

1. August 28, 2023 - Council Agenda And Correspondence

Documents:

[2023 08 28 REGULAR COUNCIL AGENDA.PDF](#)  
[2023 08 28 INFORMATIONAL CORRESPONDENCE.PDF](#)

2. August 28, 2023 - Late Item 12.1.7 - J. Wilson Request For Letter Of Support

Documents:

[AUGUST 28, 2023 - LATE ITEM 12.1.7 - J. WILSON REQUEST FOR LETTER OF SUPPORT.PDF](#)



# *AGENDA*

**City of Salmon Arm  
Regular Council Meeting**

**Monday, August 28, 2023  
1:30 p.m.**

*[Public Session Begins at 2:30 p.m.]  
Council Chambers of City Hall  
500 – 2 Avenue NE  
Salmon Arm, BC*

Electronic Meeting Link: <https://meet.goto.com/931301501>  
Phone Access: Canada: +1(647) 497-9373 / Access Code: 931-301-501

Page #	Item #	Description
	1.	<b>CALL TO ORDER</b>
1-2	2.	<b>IN-CAMERA SESSION</b>
	3.	<b>ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b> <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>
3-10	1.	Regular Council Meeting Minutes of August 14, 2023
	7.	<b>COMMITTEE REPORTS</b>
11-14	1.	Development and Planning Services Committee Meeting Minutes of August 21, 2023
	8.	<b>COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>
	9.	<b>STAFF REPORTS</b>
15-18	1.	Director of Planning & Community Services - Encampment Management Expenses & Budget - For Information
19-22	2.	Director of Planning & Community Services - Community Shelter Process; BC Housing Applications at 341-361 Fraser Avenue NW
23-42	3.	Planner - Agricultural Land Commission Application No. 417 (Subdivision) [McDiarmid, E. & Horner, A.; 491 60 Street NW]
43-62	4.	Planner - Agricultural Land Commission Application No. 418 (Subdivision) [McCurrach, J. & Thom, M.; 7000 30 Avenue SW]

- 63-68            5.            Director of Engineering & Public Works – Shuswap Regional Transit System (Salmon Arm) – Three Year Expansion Initiatives 2024-2027
- 69-70            6.            Director of Planning & Community Services – Council Appointment to Agricultural Advisory Committee
- 71-74            7.            Chief Administrative Officer – Council Appointment to Active Transportation Advisory Committee

- 75-84            10.            **INTRODUCTION OF BYLAWS**
- 1.            City of Salmon Arm Zoning Amendment Bylaw No. 4596 [ZON-1271; City of Salmon Arm; Text Amendment to M-5 Auto Wrecking/Salvage Yard Zone] – First and Second Reading

**11. RECONSIDERATION OF BYLAWS**

- 85-86            12.            **CORRESPONDENCE**
- 1.            Informational Correspondence

**13. NEW BUSINESS**

**14. PRESENTATIONS**

**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>
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
87-88	22.            1.	<b>HEARINGS</b> Development Variance Permit Application No. VP-590 [Petznick, G. & M.; 1581 16 Street NE; Parcel Width requirements] See Item 23.1 for Staff Report
89-100	23.            1.	<b>STATUTORY PUBLIC HEARINGS</b> Zoning Amendment Application No. ZON-1267 [Petznick, G. & M.; 1581 16 Street NE; R-1 to R-8]
101-104	24.            1.	<b>RECONSIDERATION OF BYLAWS</b> City of Salmon Arm Zoning Amendment Bylaw No. 4588 [ZON-1267; Petznick, G. & M.; 1581 16 Street NE; R-1 to R-8] – Third Reading

25. QUESTION AND ANSWER PERIOD

105-106 26. ADJOURNMENT



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Item 2

## CITY OF SALMON ARM

Date: August 28, 2023

Moved: Councillor Gonella

Seconded: Councillor Lindgren

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality (2); (c) labour relations or other employee relations; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; of the *Community Charter*, Council move In-Camera.

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Item 6.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of August 14, 2023, be adopted as circulated.

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:30 p.m. and reconvened at 2:30 p.m. on Monday, August 14, 2023.

PRESENT:

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

Chief Administrative Officer E. Jackson  
Director of Corporate Services S. Wood  
Planner M. Smyrl  
Engineer G. Bau  
Manager of Financial Services T. Tulak  
Deputy Corporate Officer R. West

ABSENT:

Councillor D. Cannon

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0361-2023

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: pursuant to section 90(1)(c) labour relations or other employee relations; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the *Community Charter*, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:31 p.m.

Council returned to Regular Session at 2:26 p.m.

Council recessed until 2:30 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

0362-2023

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the agenda be amended by placing Item 22.3 before Item 22.1.

CARRIED UNANIMOUSLY

5. DISCLOSURE OF INTEREST

Councillor Lindgren declared a conflict of interest for Item 22.3 as the subject property is located next door to a family member.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of July 24, 2023

0363-2023

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of July 24, 2023, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of August 8, 2023

0364-2023

Moved: Councillor Gonella

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of August 8, 2023 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Chief Financial Officer – Property Tax Collection – For Information

For information.



10. INTRODUCTION OF BYLAWS

- 1. City of Salmon Arm Zoning Amendment Bylaw No. 4588 [ZON-1267; Petznick, G. & M.; 1581 16 Street NE; R-1 to R-8] – First and Second Reading

0365-2023                      Moved: Councillor Lavery  
   Seconded: Councillor Gonella  
   THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4588 be read a first and second time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

- 1. City of Salmon Arm Zoning Amendment Bylaw No. 4594 [ZON-1263; City of Salmon Arm; 341-361 Fraser Avenue NW; M-2 to CD-20] – Final Reading

0366-2023                      Moved: Councillor Lavery  
   Seconded: Councillor Lindgren  
   THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4594 be read a final time.

CARRIED UNANIMOUSLY

Councillor Gonella left the meeting at 2:43 p.m.

12. CORRESPONDENCE

- 1. Informational Correspondence

For information.

- 2. E. Armstrong – Letter dated August 3, 2023 - Request for Recommendation – Salmon Arm Youth UBCM Representative

0367-2023                      Moved: Councillor Lavery  
   Seconded: Councillor Wallace Richmond  
   THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to include \$3,000 for the Council Mentorship Program funded from Council Initiatives.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

The Meeting recessed at 3:06 p.m.  
The Meeting reconvened at 3:22 p.m.

**14. PRESENTATIONS**

- 1. Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report April to June, 2023

Staff Sergeant West, Salmon Arm RCMP Detachment, provided an overview of the policing report for the period April to June, 2023 and was available to answer questions from Council.

**20. QUESTION AND ANSWER PERIOD**

The Meeting recessed at 3:44 p.m.  
The Meeting reconvened at 7:00 p.m.

**PRESENT:**

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

- Chief Administrative Officer E. Jackson
- Director of Corporate Services S. Wood
- Planner, M. Smyrl

**ABSENT:**

- Councillor D. Gonella
- Councillor D. Cannon

**21. DISCLOSURE OF INTEREST**

**22. HEARINGS**

Councillor Lindgren declared a conflict and left the meeting at 7:02 p.m.

- 3. Development Variance Permit Application No. VP-589 [Mangold, M.; 841 28 Street SE; Setback requirements]

0368-2023

Moved: Councillor Flynn  
 Seconded: Councillor Wallace Richmond  
 THAT: Development Permit No. VP-589 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP62934, which will vary Zoning Bylaw No. 2303 as shown in Appendix 4 of the Staff Report dated July 27, 2023 and as follows:

- 1. Section 6.10.4 – Minimum Setback of Principle Building – Reduce the exterior side parcel line setback from 6m (19.7 ft) to 4.3m (14.1 ft).

22. HEARINGS - continued

3. Development Variance Permit Application No. VP-589 [Mangold, M.; 841 28 Street SE; Setback requirements]

The Planning Official explained the proposed Development Permit Application.

M. Mangold, the applicant, provided an overview of the application and was available to answer questions from Council.

L. Meyer and B. Marr were concerned about the building height and siting on the lot as it would cast shadows on their property. They were also concerned about the location of the windows and their lack of privacy.

D. Mangold, the applicant, spoke to the privacy concerns addressing the location of the bottom row of windows and the interior design of the home.

Council asked questions of the applicant and staff.

Following three calls for submissions and questions from Council, the Hearing closed at 7:31 p.m. and the Motion was:

CARRIED UNANIMOUSLY

Councillor Lindgren returned at 7:38 p.m.

1. Development Variance Permit Application No. VP-587 [Hartwig, T./Forsyth, K./JH Investment Corp.; 5161 60 Avenue NE; Height requirements]

0369-2023

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: Development Variance Permit No. VP-587 be authorized for issuance for Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 9322, which will vary Zoning Bylaw No. 2303 as follows:

1. Section 35.7 - Maximum Height of Residential Buildings - Increase the maximum permitted height of a residential building from 10m (32.8 ft) to 12.29m (40.32 ft) as shown in Appendix 4 of the Staff Report dated July 20, 2023.

The Planning Official explained the proposed Development Permit Application.

K. Forsyth, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:42 p.m. and the Motion was:

CARRIED UNANIMOUSLY

22. HEARINGS - continued

- 2. Development Variance Permit Application No. VP-588 [Rogers, S. & Y.; 4741 56 Street NW; Setback requirements]

0370-2023

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. VP-588 be authorized for issuance for Lot 3, Section 29, Township 20, Range 10, W6M, KDYD, Plan KAP85703 which will vary Zoning Bylaw No. 2303 as follows:

- 1. Section 41.11.1 - Parcel Line Setback from 6.0m (19.7 ft) to 5.53m (18.1 ft) for a non-agricultural accessory building as shown in Appendix 6 of the Staff Report dated July 26, 2023.

The Planning Official explained the proposed Development Permit Application.

S. Rogers, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:47 p.m. and the Motion was:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

24. RECONSIDERATION OF BYLAWS

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

0371-2023

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of August 14, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:49 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the      day of August, 2023.

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Item 7.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of August 21, 2023 be received as information.



## 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, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, August 21, 2023.

### PRESENT:

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

Chief Administrative Officer E. Jackson  
Director of Engineering & Public Works Rob Niewenhuizen  
Planner M. Smyrl  
Planner M. Paiement  
Deputy Corporate Officer R. West  
Executive Assistant B. Puddifant

### ABSENT:

Councillor D. Gonella

#### 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. Zoning Amendment Application No. ZON-1271 [City of Salmon Arm; Text Amendment to M-5 Auto Wrecking/Salvage Yard Zone]

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

i. Section 32.3 Permitted Uses to add the following:

.12 *office, storage building, workshop and yard for general contractor and trade contractor*

and renumber accordingly.

CARRIED UNANIMOUSLY

2. Agricultural Land Commission Application No. ALC-417 [McDiarmid, E./Horner, A./Browne Johnson Land Surveyors; 491 60 Street NW; Subdivision]

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. 417 be authorized for submission to the Agricultural Land Commission.

M. Howard, Browne Johnson Land Surveyors, agent for the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. Agricultural Land Commission Application No. ALC-418 [McCurrach, J./Thom, M./Browne Johnson Land Surveyors; 7000 30 Avenue SW; Subdivision]

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. 418 be authorized for submission to the Agricultural Land Commission.

M. Howard, Browne Johnson Land Surveyors, agent for the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

1. Director of Engineering & Public Works - Water Conservation Plan Update

S. Luo, Engineering Student, provided an update on the Water Conservation Plan and was available to answer questions from the Committee.

7. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee meeting of August 21, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:52 a.m.

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Mayor Alan Harrison

Minutes received as information by Council at their Regular Meeting of \_\_\_\_\_, 2023.

Item 9.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Encampment Management Expenses & Budget  
For Information

**CITY OF  
SALMON ARM**

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To: His Worship Mayor Harrison and Council  
Date: August 25, 2023  
Subject: Encampment Management Expenses & Budget

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**BACKGROUND:**

The encampment at the Narcisse Street N.W. has now been in place since mid March, when unhoused individuals were moved from the prior location at the Safeway Fields on 3<sup>rd</sup> Street S.W. In February and March a preliminary budget was developed to cover the expenses of establishing the new location at Narcisse Street, moving unhoused individuals to the new site and managing the new site. Based on estimates at that time, an amount of \$40,000, plus a 15% contingency, for a total of \$46,000 was proposed.

After 4 months of operations, staff have conducted a review of the costs related to the encampment. Actual costs have been significantly higher (\$71,000 to date – end of July) than the initial estimates, for the following reasons (generally related to everything planned being more complex and consuming more time and resources than initially anticipated):

- Significantly higher costs of material / equipment / labor. This was related to the time and efforts to 're-shape' the parking area at the Safeway Fields with equipment and material, along with extra staff to ensure safety. Approximately \$15,000 over the initial estimate.
- Time spent on assisting unhoused individual to move to the Narcisse location.
- An unanticipated 10-person grid-search was completed of the fields before soccer season commenced, due to concerns about drug paraphernalia on the fields. Not included in initial estimate.
- On-going maintenance has been more complicated than anticipated. The addition of dumpster onsite which is requiring up to 2 services a week (not included in initial estimate). Many hours have been dedicated to other garbage pickups, always requiring two staff for safety. Some of this is due to the public depositing materials at the site that they hope the occupants can use.
- Contracted security expenses are significantly over initial estimates due to required scope of work changes. \$10,000 initially estimated, with anticipated costs of \$40,000.
- Fencing required at the nearby weather station (due to repeated vandalism). Not included in initial estimate.

As noted, encampment related costs to date amount to: \$71,000.

To date, the amounts for encampment work funded from existing budgets in the Parks and Roads operational budgets amount to \$34,000, comprised of:

Labour: \$21,000  
Equipment: \$13,000

The \$46,000 budget has not been exceeded at this time, but is likely to be in the remaining 5 months of the year, if current patterns persist. While this lessens the need to undertake a budget amendment, it does indicate that significant resources in the Parks and Roads Departments have been redirected from customary operations and into servicing the encampment. Service levels on some Parks programs are being compromised as a result of resources being redirected.

These numbers also do not reflect the cost and time of other municipal services (notably the RCMP & Bylaw Enforcement staff time) that have been dedicated to the encampment and managing the related issues. The RCMP has been very supportive of City staff in recent months in dealing with the encampment and related issues.

On a related note, the Parks Vandalism O&M Account to date is also over by \$16,000. This is largely related to staff time dealing with graffiti and vandalism. The budget in 2023 was increased to allow for 2 staff, 2 days a week to undertake additional graffiti removal, but has not occurred as staff are simply in a reactionary mode for damage repairs and graffiti removal. As a result, in some cases graffiti is left for periods of time, unless it is offensive and must be removed. The Ross Street Plaza Washroom Vandalism account budget is almost fully used.

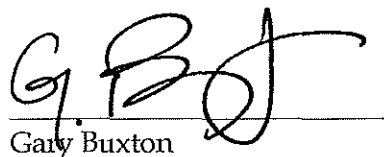
Looking to the future, the following encampment costs are anticipated (if current patterns persist):

Cost to Date + Future Costs with Security: \$125,000

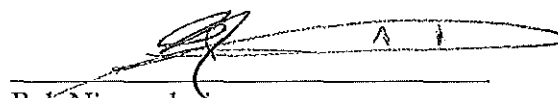
While the \$46,000 planned budget for encampment related costs may exceed \$100,000 and be significantly higher than initially planned, these amounts occur within an overall Parks Department operation budget of \$2.5M and the Roads Department of \$8.7M. A \$60,000 overage on one part of these budgets represents 0.054% of the overall budget of the 2 departments, and can therefore be managed within the department's existing operational budgets, where there are likely to be underspent GL accounts that offset for the extra spending on encampment related issues.

The understanding of the costs in 2023 related to moving an encampment and managing temporary shelters for unhoused individuals on public lands will inform the subsequent requests in the soon to be developed 2024 operational budget. Items in 2024 will consider:

- Bylaw Enforcement staffing
- Removal of the Narcisse Street encampment once the community shelter opens
- Ongoing debris and clean up costs related to unauthorized overnight shelters.



Gary Buxton  
Director of Planning & Community Services



Rob Niewenhuizen  
Director of Engineering & Public Works



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Item 9.2

## CITY OF SALMON ARM

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: BC Housing be authorized to submit a Building Permit application for 341-361 Fraser Avenue NW;

AND THAT: BC Housing be authorized to make an application for a leasehold subdivision at 341-361 Fraser Avenue NW;

AND THAT: BC Housing be authorized to submit variance applications for any issues related to works and services at 341-361 Fraser Avenue NW;

AND THAT: Staff be authorized to waive the collection of Development Cost Charges for a not-for-profit shelter building permit located at 341-361 Fraser Avenue NW (a portion of Parcel A, Block B, Section 14, Township 20, Range 10, West of the 6<sup>th</sup> Meridian, KDYD Plan 1523, and a portion of Lot A, Section 14, Township 20, Range 10, West of the 6<sup>th</sup> Meridian, KDYD Plan 38914);

AND THAT: Council authorize a contribution of \$11,968,41, funded from the COVID 19 Safe Restart Grant reserve, to offset the waived Development Cost Charges for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue NW, and the 2023-2027 Financial Plan Bylaw be amended to reflect the same;

AND THAT: Staff be authorized to waive fees related to Water Connection Charges outlined in Schedule B, Appendix 1, Section 6 of the Fee for Services Bylaw No. 2498, for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue NW, to be funded from the COVID 19 Safe Restart Grant reserve, and the 2023-2027 Financial Plan Bylaw be amended to reflect the same; and

AND THAT: Staff be authorized to waive fees related to Sewer Connection Charges outlined in Schedule B, Appendix 1, Section 7 of the Fee for Services Bylaw No. 2498, for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue NW, to be funded from the COVID 19 Safe Restart Grant reserve, and the 2023-2027 Financial Plan Bylaw be amended to reflect the same.



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To: His Worship Mayor Harrison and Council  
Date: August 15, 2023  
Subject: Community Shelter Process  
BC Housing Applications at 341 – 361 Fraser Avenue

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**MOTION FOR CONSIDERATION:**

**THAT:** BC Housing be authorized to submit a Building Permit application for 341 – 361 Fraser Avenue;

**AND THAT:** BC Housing be authorized to make an application for a leasehold subdivision at 341 – 361 Fraser Avenue;

**AND THAT:** BC Housing be authorized to submit variance applications for any issues related to works and services at 341 – 361 Fraser Avenue;

**AND THAT:** Staff be authorized to waive the collection of Development Cost Charges for a not-for-profit shelter building permit located at 341-361 Fraser Avenue N.W. (a portion of Parcel A, Block B, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 1523, and a portion of Lot A, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 38914);

**AND THAT:** Council authorize a contribution of \$11,968.41, funded from the COVID 19 Safe Restart Grant reserve, to offset the waived Development Cost Charges for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue N.W., and the 2023 – 2027 Financial Plan Bylaw be amended to reflect the same;

**AND THAT:** Staff be authorized to waive fees related to Water Connection Charges outlined in Schedule B, Appendix 1, Section 6 of the Fee for Services Bylaw No. 2498, for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue N.W., to be funded from the COVID 19 Safe Restart Grant reserve, and the 2023 – 2027 Financial Plan Bylaw be amended to reflect the same; and

**AND THAT:** Staff be authorized to waive fees related to Sewer Connection Charges outlined in Schedule B, Appendix 1, Section 7 of the Fee for Services Bylaw No. 2498, for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue N.W., to be funded from the COVID 19 Safe Restart Grant reserve, and the 2023 – 2027 Financial Plan Bylaw be amended to reflect the same.

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**BACKGROUND:**

With the adoption of Bylaw 4594, and the rezoning of the site at 341 – 361 Fraser Avenue N.W., the process of community shelter design and construction will proceed quickly to try and ensure it is open in time for the winter.

This will include:

- Building and site design and landscaping;
- Site servicing design, including any variance requests;
- Land lease negotiations;
- Building permit applications, and the application of DCCs.

Many of these processes require Council approval (as the landowner), and the motions proposed by staff are attempts to proactively address decisions and keep municipal processes moving (e.g. the applicant (BC Housing) needs Council approvals to submit building permit and subdivision applications (related to the lease area)). The lease of the land to BC Housing will be addressed separately in another report to Council.

The Subdivision and Development Servicing Bylaw creates servicing obligations for the development, such as the installation of water mains and sidewalks. It may be possible that BC Housing may seek variances to some of these requirements. The proposed resolution allows BC Housing to make an application but does not commit Council to provide any variance to the servicing obligations.

Development Cost Charges (DCCs) would be levied and collected as part of the issuance of a building permit for the shelter. The draft floor plan shows individual bedrooms and a common cooking and dining area, so the shelter does not fall neatly into the “residential” or “institutional” categories contained in the DCC Bylaw No. 3600.

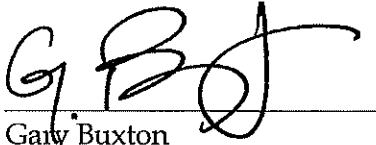
If the bedrooms units are considered “residential” the structure fall under the definition for Residential Unit B. The total DCC amount for 25 units would be \$ 151,607.75. However, if the building is considered “residential,” the bedrooms (units) are less than 29m<sup>2</sup>, so they would be exempt from paying DCCs at all, pursuant to the statutory exemption provided by 561(7)(a) of the Local Government Act. If the building is considered “institutional” then the per metre rate for a building 334.5 m<sup>2</sup> in area would total \$11,968.41 in DCCs.

Section 563 of the Local Government Act allows for a local government to waive or reduce the imposition of DCCs for not-for-profit rental housing, including supportive living arrangements. The shelter (with zero rent charges) would certainly qualify as not-for-profit housing, and so DCCs could be waived. Given the ambiguity about the classification of the shelter building in the DCC Bylaw, staff are recommending a motion to waive the DCCs. The amount for “Institutional” DCCs is the amount that the City could offset as part of the waiving process. Council previously earmarked \$60,000 of the COVID Safe Restart Grant reserve to be used towards affordable housing initiatives and this funding is available for use.

Finally the Subdivision and Development Servicing Bylaw requires that the shelter building be serviced by water and sewer services. The City installs the required water and sewer connections from the main to the property line, and the costs of the work are charged back to developers through the Fee for Services Bylaw. Staff recommend that these fees also be waived, and that the

COVID Safe Restart Grant reserve offset these costs. An estimate of these servicing costs is about \$14,000 for both water and sewer connections.

The waiver of the fees and charges noted in this report will have a small impact on the City's finances, but will allow for BC Housing's project budget to be spent more directly on enhancements to the shelter project.

A handwritten signature in black ink, appearing to read 'G. Buxton', written over a horizontal line.

Gary Buxton  
Director of Planning & Community Services

Item 9.3

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. 417 be authorized for submission to the Agricultural Land Commission.





---

To: His Worship Mayor Harrison and Members of Council

Date: August 16, 2023

Subject: Agricultural Land Commission Application No. 417 (Subdivision)

Legal: Parcel B, (DD211663F) of the Northwest  $\frac{1}{4}$  of Section 17, Township 20, Range 10, W6M, KDYD  
Civic Address: 491 60 Street NW  
Owners: E. McDiarmid and A. Horner  
Agent: Browne Johnson Land Surveyors

---

### MOTION FOR CONSIDERATION

**THAT: Agricultural Land Commission Application No. 417 be authorized for submission to the Agricultural Land Commission.**

---

### PROPOSAL

The applicant is proposing a two (2) lot subdivision in the Agricultural Land Reserve. The proposed sketch plan is attached as Appendix 1. The ALC application is enclosed as Appendix 2.

