

1. November 9, 2020 Council Agenda And Correspondence

Documents:

[NOVEMBER 9, 2020 AGENDA.PDF](#)  
[NOVEMBER 9, 2020 CORRESPONDENCE.PDF](#)

1.I. November 9, 2020 Late Submissions

Documents:

[NOVEMBER 9, 2020 LATE SUBMISSION ITEM 9.5.PDF](#)  
[NOVEMBER 9, 2020 LATE SUBMISSION ITEM 11.1 AND 11.2.PDF](#)

1.II. November 9, 2020 Reports

Documents:

[NOVEMBER 9, 2020 HOUSING STRATEGY REPORT.PDF](#)  
[NOVEMBER 9, 2020 HOUSING NEEDS REPORT.PDF](#)  
[NOVEMBER 9, 2020 CEEP REPORT.PDF](#)

1.II.i. November 9, 2020 Public Budget Component Of Regular Council Meeting

Documents:

[NOVEMBER 9, 2020 PUBLIC BUDGET COMPONENT.PDF](#)

1.II.ii. November 9, 2020 Late Item 12.2

Documents:

[NOVEMBER 9, 2020 LATE ITEM 12.2.PDF](#)



## ***AGENDA***

### **City of Salmon Arm Regular Council Meeting**

**Monday, November 9, 2020  
1:30 p.m.**

***[Public Session Begins at 2:30 p.m.]  
Council Chambers of City Hall  
500 – 2 Avenue NE and by Electronic means  
as authorized by Ministerial Order M192***

| <b>Page #</b> | <b>Item #</b> | <b>Description</b>  |
|---------------|---------------|---|
|               | 1.            | <b>CALL TO ORDER</b>  |
| 1 – 2         | 2.            | <b>IN-CAMERA SESSION</b>  |
|               | 3.            | <b>ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b><br><i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i> |
|               | 4.            | <b>ADOPTION OF AGENDA</b>   |
|               | 5.            | <b>DISCLOSURE OF INTEREST</b>   |
|               | 6.            | <b>CONFIRMATION OF MINUTES</b>  |
| 3 – 14        | 1.            | Regular Council Meeting Minutes of October 26, 2020   |
|               | 7.            | <b>COMMITTEE REPORTS</b>  |
| 15 – 18       | 1.            | Development and Planning Services Committee Meeting Minutes of November 2, 2020   |
| 19 – 24       | 2.            | Shuswap Regional Airport Operations Committee Meeting Minutes of October 21, 2020   |
| 25 – 28       | 3.            | Active Transportation Task Force Meeting Minutes of November 2, 2020  |
|               | 8.            | <b>COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>  |
| 29 – 36       | 1.            | Board in Brief – October, 2020  |
|               | 9.            | <b>STAFF REPORTS</b>  |
| 37 – 42       | 1.            | Chief Administrative Officer – Corporate Strategic Plan Update  |
| 43 – 46       | 2.            | Fire Chief – Purchase of Aerial Ladder Platform Truck   |



9. **STAFF REPORTS - continued**
- 47 – 50 3. Manager of Permits & Licensing – Recommendation to Cancel Notice On Title – P. & M. Klem
- 51 – 62 4. Director of Development Services – Agricultural Land Commission Application No. ALC-398 [Charlton, S. & H./Browne Johnson Land Surveyors; 4270 10 Avenue SE; Exclusion]
- 63 - 134 5. Director of Development Services – Agricultural Land Commission Application No. ALC-397 [Smith, R. & M.; 1281 70 Avenue NE; Inclusion and Exclusion]
10. **INTRODUCTION OF BYLAWS**
11. **RECONSIDERATION OF BYLAWS**
- 135 – 154 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 [OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] – Second Reading
- 155 – 158 2. City of Salmon Arm Zoning Amendment Bylaw No. 4411 [ZON-1184; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6] *[See item 11.1 for Staff Report]* – Second Reading
- 159 – 176 3. City of Salmon Arm Zoning Amendment Bylaw No. 4407 [ZON-1186; B. Neufeld; 1831 22 Street NE; R-1 to R-8] – Final Reading
- 177 – 190 4. City of Salmon Arm Zoning Amendment Bylaw No. 4412 [ZON-1187; R. Wiens; 2830 25 Street NE; R-1 to R-8] – Final Reading
- 191 – 212 5. City of Salmon Arm Zoning Amendment Bylaw No. 4414 [ZON-1188; K. & G. Lamb/1261694 BC Ltd.; 3510 20 Avenue NE; R-1 to R-8] – Final Reading
- 213 – 224 6. City of Salmon Arm Five Year Financial Plan Amendment Bylaw No. 4423 (2020 – 2024) – Final Reading
- 225 – 248 7. City of Salmon Arm Zoning Amendment Bylaw No. 4405 [ZON-1182; Cornerstone Christian Reformed Church/J. Roodzant; 1191 22 Street NE; P-3 to C-6] – Second Reading
12. **CORRESPONDENCE**
- 249 – 250 1. Informational Correspondence
13. **NEW BUSINESS**
14. **PRESENTATIONS/DELEGATIONS**
- 251 – 258 1. Presentation 4:00 – 4:15 p.m. (approximately)  
Matt Thompson, Urban Matters – Community Housing Strategy
- 259 – 276 2. Presentation 4:15 – 4:30 p.m. (approximately)  
Trish Dehnel, Community Energy Association – Community Energy Plan
- 277 – 278 3. Presentation 4:30 – 4:35 p.m. (approximately)  
Anne Morris - ICAN Cities Appeal

- 15. COUNCIL STATEMENTS
- 16. SALMON ARM SECONDARY YOUTH COUNCIL
- 17. NOTICE OF MOTION
- 18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS
- 19. OTHER BUSINESS
- 20. QUESTION AND ANSWER PERIOD

**7:00 p.m.**

| <b>Page #</b> | <b>Item #</b> | <b>Description</b>   |
|---------------|---------------|--|
|               | 21.           | DISCLOSURE OF INTEREST   |
|               | 22.           | PUBLIC INPUT - 2021 BUDGET   |
|               | 23.           | HEARINGS   |
| 279 – 294     | 1.            | Development Variance Permit Application No. VP-520 [Clark, I. & L./Green Emerald Estates/ Arsenault, G.; 3181 Okanagan Avenue NE; Fences and Retaining Walls height] |
|               | 24.           | STATUTORY PUBLIC HEARINGS  |
|               | 25.           | RECONSIDERATION OF BYLAWS  |
|               | 26.           | QUESTION AND ANSWER PERIOD   |
| 295 – 296     | 27.           | ADJOURNMENT  |

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Item 2.

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

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

### Vote Record

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

Opposed:

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

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Item 6.1

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of October 26, 2020, be adopted as circulated.

### Vote Record

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

Opposed:

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



## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers and by electronic means as authorized by Ministerial Order M192, at 1:30 p.m. and reconvened at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Monday, October 26, 2020.

### PRESENT:

Mayor A. Harrison  
 Councillor D. Cannon  
 Councillor C. Eliason (participated remotely)  
 Councillor K. Flynn  
 Councillor S. Lindgren  
 Councillor T. Lavery (participated remotely)  
 Councillor L. Wallace Richmond (participated remotely)

Chief Administrative Officer C. Bannister  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Corporate Services E. Jackson  
 Director of Development Services K. Pearson  
 Acting Chief Financial Officer T. Tulak (participated remotely)  
 Manager of Shuswap Recreation Society D. Boyd  
 Recorder C. Simmons

### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:32 p.m.

### 2. IN-CAMERA SESSION

0460-2020                      Moved: Councillor Wallace Richmond  
                                       Seconded: Councillor Lavery  
                                       THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:32 p.m.  
 Council returned to Regular Session at 2:26 p.m.  
 Council recessed until 2:33 p.m.

### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Mayor Harrison read the following statement: "We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together."

**4. REVIEW OF AGENDA**

Addition under item 23.3/24.3 B. Wice – email dated October 26, 2020 – Proposed Amendment to Zoning Bylaw No. 2303

Addition under item 23.3/24.3 E. Underhill – letter dated October 25, 2020 – Rezoning Development of 3510 20 Avenue NE Salmon Arm

Addition under item 23.3/24.3 R. Spyksma – letter dated October 26, 2020 – 1820 36 Street Rezoning Application

Addition under item 23.3/24.3 F. Fennell and B. Cotter – email dated October 23, 2020 – Rezoning ZON-1188/Bylaw No. 4414

Addition under item 23.3/24.3 M. Cuthill – letter received October 26, 2020 – Zoning Change Proposed for 3510 20 Avenue NE

**5. DISCLOSURE OF INTEREST****6. CONFIRMATION OF MINUTES****1. Regular Council Meeting Minutes of October 13, 2020**

0461-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of October 13, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY

**7. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of October 19, 2020**

0462-2020

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of October 19, 2020, be received as information.

CARRIED UNANIMOUSLY

**2. Active Transportation Task Force Meeting Minutes of October 19, 2020**

0463-2020

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of October 19, 2020, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE9. STAFF REPORTS

1. Director of Corporate Services - Lease and Operating Agreements for the SASCU Recreation Centre Facility, Shaw Centre Twin Sheet Arena Complex, SASCU Little Mountain Sports Complex Field House and Memorial Arena Sports Complex - April 1, 2020 to March 31, 2025

0464-2020

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Mayor and Corporate Officer be authorized to execute Lease and Operating Agreements with the Shuswap Recreation Society for the SASCU Recreation Centre Facility, Shaw Centre Twin Sheet Arena Complex, SASCU Little Mountain Sports Complex Field House and Memorial Arena Sports Complex, each for five (5) year terms commencing April 1, 2020, subject to Community Charter Advertising Requirements.

CARRIED UNANIMOUSLY

2. Director of Engineering & Public Works - LED Street Light Conversion - Downtown Phase II

0465-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to include the LED Street Light Conversion Downtown Project (Project No. ENG2020-55) for \$30,000.00 funded from the reallocation of funds from the Hudson Avenue Revitalization Project in the amount of \$30,000.00;

AND THAT: Council award the purchase of LED Street Light fixtures to EECOL Electric Kelowna, in accordance with the terms and conditions of their supplier quote in the amount of \$21,600.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

3. Director of Development Services - Agricultural Land Commission Application No. ALC-395 [Mountainview Baptist Church/Alberts, K.; Non-Farm Use

0466-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Agricultural Land Commission Application No. ALC-395 be authorized for submission to the Agricultural Land Commission.

CARRIED

Councillor Eliason Opposed

9. STAFF REPORTS - continued

4. Director of Corporate Services - Visitor Information Services

0467-2020

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council direct staff to engage Authentic Experiences Consulting to develop a Visitor Service Strategy for \$23,280.00 plus GST funded from Tourist Information;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the Visitor Service Strategy Services to authorize sole sourcing of same to Authentic Experiences Consulting.

CARRIED UNANIMOUSLY

5. Director of Engineering & Public Works - Community Economic Recovery Infrastructure Program - Park and Walkway Lighting Project

0468-2020

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Council authorize the submission of two (2) grant applications under the Community Economic Recovery Infrastructure program (CERIP), for the Park and Walkway Lighting Project, estimated cost \$265,000.00 plus taxes and the 13 Avenue Industrial Park Redevelopment Project, estimated cost \$985,000.00 plus taxes.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 [OCP4000-43; Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] - First Reading

0469-2020

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 be read a first time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4411 [ZON-1184; [Kearl, R.; 1050 & 1091 18 Street NE; R-5 to C-6] - First Reading

0470-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4411 be read a first time;

AND THAT: final reading be withheld subject to:

- 1) Ministry of Transportation and Infrastructure approval; and
- 2) adoption of the associated Official Community Plan Amendment Bylaw.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS – Continued

3. City of Salmon Arm Five Year Financial Plan Amendment Bylaw No. 4423 (2020 – 2024) – First, Second and Third Readings

0471-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Five Year Financial Plan Amendment Bylaw No. 4423 be read a first, second and third time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4418 [Sewer Rates] – Final Reading

0472-2020

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4418 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

1. Informational Correspondence

5. L. Fitt, Manager, Salmon Arm Economic Development Society– letter dated October 14, 2020 – Food Hub Grant – Receipt of Funds

0473-2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: Council approve the City of Salmon Arm to act as the recipient of funds from the BC Ministry of Agriculture for the Food Hub Grant on behalf of the Salmon Arm Economic Development Society.

CARRIED UNANIMOUSLY

8. B. Henry, Provincial Health Office, Ministry of Health – letter dated October 2020 – Immunizations

0474-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: staff provide a letter to the Ministry of Health advising that the City of Salmon Arm facilities and indoor spaces will be available to public health officials on a temporary basis for immunization clinics in the fall and winter.

CARRIED UNANIMOUSLY

**12. CORRESPONDENCE - continued****1. Informational Correspondence - continued**

Councillor Lindgren left the meeting at 3:51 p.m.

**6. L. Wong, Manager, Downtown Salmon Arm - letter dated October 19, 2020 - Storywalk**

0475-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council approve the Downtown Storywalk and authorize use of the Art Gallery and Fletcher Park as stops for the story book and sidewalk space for chalk art from November 28, 2020 to January 4, 2021, subject to the provision of adequate supervision, consultation with the Art Gallery, liability insurance and adherence to Provincial Health Guidelines.

Councillor Lindgren returned to the meeting at 3:52 p.m.

CARRIED UNANIMOUSLY

**7. J. King, Principal, South Canoe Elementary - Outdoor Learning Program - letter received October 20, 2020 - Klahani Park porta potty**

0476-2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Council approve the Outdoor Learning Program to place a porta potty at Klahani Park in consultation with staff subject to all costs being the responsibility of South Canoe Elementary and adequate liability insurance.

CARRIED UNANIMOUSLY

**13. NEW BUSINESS****14. PRESENTATIONS****1. T. Kutschker, Director/Curator, and Kate Fagervik, Manager of Visitor Experience/Art Educator, Shuswap District Arts Council - Pride Project Update and Public Art Recommendation**

Tracey Kutschker, Director/Curator, and Kate Fagervik, Manager of Visitor Experience/ Art Educator, Shuswap District Arts Council provided an update on the Pride Project and Public Art Recommendation and was available to answer questions from Council.

**a. T. Kutschker, Director/Curator, Shuswap District Arts Council - letter dated September 10, 2020 - Salmon Arm Pride Project Committee Public Art Recommendation**

Received for information.



15. COUNCIL STATEMENTS
16. SALMON ARM SECONDARY YOUTH COUNCIL
17. NOTICE OF MOTION
18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS
19. OTHER BUSINESS
20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:28 p.m.  
The Meeting reconvened at 7:00 p.m.

**PRESENT:**

Mayor A. Harrison  
Councillor D. Cannon  
Councillor C. Eliason (participated remotely)  
Councillor K. Flynn  
Councillor S. Lindgren  
Councillor T. Lavery (participated remotely)  
Councillor L. Wallace Richmond (participated remotely)

**PRESENT:**

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

21. DISCLOSURE OF INTEREST
22. HEARINGS

**23. STATUTORY PUBLIC HEARINGS****1. Zoning Amendment Application No. ZON-1186 [B. Neufeld; 1831 22 Street NE; R-1 to R-8]**

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

B. Neufeld, the applicant, presented by virtual means and outlined the application. He was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:10 p.m. and the next item ensued.

**2. Zoning Amendment Application No. ZON-1187 [R. Wiens; 2830 25 Street NE; R-1 to R-8]**

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

R. Wiens, the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:13 p.m. and the next item ensued.

**3. Zoning Amendment Application No. ZON-1188 [K. & G. Lamb/1261694 BC Ltd.; 3510 20 Avenue NE; R-1 to R-8]**

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

B. Wice – email dated October 26, 2020 – Proposed Amendment to Zoning Bylaw No. 2303

E. Underhill – letter dated October 25, 2020 – Rezoning Development of 3510 20 Avenue NE Salmon Arm

R. Spyksma – letter dated October 26, 2020 – 1820 36 Street Rezoning Application

Fennell and B. Cotter – email dated October 23, 2020 – Rezoning ZON-1188/Bylaw No. 4414

M. Cuthill – letter received October 26, 2020 – Zoning Change Proposed for 3510 20 Avenue NE

T. Sismey, the applicant, outlined the application and was available to answer questions from Council.

B. Cuthill, 3190 18 Avenue NE expressed concerns that increased density would have an effect on the livability of the community in Country Hills subdivision.

23. STATUTORY PUBLIC HEARINGS – continued3. Zoning Amendment Application No. ZON-1188 [K. & G. Lamb/1261694 BC Ltd.; 3510 20 Avenue NE; R-1 to R-8] – continued

D. Thomson, 3152 18 Avenue NE spoke to increased traffic, lack of sidewalks and suggested a comprehensive traffic study.

R. Spyksma, 1820 36 Street NE expressed concerns regarding increase in non-neighbourhood traffic, street parking, duplication and close proximity of the school.

D. Pearce, 3380 20 Avenue NE spoke to increased access traffic on 20 Avenue NE and the lack of walkways and greenspace and suggested a traffic study on 20 Avenue NE and 30 Street NE.

B. Wice, 1781 36 Street NE expressed concerns with 20 Avenue NE and speeding and suggested traffic calming measures and a traffic study.

K. Thiessen, 3710 16 Avenue NE spoke regarding the need for a traffic study.

C. Young, 3390 16 Avenue NE expressed concerns with the width of 16 Avenue NE, parking, increased traffic and the close proximity of the school.

C. Baerg, 3361 16 Avenue NE expressed concerns with the width of 16 Avenue NE, potential drainage problems, greenspace, potential tree removal and parking.

Following three calls for submissions and questions from Council, the Public Hearing was closed 8:04 p.m.

24. RECONSIDERATION OF BYLAWS1. City of Salmon Arm Zoning Amendment Bylaw No. 4407 [ZON-1186; B. Neufeld; 1831 22 Street NE; R-1 to R-8] – Third Reading

0477-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4407 be read a third time.

CARRIED UNANIMOUSLY2. City of Salmon Arm Zoning Amendment Bylaw No. 4412 [ZON-1187; R. Wiens; 2830 25 Street NE; R-1 to R-8] – Third Reading

0478-2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Amendment Bylaw No. 4412 be read a third time.

CARRIED UNANIMOUSLY24. RECONSIDERATION OF BYLAWS – continued

3. City of Salmon Arm Zoning Amendment Bylaw No. 4414 [ZON-1188; K. & G. Lamb/1261694 BC Ltd.; 3510 20 Avenue NE; R-1 to R-8] - Third Reading

0479-2020

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Amendment Bylaw No. 4414 be read a third time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0480-2020

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of October 26, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:45 p.m.

CERTIFIED CORRECT:

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
MAYOR

Adopted by Council      the day of                      , 2020.

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Item 7.1

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of November 2, 2020, be received as information.

### Vote Record

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

Opposed:

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



## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers and by electronic means by Ministerial Order M192, on **Monday, November 2, 2020.**

### **PRESENT:**

Mayor A. Harrison  
 Councillor T. Lavery (participated remotely)  
 Councillor L. Wallace Richmond (participated remotely)  
 Councillor D. Cannon (participated remotely)  
 Councillor S. Lindgren  
 Councillor K. Flynn

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

### **ABSENT:**

Councillor C. Eliason

#### **1. CALL TO ORDER**

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

#### **2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Mayor Harrison read the following statement: "We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together."

#### **3. REVIEW OF THE AGENDA**

#### **4. DISCLOSURE OF INTEREST**

#### **5. REPORTS**

1. **Development Variance Permit Application No. VP-520 [Clark, I. & L./Green Emerald Estates/Arsenault, G.; 3181 Okanagan Avenue NE; Fences and Retaining Walls height]**

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-520 be authorized for issuance for Lot 3, Section 18, Township 20, Range 9, W6M, KDYD, Plan EPP78527, which will vary Zoning Bylaw No. 2303 as follows:

**5. REPORTS - continued****1. Development Variance Permit Application No. VP-520 [Clark, I. & L./Green Emerald Estates/Arsenault, G.; 3181 Okanagan Avenue NE; Fences and Retaining Walls height] - continued**

1. Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 ft) to 4.5 m (14.8 ft);

AND THAT: Issuance of Development Variance Permit No. VP-520 be withheld subject to an amendment, at cost of the applicant, to the Statutory Right of Way registered under CA6583185 to document the area of encroachment of the retaining wall over Statutory Right of Way Plan EPP78528; and should the City require access to the City sewer manhole, any removal or replacement costs for the wall, be the responsibility of the property owner.

I. Clark, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

**2. Agricultural Land Commission Application No. ALC-398 [Charlton, S. & H./Browne Johnson Land Surveyors; Exclusion]**

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-398 be authorized for submission to the Agricultural Land Commission.

J. Johnson, the agent, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

**3. Agricultural Land Commission Application No. ALC-397 [Smith, R. & M.; 1281 70 Avenue NE; Inclusion and Exclusion]**

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-397 be authorized for submission to the Agricultural Land Commission.

R. Smith, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED

Councillor Lavery Opposed

**6. PRESENTATIONS**

7. FOR INFORMATION8. CORRESPONDENCE9. ADJOURNMENT

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of November 2, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:52 a.m.

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Mayor Alan Harrison  
Chair

Minutes received as information by Council  
at their Regular Meeting of \_\_\_\_\_, 2020.

Item 7.2

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of October 21, 2020, be received as information.

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

Minutes of the Shuswap Regional Airport Operations Committee Meeting held in Council Chambers at City Hall, 500 – 2 Avenue NE, Room 100 on Wednesday, October 21, 2020 at 3:00 p.m.

**PRESENT:**

Alan Harrison  
Terry Rysz  
Keith Watson  
John McDermott  
Doug Pearce  
Mark Olson  
Jeremy Neufeld  
Gord Newnes  
Darin Gerow  
Robert Niewenhuizen

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

**ABSENT:**

Jeremy Neufeld

Rap Attack

**GUESTS:**

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

**1. Introductions and Welcome**

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

Moved: K. Watson

Seconded: D. Pearce

THAT: the Shuswap Regional Airport Operations Committee Meeting Agenda of October 21, 2020, be approved as circulated.

**CARRIED UNANIMOUSLY**

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

Moved: K. Watson

Seconded: M. Olson

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

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of March 10, 2020 Shuswap Regional Airport Safety Committee Meeting**

Moved: K. Watson

Seconded: D. Pearce

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of March 10, 2020 be approved as circulated.

**CARRIED UNANIMOUSLY**

**5. Airport Managers Update**

- Busy summer, lots of recreational traffic, not many large aircraft
- Sales up on AvGas
- Sky Divers very active
- Taxiway C complete waiting for edge lighting, well received by users
- AGFT fixed flow issue with Jet A, now running around 138 l/s
- New MoGas/Diesel Tank installed and operational
- Terminal Roof complete
- AOM & SMS documents in final draft (Stantec)
- Transport Canada Process Inspection – Quality Assurance, Internal Audit Planning, waiting for final findings
- Require a Table top exercise – to be discussed at next Airport Safety Committee meeting

**6. Old Business /Arising from minutes**

**a) Taxiway Charlie Construction – Update**

- BCAAP Extension granted – March 31, 2021
- Approved lighting upgrade on main RWY
- Working with TC on updated PCO

**b) AOM & SMS Phase 1 Review & Phase 2 – Update**

- Consultant will have documents completed shortly
- Submit to TC in December
- Recommendations for appropriate training will follow

**c) BC Air Access Grant – Runway Paving – Update**

- 2019/2020 awards have been announced
- Resubmission of the application for the 2020/2021 draw is complete



**7. New Business**

- a) **MoGas/Diesel Tanks (SA Flying Club & COSA)**
  - Work complete tanks operational
  - Need a sign at Gas Shack informing of the new tank
- b) **Covid-19 Exposure Control Plan**
  - Airport was added into the City's Covid-19 Plan this summer
  - Need a sign at Gas Shack
- c) **Runway Lighting renewal**
  - BCAAP approved the addition of the new LED RWY lighting
  - Working with TC on updated PCO
- d) **2021 Budget Review**
  - Slight decrease in overall budget
  - Removal of in ground tanks
  - Gas shack improvements

Moved: D. Pearce

Seconded: T. Rysz

THAT: the Airport Operations Committee supports the draft 2021 Airport budget as presented.

- e) **Transport Canada Process Inspection**
  - Waiting for final findings
- d) **Wildlife management Plan update**
  - Aspen Park Consulting has been issued a PO
  - Update required every two years

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

- a) **Correspondence - email from Amanda Befound, 222 Shuswap Air Cadets dated September 4, 2020 - Air Cadets Sea Can**
  - The committee expressed their support for the organization; concerns were expressed by committee members in having an additional SeaCan located on Airside. Reasons given; setting precedent, security, aesthetics, potential conflicts with the Airport development plan in regards to taxiway widths.

Moved: M. Olson

Seconded: J. McDermott

THAT: the Airport Operations Committee is not in support of the 222 Shuswap Air Cadets request to have an additional Sea Can to be located at the Airport.

9. Next meeting – Wednesday, 17 March , 2021

10. Adjournment

Moved: D. Pearce

Seconded: G. Newnes

THAT: the Shuswap Regional Airport Operations Committee Meeting of October 21, 2020 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 4:10 p.m.

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Robert Niewenhuizen, ASCT  
Director of Engineering & Public Works

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Item 7.3

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of November 2, 2020, be received, as information.

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

Minutes of the Meeting of the Active Transportation Task Force held by electronic means on Monday, November 2, 2020 at 10:00 a.m.

### PRESENT:

Mayor Alan Harrison  
Councillor Tim Lavery  
Phil McIntyre-Paul  
Lindsay Wong  
Marianne VanBuskirk  
Anita Ely  
David Major  
Joe Johnson  
Kristy Smith  
Lana Fitt  
Blake Lawson  
Steve Fabro  
Kathy Atkin  
Gary Gagnon  
Chris Larson  
Jenn Wilson  
Barb Puddifant

City of Salmon Arm, Chair  
City of Salmon Arm, Chair  
Shuswap Trail Alliance  
Downtown Salmon Arm  
School District No. 83  
Interior Health  
Shuswap Cycling Club  
Greenways Liaison Committee  
Social Impact Advisory Committee  
Salmon Arm Economic Development Society  
Citizen at Large  
Citizen at Large  
Citizen at Large  
Citizen at Large  
City of Salmon Arm, Planner  
City of Salmon Arm, City Engineer  
City of Salmon Arm, Recorder

### ABSENT:

Gina Johnny  
Louis Thomas  
Camilla Papadimitropoulos

Councillor, Adams Lake Indian Band  
Councillor, Neskonalith Indian Band  
Citizen at Large

### GUESTS:

The meeting was called to order at 10:02 a.m.

#### 1. Call to Order, Introductions and Welcome

#### 2. Acknowledgement of Traditional Territory

Mayor Harrison read the following statement: "We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together."

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

The Agenda with above addition for the November 2, 2020 Active Transportation Task Force Meeting was approved by general consensus of the Task Force members.

**4. Approval of minutes from October 19, 2020**

The minutes of the Active Transportation Committee Meeting of October 19, 2020 were approved by general consensus of the Task Force Members.

**5. Presentations****6. Old Business / Arising from Minutes****a) ATTF interim graphic**

Councillor Lavery introduced the proposed graphic for the Active Transportation Task Force.

**7. New Business****a) High Level perspectives on Active Transportation**

Councillor Lavery and Mayor Harrison reviewed the Terms of Reference for the Active Transportation Task Force and discussed the Task Force Mandate and Scope. It is a goal of the Task Force to provide an interim report to Mayor and Council identifying large scale ideas.

Councillor Lavery and Mayor Harrison discussed forming a sub group to gather ideas from Task Force members, whether through email or the Trello platform and to collate these ideas as a start to the interim presentation and recommendation to Council. Blake Lawson, Anita Ely and Kathy Atkin will form this sub group to filter Task Force member ideas.

**8. Other Business &/or Roundtable Updates, Ideas and Questions**

A presentation by the Provincial Government is tentatively scheduled for the December 7, 2020 meeting of the Task Force.

The importance of involvement/consultation of youth in the Task Force was discussed.

**9. Next Meeting – November 16, 2020 – 10:00 a.m.**

**10. Adjournment**

The Active Transportation Task Force Meeting of November 2, 2020 be adjourned by general consensus of the Task Force Members.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:52 a.m.

---

Mayor Alan Harrison, Co-Chair

---

Councillor Tim Lavery, Co-Chair

Received for information by Council the                      day of                      , 2020.

Item 8.1

## CITY OF SALMON ARM

Date: November 9, 2020

Board in Brief – October, 2020

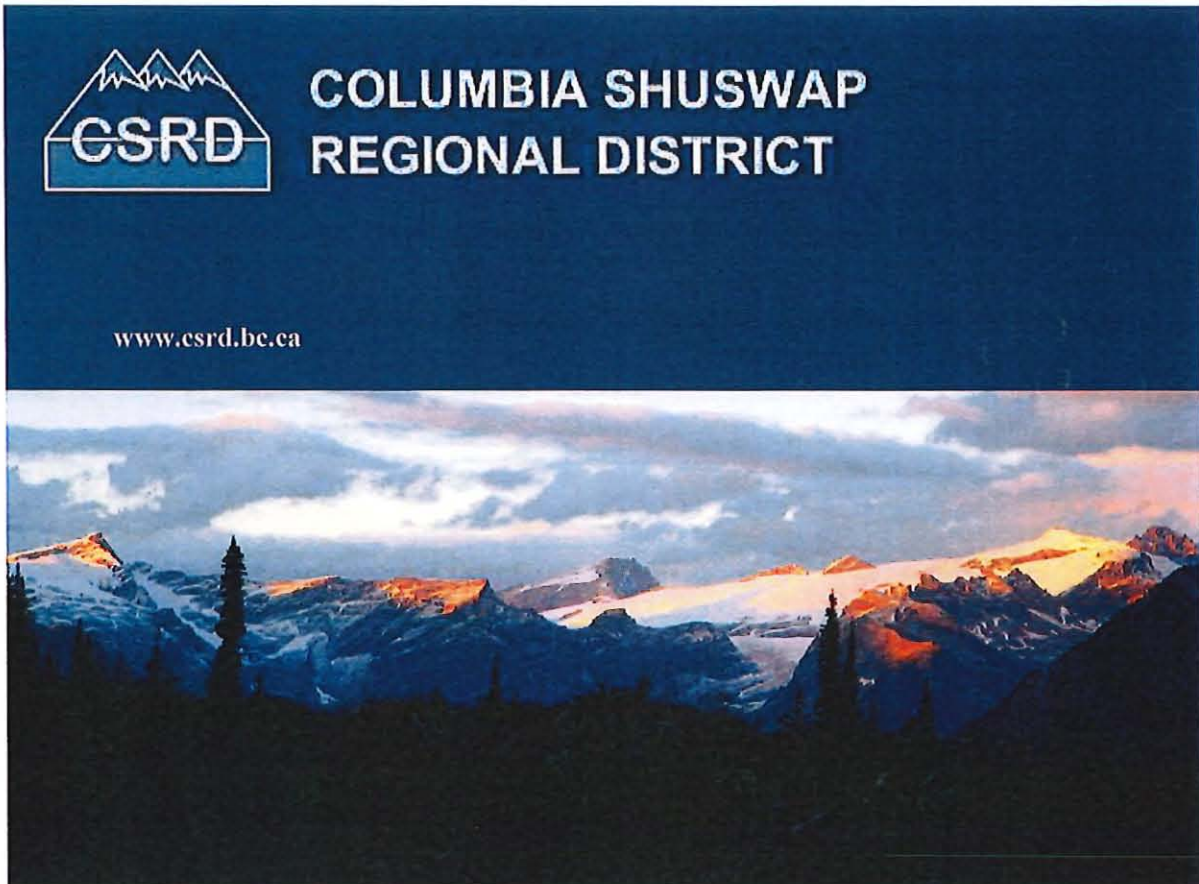
### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

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



**From:** Columbia Shuswap Regional District <communications@csrd.bc.ca>  
**Sent:** October-22-20 10:24 AM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - October 2020



## #YourCSRD - October 2020

October 2020



Web version

## Highlights from the Regular Board Meeting

## Committee of the Whole

## 2019-2022 Strategic Plan - Annual Progress Report

The Board agreed every year to review the Strategic Plan to reflect on achievements and challenges, and to consider changes to the themes and actions based on information brought forward. After some discussion, the Board made a motion for another Committee of the Whole meeting to discuss and address any changes to the 2019-2022 Strategic Plan. This is to take place before the next Regular Board Meeting on November 19, 2020.



## BC Hydro Grants-in-lieu of Power-Generating Facilities (PILT) Policy F-29

The Board discussed BC Hydro PILT program, which is Payment in Lieu of Taxes, regarding possible changes to the allocation policy. A motion to ask staff to develop a new funding allocation formula was defeated. The CSRD's Manager of Financial Services will be circulating some background information to assist in clarifying the facts before the topic can be revisited by the Board at a later date.

## Announcements

### Statistics for the First Live-streamed CSRD Board Meeting via Zoom September 2020

The Board reviewed a report from staff regarding the September live-streamed meeting. A six-month trial period is in place for the live-streaming service using the Zoom platform. **View report.**

## Delegations

## Ministry of Transportation &amp; Infrastructure (MoTi) &amp; AIM Roads

Representatives Peter Cocker, MoTi and Gabriel Nava, AIM, attended remotely to provide Directors an overview of road maintenance and upcoming winter road maintenance plans for rural roads.

**Royal Canadian Marine Search and Rescue, Shuswap**

Bruce Weicker, President, Shuswap Lifeboat Society, Fred Banham, Station Leader, RCMSAR Station 106, Pat Gau, Chair, RCMSAR Boathouse Committee, and Cliff Doherty, Chair, RCMSAR PR Committee appeared before the Board via Zoom. They presented a video outlining their plans to develop a Rescue Boathouse in Sicamous to protect their vessels from the weather and provide some space for training purposes. They are requesting the Board to amend the local service bylaw for an increase of 25% to the annual requisition. Staff was directed to bring forward this request to the 2021 Budget process.

## Correspondence

## Ministry of Agriculture (October 7, 2020)

The Board received an Email from the Ministry of Agriculture noting the Rural Slaughter Modernization intentions paper submissions deadline has been extended to November 16, 2020.

## Committee Reports & Updates

**Action Items arising from Electoral Area Directors Committee Meeting, September 29, 2020**

The Board approved a motion to expand the staffing of the Building Services Department to address service levels. The matter will be included as part of the budget process.

After a discussion around the creation of a Housing Policy for the CSRD, the Board asked for more information regarding housing policies around the province and current OCP statements regarding housing. Staff will do some research and the Board will follow up with another discussion at a later date.

## Business General & Business by Area

### Board Meetings Recording for Public Viewing

The Board endorsed the recording of CSRD Board meetings for a three-month trial basis starting October 15, 2020, in conjunction with Zoom webinar live-streamed meetings. The recording will be accessed on Zoom through a link posted to the CSRD website. **View report.**

#### **Appointees to Southeastern BC Regional Connectivity Committee**

The Board appointed Director Cathcart and Director Demenok to the Southeastern BC Regional Connectivity Committee.

#### **Shuswap Watershed Council Contribution Agreement to extend funding from the CSRD for 2021 – 2023**

The Board approved the Shuswap Watershed Council contribution agreement to extend funding from the CSRD for 2021 – 2023. **View report.**

#### **UBCM 2020 Virtual Convention**

The Board reviewed the meetings held virtually and by teleconference due to the COVID-19 Pandemic. These included:

Minister Meetings -

Minister of Environment and Climate Change Strategy, George Heyman - Municipal Solid Waste Landfill Compliance and Commercial and Institutional Recycling.

Minister of Municipal Affairs and Housing, Selina Robinson - Newsome Creek, flood protection responsibility and liability issues.

Minister of Transportation and Infrastructure, Claire Trevena - Rural road improvements in maintenance and upgrades.

Minister of Forest, Lands, Natural Resource Operations and Rural Development, Doug Donaldson - Commitment to Mt. Begbie Protection Plan.

Ministry Staff Meetings -

Parliamentary Secretary - Newsome Creek and emergency preparedness;

Minister of Forest, Lands, Natural Resource Operations and Rural Development staff - ATV/quad vehicle identification requirements;

UBCM Resolution Endorsed -

Timely Review and Approvals - Section 11 Water Sustainability Act, resolution was attached to the agenda.

#### **Facility Condition Assessments – Asset Management**

The Board agreed to enter into an agreement with FCAPX, a Division of Roth Iams Ltd. to complete facility condition assessments and detailed asset inventory and tagging for three CSRD-owned facilities, for a total cost of \$21,522.50 plus applicable taxes. **View report.**

#### **Grant-in-Aid Requests**

The Board approved allocations to organizations to Electoral Areas A, D and E from the 2020 electoral grants-in-aid. **View report.**

#### **Community Resiliency Investment Program Grant 2021**

The Board approved an application to the 2021 Community Resiliency Investment Program for a FireSmart Community Funding and Supports Program grant for the continued development and implementation of localized FireSmart educational activities and tools up to a maximum amount of \$250,000. **View report.**

#### **Golden/Area A - Aquatic Centre Feasibility Study**

The Board agreed to approve additional consulting services related to the Golden and Area A Aquatic Centre Feasibility Study and added \$45,000 for a total approved allocation of \$200,210, for the continued provision of consulting services and all related expenses. The Board also amended the existing agreement with HCMA Architecture + Design to add an additional \$35,000 plus applicable taxes, to provide the additional consulting services. **View report.**

#### **Eagle Bay Community Park – Investing in Canada Infrastructure Grant Application**



The Board authorized the submission of an application for grant funding through the Investing in Canada Infrastructure Program – British Columbia – Community, Culture and Recreation fund to a maximum amount of \$351,888 to fund 73% of the eligible costs to construct a community park located in Eagle Bay in Electoral Area C. As well, the Board committed to contribute its share of the eligible project costs and all of the ineligible costs for the Eagle Bay Community Park construction project. **View report. View press release.**

**Loftus Lake Fen Community Park – Investing in Canada Infrastructure Grant Application**

The Board supported an application for grant funding through the Investing in Canada Infrastructure Program – British Columbia – Rural and Northern Communities Infrastructure fund to a maximum amount of \$155,000 to fund 100% of the eligible costs to construct a universal trail within Loftus Lake Fen Community Park located in Blind Bay in Electoral Area C. As well, the Board committed to contribute its share of the eligible project costs and all of the ineligible costs for the Loftus Lake Community Park. **View report. View press release.**

**Sorrento Waterworks Service Area Amendment Bylaw No. 5822, 2020**

The Board gave adopted this bylaw, which will see one property added to the water service area. **View bylaw.**

**CSRD Ticket Information Utilization Amendment Bylaw No. 5823, 2020**

The CSRD Ticket Information Utilization Amendment Bylaw No. 5823, 2020 was given three readings and adopted by the Board. This included only minor housekeeping amendments. **View report.**



## LAND USE MATTERS

### **Development Permits (DPs), Temporary Use Permits (TUPs) & Development Variance Permits (DVPs)**

**Electoral Area F: Temporary Use Permit No. 830-07**

The subject property is located at 7636 Mountain Drive, Anglemont. The applicants are proposing two campsites for up to two recreational camping vehicles and a 15 m2 shipping container for storage as a principal use on the subject property. The Board denied issuance of the DVP. **View report.**

## **Zoning, OCP and Land Use Amendments**

### **Electoral Area B: Electoral Area B Official Community Plan Amendment (Dow/Pors) Bylaw No. 850-14 and Electoral Area B Zoning Amendment (Dow/Pors) Bylaw No. 851-17**

The agent has applied to re-designate and rezone the subject parcel at 3270 Loschinski Road, approximately 3.5 km west of the City of Revelstoke. The applicant wants to rezone and redesignate the property to add three to six tourist cabins to the subject property. The property owners currently reside in a single family dwelling on the property, and will operate the cabin rentals themselves. They proposed to redesignate the portion of the property where up to six tourist cabins will be located from SH – Small Holdings to RC – Resort Commercial and rezone that same portion of property from SH – Small Holdings to RC2 – Resort Commercial 2, with a special regulation to restrict the number of tourist cabins to six. The Board approved third reading and staff will now forward the bylaw to Ministry of Transportation for review and approval before it can be brought back to the Board for adoption. **View report.**

### **Electoral Area B: Electoral Area B Official Community Plan Amendment (F. Linden Logging Co. Ltd.) Bylaw No. 850-13 and Electoral Area B Zoning Amendment (F. Linden Logging Co. Ltd.) Bylaw No. 851-18**

The owners of property at 4545 Highway 31, Trout Lake are applying to amend the Official Community Plan and zoning designations in order to subdivide the subject property into 1 lot plus a remainder. The applicant has offered a Section 219 covenant to limit the subdivision to a total of two parcels. The Board approved third reading. Staff will now forward the bylaw to Ministry of Transportation for review and approval and will confirm the registration of the Section 219 covenant. Following this, the amendments will be brought back to the Board for adoption. **View report.**

### **Electoral Area C Official Community Plan Amendment (Mancini) Bylaw No. 725-17, South Shuswap Zoning Amendment (Mancini) Bylaw No. 701-95, and Development Permit No. 725-280**

This application proposes to redesignate a portion of the subject property, located at 1801 Trans-Canada Highway, from RR2 – Rural Residential to ID – Industrial and rezone a portion of the subject property from RR4 – Rural Residential to CP – Cannabis Production. This is required in order for the owner to change the license for an existing medical cannabis production facility located on the property, to a micro-cultivation production license for non-medical cannabis. Following approval from the Ministry of Transportation, the Board adopted the amendment. The Board also approved the issuance of a development permit for the project. **View report.**

### **Electoral Area C: South Shuswap Zoning Amendment (Venier) Bylaw No. 701-97**

The owner of the property at 1510 Trans-Canada Highway, Sorrento, has made an application to amend the zoning bylaw to recognize the existing use of the property as a mobile home park. Following approval from the Ministry of Transportation, the Board adopted the amendment. **View report.**

### **Electoral Area E: Rural Sicamous Land Use Bylaw Amendment (Lake Mara Properties) Bylaw No. 2068; and Lakes Zoning Amendment (Lake Mara Properties) Bylaw No. 900-26**

In order to bring their properties, located at 9032 Swanson Road, Swansea Point, into compliance with CSRD bylaws, the strata owners are applying to redesignate and rezone the properties from Resort Commercial to a Comprehensive Development Zone. They also want to rezone the foreshore in front of the strata from Foreshore Commercial 3 (FC3) to Foreshore Multi-Family 2 (FM2) to allow for moorage and the existing buoys and swimming platforms. The Board gave the application second reading and delegated a public hearing. **View report.**

### **Electoral Area F: Setback Exception Bylaw Amendments**

Development Services staff is proposing amendments to all three zoning bylaws in Electoral Area F:

Anglemont Zoning Bylaw No. 650 (Bylaw No. 650);

Magna Bay Zoning Bylaw No. 800 (Bylaw No. 800);

Scotch Creek/Lee Creek Zoning Bylaw No. 825 (Bylaw No. 825).



The amendments proposed would update the setback exceptions and sight plan regulations in all three bylaws to be the same as the Electoral Area B Zoning Bylaw No. 851 (Bylaw No. 851) for consistency between bylaws; allow a setback exception for eaves and gutters; and simplify site triangle regulations. The Local Government Act allows for the waiving of a public hearing where an amending bylaw is consistent with the Official Community Plan. The proposed zoning is consistent with the Official Community Plan policies. Therefore, the Board gave the application second reading and agreed to waive the hearing. **View report.**

#### **Electoral Area F: Parcel Coverage Bylaw Amendments**

Development Services staff is proposing amendments to all three zoning bylaws in Electoral Area F to increase parcel coverage to 30% in the applicable zones of the three zoning bylaws for Anglemont, Scotch Creek/Lee Creek and Magna Bay. The Board approved third reading and adopted the bylaws. **View report. View press release.**

#### **Electoral Area F: Electoral Area F Official Community Plan Amendment (Okaview Estates Ltd.) Bylaw No. 830-20**

The owners of property at 5581 and 5587 Squilax-Anglemont Road, Celistra are applying to redesignate a portion of the subject property from AG - Agriculture to WR - Waterfront Residential and to create a new site-specific density policy in the WR designation for the subject property to facilitate a two-lot subdivision of 0.5 ha and 0.4 ha each. The Board approved third reading and adopted the bylaws. **View report.**

#### **Development Services Procedures Amendment Bylaw No. 4001-02**

The bylaw amendments that are proposed are intended to increase application processing efficiencies, provide increased clarity regarding procedures and to decrease some costs to the CSRD and applicants.

Some of the more significant proposed changes to Bylaw No. 4001 include:

- Reducing the number of notice of development application signs required of applicants;
- Removing requirement for sworn affidavits for posting of notice of development application signage;
- Delegation to staff for Temporary Use Permit (TUP) renewals;
- Reducing referrals of some applications to Advisory Planning Commissions (APCs);
- New procedures for the waiving of public hearings;
- Formalized Agricultural Land Commission (ALC) application procedures in the bylaw;
- New procedure for allowance of concurrent bylaw amendments with variances.

The Board gave three readings and adopted the bylaw. **View report.**

## **NEXT BOARD MEETING**

The Regular CSRD Board Meeting will be held Thursday, November 19, 2020 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

Any scheduling changes to the start time will be noted on the events tab of the CSRD's webpage.

Due to COVID-19 physical distancing provisions, a maximum number of six citizens will be allowed to be in attendance on a first come, first served basis (no reservations).

Protocols to protect the health and well being of the public, staff and Directors will be in place.

Residents can also watch the live-stream version on the Zoom platform. Information on how to register will be available on the Events tab of the CSRD website as of November 13, 2020.



Columbia Shuswap Regional District  
555 Harbourfront Drive NE, PO Box 978  
Salmon Arm, BC V1E 4P1  
[www.csrld.bc.ca](http://www.csrld.bc.ca) | 250.832.8194

You are receiving this because you are currently involved in or were previously involved with one of the CSRD's programs; or have subscribed to the CSRD Newsletter.  
**Unsubscribe**



## Item 9.1

**CITY OF SALMON ARM**Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council award the Strategic Planning Update Consulting Services Contract to Urban Systems Ltd. in the amount of \$45,000.00;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to include the Strategic Plan Update for \$45,000.00 funded from the Strategic Plan Update Reserve Account;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the Strategic Planning Update Consulting Services Contract to authorize sole sourcing of same to Urban Systems Ltd.

**Vote Record**

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

Opposed:

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



## CITY OF SALMON ARM

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TO: His Worship Mayor Harrison and Members of Council

DATE: November 3, 2020

PERPARED BY: Caylee Simmons, Executive Assistant

SUBJECT: Strategic Plan Update

---

### **RECOMMENDATION:**

*THAT: Council award the Strategic Planning Update Consulting Services Contract to Urban Systems Ltd. in the amount of \$45,000.00;*

*AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to include the Strategic Plan Update for \$45,000.00 funded from the Strategic Plan Update Reserve Account;*

*AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the Strategic Planning Update Consulting Services Contract to authorize sole sourcing of same to Urban Systems Ltd.*

### **BACKGROUND:**

Strategic planning provides the opportunity to create a shared community vision and implement plans that move the municipality in the desired direction. Municipalities whose operations are guided by a strategic plan can be more effective and efficient in using their scarce resources (tax dollars) to meet present and future needs.

Some points of interest in the current proposal include:

- Budget \$45,000.00;
- Timeline. This process is scheduled to commence right away and conclude by July 2021 (prior to commencement of the next "silly season");
- Review of existing Strategic Plan;
- Use of same methodology, worksheets, etc. to save time and money;
- The prime consultant, Therese Zulinick, possesses considerable expertise in this field and has a proven skill set;

- Focused community input (v. open ended); and
- As a final step, staff will prepare a corresponding update to the City's Long Term Financial Plan and Long Term Debt Strategy.

The City of Salmon Arm's existing Corporate Strategic Plan was completed by Urban Systems Ltd. in 2013. This has been a guiding document for the City. Most of the projects have been completed or are underway. It has now essentially run its course. Council directed staff to proceed with completing a Strategic Plan Update in October 2020 to plan for future projects.

A handwritten signature in black ink, reading "Carl Bannister". The signature is fluid and cursive, with the first name "Carl" and last name "Bannister" clearly distinguishable.

Carl Bannister, MCIP, RPP  
Chief Administrative Officer

Appendix A: Letter from Urban Systems dated November 3, 2020

November 3, 2020

File: 0752.0032.01

City of Salmon Arm  
500 – 2<sup>nd</sup> Avenue NE  
Salmon Arm, BC V1E 1J5

**Attention:** Carl Bannister, MCIP, Chief Administrative Officer

**RE:** City of Salmon Arm Corporate Strategic Plan 2021 Update

Thank you considering our firm to update of the City of Salmon Arm's Corporate Strategic Plan.

#### **BACKGROUND**

In 2012/2013, we had the privilege of working with the City to prepare the existing Corporate Strategic Plan. That process involved extensive consultation with the community, staff and Council and resulted in a robust plan that affirmed the vision, values and strategic drivers that set the foundation to identify short, medium and long term priority projects from 2014 through to 2023. The plan provided the context and direction for the successful completion of many of these projects as well as enabling all other priority projects to be well underway today. Many of these projects are expected to be completed within the next few years. As such, the Plan requires an update to set direction for the next 10 years.

#### **OUR APPROACH**

We will work closely with Council and staff to establish an updated list of priority projects for the next 10 years using the implementation tools established in the 2013 plan. This will enable an efficient and effective process saving both time and money. We will also consult with the community to get feedback on the priority projects using a concise survey that will be hosted in an on-line format that will be easy to access and complete. Ultimately, a final plan will be prepared that summarizes all priority projects for the short (2021 to 2024), medium (2025 to 2028) and long term (2029 to 2031).

We anticipate the following schedule:

- Initiate project start up - December 2020
- Work with Council and staff to set priority projects – January/February 2021
- Community consultation – March/April 2021
- Prepare and present draft strategic plan to Council and staff – May/June 2021
- Final deliverables – July 2021

#### **OUR TEAM**

Our team will be led by Thérèse Zulinick, a senior planner and partner in our firm. Thérèse and her team developed the original plan, process and deliverables in 2013.

#### **FEE ESTIMATE**

Our fee estimate to undertake this work is \$45,000.

**URBAN SYSTEMS**

DATE: November 3, 2020

FILE: 0752.0032.01

PAGE: 2 of 2

ATTENTION: Carl Bannister, MCIP, Chief Administrative Officer

When corporate strategic plans are customised to meet the needs of the community and implemented as intended, they provide guidance for Council and staff to advance municipal priorities far more efficiently and effectively than if attention and energy is continually shifting within an organization without clear direction. The City has very successfully implemented the 2013 Corporate Strategic Plan and, this has resulted in the completion of many projects that contribute to Salmon Arm's vibrant community.

We look forward to working with you on this project.

Sincerely,

URBAN SYSTEMS LTD.



Thérèse Zulinick, RPP, MCIP  
Community Consultant, Partner

/taz

U:\Projects\_KAM\0752\0032\01\Work program\202-11-03 USL Corporate Strategic Plan Update letter to CBannister.docx

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Item 9.2

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council approve the purchase of a 2021 Rosenbauer Aerial ladder platform truck for the purchase price of \$1,492,858.00 plus applicable taxes;

AND THAT: Council authorize an additional \$98,000.00 from Emergency Apparatus Reserve account towards the purchase.

### Vote Record

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

Opposed:

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



## *City of Salmon Arm*

### *Fire Department*

#### **MEMORANDUM**

---

**Date:** November 2, 2020

**To:** Mayor and Council

**From:** Brad Shirley, Fire Chief

**Re:** Purchase of Aerial Ladder Platform Truck

#### Recommendation:

That council approve the purchase of a 2021 Rosenbauer Aerial ladder platform for the purchase price of \$1,492,858.00 plus applicable taxes and:

Council authorize an additional \$98,000.00 from Emergency Apparatus Reserve account towards the purchase.

#### Background:

Council approved the purchase a new Aerial ladder Fire Truck in 2020 budget at a cost of 1.5 million dollars with \$500,000.00 be allotted in 2020 and the remaining 1 million in 2021. This included contributions to the Emergency Apparatus reserve account of \$205,000.00 in both 2020 and 2021

Following a lengthy R.F.P process, a suitable apparatus has been found at a cost of \$1,492,858.00 plus taxes, leaving a deficiency of \$97,358.06 (Including GST rebate) This shortage of funds is available in the Emergency Apparatus reserve account.

A total of eleven different trucks were quoted on from four different suppliers as indicated below. The 2021 Rosenbauer 110' Platform quoted at \$1,492,858.00 plus tax is recommended given its model year, options, price and versatility. As this apparatus is a pre-built unit (Currently being constructed), it would be available for delivery in summer of 2021.



|            |  |                |
|------------|--|----------------|
| Pierce     | 2019 110' single axle Platform           | \$1,379,842.00 |
|            | 2019 100' tandem axle Platform demo      | \$1,642,985.00 |
|            | 2021 110' single axle Platform           | \$1,462,950.00 |
|            | 2021 110' tandem axle Ascendant Platform | \$1,449,950.00 |
|            | 2020 107' single axle Aerial demo        | \$1,349,950.00 |
| E-One      | 2021 100' tandem axle                    | \$1,606,575.85 |
| Smeal      | 2018 102' tandem axle Platform demo      | \$1,410,300.00 |
|            | 2021 100' tandem axle Platform           | \$1,647,885.00 |
|            | 2021 105' tandem Aerial                  | \$1,522,525.00 |
| Rosenbauer | 2021 104' tandem axle (prebuilt)         | \$1,492,858.00 |
|            | 2021 104' tandem axle                    | \$1,542,557.00 |

Respectively submitted



Brad Shirley, Fire Chief



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Item 9.3

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the notice filed on the property title of Lot 9, Plan KAP60529, Section 12, Township 20, Range 10, W6M, KDYD (1020 14 Avenue SE) pursuant to Section 57 of the Community Charter be cancelled.

### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

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

**CITY OF  
SALMON ARM**

---

TO: His Worship Mayor Harrison and Council

FROM: Maurice Roy, Manager of Permits and Licensing

DATE: November 02, 2020

SUBJECT: **Recommendation to Cancel Notice Against Title of Lot 9, Plan KAP60529, Section 12, Township 20, Range 10, W6M, KDYD (1020 – 14 Avenue SE).**

OWNER(S): Patrick Klem  
Mareike Klem

LAND TITLE REGISTRY No.: LB507051

---

**PREVIOUS BYLAW INFRACTION: Building Bylaw No. 3535, Section 15.4 (inspections outstanding) and Section 16.1 (no occupancy permit).**

---

**Recommendation:**

THAT: the notice filed against the property title of **Lot 9, Plan KAP60529, Section 12, Township 20, Range 10, W6M, KDYD ( 1020 – 14 Avenue SE)** pursuant to Section 57 of the Community Charter be cancelled.

**BACKGROUND:**

The owners obtained a building permit to construct a single family dwelling in 2005 but failed to obtain the engineers final approval of the building foundation. Further, the owners failed to obtain an occupancy permit prior to occupying the dwelling. All outstanding deficiencies have now been remediated and the occupancy permit has been issued. The owners have also paid all required fees therefore the file can be closed and the notice removed from the title.



---

Report prepared by Maurice Roy, Manager of Permits & Licensing

MR:  
attach.

## RECEIPT RECORD

CITY OF SALMON ARM  
500 2 AVENUE NE BOX 40  
SALMON ARM, BC V1E 4N2  
Phone No. : (250)803-4000  
Fax No. : (250)803-4041

--- Item ID #0001 ---  
FILEBLDG : File Search, Buil

1@ 250.00 250.00 G

Payment Subtotal 250.00  
PST 0.00  
GST R119335925 12.50

Payment Total 262.50

Cash 262.50

PAYEE: PATRICK KLEM  
DESC.: REMOVE NOTICE/12703B  
DESC.: RE: 1020 - 14 AVE SE  
Change 0.00

15-Sep-20 15:16:33  
D:0000008008 B:2020091504  
CASHIER R:0000423235

THANK YOU FOR YOUR PAYMENT

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Item 9.4

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. ALC-398 be authorized for submission to the Agricultural Land Commission.

[Charlton, S. & H./Browne Johnson Land Surveyors; 4270 10 Avenue SE; Exclusion]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: October 27, 2020

Subject: Agricultural Land Commission Application No. 398 (Exclusion)

Legal: Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan 1538, Except Plans B4356, B5847, 6971 and 18058  
 Civic Address: 4270 10 Avenue SE  
 Owner: Stephen and Helen Charlton  
 Agent: Browne Johnson Land Surveyors

## MOTION FOR CONSIDERATION

**THAT: Agricultural Land Commission Application No. ALC. 398 be authorized for submission to the Agricultural Land Commission**

## STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

## PROPOSAL

The subject property is located on 10<sup>th</sup> Avenue SE between 37 Street SE and 43 Street SE and north of the Airport. The applicant has made application to the Agricultural Land Commission (ALC) to exclude the subject property (approximately 4.5ha) from the Agricultural Land Reserve (ALR).

## BACKGROUND

The subject property is approximately 4.5ha in area, and contains a single family dwelling (Appendix 1 and 2) and is adjacent to the City's Frisbee Golf Course to the east and the CSRD Landfill and City Airport to the south. The subject property is designated Light Industrial in the City's Official Community Plan (OCP), within the Urban Containment Boundary, and zoned A2 – Rural Holding Zone in the Zoning Bylaw (Appendix 3 & 4).

Adjacent land uses include the following:

North: Rural Holding (A-2)/rural residential  
 South: Airport (P-2)/CSRD Landfill and City Airport  
 East: Rural Holding (A-2)/City owned land/recreation area  
 West: Rural Holding (A-2)/residential/agriculture property

It should be noted that by way of ALC resolution #109/88, the ALC endorsed a preplan for this area as the site for the future expansion of the City's industrial land inventory. Consequently, the area was deemed a Special Development Area in the mid 1980's. Further to the endorsement and OCP review, in 2009 the City consulted with property owners in the Special Development Area and advised those owners of the designation. Appendix 5 is a map of the Special Development Area and the ALR boundary. For lands within this area the ALC endorses the Exclusion of these lands, provided the lands are rezoned to Industrial, which is supported in the OCP designation. If the application is approved by the ALC, the subject property would be required to proceed with a Zoning Bylaw amendment to rezone the property to M2 (Light Industrial Zone). At the time of writing this report, the applicant is assembling materials for the submission of a

rezoning application.

Soil Classification and Agricultural Capability is considered by the ALC in determining the suitability of land for agricultural uses. The ALC relies, in part, on the Land Capability Classification for Agriculture in their decisions. Under this classification system the best agricultural lands are rated Class 1 because they have the ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 soils are considered non-arable, with no potential for soil bound agriculture. Based on the Land Capability Classification for Agriculture, The subject property has an Improved Soil Class Rating of 70% Class 5 and 30% Class 4. A copy of the Improved Soil Class map is attached as Appendix 6.

## COMMENTS

### Public Input

Pursuant to the *Agricultural Land Reserve Act*, a sign was posted by the applicant advising that an application had been made. The sign also directed members of the public, that feel that their interests may be affected, should submit their comments directly to the City and/or ALC prior to October 23, 2020. Newspaper ads were placed in the October 2 and October 8 editions of the Salmon Arm Observer. Two (2) letters of support for the application was submitted with the application package and is enclosed as Appendix 7 – one letter is authored by a local realtor and notes land inventory constraints and the market need for an expansion to the industrial land base within the City. The second letter received is from the Economic Development Society which notes their support for an expansion of the City's industrial land base.

### Engineering Department

No concerns with ALC exclusion application.

The City will secure road reserves and dedications from the owner/developer at the Development Permit or Subdivision stage, whichever comes first, as conditions for approvals and to align with the Advanced Street / Servicing Plan. Upgrading the roads and servicing fronting and through the property to the Industrial Standard of the SDS Bylaw will be required at development / subdivision stages.

The north east corner of the subject property is within the aerial easement area that restricts trees, building and structure heights in order to preserve clearance for the airport runway. The requirement to register an easement protecting clearance for the airport runway will be addressed in more detail at the time of rezoning.

### Building Department

No concerns.

### Fire Department

No concerns.

### Agricultural Advisory Committee

Due to the COVID-19 pandemic and the suspension of all City Committees, Commissions and Panels this application was not referred to the Agricultural Advisory Committee.

### Planning Department

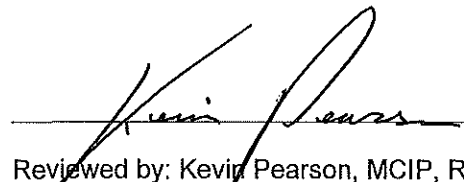
This application was received prior to September 30, 2020 and was processed under the ALC application regime in which the property owner could make an application for Exclusion directly with the ALC, then the application is forwarded to the City for review and comment. All Exclusion applications after September 30, 2020 require that the Local Government act as the applicant. Staff are currently reviewing application procedures to evaluate how to incorporate the legislation changes.



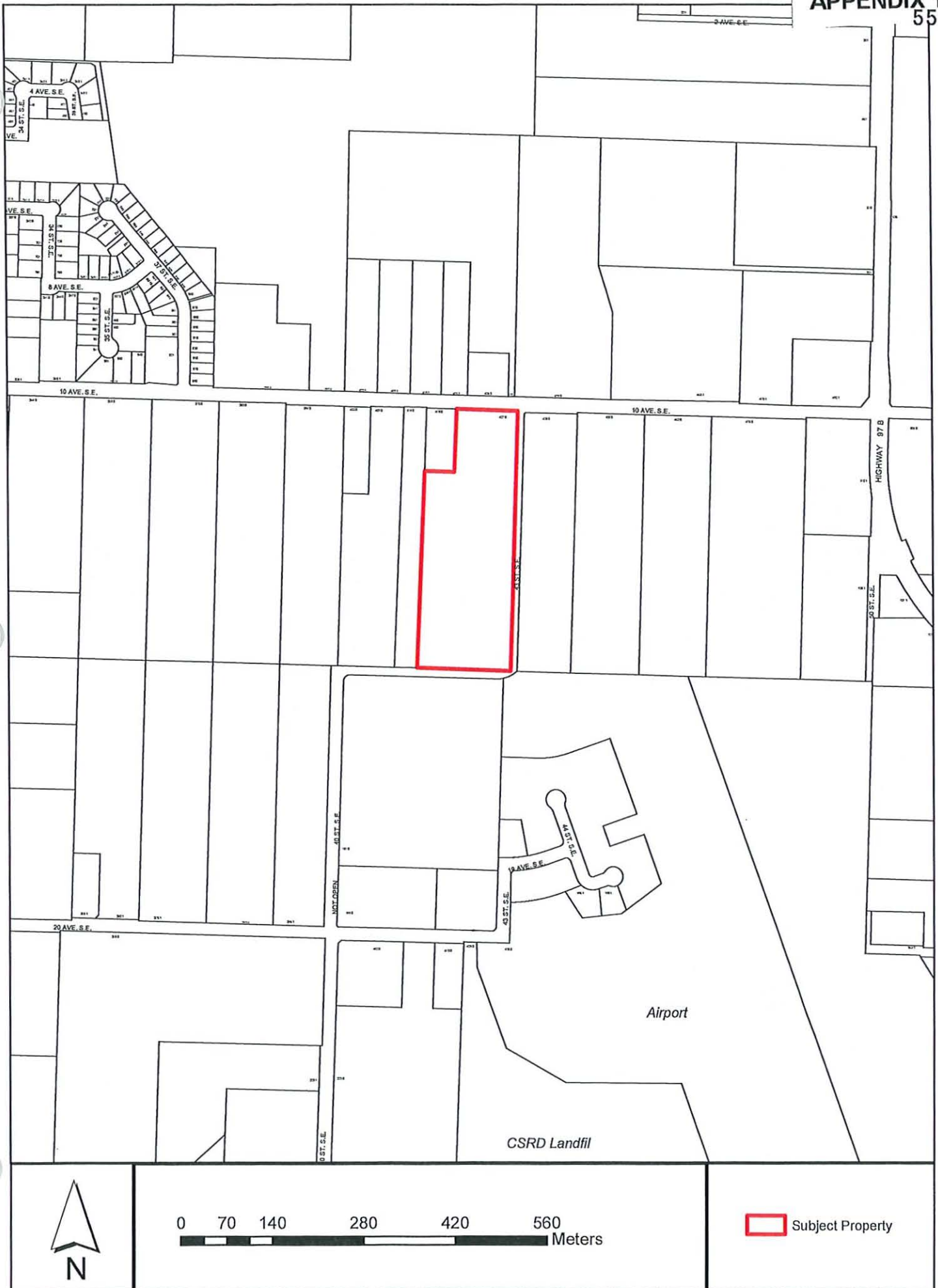
Given that the subject property is within a Special Development Area that has been identified in the OCP and endorsed by the ALC since 1988 and the applicant's proposal is consistent with the pre-plan design staff are supportive of the ALC Exclusion application. Since the ALC's endorsement supporting the Exclusion of the subject property and adjacent lands from the ALR expressly for the expansion of the City's industrial land base, the City has made investments toward developing a road and service network plan to have in place in preparation for development in this area. In situations in which there is an 'endorsed' area the ALC's CEO may expedite the decision-making process; however, the ALC would make the determination on eligibility for an expedited review of the application at the time that they consider the Exclusion. With regard to next steps, should the Exclusion application be supported, this area is in the "Industrial Development Permit Area" meaning a Form / Character DP is necessary to address architectural form and character, site planning and landscaping.



Prepared by: Melinda Smyrl, MCIP, RPP  
Planner



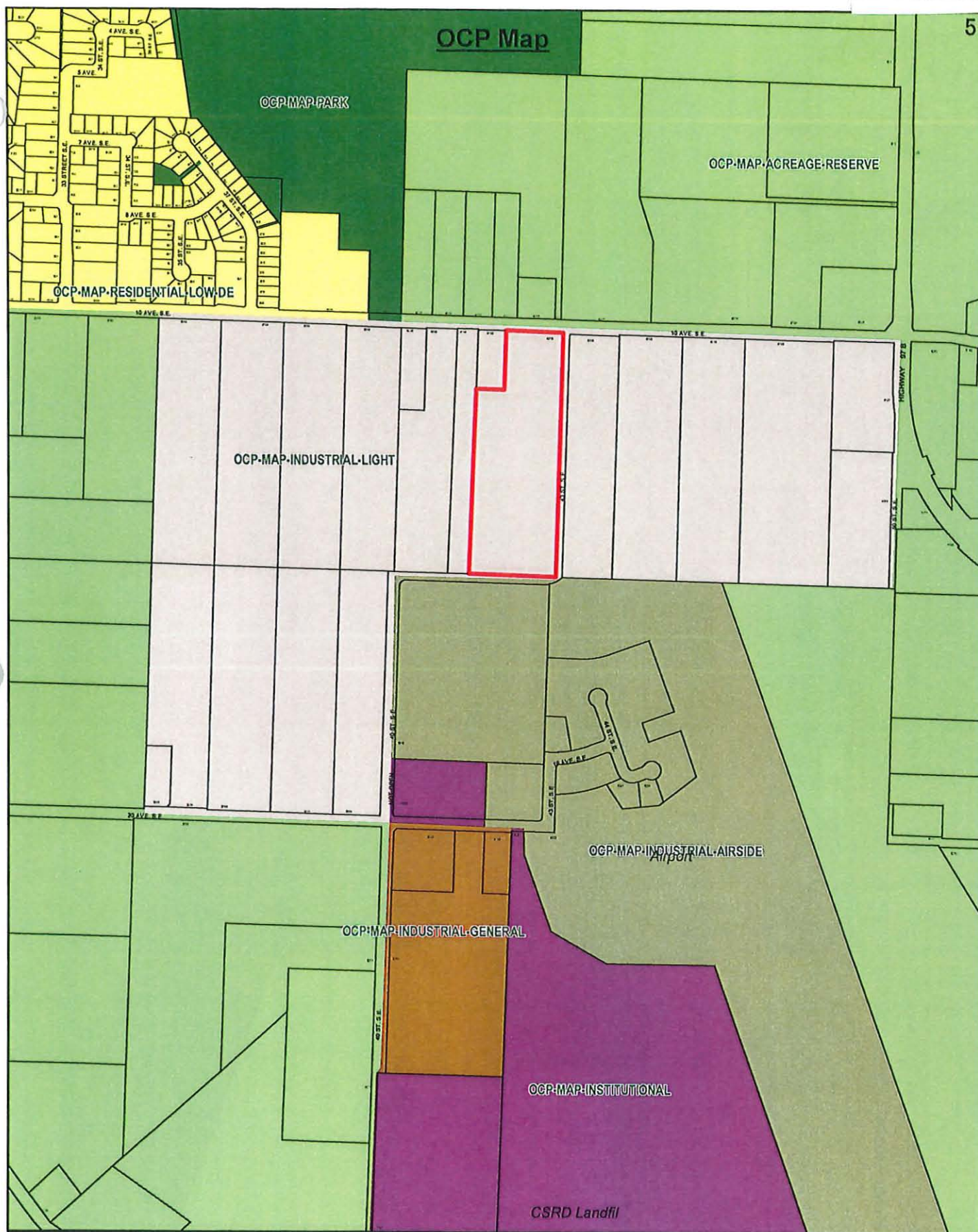
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services







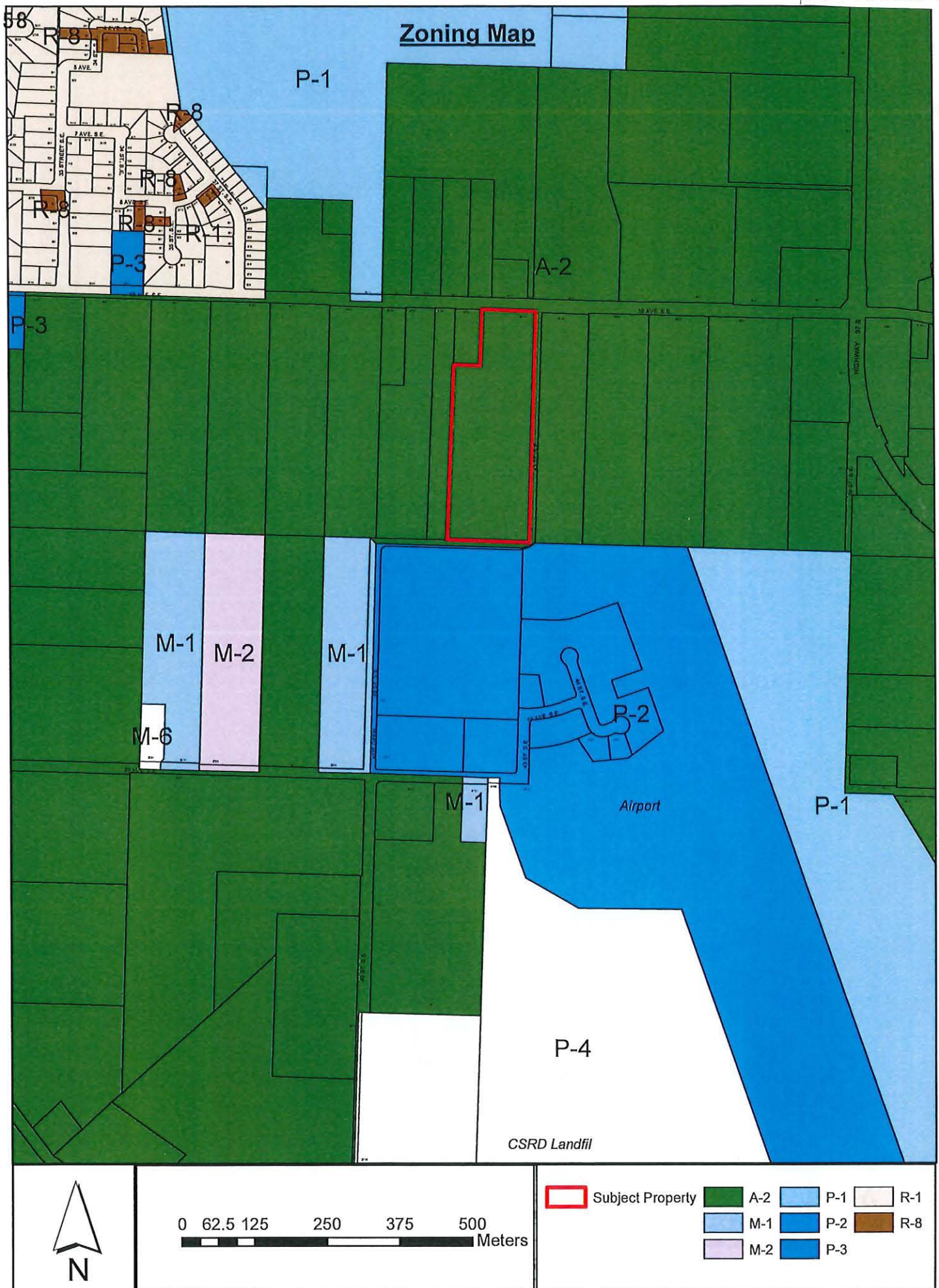




0 62.5 125 250 375 500 Meters

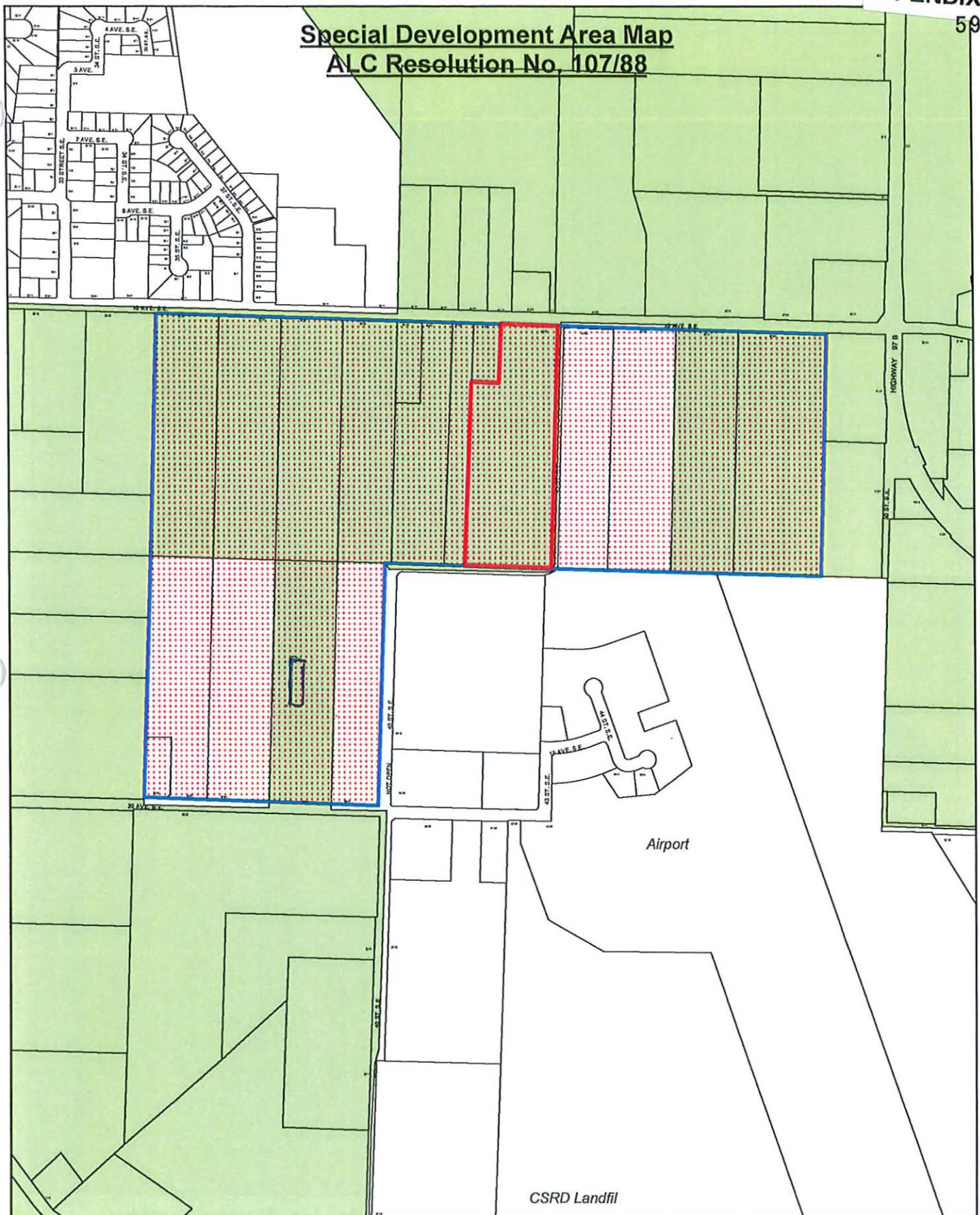
- |   |  |   |
|---|--|---|
| <span style="border: 2px solid red; display: inline-block; width: 20px; height: 10px;"></span> Subject Property | <span style="display: inline-block; width: 20px; height: 10px; background-color: #90EE90;"></span> Acreage Reserve           | <span style="display: inline-block; width: 20px; height: 10px; background-color: #8B4513;"></span> Industrial - General |
|   | <span style="display: inline-block; width: 20px; height: 10px; background-color: #008000;"></span> Park                      | <span style="display: inline-block; width: 20px; height: 10px; background-color: #D3D3D3;"></span> Industrial - Light   |
|   | <span style="display: inline-block; width: 20px; height: 10px; background-color: #800080;"></span> Institutional             | <span style="display: inline-block; width: 20px; height: 10px; background-color: #8FBC8F;"></span> Industrial - Airside |
|   | <span style="display: inline-block; width: 20px; height: 10px; background-color: #FFFF00;"></span> Residential - Low Density |   |







# Special Development Area Map ALC Resolution No. 107/88



Airport

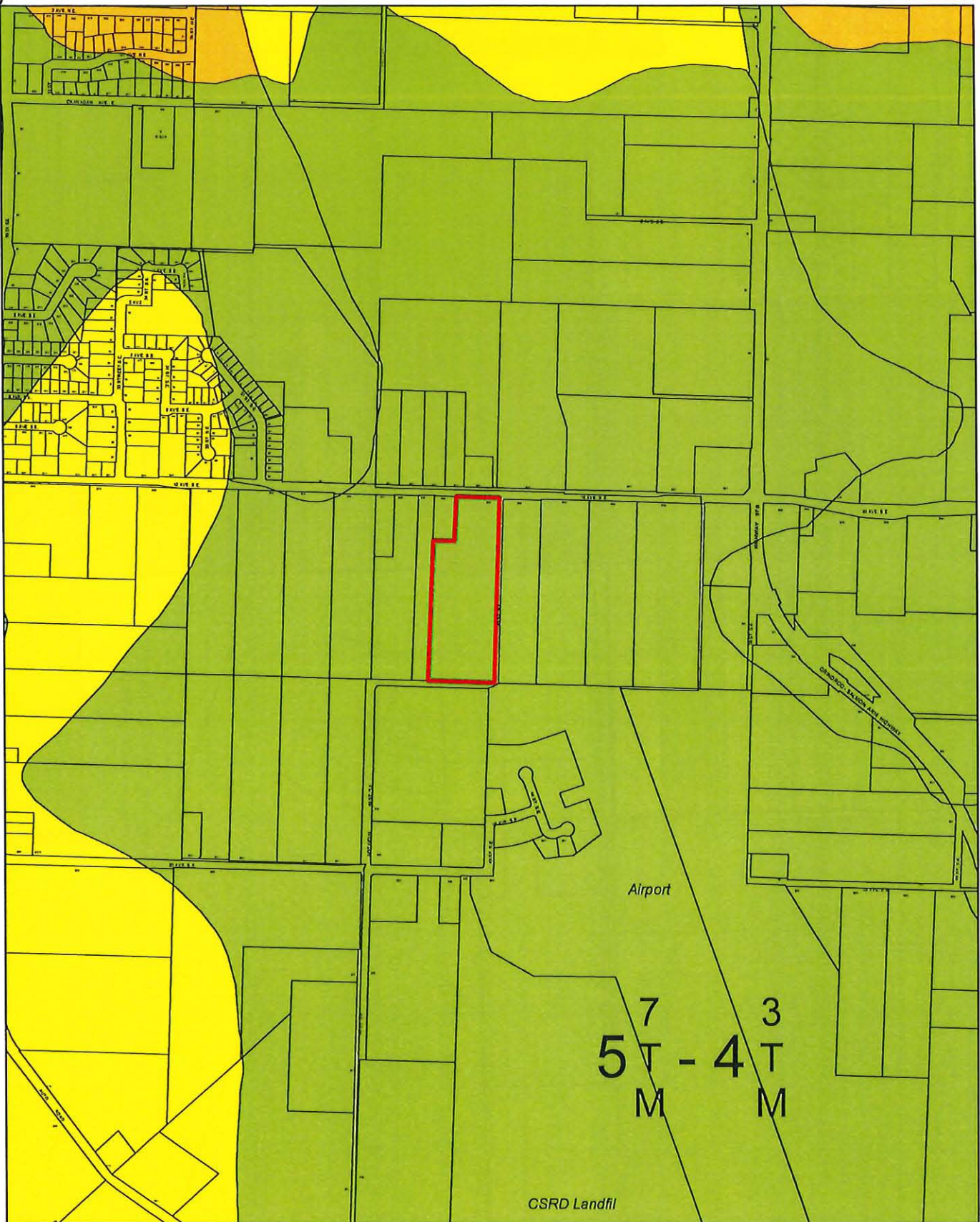
CSRD Landfill



0 62.5 125 250 375 500  
Meters

-  Subject Property
-  Special Dev Area (ALR Reso N.107/88)
-  ALR





0 62.5125 250 375 500  
Meters

Subject Property

**Unimproved Soil Class**

- CLASS 3
- CLASS 4
- CLASS 5

September 23 2020

To Whom it may Concern

**Re 4270 10<sup>th</sup> Ave SE Salmon Arm BC**

**Legal Description Lot 1 Plan 1538 Section 7 Township 20 Range 10  
W6M KDYD PID 011-518-596**

I have been a Realtor in Salmon Arm for 30 years and have never seen such a shortage of industrial land or buildings as there is currently.

There is currently one 8.9 acre property for sale, there is no other industrial land for sale in Salmon Arm that I am aware of.

There are also no industrial buildings for sale or lease in Salmon Arm that I am aware of.

I get contacted approximately once a week from people looking for shops, buildings or industrial land and unfortunately let them know we have none

I full endorse having the above property removed from the ALR to help our community move forward

All the best



Jim Grieve Personal Real Estate Corp

Homelife Salmon Arm Realty.com

251-404 TCH NW Salmon Arm

Cell 250 833 6312





September 23, 2020

To Whom It May Concern:

Salmon Arm Economic Development Society (SAEDS) is a non-profit organization with a mandate to support and provide services to existing businesses, attract new businesses to the community and assist in developing strategies and programs to foster economic development and prosperity in our community.

Included in the services SAEDS provides is site selection support to prospective investors. Salmon Arm is a vibrant city with strong population growth trends over the last decade. Recently BC stats identified Salmon Arm as the fastest growing municipality in British Columbia, with a 9.3% growth rate. Additionally, last year Maclean's magazine named Salmon Arm the number one best place to live in Western Canada. Coinciding with this population growth and favourable public exposure, Salmon Arm has seen increased demand for light industrial space from both domestic and international investors.

In our work supporting interested investors over the last few years, we have been increasingly challenged to source available light industrial properties to meet investment inquiries, and, in many cases, have been unsuccessful in doing so.

SAEDS staff feel the lack of available light industrial zoned buildings is a barrier to the current and future economic development of our city.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lana Fitt".

Lana Fitt  
Economic Development Manager  
Salmon Arm Economic Development Society

Item 9.5

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. ALC-397 be authorized for submission to the Agricultural Land Commission.

[Smith, R. & M.; 1281 70 Avenue NE; Inclusion and Exclusion]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: October 27, 2020

Subject: Agricultural Land Commission Application No. 397 (Inclusion and Exclusion)

Legal: The Fractional Legal Subdivision 4 of Section 1, Township 21, Range 10, W6M, KDYD, Except Plans 31 and 8077  
Civic Address: 1281 70 Avenue NE  
Owner/Applicant: Richard and Margret Smith

## MOTION FOR CONSIDERATION

**THAT: Agricultural Land Commission Application No. ALC. 397 be forwarded to the Agricultural Land Commission.**

## STAFF RECOMMENDATION

THAT: The motion for consideration be defeated.

## PROPOSAL

The subject parcel is located at 1281 70 Avenue NE (Appendix 1 and 2). As shown on Appendix 3, the property is bisected by the Agricultural Land Reserve (ALR). The applicant is proposing both an Inclusion into the ALR (Appendix 4) and an Exclusion of land from the ALR (Appendix 5). The site plan submitted by the applicant in support of their application is attached as Appendix 6.

## BACKGROUND

The parcel is designated Acreage Reserve in the City's Official Community Plan (OCP) and is outside the Urban Containment Boundary. The subject property is zoned A2 – Rural Holding Zone and P1 – Park and Recreation zone (waterfront portion) in the Zoning Bylaw (Appendices 7 & 8). A single family dwelling, and four (4) 'agricultural buildings' are on the property. The siting of the buildings, constructed closer than the required 15.0m setback, were sanctioned by a Development Variance Permit in 2013.

Adjacent zoning and land uses include the following:

North: Rural Holding (A-2)/ rural residential/  
Park and Recreation Zone (P-1)/CP Rail/Shuswap Lake  
South: Rural Holding (A-2) / rural residential  
East: Rural Holding (A-2) / rural residential  
West: Rural Holding (A-2) / rural residential  
Park and Recreation Zone (P-1)/CP Rail/Shuswap Lake

The total area of the subject property is approximately 6.2ha (15.3ac) and includes land on both sides of 70 Avenue NE. There is also a portion of the subject property north of the CP Railway tracks. The applicant submitted a drawing in support of their application that indicates the area that they are proposing to be excluded from the ALR is approximately 1.8ha (4.4ac) and an equivalent portion of 1.8ha (4.4ac) to be included into the ALR. Using the approximate locations shown on this map in conjunction with ALR data the map included as Appendix 9, created by staff, shows that there is approximately 2.6ha (6.45ac) proposed to be excluded from the ALR and 1.9ha (4.7ac) of land proposed for inclusion into the ALR. The applicant provided supplemental mapping after making their application to the ALC and in that mapping the

areas proposed to be included in the ALR total 1.66ha and the area proposed to be excluded from the ALR is 2.43ha. Table 1 provides of a list of the various proposed areas and sources. Ultimately, the final areas for exclusion and inclusion would be determined by the ALC in their decision.

Table 1. Proposed Areas

|  | Inclusion Area | Exclusion Area |
|--|----------------|----------------|
| Maps submitted with ALC Application (Appendix 6) | 1.8ha          | 1.8ha          |
| Maps created by staff (Appendix 9)               | 1.9ha          | 2.6ha          |
| Maps submitted October 20, 2020 (Appendix 14)    | 1.66ha         | 2.43ha         |

Based on the land Capability Classification for Agriculture, the best agricultural lands are rated Class 1 because they have the ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture. Based on the Land Capability Classification for Agriculture, The property has an Improved Soil Class Rating of 60% Class 4 and 40% Class 5. A copy of the Improved Soil Class map is attached as Appendix 10. A site-specific agrologist's report was not provided in support of the application.

According to the ALC application, the applicant has stated that they seek to take the "flat arable land" into the ALR and "swap it for the steep non-arable land that is not in the ALC. The current ALR land is covered in Mature Fir trees which protect it from sloughing, The ALR land is restricted from clearing by local government bylaw identifying land as geotechnically at risk" (see Appendices 4 and 5). It should be noted that the A2 zone encourages agricultural land uses and permits farming whether the land is within the ALR or not.

#### OFFICIAL COMMUNITY PLAN

The OCP includes the following guidelines and general policies related to on Rural and Agricultural lands within the City.

##### *Objectives*

- 7.2.1 Maintain the rural and agriculture character and land use pattern of open space, agriculture, forestry and rural/country residential lands outside of the Urban Containment Boundary.

##### *General Policies*

- 7.3.3 Maintain or enhance the configuration and size of parcels designated Acreage Reserve, Salmon Valley Agriculture and Forest Reserve through boundary (lot line) adjustment and/or consolidations; rezoning, subdivision and/or Agricultural Land Reserve exclusion applications are not encouraged.
- 7.3.12 Support the maintenance and enhancement of lands for agricultural use within the Agricultural Land Reserve.

In contemplating decisions regarding the ALR, the 2004 Agricultural Area Plan recommends that given the responsibilities and expertise to implement provincial policy that the City defer decisions related to the development of agriculture lands to the ALC.

#### COMMENTS

##### Public Input

Pursuant to the *Agricultural Land Reserve Act*, a sign was posted by the applicant advising that an application had been made. The sign also directed members of the public that feel that their interests may be affected to submit their comments directly to the City and/or ALC prior to October 23, 2020. Newspaper ads were placed in the September 20 and October 7 editions of the Salmon Arm Observer. City staff

received two letters regarding the applications. In the ALC Exclusion application process, the City may be in receipt of letters from neighbours in advance of receiving notice that an application has been made.

The letters from neighbouring property owners are attached as Appendices 11 and 12. The letters do not indicate support. The applicant also submitted letters in support of the application and in response to the letters from neighbours. The applicant's letters and supplemental information is included as Appendix 13. The applicant also provided additional site plans on October 21, 2020 and are included as Appendix 14.

#### Engineering Department

No comments received.

#### Building Department

No concerns.

#### Fire Department

No concerns.

#### Agricultural Advisory Committee

Due to the COVID-19 pandemic and the suspension of all City Committees, Commissions and Panels this application was not referred to the Agricultural Advisory Committee.

#### Planning Department

Staff have no comment regarding the inclusion application as the OCP guidelines and policies are silent on ALR inclusions. The City has no policy on ALR 'land exchanges' or 'no-net loss' proposals. Informally the ALC had accepted applications of similar 'no-net loss' format and may have supported these in the past; however, staff have been advised by the ALC that is a policy that is no longer in practice at the ALC. The applicant's proposal to result in a 'no-net loss' of land in the reserve by 'trading' areas is an example of an unplanned proposal in which there has been no long term planning, policies or regulations that provide explicit direction.

Staff acknowledge written communications in August 2016, when the applicant discussed the idea of an ALR land swap as a possible means to legalize the accessory building that was subject to the recent Non-Farm Use application. The idea at that time of excluding the home plate area (where the principal dwelling, accessory buildings and driveway accesses are located) is approximately 375 m<sup>2</sup>, and staff thought a proposal that would involve that area of home plate being excluded in exchange for the lower bench, non ALR portion of land being included could potentially be supported by the Planning Department. Senior ALC staff soon followed up on that idea the same month and did not offer support. Three years after that the Non-Farm Use application related to the accessory building proposed for a detached suite was not supported by the ALC.

#### *Development Potential*

In these types of scenarios staff assess the application on the basis of future development potential should an application such as this be supported. The submission provided with the application is not specific in terms of next steps and future development potential. Given the effort required to make an ALC exclusion application and the limited amount of information provided by the applicant, staff are providing a short summary of development potential for the property. Should the exclusion be supported the area of land unaffected by the ALR would be approximately +/- 4.0ha. To clarify, the only OCP policy that may support subdivision in the Rural Area is subdivision for a relative if the parent parcel is a minimum 8ha, not in the ALR and the proposal meets all sections of 514 of the *Local Government Act*. The parent lot size alone negated subdivision potential.

The applicant could apply to rezone the property to A3 (Small Holdings) and satisfy the 2.0ha parcel minimum; however, the OCP provides clear direction on this point and the rezoning of lands from A2 to A3

is only supported in the Gleneden area. Also, given the state of the adjacent roads, topography and servicing required, subdivision could be considered unfeasible. Again, the OCP policies related to Rural and ALR policies would not support rezoning or subdivision in the Acreage Reserve area for the same reasons the ALR Exclusion application is not supported – discouraging rezoning and subdivision applications as a means to maintaining or enhancing the existing configuration and size of parcels designated Acreage Reserve in the OCP. Furthermore, the OCP also discourages development outside of the Urban Containment Boundary.

Existing buildings on the subject property include a single family dwelling and four 'agricultural buildings'. Building Permits for 'agricultural buildings' are not required when a building is constructed for agricultural purposes, on land classified as Farm by BC Assessment and the occupancy does not exceed 40m<sup>2</sup>/person. The existing 'agricultural buildings' did not require Building Permits.

A detached secondary unit is not an outright permitted structure or use under the ALR regulations. As noted in the Table 2 below, this property was the subject of a previous ALC Non-Farm Use related to the possible conversion of one of the 'farm buildings' to a detached secondary dwelling and the application was rejected by the ALC. The A2 zone allows for detached secondary dwellings. Should the Exclusion be supported, one of the four 'farm buildings' could be converted to a detached secondary dwelling. The applicant would then have to apply for a Building Permit and pay Development Cost Charges.

In the ALC applications the applicant notes that the subject property is encumbered by topographical challenges and geotechnical hazards, indicating this as rationale to 'swap' the ALR designation. City records indicate that there are slopes greater than 30% that affect the property and any potential development. As with any proposed development in an area with similar topography, development approvals would only be supported with assessments completed by a Registered Professional Engineer following best engineering practices.

#### *Application Procedures*

This application was received prior to September 30, 2020 and was processed under the ALC application regime in which the property owner could make an Exclusion application directly with the ALC; the application is then forwarded to the City for review and comment. All Exclusion applications after September 30, 2020 require that the Local Government act as the applicant. Staff are currently reviewing application procedures to evaluate how to incorporate the legislation changes.

#### *Conclusion*

With the new Exclusion application methodology imposed by the ALC staff is concerned with receiving high volumes of exclusion requests similar to this one, which may make sense to the individual landowner of have practical merits, but are not aligned with the City's Growth Management, Rural and ALR Policies of the OCP. Support of this application may bolster expectations for exclusion support, ALR subdivision approvals and non-farm use development by other ALR property owners, and the exclusion application the City will be tasked to make a decision whether to take on the role as the applicant for each request.

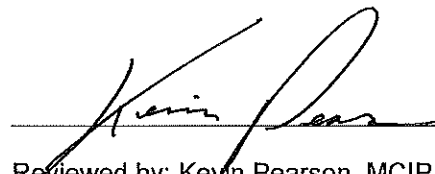
OCP policies regarding ALR exclusions in this instance are inconclusive. The excerpts from the OCP mentioned in the above section encourage the alignment of the ALR boundary as is and encourage farm uses on properties appropriately sized and zoned for that purpose. Table 2 below highlights recent decisions regarding the subject property and other ALR exclusions that have been processed recently. As noted, none of the applications progressed. Staff have no comment regarding the Inclusion application and are recommending that the application for Exclusion not be forwarded to the ALC for a decision.

Table 2. Previous ALR Applications

| Applicant                           | Application Type        | Decision      | ALC Decision   |
|-------------------------------------|-------------------------|---------------|----------------|
| Smith<br>(1281 70 Ave NE)           | Non-Farm Use            | Staff Support | ALC Rejected   |
| Balen<br>(6751 Lakeshore Rd NE)     | ALC Exclusion/Inclusion | Staff Support | Council defeat |
| Sonmor<br>(3101 10 Ave (TCH) SW)    | ALC Exclusion           | Staff Support | Council defeat |
| Stevenson<br>(3191 10 Ave (TCH) SW) | ALC Exclusion           | Staff Support | Council defeat |



Prepared by: Melinda Smyrl, MCIP, RPP  
Planner



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



Shuswap Lake

1131

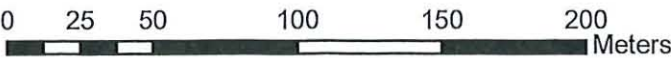
1131


1281

70 AVE. N.E.

991  
70 AVE NE

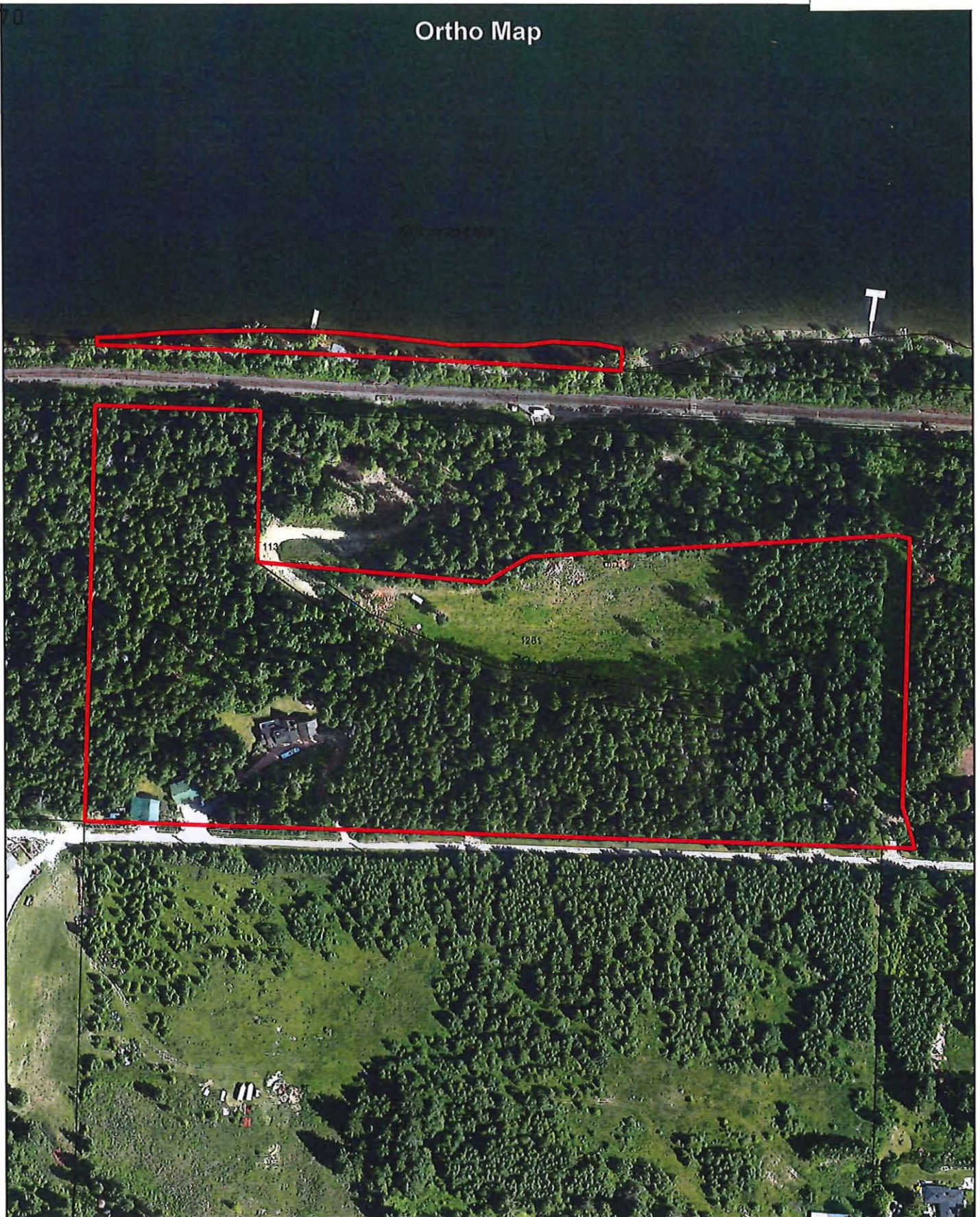
NOT OPEN




 Subject Property



## Ortho Map



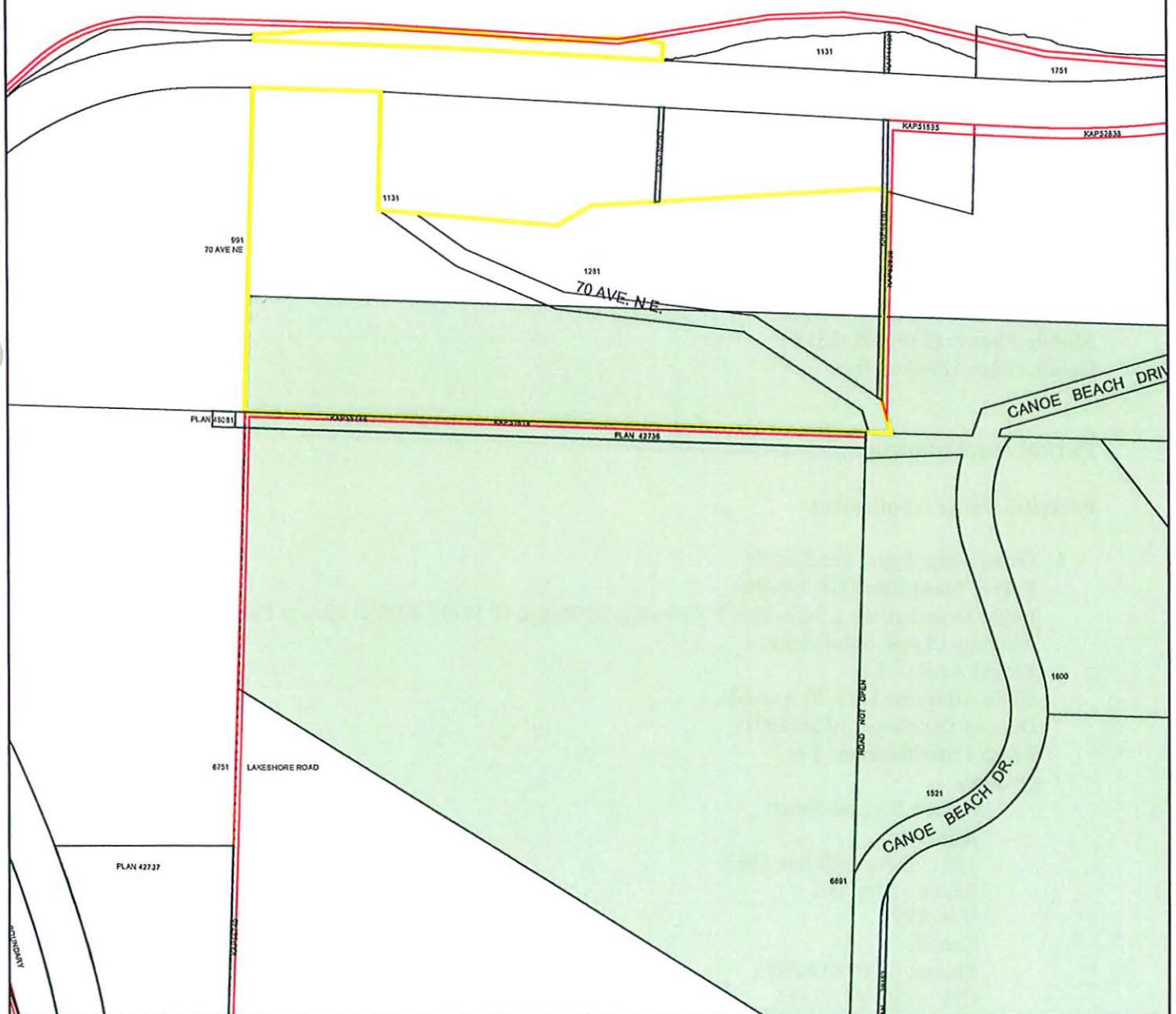
0 25 50 100 150 200 Meters

 Subject Property



# Agricultural Land Reserve (ALR) Map

Shuswap Lake



0 40 80 160 240 320 Meters

ALR Subject Property

# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 61443

**Application Status:** Under LG Review

**Applicant:** Richard Smith , Margaret Smith

**Local Government:** City of Salmon Arm

**Local Government Date of Receipt:** 09/24/2020

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

**Proposal Type:** Exclusion

**Proposal:** To make the flat arable land on my property in the ALR and swap it for the steep non- arable land that is not in the ALR. The Current ALR land is covered in Mature Fir trees which protect it from sloughing. The ALR land is restricted from clearing by local government bylaw identifying land as geotechnically at risk

**Mailing Address:**

1281 70 Ave NE box 1903

Salmon Arm, BC

V1E 4P9

Canada

**Primary Phone:** (250) 832-5975

**Mobile Phone:** (250) 832-2513

**Email:** richard@tekamar.ca

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 007-498-047

**Legal Description:** LS4Section 1 Township 21 Range 10 W6M KDYD Except Plan 31 & 8077  
Fractional Legal Subdivision 4

**Parcel Area:** 6 ha

**Civic Address:** 1281 70 Ave NE.

**Date of Purchase:** 10/30/1991

**Farm Classification:** Yes

**Owners**

1. **Name:** Richard Smith

**Address:**

1281 70 Ave NE box 1903

Salmon Arm, BC

V1E 4P9

Canada

**Phone:** (250) 832-5975

**Cell:** (250) 832-2513

**Email:** richard@tekamar.ca

2. **Name:** Margaret Smith

**Address:**

1281 70 Ave NE box 1903

**Applicant:** Richard Smith , Margaret Smith



Salmon Arm, BC  
 V1E 4P9  
 Canada  
**Phone:** (250) 832-5883  
**Cell:** (250) 832-2513  
**Email:** marg@thesmithclan.ca

---

### **Current Use of Parcels Under Application**

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

*35 Laying Hens*

*17 fruit trees*

*1.5 acres of pasture 4-6 Sheep On non ALR land.*

*300 Haskap bushes on 1/4 acre planted 2017 and 2018 irrigated on non ALR land*

*Old Cherry Orchard with about 15 trees remaining from previous owner .*

*More land cleared awaiting tree planting 2019 on nonalr land .5 acre*

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

*Chicken barn built 1995*

*2.5 acres of land cleared 2012 Non ALR*

*Planted with nut trees 2013 trees survived until drought 2014 2015 years so land fenced and Sheep  
 pastured 4-8 per year. 1.5 acres on Non ALR*

*2018 Haskap bushes planted with irrigation 2017 and 2018 300 bushes  
 on Non ALR*

*8 Fruit trees planted on Non ALR land*

*6 fruit trees on ALR land near home*

*Shop built for storage and repair of vehicles and equipment 2002*

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

*House built 1992*

*Secondary residence built 1998*

### **Adjacent Land Uses**

#### **North**

**Land Use Type:** Other

**Specify Activity:** Shuswap lake and one cabin on 6 acre parcel

#### **East**

**Land Use Type:** Residential

**Specify Activity:** Vacant land in Alr used for junk storage

#### **South**

**Land Use Type:** Other

**Specify Activity:** Vacant Alr land used for container and Garbage/junk storage

#### **West**

**Land Use Type:** Residential

**Specify Activity:** one home on 10 acres

## Proposal

### 1. How many hectares are you proposing to exclude?

1.8 ha

### 2. What is the purpose of the proposal?

*To make the flat arable land on my property in the ALR and swap it for the steep non- arable land that is not in the ALR. The Current ALR land is covered in Mature Fir trees which protect it from sloughing. The ALR land is restricted from clearing by local government bylaw identifying land as geotechnically at risk*

### 3. Explain why you believe that the parcel(s) should be excluded from the ALR.

*The land being proposed to include is currently being used as farm land with Farm status. This land is flat and the site of an 80 year old cherry and tree orchard which we have put back into ALR production. It was covered with 20 year old fir at the time of clearing*

*The land currently in the ALR is too steep to clear and farm . The ALR land currently is in mature fir trees and protects a steep bank from erosion . The city will not allow us to clear it for fear of the bank sloughing and taking out their road. The current ALR land also has our home on it , a shop chicken coop and a secondary building .*

## Applicant Attachments

- Proof of Signage - 61443
- Proof of Serving Notice - 61443
- Proposal Sketch - 61443
- Proof of Advertising - 61443
- Other correspondence or file information - Agent letter
- Certificate of Title - 007-498-047

## ALC Attachments

None.

## Decisions

None.



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 61439

**Application Status:** Under LG Review

**Applicant:** Richard Smith , Margaret Smith

**Local Government:** City of Salmon Arm

**Local Government Date of Receipt:** 09/23/2020

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

**Proposal Type:** Inclusion

**Proposal:** To make the flat arable land on my property in the alr and swap it for the steep no arable land that is not in the alr. The Current ALR land is covered in Mature Fir trees which protect it from sloughing. The AIR land is restricted from clearing by local government bylaw identifying land as geotechnically at risk

## Mailing Address:

1281 70 Ave NE box 1903

Salmon Arm, BC

v1e 4p9

Canada

**Primary Phone:** (250) 832-5975

**Mobile Phone:** (250) 832-2513

**Email:** richard@tekamar.ca

## Parcel Information

### Parcel(s) Under Application

#### 1. Ownership Type: Fee Simple

**Parcel Identifier:** 007-498-047

**Legal Description:** LS4Section 1 Township 21 Range 10 W6M KDYD Except Plan 31 & 8077

**Fractional Legal Subdivision** 4

**Parcel Area:** 6.9 ha

**Civic Address:** 1281 70 Ave NE.

**Date of Purchase:** 10/01/1991

**Farm Classification:** Yes

#### Owners

##### 1. Name: Richard Smith

**Address:**

1281 70 Ave NE box 1903

Salmon Arm, BC

v1e 4p9

Canada

**Phone:** (250) 832-5975

**Cell:** (250) 832-2513

**Email:** richard@tekamar.ca

##### 2. Name: Margaret Smith

**Address:**

1281 70 Ave NE box 1903

**Applicant:** Richard Smith , Margaret Smith

Salmon Arm, BC  
 V1E 4P9  
 Canada  
**Phone:** (250) 832-5883  
**Cell:** (250) 832-2513  
**Email:** marg@thesmithclan.ca

---

### Current Use of Parcels Under Application

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

*35 Laying Hens 17 fruit trees 1.5 acres of pasture 4-6 Sheep On non ALR land.  
 300 Haskap bushes on 1/4 acre planted 2017 and 2018 irrigated on non alr land  
 Old cherry orchard with about 15 trees remaining from previous owner . MOre land cleared awaiting  
 tree planting 2019 on nonalr land .5 acre*

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

*Chicken barn built 1995  
 2.5 acres of land cleared 2012  
 Planted with nut trees 2013 trees survived until drought last 2 years so land fenced and Sheep pastured  
 4-8 per year. 1.5 acres  
 2018 Haskap bushes planted with irrigation 2017 and 2018 300 bushes  
 Shop built for storage and repair of vehicles and equipment 2002*

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

*House built 1992*

*Secondary residence built 1998*

### Adjacent Land Uses

#### North

**Land Use Type:** Other

**Specify Activity:** shuswap lake and one vacant 6 acre parcel

#### East

**Land Use Type:** Unused

**Specify Activity:** vacant land in Alr used for junk storage

#### South

**Land Use Type:** Other

**Specify Activity:** Vacant Alr land used for container and junk storage

#### West

**Land Use Type:** Residential

**Specify Activity:** one home on 10 acres

### Proposal

**Applicant:** Richard Smith , Margaret Smith

**1. How many hectares are you proposing to include?**

1.8 ha

**2. What is the purpose of the proposal?**

*To make the flat arable land on my property in the alr and swap it for the steep no arable land that is not in the alr. The Current ALR land is covered in Mature Fir trees which protect it from sloughing. The AIR land is restricted from clearing by local government bylaw identifying land as geotechnically at risk*

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

*The land being proposed to include is currently being used as farm land with Farm status. This land is flat and the site of a 80 year old orchard which we have put back into ALR production. It was covered with 20 year old fir at the time of clearing*

*The land currently in the ALR is too steep to clear and farm . The ALR land currently is in mature fir trees and protects a steep bank from erosion . The city will not allow us to clear it for fear of the bank sloughing and taking out their road. the current ALR land also has our home on it , a shop and a secondary building .*

**4. Describe any improvements that have been made to, or are planned for the parcel proposed for inclusion.**

*Drip Irrigation to site*

*300 Haskap bushes planted*

*10 fruit Trees*

*2 acres Fenced and currently used for sheep pasture*

*one more acres available of flat land available for clearing and more farming*

**Applicant Attachments**

- Proposal Sketch - 61439
- Certificate of Title - 007-498-047

**ALC Attachments**

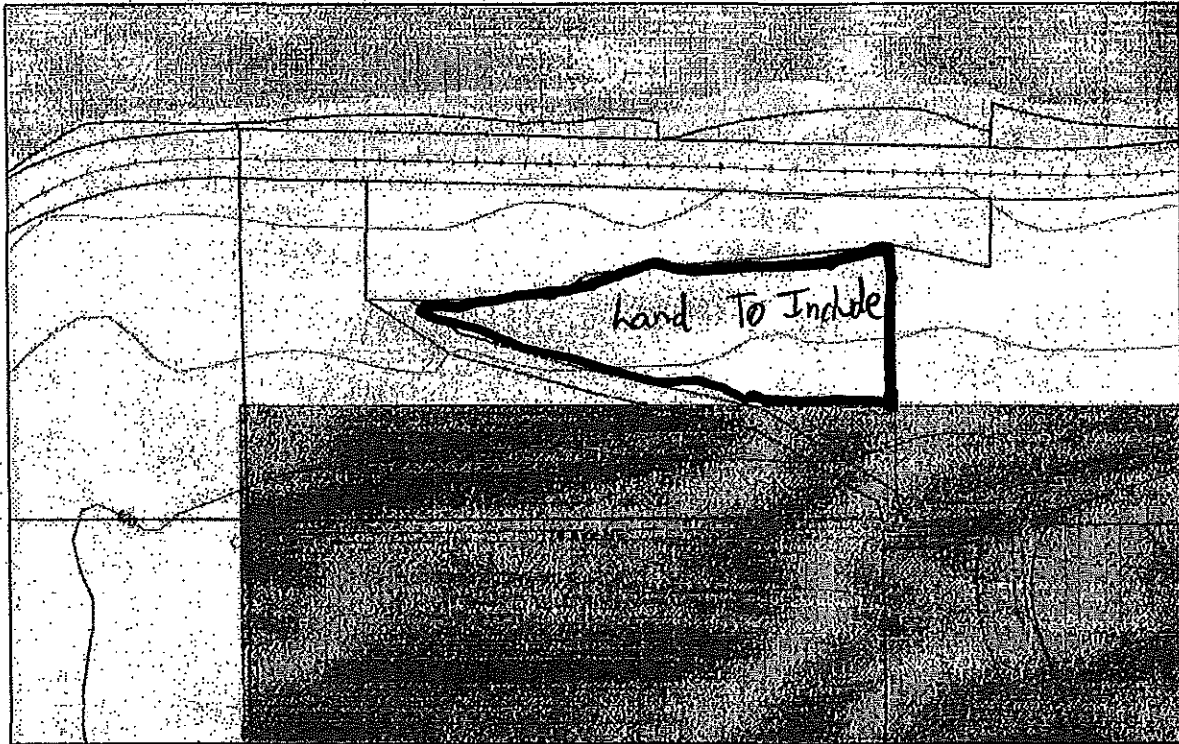
None.

**Decisions**

None.



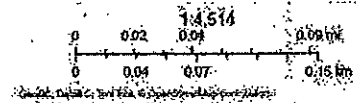
# ALR Property and Map Finder



2020-09-23, 12:05:16 p.m.

ALR Polygons

ParcelMap BC Parcel Fabric

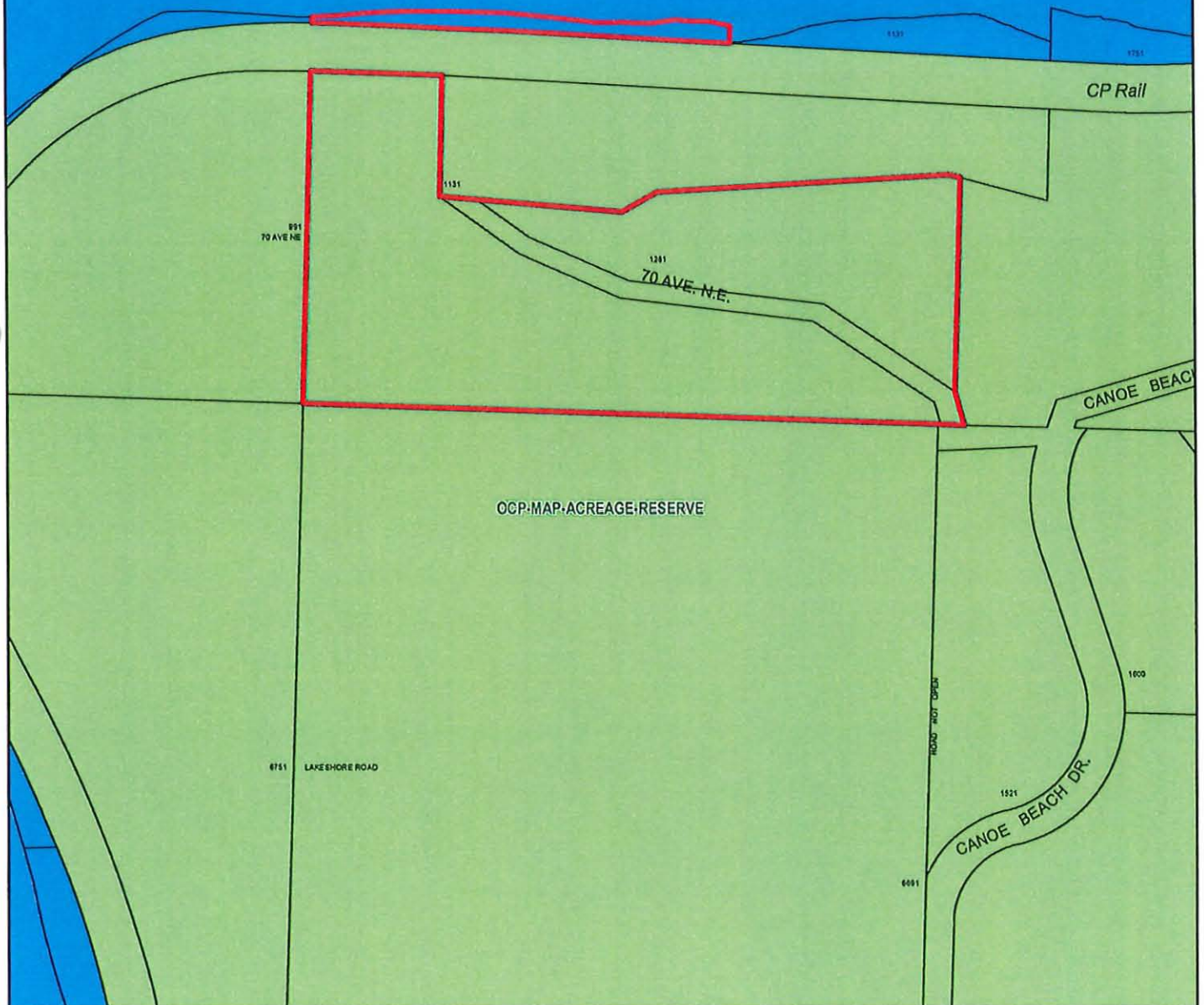


Provincial Agriculture and Forestry  
British Columbia Agricultural Land Commission. The boundary of the province is shown in a solid line and the boundary of the ALR is shown in a dashed line.

# Official Community Plan (OCP) Map

Shuswap Lake

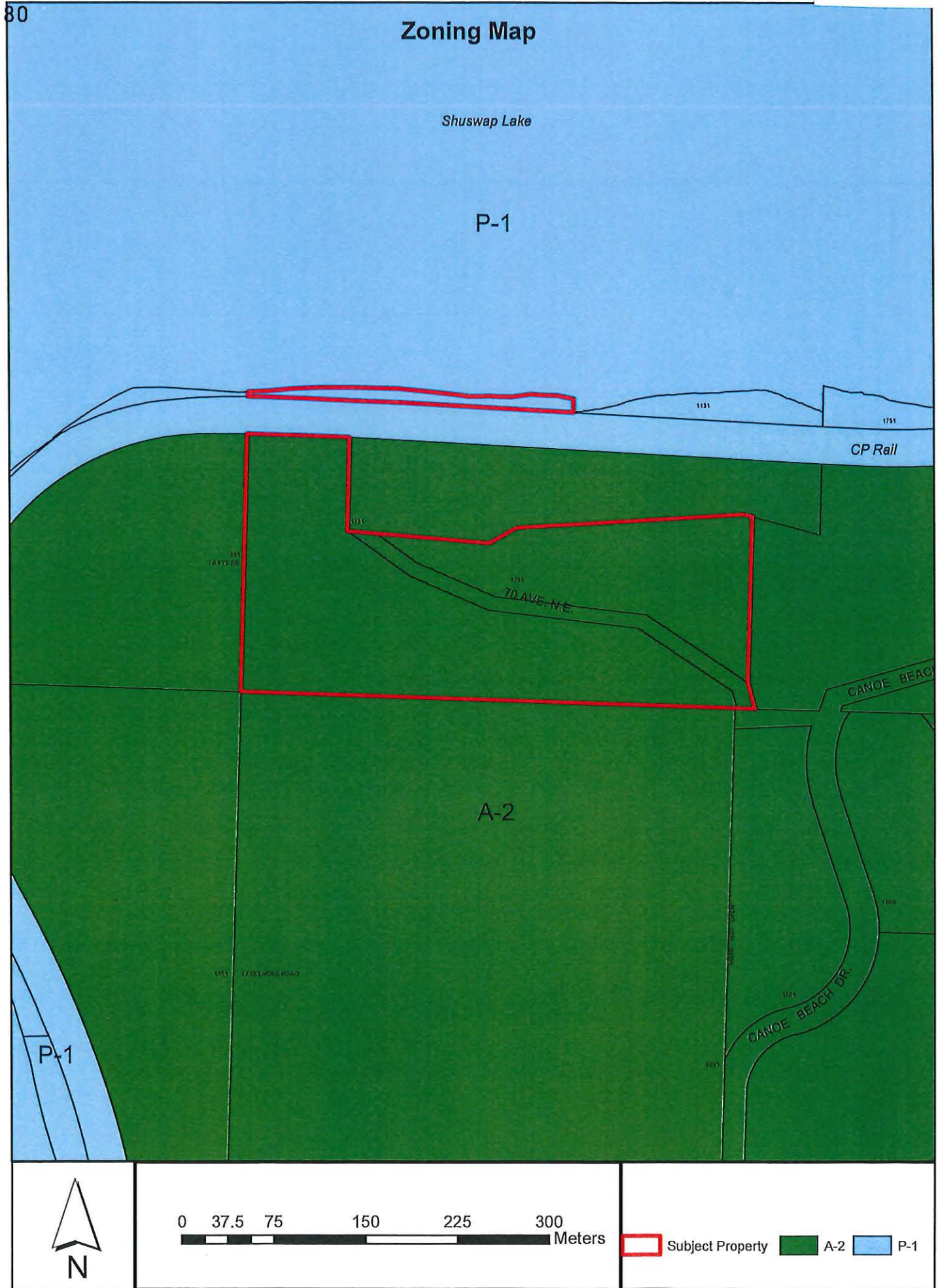
OCP:MAP-LAKE RECREATION



0 37.5 75 150 225 300 Meters

Subject Property
  Acreage Reserve
  Lake Recreation





# Agricultural Land Reserve (ALR) Map

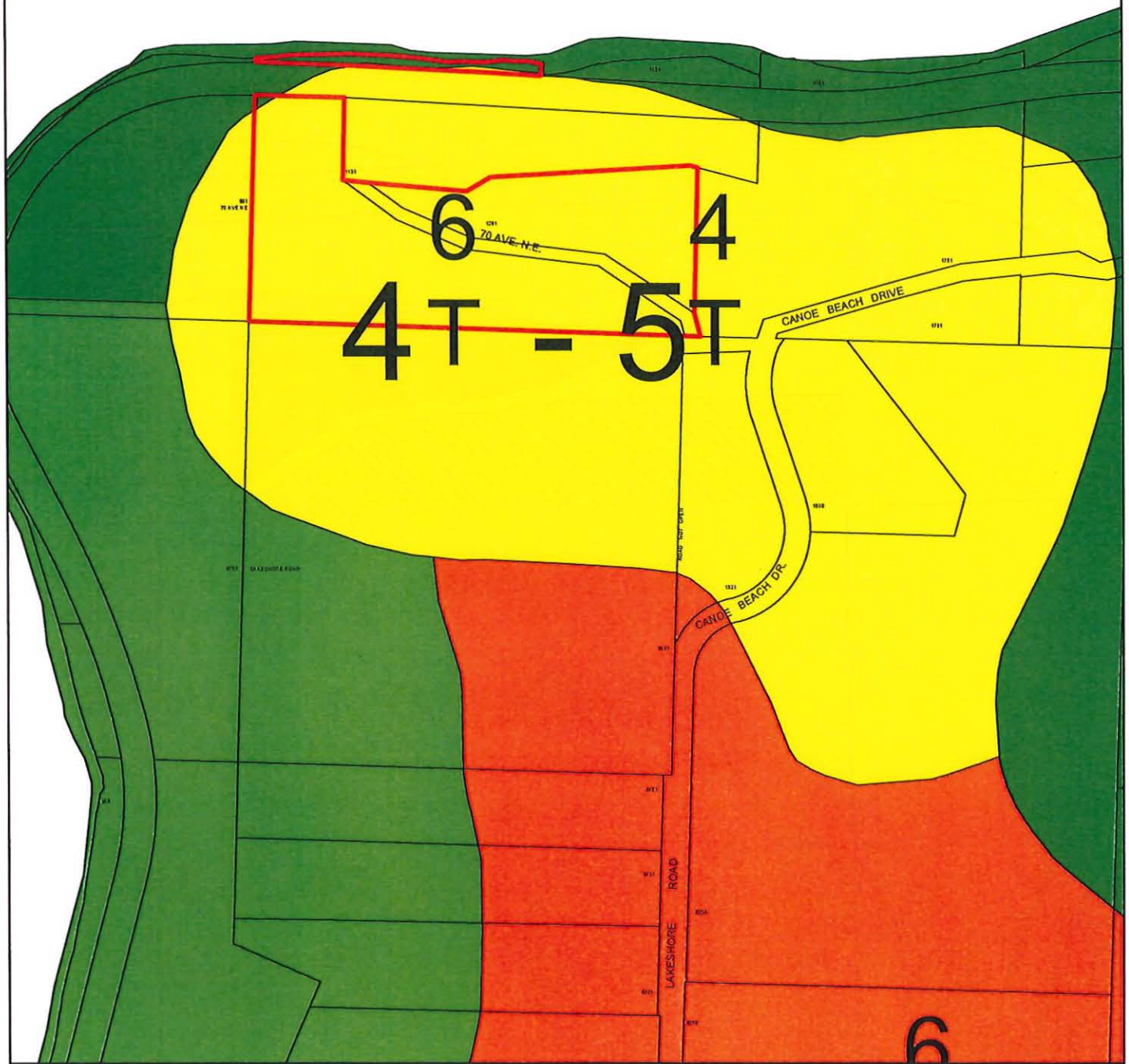
Shuswap Lake



0 37.5 75 150 225 300 Meters

-  Subject Property
-  Proposed Exclusion Area (approx. 6.45ac)
-  Proposed Inclusion Area (approx 4.7ac)





0 30 60 120 180 240  
Meters

Subject Property Unimproved Soil Class

- CLASS 2
- CLASS 4
- CLASS 6
- CLASS 7

Provincial Agricultural Land Commission – Applicant Submission – ID 61443

Richard Smith, Margaret Smith - application for removal of land in the ALR

This application must not be allowed to proceed for the following reasons

The application appears to be a further attempt by the Smiths to manipulate the ALC, local government bylaws, zoning and code requirements to have a non-compliant second residence on the property used as a rental. Please review all information submitted to the ALC and Local government regarding the Smith **Application ID: 58273** which was received by the local government 12/18/2018 and the City of Salmon Arm File No. ALC-380. This application continued through the process, ultimately being Refused with an ALC Decision, 03/Jun/2020.

The Smith Application 61443 claims "The Current ALR land is covered in Mature Fir Trees..." which is not correct. A significant portion of the Smith's claimed agriculture development, including chicken shed, garden, claimed fruit trees and self defined agricultural buildings are in the ALR area. This land swap would remove a significant portion of his claimed current agricultural development out of the ALR and leave it on residential land open to further zoning and or subdivision applications while continuing to expose the adjacent residential properties to non-compliant zoning violations and activities that the city, and ALC, have explicitly instructed the Smiths to cease.

The Smiths have several non-compliant buildings on the section of land currently in the ALR built without engineering, permits or inspections with the justification that these requirements were not needed as the land was in the ALR, they had right to farm and they were deemed by Mr. Smith to be "agricultural buildings". Mr. Smith has used his non-compliant agricultural buildings as justification in court to attack his neighbor. He has used this section of land as part of his defense for demanding the removal of water drainage structures designed to protect the roads to his neighbor's property and for the removal of fences on the adjacent agricultural property

Mr. Smith does not appear to be forthright about the neighboring properties or how they are being used and utilized. To the east is an agricultural property with a 6000 square foot building pad engineered and constructed for an agricultural building which has been put on hold until the legal disputes between the Smiths and the neighboring properties has been resolved. Engineering for the building is completed and a schedule "B" for this site has been submitted to the city.

To the south, the entire section of land proposed to be removed from the ALR is immediately adjacent to an active agricultural property with a greenhouse development currently stalled due to actions filed in the courts by the Smiths. It must be noted that Mr. Smith appears to be venomously opposed to this development. It would appear that the Smiths have taken every action and opportunity to disrupt the neighboring agricultural development, including petitions to council regarding development, suing this neighboring property owner over the construction of fences, disputing the installation of a cattle guard, plugging culverts and demanding the removal of drainage and stabilization structures designed to protect a shared road easement through / to the farm development.



Please note the Smiths referencing the agricultural development of the property to the south, where heavy equipment and tree farm machinery is parked, in derogatory statements as in his current application where it states "Vacant ALR land used for container and Garbage/junk storage".

Inclusion of the area the Smith application claims to be agricultural would place ALR land directly adjacent to non ALR land to the east and to a lakefront lot to the north with significant future residential potential.

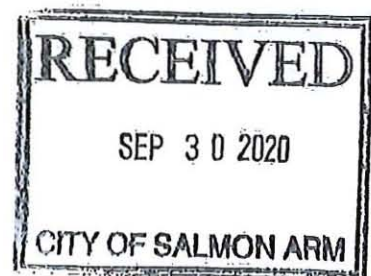
Removing the ALR area of the Smith property while making the area the Smiths claim to be agricultural would create a small ALR "island" with marginally viable agricultural capabilities, significantly separated from all other ALR land. Please notice the Smiths note this in their application the loss of the nut trees in this area due to drought a mere 1-2 years after they were planted, even though the Smiths claim to have irrigation. Creating a small ALR island within residential properties could set a serious precedent within the ALR.

Mr. Smith recently disputed the neighboring properties request to do a similar land swap that would have created a continuous unit within the ALR while removing a small section of marginally viable agricultural land. The land swap that Mr. Smith disputed on the neighboring agricultural property would have been far more productive in the ALR than his current proposal and was part of the development for young farmers in Salmon Arm to which Mr. Smith has opposed.

The area the Smiths are proposing to put into the ALR was a well-established and productive cherry orchard. Using historical photographs of the area it is noteworthy that all but a couple of the viable trees have been removed leaving a non-irrigated slightly sloped piece of property that is good for grazing at this time. It is noted by Mr. Smith he has only been able to graze 4 or 5 sheep in that area, observations are for three months or so in the summer, and monitoring the quality of the feed it is not recommended that anything else should be allowed to graze in that area for any length of time as the vegetation dries up and has low food value.

Currently the section of property that the Smiths propose to put into the ALR is at the end of a significant length of undeveloped road that is the legal access to the property to the east and the only legal access to the properties below. There is no legal access defined off of that road to the Smith's property. Mr. Smith has himself referred to the section of road as a trail and recently used it for a logging operation resulting in substantial damage to the travel surface and access / egress with logging equipment from the area he claims in his application as "geotechnically at risk".

Bret Wiseman  
1751 canoe Beach Drive  
250 540 6874  
~~Bret Wiseman~~  
Bret.a.wiseman@gmail.com

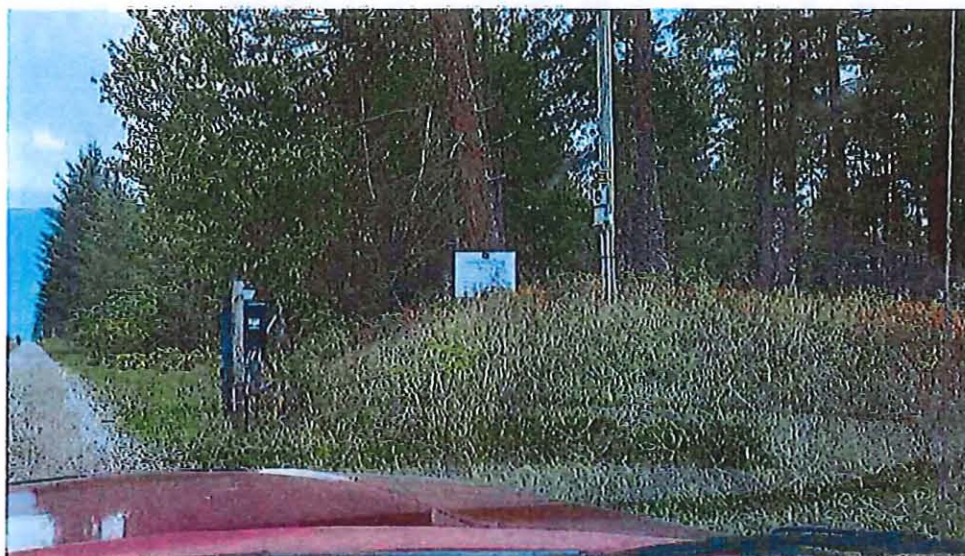




**Objection to Provincial Agricultural Land Commission – Applicant Submission – ID 61443**  
Richard Smith, Margaret Smith - application for "Exclusion" of land in the ALR

This application should not be approved for the following reasons:

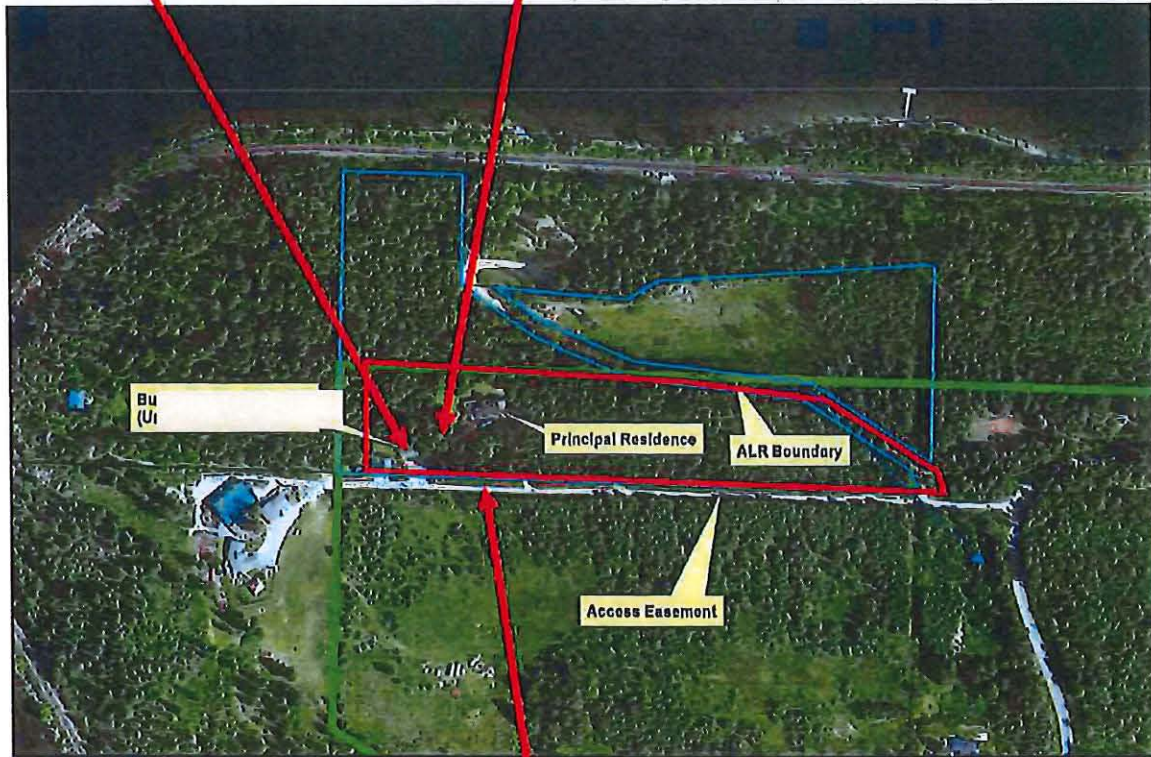
1. The applicant has claimed farm status or developing farm status for the property for most of the time they have owned the property and all the early development of farm was done in the portion now being applied for exclusion such as:
  - a. Chicken barn built in 1995 and in use today, 25 years later is in the requested exclusion area.
  - b. The building built in 1998 was previously claimed to be an agricultural building for agricultural storage with small quarters for farm help for the last 22 years and is in the exclusion area.
  - c. The agricultural building built in 2002 for storage and repair of agricultural equipment and in use today after 18 years of farm development is in the exclusion area.
2. The "Secondary Residence" listed in the application was built without permits or approvals as an agricultural building. The City has previously indicated via email that this building is an agricultural building and could not be used as a human residence.
3. The applicant has spent more than 25 years developing and claiming the exclusion area as a viable agricultural operation and it should clearly remain in the ALR as it is definitely an essential and important part of this active farming property as claimed by the applicants in earlier submissions throughout the years.
4. The applicants have shown substantial interest and activism in preserving all ALR land even to the point of organizing objection petition and actively canvassing neighbors for objections against another ALC Exclusion application in the area a couple of years ago where the Exclusion area was 0.21ha and the Inclusion area was 0.63ha.
5. Lack of respect for the ALC application procedure and posting the required signage contrary to ALC specifications partially obscured by shrubs.





Agricultural Storage/Shop  
Built 2002

Agricultural Building  
Built 1998



Chicken Barns  
Built 1995

With 20+ years put into developing a farm on the proposed exclusion area it appears that this land should certainly stay in the ALR, especially with the continuing farm development on the rest of the property.

Sincerely,

Mark Balen  
Adjacent property owner  
mark.balen@shaw.ca  
1131 – 70<sup>th</sup> Ave NE  
6691 Lakeshore Road NE

**Provincial Agricultural Land Commission – Applicant Submission – ID 61439**

Richard Smith, Margaret Smith - application for "Inclusion" of land in the ALR

Since our 1130 – 70<sup>th</sup> Ave property is only accessible via 70<sup>th</sup> Ave and the "Inclusion" area is only accessible via 70<sup>th</sup> Ave, I would not object to this application IF the City of Salmon Arm enforces its bylaws and:

1. Defines a City approved approach from 70<sup>th</sup> Ave to the Inclusion area for the commercial farm development.
2. Prohibits and stops the applicant from damaging the road by driving off the edge of 70<sup>th</sup> in unapproved sections as the applicant has done in the past contrary to the engineering report the City required be done several years ago by myself.
3. City of Salmon Arm protects the public road and ensures access to our 1131 – 70<sup>th</sup> Ave property will not be compromised.

Provided the City of Salmon Arm fulfills its obligation to enforce its bylaws, protect the public road and access to our adjoining property I would fully endorse the applicant's "Inclusion" proposal to the ALC's Agricultural Land Reserve.

Sincerely,

Mark Balen  
 Adjacent property owner  
 mark.balen@shaw.ca  
 1131 – 70<sup>th</sup> Ave NE  
 6691 Lakeshore Road NE

**Melinda Smyrl**

**From:** Richard Smith <richard@tekamar.ca>  
**Sent:** October-19-20 3:54 PM  
**To:** Melinda Smyrl  
**Subject:** RE: ALR Application for Inclusion and Exclusion - Input Received  
**Attachments:** Wiseman ALC letter rebuttal oct 2020.docx; Rebuff to Balens comments oct 202.docx; Smith and Smith v Balen and Balen; WP\_20171208\_002.jpg; Balens Cabin on Easement may 2017.jpg

Thank you very much Melinda. We have lived very well with our neighbours, raised 3 boys and taught them how to garden and farm for the first 20 years. Balens arrived from Alberta and wanted to drive us out. Unfortunate I have had to have 2 lawsuits which we have won both to protect our property from these people that appeared to want to drive us off after they were unable to buy our land when a realtor approached us. They bought 4 neighbouring properties. We got along fine with wiseman for 20 years also but Balen has led Brett along sort of letting him believe he will fund Wisemans grandiose pipe dreams and as a result has become a proponent of Balens methods. Neither of them appear very smart and Ms Balen is quite verbally offensive swearing at us and makes derogatory statements. Read the judges comments pages 20-22 of the court hearing to confirm of the nuisance they have caused including suing the city. This has wasted countless hours for us and the city . I apologize to everyone involved for more time being spent.

Attached are the following

- 1] Rebuff to Wisemans comments I numbered each paragraph and replied to each paragraph . Please provide council with each of Wisemans paragraphs numbers 1-10
- 2 Rebuff to Balens comments
3. Judges court order court decision from us suing them in BC supreme court.
- 4.. BC small Claims court decision awarding us for him wrecking pavement on our shared road. It also shows Balens business partner who was going to buy land if he could have subdivided as trying to mislead the judge as a professional
5. Pictures of fallen un-engineered wall . you tell me if it looks like junk around it. Wall fell 4 months later
6. Non permitted cabin picture

**From:** Melinda Smyrl <msmyrl@salmonarm.ca>  
**Sent:** October 19, 2020 10:05 AM  
**To:** Richard Smith <richard@tekamar.ca>  
**Subject:** ALR Application for Inclusion and Exclusion - Input Received

Good morning Mr. Smith,

I've attached input that was received regarding your applications to include and exclude land from the ALR.

I'm working on the staff report this week and it is scheduled to be received by the Planning and Development at their meeting on November 2, 2020 and then Council on November 9, 2020. Once the report has been reviewed for the

Planning and Development Committee Agenda I will forward it to you. If you wish to add input to be submitted to the **89** Committee and Council please provide that input prior to October 22.

Kind regards,

**Melinda Smyrl, MCIP, RPP | Planner | Development Services Department**  
Box 40, 500-2nd Avenue NE, Salmon Arm, BC, V1E 4N2 | P 250.803.4011 | F 250.803.4041  
E [msmyrl@salmonarm.ca](mailto:msmyrl@salmonarm.ca) W [www.salmonarm.ca](http://www.salmonarm.ca)

CITY OF  
**SALMON ARM**



Oct 19 202

## Replies to Brett Wisemans Statements

Please note I have Numbered his paragraphs as it is so long it would be difficult to comment otherwise. I apologize for the long-winded explanation. Mr. Wisemans comments are misleading. I feel obligated to defend myself as I feel his accusations are defamatory and slanderous.

### Paragraph 1

This would allow our 2<sup>nd</sup> residence to become legal as the city recommended to the ALR when we did apply for a non-compliant use within the ALR. This swap would then allow the second residence to conform to current zoning. It would provide cheap housing for someone. It is now vacant which is a waste as it was built to BC building code and we rented it for \$750 per month to a very nice lady, Lis Mezie, who helped us with our farm work. She now has to commute from Sunnysbrae. We will give her the chance to move back and rent for the same rate if this is approved. I will be happy to provide the rental contract if this is approved.

### Para # 2

I have a 2 plums 1 peach, 1 Apple and one pear tree on the current ALR land. The rest of the developed land is covered by homes, driveways, secondary buildings, a garden and lawns. This land is permanently taken out of Agriculture production. The rest is Mature fir on a sloping and partly steep hillside the city has designated a potential slide area. It makes much more sense to have the flat land currently farmed as ALR. The way it currently is I think I can clear the trees under the ALR act for farming purposes without the city's approval which would cause slope instability to the city's main water line.

### Para #3

Incorrect. The buildings they were built without permit as we had farm status at time of building or prior to farm status were built without permit as per city rules at the time of building. The final building built was permitted and had engineering. There was no defense needed to enforce court order. Balens built a fence and other structures in direct defiance to a registered easement and the registered city's right of way. We have taken this to court and the Balens were court ordered to follow the easement rules. The judge found them highhanded and causing a deliberate nuisance. See pages of the judge's findings pages 22. The water drainage etc. was a non-issue for the period from 1990 to 2012. During that time, the largest developer in Salmon Arm Bill Laird found no reason to change the drainage of the existing road. The road was built by the head of maintenance by Eric Enger, the foreman of the highway's maintenance contractor at that time. It is built like many roads in salmon arm with a ditch. It historically has not been a problem. There was never a drainage issue prior to Balens clearing the land above. They thought the solution was just to run excess water from their land onto ours which is steep and prone to sliding. Another note is it is built the same as Wisemans access to his land with a ditch.

### Paragraph #4

We have never opposed agriculture development of the land to the south. There has been none to date.

All Balen did was remove 40 + producing cherry trees, load rock onto agriculture land and place containers and build a road across ALR land when there already was one. There is no greenhouse. At one time Wiseman led us to believe they were putting a marijuana grow op on the property which we opposed but as with most other projects of Wisemans nothing has become of it. There is no dispute with Wisemans land to the East or ever any opposition to his development. Brent is Using our access dispute with Balens on a road which now has a court injunction stopping Balen from his damaging activities. There is also another court awarded settlement for Balen damaging the road is of no effect on Wiseman. Wiseman uses the pad for containers his motorhome he camps on in the summer and it appears storage of tires and other unsightly items

Para 5.

Balens attempted to subdivide property under the highways act stating it was for his family member which was not misleading to the city and ALR. In truth the land was to be attained for Balens busines partner for his personal home who placed a road, septic system and services without the subdivision approval. This would have subdivided the property and then allowed for a second home on ALR land removing it from production. Our family and over 40 neighbors signed a petition opposing this.

We sued and won against Balen for placing structures on a road which were deemed a nuisance by a Supreme court Judge. We sued and won due to Balen deliberately causing a nuisance and deliberately building structures on our easement and the cities water main right of way which was not allowed in either instance. Why would one fence a road and place a cattle guard , gates, when he could have placed the fence on the other side and bothered no one?

Para 6.

A gross misrepresentation of the facts There is a trailer , 4-6 containers , a dump truck , a large packer ¼ acre of rock and a bunch of junk placed on property that I see each day I drive home see attached picture or drive by and see for yourself

Para 7

WE already farm the land adjacent to the land to the north. The land being talked about has no developed city road. No city water connection or sewer and would be very difficult to access in the winter. The land has a small cabin built on it in contravention to current regulations on lakeshore development. It has no building permit and is not 30 meters from the high water mark as per current regulations. It was built without permit and faked to be a travel trailer by putting an axel and wheels under it.

Para 8

The proposed eastern border would be touching Wisemans agriculture land and it would not be an island. This swap if approved would define farming on the farmable and protect the steep land from being cleared which is currently in the ALR. When did Mr Wiseman become an expert on the viability of land for Farming?

