



# AGENDA

**City of Salmon Arm  
Regular Council Meeting**

**Monday, June 12, 2023  
1:30 p.m.**

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

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

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	1.	<b>CALL TO ORDER</b>
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	3.	<b>ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b> <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	<b>ADOPTION OF AGENDA</b>
	5.	<b>DISCLOSURE OF INTEREST</b>
	6.	<b>CONFIRMATION OF MINUTES</b>
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13 - 16	2.	Special Council Meeting Minutes of June 1, 2023
	7.	<b>COMMITTEE REPORTS</b>
17 - 24	1.	Development and Planning Services Committee Meeting Minutes of June 5, 2023
	8.	<b>COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>
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	9.	<b>STAFF REPORTS</b>
31 - 34	1.	Manager of Permits & Licensing - Licensing of Special Events on City Property - 2023
35 - 38	2.	Director of Planning & Community Services - UBCM Complete Communities Grant Program

- 39 – 56            3.            Director of Planning & Community Services – Official Community Plan Bylaw No. 4000 Review
- 57 – 60            4.            Director of Engineering & Public Works – Annual Transit Operating Agreement
- 61 – 64            5.            Director of Engineering & Public Works – Supply of Bulk Aviation Fuels and Related Delivery Services
- 65 – 68            6.            Director of Engineering & Public Works – Zone 2 Pump Station Design – Budget Amendment
- 69 – 70            7.            Chief Administrative Officer – Environmental Advisory Committee – Citizen at Large Membership Appointment
  
- 71 – 88            10.            **INTRODUCTION OF BYLAWS**
  - 1.            City of Salmon Arm Zoning Amendment Bylaw No. 4579 [ZON-1264; Brentwell Construction Ltd./Crevier, L. & S.; 31 4 Street SE; Text Amendment; Addition to Definitions and to R-5 (High Density Residential Zone)] – First and Second Reading
  - 89 – 104            2.            City of Salmon Arm Zoning Amendment Bylaw No. 4590 [ZON-1269; City of Salmon Arm; Text Amendment; Accessible Parking Regulations] – First and Second Reading
  - 105 – 108            3.            City of Salmon Arm Fee for Service Amendment Bylaw No. 4592 [Parking Violations] – First, Second and Third Reading
  - 109 – 112            4.            City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4293 – First and Second Reading
  
- 113 – 114            11.            **RECONSIDERATION OF BYLAWS**
  
- 113 – 114            12.            **CORRESPONDENCE**
  - 1.            Informational Correspondence
  
- 115 – 124            13.            **NEW BUSINESS**
  
- 115 – 124            14.            **PRESENTATIONS**
  - 1.            Presentation 4:00 – 4:15 (approximately)  
M. Matheson, Team Leader, 2022 Shuswap Tourism Annual Review
  - 125 - 160            2.            Presentation 4:15 – 4:30 (approximately)  
Isha Matous-Gibbs, Urban Matters – Poverty Reduction Grant
  
- 115 – 124            15.            **COUNCIL STATEMENTS**
  
- 115 – 124            16.            **SALMON ARM SECONDARY YOUTH COUNCIL**
  
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- 115 – 124            18.            **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

- 19. **OTHER BUSINESS**
- 161 - 168 1. Salmon Arm Folk Music Society – Request for Construction Approval
- 20. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

Page #	Item #	Description
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
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169 – 184	1.	Development Variance Permit Application No. VP-581 [Vandermeer, R. & M.; 2900 40 Street NE; Servicing requirements]
185 – 202	2.	Development Variance Permit Application No. VP-567 [McLeod, T./Launch Construction Ltd.; 3390 30 Street NE; Servicing requirements]
203 - 218	3.	Development Variance Permit Application No. VP-574 [0695662 BC Ltd./Massier, G.; 1631 10 Street SE and 1561, 1581, 1621, 1641, 1661 and 1681 9 Street SE; Servicing and Retaining Wall requirements]
	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
219 – 226	1.	Zoning Amendment Application No. ZON-1265 [EWDS Holdings Ltd.; 2760 Auto Road SE; R-1 to R-8]
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
227 - 230	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4580 [ZON-1265; EWDS Holdings Ltd.; 2760 Auto Road SE; R-1 to R-8] – Third and Final Reading
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
231 - 232	<b>26.</b>	<b>ADJOURNMENT</b>

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Item 2

## CITY OF SALMON ARM

Date: June 12, 2023

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

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; (c) labour relations or other employee relations; (d) the security of the property of the municipality; (g) litigation or potential litigation affecting the municipality (2 items); (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; of the *Community Charter*, Council move In-Camera.

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Item 6.1

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of May 23, 2023, be adopted as circulated.

**REGULAR COUNCIL**

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:00 p.m. and reconvened at 2:30 p.m. on Tuesday, May 23, 2023.

**PRESENT:**

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

Chief Administration Officer E. Jackson  
Director of Corporate Services S. Wood  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Planning & Community Services G. Buxton  
Chief Financial Officer C. Van de Cappelle  
Fire Chief B. Shirley  
Deputy Corporate Officer R. West

**ABSENT:**

1. **CALL TO ORDER**

Mayor Harrison called the meeting to order at 1:00 p.m.

2. **IN-CAMERA SESSION**

0250-2023

Moved: Councillor Flynn  
Seconded: Councillor Cannon  
THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (d) the security of the property of the municipality; and (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; of the *Community Charter*, Council move In-Camera.

**CARRIED UNANIMOUSLY**

Council moved In-Camera at 1:00 p.m.  
Council returned to Regular Session at 2:22 p.m.  
Council recessed until 2:30 p.m.

3. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

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



4. REVIEW OF AGENDA

5. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict with Items 9.5 and 12.1.5 as the applicants are clients of his firm.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of May 8, 2023

0251-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of May 8, 2023, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of May 15, 2023

0252-2023

Moved: Councillor Gonella

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of May 15, 2023 be received as information.

CARRIED UNANIMOUSLY

2. Downtown Parking Commission Meeting Minutes of May 16, 2023

0253-2023

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Downtown Parking Commission Meeting Minutes of May 16, 2023 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Fire Chief - Self Contained Breathing Apparatus Purchase

0254-2023

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: Council accept the quote from Rocky Mountain Phoenix in the amount of \$329,765.00 plus taxes for the purchase of new MSA brand Self Contained Breathing Apparatus (SCBA).

CARRIED UNANIMOUSLY

9. **STAFF REPORTS - continued**

2. **Manager of Permits & Licensing - Lakeside Bowling Ltd. (Permanent Patio) - 1881 9 Avenue NE**

0255-2023

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council of the City of Salmon Arm has no objection to the creation of a permanent licensed patio at 1881 - 9<sup>th</sup> Avenue NE for the Tandoor Bar and Grill;

AND THAT: Council of the City of Salmon Arm is opting out of the comment and public consultation process.

CARRIED UNANIMOUSLY

3. **Director of Engineering & Public Works - Zone 5 Booster Station - Centrix Control Solutions Contract Award**

0256-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Gonella

THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of consulting services related to programming and commissioning services for the Zone 5 Booster station project to authorize sole sourcing of same to Centrix Control Solutions;

AND THAT: Council approve the award of consulting services to Centrix Control Solutions for the total quoted price of \$11,900.00 plus taxes as applicable for the Zone 5 Booster station.

CARRIED UNANIMOUSLY

4. **Director of Engineering & Public Works - RCMP Guard Room Counter Improvements - Budget Reallocation**

0257-2023

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$20,000.00, which includes the additional funds and contingency for project construction costs, reallocated from RCMP Building Major Maintenance Reserve.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 2:50 p.m.

5. **Director of Engineering & Public Works - 30<sup>th</sup> Street SE Watermain Upgrade - Contract Award**

0258-2023

Moved: Councillor Lindgren

Seconded: Councillor Gonella

THAT: Council approve the award of consulting services to Lawson Engineering Ltd. for the total quoted price of \$17,455.00 plus taxes as applicable for the 30<sup>th</sup> Street SE (20 Avenue SE) Watermain upgrade design and tendering services;

9. STAFF REPORTS - continued

5. Director of Engineering & Public Works - 30<sup>th</sup> Street SE Watermain Upgrade - Contract Award

AND THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of consulting services related to the 30<sup>th</sup> Street SE (20 Avenue SE) Watermain upgrade project to authorize sole sourcing of same to Lawson Engineering Ltd.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 2:54 p.m.

6. Director of Engineering & Public Works - Elks Park - Baseball Fields Irrigation Repairs - For Information

0259-2023

Moved: Councillor Cannon  
Seconded: Councillor Flynn  
THAT: Council allocate up to \$6,000.00 from Council Initiatives for irrigation repairs at the Elks Park Baseball Fields.

Amendment:

Moved: Councillor Lavery  
Seconded: Councillor Flynn  
THAT: the irrigation repairs at the Elks Park Baseball Fields are contingent upon the support of the Elks Board.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED  
Councillor Lindgren Opposed

7. Director of Engineering & Public Works - McGuire Lake Pathway Lighting - For Information

For information.

Councillor Lavery left the meeting at 3:14 p.m. and returned to the meeting at 3:19 p.m.

8. Chief Financial Officer - Shuswap Watershed Council - For Information

For information.

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4580 [ZON-1265; EWDS Holdings Ltd.; 2760 Auto Road SE; R-1 to R-8] – First and Second Reading

0260-2023

Moved: Councillor Cannon  
 Seconded: Councillor Flynn  
 THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4580 be read a first and second time.

CARRIED UNANIMOUSLY11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4587 [Building Permit Review and Inspection Fees] – Final Reading

0261-2023

Moved: Councillor Lindgren  
 Seconded: Councillor Gonella  
 THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4587 be read a final time.

CARRIED UNANIMOUSLY12. CORRESPONDENCE

1. Informational Correspondence

6. P. Wright, RCMP Musical Ride – Email dated May 10, 2023 – Request to Use Safeway Fields July 1 and 2, 2023

0262-2023

Moved: Councillor Cannon  
 Seconded: Councillor Flynn  
 THAT: Council authorize the Rotary Club of Salmon Arm and the Salmon Arm and Shuswap Lake Agricultural Association to use Safeway Fields on July 1 and 2, 2023 for vehicle parking for attendees of the RCMP Musical Ride, subject to booking through the Shuswap Recreation Society and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

10. Interior Health, Office of the Medical Health Officers – Letter dated April 14, 2023 – Recent Exemption to the Controlled Drug and Substances Act – Recommendation to Municipalities

0263-2023

Moved: Councillor Flynn  
 Seconded: Councillor Cannon  
 THAT: following referral to the Social Impact Advisory Committee, Council draft a letter to the Province asking for more support and protection for communities regarding substance use in public spaces.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 3:58 p.m.

12. CORRESPONDENCE - continued

1. Informational Correspondence

- 5. T. Timoffee, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children’s Association – Letter dated May 4, 2023 – Travelling Tots Playgroup - Request to Use Fletcher Park June 27, 2023

0264-2023

Moved: Councillor Cannon  
 Seconded: Councillor Wallace Richmond  
 THAT: Council authorize the Shuswap Children’s Association to use Fletcher Park for the Travelling Tots Playgroup on June 27, 2023 from 9:00 a.m. to 12:00 p.m. subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:59 p.m.

- 7. E. Cleaver, School Director, Maple Tree Montessori – Letter received May 16, 2023 – Request to use Blackburn Gazebo – End of School Year Potluck and Celebration – June 30, 2023

0265-2023

Moved: Councillor Cannon  
 Seconded: Councillor Gonella  
 THAT: Council authorize Maple Tree Montessori to use the Blackburn Park Gazebo for an end of school year potluck and celebration on June 30, 2023 from 11:00 a.m. to 2:00 p.m., subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

2. 2022 MRDT Annual Performance Report

0266-2023

Moved: Councillor Cannon  
 Seconded: Councillor Flynn  
 THAT: Council authorize the submission of the 2022 MRDT Annual Performance Report to the Province.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

The meeting recessed at 4:07 p.m.  
 The meeting reconvened at 4:10 p.m.

14. PRESENTATIONS

- 1. Dr. Scott McKee – Critical Care Hospital Improvements at Shuswap Lake General Hospital (SLGH)

Dr. Scott McKee, Head of Internal Medicine and Dr. Alison Howatt, Chief of Staff, Shuswap Lake General Hospital, provided an overview of the need for critical care hospital improvements at Shuswap Lake General Hospital and were available to answer questions from Council.

14. PRESENTATIONS - continued

1. Dr. Scott McKee - Critical Care Hospital Improvements at Shuswap Lake General Hospital (SLGH)

Councillor Cannon left the meeting at 4:58 p.m. and returned to the meeting at 5:00 p.m.

2. Isha Matous-Gibbs, Urban Matters - Poverty Reduction Grant

0267-2023

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council accept the Poverty Reduction De-Stigmatization, and Awareness Campaign report dated May, 2023.

CARRIED UNANIMOUSLY

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

0268-2023

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: pursuant to Section 90(1)(d) the security of the property of the municipality; and (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; of the *Community Charter*, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 5:13 p.m.

Councillor Wallace Richmond left the meeting at 5:13 p.m.

Council returned to Regular Session at 5:45 p.m.

21. ADJOURNMENT

0269-2023

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of May 23, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 5:45 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the      day of June, 2023.

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Item 6.2

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor Gonella

Seconded: Councillor Flynn

THAT: the Special Council Meeting Minutes of June 1, 2023, be adopted as circulated.

SPECIAL COUNCIL

Minutes of a Special 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 8:00 a.m. on Thursday, June 1, 2023.

PRESENT:

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

Chief Administration Officer E. Jackson  
Director of Corporate Services S. Wood  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Planning & Community Services. G. Buxton

ABSENT:

1. CALL TO ORDER

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

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

2. IN-CAMERA SESSION

0270-2023

Moved: Councillor Lindgren  
Seconded: Councillor Lavery

THAT: pursuant to Section 90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98; of the *Community Charter*, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 8:02 a.m.  
Council returned to Regular Session at 1:00 p.m.

4. ADJOURNMENT

0271-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Special Meeting of Council of June 1, 2023, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 1:01 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the    day of June, 2023.

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Item 7.1

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of June 5, 2023 be received as information.

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, June 5, 2023.

### PRESENT:

Mayor A. Harrison  
Councillor T. Lavery (participated remotely)  
Councillor K. Flynn (left the meeting at 9:25 a.m.)  
Councillor D. Cannon  
Councillor D. Gonella (participated remotely)  
Councillor L. Wallace Richmond  
Councillor S. Lindgren

Chief Administration Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Planning & Community Services G. Buxton  
Director of Corporate Services S. Wood  
Planner C. Larson  
Planner S. 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

5. REPORTS

1. Development Variance Permit Application No. VP-581 [Vandermeer, R. & M.; 2900 40 Street NE; Servicing requirements

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-581 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for the 30 Avenue NE frontage of That Part of the North East ¼ of Section 19 Shown on Plan B4242; Township 20, Range 9, W6M, KDYD, waiving the requirement to upgrade 30 Avenue NE, including road widening and ditching.

M. & R. Vandermeer, the applicants, outlined the application and were available to answer questions from the Committee.

Councillor Lindgren left the meeting at 8:21 a.m. and returned at 8:22 a.m.

Amendment

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Development Variance Permit No. VP-581 be authorized for issuance subject to the owner providing the required road dedication (approximately 3.965m).

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-567 [McLeod, T./Launch Construction Ltd.; 3390 30 Street NE; Servicing requirements]

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-567 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for the frontage of Lot 1, Section 30, Township 20, Range 9, W6M, KDYD, Plan EPP123104 as follows:

- i) waive the installation of a bike lane (including ditching);
- ii) waive the provision of a Statutory Right of Way in favour of the City for the bike lane; and
- iii) waive the installation of one (1) fire hydrant.

T. McLeod, the applicant, outlined the application and was available to answer questions from the Committee.

DEFEATED UNANIMOUSLY

5. REPORTS - continued

2. Development Variance Permit Application No. VP-567 [McLeod, T./Launch Construction Ltd.; 3390 30 Street NE; Servicing requirements] - continued

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-567 be authorized for issuance as follows:

- i) waive the installation of a bike lane (including ditching); and
- iii) waive the installation of one (1) fire hydrant.

AND THAT: the owner provide the road dedication for the required off-site works.

CARRIED UNANIMOUSLY

3. Proposed Strata Conversion of a Previously Occupied Building [Brentwell Venture Ltd./Crevier, L.E. & S.; 31 4 Street SE]

Moved: Councillor Wallace Richmond

Seconded: Councillor Gonella

THAT: the Development and Planning Services Committee recommends to Council that pursuant to Section 242 of the *Strata Property Act*, Council approve the strata conversion of the previously occupied building located on Lot 3, Block 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 936.

CARRIED UNANIMOUSLY

4. Zoning Amendment Application No. ZON-1264 [Brentwell Construction Ltd./Crevier, L. & S.; Text Amendment; Addition to Definitions and to R-5 (High Density Residential Zone)]

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 as follows:

- 1) Amend Section 2.2 - Definitions - Secondary Suite - e) and f) to read:

- e) must be located within a building or portion of a building of residential occupancy; and



5. REPORTS - continued4. Zoning Amendment Application No. ZON-1264 [Brentwell Construction Ltd./Crevier, L. & S.; Text Amendment; Addition to Definitions and to R-5 (High Density Residential Zone)] - continued

f) must be located within a building or portion of a building where both dwelling units constitute a single real estate entity.

2) Amend the R-5 Zone - Section 10.3.13 to add "Secondary Suite" as a permitted accessory use.

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

CARRIED UNANIMOUSLY

5. Development Variance Permit Application No. VP-582 [Brentwell Construction Ltd./Crevier, L. & S.; 31 4 Street SE; Off Street Parking requirements] (See Item 5.4 for Staff Report)

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. 582 be authorized for issuance for Lot 3, Block 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 936 to vary the provisions of Zoning Bylaw No. 2303 - Appendix 1, Table A1-1 - Multi-Family R-5 & Suite - reduce the number of required off-street parking spaces from five (5) to four (4).

CARRIED UNANIMOUSLY

6. Development Variance Permit Application No. VP-574 [0695662 BC Ltd./Massier, G.; 1631 10 Street SE and 1561, 1581, 1621, 1641, 1661 and 1681 9 Street SE; Servicing requirement

Moved: Councillor Gonella

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-574 be authorized for issuance for Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 1915 Except Plan EPP115809 and Lots 2, 4, 6, 8, 10 & 12, Township 20, Range 10, W6M, KDYD, Plan EPP115809 which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163 and Zoning Bylaw No. 2303 as follows:

- i. Subdivision and Development Servicing Bylaw No. 4163, Section 4.11.4 - extend the maximum permitted combined cul-de-sac length from 160 metres in length in Urban Development Areas to 249 metres for the future 8 Avenue SE; and

5. REPORTS – continued

6. Development Variance Permit Application No. VP-574 [0695662 BC Ltd./Massier, G.; 1631 10 Street SE and 1561, 1581, 1621, 1641, 1661 and 1681 9 Street SE; Servicing requirement - continued

- ii. Zoning Bylaw No. 2303, Section 4.12.1 (a) – Fences and Retaining Walls – increase the maximum permitted combined height of a fence in conjunction with a retaining wall from 2m (6.5 feet) to 6m (19.7 feet).

G. Massier, the agent for the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Cannon left the meeting at 9:24 a.m.

Councillor Flynn left the meeting at 9:25 a.m.

7. Zoning Amendment Application No. ZON-1269 [City of Salmon Arm; Text Amendment; Accessible Parking Regulations]

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, amending Zoning Bylaw No. 2303, as follows, by adding:

- i) To Section 2.0 Definitions, after "Accessory Use" and before "Accommodation Unit", the following:

**Accessible Car Space** means a car parking space designated for individuals with mobility limitations, who hold a valid accessible parking permit.

**Accessible Van Space** means a parking space designated for those with mobility issues designed to allow room for people to load or unload a wheelchair, scooter, walker or similar device that is used to transport a person who has limited ability and hold a valid accessible parking permit.

**Accessible Parking Stall** means either an Accessible Car Space or an Accessible Van Space.

- ii) After Section 11 of Appendix I: Off – Street Parking and Loading, the following:

12. Accessible Parking Stalls

.1 Accessible Car Spaces are a minimum of 5.8m depth x 2.4m width. Accessible Van Spaces are a minimum of 5.8m depth x 3.3m width, with an additional minimum aisle width of 1.5m. The additional aisle may be shared between neighbouring Accessible Van Spaces.

.2 Accessible Parking Stalls must be:

5. REPORTS - continued

7. Zoning Amendment Application No. ZON-1269 [City of Salmon Arm; Text Amendment; Accessible Parking Regulations] - continued

- (a) clearly identified by both paint markings on the parking space and a freestanding Sign in front of the space that is not less than 1.2m above ground measured to the bottom of the Sign and incorporating the international symbol of accessibility for persons with disabilities. Accessible Van Spaces signage shall also include the words "van accessible";
- (b) treated with a firm and slip-resistant surface;
- (c) provided with a curb letdown from the shared access aisle to any raised pedestrian sidewalk that provides connectivity to the Building;
- (d) constructed with a slope not exceeding 2%; and
- (e) marked with high-colour-contrast diagonal pavement lines on the access aisle

.3 Of the required stalls for all permitted uses, the minimum number of Accessible Parking Stalls shall be provided in accordance with the following table:

Total Number of Parking Spaces required	Total Number of Accessible Parking Stalls to be Provided	Accessible Car Spaces to be provided	Accessible Van spaces to be provided
0-5	0	0	0
6-25	1	1	0
26-50	3	2	1
51-100	4	3	1
100+	6	4	2

- .4 Should Accessible Parking Stalls be provided that are in addition to those in Section 12.3 then those Accessible Parking Stalls must be in addition to the required number of parking stalls.
- .5 Parking facilities that are used exclusively for buses, trucks, delivery vehicles, law enforcement vehicles, and vehicular impound are not required to include accessible spaces. However, if such lots are accessed by the public (e.g., impounded vehicle retrieval), one (1) Accessible Parking Stall is to be provided.

Councillor Cannon returned to the meeting at 9:26 a.m.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of June 5, 2023  
be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:32 a.m.

---

Mayor A. Harrison, Chair

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

Item 8.1

**CITY OF SALMON ARM**

Date: June 12, 2023

**CSRD Connect  
Board Meeting Highlights - May 2023**

**From:** Columbia Shuswap Regional District <listserv@civicplus.com>  
**Sent:** Friday, May 26, 2023 3:04 PM  
**To:** Rhonda West  
**Subject:** [External] CSRD Connect - Board Meeting Highlights - May 2023



### May 2023

As part of the shift to our new website, the Columbia Shuswap Regional District is now able to integrate our E-newsletter directly with our website's [sign-up function](#). We'd love to hear feedback about our new format. Please email [communications@csrd.bc.ca](mailto:communications@csrd.bc.ca) with any comments or suggestions.

### Board on the Road



## Electoral Area D

Encompassing Falkland, the Salmon Valley, Rancho and Deep Creek, Electoral Area D was the chosen area to host the CSRSD's Board on the Road events for 2023. The May 18, 2023, regular CSRSD meeting took place at the Falkland Community Hall. Directors were also treated to a tour of the area, including stops at local agricultural businesses and the Falkland Museum.

While Board on the Road was previously an annual event rotating between the Electoral Areas, this is the first time the CSRSD has been able to host a meeting outside of the main Boardroom in Salmon Arm since the pandemic. The location for the 2024 Board on the Road is still to be determined.

## Correspondence

### Canada Post Request for support

CSRSD Directors were asked to provide support of a postal code change process initiated by Canada Post for the Sorrento, Tappen and Blind Bay areas and planned for October 2023. The Board deferred a decision until after the Canada Post public engagement process, which is scheduled to start in July.

## Committee Reports

### Electoral Area Directors' Committee

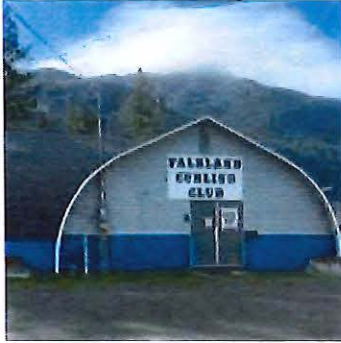
In light of the current challenges with affordable housing, the Board agreed write a letter to the Ministry of Housing regarding concerns with additional costs, administration and colder climate application associated with the BC Energy Step Code legislation and the lack of consultation with local governments.

## Business By Area

### Glenemma Recreation Site

The Board approved using \$80,000 in reserve funds to cover additional costs required by the Agricultural Land Commission to fence the trailhead area. The Glenemma Rec Site and Trail Proposal calls for the development of a day-use parking lot and staging area which would accommodate non-motorized, motorized and equestrian uses. It would also include a non-motorized trail network, a motorized youth skills development trail, a vault toilet, picnic tables, hitching posts for horses and garbage and recycling containers. Work on the project will begin this season.





## **Electoral Area D Community Works Funds**

Four community projects in Electoral Area D will be moving ahead after Columbia Shuswap Regional District (CSRD) Directors voted to support the use of [Community Works Funds](#) at Thursday's Board on the Road Meeting held in the Falkland Community Hall.

The newly funded projects include:

an ice chiller replacement for the Falkland and District Curling Club for \$160,480, revitalization work for Silver Creek Community Hall for \$220,721, upgrades to the Salmon Valley Senior Citizens Hall for \$86,394, emergency electrical upgrades at the Falkland Museum for \$13,249.

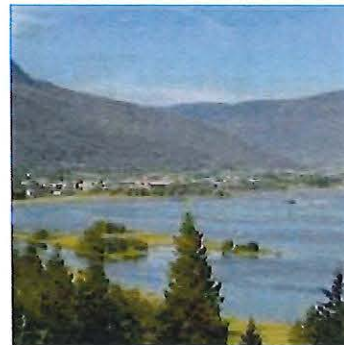
All four items were approved unanimously by Board Directors, with Electoral Area D Director Dean Trumbley recusing himself from the vote on the funding for the Falkland Museum due to a conflict of interest.

## **Administration Bylaws**

### **Shuswap Watershed Council**

The Board is recommending a [referendum](#) be conducted on the continued use of a [parcel tax](#) to fund the activities of the Shuswap Watershed Council on a permanent basis.

Currently the Shuswap Watershed council is funded through a parcel tax of \$9.07 per property. A parcel tax is a flat rate fee applied to each parcel of land in the proposed service area.



The Shuswap Watershed Council is a non-profit group focused on protecting, maintaining and enhancing water quality and promoting safe recreation in the Shuswap.

Directors voted unanimously in favour of taking the issue to a full assent vote for all eligible voters in Electoral Areas C, D, E, F, and G and the District of Sicamous. The assent vote and its associated bylaws needs final approval from the Provincial Ministry of Municipal Affairs before officially proceeding.

## **Land Use Matters**





### **Electoral Area G: Cannabis Retail Licence**

Copper Island Cannabis Co. has applied to the provincial Liquor and Cannabis Regulation Branch (LCRB) to obtain a licence to operate a non-medical cannabis retail store at 1245 Trans-Canada Highway in Sorrento. These applications can not be approved unless there is a positive recommendation from the local government in the area. The Board unanimously agreed to support the proposal. The final decision on issuing the licence rests with the LCRB.

*For information and background reports for the other Development Services items discussed at this meeting, please see the [May 18, 2023 Board meeting agenda](#). If you have questions about a specific application, contact the planning department at [plan@csrd.bc.ca](mailto:plan@csrd.bc.ca)*

### **Closed meeting releases**

The resolutions released from the May 18, 2023 Board Meeting are as follows:

THAT: in accordance with the provisions of the Solid Waste Management Plan Public and Technical Advisory Committee Terms of Reference,

Laura Baer,  
Barry Hunchak,  
Jennifer Taylor,  
Barbra Fairclough,  
Alan Scales

be appointed to serve on the Public and Technical Advisory Committee effective May 18, 2023 and expiring upon completion of the Solid Waste Management Plan Review.

### **Next Board Meeting**


**Thursday, June 15, 2023**


The Regular CSRD Board Meeting will be held in the CSRD Boardroom, at 555 Harbourfront Drive NE, Salmon Arm. The Regular Board meeting public session generally starts at 9:30 AM (PT) / 10:30 AM (MT). Any scheduling changes to the meeting start time will be noted on the [Meeting Calendar](#) on the CSRD's website.




