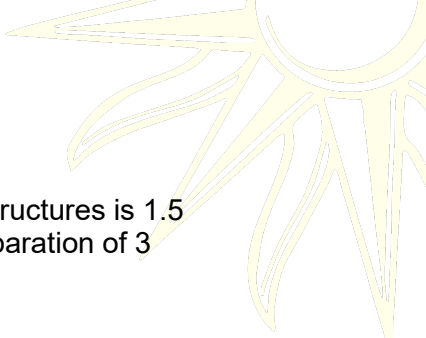
Table 7.19.5 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	450 m <sup>2</sup>	15 metres	30 metres

### 7.19.6 Site Development Regulations

- a. Site development in the C7 zone must conform to Table 7.19.6:

Table 7.19.6 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Accessory Building	All types	0 metres	1.2 metres	0 metres	1.2 metres	Lesser of 18 metres or 4 storeys	80%, except as outlined in 7.19.6(b)
Accessory Building	All types	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.19.6, Parcel Coverage may be increased to a maximum of 95% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.

- 
- c. Minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures

#### **7.19.7 Conditions of Use**

- a. The Outdoor display of merchandise requires a minimum Setback of 2 metres from all Parcel Lines.

#### **7.19.8 Special Regulations**

- a. Notwithstanding Section 7.19.2, the only Use permitted on the parts of Lot A, Plan 31180, TP 91, W6M (1750 Hill Street); Lot 11, Plan 11461, TP 91, W6M (1531 Walnut Avenue); and Lot 33, Plan 707, TP 91, W6M (1590 Fir Avenue) that lies within the C3 zone are a Machine & Welding Shop and associated storage and rental storage.

#### **7.19.9 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## 7.20 Airport Commercial (C8)

### 7.20.1 Intent

The purpose of the Airport Commercial zone is to provide aviation related services within close proximity to the airport.

### 7.20.2 Principal Uses

The following principal uses shall be permitted in the zoning district designated C8:

- a. Aircraft Sales & Servicing;
- b. Airport;
- c. Aviation Services;
- d. Bus Depot;
- e. Commercial Recreation Services;
- f. Delivery Facility;
- g. Gallery or Museum;
- h. Heliport;
- i. Public Use;
- j. Transportation & Logistics;
- k. Warehouse.

### 7.20.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated C8:

- a. Accessory Building;
- b. Administrative Office;
- c. Bulk Petroleum & Electricity Sales;
- d. Food Primary Establishment;
- e. Parking Lot, Commercial;
- f. Security / Operator Suite;
- g. Retail Store, Convenience;
- h. Vehicle Sales & Rentals.

### 7.20.4 Subdivision Regulations

- a. Parcels to be created in the C8 zone must conform to Table 7.20.4:

Table 7.20.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	450 m <sup>2</sup>	15 metres	30 metres

### 7.20.5 Site Development Regulations

- a. Site development in the C8 zone must conform to Table 7.20.5:

Table 7.20.5 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Airport and Accessory Building	All types	3 metres	0 metres	0 metres	See 7.20.5(c)	Lesser of 18 metres or 4 storeys, except as outlined in 7.20.5(c)	85%, except as outlined in 7.20.5(b)
Airport	All types	3 metres	3 metres	3 metres	3 metres	Lesser of 18 metres or 4 storeys, except as outlined in 7.20.5(c)	
Accessory Building	All types	Front Building Line	1.2 metres	1.2 metres	1.2 metres, except as outlined in 7.20.5(c)	Lesser of 5 metres or 1.5 storeys, except as outlined in 7.20.5(c)	

- b. Notwithstanding the regulations in Table 7.20.5, Parcel Coverage may be increased to a maximum of 100% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. Notwithstanding the regulations in Table 7.20.5, site development and placement of objects must conform with Transport Canada regulations, including Obstacle Limitation Surfaces for an AGNII Non-Precision Instrument aerodrome.
- d. Minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

### 7.20.6 Special Regulations

- a. Despite Table 7.20.5, the Rear Setback is 37.9 metres on PARCEL A (BEING A CONSOLIDATION OF LOTS A & B, SEE CA6302384) SECTION 23 TOWNSHIP 91 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP 80535; PID: 030-251-826 (4074 Airport Road).

### 7.20.7 Other Regulations

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.



## 7.21 Light Industrial (M1)

### 7.21.1 Intent

The Light Industrial zone is oriented towards a range of light and medium manufacturing, processing and other industrial uses.

### 7.21.2 Principal Uses

The following principal uses are permitted in the zoning district designated M1:

- a. Artisan Studio;
- b. Auction House;
- c. Brewing and Distilling;
- d. Building Supply Centre;
- e. Bulk Petroleum & Electricity Sales;
- f. Bus Depot;
- g. Business Support Services;
- h. Crematorium;
- i. Delivery Facility;
- j. Film Studio;
- k. Garden Centre, Outdoor;
- l. Greenhouse Agriculture;
- m. Machine & Welding Shop;
- n. Machinery Repair & Sales;
- o. Manufacturing, Light;
- p. Metal Recycling;
- q. Mobile and Modular Home Sales;
- r. Participant Recreation Services, Indoor;
- s. Public Use;
- t. Recycling Depot;
- u. Storage Facility, Indoor;
- v. Technology Centre;
- w. Transportation & Logistics;
- x. Vehicle Sales & Rentals;
- y. Vehicle Services;
- z. Vehicle Storage & Towing;
- aa. Veterinary Services;
- bb. Warehouse;
- cc. Water Refill Station;

dd. Winery.

### 7.21.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated M1:

- a. Accessory Building;
- b. Administrative Office;
- c. Security / Operator Suite.

### 7.21.4 Discretionary Uses

Subject to the regulations outlined in Section 4.5, the Development Approving Officer may approve any of the following uses, with or without conditions:

- a. Food Primary Establishment;

### 7.21.5 Subdivision Regulations

- a. Parcels to be created in the M1 zone must conform to Table 7.21.5:

Table 7.21.5 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	450 m <sup>2</sup>	15 metres	30 metres

### 7.21.6 Site Development Regulations

- a. Site development in the M1 zone must conform to Table 7.21.6:

Table 7.21.6 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Accessory Building	All types	3 metres	3 metres, except as outlined in 7.21.6(c)	3 metres	3 metres, except as outlined in 7.21.6(c)	22 metres	75%, except as outlined in 7.21.6(b)
Accessory Building	All types	Front Building Line	3 metres	3 metres	3 metres	16 metres	

- b. Notwithstanding the regulations in Table 7.21.6, Parcel Coverage may be increased to a maximum of 90% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. Minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.



### **7.21.7 Conditions of Use**

- a. All permitted Uses must be contained completely within an enclosed Structure.
- b. With respect to Bulk Petroleum & Electricity Sales, the fuel pumps and Accessory Buildings of commercial cardlock facilities may not be located closer than 17 metres from the centre line of a controlled access Highway.

### **7.21.8 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## 7.22 Heavy Industrial (M2)

### 7.22.1 Intent

The Heavy Industrial zone is oriented towards a range of heavy manufacturing, processing and other industrial uses that are likely to require outdoor storage and or produce noise, smoke, dust, glare, fumes or odours.

### 7.22.2 Principal Uses

The following principal uses are permitted in the zoning district designated M2:

- a. Bulk Petroleum & Electricity Sales;
- b. Greenhouse Agriculture;
- c. Machine & Welding Shop;
- d. Manufacturing, Heavy;
- e. Metal Recycling;
- f. Transportation & Logistics;
- g. Vehicle Storage & Towing;
- h. Vehicle Wrecking;
- i. Warehouse.

### 7.22.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated M2:

- a. Accessory Building;
- b. Administrative Office;
- c. Security / Operator Suite.

### 7.22.4 Subdivision Regulations

- a. Parcels to be created in the M2 zone must conform to Table 7.22.4:

Table 7.22.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	600 m <sup>2</sup>	20 metres	30 metres

### 7.22.5 Site Development Regulations

- a. Site development in the M2 zone must conform to Table 7.22.5:

Table 7.22.5 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Accessory Building	All types	6 metres	6 metres	6 metres	6 metres	18 metres	75%, except as outlined in 7.22.5(b)
Accessory Building	All types	Front Building Line	6 metres	6 metres	6 metres	26 metres	

- b. Notwithstanding the regulations in Table 7.22.5, Parcel Coverage may be increased to a maximum of 90% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. Minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

### 7.22.6 Conditions of Use

- a. Where practical, all permitted Uses must be contained completely within an enclosed Structure.
- b. Nothing may be done which causes a Nuisance; nor may any activity be carried out which creates or causes a health, fire, or explosion hazard, electrical interference, or undue traffic congestion.
- c. Notwithstanding any other provision of this Bylaw, no Parcel or Structure may be used for the incineration of waste or other material, except for the incineration of wood waste generated from forest-based manufacturing industries.

### 7.22.7 Other Regulations

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## 7.23 Park and Cemetery (P1)

### 7.23.1 Intent

The Park and Cemetery zone is intended to identify lands for active or organized activities in parks, playfields or recreational facilities, cemeteries, and public use within the municipality.

### 7.23.2 Principal Uses

The following principal uses are permitted in the zoning district designated P1:

- a. Cemetery;
- b. Daycare Centre, Major;
- c. Park;

### 7.23.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated P1:

- a. Accessory Building;
- b. Food Primary Establishment;
- c. Mobile Retail Vendor.

### 7.23.4 Subdivision Regulations

- a. Parcels to be created in the P1 zone must conform to Table 7.23.4:

Table 7.23.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	450 m <sup>2</sup> , except as outlined in 7.23.4(b)	15 metres, except as outlined in 7.23.4(b)	30 metres, except as outlined in 7.23.4(b)

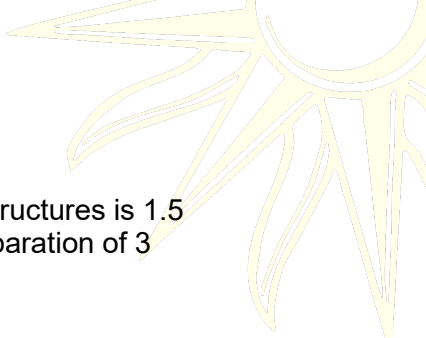
- b. Notwithstanding the regulations in Table 7.23.4, there is no minimum Parcel Area, Width or Depth for community gardens, playgrounds or plazas.

### 7.23.5 Site Development Regulations

- a. Site development in the P1 zone must conform to Table 7.23.5:

Table 7.23.5 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Accessory Building	All types	3 metres	1.2 metres	3 metres	3 metres	Lesser of 16 metres or 4 storeys	30%, except as outlined in 7.23.5(b)
Accessory Building	All types	3 metres	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.23.5, Parcel Coverage may be increased to a maximum of 45% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.

- 
- c. Minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

#### **7.23.6 Special Regulations**

- a. Notwithstanding Section 7.23.2, a lawn bowling clubhouse is a permitted Use on Rem. Lot B, District Lot 124, Plan 26552 (2050 Merritt Avenue).

#### **7.23.7 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## 7.24 Institutional and Public Use (P2)

### 7.24.1 Intent

The Institutional and Public Use zone provides for the establishment of public use facilities, including government buildings and places of worship, and to provide suitable locations for public utilities.

### 7.24.2 Principal Uses

The following principal uses are permitted in the zoning district designated P2:

- a. Bus Depot;
- b. Community Care Facility, Major;
- c. Community Care Facility, Minor;
- d. Community Care, Facility, Specialized;
- e. Daycare Centre, Major;
- f. Daycare Centre, Minor;
- g. Gallery and Museum;
- h. Place of Worship;
- i. Public Use;
- j. School, Private;
- k. School, Public.

### 7.24.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated P2:

- a. Accessory Building;
- b. Assembly Place;
- c. Entertainment Facility;
- d. Participant Recreation Services, Indoor;
- e. Security / Operator Suite;
- f. School Portable;
- g. Dwelling Unit for staff, including a church manse;
- h. Urban Agriculture.

### 7.24.4 Subdivision Regulations

- a. Parcels to be created in the P2 zone must conform to Table 7.24.4:

Table 7.24.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All types	450 m <sup>2</sup>	15 metres	30 metres

### 7.24.5 Site Development Regulations

- a. Site development in the P2 zone must conform to Table 7.24.5:

Table 7.24.5 Site Development Regulations							
Use	Parcel Type	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Accessory Building	All types	0 metres	1.2 metres	0 metres	3 metres	Lesser of 22 metres or 5 storeys	85%, except as outlined in 7.24.5(b)
Accessory Building	All types	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

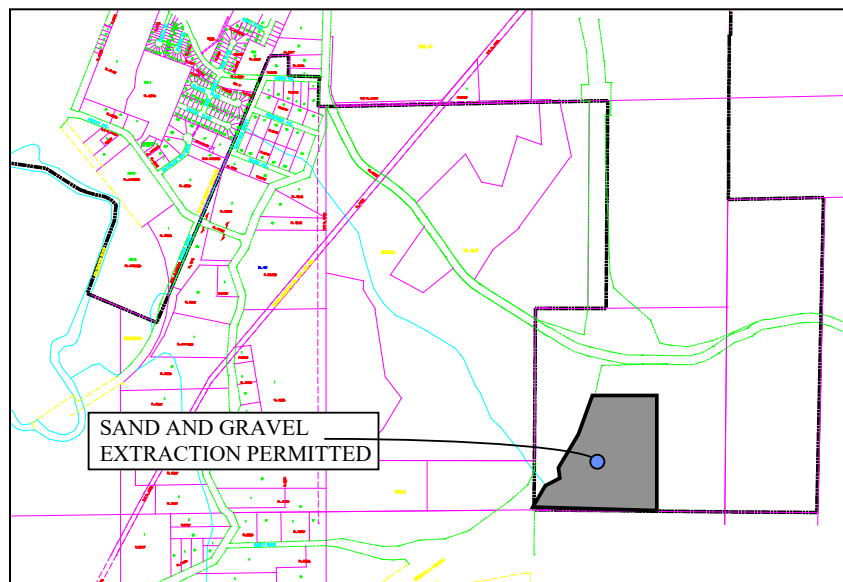
- b. Notwithstanding the regulations in Table 7.24.5, Parcel Coverage may be increased to a maximum of 100% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. Minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

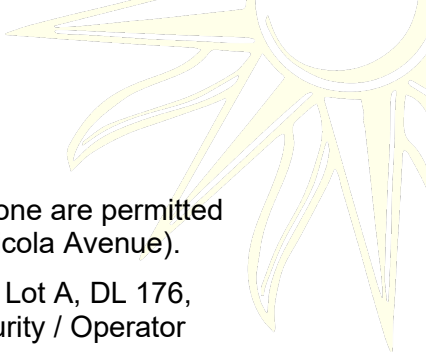
### 7.24.6 Conditions of Use

- a. Community Care Facilities must meet the definitions and requirements of the *Community Care and Assisted Living Act*.

### 7.24.7 Special Regulations

- a. Notwithstanding Section 7.24.2, sand and gravel extraction is a permitted use on that portion of the SE ¼, Section 11, TP 91, W6M shown on the following sketch plan.



- 
- b. Notwithstanding Section 7.24.2, the Uses permitted in the R2 zone are permitted on Lot A, DL 122, LD 25, Plan KAP47561 (Units A & B, 3191 Nicola Avenue).
  - c. Notwithstanding Section 7.24.2, a Mobile Home is permitted on Lot A, DL 176, Plan 34260 (319 Lindley Creek Road) for the purpose of a Security / Operator Suite.

#### **7.24.8 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6

## 7.25 Post-Secondary Educational (P3)

### 7.25.1 Intent

The Post-Secondary Educational zone provides for post-secondary educational institutions and their supporting uses. Provisions are also made to allow for Multiple Unit Dwellings to serve as faculty and student housing on the campus site.

### 7.25.2 Principal Uses

The following principal uses are permitted in the zoning district designated P3:

- a. Educational Institution.

### 7.25.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated P3:

- a. Accessory Building;
- b. Daycare Centre, Major;
- c. Daycare Centre, Minor;
- d. Dwelling, Multiple Unit Apartment;
- e. Dwelling, Multiple Unit Townhome;
- f. Food Primary Establishment;
- g. Liquor Primary Establishment;
- h. Retail Store, Convenience;
- i. Urban Agriculture.

### 7.25.4 Subdivision Regulations

- a. Parcels to be created in the P3 zone must conform to Table 7.25.4:

Table 7.25.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All Parcel types	450 m <sup>2</sup>	15 metres	30 metres

### 7.25.5 Site Development Regulations

- a. Site development in the P3 zone must conform to Table 7.25.5:

Table 7.25.5 Site Development Regulations								
Use	Parcel Type	Maximum Density (units per hectare)	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
all Permitted Uses, except Multiple Unit Dwelling or Accessory Building	All types	N/A	0 metres	3 metres	0 metres	3 metres	Lesser of 18 metres or 4 storeys	75%, except as outlined in 7.25.5(b)
Dwelling, Multiple Unit	All types	90, except as outlined in 7.25.5(c)	0 metres	3 metres	0 metres	3 metres	Lesser of 22 metres or 5 storeys	
Accessory Building	All types	N/A	Front Building Line	1.2 metres	0 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Notwithstanding the regulations in Table 7.25.5, Parcel Coverage may be increased to a maximum of 90% with use of permeable surface materials for driveways and/or pathways on at least 15% of the total Parcel Area.
- c. There is no maximum Density for residential developments that are occupied by current students of the Educational Institution.
- d. Minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

### 7.25.6 Conditions of Use

- a. Where a building contains residential Dwelling Units and institutional or commercial uses, the Dwelling Units must be located above or below the main floor or behind the institutional or commercial use.
- b. Residential Dwelling Units must have a separate entrance, separate from that of any institutional or commercial use.

### 7.25.7 Other Regulations

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.

## 7.26 Future Development (FD)

### 7.26.1 Intent

The intent of the Future Development zone is to identify lands for future development as designated in the Official Community Plan. It is expected that new development in this zone will be aligned with the general vision of the corresponding OCP Sector.

### 7.26.2 Principal Uses

The following principal uses are permitted in the zoning district designated FD:

- a. Dwelling, Single Detached;
- b. Modular Home.

### 7.26.3 Secondary Uses

The following Secondary Uses are permitted in the zoning district designated FD:

- a. Accessory Building.

### 7.26.4 Subdivision Regulations

- a. Parcels to be created in the FD zone must conform to Table 7.26.4:

Table 7.26.4 Subdivision Regulations				
Use	Parcel Type	Minimum Parcel Area	Minimum Parcel Width	Minimum Parcel Depth
All permitted uses	All Parcel types	20,000 m <sup>2</sup>	50 metres	30 metres

### 7.26.5 Site Development Regulations

- a. Site development in the FD zone must conform to Table 7.26.5:

Table 7.26.5 Site Development Regulations								
Use	Parcel Type	Maximum Density	Minimum Front Setback	Minimum Interior Side Setback	Minimum Exterior Side Setback	Minimum Rear Setback	Maximum Height	Maximum Parcel Coverage
Dwelling, Single Detached or Modular Home	all Parcel types	One Dwelling Unit per Parcel	9 metres	3 metres	9 metres	9 metres	Lesser of 11 metres or 2.5 storeys	50%
Accessory Building	All Parcel types	N/A	Front Building Line	1.2 metres	1.2 metres	1.2 metres	Lesser of 5 metres or 1.5 storeys	

- b. Minimum separation between the Principal Building and a Detached Secondary Dwelling is 3 metres, and the minimum separation between Accessory Buildings and other Structures is 1.5 metres, except Shipping Containers which have a minimum separation of 3 metres from combustible Structures.

### 7.26.6 Conditions of Use

- a. Modular Homes must be on a permanent foundation and meet CSA A277.

### **7.26.7 Other Regulations**

- a. All Structures and Uses must comply with Part 4;
- b. Off-street parking and loading must comply with Part 5;
- c. Landscaping and Screening must comply with Part 6.



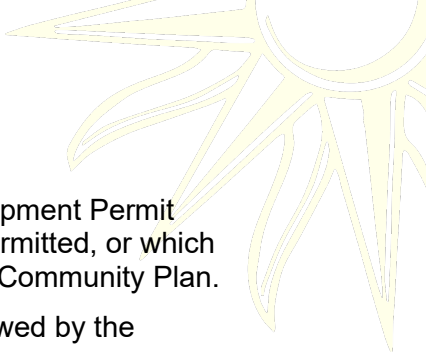
## 7.27 Comprehensive Development (CD)

### 7.27.1 Intent

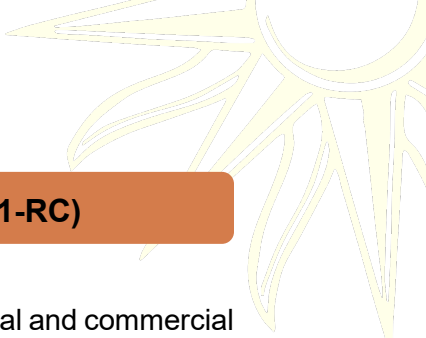
The intent of the Comprehensive Development Zone is to allow for the creation of comprehensive, site specific land use regulations for properties within the City. Circumstances are such that control by conventional zones would be inappropriate or inadequate with regard to existing or future surrounding developments or to the interest of the applicant or to the public.

### 7.27.2 Application

- a. The City shall only create this where the following conditions are met:
  - i. the proposed development is, in the opinion of City Council, considered appropriate for the site with regard to the policies and objectives of the Official Community Plan and any other applicable City plan or policy; or
  - ii. the use of any other zone in the Zoning Bylaw to accommodate the proposed development would, in the opinion of City Council, result in potential conflicts with the scale and character of existing or future surrounding development, should the full development potential of such zone be utilized; or
  - iii. the proposed development is of a scale, character, or complexity requiring comprehensive planning and implementation that, in the opinion of City Council, is of a unique form or nature not contemplated or reasonably regulated by another zone.
- b. In addition to the information required by the Development Procedures Bylaw, the applicant must also provide the following information:
  - i. support rationale explaining why a Comprehensive Development Zone is desirable for the site, having regard to Section 7.27.2(a) above;
  - ii. a proposed zone, laid out in a similar format to the standard zone, which includes: the general purpose of the zone, a list of permitted Uses for the site, a list of regulations for the site, and a list of any other regulations that may apply;
  - iii. a narrative documenting the opinions and concerns of surrounding property owners and residents obtained through a public information program and how the proposed development responds to these concerns, together with a summary of the methods used to obtain such input;
  - iv. a site plan and/or elevations may be required to be attached to the specific CD zone as a schedule, where, in the opinion of City Council, the complexity of the proposed development is such that a site plan and/or elevations would be necessary to clarify or interpret the written regulations of the specific CD zone.
- c. The regulations of Part Two, Four, Five, and Six apply to all development within sites zoned as CD, unless such regulations are specifically excluded or modified by the CD zone.

- 
- d. If the Comprehensive Development Zone is located in a Development Permit Area, the City shall specify the nature of development that is permitted, or which requires a Development Permit, in accordance with the Official Community Plan.
  - e. CD zones shall be designated on the Zoning Map by "CD" followed by the reference number of the CD zone.





## **7.28 Comprehensive Development – Residential Commercial (CD1-RC)**

### **7.28.1 Intent**

The purpose of this zone is to permit comprehensively planned residential and commercial land use and development.

### **7.28.2 Principal Uses**

The following principal uses are permitted in the zoning district designated CD1-RC:

- a. Single Detached Dwellings, and a maximum of one detached secondary Dwelling per Parcel;
- b. Multiple Unit Dwellings;
- c. Hotel;
- d. Home-based Businesses;
- e. Accessory Buildings except for Shipping Containers;
- f. Public service or utility buildings and Structures including towers;
- g. Parks and playgrounds.