Trees grow all over our property without irrigation. The weather of those years was very dry. Trees were not irrigated. Land was changed to pasture, fenced and has had sheep on it for 3 years. We also irrigate 300 Haskap and 10 newly planted fruit trees as well as 4- 5 old cherry trees. We had irrigation with a system we paid for from the lake until Mr. Balen restricted our ability to access pump and repair. Pumphouse was accidently not built on the easement but a few meters off it.

Para 9

See previous comments on Paragraph 5. The sole purpose was for a subdivision and had little to do with ALC swaps. We have never opposed anything with young farmers just grow ops next to our home on ALR land.

Para 10

These are very misleading statements the orchard was over 80 years old. Most cherry trees were dead choked by the fir trees, the live ones were left kept for historical value. Old varieties cherry trees which few orchards have now. The area was overgrown with 50-foot-high fir trees after we bought it. We cleared it tried a nut orchard and then turned it into active food producing pasture. We have 4 sheep, and the land has had double that. It has irrigated Haskaps just coming into production and 10 fruit trees. Brent with his grade 10-12 education is now an agriculture expert stating and recommending what we should farm on our land, limiting the numbers. He also has the gall to state the food value without any testing for nutrient value of the pasture. Wow!

The road is an undeveloped city right of way with no developed road. The city has been consulted for access and a water crossing. The city engineer has inspected the road after we removed trees and found the road to be equivalent to what it was prior to our use of it. Rob has only asked us to clear up on 5-meter area where we were still cleaning up deadfall and debris which poses a risk to our home.

Again, I apologize for the long letter which wastes councils time and mine. but it needs to be done

To defend myself and our application to false and misleading information

Yours sincerely

Richard And Margaret Smith

Oct 19 2020

Defense of Balens Letter to council and ALC.

Numbers are in reference to Balens letter and numbered paragraphs

1a. Chicken barn will continue to exist as it has and does not depend on ALR status as current zoning allows.

1b. Excluding this will provide low income housing for Lisa Mezie and others as it has for 22 years prior to Balens with no other previous neighbors complaining about it. They do help with labour on property.

1c. that is an advantage for ALC as the building will stay conforms to current zoning and will allow equal amount of land to be in the ALR which is farmable.

2. The secondary residence was built with the city's knowledge. I told them in 1998 I was building a secondary 1200 square foot building. The city replied no permit needed as we were over 10 acres and could proceed. I had many meetings with city Alderman Kental , Mayor Mayes and staff and lived next door to a councilor Petch with no complaints or comments prior to Balens arrival from Alberta . They tried to buy our property then when unsuccessful have been a nuisance we think trying to drive us off our property.

3. Balen has no idea of our timing or what we have done. He also is an Albertan mechanical engineer with no formal education in farming expertise. He built a wall which was over 4 feet high without permit or engineering. This wall fell down in less than 4 months and sits in ruins today , there seemed to be no expertise on slope stability or civil engineering of sloped land.

We obtained farm status with our chickens originally. Farm status was taken away due to rule changes about 2010. We then cleared the non alr land, ( the only land able to be cleared without slope instability or rock and was previously an orchard and redeveloped it as farm land.

4. We participated in a signaturred petition with over 40 neighbors opposing a subdivision of ALR land. Balens tried to subdivide ALR land. The application to the ALC and the city stating it was a subdivision for his family when in truth it was for his business partner . The swap was just to enable him to include a road built on ALR land to be included in subdivision.

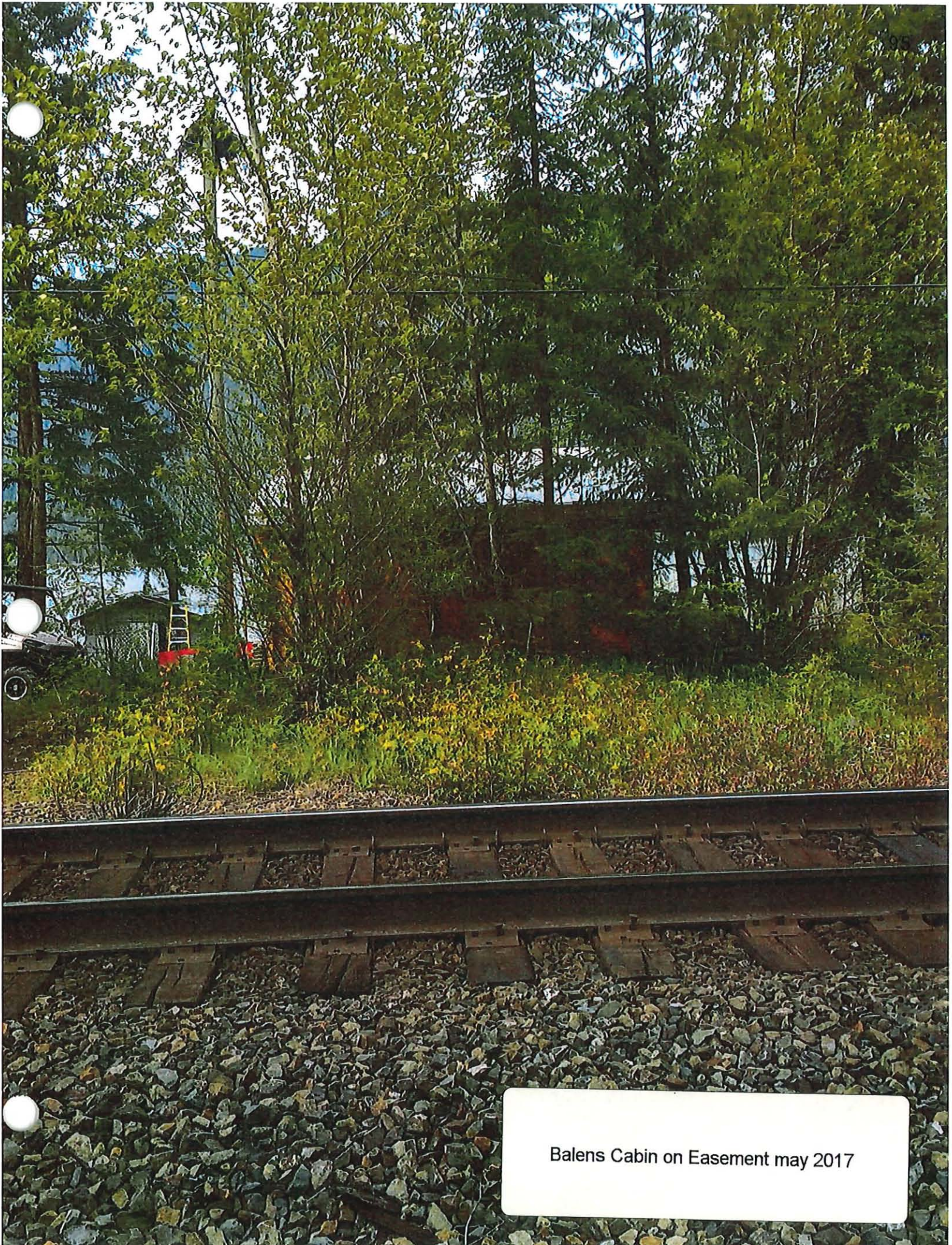
5. All neighbors in Addition to sign were provided with printed copies and advertising in the local paper.



Inclusion Application ID 61439

1. When has the city asked for approved approaches on developed roads throughout the city for farmable land let alone a non-developed dirt trail? Mr. Balen has attempted to have the city pay for these upgrades in the past.
2. Balen never had engineering approved by the city. He Took city land and fill and used it for his road building activities without permission directly below my home. A stop work order was placed on Balen to do no more development until the road was engineered and approved to city standards . Nothing has happened since then for several years except very trees being destabilized and falling onto my land and erosion to his clay road. Prior to Balen doing the unauthorized worke we had a 2<sup>nd</sup> access of 70<sup>th</sup> which Balen ruined with his unauthorized work to the city road. If more emails documentation is needed I will provide as I have Pictures and emails from City engineer proving this.
3. Balen has been the main source of damage as the dirt trail was fine for over 50 years prior to his arrival

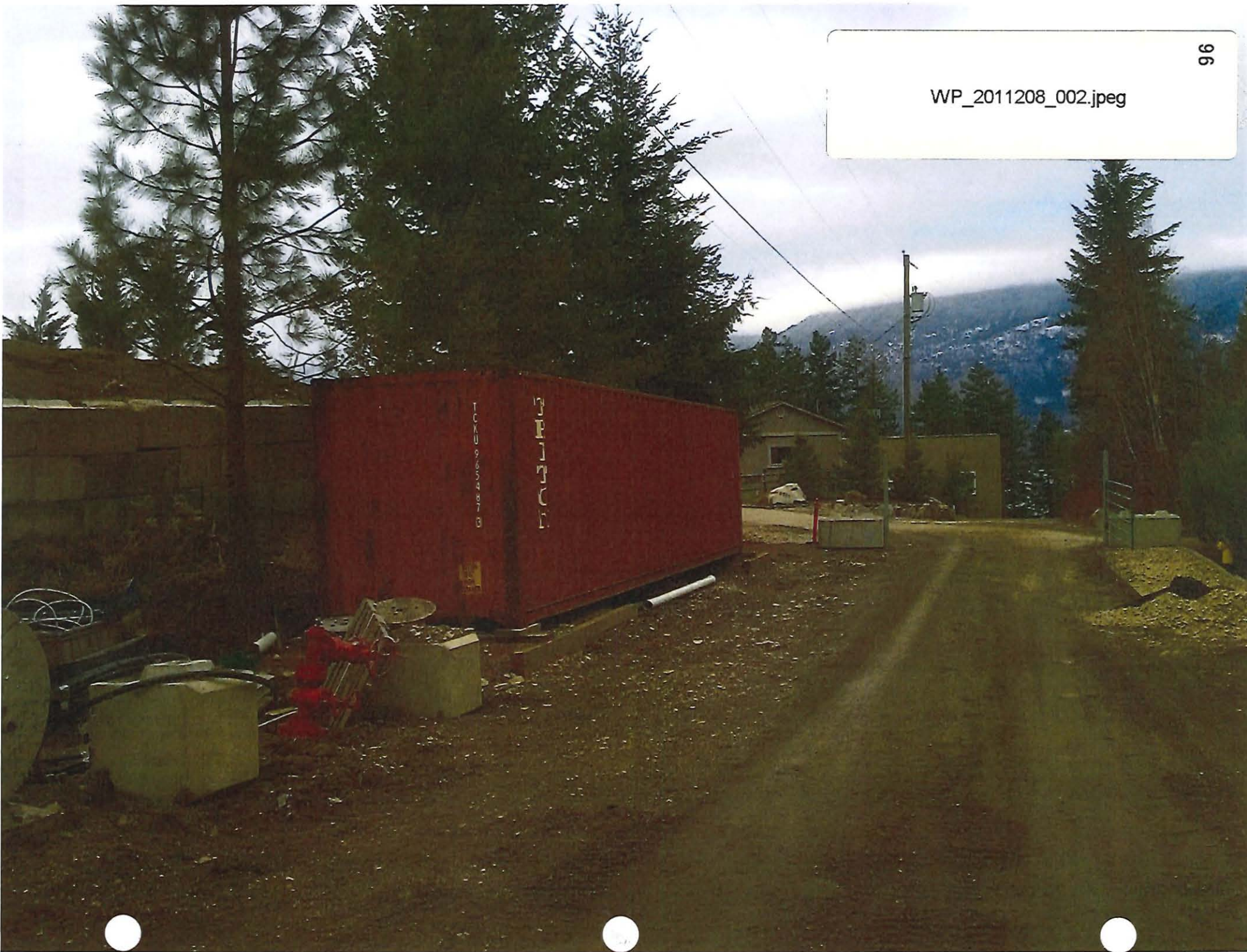




Balens Cabin on Easement may 2017



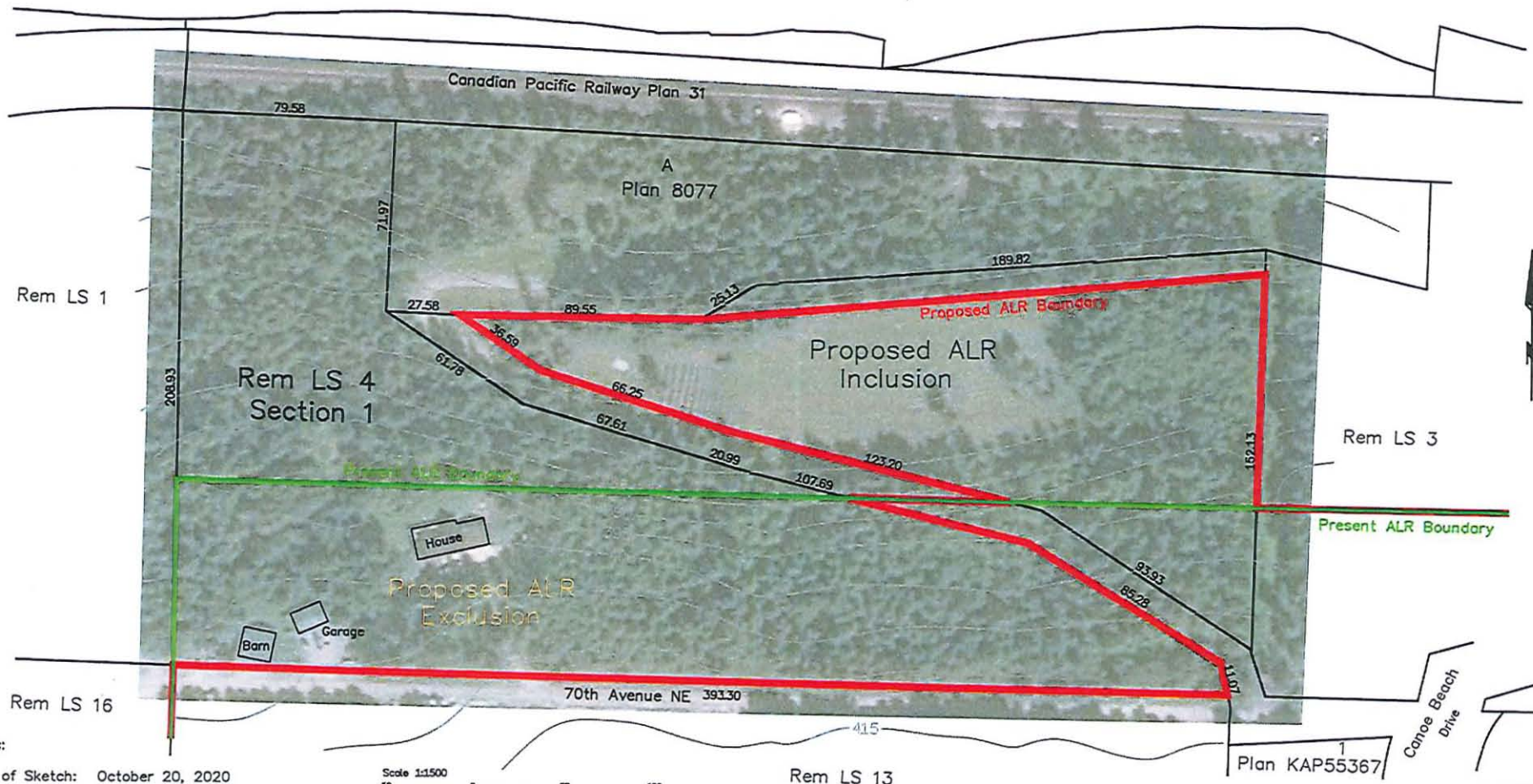
WP\_2011208\_002.jpeg





# Sketch Plan of Proposed ALR Inclusion/Exclusion Exchange LS 4, Sec 1, Tp 21, R 10, W6M, KDYD, W6M

except Plans 31 and 8077



## Notes:

Date of Sketch: October 20, 2020

Area Proposed to include in ALR : 1.66ha

Area Proposed to exclude from ALR : 2.43ha

Scale 1:1500

0 50 100

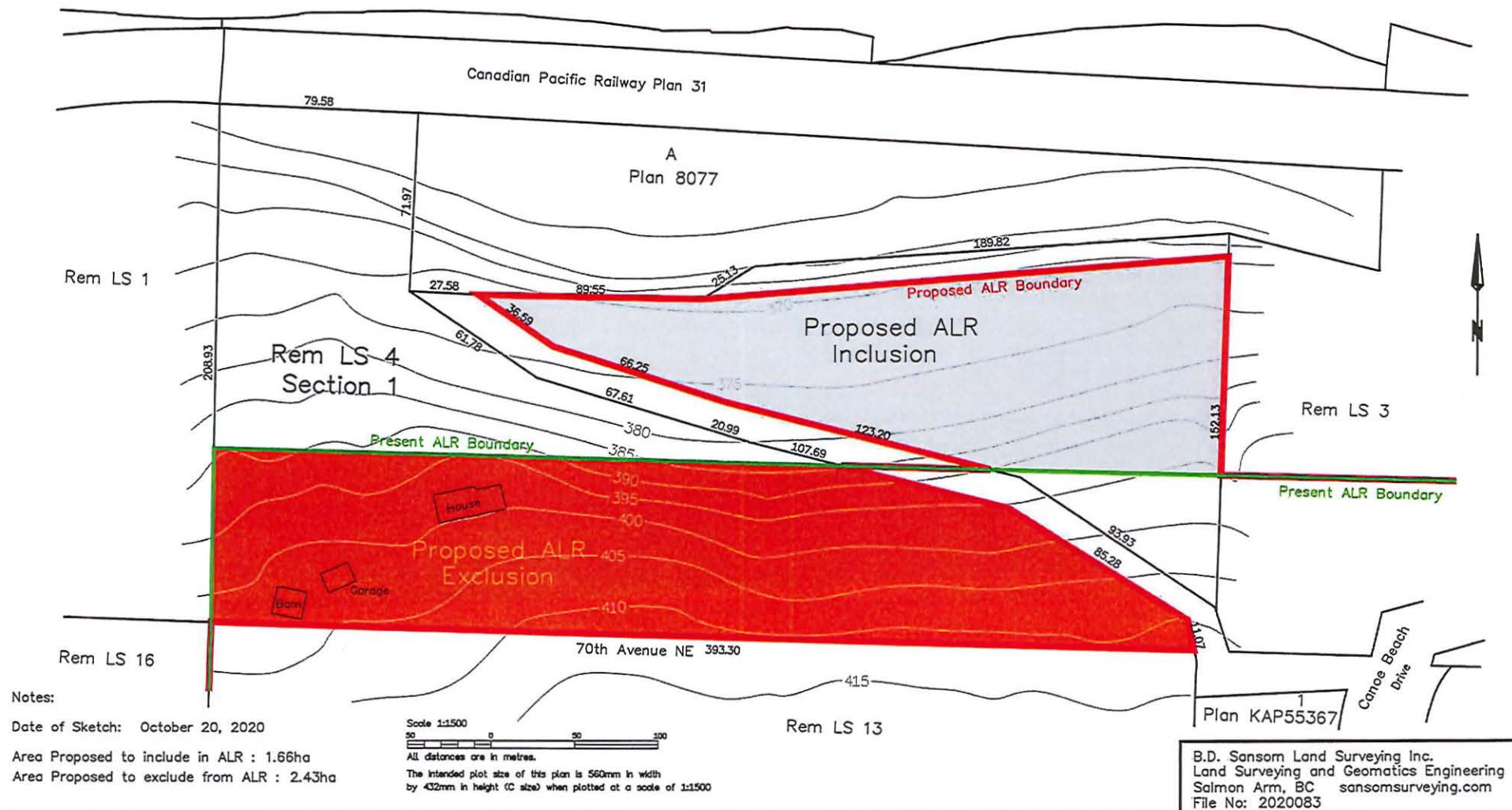
All distances are in metres.

The intended plot size of this plan is 560mm in width  
by 432mm in height (C size) when plotted at a scale of 1:1500

B.D. Sansom Land Surveying Inc.  
Land Surveying and Geomatics Engineering  
Salmon Arm, BC sansomsurveying.com  
File No: 2020083

# Sketch Plan of Proposed ALR Inclusion/Exclusion Exchange LS 4, Sec 1, Tp 21, R 10, W6M, KDYD, W6M

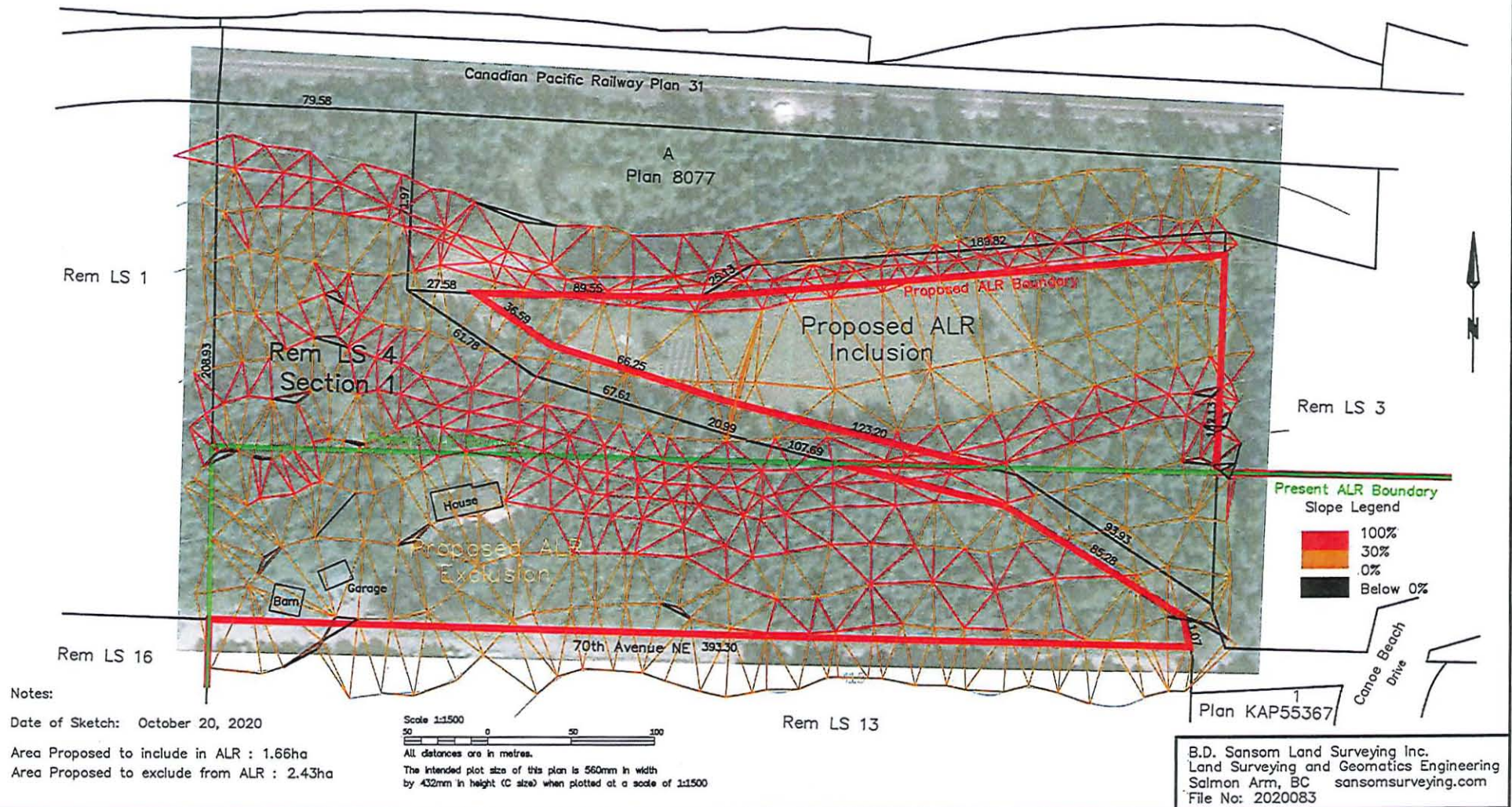
except Plans 31 and 8077





# Sketch Plan of Proposed ALR Inclusion/Exclusion Exchange LS 4, Sec 1, Tp 21, R 10, W6M, KDYD, W6M

except Plans 31 and 8077





**Melinda Smyrl**

---

**From:** Cathie Carmichael <ccarmichael@owenbird.com>  
**Sent:** June-14-18 8:58 AM  
**To:** Richard Smith; 'crowlinson@das.ca'  
**Cc:** Paul Brackstone  
**Subject:** Smith and Smith v Balen and Balen  
**Attachments:** Letter to C. Rowlingson and Smith (01028235x9DEBD).PDF; Reasons - 2018 BCSC 918 Smith v. Balen (01021617x9DEBD).pdf; AR report (01028239x9DEBD).pdf; client trust detail (01028237x9DEBD).pdf

Please find attached Paul Brackstone's letter of today's date, together with the enclosures referred to therein.

Regards,

**Cathie Carmichael**  
Legal Administrative Assistant  
to Paul A. Brackstone

Direct Line (604) 697-5603 | Direct Fax (604) 641-4712  
Email [ccarmichael@owenbird.com](mailto:ccarmichael@owenbird.com)



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John I Bird, QC (2005)

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Our File: 33666/0000

June 14, 2018

### VIA ELECTRONIC MAIL

DAS Canada  
390 Bay Street, Suite 1610  
Toronto, Ontario M5H 2Y2

**Attention: Chris Rowlinson**

### VIA ELECTRONIC MAIL

Richard Smith  
1281 – 70th Avenue NE  
PO Box 1903  
Salmon Arm, BC V1E 4P9

Dear Sir:

**Re: Smith and Smith v. Balen and Balen  
BCSC, Vancouver Registry Action No. S153637**

I write to follow up on the status of this matter.

Attached for your information is a copy of Mr. Justice Brundrett's oral reasons for judgment.

I am awaiting joint instructions on how to handle the matter of costs.

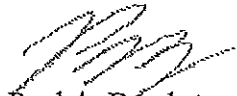
Attached for everyone's information is a copy of the trust reconciliation showing the accounts and payments history, as well as the accounts receivable. Please make arrangements for payments of the accounts receivable, and confirm your instructions on how to address the issues of costs.

Page 2

I look forward to hearing from you.

Yours truly,

**OWEN BIRD LAW CORPORATION**



Paul A. Brackstone

PAB/chc

Encl.

**IN THE SUPREME COURT OF BRITISH COLUMBIA**

Citation: *Smith v. Balen*,  
2018 BCSC 918

Date: 20180517  
Docket: S153637  
Registry: Vancouver

Between:

**Richard Smith and Margaret Smith**

Plaintiffs

And

**Robert Mark Balen and Beryle Maureen Balen**

Defendants

And

**Piero Vezzani, Marinanne Vezzani, and  
the City of Salmon Arm**

Defendants by Counterclaim

Before: The Honourable Mr. Justice Brundrett

**Oral Reasons for Judgment**

In Chambers

Counsel for Plaintiffs:

P.A. Brackstone

Counsel for Defendants:

M. Russman

Place and Date of Trial/Hearing:

Vancouver, B.C.  
May 8, 2018

Place and Date of Judgment:

Vancouver, B.C.  
May 17, 2018

## INTRODUCTION

[1] This is a summary trial application by the plaintiffs, Richard Smith and Margaret Smith, in relation to alleged interference with an easement (the “Easement”) which is situate over the property of their neighbours, Robert and Beryle Balen. The parties’ properties are located in a rural area of Salmon Arm near the shores of Shuswap Lake.

[2] The Smiths seek both a prohibitory and mandatory injunction (as well as damages) for what they say is the defendants’ nuisance and interference with the Easement which runs between the two properties. The outcome of their application turns on the determination of whether the erection of fences, hedges, a drainage field, and other obstacles within and along the Easement substantially interferes with the Smiths’ use of the Easement.

[3] In particular, the Smiths apply for the following orders:

1. A declaration that the defendants have breached the Easement (defined below) and have committed a private nuisance.
2. Judgment against the defendants for breach of the Easement and private nuisance.
3. General damages for interference with the Easement, and private nuisance.
4. Special damages for interference with the Easement, and private nuisance.
5. An injunction [requiring the Balens to remove anything interfering with or obstructing the Easement, and an injunction restraining the Balens from interfering with or obstructing the Easement].
6. In the alternative, an order permitting the Smiths to abate the interference with the Easement, and private nuisance, with the reasonable costs of doing so to be assessed as special damages once they are known.
7. Pre-judgment and post-judgment interest pursuant to the *Court Order Interest Act*, R.S.B.C. 1996, c. 79.
8. Special costs.

[4] Although the Smiths have also claimed damages for trespass and invasion of privacy, the Smiths did not pursue these claims at the summary trial.



[5] The Balens deny that they have interfered with the Smiths' rights under the Easement and argue that the matter is not suitable for a determination by summary trial.

[6] The Balens oppose all of the orders sought by the Smiths. They seek the following orders:

- 1) the summary trial application of the plaintiffs be dismissed;
- 2) this action be transferred to the Salmon Arm or Vernon registry for all purposes;
- 3) the matter be remitted to the trial list; and
- 4) costs.

[7] The defendants by counterclaim are the Vezzanis (another neighbour) and the City of Salmon Arm. The action against the City of Salmon Arm has been discontinued. No one appeared at the summary trial hearing for the Vezzanis and I am satisfied that I need not deal with that aspect of the counterclaim.

### **BACKGROUND**

#### **The Properties in Issue**

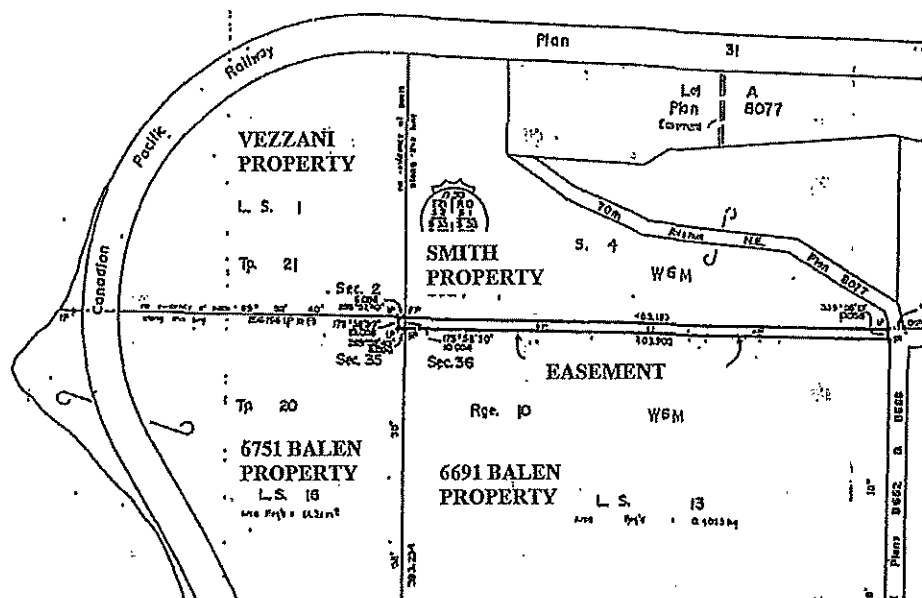
[8] The Smiths have owned the property at 1281 70th Avenue Northeast, Salmon Arm, British Columbia (the "Smith Property") since about 1990. The Smiths live on the Smith Property and operate a small developing hobby farm.

[9] The Balens own neighbouring properties to the south and southwest of the Smith property. They have owned the 6751 Lakeshore Road NE property (the "6791 Balen Property") since 2009 and the 6691 Lakeshore Road NE property (the "6691 Balen Property") since 2011 (collectively, the "Balen Properties").

[10] The Vezzanis have owned the property at 991 70th Avenue NE, Salmon Arm, BC (the "Vezzani Property"), since about 1990. The Vezzani Property is to the west of the Smith Property.

[11] The two Balen Properties, the Smith Property, and the Vezzani Property are located on a point extending out into Shuswap Lake.

[12] A map of the four multi-acre properties and the Easement is reproduced here for ease of reference:



R. Smith No. 1, ex. F

[13] The topography of the Smith Property is such that the land decreases in elevation from the Easement on the northern edge of the 6691 Balen Property down to the rail line along Shuswap Lake at the north end of the Smith Property.

[14] There is a municipal road dedication in the form of an unpaved, steep, undeveloped road running diagonally across the Smith Property. It does not lead directly to the structures on the Smith Property and does not currently provide good vehicle access.

### The Easement

[15] The prior owner of these four properties was the Estate of Meeri Anneli Ilona Long. By an agreement in writing dated November 11th, 1989, the Long Estate granted the Easement in perpetuity on, over, and through a portion of the Balen Properties for ingress and egress to the Dominant Tenements. I find that the

intention at the time was to make the properties marketable and provide access to the other tenements; hence, the creation of the Easement.

[16] The properties were rural and undeveloped at the time the Easement was created in 1989, and there were no significant structures upon them. There were cattle on the 6691 Balen Property at one point prior to 1984, and a barbed wire fence running between the Smith and the Balen Properties which later fell into disrepair.

[17] The Easement runs east to west along the border of the 6691 Balen Property and the Smith Property. It is approximately 10 metres wide and runs the entire length of the 6691 Balen Property. It terminates approximately 6.1 metres west of the northeast corner of the 6751 Balen Property. Thus, the Easement runs the full length of the northern edge of 6691 Balen Property and 6.1 metres into the northeastern edge of the 6751 Balen Property as well.

[18] In terms of the relationship between the parties, the Easement provides as follows:

- a) the Grantor is the owner of the 6691 Balen Property and the 6751 Balen Property;
- b) the Grantee is the owner of the Smith Property, the Vezzani Property, and the 6751 Balen Property;
- c) the Servient Tenement is the 6691 Balen Property and the 6751 Balen Property; and
- d) the Dominant Tenement is the Smith Property, the Vezzani Property, and the 6751 Balen Property.

[19] While I will turn more closely to the wording of the Easement momentarily, it generally provides that the Grantor has agreed to grant the Grantee an Easement in perpetuity on, over, and through the Easement.

[20] Both of the Balen Properties are the Servient Tenements in the Easement to the Smith Property and the Vezzani Property. The 6751 Balen Property is a Servient Tenement in relation to the 6691 Balen Property (and the Smith Property and

Vezzani Property) in relation to the extra 6.1 metres of the Easement extending into the 6751 Balen Property.

[21] A private road runs along the Easement and services the properties. The Smiths contributed to the construction of the private road by paying to construct it and later to pave it. The Easement and the private road provide the only effective vehicle access to various parts of the Smith Property.

[22] There is also a 3.0 metre wide statutory right of way on the 6691 Balen Property in favour of the City of Salmon Arm, entirely within the Easement area and running along the northern edge of the Easement.

[23] The Smiths' house and several of the Smiths' outbuildings are all accessible only by the private road running along the Easement. The Vezzani, as well as the occupants of the 6751 Balen Property, also require access along the Easement to get to their properties.

[24] To the west of the Smiths' shop is a parking area (the "Parking Area"), which is a clearing of sorts slightly to the north of the Easement and on the southwest corner of the Smith Property. The Smith family owns approximately nine vehicles as well as a number of trailers, a boat, and all-terrain vehicles. Hence, this area is important to them.

[25] The language of the Easement is wide and unrestricted.

[26] Recital C of the Easement specifically grants a right of ingress and egress to "all parts" of the Dominant Tenement. It provides as follows:

The Grantee has requested the Grantor to grant, and the Grantor has agreed to grant to the Grantee, an Easement in perpetuity on, over and through that portion of the Servient Tenement hereinafter described for ingress and egress to all parts of the Dominant Tenement.

[27] Para. 1 of the Easement includes a grant allowing the Smiths (and the other Dominant Tenements) to "enter" the Easement area at any time and to "pass and re-pass along the Easement". There is no restriction in the Easement with respect to

the points of entry onto or off the Easement area. It also uses the language "any part or parts thereof" when referring to access by the Dominant Tenement. Para. 1 provides as follows:

The Grantor hereby grants, conveys, releases and assigns unto the Grantee, the owners or occupiers for the time being of the Dominant Tenement or any part or parts thereof, an Easement in perpetuity for the benefit of the Dominant Tenement or any part or parts thereof and the full right and liberty for the Grantee, the owners or occupiers for the time being of the Dominant Tenement or any part or parts thereof and his and their respective servants, agents, workers, contractors, licencees, and all other persons by his authority, at any time or times hereafter to enter at any time and from time to time, day or night, upon that part of the Servient Tenement outlined with heavy black ink on a Reference Plan completed by M.D. BROWNE & ASSOCIATES a copy of which is attached hereto as Schedule "I" (herein called the "Easement") and thereon by himself or by agents, servants, workers, contractors, licencees, and all other persons by his authority, both with and without vehicles, animals, implements, and equipment to pass and re-pass along the Easement and also thereon to place, construct, bury, maintain and use any poles, wires, transformers, cables, lines or any other similar apparatus necessary for the transmission and distribution of electrical energy and for communication purposes (herein collectively called the "Electric Works") and also thereon or thereunder to place, construct, bury, maintain and use any pipelines, meters, connections and other apparatus as may be necessary or desirable for sewer, water, natural gas and other normal residential services (herein collectively called the "Other Services").

[28] Para. 2 references the authority of the Grantee (being the Dominant Tenements) to construct and maintain a roadway upon the Easement as may be reasonable. The language is noteworthy in that it repeats the words "pass and re-pass along the Easement":

The Grantor will permit the Grantee to construct and maintain upon the Easement such roadway as may be reasonable to permit the Grantee to pass and re-pass along the Easement as aforesaid.

[29] Para. 3 of the Easement provides for a restriction on the Grantor (being the Servient Tenements) which restriction applies to the 6691 Balen Property. Para. 3 thus restricts the Balens from placing, erecting, constructing, or maintaining any building, structure, foundation, or obstacle whatsoever, or planting any growth which might interfere with access by the Grantee (e.g. the Smiths). Again the language is wide. Para. 3 reads as follows:



The Grantor will not make, place, erect, construct, or maintain on the Easement any building, structure, foundation, or obstacle whatsoever or plant any growth which might interfere with access by the Grantee or construction of the roadway or with the maintenance and use of the Electric Works or Other Services.

[30] Para. 4 of the Easement confirms that the Grantor may use the Easement for his own purposes and enjoyment, subject to the rights of the Grantee (including the Smiths):

The Grantor may use the Easement for his own purposes and enjoyment subject to the rights of the Grantee herein granted, provided however that the Grantor shall not grant to any other person or corporation a right to use the Easement unless the Grantor has first obtained the written consent of the Grantee which consent may be arbitrarily withheld.

[31] Para. 5 of the Easement obligates the Grantee (which includes the Smiths and the Balens) to maintain the roadway, electric works, and other services constructed by him on or in the Easement in good condition:

The Grantee will maintain any roadway and/or Electric Works and/or Other Services constructed by him on or in the Easement, in as good condition as may reasonably be expected for properties of similar location and use as the Dominant Tenement.

[32] Para. 6 provides that the Easement runs with the land and continues notwithstanding any subdivision:

That rights, privileges and obligations herein set forth are and shall be of the same force and effect to all intents and purposes as covenants running with the lands or any subdivision of the lands and they shall enure to the benefit of and be binding upon not only the Grantor and the Grantee but also their respective successors, assigns, successors in title, servants, agents and licencees.

[33] The Balens point to references in the Easement which they say supports an interpretation that requires reasonableness and the need to balance the parties' rights. In particular, para. 2 refers to the Grantee constructing and maintaining such roadway "as may be reasonable" to permit the Grantee to pass and re-pass along the Easement. Para. 5 refers to the Grantee maintaining any roadway in as good condition "as may be reasonably expected" for properties of similar location and use.

[34] The word "reasonable" does not appear in paras. 1, 3 or 4 of the Easement, and I find its appearance elsewhere is of little significance in interpreting the Easement.

### THE INJUNCTION ISSUE

#### **Suitability for Summary Trial**

[35] Rules 9-7(11) and 9-7(15) of the *Supreme Court Civil Rules* govern suitability. Applying those rules to the present context, I find that the injunction issue is suitable for determination by summary trial. The necessary facts are fully set out in the affidavits filed by the parties, and the issues may be decided by inferences from those facts: *MacMillan Bloedel v. British Columbia Hydro & Power Authority*, 72 B.C.L.R. (2d) 273 (C.A.) at paras. 62–64; *Inspiration Mgmt. Ltd. v. McDermid St. Lawrence Ltd.* (1989), 36 B.C.L.R. (2d) 202 (C.A.); *Canada Wide Magazines Ltd. v. Columbia Publishers Ltd.* (1994), 55 C.P.R. (3d) 142 (B.C.S.C.).

[36] The primary issue revolves around interpretation of the Easement and whether the facts support an inference that interference with the Easement has occurred. There is no conflict in the admissible evidence with respect to the existence of the Easement and the circumstances surrounding the grant of the Easement and the placement of certain obstacles within the Easement. The effects of the obstacles such as the fence, gate, and hedges are readily discernible on the evidence.

[37] Counsel for the Balens points out that certain questions of credibility or possible inconsistency exist on some of the surrounding facts. I am satisfied, however, that to the extent those matters cause any difficulty, I can put those matters aside and find the necessary facts to decide the issues.

[38] This is not a case where the Court needs to hear further witnesses before being able to determine the relevant facts. In my view it would not be unjust to decide the injunction and prohibition issues by way of summary trial.

### Legal Principles Impacting the Proper Interpretation of the Easement

[39] In *Avanti Mining Inc. v. Kitsault Resource Ltd.*, 2010 BCSC 1181, Mr. Justice Joyce summarized the applicable principles for interpretation of an easement. In doing so, he summarized the main authorities in this province which have interpreted rights of way, easements, and contracts. At para. 61 the Court stated as follows:

[61] From the foregoing review of the authorities, I would distil the following principles that I think should govern my interpretation of the meaning and scope of the Right of Way:

1. The Right of Way is limited in its scope to purposes that are necessary for the operation of the grantee's undertaking as a mining corporation.

s. 218 of the *Land Title Act*.

2. The following principles that apply to the construction of a contract also apply to the interpretation of the Right of Way:

- (a) The intention of the parties is to be determined by looking first to the plain and ordinary meaning of the words used, in the context of the whole of a contract and in a manner that does not render one part of the contract ineffective.

- (b) The words must be read in the context of the surrounding circumstances when the contract was made, including facts known to both parties but not negotiations or evidence of subjective intent.

- (c) The standard is an objective one.

- (d) If the words of the instrument are unambiguous that is the end of the matter. If there is ambiguity or if the plain language leads to an absurdity, a result that both parties could not have intended, then regard may be had to extrinsic evidence to assist in determining the parties' intent.

- (e) Evidence of context or surrounding circumstances must not be allowed to overwhelm the plain language of the document.  
*0746727 B.C. Ltd. v. Cushman & Wakefield LePage Inc.*;  
*Water Street Pictures Ltd. v. Forefront Releasing Inc.*

3. Thus, with regard to an easement in particular, the wording of the instrument creating the Right of Way should govern its interpretation unless (a) There is an ambiguity in the wording or (b) the surrounding circumstances demonstrate that both parties could not have intended a particular use of the easement that is apparently authorized by the wording of the document.

*Granfield*

4. The use to which the easement is intended to be put at the time of the grant is not a surrounding circumstance which shows a common

intention of the parties that the easement was not to be put to any other use.

*Granfield; White, Robertson; Laurie v. Winch; and Hillside Farms Ltd. v. British Columbia Hydro Power Authority*

5. Evidence of negotiations or subjective evidence of the person who drafted the instrument purporting to explain the intent of the easement is not a "surrounding circumstance" and is not admissible as an aid to construction.

*Kassell*

6. To the foregoing, I would add this: where the instrument granting the easement contains an expression of the use for which the easement is intended, the court should be cautious about relying on extrinsic evidence as to use or purpose.

[40] The defendants argue that *Avanti* is of limited application and its principles should be confined to the "use" or purpose of a statutory right of way. I disagree.

[41] *Avanti* itself repeatedly refers to easements in para. 61 above. Further, it has been subsequently referred to as one of several cases which helpfully summarize the rules of construction for easements and rights of way: see, for instance, *Robinson v. Pipito*, 2014 BCCA 200 at paras. 29 and 32; *Grant v. Lowres*, 2016 BCSC 1654 at para. 25; *Sherbinin v. Jackson*, 2011 BCSC 74 at paras. 30–31.

#### **Defendants' Alternative Interpretation**

[42] The defendants submit that the language of the Easement is open to an alternate interpretation to that proposed by the plaintiffs; namely, that the access points to the Smith Property were meant to be limited to certain specific areas. The defendants' interpretation flows from the fact that the Dominant Tenement comprises three different properties (the Vezzani Property, the 6751 Balen Property, and the Smith Property) and the Servient Tenement comprises two (the two Balen Properties). The language in para. C of the recital and in para. 1 of the Easement refers to "all parts" or "any part or parts." The defendants say these modifying words refer to the possible types of ownership scenarios or combinations in relation to the three Dominant Tenements, not portions of those individual properties.

[43] I would reject this interpretation. In my view, it does not provide an alternate reasonable interpretation of the Easement. First, the language of the Easement is wide and unqualified and does not support a more restrictive interpretation.

[44] Second, reading the Easement as a whole, I view this interpretation as strained and unfounded.

[45] Third, para. C of the recital refers to “on, over, and through that portion of the Servient Tenement hereinafter described for ingress and egress to all parts of the Dominant Tenement.” The preceding words include “on, over, and through that portion” and “ingress and egress,” making it clear that the modifying words refer spatially to land and not possible ownership entities. The fact that para. 6 of the Easement allows for future subdivision tends to confirm this.

[46] Fourth, para. 1 of the Easement refers to the right of the “Dominant Tenement or any part or parts thereof ... to enter at any time and from time to time, day or night, upon that part of the Servient Tenement outlined with heavy black ink” on an attached plan. The plan attached to the Easement appears to mark the full width of the Easement in slightly more prominent black ink without any interruptions or breaks.

[47] Fifth, even if the defendants’ interpretation is valid in relation to para. 1 of the Easement in respect of the reference to “the Dominant Tenement or any part or parts thereof,” the same paragraph provides a right to “pass and re-pass along the Easement.” Again, the use of the word “along” is an open-ended, modifying word. I reject the defendants’ argument that the word “along” should be given a more restrictive interpretation.

[48] Finally, in the further alternative, para. 3 of the Easement provides that “[t]he Grantor will not make, place, erect, construct, or maintain on the Easement any building, structure, foundation, or obstacle whatsoever or plant any growth which might interfere with access by the Grantee...” [Emphasis added]. Again, this is clear,



unrestricted language which independently prohibits the Balens from interfering with the access to the Easement, apart from the other paragraphs in the Easement.

[49] The language in the Easement is clear, and I do not find ambiguity in the language such that it is necessary to go beyond the words employed: *Granfield v. Cowichan Valley (Regional District)* (1996), 16 B.C.L.R. (3d) 382 at paras. 20-21 (C.A.); *Rob v. Walker*, 2015 BCCA 117 at para. 32.

#### **Intent of the Grantor**

[50] The defendants further invite me to have regard to the surrounding circumstances of the grant of the Easement. In that regard, the defendants point me to the affidavit of Helena Long, the executrix of the estate which owned all of the properties in question. Ms. Long deposes as follows:

- Because the Smith Property was underdeveloped at the time, the Easement defined no access points to enable a future purchaser to choose where to build;
- Access to the Smith Property (referred to as the 1281 property) was an issue because of the fact that there was no residence on it at the time. It was impossible to predict where a future purchaser may ultimately construct his or her residence;
- In the end, the Easement was worded in order to permit the future owner of the 1281 property to construct his or her residence wherever they wished and put in place a corresponding access point;
- It was not the estate's intention to provide access to the Smith Property from any portion of the Easement; rather, the intention was to provide access from a defined access point;
- Para. C of the recitals does not refer to the right to access the Smith Property from any location on the Easement;
- It was not her intent that the Smith Property would be afforded an unlimited number of access points from the Easement;
- The difficulty with defining an appropriate access point or points to the Smith Property was that it was impossible to know where the future owner or owners would construct a residence; and
- Para. 3 of the Easement was intended to prevent future owners of the 6691 Balen Property or the 6751 Balen Property from doing things which might prevent the owners of the Smith Property, the 6691 Balen Property, and the 6751 Balen Property from reasonably accessing the properties. This provision was not intended to prevent construction of

a fence along the northern edge of the Easement, so long as reasonable access was provided to the owners of the Smith Property.

[51] Ms. Long's affidavit thus speaks to Ms. Long's subjective belief that a future owner of the Smith Property would enjoy only defined access points over the Easement. This may well have been Ms. Long's subjective intention; however, the language in the Easement was certainly not crafted that way. Instead, as noted, the language in the Easement is clear and unconstrained by any reference to access points for the Smith Property.

[52] When interpreting an easement, the court must have regard to the plain and ordinary meaning of the words in the grant to determine what the intention of the parties was at the time the agreement was entered into. Surrounding circumstances, that is, objective evidence of background facts at the time of the execution of the contract, are to be considered in interpreting the terms of the contract: *Robb v. Walker* at para. 31.

[53] Looking at the surrounding circumstances objectively, it appears that the context at the time the Easement was created was such that the properties were at that point largely undeveloped, future subdivision and marketability was contemplated, and there was a desire for open-ended language in the Easement to provide flexibility to the future owner of the Smith Property, the 6751 Balen Property, and the Vezzani Property, in choosing their access point(s).

[54] The focus remains on the words of the Easement. If the parties' intentions contradict the contract's language, it is the language which must prevail: *Le Soleil Hotel & Suites Ltd. v. Le Soleil Management Inc.*, 2009 BCSC 1303 at para. 387 per Dickson J. (as she then was); *Hillside Farms Ltd. v. British Columbia Hydro & Power Authority*, [1977] 1 A.C.W.S. 677 at para. 11 (C.A.) (WL); *Kassell v. Probasco*, 2007 BCSC 937 at paras. 23–24 per Hinkson J. (as he then was).

[55] Here, with respect, Ms. Long's subjective intent concerning defined access points appears to be contrary to the express language in the Easement, and I find I ought not to take it into account. Moreover, if the intention was to market individual

component properties for sale, marketability would not have been served by restricting access points across the Easement.

[56] Furthermore, the use to which the Easement is intended to be put at the time of the grant is not a surrounding circumstance which shows a common intention of the parties that the Easement was not to be put to any other use; and evidence of negotiations or subjective evidence of the person who drafted the instrument purporting to explain the intent of the Easement is not a "surrounding circumstance" and is not admissible as an aid to construction: *Avanti* at para. 61(4) and 61(5).

[57] It follows that the evidence from Ms. Long as to the use she intended the Easement to be put is not helpful to my analysis. In my view, the plain and ordinary meaning of the words used in the context of the whole of the Easement and having regard to an objective view of the surrounding circumstances when the Easement was made, admits no other interpretation than a wide prohibition against the Servient Tenement interfering with the Dominant Tenement's access on, over, through, and along the Easement.

#### **The Alleged Interference with the Easement**

[58] The Smiths allege the Balens have interfered with the Easement in several ways. The Balens admit some of the Smiths' factual assertions though some of the Smiths' allegations are not admitted. The Balens submit more context is required to allow the Court to appreciate what occurred and to assess whether the acts complained of actually constitute interference with the Smiths' Easement rights or a nuisance.

[59] In particular, the Balens admit to the following:

- 1) Mr. Robertson, a contractor of the Balens, placed a container on the Smith Property during construction of their workshop between November 2010 and May 2011. The container was almost 20 feet long and 8 feet wide and was placed on the southwest corner of the Smiths' property. The Balens say they thought Mr. Robertson had obtained the Smiths' permission;

- 2) The parking of a Cadillac on the Easement for a period of time. The Balens deny it significantly or materially inconvenienced the Smiths or interfered with their access;
- 3) Parking a steamroller on the Easement intermittently for brief periods during the May 1st to June 24th, 2014 period. The Balens deny that it significantly or materially inconvenienced the Smiths or interfered with their access; and
- 4) Placing a water valve on the Easement. Again, the Balens deny the valve hinders access to the Smith Property.

[60] I agree with the defendants that some of these matters, such as the parked Cadillac, may be relatively minor and would not on their own amount to interference of any lasting effect.

[61] The larger container is a concern. It is not sufficient for the Balens to claim they believed their contractor had permission to place it on the southwest corner of the Smith Property. It was the obligation of the defendants to control the behaviour of their contractor so as not to interfere with the lawful use of neighbouring property: *Moyer v. Mortensen*, 2010 BCSC 1528 at para. 111.

[62] Of perhaps greater concern are the more permanent obstacles placed on the Easement by the Balens or their agents. In particular, on July 2nd, 2014, Mr. Balen planted 10 trees along the Easement, blocking the access to the Smiths' Parking Area on their side of the property line. The more recent photos show two additional rows of trees planted along the northern portion of the Easement. The Balens do not dispute that they planted the trees. I have seen photos and video of the trees, which are a line of tall hedge-type trees.

[63] A video taken on one occasion shows Mr. Smith attempting to manoeuvre his vehicle and trailer around the trees with great difficulty. There is no doubt that the trees interfered with access to the Smith Property over the Easement, including the Parking Area.

[64] The Balens argue that the hedge trees they planted could be preserved and that the Smiths would have better access if the Smiths removed one or two additional trees on the Smiths' property. The Smiths dispute this and point to the

positive benefits of the trees on their property, such as shielding their property from the Balens' surveillance cameras.

[65] While the hedge trees restrict access along the northern edge of the Easement, the larger trees on the Balens' property referred to are located entirely on the Smiths' property. Regardless, I reject the proposition that the Balens' interference with the Easement by planting the hedge trees is justifiable on the basis that the Smiths could potentially undertake remedial actions to alleviate the restriction on access to their property unilaterally imposed by the Balens.

[66] Between August 24th and September 3rd, 2014, the Balens placed large concrete blocks next to the hedge trees. They were connected by a red steel railing (the "Barricade") with a boulder at each end. The Barricade prevents Mr. Smith from directly accessing the Parking Area from the Easement without going on to the Vezzani Property and manoeuvring with difficulty. The Smiths have no legal right to use the Vezzani Property for access.

[67] In February 2015, a further concrete block was placed at the eastern end of the Barricade near the entrance to the Smiths' shop. The placement of that block interfered with Mr. Smith's ability to reverse his boat trailer into the shop where he stores the trailer and boat.

[68] In April 2015, a number of additional concrete blocks were placed at various places in the Easement. I find that these blocks substantially narrowed the useful width of the Easement for the Smiths and made it more difficult for them to manoeuvre into the Parking Area.

[69] The Balens admit the concrete blocks were placed along the Easement, but they say they were only placed there temporarily and they are no longer on the Easement, with the exception of the blocks forming part of the hedges' protective rail.

[70] On or about April 24th, 2015, the Balens commenced construction of a fence, fence posts, and gates along the Easement. The fence is currently partially



complete. Gates have been installed in front of the Smiths' shop and the driveways leading to the Smiths' house and garage. Fence posts have also been installed along the rest of the Easement. The result of the completed fence will be that the Smiths will only have access to their property through defined points where there is a gate going through the fence. Mr. Smith attests, and I accept, that these obstacles substantially interfere with ingress and egress from the Smiths' property.

[71] Initially, the gates near the Smiths' outbuildings only swung on to the Smiths' property. The gates and fence have since been reconfigured (after the start of a previous summary trial in this matter, and again without consultation) along with the road being widened, and the gates have now been modified to swing in two directions.

[72] Nevertheless, since the changes, Mr. Smith deposes and I accept that the reconfigured fence and gates still interfere with the Smiths' access to the shop and the Parking Area. Even after the changes, Mr. Smith has difficulty backing large trailers or boats into his shop and requires the assistance of another individual outside the vehicle to guide him. Also, even in a partially constructed state, a fence prevents the Smiths from using the asphalt pad on the Smiths' property in front of their shop for parking (which they could do before).

[73] To back a trailer into the shop, Mr. Smith attests that he has to first park on the Easement, disconnect the trailer, re hitch the trailer to an ATV, then back the trailer into the shop. Mr. Smith states, and I accept, that the difficulty manoeuvring around the fence caused Mr. Smith to damage his boat while attempting to back into the shop.

[74] The defendants dispute that the fence and gate caused such difficulty, but judging by the width of the road and the positioning of the fence in the photos, I accept Mr. Smith's evidence on this point. The gates even as modified still impede access to the Smith property. As well, of course, they were placed there without permission.

[75] The Smiths say the fence makes ploughing the road for snow more difficult. I accept this, but I do not accept that this is a significant factor I should take into account in terms of access over the Easement.

[76] Mr. Smith also attests that the fence interferes with his ability to cut grass on his property adjacent to the fence. I regard this as a minor complaint not worthy of consideration for the present purposes.

[77] The Balens say the steel rail or Barricade was installed to protect the hedges due to the fact that the hedge was previously vandalized and destroyed by Mr. Smith. As noted, I have seen the video of that incident. It shows Mr. Smith backing into one of the hedges, then subsequently, after exiting his vehicle in frustration, making a half-hearted attempt to replant the hedge by moving it upright and kicking it into place before going into his home. I do not accept the Balens' characterization that the hedge tree was vandalized by Mr. Smith. Backing into the tree appears to have been an accident caused at least in part by Mr. Smith's difficulty backing around the hedge.

[78] The Balens maintain that the hedge, fence, and gates were all planted and installed in order to clearly delineate the property lines for all parties and to address ongoing issues between the neighbours, such as late-night parties that were allegedly occurring at the Smith Property. That may well be the case, but the effect of these items was to impede the Smiths' ability to access their property. At times, that impediment has been significant. I note that the Balens do not dispute that the hedge and "protective rail" detrimentally affected the Smiths' ability to access the Parking Area.

[79] Para. 3 of the Easement restricts the Balens from placing, erecting, constructing, or maintaining any building, structure, foundation, or obstacle whatsoever or planting any growth which "might interfere" [emphasis added] with access by the Smiths. While it is true that the Balens own the property upon which the Easement is situate, their activity with respect to the hedge, trees, fence, and gates runs afoul of this restriction on their rights as property owners.

[80] Concurrently with the reconfiguration of the fence and gates in August and September of 2016, Mr. Balen installed a French drainage system in the Easement area immediately beside the roadway and widened the roadway at the same time. The Balens argued that they undertook the drain system to address the deteriorating roadway, and that they were motivated in part by the obstructed and damaged culverts the Smiths installed during construction of the Easement roadway. The Balens say the Smiths refused to clear the obstruction in the culverts which were located on the Smith Property. The Balens attest that the drainage system cost them approximately \$15,000 and that it cannot be driven over without damaging it.

[81] The Smiths dispute that the French drainage system was necessary.

[82] The question of whether driving over the French drain and covering decorative rocks would damage the drain is questioned to some extent by an engineering report from Mr. Lawson filed by the Smiths. The engineering report indicates that properly constructed, a French drain may not be damaged by large vehicles driving over it.

[83] I have seen the photos showing the difficulty Mr. Smith had in backing up a boat with a trailer into the shop, and I am satisfied that the French drain, even on the south side, would interfere with his ability to do so. One has to account for the fact that this is a semi-rural property where the parties are accustomed to driving large trucks, sometimes towing trailers or boats, which may have difficulty manoeuvring in tight spaces.

[84] As with the other obstacles on the Easement, construction of the drainage system was undertaken unilaterally without the permission of the Smiths. Unfortunately, while the French drain may well be useful for drainage at one level, it replaces a ditch and curb to the road which the plaintiffs previously could use a vehicle to pass over (albeit sometimes with difficulty) with a system which now impedes the Smiths accessing their property. I have no doubt that its existence (even with a wider roadway) hinders access to portions of the Smiths' property,

especially if one accepts the Balens' own evidence that the French drain should not be driven over.

### **Whether a Permanent Injunction Should be Ordered**

[85] The test as to whether there has been an actionable disturbance on an easement is whether the way could be practically and substantially exercised as conveniently after as before the interference; to be actionable, the interference must be substantial: *Grenier v. Elliott*, 2007 BCSC 598 at para. 35; see also *Fallowfield v. Bourgault* (2003), 68 O.R. (3d) 417 at paras. 11 and 33 (Ont. C.A.).

[86] The defendants point to the fact that an unpaved, underdeveloped road runs diagonally across the Smiths' property. The implication appears to be that this could potentially provide an alternate means of access and that it is therefore unnecessary to construe the Easement widely. I view this argument as misplaced and the existence of the "bush road," as it was referred to, as being irrelevant to the interpretation of the Easement except as part of the overall context.

[87] I have no difficulty concluding from all the circumstances that the Balens' placement of the hedge trees, concrete blocks, fence, boulders, and gates are contrary to the language of the Easement. That language (1) provides the Smiths with a broad right to enter, pass, and re-pass along the Easement; and (2) restricts the Balens from placing, erecting, or constructing any structure, foundation, or obstacle whatsoever or any plant growth which might interfere with access by the Smiths.

[88] I also find that the Balens' placement of the hedge trees, concrete blocks, boulders, fence, posts, gates, and the French drain, even with the Balens' more recent litigation-induced attempts at mitigating their highhanded earlier unilateral actions in placing these items along the Easement, constitutes an unreasonable and substantial interference with the intended use and enjoyment of the Easement by the Smiths and their guests: similarly see *Livingston v. Millham*, 2005 BCSC 1292 at para. 22; *Firman v. Michaleski* (1995), 60 A.C.W.S. (3d) 174 at para. 6 (B.C.S.C.) (WL); *Campbell v. Blainey*, 2005 BCSC 250 at para. 56.

[89] Moreover, this unreasonable and substantial interference with the Easement and the Smiths' use and enjoyment of their property constitutes a nuisance: *St. Lawrence Cement v. Barrette*, 2008 SCC 64 at para. 77; *Antrim Truck Centre Ltd. v. Ontario (Transportation)*, 2013 SCC 13 at paras. 18–24.

[90] The Balens' interference and nuisance is deliberate and likely to be continue, thereby making a prohibitory injunction appropriate: *1465152 Ontario v. Amexon Development Inc.*, 2015 ONCA 86 at para. 27, leave to appeal ref'd [2015] S.C.C.A. No. 102; *Cambie Surgeries Corp. v. British Columbia (Medical Services Commission)*, 2010 BCCA 396 at para. 28.

[91] Given the repeated substantial interference with the Easement, I find it appropriate to permanently restrain the Balens from interfering with the Easement, putting obstacles in the way, or committing further nuisance: *Livingston v. Millham* at paras. 26–27; Robert Sharpe, *Injunctions and Specific Performance*, 2 ed. (Toronto: Canada Law Book, 1992) at paras. 4.10 to 4.20; *North Vancouver City v. North Shore Land Company*, [1973] 6 W.W.R. 295 at para. 29 (B.C.S.C.) (WL).

[92] I also find it appropriate to make a mandatory injunction to provide justice between the parties: *Englehart v. Holt*, 2015 BCCA 517 at para. 25. Such an injunction may include orders requiring the defendant to remove obstacles creating the interference: *Kozik v. Partridge* (2000), 36 R.P.R. (3d) 254 at para. 6 (Ont. S.C.J.) (WL); *Firman v. Michalesk*, at para. 7 (WL). I therefore agree with the request for a mandatory injunction ordering the defendants to remove the fence, gate, fence posts, concrete blocks, and hedges they placed in the area and on the Smiths' property.

[93] However, with regard to the scope of both orders, I intend to make the orders somewhat more focussed than requested by the plaintiffs.

### Scope of the Injunction

[94] Having found that an injunction is appropriate, I must concern myself with the appropriate breadth of the order. I remind myself that the Smiths are not the only



Dominant Tenement. The Balens (by virtue of their ownership of the 6751 Balen Property) and the Vezzanis are also Dominant Tenements in relation to the Easement. As such, they, along with the Smiths, have the right to undertake certain activities for the provision of electrical works and residential services (para. 1) and to maintain the roadway (para. 2). I must therefore have regard to the parties' respective interests and authority under the Easement.

[95] It has been held that a grant of Easement cannot usurp the property rights of a servient owner: *Macdonald v. Grant* (1993), 85 B.C.L.R. (2d) 180 at para. 31. That said, the Smiths' rights as defined in the Easement must be protected and the Balens' continuing infringement addressed.

[96] It is important in the context of a mandatory injunction that the order clearly define to the defendants what their obligations to remove obstacles are, and thus I will scrutinize the terms of the orders sought.

[97] In particular, the Smiths' request for an order to remove the French drain and the pipeline valve may not be necessary if the French drain can be modified so that it can be driven over. Whether that is feasible is only within the knowledge of the Balens, who constructed it. They say it cannot be driven over in its current form. If that is the case, the French drain on the Easement must be removed because it directly interferes with the Smiths' access to their property.

[98] The order will specifically refer to the objects to be removed. It will also provide a removal period of 45 days, not the 30 days suggested by the plaintiffs, and it will allow for deviation from the terms of the order by the consent of all parties.

[99] Therefore, the order will go as follows. The defendants, Robert Balen and Beryle Maureen Balen:

- 1) Are required within 45 days from the pronouncement of this order, and at their own cost, to remove any fences, fence posts, gates, concrete blocks, boulders, metal railings, trees, hedges, shrubs or bushes, placed or made by themselves or by their agents and servants on that part of the lands and premises situate at 6691 and 6751 Lakeshore Road Northeast, Salmon Arm, British Columbia,

affected by Easement number KD26743 which might interfere or obstruct access to, or egress from, any part of the lands and premises situated at 1281 70<sup>th</sup> Avenue Northeast, Salmon Arm, British Columbia, unless deviation from this term is consented to in writing by all neighbouring landowners, including the Smiths and Vezzanis.

- 2) Are required within 45 days from the pronouncement of this order, and at their own cost, to render any ditches or French drains on the aforesaid Easement suitable to be driven over by a one tonne truck and trailer, and if that is not possible, to remove the French drains completely and restore the areas now covered by French drains to their former preconstruction condition as of July 31, 2016, at a surface elevation that is level with the paved roadway unless deviation from this term is consented to in writing by all neighbouring landowners, including the Smiths and the Vezzanis.
- 3) Are restrained by themselves, their agent, servants, or otherwise, from interfering with or obstructing the Easement by making, placing, erecting, constructing or maintaining on the easement any building, structure, foundation or obstacle whatsoever or plant any growth which might interfere or obstruct with access to, or egress from, any part of the Smith property from or to the aforementioned Easement unless deviation from this term is consented to in writing by all neighbouring landowners, including the Smiths and the Vezzanis.

### THE DAMAGES ISSUE

[100] The plaintiffs also seek general damages for interference with the Easement and for nuisance and ask for an award of \$40,000 on this basis. Given that the evidence at the summary trial established an ongoing infringement of the Easement and the defendants are experienced property developers who are capable of remediating the Easement, I view the injunctive relief provided above as the appropriate remedy at this time to address the Balens' continuing violation of the Easement. The defendants are obligated to remedy the Easement at their own cost.

[101] I am aware that damages for nuisance in the context of a substantial or significant interference with another's enjoyment of property can be awarded in some cases in addition to injunctive relief: for instance, *Campbell v. Blainey* at paras. 53–57; *Kozik v. Partridge* at paras. 5–6 (WL).

[102] In other cases, the practical and proper step is to order an injunction by itself which, instead of attempting to compensate for damages suffered, will terminate the interference causing such damages: *North Vancouver City* at para. 27 (WL);

*Century 21 Canada Ltd. Partnership v. Rogers Communication Inc.*, 2011 BCSC 1196 at paras. 369–76.

[103] Here, the focus has been on injunctive relief, which is the usual remedy to refrain continuation of a wrong in relation to property rights. The question of damages for past nuisance or infringement of the Easement may well overlap with the plaintiffs' claims for trespass and invasion of privacy which are being pursued in the main proceeding.

[104] Given that overlap, and the fact that the underlying activity is not yet resolved, I would adjourn and defer the issue of damages to the main action. Nothing said in these reasons should be taken as binding on a trial judge who addresses damages in that proceeding.

#### **COSTS**

[105] The plaintiffs have been substantially successful. I would order the defendants to pay the plaintiffs' costs on Scale B.

[106] Mr. Brackstone, you have a copy of the language of the order. As I said, please provide that to Mr. Russman.

[107] Anything else counsel?

[108] MR. BRACKSTONE: No, My Lord.

[109] THE COURT: Mr. Russman?

[110] MR. RUSSMAN: Nothing, My Lord.

[111] THE COURT: Thank you, gentlemen.

"Brundrett J."

| Type         | Invoice | Date       | Fees     | Cost  | Other | Tax    | Interest | Total    |
|--------------|---------|------------|----------|-------|-------|--------|----------|----------|
| InvoiceTotal | 204158  | 04/26/2018 | 3,500.00 | 40.65 | 0.00  | 421.68 | 0.00     | 3,962.33 |
| GRAND TOTAL  |         |            | 3,500.00 | 40.65 | 0.00  | 421.68 | 0.00     | 3,962.33 |

| Transaction Type | Date       | Cleared Date | Index No | Document No | Amount    | Description                   | Balance  |
|------------------|------------|--------------|----------|-------------|-----------|-------------------------------|----------|
| TRSF IN          | 05/26/2015 | 05/26/2015   | 184960   | Visa        | 5455.64   | *Visa: Richard Smith          | 5455.64  |
| CHEQUE           | 06/30/2015 | 06/30/2015   | 185927   | 37011       | -5455.64  | *OB Gen - partial pymt 176869 | .00      |
| TRSF IN          | 09/10/2015 | 09/10/2015   | 187876   | M/C         | 6874.12   | *M/C: Richard Smith           | 6874.12  |
| CHEQUE           | 09/17/2015 | 09/17/2015   | 188019   | 37301       | -72.28    | *OB Gen - pay 176869          | 6801.84  |
| CHEQUE           | 09/17/2015 | 09/17/2015   | 188020   | 37301       | -6801.84  | *OB Gen - pay 178520          | .00      |
| TRSF IN          | 04/27/2016 | 04/27/2016   | 194702   | M/C         | 9059.37   | *M/C: Richard A. Smiths       | 9059.37  |
| CHEQUE           | 05/09/2016 | 05/09/2016   | 195194   | 39177       | -9059.37  | *OB Gen - pay 181675          | .00      |
| TRSF IN          | 07/21/2016 | 07/21/2016   | 197682   | M/C         | 14535.71  | *M/C: Richard Smith           | 14535.71 |
| CHEQUE           | 07/28/2016 | 07/28/2016   | 197845   | 39508       | -14535.71 | *OB Gen - pay 186129          | .00      |
| DEPOSIT          | 12/12/2016 | 12/12/2016   | 203386   | 526         | 5600.00   | *Maureen/Mark Balen N/C       | 5600.00  |
| CHEQUE           | 12/23/2016 | 12/23/2016   | 203889   | 40130       | -5600.00  | *OB Gen - partial pymt 190841 | .00      |
| TOTAL            |            |              |          |             | .00       |                               |          |



130

**Melinda Smyrl**

**From:** Richard Smith <richard@tekamar.ca>  
**Sent:** October-21-20 12:30 PM  
**To:** Melinda Smyrl  
**Subject:** FW: Preliminary mapping  
**Attachments:** LS 4 Inclusion Exclusion (with image).pdf; LS 4 Inclusion Exclusion.pdf; LS 4 slope analysis.pdf; fallen engineered wall dec 19 2018.jpg

Hi Melinda . Attached are better maps for inclusion exclusion. They will be improved Friday when Brian gets back but if you are pushed for time Here is the early ones also here is a pictures backing up my statement Balen using land to south for junk storage, old water tank old barb cue discarded excavator tracks and the 6 foot wall that fell down

**From:** Brian Sansom <brian@sansomsurveying.com>  
**Sent:** October 20, 2020 1:59 PM  
**To:** Richard Smith <richard@tekamar.ca>  
**Subject:** Preliminary mapping

Hello Richard,

I did get a bit of time on this earlier today and thought I should send over a few preliminary plans to see if I am displaying the information you want added to the application.

I have attached:

- a general plan of the property including the areas proposed to be included and excluded
- the same with the aerial image added
- a slope analysis of the property based on the City's contours. The red triangle in the TIN are the areas over 30% whilst the brown are less. If this adds to your argument for the exchange then I can create shaded areas for each of the above and below 30% grades which would look better than the coloured triangles.

I'm back in the office on Friday again and can finalized based on your comments then.

Brian

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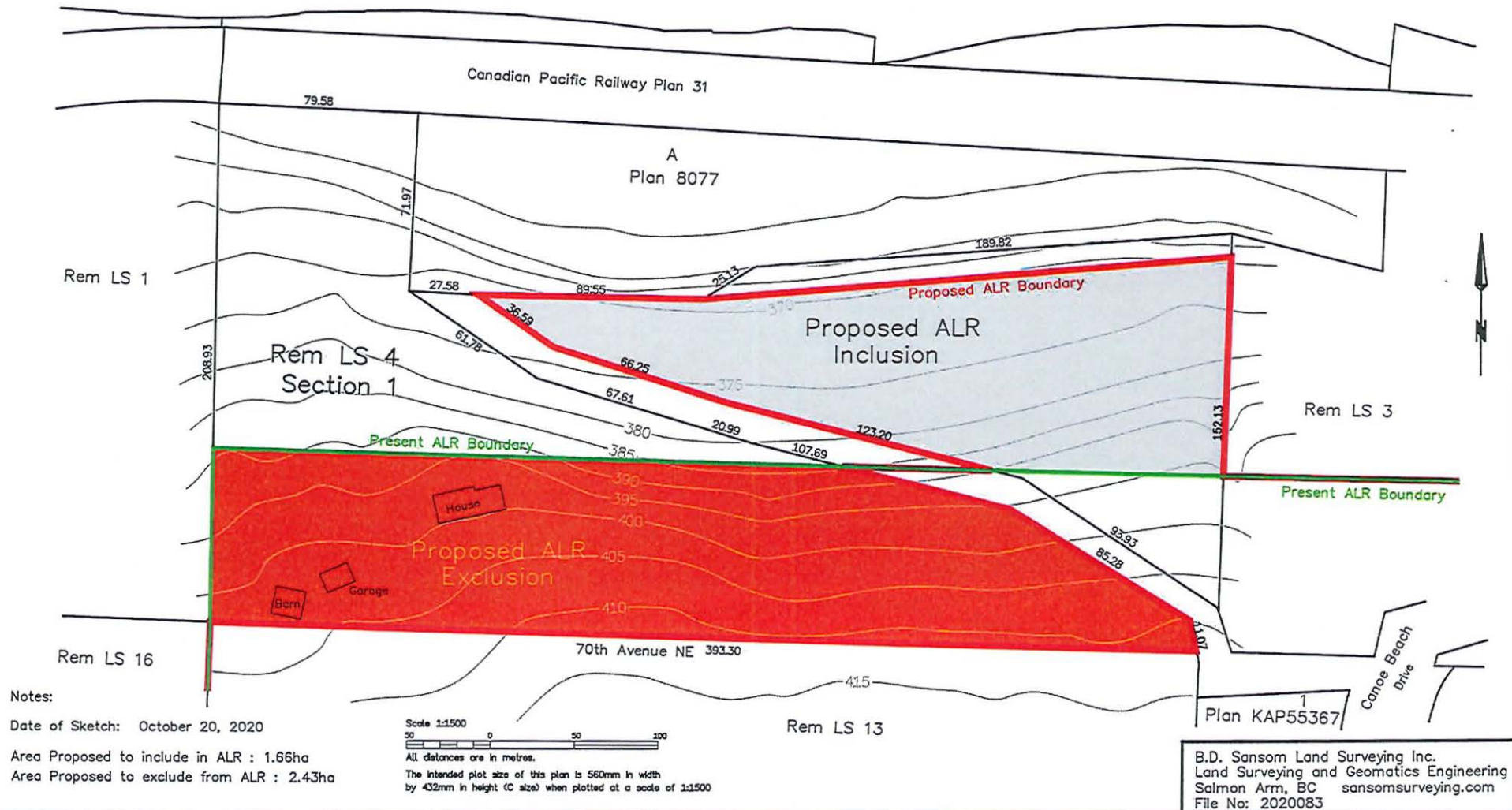
**From:** Brian Sansom <[brian@sansomsurveying.com](mailto:brian@sansomsurveying.com)>  
**Sent:** October 13, 2020 8:24 AM  
**To:** Richard Smith <[richard@tekamar.ca](mailto:richard@tekamar.ca)>  
**Subject:** Re: Hi Brian

Morning Richard,

Your description of what is required makes sense, and I can see why having a formal plan showing the various overlaps will make it obvious to the Commission why this exchange is a logical proposal. I'm happy to provide that formal plan. I expect the cost to be similar to the one I just completed for your Chum Creek Gravel -

# Sketch Plan of Proposed ALR Inclusion/Exclusion Exchange LS 4, Sec 1, Tp 21, R 10, W6M, KDYD, W6M

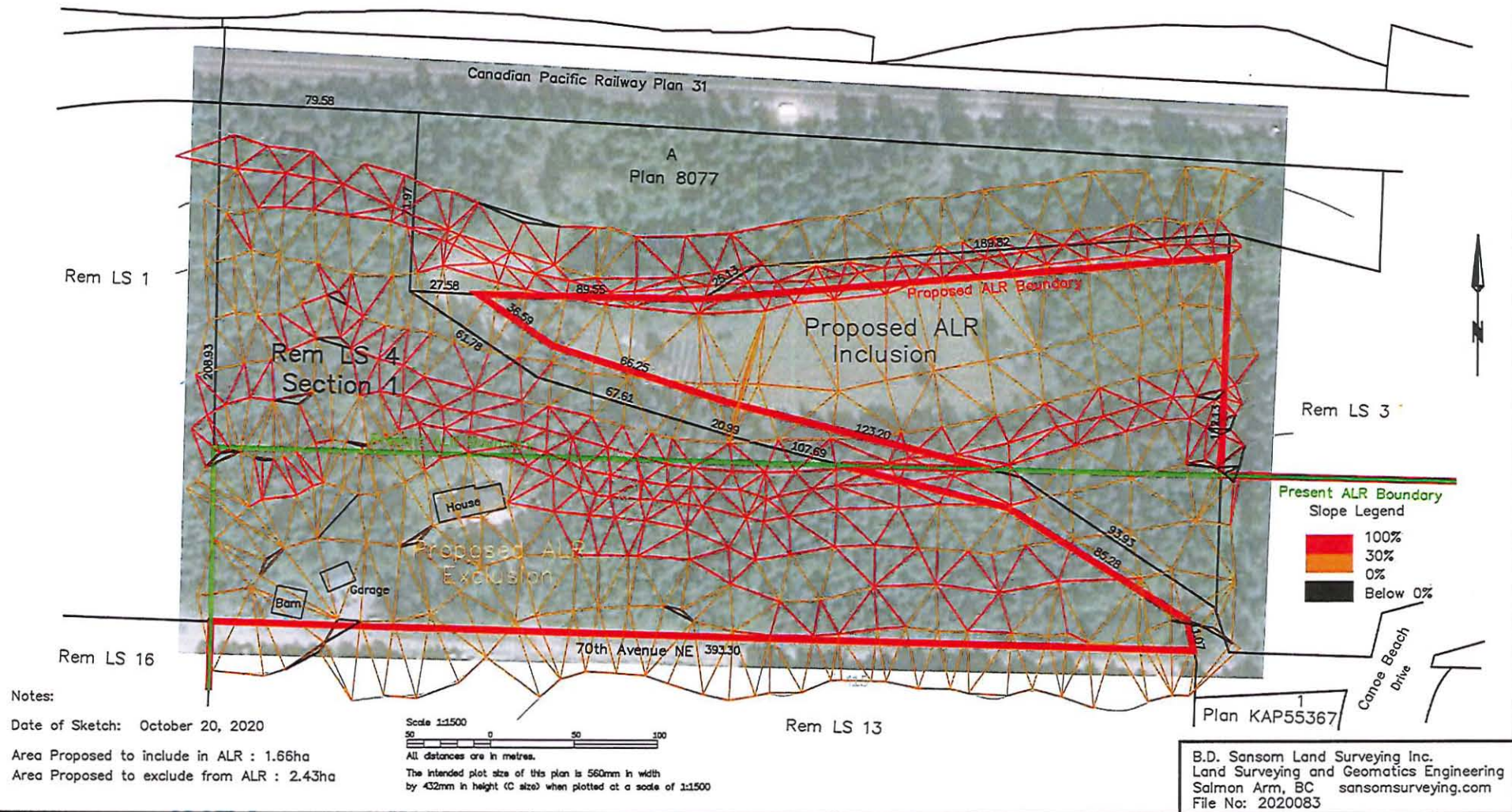
except Plans 31 and 8077





# Sketch Plan of Proposed ALR Inclusion/Exclusion Exchange LS 4, Sec 1, Tp 21, R 10, W6M, KDYD, W6M

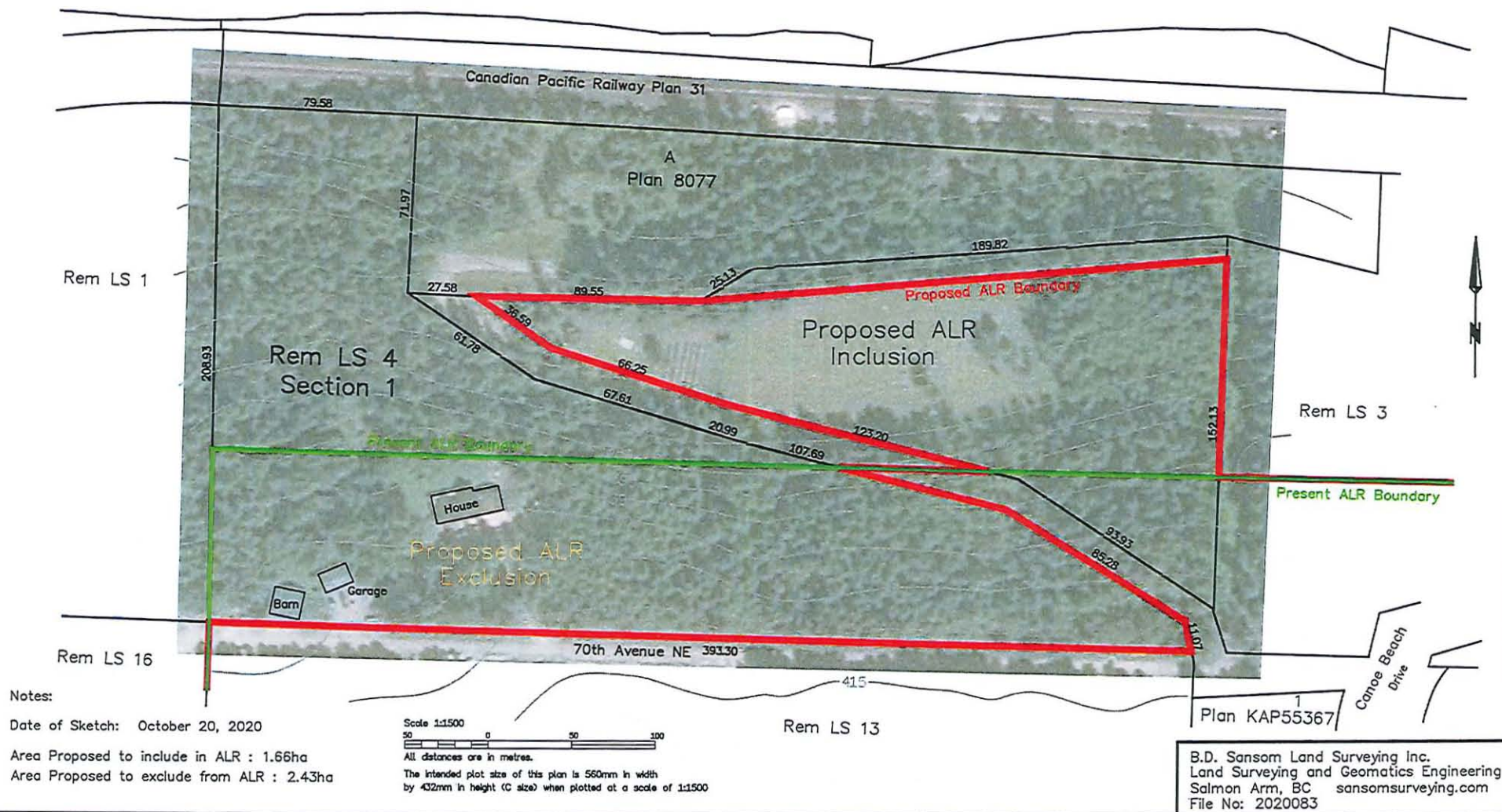
except Plans 31 and 8077



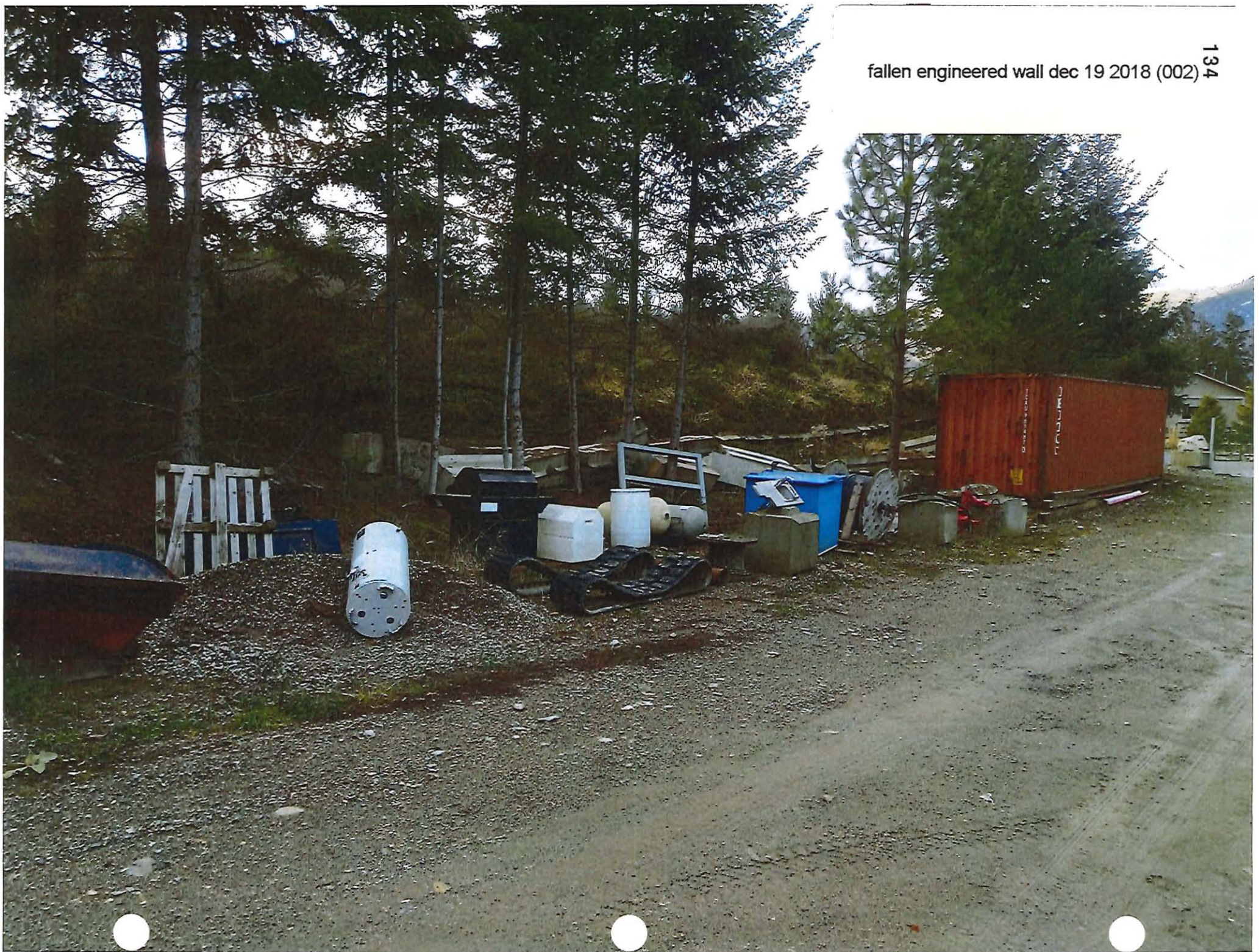


# Sketch Plan of Proposed ALR Inclusion/Exclusion Exchange LS 4, Sec 1, Tp 21, R 10, W6M, KDYD, W6M

except Plans 31 and 8077









Item 11.1

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: Pursuant to Section 475 of the Local Government Act, Council has considered this Official Community Plan Amendment after appropriate consultation with affected organizations and authorities;

AND THAT: Pursuant to Section 476 of the Local Government Act, Council has considered this Official Community Plan amendment after required consultation with School District No. 83;

AND THAT: Pursuant to Section 477 3 (a) of the Local Government Act, Council has considered the proposed Official Community Plan Amendment in conjunction with:

1. the Financial Plans of the City of Salmon Arm; and
2. the Liquid Waste Management Plan of the City of Salmon Arm;

AND FURTHER THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 be read a second time.

[OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC]

### Vote Record

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

Opposed:

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






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To: His Worship Mayor Harrison and Members of Council

Date: October 14, 2020

Subject: Official Community Plan Amendment Application No. 4000 - 43 & Zoning Bylaw Amendment Application No. 1184

Legal: Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130, Except Plan KAP54559

Civic Address: 1050 & 1091 18 Street NE

Owner/Applicant: Russell Kearl

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#### **MOTION FOR CONSIDERATION**

- THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 by redesignating Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, Plan 13130, Except Plan KAP54559 from Residential High Density to Highway Service/Tourist Commercial.
- AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council has considered this Official Community Plan amendment after appropriate consultation with affected organizations and authorities.
- AND THAT:** Pursuant to Section 476 of the *Local Government Act*, Council has considered this Official Community Plan amendment after required consultation with School District No. 83.
- AND THAT:** Pursuant to Section 477 3 (a) of the *Local Government Act*, Council has considered the proposed Official Community Plan Amendment in conjunction with:
- 1) The Financial Plans of the City of Salmon Arm; and
  - 2) The Liquid Waste Management Plan of the City of Salmon Arm.
- AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130, Except Plan KAP54559 from R5 (High Density Residential) to C6 (Tourist/Recreation Commercial Zone).
- AND FURTHER THAT:** Final reading of the zoning amendment bylaw be withheld subject to:
- 1) Ministry of Transportation and Infrastructure approval; and
  - 2) Adoption of the associated Official Community Plan Amendment Bylaw.
- 

#### **STAFF RECOMMENDATION**

**THAT:** The motion for consideration be adopted.

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## PROPOSAL

The subject property is located at 1050 and 1091 18 Street NE (Appendix 1 and 2). The proposal is to rezone the parcel from R5 (High Density Residential) to C6 (Tourist/Recreation Commercial Zone) to permit the development of a commercial office building with a residential unit above. The applicant has indicated that the building would occupy one property and the other property would be used primarily for parking.

## BACKGROUND

The subject property comprises of two legal parcels with a total area of approximately 4159m<sup>2</sup> (1ac) and is bisected by 18 St NE. The parcels were the focus of an OCP Amendment and Rezoning application in 2015 in which the OCP designation was amended from Highway Service/Tourist Commercial to Residential High Density (RHD) and rezoned R1 (Single Family Residential Zone) to R5 (High Density Residential) in order to accommodate a proposal for a 24 unit residential townhouse development. Appendices 3 and 4 show the OCP and zoning of the subject property and surrounding area. Site photos are included as Appendix 5. Currently, a single family dwelling is located on 1091 18 St NE and 1050 18 St NE is vacant.

The Zoning Map attached as Appendix 4 shows that the site is surrounded by properties currently zoned R1 (Single Family Residential Zone) and R4 (Medium Density Residential Zone). The OCP Map shows that the subject property is adjacent to areas designated as Residential Medium Density and is within the Highway Service/Tourist Commercial area which encourages commercial development for the travelling public with some medical and retail services meeting the needs of the surrounding residential areas. The surrounding uses are as follows:

North: Single Family Dwelling  
East: Single Family Dwelling  
West: Single Family Dwelling  
South: Trans Canada Highway 1/Lakeside Bowling Lanes

The applicant is proposing to build an office and retail commercial space with some residential accommodations on the second floor. The applicant has stated that one of the office spaces would be used for a dentist office and the retail space is undetermined. Should the OCP Amendment and Rezoning applications be supported, the owner would have to make application for a Highway Service/Tourist Commercial Development Permit. At which time drawings for a proposed building, building massing, parking, site plan and landscaping can be reviewed through the Development Permit Guidelines for the Highway Service/Tourist Commercial Area.

## OCP POLICY

The OCP includes policies on the Highway Service/Tourist Commercial Area, citing that this area is intended to support commercial, retail and medical services for the travelling public but also for the growing residential in the vicinity. Highway access is approximately 500m away at the recently constructed interchange east of 21 St NE. The OCP supports providing retail and service opportunities. In addition, the area is within the boundaries of 30 St SW and 30 St NE; therefore a proposal to provide medical services and retail that meets the needs of the surrounding residential area is supported by the OCP.

Currently, the inventory of Commercial lands, as per the OCP designation, is approximately 212.23 ha (524.43ac). The subject area, not including the consolidation of 18 St NE into the development area, is approximately 4159m<sup>2</sup> (1ac). The proposal does not mark a significant increase in the commercial inventory, neither does the removal of the lands from the residential inventory have a significant adverse impact to the residential land inventory.

## Section 475 & 476 - Local Government Act

Pursuant to Sections 475 and 476 of the Local Government Act (optional and mandatory consultation requirements during OCP amendments), the proposed OCP amendments were referred to the following organizations on August 11, 2020:

|                               |  |
|-------------------------------|--|
| Adams Lake Indian Band:       | No response to date                      |
| Neskonlith Indian Band:       | no response to date                      |
| Economic Development Society: | Support - response attached (Appendix 6) |

School District No. 83:  
(pursuant to Section 476)

No response to date

### Section 477 - Local Government Act

Pursuant to Section 477 of the Local Government Act (adoption procedures for an OCP amendment), prior to Second Reading of the bylaw, Council must consider the proposed OCP amendment in relation to the City's financial and waste management plans. In the opinion of staff, this proposed OCP amendment is largely consistent with both the City's financial and waste management plans.

### COMMENTS

#### Ministry of Transportation and Infrastructure

The Ministry of Transportation and Infrastructure (MOTI) have given preliminary approval of the rezoning provided that there is no direct access to the Trans-Canada Highway and that all new structures must be located outside of the provincial setback of 4.5m from the Trans-Canada Highway road/property line.

#### Engineering Department

The requirements for 18 St NE include road dedication, upgrades along the frontages to the Urban Local Road standard and the construction and dedication of a full cul-d-sac. There are some additional upgrades that would be required along the 11 Ave NE frontages and are detailed in the report. In noting the various upgrade requirements along the 18 St NE frontages, Engineering staff are supportive of the closure, purchase and consolidation of 18 St NE. Should 18 St NE be closed and purchased by the owner/applicant then the improvements would not be necessary. Engineering comments are attached as Appendix 7.

The applicant has expressed interest in purchasing 18 St NE and consolidating the subject property and road. There is a Road Closure and purchase process that could be initiated by the applicant in order to facilitate the purchase of 18 St NE and staff will continue to work through this process. The Road Closure and purchase process requires Council approval.

#### Building Department

No concerns were raised during the review period.

#### Fire Department

No concerns.

#### Planning Department

Staff are supportive of the application to amend the OCP and rezone the subject property in order to bring small scale commercial that caters to the growing residential development in the surrounding area. Staff were also supportive of the previous OCP and rezoning applications due to there being no direct access to Trans Canada Highway 1 from 18 Street NE and the scale of residential development could have easily integrated into the surrounding area.

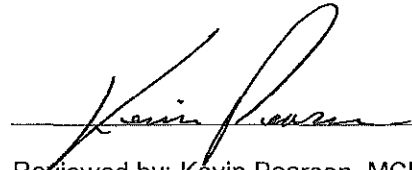
The closure of the 18 St NE and the possibility of a consolidated lot frontage would align the C6 zoning setbacks with a building being required to be at least 3m from each side property line. There are no front or rear yard setbacks in the zoning regulations; however, the Ministry of Transportation and Infrastructure (MOTI) responded that there are to be no buildings or structures located within a 4.5m area from the highway. This setback negates parking in the same area because should MOTI have to use that area for right of way into the future it could reduce the parking areas and potentially leave the development non-conforming. Note that, there are OCP guidelines encouraging parking area to be located at the back of buildings. Again, the details of the building location, form and character elements, building massing, and site parking can be addressed in more detail at the Development Permit stage.

Further to this, while the applicant is proposing to use one lot for the building and other lot primarily for parking it should be noted that the C6 zone does not permit "parking lot" or "parkade/off-street parking" as a permitted use for this site. Therefore, should the lots remain separate legal entities or lots, at the time of

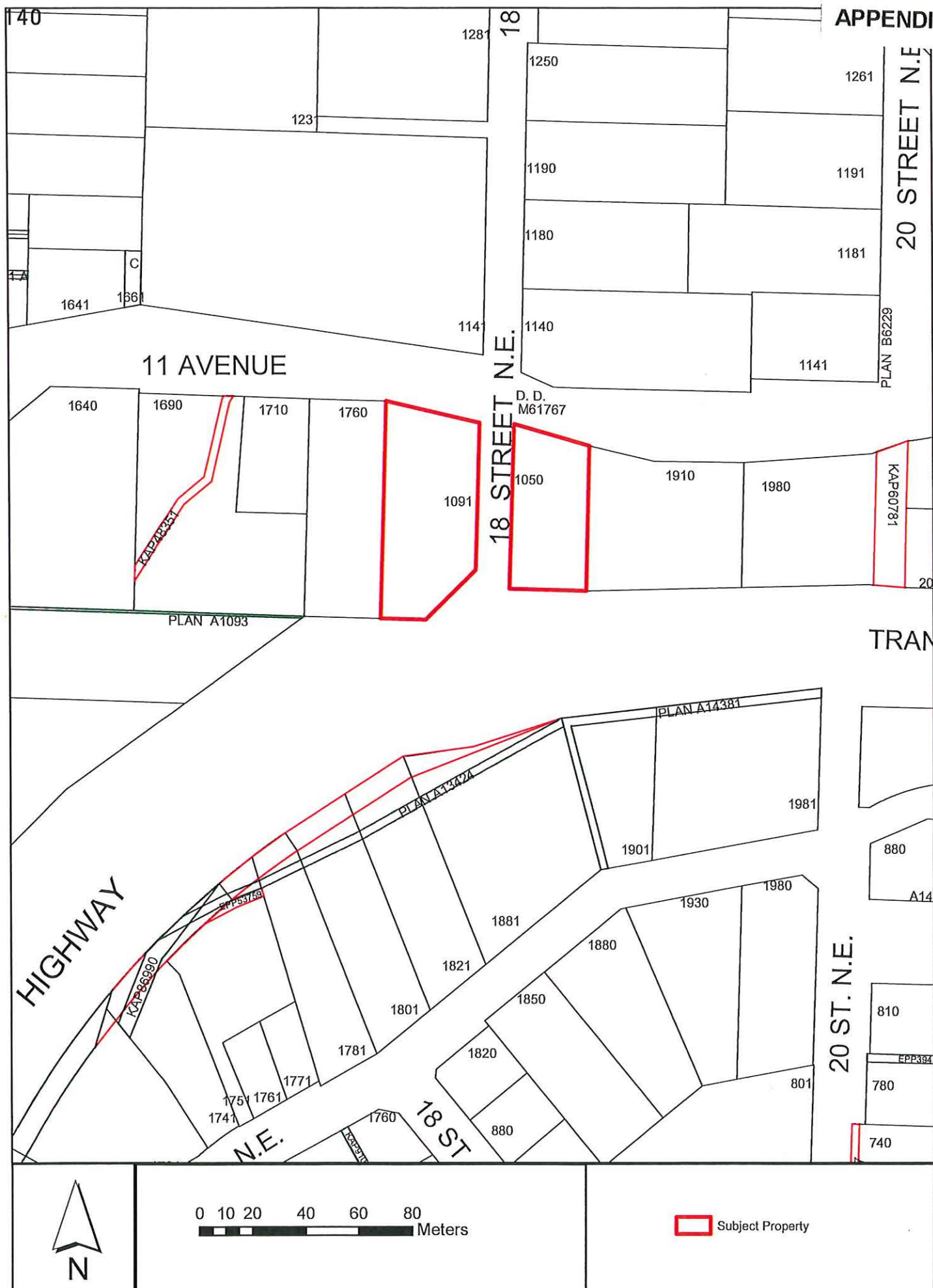
Development Permit, one lot being utilized as a parking area for the adjacent development could be secured by way of lot consolidation or covenant so it does not conflict with the permitted uses in the zone. Given that preliminary drawings for the building and site plan have not been submitted, approvals related to parking may be addressed at the time of Development Permit.



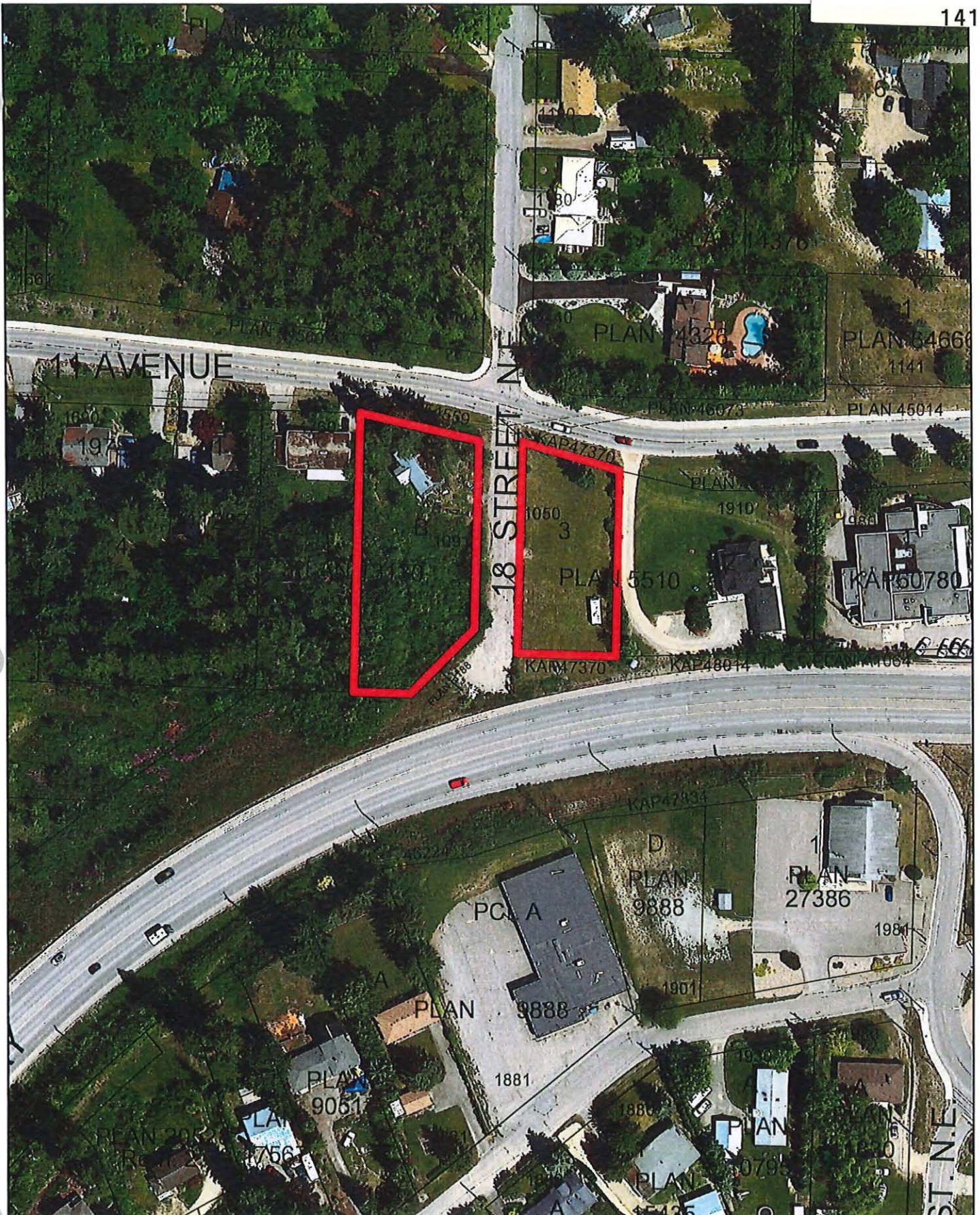
Prepared by: Melinda Smyrl, MCIP, RPP  
Planner



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







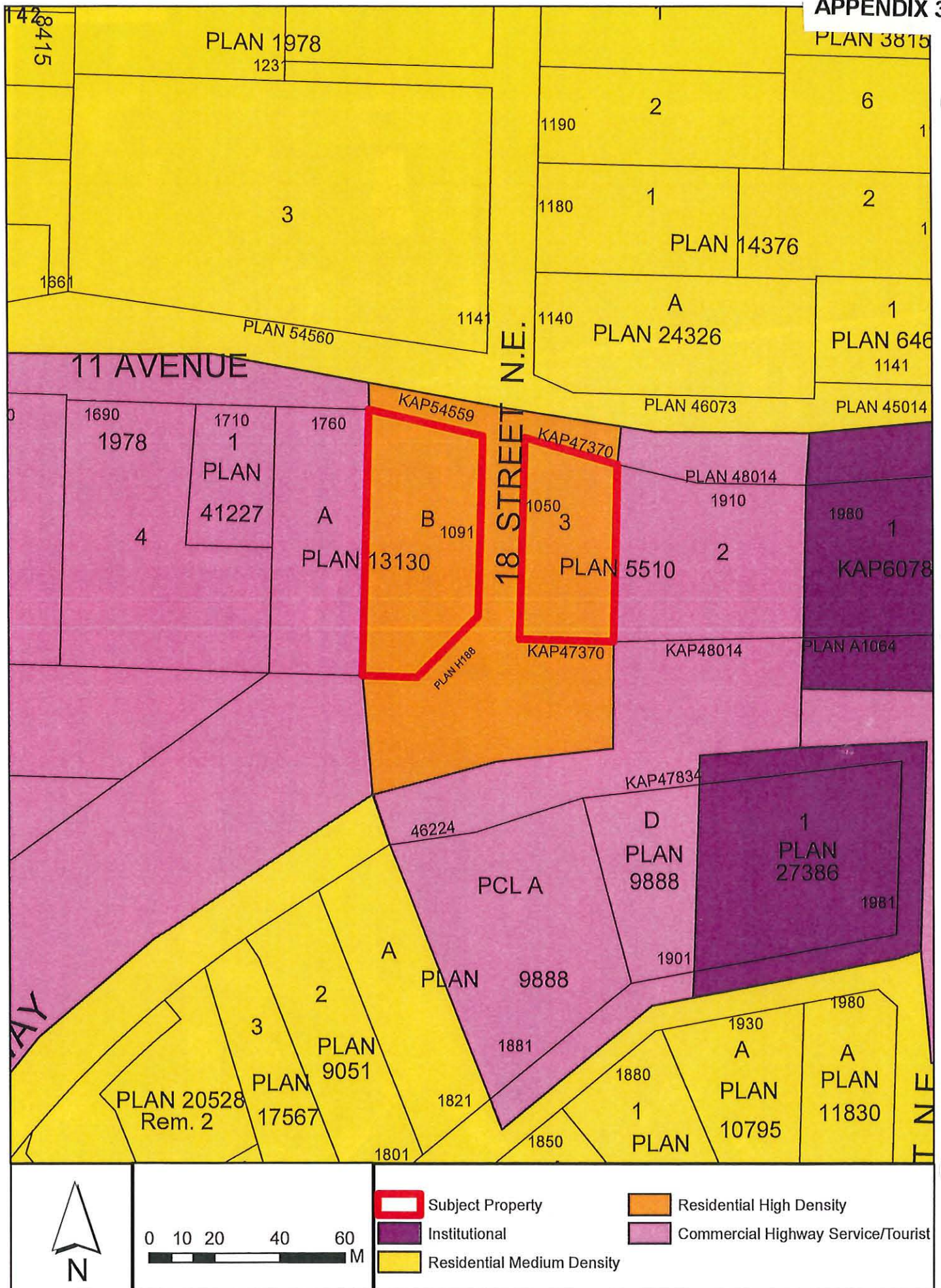
0 12.5 25 50 75 100 M

A horizontal scale bar with markings at 0, 12.5, 25, 50, 75, and 100 meters.

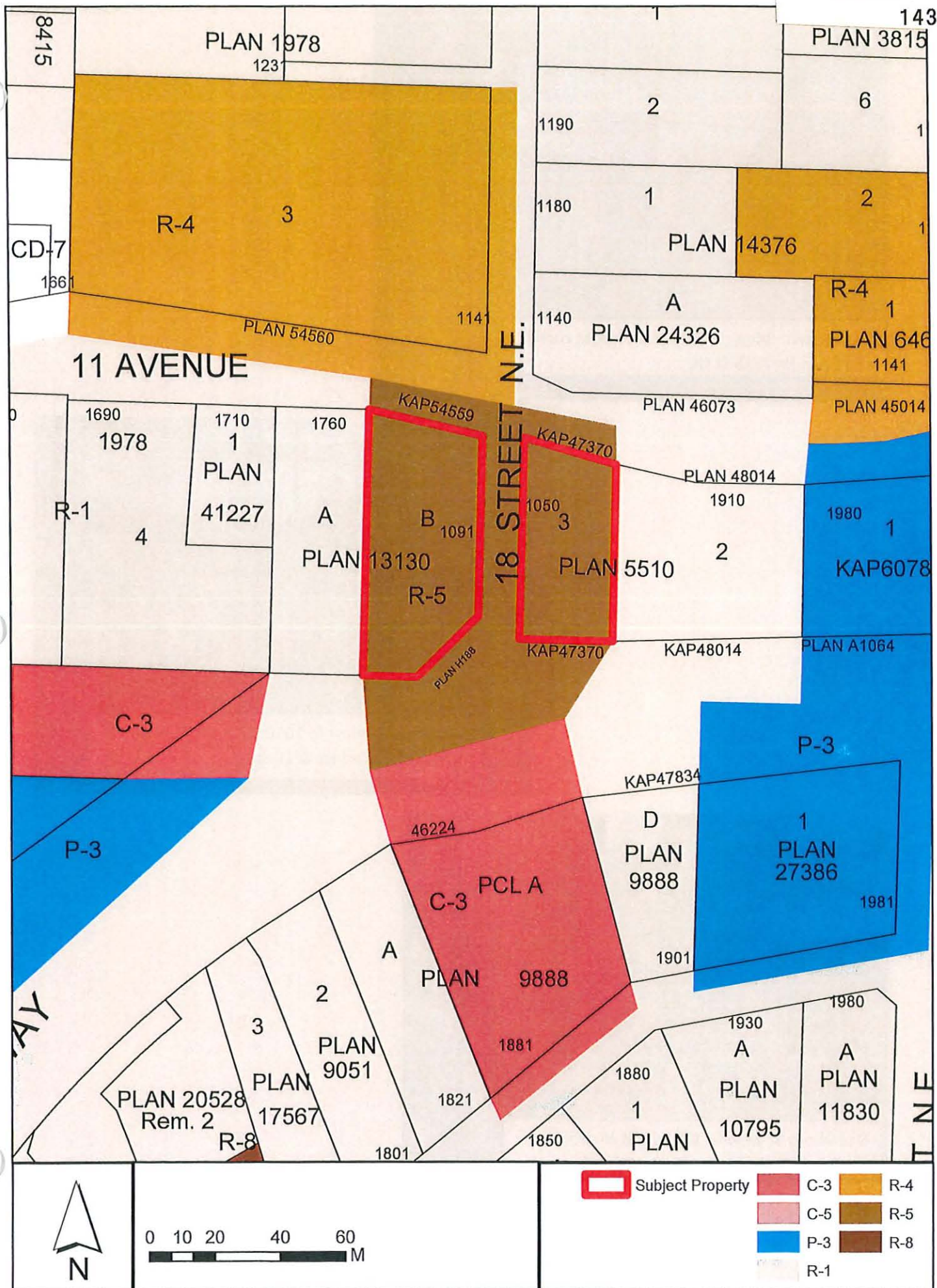
 Subject Property



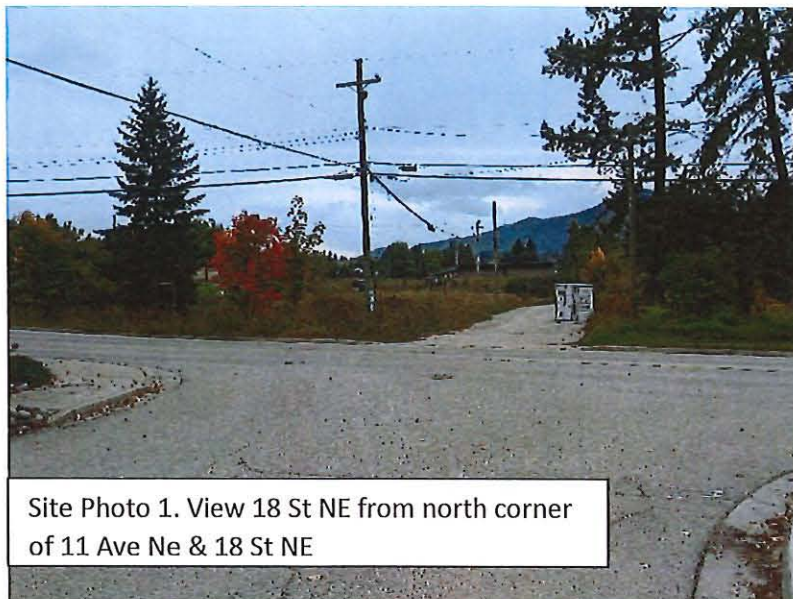
## PLAN 3815











Site Photo 1. View 18 St NE from north corner of 11 Ave Ne & 18 St NE



Site Photo 2. View to 1050 18 St NE from north corner of 11 Ave Ne & 18 St NE



Site Photo 3. View to 1091 18 St NE from north corner of 11 Ave Ne & 18 St NE



Sept 10, 2020

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

Attention: Kevin Pearson  
Director of Development Services

Dear Sir:

**Re: OCP Amendment Application No OCP4000-43**

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The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to amend the OCP designation of the properties located at 1050 18 Street NE and 1091 18 Street NE SE, Salmon Arm, from High Density Residential to Highway Commercial, and the Zoning Category from R5 to C6. The Board supports the application, based on the information provided.

We thank you for the opportunity to comment on this OCP Amendment Referral.

Sincerely,

A handwritten signature in black ink, appearing to read "Lana Pitt".

Lana Pitt, Economic Development Manager  
Salmon Arm Economic Development Society





*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: September 23, 2020  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 APPLICANT: Russell Kearn, - 101, 571 – 6 Street NE, Salmon Arm, BC V1E 1R6  
 OWNER: H. & D. Clarke, C., 38, 1231 – 10 Street SW,  
           Salmon Arm, BC V1E 0A5 (1050 – 18 Street NE)  
           Northern Propane Ltd. Inc./969730 AB Ltd. – 38, 1231 – 10 Street SW,  
           Salmon Arm, BC V1E 0A5 (1091 – 18 Street NE)  
 SUBJECT: **OFFICIAL COMMUNITY PLAN FILE NO. OCP4000-43 &  
 ZONING AMENDMENT APPLICATION FILE NO. ZON-1184**  
 LEGAL: Lot 3, Section 24, Township 20, Range 10, W6M KDYD, Plan 5510  
           Except Plan KAP47370  
           Lot B, Section 24, Township 20, Range 10, W6M KDYD, Plan 13130  
           Except Plan KAP54559  
 CIVIC: **1050 & 1091 – 18 Street NE**

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Further to your referral dated August 10, 2020, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning or OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**General:**

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

**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E****ZONING AMENDMENT APPLICATION NO. ZON-1184**

September 23, 2020

Page 2

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7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement and/or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
  8. At the time of development permit / building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
  9. For the off-site improvements at the time of subdivision / building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision / building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 11 Avenue NE on the subject property's north boundary is classified as an Urban Local Road (RD-2) and requires an ultimate 20.0 meters dedication (10.0 meters from centerline). Available records indicate that existing dedication varies and additional dedication may be required from the subject property (to be confirmed by BCLS).
2. 11 Avenue NE is currently developed to an interim Urban Local Street standard. Upgrading to the Urban Local Road Standard (RD-2) is required; however, all infrastructure specifications and offsets must conform to the Urban Collector Road Standard (RD-3). Upgrading may include, but is not limited to, road widening and construction, boulevard grading/construction, curb & gutter, street drainage and streetlights (spacing to be confirmed by professional engineer).
3. 18 Street NE bisects the subject properties from north to south and is classified as an urban local street (RD-1), requiring an ultimate 18.0 meters dedication (9.0 meters from centerline). Available records indicate approximately 6.0 meters dedication will be required, split between the east and west sides of 18 Street NE (to be confirmed by BCLS).
4. 18 Street NE is currently not constructed to a city standard. Upgrading to the Urban Local Road Standard (RD-1) is required. Upgrading may include, but is not limited to, road construction, boulevard grading/construction, curb & gutter, sidewalk, street drainage, utility installation, underground hydro and telecommunications, and street lighting.
5. A full cul-de-sac constructed and dedicated will be required at the termination of 18 Street NE, as per specification drawing No. RD-10.

**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E****ZONING AMENDMENT APPLICATION NO. ZON-1184**

September 23, 2020

Page 3

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6. Engineering staff would consider supporting the closure and sale of 18 Street NE and amalgamation with the two properties, subject to a Road Closure Bylaw. Doing so would negate the dedication and upgrading requirements, and the City would absolve its responsibility for maintenance.
  7. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
  8. 3.0m by 3.0m corner cuts are required to be dedicated at the intersection of 11 Avenue NE and 18 Street NE.
  9. Accesses shall be designed by keeping to a minimum number. Only one (1) driveway access per parcel will be permitted onto 18 Street NE. All unused driveways shall be removed. Owner / Developer responsible for all associated costs. Should the developer proceed with the closure of 18 Street NE, one access would be permitted onto 11 Avenue NE at the existing intersection location.
  10. Trans Canada Highway (TCH) along the south side of the subject property is a provincial controlled access highway. Additional dedication/improvements will be determined by ministry of Transportation

**Water:**

1. The subject property fronts the following watermains:

- 450mm diameter Zone 1 watermain on 11 Avenue NE
- 200mm diameter Zone 2 watermain on 11 Avenue NE east of 18 Street NE
- 150mm diameter Zone 2 watermain on 11 Avenue NE west of 18 Street NE
- 150mm diameter Zone 2 watermain on 18 Street NE

Upgrading of the 150mm watermain on 11 Avenue NE to a 200mm diameter is required under the Subdivision and Development Servicing Bylaw No.4163. The Engineering department considers the 11 Avenue NE upgrade work pre-mature at this time; therefore, the City of Salmon Arm will require cash-in-lieu for this upgrade.

Upgrading of the 150mm watermain on 18 Street NE to a 200mm diameter is required under the SDSB Bylaw; however, as this main only services the subject parcels and is not required for the future, it should be abandoned south of 11 Avenue NE or retrofitted as a service.

**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E  
ZONING AMENDMENT APPLICATION NO. ZON-1184**

September 23, 2020

Page 4

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2. Both properties are to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). City records indicate that both properties are currently serviced with unknown diameter services from 18 Street NE. Relocating the existing services to the Zone 2 watermain on 11 Avenue NE and decommissioning existing service to 1050 18 Street NE will be required. Water meter(s) will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary main on 11 Avenue NE. No upgrades are anticipated, Subject to Owner / Developer's engineer proving that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.
2. Extension of the sanitary main along 18 Street NE is not required as there are no reliant upstream parcels and both of the subject parcels can be serviced adequately from the existing main on 11 Avenue NE.
3. Subject properties to be serviced each by a single sanitary service connection adequately sized (minimum 100 mm diameter) to satisfy the servicing requirements of the development. City records indicate that both existing lots have a 100 mm diameter service from 11 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 525 mm diameter storm main on 11 Avenue NE. No upgrades are required at this time.
2. The subject property does not front an enclosed storm sewer system on 18 Street NE. Extension of the storm main along 18 Street NE is not required as there are no reliant upstream parcels or no reliant upstream stormwater discharge and both of the subject parcels can discharge stormwater on site or be serviced adequately from the existing main on 11 Avenue NE.

**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E****ZONING AMENDMENT APPLICATION NO. ZON-1184**


September 23, 2020

Page 5

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3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
  4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
  5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. Both subject parcels shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development.

**Geotechnical:**

A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for: Category A (Building Foundation Design) and Category B (Pavement Structural Design), is required.

  
**Matt Gienger**  
Engineering Assistant  
**Jenn Wilson P.Eng., LEED ® AP**  
City Engineer



## CITY OF SALMON ARM

### BYLAW NO. 4410

#### A bylaw to amend "City of Salmon Arm Official Community Plan Bylaw No. 4000"

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from HR (Residential High Density) to HC (Highway Service/Tourist Commercial), as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410**”.

READ A FIRST TIME THIS 26 DAY OF October 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

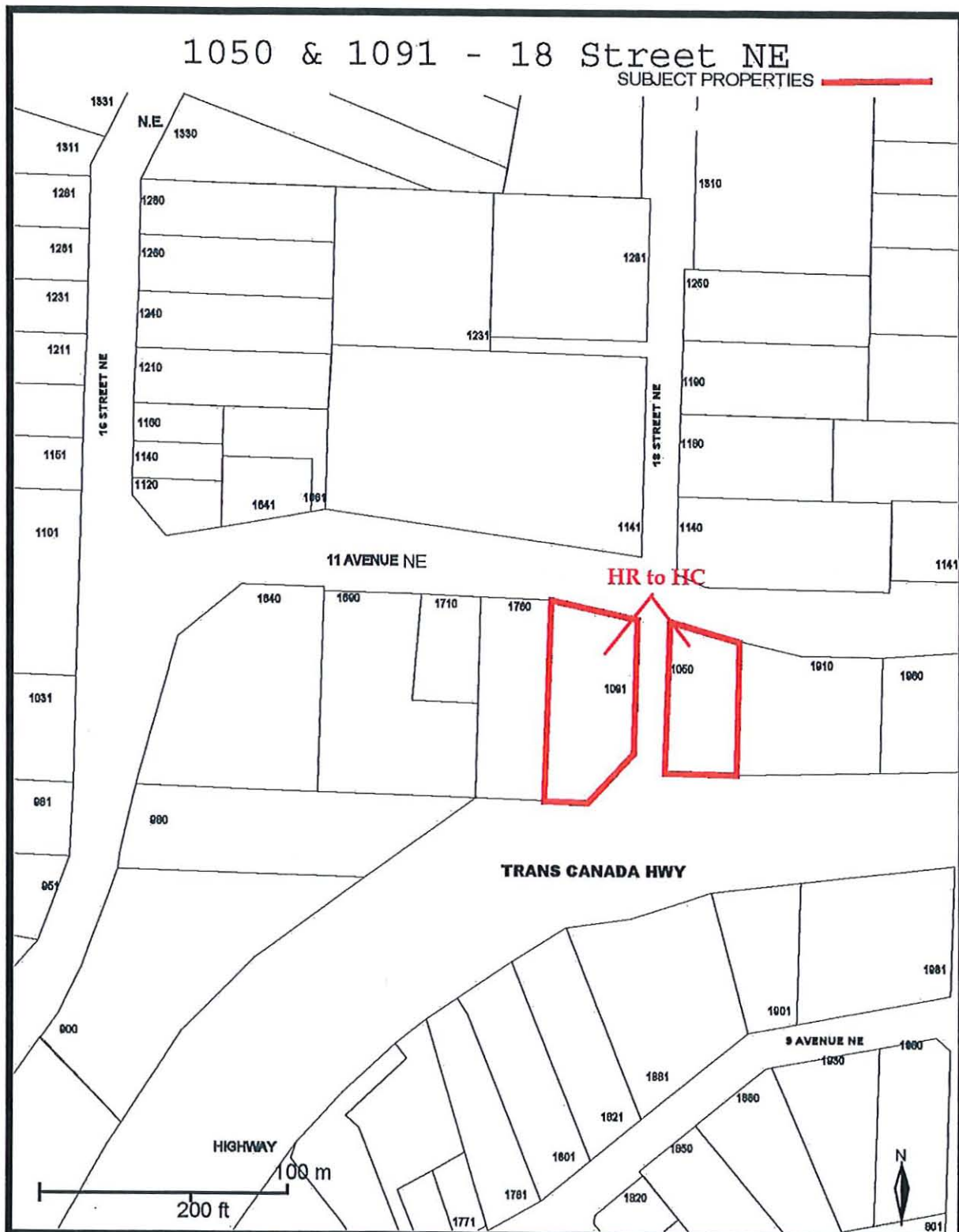
ADOPTED BY COUNCIL THIS DAY OF 2020

---

MAYOR

---

CORPORATE OFFICER



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Item 11.2

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4411 be read a second time.

[ZON-1184; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6]

### Vote Record

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

Opposed:

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



## CITY OF SALMON ARM

### BYLAW NO. 4411

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from R-5 (High Density Residential Zone) to C-6 (Tourist/Recreation Commercial Zone), shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4411"

READ A FIRST TIME THIS 26 DAY OF October 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

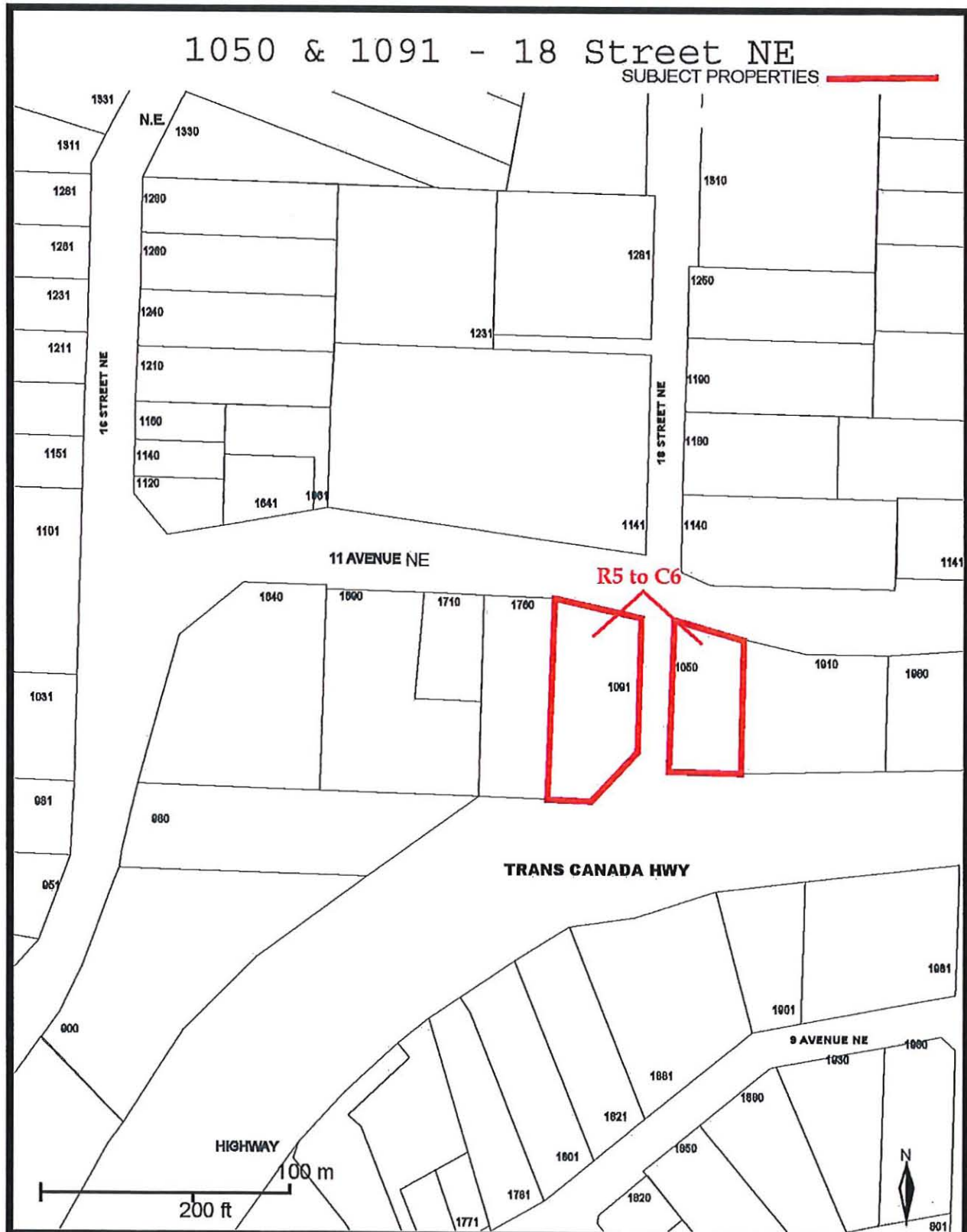
APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF 2020

\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



Item 11.3

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4407 be read a final time.

[ZON-1186; Neufeld, B.; 1831 22 Street NE; R-1 to R-8]

### Vote Record

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

Opposed:

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

**CITY OF  
SALMON ARM**

---

To: His Worship Mayor Harrison and Members of Council

Date: September 1, 2020

Subject: Zoning Bylaw Amendment Application No. 1186

Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048

Civic: 1831 – 22 Street NE

Owner/Applicant: Neufeld, B.

---

**MOTION FOR CONSIDERATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

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

---

**STAFF RECOMMENDATION**

**THAT:** The Motion for Consideration be adopted.

---

**PROPOSAL**

The subject parcel is located at 1831 – 22 Street NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) to permit the construction of a detached suite in the rear yard behind a new single family dwelling.

**BACKGROUND**

The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in a residential neighbourhood (Lakeview Meadows). There are presently seven R-8 zoned parcels in the Lakeview Meadows subdivision. This lot is part of a three lot subdivision created in 2017. Two of the four new lots were rezoned from R-1 to R-8 in 2019 for secondary suites in new single family dwellings.

The subject parcel is approximately 56 m (184 ft) long and 22.86 m (75 ft) wide with an area of approximately 1,300 m<sup>2</sup> (.32 acres). The subject parcel is a relatively large lot and can meet the minimum parcel area of 700 m<sup>2</sup> (7,534.7 ft<sup>2</sup>) and the minimum parcel width of 20 m (65.6 ft) required for detached suites within the proposed R-8 Zone. Site photos are attached as Appendix 5.

The property is currently vacant and the applicant has applied for a building permit to construct a house and an accessory building. The applicant wishes to construct a suite above the accessory building and has provided elevation and floor plans, see Appendix 6. The proposed height of the building is 7.47 m (24.5 ft) which meets the maximum permitted height of 7.5 m (24.6 m). The floor plans indicate the size of the suite is proposed to be 80.3 m<sup>2</sup> (864 ft<sup>2</sup>), within the maximum 90 m<sup>2</sup> (968.8 ft<sup>2</sup>). The siting of the suite is in the rear yard, conducive for an additional off-street parking stall, see Appendix 7.



COMMENTS

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all residential designated areas subject to compliance with the Zoning Bylaw and the BC Building Code.

Any development of a detached suite requires a building permit and is subject to Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges (DCCs). DCCs are payable for detached suites in the amount of \$6,064.31 and are collected at the time of issuance of a building permit. Currently, the applicant has filed a building permit application for an accessory building. Should the property be rezoned to R-8, a separate building permit application will be required for the suite.

Ministry of Transportation & Infrastructure

Preliminary Approval has been granted for rezoning.

Engineering Department

No concerns.

Building Department

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

Fire Department

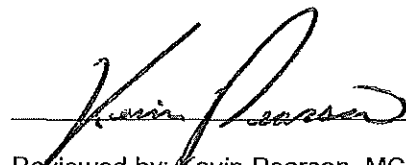
No concerns.

Planning Department

The proposed construction of a single family dwelling and a detached suite will conform and fit in well with the surrounding neighbourhood. The proposed R-8 zoning of the subject parcel is consistent with the OCP and the plans provided indicate that all R-8 Zone requirements can be met, including the provision of onsite parking. Therefore, this application is supported by staff.



Prepared by: Denise Ackerman  
Planner, Development Services



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





0 25 50 100 150 200  
Meters



Subject Parcel



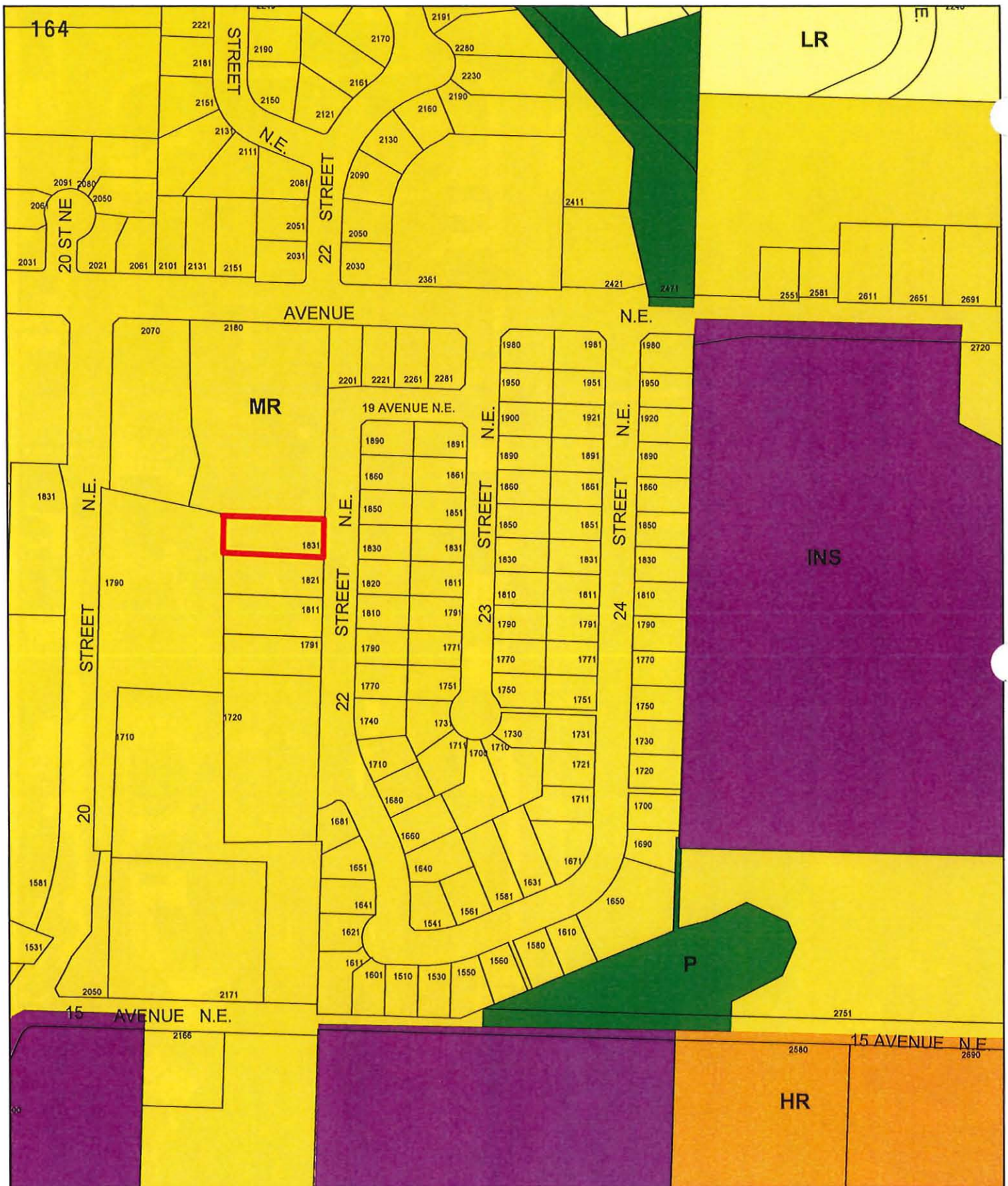


04.75 9.5 19 28.5 38  
Meters




Subject Parcel





Subject Parcel

0 15 30 60 90 120  
Meters

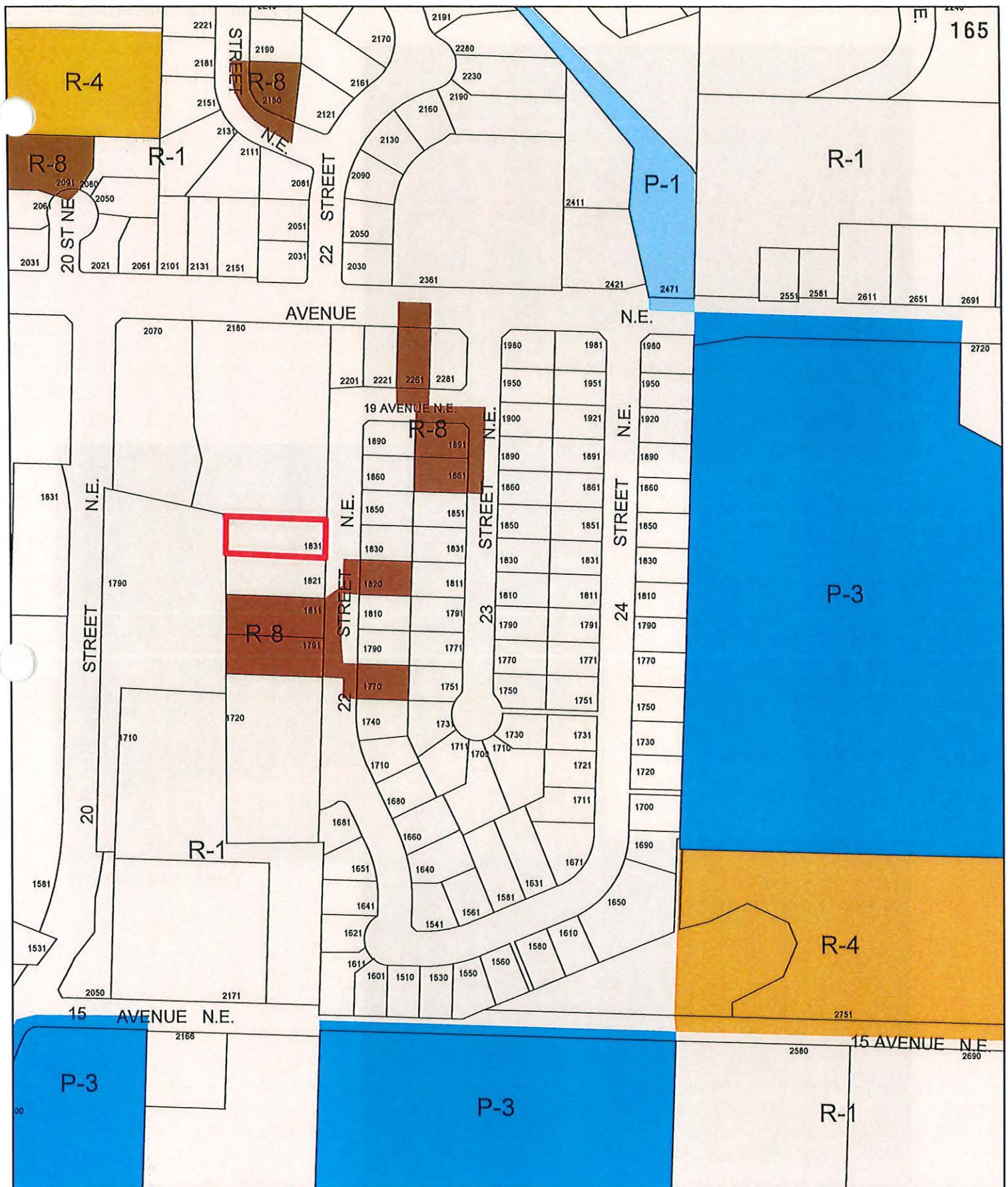
 MR - Medium Density Residential

 HR - High Density Residential

 P - Park

 INS - Institutional





Subject Parcel

0 15 30 60 90 120  
Meters

R-1 Single Family Residential

R-8 Residential Suite

R-4 Medium Density Residential

Institutional

Park & Recreation





View looking northeast



View looking northwest

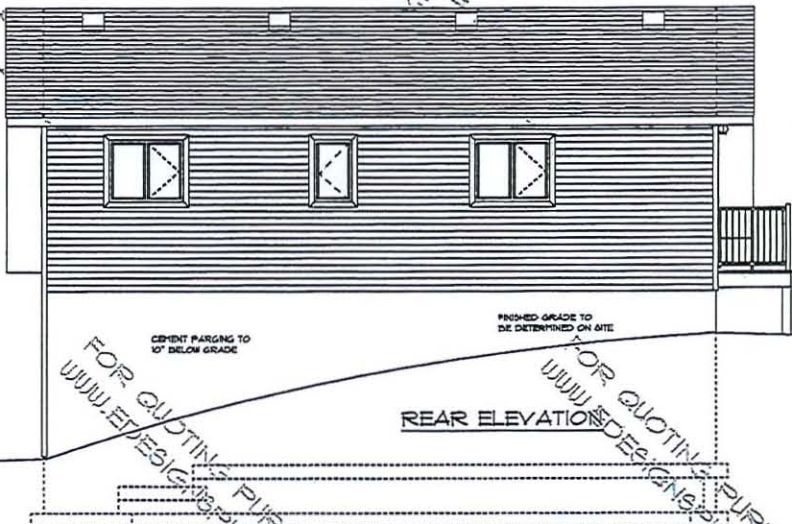


View looking north





FRONT ELEVATION



REAR ELEVATION

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 DEVON, AB  
 TEL: 1-855-675-1800

|  |                            |
|--|----------------------------|
| <b>PROJECT:</b> NEUFELD CARRIAGE HOUSE |                            |
| <b>LOCATION:</b> SALMON ARM, BC        |                            |
| <b>DRAWN BY:</b> Terry Ayres           | <b>SCALE:</b> Not to Scale |
| <b>DATE:</b> Aug. 25/20                | <b>PLAN #:</b> 2020291     |
| <b>PAGE:</b> 1                         | <b>PAGE:</b> 16            |

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 DRAWINGS WITHOUT THE  
 DESIGNER'S CONSENT  
 IS AT THEIR OWN RISK.



LEFT ELEVATION

ALL RETAINING WALLS TO BE  
 SITE DESIGNED TO FIRST FINISHED  
 GRADES. MAY REQUIRE AN  
 ENGINEER STAMPED DESIGN  
 PROVIDED BY OTHER.



RIGHT ELEVATION

THIS PLAN CAN BE ADAPTED TO YOUR  
 LOCAL BUILDING CODES. IT IS THE  
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DEVON, AB

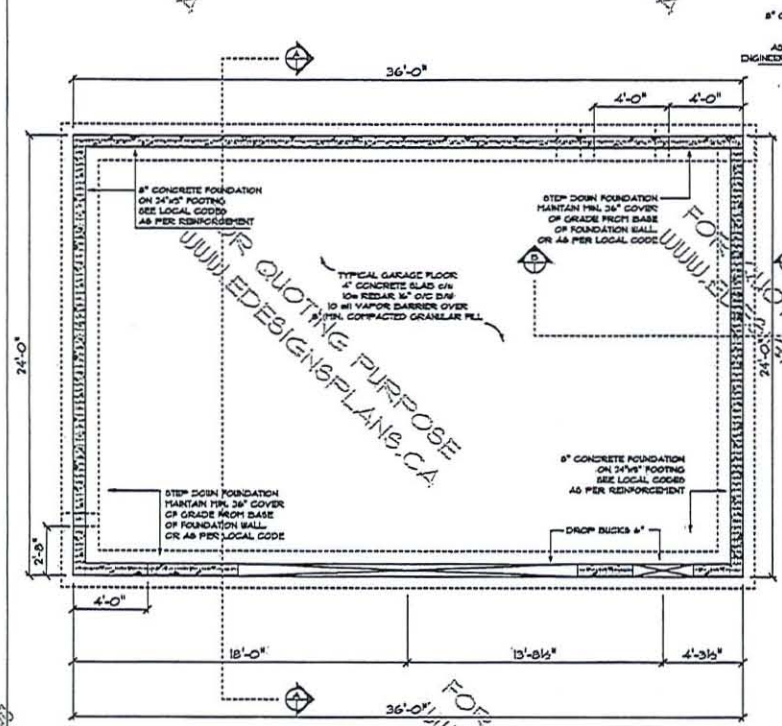
TOLL FREE 1-855-675-1800

|               |                               |             |         |        |
|---------------|-------------------------------|-------------|---------|--------|
| PROJECT:      | <b>NEUFELD CARRIAGE HOUSE</b> |             |         |        |
| LOCATION:     | SALMON ARM, BC                |             |         |        |
| DRAWN BY:     | SCALE:                        | DATE:       | PLAN #: | PAGE:  |
| Clayton Ayres | Not to Scale                  | Aug., 25/20 | 2020291 | 2 of 6 |

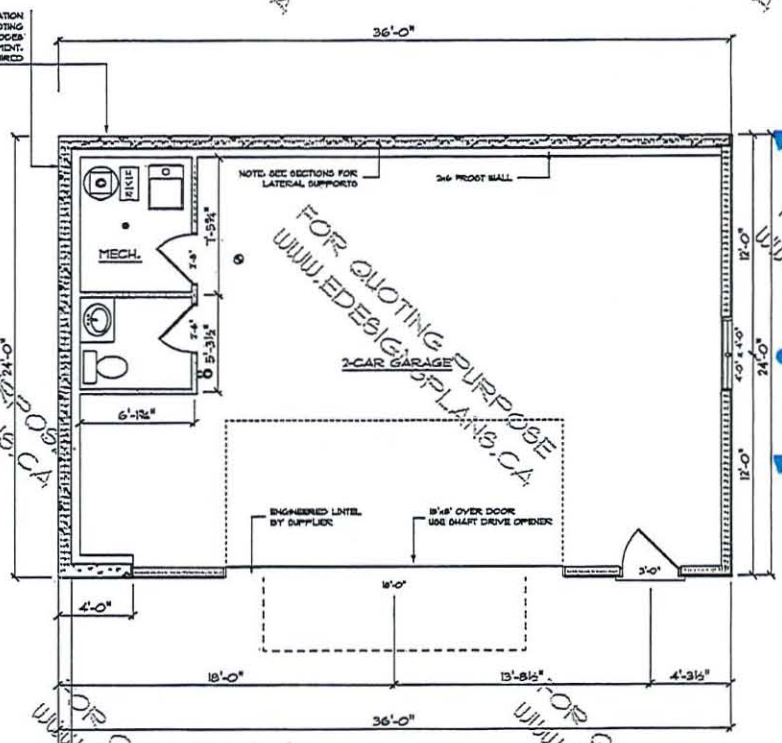


**IMPORTANT:**  
 This plan is a preliminary design and is not to be used for construction without the approval of the local building department. It is the responsibility of the owner to obtain all necessary permits and approvals. The plan is not to be used for any other purpose without the written consent of E-Designs Plans Inc.