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

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

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Item 9.1

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Council of the City of Salmon Arm authorize the use of City lands for the following Special Events Licenses in 2023:

- 1. Salmon Arm Folk Music Society (Roots and Blues)  
 Location: 471 - 10 Street SW (Fall Fair Grounds)  
 Four (4) Alcohol Serving Areas and Hours of Licensed Operation:

Main Beverage Garden and Tasting Lounge (patron area)	August 18 <sup>th</sup> : 3:00 p.m. to 12:30 a.m. August 19 <sup>th</sup> : 10:00 a.m. to 12:30 a.m. August 20 <sup>th</sup> : 10:00 a.m. to 12:30 a.m.
Barn Beverage Garden (patron area)	August 18 <sup>th</sup> : 3:00 p.m. to 12:30 a.m. August 19 <sup>th</sup> : 10:00 a.m. to 12:30 a.m. August 20 <sup>th</sup> : 10:00 a.m. to 12:30 a.m.
VIP Lounge (private access area)	August 18 <sup>th</sup> : 3:00 p.m. to 12:30 a.m. August 19 <sup>th</sup> : 10:00 a.m. to 12:30 a.m. August 20 <sup>th</sup> : 10:00 a.m. to 12:30 a.m.
Volunteer Party (private access area)	August 20 <sup>th</sup> to 21 <sup>st</sup> : 10:00 p.m. to 3:00 a.m.

- 2. Salmon Arm and Shuswap Lake Agricultural Association (Fall Fair)  
 Location: 471 - 10 Street SW (Fall Fair Grounds)  
 Hours of Licensed Operation:

- September 8<sup>th</sup>: 11:00 a.m. to 9:00 p.m.
- September 9<sup>th</sup>: 11:00 a.m. to 9:00 p.m.
- September 10<sup>th</sup>: 11:00 a.m. to 4:00 p.m.



TO: His Worship Mayor Harrison and Council.  
DATE: June 02, 2023  
FROM: Manager of Permits and Licensing  
SUBJECT: Licensing of Special Events on City Property - 2023

---

**MOTION FOR CONSIDERATION:**

**THAT: The Council of the City of Salmon Arm authorize the use of City lands for the following Special Events Licenses in 2023:**

**1. Salmon Arm Folk Music Society (Roots and Blues)**

Location: **471 – 10 Street SW (Fall Fair Grounds)**

Four (4) Alcohol Serving Area and Hours of Licensed Operation:

- Main Beverage Garden and Tasting Lounge (patron area)
  - Aug 18<sup>h</sup> – 3pm to 12:30am
  - Aug 19<sup>th</sup> – 10:00am to 12:30am
  - Aug 20<sup>th</sup> – 10:00am to 12:30am
- Barn Beverage Garden (patron area)
  - Aug 18<sup>h</sup> – 3pm to 12:30am
  - Aug 19<sup>th</sup> – 10:00am to 12:30am
  - Aug 20<sup>th</sup> – 10:00am to 12:30am
- VIP Lounge (private access area)
  - Aug 18<sup>h</sup> – 3pm to 12:30am
  - Aug 19<sup>th</sup> – 10:00am to 12:30am
  - Aug 20<sup>th</sup> – 10:00am to 12:30am
- Volunteer Party (private access area)
  - Aug 20<sup>th</sup> to 21<sup>st</sup> -10pm to 3:00am

**2. Salmon Arm and Shuswap Lake Agricultural Association (Fall Fair)**

Location: **471 – 10 Street SW (Fall Fair Grounds)**

Hours of Licensed Operation

- Sept 8<sup>th</sup> – 11:00am to 9:00pm
  - Sept 9<sup>th</sup> – 11:00am to 9:00pm
  - Sept 10<sup>th</sup> – 11:00am to 4:00pm
-

**BACKGROUND:**

In order to obtain a Special Event Permit from the Liquor and Cannabis Regulation Branch for special events on public land, the event organizers must obtain permission from the Local Government to host such events. A liquor safety plan is required as a condition of obtaining Council approval for the application.

The liquor safety plans for the referenced events have been reviewed and approved by the RCMP. The Manager of Permits and Licensing therefore advises there are no objections from City Staff or the RCMP for the use of City Lands for the Special Events as set out in the Motion for Consideration.

Respectfully submitted,



---

*Prepared By:*  
**Maurice Roy, RBO/CRBO**  
Manager of Permits & Licensing

MR:mr



---

*Reviewed By:*  
**Gary Buxton**  
Director of Planning & Community Services

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Item 9.2

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: City staff be authorized to submit a grant application to the UBCM Complete Communities 2023/2024 Program up to an amount of \$150,000.00;

AND THAT: the 2023 budget contained in the 2023-2027 Financial Plan Bylaw be amended to reflect a Complete Communities Assessment in the amount of \$150,000, funded from a UBCM Complete Communities Grant.



---

To: His Worship Mayor Harrison and Council  
Date: May 24, 2023  
Subject: UBCM Communities Grant Program

---

**MOTION FOR CONSIDERATION:**

THAT: City staff be authorized to submit a grant application to the UBCM Complete Communities 2023/2024 Program up to an amount of \$150,000;

AND THAT: the 2023 budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect a Complete Communities Assessment in the amount of \$150,000, funded from a UBCM Complete Communities Grant.

---

**BACKGROUND:**

The UBCM Complete Communities program supports communities in undertaking assessments to inform land use decision-making, considering housing need, supply, and location; providing transportation options including increased walkability; and making connections to infrastructure investment and servicing decisions.

“Complete Communities” is a broad concept and can be defined in several different ways. For the purposes of the program, complete communities are areas within a community – which provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a 15-20 minute walk. (More complete details are available at:

<https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/publications/complete-communities-guide.pdf> )

Many of the principles associated with Complete Communities are common with those of “Smart Growth,” and consistent with the growth management policies contained in Section 4.4 of the Official Community Plan (OCP).



Staff propose making a grant application to the maximum permitted (\$150,000) to UBCM, seeking to engage a consultant to perform a Complete Communities assessment of the "Residential High Density" area identified south of the "Commercial City Centre" area in the OCP. The intent would be to inform policy in the upcoming OCP review for the "Residential High Density" area, and what would be the transportation, land use and infrastructure implications of building out that area as anticipated.

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

Gary Buxton

Director of Planning &amp; Community Services

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Item 9.3

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council accept the Project Charter for the Official Community Plan review identified as Attachment #1 to the staff report dated June 2, 2023;

AND THAT: Council direct the issuance of a RFP for Official Community Plan public engagement services.



---

To: His Worship Mayor Harrison and Council  
Date: June 2, 2023  
Subject: Official Community Plan Bylaw No. 4000 Review

---

**MOTION FOR CONSIDERATION:**

THAT: Council accept the Project Charter for the OCP review presented by Planning Department staff on June 12, 2023; and

AND THAT: Council direct the issuance of a RFP for OCP public engagement services.

---

**BACKGROUND:**

The City's Official Community Plan (OCP) (Bylaw No. 4000) was adopted by Council on November 14, 2011, and is now approaching 12 years old. As the City's overall document to manage change in the community, and to guide the future growth and future decision making, it is essential that the plan remains current and relevant to the conditions and circumstances in which it is used. Given the level of growth and change in the community over the last dozen years, it is therefore an appropriate time to consider a review of the OCP, and the City's Corporate and Strategic Plan (2022) recognized this and directed that a review be undertaken as a short term priority (2022-2024).

In follow up to the initial OCP review outline provided to Council on May 8, the following is attached for Council review and approval:

1. Project Charter (detailed project plan)
2. OCP Gantt Chart (detailed schedule of activities)
3. Draft RFP for Public Engagement Program
4. Draft Terms of Reference for OCP Steering Committee

**Project Charter**

This document provides a more detailed outline of the plan to complete the OCP review (the Project). The plan proposes that the engagement process be undertaken using a consultant (further direction is provided in the RFP document), while staff will undertake policy drafting. At present the Project budget is \$200,000 (including staff backfill expenses). Once the RFP process is complete, staff will report back with any additional budget requirements, that could be addressed through the 2024 budget.

The Charter identifies assumptions being made, risks to the Project, and any mitigations that are possible to manage the identified risks. The highest risks remain around resources, budgets and the timeline.

The Charter also identifies a series of timeline milestones against which progress can be evaluated to determine if the Project is on schedule and making progress. A more detailed outline of the tasks that make up the milestones is provided in the OCP Gantt Chart. These tasks may shift as the Project moves forward. Early milestones relate to the issuance and processing of the RFP and the identification of major issues to address, both by Council at a workshop, and the community through an online survey instrument.

Finally the Charter identifies clear roles and responsibilities for the participants (Council, Staff, Consultants, Steering Committee) in the Project.

### **RFP for Public Engagement Program**

This document outlines a request to consultants to provide proposals regarding the public engagement program, and what the Project requires in this respect (Part B, Sections 2, 3 and 4).

The RFP outlines that the City is seeking a consultant with demonstrable experience in the design and implementation of a broad and equitable community engagement program. The RFP indicates that the primary consulting services should be accommodated in a budget of \$125,000 (leaving \$75,000 of the budget for staff backfill expenses), and to provide details of a supplementary engagement program that they consider as activities and processes that would enhance the primary program. Once the RFP submissions are received, the City can determine if the primary consulting services are adequate to meet the needs of the City, and what if any, of the supplementary program the City would like to engage. At this point, the City will be in a position to determine if the current \$200,000 budget is adequate or if additions are needed.

The consultant is asked to develop a public engagement process that is targeted and focused in its approach, and include a wide variety of strategies and methods to involve key stakeholder groups, to seek out feedback from harder to reach voices, to design a program that "meets people where they are at," and makes engagement with the program as simple and convenient as possible for the community.

The RFP deliverables include:

- The design of a public consultation program
- The effective implementation of the approved program
- Interim reports on results and effectiveness
- Presentation of interim reports to Steering Committee
- Presentation of an engagement summary report to Council
- Document design and production of the OCP
- Production of all mapping related to the OCP

The RFP will be reviewed by a sub-committee of the Mayor, a member of Council and staff, who will make a recommendation that will be ratified by Council prior to a contract being prepared with the consultant. It is anticipated that the RFP will process conclude in Q3 2023, and the contract will be awarded to the Proponent in Q4 2023. The anticipated conclusion of the Project is Q1 2025.

### **OCP Steering Committee (OCP-SC) Terms of Reference**

The terms of reference outlines the purpose, operations and membership of a committee to assist with the public engagement process. The purpose of the OCP-SC is to support and assist Council

to ensure that the revised OCP document is reflective of and connected to the public input received as part of the public engagement. It will act as intermediary between Planning Department staff and the engagement consultants, to both continuously evaluate the effectiveness of the engagement process and to determine if outputs (draft policy) are connected to inputs (public comments).

The OCP-SC will work with City staff and the public engagement consultant on tasks including:

- Assisting in the development of the engagement plan
- Approving the engagement plan
- Monitoring the effectiveness of the engagement plan
- Making recommendations to the consultant
- Sharing information on the engagement plan and encouraging public participation
- Sharing draft plan content with their respective constituencies or networks
- Providing guidance to staff in the drafting of OCP policy

The OCP-SC is not intended to function as a method to provide input into the content of the new OCP, and is not formulated as a "content creation" committee directing the preparation of draft policy (which could significantly limit the range of public input). It is instead to ensure that the resulting policy drafts created by staff are connected to the input that arrives through the engagement program.

Membership of the OCP-SC would consist of sixteen (16) members:

- One (1) member of Council
- One (1) member from SA Economic Development Society
- One (1) member from Interior Health
- One (1) member from Shuswap Trail Alliance
- One (1) member from Shuswap Recreation Society
- One (1) member from Shuswap Family Resource and Referral Society
- One (1) member from Downtown Salmon Arm
- One (1) member from Shuswap Association for Community Living
- One (1) member from Salmon Arm and Shuswap Agricultural Association
- One (1) member from SCIP - Shuswap Construction Industry Professionals or Realtor
- Six (6) Citizens-at-large

Staff would actively recruit the members of the OCP-SC, by reaching out to the above noted agencies and advertise for the citizens-at-large members.

Staff are seeking Council acceptance of the Charter and related documents to allow the OCP review process to actively start.



Gary Buxton

Director of Planning & Community Services

Attachment #1



**OFFICIAL COMMUNITY PLAN (OCP) BYLAW 4000 REVIEW**

**PROJECT CHARTER**

---

VERSION 1.1

10/29/2023

**REVISION HISTORY**

<b>Date:</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
10/05/20233	1.0	Initial Draft	GB
10/29/2023	1.1	Internal Review	GB

**DISTRIBUTION LIST**

<b>Name:</b>	<b>Role:</b>	<b>Date of distribution:</b>
Gary Buxton	Project Manager	
Melinda Smyrl	Project Coordinator	
Chris Larsen	Project Coordinator	
Consultant - TBD	Engagement Lead	

**APPROVALS**

<b>Date</b>	<b>Approval Notes:</b>



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## PURPOSE

A comprehensive review and rewrite of the City of Salmon Arm Official Community Plan (OCP).

The current OCP dates to November 2011, and is now approaching 12 years old. The OCP is the City's principal tool to manage change in the community, and to guide the future growth and future decision making. It is essential that the plan remains current and relevant to the conditions and circumstances in which it is used.

Given the level of growth and change in the community since the OCP was approved, it is necessary to undertake a review of the OCP, so that it addresses issues, trends, patterns and concerns that are relevant to the current community. Significant changes affecting the community since 2011 include:

- Climate change and greenhouse gas emissions
- Significant infrastructure planning and upgrades in the community
- Shifting transportation options
- Changing housing and housing related costs
- Changing commercial and retail related patterns

It is essential that policy guidance contained in the OCP addresses these changes and provides direction that is both current and relevant, and addresses any policy gaps that have emerged since 2011.

## OBJECTIVES AND SUCCESS CRITERIA

The review and rewrite of the OCP (the Project) is identified in the City's Corporate and Strategic Plan (2022), and directed that a review be undertaken as a short term priority (2022-2024).

Overall success would be defined as the completion of a comprehensive community planning document within a two (2) year time period from the start of activities. This would then provide ongoing guidance for Council decision making for the next 5-7 years (assuming that significant unanticipated changes in the community do not appear).

Secondary success criteria would be:

- Identification of data gaps and the determination of how to address those gaps
- Completion of a successful comprehensive public engagement program (measured by survey of participants and the community)
- Successful recruitment and successful operation of a project Steering Committee.

## REQUIREMENTS

Adequate budget and staffing resources are required to undertake the Project. Financial resources are required to be able to engage contracted services to perform the public engagement. With only 3 technical and 1 administrative staff position in the Planning Department, it is not possible to undertake effective public engagement without significant degradation of service levels for day to day departmental functions (e.g. various permit review processes).

Some form of "backfilling" role in terms of an additional staff position is required to free up time on the part of current Planning Department staff (Project Coordinators) to perform the function of policy writing. In the absence of additional resources (subject to Council review and approval), there is the risk of project delays or degradation of service levels for day to day departmental functions.

Filling the backfill role will not be required until 2024. A decision on how to fill this role will not be made until the RFP process has concluded and the budget requirements are clearly understood for 2024.

A competent contractor will be required to be engaged to both design and undertake a robust public engagement plan. Consultants have specific expertise in the area of public engagement that will be more effective both in terms of design and implementation of such programs than if the work is performed by staff.

The details and objectives of the public engagement program will be provided in the Request for Proposals document created to identify the appropriate contractor.

**PROJECT ASSUMPTIONS AND/OR CONSTRAINTS**

At present the project budget is \$200,000. It is assumed at this point that until otherwise identified that this will be adequate to achieve the desired objective(s).

Once the public engagement RFP process has concluded, the City will have more information on the amount required to perform this part of the process. The amount remaining in the budget once public engagement costs have been removed, will indicate the ability to then fund any "backfill" role in the Planning Department. At that point in time, if funds are inadequate to provide both public engagement and backfill services, then a decision will need to be made on whether to increase the overall Project budget in 2024/2025, or to make adjustments to the Project timeline. The backfill role will not be required until 2024. Continued need for the backfill role in 2025 will be determined by the Project schedule through 2023 and 2024.

It is assumed that staff have both the capacity and ability to perform the required tasks. Staff capacity will be somewhat contingent on the backfill role. All current staff in the Planning Department have experience in both public engagement activities and drafting of policy documents.

It is assumed that through the RFP, that a competent consultant can be engaged to undertake the public engagement portion of the Project.

**PRELIMINARY RISK STATEMENT**

The following initial Project risks are identified, along with potential mitigation options:

<b>Risk:</b>	<b>Likelihood:</b>	<b>Impact:</b>	<b>Potential Mitigation(s):</b>
Inadequate budget	Moderate	Significant	RFP management and review. Adjustment of budget for 2024 and 2025 by Council as needed or desired. Adjusted (slowed) Project schedule.
Inadequate staff backfill resources  <i>Either through inadequate budget or inability to recruit</i>	Moderate to High	Significant	Expanded / enhanced recruitment program. Consider consultant services as an option to a staff position. Adjusted (slowed) Project schedule. Adjusted service levels (slower) in the Planning Department.

Inability to source consulting services	Low	Significant	Adjustment of budget for 2024 and 2025 by Council as needed or desired.  Adjusted (slowed) Project schedule.  Reissue an amended RFP.
Unanticipated / significant public issues or concerns	Low	Moderate	Early identification of public concerns.  Adjusted (slowed) Project schedule.
Timeline extended / milestones unmet	High	Moderate	Adjustment of budget for 2024 and 2025 by Council as needed or desired.

**SUMMARY MILESTONE SCHEDULE**

The following outlines a basic Project outline. A more detailed Project schedule is contained in Appendix 1.

<b>Project Milestone</b>	<b>Forecast Date</b>
Project Charter approval (Council)	July 2023
Public engagement RFP	August 2023
Council workshop on issue identification	August 2023
Close RFP process and select consultant	September 2023
Identification of data needs and gaps	September 2023
Community survey on issue identification	Sept. – Oct. 2023
Detailed engagement process design	October 2023
Initial contacts with critical stakeholders	October 2023
Start Steering Committee recruitment	October 2023
Approval of engagement process	November 2023
Appoint Steering Committee	December 2023
Initial Steering Committee meeting	January 2024
Review / approve engagement plan	January 2024
Commence public engagement program	January 2024
<b>Public engagement process details</b>	<b>Jan. – Nov. 2024</b>
Conclude public engagement program	November 2024
Initial draft document	September 2024
Review / revisions to draft document	Oct. – Nov. 2024

Draft bylaw ready for review	January 2025
Statutory hearing process	Feb. – Mar. 2025
Bylaw adoption / Project conclusion	Mar. – Apr. 2025

**SUMMARY ESTIMATED BUDGET**

The current budget for the Project is \$200,000. It will be funded through a provisional reserve fund that the City has created in recent years, and / or any other funds that Council should choose to direct to the Project. This forecasted amount will be adjusted once the public engagement RFP process has closed, to derive a more precise budget.

Rough Order of Magnitude (ROM) Item	ROM Estimate (TBD)
Public Consultation	\$ TBD
Internal Backfill Staffing Resources	\$ TBD
Miscellaneous ( <i>design, printing, materials, meeting logistics, communications</i> )	\$ TBD
Total Budget Estimate	\$200,000

**PROJECT GOVERNANCE REQUIREMENTS**

Council will have decision making responsibility for review and approval of the resulting OCP document.

Council retains all control of the Project budget and Project scope.

The Project Manager will be accountable for overall Project management and any expenses.

A sub committee of the Mayor, a councillor, the CAO, the Project Manager and the Project Coordinators will review any RFP submissions and make a recommendation to Council on the preferred consultant.

Council will confirm the recommendation on the preferred consultant for public engagement.

The Steering Committee will be responsible for making recommendations to the public engagement consultant on planned activities.

The Steering Committee will be responsible for approving any public engagement plan.

The Steering Committee will be responsible for making recommendations to the Project Coordinators with respect to drafting the resulting OCP document.

**PROJECT MANAGER RESPONSIBILITIES**

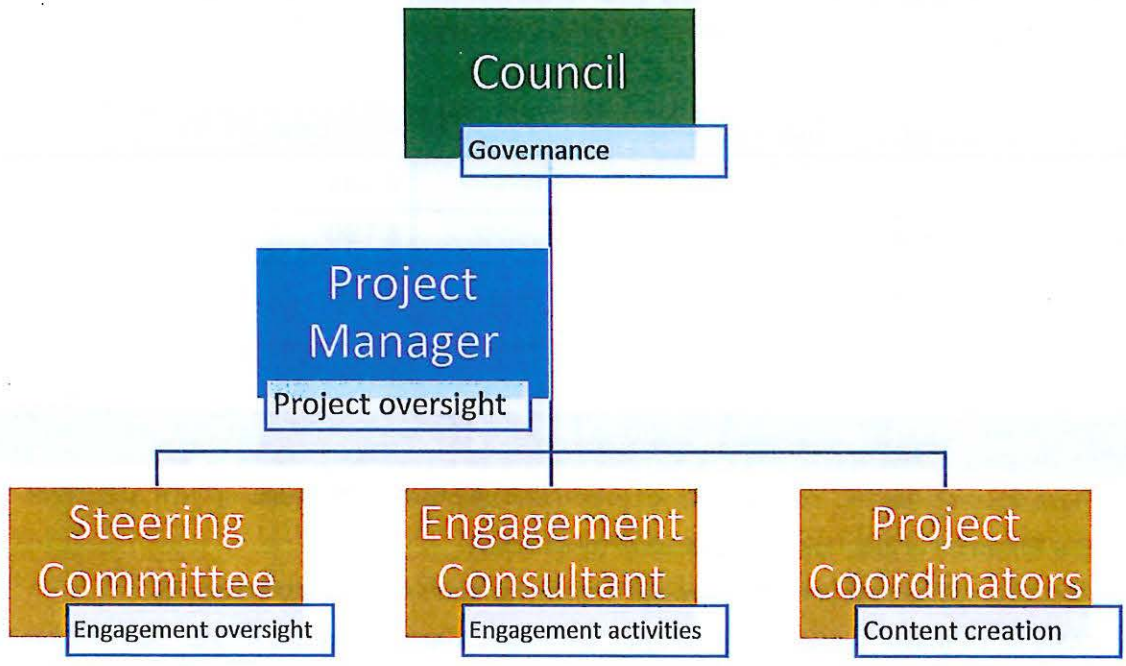
The Project Manager will be responsible for overall management of the Project, including:

- Budget oversight
- Status updates to Council
- Making scope change recommendations to Council
- Oversight and amendments to this plan
- Direction and delegation to staff
- Communication and direction to the public engagement consultant
- Liaison with the Steering Committee
- Ensuring timely and successful completion of the project

- Recommendations for taking any corrective action.

PROJECT ORGANIZATION

PROJECT ORGANIZATION CHART



**ROLES AND RESPONSIBILITIES**

	<b>Council</b>	<b>Project Manager</b>	<b>Steering Committee</b>	<b>Project Coordinators</b>	<b>Engagement Consultant</b>
<b>TASK</b>					
Project Planning	C	R	C	C	I
RFP Process	C	R		C	
Issue Identification	R	A	I	C	I
Gap Identification	A	C	I	R	I
Steering Committee appointment	A	R		C	
Engagement Planning	I	C	A	C	R
Engagement Activities	I	C	A	C	R
Document Crafting		A	C	R	C

**Responsible** - the person who will actually complete the task.

**Accountable** - the role or person who is ultimately held accountable for the activity.

**Consulted** - the person who can assist with the completion of the task, but is not the 'doer'.

**Informed** - the person or people who need to be informed about the progress or completion of the task.

**APPENDICES**

APPENDIX 1

Detailed Project Schedule

APPENDIX 2

OCP Public Engagement RFP (draft)

APPENDIX 3

Steering Committee Terms of Reference





## Official Community Plan (OCP) Bylaw 4000 Review and Rewrite Steering Committee Terms of Reference OCP-SC

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**Purpose:**

The purpose of the Official Community Plan Steering Committee (OCP-SC) is to support and assist Council to ensure that the revised OCP document is reflective of and connected to the public input received as part of the engagement process.

**Mandate:**

The OCP-SC will act as intermediary between Planning Department staff and the engagement consultants, to both continuously evaluate the effectiveness of the engagement process and to determine if outputs (draft policy) are connected to inputs (public comments).

The OCP-SC will work with City staff and the public engagement consultant as part of the OCP review process, including:

- Assisting in the development of the OCP engagement plan
- Approving the OCP engagement plan
- Monitoring the effectiveness of the OCP engagement plan
- Making recommendations to the consultant on amendments to the engagement plan
- Sharing information on the engagement plan and encouraging public participation with their respective constituencies or networks
- Sharing draft plan content with their respective constituencies or networks
- Providing guidance to staff in the drafting of OCP policy in accordance with the public input received

The OCP-SC is not intended to function as a method to provide input into the content in the review of the OCP, and is not formulated as a "content creation" committee directing the preparation of draft policy (which could significantly limit the range of public input). It is instead to ensure that the resulting policy drafts created by staff are connected to the input that arrives through the engagement program.

**Meetings:**

The OCP-SC will meet as is necessary. A regular schedule of meetings will be established at the first meeting of the OCP-SC. Special meetings may be held at the call of the Chair. There will be more frequent meetings initially as the OCP-SC forms and the engagement plan is reviewed.

**Procedures:**

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. Minutes will be kept and shared with Council as they are produced. Minutes will not identify individuals but will record discussions among the group generally.

The OCP-SC will select a chairperson from its' members at the initial meeting.

**Membership:**

OCP-SC members will be appointed by Council. To the extent possible, the OCP-SC will have a diverse membership with respect to gender, age and socio-economic and cultural background, and will consist of **sixteen (16)** members with experience and interest in community growth and development and managing and guiding change in the community.

**Membership:**

- One (1) member of Council
- One (1) member from SA Economic Development Society
- One (1) member from Interior Health
- One (1) member from Shuswap Trail Alliance
- One (1) member from Shuswap Recreation Society
- One (1) member from Shuswap Family Center
- One (1) member from Downtown Salmon Arm
- One (1) member from Shuswap Association for Community Living
- One (1) member from Salmon Arm and Shuswap Agricultural Association
- One (1) member from SCIP – Shuswap Construction Industry Professionals or Realtor
- Six (6) Citizens-At-Large.

The identified organizations or community sectors will be notified by staff and asked to nominate a representative and submit written requests from their membership proposing the appointment. They will also identify an alternate who will attend in the absence of the appointed member.

There will be a public call for Citizens-At-Large members. Council will appoint Citizen-At-Large members after reviewing the submitted applications. Citizen-At-Large members will be recruited on the basis of the member's interest in overall community development and not on the basis of representation of any specific group or issue of interest (although membership in an organization or group does not preclude participation in an "at-large" manner),

Members will serve for the duration of the OCP review project. If a member from an organization or community sectors resigns, then the alternate shall join the OCP-SC, or the organization may nominate a new representative. Citizen-At-Large members may be replaced by Council using the methods for initial recruitment. The decision to replace a resign member will consider the time remaining in the OCP review project.

Council may remove a member of the OCP-SC and reappoint accordingly. Grounds for removal include behaviour that is not consistent with the Committee Code of Conduct Policy.

**Quorum:**

Quorum will be constituted by nine (9) or more members of the OCP-SC.

**Decision Making:**

The OCP-SC will undertake the majority of its' decision making by seeking to achieve consensus, where almost all elements of the decision are unanimously agreed to, but there may be less important elements that are not.

When consensus is not possible, the OCP-SC will seek agreement amongst the group, where most of the elements of the decision are acceptable, when other less important elements may not be acceptable.

When agreement is not possible, then the OCP-SC may use majority voting of members to reach a decision.

Decisions of the group will be made as a group, and will not be assigned or credited to any individual on the OCP-SC. At any point, a member of the group may ask that their dissenting opinion to any decision be recorded, and it will be duly recorded.

**Staff Support:**

The Planning Department will provide the required professional, secretarial and administrative support. Other City staff will attend as is necessary.

The OCP-SC chairperson or the OCP Project Manager may request the attendance of subject matter experts or other members of the public that are not members of the OCP-SC to attend to provide information to the Committee.

Neither staff or members of the public attending an OCP-SC will have a vote in any decision made by the OCP-SC. Members of the public attending may address the OCP-SC only with the approval of the OCP-SC chairperson, upon request.