### **7.28.3 Subdivision Regulations**

- a. Minimum Parcel area for:
  - i. Single Detached Dwelling: 8,000 m<sup>2</sup>;
  - ii. Multiple Unit Dwelling: 3 hectares;
  - iii. Hotel: 3 hectares.

### **7.28.4 Site Development Regulations**

- a. Maximum Density:
  - i. Maximum number of Single Detached residential Parcels: 90 Parcels;
  - ii. Single Detached Parcel: one Single Detached Dwelling and one Detached Secondary Dwelling;
  - iii. Multiple Unit Dwelling Parcels: 40 Dwelling Units per hectare;
  - iv. Multiple Unit Dwellings: 200 units;
  - v. Maximum number of Hotel suites: 125 suites.
- b. Minimum Setbacks:
  - i. Front yard: 6 metres;
  - ii. Side yard: 4.5 metres, except in the case of Accessory Buildings where it is 1.5 metres;
  - iii. Rear yard: 6 metres except in the case of Accessory Buildings where it is 1.5 metres.

### **7.28.5 Conditions of Use**

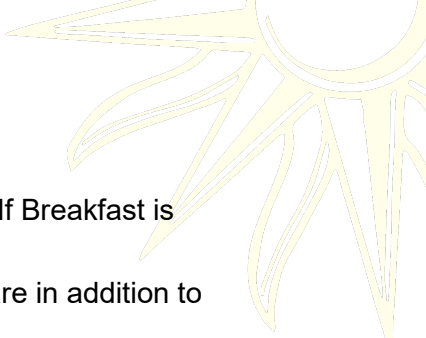
- a. All development must be connected to the City of Merritt community water and sewage disposal systems.

- b. For Uses permitted under Section 7.28.2, no exterior storage of any kind, and no Garages for the repair and maintenance of equipment is permitted.
- c. The maximum Floor Area of a Detached Secondary Dwelling is 65 m<sup>2</sup>.
- d. No more than one Accessory Building is permitted on a Parcel.
- e. The maximum Floor Area of an Accessory Building is 65 m<sup>2</sup>,
- f. Other than a Hotel, the maximum Height of a principal building is 12.0 metres and 6.0 metres for an Accessory Building.
- g. A maximum of two horses is permitted per Parcel.
- h. Home-based Business:

Notwithstanding Section 4.32, the following conditions apply to Home-based Businesses in Single Detached Dwellings:

- i. A Home-based Business may involve no structural alterations to the Dwelling and must give no exterior indication except as permitted in Section 7.28.2 that the Dwelling is being used for any purpose other than a residential Use;
- ii. One fascia sign not exceeding 0.19 m<sup>2</sup> in area is permitted;
- iii. The Home-based Business must be carried out wholly within a Dwelling Unit or within an Accessory Building and may involve no external storage of materials, containers, or finished products;
- iv. The Home-based Business must be operated solely by the resident of the residential Dwelling Unit with no more than one additional employee;
- v. Home-based Businesses, excluding Daycare Centre, are permitted to use up to a maximum area of 20 m<sup>2</sup> entirely within the principal residential Dwelling Unit;
- vi. A maximum of one Home-based Business is permitted per Dwelling Unit;
- vii. A Home-based Business requiring delivery of material to or from the residence by commercial vehicles or trailers shall not be permitted;
- viii. The Home-based Business Use must not generate the need for more than one additional on-site Parking Space;
- ix. A Home-based Business must not produce offensive noise, vibration, smoke, dust, odor, heat, glare radiation, or electrical interference;
- x. A Home-based Business is not permitted in Detached Secondary Dwellings if the Single Detached Dwelling has a Home-based Business;
- xi. A Bed and Breakfast must not alter the residential character or show an external indication the Dwelling is being used for any purpose other than a residential Use;
- xii. A Bed and Breakfast must be carried out wholly within the principal Dwelling Unit;
- xiii. The minimum size of guestrooms shall be 10 m<sup>2</sup>;
- xiv. The maximum number of guestrooms permitted shall be two, accommodating a maximum of four guests combined;



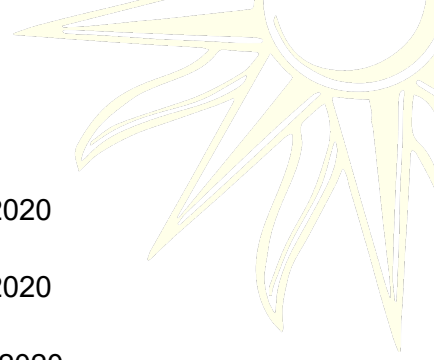
- 
- xv. No meal other than breakfast may be served to guests. If Breakfast is served, it must be served before noon;
  - xvi. All Parking Spaces required for the Bed and Breakfast are in addition to those required for the Single Detached Dwelling;
  - xvii. The maximum length of stay for any guest is 10 days;
  - xviii. Bed and Breakfasts must clearly be incidental or secondary to the Use of the Dwelling for residential purposes.
  - xix. Notwithstanding Section 4.32, the following conditions apply to Home-based Business in Multiple Unit Dwellings:
  - xx. Home-based Business is limited to an office or home working space, and no other Use;
  - xxi. The public is not permitted to do business in the home where the Home-based Business is occurring;
  - xxii. Delivery of goods to the residence for the operation of the Home-based Business is not permitted;
  - xxiii. The Home-based Business in the residence will not occupy more than 10 m<sup>2</sup> of Floor Area;
  - xxiv. Vehicles for the operation of the Home-based Business are limited in size to a maximum of a one ton pick-up or a one ton cube van;
  - xxv. Non-resident employees are not permitted in Home-based Businesses.

#### 7.28.6 Special Regulations

- a. Notwithstanding Part Five, the following off street parking regulations also apply to any Structure and Use within the CD1-RC zone.

Table 7.28.6 CD1-RC Parking Regulations	
Single Detached Dwelling	two Parking Spaces per Dwelling Unit. One additional Parking Space for a Detached Secondary Dwelling.
Multiple Unit Dwellings	1.5 Parking Spaces per Dwelling Unit plus 0.5 Parking Spaces per Dwelling Unit for a common parking area for visitors, boats, trailers, or recreational vehicles.
Bed and Breakfast	one Parking Space per guestroom.
Hotels	1.25 Parking Space per rentable unit





**READ A FIRST TIME THIS**

30<sup>th</sup> day of June, 2020

**READ A SECOND TIME THIS**

30<sup>th</sup> day of June, 2020

**A Public Hearing was held on the**

4<sup>th</sup> day of August, 2020

**A subsequent Public Hearing was held on the**

18<sup>th</sup> day of August, 2020

**READ A THIRD TIME THIS**

\_\_\_\_\_ day of \_\_\_\_\_, 2020

**Approved by the Ministry of Transportation and Infrastructure pursuant to Section 52 of the *Transportation Act* the**

\_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
For the Minister of Transportation and Infrastructure

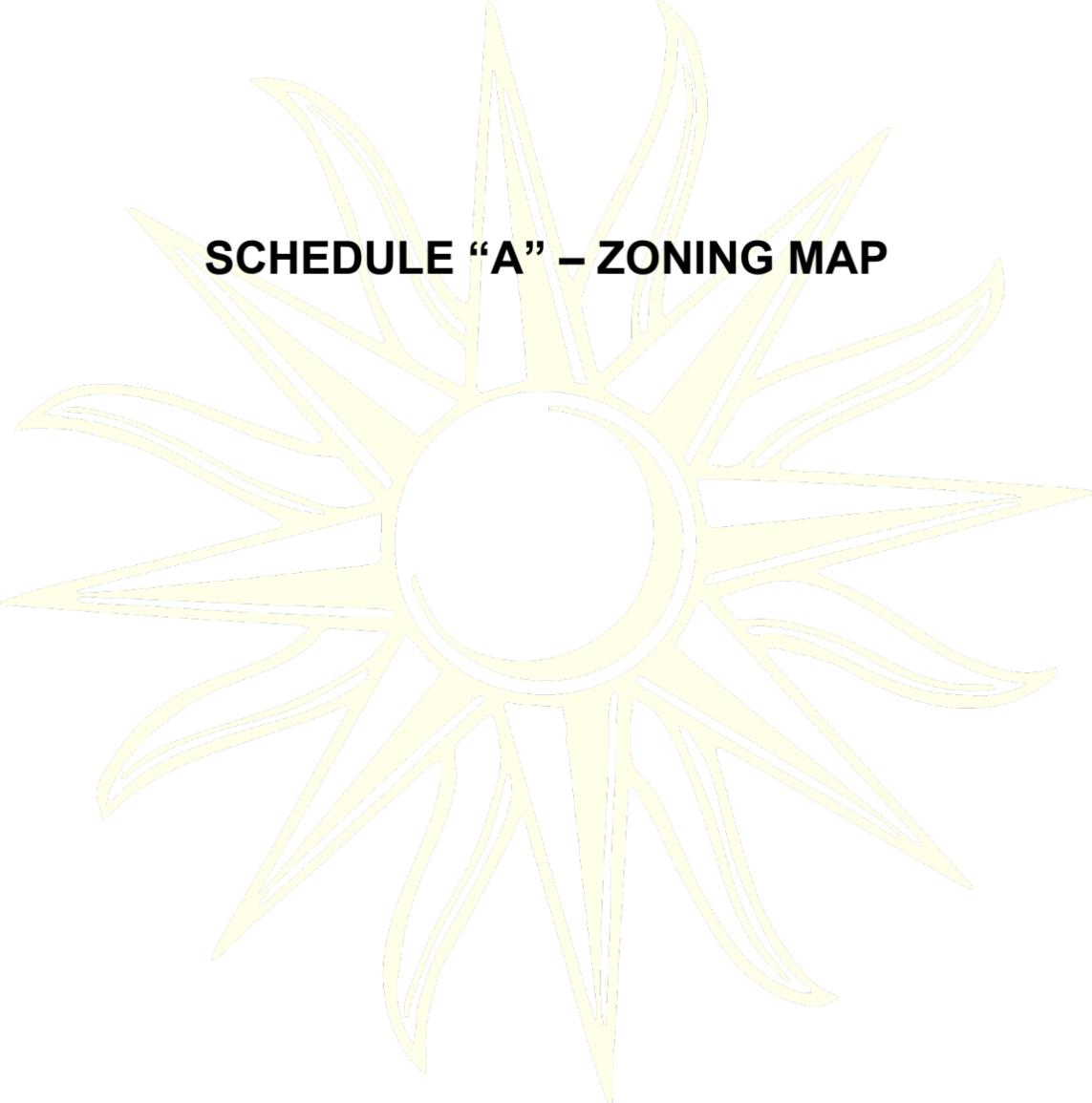
**ADOPTED THIS**

\_\_\_\_\_ day of \_\_\_\_\_, 2020

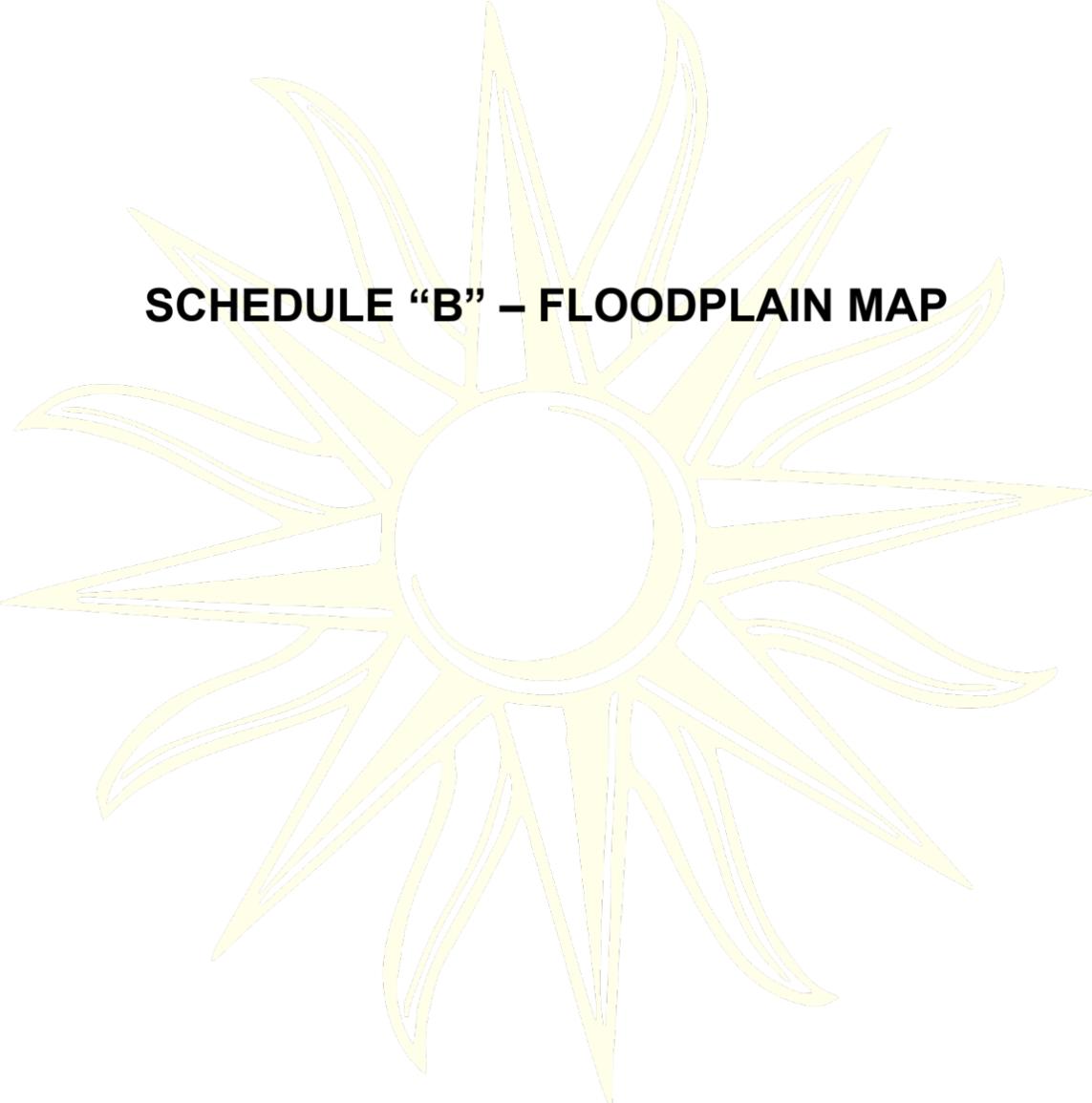
\_\_\_\_\_  
Linda Brown  
MAYOR

\_\_\_\_\_  
Sean Smith  
CORPORATE OFFICER

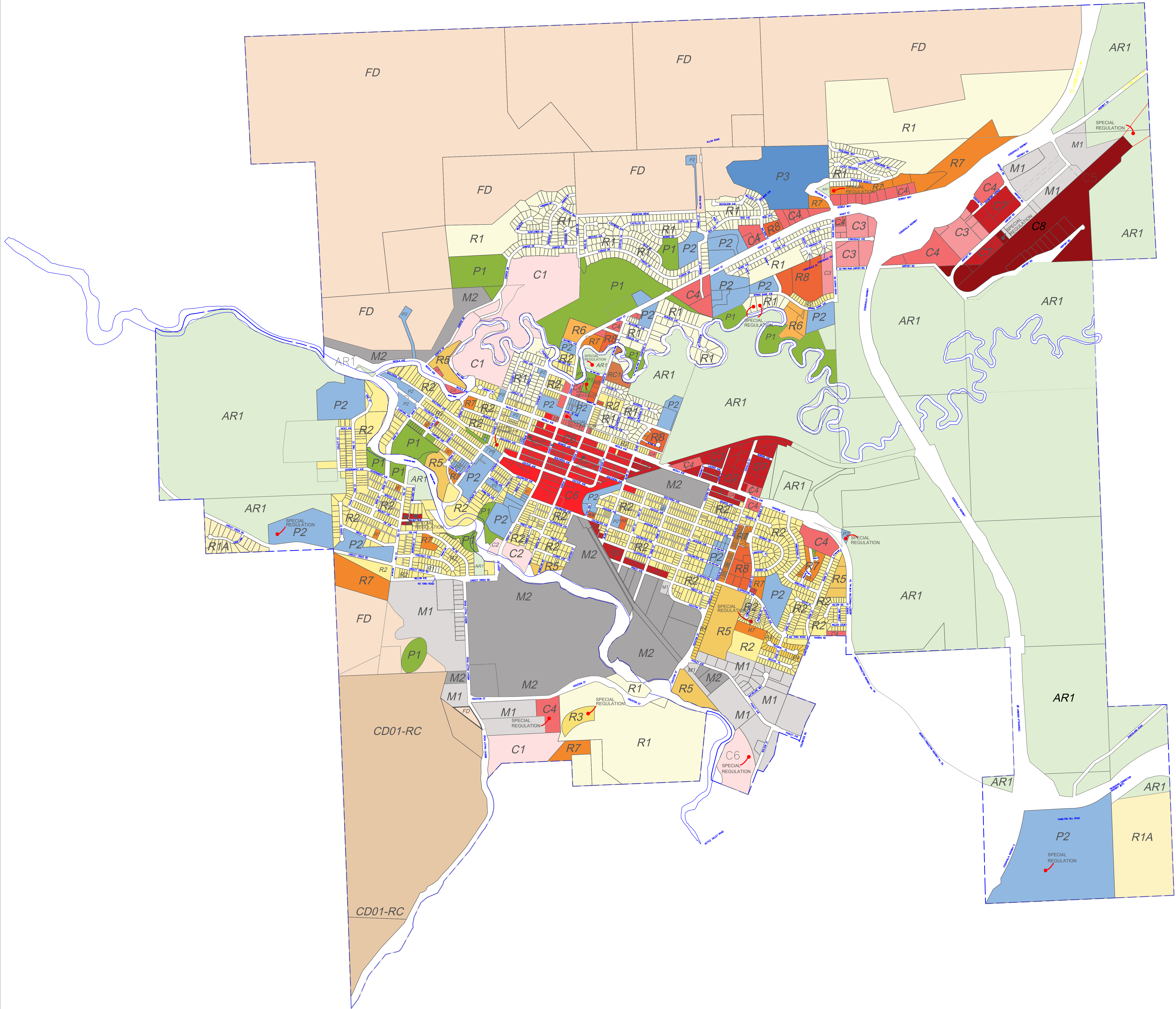




**SCHEDULE “A” – ZONING MAP**



**SCHEDULE “B” – FLOODPLAIN MAP**



LEGEND

- Agricultural
- AR1 AGRICULTURAL
- Residential
- R1 Single Family Residential
  - R1a Large Parcel Residential
  - R2 Low Density Residential
  - R3 Small Parcel Residential
  - R4 Residential Modular Home
  - R5 Mobile Home Park
  - R6 Strata Parcel Residential
  - R7 Medium Density Residential
  - R8 High Density Residential
  - RC1 Residential Care Housing
- Commercial
- C1 Recreational Commercial
  - C2 Tourist Commercial
  - C3 Regional Commercial
  - C4 Corridor Commercial
  - C5 Neighbourhood Commercial
  - C6 City Centre District
  - C7 Service Commercial
  - C8 Airport Commercial
- Industrial
- M1 Light Industrial
  - M2 Heavy Industrial
- Institutional
- P1 Parks & Cemetery
  - P2 Institutional & Public Use
  - P3 Post Secondary Educational
- Special Use
- FD Future Development
  - CD01-RC Comprehensive Development

AMENDMENTS

BYLAW No.	AMENDMENTS	DATE	BYLAW No.	AMENDMENTS	DATE

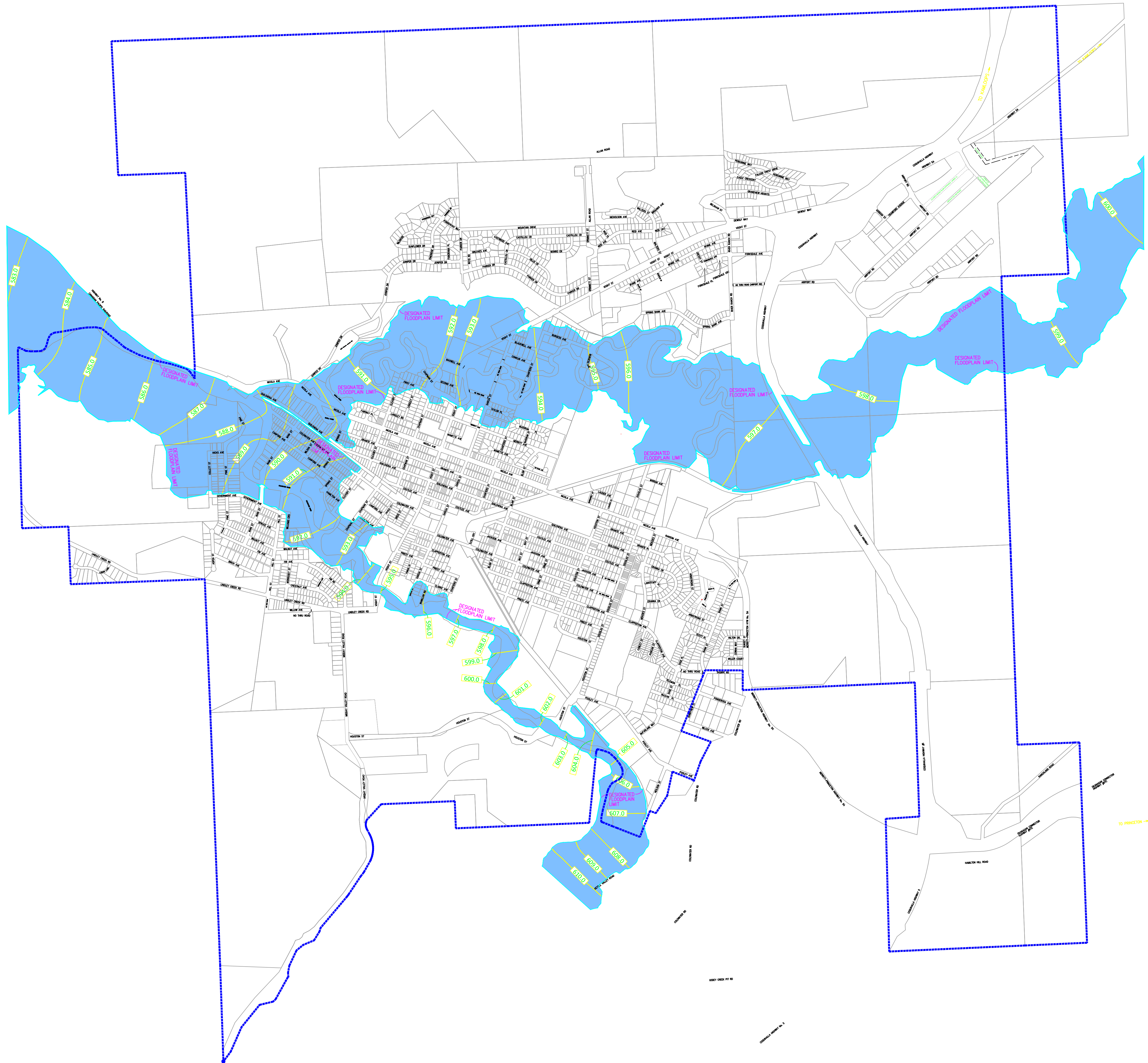
SCHEDULE A  
BYLAW No. 2284, 2020  
AS ADOPTED, 2020

ORIGINAL SIGNED BY  
LINDA A. BROWN, MAYOR

ORIGINAL SIGNED BY  
SEAN SMITH, CAO



OFFICIAL ZONING MAP  
SCHEDULE A  
CONSOLIDATED FOR CONVENIENCE ONLY



NOTE:  
FLOODPLAIN MAPPING INFORMATION  
DERIVED FROM MINISTRY OF ENVIRONMENT.  
MAPPING ISSUE DATE, SEPT. 30, 1989.