### BACKGROUND

Located in the Gleneden area, the subject property is approximately 20.8 ha (51.3 ac) in area (Appendix 3 and 4). It is outside the Urban Containment Boundary and is designated in the Official Community Plan as Acreage Reserve (Appendix 5). In the Zoning Bylaw it is zoned A2 (Rural Holding Zone) (Appendix 6). The east portion of the subject property that fronts 60 Street NW is within the Agricultural Land Reserve (ALR) (Appendix 7).

The Soil Class Maps (Appendix 8) shows Class 3 to Class 6 soils. The best agricultural lands are rated Class 1 because they have 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.

Adjacent land uses include the following:

North: A2 – Rural Holding Zoning  
South: A2 – Rural Holding Zoning  
East: A1 – Agriculture Zone  
West: A2 – Rural Holding Zoning

In terms of growth management the OCP specifically discourages subdivision outside of the Urban Containment Boundary as a means to maintain large parcels within the Rural areas and keep urban development contained. However, OCP policy 7.3.29, supports subdivision in the Acreage Reserve area in the area situated west of both the Salmon River and the Trans Canada Highway, subject to compliance with the following criteria:

- a. The site is well drained and free from flooding, unstable soils or other hazardous conditions;
- b. soil conditions permit permanent on-site sewage disposal for each parcel as determined by the appropriate agency;
- c. availability of adequate potable water supply on each parcel, approved by the appropriate agency;

- d. minimum two (2) hectare parcel size, other than subdivisions or boundary adjustments contemplated under policy 7.3.6 and subject to appropriate zoning; and
- e. the lands have an improved agricultural soils capability rating of class four (4), class five (5), class six (6) or class seven (7) as determined by the ALC, based on the Canada Land Inventory Agricultural Capability Classification System. The principle of protecting better quality agricultural soils from subdivision into small lots will guide decisions on mixed category applications and the ALC will continue to consider each subdivision application on its own merits to ascertain the potential impact of subdivision on existing and potential agricultural development (OCP policy 7.3.29).

The proposed subdivision is consistent with the above noted OCP policy.

#### COMMENTS

##### Engineering Department

The comments of the Engineering Department are enclosed as Appendix 9.

##### Building Department

No concerns.

##### Fire Department

No concerns.

##### Agricultural Advisory Committee (AAC)

The application was referred to the AAC for their May 10, 2023 meeting, however, quorum for the meeting could not be reached and the AAC was unable to provide a recommendation to Council.

##### Planning Department

In considering subdivision applications a number of factors are considered by City staff, including access, servicing, OCP policies, zoning, environmental constraints, and geotechnical requirements. The applicant is proposing two lots that would be approximately 10 ha (24.7 ac) in area and approximately 127 m (55 ft) in width.

For a proposed subdivision application to proceed the OCP must support the subdivision and the minimum parcel area and widths of the proposed lots must comply with the Zoning Bylaw. As proposed, the two (2) lot subdivision is supported by the OCP policy 7.3.29. The minimum parcel area of the A2 zone is 4.0 ha (9.9 ac) and the minimum parcel width required is 100m (328.1 ft). The proposal meets these requirements.

Should the ALC support the application, the applicant would then apply to the City's Approving Officer for subdivision. At which time the other noted considerations would be reviewed. Should the ALC not support the application the subdivision cannot proceed.

Staff note that the applicant has shown an area for the ALC to consider for Inclusion to the ALR. Staff have no comment regarding the inclusion proposal as the OCP guidelines and policies are silent on ALR Inclusion applications. Council comment to the ALC regarding the ALC Inclusion portion of the application does not require a resolution from Council. Should the ALC support the ALR Inclusion proposal and further subdivision is proposed, the policies of the OCP will guide the staff response to the application at that time.

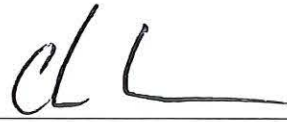
##### Conclusion

Staff are of the opinion that the proposed two (2) lot subdivision application meets the criteria to support subdivision as per OCP policy 7.3.29 noted above and the regulations of the Zoning Bylaw. An OCP Amendment or Rezoning approval would not be required for the proposed subdivision to proceed. Hence,

subdivision subject to servicing could proceed with a subdivision application to the City's Approving Officer. Staff support the ALC application being forwarded to the ALC for a decision.



Prepared by: Melinda Smyrl, MCIP, RPP  
Planner



Reviewed by: Chris Larson MCIP, RPP  
Senior Planner

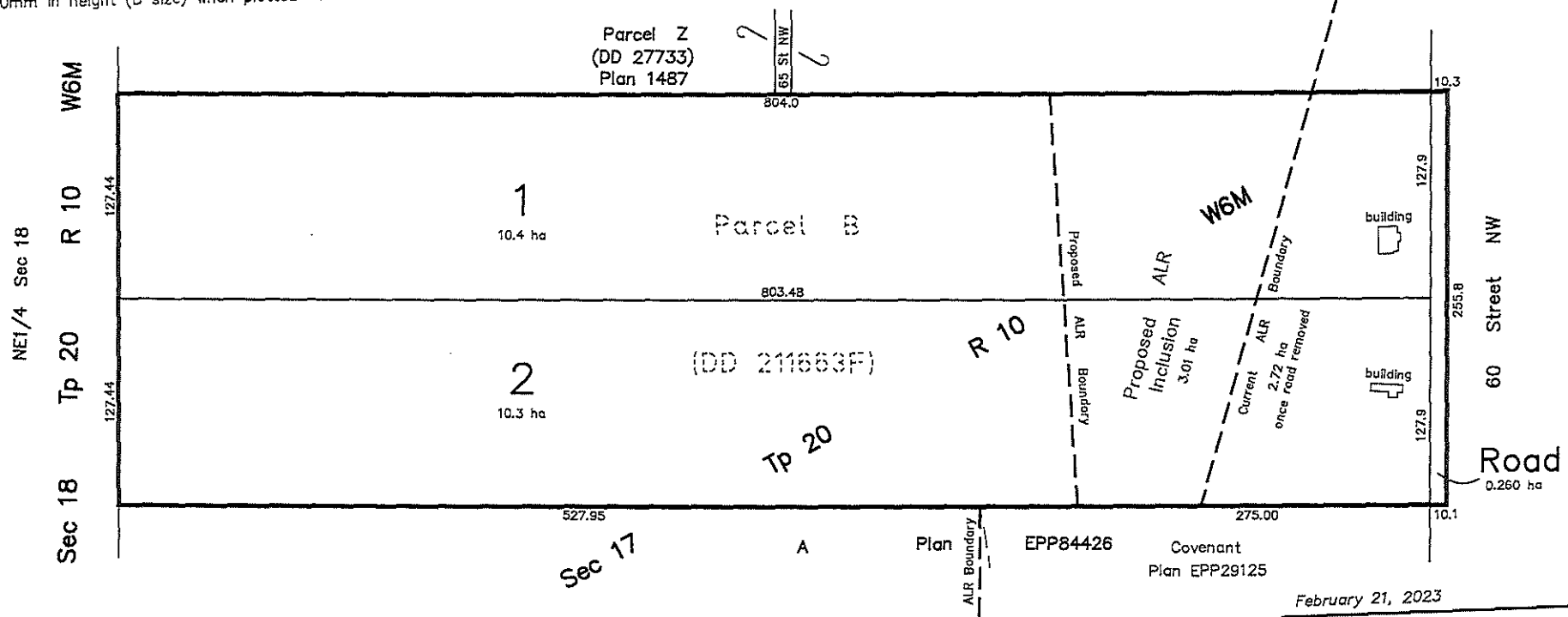
# Sketch Plan of Proposed Subdivision of Parcel B (DD 211663F) of the NW 1/4 of Sec 17, Tp 20, Rge 10, W6M, KDYD

Scale 1:2500 BCGS 82L.064 & 82L.074



All distances are in metres.

The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:2500



February 21, 2023  
 BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. 250-832-9701  
 File: 450-22



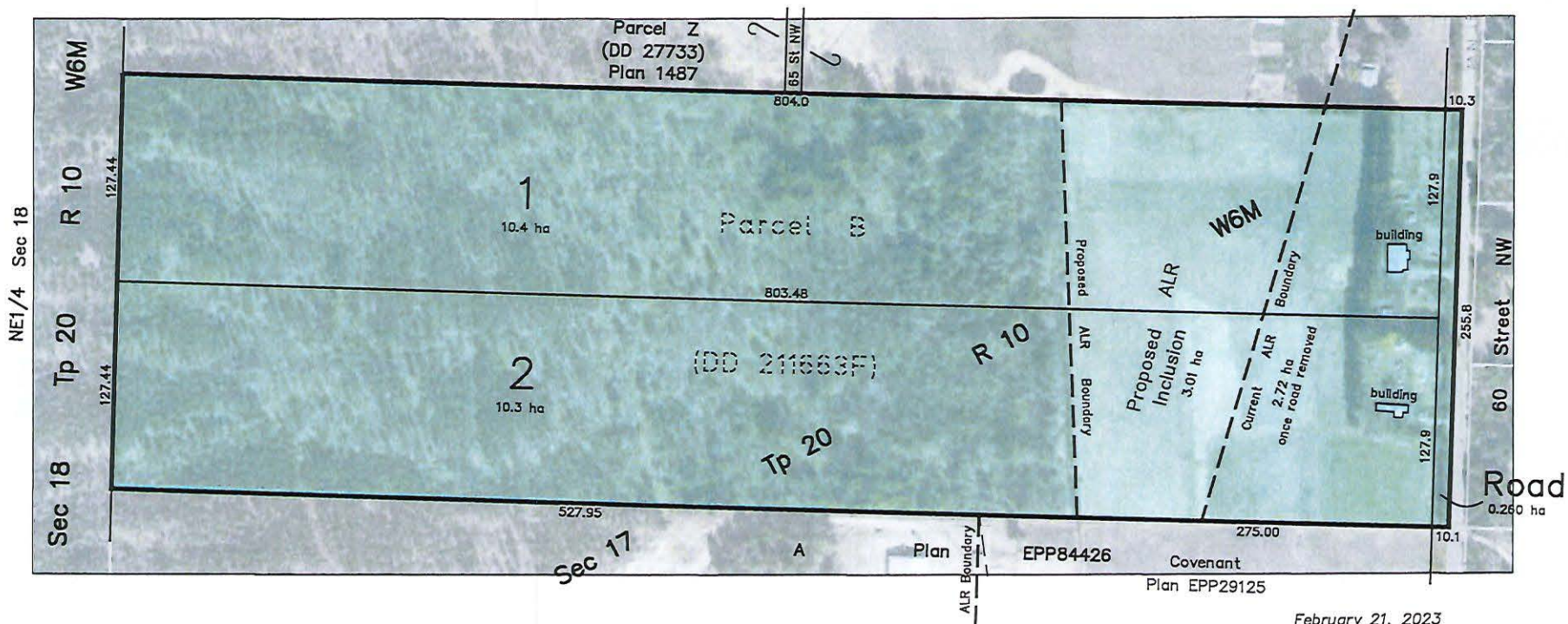
# Sketch Plan of Proposed Subdivision of Parcel B (DD 211663F) of the NW 1/4 of Sec 17, Tp 20, Rge 10, W6M, KDYD

Scale 1:2500 BCGS 82L.064 & 82L.074



All distances are in metres.

The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:2500



February 21, 2023

BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. 250-832-9701  
 File: 450-22



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 66589

**Application Status:** Under LG Review

**Applicant:** Evelyn Jean McDiarmid , Alexander Johannes Horner

**Agent:** Browne Johnson Land Surveyors

**Local Government:** City of Salmon Arm

**Local Government Date of Receipt:** 04/24/2023

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

**Proposal Type:** Subdivision

**Proposal:** To subdivide the parcel into 2 separate parcels. The applicants inherited the property jointly and would like to subdivide the property so that both may live there. If allowed to subdivide the property they are willing to apply to include an additional 3.01 ha of land into the ALR. This area is currently and has historically been farmed by both the current occupants and her parents before that.

## Agent Information

**Agent :** Browne Johnson Land Surveyors

**Mailing Address :**

**Primary Phone :**

**Email :**

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type :** Fee Simple

**Parcel Identifier :** 014-078-139

**Legal Description :** PARCEL B (DD 211663F) OF THE NORTHWEST 1/4 OF SECTION 17 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT

**Parcel Area :** 20.7 ha

**Civic Address :** 491 60th St NW, Salmon Arm

**Date of Purchase :** 03/29/2007

**Farm Classification :** Yes

#### Owners

1. **Name :** Evelyn Jean McDiarmid

**Address :**

**Applicant:** Evelyn Jean McDiarmid , Alexander Johannes Horner

Phone :  
Email : e  
2. Name : Alexander Johannes Horner  
Address :

Phone  
Email :

---

**Current Use of Parcels Under Application**

- 1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**  
*Everlyn farms both the ALR land and the non ALR land. She has 9 bee hives, 12 sheep, 10 acres of hay field, 14 cherry trees, 10 apple trees, hascap and blueberry bushes.*
- 2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**  
*There is a sheep shelter, chicken coop and 3 storage sheds*
- 3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**  
*There is currently no Non agricultural activity on the property. There are 2 mobile homes located on the property.*

**Adjacent Land Uses**

**North**

**Land Use Type:** Agricultural/Farm  
**Specify Activity :** eggs and hay

**East**

**Land Use Type:** Residential  
**Specify Activity :** residential

**South**

**Land Use Type:** Agricultural/Farm  
**Specify Activity :** hay, horses

**West**

**Land Use Type:** Other  
**Specify Activity :** Crown Land

## Proposal

### 1. Enter the total number of lots proposed for your property.

10.4 ha

10.3 ha

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

*To subdivide the parcel into 2 separate parcels. The applicants inherited the property jointly and would like to subdivide the property so that both may live there. If allowed to subdivide the property they are willing to apply to include an additional 3.01 ha of land into the ALR. This area is currently and has historically been farmed by both the current occupants and her parents before that.*

### 3. Why do you believe this parcel is suitable for subdivision?

*The property has a small area of ALR land that fronts 60th St NW. Alexander and Evelyn inherited the property in 2007. There is currently 2 homes on the property, both located in the ALR portion of the property. Evelyn will continue to farm the property*

### 4. Does the proposal support agriculture in the short or long term? Please explain.

*If the subdivision is granted and the inclusion done this proposal would more than double the area of land protected under the ALR.*

### 5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.

*No*

## Applicant Attachments

- Agent Agreement - Browne Johnson Land Surveyors
- Proposal Sketch - 66589
- Other correspondence or file information - Sketch with ortho
- Certificate of Title - 014-078-139

## ALC Attachments

None.

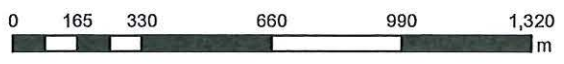
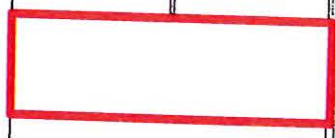
## Decisions


None.



P32

# Subject Property Map

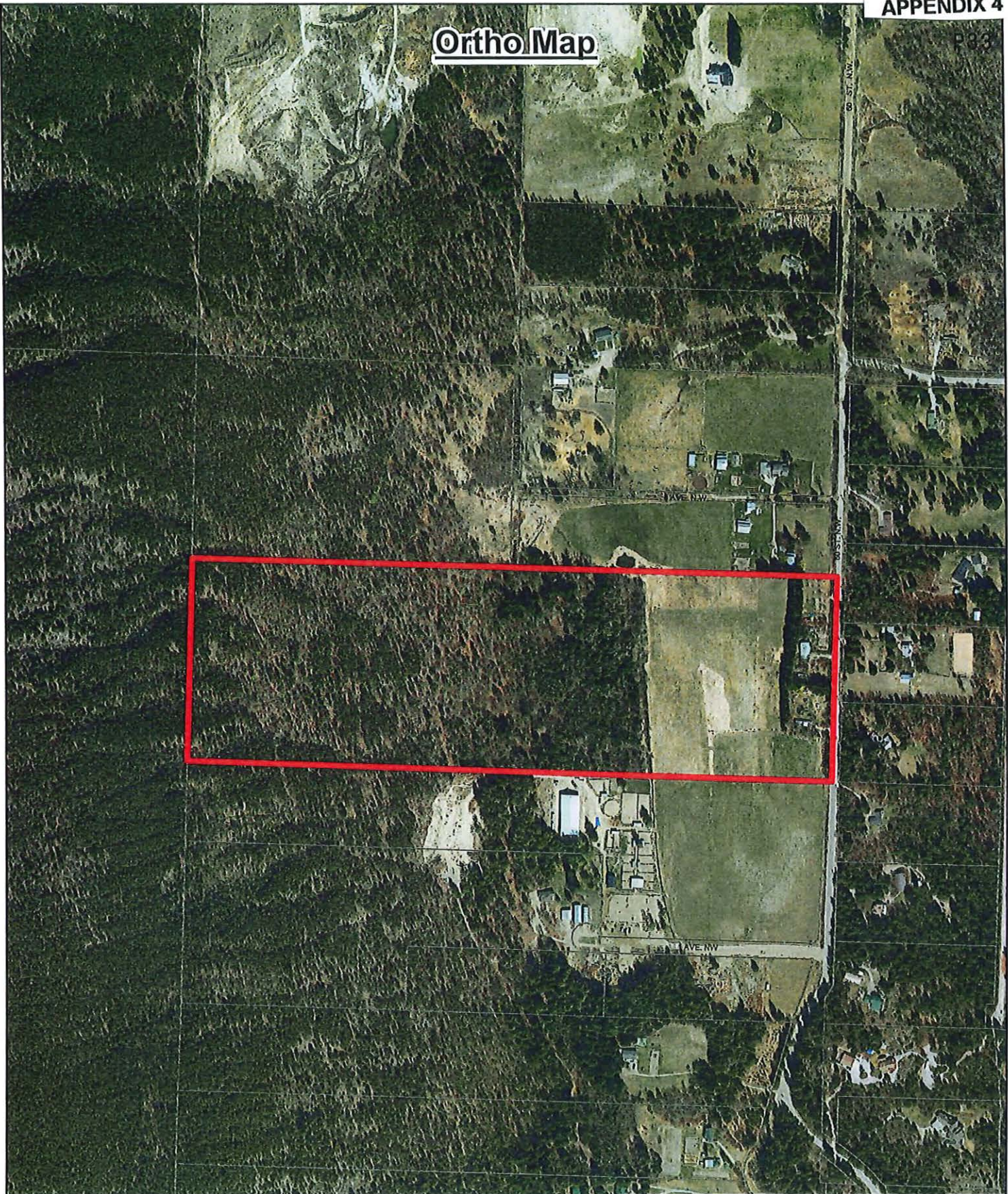


-  Subject Property
-  Parcels



OrthoMap

P33



Subject Property

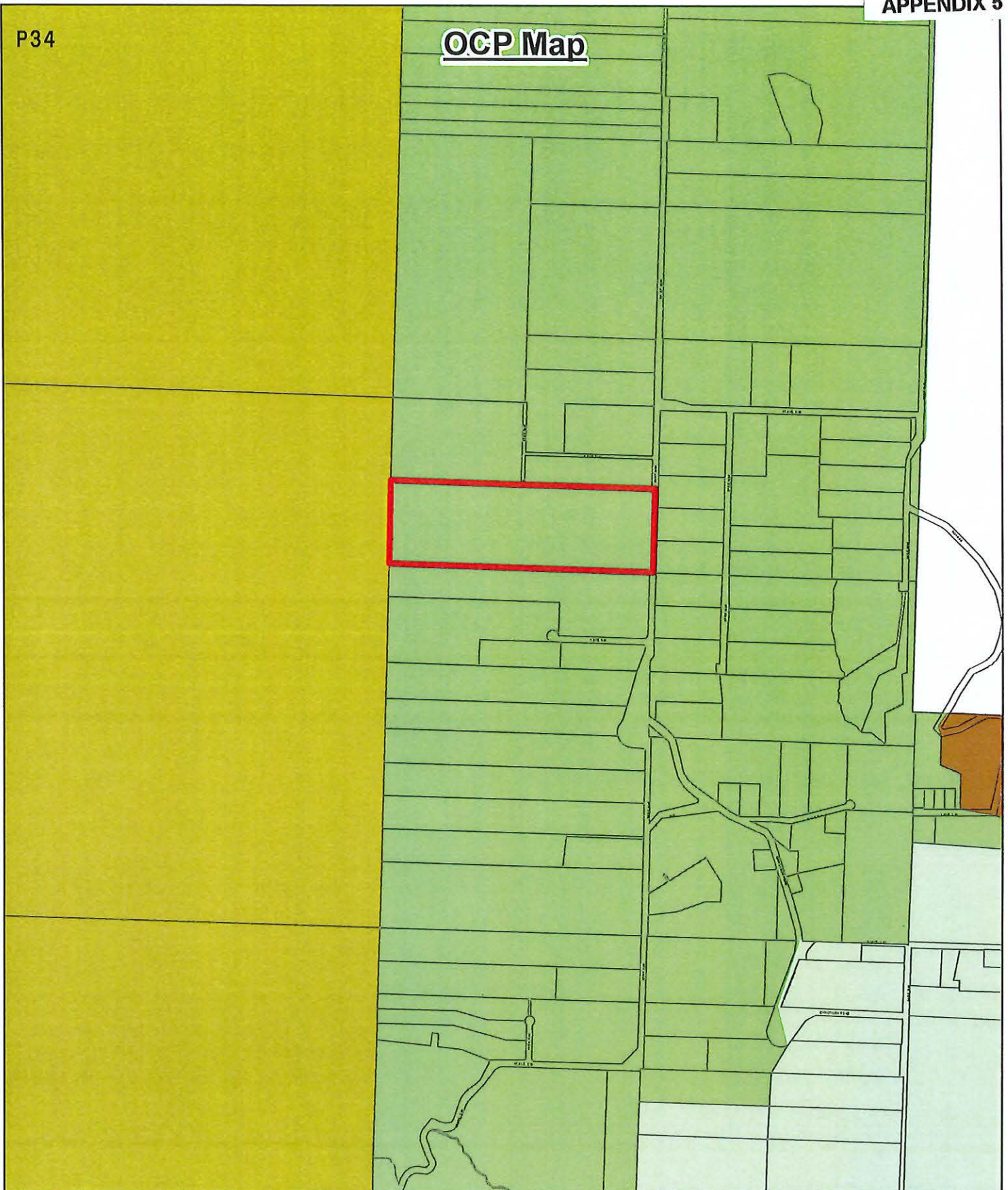



Parcels



P34

# OCP Map



-  Subject Property
-  Parcels
-  Acreage Reserve
-  Salmon Valley Agriculture
-  Forest Reserve
-  Industrial - General



# Zoning Map

P35

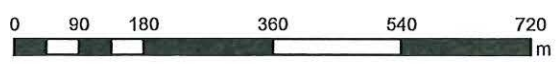
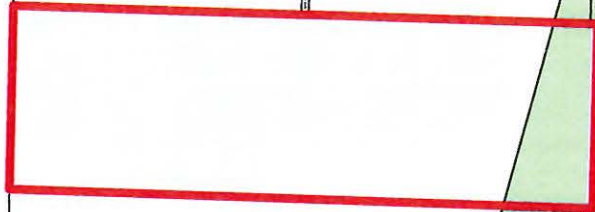


- Subject Property
- Parcels
- A-1
- A-2
- A-3
- IR
- M-1
- M-2
- M-3
- M-5
- P-3