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Note: This foundation is designed based on the available standard soil bearing capacities. The owner/builder is responsible for verifying the assumption with a soil test done by a Geotechnical Engineer. E-Designs Plans Inc. accepts no liability for the assumption of soil bearing capacities nor any redesign of the foundation resulting from contrary soil conditions. DESIGNER'S NOTE: ENGINEER TO TAKE PRECEDENCE OVER ALL OTHERS. DESIGNER'S NOTE: ENGINEER TO TAKE PRECEDENCE OVER ALL OTHERS.



**SMOKE & CARBON DIOXIDE ALARMS:**  
 1. Smoke & Carbon Dioxide Alarms shall be installed in accordance with Article 9.10.13.1 of the B.C. Building Code (2014) or in accordance to local codes in effect at the time of construction.

THIS PLAN CAN BE ADAPTED TO THE LOCAL BUILDING CODES. THE RESPONSIBILITY OF THE PURCHASER AND/OR BUILDER OF THIS PLAN IS TO ENSURE THAT THE STRUCTURE IS BUILT IN STRICT COMPLIANCE WITH ALL GOVERNING CODES (MUNICIPAL, CITY, COUNTY, PROVINCIAL, STATE AND FEDERAL).

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 DEVON, AB  
 TOLL FREE 1-855-675-1800

**PROJECT:**  
**LOCATION:**  
**DRAWN BY:**  
 Jerry Ayres

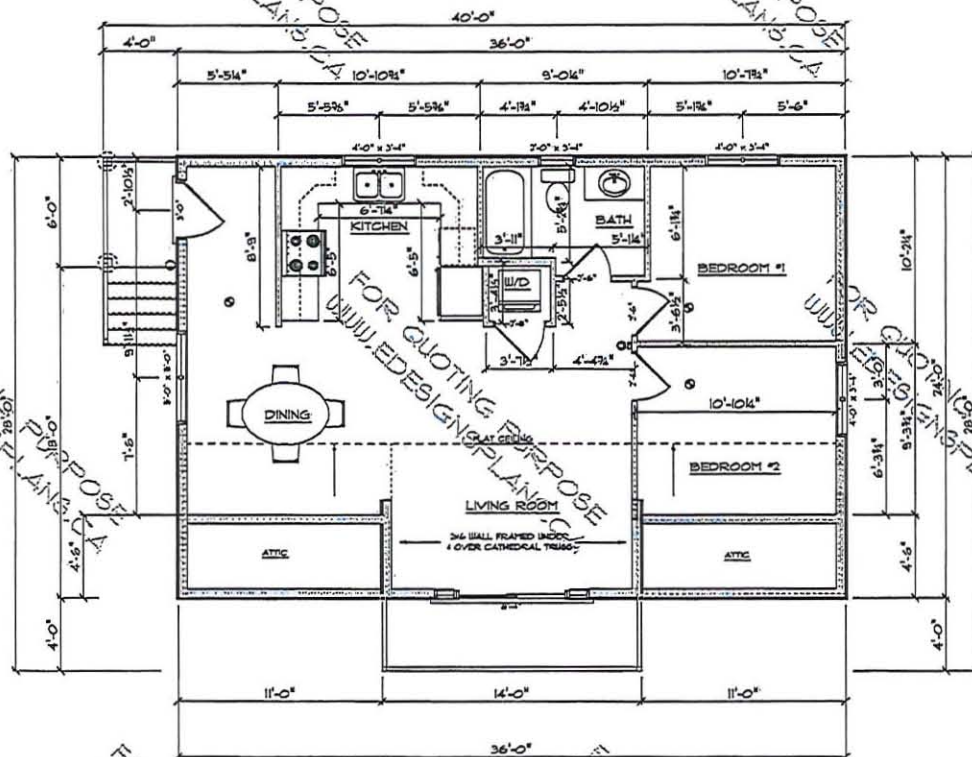
**NEUFELD CARRIAGE HOUSE**  
 SALMON ARM, BC  
 SCALE: Not to Scale  
 DATE: Aug. 23/20  
 PLAN #: 2020291  
 PAGE: 3 of 6



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**IMPORTANT:**  
These drawings are a  
license to construct only.  
They are not a contract.  
The owner must obtain  
all necessary permits and  
comply with all applicable  
building codes and regulations.  
The owner must also obtain  
all necessary insurance and  
liability coverage.  
The owner must also obtain  
all necessary professional  
fees and charges.

BRUNNEN MEYER  
/SALMON, BC



VERIFY ALL WINDOW &  
DOOR SIZES AND LOCATIONS  
WITH OWNER

NOTE: All window, doors & skylites  
to meet Energy codes as per the  
B.C. Building Codes

SMOKE & CARBON DIOXIDE ALARMS:

- Smoke & Carbon Dioxide Alarms shall be installed  
in accordance to Article 9.10.13.1.1 of  
the B.C. Building Code (2014) or in accordance  
to local codes in your area of construction.

RADON EXTRACTION & MITIGATION NOTES:

- VAPOR BARRIER & MITIGATION NOTES
- SLAB PERIMETER MUST BE SEALED
- ALL PENETRATIONS THROUGH SLAB MUST BE SEALED
- SUMP PUMP COVER TO BE AIR-TIGHT
- MINIMUM 1" OF FREE DRAINING STONE UNDER SLAB

RADON GAS EXTRACTION & MITIGATION CONTROL  
TO BE DONE ACCORDING TO THE 2010 CNBC  
OR TO THE CODES IN YOUR AREA

864 SQ. FT.

SECOND FLOOR

THIS PLAN CAN BE ADAPTED TO YOUR  
LOCAL BUILDING CODES. EDS THE  
RESPONSIBILITY OF THE PURCHASER  
AND/OR BUILDER OF THIS PLAN IS  
TO ENSURE THAT THE STRUCTURE IS  
BUILT IN STRICT COMPLIANCE WITH  
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THE PURCHASER AND/OR BUILDER  
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DEVON, AB

TOLL FREE 1-855-675-1800

PROJECT:

LOCATION:

DRAWN BY:

Very Close

**NEUFELD CARRIAGE HOUSE**

SALMON ARM, BC

SCALE: DATE: PLAN #: PAGE:

Not to Scale AUG. 25/20 2020291 4/6





0 2.75 5.5 11 16.5 22 Meters



Subject Parcel



23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1186 [B. Neufeld; 1831 22 Street NE; R-1 to R-8]

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

B. Neufeld, the applicant, presented by virtual means and outlined the application. He was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:10 p.m. and the next item ensued.

## CITY OF SALMON ARM

### BYLAW NO. 4407

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on October 26, 2020 at the hour of 7:00 p.m. was published in the October 14 and 14, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



City of Salmon Arm  
Zoning Amendment Bylaw No. 4407

5. CITATION

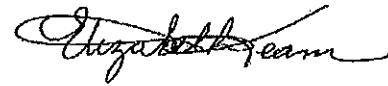
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4407"

READ A FIRST TIME THIS 13 DAY OF October 2020

READ A SECOND TIME THIS 13 DAY OF October 2020

READ A THIRD TIME THIS 26 DAY OF October 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 30th DAY OF October 2020



For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

SCHEDULE "A"



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Item 11.4

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4412 be read a final time.

[ZON-1187; Wiens, R.; 2830 25 Street NE; R-1 to R-8]

### Vote Record

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

Opposed:

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



---

To: His Worship Mayor Harrison and Members of Council

Date: September 9, 2020

Subject: Zoning Bylaw Amendment Application No. 1187

Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 28855, Except Plan EPP69695  
Civic Address: 2830 – 25 Street NE  
Owner/Applicant: Wiens, R.

---

#### **MOTION FOR CONSIDERATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 28855, Except Plan EPP69695 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

**AND THAT:** Final reading of the zoning amendment bylaw be withheld subject to confirmation that the proposed *secondary suite* in the existing single family dwelling meets Zoning Bylaw and BC Building Code requirements.

---

#### **STAFF RECOMMENDATION**

**THAT:** The motion for consideration be adopted.

---

#### **PROPOSAL**

The subject parcel is located at 2830 – 25 Street NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the development of a legal *secondary suite* within the existing single family dwelling.

#### **BACKGROUND – SECONDARY SUITES**

The parcel is designated Low Density Residential in the City's Official Community Plan (OCP), and zoned Single Family Residential (R-1) in the Zoning Bylaw (Appendix 3 & 4).

The subject parcel is located in a residential neighbourhood with a somewhat rural character, largely comprised of large R-1 zoned parcels containing single family dwellings. There are currently thirteen R-8 zoned parcels within the general area of the subject parcel, including the parcel directly south.

The property is over 1,500 square metres in size, and contains a non-conforming *secondary suite* within the existing single family dwelling. Site photos and a site plan are attached (Appendix 5 and 6).

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the subject property has potential to meet the conditions for the development of a *secondary suite*, including sufficient space to meet the parking requirement.

COMMENTSEngineering Department

No concerns.

Building Department

Conversion of existing dwelling discussed with owner. No concerns. BC Building Code requirements apply.

Fire Department

No concerns.

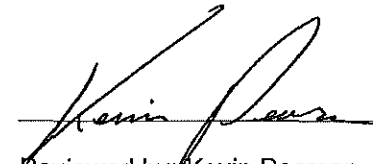
Planning Department

Under previous owners, the subject parcel had been subject to numerous complaints related to illegal suites. The current owners have been forthcoming and active in their intent to bring the building into conformance, with a legal *secondary suite* within the existing single family dwelling in conformance with the BC Building Code. Prior to final reading of the zoning amendment bylaw, confirmation will be required that the *secondary suite* in the existing single family dwelling meets BC Building Code requirements, included in the motion for consideration as is standard practice with such applications.

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any new development will require a building permit and will be subject to applicable Development Cost Charges, as well as meeting Zoning Bylaw and BC Building Code requirements.

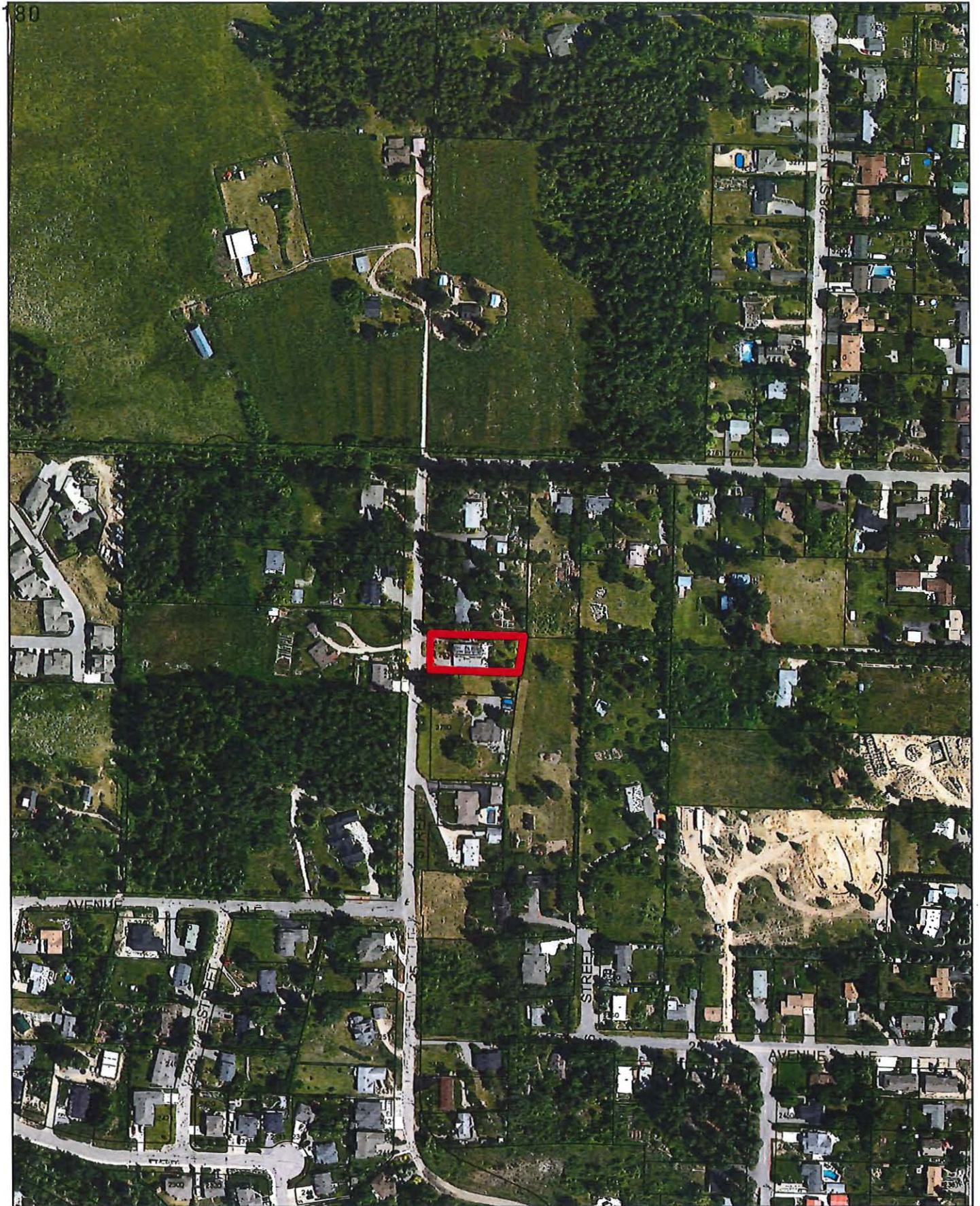


Prepared by: Chris Larson, MCP  
Senior Planner



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



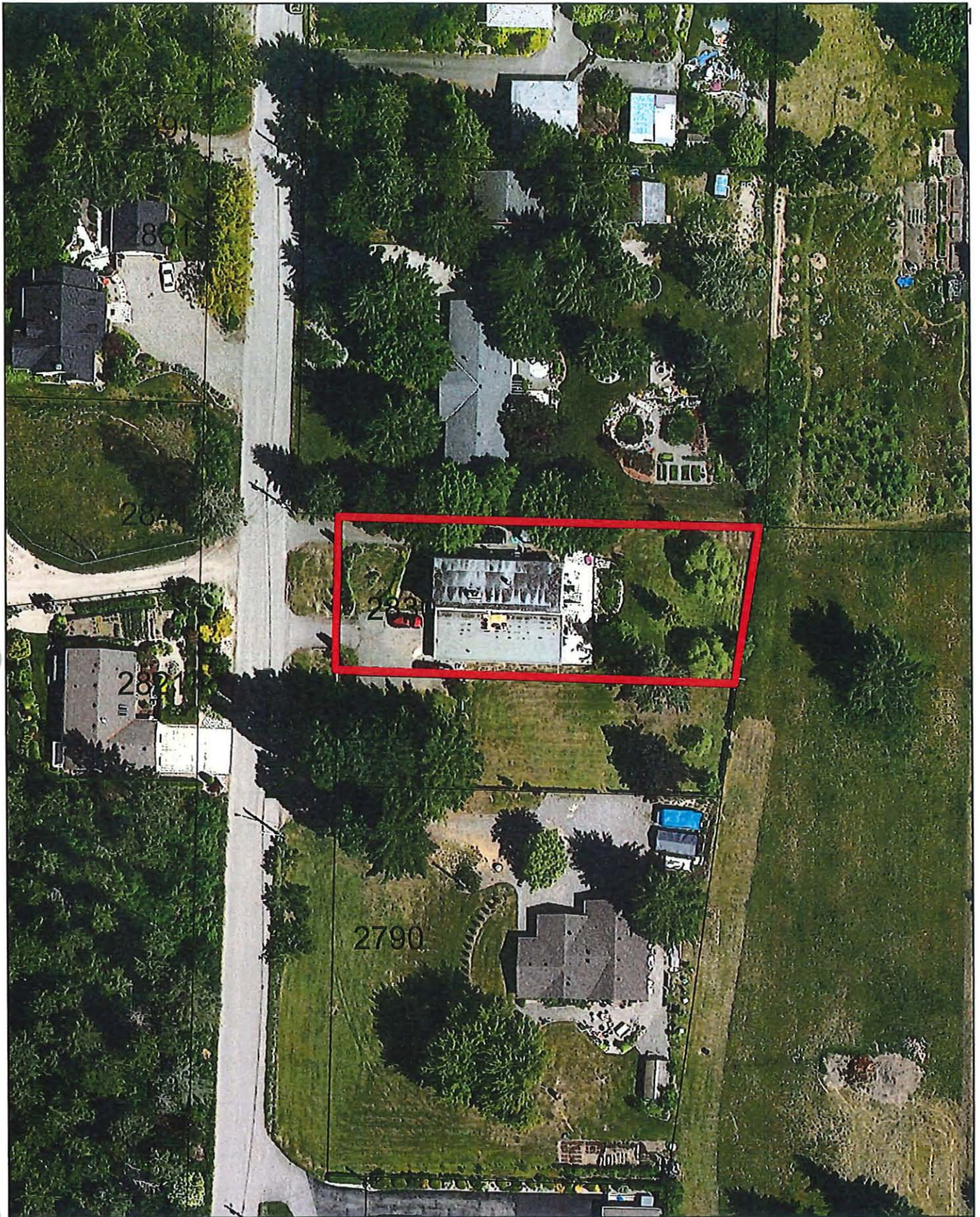


0 40 80 160 240 320 Meters



Subject Parcel

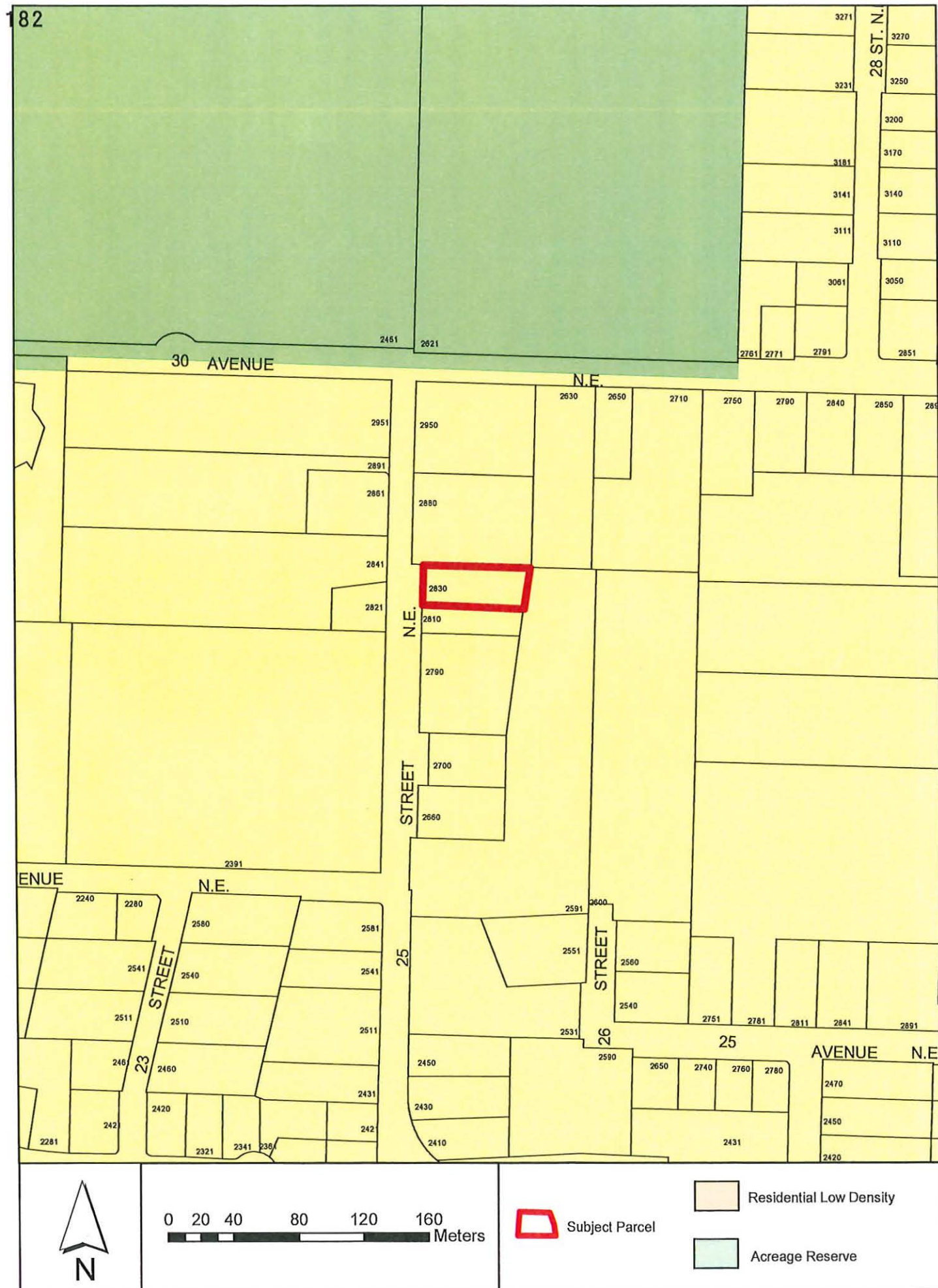




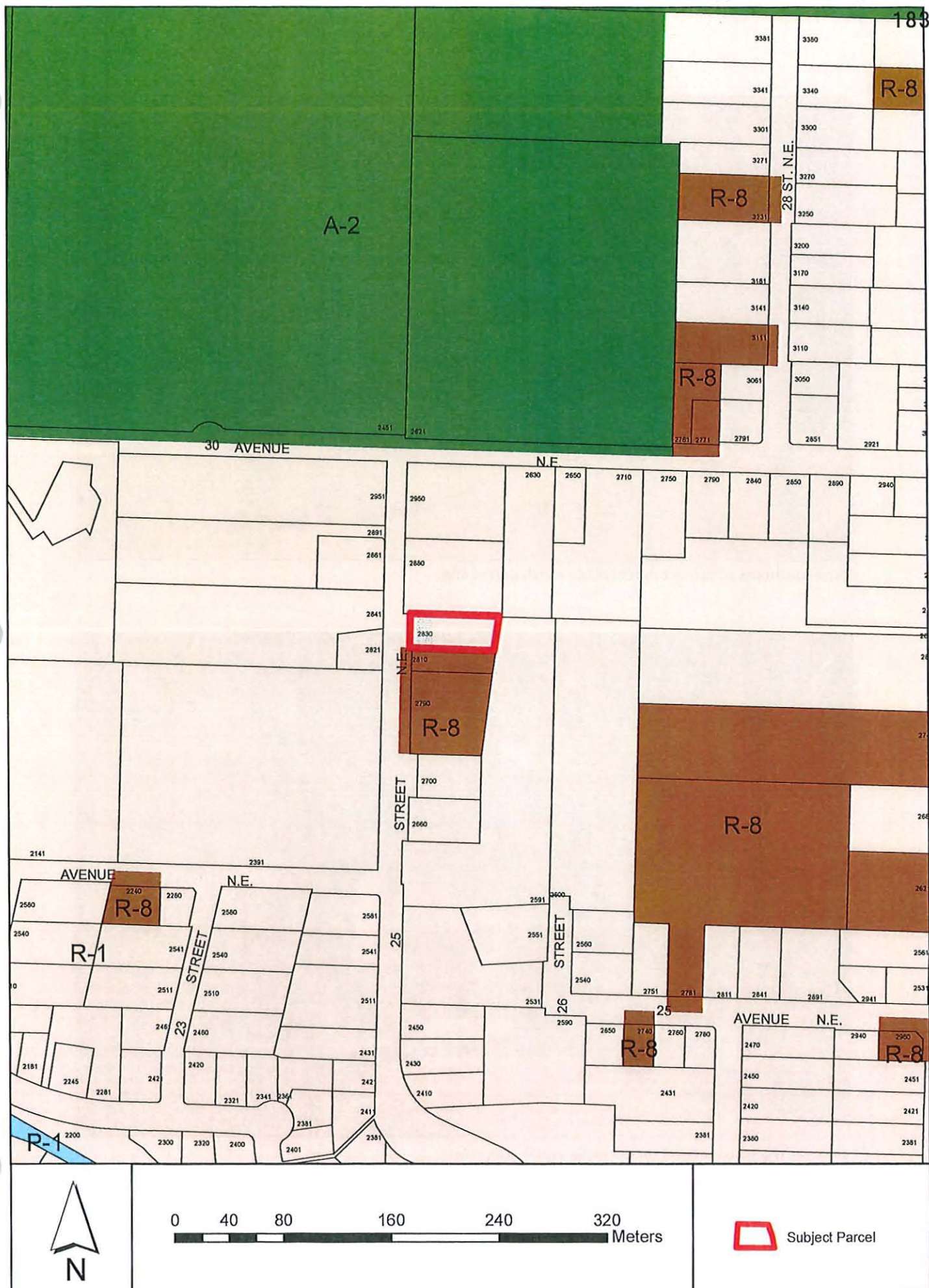
0 5 10 20 30 40 Meters

 Subject Parcel











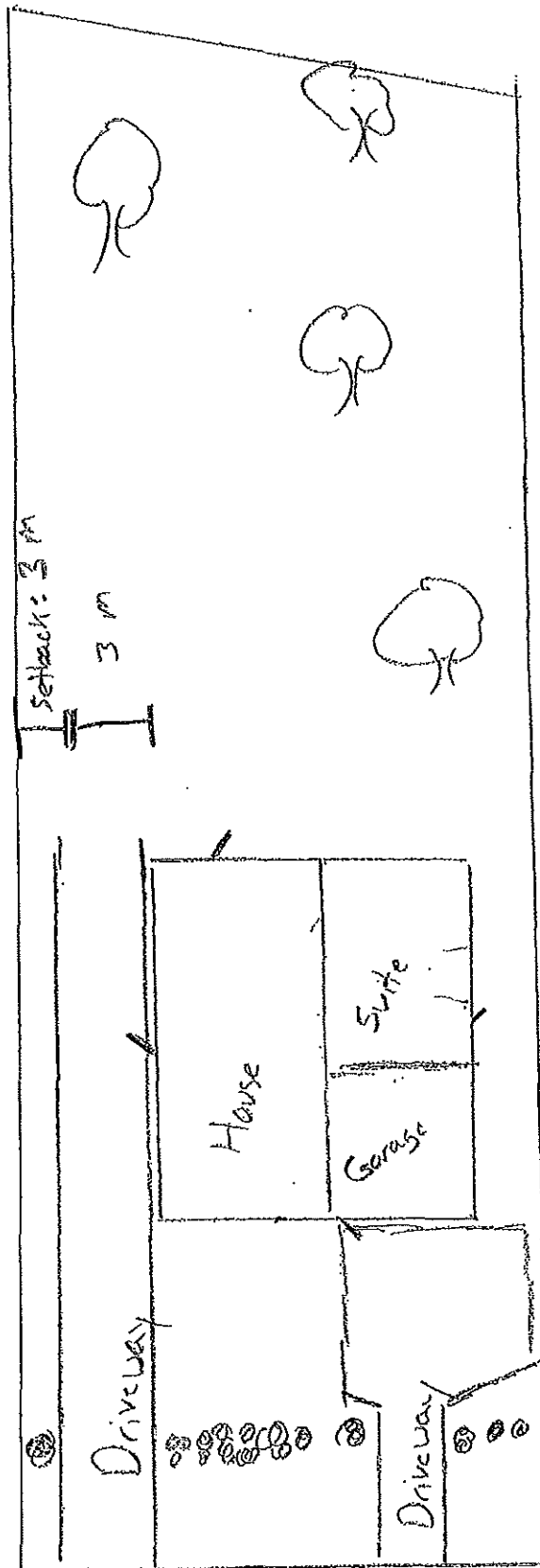


View southeast of subject parcel along north parcel line.



View northeast of subject parcel along south parcel line.

+  
 Proposed  
 Site plan





23. STATUTORY PUBLIC HEARINGS

2. Zoning Amendment Application No. ZON-1187 [R. Wiens; 2830 25 Street NE; R-1 to R-8]

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

R. Wiens, the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:13 p.m. and the next item ensued.

## CITY OF SALMON ARM

### BYLAW NO. 4412

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on October 26, 2020 at the hour of 7:00 p.m. was published in the October 14 and 21, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 28855 Except Plan EPP69695 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

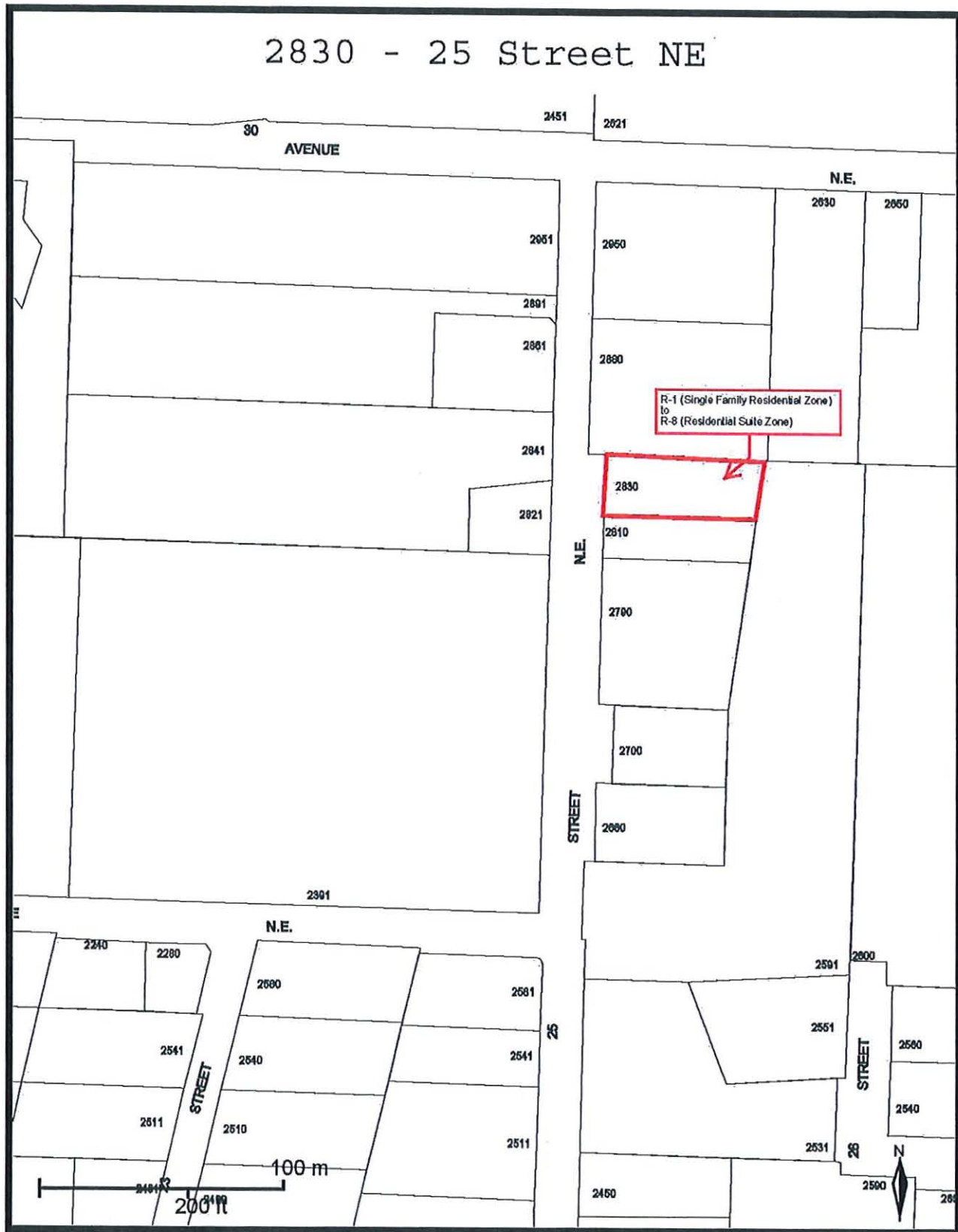
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4412"

|                         |    |        |         |      |
|-------------------------|----|--------|---------|------|
| READ A FIRST TIME THIS  | 13 | DAY OF | October | 2020 |
| READ A SECOND TIME THIS | 13 | DAY OF | October | 2020 |
| READ A THIRD TIME THIS  | 26 | DAY OF | October | 2020 |
| ADOPTED BY COUNCIL THIS |    | DAY OF |         | 2020 |

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

SCHEDULE "A"





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Item 11.5

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4414 be read a final time.

[ZON-1188; Lamb, K. & G./1261694 BC Ltd.; 3510 20 Avenue NE; R-1 to R-8]

### Vote Record

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

Opposed:

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



To: His Worship Mayor Harrison and Members of Council

Date: September 23, 2020

Subject: Zoning Bylaw Amendment Application No. 1188

Legal: That Part of the South West ¼ of Section 19 Included in Plan B413;  
Township 20, Range 9, W6M, KDYD  
Civic Address: 3510 20 Avenue NE  
Owner: Keith & Garry Lamb  
Applicant: 1261694 BC Ltd. (Trent Sismey)

### MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303, 1995 by rezoning a portion of That Part of the South West ¼ of Section 19 Included in Plan B413; Township 20, Range 9, W6M, KDYD from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone), as shown on 'Schedule A';

AND THAT: Final reading of the zoning amendment bylaw be withheld subject to Ministry of Transportation approval;

AND FURTHER THAT: Council support the proposed dedication of that portion of Plan B413 shown on Plan A15226 (1871m<sup>2</sup>) and a 150m<sup>2</sup> portion of Plan B413 along the south east property line of the subject property to satisfy the requirement to provide 5% Parkland Dedication in the subdivision.

### STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

### PROPOSAL

The subject parcel is located at 3510 20 Avenue NE (Appendix 1 and 2). The proposal is to rezone the parcel from R1 (Single Family Residential) to a split zone of R8 (Residential Suite Zone) and R1 (Single Family Residential), with the south portion of the land being R1 and the northerly portion above the proposed future 16<sup>th</sup> Avenue right-of-way being R8 (see Appendix 3). The applicant has made a concurrent subdivision application for 34 single family lots. At the time of writing this report the subdivision application is under review with City departments and external agencies.

### BACKGROUND

The parcel is designated Low Density Residential (LDR) in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 4 & 5).

The subject property is adjacent to the Country Hills subdivision and another established residential subdivision. Lands within the ALR are to the immediate north and south of the subject property. Land uses directly adjacent to the subject property include the following:

North: A2 (Rural Holding) parcels within the ALR  
South: A2 (Rural Holdings) parcels with the ALR

East: R1 (Single Family Residential)

West: R1 (Single Family Residential)

There are two plans (Plan A11476 and Plan A1490, see Appendix 1) that traverse the site. These plans protect the water and sewer services for the adjacent residential subdivision to the east of the subject property. The developer is aware of these service areas and the proposed subdivision plan does not impact these service right-of-ways.

### OCP Policy

#### *Land Use*

Given that the subject property is designated in the OCP as Low Density Residential (LDR) and within the Urban Containment Boundary the development of the site for 34 single family home sites including 26 potential suites aligns with OCP principles supporting housing diversity (OCP Section 8.3.25). The same OCP policy does not support the secondary suites being further subdivided. The rezoning of LDR land for single family dwellings with secondary or detached suites is supported in the OCP (Section 8.3.14).

When considering development the LDR designation in the OCP supports 22 units per hectare. Given that the proposed development site, excluding the area identified for park dedication, is approximately 3.8 ha, the density allows for a total of 84 units.

#### *Park Dedication*

As noted on Appendix 6: Greenways Map, proposed trails and a proposed neighbourhood park are identified on the subject property. The Greenways Strategy provides guidelines for the provision of linear parks and park spaces within the community based on projected development trends, noting that once development is proposed in a given location the exact alignment and location of the trails and park space are determined by the City and developer. Further, pursuant to the *Local Government Act* an owner of land being subdivided must either dedicate 5% of the land being subdivided as Park or money in an amount agreeable to the City and typically based upon an agreed to appraised value. In effect, the Greenways Strategy identifies general locations for trails and parks, the *Local Government Act* determines how much area within a proposed development is to be dedicated for park space.

In this instance, and with staff support, the developer has provided a proposal for the dedication of an east - west trail linkage between the proposed development and 30 St NE and a further 150m<sup>2</sup> of linear park adjacent to the existing City park space within the Country Hills development. The proposal for the linkage to become park marks the formalization of an existing route that is commonly used but is technically a trespass across private land. The length of the linkage is approximately 345m. The proposed park alignments and area calculations are shown on Appendix 6: Proposed Subdivision Phasing and Zoning. Staff are requesting Council support in the configuration of the parks/trails proposal for a number of reasons – including that the dedication of the linear park space connecting the development (and adjacent residential areas) to 30 St NE via a trail corridor would formalize this important neighbourhood connection. In addition there is an undeveloped City owned park space (also shown on Appendix 3) which, if one day developed, could provide a small community park space for residents. The park dedication proposal also extends a commonly used north – south linkage between 18<sup>th</sup> Ave NE and 16<sup>th</sup> Ave NE along the east property boundary of the subject property.

Should Council not support the park dedication as proposed, particularly, the linkage between the proposed development site and 30<sup>th</sup> St NE then the City will lose the linkage as a formal trail and the use of the area would be determined by the owner.

#### *Other: Steep Slopes, Hazard Areas and Watercourse Development Permit Areas*

The OCP identifies areas of concern with regard to steep slopes greater than 30%, hazard areas and riparian or Watercourse Development Permit Areas and includes policies to address the site specific identification of these conditions on a proposed development site and how development is to be managed to mitigate or avoid conflicts during construction and long term use. The subject property is not identified in the OCP as a site encumbered by these issues. In the event that the developer encounters an unmapped slope greater than 30%, other hazard area or unmapped watercourse, provincial legislation requires that it



incumbent upon the developer to disclose and remedy the issue to ensure that any means of mitigation leaves the site safe for the intended use and abides by provincial legislation.

## COMMENTS

### Subdivision & Engineering Comments

The rezoning as proposed would not result in requirements for servicing upgrades; however, the proposed subdivision of the property will prompt servicing requirements including the dedication and construction of trails, roads, water, sewer and storm upgrades to the current standards of the City's Subdivision and Servicing Bylaw No. 4163 as well as any associated works and servicing agreements. The Engineering comments dated September 16, 2020 are attached as Appendix 7 and recommend that the rezoning be approved.

At the time of subdivision the developer, who was made aware during pre-application meetings, will be required to dedicate that 10m portion of 20<sup>th</sup> Ave NE from centerline to property and upgrade the road to an Urban Collector Road Standard as per the City's Subdivision and Servicing Bylaw No. 4163. Appendix 8, provided by the developer's surveyor, illustrates the proposed road dedication. In addition it shows that this section of 20<sup>th</sup> Ave NE, according to BC Land Title Office records, appears to not be a dedicated road. Typically, municipal roads are dedicated through land title records of subdivision and constructed. Undedicated, yet constructed and used, municipal roads can sometimes occur as an error in records or from piecemeal development through older or past century subdivisions. In either case the road is not within the ownership of the municipality and the issue must be addressed appropriately by the developer. The process of perfecting municipal road dedication is occurring throughout the province and is creating issues for properties developing, particularly subdivision, on lands adjacent to roadways. For the developer to proceed with the required road dedication and improvements of 20<sup>th</sup> Ave NE, the lineage of the ownership must be confirmed and appropriately dedicated as road. The developer is currently undertaking this task in conjunction with their BC Land Surveyor and the BC Land Title Office. This process has prompted the phasing strategy of the site, leaving the section closest to 20<sup>th</sup> Ave NE as the last phase so that the lineage of ownership may be addressed as other phases of the development proceed.

The road network included in the proposed subdivision plan is based on a historic Advanced Street Plan endorsed by staff. Connectivity of 16<sup>th</sup>, 18<sup>th</sup> and 20<sup>th</sup> Aves is deemed to be critical for the local road network.

Engineering comments also highlight road and servicing upgrades for those sections the subject property fronting 16<sup>th</sup> and 18 Ave NE and 30 St NE. Where proposed roadways that access the site, road improvements are required in order to integrate the accesses with the existing established subdivisions on either side of the subject property. The panhandle section of the subject property that fronts 30 St NE requires road dedication and improvements to bring the 5m wide section to an Interim Arterial Road standard. As per the Subdivision and Development Servicing Bylaw, developers are required to bond and build the required works at the time of development. The Bylaw also allows, at the discretion of the City Engineer, that a developer may provide a cash in lieu payment for the works that may be deemed required but premature at the time of development. For example, in a scenario in which sidewalk, curb and gutter would required as per the Bylaw and the patch of work would be constructed in isolation from any other connection, then the installation of the required works might be considered premature. As noted in the comments from the Engineering Department, given that the required upgrades along 30<sup>th</sup> St NE are limited in scope, it is considered premature at this time and a payment in lieu of these works would be accepted in this instance.

On site servicing with regards to the provision of water, sewer and storm services are also detailed in the comments and, again, the requirements are intended to integrate the proposed subdivision with the adjacent established subdivisions and ensure that the works are constructed to the standards of the Subdivision and Development Servicing Bylaw No. 4163.

### Building Department

Each Single Family Dwelling that is proposed to include a secondary suite would have to compliant with zoning and the requirements of the BC Building Code.

Fire Department

No concerns.

Planning Department

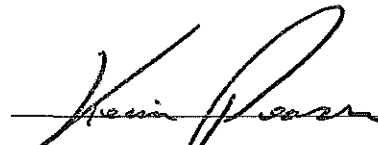
Based on zoning, the number of parcels zoned for a legal suite is 379 in residential areas within the Urban Containment Boundary. The proposed 26 properties included in the proposed application would mark a significant increase in that number and provide additional housing in proximity to schools, recreation and commercial amenities.

Staff are encouraging applicants of larger subdivisions to investigate options to 'pre-zone' a development site as means to meet the City's objectives encouraging affordable housing options. This has been a successful approach in several recent subdivisions including Maplewoods, Cherrywood, 1631 10 St SE (Massier) and newer areas of the Hillcrest neighbourhood. The 'pre-zoning' of the land prior to subdivision ensures that purchasers are aware of neighbourhood composition prior to construction and can make development plans and site designs accordingly. In discussions with the developer staff noted that the City has received several complaints in areas where suites are located within cul-d-sacs as on-site parking issues can be challenging. The developer has proposed that all proposed lots outside of the cul-d-sac area be zoned for suites and those future owners of the properties within the cul-d-sac can make site specific rezoning requests, at which time the provision of adequate on-site parking consistent with the neighbourhood can be assessed by Council. For those sites proposed to be zoned R8 the lot areas range from 700m<sup>2</sup> to 1079m<sup>2</sup>, which would provide ample area on site for a dwelling with suite or detached and onsite parking. It is unlikely that variances would be needed to accommodate the proposed uses listed within the R8 zone.

Given OCP policies mentioned above and the general lot layout and lots areas proposed staff are supportive of the application to split zone the subject property.

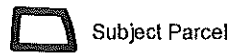
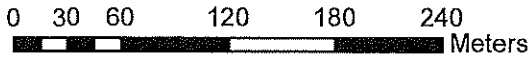
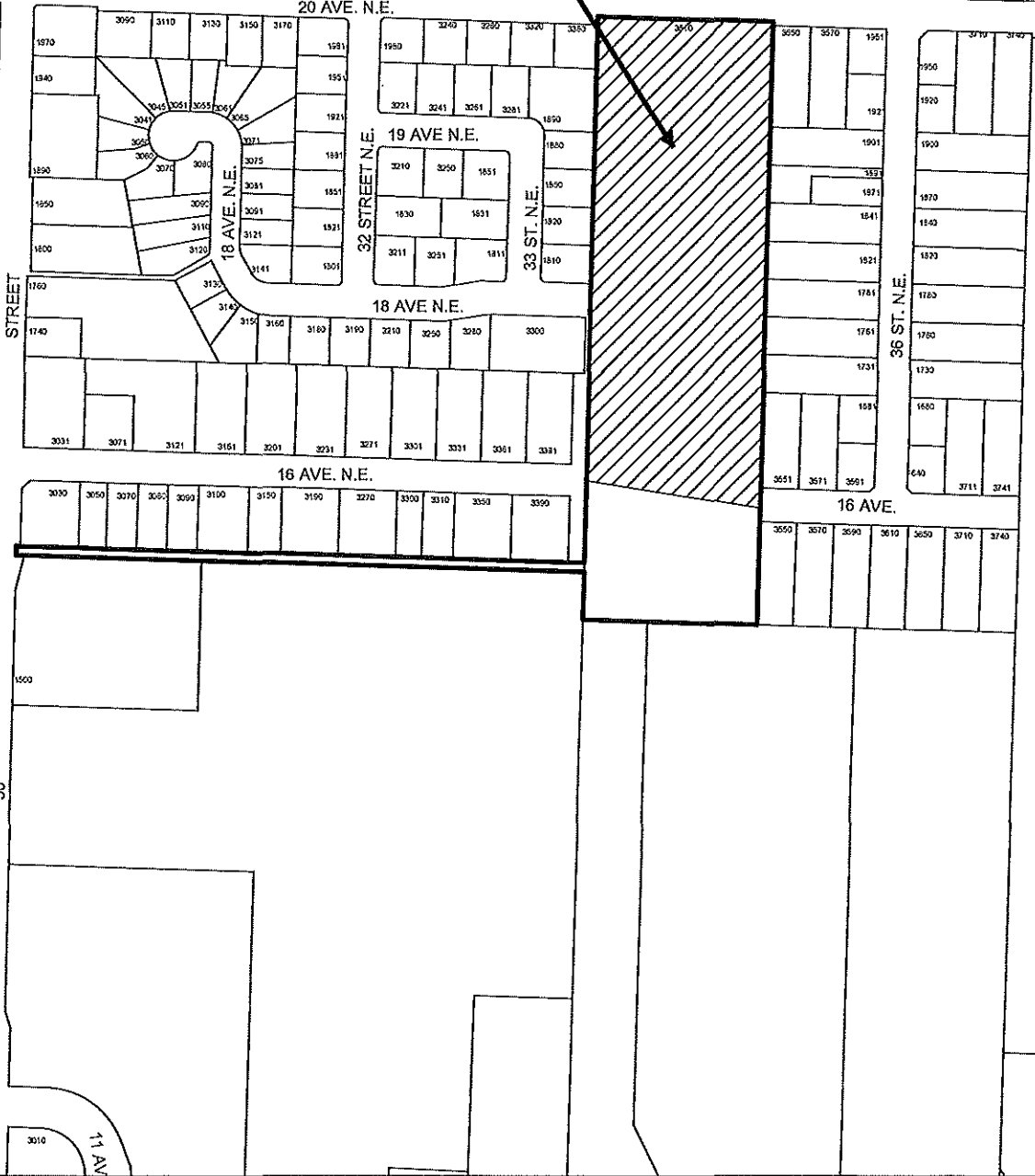


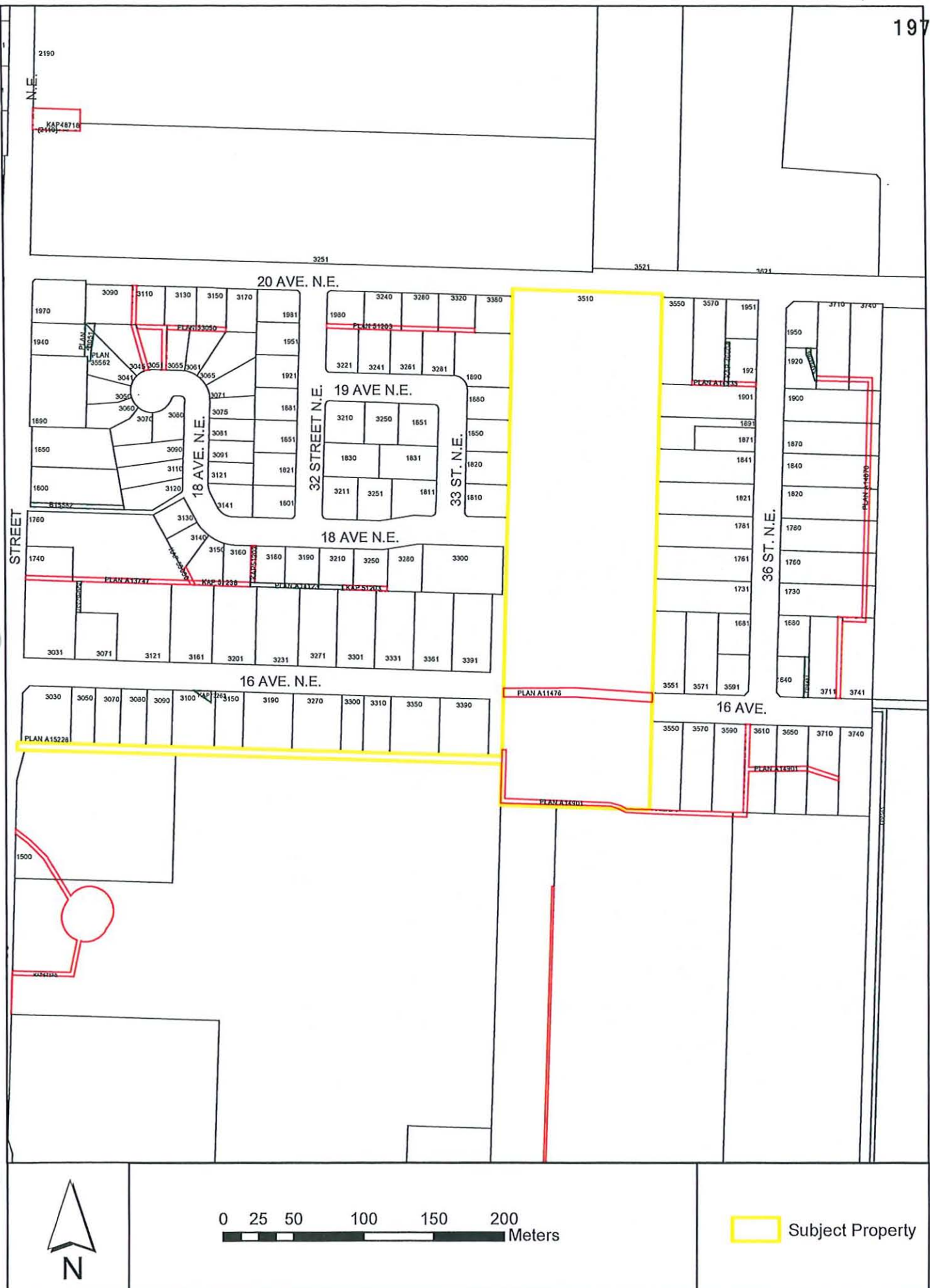
Prepared by: Melinda Smyrl, MCIP, RPP  
Planner



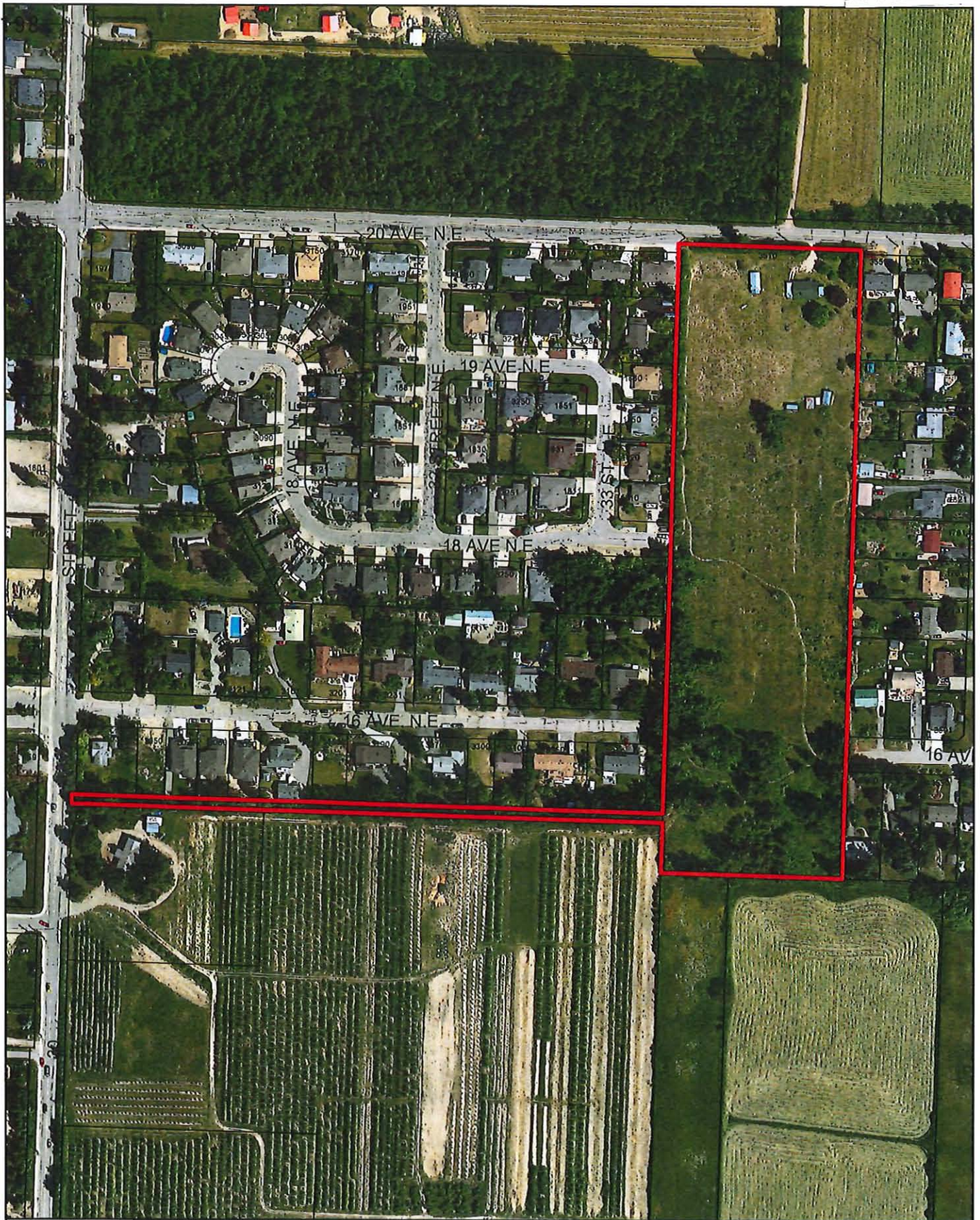
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

R1 - Single Family  
Residential  
to  
R8 - Residential  
Suite Zone










0 20 40 80 120 160  
Meters

 Subject Property



Plan Attached to DD 13900

A Plan 9387

Plan 41308


Scale 1:500

BCGS B2L074



The blended plot size of this plan is 510mm in width by 656mm in height (D size) when plotted at a scale of 1:500

**LEGEND**

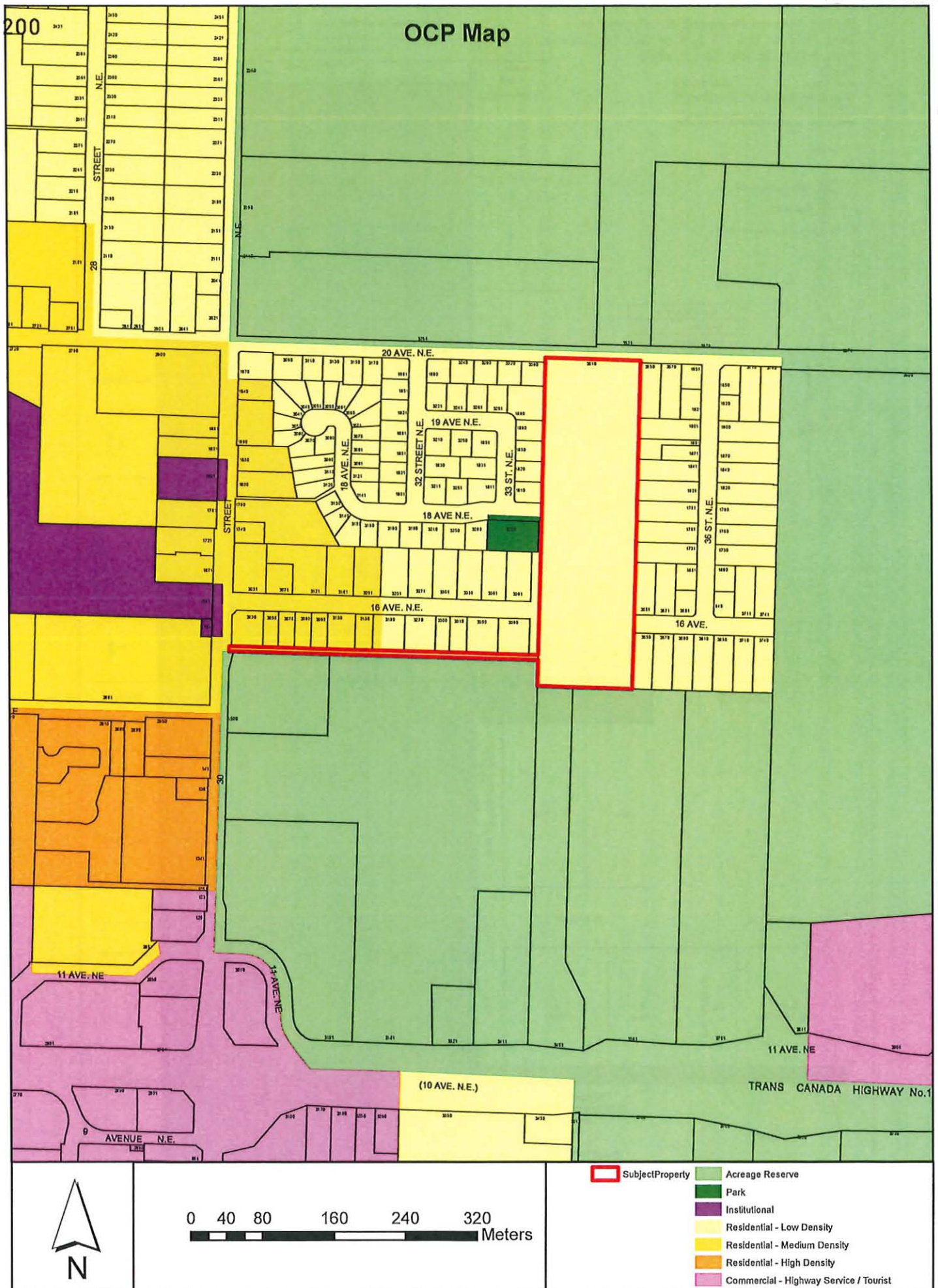
-  Existing Neighborhood Park  
 Proposed Park

NOTE: Parts to be drilled in Phase 1

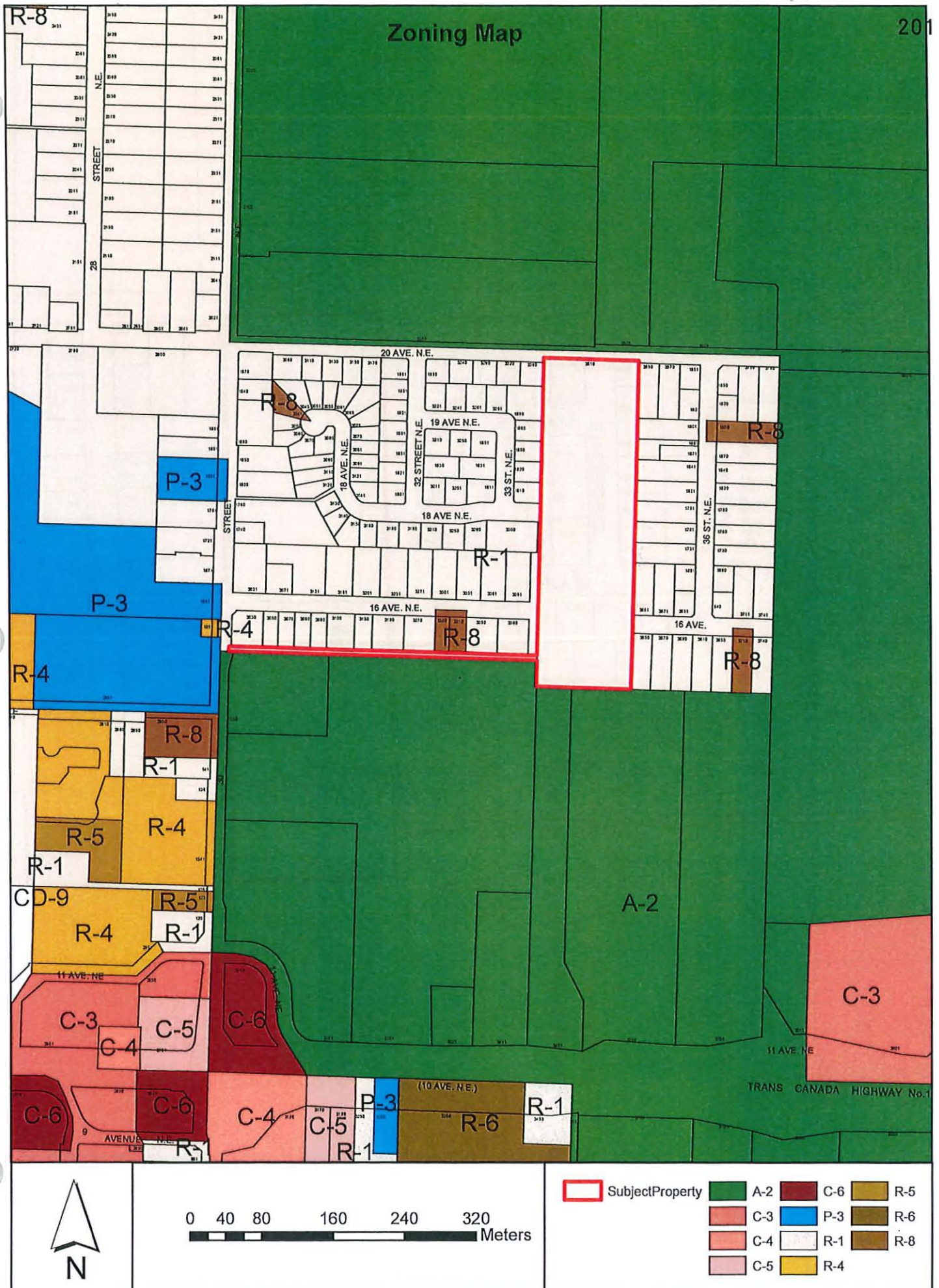
| PARC CALCULATIONS   |                     |
|---|---------------------|
| Description   | Area                |
| Total Area of That Part of the SW 1/4 of Sec 19 Included in Plan B113       | 10115m <sup>2</sup> |
| 3X of Total Area of That Part of the SW 1/4 of Sec 19 Included in Plan B113 | 30327m <sup>2</sup> |
| Proposed Porcupine Park   | 18712m <sup>2</sup> |
| Proposed Strip Park   | 1502m <sup>2</sup>  |





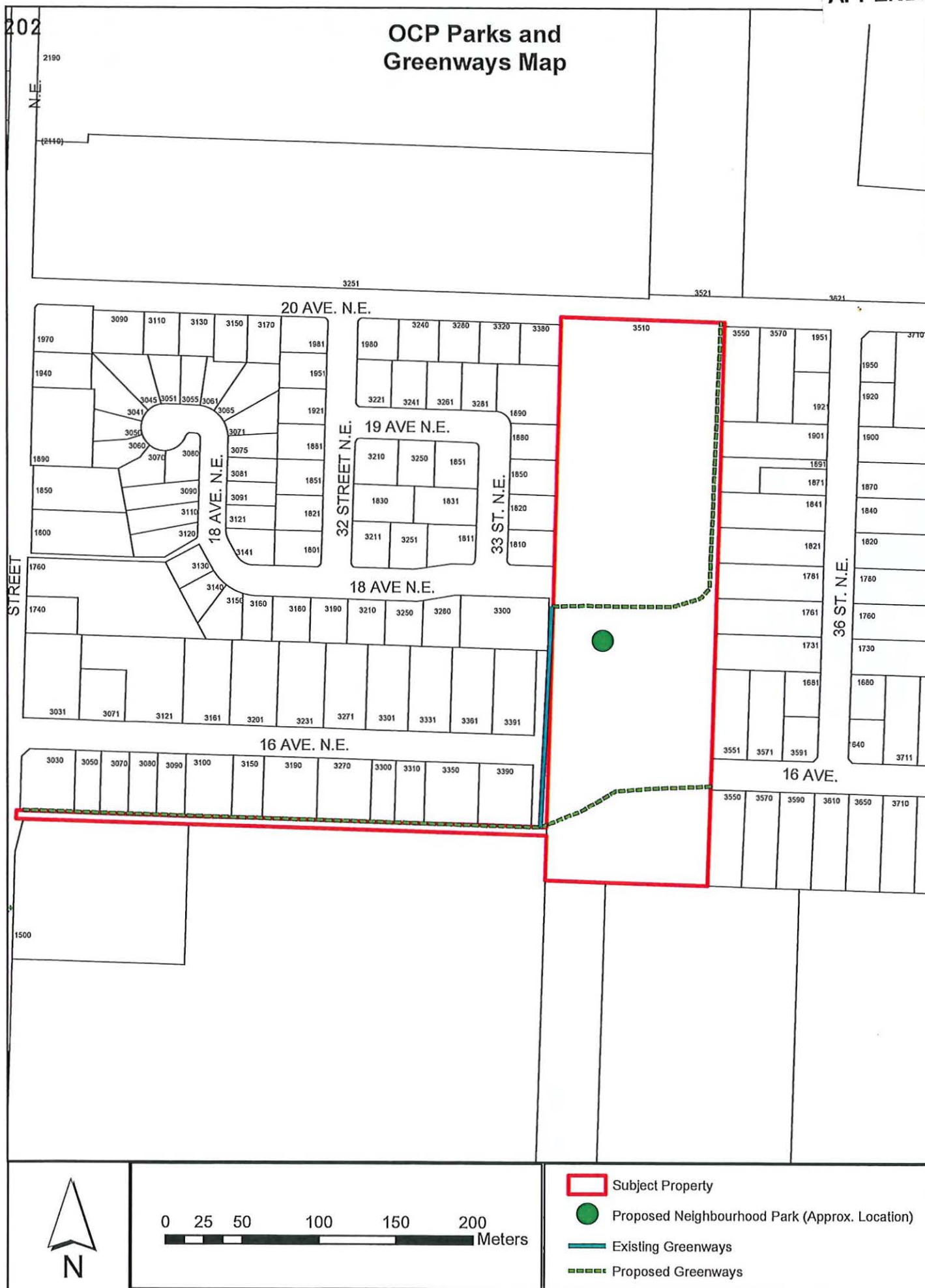








## OCP Parks and Greenways Map





*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
DATE: 16 September 2020  
PREPARED BY: Chris Moore, Engineering Assistant  
OWNER: Lamb, K., G., and W. & F. – C/o K. Lamb  
APPLICANT: 1261694 BC Ltd, - 751 Marine Park Drive NE, Salmon Arm, BC V1E1Z3  
SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1188 &  
SUBDIVISION APPLICATION FILE NO. SUB 20.10  
LEGAL: South West ¼ of Section 19 Included in Plan B413; Township 20, Range 9,  
W6M, KDYD  
CIVIC: 3510 – 20 Avenue NE

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Further to your referral dated 9 September 2020, we provide the following servicing information.

**Engineering Department does not have any concerns related to the Re-zoning and recommends that it be approved.**

**General:**

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

**SUBDIVISION APPLICATION FILE: 20-10**

16 September 2020

Page 2

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the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.

9. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 20 Avenue NE, on the subject properties northern boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 2.356m of additional road dedication is required (to be confirmed by a BCLS).
2. 20 Avenue NE is currently constructed to an Interim Collector Road standard. Upgrading to an Urban Collector Road standard is required, in accordance with Specification Drawing No. RD-3. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. 18 Avenue NE and 16 Avenue NE terminate on the subject properties eastern and western boundaries and are designated as Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
4. 18 Avenue NE and 16 Avenue NE are currently constructed to an Interim Local Road standard. Extension of these roads to the subject property is required, in accordance with Specification Drawing No. RD-2. Upgrading may be required including, but not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
5. 30 Street NE, on the subject properties western boundary (panhandle), is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time. Available records indicate that 2.109m of additional dedication is required (to be confirmed by BCLS).
6. 30 Street NE is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the current Urban Interim Arterial Road standard is required, in accordance with Specification Drawing No. RD-4. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, 3m wide multi use path, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Since this work is premature at this time, a cash payment in lieu of this future work will be accepted. Owner / Developer is responsible for all associated costs.

**SUBDIVISION APPLICATION FILE: 20-10**

16 September 2020

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7. A Closed Road is located on the southern half of the western boundary of the subject property. There are no plans to open this road and no upgrades are therefore required.
8. Proposed internal roads shall be designated as Urban Local Roads with an ultimate 20.0m dedication. Owner/developer will be required to construct roads in accordance with specification drawing RD-2 and in accordance with the current site pre-plan including connectivity between all fronting roads.
9. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
10. A 5.0m by 5.0m corner cut is required to be dedicated at the intersection of the proposed internal road and 20 Avenue NE.
11. 3.0m by 3.0m corner cuts are required at intersections of internal local roads.
12. As 20 Avenue NE is designated as a Collector Road, no driveways shall be permitted to access directly onto 20 Avenue NE and all lots shall access onto the internal roads.

**Water:**

1. The subject property fronts a 100mm diameter Zone 3 watermain on 20 Avenue NE and a 450mm Zone 2 watermain crosses the subject property from 16 Avenue NE. A 150mm Zone 3 watermain terminates at the property line on 18 Avenue NE and both sections of 16 Avenue NE. Upgrading the 100mm watermain on 20 Avenue NE to 150mm diameter across the frontage of the property is required. Looping of all the Zone 3 watermains through the subject property is also required.
2. Records indicate that the existing property is serviced by a 12.5mm service from the 100mm diameter watermain on 20 Avenue NE. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. The proposed parcels are each to be serviced by a single metered water service connection from a Zone 3 watermain (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
4. The subject property is located within an area of identified fire flow deficiency, according to the 2011 Water Study (OD&K 2012). The Owner / Developer's authorized engineer is to complete a flow test on the closest fire hydrants to confirm the existing watermain servicing the subdivision is adequately sized to provide fire flows in accordance with the requirements of the Subdivision and Development Servicing Bylaw No 4163. Where the City water distribution system has insufficient capacity to meet the required fire flow, the Owner / Developer will be required to make the necessary upgrades to meet these standards. Owner / Developer is responsible for all associated costs.



**SUBDIVISION APPLICATION FILE: 20-10**

16 September 2020

Page 4

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5. Fire protection requirements to be confirmed with the Building Department and Fire Department.
6. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the low density spacing requirements of 150m.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer terminating at the end of 18 Avenue NE and a 200mm diameter sanitary sewer in the closed road and in a 3m wide right of way on the western and southern boundaries. No upgrades will be required at this time, however the ROW is to be widened to 6m.
2. The proposed parcels are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing parcel is currently serviced by a septic field. Decommissioning of the septic field, in accordance with building departments requirements will be a condition of the subdivision. Owner / Developer responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 250mm diameter storm sewer terminating at the end of 18 Avenue NE. No upgrades will be required at this time.
2. Records indicate that the existing property is not serviced by City storm. Extension of a storm sewer from 30 Street NE may be required to service the development. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate /

SUBDIVISION APPLICATION FILE: 20-10  
16 September 2020  
Page 5

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unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for: Category A (Building Foundation Design), Category B (Pavement Structural Design), is required.



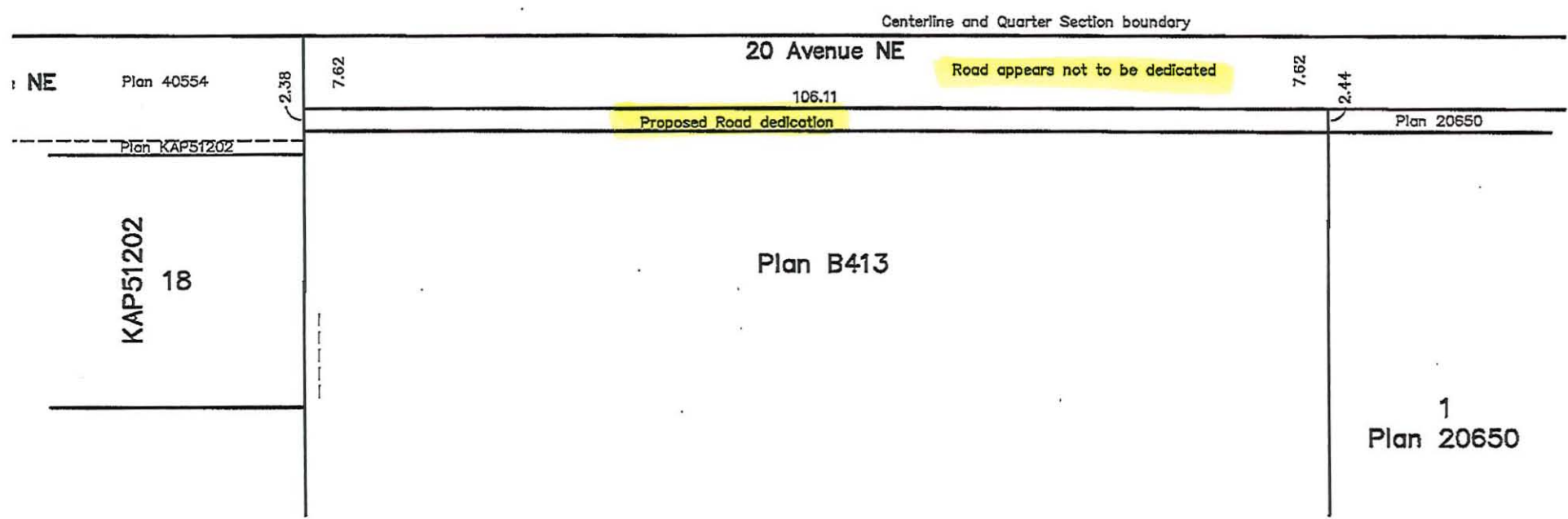
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Chris Moore  
Engineering Assistant



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



23. STATUTORY PUBLIC HEARINGS

3. Zoning Amendment Application No. ZON-1188 [K. & G. Lamb/1261694 BC Ltd.; 3510 20 Avenue NE; R-1 to R-8]

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

B. Wice – email dated October 26, 2020 – Proposed Amendment to Zoning Bylaw No. 2303

E. Underhill – letter dated October 25, 2020 – Rezoning Development of 3510 20 Avenue NE Salmon Arm

R. Spyksma – letter dated October 26, 2020 – 1820 36 Street Rezoning Application

Fennell and B. Cotter – email dated October 23, 2020 – Rezoning ZON-1188/Bylaw No. 4414

M. Cuthill – letter received October 26, 2020 – Zoning Change Proposed for 3510 20 Avenue NE

T. Sismey, the applicant, outlined the application and was available to answer questions from Council.

B. Cuthill, 3190 18 Avenue NE expressed concerns that increased density would have an effect on the livability of the community in Country Hills subdivision.

D. Thomson, 3152 18 Avenue NE spoke to increased traffic, lack of sidewalks and suggested a comprehensive traffic study.

R. Spyksma, 1820 36 Street NE expressed concerns regarding increase in non-neighbourhood traffic, street parking, duplication and close proximity of the school.

D. Pearce, 3380 20 Avenue NE spoke to increased access traffic on 20 Avenue NE and the lack of walkways and greenspace and suggested a traffic study on 20 Avenue NE and 30 Street NE.

B. Wice, 1781 36 Street NE expressed concerns with 20 Avenue NE and speeding and suggested traffic calming measures and a traffic study.

K. Thiessen, 3710 16 Avenue NE spoke regarding the need for a traffic study.

C. Young, 3390 16 Avenue NE expressed concerns with the width of 16 Avenue NE, parking, increased traffic and the close proximity of the school.

C. Baerg, 3361 16 Avenue NE expressed concerns with the width of 16 Avenue NE, potential drainage problems, greenspace, potential tree removal and parking.

Following three calls for submissions and questions from Council, the Public Hearing was closed 8:04 p.m.



## CITY OF SALMON ARM

### BYLAW NO. 4414

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on October 26, 2020 at the hour of 7:00 p.m. was published in the October 14 and 21, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone a portion of That Part of the South West ¼ of Section 19 Included in Plan B413; Township 20, Range 9, W6M, KDYD from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4414

5. CITATION

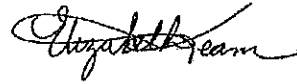
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4414"

READ A FIRST TIME THIS 13 DAY OF October 2020

READ A SECOND TIME THIS 13 DAY OF October 2020

READ A THIRD TIME THIS 26 DAY OF October 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 30th DAY OF October 2020



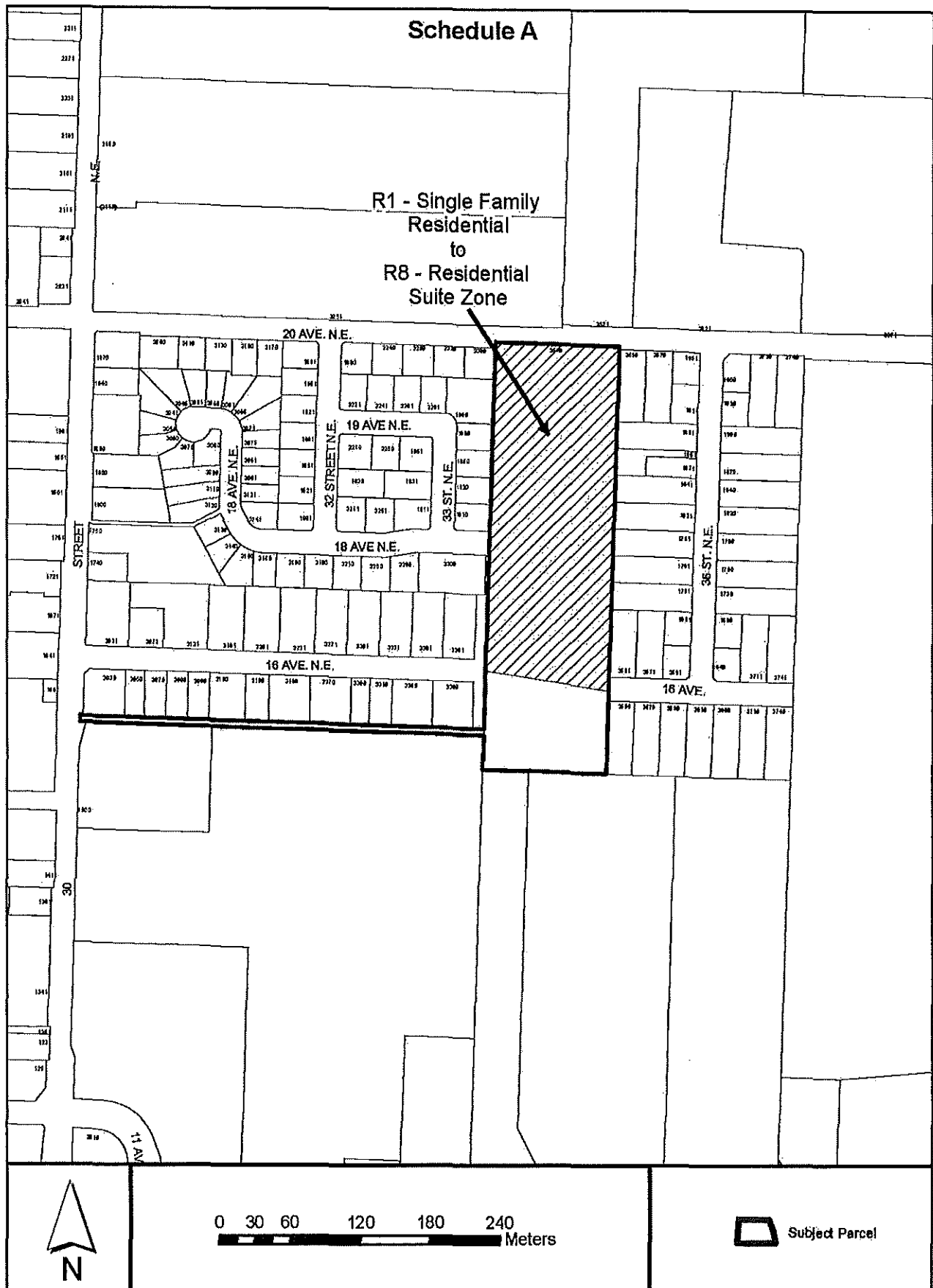
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

SCHEDULE "A"



Item 11.6

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Five Year Financial Plan Amendment Bylaw No. 4423 (2020 – 2024) be read a final time.

### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

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



# CITY OF SALMON ARM

Date: October 21, 2020  
 To: Mayor Harrison and Members of Council  
 From: Tracy Tulak, Acting Chief Financial Officer  
 Subject: 2020 Amended Budget

## Recommendation

That: Bylaw No. 4423 cited as "City of Salmon Arm 2020 to 2024 Financial Plan Amendment Bylaw No. 4423" be given 3 readings.

## Background

The 2020 Final Budget requires an amendment to reflect Council Resolutions and to redirect allocations between budget accounts. Please note the "Parked Projects", due to COVID, were not removed from the original budget and therefore have no budget impact.

## General Fund

### Revenue

|   |                |
|---|----------------|
| Shaw Cablesystems 1% (To Reflect Actual)  | \$ 140.00      |
| Small Communities Protection Grant (To Reflect Actual)  | 1,565.00       |
| Food Hub Feasibility Grant (As Resolved by Council - Offset with Expenditure for same)  | 14,000.00      |
| Poverty Reduction Grant (As Resolved by Council - Offset with Expenditure for same)   | 25,000.00      |
| Prior Years' Surplus (As Resolved by Council - Offset in Fire Departmental)   | 2,000.00       |
| School Tax Requisition - Residential (Provision to Reflect Actual - Requisition Received After Final Budget Adoption in April/2020 - Offsets with Expenditure for Same)     | 387,105.00     |
| School Tax Requisition - Non-Residential (Provision to Reflect Actual - Requisition Received After Final Budget Adoption in April/2020 - Offsets With Expenditure for Same) | (1,213,360.00) |

### Expenses

|   |                |
|---|----------------|
| Insurance - Liability (Cyber Insurance Policy - Approved by Council)  | \$ 8,100.00    |
| Other Grants - Lakeside Community Church (To Reflect Actual)  | (775.00)       |
| EDS - Food Hub Feasibility Plan (As Resolved by Council - Offset with Revenue for same)   | 14,000.00      |
| Poverty Reduction Plan (As Resolved by Council - Offset with Revenue for same)  | 25,000.00      |
| Fire - Payroll - Additional Practice Remuneration (As Resolved by Council)  | (3,500.00)     |
| Fire Investigations - Materials (As Resolved by Council)  | 3,500.00       |
| Fire - Unit #213 - 2012 Freightliner (E-2) (As Resolved by Council)   | 2,000.00       |
| Parks - Grounds/Parking Lot - Shaw/RC (As Resolved by Council)  | (1,000.00)     |
| Parks - Lawn Bowling Maint. (As Resolved by Council)  | 2,900.00       |
| Parks - Special Events (As Resolved by Council)   | (900.00)       |
| Parks - TCH West (As Resolved by Council)   | (1,000.00)     |
| Fiscal Services - Interest - #4500 - Ross Street Underpass (To Reflect Actual)  | (93,280.00)    |
| School Tax Requisition - Residential (Provision to Reflect Actual - Requisition Received After Final Budget Adoption in April/2020 - Offsets with Revenue for Same)     | 387,105.00     |
| School Tax Requisition - Non-Residential (Provision to Reflect Actual - Requisition Received After Final Budget Adoption in April/2020 - Offsets with Revenue for Same) | (1,213,360.00) |
| Transfer to Reserve - Future Expenditure (Reallocated from Ross Street Underpass Fiscal Interest)   | 87,360.00      |

Capital

|   |              |
|---|--------------|
| Fire – Hall No. 4 – Roof Repair (As Resolved by Council)  | (2,000.00)   |
| Transportation – S, C & G - Harbourfront Drive (As Resolved by Council.)  | 25,000.00    |
| Transportation – S, C & G - 23 St NE Replacement (As Resolved by Council.)  | (5,000.00)   |
| Transportation – S, C & G - 1 Street SE (Redirected to various other capital projects in Transportation)              | (66,000.00)  |
| Transportation – Roads Lakeshore Rd – Slope Stabilization Design (As Resolved by Council)                             | (10,000.00)  |
| Transportation – Roads - Lakeshore Rd Repairs (As Resolved by Council)  | 23,500.00    |
| Transportation – Roads - 10 Ave NW Repairs (As Resolved by Council)   | 19,000.00    |
| Transportation – Roads - Underpass (As Resolved by Council. Funded from Grants and Reserves – No Budget Impact)       | 3,569,912.00 |
| Transportation – Roads – Marine Park Dr – Parking Lot (As Resolved by Council. Funded From Grants – No Budget Impact) | 13,500.00    |
| Transportation – Freightliner Dump/Plow – Unit #30 (As Resolved by Council. Funded From Reserve - No Budget Impact)   | 58,500.00    |
| Wharf Marina Dock Replacement Ph.1 (As Resolved by Council. Funded From Reserve - No Budget Impact)                   | 200,000.00   |

Water Fund

Capital

|  |              |
|--|--------------|
| Zone 1 – Canoe Beach Watermain (As Resolved by Council, Redirected from Below) | \$ 50,000.00 |
| Zone 2 – Pump Station – Design (As Resolved by Council, Redirected to Above)   | (50,000.00)  |

Sewer Fund

Capital

|   |              |
|---|--------------|
| 75 Ave NE - Design (As Resolved by Council, Redirected from Below)                          | \$ 13,115.00 |
| Sanitary Relining (49 St – 50 St NE) (As Resolved by Council, Redirected to Above)          | (13,115.00)  |
| 47 Ave NE – Sanitary Upgrade (As Resolved by Council, Redirected from Below)                | 44,000.00    |
| TCH Sani Replacement (4 St – 10 St NE) Design (As Resolved by Council, Redirected to Above) | (44,000.00)  |

Respectfully Submitted,

  
\_\_\_\_\_  
Tracy Tulak, CPA, CMA

CITY OF SALMON ARM

BYLAW NO. 4423

A bylaw to amend the 2020 to 2024 Financial Plan

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WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2020 to 2024;

AND WHEREAS it is deemed expedient to amend the Financial Plan;

NOW THEREFORE the Council of the City of Salmon Arm, in the Province of British Columbia, in an open meeting assembled, hereby enacts as follows:

- 1. "Schedule "A" of "City of Salmon Arm 2020 to 2024 Financial Plan Bylaw No. 4391 is hereby deleted in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2020 to 2024 Financial Plan Amendment Bylaw No. 4423".

|                         |    |        |         |      |
|-------------------------|----|--------|---------|------|
| READ A FIRST TIME THIS  | 26 | DAY OF | October | 2020 |
| READ A SECOND TIME THIS | 26 | DAY OF | October | 2020 |
| READ A THIRD TIME THIS  | 26 | DAY OF | October | 2020 |
| ADOPTED BY COUNCIL THIS |    | DAY OF |         | 2020 |

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

Schedule "A" - Bylaw #4423

**City of Salmon Arm****2020 - 2024 Financial Plan**

|  | 2020<br>Budget       | 2021<br>Budget       | 2022<br>Budget       | 2023<br>Budget       | 2024<br>Budget       |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Consolidated Revenues</b>           |                      |                      |                      |                      |                      |
| Property and MRDT Taxes - Net          | \$ 19,299,720        | \$ 19,685,714        | \$ 20,079,428        | \$ 20,481,017        | \$ 20,890,637        |
| Frontage & Parcel Taxes                | 3,634,055            | 3,706,736            | 3,780,871            | 3,856,488            | 3,933,618            |
| Sales of Service                       | 8,321,865            | 8,488,302            | 8,658,068            | 8,831,229            | 9,007,854            |
| Revenue From Own Sources               | 2,518,330            | 2,568,697            | 2,620,071            | 2,672,472            | 2,725,921            |
| Rentals                                | 788,665              | 804,438              | 820,527              | 836,938              | 853,677              |
| Federal Government Transfers           | -                    | -                    | -                    | -                    | -                    |
| Provincial Government Transfers        | 436,555              | 445,286              | 454,192              | 463,276              | 472,542              |
| Other Government Transfers             | 226,980              | 231,520              | 236,150              | 240,873              | 245,690              |
| Transfer From Prior Year Surplus       | 1,056,105            | 1,077,227            | 1,098,772            | 1,120,747            | 1,143,162            |
| Transfer From Reserve Accounts         | 998,060              | 1,018,021            | 1,038,381            | 1,059,149            | 1,080,332            |
| Transfer From Reserve Funds            | -                    | -                    | -                    | -                    | -                    |
| <b>Total Consolidated Revenues</b>     | <b>\$ 37,280,335</b> | <b>\$ 38,025,941</b> | <b>\$ 38,786,460</b> | <b>\$ 39,562,189</b> | <b>\$ 40,353,433</b> |
| <b>Consolidated Expenditures</b>       |                      |                      |                      |                      |                      |
| General Government Services            | \$ 3,765,500         | \$ 3,840,810         | \$ 3,917,626         | \$ 3,995,979         | \$ 4,075,899         |
| Protective Services                    | 5,950,340            | 6,069,347            | 6,190,734            | 6,314,549            | 6,440,840            |
| Transportation Services                | 5,663,870            | 5,777,147            | 5,892,690            | 6,010,544            | 6,130,755            |
| Environmental Health Services          | 83,622               | 85,294               | 87,000               | 88,740               | 90,515               |
| Environmental Development Service      | 2,888,305            | 2,946,071            | 3,004,992            | 3,065,092            | 3,126,394            |
| Recreation and Cultural Services       | 4,567,520            | 4,658,870            | 4,752,047            | 4,847,088            | 4,944,030            |
| Fiscal Services - Interest             | 1,340,963            | 1,367,782            | 1,395,138            | 1,423,041            | 1,451,502            |
| Fiscal Services - Principal            | 1,162,910            | 1,186,168            | 1,209,891            | 1,234,089            | 1,258,771            |
| Capital Expenditures                   | 3,718,230            | 2,943,280            | 2,332,092            | 3,034,371            | 2,929,967            |
| Transfer to Surplus                    | -                    | -                    | -                    | -                    | -                    |
| Transfer to Reserve Accounts           | 2,421,025            | 3,318,761            | 4,055,191            | 3,480,656            | 3,715,359            |
| Transfer to Reserve Funds              | 1,195,200            | 1,219,104            | 1,243,486            | 1,268,356            | 1,293,723            |
| Water Services                         | 2,491,650            | 2,541,483            | 2,592,313            | 2,644,159            | 2,697,042            |
| Sewer Services                         | 2,031,200            | 2,071,824            | 2,113,260            | 2,155,525            | 2,198,636            |
| <b>Total Consolidated Expenditures</b> | <b>\$ 37,280,335</b> | <b>\$ 38,025,941</b> | <b>\$ 38,786,460</b> | <b>\$ 39,562,189</b> | <b>\$ 40,353,433</b> |



**2020 - 2024 Financial Plan****City of Salmon Arm**

| 2020<br>Budget | 2021<br>Budget | 2022<br>Budget | 2023<br>Budget | 2024<br>Budget |
|----------------|----------------|----------------|----------------|----------------|
|----------------|----------------|----------------|----------------|----------------|

**Capital Projects****Finances Acquired**

|                              |              |              |              |              |              |
|------------------------------|--------------|--------------|--------------|--------------|--------------|
| General Operating Fund       | \$ 2,338,230 | \$ 1,953,280 | \$ 1,305,092 | \$ 1,959,371 | \$ 1,954,967 |
| Water Operating Fund         | 670,000      | 490,000      | 500,000      | 500,000      | 800,000      |
| Sewer Operating Fund         | 710,000      | 500,000      | 527,000      | 575,000      | 175,000      |
| Federal Government Grants    | 3,002,256    | -            | -            | -            | -            |
| Provincial Government Grants | 4,247,256    | -            | -            | -            | -            |
| Prior Year Surplus           | 50,000       | 510,000      | -            | -            | -            |
| Reserve Accounts             | 13,859,913   | 690,000      | 15,000       | 340,000      | 1,200,000    |
| Reserve Funds                | 2,421,500    | 2,808,750    | 710,000      | 550,000      | 1,122,000    |
| Development Cost Charges     | 604,000      | 2,307,500    | 3,335,000    | 3,445,000    | 3,373,000    |
| Short Term Debt              | -            | -            | -            | -            | -            |
| Long Term Debt               | 2,348,000    | -            | -            | -            | 500,000      |
| Developer Contributions      | 1,270,000    | 40,000       | 44,000       | 40,000       | 40,000       |

**Total Funding Sources**

|                      |                     |                     |                     |                     |
|----------------------|---------------------|---------------------|---------------------|---------------------|
| <b>\$ 31,521,155</b> | <b>\$ 9,299,530</b> | <b>\$ 6,436,092</b> | <b>\$ 7,409,371</b> | <b>\$ 9,164,967</b> |
|----------------------|---------------------|---------------------|---------------------|---------------------|

**Finances Applied**

|                               |                      |                     |                     |                     |                     |
|-------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| Transportation Infrastructure | \$ 21,797,892        | \$ 4,222,000        | \$ 3,622,000        | \$ 3,619,500        | \$ 5,219,500        |
| Buildings                     | 416,793              | 197,000             | 144,000             | 458,500             | 140,000             |
| Land                          | -                    | -                   | -                   | 300,000             | -                   |
| IT Infrastructure             | 97,600               | 721,500             | 55,000              | 65,000              | 185,000             |
| Machinery and Equipment       | 1,895,925            | 1,192,780           | 513,092             | 443,871             | 397,967             |
| Vehicles                      | 655,000              | 35,000              | -                   | -                   | -                   |
| Parks Infrastructure          | 1,618,120            | 966,250             | 260,000             | 262,500             | 782,500             |
| Utility Infrastructure        | 5,039,825            | 1,965,000           | 1,842,000           | 2,260,000           | 2,440,000           |
| <b>Total Capital Expense</b>  | <b>\$ 31,521,155</b> | <b>\$ 9,299,530</b> | <b>\$ 6,436,092</b> | <b>\$ 7,409,371</b> | <b>\$ 9,164,967</b> |

**Departmental Summary:**

|                                    | 2020<br>Budget       | 2021<br>Budget      | 2022<br>Budget      | 2023<br>Budget      | 2024<br>Budget      |
|------------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| General Government Services        | \$ 40,970            | \$ 193,500          | \$ 122,500          | \$ 138,500          | \$ 208,500          |
| Protective Services                | 989,800              | 805,000             | 140,000             | 55,000              | 55,000              |
| Transportation Services            | 22,892,237           | 4,523,500           | 3,918,500           | 4,233,500           | 5,518,500           |
| Environmental Health Services      | 56,510               | 2,500               | 2,500               | 327,500             | 27,500              |
| Environmental Development Services | -                    | -                   | -                   | -                   | -                   |
| Recreation and Cultural Services   | 2,315,428            | 1,235,030           | 335,592             | 319,871             | 840,467             |
| Water Services                     | 3,506,000            | 2,040,000           | 1,390,000           | 1,760,000           | 2,340,000           |
| Sewer Services                     | 1,720,210            | 500,000             | 527,000             | 575,000             | 175,000             |
| <b>Total by Department</b>         | <b>\$ 31,521,155</b> | <b>\$ 9,299,530</b> | <b>\$ 6,436,092</b> | <b>\$ 7,409,371</b> | <b>\$ 9,164,967</b> |

Schedule "B" -- Bylaw #4423  
2020 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2020. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

The City collects three (3) types of parcel tax; a water frontage tax; a sewer frontage tax and a transportation parcel tax. The water and sewer frontage tax rate is applied to each parcel of land taxable foot frontage. The frontage rate is comprised of a capital debt repayment component plus 10% of the water and sewer operation and maintenance budget for preventative maintenance of the utilities infrastructure. The City introduced a transportation parcel tax in 2003. The transportation parcel tax is collected to maintain the City's transportation network to an adequate level to minimize future reconstruction costs and ensure the network is safe from hazards and disrepair. To this end, the transportation parcel tax provides a stable and dedicated source of funding. The transportation parcel tax was specifically implemented on a "flat rate per parcel" rather than an "ad valorem tax" basis recognizing that all classes of property are afforded equal access to the City's transportation network and should contribute to its sustainability equally. This method directed tax dollars away from business and industry to residential.

The City also receives a Municipal Regional District Tax (MRDT) which is levied and collected by the Provincial Government on all daily accommodation rentals within the City. Under the direction and approval of the Accommodation Industry, the City has applied to the Provincial Government to levy a 2% MRDT which will be utilized on initiatives that will increase exposure/awareness of Salmon Arm as a tourism destination with emphasis on off-season event expansion.

The City endorses a 'user pay' philosophy in its collection of fees and charges. Such fees and charges (ie. development, building, plumbing and fire permits, recreational program and rental fees and cemetery services) are reviewed annually to ensure adequate cost recovery for the provision of services. The policy of the City is to work towards full cost recovery for services provided. The objective in reviewing fees and charges periodically is to measure the cost of providing municipal services versus the cost recovery established through user fees and charges. Development Cost Charges are based on the City's Long Term Financial Plan. Included in this percentage is the City's investment income. The City exercises a stringent cash management plan to maximize investment and interest income.

Other sources of revenue provide funding for specific functions such as the Columbia Shuswap Regional District's contribution to the Shuswap Regional Airport, Recreation Centre, Shaw Centre, Cemeteries and Fire Training Centre.

The proceeds from borrowing and developer contributions fund capital projects pursuant to the City's Long Term Financial Plan.

Schedule "B" – Bylaw #4423  
2020 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

| Revenue Source                            | Percentage to<br>Total Revenue               | Percentage to<br>Total Revenue               |
|---|--|--|
|   | Includes Conditional Government<br>Transfers | Excludes Conditional Government<br>Transfers |
| Property Taxes                            | 41.88%                                       | 51.79%                                       |
| Parcel Taxes                              | 7.88%  | 9.75%  |
| User Fees, Charges and<br>Interest Income | 25.23%                                       | 31.20%                                       |
| Other Sources                             | 19.92%                                       | 0.96%  |
| Proceeds From Borrowing                   | 5.09%  | 6.30%  |
|   | 100.00%                                      | 100.00%                                      |

2. Table Two (2) reflects the distribution of property tax between the different property classes. The objective of the City is to set tax rates in order to maintain tax stability while maintaining equality between the property classes. The policy of the City is to develop a tax rate which maintains the proportionate relationship between the property classes. Inflationary increases in assessments are reduced to reflect only the 'real' increase attributed to new construction for each property class. This allows the property owner to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year to year.

The City has reviewed the property tax multiple structure and adjusted the property tax multiple for Class 4 (Major Industry) by shifting \$50,000.00 in general municipal taxes from Class 4 (Major Industry) to Class 1 (Residential) for the taxation year 2020 in keeping with its objective to maintain tax stability while maintaining equality between property classes.

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting general municipal property taxes from Class 5 (Light Industry) to Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

Assessment values fluctuate as market values change in one class or another. It is this market value change that may precipitate an amendment to the class multiple.

The Provincial Government has legislated a municipal taxation rate cap for the Class 2 (Utilities) assessments. The City of Salmon Arm Class 2 (Utilities) general municipal property tax rate adheres to this legislation.

Schedule "B" – Bylaw #4423  
2020 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

| Property Class          | 2020 Tax Rate | Class Multiple | Percentage to Total Property Tax | Percentage to Total Property Assessment Value |
|-------------------------|---------------|----------------|----------------------------------|---|
| Residential             | 3.8984        | 1.00:1         | 66.25%                           | 85.27%  |
| Utilities               | 23.7386       | 6.09:1         | 0.83%                            | 0.18%   |
| Supportive Housing      | 0.000         | 0.00:1         | 0.00%                            | 0.00%   |
| Major Industry          | 66.4164       | 17.04:1        | 2.81%                            | 0.21%   |
| Light Industry          | 10.6288       | 2.73:1         | 2.47%                            | 1.17%   |
| Business                | 10.6288       | 2.73:1         | 26.93%                           | 12.72%  |
| Managed Forest Land     | 7.9356        | 2.04:1         | 0.00%                            | 0.00%   |
| Recreational/Non Profit | 2.8219        | 0.72:1         | 0.12%                            | 0.22%   |
| Farm                    | 12.7025       | 3.26:1         | 0.59%                            | 0.23%   |

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2019 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

Commencing in 1999, the City provided a three (3) year permissive tax exemption for each eligible organization. These include religious institutions, historical societies, some recreational facilities, service organizations and cultural institutions.

Table 3: Permissive Tax Exemptions

| Organization         | General Municipal Tax Exemption | Other Government Tax Exemption | Total                  |
|----------------------|---------------------------------|--------------------------------|------------------------|
| Churches             | \$ 46,063.50                    | \$ 36,955.00                   | \$ 83,018.50           |
| Non Profit Societies | 392,803.00                      | 222,863.00                     | 615,666.00             |
| Senior Centers       | 19,338.00                       | 9,601.00                       | 28,939.00              |
| Other                | 13,754.00                       | 10,356.00                      | 24,110.00              |
| Sports Clubs         | 290,408.00                      | 149,213.00                     | 439,621.00             |
| <b>Total</b>         | <b>\$ 762,366.50</b>            | <b>\$ 428,988.00</b>           | <b>\$ 1,191,354.50</b> |



Schedule "B" – Bylaw #4423  
2020 Revenue Policy Disclosure

4. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the downtown as a priority. As a result, in 2005, the City established a Downtown Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3471.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the downtown area (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the C-2, "Town Centre Commercial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3741 establishes property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$75,000.00 to encourage revitalization in the Revitalization Area.

Table 4: Revitalization Tax Exemptions

| Area                                    | 2015<br>General<br>Municipal<br>Tax<br>Exemption | 2016<br>General<br>Municipal<br>Tax<br>Exemption | 2017<br>General<br>Municipal<br>Tax<br>Exemption | 2018<br>General<br>Municipal<br>Tax<br>Exemption | 2019<br>General<br>Municipal<br>Tax<br>Exemption | 2020<br>General<br>Municipal<br>Tax<br>Exemption |
|---|--|--|--|--|--|--|
| C-2<br>"Downtown<br>Commercial<br>Zone" | \$ 45,846.66                                     | \$ 34,828.47                                     | \$ 29,851.20                                     | \$ 24,304.74                                     | \$ 24,657.03                                     | \$ 18,939.56                                     |

5. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the "Industrial Zones" as a priority. As a result, in 2014, the City established an Industrial Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the "Industrial Zones" (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the "Industrial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020 establishes general municipal property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$300,000.00 to encourage revitalization in the Revitalization Area.

This bylaw shall have an expiration date of five (5) years from the date of adoption.

Schedule "B" – Bylaw #4423  
2020 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

| Area              | 2016<br>General<br>Municipal<br>Tax<br>Exemption | 2017<br>General<br>Municipal<br>Tax<br>Exemption | 2018<br>General<br>Municipal<br>Tax<br>Exemption | 2019<br>General<br>Municipal<br>Tax<br>Exemption | 2020<br>General<br>Municipal<br>Tax<br>Exemption |
|-------------------|--|--|--|--|--|
| "Industrial Zone" | \$ 0.00  | \$ 0.00  | \$ 5,425.51                                      | \$ 5,400.26                                      | \$ 7,614.60                                      |

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Item 11.7

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4405 be read a second time.

[ZON-1182; Cornerstone Christian Reformed Church/J. Roodzant; 1191 22 Street NE; P-3 to C-6]

### Vote Record

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

Opposed:

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



10. INTRODUCTION OF BYLAWS

2. City of Salmon Arm Zoning Amendment Bylaw No. 4405 [ZON-1182; Cornerstone Christian Reformed Church/J. Roodzant; 1191 22 Street NE; P-3 to C-6] - First and Second Readings

0445-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4405 be read a first and second time;

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

Amendment:

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council require a Traffic Impact Assessment prior to Public Hearing with the applicant being responsible for all associated costs.

DEFEATED

Mayor Harrison, Councillors Cannon and Flynn Opposed

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: a Section 219 Covenant be registered on title of the subject property requiring a Traffic Impact Assessment prior to development of the property.

DEFEATED

Mayor Harrison, Councillors Cannon and Flynn Opposed

Amendment:

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4405 be read a first time.

CARRIED

Councillors Cannon and Flynn Opposed

Motion as Amended:

CARRIED UNANIMOUSLY

**From:** Amy Megyesi <[dramymegyesi@gmail.com](mailto:dramymegyesi@gmail.com)>

**Sent:** November 2, 2020 11:29 AM

**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; Chad Eliason <[celiason@salmonarm.ca](mailto:celiason@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Louise Wallace-Richmond <[lwallacerichmond@salmonarm.ca](mailto:lwallacerichmond@salmonarm.ca)>

**Cc:** Alexandra Enns <[alex.enns@outlook.com](mailto:alex.enns@outlook.com)>

**Subject:** Request for Traffic Impact Analysis for property to be rezoned/subdivided from Cornerstone Christian Reform Church

Dear Sirs and Mesdames:

Further to the October 13 Council meeting, I am requesting your support to waive the request for a Traffic Impact analysis on the above noted property. (1191 22 St NE). Should the rezoning proceed, we are the intended purchasers.

The intended use of this property will be a medical clinic on the first floor and commercial offices on the second floor. We do not anticipate large volumes of vehicular traffic, especially in comparison with the surrounding current uses (school, grocery store, hotel.) As a rough estimate I would anticipate 6-8 clients per hour. The commercial office will largely be workers who are there all day long. Our peak periods are not anticipated to coincide with the school. We will have adequate on-site parking for our patients and staff.

Also Mr Roodzant (applicant from Cornerstone Church) assures me he has spoken with the Ministry of Transportation and they have no concerns regarding traffic and this property.

Requiring this additional step is going to increase our costs and really produce no meaningful result.

Respectfully yours,  
Amy Megyesi

**CORNERSTONE CHRISTIAN REFORMED CHURCH**1191 22<sup>nd</sup> St. NE, Salmon Arm, B.C., Canada, V1E 2V5

(250) 832-8452

[www.sacrc.ca](http://www.sacrc.ca)

Dear Council Members,

On behalf of Cornerstone Christian Reformed Church, I request that city council accept the rezoning application without the requirement of completing a Traffic Impact Analysis.

We understand that some councilors have concerns about the traffic on 11<sup>th</sup> Avenue, and that they would like to receive an outside opinion from someone not connected with developing the property. It is also my understanding that this requirement typically comes from the city Engineering and Public Works department. This department has considered the request and did not anticipate any problems and did not request this study to be completed. It was stated that the intersection and pedestrian crosswalk have recently been upgraded and they are not concerned with this zoning.

We are currently entertaining an offer to purchase the property for the building of a doctor's office. We feel that this would be a fantastic use for this piece of property, bringing a beneficial service to the upper part of town. We also feel that this development would not add a significant traffic burden to the area.

We feel that imposing a traffic study on a road that has recently been studied and improved, will not provide any benefit for the extra work and cost involved.

Respectfully,  
Ed Roodzant

On behalf of  
Cornerstone Christian Reformed Church.



TO: His Worship Mayor Harrison and Members of Council

DATE: September 15, 2020

SUBJECT: Zoning Amendment Application No. 1182

Legal: Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP97409

Civic: 1191 – 22 Street NE

Owner: Cornerstone Christian Reformed Church

Applicant: Roodzant, J.

---

### MOTION FOR CONSIDERATION

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning the southern portion of Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP97409 from P-3 (Institutional) to C-6 (Tourist / Recreational Commercial);

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

---

### STAFF RECOMMENDATION

**THAT:** The motion for consideration be adopted.

---

### PROPOSAL

The 0.8 acre subject parcel is on the corner of 11 Avenue NE and 21 Street NE, directly south of the existing Cornerstone Church development (see Appendix 1 and 2). It is designated Commercial – Highway Service / Tourist (HC) in the City's Official Community Plan (OCP) and zoned P-3 (Institutional) in the Zoning Bylaw (Appendix 3 and 4). The portion of land under application is hooked to the Cornerstone Church property to the north, and the purpose of this application is to rezone the subject parcel to allow for subdivision and potential future commercial use. C-6 zone regulations are attached (Appendix 5).

### BACKGROUND

The subject property is located in an area close to the Uptown commercial node characterized by residential, commercial and institutional uses. The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-4 with R-1 and R-5) and Institutional (P-3), with Commercial zones to the south and east. Adjacent zoning and land uses include the following:

|        |           |                                      |
|--------|-----------|--------------------------------------|
| North: | P-3 & R-5 | road, church & residential           |
| East:  | R-1       | walkway and vacant land (City owned) |
| West:  | P-3       | road and institutional               |
| South: | n/a       | TCH and commercial                   |

The subject property is currently vacant, as shown in site photos attached (Appendix 6).



OCP POLICY

The proposed zoning amendment aligns with the HC (Highway Service / Tourist Commercial) designation in the OCP. The amendment would align with the Commercial Objectives and Policies listed in OCP Section 9, including supporting commercial uses within the primary commercial areas of the City. Development of the parcel would be subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area.

COMMENTSMinistry of Transportation and Infrastructure

Preliminary approval has been granted (Appendix 7).

Engineering Department

No concerns with rezoning. Servicing requirements for future development have been provided. Comments attached (Appendix 8).

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning.

Planning Department

The surrounding neighbourhood has been undergoing slow development with a mix of older, single family housing and newer condominium, and commercial development, most significantly the uptown SASCU/Askew's location, Copper View residential development, and the 21 Street NE underpass.

It should be noted that there have been six OCP amendments in this general area since 2015 involving an amendment to commercial designated land, with approximately 1.25 hectares of land redesignated from commercial to other (generally residential) land use designations, representing a minor erosion of commercial inventory in this uptown area. Overall however, considering all areas of the City, there has been a net increase of approximately 6 hectares of commercial land over a similar timeframe. This proposal would add to the commercial land base of the City.

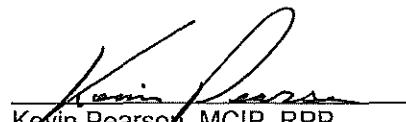
The intent for the subject parcel under application is for subdivision, sale, and future commercial use. There is no development concept proposed at this time. The parcel would be subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area, with future development requiring a Development Permit Application.

CONCLUSION

The OCP HC designation supports the proposed C-6 zoning. The subject parcel is considered by staff to be well-suited for commercial use, being within close proximity to the Trans Canada Highway, residential areas, as well as the recreation centre and arena. The proposed C-6 zoning of the subject property is consistent with OCP and is therefore supported by staff.

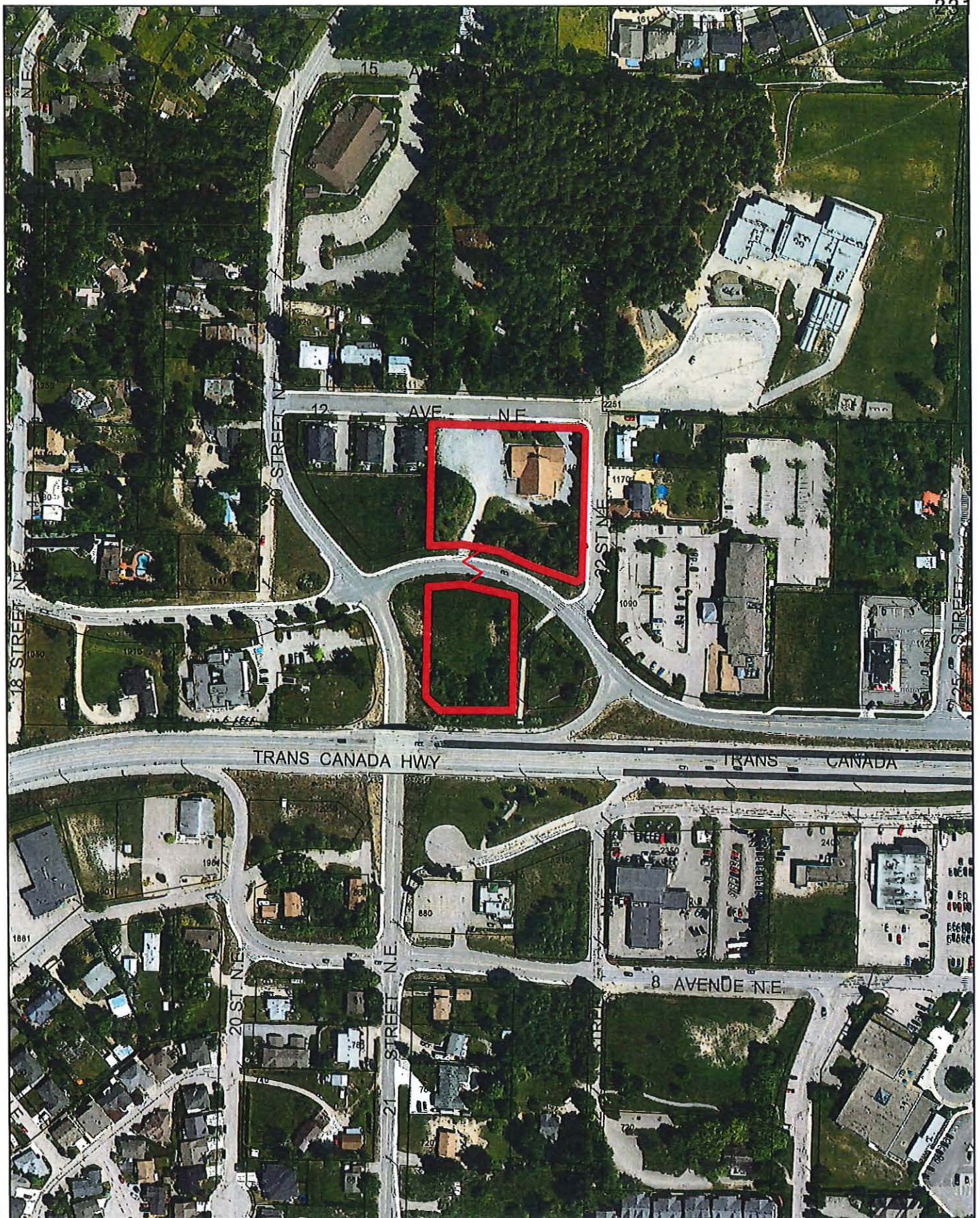


Chris Larson, MCP  
Planning and Development Officer



Kevin Pearson, MCIP, RPP  
Director of Development Services





0 30 60 120 180 240 Meters

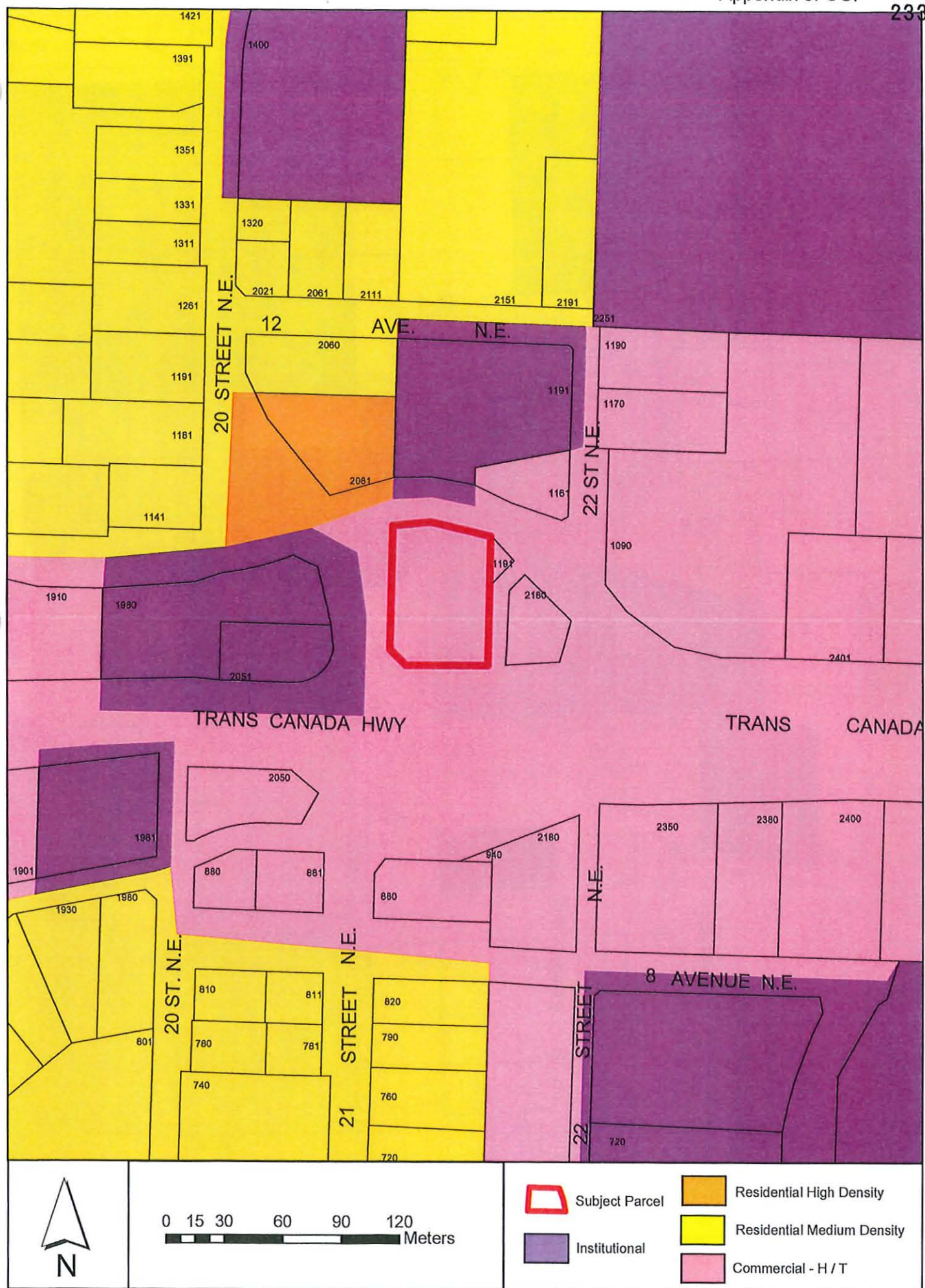


Subject Parcel

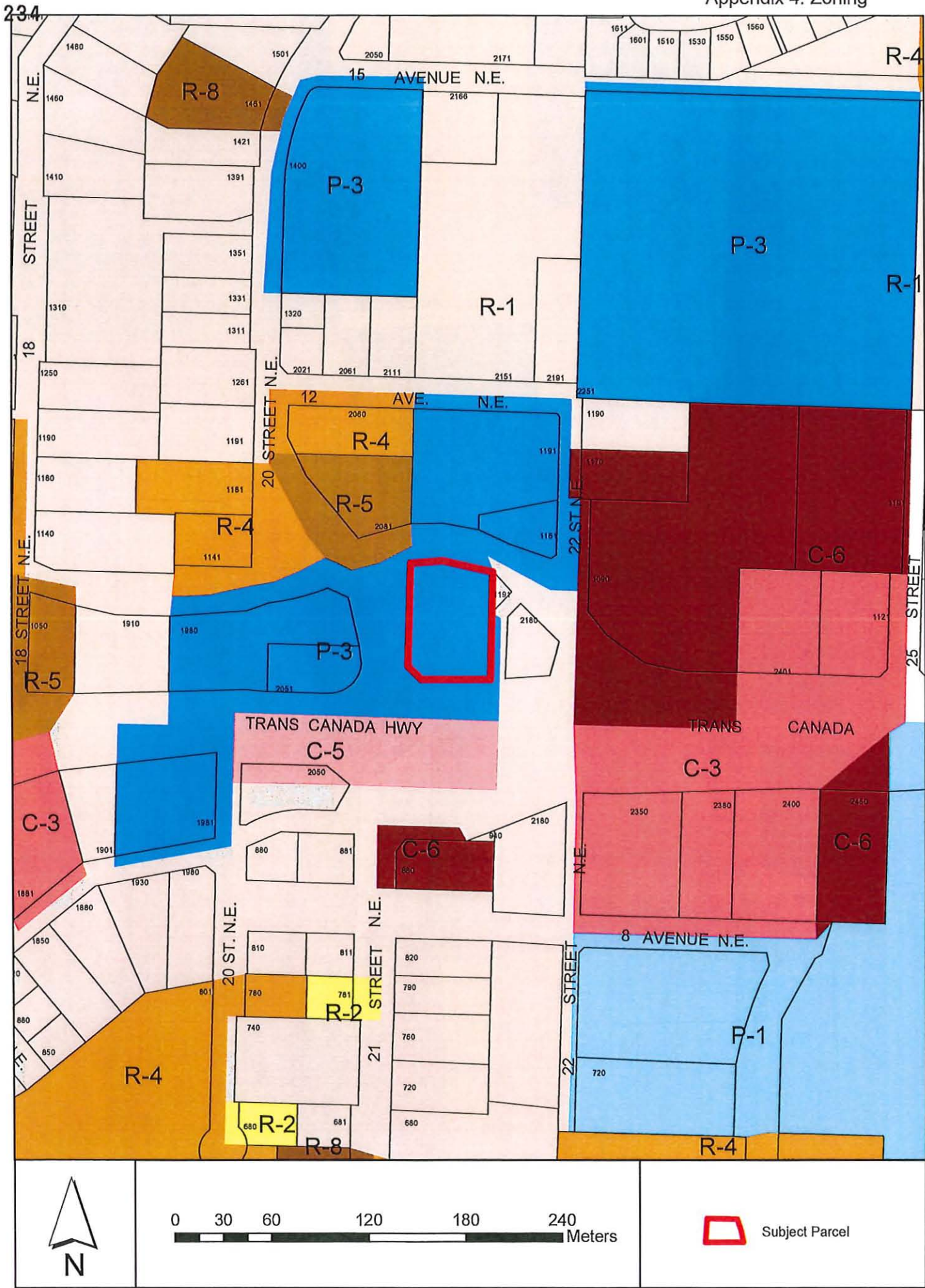












## SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE

### Purpose

- 20.1 The C-6 Zone is intended to accommodate pedestrian oriented tourist/recreation businesses. The area zoned C-6 is envisioned to be developed with a mixture of land uses in an integrated manner and is intended to cater to the resident and tourist alike with a small shop and resort atmosphere. *Development* within the C-6 Zone shall be subject to a *Development Permit* as per the *Official Community Plan*.

### Regulations

- 20.2 On a *parcel zoned C-6*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-6 Zone or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 20.3 The following uses and no others are permitted in the C-6 Zone:

- .1 art gallery;
- .2 banking kiosk;
- .3 boat and marine sales, repair and rental, including outside covered or screened storage;
- #3637 .4 *commercial daycare facility*
- .5 convention centre;
- .6 craft making and sales;
- .7 farmers market;
- .8 *health service centre*;
- #2782 .9 *home occupation*;
- .10 *hotel*;
- .11 library;
- #3223 .12 *licensee retail store*;
- .13 *motel*;
- .14 museum;
- .15 night club;
- #3426 .16 *offices*;
- #2837 .17 *outside vending*;
- #3163 .18 parkade/off-street parking, in Areas "A", "B" and "C" [Waterfront Area] as shown on Schedule "C" attached hereto and forming part of this bylaw.
- .19 *personal service establishment*;
- .20 pub;
- .21 *public use*;
- #3060 .22 *private utility*;
- .23 *public utility*;

---

**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED**


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- |       |     |                                       |
|-------|-----|---------------------------------------|
|       | .24 | <i>recreation facility - indoor;</i>  |
|       | .25 | <i>recreation facility - outdoor;</i> |
| #3517 | .26 | <i>resort accommodation;</i>          |
|       | .27 | <i>restaurant;</i>                    |
| #4005 | .28 | <i>retail store;</i>                  |
|       | .29 | <i>theatre;</i>                       |
| #2554 | .30 | <i>upper floor dwelling units;</i>    |
| #3167 | .31 | <i>work/live studios; and</i>         |
|       | .32 | <i>accessory use.</i>                 |

**Accessory Uses**

- |       |      |    |   |
|-------|------|----|---|
| #2554 | 20.4 | .1 | Outside storage and <i>warehouse</i> facilities are only permitted within Area "B" as shown on Schedule "C" attached to and forming part of this Bylaw. |
| #3426 |      |    |   |

**Maximum Height of Principal Buildings**

- |       |      |   |
|-------|------|---|
| #2748 | 20.5 | The maximum <i>height</i> of <i>principal buildings</i> shall be 19.0 metres (62.3 feet). |
|-------|------|---|

**Maximum Height of Accessory Buildings**

- |  |      |  |
|--|------|--|
|  | 20.6 | The maximum <i>height</i> of <i>accessory buildings</i> shall be 6.0 metres (19.7 feet). |
|--|------|--|

**Minimum Parcel Size or Site Area**

- |  |      |  |
|--|------|--|
|  | 20.7 | The minimum <i>parcel</i> size or <i>site</i> area shall be 325.0 square metres (3,498.4 square feet). |
|--|------|--|

**Minimum Parcel or Site Width**

- |  |      |  |
|--|------|--|
|  | 20.8 | The minimum <i>parcel</i> or <i>site</i> width shall be 10.0 metres (32.8 feet). |
|--|------|--|

**Minimum Setback of Principal and Accessory Buildings**

- |  |      |   |   |
|--|------|---|---|
|  | 20.9 | The minimum <i>setback</i> of the <i>principal</i> and <i>accessory buildings</i> from the: |   |
|  |      | .1  | <i>Rear parcel line</i> adjacent to a residential <i>zone</i> shall be 3.0 metres (9.8 feet)          |
|  |      | .2  | <i>Interior side parcel line</i> adjacent to a residential <i>zone</i> shall be 3.0 metres (9.8 feet) |

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**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED**

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**Outside Storage**

20.10 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

20.11 Parking and loading shall be required as per Appendix I.





View east of subject property from the corner of 20 Street and 11 Avenue NE.



View southwest of subject property from the corner of 22 Street and 11 Avenue NE.



Your File #: ZON-1182  
eDAS File #: 2020-03510  
Date: Aug/07/2020

City of Salmon Arm  
Development Services  
500 2nd Avenue NE  
PO Box 40  
Salmon Arm, BC V1E 4N2  
Canada

Attention: City of Salmon Arm, Development Services

**Re: Proposed Bylaw for:  
LOT A 24-20-10 W6M KDYD PLAN EPP97409**

Thank you for the above noted referral.

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

If you have any questions please feel free to call Tara Knight at (250) 833-3374.

Yours truly,

Tara Knight  
Development Officer

| Local District Address  |
|---|
| Salmon Arm Area Office<br>Bag 100<br>850C 16th Street NE<br>Salmon Arm, BC V1E 4S4<br>Canada<br>Phone: (250) 712-3660 Fax: (250) 833-3380 |



*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: August 20, 2020  
       Amended October 10, 2020  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 OWNER: **Cornerstone Christian Reformed Church, Inc.,**  
       1191 22 Street NE Salmon Arm, BC, V1E 2V5  
 APPLICANT: **Roodzant, J., 5041 50 Street NW, Salmon Arm, BC, V1E 3A6**  
 SUBJECT: **ZONING AMENDMENT APPLICATION NO. ZON-1182**  
       **SUBDIVISION APPLICATION NO. SUB-20.08**  
 LEGAL: Lot A, Section 24, Township 20, Range 10, W6M KDYD, Plan EPP97409  
 CIVIC: **1191 – 22 Street NE**

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Further to your referral dated July 22, 2020, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning; however, these comments are conditions of subdivision and are provided as a courtesy in advance of any development proceeding to the next stages:**

**General:**

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

**ZONING AMENDMENT APPLICATION NO. ZON-1182****SUBDIVISION APPLICATION NO. SUB-20.08**

October 5, 2020

Page 2

8. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
9. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 11 Avenue NE, on the subject property's southern and northern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 11 Avenue NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, offset sidewalk on south side of road (proposed zoning for south parcel requires sidewalk on both sides of road), boulevard construction, street lighting, and hydro and telecommunications. Offsets and streetlight specifications to conform to Specification Drawing No. RD-3. Owner / Developer is responsible for all associated costs.
3. 12 Avenue NE, on the subject property's northern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
4. 12 Avenue NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, fire hydrant and street lighting. Owner / Developer is responsible for all associated costs.
5. 21 Street NE, on the subject property's western boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
6. 21 Street NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Collector Road standard is required, in accordance with Specification Drawing No. RD-3. Upgrading may include, but is not limited to, separated sidewalk and boulevard construction. Foot traffic travelling south is encouraged to use the foot path on the subject parcel's eastern boundary and as such, sidewalk along 21 Street would only be required at the intersection of 21 Street NE and 11 Avenue NE for crosswalk access. Owner / Developer is responsible for all associated costs.



**ZONING AMENDMENT APPLICATION NO. ZON-1182****SUBDIVISION APPLICATION NO. SUB-20.08**

October 5, 2020

Page 3

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7. 22 Street NE, on the subject property's eastern boundary, is designated as Urban Local Road standard, with an ultimate 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by BCLS).
8. 22 Street NE is currently constructed to an Interim Local Paved Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, fire hydrant and street lighting. Owner / Developer is responsible for all associated costs.
9. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
10. A 3.0m by 3.0m corner cut is required to be dedicated at the intersection of 12 Avenue NE and 22 Street NE.
11. A 5.0m by 5.0m corner cut would typically be required at the intersection of 11 Avenue NE and 21 Street NE; however, the large boulevard and significant distance from property line to edge of road on the west side of the subject parcel deem a corner cut unnecessary at this time.
12. For the remaining parcel, existing accesses may remain, but no additional accesses will be allowed.
13. For the proposed parcel, accesses shall be designed by keeping to a minimum number. Only one (1) driveway access will be permitted onto 11 Avenue NE at existing letdown location (directly opposed to remaining parcel access from 11 Avenue NE). Existing letdown may be widened at time of building permit or development permit, subject to approval of City Engineer. Owner / Developer responsible for all associated costs.
14. Engineering staff recommend that a Section 219 Land Title Act Covenant be registered prior to Final Reading stipulating no future Development approval on the proposed parcel until a Traffic Impact Analysis (TIA) is provided to the satisfaction of the City Engineer with acknowledgement that the owner/applicant is responsible for any and all off-site improvements recommended by the TIA.

**Water:**

1. The subject property fronts a 250mm diameter Zone 2 watermain on 11 Avenue NE. No upgrades will be required at this time.
2. The subject property fronts a 150mm diameter Zone 2 watermain on 12 Avenue NE. No upgrades will be required at this time.
3. The subject property fronts a 350mm diameter Zone 2 watermain on footpath to the east. No upgrades will be required at this time.

**ZONING AMENDMENT APPLICATION NO. ZON-1182****SUBDIVISION APPLICATION NO. SUB-20.08**

October 5, 2020

Page 4

- 
4. The subject property fronts a 400mm diameter Zone 2 watermain on 22 Street NE. No upgrades will be required at this time.
  5. No water main is present within the subject property's frontage on 21 Street NE. No upgrades will be required at this time.
  6. Records indicate the remaining parcel is serviced from 22 Street NE. Service install date of 1982 is recorded. Size and condition of existing service is unknown. If City finds the existing connection is undersized for current demand, upgrade to the service will be required. Owner / Developer responsible for all associated costs.
  7. Records indicate that the proposed parcel is not currently serviced by City Water.
  8. The proposed parcel is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use (minimum 25mm). Because proposed use and demand is not known at this time, installing a new water service will not be required for subdivision. A covenant stating the parcel is not connected to water is required for subdivision and connection will be required at the time of building permit. Water meter will be supplied by the City at the time of building permit. Owner / Developer is responsible for all associated costs.
  9. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
  10. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary main on 12 Avenue NE. No upgrades will be required at this time.
2. A 200mm sanitary main terminates at the western extent of the subject property's frontage on 11 Avenue NE. City has no plans to develop the parcel at 2180 11 Avenue NE (east of the subject parcel) and therefore no extension or upgrades will be required at this time.
3. The subject property fronts a 150mm diameter sanitary main on 22 Street NE. No upgrades will be required at this time.
4. No sanitary main is present within the subject property's frontage on 21 Street NE. No upgrades or extension of main will be required at this time.
5. Records indicate that the remaining parcel is serviced by a 100mm service from the sanitary main on 12 Avenue NE. No upgrades are required at this time.
6. Records indicate that the proposed parcel is serviced by a 100mm service (to be confirmed) from the sanitary main on 11 Avenue NE. No upgrades are required at this time.

**ZONING AMENDMENT APPLICATION NO. ZON-1182**  
**SUBDIVISION APPLICATION NO. SUB-20.08**

October 5, 2020

Page 5

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**Drainage:**

1. The subject property fronts a 525mm diameter storm main on 11 Avenue NE. No upgrades will be required at this time.
2. The subject property fronts a 600mm diameter storm main on 12 Avenue NE. No upgrades will be required at this time.
3. The subject property fronts a 600mm diameter storm main on 22 Street NE. No upgrades will be required at this time.
4. No storm main is present within the subject property's frontage on 21 Street NE. No upgrades or extension of main will be required at this time
5. Records indicate that the remaining parcel is serviced from the storm sewer on 12 Avenue NE. No upgrades are required at this time.
6. Records indicate that the proposed parcel is serviced by a 150mm storm service (size to be confirmed) from the sanitary sewer on 11 Avenue NE. No upgrades are required at this time.
7. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.

**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for: Category A (Building Foundation Design), is required.



**Matt Gienger**  
Engineering Assistant



**Jenny Wilson P.Eng., LEED® AP**  
City Engineer

## CITY OF SALMON ARM

### BYLAW NO. 4405

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP97409 from P-3 (Institutional Zone) to C-6 (Tourist / Recreation Commercial Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4405"**

READ A FIRST TIME THIS 13 DAY OF October 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF 2020

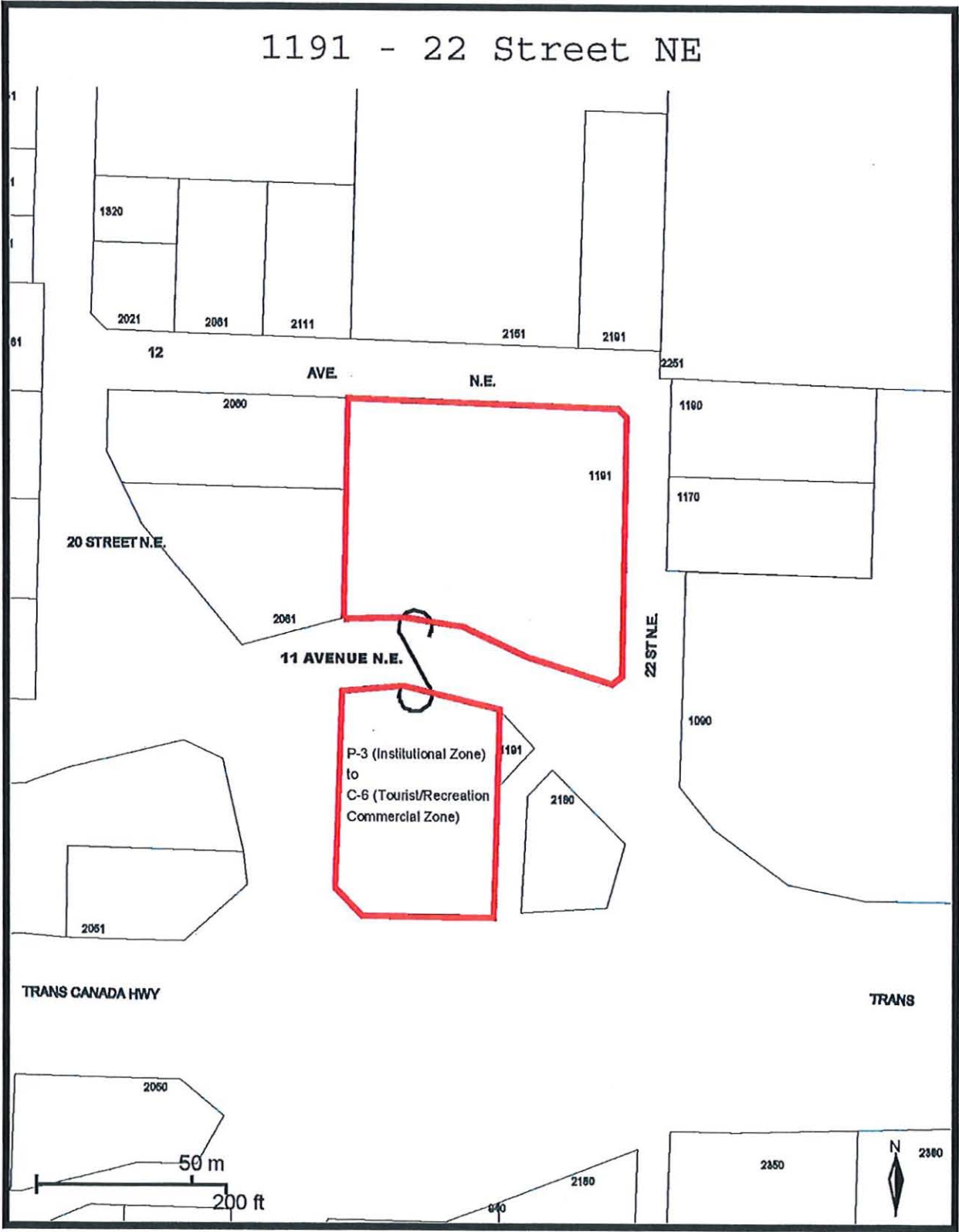
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

SCHEDULE "A"



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### INFORMATIONAL CORRESPONDENCE – NOVEMBER 9, 2020

|     |   |   |
|-----|---|---|
| 1.  | Building Department – Building Statistics – October 2020  | N |
| 2.  | Building Department – Building Permits – Yearly Statistics  | N |
| 3.  | W. Spencer – email dated November 2, 2020 – Feedback on CEEP  | N |
| 4.  | M. Dentry – email dated October 20, 2020 – Salmon Arm Energy and Emissions Plan   | N |
| 5.  | M. Brock, Girl Guides of Canada, 2 <sup>nd</sup> Salmon Arm Pathfinders – letter received<br>November 3, 2020 – Use of Blackburn Park Gazebo                  | R |
| 6.  | R. Huls – email dated October 21, 2020 – Shuswap housing  | N |
| 7.  | Storefront Alternate School, School District 83 – email dated November 4, 2020 – Art in<br>Little Mountain  | A |
| 8.  | M. Farnworth, Minister of Public Safety and Solicitor General – letter dated August 14,<br>2020 – Increase to RCMP Personnel Resources                        | N |
| 9.  | M. Sieben, Deputy Solicitor General, Ministry of Public Safety and Solicitor General –<br>letter dated October 28, 2020 – UBCM Annual Convention Process      | N |
| 10. | K. Jardin, Deputy Minister, Ministry of Environment and Climate Change Strategy –<br>email dated October 30, 2020 – 2020 UBCM Convention Meeting              | N |
| 11. | C. Heavener, Provincial Director of Child Welfare – email dated November 2, 2020 –<br>Adoption Awareness Month  | N |
| 12. | K. Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing – letter dated<br>November 2, 2020 – COVID-19 Safe Restart Grant for Local Governments | N |

N = No Action Required  
 A = Action Requested  
 C = Council Response Attached

S = Staff has Responded  
 R = Response Required



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Item 14.1

## CITY OF SALMON ARM

Date: November 9, 2020

### Presentation 4:00 p.m. (approximately)

**NAME:** Matt Thompson, Urban Matters

**TOPIC:** Community Housing Strategy

#### Vote Record

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

Opposed:

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

# Salmon Arm Community Housing Strategy - Draft

September 23, 2020

urban  
**matters**

## Key Findings from the Needs Assessment

- Steady population growth since 2006
- More seniors and youth/young adults, fewer working aged people
- Lower housing diversity than other comparably sized communities; some households may be over-housed
- More multi-family units built in recent years; projections suggest demand for 0 to 2-bedroom units may be higher than for 3-bedroom units in the future

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**matters**

## Key Findings from the Needs Assessment

- Homeownership challenging for single income earners, other households making less than \$100,000
- Primary market median rents generally affordable for median incomes (\$800 in 2018); secondary market median rents higher (~\$1,200 for apartment or portion of house in 2019)
- Low vacancy rate since 2014 (0.7% in 2018); Especially challenging for workers moving to the City, students, and those transitioning out of care
- Frontline workers estimate at least 50 – 60 homeless individuals

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## Existing Tools and Policies in Salmon Arm

- OCP policies (2011)
  - Encourage housing diversity and affordable housing
- Covenants and housing agreements (various)
- Permissive tax exemptions (annual)
- Affordable Housing Reserve Fund (2018)
- Pre-zoned vacant parcels with approved development permits for medium or high density residential (map from 2018)

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matters



## Existing Tools and Policies in Salmon Arm

- Density bonusing (various, in Zoning Bylaw updated to May 2019)
  - In medium and high density residential zones
  - For rental, affordable rental, and / or accessible housing development
- DCC Bylaw (2007)
  - Reduced for higher density projects; \$0.00 for secondary suites
- Reduced or waived requirements and variances (various)
- Fast-tracked rezoning process for BC Housing / CMHA project (2019)

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## Role of Salmon Arm



- Considering density and diversity that fits with the character of the community
- Addressing rental housing needs
- Addressing non-market housing needs
- Supporting homelessness initiatives

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matters

## Key Principles of the Strategy

- *Accessibility: The Strategy is intended to ensure new housing in Salmon Arm provides equitable access to housing for residents, regardless of ability.*
- *Equity: This Strategy is intended to make housing accessible to all residents of Salmon Arm, regardless of income, gender, ethnicity, ability or sexual orientation.*
- *Inclusion: The Strategy frames approaches for developing a housing system that recognizes and includes diverse voices to help build solutions to housing issues.*
- *Partnership: Many of the actions in this Strategy are necessarily reliant on partnership, with many stakeholders and partner organizations coming together to develop solutions that meet the needs of Salmon Arm residents.*

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## Strategy Area #1: Considering density and diversity that fits with the character of the community

- **Action 1.1:** Consider an appropriate range of densities for remaining land within the UCB
- **Action 1.2:** Support the development of more affordable housing opportunities for seniors
- **Action 1.3:** Encourage a range of more diverse and innovative housing types using local government levers
- **Action 1.4:** Review mechanisms for capturing value from developers, such as amenity contributions and density bonusing to ensure they are effective

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## Strategy Area #2: Addressing rental housing needs

- **Action 2.1:** Facilitate the development of a broader range of purpose-built rental housing options to meet the needs of diverse households through planning and other local government levers.
- **Action 2.2:** Promote the development of secondary suites and detached secondary suites in residential neighbourhoods.
- **Action 2.3:** Where opportunities arise, support financial support programs like rent banks, to help people facing affordability challenges with upfront costs for rental units.

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## Strategy Area #3: Addressing non-market housing needs

- **Action 3.1:** Facilitate the development of a broader range of affordable housing options to meet the needs of diverse households through planning and other local government levers.
- **Action 3.2:** Continue to provide regional leadership around housing initiatives.
- **Action 3.3:** Develop criteria for the expenditure of funds from the Affordable Housing Reserve (e.g. not on operational costs, but to subsidize DCC waivers for example).

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## Strategy Area #4: Supporting homelessness initiatives

- **Action 4.1:** Continue to partner with service providers and other non-profit organizations to help educate the community about homelessness, raise awareness, reduce stigma, and promote success stories.
- **Action 4.2:** Build on existing collaboration between City and non-profit service and housing providers in order to implement a systems approach to addressing and preventing homelessness.
- **Action 4.3:** Regularly engage with local outreach programs, prevention initiatives, and support services.

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## Implementation

- Role of the Housing Task Force
  - Long-term responsibility and oversight
  - Ongoing multi-sectoral forum
- Need for dedicated staff resources
  - Consideration of what type of role the City wants to play, and resources to expend

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matters



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Item 14.2

**CITY OF SALMON ARM**Date: November 9, 2020**Presentation 4:15 p.m. (approximately)****NAME:** Trish Dehnel, Community Energy Association**TOPIC:** Community Energy Plan**Vote Record**

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

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

**From:** Patricia Dehnel  
**Sent:** October 20, 2020 9:29 AM  
**To:** Kevin Pearson  
**Cc:** Carl Bannister; Erin Jackson  
**Subject:** RE: November 9th - final documents

Hi Kevin:

You are correct. The last CEEP version is dated March 2020. "Because of COVID" is definitely the term of the year....

To help with your filing – I found the most relevant emails and attachments:

1. Email March 13, 2020: final draft version of the Salmon Arm CEEP document and edit notes.
2. Email July 31, 2020: Summary report and recommendation memo of July 31, 2020
3. Email September 9, 2020: pdf of the presentation to EAC.
4. Email September 21, 2020: follow up from the presentation to EAC

## Recommendations:

1. Council adopt the CEEP with the updated community GHG reduction target of **80% below the 2007 levels by 2050**. It is further recommended that the City revisit the target, consider interim target emission levels and update this CEEP action plan in five years.
2. Staff consider ways to incorporate the CEEP into other City documents and strategies including the OCP update in 2022.
3. Work with Salmon Arm stakeholders, in conjunction with direction from the Province of BC, to implement CEEP Actions.

And in preparation of November 9<sup>th</sup> Council meeting:

- I intend it to be a shortened version of the EAC presentation, with responses to any EAC questions (if received).
- I will provide the slides to you by November 2
- And, I actually expect to be in Salmon Arm on Nov 9<sup>th</sup> (family) so could attend the meeting at 2:30 pm in person (at my own cost) if this is COVID appropriate.