### LEGEND



DESIGNATED FLOODPLAIN LIMIT



200 YEAR FLOOD ELEVATION



## FLOOD PLAIN MAP

SCHEDULE B  
BYLAW 2284 - 2020

0 50 100 150 200 250 300

SCALE 1:40,000 Aprox

JUNE, 2020

## Zoning Bylaw No. 2284, 2020 Proposed Revisions

1. That

Schedule A Zoning Map be revised to rezone 1902 Parker Drive (Lot G, DL 181, KDYD, Plan KAP11174) from Recreational Commercial (C6) to Park & Cemetery (P1).



(The intention of this rezoning is to create a neighbourhood park)

2. That

Schedule A Zoning Map be revised to rezone 1301 & 1302 Voght Street (Lot A, DL 125, KDYD, Plan KAP34245) from Recreational Commercial (C6) to Tourist Commercial (C2).



(The intention of this rezoning is to enable additional uses at Claybanks RV Park, such as a food concession stand or bike rentals)

3. That

Schedule A Zoning Map be revised to rezone 1801 Coldwater Avenue (Lot A, Block 2, DL 125, KDYD, Plan KAP838) from High Density Residential (R4) to City Centre Commercial (C6).



(The rezoning would enable the consolidation of this parcel with the adjacent parcel to facilitate a housing development)

4. That

Schedule A Zoning Map be revised to rezone Lot 1, DL 173, KDYD, Plan KAP14807 from Institutional & Public Use (P3) to Park & Cemetery (P1).



(The intention of this rezoning is to create a park)

5. That

Schedule A Zoning Map be revised to rezone DL 121, KDYD, Plan KAP63309 from Agricultural (AR1) to Park & Cemetery (P1).



(The intention of this rezoning is to create a park, which would be a conservation area)

6. That

Schedule A Zoning Map be revised to rezone 2502 Spring Bank Avenue (Lot A, DL 121, KDYD, Plan KAP57842) from Agricultural (AR1) to Park & Cemetery (P1).



(The intention of this rezoning is to create a park, which would be a conservation area)

7. That

Schedule A Zoning Map be revised to rezone 2801, 2802 and 2807 Charters Street (Lots 17 & 19, DL 124, KDYD, Plan KAP747 and Lot 18, DL 124, KDYD, Plan KAP997) from Single Family Residential (R1) and Agricultural (AR1) to Park & Cemetery (P1).



(The intention of this rezoning is to update the Zoning Map to reflect the park that was created by Bylaw No. 2236, which is the Collett Island Nature Sanctuary)

8. That

*4.32.3 Except where it involves horticulture, a Home-based Business may only be conducted within a Dwelling, Detached Secondary Dwelling or one Accessory Building*

be removed, and subsequent sections be renumbered accordingly.

(This revision would enable outdoor activities at Home-based Businesses, while any nuisances would be regulated through other bylaws)

9. That

*7.10.6 (h) For building strata developments, the minimum Setback from the inner curb of the internal road or a Highway is 3 metres*

be replaced with

*7.10.6 (h) For building strata developments, the minimum Setback from a Highway is 3 metres*

and

*7.10.6 (i) For building strata developments, the minimum Setback from the inner curb of the internal road to the building face is 1.5 metres and to a garage is 4.5 metres*

and subsequent subsections be renumbered accordingly.

(This revision would provide developers of strata developments more flexibility, while still capturing the original intent of the regulation, which is to ensure garages are set back)

10. That

*7.11.6 (h) For building strata developments, the minimum Setback from the inner curb of the internal road or a Highway is 3 metres*

be replaced with

*7.11.6 (h) For building strata developments, the minimum Setback from a Highway is 3 metres*

and

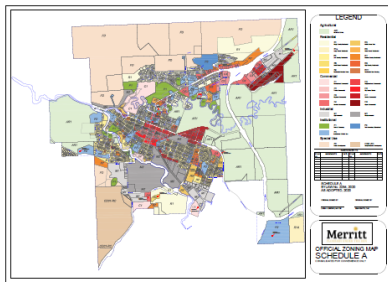
*7.11.6 (i) For building strata developments, the minimum Setback from the inner curb of the internal road to the building face is 1.5 metres and to a garage is 5 metres*

and subsequent subsections be renumbered accordingly.

(This revision would provide developers of strata developments more flexibility, while still capturing the original intent of the regulation, which is to ensure garages are set back)

11. That

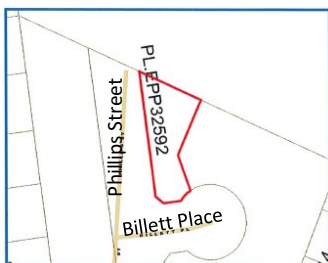
Schedule A Zoning Map be revised to add street names.



(This revision will improve readability of the map)

12. That

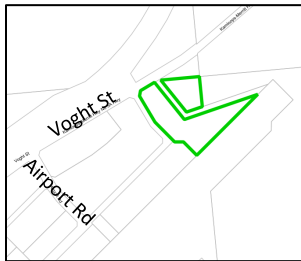
Schedule A Zoning Map be revised to rezone DL 122, KDYD, Plan EPP32592 from Medium Density Residential (R3) to Park & Cemetery (P1).



(The intention of this rezoning is to update the Zoning Map to reflect the park that was dedicated as part of the subdivision on Phillips Street, which will be a neighbourhood park)

13. That

Schedule A Zoning Map be revised to rezone 3888 Voght Street (Lot A, Section 23 Township 91, KDYD, Plan KAP54971 Except Plan KAP57892, KAP68222, RD KAP82943 & EPP44524 & SEC 24) from Agricultural (AR1) to Light Industrial (M1).



(This revision is to resolve a mapping error)

14. That

*Modular Home*

be added to 7.5.3 Discretionary Uses in the Low Density Residential (R2) zone.

(This revision would allow modular homes on appropriate parcels, while enabling the City to ensure proper foundations and aesthetic requirements are implemented)

15. That

*Daycare Centre, Minor*

be added to 7.10.4 Secondary Uses in the Medium Density Residential (R7) zone, and subsequent subsections be renumbered accordingly.

(This revision would enable a daycare centre in multi-family developments)

16. That

*Daycare Centre, Major*

be added to 7.10.4 Secondary Uses in the Medium Density Residential (R7) zone, and subsequent subsections be renumbered accordingly.

(This revision would enable a daycare centre in multi-family developments)

17. That

*Daycare Centre, Minor*

be added to 7.11.4 Secondary Uses in the High Density Residential (R8) zone, and subsequent subsections be renumbered accordingly.

(This revision would enable a daycare centre in multi-family developments)

18. That

*Daycare Centre, Major*

be added to 7.11.4 Secondary Uses in the High Density Residential (R8) zone, and subsequent subsections be renumbered accordingly.

(This revision would enable a daycare centre in multi-family developments)

19. That

*Participant Recreation Services, Indoor*

be added to 7.24.3 Secondary Uses in the Institutional & Public Use (P2) zone, and subsequent subsections be renumbered accordingly.

(This revision would enable School District No. 58 to provide indoor recreational facilities at school sites)

20. That

*Modular Home Park*

be added to 7.7.2 Principal Uses in the Residential Modular Home (R4) zone.

and

Maximum Density in Table 7.7.5 Site Development Regulations be changed from 1 Dwelling Unit per Parcel to 60 units per hectare.

and

The following definition be added to Section 2.2 General Definitions:

*Modular Home Park means a Parcel occupied by two or more Modular Homes used for residential purposes, which may include a Dwelling Unit for the accommodation of a manager or operator, common recreation facilities and laundry facilities.*

(These revisions would enable more than one modular home on large parcels)

21. That

*Special Regulation Bylaw #1643*

text on the figure in 7.2.7 Special Regulations be removed.

(This revision is to resolve an error on the figure, as that bylaw has been rescinded)

Dear City of Merritt, Mayor and Council,

I have read the new bylaws being proposed. This council was elected on a platform of sustainable growth and I believe these new bylaws reflect this.

The simplifying of the zoning in the city should give people the confidence to invest in the city's commercial and residential market.

The new laneway house bylaw will densify the downtown area making it a vibrant place to live and hang out.

Many of our new residents are working from home and bring home-based businesses to Merritt. Clarifying and freeing people to use their residence as a business location should propel diversified growth far into the future.

Thanks to the staff's hard work and your leadership, I believe the new bylaws will make Merritt an attractive place to work and live.

Yours

Geoff Scholtens

2237 Parker Drive

# “AGE FRIENDL Y”

*Turning this iconic phrase into a reality for our Town*

**Pre COVID-19 presentation**





## ***What does “Age Friendly” really mean? Oh And where did it come from?***

**This iconic phrase appears to have gained its popularity during the turn of the 21<sup>st</sup> century**

What is the history of the **Age-Friendly** Communities Initiative? In 2006, the World Health Organization (WHO) developed the Global **Age-Friendly** Cities Project.

“An **age-friendly** world enables people of all **ages** to actively participate in community activities and treats everyone with respect, regardless of their **age**.”

This BROAD statement sounds **great**, but in reality, numerous communities used this statement to build more facilities for every age **EXCEPT** their elders. Dollars spent on the elderly was less than half that spent on other ages. That, and the recent controversies surrounding WHO, has led many elder advocates to adopt the American Association of Retired Persons (AARP) interpretation

The **AARP Network of Age-Friendly Communities** helps participating **communities** become great places for all ages by adopting such features as safe, walkable streets; better housing and transportation options; access to key services; and opportunities for residents to participate in **community** activities

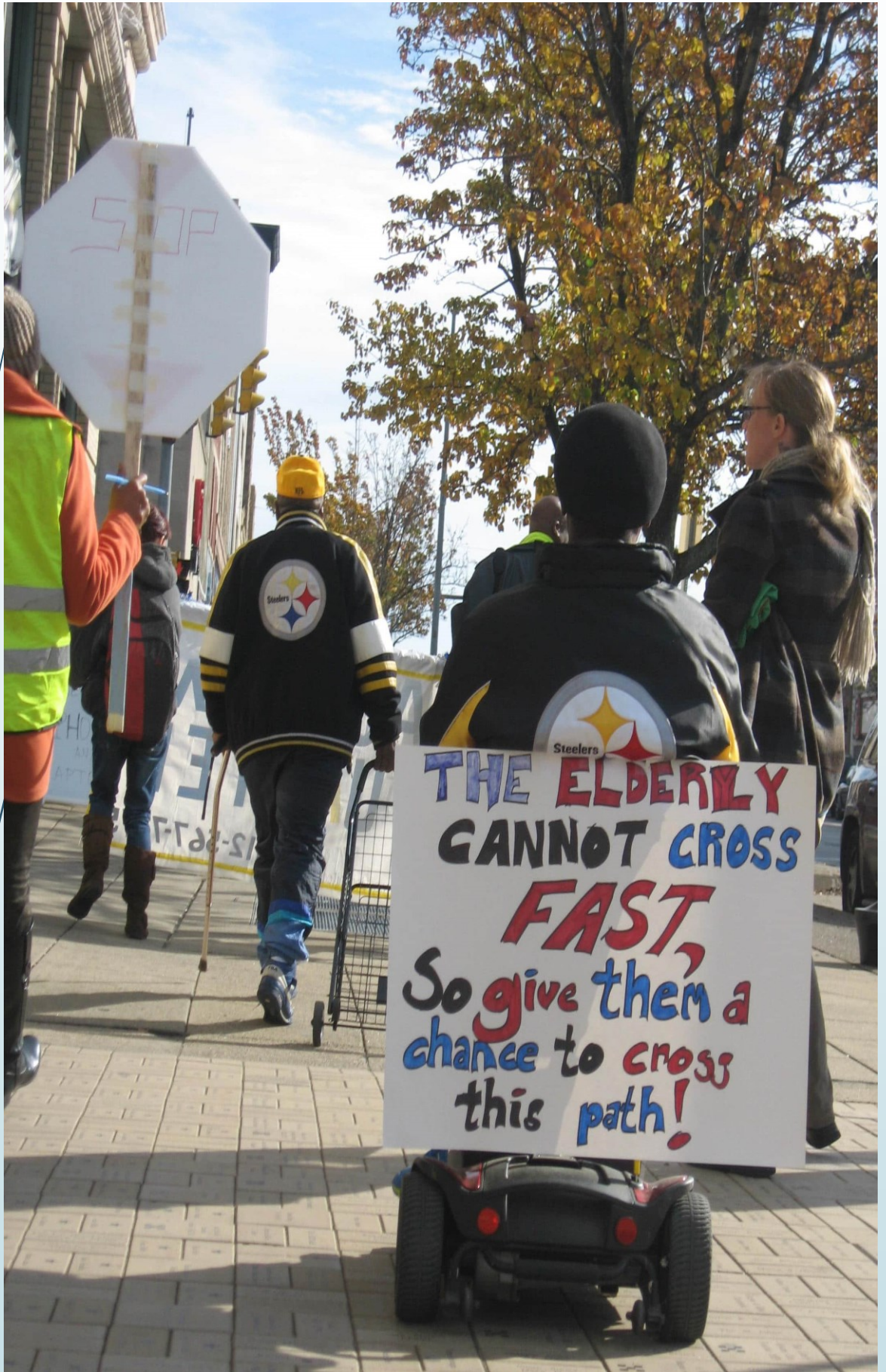


*So how are we doing as a community and provincially*

## **1. Safe, walkable streets?**

Are our streets in Merritt safe and walkable? Some work has indeed been done to make our streets safer, and others like eliminating the parking in front of our Post Office against the petitions and presentation from our Elders were ignored. Are our streets and walkways cleaned and cleared year round? Are Elder facilities and residence driveways and walkways cleared for elders who can not do it themselves?

Do elders feel safe walking our streets, or are they rather frightened that they might be physically assaulted? Are they Safe in their own homes? Our Provincial Highway system has seen a slow but steady decay in its safety standards and its convenience stops which Elders require to be able to travel. So as we can see there is much to be done just to make our streets safer for our valued elders.





## 2. Better housing options

How do we in Merritt measure up on Seniors housing? Unfortunately about the same as a lot of other communities. We associate “Low Cost” housing to be the answer for all person with a low income. So we pack Grandma into a building that has people with drug problems, or those just released from prison, or single parents with young children. There she sits afraid to even walk the halls of her own building.

Their other option is “**Subsidized**” housing in elder specific housing of which there are few vacancies and one can wait for over a year to get a spot. Plus you have to go through a credit check and screening process, that both embarrass and confuse many seniors. We have to remember our elders have all their lives been able to take care of themselves, and it is embarrassing for them to not be able to do this in their elder years.

The best and least expensive solution for Elder housing is to keep our seniors in their own homes for as long as possible. Unfortunately we here in Merritt are lacking many of the support mechanisms for this to occur. The City could also help in this by lowering city taxes/fees for seniors in their homes, after all elders consume less of all the services the City provides.



## Transportation options

Transportation(BC Transit, Ebus, Handydart) once again noble efforts that falls sorely short of what is needed by the elderly. Side walks not cleaned, drive ways plugged by snow removal, sporadic bus services, highways and roads not cleared, poor signal light timing, unsafe traffic patterns, poor parking options(Post Office)

We as a community need to be much more proactive with our elderly, as they are the **biggest growing** segment of our community. Suggest that a walk and drive ability survey be done for Merritt Elders in all four seasons



# COVID-19

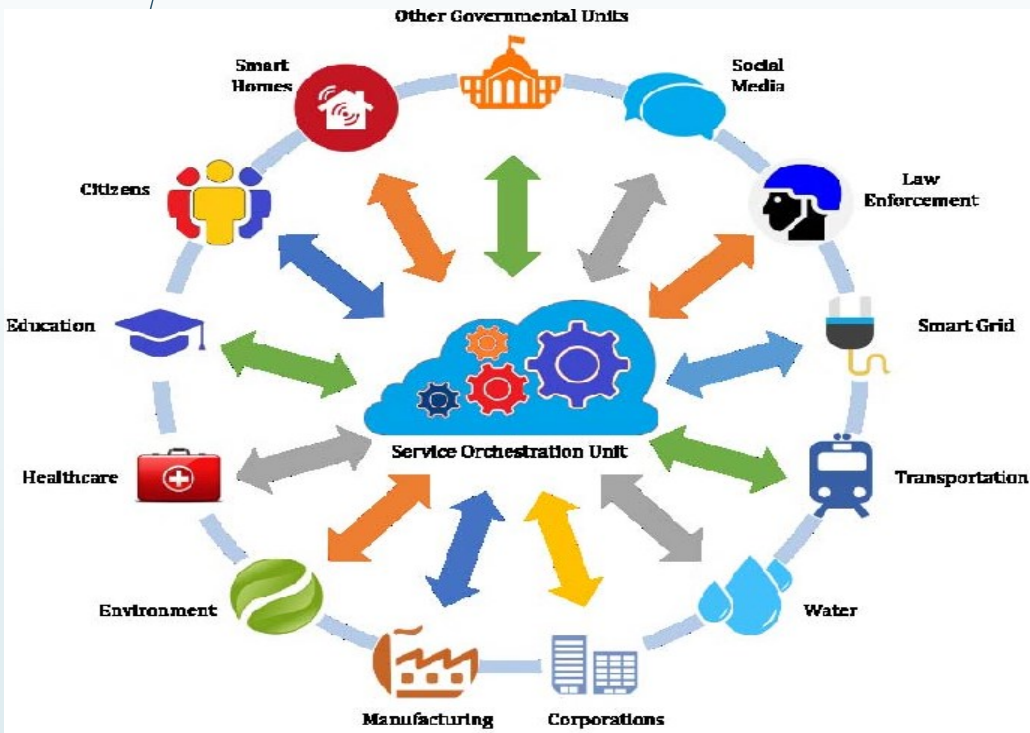
INFO

## #staysafepb

[peterborough.ca/covid19](https://peterborough.ca/covid19)







ALL SERVICES

URGENT HELP

BIG QUESTIONS

EVENTS

ABOUT



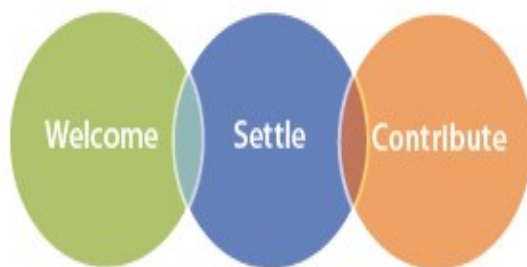
## Access to key services

Do Elders in our community have full access to all Federal, Provincial, City key services?

Federal Offices have been closing, and replaced by computerized kiosks over the past decades. Try reaching CRA or any other federal agency on their publicly listed phone number which is what most elders feel comfortable with!! It used to be that you could walk into a federal building in every small town and speak to a federal employee about your concerns, Heck most towns had a federal employee come to your house five times a week. It was called Postal Service.

Provincial Offices have copied Big Brother for the most part. Just take a look at our provincial Highways and their lack of up keep.

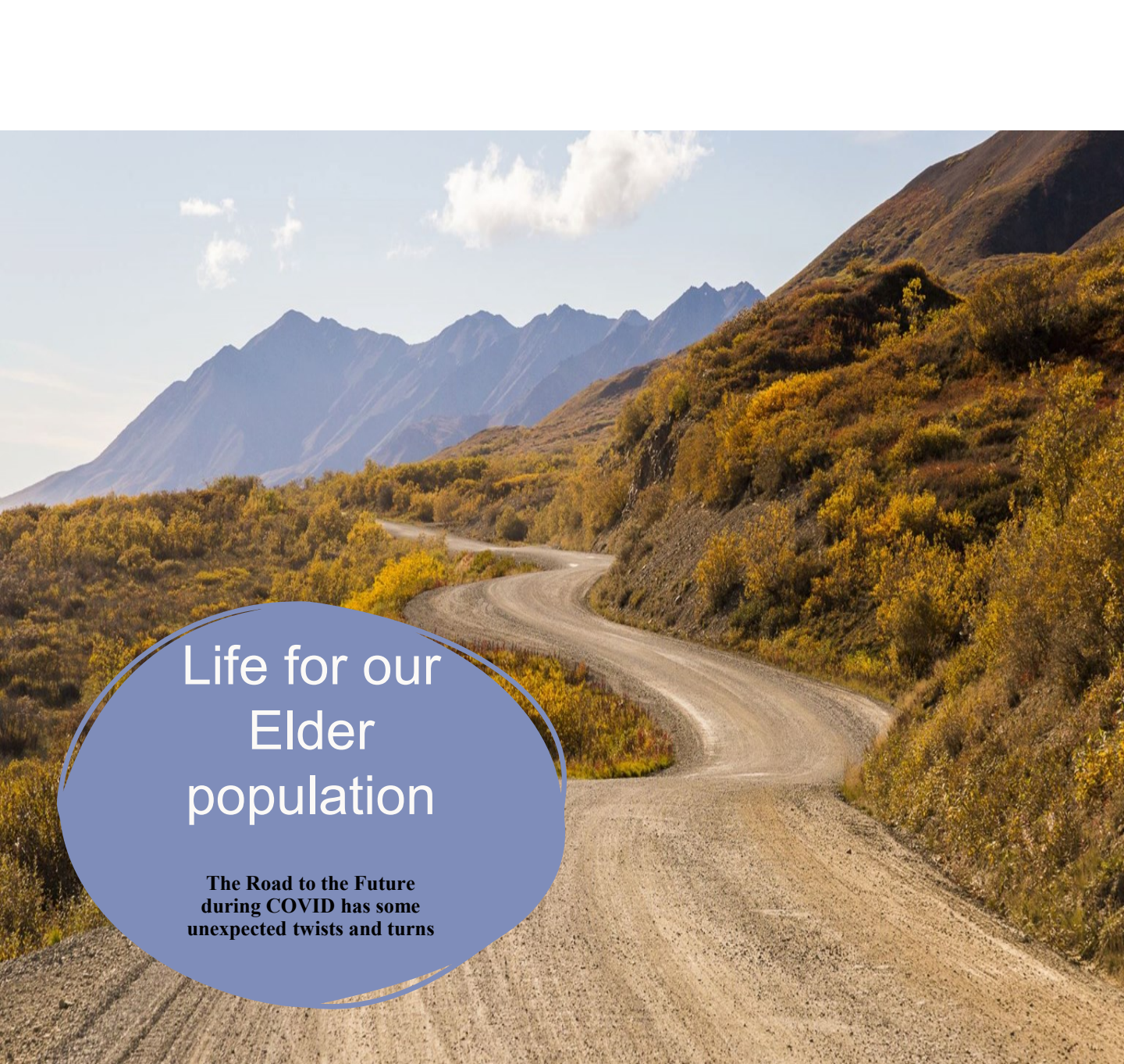
The link between the everyday senior and their government has been shrinking yearly for the past five decades. This separation of citizens from their respective governments is leading to the chaos we are seeing in our large centers. Take locally: the City chose to eliminate the parking in front of our Post Office, counter to our elders requests.....So what is happening: the everyday citizens are ignoring this and parking there anyway. We need more discussions and openness with our residents young or old. Council needs to remember their bosses are the cities citizens, sometimes that has been lost



## **Merritt Newcomer Strategy**

Helping Newcomers Thrive and Prosper





# Life for our Elder population

The Road to the Future  
during COVID has some  
unexpected twists and turns

## COVID – 19 Presentation

# What we are facing now:

---

- Our world has transformed over the last few months to be almost unrecognizable. We have been forced to take another look at almost everything we thought we were sure about. Physical distancing has changed how we react to others. Also, there is a lot of controversy around how far a cough or sneeze will travel. 6 feet may not be enough.
- For our older population, fear, isolation, loneliness, and financial hardships have increased significantly. They are uncomfortable out in public, so even with protective masks, they feel vulnerable.

