

1. February 27, 2023 - Council Agenda And Correspondence

Documents:

[FEBRUARY 27, 2023 - REGULAR COUNCIL AGENDA.PDF](#)  
[FEBRUARY 27, 2023 - COUNCIL CORRESPONDENCE.PDF](#)



**AGENDA**

**City of Salmon Arm  
Regular Council Meeting**

**Monday, February 27, 2023  
12:30 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](tel:+16474979373) / Access Code: 931-301-501

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1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
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	6.	CONFIRMATION OF MINUTES
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	7.	COMMITTEE REPORTS
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23 - 26	2.	Agricultural Advisory Committee Meeting Minutes of February 8, 2023
27 - 30	3.	Social Impact Advisory Committee Meeting Minutes of February 17, 2023
31 - 40	4.	Greenways Liaison Committee Meeting Minutes of February 2, 2023
41 - 48	5.	Community Heritage Commission Meeting Minutes of January 16, 2023 and February 6, 2023
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49 - 50	1.	CSRD Tax Requisition

9. **STAFF REPORTS**
- 51 – 52 1. Building Safer Communities Coordinator - Building Safer Communities Project Update
- 53 – 56 2. Director of Engineering & Public Works – Seasonal Sidewalk Café Considerations for Stillfood Bistro & Cappuccino Bar and Weekends Restaurant & Lounge
- 57 – 58 3. Director of Engineering & Public Works – New Pump Purchase – 10<sup>th</sup> Avenue Sanitary Lift Station
- 59 – 60 4. Director of Engineering & Public Works – New Pump Purchase – Canoe Sanitary Lift Station
10. **INTRODUCTION OF BYLAWS**
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- 75 – 96 2. City of Salmon Arm Zoning Amendment Bylaw No. 4563 [ZON-1257; Braga, M.L.; 60 10 Street SE; R-1 to R-4] – First and Second Reading
11. **RECONSIDERATION OF BYLAWS**
- 97–100 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 [OCP4000-53; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR] – Second Reading
- 101 - 104 2. City of Salmon Arm Zoning Amendment Bylaw No. 4561 [ZON-1255; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5] *See Item 11.1 for Staff Report* – Second Reading
- 105 - 110 3. City of Salmon Arm Zoning Amendment Bylaw No. 4566 [ZON-1259; Zaichkowsky, J. & E.; 1421 20 Street NE; R-1 to R-8] – Final Reading
12. **CORRESPONDENCE**
- 111 – 112 1. Informational Correspondence
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- 113 – 114 1. Councillor Lindgren – Climate Action Plan
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18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
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20. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

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	<b>22.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>23.</b>	<b>HEARINGS</b>
119 - 128	1.	Development Variance Permit Application No. VP-570 [Pelletier, E. & G.; 871 3 Avenue NE; setback requirements]
129 - 142	2.	Development Variance Permit Application No. VP-573 [Okanagan College/Faction Projects Inc.; 2552 10 Avenue (TCH) NE; height requirements]
143 - 174	3.	Development Permit Application No. DP-446 [1149439 BC Ltd./Grieve, J.; 1120 Shuswap Street SE; servicing requirements]
175 - 186	4.	Development Variance Permit Application No. VP-576 [Mushaluk, J. & L./Edge Craft Construction Inc.; 2871 25 Avenue NE; height requirements]
	<b>24.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
187 - 206	1.	Official Community Plan Amendment Application No. OCP4000-52 [Switzer, C. & Muxlow, R.; 6450 50 Street NE; INS to LR]
207 - 208	2.	Zoning Amendment Application No. ZON-1253 [Switzer, C. & Muxlow, R.; 6450 50 Street NE; P-3 to R-8] <i>See Item 24.1 for Staff Report</i>
	<b>25.</b>	<b>RECONSIDERATION OF BYLAWS</b>
209 - 212	1.	City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555 [OCP4000-52; Switzer, C. & Muxlow, R.; 6450 50 Street NE; INS to LR] - Third Reading
213 - 216	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4556 [ZON-1253; Switzer, C. & Muxlow, R.; 6450 50 Street NE; P-3 to R-8] - Third Reading
	<b>26.</b>	<b>QUESTION AND ANSWER PERIOD</b>
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Item 2

## CITY OF SALMON ARM

Date: February 27, 2023

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: pursuant to Section 90(1)(d) the security of the property of the municipality; Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; and Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; of the *Community Charter*, Council move In-Camera.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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Item 6.1

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor Gonella

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of February 13, 2023, be adopted as circulated.

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

**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, February 13, 2023.

**PRESENT:**

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

Deputy Chief Administration Officer R. Niewenhuizen  
Director of Corporate Services S. Wood  
Chief Financial Officer C. Van de Cappelle  
Senior Planner C. Larson  
Shuswap Recreation Society Manager D. Boyd (participated remotely)  
Deputy Corporate Officer R. West

**ABSENT:**

Mayor A. Harrison  
Councillor D. Cannon

**1. CALL TO ORDER**

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

**2. IN-CAMERA SESSION**

0056-2023

Moved: Councillor Wallace Richmond

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; and (d) the security of the property of the municipality; of the *Community Charter*, Council move In-Camera.

**CARRIED UNANIMOUSLY**

Council moved In-Camera at 1:30 p.m.

Council returned to Regular Session at 1:59 p.m.

Council recessed until 2:30 p.m.

**3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Deputy Mayor Flynn 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

- Late Item 22.2 – K. & M. Pedersen – VP-572
- Late Item 23.3 – R. Hirtle – ZON-1259
- Late Item 23.3 – A. & C. Smith – ZON-1259

5. DISCLOSURE OF INTEREST

- Deputy Mayor Flynn declared a conflict with Items 22.3, 23.1, 23.2, 24.1, 24.2 as the applicants are clients of his firm. Councillor Wallace Richmond will assume the Chair for Items 21 through 26.
- Councillor Lavery declared a conflict with Item 23.3 and 24.3 as the applicant is his neighbor.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of January 23, 2023

0057-2023

Moved: Councillor Gonella  
Seconded: Councillor Wallace Richmond  
THAT: the Regular Council Meeting Minutes of January 23, 2023, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of February 6, 2023

0058-2023

Moved: Councillor Lavery  
Seconded: Councillor Lindgren  
THAT: the Development and Planning Services Committee Meeting Minutes of February 6, 2023 be received as information.

CARRIED UNANIMOUSLY

2. Social Impact Advisory Committee Meeting Minutes of January 20, 2023

0059-2023

Moved: Councillor Wallace Richmond  
Seconded: Councillor Lavery  
THAT: the Social Impact Advisory Committee Meeting Minutes of January 20, 2023 be received as information.

CARRIED UNANIMOUSLY

3. Environmental Advisory Committee Meeting Minutes of February 7, 2023

0060-2023

Moved: Councillor Lindgren  
Seconded: Councillor Gonella  
THAT: the Environmental Advisory Committee Meeting Minutes of February 7, 2023 be received as information.

CARRIED UNANIMOUSLY

8. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

Highlights from the Regular Board Meeting – January, 2023 received for information.

9. **STAFF REPORTS**

1. **Visitor Services Coordinator – Visitor Services 2022 Annual Report**

For information.

2. **Chief Administrative Officer – Shuswap Recreation Society – Associate Member Renewal**

0061-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Gonella

THAT: Council authorize the Mayor and Corporate Officer to execute the Service Provider Agreement and sponsor the Shuswap Recreation Society as an Associate Member, effective January 1, 2020, in perpetuity, as set out in the Service Provider Agreement.

CARRIED UNANIMOUSLY

3. **Chief Financial Officer – Parcel Tax Roll Review Panel**

0062-2023

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: Council be appointed as members of the Parcel Tax Roll Review Panel for the Council term November 2022 to October 2026;

AND THAT: The Parcel Tax Roll Review Panel review and authenticate the 2023 Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Rolls in Council Chambers of City Hall on Monday, March 13, 2023 at 7:00 p.m., with a virtual attendance option.

CARRIED UNANIMOUSLY

4. **Director of Engineering and Public Works – PLC Review – Water Pollution Control Centre**

0063-2023

Moved: Councillor Lindgren

Seconded: Councillor Gonella

THAT: Council approve the review of the Water Pollution Control Centre Programmable Logic Controllers (PLC) systems for obsolescence and life cycle for the quoted amount of \$14,000.00 plus applicable taxes;

AND THAT: The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to redirect \$15,000 from Sewer WPCC – PLC Communications Upgrade Capital project to Assessment and Studies – PLC System Review;

9. STAFF REPORTS - continued

4. Director of Engineering and Public Works - PLC Review - Water Pollution Control Centre

AND THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to Centrix Control Solutions.

CARRIED UNANIMOUSLY

5. Director of Engineering and Public Works - 8 Avenue NE Watermain Upgrade Tender & Construction Services Award

0064-2023

Moved: Councillor Gonella  
Seconded: Councillor Wallace Richmond  
THAT: Council approve the Award for Tender and Construction Services for the 8 Avenue NE Watermain Upgrade to Gentech Engineering Inc. for the total estimated price of \$16,025.00 plus taxes as applicable;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of the works and to authorize sole sourcing of same to Gentech Engineering Inc.

CARRIED UNANIMOUSLY

6. Director of Engineering and Public Works - Canoe Beach Drive Sanitary Sewer Upgrade Tender & Construction Services Award

0065-2023

Moved: Councillor Wallace Richmond  
Seconded: Councillor Lindgren  
THAT: Council approve the Award for Tender and Construction Services for the Canoe Beach Drive Sanitary Upgrade to Gentech Engineering Inc. for the total estimated price of \$18,600.00 plus taxes as applicable;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of the works and to authorize sole sourcing of same to Gentech Engineering Inc.

CARRIED UNANIMOUSLY

Deputy Mayor Flynn declared a conflict with Item 9.7 as Lawson Engineering Ltd. is a client of his firm and left the meeting at 3:20 p.m. Councillor Wallace Richmond assumed the Chair.

7. City Engineer - 10 Avenue SE Watermain Upgrade Tender & Construction Services Award

0066-2023

Moved: Councillor Lavery  
Seconded: Councillor Lindgren  
THAT: Council approve the Award for Tender and Construction Services for the 10 Avenue SE Watermain Upgrade to Lawson Engineering Ltd. for the total estimated price of \$21,515.00 plus taxes as applicable;



9. STAFF REPORTS - continued

7. City Engineer - 10 Avenue SE Watermain Upgrade Tender & Construction Services Award

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of the works and to authorize sole sourcing of same to Lawson Engineering Ltd.

CARRIED UNANIMOUSLY

Deputy Mayor Flynn returned to the meeting at 3:22 p.m. and resumed the Chair.

8. Council Appointment to Design Review Panel

0067-2023

Moved: Councillor Gonella  
 Seconded: Councillor Wallace Richmond  
 THAT: Council appoint Verna Burton, Alistair Waters, Bill Laird, Marc Lamerton, Dennis Lowe and Trent Sismey to the Design Review Panel for a term of three (3) years effective February 1, 2023 to February 1, 2026.

CARRIED UNANIMOUSLY

9. Council Appointment to Downtown Parking Commission

0068-2023

Moved: Councillor Wallace Richmond  
 Seconded: Councillor Gonella  
 THAT: Council appoint Cathy Ingebrigstson, Regan Ready, Bill Laird and Vic Hamilton to the Downtown Parking Commission for a term of two years effective February 27, 2023 to February 27, 2025.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 [OCP4000-53; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR] - First Reading

0069-2023

Moved: Councillor Gonella  
 Seconded: Councillor Lindgren  
 THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 be read a first time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4561 [ZON-1255; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5] - First Reading

0070-2023

Moved: Councillor Gonella  
 Seconded: Councillor Lavery  
 THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4561 be read a first time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

- 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555 [OCP4000-52; Switzer, C. & Muxlow, R.; 6540 50 Street NE; INS to LR] - Second Reading

0071-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

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

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

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

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

AND FURTHER THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555 be read a second time.

CARRIED UNANIMOUSLY

- 2. City of Salmon Arm Zoning Amendment Bylaw No. 4556 [ZON-1253; Switzer, C. & Muxlow, R.; 6540 50 Street NE; P-3 to R-8] - Second Reading

0072-2023

Moved: Councillor Gonella

Seconded: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4556 be read a second time;

AND THAT: final reading of the zoning amendment bylaw be withheld subject to approval by the Ministry of Transportation and Infrastructure.

CARRIED UNANIMOUSLY

- 3. City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4570 - Final Reading

0073-2023

Moved: Councillor Lindgren

Seconded: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4570 be read a final time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS - continued

4. City of Salmon Arm Zoning Amendment Bylaw No. 4428 - Final Reading

0074-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4428 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

1. Informational Correspondence

5. T. Timoffee, Early Years Family Navigator, Shuswap Children's Association - Letter dated February 1, 2023 - Request to use Fletcher Park, February 28, 2023

0075-2023

Moved: Councillor Lindgren

Seconded: Councillor Gonella

THAT: Council approve the Shuswap Children's Association the use of Fletcher Park on February 28, 2023 from 9:00 a.m. to 12:00 p.m. for the Travelling Tots Playgroup program, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

6. D. Abbott, President, Shuswap Vintage Car Club - Email dated January 17, 2023 - Request to use Marine Peace Park, July 8, 2023

0076-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council approve the Shuswap Vintage Car Club the use of Marine Peace Park on July 8, 2023 from 8:00 a.m. to 3:00 p.m. for the Shuswap Vintage Car Club Car Show, subject to the provision of adequate liability insurance and in adherence with Interior Health guidelines.

CARRIED UNANIMOUSLY

7. M. Lawson - Email dated February 3, 2023 - Celebration of Life - Request to use Canoe Beach, April 29, 2023

0077-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council approve Madeleine Lawson the use of Canoe Beach on April 29, 2023 from 2:00 p.m. to 5:00 p.m. for a celebration of life, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

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

The Meeting recessed at 3:57 p.m.

The Meeting reconvened at 7:00 p.m.

Councillor Wallace Richmond assumed the Chair.

21. DISCLOSURE OF INTEREST

22. HEARINGS

1. Development Variance Permit Application No. VP-568 [1197665 BC Ltd./Matejka Property Management and Developments Inc.; 2710 30 Avenue NE; Servicing requirements]

0078-2023

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-568 be authorized for issuance for Subdivision Plan EPP112221 of Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1948 Except Plans 5734, 13562 and 25888 which will vary Subdivision and Development Servicing Bylaw No. 4163 as follows:

Schedule B, Part 1, Section 5.4.6 – Service Requirements – reduce Fire Flow Standard from the Urban Area 60 litres-per-second to the Rural Area 30 litres-per-second standard.

The Planning Official explained the proposed Development Variance Permit Application.

G. Simmons, the applicant, was available to answer questions from Council.

Submissions were called for at this time.

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

CARRIED UNANIMOUSLY

22. HEARINGS - continued

2. Development Variance Permit Application No. VP-572 [Carlson, D.; 2091 20 Street NE; Setback requirements]

0079-2023

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: Development Variance Permit No. VP-572 be authorized for issuance for Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 60647 which will vary Zoning Bylaw No. 2303, Section 13.12.2 as follows:

- i. reduce the rear parcel line setback from 6.0m to 3.0m for an addition to the existing single family dwelling and in accordance with the drawings as per Appendix 5 attached to the staff report dated January 6, 2023.

The Planning Official explained the proposed Development Variance Permit Application.

D. Carlson, the applicant, was available to answer questions from Council.

Submissions were called for at this time.

K. & M. Pedersen – email dated December 4, 2022

Following three calls for submissions and questions from Council, the Hearing closed at 7:09 p.m. and the Motion was:

CARRIED UNANIMOUSLY

Deputy Mayor Flynn declared a conflict and left the meeting at 7:11 p.m.

3. Development Variance Permit Application No. VP-566 [Whitstone Developments Ltd./Siebenga, B. & C.; 2498 4B Avenue SE; Setback requirements]

0080-2023

Moved: Councillor Lindgren

Seconded: Councillor Gonella

THAT: Development Variance Permit No. VP-566 be authorized for issuance for Lot 10, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP48489, which will vary Zoning Bylaw No. 2303 Section 13.14.2, reducing the rear parcel line setback from 3.0 m to 2.0 m to facilitate construction of a new detached suite in accordance with the drawings as per Appendix 3 attached to the staff report dated December 13, 2022.

The Planning Official explained the proposed Development Variance Permit Application.

M. Wilson, Whitstone Developments Ltd., agent for the owner, outlined the proposal and was available to answer questions from Council.

Submissions were called for at this time.

D. Meakes expressed concerns regarding the nature of the development.

D. Millard expressed concerns regarding the removal of the trees and the location of the development in relation to his property. Other concerns were the impact of their quality of life and reduced property values.

22. HEARINGS - continued

3. Development Variance Permit Application No. VP-566 [Whitstone Developments Ltd./Siebenga, B. & C.; 2498 4B Avenue SE; Setback requirements]

Following three calls for submissions and questions from Council, the Hearing closed at 7:38 p.m. and the Motion was:

CARRIED  
Councillor Lindgren Opposed

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1256 [Whitstone Developments Ltd./Siebenga, B. & C.; 2498 4B Avenue SE; R-1 to R-8]

The Planning Official explained the proposed Zoning Amendment Application.

M. Wilson, Whitstone Developments Ltd., agent for the owner, outlined the proposal and was available to answer questions from Council.

Submissions were called for at this time.

D. Meakes expressed concerns regarding traffic in the area and the tree removal on the subject property. D. Meakes suggested that the development was a commercial venture not residential development.

D. Millard expressed concerns the Developer did not ask for input on the Development.

B. Sonmor expressed concerns about the location of the secondary building.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:13 p.m. followed by comments from Council.

2. Zoning Amendment Application No. ZON-1254 [Hindbo Construction Group Ltd./Weed, J. & Cockrill, E.; 2791 25 Street NE; R-1 to R-8]

The Planning Official explained the proposed Zoning Amendment Application.

D. Wall, Hindbo Construction Group Inc., agent for the owner, was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:21 p.m. followed by comments from Council.

Deputy Mayor Flynn returned to the meeting at 8:22 p.m.  
Councillor Lavery declared a conflict and left the meeting at 8:22 p.m.

23. **STATUTORY PUBLIC HEARINGS**

3. **Zoning Amendment Application No. ZON-1259 [Zaichkowsky, J. & E.; 1421 20 Street NE; R-1 to R-8]**

The Planning Official explained the proposed Zoning Amendment Application.

J. & E. Zaichowsky, the applicants, were available to answer questions from Council.

Submissions were called for at this time.

R. Hirtle – email dated February 10, 2023

A. & C. Smith – email dated February 10, 2023

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:23 p.m. followed by comments from Council.

Councillor Lavery returned to the meeting at 8:24 p.m.

24. **RECONSIDERATION OF BYLAWS**

Deputy Mayor Flynn declared a conflict and left the meeting at 8:24 p.m.

1. **City of Salmon Arm Zoning Amendment Bylaw No. 4565 [ZON-1256; Whitstone Developments Ltd./Siebenga, B. & C.; 2498 4B Avenue SE; R-1 to R-8] – Third and Final Reading**

0081-2023

Moved: Councillor Lindgren

Seconded: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4565 be read a third and final time.

CARRIED UNANIMOUSLY

2. **City of Salmon Arm Zoning Amendment Bylaw No. 4562 [ZON-1254; Hindbo Construction Group Inc./Weed, J. & Cockrill, E.; 2791 25 Street NE; R-1 to R-8] – Third and Final Reading**

0082-2023

Moved: Councillor Lavery

Seconded: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4562 be read a third and final time.

CARRIED UNANIMOUSLY

Deputy Mayor Flynn returned to the meeting at 8:43 p.m.

Councillor Lavery declared a conflict and left the meeting at 8:43 p.m.

24. RECONSIDERATION OF BYLAWS - continued

- 3. City of Salmon Arm Zoning Amendment Bylaw No. 4566 [ZON-1259; Zaichkowsky, J. & E.; 1421 20 Street NE; R-1 to R-8] - Third Reading

0083-2023                    Moved: Councillor Flynn  
                                   Seconded: Councillor Gonella  
                                   THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4566 be read a third time.

CARRIED UNANIMOUSLY

Councillor Lavery returned to the meeting at 8:46 p.m.

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

0084-2023                    Moved: Councillor Gonella  
                                   Seconded: Councillor Lindgren  
                                   THAT: the Regular Council Meeting of February 13, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:46 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the    day of                    , 2023.

\_\_\_\_\_  
MAYOR



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Item 7.1

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor Lavery

Seconded: Councillor Lindgren

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

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Tuesday, February 21, 2023.

### PRESENT:

Mayor A. Harrison  
Councillor K. Flynn  
Councillor T. Lavery (participated remotely)  
Councillor D. Gonella (participated remotely) (entered the meeting at 8:02 a.m.)  
Councillor S. Lindgren (participated remotely)  
Councillor L. Wallace Richmond  
Councillor D. Cannon

Chief Administration Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Corporate Service S. Wood  
Senior Planner C. Larson  
Planner M. Smyrl  
Executive Assistant B. Puddifant

### ABSENT:

#### 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

Councillor Wallace Richmond declared a conflict with Item 5.3 as she is employed by Okanagan College.

Councillor Flynn declared a conflict with Item 5.4 as the applicant is a client of his firm.

Councillor Gonella entered the meeting at 8:02 a.m.

5. REPORTS

1. Zoning Amendment Application No. ZON-1252 [Folkman, D.; 3361 16 Avenue NE; R-1 to R-8]

Moved: Cannon

Seconded: Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17283 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to approval by the Ministry of Transportation and Infrastructure.

D. Folkman, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-570 [Pelletier, E. & G.; 871 3 Avenue NE; setback requirements]

Moved: Councillor Gonella

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-570 be authorized for issuance for Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 3862 to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.11.3 - R-1 Single Family Residential Zone - reduce the minimum setback to an interior side parcel line from 1.0m (3.3 ft) to 0.06m (0.2 ft) to allow for the siting of an accessory building as per the drawings attached as Appendix 5 of the Staff Report dated February 8, 2023.

E. Pelletier, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond declared a conflict and left the meeting at 8:13 a.m.

3. Development Variance Permit Application No. VP-573 [Okanagan College/Faction Projects Inc.; 2552 10 Avenue (TCH) NE; height requirements]

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-573 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 29879 which will vary Zoning Bylaw No. 2303 as follows and in accordance with the drawings attached as Appendix 7 of the Staff Report dated February 9, 2023:

1. Section 24.4 - the permitted maximum height of a principal building in the P-3 Institutional Zone from 10.0 m to 12.5 m; and
2. Section 4.4.17 - to increase the permitted height exemption from 2.0 m to 3.0 m and the maximum area from 10.0m<sup>2</sup> to 31.52m<sup>2</sup> in order to accommodate a mechanical penthouse and elevator shaft.

P. Reyes, Faction Projects Inc., agent for the owner, outlined the application and was available to answer questions from the Committee.

J. Ragsdale, Okanagan College, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 8:22 a.m.

Councillor Flynn declared a conflict and left the meeting at 8:22 a.m.

4. Development Permit Application No. DP-446 [1149439 BC Ltd./Grieve, J.; 1120 Shuswap Street SE; servicing requirements]

Moved: Councillor Cannon

Seconded: Councillor Gonella

THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. DP-446 be authorized for issuance for Lot 5, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916 in accordance with the Development Permit drawings attached as Appendix 8 of the Staff Report dated February 14, 2023;

AND THAT: Development Permit No. DP-446 vary the Subdivision and Servicing Bylaw No. 4163 as follows:

- i. waive the requirement to install street lights along the Shuswap Street SE frontage of the subject property;
- ii. waive the requirement to widen and construct a 3 m wide multi-use path along the frontage;
- iii. waive the requirement to place existing hydro and telecommunications underground; and

5. REPORTS - continued4. Development Permit Application No. DP-446 [1149439 BC Ltd./Grieve, J.; 1120 Shuswap Street SE; servicing requirements] - continued

- iv. increase the number of permitted accesses from one to two;

AND FURTHER THAT: issuance of Development Permit No. DP-446 be withheld subject to:

- i. receipt of an Estimate and Irrevocable Letter of Credit (in the amount of 125% of the Estimate) for landscaping; and
- ii. registration of a Land Title Act Section 219 Covenant restricting tenure to rental for up to 10 units.

J. Grieve, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Lindgren left the meeting at 8:49 a.m.

Councillor Flynn returned to the meeting at 8:50 a.m.

5. Zoning Amendment Application No. ZON-1257 [Braga, M.L.; 60 10 Street SE; R-1 to R-4]

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 5, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone);

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to:

- 1. Registration of a Section 219 Land Title Act Covenant(s) restricting the permitted uses to only a single family dwelling and commercial daycare facility; and
- 2. Approval by the Ministry of Transportation and Infrastructure.

Councillor Lindgren returned to the meeting at 8:52 a.m.

CARRIED UNANIMOUSLY

6. Development Variance Permit Application No. VP-576 [Mushaluk, J. & L./Edge Craft Construction Inc.; 2871 25 Avenue NE; height requirements]

Moved: Councillor Flynn

Seconded: Councillor Gonella

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-576 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP113491, which will vary Zoning Bylaw No. 2303, Section 4.12.1 (a) by increasing the height of a combined retaining wall and fence from 6.5 ft to 17.5 ft.

5. REPORTS - continued

6. Development Variance Permit Application No. VP-576 [Mushaluk, J. & L./Edge Craft Construction Inc.; 2871 25 Avenue NE; height requirements] - continued

S. Burgi, Edge Craft Construction Inc., agent for the applicant, outlined the application and was available to answer questions form the Committee.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN-CAMERA

8. ADJOURNMENT

Moved: Councillor Lindgren  
Seconded: Councillor Wallace Richmond  
THAT: the Development and Planning Services Committee meeting of February 21, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:57 a.m.

\_\_\_\_\_  
Mayor A. Harrison, Chair

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

Item 7.2

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor Gonella

Seconded: Councillor Cannon

THAT: the Agricultural Advisory Committee Meeting Minutes of February 8, 2023 be received as information.

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



**CITY OF SALMON ARM**

Minutes of the Agricultural Advisory Committee Meeting held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on February 8, 2023 at 3:00 p.m. (GoTo Meeting and in-person)

Present

Councillor David Gonella, Chair  
Don Syme (left meeting at 4:01pm)  
James Hanna  
Ron Ganert  
Serena Caner (online)  
Melinda Smyrl, Planner/Recorder - staff (non-voting)

Regrets:

Jen Gamble  
Mike Schroeder  
Ken Jamieson  
Barrie Voth  
Lindsay Benbow, Ministry of Agriculture - staff (non-voting)

The meeting was called to order at 3:05pm

1. **Call to Order**
  
2. **Acknowledgment of Traditional Territory**
  
3. **Approval of Agenda**  
Moved: James Hanna  
Seconded: Ron Ganert  
THAT: the Agricultural Advisory Committee Meeting Agenda of February 8, 2023 be approved.  

**CARRIED UNANIMOUSLY**
  
4. **Approval of Minutes January 11, 2023**  
Moved: Don Syme  
Seconded: Ron Ganert  
THAT: the Agricultural Advisory Committee Meeting Minutes of January 11, 2023 be approved as circulated.  

**CARRIED UNANIMOUSLY**
  
5. **Disclosure of Interest**

**6. Discussion**

**6.1 Terms of Reference**

The Terms of Reference was discussed by the group. Members discussed circulating a possible revision under the Mandate section, add the bullet point

- "Increase public awareness, education and support for the role Agriculture plays in regional food security"

Staff will circulate the proposed revision to the group via email and request that members provide other possible revisions via email. The submissions will be collated for the next meeting. Following the March 8 meeting, Councillor Gonella will present changes to Council and request that the TOR be amended.

**7. Updates**

**7.1 ALC Applications Update**

Staff updated the committee on recent ALC decisions. The committee requested that staff provide a summary of City bylaws (eg. Zoning Bylaw, OCP, animal bylaw) that pertain to agriculture and bring that material to the next meeting.

**7.2 Ministry of Agriculture - Projects and Grants**

Ministry of Agriculture staff will continue to email grant and funding opportunities as they become available and those will be circulated to the group.

**8. Next Meeting - March 8, 2023, 3:00pm to 4:30pm**

The meeting will be a hybrid meeting with online and in-person options for members of the group and public to attend.

**9. Adjournment**

Moved: Ron Ganert

Seconded: James Hanna

THAT: The Agricultural Advisory Committee Meeting of February 8, 2023 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 4:28pm

\_\_\_\_\_  
Councillor D. Gonella, Chair

Received for information by Council on the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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Item 7.3

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of February 17, 2023 be received as information.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF SALMON ARM**

Minutes of the **Social Impact Advisory Committee** meeting held electronically on Friday, February 17, at 8:00 a.m.

**PRESENT:**

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Shannon Hecker	Canadian Mental Health Association
Paige Hilland	Shuswap Area Family Emergency (SAFE) Society
Shannon Kiehlbauch	Okanagan College
David Parmenter	Interior Health Association-Mental Health
Jen Gamble	Shuswap Immigrant Services
Tim Gibson	Shuswap Children's Association (entered the meeting at 8:18 a.m.)
Kim Sinclair	Aspiral Youth Partners
Sarah Zuidhof	City of Salmon Arm
B. Puddifant	City of Salmon Arm, Recorder

**ABSENT:**

	Adams Lake Indian Band
	Neskonlith Indian Band
	Seniors Resource Centre
Karen Hansen	Shuswap Association for Community Living
Larissa Image	Okanagan Regional Library
Patti Thurston	Shuswap Family Centre

**GUESTS:**

James Casperson	Homelessness Services Association of BC
Glenda Cooper	Canadian Mental Health Association

**1. Introductions**

**7. New Business**

- b) SafeTalk Suicide Alertness training opportunity - S. Hecker**  
Shannon Hecker, CMHA, provided an overview of the SafeTalk half-day training in suicide alertness to assist participants become alert to suicide.

6. **Presentations**

a) **James Casperson, Project Manager, Homelessness Services Association of BC**  
James Casperson outlined the PIT (Point in time) count program and was available to answer questions from the committee members. HSABC is working with CMHA in planning an event to have the survey completed by the community's homeless population in April. James Casperson shared the following links with the committee:

<https://www.bchousing.org/research-centre/housing-data/homeless-counts>

<https://www.bchousing.org/sites/default/files/media/documents/Homeless-Count-Vernon-2021.pdf>

Tim Gibson entered the meeting at 8:18 a.m.

The meeting was called to order at 8:20 a.m.

2. **Acknowledgement of Traditional Territory**

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

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

Addition of Item 6.a Presentation by James Casperson, Homelessness Services Association of BC

Addition of Item 7.b SafeTalk Suicide Alertness training opportunity – S. Hecker

Moved: Shannon Kiehlbauch

Seconded: Paige Hilland

THAT: the Social Impact Advisory Committee Meeting Agenda of February 17, 2023, be approved with additions.

**CARRIED UNANIMOUSLY**

4. **Approval of Minutes of January 20, 2023 Social Impact Advisory Committee Meeting**

Moved: Kim Sinclair

Seconded: David Parmenter

THAT: the minutes of the Social Impact Advisory Committee Meeting of January 20, 2023 be approved as circulated.

**CARRIED UNANIMOUSLY**

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6. **Presentations – continued**

Moved: Kim Sinclair

Seconded: Shannon Kiehlbauch

THAT: the Committee endorse the Point in time count program as a need service for the vulnerable population.

CARRIED UNANIMOUSLY

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

a) **Poverty Reduction Destigmatization & Awareness Campaign – update**

Councillor Wallace Richmond provided an update of Urban Matters Poverty Reduction Destigmatization & Awareness Campaign and outlined the City's role in the campaign.

7. **New Business**

a) **Temporary Shelter**

Shannon Hecker, CMHA, provided an update on the recently opened shelter in Salmon Arm and outlined the age demographics of the people using the shelter as well as the relationship with the neighbours. The ongoing work to obtain a permanent shelter in the community was discussed.

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

9. **Next meeting – Friday, March 17, 2023**

10. **Adjournment**

Moved: Paige Hilland

Seconded: Tim Gibson

THAT: the Social Impact Advisory Committee Meeting of February 17, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:48 a.m.

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Councillor Louise Wallace Richmond, Chair

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

Item 7.4

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Greenways Liaison Committee Meeting Minutes of February 2, 2023 be received as information.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



CITY OF SALMON ARM

Minutes of the Greenways Liaison Committee (GLC) Meeting held online and in City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, (GoTo Meeting) on Thursday, February 2, 2023 at 3:30 p.m.

**PRESENT:**

Brian Browning, Shuswap Trail Alliance  
Rob Bickford, Citizen at Large  
Joe Johnson, Citizen at Large  
Steve Fabro, Citizen at Large  
Tim Lavery, Chair

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

**REGRETS:**

Chris Stromgren, Shuswap Trail Alliance

The meeting was called to order at 3:33 p.m.

**1. Acknowledgement of Traditional Territory**

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

**2. Introductions**

**3. Presentations**

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

Moved: Rob Bickford

Seconded: Steve Fabro

THAT: the Agenda of the Greenways Liaison Committee Meeting of February 2, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

**5. Approval of Minutes of Previous Greenways Liaison Committee Meeting**

Moved: Joe Johnson

Seconded: Rob Bickford

THAT: the minutes of the Greenways Liaison Committee Meeting of October 13, 2022 be approved as circulated.

CARRIED UNANIMOUSLY

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

**7. New Business**

- **2023 Budget - Greenways and AT funding**

The GLC reviewed the 2023 budget, including a number of carry-over projects. The AT budget was also noted.

- **E-Bikes on Foreshore Trail**

A letter from the Shuswap Trail Alliance regarding e-bikes on the Foreshore Trail was discussed. It was noted that trail signage may help to educate and inform to manage this use.

- **Fly Hills Fuel Load Mitigation**

A Provincial-led initiative to reduce wildfire risk in the Fly Hills area was noted for information.

- **Sidewalk Snow Clearing**

It was noted that the City's budget and service level has been increased with 4 units working to clear sidewalks this season.

- **Salmon Arm Developments**

Associated with the "Sunset Ridge" development and subdivision between 15 and 17 Ave NE, a trail was discussed associated with water systems works expected this season. The related greenway may come under development this season.

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

- **STA Update - Planning and Projects (attached)**

The STA outlined efforts and projects in progress. Primary projects include Hoadley Park and Little Mountain. The South Canoe Gazebo project is ongoing. A plan for suburban walking loops has been brought forward which will require some future discussion.

## 8. Other Business &/or Updates - continued

- **STA Update - Planning and Projects (attached) - continued**

The STA noted a number of projects and initiatives, with discussion with SD83 regarding greenways on school properties ongoing and positive. Funding is also in place for a bike wash station at South Canoe.

- **South Canoe Update**

Winter grooming program has been ongoing through the season. The parking lot and rails around the parking area at South Canoe will be upgraded in spring, with a skills park and junior xc loop are being explored. Staging for races was discussed. Trails in the western portion of Larch Hills were discussed, with an effort underway to have them approved for summer use. Some concepts for East Canoe Creek area under discussion. A survey for South Canoe users is live and will be distributed to the GLC.

- **Park Hill Update**

No major projects to report.

- **Active Transportation Projects**

- **16 Avenue Multi-Use Path**

A recent grant application was not successful. The importance of this route was reinforced by the GLC members.

Moved: Brian Browning

Seconded: Rob Bickford

THAT: the Greenways Liaison Committee supports the 16 Avenue MUP project and its extension to 30 Street NE recognizing the importance of this corridor to the City's Active Transportation Network.

CARRIED UNANIMOUSLY

- **Traffic & Safety - 20 Ave NE speed control**

Traffic & Safety Committee discussion was noted regarding possible speed control programs.

- **Active Transportation Task Force**

Further discussion involved future group or committee structures, possibly merging the GLC into a future AT Committee, with a substantial "trails" group. The GLC members were supportive of a merger.

9. Next meeting - April 13, 2023

10. Adjournment

Moved: Brian Browning

Seconded: Rob Bickford

THAT: the Greenways Liaison Committee Meeting of February 2, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:50 p.m.

"T. LAVERY"

Councillor T. L, Chair

Received for information by Council on the    day of    , 2023.

# Shuswap Hut and Trail Alliance Society

## PROJECT LIST as of December 31, 2022

**FILTERS USED :**

Client In : The City of Salmon Arm

Completed City of Salmon Arm Greenway Projects: 2022

**Projects (Completed): 2022**

PROJECT	CLIENT - COMPANY\NAME	PARTNER FUNDING	STA FUNDED	In-KIND	START DATE	DUE DATE
2208 - Salmon Arm Spring Maintenance 2022	The City of Salmon Arm - Darin Gerow	\$13,971.69		\$544.50	2022-03-03	2022-12-31
2254 - East Canoe Creek Bridge/Ida View 2022	The City of Salmon Arm - Darin Gerow	\$30,626.65	\$ 15,441.88	\$ 9,471.66	2022-01-01	2022-12-31
2210 - South Canoe Parking Lot Development	CFC - Community Foundations Canada	\$26,000.00	\$1,443.80	\$5,237.91	2022-04-13	6/30/2022
MRDT - MRDT - Georeferenced Map Use Tutorials	MRDT - Lana Fitt	\$4,000.00	\$555.50	\$207.00	2022-01-01	2022-12-31
MRDT - MRDT Mountain Bike Trail Guide reprint	MRDT - Lana Fitt	\$6,000.00	\$1,086.62	\$283.74	2022-05-10	
MRDT - Online App & Website Update 2022	MRDT - Lana Fitt	\$5,500.00		\$1,813.85	2022-01-01	2022-12-31
2225 - Salmon Arm Global Sign Maintenance 2022	The City of Salmon Arm - Darin Gerow	\$3,292.14			2022-04-13	
2231 - Salmon Arm Grayway Uptown Loop	The City of Salmon Arm - Darin Gerow		\$ 598.81	\$ 201.27	2022-01-01	2022-12-31
2237 - Foreshore (Raven) Trail Dog Monitoring	The City of Salmon Arm - Darin Gerow	\$1,634.85			2022-03-01	2022-12-31
2253 - Hoadly Park Trail Upgrades 2022	The City of Salmon Arm - Darin Gerow	See 2208			2022-03-01	2022-12-31
2206 - Larch Hill Non-winter Advisory & Planning	STA - The Shuswap Trail Alliance		\$398.14	\$206.86	2022-04-13	
2207 - Salmon Arm Planning (General) 2022	STA - The Shuswap Trail Alliance		\$3,064.01	\$1,211.57	2022-01-01	2022-12-31
2216 - South Canoe Upgrades, Planning, Voly-General 2022	STA - The Shuswap Trail Alliance		\$11,814.02	\$16,696.52	2022-01-01	2022-12-31
2216a - South Canoe Winter Grooming	STA - The Shuswap Trail Alliance		\$737.81	\$2,622.79	2022-01-01	2022-12-31

GROUPED BY

# Shuswap Hut and Trail Alliance Society

Appendix 4

## PROJECT LIST as of December 31, 2022

2220 - Shuswap Trails Roundtable	STA - The Shuswap Trail Alliance	\$7,867.61	\$4,924.70	\$1,928.29	2022-01-01	2022-12-31
2221 - Rubberhead - General 2022	STA - The Shuswap Trail Alliance		\$3,762.49	\$3,969.19	2022-01-01	2022-12-31
2238 - Salmon Arm - West Bay	STA - The Shuswap Trail Alliance		\$1,218.25	\$408.10	2022-01-01	2022-12-31
2264 - Kela7scen (Mt. Ida) Planning	STA - The Shuswap Trail Alliance		\$1,218.25	\$408.10	2022-01-01	2022-12-31
2266 - Salmon Arm - Active Transportation Task Force	STA - The Shuswap Trail Alliance		\$2,913.72	\$975.12	2022-01-01	2022-12-31

<b>2022 Project Total</b>	<b>\$98,892.94</b>	<b>\$ 49,178.00</b>	<b>\$46,186.47</b>
<b>Combined Value</b>	<b>\$194,257.41</b>		

### Additional Continuing Projects of Note for Salmon Arm: 2022

PROJECT	CLIENT - COMPANYNAME	PARTNER FUNDING	STA FUNDED	IN-KIND	START DATE	DUE DATE
1846 Secwepemc Landmarks	BCRDP	\$13,524.12		\$2,500.00		
2148 - Secwepemc Landmarks Concept-Phase 2-CERIP	CSRD - The Columbia Shuswap Regional District	\$33,711.28			2022-01-01	2022-12-31
2152 - Secwepemc Landmarks Concept - Phase 2 - TOTA	CSRD - The Columbia Shuswap Regional District	\$49,038.76			2021-04-01	2022-12-31
2158 - Secwepemc Landmarks Trailhead Posts Install	SASCU	\$6,629.44		\$2,134.89	2021-04-01	2022-12-31
2250 - Secwepemc Landmarks PEF	CSRD - The Columbia Shuswap Regional District	\$10,590.00			2022-01-01	2022-12-31
1956 - Rob Nash Memorial Shelter	SCF - Shuswap Community Foundation	\$8,853.69	\$517.27	\$1,303.29	2021-01-01	2022-12-31
MRDT - MRDT - Larch Hills Traverse/Rail Trail Plan	MRDT - Lana Fitt	\$1,628.50			2022-04-13	
<b>2022 Additional Projects of Note Total</b>		<b>\$123,975.79</b>	<b>\$517.27</b>	<b>\$5,938.18</b>		
<b>Combined Value</b>		<b>\$130,431.24</b>				

**Total 2022 Project Combined Value** **\$324,688.65**

GROUPED BY

# Shuswap Hut and Trail Alliance Society

PROJECT LIST as of January 25 2023

**FILTERS USED :**

Client In : The City of Salmon Arm

Pending City of Salmon Arm Greenway Projects: 2023

PROJECT	CLIENT - COMPANYNAME	PARTNER FUNDING	STA FUNDED	In-KIND	STATUS
2308 - Salmon Arm Spring Maintenance 2022	The City of Salmon Arm - Darin Gerow				Pending
2331 - Salmon Arm Grayway Uptown Loop	The City of Salmon Arm - Darin Gerow				Pending
2337 - Foreshore (Raven) Trail Dog Monitoring	The City of Salmon Arm - Darin Gerow				Pending
<b>2022 Project Total</b>		<b>\$0.00</b>	<b>\$ -</b>	<b>\$ -</b>	

**Additional Pending Projects of Note for Salmon Arm: 2023**

PROJECT	CLIENT - COMPANYNAME	PARTNER FUNDING	STA FUNDED	IN-KIND	STATUS
1846 Secwepemc Landmarks	BCRDP				
1956 - Rob Nash Memorial Shelter	SCF - Shuswap Community Foundation				In Progress
2148 - Secwepemc Landmarks Concept-Phase 2-CERIP	CSRD - The Columbia Shuswap Regional District				In Progress
2152 - Secwepemc Landmarks Concept - Phase 2 - TOTA	CSRD - The Columbia Shuswap Regional District				In Progress
2158 - Secwepemc Landmarks Trailhead Posts Install	SASCU				In Progress
2270 - Trail Guide Reprint	MRDT/Shuswap Tourism	\$23,945.00			In Progress
2306 - Larch Hill Non-winter Advisory & Planning	STA - The Shuswap Trail Alliance				In Progress
2307 - Salmon Arm Planning (General) 2022	STA - The Shuswap Trail Alliance				In Progress
2316 - South Canoe Upgrades, Planning, Voly-General 2022	STA - The Shuswap Trail Alliance				In Progress

GROUPED BY

# Shuswap Hut and Trail Alliance Society

## PROJECT LIST as of January 25 2023

2316a - South Canoe Winter Grooming	STA - The Shuswap Trail Alliance			In Progress
2320 - Shuswap Trails Roundtable	STA - The Shuswap Trail Alliance			In Progress
2321 - Rubberhead - General 2022	STA - The Shuswap Trail Alliance			In Progress
2238 - Salmon Arm - West Bay	STA - The Shuswap Trail Alliance			In Progress
2250 - Secwepemc Landmarks PEF	CSRD - The Columbia Shuswap Regional District			In Progress
2364 - Kela7scen (Mt. Ida) Planning	STA - The Shuswap Trail Alliance			In Progress
2366 - Salmon Arm - Active Transportation Task Force	STA - The Shuswap Trail Alliance			Pending
MRDT - Online App & Website Update 2023	MRDT - Lana Fitt	\$5,500.00		In Progress
MRDT - South Canoe Bike Washing Station	MRDT - Lana Fitt	\$2,500.00		In Progress
MRDT - South Canoe Mater Plan Update	MRDT - Lana Fitt	\$5,000.00		In Progress
MRDT - South Canoe/LHT/Rubberhead Trail System readiness 2023	MRDT - Lana Fitt	\$15,000.00		In Progress
MRDT - MRDT - Larch Hills Traverse/Rail Trail Plan	MRDT - Lana Fitt	\$8,200.00		In Progress
TBD South Canoe Bike Washing Station	SCF - Shuswap Community Foundation	\$9,100.00		Pending
	<b>2022 Additional Projects of Note Total</b>	<b>\$69,245.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Combined Value</b>		<b>\$69,245.00</b>	

GROUPED BY



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Item 7.5

## CITY OF SALMON ARM

Date: February 27, 2023

Moved: Councillor Gonella

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of January 16, 2023 and February 6, 2023 be received as information.

### Vote Record

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

CITY OF SALMON ARM

Minutes of the **Community Heritage Commission** Meeting held by in-person means on **Monday, January 16, 2023**, at 2:05 p.m.

**PRESENT:**

Pat Kassa, R.J. Haney Heritage & Museum (via telephone)  
Cindy Malinowski, R.J. Haney Heritage & Museum  
Linda Painchaud  
Mary Landers  
Councillor David Gonella, Chair  
Evan Chorlton, City of Salmon Arm, Recorder (Staff non-voting)

**ABSENT:**

Deborah Chapman, R.J. Haney Heritage & Museum  
Terry Johnston

**GUEST(S):**

Erin Stodola

The meeting was called to order at 2:12 p.m.

**1. Introductions and Welcome**

**2. Acknowledgement of Traditional Territory**

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

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

Add 6 a) Reception for Awards to Section 6. New Business.

Moved: Mary Landers

Seconded: Linda Painchaud

THAT: the Agenda for the January 16, 2023, Community Heritage Commission Meeting be approved as circulated.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of December 5, 2022, Community Heritage Commission Meeting**

Moved: Cindy Malinowski

Seconded: Linda Painchaud

THAT: the minutes of the Community Heritage Commission Meeting of December 5, 2022, be approved.

**CARRIED UNANIMOUSLY**

**5. Old Business from minutes**

**a) Community Heritage Webpage**

Linda Painchaud provided an update regarding the draft community heritage webpage, sharing that this was complete with the exception of the indigenous wording section(s). Linda Painchaud or Pat Kassa will send the draft webpage to Evan Chorlton so that he can provide it to Gregg Patterson to put on the City website. Evan Chorlton will talk with Erin Jackson regarding the proposed indigenous wording section(s).

**b) Historic Route Signs**

Evan Chorlton provided an update on the historic route signs to the Commission, sharing that Public Works began installing the signs on January 13 and may have questions regarding sign orientation for some of the signs. In this instance, Linda Painchaud and/or Deborah Chapman will follow up with Public Works and assist in any way necessary.

**c) Heritage Grant Program**

The Commission tabled this item for discussion at the February meeting.

**d) Heritage Week Display**

Mary Landers circulated a handout to members of the Commission and facilitated a discussion on this year's heritage week display at Piccadilly Mall. Some points of discussion included static street signs display at the mall, looking into potentially having some sort of a contest, the possibility of adding some form of stories behind the street names on a TV or a display and editing info on the PowerPoint slides. Mary Landers will investigate the possibility of also having something on a local radio station regarding some of the more interesting historical street names and their origins. Pat Kassa will send Evan Chorlton a note related to the Heritage Map Gregg Patterson had put together for Heritage Week 2022.

**e) Breezeway Map**

David Gonella shared that he spoke with Sapphire Games of Visitor Services regarding the old breezeway map, who then redirected him to someone at Downtown Salmon Arm, who shared that the map is on their list of projects for 2023. The Commission will have more clarity on this item in the coming months.

**f) Heritage Conservation Awards**

Mary Landers facilitated a discussion regarding an approximate budget for this year's heritage conservation awards (\$227.46; \$15 for paper and \$212.46 for the framing of three awards) and some houses and commercial/institutional buildings to consider for this year's heritage conservation awards. Nominations will consist of one commercial and

two residential conservation awards. The award recipients for the 2023 Heritage Week Conservation awards are as follows:

Commercial:

- 1) 4, Merchants Block, 118-148 Lakeshore Drive NE

Residential:

- 1) 11, Collier House, 720 2 Avenue NE
- 2) 22, Bromham House, 1670 10 Street SW

The Commission would like to present this year's award recipients with their awards at the February 27 Regular Council Meeting. Evan Chorlton will follow up with Erin Jackson and Corporate Services to ensure that this will work. Evan Chorlton (with the help of Mary Landers) will also begin working on letters for this year's award recipients and will send these out by the end of the week. Due to time constraints, Mary Landers will also call some or all of this year's award recipient nominees.

## 6. **New Business**

### a) **Reception for Awards**

Mary Landers once again circulated a handout to the Commission. The Commission would like to once again hold a reception for this year's and previous year's Heritage Conservation Award recipients right before the Regular Council meeting on February 27, at approximately 6 p.m. Evan Chorlton will look into which room(s) at City Hall will be available to hold a reception on this day/time. The Commission also discussed catering for the reception. David Gonella will get input from the other City Counsellors on if this reception event would also be of interest to them.

## 7. **Other Business &/or Roundtable Updates**

### a) **Missing Historic Route Signs**

Linda Painchaud shared with the Commission that she has begun going around to already-existing historic route sign locations to see which signs have gone missing. Linda shared that approximately 30% of signs from her search thus far have gone missing. Pat Kassa suggested looking into ways to enhance the signs, inadvertently resulting in reduced theft. Evan Chorlton will follow up with Public Works on this matter.

## 8. **Next Meeting**

Monday, February 6, 2023, at 2:05 p.m.

9. **Adjournment**

Moved: Linda Painchaud

Seconded: Mary Landers

THAT: the Community Heritage Commission Meeting of January 16, 2023, adjourn at 2:54 p.m.

**CARRIED UNANIMOUSLY**

---

David Gonella, Chair

Received for information by Council on the            day of            , 2023

**CITY OF SALMON ARM**

Minutes of the Community Heritage Commission Meeting held by in-person means on Monday, February 6, 2023, at 2:05 p.m.

**PRESENT:**

Deborah Chapman, R.J. Haney Heritage & Museum  
Cindy Malinowski, R.J. Haney Heritage & Museum  
Linda Painchaud  
Mary Landers  
Terry Johnston  
Councillor David Gonella, Chair  
Evan Chorlton, City of Salmon Arm, Recorder (Staff non-voting)

**ABSENT:**

Pat Kassa, R.J. Haney Heritage & Museum

The meeting was called to order at 2:08 p.m.

**1. Introductions and Welcome**

**2. Acknowledgement of Traditional Territory**

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

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

Moved: Terry Johnston

Seconded: Linda Painchaud

THAT: the Agenda for the February 6, 2023, Community Heritage Commission Meeting be approved as circulated.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of January 16, 2023, Community Heritage Commission Meeting**

Moved: Linda Painchaud

Seconded: Cindy Malinowski

THAT: the minutes of the Community Heritage Commission Meeting of January 16, 2023, be approved.

**CARRIED UNANIMOUSLY**

5. **Old Business from minutes**

**a) Community Heritage Webpage**

David Gonella provided an update to the Commission regarding a conversation he had with Erin Jackson, sharing that the Commission can have a territorial acknowledgement on the eventual heritage webpage.

Moved: Terry Johnston

Seconded: Mary Landers

THAT: the Community Heritage Commission add 'unceded' wording to the territorial acknowledgement section of the eventual heritage webpage.

**CARRIED UNANIMOUSLY**

Evan Chorlton also shared that he and Pat Kassa met with Gregg Patterson on Friday, February 3 to discuss the heritage webpage. Gregg Patterson is ready to begin working on this as soon as the Commission provides him with a draft.

**b) Historic Route Signs**

Evan Chorlton provided the Commission with an update on the historic route signs, sharing that the Public Works department has already installed some of the signs, but that a number of the remaining signs cannot be installed until the spring, as they require further clarification on the orientation and/or a new and specific type of signpost. Linda Painchaud will check the orientation of some of the historic route signs that have already been installed.