P36

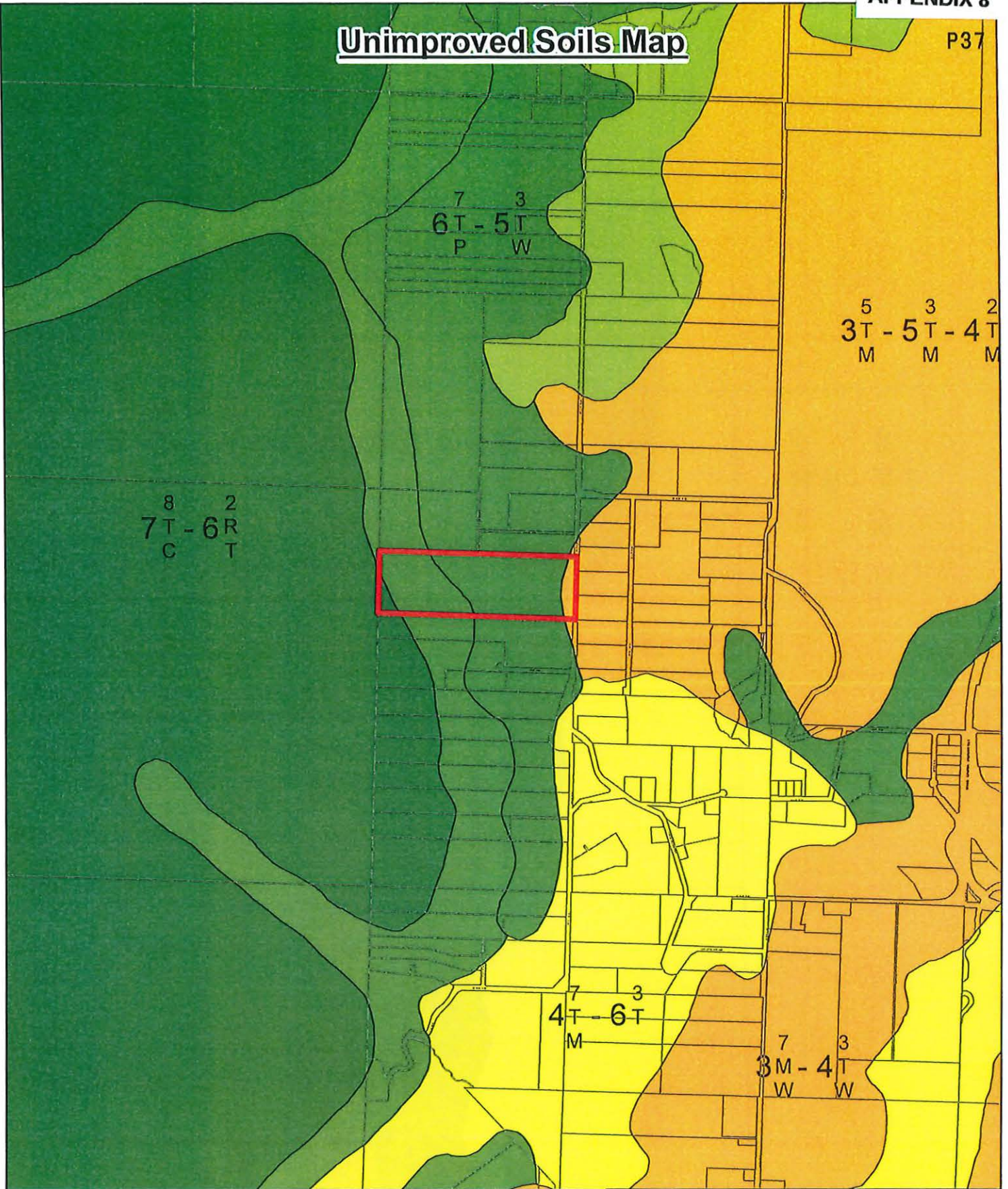
# ALR Map



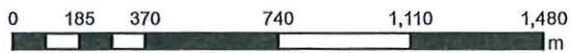
-  Subject Property
-  Parcels
-  ALR










# Unimproved Soils Map



P37



-  Subject Property
-  Parcels
-  CLASS 3
-  CLASS 4
-  CLASS 5
-  CLASS 6
-  CLASS 7



# Improved Soils Map

8 2  
7T-6R  
C T

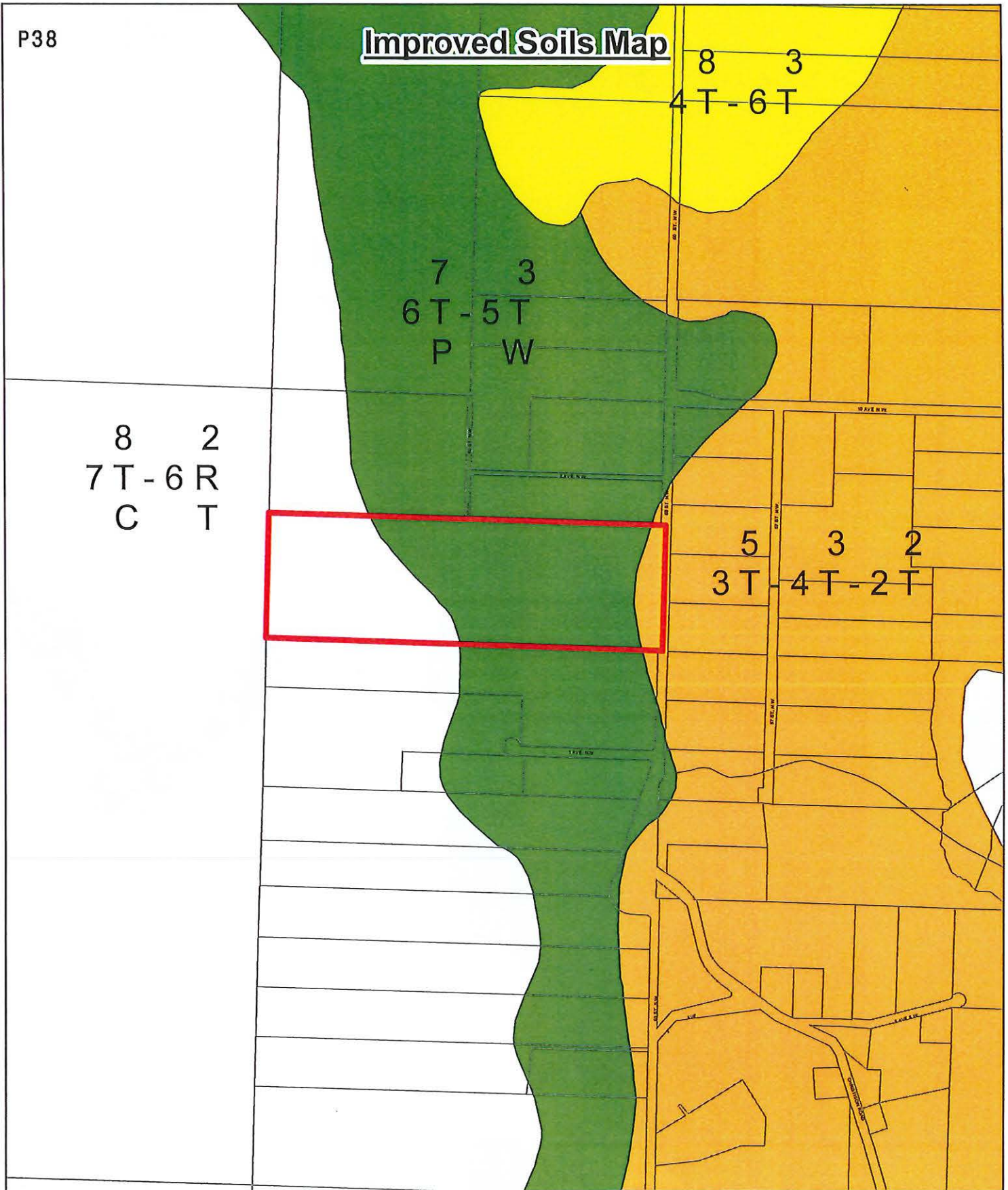
7 3  
6T-5T  
P W

8 3  
4T-6T

5 3 2  
3T-4T-2T



-  Subject Property
-  Parcels
-  CLASS 4
-  CLASS 6
-  CLASS 3





*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Gary Buxton, Director of Planning  
 DATE: July 28, 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER/APPLICANT: E. J. McDiarmid – 491 – 60 Street NW, Salmon Arm, BC V1E 3B2, and  
 A. J. Horner – 1601 Kate Road Sorrento, BC V0E 2W1  
 AGENT: Browne Johnson Land Surveyors  
 SUBJECT: **ALC FILE NO. ALC-417 / ID: 66589**  
 LEGAL: Parcel B (DD 211663F) of the Northwest ¼ of Section 17, Township 20,  
 Range 10, W6M KDYD  
 CIVIC: **491 – 60 Street NW**

---

Further to your referral dated April 27, 2023, we provide the following servicing information. **The following comments and servicing requirements are not conditions for ALC application; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

Comments are based on the Subdivision as proposed in the referral. If the development plans for the property change significantly, comments below may change.

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4293. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control (ESC) measures may 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.



**ALC APPLICATION FILE NO. ALC-417**

July 28, 2023

Page 2

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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. 60 Street NW, on the subject property's eastern boundary, is designated as a Rural Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no road dedication has been received from the subject property and 10.0m dedication is required (to be confirmed by a BCLS).
2. 60 Street NW is currently constructed to an Interim Rural Gravel Road standard. Upgrading to a Rural Paved Collector Road standard is required, in accordance with Specification Drawing No. RD-8. Upgrading may include, but is not limited to, road widening and construction, bike lane construction, ditching and paving. Owner / Developer is responsible for all associated costs.
3. 65 Street NW, terminates at the subject property's northern boundary and is designated as an unconstructed Rural Local Road standard. The City has no plans to extend this road, no additional dedication or upgrades are required at this time.

**Water:**

1. The subject property does not front onto a City watermain; an Alternative Water Source is required. Installation of a new on-site water supply system is required in accordance with Section 5.2 of Bylaw #4293. Either a Professional Driven Approach (completed by a qualified Professional Engineer) or a Homeowner Driven Approach (completed by the homeowner and/or qualified well driller) may be required to certify quality and quantity of the alternative water source.

**Sanitary:**

1. The subject property does not front on a City of Salmon Arm sanitary sewer system. Subject to the required approvals from Interior Health Authority, private on-site disposal systems will be required for each lot.

ALC APPLICATION FILE NO. ALC-417

July 28, 2023

Page 3

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**Drainage:**

1. The subject property does not front on an enclosed storm sewer system. Site drainage will be by an Overland and / or Ground Discharge system. Drainage issues related to development to be addressed at time of Building Permit application to meet requirements of Building Inspection Department.

**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), Category C (Landslide Assessment), is required.



---

**Chris Moore**  
Engineering Assistant



---

**Gabriel Bau P.Eng.**  
City Engineer

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Item 9.4

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. 418 be authorized for submission to the Agricultural Land Commission.

[McCurrach, J. and Thom, M.; 7000 30 Avenue SW]

**CITY OF**  
**SALMON ARM**

To: His Worship Mayor Harrison and Members of Council

Date: August 16, 2023

Subject: Agricultural Land Commission Application No. 418 (Subdivision)

Legal: The North East ¼ of Section 6, Township 20, Range 10, W6M, KDYD  
 Civic Address: 7000 30 Avenue SW  
 Owner: J. McCurrach and M. Thom  
 Agent: Browne Johnson Land Surveyors

**STAFF RECOMMENDATION**

**THAT: Agricultural Land Commission Application No. 418 be authorized for submission to the Agricultural Land Commission.**

**PROPOSAL**

The applicant is proposing a two (2) lot subdivision in the Agricultural Land Reserve (ALR).

**BACKGROUND**

The applicant is proposing a two (2) lot subdivision of the subject property (Appendix 10). Proposed Lot 1 (private driveway access and existing house) would be approximately 10.3 ha and the proposed Remainder Lot would be approximately 56.6 ha, bisected by the private driveway access. As noted in the ALR application attached as Appendix 7, the intent of the subdivision is to separate the existing single family dwelling from the remainder of the property.

The subject property is approximately 64.9 ha (160.3 ac) in area (Appendices 1 and 2). It is partially within the Agricultural Land Reserve (ALR), and split designated in the Official Community Plan as Acreage Reserve and Salmon Valley Agriculture. It is zoned A-1 Agriculture Zone (see Appendices 3, 4 and 5). The subject property is outside of the Urban Containment Boundary.

Adjacent land uses include the following:

North: A1 – Agricultural Zone  
 South: A1 – Agricultural Zone  
 East: A1 – Agricultural Zone  
 West: A1 – Agricultural Zone

The Soil Class Maps (Appendix 6) shows Class 5 and Class 6 soils. The best agricultural lands are rated Class 1 because they have 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.

Staff note that the same owners made an ALR subdivision application in 2015 and it was supported by Agricultural Land Commission (ALC) and City staff. However, the applicant did not complete the subdivision. The 2015 subdivision proposal differed slightly from the current application. In the 2015 application the proposed subdivision aligned with the ALR and OCP boundaries (Appendix 9). In the current proposal the subdivision boundary crosses the ALR boundary; therefore, requires this ALC subdivision application. In the current application, the proposed Lot 1 includes the private access road and the existing single family dwelling. The proposed Remainder Lot is bisected by the private access road. The area of higher class soils are contained on the east portion of the proposed Remainder Lot and the steeper lower class soils are within the western portion of the Remainder Lot. The proposed Lot 1, including the area

surrounding the existing single family dwelling is within an area of lower class soils, similar to the west portion of the proposed Remainder Lot.

### COMMENTS

#### Engineering Department

The comments of the Engineering Department are enclosed as Appendix 8.

#### Building Department

No concerns.

#### Fire Department

No concerns.

#### Agricultural Advisory Committee (AAC)

The AAC does not meet in the summer months and did not review this application.

#### Planning Department

In considering subdivision applications a number of factors are considered by City staff, including access, servicing, OCP polices, zoning, environmental constraints, and geotechnical requirements.

The proposed lot areas would meet the minimum parcel areas and widths required in the A1 zone. With regard to OCP policies, the subject property is split designated in the OCP. The proposed subdivision boundary would result in the Acreage Reserve designation being bisected by the proposed parcel boundary. The Salmon Valley Agriculture area would not be bisected by the proposed subdivision boundary.

The OCP discourages subdivision in the Salmon Valley Agriculture area (OCP policies 7.3.2 and 7.3.3). However, OCP policy 7.3.29, supports subdivision in the Acreage Reserve area in the area situated west of both the Salmon River and the Trans Canada Highway, subject to compliance with the following criteria:

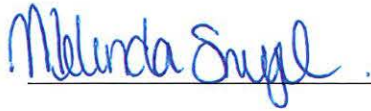
- a. The site is well drained and free from flooding, unstable soils or other hazardous conditions;
- b. soil conditions permit permanent on-site sewage disposal for each parcel as determined by the appropriate agency;
- c. availability of adequate potable water supply on each parcel, approved by the appropriate agency;
- d. minimum two (2) hectare parcel size, other than subdivisions or boundary adjustments contemplated under policy 7.3.6 and subject to appropriate zoning; and
- e. the lands have an improved agricultural soils capability rating of class four (4), class five (5), class six (6) or class seven (7) as determined by the ALC, based on the Canada Land Inventory Agricultural Capability Classification System. The principle of protecting better quality agricultural soils from subdivision into small lots will guide decisions on mixed category applications and the ALC will continue to consider each subdivision application on its own merits to ascertain the potential impact of subdivision on existing and potential agricultural development (OCP policy 7.3.29).

The proposal appears to meet the above noted criteria.

In this instance, should the ALC support the application, the applicant would then apply to the City's Approving Officer for subdivision. At which time the other noted considerations would be reviewed. Should the ALC not support the application the subdivision cannot proceed.

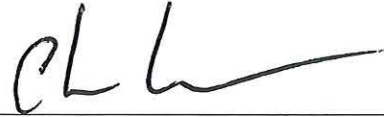
Conclusion

The proposed subdivision meets OCP policy and Zoning Bylaw Regulations. Staff support the ALC application being forwarded to the ALC for decision.



---

Prepared by: Melinda Smyrl, MCIP, RPP  
Planner

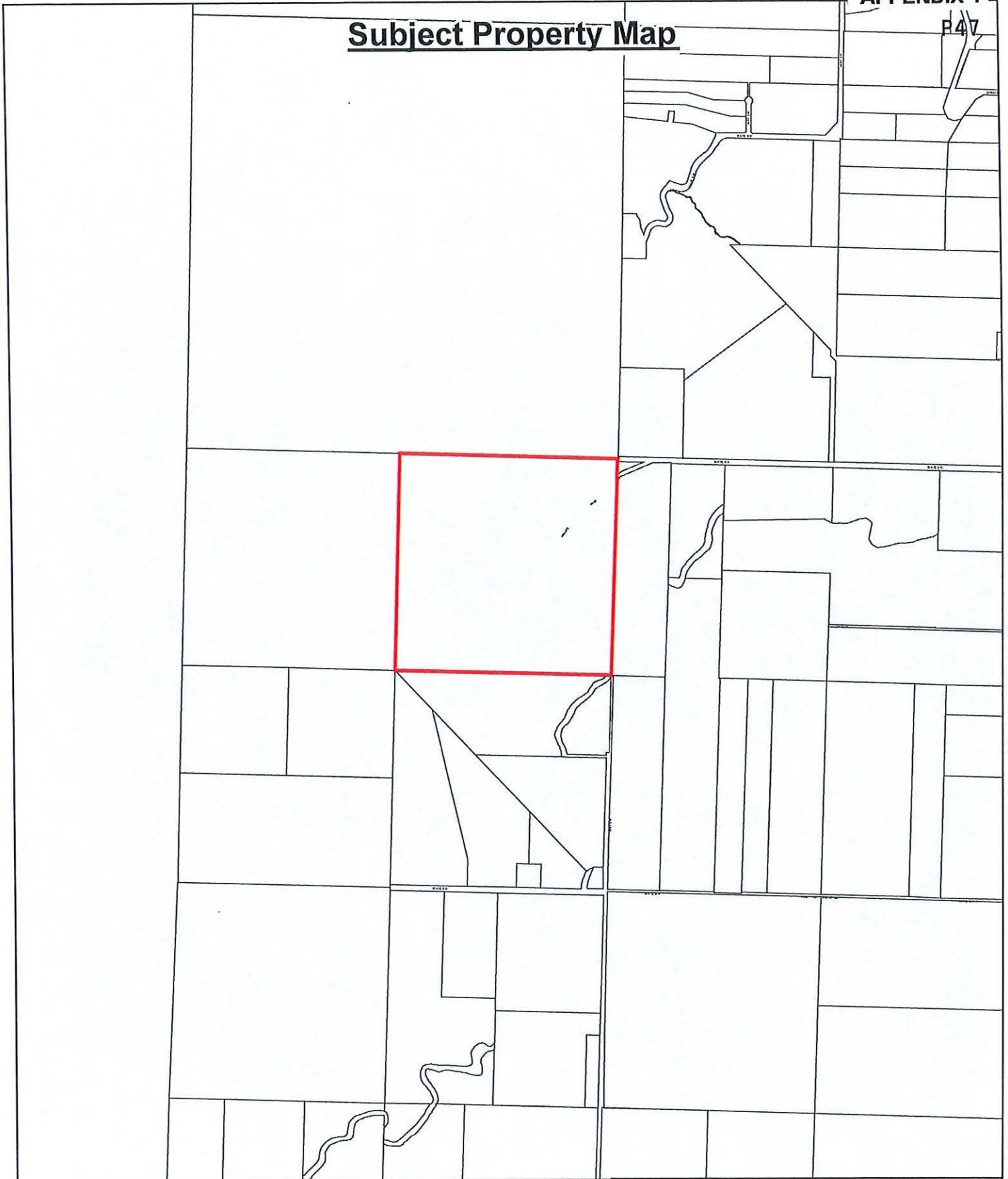


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Reviewed by: Chris Larson, MCIP, RPP  
Senior Planner



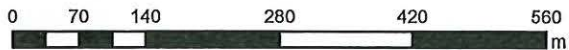
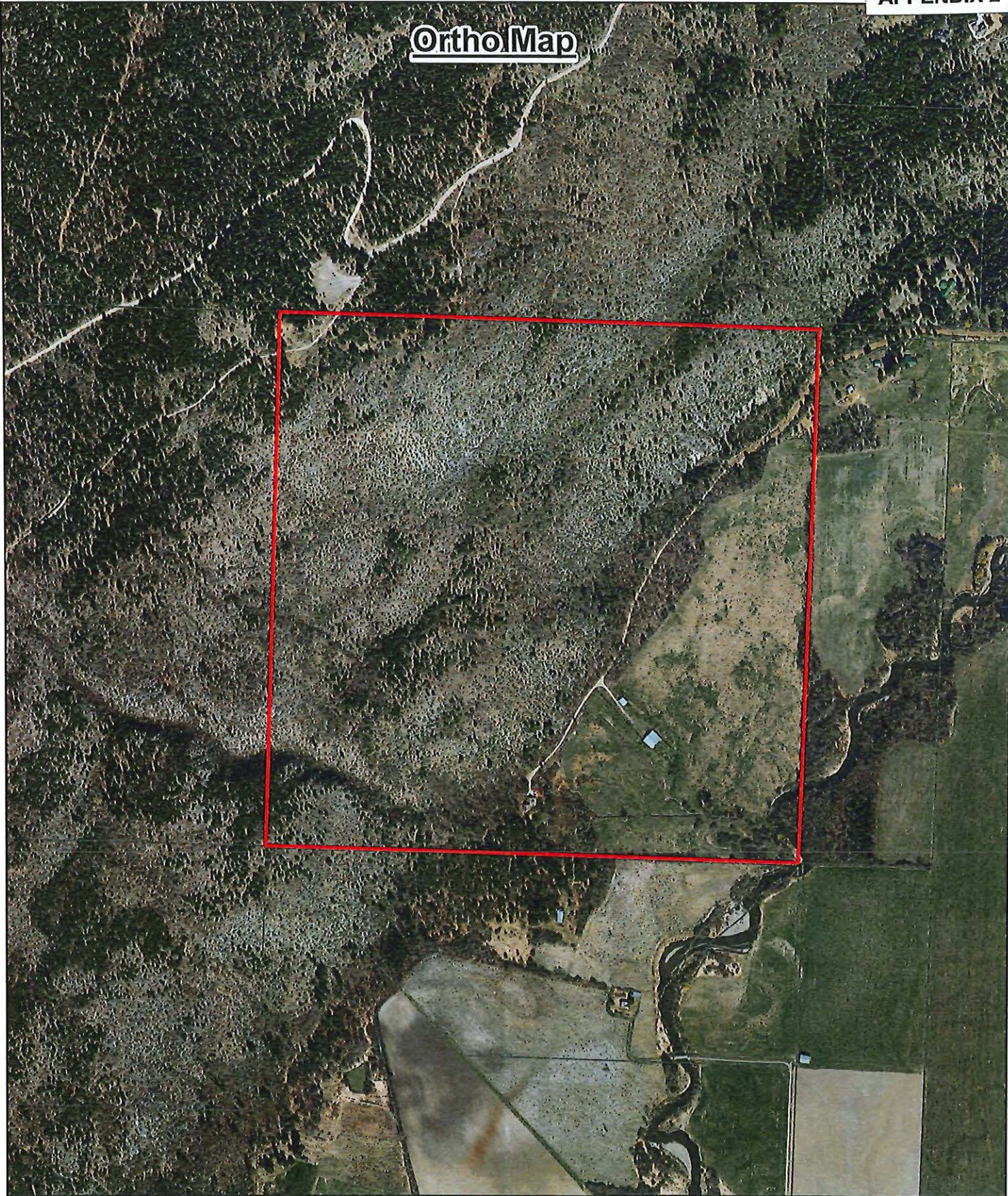
# Subject Property Map