## Huge Changes to our planned Retirement<sup>+</sup>



# Fear is number one

---

- **Fear** of becoming sick and dying, especially since our doctors and hospitals are focussing on the pandemic and we can't get access except by telephone. **Even IF our access to the doctor is allowed**, we need to stand outside and wait to be called, no matter the weather or if we are in a wheelchair. There are few or no operations, or even cancer treatments until facilities are reopened.
- **Fear** of shopping for needed supplies or that the items will be available, especially during the early months of the global shutdown when there was a shortage of essential items like toilet paper, yeast, potatoes, eggs, frozen vegetables, meat or flour on empty shelves. Fear of going out in public is very real for this population. No real direction from our leaders. Wear a mask, not wear a mask?

## FEAR – What will happen now?



# Isolation — Alone & Lonely

---

- **Isolation** has always been a problem for the elder population and now the rest of the people can identify, but for seniors it has intensified during the COVID epidemic.
- All the social aspects of life have now become limited to their own four walls and the telephone. There is none of our usual contacts through senior centres, the library, Civic Centre, and even their own families who stay away to protect us.
- Many of our older citizens do not have computers or the skills to use social media to view family members in real time.



# Loneliness & Depression

---

- This has been a very real issue for many older people even before the pandemic. Studies have shown the many seniors, especially single ones, are more vulnerable to sickness and death because of being alone.
- There is no one to notice or care if they are having problems with getting food and medication. They suffer alone and feel like their lives don't matter to anyone. Deep, dark depression can follow. People who have depression find it hard to take care of their health, which can further exacerbate health problems.



# Financial Hardship

---

- After planning carefully and saving for the final years, many have found that their remaining hard-earned, saved funds for their old age have decreased by between 30% and 50% on their LIRA, TFSA, RRSP or RIFFs. With the economy tanking, they are insecure about their benefits remaining at already barely subsistence current levels.
- For some people, poverty is constantly on their minds because the cost of everything is skyrocketing, but their funds are shrinking or staying the same. It cost more to pay for medication, food, transportation, housing, utilities and taxes.
- Seniors are more likely to use food banks now than at any time in the past and find this embarrassing, hitting their pride of being independent and self-sufficient.

# Did we ever think we might lose everything?

---



# How Can We Help elders stay in their own homes?

---

Many older people are **terrified** that they may lose their homes and end up in Old Age Homes. More than in any other country, the coronavirus turned Canada's long-term care facilities into death traps. As of the end of June, LTC residents accounted for 81 per cent of Canada's fatalities — more than twice as high as the United States and triple the rate in England.

The City of Merritt could assist our older people with their limited financial options, through reduced taxes for those who are staying in their own homes in our lovely little city. We are aware that there have been efforts to create low-cost housing if all else fails, but these are not just for seniors. They include single parents, welfare recipients and others who may not respect the need for a quiet, safe environment for our elders.

**Homeowner taxes:** The City of Merritt could increase the discount for elders who are already in difficulty making ends meet. This is one suggestion but there must be other solutions as well.

**City Utilities:** Older people use significantly less water, sewer and garbage collection than families. If possible, could there be a reduction in these costs for this segment of our population?

# Together We Can Make a Difference!



What have we, as concerned citizens of Merritt, done for our community during these trying times?

Have we made an effort to notify people where to get tested? Have we reassured the folks that protocols are being encouraged in the community to enhance their safety?

What more can we do to help our elders be more informed, especially those who do not use FB or other computer programs?

I know we can do better.

**Let's get started!**



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Tel: 250.378.6515

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---

**Public Art Collaboration Initiative**  
Street Art and Mural Beautification Project  
City of Merritt and NVCAC

July 21/20

Mischelle Pierce and Jano Howarth of NVCAC

**Project Purpose - Community Promotion and Beautification**

**Long Term Goal** – Complete Street Art and Murals in several location in the downtown core

**Short Term Goals** – Interact with City Council, pursue support (general and financial) for this City of Merritt and NVCAC project, set up Project Template, and connect with people involved

**Timeline** – Achieve several street art and mural projects before late Fall, and plan future projects for the spring

**Project Management of *Public Art Work Painting Project***

Parameters, agreement, Covid 19 Protocols

- Coordination with City
  - team, costs, permissions, art ownership, promotion, maintenance
- Possible Locations
  - intersection, sidewalks, sides of buildings (biz, orgs, gov), doorways, small locations
- Art Submissions
  - requests to artists, community
  - indigenous nature, animals, words, humour, diversity, abstracts/geometrics/symbols, local info
- People Involved
  - NVCAC member artists, organizers, paint experienced, groups (eg CMHA, Smart Step)
- Materials
  - durable, eye catching, discounts
- Recording (Project Temple), reporting

The NVCAC provides a variety of programs and activities  
for the community of Merritt and the Nicola Valley.

Our Nicola Valley Arts Gallery is located at 1840 Nicola Ave, in the old Courthouse.

Open Thurs to Sat, 12-6pm.  
**Covid 19 Protocols in place.**

---

Proudly supported by:



BRITISH COLUMBIA  
ARTS COUNCIL  
An agency of the Province of British Columbia



Leonard George Art





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## Public Art Collaboration Initiative

Street Art and Mural Beautification Project  
City of Merritt and NVCAC

Aug 14/20

Mischelle Pierce and Jano Howarth of NVCAC

### Project Purpose - Community Promotion and Beautification

#### July, August NVCAC Newsletter Submission:

***The Nicola Valley Community Arts Council is pleased to collaborate with the City of Merritt on an exciting new community art project.***

As part of the [COVID-19 Economic Recovery Initiative](#), the City of Merritt is looking for local artists interested in providing artwork for our local buildings. They will be providing some mural guidelines and community locations in the next few weeks.

Those interested in being a part of this mural creation project, around the theme of nature, local plants and animals, are invited to reach out to [communications@merritt.ca](mailto:communications@merritt.ca)

#### Artist Reach Out

Mischelle and I have been discussing this project with our artists and volunteers. We have several artists who are interested in creating designs that they can paint, or others could paint, using their design as a template.

Some artists we have approached or will contact directly Janelle Gage, Joel Reid, Gale Simpson, Jean Kiegerl, Nancy Ellingsen, Sharon Pawliuk, Bev Veale, Kim Leclair, Robert Moretti, and more. We are also in touch with the CMHA group, and the Smart Step youth initiative.

We are working with Kathleen Kinasewich of Soul Circle Mandalas to create designs with several artists.

And **we have an agreement from Leonard George, a well known Indigenous artist** in our community, to create a significant mural on one of our downtown buildings.

We are happy to say that Leonard George received an approval through the Vancouver Foundation Neighbourhood Small Grant for \$500 for the creation of this mural!

Proudly supported by:



BRITISH COLUMBIA  
ARTS COUNCIL  
An agency of the Province of British Columbia



## Request for Financial Support

We would like to request financial help from the City to make this a successful community endeavour.

At the Arts Council we have artists, musicians, and supporters who volunteer their work, time and money to our events, projects, and exhibitions.

But one of our goals is to find ways to support all this work and dedication by finding funding through grants, donations, etc.

**We believe that the arts need to be seen as a viable lifestyle and career.** We work with our few local professional to provide strategies for a career in the arts. We encourage an entrepreneurial spirit in those artists who would like to take it further than a hobby.

Certainly our Gallery Artisan Shop initiative, with work from over sixteen artists and artisans, is one of our ways to promote this belief. We also show work and links from artists on our website.

*For any artist wanting to be a career artist, having work that has been purchased through direct sales or commissions, is good to show on their Curriculum Vitae.*

We hope that the City would contribute to the support we are offering our artists through this City Beautification Project with some **funding to help promote creative entrepreneurial initiatives** in the area of the Fine Arts.

Also, we hope to receive some **funding for materials**-paint, etc.

Mischelle Pierce has been able to secure some donations of materials from the community already. Kudos, Mischelle!

**To these ends, we would like to request the small amount of \$5000**, to beautify our town.

We will be able to say the work is being done by local professional artists, aspiring artist businesses, and hobby artists, and the City practically supports these creative artists. And that we have significant work and materials donated by committed community members who want to see their town liven up and attract visitors, new businesses and home owners.

...Because we all know and understand that a lively arts community, on obvious display, is a huge attraction to the economic development of a community.

This Beautification Project, along with other similar initiatives the City is supporting, could help put this town of Merritt on the map. In a good way!

The NVCAC provides a variety of programs and activities  
for the community of Merritt and the Nicola Valley.

Our Nicola Valley Arts Gallery is located at 1840 Nicola Ave, in the old Courthouse.

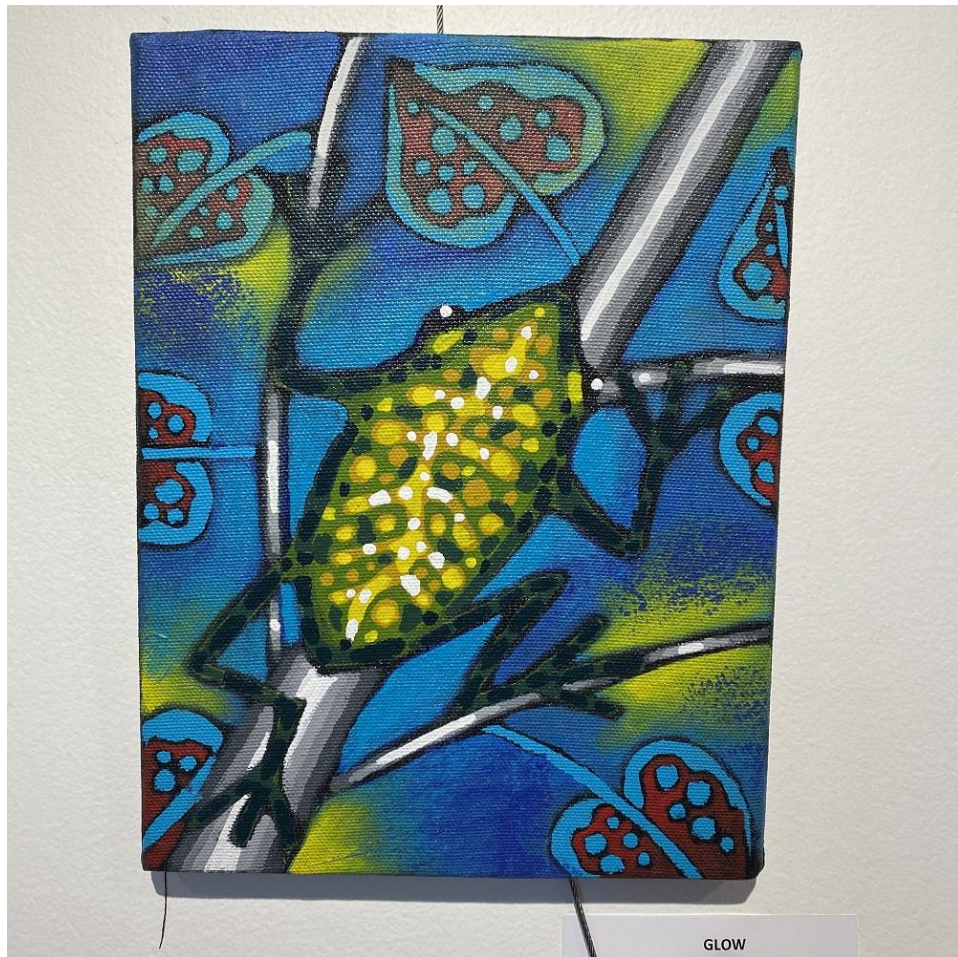
Open Thurs to Sat, 12-6pm.

**Covid 19 Protocols in place.**

## Beautification Project - Murals and Street Art

[illegible]

Notes:



GLOW



Lion's Eye

Lithuanian rattle  
2010 work  
140

Cry

140 and 141  
Wine and Water  
140







# A Diverse & Equal Merritt



# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**August 18, 2020**

**File Number: 3900.2286**

**To:** Sean Smith, Chief Administrative Officer  
**From:** Greg Lewis, Deputy Corporate Officer  
**Date:** August 10, 2020  
**Subject:** Fees and Charges Amendment Bylaw 2286 – Trucked Liquid Waste

---

**RECOMMENDATION:**

**THAT Council give first reading to the *Fees and Charges Amendment Bylaw No. 2286, 2020***

**And**

**THAT Council give second reading to the *Fees and Charges Amendment Bylaw No. 2286, 2020***

**And**

**THAT Council give third reading to the *Fees and Charges Amendment Bylaw No. 2286, 2020***

**Background:**

The City of Merritt operates a wastewater treatment plant, through which the City's effluent (both residential and commercial) is processed. In accordance with the *Community Charter* requirements, the fees for this service are set by Bylaw. The *Fees and Charges Bylaw* sets rates for servicing effluent that arrives by pipe, and allows for both metered and unmetered connections, in a variety of different circumstances.

Contractors have recently contacted the City asking for information on whether the City has the ability to process trucked liquid waste and what our rates are. Staff have confirmed that the City of Merritt has the capacity and means to process trucked liquid

waste. However, a bylaw is required to set a fee for a municipal service, and our bylaw does not currently prescribe a rate for this service. As such, for years we have been re-directing contractors to Kamloops, which is the nearest place to Merritt that trucked sewage can currently be disposed of.

Staff are proposing that we amend the *Fees and Charges Bylaw*, to allow the City the ability to receive waste by truck and charge a fee for the same.

There would be some additional costs to the City as a result of providing this service, such as purchasing a flow meter that would be inserted into a manhole to measure effluent, staff time to supervise disposal, as well as incremental processing costs, but these would be entirely covered by a proposed fee.

Kamloops reconsidered their trucked waste fee in 2019 and set it at \$50.00 per cubic metre. Prior to that time, Kamloops charged \$20.21 per cubic metre of commercial liquid waste, but found that people would come from as far as Osoyoos or Abbotsford to dispose of waste because of their low fees.

In advance of selecting their rate, Kamloops observed that Penticton charges \$36/m<sup>3</sup> for the Regional District of Okanagan-Similkameen, Nanaimo has two locations charging \$50.60/m<sup>3</sup>, and Metro Vancouver costs are \$61.30/m<sup>3</sup>. The average cost in the area they considered was \$47.79. Staff research indicates that these rates are unchanged in the last year.

For the City of Merritt, staff are proposing a fee of \$47.50, which would cover the city's manpower and processing costs, provide some additional revenue that would contribute towards the overall maintenance of the system, and should be commercially attractive to potential customers.

In addition, staff are also recommending a flat, after-hours fee of \$200.00 per load, to cover additional staff costs where an overtime call-out is required. This fee is in addition to the regular (per cubic metre) fee.

### **Options / discussion**

- 1. That Council provide three readings to the proposed Bylaw**
- 2. That Council amend the proposed Bylaw as they see fit and give it readings appropriately**
- 3. That Council receive this report for information**

### **Financial / Risk Implications:**

This would represent an opportunity to provide a service the City cannot currently provide. Although Municipal fees are required by law to be connected to the cost of providing the service, and ensuring that that service is sustainable into the future, it represents a business opportunity to gain additional revenue that could be allocated towards the cost of infrastructure maintenance and expansion. Staff feels that the

proposed fee is at a level that is commercially attractive, but which would cover the City's costs and contribute towards the long-term sustainability of our system.

As sewage treatment facilities are expensive to build, this new service would not interfere with a private market that exists in Merritt. Staff believe the primary impact would be from businesses and residents who currently haul waste to the City of Kamloops processing facility, or who those who may dump it illegally due to the lack of a legitimate option in Merritt.

**Attachments:**

Schedule A: Proposed Schedule "B1" for *Fees and Charges Bylaw*

**Respectfully submitted,**

**Greg Lewis**  
**Deputy Corporate Officer**

# CITY OF MERRITT

---

## BYLAW NO. 2286

### A BYLAW TO AMEND THE FEES AND CHARGES OF THE CITY OF MERRITT

---

WHEREAS the *Community Charter* permits a local government to impose fees and charges for all or parts of services provided by the Municipality;

AND WHEREAS the City of Merritt has adopted City of Merritt Fees and Charges Bylaw No. 2176, 2015;

AND WHEREAS the City of Merritt is desirous of changing its fees and charges;

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

#### 1. Citation

1.1. This Bylaw shall be cited as “Fees and Charges Amendment Bylaw No 2286, 2020”.

#### 2. Fees and Charges

2.1. That Schedule “B1” as attached to this Bylaw be inserted immediately after Schedule “B” of City of Merritt Fees and Charges Bylaw No. 2176, 2015.

**READ A FIRST TIME THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2020

**READ A SECOND TIME THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2020

**READ A THIRD TIME THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2020

**ADOPTED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2020

---

Linda Brown  
MAYOR

---

Sean Smith  
CORPORATE OFFICER

**SCHEDULE "B1" TO BYLAW NO 2176, 2015**  
**Amending Bylaw 2286, 2020**  
**COMMERCIAL LIQUID WASTE DISPOSAL**

1. Commercial liquid waste delivered by truck to the City of Merritt wastewater treatment plant shall be billed at a rate of \$47.50 per cubic metre.
2. In addition to the fee set out in Section 1 of this Schedule, where commercial liquid waste is disposed of outside of normal operating hours (as determined by the City of Merritt from time to time), a flat fee of \$200.00 per load will apply.

# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**August 18, 2020**

**File Number: 0620**

**To:** Scott Hildebrand, Chief Administrative Officer  
**From:** Will George, Economic Development & Tourism Manager  
**Date:** July 16, 2020  
**Subject:** City of Merritt Communication Plan

---

**RECOMMENDATION:**

**THAT Council adopt the City of Merritt Communication Plan**

**AND THAT Council directs staff to execute the recommended Implementation Plan in the Communications Plan.**

**Background:**

The Communication Strategic Plan was identified in July 2019 as a Council Strategic Priority. During discussions on creating this Plan, it was identified additional staff support would be required to implement the Plan and develop a new City of Merritt website in-house. In response, the City of Merritt hired a Special Projects Coordinator, in November 2019, to work with existing staff and execute these high priority projects.

In 2019, the City of Merritt established the Communications Department to enhance and increase overall City Communications. This department is under the portfolio of the Economic Development, Communications and Tourism Manager. Starting in November 2019, City of Merritt staff have been working to develop the Merritt Communication Plan to support all City Departments. The decision to create the Merritt Communication Plan in-house ensured the Plan was focused on Merritt and created without high cost consulting fees.

During the development process, City staff analyzed more than 20 communication plans from communities across North America. These included communities such as: The Peace River Regional District, District of Squamish, City of Dawson Creek, and the City

of Nanaimo. The structure and layout of the municipal Communication Plans were reviewed and in-house vs. hiring a consultant was considered during the start of this project. City staff incorporated the leading elements of these examples, along with original local content, to produce a plan specifically tailored to Merritt.

In the creation of this plan a survey was conducted with City Council, City Staff, and local media to gather input. Survey questions were tailored to each audience such as:

- Are there issues you would like noted regarding communication between you, or your department, and other departments?
- How many hours per week do you currently utilize the services of the Communications Department?
- What is the main information platform you currently direct residents to for City related questions?
- Do you feel the City of Merritt currently provides good communication to Nicola Valley residents? 1-10
- Do you find you receive communications material from City Staff in a timely manner?

Survey feedback consisted of responses from 15 City staff, 4 Media personnel and 1 City Councillor. The anonymous survey results have been incorporated, wherever possible, into the Merritt Communication Plan.

Portions of Phase 1 in the Merritt Communications Plan have been implemented and staff are currently enhancing overall City communications. Some examples of recently completed communication projects include:

- The new City of Merritt Logo
- New City Logo branding on City Vehicles and Documents
- A Merritt Graphic Standards Guideline
- A New City of Merritt Website (Launched June 22, 2020)
- Additional City Social Media Content and Layout Upgrades
- Weekly Communication Reports to Council and City Management

The City of Merritt has traditionally relied on external media as the primary source to deliver information to citizens. To reach citizens of all demographics, the City will continue relationships with local media, while enhancing and utilizing new media channels that support the City's goal of providing more first-party information. The Communication Plan additionally provides a framework to assist the flow of information between City departments and Council. This Plan is projected to be a valuable resource for both internal and external use.

### **Options / discussion**

1. THAT Council adopts the City of Merritt Communication Plan, and  
 THAT Council directs staff to execute the recommended Implementation Plan in the Communications Plan.
2. THAT Council adopts the City of Merritt Communication Plan following Council suggested changes.
3. THAT Council receives this report for information.

### **Financial / Risk Implications:**

Additional staff time would be required to manage the Communications Plan and implement the recommended action items.

### **Strategic Plan Reference:**

The below is identified in the NEXT section of Council's Strategic Priorities:

- Communication Strategic Plan: Framework

City of Merritt Strategic Plans relating to the Communication Plan includes:

- City of Merritt Economic Development Action Plan- 2014/2015
- City of Merritt Official Community Plan
- City of Merritt Parks, Recreation & Culture Master Plan – 2017
- Our Merritt: Age-Friendly Action Plan - 2016
- City of Merritt – City Centre Improvement Plan – 2008

### **Others Consulted:**

- City Council and Staff
- Local Media
  - Q101
  - Merritt Herald
  - Merritt Morning Market

### **Attachments:**

- City of Merritt Communication Plan

**Respectfully submitted,**

**Will George**  
**Economic Development, Communications and Tourism Manager**



# Merritt

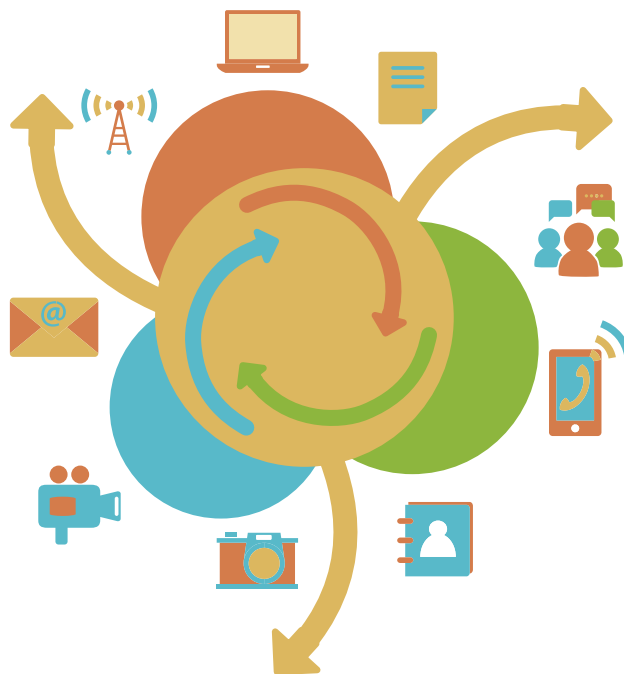
FLOURISH UNDER THE SUN



## COMMUNICATION PLAN

August 2020

CREATING A  
CULTURE OF  
COMMUNICATION  
REQUIRES AN  
INVESTMENT IN  
PEOPLE, TIME AND  
TECHNOLOGY.



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## INTRODUCTION

Council envisions a community where all residents have the opportunity to be informed of City initiatives and have the ability to engage with the City, through a variety of mediums.