**c) Heritage Grant Program**

Terry Johnston provided another overview regarding his research for different heritage grants, sharing that there weren't many grants for individual property owners and more available for Municipalities. Terry Johnston will further research grant/funding opportunities. The Commission also discussed the current status of the Old Municipal Hall and how the RFP for a structural and geotechnical assessment just recently closed.

**d) Heritage Week Display**

Mary Landers circulated a handout to the other members of the Commission. The Commission discussed subtopics such as the display setup, the physical display boards, having a contest, and having separate street signs throughout the mall. Cindy Malinowski will work with Evan Chorlton to print out approximately 100 contest slips, with the City watermark on each.

**e) Heritage Conservation Awards**

Evan Chorlton shared that all of this year's award nominees have RSVP'd for the February 27 awards presentation. Evan Chorlton also showed drafts of the certificates to



the group, to which the group gave their approval. Evan Chorlton will get the Mayor to sign these upon his return from vacation and will eventually pass these off to Mary Landers to give to the framer. The Commission also discussed the order in which the awards will be presented at the Council meeting and which member will present what award.

**f) Reception for awards**

Evan Chorlton shared that he sent out letters/invitations to past award recipients on January 31. The Commission also discussed topics such as invitations to others (such as the rest of City Council), set up for the reception, beverages, food, flowers, timeline, and costs. The Commission is interested in ordering flowers from Wildwood Flower Emporium, which David Gonella’s wife owns. It is worth noting that David Gonella did not comment or vote on this decision.

**6. New Business**

**a) Economic Development Society (EDS)**

Prior to the February 6 meeting, a member of the EDS reached out to both Evan Chorlton and David Gonella regarding the opportunity to promote and share information about Heritage Week via their MRDT events community, the MRDT Committee and on their social media channels. Mary Landers then shared that she had also spoken to this individual recently over the phone, sharing that they will be meeting with the rest of the EDS on Tuesday, February 7, and will let Mary know if they are still interested in promoting Heritage Week.

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

**8. Next Meeting**

Monday, March 6, 2023, at 2:05 p.m.

**9. Adjournment**

Moved: Mary Landers

Seconded: Terry Johnston

THAT: the Community Heritage Commission Meeting of February 6, 2023, adjourn at 3:00 p.m.

**CARRIED UNANIMOUSLY**

\_\_\_\_\_  
David Gonella, Chair

Item 8.1

**CITY OF SALMON ARM**

Date: February 27, 2023

CSRD Update

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

**SALMON ARM**  
**2023 Budget - using 2023 COMPLETED ROLL**  
**Tax Requisition**  
**DRAFT 2**

	2022	2023	Diff	% Inc	2022 rate/\$1000	2023 rate/\$1000	Diff	% Inc
General Government	\$ -	\$ -	\$0					
Admin Cost Allocation + IT	178,292	171,482	(6,810)		0.0300	0.0253	(0.0047)	
Feasibility Reserve (Regional)	21,169	7,969	(13,200)		0.0036	0.0012	(0.0024)	
Solid Waste - Recycling	252,423	336,001	83,578		0.0425	0.0496	0.0070	
911 Emergency Telephone	48,367	56,104	7,737		0.0081	0.0083	0.0001	
<b>Total Regional</b>	<b>\$ 500,251</b>	<b>\$ 571,556</b>	<b>\$71,305</b>	<b>14.25%</b>	<b>\$ 0.0843</b>	<b>\$ 0.0843</b>	<b>\$0.0000</b>	<b>0.01%</b>
GIA-Shuswap Search and Rescue	50,927	50,971	44		0.0086	0.0075	(0.0011)	
Emergency Preparedness-Shuswap	133,883	147,853	13,970		0.0226	0.0218	(0.0008)	
Milfoil Control Program	118,753	118,894	141		0.0200	0.0175	(0.0025)	
Weed Control/Enforcement - Municipal	4,071	4,135	64		0.0007	0.0006	(0.0001)	
Tourism Shuswap	137,133	150,588	13,455		0.0231	0.0222	(0.0009)	
Film Commission	9,326	9,374	48		0.0016	0.0014	(0.0002)	
Rail Trail Corridor	74,388	87,378	12,991		0.0125	0.0129	0.0004	
<b>Total Extended Services</b>	<b>\$ 528,481</b>	<b>\$ 569,193</b>	<b>\$ 40,713</b>	<b>7.70%</b>	<b>0.0891</b>	<b>0.0840</b>	<b>(\$0.0051)</b>	<b>-5.72%</b>
<b>CSRD Tax Requisition</b>	<b>\$ 1,028,732</b>	<b>\$ 1,140,749</b>	<b>\$ 112,018</b>	<b>10.89%</b>	<b>0.1733</b>	<b>0.1683</b>	<b>(\$0.0051)</b>	<b>-2.93%</b>
Sterile Insect Control (Land only)	\$ 53,775	\$ 56,872	\$ 3,097		0.0414	0.0437	\$0.002	
Parcel Tax - Sterile Insect Program	\$ 5,538	\$ 5,744	\$ 206					

Total Converted Assessed Values     \$ 593,462,305    \$ 677,956,166    14.2%  
 Total Residential Assessment         \$ 4,299,437,827    \$ 5,004,701,142    16.4%

**Example:**

	2022	2023	Increase	% Inc
Average Residential Assess.	\$ 557,644	\$ 642,782	\$ 85,138	15.27%
CSRD Property Tax	\$ 96.66	\$ 108.16	\$ 11.49	11.89%

1% increase in Taxes = **\$10,287**

Item 9.1

## CITY OF SALMON ARM

Date: February 27, 2023

### Building Safer Communities – Project Update

#### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

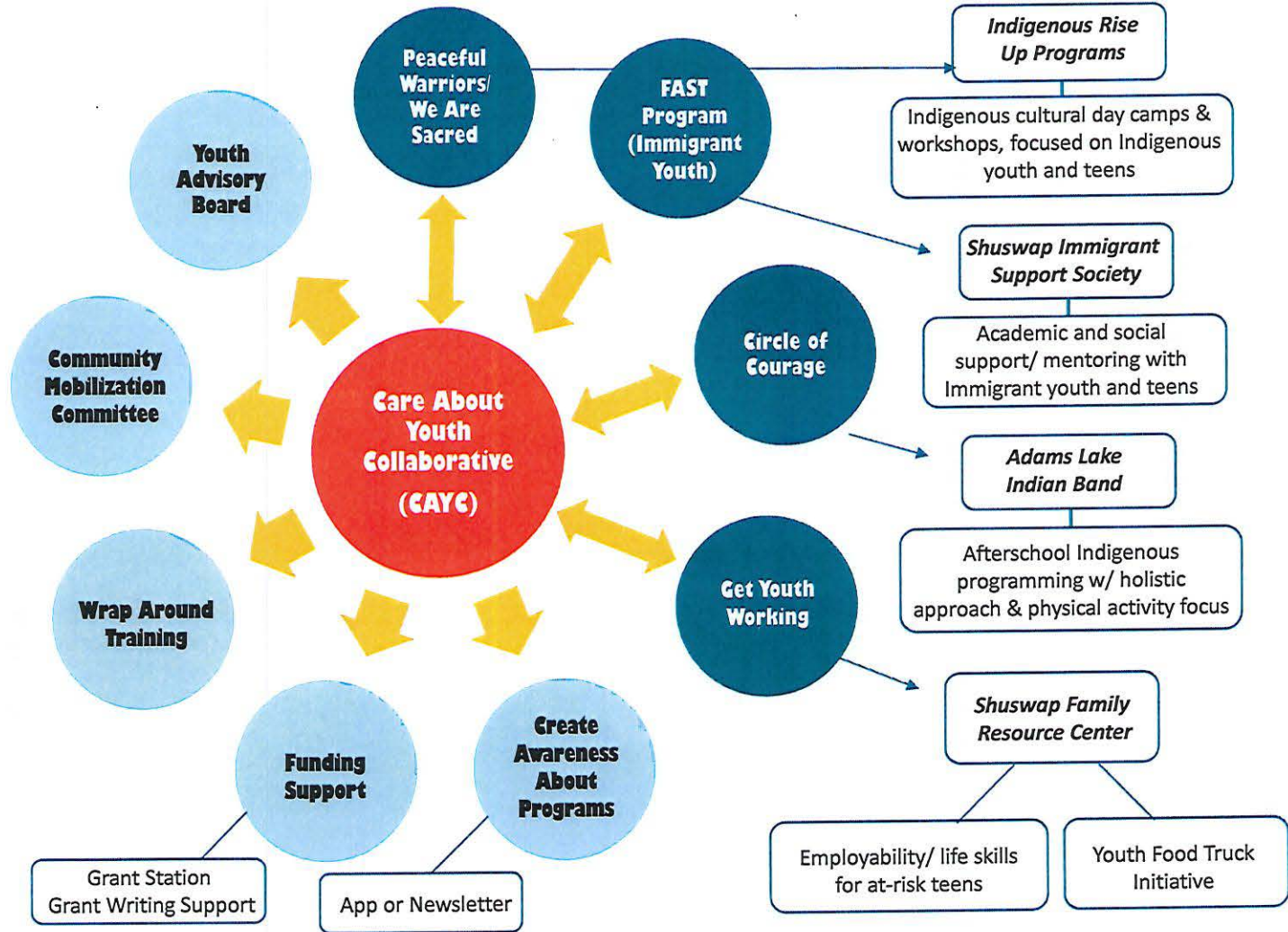
Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



**Building Safer Communities Fund Strategy**  
2023-2026

*A collaborative, inter-agency community-based strategy to build greater capacity for positive youth development and to directly support at-risk youth in Salmon Arm and area.*



Item 9.2

**CITY OF SALMON ARM**

Date: February 27, 2023

**Seasonal Sidewalk Café Considerations for  
Stillfood Bistro & Cappuccino Bar and Weekends Restaurant & Lounge**

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond





File: 5400-30

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TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: 23 February 2023

SUBJECT: **SEASONAL SIDEWALK CAFÉ CONSIDERATIONS FOR STILLFOOD BISTRO & CAPPUCCINO BAR AND WEEKENDS RESTAURANT & LOUNGE**

---

#### FOR INFORMATION

Should Council wish to proceed, the following motion could be considered:

**THAT: Council forward the two applications for temporary Sidewalk Cafés to the Downtown Parking Commission for review and comment.**

#### BACKGROUND

The Sidewalk Café Extension Program Policy No 1.13 (Policy) was developed and approved in April 2020 just prior to the start of the COVID pandemic. To date the program has been very successful and in discussion with the businesses that have utilized this program it has helped them during the last two years when many restaurants had reduced capacity due to public health restrictions. There are currently four (4) seasonal sidewalk café which have been approved under the policy, (Appendix 'A' Sidewalk café map)

Staff recently received applications from two new restaurants Stillfood Bistro & Cappuccino Bar and Weekends Restaurant & Lounge wanting to create temporary sidewalk café on Alexander Street.

The two restaurants in question were both approved for temporary evening café setups last year. The evening cafés were allowed to be operated between the hours of 4:30 pm and 10:00 pm, then dismantled and removed during the daytime hours.

The current request from the applicants is to allow these locations to have sidewalk cafés that would fall under the guidelines of the Policy for seasonal use. However, the requests fall outside of the Policy guidelines in that only one sidewalk café is allowed per block. The applicants are aware of this requirement and staff have spoken with Downtown Salmon Arm (DSA) who have indicated their support for the current applications. Staff have also received letter of support for the both applicants from Salmon Arm Economic Development Society and Chamber of Commerce. (Letters attached)

- Stillfood Bistro & Cappuccino Bar, 371 Alexander Street NE, is seeking to use two street parking stalls.

- Weekends Restaurant & Lounge, 321 Alexander Street NE, is seeking to use one street parking stall.

Proposed layout sketches for each applicant is attached to this report.

It should be recognised that the previously approved sidewalk cafés (Shuswap Pie Co, Night Café, Anvil Coffee & Hanoi 36) have made a significant financial investment in the free standing structures that have been built to comply with the Policy. It is for this reason that these business receive the opportunity to renew their permit each year prior to any new applications being reviewed or approved.

Staff have reviewed the requests and have some design and construction concerns in that they may not conform to the Policy guidelines. Should these applications be considered for approval, staff would be recommending the construction be similar to what was approved for the other existing sidewalk café for safety and aesthetic reasons. Staff want to ensure that what is being proposed will safely guide pedestrians around the expanded café areas and that there is a physical and visible barrier between the pedestrians and the vehicle traffic on Alexander Street.

The Policy does not allow for additional sidewalk cafes in the requested locations. Should Council wish to proceed, staff recommend that these applications be forwarded to the Downtown Parking Commission for review and comment as there would be an impact on the available on-street parking on Alexander Street and that any resulting approval(s) be subject to the following conditions being met:

- Completion of an application under the Sidewalk Café Extension Program, including fees, security deposit and proof of insurance,
- The construction of the temporary structures conform to the design and construction guidelines as set out in the Sidewalk Café Extension Program Policy No 1.13,
- All City design and construction concerns are addressed,

In addition, it is recommended that the Sidewalk Café Extension Program Policy No 1.13 be reviewed and amended as necessary to ensure that it is current. While expanding the Policy to permit additional Cafes is not recommended, staff believe it would be beneficial to include wording to ensure that any structures in excess of those permitted within the policy are reviewed at least annually to assess the impact on the community.

Respectfully submitted,



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Robert Niewenhuizen, AScT  
Director of Engineering and Public Works



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Item 9.3

## CITY OF SALMON ARM

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council approve the purchase of a new 17 HP Flygt Sewerage Pump for the 10<sup>th</sup> Avenue Sewer Lift Station from Electric Motors & Pump Service Ltd. (EMPS) for the quoted total price of \$15,548.00 plus taxes as applicable;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of a new 17 HP Flygt Sewerage Pump to authorize sole sourcing of same to EMPS.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

---

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Gerry Rasmuson, Utilities Manager  
DATE: February 22, 2023  
SUBJECT: **NEW PUMP PURCHASE – 10<sup>TH</sup> AVE SANITARY LIFT STATION**

---

**STAFF RECOMMENDATION**

**THAT: Council approve the purchase of a new 17 HP Flygt Sewerage Pump for the 10<sup>th</sup> Ave Sewer Lift Station from Electric Motors & Pump Service Ltd., (EMPS) for the quoted total price of \$15,548.00 plus taxes as applicable;**

**AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of a new 17 HP Flygt Sewerage Pump to authorize sole sourcing of same to EMPS.**

**BACKGROUND**

The 10<sup>th</sup> Ave Sanitary Lift Station is responsible for pumping all sewer from the commercial collection system at the West end of town including the area surrounding the Walmart site. The City utilizes Flygt pumps exclusively in all of its sanitary lift stations. Each station is typically equipped with 2 pumps that alternate during operations with most of the stations having an available spare pump for redundancy.

The pumps at the 10<sup>th</sup> Ave Lift Station were both replaced in 2012 and both pumps are showing signs of wear and tear requiring future repairs. In the event of a major failure to one of the existing pumps the wastewater system in the area would be compromised by the lack of available redundancy. Subsequently, staff incorporated a new 5 HP Flygt pump into the 2023 budget for this site with plans to rebuild the other two over the next few years.

**STAFF COMMENTS**

The authorized local Flygt dealer is Electric Motor & Pumps LTD based out of Kelowna. As the only authorized dealer for the Interior all orders for Flygt parts and pumps are forwarded to EMPS. Consequently, these products must be sole sourced. If we were to contact any other Flygt dealers in Western Canada we would immediately be referred to EMPS. The pricing for pumps and materials is governed across Canada by Flygt themselves. As such staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of Flygt pumps.

Delivery time for the pump is approximately 10-12 weeks from time of award.

Respectfully submitted,



---

Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

Item 9.4

## CITY OF SALMON ARM

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council approve the purchase of a new 11 HP Flygt Sewerage Pump for the Canoe Beach Sewer Lift Station from Electric Motors & Pump Service Ltd. (EMPS) for the quoted total price of \$14,229.00 plus taxes as applicable;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of a new 11 HP Flygt Sewerage Pump to authorize sole sourcing of same to EMPS.

### Vote Record

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Gerry Rasmuson, Utilities Manager  
DATE: February 22, 2023  
SUBJECT: **NEW PUMP PURCHASE – CANOE SANITARY LIFT STATION**

---

**STAFF RECOMMENDATION**

**THAT:** Council approve the purchase of a new 11 HP Flygt Sewerage Pump for the Canoe Beach Sewer Lift Station from Electric Motors & Pump Service Ltd., (EMPS) for the quoted total price of \$14,229.00 plus taxes as applicable;

**AND THAT:** The City's Purchasing Policy No. 7.13 be waived in the procurement of a new 11 HP Flygt Sewerage Pump to authorize sole sourcing of same to EMPS.

**BACKGROUND**

The Canoe Beach Sanitary Lift Station is responsible for pumping all waste effluent from the washrooms at Canoe Beach to the sewer collection system. The City utilizes Flygt pumps exclusively in all of its sanitary lift stations. Each station is typically equipped with 2 pumps that alternate during operations with the exception of this station which has one only stand-alone pump.

This existing pump is showing signs of wear and tear requiring future repairs. In the event of a major failure to the existing pump the washroom facilities would have to be closed which would compromise the quality of the beach experience for locals and guests and the safety of the site in general. Subsequently, staff has incorporated the purchase of a new 11 HP Flygt pump into the 2023 budget for this station with plans to rebuild the other one and keep it available as a spare.

**STAFF COMMENTS**

The authorized local Flygt dealer is Electric Motor & Pumps LTD based out of Kelowna. As the only authorized dealer for the Interior all orders for Flygt parts and pumps are forwarded to EMPS. Consequently, these products must be sole sourced. If we were to contact any other Flygt dealers in Western Canada we would immediately be referred to EMPS. The pricing for pumps and materials is governed across Canada by Flygt themselves. As such staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of Flygt pumps.

Delivery time for the pump is approximately 10-12 weeks from time of award.

Respectfully submitted,



---

Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

Item 10.1

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4553 be read a first and second time;

AND THAT: final reading of the zoning amendment bylaw be withheld subject to approval by the Ministry of Transportation and Infrastructure.

[ZON-1252; Folkman, D.; 3361 16 Avenue NE; R-1 to R-8]

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond






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To: His Worship Mayor Harrison and Members of Council

Date: February 3, 2023

Subject: Zoning Bylaw Amendment Application No. ZON-1252

Legal: Lot 1, Section 19, Township 20, Range 9, W6M, KDYD,  
Plan 17283

Civic Address: 3361 – 16 Avenue NE

Owner/Applicant: D. Folkman

---

**MOTION FOR CONSIDERATION**

**THAT:** a bylaw be prepared for Council’s consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17283 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**AND THAT:** final reading of the zoning amendment bylaw be withheld subject to approval by the Ministry of Transportation and Infrastructure.

---

**STAFF RECOMMENDATION**

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

---

**PROPOSAL**

To rezone the R-1 (Single Family Residential Zone) property to R-8 (Residential Suite Zone) to permit the development of a detached suite.

**BACKGROUND**

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

Adjacent land uses include the following:

North:	park; single family dwelling	Zoned R-1
South:	16 Avenue NE; single family dwellings	Zoned R-1
East:	single family dwelling and accessory buildings/structures	Zoned R-1
West:	single family dwelling and accessory buildings/structures	Zoned R-1

The subject property is approximately 0.37 acres (16,117 ft<sup>2</sup>) in area. A 682 ft<sup>2</sup> (22' x 31') detached suite is being proposed. The documentation provided in support of the rezoning application is attached as Appendix 5. It is worth noting that Appendix 5 only illustrates the R-8 (detached suite) building envelope, not the siting of the building, and that the building could be located anywhere within that envelope without variance. Access to the suite/suite parking will be provided on the easternmost portion of the site.

To date, there are three (3) other properties on 16 Avenue NE zoned R-8 (excluding the Lambs Hill subdivision), with the closest R-8-zoned property being approximately 25 meters away (3310 16 Avenue NE). Site photos of the subject property are attached in Appendix 6.

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.

#### COMMENTS

##### Fire Department

No Fire Department concerns.

##### Building Department

BC Building Code applies. No concerns with the proposal.

##### Ministry of Transportation and Infrastructure

Preliminary Approval has been granted.

##### Engineering Department

At time of Building Permit, the following will be requested:

1. Upgrade water service from the main to the curbstop at property line to 1" (onsite upgrading is also likely to be required, refer to Building Department).
2. Installation of a water meter in the house.
3. Installation of a geotech designed rockpit for the new suite.

##### Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Zoning Bylaw* notices are mailed to landowners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and 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 does not require the post of a Notice of Development sign. It is expected that the Hearing for this application will be held on March 13, 2023.


##### Planning Department

Based on the parcel area of 0.37 acres, the subject property has the potential to meet the conditions for the development of a detached suite, including sufficient space to meet the parking requirement. The detached suite is supported by OCP policy, and the site plan and dimensions of the unit are compliant with zoning regulations.

Staff support rezoning the subject property from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).



Prepared by: Evan Chorlton  
Planner

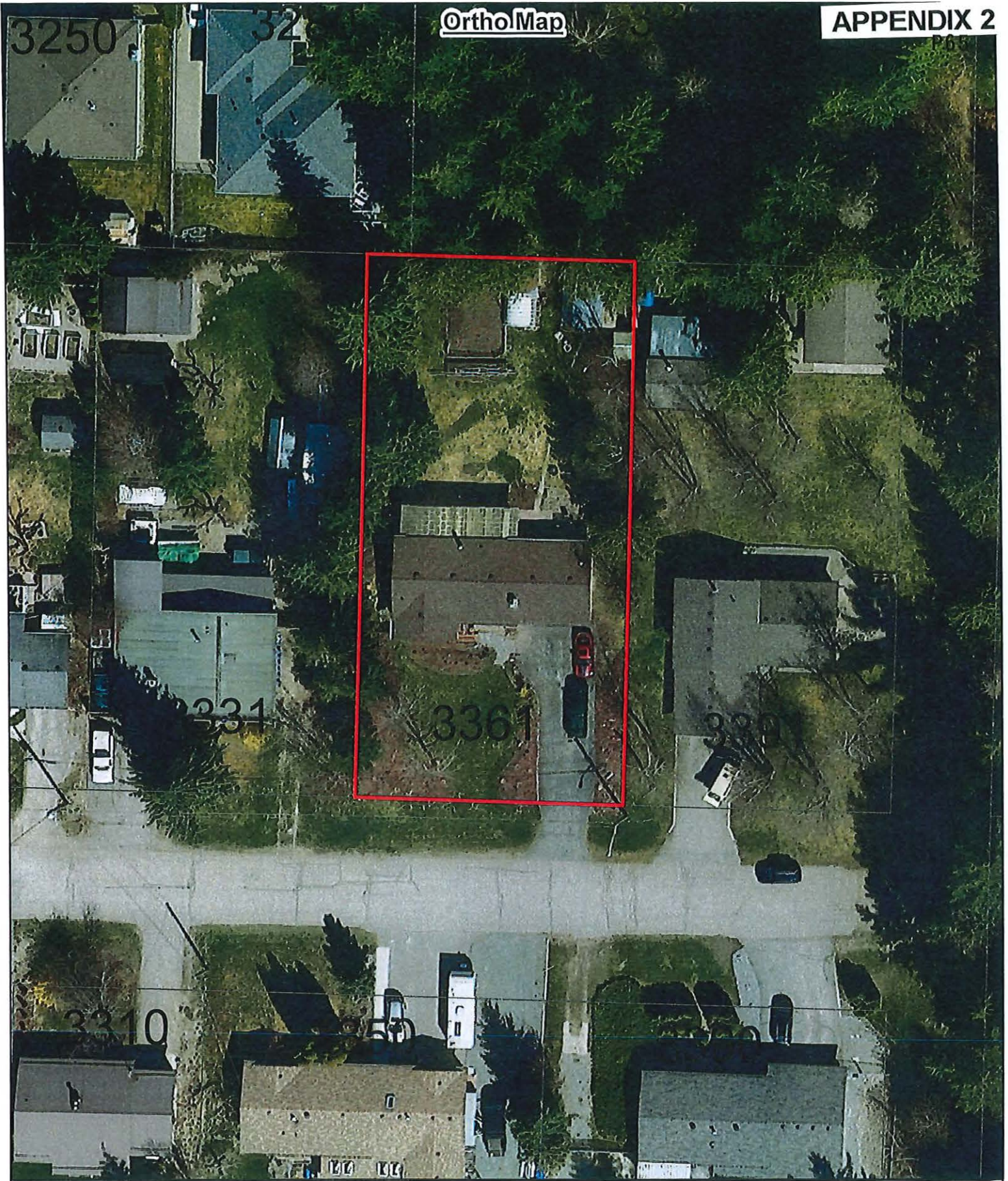


Reviewed by: Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works







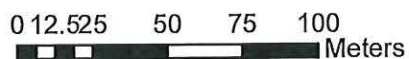
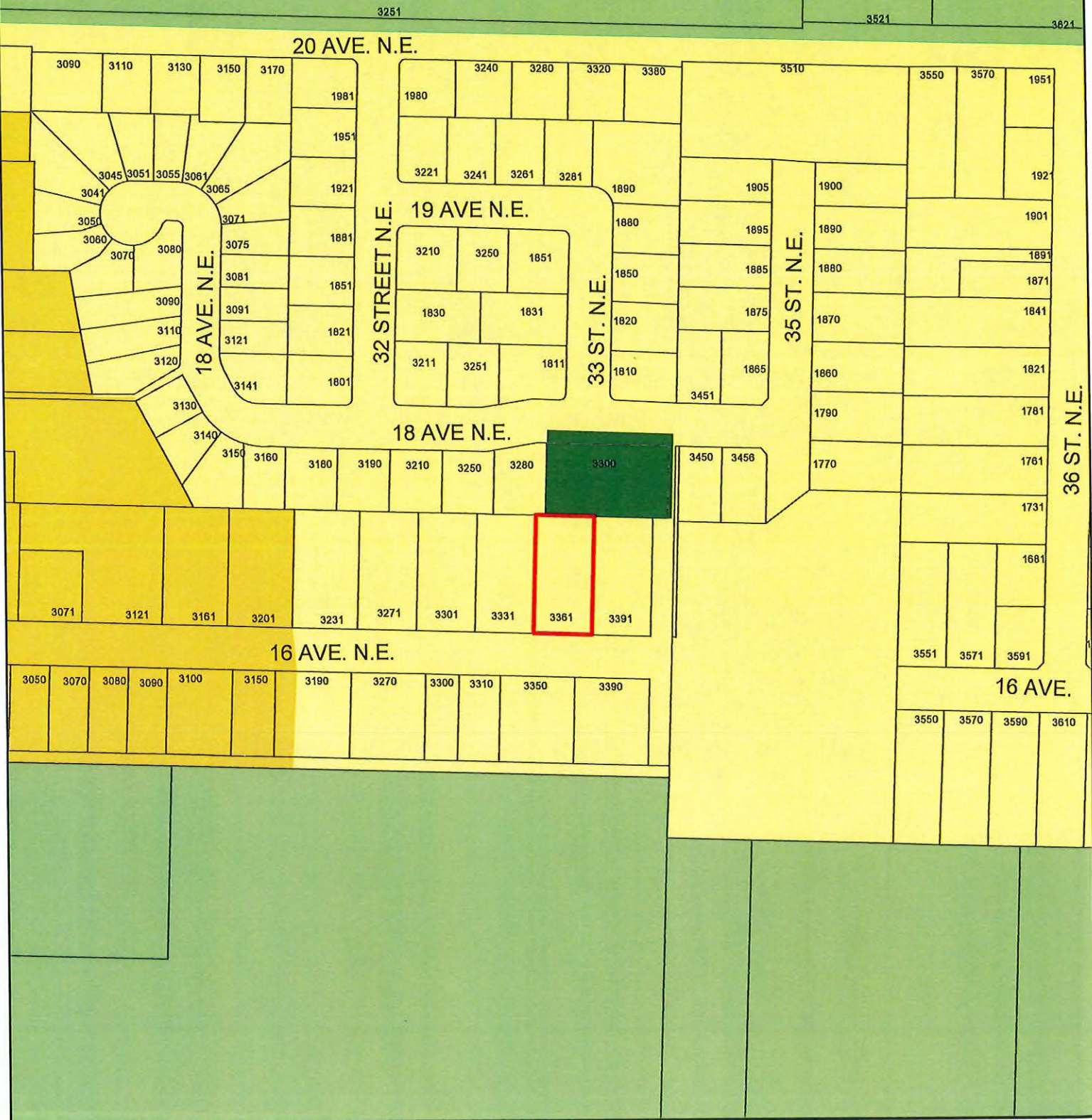


0 2.5 5 10 15 20  
Meters

 Subject Property

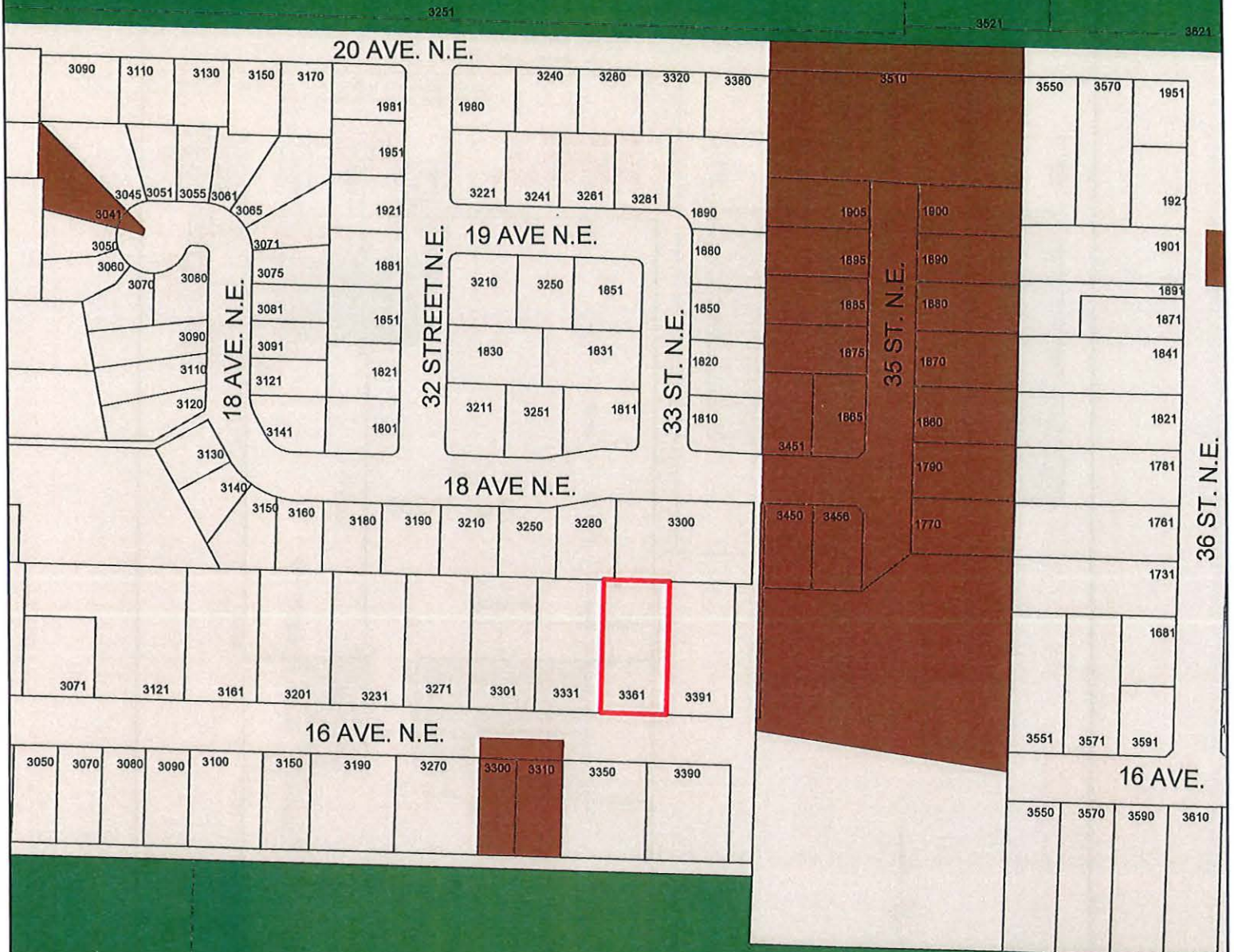
 Parcels





- Subject Property
- Parcels
- Acreage Reserve
- Park
- Residential - Low Density
- Residential - Medium Density





0 12.525 50 75 100 Meters

-  Subject Property
-  Parcels
-  A-2
-  R-8
-  R-1



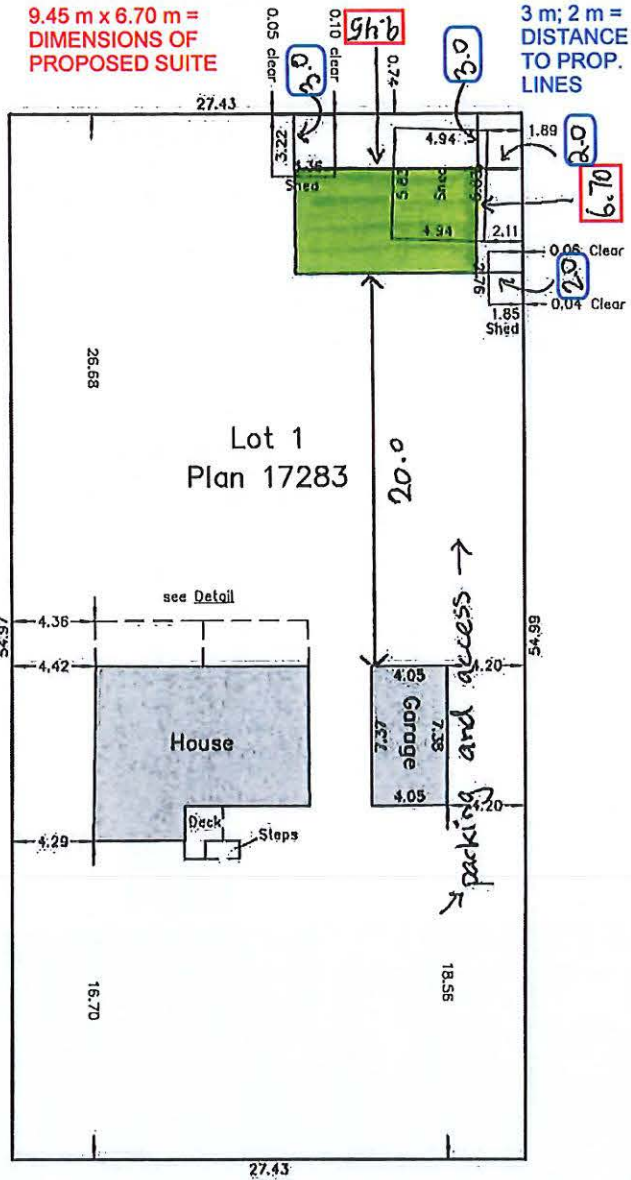
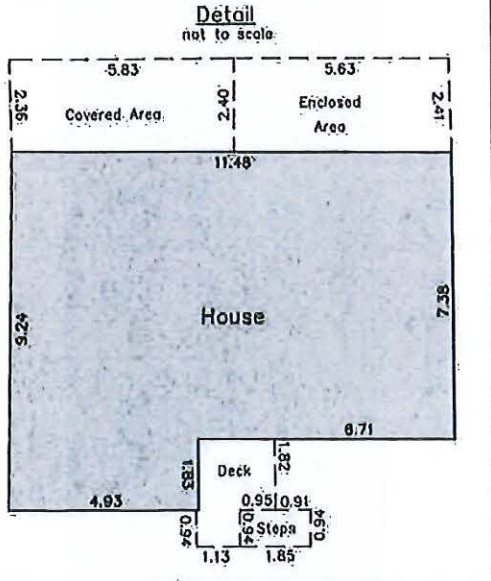
**BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE**

To: Folkman, Daniel  
3361 16 Avenue NE  
Salmon Arm, BC V1E 3Y8

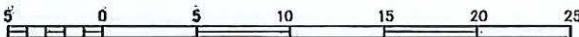
Re: Lot 1, Sec 19, Tp 20, Rge 9,  
W6M, KDYD, Plan 17283

Parcel Identifier (PID): 008-181-152  
Civic Address: 3361 16 Ave NE, Salmon Arm

List of documents registered on title which may affect the location of Improvements: none



Scale 1:250



All distances are in metres.  
Dimensions derived from Plan 17283

The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.

This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 11th day of October, 2022.

Mark Mason  
88BCMC

Digitally signed by Mark Mason  
88BCMC  
Date: 2022.10.14  
22:22:26 -07'00'

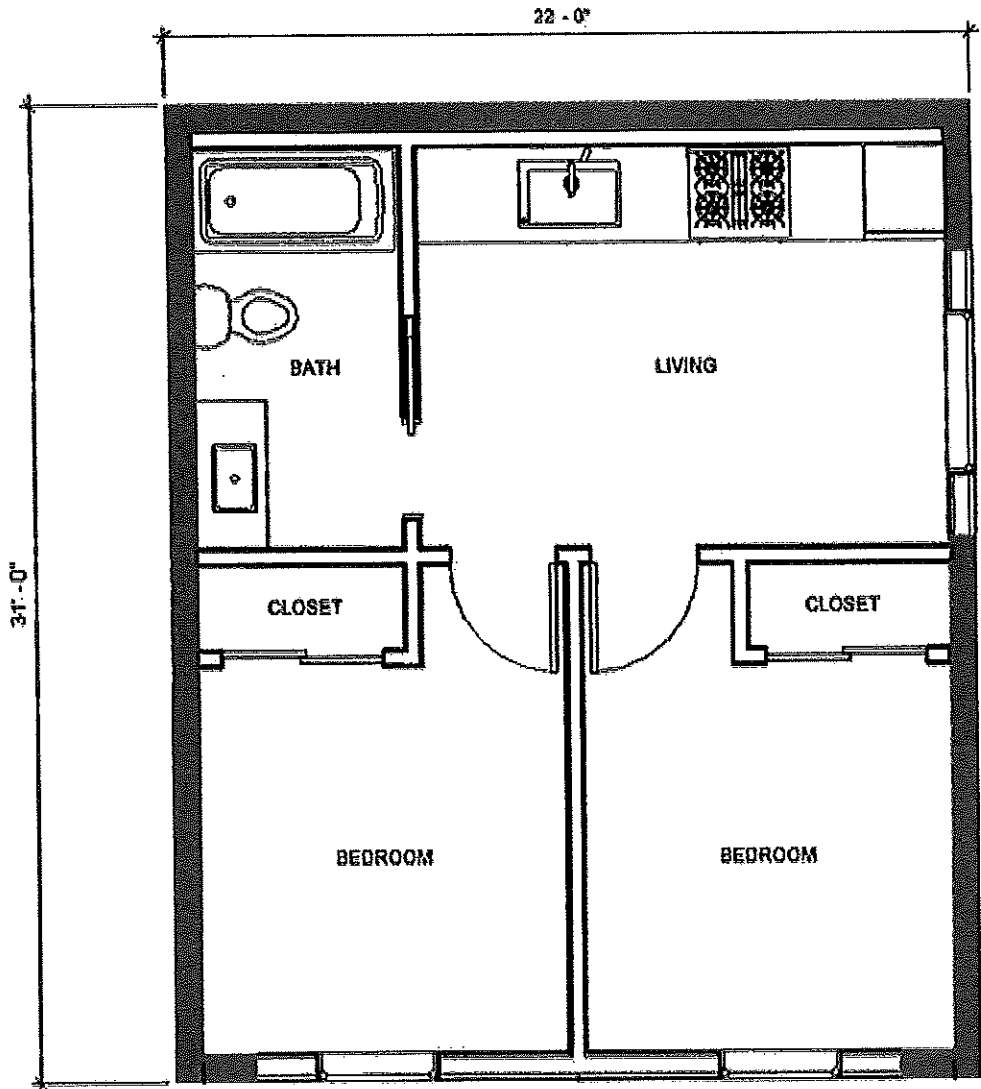
BCLS

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

COPYRIGHT © BROWNE JOHNSON 2022 LAND SURVEYORS  
All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON LAND SURVEYORS.

**THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY or DIGITALLY SIGNED.**

Our File: 581-22      Fb: 581-22.raw





APPENDIX 6



Photo 1: photo looking north at 16 Avenue NE and subject property



Photo 2: photo looking north at existing single family dwelling and attached carport/garage

## CITY OF SALMON ARM

### BYLAW NO. 4553

#### 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 March 13, 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:

Rezone Lot 1, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17283 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. 4553"

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

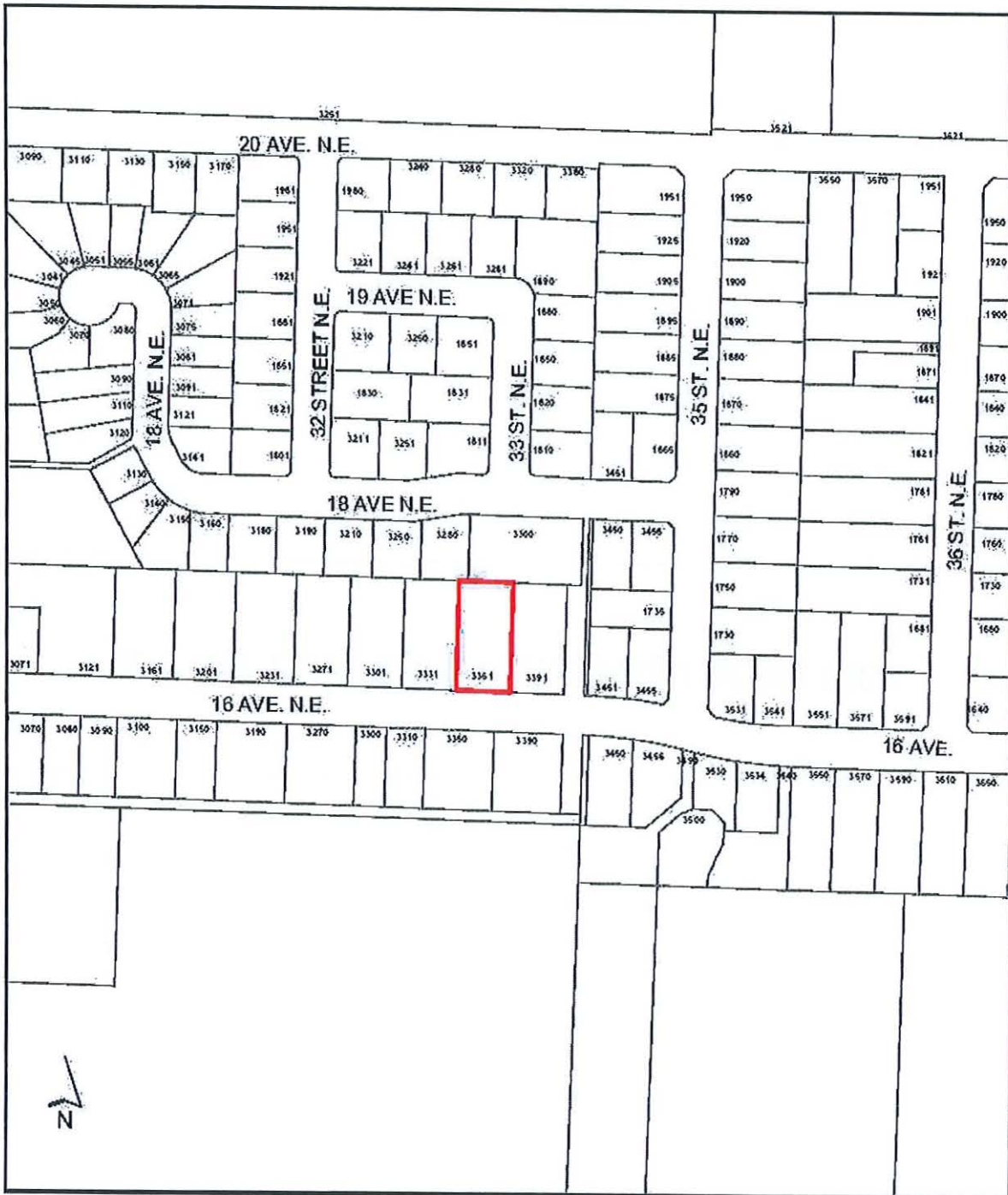
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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

Schedule "A"



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Item 10.2

## CITY OF SALMON ARM

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4563 be read a first and second time;

AND THAT: final reading of the zoning amendment bylaw be withheld subject to registration of Section 219 *Land Title Act* covenant(s) registered on title, restricting the permitted uses to only a *single family dwelling and commercial daycare facility*;

AND THAT: final reading of the zoning amendment bylaw be withheld subject to approval by the Ministry of Transportation and Infrastructure.

[ZON-1257; Braga, M.L.; 60 10 Street SE; R-1 to R-4]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: February 13, 2023

Subject: Zoning Bylaw Amendment Application No. ZON-1257

Legal: Lot 5, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255  
Civic Address: 60 – 10 Street SE  
Owner/Applicant: M L Braga

## MOTION FOR CONSIDERATION

**THAT:** A Bylaw be prepared for Council’s consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 5, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255 (60 - 10 Street SE) from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone).

**AND THAT:** Final reading of the zoning amendment bylaw be withheld subject to:

1. Registration of Section 219 Land Title Act covenant(s) registered on title, restricting the permitted uses to only a *single family dwelling* and *commercial daycare facility*; and
2. Approval by the Ministry of Transportation and Infrastructure.

## STAFF RECOMMENDATION

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

## BACKGROUND

The subject parcel is located at 60 – 10 Street SE (Appendix 1 and 2), just east of City Hall and south of Okanagan Avenue. The 501 square-metre subject parcel is designated High Density Residential (HR) in the City’s Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 and 4).

The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone) to convert the existing *family childcare facility* space within the existing building to a *commercial daycare facility* space in order to accommodate 8 or more children. The proposed R-4 zoning is supported by the OCP.

The Zoning Map attached (Appendix 4) shows a mix of zones in the immediate area, predominantly Residential (R-1, R-2, R-4, R-5, and R-8), with some Institutional (P-3) and Service Commercial (C-3) zoned parcels also in the vicinity. Land uses adjacent to the subject parcel include the following:

North:	single family dwelling and accessory building/structure	Zoned R-1
South:	single family dwelling and accessory building/structure	Zoned R-1
East:	lane; single family dwelling and accessory buildings/structures	Zoned R-1
West:	10 Street SE; single family dwellings	Zoned R-1

The subject parcel currently contains a single family dwelling with an already-functioning family childcare facility space (Dayhome Friends Care) that is limited to a max of 8 children in the basement. The

owner/applicant has provided a letter, attached as Appendix 5. A site plan and proposed basement floor plan are attached as Appendix 6 to demonstrate their concept for the property. Site photos are attached as Appendix 7.

If rezoned to R-4, the parcel would be subject to the guidelines of the Residential Development Permit Area. However, the currently proposed up-zoning and interior renovations fit within exemptions and would not trigger a form and character development permit application.

### COMMENTS

#### Fortis BC

No issues with this proposal.

#### Fire Department

No Fire Department concerns.

#### Telus

Telus has no objection to this rezoning application.

#### Building Department

A Building Permit is required to convert a home-based daycare (8 or less children) to a commercial daycare (8 or more children). An Architect is required by code to design and supervise the conversion.

#### Ministry of Transportation and Infrastructure

Preliminary approval has been granted.

#### BC Hydro

BCH has no conflict with the proposed zoning amendment.

#### Engineering Department

Comments are attached (Appendix 8).

#### Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Zoning Bylaw* notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. All rezoning applications (excluding R-8 rezoning's <0.4 ha) require the post of a Notice of Development sign. It is expected that the Hearing for this application will be held on March 13, 2023.

#### Planning Department

The subject parcel is considered to be well-suited for a *commercial daycare facility*, being within close walking distance of downtown Salmon Arm and associated commercial and institutional establishments, transit routes, and other residential development. The surrounding neighbourhood is characterized by a mix of older single and multi-family housing developments.

The applicant's intent for the parcel is to provide additional daycare spaces by converting the existing family childcare facility space in the basement of the single family dwelling to a commercial daycare facility space. The renovations involve meeting today's BC Building Code and any requirements of Interior Health, which regulates and licenses daycares. Of the various types of daycare, a *commercial daycare facility* permits the greatest number of participants, 8 or more, in accordance with applicable Provincial regulations.



OCP policy 9.3.19 (b) also supports commercial childcare uses within high, medium, and low density residential areas.

To date, there are currently 19 total active daycares within the city, including the one currently active on the subject property – Dayhome Friends Care (Appendix 9). Of these 19, five (5) other daycares are also within single family dwellings. The most recent daycare-related application to be brought before Council was VP-536 for the property at 931 12 Street SE, which reduced the number of off-street parking spaces from 14 to 6 stalls and waived the requirement to provide hard surface parking on-site.

The parcel has just enough area to provide the required 3 offstreet parking spaces for the eventual commercial daycare use (1 space per 35 m<sup>2</sup> of gross floor area), in addition to the 2 required offstreet spaces for the single family dwelling (Appendix 10).

#### Covenant

Staff recommend that a Section 219 covenant be registered on title to restrict the permitted uses to only a *single family dwelling* and *commercial daycare facility* in order to prevent any additional non-compatible uses (such as additional dwelling units, in addition to the existing single family dwelling and daycare) on the subject property.

#### CONCLUSION

The proposed R-4 zoning of the subject property is consistent with OCP and therefore supported by staff.



Prepared by: Evan Chorlton  
Planner



Reviewed by: Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

# Subject-Property Map

P79



7 ST. S.E.

ROAD NOT OPEN

ROAD NOT OPEN

8 ST. N.E.

OKANAGAN AVE. E.

10 ST. S.E.

11 ST. S.E.

2 AVE. S.E.

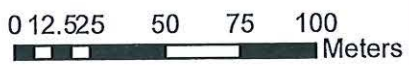
3 AVE. S.E.

S.E. 4 AVE. S.E.