**Review of Terms of Reference:**

Council will review these Terms of Reference as is necessary.

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Item 9.4

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute the 2023/2024 Annual Operating Agreement for Transit Services between the City of Salmon Arm and BC Transit.



TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
DATE: June 2, 2023  
SUBJECT: **ANNUAL TRANSIT OPERATING AGREEMENT**

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**RECOMMENDATION:**

**THAT: The Mayor and Corporate Officer be authorized to execute the 2023/2024 Annual Operating Agreement for Transit Services between the City of Salmon Arm and BC Transit.**

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**BACKGROUND:**

BC Transit has forwarded the 2023/2024 Draft Annual Operating Agreement (AOA) for the Shuswap Regional Transit system for approval.

The agreement is based on the Transit Service Agreement which is the principal overarching service agreement. Each year, the AOA confirms the budgeted service levels, revenue projections and cost structure for the transit system.

BC Transit continues to focus on building back transit ridership to pre-pandemic levels and supporting community's across BC through their ongoing recovery. As of January 2023, total ridership has recovered to more than 90 per cent compared to 2019-2020 levels. BC Transit is anticipating further economic uncertainty in the months and years ahead, the \$150.6 million operating grant announced by the Province in the recently tabled provincial budget will enable BC Transit to maintain existing service levels for 2023-24. It is anticipated that BC Transit will continue to face challenges with fuel price volatility and a higher price per litre is reflected in the operating budget for the Shuswap Transit system. As previously advised, BC Transit has reverted back to billing based on actual expenditures instead of budget and the City is therefore responsible for managing price volatility within its own reserve.

At the end of March 2022 the City received an additional COVID Safe Restart and Recovery Contribution equal to \$41,448. The City has the benefit of utilizing this funding stream to offset any reduced revenues and municipal share of operating costs. Given the timing of the announcement in 2022, BC Transit was unable to incorporate the additional funding into the 2022/2023 AOA. However staff have requested this funding be applied to the 2023/2024 operating year and the AOA and City's 2023 budgets reflect this.

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Staff have reviewed the agreement as presented along with the projected revenues and expenses associated with the 2023/2024 AOA and the City's 2023 Transit Services budgets are sufficient and therefore do not require an amendment at this time.

Respectfully submitted,



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Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, CFO

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Item 9.5

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council accept the proposal from PetroValue Products Canada Inc. at their quoted unit prices for the Supply of Bulk Aviation Fuels and Related Delivery Services for a term of three (3) years commencing July 1, 2023.

TO: His Worship Mayor Harrison and Members of Council  
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
 PREPARED BY: Darin Gerow, Manager of Roads & Parks  
 DATE: June 2, 2023  
 SUBJECT: **SUPPLY OF BULK AVIATION FUELS AND RELATED DELIVERY SERVICES**

**STAFF RECOMMENDATION**

**THAT: Council accept the proposal from PetroValue Products Canada Inc. at their quoted unit prices for the Supply of Bulk Aviation Fuels and Related Delivery Services for a term of three (3) years commencing July 1, 2023**

**BACKGROUND**

The current contract for the Supply of Bulk Aviation Fuels and Related Delivery Services has expired. As such, a Request for Proposal (RFP) was issued and advertised on BC Bid and sent to four (4) suppliers. The RFP closed on Thursday May 18, 2023 at which time only one (1) proposal was received. Staff have reviewed the proposal with conformance with the RFP documents. The cost summary is as follows:

**AvGas 100LL**

Contractor	Base Mark-up Price	Service and Delivery Charges	Other Charges	Total (before Taxes)
<b>PetroValue Products Canada.</b>	<b>\$0.02</b>	<b>\$0.09</b>	<b>\$0.00</b>	<b>\$0.11</b>

**Jet A1**

Contractor	Base Mark-up Price	Service and Delivery Charges	Other Charges	Total (before Taxes)
<b>PetroValue Products Canada.</b>	<b>\$0.02</b>	<b>\$0.08</b>	<b>\$0.00</b>	<b>\$0.10</b>

The cost of bulk fuel (rack rate) is highly variable because it is based on crude oil prices and is established by the refineries on a weekly basis. The proposals identified the vendor's mark up prices, service and delivery costs and other charges, which will be added to the rack rate and then invoiced to the City following delivery. The vendor will be required to provide the City with proof of actual per liter bulk aviation fuel costs when the vendor invoices the city.

PetroValues proposal demonstrated a commitment to meeting the fuel supply demands of the Shuswap Regional Airport in a safe and responsive manner. The City has been purchasing fuel

from PetroValue since 2015 and staff have no concerns with awarding the contract to this company again.

Staff are recommending that the contract be awarded to PetroValue Products Canada Inc., in accordance with their proposal for a term of three (3) years, expiring June 30, 2025.

Respectfully submitted,



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Robert Niewenhuizen, ASCT  
Director of Engineering & Public Works

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Item 9.6

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: the 2023 Budget contained in the 2023 - 2027 Financial Plan be amended to reallocate \$23,500.00 additional funding to the Zone 2 Pump Station Design, funded from the 10 Avenue SE (30 - 33 Street SE) Upgrade;

AND THAT: Council approve the award of the Zone 2 Pump Station 100% Design to WSP Canada Inc. for the total estimated price of \$21,049.00 plus taxes as applicable.

---

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Gabriel Bau, City Engineer  
DATE: June 12, 2023  
SUBJECT: **ZONE 2 PUMP STATION DESIGN - BUDGET AMENDMENT**

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### **STAFF RECOMMENDATION**

**THAT:** The 2023 Budget contained in the 2023 to 2027 Financial Plan be amended to reallocate \$23,500.00 additional funding to the Zone 2 Pump Station Design, funded from:

- 10 Avenue SE (30 – 33 St SE) Upgrade

**AND THAT:** Council approve the award of the Zone 2 Pump Station 100% Design to WSP Canada Inc., for the total estimated price of \$21,049.00 plus taxes as applicable.

---

### **BACKGROUND**

The Zone 2 Pump Station is located in Canoe immediately northeast of the Water Treatment Plant on the lakeside of the CP Rail tracks. This station was put into service in 1970. Reconstruction is necessary to meet current water demands, and reduce risk of flooding and equipment obsolescence.

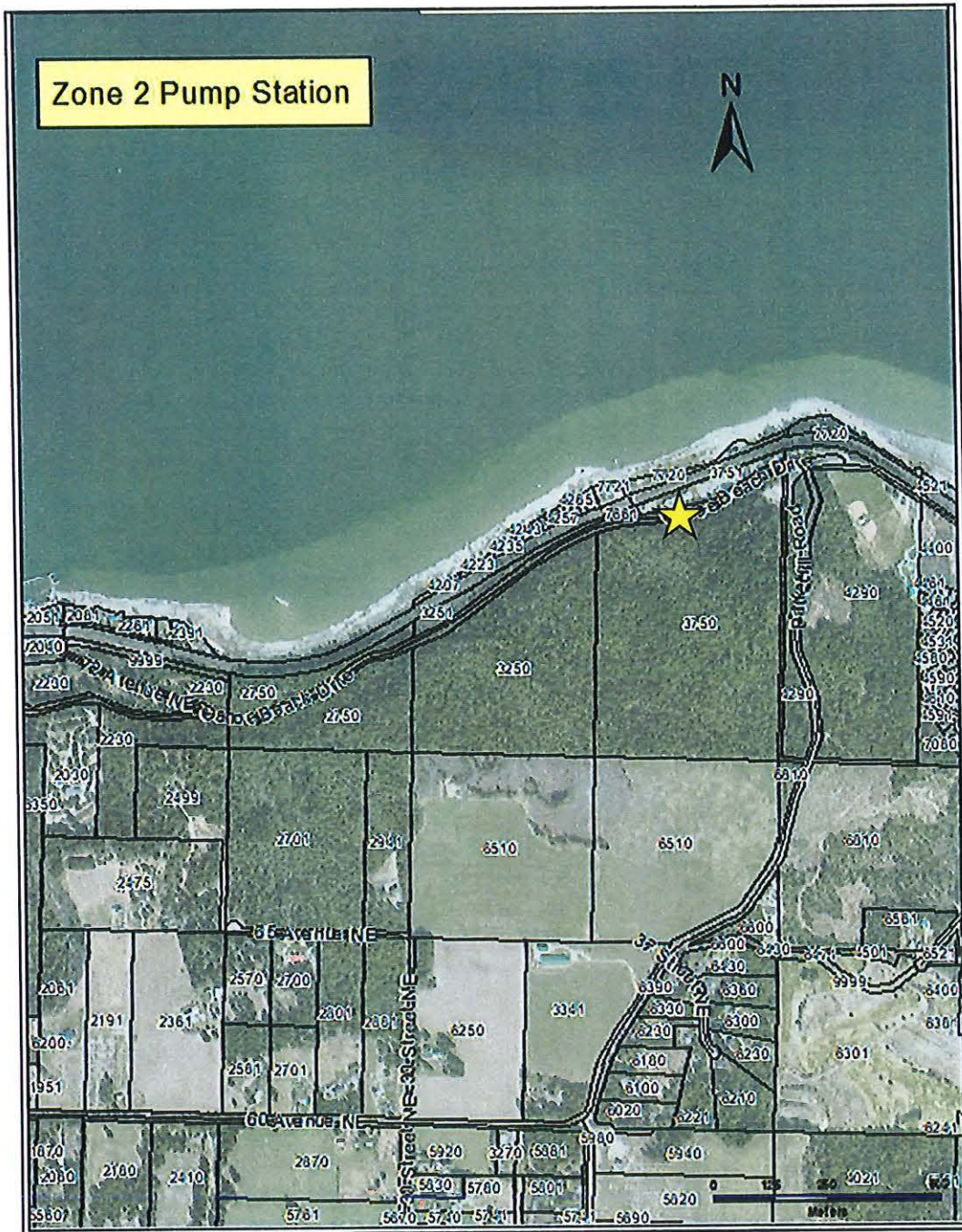
As of May 2023, WSP has completed the 90% detail design of the Zone 2 pump station. The final 10% design involve getting the water works approval from Interior Health, the building permit from the City, and BC Hydro connection. Once this part of the design is completed, the total cost for construction will be adjusted.

WSP was selected in 2021 as part of a competitive process to provide consulting services regarding the design and construction of the Zone 2 pump station. WSP fee to move the project from 90 to 100% included in their original quote is \$21,049.00. WSP upholds their fee. In order to cover this cost (plus contingency), additional funds are required. Staff recommends to transfer funds from the 10 Avenue SE (30 – 33 St SE) Upgrade project.

10 Avenue SE (30 – 33 St SE) Upgrade project could be retendered this year, subject to available funds. Original approved budget was \$335,000. Council approved to transfer \$80,000 to 8 Ave NE Watermain construction in May 2023, and remaining available budget is \$255,000. Staff budget estimate required to proceed with 10 Avenue SE Upgrade project based on tenders received is approximately \$695,000.

On another note, a separate staff report will be provided to Council to move the project into the construction phase, and staff plans to recommend to proceed with an Alternative Approval Process once the design is completed. The 2023 approved construction budget for the Zone 2

Appendix A – ZONE 2 PUMP STATION



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Item 9.7

**CITY OF SALMON ARM**

Date: June 12, 2023

Environmental Advisory Committee  
Citizen at Large Membership Appointment

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

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TO: Mayor Harrison & Members of Council  
DATE: June 5, 2023  
FROM: Erin Jackson, Chief Administrative Officer  
PREPARED BY: Barb Puddifant, Executive Assistant  
SUBJECT: Environmental Advisory Committee - Citizen at Large membership appointment

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**Background:**

The Environmental Advisory Committee membership currently includes 13 voting members; one (1) Council representative, three (3) Citizens at Large, a member representing each of the Forest and Agricultural Industries, members from five (5) organizations and from the Adams Lake and Neskonlith Bands. The current term of the three Citizen at Large members will expire December 31, 2023.

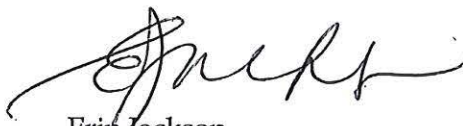
One of the Committee's three appointed Citizens at Large, Michael Simpson, has stepped down and will not be completing his term. Staff has advertised this position in the newspaper, on the City website, social media and in the lobby of City Hall. Two (2) applications (attached as Appendix A) were received by the June 2, 2023 closing date, from the following individuals:

Sarah Johnson  
Bob Demulder

It is recommended that Council appoint one Citizen at Large to complete the existing term.

The Committee also has a vacancy for a member from the Agricultural Industry. The application deadline for this position is June 23, 2023.

Respectfully submitted,



Erin Jackson  
Chief Administrative Officer

Item 10.1

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4579 be read a first and second time.

[ZON-1264; Brentwell Construction Ltd./Crevier, L. & S.; 31 4 Street SE; Text Amendment; Addition to Definitions and to R-5 (High Density Residential Zone)]

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

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TO: His Worship Mayor Harrison and Members of Council

DATE: May 25, 2023

SUBJECT: **Zoning Bylaw Text Amendment Application No. 1264**  
**Development Variance Permit Application No. 582**

Legal: Lot 3, Block 1, Section 14, Township 20, Range 10, W6M KDYD, Plan 936

Civic: 31 – 4 Street SE

Owner/Applicant: Brentwell Construction Ltd, Crevier, L. A. & S. P.

---

**MOTION FOR CONSIDERATION**

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

1) Amend Section 2.2 - Definitions - Secondary Suite – e) and f) to read:

e) must be located within a building or portion of a building of residential occupancy; and

f) must be located within a building or portion of a building where both dwelling units constitute a single real estate entity.

2) Amend the R-5 Zone - Section 10.3.13 to add "Secondary Suite" as a permitted accessory use.

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

**AND FURTHER THAT:** Development Variance Permit No. 582 be authorized for issuance for Lot 3, Block 1, Section 14, Township 20, Range 10, W6M KDYD, Plan 936 to vary provisions of Zoning Bylaw No. 2303 - Appendix 1, Table A1-1 – Multi-Family R-5 & Suite – reduce the number of required off-street parking spaces from five (5) to four (4).

---

**STAFF RECOMMENDATION**

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

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**PROPOSAL**

The purpose of these applications is to amend the Zoning Bylaw to accommodate the development of secondary suites within a duplex, and address on-site parking requirements. The Zoning Bylaw amendments would be applicable to all R-5 Zone parcels, while the variance for parking is isolated to the subject parcel.

## BACKGROUND

The subject parcel is located at 31 – 4 Street SE, just south of Fletcher Park (Appendix 1). It is designated High Density Residential (HR) in the City's Official Community Plan (OCP) and zoned R-5 (High Density Residential) in the Zoning Bylaw (Appendix 2 and 3). The parcel is approximately 460 square metres in area, and features a recently developed duplex building (site photos attached as Appendix 4).

The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-1, R-5 and R-8), with nearby Institutional and Commercial zones further to the north, west and east. Land uses adjacent to the subject parcel include the following:

North: Residential land (R-1 Single Family Residential)  
South: Residential land (R-5 Multi Family Residential)  
East: Road (4 Street SE) and P-3 (Institutional) land beyond  
West: Residential land (R-1 Single Family Residential)

Section 8.4.46 of the OCP states that *duplex* development that is not part of a multiple family development is exempt from a form and character residential development permit application.

## OCP POLICY

Within the OCP, the subject parcel is designated High Density Residential (HR) and is in Residential Development Area A, considered the highest priority for development. The proposed zoning amendment would align with the OCP's Urban Residential Objectives listed in Section 8.2 and the Urban Residential Policies listed in Section 8.3, including providing a variety of housing types, housing options, and supporting compact communities. In terms of siting, the proposal appears aligned with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing.

### Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

## COMMENTS

### Ministry of Transportation & Infrastructure

MOTI has granted preliminary approval (Appendix 5). Final Reading is subject to MOTI approval.

### Engineering Department

No Concerns. Recommendation of support for requested parking variance. Servicing information provided to applicant in advance of development (Appendix 6).

### Public Consultation

Pursuant to the *Local Government Act*, Zoning Bylaw, and 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. Further to the Zoning Bylaw amendment, newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. It is expected that the Hearings for these applications will be held on June 26, 2023.

### Planning Department

#### BC Building Code Changes

As per Appendix 7, effective December 2019 the BC Building Code (BCBC) adopted changes to allow for secondary suites in more building types (other than single detached dwellings), providing additional options for land use planning. Examples of building types where the BCBC allows for suites include

townhouse-style developments (including duplexes) where a dwelling and its suite are separated from other parts of the building by a vertical fire separation. The BCBC governs how suites are built and does not allow for the contravention of local land use bylaws. Amending the Zoning Bylaw as proposed below would provide the City with additional housing options.

In order to align with the current BCBC and allow for suites to be an option within the R-5 Zone (and others), Staff propose amendments to the definition of Secondary Suite. The current definition reads as such:

*SECONDARY SUITE* means a dwelling unit conforming to the Building Regulations of British Columbia which is accessory to the principal dwelling unit and must meet the following criteria:

- a) cannot exceed a maximum floor space of 90 square metres (968.8 square feet);
- b) cannot exceed a maximum of 40% of habitable floor space of the building;
- c) must have a separate entrance;
- d) must be an integral part of the building and have at least one heated wall or floor in common with the principal dwelling unit;
- e) must be located within a building of residential occupancy containing only one other principal dwelling unit; and
- f) must be located in and part of a building which is a single real estate entity.

As the current definition is specific to a suite within a single family dwelling, the proposed changes would allow for suites within additional building types as in bold and underlined below:

*SECONDARY SUITE* means a *dwelling unit* conforming to the Building Regulations of British Columbia which is accessory to the principal *dwelling unit* and must meet the following criteria:

- a) cannot exceed a maximum floor space of 90 square metres (968.8 square feet);
- b) cannot exceed a maximum of 40% of habitable floor space of the single real estate entity;
- c) must have a separate entrance;
- d) must be an integral part of the building and have at least one heated wall or floor in common with the principal dwelling unit or single real estate entity;
- e) must be located within a building **or portion of a building** of residential occupancy; and
- f) must be located **within a building or portion of a building where both dwelling units constitute a single real estate entity.**

Staff consider the addition of *secondary suite* as an accessory use in the R-5 Zone to be a positive option, allowing an additional housing type and an alternative for increased density on smaller residential parcels, which would otherwise require some form of consolidation with adjacent parcels in order to achieve a developable minimum parcel area. Given housing market trends and the small lot sizes in the High Density Residential designated city centre area, staff believe it is reasonable to allow for the inclusion of an option for secondary suites within the R-5 Zone, which may not have timely potential for consolidation to larger parcel sizes.

In consideration of the subject parcel, the surrounding neighbourhood has been undergoing slow redevelopment with a mix of old and new single family housing, newer multi-family development, as well as institutional and commercial development. The subject parcel is located in an area well-suited for higher density residential development featuring sidewalks and transit routes, within close walking distance of the City centre. As noted, the Residential – High Density (HD) designation in the City's Official Community Plan (OCP) supports the proposed development scenario, which in the opinion of staff aligns with broad OCP policies.

The proposal also aligns with the strategic themes identified in the Salmon Arm Community Housing Strategy considering density and diversity that fits with the character of the community, and developing opportunities to address rental housing needs. Within the Community Housing Strategy, Duplex, Row House, and Semi-Detached Housing accounted for 18% of dwelling types within Salmon Arm (2016).

The maximum residential density permitted under R-5 zoning is 100 dwelling units per hectare of land. As the subject property is 0.046 hectares in area, the maximum permitted density would be 4 dwelling units assuming: 1) the present gross areas of the subject parcel; and 2) no density bonus. With a density

bonus under R-5 zoning, the maximum density is 130 units per hectare, or 5 units on 0.046 hectares, with a height increase to 15 m. All that being said, the constraints presented by the small parcel area of the subject parcel limits the development potential to less than 5 units.

Table 1 – R-5 Zoning Analysis (0.046 hectare area)

	<b>R-5 Permitted/Required</b>	<b>R-5 with Bonus</b>	<b>Proposed</b>
<b>Density</b>	4 units	5 units	2 units + 2 Suites
<b>Height</b>	12 m	15 m	8.8 m
<b>Parcel Coverage</b>	55 %	70 %	35%
<b>Setback – front</b>	5 m	5 m	8.8 m
<b>Setback – interior side</b>	2.4 m - 2.0 m (VP-521)	2.4 m - 2.0 m (VP-521)	2.0 m (VP-521)
<b>Setback – rear</b>	5 m	5 m	5.6 m
<b>Parking</b>	5	5/6	4
<b>Small Car Spaces</b>	20 % (1)	20 % (1)	n/a

It is important to note that the building on the subject parcel exists and is not under application. The R-5 zoning and interior side parcel line variances from 2.4m to 2m were approved at the pre-development stage in 2020 (ZON-1191 and VP-521). Staff are of the opinion that the proposed development of suites within the existing building should align well with the residential development to the area.

**Development Cost Charges**

Staff note that consistent with the Development Cost Charge Bylaw, secondary suites within any single real estate entity are exempt from DCCs.

**Parking Variance**

With respect to parking requirements relative to the proposed development concept, a 2-unit development within the R-5 Zone with 2 secondary suites would be required to provide 5 parking stalls. 4 parking spaces are proposed (Appendix 8). The provision of on-site parking is practical and necessary, as the opportunity for on-street parking at this site is somewhat limited, however staff note public parking options along Okanagan Avenue and feel that the requested reduction is reasonable and manageable at this downtown location.

**CONCLUSION**

Staff view the proposed Zoning Bylaw amendments as presented to be consistent with OCP residential objectives and policy, as well as the Community Housing Strategy. The additions proposed to the Zoning Bylaw serve to clarify municipal policy, support housing diversity in the city centre area, and provide opportunity for an additional housing format and purpose built rentals supported by updates to the BC Building Code. The proposed Zoning Bylaw amendments and the variance for parking reduction are supported by staff.

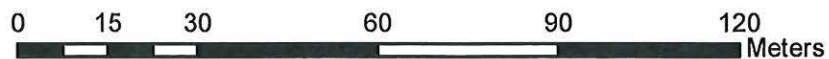
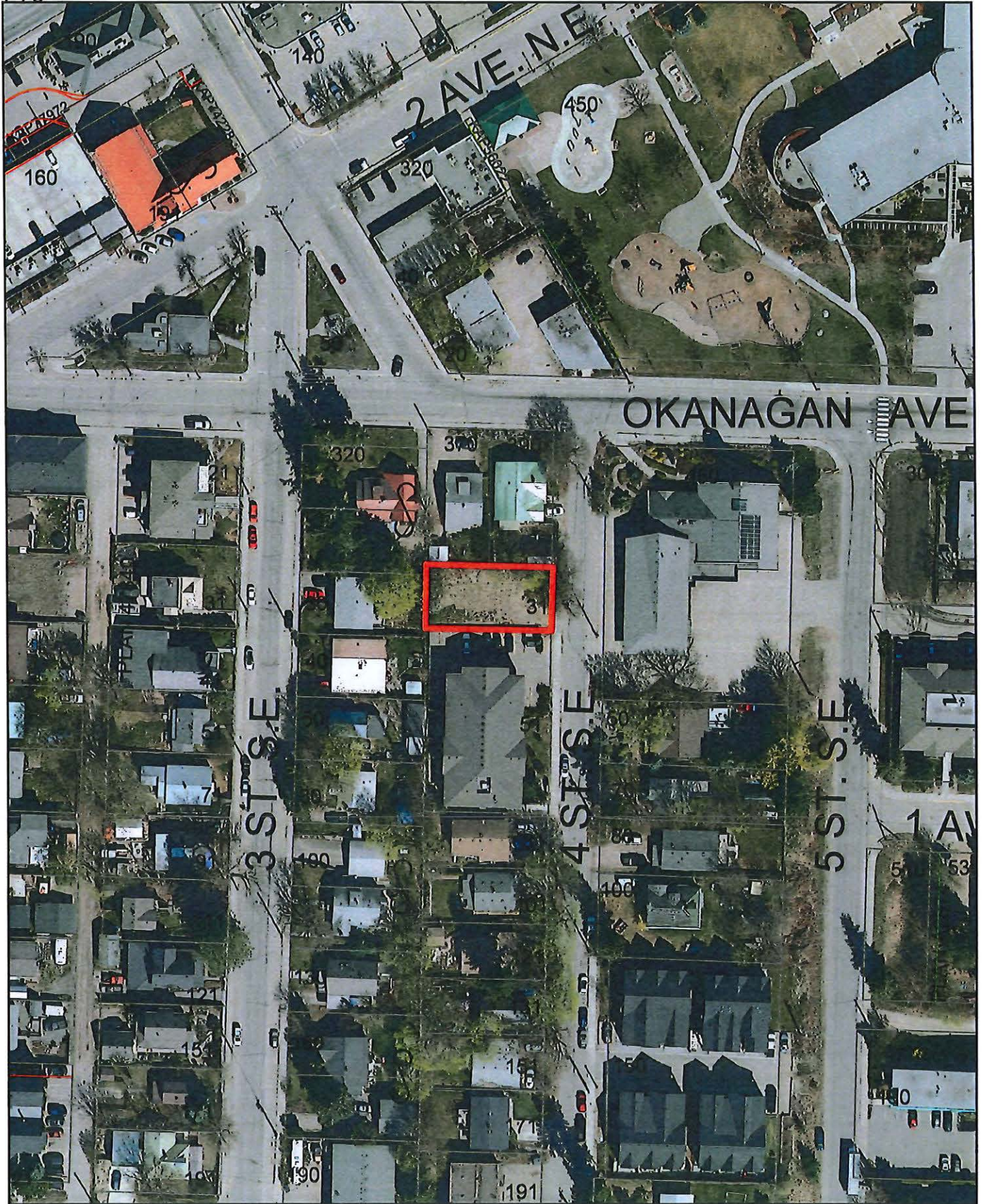
While this proposal relates to the R-5 Zone, if Council wishes to create similar provisions for secondary suites in the R-2 and R-4 Zones, Council could direct Staff to prepare an additional Zoning Bylaw Amendment.