-  Subject Property
-  Parcels



Ortho Map








-  Subject Property
-  Parcels



OCP Map

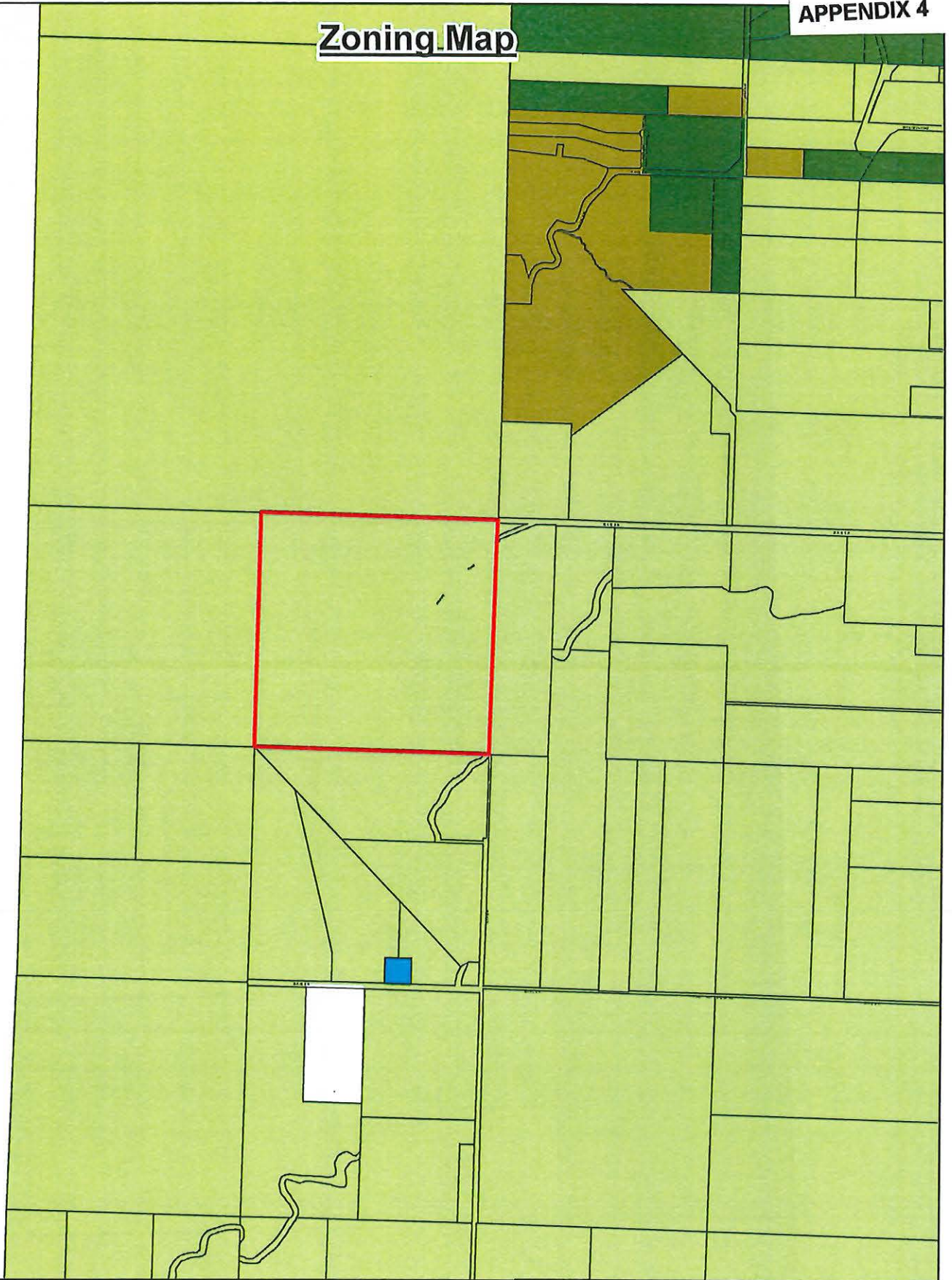
P49



-  Subject Property
-  Acreage Reserve
-  Parcels
-  Salmon Valley Agriculture
-  Forest Reserve



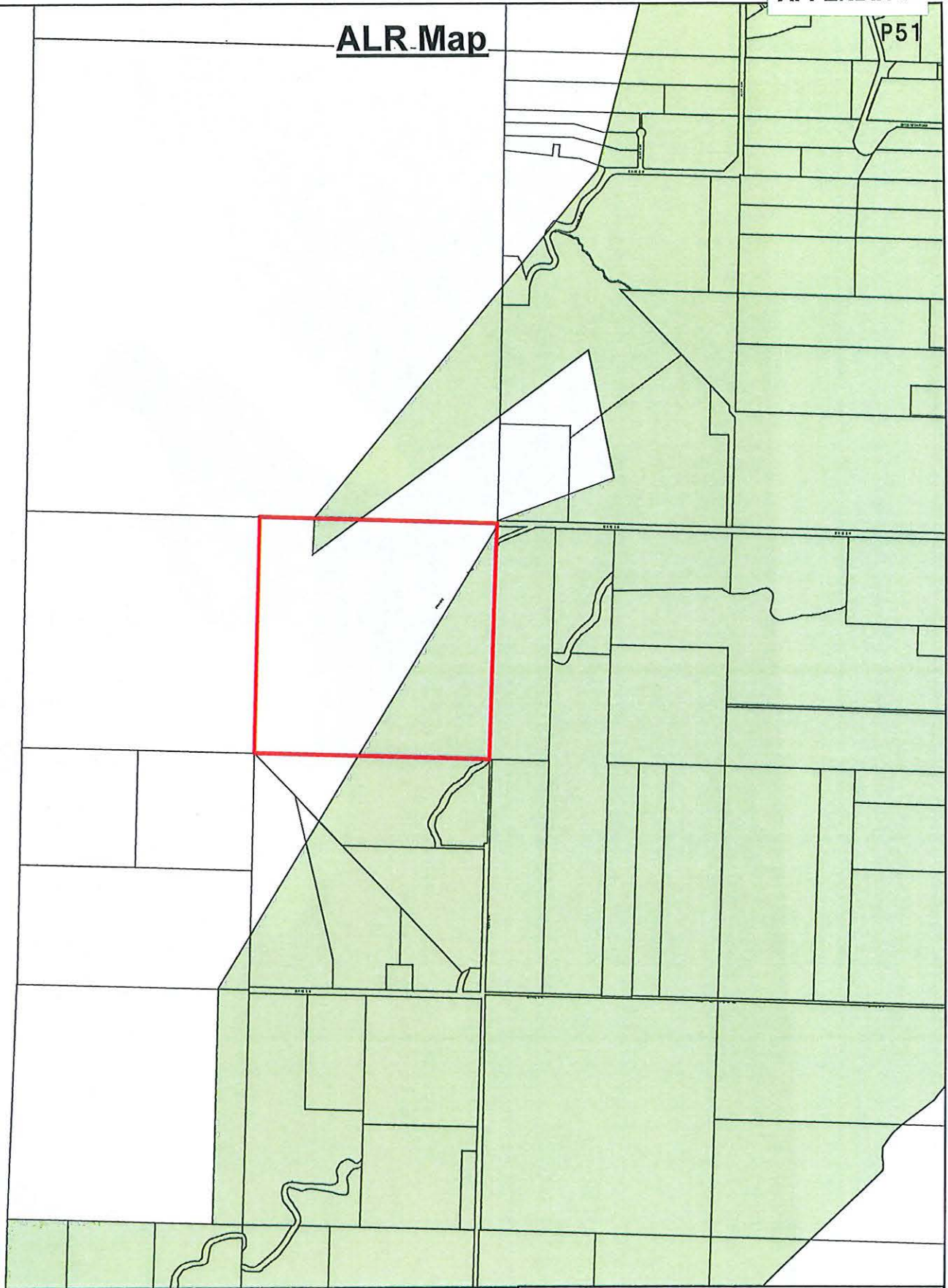
# Zoning Map



-  Subject Property
-  Parcels
-  A-1
-  A-2
-  A-3
-  P-3

ALR Map

P51

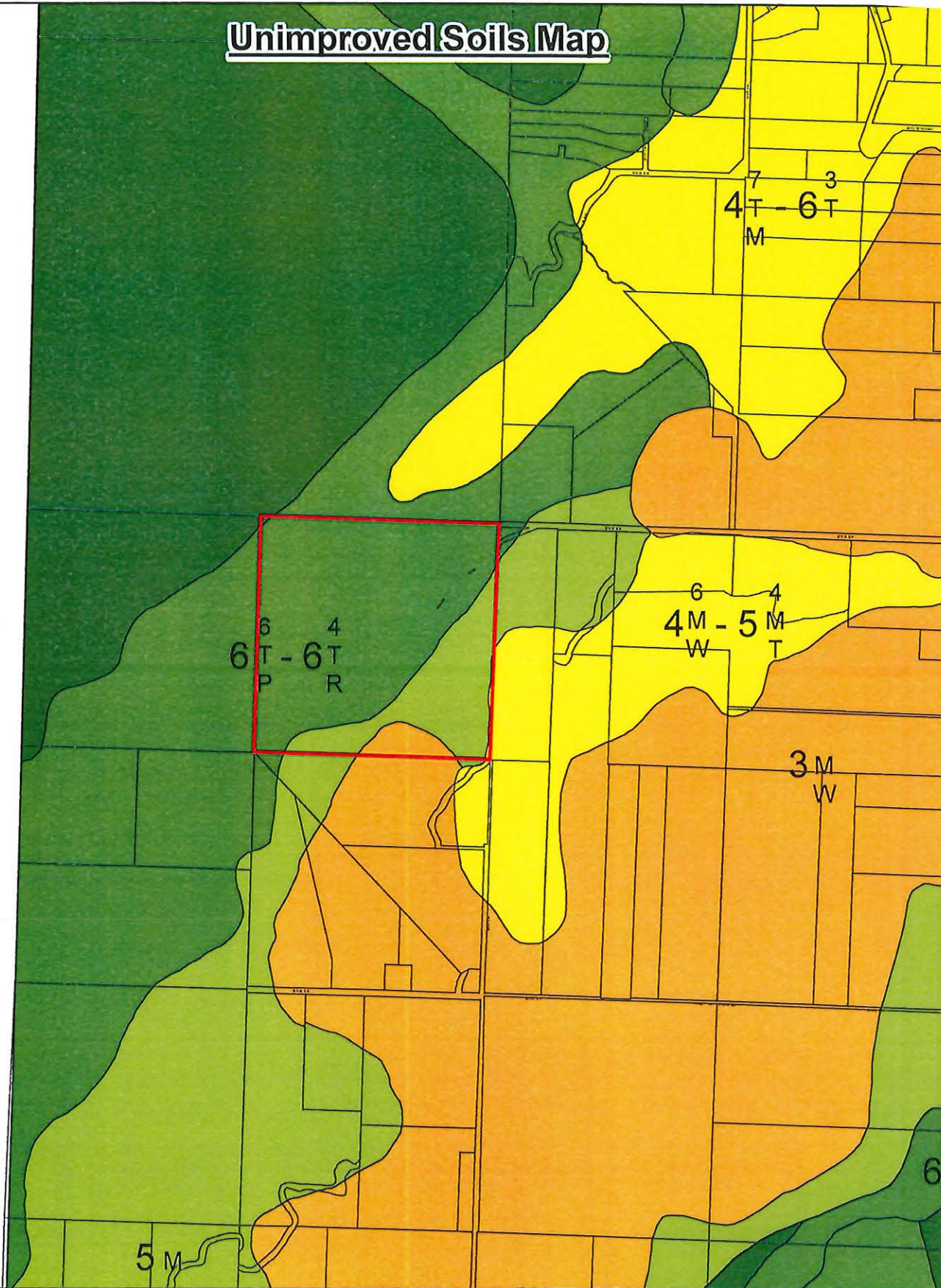


-  Subject Property
-  Parcels
-  ALR



P52

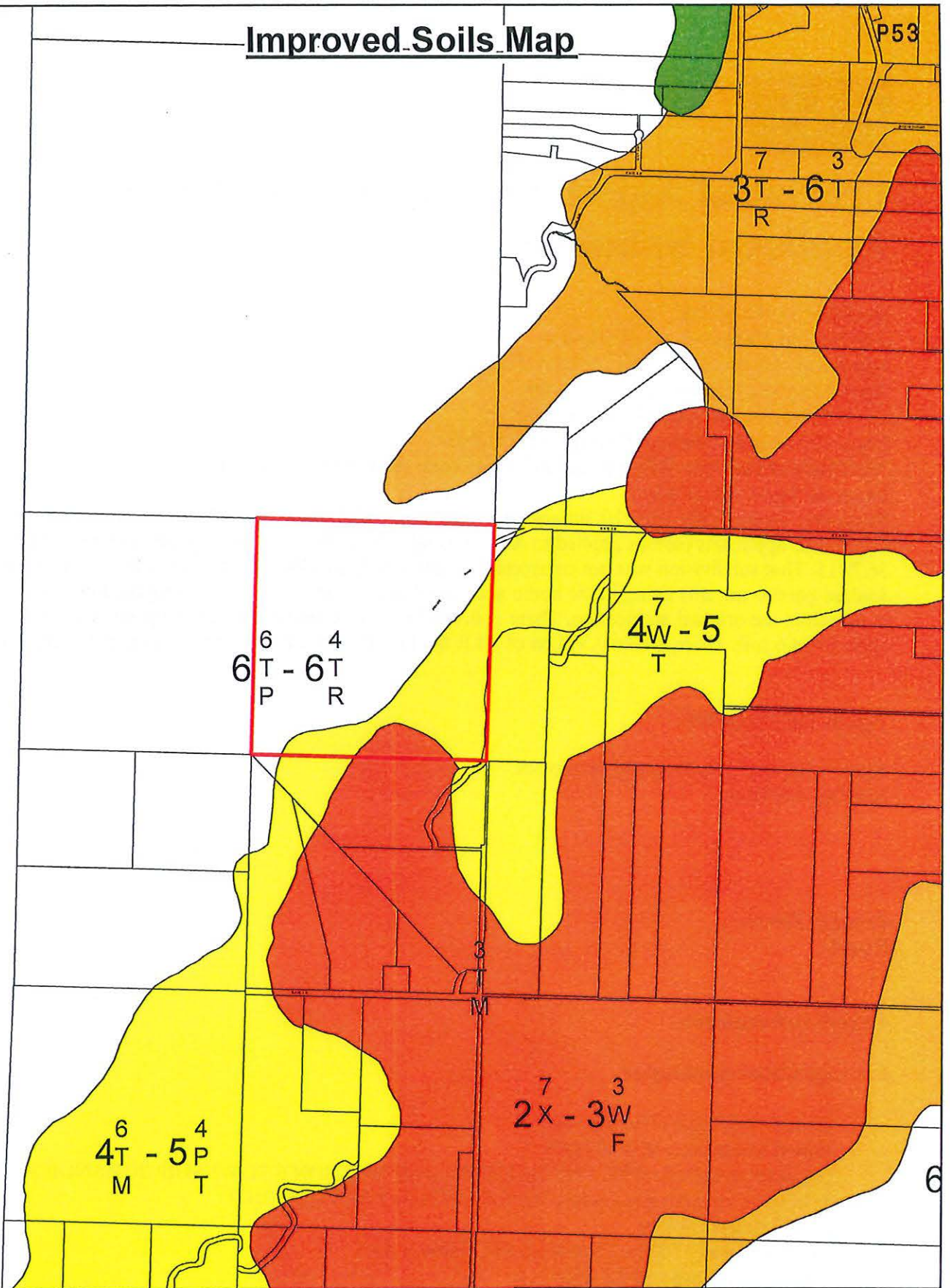
# Unimproved Soils Map



- Subject Property
- Parcels
- CLASS 3
- CLASS 4
- CLASS 5
- CLASS 6
- CLASS 7



# Improved Soils Map



-  Subject Property
-  CLASS 2
-  Parcels
-  CLASS 3
-  CLASS 4
-  CLASS 6



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 66058

**Application Status:** Under LG Review

**Applicant:** Jordan McCurrach , Murray Thom

**Agent:** Browne Johnson Land Surveyors

**Local Government:** City of Salmon Arm

**Local Government Date of Receipt:** 05/25/2023

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

**Proposal Type:** Subdivision

**Proposal:** To subdivide off a 10.3ha parcel of land in the SW corner of the lot that contains the existing house. The applicants parents applied to ALC to subdivide in 2014 and were given approval under resolution 36/2015. That subdivision was not completed. Jordan would still like to subdivide off the existing home. Jordans parents are still living in the home and would like to remain there. The proposed new lot is reduced in size from the original application. There is 0.966 ha of ALR land in the new proposed lot that is mostly class 5 and 6 soil. There is also 0.394 ha of ALR land for road dedication. This is non arable class 6 soil.

## Agent Information

**Agent :** Browne Johnson Land Surveyors

**Mailing Address :**

**Primary Phone :**

**Email :**

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type :** Fee Simple

**Parcel Identifier :** 014-067-048

**Legal Description :** THE NORTH EAST 1/4 OF SECTION 6 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT

**Parcel Area :** 64.9 ha

**Civic Address :** 7000 - 30 Avenue SW, Salmon Arm

**Date of Purchase :** 12/18/2015

**Farm Classification :** Yes

**Owners**

1. **Name :** Jordan McCurrach

**Address :**

**Applicant:** Jordan McCurrach , Murray Thom

**Phone**  
**Email :**  
 2. **Name :** Murray Thom  
**Address :**

**Phone :**  
**Email :**

---

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

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

*There is an annual lease to an organic dairy farmer for animal pasturing and hay between May and September. Lease agreement has been in place since 2018 and is ongoing*

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

*Repairs have been made to the barn and shed. New fencing installed, gates installed and repairs done. Installed new animal waterers. Work done to improve drainage of pasture with a large ditch line dug to channel runoff. Clearing of Dolan Creek to help with water flow and to repair animal wear to banks of creek. Repairs made to gravity fed water system off of Dolan Creek.*

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

*Hosting of weddings in accordance with the ALC's policy for non-agricultural use of ALR land*

### **Adjacent Land Uses**

#### **North**

**Land Use Type:** Other  
**Specify Activity :** Crown Land

#### **East**

**Land Use Type:** Agricultural/Farm  
**Specify Activity :** hay and animal pasture

#### **South**

**Land Use Type:** Agricultural/Farm  
**Specify Activity :** hay, corn etc

#### **West**

**Applicant:** Jordan McCurrach , Murray Thom



**Land Use Type:** Other  
**Specify Activity :** Crown Land

## Proposal

**1. Enter the total number of lots proposed for your property.**

54.6 ha

10.3 ha

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

*To subdivide off a 10.3ha parcel of land in the SW corner of the lot that contains the existing house. The applicants parents applied to ALC to subdivide in 2014 and were given approval under resolution 36/2015. That subdivision was not completed. Jordan would still like to subdivide off the existing home. Jordans parents are still living in the home and would like to remain there. The proposed new lot is reduced in size from the original application. There is 0.966 ha of ALR land in the new proposed lot that is mostly class 5 and 6 soil. There is also 0.394 ha of ALR land for road dedication. This is non arable class 6 soil.*

**3. Why do you believe this parcel is suitable for subdivision?**

*The new proposed lot is mostly out of the ALR boundary. There are small areas of ALR land that is mostly class 5 and class 6 soils. All portions that are currently being farmed are contained in the remainder.*

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

*Yes. It keeps all farmable land contained within 1 lot.*

**5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.**

*No*

## Applicant Attachments

- Agent Agreement - Browne Johnson Land Surveyors
- Other correspondence or file information - 2015 resolution 36/2015
- Proposal Sketch - 66058
- Other correspondence or file information - Sketch with image
- Certificate of Title - 014-067-048

## ALC Attachments

None.

## Decisions

None.



*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Gary Buxton, Director of Planning  
 DATE: August 3, 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER/APPLICANT: J. McCurrach & M. Thom 3826 Welwyn St Vancouver, BC V5N 3Y9  
 AGENT: Browne Johnson Land Surveyors – PO Box 362 Salmon Arm, BC V1E 4N5  
 SUBJECT: ALC APPLICATION FILE NO. ALC-418 / ID: 66058  
 LEGAL: The North East ¼ of Section 6, Township 20, Range 9, W6M KDYD  
 CIVIC: 7000 – 30 Avenue SW

---

Further to your referral dated June 1, 2023, we provide the following servicing information. **The following comments and servicing requirements are not conditions for ALC application; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

Comments are based on the Subdivision as proposed in the referral. If the development plans for the property change significantly, comments below may change

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4293. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with 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 may 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.

**ALC APPLICATION FILE NO. ALC-418**

August 3, 2023

Page 2

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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. 30 Avenue SW terminates at the subject property's eastern boundary and bisects the proposed subdivision. 30 Avenue SW is designated as a Rural Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Since no road dedication has been received from the subject property, 20.0m dedication is required. Additional dedication will also be required for a full cul-de-sac at the termination of 30 Avenue SW, in accordance with Specification Drawing RD-10. The cul-de-sac shall be situated at the location of the current turn around, as shown on the proposed subdivision plan. The road beyond the cul-de-sac shall remain private.
2. 30 Avenue SW shall be constructed to the Rural Local Road standard (Gravel). Construction is required, in accordance with Specification Drawing No. RD-7. Construction shall include, road and shoulder construction and ditching, together with the construction of a full cul-de-sac in accordance with Specification Drawing RD-10. Owner / Developer is responsible for all associated costs.

**Water:**

1. The subject property does not front onto a City watermain; an Alternative Water Source is required. Installation of a new on-site water supply system is required in accordance with Section 5.2 of the bylaw. Either a Professional Driven Approach (completed by a qualified Professional Engineer) or a Homeowner Driven Approach (completed by the homeowner and/or qualified well driller) may be required to certify quality and quantity of the alternative water source.

**Sanitary:**

1. The subject property does not front on a City of Salmon Arm sanitary sewer system. Subject to the required approvals from Interior Health Authority, private on-site disposal systems will be required for each lot.

ALC APPLICATION FILE NO. ALC-418  
August 3, 2023  
Page 3

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**Drainage:**

1. The subject property does not front on an enclosed storm sewer system. Site drainage will be by an Overland and / or Ground Discharge system. Drainage issues related to development to be addressed at time of Building Permit application to meet requirements of Building Inspection Department.