8 ST. S.E.

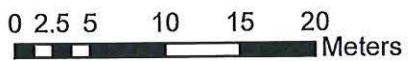
ROAD NOT OPEN

Road Not Open



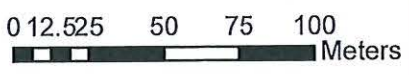
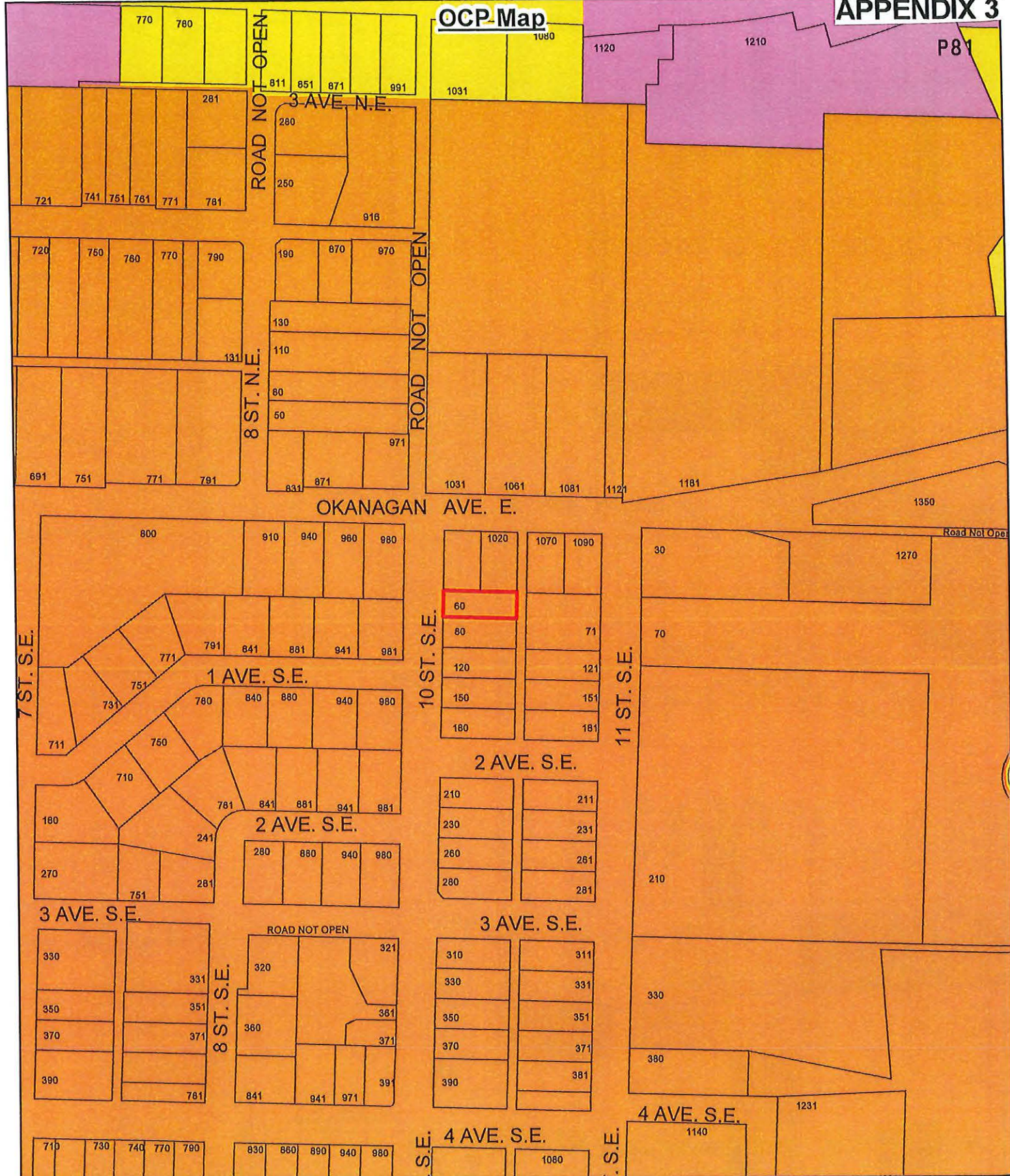
-  Subject Property
-  Parcels





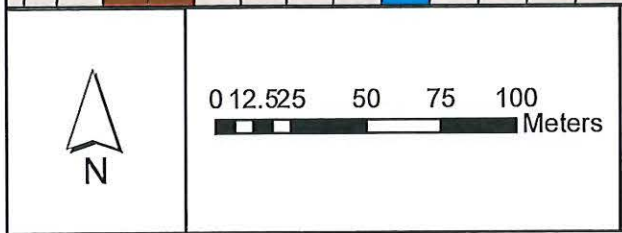
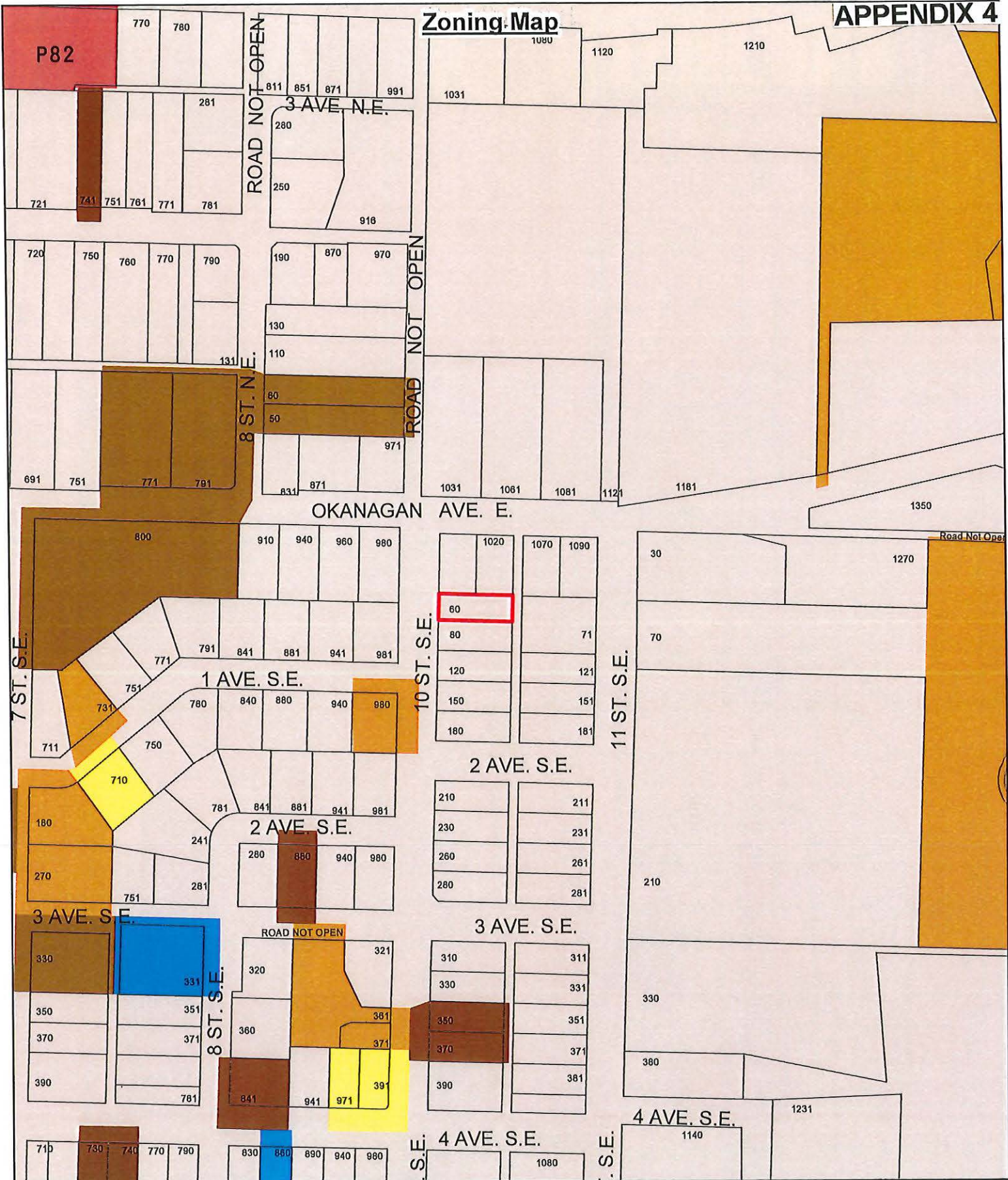
- Subject Property
- Parcels





- Subject Property
- Parcels
- Residential - Medium Density
- Residential - High Density
- Commercial - Highway Service / Tourist





	Subject Property
	Parcels
	C-3
	P-3
	R-1
	R-2
	R-4
	R-5
	R-8



Date: November 20, 2022

## APPENDIX 5

### 60 10 St. SE Rezoning Application Rationale Letter

Dear Mayor Harrison and Council Members,

Thank you for the opportunity to submit this rationale letter to accompany our enclosed Rezoning Application for our residential property located at 60 10 St. SE, Salmon Arm, BC. We would like to expand our childcare services to 2 Multi-age group childcare that would utilize the whole basement level of our existing house that is located at the above-mentioned property. Unfortunately, the current zone of the property which is R1 does not permit to get more than 8 children, so the purpose of this rezoning application is to change the current R1 to R4 zoning to allow the Facility to cater more than 8 children.

In following letter, we would like to provide you with some more information regarding Dayhome Friends Care as well as provide you with a planning rationale as to why we believe we need to expand it in our own home.

#### BACKGROUND

I am Mona Lisa Braga, a licensed Early childhood Educator and a Montessori trained teacher. I operated Dayhome Friends Care in my own house in the basement level for a year now. It is a licensed In-Home Multi-age daycare which cater 8 children including my own 2 kids and offers a Montessori and play-based program.

#### Our Mission

Dayhome Friends Care mission and vision is to provide holistic development of the children by giving them age- appropriate learning, interesting, fun, and enjoyable activities that are based on their interests in a homey and Montessori environment.

#### Need for Multi-age daycare Program

The need for quality licensed childcare spaces in BC is continuing to rise and this is no different for the City of Salmon Arm. Finding suitable child care services can be a struggle for any parent, however, it is an even greater challenge for those parents seeking care for children under 3 years. There is a large demand of childcare spaces in the city and it is continue to rise as it's children population is increasing. Since, the multi-age daycare can accept children ages 0-12 years old, our intention with this rezoning application is to work towards reducing the childcare spaces' demand.

**INTRODUCTION OF PROPERTY**

The property located at 60 10 St. SE has 4218 sqft in size. The property is currently designated as a single family residential in the *City of Salmon Arm* and is zoned R1. **This application propose to amend the R1 zone to R4 zone on the entire property to facilitate 2 Multi-age childcare Licensed Facility.**

The property provides an ideal location for a multi-age Licensed Child Care Centre as it works to create an inclusive community as it integrates a community care into an existing residential neighborhood. In addition, it is near to downtown and gives convenience to parents to drop off and pick up their kids as they go and off to work.

**PROPOSED 2 MULTI-AGE CHILDCARE PROGRAM**

The proposed 2 multiage childcare program would offer a total of 16 childcare spaces that would utilize 100.32 m<sup>2</sup> of the basement level of the existing house that is located on the property and would operate from 7:30am – 5:30 pm. Monday to Friday. Registration for drop off and pick up for 16 families would be staggered and would occur between 7:30am – 9:00am for drop off and 4:00 pm – 5:30 pm for pick up. These staggered hours would allow for consistent traffic flow and enough time for families to interact with the educators to communicate relevant information regarding the child before the arrival of the next family. In addition, our operating hours should not negatively impact the surrounding residential area as our childcare facility would not operate on weekend or outside of regular daytime working hours.

There is only a little modification of the interior to give room for 2 toilets and 2 basins. The proposal would maintain the existing building without exterior changes. The public parking area in the front of the building would provide space as a pickup and drop off area for the customers of the daycare.

**CONCLUSION**

We would like to rezone the entire property from R1 to R4 so that our desire to run 2 Multi-age Childcare may come to fruition. As outlined within our letter, there is a very high-demand for childcare spaces within our community and our proposal will help to fill this gap for not only parents that live in Salmon Arm but for those who live in the surrounding areas.

Thank you again for the opportunity to submit this letter. We look forward to your review of our rezoning application and please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,



Mona Lisa Braga

Owner/Operator Dayhome Friends Care

# Site Plan

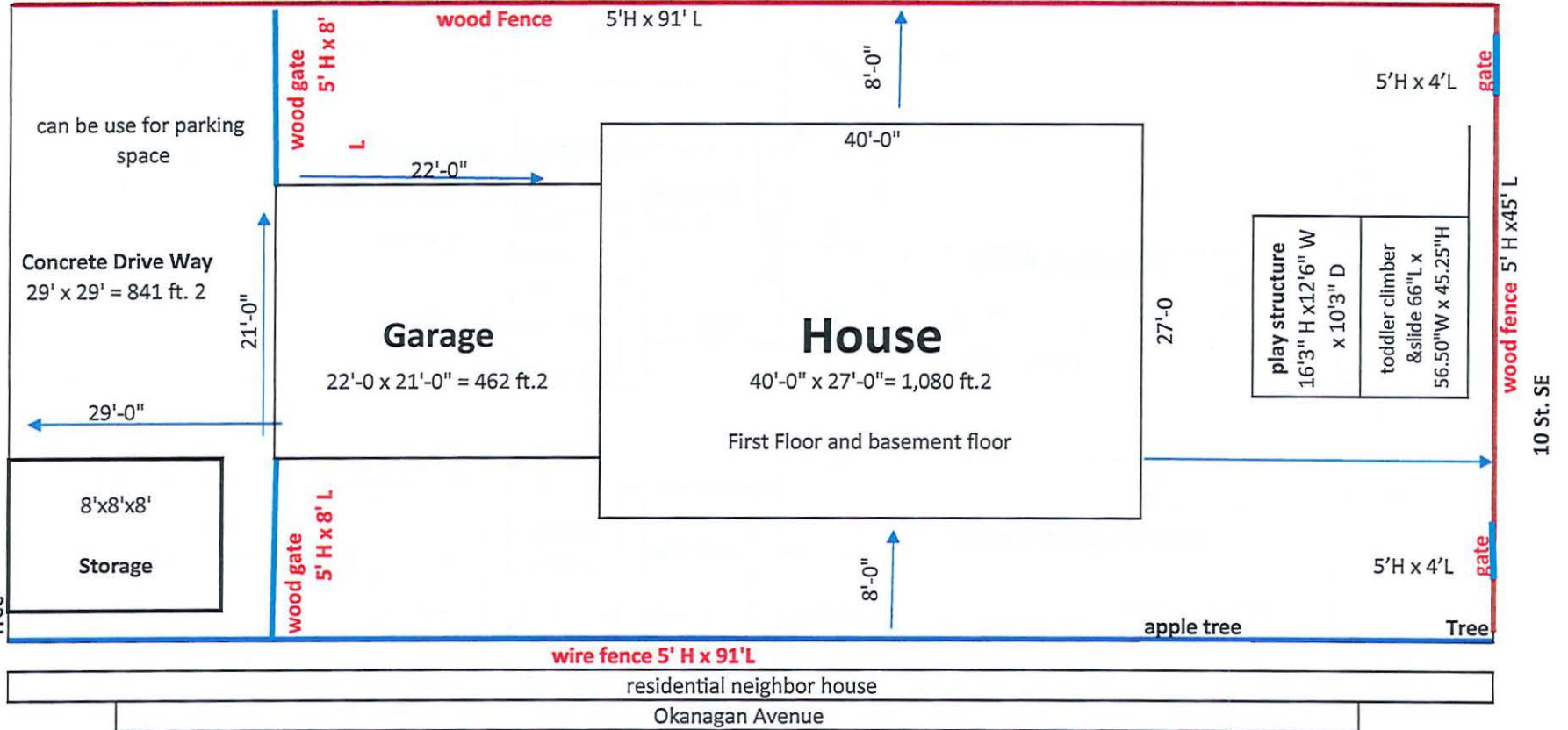
residential neighboring houses

60 10 St. SE, Salmon Arm, BC, V1E 4J5

APPENDIX 6

Alley

Tree

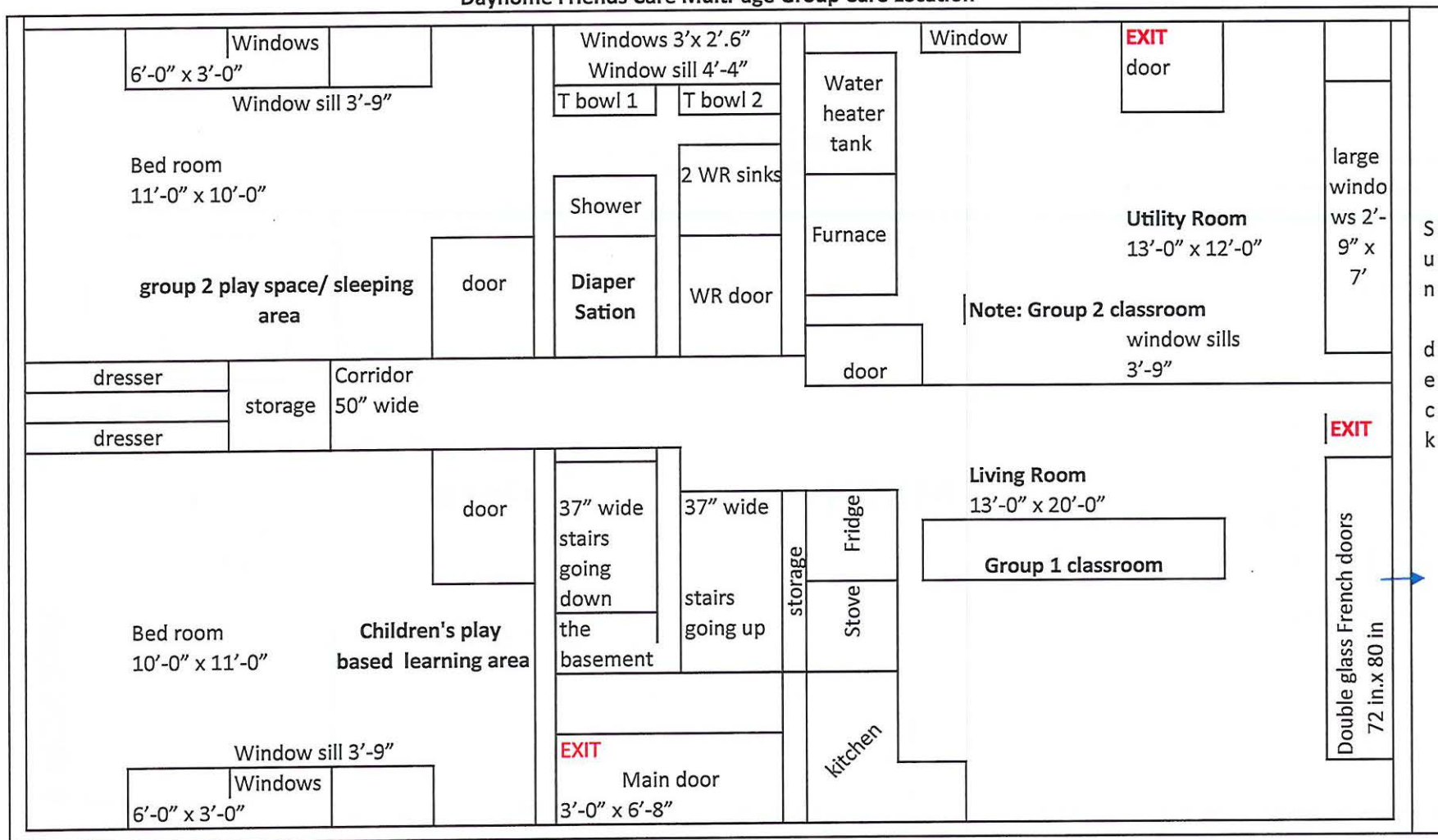


Note: yard is fully enclosed



# Basement Floor Plan

Dayhome Friends Care Multi-age Group Care Location



# Basement Floor Plan

60 10 St. SE , Salmon Arm , BC, V1E 4J5

Note: The house has first floor and basement floor. Children are only using the basement floor. The first floor is used by my family: my husband and 2 kids ages 2 and 4 years old.



**APPENDIX 7**



Photo 1: photo looking north at 10 Street SE and subject property

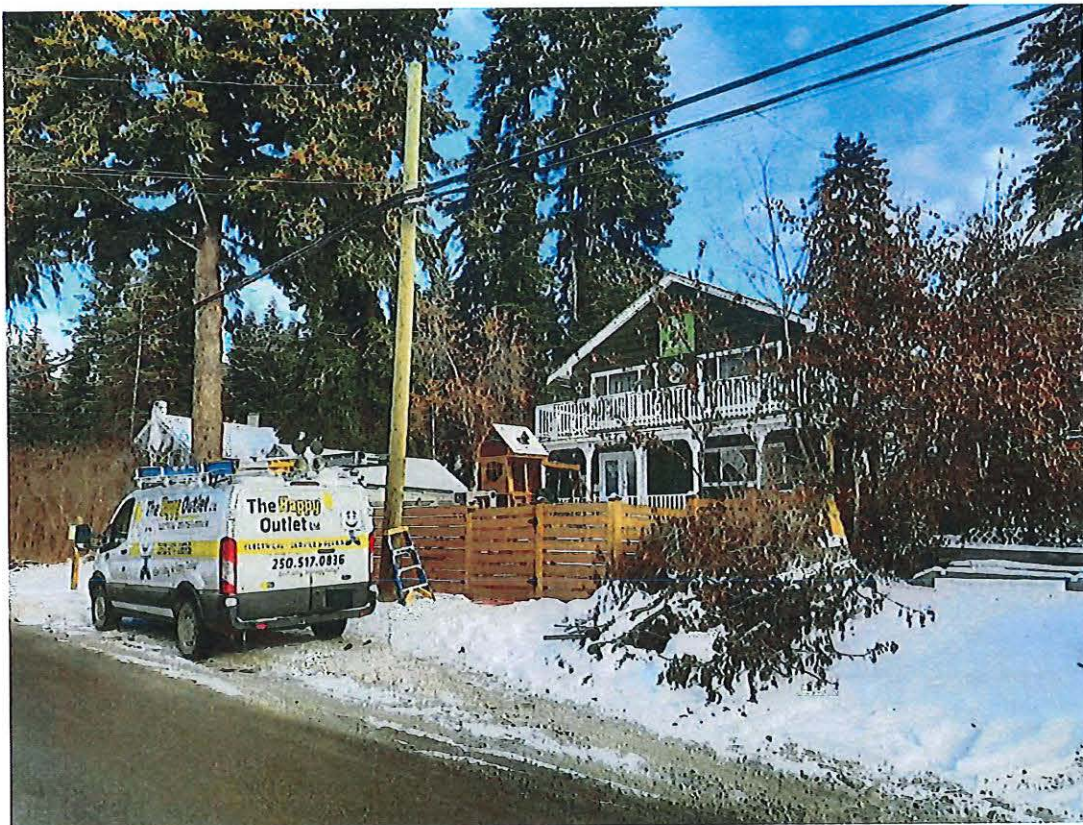


Photo 2: photo looking northeast at subject property





Photo 3: photo looking northwest at subject property from lane



Photo 4: photo looking northwest at subject property



**APPENDIX 8**

---

TO: Director of Development Services  
DATE: January 11, 2023  
PREPARED BY: Chris Moore, Engineering Assistant  
APPLICANT: **ML Braga, 60 – 10 Street SE Salmon Arm, BC V1E 4J5**  
SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON - 1257**  
LEGAL: Lot 5, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255  
CIVIC: **60 – 10 Street SE**

---

Further to your referral dated December 9, we provide the following comments / servicing information. **The servicing requirements are not conditions for Rezoning; however, these are provided as a courtesy in advance of any development proceeding to the Building Permit stage:**

**Roads / Access:**

10 Street SE, on the subject property's western boundary, is designated as an Urban Local Road standard. It is currently constructed to an Interim Local Road standard with no sidewalks located on either side of the road and no curb on the subject property's frontage.

Rezoning and the proposed building upgrades do NOT trigger frontage upgrade requirements. However, there are concerns about increased parking on the City right of way in this location for drop off and pick up of children at the daycare. Although boulevards are not intended to be driven on by vehicles, the boulevard is currently being used by parents for parking as there is no curb installed. This can become more problematic in wet weather and the winter after heavy snowfalls, parents may be forced to park in the road.

10 Street SE is currently a busy local road, providing access from the adjacent residential area to Okanagan Avenue. It should be noted that 10 Street SE is likely to become significantly busier in the future as the high density development of 70 and 210 - 11 Street SE will likely restrict access onto Okanagan Avenue from 11 Street (due to poor sight lines) and this will lead to increased traffic usage on 10 Street SE from the proposed development.



View of subject property's frontage on 10 St SE, looking south.

ZONING AMENDMENT APPLICATION FILE NO. ZON – 1257

January 11, 2023

Page 2

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The subject property also fronts onto a Laneway on the eastern boundary. Rezoning and the proposed building upgrades do NOT trigger frontage upgrade requirements to the Laneway. However, this lane is narrow and unpaved and it is recommended that it should not be used by parents for drop off and pick up of children at the daycare.

Servicing:

**Water:**

1. Records indicate that the subject property is serviced by a 19mm service from the watermain on 10 Street SE. Due to size and age of the existing service, upgrading to a new metered service (minimum 25mm) is required at time of Building Permit. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs



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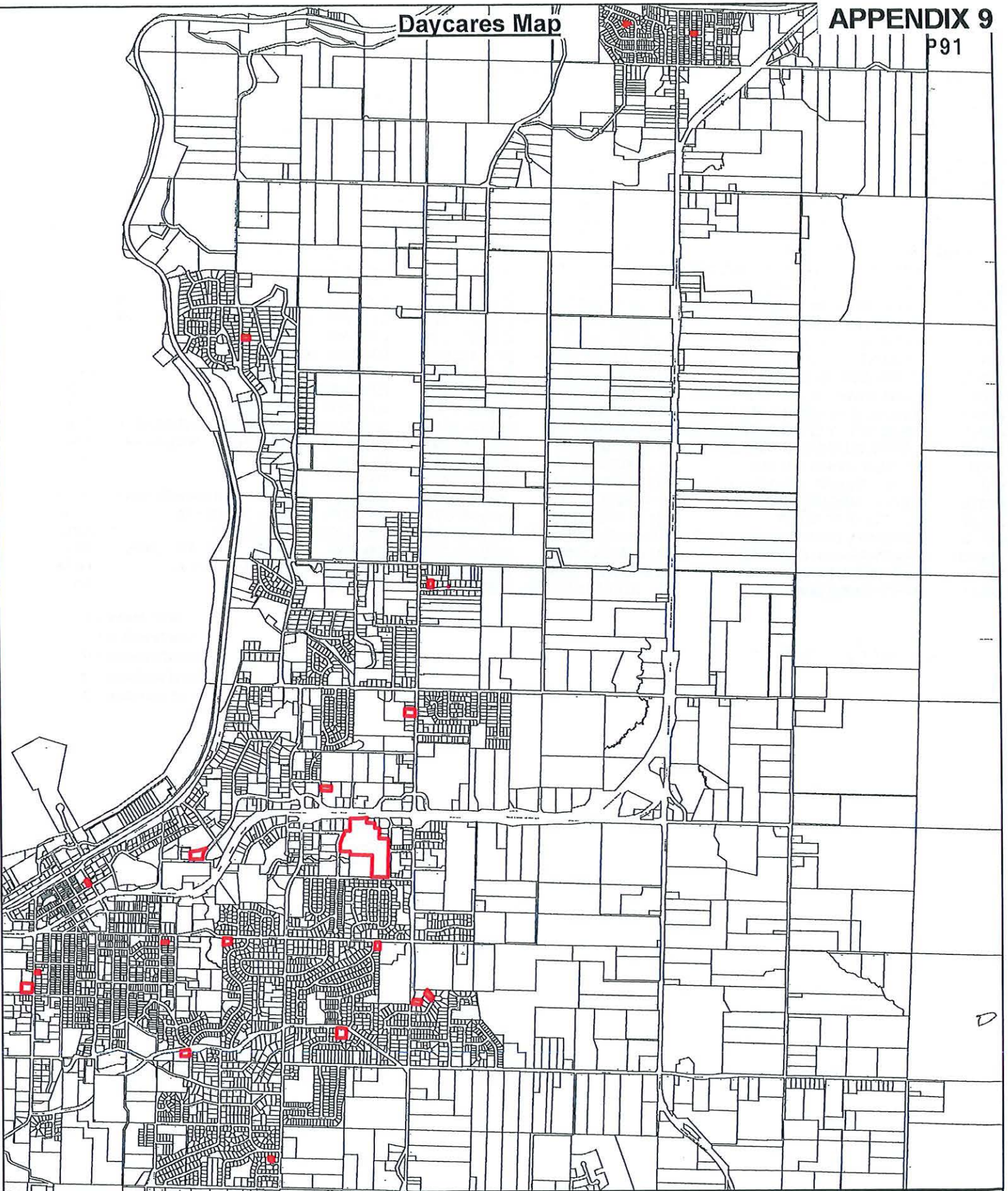
**Chris Moore**  
Engineering Assistant





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





0162.325 650 975 1,300  
Meters

-  Daycares
-  Parcels



CITY OF SALMON ARM  
Customer Listing Basic Oneline



BL5020

Page : 1

Date : Dec 14, 2022

Time : 12:09 pm

Report Sequence : Account	Map Code : All
Contact Information : Not Included	Zone : All
Resident : All	Folio : All
Home Operator : All	Rate : 36000 To 36900
Customer Status : Active	Location : All
Bill Date : Jan 01, 2022 To Dec 31, 2022	Street # : All
Account No. : All	Street Name : All
Include Trans Date Range to Print Lic.: No	
Exclude Cash	
Receipt Trans: No	

Acct Code	Account Name & Address	Location	Phone No(s)	Business Description	Status
BAC02	BACK IN NATURE CHILDCARE INC.	480 30 STREET SE	(250) 833-3556	DAY CARE	Active
BAC03	BACKYARD BEAR FAMILY CHILD C	1961 18A AVENUE SE	(250) 803-1024	DAYCARE	Active
BLI01	BLIND BAY MUNCHKINS CHILDCAF	1801 30 STREET NE	(250) 803-2996	DAYCARE - GROUP CHILDCARE - SCHO	Active
DAN01	DANIELLE'S CHILD CARE	391 HUDSON AVENUE N	(250) 253-7028	DAYCARE - LICENSED OCCASIONAL CHI	Active
DAY01	DAYHOME FRIENDS CARE	60 10 STREET SE	(250) 803-2282	DAYCARE - GROUP	Active
DIS01	DISCOVERY KIDS DAYCARE	451 SHUSWAP STREET	(250) 832-0779	DAYCARE - COMMERCIAL	Active
DIS02	DISCOVERY KIDS CLUB	2460 AUTO ROAD SE	(250) 832-0779	DAYCARE - COMMERCIAL	Active
HOM02	HOME SWEET HOME CHILD CARE	4750 LAKESHORE ROAI	(250) 263-7829	DAY CARE - FAMILY	Active
KIN02	KINDER PLAY CHILD CARE LTD.	1170 22 STREET NE	(250) 803-1104	DAYCARE - COMMERCIAL	Active
KIN04	KINDER PLAY CHILD CARE CANOE	7210 51 STREET NE	(250) 803-1104	DAY CARE - DAYCARE AND COMMUNITY	Active
LAD02	LADYBUG LANDING CHILD CARE C	140 27 STREET SE	(250) 832-5553	DAY CARE - COMMERCIAL PRESCHOOL	Active
LIT04	LITTLE ANIMALS DAYCARE	3181 5 AVENUE SE	(250) 306-2129	DAYCARE - FAMILY	Active
LIT08	LITTLE SQUIDS DAYCARE LTD.	7281 46 STREET NE	(250) 833-8338	DAYCARE - FAMILY	Active
MAP02	MAPLE TREE MONTESSORI	931 12 STREET SE	(250) 804-9008	DAYCARE - PRESCHOOL/KINDERGARDT	Active
PLA01	PLAYCARE TOOI LTD.	3081 28 AVENUE NE	(250) 833-2717	DAYCARE - GROUP CHILDCARE	Active
PLA02	PLAYCARE EARLY CHILDHOOD CE	1590 OKANAGAN AVENI	(250) 832-3050	DAY CARE - COMMERCIAL	Active
SHU53	SHUSWAP KIDS CLUB OSC	1271 6 AVENUE NE	(250) 832-7811	DAY CARE - SCHOOL AGE CHILD CARE	Active
TIN01	TINY TYKES N TOTS	330 SHUSWAP STREET	(250) 832-0779	DAYCARE - GROUP CHILDCARE	Active
XPL01	XPLORE KIDZ ZONE	2600 ROOM #1 10 AVEN	(250) 515-0955	DAYCARE	Active

= W/I SFD

Total Active : 19  
 Total Non-Act. : 0  
 Total Cancelled : 0  
 Total Resident : 19  
 Total Non-Res. : 0

Dayhome Friends Care

Re-Zoning Application  
RE: Parking Lot Plan

09-Feb-23

**APPENDIX 10**

Dear Mayor Harrison and Council,

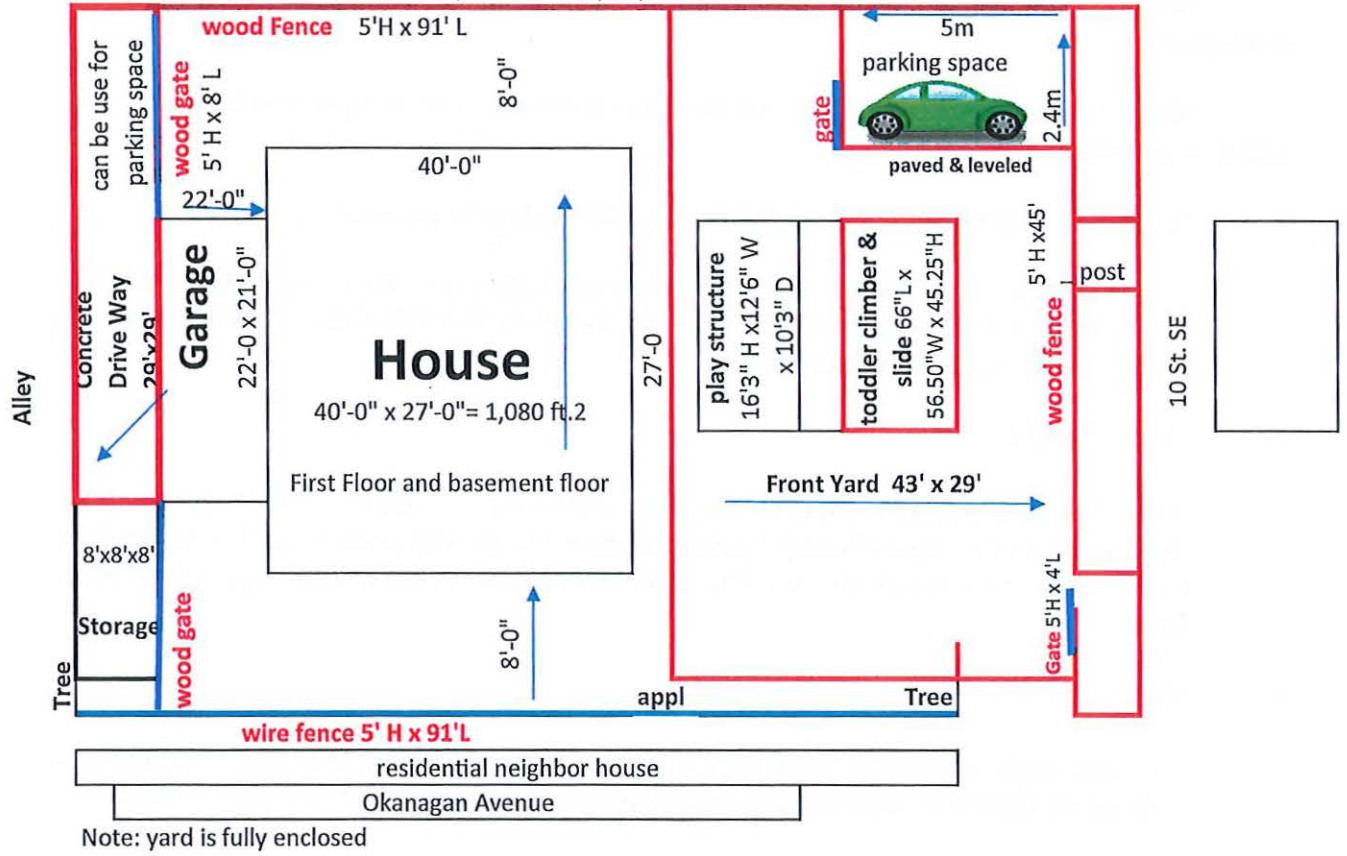
For the parking lot at 60 10 St. SE, I will paved and leveled a 5 m x 2.4m parking space within my propert lines. I have also available concrete parking space at the back of the house that can be used for drop off and pick up of the children.

Thank you for your kind consideration.

Sincerely,

Mona Lisa Braga  
Dayhome Friends Care  
(250) 803-2282

60 10 St. SE, Salmon Arm, BC, V1E 4J5



Note: yard is fully enclosed

## CITY OF SALMON ARM

### BYLAW NO. 4563

#### 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 March 13, 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:

Rezone Lot 5, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential 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. 4563"

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

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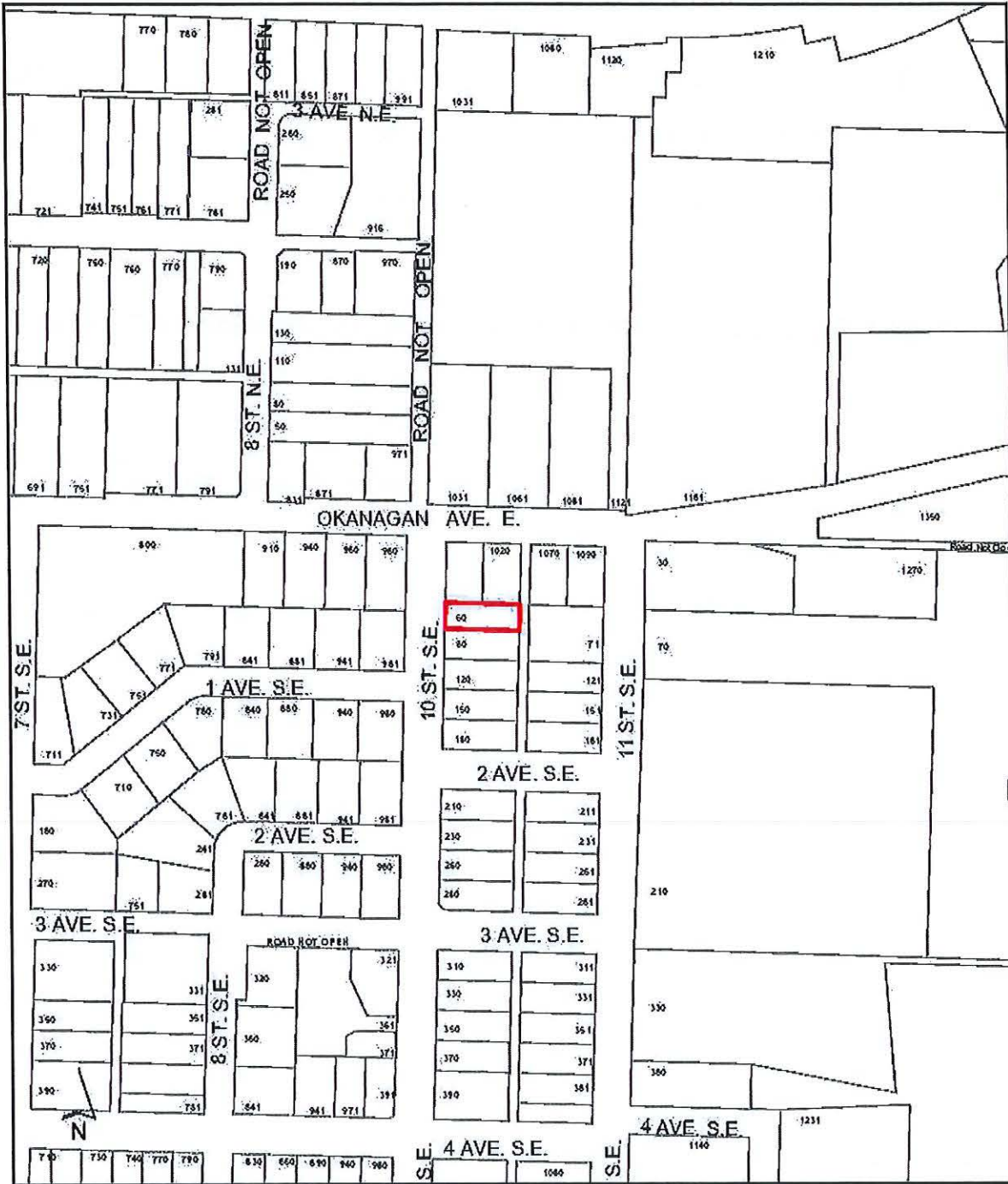
MAYOR

---

CORPORATE OFFICER



Schedule "A"



Item 11.1

## CITY OF SALMON ARM

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

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

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

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

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

AND FURTHER THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 be read a second time.

[OCP4000-53; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR]

### Vote Record

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF SALMON ARM**

**BYLAW NO. 4560**

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 13, 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. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 from MR (Medium Density Residential) to HR (High Density Residential), as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560".

READ A FIRST TIME THIS 13<sup>th</sup> DAY OF FEBRUARY 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2023

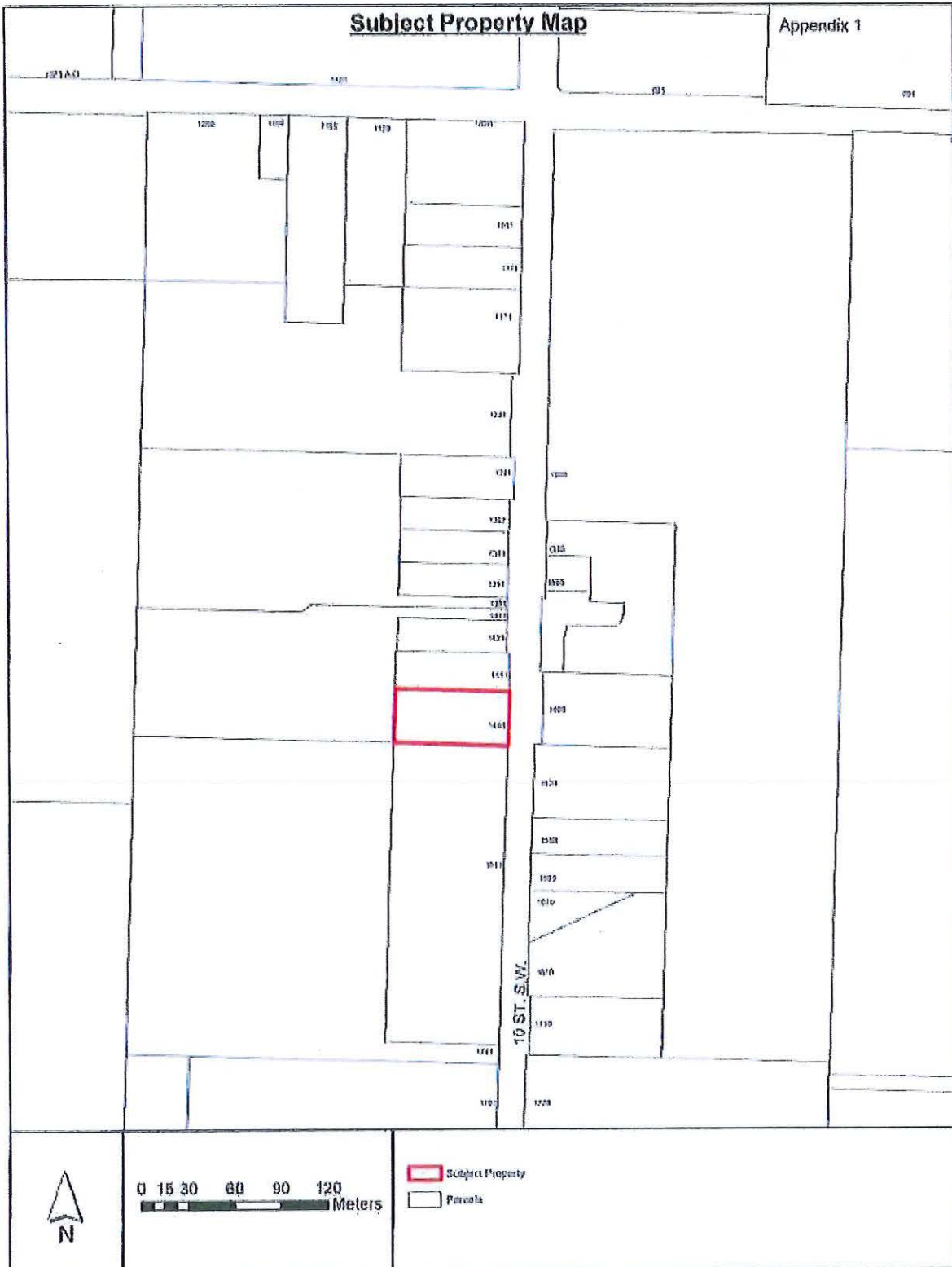
ADOPTED BY COUNCIL THIS DAY OF 2023

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MAYOR

---

CORPORATE OFFICER



Item 11.2

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4561 be read a second time.

[ZON-1255; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5]

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

## CITY OF SALMON ARM

### BYLAW NO. 4561

#### 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 March 13, 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:

Rezone Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential 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. 4561"

READ A FIRST TIME THIS 13<sup>th</sup> DAY OF FEBRUARY 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2023

ADOPTED BY COUNCIL THIS DAY OF 2023

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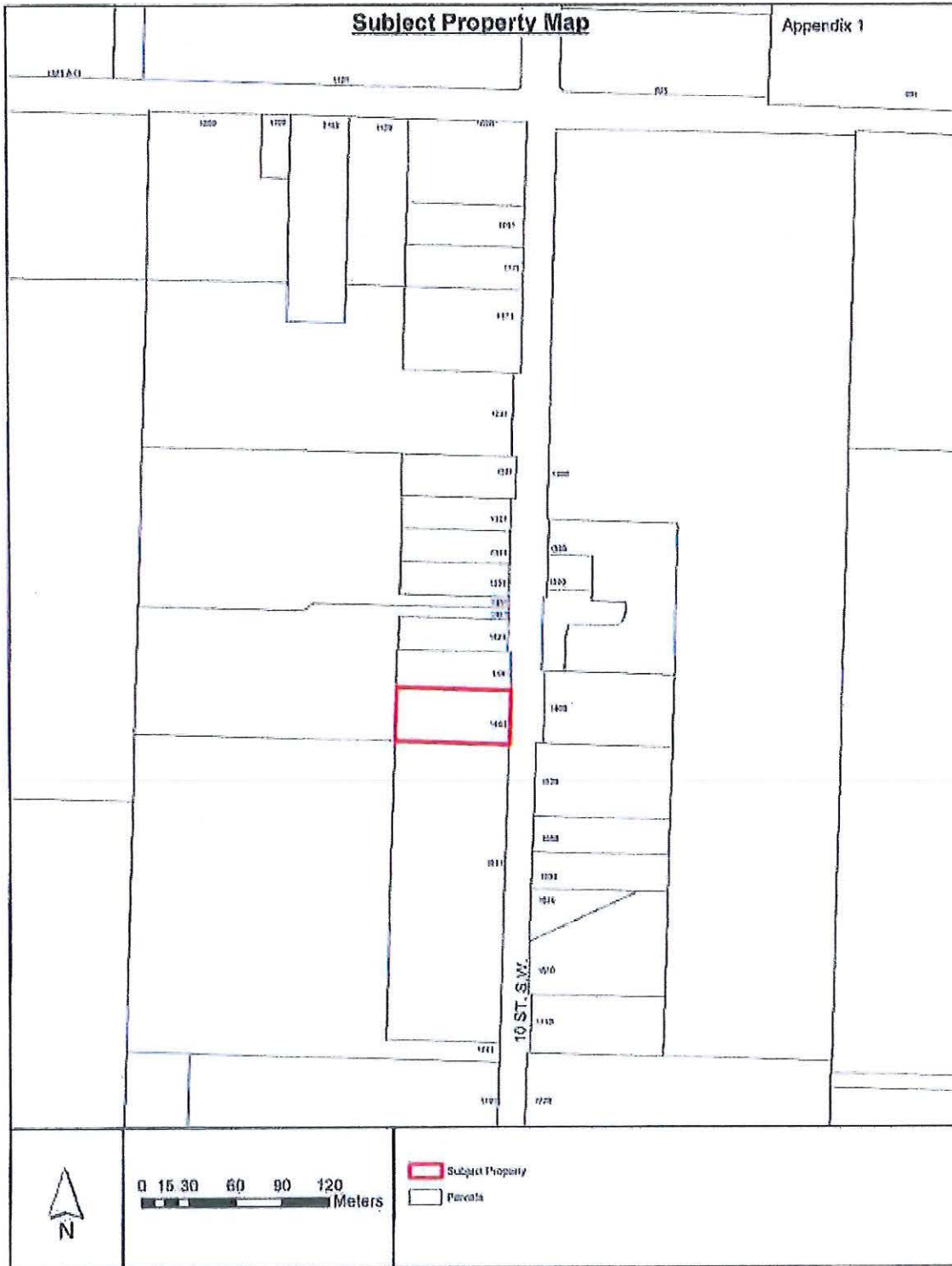
MAYOR

---

CORPORATE OFFICER



Schedule "A"



Item 11.3

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4566 be read a final time.

[ZON-1259; Zaichkowsky, J. & E.; 1421 20 Street NE; R-1 to R-8]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

23. STATUTORY PUBLIC HEARINGS

3. Zoning Amendment Application No. ZON-1259 [Zaichkowsky, J. & E.; 1421 20 Street NE; R-1 to R-8]

The Planning Official explained the proposed Zoning Amendment Application.

J. & E. Zaichowsky, the applicants, were available to answer questions from Council.

Submissions were called for at this time.

R. Hirtle – email dated February 10, 2023

A. & C. Smith – email dated February 10, 2023

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:23 p.m. followed by comments from Council.

Councillor Lavery returned to the meeting at 8:24 p.m.

## CITY OF SALMON ARM

### BYLAW NO. 4566

#### 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 February 13, 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:

Rezone Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 17983 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. 4566"

READ A FIRST TIME THIS 23<sup>rd</sup> DAY OF JANUARY 2023

READ A SECOND TIME THIS 23<sup>rd</sup> DAY OF JANUARY 2023

READ A THIRD TIME THIS 13<sup>th</sup> DAY OF FEBRUARY 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION  
ACT ON THE 14 DAY OF February , 2023



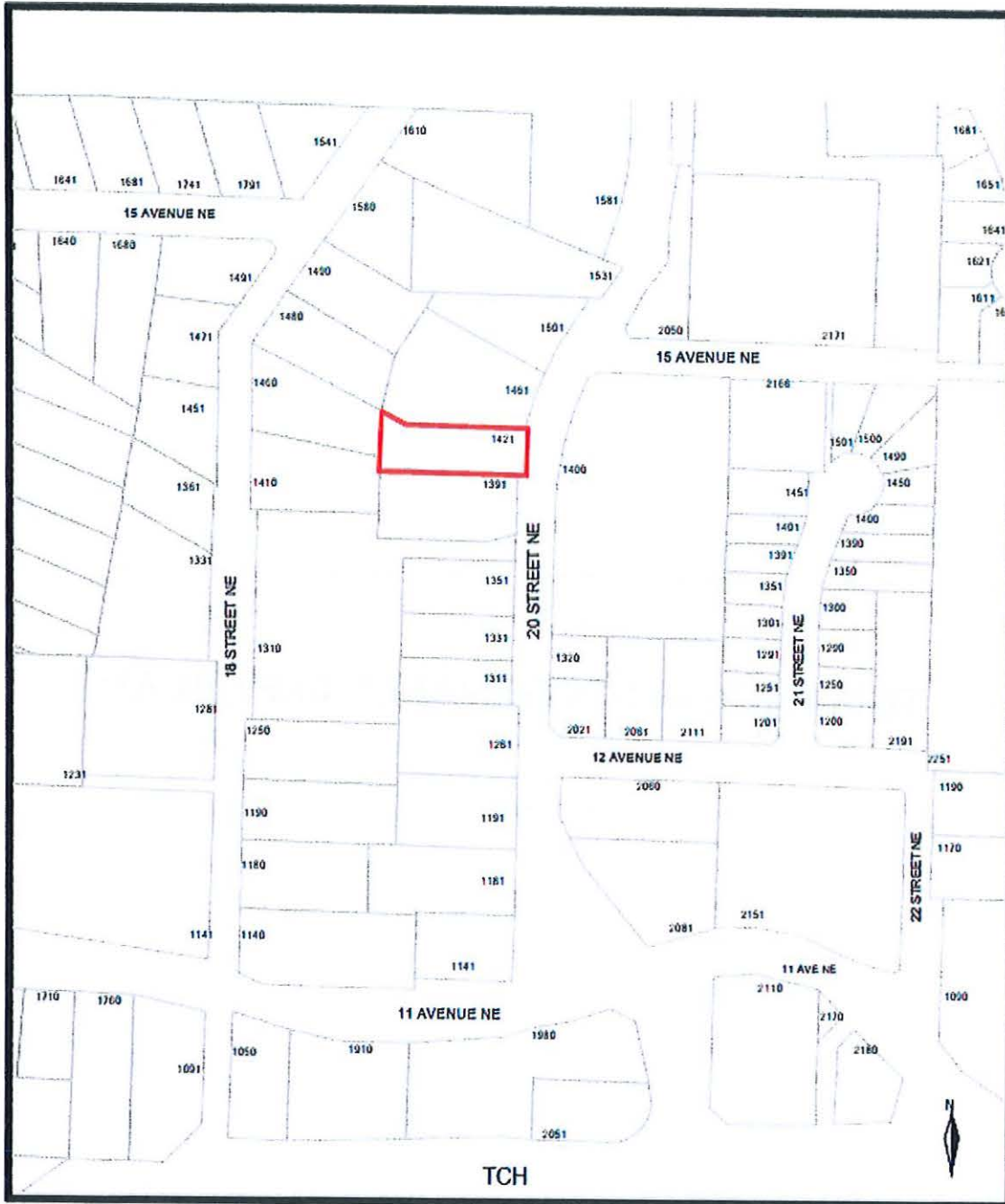
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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

Schedule "A"





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**INFORMATIONAL CORRESPONDENCE - February 27, 2023**

- |     |   |   |
|-----|---|---|
| 1.  | K. Doorn - Email dated February 22, 2023 - Drug Paraphernalia   | R |
| 2.  | J. Sal - Email dated February 20, 2023 - Salmon Arm Homelessness  | R |
| 3.  | T. Timoffee, Early Years Family Navigator, Shuswap Children's Association - Letter dated February 9, 2023 - Request to use Klahani Park - August 2, 2023                          | R |
| 4.  | T. Timoffee, Early Years Family Navigator, Shuswap Children's Association - Letter dated February 22, 2023 - Request to use Canoe Ball Diamond/William Baker Park - April 3, 2023 | R |
| 5.  | J. Clement, Station Manager, CKVS-FM 93.7 - Email dated February 14, 2023 - Request for Letter of Support   | R |
| 6.  | H. DeLong, Chair, Operation Facelift, Shuswap Theatre - Email dated February 8, 2023 - Thank you for Shuswap Theatre Operation Facelift Grant                                     | N |
| 7.  | Interior Health - News Release dated February 16, 2023 - IH Recognized as Top Employer in B.C. and Canada   | N |
| 8.  | C. Ondang - Letter dated January 19, 2023 - Invitation to Salmon Arm Early Years Fair - May 10, 2023  | N |
| 9.  | D. Galbraith, Deputy Minister, Ministry of Social Development and Poverty Reduction - Letter dated February 16, 2023 - Update on Meeting at 2022 UBCM Convention                  | N |
| 10. | J. Chalke, Ombudsperson, Province of British Columbia - Letter dated February 14, 2023 - Information on Services and Resources for Local Governments                              | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 17.1

**CITY OF SALMON ARM**

Date: February 27, 2023

**Notice of Motion – Councillor Lindgren  
Climate Action Plan**

WHEREAS on August 26, 2019 Council for the City of Salmon Arm recognized, by Resolution, that Climate Action is a Strategic Priority to be considered in decision making and investment moving forward, and identified the urgent need for a Climate Action Plan and corresponding action for the City;

AND WHEREAS on September 9, 2019, the City declared a Climate Emergency and resolved to work towards achieving carbon neutrality consistent with the research of the Inter-Governmental Panel on Climate Change (IPCC) as well as the BC Climate Leadership Plan;

AND WHEREAS the City completed a Community Energy and Emissions Plan in 2019 to guide City policies and programs for climate mitigation;

AND WHEREAS in 2022 Council authorized a new Service Delivery Management Coordinator staff position which includes a climate lens;

AND WHEREAS the City’s 2022 Corporate Strategic Plan identifies Climate Action Initiatives as a Short Term Priority;

AND WHEREAS the City will be imminently engaging in an Official Community Plan review which would benefit from a comprehensive Climate Action Plan to help inform it;

THEREFORE BE IT RESOLVED THAT: \$60,000 (Climate Action Reserve Account \$16,000 and Local Government Climate Action Program Grant \$44,000) be set aside to fund a portion of the cost of a consultant (in conjunction with additional grant funding), to develop a Climate Action Plan in 2024 which will incorporate the CEEP Climate Mitigation planning with Climate Adaptation strategies.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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Item 17.2

**CITY OF SALMON ARM**

Date: February 27, 2023

**Notice of Motion – Councillor Cannon  
Elected Officials Benefit Review**

WHEREAS extended benefit programs must be reviewed regularly to ensure that the City of Salmon Arm continues to provide Elected Officials with coverage that is relevant, equitable and offers the best value;

AND WHEREAS a thorough review of the Elected Officials benefit package has not been conducted in several years;

THEREFORE BE IT RESOLVED THAT Council direct staff to review the current benefit package and report back with options and cost implications for Council’s consideration, with a focus on comparing Elected Officials benefits against those of Exempt City Staff, specifically in the areas of out of country coverage, dental and extended health benefits.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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Item 22.1

**CITY OF SALMON ARM**

Date: February 27, 2023

**Heritage Conservation Award Presentation**

- 1) Ken Schultis and Anne Kirkpatrick - Bromham House (1670 10 Street SW)
- 2) Gerald Chatelain - Collier House (720 2 Avenue NE)
- 3) Merchant Block Properties Ltd. - Merchants Block (118-148 Lakeshore Drive NE)

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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Item 23.1

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-570 be authorized for issuance for Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 3862 (871 3 Avenue NE) to vary the provisions of Zoning Bylaw No. 2303 as follows:

Section 6.11.3 – R-1 Single Family Residential Zone – reduce the minimum setback to an interior side parcel line from 1.0 m (3.3 ft) to 0.06 m (0.2 ft) to allow for the siting of an accessory building as per the Building Location Certificate (Appendix 5) attached to the staff report dated February 8, 2023.