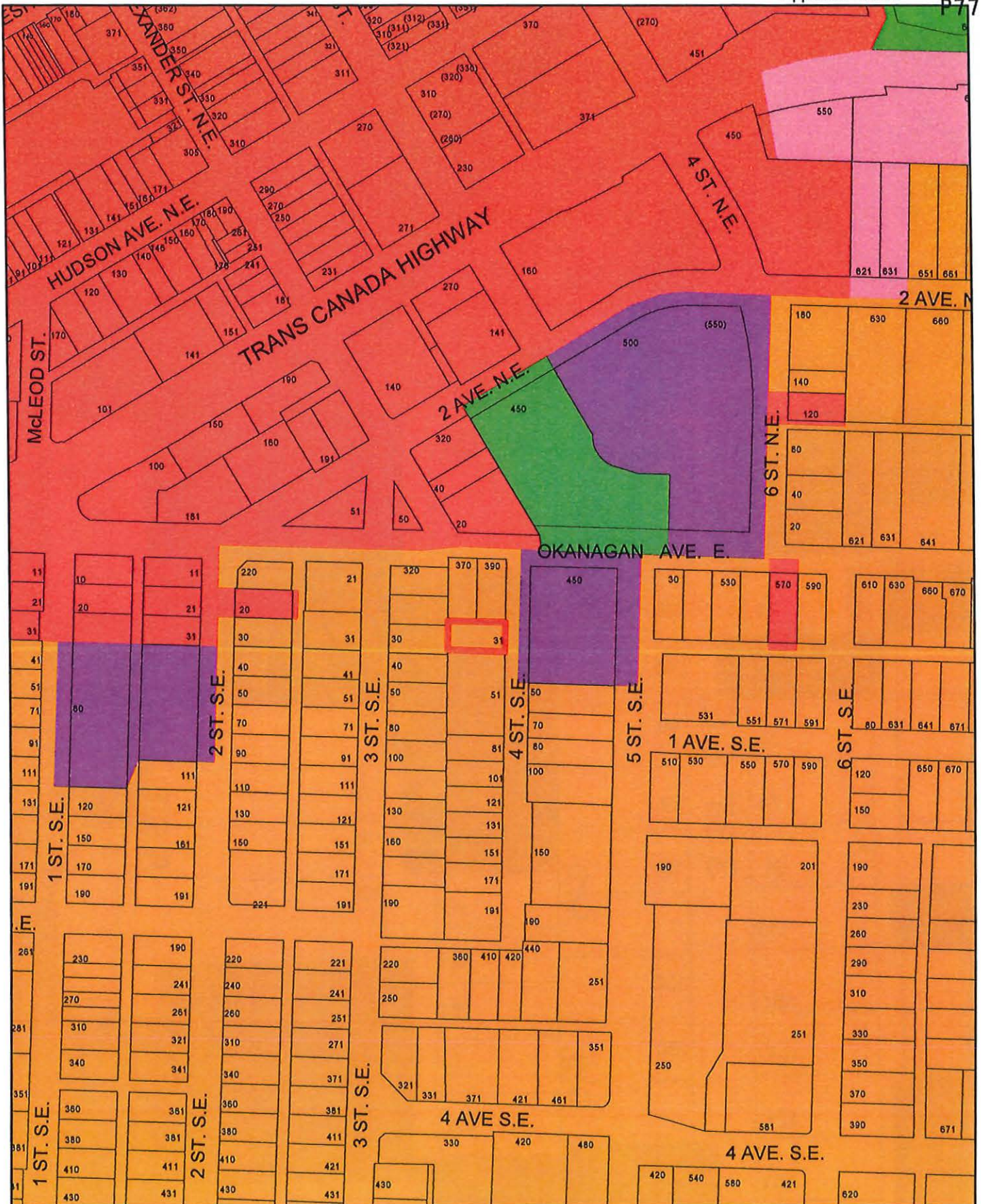
Prepared by: Chris Larson, MCIP, RPP  
Senior Planner


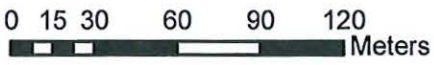








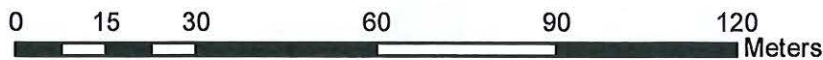
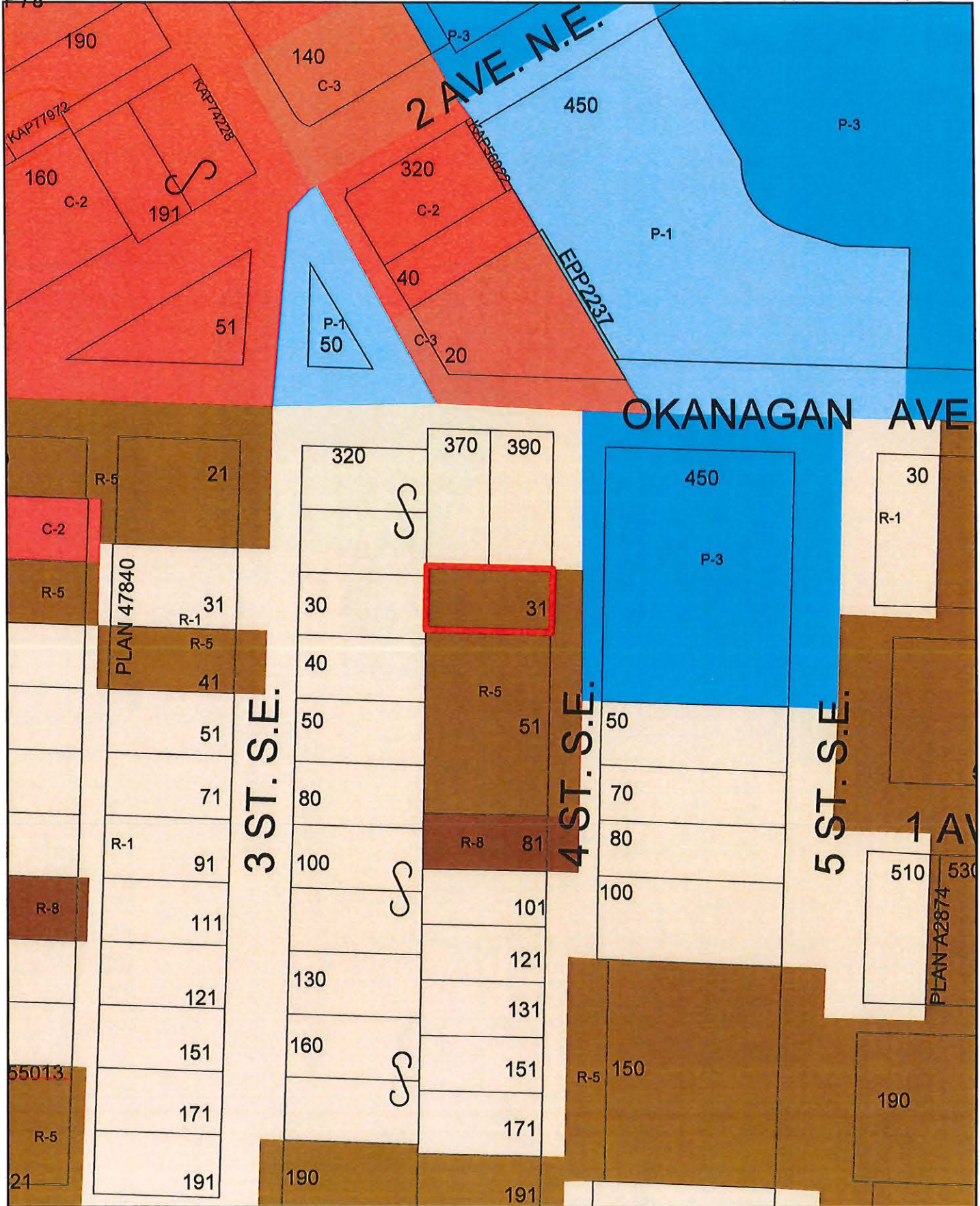
Reviewed by: Gary Buxton, MCIP, RPP  
Director of Planning & Community Services








		 Subject Parcel	 Commercial - Highway Service
		 Institutional	 Commercial - City Centre
		 Park	 Residential - High Density



 Subject Parcel



View of subject parcel northwest from 4 Street SE.



View of subject parcel southeast from 4 Street SE.



Your File #: ZON-1264  
BL4579  
eDAS File #: 2023-01563  
Date: Apr/03/2023

City of Salmon Arm  
500 2nd Avenue NE  
PO Box 40  
Salmon Arm, BC V1E 4N2  
Canada

**Re: Proposed Bylaw BL4579 for:  
PID 011-894-504, LOT 3 BLOCK 1 SECTION 14 TOWNSHIP 20 RANGE 10  
WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN  
936**

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

If you have any questions please feel free to call Beth Bahm at (778) 576-1114.  
Yours truly,

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>

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TO: Director of Development Services  
DATE: May 18, 2023  
PREPARED BY: Chris Moore, Engineering Assistant  
APPLICANT: **Brentwell Ventures Ltd / S. & L. Crevier**  
SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1264 Bylaw No. 4579  
SUBDIVISION (STRATA) APPLICATION FILE NO. SUB-23.02  
DEVELOPMENT VARIANCE PERMIT APPLICATION FILE NO. VP-582**

LEGAL: Lot 3, Block 1, Section 14, Township 20, Range 10,  
W6M, KDYD, Plan 936

CIVIC: **31 – 4 Street SE**

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Further to your referral dated March 30, 2023, we provide the following servicing information.

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

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data or other information not available at this time, may change the contents of these comments.
3. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
4. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction.

**Roads / Access:**

1. 4 Street SE, on the subject property's eastern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that an additional 2.919m road dedication is required (to be confirmed by a BCLS).
2. 4 Street SE is currently constructed to a Local Road standard. No further upgrading is required.
3. The applicant is requesting to reduce the number of parking stalls from five to four. 4 Street SE is located in the downtown area, with easy access by foot to many facilities. There are multiple locations on and adjacent to 4 Street where parking is available. Staff do not consider the reduction in onsite parking by one parking stall to be significant and therefore **the Engineering Department recommends that the request to reduce the number of parking stalls from five to four be approved.**

ZONING AMENDMENT APPLICATION FILE NO. ZON-1264  
SUBDIVISION (STRATA) APPLICATION FILE NO. SUB-23.02  
VARIANCE PERMIT APPLICATION FILE NO. VP-582  
May 18, 2023  
Page 2

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**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on 4 Street SE. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 50mm diameter service from the 200mm diameter watermain on 4 Street SE with one water meter installed in each property. No further upgrades are required.
3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 4 Street SE. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 4 Street SE. No further upgrades are required.

**Drainage:**

1. The subject property fronts a 250mm diameter storm sewer on 4 Street SE. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 150mm service from the sanitary sewer on 4 Street SE. No further upgrades are required.



**Chris Moore**  
Engineering Assistant



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

No. B19-05  
December 12, 2019

## **Secondary Suites, Changes to Design and Construction Requirements British Columbia Building Code 2018 Revision 2**

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The purpose of this bulletin is to provide information about Revision 2 changes to the British Columbia Building Code 2018 (BC Code) for the design and construction of new secondary suites. Changes are effective December 12, 2019 and apply to projects for which a permit is applied for on or after this date.

A separate bulletin B19-04 discusses how the BC Code changes to secondary suite requirements may impact land use planning.

### **Background**

The BC Code introduced requirements for secondary suites in 1995. Therefore, the National Building Code (National Code) provisions were not adopted when they were first published in 2010. The BC Code requirements have not been substantially updated since 1995.

The adopted changes:

- harmonize with the form and approach of the National Code, and most of its technical requirements;
- incorporate historical requirements from the BC Code that provide a higher level of health and safety; and
- adapt some requirements based on application to existing buildings and to coordinate with other requirements.

The Province of British Columbia (B.C.) is working to remove barriers to secondary housing forms. These mid-cycle revisions to the BC Code aim to increase options for the design and construction of new secondary suites in buildings. Allowing the construction of more secondary suites in more building types helps create more housing units while providing an acceptable level of health and fire safety to occupants. These changes provide local authorities with more options for land use planning.

The definition of secondary suite in the BC Code is not to be equated with similar terms in land use bylaws. Land use bylaws may define or use the term secondary suite to describe housing types. The term might carry a different meaning in bylaw than the meaning assigned in the BC Code. It is often appropriate to set aside the BC Code terms when considering land use and zoning matters.

Including solutions for design and construction of secondary suites in the BC Code does not allow owners to contravene land use bylaws. Land use bylaws govern where secondary suites are permitted whereas the BC Code governs how they are to be built. **Before constructing a secondary suite, check with the local authority.**

The BC Code governs the design and construction of new secondary suites including alterations to existing buildings to add a secondary suite as well as new work or alterations within a secondary

*The contents of this Bulletin are not intended to be provided as legal advice and should not be relied upon as legal advice. For further information, contact the Building and Safety Standards Branch.*

suite. It is not intended that the BC Code be used as evaluation metrics or retroactive construction requirements for existing secondary suites.

### Changes to the Definition of Secondary Suites

The BC Code **previously** defined a *secondary suite* as “a *dwelling unit*

- having a total floor space of not more than 90 m<sup>2</sup> in area,
- having a floor space less than 40% of the habitable space of the *building*,
- located within a *building of residential occupancy* containing only one other *dwelling unit*, and
- located in and part of a *building* which is a single real estate entity.”

The **new** definition states that a *secondary suite* means “a self-contained *dwelling unit* located within a *building* or portion of a *building*

- completely separated from other parts of the *building* by a vertical *fire separation* that has a *fire-resistance rating* of not less than 1 h and extends from the ground or lowermost assembly continuously through or adjacent to all *storeys* and spaces including *service spaces* of the separated portions,
- of only *residential occupancy* that contains only one other *dwelling unit* and common spaces, and
- where both *dwelling units* constitute a single real estate entity.”

The previous definition placed limits on floor space as a mechanism to moderate fire load and occupant load. This revision **discontinues the prescribed floor space amounts and percentage distribution**. New requirements as well as some existing and revised requirements, moderate risks attributed to fire load and occupant load as compensatory measures. **Check with the local authority on floor space allowances.**

It cannot be assumed that the owner occupies one of the dwelling units, nor that the occupant of the dwelling unit has direct control over the secondary suite or use by its occupants as a means of increasing the level of safety. A secondary suite is not a subordinate suite to a principle suite. However, there are health and safety opportunities and benefits that come with a house with a secondary suite having single ownership that may not be available for units with separate ownership. Typical requirements for separately-owned dwelling units have been adjusted to accommodate the interest, coordination, and maintenance that is available with single ownership.

In addition, this change adopts and adapts permissions in the National Code to **allow the construction of secondary suites in a building that may contain more than one dwelling unit or other occupancy**. These permissions are limited and only apply where a dwelling unit and its secondary suite are completely separated from other parts of the building with continuous vertical fire-rated construction. These permissions do not apply where any portion of the dwelling unit and its secondary suite are above or below another dwelling unit or other occupancy.



Examples of buildings where the BC Code allows the construction of secondary suites include side-by-side duplexes and also row houses where a vertical fire separation separates the portion with the dwelling unit with the secondary suite from the remainder of the building. Examples where secondary suites are not permitted are up/down duplexes and apartment buildings where dwelling units are above or below other dwelling units.

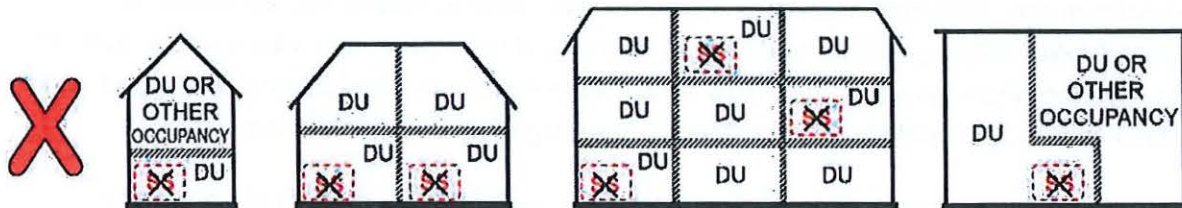
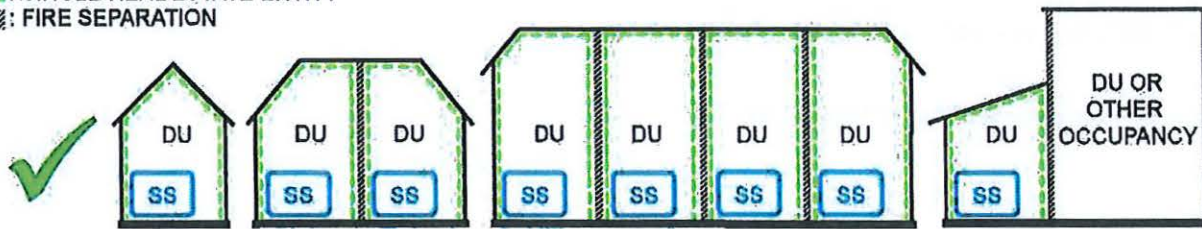
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The following illustration provides examples of the types of buildings in which the BC Code allows the construction of secondary suites and where secondary suites are not permitted. **Before constructing a secondary suite, check with the local authority.**

Local government contact information is available here: <http://www.civinfo.bc.ca/directories>.

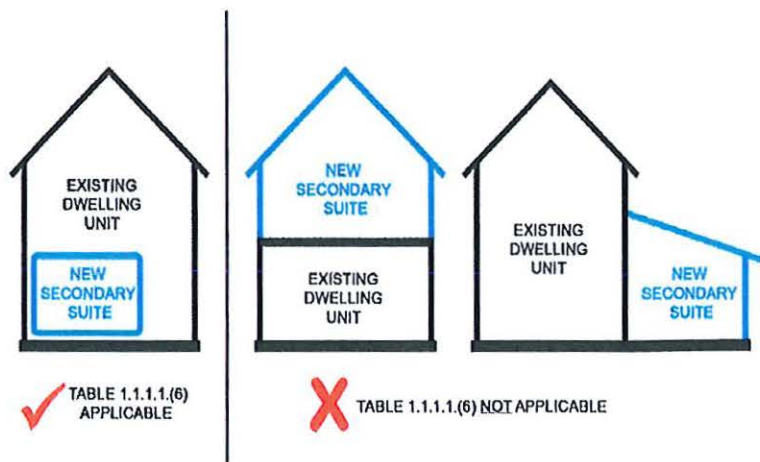
DU: DWELLING UNIT  
 SS: SECONDARY SUITE  
 SINGLE REAL ESTATE ENTITY  
 FIRE SEPARATION



### Changes to Alterations to Existing Buildings to Add a Secondary Suite

Some previous requirements were based on the premise of 'finishing' an unfinished basement and dealing with the hardships that may exist when working within the confines of an existing home. Some accommodation for when existing construction poses a practical or financial hardship is necessary to avoid abandoning projects or creating disincentives to permits and inspections.

This change distinguishes requirements for new construction - with no existing construction imposing hardship - from requirements for alterations to existing buildings where existing construction poses a hardship. Division A provides Table 1.1.1.1.(6) containing Alternative Compliance Methods that are considered adequate but may only be used where existing construction acts as a practical barrier to compliance with the acceptable solutions in Division B of the BC Code.



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Brentwell Construction Ltd.  
1009 Kalamalka Lake Rd.  
Vernon, BC V1T 6V4  
August 14, 2020

City of Salmon Arm  
500 2 Avenue NE  
Salmon Arm, BC V1E 4N2

**Re: Variance Rationale – 31 4<sup>th</sup> Street SE**

We are requesting to have 4 parking stalls for the duplex rather than the amount required by the City of Salmon Arm. With the location being in close proximity to downtown, we believe that tenants will take advantage of this and walk or bike to and from the duplex which would minimize the use for more than one vehicle per unit/ suite. There is also off-street parking on 4 Street and Okanagan Avenue that could be used, without negatively impacting neighboring dwellings.

With rental properties in such high demand in the area, we hope that the City can allow this variance.

Thank you,  
Brentwell Construction Ltd.

# CITY OF SALMON ARM

## BYLAW NO. 4579

### 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 June 26, 2023 at the hour of 7:00 p.m. was published in the and , 2023 issues of the Salmon Arm Observer;

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

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:
  - a) Section 2.2 - Definitions - Secondary Suite - e) and f) to read:
    - e) Must be located within a building or portion of a building of residential occupancy; and
    - f) Must be located within a building or portion of building where both dwelling units constitute a single real estate entity.
  - b) Amend the R-5 Zone - Section 10.3.13 to add "Secondary Suite" as a permitted use.

#### 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. 4579"

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

Item 10.2

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4590 be read a first and second time.

[ZON-1269; City of Salmon Arm; Text Amendment; Accessible Parking Regulations]

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To: His Worship Mayor Harrison and Members of Council

Date: May 25, 2023

Subject: Zoning Bylaw Amendment Application No. 1269  
Accessible Parking Regulations

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### **STAFF RECOMMENDATION**

**THAT:** A bylaw be prepared for Council's consideration, amending Zoning Bylaw No. 2303, as follows, by adding:

- i) To Section 2.0 Definitions, after "Accessory Use" and before "Accommodation Unit", the following:

**Accessible Car Space** means a car parking space designated for individuals with mobility limitations, who hold a valid accessible parking permit.

**Accessible Van Space** means a parking space designated for those with mobility issues designed to allow room for people to load or unload a wheelchair, scooter, walker or similar device that is used to transport a person who has limited ability and hold a valid accessible parking permit.

**Accessible Parking Stall** means either an Accessible Car Space or an Accessible Van Space.

- ii) After Section 11 of Appendix I: Off - Street Parking and Loading, the following:

**12. Accessible Parking Stalls**

.1 Accessible Car Spaces are a minimum of 5.8m depth x 2.4m width. Accessible Van Spaces are a minimum of 5.8m depth x 3.3m width, with an additional minimum aisle width of 1.5m. The additional aisle may be shared between neighbouring Accessible Van Spaces.

.2 Accessible Parking Stalls must be:

(a) clearly identified by both paint markings on the parking space and a freestanding Sign in front of the space that is not less than 1.2 m above ground measured to the bottom of the Sign and incorporating the international symbol of accessibility for persons with disabilities. Accessible Van Spaces signage shall also include the words "van accessible";

(b) treated with a firm and slip-resistant surface;

(c) provided with a curb letdown from the shared access aisle to any raised pedestrian sidewalk that provides connectivity to the Building;

(d) constructed with a slope not exceeding 2%; and

(e) marked with high-colour-contrast diagonal pavement lines on the access aisle

- .3 Of the required stalls for all permitted uses, the minimum number of Accessible Parking Stalls shall be provided in accordance with the following table:

Total Number of Parking Spaces required	Total Number of Accessible Parking Stalls to be Provided	Accessible Car Spaces to be provided	Accessible Van spaces to be provided
0-5	0	0	0
6-25	1	1	0
26-50	3	2	1
51-100	4	3	1
100+	6	4	2

- .4 Should Accessible Parking Stalls be provided that are in addition to those in Section 12.3 then those Accessible Parking Stalls must be in addition to the required number of parking stalls.
- .5 Parking facilities that are used exclusively for buses, trucks, delivery vehicles, law enforcement vehicles, and vehicular impound are not required to include accessible spaces. However, if such lots are accessed by the public (e.g., impounded vehicle retrieval), one (1) Accessible Parking Stall is to be provided.

## PURPOSE

To introduce Zoning Bylaw text amendments that would add accessible parking regulations into the Zoning Bylaw, in order to have enforceable minimum standards.

## BACKGROUND

Prior to 2018 accessible parking regulations were addressed by the BC Building Code. However, with revisions to the BC Building Code, the specific parking regulations were removed. This was viewed as a way in which to harmonize the BC Building Code with the National Building Codes and standards. Prior to the Code changes in 2018, the Province communicated with local governments that the accessible parking regulations would be removed from the Code and if communities desired accessible parking regulations then those requirements would have to be included in the Zoning Bylaw (see Appendix 1). Under the previous regulations (BC Building Code requirements) if more than 50 parking spaces were required for a development, one of every 100 stalls had to be accessible with a minimum width of 3.7m. The City of Salmon Arm did not make the recommended changes to the Zoning Bylaw at that time. There are no current regulations governing accessible parking stalls.

In formulating the proposed amendments, staff researched information published by the Province and regulations of other communities. In 2020, the BC Office of Housing and Construction Standards published the *Building Accessibility Handbook*, an illustrated supplement to the BC Building Code. The *Building Accessibility Handbook* offers recommendations for accessible car spaces, location and signage (Appendix 2). The proposed amendments align with those recommendations in the *Building Accessibility Handbook*.

Staff also researched the accessible parking regulations for Kamloops, Kelowna, Vernon, Nelson and Victoria in an effort to find a consistent format or rationale to formulate a parking schedule. Each community bylaw considers the same general factors, including - number of car spaces, number of van spaces, dimensions of stalls, surfacing and identification of the stalls, and access to building. However, each community has a slightly different formula for the number of required stalls. The following table is a summary of accessible parking space requirements compared to the proposed accessible parking space scale.

**Table 1. Community Comparison: Number of Required Accessible Parking Stalls**

	Total Spaces Required: 0-5 Stalls (#of Accessible Car Space / # Accessible Van Spaces required)	Number of Total Spaces Required: 6-25 (#of Accessible Car Space / # Accessible Van Spaces required)	Number of Total Spaces Required: 26-50 (#of Accessible Car Space / # Accessible Van Spaces required)	Number of Total Spaces Required: 51-100 (#of Accessible Car Space / # Accessible Van Spaces required)	Number of Total Spaces Required: +100 (#of Accessible Car Space / # Accessible Van Spaces required)
Kelowna	0 / 0	1/0	2-3/1	3/1	Increases 1 stall per 100 stalls/2
Kamloops*	0/*	1/*	2/*	3-4/*	5-8 stalls until +200 then 2% of overall spaces
Nelson♦	1/0	2/0	3/0	4/0	Increases 1 stall for every 15 additional stalls
Victoria♦	0	0/1	1/1	2-3/1	1 for every 25 stalls/scaled to increase as accessible car spaces increases

\*At least 50% of accessible spaces provided must be van accessible.  
♦additional spaces required for health or hospital uses.

The proposed bylaw amendments touch on each of the above mentioned factors found in parking regulations of other municipalities as well as the *Building Accessibility Handbook* – stall type, stall dimensions, stall identification and design. It should be noted that the accessible parking spaces, as proposed, are not in addition to the required number of spaces, the accessible spaces are to be provided within the required total number of spaces. This aligns with the formulas of other communities mentioned previously. For example, if a development required 150 parking stalls, then four of those stalls would have to be accessible car spaces and three would have to be accessible van spaces for a total of seven spaces within the 150 overall parking space count.

The proposed changes to the Zoning Bylaw would provide consistency to development, in particular multifamily and commercial development. Effectively, the proposed amendments increase the required number of spaces from one of every 100 stalls to five (three accessible car stalls, 2 accessible van stalls) in 100 stalls and include location and signage details not required under the current regulations. The proposed amendments align more consistently with the current provincial guidelines and the regulations of other communities. Further, the proposed amendments account for increased demand of accessible parking that comes with population growth and the more inclusive design of buildings, infrastructure and amenities.

Melinda Smyrl, MCIP, RPP  
Planner

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





No. B18-09  
 December 17, 2018

## **Regulatory Changes to Accessible Parking Requirements**

The purpose of this bulletin is to provide information about the removal of historical accessible parking requirements from the BC Building Code and resources to support local governments in regulating accessible parking in their bylaws.

### **Legislation**

Part 14 of the *Local Government Act* [RSBC 2015] enables local governments and the Islands Trust to make decisions on planning and land use within their jurisdiction. Section 525 of the *Local Government Act* provides local governments with the authority to establish off-street parking requirements, including specific design standards for accessible parking.

The *Building Act* [SBC 2015] establishes the Province as the primary authority to establish building requirements. The *Building Act* was adopted to support consistency in the building regulatory system by eliminating the patchwork of building requirements that varied across the province. At the same time, the Province recognized that the need for consistency must be balanced with flexibility in order for local governments to meet specific community needs. Section 5 of the *Building Act* allows for such flexibility by providing local governments the authority to establish building requirements for matters identified as unrestricted by regulation.

There are two reasons for which a matter may be unrestricted under Section 5 of the *Building Act*:

- The matter is subject to a particular location or unique circumstance; therefore, the local government is best positioned to set the requirements; or
- A local government aims to achieve an objective under an existing statutory authority and the enacted building requirement is necessary to achieve that objective.

### **Background**

In February 2016, the Province approved accessible parking spaces as an unrestricted matter under the *Building Act*, for which local governments could retain or establish their own requirements in bylaws. The Building and Safety Standards Branch distributed an information bulletin titled [Building Act: Update for Local Governments](#) to support local governments.

The Building and Safety Standards Branch consulted with stakeholders about accessibility requirements in the BC Building Code in February 2018. The consultation feedback on parking generally indicated that the BC Building Code's historical parking requirements were insufficient.

To address the regulatory overlap between the BC Building Code and municipal bylaws and in support of harmonizing the BC Building Code with the National Code, accessible parking provisions are not included in the BC Building Code 2018, which became effective December 10, 2018.

## Regulatory Change

The BC Building Code 2018 is harmonized with the National Building Code 2015, which does not include requirements for accessible parking spaces.

While previous editions of the BC Building Code did provide the minimum requirements for accessible parking in instances where off-street parking was either required by local government bylaw or provided voluntarily by the building owner, the regulatory overlap between the *Local Government Act* and the BC Building Code had the potential to cause confusion regarding which requirements should be followed. Removing historical accessible parking requirements from the BC Building Code 2018 clarifies that local governments are best suited to regulate accessible parking spaces according to their communities' needs. Local governments that do not already have their own accessible parking requirements in their bylaws may wish to consider amending their bylaws to incorporate accessible parking requirements.

The BC Building Code 2018 requires a greater level of building accessibility by combining the requirements of the National Building Code 2015 with BC's historical requirements. In aligning more closely with the National Building Code, the BC Building Code achieves greater consistency not only with the National Building Code, but also with codes from other Canadian jurisdictions.

## Resources

Several resources are available to support enhancing accessible parking, as outlined below.

The [Accessible Design for the Built Environment standard](#) (CSA B651-18) provides guidance on accessible parking standards. Local governments who do not already regulate accessible parking may adopt these standards or establish requirements that work best for their communities.