**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), Category C (Landslide Assessment), is required.



---

**Chris Moore**  
Engineering Assistant

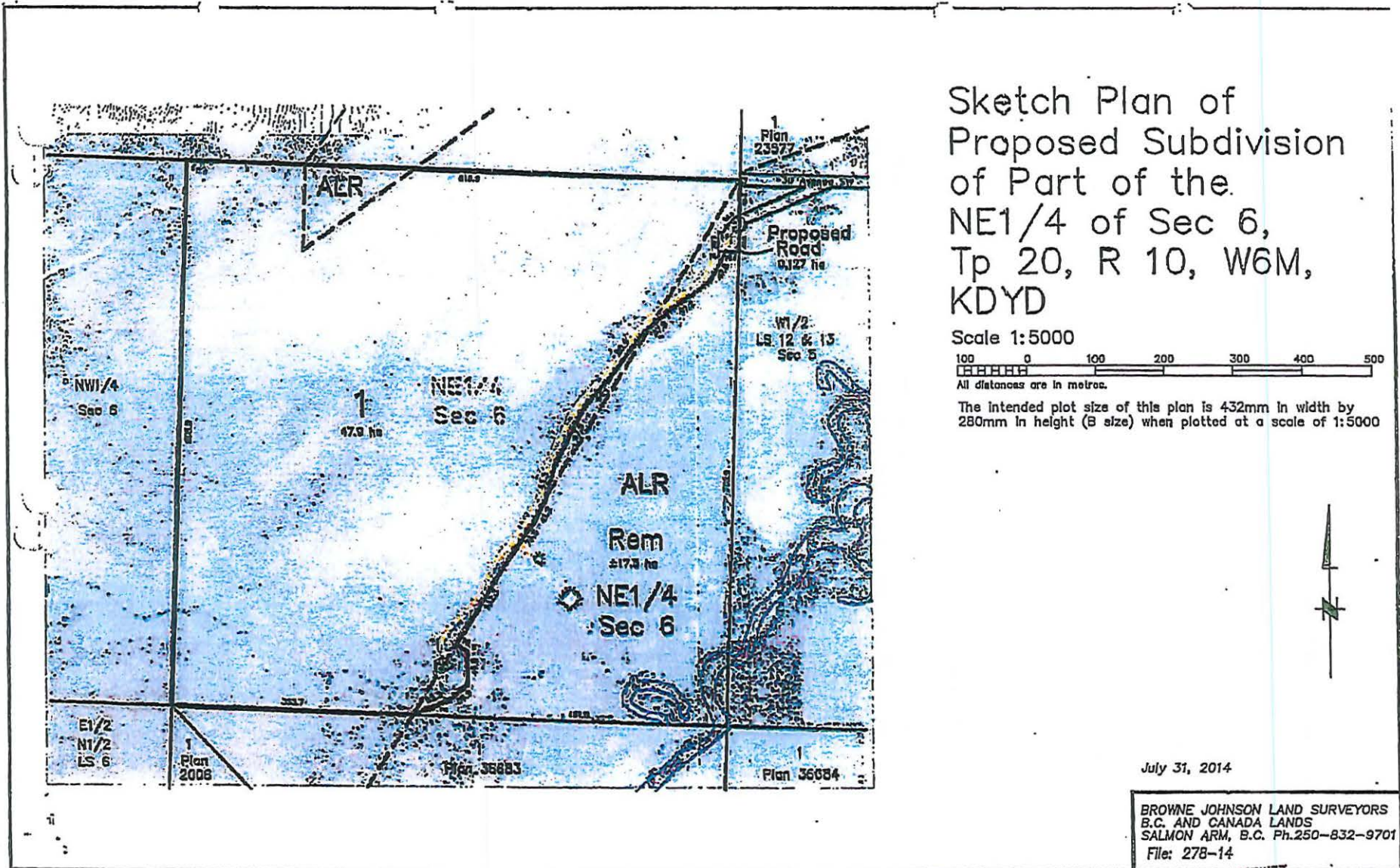


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**Gabriel Bau P.Eng.**  
City Engineer

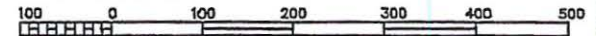


# ALC APPLICATION 53920 - SKETCH PLAN RESOLUTION # 36/2015



Sketch Plan of  
Proposed Subdivision  
of Part of the  
NE1/4 of Sec 6,  
Tp 20, R 10, W6M,  
KDYD

Scale 1:5000



All distances are in metres.

The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:5000



July 31, 2014

BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. Ph.250-832-9701  
 File: 278-14

NOV 17 2014



1/4 67  
CLASS BY 2044 10/11 16.02  
2/1

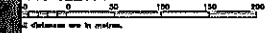
Sec 7 T<sup>o</sup> 20 R 10 W6M

1  
Plan  
Sec 8  
T<sup>o</sup> 20



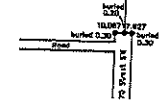
### Sketch Plan of Proposed Subdivision of Part the NE1/4 of Sec 6, T<sup>o</sup> 20, R 10, W6M, KDYD

CGS 82L.064



The intended plot size of this plan is 864mm in width by 560mm in height (D size) when plotted at a scale of 1:2500

1  
Plan 35684  
Sec 5



MEM	ARC	UNDO
01	16.278	420.00
02	34.367	78.00
03	43.274	32.00
04	34.047	21.00
05	32.337	22.00
06	16.181	22.00
07	15.488	47.254

This plan lies within the Agricultural Land Reserve

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. PH: 250-832-8721  
FAX: 250-832-8728  
FIC: 448-22 PS-202, 8-31 & 53  
448-26/87

Item 9.5

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Council authorize the City's Chief Administrative Officer and Corporate Officer to sign the Expansion Memorandum of Understanding for identifying the three-year expansion initiatives 2024-2025 through to 2026-2027.



TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: July 31, 2023

SUBJECT: **Shuswap Regional Transit System (Salmon Arm)  
 Three Year Expansion Initiatives 2024-2027**

**RECOMMENDATION:**

**THAT:** The Mayor and Council authorize the City's CAO and Corporate officer to sign the Expansion Memorandum of Understanding for identifying the three-year expansion initiatives 2024-2025 through to 2026-2027.

**BACKGROUND:**

Each year BC Transit contacts the City regarding the *Transit Improvement Program*, the purpose of the program is to confirm any local government transit service expansion plans for the upcoming three years. This information allows BC Transit to coordinate the development of three-year budgets and capital plans with the Provincial Services Plan. Confirmation of next years desired level of transit service expansion is also required to support the procurement of buses if required.

The table below shows the proposed service expansions that have been discussed to date.

PROPOSED EXPANSION INITIATIVES		
#	Service Recommendation	Description
1	Shopper's Shuttle Route #25 modification	The Shoppers Shuttle currently travels from Askews on the highway to the Smart Centres development. The route also services other shopping establishments using local roads.  <b>Proposed modification:</b> To have the route circulate along the new frontage roads utilizing the new traffic signals at 20 <sup>th</sup> Street SW and 30 Street SW to service the businesses on the south side of TCH including the Westgate market etc. This proposed route change would improve safety, as it would utilize the newly constructed frontage roads rather than using the Highway. Shown in Appendix 'A'
2	New transit stop @ 170 - 5 Ave SW	City Council received a letter from the Fifth Avenue Seniors Activity Centre on April 24, 2023 requesting a new transit on 5 <sup>th</sup> Ave SW in front of the Seniors Centre. This location is not on Transit Route #21 and BC Transit would have to investigate route modifications and transit timing in order for this transit stop to be installed. Shown in Appendix 'B'

Upon confirmation of City Council's commitment by way of the Expansion Memorandum of Understanding (MOU), BC Transit will then include the request in their Draft Service Plan to the Province to seek the matching funding required for operating and capital costs.

The purpose of the MOU is to communicate the proposed expansion initiatives as far in advance as possible in order to achieve the following goals:

1. Ensure three (3) year expansion initiatives are aligned with the expectations of local governments.
2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions.
3. Provide local government partners with enhanced three (3) year forecasts that identify longer term funding requirements.

Staff recommend that we proceed with the signing of the MOU to allow BC Transit to further investigate the two proposed service initiatives for the three (3) year expansion plan and to seek provincial funding.

There is no obligation for the City to proceed with these initiative if the community priorities changes.

The deadline for this the submission of this information is September 29, 2023

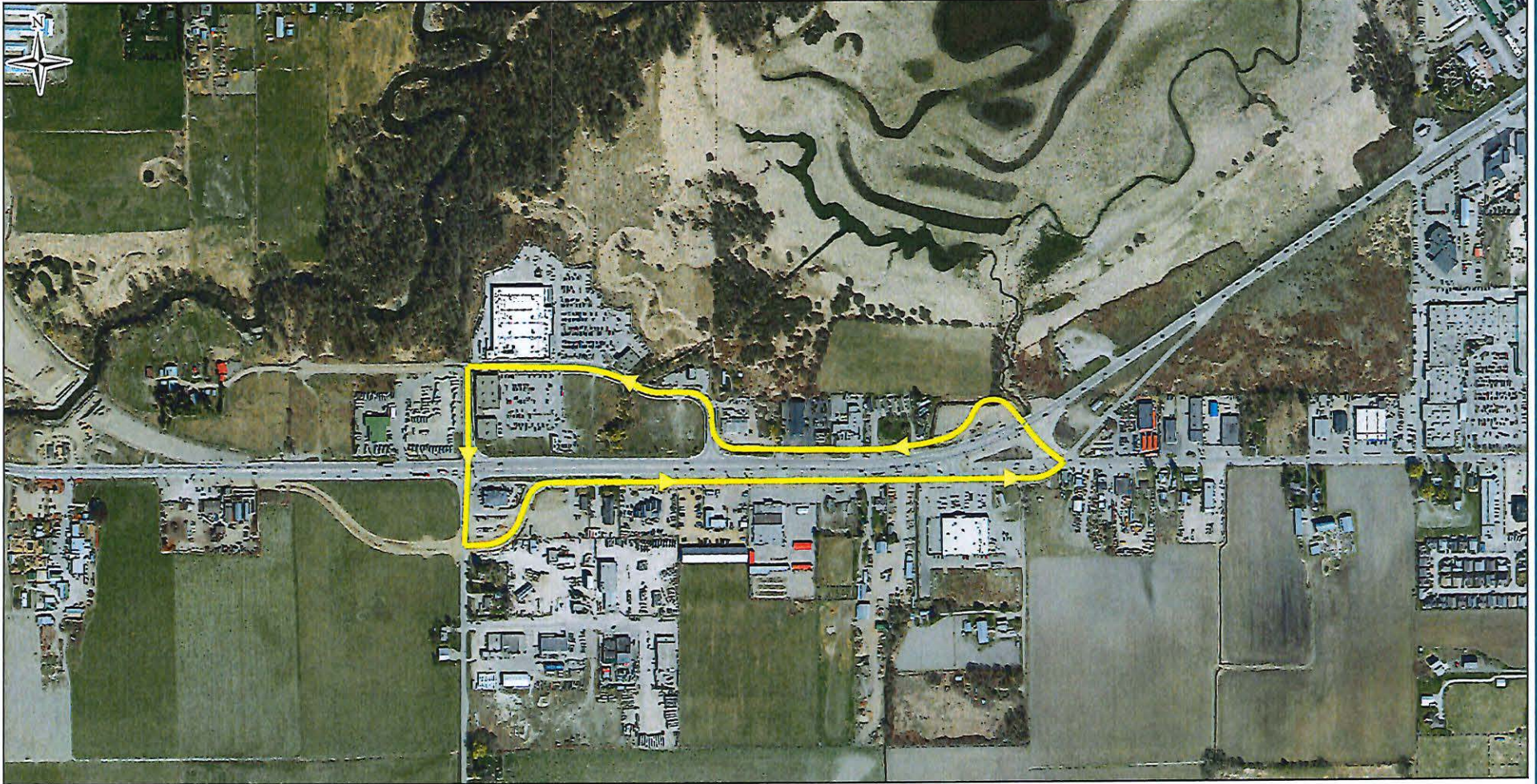
Respectfully submitted,



Robert Niewenhuizen, A.Sc.T.  
Director of Engineering and Public Works

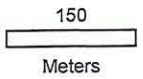
c.c. Chelsea Van de Cappelle, CFO





### TCH West 4-Laning Project New City Roads

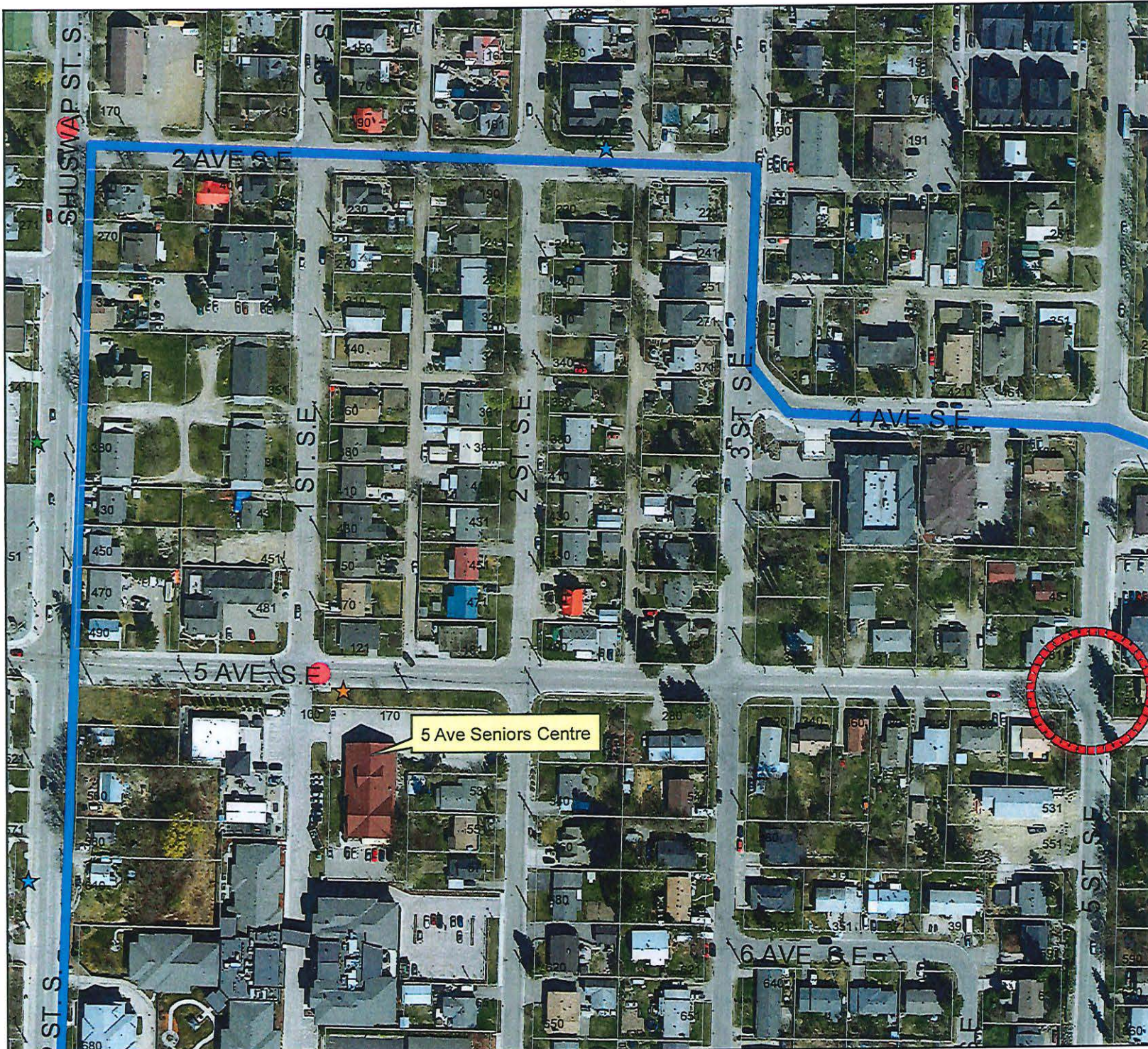
→ Proposed Route #5 (Shoppers Shuttle)







1:2,000



Shuswap Transit  
Route 21 West Loop

Proposed Bus Stop  
140 - 5 Ave SE



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Item 9.6

**CITY OF SALMON ARM**

Date: August 28, 2023

Council Appointment to Agricultural Advisory Committee

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To: His Worship Mayor Harrison and Members of Council

Date: August 21, 2023

Re: Agricultural Advisory Committee – Committee Member Applications

---

**MOTION FOR CONSIDERATION**

**THAT: Council appoint five (5) members to the City of Salmon Arm Agricultural Advisory Committee for a three-year term starting September 2023.**

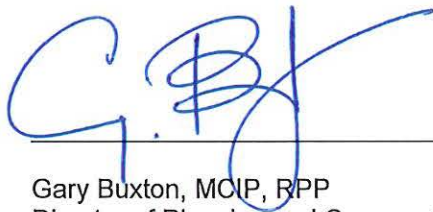
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In May 2023 the City put out a call for volunteers to fill positions on the Agricultural Advisory Committee (AAC) for a three (3) year term. As an advisory committee, the Terms of Reference (TOR) for the committee outlines that the AAC will review applications for development within the ALR and on lands zoned for agricultural uses, provide input on submissions related to agriculture, review initiatives related to the agricultural economy, increase public awareness, education and support for the role that agriculture plays in regional food security, promote agri-business and agri-tourism opportunities and review and comment on any other matters referred to them by Council.

The advertising period for committee membership closed on August 18, 2023. Staff received applications of interest from five (5) people:

Melanie Bennett  
Sarah Nicholls  
Ken Jamieson (previous member)  
Barrie Voth (previous member)  
James Hanna (previous member)

In the TOR the AAC is to be comprised of eight (8) members of the agricultural community and one (1) member of Council. After multiple extensions to the application deadline and meetings set to commence on September 13, 2023 staff are recommending that the appointment of members move forward despite having less than the full complement. The TOR states that quorum is a majority of the voting members so should Council choose to appoint all of the members noted above quorum may be achieved with three members being present.



---

Gary Buxton, MCIP, RPP  
Director of Planning and Community Services

Item 9.7

**CITY OF SALMON ARM**

Date: August 28, 2023

**Council Appointment to Active Transportation Advisory  
Committee**

# CITY OF SALMON ARM

---

TO: Mayor Harrison & Members of Council  
DATE: August 21, 2023  
FROM: Erin Jackson, Chief Administrative Officer  
PREPARED BY: Barb Puddifant, Executive Assistant  
SUBJECT: Active Transportation Advisory Committee - Citizen at Large membership appointment

---

**Background:**

At the June 26, 2023 Regular Council Meeting, Council adopted the Terms of Reference for the Active Transportation Advisory Committee and appointed Councillor Lavery as the Chair.

The Terms of Reference for the Committee reflect a membership of eleven (11) voting members including a member of Council, a representative of each of the Shuswap Trail Alliance, Salmon Arm Economic Development Society, Downtown Salmon Arm, School District #83, Interior Health, the Shuswap Cycling Club and four (4) Citizens at Large including one(1) member who uses mobility devices and one (1) member is a senior (65 plus).

The Citizen at Large positions were advertised in the newspaper, on the City website, social media and in the lobby of City Hall. Seven (7) applications (attached as Appendix A) were received by the August 18, 2023 closing date, from the following individuals:

Niklaas Rampen  
Robyn Boudreau  
Robyn Ellingson  
Blake Lawson  
Camilla Papadimitropoulos  
Pamela Dettwiler  
Brian Browning

None of the applicants has identified themselves as a person who uses a mobility device.



It is recommended that Council appoint four (4) four Citizens at Large to complete the two (2) year term.

Respectfully submitted,



Erin Jackson  
Chief Administrative Officer

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Item 10.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4596 be read a first and second time.

---

To: His Worship Mayor Harrison and Members of Council

Date: August 17, 2023

Subject: Zoning Bylaw Amendment Application No. 1271  
Text Amendment to M5 Auto Wrecking / Salvage Yard Zone

---

### MOTION FOR CONSIDERATION

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

i. Section 32.3 Permitted Uses to add the following:

*.12 office, storage building, workshop and yard for general contractor and trade contractor*

**And renumber accordingly.**

---

### STAFF RECOMMENDATION

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

---

### PURPOSE

To introduce text amendments to the M5 (Auto Wrecking / Salvage Yard) Zone to include *office, storage building, workshop and yard for general contractor and trade contractor* as a permitted use.

### BACKGROUND

The M5 Zone is attached as Appendix 1 for reference. All of the permitted uses in the M5 Zone are related to auto wrecking and associated uses. This limits the use of M5 zoned parcels.

Only 4 properties in the city are zoned M5 (Appendix 2, 3 & 4):

- 4751 5 Avenue SW;
- 450 46 Street SW;
- 4850 46 Street SE; and
- 4771 50 Street SE.

Introducing the *office, storage building, workshop and yard for general contractor and trade contractor* into these areas is not considered problematic by staff. All these parcels are adjacent to parcels which are zoned M1 (General Industrial) in which *office, storage building, workshop and yard for general contractor and trade contractor* is a permitted use (Appendix 2, 3 & 4).

The proposed zoning amendment is supported by OCP policy 10.2.3: *support industrial land uses that are similar to each other in specific locations.*

Staff are proposing amendments to the zoning regulations that will allow uses that are already allowed in other industrial zones and increase the development potential for all M5 Zones in the city. For these reasons staff feel that this use would be compatible in the M5 Zone.



COMMENTSEngineering Department

No concerns.

Building Department

No concerns.

Fire Department

No Fire Dept. concerns.

Fortis BC

No concerns.

BC Hydro

No concerns.

Telus

No concerns.

Shaw/Rogers

No concerns.

Public Consultation

Pursuant to the Local Government Act (LGA) and the City of Salmon Arm Zoning Bylaw notices are mailed to landowners within a 30 m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on September 11, 2023.

Notices are typically not sent for text amendments, however there are only 4 properties zoned M5. The LGA requires that if less than 10 properties are affected by the rezoning, notices must be mailed to adjacent property owners.

Planning Department

Staff are proposing amendments to the zoning regulations to allow uses that are already allowed in other industrial zones and to increase the development potential of all M5 Zones in the city.

CONCLUSION

Staff recommend that *office, storage building, workshop and yard for general contractor and trade contractor* be added to Section 32 M5 – *Auto Wrecking / Salvage Yard Zone* under section 32.3 *Permitted Uses* after subsection 32.3.11, and renumbered accordingly.



---

Prepared by: Morgan Paiement  
Planner I



---

Reviewed by: Chris Larson, MCIP, RPP  
Senior Planner

## Appendices:

Appendix 1 – M5 Auto Wrecking / Salvage Yard Zone

Appendix 2 – M1 and M5 Zones in the City

Appendix 3 – M5 Parcels and Surrounding Zoning in SW

Appendix 4 – M5 Parcels and Surrounding Zoning in SE

**SECTION 32 - M-5 - AUTO WRECKING / SALVAGE YARD ZONE**

**Purpose**

32.1 The M-5 Zone is intended to accommodate auto wrecking and salvage yards in selected locations where their operation will not have a negative impact on adjacent uses or public *highways*.

**Regulations**

32.2 On a *parcel zoned* M-5, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the M-5 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

32.3 The following uses and no others are permitted in the M-5 Zone:

- .1 auto towing;
- .2 auto wrecking;
- .3 automobile parts sales;
- .4 automobile repair;
- .5 *home occupation*; #2782
- .6 outside storage yard;
- .7 *public use*;
- .8 *public utility*;
- .9 scrap metal dealer;
- .10 welding, machine or metal fabrication; #3366
- .11 *upper floor dwelling unit*;
- .12 *accessory use*.

**Maximum Height of Principal Buildings**

32.4 The maximum *height* of *principal buildings* shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

32.5 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.7 feet).

**Maximum Parcel or Site Coverage**

32.6 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 40% of the *parcel* or *site* area.