Take care  
 Trish



Patricia (Trish) Dehnel, RPP MCIP Community Relations Manager  
 Office: (250) 469-6783 ext 702 | Mobile: (250) 505-3246  
 Connecting Communities, Energy & Sustainability



# Salmon Arm CEEP

Community Energy and  
Emissions Plan

Presentation to Council  
Trish Dehnel  
Community Energy Association  
November 9, 2020



## Agenda

- About CEA and Partners for Climate Protection
- Actions and Big Moves
- Salmon Arm CEEP
- Salmon Arm Actions
- Funding & COVID recovery
- Targets
- Recommendations



## About Us



CEA is the only non-profit in BC focused exclusively on supporting local governments and indigenous communities on **CLIMATE** and **ENERGY** activities. Our expertise is helping communities with:



## Our Work



CEA helps communities with:



### INITIATION

- Program design
- Grants
- Regional collaborations



### MANAGEMENT

- Manage advisory committees
- RFPs/Vendor selection
- Contract negotiation & mgmt
- Deployment management
- Financial admin & reporting



### COMMUNICATIONS

- Program branding, marketing & promotion
- Video production
- Digital communications

CEA has expertise in:



**TRANSPORTATION**



**BUILDINGS**

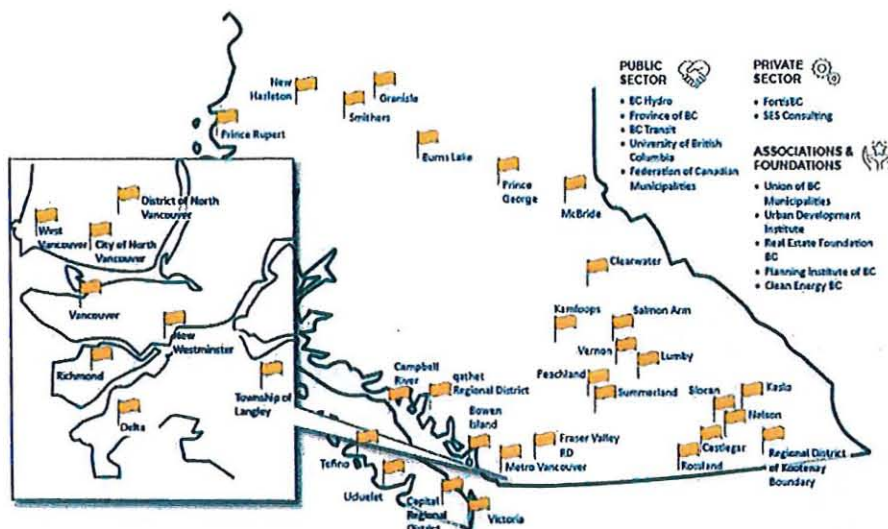


**WASTE**

## Our Members



CEA Members are recognized as leaders in driving climate action in BC and are among the province's most driven advocates for inspiring climate solutions.



## Our Members



## Our Members



## Partners for Climate Protection



1. Establish a baseline GHG inventory and forecast



2. Set GHG reduction targets



3. Develop a local action plan



4. Implement the plan or set of activities



5. Monitor progress and report results



The Partners for Climate  
Protection Program (PCP)

FCM FEDERATION OF CANADIAN MUNICIPALITIES / FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

ICLEI Local Governments for Sustainability

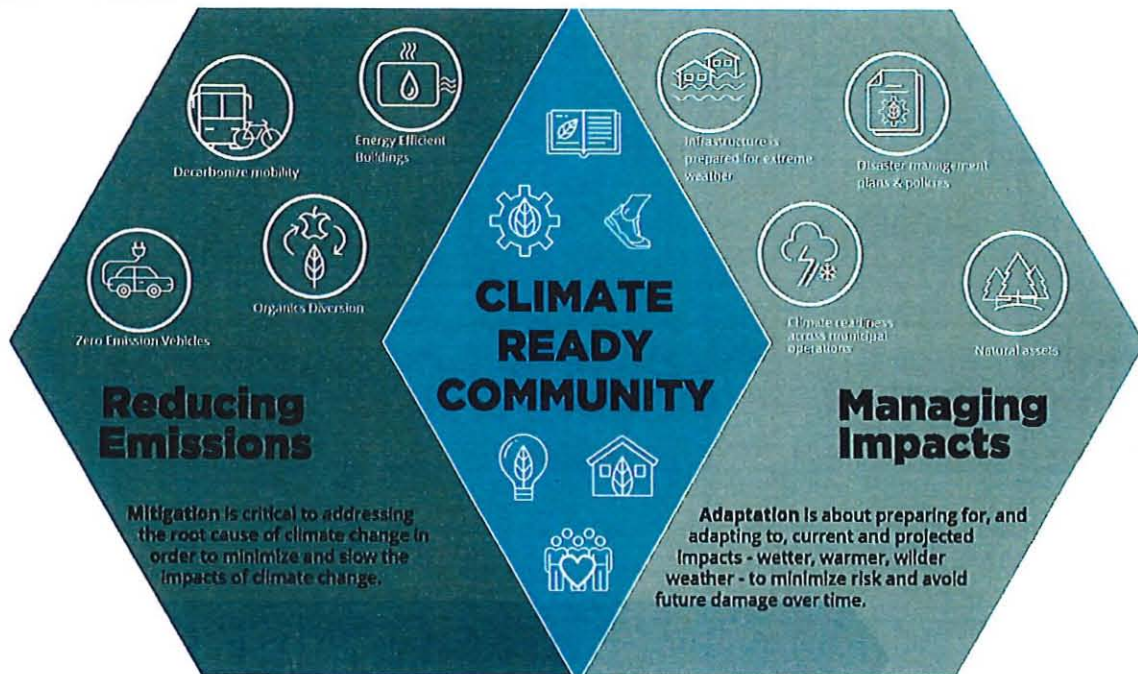
Canada



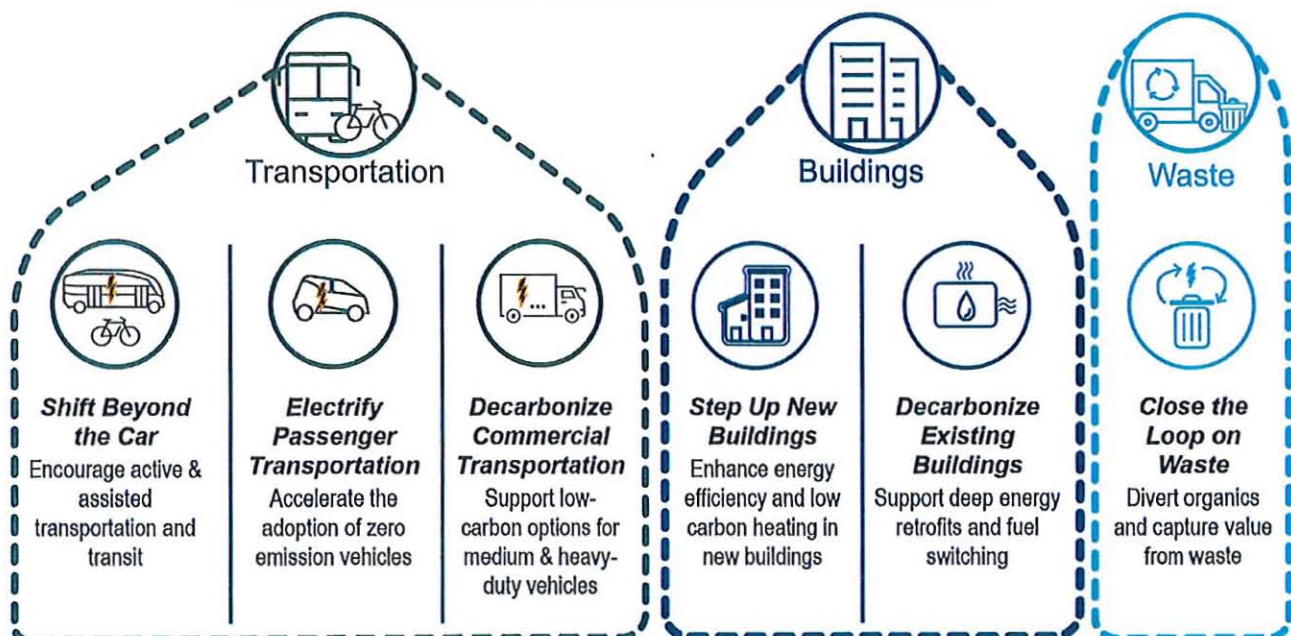
www.fcm.ca/guide



## Reasons for a Plan









## The Big Moves





## Actions

|   |   |   |
|---|---|---|
| <b>Zero Emission Transportation</b> <ul style="list-style-type: none"> <li>• Electrify</li> <li>• Move Beyond Car</li> </ul>         | <b>Zero Emission Buildings</b> <ul style="list-style-type: none"> <li>• Step Code</li> <li>• Retrofits</li> </ul>  | <b>Close the Loop on Waste</b> <ul style="list-style-type: none"> <li>• Divert organics</li> <li>• Capture value</li> </ul>  |
| <b>Organizational</b> <ul style="list-style-type: none"> <li>• Climate Action structure</li> <li>• Climate communication</li> </ul>  | <b>Sequestration</b> <ul style="list-style-type: none"> <li>• Tree bylaw</li> <li>• Landscaping</li> </ul>         | <b>Supportive Actions</b> <ul style="list-style-type: none"> <li>• Water conservation</li> <li>• Food production</li> </ul>  |

## Reasons for a Plan

- Provincial legislation
- Supports other plans
- Supports tourism
- Local economic development, & reduced energy costs
- Healthy, active and resilient community

**SALMON ARM**  
SMALL CITY, BIG IDEAS

## Healthy Built Environment



Diagram Source:

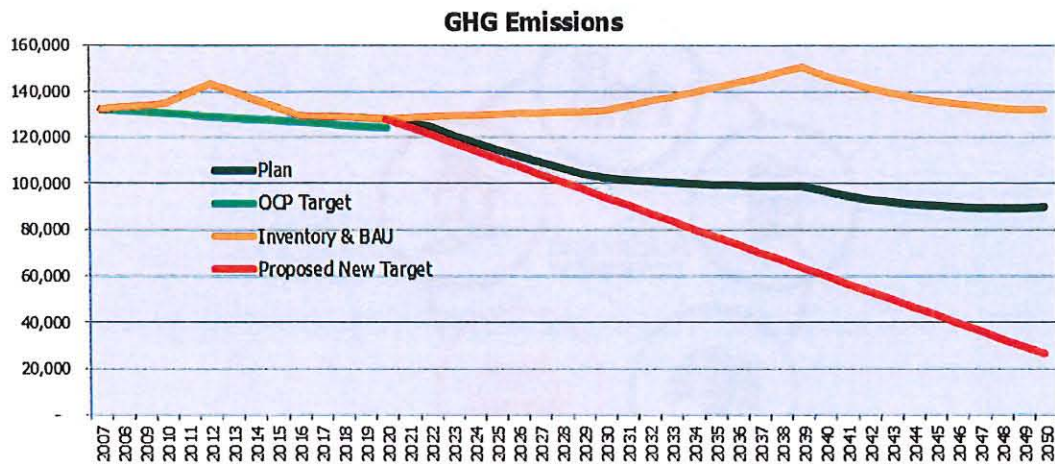
Healthy Built Environment Linkages Toolkit, BC Centre for Disease Control

## Partnerships

Local Government  
Regional District  
Interior Health  
First Nations  
School District  
Age Friendly  
Ministry of Transportation  
BC Transit  
Chambers of Commerce  
Large Employers  
Community Groups  
Utilities

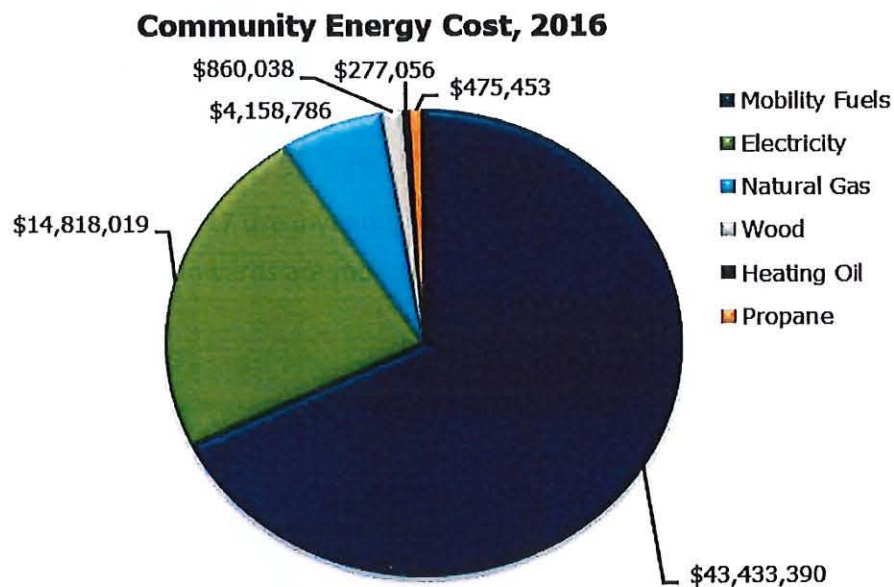


## Targets



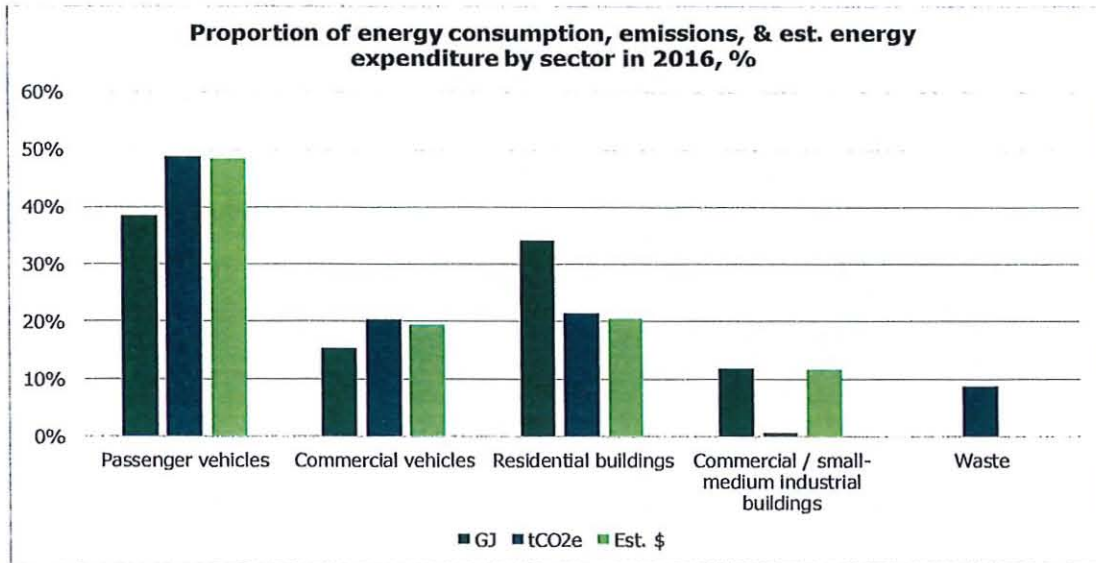
- 2007-2017 use inventory data,
- 2019 onwards are modelling projections only

## Community Energy Spending

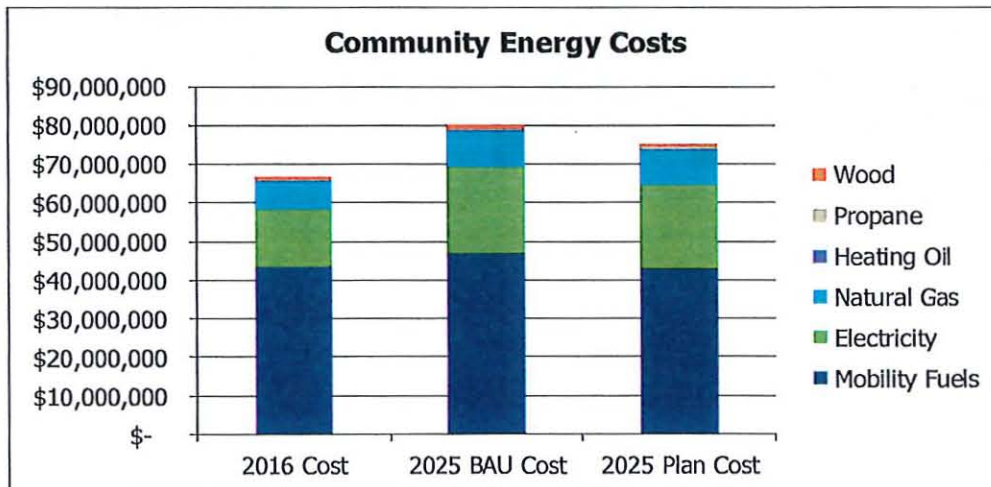




## Current Emissions - Review

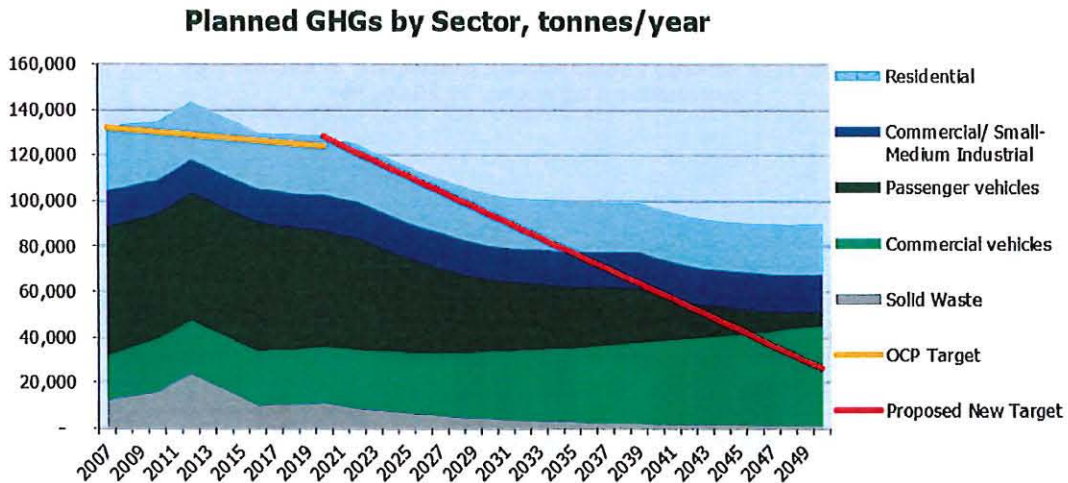


## Energy Costs





## Plan GHGs



- Reduction in GHGs in passenger vehicles due to provincial new sales in EVs

## Salmon Arm CEEP Impact

| GHG reductions<br>(tonnes per year)  | Energy dollars kept in Salmon Arm<br>(dollars per year)   |
|--|---|
| <ul style="list-style-type: none"> <li>• Low Carbon Transportation – especially electrification (9477 tonnes/yr.)</li> <li>• Active Transportation / Transit / Land Use (4872 tonnes/yr.)</li> <li>• Divert organic waste (1715 tonnes/yr.)</li> </ul> | <ul style="list-style-type: none"> <li>• Low Carbon Transportation -especially electrification (\$4,200,000/yr.)</li> <li>• Active Transportation / Transit / Land Use (\$2,900,000/yr.)</li> <li>• Create a retrofit program for deep energy retrofits (\$75,000/yr.)</li> </ul> |

## Low Cost Actions

### Zero Emission

#### Transportation

- *Support and Policy Development to electrify passenger transportation*
- *Public outreach campaign*



### Zero Emission Buildings:

- *BC Energy Step Code education campaign*



### Close the Loop on Waste:

- *Public education campaign for organic waste diversion phase 4/5*
- *Capture the value from biogenic methane / improve landfill gas collection*



## Low Cost Actions

### Organizational

- *Organizational structure for climate action (City Administration)*
- *consider GHGs in every decision for Council*
- *Utilize EAC for communication, promotion, facilitation for long-term, deep community engagement (culture change)*

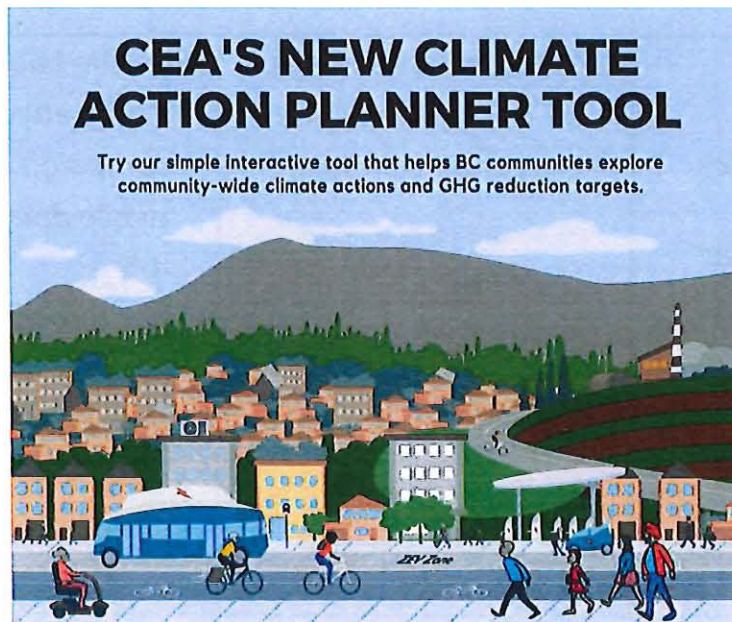


### Sequestration

- *Tree Bylaw*
- *Commercial Development Permit Areas – Landscaping Requirements.*



## Climate Action Planner Tool



## Funding / COVID Recovery

- CEA 2020 Funding Guide for BC Local Governments
- CIVIC Info BC Grant Database
- Province of BC Active Transportation Program
- FCM Community Efficiency Financing
- CleanBC Communities Fund (CCF)
- Better Homes BC & Utilities (Deep Retrofit programs)
- Doing things differently: Clear skies, working in a crisis, working from home, recreation / physical distancing

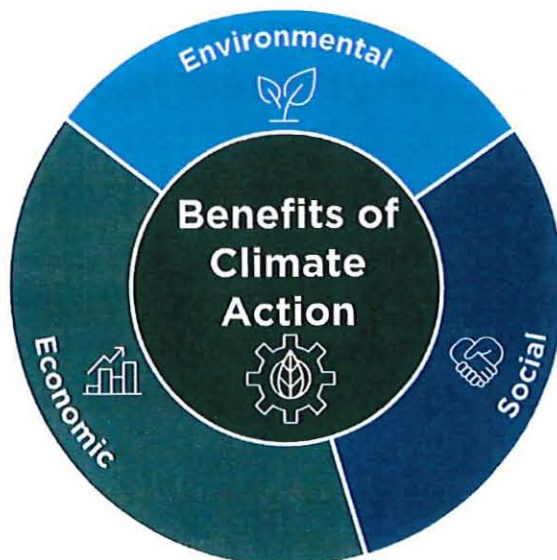


## Stay Connected

- BC Energy Step Code Peer Network
- Link to neighbours: Revelstoke and Vernon CEEPS
- Regional approach: Columbia Shuswap RD
- EV networks: Charge North, Accelerate Kootenays, Okanagan
- CEA membership / policy / research
- FCM-ICLEI and Partners for Climate Protection
- BCMCLC
- Climate Caucus
- UBCM Special Committee on Climate Action

## Integration

Incorporate: OCP  
 Budget: annual  
 Monitor: indicators  
 Convene: Staff & Council  
 Report: CARIP  
 Renew: five years





## Targets

*The City of Salmon Arm will work towards reducing its community greenhouse gas emissions to meet 100% renewable energy by 2050.*

### Recommended Target

**That the City of Salmon Arm community GHG reduction target is to be 80% below 2007 levels by 2050.**

*It is further recommended that the City revisit the target, consider interim target emission levels and update this CEEP action plan in five years.*

## Recommendations

1. Adopt the CEEP with community GHG reduction target of **80% below the 2007 levels by 2050.**
2. Revisit the target and update CEEP in five years.
3. Incorporate into City documents/ OCP update
4. With stakeholder support, implement CEEP Actions.
5. Submit FCM-ICLEI PCP for Community Milestones 1-3.



**Thank you**

**Patricia Dehnel**

Community Relations Manager  
[pdehnel@communityenergy.bc.ca](mailto:pdehnel@communityenergy.bc.ca)  
250-505-3246



**Community Energy**  
Association

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Item 14.3

## CITY OF SALMON ARM

Date: November 9, 2020

**Presentation 4:30 p.m. (approximately)**

**NAME:** Anne Morris

**TOPIC:** ICAN Cities Appeal

### **Vote Record**

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

Opposed:

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



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Item 23.1

**CITY OF SALMON ARM**Date: November 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-520 be authorized for issuance for Lot 3, Section 18, Township 20, Range 9, W6M, KDYD, Plan EPP78527, which will vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 ft) to 4.5 m (14.8 ft);

AND THAT: Issuance of Development Variance Permit No. VP-520 be withheld subject to an amendment, at cost of the applicant, to the Statutory Right of Way registered under CA6583185 to document the area of encroachment of the retaining wall over Statutory Right of Way Plan EPP78528; and should the City require access to the City sewer manhole, any removal or replacement costs for the wall, be the responsibility of the property owner.

**Vote Record**

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

Opposed:

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

**CITY OF  
SALMON ARM**

---

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: October 26, 2020

SUBJECT: Development Variance Permit Application No. VP-520  
Legal: Lot 3, Section 18, Township 20, Range 9, W6M, KDYD, Plan EPP78527  
Civic Address: 3181 Okanagan Avenue NE  
Owner: I. & L. Clark  
Applicant / Agent: Green Emerald Estates / G. Arsenault

---

**MOTION FOR CONSIDERATION**

**THAT:** Development Variance Permit No. VP-520 be authorized for issuance for Lot 3, Section 18, Township 20, Range 9, W6M, KDYD, Plan EPP78527, which will vary Zoning Bylaw No. 2303 as follows:

Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 ft) to 4.5 m (14.8 ft).

**Subject To:** Issuance of Development Variance Permit No. VP-520 be withheld subject to an amendment, at cost of the applicant, to the Statutory Right of Way registered under CA6583185 to document the area of encroachment of the retaining wall over Statutory Right of Way Plan EPP78528; and, should the City require access to the City sewer manhole, any removal or replacement costs for the wall, be the responsibility of the property owner.

---

**STAFF RECOMMENDATION**

**THAT:** The Motion for Consideration be adopted;

---

**PROPOSAL**

The subject property is located at 3181 Okanagan Avenue NE (Appendices 1 & 2). The applicant is requesting a variance to increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 ft) to 4.5 m (14.8 ft). This application is for an existing retaining wall, which was built to the maximum permitted height of 2.0 m (6.5 ft) by a previous owner in 2010. The applicant increased the height of the retaining wall and now a portion of the wall, approximately 4.3 m or 14 ft horizontally is over the maximum permitted height. For safety, the applicant is proposing a 1.2 m (3.9 ft) fence on top of the wall; therefore, the maximum combined height of the retaining wall and fence will be 4.5 metres (14.8 ft). Attached as Appendix 3 is the applicants letter of rationale, a letter of understanding from the property owner and a letter of support from a neighbouring property owner. Site photos are attached as Appendix 4.

## BACKGROUND

The original wall was built to the maximum height of 2.0 metres along the north parcel line of the parent property, 3161 Okanagan Avenue NE. No variance or building permit was required for the wall in 2010 because it did not exceed the maximum height. It was a previous owner's intention to build a higher retaining wall as there is record of a variance permit application (VP-338) made for the wall to increase the height from 2.0 m (6.6 ft) to 4.27 m (14 ft) in 2011. It was noted in VP-338 the wall was built over a statutory right of way for the City's sanitary sewer system. It was also noted that it was the owner's responsibility to provide engineered plans showing the location and cross-sections of the sanitary services and easements in proximity of the retaining wall and how the wall may impact the servicing to surrounding lots and how these services will be accessed for repairs or maintenance in the future.

The previous owner did not continue with the variance permit application nor increase the height of the wall. In addition to VP-338, the previous owner applied to subdivide and rezone the property to R-4, Medium Density Residential; however, the owner never followed through with these development applications and no development ensued. The property was cleared of all trees to prepare for development but remained as vacant bare land with only the retaining wall up until 2018, when the parent property, 3161 Okanagan Avenue NE was subdivided. The subject property was one of the two lots created via this subdivision.

The applicant purchased the property in 2018 and a building permit was issued for the construction of a new house. The building department during their final inspection (August 2020), noted the existing retaining wall was built higher than the maximum 2.0 metres, thus advising the applicant and owner at the time that a variance permit and building permit would be required for the wall.

## STAFF COMMENTS

### Fire Department

No Fire Department concerns.

### Building Department

No concerns with application. Applicant has filed a building permit (16569B) for the retaining wall along with a professional engineer's assessment to ensure structural stability.

### Engineering Department

Engineering Department comments attached as Appendix 5

### Planning Department

The Zoning Bylaw permits a maximum height of 2.0 m (6.5 ft) for retaining walls in all rear and interior side yards in residential zones.

OCP Policy 8.3.22 suggests minimizing cut, fill and retaining walls on hillside areas, as well as the preparation of grading plans prior to servicing and construction. However, due to the topography of Salmon Arm, there are many residential neighbourhoods built on steep slopes and construction of retaining walls is a common approach to creating level backyards in residential neighbourhoods such as this.

In this situation, the applicant increased the height of an existing retaining wall that was already built to the maximum permitted height to achieve a level and more functional backyard. Statutory right of ways are put in place to protect City infrastructure and cannot be tampered with without authorization from the City. To achieve a level backyard, the applicant also raised the level of a City sanitary sewer manhole.

The location of the retaining wall did not change; therefore, the wall is still encroaching on a statutory right of way for the City's sanitary sewer system, see Appendix 6. To address the encroachment, consideration should be given to amending the statutory right of way to document the area of encroachment of the retaining wall and making it the responsibility of the property owner for any removal



or replacement costs for the wall, should the City require. Should Council choose to require the statutory right of way amendment as a condition to issuance of the Development Variance Permit, the applicant would be responsible for all costs associated, including, but not limited to, surveyor and legal fees

### CONCLUSION

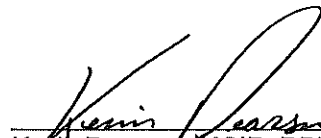
Although the applicant raised the height of the retaining wall without a permit and illegally modified City infrastructure in order to achieve a level backyard, Staff note the following considerations:

1. The wall was built to the maximum permitted height by a previous owner.
2. Only the height of the retaining wall was changed, not the location. Therefore, the wall still exists over a statutory right of way, protecting City infrastructure; and, this is an opportunity to address the encroachment.
3. The added height does not further increase the difficulty to access and maintain City infrastructure.
4. The applicant and owner of the property have initiated consultation with neighbouring property owners.
5. Structural safety of the wall will be ascertained through the building permit process.

The Engineering Department has noted in their referral comments that the retaining wall does not significantly affect access to the sanitary sewer manhole or the ability to operate or maintain the City infrastructure. For this reason and the above noted considerations, Staff support the variance, subject to amending the ROW document to address the retaining wall encroachment and placing responsibility on the property owner to incur any associated costs for the retaining wall, should the City require.



Denise Ackerman  
Planner, Development Services Department



Kevin Pearson, MCIP, RPP  
Director of Development Services



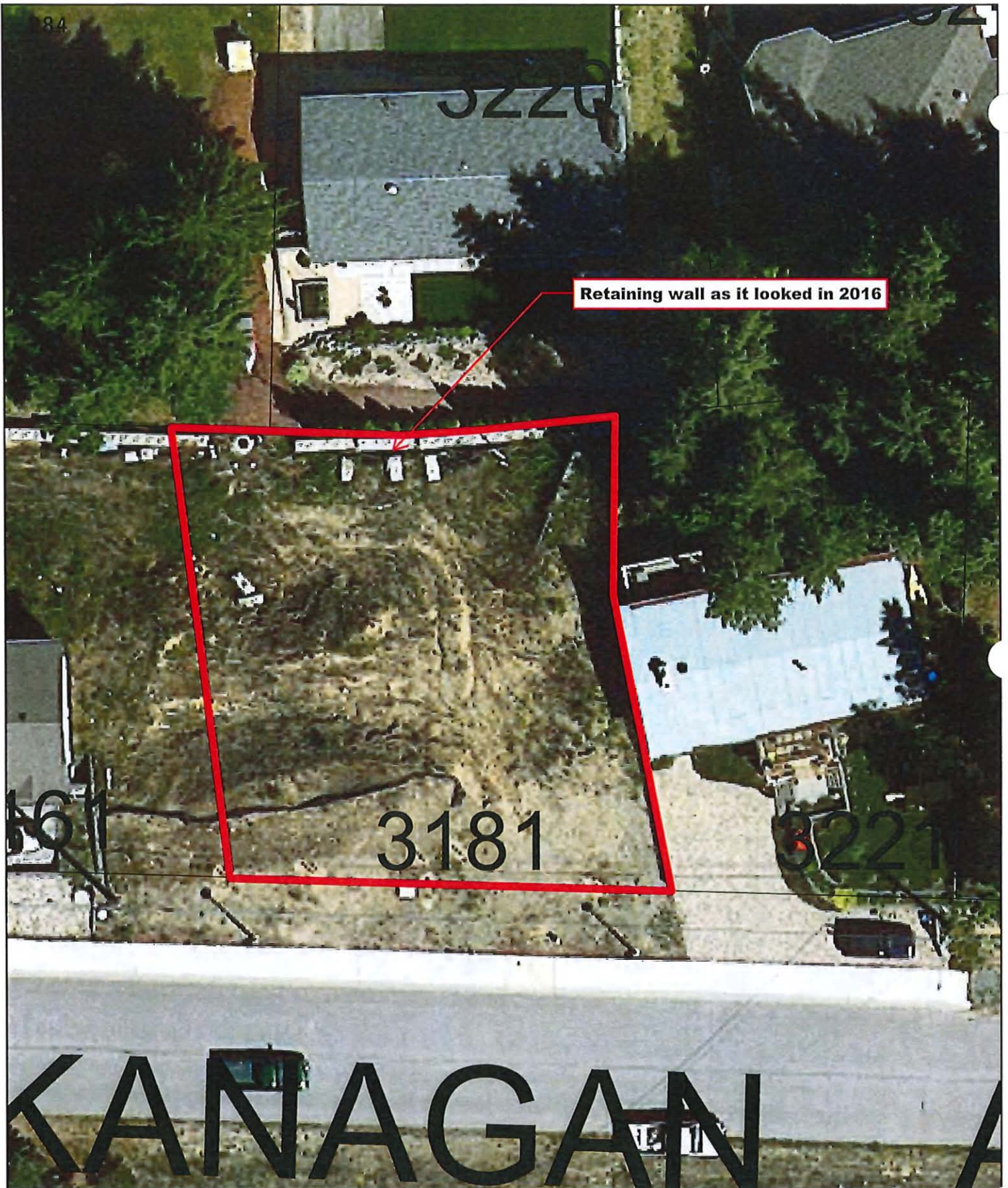


0 1530 60 90 120  
Meters



Subject Parcel





0 1.5 3 6 9 12 Meters



Subject Parcel





Green Emerald Construction Inc.

2100 45<sup>th</sup> Ave. N. E. Salmon Arm, BC, Canada, V1E 2A3

Tel. 250-833-5855

[office@greenemeraldinc.com](mailto:office@greenemeraldinc.com)

[www.greenemeraldinc.com](http://www.greenemeraldinc.com)

August 21, 2020

City of Salmon Arm, Planning Dept.

RE: retaining wall at 3181 Okanagan Ave, NE, Salmon Arm

We are applying for a variance along with a building permit for 2 courses of block. We had thought that the variance would have been done when the original subdivision was built but are now informed that there is no record of that.

In order to cover the sewer easements on the property from the neighbours and make the back yard usable we have had to put 2 more courses of concrete block on the existing 2 block wall that was there.

Without this there would be no usable back yard.

The wall starts at 8 feet for 4 feet at the west end and tapers to four feet or 2 blocks high after 28 feet.

It is made of 2 foot by 2 foot by 4-foot textured concrete blocks with Engineered Geo Textile Fabric between each course tied back into compacted gravel behind and backfilled with the native sand from the site. The Geotech Engineers Stamp is attached.

The owners plan to install a 4-foot black chain link fence along the top with shrubs behind.

Thank you for your consideration.

Questions please contact Gary Arsenault



Page 1 of 2

24 August 2020

Apple Broom Project

1856 - 3181 Okanagan  
Avenue NE  
Salmon Arm, BC

See Notes Below  
And on Page 2 of 2  
for Location of Wall.



### NOTES

Based on field reviews, discussions in December 2018 & observations of backfilling, geogrid placement, interlocking nature of blocks and height & length constructed, lock block retaining structure considered acceptable. No fill to be removed from toe; no new fill to be placed above wall. Railing to be installed.



24 August 2020

Page 2 of 2

AppleBram Project 1856  
24 August 2020

3181 Okanagan  
Avenue NE  
Salmon Arm  
BC

|   |  |  |  |
|---|--|--|--|
| <b>BROWNE JOHNSON</b><br>Land Surveyors   |  | BRITISH COLUMBIA AND CANADA LANDS<br>Box 362, Salmon Arm, B.C. V1E 4H5<br>250-632-9701   office@brownejohnson.com  |  |
| <b>BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE</b>   |  |  |  |
| To: Gary Arsenault<br>c/o Green Emerald<br>2100 45 Avenue NE<br>Salmon Arm, BC, V1E 2A3<br><br>Our File:  |  | Re: Lot 3, Sec 18, Tp 20, Rge 9, W6M<br>KDYD, Plan EPP78527<br><br>Parcel Identifier (PID): 030-354-706<br>Civic Address: 3181 Okanagan Avenue NE, Salmon Arm  |  |
| <p><i>2x2x4' block wall</i><br/><i>Geogrid between each course</i></p> <p><i>8' high</i><br/><i>7' high</i><br/><i>6' to 5' high</i><br/><i>4' high</i></p>   |  | List of documents registered on title which may affect the location of improvements:<br>Statutory Right of Way: CA811185<br>Easement: CA3060066<br>Statutory Right of Way: CA6503185<br>Covenant: CA6503186<br>Easement: CA6503189<br>Covenant: CA7191880  |  |
| <p>Scale 1:150</p> <p>All distances are in metres.<br/>Dimensions derived from Plan EPP78527</p> <p>Offsets from property line to building are measured from the siding unless otherwise noted</p>  |  |  |  |
| The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.<br><br>This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.<br><br>This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 6th day of August, 2020. |  | COPYRIGHT © BROWNE JOHNSON 2020 LAND SURVEYORS<br><br>All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON LAND SURVEYORS.<br><br>THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY OR DIGITALLY SIGNED. |  |
| Joseph Johnson<br>G5W5CT  |  | Digitally signed by Joseph Johnson G5W5CT<br>Date: 2020.08.07 09:03:25 -0700<br><br>BCLS   |  |

**CITY OF**  
**SALMON ARM**

October 13, 2020

Mr. & Mrs. Clark  
 3181 Okanagan Avenue NE  
 Salmon Arm, BC V1E 1E6

Dear Property Owner:

Re: Development Variance Permit No. VP-520 – Retaining Wall in Rear Yard  
 Legal Description: Lot 3, Section 18, Township 20, Range 9, W6M, KDYD, Plan EPP78527  
 Civic Address: 3181 Okanagan Avenue NE

On August 4, 2020 it was discovered that a retaining wall aligned along the rear parcel line of the subject property had been added onto by the previous owner. The wall addition was constructed without a Building Permit and is now over the maximum allowable height of 2.0 metres, which is a contravention of Section 4.12.1 of The City's Zoning Bylaw No. 2303.

The previous owner, Gary Arsenault (Green Emerald Construction), was advised that a Development Variance Permit application would be required to address the bylaw contravention. On August 25, 2020, the City received an application for a Development Variance Permit (VP-520), which requests to Council to vary the maximum height of a retaining wall in conjunction with a fence from 2.0 metres to 4.5 metres. Please note, the 4.5 metres takes into account a 1.2 metre fence on top of the existing retaining wall should that be your plan.

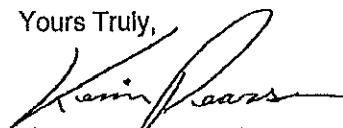
We understand that the property was sold to you on September 21, 2020. Because the application was made by the previous owner, there are several outcomes that you need to be aware of:

1. Should VP-520 proceed to City Council and the height variance not be approved, the wall height will need to be scaled back down to the previous height, which met the Zoning Bylaw requirement.
2. Should VP-520 proceed to City Council and the height variance be approved, you would be required to fulfil the Building Permit requirements for the wall, along with any conditions that Council may require.

In scenario 1., a timeline will be communicated to you for scaling down the wall height. As the previous wall was already at the maximum height, a fence affixed to the top of the wall would not be permitted.

In order to proceed VP-520 to City Council for their review, we require acknowledgment that you wish to proceed with this application and understand the circumstances noted above. Please sign and return this letter to attention of the undersigned via e-mail, [kpearson@salmonarm.ca](mailto:kpearson@salmonarm.ca) or mail or drop off at City Hall. This letter will be attached to the City staff report to Council with the associated Development Variance Permit application

Yours Truly,

  
 Kevin Pearson, MCIP, RPP

cc. Building Department  
 Green Emerald Construction, 2100 – 45 Avenue NE, Salmon Arm, BC V1E 2A3

*The variance was discussed as part of the purchase and Green Emerald will resolve all related issues as my current contractor*

*2020-10-21*

*Ian Clark*

**Subject:** VP-520-retaining wall

Hello Kevin,

Please find attached the signed acknowledgement as requested.

It should be noted that the current wall extends into the neighbouring property and will be removed (roughly one full block) back to the property line which will reduce the total height at the tallest point.

I have spoken with the three neighbouring property owners who are directly effected and understand that all three are supportive with Lorne @ 3150 1st ave providing a signed letter to Green Emerald, Cooper @ 3161 Okanagan Ave in full support while we collaboratively complete landscaping on both of our properties together and Abbey @ 3220 1st ave commenting that I can go as high as I want (because it improves his privacy).

I am also willing to provide cedar hedging at my expense along the bottom of the wall to improve its appearance for the neighbourhood if Lorne and Abbey would like them planted on their properties.

I would like to attend the session if possible in case there are any concerns I can help address and to understand specifically what is required as far as handrails as any requirements for this variance will be borne by Green Emerald who built the wall and continues on site as my current contractor.

Thank you

Ian Clark



Oct 16, 2020

Lorne and Jennie Plett

3150 First Avenue, NE, Salmon Arm, BC.

To Salmon Arm Council:

Regarding Variance for retaining wall at 3181 Okanagan Ave, NE, Salmon Arm.

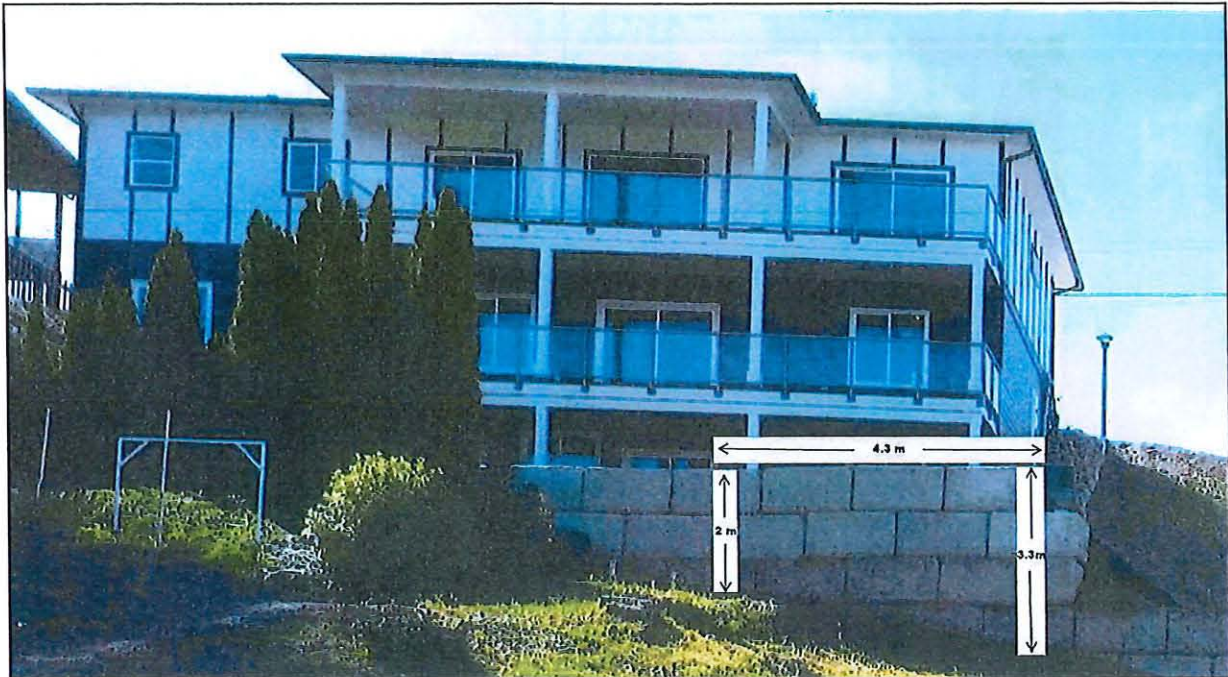
Dear Council,

This wall is at the rear of our property on First Ave.

We have no objection to the wall where it is and its current height.

Sincerely,

*J. Plett*  
*J. Plett*



Approximately 4.3 metres (horizontally) is over the maximum permitted height of 2.0 metres.



Approximate area of encroachment.



View of City sanitary sewer manhole in the statutory right of way.



# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

TO: Kevin Pearson, Director of Development Services  
 DATE: October 21, 2020  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 OWNER: **Green Emerald, 2100 – 45 Avenue NE, Salmon Arm, BC V1E 2A3**  
 APPLICANT: **Green Emerald, 2100 – 45 Avenue NE, Salmon Arm, BC V1E 2A3**  
 SUBJECT: **DEVELOPMENT VARIANCE PERMIT AMENDMENT APPLICATION No. VP-520**  
 LEGAL: Lot 3, 18-20-9, W6M, KDYD, Plan EPP78527  
 CIVIC: **3181 Okanagan Avenue NE**

Further to the request for variance dated September 1, 2020, the Engineering Department offers the following comments:

The applicant has raised the height of the retaining wall and adjacent backyard grade of 3181 Okanagan Ave NE prior to applying for the variance. The retaining wall traverses a statutory right-of-way in favour of the City that protects a sanitary manhole, four services and a sanitary main. In order to lift the backyards, the applicant raised the manhole and services without City authorization.

Engineering and Public Works have visited the site to review the additional retaining wall height and illegal modifications to the adjacent City Sanitary manhole. It was determined that the modifications and retaining wall would not significantly affect access to the City's infrastructure or the ability to operate or maintain the infrastructure.

The existing ROW document registered on title must be amended to address the encroaching retaining wall and state that any removal or replacement costs for the wall should the City require access to our infrastructure will be the responsibility of the property owner.

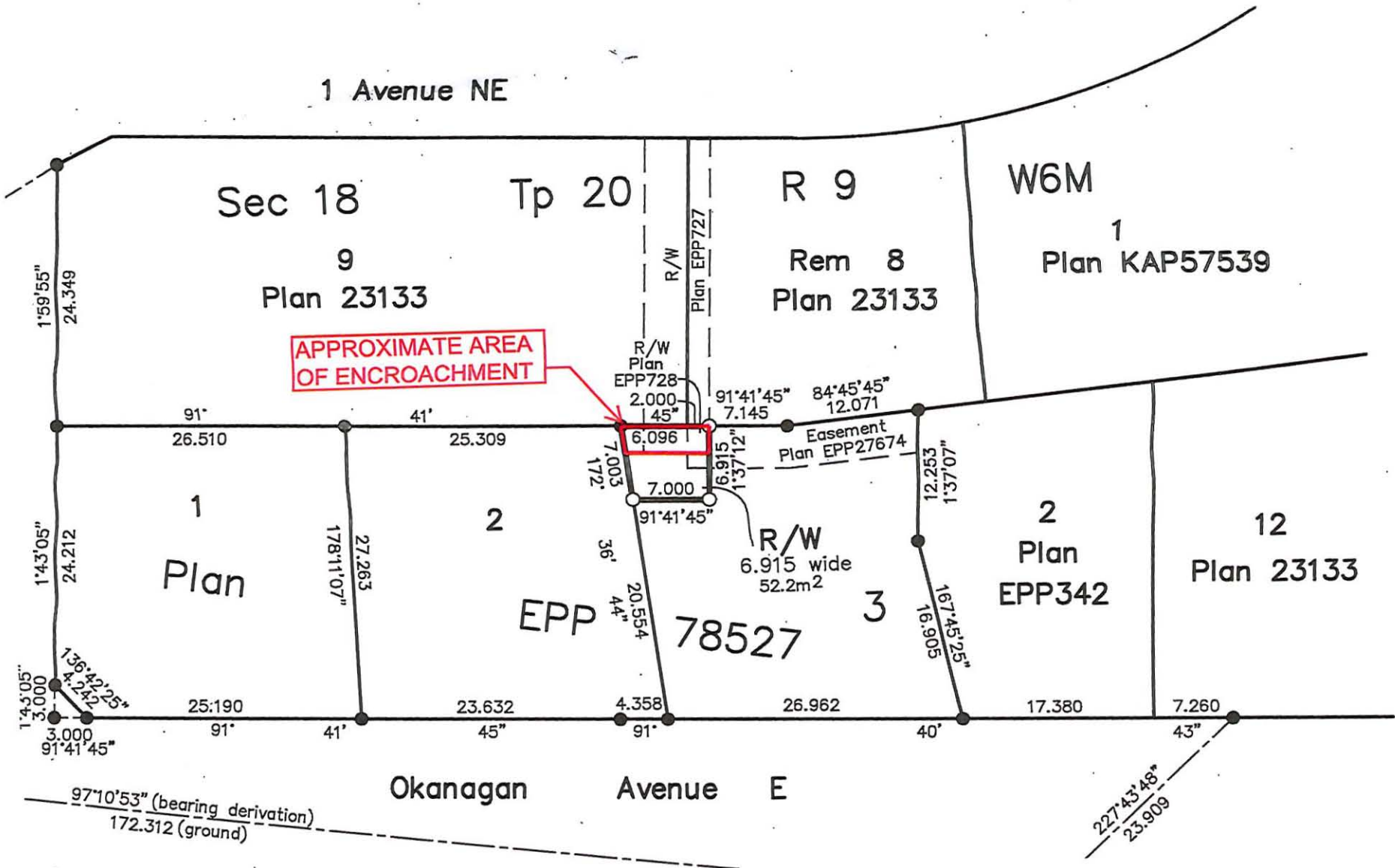
## **Recommendation:**

The Engineering Department has no objection to the proposed variance to increase the height of a retaining wall from 2.0m to 3.3m, subject to amending the ROW document to address the retaining wall encroachment.

  
 Matt Gienger  
 Engineering Assistant

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





Item 27.

## CITY OF SALMON ARM

Date: November 9, 2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of November 9, 2020, be adjourned.

### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

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

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# INFORMATIONAL CORRESPONDENCE - NOVEMBER 9, 2020

- |     |   |   |
|-----|---|---|
| 1.  | Building Department – Building Statistics – October 2020  | N |
| 2.  | Building Department – Building Permits – Yearly Statistics  | N |
| 3.  | W. Spencer – email dated November 2, 2020 – Feedback on CEEP  | N |
| 4.  | M. Dentry – email dated October 20, 2020 – Salmon Arm Energy and Emissions Plan   | N |
| 5.  | M. Brock, Girl Guides of Canada, 2 <sup>nd</sup> Salmon Arm Pathfinders – letter received<br>November 3, 2020 – Use of Blackburn Park Gazebo                  | R |
| 6.  | R. Huls – email dated October 21, 2020 – Shuswap housing  | N |
| 7.  | Storefront Alternate School, School District 83 – email dated November 4, 2020 – Art in<br>Little Mountain  | A |
| 8.  | M. Farnworth, Minister of Public Safety and Solicitor General – letter dated August 14,<br>2020 – Increase to RCMP Personnel Resources                        | N |
| 9.  | M. Sieben, Deputy Solicitor General, Ministry of Public Safety and Solicitor General –<br>letter dated October 28, 2020 – UBCM Annual Convention Process      | N |
| 10. | K. Jardin, Deputy Minister, Ministry of Environment and Climate Change Strategy –<br>email dated October 30, 2020 – 2020 UBCM Convention Meeting              | N |
| 11. | C. Heavener, Provincial Director of Child Welfare – email dated November 2, 2020 –<br>Adoption Awareness Month  | N |
| 12. | K. Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing – letter dated<br>November 2, 2020 – COVID-19 Safe Restart Grant for Local Governments | N |

N = No Action Required  
A = Action Requested  
C = Council Response Attached

S = Staff has Responded  
R = Response Required





**CITY OF SALMON ARM  
BUILDING DEPARTMENT REPORT  
OCTOBER 2020**

LAST YEAR (2019)  
CURRENT MONTH      YEAR-TO-DATE

CURRENT YEAR (2020)  
CURRENT MONTH      YEAR-TO-DATE

|    |   | NO.       | VALUE            | NO.        | VALUE             | NO.       | VALUE            | NO.        | VALUE             |
|----|---|-----------|------------------|------------|-------------------|-----------|------------------|------------|-------------------|
| 1  | New Single Family Dwellings             | 5         | 1,490,000        | 39         | 12,923,000        | 9         | 2,585,000        | 48         | 16,428,785        |
| 2  | Misc. Additions etc. to SFD's           | 14        | 431,050          | 88         | 3,393,888         | 16        | 638,532          | 95         | 4,903,351         |
| 3  | New Single Family Dwellings with suites | 3         | 1,125,000        | 16         | 5,818,000         | 3         | 1,350,000        | 12         | 4,815,000         |
| 4  | New Secondary/Detached Suites           | 1         | 40,000           | 10         | 609,600           | 3         | 285,000          | 14         | 711,200           |
| 5  | New Modulares/MH's (Factory Built)      | 1         | 250,000          | 8          | 1,700,000         | 2         | 255,000          | 16         | 2,931,633         |
| 6  | Misc. Additions etc. to Modulares/MH's  | -         | -                | 12         | 70,770            | 3         | 28,700           | 18         | 377,815           |
| 7  | MFD's (# Units)                         | -         | -                | 5 (73)     | 13,380,000        | -         | -                | 2 (41)     | 6,750,000         |
| 8  | Misc. Additions etc. to MFD's           | -         | -                | 8          | 233,600           | -         | -                | 8          | 102,309           |
| 9  | New Commercial                          | -         | -                | 3          | 7,210,000         | 1         | 2,500,000        | 4          | 5,120,960         |
| 10 | Misc. Additions etc. to Commercial      | -         | -                | 17         | 645,049           | 2         | 16,000           | 13         | 670,630           |
| 11 | New Industrial                          | -         | -                | 4          | 3,569,498         | 1         | 1,750,000        | 2          | 1,850,000         |
| 12 | Misc. Additions etc. to Industrial      | -         | -                | 3          | 1,285,000         | -         | -                | 5          | 1,348,200         |
| 13 | New Institutional                       | -         | -                | 2          | 586,033           | -         | -                | 1          | 15,000            |
| 14 | Misc. Additions etc. to Institutional   | 2         | 27,500           | 9          | 333,500           | -         | -                | 2          | 6,000             |
| 15 | Signs                                   | 1         | 1,500            | 30         | 255,471           | 2         | 5,480            | 15         | 68,044            |
| 16 | Swimming Pools, Pool Buildings          | -         | -                | 3          | 254,000           | 1         | 30,000           | 7          | 407,000           |
| 17 | Demolitions                             | -         | -                | 17         | -                 | -         | -                | 11         | -                 |
| 18 | Temporary Trailers, A & B Permits       | -         | -                | 3          | -                 | 1         | -                | 2          | -                 |
| 19 | Misc. Special Inspections, etc.         | 3         | -                | 30         | -                 | 4         | -                | 19         | -                 |
|    | <b>TOTAL PERMITS ISSUED</b>             | <b>30</b> | <b>3,365,050</b> | <b>302</b> | <b>52,267,409</b> | <b>48</b> | <b>9,443,712</b> | <b>292</b> | <b>46,505,927</b> |

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

Farm building values not included

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

## Caylee Simmons

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**From:** Wayne Spencer [REDACTED]  
**Sent:** November-02-20 5:56 PM  
**To:** Caylee Simmons  
**Subject:** Feedback on CEEP

Dear Sirs, as an individual, I have done a partial review of the recently released CEEP Report, Appendix 2:

To illustrate my point, I reviewed one section of the Appendix 2, which is the heart of the action items or as I prefer to call them, Goals.

It seems to me that this part of the report does not follow a systematic understanding of goals and how they are achieved. Frankly, this Appendix 2 seems to be a mish mash of previous achievements, wishful thinking and possible actions.\ or longer term future goals.

I present below one suggestion to try and focus on what is truly important and to ensure that by having measurable objectives, goals can be achieved.

This process will require some funding and definitely a delegated point staff person at City Hall to lead the process where goals are clarified and differentiated from "Actions" past, present and future.

I think if someone goes through Appendix 2 with this focus the important and achievable goals can be determined and focussed on.

Anyway, attached below is a copy of my input for your consideration:

Sincerely,

Wayne Spencer

To ensure that the many worthwhile actions in Appendix 2 happen in any planning there are 5 components to ensure goals are attained, not just left on paper:

I think each Action should be judged by the following:

1. Specificity [is each Action or Goal specific?] Are they specific or too broad?
2. Measurable [how does the City know if each Action has been attained, how is it to be measured?]
3. Attainable: Is the Action [Goal] attainable?, i.e. is it realistic? Are Resources and staffing attached? Who in the volunteer or partner groups is responsible?
4. Relevant: Is each Action relevant to the climate emergency?
5. Time-bound: Is there a specific date for the Action [Goal] to be achieved? Is this a realistic date and timeline?

If one looks at the Appendix 2, look first at the columns:

1. Action: I think this could be called a Goal, but I suppose Action is ok if all know that this is what is to be achieved. I don't like the word "Action" as it seems to me this is more of what should be done to achieve the Goal, i.e. Goal is a target or an end result, an action to me is the means you get to the Goal

2. Year: Here, they need more specificity, i.e. what month in 2021/2022 [needs to be tied in with final column, mislabeled "Partners"] And who is responsible?

3. Barriers/Opportunities: What is "Discussion"? Barriers/Opportunities? i.e. the specific Action or Goal needs actions or activities to ensure it happens, barriers and Opportunities are of course helpful, but they seem to have confused activities or actions to achieve the goal here. For eg, if we examine the first Action to Adopt zero emission vehicle ready building requirements [MURBS] there should be an action plan of activities, is it the Planning Dept who includes the "requirements", who is responsible, the Planner [see #4 below] Who [what person] includes in OCP, by when? What resources are necessary? Measured how?

4. Partners: This is fine, I suppose, but more importantly, you need a specific person or specific position in the City, who is responsible for achieving a specific goal [ACTION]

As there are lots of partners, just listing them, the Partners, does not ensure that the Action items are going to be achieved.

Are all of the "Partners" responsible for achieving the Action? Who ensures this? If you keep the Partners column, the CEEP needs a Person responsible for each ACTION [or goal as I prefer.]

Comments:

For Action #2:

-In progress - BC Hydro is working on this as a Regional approach So, who liaises with Hydro? What is the City doing? Who is responsible? If in progress, which City Dept and individual is in charge of meeting this goal in 2022? How is goal measured?

-BCH wants to manage now. Previously partnered with community for charging sites: What does this mean? What is the city to do? Who is responsible? BCH? City?

-Consider advertising campaign as tourism link to find local stations [example Accelerate Kootenays] What is this? It sounds like thinking out loud, if there is to be an advertising campaign, someone needs to specify what is being advertized, to who, by what means, and someone needs to be responsible. How will it be measured? By when? Resources to support?

-4 private groups in the process of installing fast chargers. This is a statement, what is the purpose of this in a goal setting document which should be specific, measureable, attainable, relevant, time-bound? It sounds measureable, at least by the private sector but what is the City doing in this regard? Who is doing it? And, when will it be done? Are the "Partners" responsible? BCH/CSA. I would suggest that specific people be identified to ensure this happens and that the City has some goal for their achievement. If BCH is doing part 1, then name a person there who is responsible and someone at the City to ensure it gets done by a specific date in 2022.

For Action #3.

If this is indeed "Done", i.e. City Hall parkade will be electrified, then remove it from this Appendix 2, perhaps a separate Appendix with goals achieved, but it has no place in this document in an Appendix of future Actions or Goals, as it is "Done", completed.

For Action #4

Public outreach campaign for electrifying passenger transportation.



This should read, if it is a true Goal, not an Action, something like this:  
"Create a Public outreach campaign for electrifying passenger transportation"

Actions or Activities to achieve this need specificity, i.e. what will a "public outreach campaign look like? TV, Radio, Videos? Print? Newspapers? Media? Internet? Social Media? dates, person or persons responsible.

If you look at the "Barriers/Opportunities", there are 7 listed:

- i: who will include transportation planning in event planning? Who will contact R&B? Farmers markets etc? What is Ebus to do with this? what is "app"? Who will create ride share, coordinate carpools? by what date? what resources are required? How measured?
- ii: School District has already declared idle free zones at their schools, I believe But what about the City of Salmon Arm? What are they doing? Who will create these zones? How will they be enforced? How will public know? etc etc Does the SD 83 even know about this initiative from the City, if so, who? I was told that "Climate" at SD is on back burner at this time, due to staff changes and Covid related priorities.
- iii. Who will "consider downtown temporary no car/no parking/emission free zone? This needs a person or group? Council? There are 5 Partners mentioned, these could be included only if someone specific in each of these groups is working towards a specific part of the goal.
- iv Promote pedestrian movement? what does this mean? Who will promote this? By when? How? How is it measured? Who is responsible?
- v. Allow for deliveries at certain times: What does this mean? Who will do this? Is this private businesses or the City? should it even be here? How measured?
- vi. Idle Free Campaign: Same questions, a great idea but should read "Create an Idle free campaign, specify the nature of this campaign, by when?, who is responsible?. where will it be? How will it be measured? *\*\*As a point, those who have been in Salmon Arm for any length of time will remember the time when a previous council declared Salmon Arm to be an "Idle Free City". A large banner proclaiming this was hung across the street at Alexander and Hudson. From what I know, nothing came of this worthy goal. No plan, no enforcement, no follow through, no funding to educate the community, and on and on. I think the idea just ended.*
- vii Need cultural shift, public relations, etc etc....It sounds like the EAC is responsible , what resources, who specifically is responsible, by when? How will we know there has been a "Cultural shift" Is this wistful thinking? How do we measure a "cultural shift"? By what date? Who is responsible?

Again, each goal has to be:

Specific, Measureable, Attainable, Relevant, Time-bound, specific people must be responsible, dates have to be realistic, timelines reasonable and doable, resources provided for each one.

I think you can go through the entire document, the Discussion: Barriers/Opportunities seems more like a mix of thinking with some actions, but nowhere do I see specific people responsible, measurements?

I think the CEEP is a good starting point, given the time and effort spent on it, but it needs much work to become a living and attainable document, again, the specifics of goal attainment for each Action [a very poor word], if one thinks of Goals, at least that is the end, the Action, to me is the means to the end, with the other variable considered for each goal:

To repeat: Specific/Measureable/Attainable/Relevant/Time-bound with specific deadlines

Wayne Spencer

Tappen,

British Columbia  
Canada  
V0E 2X1



**From:** Marcus D [REDACTED]  
**Sent:** October-20-20 5:33 PM  
**To:** Caylee Simmons [REDACTED]  
**Subject:** Salmon Arm Energy and Emmissions Plan

Respected Council Members,

Thank you for your dedication and action with this plan to combat climate change and reduce emissions. I am happy to participate by providing my thoughts and some ideas towards this effort, for your consideration.

1. Fuel Consumption Score Card: I noted that the report makes the valid connection that the amount of petroleum fuel sold is an excellent guideline for regional emissions. Fuel has a shelf life, and so it's a safe bet that fuel purchased is fuel burned. I think it might be helpful to continue to advise the public of the connection; that the amount of fuel we purchase is almost exactly the amount of GHG emissions we can expect to produce. A pound of fuel burned is more than a pound of CO2 and water vapor produced (which is also a GHG vector). I propose healthy competition and positive recognition for whomever is consuming the least fuel (you know who you are). At some point, some guidelines as to what is a "sustainable amount" of fuel for a person to feel ok about burning needs to get out there.

2. Wood vs. concrete vs. steel construction: surprisingly, concrete is pound for pound a much higher source of CO2 emissions. There are pressurized wood technologies which allow for construction up to 10 stories or more. Maybe someone from a local mill can speak to this. This is a renewable resource, with plenty of data on life cycle which shows that environmentally, aesthetically, and responsibly, wood is just better. As long as it's not burned, wood is a carbon sink.

In terms of targets, my math says that if we were to use and regrow the entire boreal forest of Canada once every 30 years, we will have captured all of the man made CO2 ever, worldwide after 3 cycles. (so long as the wood is not burned, of course). I'm not proposing we cut down every tree, I'm just framing one outrageous solution where Canada solves this on our own.

3. Carbon Capture technologies: Everyone wants to scrub the atmosphere with fancy turbines and chemical processes in tailing ponds and the like, but let's not forget that trees or grass grown doesn't arise from dirt being sucked up from the ground, it is literally CO2 being turned into cellulose. Let the grass grow, and I recommend we don't burn wood and slag piles: let it compost into the next cycle of life. With Salmon Arm's climate, a pile of leaves and branches raked before winter is a pile of healthy dirt the following mid summer, as long as the rain can fall on it.

Thanks for reading, and I really appreciate and support all your efforts.

Marcus Dentrey  
Salmon Arm



## Wa'ya Spirit District

c/o Maryann Brock  
2190 22<sup>nd</sup> Street NE  
Salmon Arm, BC  
V1E 3E5

To: Salmon Arm City Council

Hello everyone,

I am writing on behalf of Girl Guides in Salmon Arm.

With recent changes to the recommendations related to Covid 19, we find ourselves in a rather tricky situation.

Our National organization has very strict protocols in place to ensure that Guiding does not add to any potential infections, while at the same time supporting the mental & physical health of our girls.

At this precise moment, based on the Interior Health regions information, we are considered in "Indoor 1/Outdoor 2" on the Girl Guide chart of stages (attached), this is reviewed on an ongoing basis. However, the girls I work with would like to continue meeting outside if at all possible, and I strongly support this! We do have an indoor location secured for this group – but outdoor is preferable!

A week ago I had prepared my own yard to be used through the fall/winter for our weekly meetings. We had organized everything from a "camp style toilet" to pop-up shelters, lighting & tables to allow for shelter/physical distancing/personal needs/Covid precautions etc. With the most recent protocols issued by our Provincial Health Officer, we are no longer allowed to meet in personal yards. I totally understand and support this, the potential issues around "policing it" would be a nightmare! I am not arguing this situation – however, it makes life even more tricky when trying to offer safe, supportive, educational meetings for our girls (and the volunteer leaders also)!

We usually meet once a week, however we will often do other activities on weekends as well. So far this year our group of Pathfinders (13-15 year olds) have done anything from scavenger hunts, hiking, canoeing, pumpkin carving, to survival skills – where girls are each given a sheet of plastic, piece of rope, individual camp stove etc. & expected to set up a shelter and manage for the full day (all socially distanced with masks on, in the big outside world). A few pictures are attached 😊

At this time, we are requesting that the City of Salmon Arm permits us to use the shelter that is in Blackburn park for our weekly meetings. Tuesday evenings 6-8:30pm. This would mean we could continue to hold meetings, allowing the girls to continue their program (learning skills, developing a sense of social responsibility, providing community service etc.).

Without an appropriate outside place to hold meetings, we will be limited to choosing to hold our meetings indoors for now (as permitted). This is something I personally am not crazy about! I feel meeting outside/socially distanced is a much safer option. The only other option for us would be



cancelling in-person meetings and "going virtual" which means that we will "lose" the majority of our girls. We did meet virtually for the first 6 months following the original lock-down, we had less than 50% participation and that was because the girls were desperate for the social connection – however, if at all possible meeting in-person even if "at a distance" is much better for their health & well-being!

Obviously, as things change with the pandemic and as our PHO issues new directives we would immediately "fall in line". If need be, cancelling our in person meetings and only returning to them again as permitted.

Guiding runs with the school year – we (like most others) have no idea what the future may hold, but we would like to "Be Prepared" (as is our motto). Therefore, we are asking that we be allowed to use the shelter each Tuesday evening from 6-8:30pm – as long as the health protocols permit it. We would not need any notification from the city as we watch the notices "by the day" and would immediately fall in line. We would not ask for washroom facilities as we will provide our own "camp toilet" which would be put up/taken down each week – being sanitized on an ongoing basis!

I am attaching a copy of the Girl Guides of Canada "stages" related to Covid 19 and our cleaning protocols. Obviously, any recommendations from our Provincial Health Officer supersede these.

Yours truly,

Maryann Brock

Girl Guides of Canada,

2<sup>nd</sup> Salmon Arm Pathfinders









# Return to In-Person Guiding

## Update October 5, 2020

The GGC Return to In-Person Guiding protocols were created to provide a framework for Guiders, girls, members and families to return to in-person activities

The following information was considered when drafting these guidelines:

- ★ Provincial return to school plans
- ★ Provincial day care and day camp guidelines
- ★ Ministries of Public Health
- ★ The Hospital for Sick Children (SickKids) [Updated COVID-19: Recommendations for School Reopening](#)
- ★ Other published scientific opinions, studies and reviews

These recommendations rely on current scientific and public health understanding that COVID-19 transmission is less likely to occur outdoors, and that masks and physical distancing are effective in decreasing the rate of transmission.

## Regional Approach

Across the country COVID-19 restrictions and public risk tolerance vary widely. These protocols are intended to provide a flexible framework that can be implemented regardless of unit location.



Although our GGC guidelines may be more restrictive than many national, provincial, or city recommendations, they are not meant to take the place of any local or federal government guidelines that may ask you to not gather in person. In these instances, GGC Requires strict compliance with regional restrictions and orders you may be subject to.

## Stages

The Return to In-Person Guiding stages are grouped in broad categories, depending on the type of activities that are allowed in each stage.





Stages may be broken down into two or three different levels (for example, Outdoor 1, 2 and 3). These levels allow for different provinces or regions of the country to operate using protocols that are most in line with their public health guidelines.

**Public Health guidelines will take precedence over Girl Guides of Canada protocols.** No unit may operate activities that violate a public health order or guidelines for their location.

**We anticipate that all provinces will be operating in the Outdoor Stage as of September 1.**

Some provinces may be moved to the Indoor Stage during the fall if the COVID-19 situation allows. No province will move to the Indoor Stage prior to mid-October. Even when indoor activities are permitted, outdoor activities will be prioritized for the duration of the fall.

## How Will I Know What Stage My Unit Is In?

The national office will make decisions about the stage that each province/region is in. These decisions will be communicated on an ongoing basis via two methods from the national office.

**Online:** each provincial/regional stage will be posted on [Member Zone](#) and [GirlGuides.ca](#), for both Guiders and families to see.

**Email:** an email will be sent to each unit's Contact Guider when or if a region's stage changes.

When possible, units will be given two weeks' notice of a change to their provincial/regional stage. This will allow units to prepare to run activities under new protocols.

In some circumstances a unit may have to move to a more restrictive stage quickly, for example if their province enters a lockdown period.

## How and When Are These Guidelines Reviewed?

The stages that each province or region is operating under will be re-evaluated on an ongoing basis throughout the Guiding year. Provincial Commissioners and staff will provide input on changes on a quarterly basis. The protocols for each stage will be re-evaluated as the COVID-19 pandemic continues and more data becomes available.







## What Do I Do If Someone Tests Positive or Is Told To Self-Isolate?

All girls, Guiders and/or adult volunteers MAY NOT attend in-person activities if:

- ★ They or a close contact test positive for COVID-19
- ★ They or a close contact is told to self-isolate by Public Health
- ★ They or a close contact are awaiting COVID-19 test results

An individual may return to in-person activities in accordance with the guidelines provided by their local Public Health Unit.

For up-to-date information on how to respond to common COVID-19 scenarios please refer to our [Member FAQs on Member Zone](#).

## Additional Considerations for Vulnerable Populations

If girls or Guiders are part of a vulnerable population, they should be encouraged to speak with their health care provider about best practices for their individual health needs.

Units should implement any additional mitigation steps they deem necessary to support inclusion for girls and Guiders in the unit.

Virtual and anytime Guiding are great options for Guiders and girls who are isolating or who are unable to attend meetings.

## Protocols Required in All Stages



### Self-Assessment and Attendance

No one may attend an in-person activity if they are sick and/or present symptoms similar to COVID-19.

All girls, Guiders, volunteers and adult members attending activities are required to complete [GGC's COVID-19 self-assessment](#) prior to each in-person activity.

Guiders will confirm that the girl/family has completed the self-assessment prior to each in-person activity when the girl is dropped off. Anyone who has not completed the self-assessment or had the self-assessment indicate that they need to be tested or to self-isolate, WILL NOT be able to attend in-person activities.



Guiders will maintain an attendance list that will include completion of all self-assessments and which pod, if any, a girl was in from the previous meeting. Guiders will retain this sheet with the rest of their unit paperwork.

The [self-assessment checklist and attendance form are available on Member Zone.](#)

### Hand Hygiene



All girls, Guiders, volunteers and families must be provided with information about proper hand hygiene. Handwashing or hand sanitizing must be available for the duration of the event/meeting. All participants must wash or sanitize their hands at minimum upon arrival at the unit meeting, prior to leaving the meeting, before and after eating or drinking, before and after touching their face and after using the washroom.

Guiders should make sure they are using a hand sanitizer that is on the [Government of Canada approved hand sanitizer list.](#)

A [hand hygiene resource is available on Member Zone.](#)

### Cleaning



Commonly used hard surfaces such as light switches, tables, door handles etc. should be wiped down at the beginning and end of each in-person meeting. Guiders should make sure they are using a disinfectant that is on the [Government of Canada approved disinfectant list.](#) Shared equipment like markers or balls should also be wiped down before and after use.

## In-Person Cookie Selling and Fundraising

In-person cookie selling and other in-person fundraising may take place as long as they meet the protocols for the Stage that the unit is in. For example, selling cookies in outdoor locations and door-to-door, is permitted in the Outdoor stage, while selling cookies in indoor locations is permitted in Indoor stage.

Detailed information about cookie selling will be released prior to the fall cookie campaign.





## Stage Specific Protocols

### Virtual & Anytime Guiding



#### Permitted Activities

Virtual and Anytime Guiding is permitted. No in-person activities are permitted.



### Outdoor 1

#### Outdoor Day, Virtual & Anytime Guiding



#### Permitted Activities

Only green and yellow activities are permitted.

No overnight activities or travel may take place. No singing is allowed.

#### Physical Distancing

Everyone physically distances 2m.



#### Masks

Required for everyone.



#### Pods

Not required.



#### Gathering Size

Maximum 1 unit.



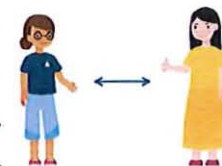
#### Meeting Spaces

Outdoors only. May include tent/picnic shelter with 2+ sides open for maximum ventilation. May be held in member yards or in shared outdoor spaces such as apartment/condo green spaces provided appropriate approval is obtained.



#### Drop Off & Pick Up

Must occur **outside**. Adults must physically distance from other adults. When possible only one adult from each household should drop off girls at a meeting and no extra people should attend drop off/pick up



#### Food and Drink

Sharing food is not permitted. Girls and Guiders can bring their own food and water to meetings. Guiders can provide individually-packaged, commercially packaged or store-bought food (for example, granola bars, Halloween candy, bags of chips/pretzels, etc.). Hands must be washed or sanitized before and after distributing food, and before and after eating or drinking.



#### Washrooms

Encourage families to use the washroom prior to activity. Limit capacity to washroom to allow for physical distancing. Recommendation: 1 person for every 2 toilets (exception made for girls who require support person to use washroom).





## Outdoor 2

### Outdoor Day, Virtual & Anytime Guiding



#### Permitted Activities

Only green and yellow activities are permitted.

No overnight activities or travel may take place. No singing is allowed.

#### Physical Distancing

Everyone physically distances.



#### Masks

Adults required to wear masks.  
Girls may wear masks.



#### Pods

Not required.



#### Gathering Size

Maximum 1 unit.



#### Meeting Spaces

Outdoors only.

May include tent/picnic shelter with 2+ sides open for maximum ventilation.

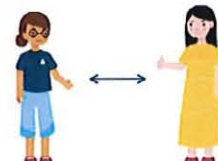


May be held in member yards or in shared outdoor spaces such as apartment/condo green spaces provided appropriate approval is obtained.

#### Drop Off & Pick Up

Must occur **outside**.

Adults must physically distance from other adults and girls.



When possible only one adult from each household should drop off girls at a meeting and no extra people should attend drop off/pick up.

#### Food and Drink

Sharing food is not permitted. Girls and Guiders can bring their own food and water to meetings. Guiders can provide individually-packaged, commercially packaged or store-bought food (for example, granola bars, Halloween candy, bags of chips/pretzels, etc.). Hands must be washed or sanitized before and after distributing food, and before and after eating or drinking.



#### Washrooms

Encourage families to use the washroom prior to activity. Limit capacity to washroom to allow for physical distancing.



**Recommendation:** 1 person for every 2 toilets (exception made for girls who require support person to use washroom).





## Indoor 1

### Indoor 1, Outdoor 2, Virtual & Anytime Guiding – Day Activities Only



#### Permitted Activities

Only green and yellow activities are permitted.

No overnight activities or travel may take place. No singing is allowed.

#### Physical Distancing

Everyone physically distances.



#### Masks

Everyone wears masks.



#### Pods

Not required.



#### Gathering Size

Maximum 1 unit.



#### Meeting Spaces

Outdoor meeting spaces are preferred.

Indoor meeting space must fall within provincial and regional health authorities' guidelines.

Larger meeting spaces with good ventilation such as the ability to open windows are preferred.

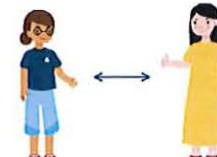


#### Drop Off & Pick Up

Must occur **outside**.

Adults must physically distance from other adults and girls.

When possible only one adult from each household should drop off girls at a meeting and no extra people should attend drop off/pick up.



#### Food and Drink

Sharing food is not permitted. Girls and Guiders can bring their own food and water to meetings. Guiders can provide individually-packaged, commercially packaged or store-bought food (for example, granola bars, Halloween candy, bags of chips/pretzels, etc.). Hands must be washed or sanitized before and after distributing food, and before and after eating or drinking.



#### Washrooms

Encourage families to use the washroom prior to activity. Limit capacity to washroom to allow for physical distancing.

**Recommendation:** 1 person for every 2 toilets (exception made for girls who require support person to use washroom).





## Indoor 2

### Indoor 2, Outdoor 2, Virtual & Anytime Guiding – Day Activities Only



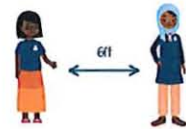
#### Permitted Activities

Only green and yellow activities are permitted.

No overnight activities or travel may take place. No singing is allowed.

#### Physical Distancing

Everyone physically distances, except within pods.



#### Masks

Adults required to wear masks.  
Girls may wear masks.



#### Pods

Girls are in pods of 8 or less. Pods physically distance from each other.



#### Gathering Size

Maximum 1 unit.



#### Meeting Spaces

Outdoor meeting spaces are preferred.

Indoor meeting space must fall within provincial and regional health authorities' guidelines.

Larger meeting spaces with good ventilation such as the ability to open windows are preferred.

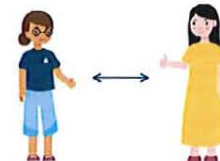


#### Drop Off & Pick Up

Must occur **outside**.

Adults must physically distance from other adults and girls.

When possible only one adult from each household should drop off girls at a meeting and no extra people should attend drop off/pick up.



#### Food and Drink

Sharing food is not permitted. Girls and Guiders can bring their own food and water to meetings. Guiders can provide individually-packaged, commercially packaged or store-bought food (for example, granola bars, Halloween candy, bags of chips/pretzels, etc.). Hands must be washed or sanitized before and after distributing food, and before and after eating or drinking.



#### Washrooms

Encourage families to use the washroom prior to activity. Limit capacity to washroom to allow for physical distancing.

**Recommendation:** 1 person for every 2 toilets (exception made for girls who require support person to use washroom).







# COVID-19 Self-Assessment Check List

Please complete the following questions before every weekly unit meeting.

Name: \_\_\_\_\_

Unit Name: \_\_\_\_\_

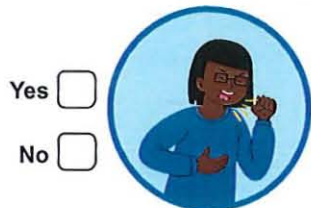
Date: \_\_\_\_\_

Province: \_\_\_\_\_

**Do you have any of the following new or worsening symptoms?**



**Fever/Chills**



**Cough**



**Difficulty breathing/  
Shortness of breath**



**Sore throat/  
Difficulty swallowing**



**Runny nose  
(unrelated to  
seasonal allergies)**



**Loss of taste  
or smell**



**Not feeling well,  
headache, unexplained  
tiredness and muscle aches**



**Nausea, vomiting,  
diarrhea,  
abdominal pain**



Yes ☐

No ☐

**In the last 14 days**, have you had close physical contact with a person who:  
was sick with a respiratory illness (had a new or worsening cough, fever or difficulty breathing)?  
has returned from travel outside of Canada in the last 14 days?  
was a confirmed or probable case of COVID-19?



Yes ☐

No ☐

**In the last 14 days**, have you travelled outside of Canada?



If you answered **YES** to any of these questions, **please self-isolate and do not come to your unit meeting.**

**If you are feeling unwell**, contact your health care provider, or visit the Government of Canada's COVID-19 website to learn more about testing and available resources.





# COVID-19 Outil d'évaluation

Veillez répondre aux questions suivantes avant chaque réunion d'unité hebdomadaire:

Nom: \_\_\_\_\_ Nom de l'unité: \_\_\_\_\_

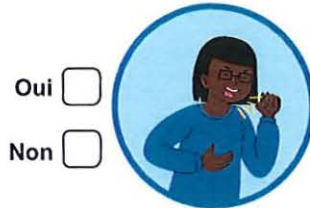
Date: \_\_\_\_\_ Province: \_\_\_\_\_

**Avez-vous constaté l'apparition ou l'aggravation de l'un des symptômes suivants?**



Oui ☐  
Non ☐

Fièvre/Frissons



Oui ☐  
Non ☐

Toux



Oui ☐  
Non ☐

Difficulté à respirer/  
Essoufflement



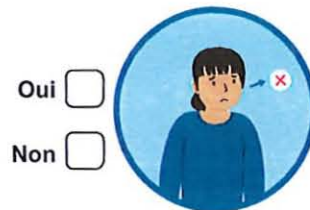
Oui ☐  
Non ☐

Mal de gorge/  
Difficulté à avaler



Oui ☐  
Non ☐

Nez qui coule  
(sans lien avec des  
allergies saisonnières)



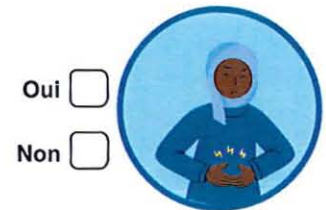
Oui ☐  
Non ☐

Perte du goût  
ou de l'odorat



Oui ☐  
Non ☐

Se sentir mal, maux de tête,  
fatigue sans raison évidente  
et douleurs musculaires



Oui ☐  
Non ☐

Nausées, vomissements,  
diarrhée, maux de ventre



Oui ☐  
Non ☐

**Au cours des 14 derniers jours**, avez-vous été en contact étroit avec une personne qui:  
avait une maladie respiratoire (apparition ou aggravation de l'un des symptômes  
suivants – toux, fièvre ou difficulté à respirer)?  
revenait d'un voyage à l'extérieur du Canada?  
était un cas probable de COVID-19 ou était un cas confirmé de COVID-19?



Oui ☐  
Non ☐

**Au cours des 14 derniers jours**, avez-vous voyagé à l'extérieur du Canada?



Si vous avez répondu **OUI** à une seule de ces questions, **nous vous demandons de ne pas vous présenter à votre réunion d'unité et de vous mettre en isolement.**

**Si vous ne vous sentez pas bien**, communiquez avec votre fournisseur de soins de santé ou consultez le site Web du gouvernement du Canada sur la COVID-19 pour en savoir plus sur les tests et les ressources disponibles.



## Cleaning Protocols

Following proper cleaning protocols helps prevent the spread of COVID-19 and helps keep all of us safe.

### What should I use for cleaning?

Guiders are required to wipe down commonly used hard surfaces before and after every in-person meeting. Shared equipment must be wiped down before and after each use. Check to make sure the disinfectants you're using are on the [Government of Canada's approved list](#).

### What needs to be cleaned and how often?

**Commonly used hard surfaces** (also called high-touch surfaces) must be cleaned before and after every in-person meeting. Examples include:

- Door handles
- Tables and the backs of chairs
- Light switches
- Picnic tables and benches
- Fencepost beside entrance to park area

**Shared equipment** should be wiped down before and after every use. Examples include:

- Sports Equipment
- Art supplies

### Can girls help with cleaning?

Absolutely! Ensure you are following the instructions of the product and following all its safety protocols, such as wearing gloves (if required).

### Do I have to clean the washroom?

No, you are not required to clean washrooms. Ensure your unit is practicing good hand hygiene after using the washroom.

## Budgeting for PPE & Cleaning Supplies

During this Guiding year, units should be prepared to budget unit funds to procure extra PPE and cleaning supplies.

### Can I use unit funds to purchase masks?

Girls and guiders are required to supply their own masks for unit meetings. Unit funds may be used to purchase a small number of extra masks for girls who forget to bring a mask to meetings. Units should purchase a small number of disposable masks for use in First Aid kits.

### How much cleaner/disinfectant should I purchase?

A typical unit will use approximately 1 bottle of disinfectant every 1-2 months. Check to make sure the disinfectants you're using are on the [Government of Canada's approved list](#).

## How much hand sanitizer will my unit require?

Hand sanitizing is only recommended when hand washing facilities are not available. Everyone in your unit should be cleaning or sanitizing their hands roughly 2-4 times each meeting, including arrival and departure.

Public Health recommends using 3mL of hand sanitizer every time you sanitize your hands. If hand washing facilities are not available, the average girl and Guider will use 12mL of hand sanitizer per meeting. One 300mL bottle of hand sanitizer would be suitable for a meeting of 25 people. Hand sanitizer use can be reduced by using hand washing facilities when available.

## Where can I purchase hand sanitizer?

Hand sanitizer is sold in local stores across Canada.

Ensure you are purchasing hand sanitizer that is on the [Government of Canada's approved list](#).

If you cannot find hand sanitizer in local stores you can purchase hand sanitizer online. Some online retailers who have consistently had hand sanitizer available are:

- [Canadian Safety Supplies](#)
- [First Aid Direct](#)
- [Uline.ca](#)
- [Canadian Tire](#)
- [London Drugs](#)
- [Walmart](#)
- [The Dental Market](#)
- [Staples Canada](#)
- [Well.ca](#)

## Is there support if my unit does not have funds to purchase PPE and cleaning supplies?

If your unit does not have adequate funds to purchase PPE and cleaning supplies, please reach out to your Provincial Council for direction.



## Caylee Simmons

---

**From:** Caylee Simmons  
**Sent:** October-26-20 9:12 AM  
**To:** Erin Jackson; Kevin Pearson  
**Subject:** FW: Shuswap housing

Caylee Simmons

**From:** Richard Huls <richhulzy@gmail.com>  
**Sent:** October-21-20 8:03 PM  
**To:** Caylee Simmons <csimmons@salmonarm.ca>  
**Subject:** Shuswap housing

Good  
day,

As it seems inevitable that many people are bound to lose their homes in the next year or 2 as a result of Covid, a viable option for those having to downsize or for those starting out who want to own a home is to buy a tiny home or RV. Although initially affordable to many, the main hurdle will be where to park it. I

would suggest rezoning so those with ample land can have these on their property with a reasonable cap on what they can charge. The extra income could help land owners from having foreclosures and the extra taxes on that income would go back into the system. More important

is to take steps so we don't lose our homes. As an extreme (hopefully) example, if half the people lose their homes due to rocketing inflation, instead of putting into the system, they will be a draw from it instead and ironically the homelessness will increase the more homes become empty, so a cap on mortgage payments or making it easy to have in-home rental suites without the red tape but also with a price cap might be an idea, but of course that would be more of a provincial or federal issue.

As things may change very quickly, it would be good to have the ducks in a row in advance and simplified paperwork for those involved. It would be the worst of times to have red tape and delays as this could literally cost lives. I think we have to agree that things will most likely get quite worse and being prepared to provide as much as we can locally for housing, food, and merchandise will be crucial.

Richard Huls

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>

**Sent:** Wednesday, November 04, 2020 12:05 PM

**Subject:** Online Form Submittal: Mayor and Council

## Mayor and Council

First Name Storefront Alternate School

Last Name School District 83

Address:

Return email address:

Subject: Art in Little Mountain

Body Good day mayor and council,

Our school has worked closely with John Sayer, a local elder, to build relationships that will connect our kids to our community and one of the ways we do this is through a carving program with John. This has created an invaluable relationship that helps our students learn about their indigenous ancestry and culture. John has a number of small carvings which we would like to mount in Little Mountain Park on the trees in the trail system. Our students would do the work under the supervision of John and school staff. Installing these carvings would be a great way to bring some indigenous culture to the local trail system and would help our students build connections and ownership of their community which can help reduce shenanigans like vandalism. We hope you will support our request to access Little Mountain and install these beautiful pieces of artwork.

Storefront Staff

Would you like a response: Yes

### Disclaimer

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

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





August 14, 2020

The Honourable Bill Blair, P.C., M.P.  
Minister of Public Safety and Emergency Preparedness  
House of Commons  
Ottawa ON K1A 0A6

Dear Minister Blair:

Pursuant to subarticle 5.1 of the *Municipal Police Service Agreement*, I am writing to request an increase to the personnel resources, to be recorded in Annex "A", and to be assigned to the Municipal Police Service.

I request an increase of one (1) regular member assigned to the Municipal Police Unit for the City of Salmon Arm, so as to increase the total authorized strength from 19 to 20. As per the terms of the *Agreement*, this increase will take place as soon as practicable within one year of the federal government's receipt of this letter.

The City of Salmon Arm has confirmed their incremental financial commitment for the costs of the requested increase.

This letter and your reply will serve as an amendment to Annex "A". Thank you for your attention to this matter.

Sincerely,



Mike Farnworth  
Minister of Public Safety  
and Solicitor General

pc: Tracy Tulak, Acting Chief Financial Officer, City of Salmon Arm  
C/Supt. Brad Haugli, District Commander, South East District  
S/Sgt. Scott West, OIC, Salmon Arm Detachment  
Maricar Bains, Regional Director, Financial Management, RCMP "E" Division  
Hwan-Joo Park, Establishment Assistant, RCMP "E" Division  
Melissa Yau, Research & Policy Analyst, Ministry of Public Safety and Solicitor General

Ministry of  
Public Safety  
and Solicitor General

Office of the Minister

Mailing Address:  
Parliament Buildings  
Victoria BC V8V 1X4

Minister  
of Public Safety  
and Emergency Preparedness



Ministre  
de la Sécurité publique  
et de la Protection civile

Ottawa, Canada K1A 0P8

16 OCT. 2020

The Honourable Mike Farnworth, M.L.A.  
Minister of Public Safety and Solicitor General  
Parliament Buildings  
Victoria, British Columbia V8V 1X4

Dear Minister:

Thank you for your correspondence of August 14, 2020, requesting an increase of one Royal Canadian Mounted Police (RCMP) Regular Member (RM) to the Municipal Police Service for Salmon Arm, British Columbia.

I appreciate that your request for the additional one RM was identified in the 2019 Multi-Year Financial Plan for Fiscal Year 2020-2021.

As stipulated in the Municipal Police Service Agreement, Canada has up to one year from a formal written request and confirmation of the corresponding financial commitment to fulfill a resource requirement. When the position is filled, the Commanding Officer of the RCMP in British Columbia will advise you accordingly.

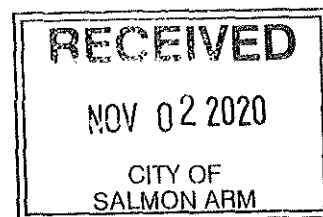
Thank you again for taking the time to write.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "W. Blair".

The Honourable Bill Blair, P.C., C.O.M., M.P.

c.c.: Commanding Officer - "E" Division  
Royal Canadian Mounted Police



October 28, 2020

His Worship Alan Harrison  
Mayor of the City of Salmon Arm  
Box 40  
Salmon Arm BC V1E 4N2

Dear Mayor Harrison:

On behalf of the Ministry of Public Safety and Solicitor General, I would like to thank your delegation from the City of Salmon Arm for meeting at this year's virtual Union of British Columbia Municipalities (UBCM) Annual Convention process. Due to the evolving COVID-19 pandemic, we have had to develop new approaches and adaptations to many aspects of our everyday life. I appreciate your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to meet.

As government is currently in a transition period due to the provincial general election, I am writing to follow up on your discussion with Minister Mike Farnworth regarding provincial RCMP resourcing.

I understand your concerns with respect to level of provincial resources at the integrated Salmon Arm RCMP Detachment. Government is aware of the front-line resourcing pressures on the BC Provincial Police Service (PPS). In 2019, the Province provided funding to the RCMP for an additional 30 Regular Members for the PPS. These were allocated to augment front-line resourcing at the highest risk, greatest need Provincial Detachment Units across the province, as identified by the RCMP based on a variety of police workload, crime statistics, and contextual factors. I am aware that the Salmon Arm Provincial Unit was not identified as part of this process; however, let me assure you that the ministry continues to work with the RCMP, and internally to government, to address front-line, uniformed provincial police resourcing.

You may be interested to know that this funding also included the creation of the Provincial Support Team (PST) to be a mobile, responsive unit supporting Provincial Detachment Units experiencing resourcing pressures. Should the Salmon Arm Provincial Unit be experiencing front-line resourcing pressures due to vacancies, absences, or emergencies, the PST is available upon request to assist front-line needs in the provincial jurisdiction.

.../2

His Worship Alan Harrison  
Page 2

I value these important opportunities to exchange ideas and share information. Through continued collaboration, I am confident that we can work together to increase the safety and security of the City of Salmon Arm. All topics brought up in your meeting will be shared with the incoming Minister.

Thank you, again, to your delegation for the meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Sieben', with a stylized, flowing script.

Mark Sieben  
Deputy Solicitor General

pc: Brenda Butterworth-Carr, Assistant Deputy Minister



**From:** Deputy Minister ENV:EX  
**Sent:** October 30, 2020 2:39 PM  
**To:** Alan Harrison  
**Subject:** 2020 UBCM Convention Meeting with Ministry of Environment and Climate Change Strategy

Reference: 361761

*October 30, 2020*

His Worship Mayor Alan Harrison  
and Councillors  
City of Salmon Arm  
Email: [aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)

Dear Mayor Harrison and Council:

I am writing to follow up on the meeting between the City of Salmon Arm and the Ministry of Environment and Climate Change Strategy at the 2020 Union of British Columbia Municipalities (UBCM) Convention. Although the COVID-19 pandemic prevented us from meeting in person, the Minister and I were pleased to have the opportunity to discuss issues of mutual importance. As a provincial election has been called, I am pleased to have the opportunity to respond.

Whether online or in person, the annual UBCM Convention offers an important opportunity for local governments to have conversations and outline priorities with the provincial government. These meetings help to inform ministries on issues that matter most to British Columbians. We hope that you continue to engage with the ministry on issues that matter to you and your community so that we can continue to move forward with our goal of building a strong, sustainable, innovative economy, a cleaner environment, and healthy communities that work for everyone.

We appreciated the opportunity to meet with you to discuss important issues and topics of shared interest. The ministry welcomes your input regarding potential products for inclusion in the Recycling Regulation and policy initiatives to minimize waste. We look forward to receiving your feedback on our Recycling Regulation Policy Intentions Paper. I appreciate that you also raised the issue of invasive clams in your local lake and I understand that work is underway between the Province (specifically, the Ministry of Environment and Climate Change Strategy and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development), the Columbia Shuswap Regional District and the Columbia Shuswap Invasive Species Society to assess the extent of infestation and control options.

Thank you again for taking the time to meet. We look forward to continuing to work closely with you in the future.

With best regards,  
Kevin Jardine  
Deputy Minister

cc: James Mack, Assistant Deputy Minister, Environmental Sustainability and Strategic Policy Division, Ministry of Environment and Climate Change Strategy  
Laurel Nash, Assistant Deputy Minister, Environmental Protection Division, Ministry of Environment and Climate Change Strategy

## Caylee Simmons

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**From:** MCF Info MCF:EX [REDACTED]  
**Sent:** November-02-20 9:14 AM  
**To:** Caylee Simmons  
**Subject:** E-mail from the Provincial Director of Child Welfare and the Provincial Director of Adoption

**VIA E-MAIL**

Ref: 254717

His Worship Mayor Alan Harrison  
City of Salmon Arm  
E-mail: [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca)

Dear Mayor Harrison:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are honoured to once again acknowledge November as Adoption Awareness month. This month of recognition encourages us to reflect on those families in our province who have opened their hearts and lives through adoption. This November is like no other as we face the challenges of a global pandemic – however, the need for adoptive families for children and youth waiting in foster care remains and the work to find those families continues.

Our wish is that growing up in a permanent and loving home is a reality for all children and youth in British Columbia. Unfortunately, there are hundreds of children and youth in foster care still hoping to find a family to call their own. Adoption can provide some of the most vulnerable young people in our communities with families who will provide support and guidance to grow into adulthood and future citizens.

Celebrating November as Adoption Awareness month is not the only way your community can support adoptive parents and those who might choose to adopt in the future. Even in these times of COVID-19 precautions, you can organize an online information session for prospective parents in your community or a virtual celebration for those who are already adoptive parents. You can explore the variety of virtual adoption awareness events happening around our province in November here: <https://www.bcadoption.com/aam>. If you would like more guidance or information on how to champion and raise awareness about adoption, please connect with Ministry of Children and Family Development (MCFD) staff at [MCF.AdoptionsBranch@gov.bc.ca](mailto:MCF.AdoptionsBranch@gov.bc.ca).

An important resource for all those involved in adoptions in British Columbia is [The Adoptive Families Association of British Columbia](#), which has been a support for adoptive families in British Columbia for over forty years. You may wish to [connect with the association](#) to learn more about your community's involvement in virtual adoption events, their contact information, as well as contact information for the licensed adoption agencies in British Columbia and more.

[Adopt BC Kids](#) is an online portal that allows citizens of BC to complete an adoption application 24 hours a day, seven days a week. We encourage you to take the time to explore this resource and provide it to any community members who are interested in adopting a child in foster care.



On behalf of MCFD, thank you for leading your communities and supporting both those who have opened their homes and hearts and those who might do so in the future. With your help and support, more children and youth will find their forever homes.

Sincerely,

Cory Heavener  
Provincial Director of Child Welfare

Renaa Bacy  
Provincial Director of Adoption

*Sent on behalf of the Provincial Directors by:*



**Client Relations Branch**  
Executive Operations  
Ministry of Children and Family Development



November 2, 2020

Ref: 257671

Carl Bannister  
Chief Administrative Officer  
City of Salmon Arm  
Box 40  
Salmon Arm BC V1E 4N2

Dear Carl Bannister:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Salmon Arm** is the recipient of a **\$3,598,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2



Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an "adjusted per-capita" amount. The flat amount is \$169,000, and the "adjusted per-capita" amount is \$308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of **19,299** to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: [Jennifer.Richardson@gov.bc.ca](mailto:Jennifer.Richardson@gov.bc.ca), or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna  
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch  
Tracy Tulak, Chief Financial Officer, City of Salmon Arm

**Attachment: Example Calculation for a Municipality with 43,000 People**

**City of Rockridge**

|                             |   |
|-----------------------------|---|
| Population                  | <b>43,000</b>                           |
| Adjusted Per Capita Funding | <b>\$308.34</b> per adjusted population |
| Flat Funding Amount         | <b>\$169,000</b>                        |

**Funding model**

| A                |         | B       |                      |                      |                          |                        |
|------------------|---------|---------|----------------------|----------------------|--------------------------|------------------------|
| Population Range |         | C=B-A   | D                    | E = C (up tp 43,000) | F = E x D                | F                      |
| From             | to      | Range   | Adjustmen<br>t Ratio | Rockridge<br>Pop     | Adjusted Pop<br>Calc     | Adjusted<br>Pop        |
| -                | 2,000   | 2,000   | 1                    | 2,000                | = 2,000 x 1              | 2,000                  |
| 2,001            | 5,000   | 3,000   | 0.8                  | 3,000                | = 3,000 x 0.8            | 2,400                  |
| 5,001            | 10,000  | 5,000   | 0.6                  | 5,000                | = 5,000 x 0.6            | 3,000                  |
| 10,001           | 20,000  | 10,000  | 0.4                  | 10,000               | = 10,000 x 0.4           | 4,000                  |
| 20,001           | 40,000  | 20,000  | 0.2                  | 20,000               | = 20,000 x 0.2           | 4,000                  |
| 40,001           | 150,000 | 110,000 | 0.1                  | 3,000                | = 3,000 x 0.1            | 300                    |
| 150,001          | 900,000 | 750,000 | 0.05                 | -                    | = 0 x 0.05               | -                      |
| Sum              |         |         |                      | <b>43,000</b>        |                          | 15,700 G=ΣF            |
|                  |         |         |                      |                      | Per capita funding       | <b>\$308.34</b> H      |
|                  |         |         |                      |                      | Funding per Adjusted Pop | 4,840,938 I=GxH        |
|                  |         |         |                      |                      | Flat Funding Amount      | <b>169,000</b> J       |
|                  |         |         |                      |                      | Total Funding Amount     | <b>5,009,938</b> K=I+J |

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).

<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>

November 4, 2020

To: Whom it May Concern

Re: ALR Application 61443

## **1.0 Introduction**

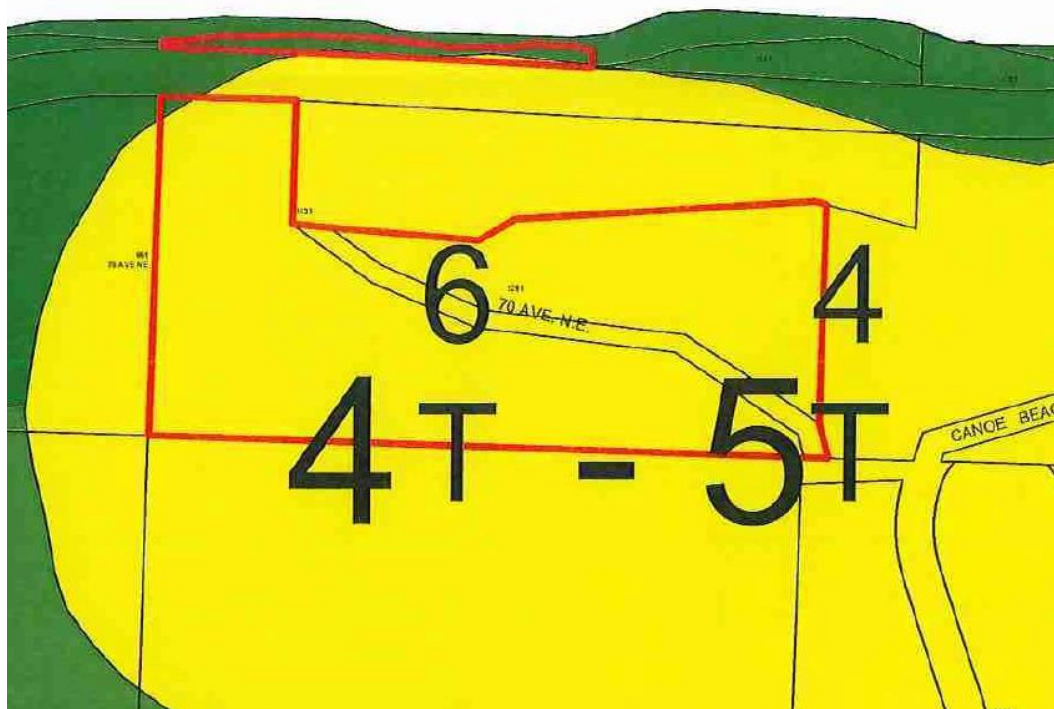
I have been asked by the applicant, Richard Smith, to provide an opinion on the impact on agriculture from this application. The applicant seeks to exclude 1.862 ha of land within the Agricultural Land Reserve and include some 1.865 ha.

I inspected the property on November 3, 2020. I have been provided with maps produced by Brian Sansom, P.Eng.

## **2.0 Soils Information**

According to the Canada Land Inventory maps, the parcel lies within a landform that is classed as 60% Class 4 limited by topography and 40% Class 5 limited by topography in both the unimproved and improved categories. These classifications are shown in Figure 1.

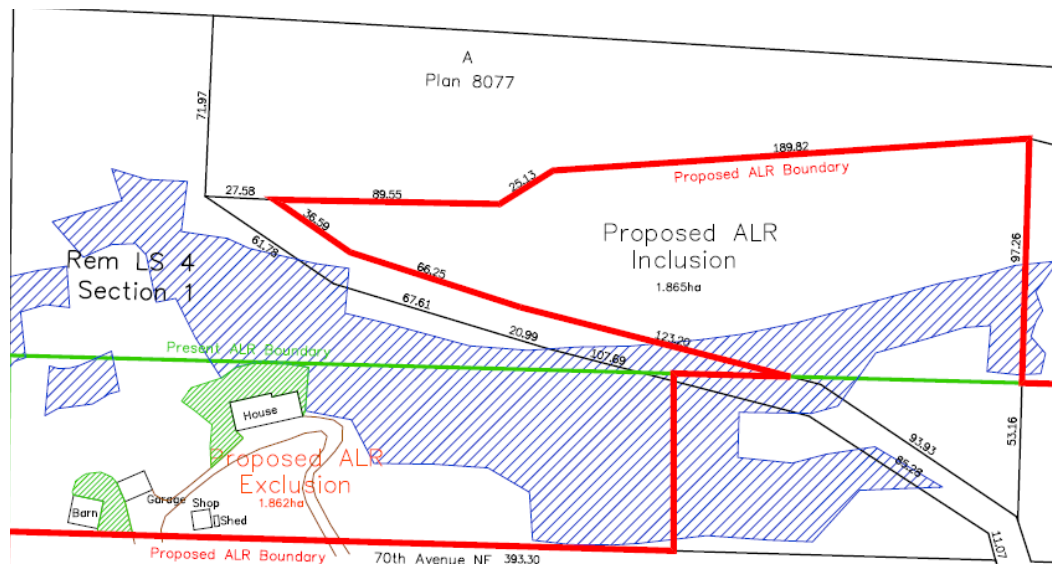
**Figure 1: Canada Land Inventory Classification of Subject Parcel**





However, the Sketch Map of the proposal includes a hatching taken from the City of Salmon Arm contour analysis of slopes over 30%. This hatching is shown in Figure 2.

**Figure 2: Sketch Map of Proposal**



In understanding the role of slopes in the Canada Land Inventory, I referred to the document, *Land Capability Classification for Agriculture in British Columbia* produced by the Ministry of Environment, Surveys and Resource Mapping Branch and the Ministry of Agriculture and Food, Soils Branch in April 1983. It is available online in the Agricultural Land Commission library although I have had a copy for reference for some years. I further consulted with Melanie Piorecky, P.Ag., a Pedologist qualified under ALC Policy P-10, *Criteria for Agricultural Capability Assessments*. She confirmed<sup>1</sup> that this manual is current in providing the criteria for slope assessment.

With regard to slopes over 30%, the manual states:<sup>2</sup>

CLASS 6T: Slopes, either simple or complex, varying from 31 to 60% and the land in its present condition provides sustained natural grazing for domestic livestock.

CLASS 7T: Slopes, either simple or complex, greater than 30%. The land in its present condition is not useable for either arable agriculture or sustained natural grazing by domestic livestock.

The question for me to answer was whether the land in its present condition is suitable for sustained natural grazing (Class 6) or not (Class 7).

The sloped area is well treed with mosses and litter on the forest floor as shown in Photograph 1.

<sup>1</sup> Email to the Author from Melanie Piorecky, P.Ag., November 2, 2020.

<sup>2</sup> Ministry of Environment, Surveys and Resource Mapping Branch and the Ministry of Agriculture and Food, Soils Branch, *Land Capability Classification for Agriculture in British Columbia*, April 1983, Page 29.





**Photograph 1: Forest Floor of Proposed Exclusion**

Therefore, it is my opinion that the area is not suited for either arable agriculture or sustained natural grazing. The appropriate classification according to the manual is then 7T.

It should be noted that the landform to the east of the subject is classed as 70% Class 7 and 30% Class 4 both limited by topography. Given that these classifications were made using aerial photography<sup>3</sup>, I assume that the classifiers missed the subject slopes, probably because of forest cover.

Apart from the limitations from topography, the parent materials are clay as shown in Photograph 2.

---

<sup>3</sup> Runka, G.G., P.Ag., *Methodology, Land Capability for Agriculture*, B.C. Land Inventory (CLI), Soil Survey Division, B.C. Department of Agriculture, Kelowna, B.C., January, 1973



**Photograph 2: Cut showing the Parent Clay Material**

The area proposed for inclusion in the ALR does not have the topographical limitation so good agricultural production should be expected. The area is currently used for pasture (Photograph 3) and Haskap berries (Photograph 4).



**Photograph 3: Pasture Land on the Proposed Inclusion**





**Photograph 4: Haskap Berry Plants**

The berry plantation is below the half acre maximum allowed for irrigation by the City of Salmon Arm bylaw.

### **3.0 Analysis and Opinion**

According to the sketch maps provided, the area proposed for exclusion has 7,500 m<sup>2</sup> of slopes greater than 30%. Given the criteria in the manual, the area should have been classified as Class 7 and therefore should not have been included in the Agricultural Land Reserve. The issue was not problematic until Mr. Smith wished to use a Carriage House as a second dwelling. Then, it became a problem. By excluding that part of the parcel, Mr. Smith would be free to continue his plans. In my opinion, the development would have no impact on agriculture since there is none on this part of the parcel.

On the other hand, the area slated for inclusion is arable and is being used for small farming. Therefore, its inclusion in the ALR formalizes a current use.

The current purposes of the Commission are:

- (1) The following are the purposes of the commission:

- (a) to preserve the agricultural land reserve;
  - (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest;
  - (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.
- (2) The commission, to fulfill its purposes under subsection (1), must give priority to protecting and enhancing all of the following in exercising its powers and performing its duties under this Act:
- (a) the size, integrity and continuity of the land base of the agricultural land reserve;
  - (b) the use of the agricultural land reserve for farm use.

While the proposed exclusion removes a piece of the ALR contiguous to the area to the south, the inclusion is contiguous to the ALR to the east of the exclusion. Thus, the continuity and integrity of the land base is maintained while the size is not changed significantly. Further, the inclusion of land currently being farmed will satisfy the need to consider the use of the ALR for farm use.

I remain available to discuss my findings and opinion in this letter.

Respectfully submitted,

A handwritten signature in dark ink, appearing to be 'R.G. Holtby', with a long, sweeping horizontal line extending to the right.

R.G. (Bob) Holtby, P.Ag.




# Sketch Plan of Proposed ALR Inclusion/Exclusion Exchange

## LS 4, Sec 1, Tp 21, R 10, W6M, KDYD, W6M

except Plans 31 and 8077

|                                      |         |
|--------------------------------------|---------|
| Areas:                               |         |
| Proposed to Include:                 | 1.865ha |
| Propose to exclude:                  | 1.862ha |
| Area presently within ALR unuseable: |         |
| Buildings:                           | 600m2   |
| Driveway:                            | 860m2   |
| Lawn:                                | 1125m2  |
| Slopes over 30%:                     | 7500m2  |
| Total unasable:                      | 1.009ha |

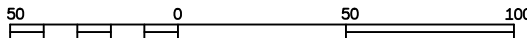
 Areas over 30% slope (City of SA contour analysis)

Notes:

Date of Sketch: November 3, 2020

Site information provide by owner and aerial imagery.

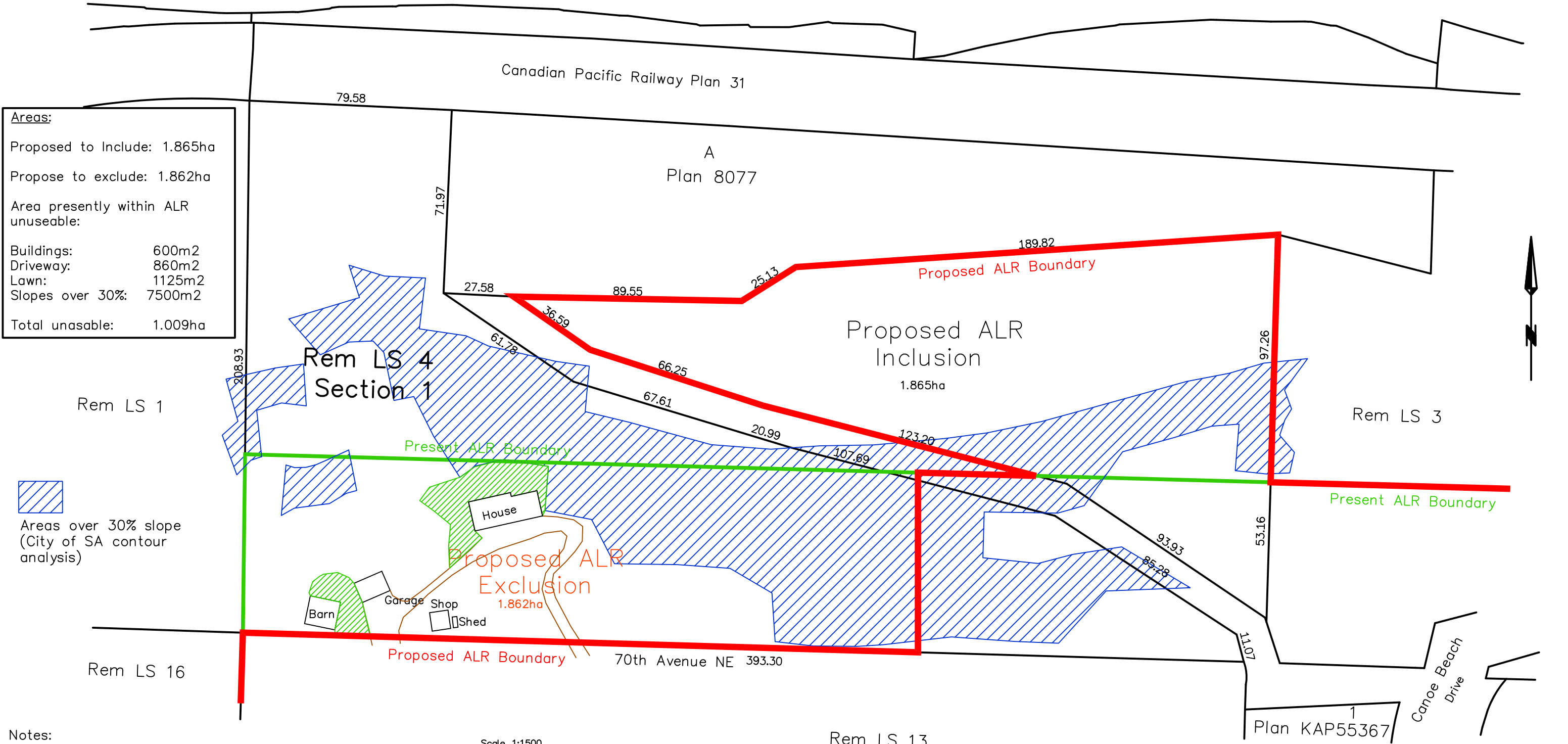
Scale 1:1500



All distances are in metres.

The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:1500


B.D. Sansom Land Surveying Inc.  
Land Surveying and Geomatics Engineering  
Salmon Arm, BC sansomsurveying.com  
File No: 2020083



Sketch Plan of Proposed ALR Inclusion/Exclusion Exchange  
LS 4, Sec 1, Tp 21, R 10, W6M, KDYD, W6M  
except Plans 31 and 8077

Areas:

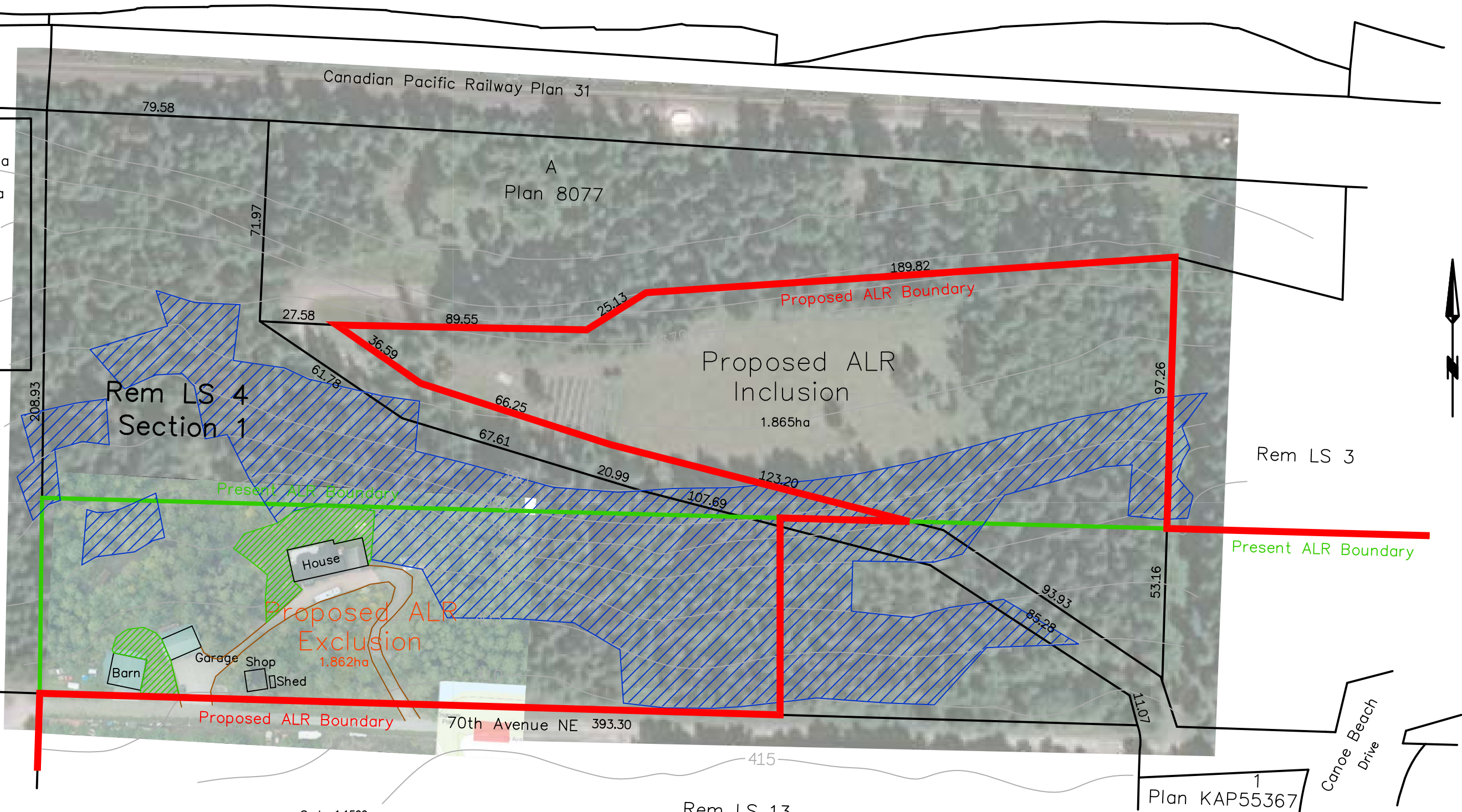
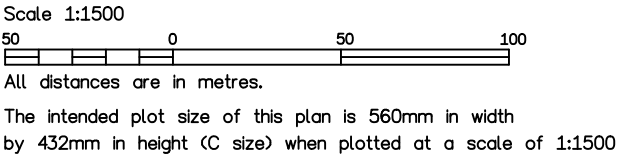
|                                      |                    |
|--------------------------------------|--------------------|
| Proposed to Include:                 | 1.865ha            |
| Propose to exclude:                  | 1.862ha            |
| Area presently within ALR unuseable: |                    |
| Buildings:                           | 600m <sup>2</sup>  |
| Driveway:                            | 860m <sup>2</sup>  |
| Lawn:                                | 1125m <sup>2</sup> |
| Slopes over 30%:                     | 7500m <sup>2</sup> |
| Total unasable:                      | 1.009ha            |

 Areas over 30% slope (City of SA contour analysis)

Notes:

Date of Sketch: November 3, 2020

Site information provide by owner and aerial imagery.



B.D. Sansom Land Surveying Inc.  
Land Surveying and Geomatics Engineering  
Salmon Arm, BC sansomsurveying.com  
File No: 2020083

**From:** Debbie McGregor

**Sent:** November-05-20 2:42 PM

**To:** Caylee Simmons

**Subject:** From Debbie McGregor -> Re: Query of proposed zoning change to 1050-18th St NE

November 5<sup>th</sup>, 2020

To: Mayor Harrison, Members of council, and planning staff (for your perusal, before the Nov. 9<sup>th</sup> meeting):

I am the owner of the property located at 1910 – 11<sup>th</sup> Ave NE, and as you may or may not know, a month ago on Oct.6<sup>th</sup> I submitted my applications to have the zoning changed at my property, to match that of my neighbours (R5), and in fact when I inquired at the City's front desk months ago, I was told that the City wanted affordable housing as they want to attract young families to the area. My design, to build 18 townhomes with tandem garages and 25' long driveways, was done to accommodate that demographic.

It has come to my attention though (due to their first reading), that my neighbours at 1050 – 18<sup>th</sup> St NE, a property that is currently zoned High Density multifamily, have also submitted applications to have their properties zoning changed (from R5 to Commercial), which is what it used to be before the City in 2015 changed it to reflect multifamily housing. Obviously, the City thought it made more sense to make that change, and I have also spoken with a few realtors recently who agree that area makes sense as multifamily and doesn't make sense as commercial.

It is my understanding that the properties in this immediate area, (11<sup>th</sup> Ave NE: west of 20<sup>th</sup> St NE), with the exception of the RCMP building, will all soon reflect R5 as well. And, I'm concerned that if the property at 1050 – 18<sup>th</sup> St NE changes back to commercial that you will not allow my property to change to multifamily? It is my hope that perhaps there's room for their change, and for mine.

\* \* \*

As a side note: This area is close to two schools, recreation center, hospital, is on the bus route, walking distance to both downtown and uptown businesses; and it seems that it'll be just a matter of time before the RCMP's location has to change too, to better suit this growing city.

Thank you for your time.

Sincerely,

Debbie McGregor

# **SALMON ARM COMMUNITY HOUSING STRATEGY**

**CITY OF SALMON ARM**

**AUGUST 2020**



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## EXECUTIVE SUMMARY

In recent years, communities across Canada and in British Columbia in particular, have been experiencing a housing crisis, with low rental availability, an increased cost for ownership, and mounting construction costs. In recent years, senior governments have mobilized significant resources through the federal government's *National Housing Strategy* and British Columbia's *Homes for BC* plan.

Local governments have always been at the forefront of housing issues: developing official community plan, regulating development, and implementing policy that supports needed housing types, the reality of implementing action on housing is a responsibility that local governments and their partners take leadership on. In 2019 the City of Salmon Arm undertook a Community Housing Strategy, consisting of a Housing Needs Assessment<sup>1</sup> and this Strategy document. The purpose of this project was to identify the most pressing housing needs in Salmon Arm, and identify actions that the City and its partners can take in order to address these needs and leverage new and existing senior government resources toward solutions.

Through this project, the City has identified four Strategic Themes for action that will address the needs identified in the Housing Needs Assessment report:

- » Considering density and diversity that fits with the character of the community
- » Addressing rental housing needs
- » Addressing non-market housing needs
- » Supporting homelessness initiatives

These Strategic Themes provide the basis for a range of actions led by the City, with both staff and the Housing Task Force driving implementation ranging from community partnerships to develop new housing to revisions to land use regulations. Throughout the document best and emerging practices are cited to identify how policies or actions have been implemented elsewhere. These actions are intended to support Salmon Arm in strengthening its already robust community housing ecosystem, leveraging local actions to access senior government funding, and ensuring that land use and policy adapt to meet the future needs of Salmon Arm.

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<sup>1</sup> This Assessment conforms to recent provincial legislation and can be found [website to be confirmed]

# 1 INTRODUCTION

Salmon Arm is the largest City in the Columbia Shuswap Regional District (CSRD) and serves as an urban service hub for several smaller communities in the surrounding area. In August 2019, Maclean's recognized Salmon Arm as "the best community in Canada with affordable real estate".<sup>2</sup> The City has been growing steadily for over 10 years, which is variously attributed to its picturesque location on the shores of Shuswap Lake, its amenities and services, cost of living, and quality of life.<sup>3</sup>

As in many communities across British Columbia (BC), the City of Salmon Arm is facing significant housing challenges associated with changing demographics, affordability, and social issues. The City also has an Urban Containment Boundary (UCB), which restricts development to central areas within the City. Surrounding much of the UCB is Agricultural Land Reserve (ALR), which presents unique constraints on land use. In response to these challenges, the City is completing a Community Housing Strategy (the Strategy) to understand housing challenges for Salmon Arm residents across the Housing Wheelhouse. The Strategy identifies key recommendations that build on key areas of need identified in the Housing Needs Assessment to inform future community planning.

## 1.1 THE HOUSING WHEELHOUSE

The Housing Wheelhouse is a concept developed by the City of Kelowna, which reflects the reality that people's housing needs change throughout their lives. It builds on a concept called the Affordable Housing Continuum;<sup>4</sup> however, where the Affordable Housing Continuum can present housing as something that must be moved through in a linear way, with ownership as a final goal, progression may not always be linear. Life circumstances (i.e. financial, health, family, etc.) can mean that we move between different segments of the Wheelhouse depending on our need and situation. Individuals may move from emergency housing to rental; older households may choose to sell their home and rent in later years to avoid the cost and maintenance burdens associated with ownership; women and children fleeing violence may move from their owned home to a transitional, supportive form of housing before looking for rental or re-entering the ownership market. The Wheelhouse shows that changes in housing circumstances can occur in different directions and a variety of housing options are necessary to reflect these varied circumstances.

The Wheelhouse approach can help local governments to identify specific actions and interventions required to respond to changing and diverse local housing needs. Below are definitions of six housing types that reflect the need for a safety net, housing with supports and market housing.

---

<sup>2</sup><https://www.macleans.ca/economy/realestateeconomy/best-communities-canada-affordable-real-estate-2019/>

<sup>3</sup> Salmon Arm Economic Development Society Community Profile, 2017

<sup>4</sup>For more information on the Affordable Housing Continuum see: <https://www.cmhc-schl.gc.ca/en/developing-and-renovating/develop-new-affordable-housing/programs-and-information/about-affordable-housing-in-canada>

## Safety Net

- *Emergency Shelter:* Non-profit providers offer temporary shelter, food and other supportive services
- *Short-term Supportive Housing:* Non-profit providers offer stable housing as a step between shelters and long-term housing. Stays are typically 2-3 years, with supportive services aligned with need.

## Housing with Supports

- *Long-term Supportive Housing:* Housing providers offer long-term housing with ongoing supports aligned with need. The level of support varies in this category from supportive (low support), to assisted living (minor support) to residential care (full support).
- *Subsidized Rental Housing:* Operated by non-profit housing providers, BC Housing and cooperatives. These organizations provide subsidized rents through a) monthly government subsidies or b) one time government capital grants for low to moderate income households.

## Market Housing

- *Rental Housing:* There are two rental markets: primary and secondary. Primary markets includes units constructed for the purpose of long-term rental tenure, typically apartments or town homes. The secondary market includes many forms of private housing that contributes to the rental market, such as apartments, townhomes, secondary suites, carriage homes and single-family dwellings.
- *Ownership Housing:* Home ownership can be fee simple, strata ownership or shared equity (i.e. mobile home park, cooperatives) and includes multi-unit and single detached housing.



Source: City of Kelowna, 2018



## 1.2 UNDERSTANDING THE LANDSCAPE: THE ROLES AND RESPONSIBILITIES OF ACTORS IN THE HOUSING SYSTEM

The housing system is composed of a variety of actors, each playing a significant contributing role to ensuring that residents of Salmon Arm have a diversity of affordable and safe options for housing. Senior government – the federal and provincial governments – play many roles, including making housing investments; monitoring, research and innovation; education and advocacy; and developing and supporting partnerships. Non-profit housing providers support the development and operation of housing, while the private sector – developers and builders – bring units to market. Local governments are uniquely positioned between these partners as regulators, convenors, and investors who can facilitate the development of new housing through a range of tools and measures, ranging from land use regulation to the development of partnerships that can deliver specific types of housing to a community.

### *Canada's National Housing Strategy: A Place to Call Home*

The *Place to Call Home Strategy* was released in November 2017 and is, a \$55-billion, 10-year national housing strategy. The strategy is intended to address the housing affordability crisis across the country by supporting provincial, regional and local responses to housing issues. It identifies six priority areas for action:

- » Housing for those in greatest need;
- » Community housing sustainability;
- » Indigenous housing;
- » Northern housing;
- » Sustainable housing and communities; and
- » Balanced supply of housing.

The Strategy aims to develop 125,000 new homes and cut chronic homelessness in half by 2027. The *Place to Call Home Strategy* is the first major federal investment in housing in over 25-years. The Strategy is being implemented through a number of programs including (but not limited to):

- » CMHC's Seed Funding program;
- » CMHC's Co-Investment program;
- » The Rental Construction Financing program, offering favourable, long-term (50 year) loans to construct rental housing; and
- » Reaching Home: Canada's Homelessness Strategy.

## *Homes for B.C.: A 30-Point Plan for Housing Affordability in British Columbia*

The *Homes for B.C.: A 30-Point Plan for Housing Affordability in British Columbia* (2018) was released by the province in 2018. The plan has five focus areas on housing:

- » Stabilizing the market;
- » Cracking down on tax fraud and closing loopholes;
- » Building the homes people need;
- » Security for renters; and
- » Supporting partners to build and preserve affordable housing.

Along with the five focus areas, the plan involves a commitment to build 114,000 new homes across the housing continuum by 2028. To support the \$7-billion investment over 10-years, several BC Housing programs were also created in 2018 to address homelessness, coupled with expanded funding for existing programs.

These programs include BC Housing's Community Housing Fund and Indigenous Housing Fund, which both provide capital funding, financing and operating support for newly built non-market housing. CMHC also provides a range of supports including seed funding, capital grants through its Co-Investment Fund, and favourable financing rates for non-market and market rental projects.

## *Legislation on Housing Needs Reports and UBCM Funding*

As one of the elements of the *Homes for B.C.* plan, local governments in British Columbia are required to complete housing need reports by April 2022 and every five years thereafter. It is a legislative requirement, which took effect on April 16<sup>th</sup>, 2019. The intent is to create a better understanding for local governments and the BC Government for effective responses to current and future housing needs in communities throughout the province. A three-year funding program, administered by the Union of British Columbia Municipalities, supports communities to meet the new requirements.

Requirements include:

- Collecting information to identify current and projected housing needs,
- Using that information to prepare and publish an online housing needs report which shows current and projected housing needs for at least the next five years, and
- Considering the most recently collected information and housing needs report when amending official community plans and regional growth strategies

## *Local Government's Role in the Housing System*

Over the last ten to fifteen years, local governments have played an increasingly hands-on role in developing responses to the housing crisis. These responses range from traditional planning tools (e.g. Official Community Plans, zoning and land use regulation, etc.) to emerging best practices, such as convening partnerships, developing avenues for investment in housing, and research and innovation. Some examples of actions local governments take include:

- Enabling development through regulation and planning that supports market housing, housing with supports and shelter housing. All forms of housing must meet zoning and development requirements;
- Incentivize and invest housing with supports and the safety net through grants, land contributions, and the affordable housing reserve fund
- Form partnerships to develop supportive housing units with developers and supportive housing operators;
- Be an advocate for additional investments in housing by Senior Levels of Government.

As a key element in supporting meaningful action, and one of the elements of the *Homes for B.C.* plan, local governments in British Columbia are required to complete housing need reports by April 2022 and every five years thereafter. On April 16, 2019 the Provincial Government amended the *Local Government Act*, Division 22, to require local governments to complete Housing Needs Reports by April 2022 and every five years thereafter. It is also required that local governments use the most recent housing needs report when developing or amending their official community plan. As part of this project, the City of Salmon Arm completed a housing needs assessment to support the development of this Strategy. A brief summary of results from that study can be found in Section 2,<sup>5</sup> and the findings of that study informed the shape of the recommendations in this Strategy.

Local governments are not typically involved directly in the building or operating of housing<sup>6</sup> or associated support services and ventures. Instead these responsibilities are fulfilled through the roles non-profits, developers, and senior government.

### *Other Actors in the Housing System*

In addition to senior and local government, a variety of other partners are fundamental partners in developing and operating housing. Indigenous governments are responsible for developing and implementing housing strategies in their own community, and are increasingly considering ways to serve their members who do not live on reserve. Developers and builders bring the knowledge and expertise of development to the housing system, and are vital partners in supporting new housing construction through all phases from pre-development occupancy. Developers and builders typically provide a range of market housing, including both ownership and rental, but are also key partners in building non-market housing across BC. Non-profit housing and service providers form the long-term foundation for success, as they typically own and operate housing, holding waitlists, asset management, and liaising with BC Housing around financial agreements and supports for non-market housing.

*Table 1: Roles in Housing Affordability* below provides a high-level summary of the roles for each potential actor in the housing system. Additional ways in which Salmon Arm has already supported local housing needs can be found in on page 7 in Section 0.

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<sup>5</sup> For the complete report see [provide city website here]

<sup>6</sup> Except through an arms-length organization, such as the Whistler Housing Authority, or Metro Vancouver Housing Corporation.

*Table 1: Roles in Housing Affordability*

| OPPORTUNITIES<br>Roles in Housing Affordability | Town of Salmon<br>Arm | Indigenous<br>Governments | Non-profits | Developers and<br>Builders | Senior Government | Multi-Sectoral<br>Cooperation |
|---|-----------------------|---------------------------|-------------|----------------------------|-------------------|-------------------------------|
| Facilitate Development                          | X                     | X                         |             |                            |                   |                               |
| Regulate and Incentivize                        | X                     | X                         |             |                            |                   |                               |
| Invest  | X                     | X                         |             |                            | X                 |                               |
| Monitor, Research, & Innovate                   | X                     | X                         |             |                            | X                 | X                             |
| Education & Advocacy                            | X                     | X                         |             |                            | X                 | X                             |
| Partnerships                                    | X                     | X                         | X           | X                          | X                 | X                             |
| Build Affordable Housing                        |                       | X                         | X           | X                          |                   |                               |
| Operate Affordable Housing                      |                       | X                         | X           | X                          |                   |                               |
| Operate Support Services                        |                       | X                         | X           |                            |                   |                               |

In addition to the actors in the housing system, it is important to recognize that the housing system and challenges are linked to other systems-based issues, such as income, transportation, discrimination, food security and more. This underscores the importance of working with actors from different sectors to ensure residents are receiving the housing and supports they need. Some of these issues were discussed in community engagement and are included in the Housing Needs Report.

### 1.3 SALMON ARM ACTIONS

The City of Salmon Arm has completed and introduced many different initiatives to address needs throughout the Wheelhouse.

#### Official Community Plan



Salmon Arm's Official Community Plan (OCP) outlines the following goal for housing diversity: "encourage a variety of housing types, including affordable housing, to meet the needs of all residents in the community." The goal is the basis to which this Community Housing Strategy was formed and is what the Strategy aims to achieve. As the OCP has influence the vision of this plan it is expected that this Strategy will influence, through its recommendations, additional dimensions to the OCP vision statement during the next OCP review.

There are also objectives from the OCP that have influenced the development of the Community Housing Strategy. These include (but are not limited to):

- » Encourage and support affordable and special needs housing, including housing options for the community's diverse population (8.2.2.);
- » Prepare a Housing Strategy, with community partners, identifying opportunities to encourage and support affordable and special needs housing, including housing options for the community's diverse population (8.2.23);
- » Encourage developers to make a percentage of all new housing units or lots available for affordable and special needs housing, with potential for a corresponding density bonus (8.3.26).

A major consideration for development in Salmon Arm relates to the City's urban core, where high densification and redevelopment is encouraged through the OCP. However, this area has also a strong need for servicing upgrades. After land and construction costs, off-site servicing likely represent the third highest development costs, and may itself impact the affordability of new developments. The City's servicing bylaw does not contemplate this challenge requiring all properties to be developed with new frontages, street standards and utilities. One solution to this is for increased capital works expenditures within selected neighbourhoods and parcels of land with development potential to align with the priorities outlined in this plan. The City's OCP does in fact densify the urban core as a priority area for such investment

### **Housing Task Force**

To further support housing for community members in Salmon Arm, the City created a Housing Task Force. The primary goal of the Housing Task Force is to provide information and recommendations to City Council promoting affordable rental and home ownership opportunities. They support the City in positioning itself for Federal and Provincial funding sources, which are geared towards creating non-profit housing for low- and moderate-income households, affordable rental housing and affordable home ownership. The Task Force was directly involved in the creation of the Community Housing Strategy.

The City's Housing Task Force is comprised of City Councilors, Neskonlith Indian Band (NIB) and Adams Lake Indian Band (ALIB) members, citizens at large, a member of the Salmon Arm Economic Development Society (SAEDS), and members from the housing/social services and development/financial sectors (often City staff).

### **Affordable Housing Reserve Fund**

The Affordable Housing Reserve Fund was created in 2018 to ensure that the City was prepared for public-private partnership opportunities. For example, the Affordable Housing Reserve Fund is being used to support the 105-unit development with BC Housing and CanZea, which includes 38 supported living units and 67 affordable housing units.

## **Secondary Suite Support and Research**

Secondary Suites are also referred to as basement, upper or lower suites. The urban residential policies of the City's Official Community Plan emphasize infilling, densification, housing diversity and affordability. All of which can be supported through secondary suites. City has policies that encourage secondary suites subject to zoning and has approved more than 150 secondary suites as of December 2016. This approach has been consistently reviewed and updated this approach to continually align with the need for gradual density that maintains the form and character of single-family neighbourhoods while diversifying housing stock.

## **Density Bonusing**

Density Bonusing allows developers to exceed the number of units / lots normally permitted in a zone in exchange for the developer providing amenities. Density bonusing is rare in the City because of limited demand for higher density development, but several rental and affordable housing projects have benefitted in the past. For example, The Fox Croft development was granted density bonus to build up to 39 units for Canadian Mental House Association when it was originally approved for 25-units. The additional housing units were to be used for rental purposes only.

## **1.4 DEVELOPMENT OF THIS STRATEGY**

Salmon Arm's Community Housing Strategy was developed in order to build off the City's recently completed Housing Needs Assessment. Engagement undertaken during the development of the Needs Assessment was intended to identify areas for municipal action on housing that would specifically meet the needs identified through the Housing Needs Assessment. This process was guided by Salmon Arm's Housing Task Force, who provided oversight and input on each phase of the project.

In developing the Housing Needs Assessment, over 50 unique indicators were collected and analyzed in order to identify housing and growth trends, areas of housing need, and areas of particular housing pressure in the community. Qualitative research was then conducted to strengthen the analysis, with 15 stakeholder interviews providing insight on the data findings. A community-wide survey was distributed, with 313 completed responses. Finally, the draft findings of the needs assessment were reviewed with the public, in an Open House, and in a workshop with the Housing Task Force, in order to provide direction on strategy development. Subsequent drafts of the Strategy were reviewed by the Task Force, and approved in a final draft that was submitted to Council September XXX, along with the final draft of the Housing Needs Assessment.

## **1.5 KEY PRINCIPLES OF THE STRATEGY**

In developing the Strategy, a number of key principles guided the development of Salmon Arm's Community Housing Strategy, from the development of the strategy to the specific tasks recommendations developed for this strategy. These four principles are intended to ground the actions and tasks in Section 3, and provide a foundation upon which the strategy areas are built.

- *Accessibility: The Strategy is intended to ensure new housing in Salmon Arm provides equitable access to housing for residents, regardless of ability.*
- *Equity: This Strategy is intended to make housing accessible to all residents of Salmon Arm, regardless of income, gender, ethnicity, ability or sexual orientation.*
- *Inclusion: The Strategy frames approaches for developing a housing system that recognizes and includes diverse voices to help build solutions to housing issues.*
- *Partnership: Many of the actions in this Strategy are necessarily reliant on partnership, with many stakeholders and partner organizations coming together to develop solutions that meet the needs of Salmon Arm residents. Working in partnership across the Shuswap region is an important way of helping to ensure residents have the housing and related services they need.*

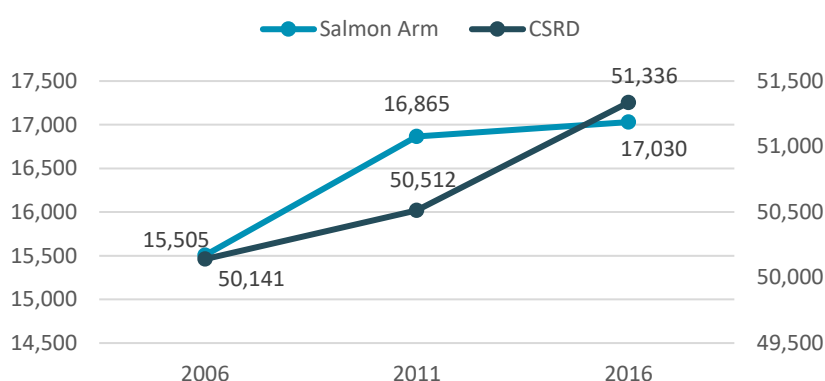
## 2 KEY FINDINGS FROM THE HOUSING NEEDS REPORT

This Community Housing Strategy is a companion document to the Housing Needs Report. While the Housing Needs Report fulfills provincial requirements for Housing Needs Reports as described in Part 14, Division 22 of *Local Government Act*, this document builds on the findings of the Housing Needs Report to present strategies for Salmon Arm to consider when addressing housing needs.

Highlights of the Housing Needs Report findings include:

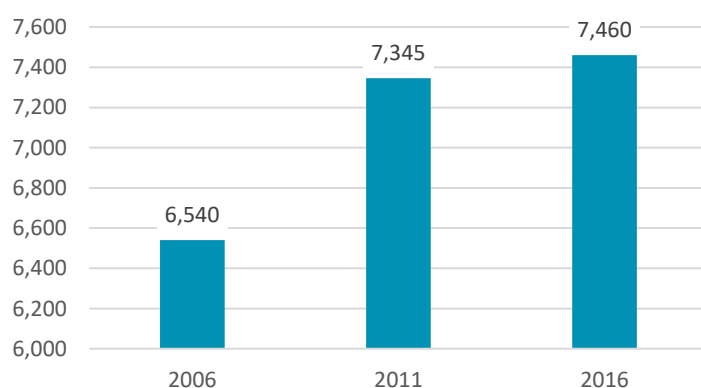
- » Service hub of the CSRD, with relatively high proportions of children, youth, young adults, and seniors looking to access services, post secondary.
- » Salmon Arm has a large population of seniors; while the bulk of residents are still in the workforce, planning for future supports, services and housing for seniors to

Population, Salmon Arm and CSRD 2006 to 2016



- allow them to age in place in the community will be a consideration within the next 10 years.
- » However, key informants and certain population trends point to Salmon Arm attracting more young families who are other, more expensive, urban centres to buy homes and raise families. Over time, demand could increase housing prices and create a demand for greater diversity of housing stock.
- » Housing diversity is lower than in other comparably sized communities; while this is not currently putting pressure on couple households (with or without children), in time, and with escalating housing prices, a lack of options may impact seniors wishing to downsize, as well first-time buyers entering the market.

Number of Households, 2006 to 2016



- » Single parents and individuals living alone are most likely to be experiencing housing affordability issues, with ownership out of range for even median earners in these groups and for other household types making less than \$100,000 in annual before-tax income. While median-earning single parent households and individuals can generally afford the primary rental market, a review of listing on Kijiji and Craigslist suggests that

secondary suites and other units rented privately (including non-market units and supplements),



which account for about three-quarters of all rental housing in Salmon Arm and may be larger units, have higher median rents.

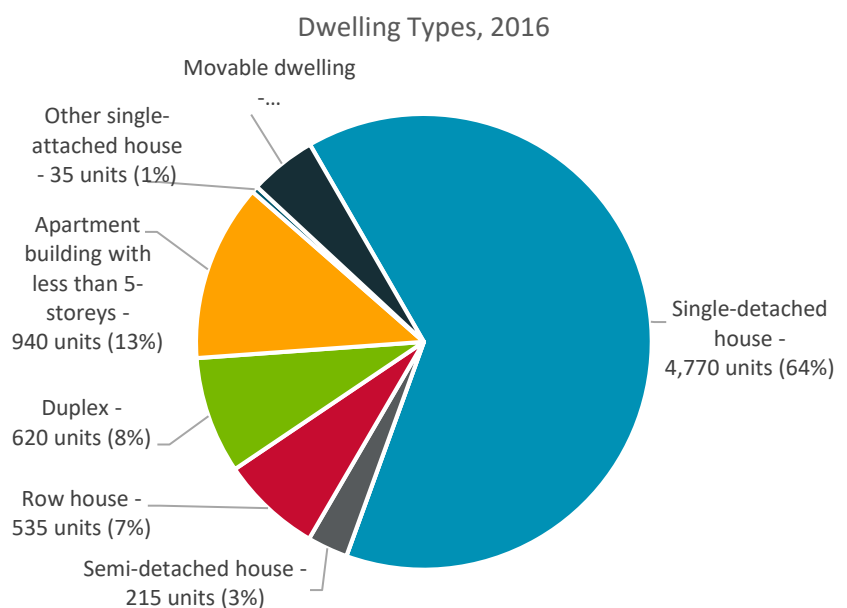
- » The primary rental has consistently had lower than 3% vacancy rates since 2014, indicating high rental pressures in the community. Impacts of this were especially noticed for skilled workers moving to the community, students, and individuals or families transitioning out of care or moving away from unsuitable or unsafe living situations. Key informants consistently noted that finding rental accommodation represents a challenge for a wide cross-section of the community.
- » Frontline workers in the community estimate at least 50 - 60 chronically homeless individuals, who only have access to a winter shelter. Salmon Arm does not have enough shelter beds for 50 to 60 individuals. Compared to other similarly sized communities, there is a small gap in shelter beds when the shelter is open. During other times of the year, Salmon Arm has the highest relative gap. Stakeholders also suggested there are a significant number of individuals experiencing less visible forms of homelessness, such as couchsurfing, camping, and staying with family or friends. High rental rates and low vacancy rates can put pressure on the lowest income households in the community and put them at-risk of experiencing homelessness.

## 2.1 KEY AREAS OF LOCAL NEED

The Housing Needs Report identifies the following key areas of local need.

### Affordable Housing

- » Affordability was the most significant housing challenge reported in Salmon Arm in 2006, 2011, and 2016. Nearly half of renter households were falling below affordability standards compared to 12% of owner households.
- » Nearly 10% of all households in Salmon Arm were considered to be in Core Housing Need in 2016, including 230 owner households and 480 renter households. This means that 30% of all renter households were in Core Housing Need. These households and would likely need some form of non-market unit in order to provide housing security.
- » Single parents and individuals living alone are most likely to be experiencing housing affordability issues, with ownership out of range for even median earners in these groups and for other household types making less than \$100,000 in annual before-tax income.