To accomplish this vision, the City of Merritt established the Communications Department in 2019. Council determined that a top priority of this newly formed department would be the creation of a Communication Plan to identify how the City can increase, enhance and unify municipal communication.

In the development process, staff analyzed more than 20 communication plans from communities across North America. Staff incorporated the best elements of these documents, in addition to developing original content, to produce a plan tailored to the City of Merritt.

City staff conducted a survey with City council, staff & the local media, of which the results were taken into consideration for the creation of this document.

The City of Merritt has traditionally relied on local media as the primary mechanism to deliver information to community members. To reach citizens of all demographics, the City will continue relationships with local media, while enhancing and utilizing new media channels that support the City's goal of providing more first-party information.

This Communication Plan will also assist the flow of information between City departments and Council.

## THE MISSION

*The City of Merritt will build trust with its Citizens by communicating in a timely, engaging and transparent manner, reaching all demographics using a wide variety of communication channels.*



## HOW IS MUNICIPAL COMMUNICATION EVOLVING?

Citizens have a growing expectation that municipal business will be conducted in an open and transparent manner. Internet plays an ever increasing role to provide the ability to search, research and make decisions based on multiple sources of information.

The trends of municipal communication can be broken down into 3 categories:

### TRANSPARENCY

Municipalities have always needed to be open and transparent with the public about their procedures and decisions. With the advent of new technologies, the understanding of what this means for communications has changed, particularly around the timeliness and wide distribution of information. Good communication using new tools and channels provided by the internet can aid transparency, helping to build public trust in the City.

### TECHNOLOGY

Communications channels have changed dramatically over the last two decades, with the widespread adoption of social media, smartphones, tablets, and other tools that allow people to access information immediately from wherever they are. The need for visibility and engagement has driven increased use of still and moving images, and more recently, videos that can be served over high speed mobile connections. By embracing these changes, Merritt's communications can remain relevant and attractive to consumers.

*"[...] it's important to note that marketing factors that include social media are growing faster than other types of marketing positions. Digital marketing has grown about 30% faster than other marketing positions. This aligns with Forrester Research's predictions, which projected that digital marketing will Kp \$100 billion and account for a total of 35% of all marketing spending by the end of 2019."<sup>1</sup>*

### TIMING

Residents have come to expect that municipalities will release information promptly and strategically. This allows residents to be fully informed of municipal initiatives and essential information while that information is relevant. Timely communication can help avoid misinformation, caused by assumptions and unreliable sources predating the official communication.

Current technology allows us to send out information at any given time, and allows for increased engagement as citizens are able to respond immediately.



Credits: Frank Rizzardo

<sup>1</sup> Source: [www.socialmediacollege.com/blog/social-media-career-growth-in-2019](http://www.socialmediacollege.com/blog/social-media-career-growth-in-2019)

## CURRENT COMMUNICATION MANAGEMENT

### STRENGTHS INVOLVING CURRENT COMMUNICATION MANAGEMENT

City Council, the CAO and the Communications Department have committed to increase and improve communications, and are implementing measures to meet this objective.

### ISSUES INVOLVING PAST AND CURRENT COMMUNICATION MANAGEMENT

In 2019, the City decided to take concrete steps to increase and improve communications. To that end, a Communications Department was created, added onto the Economic Development and Tourism Department. Prior to this, communications had been managed independently by each City department, leading to inconsistencies in materials and duplicated efforts. This contributed to a poor external image of the City and its communications efforts. Currently there is 1 part-time staff to assist in communications.

The City of Merritt has a history of battling with an overall negative image. To continue to address this, additional staff time will be required. (See section: *Communication References from master plans > Economic Development Plan (2014-2015)*)

Historically, communication was managed by each different City department. This led to inconsistent communication and additional time spent on producing communication materials.

### PROPOSAL FOR THE COMMUNICATION DEPARTMENT

To execute this Communication Plan and maintain a good relationship with all audiences, it will require additional staff time.

Based on the above issues, the solution may require additional in-house staff members. This could lead to less outsourced costs for external communication and more efficient internal communication with less overhead costs.



## AUDIENCES

A local government has distinctive variety in its audiences, which can be categorized into three areas:

### EXTERNAL COMMUNICATION

External communication will be tailored to the following audiences:

- Citizens: Current & Prospective
- Businesses: Current & Prospective
- Tourists

### INTERNAL COMMUNICATION

Internal communication involves communication with:

- Staff
- Council
- City Volunteers (e.g. Committee Members, event volunteers, etc.)



### MEDIA RELATIONS

The City of Merritt recognizes different media relationships between:

- Local Media
- Media outside of the Nicola Valley

## KEY FEATURES

The City will strive to meet the following goals in all its communications:

### ACCESSIBLE

Communication is clear, relevant to intended audiences, uses plain language, and wherever possible, accommodates auditory or visual disabilities.

### AUTHORITATIVE

The City embraces its role as the central entity responsible for providing municipal information to its citizens.

### CONSISTENT

Information is written, designed, and communicated in ways that are aligned with branding, the channel's audience and intentional management of reputation.

### TIMELY

Content is distributed promptly, proactively and with sensitivity to the urgency of information.

### ACCURATE

Audiences can rely on information produced by the City to be accurate.

### CREATIVE

Content is purposeful, captivating and memorable, in order to be effective in reaching the target audiences.

### MEASURED

Communication are evaluated for effectiveness and efficiency based on metrics, goals, and public feedback that will improve future communication.

A large, stylized graphic in the background of the page. It features a sun with long, pointed rays on the right side, and several long, pointed leaves or petals extending from the center towards the left. The entire graphic is rendered in a light yellow color against a solid orange background.

## EXTERNAL COMMUNICATION



## ANALYSIS

# HISTORICAL EXTERNAL COMMUNICATION

## Activity Guide

### ISSUES

- The layout makes it difficult to read and find information
- The overall layout design is outdated
- The guide is available as a digital magazine, but lacks a proper digital channel, which can be navigated to easily find the required information

### EXAMPLES

### MAIN AUDIENCES

- Citizens



Text too small and program locations not obvious



Design issues



step 1: Figure out duration of swim lesson  
step 2: Figure out amount of lessons  
Step 3: Find matching price

confusing pricing  
(3 steps needed to figure out price)



Text size too small too read

## City Website

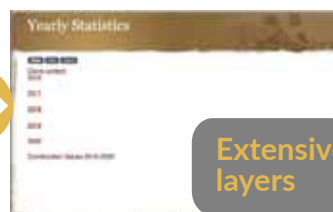
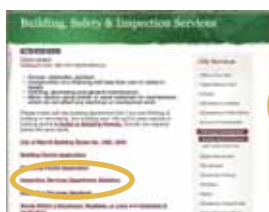
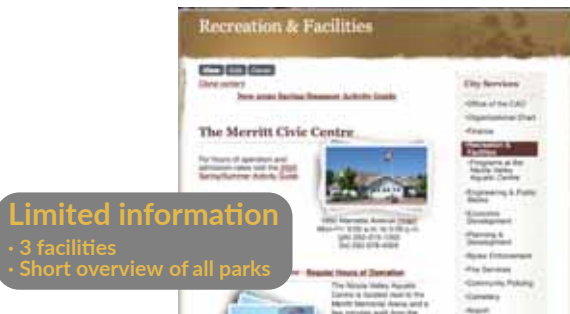
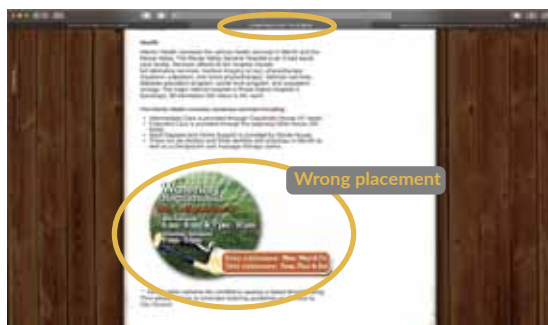
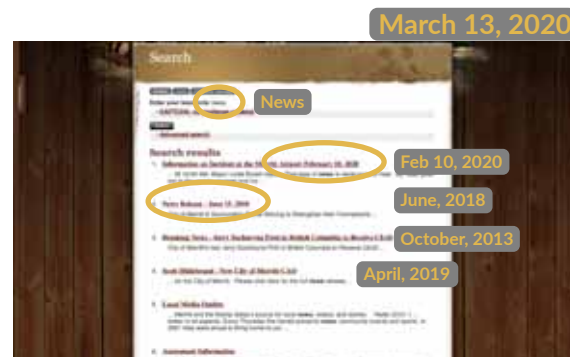
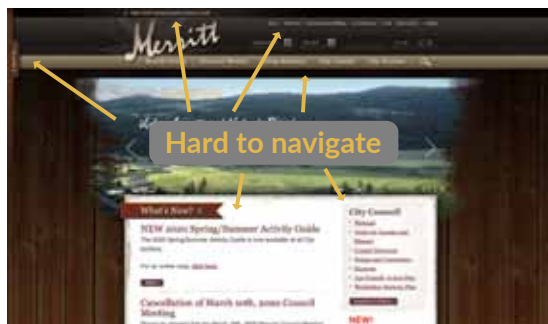
## MAIN AUDIENCES

- Citizens
- Prospective Citizens
- Businesses
- Prospective Businesses

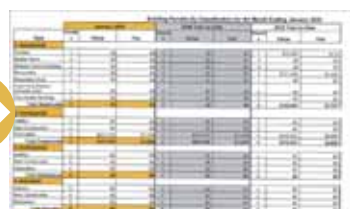
## ISSUES

- Scattered and outdated information
- Difficult to navigate
- Not fully compliant with modern standards and the Web Content Accessibility Guidelines (WCAG)
- Data heavy website
- Hidden pages
- Broken links
- Limited information on certain topics
- Information posted on non-related pages
- Search function is not user-friendly
- Visually outdated
- Expensive web hosting & maintenance

## EXAMPLES



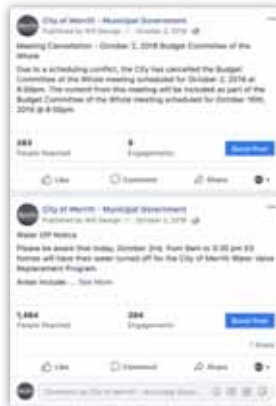
Extensive page layers



## Social Media

### ISSUES

- Lacking a social media strategy and social media policies
- More engagement needed



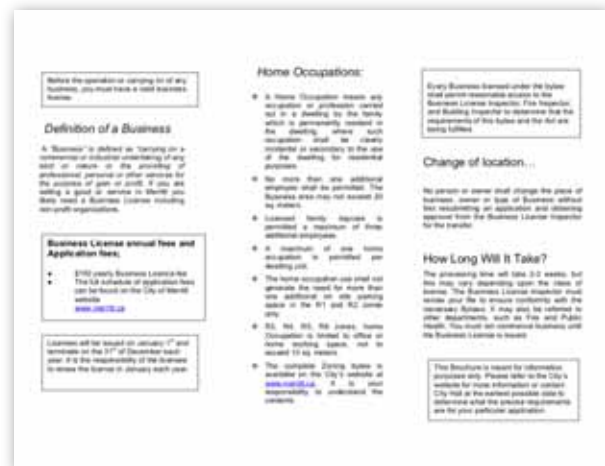
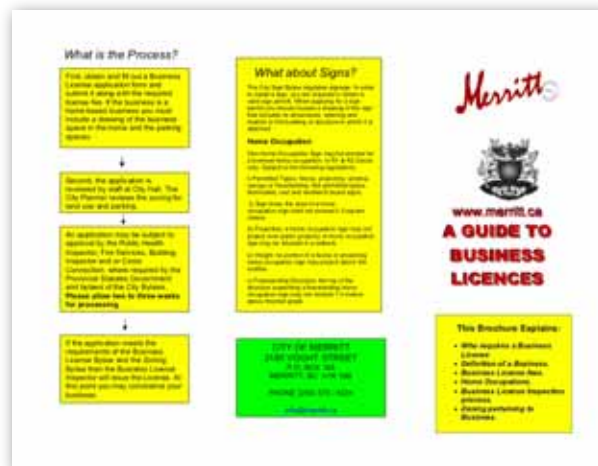
## MAIN AUDIENCES

- Citizens
- Prospective Citizens
- Businesses
- Prospective Businesses
- Tourists

## Business License Guide

### ISSUES

- Text heavy
- Visually outdated
- Limited information



## MAIN AUDIENCES

- Prospective Businesses

## Notice Sheets

### ISSUES

Notice sheets hung up in facilities are only able to communicate a message once people are on site. This form of communication is often necessary, but should be supported with information accessible from other locations.

## MAIN AUDIENCES

- Citizens

## ISSUE

Information is text-heavy and does not provide enough visual appeal to attract audience members.

4 • THURSDAY, November 7, 2019 [www.merritherald.com](http://www.merritherald.com)

**Merritt** City of Merritt **CITY page**

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### COUNCIL MEETING SCHEDULE

Regular Council Meeting - November 12, 2019  
 Committee of the Whole - Immigration Programs to Recruit & Retain Foreign Workers - November 19 at 5 pm  
 Committee of the Whole - Airport - November 19 at 6 pm  
 Regular Council Meeting - November 26, 2019 at 6 pm

### YOU'RE INVITED!

to meet with Mayor Brown every  
**Wednesday from 10:00 am to 4:00 pm**  
 in the Mayor's Office at City Hall (second floor), 2185 Voght Street.  
 Interested citizens are welcome to stop by, say hello and discuss issues and opportunities for the City, its residents and businesses.  
 If you would like to schedule a particular time to meet with the Mayor please contact Corporate Services at 250-378-8614

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### THANK YOU FOR SUPPORTING THE MERRITT HALLOWEEN FIREWORKS

The City of Merritt would like to send out a HUGE THANK-YOU to all our local supporters for making the 2019 Halloween Fireworks a great success for the whole community to enjoy!

- Camp Tulahead • Canadian Tire
- Community Police Office
- Extra Foods • Girl Guides of Merritt • Save-on-Foods
- ICS - Teen Center • MSS Grad 2020

Thanks again for another successful Halloween event!

**Please note a Notice of Public Hearing scheduled for November 12th, 2019 at 7:00 PM is on page 5**

### COMMITTEE OF THE WHOLE COUNCIL MEETING ON IMMIGRATION PROGRAMS TO RECRUIT & RETAIN FOREIGN WORKERS

The City of Merritt invites residents to an upcoming Committee of the Whole Meeting to discuss Immigration Programs to Recruit & Retain Foreign Workers. The presentation will be held **Tuesday Nov. 19** from 5 to 6 pm in City Hall Council Chambers. You'll learn about immigration pathways to hire foreign workers and what supports are available for employers in our City. Don't miss this meeting to discuss Immigration Programs to Recruit & Retain Foreign Workers and hear from both provincial and federal program leads.

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### EMPLOYMENT OPPORTUNITIES

Position: The City of Merritt is inviting applications for the positions of:  
 PROGRAM ASSISTANT  
 CASUAL MAINTENANCE LABOURER  
 CASUAL ARENA ATTENDANT I  
 CASUAL LIFEGUARD/INSTRUCTOR II

For complete details, visit City of Merritt website at [www.merritt.ca](http://www.merritt.ca)

Current resumes reflecting applicants' knowledge, skills and abilities relevant to the position; detailing education and qualifications, and proof of required education and licenses will be accepted prior to 4:00 p.m. Friday, November 15, 2019 by:

Sky McKeown, Recreation and Facilities Manager  
 PO Box 189, 2185 Voght Street, Merritt, BC V1K 1B8 Or by email: [smckeown@merritt.ca](mailto:smckeown@merritt.ca)

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

### 2020 GRANT IN AID APPLICATIONS NOW AVAILABLE

Are you part of an organization that delivers a positive contribution to the community? Do you have a great idea for an event? Each year Council carefully considers providing assistance to non-profit groups that operate in the City of Merritt and provide valuable social and community services in the municipality. Nicola Valley non-profits also have access to the Community Grant Writer for grant writing support.

The City of Merritt has two Grant in Aid types (Financial Aid and In-kind) available to non-profit and community groups. Please review the updated City policy on the Grant in Aid program, "Policy 4-01 Community Grant in Aid" prior to completing your 2020 grant application.

The 2020 Grant Application, along with a link to the new policy, is now available online at [www.merritt.ca/city-services/finance/grants-aid](http://www.merritt.ca/city-services/finance/grants-aid). Printed copies of the application form are available at City Hall, 2185 Voght Street.

**The 2020 Grant in Aid application deadline is Monday December 16, 2019.** For further information contact Wayne Anderson, Financial Services Manager, at 250-378-8616 or [wanderson@merritt.ca](mailto:wanderson@merritt.ca)

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### YOUTH ADVISORY COMMITTEE NOW ACCEPTING APPLICATIONS

Are you between the age of 14-24 living in the Nicola Valley and seeking leadership experience? The City of Merritt Youth Advisory Committee is seeking seven youth members for a new opportunity to be involved in the community.

The City of Merritt Youth Advisory Committee members will:

1. Keep Council informed about important matters affecting youth;
2. Act as a positive advocate for youth and youth initiatives;
3. Proactively consider policies, strategies, and proposals which the Committee believes could improve the lives of youth in Merritt;
4. Actively seek input from youth on important matters and matters delegated to the Committee by Council;
5. Provide leadership experience for youth.

**Deadline to apply is Nov. 15th**

If this is of interest to you Application to Volunteer for the Youth Advisory Committee can be completed at [www.merritt.ca](http://www.merritt.ca) or picked up at City Hall.

### SNOW ANGELS PROGRAM LAUNCH

The City of Merritt is pleased to introduce a Snow Angel program for the 2019-2020 snowseason. This program will attempt to unite people who need help clearing their driveways and sidewalks of snow, with eager volunteers from our community who want to help.

Eligible for assistance include residents of Merritt who:

- Are 65 years of age or older;
- Are under 65 years of age, with a disability;
- Are unable to clear the snow on your driveway or sidewalk;
- Claim the Seniors or Disability Homeowner Grant;
- Are property owners (tenants should contact their landlord for assistance);
- Do not have able-bodied persons living at their address.

Service recipients are responsible for providing any necessary snow removal equipment. However, many Snow Angels may have their own equipment they are willing to or would prefer to use. These arrangements will be made directly between the Snow Angel and the Service recipient.

Volunteer must:

- Be 16 years of age or older
- Complete criminal record check
- Be in adequate physical shape and capable of clearing snow

• Be willing to commit for the entire snow season (excepting breaks for travel or holidays)  
 • Be willing to communicate with your assigned Service Recipient in the event you are unable to clear their sidewalk and driveway within 24 hours of a snowfall.

To participate in the Merritt Snow Angels Program please complete an application available at [www.merritt.ca](http://www.merritt.ca) and dropped off at City Hall. For program inquiries call 250-378-8634.

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### VISIT TOURISM MERRITT FOR MORE TO SEE AND DO

Add your event and see all other events in Merritt at [www.tourismmerritt.com/events](http://www.tourismmerritt.com/events)



**#ExploreMerritt**



(Published on Nov 7, 2019)

## REVIEW OF HISTORICAL COMMUNICATION

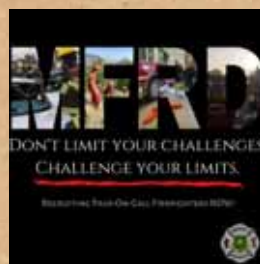
The City's historical communication had no distinct brand identity or style, so communication did not stand out and was not easily identified as being from the City of Merritt. In addition, communications were often text-heavy and did not utilize enough channels to reach our diverse range of residents.

Therefore the City's communications should have a consistent style which can be easily recognized, in order to effectively explain the type of message being shared and to maximize reach. Where relevant, communications should be distributed across multiple channels and platforms to spread the message as widely as possible.



## EXAMPLES OF HISTORICAL EXTERNAL COMMUNICATION

Below you can find examples of different types of City media, which are visually without consistency or brand recognition. For examples of coherent visual communication, please view p. 22



# COMMUNICATION REFERENCES FROM MASTER PLANS

## ECONOMIC DEVELOPMENT PLAN (2014-2015)

### SWOT analysis - Weaknesses (p. 17)

#### First Impression

Merritt does not currently provide a positive first impression for visitors or investment. The entrance signage is dated, faded and does not provide any sense of a community brand. Once inside the community signage or way-finding is lacking.

#### Communication

There is lack of communication and cohesiveness within the community. Stakeholders are not collaborating or sharing information with each other. There is little communication between stakeholders, groups and local council.

#### Poor Local Perception

Respondents to the online survey felt that both in the community and out that Merritt does not possess a positive image. - The entrances into the community are unattractive, Merritt is not open for business and there is a perceived notion that goods and services are more expensive or not available.

### SWOT analysis - Threats (p. 18)

#### Dissatisfaction

Residents are dissatisfied with some of the current conditions within Merritt - lack of direction, level of communication, Council's lack of involvement at the local level and community branding. These issues threaten to separate and divide the community.

#### Lack of Awareness

Respondents felt there was a lack of awareness of Merritt as a place to do business or to visit. There needs to be an improved effort to attract new residents and investment.

### Competitive Advantages for Attracting Investment (p.20)

Merritt will need to begin to make a concerted effort towards marketing the strengths of community [...]

### Making it Easier To Do Business (p. 34)

[...] Furthermore, a streamlined understanding of the various approval processes involved within the City may encourage new business and investment to locate in Merritt, [...]

### Marketing the Tax Exemption (p. 35)

[...] In discussion with the local businesses through individual drop ins and during focus groups, it was discovered that some businesses were not even aware that the program existed. [...]

### Website (p. 40)

In today's changing economic development marketing world, a community's number one marketing tool is their website. When site selectors, investors, potential businesses and residents are seeking information the first place they look is the internet. According to a recent study, site selectors go to community websites and are looking for real-time data, statistics that accentuate strengths and challenges, property searches, GIS analysis and social media. [...] A review of the current economic development website pages show a lack of demographic information and target industry specific information. The information currently available is out of date or not relevant. A thorough review of the existing pages needs to be completed. At this time, utilizing the existing City website for economic development is sufficient but it is recommended that discussions take place in year two of the plan to investigate the option of establishing a standalone, dedicated economic development website.

### External Awareness (p. 41)

Many of the recommendations in this Action Plan centre on retaining and expanding local business. Although this is viewed as a priority for Merritt, there is also a need for the City to market itself to attract new companies and investment. Respondents felt that Merritt has a negative image both internally and externally. They also expressed the desire for Merritt to market themselves as a viable place to do business.

### Signage (p. 44)

During the public consultation process, the quality of signage into the City was severely criticized and did not provide a positive impression of the community. It was also noted the signage within the community to inform visitors was extremely poor and lacking.



## AGE FRIENDLY ACTION PLAN (2016)

### Communication + Information (p. 5)

Access to and the wide distribution of clear, relevant information is essential for aging residents to be able to maintain strong social ties and community connections.

Proper communication and information is essential to ensuring that Merritt's aging population is aware of programs, services and opportunities available to them within the community. Is information about Merritt programs and services readily available and easy to access? Are members of City staff friendly and helpful to aging residents? Do aging residents have access to public computers? Is the information that the City distributes easy to read and printed in legible font sizes? These questions and many more were considered when assessing Communication and Information in Merritt.



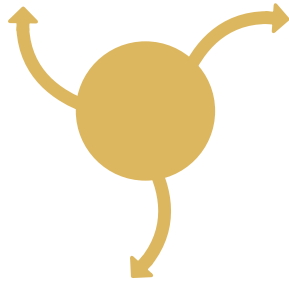
### Goals and Recommended Actions (p. 20)

[...] Early and ongoing communication is required and will result in increased success and enhanced age-friendly features for the community. It is equally necessary to recognize the implementation of the Age-Friendly Action Plan will require sufficient resources. From inception to completion, City departments must maintain close communication to ensure internal efforts - departmental work plans, budgeting and capital works planning - are coordinated.