[Pelletier, E. & G.; 871 3 Avenue NE; Setback requirements]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond





---

To: His Worship Mayor Harrison and Members of Council

Date: February 8, 2023

Subject: Development Variance Permit Application No. VP-570

Legal: Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 3862  
Civic: 871 – 3 Avenue NE  
Owner/Applicant: Pelletier, E. & G.

---

**MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP-570 be authorized for issuance for Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 3862 (871 3 Avenue NE) to vary the provisions of Zoning Bylaw No. 2303 as follows:**

**Section 6.11.3 – R-1 Single Family Residential Zone – reduce the minimum setback to an interior side parcel line from 1.0 m (3.3 ft) to 0.06 m (0.2 ft) to allow for the siting of an accessory building as per the attached Building Location Certificate (Appendix 5).**

---

**STAFF RECOMMENDATION**

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

---

**PROPOSAL**

The proposed variance has been requested to support the non-conforming siting of an accessory building.

**BACKGROUND**

The subject parcel is located within the downtown residential area at 871 3 Avenue NE (Appendix 1 & 2) and is approximately 0.3 acres in area. The subject parcel is "hooked" with the adjacent parcel (two contiguous parcels with the same ownership), and dates back to 1947. The parcel contains a single family dwelling and accessory structures. The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and currently zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

A non-conforming accessory building was constructed in 2022 under Building Permit, replacing a previous accessory building at approximately the same location. The applicant submitted a Building Permit application and site plan proposing an accessory building conforming to setbacks in October 2022. However, a survey following construction (December 12, 2022) indicates that the accessory building does not conform to setback regulations (Appendix 5).

The proposed variance has been requested to support the current non-conforming siting of the accessory building and close the Building Permit. In order to close the Building Permit, either a variance must be issued or the building relocated to conform to the setbacks. Site photos are attached as Appendix 6.

**COMMENTS**

**Engineering Department**

No concerns.

Building Department

East wall will require 45 minute fire rating and non-vented soffits (completed by Applicant).

Fire Department

No concerns.

Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Development Permit Procedures Bylaw* notices are mailed to land owners within a 30m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on February 27, 2023.

Planning Department

The proposal involves a parcel within an established residential area, specifically an accessory building adjacent to a shared interior side parcel line. These parcels are affected by slope and feature retaining walls which limit siting options to some degree. Staff note that an older accessory building had been at this approximate location for some time without significant concern, along with other typical accessory buildings, fencing, and vegetation along the parcel line. The newly constructed accessory building achieves the minimum setbacks required to the front and rear parcel lines.

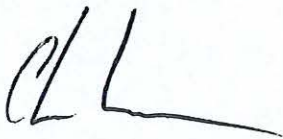
With BC Building Code requirements met, it is the opinion of staff that the requested variance will not unreasonably or significantly impact existing development in the area.

CONCLUSION

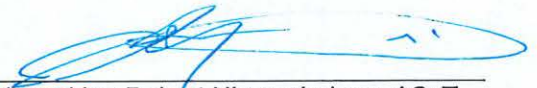
Considering the context of the parcel and similar development in the area, despite the relative size of the requested setback reduction, staff have no concerns with the requested variance.

As with the majority of similar variance applications, while staff can provide technical comments, the perspective of potentially affected neighbours can be a factor. The applicant has been encouraged to consult with the immediate neighbours.

Staff note that the variance is only in regards to the siting of the accessory building under consideration as shown in the attached Building Location Certificate (Appendix 5) and does not permit any new, additional, or future use other than what is permitted the Zoning Bylaw under the current zone regulations.

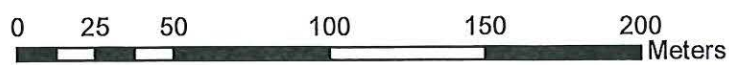
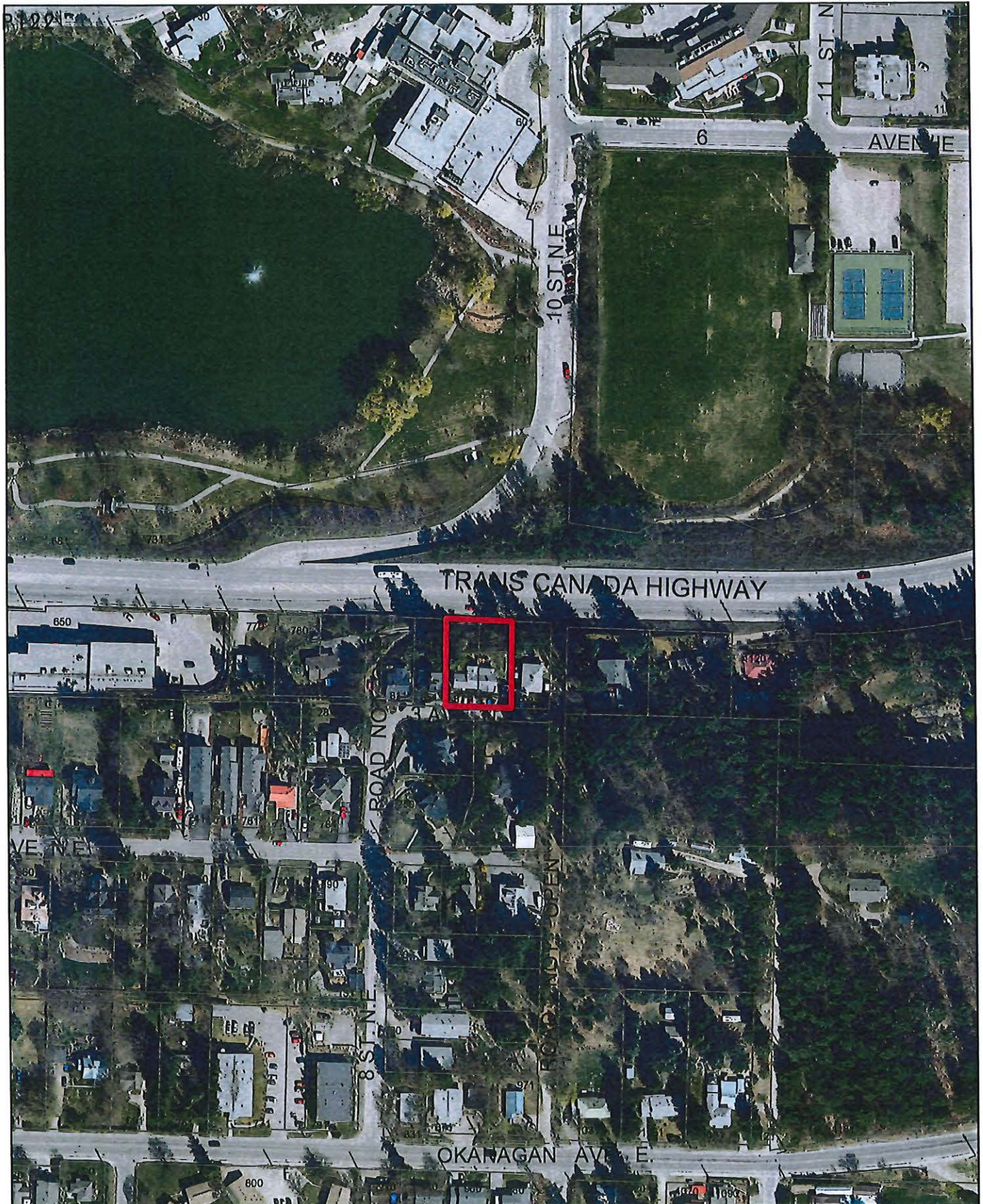



Prepared by: Chris Larson, RPP, MCIP,  
Senior Planner



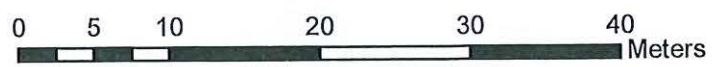
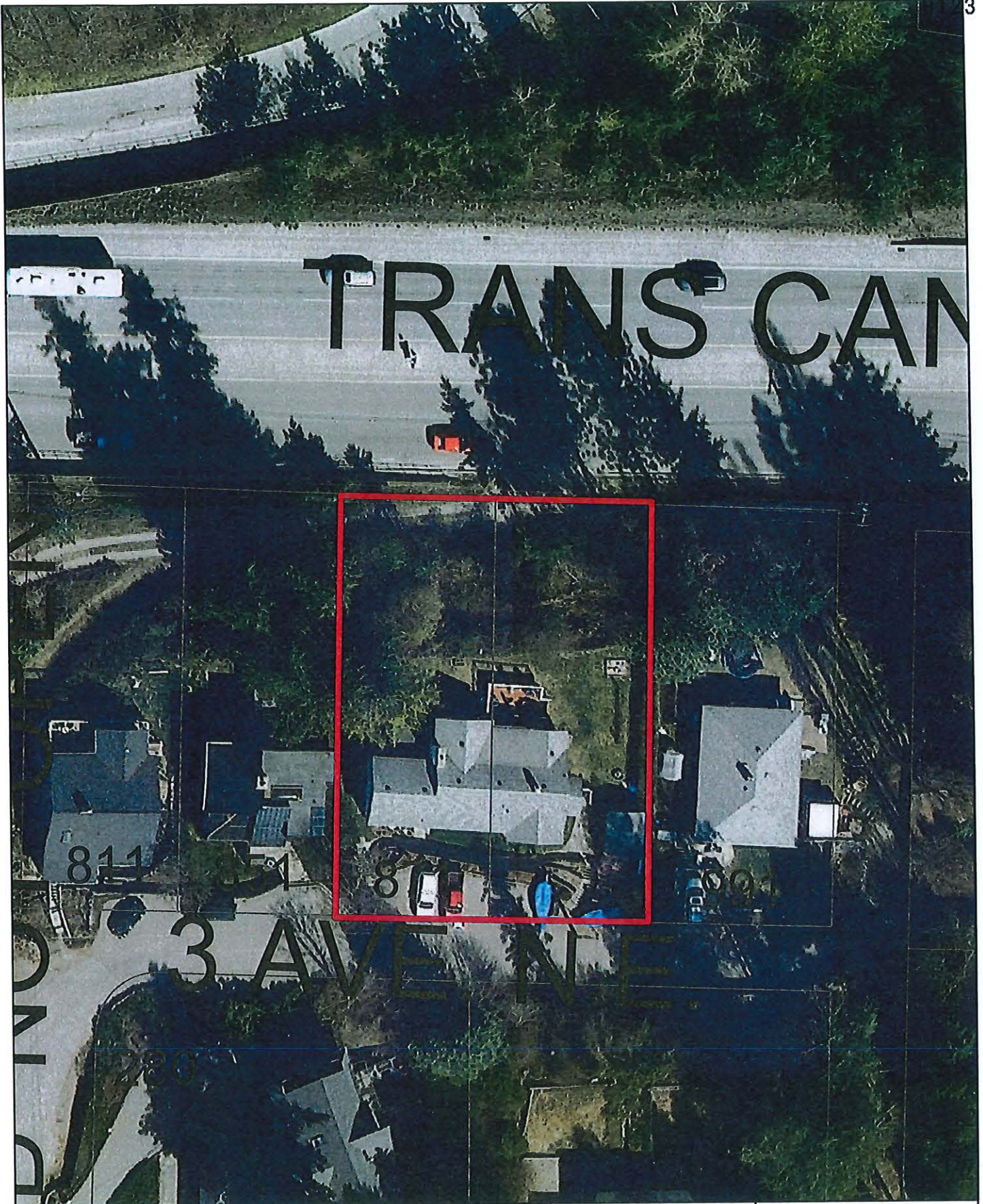
Reviewed by: Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works





 Subject Parcel

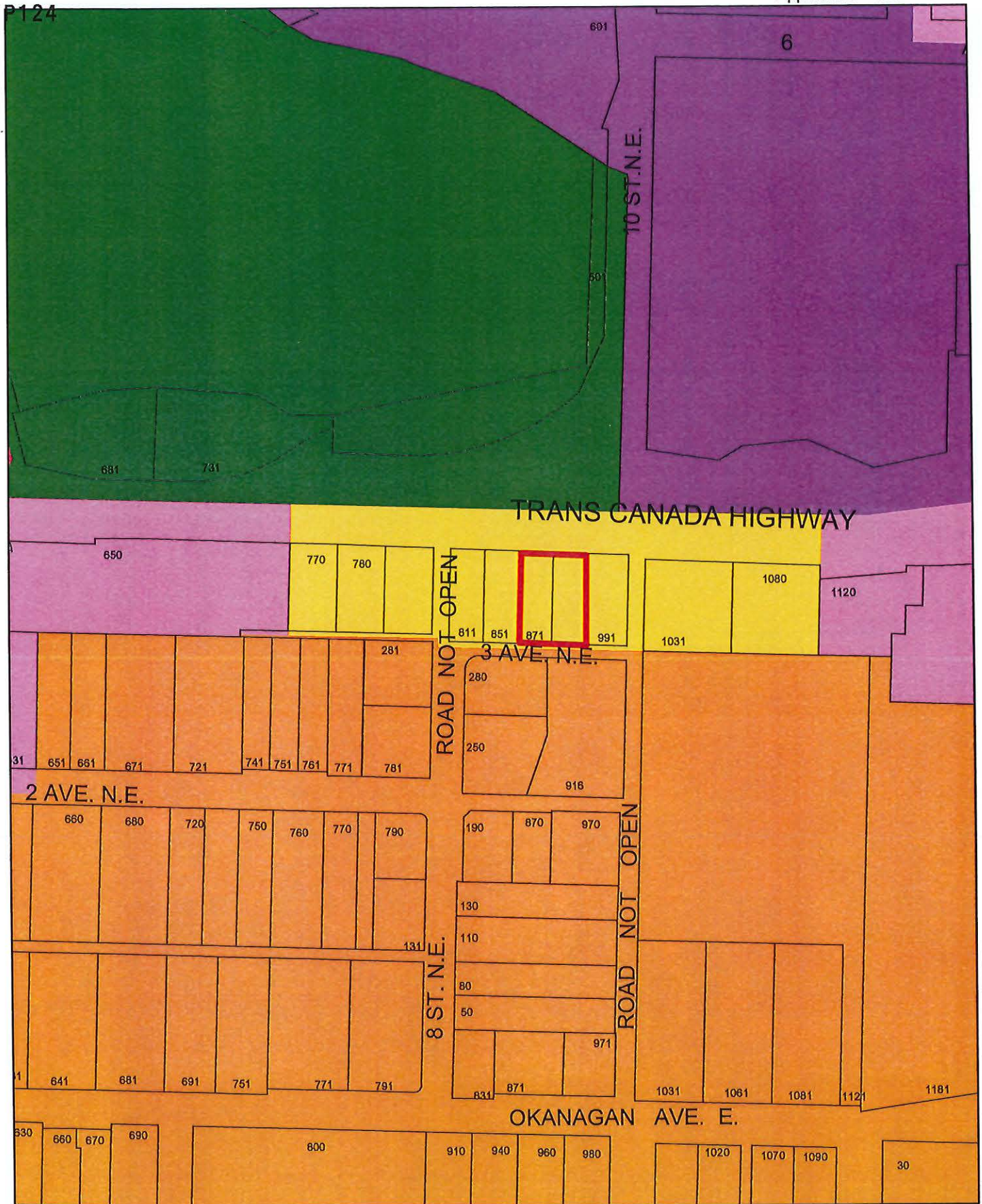




 Subject Parcel

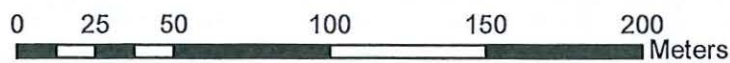
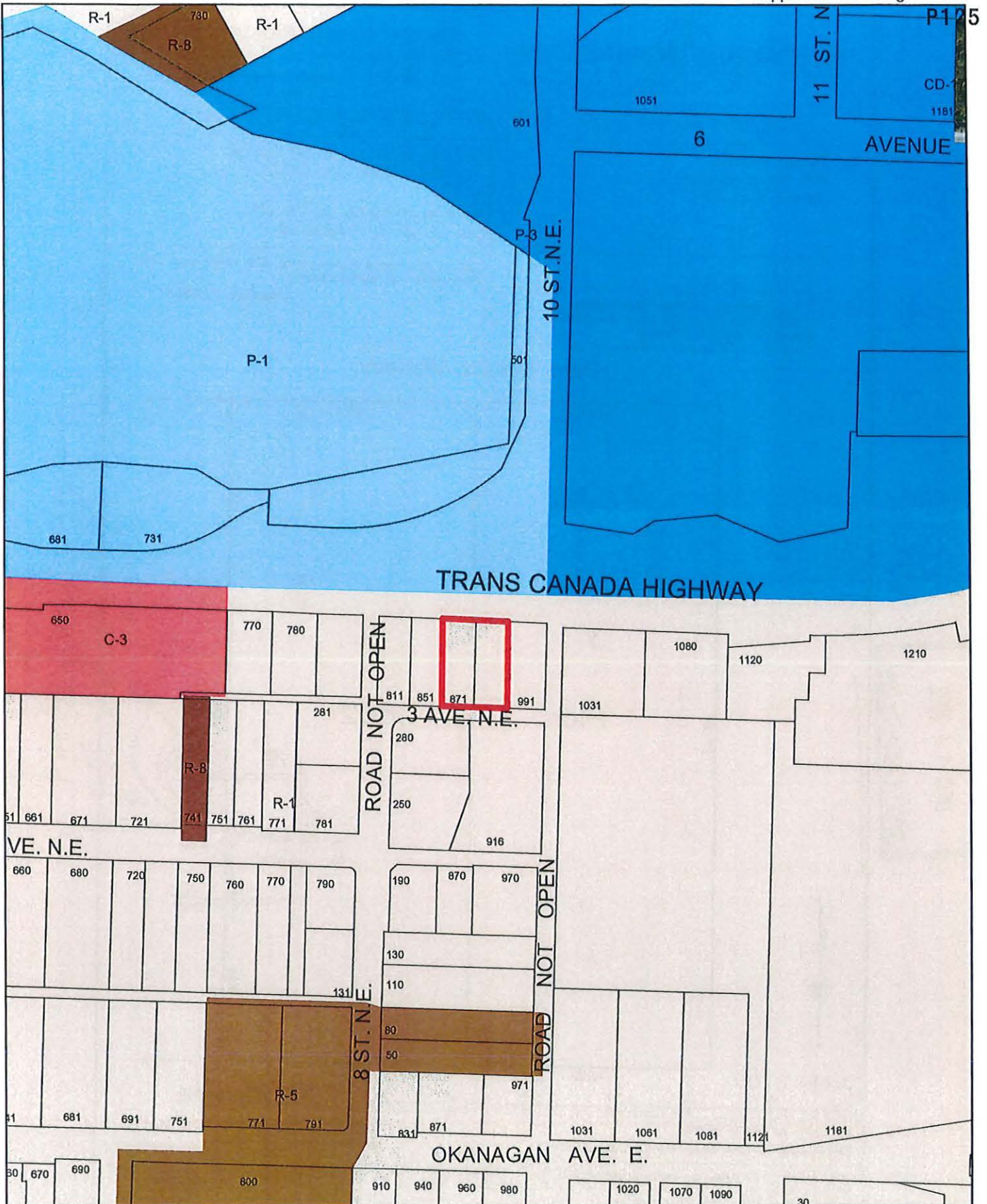



P124



		Subject Parcel	High Density
		Park	Medium Density
		Institutional	Commercial HS T/C





 Subject Parcel





BRITISH COLUMBIA AND CANADA LANDS

Box 362, Salmon Arm, B.C. V1E 4N5  
250-832-9701 | office@brownejohnson.com

**BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE**

To: Gordan Pelletier  
871 3rd Avenue NE  
Salmon Arm, BC

Re: Lot 4, Sec14, Tp 20 Rge 10  
W6M, KDYD, Plan 3862

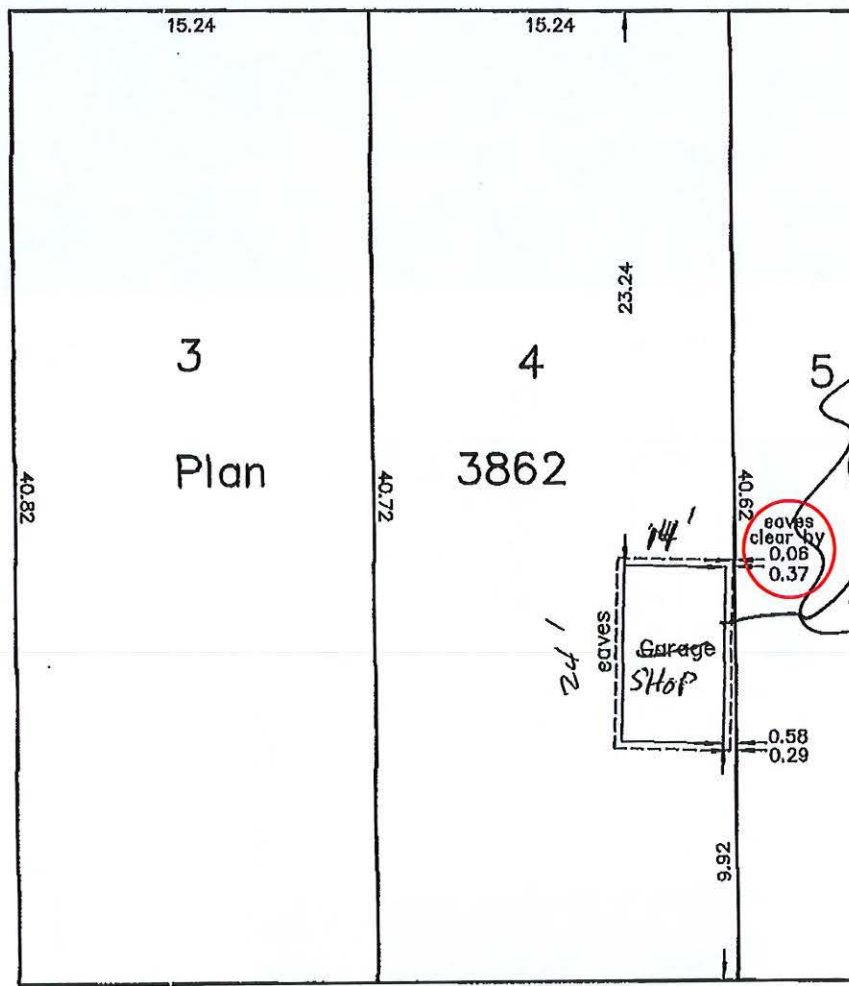
Parcel Identifier (PID): 010-731-270  
Civic Address: 871 3 Avenue NE

List of documents registered on title which may affect the location of improvements:

Easement: X218963

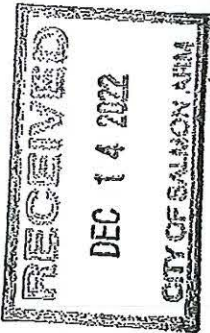
**Note:** Building Location Certificate on new construction only. Other structures exist on subject property.

**Trans Canada Highway**

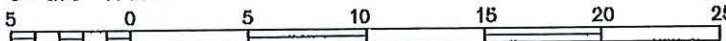


*Plan of  
4570m  
F.H.*

edges clear by  
0.08  
0.37



Scale 1:250



All distances are in metres.

Dimensions derived from field measurements

Offsets from property line to building are measured from the siding

The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.

This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 9th day of December, 2022.

Joseph  
Johnson  
G5W5CT

Digitally signed by  
Joseph Johnson  
G5W5CT  
Date: 2022.12.12  
08:49:58 -08'00'

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LAND SURVEYORS

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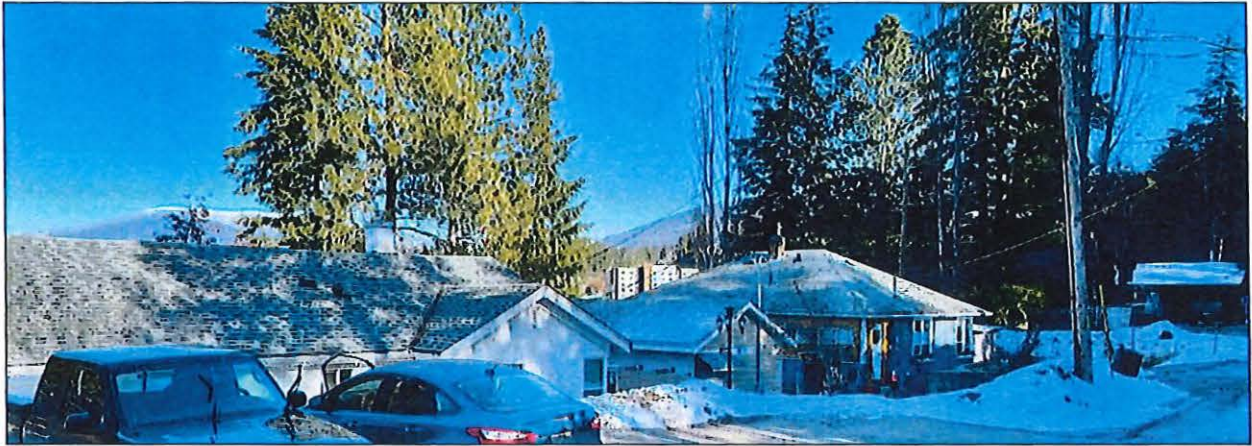
**THIS DOCUMENT IS NOT VALID UNLESS  
ORIGINALLY or DIGITALLY SIGNED.**

BCLS

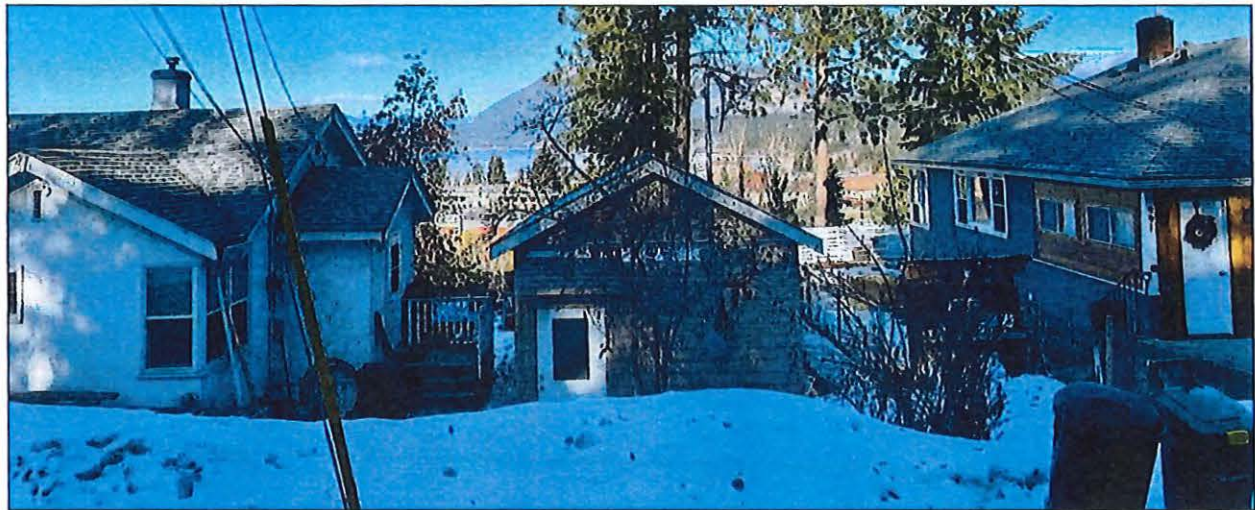
Our File: 681-22

Fb: 681-22.raw

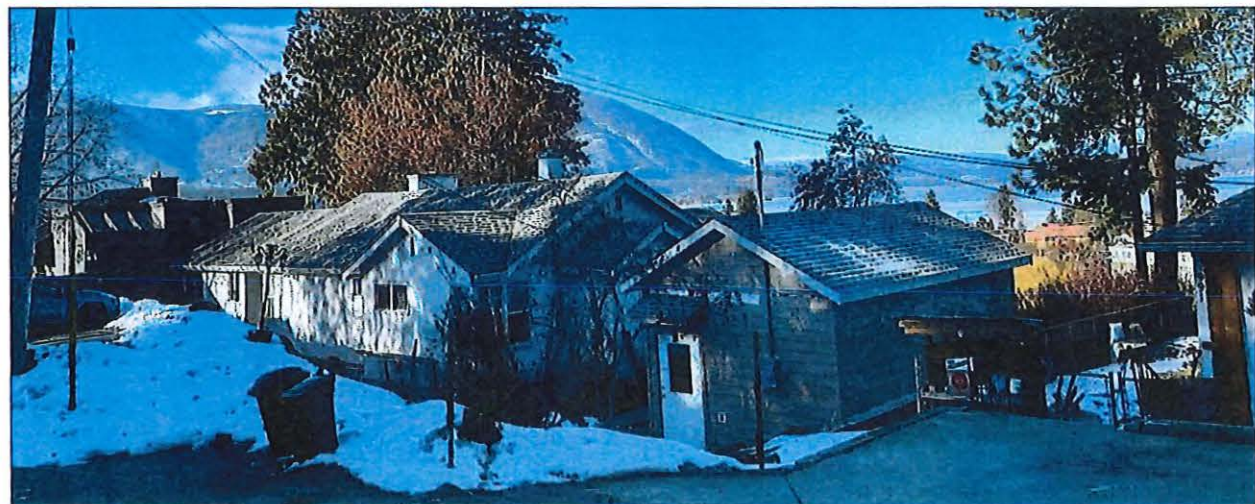




View northeast from 3 Avenue NE.



View north from 3 Avenue NE.



View northwest from 3 Avenue NE.

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Item 23.2

## CITY OF SALMON ARM

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-573 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 29879 which will vary Zoning Bylaw No. 2303, in accordance with the drawings in Appendix 7 attached to the staff report dated February 9, 2023, as follows:

- i. Section 24.4 the permitted maximum height of a principal building in the P-3 Institutional Zone from 10.0m to 12.5m; and
- ii. Section 4.4.17 to increase the permitted height exemption from 2.0m to 3.0m and the maximum area from 10.0m<sup>2</sup> to 31.52m<sup>2</sup> in order to accommodate a mechanical penthouse and elevator shaft.

[Okanagan College/Faction Projects Inc.; 2552 10 Avenue (TCH) NE; Height requirements]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond





---

TO: His Worship Mayor Harrison and Members of Council

DATE: February 9, 2023

SUBJECT: File: Development Variance Permit No. VP - 573  
Legal: Lot 2, Section 12, Township 20, Range 10, W6M, KDYD, Plan 29879  
Civic Address: 2552 10 Avenue (TCH) NE  
Owner: Okanagan College  
Agent: Faction Projects Inc. (Paul Reyes)

---

**MOTION FOR CONSIDERATION**

**THAT:** Development Variance Permit No. VP – 573 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 29879 which will vary Zoning Bylaw No. 2303, in accordance with the drawings attached as Appendix 7, as follows:

- i. Section 24.4 the permitted maximum height of a principal building in the P-3 Institutional Zone from 10.0m to 12.5m and;
- ii. Section 4.4.17 to increase the permitted height exemption from 2.0m to 3.0m and the maximum area from 10.0m<sup>2</sup> to 31.52m<sup>2</sup> in order to accommodate a mechanical penthouse and elevator shaft.

---

**STAFF RECOMMENDATION:**

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

---

**PROPOSAL**

To vary the permitted height of a building and the enclosed mechanical portion of the same building. The applicant is requesting to vary the permitted height of a building in the P3 zone from 10.0m to 12.5m and the allowable area and height of mechanical penthouse and elevator shaft atop the proposed building.

**BACKGROUND**

The subject property is approximately 2.024ha (see Appendices 1 and 2) and is the site of the Salmon Arm Okanagan College Campus. It is designated as Institutional in the Official Community Plan (OCP) and zoned P3 (Institutional Zone) in Zoning Bylaw No. 2303 (Appendices 3 and 4).

Adjacent land uses include the following:

North:	Curling Rink, Shaw Centre, Recreation Centre	Zoned P1
South:	Single Family Residences	Zoned R1
East:	Pond & Turner Creek Trail	Zoned P1
West:	Turner Creek Trail & Sherwood Village multi-family residential strata	Zoned P1 & R4



A letter submitted in support of the application is enclosed as Appendix 5. The applicant is proposing to construct a 60 unit dormitory that would operate in conjunction with Okanagan College. The proposed building is four-storeys, each floor is designed to have a shared kitchen facility, and some units will be equipped with separate kitchens. Site access to the building will be from the north property line, not via the 5 Avenue NE access. The access between the existing Okanagan College building and the adjacent pond is a fire access and limited staff parking for the college. (Appendices 6 and 7).

## COMMENTS

### Engineering Department

The Engineering Department has no concerns with the proposed variance.

### Building Department

No concerns.

### Fire Department

The Fire Department is working with the applicant to address fire access via 5 Avenue NE and through the proposed traffic circle. Any future site changes in this regard will not affect the requested height variances.

### Public Consultation

Pursuant to the Local Government Act and City of Salmon Arm Development Variance Permit Procedures Bylaw notices are mailed to land owners within a 30m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on February 27, 2023.

### Planning Department

When considering variances a number of factors are taken into consideration, including site conditions, proposed use and potential negative impacts on adjacent property. The measuring of building height is defined in the Zoning Bylaw and is measured from existing grade to the peak of a building. The bylaw grants height exemptions for building elements that typically extend beyond the building such as a church spire, flag pole or the mechanical enclosure atop a building. The request to vary the building height for a portion of the building and mechanical enclosure as shown in Appendix 6 are, in the opinion of staff, is minor in nature.

In the applicant's letter, Appendix 5, the "Existing Site Context" is noted and the topography of the building location is cited as challenging as there is a significant height difference from the north portion of the subject property to the south portion of the proposed building. The proposed location of the building is within an area of the site disturbed by an existing parking area. The removal of parking spaces in this location are accounted for in parking calculations and a variance for parking would not be needed.

The proximity of the proposed building to the existing adjacent uses (i.e. college and curling rink) help to isolate the impact of the proposed building from different uses (i.e. residential neighbourhood to the south).

The variance request highlights the strict interpretation of height as defined in the Zoning Bylaw. By measuring height from the existing grade to the peak of a building is inconsistent with hillside development and necessitates minor variances for buildings that do not depart from the general form and character of the neighbouring buildings.

The massing of the building is consistent with similar institutional buildings in the vicinity. Given the minor nature of the variance requests staff are supportive.



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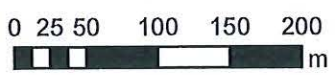
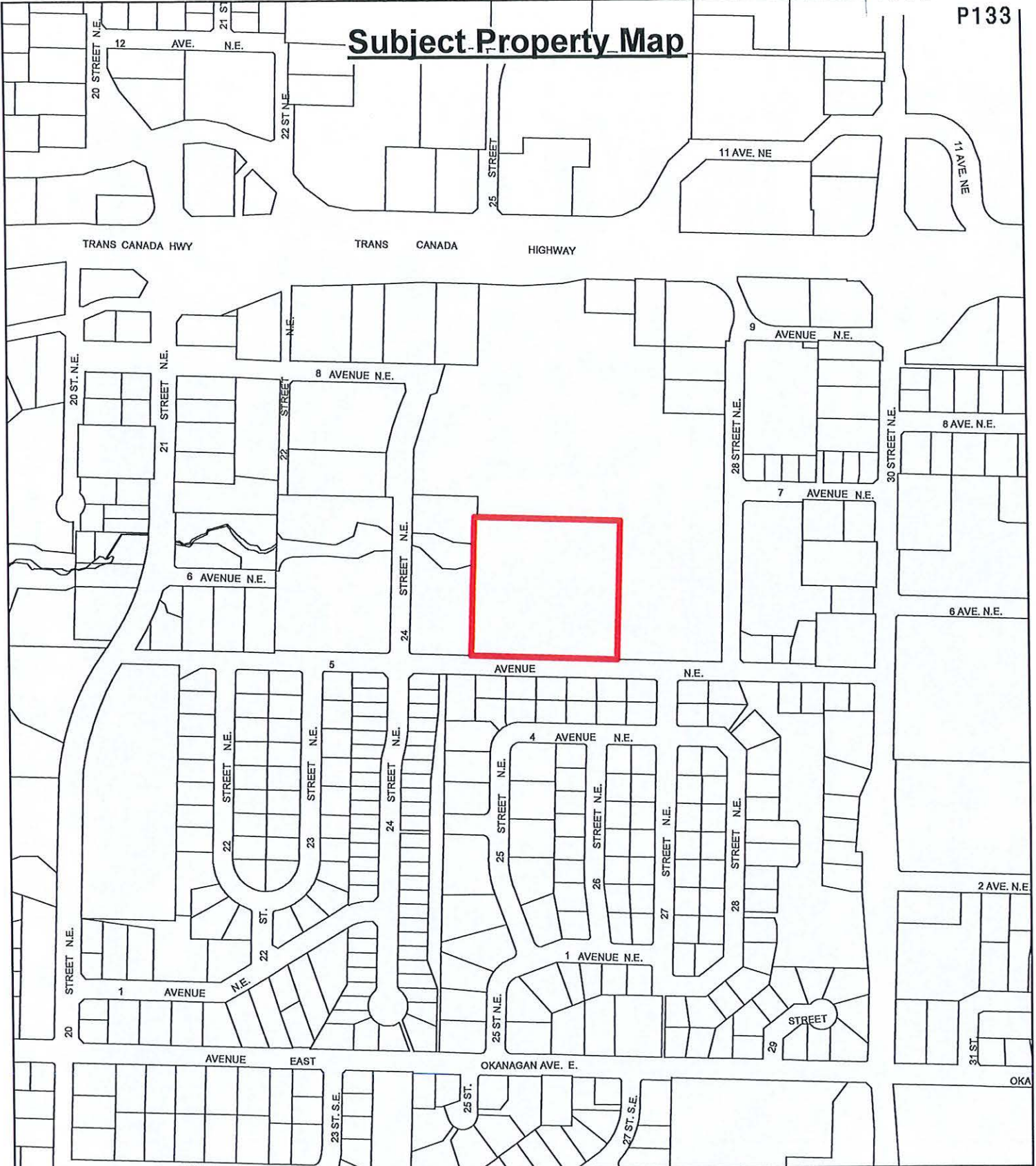
Prepared by: Melinda Smyrl, MCIP, RPP  
Planner





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Reviewed by: Rob Niewenhuizen, ASCT  
Director of Engineering and Public Works

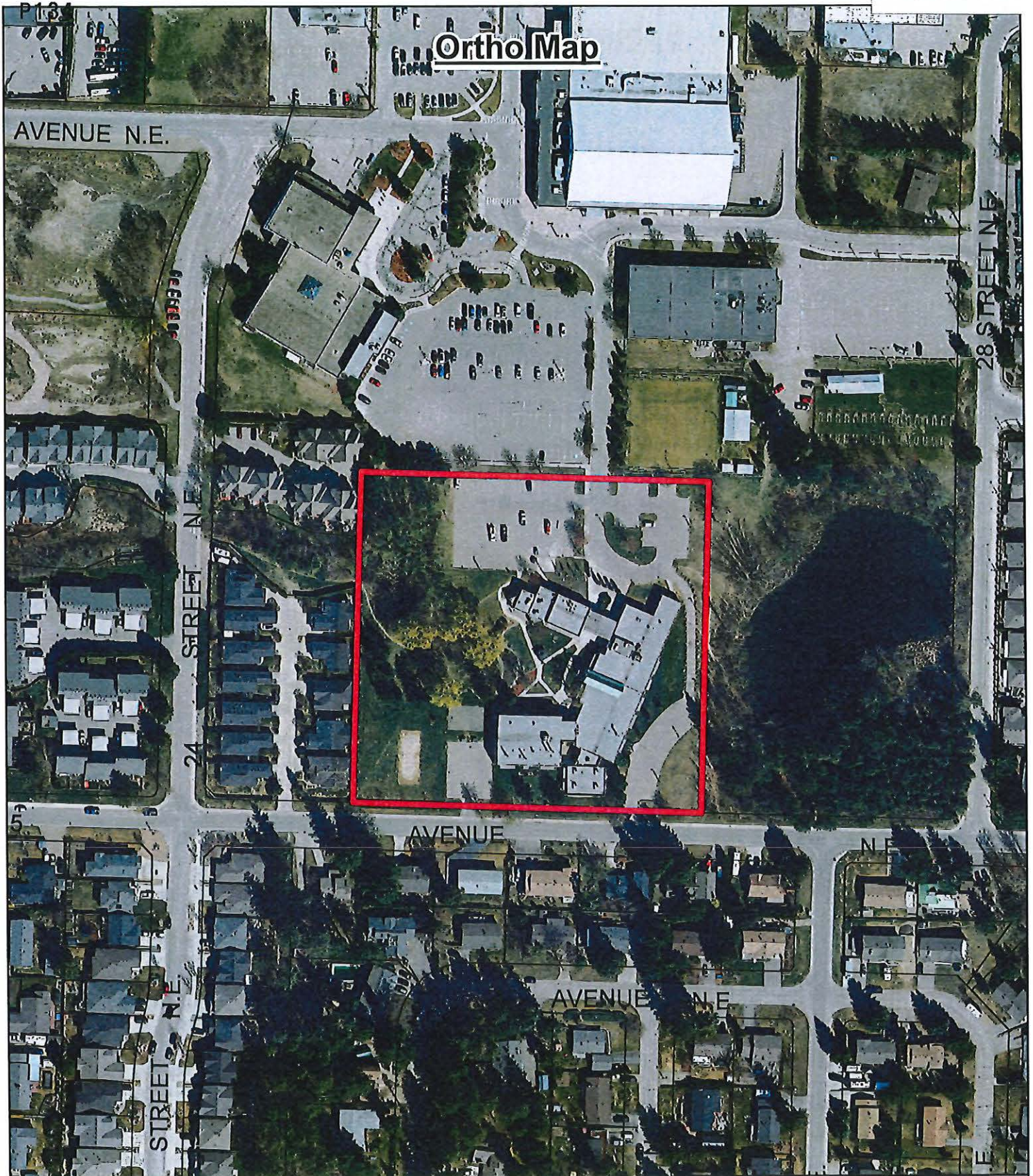
# Subject Property Map



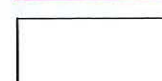
-  Subject Property
-  Parcels



OrthoMap



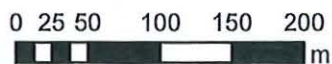
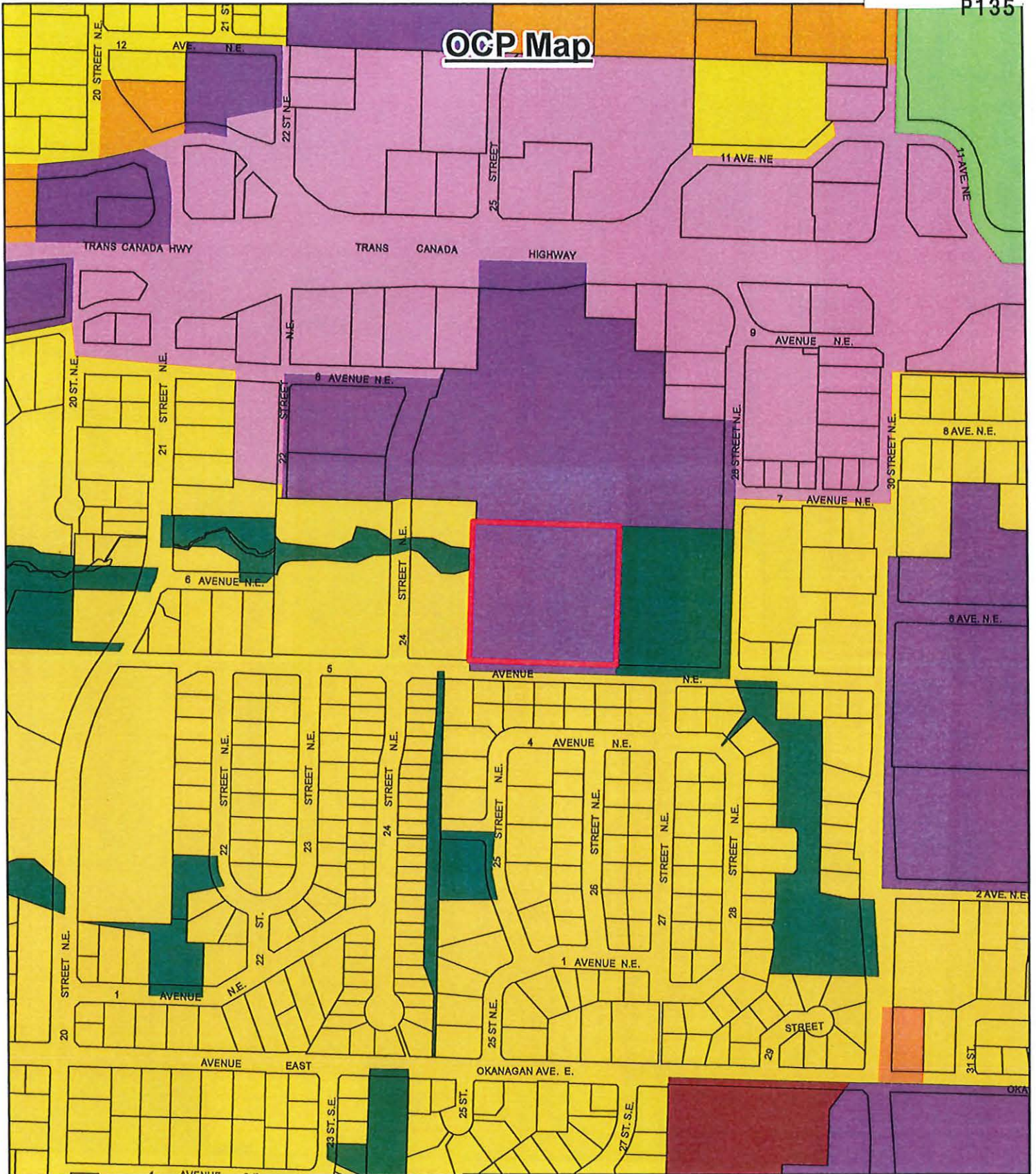
Subject Property



Parcels



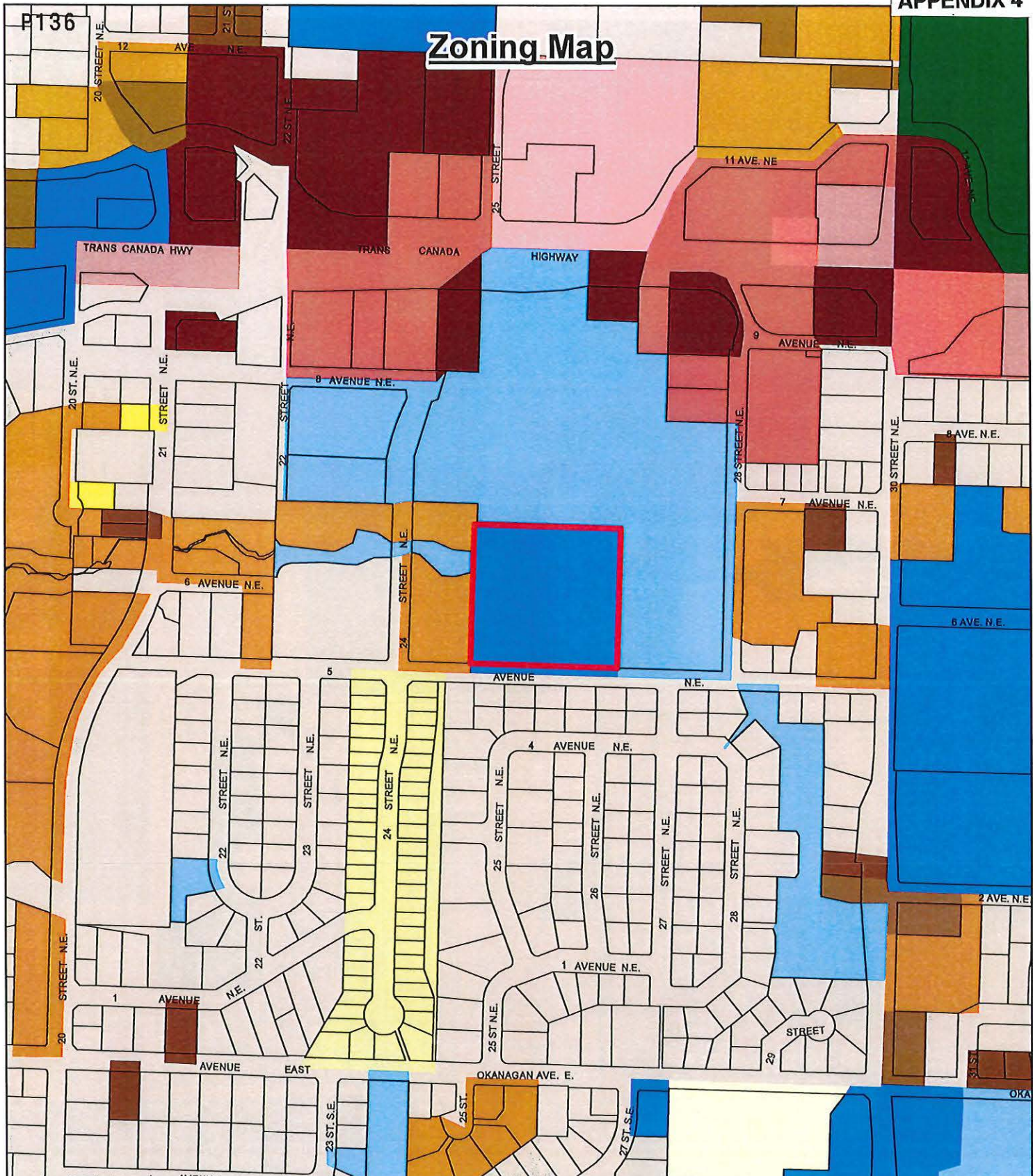
# OCP Map




- |                  |                           |  |
|------------------|---------------------------|--|
| Subject Property | Acreage Reserve           | Residential - Medium Density           |
| Parcels          | Park                      | Residential - High Density             |
|                  | Institutional             | Commercial - Neighbourhood             |
|                  | Residential - Low Density | Commercial - Highway Service / Tourist |

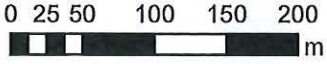


# Zoning Map






















N



0 25 50 100 150 200 m

	Subject Property		A-2		C-6		R-1
	Parcels		C-10		CD-7		R-2
			C-3		CD-9		R-4
			C-4		P-1		R-5
			C-5		P-3		R-8





**MEMORANDUM**

ISSUE DATE: 2023 01 12

PROJECT:	<u>Okanagan College Salmon Arm Student Housing</u>	PROJECT #:	<u>21-006</u>
DATE:	<u>2023 01 12</u>	FILE #:	<u>1.3.6.1.7</u>
TO:	<u>Chris Larson Senior Planner, City of Salmon Arm</u>	TOTAL PAGES:	<u>1</u> INCLUDING THIS PAGE
CC:	<u>Tim McLennan, Steve Robinson</u>		
RE:	<u>Building Height Variance – Letter of Rationale</u>		

This memo provides a summary of the proposed height variance rationale with respect to the City of Salmon Arm *Zoning By-law – P3 (Institutional Zone) Section 27.4* to exceed the 12m maximum height of the principal building and *Section 4.4.1.7* to exceed the height exceptions for mechanical penthouse or elevator shaft of 2m above the roof line and 10m<sup>2</sup> of floor area.