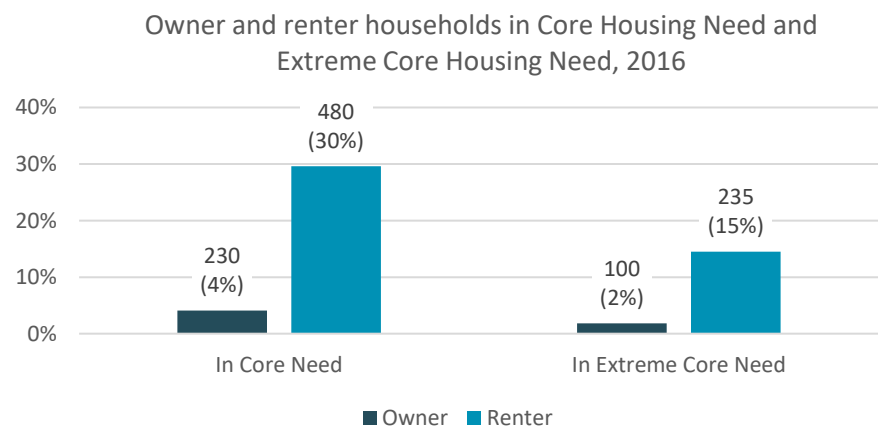
- » While median-earning single parent households and individuals can generally afford the primary rental market, a review of listings on Kijiji and Craigslist suggests that secondary suites and other units rented privately (including non-market units and supplements), which account for about three-quarters of all rental housing in Salmon Arm and may be larger units, have higher median rents.
- » Individuals on social assistance experience significant affordability challenges. The gaps analysis indicates that these individuals experience gaps of at least \$350.

## Rental Housing

- » Stakeholders and community members indicated that the rental market is competitive. The vacancy rate for primary market rentals in the City has been below 3% since 2014. Service providers interviewed suggested that this disproportionately affects vulnerable populations such as low-income families, youth transitioning out of care, women fleeing domestic abuse, people with mental health challenges, and people with activity limitations. These individuals are less likely to be considered for available rental housing, given the low vacancy rate and high competition for available units.
- » Okanagan College has a campus in Salmon Arm that attracts approximately 420 FTE students annually, many of whom are part-time. There is no dedicated student housing and students may experience difficulties finding suitable rental accommodations, especially those who move to the community to attend school.
- » While low unemployment and participation rates suggest that employable people do not experience issues finding work and work within the City, stakeholders noted that there is a need for more workforce housing in the City. Stakeholders reported that the City is struggling to retain workers because of low vacancy rates and rental housing supply and that this has become a barrier to economic development and community growth.

## Housing for People with Disabilities

- » There are 17 transitional and supportive living units for people with disabilities in Salmon Arm that are supported by BC Housing. While the City has a similar overall number of non-market units and supports compared to similarly sized



communities like Terrace and Fort St. John, but less compared to nearby communities like Penticton and Vernon. Service providers indicated that current supply of units and supportive services for people with disabilities is insufficient to meet these needs.

- » People with disabilities may be more likely to experience challenges affording and securing appropriate housing. For those who are unable to work, the provincial housing supplement of \$375 (for an individual) is extremely low and limits access to housing options. These households may look to communities outside the City boundary for more affordable options but may face challenges accessing services in the City on existing transit networks. In a highly competitive rental market, households including an individual with a disability likely experience additional challenges finding units that are accessible for their mobility needs, affordable, and available.

## Seniors Housing

- » As the service hub of the CSRD, Salmon Arm has seen growth in the proportion of seniors living in the City due to aging of the population, as well as some influx of seniors from other communities. The median age in Salmon Arm increased from 45.5 to 49.3 over the last three Census periods. Although it is anticipated to decrease in the coming years, it is expected to remain significantly higher compared to the provincial average (43.0). As such, the City may require more seniors' services and supports in time to allow aging in place.
- » Couples without children are likely to have lower median incomes and are typically older couples whose children have left home, and may be living on a single income or, if retired, on pension and investments. They face moderate affordability gaps in the homeownership market; however, they are also more likely to own their own home already and benefit from rising market prices when they aim to downsize.
- » A large proportion of both renter and owner households in Salmon Arm are maintained by seniors (42% and 25%, respectively). As the number of seniors living in the community is anticipated to increase over the next five years, there will likely be more demand for accessible options to downsize, as well as supports for aging in place, and assisted and supported living. Stakeholders indicated there is a lack of options for downsizing in the City, especially options with elevators and other accessibility features. Stakeholders further suggested that there is a lack of these options close and accessible to services via transit or walking, with the highway crossing posing a significant barrier for those with limited mobility.
- » Stakeholders suggested there is an immediate need for supportive housing for vulnerable seniors in Salmon Arm. Stakeholders and community members indicated that seniors with low incomes, physical limitations, or mental health challenges are falling through the cracks and may be living in unsafe situations, couchsurfing, or relying on other unstable forms of housing. These households may look to communities outside the City boundary for more affordable housing options but may face challenges accessing services in the City on existing transit networks.

## Family Housing

- » There are relatively higher proportions of children, youth, and young adults in Salmon Arm as compared to the region. If Salmon Arm continues to grow at the same pace as it has in the past, it is anticipated that the number of households with children will increase more quickly than most other household types. This observation is based on past trends (i.e., standard projections scenario) and does not account for the influx of young families the City has seen in recent years, as reported through engagement. Families, including single parents and couples with children, require larger unit sizes than other household types, to suitably house their children, and are likely looking for townhouses, single-family homes, and rental units with two or three bedrooms.

- » While median-earning couples with children are likely able to afford ownership housing in the City, the minimum income required to have affordable monthly payments (i.e., less than 30% of before-tax annual household income) for a single-detached house, the most common dwelling type, is close to \$100,000. Low-income families and single parents would struggle to afford an apartment, which would require close to \$80,000 in annual household income.
- » Families looking for suitable rental housing face challenges finding suitable housing; there were less than 10 primary rental units with three or more bedrooms in Salmon Arm in 2018, which means most families are relying on the secondary market, where rents are higher and there is a lot of competition for limited available rental stock. Low-income families are especially likely to face challenges, as they are less likely to be considered for available units in the highly competitive rental market.
- » Stakeholders identified that many vulnerable populations in the City are at risk of or experiencing homelessness, including low income families and women and children fleeing domestic abuse. It was suggested that this challenge is most obvious in the summer, when some families may be living in their cars or camping. Stakeholders also discussed the effects that insecure housing can have on the health and well-being of children.

### **Shelters and Housing for People at Risk of Homelessness**

- » Stakeholders identified that many vulnerable populations in the City are at risk of or experiencing homelessness, including low income families, people with mental health challenges, women and children fleeing domestic abuse, youth transitioning out of care, and seniors. This is likely driven by the low vacancy rates in the primary rental market, high competition and cost for secondary rental market housing, and unattainable homeownership for many incomes, especially those relying on fixed payments (i.e., social assistance or pensions).
- » Stakeholders suggested there is a need for more housing options and support services for people living with mental health challenges and this need has been increasing in recent years, resulting in many of these people living in unsafe environments or experiencing homeless.
- » Stakeholders indicated that there has been a noticeable increase in visible homelessness as well as other forms of homelessness, such as couchsurfing and staying with relatives over the past two to three years.
- » Estimates suggest there are least 50 to 60 individuals experiencing homelessness currently living in Salmon Arm. There are 46 emergency shelter beds that operate for only part of the year. Service providers indicated they are overcapacity most of the time, with lengthy waitlists for services. People with lived experience indicated that it is challenging to access shelter beds, as the shelters are always full, and people are turned away.



### 3 STRATEGIC THEMES

Based on the needs assessment, five key areas of focus emerge as thematic areas for this Strategy. These five key areas represent the key issues that emerge from an analysis of the quantitative data, interviews with key informants, and survey with community residents. These thematic areas include:

- » Considering density and diversity that fits with the character of the community
- » Addressing rental housing needs
- » Addressing non-market housing needs
- » Supporting homelessness initiatives

A workshop with the Housing Task Force and a Community Open House were hosted to gather feedback on the five strategic themes. At both sessions, participants were asked to provide feedback on the following questions:

- » How might we do this?
- » Why is this important?

Verbatim comments were recorded and are included in Appendix A, while the summaries are included at the bottom of each subsection below.

#### **Strategy Area #1: Considering density and diversity that fits with the character of the community**

Planning for changing demographics within the community emerged as a key need. In particular, options for seniors to downsize, and greater diversity of housing products near the downtown core to support young families and first-time buyers were highlighted as priorities in terms of greater density. Given the City's Urban Containment Boundary, denser developments around the downtown core will support the need for additional growth; gentler forms of density in single family areas may also support greater need for housing diversity and the development of some secondary market rental housing without impacting form and character in single family neighbourhoods.

- » Planning for seniors
- » Planning for young families and newcomers to the community
- » Limitations of urban containment boundary

Stakeholder engagement comments indicated that density and diversity that fits with the character of the community could be done through strategic placement of mini-housing units while supporting co-op opportunities. This approach is important because housing needs are unlikely to be met through single family development alone. Instead there is opportunity to support multiple generations and diverse community living through additional housing density and diversity. Stakeholder engagement comments also indicated that transportation is a significant barrier for some households looking outside the City limits for more affordable housing options; supporting more density and diversity located close to the downtown core and/or near transit can offer some vulnerable groups proximity to work and services.

#### **Strategy Area #2: Addressing rental housing needs**

Recognizing that the primary rental market has remained below 3% for the last number of years, developing opportunities for additional purpose-built market rental to address ongoing growth is key, as are protections for both existing purpose-built rental, and secondary rental units that may increasingly be used for short-term vacation rentals. Stakeholder engagement comments identified opportunities for rental housing needs to be addressed through co-op housing, MURBs and limiting the number of spaces for vacation rentals.

### **Strategy Area #3: Addressing non-market housing needs**

With 480 renters (in 2016) in core housing need in the community, strategies to augment or support ongoing efforts to develop non-market housing driven by both the non-profit and development sector remain key in supporting increasing supply of social and below market housing in Salmon Arm.

Stakeholders felt that addressing non-market housing needs could include co-op and non-profit housing for lower-income households and individuals. Salmon Arm could also allocate city budget and leverage further grant opportunities to address the need or address specific development costs. This approach has already been implemented, and may need to be formalized (e.g. reduced Development Cost Charges on the CMHA project).

### **Strategy Area #4: Supporting homelessness initiatives**

With ongoing concerns about homelessness, an estimated 50-60 visibly and chronically homeless individuals in the community, and more individuals at-risk or experiencing hidden forms of homelessness, support for strengthening existing services and prioritizing supportive housing responses for this population could be significant housing priorities. While the CMHA project currently under development will address a significant number of these individuals, the increasing cost of rental, low vacancy rates, and ongoing housing pressures around B.C. mean that ongoing responses and actions to address homelessness will continue to be an important component of housing planning for the foreseeable future.

Stakeholder engagement comments thought homelessness initiatives were important because people experiencing homelessness live here and are also community members. Homelessness could be addressed by exploring strategies alongside marginalized groups in Salmon Arm, low-income housing, affordable housing, and co-op housing, inclusion of individuals with lived experience in planning, and ongoing service coordination.

### 3.1 STRATEGY AREA #1: ENCOURAGE INCREASED DENSITY AND DIVERSITY THAT FITS WITH THE CHARACTER OF THE COMMUNITY

**Action 1.1:** Consider an appropriate range of densities for remaining land within the UCB

- Task 1.1.1: Review appropriate heights for areas in or near the downtown core, such as the high density residential and town centre commercial zones, during next OCP review
- Task 1.1.2: Review appropriate heights and permitted housing forms for medium density residential neighbourhoods, during next OCP review
- Task 1.1.3: Identify any undeveloped parcels appropriate for multi-family housing development
- Task 1.1.4: Develop a gradual approach to phase in higher densities across different neighbourhoods
- Task 1.1.5: Develop criteria for increasing density in single-family neighbourhoods while maintaining neighbourhood character (e.g. adoption of something like Kelowna's RU7 zoning)<sup>7</sup>
- Task 1.1.6: Consider incentives for infill residential for single-family areas within the UCB
- Task 1.1.7: Create opportunities to encourage people of different ages, incomes, and cultures to live together in integrated developments or neighbourhoods with mixed forms and tenures

#### Case Study: Kelowna RU7 Zoning

Kelowna's [RU7 Infill Housing Zone](#) allows up to four units of housing on 800 existing single-family lots across the city centre area. Lots were pre-zoned to allow for two, three, or four units depending on lot size, enabling infill that remains sensitive to existing neighbourhood character. Both stratification and rental housing are permitted, meaning owners have flexibility in the type of housing they provide with their land. While Kelowna does require some contribution to off-site services (sidewalk, lighting, etc.), this is only for developments of more than two units, and would be offset by the additional density provided by three to four units on a site.

Before formally adopting the RU7 zoning, the City hosted a design contest, inviting architects to create new designs for infill housing. The winners' designs are pre-approved, allowing property owners to waive the development permitting process and possibly qualify for an expedited building permit process.

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<sup>7</sup> In the case

**Action 1.2:** Support the development of more affordable housing opportunities for seniors

- Task 1.2.1: Develop accessibility/adaptability requirements for new multi-family housing in Salmon Arm. Developments that encourage social connection and peer support networks
- Task 1.2.2: Develop criteria for fast-tracking projects that meet the specific needs of seniors. These include:
  - Developments with a certain proportion of adaptable or accessible units
  - Developments that encourage social connection and peer support networks
    - Developments close to services and transit, that are walkable (with minimal highway or train crossings)
    - Developments that include an alternative tenure model (e.g. co-ops, non-market housing, etc.)
- Task 1.2.3: Formalize and expand existing relationships with developers in order to encourage housing that focuses on identified unmet housing needs

**Action 1.3:** Encourage a range of more diverse and innovative housing types using local government levers

- Task 1.3.1: Allow for lock-off suites in new multi-family
- Task 1.3.2: Determine the suitability of implementing a gentle density approach that allows for greater density on single-family lots that meet appropriate location criteria (e.g. proximity to services and transit)

**Action 1.4:** Review mechanisms for capturing value from developers, such as amenity contributions and density bonusing to ensure they are effective

- Task 1.4.1: Conduct a land economics review to determine the effectiveness of current affordable and rental unit capture policy through density bonusing and identify opportunities to augment the current approach.

**Case Study: Chilliwack Adaptable Units in Multi-Family Housing**

Adaptable housing is an approach to design and construction in which homes can be modified at minimal cost to residents as their needs change over time. This type of housing is intended to support seniors who want to age in place, provide greater options for people with disabilities, and reduce the cost of future renovations.

In 2011, Chilliwack Council adopted a bylaw requiring 50% of all new apartments (rental or strata) be required to provide 50% of all units as adaptable units. Since then hundreds of units have been added to the housing stock in Chilliwack that are adaptable, providing greater housing options for seniors and individuals with disabilities.



## 3.2 STRATEGY AREA #2: FACILITATE THE DEVELOPMENT OF NEW PURPOSE-BUILT RENTAL HOUSING AND PROTECT EXISTING STOCK

**Action 2.1:** Facilitate the development of a broader range of purpose-built rental housing options to meet the needs of diverse households through planning and other local government levers

- Task 2.1.1: Fast-track or prioritize in the development process, formalize and communicate about the process to prospective developers
- Task 2.1.2: Educate developers about new government programs to support purpose-built rental, such as the CMHC's Rental Construction Financing Program
- Task 2.1.3: Review current incentives and approach to relaxing regulations, consider opportunities to formalize and expand these
  - Parking relaxations
  - Other options include partial DCC waivers, particularly where a housing reserve can support DCC costs for a non-profit
- Task 2.1.4: Identify opportunities to bring together private sector and non-profit partners to explore project opportunities that meet multiple needs
- Task 2.1.5: Support the development of purpose-built multi-family rental housing in areas close to services and transit, which are walkable and/or well-served by transit

### Case Study: Tofino Short-Term Vacation Rentals

The District of Tofino is another tourism-based economy on the west side of Vancouver Island. With an increase in short-term vacation rentals, available rental in the secondary market became scarce, and housing for service workers became a priority for the District.

In 2016 Tofino adopted a regulatory approach to short-term vacation rentals, balancing the needs of their tourism-based economy for both workforce housing and tourist accommodation. Tofino regulates short-term vacation rentals as follows:

- » The maximum number of dwellings on a lot that may be occupied by a Short Term Rental use is 1;
- » A Short Term Rental use may be operated within a Secondary Suite, Caretaker Cottage or principal Dwelling, and in any calendar year may be operated only in one of the dwelling units on any lot;
- » A Short Term Rental use may not be located within any dwelling unit that has more than three sleeping units or bedrooms in total;
- » The maximum number of guests in a Short Term Rental use at any one time is 6;
- » Short Term Rental use is permitted only where a Residential Use, occupied by a Permanent Resident, is occurring in a dwelling unit on the lot other than the dwelling unit in which the Short Term Rental use is occurring;
- » Short Term Rental use is only permitted on a lot that contains two dwelling units

**Action 2.2:** Promote the development of secondary suites and detached secondary suites in residential neighbourhoods

- Task 2.2.1: Consider incentives for homeowners and developers to install secondary suites or detached secondary suites (e.g. temporary waiver of utilities for a set period, reduction of parking requirements, etc.)
- Task 2.2.2: Consider a fast-track or simplified application process for rezoning and communicate about the process
  - Update City website
- Task 2.2.3: Consider blanket support for secondary suites and detached secondary suites in urban residential zones

**Action 2.3:** Where opportunities arise, support financial support programs like rent banks, to help people facing affordability challenges with upfront costs for rental units

- Task 2.3.1: Advocate to senior levels of government
- Task 2.3.2: Support interested non-profit organizations

**Action 2.4:** Develop protections for existing purpose built and secondary rental housing

- Task 2.4.1: Adopt a strata conversion policy
- Task 2.4.2: Develop a tenant relocation/retal replacement policy
- Task 2.4.3: Develop a mobile home demolition policy
- Task 2.4.4: Review and implement an appropriate Short-Term Vacation Rental Policy that balances Salmon Arm's needs as a tourism hub, and the housing needs of the community

### 3.3 STRATEGY AREA #3: SUPPORTING AND INCENTIVIZING THE DEVELOPMENT OF NON-MARKET HOUSING

**Action 3.1:** Facilitate the development of a broader range of affordable housing options to meet the needs of diverse households through planning and other local government levers

- Task 3.1.1: Review potential for inclusionary zoning to capture units and/or cash in lieu contributions to the Affordable Housing Reserve Fund (see action 1.6)
- Task 3.1.2: Establish a formal process for contributing to the Affordable Housing Reserve Fund (i.e. cash-in-lieu mechanisms)
- Task 3.1.3: Fast-track or prioritize in the development process, formalize and communicate about the process to prospective developers
- Task 3.1.4: Review current incentives and approach to relaxing regulations, consider opportunities to formalize and expand these
  - DCC waivers/rebates
  - Relax parking requirements
- Task 3.1.5: Seek more and expand existing relationships with developers and non-profit organizations for the delivery and ongoing operations of non-market housing projects
  - Formalize existing relationships (e.g., CMHA, BC Housing) into partnerships to facilitate future projects (e.g., through MOUs)

#### **CMHA 3<sup>rd</sup> Street Project**

The Canadian Mental Health Association (CMHA) is a regional organization that provides multiple services in Salmon Arm and across the north Shuswap area. CMHA is the primary non-market housing provider in the City; they currently operate 150 units and are in the process of developing another 105 with BC Housing and CanZea, at 540 3<sup>rd</sup> St SW.

This project will consist of 38 supported living units for individuals experiencing or at risk of homelessness, and 67 affordable units, ranging from one to four-bedroom units, at a variety of affordability levels.<sup>1</sup>

As part of the development of this project the City played a key role in supporting this initiative. Initially, the City identified the site and developer for this project, and was able to foster a partnership between the developer, CMHA and BC Housing. The City fast-tracked the development process, lowered development charges, and using of Affordable Housing Reserve funds to support development costs. Stakeholders from across all fields of work emphasized that partnerships like the current CMHA, BC Housing and CanZea Developments Ltd. project is one of the most significant opportunities for the City to improve housing options.

*Figure 1. CMHA 3<sup>rd</sup> Street Project*



*Image provided by the City of Salmon Arm, 2020*

**Action 3.2:** Continue to provide regional leadership around housing initiatives

- Task 3.2.1: Continue to liaise with First Nations communities about the housing needs of their members on and off reserve, and engage in collaborative planning initiatives where possible
- Task 3.2.2: Liaise with of CSRD communities to share information about housing needs, potential projects, or service opportunities

**Action 3.3:** Develop criteria for the expenditure of funds from the Affordable Housing Reserve (e.g. not on operational costs, but to subsidize DCC waivers for example)

- Task 3.3.1: Use findings of housing needs assessment to create priority housing types for the Affordable Housing Reserve
- Task 3.3.2: Ensure Affordable Housing Reserve Policy language reflects these priorities, and is updated with each subsequent housing needs assessment (~5 years)



### 3.4 STRATEGIC THEME #4: SUPPORTING HOMELESSNESS INITIATIVES

**Action 4.1:** Continue to partner with service providers and other non-profit organizations to help educate the community about homelessness, raise awareness, reduce stigma, and promote success stories

- Task 4.1.1: Engage individuals with lived experience in development of a Communications Strategy to share personal experiences of housing and homelessness (e.g. digital storytelling)
- Task 4.1.2: Develop partner Communication Strategy to educate public about importance of preventative measures
- Task 4.1.3: Create a shared website to provide information on this Strategy, actions from partners, proposed developments, and connecting residents with ways to support actions ending homelessness

**Action 4.2:** Build on existing collaboration between City and non-profit service and housing providers in order to implement a systems approach to addressing and preventing homelessness.

- Task 4.2.1: Work with partners to ensure systems planning informs future municipal policy and planning
- Task 4.2.2: Advocate for greater funding for a systems-based response led by non-profit partners
- Task 4.2.3: Work with partners to strengthen prevention systems
- Task 4.2.4: Work with partners to determine the feasibility of increased data integration and referral systems to support homeless residents

The **Social Planning Council for the North Okanagan**, mainly funded by the **City of Vernon**, works primarily within the City to create partnerships to problem solve and create community change in areas like housing, homelessness, childcare, and more. Their Partners in Action Committee creates action teams of different agencies, businesses, and groups who work together to solve problems using a CPTSD (crime prevention through social development) approach. This approach is solution-oriented and focuses on strengthening the foundations of a community (such as adequate housing) thereby preventing crime at the root and improving overall community health.

**Action 4.3:** Regularly engage with local outreach programs, prevention initiatives, and support services in order to:

- Task 4.3.1: Discuss emerging barriers, opportunities, and initiatives
- Task 4.3.2: Build relationships with marginalized populations, such as people experiencing homelessness, to better understand problems and needs
- Task 4.3.3: Seek service providers for 24/7 spaces and / or a shower programs and other basis supports for individuals experiencing homelessness (e.g. storage, meals, etc.)
- Task 4.3.4: Fast-track or prioritize in the development process, formalize and communicate about the process to prospective developers and promote incentives (see Strategic Theme #3)
- Task 4.3.5: Continue to support existing partnerships and seek to create new partnerships for development
- Task 4.3.6: Regularly review available funding opportunities (i.e., at Housing Task Force meetings)

## 4 IMPLEMENTATION

### 4.1 CONSIDERATIONS FOR IMPLEMENTATION

The success of any strategy depends on the resources and capacity for implementation. For the City of Salmon Arm, which is currently in the process of developing and adopting a number of new strategies, careful consideration should be given to implementation resources, and a continued role for the Task Force and staff in implementation.

### 4.2 ONGOING ROLE OF THE TASK FORCE

- » Where suitable, formalize existing relationships with developers, service providers, and neighbouring First Nations to establish partnerships for addressing housing needs
- » Continue to facilitate and participate in cross-sector and cross-discipline collaboration such as the Housing Task Force
  - Create and promote more opportunities, events, forums, etc. for the community to get involved and discuss the housing issue
  - Regularly review Housing Task Force membership and identify new local organizations, agencies, and/or stakeholders to bring to the table
- » Identify opportunities to implement the Community Housing Strategy through federal and provincial funding programs and partnerships with Indigenous, non-profit, and private sector partners
  - Advocate to the federal and provincial governments
  - Meet with neighbouring First Nations to discuss opportunities
  - Meet with local faith-based groups to discuss opportunities
- » Improve awareness about and advocate for meeting the housing needs of those who fall through the cracks such as low income “pre-seniors”, lone parents, individuals experiencing hidden homelessness, youth transitioning out of care, women and families transitioning out of shelters, and more
- » Educate and increase awareness about how to access non-market opportunities and related support services in the City
- » Create opportunities for seniors looking to downsize to learn about strata fees and changing maintenance responsibilities as they transition out of single-family homes into strata housing

#### Nanaimo Health and Housing Task Force

Nanaimo's Health and Housing Task Force works with the local Nanaimo Homeless Coalition to support local implementation of the Nanaimo Action Plan to End Homelessness, to provide regional connections between the Regional District of Nanaimo and the City on affordable housing initiatives, to advocate for additional resources from all levels of government for housing and poverty reduction, and to support the development of a health, housing and homelessness communications strategy.

### 4.3 STAFF ROLE IN IMPLEMENTATION

Given the number of new strategies the City is preparing to adopt, particularly in the social planning realm, there may be a need to consider adding staff resources to support implementation of this and other strategies.<sup>8</sup> There are a number of options available to the City when it comes to additional staff capacity:

- Full or part-time staff to support implementation of this Strategy and others
- Contract an arms-length organization to support social planning functions in Salmon Arm (see Action 4.2 above for the North Okanagan Social Planning Council)
- Develop a regional social planning function in partnership with neighbouring communities

These options provide flexibility in the approach that the City can take regarding additional capacity.

#### qathet Regional Social Planning Function

In 2019 the Tla'ammin First Nation, City of Powell River and qathet Regional District hired a Social Planner, jointly funded by all three governments. This position was developed through a jointly created Regional Social Planning Program. The Social Planner position reports to the CAOs of all three governments, and works in four strategic priority areas: housing, early years, social cohesion and economic progress. The three governments co-operate on regional social planning projects, including housing needs assessments, child care action plans and social procurement policies. This position showcases the efficiencies that can emerge from inter-jurisdictional partnerships and sharing resources.

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<sup>8</sup> As of the development of this document, Salmon Arm has a number of other strategies under development or review: Climate Emergency Action (Environmental) Planning; Cultural Planning & Implementation; Social Services Delivery, Childcare and Housing; Urban Forestry Management / Fire Smarting.

## 4.4 IMPLEMENTATION

Table 2 provides an implementation Matrix identifying key actions, tasks, what component of the housing wheelhouse they would impact, and the role of the City in implementation. In addition, each action has at least one icon next to it. These icons identify whether the Task Force or City Staff would need to take primary responsibility; where there are two icons, the first would take leadership, while the second would support the initiative.



This icon indicates a need for staff capacity to support actions and tasks




This icon indicates a leadership role for the Housing Task Force



*Table 2: Implementation Matrix for Housing Actions*



| Action  | Tasks  | Emergency Shelter | Short-Term Supportive Housing | Long-Term Supportive Housing | Subsidized Rental | Rental Housing | Ownership Housing | City Role                        |
|---|--|-------------------|-------------------------------|------------------------------|-------------------|----------------|-------------------|----------------------------------|
| Action 1.1:<br>Consider an appropriate range of densities for remaining land within the UCB | Task 1.1.1: Review appropriate heights for areas in or near the downtown core, such as the high density residential and town centre commercial zones, during next OCP review |                   |                               |                              |                   |                |                   | Regulate, Facilitate Development |



|   |   |  |  |  |  |  |  |                                  |
|---|---|--|--|--|--|--|--|----------------------------------|
|  | Task 1.1.2: Review appropriate heights and permitted housing forms for medium density residential neighbourhoods, during next OCP review  |  |  |  |  |  |  | Regulate, Facilitate Development |
|   | Task 1.1.3: Identify any undeveloped parcels appropriate for multi-family housing development and consider working with non-profit or development sector to acquire these sites |  |  |  |  |  |  | Monitor, Partner                 |
|   | Task 1.1.4: Develop a gradual approach to phase in higher densities across different neighbourhoods   |  |  |  |  |  |  | Regulate, Facilitate Development |
|   | Task 1.1.5: Develop criteria for increasing density in single-family neighbourhoods while maintaining neighbourhood character   |  |  |  |  |  |  | Regulate, Facilitate Development |



|  |  |  |  |  |  |  |  |                                     |
|--|--|--|--|--|--|--|--|-------------------------------------|
|  | Task 1.1.6: Consider incentives for infill residential for single-family areas within the UCB  |  |  |  |  |  |  | Incentivize, Facilitate Development |
|  | Task 1.1.7: Create opportunities to encourage people of different ages, incomes, and cultures to live together in integrated developments or neighbourhoods with mixed forms and tenures |  |  |  |  |  |  | Facilitate Development              |
| Action 1.2: Support the development of more affordable housing opportunities for groups with unmet housing needs (e.g. seniors, young families, lone-parents, etc.). | Task 1.2.1: Develop accessibility/adaptability requirements for new multi-family housing in Salmon Arm.  |  |  |  |  |  |  | Regulate                            |
|  | Task 1.2.2: Develop criteria for fast-tracking projects that meet the specific needs of underserved residents. These include:<br><br>» Developments with a certain                       |  |  |  |  |  |  | Incentivize                         |

|   |   |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|
| <div></div> <div></div> | <div>proportion of adaptable or accessible units</div> <div>» Developments that encourage social connection and peer support networks</div> <div>» Developments close to services and transit, that are walkable (with minimal highway or train crossings)</div> <div>» Developments that include an alternative tenure model (e.g. co-ops, non-market housing, etc.)</div> |  |  |  |  |  |  |  |
|   | <div>Task 1.2.3: Formalize and expand existing relationships with developers in order to encourage housing that focuses on identified unmet housing needs</div>   |  |  |  |  |  |  |  |



|  |  |  |  |  |  |  |  |                                  |
|--|--|--|--|--|--|--|--|----------------------------------|
| Action 1.3: Encourage a range of more diverse and innovative housing types using local government levers.<br>   | Task 1.3.1: Allow for lock-off suites in new multi-family  |  |  |  |  |  |  | Regulate                         |
|  | Task 1.3.2: Determine the suitability of implementing a gentle density approach that allows for greater density on single-family lots that meet appropriate location criteria (e.g. proximity to services and transit) |  |  |  |  |  |  | Facilitate Development, Regulate |
| Action 1.4: Review mechanisms for capturing value from developers, such as amenity contributions and density bonusing to ensure they are effective.<br> | Task 1.4.1: Conduct a land economics review to determine the effectiveness of current affordable and rental unit capture policy through density bonusing and identify opportunities to augment the current approach.   |  |  |  |  |  |  | Monitor, Invest                  |




*Table 3: Strategy Area #2 - Facilitate the development of new purpose-built rental housing and protect existing stock*

| Action   | Tasks  | Emergency Shelter | Short-Term Supportive Housing | Long-Term Supportive Housing | Subsidized Rental | Rental Housing | Ownership Housing | City Role   |
|--|--|-------------------|-------------------------------|------------------------------|-------------------|----------------|-------------------|-------------|
| <p>Action 2.1: Facilitate the development of a broader range of purpose-built rental housing options to meet the needs of diverse households through planning and other local government levers.</p>   | Task 2.1.1: Fast-track or prioritize in the development process, formalize and communicate about the process to prospective developers                 |                   |                               |                              |                   |                |                   | Incentivize |
|  | Task 2.1.2: Educate developers about new government programs to support purpose-built rental, such as the CMHC's Rental Construction Financing Program |                   |                               |                              |                   |                |                   | Educate     |
|  | Task 2.1.3: Review current incentives and approach to relaxing regulations, consider opportunities to formalize and expand these                       |                   |                               |                              |                   |                |                   | Incentivize |



|  |   |  |  |  |  |  |  |                        |
|--|---|--|--|--|--|--|--|------------------------|
|  | Task 2.1.4: Identify opportunities to bring together private sector and non-profit partners to explore project opportunities that meet multiple needs   |  |  |  |  |  |  | Partner                |
|  | Task 2.1.5: Support the development of purpose-built multi-family rental housing in areas close to services and transit, which are walkable and/or well-served by transit   |  |  |  |  |  |  | Facilitate Development |
| Action 2.2: Promote the development of secondary suites and detached secondary suites in residential neighbourhoods. | Task 2.2.1: Consider incentives for homeowners and developers to install secondary suites or detached secondary suites (e.g. temporary waiver of utilities for a set period, reduction of parking requirements, etc.) |  |  |  |  |  |  | Incentivize            |

|   |  |  |  |  |  |  |  |                                  |
|---|--|--|--|--|--|--|--|----------------------------------|
|    | Task 2.2.2: Consider a fast-track or simplified application process for rezoning and communicate about the process |  |  |  |  |  |  | Incentivize                      |
|   | Task 2.2.3: Consider blanket support for secondary suites and detached secondary suites in urban residential zones |  |  |  |  |  |  | Regulate, Facilitate Development |
| Action 2.3: Where opportunities arise, support financial support programs like rent banks, to help people facing affordability challenges with upfront costs for rental units.<br><br> | Task 2.3.1: Advocate to senior levels of government  |  |  |  |  |  |  | Advocate                         |
|   | Task 2.3.2: Support interested non-profit organizations  |  |  |  |  |  |  | Partner                          |

|   |   |  |  |  |  |  |  |          |
|---|---|--|--|--|--|--|--|----------|
| <p>Action 2.4:<br/>Develop<br/>protections for<br/>existing purpose<br/>built and<br/>secondary rental<br/>housing.</p>  | Task 2.4.1: Adopt a strata conversion policy  |  |  |  |  |  |  | Regulate |
|   | Task 2.4.2: Develop a tenant relocation/rental replacement policy   |  |  |  |  |  |  | Regulate |
|   | Task 2.4.3: Develop a mobile home demolition policy   |  |  |  |  |  |  | Regulate |
|   | Task 2.4.4: Review and implement an appropriate Short-Term Vacation Rental Policy that balances Salmon Arm's needs as a tourism hub, and the housing needs of the community |  |  |  |  |  |  | Regulate |





*Table 4: Strategy Area #3 – Supporting and incentivizing the development of non-market housing*

| Action  | Tasks   | Emergency Shelter | Short-Term Supportive Housing | Long-Term Supportive Housing | Subsidized Rental | Rental Housing | Ownership Housing | City Role   |
|---|---|-------------------|-------------------------------|------------------------------|-------------------|----------------|-------------------|-------------|
| <p>Action 3.1:<br/>Facilitate the development of a broader range of affordable housing options to meet the needs of diverse households through planning and other local government levers.</p>   | Task 3.1.1: Review potential for inclusionary zoning to capture units and/or cash in lieu contributions to the Affordable Housing Reserve Fund (see action 1.6) |                   |                               |                              |                   |                |                   | Regulate    |
|   | Task 3.1.2: Establish a formal process for contributing to the Affordable Housing Reserve Fund (i.e. cash-in-lieu mechanisms)                                   |                   |                               |                              |                   |                |                   | Regulate    |
|   | Task 3.1.3: Fast-track or prioritize in the development process, formalize and communicate about the process to prospective non-profits                         |                   |                               |                              |                   |                |                   | Incentivize |


|  |  |  |  |  |  |  |  |             |
|--|--|--|--|--|--|--|--|-------------|
|  | <p>Task 3.1.4: Review current incentives and approach to relaxing regulations, consider opportunities to formalize and expand these</p> <ul style="list-style-type: none"> <li>» DCC waivers/rebates</li> <li>» Relax parking requirements</li> <li>» Consider property tax</li> </ul> |  |  |  |  |  |  | Incentivize |
|  | <p>Task 3.1.5: Develop agreement with BC Housing around implementation of the Affordable Home Ownership Program (AHOP) and identify suitable development partners to implement this program</p>  |  |  |  |  |  |  | Partner     |
|  | <p>Task 3.1.6: Continue to convene with partners in order to encourage the development of key</p>  |  |  |  |  |  |  | Partner     |


|  |  |  |  |  |  |  |  |         |
|--|--|--|--|--|--|--|--|---------|
|  | forms of non-market housing  |  |  |  |  |  |  |         |
| Action 3.2:<br>Continue to provide regional leadership around housing initiatives<br><br> | Task 3.2.1: Continue to liaise with First Nations communities about the housing needs of their members on and off reserve, and engage in collaborative planning initiatives where possible |  |  |  |  |  |  | Partner |
|  | Task 3.2.2: Liaise with of CSRD communities to share information about housing needs, potential projects, or service opportunities   |  |  |  |  |  |  | Partner |
| Action 3.3:<br>Develop criteria for the expenditure of funds from the Affordable Housing Reserve (e.g. not on operational costs, but to subsidize                          | Task 3.3.1: Use findings of housing needs assessment to create priority housing types for the Affordable Housing Reserve   |  |  |  |  |  |  | Invest  |
|  | Task 3.3.2: Ensure Affordable Housing Reserve Policy language reflects these priorities, and is updated with   |  |  |  |  |  |  | Invest  |


|   |   |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|
| DCC waivers for<br>example)<br><br> | each subsequent<br>housing needs<br>assessment (~5 years) |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|



*Table 5: Strategic Area #4: Supporting homelessness initiatives*

| Action   | Tasks  | Emergency Shelter | Short-Term Supportive Housing | Long-Term Supportive Housing | Subsidized Rental | Rental Housing | Ownership Housing | City Role |
|--|--|-------------------|-------------------------------|------------------------------|-------------------|----------------|-------------------|-----------|
| <p>Action 4.1: Continue to partner with service providers and other non-profit organizations to help educate the community about homelessness, raise awareness, reduce stigma, and promote success stories.</p>  | Task 4.1.1: Engage individuals with lived experience in development of a Communications Strategy to share personal experiences of housing and homelessness (e.g. digital storytelling) |                   |                               |                              |                   |                |                   | Partner   |
|  | Task 4.1.2: Develop partner Communication Strategy to educate public about importance of preventative measures   |                   |                               |                              |                   |                |                   | Partner   |
|  | Task 4.1.3: Create a shared website to provide information on this Strategy,   |                   |                               |                              |                   |                |                   | Partner   |

|   |   |  |  |  |  |  |  |         |
|---|---|--|--|--|--|--|--|---------|
|   | actions from partners, proposed developments, and connecting residents with ways to support actions ending homelessness |  |  |  |  |  |  |         |
| <p>Action 4.2: Build on existing collaboration between City and non-profit service and housing providers in order to implement a systems approach to addressing and preventing homelessness.</p>  | Task 4.2.1: Work with partners to ensure systems planning informs future municipal policy and planning                  |  |  |  |  |  |  | Partner |
|   | Task 4.2.2: Advocate for greater funding for a systems-based response led by non-profit partners                        |  |  |  |  |  |  | Partner |
|   | Task 4.2.3: Work with partners to strengthen prevention systems   |  |  |  |  |  |  | Partner |
|   | Task 4.2.4: Work with partners to determine the feasibility of increased data integration and                           |  |  |  |  |  |  | Partner |

|   |  |  |  |  |  |  |  |         |
|---|--|--|--|--|--|--|--|---------|
|   | referral systems to support homeless residents   |  |  |  |  |  |  |         |
| Action 4.3: Regularly engage with local outreach programs, prevention initiatives, and support services.<br><br> | Task 4.3.1: Discuss emerging barriers, opportunities, and initiatives  |  |  |  |  |  |  | Partner |
|   | Task 4.3.2: Build relationships with marginalized populations, such as people experiencing homelessness, to better understand problems and needs                             |  |  |  |  |  |  | Partner |
|   | Task 4.3.3: Seek service providers for 24/7 spaces and / or a shower programs and other basis supports for individuals experiencing homelessness (e.g. storage, meals, etc.) |  |  |  |  |  |  | Partner |
|   | Task 4.3.4: Fast-track or prioritize in the development  |  |  |  |  |  |  | Partner |

|  |  |  |  |  |  |  |  |         |
|--|--|--|--|--|--|--|--|---------|
|  | process, formalize and communicate about the process to prospective developers and promote incentives (see Strategic Theme #3) |  |  |  |  |  |  |         |
|  | Task 4.3.5: Continue to support existing partnerships and seek to create new partnerships for development                      |  |  |  |  |  |  | Partner |
|  | Task 4.3.6: Regularly review available funding opportunities (i.e., at Housing Task Force meetings)                            |  |  |  |  |  |  | Partner |



## APPENDIX A: VERBATIM COMMENTS FROM ENGAGEMENT

### OPEN HOUSE

#### Strategic Theme 1:

##### Considering density and diversity that fits with the character of the community

| How  | Why  |
|--|--|
| <ul style="list-style-type: none"> <li>» Placement (space) for mini housing units in the city</li> <li>» Co-op non-profit, not publicly funded</li> <li>» Co-op opportunities</li> </ul> | <ul style="list-style-type: none"> <li>» Multi generation + Multi income + Diverse culture = Better humans</li> <li>» We must believe in the mutual benefits of living closely together in diversity</li> <li>» Young + old</li> <li>» Able + differently able</li> <li>» Employed + not employed</li> <li>» Non-parents + kids</li> <li>» We won't come close to solving the problem with single family development</li> <li>» Need to think outside the box to address varied + diverse housing needs</li> </ul> |

#### Strategic Theme 2:

##### Addressing rental housing needs

| How   | Why   |
|---|---|
| <ul style="list-style-type: none"> <li>» Co-op housing</li> <li>» Developers subsidizing low income</li> <li>» MURBs</li> <li>» Limit the number of spaces used for vacation rental – empty spaces waiting for wealthy vacationers</li> <li>» City needs to lobby at Provincial level to eliminate PST on rental</li> <li>» Should be no GST on rental properties</li> <li>» Should be reduced DCCs on rentals</li> </ul> | <ul style="list-style-type: none"> <li>»</li> </ul> |

## Strategic Theme 3:

### Address non-market housing needs

| How   | Why  |
|---|--|
| <ul style="list-style-type: none"><li>» Co-op non-profit not publicly funded</li><li>» Allocate city budget / leverage grant opportunities</li><li>» The opportunity of NIMBY Co-op – living together in intentional diversity believing in the mutual benefits</li></ul> | <ul style="list-style-type: none"><li>» Co-op living is the opposite of invisibility. In being visible we are able to care for each other including the most at risk</li><li>» Help to address needs of marginalized</li><li>» Kids are missing school because it's too cold to get up in a camper</li></ul> |

## Strategic Theme 4:

### Supporting homelessness initiatives

| How   | Why   |
|---|---|
| <ul style="list-style-type: none"><li>» Working with all marginalized groups in Salmon Arm to explore strategies</li><li>» Low income housing</li><li>» Affordable housing / Co-op housing</li><li>» Build relationships / trust with those affected to understand better</li></ul> | <ul style="list-style-type: none"><li>» Because with or without a house, the homeless are ours. Transient or not, they are here</li></ul> |

## Strategic Theme 5:

### Partnership, engagement and communication

| How  | Why  |
|--|--|
| <ul style="list-style-type: none"><li>» More opportunity for discussion</li><li>» Work with Neskonalith Adams Lake Indian Band</li><li>» Stop punishing poverty – how can the homeless engage in solutions when they feel threatened or devalued?</li><li>» Events like tonight are starting place</li><li>» Leverage grant opportunities and collaborations</li></ul> | <ul style="list-style-type: none"><li>» We, as a community, need to work together</li><li>» Co-op community buildings</li><li>» Because some of us are awesome grant writers</li></ul> |

## TASK FORCE WORKSHOP

### Strategic Theme 1:

#### Considering density and diversity that fits with the character of the community

| How  | Why   |
|--|---|
| <ul style="list-style-type: none"> <li>» Integrate bylaws to encourage diversity</li> <li>» Students housing work force</li> <li>» Lower standards where appropriate</li> <li>» Entry – land affordable ownership</li> <li>» Affordable density – not luxury condos only</li> <li>» Encouragement of carriage houses</li> <li>» Block Zone?</li> <li>» Diversify the character of the community – small housing types</li> <li>» Build UP, not OUT</li> <li>» Proximity to transportation</li> <li>» Parking</li> <li>» More info</li> <li>» Incentivize permits priorities</li> </ul> | <ul style="list-style-type: none"> <li>» Home ownership hope</li> <li>» Clear path to transition rent – own – rent</li> <li>» Those who need housing live in diverse type of housing, i.e. trailer park, apartments, suites</li> <li>» Keep development costs in check</li> <li>» Attract + retain more families / younger people</li> <li>» Focus on diversity gap</li> <li>» There is minimal land remaining</li> <li>» Keep market moving, expand market</li> <li>» Integrate development with asset management plans</li> </ul> |

### Strategic Theme 2:

#### Addressing rental housing needs

| How  | Why  |
|--|--|
| <ul style="list-style-type: none"> <li>» Financial incentives for builders, i.e. DCCS to build apartments</li> <li>» Regulate Airbnb</li> <li>» CMHC program standards communicated more</li> <li>» Need another orchard terrace</li> <li>» Tiny House</li> <li>» Work to make the Residential Tenancy Act more favourable to Landlords</li> <li>» Land Trust</li> <li>» Purpose built rental tax exemptions</li> <li>» Target gaps through</li> </ul> | <ul style="list-style-type: none"> <li>» Stability</li> <li>» Healthy community</li> <li>» Growth of the community</li> <li>» Local developers build SFH., only few apartment buildings</li> <li>» Low vacancy</li> <li>» Barrier to new residents</li> <li>» Attract employees / stability for employees</li> </ul> |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>» Need apartment buildings / town homes</li> <li>» Rental unit density bonusing</li> <li>» City regulated % of all new buildings should be reserved for rental housing</li> <li>» Faith-based housing</li> </ul> |  |
|---|--|

## Strategic Theme 3:

### Address non-market housing needs

| How  | Why  |
|--|--|
| <ul style="list-style-type: none"> <li>» Year-round homeless shelter</li> <li>» Tax incentives for housing operators</li> <li>» Zoning land-use</li> <li>» Support communal living type housing i.e., pods</li> <li>» Use incentives for building green</li> <li>» Continue tables like this. Engage / Educate</li> <li>» Co-op housing</li> <li>» Support non-profits to build</li> <li>» Keep good relations with BC Housing</li> <li>» Not all R4/R5 can be privately financed</li> <li>» Private Public Partnership (PPP)</li> </ul> | <ul style="list-style-type: none"> <li>» Reduces costs for emergency services</li> <li>» Help those who are vulnerable</li> <li>» There is money available – Fed / Provincial</li> <li>» Inclusive community</li> <li>» Healthy community</li> <li>» Prevention</li> <li>» To assist those in core need</li> <li>» Transition</li> <li>» Market housing is inaccessible</li> <li>» Huge need in the community</li> </ul> |



## Strategic Theme 4:

### Supporting homelessness initiatives

| How  | Why   |
|--|---|
| <ul style="list-style-type: none"><li>» City of Salmon Arm DCC fund to support non-profit housing development</li><li>» Apply for Formal Social Planning</li><li>» Increase transit</li><li>» Sharing info with other communities</li><li>» Homeless prevention</li><li>» Rent banks</li><li>» Letters of support</li><li>» Outreach programs poverty reduction</li><li>» Work in co-operation with local agencies</li></ul> | <ul style="list-style-type: none"><li>» Leads to less homelessness</li><li>» Unmet needs</li><li>» Safety net housing is most expansive</li><li>» Ease the strain on businesses</li><li>» Social responsibility of all in community</li></ul> |

## Additional Considerations:

### Partnership, engagement and communication

Key components of this area have been integrated into the other four Strategic Themes.

| How   | Why   |
|---|---|
| <ul style="list-style-type: none"><li>» Work to address other social issues at the same time</li><li>» Keep HTF Going</li><li>» Embed social impact advisory inputs / collaboration</li><li>» Sharing data with developers and service providers</li><li>» Look for more partners</li><li>» Talk to those who are renting + homeless</li><li>» Develop housing society</li><li>» Service providers round table (quarterly)</li><li>» Connect specialized builders w/ landowners i.e. cte. of faith non profit</li></ul> | <ul style="list-style-type: none"><li>» Spread of ideas and knowledge</li><li>» Lived experience matters</li><li>» Continuous living document</li><li>» Respond to the needs of the community</li><li>» Responsibility of all citizens</li><li>» Salmon Arm has limited resources / needs to max.</li><li>» One connected table</li></ul> |



# City of Salmon Arm Salmon Arm Housing Needs Report

April 2020



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## EXECUTIVE SUMMARY



### POPULATION AND HOUSEHOLDS

- *The past and current population of Salmon Arm reflects the community's role as an urban centre and service hub for the Shuswap region. There are relatively higher proportions of children, youth, and young adults as well as seniors. There are relatively lower proportions of working age people.*
- *Salmon Arm has a stable population that has been experiencing steady growth since 2006 and has generally gotten older; the median age has increased by nearly 4 years. This suggests that while the population generally remains within the workforce age group (25-64) and the median age is expected to decrease slightly, the population has been aging and remains older compared to the provincial average. There has also been some influx of seniors from other communities. As such, the City may require more seniors' services and supports in time to allow aging in place.*
- *There was a significant increase in the number of households between 2006 and 2011 (12.3%) and a much smaller increase between 2011 and 2016 (1.6%), which is associated with the slower population growth that occurred between 2011 and 2016.*
- *In 2016, the most common household type in Salmon Arm was a 2-person household, most likely a couple without children who owned their home.*
- *Salmon Arm has a high rate of homeownership compared to other areas of the province; more than three-quarters of households (77%) were ownership households in 2016. This is similar to the CSRD, which reported that 79% of households were ownership households in 2016, but is notably higher than other regions (e.g., 69% for the City of Vernon) and the province overall (i.e., 68%).*



### INCOME AND ECONOMY

- *Renter households reported significantly lower incomes than owner households between 2006 and 2016. Over this period, while the proportion of homeowners falling into high income brackets (i.e., annual before-tax income of \$100,000 or more) increased substantially (9%), the proportion of renters did not (1%). Notably, the proportion of renters falling into high income brackets decreased in 2011, then increased in 2016. The proportion of owners increased in both Census periods.*
- *In 2016, Salmon Arm had low unemployment and participation rates, which could be reflective of Salmon Arm's higher median age and reported popularity as a destination for retirees. This means that Salmon Arm has a relatively smaller proportion of people eligible to participate in the labour force, but most employable people do not experience issues finding work and work within the City.*

- *Retail and health / social services were the most common industries in 2016, while more recent anecdotal evidence suggests the community has an emerging high-tech sector.*
- *Okanagan College has a campus in Salmon Arm that attracts approximately 420 FTE students annually, many of whom are part-time. There is no dedicated student housing and students may experience difficulties finding suitable rental accommodations, especially those who move to the community to attend school.*



## COMMUNITY PROJECTIONS

- *The population of Salmon Arm is growing. The population is projected to get younger as a whole, but recent trends indicate there have been increasing numbers of retirees and fewer working aged people. Most growth is anticipated to be youth and young adults aged 15 to 24, as well as retirees aged 65 to 84. Overall growth is not likely to be as drastic as has been projected in the past, but it is likely that Salmon Arm will experience accelerating population growth over the next 5 years.*
- *It is anticipated that Salmon Arm will continue to experience steady increases in the number of households, based on population projections and housing starts. Based on trends seen over the past 10 years, there are likely to be 5.4% more households in 2024. However, estimates range from 1.8% to 9.4%.*
- *Most of this growth is likely to be seen in households comprised of couples without children. This household family type is expected to represent approximately 40% of overall household growth over the next 5 years.*



## COMMUNITY HOUSING

- *In 2016, the most common type of dwelling in Salmon Arm was a single-family home with 3 or 4 bedrooms, that was built sometime after 1960.*
- *Development of new homes in recent years is significant and has been increasingly rapidly. In 2018, there were 70% more new homes registered in Salmon Arm than in 2016. There has been a trend towards more multi-family development: there were fewer single-family homes built in 2018 than in 2017. There were three times the amount of multi-family homes built in 2018 than were built in 2017.*
- *There are unique policy constraints related to the City's Urban Containment Boundary (UCB) and surrounding land within the Agricultural Land Reserve (ALR). Future housing development is primarily designated for areas within the UCB. There is a limited supply of land within the UCB, which will need to be considered in discussions about density and form of residential developments within the boundary.*



## OWNERS

- *Average assessed values and sales prices of homes in Salmon Arm are lower when compared to the CSRD overall.*
- *In most cases, homes in Salmon Arm are selling for less than their assessed value.*
- *Data suggests that single-family homes are generally affordable for couples with children, while couples without children may experience more significant affordability challenges. Couples without children are likely to have lower median incomes and are typically older couples whose children have left home, and may be living on a single income or, if retired, on pension and investments. They face moderate affordability gaps in the homeownership market; however, they are also more likely to own their own home already and benefit from rising market prices when they aim to downsize.*
- *Single income earners, including lone-parent families and individuals living alone or with roommates experience significant affordability gaps in the ownership market across all housing types, which may prevent them from owning a home.*



## RENTERS

- *Rental availability is a significant challenge in Salmon Arm. The City has a very low vacancy rate, lack of rental supply, and a high rate of homeownership (77% of all households in 2016). This means that it is difficult for most renters to find suitable rental accommodations in Salmon Arm. Anecdotal evidence from stakeholder interviews corroborates this.*
- *Primary market rents are affordable for many household types in Salmon Arm. Individuals living alone or with roommates may be close to the affordability threshold. However, these are conservative estimates as incomes used in the gaps analysis were not adjusted to account for the lower median incomes of renter households compared to owner households. Renter households had a median income that was 53% of owner households' median income in 2016 and likely face larger affordability gaps than are estimated.*
- *Individuals on social assistance experience significant challenges finding rental housing and affordability gaps. Anecdotal information suggests these individuals are less likely to be considered for available rental housing, given the low vacancy rate and high competition for available units. The gaps analysis indicates that these individuals experience gaps of at least \$350.*



## HOUSING INDICATORS

- *Affordability was the most significant housing challenge reported in Salmon Arm in 2006, 2011, and 2016. In 2016, there were 745 renter households, representing nearly half of all renters (46%) falling below affordability standards compared to 685 owner households, representing 12% of all owner households. Using the 2016 average number of persons per households, we can estimate this affects approximately 1,714 renter residents and 1,576 owner residents.*



- *In 2006 and 2011, there were similar proportions of renter and owner households falling below affordability standards to 2016 (i.e., 12 – 16% of owner households and 46 – 47% of renter households). However, in 2006 and 2011, there was a higher number of owner households falling below affordability standards than renter households (640 compared to 580 in 2006; 825 compared to 795 in 2011).*
- *Nearly 10% of all households in Salmon Arm are considered to be in Core Housing Need, including 230 owner households and 480 renter households. This means that 30% of all renter households are in Core Housing Need and would likely need some form of non-market unit in order to provide housing security.*



### Highlights:

- *Salmon Arm has a large population of seniors; while the bulk of residents are still in the workforce, planning for future supports, services and housing for seniors to allow them to age in place in the community will be a consideration within the next 10 years.*
- *However, key informants and certain population trends point to Salmon Arm attracting more young families who are other, more expensive, urban centres to buy homes and raise families. Over time, demand could increase housing prices and create a demand for greater diversity of housing stock.*
- *Housing diversity is lower than in other comparably sized communities; while this is not currently putting pressure on couple households (with or without children), in time, and with escalating housing prices, a lack of options may impact seniors wishing to downsize, as well first-time buyers entering the market.*
- *Single parents and individuals living alone are most likely to be experiencing housing affordability issues, with ownership out of range for even median earners in these groups and for other household types making less than \$100,000 in annual before-tax income. While median-earning single parent households and individuals can generally afford the primary rental market, a review of listings on Kijiji and Craigslist suggests that secondary suites and other units rented privately (including non-market units and supplements), which account for about three-quarters of all rental housing in Salmon Arm and may be larger units, have higher median rents.*
- *The primary rental has consistently had lower than 3% vacancy rates since 2014, indicating high rental pressures in the community. Impacts of this were especially noticed for skilled workers moving to the community, students, and individuals or families transitioning out of care or moving away from unsuitable or unsafe living situations. Key informants consistently noted that finding rental accommodation represents a challenge for a wide cross-section of the community.*
- *Frontline workers in the community estimate at least 50 - 60 chronically homeless individuals, who only have access to a winter shelter; high rental rates and low vacancy rates can put pressure on the lowest income households in the community. Salmon Arm does not have enough shelter beds for 50 to 60 individuals. Compared to other similarly sized communities, there is a small gap in shelter beds when the shelter is open. During other times of the year, Salmon Arm has the highest relative gap.*

# 1 INTRODUCTION

Salmon Arm is the largest City in the Columbia Shuswap Regional District (CSRD) and serves as an urban service hub for several smaller communities in the surrounding area. In August 2019, Maclean's recognized Salmon Arm as "the best community in Canada with affordable real estate".<sup>1</sup> The City has been growing steadily for over 10 years, which is variously attributed to its picturesque location on the shores of Shuswap Lake, its amenities and services, cost of living, and quality of life.<sup>2</sup>

As in many communities across British Columbia (BC), the City of Salmon Arm is facing significant housing challenges associated with changing demographics, affordability, and social issues. The City also has an Urban Containment Boundary (UCB), which restricts development to central areas within the City. Surrounding much of the UCB is Agricultural Land Reserve (ALR), which presents unique constraints on land use. In response to these challenges, the City is completing a Housing Needs Assessment to understand housing challenges for Salmon Arm residents across the Housing Wheelhouse and preparing a Community Housing Strategy to identify ways of addressing these challenges.

This document, the Housing Needs Report, meets requirements mandated by the Province of BC in the *Local Government Act*, Division 22, for Housing Needs Reports. By completing this Report, the City has gained a more complete understanding of current and anticipated housing needs that will be used to inform future community planning. The associated Community Housing Strategy contains strategies and actions to help the City integrate the results of this assessment into future community planning.

This document presents the data, fulfills provincial requirements, and documents methods and limitations.

## 2 DEVELOPING THE NEEDS ASSESSMENT

This report was developed using a combination of quantitative and qualitative data, including:

- » Background review of existing policies, plans, bylaws, best practices, and other documents (see Appendix C)
- » Analysis of population, housing, and economic data required by the Province, supplemented with additional data where relevant
- » Community engagement, including an online survey, stakeholder interviews, focus groups, and a community open house

### 2.1 BACKGROUND REVIEW

To build a baseline understanding of the housing context in Salmon Arm, a background review of 16 documents was completed. These included existing City policies, plans, and bylaws, Terms of Reference and meeting minutes from the Housing Task Force, federal and provincial guidelines, and best practice reports. Appendix C contains a memo outlining findings from the background review.

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<sup>1</sup> <https://www.macleans.ca/economy/realestateeconomy/best-communities-canada-affordable-real-estate-2019/>

<sup>2</sup> Salmon Arm Economic Development Society Community Profile, 2017

## 2.2 DATA

Quantitative data used to inform this Strategy was collected primarily from datasets provided by the Ministry of Municipal Affairs and Housing (MAH) for Housing Needs Reports. These datasets draw on a variety of sources, including: BC Custom Census data from Statistics Canada (includes the 2006, 2011, and 2016 censuses and 2011 National Household Survey); the Canada Mortgage and Housing Corporation (CMHC); BC Housing; Co-operative Housing Federation of BC; BC Assessment; and BC Statistics. Additional data from the Okanagan Mainline Real Estate Board / Multiple Listings Service (MLS) Canada; the City of Salmon Arm; Okanagan College; and AirDNA was used to supplement required data and provide a fuller picture of housing in Salmon Arm.

### 2.2.1 Limitations

There are limitations to the quantitative data used in this report. Significant limitations known to the authors are described in this section.

#### *Variation from Census Community Profiles*

BC Custom Census data from Statistics Canada (the “custom data”) varies slightly from the standard Census Community Profiles available online. This is because the custom data counts the population in private households, which is less than the total population. This means that the custom data analyzed and presented in this Strategy excludes individuals who have a usual place of residence elsewhere in Canada or abroad, as well as those living in commercial, institutional, or communal dwellings (e.g. nursing homes, rooming houses, staff residences, hospitals, hotels, etc.). For Salmon Arm, this is a difference of 676 people. The custom data was used in place of the Community Profiles because it provides more detailed information and aligns with other custom data variables included in the data set.

This limitation is especially relevant when comparisons to other jurisdictions are made. Comparisons to other jurisdictions are based on the standard Census Community Profiles available online and are thus based on the total population (i.e., including those who have a usual place of residence elsewhere in Canada or abroad, as well as those living in commercial, institutional, or communal dwellings).

#### *Projections*

The second limitation is that the population projections contained in this report are based on assumptions available to us today and represent a plausible base case should the assumptions remain true over time. In addition, the projections data is based on the total population data rather than the population in private households, so does not precisely align with custom data variables.

### *Population Growth Rates*

In the past, Salmon Arm media widely reported a statistic provided by BC Statistics in their January 2018 Infoline Issue 18-11, Sub-Provincial Population Estimates. This statistic reported that Salmon Arm had the highest growth rate of communities with 5,000 or more residents between July 2016 and January 2018 (9.3% growth). Custom census data used in this strategy reports significantly smaller growth rates than this for the same time period.

Growth rates vary because the growth rate published in Infoline Issue 18-11 was calculated using population projections generated using the 2011 Census data for baseline data.<sup>3</sup> Since that time, the growth rates have been adjusted and are calculated using projections which are generated based on the complete, adjusted Census 2016 data as a baseline. The growth rates used in this Strategy are from the custom data and are considered the most accurate and high-quality representation currently available.<sup>4</sup>

### *Household Growth Rates*

“Household” refers to the person or people living in a single housing unit. A household can be thought of, for example, as a family, a group of roommates, or a single individual living alone.<sup>5</sup> Household projections are included to provide an estimate of how many new housing units the City might expect to need in the future. Standard household projections provided by the Province are based on BC Statistics population projections and Statistics Canada Census Program data. There can be some disconnect between projections and community-level growth trends because of the scale of data used (i.e., some projections are based on the projected growth of the Census Division and may not accurately reflect trends seen in Salmon Arm).

Recent data on housing stock shows significantly higher growth in Salmon Arm in recent years than aligns with the projections based on population data from the province. Housing stock refers to physical housing units. Although housing stock and households are not the same thing, they generally align, assuming most households are housed.

Housing stock data including number of housing starts (City), number of registered new homes (BC Housing), and residential building permit values (City), demonstrate trends of higher growth for 2016 to 2019, which mirror previous peaks around 2007. This Strategy contains household projections based on the standard method described above, as well as additional scenarios that consider recent increases in housing stock.

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<sup>3</sup> In January 2018, adjustments to the 2016 Census data to account for undercounting had not yet been completed. BC Statistics considers this data incomplete and will not use it in reporting. As such, data used to calculate growth rates was based on projections based on data that was nearly 7 years old. (BC Statistics, 2019).

<sup>4</sup> BC Statistics, 2019.

<sup>5</sup> Together, all occupants of one housing unit form a household and do not have a usual place of residence elsewhere. Based on the Dictionary, Census of Population, 2016.



### *National Household Survey*

Due to the voluntary nature of the 2011 National Household Survey, the data is considered less reliable. Where possible and appropriate, this Strategy uses the 2006 Census data for comparison purposes.

This report refers to shelter costs, which are defined by CMHC as the total monthly shelter cost paid by the household for their dwelling. For renters, shelter costs include rent and any payments for electricity, fuel, water, and other municipal services. For owners, shelter costs include mortgage payments (principal and interest), property taxes, and any condominium fees, along with payments for electricity, fuel, water, and other municipal services.

## **2.3 COMMUNITY ENGAGEMENT**

Qualitative data was gathered through a community survey, stakeholder interviews, focus groups, and a community open house.

The community survey was available online from September 23 to November 1, 2019. The survey was available via the City website and was promoted through a variety of local media and City social media outlets. The purpose of the survey was to gather information regarding individual and family housing needs and experiences. There were 313 surveys completed.

Stakeholder interviews were completed to help identify housing needs and opportunities and supplement quantitative data. Questions focused on housing and related services across the housing continuum and sought to uncover the broader community and economic context of housing issues. Interviews were conducted with 15 key stakeholders identified by the City's Affordable and Supportive Housing Committee, including City staff, Neskonlith First Nation, and representatives from the following areas:

- » Non-profit
- » Development and building
- » Health
- » Finance
- » Other community organizations (Salmon Arm Economic Development Society, Kings Christian School)

Focus groups were held to help identify challenges, needs, and opportunities for specific groups facing housing challenges in Salmon Arm. Three focus groups were held to support the needs assessment and community housing strategy:

- » People with lived experience
- » Housing Task Force
- » Seniors

Finally, a Community Open House was held to gather input on strategic themes and how the community might take actions related to each theme.

Section 7 contains a summary of findings from community engagement to-date.

## 3 COMMUNITY PROFILE

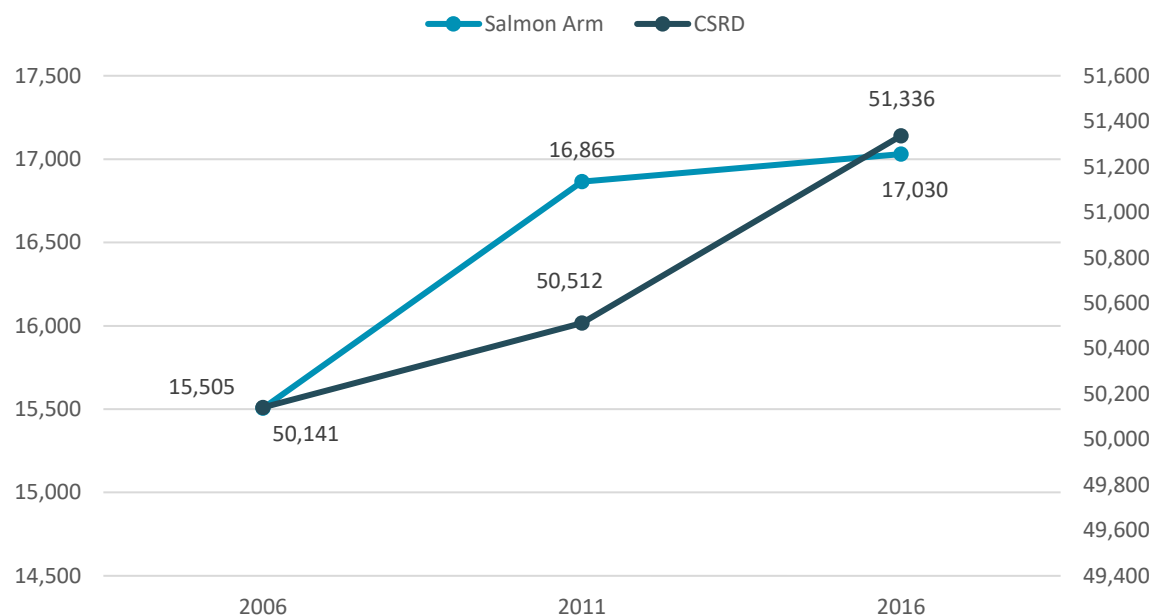
This section describes the demographic context of Salmon Arm, including past, present, and future population, number of households, household sizes, and family types. Where possible and appropriate, comparisons to the CSRD overall average and/or the City of Vernon are provided for context. Vernon was chosen for comparison because of several community and demographic similarities. Data for comparisons is drawn from the online 2006, 2011, and 2016 Census Profiles, using the Vernon Census subdivision and the CSRD Census division geographies.

### 3.1 PAST AND CURRENT POPULATION

#### 3.1.1 Past Growth

In 2016, Salmon Arm had a population of 17,030. Between 2006 and 2016, the population of Salmon Arm saw substantial growth (9.8%). Salmon Arm has been growing more quickly than the CSRD, which grew 2.4% during the same period. This suggests that people who are moving to the CSRD are more likely to move to Salmon Arm than other communities.<sup>6</sup>

*Figure 1. Population, 2006 to 2016.*



#### 3.1.2 Age

The median age of Salmon Arm's population is 49.3 years old. This is comparable to Vernon (47.4 years old) and slightly lower than the CSRD (50.5 years old). Notably, all these geographies are significantly older than the overall provincial population, which reports a median age of 43.0.

<sup>6</sup> Vernon is not used for comparison here because a boundary change affected the Census subdivision and validity of population growth data provided in the online Census Community Profile.

*Table 1. Median Age, 2016*

| Salmon Arm | CSRD | Vernon | BC   |
|------------|------|--------|------|
| 49.3       | 50.5 | 47.4   | 43.0 |

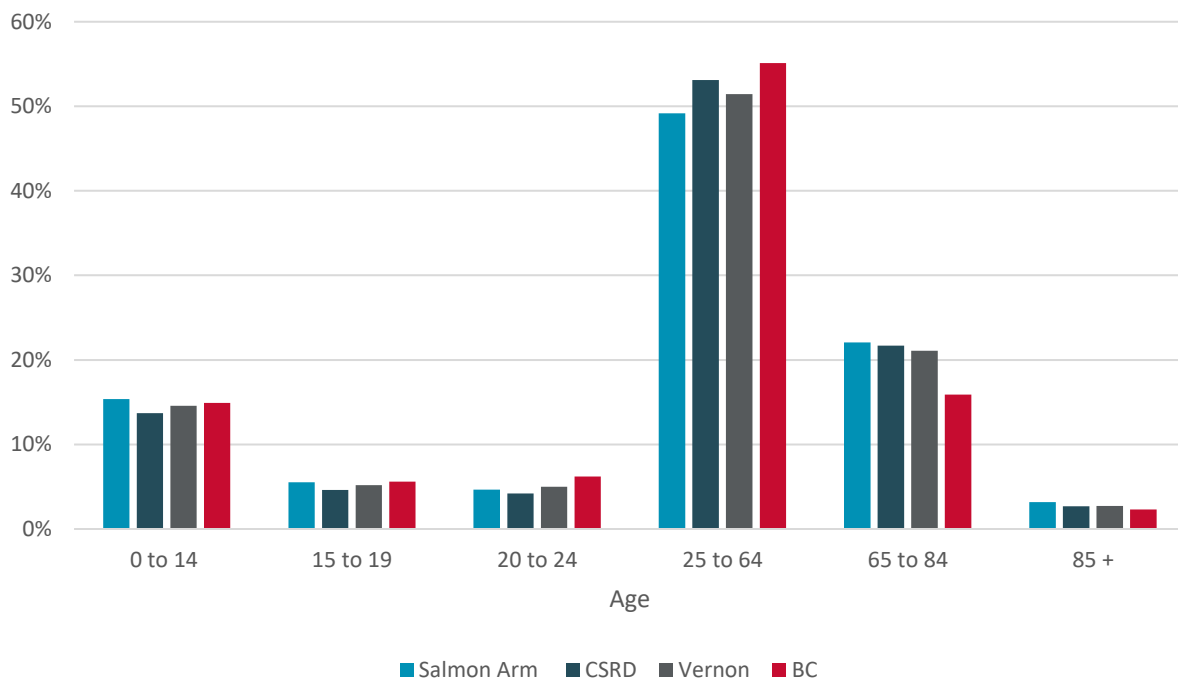
Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

Between 2006 and 2016, the median age in Salmon Arm increased from 45.5 to 49.2 years old. However, the proportion of people in each age cohort remained relatively stable over this time. This suggests that while the population generally remains within the workforce age group (25-64), the population is aging and may require more seniors' services and supports in time to allow aging in place.

Salmon Arm has a smaller proportion of working age people compared to the CSRD. There are larger proportions of children and youth (aged 0 to 24) and seniors (aged 65+) in Salmon Arm compared to CSRD, which is reflective of the City's role as a service centre, with easier access to facilities and amenities for seniors and young families, and a college attracting youth and young adults.

Salmon Arm has a similar age composition to Vernon.

*Figure 2. Age of Salmon Arm Population, 2016*

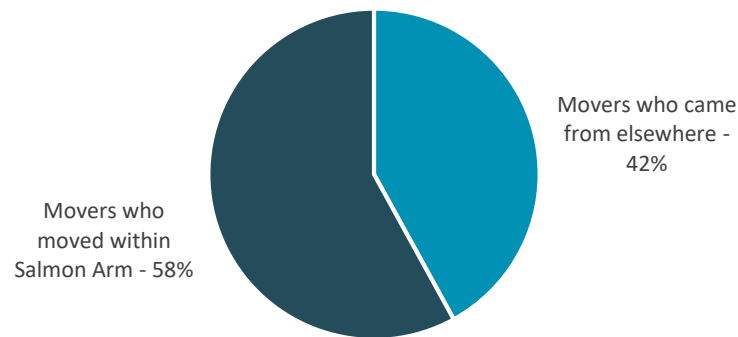


Source: Statistics Canada, Census 2016; Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

### 3.1.3 Mobility

Salmon Arm has a relatively stable population; 16% moved in 2015 (representing 2,635 households). Of those who moved, most (58%) moved within Salmon Arm, while 42% of those who moved came from elsewhere.

Figure 3. Origin of Salmon Arm Movers, 2016



Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing



#### Key Takeaways: Past and Current Population:

- *The past and current population of Salmon Arm reflects the community's role as an urban centre and service hub for the Shuswap region. There are relatively higher proportions of children, youth, and young adults as well as seniors. There are relatively lower proportions of working age people.*
- *Salmon Arm has a stable population that has been experiencing steady growth since 2006 and has generally gotten older; the median age has increased by nearly 4 years. This suggests that while the population generally remains within the workforce age group (25-64) and the median age is expected to decrease slightly, the population has been aging and remains older compared to the provincial average. There has also been some influx of seniors from other communities. As such, the City may require more seniors' services and supports in time to allow aging in place.*

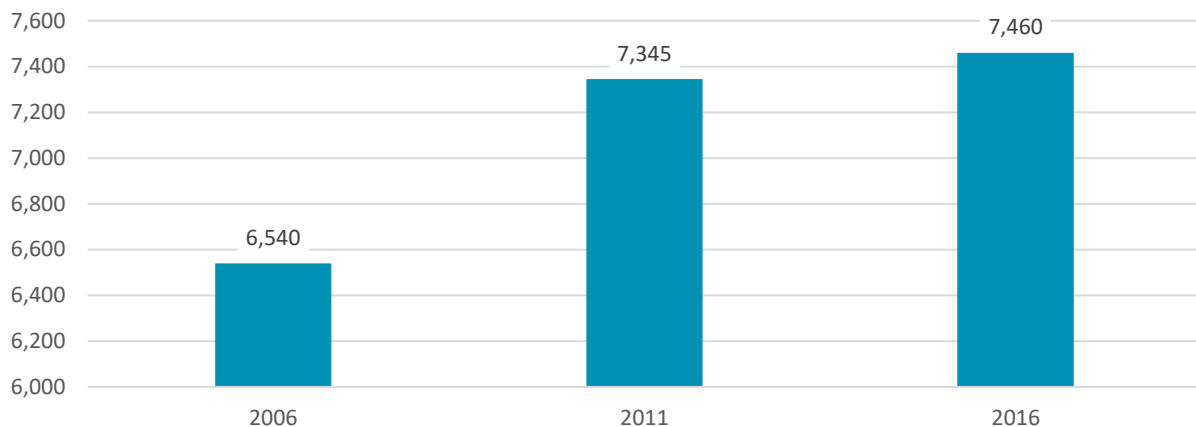
## 3.2 PAST AND CURRENT HOUSEHOLDS

### 3.2.1 Households

In 2016, there were 7,460 households in Salmon Arm. The number of households increased more rapidly in the past than in recent years: between 2006 and 2011, the number of households increased by 12.3%; between 2011 and 2016, the number of households increased by 1.6%. Much of the 12.3% increase occurred around 2007, when building permit values were at a record high.



*Figure 4. Number of Households, 2006 to 2016*



Source: Statistics Canada, Census 2016 and Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

### 3.2.2 Household Size and Type

In 2016, there was an average of 2.3 people per household. This has remained relatively stable over the past 3 Censuses and is generally comparable to Vernon and the CSRD (each had an average of 2.2 people per household in 2016).

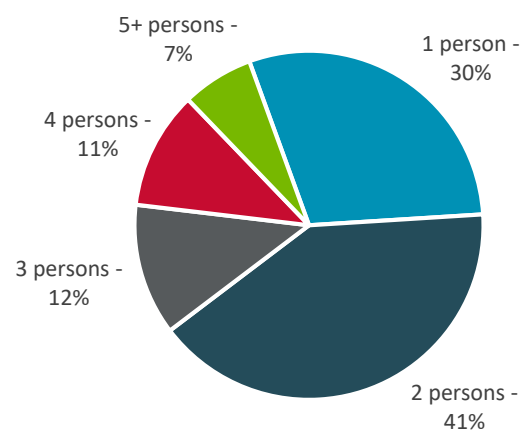
*Table 2. Average Households Size, 2006 to 2016*

|                                   | 2006 | 2011 | 2016 |
|-----------------------------------|------|------|------|
| Average household size Salmon Arm | 2.4  | 2.3  | 2.3  |

Source: Statistics Canada, Census 2016 and Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

The majority of households in Salmon Arm are comprised of one or two people (71%). Over the last 3 Census periods, the proportions of household sizes have not changed significantly, although there was a 4% increase in the number of one-person households.

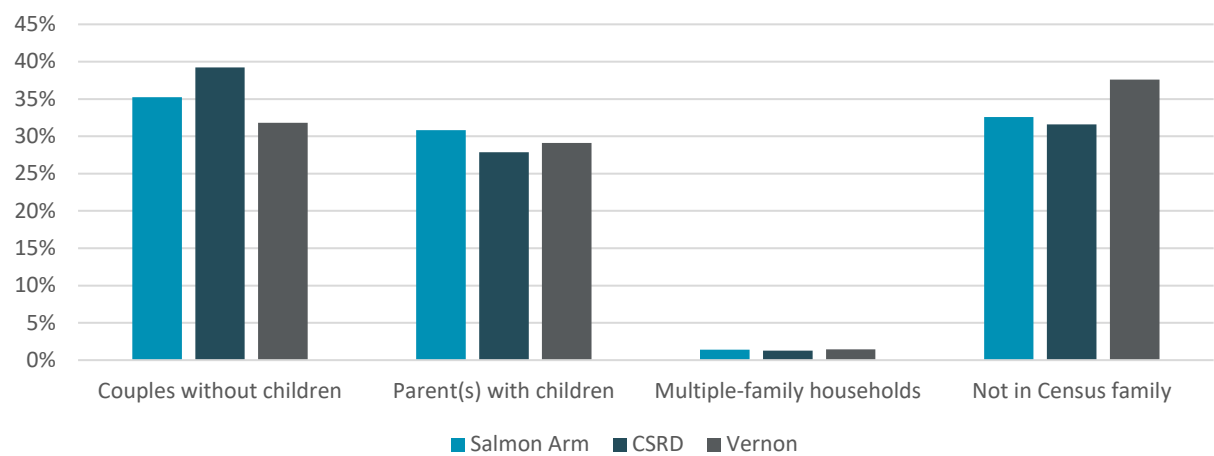
*Figure 5. Household Sizes, Salmon Arm, 2016*



Source: Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing

In 2016, the most common household type in Salmon Arm was couples without children, comprising 35% of all households. The next most common household type was individuals not in Census families, meaning they live alone or with roommates. There were 33% of this type of households in 2016. Salmon Arm had a larger proportion of households with children than the CSRD and Vernon in 2016 (31% compared to 28% and 29%, respectively), suggesting there may be more young families in the City.

Figure 6. Household Types, 2016

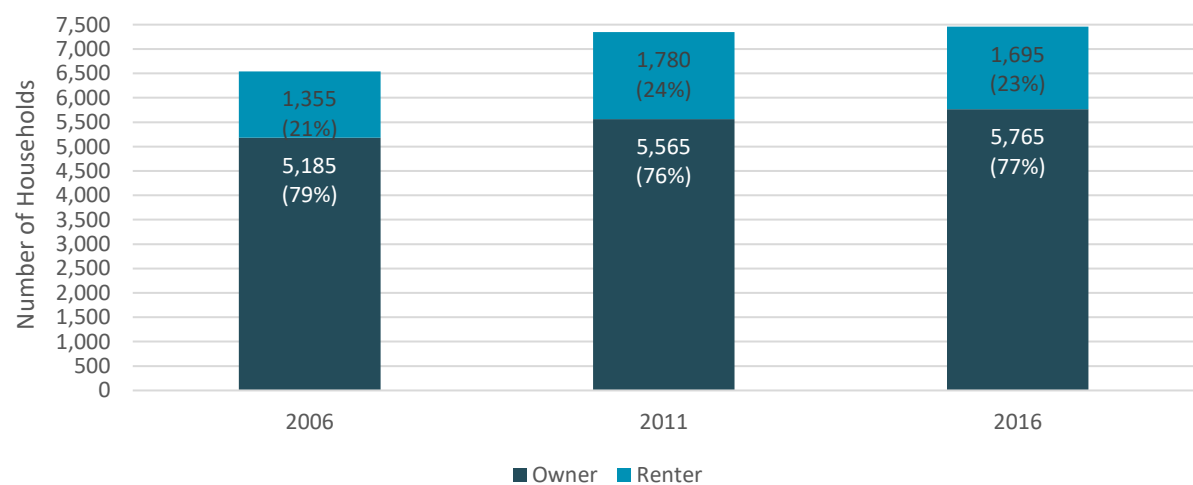


Source: Statistics Canada, Census 2016 and Custom Information for BC Ministry of Municipal Affairs and Housing

### 3.2.3 Household Tenure

In 2016, more than three-quarters of households in Salmon Arm were owner households. The proportion of renter households versus owner households has remained relatively stable over the past 3 Census periods. The total numbers of renter and owner households has increased. For renters, these households are likely within the secondary rental market, as the number of rental units in the primary rental market did not increase substantially during this period.

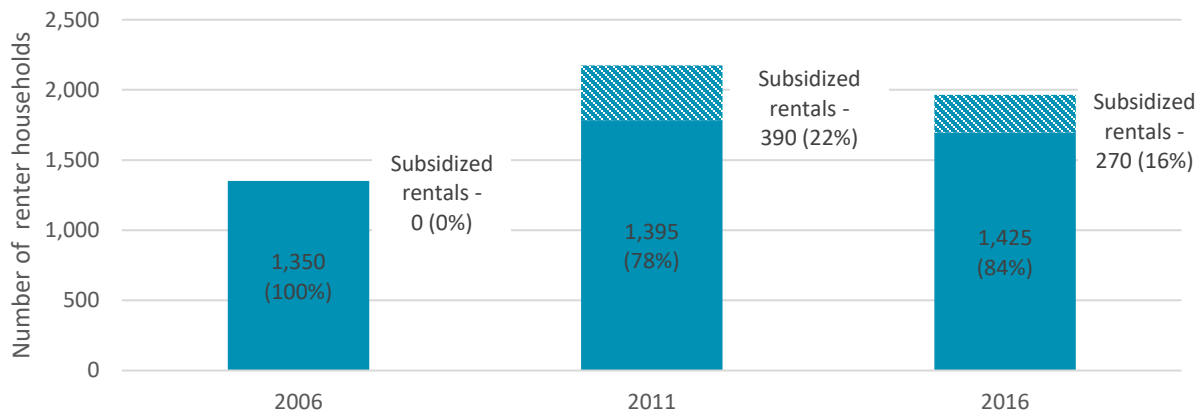
Figure 7. Household Tenure, 2016



Source: Statistics Canada, Census 2006, 2011, and 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

There were no subsidized renter households in 2006. The number of subsidized renter households peaked in 2011 (390 units, or 22% of renter households), then declined in 2016 (270 units, or 16% of renter households).

Figure 8. Renter and Subsidized Renter Households, 2006 to 2016



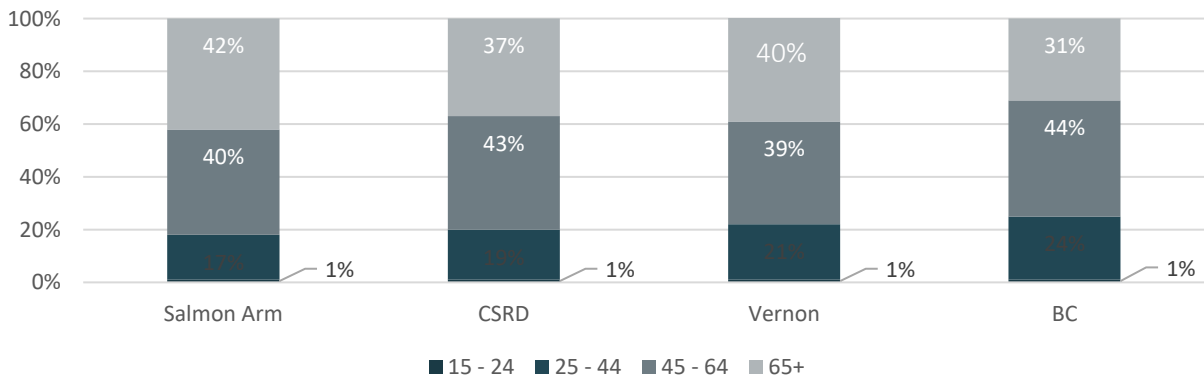
Source: Statistics Canada, Census 2006, 2011, and 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

### 3.2.4 Age of Household Maintainer

The household maintainer refers to the first person listed on the Census who pays the mortgage, rent, taxes, and/or utility bills for the dwelling. The age of household maintainers provides insight into who is heading households in Salmon Arm. In some communities, a high proportion of owned households led by seniors may indicate that there is a lack of affordable or suitable housing for younger adults available in the housing market.

In Salmon Arm, there is a slightly higher proportion of ownership housing maintained by seniors compared to the CSRD and Vernon (42% compared to 37% and 40%, respectively). These proportions are significantly higher than the overall provincial average, which reported 31% of ownership households being led by seniors in 2016. This aligns with other data and anecdotal information indicating the popularity of the CSRD and Okanagan regions as retirement destinations.

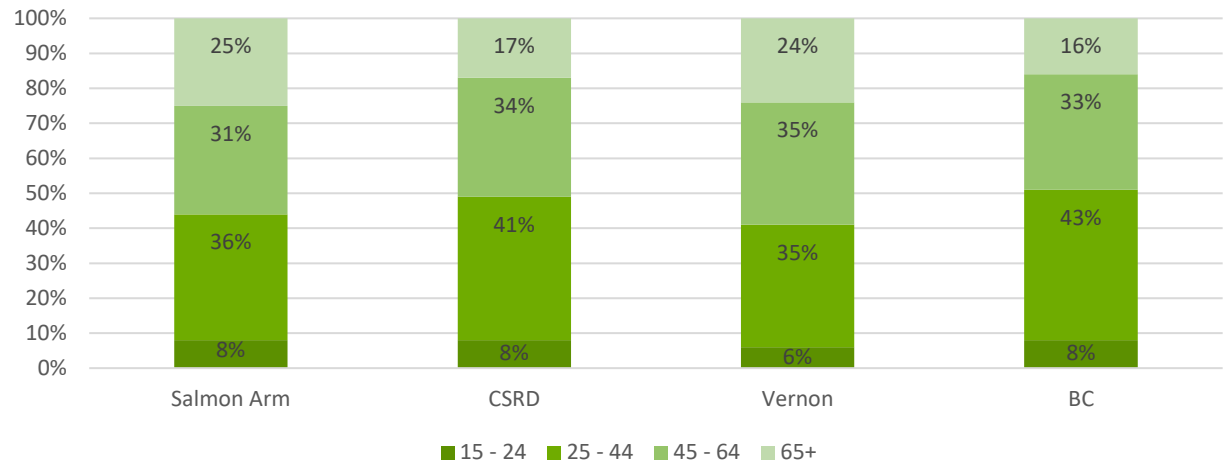
Figure 9. Age of Primary Maintainer in Owner Households, 2016



Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

Figure 8 shows that seniors lead a smaller proportion of renter households than owner households in Salmon Arm (25% versus 42% for owners), meaning that the renter population is generally younger than the owner population. This reflects a shift in life where younger households (e.g. aged 25 – 35) may rent, and then shift to ownership as their careers progress, salaries increase, and the attainability of ownership becomes more practical.

*Figure 10. Age of Primary Maintainer in Renter Households, 2016*



Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing



### Key Takeaways: Past and Current Households:

- There was a significant increase in the number of households between 2006 and 2011 (12.3%) and a much smaller increase between 2011 and 2016 (1.6%), which is associated with the slower population growth that occurred between 2011 and 2016.
- In 2016, the most common household type in Salmon Arm was a 2-person household, most likely a couple without children who owned their home.
- Salmon Arm has a high rate of homeownership compared to other areas of the province; more than three-quarters of households (77%) were ownership households in 2016. This is similar to the CSRD, which reported that 79% of households were ownership households in 2016, but is notably higher than other regions (e.g., 69% for the City of Vernon) and the province overall (i.e., 68%).



## 4 INCOME AND ECONOMY

This section presents information on household incomes, employment, commuting trends, and other economic indicators in Salmon Arm. Economic indicators provide valuable context when considering current and future housing needs. Readers of this report should note the 2016 Census income data is from 2015; data for 2006 and 2011 are adjusted for 2015 constant dollars.

### 4.1 HOUSEHOLD INCOMES

According to custom Census data, the median before tax household income in Salmon Arm was \$63,557 in 2015, similar to the CSRD median (\$64,009) and higher than the Vernon median (\$59,353).

*Table 3. Median Before Tax Income, 2015*

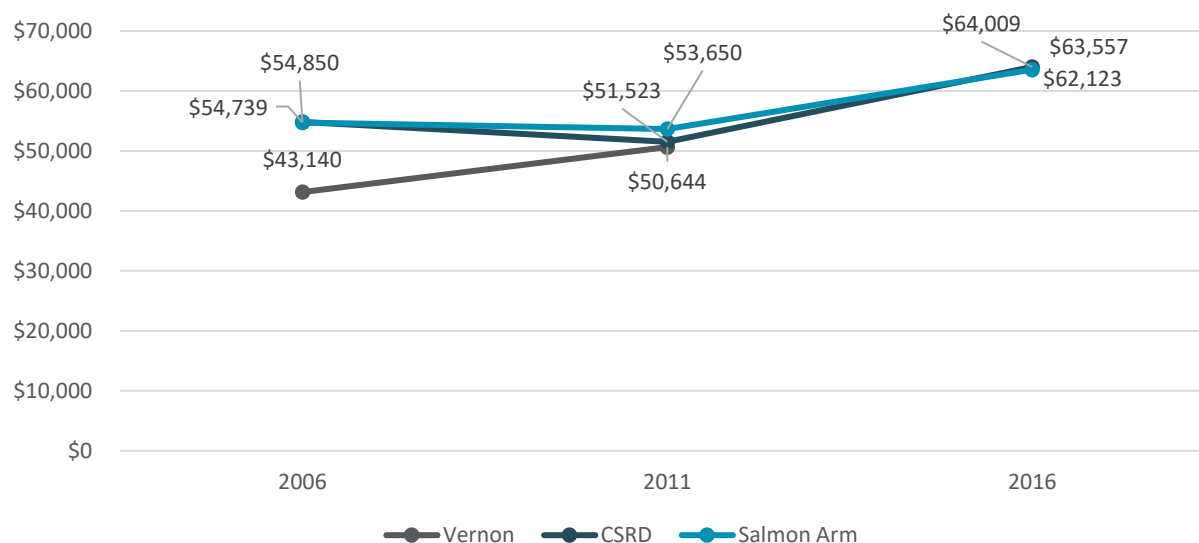
| Salmon Arm      | CSRD            | Vernon          |
|-----------------|-----------------|-----------------|
| <b>\$63,557</b> | <b>\$64,009</b> | <b>\$59,353</b> |

Source: Statistics Canada, Census 2016, and Custom Information for BC Ministry of Municipal Affairs and Housing

Between 2006 and 2016, the median income in Salmon Arm increased by 16% overall.

Similar to the CSRD overall, the median income in Salmon Arm decreased between 2006 and 2011, then increased between 2011 and 2016. In comparison, Vernon saw a steady increase from 2006 to 2016.

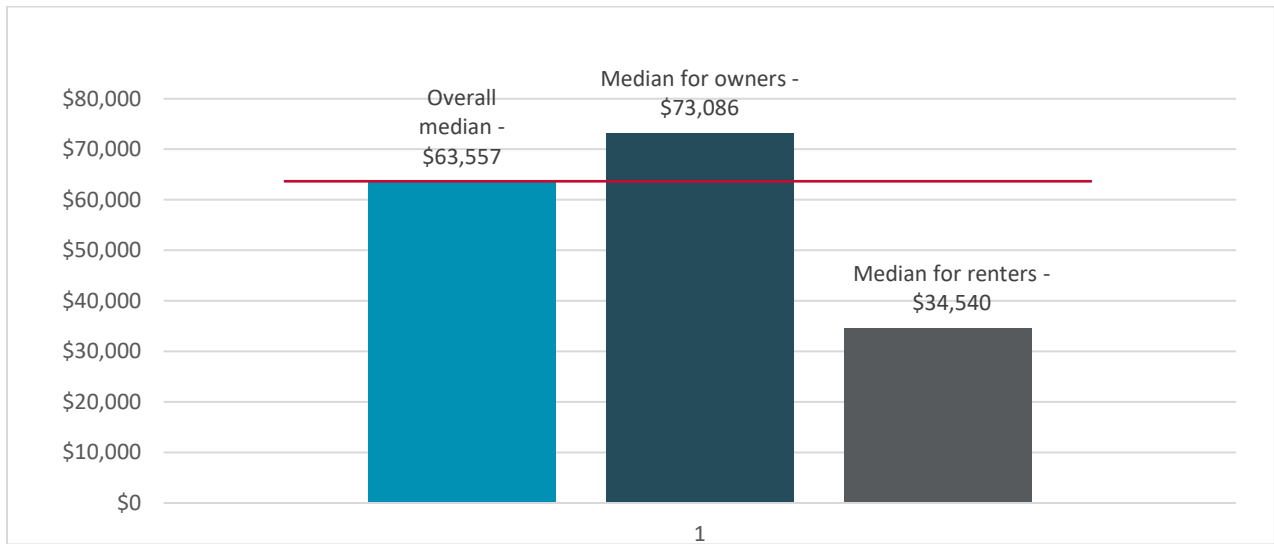
*Figure 11. Median household incomes for Salmon Arm, CSRD, and Vernon, 2006 to 2016*



Source: Statistics Canada, Census 2006, 2011, and 2016; Custom Information for BC Ministry of Municipal Affairs and Housing

In 2016, the median income of renter households was \$34,540, which is 45% lower than the overall median income in Salmon Arm. The median income of owner households was \$73,086, which is 15% higher than the overall median income in Salmon Arm.

Figure 12. Median household incomes (overall and by tenure)

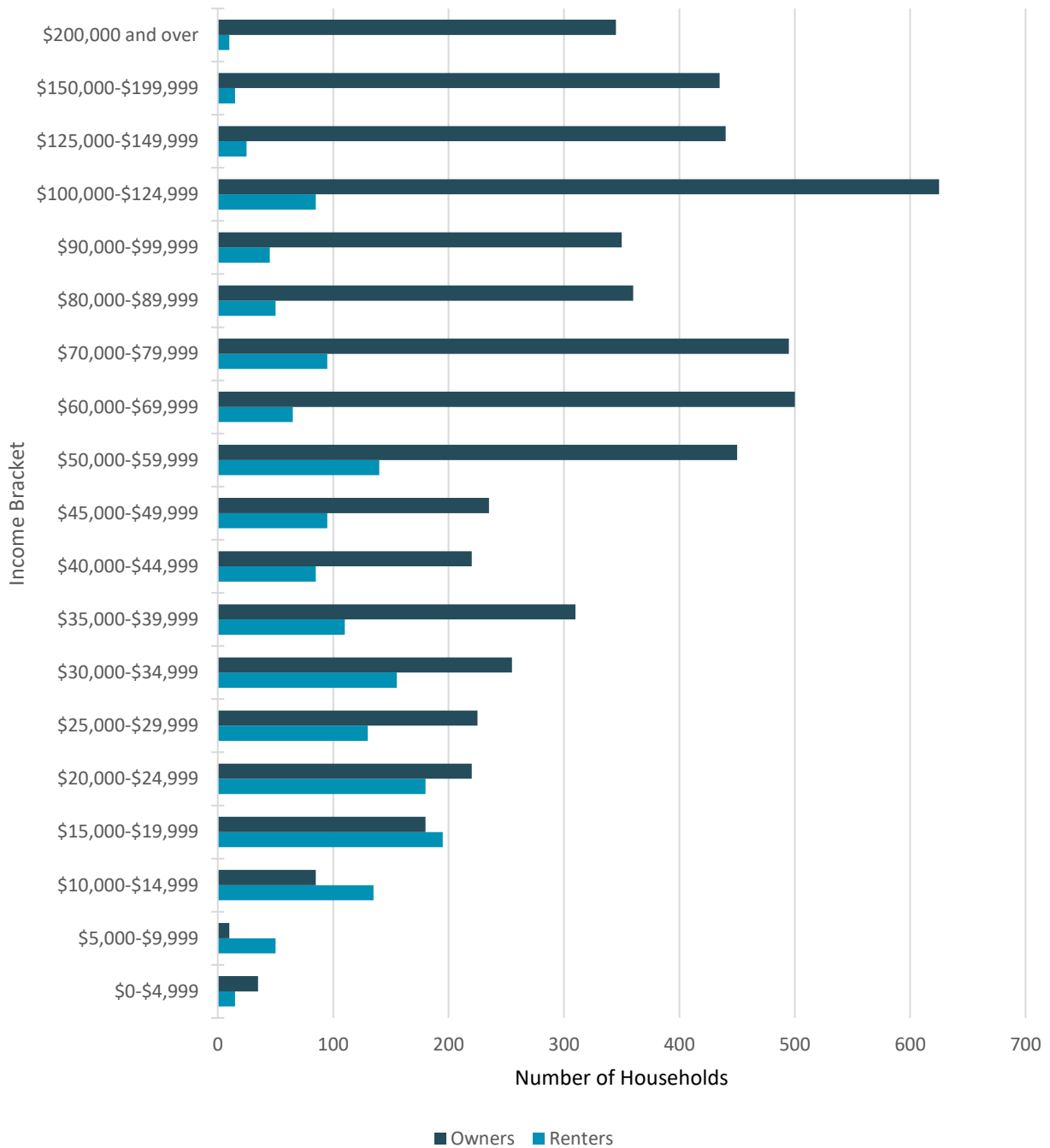


Source: Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing

## 4.2 HOUSEHOLDS BY INCOME BRACKETS

In 2016, the median household income of homeowners in Salmon Arm was higher than that of renters. The following graph shows the income distribution of owners and renters in the City. There are more renters in lower income brackets than owners; this has remained generally similar since 2006.

Figure 13. Number of Renter and Owner Households by Income Bracket, 2016



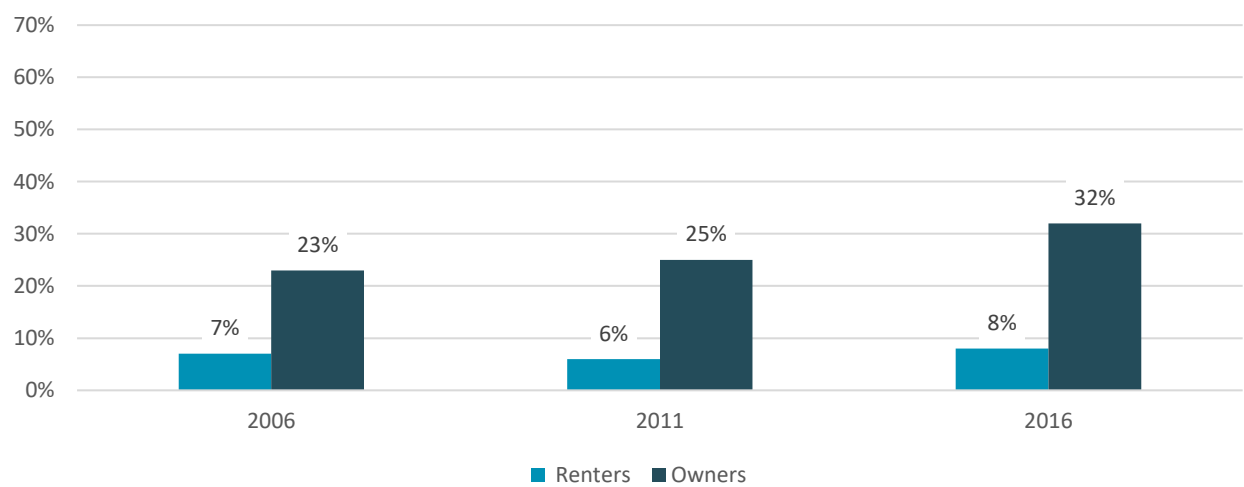
Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

Between 2006 and 2016, the proportion of owners reaching higher income brackets increased more rapidly than the proportion of renters. In 2006, 23% of owners reported before-tax household incomes of \$100,000 or more, compared to 7% of renters. In 2016, 32% of owners reported this, representing a 9% increase, compared to 8% of renters, representing a 1% increase.

Over this same time period, there was a larger proportion of renters who fell into lower income brackets (\$40,000 or less) than fell into higher income brackets. Additionally, the proportion of renters falling into

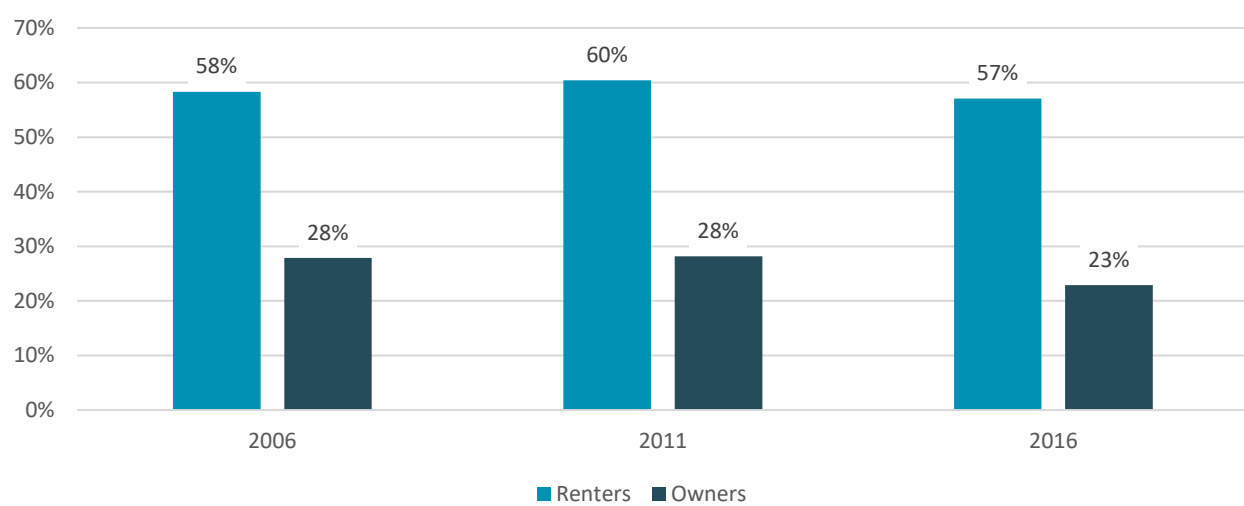
lower income brackets decreased by 1% over this period, while the proportion of owners decreased by 5%. In 2016, 32% of owners fell into the high-income brackets while 23% fell into the low-income brackets. In comparison, 8% of renters fell into the high-income brackets while 57% fell into the low-income brackets.

Figure 14. Proportion of Renters and Owners Making \$100,000 or More, 2006 to 2016



Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

Figure 15. Proportion of Renters and Owners Making \$40,000 or Less, 2006 to 2016



Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing



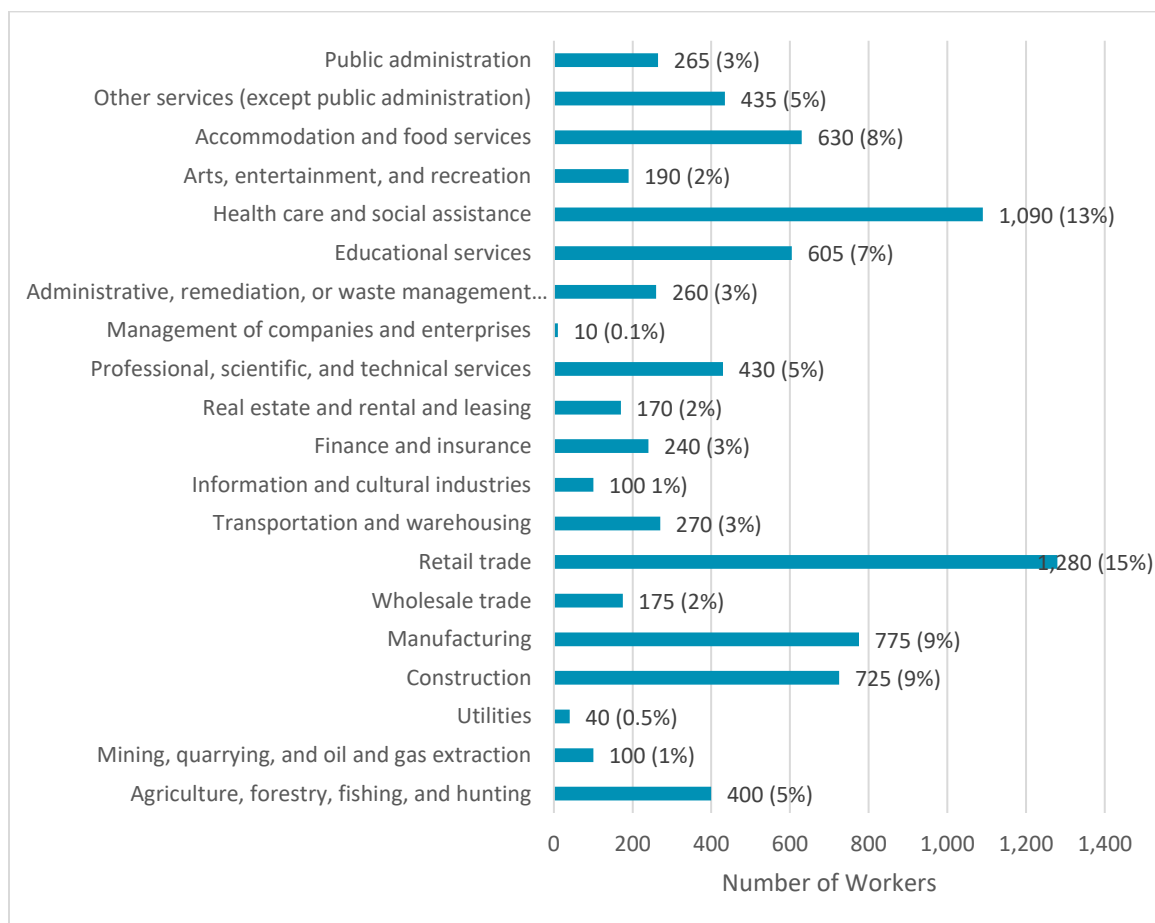
### 4.3 WORKERS BY INDUSTRY

In 2016, there were 8,290 workers in the labour force in Salmon Arm. Salmon Arm has a low unemployment rate; in 2016, there were 6.3% of workers who reported being unemployed. The unemployment rate has decreased since previous Censuses: in 2006, it was 6.4%; in 2011, it was 7.6%. In comparison, the 2016 unemployment rate for the CSRD was 9.0% and, for the City of Vernon, 8.0%.

In 2016, the most commonly reported industries were retail trade (15%) and health care and social assistance (13%). Salmon Arm also had significant numbers of people employed in manufacturing, construction, accommodation and food services, and educational services.

Today, major employers in Salmon Arm include retail, manufacturing, health, education, business services, natural resource consultants, agriculture, government, and entertainment. There are 700 people employed in the high-tech workforce. There are 80 high-tech businesses currently operating in the City.<sup>7</sup>

*Figure 16. Number of workers employed in each industry, 2016*



Source: Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing

<sup>7</sup> From Salmon Arm Economic Development Society (SAEDS) 2017 Community Profile, available at [https://www.saeds.ca/wp-content/uploads/2019/06/Community-Profile\\_July-2019.pdf](https://www.saeds.ca/wp-content/uploads/2019/06/Community-Profile_July-2019.pdf)

## 4.4 ECONOMIC INDICATORS

Salmon Arm has a participation rate of 57.5%. This means that 57.5% of the population aged 15 and older are workers. Salmon Arm's rate is similar to the City of Vernon and slightly lower than the CSRD. This is likely indicative of the higher proportion of seniors and other retirees in Salmon Arm than the region, due to the proximity to services and assisted living options.

*Table 4. Participation Rates, 2016*

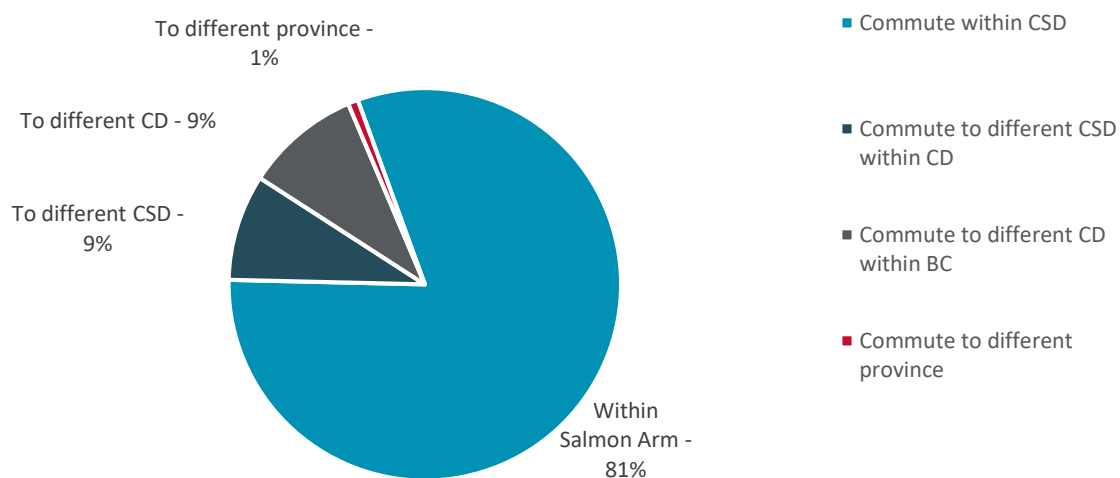
| Salmon Arm | Vernon | CSRD  |
|------------|--------|-------|
| 57.5%      | 57.4%  | 58.8% |

Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

## 4.5 WORKFORCE COMMUTING

Most workers reported commuting within Salmon Arm in 2016 (81%). There were 9% who reported commuting to a different city but within the CSRD, while another 9% reported commuting to areas outside the CSRD.

*Figure 17. Commuting Destination of Workers who Live in Salmon Arm*



Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

This is similar to Vernon in 2016. In the City of Vernon there were 75% of people who commuted to a place of work within Vernon, 14% who commuted within the North Okanagan Regional District, and 10% commuted to a destination outside the Regional District.

## 4.6 POST-SECONDARY STUDENTS

Okanagan College has a campus in Salmon Arm. The other campuses are located in Penticton, Kelowna, and Vernon. There are approximately 420 FTE students (3-year average) at the Salmon Arm campus and trades facility, representing approximately 8% of total college enrollment.<sup>8</sup> Enrollment across all campuses has increased 6% over the past 5 years.<sup>9</sup>

Currently, there is no dedicated student housing in Salmon Arm.



### Key Takeaways: Income and Economy:

- *Renter households reported significantly lower incomes than owner households between 2006 and 2016. Over this period, while the proportion of homeowners falling into high income brackets (i.e., annual before-tax income of \$100,000 or more) increased substantially (9%), the proportion of renters did not (1%). Notably, the proportion of renters falling into high income brackets decreased in 2011, then increased in 2016. The proportion of owners increased in both Census periods.*
- *In 2016, Salmon Arm had low unemployment and participation rates, which could be reflective of Salmon Arm's higher median age and reported popularity as a destination for retirees. This means that Salmon Arm has a relatively smaller proportion of people eligible to participate in the labour force, but most employable people do not experience issues finding work and work within the City.*
- *Retail and health / social services were the most common industries in 2016, while more recent anecdotal evidence suggests the community has an emerging high-tech sector.*
- *Okanagan College has a campus in Salmon Arm that attracts approximately 420 FTE students annually, many of whom are part-time. There is no dedicated student housing and students may experience difficulties finding suitable rental accommodations, especially those who move to the community to attend school.*

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<sup>8</sup> As per Dean Joan Ragsdale (October 1, 2019)

<sup>9</sup> Ministry of Advanced Education, Skills, and Training, Student FTE Enrollments at BC Public Post-Secondary Institutions, 2008 - 2018.

## 5 COMMUNITY PROJECTIONS

This section presents population and household projections for 2019 to 2024. Because there has not been a mandatory population count since the 2016 Census, the 2019 figures used as the baselines for these projections are calculated using data and growth rates from the 2006, 2011, and 2016 Censuses and projections from BC Statistics.<sup>10</sup> This approach helps ensure consistency with the past and current population and household data contained in this report, which are based on past Censuses.

Forecasts are based on past trends modified to account for possible future changes and, consequently, should be viewed as only one possible scenario of future population. The actual growth of the community is highly connected to growth in the region, availability of housing, and jobs in the community. Estimates released by BC Statistics since this analysis was prepared estimate the 2019 population at 19,115, which is much higher compared to their prior estimate. As such, the estimate presented below is conservative; actual growth experienced in the community was likely much more significant.

### 5.1 FUTURE POPULATION

#### 5.1.1 Population Projections

The population of Salmon Arm is experiencing steady growth; over the next 5 years, the population could increase another 1.2% or more.

*Table 5. Anticipated Population, 2019 to 2024*

|                          | 2019   | 2020   | 2021   | 2022   | 2023   | 2024   |
|--------------------------|--------|--------|--------|--------|--------|--------|
| <b>Population</b>        | 17,876 | 17,933 | 17,990 | 18,024 | 18,057 | 18,091 |
| <b># Growth per Year</b> | -      | 57     | 58     | 34     | 33     | 34     |

Source: Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing

#### 5.1.2 Age Projections

The median age is anticipated to decrease to 49.5 over the next 5 years.

*Table 6. Anticipated Median Age, 2019 to 2024*

|                               | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-------------------------------|------|------|------|------|------|------|
| <b>Anticipated median age</b> | 50.3 | 50.2 | 50.0 | 49.9 | 49.7 | 49.5 |

Source: BC Statistics, Custom Information for BC Ministry of Municipal Affairs and Housing

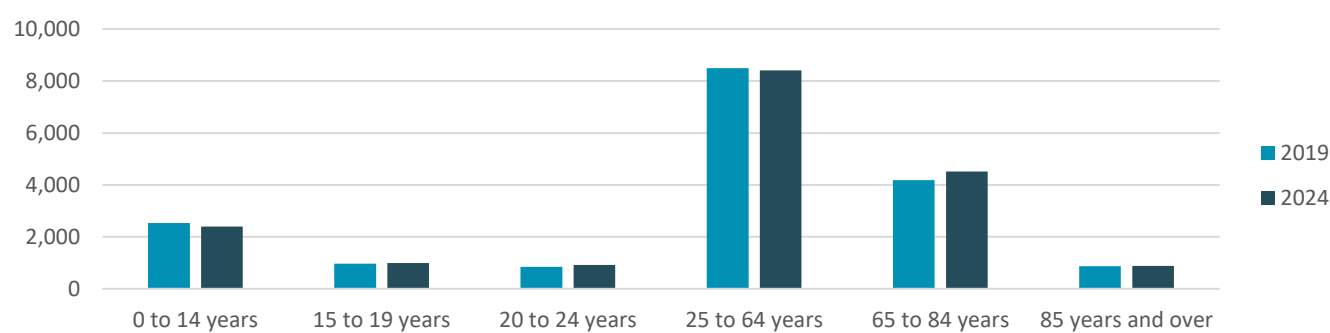
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<sup>10</sup> Projections are prepared by BC Statistics using the Component / Cohort-Survival Method. This method "grows" the population from the latest base year estimate by forecasting births, deaths, and migration by age. Because there has not been an official population count since the 2016 Census was released, data for all years since are estimates based on projected population growth and are revised each year. The estimates used in this analysis were released in 2019 and cover to the end of 2018. Estimates released in early 2020 for the end of 2019 suggest that the results used in this report are conservative; actual community growth experienced between 2016 and 2019 may have been higher.



Projections suggest the age composition of Salmon Arm will remain relatively stable over the next 5 years. The numbers of people aged 15 to 24 and 65 to 84 could increase, while the numbers of children (aged 0 to 14) and working age people (25 to 64) could decrease.

Figure 18. Anticipated Change in Population by Age, 2019 and 2024



Source: Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing



**Key Takeaways: Future Population:**

- The population of Salmon Arm is growing. The population is projected to get younger as a whole, but recent trends indicate there have been increasing numbers of retirees and fewer working aged people. Most growth is anticipated to be youth and young adults aged 15 to 24, as well as retirees aged 65 to 84. Overall growth is not likely to be as drastic as has been projected in the past, but it is likely that Salmon Arm will experience accelerating population growth over the next 5 years.

5.2 FUTURE HOUSEHOLDS

5.2.1 Household Projections

Standard household projections provided by the Province are based on BC Statistics population projections and Statistics Canada Census Program data. These suggest that the number of households in Salmon Arm is expected to increase by approximately 1.8% between 2019 and 2024. However, recent data on housing stock shows significantly higher rates of growth in Salmon Arm between 2016 and 2019 and does not align with the household projections based on population data from the Province. Although housing stock and households are not the same thing, they generally align, assuming most households are housed.

Housing stock data from the City including number of housing starts, number of registered new homes, and residential building permit values demonstrate trends of higher growth for 2016 to 2019, which mirror previous peaks around 2007. These datasets are summarized in Section 5.1. To provide the City with potential future scenarios to consider that more closely reflect these trends, housing stock data was combined with household projections to provide four different growth scenarios.<sup>11</sup>

<sup>11</sup> Since these projections were prepared, data for Housing Starts to the end-of-year 2019 were prepared by the City. Data shows a slight decrease (-4.9%) in housing starts between 2018 and 2019. Projections are based on trends seen in building permit data to 2018; the slightly decrease to 2019 is not reflected in these figures.

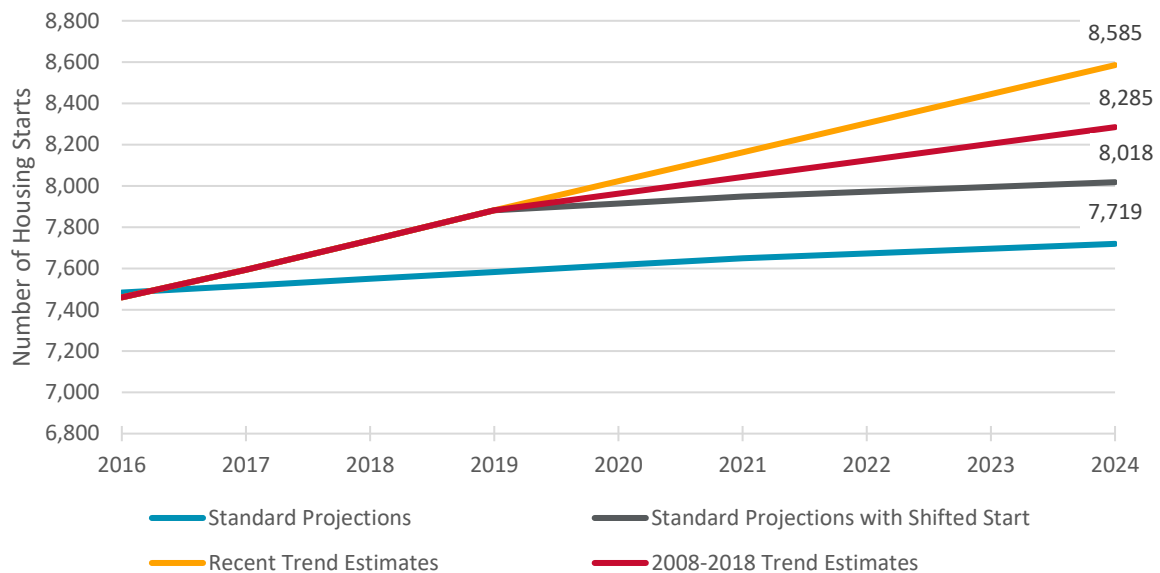
The following table and graph show the Standard Projections, which are based on provincial data, as well as three other growth scenarios, which are based on a continuation of the data trend seen in the housing stock data provided by the City. Scenarios include:

- » Standard Projections with Shifted Start: Use the same growth rate as the Standard Projections, but with a 2019 starting value shifted to match the City's housing stock data for the end of 2018, with demolitions netted out.
- » Recent Trend Estimates: Starting value was shifted to match the City's Housing Starts data and projections after 2019 are based on the average development from City data for Housing Starts from 2016 to 2018.
- » 2008 – 2018 Trend Estimates: Starting value shifted to match the City's data and projections after 2019 are based on the average development from City data for Housing Starts from 2008 to 2018.

*Table 7. Household Projection Scenarios*

| Scenario                               | Line Colour | 2016 Value | 2019 Value | 2024 Estimate | 5-Year Absolute Increase (2019 – 2024) | 5-Year % Increase (2019 – 2024) |
|--|-------------|------------|------------|---------------|--|---------------------------------|
| Standard Projections                   | Blue        | 7,483      | 7,583      | 7,719         | 136                                    | 1.8%                            |
| Standard Projection with Shifted Start | Grey        | 7,460      | 7,882      | 8,018         | 136                                    | 1.7%                            |
| Recent Trend Estimates                 | Orange      | 7,460      | 7,882      | 8,585         | 703                                    | 8.9%                            |
| 10-Year Trend Estimates                | Red         | 7,460      | 7,882      | 8,285         | 403                                    | 5.1%                            |

Figure 19. Anticipated Number of Households, 2016 to 2024



Source: Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing, BC Statistics & City of Salmon Arm

Alternate scenarios provide the City with different options to consider when assessing their community's future housing needs. For the purposes of projecting the current and anticipated number of units needed by unit size as required by the Province, the Standard Projections and the 10-Year Trend Estimates have been used in Section 4.2.2. This provides one estimate based on household projections (Standard Projections) and another estimate that reflects housing stock data provided by the City (10-Year Trend Estimates).

## 5.2.2 Household Type Projections

Between 2019 and 2024, it is anticipated that the most significant increase in households will be in the number of households comprised of couples without children (2.1%). Households comprised of couples with children are expected to increase by 1.9%, while lone-parent households are expected to increase by 1.8%. This aligns with an aging population that is more likely to be nearing retirement (55-64), or seniors (65+).

Table 8. Anticipated Household Types, 2019 to 2024<sup>12</sup>

| Household Type          | 2019  | 2020  | 2021  | 2022  | 2023  | 2024  | Relative Increase |
|-------------------------|-------|-------|-------|-------|-------|-------|-------------------|
| Couple without children | 2,556 | 2,570 | 2,584 | 2,593 | 2,601 | 2,610 | 2.11%             |
| Couple with children    | 1,568 | 1,574 | 1,580 | 1,586 | 1,592 | 1,597 | 1.85%             |
| Lone parent             | 555   | 557   | 559   | 561   | 563   | 565   | 1.80%             |
| Multiple family         | 445   | 447   | 448   | 448   | 447   | 447   | 0.04%             |
| Non-family              | 2,459 | 2,469 | 2,478 | 2,486 | 2,493 | 2,500 | 1.67%             |

Source: Derived from Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing

<sup>12</sup> Data in this table based on Standard Projection scenario only.

### 5.2.3 Housing Unit Size Projections

To determine the number of anticipated housing units required over the next five years (2019 to 2024), it is necessary to make assumptions about what types of housing units different households require. For the analysis presented here, it is assumed that different household types require a minimum number of bedrooms to meet their needs and satisfy National Occupancy Standard requirements. The assumptions used to estimate the number of housing units required by size over the next five years are as follows:

- » Couples without children households will need one- or two-bedroom housing units
- » Couples with children, lone parent family, multiple family, and other family households will all need two- or three+ bedroom units
- » Non-family households will require one- to three+ bedroom units to account for different situations, such as individuals living alone or with roommates

*Table 9. Assumed Distribution of Required Housing Unit Sizes by Household Type*

| Household Type                            | Studio or 1-Bedroom | 2-Bedroom | 3+ Bedroom |
|---|---------------------|-----------|------------|
| Couples without children                  | 50%                 | 50%       | 0%         |
| Families with children and other families | 0%                  | 33%       | 67%        |
| Non-families                              | 60%                 | 30%       | 10%        |

These assumptions are applied to the household projections to estimate the number of anticipated housing units required by unit size. Projections have been prepared for the results of the Standard Projections, which suggest there could be 136 new households by 2024, and the 10-Year Trend Estimates, which suggest there could be 403 new households over the same period. This provides the City with two options to consider, should they expect recent development trends to continue and affect household growth. Table 10 displays the number of new households anticipated for the household types above.

*Table 10. Anticipated Number of New Households by Type, 2019 to 2024*

| Household Type                            | Standard Projections | 10-Year Trend Estimates <sup>13</sup> |
|---|----------------------|---------------------------------------|
| Couples without children                  | 54                   | 160                                   |
| Families with children and other families | 41                   | 121                                   |
| Non-families                              | 41                   | 123                                   |
| <b>Total</b>                              | <b>136</b>           | <b>403</b>                            |

Source: Derived from Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing and City data

Table 11 displays the anticipated number of housing units required by unit size for the next five years, based on the anticipated number of new households by type and the assumed distribution of housing unit sizes by household type. Anticipated numbers are provided for both the Standard Projections and the 10-Year Trend Estimates. These indicate that the City can anticipate needing primarily small-sized housing units (i.e., less than 3-bedrooms) in the coming years.

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<sup>13</sup> Breakdown here assumes that the proportion of each household type remains the same as estimated for the standard projections.



*Table 11. Anticipated Housing Units Required by Unit Size, 2019 to 2024*

| Unit Size           | Standard Projections | 10-Year Trend Estimate |
|---------------------|----------------------|------------------------|
| Studio or 1-Bedroom | 52                   | 154                    |
| 2-Bedroom           | 53                   | 156                    |
| 3+ Bedroom          | 31                   | 93                     |
| <b>Total</b>        | <b>136</b>           | <b>403</b>             |

Source: Derived from Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing and City data

## 5.2.4 Number of People per Household Projections

Over the next five years, the average household size in Salmon Arm is expected to decrease slightly.

*Table 12. Anticipated Household Size, 2019 to 2024*

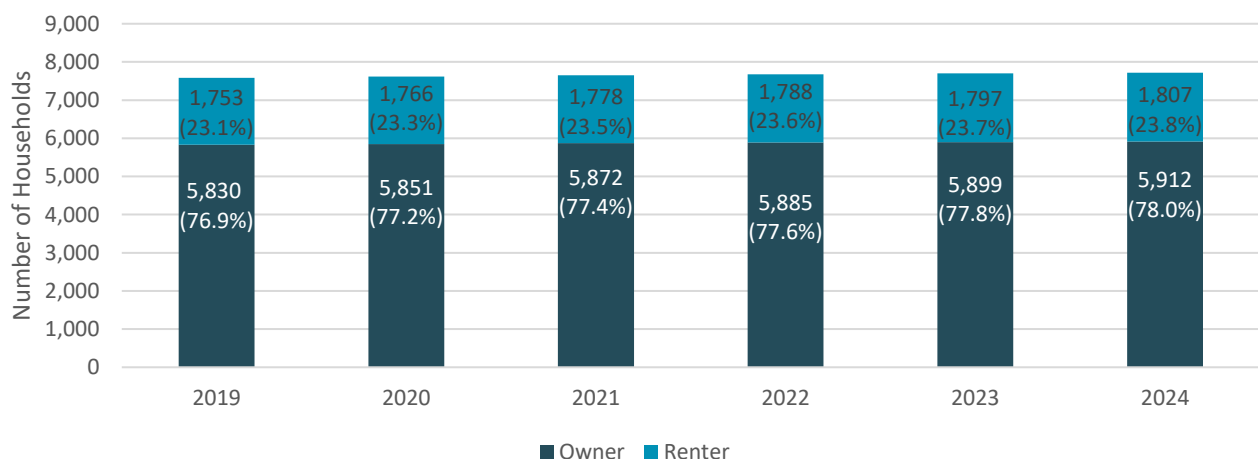
|                                | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--------------------------------|------|------|------|------|------|------|
| Number of People per Household | 2.4  | 2.4  | 2.4  | 2.3  | 2.3  | 2.3  |

Source: Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing

## 5.2.5 Household Tenure Projections

Between 2019 and 2024, it is anticipated that owner households will increase by 1.1% overall, representing 82 total households. Over the same period, renter households are anticipated to increase by 0.7%, representing 54 total households. These projections assume that the ratio of owners to renters will remain the same as 2016 proportions. It is important to remember that these numbers are likely to be affected by factors such as demographic and economic shifts, housing preferences, and available housing stock.

*Figure 20. Anticipated Household Tenure, 2019 to 2024*



Source: Derived from Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing



### Key Takeaways: Future Households

- *It is anticipated that Salmon Arm will continue to experience steady increases in the number of households, based on population projections and housing starts. Based on trends seen over the past 10 years, there are likely to be 5.4% more households in 2024. However, estimates range from 1.8% to 9.4%.*
- *Most of this growth is likely to be seen in households comprised of couples without children. This household family type is expected to represent approximately 40% of overall household growth over the next five years.*
- *Between 2019 and 2024, it is anticipated that more than three-quarters of new households will require housing units that are studios or have one to two bedrooms.*

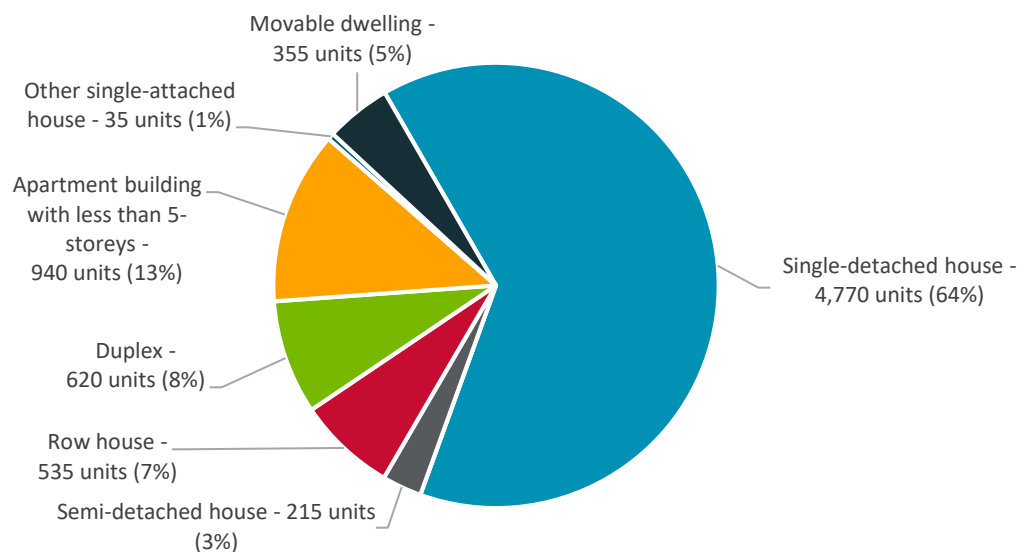
## 6 HOUSING PROFILE

This section presents an inventory of housing-related information in Salmon Arm related to dwelling type, number of bedrooms, and age of construction. It also presents market information about housing stock including private market, rental market, and non-market housing and the associated assessed values, sales prices, and rents.

### 6.1 HOUSING STOCK

The most common type of dwelling unit in Salmon Arm is a single-detached house. There are no apartment buildings with 5 or more storeys.

*Figure 21. Salmon Arm Housing Stock by Type, 2016*

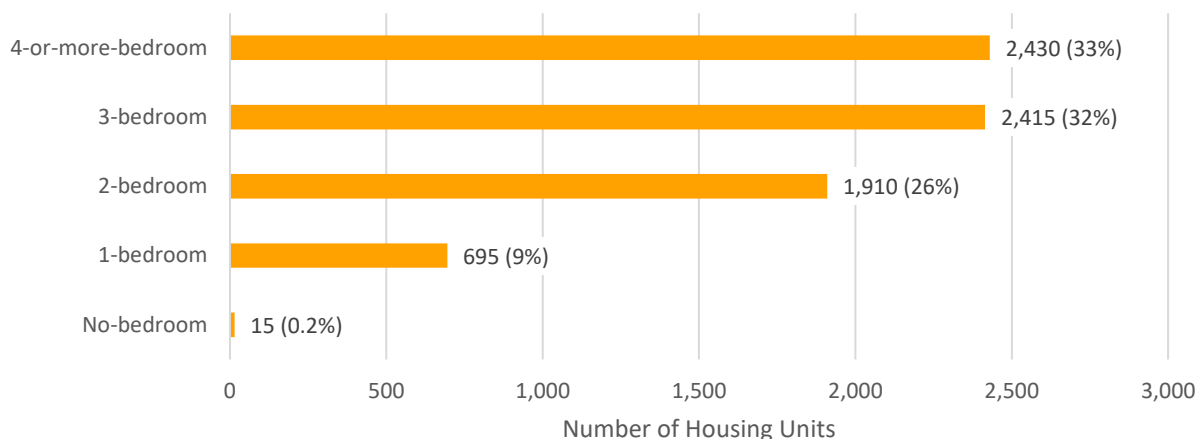


Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

Salmon Arm has less diverse housing stock than Vernon. Vernon has higher proportions of apartments, semi-detached houses, and row houses than Salmon Arm and a similar proportion of duplex units. There are relatively fewer single-detached houses in Vernon (49% compared to 64%).

In 2016, most (65%) housing units in Salmon Arm had three or more bedrooms, while slightly more than one-third were one or two bedrooms. Only a very small proportion (>1%) were bachelor units. The proportions of units with one bedroom or no bedroom was much smaller than the proportion of one-person households, suggesting some residents may have more space than they need (9% compared to 30%).

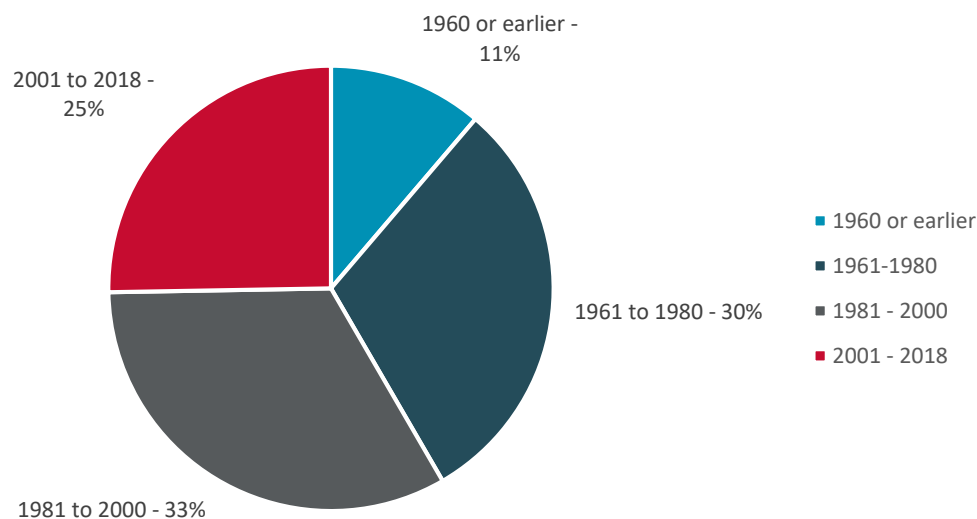
*Figure 22. Number of Housing Units by Number of Bedrooms, 2016*



Source: Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing

The age of Salmon Arm's housing stock is relatively evenly distributed across the past 60 years. Of 7,782 total units, there were 2,575 built between 1981 and 2000. There were slightly fewer units built between 2001 and 2018 (1,967), however, this latter period is slightly shorter. Nearly four in ten units were built prior to 1980, which could indicate a need for current or future renovations or upkeep.

*Figure 23. Age of Stock 1960 - 2018*

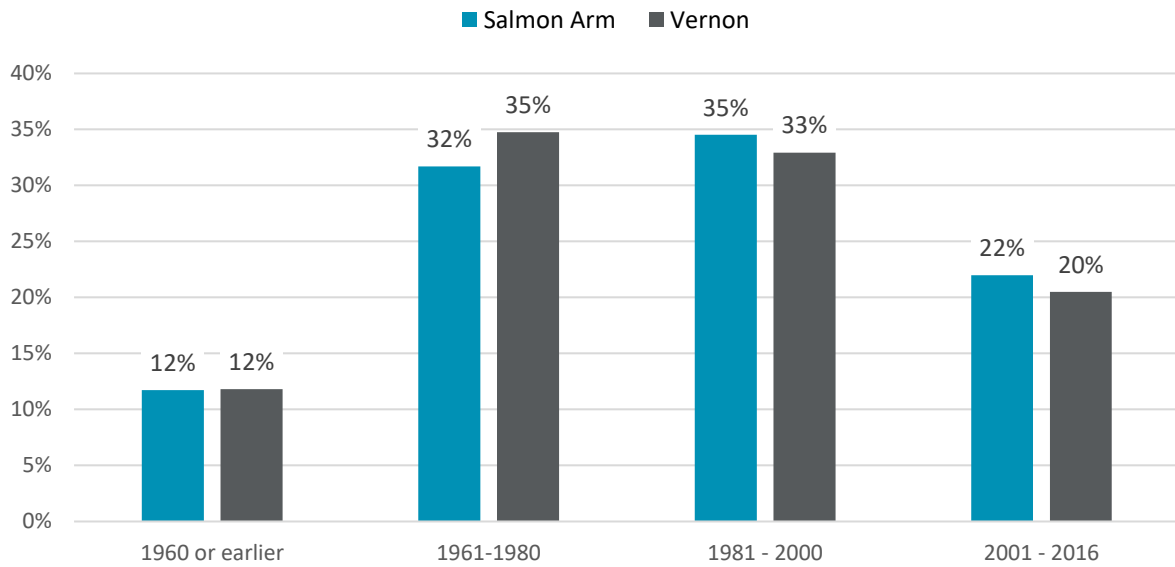


Source: Statistics Canada, Custom Information for BC Ministry of Municipal Affairs and Housing and BC Housing Registered New Homes, 2016 – 2018

The proportions of homes constructed in each time period in Salmon Arm are similar to the proportions constructed in each time period in Vernon.



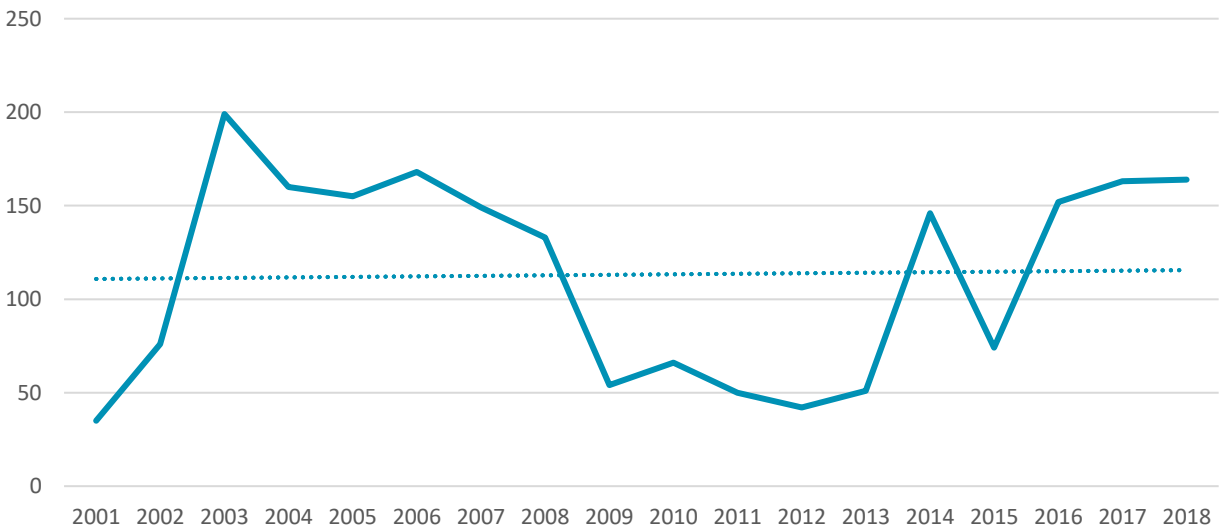
Figure 24. Age of Dwelling Stock, 1960 to 2016



Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing

The number of housing starts recorded by the City of Salmon Arm (through building permits) peaked in 2003 with a multi-family development that provided 125 units. Since that time, the number of housing starts was at its highest between 2005 and 2007 before declining. In recent years, the number of housing starts has reached a similar high.

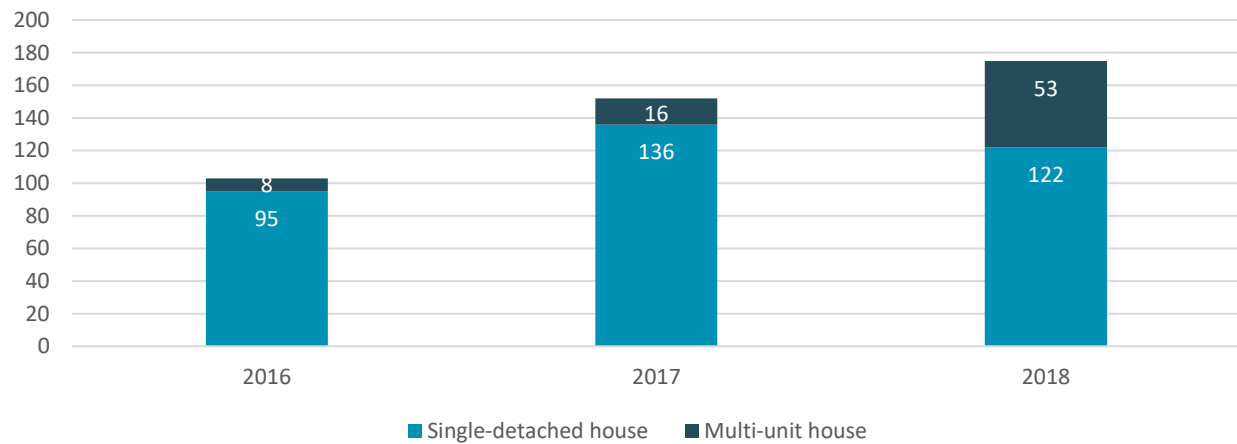
Figure 25. Number of Housing Starts, 2001 to 2018



Source: City of Salmon Arm, 2019

The number of new homes has increased each year since 2016. Since 2016, there have been 430 new homes registered according to BC Housing data, and 479 new housing starts according to data from the City.<sup>14</sup> In 2018, the increase in new homes was due to the increase in multi-family units; there were less single-detached houses constructed than in 2017.<sup>15</sup>

*Figure 26. Registered New Homes by Unit Type, 2016 - 2018*



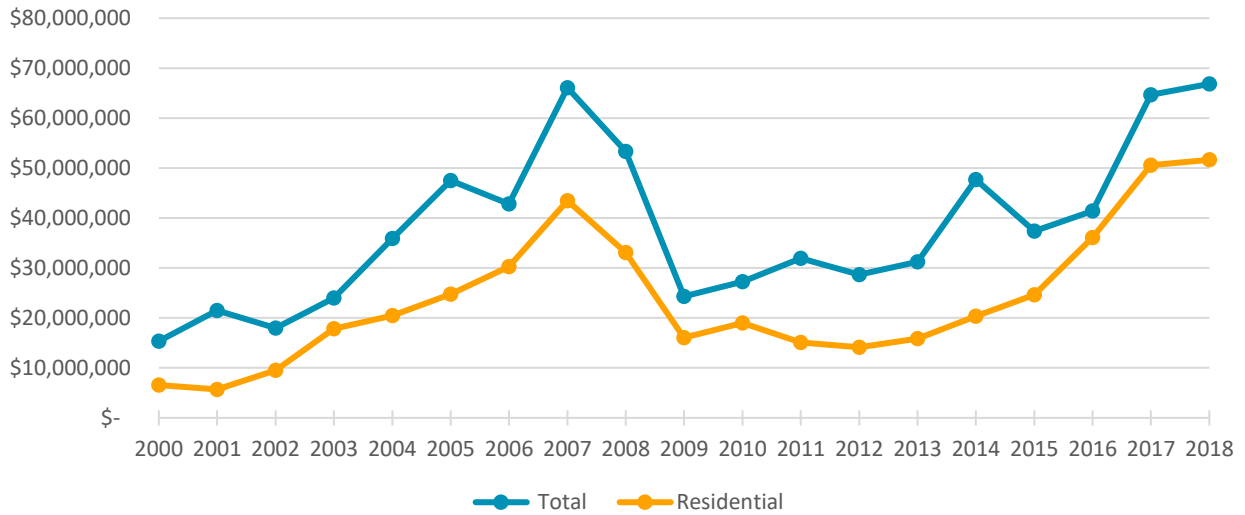
Source: BC Housing, 2019

In 2017 and 2018, building permit values reached their highest totals in 18 years (\$64.7 million and \$66.9 million, respectively). The previous peak was in 2007, when building permit values totaled \$66.1 million. Residential building permit values have largely followed the 18-year trend, also reaching their highest totals in 2017 and 2018 (\$50.6 million and \$51.7 million, respectively).

<sup>14</sup> Housing starts are based on the number of building permits issued by the City, while registered new homes are based on the number of new homes including in the BC Housing registry. Homes may not be registered at the same time as building permit issuance.

<sup>15</sup> Since this analysis was prepared, data for the end of 2019 was released. It shows a slight slowing in the number of new building permits issued by the City (156 residential units, or 4.8% lower than 2018) and reinforces the trend of increasing multi-family. There were 76 multi-family and 80 single-family building permits issued, a split of 49% and 51%.