**Minimum Parcel Size or Site Area**

32.7 The minimum *parcel* size or *site* area shall be 1.0 hectare (2.5 acres).

**Minimum Parcel or Site Width**

32.8 The minimum *parcel* or *site* width shall be 60.0 metres (196.8 feet).

**Minimum Setback of Principal or Accessory Buildings**

32.9 The minimum *setback* of the *principal* or *accessory buildings* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 1.0 metre ( 3.3 feet)
- .3 *Interior side parcel line* shall be 1.0 metre ( 3.3 feet)
- .4 *Exterior side parcel line* shall be 6.0 metre (19.7 feet)

**Outside Storage**

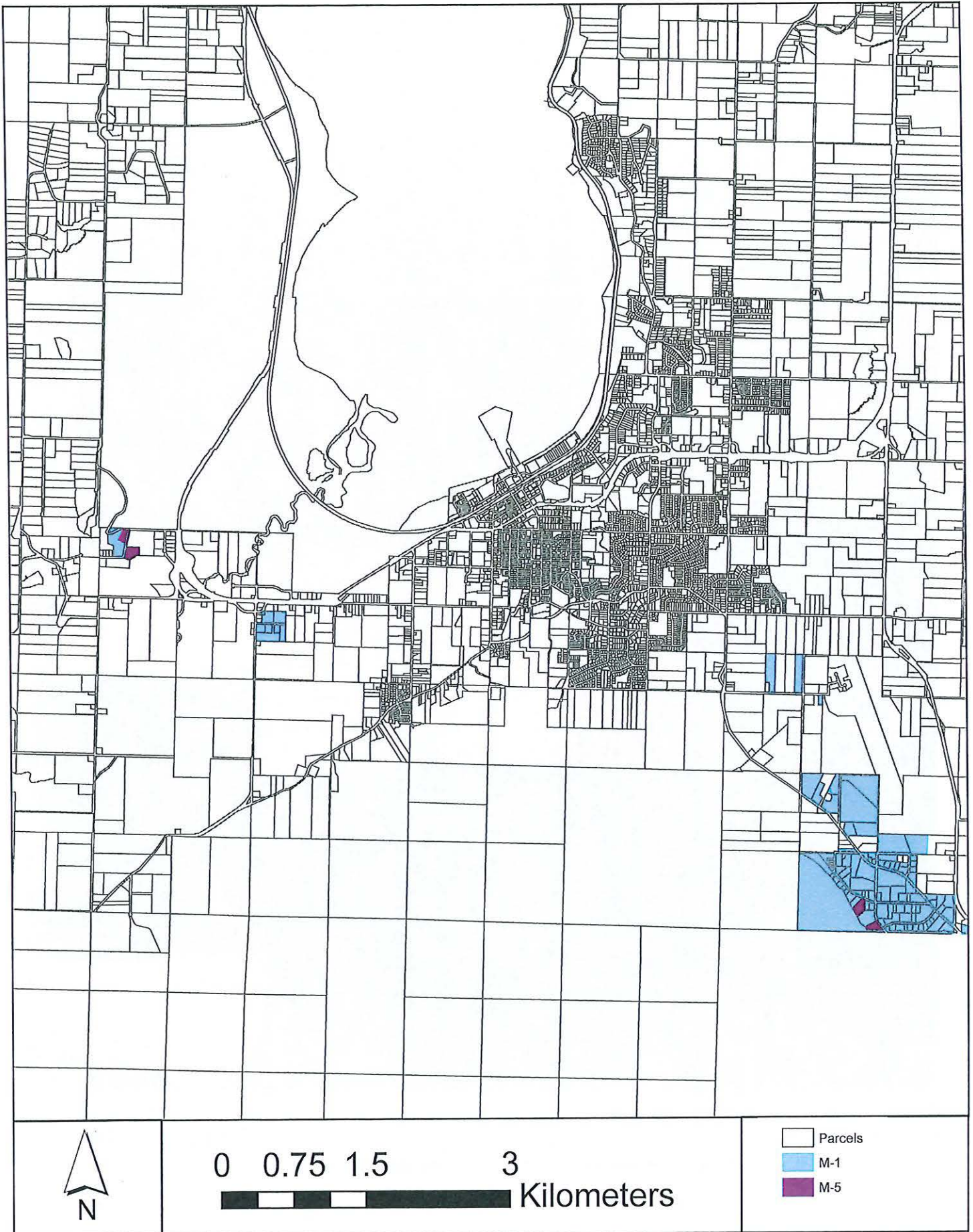
32.10

- .1 All outside storage or supply yards shall be screened as per Appendix III.
- .2 The *height* of stacked or stored materials, goods, parts, vehicles or shelters shall not exceed the *height* of screening.

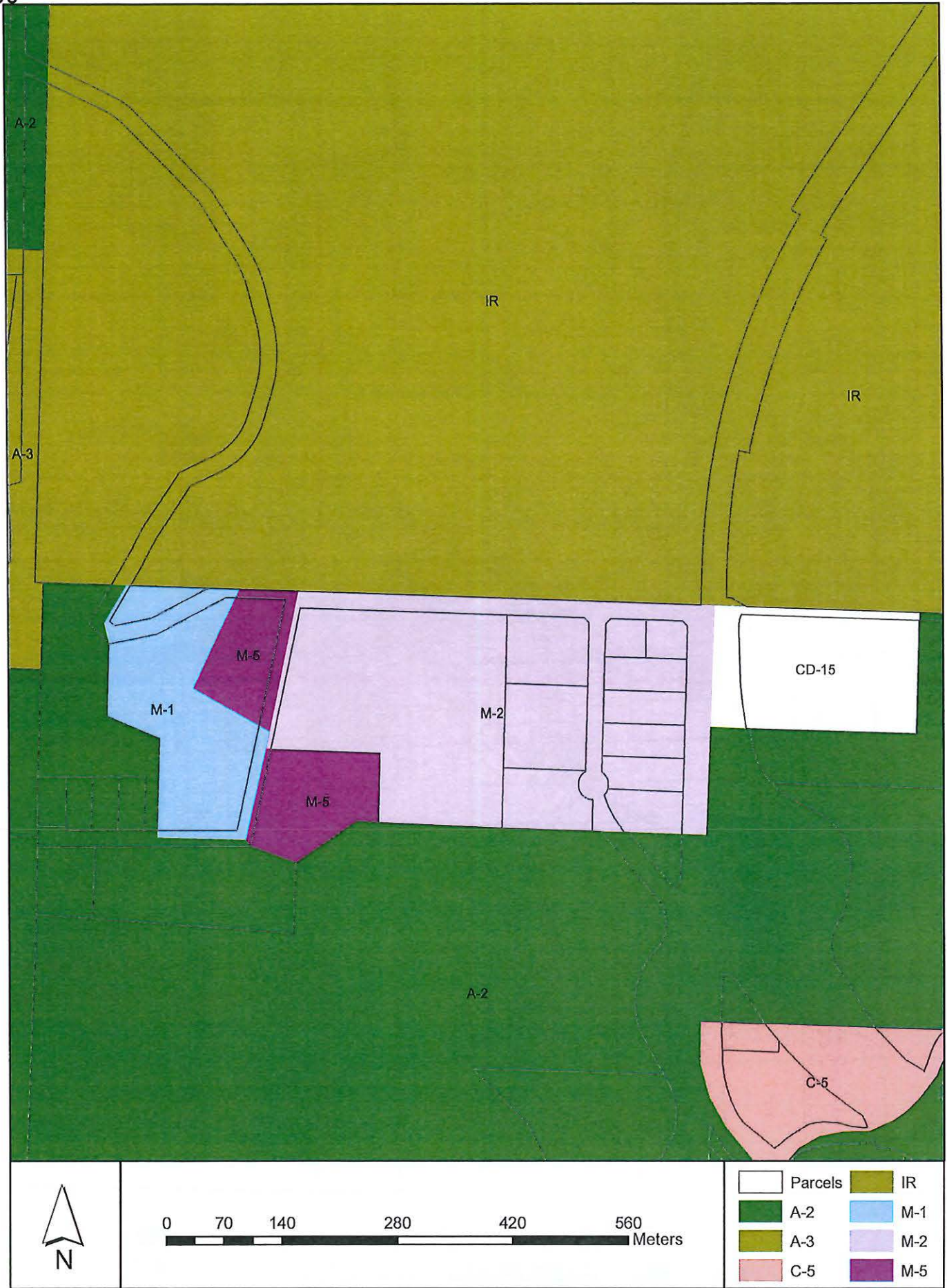
**Parking and Loading**

32.11 Parking and loading shall be required as per Appendix I.

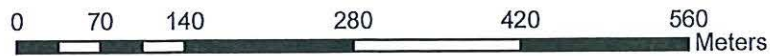
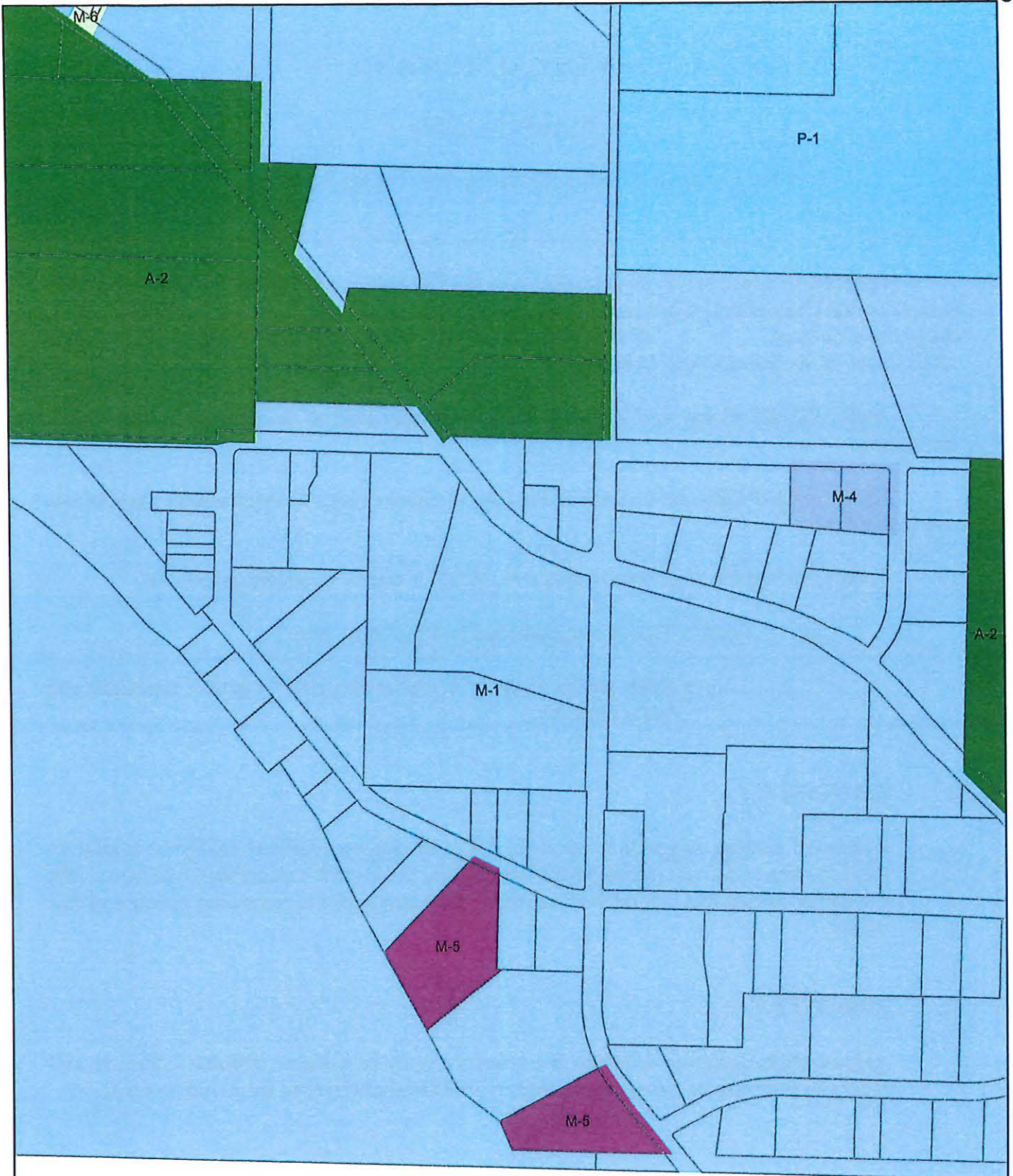












Parcels	M-5
A-2	M-6
M-1	P-1
M-4	

## CITY OF SALMON ARM

### BYLAW NO. 4596

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on \_\_\_\_\_, 2023 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2023 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:

a) Section 32.3 – Permitted Uses to M-5 Zone – add:

32.3.13 *Office, storage building, workshop and yard for general contractor and trade contractor*

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. 4596"

READ A FIRST TIME THIS DAY OF 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2023

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

ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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



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**INFORMATIONAL CORRESPONDENCE - August 28, 2023**

- |    |  |   |
|----|--|---|
| 1. | Calendar of Events - August /September   | N |
| 2. | C. Eliason - Email dated August 18, 2023 - Community Fire Break  | N |
| 3. | J. Beatty, Chair, Shuswap Climate Action Society - Letter received August 17, 2023 - Funding Request for Project "Lose the Lawn" - Transforming Yards into Multi-Purpose Gardens | A |
| 4. | Shuswap Food Action Society - Letter dated August 15, 2023 - Invitation to Food Security Series at Fall Fair   | N |
| 5. | A. Varnes, Program Manager, Shuswap District Arts Council - Email dated August 22, 2023 - Wednesday on the Wharf - Remainder of Season Cancelled                                 | N |
| 6. | Interior Health Information Bulletin - August 21, 2023 - Interior Health Air Quality Guidance  | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 22.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-590 be authorized for issuance for Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179, which will vary Zoning Bylaw No. 2303 as follows:

Section 13.10.2.2 – Minimum Parcel Width – Reduce the minimum parcel width from 20.0 m (65.6 ft) to 19.39 m (63.62 ft), as shown in Appendix 7 of the staff report dated July 27, 2023.

AND THAT: issuance of the Variance Permit be withheld subject to the adoption of the bylaw that would amend Zoning Bylaw No. 2303 by rezoning Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

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Item 23.1

# CITY OF SALMON ARM

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, August 28, 2023 at 7:00 p.m.**

1) **Proposed Amendment to Zoning Bylaw No 2303:**

**Proposed Rezoning** of Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 1581 16 Street NE

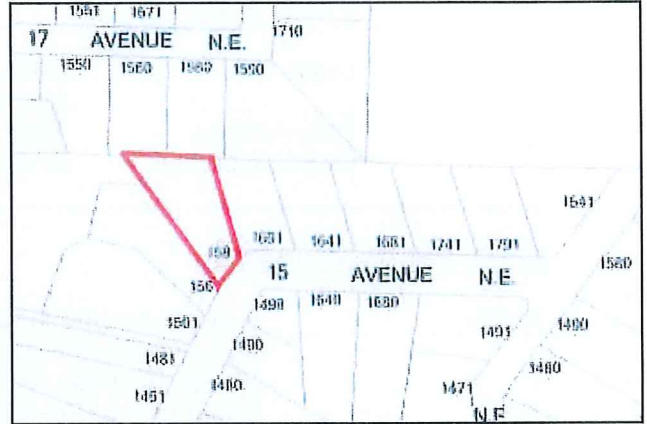
**Location:** Northwest corner of 15 Avenue NE and 16 Street NE

**Present Use:** Vacant

**Proposed Use:** Single Family Dwelling with Detached Suite over Garage

**Owner / Agent:** Petznick, G. & M.

**Reference:** ZON-1267/ Bylaw No. 4588



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from August 16 to August 28, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. If you wish to attend virtually, a link to the virtual meeting is available in the Agenda section on our website at [www.salmonarm.ca](http://www.salmonarm.ca).

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Sue Wood, Director of Corporate Services

August 16 and 23 Observer

---

To: His Worship Mayor Harrison and Members of Council

Date: July 27, 2023

Subject: Zoning Bylaw Amendment Application No. 1267 / Variance Permit Application No. VP-590  
 (Parcel Width)

Legal: Lot B, Section 24, Township 20, Range 10, W6M, KDYD,  
 Plan EPP115179

Civic Address: 1581 – 16 Street NE

Owner/Applicant: G. & M. Petznick

---

### STAFF RECOMMENDATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**AND THAT:** Development Variance Permit No. VP-590 be authorized for issuance for Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179, which will vary Zoning Bylaw No. 2303 as follows:

**Section 13.10.2.2 – Minimum Parcel Width – Reduce the minimum parcel width from 20.0 m (65.6 ft) to 19.39 m (63.62 ft), as shown in Appendix 7 of the staff report dated July 27, 2023.**

**AND FURTHER THAT:** issuance of the Variance Permit be withheld subject to the adoption of the bylaw that would amend Zoning Bylaw No. 2303 by rezoning Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

---

### PROPOSAL

This proposal seeks to rezone the subject parcel from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) and to vary Section 13.10.2.2 of the Zoning Bylaw to allow for the development of a detached suite. The variance would reduce the minimum parcel width of a parcel containing a detached suite without a lane or second street frontage from 20.0 m (65.6 ft) to 19.39 m (63.62 ft).

### BACKGROUND

The subject parcel is located at 1581 16 Street NE (Appendix 1 & 2). The subject parcel is designated Medium Density Residential in the Official Community Plan (OCP) and is zoned R-1 (Single-Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

The surrounding area is largely comprised of R-1 zoned parcels containing single family dwellings. There is one other property on 15 Avenue NE zoned R-8 (Appendix 4), approximately 65 meters away (1460 15 Avenue NE).



Adjacent land uses include the following:

North:	Single family dwellings	Zoned R-1
South:	Recently constructed single family dwelling	Zoned R-1
East:	Single family dwelling	Zoned R-1
West:	Recently constructed single family dwelling	Zoned R-1

The subject parcel is approximately 0.17 ha (0.42 ac) in area and is currently vacant. Site photos of the subject parcel are attached in Appendix 5. A single family dwelling and a detached suite over a garage are being proposed. The proposed site plan is attached as Appendix 6.

The subject parcel is affected by natural terrain. There are steep slopes greater than 30% on the property. The topography limits the buildable areas on the site but would not limit the development as proposed.

Policy 8.3.25 of the OCP supports detached 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. The subject parcel area meets the requirement for the R8 zone. The parcel width is approximately 19.39 m and therefore meets the requirements for the R8 zone. However, it does not meet the requirements for a detached suite, minimum of 20.0 m parcel width. A variance permit application has been submitted, requesting to vary Zoning Bylaw No. 2303 Section 13.10.2.2 minimum parcel width from 20.0 m to 19.39 m.

Zoning Bylaw No. 2303 defines parcel width as the shorter of two measurements across the lot, one on a line parallel to and 10.0 m to the rear of the front parcel line, the other on a line parallel to and 20.0 m to the rear of the front parcel line, provided that the front parcel line shall not be less than one-half of the minimum parcel width requirement. The measurement of parcel width for the subject property is shown in Appendix 7.

A minimum parcel width helps maintain the character of a neighbourhood by creating parcels of similar size and appearance. It also helps ensure that access to and from the parcel is safe and not disruptive to the neighbourhood.

For approval of the development of a detached suite, conditions must be met including sufficient space for an additional off-street parking stall, required setbacks, and other regulations listed in Section 4.2 of the Zoning Bylaw, which can be confirmed at the time of Building Permit.

#### COMMENTS

##### Fire Department

No Fire Dept. concerns.

##### Building Department

No concerns with rezoning or variance request. At the time of Building Permit Development Cost Charges would be applicable for the detached dwelling and charged the Residential Unit A rate (currently \$6064.31).

##### Engineering Department

No engineering concerns with rezoning or variance request.

##### Ministry of Transportation and Infrastructure

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the Transportation Act.

##### BC Hydro

No concerns.

##### Fortis BC

No concerns.

Telus

No concerns.

Shaw

No concerns.

Public Consultation

ZON-1267: Pursuant to the Local Government Act and the City of Salmon Arm Zoning Bylaw notices are mailed to landowners within a 30 m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. R-8 rezoning for parcels < 0.4 ha do not require the post of a Notice of Development sign. It is expected that the Hearing for this application will be held on August 28, 2023.

VP-590: Pursuant to the Local Government Act and the City of Salmon Arm Development Variance Permit Procedures Bylaw notices are mailed to land owners within a 30 m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on August 28, 2023.

The notices for these applications will be combined so the Public Hearing is held on the same date.

Planning Department

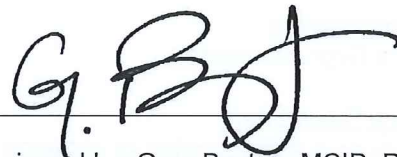
Staff have no concerns with the rezoning as it is supported by the OCP. The irregular shape of the parcel allows for rationale to consider and support the variance request (which is minor in scope). Other parcels in the city have developed with the detached garage/suite/carriage house in the front yard which appear to be well-integrated with adjacent development.

CONCLUSION

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. A Variance Permit for parcel width will be required for development of the detached suite and staff support the proposed variance request.