The City of Ottawa developed [Accessibility Design Standards](#) to support the design of accessible on and off-street parking.

The [Accessibility for Ontarians with Disabilities Act](#): Integrated Accessibility Standards includes requirements governing the design of public spaces in the built environment.

The Social Planning and Research Council, with input from various communities, developed an [Accessible Community Bylaw Guide](#). For a sample Model Accessible Parking Bylaw, please review pages 72-25.

## British Columbia Building Code 2018

Although accessible parking is no longer regulated by the BC Building Code, guidance to support local governments to establish accessible parking requirements in their bylaws is available in the Notes of the BC Building Code.

## Implications

Local governments that do not already have accessible parking requirements in their bylaws may wish to develop requirements that meet the specific needs of their communities. Bylaws with existing accessible parking requirements will continue to apply without overlap with the BC Building Code.

Local governments are best positioned to set accessible parking requirements based on the demographics, types of buildings developed, and the specific needs of their communities.

**Communities without specific bylaw provisions will be unable to enforce minimum standards for accessible parking after December 10, 2018.**

Scheme	BC Building Code 2012	BC Building Code 2018
<b>Local Government Bylaw with Accessible Parking Requirement</b>	<p>Local bylaw applies.</p> <p>Building owners must provide the minimum number of accessible parking spaces in the BC Building Code or, if accessible spaces are required in the local bylaw, the minimum number of accessible spaces in the bylaw.</p> <p>Building owners must comply with which ever requirement is greater.</p>	Local bylaw applies.
<b>Local Government Bylaw without Accessible Parking Requirement</b>	Where parking is required by local government, or parking is provided voluntarily by the building owner, building owners are required to comply with the minimum accessibility requirements in the BC Building Code.	The 2012 accessibility requirements are provided in the Notes of the 2018 BC Building Code. Local governments can amend their bylaw to reproduce these requirements or to include their own. In the absence of accessible parking requirements in bylaws, local governments will be unable to enforce minimum standards for accessible parking.
<b>Code Provisions</b>	<p>One of every 100 spaces must be accessible when 50 or more spaces are provided.</p> <p>Minimum width of 3.7m required.</p>	Guidance provided in the Notes of the BC Building Code.



## Information Bulletin

Building and Safety Standards Branch

PO Box 9844 Stn Prov Govt

Victoria BC V8W 9T2

Email: [building.safety@gov.bc.ca](mailto:building.safety@gov.bc.ca)

Website: [www.gov.bc.ca/buildingcodes](http://www.gov.bc.ca/buildingcodes)

### More Information

Please direct any questions about developing new bylaws to:

Ministry of Municipal Affairs and Housing  
Planning and Land Use Management Branch  
Telephone: 250-387-3394  
Email: [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca)

Please direct any questions about technical code requirements to:

Ministry of Municipal Affairs and Housing  
Building and Safety Standards Branch  
Telephone: 250-387-3133  
Email: [Building.Safety@gov.bc.ca](mailto:Building.Safety@gov.bc.ca)

Full text of Part 14 of the *Local Government Act* – Planning and Land Use Management:

[http://www.bclaws.ca/civix/document/id/complete/statreg/r15001\\_14](http://www.bclaws.ca/civix/document/id/complete/statreg/r15001_14)

Full text of the *Building Act*:

<http://www.bclaws.ca/civix/document/id/complete/statreg/15002#part1>

Full text of the *Accessibility for Ontarians with Disabilities Act*:

<https://www.ontario.ca/laws/statute/05a11>

For more information about the changes to accessibility requirements, please see technical bulletin [18-05: Accessibility in the British Columbia Building Code 2018](#).

- 2) **Except as required by Sentence (3),** access is not required
- a) to *service rooms*,
  - b) to elevator machine rooms,
  - c) to janitor's rooms,
  - d) to *service spaces*,
  - e) to crawl spaces,
  - f) to *attic or roof spaces*,
  - g) reserved,
  - h) reserved,
  - i) within portions of a *floor area* with fixed seats in an *assembly occupancy* where those portions are not part of the *accessible* path of travel to spaces designated for wheelchair use,
  - j) within floor levels of a *suite of residential occupancy* that are not at the same level as the entry level to the *suite*,
  - k) reserved, **or**
  - l) within those parts of a *floor area* that are not at the same level as the entry level, provided *facilities* and uses provided on any raised or sunken level are also *accessible* on the entry level.
- 3) In an *assembly occupancy*, the number of spaces designated for wheelchair use within rooms or areas with fixed seats shall conform to Table 3.8.2.3. (See also Article 3.8.3.21. for additional requirements.)

Intent: To exempt certain areas of buildings from the requirements of Sentence 3.8.2.3.(1), which would otherwise require an accessible path of travel, on the basis that it is impractical and onerous to provide access to and from these areas.

Attributions [F74-OA2]

Intent: To limit the probability of an insufficient number of spaces for manual wheelchairs, which could lead to people who use manual wheelchairs being excluded from certain rooms and areas.

**Table 3.8.2.3.**  
**Designated Wheelchair Spaces**  
 Forming Part of Sentence 3.8.2.3.(3)

Number of Fixed Seats in Seating Area	Number of Spaces Required for Wheelchairs
<u>50 and under</u>	2
<u>51 – 150</u>	4
<u>151 – 300</u>	5
<u>301 – 500</u>	6
501 – <u>5 000</u>	<u>6, plus one additional space for each increment of up to 150 in excess of 501 fixed seats</u>
5 001 and over	<u>36, plus one additional space for each increment of up to 200 in excess of 5 001 fixed seats</u>

The 2018 edition of the British Columbia Building Code has increased the ratio for required accessible viewing spaces.

### 3.8.2.4. **Path of Travel to Storeys Served by Escalators and Moving Walks**

1) In a *building* in which an escalator or inclined moving walk provides access to any floor level above or below the entrance floor level, an interior *accessible* path of travel shall also be provided to those floor levels. (See Note A-3.8.2.4.(1).)

#### A-3.8.2.4.(1) **Path of Travel to Storeys Served by Escalators and Moving Walks.**

In some buildings, escalators and inclined moving walks are installed to provide transportation from one floor level to another floor level so as to increase the capacity to move large numbers of persons. Some buildings located on a sloping site are accessible from street level on more than one storey and an escalator or inclined moving walk is provided for internal movement from floor to floor. In both these situations, a person with a physical disability must be provided with an equally convenient means of moving between the same floor levels within the building. This can be accomplished by providing elevators or a platform-equipped passenger-elevating device.

2) The route from the escalator or inclined moving walk to the *accessible* path of travel that leads from floor to floor as required by Sentence (1) shall be clearly indicated by appropriate signs. (See also Article 3.8.2.10.)

### 3.8.2.5. **Path of Travel to Parking Areas and Passenger-Loading Zones**

(See Note A-3.8.2.5.)

**A-3.8.2.5. Parking Areas.** In localities where local regulations or bylaws do not govern the provision of or dimensions of accessible parking spaces, the following provides guidance to determine appropriate provisions. If more than 50 parking spaces are provided, parking spaces for use by persons with physical disabilities should be provided in the ratio of one for every 100 parking spaces or part thereof. Where parking spaces are provided, parking spaces for use by persons with physical disabilities should also be provided for each accessible viewing position and for each accessible sleeping room or bed space. Parking spaces for use by persons with physical disabilities should

- (1) be not less than 2 400 mm wide and provided on one side with an access aisle not less than 1 500 mm wide,
- (2) have a firm, slip-resistant and level surface,
- (3) be located close to an entrance required to conform to Article 3.8.2.2.,
- (4) be clearly marked as being for the use of persons with physical disabilities, and
- (5) be identified by a sign located not less than 1 500 mm above ground level, with the International Symbol of Access (Figure A-3.8.2.5.-A).

Attributions [F73-OA1]

Intent: To limit the probability that people using a manual wheelchair or other manual mobility assistance device will not be able to move about within a building without the assistance of another person.

Attributions [F73-OA1]

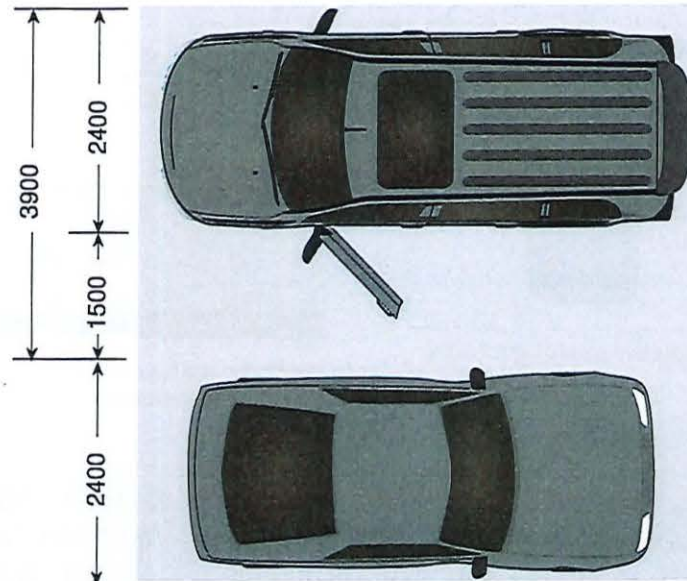
Intent: To limit the probability that people using a manual wheelchair or other manual mobility assistance device will not be able to find the way to an accessible path of travel in the building.



**Figure A-3.8.2.5.-A**  
**“International Symbol of Access” sign**

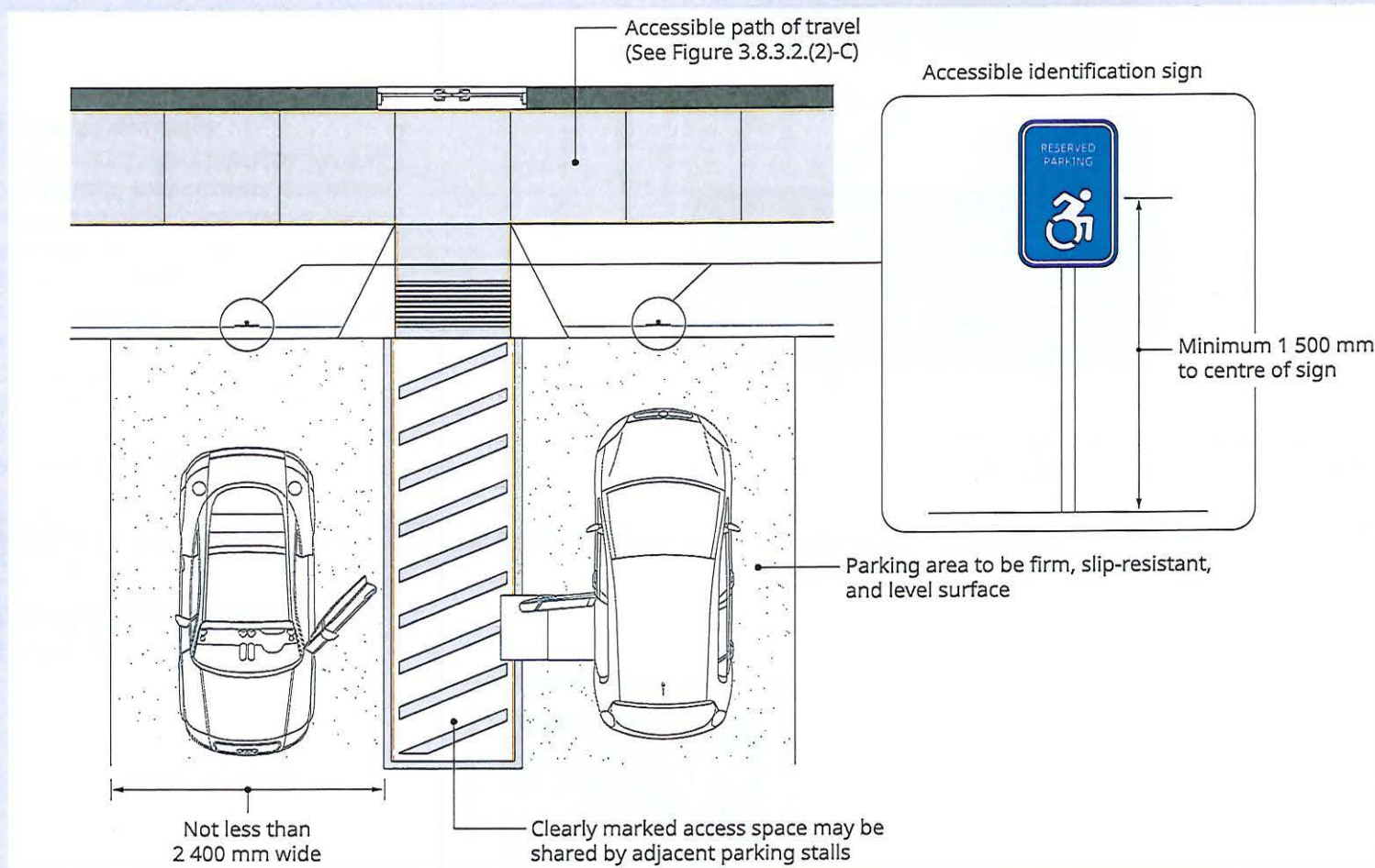
A general guide for the slip resistance of materials is provided in the Appendix of this handbook.

Asphalt, concrete and firm, compacted gravel are acceptable parking surfaces. Curb ramps should be not less than **1 500** mm wide. Parallel parking spaces should be not less than 7 000 mm long. If more than one parking space is provided for persons with physical disabilities, a single access aisle can serve two adjacent parking spaces. The arrangement shown in Figure A-3.8.2.5.-B allows the shared use of an access aisle to serve two adjacent parking spaces provided for use by persons with physical disabilities. Parking to accommodate vans and other vehicles equipped with platform lifts or side ramps should be provided greater dedicated space. The design of the path of travel should accommodate loading to and from lifts and ramps, where intended. Vertical clearance must also be considered.



**Figure A-3.8.2.5.-B**  
**Shared access aisle**

The access aisle may serve more than one parking stall and should have the same level surface as the parking stalls it serves. Consider the movement around doors and ramps so that there is enough space and it is not necessary to travel behind other cars or be in a position where it is difficult to be seen by other drivers. Figure 3.8.2.5. shows a shared aisle serving two stalls. The CSA B651, Accessible Design for the Built Environment standard is another source of information for accessible parking stall quantities and design.



**Figure 3.8.2.5.**  
Parking stall access aisles



- 1) An *accessible* path of travel shall be provided between parking stalls for persons with disabilities and an *accessible* entrance referred to in Article 3.8.2.2. (See Note A-3.8.2.5.(1).)

**A-3.8.2.5.(1) Path of Travel to Parking.** It is not intended that a separate accessible entrance must be provided from the parking area. The designer may choose to designate the entrance leading to the parking area as the required entrance or to provide a properly identified and unobstructed path of travel from the parking area to the entrance which is accessible. The entrance chosen should, in any case, be the closest entrance to the parking area and one normally used by the occupants of the building. Long paths of travel are not recommended.

- 2) Where a passenger-elevating device serves one or more indoor parking levels, an *accessible* path of travel shall be provided between each parking level containing stalls for persons with disabilities and all other parts of the *building* required to be *accessible* in accordance with Subsection 3.8.3.

- 3) Passenger-loading zones shall comply with Subsection 3.8.3. and be provided with an accessible path of travel to an accessible entrance referred to in Article 3.8.2.2.

**Attributions [F73-OA1]**

Intent: To limit the probability that people using a manual wheelchair or other manual mobility assistance device will not be able to travel between exterior parking spaces and a building entrance without the assistance of another person.

**Attributions [F73-OA1]**

Intent: To limit the probability that people using a manual wheelchair or other manual mobility assistance device will not be able to travel between indoor parking spaces and a building entrance without the assistance of another person.

**Attributions [F73-OA1]**

Intent: To state the application of Subsection 3.8.3. regarding exterior passenger-loading zones.

Where there are several buildings with parking areas or passenger-loading zones, parking stalls and loading zones should be designed and located to accommodate access to all buildings by people with disabilities and close to an accessible entrance.

The design should leave adequate space for side- and rear-loading vehicles.

It is recommended that the number of parking stalls be calculated to suit specific needs. Some buildings such as medical clinics may need more accessible parking stalls than other buildings.

**3.8.2.6. Controls and Outlets**

- 1) Except as provided in Sentence 3.5.2.1.(3), controls for the operation of *building services* or safety devices, including electrical switches, thermostats, faucets, door and window hardware and intercom switches, that are intended to be operated by the occupant and are located in an *accessible floor area* shall comply with Subsection 3.8.3. (See Note A-3.8.2.6.(1).)

**Attributions [F74-OA2]**

Intent: To state the application of Subsection 3.8.3. regarding controls.

Intent: To direct Code users to Sentence 3.5.2.1.(3) for the requirement regarding controls in passenger elevators.

## CITY OF SALMON ARM

### BYLAW NO. 4590

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on June 26, 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 by adding:

i) To Section 2.0 Definitions, after "Accessory Use" and before "Accommodation Unit", the following:

**Accessible Car Space** means a car parking space designated for individuals with mobility limitations, who hold a valid accessible parking permit.

**Accessible Van Space** means a parking space designated for those with mobility issues designed to allow room for people to load or unload a wheelchair, scooter, walker or similar device that is used to transport a person who has limited ability and hold a valid accessible parking permit.

**Accessible Parking Stall** means either an Accessible Car Space or an Accessible Van Space.

ii) After Section 11 of Appendix I: Off - Street Parking and Loading, the following:

12. Accessible Parking Stalls

.1 Accessible Car Spaces are a minimum of 5.8m depth x 2.4m width. Accessible Van Spaces are a minimum of 5.8m depth x 3.3m width, with an additional minimum aisle width of 1.5m. The additional aisle may be shared between neighbouring Accessible Van Spaces.

.2 Accessible Parking Stalls must be:

- (a) clearly identified by both paint markings on the parking space and a freestanding Sign in front of the space that is not less than 1.2m above ground measured to the bottom of the Sign and incorporating the international symbol of accessibility for persons with disabilities. Accessible Van Spaces signage shall also include the words "van accessible";
- (b) treated with a firm and slip-resistant surface;
- (c) provided with a curb letdown from the shared access aisle to any raised pedestrian sidewalk that provides connectivity to the Building;
- (d) constructed with a slope not exceeding 2%; and
- (e) marked with high-colour-contrast diagonal pavement lines on the access aisle

.3 Of the required stalls for all permitted uses, the minimum number of Accessible Parking Stalls shall be provided in accordance with the following table:

Total Number of Parking Spaces required	Total Number of Accessible Parking Stalls to be Provided	Accessible Car Spaces to be provided	Accessible Van spaces to be provided
0-5	0	0	0
6-25	1	1	0
26-50	3	2	1
51-100	4	3	1
100+	6	4	2

- .4 Should Accessible Parking Stalls be provided that are in addition to those in Section 12.3 then those Accessible Parking Stalls must be in addition to the required number of parking stalls.
- .5 Parking facilities that are used exclusively for buses, trucks, delivery vehicles, law enforcement vehicles, and vehicular impound are not required to include accessible spaces. However, if such lots are accessed by the public (e.g., impounded vehicle retrieval), one (1) Accessible Parking Stall is to be provided.

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. 4590"

READ A FIRST TIME THIS	DAY OF	2023
READ A SECOND TIME THIS	DAY OF	2023
READ A THIRD TIME THIS	DAY OF	2023
ADOPTED BY COUNCIL THIS	DAY OF	2023

---

MAYOR

---

CORPORATE OFFICER

Item 10.3

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4592 be read a first, second and third time.

[Parking Violations]

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

TO: His Worship Mayor Harrison and Council  
 DATE: May 30, 2023  
 SUBJECT: Amendment to Fee for Service Bylaw No.2498

**RECOMMENDATION:**

**THAT: Fee for Service Bylaw No. 2498 be amended as follows:  
 Line Item 3 of Appendix 3 in Schedule B be replaced with**

<b>3.</b>	<b>Parking Violations (Bylaw No. 3668)</b>	
	• <b>All Parking Violations</b>	<b>\$50.00</b>
	• <b>If paid within 2 days</b>	<b>\$25.00</b>

**AND THAT: Line Item 5. of Appendix 3 in Schedule B be amended to delete the reference to Marine Park NE Parking Lot.**

**BACKGROUND:**

Through amending Bylaw 4522, City Council recently amended the parking fees for the metered downtown streets and parking lots. The rate moved from .25 cents an hour to \$1.00 per hour. The streets and parking lots in the downtown which are not metered have provision for 1 or 2 hour free parking. The current fine for violations to the parking regulations is \$35.00, which may be reduced to \$10.00 if paid within 2 days.

Since the implementation of the parking fee increase it seems the use of the Inner Core parking lot has declined substantially. It is suspected that some of the inner core users may now be parking on the street for extended periods of time, which is causing some problem for the downtown merchants who need those parking spaces for customers. It is also apparent that the \$10.00 penalty if paid within two days is so low that there is no incentive to pay for parking on an hourly basis. The Downtown Parking Commission discussed this matter at their meeting of May 16, 2023 and, with the intended goal of discouraging the parking abuses, unanimously passed a motion to forward to Council the recommendation to raise parking fines to \$50.00, which may be reduced to \$25.00 if paid within 2 days.

With regard to the Marine Park Parking Lot, the parking fees currently indicated in the Fee for Service Bylaw have the parking fee set at \$4.00 per day for a regular stall or \$6.00 a day for a motor home or truck and trailer stall. As noted above, the parking rate was increased from .25 per hour to \$1.00 per hour, including the pay by plate machine serving the Marine Park lot. This housekeeping amendment is to simply delete the outdated daily parking reference in the bylaw.

Respectfully submitted,



**Prepared By:**  
**Maurice Roy, RBO/CRBO**  
 Manager of Permits & Licensing



**Reviewed By:**  
**Gary Buxton**  
 Director of Planning & Community Services

**CITY OF SALMON ARM**

**BYLAW NO. 4592**

A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"

WHEREAS, it is deemed desirable and expedient to alter the fees imposed by "District of Salmon Arm Fee for Service Bylaw No. 2498";

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

1. Schedule "B" -

a) Sentence 3. of Appendix 3 in Schedule B:

3.	Parking Violations <ul style="list-style-type: none"> <li>• All Parking Violations</li> <li>• If paid within 2 days</li> </ul>	\$35.00 \$10.00
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be replaced with:

3.	Parking Violations <ul style="list-style-type: none"> <li>• All Parking Violations</li> <li>• If paid within 2 days</li> </ul>	\$50.00 \$25.00
----	--	--------------------

b) Sentence 5. of Appendix 3 in Schedule B be amended by deleting the reference to "Marine Park NE Parking Lot" in its entirety.

**SEVERABILITY**

2. If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

**ENACTMENTS**

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

**EFFECTIVE DATE**

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

CITATION

5. This Bylaw may be cited as the "City of Salmon Arm Fee for Service Amendment Bylaw No. 4592".

READ A FIRST TIME THIS DAY OF 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2023

ADOPTED BY THE COUNCIL DAY OF 2023

\_\_\_\_\_  
MAYOR

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



Item 10.4

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4293 be read a first and second time.



*City of Salmon Arm  
Memorandum from the Engineering and  
Public Works Department*

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TO: His Worship the Mayor and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, Service Delivery Management Coordinator

DATE: June 5, 2023

SUBJECT: **SUBDIVISION AND DEVELOPMENT SERVICING BYLAW UPDATE**

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**RECOMMENDATION:**

**THAT:** The Subdivision and Development Servicing Bylaw No. 4293 be read a first and second time.

**AND THAT:** The Subdivision and Development Servicing Bylaw No. 4163 be repealed upon final reading of the Subdivision and Development Servicing Bylaw No. 4293

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The Subdivision and Development Servicing Bylaw No. 4163 was adopted by Council on October 11, 2016. Since then, the Engineering Department staff have been collecting 'housekeeping' updates and recommendations for updates through master planning documents. Staff have completed a draft update and completed a thorough review of the City's Subdivision and Development Servicing Bylaw No. 4163 against current best practices. The review process has resulted in a final draft of a new bylaw intended to be streamlined, modernized, user friendly, legally sound and consistent with updated master plans.

The previous bylaw update was significant and included several rounds of consultation with local engineers and developers as well as a thorough legal review. The proposed changes in this update are generally minor in nature, as such a legal review and consultation with external stakeholders is not recommended by staff.

The most significant changes incorporate recommendations from the City's Stormwater Master Plan (ISL Engineering, 2020) and the City's Active Transportation Plan (Urban Systems, 2022) into Schedule B, Part 1 and 2, Design Criteria and Standard Drawings.

Staff carefully considered all master plan recommendations and opted not to include all recommendations during this revision cycle. Generally, these recommendations would require either a significant service level change or broader multi-departmental coordination.

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The key changes to the documents are listed below.

Bylaw:

- Revision of definition of 'Low Density Residential to be consistent with the Official Community Plan definition.
- Addition of a 12m Urban Single Lane Hillside road cross-section (first introduced in the Park Hill development).
- Addition of bike lane or paved shoulder requirements on rural roads where indicated by the Official Community Plan.
- Removal of 'Fire Hydrants' from the list of works and services exempt for infill developments. Note: if density increases, fire hydrant gaps should be filled.

Design Criteria:

- Addition of information regarding Engineers and Geoscientists BC (EGBC) Firm Permit to Practice requirements.
- Addition of Illumination plans and Individual Lot Grading plans to design drawing submission set requirements
- Addition of a reference to BC Active Transportation (BCAT) Design Guide as best practices for AT design as well as to new/revised standard drawings
- Addition of Multi-use Path design specifications
- Addition of a maximum driveway width for residential and commercial properties, allowing wider driveways on wider lots, to a maximum of 8m and 10m respectively.
- Addition of recommendations for the City Stormwater Master Plan including:
  - o Requirement to include considerations for the impact of Climate Change and a 10% increase to design flows, at minimum
  - o Addition of enhanced recommendations for infiltration systems, specifically addressing risk management
  - o A set run-off rate based on a basin wide calculation for flows entering into sensitive ecosystems
  - o A requirement for all culverts to accommodate the 100-year flood events
  - o Updates to the run-off and roughness coefficients and Intensity-Duration-Frequency (IDF) curves
- Clarification on street lighting specifications
- Addition of a bee and drought friendly boulevard seed mix

Drawings:

- Update of CGS-8 Trail Type 1 (Multi-use Path) to meet AT Master Plan recommendation (BCAT best practices) of 3-4m width.
- Update of CGS-9 Trail Type 2 to meet AT Master Plan recommendation (BCAT best practices) of 2-3m width.
- Update RD-3 Urban Collector Road Cross-Section to meet BCAT best practices including the addition of an offset multi-use path (MUP) on one side of the roadway and removal of the bike lanes.
- Update of RD-9 Rural Arterial Road Cross-Section to meet BCAT best practices for rural roads with a widened paved shoulder of 2.5m or an offset MUP where right of way (ROW) and topography permit.
- Update of RD-8 Rural Collector Road Cross-Section to meet BCAT best practices for rural roads with a widened paved shoulder of 2.0m or an offset MUP where ROW and topography permit.

- Update of RD-7 Rural Local Road Cross-Section to improve AT capacity of rural roads with a widened gravel shoulder of 1.5m or an offset MUP.
- Update of RD-6A Industrial Area Road Cross-Section to improve AT capacity of industrial roads with a widened gravel shoulder of 1.5m or an offset MUP.
- Update of RD-6B New Industrial Park Cross-Section to improve AT capacity of industrial roads with inclusion of a 2.0m offset MUP.
- Update of CGS-5 Sidewalk Crossing at Driveway Entrance to the BCAT best practices.
- Update of CGS-6 Wheelchair Sidewalk Ramp to the BCAT best practices including tactile attention indicators in high use areas.
- Additional of drawings RD-11A Temporary 20m Cul-de-sac and RD-11B Temporary Lane Cul-de-sac.
- Update of ST-7 IDF curve to most recent Environment Canada Data.
- All drawings are sealed per Engineers and Geoscientists British Columbia (EGBC) requirements.