Figure 27. City of Salmon Arm Building Permit Values, 2000 - 2018



Source: City of Salmon Arm, 2019



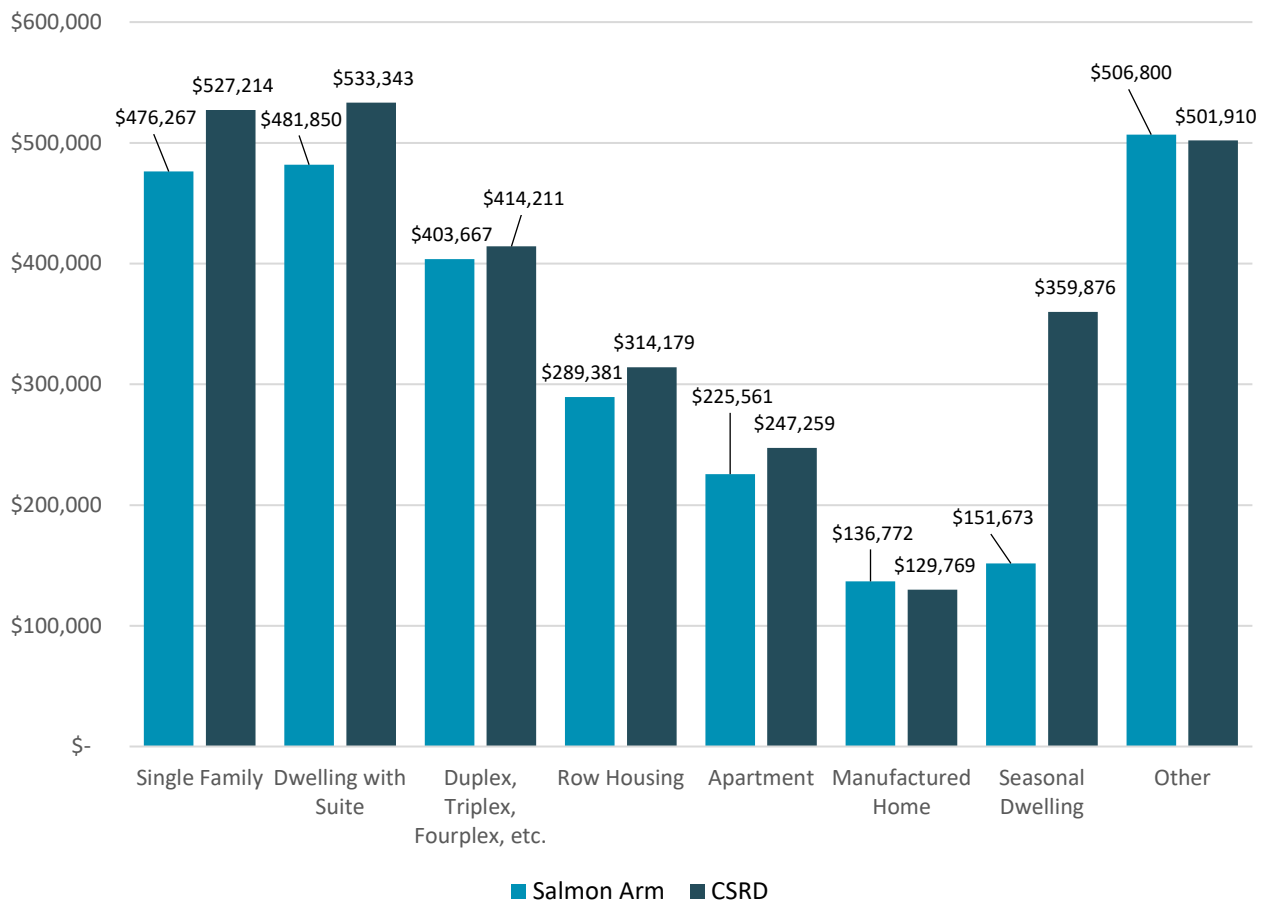
### Key Takeaways: Housing Stock

- In 2016, the most common type of dwelling in Salmon Arm was a single-family home with 3 or 4 bedrooms, that was built sometime after 1960.
- Development of new homes in recent years is significant; it has reached levels similar to the peak seen between 2005 and 2007. In 2018, there were 70% more new homes registered in Salmon Arm than in 2016. There has been a trend towards more multi-family development: there were fewer single-family homes built in 2018 than in 2017. Building permits for residential development reached 18-year highs in 2017 (\$50.6 million) and 2018 (\$51.7 million), representing increases of 29% and 43% over 2016, respectively.

## 6.2 OWNERSHIP MARKET

In 2019, the average assessed value of a single-family home in Salmon Arm was \$476,267. Compared to the CSRD, average assessed housing values are lower in Salmon Arm across most types of housing. Manufactured homes and “other” homes in Salmon Arm have higher assessed values compared to the region. “Other” homes include any properties subject to Section 19(8) of the Assessment Act and may include farm properties with dwellings.

*Figure 28. Average Assessed Residential Values by Type, 2019*



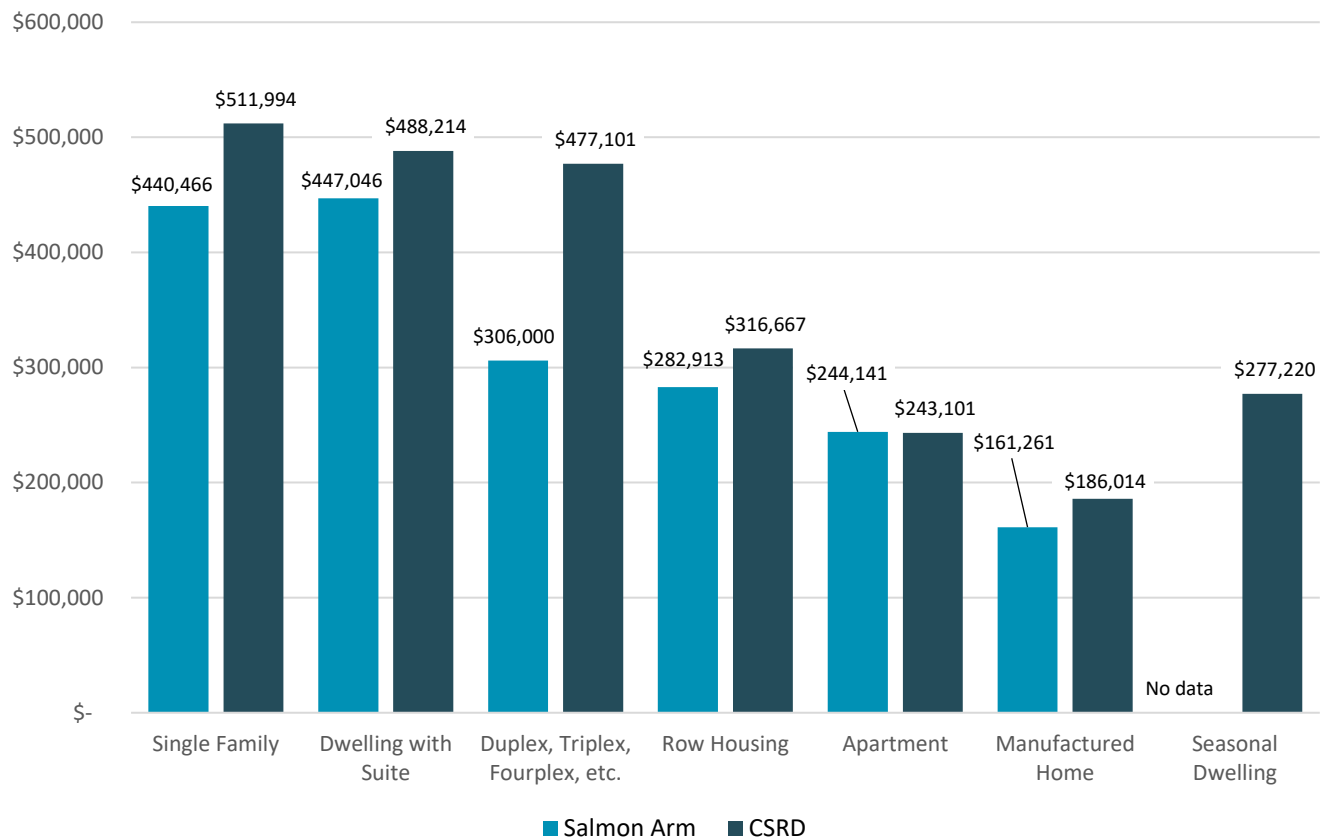
Source: BC Assessment, 2019



In 2019, the average sales price for a single-family home in Salmon Arm was \$440,466. This is \$35,801 lower than the average assessed value.<sup>16</sup> Compared to the CSRD as a whole, average sales prices are lower in Salmon Arm across most types of housing, although apartments in Salmon Arm have higher average sales prices compared to the region.<sup>17</sup>

There is no data available for the sales of seasonal dwellings in Salmon Arm in 2019, or for the sales of “other” homes in Salmon Arm and the CSRD.

*Figure 29. Average Sales Prices by Type, 2019*



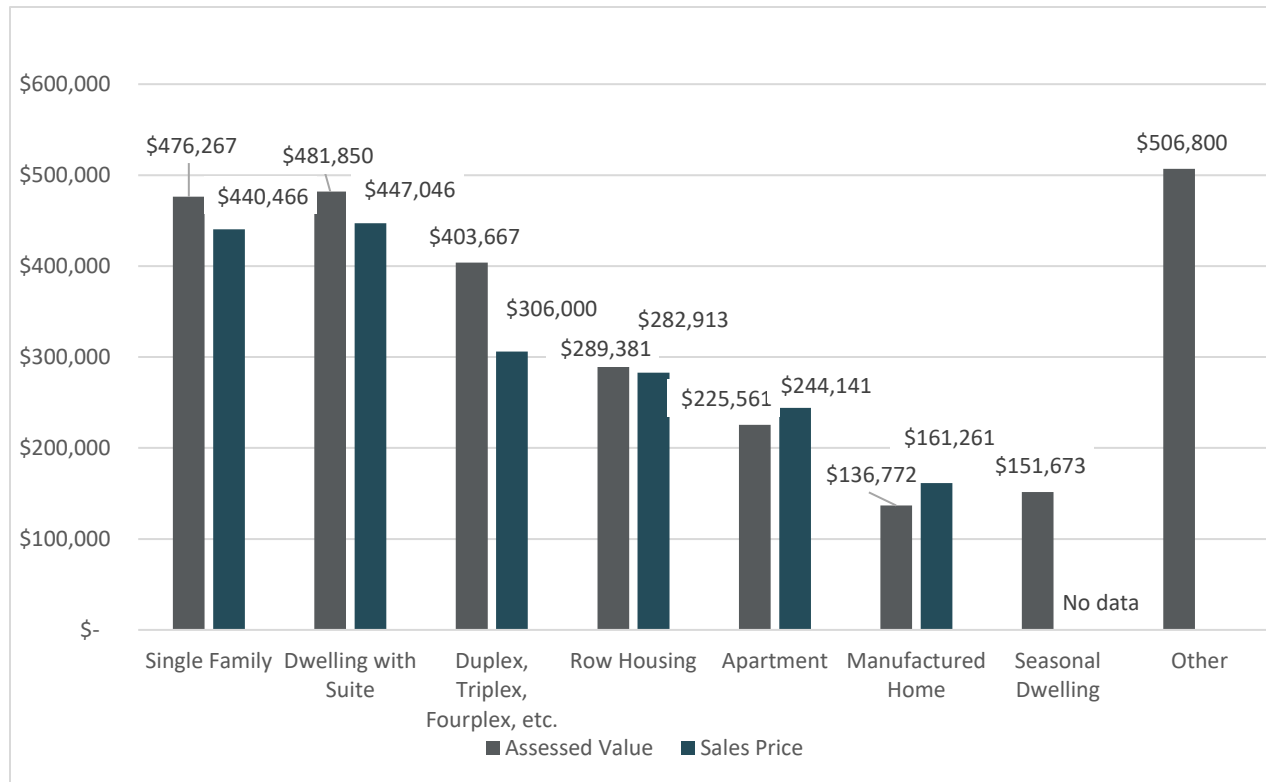
Source: BC Assessment, 2019

For most housing types in Salmon Arm, average sales prices are lower than average assessed values. Apartments and manufactured homes have higher average sales prices; the average apartment sold for 8% over assessed value while the average manufactured home sold for 15% over average assessed value.

<sup>16</sup> BC Assessment data is only available for total sale prices and cannot be divided into residential and non-residential.

<sup>17</sup> BC Assessment data for the CSRD includes Armstrong, Enderby, Revelstoke, Vernon, Coldstream, Salmon Arm, Spallumcheen, Sicamous, and Lumby. This difference may be due to high-end lake front properties in the CSRD and the value of properties which are included in the data (such as farms).

Figure 30. Average Assessed Values and Average Sales Prices in Salmon Arm, 2019

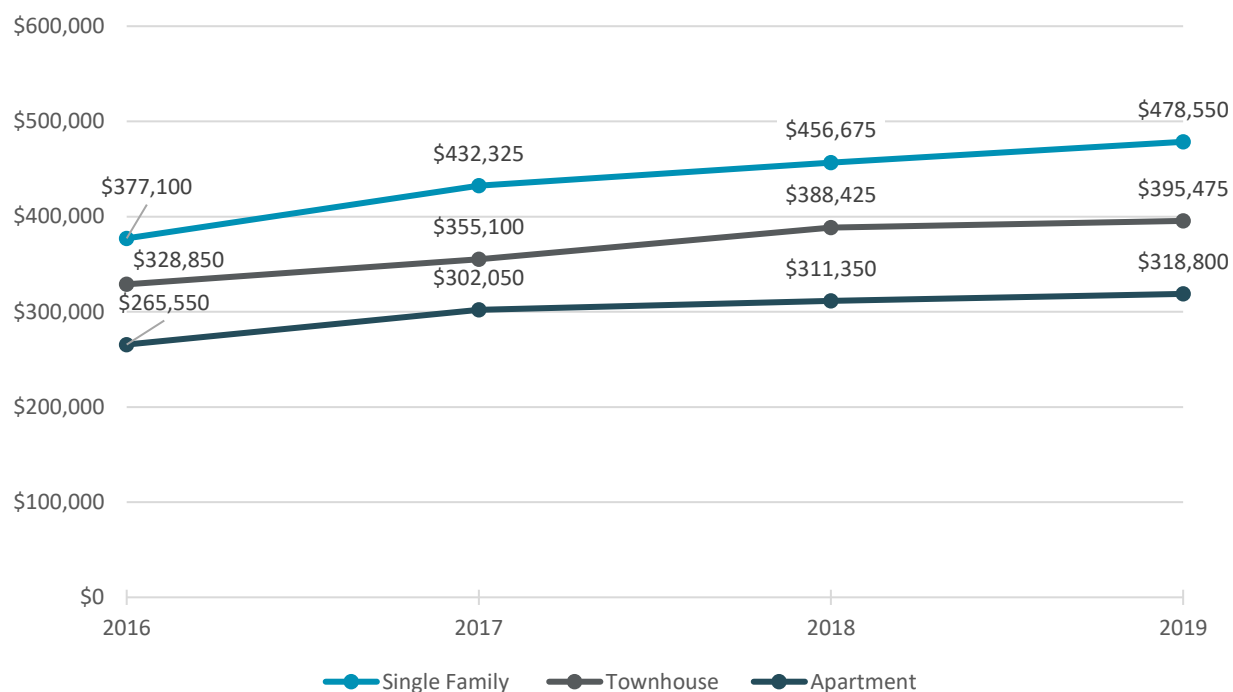


Source: BC Assessment, 2019

Home Price Index (HPI) data provides a benchmark price for the sales of homes over time, calculated by dividing the total dollar value of sales by the number of sales. Benchmark prices are provided for a certain month of the year (e.g., August), to ensure that data is comparable across years and is not affected by seasonal fluctuations in the market. HPI data for Salmon Arm indicates that values for single family, townhouse, and apartments have been increasing in recent years. Since 2016, the benchmark price of a single-family home across all neighbourhoods increased by 27%, while the benchmark townhouse and apartment prices each increased by 20%.

In August 2019, the average HPI benchmark price for a single-family home in Salmon Arm was \$478,550, similar to the assessed value and higher than the sales prices. The average HPI benchmark price for a townhouse was higher than the assessed values and sales prices reported by BC Assessment; the same was true for apartments.

Figure 31. HPI Benchmark Home Prices in Salmon Arm, 2016 to 2019



Source: Okanagan Mainline Real Estate Board / MLS Canada, 2019

### 6.2.1 Homeownership Affordability Gap Analysis

To calculate the affordability of homeownership in Salmon Arm, a gap analysis was conducted using 2015 median incomes by household type and average home sale price data provided by BC Assessment in 2019. This analysis was completed with several adjustments and assumptions made.

The income data used is based on the 2016 Census, which uses 2015 incomes and has thus been adjusted to account for income growth between 2015 and 2019. This was done using the historical growth rate of overall median household income from 2006 to 2016 and allows for more direct comparison with the most recent housing sales prices (2019). Incomes have not been adjusted to account for the difference between median owner and median renter incomes.

To calculate total shelter costs, several assumptions were made: mortgage payments are based on a down payment of 10% with 3.09% interest on a 3-year fixed-rate term; \$508 to \$726 per month has been included as an estimate of property tax, utilities, home insurance, and municipal service charges; and, \$250 per month has been included as an estimate of strata fees for apartments and townhouses.

The results of the homeownership affordability gap analysis are shown in the table below. Green indicates the household is spending 30% or less of their income on shelter costs; orange is spending 31% to 49% of their income on shelter costs; red is spending 50% or more on shelter costs. There are significant affordability gaps for most household types, particularly for lone-parent households and individuals not in Census families (i.e., living alone or with roommates). Homeownership is most unaffordable for individuals not in Census families, who face an income gap of more than \$1,000 per month across all housing types. It is also highly unaffordable for lone-parent families, who face an approximate shortfall between \$600 and \$1,100. The estimated median income for couples with children is much higher than other household types and accordingly, this family type does not face significant affordability gaps.

**Table 13. Monthly Shelter Cost Affordability Gap by Household Type for Owners**

| Household Type                             | Monthly Shelter Cost Affordability Gap* |                                  |                                |                      |                       |
|--|---|----------------------------------|--------------------------------|----------------------|-----------------------|
|  | Median Household Income**               | Affordable Monthly Shelter Costs | Single Family Home (\$453,550) | Townhome (\$395,475) | Apartment (\$318,800) |
| Couples without children                   | \$80,373                                | \$2,009                          | -\$449                         | -\$417               | \$21 (no gap)         |
| Couples with children                      | \$120,147                               | \$3,004                          | \$545 (no gap)                 | \$577 (no gap)       | \$1,015 (no gap)      |
| Lone-parent families                       | \$55,165                                | \$1,379                          | -\$1,079                       | -\$1,048             | -\$609                |
| Individuals living alone or with roommates | \$34,906                                | \$873                            | -\$1,586                       | -\$1,554             | -\$1,116              |

\*For owners, shelter costs include, as applicable, mortgage payments (principal and interest), property taxes, and payments for electricity, fuel, water and other municipal services. For the purposes of this exercise mortgage payments are calculated using a 25-year amortization, with 3.09% interest, and a 10% down payment. Mortgage costs do not include any other shelter costs.

\*\*Incomes are adjusted to 2019 estimates using historical growth rates.

Table 15 below shows that only those households making \$100,000 or more annually are generally able to afford homeownership shelter costs for all housing types. There are significant affordability gaps for most incomes, particularly for those making \$50,000 or less. Households making \$40,000 or less face an approximate shortfall of \$1,000 or more across all housing types.

**Table 14. Monthly Shelter Cost Affordability Gap by Income Level for Owners**

| Annual Household Income | Affordable Monthly Shelter Costs | Monthly Shelter Cost Affordability Gap* |                     |                     |
|-------------------------|----------------------------------|---|---------------------|---------------------|
|                         |                                  | Single Family Home \$453,550            | Townhouse \$395,475 | Apartment \$318,800 |
| \$30,000                | \$750                            | -\$1,709                                | -\$1,677            | -\$1,238            |
| \$40,000                | \$1,000                          | -\$1,459                                | -\$1,427            | -\$988              |
| \$50,000                | \$1,250                          | -\$1,209                                | -\$1,177            | -\$738              |
| \$60,000                | \$1,500                          | -\$959                                  | -\$927              | -\$488              |
| \$70,000                | \$1,750                          | -\$709                                  | -\$677              | -\$238              |
| \$80,000                | \$2,000                          | -\$459                                  | -\$427              | \$12                |
| \$90,000                | \$2,250                          | -\$209                                  | -\$177              | \$262               |
| \$100,000               | \$2,500                          | \$41                                    | \$73                | \$512               |
| \$110,000               | \$2,750                          | \$291                                   | \$323               | \$762               |
| \$120,000               | \$3,000                          | \$541                                   | \$573               | \$1,012             |
| \$130,000               | \$3,250                          | \$791                                   | \$823               | \$1,262             |

\*For owners, shelter costs include, as applicable, mortgage payments (principal and interest), property taxes, and payments for electricity, fuel, water and other municipal services. For the purposes of this exercise mortgage payments are calculated using a 25-year amortization, with 3.09% interest, and a 10% down payment. Mortgage costs do not include any other shelter costs.





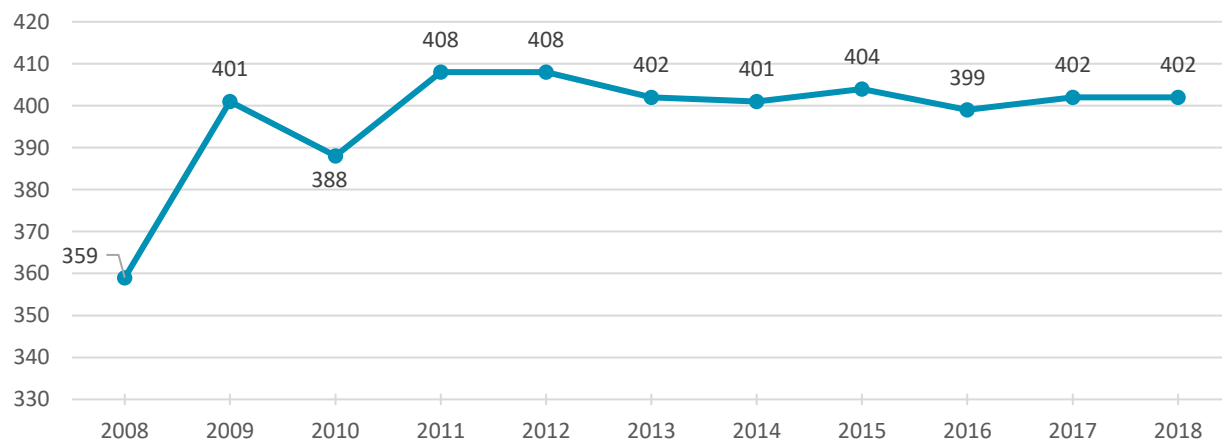
## Key Takeaways: Ownership Market

- Average assessed values and sales prices of homes in Salmon Arm are lower when compared to the CSRD overall.
- In most cases, homes in Salmon Arm are selling for less than their assessed value.
- Data suggests that single-family homes are generally affordable for couples with children, while couples without children may experience more significant affordability challenges. Couples without children are likely to have lower median incomes and are typically older couples whose children have left home, and may be living on a single income or, if retired, on pension and investments. They face moderate affordability gaps in the homeownership market; however, they are also more likely to own their own home already and benefit from rising market prices when they aim to downsize.
- Single income earners, including lone-parent families and individuals living alone or with roommates experience significant affordability gaps in the ownership market across all housing types, which may prevent them from owning a home.
- Only those households making \$100,000 or more annually are generally able to afford homeownership across all housing types. Households making \$50,000 or less likely face significant affordability barriers to homeownership.

## 6.3 RENTAL HOUSING

The rental market can be divided into the primary rental market, consisting of purpose-built rentals, and the secondary rental market, consisting of all other rental units such as secondary suites, apartments, or entire single-family homes that are rented. There are also non-market rental units, such as shelters and transitional homes for individuals and families facing housing challenges. The number of units has fluctuated over the past 10 years, ranging from 359 in 2008, to 408 in 2011 and 2012.

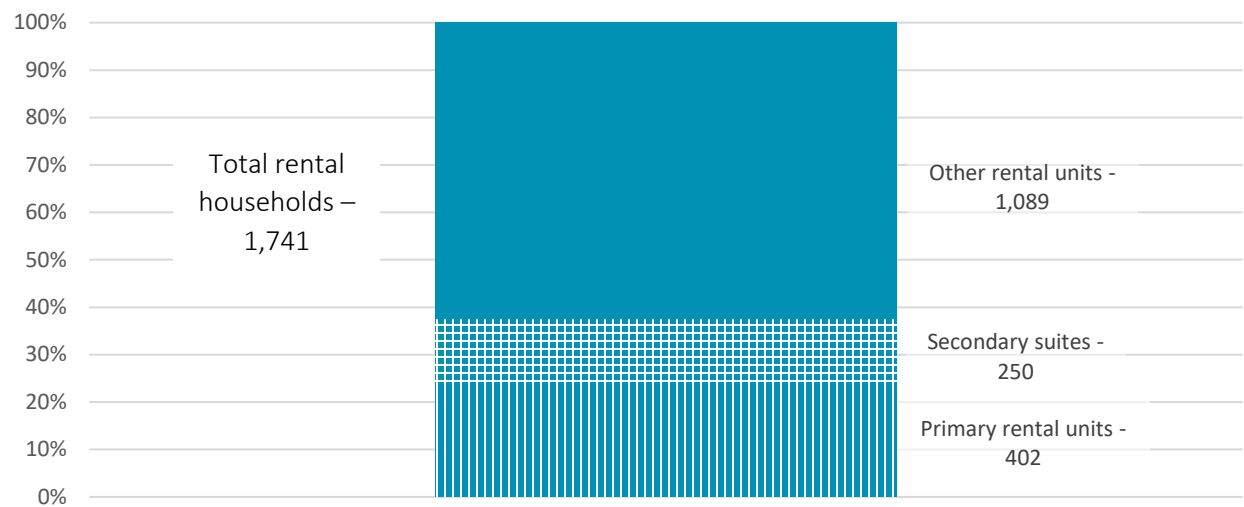
Figure 32. Number of Primary Rental Units, 2008 to 2018



Source: CMHC, 2019

As of September 2019, there were approximately 250 secondary suites known to the City.<sup>18</sup> Combined with estimated non-market units (which includes households in private rentals receiving a subsidy) and existing primary rental units, this amounts to approximately 1,128 rental units in the City that are tracked in some way, which is significantly lower than the estimated number of renter households in 2019 (1,741). This means there are currently approximately 613 renter households, who are relying on secondary market rentals for which no data at all is available (i.e. private homes, including townhouses and condominiums being rented by owners privately).

Figure 33. Renter Households and Number of Known Rental Units



Source: Derived from BC Housing, CMHC, City of Salmon Arm, and Census 2016 Custom Information for BC Ministry of Municipal Affairs and Housing.

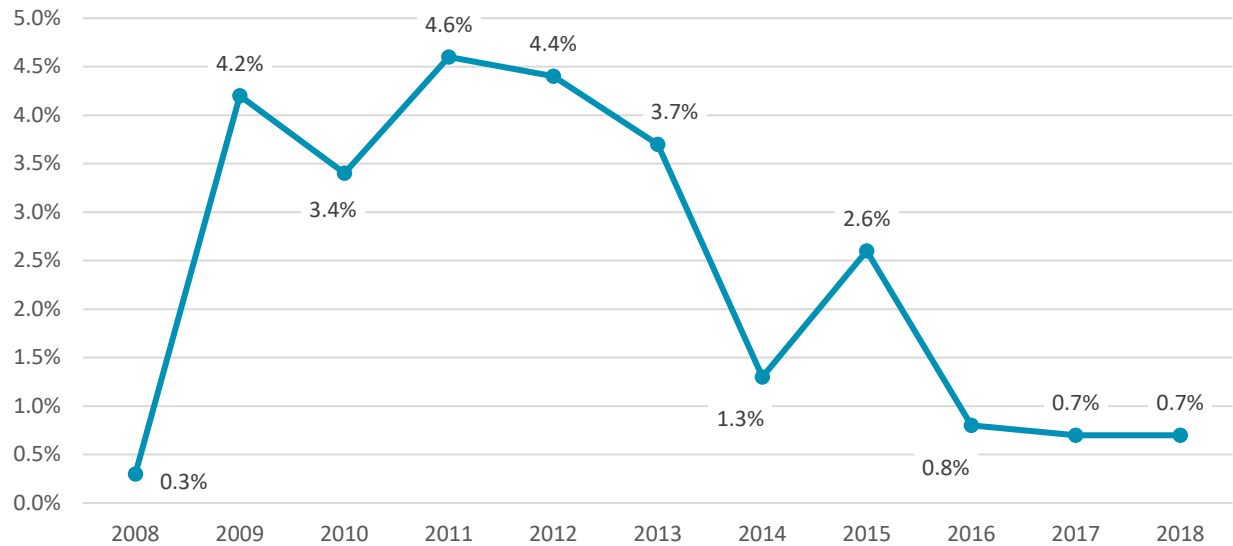
Estimates from October 2019 suggest there are 82 short-term rental units, which may include some units that could be counted in the secondary rental market.<sup>19</sup>

This results in a very low vacancy rate: 0.7% in 2018. The vacancy rate peaked at 4.6% in 2011 but has been less than 1% for the past 3 years. Data for vacancy rates by number of bedrooms is unavailable, because it has been suppressed to protect confidentiality.

<sup>18</sup> Data provided by the City of Salmon, 2019. Includes conforming and non-confirming suites who are being billed for water and sewer.

<sup>19</sup> AirDNA, October 2019.

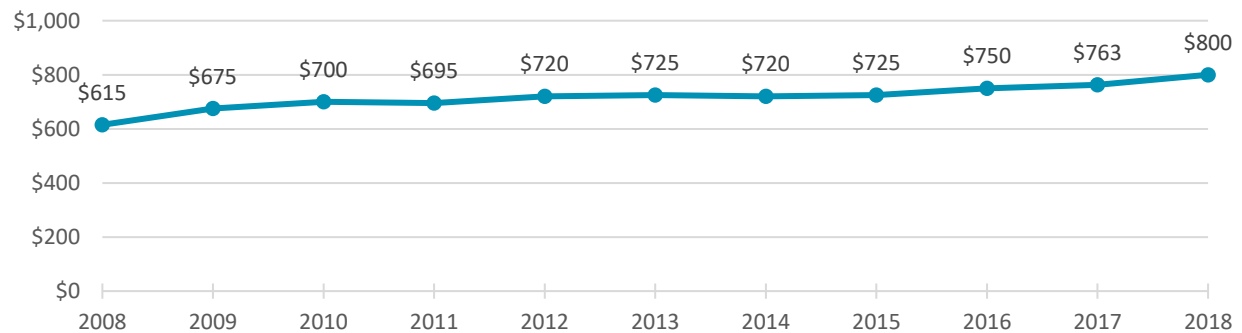
Figure 34. Vacancy Rate, 2008 to 2018



Source: CMHC, 2019

Average rent across all unit types has increased by 26% over the past 10 years. In 2018, the average rent was \$801. The average rent for a 1-bedroom unit was \$732; the average rent for a 2-bedroom was \$845. Averages for studios and units with 3 or more bedrooms are suppressed for 2018.

Figure 35. Median Rent, 2008 to 2018

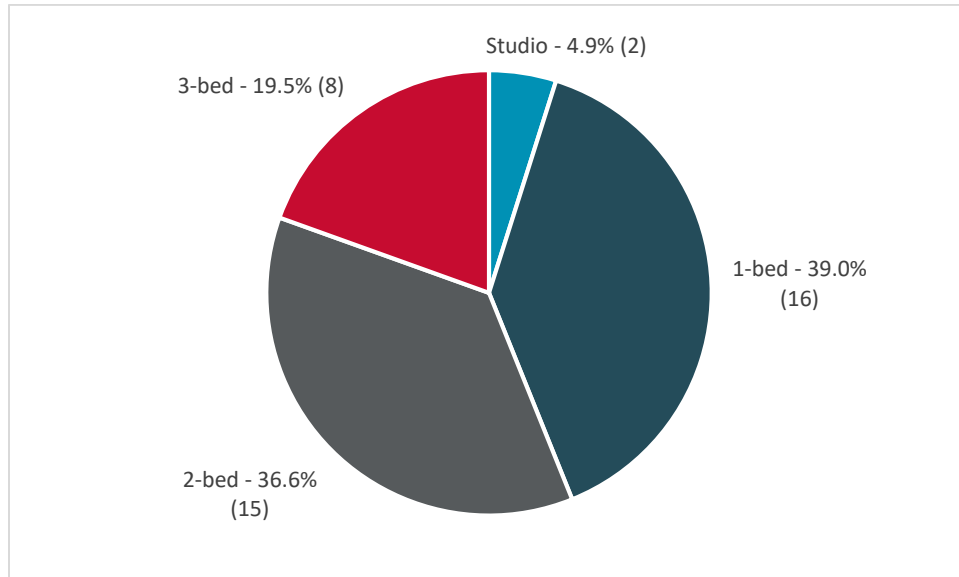


Source: CMHC, 2019

A secondary rental market analysis was performed to gather data on the average cost of rent in the secondary market. To gather data, listings in Salmon Arm were tracked on Kijiji and Craigslist daily for a two-week period in January and February 2020.<sup>20</sup> There were 41 listings gathered over this period, most of which were one or two-bedroom units.

<sup>20</sup> The results of this analysis should be treated with caution as data was gathered over a short time period and was limited to online listings, which may not reflect how much renters are actually paying once they secure housing. Most listings included utilities. For comparability, \$125 was added to account for utilities per month where listings specified that utilities were not include, which is the same estimate used in the gaps analyses presented in Section 6.3.1.

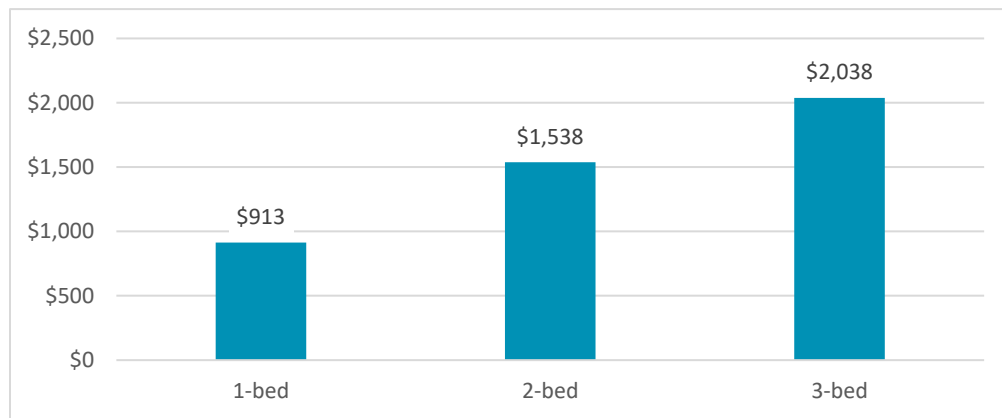
**Figure 36. Secondary Market Rental Listings by Unit Type**



Source: Analysis based on Kijiji and Craigslist listings, January – February 2020

Rents tracked ranged from \$575 to \$2,225 per month, with an overall median of \$1,350. Median rents by unit type are shown in the table below.

**Figure 37. Secondary Market Median Rents by Unit Type<sup>21</sup>**



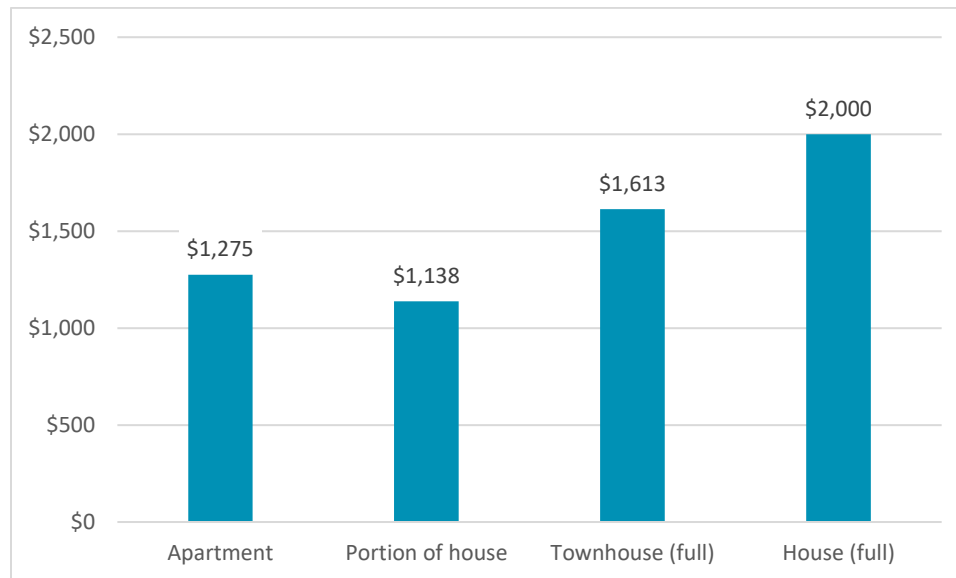
Source: Analysis based on Kijiji and Craigslist listings, January – February 2020

Median rent by dwelling type was also calculated. To rent an apartment or a portion of a house, median rents were close to \$1,200. To rent a full townhouse, median rent was \$1,613; it was \$2,000 for a full house.

<sup>21</sup> There was insufficient data to calculate median rent for studio units.



*Figure 38. Secondary Market Median Rents by Dwelling Type*



Source: Analysis based on Kijiji and Craigslist listings, January – February 2020

### 6.3.1 Rental Affordability Gap Analysis

To understand how market rents relate to renter incomes in Salmon Arm, a gap analysis was conducted. As with the homeownership affordability gap analysis, the income data used is based on the 2016 Census and has been adjusted to 2018 levels, based on historical income growth from 2006 to 2016. This has been done to allow for more direct comparison with the most recent available median shelter costs (2018). Incomes have not been adjusted to account for the difference between median owner and median renter incomes; in 2016, renter median incomes were 53% owner median incomes.

This analysis is based on median incomes by household type provided by the 2016 Census and primary rental market data provided by CMHC for 2018. This analysis assumes a total of \$140 per month for utilities and tenant insurance. This analysis highlights where there are gaps between median incomes and median rental costs. It should be recognized that individual circumstances and secondary rental market rates may vary significantly. Green indicates the household is spending 30% or less of their income on shelter costs; orange is spending 31% to 49% of their income on shelter costs; red is spending 50% or more on shelter costs.

Table 16 below shows that couples with and without children and lone-parent families are generally able to afford median rents in the primary rental market. Individuals not in Census families are close to the affordability threshold, meaning they are spending approximately 30% of their income on rent each month.<sup>22</sup> Those relying on income assistance payments fall below the threshold. Where the table states “N/A”, this means the housing unit is unsuitable for the family or household type (i.e., not enough bedrooms or excess bedrooms). Data for 3-bedroom apartments was suppressed due to a low number of responses and average rental is across all unit types.

<sup>22</sup> Some individuals not in Census families may live with roommates to improve affordability. Roommate scenarios are not assessed in this analysis.

*Table 15. Monthly Shelter Cost Affordability Gap by Household Type for Renters*

| Household Type  | Monthly Shelter Cost Affordability Gap* |                                    |                   |                   |                        |
|---|---|------------------------------------|-------------------|-------------------|------------------------|
|   | Median Household Income (2018)**        | Affordable Shelter Costs (monthly) | 1-bedroom (\$735) | 2-bedroom (\$835) | Overall Median (\$755) |
| Couples without children  | \$77,639                                | \$1,941                            | \$1,206 (no gap)  | \$1,106 (no gap)  | \$1,186 (no gap)       |
| Couples with children   | \$107,886                               | \$2,697                            | N/A               | \$1,862 (no gap)  | \$1,942 (no gap)       |
| Lone-parent families  | \$49,536                                | \$1,238                            | N/A               | \$403 (no gap)    | \$483 (no gap)         |
| Individuals living alone or with roommates                                      | \$31,344                                | \$784                              | \$49 (no gap)     | N/A               | \$29 (no gap)          |
| Individuals under the age of 65 on income assistance payments                   | N/A                                     | \$385***                           | -\$350            | N/A               | -\$370                 |
| Lone-parent families (parent under the age of 65) on income assistance payments | N/A                                     | \$526***                           | N/A               | -\$309            | -\$229                 |

\*Median rents based on 2018 CMHC Rental Housing Survey.

\*\*Incomes adjusted for 2018 based on historical growth rates.

\*\*\*Rates from the online Government of BC Income Assistance Rate Table, effective April 1, 2019. Assumes that full income assistance payment rate is applied to shelter costs. Lone parent on income assistance does not include child benefit payments.

Table 17 below shows that most incomes between \$30,000 and \$130,000 are generally able to afford median rents in the primary rental market. Households making \$30,000 are close to the affordability threshold, meaning they are spending approximately 30% of their income on rent each month. Overall, affordability is not as pressing an issue for many households as might be seen in larger urban centres; however, availability of rental was cited by key informants (see Section 7) as a pressing issue for many different residents and newcomers. Additionally, incomes used in this analysis were not adjusted to account for the lower median incomes of renter households compared to owner households. In reality, if renter households are making the median income for their household tenure, gaps may be much larger.

Table 16. Monthly Shelter Cost Affordability Gap by Income Level for Renters

| Annual Household Income | Affordable Monthly Shelter Costs | Monthly Shelter Cost Affordability Gap* |                   |                        |
|-------------------------|----------------------------------|---|-------------------|------------------------|
|                         |                                  | 1-bedroom (\$735)                       | 2-bedroom (\$835) | Overall median (\$755) |
| \$30,000                | \$750                            | \$15                                    | -\$85             | -\$5                   |
| \$40,000                | \$1,000                          | \$265                                   | \$165             | \$245                  |
| \$50,000                | \$1,250                          | \$515                                   | \$415             | \$495                  |
| \$60,000                | \$1,500                          | \$765                                   | \$665             | \$745                  |
| \$70,000                | \$1,750                          | \$1,015                                 | \$915             | \$995                  |
| \$80,000                | \$2,000                          | \$1,265                                 | \$1,165           | \$1,245                |
| \$90,000                | \$2,250                          | \$1,515                                 | \$1,415           | \$1,495                |
| \$100,000               | \$2,500                          | \$1,765                                 | \$1,665           | \$1,745                |
| \$110,000               | \$2,750                          | \$2,015                                 | \$1,915           | \$1,995                |
| \$120,000               | \$3,000                          | \$2,265                                 | \$2,165           | \$2,245                |
| \$130,000               | \$3,250                          | \$2,515                                 | \$2,415           | \$2,495                |

\*Median rents based on 2018 CMHC Rental Housing Survey.



### Key Takeaways: Rental Market

- Rental availability is a significant challenge in Salmon Arm. The City has a very low vacancy rate, lack of rental supply, and a high rate of homeownership (77% of all households in 2016). This means that it is difficult for most renters to find suitable rental accommodations in Salmon Arm. Anecdotal evidence from stakeholder interviews corroborates this.
- Primary market rents are affordable for many household types and incomes in Salmon Arm. Individuals living alone or with roommates and those making \$30,000 annually may be close to the affordability threshold. However, these are conservative estimates as incomes used in the gaps analysis were not adjusted to account for the lower median incomes of renter households compared to owner households. Renter households had a median income that was 53% of owner households' median income in 2016 and likely face larger affordability gaps than are estimated.
- Individuals on social assistance experience significant challenges finding rental housing and affordability gaps. Anecdotal information suggests these individuals are less likely to be considered for available rental housing, given the low vacancy rate and high competition for available units. The gaps analysis indicates that individuals experience gaps of at least \$350 and lone-parent families experience gaps of more than \$200.

## 6.4 NON-MARKET HOUSING

In 2019, BC Housing reported a total of 476 non-market housing units in Salmon Arm. The largest proportion of these units are rent assistance in the private market for seniors. There is a development currently being constructed through a partnership between the Canadian Mental Health Association, BC Housing, and CanZea Developments that will add another 105 non-market housing units to this inventory. It is anticipated that this will consist of 38 supported living units and 67 affordable units for people with

various levels of income.<sup>23</sup> This is an example of effective partnership, fast-tracking the development process, lowering development charges, and using Affordable Housing Reserve funds to build needed units and is described in more detail in the Community Housing Strategy. Stakeholders from various community organizations providing or supporting non-market housing units indicated that generally, their services are at or over capacity. Several maintain significant waitlists.

It was also reported that there is one housing co-operative with 40 units in the City.

**Table 17. Non-Market Housing Units\***

| Service Group                         | Unit Type         |                                    |                   |                                   |
|---------------------------------------|-------------------|------------------------------------|-------------------|-----------------------------------|
|                                       | Emergency Shelter | Transitional and Supportive Living | Community Housing | Rent Assistance in Private Market |
| Seniors                               | 0                 | 30                                 | 85                | 198                               |
| Families                              | 0                 | 0                                  | 63                | 27                                |
| Women and children                    | 0                 | 10                                 | 0                 | 0                                 |
| People with disabilities              | 0                 | 17                                 | 0                 | 0                                 |
| Individuals experiencing homelessness | 46                | 0                                  | 0                 | 0                                 |
| Totals                                | 46                | 57                                 | 148               | 225                               |

Source: BC Housing, 2019

\*Numbers in this table are based on BC Housing data only and do not include units currently under development.



### Key Takeaways: Non-Market Housing

- *Salmon Arm has a similar overall number of subsidized units compared to similarly sized communities like Terrace and Fort St. John, but less compared to nearby communities like Penticton and Vernon. Anecdotal evidence suggests that there are vulnerable families and individuals in Salmon Arm in need of housing assistance and that current supply is insufficient to meet these needs.*

## 6.5 HOMELESSNESS

Although there is no official homeless count information, anecdotal evidence suggests there are at least 50 to 60 individuals experiencing homelessness currently living in Salmon Arm. There are 46 emergency shelter beds.<sup>24</sup> It is important to note that, in addition to these individuals, stakeholders suggested there are a significant number of individuals at-risk of experiencing homelessness and experiencing less visible forms of homelessness, such as couchsurfing, camping, and staying with family or friends. Stakeholders identified that many vulnerable populations including low income families, people with mental health challenges, women and children fleeing domestic abuse, youth transitioning out of care, and seniors are at-risk of experiencing homelessness. This is likely driven by the low vacancy rates in the primary rental market, high competition and cost for secondary rental market housing, and unattainable homeownership for many incomes, especially those relying on fixed payments (i.e., social assistance or pensions).

<sup>23</sup> CMHA, 2019.

<sup>24</sup> BC Housing, 2019.



According to interviewees, there is one shelter in Salmon Arm for individuals experiencing homelessness, which is open during half of the year, from October to spring. Outside of those times, there are no shelter beds.

### 6.5.1 Benchmarking and Gap Analysis

In 2018, BC Housing released a Report on Homeless Counts in BC. The report summarizes findings from 24 homeless counts conducted in communities across the province in 2017 and 2018. The table below displays counts and gaps (i.e., unsheltered individuals) from 6 comparable communities.

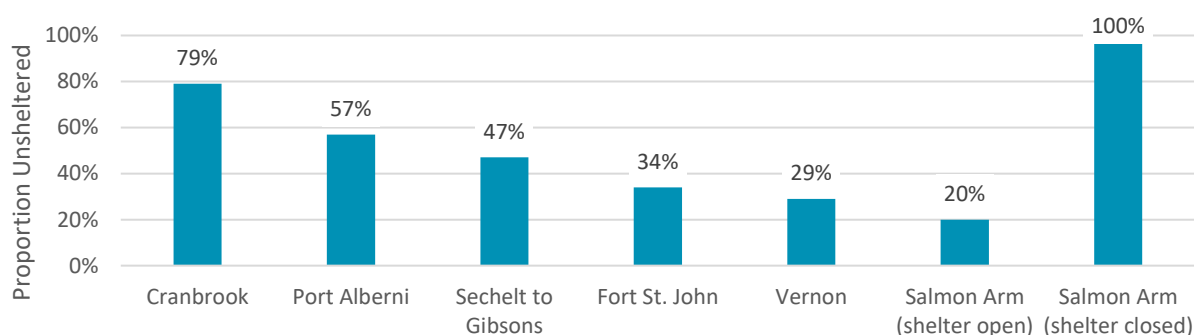
*Table 18. Summary of Homeless Counts and Shelter Gaps*

| Community             | Population (2016 Census) | Homeless Count (2017 – 2018) | Number Sheltered | Gap     | % Gap     |
|-----------------------|--------------------------|------------------------------|------------------|---------|-----------|
| Parksville / Qualicum | 21,457                   | 42                           | 3                | 39      | 93        |
| Cranbrook             | 19,259                   | 29                           | 6                | 23      | 79        |
| Port Alberni          | 17,678                   | 147                          | 63               | 84      | 57        |
| Sechelt to Gibsons    | 16,672                   | 57                           | 30               | 27      | 47        |
| Fort St. John         | 20,155                   | 61                           | 40               | 21      | 34        |
| Vernon                | 38,020                   | 153                          | 109              | 52      | 29        |
| Salmon Arm            | 17,030                   | 55                           | 0 – 46*          | 9 – 55* | 20 – 100* |

\*Shelter is open during the winter season only.

Salmon Arm has the smallest relative gap compared to the other communities when the shelter is open. During other times of the year, Salmon Arm has the highest relative gap. Anecdotal evidence from stakeholders suggests that there is noticeably more homelessness during the spring and summer seasons in Salmon Arm, when the shelter is closed, and more people are living in the community.

*Figure 39. Proportion of Individuals Experiencing Homelessness Who Reported Being Unsheltered*



Source: BC Housing Report on Homelessness in BC, 2018



### Key Takeaways: Homelessness

- Frontline workers in the community estimate at least 50 - 60 chronically homeless individuals, who only have access to a winter shelter; high rental rates and low vacancy rates can put pressure on the lowest income households in the community. Salmon Arm does not have enough shelter beds for 50 to 60 individuals. Compared to other similarly sized communities, there is a small gap in shelter beds when the shelter is open. During other times of the year, Salmon Arm has the highest relative gap.

## 6.6 HOUSING INDICATORS

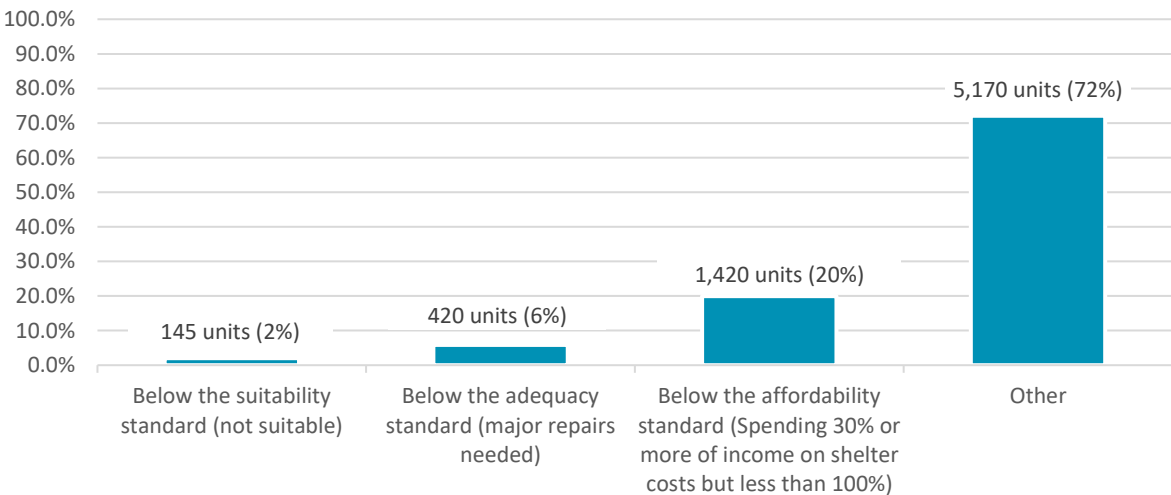
Housing standards are used to assess housing needs across Canada. Measuring these standards provide housing indicators, which allow a community to assess current housing needs and challenges, monitor changes over time, and consider differences between communities.

There are three standards used as housing indicators:

- » Adequacy: Housing is reported by their residents as not requiring any major repairs.
- » Affordability: Housing costs are less than 30% of total before-tax household income.
- » Suitability: Housing has enough bedrooms for the size and composition of the household, according to National Occupancy Standard requirements.

In 2016, 28% of housing in Salmon Arm did not meet standards for adequacy, suitability, and/or affordability (i.e., was reported to be inadequate, unsuitable, and/or unaffordable).<sup>25</sup> Housing affordability is the most significant challenge in Salmon Arm; there was 20% of housing in Salmon Arm that did not meet the affordability standard in 2016.

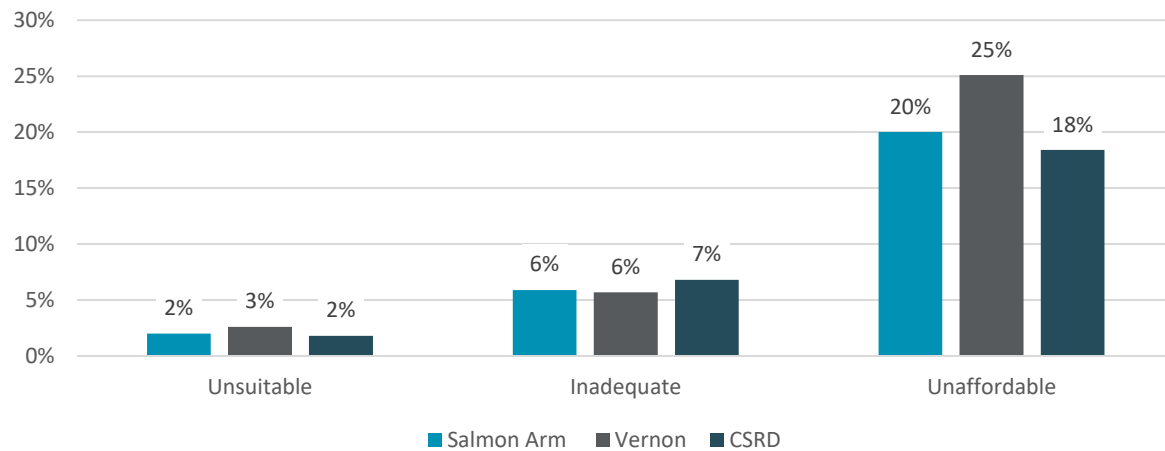
*Figure 40. Housing Indicators, Salmon Arm, 2016*



Salmon Arm has higher proportions of housing that is inadequate, unsuitable, and/or unaffordable do than the CSRD, but lower proportions of housing that does not meet these standards when compared to the City of Vernon.

<sup>25</sup> It is important to note that a single housing unit can fall below more than one standard.

*Figure 41. Proportions of Houses That Do Not Meet Standards, Salmon Arm, CSRD, and Vernon, 2016*

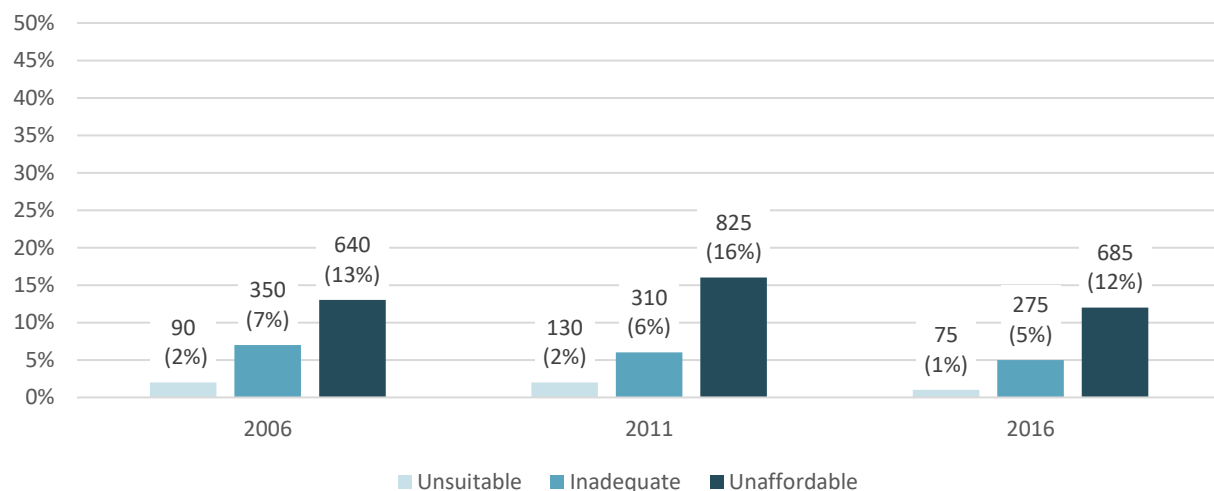


Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs

Renter households in Salmon Arm are significantly more likely to face affordability challenges compared to owner households. Between 2006 and 2016, the proportion living in unaffordable housing has ranged between 12 and 16%. For renter households, 46 to 47% were living in housing that was reported to be unaffordable.

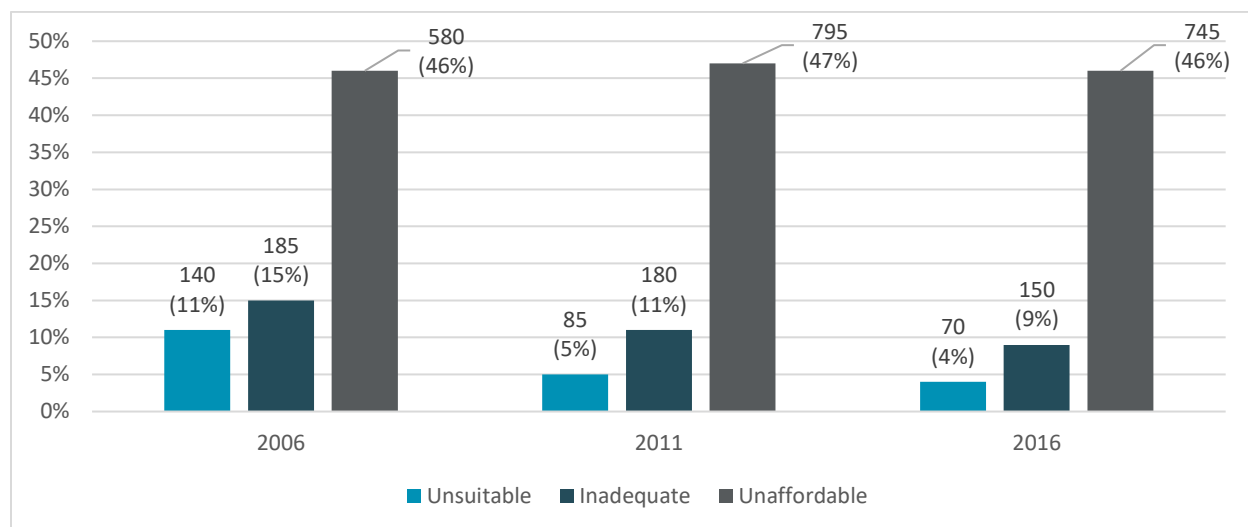
Unaffordability peaked in 2011 for both owners and renters. The proportions of unsuitable and inadequate housing decreased between 2006 and 2016. There were more renter households in unsuitable and/or inadequate housing than owner households.

*Figure 42. Housing Indicators of Owner Households in Salmon Arm, 2006 to 2016.*



Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs

Figure 43. Housing Indicators of Renter Households in Salmon Arm, 2006 to 2016



Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs

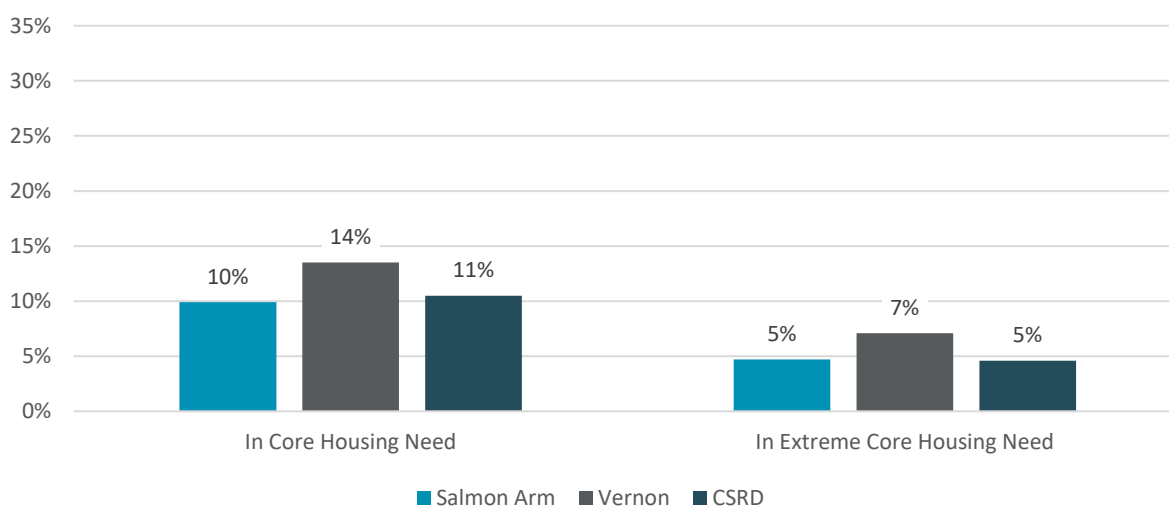
### 6.6.1 Core Housing Need and Extreme Core Housing Need

A household in Core Housing Need is currently living in housing that fails to meet one or more housing standards and would have to spend 30% or more of their total before-tax household income to pay the median rent of alternative, acceptable local housing.

A household in Extreme Core Housing Need meets the definition of Core Housing Need *and* currently spends 50% or more of their income on housing.

Salmon Arm has less households in Core Housing Need than comparable communities, like the City of Vernon, and the CSRD as a whole. The City has less households in Extreme Core Housing Need than Vernon, but a similar amount to the region.

Figure 44. Proportion of households in Core and Extreme Core Housing Need, 2016

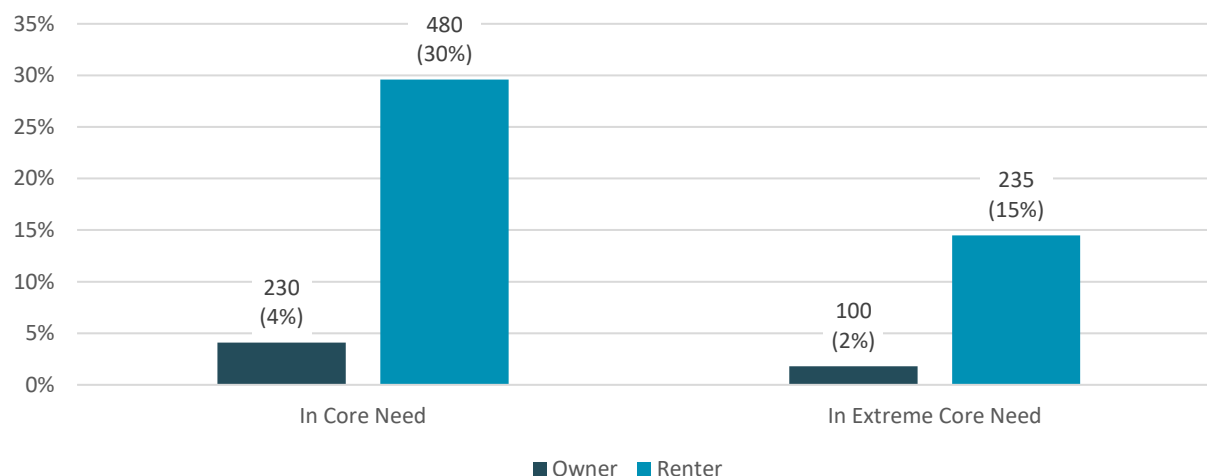


Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs



There are significantly more renters in Core and Extreme Core Housing Need than owners in Salmon Arm. This is similar to trends seen in the City of Vernon and the CSRD as a whole.<sup>26</sup>

**Figure 45. Owner and renter households in Core Housing Need and Extreme Core Housing Need, 2016**



Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs

In Salmon Arm, the proportion of households in Core and Extreme Core Housing Need was lower in 2016 than in 2006 and 2011; proportions peaked in 2011.

**Table 19. Salmon Arm Households in Core and Extreme Core Need, 2006 to 2011.**

|                      | 2006  | 2011  | 2016 |
|----------------------|-------|-------|------|
| In Core Need         | 11.0% | 13.1% | 9.9% |
| In Extreme Core Need | 5.0%  | 5.0%  | 4.7% |

Source: Statistics Canada, Census 2016 Custom Information for BC Ministry of Municipal Affairs



### Key Takeaways: Housing Indicators

- Affordability was the most significant housing challenge reported in Salmon Arm in 2006, 2011, and 2016. In 2016, there were 745 renter households, representing nearly half of all renters (46%) falling below affordability standards compared to 685 owner households, representing 12% of all owner households. Using the 2016 average number of persons per households, we can estimate this affects approximately 1,714 renter residents and 1,576 owner residents.
- In 2006 and 2011, there were similar proportions of renter and owner households falling below affordability standards to 2016 (i.e., 12 – 16% of owner households and 46 – 47% of renter households). However, in 2006 and 2011, there was a higher number of owner households falling below affordability standards than renter households (640 compared to 580 in 2006; 825 compared to 795 in 2011).

<sup>26</sup> At a recent Community Information Session, BC Housing reported that: “the CSRD has a total of 21,700 households, of which 23% are renter households. Of those renters, 48% are in core housing need and 20% are at risk of homelessness.”

- *Nearly 10% of all households in Salmon Arm are considered to be in Core Housing Need, including 230 owner households and 480 renter households. This means that 30% of all renter households are in Core Housing Need and would likely need some form of non-market unit in order to provide housing security.*

## 7 COMMUNITY ENGAGEMENT

Several forms of community engagement have helped inform this Strategy. This includes:

- » Community Survey
- » Stakeholder Interviews
- » Community Open House
- » Housing Task Force Focus Group
- » Focus Groups with underserved populations (people with lived experience, young families, and newcomers)

### 7.1 COMMUNITY SURVEY

A community survey was available online from September 23 to November 1, 2019. The survey was available via the City website and was promoted through a variety of local media and City social media outlets. The purpose of the survey was to gather information regarding individual and family housing needs and experiences. There were 313 surveys completed, including 265 by Salmon Arm residents and 48 by residents of adjacent communities.

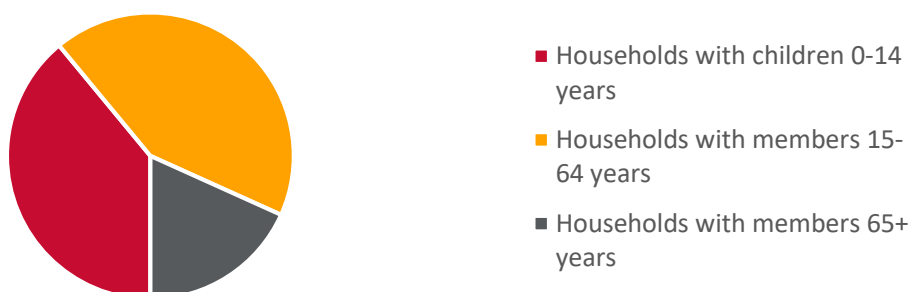
This section contains a summary of survey responses from Salmon Arm residents. A full report on survey results is available in Appendix B.

#### 7.1.1 Demographics of Survey Respondents

Almost 80% of respondents were youth and working age (15 - 64 years). There were 15% of respondents who were seniors (65+ years), and the remaining 5% were children. Compared to the overall population of Salmon Arm, seniors were underrepresented.

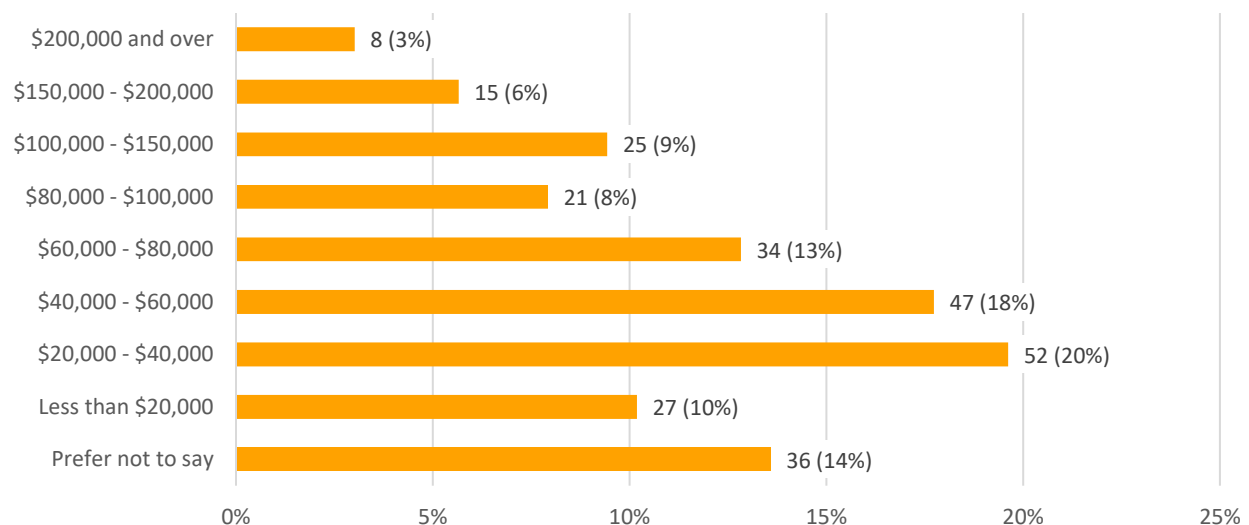
The majority of survey respondents indicated they live alone or with one other person (56%). There were 21% of respondents who indicated they live in three-person households and 23% in households with four or more people. At the same time, almost 39% of respondents live with at least one child, and 18% of respondents indicated there is one or more senior living in their household. Figure 40 shows the general composition of respondent households (i.e., proportion of respondents whose households have one or more children, seniors, and/or working aged members).

*Figure 46. Surveyed households with children or seniors (241 respondents).*



In terms of tenure, most respondents (55%) indicated they own their home, and 41% indicated they are renters. Renters were overrepresented in the survey results compared to 2016 Census data for the City, which indicated that 23% of households were renter households. Before-tax annual incomes of respondents' households were generally in line with 2016 Census data. There were 38% of respondents who reported an income between \$20,000 and \$60,000. There were 21% who reported falling within income brackets between \$60,000 and \$100,000, and about 10% who reported incomes lower than \$20,000 (Figure 41).

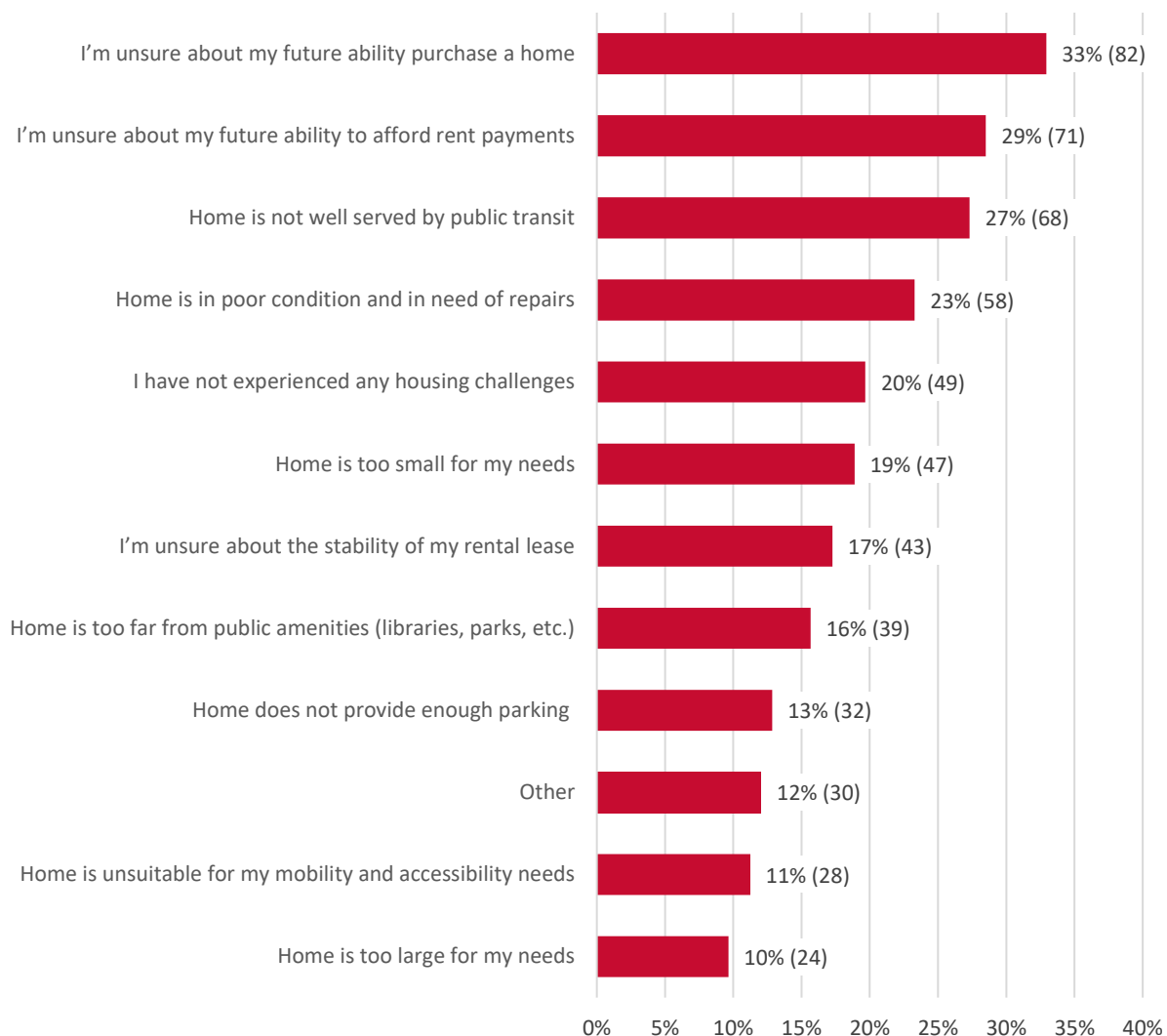
*Figure 47. Before-tax annual income brackets of respondent households*



### 7.1.2 Housing Priorities

When asked about major housing issues today and/or anticipated in the next five years, respondents frequently identified financial issues. Over 60% of participants were not sure about their future ability to purchase a home or to pay a rent. Many respondents also commented that their home is not well-served by public transit, or that their home is in poor condition and needs repairs (Figure 42).

*Figure 48. Housing Issues Currently Experienced by Residents and/or Anticipated Within Five Years*



When asked about important factors considered when looking at a home, financial factors (price of rent or homes) were frequently identified as a priority (80% of respondents). Type and size of the home were each mentioned by approximately half of respondents.

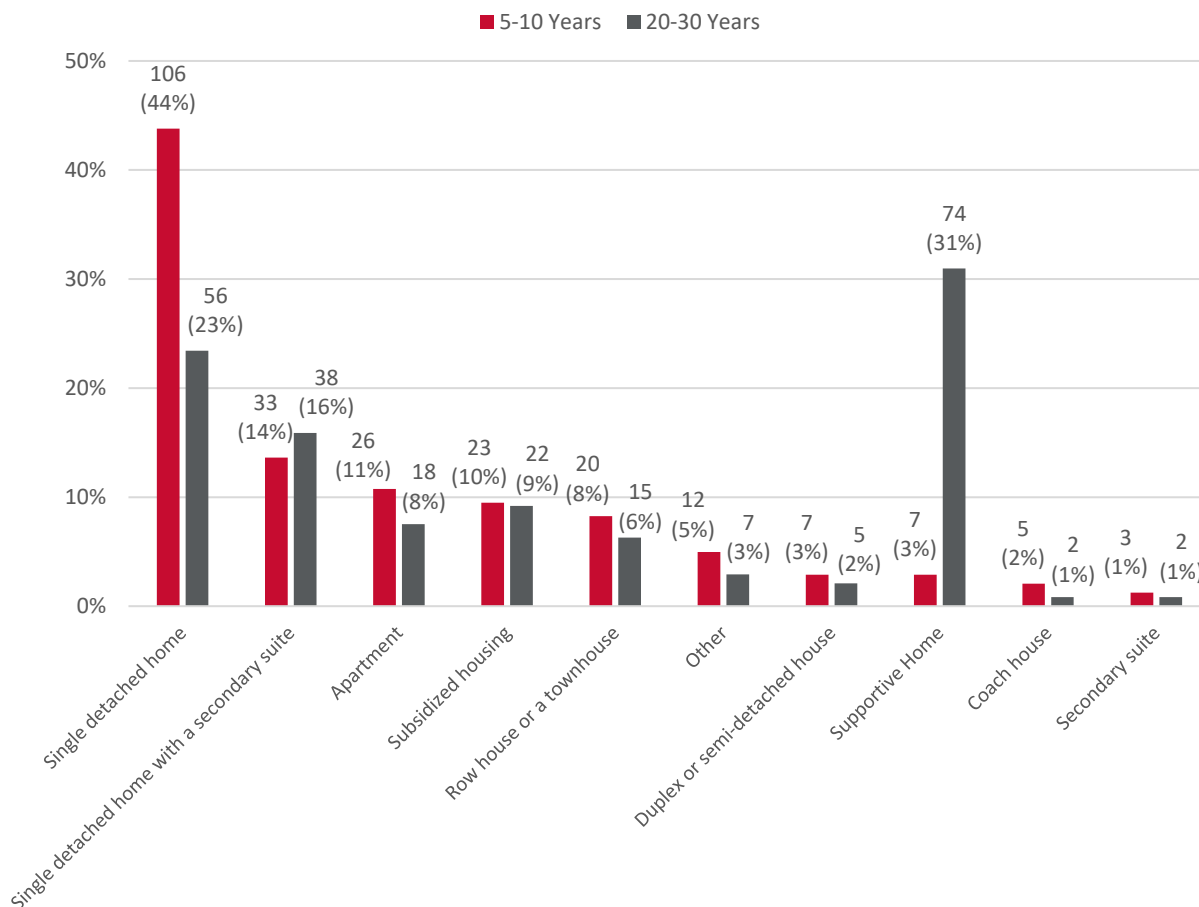
Financial issues were again commonly identified by respondents when asked about barriers encountered in searching for their current home. Approximately 60% of residents surveyed suggested that the high cost of homes on the market was a barrier. Approximately 50% identified that the high cost of rent was a barrier.

Survey respondents were also asked about the type of a housing they might need in the near and distant future. In the next five to ten years, the largest majority (44%, or 106 respondents) said they will need a single-detached house and 14% (33) said they will need a single-detached house with a secondary suite, indicating very high interest in this housing form. Apartments, subsidized housing, and row houses or townhouses were all selected at similar, lower frequencies.



When asked about the next 20 to 30 years, responses differed. The largest group of respondents (31%, or 74) said they will need supportive housing. There were 23% (56) who indicated they will need a single-detached home and 16 percent (38) who will need single-detached house with a secondary suite.

*Figure 49. Survey respondents' housing type preferences for the near and distant future.*



### 7.1.3 Housing Needs for Renters and Owners

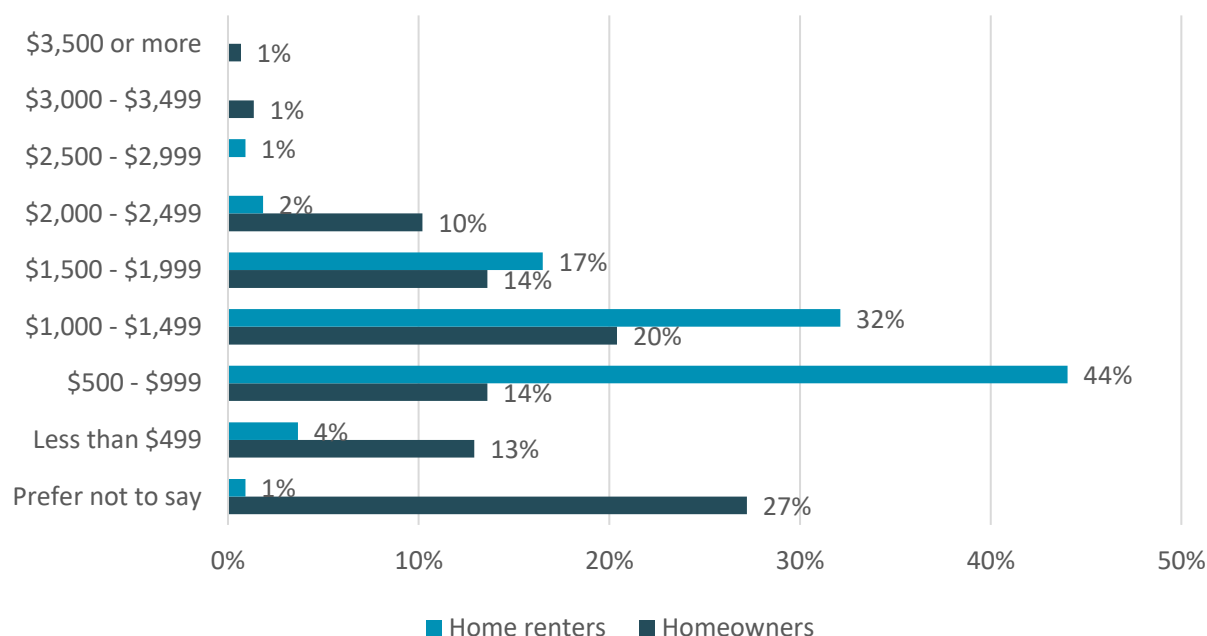
To better understand housing needs, more detailed questions on housing were asked about renters and owners. The survey asked about the length of time it took them to find their current housing, what type of housing, how many bedrooms, and what is the minimum number of bedrooms they would need in their home. Where questions and responses were similar for both renters and owners, results are shown together. Where they differed, the results are presented separately.

There were 109 renters who responded. The largest proportion (47%) indicated they currently live in a two-bedroom unit, while 28% live in three-bedroom units, and 17% in one-bedroom units. Respondents were also asked to identify the minimum number of bedrooms that would meet needs of their household. In general, the group of renters said they would need a slightly smaller housing than what they currently live in. Approximately 40% of respondents (54) said they would need a two-bedroom home, almost 30% (32) would need a one-bedroom home, and 21% (23) would need a three-bedroom home.

Homeowners indicated they both live in and require larger dwelling sizes compared to renters. Over 40% (61) live in a three-bedroom home and slightly less (40%, or 58 respondents) live in a four-bedroom home. In answer to the question about number of bedrooms that would meet their needs, 39% (56) said they would need a two-bedroom home and 38% (54) said they would need a three-bedroom home. Only 17% (24) indicated that their household would need a minimum of four bedrooms.

In terms of housing costs, the majority of renters pay between \$500 and \$1,500 monthly. Over half (55%) indicated they do not believe their housing costs are affordable for them. Owners indicated their monthly mortgage payments ranged across several different brackets and almost 70% indicated they perceive their housing costs to be affordable.

*Figure 50. Monthly Rent and Mortgage Payments*



## 7.2 STAKEHOLDER INTERVIEWS

To inform this Strategy, 15 interviews with key stakeholders were completed in September and October 2019. Interviews were conducted with staff from the City of Salmon Arm, Neskonlith First Nation, and stakeholders from the following fields:

- » Non-profit
- » Health
- » Development and building
- » Finance
- » Local organizations (school, economic development)

Interviews were intended to help identify housing needs and opportunities and supplement quantitative data gathered as part of the housing needs assessment. Questions focused on housing and housing-related services across the housing continuum. Questions also sought to uncover the broader community and economic context of housing issues. While questions varied depending on the interviewee's expertise, they followed three major themes:

- » Challenges, barriers, and unmet needs in housing and housing-related services
- » Current successes, opportunities, and potential best practices and strategies to help address housing needs

Representatives of the following organizations were interviewed:

| Organization   | Description  |
|--|--|
| Canadian Mental Health Association (CMHA)            | A regional organization that provides multiple services in Salmon Arm and across the north Shuswap area. CMHA is the primary non-market housing provider in the City; they currently operate 150 units and are in the process of developing another 105. These include supportive and subsidized housing. The organization focuses on supporting individuals and families facing mental health challenges but also offers many other services to support the people accessing their housing. |
| Shuswap Area Family Emergency Society (SAFE Society) | A non-profit organization that operates a women's shelter and transition house to support individuals fleeing abuse or at risk of abuse and their families. The Society offers counselling and various victim services and helps tenants look for safe long-term housing,  |
| Shuswap Association for Community Living             | A non-profit association that operates throughout the Shuswap region, offering programs and services for people with intellectual disabilities including home share support, outing and employment support, and one-on-one support. The Association operates 4 housing units with supported living services.   |
| Habitat for Humanity                                 | A non-profit organization that builds affordable and attainable housing through volunteer labour, efficient management, and money and material donations.  |
| Kings Christian School                               | Private K – 12 Christian school. Offers subsidy program for some families and informally helps teachers moving to the community find housing.  |
| Salmon Arm Economic Development Society (SAEDS)      | A non-profit society on contract with the City to provide economic development services. Works on community development initiatives, administers the Municipal and Regional District Tax program for the City, and operates the City's Innovation Centre (a coworking / makers' space).  |
| Shuswap Construction Industry Professionals (SCIP)   | A non-profit membership association that represents, promotes, and advocates for local, construction-related businesses in the Shuswap area.   |
| Sorrento Housing Society                             | A non-profit retreat and conference centre in Sorrento. Includes campus with multiple buildings, campground, and farm. Provides housing supports for those in need and works as convenor for housing issues and initiatives linked to faith-based roots in Anglican church.  |
| Healthy Communities, Interior Health                 | Arm of provincial health authority that provides support local governments in planning healthy communities, both through built environment and disease prevention.   |

|                                     |  |
|-------------------------------------|--|
| Shuswap Family Centre               | A non-profit that operates in the Salmon Arm area offering outreach and support programs for low to middle income families related to food security; education; family development, support, and prevention, counselling; family advocacy law; and more. Most families served by the Centre are facing housing issues. |
| Private developers                  | Private developers operating in Salmon Arm.  |
| Salmon Arm Savings and Credit Union | Financial institution offering retail banking, commercial banking, tenant and homeowner insurance, and wealth management services. Advisors and planners at SASCU help families with purchasing, renovating, and selling homes.  |
| Neskonlith First Nation             | Neighbouring First Nation community.   |
| City of Salmon Arm                  | Director of Development Services / Approving Officer deals with development process and housing issues for the City and Director of Corporate Services, who administers and represents the City on the Social Impact Advisory Committee and Housing Task Force.  |

### 7.2.1 Community Trends and Context

In general, there is consensus amongst interviewees that housing availability and affordability have deteriorated in recent years. Most interviewees indicated that the availability of rental housing in Salmon Arm is a major or the most significant challenge (10).

#### *Population Growth and Changing Demographics*

Many interviewees suggested that the pace of growth in the City has increased in recent years to unprecedented rates and that Salmon Arm is among the fastest growing communities in the province (7).

Interviewees reported that in the past, the City was known as a retirement destination and attracted an older demographic (7). Six interviewees suggested that, in recent years, there has been a shift towards more young families instead (6). This was variously attributed to the high cost of housing in major urban centres in the rest of the province, the availability of jobs in Salmon Arm, and changing job trends allowing for more flexible work arrangements.

#### *Development*

Many interviewees reported that housing development in Salmon Arm has not shifted significantly away from single-family homes. Generally, interviewees suggested that there is sustained demand for single-family homes, as these units remain more affordable in Salmon Arm compared to other population centres in the province (6). Two interviewees suggested there is some downsizing by seniors.

Bounded within an Urban Containment Boundary (UCB) and land restricted by the Agricultural Land Reserve (ALR), some interviewees raised the issue of developable land. One interviewee commented that there is still sufficient land for new developments within the UCB, however, it is not as abundant as was the case several years ago. One interviewee suggested that developable land within this City is generally not affordable for non-profits, which is a barrier to development of non-market housing. Generally, stakeholders who discussed the UCB indicated support for the UCB and developing at higher densities closer to the City centre (4).

Interviewees with knowledge of the local development industry indicated that the market for single family development in Salmon Arm remains strong (5). Two indicated that there was record-breaking single-family development between 2014 and 2018, which just began to cool off between 2018 and 2019. Two others suggested that developers are reluctant to build higher densities because it is more of a risk while single-family has proven to be profitable.

### *Increasing Homelessness*

Most interviewees indicated that there has been a noticeable increase in homelessness in the past 2 to 3 years (10). Some interviewees questioned whether this degree of homelessness has always existed in the community, but has become more visible in recent years, or whether homelessness has increased overall (2). Multiple interviewees reported that couchsurfing, staying with relatives, and other less visible forms of homelessness are also significant challenges in Salmon Arm and have increased in the past few years (7).

### *Regional Affordability*

As a regional hub, Salmon Arm is facing increasing affordability challenges. Several stakeholders identified Salmon Arm as a historically rural community, which is becoming more urban and less rural as it increasingly takes on an urban centre-type role where people can access social services in the Shuswap area (5). Stakeholders indicated that while home ownership in the City remains more affordable than other urban centres such as Vancouver and Kelowna, affordability is a challenge when the regional / rural context is considered (6). According to some stakeholders involved in development and finance industries, this means that people are attracted to Salmon Arm from other places, which has driven up the cost of housing in the City (4). One stakeholder suggested that for the local population, this means people have to look outside their home communities because they can't find anything and end up in substandard housing arrangements (1).

## **7.2.2 Challenges, Barriers, and Unmet Needs**

Interviewees were asked about housing issues, challenges, and unmet needs the community of Salmon Arm is facing.

### *Underserved Populations*

Stakeholders identified various populations in Salmon Arm who are currently underserved in terms of housing. The most commonly identified populations included: people with mental health challenges, vulnerable families, and seniors.

### *People with Mental Health Challenges*

People with mental health challenges were most commonly identified by interviewees as the segment of the population most in need of housing assistance (6). Stakeholders suggested that this need has been increasing in recent years and that many of these people are homeless or living in unsafe environments (4).

### *Vulnerable Families*

Several interviewees indicated that there are vulnerable families in Salmon Arm who need housing assistance, including low income families, youth transitioning out of care, and women fleeing domestic abuse (4). Stakeholders suggested this issue is compounded by the low supply of shelter beds and transitional housing in Salmon Arm (4). One interviewee emphasized the effects of housing insecurity on the health and wellbeing of children.



## *Seniors*

A few interviewees identified an immediate need for seniors' housing in Salmon Arm (3). Two of these interviewees attributed this to the recent closure of an assisted living facility for low income seniors and people with disabilities in October 2019, while the other suggested some seniors are homeless, in the form of couch surfing and staying with relatives.

## *Homelessness*

One interviewee indicated that evidence suggests there are approximately 50 to 60 homeless people in the City, but that service providers think this number could be much higher. Non-profit service providers interviewed indicated that their organizations are at capacity and finding it hard to manage what is coming through the doors (5). All non-profit staff interviewed whose organizations offer some form of tenant or rooming service indicated that these services are usually full with waitlists (3). The lack of a year-round homeless shelter was identified as a problem by several interviewees (4).

Some non-profit staff interviewed reported their agencies run outreach services for segments of the homeless population and the Salvation Army provides some homeless outreach services, however, significantly more outreach services are needed (4).

Two interviewees suggested that the 2019 "Panhandling Bylaw" is a dated and overly restrictive response to homelessness in the City, which causes additional challenges in addressing homelessness. Both interviewees suggested that resources would be better directed towards proactive social supports for homeless people instead of penalization.

## *Income Assistance Rates*

Several stakeholders identified that there is a significant gap between income assistance rates and the cost of rent (4). It was suggested that the rates for a single person or smaller families are particularly challenging (1).

## *Availability of Primary and Secondary Rental*

Most stakeholders reported the rental vacancy rate is extremely low in Salmon Arm and that it is very difficult to find rental housing (10). It was reported that it is especially difficult for low to moderate income families and vulnerable populations such as women fleeing unsafe situations, people with mental health challenges, and people with other housing challenges to find suitable, long-term rental housing. It was also reported that it is difficult for students attending Okanagan College and people coming to the City for work to find suitable accommodations.

## *Worker Housing*

Stakeholders from non-profit organizations, the development sector, and neighbouring communities noted that there is a need for more workforce housing in the City (5). Stakeholders reported that the City is struggling to retain workers because of the lack of rental housing and that this has become a barrier to economic development and community growth (2). It was reported that most workers are looking for rental housing either permanently, or for a period of time while they settle in and look for market ownership opportunities (3). One interviewee noted that some workers are couch surfing and / or co-locating because they cannot find housing.

### *Cost of Development*

Generally, stakeholders with knowledge of the building and/or development industries in Salmon Arm interviewed indicated that the cost of building housing has increased substantially in recent years (5). This was variously attributed to the cost of land, building materials, and extra costs required to meet BC Building Code and/or energy efficiency requirements. Some stakeholders suggested that while off-site servicing and development cost charge contributions can drive the cost of development up, they noted that this factor is not as significant in Salmon Arm when compared to other cities, despite public perception that this is a barrier (3).

### *Transportation*

Several stakeholders reported that public transportation in Salmon Arm is insufficient and compounds challenges related to housing affordability (4). Specifically, stakeholders reported that public transportation services around the City and to nearby communities are inadequate, especially on evenings and weekends (4). There are no buses that operate on Sundays. Further, there is a large hill within Salmon Arm that separates some neighbourhoods and community facilities from the downtown core. There are limited public transportation options up and down the hill.

Stakeholders suggested this is a problem because housing options are more affordable in communities surrounding Salmon Arm but there are no transportation options to travel to and from work and social services in the City (5).

One interviewee suggested that the recent cancellation of Greyhound bus service further compounds housing challenges in the City. This stakeholder suggested that people get stuck in Salmon Arm and do not have access to affordable transportation to get to their home communities or support systems, which puts additional pressure on housing and social services in the City.

### *Other Challenges*

One stakeholder emphasized that the lack of short-term rental regulation in the City is a housing challenge. It was suggested that short-term rental units are in high demand and are affecting long-term rental inventory. It was further suggested that bylaws are an opportunity to monitor and manage short-term rentals, which could free up more long-term rental stock.

## **7.2.3 Reflections and Opportunities**

Interviewees were asked to reflect on what the City of Salmon Arm is doing well when it comes to housing, as well as potential opportunities and strategies to improve.

### *Proactive Action*

Several stakeholders indicated that the City has taken good proactive actions to improve housing, such as convening the Housing Task Force, undertaking the Community Housing Strategy, and setting money aside in an affordable housing fund (7). One stakeholder emphasized that it is important for the City to continue investing in this fund in order to facilitate significant change.

### *Open-Mindedness*

Generally, interviewees suggested that City Council and staff are relatively open-minded and forward-thinking regarding development (4). One interviewee noted that in recent years, the City seems to have become more aware of the housing need and are now acting on it.

### *Development Process*

A few interviewees with knowledge of the development industry indicated that compared to other communities, the development process in Salmon Arm is satisfactory (3). Several interviewees noted that the City could make more efforts to attract and invite development (especially affordable forms and / or rental) (4). Some indicated that the City could better use servicing arrangements and cost reductions (e.g., late-comer arrangements, reduced development cost charges, etc.) to further encourage desired types of developments (3).

### *Partnerships*

Stakeholders from across all fields of work emphasized that partnerships like the current CMHA and CanZea Developments Ltd. project are one of the most significant opportunities for the City to improve housing options (9). They also suggested that the City could be more proactive about creating and looking for such partnership opportunities, to better attract developers and facilitate the provision of more affordable and / or rental housing (9).

### *Sense of Community*

Some stakeholders indicated that there is a strong sense of community in Salmon Arm and expressed optimism that the City will rally to support vulnerable populations when necessary (3). Interviewees from non-profit agencies generally indicated that their services are well-used and well-supported by the community (4).

### *Social Issues*

Several stakeholders identified linkages between the housing problem and other complex social issues, emphasizing the need for the City to take a more holistic, systems-based view approach (4). Stakeholders indicated that the Social Impact Advisory Committee is effective at convening and providing a sounding board for members, but that the City could take more proactive actions regarding social development (5).

## **7.3 FOCUS GROUPS**

Two focus groups were held to support the needs assessment: one for people with lived experience of homelessness and housing insecurity and another for seniors.

The focus group method was chosen to test quantitative findings and gain insight into how these factors were being felt within the City. Focus groups are widely used as a participatory research method to gather informed opinions from specific stakeholder groups, rather than capture findings that are representative of a whole population. Focus group participants were chosen deliberately based on their knowledge, experience, and willingness to participate, and were grouped to generate informed discussion and feedback about specific types of housing need.

High-level themes identified in these focus groups are summarized here. Verbatim comments are provided in Appendix D.

### **7.3.1 People with Lived Experience of Homelessness and Housing Insecurity**

The first focus group was held at the Salvation Army. There were nine participants, including two staff members. Participants were asked to share about themselves and what contributed to their experience of being homeless, as well as about any changes they had experienced. Participants indicated that escalating prices in the past two to three years has impacted their ability to access housing. They also indicated that

fulfilling information requests from prospective landlords (i.e., for records of employment, criminal records, references, and more) is challenging and impacts their ability to access clean and safe rental housing.

When asked about services that they access, participants identified that there are some good, helpful services available in Salmon Arm. However, most services are located near the downtown area and can be hard to access on transit. Other services, like the recreation centre (which is accessed for showers), are located at the top of a large hill and is also difficult to access on transit. Participants discussed the potential to live in more affordable neighbourhoods outside the City if there were increased transportation options.

Finally, participants were asked about what they need and what could help them move out of homelessness. Participants discussed how initial access to housing is the biggest challenge, because of the need to pay for rent and damage deposits upfront. It was suggested that more affordable mobile home parks, small bachelor suites, units with spare bedrooms for children to stay, and more pet-friendly options are needed in the City. Participants also discussed the impacts of not having 24/7 access to shelters – some participants indicated that they work graveyard shifts and do not have anywhere to sleep. Participants who worked evening jobs or late shifts expressed a similar challenge: the shelter beds fill up early in evening, so people are having to choose between getting a shelter bed and working a shift.

### 7.3.2 Seniors

The second focus group was held with seniors living in Salmon Arm and was hosted at City Hall. There were six participants.

Participants were asked about what housing needs, challenges, and barriers they were seeing or experiencing in Salmon Arm. Most of the discussion focused around affordability and accessibility.

- » Participants indicated that affordability is a challenge for people with low paying jobs or relying on pension income. They indicated that rental rates are unaffordable and that ownership costs are challenging and exacerbated by strata fees, which for some seniors, are an unanticipated cost encountered when downsizing from a non-strata property. Participants identified that affordability was one of the most significant changes experienced in housing in Salmon Arm. They discussed the impact of increased building costs on housing affordability.
- » Regarding accessibility, participants indicated that finding affordable housing with elevators and accessible layouts is especially challenging. They also identified that accessing community services is challenging due to the need to cross the highway and having limited transit services.

Participants were also asked to provide input on opportunities, strategies, and best practices for encouraging affordable housing in Salmon Arm. Participants discussed various forms of housing integrated with services, which could help residents living in multi-family housing developments to develop social connections and support networks. They also discussed multi-generational living arrangements and the benefits of having non-profit organizations providing seniors' housing and related services.

## 7.4 COMMUNITY HOUSING STRATEGY ENGAGEMENT

In addition to the survey, stakeholder interviews, and focus groups described here, engagement was conducted around strategic themes. Strategic themes and the results of related engagement are summarized in the Community Housing Strategy, the companion document to this Housing Needs Report.

## 8 KEY AREAS OF LOCAL NEED

This section summarizes key areas of local need based on an overall analysis of the information collected. Statements about key areas of local need provide important takeaways for specific types of housing, and fulfill Provincial requirements related for Housing Needs Reports.

### 8.1 AFFORDABLE HOUSING

- » Affordability was the most significant housing challenge reported in Salmon Arm in 2006, 2011, and 2016. Nearly half of renter households were falling below affordability standards compared to 12% of owner households.
- » Nearly 10% of all households in Salmon Arm were considered to be in Core Housing Need in 2016, including 230 owner households and 480 renter households. This means that 30% of all renter households were in Core Housing Need. These households would likely need some form of non-market unit in order to provide housing security.
- » Single parents and individuals living alone are most likely to be experiencing housing affordability issues, with ownership out of range for even median earners in these groups and for other household types making less than \$100,000 in annual before-tax income.
- » While median-earning single parent households and individuals can generally afford the primary rental market, a review of listings on Kijiji and Craigslist suggests that secondary suites and other units rented privately (including non-market units and supplements), which account for about three-quarters of all rental housing in Salmon Arm and may be larger units, have higher median rents.
- » Individuals on social assistance experience significant affordability challenges. The gaps analysis indicates that these individuals experience gaps of at least \$350.

### 8.2 RENTAL HOUSING

- » Stakeholders and community members indicated that the rental market is competitive. The vacancy rate for primary market rentals in the City has been below 3% since 2014. Service providers interviewed suggested that this disproportionately affects vulnerable populations such as low-income families, youth transitioning out of care, women fleeing domestic abuse, people with mental health challenges, and people with activity limitations. These individuals are less likely to be considered for available rental housing, given the low vacancy rate and high competition for available units.
- » Okanagan College has a campus in Salmon Arm that attracts approximately 420 FTE students annually, many of whom are part-time. There is no dedicated student housing and students may experience difficulties finding suitable rental accommodations, especially those who move to the community to attend school.
- » While low unemployment and participation rates suggest that employable people do not experience issues finding work and work within the City, stakeholders noted that there is a need for more workforce housing in the City. Stakeholders reported that the City is struggling to retain workers because of low vacancy rates and rental housing supply and that this has become a barrier to economic development and community growth.



### 8.3 HOUSING FOR PEOPLE WITH DISABILITIES

- » There are 17 transitional and supportive living units for people with disabilities in Salmon Arm that are supported by BC Housing. While the City has a similar overall number of non-market units and supports compared to similarly sized communities like Terrace and Fort St. John, but less compared to nearby communities like Penticton and Vernon. Service providers indicated that current supply of units and supportive services for people with disabilities is insufficient to meet these needs.
- » People with disabilities may be more likely to experience challenges affording and securing appropriate housing. For those who are unable to work, the provincial housing supplement of \$375 (for an individual) is extremely low and limits access to housing options. These households may look to communities outside the City boundary for more affordable options but may face challenges accessing services in the City on existing transit networks. In a highly competitive rental market, households including an individual with a disability likely experience additional challenges finding units that are accessible for their mobility needs, affordable, and available.

### 8.4 SENIORS HOUSING

- » As the service hub of the CSRD, Salmon Arm has seen growth in the proportion of seniors living in the City due to aging of the population, as well as some influx of seniors from other communities. The median age in Salmon Arm increased from 45.5 to 49.3 over the last three Census periods. Although it is anticipated to decrease in the coming years, it is expected to remain significantly higher compared to the provincial average (43.0). As such, the City may require more seniors' services and supports in time to allow aging in place.
- » Couples without children are likely to have lower median incomes and are typically older couples whose children have left home, and may be living on a single income or, if retired, on pension and investments. They face moderate affordability gaps in the homeownership market; however, they are also more likely to own their own home already and benefit from rising market prices when they aim to downsize.
- » A large proportion of both renter and owner households in Salmon Arm are maintained by seniors (42% and 25%, respectively). As the number of seniors living in the community is anticipated to increase over the next five years, there will likely be more demand for accessible options to downsize, as well as supports for aging in place, and assisted and supported living. Stakeholders indicated there is a lack of options for downsizing in the City, especially options with elevators and other accessibility features. Stakeholders further suggested that there is a lack of these options close and accessible to services via transit or walking, with the highway crossing posing a significant barrier for those with limited mobility.
- » Stakeholders suggested there is an immediate need for supportive housing for vulnerable seniors in Salmon Arm. Stakeholders and community members indicated that seniors with low incomes, physical limitations, or mental health challenges are falling through the cracks and may be living in unsafe situations, couchsurfing, or relying on other unstable forms of housing. These households may look to communities outside the City boundary for more affordable housing options but may face challenges accessing services in the City on existing transit networks.

## 8.5 FAMILY HOUSING

- » There are relatively higher proportions of children, youth, and young adults in Salmon Arm as compared to the region. If Salmon Arm continues to grow at the same pace as it has in the past, it is anticipated that the number of households with children will increase more quickly than most other household types. This observation is based on past trends (i.e., standard projections scenario) and does not account for the influx of young families the City has seen in recent years, as reported through engagement. Families, including single parents and couples with children, require larger unit sizes than other household types, to suitably house their children, and are likely looking for townhouses, single-family homes, and rental units with two or three bedrooms.
- » While median-earning couples with children are likely able to afford ownership housing in the City, the minimum income required to have affordable monthly payments (i.e., less than 30% of before-tax annual household income) for a single-detached house, the most common dwelling type, is close to \$100,000. Low-income families and single parents would struggle to afford an apartment, which would require close to \$80,000 in annual household income.
- » Families looking for suitable rental housing face challenges finding suitable housing; there were less than 10 primary rental units with three or more bedrooms in Salmon Arm in 2018, which means most families are relying on the secondary market, where rents are higher and there is a lot of competition for limited available rental stock. Low-income families are especially likely to face challenges, as they are less likely to be considered for available units in the highly competitive rental market.
- » Stakeholders identified that many vulnerable populations in the City are at risk of or experiencing homelessness, including low income families and women and children fleeing domestic abuse. It was suggested that this challenge is most obvious in the summer, when some families may be living in their cars or camping. Stakeholders also discussed the effects that insecure housing can have on the health and well-being of children.

## 8.6 SHELTERS AND HOUSING FOR PEOPLE AT RISK OF HOMELESSNESS

- » Stakeholders identified that many vulnerable populations in the City are at risk of or experiencing homelessness, including low income families, people with mental health challenges, women and children fleeing domestic abuse, youth transitioning out of care, and seniors. This is likely driven by the low vacancy rates in the primary rental market, high competition and cost for secondary rental market housing, and unattainable homeownership for many incomes, especially those relying on fixed payments (i.e., social assistance or pensions).
- » Stakeholders suggested there is a need for more housing options and support services for people living with mental health challenges and this need has been increasing in recent years, resulting in many of these people living in unsafe environments or experiencing homeless.
- » Stakeholders indicated that there has been a noticeable increase in visible homelessness as well as other forms of homelessness, such as couchsurfing and staying with relatives over the past two to three years.
- » Estimates suggest there are least 50 to 60 individuals experiencing homelessness currently living in Salmon Arm. There are 46 emergency shelter beds that operate for only part of the year. Service providers indicated they are overcapacity most of the time, with lengthy waitlists for services. People with lived experience indicated that it is challenging to access shelter beds, as the shelters are always full, and people are turned away.

## APPENDIX A: PROVINCIAL SUMMARY FORM

The following Summary Form is prepared using a custom dataset provided by the Ministry of Municipal Affairs and Housing for the purpose of completing Housing Needs Reports. Due to rounding errors, different Census data tabulations, and other data sources integrated throughout this report, values may not match.

## Housing Needs Reports – Summary Form

MUNICIPALITY/ELECTORAL AREA/LOCAL TRUST AREA: \_\_\_\_\_

REGIONAL DISTRICT: \_\_\_\_\_

DATE OF REPORT COMPLETION: \_\_\_\_\_ (MONTH/YYYY)

### PART 1: KEY INDICATORS & INFORMATION

*Instructions: please complete the fields below with the most recent data, as available.*

|                 |  |
|-----------------|--|
| <b>LOCATION</b> | Neighbouring municipalities and electoral areas: |
|                 | Neighbouring First Nations:                      |

|                   |  |                  |                    |   |                   |
|-------------------|--|------------------|--------------------|---|-------------------|
| <b>POPULATION</b> | Population:                                  |                  | Change since       | : | %                 |
|                   | Projected population in 5 years:             |                  | Projected change:  |   | %                 |
|                   | Number of households:                        |                  | Change since       | : | %                 |
|                   | Projected number of households in 5 years:   |                  | Projected change:  |   | %                 |
|                   | Average household size:                      |                  |                    |   |                   |
|                   | Projected average household size in 5 years: |                  |                    |   |                   |
|                   | Median age (local):                          | Median age (RD): | Median age (BC):   |   |                   |
|                   | Projected median age in 5 years:             |                  |                    |   |                   |
|                   | Seniors 65+ (local):                         | %                | Seniors 65+ (RD):  | % | Seniors 65+ (BC): |
|                   | Projected seniors 65+ in 5 years:            |                  |                    |   |                   |
|                   | Owner households:                            | %                | Renter households: | % |                   |
|                   | Renter households in subsidized housing:     |                  |                    |   |                   |

| INCOME | Median household income | Local | Regional District | BC |
|--------|-------------------------|-------|-------------------|----|
|        | All households          | \$    | \$                | \$ |
|        | Renter households       | \$    | \$                | \$ |
|        | Owner households        | \$    | \$                | \$ |

|         |                         |                      |
|---------|-------------------------|----------------------|
| ECONOMY | Participation rate: %   | Unemployment rate: % |
|         | Major local industries: |                      |

|         |   |                                       |
|---------|---|---------------------------------------|
| HOUSING | Median assessed housing values: \$  | Median housing sale price: \$         |
|         | Median monthly rent: \$   | Rental vacancy rate: %                |
|         | Housing units - total:  | Housing units – subsidized:           |
|         | Annual registered new homes - total:  | Annual registered new homes - rental: |
|         | Households below <i>affordability</i> standards (spending 30%+ of income on shelter): | %                                     |
|         | Households below <i>adequacy</i> standards (in dwellings requiring major repairs):    | %                                     |
|         | Households below <i>suitability</i> standards (in overcrowded dwellings):             | %                                     |

Briefly summarize the following:

1. Housing policies in local official community plans and regional growth strategies (if applicable):
2. Any community consultation undertaken during development of the housing needs report:
3. Any consultation undertaken with persons, organizations and authorities (e.g. local governments, health authorities, and the provincial and federal governments and their agencies).
4. Any consultation undertaken with First Nations:



## PART 2: KEY FINDINGS

**Table 1: Estimated number of units needed, by type (# of bedrooms)**

|                       | Currently | Anticipated (5 years) |
|-----------------------|-----------|-----------------------|
| 0 bedrooms (bachelor) |           |                       |
| 1 bedroom             |           |                       |
| 2 bedrooms            |           |                       |
| 3+ bedrooms           |           |                       |
| Total                 |           |                       |

Comments:

**Table 2: Households in Core Housing Need**

|  | 2006 |     | 2011 |     | 2016 |     |
|--|------|-----|------|-----|------|-----|
|  | #    | %   | #    | %   | #    | %   |
| <i>All households in planning area</i>   |      | 100 |      | 100 |      | 100 |
| <b>Of which are in core housing need</b> |      |     |      |     |      |     |
| Of which are owner households            |      |     |      |     |      |     |
| Of which are renter households           |      |     |      |     |      |     |

Comments:

**Table 3: Households in *Extreme* Core Housing Need**

|  | 2006 |     | 2011 |     | 2016 |     |
|--|------|-----|------|-----|------|-----|
|  | #    | %   | #    | %   | #    | %   |
| <i>All households in planning area</i>           |      | 100 |      | 100 |      | 100 |
| <b>Of which are in extreme core housing need</b> |      |     |      |     |      |     |
| Of which are owner households                    |      |     |      |     |      |     |
| Of which are renter households                   |      |     |      |     |      |     |

Comments:

Briefly summarize current and anticipated needs for each of the following:

1. Affordable housing:
2. Rental housing:
3. Special needs housing:
4. Housing for seniors:
5. Housing for families:
6. Shelters for people experiencing homelessness and housing for people at risk of homelessness:
7. Any other population groups with specific housing needs identified in the report:

Were there any other key issues identified through the process of developing your housing needs report?

## APPENDIX B: SURVEY RESULTS

As part of the Housing Needs Assessment and Community Housing Strategy, the City invited residents of Salmon Arm and nearby communities to share their housing needs and experience through a community survey.

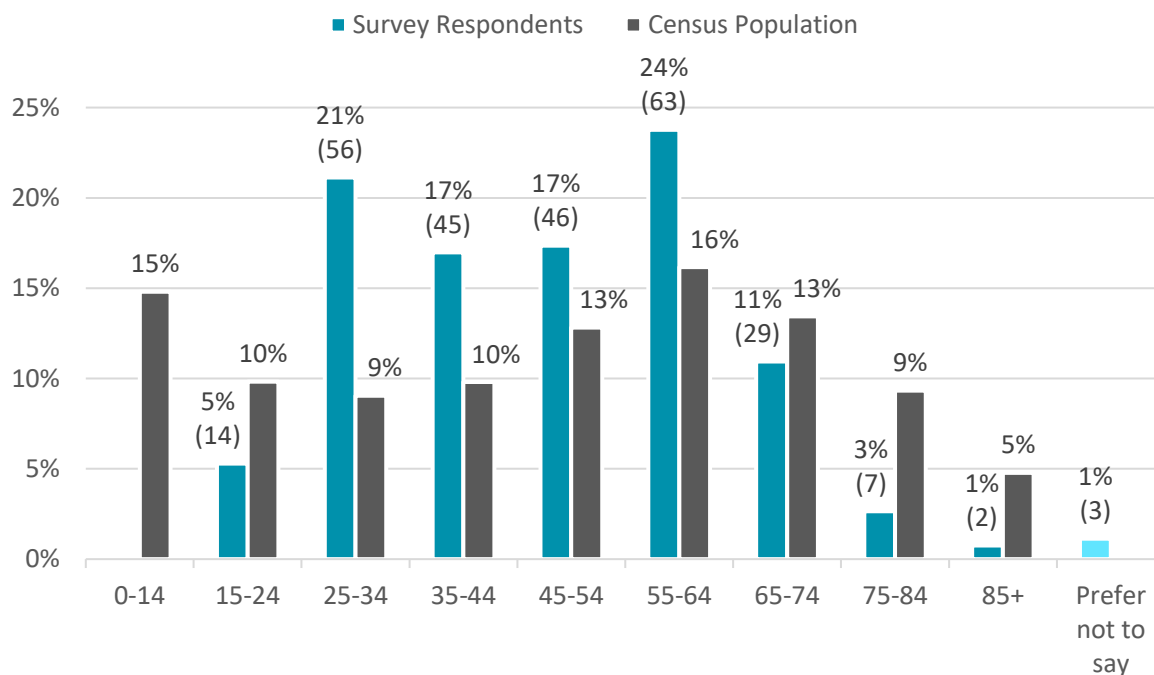
The survey was open from October 2 to November 8, 2019 and was available online and in paper formats. A total of 313 individuals completed the survey: 265 live in Salmon Arm and 48 live in a neighbouring community, such as Tappen / Sunnybrae, Blind Bay and Sorrento. Two sets of questions were asked depending on whether respondents lived in Salmon Arm or elsewhere. This appendix provides a summary of the survey results.

## DEMOGRAPHICS

### AGE DISTRIBUTION

Respondents were asked to describe their households. The survey had good representation across age groups. Compared with the 2016 Census, the survey had higher representation of working age adults (25 to 64) and lower representation of seniors. Children and teenagers were not expected among respondents.

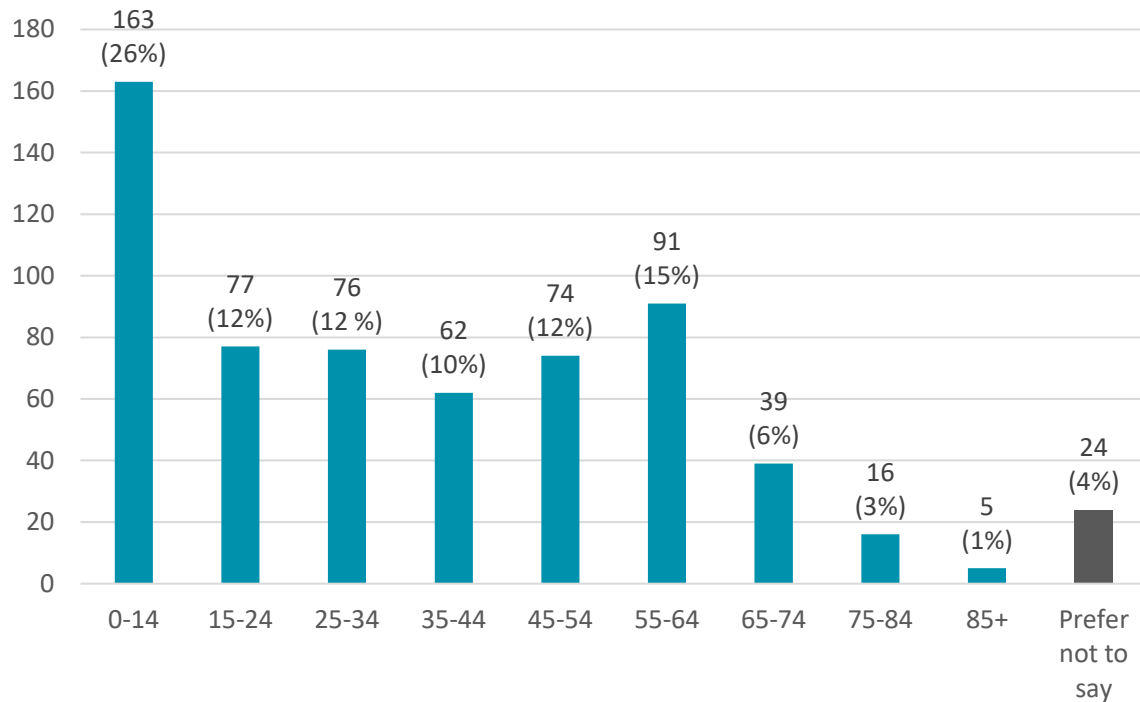
*Figure 1: Age groups of survey respondents living in Salmon Arm.*



Source: Salmon Arm Housing Needs Survey 2019; Statistics Canada 2016

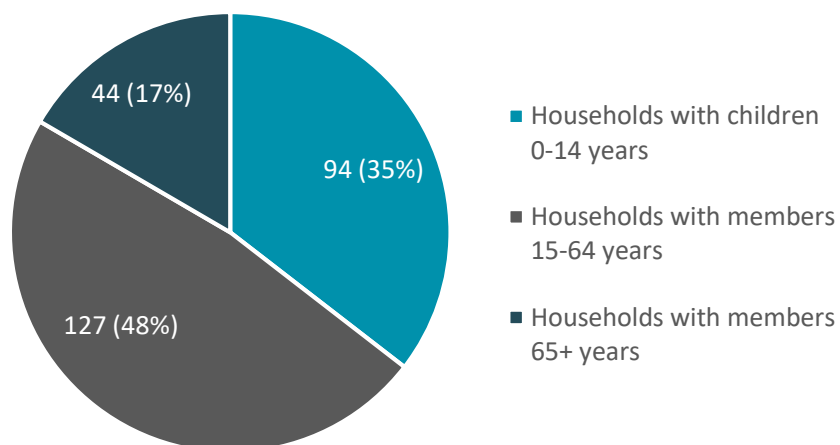
Respondents were also asked to report the number and age of people living in their households (including themselves). Respondents identified 603 individuals living in 241 households. Out of this number, 27 percent (163) were children or adolescents in the age of 14 and younger, and 10 percent (60) were in the age of 65 or older. Sixty-three percent of household members were working age.

*Figure 2: Distribution of population living in respondents' households according to the age group (241 respondents).*



The data on age of respondents and their co-residents also illustrates the composition of participants' households. About 35 percent of all survey respondents live with at least one child under 14 years of age. Seventeen percent of respondents have at least one inhabitant age 65 years or older (see Figure 3).

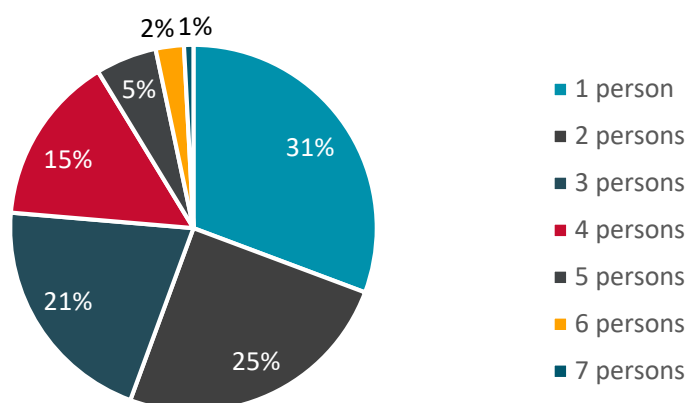
*Figure 3: Distribution of survey respondents' households with children or elderly inhabitants (265 respondents).*





Based on results of the previous question, household sizes were estimated as shown in Figure 4. The majority of respondents live in one- or two-person households (56%). Twenty-one percent of respondents live in three-person households and 23 percent live in households with four or more people.

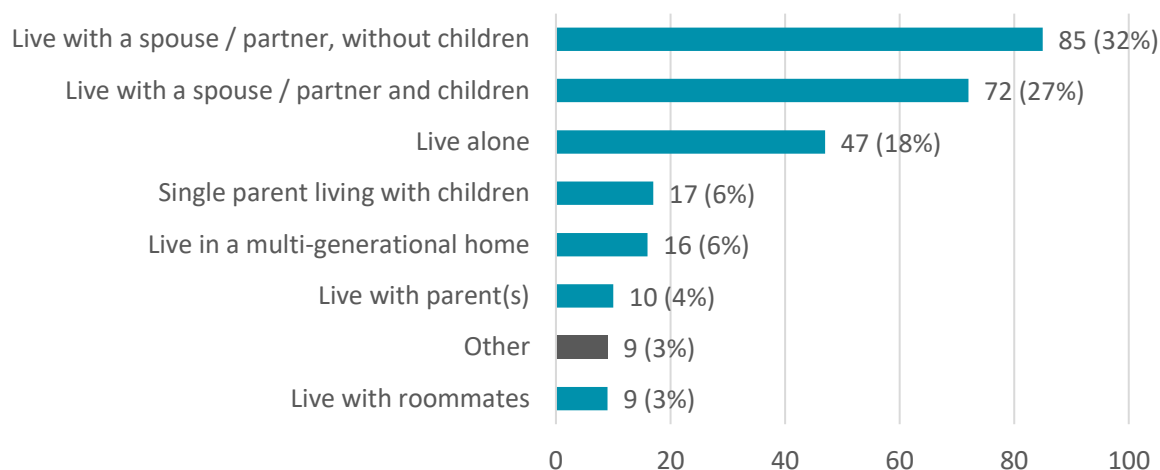
*Figure 4: Size of households of respondents living in Salmon Arm.*



## TYPES OF HOUSEHOLDS

Participants were asked to describe their household. Over 30 percent (85) of respondents reported that they live with their spouse or partner, 27 percent (72) live with a spouse or partner and children, 18 percent (47) live alone, six percent (17) are single parents, six percent (16) live in multi-generational families, four percent (10) live with parents, and four percent (9) live with roommates. The remaining three percent of respondents selected “other” and were able to describe their circumstances; most of them reported living with another related adult such as parent, child, sibling or a sister in law (see Figure 5). The sizes of survey respondents’ households do not significantly deviate from Census data for the City overall.

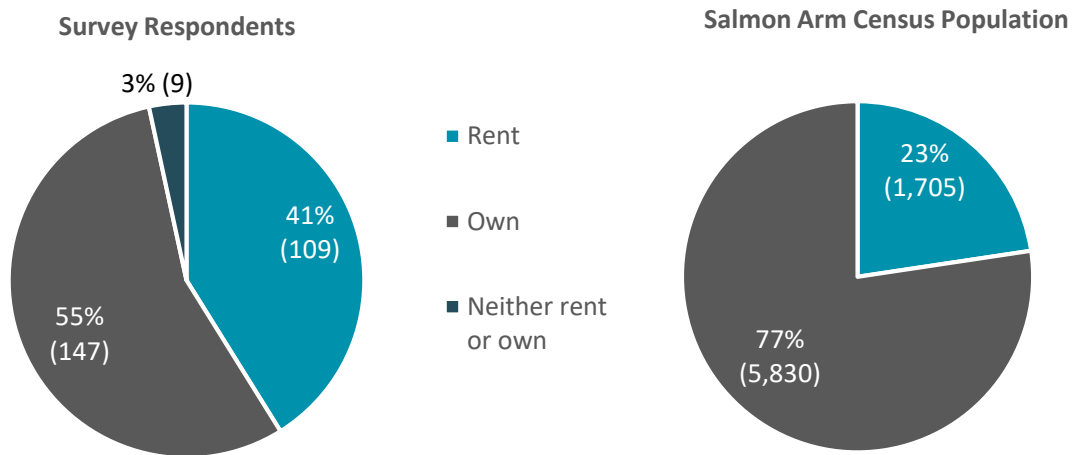
*Figure 5: Type of households of respondents living in Salmon Arm.*



## TENURE

Participants were asked to describe their tenure. Fifty-five percent (147 individuals) said they own their home, and 41 percent (109) rent their home in. In comparison with the 2016 Census, the survey had much higher representation of renters.

*Figure 6: Number and percentage of survey respondents according to the housing tenure.*

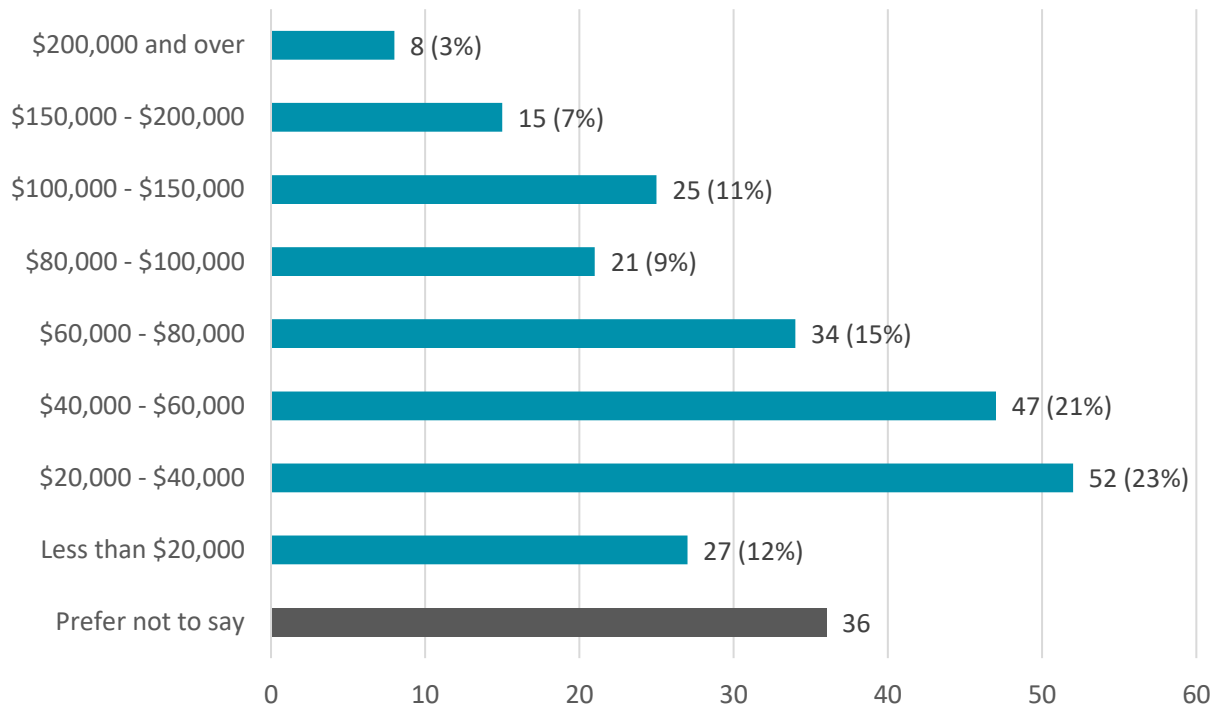


Source: Salmon Arm Housing Needs Survey 2019; Statistics Canada 2016

## INCOME

Survey respondents were asked about their household's gross annual income. Forty-five percent (99) of respondents reported a household income between \$20,000 and \$60,000. Thirty-five percent (80) of respondents reported a household income in the range between \$60,000 to \$100,000. About 12 percent (27) reported household income's lower than \$20,000 and only a few individuals selected \$200,000 or more (see Figure 7). The distribution of income levels of respondents' households was similar to the Census data for entire City.

Figure 7: Gross annual income of respondents' households.

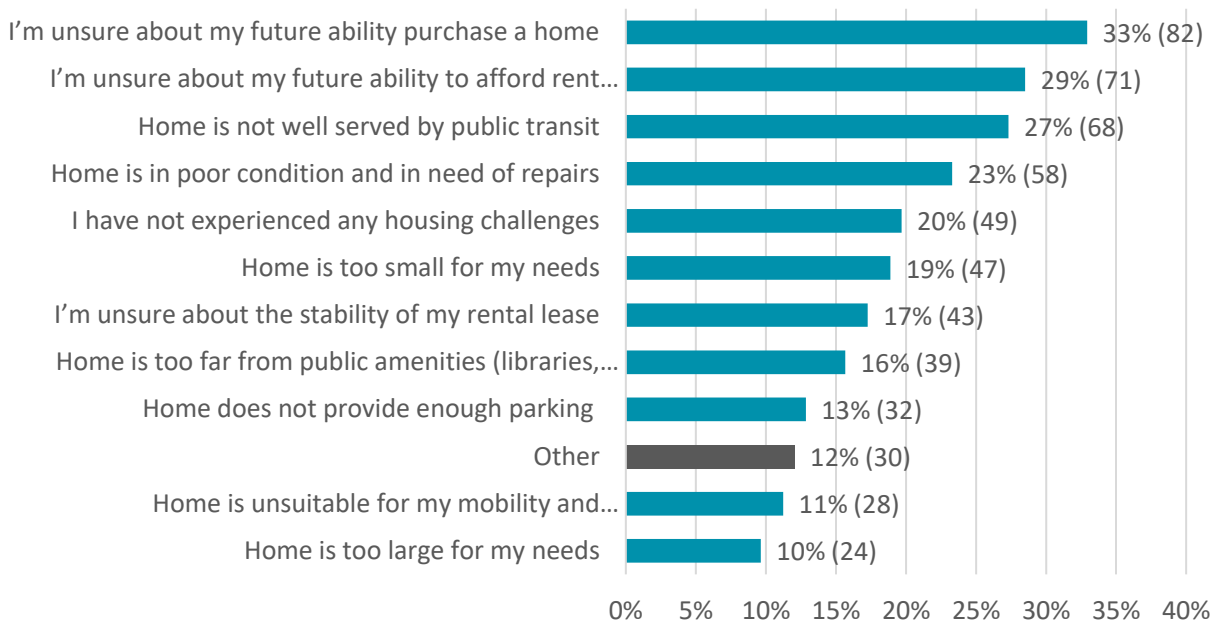


## HOUSING PRIORITIES AND CHALLENGES

### CURRENT CHALLENGES AND ISSUES

Survey respondents were asked to identify if they were currently facing any housing issues or challenges, or if they expected to experience housing issues in the next five years. Thirty-three percent (82) were not sure about their future ability to purchase a home and 29 percent (71) said they are not sure whether they will be able to pay a rent in the future. Other major challenges reported include home is not well served by public transit (27 percent, 58) and home is in poor condition and in need of repairs (23 percent, 58). Twenty percent of respondents reported that they do not experience any housing challenges.

*Figure 8: Current or future housing issues and challenges (149 survey respondents).*



Another 30 respondents selected “other”. Many of these participants mentioned similar issues as listed as options in the survey. Some respondents reported that there is a lack of affordable pet-friendly housing in the City (5).

#### **Representative comments**

*“Rent is too high for single person on minimum wage in Salmon Arm”.*

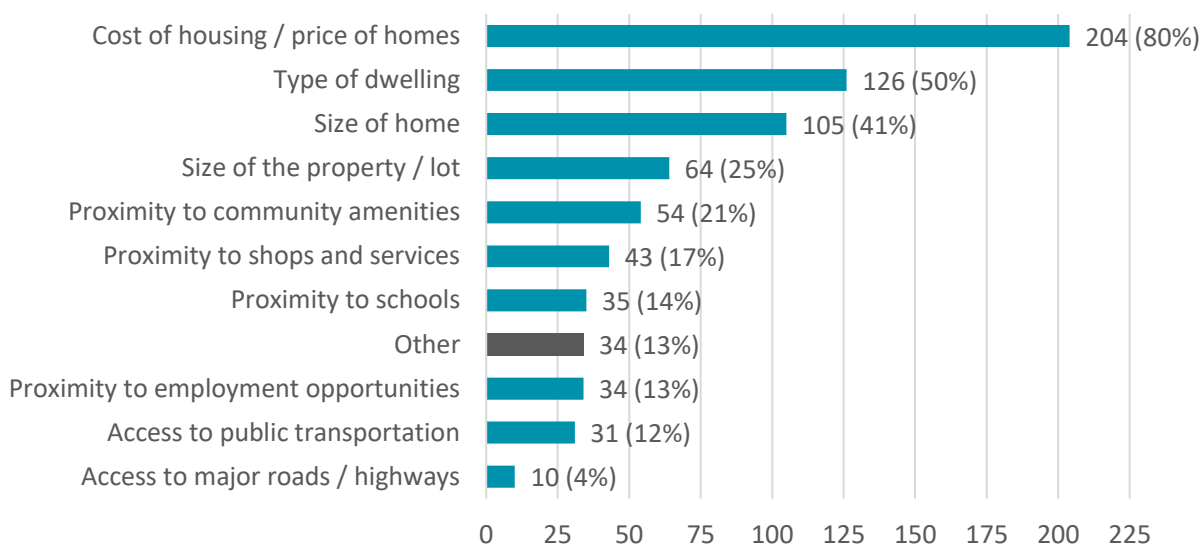
*“I can’t find rentals that allow children or pets”.*

*“Because of the Federal Government mortgage testing, many people can't afford a house. This is due to the tested mortgage rate being almost double the actual rate”.*

## PRIORITIES FOR SELECTING A HOME

Participants were asked to select the three most important factors they consider when looking for a home. The cost of housing or the price of the home was key factor for 80 percent of respondents (204). The type of dwelling (50 percent, 126) and the size of home (41 percent, 105) were the next most frequently selected factors (see figure 9).

*Figure 9: Priorities for selecting a dwelling to live in (254 respondents). Respondents could select up to three issues.*



Thirty-four respondents selected “other” and were able to write in responses. The most frequently cited “other” factor was the ability to live in a dwelling with a pet (16), followed by suitability for people with limited mobility (5) and a quiet neighbourhood (4).

### Representative Comments

*“Ability to have pets, I shouldn't have to give my pets up to be able to live in a place”.*

*“We purchased our house because it was the only one on the market that we could adapt to make it accessible for people with limited mobility”.*

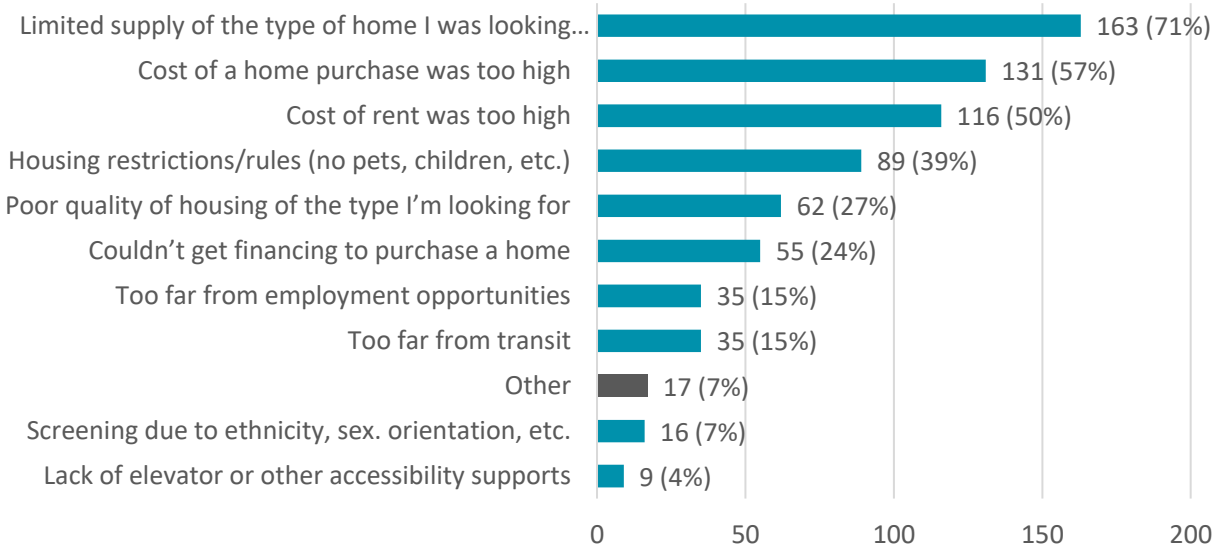
*“I want to live in a quiet neighborhood – no trains”.*

## BARRIERS FOR FINDING A HOME

Survey respondents were asked to name barriers they encountered while searching for their current home. They could select any number of listed barriers or describe other barriers. The most frequently identified barrier was a limited supply of the type of home respondents were looking for (71 percent, 163). A high proportion of households also reported cost as a barrier, whether in order to purchase (57 percent, 131) or to rent a dwelling (50 percent, 116). Discriminatory screening due to personal characteristics such as ethnicity or sexual orientation and lack of accessibility support were identified by smaller number of respondents (see Figure 10).



Figure 10: Barriers for finding a dwelling to live in Salmon Arm identified by 233 survey respondents.



Seventeen respondents selected “other” (17). Five individuals said they encountered no barriers. Some respondents described too high demands for being approved for taking a mortgage as a barrier (4).

#### Representative Comments

*“I had no barriers when I purchased my home years ago”.*

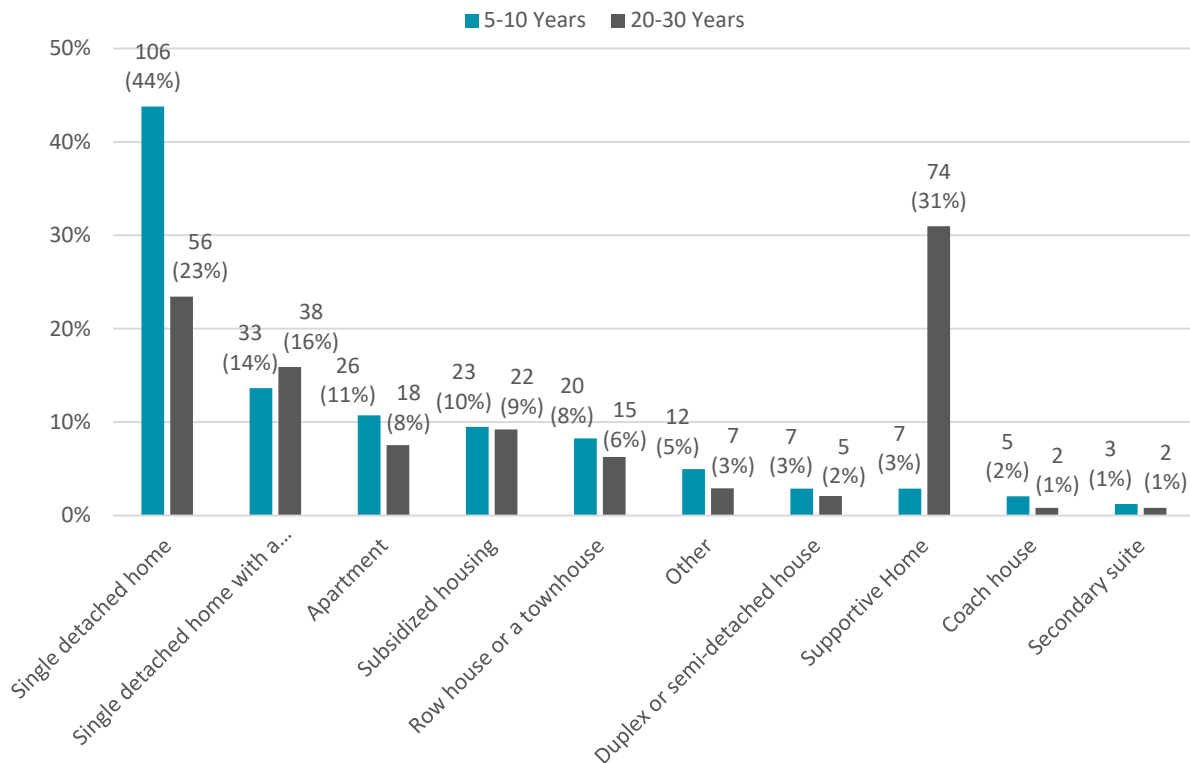
*“I worked 2 jobs but still needed a co-signer for mortgage - I am a woman”.*

## FUTURE HOUSING NEEDS

The survey respondents were asked which type of a housing they might need in the near and distant future. In the next five to ten years, 44 percent of respondents (106) said they will need a single detached house within 5-10 years and 14 percent (33) said they will need a single detached house with a secondary suite, indicating very high interest in this housing form. Apartments, subsidized housing, and row houses or townhouses were all selected at similar frequencies.

In the next 20 to 30 years, responses differed. The largest group of respondents—31 percent (74)—said they will need supportive housing. Another 23 percent (56) reported they will need single detached home and 16 percent (38) will need single detached house with a secondary suite (see Figure 11).

Figure 11: Survey respondents' preferences of a housing type for the near and distant future (242 respondents).



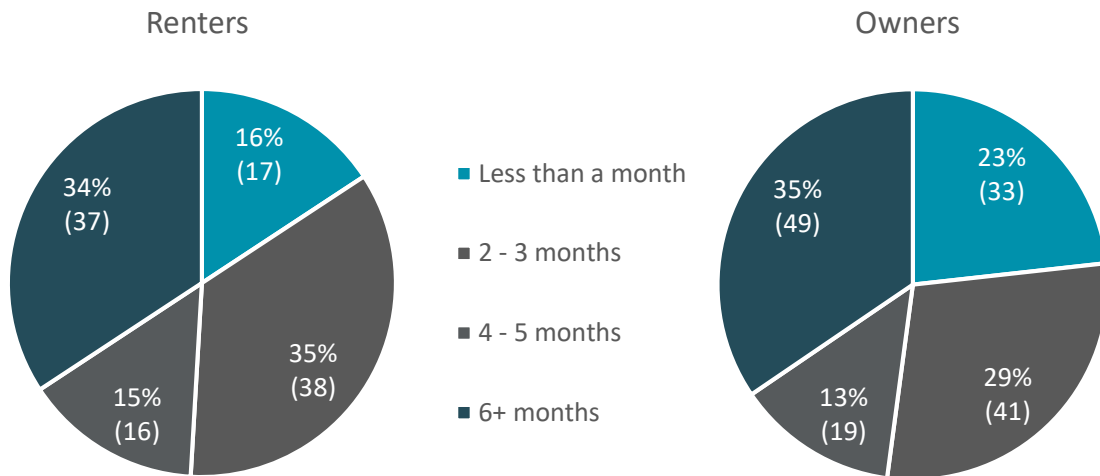
## UNDERSTANDING HOUSING NEEDS

To better understand housing needs, more detailed questions on housing were asked about owners and renters. The survey asked about the length of time it took them to find their current housing, what type of housing, how many bedrooms, and what is the minimum number of bedrooms they would need in their home. Where questions and responses were similar for both renters and owners, results are shown together. Where they differed, the results are presented separately.

### TIME PERIOD FOR FINDING A HOME

Respondents were asked how long it took to find their current home. More than half of respondents from both groups reported it took them less than three months to find their current housing (51% of respondents who rent their housing unit and 61% respondents who own their housing unit). A high percentage of respondents (37 percent of renters and 35 percent of owners) reported that it took them six months or more to find their home.

Figure 12: Distribution of home renters and homeowners according to length of time it took them to find their current housing unit. There were 108 renters and 142 owners who answer the question.



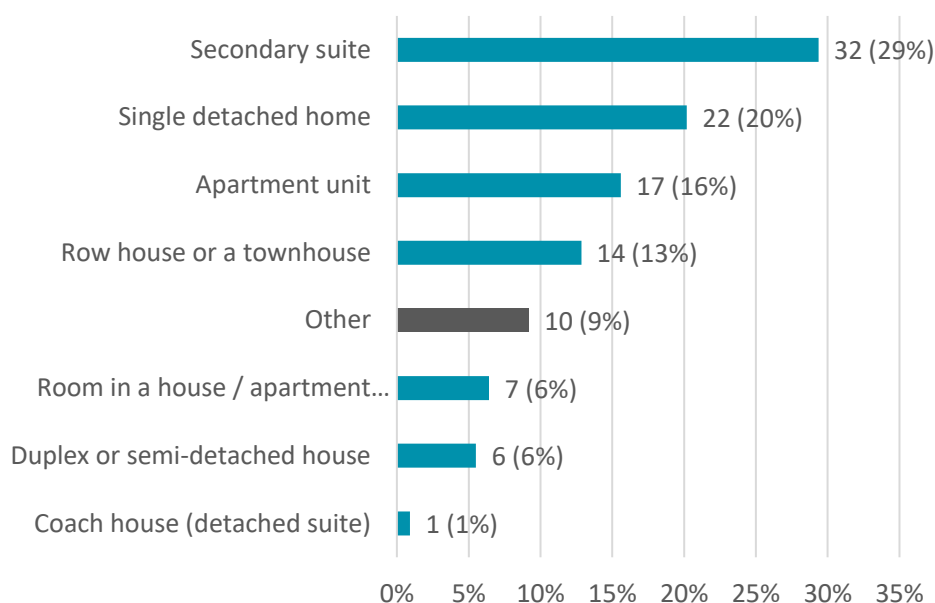
## DWELLING TYPE

Survey respondents were asked to describe their dwelling type.

### Renters

Among renters, the most frequently selected dwelling types were secondary suites (29 percent), single detached homes (20 percent) and apartment units (16 percent). About 10 percent of renters selected “other”, including mobile homes or trails, and living with parents. (see Figure 13).