# STRATEGY



## OBJECTIVES

Proactively share information and news with the City of Merritt's diverse audiences.

Increase awareness and share information on the City of Merritt's services.

Gain additional engagement and input from the public in a meaningful way.

Present a consistent image, messaging, and branding. Share information in a timely, professional manner.

Increase participation in public consultation and dialogue.

Communicate Council decisions with the public and stakeholders.

Ensure the visibility of Council members.

## EXTERNAL COMMUNICATION

### VISUAL STANDARDS AND BRANDING

- Create new branding for the City of Merritt, including a new logo and brand colours.
- Adopt the tagline, "Flourish under the Sun" and incorporate it into branding.
- Create a Visual Standards Guideline to ensure a consistent look and branding throughout the organization.
- Implement the new logo and branding in all locations where the previous City of Merritt logo exists of both promotional and legislated material, through a phased approach.
- Departments will route all requests for external uses of the City of Merritt logo to the Communication Manager for review.
- Identify ways to incorporate multiple forms of media into communications, such as video and images, and adapt to changing environments and audience needs.
- Purchase branded promotional items as giveaways to strengthen brand visibility.
- Build a stock of reusable City of Merritt branded functional items, e.g. Banners, pins, etc.
- Departments will utilize photo releases for all submitted images, and model releases when clearly, identifiable people appear in pictures excluding public events.
- Expand the library of owned visual assets, including photography and graphics.
- Continue with regular photo contests open to residents throughout the Nicola Valley to increase awareness of the City of Merritt and build the City of Merritt photo library.

### GET TO KNOW MERRITT - CAMPAIGN

- Develop a high-level document explaining the City of Merritt's purpose, its services and functions, presenting a work-life-play balance, including business opportunities.
- Create a targeted Communications Plan for the campaign and promote the services and purpose of the City of Merritt to reach new Citizens as well as Prospective Businesses.
- Explore opportunities to distribute the "Get to know the City of Merritt" document with new residents, along with a welcome package and online material.
- Consider a specific campaign focused on the businesses that the Citizens of Merritt are in need of or desire, in cooperation with Economic Development.

### SOCIAL MEDIA

- Ensure social media channels for the City of Merritt are following the graphics guidelines and are consistent with messaging.
- Enact a social media policy with guidelines and internal procedures.
- Create campaigns to educate Citizens about the City of Merritt's bylaws.

## AUDIENCE

- Define audience groups based on communication channels.
- Match communication channels to the target audience for each campaign or promotion.

## ADVERTISING

- Review advertising contracts for efficiency and value.
- Update current promotional and legislated advertising in line with the updated branding.
- Create a short and long-term media creation and advertising plan.

## WEBSITE

- Create a new website design based on the branding, ease of navigation and modern web practices.
- Establish the [www.merritt.ca](http://www.merritt.ca) website as the main communications tool. Whenever possible and appropriate, information should be posted to the City of Merritt website before being spread across additional channels.
- Bring the website in line with modern standards and Web Content Accessibility Guidelines (WCAG) 2.0 compliance. WCAG compliance ensures that the website is accessible to people of all abilities and ages.
- Focus on presenting information as one voice rather than as information from various departments.
- Build in opportunities for users to provide feedback.
- Implement a website policy and procedures.
- Develop a plain language guide to increase understanding and readability of the website.
- Create a library of industry-specific definitions on the website and link to it when it's not possible to avoid a technical term.
- Merge all department specific websites, as subdomains, with the main City website: [www.merritt.ca](http://www.merritt.ca).
- Display all available communication channels on the website.

## ISSUES MANAGEMENT/CRISIS COMMUNICATIONS

- Create and implement an issues management procedure and develop tools to be used across the organization (risk analysis template, Crisis Communication Plan, standby messages, key messaging template).

- Staff and Council will notify the Communications Manager immediately of public relations issues. The Communications Manager will work with the affected department to create and implement a response strategy.
- Monitor media and the broader environment for mentions of the City of Merritt and identify existing and emerging issues.
- Debrief after the issue has been mended to identify tactics that worked well, and opportunities for improvement.
- Develop communication guidelines and a template for major event organizers in the Nicola Valley.

## PUBLICATIONS / NEWSLETTERS

- Identify, analyze and adapt ongoing City publications.
- Collect and compose information material, then distribute accordingly to the required channels.
- Create e-newsletters, for which Citizens can opt-in.
- Collect department notices to communicate in the News section on the website, publications and newsletters.
- Explore options to share updates, bylaw changes and City events in an attractive print form (e.g. Mini-magazine/booklet)

## PUBLIC ENGAGEMENT

- Create guidelines and resources to plan engagement activities after exploring best practices in public engagement.
- Promote opportunities for feedback with the audience's communication preferences in mind.
- Clearly display options for providing feedback on the City website, as well as legislated processes (public hearings) and optional/additional processes (open houses/forums).
- Create more informal opportunities for feedback.
- Research the need for an online community engagement platform, e.g a forum or rotating survey.
- Consider bringing consultation activities occasionally outside of City Hall to places that are convenient to the public when possible and appropriate.
- Have staff attend trade shows/expos and promote awareness of the City of Merritt's services, functions, and ongoing projects when possible and appropriate.
- Include opportunities for feedback on communication at all public engagement activities.
- Produce an annual review of communication channels (see Appendix A)

## PROJECT DEVELOPMENT

- Create specific implementation plans for listed items in the Communication Plan.
- Create communication plans customized for City priority projects.
- Develop key messages, fact sheets, and background information when appropriate.
- Departments will inform the Communications Manager of upcoming projects with as much time as possible to create a project based communication plan.
- Seek opportunities to provide updates to Council throughout a City project. Memorandums are an encouraged method of communication.

## COUNCIL COMMUNICATION

- Continue to produce an annual document with services listed, summaries and the past year's budget and present it to the public, after presenting it to Council.
- Provide research and drafting support in writing speeches for the Mayor, or their designate, when they represent the City of Merritt at events to ensure key messages are captured.
- Encourage Council Members to attend and participate in community events as representatives of the City of Merritt.
- Share media material and highlights from the events involving Council through the City of Merritt's communication channels as appropriate.

## TOURISM

- Create a Tourism Communication Action Plan based on the goals and priorities set in the Merritt and Nicola Valley Tourism Plan, in line with this Communication Plan.
- Continue to provide promotional information with the the Merritt Visitor Centre and Mobile Visitor Info Kiosk. This includes City information and information from non-profits and event organizers.



Below you can find examples of different types of City media, with an overall consistency and brand recognition.



A large, stylized graphic in the background of the page. It features a sun with long, pointed rays on the right side, and several long, pointed leaves or petals extending from the center towards the left. The entire graphic is rendered in a light yellow color against a solid orange background.

## INTERNAL COMMUNICATION



## ANALYSIS

# HISTORICAL INTERNAL COMMUNICATION

## INTERNAL COMMUNICATION PLATFORMS

### Staff

1. Inter-departmental communication is largely dependant on email, phone and face-to-face communication.
2. Responsibility for external communication and advertising is not centralized.

### Council

1. Email is a primary communication method.
2. Council Meetings
3. CAO updates
4. Information about City projects and announcements are first sent to Council, then to the media.



## STRENGTHS INVOLVING THOSE PLATFORMS

### Inter-departmental Communication

The centralized location of the offices allows for staff to easily communicate with each other. This allows for quick follow-ups, spontaneous meetings and overall good relations between staff.

## ISSUES INVOLVING THOSE PLATFORMS

### Inter-departmental Communication

It has been identified that information does not move freely between departments. More automated processes and tools could be implemented to further improve internal communication.

### External Communication

The lack of centralized communication result in inconsistent messaging, in terms of both quality and style.





# STRATEGY



## OBJECTIVES

Foster an environment where the value of communication is recognized.

Create a flow of communication, where City Departments communicate to the public, with and through the Communication Department.

Create a culture where the website is the primary source of information regarding the City of Merritt.

Communicate Council decisions with the public and stakeholders.

Develop efficient communication policies for Committee members.

## INTERNAL COMMUNICATION

### COUNCIL COMMUNICATION

- Provide communications reports with analytics to the CAO and Council as required.
- Encourage Council to follow all City communication channels.

### STAFF COMMUNICATION

- Create a guideline for the flow of communication content. (See Appendix B for a visual proposal of the communication flow)
- Schedule quarterly meetings with City departments for updates or questions on the communication flow.
- All communication content will be collected by the Communications Department through the email address: [communications@merritt.ca](mailto:communications@merritt.ca)
- Support the Human Resources Department in their communication flow for hiring and welcoming new staff.
- Implement a single digital source of information for internal communication.

### COMMITTEE COMMUNICATION

- Compile information for new Committee members, to inform about Committees in general and about the Committee they joined specifically, while including Council's strategic priorities and connected City Master Plans.
- Create a platform for efficient communication between Committees and Council.

### PUBLICATIONS / NEWSLETTERS

- Share publications and newsletters with all City staff and Council.
- Create a recurring newsletter specifically for all front line employees to ensure they are aware and informed of any City updates.



A large, stylized sunburst or starburst graphic in a light yellow color, set against a solid yellow background. The graphic features a central circle with numerous long, pointed rays extending outwards, some of which are slightly curved. The rays vary in length and thickness, creating a dynamic, sun-like effect.

## MEDIA RELATIONS



## ANALYSIS

## HISTORICAL MEDIA RELATIONS

1. Media Meeting with Mayor Brown, Communications Manager, Director of Corporate Services and the local media, covering the agenda for the upcoming Council meeting
2. Press releases sent to local media
3. Local media is tagged on City social media posts
4. Approved Council items and CAO updates from Council meetings are presented to the local media and general public
5. Regular communications with media
6. Media is present at Council Meetings, Committee of the Whole Meeting and City events



### Zoning Bylaw Headed for Expanded Public Consultation

Written by Michael Reeve Published: 06 July 2020



The City of Merritt is in the midst of a massive overhaul of the zoning bylaw. Last week, the newly formed document was presented to the City Council for debate on first and second reading.

If passed, city staff would then schedule a public hearing, however, the Council felt more consultation was needed before the public hearing.

"I think this document is immensely important. I would like (the public) to have the opportunity to look at this document and question it," said Coun. Kurt Christopherson.

The statement from Christopherson was backed by the rest of the table with Council passing a resolution to hold two open house style sessions before the document heads to a public hearing.

Those wishing to have their voices heard can also provide input and ask questions through email with staff.

The dates of the open houses have not been set.

For additional information on the zoning bylaw visit <https://www.merritt.ca/agendas-minutes/> and click on the agenda for Tuesday, June 30, 2020. The zoning bylaw information runs from page 16 – 226.



# STRATEGY



## OBJECTIVES

Foster good working relationships with the media.

Ensure that the City of Merritt has a consistent image and voice.

Share accurate information with the media.

## MEDIA RELATIONS

### PROACTIVE MEDIA RELATIONS

- Prepare backgrounders, fact sheets, frequently asked questions, or other appropriate documents for the media.
- Identify newsworthy stories and present them to the media in a compelling way.
- Amplify select articles about the City of Merritt by sharing links on the website landing page and social media.
- Encourage staff to share milestones and good news stories with the Communication Manager, for the purpose of distribution to the media.
- Departments will ensure inquiries from the media are given high priority and responded to as quickly and efficiently as possible.
- Send out a message to local media when a new staff member is hired.

### MEDIA/PRESS RELEASE TEMPLATE

- Redesign the media/press release template to fit with best practices.

### MEDIA MONITORING

- Utilize media monitoring software efficiently and respond or notify administration and Council as necessary to keep them informed of major coverage and trends.
- Promptly address typos, misinformation, and misquotes.

### MEDIA INTERVIEWS

- The Mayor, or their designate is the authorized spokesperson for all Council business and decisions. The Communications Department will assist the Mayor or their designate in preparing for media interviews.
- The CAO, or their designate, is the authorized spokesperson on all operational and administrative matters. Designated City of Merritt employees may be called upon to speak to the media regarding specific areas of responsibility or subject matter. The Communications Department will assist staff with media interviews.
- If departments receive media interview request, they will notify the Communication Department.

### MEDIA TRAINING

- Provide media training to Council, staff and subject matter experts in the organization.
- Create a media standards booklet for all trained spokespersons.

### MEDIA POLICIES

- Distribute media relations policy with staff.



## IMPLEMENTATION PLAN

## TIMELINE

The below timeline proposes a quick overview of the 3 phases in which the City of Merritt will implement the Communication Plan.

A detailed Implementation Plan can be found on the following pages.

### PHASE 1

#### Initial Strategy Implementation

- Create & develop a structured system to implement the Communication Plan.
- Create more specific implementation plans for items listed in the Communication Plan.
- Begin implementation of the Visual Standards Guideline, the new City website and continue with existing communication channels, following the new guideline.

AUG 2020 - JAN 2021

#### Strategy Implementation and Refining

### PHASE 2

- Commence implementing the Communication Plan as a whole.
- Refine the newly structured system.
- Follow up with departments on the communication flow and overall plan.

FEB 2021 - JAN 2023

### PHASE 3

#### Planning Ahead

- Review the progress, based on metrics, goals, and public feedback.
- Follow up with departments on the communication flow and overall plan.
- Begin analyzing changes in external factors, such as technology, for updating the Communication Plan.

FEB 2023 - JAN 2025

## IMPLEMENTATION PLAN | PHASE 1 | EXTERNAL COMMUNICATION

RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
Create new branding for the City of Merritt, including a new logo and brand colours.	Fresh and revitalized City branding	Communications	Completed
Adopt the tagline, "Flourish under the Sun" and incorporate it into branding.	The City connects with its historical identity	Communications	Completed
Create a Visual Standards Guideline to ensure a consistent look and branding throughout the organization.	Consistent branding material, including use by 3rd party contributors	Communications	Completed
Implement the new logo and branding in all locations where the previous City of Merritt logo exists of both promotional and legislated material, through a phased approach.	Consistent image of the City in a cost-effective way	Communications / All departments	1 year
Departments will route all requests for external uses of the City of Merritt logo to the Communication Manager for review.	The City logo will be properly presented on 3rd party channels	Communications	Ongoing
Identify ways to incorporate multiple forms of media into communications, such as video and images, and adapt to changing environments and audience needs.	Drawing viewers attention with video and imagery	Communications	Ongoing
Purchase branded promotional items as giveaways to strengthen brand visibility.	Increased number of City branded promotional items	Communications	Ongoing
Build a stock of reusable City of Merritt branded functional items, e.g. Banner, pins, etc.	Additional City branded material for exposure	Communications	1 year
Departments will utilize photo releases for all submitted images, and model releases when clearly, identifiable people appear in pictures excluding public events.	Approved use of shared images	Communications / All Departments	Ongoing
Expand the library of owned visual assets, including photography and graphics.	Easy access to visual content	Communications	Ongoing
Continue with regular photo contests open to residents throughout the Nicola Valley to increase awareness of the City of Merritt and build the City of Merritt photo library.	An expanded photo library	Communications/ Tourism	Annual
Ensure social media channels for the City of Merritt are following the graphics guidelines and are consistent with messaging.	Streamlined City social media channels	Communications	Completed
Enact a social media policy with community guidelines and internal procedures.	Consistent social media messaging	Communications	3 months
Create campaigns to educate Citizens about the City of Merritt's bylaws.	Citizens will have a better understanding of City bylaws	Communications / Corporate Services	1 year

VISUAL STANDARDS AND BRANDING

SOCIAL MEDIA

## IMPLEMENTATION PLAN | PHASE 1 | EXTERNAL COMMUNICATION (CONT.)

AUDIENCE	RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
	Define audience groups based on communication channels.	Increased City understanding of target audience groups	Communications	1 month
	Match communication channels to the target audience for each campaign or promotion.	Enhanced communication towards target audience groups	Communications	Ongoing
ADVERTISING	Review advertising contracts for efficiency and value.	Higher quality and lower cost of City communication	Communications / Corporate Services	Ongoing
	Update current promotional and legislated advertising in line with the updated branding.	Consistent City branding within advertising	Communications	1 year
	Create a short and long-term media creation and advertising plan.	Ability to execute effective City advertising	Communications	1 year
WEBSITE	Create a new website design based on the branding, ease of navigation and modern web practices.	Improved City website utilization	Communications	3 months
	Establish the <a href="http://www.merritt.ca">www.merritt.ca</a> website as the main communications tool. Whenever possible and appropriate, information should be posted to the City of Merritt website before being spread across additional channels.	Improved website functionality	Communications	Ongoing
	Bring the website in line with modern standards and Web Content Accessibility Guidelines (WCAG) 2.0 compliance. WCAG compliance ensures that the website is accessible to people of all abilities and ages.	Online platform accessible to all abilities and ages	Communications	3 months
	Focus on presenting information as one voice rather than as information from various departments.	Unity of information	Communications / All Departments	Ongoing
	Build in opportunities for users to provide feedback.	Increased feedback from the public	Communications	Ongoing
	Implement a website policy and procedures.	Organizational understanding of the website policy and procedures	Communications	3 months
	Develop a plain language guide to increase understanding and readability of the website.	Increased accessibility of the City website	Communications	3 months
	Create a library of industry-specific definitions on the website and link to it when it's not possible to avoid a technical term.	Increased understanding and readability of the website	Communications	3 months
	Merge all department specific websites, as subdomains, with the main City website: <a href="http://www.merritt.ca">www.merritt.ca</a> .	Ease of access to all City websites	Communications	3 months
	Display all available communication channels on the website.	Citizens are aware of all opportunities to stay connected with the City	Communications	3 months

## IMPLEMENTATION PLAN | PHASE 1 | EXTERNAL COMMUNICATION (CONT.)

RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
Identify, analyze and adapt ongoing City publications.	Refinement of City publications	Communications	Ongoing
Collect and compose information material, then distribute accordingly to the required channels.	Higher quality of City communication	Communications	Ongoing
Collect department notices to communicate in the News section on the website, publications and newsletters.	Citizens are informed about City updates	Communications	Ongoing
Create guidelines and resources to plan engagement activities after exploring best practices in public engagement.	Improved public engagement resources	Communications	3 months
Promote opportunities for feedback with the audience's communication preferences in mind.	Additional public engagement and feedback	Communications	3 months
Clearly display options for providing feedback on the City website, as well as legislated processes (public hearings) and optional/ additional processes (open houses/ forums).	Additional public engagement and feedback	Communications	3 months
Create more informal opportunities for feedback.	Additional public engagement and feedback	Communications	Ongoing
Research the need for an online community engagement platform, e.g a forum or rotating survey.	Additional public engagement and feedback	Communications	1 year
Consider bringing consultation activities occasionally outside of City Hall to places that are convenient to the public when possible and appropriate.	Additional public engagement and feedback	Communications	Ongoing
Have staff attend trade shows/expos and promote awareness of the City of Merritt's services, functions, and ongoing projects when possible and appropriate.	Additional public engagement and feedback	Communications	Ongoing
Include opportunities for feedback on communication at all public engagement activities.	Additional public engagement and feedback	Communications	Ongoing
Produce a review of communication channels (see Appendix A)	Increased understanding of public engagement	Communications	Annual

PUBLICATIONS/  
NEWS LETTERS

PUBLIC ENGAGEMENT

## IMPLEMENTATION PLAN | PHASE 1 | EXTERNAL COMMUNICATION (CONT.)

RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
Create specific implementation plans for recommended action items in the Communication Plan.	Detailed plans for recommended action items	Communications	1 year
Create communication plans customized for City priority projects that follow the values, principles and objectives of this Communications Plan.	Improved public communication Regarding City projects	Communications / All Departments	Ongoing
Develop key messages, fact sheets, and background information when appropriate.	Improved public communication Regarding City projects	Communications	1 year
Departments will inform the Communications Manager of upcoming projects with as much time as possible to create a project based Communication Plan.	Improved public communication regarding City projects	Communications / All Departments	Ongoing
Seek opportunities to provide updates to Council throughout a City project. Memorandums are an encouraged method of communication.	Council is aware and efficiently able to communicate to the public about City projects	Communications	Ongoing
Create a Tourism Communication Action Plan based on the goals and priorities set in the Merritt and Nicola Valley Tourism Plan, in line with this Communication Plan.	Improved communication tailored for City tourism initiatives, in line with City branding	Communications / Tourism	1 year
Continue to provide promotional information with the Merritt Visitor Centre and Mobile Visitor Info Kiosk. This includes City information and information from non-profits and event organizers.	Increased City Tourism communication	Communications / Tourism	Ongoing

PROJECT DEVELOPMENT

TOURISM

## IMPLEMENTATION PLAN | PHASE 1 | INTERNAL COMMUNICATION

RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
Encourage Council to follow all City communication channels.	All Council members following City communication channels	Communications	1 month
Create a guideline for the flow of communication content. (See Appendix B for a visual proposal of the communication flow)	Coordinated public information published in a timely manner	Communications	Proposal included
Schedule quarterly meetings with City departments for updates or questions on the communication flow.	Improved Internal City communication	Communications / All Departments	Ongoing
When new staff is hired, send out an email to all City Staff welcoming them onboard.	City Staff are aware of new colleagues	Communications / Human Resources	Ongoing
Implement a single digital source of information for internal communication.	A simplified platform for internal communication	Communications / IT / Human Resources	3 months
Encourage Council to follow all City communication channels.	City Council is aware of the external communication material	Communications / CAO	1 month
Support the Human Resources department in their communication flow for hiring and welcoming new staff.	Enhanced communication to new staff and current staff	Communications / Human Resources	3 month

STAFF COMMUNICATION

## IMPLEMENTATION PLAN | PHASE 1 | MEDIA RELATIONS

RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
Prepare backrounders, fact sheets, frequently asked questions, or other appropriate documents for the media.	Efficient information for media purposes	Communications	1 year
Identify newsworthy stories and present them to the media in a compelling way.	Additional positive City news are circulated	Communications	Ongoing
Amplify select articles about the City of Merritt by sharing links on the website landing page and social media.	Additional positive City news are circulated	Communications	Ongoing
Encourage staff to share milestones and good news stories with the Communication Manager in order to share the information with the media.	Additional positive City news are circulated	Communications / All Departments	Ongoing
Departments will ensure inquiries from the media are given high priority and responded to as quickly and efficiently as possible. Send out a message to local media when a new staff member is hired.	Positive relations with the media are beneficial in the media output	Communications / All Departments	Ongoing
Send out a message to local media when a new staff member is hired.	Shared information to media and residents on new City staff	Communications / All Departments	Ongoing
Redesign the media/press release template to fit with best practices.	Improved resources for media purposes	Communications	3 months

PROACTIVE MEDIA RELATIONS

MEDIA RELEASE TEMPLATE

## IMPLEMENTATION PLAN | PHASE 1 | MEDIA RELATIONS (CONT.)

RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
Utilize media monitoring software efficiently and respond or notify administration and Council as necessary to keep them informed of major coverage and trends.	An improved understanding of the City image in the media	Communications	Ongoing
Promptly address typos, misinformation, and misquotes.	Enhanced community trust	Communications Department	Ongoing
The Mayor, or their designate is the authorized spokesperson for all Council business and decisions. The Communications Department will assist the Mayor or their designate in preparing for media interviews.	Better prepared media interviews will lead to more correct information being circulated in a fashion that will improve the City image	Mayor / Communications	Ongoing
The CAO, or their designate, is the authorized spokesperson on all operational and administrative matters. Designated City of Merritt employees may be called upon to speak to the media regarding specific areas of responsibility or subject matter. The Communications Department will assist staff with media interviews.	Better prepared media interviews will lead to more correct information being circulated in a fashion that will improve the City image	CAO / Communications	Ongoing
If departments receive media interview request, they will notify the Communication Department.	Better prepared media interviews will lead to more correct information being circulated in a fashion that will improve the City image	Communications / All Departments	Ongoing
Create a media standards booklet for all trained spokespeople.	Enhanced prepared messaging	Communications	1 year
Distribute media relations policy with staff.	Enhanced prepared messaging	Communications	1 year