Construction Specifications

- Addition of MMCD Supplemental Specifications for Horizontal Direction Drilling
- Addition of MMCD Supplemental Specifications for Sanitary Pipe Lining

Construction Specifications:

- General housekeeping items

Respectfully submitted,



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Robert Niewenhuizen,  
Director of Engineering and Public Works

## INFORMATIONAL CORRESPONDENCE – June 12, 2023

- |     |  |   |
|-----|--|---|
| 1.  | Building Department – Building Statistics – May 2023   | N |
| 2.  | Building Department – Building Permits – Yearly Statistics   | N |
| 3.  | V. De Groot – Email dated June 1, 2023 – Tax Prepayment Plan   | N |
| 4.  | M. Defoe – Email dated June 5, 2023 – City Hall Hours of Operation   | N |
| 5.  | M. Engel – Email dated June 1, 2023 – Request to use Canoe Beach Gazebo – July 2, 2023   | A |
| 6.  | T. Starkell, Administrative Services Manager, Salmon Arm Roots & Blues – Letter dated May 15, 2023 – Request for Letter of Support for SEP Application                                       | A |
| 7.  | J. Broadwell, Manager, Downtown Salmon Arm – Request to Close Alexander Street for Roots and Blues Kick Off Concert – August 17, 2023  | A |
| 8.  | A. VanderMeulen, Cornerstone CRC Outreach Team – Letter dated June 5, 2023 – Request for road closure – September 16, 2023   | A |
| 9.  | B. Andrews / A. Heiser, Peer Engagement Coordinator, Canadian Mental Health Association – Letter received May 30, 2023 – Request for additional transit bus routes – Blind Bay to Salmon Arm | A |
| 10. | S. Dewalle – Email dated May 25, 2023 – Request to use Blackburn Park – July 22, 2023  | A |
| 11. | J. McEwan, Salmon Arm Fair Manager – Letter dated May 18, 2023 – Request for road closures for Salmon Arm Fair & Parade – September 9, 2023  | A |
| 12. | S. Dhaliwal, President, Salmon Arm Cricket Club – Letter received June 5, 2023 – Request for installation support of cement under pad for Cricket Playing Field                              | A |
| 13. | The Wellspring Foundation for Education – Lake2Lake Ride for Rwanda – September 16-17, 2023  | N |
| 14. | K. Hartman, Vice-President of the New Denver and Area Housing Society – Email dated May 29, 2023 – Rural Housing Crisis Survey for Parliamentary Secretary for Rural Development             | N |
| 15. | Ministry of Transportation and Infrastructure – Email dated May 30, 2023 – BC E-Bike Rebate Program  | N |
| 16. | L. Connor, Manager – Accessibility Initiatives, SPARC BC – Email dated June 1, 2023 – Information Session for the Local Community Accessibility Grant Program                                | N |
| 17. | D. Sharman, Community Relations Manager, Southern Interior, BC Hydro – Email dated June 2, 2023 – UBCM Convention 2023 Invitation  | N |
| 18. | S. Gregson, Spokesperson, Coalition of Child Care Advocates of BC – Request for UBCM Child Care Resolution   | A |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

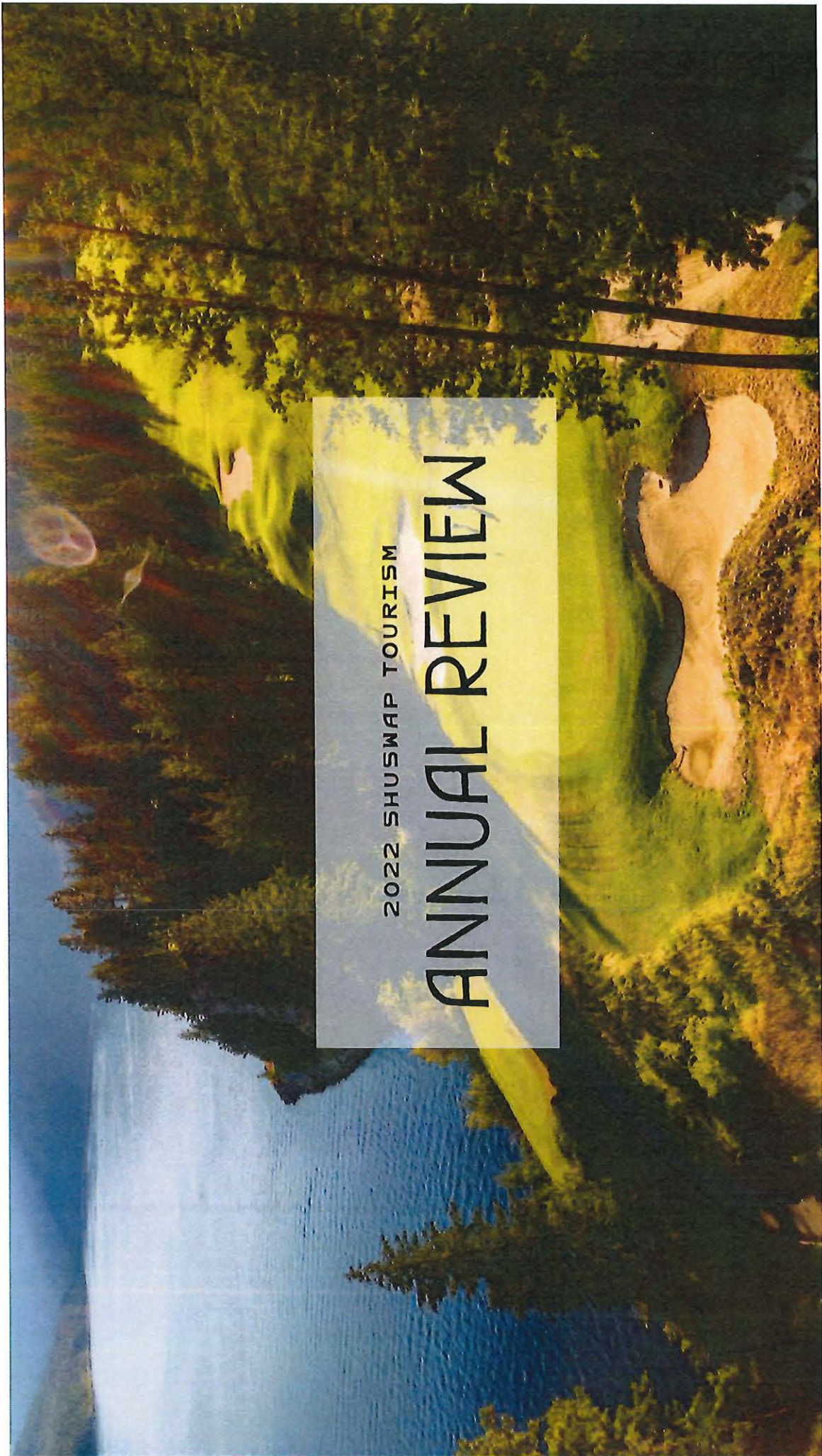
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Item 14.1

**CITY OF SALMON ARM**

Date: June 12, 2023

M. Matheson, Team Leader  
2022 Shuswap Tourism Annual Review

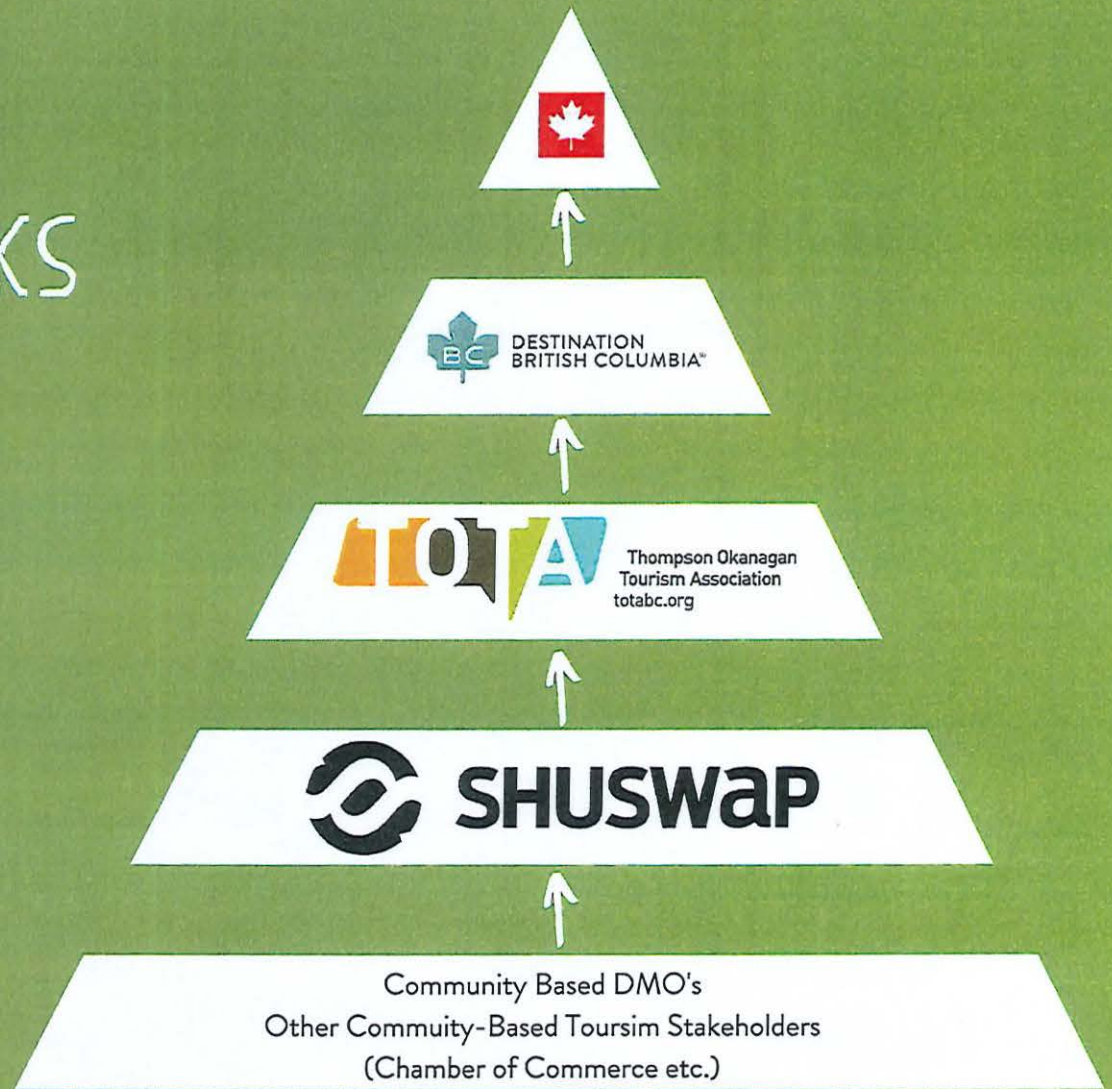


2022 SHUSWAP TOURISM

# ANNUAL REVIEW



# HOW IT ALL WORKS



# STRATEGIC PLAN TIMELINE

CHARMING  
WINTER TOWN

2018

SLEDDING

TRAILS  
[ COVID DELAY ]

2020

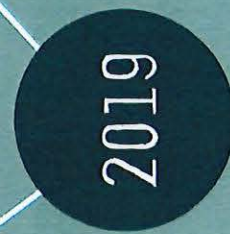
TRAILS

SALUTE TO THE  
SOCKEYE

2022

FISHING

2023



# MAJOR CAMPAIGNS

Adams River Sockeye  
Salmon Run

BC Ale Trail

Sled Sicamous Consortium

Get Into BC

Shuswap Golf Consortium



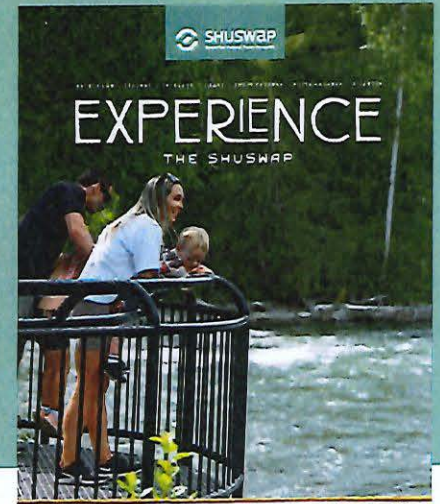
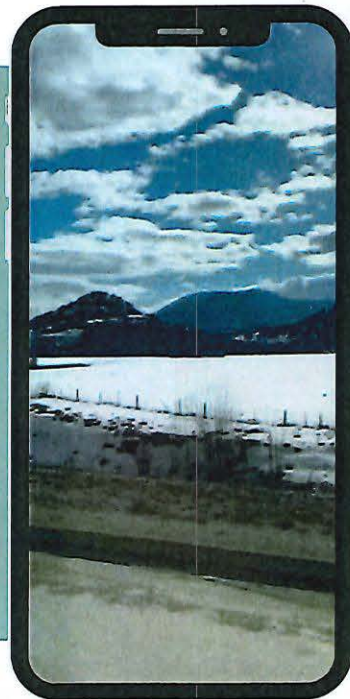
# PROMOTIONAL ASSETS

Writing Series

Print Materials

Social Media

Photo Assets



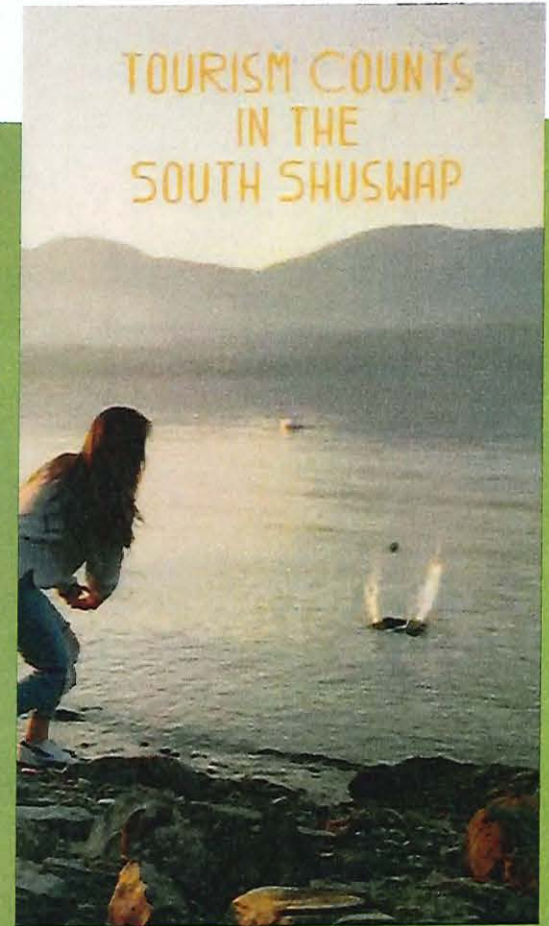
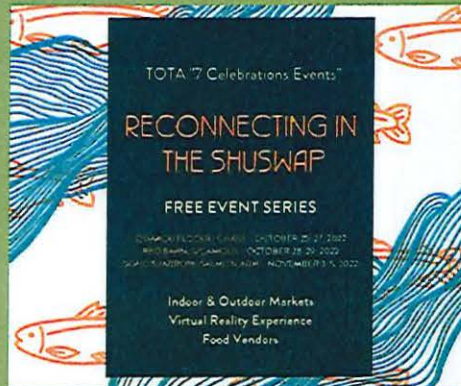
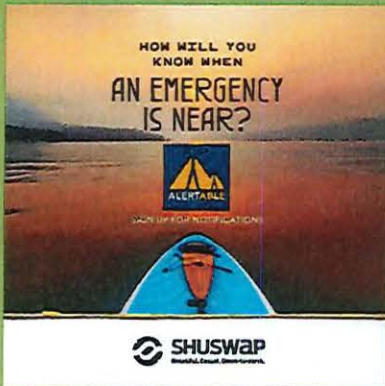
# SPECIAL PROJECTS

Tourism Week 2022

Alertable Partnership

Travel Media & Influencer Trip Planning

TOTA Uninterrupted



# RESULTS & RECOGNITION

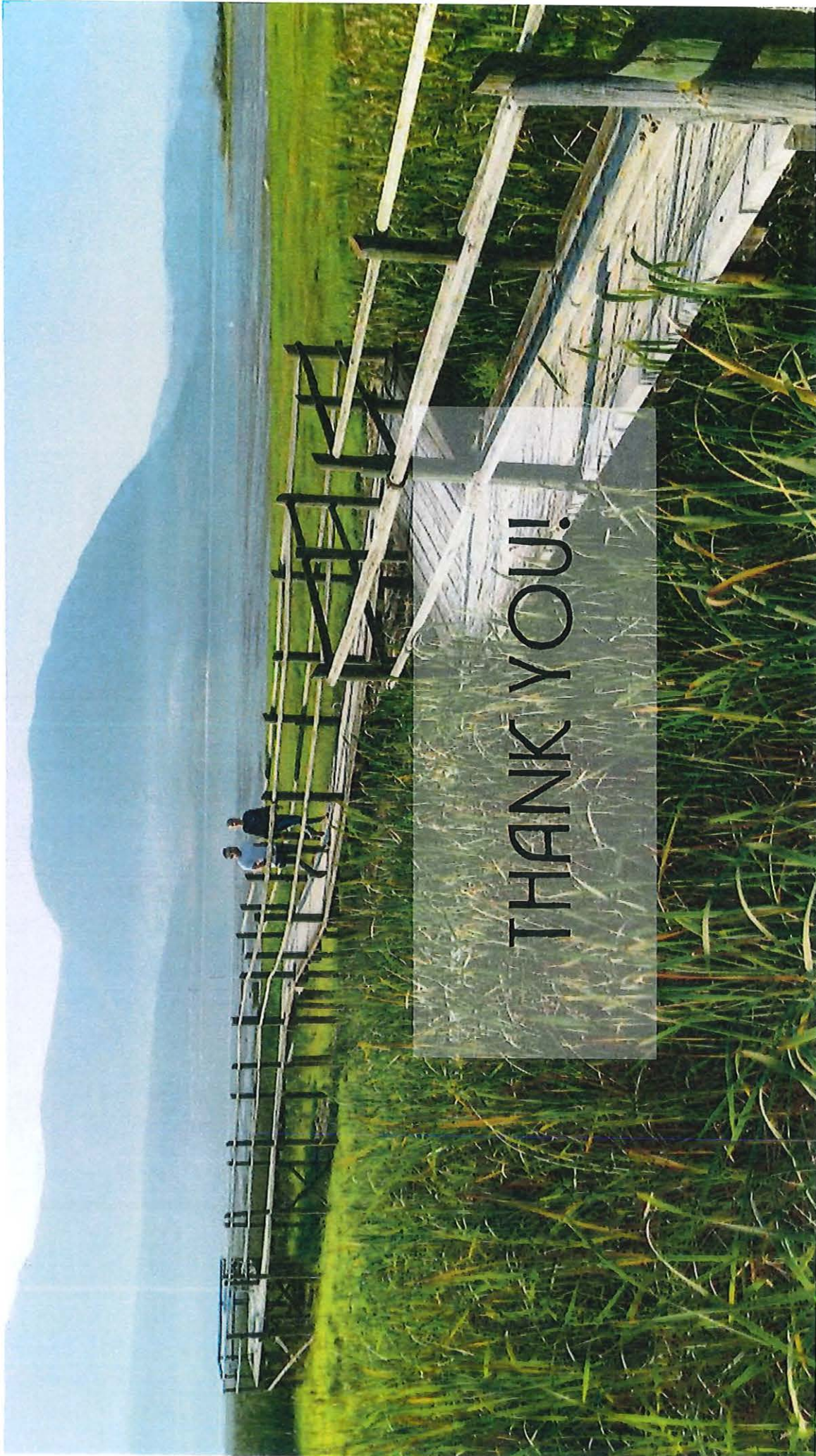
#49

Tourism Sentiment Index (TSI)  
Top Canadian Destinations

PLATINUM  
& GOLD

Marcom Award for Salute to  
the Sockeye Video





THANK YOU!

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Item 14.2

**CITY OF SALMON ARM**

Date: June 12, 2023

Isha Matous-Gibbs, Urban Matters  
Poverty Reduction Grant



**CITY OF SALMON ARM**

# Poverty Reduction, De-Stigmatization, and Awareness Campaign

May 2023

**SALMON ARM**urban  
**matters**

Canadian Mental  
Health Association  
Shuswap-Revelstoke  
*Mental health for all*



## Acknowledgments

The City of Salmon Arm gratefully acknowledges the traditional territory of the Secwepemc people, with whom we share these lands and where this work was completed.

Special thank you to the Salmon Arm Observer, Canadian Mental Health Association Shuswap-Revelstoke, and Rise Up Indigenous Wellness Society for their support and partnership throughout this project.

This report was prepared by Urban Matters CCC Ltd. in collaboration with the City of Salmon Arm and the Social Impact Advisory Committee. Funding for this project was provided by the Union of BC Municipalities through a Poverty Reduction & Planning Grant.

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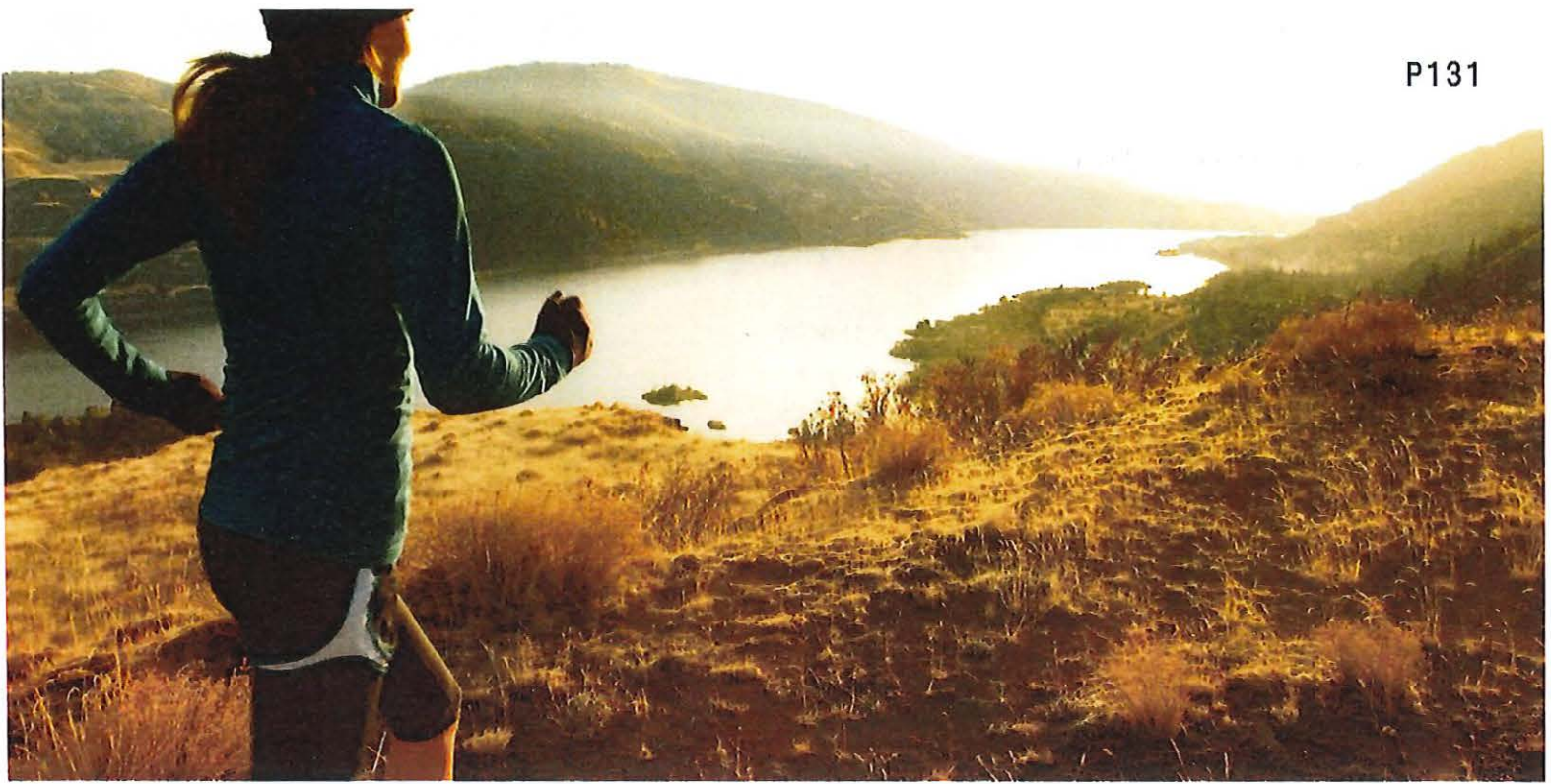


## EXECUTIVE SUMMARY

Stigma towards people experiencing poverty has a negative impact on their ability to access services and seek support. The Salmon Arm Poverty Reduction, De-Stigmatization, and Awareness Campaign was developed to improve social outcomes in the community by increasing service awareness and reducing stigma. The goal was both to highlight the many community organizations who are ready to help as well as ensure that people feel safe accessing those services.

Originally, project partners proposed a social media or advertising campaign to share information about services and bust myths around poverty. Ultimately, project partners co-created a pilot-and-test approach where tactics relied more heavily on building relationships and engaging community members in important conversations about stigma. The resulting campaign was a by-Salmon Arm, for-Salmon Arm project. It became a collaborative effort of the City of Salmon Arm, Indigenous Rise Up, CMHA Shuswap-Revelstoke, the Social Impact Advisory Committee (SIAC), the Salmon Arm Observer, and the consultant team at Urban Matters CCC Ltd.

Over the course of four months, project partners came together to plan, develop, and promote content that showcased local services and organizations as well as the stories of everyday people who are experiencing poverty and stigma. Learning opportunities were also provided to the broader community in the form of workshops, where participants were able to deepen their understanding about the different factors of poverty and stigma.



## Impact and Learnings

As a result, the campaign reached various important audience groups across the community. For example, tens of thousands of residents were reached through articles written in the Salmon Arm Observer. This is a testament to the power of telling a good story, but also the interest the community has in this topic. Engagement measurements show high levels of engagement with the articles, something that is difficult to achieve.

The community at large was also engaged through a workshop series. Though these workshops reached a smaller group of individuals, passion and engagement were high. A common question from participants was, "What can we do next?" Whether it was looking for ways to tell their story, or seeking places to volunteer or advocate, participants of the workshops and webinar were highly engaged and vested in the topic of anti-stigma. It is clear that there is a strong appetite for local initiatives that can help reduce poverty and improve community well-being among residents.

Additionally, dedicated anti-stigma workshops were held for people with lived and living experiences. These had a particularly deep impact. Participants reported feeling inspired and engaged. They expressed feeling seen, heard, valued – and even experiencing healing of some past trauma. The workshop provided a learning opportunity for individuals to understand their own experiences and begin to express them, sparking conversations that have continued to take place beyond the workshops. Coupled with learning and education, the empowerment of people with lived and living experience form two key aspects that lead to meaningful social change.

## Considerations for Next Steps

Moving forward, the City of Salmon Arm and Social Impact Advisory Committee can continue to work with community agencies to promote services in the community and support anti-stigma efforts. This could look like:

- Continuing to promote services such as BC 211 to increase service awareness and track social service referrals
- Exploring ways to support the creation of a volunteer network, a made in Salmon Arm solution to connect community members with open volunteer positions
- Launching a project that extends the concept of using personal storytelling to bust myths and stigma about poverty
- Continuing to work with community partners to write and publish stories that address stigma as well as promote opportunities to get involved in community events and initiatives

In any future initiatives that the City chooses to pursue, one thing is clear: Salmon Arm has strong community partners and champions who are committed to creating positive social change. They bring the local knowledge, trust, and collaboration needed to meaningfully engage the community, and possess the ability to inspire people to take action. Working with trusted community partners also helps to ensure sustainable social change as strong and committed partnerships are important for maintaining momentum, sustaining initiatives beyond short-term fixes, and ultimately, creating a more inclusive community.

## Campaign Reach at a Glance

### Salmon Arm Observer Feature Articles:

- 7 articles written by local media
- 4 feature pages published in the Salmon Arm Observer
- 32,106 users reached online through Facebook

### BC 211 Service Utilization During Campaign:

- 23 total contacts between January and April 2023

### Workshop and Webinar Participation:

- 5 learning workshops offered
- 69 unique individuals attended



## Background

The City of Salmon Arm is a diverse community with a range of social, demographic, cultural, and economic groups. A wide network of social support exists for its community members and the city serves as a central hub of services for the Columbia Shuswap region. However, misconceptions about poverty and homelessness exist in the community, which adversely affect social well-being and belonging.