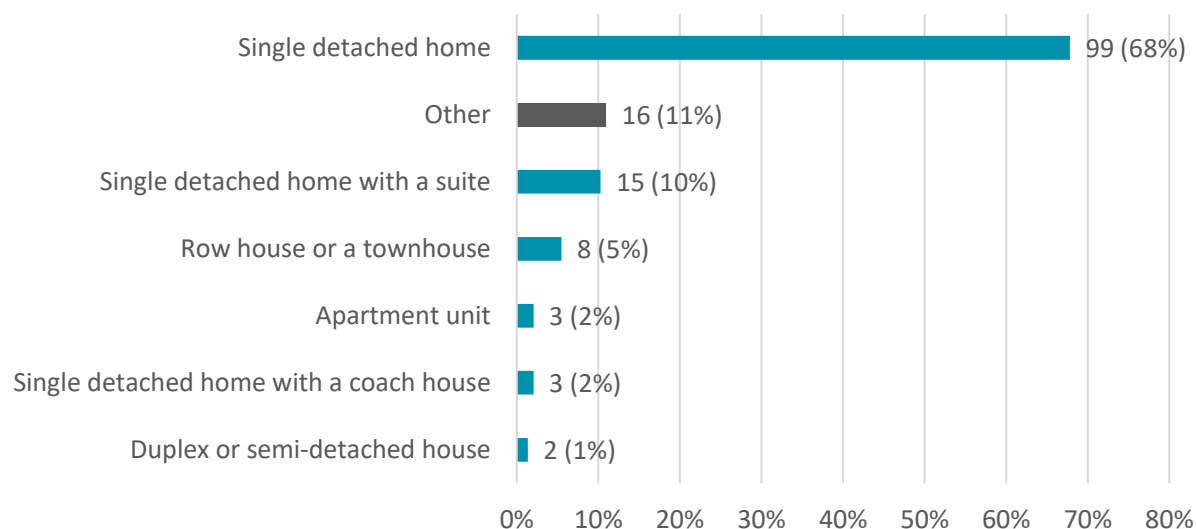
*Figure 13: Dwelling types of renter respondents (109 respondents). who rent their home according to the dwelling type.*



## Owners

Sixty-eight percent of owner respondents reported that they live in a single detached home, with an additional 10 percent living in a single detached home with a secondary suite. Only 11 percent of individuals selected different option such as row house, apartment unit, etc. Eleven percent selected “other” and most reported that they live in a mobile home.

*Figure 14: Dwelling types of owner respondents (145 respondents). who own their home according to the dwelling type.*



## DWELLING SIZE

Respondents were asked how many bedrooms the dwelling has that they live in. Approximately 37 percent (95) of survey respondents live in one- or two-bedroom dwelling, 36% (91) live in a three-bedroom dwelling, and 25% (63) live in a four-or-more bedroom dwelling. Only a very low percentage of respondents reported that they live in a studio. These results are generally in line with the last Census data for Salmon Arm (see Table 1).

*Table 1: Dwelling size of survey respondents (254 respondents).*

|                    | Survey Respondents |         | Salmon Arm |         |
|--------------------|--------------------|---------|------------|---------|
| No. of bedrooms    | Dwellings          | Cases % | Dwellings  | Cases % |
| Studio unit        | 5                  | 2.0%    | 20         | 0.3%    |
| 1 bedroom          | 19                 | 7.5%    | 700        | 9.3%    |
| 2 bedrooms         | 76                 | 29.9%   | 1,925      | 25.5%   |
| 3 bedrooms         | 91                 | 35.8%   | 2,440      | 32.4%   |
| 4 or more bedrooms | 63                 | 24.8%   | 2,455      | 32.6%   |
| TOTAL              | 254                | 100%    | 7,535      | 100%    |

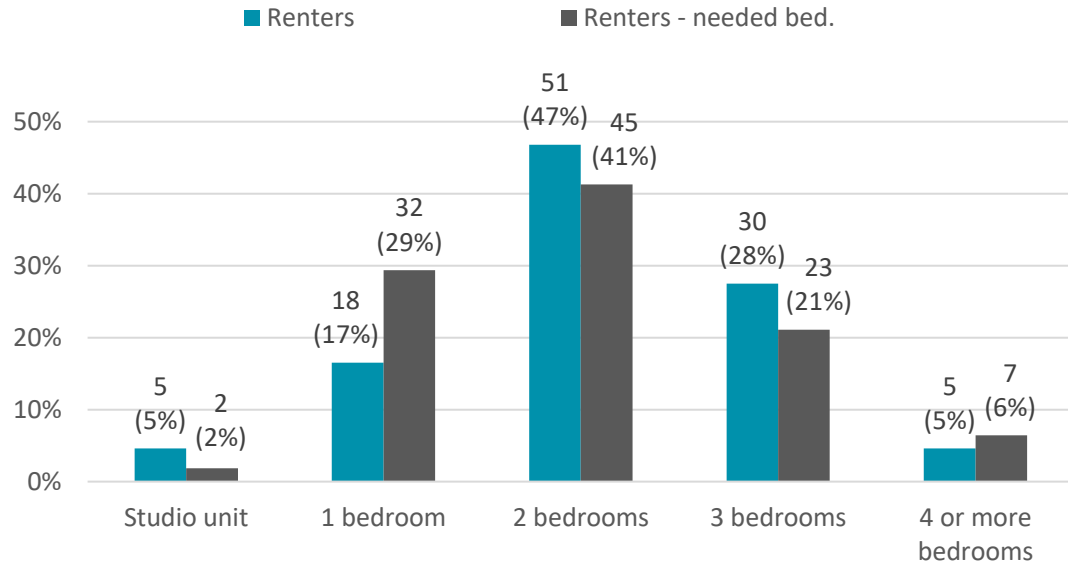
Source: Salmon Arm Housing Needs Survey 2019; Statistics Canada 2016

## Renters

Almost a half of respondents renting their home (47 percent, 51) reported that they live in a two-bedroom dwelling. Twenty-eight percent (30) live in three-bedroom home and nearly 30 percent (32) in two-bedroom dwelling. Respondents were also asked, what is the minimum number of bedrooms that would meet needs of their household. In general, the group of renters said they would need a slightly smaller housing than the one they currently live in – about 40 percent of respondents (54) said they would need a two-bedroom home, almost 30 percent (32) would need a one-bedroom dwelling and 21 percent (23) reported three-bedroom home as needed minimum (see Figure 15).



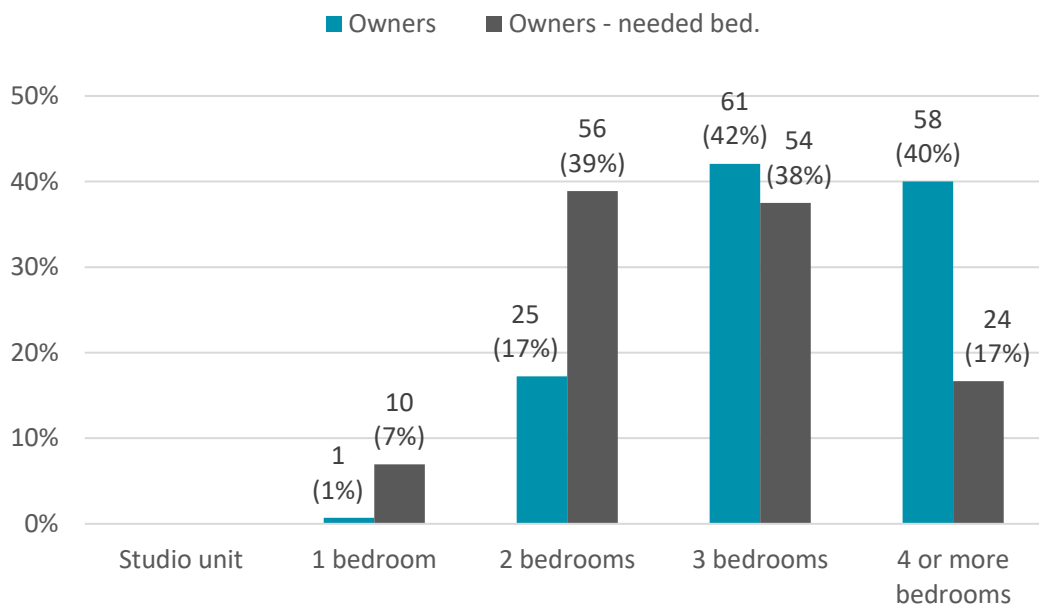
Figure 15: Current and needed dwelling size of home renters (109).



## Owners

The group of owners both lives in and requires larger dwellings than in case of renters. Over 40 percent (61) live in three-bedroom dwellings and only slightly less (40 percent, 58) in four-bedroom dwellings. Seventeen percent of homeowners (25) reported that they live in a two-bedroom unit. In the following question about what number of bedrooms would meet respondents' needs, 39 percent (56) said they would need a two-bedroom unit and 38 percent (54) said they would need a three-bedroom unit. Only 17 percent (24) specified that their household would need a minimum number of four bedrooms (see Figure 16).

Figure 16: Current and needed dwelling size of homeowners (145).



## HOUSING COSTS

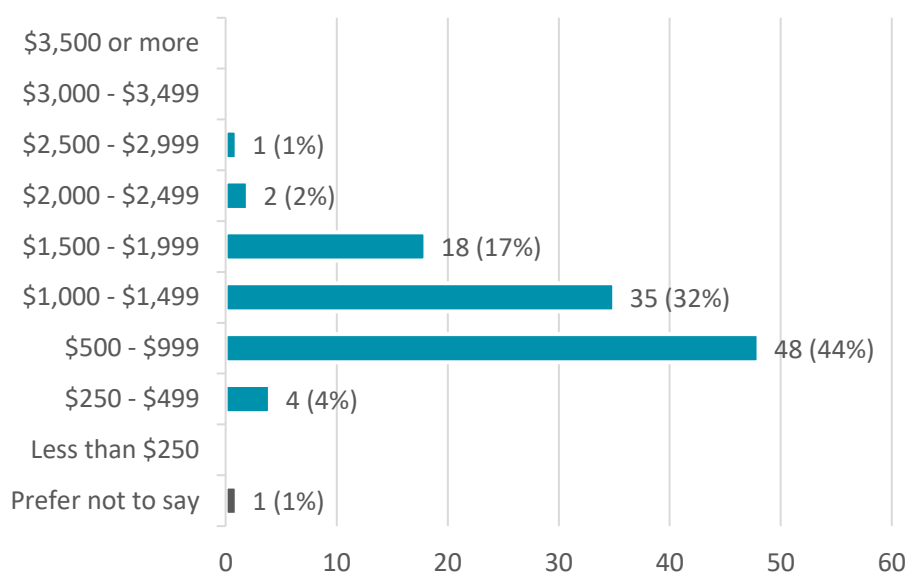
The survey asked the participants to identify how much they pay for rent, mortgage or on strata fees monthly, whether they receive any financial assistance, and whether they perceive their housing costs affordable.

### Renters

#### Rent Payment

Almost half of survey respondents reported that they pay between \$500 and \$999 per month in rent, followed by 32 percent who pay between \$1,000 and \$1,499. Twenty percent of renter respondents pay more than \$1,500 per month least \$1,500 and more pay monthly 20% of renters (see Figure 16).

*Figure 17: Monthly rent payments (109 respondents).*



#### Financial Assistance

The vast majority of the 109 respondents renting their housing said they receive no financial assistance (82%). About 13% of them reported they do receive either formal or informal assistance. Specifically, eight respondents received a rental subsidy. Three get financial assistance from their family members. Another three individuals described another option not listed. Two of these receive provincial Disability Assistance.

#### Affordability

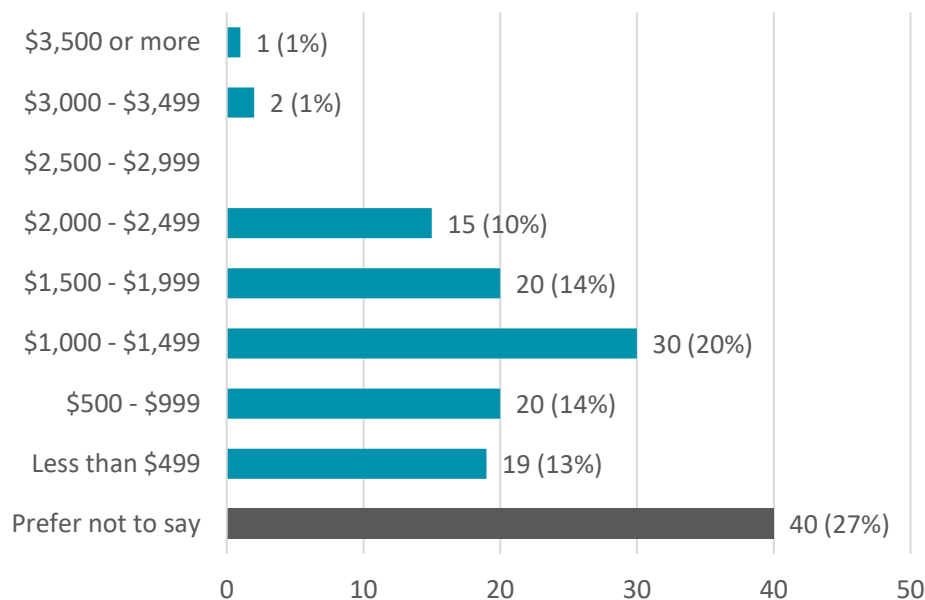
More than half of respondents (55%) renting their home said, they don't believe their current housing costs are affordable for them. Almost 28% were positive, saying their housing costs are affordable for them. About 18% were not sure.

## Owners

### Mortgage Payments

There was a large group of homeowners who preferred to not answer the question about how much they paid on their mortgage (27%). Of the remaining respondents who owned their home, the largest group reported pay between \$1,000 and \$1,499 monthly for their mortgage (20% of respondents). Fourteen percent of homeowners paid between \$500 and \$999 and \$1,500 and \$1,999 monthly, respectively.

*Figure 18: Level of monthly mortgage payments of 147 survey respondents who rent their home.*



### Strata Fees

Out of 147 respondents who own their home, only 20% said they pay strata fees and were willing to specify the amount. The largest group (10 participants) reported they pay monthly in range from \$200 to \$299. Nine respondents said they pay \$199 or less a month, and 11 respondents pay \$300 or more.

### Financial Assistance

Almost 90% of homeowners participating in the survey reported they do not receive any financial assistance to support their housing costs. About five per cent of them did not want to specify and five per cent (eight individuals) said they do receive a financial support – three participants reported they receive assistance from their family members and six persons specified 'other' as an option, which includes inheritance or self generated subsidy in a co-op housing.

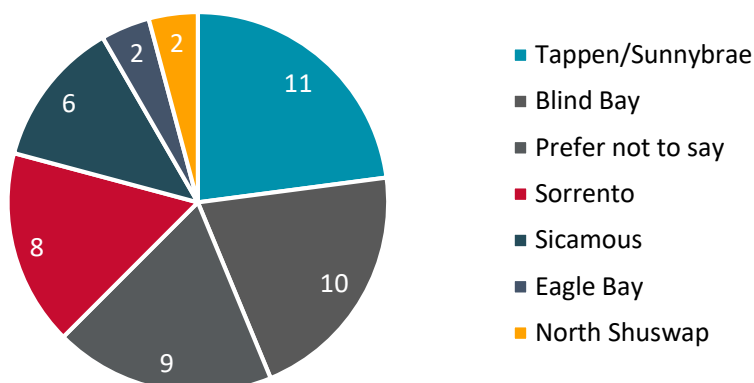
### Affordability

More than 65% of 147 homeowners who took part in the survey believed their housing costs are affordable for them. On the contrary, 21% of them thought their costs on housing are not affordable for them. The rest was not sure (12%) or didn't want to answer the related question.

## RESPONDENTS FROM ADJACENT COMMUNITIES

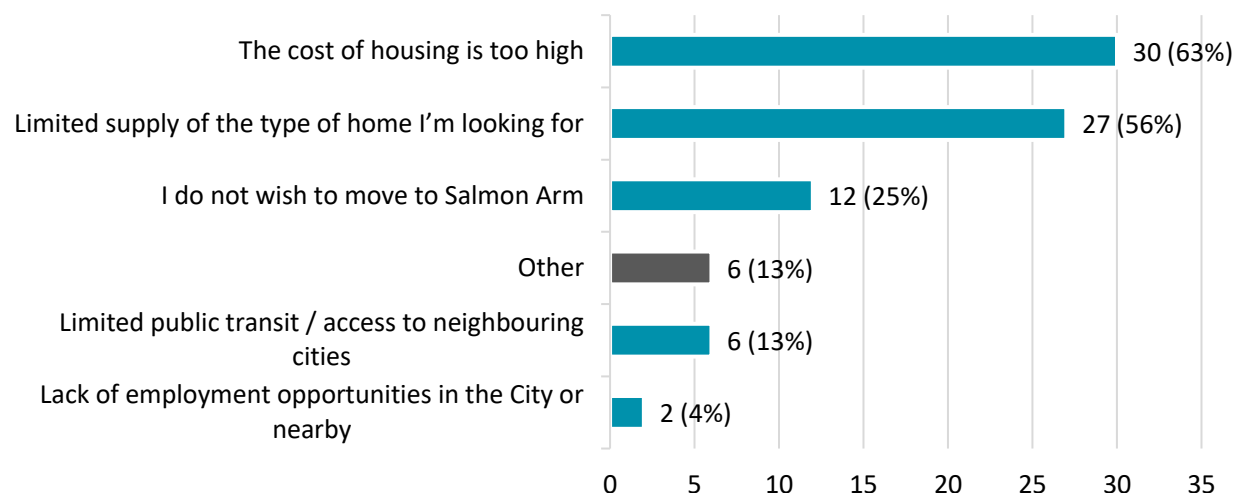
Survey respondents were asked whether they live in Salmon Arm or in some of eight neighbouring communities. In total, 48 people answered they live outside Salmon Arm. The highest share of them specified that they live in Tappen/Sunnybrae (11 participants), Blind Bay (10), Sorrento (8) or Sicamous (6). Few participants were from Eagle Bay and North Shuswap (see Figure 18).

*Figure 19: Distribution of survey respondents living outside Salmon Arm according to the residence.*



The group of respondents from adjacent communities were asked to specify the barriers preventing them from moving to Salmon Arm if they would like to move to the city. The majority of 30 respondents (63%) identified high costs of housing. Limited supply of a desired dwelling type as a barrier was specified by 27 individuals (56%). Six participants (12%) described other considerations, such as high crime, lack of amenities, or lack of affordable pet-friendly housing. Three individuals described financial reasons. Some participants said they do not want to move to Salmon Arm (12) (see Figure 19).

*Figure 20: Barriers preventing respondents from adjacent communities from moving to Salmon Arm.*



## Representative Comments

*“It is impossible to rent anything in Salmon Arm if you own a pet. Month to month rentals are impossible to find, you have to sign a 12-month lease, or you can only rent from October 1 to April 30”.*

*“There needs to be a better overall city plan. Some areas are just a jumble in Salmon Arm”.*

*“Poor policing of crime, food security, housing. And there goes a highway thru the city”.*

## OPEN ENDED COMMENTS

At the end of the survey, participants had a chance to write additional comments about housing in Salmon Arm. It gave them a chance to share their experience, needs or any other notes on the housing and related issues in the City. Comments of people from outside Salmon Arm were separated from the rest. The following list summarizes the most frequently mentioned issues and comments, e.g. issues mentioned by at least five participants (or at least three persons in case of comments made by people from outside Salmon Arm)

## RESPONDENTS LIVING IN SALMON ARM

- » There is a lack of affordable housing for various low- and mid-income groups such as young couples, families and singles, single parents, elderly couples and singles, etc. (62)
- » The housing costs are too high and not matching with the level of incomes in Salmon Arm (35)
- » There is a shortage of pet-friendly housing in Salmon Arm due to frequent restrictions and housing regulations (26)
- » Small space housing units such as carriage houses, secondary suites, tiny homes or modular buildings should be supported in Salmon Arm (15)
- » There is a lack of rental housing of all kinds in the City (11)
- » The city should support high density urban structure with mix use buildings, multi-storey houses and town houses instead of urban sprawl (9)
- » Not able to find appropriate housing matching my / our needs, such as pet friendly 3 or 4-bedroom rental units, townhouses and duplexes, or detached houses with large lots (8)
- » The lack of affordable housing in Salmon Arm is making it difficult to attract and retain workers and new residents (5)
- » Public transportation network needs improvements for elderly people and car-less inhabitants (5)
- » There is too much housing for people of age 55+ years (5)
- » There is a real need for affordable supportive housing and assisted living units for seniors and people with disabilities (5)
- » There should be more emergency shelters for homeless people in Salmon Arm (5)
- » Many affordable dwellings are of a poor quality, having issues such as moisture, mould, presence of mice and ants, and others (5)



## Representative Comments

*“Salmon Arm desperately needs low income affordable housing. Not many people can afford \$1000 plus utilities on a single income home. Landlords are charging insane prices just because there is such a shortage of housing. Salmon Arm will not attract new business if there is no affordable housing”.*

*“I feel strongly that there needs to be Zoning that will permit Tiny Houses as an acceptable use”.*

*“Salmon Arm has gone up too high for renters. Wages don't match for living expenses. A single person has to get a second job in order to pay for necessities. A real shame that not many units allow pets”.*

## RESPONDENTS FROM ADJACENT COMMUNITIES

- » There is a lack of affordable housing for various groups such as young couples, families and singles, single parents, elderly couples and singles, and low-income groups (12)
- » The housing costs are too high and not matching with the level of incomes in Salmon Arm (7)
- » There is a shortage of pet-friendly housing in Salmon Arm (4)
- » There is a lack of rental housing of all kinds in the City (3)

## Representative Comments

*“A 3-bedroom home for a single mom of two kids is unavailable and unaffordable in Salmon Arm”.*

*“The cost of rent in Salmon Arm is out of reach for many people struggling on social assistance or trying to find full time work above minimum wage. Rooms are renting for \$500-700 a month and very few are available”.*

*“Many places do not accept pets or kids, also there seems to be a lot of rules in regards to suites or secondary buildings on your property, like a carriage house that also limits rental vacancies”.*

## APPENDIX C: BACKGROUND REVIEW

Relevant policies, regulations, and reports were reviewed to provide context for the Housing Needs Report and Community Housing Strategy. These are summarized in the attached Background Review Memo.

# MEMORANDUM



Date: August 9, 2019  
To: Kevin Pearson  
From: Matt Thomson  
File: 0752.0033.01  
Subject: Salmon Arm Community Housing Strategy – Background Review

## 1. Context

As part of the development of the Community Housing Strategy for the City of Salmon Arm, the following reports, policies, memoranda, and regulations were reviewed to identify any information related to housing:

- Official Community Plan Bylaw No. 4000, 2011 (current to 2018)
- Zoning Bylaw No. 2303, adopted 1995 (with updates to May 2019)
- Housing Task Force
  - Terms of Reference, n.d.
  - Meeting minutes, May 2018 to May 2019
- Map of vacant lands pre-zoned with approved development permits, 2018
- Official Community Plan Policy and Zoning Options for Secondary Suites, memo dated May 14, 2013
- Role of City of Salmon Arm in the Affordable Housing Conundrum, memo updated March 14, 2017
- Zoning Amendment Application No. 1150 (re: Bylaw No. 2303), Report to Council dated April 10, 2019
- Development Services Application Fees, memo dated June 24, 2019
- Development Cost Charge Bylaw No. 3600, adopted 2007 (consolidated version from July 20, 2017)
- Development Cost Charges Comparison Chart (internal document prepared by City staff)
- Collection of Development Cost Charges – 250-5 Avenue SW, Development Permit No. 418, dated May 21, 2019
- Subdivision and Development Servicing Bylaw No. 4163, adopted 2016
- Canada's National Housing Strategy: A Place to Call Home, prepared by the Government of Canada, 2017
- Homes for BC: A 30 Point Plan for Housing Affordability in BC, prepared by the Province of BC, 2018
- Building Capacity for Affordable Housing in BC Small Communities - What We Heard: Summary of Survey and Interview Responses, prepared for BC Housing by the Whistler Centre for Sustainability and Heartwood Consulting, 2017
- Building Knowledge and Capacity for Affordable Housing in BC Small Communities: A Scan of Leading Practices in Affordable Housing, prepared for BC Housing by the Whistler Centre for Sustainability, 2018

## 2. Official Community Plan Bylaw No. 4000, 2011 (current to 2018)

One of 17 overall goals for the OCP is about housing diversity. Specifically, to “encourage a variety of housing types, including affordable housing, to meet the needs of all residents in the community” (p.14). Another relevant overarching goal is to “retain a compact urban form by maintaining an urban containment

boundary” (p.14). **Generally, OCP policies about housing focus on encouraging more compact forms of development and housing for different needs, while recognizing that there is still significant demand for single-family homes in the City.**

## 2.1 Relevant definitions

**Affordable Housing:** Housing which has a market price or rent that does not exceed 30% of the income of households which have an income that is less than 80% of the median household income for the community.

**Assisted Living Housing:** Housing intended for both independent and semi-independent living in the form of either congregate housing, dwelling units, sleeping units, or any combination thereof, within which is provided for the exclusive use of the occupants, their families and guests, daily common meal preparation using commercial cooking facilities, dining area and laundry facilities. Assisted living housing may or may not accommodate health services such as nursing care, home support, rehabilitative and transportation services.

## 2.2 Housing Trends

As of 2011, the population of Salmon Arm was older than BC overall; there were significantly less people aged 25 – 44 and significantly more aged 65 or older. There were slightly less children and young adults in Salmon Arm in 2011 than in 2002.

Based on demographics, the OCP contemplates the need to plan for a provide variety of housing types, including:

- Multi-family units that require less maintenance for an aging population
- Units to meet the needs of young families
- Units to meet the needs of seniors wishing to stay in their homes
- Affordable housing
- “Sensitively integrated infill and intensification of existing development areas”
- Low-density single-family developments (demand for these units is expected to remain strong)

## 2.3 Urban Residential

Most of the housing policies are contained in the “Urban Residential” Section. These are summarized in the following sub-sections.

### 2.3.1 Densities and Build Out

- Most of the urban residential development to-date has been located within the Urban Containment Boundary (UCB).
- On average, 145 dwelling units were built per year between 2002 and 2011
- There is more than enough land within the UCB to accommodate population growth
- 24% of the land (333 ha) within the UCB has potential for residential development
  - Some areas have been identified for expansion of the UCB to accommodate new low-density single-family development because of perceived demand
- Future residential land use needs are intended to be accommodated within residential development areas A, B, and C on a phased basis linked to spending on municipal services. The highest priority is infilling within Area A.

The following table summarizes residential development potential in Salmon Arm based on the 2002 OCP.

| Parameters               | Area A               | Area B               | Area C   |
|--------------------------|----------------------|----------------------|----------|
| Priority for development | First                | Second               | Third    |
| % Low density            | 58                   | 88                   | 100      |
| % Medium density         | 28                   | 10                   | 0        |
| % High density           | 13                   | 2                    | 0        |
| Build-out capacity       | 4,940 units and lots | 1,455 units and lots | 480 lots |

The 2011 OCP suggested there are opportunities to increase densities in some areas to add about 2,200 additional units and lots to the totals provided in the table.

#### 2.3.2 Current Housing

- Although the 10-year development trend has been a mix of 66% single-family and 34% multi-family, overall, existing stock has remained close to 80% single-family and 20% multi-family for the past 20 years
- Looking forward, the City expects to see 1,200 – 1,700 units built between 2011 and 2021 at a mix of approximately 60% single-family and 40% multi-family
- Most increase in multi-family development has been in Residential Development Area A near the city centre, through a policy focus on compact community development patterns

#### 2.3.3 Urban Residential Objectives

- Objectives relate to providing a variety of housing types and densities to accommodate different lifestyles and needs, including affordable and special needs housing, while supporting compact development.

#### 2.3.4 Urban Residential Policies

This section of the OCP contains various policies guiding residential land use, siting, mix, form, and development. The following table summarizes the Urban Residential Policies by topic.

| Topic                             | Summary of policies   |
|-----------------------------------|---|
| General policies                  | <ul style="list-style-type: none"> <li>• Encourage a mix of housing types and densities within the UCB that are compatible with existing neighbourhoods (development permit requirements).</li> <li>• Integrate residential with compatible land uses like environmental, transportation, parks, etc., and avoid incompatible uses like industrial</li> <li>• Use regulatory tools (i.e., Zoning and Subdivision and Development Servicing Bylaws) to support development within the UCB and define density bonus provisions</li> </ul> |
| High density residential policies | <ul style="list-style-type: none"> <li>• Clustered around the city centre</li> </ul>  |



|                                     |   |
|-------------------------------------|---|
|                                     | <ul style="list-style-type: none"> <li>• All forms of housing up to and including apartment buildings</li> <li>• Up to 100 units/ha or, with provision of social or public amenities<sup>1</sup>, up to 130 units/ha for multi-family or 200 units/ha for assisted living housing</li> </ul>  |
| Medium density residential policies | <ul style="list-style-type: none"> <li>• Between the city centre and outskirts</li> <li>• All forms of residential housing up to and including small scale apartment buildings</li> <li>• Up to 40 units/ha or, with provision of social or public amenities, up to 50 units/ha for multi-family or 80 units/ha for assisted living housing</li> </ul>  |
| Low density residential policies    | <ul style="list-style-type: none"> <li>• On the outskirts</li> <li>• Single-family dwellings with duplexes or accessory detached suites considered subject to rezoning</li> <li>• Up to 22 units/ha</li> <li>• Discourage subdivision for large lot developments within the UCB; require comprehensive development plans for applications for parcels 1,000 sqm or larger</li> </ul>  |
| Non-residential uses policies       | <ul style="list-style-type: none"> <li>• Home occupations and some local service commercial allowed in all residential designations</li> <li>• Assisted living commercial allowed in high and medium-density residential</li> </ul>   |
| Siting policies                     | <ul style="list-style-type: none"> <li>• Siting policies for all residential neighbourhoods that encourage good access to services, transportation, parks, sited with consideration of natural features and compatibility of neighbouring land uses (agricultural, industrial)</li> <li>• Guidelines for residential development in areas with steep slopes</li> </ul>  |
| Diversity policies                  | <ul style="list-style-type: none"> <li>• “Prepare a Housing Strategy, with community partners, identifying opportunities to encourage and support affordable and special needs housing, including housing options for the community’s diverse population” (8.3.23)</li> <li>• Liaise with federal and provincial governments, non-profits, and community groups</li> <li>• Secondary or detached suite allowed in all residential designations</li> <li>• Encourage developers to make some new units or lots available for affordable and special needs housing (potential to secure density bonus)</li> </ul> |

<sup>1</sup> E.g., commercial childcare facility, fully accessible dwelling units and suites, rental housing, affordable rental housing, below grade or parkade style parking, additional parkland, greenways or trails, green building and site design

|                  |   |
|------------------|---|
|                  | <ul style="list-style-type: none"> <li>• Support:           <ul style="list-style-type: none"> <li>○ Community support services and uses (e.g., shelters, transition homes, and social housing) within UCB near services</li> <li>○ Temporary second dwellings for special needs housing on larger parcels</li> </ul> </li> </ul> |
| Phasing policies | <ul style="list-style-type: none"> <li>• Development may occur in any Area (A, B, or C) at any time if serviced to City standards</li> <li>• Policies to encourage development in Area A, then B, linked to servicing and the use of municipal cost sharing programs and DCC funds.</li> </ul>                                    |

### 2.3.5 Residential Development Permit Area

A Residential Development Permit Area applies to all land designated for medium and high density residential development. The objectives relate to promoting goals of the OCP around housing diversity and compact communities and to providing the City with the ability to tailor new multi-family housing development projects to match local character. There are requirements for:

- Subdivision
- Siting and building design and layout
- Landscape and screening guidelines
- Access, circulation, and parking areas

### 2.4 Social Housing Policies

- Generally, social housing is supported within the UCB (i.e., “shelters, transition / youth homes and other forms of social housing”)
- Proponents may apply for OCP amendment to locate outside the UCB
  - May require public consultation through rezoning application process

### 2.5 Other Policies

- Encourage affordable and accessible housing to be considered in new development proposals
- Work with regional partners to consider affordable and accessible housing in new development proposals
- The City may use its Development Approval Information authority to request information about the impacts of zoning amendment, development permit, and/or temporary use permit applications on affordable and special needs housing.
- Prepare a Housing Strategy
- Secondary suites:
  - “Consider secondary suites subject to rezoning in the High, Medium and Low Density designations” (8.3.25)
  - “Research opportunities to promote secondary suites and legalize existing secondary suites subject to requirements of the BC Building Code” (8.3.26)
  - “Research opportunities to promote coach houses in appropriate areas of the City” (8.3.27)

### **3. Zoning Bylaw No. 2303, adopted 1995 (with updates to May 2019)**

The City's Zoning Bylaw contains 9 residential zones and allows for residential uses in most other zone types.

#### **3.1 Residential Zones**

The 9 residential zones are as follows:

- R-1 – Single Family
- R-2 – Single Family / Duplex
- R-3 – Waterfront
- R-4 – Medium Density
- R-5 – High Density
- R-6 – Mobile Home Park
- R-7 – Large Lot Single Family
- R-8 – Residential Suite
- R-9 – Estate Residential

Permitted uses in each zone are summarized in the following table.

# MEMORANDUM



| Zone | Assisted living | B&B | Boarders (up to 2) | Boarding Home | Family / group childcare | Commercial daycare | Duplex | Home occupation | Mobile home / park | Multiple family | Rooming house | Secondary or detached suite | Single family | Shelter | Triplex |
|------|-----------------|-----|--------------------|---------------|--------------------------|--------------------|--------|-----------------|--------------------|-----------------|---------------|-----------------------------|---------------|---------|---------|
| R-1  |                 | ✓   | ✓                  |               | ✓                        |                    |        | ✓               |                    |                 |               |                             | ✓             | ✓       |         |
| R-2  |                 | ✓   | ✓                  |               | ✓                        |                    | ✓      | ✓               |                    |                 |               |                             | ✓             |         |         |
| R-3  |                 |     | ✓                  |               |                          |                    |        | ✓               |                    |                 |               |                             | ✓             |         |         |
| R-4  | ✓               | ✓   | ✓                  | ✓             | ✓                        | ✓                  | ✓      | ✓               |                    | ✓               |               |                             | ✓             |         | ✓       |
| R-5  | ✓               |     | ✓                  | ✓             |                          | ✓                  |        | ✓               |                    | ✓               | ✓             |                             |               |         | ✓       |
| R-6  |                 |     | ✓                  |               | ✓                        |                    |        | ✓               | ✓                  |                 |               |                             | ✓<br>(one)    |         |         |
| R-7  |                 | ✓   | ✓                  |               | ✓                        |                    |        | ✓               |                    |                 |               |                             | ✓             |         |         |
| R-8  |                 |     | ✓                  |               | ✓                        |                    |        | ✓               |                    |                 |               | ✓                           | ✓             |         |         |
| R-9  |                 | ✓   | ✓                  |               | ✓                        |                    |        | ✓               |                    |                 |               |                             | ✓             |         |         |

# MEMORANDUM

As can be seen in the table, boarders and home occupation are allowed in all residential zones. Secondary or detached suites, like mobile homes, shelters, and rooming houses, are allowed in one zone.

Accessory buildings may not be used as dwelling units except for approved detached suites as specified in the Zoning Bylaw.

The Medium and High Density Residential zones contain bonus density provisions for amenities like accessible units, rental units, and affordable rental units.

## 3.2 Non-Residential Zones

Housing uses can also be found in 29 of the City's other 41 non-residential zones. Generally:

- Most zones designed for commercial, allow upper floor dwellings and home occupations
- Secondary suites and/or detached suites are allowed in some zones only; some zones only allow for secondary (not detached) suites
- Various seniors and assisted living housing and a community shelter are allowed through Comprehensive Development zones
- There are some Comprehensive Development zones that allow for extra units for farm help in agricultural lands

Housing uses found in each of the 29 zones are described in the table below.

| Zone   |                                  | General Description   | Housing Components  |
|--------|----------------------------------|---|---|
| C-1    | Local Commercial                 | <ul style="list-style-type: none"> <li>• For local, convenience shopping and services</li> </ul>  | <ul style="list-style-type: none"> <li>• Allows for upper floor dwelling units and/or home occupation</li> </ul>  |
| C-2    | Town Centre Commercial           | <ul style="list-style-type: none"> <li>• Intended as central business district oriented to pedestrian traffic for range of retail, business, entertainment uses</li> </ul>                                | <ul style="list-style-type: none"> <li>• Allows for limited lower or upper floor dwelling units and/or home occupation</li> </ul>   |
| C-2(A) | Small Lot Town Centre Commercial | <ul style="list-style-type: none"> <li>• Small lot zone with same intended function as C-2, different height and width requirements</li> </ul>  | <ul style="list-style-type: none"> <li>• Limited residential uses on small and uniquely shaped lots in the form of upper floor dwelling units and/or home occupation</li> </ul> |
| C-3    | Service Commercial               | <ul style="list-style-type: none"> <li>• For large commercial uses oriented towards vehicle traffic</li> </ul>  | <ul style="list-style-type: none"> <li>• Allows for upper floor dwelling units and/or home occupation</li> </ul>  |
| C-5    | Tourist Commercial               | <ul style="list-style-type: none"> <li>• For uses that cater to tourists</li> </ul>   | <ul style="list-style-type: none"> <li>• Allows for one single family dwelling or caretaker's suite as accessory use</li> </ul>   |
| C-6    | Tourist / Recreation Commercial  | <ul style="list-style-type: none"> <li>• For pedestrian-oriented tourist / recreation businesses that cater to tourists and residents</li> <li>• Mixed land uses with shop / resort atmosphere</li> </ul> | <ul style="list-style-type: none"> <li>• Allows for upper floor dwelling units and/or home occupation</li> </ul>  |



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Subject:  
File:

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|               |  |   |  |
|---------------|--|---|--|
| P-1           | Park and Recreation                            | <ul style="list-style-type: none"> <li>For park and recreational needs on public and private lands</li> </ul>   | <ul style="list-style-type: none"> <li>Allows for home occupation</li> </ul>   |
| P-3           | Institutional                                  | <ul style="list-style-type: none"> <li>For institutional uses</li> </ul>  | <ul style="list-style-type: none"> <li>Allows for home occupation, rest home, and/or caretaker's suites</li> </ul>   |
| M-1           | General Industrial                             | <ul style="list-style-type: none"> <li>General industrial and manufacturing in areas where conflict with other uses is unlikely</li> </ul>                      | <ul style="list-style-type: none"> <li>Allows for home occupation and/or one dwelling unit, single family dwelling, or upper floor dwelling unit as accessory use</li> </ul>                 |
| M-2           | Light Industrial                               | <ul style="list-style-type: none"> <li>Light industrial and manufacturing in areas where conflict with other uses is unlikely</li> </ul>                        | <ul style="list-style-type: none"> <li>Allows for home occupation and/or one dwelling unit, single family dwelling, or upper floor dwelling unit as accessory use</li> </ul>                 |
| M-5           | Auto Wrecking / Salvage Yard Zone              | <ul style="list-style-type: none"> <li>Auto wrecking / salvage yards where there will not be negative impacts on adjacent uses or highways</li> </ul>           | <ul style="list-style-type: none"> <li>Allows for upper floor dwelling unit and/or home occupation</li> </ul>  |
| M-6           | Industrial Holding                             | <ul style="list-style-type: none"> <li>For phased industrial zoning on rural residential lots designated in OCP</li> </ul>                                      | <ul style="list-style-type: none"> <li>Allows for single family dwelling, secondary suite, bed and breakfast, and/or home occupation</li> </ul>  |
| A-1, A-2, A-3 | Agricultural, Rural Holding, and Small Holding | <ul style="list-style-type: none"> <li>All agricultural zones allow for housing uses; A-2 is specifically designed for rural residential development</li> </ul> | <ul style="list-style-type: none"> <li>Allows for single family dwelling, secondary suite, detached suite, bed and breakfast, and/or home occupation</li> </ul>                              |
| CD-1          | Comprehensive Development                      | <ul style="list-style-type: none"> <li>For an assisted living seniors' centre with accessory commercial</li> </ul>  | <ul style="list-style-type: none"> <li>Allows for assisted living housing, assisted living commercial up to 10% of floor space, home occupation, and/or multiple family dwellings</li> </ul> |
| CD-2          | Comprehensive Development                      | <ul style="list-style-type: none"> <li>For a seniors' oriented assisted living housing complex</li> </ul>   | <ul style="list-style-type: none"> <li>Allows for assisted living housing and/or home occupation</li> </ul>  |
| CD-3          | Comprehensive Development                      | <ul style="list-style-type: none"> <li>To facilitate public ownership of a linear park adjacent to a watercourse</li> </ul>                                     | <ul style="list-style-type: none"> <li>Allows for single family dwelling, secondary suite, detached suite, bed and breakfast, and/or home occupation</li> </ul>                              |
| CD-4          | Comprehensive Development                      | <ul style="list-style-type: none"> <li>For assisted living housing on small parcels designated High Density Residential in the OCP</li> </ul>                   | <ul style="list-style-type: none"> <li>Allows for assisted living housing and/or rest home</li> </ul>  |
| CD-7          | Comprehensive Development                      | <ul style="list-style-type: none"> <li>For medium density, single-family dwellings with secondary suites</li> </ul>   | <ul style="list-style-type: none"> <li>Allows for single family dwelling, home occupation, and/or bed and breakfast</li> </ul>   |

|       |                           |  |   |
|-------|---------------------------|--|---|
| CD-8  | Comprehensive Development | <ul style="list-style-type: none"> <li>For a regional shopping centre</li> </ul>   | <ul style="list-style-type: none"> <li>Allows for upper floor dwelling units</li> </ul>   |
| CD-9  | Comprehensive Development | <ul style="list-style-type: none"> <li>For a mixed-use development</li> </ul>  | <ul style="list-style-type: none"> <li>Allows for upper floor dwelling units and/or home occupation</li> </ul>  |
| CD-11 | Comprehensive Development | <ul style="list-style-type: none"> <li>For local convenience commercial and professional services</li> </ul>                 | <ul style="list-style-type: none"> <li>Allows for upper floor dwelling units and/or home occupation</li> </ul>  |
| CD-12 | Comprehensive Development | <ul style="list-style-type: none"> <li>Allows for tourist/recreation businesses related to boat sales</li> </ul>             | <ul style="list-style-type: none"> <li>Allows for upper floor dwelling units, home occupation, and/or work/live studios</li> </ul>                              |
| CD-14 | Comprehensive Development | <ul style="list-style-type: none"> <li>For assisted living housing</li> </ul>  | <ul style="list-style-type: none"> <li>Allows for assisted living housing</li> </ul>  |
| CD-15 | Comprehensive Development | <ul style="list-style-type: none"> <li>To allow for an extra dwelling for farm help on agricultural land</li> </ul>          | <ul style="list-style-type: none"> <li>Allows for single family dwelling, secondary suite, home occupation, and/or limited bed and breakfast</li> </ul>         |
| CD-16 | Comprehensive Development | <ul style="list-style-type: none"> <li>For restaurant and coffee roasting</li> </ul>   | <ul style="list-style-type: none"> <li>Allows for upper floor dwelling units and/or home occupation</li> </ul>  |
| CD-17 | Comprehensive Development | <ul style="list-style-type: none"> <li>For office and tech, with accessory residential</li> </ul>                            | <ul style="list-style-type: none"> <li>Allows for upper floor dwelling units, home occupation, and/or work/live studios</li> </ul>                              |
| CD-18 | Comprehensive Development | <ul style="list-style-type: none"> <li>To allow for any type of extra dwelling for farm help on agricultural land</li> </ul> | <ul style="list-style-type: none"> <li>Allows for single family dwelling, secondary suite, detached suite, bed and breakfast, and/or home occupation</li> </ul> |

## 4. Housing Task Force

### 4.1 Terms of Reference

The City's Housing Task Force is comprised of City Councilors, Neskonlith Indian Band (NIB) and Adams Lake Indian Band (ALIB) members, citizens at large, a member of the Salmon Arm Economic Development Society (SAEDS), and members from the housing/social services and development/financial sectors (often City staff). The purpose of the Task Force is to inform Council so that the City is prepared to participate in federally or provincially-funded programs to create:

- Non-profit housing for low and moderate incomes
- Affordable rental housing
- Affordable homeownership

Within the scope of their work, the Task Force may:

- Examine current and projected housing needs

- Review lands that may be appropriate for the housing types above
- Identify potential funding opportunities
- Identify and engage with potential partners for the development of affordable housing
  - Clarify expectations, regulatory framework, and development proposal procedures
- Make recommendations to Council

#### 4.2 Minutes, May 2018 – Present

The following table summarizes key updates and takeaways from each meeting.

| Date           | Key Updates / Takeaways   |
|----------------|---|
| April 23, 2018 | <ul style="list-style-type: none"> <li>• Housing Task Force emerged from a group that had been meeting to discuss BC Government modular housing initiative</li> <li>• General consensus that modular housing opportunity was not a good fit for the City</li> <li>• BC Housing factors for a successful application: willing partner (i.e., local government), land, operator, and demonstrated need</li> <li>• Mention new Housing Hub program</li> <li>• Discussion about data – Okanagan College research potential, BCNPHA 2015</li> </ul>  |
| May 7, 2018    | <ul style="list-style-type: none"> <li>• Overview of existing CMHA housing in Salmon Arm (previously presented to BCNPHA)</li> <li>• Shuswap Area Family Emergency Society (SAFE) housing proposals with BC Housing for new emergency, safe, second safe, and multi-purpose housing units</li> <li>• Overview of existing and proposed R-4 and R-5 properties, including those with dormant zoning/development permit applications. Identified properties actively being developed under R-4 or R-5. These zones allow developers to access density bonuses in exchange for rental, affordable rental, and/or accessible housing development.</li> </ul>  |
| May 22, 2018   | <ul style="list-style-type: none"> <li>• City is learning about the Community Housing Fund – BC Housing application</li> <li>• Overview of renters in B.C. and Salmon Arm</li> <li>• Review of CMHC and BC Housing funding partnership requirements</li> </ul>  |
| June 4, 2018   | <ul style="list-style-type: none"> <li>• CMHA is moving forward with an RFP application to BCNPHA for housing for seniors and families</li> <li>• Housing Forum to be hosted by MLA in fall 2018</li> <li>• Funding: Reaching out to CMHC regarding potential programs, discussing potential of BC Rural Dividend</li> <li>• SAEDS compiled list of faith-based groups to meet with to discuss potential land availability</li> <li>• ALIB compiled information re: development on reserve lands. Band is moving towards a land management process and may partner with the City in the future.</li> <li>• R-4/R-5 zoning map and prospective projects reviewed, including some approved Development Permits that developers have not yet acted upon.</li> <li>• Reviewed building statistics prepared by the City.</li> <li>• Possibility of hiring contractor to prepare Long Term Housing Strategy.</li> <li>• Purpose of Task Force is to information gather and explore options for strategies to bring to Council for 2019 budget process.</li> </ul> |

|                |  |
|----------------|--|
| June 18, 2018  | <ul style="list-style-type: none"> <li>• BCNPHA presented a Rental Housing Index Update.</li> <li>• Development cost charges (DCCs) are a barrier to affordable housing</li> </ul>   |
| July 3, 2018   | <ul style="list-style-type: none"> <li>• Reviewed CMHC funding programs, lending and grant opportunities and the National Housing Strategy. Information was provided regarding an upcoming listing of federally owned properties in the Shuswap.</li> <li>• Shuswap Area Family Emergency Society (SAFE) submitted EOI to BC Housing and is speaking to Planning and Development Services about rezoning or subdividing current shelter property</li> <li>• Contact initiated with faith-based communities about land</li> <li>• Provincial Government funding available for reserve land but infrastructure challenges</li> <li>• Jul. 30 and Aug. 13 meetings to establish recommendations to Council and request for financial commitment / resources from Council and other stakeholder groups</li> <li>• Inquiries about local federally-owned lands</li> </ul> |
| July 16, 2018  | <ul style="list-style-type: none"> <li>• Presentation from Urban Matters on Housing Affordability</li> <li>• SAFE Society's EOI to BC Housing – Second Stage EOI for Building BC: Women's Transition Housing Fund</li> <li>• SAEDS summer student has been surveying other communities regarding their housing strategies</li> </ul>   |
| July 30, 2018  | <ul style="list-style-type: none"> <li>• Reviewed Housing Strategy data collected by SAEDS, discussed community needs, potential for applied research with Okanagan College</li> <li>• City and SAEDS asked to provide letters of support to CMHA for application to BCNPHA (as per June 4).</li> <li>• Councillor has been speaking to the Province about what is happening in Salmon Arm housing.</li> <li>• Council decided to put \$200,000 into an Affordable Housing Reserve fund.</li> <li>• NIB is considering applying to the BC Rural Divided for business planning for long term housing planning and construction.</li> </ul>  |
| Sept. 24, 2018 | <ul style="list-style-type: none"> <li>• SAFE submitted an EOI to BC Housing</li> <li>• Overview of Mayor's meeting with the Minister of Municipal Affairs and Housing and the Minister of Social Development, including about the Homeless Outreach Program</li> <li>• Overview of HousingHub program, Task Force will invite community groups to attend upcoming presentation by the Director</li> </ul>   |
| Dec. 3, 2018   | <ul style="list-style-type: none"> <li>• Discussed HousingHub's Housing Continuum</li> <li>• CMHA successful RFP application for 71 units and \$7.1 M dollar grant – balance of the project cost to be funded by mortgage with BC Housing. Includes following units: 20% deep subsidy, 50% rent geared to income, and 30% for renters in \$70,000 - \$100,000 family income range.</li> <li>• SAFE EOI for Transition Housing met BC Housing requirements</li> <li>• BC Housing proposal for Lighthouse Shelter to become a year round, 16 bed, low barrier homeless shelter with 24/7 staffing – will require construction of a commercial kitchen. BC Housing will support this shelter financially.</li> <li>• NIB working on infrastructure to support housing</li> </ul>  |

|              |  |
|--------------|--|
| May 13, 2019 | <ul style="list-style-type: none"> <li>• Reviewed letter from Minister of Municipal Affairs and Housing and City of Burnaby's 10 Quick Starts Recommendations for Affordable Housing</li> <li>• NIB is experiencing delays in land use planning</li> <li>• CMHA started construction on 67 new units and has 38 supported living units pending</li> <li>• AILB hired an Economic Development Officer to help with homelessness</li> <li>• South Shuswap Housing Society is a collective of local organizations and churches working on preliminary assessments of housing needs</li> <li>• HousingHub Director has been provided with list of R-4 properties</li> <li>• Habitat for Humanity is looking for land for smaller projects and has reached out</li> <li>• Contacted CMHC re: potential federal funding opportunities</li> <li>• Proposed revisions to Zoning Bylaw to allow for supportive housing on R-4 and R-5 zoned properties</li> <li>• Concerns about tent community on Ministry of Transportation and Infrastructure property; need for collective strategy emphasized</li> </ul> |
|--------------|--|

## 5. Map of vacant lands pre-zoned with approved development permits, 2018

The City has a map outlining prospective R-4 (medium density residential) and R-5 (high density residential) parcels and identifies vacant parcels within these zones, some of which have development permit approval.

## 6. Official Community Plan Policy and Zoning Options for Secondary Suites, memo dated May 14, 2013

This memo summarizes options available to City Council for supporting secondary suites (“conventional secondary suites” and “coach houses”) in the OCP and Zoning Bylaw. It was developed in response to Council meeting questions about whether conventional secondary suites should be permitted within various residential zones, rather than requiring rezoning. In the past, public input on secondary suites and coach houses was minimal. Related previous work by City staff includes:

- 2008 memo on coach houses
- 2013 coach house memo update and mapping to show properties that could accommodate coach houses, with OCP policy options
- 2012 Zoning Bylaw review project
- 2011 OCP includes policies that maintain process of considering suites subject to rezoning, while allowing for potential of different policy development in the future

### 6.1 Conventional Secondary Suites

#### 6.1.1 Zoning (as of December 2016)

- Permitted in R-8 zone (or CD-7), within urban residential areas of the City
- At the end of 2016, there were 57 lots zoned R-8 and one CD-7 zone allowing secondary suites on smaller lots than R-8
- Developers can rezone prior to subdivision or development, but don't often do this
- Usually, rezoning applications are made on site-specific basis for existing dwellings (with unfinished basements or to legalize existing suites)



- No policies applicable in rural area, but conventional secondary suites are allowed under agricultural zoning
- Properties are billed for additional demand on City services if City's Finance Department is aware of a secondary suite (whether R-8 or not)
- No active enforcement unless there are neighbourhood complaints

#### 6.1.2 Options for Policy Amendments

| Option                                     | Pros   | Cons  |
|--|--|---|
| Status quo (preferred by staff)            | <ul style="list-style-type: none"> <li>• Public and Council awareness of location of legal suites, opportunity for public input</li> <li>• Safety / compliance with Building Code</li> <li>• City record-keeping and utility billing</li> <li>• No DCCs for suites – helps support affordable housing</li> </ul> | <ul style="list-style-type: none"> <li>• Perception (regulatory hurdles, costs, timing, and uncertainty)</li> <li>• Staff and Council time for rezoning application process</li> <li>• Most people with existing or proposed suites do not apply</li> </ul>   |
| Blanket support in urban residential zones | <ul style="list-style-type: none"> <li>• Less regulatory process and no rezoning application fee</li> <li>• Less City time and resources to administer process</li> <li>• Perceived as support for affordable housing</li> </ul>   | <ul style="list-style-type: none"> <li>• More difficult record-keeping and utility billing</li> <li>• Property owners unlikely to apply for building permits</li> <li>• Confusion over what suites are legal / conforming</li> <li>• Homebuyers / realtors could no longer check City zoning maps to see where legal suites are located</li> <li>• Concerns about declaration process – need for “inspections teams”, fees to property owners, building code contraventions on title</li> </ul> |

### 6.2 Coach Houses

#### 6.2.1 Zoning (as of December 2016)

At the end of 2016, there were no zoning regulations allowing coach houses. The memo proposes draft development regulations for a new coach house zone.

#### 6.2.2 Options for Policy Amendments

Staff recommend that clear policies that guide what coach houses should be considered and where be contained in the OCP, with site specific regulations addressed in the Zoning Bylaw.

| Option  | Pros   | Cons  |
|---|--|---|
| Blanket support in urban residential and rural zones that allow single family dwellings | <ul style="list-style-type: none"> <li>Many urban and rural lots have coach house potential</li> </ul>   | <ul style="list-style-type: none"> <li>Regulatory barriers make it difficult for the City to monitor and enforce on ALR land</li> <li>Some technical challenges with servicing coach houses in rural lots</li> </ul>                          |
| Support in urban residential zones (preferred by staff)                                 | <ul style="list-style-type: none"> <li>Urban lots have higher level of servicing than rural; can better absorb increased demand</li> <li>Way to increase density and affordable housing</li> </ul> | <ul style="list-style-type: none"> <li>Reduced future subdivision / infill development potential</li> <li>Conflict and privacy concerns where there are smaller lots, although zoning would control size and scale of coach houses</li> </ul> |
| Support in low density residential zones only   | <ul style="list-style-type: none"> <li>Larger lots have more privacy and may have less impacts on neighbouring properties</li> </ul>   | <ul style="list-style-type: none"> <li>Reduced future subdivision / infill development potential</li> </ul>   |

## 7. Role of City of Salmon Arm in the Affordable Housing Conundrum, memo dated December 19, 2016

This is a memo outlining the City's policies and planning methods to assist with affordable housing.

### 7.1 Overview

In comparison to the central Okanagan, Lower Mainland, and southern Vancouver Island, Salmon Arm has low prices and rates. At the end of November 2016, Salmon Arm's housing market had the follow traits:

- Vacancy rate: 0.5%
- Average rent: \$830 (2 bedroom apartment)
- Average / Median Condo Price: \$179,000 / \$175,000
- Average / Median Townhouse Price \$291,340 / \$285,000
- Average / Median House Price: \$387,000 / \$380,000
- Units built 2015 – 2016: 144 single-detached houses with many secondary suites and 50 multi-family units

### 7.2 Role of the Local Government and Statutory Planning Tools

Provincial and Federal Governments and non-profit agencies are the main facilitators of affordable housing; role of the City is to cooperate. Through some bylaws local governments have more of a direct role. These include:

- OCP bylaws
  - City has lots of land designated for residential development, which supports supply
  - City has policies that encourage secondary suites subject to zoning and has approved more than 150 secondary suites as of December 2016

- Zoning bylaws
  - City supported building height increases, setback and parking variances for affordable and rental housing projects
  - Density bonusing is rare in the City because of limited demand for higher density development, but several rental and affordable housing projects have benefitted in the past
- Servicing bylaw
  - City has waived or reduced off-site servicing requirements on certain projects (but, this means the City will have to pay in the future)
- DCC bylaw
  - DCCs can affect the affordability of a unit – the City requires lower DCCs of higher density developments and waives DCCs for secondary suites within a dwelling
- Housing agreements and covenants
  - City administers simple housing agreements for “compassionate use” purposes for second modular dwellings on rural acreages
  - City has required covenants on title for developments with density bonuses restricting the developments to rental buildings
- Permissive tax exemptions
  - City Council considers and approves permissive tax exemptions for community / social service agencies and properties used for charitable purposes

### 7.3 Example Projects

- Fox Croft (2006)
  - Originally approved as two-storey building with 25 units
  - Developer granted density bonus to build up to 39 units for Canadian Mental House Association
    - Covenant on one building with 28 units to restrict housing units to be used for rental purposes only
    - Developer granted variance in parking requirements associated with 39 units
  - Development subject to lowest DCC rate because within high density category
- Old JL Jackson Site (2009 – 2014)
  - Agreement (like a housing agreement) between City and School District to designate 4,000 m<sup>2</sup> of land for affordable housing development
  - City issued RFP for development of multiple unit affordable housing project to be managed by a non-profit and leased from the School District for \$1.00, but had no response
  - Time consuming and labour intensive for City staff, reluctance from developers about lease termination, long-term sub-market rental rates, lack of subsidy from higher level of government

### 7.4 Limits of Local Government Powers

- In BC, local government cannot impose affordable housing provisions in approval processes
- Cannot tie density bonusing to unreasonably low unit count baselines – needs to be fair relative to market conditions, especially where demand is weak
- Rationale for housing agreements, covenants, and community amenity contributions must be backed by OCP policies and regulations in zoning bylaws
- In Ontario, municipalities can require affordable housing units within a development

- Non-profit agencies better suited to own and administer affordable housing projects because assistance to business is prohibited by legislation (i.e., the City cannot partner too closely with developers)

## **8. Zoning Amendment Application No. 1150 (re: Bylaw No. 2303), Report to Council dated April 10, 2019**

This report details a zoning bylaw amendment application to add “Assisted Living Housing” and “Dining Area” as permitted uses to the R-4 Medium Density and R-5 High Density Residential Zones to “broaden the range of housing options within these two zones”.

### **8.1 Background, Rationale**

- Intent of staff to do this for some time
- Canadian Mental Health Association received funding to develop 70 units of affordable rental housing for people (including families and seniors) with disabilities – 40 of these units (with on-site supports) would be permitted with this zoning amendment
- “Assisted Living Housing” was adopted as a land use in the Zoning Bylaw in 2002
  - “Dining Area” is a required amenity within an assisted living development
- Previously, CD zones were created for assisted living housing developments (as of April 2019, there were 4 such developments)

### **8.2 Planning Implications**

- Development in the affected zones is subject to Development Permit application to ensure development meets form and character guidelines
- Proposed amendments are supported by the OCP
  - “Continue to improve community services and quality of life through range of actions, including... provision of community facilities (e.g., community care, assisted living facilities)” (Policy 4.4.12)
  - “Work in a cooperative and supportive capacity with federal, provincial, and non-profit service providers” (Policy 15.3.20)
  - Recognizes that social issues may include affordable and accessible housing
  - Various policies to support range of housing types, affordable and special needs housing in Medium and High Density Residential areas
  - Policies 8.3.9 and 8.3.11 provide density provisions for Assisted Living Housing on Medium and High Density Residential lands
    - Staff propose that Assisted Living Housing developments would be subject to same density bonus provisions already in place in R-4 and R-5 zones
- For higher density Assisted Living Housing, staff suggest CD zoning process to consider specific needs of site
- Rather than using only CDs, staff suggest a more inclusive approach given the current housing market, to be supportive of Assisted Living Developments
- Assisted Living Housing would be complementary to existing uses permitted in R-4 and R-5 zones (e.g., duplex, triplex, multiple family dwelling, rooming house, boarding home)

### 8.3 Appendices

- R-4 and R-5 Zones
- OCP map showing Medium and High Density Residential areas
- Zoning map showing R-4 and R-5 parcels
- CD zones with Assisted Living Developments
- Zoning map showing CD zones
- Site photos of CD zones
- Letter and supporting information from BC Housing

## 9. Development Services Application Fees, memo dated June 24, 2019

This is a memo recommending that the fees for development services be increased or established. This would require a bylaw to amend the Fee for Service Bylaw No. 2498. Most have not been changes since 1998 and are now lower than comparable communities.

Development services include:

- OCP bylaw amendment
- Zoning Bylaw amendment
- Combined OCP/rezoning
- Development Permit
- Development Permit with Servicing Variances
- Development Variance Permit
- Temporary Use Permit or renewal
- Subdivision and Preliminary Layout Review extension
- Building Strata Subdivision
- City processing surcharge for ALR application or ALR exclusion application
- Radio/cellular communication referral

Most staff time in past 3 years has been allocated to current planning (i.e., processing planning applications), which is heavily subsidized – revenues from fees cover only a small percentage of staff time cost.

Some larger municipalities try to fully recover costs associated with development services. However, “without the same intensity of development demand and staffing involved in smaller jurisdictions, local governments may be more in tune with a citizen’s ability to pay along with a greater recognition that applications facilitating growth and development have positive spin-offs on the local tax base. In other words, there is a case to be made for the subsidization of current planning service.”

## 10. Development Cost Charge Bylaw No. 3600, adopted 2007 (consolidated version from July 20, 2017)

This bylaw imposes DCCs, levied at subdivision approvals and/or building permit authorizations. DCCs payable are as follows:

- Low density residential - \$9,529.62
- Medium density residential - \$6,930.63
- High density residential - \$6,064.31



- Residential A - \$6,064.31
  - Refers to upper floor dwelling unit, assisted living housing unit, resort residential, church manse, caretaker's / accessory dwelling unit
- Residential B - \$3,465.31
  - Refers to accessory dwelling unit, assisted living housing or sleeping unit, boarding homes unit, similar accessory dwelling units that do not contain kitchen facilities
- Recreational vehicle strata park - \$3,465.31
- Recreational vehicle campground - \$1,039.59
- Commercial - \$34.65/m<sup>2</sup>
- Institutional - \$46.21/m<sup>2</sup>
- Industrial (gross floor area) - \$15.40/m<sup>2</sup> GFA plus \$15,405.39 per ha of developable land

#### **11. Development Cost Charges Comparison Chart (internal document recently prepared by City staff)**

This chart shows that Salmon Arm is charging lower DCCs than some local governments with similar population sizes (i.e., White Rock, Oak Bay, Port Alberni, Squamish, Pitt Meadows), especially for single family developments. Generally, the City is charging between \$1,166.90 and \$9,765.14 less per unit for single family or low density-type developments than local governments with similar populations.

Salmon Arm has one of the largest land areas of all local governments included in the comparison chart, second only to Kelowna (which has a significantly larger population).

Regarding medium or high-density developments (also termed multi family, small unit, or small lot developments), Salmon Arm is in most cases, charging lower DCCs. However, the difference is less significant than the difference for single family developments.

#### **12. Collection of Development Cost Charges – 250-5 Avenue SW, Development Permit No. 418, dated May 21, 2019**

This document is a notification from the Director of Development Services to Building and Finance Department Staff about the collection of DCCs for a housing development. For this project, City Council approved \$100,000 from the City's Affordable Housing Reserve to partially subsidize DCCs for 105 units in the project. Typically, the project would be charged \$6,064.31 per unit but with the contribution, the charge is reduced to \$5,111.92, a savings of 15.7%.

This project consists of housing units with on-site supports for people who are homeless and affordable rental housing for families, seniors, and people with disabilities. The Canadian Mental Health Association and BC Housing are involved in the development.

#### **13. Subdivision and Development Servicing Bylaw No. 4163, adopted 2016**

This bylaw governs infrastructure servicing for subdivision and development, with respect to works and services. Gives the City power to require on and/or off-site works and services with subdivision approval or building permit issuance. "Works and services" include: water, sewage, storm/drainage water, street lighting, highways including asphalt or concrete pavement surface, curb and gutter, sidewalks, trails,

fences, boulevards, pavement markings, traffic signals, signage, park benches, street trees, and planters, and the supply and distribution of electrical power.

Requirements differ for different development areas as specified on the map in Schedule A.

Most residential types are not required to provide certain works and services (i.e., underground distribution wiring, ornamental street lighting, fire hydrants, paved frontage roads, curb and gutter, sidewalks, trails, roadside corridors, boulevards, signage, and sanitary main extensions). Only Medium Density, High Density and Mobile Home Park Residential Zones not located in the Urban Development Area are required to provide these works and services.

Works and services not required for the construction of an addition to a Low Density Residential Dwelling or the construction of a Building or Structure accessory to a Low Density Residential Dwelling.

#### **14. Canada's National Housing Strategy: A Place to Call Home, prepared by the Government of Canada, 2017**

The National Housing Strategy (NHS) is a 10-year affordable housing plan by the Government of Canada. Its vision is for "Canadians [to] have housing that meets their needs and they can afford. Affordable housing is a cornerstone of sustainable, inclusive communities and a Canadian economy where we can prosper and thrive."

Vulnerable populations supported by the NHS are:

- Survivors fleeing family violence
- Northern and remote residents
- Newcomers
- Aging population
- People with disabilities

At least 25% of National Housing Strategy Investments will support projects that specifically target the unique needs of women and girls.

A few of the new affordable housing funding programs introduced in the NHS are:

##### **National Housing Co-Investment Fund**

- Purpose: will attract partnerships with and investments from the provinces and territories, municipalities, non-profits and co-operatives, and the private sector, to focus on new construction and the preservation and renewal of the existing affordable housing supply.
- Fund: \$15.9 B (\$4.7 B financial contributions and \$11.2 B low interest loans)
- Partnership requirements: Contributions from other partners could include provincial, territorial and municipal lands, inclusionary zoning provisions, accelerated municipal approval processes, waiving of development charges and fees, tax rebates, and other government loans.
- Both new and renewal and repair units under this stream must meet affordability, energy requirements, and accessible requirements. For new units:
  - 30% of units must have rents at less than 80% of median market rents, for a minimum of 20 years
  - At least 25% reduction in energy consumption and greenhouse gas emissions over national building and energy codes must be achieved

- 20% of units must meet accessibility standards and projects must be barrier-free or have full universal design

### **Canada Community Housing Initiative**

- Purpose: It will also support repair and renewal of the existing supply, and expansion of the supply of community-based housing for low and modest income families and individuals.
- Fund: \$4.3 B
- Partnership requirements: In order to participate in the program, provinces and territories will be required to cost match this funding.

### **Canada Housing Benefit – launching in 2020**

- Purpose: To be co-developed with other levels of government to provide rapid and responsive relief from rising housing costs, and respond to evolving local housing needs and priorities.
- Fund: Canada Housing Benefit will deliver an average of \$2,500 per year to each recipient household (300,000 households)

## **15. Homes for BC: A 30 Point Plan for Housing Affordability in BC, prepared by the Province of BC, 2018**

In February 2018, the BC provincial government released a 30-point plan for housing affordability in BC. The 30 points are divided into 6 sections in which 3 are relevant for the purposes of developing this Community Housing Strategy.

### **Building the Homes People Need**

- BC will be investing more than \$6.6 B over 10 years for people in need across the province – urban, suburban, and rural
- Priority groups in this section include women and children affected by violence, middle income people and families, post-secondary students, Indigenous people, and people facing homelessness

### **Improving Security for Renters**

- Renters are facing increasing limited housing options as rents continue to rise and vacancy rates remain persistently low. Owners of manufactured homes also feel uncertainty as land their homes sit on rises in value and are targeted for redevelopment.
- The plan aims to increase the Shelter Aid for Elderly Renters (SAFER) and Rental Assistance Program (RAP) for working families who rent as of September 2018; increase funding to the Residential Tenancy Branch and strengthen the Residential Tenancy Act; and invest in building repairs for those in community housing.

### **Building Partnerships for Affordability**

- Bringing together partners from all levels of government, Indigenous organizations, non-profits and private sector to build the right supply together.
- The plan aims to do this through:
  - HousingHub to find and develop available land

- Fund housing needs assessments for local governments to define the housing problem
- Expand the allowable use of the municipal and regional district tax revenues to include housing affordability initiatives
- Exempt provincial property taxes on construction and preservation of rental housing when municipal property taxes are waived
- Empower homeowners in stratas to deal with short-term rentals

**16. Building Capacity for Affordable Housing in BC Small Communities - What We Heard: Summary of Survey and Interview Responses, prepared for BC Housing by the Whistler Centre for Sustainability and Heartwood Consulting, 2017**

This report summarizes what was heard from online survey participants who work in affordable housing in the non-profit, private, and public sectors, as well as in-depth interviews with 12 participants.

The results showed a general consensus that there is a need for affordable workforce housing in smaller communities. The most significant affordable housing challenges center on:

- The cost of development
- The little profit associated with those costs
- The challenge of funding or financing projects

The following were proposed as solutions:

- Work on more and different incentives to lower development costs for both developers and non-profit organizations to build housing
- Increase access to funding (general funding, government security for financing, etc.)
- Add flexibility to how the funding is used
- Develop a better understanding of development economics
- Create new models of funding not yet used
- There is a critical need for better values alignment for all stakeholders involved in affordable housing projects and collaborations
- Improve co-ordination / more partnerships to bring actors together to plan and develop projects
- Build capacity of non-profits to more effectively build housing
- Help developers better understand the market and opportunities for workforce affordable housing

**17. Building Knowledge and Capacity for Affordable Housing in BC Small Communities: A Scan of Leading Practices in Affordable Housing, prepared for BC Housing by the Whistler Centre for Sustainability, 2018**

This report “highlights proven approaches to affordable housing in small communities along with some new approaches to housing that seek to address challenges and opportunities for affordable housing [identified through stakeholder outreach].”

The most significant affordable housing challenges identified include:

- Cost of development
- Small profit associated with costs of development
- Challenge of funding or financing projects

Potential solutions identified include:

- More, different incentives to lower development costs for developers and non-profit organizations
- Increase access and flexibility of funding, especially for pre-development
- Improve understanding of development economics
- Create new models of funding
- Work towards better values alignment for all stakeholders involved in affordable housing projects and collaborations
- More partnerships to plan and develop projects
- Build capacity of non-profits
- Help developers better understand market and opportunities for affordable workforce housing

The report identifies 13 approaches to housing affordability based on the benefits / costs to municipalities and potential positive impacts on affordability, called the “keys to success”. These include municipal tools, land and financing partnership approaches, and capacity building approaches. Each approach is described in the table below.

| Type      | Tool  | Description  | Benefits / Costs  |
|-----------|---|--|---|
| Municipal | Inclusionary zoning and density bonus policy                  | Add affordable housing through new development by requiring applicant to contribute below market housing units (directly or funding), or incentivizing new units through increased development potential | Simple to implement, secures commitment early, but dependent on development demand.   |
|           | Intensification through rezoning                              | To increase the supply of housing - i.e., secondary suites, zoning for rental, smaller lots, lot subdivisions, stratification, residential atop commercial   | Moderately complex to implement, can maintain neighbourhood character, integrate affordable housing throughout communities, and is mostly privately funded. However, requires long-term rental policies and cost can be driven up by cost of building and outside buyers. |
|           | Reducing costs by streamlining approvals and other incentives | Approval and planning processes can add to the cost of developing housing, so reduce cost by streamlining, relaxing, or funding certain types of development (e.g., secondary suites).                   | Simple to implement, construction can happen sooner and can help encourage housing that may not otherwise be developed. However, may require staff and builder training   |



|                                   |                                       |   |   |
|-----------------------------------|---------------------------------------|---|---|
|                                   |                                       |   | and need to ensure permitting standards are upheld.   |
|                                   | Short-term nightly rental regulations | Short-term rentals reduce available affordable housing units – local governments can regulate these through zoning and enforcement (e.g., limiting to primary residence single detached dwellings or full bans)                                   | Simple to implement. Allowing some short-term rentals allows income benefits for homeowners, while full bans maintain more opportunities for long-term rentals. However, this requires some enforcement and may impact local tourism economy.   |
|                                   | Covenant tools                        | Covenants can be used in housing agreements to restrict who can live on a property and how much it can be sold or rented for, or to ensure affordable housing is provided as part of a rezoning process.  | Complex to implement, but good examples are available. These are critical to maintaining affordable housing in the long term. However, they require legal expertise and other restrictions in housing agreements may not be appealing.  |
| Partnerships – Land and Financing | Municipal land and land trusts        | Donating land for affordable housing. Land can be held by a municipality (municipal land) or non-profit (land trust) at a low cost for affordable housing use. Land can be made available for housing through lease or housing rental agreements. | Moderately complex, but requires fewer resources and energy than other partnerships because land is donated. Good for smaller communities with land values that are similar (higher or slightly lower) to urban areas. Potential for lower unit costs because land is donated. However, can be complicated to administer leased land and attract buyers, and requires the support of strong partners for the process. |
|                                   | Non-profit owned land                 | Non-profit organizations or faith-based groups who own land may be able to make it available for housing through long-term leases, donations, or selling at below market value.   | Moderately complex, but like land trusts, requires fewer resources and energy and has lower unit costs because land is donating. Can incentivize private developers to build.   |

|  |   |   |  |
|--|---|---|--|
|  | Housing funds                               | Various ways for municipalities to raise funds for affordable housing (e.g., property taxes, works and service charges, cash-in-lieu contributions) – important to put these into a Housing Fund. | Simple to implement. Funds can be used for any affordable housing project and easy to set up. However, may not be enough to fund land and development costs, or to get financing. Also, when cash-in-lieu is fully used for affordable housing units, it can cause a segregation of market and affordable units in the community.  |
|  | Partnership funding and alternative capital | Need seed and ongoing capital – traditionally through senior government agencies, however housing organizations and community investment funds are another option.                                | Somewhat complex to implement. Some models provide access to large amounts of funding through traditional lenders. Also reduces reliance on senior government funding and creates more resilient housing organizations. However, funding comes from rental income in many cases and may not be enough to cover ongoing costs and may not secure affordable housing over the long term.                         |
|  | Design and operational savings              | Design, construction approach, and energy efficiency can reduce investment required for housing and ongoing operational costs.  | Moderately easy to implement because there are always new innovations. Offers more affordable options for all stakeholders and can often be built more quickly (i.e., prefab or modular). Homes are more comfortable and healthier and offer potential local economic opportunities. However, typically small unit sizes, higher costs and training to do energy efficiency, and less feasible in rural areas. |

|                   |                              |  |  |
|-------------------|------------------------------|--|--|
| Capacity building | Housing organizations        | Housing organizations provide and manage non-market housing stock and often have affordable housing experts and champions. They can serve specific projects, local governments, or larger regions. | Moderately easy to engage a housing organization to manage funds or development. High functioning organizations means affordable housing is more likely to be produced. Can act as community resource for housing and as project and/or property managers. However, require funding to get started, self-funding business plans, and may not be feasible in smaller communities.   |
|                   | Affordable Housing Strategy  | Recognizes and quantifies affordable housing needs and recommends approaches to reduce the shortage.   | Moderately easy to prepare, and good for providing a clear understanding of problems and opportunities. Help engage partners to focus on affordable housing and provides good foundation for ongoing communication. Without a strategy, development partners and local champions are less likely to be engaged. However, can be difficult to prioritize creating a strategy and requires follow through on plan results. |
|                   | Engagement and communication | Generating support is critical for delivering affordable housing.  | Simple to implement and makes the provision of affordable housing a much easier process. If it begins too late, may cause costly delays to projects. Need to be careful about communication approach to avoid leading to feeling of disrespect and creating barriers.  |

Sincerely,

**URBAN MATTERS CCC.**

Date: August 9, 2019  
Subject: Salmon Arm Community Housing Strategy – Background Review  
File: 0752.0033.01



Matt Thomson  
Community Housing Lead

/Click here to enter text.

cc: Marina Jozipovic, Housing and Planning Consultant, Urban Matters CCC  
Jodee Ng, Community Housing Analyst, Urban Matters CCC  
Emily Gray, Community Planner, Urban Systems

## APPENDIX D: VERBATIM COMMENTS

Verbatim comments received in the focus groups are provided in the following tables.



## Seniors

### What housing needs are you seeing in Salmon Arm?

- Affordability – 1500 / month rent in small / no pension is impossible
- Accessibility – apartment rents more affordable but don't have elevators
- Internet forms to access non-market
  - o Need to know where to go & what to look for
- Salmon Arm is a seniors' City
- Minor situation (e.g. interest rates) causing homelessness / at risk of homelessness
- Want a permanent place / avoid moving
- Education
  - o Access to support
  - o Strata / downsizing
- "In the volunteer work I do I see the need for single older women having difficulty in managing their finances even when they are living in the lowest cost housing. Can't afford a car, TV - they keep looking for something cheaper. It's sad."
- "Homeless people are having trouble coping because some of them have mental illness and they are not getting the help they need."

### What barriers or challenges are you aware of when it comes to accessing housing for seniors in Salmon Arm?

- **Strata fees**
  - o used to living in own & maintaining on own
  - o transitioning into paying fees rather than maintaining home on own
  - o should be social (social contract) / emotional factor, not just money / economics
  - o collective maintenance by seniors (80 years old people changing bulbs)
  - o unexpected costs on fixed income
    - ⇒ E.g. don't realize they need support to meet social needs & use strata fees for this
- **Transit / walking access**
- **Elevators** – need
- **Rental costs**
- People falling through the cracks who are not 55+ to access non-market, but don't make enough to enter regular market
- **Wages** – many jobs in Salmon Arm are low-paying (e.g. retail, restaurants, ...)
- **Mobility**
  - o not everyone can afford to drive
  - o sidewalks – need links; especially challenging in winter; crossing Hwy 1
  - o Safety needs are not met for some -> City needs to focus more on meeting these
- Fixed, limited income

## What opportunities do you see for growing affordable housing in Salmon Arm?

- Guaranteed annual income + pharma-care / extended benefits
- Transportation planning
- Look at meeting basic needs for everyone
- Train crossing
- Relax fees & taxes & regulations
- Assisted home ownership program (AHOC)
- New operating models (Eco. Village)
- Teach / younger generation needs better life skills, financial planning, budgeting

## What changes have you seen in housing in Salmon Arm? What could change that course?

- Highway crossing / transportation
- Affordability has been a growing problem
  - o Unprecedented rates
  - o Pricing people out (young people)
- Costs of building materials and costs of meeting building code standards are growing
  - ➔ It's expensive to build, so it's expensive to buy or rent a home
  - ➔ Development charges, GST, PST
- Own home for a long time = more stable

## What strategies or best practices would you encourage for affordable housing in Salmon Arm

- Vancouver Resource Society operating model – also need smaller versions
- Access to services & facilities with strata fees
- Partnership with NPs to reduce costs for senior housing
- Social community built into housing developments
- Kamloops intentional living – rent but also provide a sense of ownership – Rare Birds
- “Peer support is a good way to help people with mental health so they can help each other. This could apply to many areas of people's problems. Single parents, divorcees etc.”

## Any other observations?

- Shutting down assisted-living facilities without proper notice & supports was outrageous (McGuire Lake Congregate Living Facility)
  - o Who can stop that?
  - o Community support can help – but it decreases as the town grows
- Don't realize the need
- Multi-generational works well for some

- Example – living alone in single-family home after wife passed away, daughter and son-in-law moved in
- What is Denmark doing
- Recognizing transitions – hard to learn about stratas and ins-and-outs of downsizing from single-family to strata living

## People with Lived Experience

If you are willing, can you share how old you are and a little about what contributed to your experience of being homeless?

- **Landlord** – bad, unsafe living conditions (bugs)
  - o They want to know details – job, criminal records, references, social media
  - o Not enough ways to protect against bad “landlording”
  - o Tried health inspector
  - o Left & came back to find stuff thrown away
- Other tenants / living conditions can’t get along with
- Finding pet-friendly – pets line family
- **Affordability**
  - o Landlords are asking Vancouver process without appropriate wages / social assistance - \$375 can’t even get a room
  - o Especially a problem for women with kids
- ICBC problems
- Selling houses in Vancouver & buying here, then renting to cover mortgage
- This is not Vancouver or Kelowna
- In past, there were good paying jobs we were spoiled, but not anymore
- Empty houses – vacation homes
  - ➔ Tax is not effective / high enough
- First time homeless due to the effort
- Cold in tents – born & raised in Kamloops area
- Finding geographically accessible place
  - o Bus service not great
- Sleeping in cars, mobile homes is becoming more frequent
- Parents can’t have children in if living in old folks home
- IDEA: crown land area for Rus with solar panels and wind power plants
- IDEA: multi-generation housing in big-enough place
- Living together with something enjoyable = happier

What changes have you seen, and what could change that course?

- Past 2-3 years – prices out of control
- Churches / services stretched helping immigrants but don’t help people here
  - o Not fair, people getting angry
  - o For politics

- Understand that these people are from war-torn countries, but immigrants are getting houses, jobs, cars, \$610/month living allowance
- Construction of new non-market units is too slow – when the projects are all paid for, construction is slow
- Health problems = no energy to work & get \$375/month = homeless for about 4 years
- IDEA: BC housing take over buildings (e.g. McGuire Manor) – City property???
- Health inspectors can help in some cases, BUT – gray area

## What types of services – support/shelter/housing – do you access?

- There are options – Harvest (Feed Enderby took over Salvation Army there), Red Cross, Salvation Army
  - Service BC is helpful (e.g. photo ID)
  - ALR restrictions are an issue – keeping land out of housing
    - IDEA: open it up
- IDEA: expand transit service to N./S., Canoe & Ranchero - \$50 lower incomes can access lower rate housing
  - No access to services in Salmon Arm
- Services have long waits – should coordinate services to shorter waiting times
  - Workers overworked
- CMHA, Recreation Centre (e.g. showers – \$3.50 shower, but \$4 swim etc.), Padola Hotel, Travel Lodge - \$5 showers
- Spend time at Time Horton's, Wendy's
- RCMP chases people out (e.g. dog parks, Walmart, NIB / ALIB lord) but hear from people from elsewhere that they are nice
- IDEA: indigenous land for housing support

## What do you need that you can't find/access?

- Affordability to park mobile homes / RVs (Cedars)
  - \$25/night tent
  - \$600/month RV pad
- 24/7 open spaces – otherwise go to malls etc. to stay warm
- Biggest barrier is getting into a place -> can't manage huge damage deposit & upfront costs
  - IDEA: need an option to pay over time
- What would your ideal type of housing be?
  - Bachelor suite with fridge and cooking space (*4 participants said this*), with yard for dogs, small, wouldn't mind pull at couch
  - Tear drop trailers
  - Have a spot where kids can stay – 2-bed



- Costs of school supplies, support payments, supporting them
- But never there b/c work all the time
- Not shared washroom, but shared laundry would not be a big deal
- Access / proximity to services & meals
- Routes & timing of transit
- Need pet-friendly

## What could help you move out of homelessness?

- IDEA: about managing first payment / deposit (flexible timing) – e.g. first + last month rent, utilities, hook up fees, etc.
  - Rent banks – 2 year payment, low interest rates
- Without 24/7 shelters, hard to find a place to sleep to work graveyard shifts, cleaning jobs, etc.
  - Can't even work to 9pm & get bed -> all full
  - Have to choose between work and staying warm at night

## Last Comments

- Summer all the time
- Does the task force have open meetings?
  - City council does – will review
- Rental Housing Task Force in BC last year looked at tenants and landlords
- IDEA = PREVENTION
  - Many people are right on the edge
  - Affordability is the problem – need to cap.
  - Need to think at a higher level
- 24/7 access is important
- Local donations to local services
- Rent-to-own program – could put some of renters towards owning
- Counselling & life skills support for everyone + more helpful!

## APPENDIX E: OTHER REQUIRED DATA

Local governments are not required to report on all data they are required to collect for the purposes of Housing Needs Reports. This appendix provides raw, unformatted data tables with some of the more detailed Census data collected for Salmon Arm’s Housing Needs Report. Like the Summary Form, data is from various sources, including different Census tabulations and custom datasets, and may not exactly match the values included in the body of the report.

3(1)(a)(i)Total Population in Private Households

|            | 2006   | 2011   | 2016   |
|------------|--------|--------|--------|
| Population | 15,505 | 16,865 | 17,030 |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3(1)(a)(ii),(iii)Average and Median Age in Private Households

|         | 2006 | 2011 | 2016 |
|---------|------|------|------|
| Average | 42.6 | 44.5 | 45.7 |
| Median  | 45.5 | 47.5 | 49.2 |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3(1)(a)(iv)Age Group Distribution in Private Households

|                   | 2006   |      | 2011   |      | 2016   |      |
|-------------------|--------|------|--------|------|--------|------|
|                   | #      | %    | #      | %    | #      | %    |
| Total             | 15,505 | 100% | 16,865 | 100% | 17,030 | 100% |
| 0 to 14 years     | 2,510  | 16%  | 2,570  | 15%  | 2,615  | 15%  |
| 15 to 19 years    | 1,120  | 7%   | 1,135  | 7%   | 940    | 6%   |
| 20 to 24 years    | 830    | 5%   | 800    | 5%   | 795    | 5%   |
| 25 to 64 years    | 7,855  | 51%  | 8,620  | 51%  | 8,375  | 49%  |
| 65 to 84 years    | 2,870  | 19%  | 3,345  | 20%  | 3,755  | 22%  |
| 85 years and over | 310    | 2%   | 400    | 2%   | 540    | 3%   |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3(1)(a)(v)Private Households

|            | 2006  | 2011  | 2016  |
|------------|-------|-------|-------|
| Households | 6,540 | 7,345 | 7,460 |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3(1)(a)(vi)Average Private Household Size

|                        | 2006 | 2011 | 2016 |
|------------------------|------|------|------|
| Average household size | 2.4  | 2.3  | 2.3  |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3(1)(a)(vii)Private Households by Size

|                  | 2006  |      | 2011  |      | 2016  |      |
|------------------|-------|------|-------|------|-------|------|
|                  | #     | %    | #     | %    | #     | %    |
| Total            | 6,540 | 100% | 7,345 | 100% | 7,460 | 100% |
| 1-person         | 1,690 | 26%  | 2,150 | 29%  | 2,205 | 30%  |
| 2-person         | 2,685 | 41%  | 2,940 | 40%  | 3,035 | 41%  |
| 3-person         | 820   | 13%  | 960   | 13%  | 910   | 12%  |
| 4-person         | 910   | 14%  | 820   | 11%  | 815   | 11%  |
| 5-or-more-person | 435   | 7%   | 480   | 7%   | 495   | 7%   |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3(1)(a)(viii)Private Households by Tenure

|                      | 2006  |      | 2011  |      | 2016  |      |
|----------------------|-------|------|-------|------|-------|------|
|                      | #     | %    | #     | %    | #     | %    |
| Total                | 6,540 | 100% | 7,345 | 100% | 7,460 | 100% |
| Owner                | 5,185 | 79%  | 5,565 | 76%  | 5,765 | 77%  |
| Renter               | 1,355 | 21%  | 1,780 | 24%  | 1,695 | 23%  |
| Other (Band Housing) | 0     | 0%   | 0     | 0%   | 0     | 0%   |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3(1)(a)(ix)Renter Private Households in Subsidized Housing (Subsidized Rental Housing Data Not Collected Until 2011)

|   | 2006  |      | 2011  |      | 2016  |      |
|---|-------|------|-------|------|-------|------|
|   | #     | %    | #     | %    | #     | %    |
| Renter households                       | 1,350 | 100% | 1,785 | 100% | 1,685 | 100% |
| Renter households in subsidized housing | #N/A  | #N/A | 390   | 22%  | 270   | 16%  |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3(1)(a)(x) Mobility Status of Population in Private Households

|             | 2006   | 2011   | 2016   |
|-------------|--------|--------|--------|
| Total       | 15,355 | 16,750 | 16,905 |
| Mover       | 2,815  | 2,035  | 2,635  |
| Migrant     | 1,450  | 740    | 1,095  |
| Non-migrant | 1,365  | 1,295  | 1,540  |
| Non-mover   | 12,535 | 14,715 | 14,265 |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3(1)(b) Population Growth in Private Households (period between indicated census and census preceding it)

|                       | 2006 | 2011  | 2016 |
|-----------------------|------|-------|------|
| Growth (#)            | -    | 1,360 | 165  |
| Percentage Growth (%) | -    | 8.8%  | 1.0% |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

3(1)(c) Number of Students Enrolled in Post-Secondary Institutions Located in the Area

|                                 | 2018-2019 |
|---------------------------------|-----------|
| Okanagan College (all campuses) | 5452      |
| Salmon Arm Campus               | 420       |

Source: Data Set Published by BC Ministry of Advanced Education, Skills and Training and estimate provided by Okanagan College Salmon Arm Campus

3(1)(d) Number of Individuals Experiencing Homelessness

|                                       | 2019                    |
|---------------------------------------|-------------------------|
| Individuals experiencing homelessness | 50 - 60 (estimate only) |

Source: Estimate by frontline staff.

3(2)(a) Anticipated Population

|                        | 2019   | 2020   | 2021   | 2022   | 2023   | 2024   |
|------------------------|--------|--------|--------|--------|--------|--------|
| Anticipated population | 17,876 | 17,933 | 17,990 | 18,024 | 18,057 | 18,091 |

Source: Derived from BC Stats Population Estimates/Projections, and Statistics Canada Census Program Data

3(2)(b) Anticipated Population Growth (to indicated period)

|                                   | 2019  | 2020  | 2021  | 2022  | 2023  | 2024  |
|-----------------------------------|-------|-------|-------|-------|-------|-------|
| Anticipated growth (#)            | 1,974 | 1,975 | 1,976 | 1,977 | 1,978 | 1,979 |
| Anticipated percentage growth (%) | 1%    | 1%    | 2%    | 2%    | 2%    | 2%    |

Source: Derived from BC Stats Population Estimates/Projections, and Statistics Canada Census Program Data

3(2)(c),(d) Anticipated Average and Median Age

|                         | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-------------------------|------|------|------|------|------|------|
| Anticipated average age | 47.1 | 47.2 | 47.2 | 47.3 | 47.3 | 47.4 |
| Anticipated median age  | 50.3 | 50.2 | 50   | 49.9 | 49.7 | 49.5 |

Source: Derived from BC Stats Population Estimates/Projections, and Statistics Canada Census Program Data

3(2)(e)Anticipated Age Group Distribution

|                   | 2019   |      | 2020   |      | 2021   |      | 2022   |      | 2023   |      | 2024   |      |
|-------------------|--------|------|--------|------|--------|------|--------|------|--------|------|--------|------|
|                   | #      | %    | #      | %    | #      | %    | #      | %    | #      | %    | #      | %    |
| Anticipated total | 17,876 | 100% | 17,933 | 100% | 17,990 | 100% | 18,024 | 100% | 18,057 | 100% | 18,091 | 100% |
| 0 to 14 years     | 2,533  | 14%  | 2,505  | 14%  | 2,478  | 14%  | 2,449  | 14%  | 2,421  | 13%  | 2,393  | 13%  |
| 15 to 19 years    | 964    | 5%   | 974    | 5%   | 984    | 5%   | 984    | 5%   | 985    | 5%   | 986    | 5%   |
| 20 to 24 years    | 839    | 5%   | 851    | 5%   | 862    | 5%   | 880    | 5%   | 898    | 5%   | 916    | 5%   |
| 25 to 64 years    | 8,490  | 47%  | 8,503  | 47%  | 8,516  | 47%  | 8,480  | 47%  | 8,445  | 47%  | 8,409  | 46%  |
| 65 to 84 years    | 4,185  | 23%  | 4,233  | 24%  | 4,282  | 24%  | 4,358  | 24%  | 4,434  | 25%  | 4,510  | 25%  |
| 85 years and over | 865    | 5%   | 867    | 5%   | 869    | 5%   | 872    | 5%   | 874    | 5%   | 877    | 5%   |

Source: Derived from BC Stats Population Estimates/Projections, and Statistics Canada Census Program Data

3(2)(f)Anticipated Households

|                        | 2019  | 2020  | 2021  | 2022  | 2023  | 2024  |
|------------------------|-------|-------|-------|-------|-------|-------|
| Anticipated households | 7,583 | 7,617 | 7,650 | 7,673 | 7,696 | 7,719 |

Source: Derived from BC Stats Population Estimates/Projections, and Statistics Canada Census Program Data

3(2)(g)Anticipated Average Household Size

|                                    | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|------------------------------------|------|------|------|------|------|------|
| Anticipated average household size | 2.4  | 2.4  | 2.4  | 2.3  | 2.3  | 2.3  |

Source: Derived from BC Stats Population Estimates/Projections, and Statistics Canada Census Program Data

4(a),(b)Average and Median Before-Tax Private Household Income

|         | 2006     | 2011     | 2016     |
|---------|----------|----------|----------|
| Average | \$67,748 | \$66,360 | \$82,557 |
| Median  | \$54,739 | \$53,650 | \$63,557 |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

4(c)Before-Tax Private Household Income by Income Bracket

|                     | 2006  |      | 2011  |      | 2016  |      |
|---------------------|-------|------|-------|------|-------|------|
|                     | #     | %    | #     | %    | #     | %    |
| Total               | 6,540 | 100% | 7,350 | 100% | 7,460 | 100% |
| \$0-\$4,999         | 105   | 2%   | 170   | 2%   | 50    | 1%   |
| \$5,000-\$9,999     | 50    | 1%   | 80    | 1%   | 55    | 1%   |
| \$10,000-\$14,999   | 225   | 3%   | 260   | 4%   | 225   | 3%   |
| \$15,000-\$19,999   | 470   | 7%   | 365   | 5%   | 375   | 5%   |
| \$20,000-\$24,999   | 315   | 5%   | 475   | 6%   | 405   | 5%   |
| \$25,000-\$29,999   | 330   | 5%   | 480   | 7%   | 355   | 5%   |
| \$30,000-\$34,999   | 455   | 7%   | 375   | 5%   | 410   | 5%   |
| \$35,000-\$39,999   | 295   | 5%   | 425   | 6%   | 425   | 6%   |
| \$40,000-\$44,999   | 355   | 5%   | 320   | 4%   | 305   | 4%   |
| \$45,000-\$49,999   | 375   | 6%   | 470   | 6%   | 335   | 4%   |
| \$50,000-\$59,999   | 625   | 10%  | 555   | 8%   | 590   | 8%   |
| \$60,000-\$69,999   | 520   | 8%   | 615   | 8%   | 565   | 8%   |
| \$70,000-\$79,999   | 480   | 7%   | 455   | 6%   | 590   | 8%   |
| \$80,000-\$89,999   | 320   | 5%   | 385   | 5%   | 410   | 5%   |
| \$90,000-\$99,999   | 330   | 5%   | 400   | 5%   | 390   | 5%   |
| \$100,000-\$124,999 | 560   | 9%   | 600   | 8%   | 705   | 9%   |
| \$125,000-\$149,999 | 310   | 5%   | 330   | 4%   | 460   | 6%   |
| \$150,000-\$199,999 | 320   | 5%   | 445   | 6%   | 455   | 6%   |
| \$200,000 and over  | 115   | 2%   | 140   | 2%   | 355   | 5%   |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing



4(d)

Before-Tax Renter Private Household Income by Income Bracket

|                     | 2006  |      | 2011  |      | 2016  |      |
|---------------------|-------|------|-------|------|-------|------|
|                     | #     | %    | #     | %    | #     | %    |
| Total               | 1,355 | 100% | 1,780 | 100% | 1,700 | 100% |
| \$0-\$4,999         | 55    | 4%   | 45    | 3%   | 15    | 1%   |
| \$5,000-\$9,999     | 30    | 2%   | 45    | 3%   | 50    | 3%   |
| \$10,000-\$14,999   | 125   | 9%   | 180   | 10%  | 135   | 8%   |
| \$15,000-\$19,999   | 215   | 16%  | 145   | 8%   | 195   | 11%  |
| \$20,000-\$24,999   | 85    | 6%   | 255   | 14%  | 180   | 11%  |
| \$25,000-\$29,999   | 125   | 9%   | 240   | 13%  | 130   | 8%   |
| \$30,000-\$34,999   | 70    | 5%   | 110   | 6%   | 155   | 9%   |
| \$35,000-\$39,999   | 85    | 6%   | 55    | 3%   | 110   | 6%   |
| \$40,000-\$44,999   | 95    | 7%   | 85    | 5%   | 85    | 5%   |
| \$45,000-\$49,999   | 55    | 4%   | 180   | 10%  | 95    | 6%   |
| \$50,000-\$59,999   | 110   | 8%   | 115   | 6%   | 140   | 8%   |
| \$60,000-\$69,999   | 75    | 6%   | 70    | 4%   | 65    | 4%   |
| \$70,000-\$79,999   | 60    | 4%   | 55    | 3%   | 95    | 6%   |
| \$80,000-\$89,999   | 55    | 4%   | 35    | 2%   | 50    | 3%   |
| \$90,000-\$99,999   | 10    | 1%   | 45    | 3%   | 45    | 3%   |
| \$100,000-\$124,999 | 80    | 6%   | 40    | 2%   | 85    | 5%   |
| \$125,000-\$149,999 | 0     | 0%   | 45    | 3%   | 25    | 1%   |
| \$150,000-\$199,999 | 15    | 1%   | 30    | 2%   | 15    | 1%   |
| \$200,000 and over  | 0     | 0%   | 0     | 0%   | 10    | 1%   |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

4(e)

Before-Tax Owner Private Household Income by Income Bracket

|                     | 2006  |      | 2011  |      | 2016  |      |
|---------------------|-------|------|-------|------|-------|------|
|                     | #     | %    | #     | %    | #     | %    |
| Total               | 5,185 | 100% | 5,570 | 100% | 5,765 | 100% |
| \$0-\$4,999         | 50    | 1%   | 130   | 2%   | 35    | 1%   |
| \$5,000-\$9,999     | 20    | 0%   | 40    | 1%   | 10    | 0%   |
| \$10,000-\$14,999   | 100   | 2%   | 80    | 1%   | 85    | 1%   |
| \$15,000-\$19,999   | 255   | 5%   | 225   | 4%   | 180   | 3%   |
| \$20,000-\$24,999   | 225   | 4%   | 220   | 4%   | 220   | 4%   |
| \$25,000-\$29,999   | 205   | 4%   | 235   | 4%   | 225   | 4%   |
| \$30,000-\$34,999   | 380   | 7%   | 265   | 5%   | 255   | 4%   |
| \$35,000-\$39,999   | 210   | 4%   | 375   | 7%   | 310   | 5%   |
| \$40,000-\$44,999   | 260   | 5%   | 235   | 4%   | 220   | 4%   |
| \$45,000-\$49,999   | 320   | 6%   | 290   | 5%   | 235   | 4%   |
| \$50,000-\$59,999   | 510   | 10%  | 440   | 8%   | 450   | 8%   |
| \$60,000-\$69,999   | 445   | 9%   | 545   | 10%  | 500   | 9%   |
| \$70,000-\$79,999   | 420   | 8%   | 395   | 7%   | 495   | 9%   |
| \$80,000-\$89,999   | 270   | 5%   | 350   | 6%   | 360   | 6%   |
| \$90,000-\$99,999   | 320   | 6%   | 355   | 6%   | 350   | 6%   |
| \$100,000-\$124,999 | 480   | 9%   | 560   | 10%  | 625   | 11%  |
| \$125,000-\$149,999 | 295   | 6%   | 285   | 5%   | 440   | 8%   |
| \$150,000-\$199,999 | 305   | 6%   | 410   | 7%   | 435   | 8%   |
| \$200,000 and over  | 115   | 2%   | 135   | 2%   | 345   | 6%   |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

4(f),(g) Average and Median Before-Tax Private Household Income by Tenure

|         | 2006  | 2011  | 2016  |
|---------|-------|-------|-------|
| Average | 67748 | 66360 | 82557 |
| Owner   | 74548 | 74465 | 93520 |
| Renter  | 41721 | 41005 | 45293 |
| Median  | 54739 | 53650 | 63557 |
| Owner   | 62232 | 62833 | 73086 |
| Renter  | 33667 | 29481 | 34540 |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

5(a) Workers in the Labour Force for Population in Private Households

|                         | 2006  | 2011  | 2016  |
|-------------------------|-------|-------|-------|
| Workers in labour force | 7,805 | 8,395 | 8,290 |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

5(b) Workers by NAICS Sector for Population in Private Households

|  | 2006  |      | 2011  |      | 2016  |      |
|--|-------|------|-------|------|-------|------|
|  | #     | %    | #     | %    | #     | %    |
| Total  | 7,805 | 100% | 8,395 | 100% | 8,290 | 100% |
| All Categories   | 7,745 | 99%  | 8,205 | 98%  | 8,200 | 99%  |
| 11 Agriculture, forestry, fishing and hunting                            | 485   | 6%   | 455   | 5%   | 400   | 5%   |
| 21 Mining, quarrying, and oil and gas extraction                         | 65    | 1%   | 130   | 2%   | 100   | 1%   |
| 22 Utilities   | 20    | 0%   | 40    | 0%   | 40    | 0%   |
| 23 Construction  | 730   | 9%   | 655   | 8%   | 725   | 9%   |
| 31-33 Manufacturing  | 890   | 11%  | 530   | 6%   | 775   | 9%   |
| 41 Wholesale trade   | 175   | 2%   | 175   | 2%   | 175   | 2%   |
| 44-45 Retail trade   | 1,065 | 14%  | 1,010 | 12%  | 1,280 | 15%  |
| 48-49 Transportation and warehousing                                     | 220   | 3%   | 320   | 4%   | 270   | 3%   |
| 51 Information and cultural industries                                   | 120   | 2%   | 160   | 2%   | 100   | 1%   |
| 52 Finance and insurance   | 265   | 3%   | 240   | 3%   | 240   | 3%   |
| 53 Real estate and rental and leasing                                    | 185   | 2%   | 160   | 2%   | 170   | 2%   |
| 54 Professional, scientific and technical services                       | 370   | 5%   | 415   | 5%   | 430   | 5%   |
| 55 Management of companies and enterprises                               | 0     | 0%   | 0     | 0%   | 10    | 0%   |
| 56 Administrative and support, waste management and remediation services | 230   | 3%   | 315   | 4%   | 260   | 3%   |
| 61 Educational services  | 575   | 7%   | 785   | 9%   | 605   | 7%   |
| 62 Health care and social assistance                                     | 915   | 12%  | 1,050 | 13%  | 1,090 | 13%  |
| 71 Arts, entertainment and recreation                                    | 125   | 2%   | 175   | 2%   | 190   | 2%   |
| 72 Accommodation and food services                                       | 550   | 7%   | 710   | 8%   | 630   | 8%   |
| 81 Other services (except public administration)                         | 495   | 6%   | 510   | 6%   | 435   | 5%   |
| 91 Public administration   | 255   | 3%   | 355   | 4%   | 265   | 3%   |
| Not Applicable   | 60    | 1%   | 190   | 2%   | 85    | 1%   |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

## 6(1)(a) Housing Units for Private Households

|               |       |
|---------------|-------|
|               | 2016  |
| Housing units | 7,460 |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

## 6(1)(b) Housing Units by Structural Type for Private Households

|  | 2016  |      |
|--|-------|------|
|  | #     | %    |
| Total  | 7,460 | 100% |
| Single-detached house                                  | 4,770 | 64%  |
| Apartment in a building that has five or more units    | 0     | 0%   |
| Other attached dwelling                                | 2,340 | 31%  |
| Semi-detached house                                    | 215   | 3%   |
| Row house  | 535   | 7%   |
| Apartment or flat in a duplex                          | 620   | 8%   |
| Apartment in a building that has fewer than five units | 940   | 13%  |
| Other single-attached house                            | 35    | 0%   |
| Movable dwelling                                       | 355   | 5%   |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

6(1)(c) Housing Units by Number of Bedrooms for Private Households

|                   | 2016  |
|-------------------|-------|
| Total             | 7,460 |
| No-bedroom        | 15    |
| 1-bedroom         | 695   |
| 2-bedroom         | 1,910 |
| 3-bedroom         | 2,415 |
| 4-or-more-bedroom | 2,430 |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

## 6(1)(d) Housing by Period of Construction for Private Households

|                 | 2016  |      |
|-----------------|-------|------|
|                 | #     | %    |
| Total           | 7,460 | 100% |
| 1960 or earlier | 875   | 12%  |
| 1961-1980       | 2,365 | 32%  |
| 1981-1990       | 975   | 13%  |
| 1991-2000       | 1,600 | 21%  |
| 2001-2010       | 1,250 | 17%  |
| 2011-2016       | 390   | 5%   |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

6(1)(e) Subsidized Housing Units

|                          |      |
|--------------------------|------|
|                          | 2016 |
| Subsidized housing units | 476  |

Source: Data Set Published by BC Ministry of Municipal Affairs and Housing, Data from BC Housing

## 6(1)(f)(i) Average and Median Assessed Housing Values

[illegible]

Source: BC Assessment

6(1)(f)(ii) Average and Median Assessed Housing Values by Structure Type

[illegible]

Source: BC AssessmentSource: BC AssessmentSource: BC AssessmentSource: BC Assessment

6(1)(g)(iii) Average and Median Housing Sale Prices by Number of Bedrooms

|                    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |            |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| No-bedroom         | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A        |
| 1-bedroom          | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | \$ 400,000 |
| 2-bedroom          | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | \$ 387,692 |
| 3-or-more bedrooms | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | \$ 446,300 |

Source: BC Assessment

|            |                                 |       |       |       |       |       |       |       |       |       |       |       |       |       |
|------------|---------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 6(1)(h)(i) | Average and Median Monthly Rent |       |       |       |       |       |       |       |       |       |       |       |       |       |
|            | 2005                            | 2006  | 2007  | 2008  | 2009  | 2010  | 2011  | 2012  | 2013  | 2014  | 2015  | 2016  | 2017  | 2018  |
| Average    | \$580                           | \$591 | \$625 | \$637 | \$679 | \$703 | \$708 | \$726 | \$731 | \$733 | \$744 | \$759 | \$783 | \$801 |
| Median     | \$550                           | \$575 | \$600 | \$615 | \$675 | \$700 | \$695 | \$720 | \$725 | \$720 | \$725 | \$750 | \$763 | \$800 |

Source: CMHC Primary Rental Market Survey

|                    |   |       |       |       |       |       |       |       |       |       |       |       |       |       |
|--------------------|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 6(1)(h)(ii)        | Average and Median Monthly Rent by Number of Bedrooms |       |       |       |       |       |       |       |       |       |       |       |       |       |
|                    | 2005  | 2006  | 2007  | 2008  | 2009  | 2010  | 2011  | 2012  | 2013  | 2014  | 2015  | 2016  | 2017  | 2018  |
| Average            | \$580   | \$591 | \$625 | \$637 | \$679 | \$703 | \$708 | \$726 | \$731 | \$733 | \$744 | \$759 | \$783 | \$801 |
| No-bedroom         | \$405   | \$411 | \$417 | \$482 | \$461 | \$478 | \$508 | \$502 | \$509 | \$460 | \$516 | \$560 | \$579 | N/A   |
| 1-bedroom          | \$520   | \$529 | \$553 | \$595 | \$606 | \$622 | \$639 | \$655 | \$656 | \$669 | \$673 | \$685 | \$715 | \$732 |
| 2-bedroom          | \$640   | \$650 | \$693 | \$683 | \$743 | \$774 | \$777 | \$788 | \$795 | \$796 | \$812 | \$831 | \$835 | \$845 |
| 3-or-more bedrooms | \$659   | \$673 | N/A   | N/A   | \$764 | \$841 | N/A   | N/A   | N/A   | N/A   | N/A   | N/A   | N/A   | N/A   |
| Median             | \$550   | \$575 | \$600 | \$615 | \$675 | \$700 | \$695 | \$720 | \$725 | \$720 | \$725 | \$750 | \$763 | \$800 |
| No-bedroom         | \$400   | \$400 | \$400 | \$425 | \$425 | \$430 | \$500 | \$500 | \$500 | \$460 | \$525 | \$550 | N/A   | N/A   |
| 1-bedroom          | \$500   | \$520 | \$540 | \$595 | \$600 | \$600 | \$650 | \$650 | \$650 | \$664 | \$675 | \$675 | \$720 | \$728 |
| 2-bedroom          | \$600   | \$635 | \$695 | \$695 | \$750 | \$750 | \$780 | \$775 | \$800 | \$795 | \$800 | \$820 | \$825 | \$820 |
| 3-or-more-bedrooms | \$650   | \$700 | N/A   | N/A   | \$800 | \$900 | N/A   | N/A   | N/A   | N/A   | N/A   | N/A   | N/A   | N/A   |

Source: CMHC Primary Rental Market Survey

|                   |                                    |       |      |      |       |      |       |      |       |      |       |      |      |      |
|-------------------|------------------------------------|-------|------|------|-------|------|-------|------|-------|------|-------|------|------|------|
| 6(1)(i),(j)       | Vacancy Rate by Number of Bedrooms |       |      |      |       |      |       |      |       |      |       |      |      |      |
|                   | 2005                               | 2006  | 2007 | 2008 | 2009  | 2010 | 2011  | 2012 | 2013  | 2014 | 2015  | 2016 | 2017 | 2018 |
| Total             | 3.4%                               | 1.6%  | 0.0% | 0.3% | 4.2%  | 3.4% | 4.6%  | 4.4% | 3.7%  | 1.3% | 2.6%  | 0.8% | 0.7% | 0.7% |
| No-bedroom        | 8.3%                               | 18.2% | 0.0% | 0.0% | 0.0%  | 0.0% | 18.3% | 9.1% | 18.2% | N/A  | 18.2% | 9.1% | N/A  | N/A  |
| 1-bedroom         | 2.9%                               | 2.4%  | 0.0% | 0.6% | 4.1%  | 2.5% | 4.2%  | 6.5% | 4.1%  | 1.3% | 2.4%  | 0.0% | 0.0% | N/A  |
| 2-bedroom         | 2.5%                               | 0.0%  | 0.0% | 0.0% | 3.9%  | 4.5% | 3.4%  | 2.8% | 2.4%  | 1.4% | 2.1%  | 1.0% | 1.2% | 0.0* |
| 3-or more bedroom | 2.9%                               | 0.0%  | 0.0% | 0.0% | 14.3% | 0.0% | 15.4% | 0.0% | 11.1% | N/A  | N/A   | N/A  | N/A  | N/A  |

Source: CMHC Primary Rental Market Survey

|                          |                                |            |
|--------------------------|--------------------------------|------------|
| 6(1)(k)(i),(ii),(iii)    | Rental Housing Units by Market |            |
|                          | 2018                           | Sept. 2019 |
| Primary rental market    | 402                            | N/A        |
| Secondary rental market  | N/A                            | N/A        |
| Short-term rental market | N/A                            | 80         |

Source: CMHC Primary Rental Market Survey, AirDNA



## 6(1)(l) Units in Housing Cooperatives

|                               |      |
|-------------------------------|------|
|                               | 2016 |
| Units in housing cooperatives | 40   |

Source: Data Set Published by the BC Ministry of Municipal Affairs and Housing

| 6(1)(m)(i) | Housing Units Demolished |
|------------|--------------------------|
|------------|--------------------------|

[illegible]

## 6(1)(m)(ii) Housing Units Demolished by Structure Type

[illegible]

## 6(1)(m)(iii) Housing Units Demolished by Tenure

[illegible]

## 6(1)(m)(iv) Housing Units Demolished by Number of Bedrooms

[illegible]

6(1)(n)(i) Housing Units Substantially Completed

[illegible]

| 6(1)(n)(ii) | Housing Units Substantially Completed by Structure Type |
|-------------|---|
| 1           | 1   |
| 2           | 2   |
| 3           | 3   |
| 4           | 4   |
| 5           | 5   |
| 6           | 6   |
| 7           | 7   |
| 8           | 8   |
| 9           | 9   |
| 10          | 10  |
| 11          | 11  |
| 12          | 12  |
| 13          | 13  |
| 14          | 14  |
| 15          | 15  |
| 16          | 16  |
| 17          | 17  |
| 18          | 18  |
| 19          | 19  |
| 20          | 20  |
| 21          | 21  |
| 22          | 22  |
| 23          | 23  |
| 24          | 24  |
| 25          | 25  |
| 26          | 26  |
| 27          | 27  |
| 28          | 28  |
| 29          | 29  |
| 30          | 30  |
| 31          | 31  |
| 32          | 32  |
| 33          | 33  |
| 34          | 34  |
| 35          | 35  |
| 36          | 36  |
| 37          | 37  |
| 38          | 38  |
| 39          | 39  |
| 40          | 40  |
| 41          | 41  |
| 42          | 42  |
| 43          | 43  |
| 44          | 44  |
| 45          | 45  |
| 46          | 46  |
| 47          | 47  |
| 48          | 48  |
| 49          | 49  |
| 50          | 50  |
| 51          | 51  |
| 52          | 52  |
| 53          | 53  |
| 54          | 54  |
| 55          | 55  |
| 56          | 56  |
| 57          | 57  |
| 58          | 58  |
| 59          | 59  |
| 60          | 60  |
| 61          | 61  |
| 62          | 62  |
| 63          | 63  |
| 64          | 64  |
| 65          | 65  |
| 66          | 66  |
| 67          | 67  |
| 68          | 68  |
| 69          | 69  |
| 70          | 70  |
| 71          | 71  |
| 72          | 72  |
| 73          | 73  |
| 74          | 74  |
| 75          | 75  |
| 76          | 76  |
| 77          | 77  |
| 78          | 78  |
| 79          | 79  |
| 80          | 80  |
| 81          | 81  |
| 82          | 82  |
| 83          | 83  |
| 84          | 84  |
| 85          | 85  |
| 86          | 86  |
| 87          | 87  |
| 88          | 88  |
| 89          | 89  |
| 90          | 90  |
| 91          | 91  |
| 92          | 92  |
| 93          | 93  |
| 94          | 94  |
| 95          | 95  |
| 96          | 96  |
| 97          | 97  |
| 98          | 98  |
| 99          | 99  |
| 100         | 100   |

|                          | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 |
|--------------------------|------|------|------|------|------|------|------|------|------|------|
| Total                    | 54   | 66   | 50   | 42   | 51   | 146  | 74   | 152  | 163  | 164  |
| Single-detached dwelling | 38   | 43   | 32   | 32   | 40   | 47   | 59   | 117  | 147  | 128  |
| Multi-family unit        | 16   | 23   | 18   | 10   | 11   | 99   | 15   | 35   | 16   | 36   |

Source: City of Salmon Arm, 2019

6(1)(n)(iii) Housing Units Substantially Completed by Tenure

[illegible]

| 6(1)(n)(iv) | Housing Units Substantially Completed by Number of Bedrooms |
|-------------|---|
|-------------|---|

[illegible]

|           |     |     |     |     |     |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1-bedroom | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2-bedroom | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 3-bedroom | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

6(1)(o)Number of Beds Provided for Students by Post-Secondary Institutions in the Area

|                |      |
|----------------|------|
|                | 2019 |
| Number of beds | 0    |

Source: Data Set Published by the BC Ministry of Municipal Affairs and Housing

6(1)(p)Number of Beds Provided by Shelters for Individuals Experiencing Homelessness and Units Provided for Individuals at Risk of Experiencing Homelessness

|  |      |
|--|------|
|  | 2019 |
| Beds for individuals experiencing homelessness | 46   |
| Units receiving non-market assistance          | 476  |

6(3)(a)New Homes Registered

|                                   |      |      |      |
|-----------------------------------|------|------|------|
|                                   | 2016 | 2017 | 2018 |
| New homes registered (BC Housing) | 103  | 152  | 175  |
| New housing starts (City)         | 152  | 163  | 164  |

Source: BC Housing and City of Salmon Arm

6(3)(b)New Homes Registered by Strucutre Type

|                       |      |      |      |
|-----------------------|------|------|------|
|                       | 2016 | 2017 | 2018 |
| New homes registered  | 103  | 152  | 175  |
| Single-detached house | 95   | 136  | 122  |
| Multi-family unit     | 8    | 16   | 53   |
| Purpose-built rental  | N/A  | N/A  | N/A  |

Source: BC Housing

6(3)(c)New Purpose-Built Rental Homes Registered

|   |      |      |      |
|---|------|------|------|
|   | 2016 | 2017 | 2018 |
| New purpose-built rental homes registered | N/A  | N/A  | N/A  |

Source: BC Housing

7(a)(i),(ii)Unaffordable Housing by Tenure for Private Households

|  | 2006  |            |             | 2011  |            |             | 2016  |            |             |
|--|-------|------------|-------------|-------|------------|-------------|-------|------------|-------------|
|  | #     | % of total | % of tenure | #     | % of total | % of tenure | #     | % of total | % of tenure |
| Total households                         | 6,250 | 100%       | 100%        | 6,900 | 100%       | 100%        | 7,165 | 100%       | 100%        |
| Owner                                    | 4,980 | 80%        | 100%        | 5,215 | 76%        | 100%        | 5,545 | 77%        | 100%        |
| Renter                                   | 1,270 | 20%        | 100%        | 1,680 | 24%        | 100%        | 1,620 | 23%        | 100%        |
| Total households in unaffordable housing | 1,220 | 20%        | 20%         | 1,620 | 23%        | 23%         | 1,430 | 20%        | 20%         |
| Owner                                    | 640   | 10%        | 13%         | 825   | 12%        | 16%         | 685   | 10%        | 12%         |
| Renter                                   | 580   | 9%         | 46%         | 795   | 12%        | 47%         | 745   | 10%        | 46%         |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

7(a)(iii),(iv)

Inadequate Housing by Tenure for Private Households

|  | 2006  |            |             | 2011  |            |             | 2016  |            |             |
|--|-------|------------|-------------|-------|------------|-------------|-------|------------|-------------|
|  | #     | % of total | % of tenure | #     | % of total | % of tenure | #     | % of total | % of tenure |
| Total households                       | 6,250 | 100%       | 100%        | 6,900 | 100%       | 100%        | 7,165 | 100%       | 100%        |
| Owner                                  | 4,980 | 80%        | 100%        | 5,215 | 76%        | 100%        | 5,545 | 77%        | 100%        |
| Renter                                 | 1,270 | 20%        | 100%        | 1,680 | 24%        | 100%        | 1,620 | 23%        | 100%        |
| Total households in inadequate housing | 535   | 9%         | 9%          | 485   | 7%         | 7%          | 420   | 6%         | 6%          |
| Owner                                  | 350   | 6%         | 7%          | 310   | 4%         | 6%          | 275   | 4%         | 5%          |
| Renter                                 | 185   | 3%         | 15%         | 180   | 3%         | 11%         | 150   | 2%         | 9%          |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

7(a)(v),(vi)

Unsuitable Housing by Tenure for Private Households

|  | 2006  |            |             | 2011  |            |             | 2016  |            |             |
|--|-------|------------|-------------|-------|------------|-------------|-------|------------|-------------|
|  | #     | % of total | % of tenure | #     | % of total | % of tenure | #     | % of total | % of tenure |
| Total households                       | 6,250 | 100%       | 100%        | 6,900 | 100%       | 100%        | 7,165 | 100%       | 100%        |
| Owner                                  | 4,980 | 80%        | 100%        | 5,215 | 76%        | 100%        | 5,545 | 77%        | 100%        |
| Renter                                 | 1,270 | 20%        | 100%        | 1,680 | 24%        | 100%        | 1,620 | 23%        | 100%        |
| Total households in unsuitable housing | 230   | 4%         | 4%          | 215   | 3%         | 3%          | 145   | 2%         | 2%          |
| Owner                                  | 90    | 1%         | 2%          | 130   | 2%         | 2%          | 75    | 1%         | 1%          |
| Renter                                 | 140   | 2%         | 11%         | 85    | 1%         | 5%          | 70    | 1%         | 4%          |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

7(b),(c)

Unemployment and Participation Rates for Population in Private Households

|  | 2016               |
|--|--------------------|
|  | Unemployment rate  |
|  | Participation rate |
|  | 6.3%               |
|  | 57.5%              |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

7(d),(e),(f),(g)

Commute to Work for Population in Private Households

|                                    | 2016  |      |
|------------------------------------|-------|------|
|                                    | #     | %    |
| Total                              | 6,065 | 100% |
| Commute within CSD                 | 4,900 | 81%  |
| Commute to different CSD within CD | 530   | 9%   |
| Commute to different CD within BC  | 575   | 9%   |
| Commute to different province      | 50    | 1%   |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

8(1)(a)(i),(ii)

Core Housing Need by Tenure for Private Households

|                            | 2006  |            |             | 2011  |            |             | 2016  |            |             |
|----------------------------|-------|------------|-------------|-------|------------|-------------|-------|------------|-------------|
|                            | #     | % of total | % of tenure | #     | % of total | % of tenure | #     | % of total | % of tenure |
| Total                      | 6,250 | 100%       | 100%        | 6,895 | 100%       | 100%        | 7,170 | 100%       | 100%        |
| Owner                      | 4,975 | 80%        | 100%        | 5,215 | 76%        | 100%        | 5,545 | 77%        | 100%        |
| Renter                     | 1,270 | 20%        | 100%        | 1,680 | 24%        | 100%        | 1,620 | 23%        | 100%        |
| Total in core housing need | 685   | 11%        | 11%         | 900   | 13%        | 13%         | 710   | 10%        | 10%         |
| Owner                      | 270   | 4%         | 5%          | 330   | 5%         | 6%          | 230   | 3%         | 4%          |
| Renter                     | 415   | 7%         | 33%         | 565   | 8%         | 34%         | 480   | 7%         | 30%         |

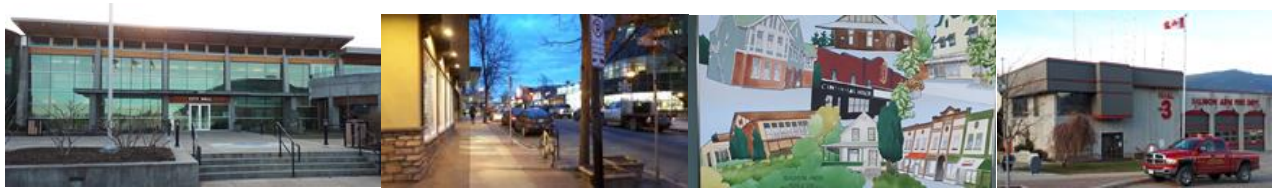
Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

8(1)(a)(iii),(iv)

Extreme Core Housing Need by Tenure for Private Households

|                                    | 2006  |            |             | 2011  |            |             | 2016  |            |             |
|------------------------------------|-------|------------|-------------|-------|------------|-------------|-------|------------|-------------|
|                                    | #     | % of total | % of tenure | #     | % of total | % of tenure | #     | % of total | % of tenure |
| Total                              | 6,250 | 100%       | 100%        | 6,895 | 100%       | 100%        | 7,170 | 100%       | 100%        |
| Owner                              | 4,975 | 80%        | 100%        | 5,215 | 76%        | 100%        | 5,545 | 77%        | 100%        |
| Renter                             | 1,270 | 20%        | 100%        | 1,680 | 24%        | 100%        | 1,620 | 23%        | 100%        |
| Total in extreme core housing need | 310   | 5%         | 5%          | 345   | 5%         | 5%          | 335   | 5%         | 5%          |
| Owner                              | 95    | 2%         | 2%          | 170   | 2%         | 3%          | 100   | 1%         | 2%          |
| Renter                             | 215   | 3%         | 17%         | 175   | 3%         | 10%         | 235   | 3%         | 15%         |

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing



# **City of Salmon Arm Community Energy and Emissions Plan**

**Final Document – November 2020**

**SALMON ARM**  
SMALL CITY, BIG IDEAS



### Acknowledgements

The Salmon Arm Community Energy and Emissions Plan (CEEP) was developed by the City of Salmon Arm in collaboration with the Community Energy Association.

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- Members of the Environmental Advisory Committee
- Stakeholders who offered feedback on potential climate actions and opportunities to collaborate with the City including: Interior Health, Regional District of Columbia Shuswap, Shuswap Recreation Society, North Okanagan-Shuswap School District No. 83, Ministry of Transportation and Infrastructure, FortisBC and BC Hydro.
- Community members who attended the public information session and provided comments on possible climate actions.
- Staff from City of Salmon Arm departments including Administration, Finance, Development Services, and Operations.



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## List of Acronyms

|                 |   |
|-----------------|---|
| BAU             | Business as Usual   |
| BCH             | BC Hydro  |
| CARIP           | Climate Action Revenue Incentive Program, administered through the Province of BC   |
| CEA             | Community Energy Association  |
| CEEI            | Community Energy and Emissions Inventory (inventories created by the Province for each local government)  |
| CEEP            | Community Energy and Emissions Plan   |
| CO <sub>2</sub> | Carbon Dioxide  |
| CSA             | City of Salmon Arm  |
| CSRD            | Columbia Shuswap Regional District  |
| DCC             | Development Cost Charge   |
| DPA             | Development Permit Area   |
| DPC             | Downtown Parking Commission (City of Salmon Arm)  |
| DSM             | Demand Side Management (name for measures used to reduce energy consumption)  |
| EAC             | Environmental Advisory Committee (City of Salmon Arm)   |
| ECAP            | Energy Conservation Assistance Program, a program offered through BC Hydro and FortisBC that provides free home energy efficiency retrofits to income qualifying households   |
| EV              | Electric Vehicle  |
| FBC             | FortisBC  |
| FCM             | Federation of Canadian Municipalities   |
| GHG             | Greenhouse Gas (there are several different anthropogenic GHGs and they have different relative impacts. When tonnes of GHGs are stated in the document the standard practice of stating this in equivalent of tonnes of carbon dioxide is followed. Carbon dioxide is the most important anthropogenic GHG.) |
| GJ              | Gigajoules (one of the standard measures of energy)   |
| GMF             | FCM's Green Municipal Fund  |
| HDV             | Heavy Duty Vehicles (or commercial vehicles)  |
| ICLEI           | Name of an FCM partner in the PCP program   |
| IH              | Interior Health Authority   |
| kWh             | kilowatt hours (standard measure of energy, typically used with electricity)  |
| LCR             | Low Carbon Resilience   |
| LDV             | Light Duty Vehicles (or passenger vehicles)   |
| LED             | Light Emitting Diode  |
| MOTI            | Ministry of Transportation and Infrastructure   |
| OCP             | Official Community Plan   |
| PCP             | FCM-ICLEI's Partners for Climate Protection   |
| PV              | Photovoltaics (solar panels that generate electricity)  |

## Executive Summary

The City of Salmon Arm is committed to climate action. The City has signed the BC Climate Action Charter and established a goal of 6% reduction of community GHG emissions from 2007 level by 2020 in the 2011 Official Community Plan. The annual CARIP reports describe actions the City has implemented to reduce GHG emissions. Some highlights of work undertaken include establishing a Climate Action Reserve fund, leadership on organic waste diversion, capturing value from biogenic methane, ban of plastic bags, solar array at the arts centre and geothermal at City Hall. On September 9, 2019, City Council declared a climate emergency with the resolution:

*The City of Salmon Arm declare a climate emergency and work towards achieving carbon neutrality consistent with the research of the Inter-Governmental Panel on Climate Change (IPCC) as well as the BC Climate Leadership Plan.*

To take climate action, the City of Salmon Arm engaged the Community Energy Association (CEA) to prepare a Community Energy and Emissions Plan (CEEP). On November 26, 2019, a workshop was held with City of Salmon Arm staff and members of Council, and representatives from the Environmental Advisory Committee, Columbia Shuswap Regional District, Interior Health, Ministry of Transportation & Infrastructure and Shuswap Recreation Society. CEA staff facilitated the one-day workshop, featuring an in-depth discussion on opportunities and potential community actions. Many thanks to the workshop group who spent their day reviewing energy, emissions, and energy expenditure data for the community as a whole and developing an action plan.

Although senior levels of government work on climate action policy, the City of Salmon Arm plays a key role in community climate action through building infrastructure, community planning, and hosting educational activities to influence changes in the categories of land use, energy use in buildings, transportation choices, solid waste diversion, and water use. In turn, government policy and action shapes the choices and decisions made by local residents and businesses taking individual actions resulting in collective climate action.

## Our Changing Climate

The climate is changing in British Columbia (BC) and around the world. The average global temperature has increased by 1 degree Celsius (°C) above pre-industrial levels and is expected to reach 1.5°C between 2030-2052, according to the Intergovernmental Panel on Climate Change. Salmon Arm is predicted to experience certain changes according to publicly available climatic data:<sup>1</sup>

- increases in annual mean temperatures
- increase in temperature of the hottest day
- a greater number of days over 30°C
- higher number of frost-free days

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<sup>1</sup> [climatedata.ca](http://climatedata.ca)

More extreme weather events such as floods, landslides, storms and wildfires can also be expected similar to those experienced in BC in 2017 and 2018. These changes to our local climate can affect our buildings and infrastructure, physical safety and health, water supply, agricultural resources, local economy and natural environment. It is important to adapt to climate impact in addition to taking action to lower greenhouse gas (GHG) emissions. The Salmon Arm CEEP provides an action plan focused on reducing GHG emissions in the community, which is one part of broader climate action strategy that also includes adapting to impacts.

### ***The Case for Climate Action***

Through Bill 27, the *Local Government (Green Communities) Statutes Amendment Act*, the Province of BC amended the *Local Government Act* and *Community Charter* to require local governments to set GHG reduction targets *and* outline actions and policies to achieve those targets in their Official Community Plans and Regional Growth Strategies. This Community Energy & Emissions Plan (CEEP) helps the City comply with legislation.

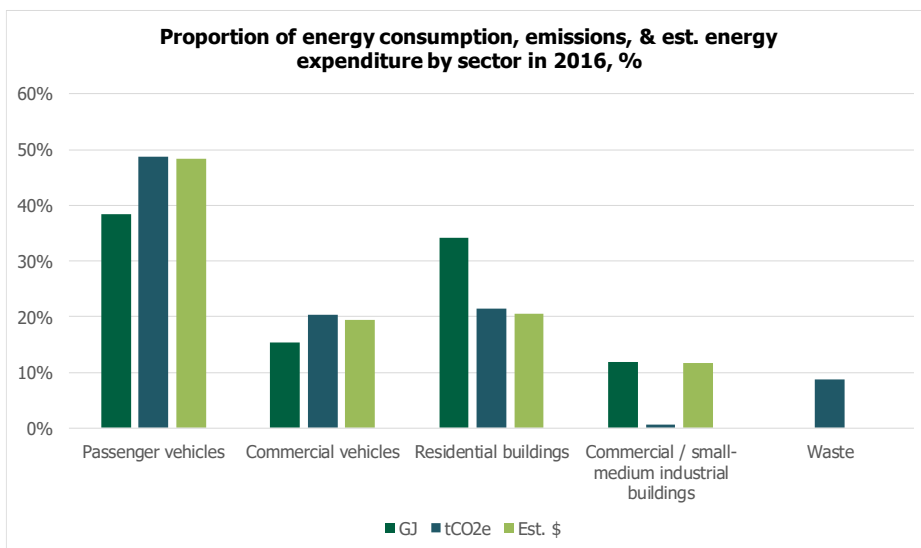
Beyond environmental benefits, reducing GHG emissions offers economic, social, and health benefits to communities. Reducing community energy expenditures can help local residents save money, augment local purchases, and stimulate the local economy. Many strategies to address climate change also improve physical and mental health of residents through active transportation and access to local, healthy food.

### ***Salmon Arm Climate Action and Current Emissions***

Salmon Arm has a population approaching 20,000 and is situated on the picturesque shores of Shuswap Lake in the Columbia Shuswap Regional District. Salmon Arm, “Small City, Big Ideas”, covers an area of 155 km<sup>2</sup>, boasts a beautiful natural setting and a compact downtown. Salmon Arm is located within the traditional territory of the Secwepemc. The laying of the Canadian Pacific Railway along the shores of Shuswap Lake in 1885 prompted the development of western settlement and since the 1960s, the TransCanada highway “roars” through its centre. The City of Salmon Arm incorporated in 1905.

Salmon Arm’s emission profile resembles that of many mid-size BC with a heavy dependence on automobile transport leading to high emissions from mobility fuels. For the purposes of the CEEP, the Salmon Arm population growth rate was selected as 1.99% (post 2016) to reflect its high growth rate.







The Province of BC has provided the total energy use and GHG emissions of the community for 2007, 2010, 2012 and 2016 through various sources. For the most recent inventory year, 2016, the total community annual energy expenditure was approximately \$64 million (\$3,600 per capita) and GHG emissions were approximately 129,600 tonnes (7.3 tonnes per capita). An overview of 2016 energy consumption, emissions and energy expenditures is shown in the adjacent chart.



The City's commitment to address climate change by reducing energy consumption and emissions will also support economic development and improved health outcomes for the community as whole. By reducing local energy expenditures, a significant co-benefit of implementing this plan is that it will assist residents and businesses with reducing their cost of living, and increase the likelihood they purchase goods and services locally.

## Priority Climate Actions

Based on input from municipal staff consultation, stakeholder and public engagement, and best practices, priority actions were identified to help Salmon Arm lower its community GHG emissions and adapt to climate impacts. For the CEEP, these actions fall within the following six Action Categories:

|   |  |  |
|---|--|--|
| Zero Emission Transportation<br> | Zero Emission Buildings<br> | Close the Loop on Waste<br>                                   |
| Organizational<br>               | Sequestration<br>           | Supportive Actions – Water Conservation / Food Production<br> |

The full detailed list of actions is shown as Appendix 2 of this document, and reports on the discussions and recommendations of the CEEP workshop group. Each action has a timeframe for implementation, department or position responsible for implementation, and potential partners / funding sources noted. Climate action consists of both reducing emissions, or *mitigation*, and preparing for the impacts of a changing climate, or *adaptation*. Although the Salmon Arm CEEP is a mitigation plan, future actions outlined in this plan may be investigated through a low carbon resilience (LCR) lens (adaptation),



ensuring a co-evaluation strategy between emissions reduction and ability to adapt over time under projected climate impacts. The actions will need to address areas where Salmon Arm is most vulnerable to climate impacts, areas where adaptation strategies may influence the City's emissions profile, and areas where emissions reduction strategies account for changing conditions over time (e.g. warmer average and peak temperatures). Identifying synergies where joint mitigation and adaptation benefits exist will help to streamline actions and policies and transition the City toward low carbon resilience.

### Community GHG Reduction Targets

| Salmon Arm Official Community Plan GHG reduction targets                        | Province of BC Emissions reduction targets   | COP21: The Paris Agreement  | Proposed updated targets for City of Salmon Arm   |
|---|--|---|---|
| 6% below 2007 levels by the year 2020*<br><br>(*achieved on a per capita basis) | Using 2007 as the baseline, the Province of BC is committed to GHG emission reductions of: <ul style="list-style-type: none"> <li>• 40% by 2030</li> <li>• 60% by 2040</li> <li>• 80% by 2050</li> </ul> | Targets net zero emissions by 2050. Aim to keep global temperature rise this century well below 2 degrees Celsius above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5 degrees Celsius. Community-wide 100% renewable energy or an 80% carbon reduction by 2050. | Based on the CEEP workshop discussion, the City of Salmon Arm proposes to work to meet 100% renewable energy by 2050. The community GHG reduction target is proposed as 80% reductions by 2050. |

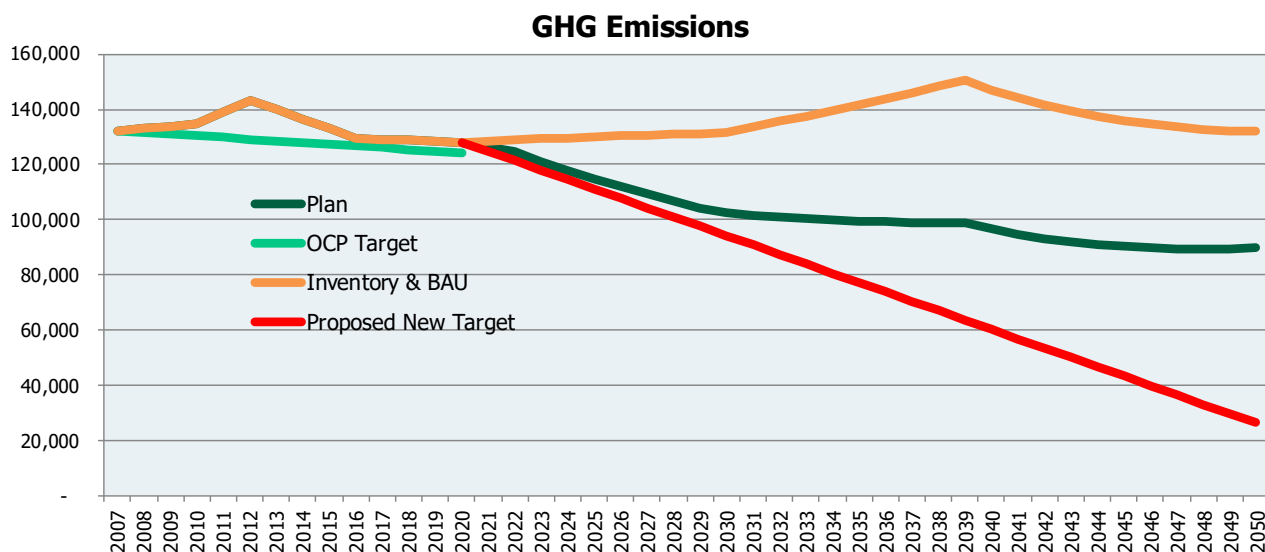
The City's current GHG reductions target, established in the 2011 OCP, was a 6% reduction from 2007 levels by 2020. Salmon Arm achieved a 1.9% reduction below 2007 levels by 2016 (the last inventory year). City of Salmon Arm's *per capita* emission reductions are 17.5% in 2020 from the 2007 rates. Thus, the OCP GHG reduction target of 6% by 2020 on a *per capita* perspective is surpassed.

The CEEP Workshop group recommends:

**That the City of Salmon Arm update the OCP GHG reduction target to be 80% below 2007 levels by 2050.** It is further recommended that the City revisit the target, consider interim target emission levels and update this CEEP action plan in five years.

## Analysis and Discussion of Action Impacts

The estimated impact of the plan on community GHG emissions (in tonnes of GHGs per year) is shown below. Emissions reductions will be achieved beyond business as usual (BAU).



Due to population growth, the BAU GHG emissions trend upwards. Announced policy measures from higher levels of government, such as the 100% zero emissions vehicle mandate for light duty vehicles from 2040, influence a BAU reduction in emissions trend. The Salmon Arm CEEP is projected to achieve 12% reductions beyond the Business As Usual by 2025 and 34% reductions by 2040. Implementation of CEEP actions will help the community meet the new target trajectory in the short term. A revisit of the CEEP to update long-term reduction measures will be needed.

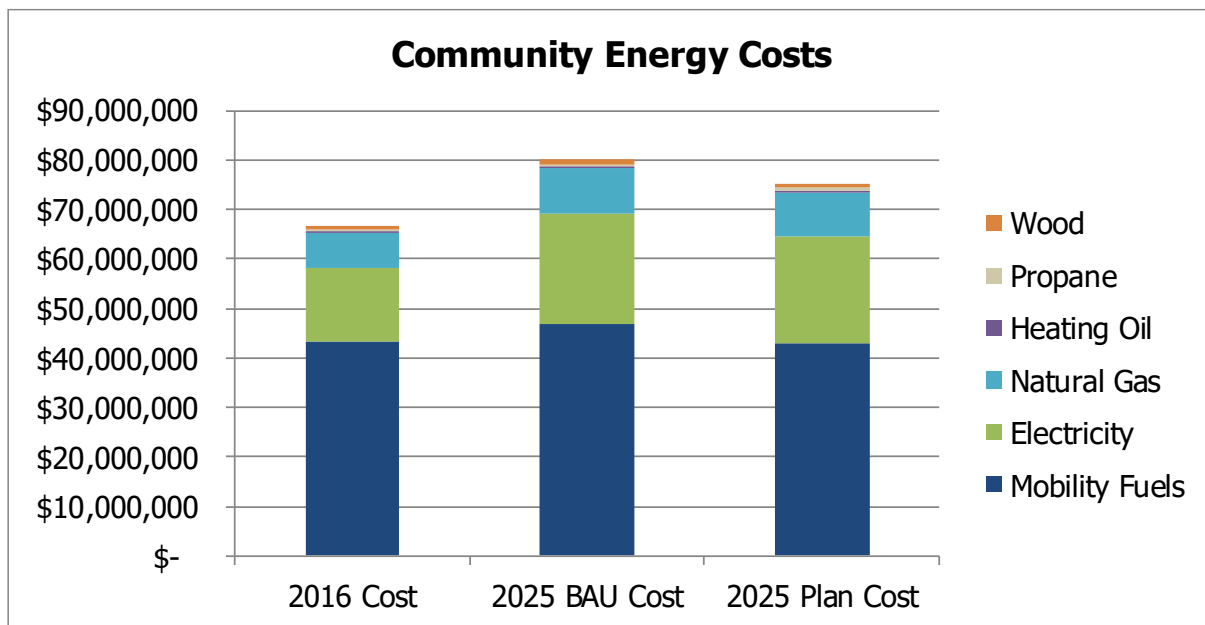
Top CEEP actions for Salmon Arm, according to estimated impacts on annual GHG emission reductions and energy savings in the year 2025, are shown in the following table.

| GHG reductions<br>(tonnes per year)  | Energy dollars kept in Salmon Arm<br>(dollars per year)   |
|--|---|
| <ul style="list-style-type: none"> <li>Low Carbon Transportation – especially electrification (9477 tonnes/yr.)</li> <li>Active Transportation / Transit / Land Use (4872 tonnes/yr.)</li> <li>Divert organic waste (1715 tonnes/yr.)</li> </ul> | <ul style="list-style-type: none"> <li>Low Carbon Transportation -especially electrification (\$4,200,000/yr.)</li> <li>Active Transportation / Transit / Land Use (\$2,900,000/yr.)</li> <li>Create a retrofit program for deep energy retrofits (\$75,000/yr.)</li> </ul> |

Some actions may not achieve significant benefits in the short term, but will achieve great cumulative impacts over a longer timeframe. These include:

- Education of builders and implementation of energy efficient building practices and BC Energy Step Code.
- Comprehensive home energy efficiency retrofit campaign in partnership with the utility

The economic impacts of the plan are summarised in the “Community Energy Costs” chart, comparing the years 2016 and 2025. Salmon Arm community energy costs are projected to be reduced by approximately 6% per capita through plan implementation. The model assumes that the energy prices for electricity and natural gas increase between 2016 and 2025, and mobility fuel prices remain constant. The 6% plan cost reduction equates to about \$4.9 million in savings per year (\$237 per capita).



### ***Success Factors for Implementation***

In order to successfully implement actions within this CEEP, broad political, staff and community support is needed, along with staff and financial capacity and the institutionalization of the plan. Salmon Arm has a strong and dedicated staff team, as well as a policy on funding through the Climate Action Reserve fund to support emission reductions and implement actions. The Environmental Advisory Committee also helps facilitate community-wide climate action. The City of Salmon Arm may benefit from integrating a LCR lens into all City decisions. In addition to being prudent and responsible for levels of service under a changing climate, and anticipating key capacity needs to address key risks, vulnerabilities, and emissions targets, there are also broader community benefits to integrating climate actions.

Considerations on how to further embed climate action include adding climate action implications in reports to Council, incorporating climate action into job descriptions of City staff, and monitoring and reporting on indicators to ensure progress. In 2019, Salmon Arm joined FCM-ICLEI's Partners for Climate Protection program. Progressing through the PCP program milestones will also help institutionalize climate action within the City.

By monitoring CEEP progress regularly, Salmon Arm can determine how to best allocate resources to support implementation and the success of different actions. Annual reporting on progress and accomplishments to Council should continue. In five years, it is advisable to renew this plan.

## Introduction

The purpose of this plan is to outline a practical method for Salmon Arm to use its municipal powers to help residents and businesses save energy and, by doing so, save money and reduce greenhouse gas emissions.

The City of Salmon Arm, like most communities across British Columbia, is responding to climate change. Salmon Arm was an early adopter municipality by signing the BC Climate Action Charter in 2008, committing to working towards carbon neutral operations, measuring community emissions, and creating a complete, compact community. Provincial legislation requires that each local government establish targets, plans, and strategies to do their part to mitigate climate change.

Salmon Arm's Official Community Plan contains policies that directly relate to climate action and saving energy, emissions, and money in the community. This *Salmon Arm Community Energy and Emissions Plan* (CEEP) will guide the implementation of these OCP directed climate action policies.

### ***Community (and Corporate) Energy and Emissions Planning***

Actions to reduce energy consumption and GHG emissions are categorized into the realm of corporate and community emissions.

- **Corporate emissions** – those that the local government creates through its activities (and which it has control over) such as local government building operations, recreation centres, vehicle fleets, and utility services; and
- **Community emissions** – those that residents and businesses in the community create through their activities. The local government cannot directly control these emissions, but may be able to influence them through investments in infrastructure, policy, planning and program activities. (i.e., the focus of this Community Energy and Emissions Plan – CEEP)

A Community Energy and Emissions Plan (CEEP) evaluates a community's existing energy use and GHG emissions with a view to improving efficiency, cutting emissions, enhancing community resilience, managing future risks, and driving economic development. A CEEP usually encompasses energy efficiency, building and site planning, land use and transportation planning, and infrastructure (including solid and liquid waste management). It provides guidance to a local government in long-term decision-making processes.

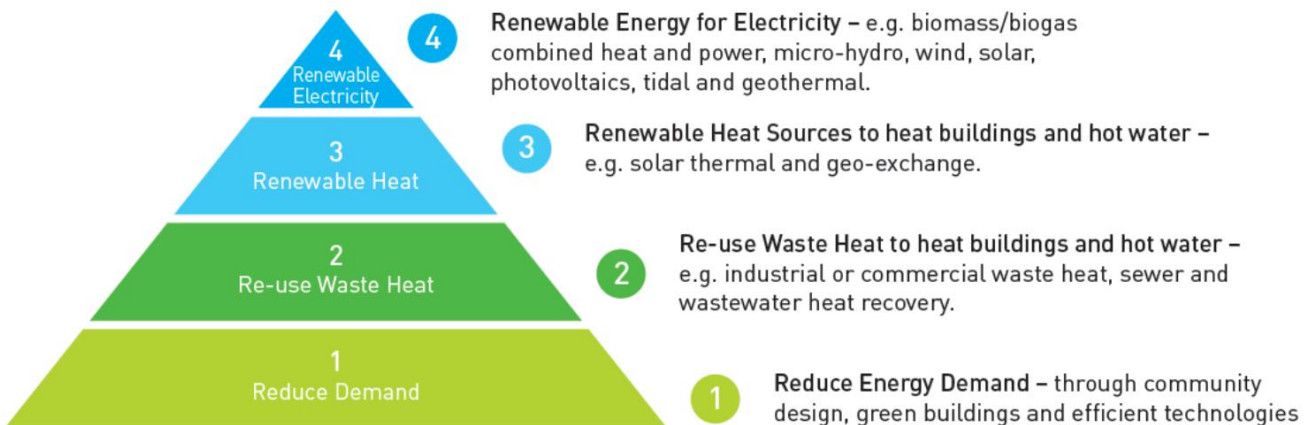
Most GHG emissions within a local government's jurisdiction result from energy consumption and the burning of fossil fuels. With this relationship, it makes sense to combine GHG and energy planning into one integrated plan. In this report, the term Community Energy and Emissions Plan (and the acronym CEEP) is intended to incorporate both energy and GHG emissions, but not other emissions such as particulates or criteria air contaminants.