## IMPLEMENTATION PLAN | PHASE 2 | EXTERNAL COMMUNICATION

RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
Develop a high-level document explaining the City of Merritt's purpose, its services and functions, presenting a work-life-play balance, including business opportunities.	New Citizens are fully aware of the City's purpose, services and functions.	Communications	By the end of 2021
Create a targeted Communication Plan for the campaign and promote the services and purpose of the City of Merritt to reach new Citizens as well as Prospective Businesses.	New Citizens will be able to easily find the "Get to know the City of Merritt" document	Communications	By the end of 2021
Explore opportunities to distribute the "Get to know the City of Merritt" document with new residents, along with a welcome package and online material.	New Citizens will be able to easily find the "Get to know the City of Merritt" document	Communications	By the end of 2021
Consider a specific campaign focused on the businesses that the Citizens of Merritt are in need of or desire, in cooperation with Economic Development.	Higher chance of successful businesses and more useful amenities available for Citizens	Communications / Economic Development	By the end of 2021
Create and implement an issues management procedure and develop tools to be used across the organization (risk analysis template, Crisis Communication Plan, standby messages, key messaging template).	Communication issues can be addressed in a more timely manner	Communications	By the end of 2021
Staff and Council will notify the Communications Manager immediately of public relations issues. The Communications Manager will work with the affected department to create and implement a response strategy.	Communication issues can be addressed in a more timely manner	Communications	Ongoing
Monitor media and the broader environment for mentions of the City of Merritt and identify existing and emerging issues.	Communication issues can be addressed in a more timely manner	Communications	Ongoing
Debrief after the issue has been mended to identify tactics that worked well, and opportunities for improvement.	Improved preparedness communication for future issues	Communications	Ongoing
Develop communication guidelines and a template for major event organizers in the Nicola Valley.	Improved communication with major festival organizers, which improves communication towards Citizens	Communications / Economic Development / Tourism	1 year

GET TO KNOW  
MERRITT CAMPAIGN

ISSUES MANAGEMENT/  
CRISIS COMMUNICATION

## IMPLEMENTATION PLAN | PHASE 2 | EXTERNAL COMMUNICATION (CONT.)

PUBLICATIONS/ NEWSLETTERS	RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
	Create e-newsletters, for which citizens can opt-in.	Additional information channel	Communications	Ongoing
	Explore options to share updates, bylaw changes and City events in an attractive print form (e.g. Mini-magazine/booklet).	A City managed print communication material	Communications	Ongoing
COUNCIL COMMUNICATION	Continue to produce an annual document with services listed, summaries and the past year's budget and present it to the public, after presenting it to Council.	The public is aware of City operations and budget	Communications	Annual
	Encourage Council Members to attend and participate in community events as representatives of the City of Merritt.	Increased Council community engagement	Communications	Ongoing
	Share media material and highlights from the events involving Council through the City of Merritt's communication channels as appropriate.	Increased awareness on Council's involvement in community events	Communications	Ongoing
TOURISM	Execute the Tourism Communication Action Plan based on the goals and priorities set in the Merritt and Nicola Valley Tourism Plan, in line with this Communication Plan.	Improved communication towards towards tourism attraction in the City	Communications / Tourism	Ongoing
	Create more visual material to highlight the City of Merritt's activities.	Additional City visual material assets	Communications / Tourism / Recreation & Facilities	Ongoing

## IMPLEMENTATION PLAN | PHASE 2 | INTERNAL COMMUNICATION

COUNCIL COMM. COMMITTEE	RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
	Provide communications reports with analytics to the CAO and Council as required.	Council and the CAO are updated on City operations and residents feedback	Communications	Ongoing
	Compile information for new Committee members, to inform about Committees in general and about the Committee they joined specifically, while including Council's strategic priorities and connected City Master Plans.	Improved communication to Committee Members	Communications / Corporate Services	1 year
	Create a platform for efficient communication between Committees and Council.	Improved communication between Council and Committees	Communications / Corporate Services	1 year
	Share publications and newsletters with all City staff and Council.	Staff and Council are better prepared to respond to inquiries	Communications	Ongoing
PUBLICATIONS/ NEWSLETTERS	Create a recurring newsletter specifically for all front line employees to ensure they are aware and informed of any City updates.	Improved communication at the front desks of all City facilities	Communications	Ongoing

## IMPLEMENTATION PLAN | PHASE 2 | MEDIA RELATIONS

MEDIA TRAINING	RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
	Provide media training to Council, staff and subject matter experts in the organization.	Improved media training for City spokespeople	Communications / Council / Staff	Annual

## IMPLEMENTATION PLAN | PHASE 3

RECOMMENDED ACTION	OUTCOME	RESPONSIBLE DEPARTMENT	ESTIMATED TIME TO COMPLETE
Review the progress, based on metrics, goals and public feedback.	Enhanced understanding the City Communication	Communications	By 2025
Follow up with departments on the communication flow.	A more efficient communication flow	Communications	By 2025
Begin analyzing changes in external factors, such as technology, for the follow-up Communication Plan.	A smooth transition into the new Communication Plan	Communications	By 2025





## APPENDICES

## APPENDIX A: REVIEW OF COMMUNICATION CHANNELS AS OF JULY 3RD, 2020

### WEBSITES

MEDIUM	DETAILS	TARGET AUDIENCE	LINK
<b>Websites</b>			
City of Merritt	All City Information	Citizens	<a href="http://www.merritt.ca">www.merritt.ca</a>
Tourism Merritt	Activities & Events for Locals & Tourists	Citizens & Tourists	<a href="http://www.tourismmerritt.ca">www.tourismmerritt.ca</a>
Fire Rescue Merritt	Fire Rescue Information & Safety Awareness	Citizens	<a href="http://www.firerescue.merritt.ca">www.firerescue.merritt.ca</a>
Claybanks RV Park	Information on the City operated RV Park	Tourists	<a href="http://www.claybanksrv.ca">www.claybanksrv.ca</a>

### SOCIAL MEDIA

MEDIUM	FOLLOWING	DETAILS	TARGET AUDIENCE	LINK
<b>Facebook Pages</b>				
City of Merritt - Municipal Government	1984	All General City Information	Citizens	<a href="https://www.facebook.com/CityofMerritt/">www.facebook.com/CityofMerritt/</a>
Tourism Merritt	2251	Touristic Updates, Activities & Events	Tourists	<a href="https://www.facebook.com/tourismmerritt/">www.facebook.com/tourismmerritt/</a>
City of Merritt - Department of Recreation & Facilities	697	City Programs & Facility Information	Citizens	<a href="https://www.facebook.com/Merritt.Civic.Centre/">www.facebook.com/Merritt.Civic.Centre/</a>
Merritt Fire Rescue Department	3138	Fire Rescue Department Updates	Citizens	<a href="https://www.facebook.com/MerrittFire/">www.facebook.com/MerrittFire/</a>
<b>Instagram Accounts</b>				
City of Merritt	174	City Updates	Citizens	<a href="https://www.instagram.com/Cityofmerritt/">www.instagram.com/Cityofmerritt/</a>
Tourism Merritt	507	Touristic Activities and Tourism Outreach	Tourists	<a href="https://www.instagram.com/tourismmerritt/">www.instagram.com/tourismmerritt/</a>
Merritt Fire Rescue	194	Promotion of the Fire Rescue Department & Safety awareness	Citizens	<a href="https://www.instagram.com/merrittfirerescue/">www.instagram.com/merrittfirerescue/</a>
<b>Twitter Accounts</b>				
City of Merritt	335	City Updates	Citizens	<a href="https://www.twitter.com/Cityofmerritt/">www.twitter.com/Cityofmerritt/</a>
Tourism Merritt	643	Upcoming Events & Amenities	Tourists	<a href="https://www.twitter.com/tourismmerritt/">www.twitter.com/tourismmerritt/</a>
<b>YouTube Channels</b>				
Tourism Merritt	70	Promotional Videos	Tourists	<a href="https://www.youtube.com/user/tourismmerritt">www.youtube.com/user/tourismmerritt</a>
City of Merritt	6	City Information	Citizens & Prospective Citizens	<a href="https://www.youtube.com/channel/UCQ9kB7UHeX4XFPeEOYduFaQ">www.youtube.com/channel/UCQ9kB7UHeX4XFPeEOYduFaQ</a>
<b>LinkedIn Accounts</b>				
City of Merritt	85	Employment Opportunities	Citizens & Prospective Citizens	<a href="https://www.linkedin.com/company/City-of-merritt/">www.linkedin.com/company/City-of-merritt/</a>

### PRINT MATERIAL

MEDIUM	FREQUENCY	DETAILS	LINK
Downtown Merritt Visitor Info Map	As Required	Food & Attractions Downtown	<a href="http://www.tourismmerritt.ca/images/visitor_guide/Merritt-Downtown-Map-2019.pdf">www.tourismmerritt.ca/images/visitor_guide/Merritt-Downtown-Map-2019.pdf</a>
Merritt & Nicola Valley Trail Guide	As Required	Trails in the Nicola Valley	<a href="http://www.tourismmerritt.ca/images/visitor_guide/Merritt-Traill-Guide-2019.pdf">www.tourismmerritt.ca/images/visitor_guide/Merritt-Traill-Guide-2019.pdf</a>
Community Map	As Required	City Services & Facilities	<a href="http://www.tourismmerritt.ca/images/Images/38262_city_of_merritt_tear_away_map_11x17_PROOF-REV4.pdf">www.tourismmerritt.ca/images/Images/38262_city_of_merritt_tear_away_map_11x17_PROOF-REV4.pdf</a>

## LOCAL MEDIA

MEDIUM	FREQUENCY	DETAILS	LINK
Activity Guide	Seasonal	Recreational Info, Programs & Facilities	<a href="https://www.issuu.com/merritt-herald/docs/winter_activity_guide_2020_lr">ssuu.com/merritt-herald/docs/winter_activity_guide_2020_lr</a>
Merritt & Nicola Valley Visitor Guide	Annual	Tourism Activities	<a href="https://www.issuu.com/merritt-herald/docs/merrittvg-2019">issuu.com/merritt-herald/docs/merrittvg-2019</a>
Merritt & Nicola Valley Area Map	Annual	Accommodations, Food, Shops & Services	<a href="https://tourismmerritt.ca/images/Images/Regional_Map_of_Nicola_Valley.png">tourismmerritt.ca/images/Images/Regional_Map_of_Nicola_Valley.png</a>
Merritt Herald pg. 4 Info page	Weekly	City Information Updates	<a href="https://www.issuu.com/merritt-herald">www.issuu.com/merritt-herald</a>
Merritt Herald Advertisement	As Required	Support Organizations & Causes	<a href="https://www.issuu.com/merritt-herald">www.issuu.com/merritt-herald</a>
Q101 (radio)	As Required	Campaigns & City Updates	<a href="https://www.q101.ca">www.q101.ca</a>
Merritt Connector Phone Book	Annual	General City Ads	<a href="https://www.issuu.com/merritt-herald/docs/connector_2019?e=9313076/68037206">www.issuu.com/merritt-herald/docs/connector_2019?e=9313076/68037206</a>
Merritt Morning Market	Weekly	City Info Updates	<a href="https://www.merrittmorningmarket.com">www.merrittmorningmarket.com</a>
Community Boards	As Required	Event Posters	

## 3<sup>RD</sup> PARTY PRINT MEDIA

MEDIUM	FREQUENCY	DETAILS	LINK
Invest in BC	Annual	Promoting Merritt	<a href="https://www.issuu.com/canadawidemediacanada/docs/investbc_lowres">www.issuu.com/canadawidemediacanada/docs/investbc_lowres</a>
Backroad Map Books	Annual	Promoting Merritt	<a href="https://www.backroadmapbooks.com">www.backroadmapbooks.com</a>
BC Business	Annual	Promoting Merritt	<a href="https://www.bcbusiness.ca/Magazine">www.bcbusiness.ca/Magazine</a>
Right Sizing Magazine	Annual	Promoting Merritt	<a href="https://www.rightsizingmedia.com/magazine/">www.rightsizingmedia.com/magazine/</a>
BC Living	Annual	Promoting Merritt	<a href="https://www.bcliving.ca/magazines.php">www.bcliving.ca/magazines.php</a>

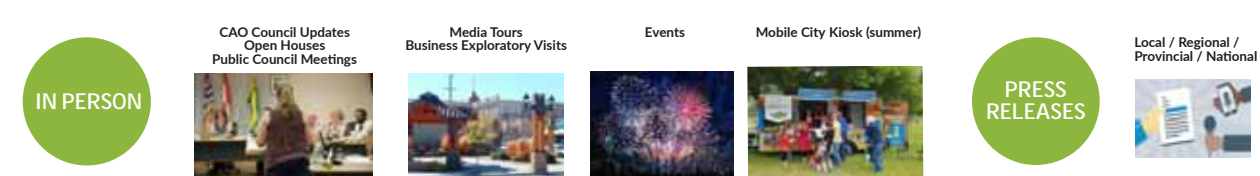
## 3<sup>RD</sup> PARTY ONLINE CHANNELS

MEDIUM	FREQUENCY	DETAILS	LINK
Destination BC	As Required	Promoting Merritt	<a href="https://www.destinationbc.ca">www.destinationbc.ca</a>
Thompson Okanagan Tourism Association	As Required	Promoting Merritt	<a href="https://www.thompsonokanagan.com">www.thompsonokanagan.com</a>
BC Living	As Required	Promoting Merritt	<a href="https://www.bcliving.ca">www.bcliving.ca</a>

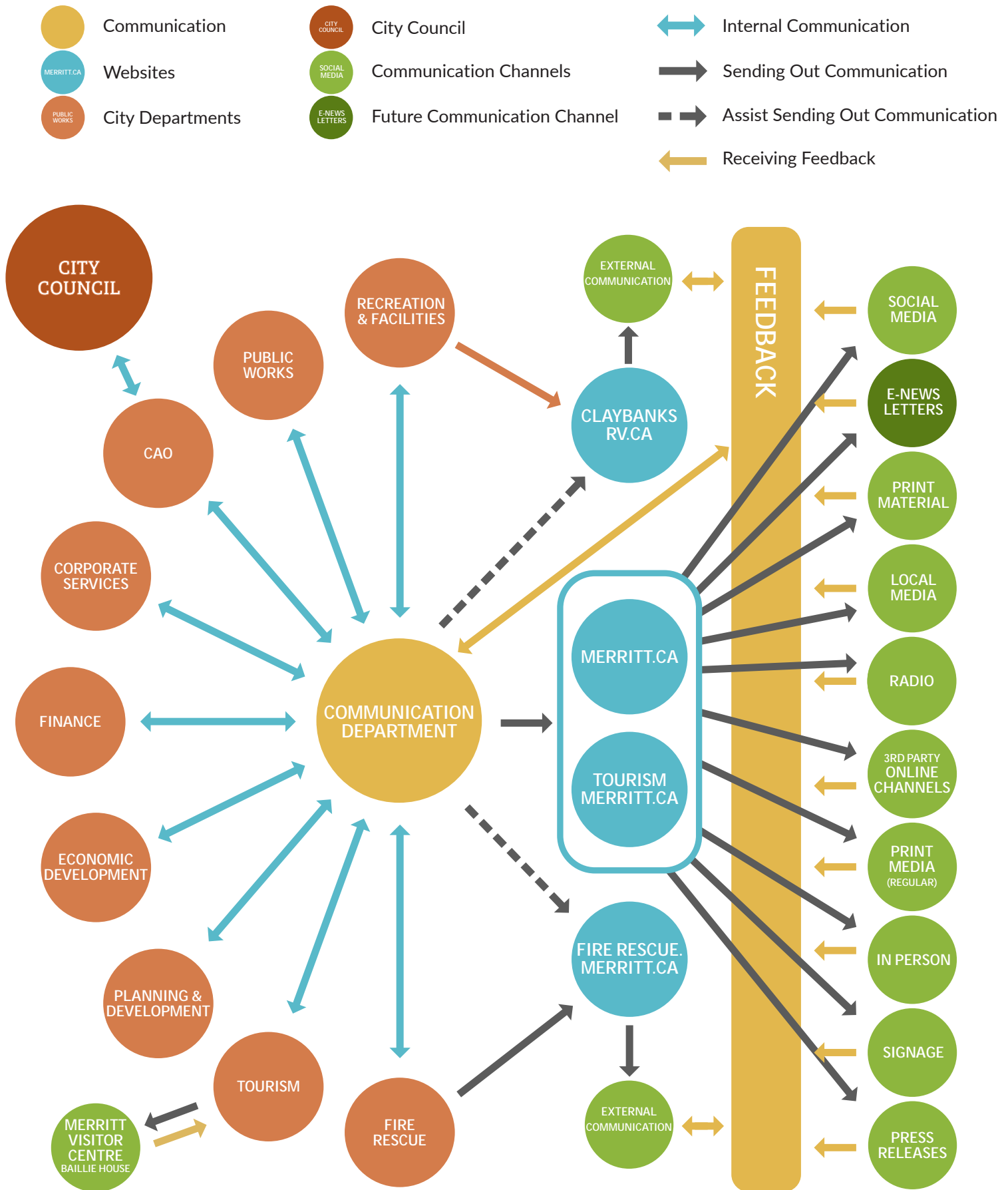
## IN PERSON

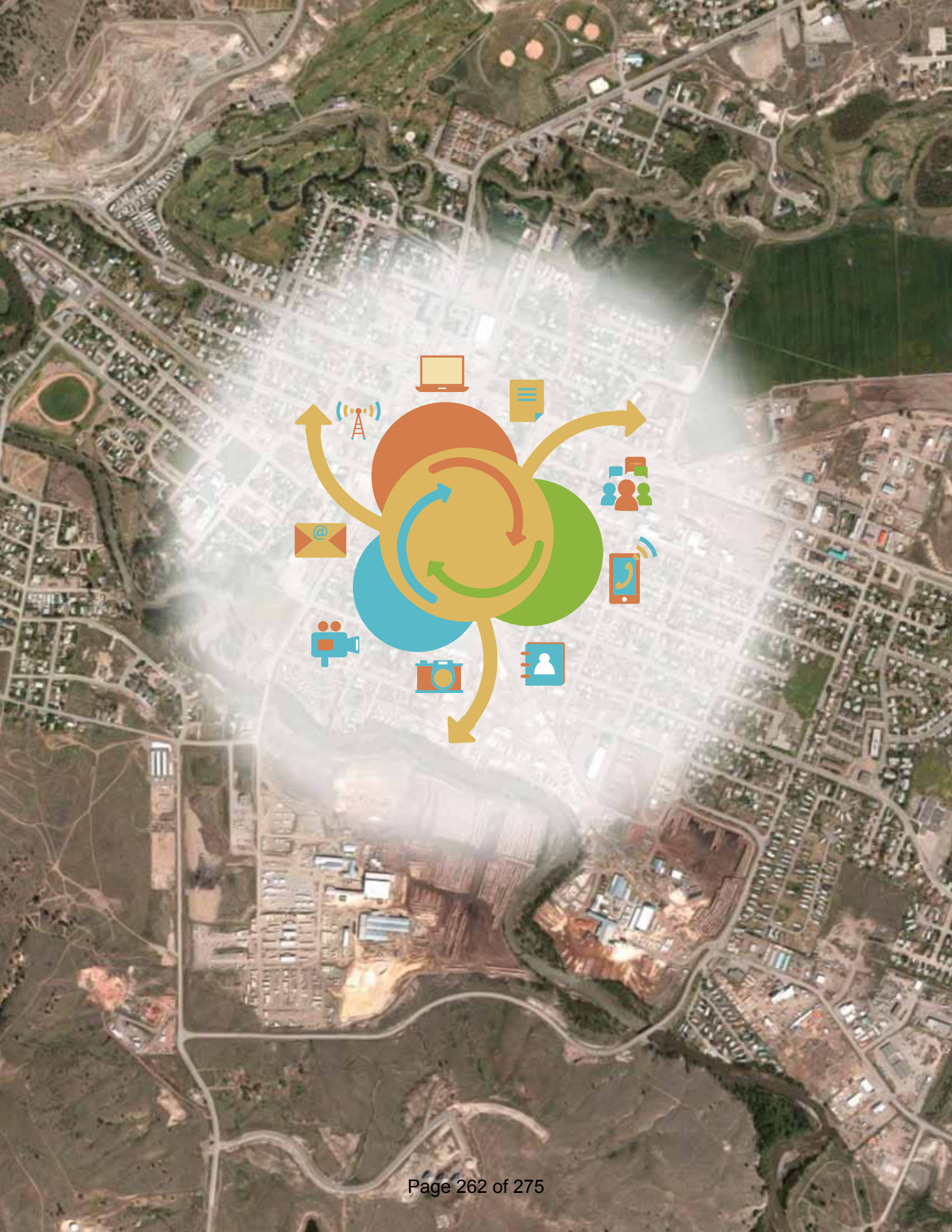
MEDIUM	FREQUENCY	DETAILS
CAO Council Updates	Bi-weekly	Department Info
Open Houses	As Required	Project Based
Council Meetings (Regular & Committee of the Whole)	Bi-weekly	City Info
Media Tours	As Required	Promoting Merritt
Business Exploratory Visits	As Required	Promoting Merritt
Events (Canada Day, Kid's Triathlon, New Year Fireworks, etc.)	As Required	City Info
Mobile City Kiosk (Summer)	As Required	Promoting Merritt Events & Tourism

# VISUAL REPRESENTATION



## APPENDIX B: COMMUNICATION FLOW PROPOSAL





# Report

**City of Merritt**  
**REGULAR Council Meeting**  
**August 18, 2020**

**File Number: 3010**

**To:** Sean Smith, Chief Administrative Officer  
**From:** Don McArthur, Planning Manager  
**Date:** August 13, 2020  
**Subject:** North Bench Neighbourhood Development Plan Engagement Strategy

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**RECOMMENDATION:**

**THAT Council receive this report as information.**

**Background:**

At the June 16<sup>th</sup> Council Meeting, staff presented a report on the selection of a consulting firm for the North Bench Neighbourhood Development Plan.

Since then, a start-up meeting was held on June 17<sup>th</sup>, a site visit was conducted on June 25<sup>th</sup>, and a draft Communications and Engagement Strategy has been developed (see Attachment A).

**Engagement**

The engagement strategy includes multiple opportunities and methods for community members to participate in development of the plan. An online survey will be launched in late August to ask residents to provide input. Following the survey, a workshop will be held in conjunction with the Official Community Plan (OCP) launch events in late September/ early October. There will also be an OCP workshop for the Bench neighbourhood in late October/ early November, which will provide another opportunity to receive input from residents on the North Bench Plan.

Engagement with local First Nations and the School District will also be conducted during the Fall.

**Next Steps**

- Dedicated North Bench webpage launch in late August
- Online Survey launch August 28<sup>th</sup>, which will remain open until September 14<sup>th</sup>
- Staff workshop in September
- Project update report to Council September 15<sup>th</sup>
- Workshop in late September/ early October, in conjunction with OCP launch

**Options / discussion**

1. That Council receive this report as information.

**Financial / Risk Implications:**

None.