This memo should be read in conjunction with the submitted architectural drawings prepared by Faction Architecture Inc.

**Project Description**

On March 5th, 2021, the Provincial Government announced an important student housing initiative that will see 376 beds added to the Okanagan College student housing stock, 60 of these beds will be located in a 4 storey facility at the Salmon Arm Campus.

This announcement was the culmination of three years of project and proposal development and drew the support of many community organizations and individuals. It is the largest single capital commitment from the province that Okanagan College has received since 2005.

The goal of the project is to help address housing issues in the region, support Okanagan College's goal of reducing its carbon footprint, increase access to post-secondary education and contribute to economic development in the local community.

**Existing Site Context:**

The existing Campus topography has a grade differential of approximately 9.5m from the high southeast corner to the low northwest corner. The existing campus building occupies the centre of the site and consist of a 1 and 2 storey contiguous structure approximately 8.4m high measured from lowest average grade. The campus is bounded to the west by 2-storey residential buildings and a significant treeline associated with the pond located at the northwest portion of the Campus. A large pond occupies the property to the east and the north boundary consists of parking areas for the Recreation Centre. The adjoining bowling green property directly to the northeast is approximately 1.5m to 2m above the chosen site. Note that there are three major buildings to the north of significant height and building footprint, namely the SASCU Recreation Centre, the Shuswap Centre and the Salmon Arm Curling Club.

**DEVELOPMENT MANAGEMENT**

**ARCHITECTURE + PLANNING**

**CONSTRUCTION MANAGEMENT**

AAA AIBC Certificate of Practice - Faction Architecture Inc.

T 250-980-4510 F 250-764-2116 201-3935 Lakeshore Rd, Kelowna BC V1W 1V3

T 403-523-7943 1919 10<sup>th</sup> Avenue SW, Calgary AB T3C 0K3

T 780-532-3690 100-9835 101 Avenue, Grande Prairie, AB T8V 5V4

[www.factionprojects.com](http://www.factionprojects.com)

**Building Height Variance Rationale**

The proposed project has been configured as the optimal building footprint to accommodate the Ministry's 60 bed requirement within a 4 storey structure. It has been situated to fit within the confines of the existing campus north east parking lot primarily to minimize the impact to neighbouring residential properties at the west campus boundary.

The resulting building height measured from Level 1 to the main roof parapet is 13.045m. However, there is an existing grade differential within the project site of approximately 1.5m from east to west.

The proposed ground floor geodetic was established at the lowest elevation possible to minimize the building height variance and situate the ground floor within the existing grades for barrier free access and connectivity with the existing campus building grades.

Based on these fundamental requirements, the project requires a building height variance to *By-law Section 27.4* of **2.033m** above the 12m maximum height as determined by the measurement from lowest average grade to the highest building parapet.

A variance for *By-law Section 4.4.17* is proposed to exceed the 2m height exception by **0.911m** and the 10m<sup>2</sup> maximum area by **21.52m<sup>2</sup>**, to accommodate a stair access for roof top maintenance and to simplify the building massing associated with this access stair and the elevator over run. The resulting massing provides a design feature for the corner of the building marking the building entrance and anchoring the campus plaza that will be developed between the new student housing and the existing campus building.

**Summary**

Based on the above variance rationale and given the significance of the project to the College and the community, we believe that the proposed height variance is worthy of support from City staff and Council.

PREPARED BY:

FACTION ARCHITECTURE INC. Paul Reyes	DATE: 2023-01-06
---	---------------------

PROPOSED CHANGES TO THE ORIGINAL PLAN SHALL BE INDICATED BY A DOTTED LINE. CHANGES TO THE ORIGINAL PLAN SHALL BE INDICATED BY A DOTTED LINE. CHANGES TO THE ORIGINAL PLAN SHALL BE INDICATED BY A DOTTED LINE.

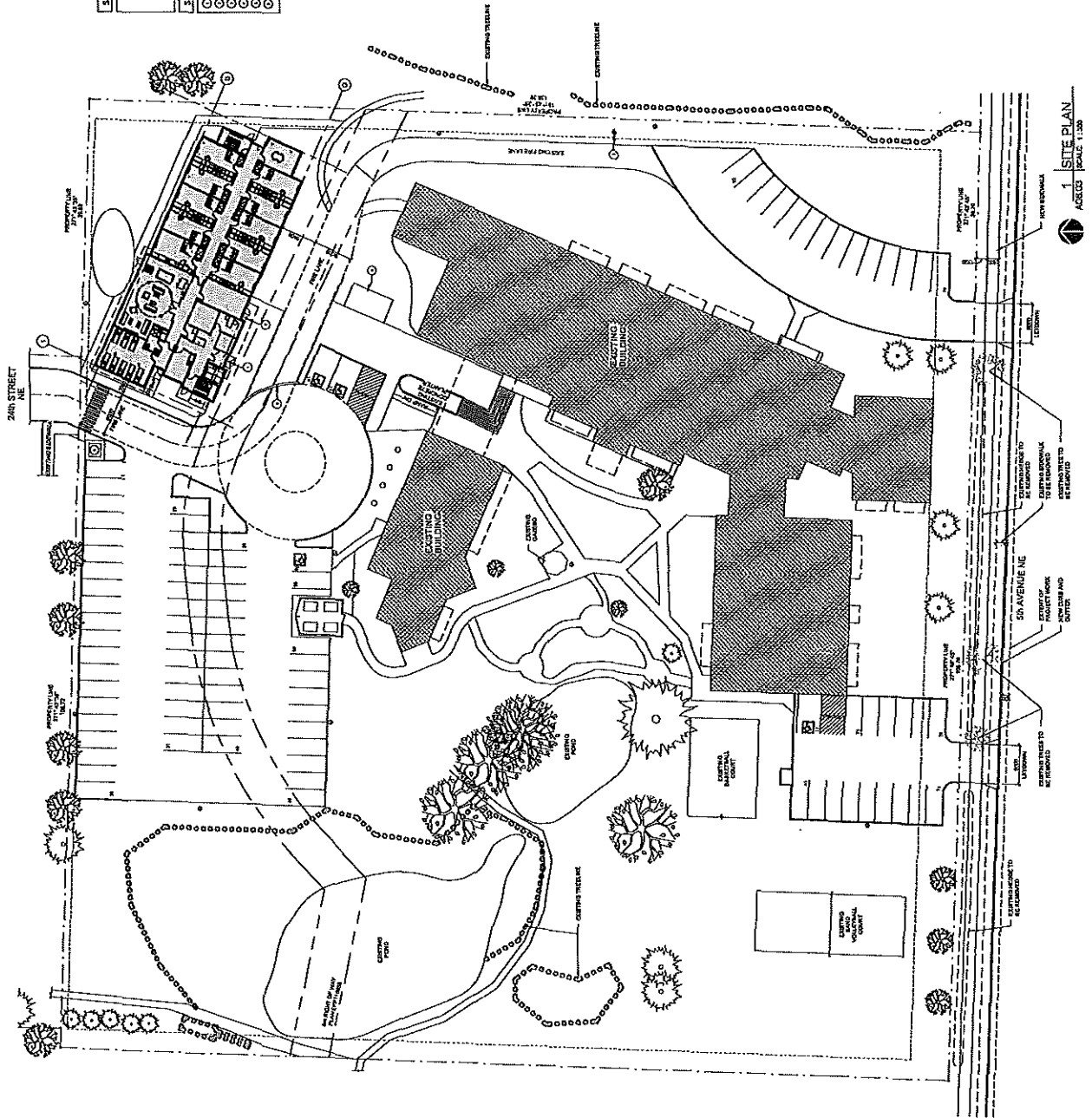
**APPENDIX 6 (Proposed Site Plan)**

PROJECT: OCSALMON AR STUDENT HOUSI  
LOT 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

OVERALL SI PLAN

PROJECT NO.: 1000  
DATE: 2024-01-15  
SCALE: 1/8" = 1'-0"

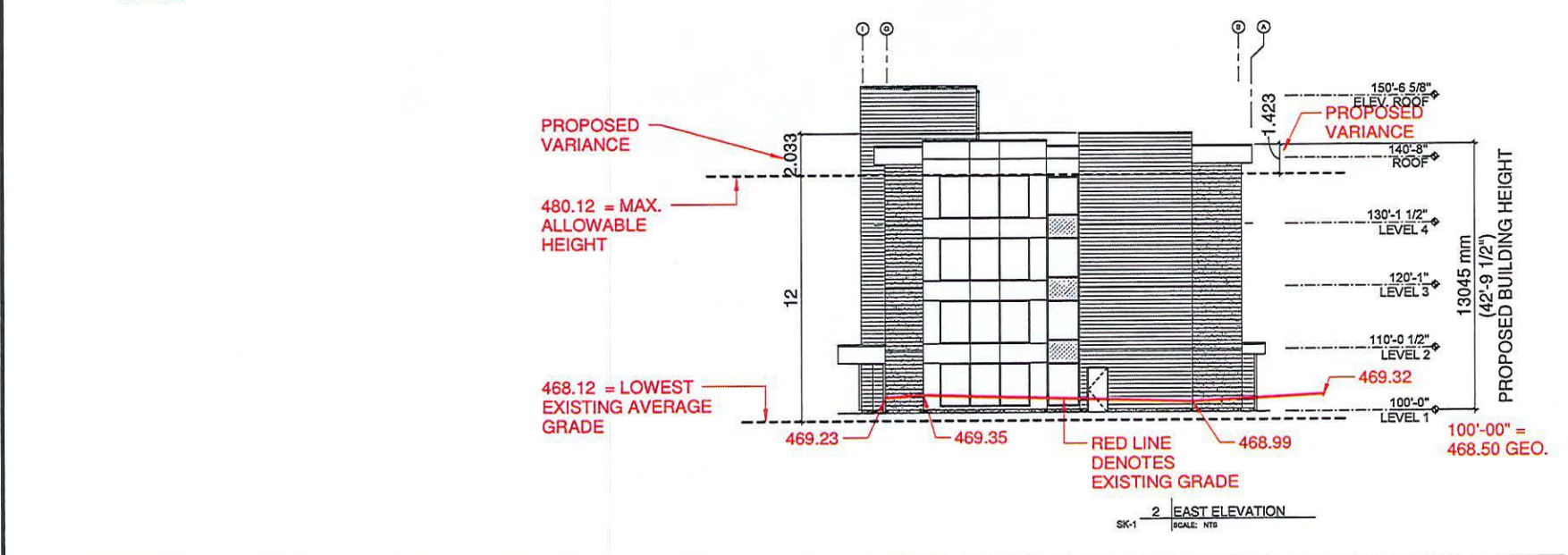
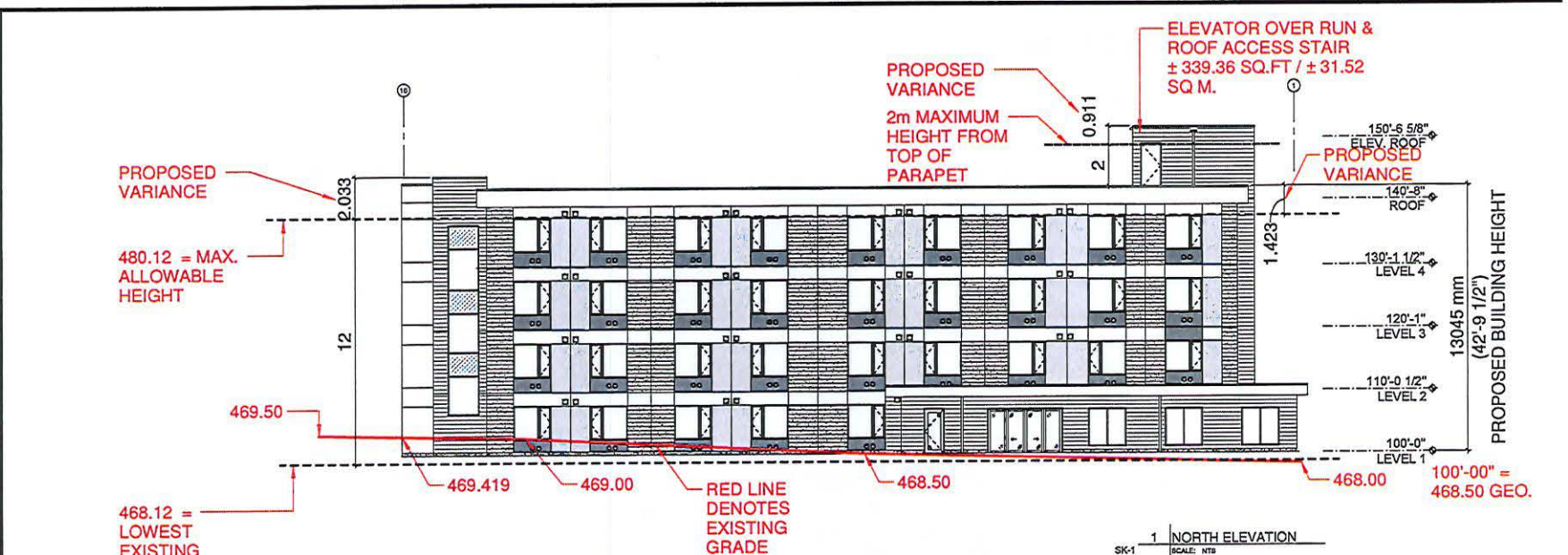
- SITE PLAN LEGEND**
- PROPOSED BUILDING FOOTPRINT
  - EXISTING BUILDING FOOTPRINT
  - PROPOSED DRIVEWAY
  - PROPOSED SIDEWALK
  - PROPOSED LANDSCAPING
  - PROPOSED UTILITY LOCATIONS
  - PROPOSED FENCE LINE



1 SITE PLAN  
ASBLS 10/24/24



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DRAWINGS ARE NOT TO BE SCALED. Details of dimensions are given, and optional dimensions include. Drawings shall be brought to the Architect's attention with time being of the essence.  
NOTES:



SEAL:

SEALED FOR		
NO.	DATE	DISCUSSION
1	2023-02-08	BUILDING HEIGHT VARIANCE

CONSULTANTS:

PROJECT:  
OC SALMON AF STUDENT HOUSE  
LOT 2, DIST. 13, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

DRAWING DESCRIPTION:  
BUILDING HEIGHT SCHEMATIC ELEVATION

PROJECT NO.:	21-006	DATE:	2023-02-08
PLAT SCALE:	NTS	REVIEWED BY:	

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DRAWINGS ARE NOT TO BE SCALED. Confirm all dimensions on site. Any apparent discrepancies in the Drawings shall be brought to the Architect's attention with two hours of the issuance.

NOTES:

SCALE:

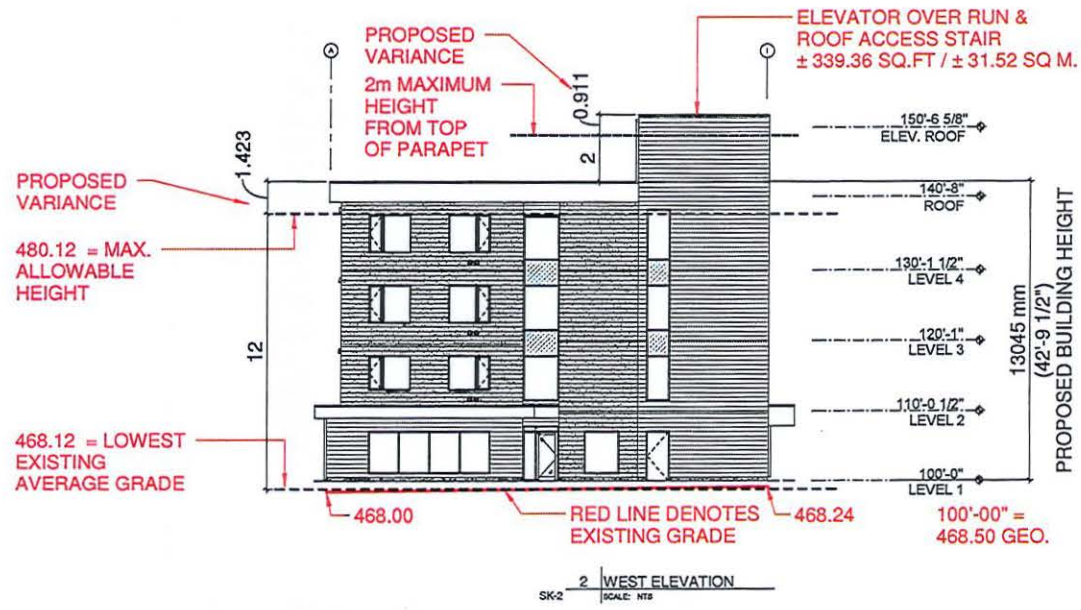
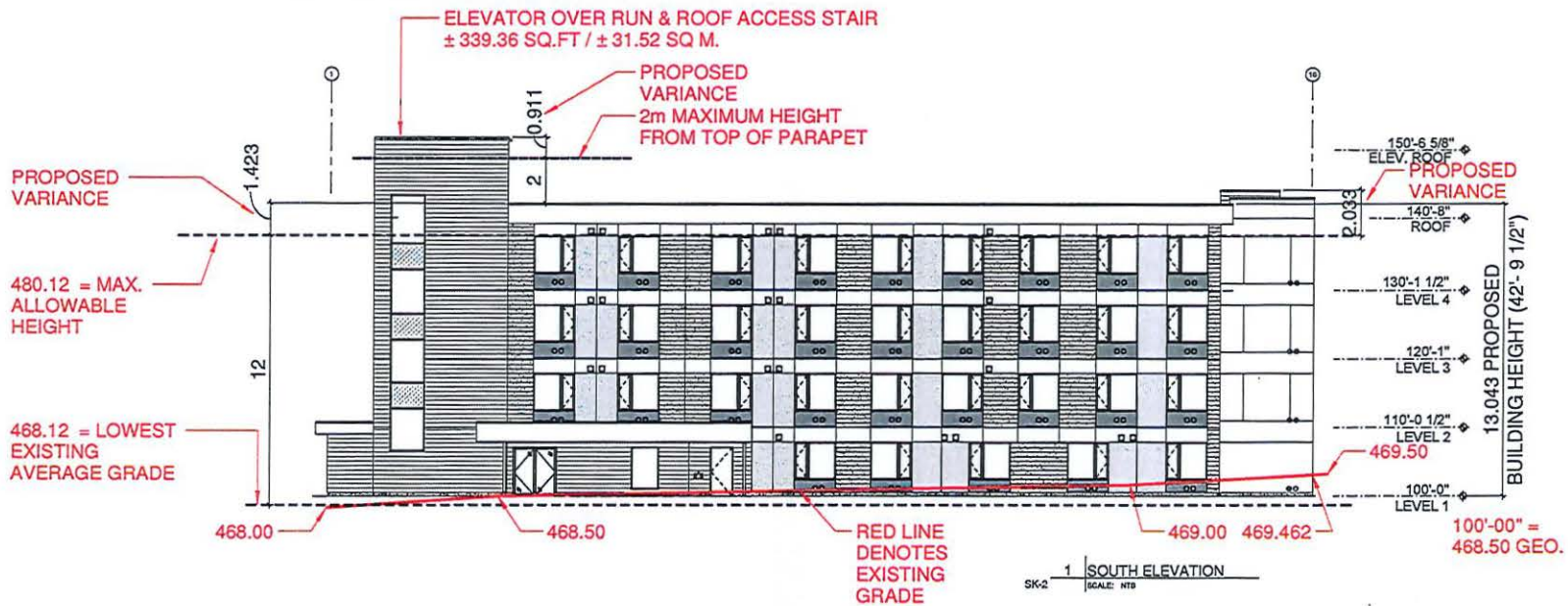
REVISED FOR		
NO.	DATE	DESCRIPTION
1	2023-08-08	BUILDING HEIGHT VARIANCE

CONSULTANTS:

PROJECT:  
OC SALMON ARM  
STUDENT HOUSING

DRAWING DESCRIPTION:  
BUILDING HEIGHT  
SCHEMATIC  
ELEVATIONS

PROJECT NO.:	21006	DATE:	2023-08-08
PLOT SCALE:	N/A	DATE ISSUED:	2023-08-08
REVIEWED:	BY:	DATE:	



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Item 23.3

## CITY OF SALMON ARM

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Permit No. 446 be authorized for issuance for Lot 5, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916 (1120 Shuswap Street SE) in accordance with the Development Permit drawings as per Appendix 8 attached to the staff report dated February 15, 2023;

AND THAT: Development Permit No. 446 vary the Subdivision and Servicing Bylaw No. 4163 as follows:

- i. Waive the requirement to install street lights along the Shuswap Street SE frontage of the subject property;
- ii. Waive the requirement to widen and construct a 3m wide multi-use path along the frontage;
- iii. Waive the requirement to place existing hydro and telecommunications underground; and
- iv. Increase the number of permitted accesses from one to two.

AND FURTHER THAT: Issuance of Development Permit No. 446 be withheld subject to:

- i. Receipt of an Estimate and Irrevocable Letter of Credit (in the amount of 125% of the Estimate) for landscaping; and
- ii. Registration of a *Land Title Act* Section 219 covenant restricting tenure to rental for up to 10 units.

[1149439 BC Ltd./Grieve, J.; 1120 Shuswap Street SE; Servicing requirements]

### Vote Record

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



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

---

TO: His Worship Mayor Harrison and Members of Council

DATE: February 15, 2023

SUBJECT: Development Permit Application No. 446 (with servicing variances)  
Legal: Lot 5, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916  
Civic Address: 1120 Shuswap Street SE  
Owners/Applicant: 1149439 BC Ltd. (Jordan Grieve)

---

**MOTION FOR CONSIDERATION**

**THAT:** Development Permit No. 446 be authorized for issuance for Lot 5, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916 (1120 Shuswap Street SE) in accordance with the Development Permit drawings attached as APPENDIX 8;

**AND THAT:** Development Permit No. 446 vary the Subdivision and Servicing Bylaw No. 4163 as follows:

- i. Waive the requirement to install street lights along the Shuswap Street SE frontage of the subject property;
- ii. Waive the requirement to widen and construct a 3m wide multi-use path along the frontage;
- iii. Waive the requirement to place existing hydro and telecommunications underground, and;
- iv. Increase the number of permitted accesses from one to two.

**AND FURTHER THAT:** Issuance of Development Permit No. 446 be withheld subject to:

- i. Receipt of an Estimate and Irrevocable Letter of Credit (in the amount of 125% of the Estimate) for landscaping and;
  - ii. Registration of a Land Title Act Section 219 covenant restricting tenure to rental for up to 10 units.
- 

**STAFF RECOMMENDATION**

**THAT:** Development Permit No. 446 be authorized for issuance for Lot 5, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916 (1120 Shuswap Street SE);

**AND THAT:** Issuance of Development Permit No. 446 be withheld subject to:

- i. Receipt of revised a site plan drawing showing one access only;
  - ii. Receipt of an Estimate and Irrevocable Letter of Credit (in the amount of 125% of the Estimate) for landscaping and;
  - iii. Registration of a *Land Title Act* Section 219 covenant restricting tenure to rental for up to 10 units.
-

## PROPOSAL

The applicant is proposing an additional six units to the existing four unit development. The proposal includes adding two units to the lower floor of the existing building (Building 1) and a new four unit building (Building 2) (Appendix 8). A landscaping plan submitted with the application is also enclosed.

The applicant is also requesting variances to the Subdivision and Servicing Bylaw. Specifically, the applicant is requesting relief for the installation of a new street lighting, a 3.0m wide multi-use path, underground telecommunications and BC Hydro lines and to allow for two access points. Letters submitted by the applicant are included as Appendix 5.

## BACKGROUND

The subject property is approximately 1930m<sup>2</sup> (0.5ac) in area (Appendix 1 and 2). The property is designated Residential Medium Density in the Official Community Plan (OCP) and is zoned R4 – Medium Density Residential within Zoning Bylaw No. 2303 (Appendices 3 and 4). The subject property is within the Residential Development Permit Area.

Adjacent land uses include the following:

North: single family residence/R1  
South: single family residence with suite/R8  
East: single family residential/R4  
West: single family residence/R1 and ALR

Under the current zoning and OCP designation the maximum number of units would be 40 units/ha or 8 units; however, the developer is proposing to secure units for rental. Utilizing the density bonus provisions of the R4 zone, and the registration of a Housing Agreement with the City, the number of permitted units could be increased to 10.

## COMMENTS

### Engineering Department

Comments from the Engineering Department are included as Appendix 6. The applicant has provided an Opinion of Probable Costs (OPC) citing the total cost for all of the servicing improvements as required would be \$115,993.00. The costs of those requirements that the applicant is requesting to be waived are as follows:

- i. Installation of street lights - \$25,480.00
- ii. Shuswap Street – widen road and construct 3m wide Multi-use Path - \$64,123.00
- iii. Underground hydro and telecommunications - \$20,150.00

The Engineering Department is not supportive of the variance requests as noted in Appendix 6.

The subject property is within a Latecomer area for sewer. In the event that the proposed development required an upgraded sewer connection, the payment of the Latecomer fee would be required. Given the number of units and existing service, the Engineering Department has determined that a new connection is not required.

### Building Department

No concerns with the proposed development. The additional two units within the existing building (Building 1) would require drawings provided by an Architect.

### Fire Department

No concerns.

### Design Review Panel (DRP)

At their January 18, 2023 meeting, the Design Review Panel (DRP) reviewed the proposed development and were supportive of the application subject to the applicant softening the contrasting colours on the building face, accenting the windows and other openings on the north side of Building 2 and showing screening and garbage enclosures consistent with the development and the OCP guidelines. A summary of the discussion is included as Appendix 7.

The applicant has been amenable to revise their proposal to align with the OCP Guidelines and the DRP recommendations. Specifically, the applicant amended the north side of Building 2 to add accents around the windows and openings, and as per the recommendation of the DRP, the applicant amended the colour rendering to soften the contrasting colours of the proposed building.

### Public Consultation

Pursuant to the Local Government Act and City of Salmon Arm Development Permit Procedures Bylaw, notices are mailed to land owners within a 30m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on February 27, 2023.

### Planning Department

The proposed site plan shows the existing four unit building along the south property line. The applicant is proposing to add two additional units to the lower part of this building. The site plan also shows the proposed new four unit building along the north property line.

Based on the drawings submitted staff support the issuance of the Development Permit.

### *Official Community Plan (OCP)*

The policies and guidelines of the OCP were consulted in the drafting of the proposed development. The proposed development meets the OCP guidelines encouraging in-fill multifamily development.

### *Siting and Building*

With regard to the siting and building the OCP encourages the site layout and building locations to consider the existing topography to limit the need for cut and fill or tall retaining walls. The only proposed retaining wall is adjacent to the existing building and separates the lower parking stalls from upper level parking stalls. There are no other retaining walls being considered on the site.

The OCP design guidelines encourage building frontages and main entrances to face the dominant street with walkways and entries on to the street. In this instance, the side of proposed building is oriented toward the street with the entries to the units oriented inward to the development. Given the existing topography of the site and the orientation of the access point of the end unit of the building could be rotated to orient toward the street but not the entire building.

The design of the proposed Building 2 includes a varied façade colour and articulation of the building face to create interest. These design elements are consistent with the OCP guidelines. As noted in the DRP meeting notes, the applicant intends to soften the contrasting colours and add details to the openings on the north building face.

### *Landscape and Screening*

The applicant has provided the minimum amount of landscaping aligned with OCP guidelines. A screened garbage enclosure has not been provided. Existing mature trees line the frontage of the subject property and are spaced consistent with the OCP guidelines for street trees.

### *Access, Circulation and Parking Area*

The buildings would be accessed via two access/egress points from Shuswap Street SE. The separate access points are, in part, due to the grade of the subject property, which slopes south to north. Effectively, the retaining walls will physically separate the buildings and driveway areas, requiring two access points for the development. It appears that the on site traffic circulation would be sufficient to the amount of density proposed. As noted in a later section of this report, two access points are not permitted under the Subdivision and Servicing Bylaw No. 4163 and the applicant is requesting to vary the limit of one access. Should Council not support the variance request and the development move forward with one access point, a site plan showing the revised access and realigning the internal traffic circulation would be required.

### Variance Requests

Development Variance Permits for servicing are considered on a case-by-case basis and in doing so, a number of factors are taken into consideration when reviewing a request. These factors include site specific circumstances such as the development potential of adjacent lands and the impacts of reduced servicing in the vicinity.

The requirements for development are detailed within the City's Subdivision and Development Servicing Bylaw No. 4163, summarized within Table 1: Service Levels for Subdivision and Development, described in the design criteria, and further detailed in the cross-section standard drawings within the bylaw. The various standards for development are summarized and detailed so that any applicant or agent considering development may inform themselves in advance of the applicable standards that would apply. Staff note that several larger parcels along this corridor have development potential and highlight the need to consistently meet the standards required along this key roadway.

### *Street Lights*

The request to waive the installation of street lights along the Shuswap Street SE frontage is not supported by staff. Although the applicant notes that there is one light on the opposite side of the road and further to the south, this is insufficient for the area. As noted in the attached Engineering report, Shuswap Street is a busy Arterial street and many properties along Shuswap Street have development potential. In addition, when Auto Road connects with 14 Avenue SE in the future, the resulting traffic impact will emphasize the need for street lighting in this area.

### *Multi-use Path*

Shuswap Street SE is designated as an Urban Arterial Road, and an important corridor facilitating movement through the community. As noted in the *Active Transportation Plan* the City is committed to provide safe, easy and enjoyable opportunities to walk, bike and use other forms of active transportation and Multi-use Paths are important links that move people around the community. In particular, Shuswap Street SE serves as a link from residential areas to the downtown core. The required road standard includes a 3.0m Multi-use Path, which is accommodated within a 25m road right-of-way.

### *Underground Existing BC Hydro and Telecommunications*

Overhead BC Hydro and Telecommunication infrastructure create obstacles in the City's boulevards that complicate maintenance and future capital improvements.

### *Increase Number of Access Points*

Shuswap Street SE is designated as an Urban Arterial Street in the OCP and the road standard is intended to accommodate large volumes of traffic through the community. Due to this, access points (i.e. private driveways) are restricted and Engineering staff evaluate existing and proposed access points at the time of a development application. Staff are recommending that Council not support the variance request to increase the permitted number of access/egress points on to an arterial road.



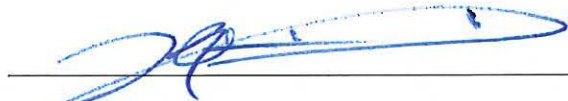
Conclusion

Multifamily development along a significant transportation corridor warrants an expected level of service with regard to road frontage improvements and the requirements of the Subdivision and Servicing Bylaw seeks to address these expectations. Staff recognize the financial constraints on development; however, waiving the requirements of the Subdivision and Development Servicing Bylaw No. 4163 would place additional financial burden on the City for those improvements in the future or increase costs onto future developers of adjacent properties or the City. Staff do not recommend that the variances as requested by the applicant be granted.



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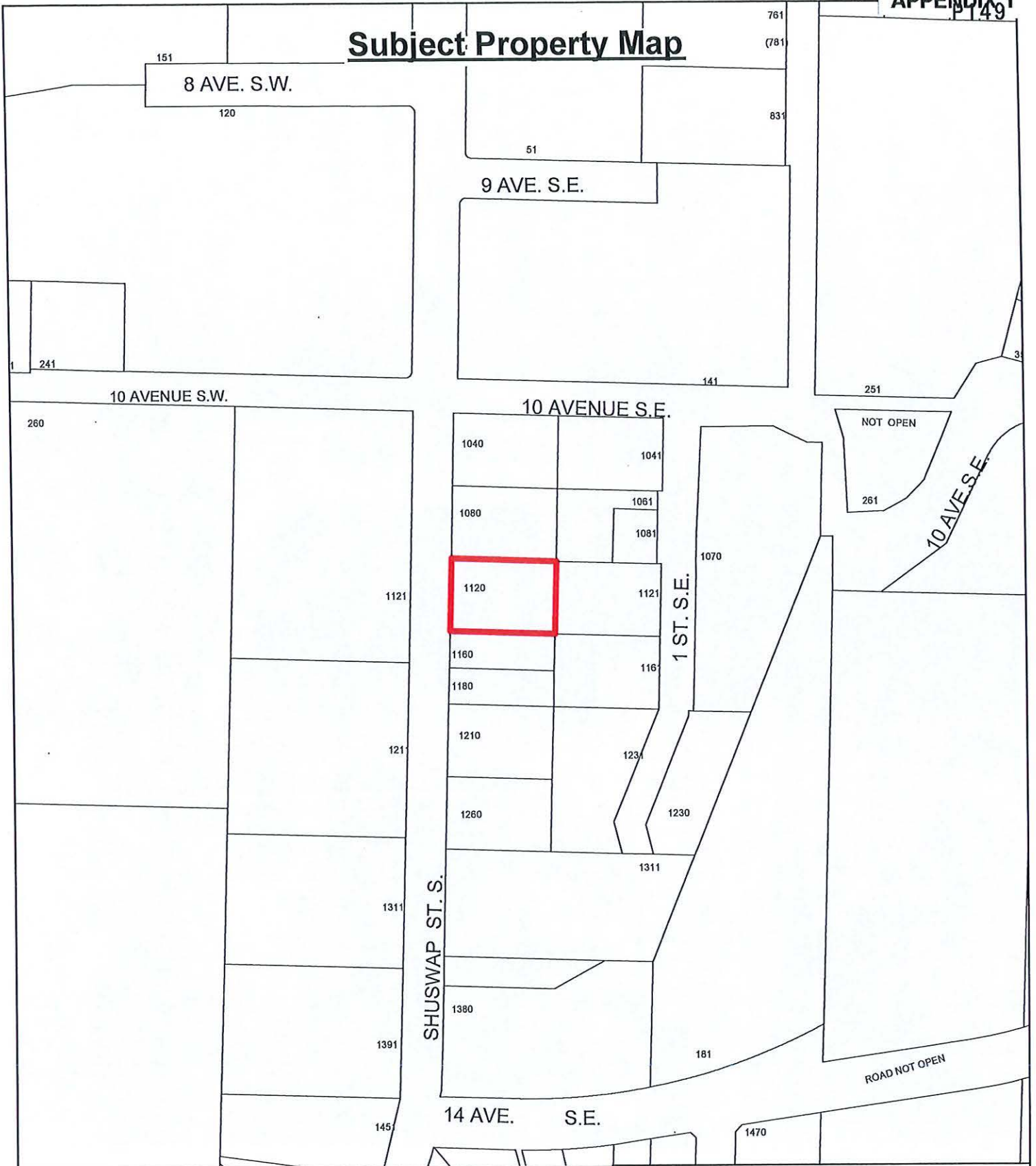
Prepared by Melinda Smyrl, MCIP, RPP  
Planner



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Reviewed by: Rob Niewenhuizen, ASCT  
Director of Engineering and Public Works

# Subject Property Map



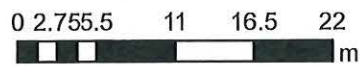
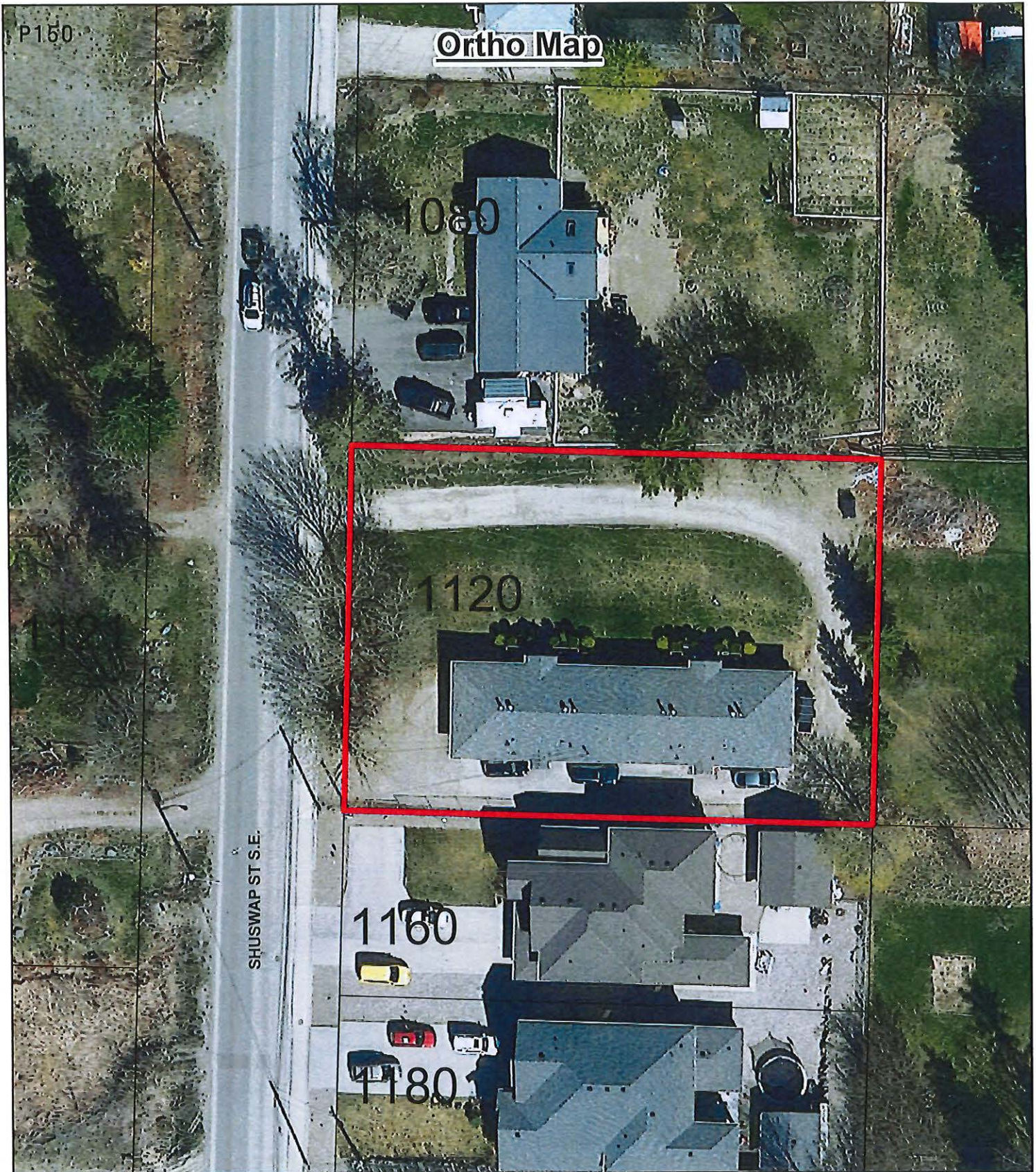
Subject Property



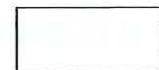
Parcels



Ortho Map



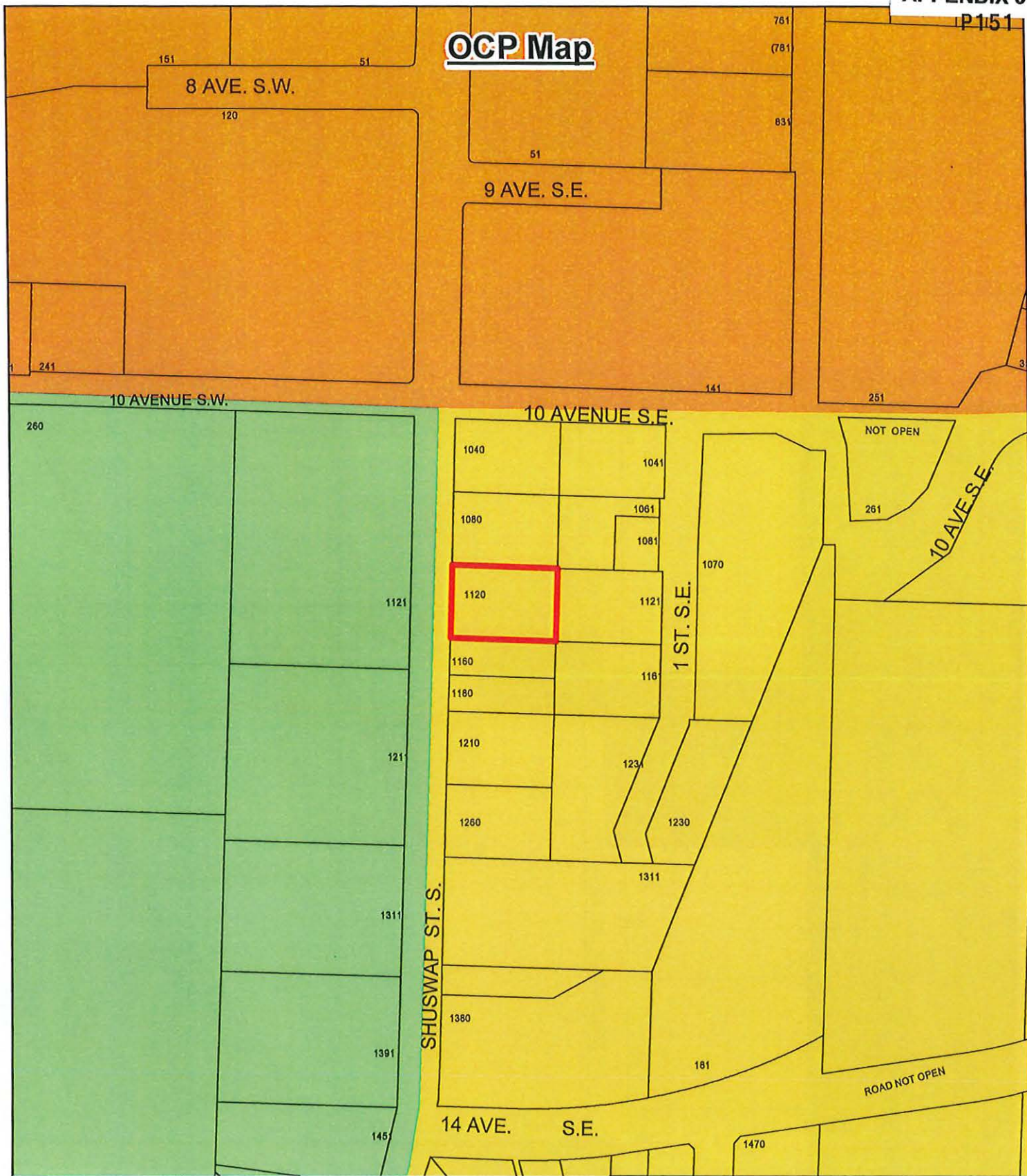
Subject Property



Parcels



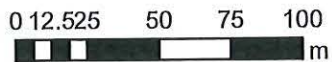
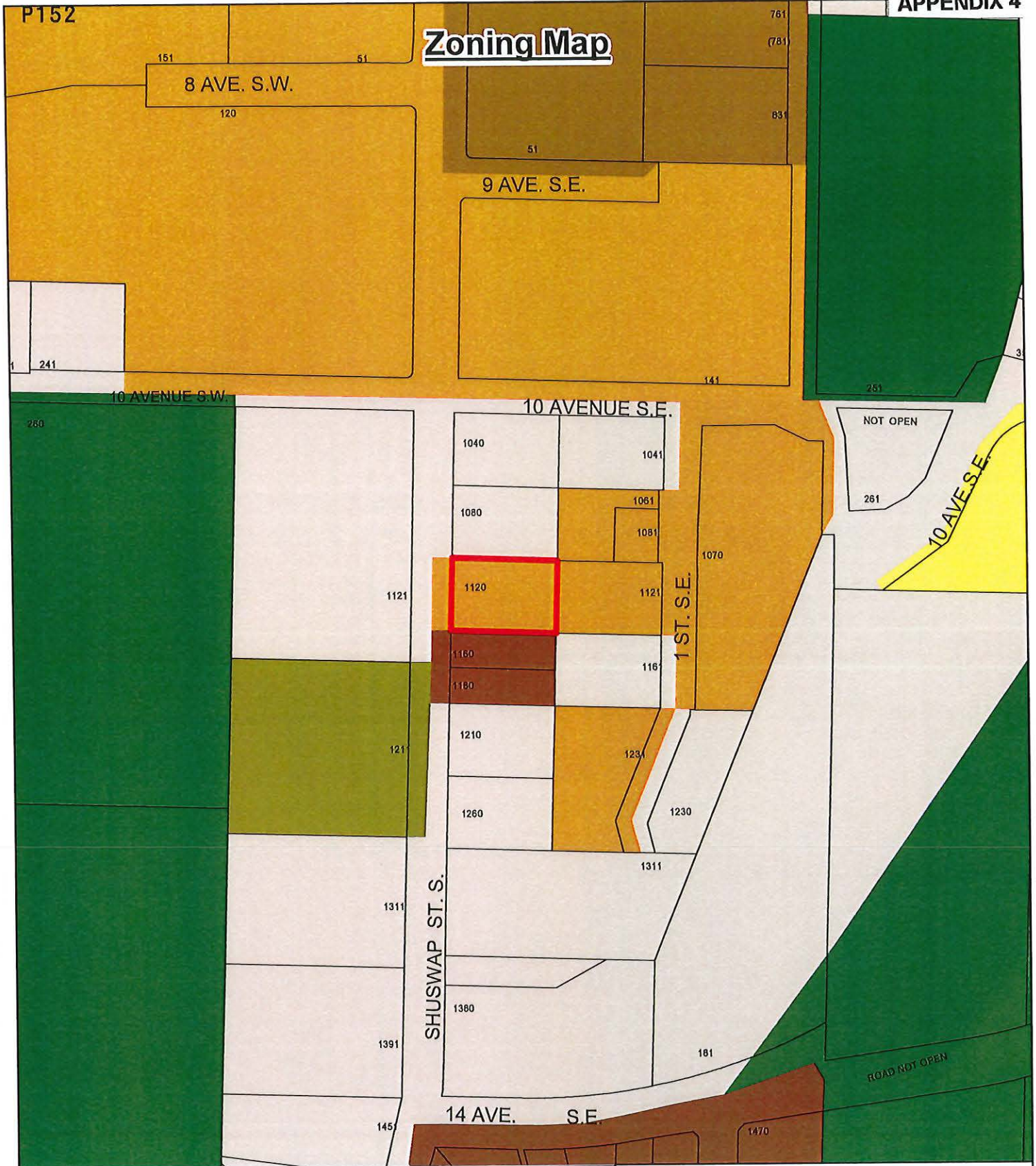
# OCP Map



- Subject Property
- Parcels
- Acreage Reserve
- Residential - Low Density
- Residential - Medium Density
- Residential - High Density



# Zoning Map



	Subject Property		A-2		R-4
	Parcels		A-3		R-5
			R-1		R-8
			R-2		

To Salmon Arm City Staff and Council.

Re: Foothill Apartments  
1120 Shuswap St  
Development Permit application

My name is Jordan Grieve and I am writing this letter on behalf of 1149439 BC LTD. I am a director of the company and have been heavily involved in the preparation of our development permit. As some of you know I work in the Real Estate sector here in Salmon Arm. This offers me immense exposure to our town's real estate and development market that most citizens are unable to witness. Similar to some of you I believe the greatest crisis facing our town is housing. We are fortunate to see sustained growth in our community, however, too many business owners reach out to me stating employees are leaving town unless they can find somewhere to live. Our goal is to work with the city to bring more rental housing to our downtown core.

This premises already contains an existing four-plex. Our plan is to build an additional four units and add two more to the existing building to bring the property total to 10 rentable units. By registering a covenant on the title we will ensure these remain as rental units which will be a huge benefit to our community. Parking can often be an issue, however, we have exceeded the minimum required stalls of 15 and provided 18.

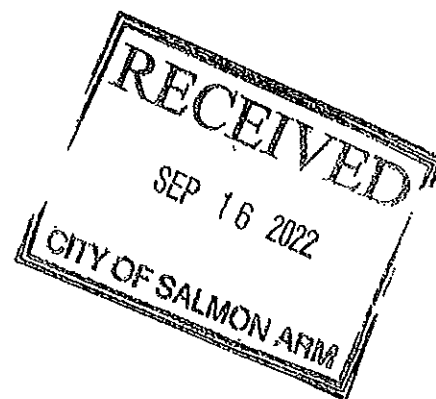
Our landscaping goal is to leave as many of the beautiful existing maples as possible. We also have a detailed plan showing the location of our new species of trees to be planted. Cedar fencing along the north side will provide our neighbours and our new tenant privacy. A chain link fence on the east will be a perfect border.

With the development of this project we have rentals in mind. We also plan to build an environmentally friendly and energy efficient building. We plan to be 40% more energy efficient than the current NBC in order to lessen our footprint on the environment.

I hope that everyone on staff and council, like myself, realizes the dire need for rental housing in our community, and works with us to have not just this project developed, but hopefully many more in the future.

Sincerely,

1149439 BC LTD.  
Per Jordan Grieve  
250-833-7812  
jordangrieve@shaw.ca



**Variiances:** The largest challenges facing any developer on a small scale are the required offsite costs before the project begins. In fact, without specialized financing, most projects in our town would not be feasible. With that in mind, we are asking for the following variances to help make this project happen.

**Hydro/Tel:** Existing distribution Hydro main is on the west side of Shuswap Street. We don't believe underground Hydro on the east side of Shuswap is necessary. We would just put the telecom underground.

**Street Lighting:** There is an existing pole davit at the southern property line on the west of Shuswap street. Although this is an arterial road, it sits in a largely rural area, and the Auto Road connector should further reduce traffic. With this in mind, we would like to waive the required new street lights for our development.

**Curb and Gutter:** The majority of Shuswap street is all blade-faced curb. To remove the existing curb and install a high back curb and gutter seems incredibly wasteful to us. We don't want excessive waste with our project and this seems an obvious area to reduce it. There will be no value added for a small frontage of high back curb and gutter, and the drainage certainly functions as is.





# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

TO: Robert Niewenhuizen, Director of Engineering & Public Works  
 DATE: December 6, 2022  
 PREPARED BY: Mustafa Zakreet, Engineering Assistant  
 OWNER: Jordan Grieve  
 APPLICANT: 1149439 BC Ltd.  
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. DP-444**  
 LEGAL: Lot 5, Section 11, Township 20, Range 9, K6M, KDYD, Plan 9916  
 CIVIC: **1120- Shuswap Street SE**

Further to the request for variance dated November 14, 2022; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

The applicant is requesting that Council waive the requirements of road widening and construction, curb & gutter, 3m wide offset multi-use path, boulevard construction, street lighting, and hydro and telecommunication along the frontage of the subject property as it is required per the Subdivision and Development Servicing Bylaw No. 4163 (SDSB). In addition, the applicant requests to waive the requirement to limit the number of driveway access to one.

#### General Information:

The subject property is located about 233m north of 14 Ave SE and 73m of 10 Ave SE in the urban area fronting Shuswap Street SE which is designated as an Urban Arterial Street standard. The applicant submitted a development permit to add two units to the existing 4 plex and build an additional four units which triggers a full frontage upgrade as per the SDSB. Shuswap Street SE fronting the subject property is currently constructed as an Interim Urban Collector Road. Upgrading to an Urban Arterial Road standard is required in accordance with specification drawing RD-4. The upgrade will include road widening and construction, curb & gutter, 3m wide offset multi-use path, boulevard construction, street lighting, and hydro and telecommunication. The total cost of the requirements is \$115,993 detailed in Appendix A according to Lawson Engineering.



*Figure 1*



**1. Waive the requirement to install streetlights on Shuswap Street SE along the entire frontage of the subject property.**

Currently, there is only one street light on a BC hydro pole at the marked location (+) shown in Figure 2. Lawson Engineering indicated that two davit street lights are needed to cover the site frontage, and the cost estimate to install them is \$25,480 (see Appendix A, including contingency). Shuswap Street is a busy Arterial street and many properties along Shuswap Street have development potential. In addition, when the Auto Road connect with 14 Ave SE, the traffic impact will be increased farther emphasizing the need for street lightening.

**Recommendation:**

The Engineering Department recommends that the requested variance to waive the requirement to install street lights along the frontage of the subject property be denied.



Figure 2

**2. Waive the requirement to widen the road and construct a 3m wide multi-use path along the entire frontage of the subject property.**

Shuswap Street SE is designated as an Arterial Road and is an important link from residential areas to the downtown core area. The east lane of Shuswap Street SE is 4.08 m wide. The sidewalk, curb and gutter are not to the City standard (location and style). The construction of the multi-use path will require removing the current sidewalk, relocating a catch basin and removing 3 trees.

The cost estimate provided by Lawson Engineering for the described work is \$64,123 (see appendix A, including contingency). A separated Multi-use pathway is the City of Salmon Arm Arterial road standard. As such, staff recommend the construction of the 3m wide multi-use path.

**Recommendation:**

The Engineering Department recommends that the requested variance to waive the requirement to construct a 3m multi-use path along the frontage of the subject property be denied.



**3. Waive the requirement to limit the number of driveway access to one.**

Shuswap Street is a busy Arterial Road that connect with another Arterial Road which is about 75 m north of the subject property. In addition, Shuswap Street is to connect with Auto Road which is about 233 m south of the subject property. The Auto Road connector detailed design is 99%

complete, and when the road is constructed, a significant traffic increase will impact Shuswap Street.

The Subdivision and Servicing Bylaw No 4163 allow no access on Arterial Roads when other options are feasible, and limits the number of access to one if it is unfeasible to access on a different road to limit the impact on traffic operations and the safety of the road network.

**Recommendation:**

**The Engineering Department recommends that the requested variance to waive the requirement to limit the number of driveway access to one be denied.**

**4. Waive the requirement to place the existing overhead hydro and telecommunications underground.**

It is required by the servicing bylaw No 4163 that hydro and telecommunication be placed underground. The cost to this work is \$20,150 as estimated by Lawson Engineering (See Appendix A, including contingency).

**Recommendation:**

**The Engineering Department recommends that the requested variance to waive the requirement to place hydro and telecommunications underground be denied.**



---

**Mustafa Zakreet**  
Engineering Assistant

**Gabriel  
Bau Baiges**

---

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

Appendix A



2022-11-17

1120 Shuswap Street - Hydro/Tel, Street Light, Curb & Gutter & MUP Variance  
17-Nov-22  
CLASS 'C' OPINION OF PROBABLE COSTS

CIVIL WORKS						
ITEM NO.	MMCD REF	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
1.0	Division 01 - General Requirements					
1.1	01 53 01	Traffic Control	LS	1	4,800.00	4,800.00
					SUB-TOTAL	\$ 4,800.00
2.0	Division 03 - Concrete					
2.1	03 30 20	Remove & Dispose Existing Blade-face Curb	m	40	64.00	\$ 2,560.00
2.2	03 30 20	Supply & Install High-back Curb & Gutter	m	40	154.00	\$ 6,160.00
2.3	03 30 20	Remove & Dispose Existing Concrete Sidewalk	m2	78	54.00	\$ 4,212.00
					SUB-TOTAL	\$ 12,932.00
3.0	Division 26 - Electrical Works					
3.1	26 56 01	Supply & Install Davit-style Street Lights c/w Conductor and Conduit	ea.	2	9,600.00	\$ 19,600.00
3.2	26 56 01	Hydro/Tel (Allowance)	LS	1	15,500.00	\$ 15,500.00
					SUB-TOTAL	\$ 35,100.00
4.0	Division 31 - Earthworks					
4.1	31 23 01	Common Excavation & Disposal	m3	95	36.00	\$ 3,420.00
4.2	31 11 01	Cleaning and Grubbing - Tree Removal	LS	1	4,000.00	\$ 4,000.00
					SUB-TOTAL	\$ 7,420.00
5.0	Division 32 - Roads and Site Improvements and Earthworks					
5.1	32 12 16	Remove & Dispose Asphalt	m2	40	36.00	\$ 1,440.00
5.2	32 12 16	Supply & Install Asphalt (100mm - 2-Lifts) - 1m Swath for Curbing Machine	m2	40	98.00	\$ 3,920.00
5.3	32 12 16	Supply & Install Asphalt MUP	m2	136	64.00	\$ 8,704.00
5.4	32 11 23	Supply & Place 250 WGB Base Aggregate	m3	15	96.00	\$ 1,440.00
5.5	32 11 16.1	Supply & Place 750 Minus Crushed Aggregate Base	m3	80	68.00	\$ 5,440.00
5.6	32 12 16	Supply & Install MUP Signs c/w Concrete Base	ea.	2	1,250.00	\$ 2,500.00
5.7	32 12 16	Asphalt Key-in - Lap-joint	m	40	32.00	\$ 1,280.00
5.8	32 92 20	Boulevard Grading & Hydroseed	LS	1	3,500.00	\$ 3,500.00
					SUB-TOTAL	\$ 28,224.00
6.0	Division 33 - Utilities (Storm Sewer Works)					
6.1	33 30 01	Adjust Existing Catch Basin	LS	1	750.00	\$ 750.00
					SUB-TOTAL	\$ 750.00

SUMMARY

1.0	Division 01 - General Requirements	4,800.00
2.0	Division 03 - Concrete	12,932.00
3.0	Division 26 - Electrical Works	35,100.00
4.0	Division 31 - Earthworks	7,420.00
5.0	Division 32 - Roads and Site Improvements and Earthworks	28,224.00
6.0	Division 33 - Utilities (Storm Sewer Works)	750.00
SUB TOTAL		89,226.00
CONTINGENCY (CLASS 'C' - 30%)		26,767.80
TOTAL		115,993.80

- 1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.
- 2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.
- 3) Excludes BC Hydro, BCLS, Environmental Impact Assessments, Archeological Assessments and Legal.

ASSUMPTIONS:

- 1) Assumes no road widening
- 2) Assumes quantities required to 'join' adjoining non-separated sidewalk to required separated sidewalk 2m on either side of subject property frontage
- 3) Assumes existing 4m lane width, proposed 1m boulevard and 3m MUP due to pre-existing skewed Shuswap Rd alignment (centerline skewed ~2m to East)

  
Prepared by: Alistair Waters, ASCT



Reviewed by: Blake Lawson, P.Eng  
Permit No.: 1001279

Design Review Panel – January 19, 2023 Meeting Minutes

**Application No. DP- 446**  
**1481 10 Street SW (Jordan Grieve)**

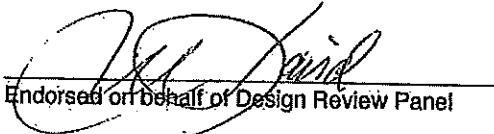
Staff provided a summary of the proposal. The applicant is proposing the addition of a four plex building and renovating the existing building to add two units. The total number of units would be 10. The number of units would be supported in the OCP and zoning through the density bonus provisions for rental units in the R4 zone.

The site plan shows a circular driveway with two access points onto Shuswap Street SE. The north access point is designed to accommodate two-way traffic. The number of access points shown in the proposal is the subject of a variance request to Council as the bylaws permit a sole access point and the site plan shows two points. Should Council not support the variance changes may be made to the site plan.

The Panel noted that the building elevations show an articulated building with colour variation to break up and long blank building faces but that the contrasting colours (deep navy blue and bright white) should be softer. The applicant noted that the building will be board and baton and intends to have softer colours contrasting. The Panel also noted that having the finishes shown in the drawings provided would have been better for decisions and comment. The Panel noted concerns the amount of asphalt and lack of amenity and greenspace on the site. The applicant stated that the centre area must be paved for the driveway aisle and usable common greenspace is not available for Building 1 and there is some private amenity space on the north side of Building 2.

**Panel Recommendation**

THAT the DRP supports application DP- 446 subject to the applicant softening the contrasting colours on the building face, accenting the windows and other openings on the north side of the Building 2 and showing screening and garbage enclosures consistent with the development and OCP guidelines.



Endorsed on behalf of Design Review Panel







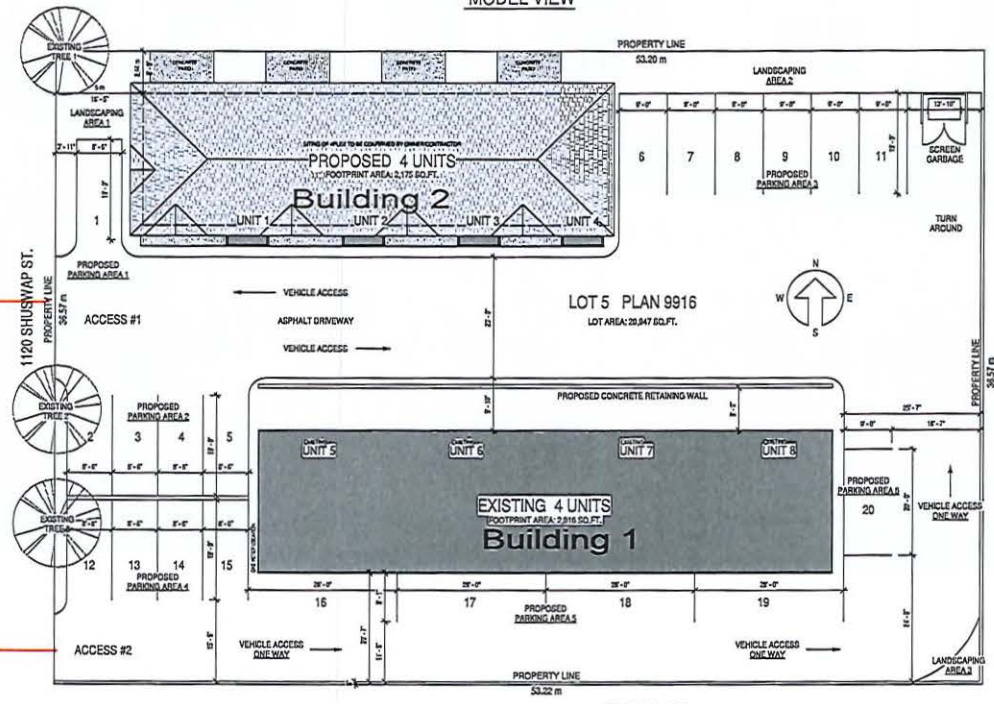


# 1120 SHUSWAP STREET - SALMON ARM PROPOSED 4-PLEX



MODEL VIEW

Variance request:  
Two access/egress points



SITE PLAN  
3/32" = 1'-0"



250.306.6219  
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CONTRACTOR:  
**BRENTWELL**  
BUILDING WITH INTEGRITY

250.306.8541  
ISSUE DATE: JULY 12, 2022

CONSTRUCTION  
REVIEW

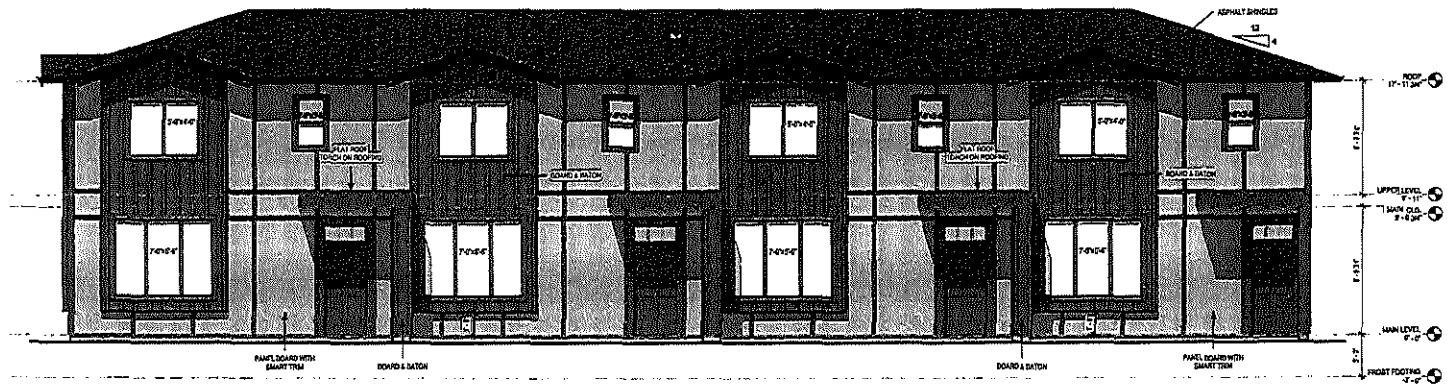
SHEET LIST

A-1	MODEL VIEWS & SITE PLAN
A-2	ELEVATIONS
A-3	FOUNDATION
A-4	MAIN LEVEL
A-5	UPPER LEVEL
A-6	SECTION VIEWS / ROOF PLAN

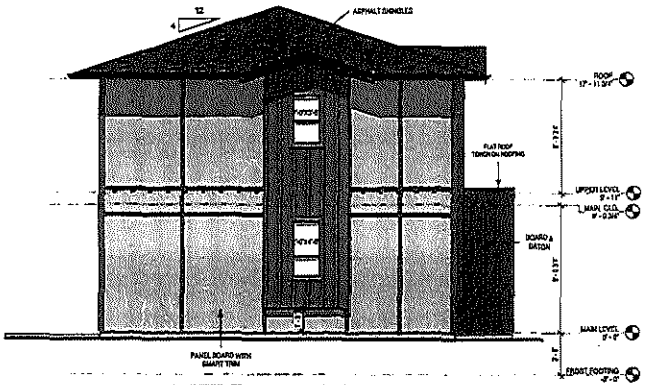
NOTES:

PROJECT NAME  
PROPOSED 4-PLEX BLD.  
1120 SHUSWAP STREET  
SALMON ARM  
LOT 5

PAGE NO.  
A-1



FRONT ELEVATION - SOUTH

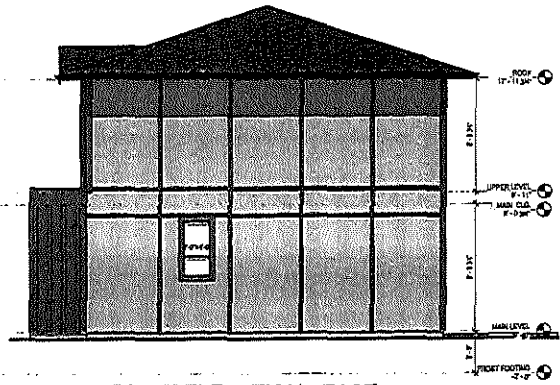


LEFT ELEVATION - WEST

GLAZING CALCULATION - BACK ELEVATION - NORTH  
 EXPOSED BUILDING FACE AREA: 194.56 sq. ft.  
 IMPACTED GLAZED OPENING AREA: 184.64 sq. ft.  
 % OF GLAZED OPENING: 94.94%  
 ALLOWABLE: 14% @ 3-MIN LIMITED DISTANCE

NOTE:  
 WINDOW UNITS TO BE CONFIRMED BY OWNER/CONTRACTOR PRIOR TO ORDERING, TO AVOID PROPER VENTING AND EGRESS.

NOTE:  
 PROVIDE PROTECTIVE CURBS TO ALLOW DRAINAGE AWAY FROM FOUNDATION.



RIGHT ELEVATION - EAST



BACK ELEVATION - NORTH



250.306.8541

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CONTRACTOR



250.306.8541

CONSTRUCTION REVIEW

SHEET ISSUE DATE AUG 3, 2022

SHEET LIST

- A1 MODEL VIEW & SITE PLAN
- A2 ELEVATIONS
- A3 FOUNDATION
- A4 MAIN LEVEL
- A5 UPPER LEVEL
- A6 SECTION VIEW & ROOF PLAN

NOTES

PROJECT TITLE

PROPOSED 4-PLEX BLD.  
 1120 SHUSWAP STREET  
 SALMON ARM  
 LOT 5

DRAWING TITLE

ELEVATIONS

SCALE 1/4" = 1'-0"

DRAWN BY MP

PAGE NO.

A-2







250.306.8518

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CONTRACTOR

**BRENTWELL**  
BUILDING WITH INTEGRITY

250.306.8541

**CONSTRUCTION REVIEW**

SHEET ISSUE DATE AUG 3, 2022

SHEET LIST

A1	MODEL VIEWS & SITE PLAN
A2	ELEVATIONS
A3	FOUNDATION
A4	WALL LEVEL
A5	UPPER LEVEL
A6	SECTION VIEWS / ROOF PLAN

NOTES

PROJECT TITLE

PROPOSED 4-PLEX BLD.  
1120 SHUSWAP STREET  
SALMON ARM  
LOT 5

DRAWING TITLE

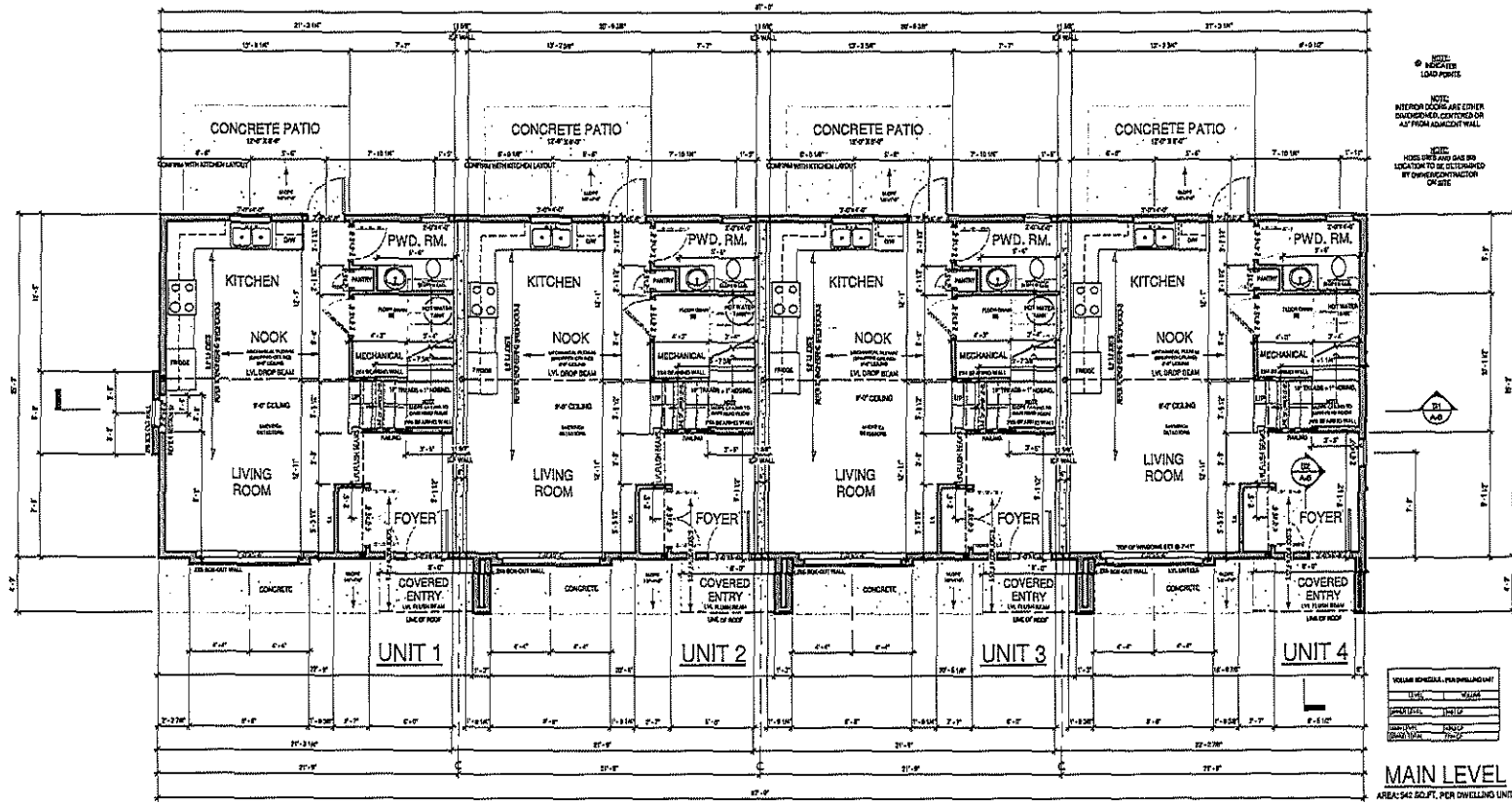
MAIN LEVEL

SCALE 1/4" = 1'-0"

DRAWN BY MP

PADE NO.

**A-4**



NOTE: HATCHES LOAD POINTS

NOTE: INTERIOR DOORS ARE EITHER DAUGHERED, CONTROLLED OR A-7 FROM ADJACENT WALL

NOTE: HOLES AND ONE BY ONE LOCATION TO BE DETERMINED BY OWNER/CONTRACTOR OR SET

VOLUME SCHEDULE PER DWELLING UNIT

CEILING	9'-0"
FLOOR	9'-0"
MECHANICAL	18'-0"
MECHANICAL	18'-0"
MECHANICAL	18'-0"
MECHANICAL	18'-0"

MAIN LEVEL  
AREA: 940 SQ. FT. PER DWELLING UNIT



250.306.8541

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CONTRACTOR



250.306.8541

**CONSTRUCTION REVIEW**

SHEET ISSUE DATE AUG 3, 2022

SHEET LIST

- A1 MODEL WONG & GRIFFIN PLAN
- A2 ELEVATIONS
- A3 FOUNDATION
- A4 BATH LEVEL
- A5 FLOOR LEVEL
- A6 SECTION VIEWS / ROOF PLAN

NOTES

PROJECT TITLE

PROPOSED 4-PLEX BLD.  
1120 SHUSWAP STREET  
SALMON ARM  
LOT 5

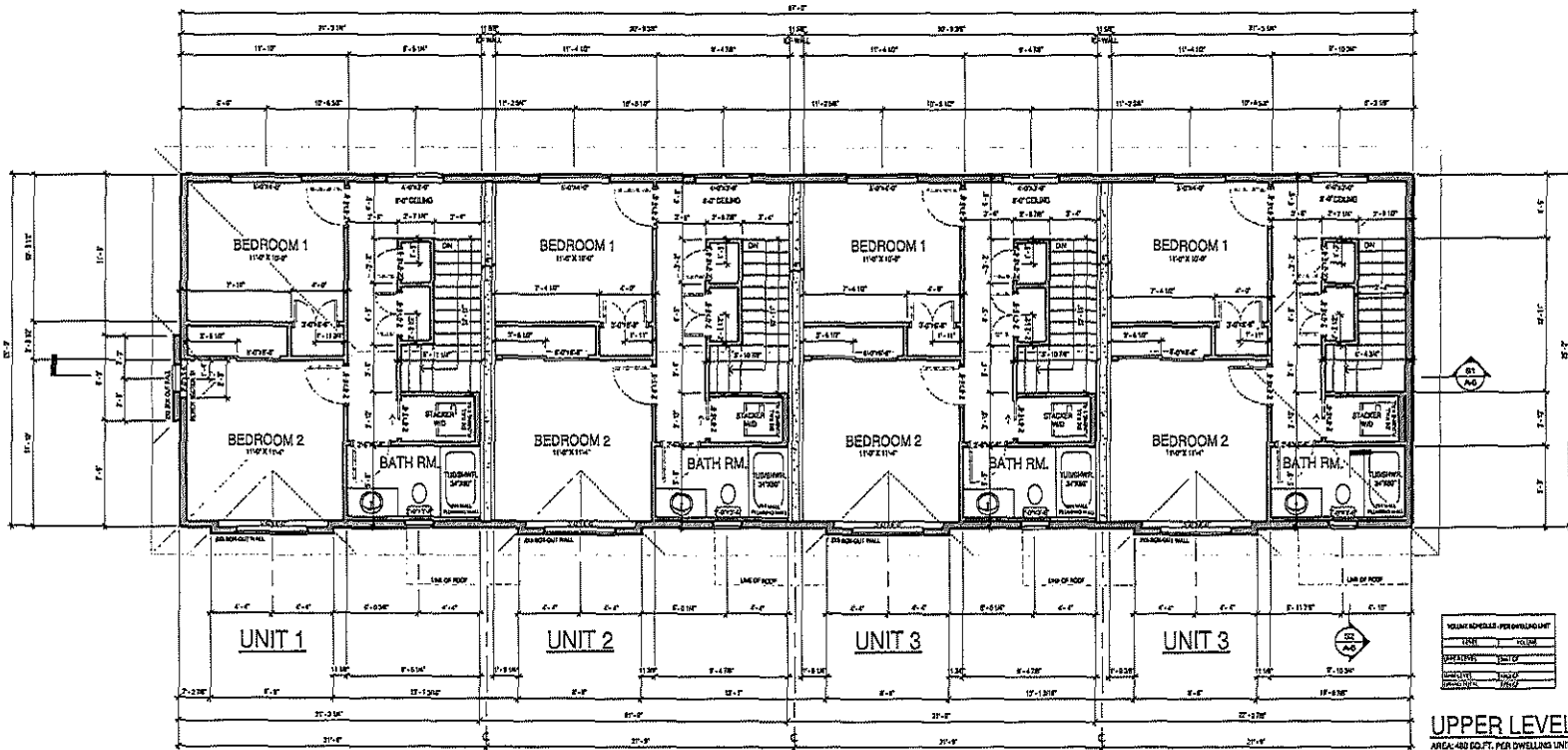
DRAWING TITLE

UPPER LEVEL

SCALE 1/4" = 1'-0"

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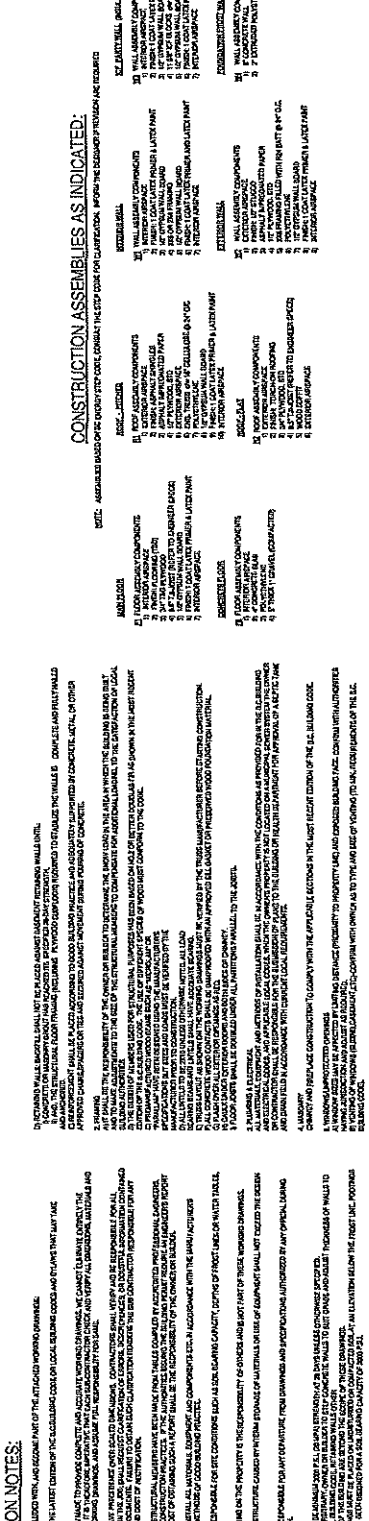
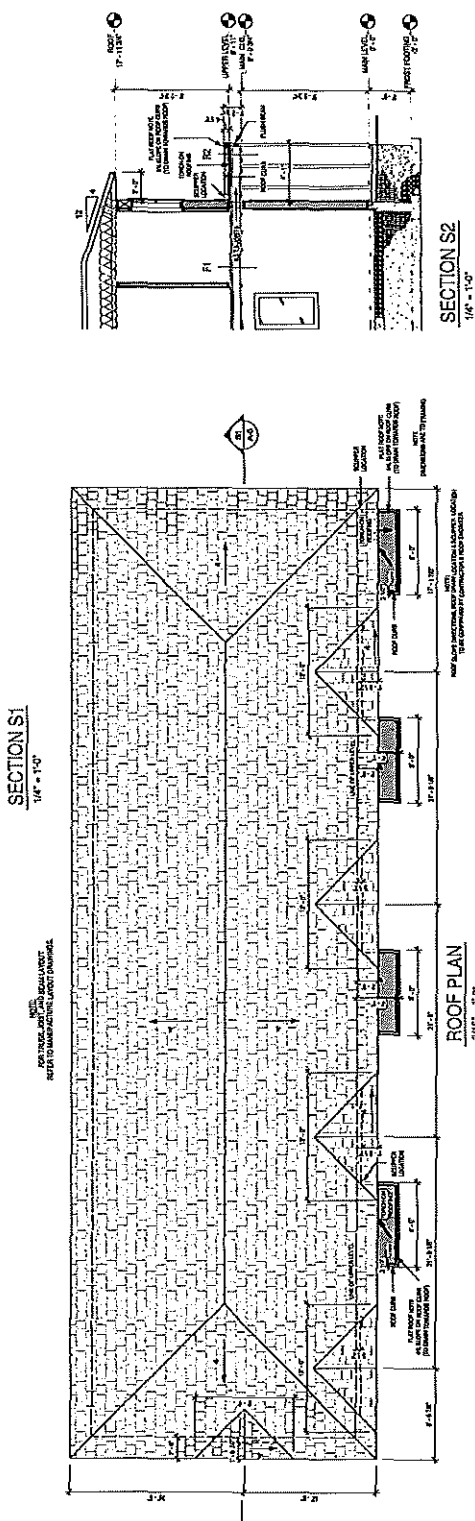
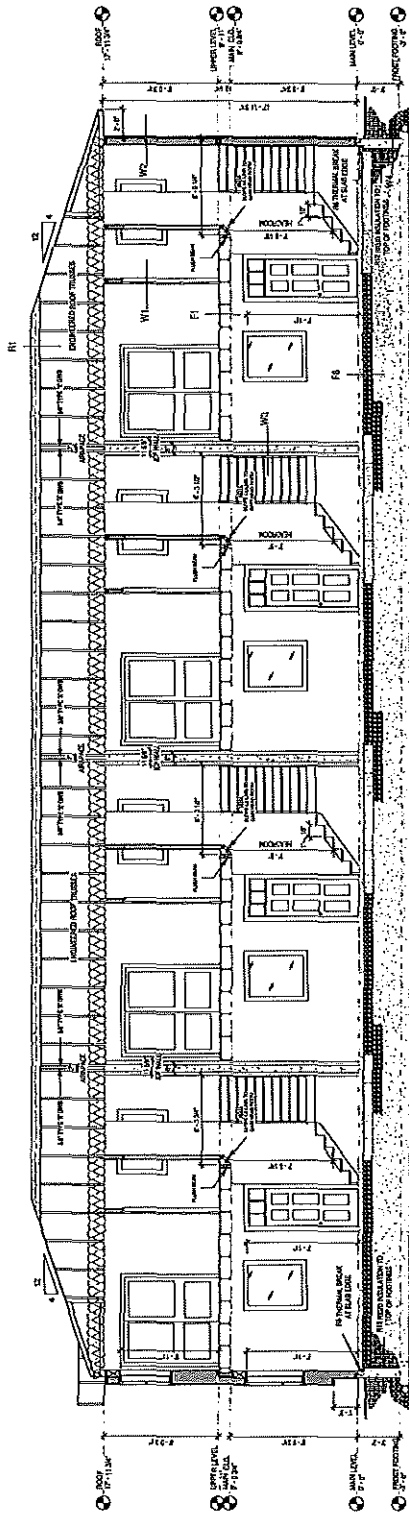
PAGE NO. A-5



REVISION	DATE	BY	CHKD

**UPPER LEVEL**  
AREA: 480 SQ. FT. PER DWELLING UNIT

		CONTRACTOR <b>BRENTWELL</b> BRENTWELL UNIVERSITY 250.306.6541	
PROJECT TITLE PROPOSED 4-FLEX BLD, 1120 SHUSWAP STREET SALMON ARM LOT 5			
DRAWING TITLE SECTION VIEWS / ROOF PLAN			
SHEET ISSUE DATE AUG 3, 2022			
SHEET LIST A1 KITCHEN LAYOUT PLAN A2 BATH LAYOUT PLAN A3 FLOOR PLAN A4 SECTION S1 A5 SECTION S2			
NOTES 1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC) AND THE 2018 INTERNATIONAL BUILDING CODE (IBC). 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LOCAL JURISDICTION. 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL FIELD DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION. 4. ALL MATERIALS SHALL BE OF QUALITY AND SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS. 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES. 6. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME. 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ACCESS TO ALL ADJACENT PROPERTIES. 8. ALL WASTE SHALL BE PROPERLY DISPOSED OF. 9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE. 10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BONDS. 11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES. 12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES.			



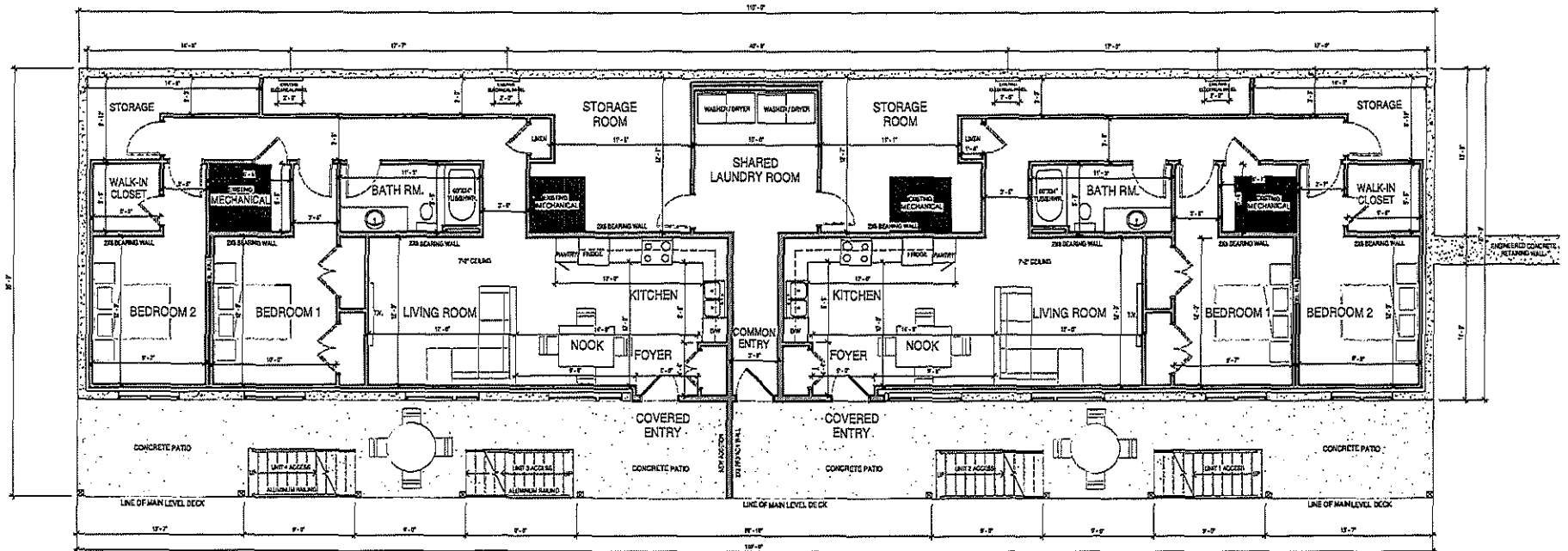
**CONSTRUCTION NOTES:**

1. THE FOLLOWING ARE TO BE PROVIDED WITH AND BECOME PART OF THE ATTACHED WORKING DRAWINGS.  
 ALL WORK SHALL CONFORM TO THE LATEST EDITION OF THE BUILDING CODE OR LOCAL BUILDING CODES AND RULES THAT MAY TAKE PRECEDENCE.  
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LOCAL JURISDICTION.  
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL FIELD DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION.  
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 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.  
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BONDS.  
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES.

**CONSTRUCTION ASSEMBLIES AS INDICATED:**

- ROOF ASSEMBLY COMPONENTS**
1. INSULATION
  2. ROOF SHEETING
  3. ROOF TRUSSES
  4. ROOF BRACING
  5. ROOF FLASHING
  6. ROOF GUTTERS
  7. ROOF DOWNSPOUTS
  8. ROOF VENTS
  9. ROOF CHIMNEYS
  10. ROOF RIDGELINE
  11. ROOF EAVES
  12. ROOF SLOPE
  13. ROOF PITCH
  14. ROOF OVERLAP
  15. ROOF JOINTS
  16. ROOF SEAMS
  17. ROOF EDGES
  18. ROOF CORNERS
  19. ROOF WALLS
  20. ROOF WINDOWS
  21. ROOF DOORS
  22. ROOF STAIRS
  23. ROOF BALCONIES
  24. ROOF PATIOS
  25. ROOF TERRACES
  26. ROOF PORCHES
  27. ROOF DECKS
  28. ROOF GARDENS
  29. ROOF POOLS
  30. ROOF SPA
  31. ROOF HOT TUB
  32. ROOF SHEDS
  33. ROOF GARAGES
  34. ROOF BARN
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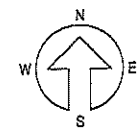
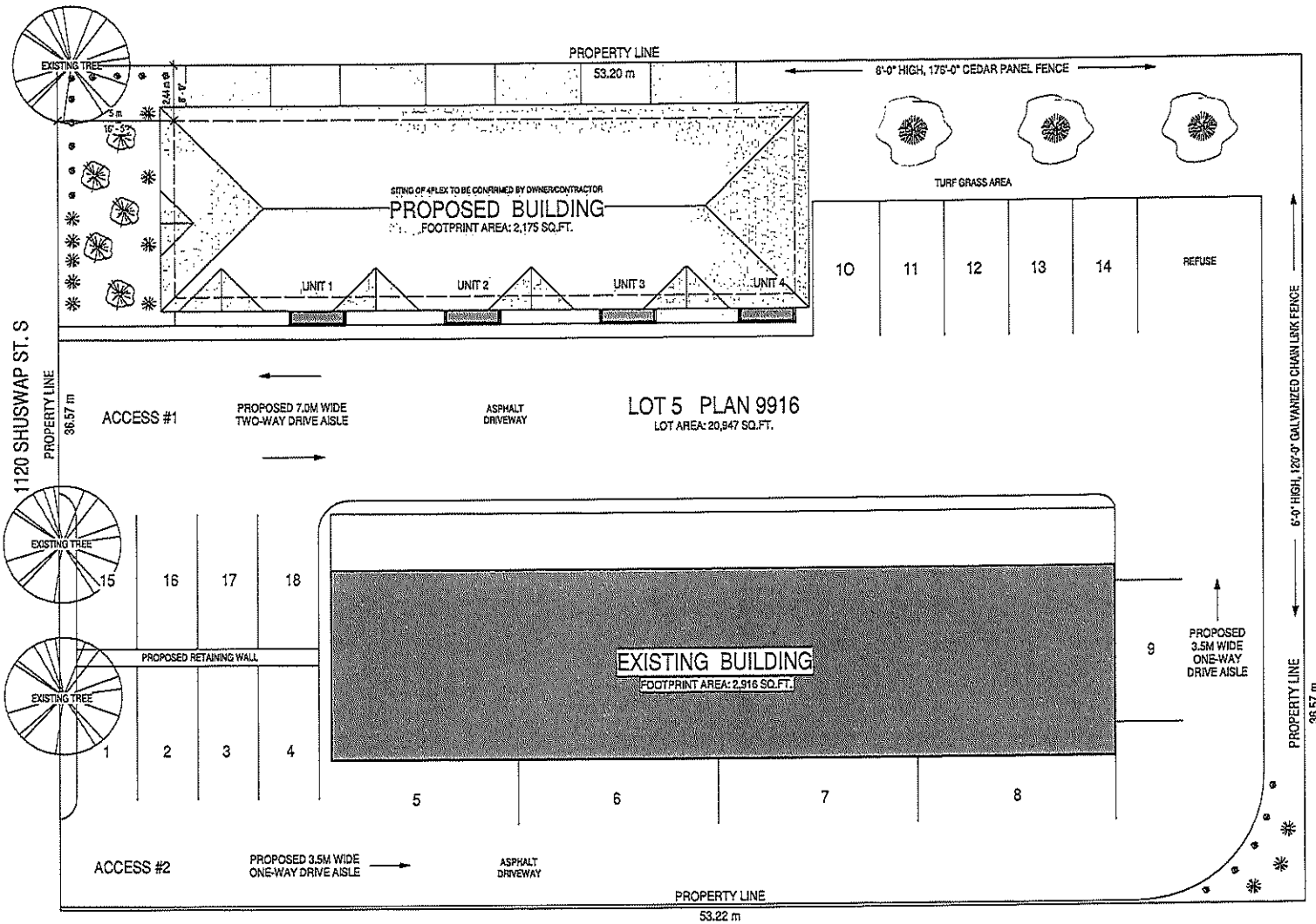




LOWER LEVEL  
NEW ADDITION UNIT 6

LOWER LEVEL  
NEW ADDITION UNIT 5

Building 1 - Lower level Units



**PLANTING NOTES**

ALL PLANTINGS TO BE POCKET PLANTED WITH TOPSOIL, PLACED 3x SIZE OF ROOTBALL, TREES & SHRUBS.

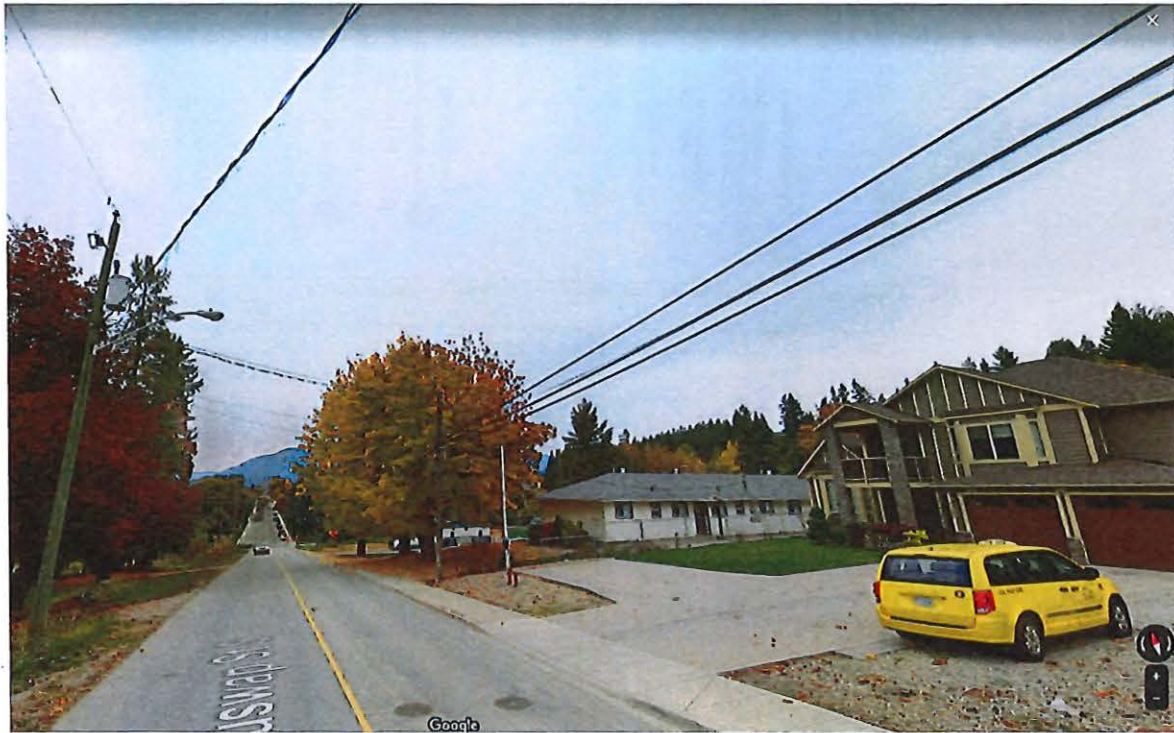
TURF ACROSS AREAS TO RECEIVE 150mm DEPTH TOPSOIL PLACEMENT.

ALL LANDSCAPE AREAS TO REQUIRE AUTOMATED UNDERGROUND IRRIGATION.

ALL PLANTINGS REQUIRE LANDSCAPE WEED BARRIER WITH 100mm DEPTH DECORATIVE ROCK MULCH.

- REQUIRED PLANTS**
- 5 GAL. (3) ABM - AUTUMN BLAZE MAPLE
  - 2 GAL. (12) RGB - ROSE GLOW BARBERRY
  - 1 GAL. (15) SDD - STELLA D'ORA DAYLILY
  - 2 GAL. (5) MCS - MAGIC CARPET SPIREA

Landscape Plan





**Melinda Smyrl**

---

**From:** Kevin Pearson <kpearson@salmonarm.ca>  
**Sent:** Wednesday, July 6, 2022 3:44 PM  
**To:** Jordan Grieve  
**Subject:** RE: [External] Concept

Hey Jordan, yes the single access down the middle is fine. If so, I suggest and support leaving the existing access at the south end

“Proposed to Remain Open” for additional parking and/or garbage collection purposes.

I think my idea could also work for a ring road and an enlarged single access/egress

Kevin

---

**From:** Jordan Grieve <jordangrieve@shaw.ca>  
**Sent:** Wednesday, July 6, 2022 3:07 PM  
**To:** Kevin Pearson <kpearson@salmonarm.ca>  
**Subject:** Re: [External] Concept

Thanks Kevin,

I don't think we will get the required parking with this. but let me talk with the engineers. What about their proposal of just the one access down the middle?

Jordan Grieve PREC\* - Bcomm  
 Homelife Salmon Arm Realty.com  
 Cell: 250-833-7812  
 Toll-Free: 1-800-890-9166

---

**From:** "Kevin Pearson" <kpearson@salmonarm.ca>  
**To:** "jordangrieve" <jordangrieve@shaw.ca>  
**Sent:** Wednesday, July 6, 2022 1:09:18 PM  
**Subject:** Concept

Hi Jordan,

Rob and I thought of this idea. Have the access route loop up and around the west end of the older apartment into a one way circle. Close off the southern access. There should be plenty of space to tuck some receptacle depot areas.

Cut and fill to address grade. Parking along the backs of units 1 – 4 (5).

If not possible, keeping the second access open can be considered but not preferable.

**Kevin Pearson | Director of Development Services**  
 Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2 | P 250.803.4015 | F 250.803.4041  
 E [kpearson@salmonarm.ca](mailto:kpearson@salmonarm.ca) | W [www.salmonarm.ca](http://www.salmonarm.ca)



P172  
Melinda Smyrl

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**From:** Kevin Pearson <kpearson@salmonarm.ca>  
**Sent:** Wednesday, July 13, 2022 8:06 AM  
**To:** Jordan Grieve  
**Subject:** RE: [External] 4-Plex-Site Plan Review-July12

Hi Jordan. I like the site plan. Let me run it by Engineering. I will say that I support the two accesses for circulation.

As mentioned prior (and you are probably waiting for confirmation on the site plan), need landscaping plan Jordan (DP Guidelines in OCP) and a itemizing plantings, fencing and screening. The 125% bond is based on the list.. I will send you examples today.

I like the site plan!

---

**From:** Jordan Grieve <jordangrieve@shaw.ca>  
**Sent:** Tuesday, July 12, 2022 3:41 PM  
**To:** Kevin Pearson <kpearson@salmonarm.ca>  
**Subject:** Fwd: [External] 4-Plex-Site Plan Review-July12

Hey Kevin,

Would this be sufficient for a DP?

Jordan Grieve PREC\* - *Bcomm*  
Homelife Salmon Arm Realty.com  
Cell: 250-833-7812  
Toll-Free: 1-800-890-9166

**His Worship the Mayor and City Council  
Re 1120 Shuswap St Development**

Once again I wanted to thank you all for your valuable input at our development meeting this Tuesday. I am very thankful we have a local government willing to listen to the inputs concerns and opinions of the community stakeholders and those involved with development.

As mentioned at our meeting, our city faces a massive challenge in the densification of our downtown core. The purpose of this particular project is not to try and change the process by which we go about allowing small-scale densification, however, I do hope to shine some light on the process as a whole.

I have attached to this letter, a key page from Salmon Arm's Housing Strategy document from August 2020. The results of this housing needs assessment indicated rental housing as one of the direst needs in our community. From my experience, I can say this is true. The last two apartments I posted for rent had 109 and 81 applicants in one week. I have business owners reach out to me asking if I have a rental so their employee doesn't leave. Vacancy sits at under 1%. Our town desperately needs more rentals, and the six additional units from this project mean six more families that are a part of our community.

I note the difficulties in awarding variances based on capital projects as that affects the city's ability to provide appropriate infrastructure in the future. However, without working together I don't believe small-scale development is possible in our city. The attached document makes a reference I think is relevant regarding the implementation of Rental Housing

“Task 2.1.1: Fast-track or prioritize in the development process, formalize and communicate about the process to prospective developers

“ Task 2.1.3: Review current incentives and approach to relaxing regulations, consider opportunities to formalize and expand these”

We all have the same goals, it's just about making them come together. We are asking for a variance to the road widening and multi-use path construction. In its place, we are offering a 50% contribution in lieu of construction. All other variance requests remain as outlined in our development committee meeting.

I know at the time I mentioned the cost incurred thus far to get to the development permit portion of this project. If anyone is interested in a full cost breakdown, on how adding 6 units can cost an additional \$2,400,000 I would be happy to have a conversation.

Jordan Grieve

## 3.2 STRATEGY AREA #2: FACILITATE THE DEVELOPMENT OF NEW PURPOSE-BUILT RENTAL HOUSING AND PROTECT EXISTING STOCK

**Action 2.1:** Facilitate the development of a broader range of purpose-built rental housing options to meet the needs of diverse households through planning and other local government levers

- Task 2.1.1: Fast-track or prioritize in the development process, formalize and communicate about the process to prospective developers
- Task 2.1.2: Educate developers about new government programs to support purpose-built rental, such as the CMHC's Rental Construction Financing Program
- Task 2.1.3: Review current incentives and approach to relaxing regulations, consider opportunities to formalize and expand these
  - Parking relaxations
  - Other options include partial DCC waivers, particularly where a housing reserve can support DCC costs for a non-profit
- Task 2.1.4: Identify opportunities to bring together private sector and non-profit partners to explore project opportunities that meet multiple needs
- Task 2.1.5: Support the development of purpose-built multi-family rental housing in areas close to services and transit, which are walkable and/or well-served by transit

### Case Study: Tofino Short-Term Vacation Rentals

The District of Tofino is another tourism-based economy on the west side of Vancouver Island. With an increase in short-term vacation rentals, available rental in the secondary market became scarce, and housing for service workers became a priority for the District.