## Energy Planning Hierarchy

Not all opportunities to influence energy and emissions across a community are equal. In the building sector, to begin, work to reduce demand, since usually the best business cases are found through improving efficiency.

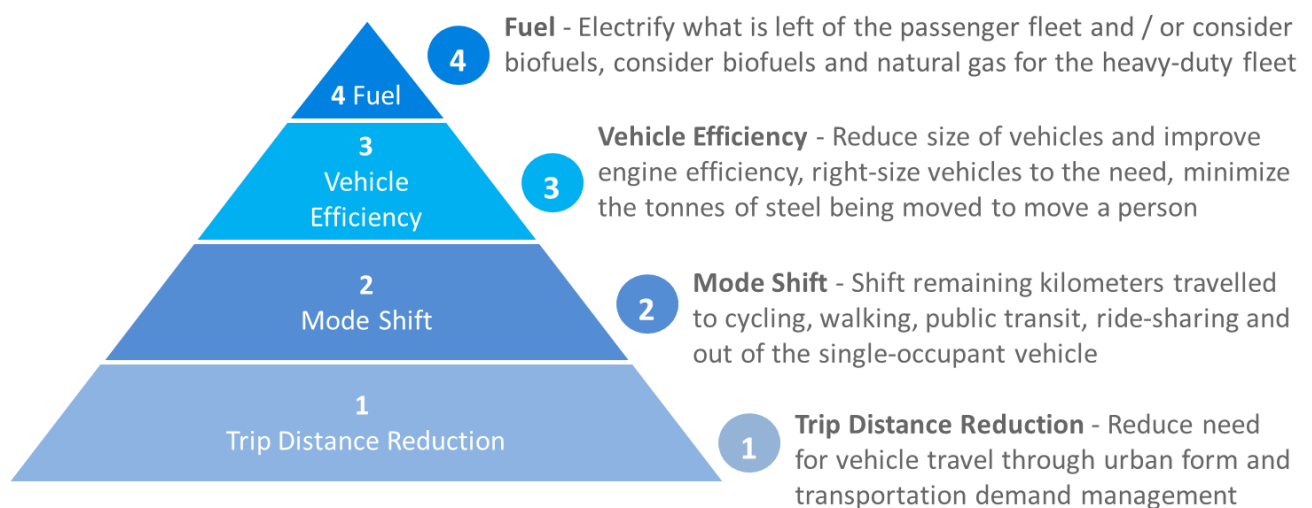
### 4 R's OF SUSTAINABLE COMMUNITY ENERGY PLANNING



Suggested steps in energy planning.

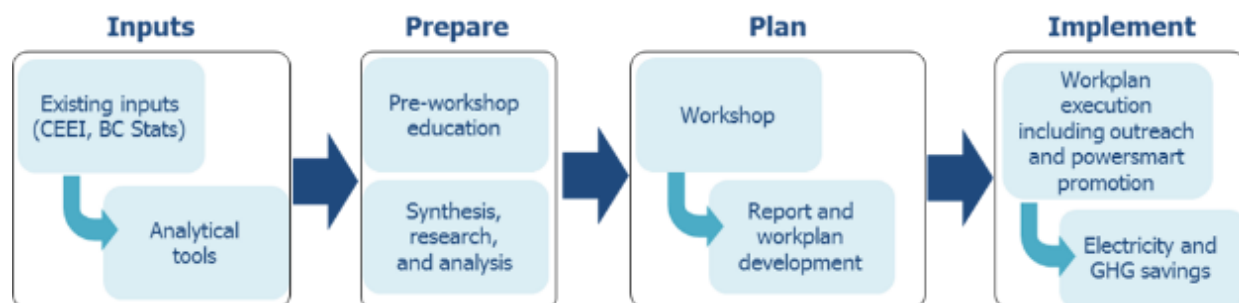
Concept source: Robyn Wark and Jorge Marques, BC Hydro

A similar hierarchy of energy reduction actions applies to the transportation sector. The starting point is to reduce vehicular trip distances through appropriate planning tools and transportation demand management.



## CEEP Actions Overview

The CEEP program assists BC communities within the BC Hydro electrical service area to develop a cost effective and practical plan with an implementation timeline. Salmon Arm has followed the CEEP process (depicted in the graphic below) and is currently at the “Plan” stage.



### REGISTRATION

- Initial call with key staff to determine comprehensive community information for analysis by CEA and select preferred CEEP workshop dates

### PREPARATION

- Engage in a 1 hour webinar approximately 1 week prior to workshop to build on foundations from the pre-workshop reading

### PLANNING

- Develop a CEEP in a 1-day workshop, led by CEA staff, experts in the field.

### IMPLEMENTATION

- Complete report and gain Council approval
- Work on implementation
- Keep CEA informed of success stories
- Green your community and achieve electricity and GHG savings

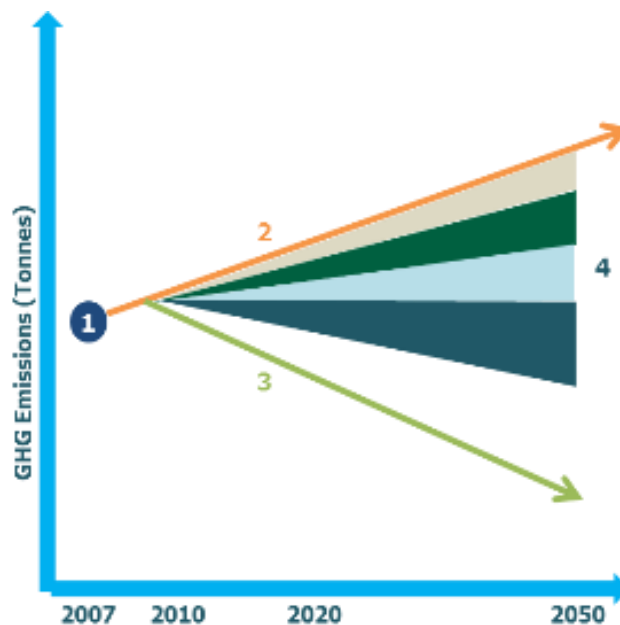
### Participant Commitments

CEEP participants commit to and are responsible for:

- Taking ownership and demonstrating leadership concerning the CEEP
- Submitting the CEEP to Council for approval
- Implementing the CEEP in their community

There are four elements of a CEEP:

1. **BASELINE:** 2007, 2010, 2012, and 2016 community energy and emissions inventories, derived from data provided by the Province
2. **BUSINESS-AS-USUAL FORECAST**
  - a. Population forecast (BC Stats and local government)
  - b. Impact of provincial commitments (tailpipe standards, fuel standards, building code, Zero Emissions Vehicle mandate)
3. **TARGET:** From OCP GHG reduction target (legally required)
4. **ACTION PLAN:** Developed from a menu of suggested actions plus locally specific opportunities, and includes an approach to estimating impacts.



## Our Role in Climate Action

Climate action consists of both reducing emissions, or *mitigation*, and preparing for the impacts of a changing climate, or *adaptation*.

This CEEP could become a component of an overall low carbon resilience (LCR) strategy for the City. The CEEP's focus is mitigation, and an LCR strategy includes additional work on adaptation, such as a climate risk assessment, a Corporate Energy and Emissions Reduction Plan, and a resilience lens embedded in an asset management strategy.

Communities play an important role in climate action. They influence approximately 50% of emissions nationally,<sup>2</sup> and also own and operate many of the assets that are impacted by a changing climate. Local governments build infrastructure, implement policies, and conduct education and outreach activities to affect changes in land use, transportation, buildings, water and wastewater, and solid waste.

<sup>2</sup> Community Energy Implementation Framework, <https://questcanada.org/project/getting-to-implementation-in-canada/?dc=framework>

As shown in the BC Climate Action Planning figure (following page), senior levels of government have recognized the need for strong climate action (particularly on mitigation), and provide support to local governments. In 2016, the Federal Government introduced the Pan Canadian Framework on Clean Growth and Climate Change to help reach its target of reducing national GHG emissions by 30% below 2005 levels by 2030 and 80% by 2050, and to build resilience to a changing climate.<sup>3</sup>

In December 2018, the Province of BC released the CleanBC Plan, focused on mitigation, to support local government climate actions. CleanBC outlines bold actions to lower emissions in buildings, transportation, waste, and industry to achieve a 40% emissions reduction target below 2007 levels by 2030, 60% by 2040, and 80% by 2050.<sup>4</sup> The Province of BC has also committed to developing an adaptation strategy by 2020 based on a province-wide climate risk assessment.

Both the Federal and Provincial levels of government have devoted funding for local government climate action. The CleanBC Communities Fund<sup>5</sup> and the Low Carbon Economy Fund at the Federal level are two examples.<sup>6</sup>

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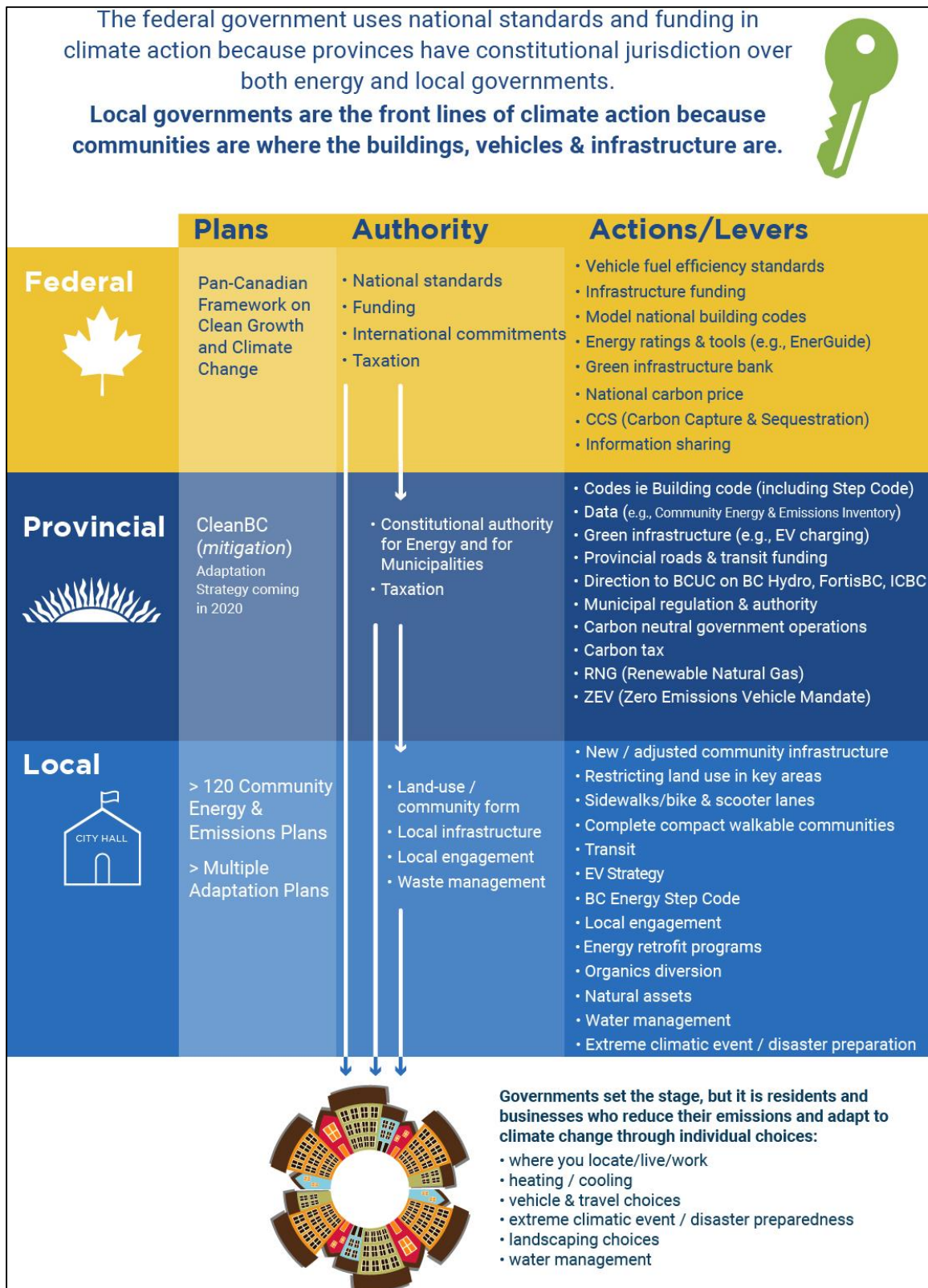
<sup>3</sup> Pan Canadian Framework on Clean Growth and Climate Change, <https://www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework/climate-change-plan.html>. In addition, through the Climate Lens, Infrastructure Canada is ensuring that proponents of large-scale projects are considering both emissions and vulnerability reduction strategies into the future, increasing the emphasis placed on both mitigation and adaptation considerations at the project scale.

<sup>4</sup> CleanBC, [https://www2.gov.bc.ca/assets/gov/environment/climate-change/action/cleanbc/cleanbc\\_2018-bc-climate-strategy.pdf](https://www2.gov.bc.ca/assets/gov/environment/climate-change/action/cleanbc/cleanbc_2018-bc-climate-strategy.pdf)

<sup>5</sup> CleanBC Communities Fund, <https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/investing-in-canada-infrastructure-program/green-infrastructure/cleanbc-communities-fund>

<sup>6</sup> Low Carbon Economy Fund, <https://www.canada.ca/en/environment-climate-change/services/climate-change/low-carbon-economy-fund.html>

## BC Climate Action Planning Through the Three Levels of Government: Supporting Local Government Targets



Source: Community Energy Association



Residents and businesses also have a role in climate action. Individuals make choices on where to live, home heating/cooling, travel options, household waste disposal, extreme weather event preparation, landscape / urban tree canopy choice and water usage. Businesses make decisions concerning current and future operations, impacting both community-based emissions and the community's resilience to a changing climate. Local government, through policy and practice, can influence these community choices to address environmental issues and take climate action.

### ***Co-Benefits of Developing a CEEP and Low Carbon Resilience (LCR)***

The benefits of developing and implementing a CEEP and are as follows:

- Reduced GHG emissions: Energy planning helps local governments effectively manage their GHG emissions. This contributes to mitigating climate change, and helps manage costs associated with carbon taxes and offsetting.
- Reduced energy costs: Energy planning improves budgeting and saves money.
- Creation of jobs and stimulation of the local economy: a CEEP can highlight opportunities for community development.
- Increased community resilience: a CEEP can increase the resilience of a community in the face of potential interruptions in energy supply, and fluctuations or shocks to energy prices.
- Improved community health: a CEEP can improve community health, e.g. through improved access to active transportation, local food sources, and improved air quality.
- Demonstration of leadership: a CEEP contributes to a smart community plan, more efficient infrastructure, more livable neighbourhoods, and protection of the environment; showing leadership on multiple fronts.

The Simon Fraser University (SFU) Adaptation to Climate Change Team (ACT) ICABCCI (Integrated Climate Action for BC Communities Initiative) program reports co-benefits of natural assets (as part of the LCR framework) to include:

- |   |   |
|---|---|
| • Improves biodiversity/habitat creation                  | • Increased carbon storage/sequestration  |
| • Optimizes energy savings                                | • Reduces extreme temperatures            |
| • Reduces waste/optimizes resources                       | • Improves green space/recreation         |
| • Improves water retention/absorption                     | • Support local food security initiatives |
| • Improves air and/or water quality                       | • Enhances local autonomy                 |
| • Improves equity/improvements for vulnerable populations | • Reduces risk to property values         |
| • Improves community livability/vitality                  | • Reduces congestion                      |
| • Improves costs savings                                  | • Reduces burden on grey infrastructure   |
| • Creates jobs  | • Captures pollutants                     |
| • Improves human health & well being                      | • Supports clean energy transition        |
|   | • Improves water and/or energy efficiency |

Source: <https://act-adapt.org/special-projects/low-carbon-resilience/>

## FCM-ICLEI Partners for Climate Protection Program

The City of Salmon Arm joined the FCM-ICLEI Partners for Climate Protection (PCP) program in 2019, and intends to use the CEEP to help it progress through the program milestones.

*PCP is a network of Canadian municipal governments that have committed to reducing GHGs and to acting on climate change. Since the program's inception in 1994, over 350 municipalities have joined PCP, making a public commitment to reduce GHG emissions. PCP membership covers all provinces and territories and accounts for more than 65 per cent of the Canadian population.*

*The PCP program is managed and delivered by FCM and ICLEI Canada. FCM and ICLEI Canada form the PCP Secretariat, which provides administrative and technical support, develops tools and resources, and delivers capacity building activities to support members in reducing local GHG emissions. The Secretariat also provides national recognition for member achievements.*

*The program empowers municipalities to take action against climate change through a five-milestone process that guides members in creating GHG inventories, setting GHG reduction targets, developing local action plans, implementing actions to reduce emissions, and monitoring and reporting on results.*

Under PCP, there are five milestones for mitigation, under both corporate and community categories. The five milestones are set out in the following figure.

### Partners for Climate Protection: Program Milestones



1. Establish a baseline GHG inventory and forecast



2. Set GHG reduction targets



3. Develop a local action plan



4. Implement the plan or set of activities



5. Monitor progress and report results

For Milestones 1-3, this report with its appendices will be sufficient. To achieve milestone 2 the CEEP report must be adopted by Council.

For Milestone 4, the City must implement actions in the CEEP, and report on this activity in the annual CARIP reports and submit these reports to FCM-ICLEI.

For Milestone 5, the City will need to create a rigorous document with updated inventory information, and that quantifies the impacts of actions that have been conducted.

Source: PCP <https://fcm.ca/en/programs/partners-climate-protection/milestone-framework>

## City of Salmon Arm

Salmon Arm's motto is "Small City, Big Ideas". The City's Official Community Plan (2011) elaborates on the motto with the City's Vision.

### Vision for City of Salmon Arm

*Salmon Arm is a community that has a comfortable, safe lifestyle and a vibrant feeling. The community deeply values the city's magnificent natural setting with its healthy ecosystems. The city is nestled between mountains and the shore of Shuswap Lake, offering beautiful scenery, greenery, rich agricultural land, and a desirable climate.*

*Salmon Arm has an abundance of recreational, educational, commercial, tourism, health care, and cultural opportunities and services. The strong and growing economy supports varied employment and shopping, and innovative businesses and industry.*

*The community is spirited, diverse and inclusive, with housing for residents of all ages and needs. Everyone works together towards a shared vision of a good quality of life for all.*

*In the vibrant City Centre, people live, work, visit, meet, shop and spend time enjoying diverse artistic and cultural activities. Downtown's unique urban identity combines heritage preservation, a walkable environment, and high quality, mixed-use developments.*

*Green space extends throughout the city, including active recreation sites, and natural parks with trails. The city abounds with safe walking and cycling opportunities, connecting neighbourhoods, the City Centre, natural areas, and parks.*

Source: City of Salmon Arm OCP 2011

Salmon Arm has a growing population approaching 20,000. It is situated on the shores of the Shuswap Lake in the Columbia-Shuswap Regional District. The City covers an area of 155 km<sup>2</sup> and is bisected by the busy TransCanada Highway, the City of Salmon Arm boasts a compact downtown setting. Salmon Arm is located within the traditional territory of the Secwepemc. The laying of the Canadian Pacific Railway along the shores of Shuswap Lake in 1885 prompted the development of western settlement. The City of Salmon Arm incorporated in 1905.

## ***Context and Workshop***

Since signing the *BC Climate Action Charter*, Salmon Arm has been implementing actions to reduce GHG emissions. In 2019, the City took the opportunity to formalize their climate action planning by working with the Community Energy Association to prepare a Community Energy and Emission Plan (CEEP).

On November 26, 2019, Salmon Arm community stakeholders gathered in the City of Salmon Arm Council Chambers to draft the City of Salmon Arm's Community Energy and Emissions Plan, 2020. The workshop was facilitated by the Community Energy Association (CEA) and featured in-depth discussion on the current community emissions situation in the City of Salmon Arm (CSA) as well as opportunities and actions to reduce community Greenhouse Gas Emissions (GHGs) and set the new community GHG reduction target for 2050. The project is funded by the City of Salmon Arm.

The CEEP workshop format is based on the BC Hydro "QuickStart" model used in small and mid-size communities in BC. During in-person workshops, community-specific actions are selected from a list of potential actions (ranging from high to low impact) that can be implemented to reduce community GHG emissions.

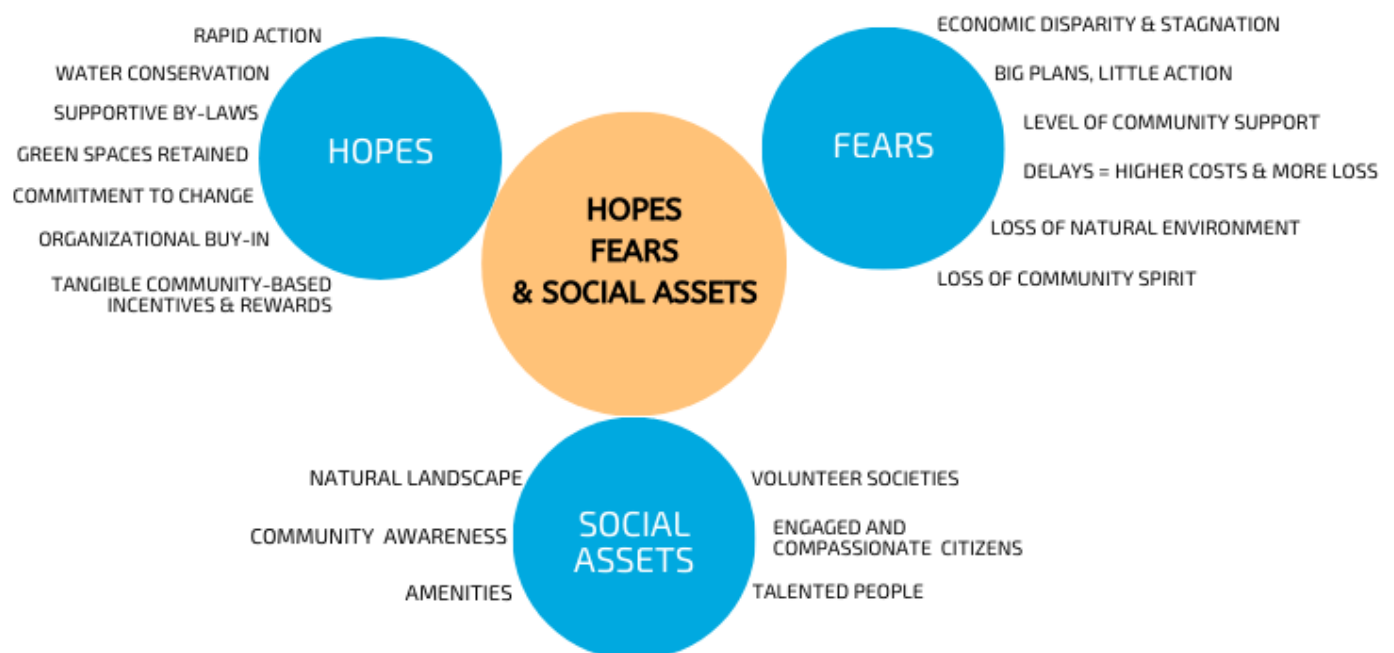
The workshop group reviewed a collection of action cards. Each action was discussed within the group and placed in one of four categories: "yes", "no", "maybe", and "already done" (ongoing actions). New actions, proposed by the group, were discussed and added to the plan if appropriate. The actions were placed on a timeline to create a plan for the years from 2020 to 2024, with ongoing actions noted. Detailed discussion of key action items ensued.

From the workshop, the Salmon Arm actions and timelines were inputted into a community action GHG reduction assessment tool. The tool, in the form of an Excel Spreadsheet, is populated with data derived from calculations that assess the impact various actions and strategies may have on future GHG emissions. The tool shows the results in user-friendly charts and graphs displayed throughout this document.

Many thanks to the workshop group who spent their day examining community energy emissions and expenditure data and developing an action plan. Workshop participants and community stakeholders consisted of:

- City of Salmon Arm (CSA) Mayor, Council and Administration, Development Services and Operations Staff;
- Salmon Arm Environmental Advisory Committee (EAC) members;
- Interior Health (IH), Healthy Communities;
- Columbia Shuswap Regional District (CSRD) Environmental Health Services and Planning Staff;
- Ministry of Transportation and Infrastructure (MOTI);
- Shuswap Recreation Society (Rec);
- Indirectly represented by staff from: School District No. 83 North Okanagan-Shuswap (SD83);
- Utility conservation programs represented (but not in attendance) were: BC Hydro (BCH) and FortisBC (FBC).

During the workshop, participants shared their biggest hopes and fears for the future of their community and reflected on Salmon Arm's greatest social assets. These reflections are illustrated below.



#### Message from Workshop Stakeholders:

**Interior Health**, a community stakeholder participating in the Salmon Arm CEEP, provides further information on a related program.

**Healthy Communities in Interior Health (IH)** is a set of complementary programs that work with local governments around the region to promote health and the creation of healthy public policy and planning. The rates of chronic diseases such as diabetes and cardiovascular disease are rising in the area served by IH. Much of this increase is attributable to physical inactivity, tobacco use, and unhealthy diets, and is preventable. Community planning and design can influence the health of the population and reduce chronic disease. The IH healthy built environment team, the community health facilitators, the tobacco reduction team, and the community food security team are available to collaborate with local governments.



## Constituents of a Healthy Built Environment

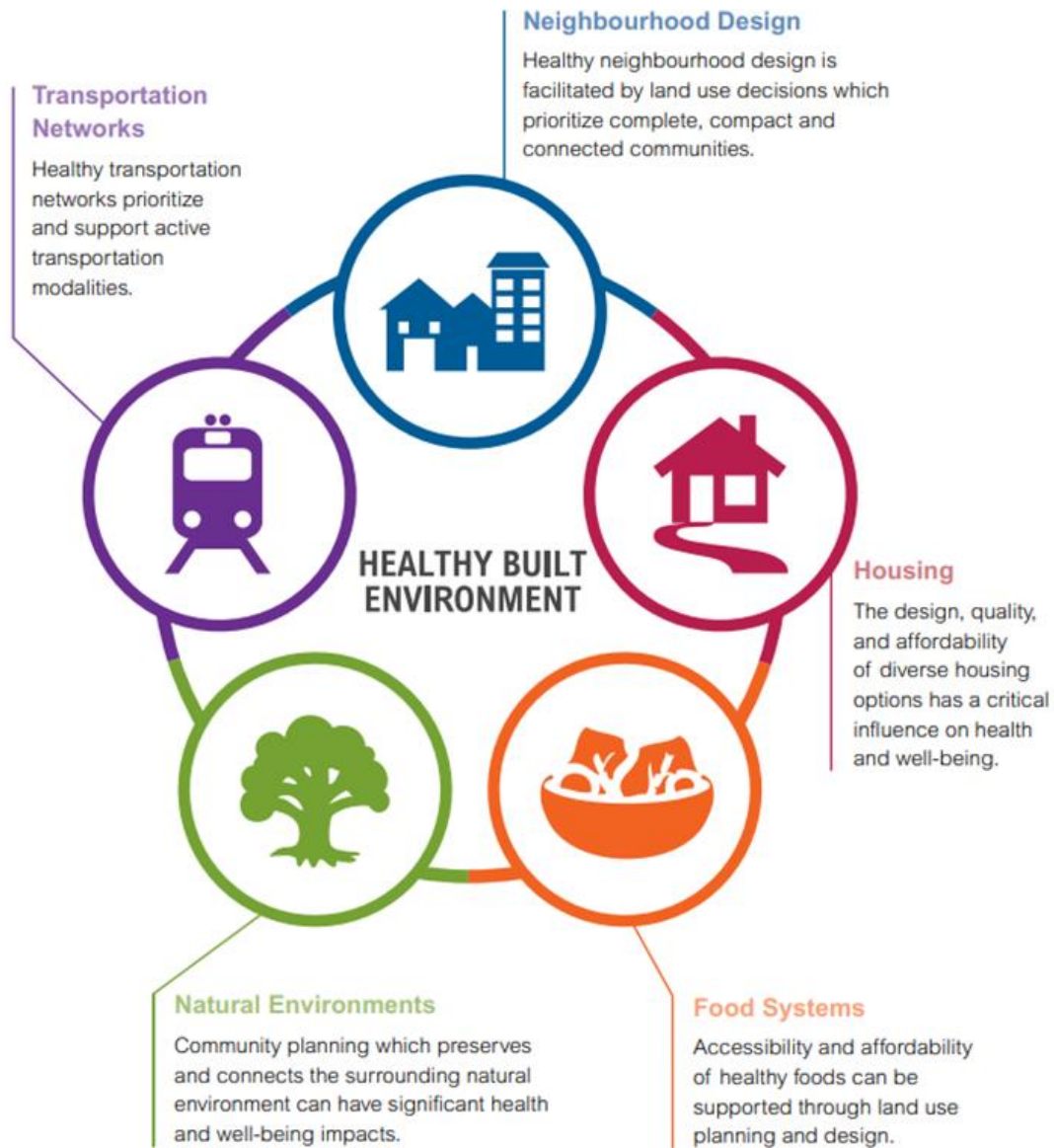


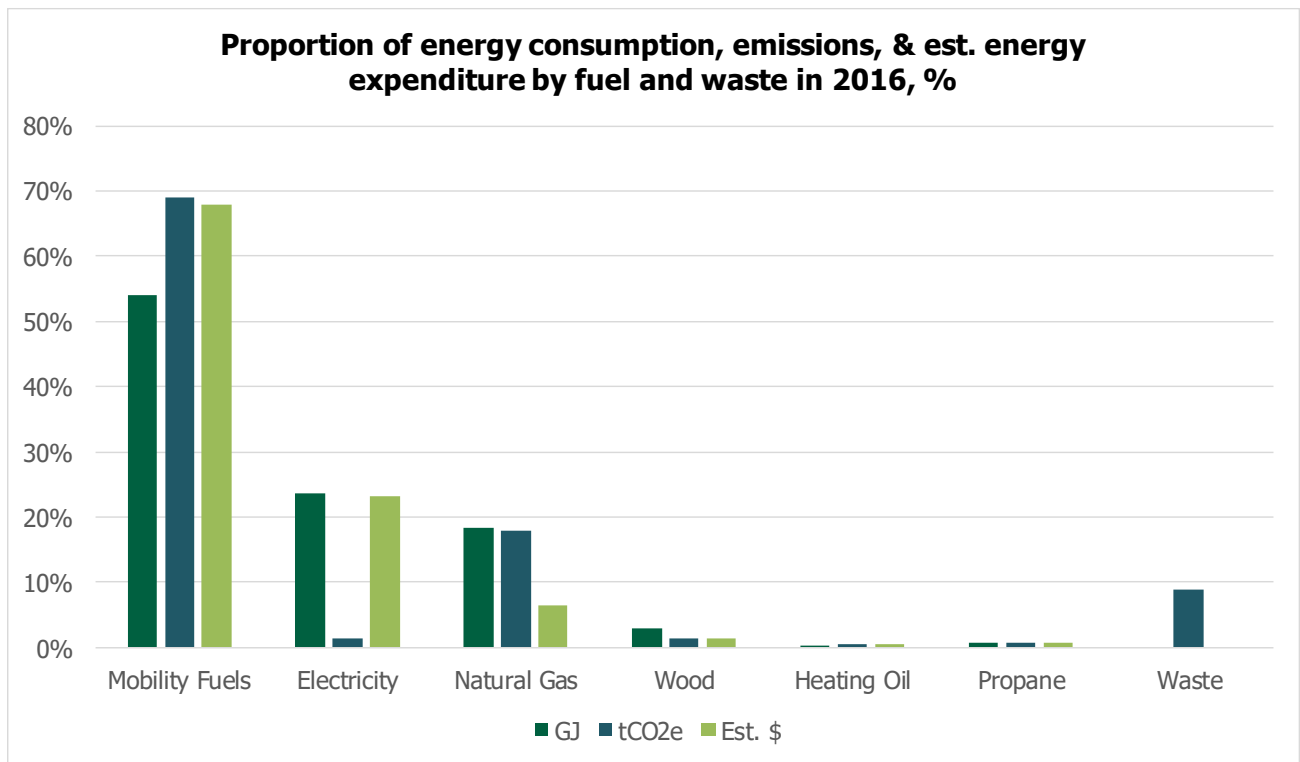
Diagram Source: Healthy Built Environment Linkages Toolkit, BC Centre for Disease Control

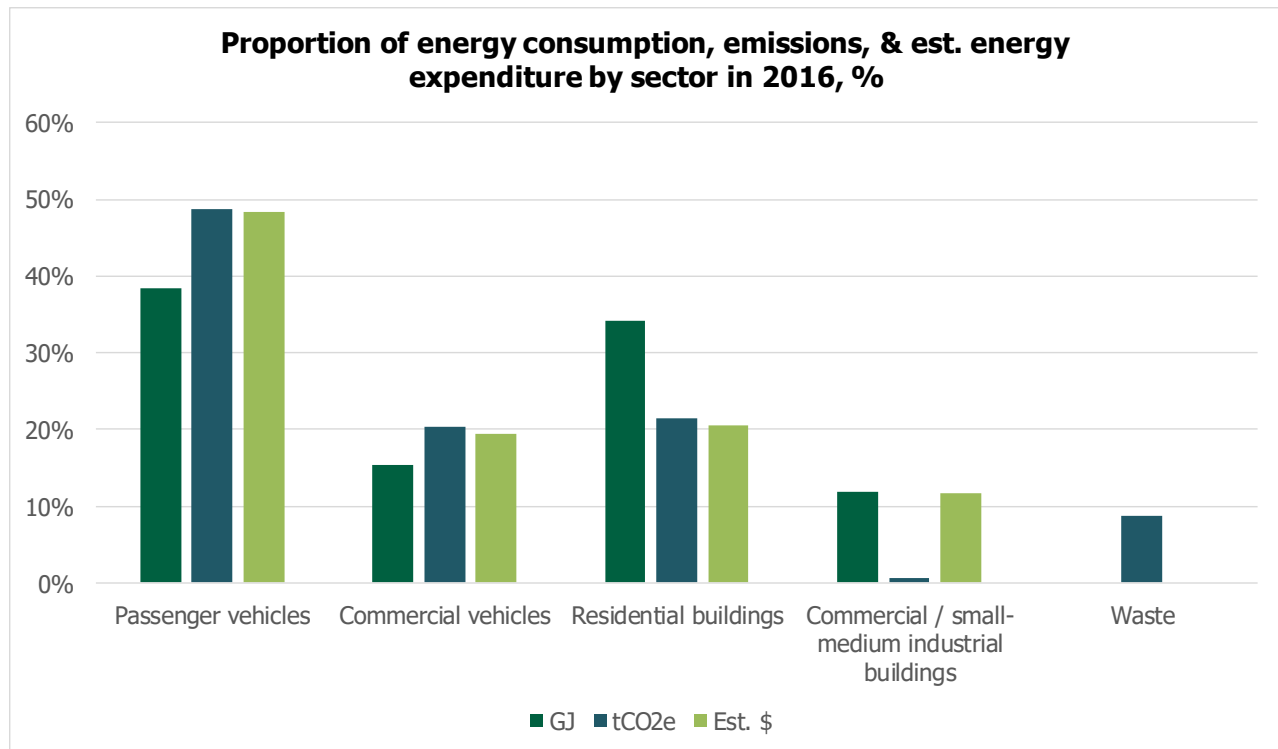
## Current Emissions, Targets, and Business As Usual

### Current Emissions

The Province of BC has provided the total community energy use and GHG emissions data for 2007, 2010, 2012 and 2016 through various sources. For the most recent year, 2016, the total community annual energy expenditure was approximately \$64 million (\$3,600 per capita) and GHG emissions were approximately 129,600 tonnes (7.3 tonnes per capita). See Appendix 1 for further detail on the community energy & emissions inventory data.

The 2016 City of Salmon Arm energy & emissions inventory is summarised in the following two charts.





The inventory data shows that mobility fuels are responsible for the largest proportion of the community's energy consumption, GHG emissions, and energy expenditures. Electricity represents about one-quarter of energy consumption and energy expenditure, with negligible GHG emissions (because of electricity's low GHG intensity). Natural gas represents under 20% of community energy consumption and GHG emissions and has less significant energy expenditures as it is a cheaper costing fuel. Waste sector emissions account for under 10% of total GHG emissions. Heating oil and propane fuel sources (high GHG intensity) have been mostly phased out in Salmon Arm.

## Targets

| Salmon Arm Official Community Plan GHG reduction targets                        | Province of BC Emissions reduction targets   | COP21: The Paris Agreement  | Proposed updated targets for City of Salmon Arm  |
|---|--|---|--|
| 6% below 2007 levels by the year 2020*<br><br>(*achieved on a per capita basis) | Using 2007 as the baseline, the Province of BC is committed to GHG emission reductions of: <ul style="list-style-type: none"> <li>• 40% by 2030</li> <li>• 60% by 2040</li> <li>• 80% by 2050</li> </ul> | Targets net zero emissions by 2050. Aim to keep global temperature rise this century well below 2 degrees Celsius above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5 degrees Celsius. Community-wide 100% renewable energy or an 80% carbon reduction by 2050. | Based on the CEEP workshop discussion, the City of Salmon Arm proposes to work to meet 100% renewable energy by 2050. And, the community GHG reduction target is proposed as 80% reductions by 2050. |

The City's current GHG reductions target, established in the 2011 OCP, is a 6% reduction from 2007 levels by 2020. Salmon Arm achieved a 1.9% reduction below 2007 levels by 2016 (the last inventory year). To be on track with the OCP target, a 4.2% reduction (in 2016) was needed. The steady population growth in Salmon Arm contributes to a slower achievement of the target. Note that a 9.8% *per capita* reduction in GHG emissions was achieved in 2016. Thus, the OCP target on a *per capita* perspective is achieved. The 2020 per capita GHG reduction, from the 2007 baseline, is 17.5%

From CEEP workshop discussion, the recommended updated community GHG target is 80% below the 2007 levels by 2050. The City of Salmon Arm will also work towards achieving a related goal of 100% renewable energy by 2050. To meet 80% reduction below 2007 levels by 2050, Salmon Arm needs to reduce emissions by approximately 2.5% every year (below 2007 levels).

**Recommendation: That the City of Salmon Arm update the OCP GHG reduction targets to be 80% below the 2007 levels by 2050.** It is further recommended that the City revisit the target, consider interim target emission levels and update this CEEP action plan in five years.

## Salmon Arm Taking Action

Since signing the Climate Action Charter in 2008, the City of Salmon Arm reports projects, plans and actions each year in its CARIP report. The table summarizes climate action projects underway and accomplished at the City.

### Summary of City of Salmon Arm Existing Climate Action Projects

| Year   | Actions  |
|--|--|
| Projects proposed for 2020 and beyond; and<br><br>Projects completed in 2019 | <ul style="list-style-type: none"> <li>• Develop and adopt CEEP;</li> <li>• Solar project feasibility study;</li> <li>• Solar panels on the Arts Building - winter 2020;</li> <li>• Hybrid fleet vehicles (purchase of 2 additional budgeted);</li> <li>• Tree planting - BC Hydro Re-Greening Program (urban area);</li> <li>• LED street lighting projects (Hudson Street revitalization);</li> <li>• Auditorium LED lighting project (rec centre);</li> <li>• Ross Street Underpass;</li> <li>• Roof replacement projects (Arena and Senior's Centre);</li> <li>• Curbside food waste pick-up program;</li> <li>• Continued residential yard waste pick-up (bi-annual);</li> <li>• Planning for Aquatic Centre replacement;</li> <li>• Ongoing park enhancements (Klahani, Blackburn, and Canoe Beach Parks);</li> <li>• Ongoing greenways network enhancements (including Turner Creek Trail);</li> <li>• Trans Canada Highway improvements including parallel pathway;</li> <li>• Various sidewalk projects (175 m proposed for 2019);</li> <li>• Community Plastic Bag Ban – Effective July 2019;</li> <li>• Joined the FCM PCP program – Sept 2019;</li> <li>• Become CEA member – Sept 2019;</li> <li>• Submit notice of Step Code Consultation – Sept 2019;</li> <li>• Council Declared Climate Emergency – Sept 2019.</li> </ul> |
| Projects completed in 2018   | <ul style="list-style-type: none"> <li>• Efficient Arena Flood Technology;</li> <li>• Hybrid fleet vehicles (2 purchased);</li> <li>• Tree planting - BC Hydro Re-Greening Program (urban area &amp; Blackburn Park);</li> <li>• Residential yard waste pick-up (bi-annual);</li> <li>• Sidewalk install (509 m by City and 761 through development);</li> <li>• Greenway network enhancement (2,579 m new trails created).</li> </ul>   |



|                            |  |
|----------------------------|--|
| Projects completed in 2017 | <ul style="list-style-type: none"> <li>• Refrigeration upgrades at Shaw Centre Arena;</li> <li>• Pool pump upgrade (variable frequency drive);</li> <li>• Civic building/City Hall atrium LED lighting upgrades;</li> <li>• Airport LED lighting project (south);</li> <li>• Residential yard waste pick-up (bi-annual);</li> <li>• Blackburn Park improvements (life trail);</li> <li>• Sidewalk install (520 m by City);</li> <li>• New Canoe Beach Crosswalk installed;</li> <li>• Bicycle Route enhancement (1 km of sharrow painting); and</li> <li>• Greenway network enhancement (7,775 m new trails created).</li> </ul> |
| Projects completed in 2016 | <ul style="list-style-type: none"> <li>• Hucul Pond Arena LED lighting installation;</li> <li>• Sidewalk install (1240 m by City and 1788 m through development);</li> <li>• LED street lighting project (Jackson street revitalization);</li> <li>• Residential yard waste pick-up (bi-annual);</li> <li>• Residential food waste pick-up pilot project (2016); and</li> <li>• Greenway network enhancement (3,808 m new trails created).</li> </ul>  |
| Projects completed in 2015 | <ul style="list-style-type: none"> <li>• Sanitary upgrade 75 Avenue NE - gravity sewer allowed pump station removal;</li> <li>• Sidewalk install (approximately 30 m by City and 990 m through development);</li> <li>• Yard waste pick-up (bi-annual);</li> <li>• Greenway network enhancement (1,978 m new trails created);</li> <li>• Electric vehicle charging station installed in collaboration with BC Hydro;</li> <li>• SASCU Recreation Centre LED lighting installed.</li> </ul>   |
| Projects completed in 2014 | <ul style="list-style-type: none"> <li>• Sanitary Upgrade 75 Avenue NE - gravity sewer allowed pump station removal;</li> <li>• 11 Ave sidewalk (Broadview Villa to 30 Street NE) – approximately 55m;</li> <li>• Yard waste pick-up (11.5 metric tonnes collected for composting);</li> <li>• Shaw Centre LED lighting upgrades (\$85,000 from Climate Action Reserve fund).</li> </ul>   |
| Projects completed in 2013 | <ul style="list-style-type: none"> <li>• Boiler replacement at the SASCU Recreation Centre</li> <li>• Construction of approximately 395 lineal metres of new sidewalks.</li> <li>• SRS exterior light LED replacement</li> <li>• Greenway projects</li> </ul>  |

|  |  |
|--|--|
| Projects completed in 2012             | <ul style="list-style-type: none"> <li>• RCMP Boiler replacement</li> <li>• Public Works Building window replacement</li> <li>• SRS Electric Ice edger purchased (replacing propane edger)</li> <li>• SRS 3 pump motor efficiency replacements</li> <li>• SRS wading heat exchanger replacement</li> <li>• Solar crosswalk signal installation</li> <li>• Sidewalk and Greenway projects</li> </ul>  |
| Projects completed in 2011             | <ul style="list-style-type: none"> <li>• Anti-Idling Policy adopted</li> <li>• Energy Efficiency Monitoring software installed at Sunwave Centre</li> <li>• 150 trees planted – tree planting project (trees for tomorrow)</li> <li>• GHG emissions tracking initiated</li> <li>• Curbside recycling program implemented</li> <li>• Sidewalk and Greenway projects</li> </ul>  |
| Projects completed in 2010 and earlier | <ul style="list-style-type: none"> <li>• 2010 OCP adopted with GHG reduction targets</li> <li>• 2010 Greenways Strategy Adopted</li> <li>• 2010 Facility Reports - Golder Associates Ltd, in conjunction with Converjint Technologies.</li> <li>• 2008 Energy and Greenhouse Gas Emissions Study completed by Urban Systems.</li> <li>• Signed Climate Action Charter, began participation in CARIP program, and established Climate Action Reserve fund.</li> <li>• 2005 Geothermal at City Hall</li> </ul> |

### ***Business As Usual***

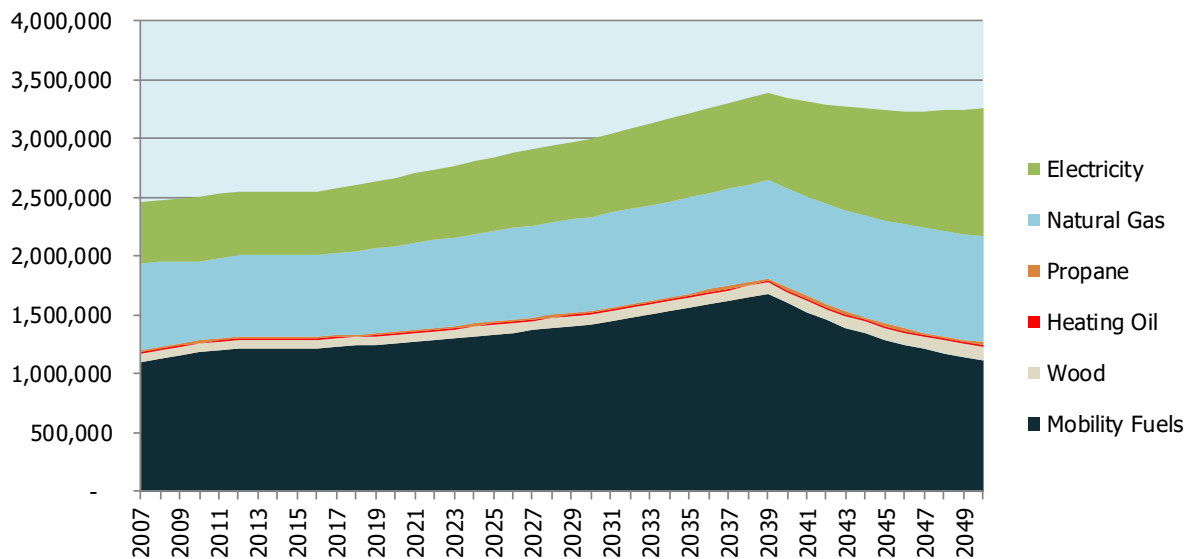
Without implementing the CEEP, but taking into account the population projection and legislated Provincial policies, community emissions are predicted to change according to the tables and charts shown in the rest of this section as “Business as Usual” (BAU). The Salmon Arm annual population growth rate was selected as 1.99% (post 2016). This figure was used for modelling of the CEEP.

Provincial policies included in the BAU projections are:

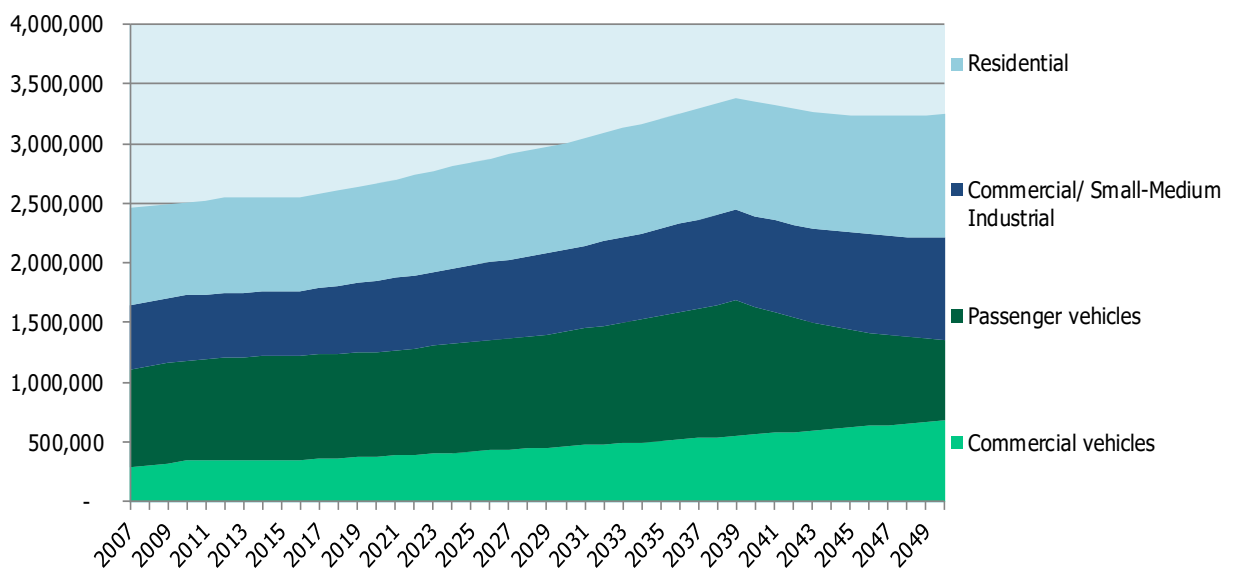
- Renewable & low carbon fuel standards
- Vehicle emission standards
- 100% Zero-Emission Vehicle mandate from 2040
- Greening of the BC Building Code (net zero energy ready buildings by 2032, with gradations over the next two building code cycles)

In addition, although not a Provincial policy, the BAU projection also assumes a 1.228% annual decrease in natural gas consumption for each existing natural gas connection. FortisBC uses this figure in its Long Term Resource Plan as observed across North America in mature natural gas markets.

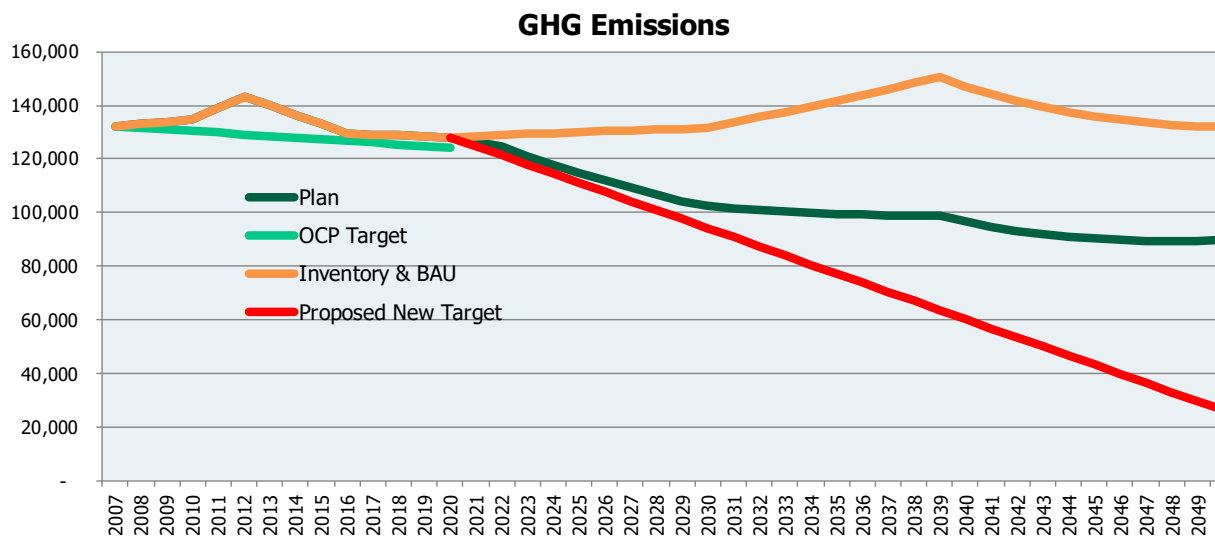
### BAU Energy Use by Fuel, GJ/year



### BAU Energy Use by Sector, GJ/year



### BAU Emissions & Comparisons with Targets



Based on assumptions about policies from higher levels of government and changes in population, BAU annual energy consumption and emissions are predicted as shown in the previous charts. There will be a steady GHG emission increases until 2040 generally due to population growth. After 2040, BAU GHG emissions are expected to decrease in response to the 100% Zero Emissions Vehicle mandate, which has a strong impact on mobility fuels / passenger vehicle energy consumption and emissions.

Implementation of Salmon Arm CEEP actions is predicted to achieve reductions well beyond the Business As Usual: 12% reductions by 2025, 22% by 2030, 34% by 2040, and 32% by 2050. The CEEP will help the community meet the new target trajectory in the short term. A revisit of the CEEP to update long-term reduction measures will be needed.

It is notable that the City of Salmon Arm's *per capita* emission reductions are 17.5% in 2020 from the 2007 rates. Thus, the OCP GHG reduction target of 6% by 2020 on a *per capita* perspective will be surpassed

## Action Plan

The action plan developed by the workshop group is shown below. Further details on each of the actions discussed is contained in Appendix 2. Actions were selected from a menu of action cards developed for the CEEP workshop process. A number of actions will start in a given year, and continue into the future. The Action plan leverages municipal influences to help residents, businesses and visitors save energy, emissions, and money. The Plan lays out actions for transportation, buildings, waste and other organizational categories.

### Plan Action Categories

|   |  |
|---|--|
| 1) Zero Emission Transportation: <ul style="list-style-type: none"> <li>a) Electrify Passenger Transportation</li> <li>b) Shift Beyond the Car</li> <li>c) Zone for Zero</li> </ul> | 3) Close the Loop on Waste <ul style="list-style-type: none"> <li>a) Divert Organic Waste</li> <li>b) Capture Value for Waste</li> </ul> |
| 2) Zero Emission Buildings <ul style="list-style-type: none"> <li>a) Step Up New Buildings</li> <li>b) Retrofit Existing Buildings</li> </ul>                                       | 4) Organizational<br>5) Sequestration<br>6) Supportive Actions   |

### The Action Plan

The CEEP workshop on November 26, 2019 included an in-depth discussion of opportunities and actions to reduce community emissions and energy consumption. This section contains the action plan in table format. Detail on each action, potential partners, next steps, opportunities and barriers are outlined in the Action Table found in Appendix 2.

Some action items are noted as “Ongoing” which are already in place or continuing to take place. Action items noted as “Annual” are repeated each year. Other action items are proposed to be implemented within the next five years. Some actions were marked as “idea” as although there is interest / discussion for the action, the City either does not have mandate nor will not actively implement in the short term.



*Image - the workshop on November 26, 2019*



| Actions   | Already Done/Ongoing | 2020 | 2021 | 2022 | 2023 | 2024 | Idea |
|---|----------------------|------|------|------|------|------|------|
| <b>1) Zero Emission Transportation</b>                                      |                      |      |      |      |      |      |      |
| <b>a) Electrify Passenger Transportation</b>                                |                      |      |      |      |      |      |      |
| Zero-emission vehicle ready MURBs (OCP / density bonus?)                    |                      |      | x    |      |      |      |      |
| Zero-emission vehicle charging network - promote                            |                      |      |      | x    |      |      |      |
| Support zero-emission vehicle charging network                              | x                    |      |      |      |      |      |      |
| Outreach campaign for electric car use / less car use/active transportation |                      |      | x    |      |      |      |      |
| <b>b) Shift Beyond the Car</b>  |                      |      |      |      |      |      |      |
| Build safe walking /cycling / zero emissions mobility                       | x                    |      |      |      |      |      |      |
| Support transit   | x                    |      |      |      |      |      |      |
| Outreach campaign for active and alternative zero emission e-mobility       |                      |      | x    |      |      |      |      |
| <b>c) Zone for Zero</b>   |                      |      |      |      |      |      |      |
| Land use suite (OCP update?)  |                      |      |      | x    |      |      |      |
| Address commercial vehicle emissions  |                      |      |      |      |      |      | x    |
| Need for better data  |                      |      |      |      |      |      | x    |
| <b>2) Zero Emission Buildings</b>   |                      |      |      |      |      |      |      |
| <b>a) Step up New Buildings</b>   |                      |      |      |      |      |      |      |
| Education on BC Energy Step Code  | x                    |      |      |      |      |      |      |
| Support transition to high performance low carbon construction              |                      | x    |      |      |      |      |      |
| <b>b) Retrofit Existing Buildings</b>                                       |                      |      |      |      |      |      |      |
| Support building retrofit program   |                      | x    |      |      |      |      |      |
| Reduce barriers to heat-pump adoption                                       |                      |      |      | x    |      |      |      |
| Coordinate with Province to establish retrofit requirements                 |                      | x    |      |      |      |      |      |
| Support public and builder knowledge for retrofits                          |                      | x    |      |      |      |      |      |
| <b>3) Close the Loop on Waste</b>   |                      |      |      |      |      |      |      |
| <b>a) Divert organic waste</b>  |                      |      |      |      |      |      |      |
| Divert organic waste (Phase 4/5)  | x                    |      | x    |      |      |      |      |
| Public education campaign for organic waste diversion                       | x                    |      |      |      |      |      |      |
| <b>b) Capture Value from Waste (improve landfill gas collection)</b>        |                      |      |      |      |      |      |      |
| Capture value from biogenic methane   | x                    |      |      |      |      | x    |      |
| <b>4) Organizational</b>  |                      |      |      |      |      |      |      |
| Organizational structure for climate action (City Administration)           |                      | x    |      |      |      |      |      |
| Long-term, deep community engagement  | x                    |      |      |      |      |      |      |
| <b>5) Sequestration</b>   |                      |      |      |      |      |      |      |
| Investigate / collaborate on carbon capture & sequestration (tree bylaw)    |                      | x    |      |      |      |      |      |
| <b>6) Actions to Build Supports for Big Moves</b>                           |                      |      |      |      |      |      |      |
| Expand urban tree canopy (tree bylaw)                                       |                      | x    |      |      |      |      |      |
| Support solar photovoltaic systems (demonstration)                          | x                    |      |      |      |      |      |      |
| Encourage water conservation  | x                    |      |      |      |      |      |      |
| Support local food production   | x                    |      |      |      |      |      |      |

### ***Budget Considerations for 2020-2024***

The following table provides some consideration for the City to take action on GHG emission reductions. Based on the workshop discussion, the following actions may have budget implications and could be considered part of Strategic Planning.

| Action  | Budget Items  | Approximate Cost |
|---|---|------------------|
| <b>1 Zero Emission Transportation</b><br><b>a) Electrify Passenger Transportation</b> <ul style="list-style-type: none"> <li>• Adopt zero-emission vehicle ready Multi-Unit residential building requirements (MURBs) – investigate OCP Development Permit Areas or Density Bonus</li> <li>• Update the GHG Development Permit Guidelines using examples from other communities</li> <li>• Support and Promote Zero-emission vehicle charging network</li> </ul>  | <ul style="list-style-type: none"> <li>• Staff time</li> </ul>  | Under \$500      |
| <ul style="list-style-type: none"> <li>• Public outreach campaign for electrifying passenger transportation (<i>and promoting less car use/more active transportation</i>) <i>Hybrid Vehicle Fleet</i></li> </ul>   | <ul style="list-style-type: none"> <li>• Staff time</li> <li>• Communication budget to work with advertising / tourism campaign and events</li> </ul>   | \$500 - \$5000   |
| <b>1 b) Shift Beyond the Car</b> <ul style="list-style-type: none"> <li>• Build safe routes for walking, cycling (Ongoing)</li> <li>• Make existing routes safer for walking and cycling. Ross Street (Ongoing), 175 m of Sidewalk, Turner Creek Trail, TCH parallel trail.</li> <li>• Build safe routes for zero emissions mobility such as electric scooters.</li> <li>• Public outreach campaign for new AAA (<i>active and assisted transportation</i>) routes and alternative zero emission e-mobility 2021</li> </ul> | <ul style="list-style-type: none"> <li>• Staff time</li> <li>• \$20,000 in budget for active transportation</li> <li>• Apply for Provincial Plan H grant to implement</li> <li>• Communication budget: include signs &amp; stickers (idle free / route maps / awareness)</li> </ul> | Over \$5000      |
| <b>1 c) Zone for Zero</b> <ul style="list-style-type: none"> <li>• Land use suite – OCP Update (2022)</li> <li>• Address commercial vehicle emissions</li> <li>• Need for better data</li> </ul>  | <ul style="list-style-type: none"> <li>• OCP update budget in 2022</li> </ul>   | Over \$5000      |
| <b>2) Zero Emission Buildings</b><br><b>a) Step up New buildings</b> <ul style="list-style-type: none"> <li>• BC Energy Step Code education</li> </ul>  | <ul style="list-style-type: none"> <li>• Staff time</li> <li>• Volunteer capacity from Environmental Advisory Committee</li> </ul>  | \$500 - \$5000   |

|   |  |                |
|---|--|----------------|
| <ul style="list-style-type: none"> <li>• Support the building industry through the transition to high-performance low carbon construction</li> <li>• Investigate a retrofit program, and financing mechanisms to enable deep energy retrofits</li> <li>• Coordinate with the provincial government, BC Hydro, FortisBC to align retrofit requirements and incentives.</li> <li>• Grow public and builder knowledge and support for retrofits</li> </ul> | <ul style="list-style-type: none"> <li>• Communication budget</li> <li>• Staff training budget</li> </ul>  |                |
| <p>3) Close the Loop on Waste</p> <p>a) Divert organic waste</p> <ul style="list-style-type: none"> <li>• Divert organic waste (Phase 4/5)</li> <li>• Public education campaign for organic waste diversion</li> </ul> <p>b) Capture value from Waste</p> <ul style="list-style-type: none"> <li>• Capture the value from biogenic methane / improve landfill gas collection</li> </ul>   | <ul style="list-style-type: none"> <li>• Communications budget: continue to celebrate and communicate progress</li> </ul>  | \$500 - \$5000 |
| <p>4) Organizational</p> <ul style="list-style-type: none"> <li>• Organizational structure for climate action (City Administration)</li> <li>• Consider GHGs in every decision for Council</li> <li>• Utilize EAC for communication, promotion, facilitation for long-term, deep community engagement (culture change)</li> </ul>   | <ul style="list-style-type: none"> <li>• Staff time</li> <li>• Possibly budget for an event</li> <li>• Communication budget</li> </ul>                             | \$500 - \$5000 |
| <p>5) Sequestration</p> <ul style="list-style-type: none"> <li>• Tree Bylaw</li> <li>• Commercial Development Permit Areas – Landscaping Reuirements.</li> </ul>  | <ul style="list-style-type: none"> <li>• Staff time</li> </ul>   | \$500 - \$5000 |
| <p>6) Supportive Actions (Actions to build support for big moves)</p> <ul style="list-style-type: none"> <li>• Expand urban tree canopy through DPA and Tree Removal Bylaw, BC Hydro Tree Planting</li> <li>• Support solar photovoltaic systems Demonstration at Art Gallery</li> <li>• Continue to support / promote Water Conservation</li> <li>• Continue to support / promote local food production</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Staff time</li> <li>• Budget for tree planting</li> <li>• Budget for communication and celebration of progress</li> </ul> | Over \$5000    |

### ***Potential Community Engagement Opportunities***

Community engagement provides an opportunity for the local government to present the CEEP, and to highlight some of the energy and emission reduction actions already in place. This demonstrates commitment and leadership, and sets a positive example for the community. Opportunities include:

- Invite local experts or relevant businesses/organizations to set-up a booth at an event to share the services or products they offer that will support GHG emission reductions and energy efficiency.
- Encourage input into the CEEP through an interactive wall chart timeline of energy and emissions actions. Invite participants to add their own ideas or commitments to the timeline.
- Incorporate the CEEP into other planning documents, and engage on the CEEP through engagement on those initiatives.

### ***Integration of the CEEP into municipal processes***

The table below provides a guide to embedding the CEEP into other plans, work programs, committees and budgets. Regular reporting and five-year reviews of the plan will help ensure consistent progress.

| Incorporate  | Budget                                     | Monitor   | Convene  | Report  | Renew                                   |
|--|--|---|--|---|---|
| Embed CEEP into other planning documents, e.g.:<br>-OCP<br>-Zoning Bylaw<br>-Strategic Plan<br>-Other plans as appropriate | Embed CEEP actions into budgeting process. | Monitor CEEP implementation indicators for specific actions, e.g.:<br>- Number of homes participated in utility incentive programs or energy efficiency retrofits<br>- Meters of cycling path or sidewalk added | Regular meetings to discuss implementation, e.g.:<br>- Council Committee<br>- Staff meetings<br>- EAC meetings | Regular reports to Council<br><br>Integrate at same time as annual CARIP report<br><br>Provide statistics to Council and show community accomplishments | Prepare for plan renewal every 5 years. |

Workshop participants discussed options for integrating the CEEP and ongoing climate work into the City's organizational structure. Each city department has responsibility to implement their related actions and champion the CEEP. It is expected that the City of Salmon Arm CEEP will be introduced to Council in March 2020. The Council may also review the CEEP during its 2020 Strategic Planning session as a way to introduce emission reduction programs /policies to the strategic plan and help drive change for the City to meet its community emission reduction target.

Items in the CEEP should be included in every report to Council to note plan implementation progress and keep Energy and Emissions reduction a priority. It is important to report on specific actions and measurable outcomes. Sharing this information with the community helps to build awareness. Promotion of local actions already underway such as becoming a member of the FCM-ICLEI PCP program, establishing a Climate Action Reserve fund, leadership on organic waste diversion, capture value from biogenic methane, ban of plastic bags, solar array at the arts centre and geothermal at City Hall, to name a few. The City recognizes the value of communication in building community support for energy and emissions reduction.

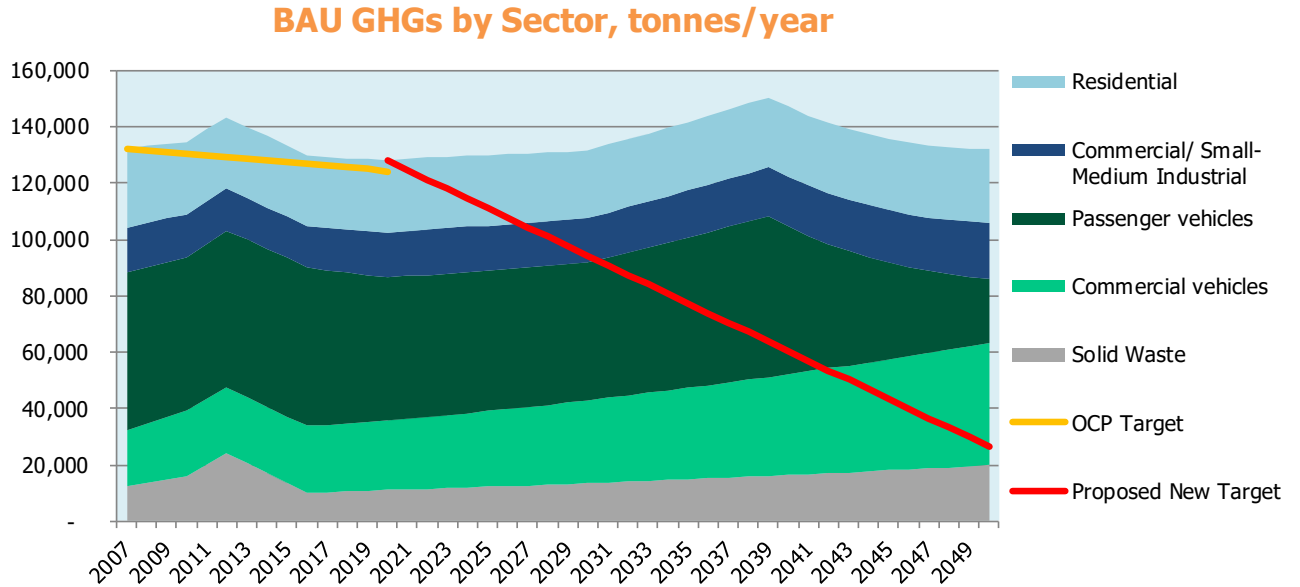
## Detailed Analysis & Discussion of Impacts of CEEP Actions

Salmon Arm has levers to reduce community energy and emissions and can move closer towards its target, but many things remain outside of the City's control including Federal and Provincial actions, and technological changes. These may provide significant assistance towards meeting the new target trajectory, for example, with the impact of the 100% Zero-Emissions Vehicle mandate affecting the purchase of all new passenger vehicles from 2040.

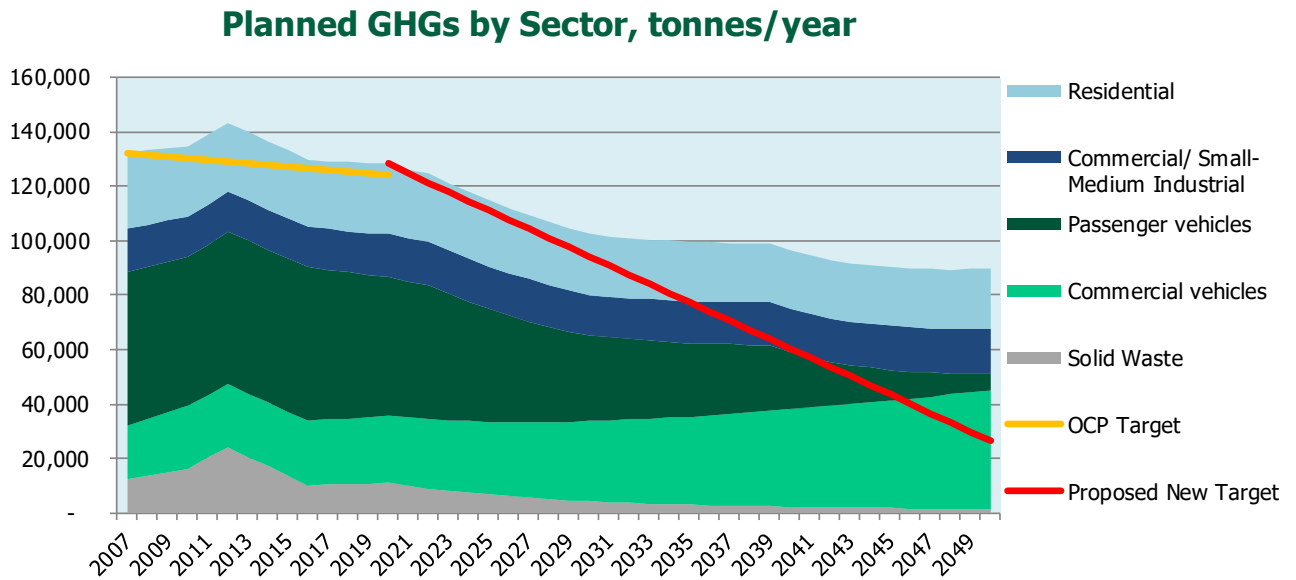
Note that actions to reduce electricity consumption will result in financial benefits for the community, but will not result in significant savings in emissions. Electricity in BC has a very low GHG intensity.



**GHG Emission by Sector: BAU and Planned**

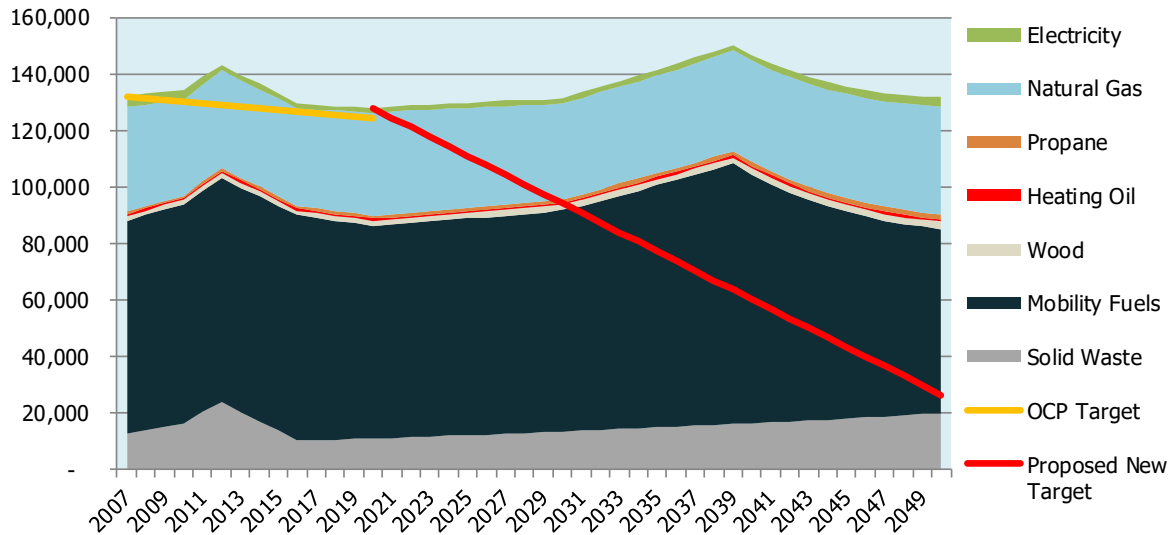


In the preceding chart, the plan shows reductions in passenger vehicle emissions. There will be no reductions in the commercial vehicle sector. The commercial vehicle sector is an opportunity for further reductions in future years.

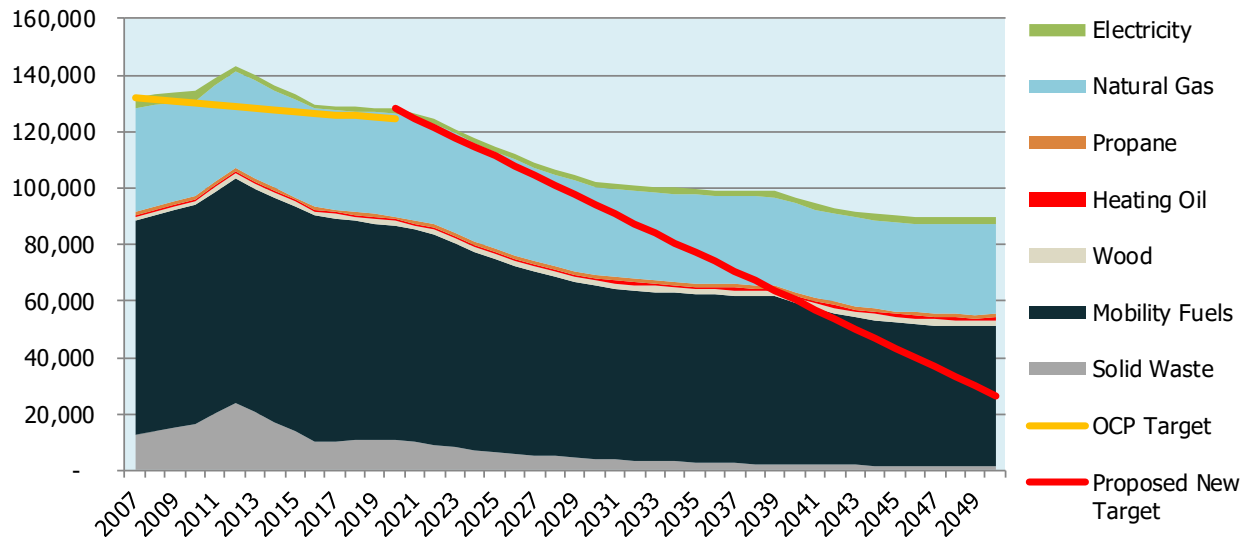


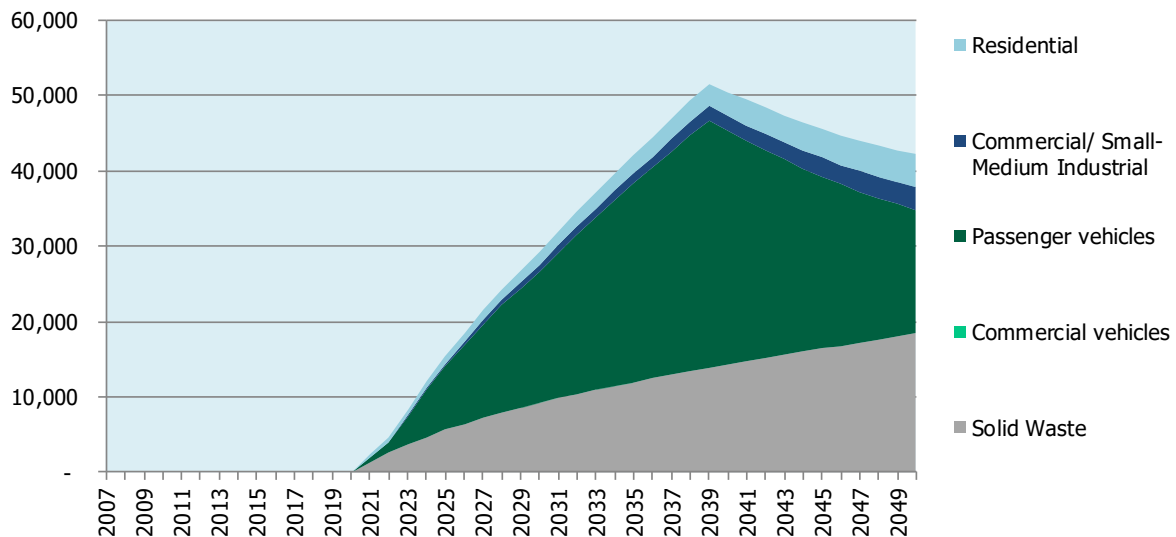
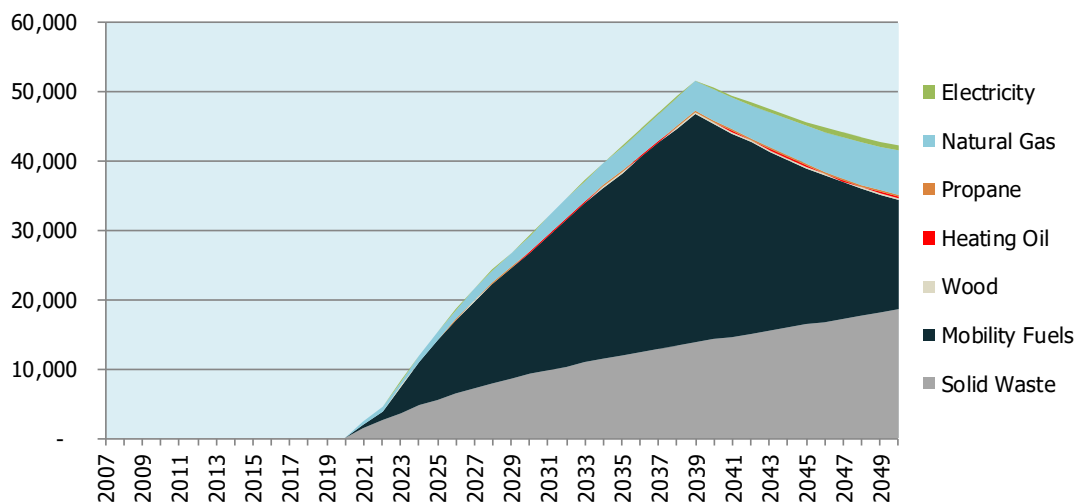
**GHG Emissions by Fuel and Waste: BAU and Planned**

**BAU GHGs by Fuels & Waste, tonnes/year**



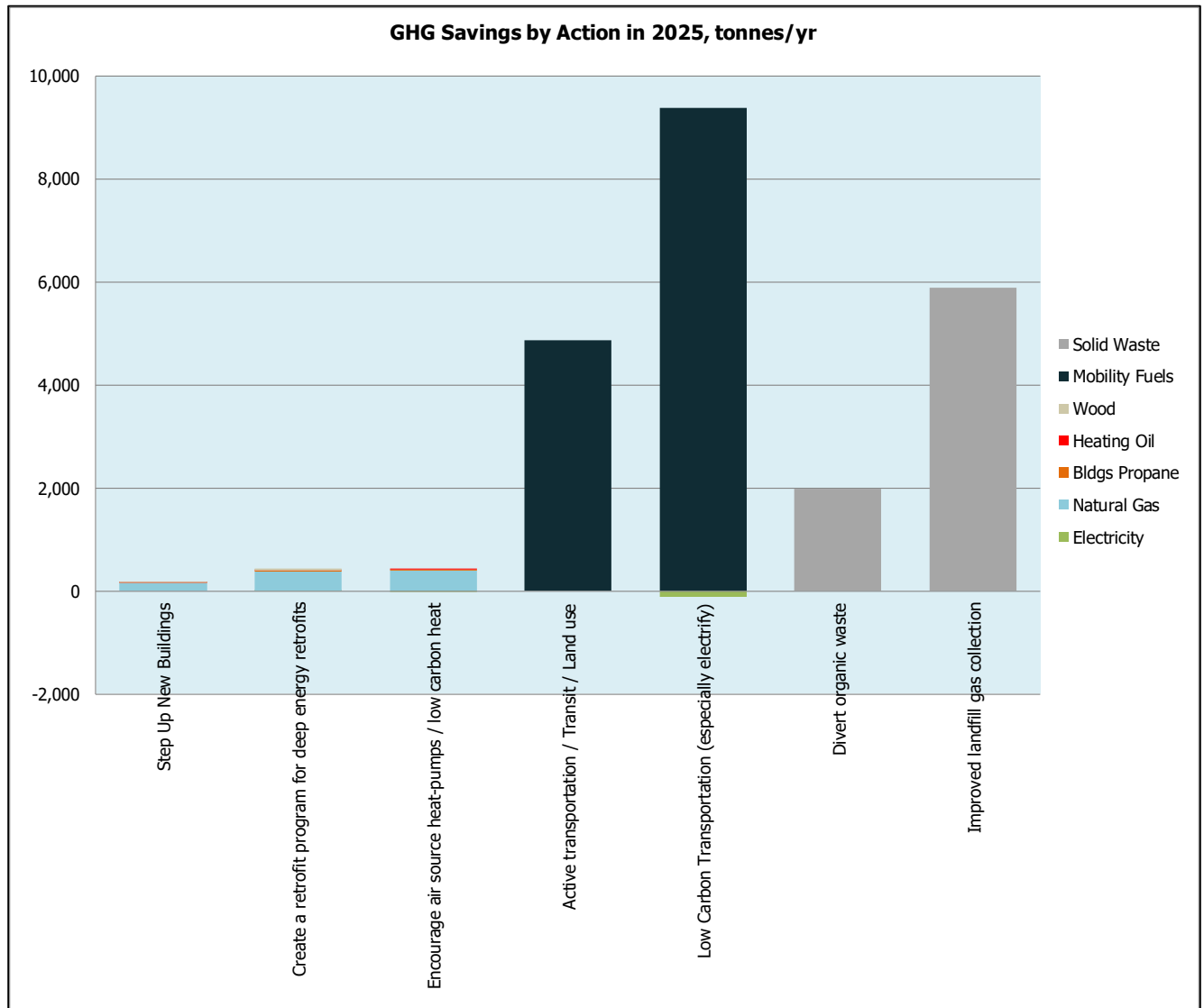
**Planned GHGs by Fuels & Waste, tonnes/year**



GHG Emissions in Salmon Arm explained**GHG Impacts of Plan by Sector, tonnes/year****GHG Impacts of Plan by Fuels & Waste, tonnes/year**

With implementation of actions from the CEEP, modeled to begin in 2021, GHG reductions in the solid waste and passenger vehicle sectors are substantial. GHG reductions from buildings sector will be modest. Note that CEEP GHG impacts may reduce in later years as a result of Provincial / Federal Policies augmenting the impact of local government decisions.

### GHG Savings by Action



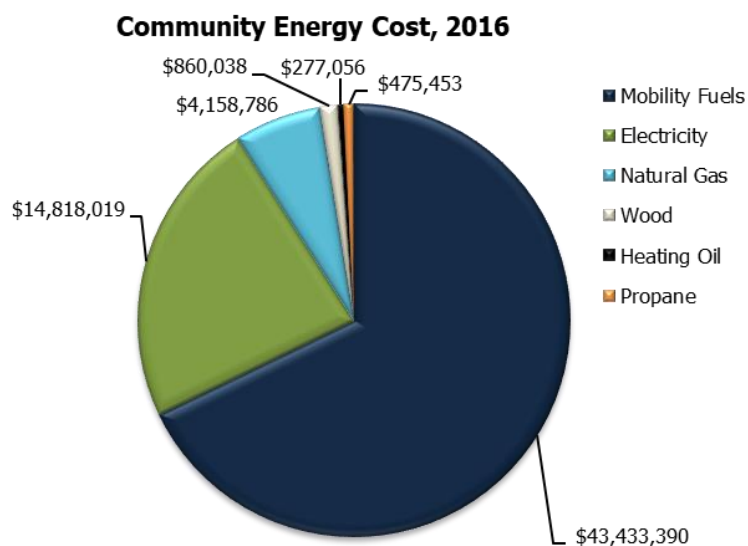
The preceding chart takes a snapshot of the year 2025, five years from now, and indicates which actions could reduce the most GHGs that year. According to model assumptions, the single greatest action will be implementing low carbon transportation to reduce about 9400 tonnes / year. Diverting organic waste and improving the landfill gas collection are combined to be 7850 tonnes/year reduction. The third most effective action, also aimed at the transportation sector is implementing active transportation and more transit resulting in a reduction of 4900 tonnes/year.

## Community Financial Savings

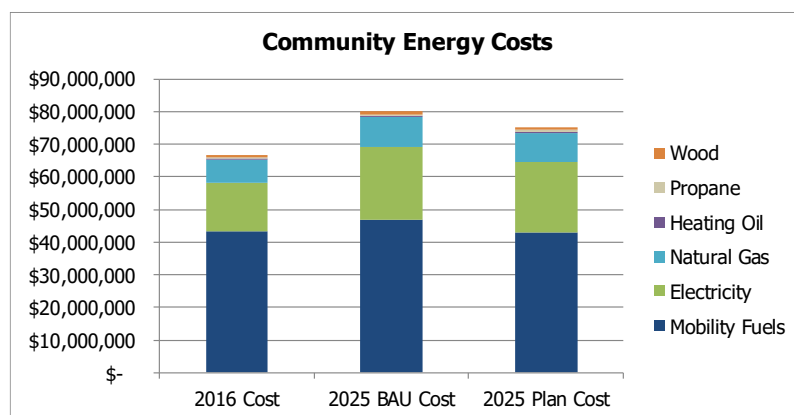
Along with the City's commitment to address climate change, by reducing energy consumption and emissions, there are strong economic impacts and improved health outcomes for the community as a whole. Most energy dollars spent within the community, leave the community. With a local expenditure of approximately \$3,600 per capita, a significant co-benefit of implementing the CEEP will help residents and businesses reduce their cost of living, and increase the likelihood of spending on local goods and services. In addition, any locally generated energy will help to keep energy dollars local rather than exported.

The pie-chart shows the approximately \$64 million (\$3,600 per capita) of Salmon Arm community energy expenditures in 2016, split by fuel type. The chart is derived from energy consumption data from the Province of BC, and local energy costing information.

Several actions have additional benefits, including financial benefits, that are not included in the calculation of "community energy dollars saved". For example, improving upon organics diversion and landfill gas collection with FortisBC will increase the economic payback.

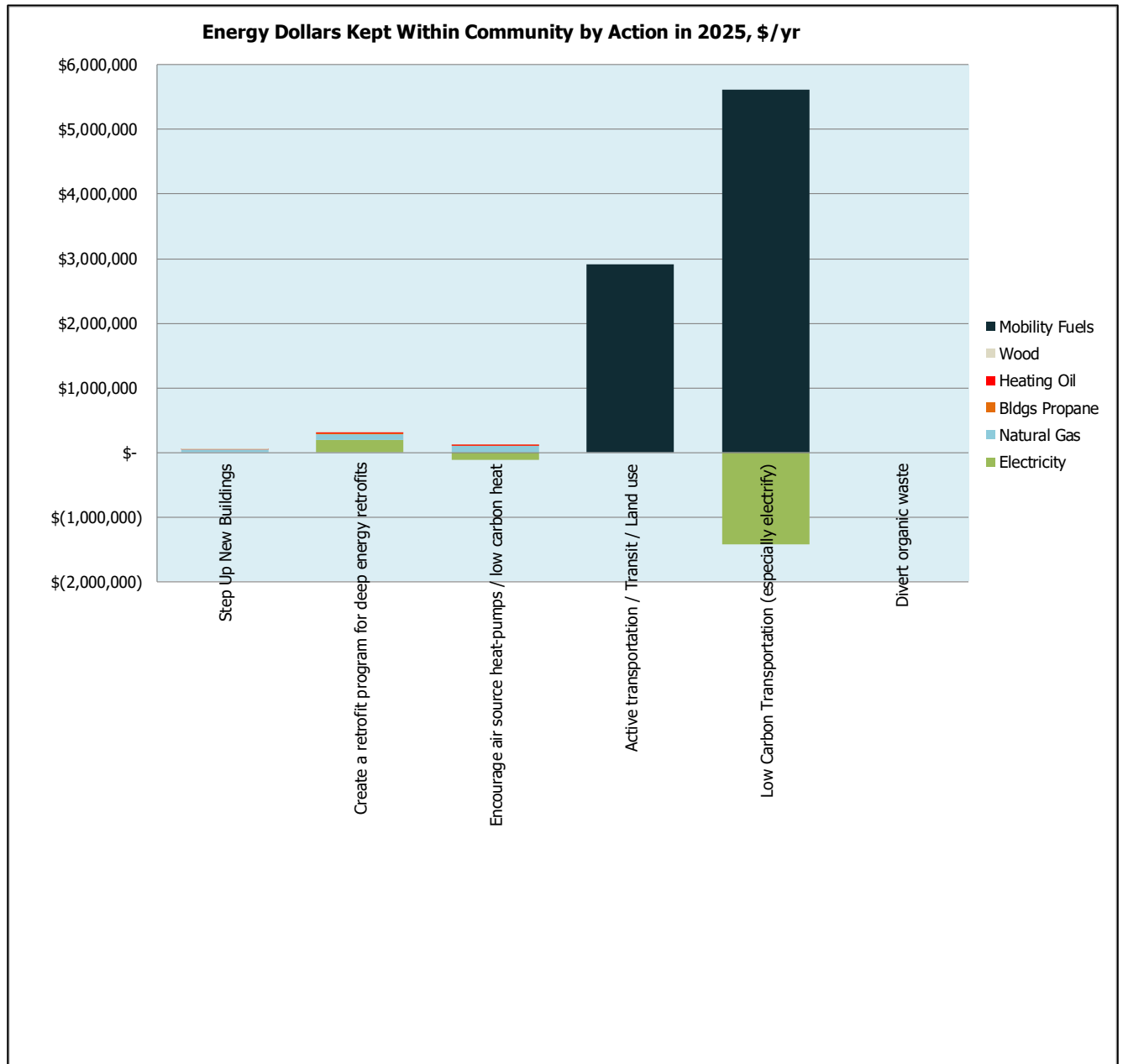


The impacts of the plan are shown in the adjacent chart, comparing 2016 and 2025. Salmon Arm community energy costs are projected to be reduced by approximately 6% per capita through plan implementation. The model assumes that the energy prices for electricity and natural gas have increased between 2016 and 2025, and mobility fuels remain constant. Although energy prices are very difficult to predict, there is confidence that the price of electricity will increase over the next few years. The 6% plan cost reduction equates to about \$4.9 million per year (\$237 per capita).





From a resilience perspective, increasing building energy efficiency (adding insulation), increasing opportunities for active transportation, and increasing the local food supply makes the community better able to cope with potential interruptions in energy supply. Plus energy efficiency makes the community better able to cope with fluctuations or shocks to energy prices. Estimates for financial savings, through keeping energy dollars local, potentially attributed to each action are shown in the following chart.



## Next Steps

Recommended next steps for the City are as follows:

1. Council adopt the CEEP with the updated community GHG reduction targets.
2. As the FCM funded BC & Yukon Regional Climate Advisor, and with adoption of the CEEP, CEA will guide the City through Community Milestones of the FCM-ICLEI Partners for Climate Protection Program. The CEEP will support meeting Community Milestones 1-3.
3. Staff consider ways to incorporate the CEEP into other City documents and strategies including the OCP update in 2022.
4. Implement CEEP Actions.

Finally, CEA recommends CEEP review on a five-year cycle to amend ongoing actions, evaluate new actions and reflect new opportunities. This will help to meet GHG reduction targets and realise co-benefits.

### Next Steps and Conclusions

Appendix 2 provides the documentation for the City of Salmon Arm Climate Action Plan or CEEP. The tasks and timeline to finalize the CEEP for adoption by the City of Salmon Arm are noted in the next table.

| Timeline   | Task  |
|--|---|
| January 2020   | <ul style="list-style-type: none"> <li>✓ CSA staff review Appendix “draft Action Plan”, provide edits to CEA</li> <li>✓ CEA internally completes CEEP model update</li> <li>✓ CEA incorporates Appendix discussion notes into the CEEP model</li> <li>✓ CEA delivers full draft plan (actions and model graphs) to CSA</li> </ul> |
| February/March 2020<br>and readjust to reflect<br>CSA operations during<br>COVID-19 Pandemic | <ul style="list-style-type: none"> <li>✓ CSA internal review of plan / CEA prepare draft #2</li> <li>✓ CSA lead public process for further comment and input.</li> <li>✓ CSA provide comments to CEA for inclusion into Plan</li> <li>✓ CEA finalize draft CEEP with CSA feedback</li> </ul>                                      |
| Autumn 2020  | <ul style="list-style-type: none"> <li>✓ Review of CEEP by EAC</li> <li>□ CSA adopt CEEP</li> </ul>   |

It has been CEA’s privilege to support the City of Salmon Arm to develop its Climate Action Plan in the form of the Community Energy and Emissions Planning (CEEP) tool and emissions modeling exercise. We look forward to finalizing the CEEP and enjoy our continued relationship with the City of Salmon Arm. This includes CEA Membership, participant in the FCM Partners for Climate Protection Program, and participant in the Step Code Local Government Peer Network. If any further information is required for this CEEP report, please do not hesitate to contact the team at the Community Energy Association (CEA).

## Appendix 1 – Community Energy & Emissions Inventory Assumptions

This appendix contains details on the community energy & emissions inventory for the City of Salmon Arm. Emissions factors for the fuels used in the four inventory years are shown in the following table.

| GHG/GJ, by Year       | 2007  | 2010  | 2012  | 2016  |
|-----------------------|-------|-------|-------|-------|
| <b>Mobility fuels</b> | 0.068 | 0.065 | 0.065 | 0.065 |
| <b>Electricity</b>    | 0.007 | 0.007 | 0.004 | 0.003 |
| <b>Natural gas</b>    | 0.050 | 0.050 | 0.050 | 0.050 |

Some of the emission factors have changed over time. The emission factors for mobility fuel has decreased as a result of the Renewable and Low Carbon Fuel Requirements Regulation. The emissions factor for electricity has decreased as a result of ongoing efforts to decarbonise the BC Hydro electricity grid.

The data sources have been the Province of BC's Community Energy & Emissions Inventory (CEEI) data (both current and older versions),<sup>7</sup> and utilities and landfill waste data at the utility level.<sup>8</sup>

To note: Emissions from large industry *not* included.

Assumptions made with respect to the inventories are as follows:

- The Province of BC made a series of standard assumptions in the creation of the CEEI data, which are outlined on the CEEI webpage: <https://www2.gov.bc.ca/gov/content/environment/climate-change/data/ceei>. The CEEI inventory years in the CEEP document charts are 2007, 2010, and 2012.
- The Province of BC made other assumptions for the 2016 buildings and landfill waste emissions information, which are outlined in the community level spreadsheets on the Provincial Inventory webpage: <https://www2.gov.bc.ca/gov/content/environment/climate-change/data/provincial-inventory>
- In creating the inventories, CEA made other assumptions in addition to these:
  - Because the Province's 2016 natural gas commercial buildings data included large industry in an aggregated way, CEA had to use the 2012 natural gas commercial buildings data and assume that it changed according to population.
  - Because the Province had removed transportation data from its most recent release of the 2007, 2010, and 2012 CEEI data, and has not provided any for 2016 either, CEA had to take make assumptions. CEA took transportation data from a previous release of CEEI which was provided up to 2012, assumed that this was correct, and that it changed proportionally with population.

<sup>7</sup> <https://www2.gov.bc.ca/gov/content/environment/climate-change/data/ceei>

<sup>8</sup> <https://www2.gov.bc.ca/gov/content/environment/climate-change/data/provincial-inventory>

## 2016 Inventory Information and Data Breakdown

| Salmon Arm Community | 2016 Population 17,706 |                                    |             |               |             |       |         |             |          |
|----------------------|------------------------|------------------------------------|-------------|---------------|-------------|-------|---------|-------------|----------|
| Community            | Sector                 | Subsector Desc                     | Measurement | I Connections | Consumption | Units | Arg VKI | Energy (GJ) | CO2E (t) |
| Salmon Arm City      | On-Road Transportation | Motorcycles, Mopeds                | Gasoline    | 259           | 70,194      | L     | 6,066   | 2,456       | 156      |
| Salmon Arm City      | On-Road Transportation | Small Passenger Cars               | Gasoline    | 3,088         | 4,834,916   | L     | 16,885  | 169,223     | 10,859   |
| Salmon Arm City      | On-Road Transportation | Small Passenger Cars               | Diesel Fuel | 91            | 144,067     | L     | 23,356  | 5,518       | 383      |
| Salmon Arm City      | On-Road Transportation | Small Passenger Cars               | Natural Gas | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Small Passenger Cars               | Propane     | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Small Passenger Cars               | Hybrid      | <10           | withheld    | L     | 16,076  | 150         | 10       |
| Salmon Arm City      | On-Road Transportation | Small Passenger Cars               | Electric    | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Small Passenger Cars               | Other Fuel  | <10           | withheld    | L     | 13,245  | 25          | 0        |
| Salmon Arm City      | On-Road Transportation | Large Passenger Cars               | Gasoline    | 1,652         | 3,134,403   | L     | 16,986  | 109,704     | 7,039    |
| Salmon Arm City      | On-Road Transportation | Large Passenger Cars               | Diesel Fuel | 17            | 22,041      | L     | 14,357  | 843         | 59       |
| Salmon Arm City      | On-Road Transportation | Large Passenger Cars               | Hybrid      | 39            | 50,092      | L     | 22,850  | 1,753       | 111      |
| Salmon Arm City      | On-Road Transportation | Large Passenger Cars               | Other Fuel  | <10           | withheld    | L     | 11,425  | 69          | 4        |
| Salmon Arm City      | On-Road Transportation | Taxi, Limo                         | Gasoline    | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Taxi, Limo                         | Natural Gas | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Taxi, Limo                         | Other Fuel  | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Light Trucks, Vans, SUVs           | Gasoline    | 5,171         | 15,317,990  | L     | 20,424  | 536,131     | 34,720   |
| Salmon Arm City      | On-Road Transportation | Light Trucks, Vans, SUVs           | Diesel Fuel | 178           | 495,853     | L     | 16,683  | 18,991      | 1,312    |
| Salmon Arm City      | On-Road Transportation | Light Trucks, Vans, SUVs           | Hybrid      | 19            | 42,990      | L     | 27,097  | 1,504       | 96       |
| Salmon Arm City      | On-Road Transportation | Light Trucks, Vans, SUVs           | Other Fuel  | 27            | 56,076      | L     | 12,234  | 1,418       | 87       |
| Salmon Arm City      | On-Road Transportation | SUV / Van                          | Gasoline    | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | SUV / Van                          | Diesel Fuel | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | SUV / Van                          | Natural Gas | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | SUV / Van                          | Other Fuel  | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Motorhomes                         | Gasoline    | 117           | 377,645     | L     | 22,345  | 13,218      | 842      |
| Salmon Arm City      | On-Road Transportation | Motorhomes                         | Diesel Fuel | 68            | 283,695     | L     | 20,828  | 10,865      | 741      |
| Salmon Arm City      | On-Road Transportation | Motorhomes                         | Other Fuel  | <10           | withheld    | L     | 22,041  | 90          | 4        |
| Salmon Arm City      | On-Road Transportation | Light Duty Truck                   | Gasoline    | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Light Duty Truck                   | Diesel Fuel | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Light Duty Truck                   | Propane     | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Medium Duty Truck                  | Gasoline    | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Medium Duty Truck                  | Diesel Fuel | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Medium Duty Truck                  | Propane     | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Heavy Duty Truck                   | Gasoline    | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Heavy Duty Truck                   | Diesel Fuel | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Commercial Vehicles                | Gasoline    | 484           | 1,650,046   | L     | 20,424  | 57,752      | 3,692    |
| Salmon Arm City      | On-Road Transportation | Commercial Vehicles                | Diesel Fuel | 804           | 3,789,753   | L     | 26,894  | 145,148     | 9,895    |
| Salmon Arm City      | On-Road Transportation | Commercial Vehicles                | Hybrid      | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Commercial Vehicles                | Other Fuel  | 13            | 36,133      | L     | 14,863  | 914         | 57       |
| Salmon Arm City      | On-Road Transportation | Tractor Trailer Trucks             | Gasoline    | <10           | withheld    | L     | 12,638  | 124         | 7        |
| Salmon Arm City      | On-Road Transportation | Tractor Trailer Trucks             | Diesel Fuel | 168           | 3,487,907   | L     | 50,250  | 133,587     | 9,106    |
| Salmon Arm City      | On-Road Transportation | Tractor Trailer Trucks             | Other Fuel  | 0             | 0           | L     | 8,594   | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Bus                                | Gasoline    | 11            | 31,275      | L     | 16,582  | 1,096       | 69       |
| Salmon Arm City      | On-Road Transportation | Bus                                | Diesel Fuel | 52            | 299,051     | L     | 21,435  | 11,454      | 780      |
| Salmon Arm City      | On-Road Transportation | Bus                                | Hybrid      | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Bus                                | Electric    | 0             | 0           | 0     | 0       | 0           | 0        |
| Salmon Arm City      | On-Road Transportation | Bus                                | Other Fuel  | <10           | withheld    | L     | 5,359   | 0           | 0        |
| Salmon Arm City      | Solid Waste            | Community Solid Waste              | Solid Waste |               | 11,664      | T     |         |             | 10,194   |
| Salmon Arm City      | Buildings              | Residential                        | Electricity | 7,978         | 73,482,000  | kWh   |         | 264,535     | 784      |
| Salmon Arm City      | Buildings              | Residential                        | Natural Gas | 6,062         | 415,879     | GJ    |         | 415,879     | 20,740   |
| Salmon Arm City      | Buildings              | Residential                        | Propane     | 1             | 16,226      | GJ    |         | 16,226      | 992      |
| Salmon Arm City      | Buildings              | Residential                        | Heating Oil | 1             | 9,212       | GJ    |         | 9,212       | 630      |
| Salmon Arm City      | Buildings              | Residential                        | Wood        | 1             | 68,257      | GJ    |         | 68,257      | 1,609    |
| Salmon Arm City      | Buildings              | Commercial/Small-Medium Industrial | Electricity | 1,205         | 74,697,000  | kWh   |         | 268,909     | 797      |
| Salmon Arm City      | Buildings              | Commercial/Small-Medium Industrial | Natural Gas | 0             | 0           | 0     |         | 0           | 0        |
| Salmon Arm City      | Buildings              | Commercial/Small-Medium Industrial | Propane     | 0             | 0           | 0     |         | 0           | 0        |
| Salmon Arm City      | Buildings              | Large Industrial                   | Electricity | 0             | 0           | 0     |         | 0           | 0        |
| Salmon Arm City      | Buildings              | Large Industrial                   | Natural Gas | 0             | 0           | 0     |         | 0           | 0        |

Note: 0 values mean that there is no value for the community.

2016 Inventory Information source: 2016 CEEI reports

<https://www2.gov.bc.ca/gov/content/environment/climate-change/data/cee>

## Appendix 2 –Action Details

This section contains details on the actions, as discussed in the CEEP workshop / reviewed by staff.

| Action  | Year                  | Discussion: Barriers / Opportunities   | Partners                                   |
|---|-----------------------|--|--|
| 1) Zero Emission Transportation   |                       |  |  |
| a) Electrify Passenger Transportation   |                       |  |  |
| Adopt zero-emission vehicle ready building requirements (MURBs)   | 2021                  | <input type="checkbox"/> Include in City of Salmon Arm GHG Development Permit Area<br><input type="checkbox"/> Include in OCP / consider density bonus   | CSA  |
| Design, fund, and build a public zero-emission vehicle charging network. (BCH)<br><br>Promote a zero emission vehicle charging network. (CSA) | 2022<br>(in progress) | <input type="checkbox"/> In progress - BC Hydro is working on this as a Regional approach<br><input type="checkbox"/> BCH wants to manage now. Previously partnered with community for charging sites.<br><input type="checkbox"/> Consider advertising campaign as tourism link to find local stations (example Accelerate Kootenays)<br><input type="checkbox"/> 4 private groups in the process of installing fast chargers   | BCH<br>CSA                                 |
| Supportive policies and levers for zero-emission vehicle charging network   | Done                  | <input type="checkbox"/> City hall parkade will be electrified   | CSA  |
| Public outreach campaign for electrifying passenger transportation<br><br><i>(and promoting less car use/more active transportation)</i>      | 2021                  | <input type="checkbox"/> Include transportation planning in event planning (Roots & Blues, farmers markets, etc.) ebus, app, rideshare, coordination of carpools<br><input type="checkbox"/> Partner with PAC/School District for idle free zone at schools. "Idle no more"<br><input type="checkbox"/> Consider downtown temporary no car/no parking/emission free zone. i.e., One day per month or Sundays.<br><input type="checkbox"/> Promote pedestrian movement.<br><input type="checkbox"/> Allow for deliveries at certain times.<br><input type="checkbox"/> Idle free campaign<br><input type="checkbox"/> Need cultural shift, public relations, communication, promotion, planning, celebrate and reframing of message partner with Environmental Advisory Committee for publicity, social media posts of highlights, update TV screen at CSA front counter<br>. | MOTI<br>SD83<br>EAC<br>CSA<br>Idle Free BC |



| b) Shift Beyond the Car  |                         |  |   |
|--|-------------------------|--|---|
| <p>Build safe routes for walking, cycling</p> <p>Make existing routes safer for walking and cycling.</p> <p>Build safe routes for zero emissions mobility.</p> | <p>2020<br/>Ongoing</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> In progress: Has been ongoing strategy for 25 years. Created fund for active transportation plan. \$20,000 into active transportation budget for 2021</li> <li><input type="checkbox"/> Provincial Plan H Grants to plan and implement Active Transportation funding stream opens Dec 2019. Age Friendly grants available</li> <li><input type="checkbox"/> CSA capitol projects invested several \$100k for sidewalk expansion and \$30k for curbs to improve connections. Currently funded through general revenue.</li> <li><input type="checkbox"/> Greenways committee building connections and lots of spirit. CSA \$50-75k spent on trails. Quick wins accomplished</li> <li><input type="checkbox"/> Greenways need to acquire property to expand. Considering lower surface standards for cost savings. Gravel not suitable for uphill and bikes. Add connector routes / trails with switchbacks for uphill bike paths. Lower surface standards increase ongoing maintenance costs</li> <li><input type="checkbox"/> Possibility to extend current roads to include bike lanes and sharrows (10<sup>th</sup> Ave SE, Five corners" to 97B, to South New Trails)</li> <li><input type="checkbox"/> Safe routes to school: Have crosswalk now; identify high-risk areas. Include planning principals for safety and trend for safety in numbers. Perceived risk vs. real risk. Citizens patrol. Slow the vehicle travel</li> <li><input type="checkbox"/> Promotion ideas: Highlight citizens on low carbon footprint. Mantra: "Walking puts time in day." Promote to citizens. Walking is a habit and needs planning. Survey number of kids who walk to school</li> <li><input type="checkbox"/> Vision Zero is designation and aspiration for zero serious motor vehicle accidents. Includes funds for plans AND next phase. Examples in Kelowna and First Nations for Tappen Trail application</li> <li><input type="checkbox"/> Cost share with ICBC for crosswalk lighting with pedestrian warning systems</li> <li><input type="checkbox"/> MOTI: Bike BC previously provided funds for active transportation. Now new guide for trails and grants from CleanBC</li> <li><input type="checkbox"/> In 2016, Subdivision Bylaw changed to include all trail standards, and arterial route standards to include bike lanes or multi-use paths. Shuswap Bike Community installed reflectors to reduce speed for vehicles (due to narrow roads). Sharrows and painted "share the road options" work in building awareness and helping to build bike network. Request for more around the community, but requires truck to go around painting them</li> <li><input type="checkbox"/> Education, awareness, and safety for people i.e., Walking school bus, Vision Zero movement, ICBC partner to reduce accidents, Active Transportation / Bike BC Guide for grants)</li> </ul> | <p>CSA<br/>MOTI<br/>IH<br/>SD83<br/>EAC: Greenways<br/>– Recreation<br/>Idle Free BC<br/>ICBC</p> |

|   |  |  |   |
|---|--|--|---|
| Transit<br><i>Support a zero-emission transit network</i>   | 2021<br>Ongoing                              | <ul style="list-style-type: none"> <li><input type="checkbox"/> CSA partners with BC Transit through a shared service arrangement</li> <li><input type="checkbox"/> CSA manages all bus routes with recently approved later hours (until 10pm on weekends, and 8pm on weekdays)</li> <li><input type="checkbox"/> Reaching the point where transit routes are at a max. Cost is \$200k/year to expand route.</li> <li><input type="checkbox"/> Example: City of Revelstoke poverty reduction strategy had BC Transit discussion to better support community (e.g. seniors use the service in the daytime. More targeted smaller routes)</li> <li><input type="checkbox"/> CSA worked with SD83 to develop schedules so bus arrivals coincide with school start time. Reduced student pickup within 3km radius of school</li> <li><input type="checkbox"/> Examples: Kingston and Victoria provide bus etiquette education and bus pass to high school students. Increased ridership. University students get free transit passes</li> <li><input type="checkbox"/> Barrier: Bike rack is full before bus. Cyclists don't ride up hill</li> <li><input type="checkbox"/> In CSA, there's a lack of transit use since schools in Shuswap Middle school start at 8, but parent's work starts at 9</li> <li><input type="checkbox"/> Potentially partner with major employer to coordinate bus schedule to line up with shift schedules. Example Teck has bus timed for shift work</li> <li><input type="checkbox"/> Adams Lake Band subsidizes one route</li> </ul> | BC Transit<br>SD83<br>Major employers<br>CSA<br>First Nations |
| Public outreach campaign for new AAA ( <i>active transportation</i> ) routes and alternative zero emission e-mobility | 2021   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Education: Driver and rider awareness</li> <li><input type="checkbox"/> Short term task: Define safe routes to school</li> <li><input type="checkbox"/> Develop drop off area/plan for parents at schools</li> <li><input type="checkbox"/> Long term task: build routes</li> <li><input type="checkbox"/> SD83 eliminated cross boundary students so in theory students are in walking distance of school. However, children cannot safely ride in all areas</li> </ul>   | SD83<br>CSA<br>ICBC   |
| c) Zone for Zero  |  |  |   |
| Land use suite (OCP update)   | Completed Phase 3<br><br>2022 for OCP update | <p>Discussion</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OCP review scheduled for 2022</li> <li><input type="checkbox"/> Salmon Arm has progressive policies in place: Development cost charges, parking regulations, "Urban Containment Policy" Discussion</li> <li><input type="checkbox"/> Create walkable neighbourhoods, decrease distance to travel for food, allow for daily destinations. Uptown /downtown. Pedestrian zones to add vibrancy and plan public realm portion</li> <li><input type="checkbox"/> To exclude property from Agricultural Land Reserve (ALR) is difficult, as it now requires local government application based on growth strategy instead of application by user</li> <li><input type="checkbox"/> CSA needs land bank assessment. Only 2.5% of land left for development. OCP does not have minimum density requirements, only maximum density requirements. Designs can be four plexes rather than MURBs</li> </ul>  | CSA<br>CSRD<br>IH<br>Arts and Culture                         |

|  |  |   |  |
|--|--|---|--|
|  |  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Subdivision standards have bike lanes/bus stops. Cannot retrofit roads easily. Direct capital contributions allow wider right-of-ways for bikes, etc. Cul de CSAs have higher resale but need green space, connectivity and cooperation. Include greenway strategy for pedestrians</li> <li><input type="checkbox"/> Small subdivision of 2 lots does not implement planning process. Suggest advanced road plans from Council as connection negotiation tool</li> <li><input type="checkbox"/> Kelowna example: infill challenge. Working with developers to encourage development in specific areas, and infilling where possible keeping aesthetic of the neighbourhood. Winners build their design. City learned where need to tweak zoning bylaws to encourage infill. Kelowna has an aggressive land purchasing strategy to control how land used</li> <li><input type="checkbox"/> Civic pride idea: Art installation campaign for shade in downtown and at festivals. Partner with Arts and Culture committee</li> <li><input type="checkbox"/> Energy Efficiency, Water Conservation and GHG reduction DPA for Multi family, commercial and industrial.</li> <li><input type="checkbox"/> DCC reduction for GHG reduction targets</li> <li><input type="checkbox"/> Density bonusing for GHG reduction/Step Code targets</li> </ul> <p>Parking regulations ideas</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Downtown business: Concentric circle campaign for walkability, pedestrians have “More chance to shop!” campaign, could use adage “It’s not that far”</li> <li><input type="checkbox"/> Reduce number of free staff parking stalls DSA (<i>CSA tried but experienced no effect</i>)</li> <li><input type="checkbox"/> Senior home parking: culture will shift to less vehicles, in meantime parking oversubscribed</li> <li><input type="checkbox"/> Overall: Shift culture to make parking less convenient (<i>aware this could conflict with DPC mandate and parkade plans</i>)</li> <li><input type="checkbox"/> CSRD parking stalls at 17m<sup>2</sup>, too small for recreation / tourist vehicles</li> <li><input type="checkbox"/> Add charging stations for neighbourhood</li> <li><input type="checkbox"/> Need long term parking vision</li> <li><input type="checkbox"/> In Kamloops, blocking off a portion of streets and turning into a public space worked. Also, low-speed traffic</li> </ul> <p>Zoning bylaw amendment ideas:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drive through restaurants: Eliminate, promote healthy food, walkability, and reduce idling</li> <li><input type="checkbox"/> Gas station zone: Currently congestion at City gas stations, promote scarcity of gas stations/discourage in City centre, move to a commercial district out of downtown, consider a highway amenity travel zone, include EV charging infrastructure</li> <li><input type="checkbox"/> For commercial vehicles, “Flying Js” or pull in by scales rather than on the side of the road. Industrial Park on Hwy 97 is good, but nothing on Hwy 1</li> </ul> |  |
|--|--|---|--|

|  |  |  |  |
|--|--|--|--|
|  |  | <p>Regional Planning</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Partner with CSRD to reduce traffic and sprawl in rural areas</li> <li><input type="checkbox"/> Introduce building permits at CSRD</li> <li><input type="checkbox"/> Rural sprawl is problem due to cheaper services</li> <li><input type="checkbox"/> Building in silos (e.g. subdivisions ) is not efficient</li> </ul>   |  |
| New Action:<br>Commercial Vehicle Emissions  | No<br>(Idea)                                     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Highway 1 data, emissions are accounted to where vehicle is registered</li> <li><input type="checkbox"/> Traffic lights on highway increase emissions</li> <li><input type="checkbox"/> Consider truckers needs: where to stop, no idling, rest areas and convenience, partner with First Nations to find area in town for trucks to wait when roads closed</li> </ul>   | MOTI                                     |
| New Action:<br>Need for Better Data  | No<br>(Idea)                                     | <ul style="list-style-type: none"> <li><input type="checkbox"/> GHG is global indicator. Measuring/evaluating progress re: GHGs not understood</li> <li><input type="checkbox"/> Cell phone data available to identify who lives in area for periods longer than 3 months. Example: Revelstoke determined 15,000 winter residents and 8000 residents)</li> <li><input type="checkbox"/> Odometer readings needed for accurate vehicle kms</li> <li><input type="checkbox"/> ICBC data on accidents</li> <li><input type="checkbox"/> Population health data</li> <li><input type="checkbox"/> Traffic stats: 16,000 to 26,000 vehicles/day on road in Salmon Arm</li> <li><input type="checkbox"/> Seasonal homes skew community GHG stats</li> </ul>  | Province<br>ICBC<br>Communications<br>IH |
| 2) Zero Emission Buildings   |  |  |  |
| a) Step up New Buildings   |  |  |  |
| Promote / Education on the BC Energy Step Code and supplement with incentives targeting zero-emissions heating systems | <p>2020<br/>Maybe for Phase 1</p> <p>Ongoing</p> | <p>Background:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submitted notice of consultation to the Province on Step Code already. September 11, 2019. (Step 1 implementation can be no sooner than 6 months after this date.)</li> <li><input type="checkbox"/> FortisBC New Home program leaflets distributed at the permit desk to builders of new homes</li> <li><input type="checkbox"/> Environmental Advocacy Committee could advocate programs: Focus on relieving income disparity with programs for low-income families (e.g. Energy savings kits and incentives for new furnaces, hot water tanks, etc.), leverage social assets, e.g. volunteerism around community</li> </ul> <p>Opportunities:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Several builders in town already using Energy Advisors and report cost savings in certain areas of homes, e.g. insulation</li> <li><input type="checkbox"/> Builders breakfast consultation Nov 27, 2019</li> <li><input type="checkbox"/> Builder sits on Environmental Advisory Committee (EAC)</li> <li><input type="checkbox"/> BC Hydro has incentive offer for making Step Code a regulation</li> <li><input type="checkbox"/> Rezoning requirement / density bonus a possibility</li> </ul> | CSA<br>EAC<br>FBC<br>BCH                 |

|  |                     |  |                                      |
|--|---------------------|--|--------------------------------------|
|  |                     | <input type="checkbox"/> There is an Energy Advisor in the community<br>Barriers:<br><input type="checkbox"/> Concerns about regulating Step Code before the BC Building Code update in 2022<br><input type="checkbox"/> Climate Action Reserve fund too small for builder incentives and not role of fund/ nor under consideration<br>Next steps:<br><input type="checkbox"/> Consultation is the key<br><input type="checkbox"/> Builders breakfast on November 27 initial way to gauge building industry interest<br><input type="checkbox"/> Consider making Step Code a rezoning policy / density bonus. When there is an application for more density than zoning currently allows, then a Step Code step higher than currently required by the BC Building Code could be required. Easier with Part 3 buildings than Part 9   |                                      |
| Support the building industry through the transition to high-performance low carbon construction | 2020<br>In progress | <input type="checkbox"/> City has interest: Supporting training opportunities; co-funding training or providing free venue space; Targeting training to builders, building officials, and realtors<br><input type="checkbox"/> Builders Breakfast, funded by FBC and hosted with CSRD held November 2019   | CSA<br>FBC<br>CSRD                   |
| <b>b) Retrofit Existing Buildings</b>  |                     |  |                                      |
| Review a retrofit program, and investigate financing mechanisms to enable deep energy retrofits  | 2020<br>(phase 1)   | Opportunities:<br><input type="checkbox"/> The EAC could help. Members connected in the community. Education is part of their Terms of Reference. Members could act as ambassadors for FortisBC, BC Hydro, and Province of BC programs<br><input type="checkbox"/> CEA's experience with energy efficiency programs has shown that trusted local connections are far more effective in encouraging participation than leaflets from an outside utility / organisation<br><input type="checkbox"/> Example: Nelson has a program that supports seniors with energy saving and volunteer "handyman" for installation: "Seniors Energy Efficiency Program"<br><input type="checkbox"/> Example: Cool North Shore (Vancouver) had success with "block parties" on energy efficiency, and borrowing a thermal imaging camera from the Fire Department<br><input type="checkbox"/> If possible, obtain earned media in local publications. The AM, the Salmon Arm Observer, and Market News. The City writes regular articles in the Market News<br><input type="checkbox"/> The Annual Home Show is another education avenue<br><input type="checkbox"/> Create another Eco Fair, depending on volunteer capacity<br><input type="checkbox"/> The City has been improving the energy efficiency of its buildings. Promote those savings to the public as an example of what is possible | Province<br>FBC<br>BCH<br>CEA<br>EAC |



|  |  |  |   |
|--|--|--|---|
|  |  | <p>Barriers:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> There is no scope for providing incentives from the City</li> </ul> <p>Next steps:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CEA to provide information on all programs to the City, to provide to the EAC. Especially the income qualifying programs (Energy Saving Kits (ESK) and Energy Conservation Assistance Program (ECAP)</li> <li><input type="checkbox"/> CEA to provide information on the case study of the senior in Kamloops who benefitted from the ECAP program</li> </ul>  |   |
| Reduce barriers to heat-pump adoption  | 2022<br>(partial adoption of Phase 1)            | <p>Next steps:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Find opportunities for education</li> <li><input type="checkbox"/> Find opportunities to remove barriers as identified</li> </ul>   | CSA<br>BCH/FBC                                |
| Coordinate with the provincial government to establish retrofit requirements | 2020   | <p>Opportunities:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Timing is dependent on Provincial program</li> <li><input type="checkbox"/> Could support the volunteer-led retrofit action.</li> </ul> <p>Next steps:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff to attend seminars. Education budget in the City</li> </ul>   | Province<br>CSA<br>EAC                        |
| Grow public and builder knowledge and support for retrofits                  | 2020   | <p>Next steps:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Covered by/combined with retrofit action</li> <li><input type="checkbox"/> Discuss retrofits and Step Code with Shuswap Construction Industry Professionals (SCIP)</li> <li><input type="checkbox"/> Suggest SCIP have an award for sustainable construction in their regular awards program</li> </ul>   | Province<br>CSA<br>EAC<br>SCIP                |
| 3) Close the Loop on Waste   |  |  |   |
| a) Divert organic waste  |  |  |   |
| Divert organic waste   | <p>Done to Phase 3</p> <p>2021 for Phase 4/5</p> | <p>Background:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CSRD program turns yard &amp; garden waste into compost, which is resold to community.</li> <li><input type="checkbox"/> Done: Have curbside pick up for food waste</li> <li><input type="checkbox"/> Farmers use organic waste internally for compost</li> <li><input type="checkbox"/> Currently low participation from MURBs and industry</li> <li><input type="checkbox"/> Before program, diversion of solid waste from landfill was at approximately 30%, with recycling. Now with the organics diversion it is at approximately 70%. Not clear what percentage of organics being diverted from landfill</li> <li><input type="checkbox"/> Wood waste going to landfill, even if contaminated (e.g. nails &amp; paint), and is chipped and utilised</li> </ul> <p>Opportunities:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> RecycleBC has funding to help MURBs</li> </ul> | CSRD<br>CSA<br>FBC<br>RecycleBC<br>CEA awards |

|  |                  |  |             |
|--|------------------|--|-------------|
|  |                  | <input type="checkbox"/> In future, CSA open to any centralised anaerobic digestion facility led by FortisBC or another entity<br>Next steps: <ul style="list-style-type: none"> <li><input type="checkbox"/> Still some work to do with MURBs and industry</li> <li><input type="checkbox"/> The City of Salmon Arm and Columbia Shuswap Regional District should consider applying to CEA's Climate &amp; Energy Action Awards for their success in delivering a rural organics diversion program</li> <li><input type="checkbox"/> The City of Salmon Arm should look at the local offset credits option with the Province's <i>Green Communities Carbon Neutral Framework Option 1: Project Profile Organic Waste Composting</i>, to help it work towards carbon neutrality in its corporate operations</li> </ul> |             |
| Public education campaign for organic waste diversion                | Done/<br>ongoing | Background: <ul style="list-style-type: none"> <li><input type="checkbox"/> Support existing programs and try to create new programs. Continue to add materials for diversion. Already have "Share Sheds" program</li> <li><input type="checkbox"/> City of Salmon Arm spent the last year educating on curbside pickup of organics. The community is now on board.</li> <li><input type="checkbox"/> Sold 200 backyard composters last year, but many people with backyard composters are starting to use the centralised facility because it is more convenient</li> </ul> Next steps: <ul style="list-style-type: none"> <li><input type="checkbox"/> Education is always ongoing</li> <li><input type="checkbox"/> The EAC can help to pass on information when people have questions</li> </ul>                   | CSRD<br>CSA |
| <b>b) Capture Value from Waste (improve Landfill gas collection)</b> |                  |  |             |
| Capture value from biogenic methane                                  | Done             | Background: <ul style="list-style-type: none"> <li><input type="checkbox"/> Salmon Arm landfill collects the gas and sells to FortisBC. FBC upgrades the gas and injects into distribution network as renewable natural gas (RNG)</li> <li><input type="checkbox"/> CSA sells the carbon credits it generates to the Province for approx. \$100k per year</li> <li><input type="checkbox"/> Discussion on central anaerobic digestion facility as a project driven by FortisBC</li> </ul>  | CSA<br>FBC  |

| 4) Organizational   |         |   |  |
|---|---------|---|--|
| Organizational structure for climate action<br>(City Administration)          | 2020    | <p>Next steps:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> EAC could be committee on climate change. It has had GHGs as a standing item for a number of years. GHGs could potentially become a subcommittee of the EAC</li> <li><input type="checkbox"/> Find way to blend EAC and staff activity. Perhaps through staff climate action cross-departmental working group. Share learnings with the EAC</li> <li><input type="checkbox"/> Investigate Council report template: How decisions will impact/affect GHG targets under the Climate Action Plan. Include a formal declaration of energy management commitment as part of departmental decisions. Some projects awarded based on energy savings and management</li> <li><input type="checkbox"/> City currently has climate action reserve fund funded through the CARIP grant. Possible to augment this through a climate action revolving fund. Examples: Vernon, Summerland</li> <li><input type="checkbox"/> City could investigate ways for the public to put funds in to a particular project. The City can provide tax receipts for donations. There is a history in the community of providing charitable funds to support public projects. Picking a visible climate action project for funds could be a good way to achieve results.</li> </ul> | CSA<br>EAC   |
| Hire, or internally develop a community climate & energy manager / specialist | No      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Actions in this plan to be covered by existing resources: Existing departments, and under job descriptions</li> <li><input type="checkbox"/> City could reconsider this if a funding opportunity appears in future. Example: Revelstoke FCM MCIP funded staff position</li> </ul>   |  |
| Long-term, deep community engagement (culture change)                         | Ongoing | <p>Background:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Not all community members convinced about climate change</li> <li><input type="checkbox"/> Celebrate: Plastic bag ban in Salmon Arm. People have bought in</li> <li><input type="checkbox"/> Celebrate: curbside organics collection and the solar projects</li> </ul> <p>Next steps:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The EAC can adopt this role</li> <li><input type="checkbox"/> Consider community events like the Eco Fair</li> <li><input type="checkbox"/> Share more about what HAS been done, rather than what CAN'T be done</li> <li><input type="checkbox"/> Suggestion that direct planning / sharing of information within municipal structure and relaying to the community would be very helpful</li> <li><input type="checkbox"/> Find neighbourhood champions. City improving with social media. City endorsements of initiatives goes a long way and helps spread word</li> </ul>  | EAC<br>CSA<br>CEA (for award application re plastic bag ban) |

| 5) Sequestration  |                 |   |                                       |
|---|-----------------|---|---------------------------------------|
| Investigate / collaborate on carbon capture & sequestration<br><br>(Tree Bylaw and Development Permits) | 2020            | <p>Next steps / Discussion:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Keep informed on ways to do this, from CEA, Province of BC, and Pacific Institute for Climate Solutions (PICS)</li> <li><input type="checkbox"/> City could implement a tree seedling program to encourage the planting of trees, like Neighbourhoods by the City of Kelowna</li> <li><input type="checkbox"/> Agricultural land could be a viable option for sequestration. Communicate with agricultural sector/ Agricultural Land Commission (ALC)</li> <li><input type="checkbox"/> CSA planning to use biosolids for landfill closure</li> <li><input type="checkbox"/> MURBs are presently wood-frame</li> <li><input type="checkbox"/> May be opportunity to address this through a Development Permit Area and Tree removal bylaw</li> </ul>  | Province<br>CSA<br>CEA<br>PICS<br>ALC |
| 6) Supportive Actions (Actions to Build Supports for Big Moves)   |                 |   |                                       |
| Expand urban tree canopy<br><br>(Tree Bylaw)  | 2020            | <ul style="list-style-type: none"> <li><input type="checkbox"/> Celebrate Salmon Arm support of this</li> <li><input type="checkbox"/> OCP related policy on Creeks and Streams: daylighting, protecting, tree preservation</li> <li><input type="checkbox"/> City has new tree removal bylaw (exempt under 1 acre parcels - and allows right to farm).</li> <li><input type="checkbox"/> Opportunity to investigate amended bylaw and compensate to take down tree</li> <li><input type="checkbox"/> 2 arborists / urban foresters on staff</li> <li><input type="checkbox"/> Canada tree grant to plant trees in Blackburn Park</li> <li><input type="checkbox"/> Example: Nanaimo has a subdivision fee for any tree removal. Fund supports new plantings by residents. Partners with local nurseries for residents to purchase trees. Tangible benefit to people. Adaptation and resiliency considerations, how it helps a community adapt to extreme weather and strategic locations for refuge</li> <li><input type="checkbox"/> MOTI has tree cutting policy: considers scenery, shade on road, utilities and awareness</li> </ul> <p>Discussion</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Supports mitigation/adaptation and resiliency</li> <li><input type="checkbox"/> Strategic tree placement: slope considerations, Livable city, act as air conditioner</li> <li><input type="checkbox"/> Include public art for shade with tree canopy – umbrellas/sails. Example: Quebec City installs umbrellas between downtown streets as a canopy</li> </ul> | MOTI<br>CSA<br>IH<br>First Nations    |
| Support solar photovoltaic systems  | Done            | <ul style="list-style-type: none"> <li><input type="checkbox"/> No real barriers identified / demonstration</li> <li><input type="checkbox"/> Ensure safety standards with installation. Example: Kelowna</li> </ul>  |                                       |
| Encourage water conservation  | 2021<br>Ongoing | <ul style="list-style-type: none"> <li><input type="checkbox"/> Education ongoing</li> <li><input type="checkbox"/> Water meter ready bylaw for new construction in place. New buildings have meter pits (rough-ins), but metres are not installed. No meters on existing houses. Need more metering</li> <li><input type="checkbox"/> Could add water timers</li> </ul>  | CSA<br>CSRD                           |

|                               |                 |   |   |
|-------------------------------|-----------------|---|---|
|                               |                 | <input type="checkbox"/> CSA – Annual phase 1 restrictions in place each spring<br><input type="checkbox"/> Enforcement issue. Practice to provide educational materials to offenders. Fine is \$50/day on repeaters<br><input type="checkbox"/> Neighbours tend to expose/inform on household watering use<br><input type="checkbox"/> For water ambassadors, prefer retired RCMP/commissionaire over students due to confrontations<br><input type="checkbox"/> Subdivision servicing bylaw: required to create 6" topsoil. Partnership with organics. i.e., Ogogrow<br><input type="checkbox"/> Strong riparian policies in place for creeks and streams   |   |
| Support local food production | 2020<br>Ongoing | Celebrate achievements:<br><input type="checkbox"/> Showcase local agriculture: downtown business install planter boxes for fresh mint / parsley "healthy breath mints"<br><input type="checkbox"/> Local Food Posters with food sources<br><input type="checkbox"/> Have food action alliance – food hub<br><input type="checkbox"/> Use school grounds for summer month food production and partnership with farmers<br><input type="checkbox"/> Seed swaps<br><input type="checkbox"/> Install planter box at restaurants for mint and parsley (healthy breath 'mints')<br><input type="checkbox"/> Edible products in landscape<br><input type="checkbox"/> Fall fair society and 4H club – promote grow own food<br><input type="checkbox"/> Food gleam organizations and second harvest | Food Alliance<br>IH<br>Fall Fairs<br>SD83 |





## ***AGENDA***

**Public Budget Component  
of Regular Council Meeting  
(Commencing at 7:00 p.m.)**

**Monday, November 9, 2020**

***Council Chambers of City Hall  
500 – 2 Avenue NE and by Electronic means  
as authorized by Ministerial Order M192***

| <b>Page #</b> | <b>Item #</b> | <b>Description</b>  |
|---------------|---------------|---|
| 1 – 2         | 1.            | Notice of Public Budget Meeting   |
| 3 – 10        | 2.            | Salmon Arm Curling Club<br>Presenter: Bob Genoway, Doug Murray and Donna Shultz<br>Request for Operating and Capital Funding        |
| 11 – 12       | 3.            | W.H. Laird , Tech-Crete Processors Ltd.<br>Consideration of Sanitary Sewer Service to 13 <sup>th</sup> Avenue SW Industrial<br>Area |

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## PUBLIC BUDGET MEETING

Members of the public are invited to attend a Budget Meeting to provide input regarding the 2021 Annual Budget into the Five (5) Year Financial Plan.

Date: Monday, November 9, 2020

Time: 7:00 p.m. – To commence prior to the evening portion of the Regular Council Meeting

Location: Council Chambers – City Hall, 500 – 2 Avenue NE, Salmon Arm, BC and Virtually

Those wishing to address Council should contact the Administration Department at 250-803-4036 prior to 4:00 pm of November 6, 2020 to be placed on the Agenda. Due to the COVID-19 pandemic a limited number of seating is available in the Council Chambers. Addresses to Council may be conducted virtually.

### Advertising Dates:

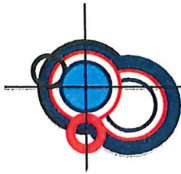
Radio

Shuswap Market – October 23 and 30

Salmon Arm Observer - October 28 and November 4

Social Media and Website

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## Salmon Arm Curling Centre

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### Presentation to City of Salmon Arm Council November 9, 2020

Presenters:                      Bob Genoway  
   Doug Murray  
   Donna Shultz

## We've come a LONG way!

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- In 1912 the City fixed up the south wing of the stock shed located on the Fall Fair property and curling began "inside" in Salmon Arm.
- It wasn't until 1931 that a designated 2-sheet facility was built.
- The Club incorporated as a Society in February 1947.
- In 1954 a new four sheet curling rink was constructed totally with volunteer labour. This facility was located in downtown Salmon Arm where the Salmon Arm Savings and Credit Union now stands. Unfortunately, it burned down in 1976.
- Construction began on the current Salmon Arm Curling Centre in 1977 and curling began in this new building in 1979.







## Lease History

- The Salmon Arm Curling Club built and owns the building outright, and the land is leased from the City.
- A lease which included the parking lot area was signed with the City on May 11, 1977 and the Club took out a mortgage on the building.
- Annual rent was paid to the City until 2002 when the City brought the Curling Club into line with other recreation facilities and reduced the lease amount to \$1 annually.
- Over the years, the SACC has maintained the parking lot and landscaped areas as part of the lease agreement and we shared it with the horseshoe and lawn bowling facilities at no cost to them.
- In 1999 the SACC paved the facility's parking lot at a cost of \$88,000 and we landscaped the boulevard.
- In 2003, following the construction of the Shaw Centre, the City and SACC negotiated the use of the SACC's parking lot area for overflow parking. In exchange the City now provides snow removal of the parking lot.
- The SACC receives an annual permission tax exemption from the City.
- In 2012 the City modified the lease agreement and removed the Club's ability to purchase the land as well as excluded the parking lot area. No compensation was given to the SACC.
- The SACC has never received any monies from the City to assist with its operations or facility maintenance.



## What do other Communities do?

- There are varied scenarios for curling club operation and municipal involvement. Some of these include:
- The City owning and maintaining the building and the land, and the curling club being responsible for ice installation and maintenance and club operation.
- The City owning and maintaining the building and the land, providing the initial ice installation and the curling club being responsible for ice maintenance and club operation.
- The Club owning the building (and in some cases, the land) and the City providing annual operating funds.
- The City owning the land, the Club owning the building and the Club being responsible for ice installation and maintenance, building maintenance and club operation. This is our situation.



## *The Salmon Arm Curling Centre boasts:*

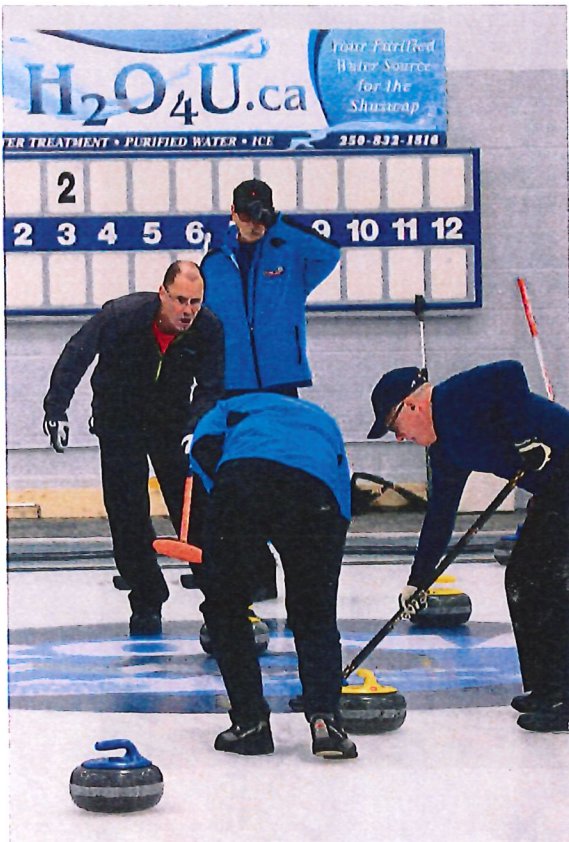
- 6 sheets of curling ice (off-season, this translates to 14,000 sq feet of concrete floor)
- full commercial kitchen services available (concession and catering)
- Seating for 150 people upstairs (with dance floor open)
- 135" screen TV (projection and suitable for laptop integration)
- overhead cameras (both near & far ends) with 40" LCD displays (upstairs and down) to see rock placement in the house
- fully stocked bar
- dance floor & audio system



- Last season we had 408 curlers aged 9 to 90+ involved in daytime, evening and weekend leagues.
- No one is turned away – and we work with those less fortunate to ensure they can curl regardless of their financial situation..
- Our facility is “hopping” from 9:30 a.m. to 10:00 p.m. Monday to Friday
- Junior Enhancement and Inter-City Junior Programs as well as a Mixed Doubles League are held at SACC many Saturdays throughout the season.
- During normal years, at least 8 bonspiels and funspiels are held including Senior Men's, Men's and Women's, Juniors, Curl for Cancer, SilverRock, and Firefighters. These bonspiels and funspiels attract many out-of-town teams and add to the economy of Salmon Arm.

## *Our curlers*





## 2019/2020 Season

- 201 of our members came forward in some capacity to volunteer totaling over 7,700 volunteer hours.
- With the help of our new General Manager Bob Genoway and these numerous volunteers, we forged ahead and club morale improved.
- Financially we were able to operate on an extremely tight budget at a small loss thanks to grants and member donations.
- *Then, along came COVID!*

## 2019/2020 Season (Continued)

- In March 2020 we were forced to close our facility early due to the COVID-19 pandemic.
- Hundreds of volunteer hours took place in the off-season to keep the Club viable and implement Curl Canada, CurlIBC, viaSport and Provincial Health Office safety protocols.
- The SACC took advantage of all funding opportunities available through COVID-19 financial programs and was awarded some monies to off-set our costs.
- We were determined to provide the residents of Salmon Arm (both young and old) with a safe avenue to exercise and socialize despite the pandemic so the ice went into the curling club in mid/late September and curling began in early October.





## 2020/2021 Season

- This season has proven to be quite a challenge for the SACC.
- Changes were implemented to reduce or eliminate costs including:
  - Hiring a part-time (rather than full-time) icemaker;
  - Using volunteers in key areas including ice installation and maintenance, building maintenance, bar management, administration, etc.
  - An increase to curling fees.



## 2020/2021 Season

- 285 active curlers – again aged 9 to 90+ (down 30% from last season)
- Staggered curling draw start times to reduce number of people in lobby area at one time
- No rental income during the off-season
- No major bonspiels or school programs due to PHO regulations
- Reduced lounge hours due to PHO regulations (last call now 10:00 pm vs 1:00 am)
- Maximum gatherings of 50 people so no special events can be held such as the charity bonspiels, New Years Party, Halloween Party, etc.
- Increased cleaning costs due to COVID for hand sanitizer, surface disinfectant, plexiglass, etc.
- Projected revenue shortfall could be as high as \$50,000.





## Post COVID Vision

- The Salmon Arm Curling Club has successfully hosted many regional, provincial and national events over the years.
- Our largest and one of our most successful events was the 2009 Canadian Juniors.
- Attendees of this event included the likes of Rachel Homan, Kaitlyn Lawes, and Brett Gallant - all who have gone on to represent Canada at the Olympics and other World events.
- It is SACC's vision to again partner with Salmon Arm Recreation to host another Provincial or National event.
- The benefits to the City, local businesses and recreation from hosting a large event are substantial and include improving the economy and prosperity of our community.

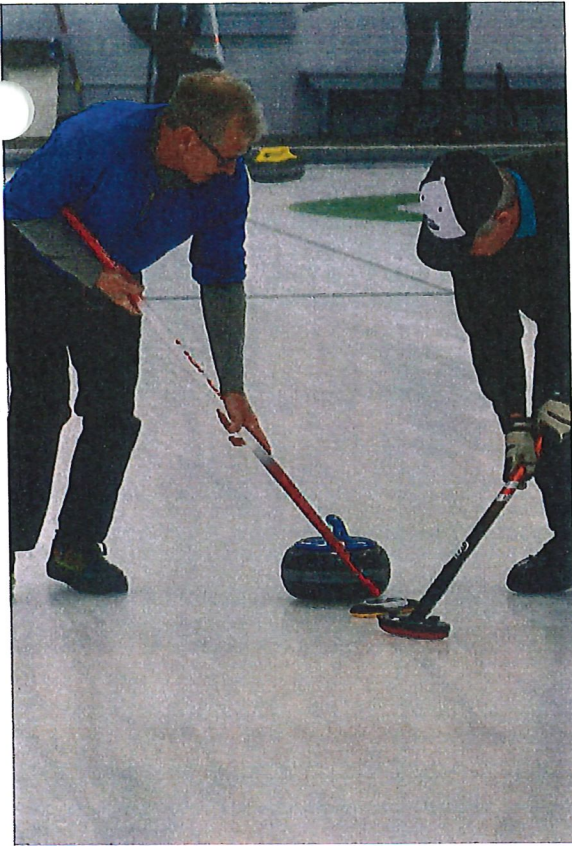


## Business Case

- The SACC is committed to keeping our sport affordable for seniors, youth, single income families and those less fortunate.
- The average age of curlers at the SACC is 60+. While some of these individuals can still volunteer on an on-going basis, it is unreasonable to believe that this will continue to be viable as our membership ages.
- Curling adds value to the City and its residents and in order to continue to provide this service, SACC is asking for financial assistance from Council.







## Business Case

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- In a community such as ours, a significant amount of tax dollars goes towards recreational facilities and activities. Examples include our numerous ball fields, soccer facilities and pickleball courts, the recreation centre and the Shaw Centre. These are value-added services to our residents and the Curling Club is included in this category.
- Revenue for the SACC is generated through curling fees, bonspiels, grants, school programs, sponsorships and donations.
- All of our revenue streams for 2020/2021 have been eliminated or severely reduced and the SACC does not see this changing substantially for the 2021/2022 season.

### **Request from Council: Operating Assistance**

- SACC is requesting operational funds of:
  - \$20,000.00 per year for 2020, 2021 and 2022
  - A review of this operational funding for 2023.



## Future Capital Need

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- As outlined previously, the Salmon Arm Curling Club building was constructed in 1977/78 and it is now over 40 years old.
- Due to the age of the building, maintenance costs are increasing significantly as are utility costs for hydro and gas.
- The SACC facility requires a new roof. This could be completed in phases over the next 3 to 5 years.
- A recent estimate indicates that re-roofing the SACC building will cost in excess of \$150,000 – monies the Club certainly does not have.
- The SACC would be very interested in partnering with the City to further explore any and all options that might be available to help replace the roof on our building and reduce utility costs.



## Future Capital Need

- While we know very little about it, there may be an opportunity for the City and SACC to partner to develop a solar powered green initiative that would see solar panels installed on the large roof area of the Club generating power to off-set the hydro consumed.
- We understand there may be funding available from the Federal Government (Energy Conservation Assistance Program), Federation of Canadian Municipalities (Green Municipal Funds Program), and BC Hydro (retrofit rebate program) for municipal green initiative projects.
- This project would assist in creating the future sustainability of our Club.



**Tech-Crete****Processors Ltd.**

Aug. 15, 2020.

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

Attention: Mayor and Council.

Re Consideration of Sanitary Sewer service to 13<sup>th</sup> Ave. SW. Industrial area.

This letter is specific to 7 commercial properties located on 13<sup>th</sup> Ave. SW.

The above request is a follow up to the initial petition made in 2009, 15, 16, 17, & 2018. The existing infrastructure (septic tanks and fields) continues to be of concern. There is a noticeable decline in the various septic fields ability to manage the liquid waste from septic tanks. Replacing these fields may not be an option for some properties as it is doubtful the health dept would be able to grant approvals based on current standards. We are not considering "Industrial" waste - simply effluent from toilets and washrooms.

Soon this problem will become more than a concern. We are not attempting to lever the usual points about the potential economic benefits, increased land use, the number of jobs affected etc. all these are well known, and have not changed over time. We are simply stating the fact that there is a pending problem which has to be addressed.

The city may be upgrading the storm sewer on 13<sup>th</sup> in the near future. It would be prudent to install sanitary sewer at the same time as the road surface will be "open".

We understand the pressures of budgeting and appreciate your consideration of this project.

Yours Truly

WH Laird.

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**From:** Cindy Novakowski  
**Sent:** October-15-20 2:21 PM  
**To:** Caylee Simmons  
**Subject:** Request for Mayor and Council

Hello,

On behalf of the Salmon Arm Métis Association I am kindly asking the City of Salmon Arm, Mayor and Council to consider raising the BC Métis flag at City Hall in commemoration of Louis Riel day in BC recognized on November 16th.

Why Remember Louis Riel?

Louis Riel is recognized as an advocate of justice for the Métis people, but he represents much more. He helped lay the framework for minority rights and cultural co-operation, and is regarded as a founder of Manitoba. It is very important to remember Louis Riel's contribution to Canada and specifically to recall that he was executed for being a persistent advocate for the rights of his people.

In honour of Louis Riel, the BC Metis flag has been raised in many other cities, towns, and communities across BC. For Salmon Arm to participate this year would be a wonderful opportunity to bring awareness to one of Canada's Indigenous People and specifically to a historical figure who continues to impact justice for minorities.

I appreciate your time in considering this request and ask that if you would like to know more please feel free to contact me.

Respectfully,  
Cindy Novakowski  
Vice President, Salmon Arm Métis Association.

***Cindy Novakowski***  
**Pratt's Wellness & Weight Loss Inc.**  
**Cell: 250-253-3539**