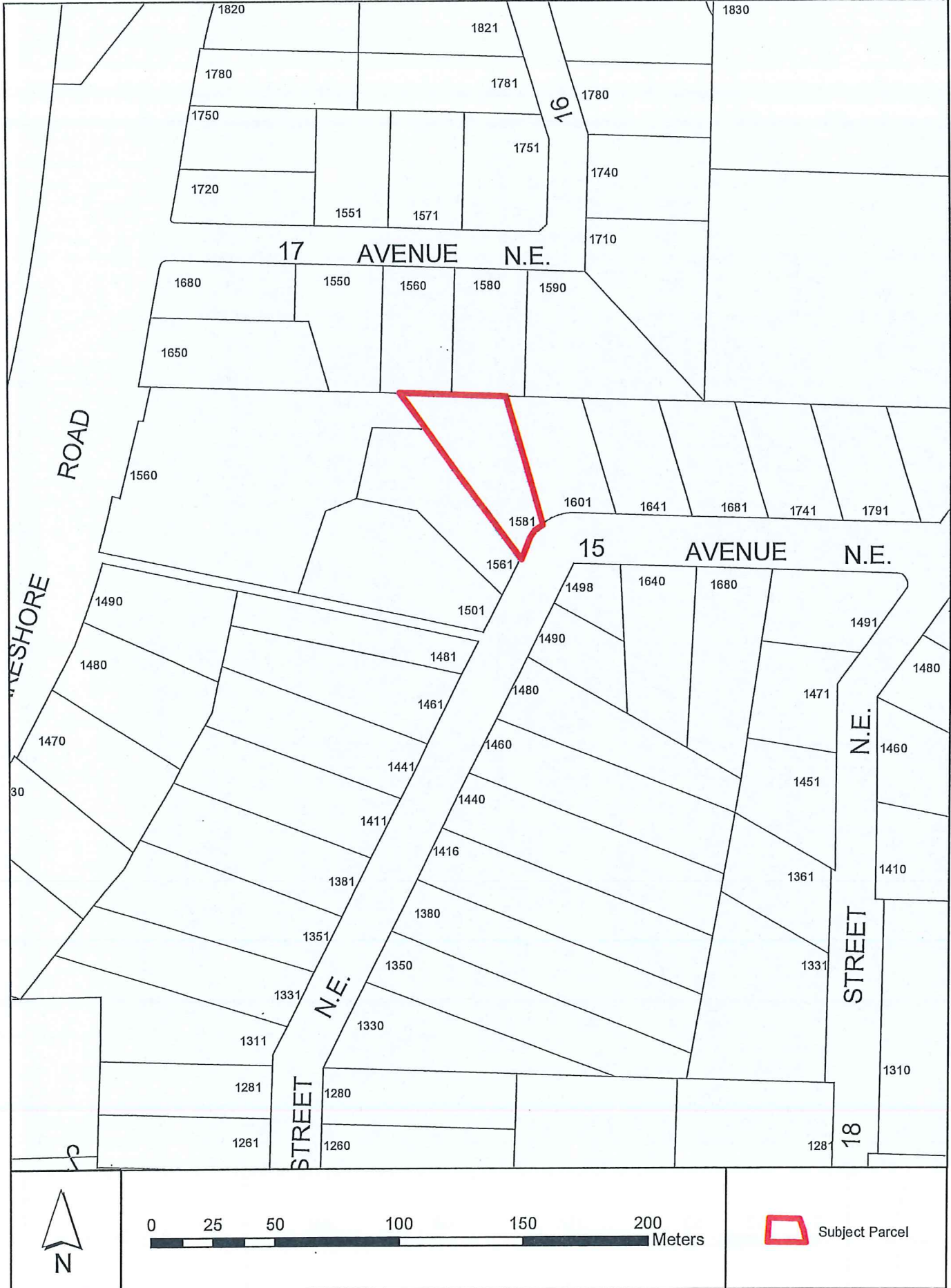
Prepared by: Morgan Paiement  
Planner I



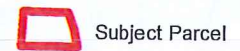
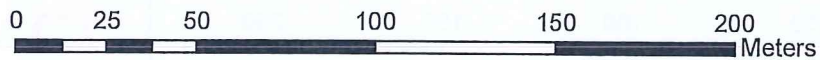
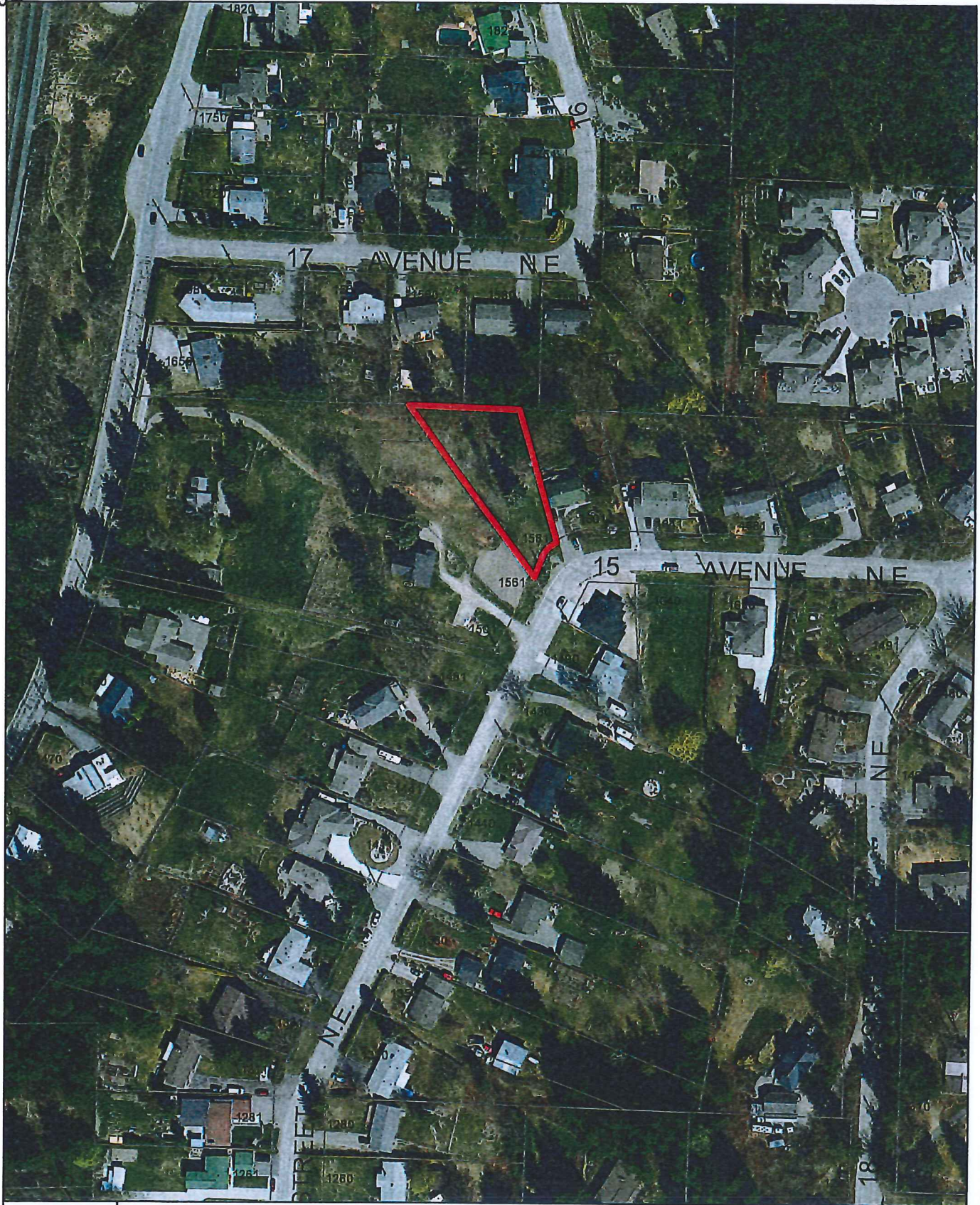
Reviewed by: Gary Buxton, MCIP, RPP  
Director of Planning & Community Services

## Appendices:

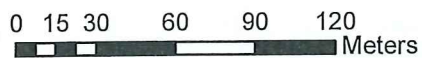
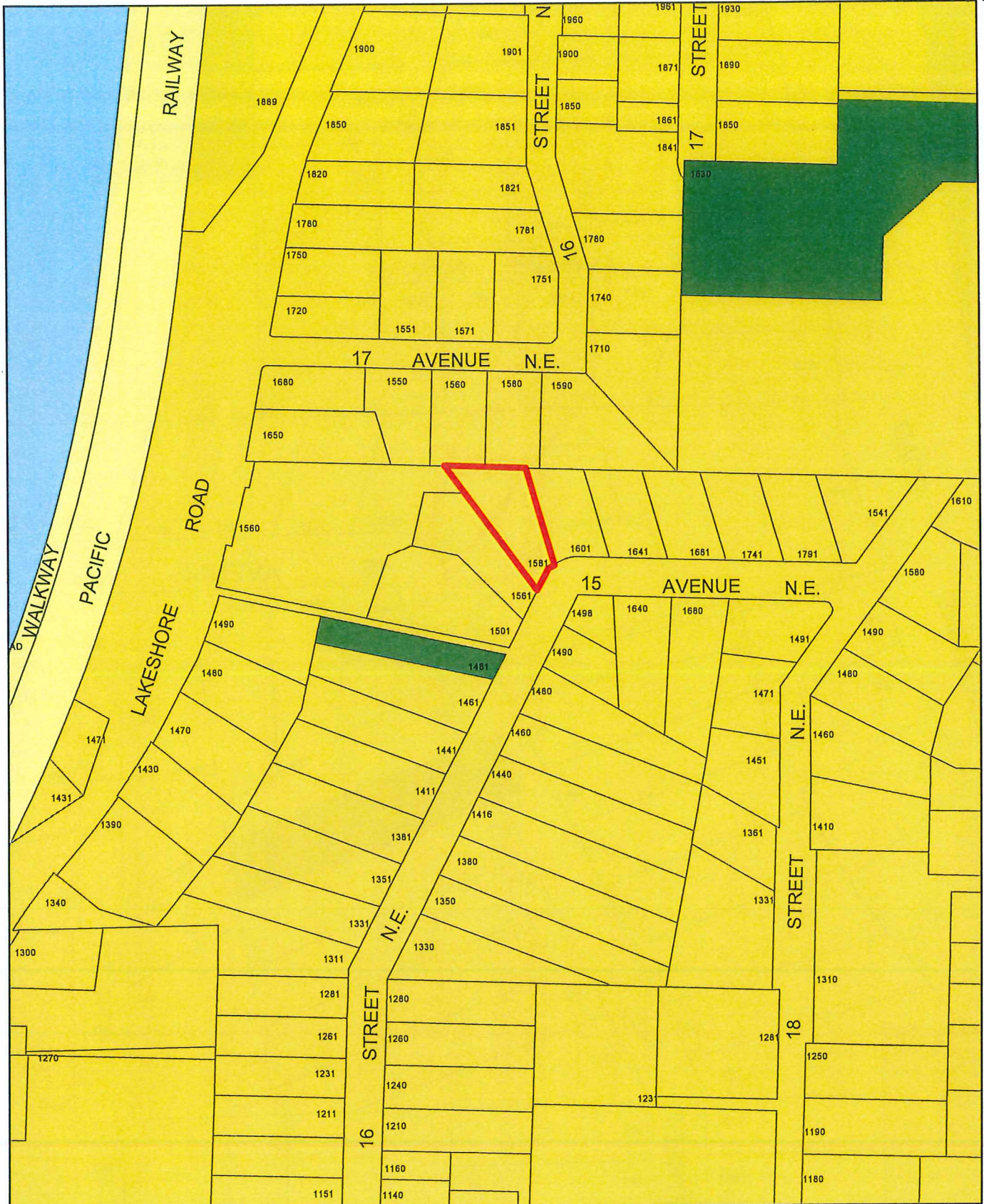
- Appendix 1 – Location Map
- Appendix 2 – Ortho Map
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – Site Photos
- Appendix 6 – Site Plan
- Appendix 7 – Parcel Width Measurement











Subject Parcel

-  Park
-  Environmentally Sensitive Lake Areas
-  Residential - Low Density
-  Residential - Medium Density









View of subject parcel looking northwest from 16 Street NE.

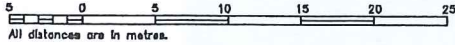


View of subject parcel looking northeast from 16 Street NE.



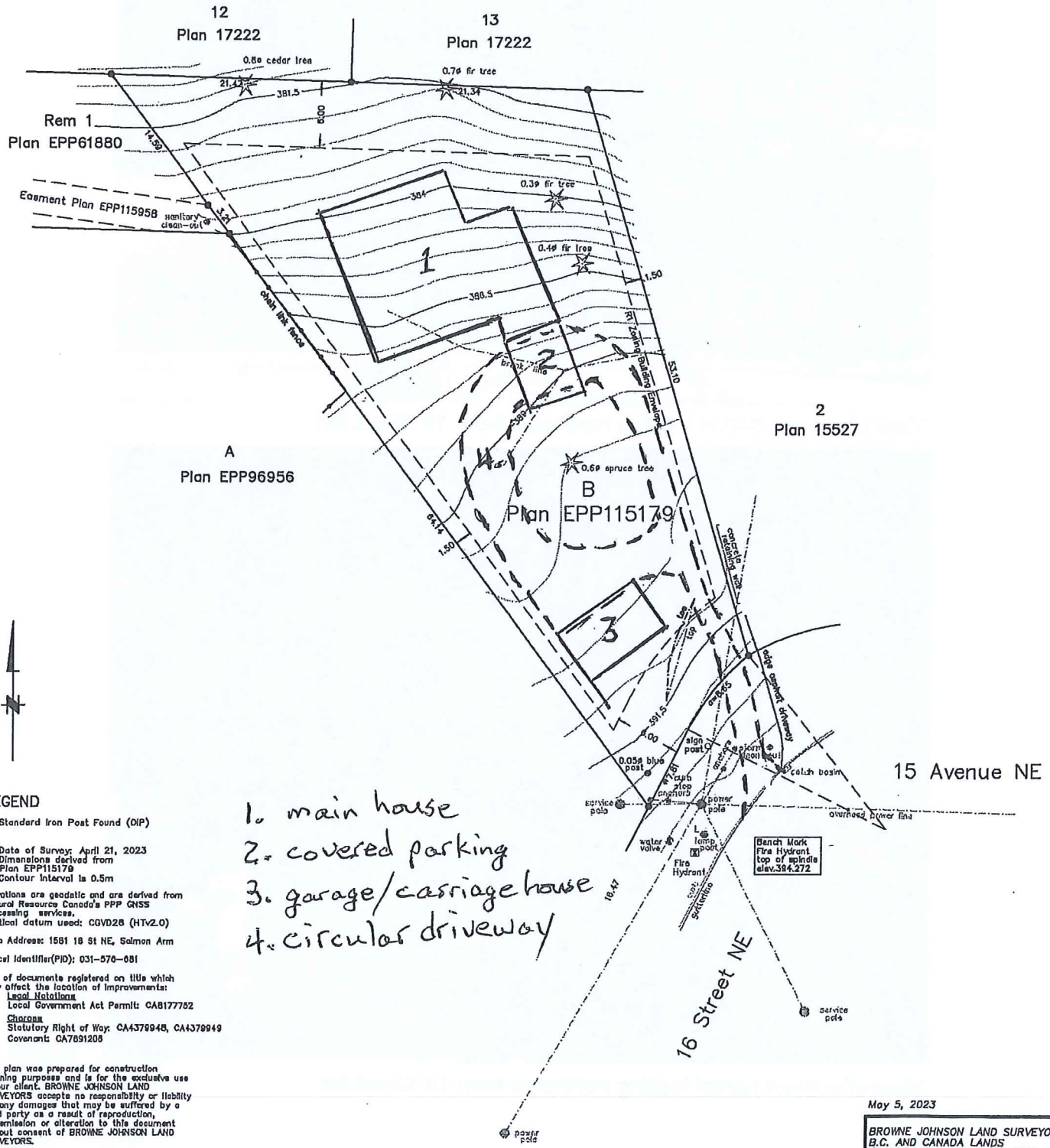
**P98**  
**Site Plan of Lot B,**  
**Sec 24, Tp 20, Rge 10,**  
**W6M, KDYD, Plan EPP115179**

Scale 1:250 BCGS 82L.074



All distances are in metres.  
 The intended plot size of this plan is 432mm in width by 560mm in height (G size) when plotted at a scale of 1:250

*4.2 acre*



**LEGEND**

- Standard Iron Post Found (DIP)
- Date of Survey: April 21, 2023
- Dimensions derived from Plan EPP115179
- Contour Interval is 0.5m
- Elevations are geodetic and are derived from Natural Resources Canada's PPP GNSS processing services.
- Vertical datum used: CGVD28 (HTV2.0)
- City Address: 1581 18 St NE, Salmon Arm
- Parcel Identifier (PID): 031-570-081
- List of documents registered on this which may affect the location of improvements:
  - Legal Notations
  - Local Government Act Permit: CA8177782
  - Chorom
  - Statutory Right of Way: CA4379948, CA4379949
  - Covenant: CA7891208

- 1. main house
- 2. covered parking
- 3. garage/carriage house
- 4. circular driveway

This plan was prepared for construction planning purposes and is for the exclusive use of our client. BROWNE JOHNSON LAND SURVEYORS accept no responsibility or liability for any damages that may be suffered by a third party as a result of reproduction, transmission or alteration to this document without consent of BROWNE JOHNSON LAND SURVEYORS.

May 5, 2023

**BROWNE JOHNSON LAND SURVEYORS**  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. 250-832-9701  
 File: 145-23 Fb. R126 p. 41  
 145-23.raw







Glenn & Moya Petznick  
4230 20<sup>th</sup> Street NE  
Salmon Arm, BC  
V1E 0C9

To The City of Salmon Arm  
Development Services Dept.

July 10, 2023

To Whom It May Concern:

With regard to our Request for Variance:

1. The lot is large (approx. 0.42 ac.) and will easily accommodate off-street parking for all vehicles at the residence and suite. When we landscape, we will create either gravel or paved areas for parking, as well as garage space.
2. We would like to have solar generated power again, which we have in our current home. We are currently at net zero, and hope to achieve that again. The location of the carriage house will be better suited than the main house for solar gain. The main house will be quite shaded for portions of the day by the neighbour to the West of us, while the guest suite/garage will have full exposure to the sun.
3. We much prefer that the suite is separate from our home, so that there is a separation from sound transfer, daily interaction, etc. We suggest that this would be more appealing than a connected suite for most potential future purchasers of the property, i.e. the suite is more likely to remain available as a rental unit if it is not "part of" the main house.
4. We learned from a recent report on CBC radio on Friday morning (July 7<sup>th</sup>) that carriage homes are being encouraged throughout the Province of BC, to help with rental housing availability. There have been contests for the design of the best ideas, and some cities have these designs available to the public at no charge.

Thank you for your consideration of our request.



Item 24.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4588 be read a third time.

[ZON-1267; Petznick, G. & M.; 1581 16 Street NE; R-1 to R-8]

## CITY OF SALMON ARM

### BYLAW NO. 4588

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on August 28, 2023 at the hour of 7:00 p.m. was published in the August 16, 2023 and August 23, 2023 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 B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 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. 4588”

READ A FIRST TIME THIS 14 DAY OF AUGUST 2023

READ A SECOND TIME THIS 14 DAY OF AUGUST 2023

READ A THIRD TIME THIS DAY OF 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2023

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

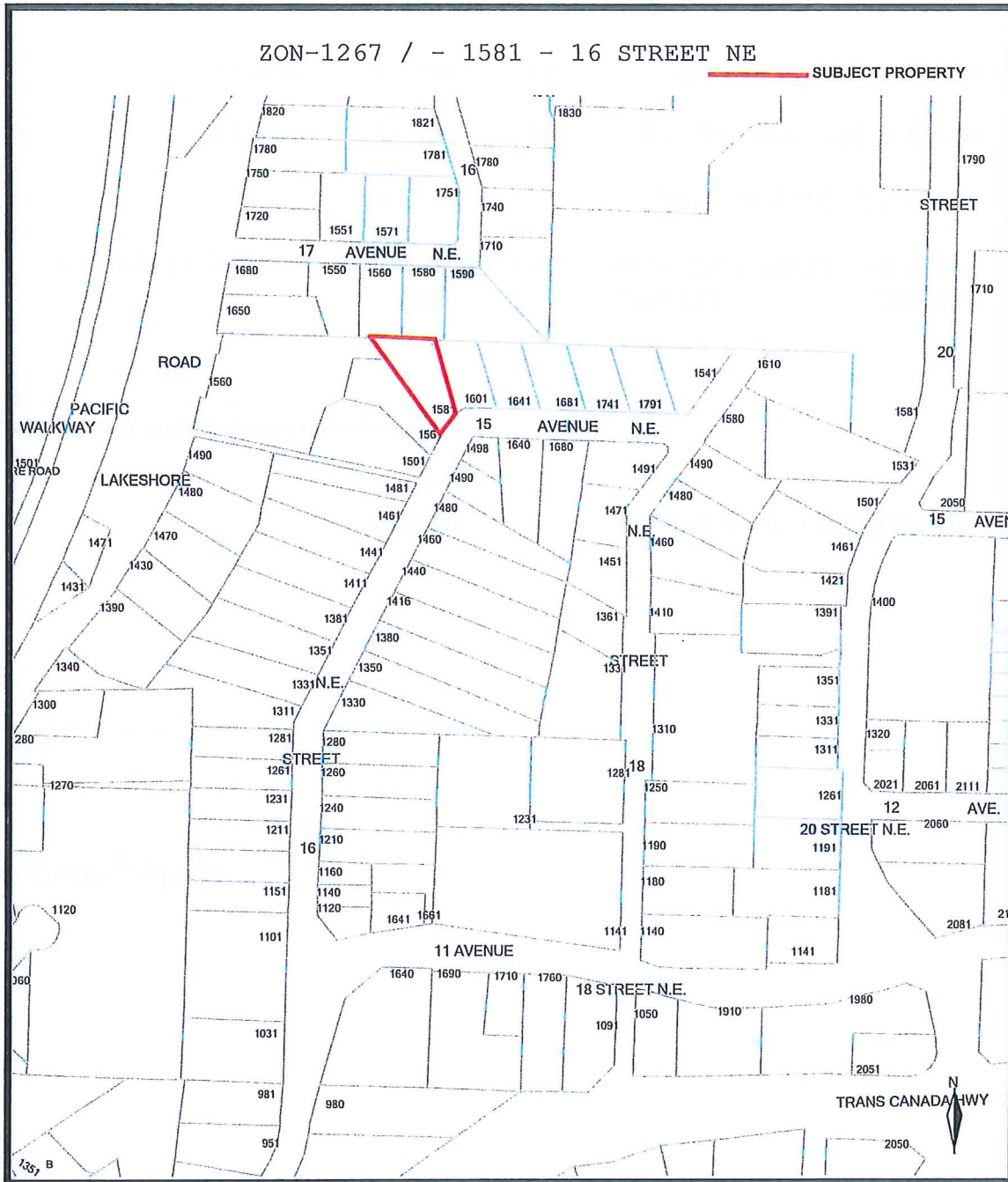
ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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



Schedule "A"



Item 26

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Gonella

THAT: the Regular Council Meeting of August 28, 2023, be adjourned.

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Item 12.1

**INFORMATIONAL CORRESPONDENCE - August 28, 2023**

- |    |  |   |
|----|--|---|
| 1. | Calendar of Events - August /September   | N |
| 2. | C. Eliason - Email dated August 18, 2023 - Community Fire Break  | N |
| 3. | J. Beatty, Chair, Shuswap Climate Action Society - Letter received August 17, 2023 - Funding Request for Project "Lose the Lawn" - Transforming Yards into Multi-Purpose Gardens | A |
| 4. | Shuswap Food Action Society - Letter dated August 15, 2023 - Invitation to Food Security Series at Fall Fair   | N |
| 5. | A. Varnes, Program Manager, Shuswap District Arts Council - Email dated August 22, 2023 - Wednesday on the Wharf - Remainder of Season Cancelled                                 | N |
| 6. | Interior Health Information Bulletin - August 21, 2023 - Interior Health Air Quality Guidance  | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

**COMMUNITY EVENTS**  
City Parks & Spaces

# August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Travelling Tots Playgroup Tuesday Youth Ride	2 Shuswap Children's Association @ Klahani Park	3	4	5 Minor Baseball Zone Qualifier @ Blackburn Park
6 Minor Baseball Zone Qualifier @ Blackburn Park	7 BC DAY City Hall Closed	8 Travelling Tots Playgroup Tuesday Youth Ride	9	10	11	12
13	14 Invasive Species Interactive Trailer Canoe Beach	15 Travelling Tots Playgroup Tuesday Youth Ride	16 Shuswap Children's Association Summer Bash @ Blackburn Park & Gazebo	17 Roots and Blues Kickoff Concert Downtown	18 31 <sup>st</sup> Annual Roots and Blues Festival	19 Downtown Farmer's Market 31 <sup>st</sup> Annual Roots and Blues Festival
20 31 <sup>st</sup> Annual Roots and Blues Festival	21	22 Travelling Tots Playgroup Tuesday Youth Ride	23	24	25	26 Downtown Farmer's Market
27	28	29 Travelling Tots Playgroup Tuesday Youth Ride	30	31		

**COMMUNITY EVENTS**  
City Parks & Spaces

# September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Downtown Farmer's Market
3	4 LABOUR DAY City Hall closed	5 8:30 am Travelling Tots Playgroup 5:00 pm Tuesday Youth Ride	6	7	8 Salmon Arm Fair	9 10:15 am Salmon Arm Fair Parade Salmon Arm Fair Downtown Farmer's Market
10 Salmon Arm Fair	11	12 8:30 am Travelling Tots Playgroup 5:00 pm Tuesday Youth Ride	13	14	15	16 Lake2Lake Ride for Rwanda Downtown Farmer's Market
17 8 <sup>th</sup> Annual Shuswap Cross, Cyclocross Race @ Klahani Park Terry Fox Run Lake2Lake Ride for Rwanda	18	19 8:30 am Travelling Tots Playgroup 5:00 pm Tuesday Youth Ride	20	21	22	23 Downtown Farmer's Market 10:00 am Shuswap Cycling Club Junior MTB Event @ South Canoe Trails
24	25	26 8:30 am Travelling Tots Playgroup 5:00 pm Tuesday Youth Ride	27	28	29	30 Downtown Farmer's Market



**Rhonda West**

---

**From:** Rhonda West  
**Sent:** Friday, August 18, 2023 11:44 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Letter to Council

I urge the City of Salmon Arm to take the lead on an initiative that could benefit all British Columbians.