In 2016 Tofino adopted a regulatory approach to short-term vacation rentals, balancing the needs of their tourism-based economy for both workforce housing and tourist accommodation. Tofino regulates short-term vacation rentals as follows:

- » The maximum number of dwellings on a lot that may be occupied by a Short Term Rental use is 1;
- » A Short Term Rental use may be operated within a Secondary Suite, Caretaker Cottage or principal Dwelling, and in any calendar year may be operated only in one of the dwelling units on any lot;
- » A Short Term Rental use may not be located within any dwelling unit that has more than three sleeping units or bedrooms in total;
- » The maximum number of guests in a Short Term Rental use at any one time is 6;
- » Short Term Rental use is permitted only where a Residential Use, occupied by a Permanent Resident, is occurring in a dwelling unit on the lot other than the dwelling unit in which the Short Term Rental use is occurring;
- » Short Term Rental use is only permitted on a lot that contains two dwelling units

Item 23.4

### CITY OF SALMON ARM

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-576 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP113491 which will vary Zoning Bylaw No. 2303 Section 4.12.1(a) by increasing the height of a combined retaining wall and fence from 6.5 ft. to 17.5 ft.

[Mushaluk, J. & L./Edge Craft Construction Inc.; 2871 25 Avenue NE; Height requirements]

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond





TO: His Worship Mayor Harrison and Members of Council

DATE: February 10, 2023

SUBJECT: Development Variance Permit Application No. VP-576 (Height of Retaining Wall & Fence)

Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP113491  
 Civic Address: 2871 – 25 Avenue NE  
 Owners: J. & L. Mushaluk  
 Agent: Edge Craft Construction Inc. (c/o Shane Burgi)

**MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP-576 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP113491, which will vary Zoning Bylaw No. 2303 Section 4.12.1 (a) by increasing the height of a combined retaining wall and fence from 6.5 ft. to 17.5 ft.**

**STAFF RECOMMENDATION**

THAT: the motion for consideration be adopted.

**PROPOSAL**

The agent is proposing to vary the permitted height for an existing retaining wall and fence from 6.5 feet to 17.5 feet. Drawings submitted in support of the application are enclosed as Appendix 1. The agent has also submitted a letter of rationale in support of their application (Appendix 2).

**BACKGROUND**

The subject property is located in the North Broadview area, just off 30 Street NE on 25 Avenue NE, and is approximately 511.0m<sup>2</sup> in area (Appendix 3 and 4). Although not shown on the ortho map (Appendix 4), the site also now contains a single family dwelling, which was built in 2022. The property is designated Low Density Residential in the Official Community Plan (OCP) and is zoned R-8 – Residential Suite Zone within Zoning Bylaw No. 2303 (Appendices 5 and 6).

After previously being informed by the Building Department that a permit was required for the already-constructed retaining wall, the agent applied for a Building Permit with the City in October 2022. Following this, staff performed routine plan checks and informed the agent that a height variance was required for the retaining wall and fence. As a result, the agent submitted a variance permit application on January 27, 2023. Site photos of the retaining wall and fence are attached (Appendix 7).

Adjacent land uses include the following:

North:	Single family dwelling and accessory buildings/structures	Zoned R-8
South:	25 Avenue NE; single family dwelling	Zoned R-1
East:	Single family dwelling and accessory buildings/structures	Zoned R-8
West:	Single family dwelling and accessory buildings/structures	Zoned R-1

COMMENTSBuilding Department

No concerns with variance. BP is on hold until resolved.

FortisBC

No issue with this proposal.

Shaw

Shaw supports this application with no concerns.

BC Hydro

BC Hydro has no objections or conflicts with the proposed variance request.

Engineering Department

Wall has been designed by a Professional Engineer. The overland storm route has been maintained. No Engineering Concerns.

Public Consultation

Pursuant to the Local Government Act and City of Salmon Arm Development Variance Permit Procedures Bylaw, notices are mailed to land owners within a 30m radius of the application. The notices outline the proposal and advise those with 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 February 27, 2023.

Planning Department

Development Variance Permits are considered on a case-by-case basis, and in doing so, a number of factors are taken into consideration when reviewing a request. These factors include site-specific conditions such as lot configuration, negative impact(s) on the general form and character of the surrounding neighbourhood and negative impact(s) on adjacent properties.

As described in the letter submitted by the agent (Appendix 2), the owner/agent consulted a Geotechnical Engineer (Applebruin Engineering Inc.) for a certified design for the existing wall. The agent claims that they and the Geotech determined that the wall was necessary due to the topographical conditions, slopes, and various grades on the subject property. The agent states that the purpose of the wall is to retain the yard and home on the west-facing slope of the property to enable reasonable use of the rear yard of the property. The agent also mentions that neighbours were consulted.

Should Council not support the variance request, the owner and/or agent would have to reconstruct portions of the retaining wall, terracing the wall to ensure each section of the wall is below the required height.

The sloping terrain across the subject parcel provides a reasonable rationale for some form of retaining wall to create level yard areas across this development and is a common approach for single family developments in Salmon Arm. Staff have no concerns with the variance request and support the issuance of the Development Variance Permit.



Prepared by: Evan Chorlton  
Planner



Reviewed by: Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works



**BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE**

To: Edgecraft Homes  
c/o Shane Burgl  
2891 25 Avenue NE,  
Salmon Arm, BC V1E 3C8

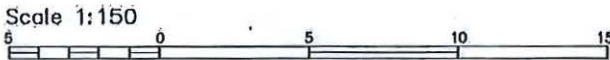
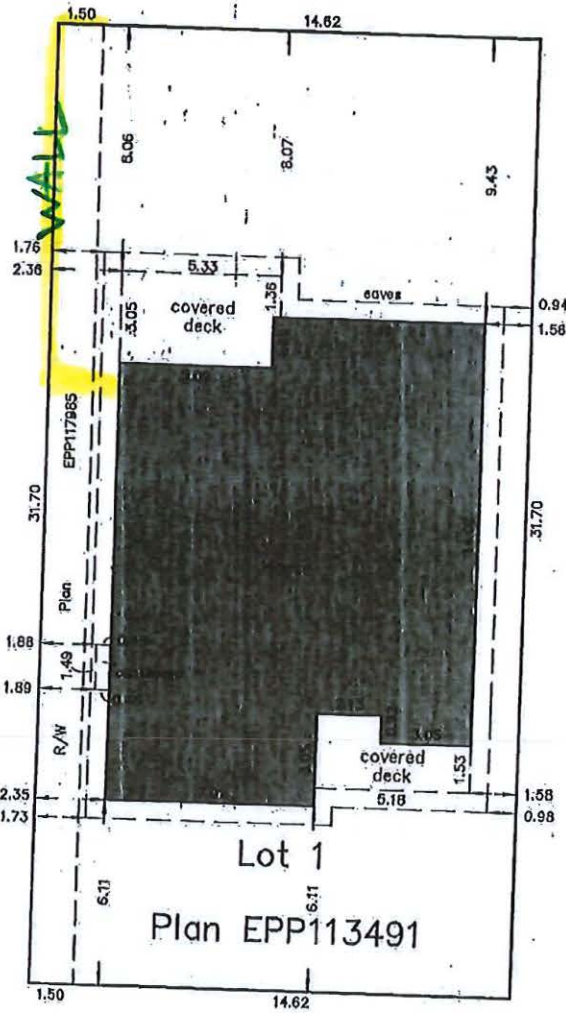
Re: Lot 1, Sec 24, Tp 20, Rge 10,  
W6M, KDYD, Plan EPP113491

Parcel Identifier (PID): 031-825-849  
CivNo Address: 2871 25 Avenue NE, Salmon Arm

List of documents registered on title which may affect  
the location of improvements:

Legal Notations  
Local Government Act Permit: CA9427498

Charges  
Statutory Right of Way: CA9568372, CA9568373,  
CA9879154



Scale 1:150  
All distances are in metres.  
Dimensions derived from Plan EPP113491

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

The signatory accepts no responsibility or liability for any damages that  
may be suffered by a third party as a result of any decisions made, or  
actions taken based on this document.  
This plan was prepared for inspection purposes and is for the exclusive  
use of our client. This document shows the relative location of the  
surveyed structures and features with respect to the boundaries of the  
parcel described above. This document shall not be used to define  
property boundaries.  
This building location certificate has been prepared in accordance with the  
Professional Reference Manual and is certified correct this 21st day of  
April, 2022.

Nicole  
Bird  
BTKBAK  
Digitally signed  
by Nicole Bird  
BTKBAK  
Date:  
2022.04.27  
12:01:28 -0700'

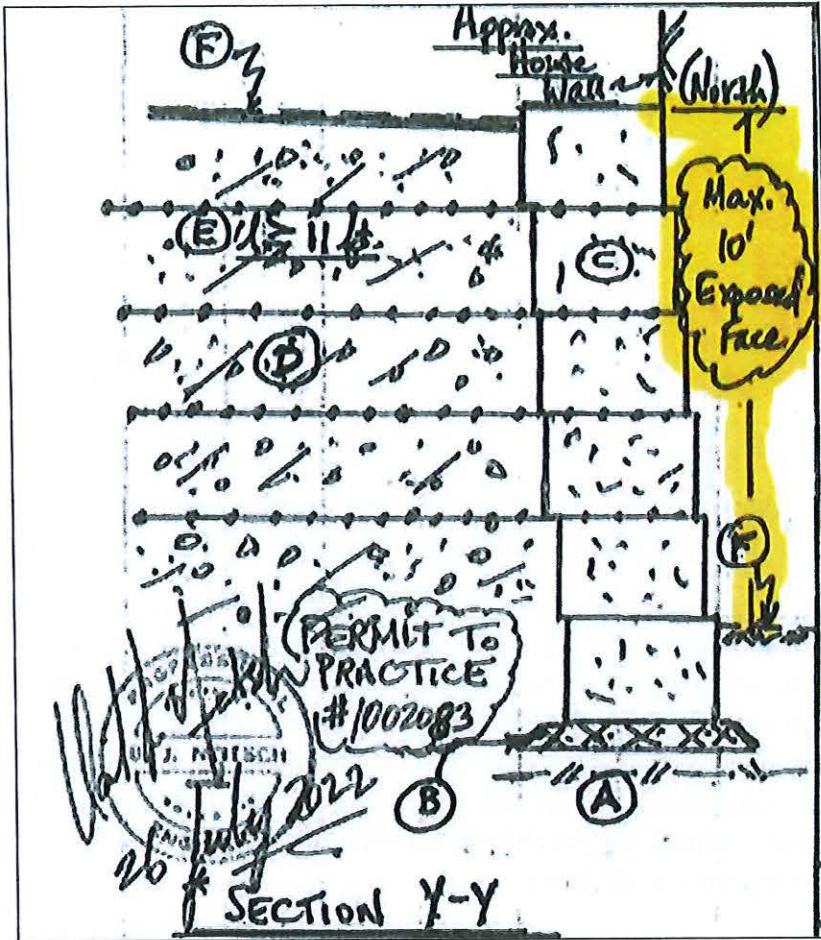
BCLS

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LAND SURVEYORS

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BROWNE JOHNSON LAND SURVEYORS.

**THIS DOCUMENT IS NOT VALID UNLESS  
ORIGINALLY or DIGITALLY SIGNED.**

Our File: 238-22 File: 238-22.raw





Jan 31, 2023

City of Salmon Arm

To whom it may concern,

Re: Variance application for wall located at 2871 25<sup>th</sup> Avenue SE, Salmon Arm, B.C.

I am writing this letter to go in conjunction with the variance permit application submitted to the city of Salmon Arm and the purpose is to outline my rationale for the above noted application.

The city has a maximum height restriction of 6.5 feet. A Geotechnical Engineer was consulted, and a certified design is created for wall construction. The geotechnical engineer as well as the contractor and homeowner determined this is necessary due to the topographical conditions, slope and various grades on the narrow parcel which is to be constructed upon. This wall's purpose is to hold up the yard and home on the West facing slope of the property to enable reasonable use of the property. Neighbors were consulted and it was determined that this wall would need to be at a new maximum height of 11 feet with a 6-foot fence on top to contain soil, prevent soil corrosion and debris as well as the integrity of the home and safety of its inhabitants (i.e. children).

I believe that this will not alter the overall character of the neighborhood as the home is located on an upward slope both at the North facing side (rear of property) as well as the South facing side (front of property). The road at the front of the property is a high steep slope up towards 30<sup>th</sup> Avenue NE and ties into the overall appearance of surrounding properties with similar walls and or slopes upwards towards 30<sup>th</sup> Street S.E.

We respectfully request that the City of Salmon Arm approve a new maximum permitted height for the property located at 2871 25<sup>th</sup> Avenue NE.

Thank you for your consideration on this request,

Shane Burgi

Agent for Lindsay Mushaluk





P182



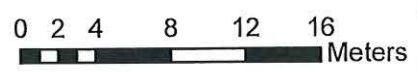
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2891

AVENUE E.

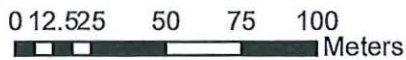
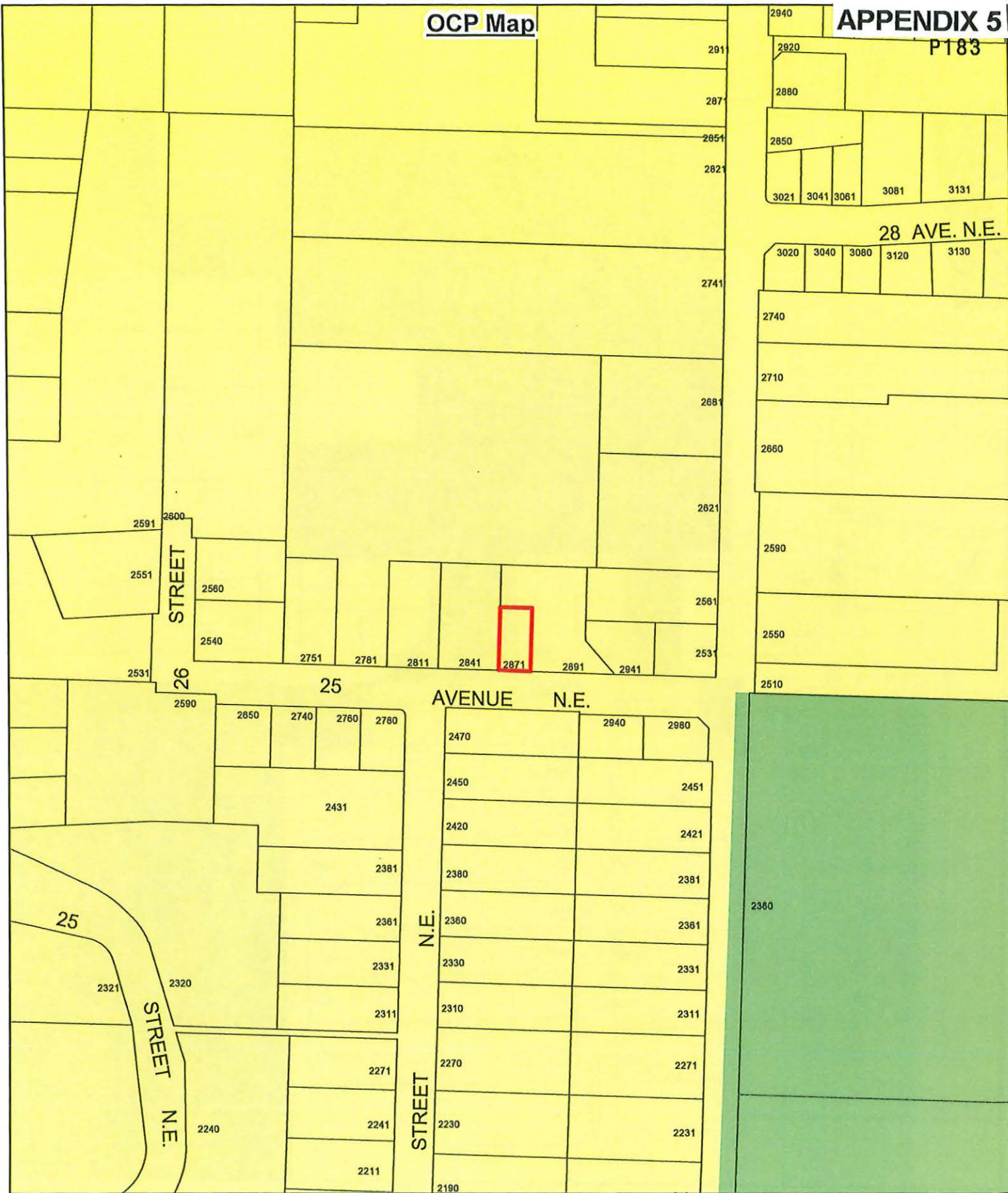
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



 Subject Property

 Parcels





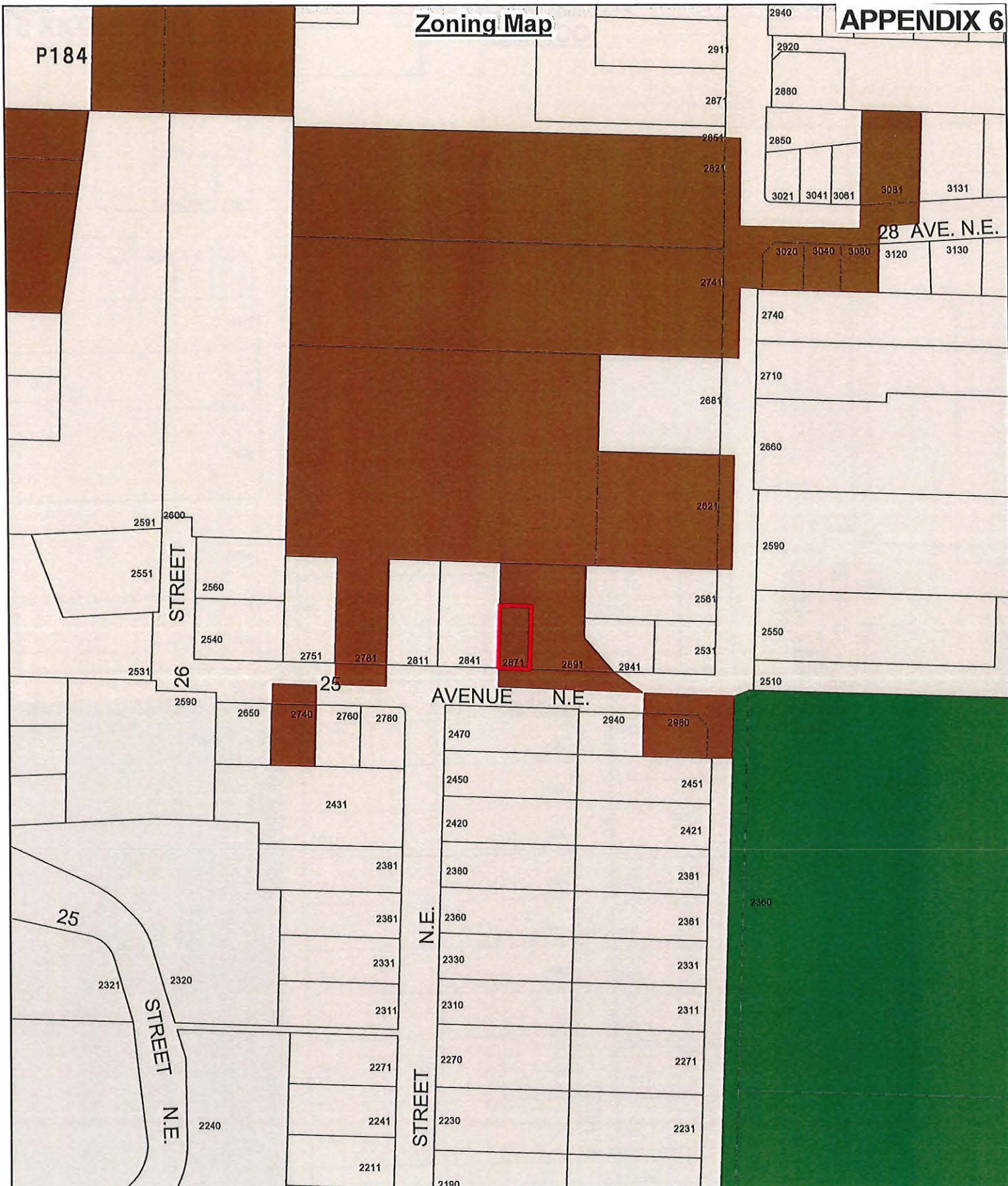
-  Subject Property
-  Parcels
-  Acreage Reserve
-  Residential - Low Density



# Zoning Map

# APPENDIX 6

P184



0 12.5 25 50 75 100 Meters

-  Subject Property
-  Parcels
-  A-2
-  R-8
-  R-1



**APPENDIX 7**



Photo 1: photo looking northeast at 25 Avenue NE, subject property and neighbouring property

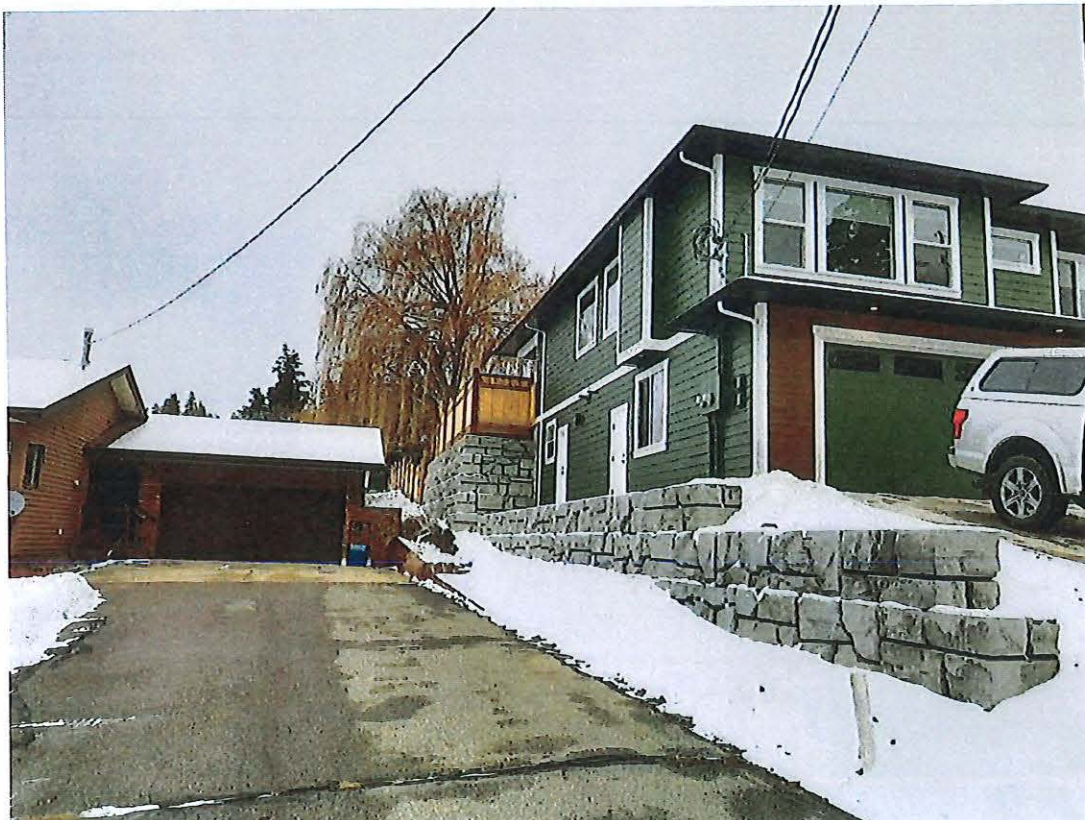


Photo 2: photo looking north along property line of subject property and neighbouring property

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Item 24.1

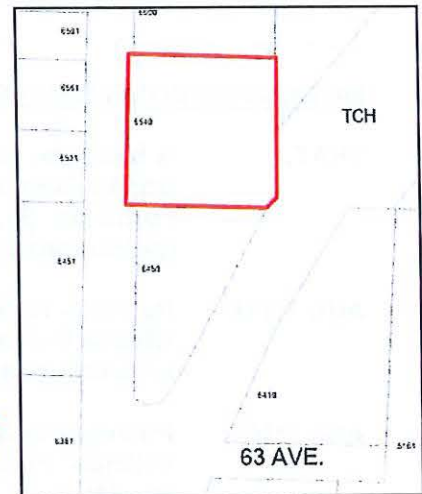
**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

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, February 27, 2023 at 7:00 p.m.**

- 1) **Proposed Amendment to Official Community Plan Bylaw No. 4000:**  
Re-designate Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882 Except Plan H609 from INS (Institutional) to LR (Low Density Residential).
- 2) **Proposed Amendment to Zoning Bylaw No 2303:**  
Rezone Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882 Except Plan H609 from P-3 (Institutional) to R-8 (Residential Suite Zone).

**Civic Address:** 6540 50 Street NE  
**Location:** Northeast of Trans Canada Highway on the east side of 50 Street NE  
**Present Use:** Institutional (inactive School building)  
**Proposed Use:** Single Family Dwelling with suite and home-based business

**Owner/Applicant:** Switzer, C. & Muxlow, R.  
**Reference:** OCP4000-52/Bylaw No. 4555 and ZON-1253/ Bylaw No. 4556



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from February 14 to February 27, 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. In person attendance will be on a first come first serve basis. If you wish to attend electronically email [cityhall@salmonarm.ca](mailto:cityhall@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  
 February 15 and February 22

**Vote Record**

- Carried Unanimously
  - Carried
  - Defeated
  - Defeated Unanimously
- Opposed:
- Harrison
  - Cannon
  - Flynn
  - Gonella
  - Lavery
  - Lindgren
  - Wallace Richmond



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

---

TO: His Worship Mayor Harrison and Members of Council

DATE: December 22, 2022

SUBJECT: Official Community Plan Amendment Application No. OCP4000-52  
Zoning Amendment Application No. 1253

Legal: Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882,  
Except Plan H609  
Civic: 6540 – 50 Street NE  
Owners/Applicants: C. Switzer & R. Muxlow

---

**MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882, Except Plan H609 from INS (Institutional) to LR (Low Density Residential);

**AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;

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

**AND THAT:** Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm; and
- 2) The Liquid Waste Management Plan of the City of Salmon Arm;

**AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882, Except Plan H609 from P-3 (Institutional Zone) to R-8 (Residential Suite Zone);

**AND FURTHER THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to:

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

**STAFF RECOMMENDATION**

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

## BACKGROUND

The civic address of the subject property is 6540 – 50 Street NE. The property is located off the Trans Canada Highway, on 50 Street NE in Canoe (Appendices 1 & 2). The ultimate intent of the owners is to renovate and restore an existing Institutional building/structure (which formerly belonged to the School District) to a single family dwelling with an area for an antique-based home occupation below (Appendix 3). Site photos are attached, as Appendix 4.

Only dormitories and caretaker's suites, not single family dwellings, are permitted in the P-3, Institutional Zone. As such, both an OCP and zoning amendment are necessary.

This application proposes to change the OCP designation from INS (Institutional) to LR (Low Density Residential), and a Zoning Amendment to change the zoning from P-3 - Institutional Zone to R-8 - Residential Suite Zone. OCP and zoning maps are attached, as Appendices 5 & 6. The P-3 and R-8 zoning regulations are attached as Appendices 7 and 8.

Land uses adjacent to the subject parcel include the following:

North:	public utility (fire hall)	Zoned R-1
South:	single family dwelling and accessory building/structure	Zoned R-1
East:	Mobile Home Park; Trans Canada Highway	Zoned R-6; C-3
West:	50 Street NE; single family dwellings and accessory buildings/structures	Zoned R-1; R-8

The owners purchased the property back in 2016 and have been using it as an escape from their home base in Vancouver to work remotely and source inventory for their retail-antique business (Stepback), which they have been operating for the past 17 years. The owner's original intent was to keep it zoned as is (P-3 – Institutional), as they intended to use the building/structure for a 'home occupation', which is one of the permitted uses for a property with this zoning. However, since a 'single family dwelling' is not permitted under the current P-3 zoning and the owners intend to live in the building/structure while working remotely below, staff require the owners to rezone to either R-1 or R-8, which requires an OCP Amendment to support the proposed residential use.

## OCP POLICIES

This application proposes to change the OCP designation on the subject property to Low Density Residential. This property is essentially entirely bordered by Low Density Residential-designated properties. OCP Policy 8.3.19 supports Low Density Residential developments in areas with good access to the following:

- transportation routes, including transit, trails and sidewalks, and roads;
- recreation, parks and open space;
- community services, e.g., commercial uses and schools.

## Section 475 & 476 – Local Government Act

Pursuant to Sections 475 and 476 of the Local Government Act (consultation during OCP development/amendments), the proposed OCP amendment was referred to the following external organizations:

Interior Health Authority:	Response attached (Appendix 9)
Adams Lake Indian Band:	Response attached (Appendix 10)
Economic Development Society:	Response attached (Appendix 11)
Neskonlith Indian Band:	No response to date
School District No. 83:	No response to date

Following the response of the Adams Lake Indian Band, staff consulted with the BC Archeological Branch to confirm the next steps. On December 22, 2022, the BC Archeological Branch responded to the request for more information, stating that there are no known archeological sites recorded on the subject property. However, should the land owner find an archeological artifact or site in the process of land-altering activities, the onus is on the land owner to abide by the *Heritage Conservation Act*.

#### Section 477 – Local Government Act

Pursuant to Section 477 of the *Local Government Act* (adoption procedures for Official Community Plan), after first reading, the OCP amendment bylaw must be considered in relation to the City's Financial and Waste Management Plans. In the opinion of staff, this proposed OCP amendment is consistent with both the City's financial and waste management plans.

#### COMMENTS

##### Fire Department

No Fire Department concerns.

##### Building Department

No concerns regarding OCP and Zoning.

##### Ministry of Transportation and Infrastructure

Preliminary Approval has been granted (Appendix 12).

##### Engineering Department

As 50 Street NE is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only one driveway access will be permitted onto 50 Street NE. The second driveway shall be removed. The owner/developer is responsible for all associated costs. The asphalt of the removed driveway is to be replaced with gravel.

##### Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Public Hearing and information regarding attending the Public Hearing. Rezoning also requires the posting of a Notice of Development sign. It is expected that the earliest the Public Hearing for this application could be held would be on February 27, 2023, after 2nd reading and before 3rd reading.

##### Planning Department

The location of the property is directly west/adjacent to the Trans-Canada Highway and is surrounded by Low Density Residential-designated properties. The property provides good access to amenities in Canoe, such as the nearby school and Canoe Village Market, which is approximately 650 m away. The neighbourhood of the property ranges from low density, single family dwellings to Institutional uses with public educational facilities.

Although the owners have never indicated any intent to subdivide or redevelop, the maximum density permitted in the OCP for Low Density Residential-designated properties is 22 units/ha. The maximum density on this property would therefore be eight (8) dwelling units. However, this would also need to take into consideration other factors, such as setbacks, access, and parking requirements. By rezoning to R-8,

the property will have greater development potential in the future, as either a secondary or detached suite would be permitted.

The parcel coverage and setbacks for principal buildings are almost identical between P-3 and R-8 zoned properties. The current zoning, P-3 Institutional, allows the maximum parcel or site coverage to be 40% of the parcel or site area and requires 6.0 m for the front, rear and exterior side parcel lines; and 3.0 m for interior side parcel lines. With the proposed R-8, Residential Suite zoning, the maximum parcel coverage is 45% for all buildings. The setbacks for principal buildings in the R-8 zone are 6.0 m for the front, rear and exterior side parcel lines; and 1.5 m for interior side parcel lines. The proposal/existing structure complies with both the maximum parcel/site coverage and all setbacks of the R-8 zone.

With respect to parking requirements, the proposal requires a minimum of 3 parking spaces (2 spaces for the single family dwelling and 1 space for an eventual suite). Given the area of the parcel (1 acre), Staff believe there is more than sufficient space to fulfill the minimum parking requirements of the R-8 zone for this proposal.

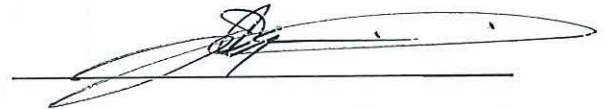
The City's OCP does not require a Form and Character Development Permit application for this type of proposal.

### CONCLUSION

This OCP and zoning amendment application proposes to amend the designation of the subject property from Institutional to Low Density Residential to permit a single family dwelling with a home occupation. The location of the property is supportive of this proposal. In addition, given the size of the parcel, the density and parking provisions of the R-8 zone can be easily achieved. Staff are supportive of the land use changes.



Prepared by: Evan Chorlton  
Planner I



Reviewed by: Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works



# Subject Property Map

# APPENDIX 1

P192

6791

6780

6771

6750

6721

6690

50 ST. N.E.

6660

6661

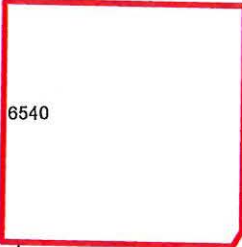
6630

6641

6600

6611

6591



6540

6561

6550

6531

6451

6450

6410

63 AVE.

5161

6381

6340


6301

6290

TRANS CANADA



0 10 20 40 60 80 Meters

 Subject Property

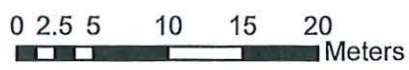
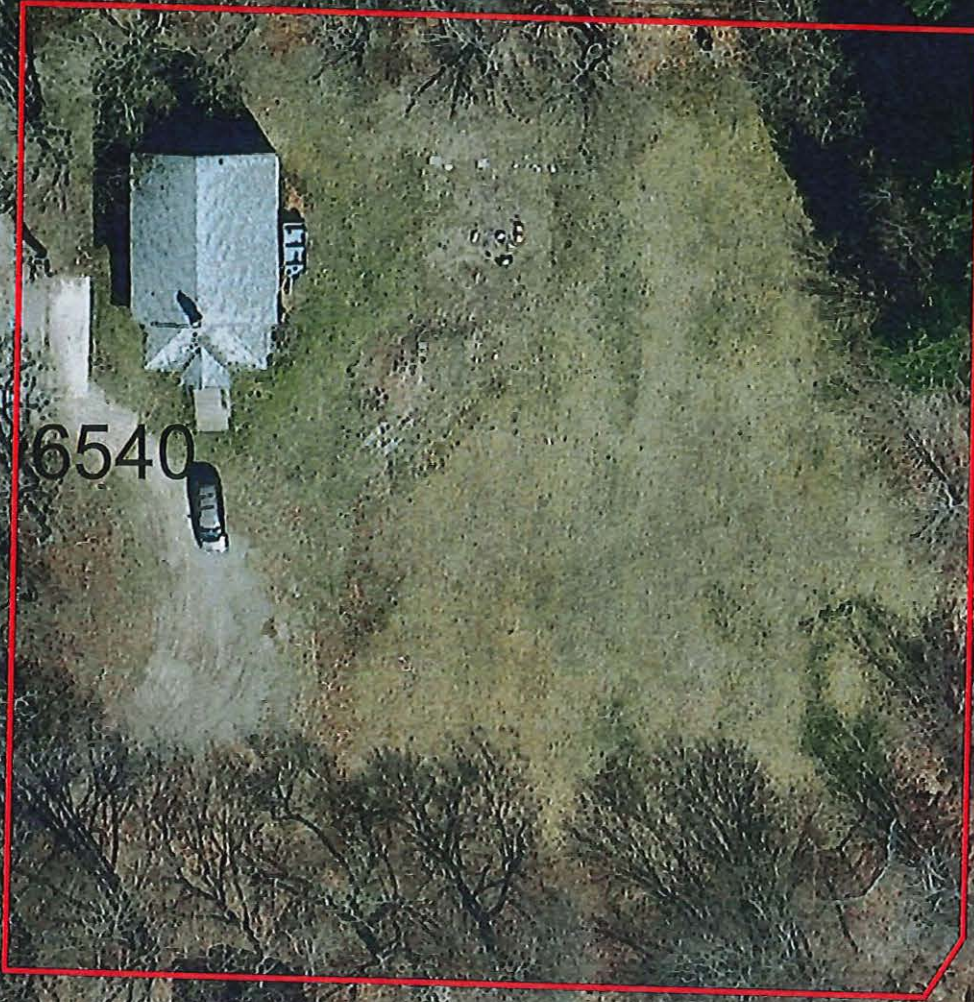
 Parcels



6600

6540

6450



 Subject Property

 Parcels



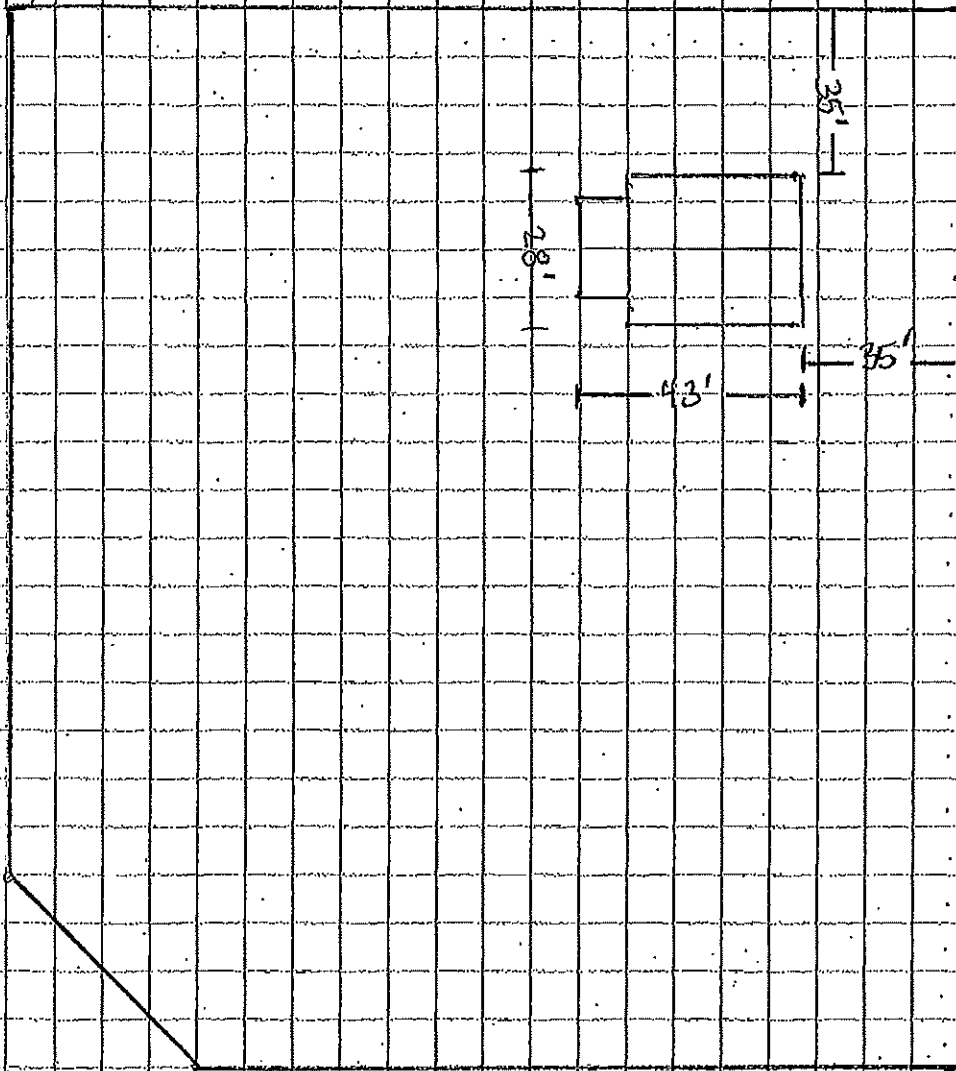
P194

APPENDIX 3

50TH ST. NE.

200'

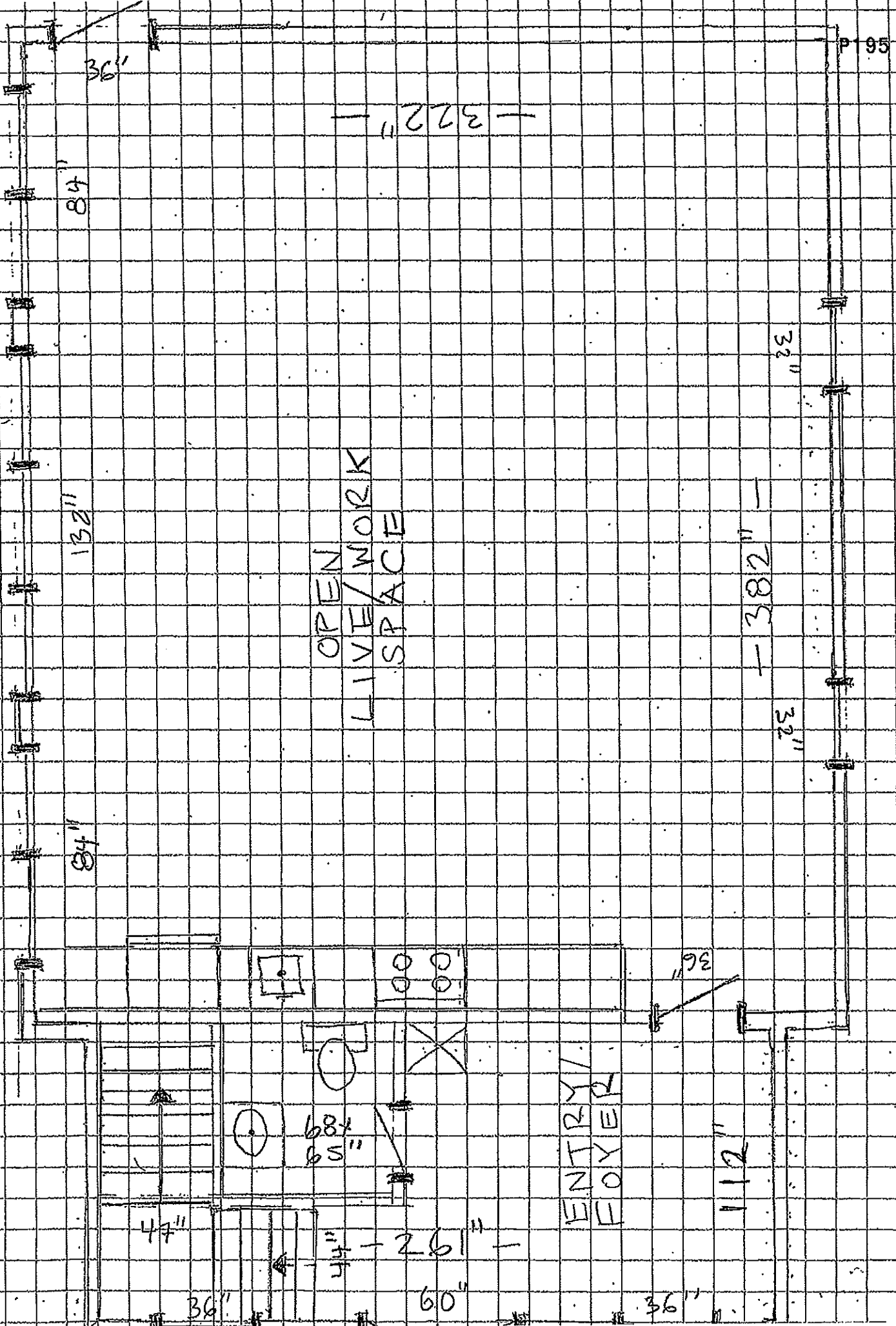
50TH ST. NE



NORTH ↑

6540 50TH ST. NE.  
VIE 1Y6

UPPER LEVEL



84'

132"

84"

36'

OPEN  
WORK  
LIVESPACE

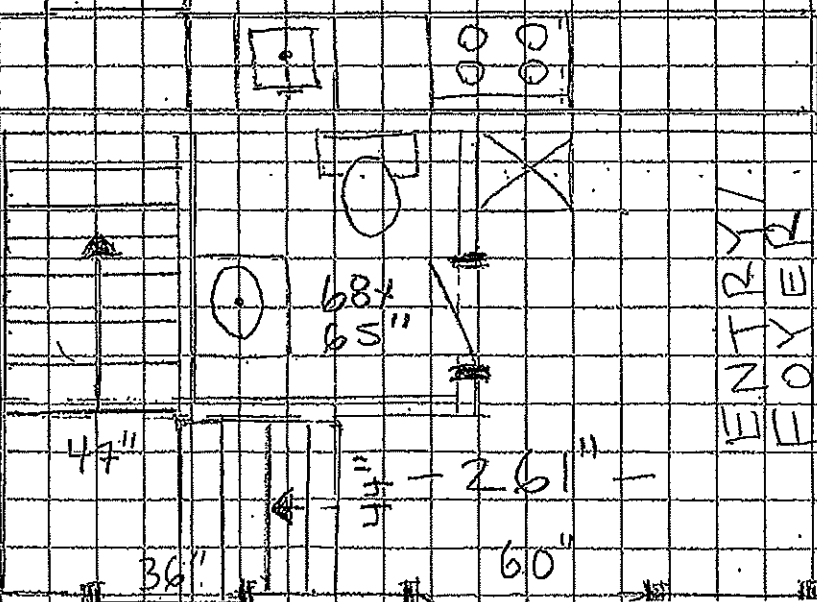
— 322" —

— 382" —

32"

32"

P 95



47"

68"  
65"

44" — 261" —

60"

ENTRY/  
FOYER

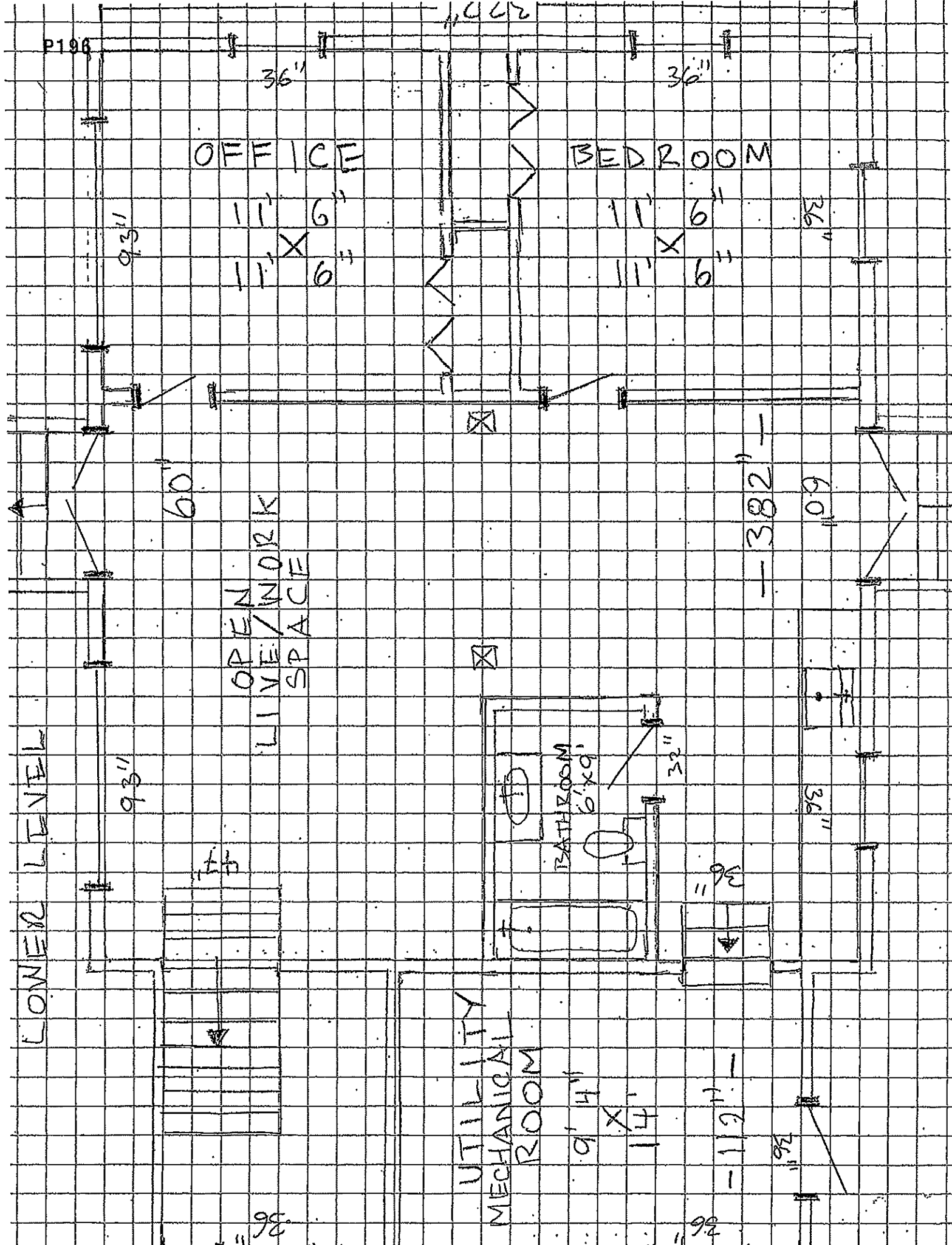
112"

36"

36"

36"





**APPENDIX 4**

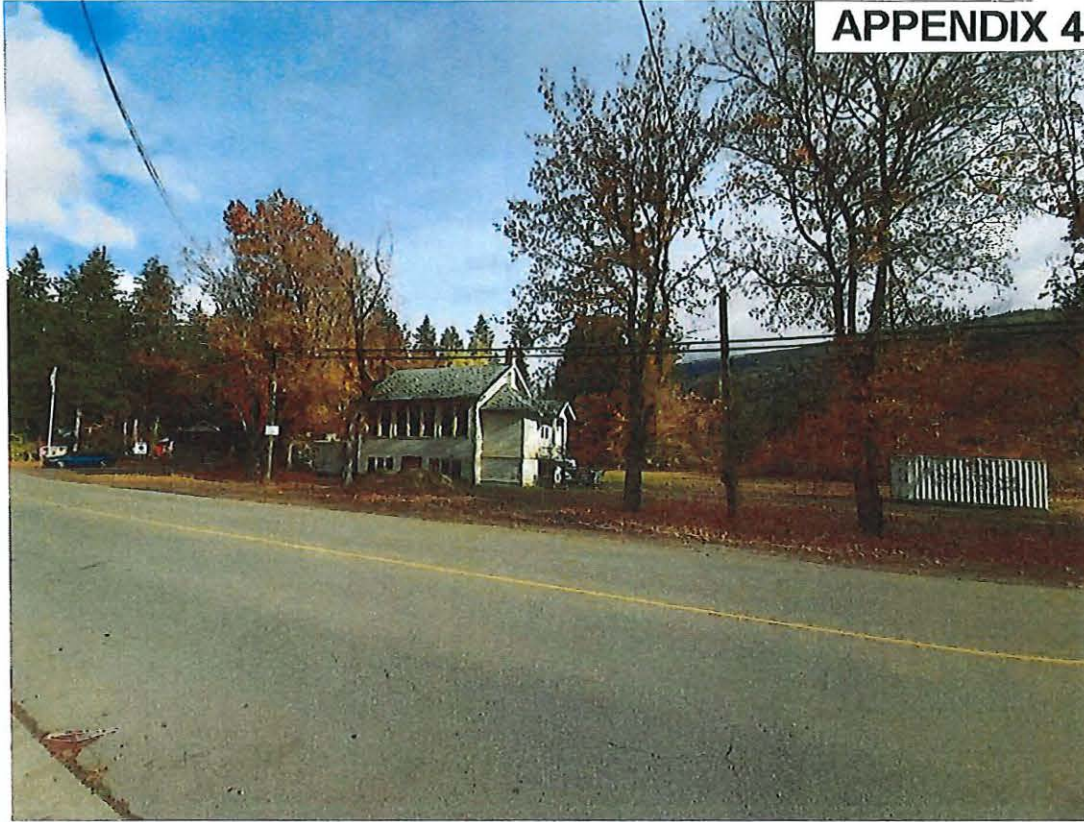


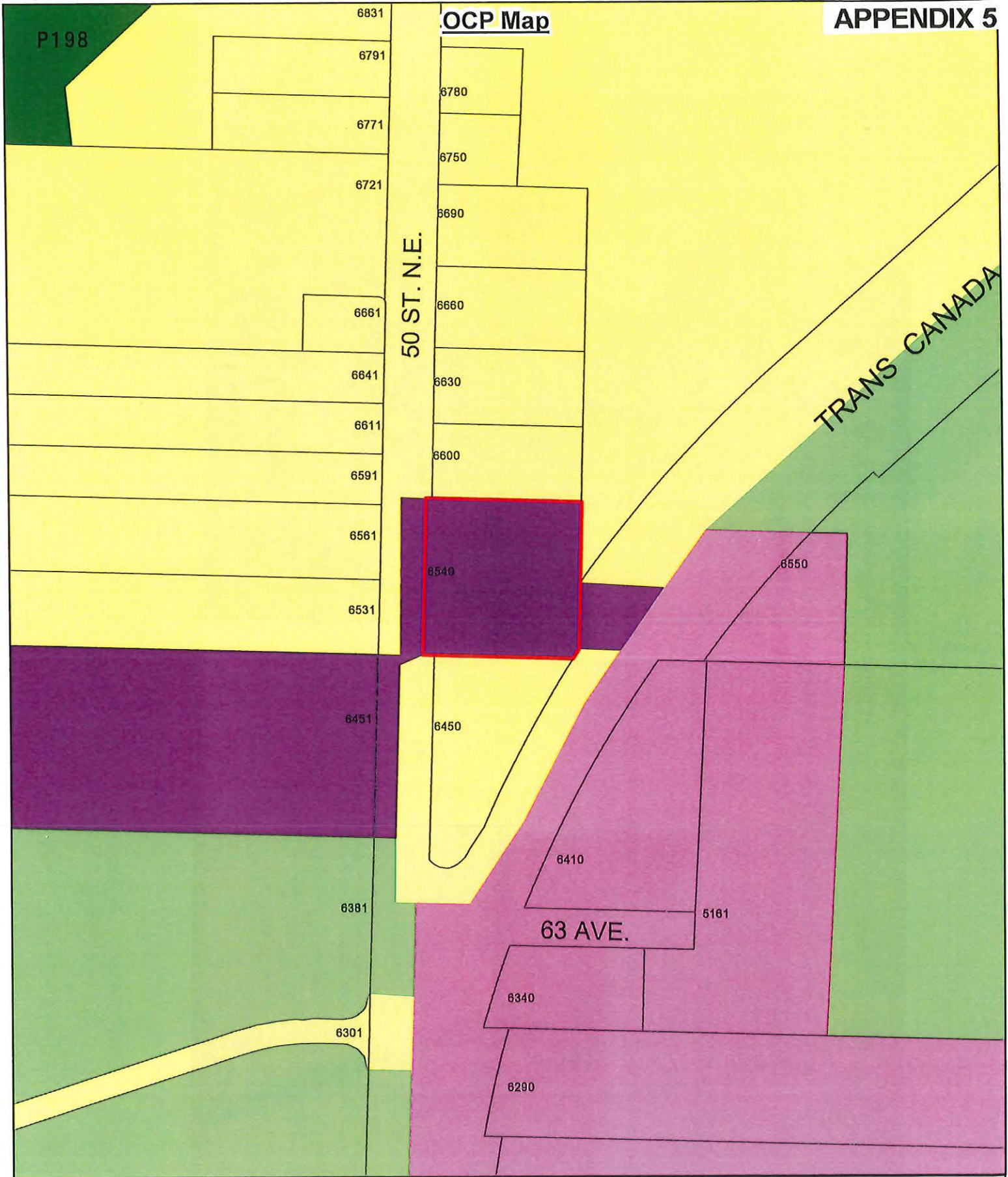
Photo 1: photo looking northeast at subject property and 50 Street NE



Photo 2: photo looking east at existing building/structure and 50 Street NE



OCP Map

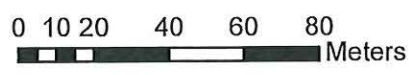


P198

TRANS CANADA

50 ST. N.E.

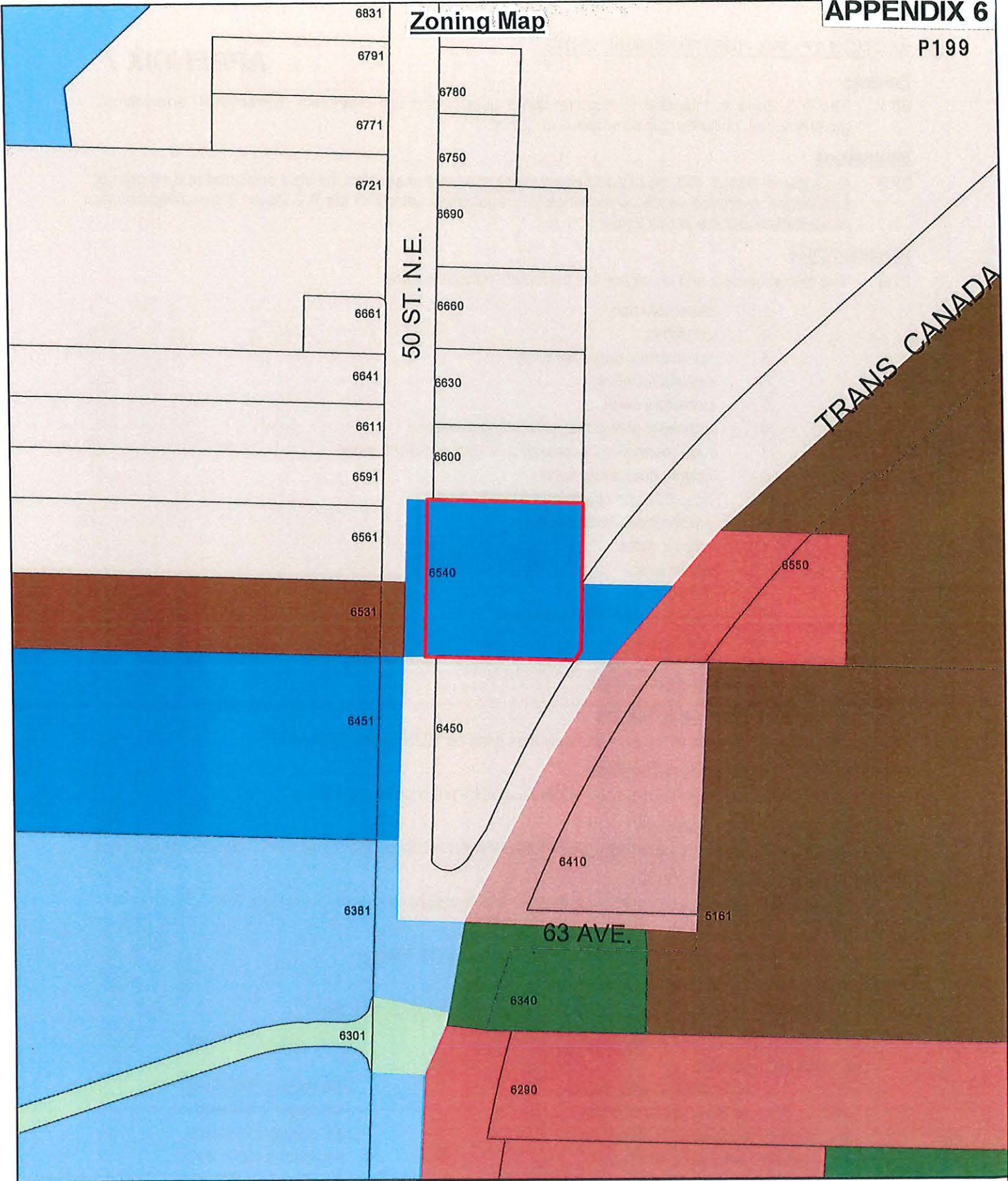
63 AVE.