Tension continues to rise between members of the public and those who are experiencing homelessness. Stigma and hate against individuals living in poverty have become commonplace on social media. Frustrated by the visible signs of homelessness and poverty, community members have pushed for more action by the City of Salmon Arm to address growing social issues.

At the same time, local assessments show that about 13 percent of the population in Salmon Arm is living in poverty, earning a median income of \$17,527 compared to the community-wide median of \$48,987. A 2021 Social Impact Assessment identified “lack of knowledge of available services” as the top barrier to people living in poverty from accessing services, meaning many of those who need support from social-serving organizations don’t know where and how to access the services they need.

There is a strong reluctance among those living in poverty to reach out and access services due to fear of stigma and discrimination. For example, clients may register for coupon programs at community organizations but don’t use them due to feelings of stigma and shame. The Social Impact Advisory Committee (SIAC) also recognized that there are many among the community who have hidden experiences of poverty. Many people struggle with meeting their basic needs, especially among seniors, newcomers and immigrants, and low-income families, though they may not be experiencing visible signs of poverty such as homelessness.

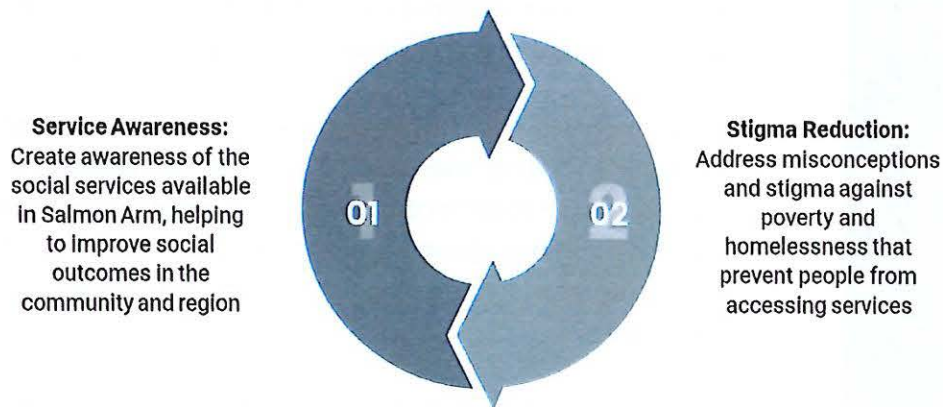
Seeing the need to address stigma around poverty and increase awareness about community services, the City of Salmon Arm and SIAC applied, and subsequently received, funding from the Union of BC Municipalities through the Poverty Reduction Planning and Action Grants to create and implement a community-wide poverty reduction campaign. Following a competitive bid process, Urban Matters CCC Ltd., was the consultant team hired to support the launch of this campaign.

*“The City recognizes that it can play a valuable role in convening different parties to facilitate solutions to complex problems, although it may not actually be responsible for providing services in that area. Where resources allow, the City plans to continue playing a role in this way as needed.”*

*– Social Well-Being  
Roles and  
Responsibilities, City of  
Salmon Arm*

## The Campaign

The Salmon Arm Poverty Reduction, De-Stigmatization, and Awareness Campaign was developed to improve social outcomes in the community through two pathways: increasing service awareness and reducing stigma. The goal was both to highlight the many community organizations who are ready to help as well as ensure that people feel safe accessing those services.



After discussions with the SIAC, the campaign shifted from an initial idea of launching a social media campaign to one that focused on partnerships and building capacity within the community. The approach of seeking deliberate partners to create content, spread the word, and recruit participants resulted in innovative and unique strategies. The campaign featured a series of articles in the local newspaper, the Salmon Arm Observer, and a series of workshops with current or potential community champions. The result was a pilot project that used various key tactics to achieve the project goals.

## Service Awareness

This work was aimed towards community members who are experiencing stigma and hidden poverty. These are individuals or families who are not currently in crisis but do not have adequate income or support to consistently meet their basic needs. It was hoped that by sharing information about local services and stories of what poverty looks like across the community, people would be encouraged to reflect on their own needs and access the services they need.

Tactics included:

1. Publish a series of bi-weekly features to showcase the work and impact of local service providers in partnership with the Salmon Arm Observer.
2. Promotion of BC 211, a free and confidential service that helps connect people to community resources.

## Stigma Reduction

This aspect of the campaign was directed towards groups who may have the ability to influence narratives in the community and spark action, thereby gradually reducing stigma. For example, people with lived and living experience hold firsthand knowledge and experience of poverty and stigma. They would be able to identify key topics for public-facing messaging and if able, share their personal stories.

Tactics included:

1. Facilitate workshops for people with lived and living experience to learn about stigma and feel empowered to deliver their own anti-stigma initiatives for the community.
2. Delivery an informational webinar for the general community to learn about the complex nature of poverty and the ongoing stigma that people experience.
3. Deliver a dedicated workshop for community leaders and changemakers to gain a deeper understanding of poverty and reflect on how they may be able to better support those living in poverty through their everyday work and impact.

## Campaign Timeline

2023	January	February	March	April
Update BC 211 Listings				
Promote BC 211 in Salmon Arm Observer				
Launch weekly features in Salmon Arm Observer				
Facilitate workshops for PWLLE				
Deliver community webinar and workshops				



# CAMPAIGN DELIVERY

## Insights Gained

- » Access to technology is a barrier for those experiencing poverty. Campaigns focused on reaching this target audience should utilize various platforms and both print and digital methods.
- » Social media comments show the community is generally receptive to grassroots, community-led solutions to address poverty. They are more likely to show distrust and frustration towards systems and institutions.
- » Content creation and social media management take time and effort. It is important to have a dedicated resource or partner who can play a central role in content creation, social media posting, and data collection.

## Storytelling in the Salmon Arm Observer

### Observer

Stories are a powerful tool for communication. They can inspire and motivate us and help us make sense of the world around us. In this project, it was identified early on that storytelling would have an important role in addressing stigma and creating a sense of community. This led to a partnership with the Salmon Arm Observer, one of the community's main news media platforms.

In collaboration with the Observer's knowledgeable and engaged editorial team, a series of features were developed that focused on education and storytelling around poverty. For eight weeks, a feature page was included in the Observer on a biweekly basis. Each feature page contained profiles on local organizations and services as well as interviews with those who have lived or living experience with poverty, as well as an ad for BC 211 services (see next section).

Each feature page was dedicated to a specific topic. In total, there were four feature topics:

1. Poverty and stigma in Salmon Arm
2. Food security
3. Children and youth
4. Seniors



## Online Reach

Collaboration and partnership with the Salmon Arm Observer resulted in meaningful outcomes and insights. Originally, four articles were planned for the biweekly feature pages. In total, seven articles were written by local journalist Martha Wickett with support from the Observer's editorial and publishing team.

After the articles were published in the print edition, they were posted on the Observer's Facebook page. In total, seven social media posts achieved a reach of 32,106 with an average post engagement rate of 9.5 percent. (Industry experts note that a good social media engagement rate on Facebook posts ranges between 1 to 5 percent, depending on the target audience, industry, and location.)<sup>1</sup>

### Definitions:

**Comment** – a response that is often provided as an answer or reaction to a blog post or message on a social network.

**Engagement Rate** – a metric used to describe the amount of interaction (e.g., likes, shares, comments) that a piece of content receives.

**Reach** – the number of people who saw a particular Facebook post from your Page.

## Online Engagement

Four out of the seven articles garnered a total of 29 comments. Commentors noted that they found the stories and information helpful. Some engaged in further discussion to share insights and offer ideas for support.

While many praised the work and effort of individuals and community organizations, negative comments were directed towards systemic issues within public institutions. For example, community members noted difficulties in finding appropriate medical care and the lack of emergency physicians in the community. There were also comments regarding a lack of "budget" for seniors as well as limited housing options for seniors. One commentor also noted a perceived lack of action and intervention by City Council to provide an emergency shelter for those experiencing homelessness.

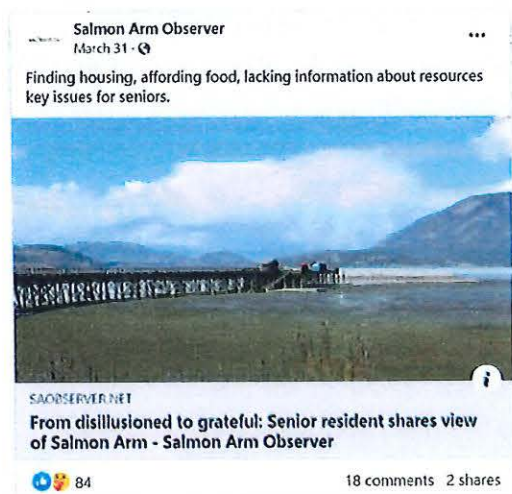
Though the quantity of comments is limited (29 in total), they indicated that people are generally receptive to community-led solutions and efforts to address poverty and are more likely to show frustration towards systems and institutions.

<sup>1</sup>Sehl, Katie, and Shannon Tien. 2019. "6 Ways to Calculate Engagement Rate on Social Media." Hootsuite Social Media Management. April 10, 2019. <https://blog.hootsuite.com/calculate-engagement-rate/>.

Fortunately, there were no indications of hateful and stigmatizing language towards individuals experiencing poverty in any of the publicly visible comments related to the articles. It was originally noted by member organizations of the Social Impact Advisory Committee that hateful comments can be commonly found on local community pages. Throughout this campaign, project partners did not report receiving hateful comments and noted only positive reactions from their network and the community.

## Medium of Communication

This service awareness campaign also leveraged both print news media as well as digital social media channels. Using both methods of communication meant community members across Salmon Arm were able to engage with the stories and information in multiple ways. During initial discussions with the SIAC, it was noted that many of those who experience poverty often lack digital literacy and access to technology. Therefore, it would be best to find alternative ways of sharing the content.



## Leveraging Community Partnerships

Another added benefit of collaborating with the Salmon Arm Observer was having one central voice in the community to collect and share stories. The SIAC identified that social media content creation and posting requires time and effort to monitor consistently and effectively. Pursuing a purely digital campaign through social media, which was originally considered, meant project stakeholders and partners would need to be actively involved in sharing content and monitoring engagement.

*“Such great information. Thank you for sharing, many families can benefit from this.”*

*– Facebook comment from Salmon Arm community member*

Some stakeholders and partners did not have existing or active social media accounts, which would limit reach. This is due to the nature of social media where amplification is crucial.

Though a social media campaign would have the potential to reach a wide audience, especially through paid promotions, it would require much more coordination and effort on the part of the project stakeholders and partners. It also takes a significant amount of time to establish an engaged following. Concerns about reaching only those who were already following social service organizations made this a less appealing option (i.e., preaching to the choir). Therefore, it was determined that digital communications would be a less effective method for reaching campaign goals. This decision led to a partnership with the Salmon Arm Observer.

One consideration in choosing communication channels and platforms for promotion is the ability to collect metrics and data. The Salmon Arm Observer was able to collect social media metrics through its Facebook page, which were crucial in understanding the reach and impact of the stories created. This was an above and beyond service that they provided for this campaign. It is recommended that project partners in campaigns such as this have the ability and capacity to collect data and measurements to help inform initiatives.

Ultimately, collaboration with the Salmon Arm Observer strengthened relationships between the City of Salmon Arm, the SIAC, and the local media. Together, these three entities hold strong influence in the community and can continue to champion local initiatives and shape conversations around poverty.



## Data and Metrics

### Week 1 – February 15

Poverty and Stigma in Salmon Arm			
Article	Interviewees	Analytics	Resources Mentioned
<p><u><a href="#">'Poverty not a character flaw': Removing stigma, highlighting services in Salmon Arm crucial</a></u></p>	<ul style="list-style-type: none"> <li>› Councilor Louise Wallace Richmond, City of Salmon Arm</li> <li>› Erin Jackson, City of Salmon Arm</li> <li>› Rev. Jenny Carter, First United Church</li> </ul>	<p><u><a href="#">Facebook</a></u></p> <ul style="list-style-type: none"> <li>› Reach: 498 users</li> <li>› Post engagement: 58</li> <li>› Engagement rate: 11.6%</li> </ul>	<ul style="list-style-type: none"> <li>› Food with Friends Initiative, First United Church</li> <li>› Shuswap Family Resource and Referral Society</li> <li>› Shuswap Immigrant Services Society</li> <li>› CMHA Shuswap-Revelstoke Service Navigation Drop-in</li> <li>› NeighbourLink Shuswap</li> <li>› South Shuswap Rides</li> </ul>

### Week 2 – March 1

Food Security			
Article	Interviewees	Analytics	Resources Mentioned
<p><u><a href="#">Stretching dollars in Salmon Arm: 'I never missed a meal and my son never missed a meal'</a></u></p>	<ul style="list-style-type: none"> <li>› Nan Gray, community member</li> </ul>	<p><u><a href="#">Facebook</a></u></p> <ul style="list-style-type: none"> <li>› Reach: 16,236 users</li> <li>› Post engagement: 1,987</li> <li>› Engagement rate: 12.2%</li> </ul>	<ul style="list-style-type: none"> <li>› Good Food Box</li> <li>› The Market at the Lighthouse</li> <li>› Rise Up Indigenous Wellness</li> <li>› Second Harvest Food Bank</li> </ul>
<p><u><a href="#">Shuswap Food Action: Shuswap has capacity</a></u></p>	<ul style="list-style-type: none"> <li>› Serena Caner, Shuswap Food Action Society</li> </ul>	<p><u><a href="#">Facebook</a></u></p> <ul style="list-style-type: none"> <li>› Reach: 766 users</li> </ul>	<ul style="list-style-type: none"> <li>› Shuswap Food Action Society</li> </ul>

<a href="#"><u>to feed everyone in region</u></a>		<ul style="list-style-type: none"> <li>› Post engagement: 69</li> <li>› Engagement rate: 9%</li> </ul>	<ul style="list-style-type: none"> <li>› Shuswap Children's Association</li> <li>› Indigenous food sovereignty</li> </ul>
<a href="#"><u>Access to food crucial to Salmon Arm society's work on Indigenous wellness</u></a>	<ul style="list-style-type: none"> <li>› Launa Payne, Rise Up Indigenous Wellness</li> <li>› Sherrelle Anderson, Rise Up Indigenous Wellness</li> </ul>	<p><a href="#"><u>Facebook</u></a></p> <ul style="list-style-type: none"> <li>› Reach: 451 users</li> <li>› Post engagement: 22</li> <li>› Engagement rate: 4.8%</li> </ul>	
<a href="#"><u>Solving food security and sovereignty not a solo pursuit for Adams Lake band</u></a>	<ul style="list-style-type: none"> <li>› Mike Moyer, Adams Lake Band</li> </ul>	<p><a href="#"><u>Facebook</u></a></p> <ul style="list-style-type: none"> <li>› Reach: 434 users</li> <li>› Post engagement: 19</li> <li>› Engagement rate: 4.4%</li> </ul>	

Week 3 – March 16

Children and Youth			
Article	Interviewees	Analytics	Resources Mentioned
<a href="#"><u>'Everyone's affected': Rising prices add to stress for Shuswap families</u></a>	<ul style="list-style-type: none"> <li>› Tim Gibson, Shuswap Children's Association</li> <li>› Christine Ondang, Child Care Resource &amp; Referral</li> <li>› Tracey Morland, Project Affinity and Respite Care</li> </ul>	<p><a href="#"><u>Facebook</u></a></p> <ul style="list-style-type: none"> <li>› Reach: 854 users</li> <li>› Post engagement: 118</li> <li>› Engagement rate: 13.8%</li> </ul>	<ul style="list-style-type: none"> <li>› Shuswap Family Centre</li> <li>› SAFE Society &amp; Transition House</li> <li>› Shuswap Family Resource and Referral Society</li> <li>› Shuswap Children's</li> </ul>

	› Rachel Richardson, Supported Child Development		Association
	› Kim Sinclair, Aspiral Youth Partners Association		› Shuswap Association of Community Living

Week 4 – March 29

Seniors			
Article	Interviewees	Analytics	Resources Mentioned
<a href="#"><u>From disillusioned to grateful: Senior resident shares view of Salmon Arm</u></a>	› Sean Sands, community member › Patti Thurston, Shuswap Family Centre › Monica Kriese, Salmon Arm and Area Community Response Network › Jane Shirley, SAFE Society › Katherine Kreller, Seniors' Resource Centre	<a href="#"><u>Facebook</u></a> › Reach: 12,867 users › Post engagement: 1,383 › Engagement rate: 10.7%	› Seniors Resource Centre › Seniors Mental Health (Interior Health) › Seniors Abuse and Information Line (SAIL) › Shuswap Better at Home › 5 <sup>th</sup> Avenue 50 Plus Seniors' Activity Centre

Out of all the articles written and posted by the Salmon Arm Observer, this article received the most comments (18 total) on Facebook.

## Promotion of BC 211

Formally launched in 2010, BC 211 is a centralized resource for a range of community, social, and government services. Its origins can be traced back to the “Red Book,” a physical directory containing a range of community, social, and government services that began publication in 1953. The service has run since then, with expansions to other non-emergency human services such as crisis and information lines. In 2020, the service expanded to serve all of British Columbia. In 2022, the service was integrated with United Way British Columbia.

Currently, BC 211 offers three distinct services:

1. **Information and Referral Helpline** – Provides 24/7, free, and confidential support through phone, text, email, and chat in more than 150 languages.
2. **Community Resource Listings** – Maintains a database of more than 15,500 lists for vital community programs and services, which are monitored and updated to reflect the most current information.
3. **Data Analysis** – Collects and analyzes data to determine the top needs as well as unmet needs across BC.

As a centralized resource for British Columbians, BC 211 was consistently promoted through the feature pages in the Salmon Arm Observer. A quarter-page ad was included alongside articles and service listings.



## Insights Gained

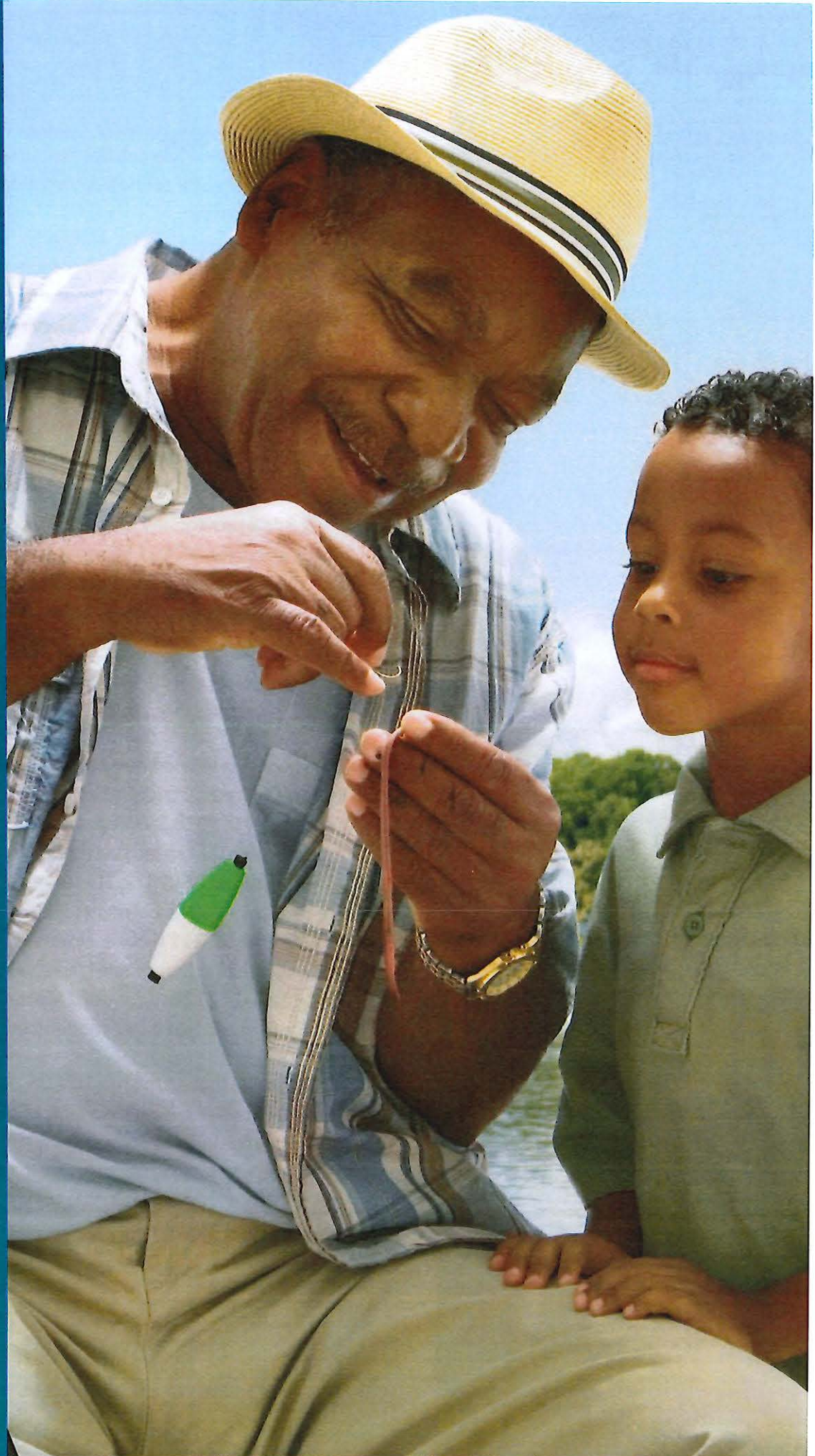
- » Providing an up-to-date, informative, and easy to use resource guide or service directory takes time and capacity. There is an opportunity to explore solutions for updating Salmon Arm listings regularly.
- » Exposure to BC 211 ads were limited to the print publication of the Salmon Arm Observer. Promotion can be expanded through other methods, such as posters and websites at various locations across the community, to broaden reach.
- » BC 211 continually seeks to improve its data collection methods. This data can be used by the City of Salmon Arm and the SIAC to identify emerging needs in the community.

Though there are a few existing resources and guides that contain a list of local services, promoting BC 211 was chosen for several reasons:

1. It can serve as an initial point of contact for those who are experiencing hidden and/or chronic poverty but are not necessarily in crisis, a key target audience for the project.
2. As a free, confidential, and multi-platform service, BC 211 offers an accessible way to explore a range of services with less fear of stigma and judgment compared to accessing a local, in-person service.
3. As a provincially funded service with robust staffing and capacity, BC 211 provides a sustainable way of ensuring information about available supports and services that can be updated easily and consistently.
4. It also provides dedicated marketing support to print promotional materials as well as develop graphics such as the ad placed in the Observer.

Data about service requests to BC 211 (below) shows a steady increase in its utilization in Salmon Arm since it first launched provincially in 2018. Statistics from the campaign duration show that requests for service had no significant increase compared to requests made in 2022. Therefore, we can likely infer that the newspaper advertisements did not result in any increase in usage of the BC 211 service. However, as the data for 2023 is still only the first four months, and we do not have the monthly breakdown of 2022 to compare high call rates, there may be a change in usage that is not yet detected.

Additionally, though the reach of the online articles was high, the BC 211 ad did not always appear next to the articles as online layouts were different than print layouts. This means not everyone who viewed the online articles would have viewed the BC 211 advertisement.



## Data and Metrics

### Requests for Service from BC 211 Originating in Salmon Arm – January to April 2023

Jan 1st to Apr 24th	
Month	Total Contacts 211
Jan-23	9
Feb-23	6
Mar-23	5
Apr-23	3
<b>Total</b>	<b>23</b>

Year	Individual	Service Provider	Affected 3rd Party
Jan-23	8	1	
Feb-23	5	1	
Mar-23	4		1
Apr-23	3		
<b>Total</b>	<b>20</b>	<b>2</b>	<b>1</b>

### Requests for Service from BC 211 Originating in Salmon Arm – By year

Year	Total Contacts to 211
2018	23
2019	24
2020	67
2021	85
2022	88
2023 (January to April)	23
<b>Total</b>	<b>296</b>

Year	Individual	Service Provider	Affected 3rd Party
2018	16	6	1
2019	19	2	3
2020	58	2	7
2021	71	4	10
2022	72	6	10
2023 (January to April)	20	2	1
<b>Total</b>	<b>244</b>	<b>21</b>	<b>31</b>

## Anti-Stigma Education

In conjunction with increasing awareness around available social services, the campaign also included opportunities for the community to participate in anti-stigma education. Three anti-stigma workshops were held, tailored to three distinct target audiences.

### Lived Experience Workshops

The first set of workshops were tailored for people with lived and living experience of poverty. These three-hour, in-person sessions focused on dialogue and facilitated conversation about participants' personal experiences as well as approaches to de-stigmatizing poverty. They were designed to include exercises to support participants in building the skills to share their personal stories.

What resulted was a robust discussion about stigma and how it affects individuals. The exercises and workbook tools prepared for the workshop were not covered within the time allotted and participants appreciated the opportunity to take the workbook home and complete it independently.

Part of the approach to these workshops was to embrace fluidity. Facilitators prepared materials of possible interest and ensured there was material to teach, to reflect on, and to support participants to explore their own stories. However, each workshop was different. The content focus became tailored to each group. The facilitators did not cut off the conversation to keep the workshop on schedule, and dialogue meandered through the topics.

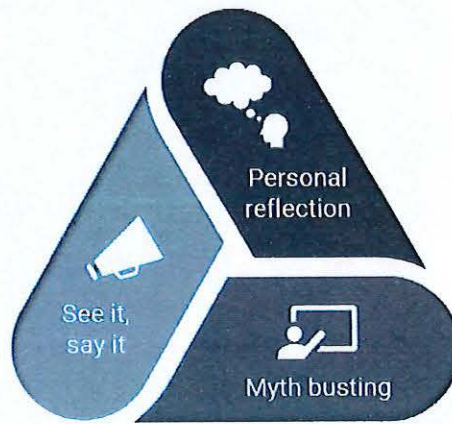
This conversational style was important to ensure that the workshops stayed engaging, shifted towards each group's curiosity and knowledge level, and gave room to examine challenging topics. This approach is part of a trauma-informed approach that honors and empowers participants to be active directors of their own learning.





## Community Webinar and Stakeholder Workshops

Next, two virtual sessions were conducted: an informative webinar for the community at large as well as a workshop for community champions and invited stakeholders. Each of the virtual sessions were 1.5 hours long and were more informative than conversational. They were designed to cover the same content about stigma and its impacts as the Lived Experience Workshops but emphasized addressing stigma through person-first language, using destigmatizing language, and addressing internal biases and stigmas.



### How to address stigma

Participants, for the most part, expressed appreciation and enjoyed the workshops. Some noted that they were glad this was being discussed as it was “sorely needed.” Participants appreciated the personal stories shared by facilitators. One concern raised by participants was that the message needed to be spread further to people who were not aware of what stigma is and how it affects people. Participants also wanted to be directed to actions they could take outside of their own attitudes and personal interactions. They were looking for places to volunteer, ways to advocate, or other active methods of continuing to break down stigma.

## Insights Gained

Participants in all three workshops were highly engaged and reported learning valuable information. Participants with lived experience were particularly enthusiastic about the workshops and shared that they felt seen, heard, and understood. Some described it as healing to participate. Several individuals said they didn't know that other people were experiencing the same things or even that their experiences were being influenced by stigma, and that learning in a safe space made them feel better. The Lived Experience workshop was able to support people in seeing themselves as advocates rather than victims or targets.

Further insights include:

- » Use a trauma-informed approach to engage people with lived and living experience. This means planning ways to make engagement opportunities a safe space for sharing and providing options for follow-up support.
- » Collaborative relationships with community partners enhances the recruitment process. Local groups and organizations have built the connection and trust needed to meaningfully engage individuals. Take the time to clarify roles and commitments regularly.
- » Plan to promote engagement opportunities through various platforms and methods to ensure diverse audience groups are reached.
- » Consider and experiment with different formats for educational opportunities (e.g., full-day workshop versus two half-day workshops, self-directed options, etc.) to ensure adequate time is available to cover content and questions.
- » Virtual sessions require active conversation management. Use an array of conversation tools (e.g., Question and Answer feature, mute function, etc.) to guide the discussion and keep it on track.
- » Help participants connect their learning to action by preparing resources and opportunities and guiding them towards the next step.