Forest companies have seen a reduction in their AAC. This would allow them to access more fiber.

Communities need fire breaks and fire smart programs cost money.

Work with the province and local forest companies to plan&log a fire break around the community. This would mean expanding their licenses into areas that they would not have been able to log previously.

I envision a headband like ring around the City.

While not acceptable in the past as it was not aesthetically pleasing, it could make a big difference. The area could be used for more trails.

Jobs, Safety and Trails.

That's a HAT TRICK from a headband.

All the best.

Chad Eliason  
Mortgage Broker  
250-804-9874



## Project “Lose the Lawn” – Transforming Yards into Multi-Purpose Gardens

### Funding Request to the City of Salmon Arm

#### Executive Summary

Climate change has been rapidly altering our local environment, giving us earlier warmer springs, hotter extended summers, and more frequent drought periods. The average annual daytime temperatures in the Shuswap are already 1.4°C warmer and nighttime temperatures are 3.1°C warmer than 30 years ago.<sup>1</sup> The Shuswap Climate Action Society (SCAS) has heard from many people in the community a desire to move away from lawns that are high maintenance and adopt yards that are a more sustainable mix of trees, shrubs, and food gardens. This type of landscaping would integrate xeriscaping, native and drought tolerant vegetation that will require much less maintenance, support wildlife and be resilient in the face of climate change.

Recently the City of Salmon Arm has developed and implemented a water conservation strategy with the goal of reducing the high volumes of water used in the summer to maintain traditional lawns and gardens. To address the dual need of longer-term climate resilience and water conservation, SCAS is developing an on-line educational program for residents wanting to make changes but lacking the knowledge and experience to begin transforming their yards.

SCAS believes that our project objectives are well aligned with those of the City of Salmon Arm’s, and we hope to form a partnership and obtain funding to bring this educational program to the community.

#### Organization Description

Our organization was conceived in the fall of 2019 after a federal election when climate and the environment were top issues and Greta Thunberg inspired massive global climate strikes that captured international media attention. Some concerned citizens in the Salmon Arm area wanted to keep that momentum going, so we came together and began planning events and projects to bring climate awareness to our community, creating Shuswap Climate Action.

**Our Vision Statement:** The North Okanagan and Shuswap is a leader in climate action, building resilient communities.

**Our Mission Statement:** Supporting community knowledge and solutions.

The main goal of SCAS is to educate and support climate solutions for residents in our community, as well as through communication and collaboration with other local organizations, businesses, and all levels of government. Since being formed, we have carried out many

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<sup>1</sup> Personal Communication – Johanna Wagstaffe, Sr. Meteorologist at CBC, January 2021.



initiatives and held many events to raise awareness and encourage greater community climate resilience. On May 26, 2022, we were incorporated as a society under the BC Societies Act, allowing us to move into the future with more accountability and transparency.

We achieve our goals through:

- Monthly newsletters that now reach over 350 people,
- Regular appearances at the local farmers markets in Salmon Arm and Sorrento,
- On-line webinars with special guest speakers,
- A website that has many resources containing reliable climate information, and
- Maintain a presence on Facebook, Instagram and a YouTube channel.

## Need Statement

The past few years have shown us that climate change is advancing rapidly, with this summer's extreme weather signaling that "something has changed".<sup>2</sup> This year the overall temperatures for both spring and summer are much hotter than normal resulting in extensive drought in BC along with a record number of wildfires ravaging much of Canada. This leaves no doubt that communities must quickly mitigate and adapt to the climate crisis.

In urban areas, one of the strategies to both sequester carbon and minimize the heat island effect, is to increase shade and greenery. Researchers at NASA have found that the best way to do this in an urban setting is to "design and manage green spaces in ways that pull as much carbon out of the atmosphere as possible and store it permanently while minimizing the release of emissions of CO<sub>2</sub> from plants as they dry out or during non-growing seasons, **ideally with native, drought-tolerant species**".<sup>3</sup>

As communities institute water management and conservation programs, there has been an increasing trend by homeowners to ditch lawns in favour of xeriscaping. This saves vast amounts of water, reduces dependency on fertilizer and pesticides, which in turn has many municipalities like Kamloops and Kelowna encouraging residents to employ xeriscaping. The City of Kamloops has estimated that xeriscaping can reduce water usage by 50 percent or less than traditional landscaping.<sup>4</sup>

There are many benefits to transforming the traditional lawn into a landscape that incorporates species that are drought tolerant, requiring less maintenance and inputs like fertilizer and pesticides. However, integrating vegetation that is also pollinator-friendly, including trees, shrubs and food gardens, has even greater benefits. Our educational program is aimed at achieving all these benefits to create a community that will be more climate resilient. We

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<sup>2</sup> ['Something's changed': Summer 2023 is screaming climate change, scientists say | CBC News](#)

<sup>3</sup> [Study: Urban Greenery Plays a Surprising Role in Greenhouse Gas Emissions – Climate Change: Vital Signs of the Planet \(nasa.gov\)](#)

<sup>4</sup> [Xeriscaping | City of Kamloops](#)





believe this program is best delivered by the experts we have assembled, meeting our goals, the needs of residents, and meeting the needs of the City of Salmon Arm to reduce water usage.

## Project Goals and Objectives

The SCAS is launching this educational program this fall and into next spring to provide easy-to-follow advice from two experts in the field of xeriscape, permaculture, and food gardening. The program will assist residents moving from traditional lawns to landscapes that contain trees, shrubs and plants that are native to our zone, drought tolerant, reduce inputs like fertilizer and pesticides, are pollinator-friendly and produce food.

The elements of the program will include at on-line presentations and support from our experts, providing a list of important resources on our website, possibly creating a demonstration garden, as well as ongoing support from other local groups and hopefully the City of Salmon Arm.

## Project Description

We are planning to have two (possibly three) webinars to encourage and educate the community to move away from traditional lawns to yards that contain trees, shrubs and plants are native to our zone, drought tolerant, reduce fertilizer and pesticides, are pollinator-friendly and produce food. These webinar presentations call on the expertise of two professionals: Keli Westgate of Lekker Land Design and permaculture expert, and Sigrie Kendrick the Executive Director of the Okanagan Xeriscape Association. Both have slightly different but complimentary backgrounds and have worked to help their communities transform traditional yards by integrating xeriscaping, permaculture (the art of designing beneficial relationships between plants, animals and people), natural and other proven methods to reduce water use and create climate resilient urban landscapes.

The program outline for the first webinar includes:

- Introduction to xeriscaping and permaculture, definitions, concepts explained.
- What is the importance of this approach?
- What are the benefits?
- Examples of what rewilding/xeriscaping/rain gardens/permaculture looks like.
- The “nuts and bolts” of how to do xeriscaping/naturescaping - improving soil, mulching techniques, etc.,
- Planning your yard – diagram, plant selection, get ready for fall planting and next spring.
- Managing expectations – this process will take years!
- Resources – list of websites and books to help plan and prepare yards.

The first on-line presentation will be held on October 18, 2023, and the second on February 19, 2024, the timing of which will help participants plan and implement the transformation of their



yards in harmony with seasonal gardening rhythms. The presentations will be conducted via Zoom with participant registration required. Each webinar will be 75-80 minutes, with 30 minutes each for Keli and Sigrie to go through the program and 15–20 minutes for a Q&A session at the end. We will record the Zoom for posting on our website.

The program will be advertised through our newsletter, on social media, with other similar groups like Shuswap Food Action Society and the Shuswap Naturalists Club, and in the local newspaper. If the City of Salmon Arm is a partner delivering the program, we would also be grateful for their additional media and online advertisement of the program.

## Evaluation

The number of registrations for the on-line presentations will be an indication of the community's interest and engagement. However, we will also be following up with the presenters and participants after the first webinar to help us tailor the second webinar and provide additional information or advice from our experts, focussing on participant feedback regarding topics that require more attention. Hence, we may include a third webinar to address gaps and improve the success of participants if deemed necessary. We may also expand or adjust our advertising strategy to draw in more participants. If the city is a partner, we would also obtain their feedback to ensure the program meets their needs.

Another indication of the success of our program will be monitoring visits to a demonstration garden, or gardens, that provide examples of implementing the principles of xeriscaping. As well, we will follow the progress of residents we know of who are in the process of transforming their yards and keeping those stories updated (with participant's permission) on social media.

## Budget

### Summary of Expenses

Item	Rate	Description	Total
Professional fees - K. Westgate	\$95/hr	Prgm development/delivery Est 4.5 hrs	\$427.50
OXA Honourarium - S. Kendrick	\$95/hr	Prgm development/delivery Est 4.5 hrs	\$427.50
Other project costs		Printing and advertising. Technical support.	\$145.00
Total funding requested from the City of Salmon Arm			\$1,000.00

The table above summarizes the anticipated expenses for the program that we are requesting from the City of Salmon Arm. The majority of the expenses are to compensate the professionals we have engaged to develop and deliver the program. Ms. Westgate's fees are based on her





\$95/hr. rate and estimated 4.5 hours of preparation and delivery of the webinars. Ms. Kendrick is the Executive Director of a non-profit organization that is funded by the Okanagan Basin Water Board for work they do in the Okanagan. We feel that Ms. Kendrick's time and effort should be compensated for with an equivalent honourarium to the Okanagan Xeriscape Association.

The additional cost for the program would cover advertising including printing posters and any handouts, and technical support to run both webinars through the Zoom platform.

We are asking the City of Salmon Arm to fund 100 percent of the estimated expenses for this series of webinars since this program will educate the community on saving water by xeriscaping yards which is directly aligned with the City's objectives stated in the water conservation strategy. Also, this program will encourage residents to retain and plant trees which will create cooler and more climate-resilient communities. SCAS will be donating executive director's and member's time, as well as our Zoom account to implement and advertise the event.

In summary, there is a growing need from both a climate resilience and a municipal water conservation perspective for this kind of educational program to be implemented. Many other municipalities have successfully moved in this direction. We are excited to be offering this program to the community and having the City of Salmon Arm partner with us would ensure we can cover the cost of this program and make it free to the public. With a comprehensive and free educational approach, this program is sure to attract many residents interested in transforming their yard into a low maintenance, drought tolerant and beautiful landscape.

SCAS looks forward to hearing back from the city regarding this request in the coming days.

Julia Beatty, Chair  
Shuswap Climate Action Society





August 15, 2023

Dear Mayor and Council,

We are writing to invite you to our upcoming Food Security series at the Fall Fair (schedule attached). This is our second annual series which invites community members to share and inspire people on a variety of topics related to food and agriculture.

At Shuswap Food Action our mission is to build community around local food. Community is made up of the gifts, skills and capacities of people working together. You cannot purchase community - it comes from care given freely from the heart. We know that Council believes in community and would like to provide each of you the opportunity to learn more about some of the great work being done on this issue. In particular, we would like you to consider attending the panel discussion on food security in our community (Friday, September 8th at 11 am).

Thank you for your consideration,

The Board of Directors  
Shuswap Food Action Society

## Project Grow: Food Security Series 2023

In Partnership with:



	Friday, Sept 8	Saturday, Sept 9	Sunday, Sept 10	
10:00	<p><b>What's UP with the price of food &amp; what can we do about it?</b></p> <p>An explanation of how higher input costs (energy, labour, shipping, etc.) impact the food supply, with ideas on how to adapt to this new reality.</p> <p>Speakers: Toni Walton - Buckerfield's &amp; Avery's Acres, Brad DeMille (reviewing)</p>	<p style="text-align: center;">Parade (no talk scheduled)</p>	<p style="text-align: center;"><b>Backyard Chickens</b></p> <p>How to get started with producing your own eggs and meat</p> <p>Speakers: Toni Walton - Avery's Acres</p>	
11:00	<p><b>Panel Discussion: What is happening with food security in our community?</b></p> <p>Food security is essential to healthy communities. What is currently happening in our own community and what are actions we can take to improve food security?</p> <p>Speakers: Valiheri Semenluk (Second Harvest), Serena Caner (SFAS), Janet McLean-Sentf (Eagle Valley Community Resource Centre), Patti Thurston (Shuswap Family Centre), Joel Torrens (Salvation Army) Monica Kriese (Shuswap Community Response Network)</p>	<p><b>Getting Growing! How to get started in a home garden</b></p> <p>Taking a green space and converting into food production in an urban environment</p> <p>Speaker: Melanie Bennett - Shuswap Food Action</p>	<p style="text-align: center;"><b>Honey bees and native pollinators</b></p> <p>If you're interested in producing your own honey, learn best practices about taking care of your bees and also the effects on the native pollinator species</p> <p>Speaker: Bill Stagg - Toni to confirm</p>	
12:00	<p style="text-align: center;"><b>Growing a homestead business</b></p> <p>How small-scale gardens and farms can create an income stream through farmstands and agritourism</p> <p>Speakers: Morgan Matheson &amp; Maria Otting - Salmon Arm Economic Development</p>	<p style="text-align: center;"><b>Preserving the harvest for nutrition and food security</b></p> <p>Fermenting, Dehydrating, Freezing, Canning. The nutrition of each and how to have quality foods in your pantry</p> <p>Speaker: Afke Zonderland - Okanagan Rawsome</p>	<p style="text-align: center;"><b>Seed Saving</b></p> <p>How to increase self-sufficiency in the garden by saving your own seed for planting next season</p> <p>Speaker: Jon Alcock - Sunshine Farm</p>	
1:30	<p style="text-align: center;"><b>Setting up Success for Shuswap Farmers</b></p> <p>What are realities facing our local farmers? What could help them succeed? And if land costs are an issue, what could municipally-owned and leased land look like? How can farmers help each other too in a cooperative fashion?</p> <p>Speakers: Jade Shaman &amp; and Elmarie Roberts</p>	<p style="text-align: center;"><b>Understand Fertilizers</b></p> <p>What's the differences between ALL those products on the shelf? Synthetic VS Organic? What do the numbers mean?</p> <p>Speaker: Jazmyn Mcmyn - Grow Change Horticultural Services</p>	<p style="text-align: center;"><b>Eat your Greens! Year-round indoor growing for your health!</b></p> <p>Learn about using indoor grow towers, grow lights and starting your seedlings to have year-round nutrition.</p> <p>Speaker: Juanita Miller</p>	
2:30	<p style="text-align: center;"><b>Greenhouse in the Snow</b></p> <p>Exploring season extension, growing more variety and using geothermal to reduce energy needs</p> <p>Speaker: Dale Klages- Greenhouse In the Snow</p>	<p style="text-align: center;"><b>Fall IS for planting</b></p> <p>Make the most of Fall and Q&amp;A with horticultural experts!</p> <p>Speaker: Harriet Hanna</p>	<p style="text-align: center;"><b>Homesteading is FIRST a state of mind</b></p> <p>What is homesteading and how YOU can "homestead" in any small or large area</p> <p>Speaker: Una St. Clair - HighCrest Off Grid Farm</p>	<p style="text-align: center;"><b>Incubator Farm Success Story</b></p> <p>Exploring opportunities for municipal options to support farmers - could also be a farmers panel here</p> <p>Speaker: Elmarie Roberts</p>
3:30	<p style="text-align: center;"><b>Indigenous food wisdom</b></p> <p>How can we connect more deeply to our food and the land on which it's grown</p> <p>Speaker:</p>	<p style="text-align: center;"><b>Permaculture and Regenerative Agriculture</b></p> <p>Could also include soil health here</p> <p>Speaker: Shelagh Garson (reviewing)</p>	<p style="text-align: center;"><b>Growing Mushrooms</b></p> <p>How can we grow mushrooms in our gardens and homesteads to produce this important food source for ourselves? What are the benefits that can come from mushrooms?</p> <p>Speaker: Brent Cox - Frosty Hollow Mushrooms</p>	<p>Could there be a presentation all to do with HOW to eat Local?</p> <p>The presentation would focus on a set amount of farms who are producing a consistent quantity, food into grocers, and year-round food including Keenan, Little Mountain, Inspired Breads or Little Red Hen, Fieldstone Organics, etc</p>

### Details

**Where:** Presentations to be held inside the Artisan Building within the Fair grounds. 60 Seats available.

**How much:** A fair pass is required to have admittance but the talks are FREE!

**How long:** Presentations will be roughly 30min each with 15min for Q&A with the speaker and 15 minutes for turn over to next speaker

**Rhonda West**

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**From:** Barb Puddifant  
**Sent:** Tuesday, August 22, 2023 10:19 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Wednesday on the Wharf - Remainder of Season Cancelled  
**Attachments:** PastedGraphic-1.pdf

**From:** Wow Salmon Arm Arts Centre <wow@salmonarmartscentre.ca>  
**Sent:** Tuesday, August 22, 2023 10:16 AM  
**Subject:** [External] Wednesday on the Wharf - Remainder of Season Cancelled

For Immediate Release

August 22 2023

With heavy hearts the Shuswap District Arts Council announces the cancellation of the remainder of the Wednesday on the Wharf community concert series that happen on Wednesday evenings at 6.45 pm at Marine Peace Park in Salmon Arm. This decision was made out of consideration for the safety of artists, crew, staff, and audience members given the dynamic wildfire and air quality situation currently playing out in the Shuswap.

“We were so looking forward to welcoming Josh + Bex on August 23rd and Ben Klick on August 30th. Our audiences have been so enthusiastic all season. However taking care of everyone involved in Wednesday on the Wharf during this wildfire situation, including audiences, is our priority,” says Arts Council program manager Astrid Varnes. “We hope these artists will be able to join us again next year.”

The Shuswap District Arts Council extends a heartfelt kukwstéc-kucw (on behalf of all of us, thank you) to all the sponsors, supporters, artists and crew who made this year’s concert series possible. We look forward to experiencing live music together again next year.

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Questions can be directed to

Astrid Varnes  
Program Manager, Shuswap District Arts Council  
[wow@salmonarmartscentre.ca](mailto:wow@salmonarmartscentre.ca)  
250 832 1170



**For Immediate Release | August 21, 2023**

## Interior Health air quality guidance

**IH WIDE** – Communities across the Interior Health region are experiencing heavy impacts from wildfire smoke.

People with chronic conditions, such as asthma, heart disease, or diabetes, as well as pregnant women, infants, and young children, are most affected by wildfire smoke.

The best way to protect your health from wildfire smoke is to reduce your exposure to smoke and seek cleaner air.

### During smoky conditions:

- Stay indoors: Reduce time spent outside to protect your health
- Reduce outdoor physical activity: Refer to the [Air Quality Health Index](#) and decrease physical exertion when air quality is poor
- Consider wearing a well fitted respirator if you cannot access cleaner air: [Use a well fitted respirator](#) (e.g., N95, KN95) to reduce exposure to particulate matter in smoke
- Activate medical management plans: Ensure your plan to self-manage any chronic diseases (e.g., respiratory and cardiovascular diseases) is in place and up-to-date, and that adequate rescue medications are available
- Use a home clean air shelter: Spend time in a room in your home with a [portable air cleaner](#) with HEPA filtration to reduce smoke exposure

**VIDEO:** [Medical Health Officer Dr. Sue Pollock talks about air quality, tips to reduce risk and how smoke affects you](#)

### Wildfire smoke and your mental health

Smoky skies can affect us physically and also make us feel anxious and stressed. There are actions we can take to help improve and manage our mental wellness through these stressful times.

- Manage stress: Use stress-relief techniques such as meditation or focusing on a creative outlet (e.g., journaling and art)
- Tap in to social networks: Having conversations and spending time with people closest to us is especially important during emergencies and disasters
- Take care: Eat well, exercise indoors, drink lots of water and get enough sleep
- Help others: Assisting others can help us regain a sense of purpose and community as we confront challenges together. The [Emergency Support Services Program](#) welcomes and relies on volunteers to coordinate support services for people forced from their homes in an emergency.

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tšilhqot'in Nations where we live, learn, collaborate and work together.

### MEDIA, FOR INFORMATION:

PHONE 1.844.469.7077 EMAIL [media@interiorhealth.ca](mailto:media@interiorhealth.ca)

**Resources**

- Visit the [BCCDC wildfire smoke](#) webpage to learn more about the health effects of wildfire smoke, how to prepare for wildfire season, and more
- For other steps to create cleaner air space at home, check out Health Canada's online resource [Guidance for Cleaner Air Spaces during Wildfire Smoke Events](#)
- To learn about the steps that you can take to prepare for a wildfire and manage wildfire-related issues before, during or after a wildfire please visit our [wildfires webpage](#)
- Call [8-1-1](#) or your primary care provider if you're experiencing more severe symptoms, such as shortness of breath or chest pain, or [911](#) if it's a health emergency

- 30 -

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Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tšilhqot'in Nations where we live, learn, collaborate and work together.

**MEDIA, FOR INFORMATION:**

PHONE 1.844.469.7077 EMAIL [media@interiorhealth.ca](mailto:media@interiorhealth.ca)

## Rhonda West

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**From:** Rhonda West  
**Sent:** Friday, August 25, 2023 2:10 PM  
**To:** Rhonda West  
**Subject:** FW: Fifth Avenue Centre - Request for letter of support for New Horizons Grant  
**Attachments:** New Horizons Support Letter Aug 2023.docx

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**From:** John and Leslie Wilson <[REDACTED]>  
**Sent:** August 25, 2023 9:23 AM  
**To:** Alan Harrison <aharrison@salmonarm.ca>  
**Subject:** [External] Fifth Avenue Centre - Request for letter of support for New Horizons Grant

Hello Alan. You were good enough to provide a Letter of Support last October when we were applying for a New Horizons for Seniors Grant to replace a failing Heat Recovery Ventilation Unit "HRV". We were successful and the Unit has been replaced.

There are three HRV Units and we are now working on an application to replace the second unit. We are requesting a Letter of Support from The City for this application.

The New Horizons Web site has a Letter of Support information and a link to a Support letter Template, item 6 on the page <https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based-2023/prepare-application.html>

I have attached this letter with "the blanks filled in" if that is of assistance to you.

The Application deadline is September 14.

Thank you for your assistance.

Please let me know if you have any questions.

John Wilson, Treasurer  
250 833-9413



Employment and Social Development Canada (ESDC)  
New Horizons for Seniors Program (NHSP)  
Western Canada and Territories Region  
125 East 10<sup>th</sup> Ave  
Vancouver, BC  
V5T 1Z3

**Subject: Support Letter Replacement of Heat Recovery Ventilator Unit**

Dear Madam, Sir

I am writing to you on behalf of Seniors' Fifth Avenue Activity Centre Association in support of an application submitted by Seniors' Fifth Avenue Activity Centre Association in Salmon Arm, for funding through Community-based stream of the New Horizons for Seniors Program (NHSP).

Seniors' Fifth Avenue Activity Centre Association, which is run entirely by volunteers, provides a vital support system and is a considerable benefit to the seniors in our community.

The outlined project will enable the Association to replace a 23-year-old Heat Recovery Ventilator Unit "HRV" in their building which needs replacement. An HRV unit exhausts indoor air pollutants and excess humidity to the outdoors while distributing fresh air into the building. This improves the air quality in the facility. An HRV unit also captures heat from the outgoing air which it uses to heat the incoming air.

This project will enable the Senior Centre to continue to operate to serve the needs of Seniors in Salmon Arm. The Centre provides activities that provide for the physical and mental health of its members; the opportunity to volunteer thus providing a sense of purpose & fulfillment; prevention of loneliness and low-cost nutritional home cooked lunches [

I support this project as it will support local and community needs as detailed above.

For the reasons noted above, I am excited to support your funding request.

Yours sincerely,

[Name]

[Title]

[Name of Organization]

[Address]

[Email Address]