- Subject Property
- Parcels
- Acreage Reserve
- Park
- Institutional
- Residential - Low Density
- Commercial - Highway Service / Tourist



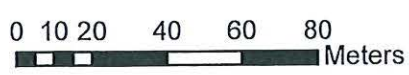
Zoning Map














50 ST. N.E.

TRANS CANADA

63 AVE.



	Subject Property		A-2		P-3
	Parcels		C-3		R-1
			C-5		R-6
			CD-13		R-8
			P-1		



**Purpose**

27.1 The P-3 Zone is intended to accommodate uses which are charitable, correctional, educational, governmental, philanthropic or religious in nature.

**Regulations**

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

**Permitted Uses**

27.3 The following uses and no others are permitted in the P-3 Zone:

- .1 *assembly hall;*
- .2 *churches;*
- .3 *commercial daycare facility;*
- .4 *cultural facilities;*
- .5 *dormitory #4481*
- .6 *educational facilities, public and private;*
- .7 *high technology research and development; #4368*
- .8 *home occupation; #3836*
- .9 *hospitals and clinics, public and private;*
- .10 *mobile food vending; #4240*
- .11 *offices; #4075*
- .12 *public use;*
- .13 *public utility;*
- .14 *recycling collection site; #2735*
- .15 *rest home;*
- .16 *accessory use, including church manse, detached portable classrooms and caretaker's suite.*

**Maximum Height of Principal Buildings**

27.4 The maximum *height* of the *principal buildings* shall be 12.0 metres (39.4 feet).

**Maximum Height of Accessory Buildings**

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

**Maximum Parcel or Site Coverage**

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

**Minimum Parcel Size or Site Area**

27.7 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005 square feet).

**Minimum Parcel or Site Width**

27.8 The minimum *parcel* or *site* width shall be 15.0 metres (49.0 feet).

**Minimum Setback of Principal and Accessory Buildings**

27.9 The minimum *setback* of the *principal* and *accessory buildings* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line*
  - adjacent to a lane shall be 6.0 metres (19.7 feet)
  - all other cases shall be 1.0 metre ( 3.3 feet)
- .3 *Interior side parcel line* shall be 3.0 metres ( 9.8 feet)
- .4 *Exterior parcel line* shall be 6.0 metres (19.7 feet)

**Outside Storage**

27.10 Outside storage shall be screened and limited to a maximum of 15% of the *parcel area* or 280 square meters (3,013 square feet), whichever is less.

**Parking and Loading**

27.11 Parking and loading shall be required as per Appendix I

**Purpose**

13.1 The purpose of the R-8 Zone is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

**Regulations**

13.2 On a *parcel zoned R-8*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-8 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

13.3 The following uses and no others are permitted in the R-8 Zone:

- .1 *boarders*, limited to two;
- .2 *family childcare facility*; #3082
- .3 *group childcare*; #3082
- .4 *home occupation*;
- .5 *public use*;
- .6 *public utility*;
- .7 *single family dwelling*;
- .8 *accessory use*, including *secondary suite* or *detached suite*.

**Maximum Number of Single Family Dwellings**

13.4 One (1) *single family dwelling* shall be permitted per *parcel*.

**Maximum Number of Secondary Suites**

13.5 One (1) *secondary suite* or one (1) *detached suite* is permitted per *parcel*.

**Maximum Height of Principal Building**

13.6 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

- 13.7
- .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).
  - .2 The maximum *height* of an *accessory building* containing a *detached suite* shall be 7.5 metres (24.6 feet).

**Maximum Parcel Coverage**

13.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for all *accessory buildings*, which may be increased to a maximum of 15% for all *accessory buildings* including those containing a *detached suite* provided the *accessory building* containing the *detached suite* has a lesser *building area* than the *single family dwelling*. #4272

**Minimum Parcel Area**

- 13.9
- .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).
  - .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:
    - .1 With lane or second *street* frontage 465.0 square metres (5,005.2 square feet)
    - .2 Without lane or second *street* frontage 700.0 square metres (7534.7 square feet)

**Minimum Parcel Width**

- 13.10
- .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).
  - .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:
    - .1 With lane or second *street* frontage 15.0 metres (49.2 feet)
    - .2 Without lane or second *street* frontage 20.0 metres (65.6 feet)



**P202 SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED**

**Maximum Floor Area and Floor Area Ratio**

13.11

- .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).
- .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

**Minimum Setback of Principal Building**

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

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 Notwithstanding Sections 13.12.2 and 13.12.3., a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and *interior side yards* shall be not less than 6.0 metres (19.7 feet). #3426
- .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply #2811

**Minimum Setback of Accessory Buildings**

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

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
- .3 *Interior side parcel line* shall be 1.0 metre (3.3 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811

**Minimum Setback of a Detached Suite**

13.14 The minimum *setback* of an *accessory building* containing a *detached suite* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 3.0 metres (9.8 feet)
- .3 *Interior side parcel line* shall be 2.0 metres (6.5 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)

**Parking**

13.15

- .1 Parking shall be required as per Appendix I.
- .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

**Detached Suite**

13.16 Refer to Section 4.2 for General Regulations.

Kathy Frese

**From:** HBE <HBE@interiorhealth.ca>  
**Sent:** November 1, 2022 2:11 PM  
**To:** Kathy Frese  
**Subject:** RE: [External] OCP4000-52 BYLAW 4555 / 6540 - 50 STREET NE

Afternoon Chris,

The IH Healthy Community Development Team has received the above captioned referral from your agency. Typically we provide comments regarding potential health impacts of a proposal. More information about our program can be found at [Healthy Built Environment](#).

An initial review has been completed and no health impacts associated with this proposal have been identified. As such, our interests are unaffected by this proposal.

If you have any questions, please feel free to email us back or call 1-855-744-6328 (Ext. 4).

Regards,

### Mike Adams

Team Leader, Healthy Community Development  
**Interior Health**  
[www.interiorhealth.ca](http://www.interiorhealth.ca)



Interior Health

We recognize and acknowledge that we are collectively gathered on the traditional, ancestral, and unceded territories of the seven Interior Region First Nations, where we live, learn, collaborate and work together. This region is also home to 15 Chartered Métis Communities. It is with humility that we continue to strengthen our relationships with First Nation, Métis, and Inuit peoples across the Interior.

**From:** Kathy Frese <kfrese@salmonarm.ca>  
**Sent:** Tuesday, November 01, 2022 9:40 AM  
**To:** Donna Kriger (dkrigger@sd83.bc.ca) <dkrigger@sd83.bc.ca>; HBE <HBE@interiorhealth.ca>; Lana Fitt (edo@saeds.ca) <edo@saeds.ca>; Neskonlith Band - Referrals (referrals@neskonlith.net) <referrals@neskonlith.net>  
**Subject:** OCP4000-52 BYLAW 4555 / 6540 - 50 STREET NE

Good Morning,

Find attached for your review and comments, application to amend the Official Community Plan (OCP).

Please return any comments to [planning@salmonarm.ca](mailto:planning@salmonarm.ca)

Thank you in advance,

Kathy Frese | Development Services | Assistant  
 Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2  
 P 250.803.4010 | F 250.803.4041  
 E [kfrese@salmonarm.ca](mailto:kfrese@salmonarm.ca) | W [www.salmonarm.ca](http://www.salmonarm.ca)







## Adams Lake Indian Band

## APPENDIX 10

---

**Project Name:**

OCP-52 BL4555 / 6540 50 STREET NE

**FN Consultation ID:**

OCP-52

**Consulting Org Contact:**

Kathy FRESE

**Consulting Organization:**

[City of Salmon Arm](#)

**Date Received:**

Friday, November 4, 2022

Weytk,

Re: the OCP-52 BL4555 / 6540 50 STREET NE.

Through a preliminary analysis ALIB has identified some concerns which include:

Area of High Archaeological Potential

Adams Lake holds constitutionally protected Aboriginal rights including title throughout the entirety of its territory. Members of Adams Lake continue to exercise their Aboriginal rights as their ancestors have done for generations, including hunting, trapping, gathering and fishing, along with rights associated with spiritual and cultural traditions which are practiced in accordance with Secwepemc customs, laws and governance structures.

Recommendations

Due to proximity to hydrological features (Canoe Creek; Shuswap Lake) and existing archaeological sites, as well as being identified as an area of high archaeological potential using the Archaeological Overview Assessment Layer in the Remote Access to Archaeological Data (RAAD) portal, ALIB recommends a permitted archaeological impact assessment (AIA) be completed by a professional archaeologist prior to any ground disturbance activities at this location. Archaeological sites, whether known or unknown, or in disturbed or intact context, are protected by law under the Heritage Conservation Act.

More information on archaeological requirements for property owners and developers can be found here:

<https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry...>

A list of consulting professional archaeologists can be found here:

<https://www.bcapa.ca/consulting-firms/>

If you have any questions about the process, feel free to reach out to me directly at [bdavidson@alib.ca](mailto:bdavidson@alib.ca).

Kukstemc (Thank you)

Brent Davidson

Title and Rights Technical Coordinator

Adams Lake Indian Band

**APPENDIX 11**

November 8, 2022

City of Salmon Arm  
Chris Larson  
PO Box 40  
Salmon Arm BC, V1E 4N2

Dear Chris,

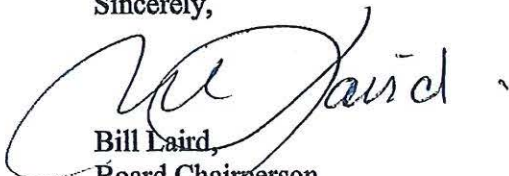
**Re: OCP Amendment Application No OCP4000-52**

---

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to amend the OCP designation of the property located at 6540 50<sup>th</sup> Street NE, Salmon Arm, from Institutional to Low Density Residential.

The SAEDS Board is supportive of expanding family housing options in our City, in order to support current and future growth trends. Based on the information provided, the Board supports the application. We thank you for the opportunity to comment on this proposed OCP bylaw amendment.

Sincerely,



Bill Laird,  
Board Chairperson



Ministry of  
Transportation  
and Infrastructure

Our file: 2022-05557  
Your file: ZON-1253 BL4556  
Date: November 15, 2022  
**APPENDIX 12**

City of Salmon Arm  
Box 40  
500 - 2nd Avenue NE  
Salmon Arm, British Columbia V1E V1E 4N2

Attention: Development Services

Re: **OFFICIAL COMMUNITY PLAN & ZONING AMENDMENT APPLICATION FILE NO's:  
OCP4000-52 BL4555 and ZON-1253 BL4556**

The Ministry of Transportation and Infrastructure (MoTI) has received and reviewed your referral dated November 1, 2022 for the proposal requesting Official Community Plan & Zoning Bylaw Amendments from Institutional (INS) to Low Density Residential (LR) and Institutional (P-3) to Residential Suite (R-8) to renovate and restore an existing heritage structure to use for residential purposes within subject property Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882 except Plan H609 (PID: 011-081-457). Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the Transportation Act. Please forward a copy of the bylaw, after third reading, for endorsement subject to the following condition:

1. No direct access to the Rte 1 – TransCanada is supported from the subject lot.

Thank you for the opportunity to comment. If you or the proponent has any questions, please contact Beth Bahm at (778) 576-1114 or by email at [Beth.Bahm@gov.bc.ca](mailto:Beth.Bahm@gov.bc.ca).

Sincerely,

Beth Bahm  
Development Officer

Local District Address
<p>Salmon Arm Area Office            Bag 100            850C 16th Street NE            Salmon Arm, BC V1E 4S4            Canada            Phone: (250) 712-3660 Fax: (250) 833-3380</p>



Item 24.2

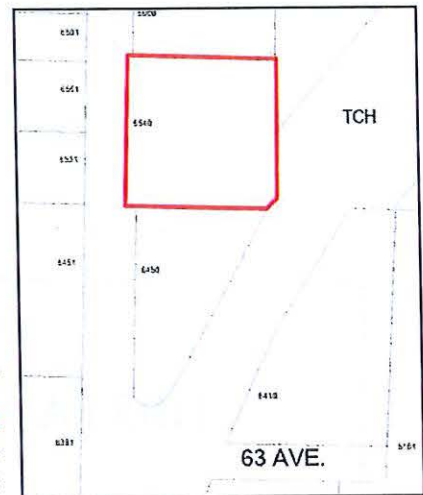
**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

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, February 27, 2023 at 7:00 p.m.**

- 1) **Proposed Amendment to Official Community Plan Bylaw No. 4000:**  
Re-designate Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882 Except Plan H609 from INS (Institutional) to LR (Low Density Residential).
- 2) **Proposed Amendment to Zoning Bylaw No 2303:**  
Rezone Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882 Except Plan H609 from P-3 (Institutional) to R-8 (Residential Suite Zone).

**Civic Address:** 6540 50 Street NE  
**Location:** Northeast of Trans Canada Highway on the east side of 50 Street NE  
**Present Use:** Institutional (inactive School building)  
**Proposed Use:** Single Family Dwelling with suite and home-based business

**Owner/Applicant:** Switzer, C. & Muxlow, R.  
**Reference:** OCP4000-52/Bylaw No. 4555 and ZON-1253/ Bylaw No. 4556



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from February 14 to February 27, 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. In person attendance will be on a first come first serve basis. If you wish to attend electronically email [cityhall@salmonarm.ca](mailto:cityhall@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  
 February 15 and February 22

**Vote Record**

- Carried Unanimously
  - Carried
  - Defeated
  - Defeated Unanimously
- Opposed:
- Harrison
  - Cannon
  - Flynn
  - Gonella
  - Lavery
  - Lindgren
  - Wallace Richmond



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Item 25.1

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555 be read a third time.

[OCP4000-52; Switzer, C. & Muxlow, R.; 6450 50 Street NE; INS to LR]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF SALMON ARM**

**BYLAW NO. 4555**

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on February 27, 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. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882 Except Plan H609 from INS (Institutional) to LR (Low Density Residential), as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555”.

READ A FIRST TIME THIS 23<sup>rd</sup> DAY OF JANUARY 2023

READ A SECOND TIME THIS 13<sup>th</sup> DAY OF FEBRUARY 2023

READ A THIRD TIME THIS DAY OF 2023

ADOPTED BY COUNCIL THIS DAY OF 2023

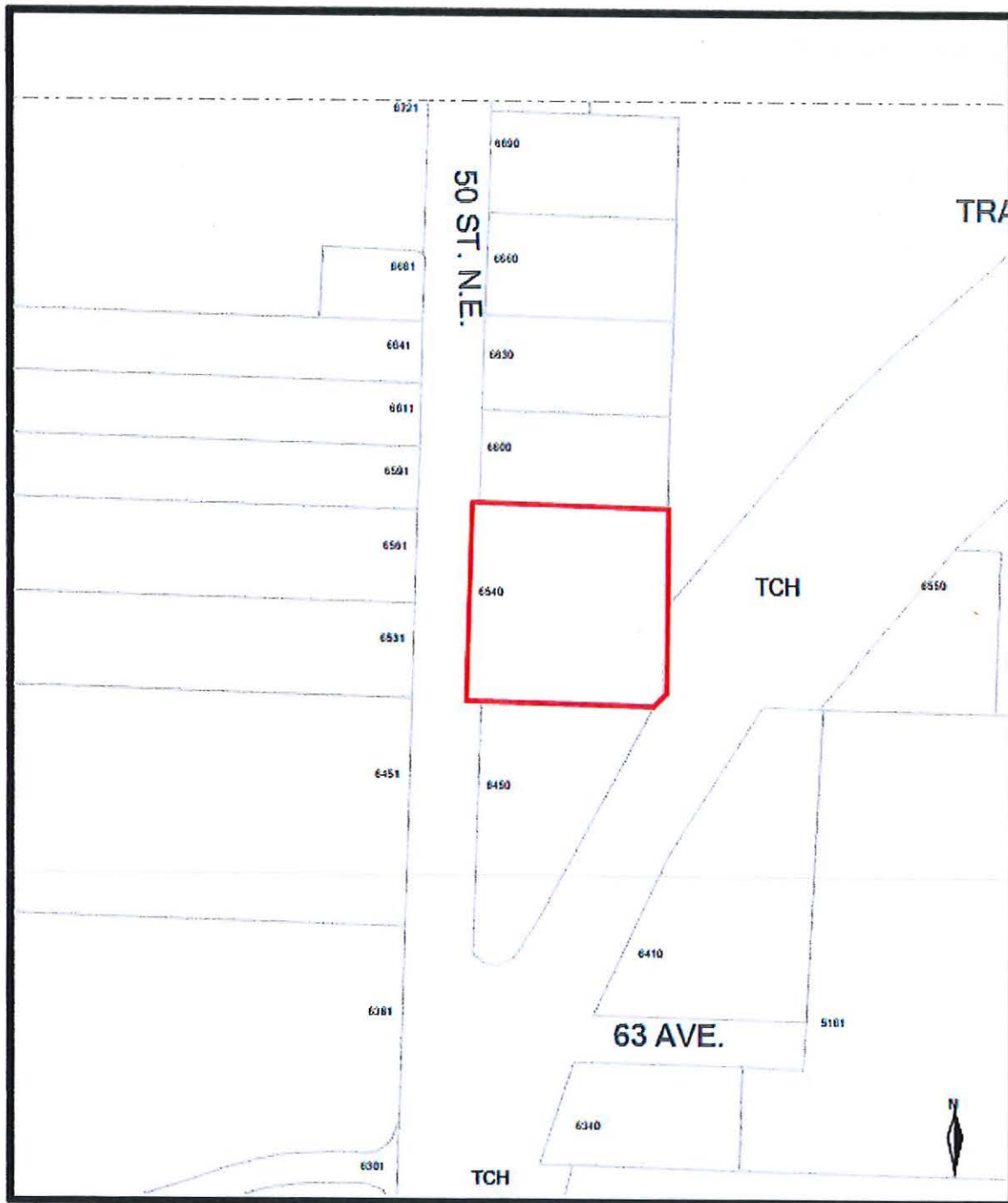
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MAYOR

---

CORPORATE OFFICER





Item 25.2

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4556 be read a third time.

[ZON-1253; Switzer, C. & Muxlow, R.; 6450 50 Street NE; P-3 to R-8]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

## CITY OF SALMON ARM

### BYLAW NO. 4556

#### 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 February 27, 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:

Rezone Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882 Except Plan H609 from P-3 (Institutional 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. 4556"

READ A FIRST TIME THIS 23<sup>rd</sup> DAY OF JANUARY 2023

READ A SECOND TIME THIS 13<sup>th</sup> DAY OF FEBRUARY 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

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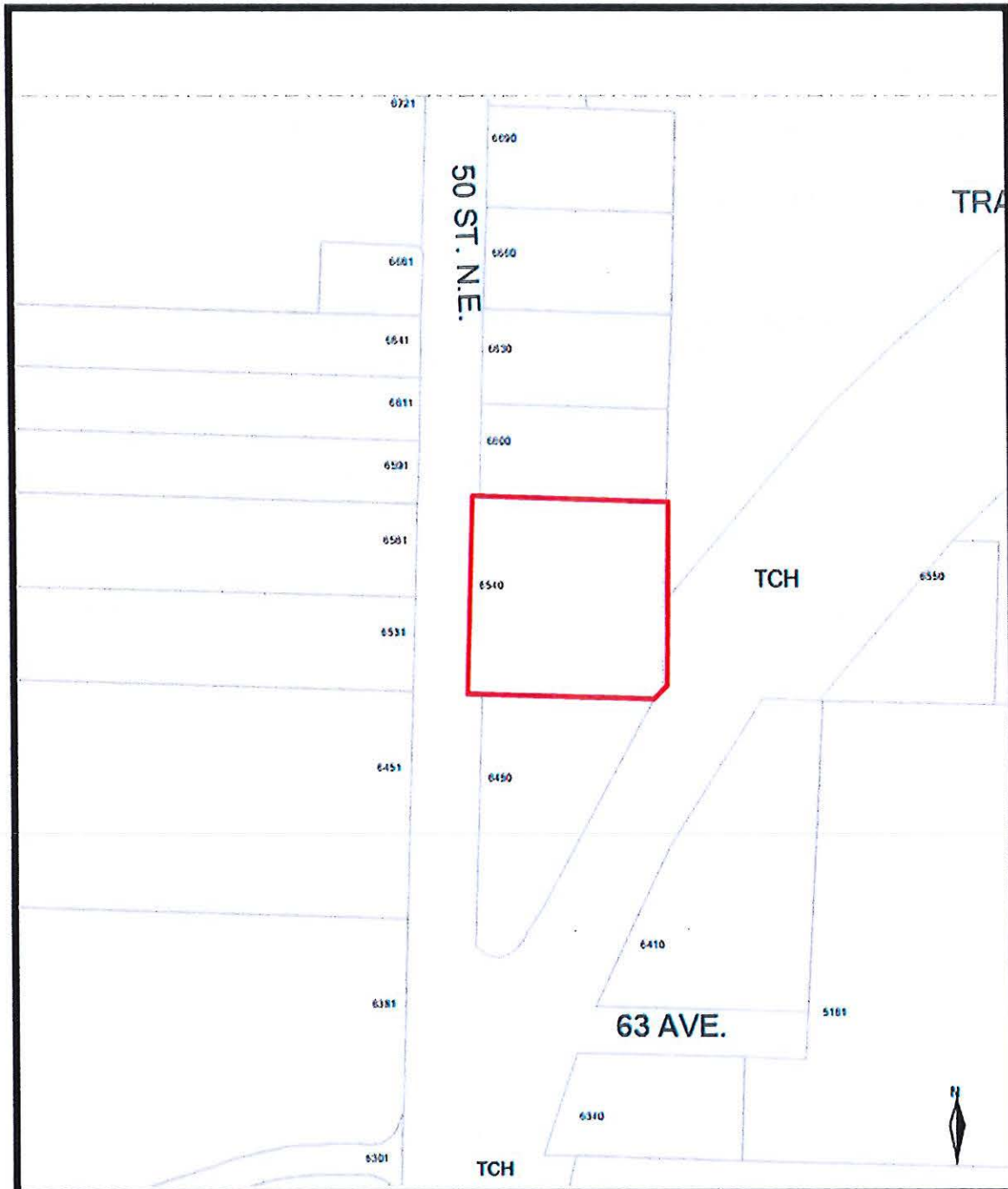
MAYOR

---

CORPORATE OFFICER



Schedule "A"



Item 27.

**CITY OF SALMON ARM**

Date: February 27, 2023

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of February 27, 2023, be adjourned.

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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**INFORMATIONAL CORRESPONDENCE – February 27, 2023**

- |     |   |   |
|-----|---|---|
| 1.  | K. Doorn – Email dated February 22, 2023 – Drug Paraphernalia   | R |
| 2.  | J. Sal – Email dated February 20, 2023 – Salmon Arm Homelessness  | R |
| 3.  | T. Timoffee, Early Years Family Navigator, Shuswap Children’s Association – Letter dated February 9, 2023 – Request to use Klahani Park – August 2, 2023                          | R |
| 4.  | T. Timoffee, Early Years Family Navigator, Shuswap Children’s Association – Letter dated February 22, 2023 – Request to use Canoe Ball Diamond/William Baker Park – April 3, 2023 | R |
| 5.  | J. Clement, Station Manager, CKVS-FM 93.7 – Email dated February 14, 2023 – Request for Letter of Support   | R |
| 6.  | H. DeLong, Chair, Operation Facelift, Shuswap Theatre – Email dated February 8, 2023 – Thank you for Shuswap Theatre Operation Facelift Grant                                     | N |
| 7.  | Interior Health – News Release dated February 16, 2023 – IH Recognized as Top Employer in B.C. and Canada   | N |
| 8.  | C. Ondang – Letter dated January 19, 2023 – Invitation to Salmon Arm Early Years Fair – May 10, 2023  | N |
| 9.  | D. Galbraith, Deputy Minister, Ministry of Social Development and Poverty Reduction – Letter dated February 16, 2023 – Update on Meeting at 2022 UBCM Convention                  | N |
| 10. | J. Chalke, Ombudsperson, Province of British Columbia – Letter dated February 14, 2023 – Information on Services and Resources for Local Governments                              | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



## Rhonda West

---

**From:** Erin Jackson  
**Sent:** Wednesday, February 22, 2023 9:04 AM  
**To:** Rhonda West  
**Cc:** Sue Wood  
**Subject:** FW: [External] Drug Paraphernalia

For the Agenda please!

**From:** Alan Harrison <aharrison@salmonarm.ca>  
**Sent:** Wednesday, February 22, 2023 4:53 AM  
**To:** [REDACTED]  
**Cc:** Mayor and Council <Mayor\_and\_Council@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** Re: [External] Drug Paraphernalia

---

Dear Ms. Doorn,

Thank you for your recent letter regarding plans for our homeless population, specifically the tent encampment close to your home. We appreciate hearing from you about the challenges you and others living in your building are facing, as a result of people living with addictions.

Your letter will be placed on our February 27<sup>th</sup> Council meeting agenda, under correspondence. This will help inform council and the public of the situation, and allow council to have input and discussion at this public meeting.

Sincerely,

Alan Harrison  
 Mayor,  
 City of Salmon Arm

Hi Mr Harrison,

My name is Kelsey, I'm a Registered Nurse at the ER here in town and also a resident at [REDACTED] Ave [REDACTED]. I'm emailing you this morning, as our strata was alerted to drug paraphernalia found in our front lobby this morning.

I've emailed city council before asking about what the plan is for our homeless population in town as our building has been vandalized, vehicles broken in to as well as multiple attempts to break into our building itself. The response I received to my email was informative, and I was provided with information on an Anti-Stigma Campaign. In January, the overnight shelter opened and I was under the understanding the city had moved to slowly dissemble tent city. Slowly but surely in my mind, I felt reassurance that things were happening and our building could be safe again. However, not only have we now started to find needles in our lobby, we've also noted that tent city is growing. The building I reside and own in, is 70% seniors, with and without disabilities. Seniors who have contributed and partook in this community for years.

As a RN within the community, I've cared for several of these individuals within tent city multiple times. But at this

point, my building's strata and myself are at our wits end. We've called the RCMP, filed complaints with the city, we've followed the appropriate channels, we've installed cameras, changed locks on doors and are putting in locks on our outside doors. But why must we, as contributing members of this community, have to abide by laws and rules while these individuals within the community are not held accountable and can set up tents wherever they please? What is the plan for tent city moving forward and a shelter overall? Please provide us with some insight or help. We are only becoming increasingly worried as the weather warms.

Kind regards,

Kelsey

Sent from my iPhone

**Rhonda West**

---

**From:** Rhonda West  
**Sent:** Thursday, February 23, 2023 11:13 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Salmon Arm Homelessness.

**From:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>  
**Sent:** Wednesday, February 22, 2023 4:47 AM  
**To:** [REDACTED]@gmail.com  
**Cc:** Mayor and Council <[Mayor\\_and\\_Council@salmonarm.ca](mailto:Mayor_and_Council@salmonarm.ca)>; Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>  
**Subject:** Re: [External] Salmon Arm Homelessness.

Dear Mr. Sal,

Thank you for writing to us. Your letter also fills me with sadness and the same sense of desperation you feel. We appreciate you taking the time to so heartfully explain to us, the challenges you are facing in your home, as a result of those living with addiction.

Your letter will be placed on our February 27<sup>th</sup> council meeting agenda, under correspondence. This will ensure all of Council is informed of your situation, allowing them to comment if they wish at our public meeting.

Sincerely,

Alan Harrison  
 Mayor  
 City of Salmon Arm

---

**From:** Joe Sal <[REDACTED]@gmail.com>  
**Sent:** February 20, 2023 1:07 PM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; David Gonella <[dgonella@salmonarm.ca](mailto:dgonella@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Sylvia Lindgren <[slindgren@salmonarm.ca](mailto:slindgren@salmonarm.ca)>; [wrichmond@salmonarm.ca](mailto:wrichmond@salmonarm.ca) <[wrichmond@salmonarm.ca](mailto:wrichmond@salmonarm.ca)>; [EDIV\\_Salmon\\_Arm\\_Gen\\_Delivery@rcmp-grc.gc.ca](mailto:EDIV_Salmon_Arm_Gen_Delivery@rcmp-grc.gc.ca) <[EDIV\\_Salmon\\_Arm\\_Gen\\_Delivery@rcmp-grc.gc.ca](mailto:EDIV_Salmon_Arm_Gen_Delivery@rcmp-grc.gc.ca)>; [info@safesociety.ca](mailto:info@safesociety.ca) <[info@safesociety.ca](mailto:info@safesociety.ca)>; Debbie Wood <[dwood@salmonarm.ca](mailto:dwood@salmonarm.ca)>; [newsroom@saobsever.net](mailto:newsroom@saobsever.net) <[newsroom@saobsever.net](mailto:newsroom@saobsever.net)>; [admin@castanet.net](mailto:admin@castanet.net) <[admin@castanet.net](mailto:admin@castanet.net)>; [okanagan@globalnews.ca](mailto:okanagan@globalnews.ca) <[okanagan@globalnews.ca](mailto:okanagan@globalnews.ca)>  
**Subject:** [External] Salmon Arm Homelessness.

Hi there, I am writing to you with sadness and desperation. Last night a homeless man was using drugs and left used needles in the lobby of my home. When I purchased this condo and moved from Kelowna, Salmon Arm was a cute & thriving town in the Shuswap that appealed to me and my family.

Across from my home is Safeway Fields (located between 5 Ave Southwest, and 3rd ST Southwest). When I moved here it was a beautiful field where I could safely spend time without a worry. They used to have children's soccer tournaments in this field I would love to watch. Things have quickly taken a turn for the worse. First there was a single tent in the field, which turned to multiple tents. It continues to grow and is now a

large-scale homeless camp. The field is now filled with stolen property, drug paraphernalia, human feces, etc. It is no longer the safe, bright park it once was.

Since this homeless camp has arisen, there have been multiple run-ins with crime in my condo building. My car has been broken into, our storage locker has been broken into resulting in thousands of dollars of lost property, our mailbox was broken into, there's screaming and fighting outside my home on almost a nightly basis, people have been sleeping and using drugs in the lobby of my building multiple times. When the homeless shelter opened at 451 5 Ave SW there were hopes that it would help get the homelessness and crime off the street. It appears it has only made it worse.

We have called the police and bylaw multiple times, we have installed security cameras, we have done everything we can to prevent these things from happening. My starta has spent thousands of dollars on security systems, new locks, and a more secure mailbox.

I send this email in a state of despair. How far does this need to go before something is done? Does a child need to step on a needle with HIV? Does an elderly woman need to be attacked? Does somebody need to die? I no longer feel safe inside my home.

Sincerely, a concerned Salmon Arm citizen.





February 9, 2023

Mayor and Council  
City of Salmon Arm  
500 2 Ave NE  
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and City Councilors,

RE: Storytime in the Park event for August 2, 2023

The Shuswap Children's Association, in partnership with the Okanagan Regional Library, is organizing a Storytime in the Park series for this summer. These are free drop-in events for families and consist of a half hour story time with the ORL Youth Librarian, and a play opportunity afterwards. **We are asking for permission to use the following park (as an addition to our previous request for the Storytime in the Park Series):**

August 2<sup>nd</sup>, 2023– Klahani Park (6391 10<sup>th</sup> Ave SE)

The Storytime events, including set up and clean up, will be from **9:30 a.m. until 12:00 p.m.** Shuswap Children's Association staff will be on site to monitor activities and have a detailed safety protocol.

Thank you so much for your consideration.

Sincerely,

Tanya Timoffee  
Early Years Family Navigator  
Shuswap Children's Association



February 22, 2023

Mayor and Council  
City of Salmon Arm  
500 2 Ave NE  
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and City Councilors,

Shuswap Children's Association is planning an "Early Years Egg Hunt" at Canoe Ball Diamond/William Baker Park on Monday, April 3<sup>rd</sup>. This is a free, one hour event for families and caregivers with children 0-6 years old. We have chosen this location to serve and increase community connections for the families and caregivers of Canoe and surrounding areas, and to have a location with an undercover area in case of poor weather. We will have at least two staff members on site.

As such, we are requesting the use of **Canoe Ball Diamond/William Baker Park on Monday, April 3rd, 2023, from 9:00 am to 11:30am**, which includes the set up and clean up of the event.

Thank you so much for your consideration.

Sincerely,

Tanya Timoffee  
Early Years Family Navigator and Outdoor Play Facilitator  
Shuswap Children's Association

## Rhonda West

---

**From:** Erin Jackson  
**Sent:** Tuesday, February 14, 2023 7:41 PM  
**To:** Rhonda West; Sue Wood  
**Subject:** Fwd: [External] Request for a letter of support

For the next Agenda please!

Get [Outlook for iOS](#)

---

**From:** Voice of the Shuswap <voiceoftheshuswap93.7@gmail.com>  
**Sent:** Tuesday, February 14, 2023 4:36:39 PM  
**To:** Mayor and Council <Mayor\_and\_Council@salmonarm.ca>  
**Subject:** [External] Request for a letter of support

Dear Mayor and Council,

Voice of the Shuswap is a volunteer-driven not-for-profit community radio station located in Salmon Arm. We have been providing both entertaining and educational programming with a focus on local events, artists, musicians, authors and businesses since 2012.

Campus and community radio stations are a pillar of broadcasting in Canada with unique access to underserved communities both urban and rural. Throughout the pandemic, our members delivered accurate public health information to Canadians in at least 65 different languages. The sector is made up of thousands of people committed to ensuring broadcasts meet rigorous standards. As many as nine and a half million Canadians in over 150 communities listen regularly at least once per month to community radio and for many, it is their only source of live, local information.

Recognizing the importance of community radio stations across Canada and the financial struggles many face, the NCRA (National Campus and Community Radio Association of Canada), the CRFC (Community Radio Fund of Canada), ARCQ (Association des radiodiffuseurs communautaires du Quebec) and ARCC (Alliance des radios communautaires du Canada) have been working on putting together a specific pitch to demonstrate the impacts of the community radio sector. The goal is to request core funding for community stations be added to the upcoming Federal budget for the following purposes:

**1) Increase the Local Journalism Initiative to \$20 million a year and make it permanent.**

Although 41 stations across the country have journalists, the program is not large enough for a reporter in our community. We could provide so much more local news and information if we had access to a trained, supported local journalist for the station.

**2) Establish a 25 million dollar annual Community Broadcasting Fund** to be distributed among all stations. This fund would support all licensed broadcasters, with core and stable funding of around \$90,000.

CKVS survives on income from memberships, donations, advertising and program sponsorships. With a current annual budget of \$30,000 to \$40,000, we cannot afford wages for staff to support the



approximate 30 volunteers who do much of the programming as hosts, or strategic planning as board members. Having additional core and stable funding would allow us to spend more time on generating local programming as opposed to trying to keep the lights on, and applying for/implementing funded projects that enable us to have 1 staff person at our station.

A letter from our Mayor and Council would further show the importance of community radio in the Shuswap, and we respectfully ask that a letter of support for this initiative be sent to:

Mel Arnold: [mel.arnold@parl.gc.ca](mailto:mel.arnold@parl.gc.ca)

And CC to:

[hon.pablo.rodriquez@pch.gc.ca](mailto:hon.pablo.rodriquez@pch.gc.ca)

[chrystia.freeland@fin.gc.ca](mailto:chrystia.freeland@fin.gc.ca)

[minister-ministre@infc.gc.ca](mailto:minister-ministre@infc.gc.ca)

[president-presidente@tbs-sct.gc.ca](mailto:president-presidente@tbs-sct.gc.ca)

[pm@pm.gc.ca](mailto:pm@pm.gc.ca)

[alex@crfc-fcrc.ca](mailto:alex@crfc-fcrc.ca)

[barry@ncra.ca](mailto:barry@ncra.ca)

[info@voiceoftheshuswap.ca](mailto:info@voiceoftheshuswap.ca)

Further information can be found at <https://ncra.ca/help/>. Please feel free to contact me if you have any questions.

Kind regards,

Jeanette Clement

Station Manager. CKVS-FM 93.7

[voiceoftheshuswap.ca](http://voiceoftheshuswap.ca)

[facebook.com/VoiceOfTheShuswap](https://facebook.com/VoiceOfTheShuswap)

250.463.5026

**While masks are not required in the building or our studio, we encourage their use.**



**Rhonda West**

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**From:** Rhonda West  
**Sent:** Thursday, February 16, 2023 7:56 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Thank you for your Shuswap Theatre Operation Facelift Grant

---

**From:** Alan Harrison <[aharrison1731@gmail.com](mailto:aharrison1731@gmail.com)>  
**Sent:** February 12, 2023 1:02 AM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>  
**Subject:** Fwd: [External] Thank you for your Shuswap Theatre Operation Facelift Grant

----- Forwarded message -----

**From:** Robyn Keating <[admin@shuswapfoundation.ca](mailto:admin@shuswapfoundation.ca)>

----- Forwarded message -----

**From:** Howard DeLong <[delongfabian@gmail.com](mailto:delongfabian@gmail.com)>  
**Date:** Wed, 8 Feb 2023 at 11:41  
**Subject:** Thank you for your Shuswap Theatre Operation Facelift Grant  
**To:** <[info@shuswapfoundation.ca](mailto:info@shuswapfoundation.ca)>

Dear City of Salmon Arm, Grants in Aid Committee

Thank you for the \$4,000 Grant toward replacement of the front of the Shuswap Theatre building. We are calling it *Operation Facelift*. We have now raised \$31,900 towards our \$85,000 goal for the project. The grants, donations, sponsorships and other funds keep coming, and we are planning to start construction in April 2023. Your support has helped make this possible.

Howard DeLong, Chair, *Operation Facelift*  
Shuswap Theatre  
[delongfabian@gmail.com](mailto:delongfabian@gmail.com)  
(306) 551-9383



Not necessarily the final design

For Immediate Release | February 16, 2023

## Interior Health recognized as top employer in B.C. and Canada

**IH-WIDE** – For the ninth time, Interior Health has been named one of *BC's Top Employers*. And, for the first time, Interior Health is a recipient of *Canada's Top Employers for Young People* award. These special designations recognize employers across the country who lead their industries in offering exceptional places to work.

"I am incredibly proud of our employees and immensely grateful for their perseverance and unwavering commitment to care, even during these unprecedented and challenging times," said Susan Brown, Interior Health president and CEO. "In every corner of our organization, teams have come together and supported one another, helped each other and never lost sight of our common goal: health and well-being for all."

[In the 2023 Interior Health Top Employer video](#), president and CEO Susan Brown celebrates this incredible achievement, and employees from across the Interior region share why they choose to work at Interior Health.



*BC's Top Employers* and *Canada's Top Employers for Young People* awards are annual competitions that consider a variety of criteria such as: diversity and inclusion, benefits, physical workplace, student/new graduate opportunities and training, recruitment and retention, employment standards, community involvement and more. These award achievements show that Interior Health has scored high in all areas.

"Since I started my career at Interior Health, I have always felt supported to grow and be my best," said Lauren Hristoski, corporate director, compensation & recruitment, Interior Health. "It's our people and teams who make Interior Health a great place to work, and I feel fortunate to work for a *BC Top Employer*."

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)

Interior Health is a large organization delivering health-care services and solutions that make a positive difference in the lives of everyone in the Interior region. All 215,000 square kilometres are located on the ancestral, unceded and traditional territories of the seven Interior region First Nations: Dăkelh Dené, St'át'imc, Syilx, Tšilhqot'in, Ktunaxa, Secwépemc and Nlaka'pamux Nations.

Learn more about why Interior Health was chosen as one of *Canada's Top Employers for Young People* in [The Globe and Mail, Jan. 24](#) and as one of *BC's Top Employers* in the [Vancouver Sun, Feb. 14](#). See the complete award listing in the [Interior Health feature section](#) on Canada's Top 100 Employers website.

We invite any one interested in exploring career opportunities with Interior Health to visit [Jobs.Interiorhealth.ca](http://Jobs.Interiorhealth.ca) to view all current job postings.

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





240 Shuswap Street, Box 2579, Salmon Arm BC, V1E 4R5

Telephone: 250-833-0164 ext. 0, Fax: 250-833-0167

January 19, 2023

To: City of Salmon Arm  
Mayor Mr. Harrison  
City Council

We (Shuswap Children's Association) would like to invite you to be part of Salmon Arm Early Years Fair.

Salmon Arm has many new families over the last few years, and we strongly feel an Early Years Fair to connect the families with the Early Years Professionals/Services is needed. School District 83 has contributed part of the cost of this event as well. Families in Salmon Arm would appreciate your presence.

Date: Wednesday, May 10, 2023  
Where: SASCU Recreation Center Auditorium  
Time: 2:30-5 pm  
Special event: Story time with Ardie at 3 pm and 4pm

Please let me know if you have any questions.

Thank you.

Christine Ondang  
Child Care Resource and Referral Program  
[condang@shuswapchildrens.ca](mailto:condang@shuswapchildrens.ca)  
250-832-4191

Hosted by the Shuswap  
Children's Association



# Salmon Arm Early Years Fair

## Save the Date

May 10th, 2023 2:30 p.m. to 5:00 p.m.

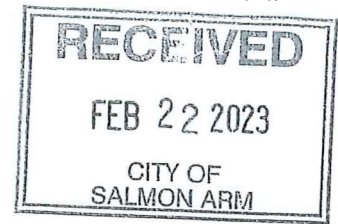
SASCU Auditorium

2600 10th Ave NE, Salmon Arm, BC V1E 2S4



- Meet your local early years service professionals
- Snacks
- Story time with Ardie
- Free play for children

Please respond to  
[condang@shuswapchildrens.ca](mailto:condang@shuswapchildrens.ca) to  
reserve your table as a service provider



February 16, 2023

Ref: 218648

Their Worship Alan Harrison  
and Councillors  
City of Salmon Arm  
Box 40  
500 2 Avenue NE  
Salmon Arm BC V1E 4N2

Dear Mayor Harrison and Council:

Thank you to your delegation for meeting with the Ministry of Social Development and Poverty Reduction at the Union of British Columbia Municipalities Convention in Whistler.

The conversation at the convention included issues raised not only by Salmon Arm but also by other communities. A desire for additional Community Integration Services in the community is one example.

As was discussed at the meeting, we are working towards expanding the Community Integration Services program in order to provide in-person outreach to more people who need direct support to access the supports they need.

You also touched on poverty and poverty reduction during our meeting; as Minister Simons mentioned, our legislation requires BC's poverty reduction strategy to be updated by March 2024. We are about to launch targeted stakeholder and public engagement, including local governments, who are key partners with us in this important work.

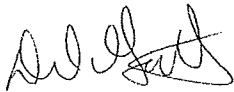
...2



We will be sharing more information soon, and I encourage the City of Salmon Arm to share their input as we continue to work towards reducing poverty and improving outcomes for British Columbians.

Thank you again for your leadership. I appreciate these important opportunities to exchange ideas and share information. Meetings like this help my ministry better understand the challenges people and communities across BC face on a daily basis. Through a continued partnership, I am confident we can work together to improve the issues raised in the City of Salmon Arm and other local governments.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Galbraith', with a stylized flourish at the end.

David Galbraith  
Deputy Minister





OMBUDSPERSON  
BRITISH COLUMBIA

12.1.10

February 14, 2023

*Delivered via email*

Mayor Alan Harrison  
City of Salmon Arm  
500 - 2 Avenue NE  
Salmon Arm BC V1E 4N2

Dear Mayor Harrison:

With many new municipal mayors and council members elected and now sworn in across the province, I wanted to reach out and let you know how the Office of the Ombudsperson can work with, and help, local governments in British Columbia.

If you are continuing in your elected position, thank you for your service to British Columbians. And if you are newly elected, welcome to your very important role.

My office takes complaints from the public about all of the local governments in BC. We are an oversight body, one of the independent offices of the Legislature, and our mandate is to be BC's independent voice for fairness and accountability of the public sector. When we receive people's concerns about public services, we conduct impartial investigations and address the fairness problems that we find. For local governments, that means you may hear from us when we have received a complaint about your municipality and are investigating to determine whether the standard of fair and reasonable service set out in the *Ombudsperson Act* has been met. Where fairness issues are identified, we can consult with you to find a way to address the issues in order to ensure fairness moving forward.

We are also available to help. Our [Public Authority Consultation and Training team](#) can assist you with any questions about fairness you may have. A number of [useful resources](#) are also available on our website, including:

- A [Complaint Handling Guide](#), which contains a [Model Complaints Policy](#);
- Our Quick Tip resource [On Complaint Handling for Local Governments](#);
- [Bylaw Enforcement: Best Practices Guide for Local Governments](#);
- [Open Meetings: Best Practices Guide for Local Governments](#);
- Our 1-hour online [Fairness 101 course](#); and
- Educational [webinars](#).

Our office is also offering a [webinar](#) for public bodies on our recently released [Fairness by Design guide](#). In the webinar, we'll outline the fairness standards found in the guide and how they can be used to ensure your programs are delivered fairly. We will also answer your questions. Webinar details are below:

- **Thursday, March 16, 2023 from 10:00 a.m. – 11:00 am**
- [Register here](#)

Please share this invitation with anyone in your organization who may be interested.

Once again, thank you for the important local government role you took on. We look forward to working with you.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jay Chalke". The signature is fluid and cursive, with a large initial "J" and "C".

Jay Chalke  
Ombudsperson  
Province of British Columbia