**Others Consulted:**

N/A

**Attachments:**

Attachment A: North Bench NDP Engagement Strategy

**Respectfully submitted,**

**Don McArthur**  
**Planning and Development Services Manager**



PHASE 1 | NORTH BENCH NEIGHBOURHOOD DEVELOPMENT PLAN

# Communications & Engagement Strategy

# CONTENTS

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- 2.0 Engagement Objectives..... 2**
  - Using Community Input ..... 2
- 3.0 Communications Tools..... 3**
  - Content Strategy..... 3
  - Online Strategy ..... 3
  - Branding ..... 3
- 4.0 Engagement Process..... 4**
- 5.0 Measuring Success ..... 6**
  - Remaining Flexible ..... 6

## 1.0 PROJECT BACKGROUND

The City of Merritt is currently undertaking an initial phase of the North Bench Neighbourhood Development Plan. This initial phase will include a high-level plan that outlines the general infrastructure requirements, potential trail and transportation network and linkages, development strategy, and policy framework for land use and density. For the Plan to be successful, it will require engagement with the Merritt community. To facilitate this, the project will provide opportunities for community engagement, encourage participation in the development of the Neighbourhood Development Plan and ensure compatibility and alignment with surrounding neighbourhoods, infrastructure, and existing City Plans.

The project will be completed between August and November 2020 with consultation scheduled for September through November. The final Plan will be delivered to City staff, presented to City Council in November 2020 and will include a summary of all stakeholder/resident input.

This document outlines a process for involving community members and key stakeholders in the development of the North Bench Neighbourhood Development Plan. Because the City is concurrently engaging community members on its Official Community Plan (OCP) and Active Transportation Plan, the North Bench Neighbourhood Development Plan engagement process will tie into the processes of these other Plans as much as possible.

Given the current physical distancing policies and limits to large gatherings due to the COVID-19 pandemic, we anticipate that some community engagement events planned for this Plan and concurrent City Plans may be adjusted to virtual events. As such, we will work closely with the City to identify solutions to challenges as they arise and maintain alignment with concurrent planning processes.

## 2.0 ENGAGEMENT OBJECTIVES

The overarching purpose of this strategy is to enable a two-way dialogue with Merritt residents and stakeholders regarding the future of the North Bench Neighbourhood, and to ensure the final Plan reflects the needs, aspirations, and concerns of residents. The goals for community engagement include the following:

- Ensure that residents, local First Nations communities, Council and other stakeholders are meaningfully engaged, and their input sought
- Raise awareness for the Phase 1 North Bench Neighbourhood Development Plan
- Increase the familiarity of residents with the study area
- Seek input on existing and future use of the North Bench area
- Help to educate residents and stakeholders on the planning process in an effort to gather support for the Phase 1 North Bench Area Neighbourhood Development Plan
- Manage expectations on what the Plan can accomplish

### **USING COMMUNITY INPUT**

Managing expectations and implementing a transparent process are critical pieces of any consultation process. The International Association of Public Participation (IAP2) refers to five levels of public participation; inform, consult, involve, collaborate, and empower. Engagement for the North Bench Neighbourhood Development Plan will largely be at the inform and consult levels. This means we will keep the public informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input is influencing decision-making.

## 3.0 COMMUNICATIONS TOOLS

### CONTENT STRATEGY

Various tools will be used to seek feedback from residents and stakeholders. These can include:

- **Project Website** - A North Bench Neighbourhood Development Plan website this is already set-up as a page on the City's main website. The website will be supplemented with informational/educational materials about the project.
- **Social Media** - the City's Facebook, Twitter and Instagram accounts will be leveraged to communicate project details and key dates
- **Use of Graphics** - Visual content, maps and graphics are better for relaying key project information and obtaining feedback
- **Use of Polling Equipment** - Urban Systems has polling equipment that can be used to ask participants in a community meeting multiple choice questions and seek instant feedback
- **Visualizations** - Urban Systems mapping and GIS staff can use digital photos and visualizations to help illustrate existing conditions, a potential development scenarios or design guidelines
- **Newspaper ads** - through the Merritt Herald, including online publication
- **Internal communication** - clear lines of communication among City staff and Urban Systems is key to the delivery of a successful Plan
- **Survey** - a survey will be used to generate awareness on the project, as well as to seek input from the community on how they envision the lands being used in the future

### ONLINE STRATEGY

#### *North Bench Neighbourhood Development Plan Project Site*

Information related to the North Bench Neighbourhood Development Plan process and opportunities for engagement both online and in-person will be shared on a project website, hosted on the City's website. This webpage will be the primary location for project-related updates and information. Information housed on the website will emphasize key messages and be updated throughout the planning process as required. The City's [planning@merritt.ca](mailto:planning@merritt.ca) email will be included on the project website for residents and stakeholders to submit inquiries.

#### *Social Media*

Social media will be used to share project updates, raise awareness for the North Bench Neighbourhood Development Plan, and communicate opportunities for engagement. This use should include postings and posting boosts, including content and imagery generated throughout the process to use at the City's discretion.

### BRANDING

The City of Merritt's Graphic Standards Manual will be used for all public-facing documents for the North Bench Neighbourhood Development Plan, including the City's logo, type-face and colours to ensure the project is recognizable and consistent.

## 4.0 ENGAGEMENT PROCESS

Input will be collected using a range of methods to meet the needs of different audiences throughout the development of the North Bench Neighbourhood Development Plan. The table below outlines engagement activities, communication tools and timing that we recommend for seeking input and support from the Merritt community.

Tool/Activity	Timing	Description	Roles & Responsibilities
Communications & Engagement Strategy	Mid -August	<ul style="list-style-type: none"> <li>Include engagement objectives and communication and engagement tools</li> </ul>	<ul style="list-style-type: none"> <li>Urban Systems Ltd. (USL) to craft content</li> </ul>
Reports to Council	August to November	<ul style="list-style-type: none"> <li>Seek Council input at Council meetings throughout the process</li> </ul>	<ul style="list-style-type: none"> <li>City to present reports at Council meetings</li> <li>USL to present Final Plan to Council</li> </ul>
Project website and online presence	August launch with ongoing updates	<ul style="list-style-type: none"> <li>Develop content for project website that communicates key project messaging (website will be continuously updated as the Plan is developed)</li> <li>During the summer, project updates will be posted to ensure the project remains visible and on the minds of community members between the formal engagement periods</li> </ul>	<ul style="list-style-type: none"> <li>USL to provide initial website content (text, photos and/or map)</li> <li>City to develop project page, review content and upload</li> </ul>
Community Survey	August 28 <sup>th</sup> launch	<ul style="list-style-type: none"> <li>Standalone survey designed to collect input on potential amenities, infrastructure, trail and transportation networks, and land use related to the North Bench neighbourhood</li> <li>Online survey will run from August 28<sup>th</sup> to September 14<sup>th</sup>. These dates were selected as to not overlap with surveys for other City initiatives</li> <li>Results will be used to inform the draft plan</li> <li>Although the online survey will be closed, paper copies of the survey will be available during the in-person event (described below)</li> </ul>	<ul style="list-style-type: none"> <li>USL to design survey questions and upload to USL's Survey Monkey account</li> <li>City to review and provide final sign-off on survey</li> </ul>
Newspaper ad	Early September	<ul style="list-style-type: none"> <li>Newspaper ad in the Merritt Herald to promote community survey and raise awareness for the project</li> </ul>	<ul style="list-style-type: none"> <li>City to work with local paper for publication using standing agreement</li> </ul>
Social media blitz	September to November	<ul style="list-style-type: none"> <li>Frequent posts to the City's social media channels promoting the North Bench Neighbourhood Development Plan</li> <li>Posts will include links to the project website/survey</li> </ul>	<ul style="list-style-type: none"> <li>USL to provide content and images (text, photos and/or map)</li> <li>City to post to social channels</li> </ul>

Tool/Activity	Timing	Description	Roles & Responsibilities
First Nations outreach	September to November	<ul style="list-style-type: none"> <li>Introduce the project to local First Nations and provide opportunities for input on the North Bench area and Plan</li> <li>Seek feedback on how to best engage further on the proposed Plan, as well as the appropriate levels of engagement</li> </ul>	<ul style="list-style-type: none"> <li>City to facilitate and attend meetings</li> <li>USL to help facilitate discussions</li> </ul>
School District outreach	October	<ul style="list-style-type: none"> <li>Facilitate discussions with School District representatives to discuss potential new school facility</li> </ul>	<ul style="list-style-type: none"> <li>City will facilitate and attend meetings</li> <li>USL will attend meetings remotely</li> </ul>
Open House Launch Event	Late September - Early October	<ul style="list-style-type: none"> <li>Tie in North Bench open house launch event with OCP Engagement Launch event</li> <li>Information panels will present initial findings</li> <li>Will include interactive elements and have the online survey available in hardcopy format</li> <li>Feedback will be collected to inform the concept design</li> <li>Format of event (in-person or virtual) will be confirmed closer to September when more is known about potential COVID-19 restrictions.</li> <li>Detailed event planning will be undertaken by WSP</li> </ul>	<ul style="list-style-type: none"> <li>City to confirm with WSP regarding timing and format of event</li> <li>USL to design information panels</li> <li>City to review materials</li> <li>USL to present materials</li> </ul>
Bench Sector Engagement Session	Late October	<ul style="list-style-type: none"> <li>Tie into Bench Sector engagement as part of the OCP project.</li> <li>Intent is to obtain feedback from those living, working and playing directly adjacent to, and within, the study area.</li> </ul>	<ul style="list-style-type: none"> <li>USL to design and present materials</li> </ul>
Engagement Summary Report	Late October - Early November	<ul style="list-style-type: none"> <li>Summarize feedback to date for integration into technical work</li> <li>Published on the project website</li> </ul>	<ul style="list-style-type: none"> <li>USL to prepare summary report with input from City as required</li> <li>City to review</li> </ul>
Update website content	September to November	<ul style="list-style-type: none"> <li>Regular updates on where we are in the process and results from community survey</li> <li>Publish engagement summary report</li> </ul>	<ul style="list-style-type: none"> <li>USL to provide content (text, photos and/or maps)</li> <li>City to review content and upload to project page</li> </ul>
Reporting back Summary	Early November	<ul style="list-style-type: none"> <li>A summary of what we heard from the engagement process, including the survey and project open house and Bench Sector engagement events</li> <li>This summary will be hosted on the project website and will include a survey in order to obtain feedback</li> </ul>	<ul style="list-style-type: none"> <li>USL to draft report and feedback questionnaire</li> </ul>

## ADDITIONAL MEETINGS

- Project Start-up meeting (completed)
- North Bench Site Tour (completed)
- Working group meeting - September and October
- Council presentation - November 24<sup>th</sup>

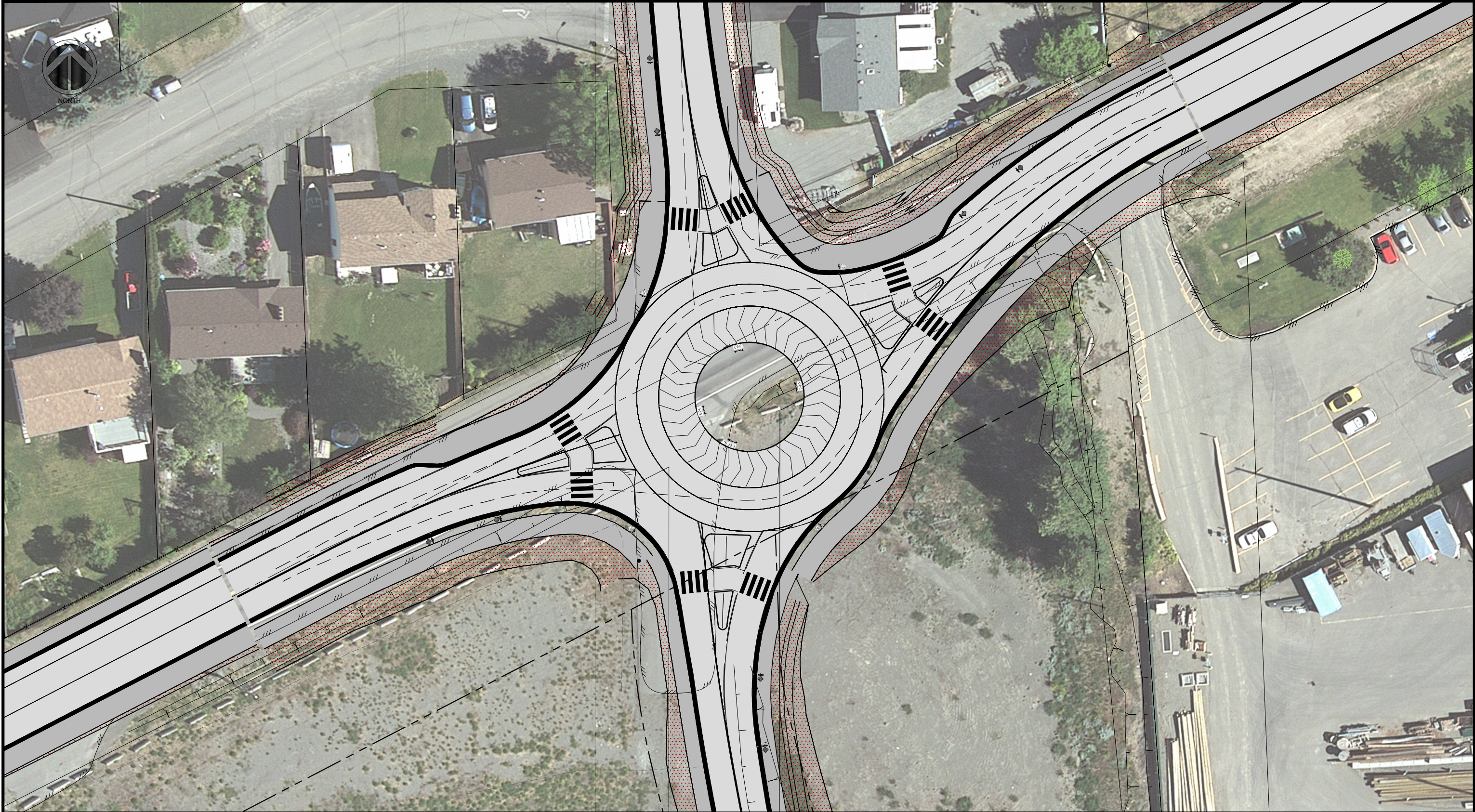
## 5.0 MEASURING SUCCESS

The following tools will be used to measure the success of engagement:

- **Survey(s):** Number of surveys completed and an evaluation of the diversity of respondents (based on demographic questions, such as age, gender, neighbourhood, among others)
- **Participant counters and/or sign-in sheets:** Number of attendees at public events (in-person or virtual)
- **Online analytics:** Website hits and interactions on social media

## REMAINING FLEXIBLE

Due to the on-going COVID 19 pandemic, the project team will remain flexible and adaptable as it relates to the community engagement activities employed. Urban Systems will remain in close communication with the City of Merritt to monitor the current recommendations from public health authorities regarding public gatherings and if required, will revise the approach to community engagement accordingly.



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Suite 700, Landmark 6, 1631 Dickson Avenue  
Kelowna, BC V1Y 0B5  
T 250 980-5500 | www.wsp.com

LEGEND

PROJECT:

Voght Street Improvements - Phase 2

TITLE:

Voght - Grimmert Roundabout Concept - Option 1

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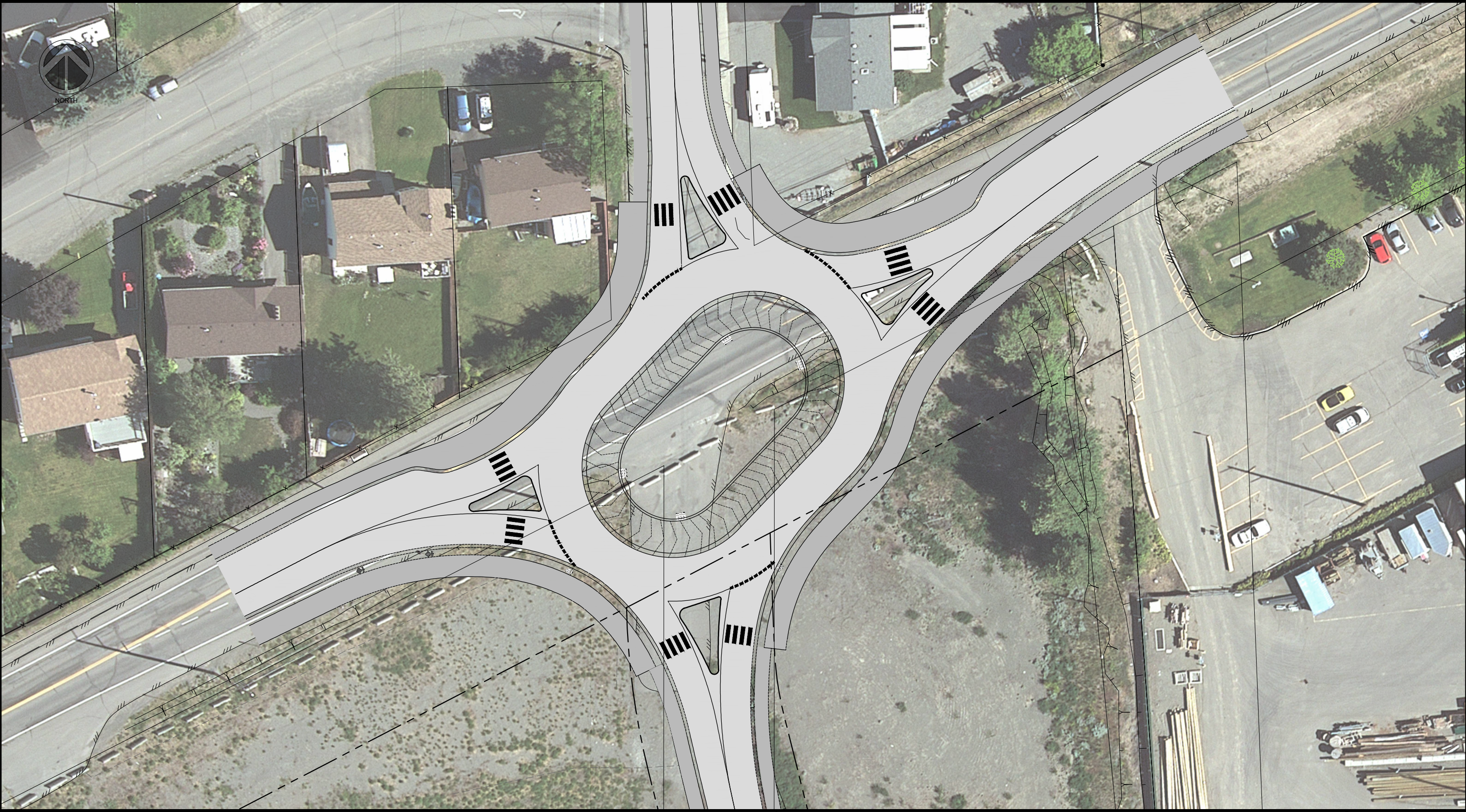
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PROJECT NO:  
20M-00944-00

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Suite 700, Landmark 6, 1631 Dickson Avenue  
Kelowna, BC V1Y 0B5  
T 250 980-5500 | www.wsp.com

LEGEND

PROJECT:

Voght Street Improvements - Phase 2

TITLE:

Voght - Grimmert Roundabout Concept - Option 2

SCALE:

1:250

DATE:

2020-08-07

PROJECT NO:

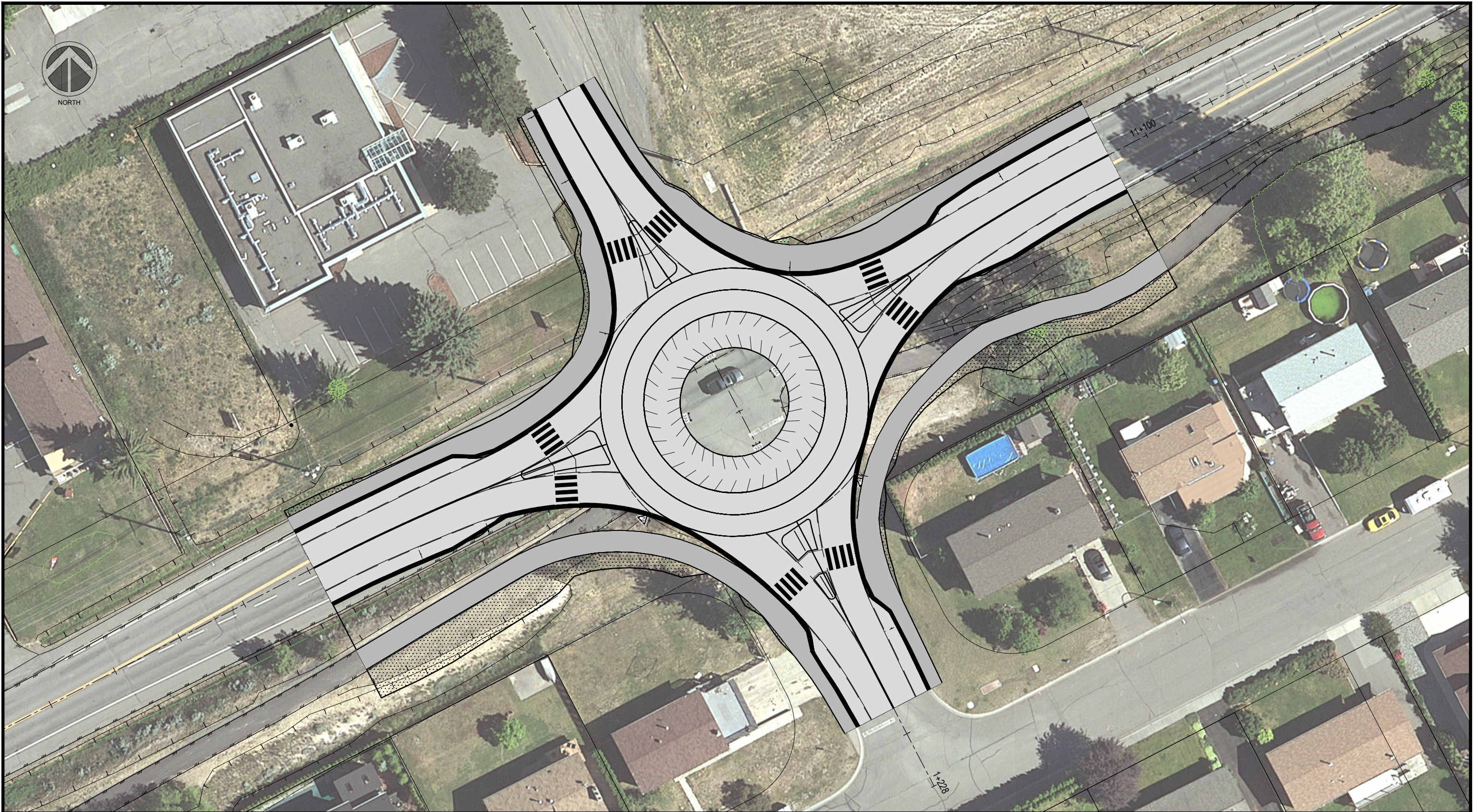
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**wsp**  
Suite 700, Landmark 6, 1631 Dickson Avenue  
Kelowna, BC V1Y 0B5  
T 250 980-5500 | www.wsp.com

LEGEND

PROJECT:

Voght Street Improvements - Phase 2

TITLE:

Voght - Walters Roundabout Concept

SCALE:  
1:250

DATE:  
2020-08-07

PROJECT NO:  
20M-00944-00

DRAWING NO:

F001