# WHAT WORKED WELL

## Trauma-Informed Approach

Trauma-informed approaches to facilitation include recognizing that the impacts of trauma are widespread and have direct impacts on individuals and communities. Stigma towards poverty can cause trauma directly and indirectly through negative experiences such as rejection, repeatedly telling one's story through a negative lens to secure resources and service access, or perpetuating poverty due to a lack of awareness of services which could disrupt the cycle.

As part of this campaign, all workshops were designed with a trauma-informed approach.

- All workshops were prefaced with an introduction that included statements on personal safety and the availability of support during the workshop. Facilitators articulated that the topic can be highly emotional, outlined ways in which facilitators could support participants, and referenced resources for further support if needed.
- Facilitators “checked expectations at the door” to allow workshops to flow in the best way for each group. Taking a flexible approach to facilitate allowed participants in the Lived Experience workshops to direct their own experiences. Insights and experiences were encouraged, and participants shared freely.
- A “circle guardian” helped ensure people had support at any time during the workshop if desired. The guardian was a second facilitator who had the stated task of taking care of the workshop participants. They invited participants to indicate if they needed support and also had the power to pause the conversation at any point. If so, the guardian would direct the whole group to do a grounding activity (three deep breaths) before continuing the workshop. The guardian could check in on participants, keep time, add insight, and ensure the flow of the workshop. Having an option for participants to ask for some support during workshop without disrupting it is a helpful tool.

*“The workshop allowed me to feel what I needed to in a healthy way.”*

*- Lived Experience workshop participant*

- Partnering with organizations for the Lived Experience workshops ensured that participants were invited by a trusted person who was also available for follow-up if needed. This structure ensures that existing trusted relationships are leveraged for the benefit of participants.

## Facilitators with Lived and Living Experience

It's important to consider the knowledge and presence of the workshop facilitator as the leader and tone setter for anti-stigma education. In this campaign, the workshop facilitator possessed lived experience of poverty and was able to draw on that experience during the webinar and workshops. By sharing personal stories throughout the classes, they were able to provide insights and relate the subject matter to real-life examples.

## Timely and Relevant Content

Participants said repeatedly that the information and workshops were timely given other events in the community. An increase in visible homelessness and limits to available services for support has been a big topic in the community. This has brought out stigmas and fears on social media and other platforms. Participants were appreciative of the conversation. Some shared that they felt they had new tools to talk about difficult subjects, like homelessness.

*"Thank you for the perspective and information. It really does outline the issues around stigma and barriers to anyone attempting to seek help."*

*- Community webinar participant*

# OPPORTUNITIES FOR IMPROVEMENT

## Promotion and Recruitment of Workshop Participants

Promotion for the community workshops proved more challenging than expected. Though recruitment for the Lived Experience workshops was successful, it was due to the efforts of partner organizations to promote and recruit participants. They recruited from within their own programs and contacts and as a result, were able to fill workshops and reach the desired number of participants.

The initial intention was that more project partners would promote the workshops and recruit people with lived experiences. While materials for this promotion were provided, it was found that posters were not effective for recruitment, or that recruitment through word of mouth, invitation, sharing with clients, etc. was not happening. Similarly, the majority of participants in the webinar and workshop were sourced through email invitation. Promotion through the City's website did result in many attendees for the webinar.

Recruitment efforts require energy and community champions to spread the word, share the event, and personally invite people. In the future, it would be best to clarify roles for promotion and ensure that project partners know how to promote and when to do so. It would be helpful to have dedicated champions of promotion and recruitment and clarify that commitment. Materials need to be provided well in advance alongside an agreed upon promotion strategy with roles.

## Content and Conversation Management

The Lived Experience workshops were not allocated adequate time to cover all of the prepared material. As a new workshop, more information was included than there was time to present. In the future, it would be recommended to extend the workshop into either a full day or two half-day events to give space for action-oriented planning and discussion. Participants of all workshops were eager to talk about solutions but there was not enough time for this.

Alternatively, a pivot in future workshops to emphasize the healing nature of understanding stigma could replace some of the content on storytelling. The individual workbook activities could be discussed with interested participants in a follow-up workshop. Participant reflections could then become part of a group or individual storytelling exercise that creates sharable materials. For virtual sessions, it's important to have proactive conversation management and be prepared to re-direct conversation when needed. In this iteration, participants had the option to unmute.

However, conversations about complex social issues can be extremely personal and fraught with emotion, sometimes leading to sidetracks in conversation. In the future, using the Question-and-Answer function instead of the chat function may be more effective to keep conversations on track.

## Prepare a Call to Action

Participants in all workshops were keen to know how to take action after the workshops. While facilitators provided Lived Experience participants with materials and ideas around personal storytelling and resources, participants wanted more sustained actions. The question of “what’s next?” arose at every event. This speaks to the eager and willing community of people in Salmon Arm who want to know how to improve the situation and support their community.

In the future, it would be good to consider facilitating these workshops in partnership with an organization or group that is working to do sustained anti-stigma work, or that is looking for volunteers. This would help give participants a place or path to channel their energy and actions after gaining more knowledge about poverty and stigma. These workshops would lend themselves well as an introduction to anti-stigma for volunteers, or as the first of a multi-part series that helps participants create their own content, such as a zine, social media page, or video.

## Data and Metrics

### Attendance and Community Participation

Date	Event	Participants
March 1	Lived Experience Workshop with Rise Up	6
March 2	Lived Experience Workshop with CMHA	9
March 3	Lived Experience Workshop with CMHA	14
April 1	Community webinar over Zoom (virtual)	20
April 3	Stakeholder workshop over Zoom (virtual)	10
<b>Total unique individuals</b>		<b>69</b>

## Final Reflections and Recommendations

*The Salmon Arm Poverty Reduction, De-Stigmatization, and Awareness Campaign helped improve social outcomes in several ways:*

1. Facilitated healing and empowerment of individuals with lived experience by incorporating and elevating their voices in campaign activities.
2. Elevated the knowledge and voices of those with lived experience to promote empathy, community building, and personal reflection around poverty.
3. Provided community members with the knowledge they need to better address prejudice and stigma in their daily lives and become better allies to those experiencing poverty.
4. Leveraged existing resources such as the Salmon Arm Observer and helped build on the work of skilled partners, improving the system of support in the community rather than adding complexity.
5. Strengthened the relationships between the City of Salmon Arm, the Social Impact Advisory Committee, and the Salmon Arm Observer who can continue to play key roles in shaping community narratives and advocacy.
6. Increased access to and availability of information about resources by promoting local services in the Salmon Arm Observer, sharing information through articles about social serving organizations, and promoting BC 211.

The anti-stigma workshops for people with lived and living experiences had a deep impact. Participants were inspired and engaged. One participant came to the workshops twice, brought a friend the second time, and attended the public webinar. She reported that these workshops have inspired her to find her voice and become a champion. Another participant became an active volunteer at one of the partner organizations, helping to expand programming. We are told that she felt this was important because of her experience at the workshop. Conversations amongst almost all participants have continued between each other and with the partner organizations.

The campaign also tested new ways to share information about community resources. Multiple methods of communications and engagement were used to distribute information and engage the community in dialogue, including print media, social media, advertisements, and both virtual and in-person workshops. As a result, tens of thousands of residents in Salmon Arm were reached through the articles. For future projects or promotions, a multi-pronged approach seems to be a viable way to spread information in Salmon Arm.

## Considerations to Address Gaps

Throughout this project three main gaps were observed that affected the outcomes of the project. While the project was successful overall, addressing these three gaps will:

1. Help continue and build on the success of this project.
2. Strengthen community preparedness to expand on this project and anti-stigma initiatives in general.
3. Continue to build awareness of services.
4. Continue to build connections, relationships, and skills of residents to support each other and their community.

## Establish a Community Volunteer Organization

During the workshop series, a common comment or question from participants was, "What can we do next?" Whether it was looking for ways to tell their story, or seeking place to volunteer or advocate, participants of the workshops and webinar were highly engaged and vested in the topic of anti-stigma. There is a strong appetite for projects or tasks that can help reduce poverty and improve community wellbeing amongst Salmon Arm Residents.

However, knowing where to direct people was a challenge. There are many community organizations in the community, but their need for volunteers varies. Recruiting and training volunteers can put pressure on organizational capacity, and applying to multiple organizations to find the right fit for a volunteer can be draining on the person wishing to offer their time and skills. Finding the best use of volunteer time takes thoughtful coordination and people who can manage application, intake, training, skills assessment, and assignment for volunteers. Similarly, that person(s) can support organizations in identifying what roles they can ask for volunteer support with, determine the scope of the roles, and assist with recruitment.





**February 2023**

# SHUSWAP SURVIVAL GUIDE

If you would like help navigating services contact

CMHA Service Navigator:

Denise Butler 250-832-8477 X102  
Or email: denise.butler@cmha.bc.ca

Compiled by:  
CMHA Shuswap-Revelstoke  
433 Hudson Ave N.E. Box 3275  
Salmon Arm, BC V1E 4S1  
Tel: 250-832-8477  
Fax: 250-832-8410

[www.shuswap-revelstoke.cmha.bc.ca](http://www.shuswap-revelstoke.cmha.bc.ca)  
[www.facebook.com/CMHAsuswaprevelstoke/](https://www.facebook.com/CMHAsuswaprevelstoke/)



Please note that inclusion of an organization does not indicate its endorsement by CMHA, nor does its exclusion imply lack of approval.

Contact CMHA to update any changes of service.

Salmon Arm currently does not have a volunteer coordination or volunteer bureau program outside of singular organizations. Given the expression of a desire to help, even if 50 percent of workshop participants volunteered for even four to eight each month, that is 34 volunteers providing between 136 and 272 hours of community support each month!

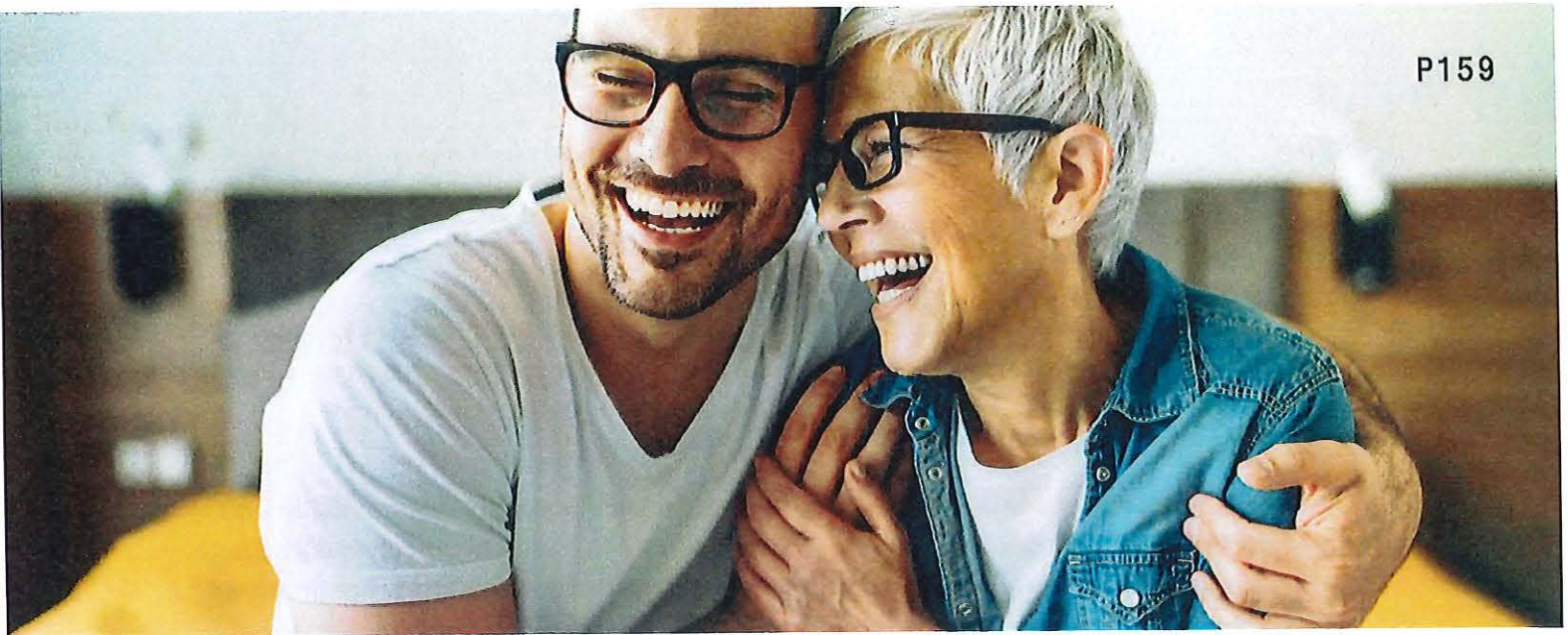
## Enhance and Promote BC 211

Providing an up-to-date, informative, and easy to use resource guide or service directory remains a challenge. Locally, the CMHA produces a community services guide. This brochure is distributed by CMHA and provided online. Peers at CHMA Shuswap-Revelstoke took the lead on editing, researching, and formatting the guide. It includes resources for the Shuswap area related to medical services, food security, community supports, government services, Indigenous community supports, legal resources, municipal services, crisis support, mental health and substance use, transportation, employment, libraries, housing, and access to basic needs (like hygiene).

The ongoing challenge with print resources such as this guide is ensuring it reaches the right audience. Presently the guide is shared with agencies and online. Another challenge is that printed guides are static, capturing the resources at a moment of time rather than being able to add updates regularly. They take a lot of work to produce and distribute. These are important resources for community, though, and distribution can be supported by efforts from the SIAC and other agencies to ensure the information is printed and displayed in as many places as possible.

Alternatively, there is BC 211. However, any directory is only as good as the information provided. It is still under-utilized, according to statistics collected to date. This service utilization can be improved by:

1. **Increased promotion to a broader audience** – Other promotional means may help, such as flyers in grocery stores, recreation centers, or other areas where a wide cross-section of people may be exposed to them, or online promotion.
2. **Increased participation by local services** – Local services have the option of updating their listings as regularly as they like via email. Keeping up to date on listings requires capacity (such as an assigned staff person) but can help the public be aware of services.
3. **Further work with BC 211 to support promotion and listing updates** – This is still a relatively new service. Communication with BC 211 indicates that there is a strong desire to make this service relevant for all BC residents. The program's early origins in the Lower Mainland mean that their historical data and tracking originate from larger metropolitan areas. Adapting this service to serve smaller communities will take time. There may be opportunities to partner together and collaborate to find solutions for promotion in this new context. BC 211 is a funded program that may be able to come with resources for this type of work.



## Increasing the Availability of Peer Supports

Peer driven programming is limited in availability in Salmon Arm. CMHA Learning Studios offers peer support workers and a variety of programming, and other organizations offer a range of programs where peers with shared experiences can meet and connect. However, during this campaign, no peer-led and facilitated organization or group was identified. Peer voices (those of people with lived and living experience of a subject or situation) can offer support, guidance, and unique perspectives to the community that help identify barriers and remove obstacles for people.

Peer programs could include but are not limited to:

- Peer navigator programs for accessing services
- Peer advocacy groups
- Peer support groups

## Considerations for Next Steps

The City of Salmon Arm and the SIAC have identified themselves as convenors in the community related to social well-being. The responsibilities connected to this role and for continued momentum with this anti-stigma work include supporting the community through being a facilitator and communicator. Moving forward, the City of Salmon Arm and SIAC can continue to work with community agencies to promote services in the community and support anti-stigma efforts. In support of this role, the following opportunities are offered for consideration:

## Promoting and Tracking Social Service Referrals

- The community can continue BC 211 promotion through the distribution of flyers or posters, available from BC 211. Posting an advertisement for their services on the City's and SIAC members' websites would help enhance visibility of the resource in the community.
- BC 211 collects data on the kinds of services that are requested, and referrals made. This information could support the SIAC in identifying emerging needs in the community. There is also an opportunity for the Committee to help share information with service providers on how to update their information and maintain accuracy on BC 211 as their services may change periodically.

## Building on Momentum in the Community

- Now that this workshop has been created it can be replicated. A future project may be to extend the Stigma Busting Through Storytelling workshop concept to include writing workshops and perhaps publication of those stories. Some communities have produced online video content or other social media spaces for sharing lived experience stories.
- The Salmon Arm Observer is interested in continuing to write and publish stories that help reduce stigma on community issues. As a resource and partner, community serving organizations can reach out to the editorial team with stories, events, or opportunities for the community to get involved and keep the conversation going.
- Explore supporting a community partner or organization's volunteer network. A Salmon Arm volunteer coordination organization could help to connect interested community members with volunteer positions. This kind of structure can also increase the capacity of organizations to host volunteers by supporting with training, screening, and intake processes. Building a network of volunteers who have some training and support to take on roles in the community would help to both build organizational capacity and assist caring community members to find ways to contribute.

Overall, this pilot-and-test campaign has surfaced several key learnings that can be used for future initiatives and campaigns. By collecting data and embracing iterative improvements, the City of Salmon Arm, the SIAC, and its partner can make informed decisions that ultimately lead to more effective and successful implementations.

Item 19.1

**CITY OF SALMON ARM**

Date: June 12, 2023

The following motion was released from the In-Camera Council Meeting of May 23, 2023:

0041-2023 (ic)

THAT: Council authorize the request from the Salmon Arm Folk Music Society to construct improvements on the City owned property located at 541 3<sup>rd</sup> Street SW subject to building permit approval.

CARRIED UNANIMOUSLY

May 15, 2023

City of Salmon Arm  
Box 40  
100 - 30 Street SE  
Salmon Arm, BC V1E 4N2

Attn: Erin Jackson, Chief Administrative Officer  
RE: Permission to build projects

Dear Erin:

The Salmon Arm Folk Music Society is seeking approval from the City to pursue two construction projects on the City owned property located on 541 3<sup>rd</sup> St SW, Salmon Arm.

The SAFMS intention with the City's support is to construct:

1. A new detached storage/works building;
2. Add 7 rooms (4 top and 3 bottom floor) to the building on the property currently used for an office.

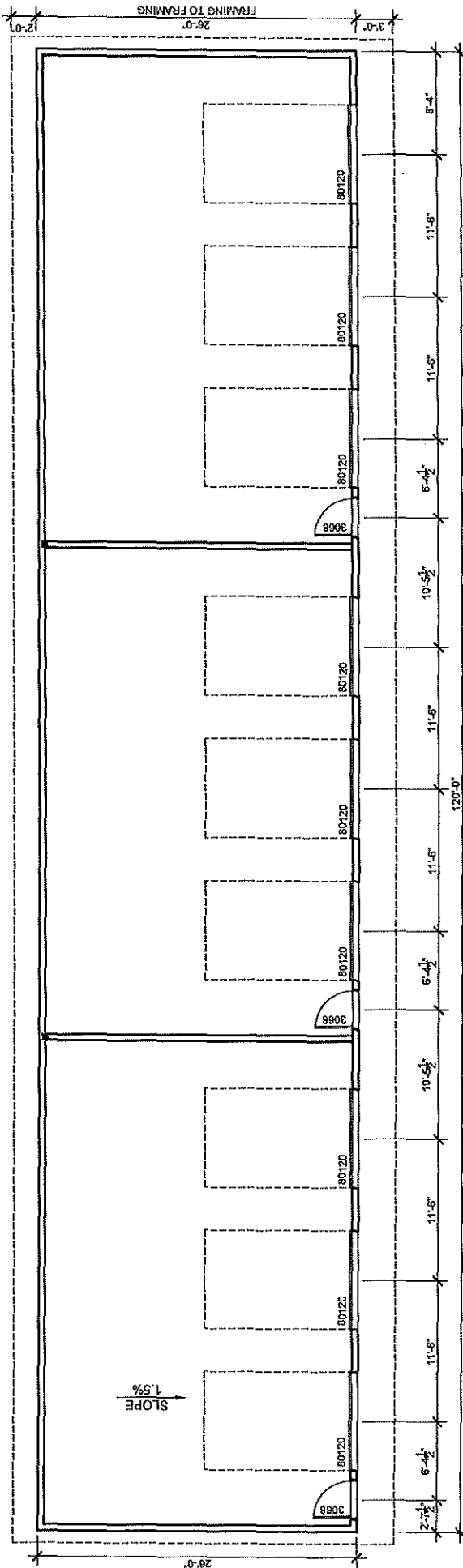
Attached to this message you will find the preliminary building plans for the two construction projects.

In the past seven years, SAFMS has invested to improve the property and we plan to spend up to \$225,000 internal funds on this project. Additional funding (\$221,250) to complete the project has been generously provided by the BC Arts Infrastructure grant program. The Provincial funding requires the project to be completed by the end of 2025.

Please do not hesitate to contact me if you require more information.

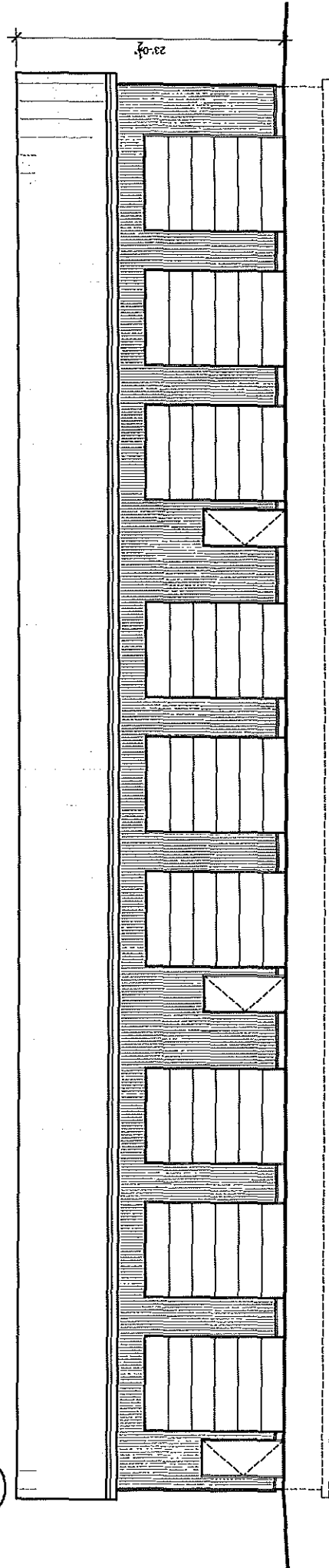
Thank you,

Toni Starkell  
Administrative Services Manager  
[clerical@rootsandblues.ca](mailto:clerical@rootsandblues.ca)



2 FLOOR PLAN

SCALE: NTS



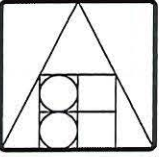
3 EAST ELEVATION

SCALE: NTS



ISSUE:	DATE:
FOR REVIEW	NOV 28, 2022

DRAWN: SH  
 DATE: NOV 28, 2022  
 SCALE: 1/8" = 1'-0" (1:20)



**BERND HERMANSKI**  
**ARCHITECT**  
 INCORPORATED  
 40 - ALEXANDER ST. N.E.  
 P.O. BOX 1438  
 SALMON ARM, B.C. V1E 4P6  
 TEL. (250) 832 7460  
 FAX (250) 832 7468  
 E-MAIL: archtyp@berhul.net

PROJECT: 15-0\_  
 SALMON ARM  
 FOLK MUSIC  
 SOCIETY  
 Renovation to  
 White House  
 SALMON ARM B.C.

DRAWING TITLE:  
**PROPOSED  
 ADDITION**  
 SITE PLAN

DRAWING NO.  
**A1**  
 OF  
 3

**PROJECT DATA:**

**CIVIC ADDRESS:**  
541 - 3rd St SW

**LEGAL DESCRIPTION:**  
LOT 1, PLAN 35473, SEC 14,  
TP 20, R10, W6M, KDYD  
PID 001-648-934

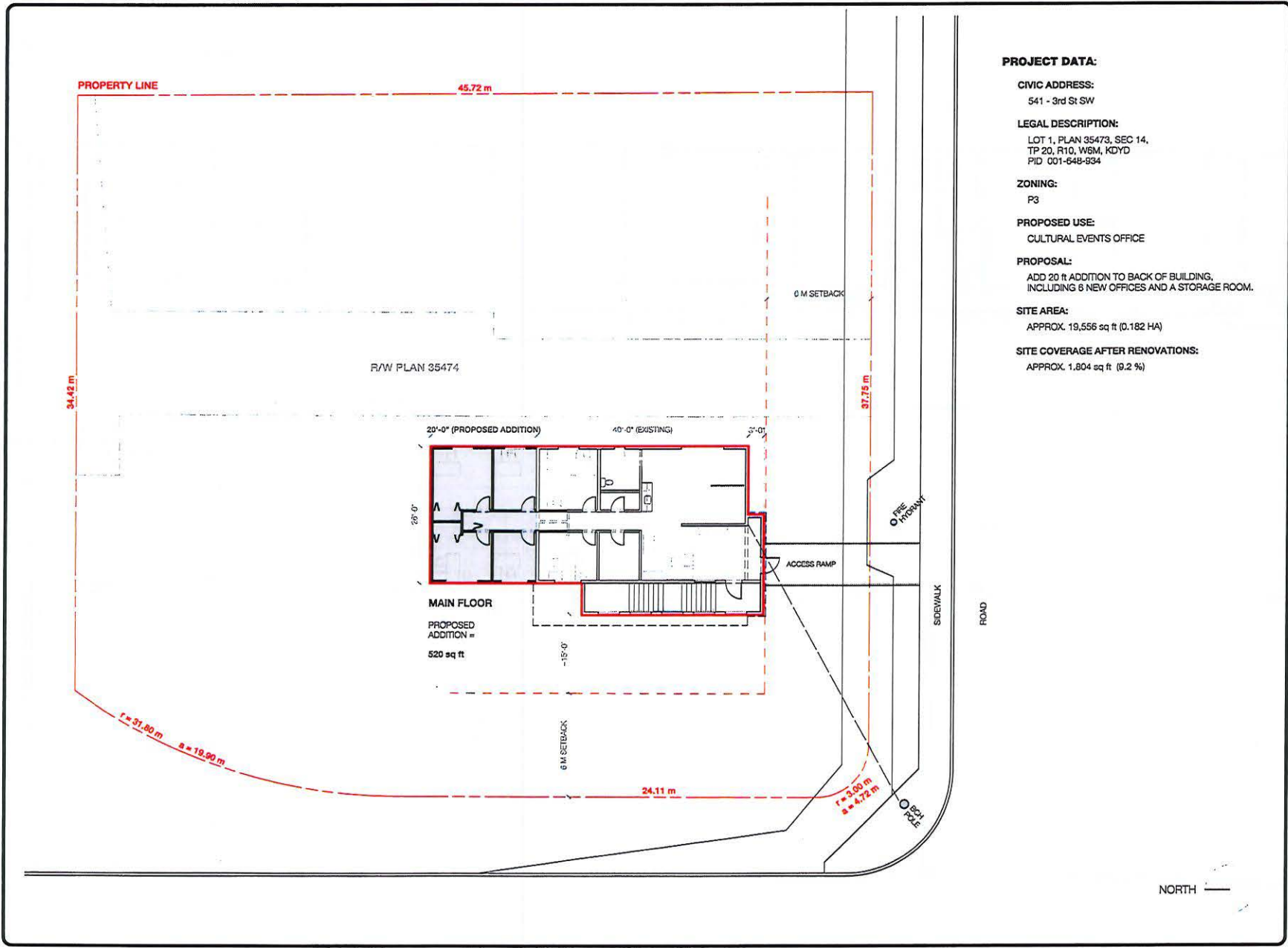
**ZONING:**  
P3

**PROPOSED USE:**  
CULTURAL EVENTS OFFICE

**PROPOSAL:**  
ADD 20 ft ADDITION TO BACK OF BUILDING,  
INCLUDING 6 NEW OFFICES AND A STORAGE ROOM.

**SITE AREA:**  
APPROX. 19,556 sq ft (0.182 HA)

**SITE COVERAGE AFTER RENOVATIONS:**  
APPROX. 1,804 sq ft (9.2 %)

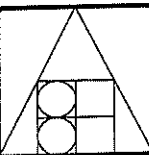




NOT FOR CONSTRUCTION

ISSUE: FOR REVIEW DATE: NOV 26, 2022

DRAWN: SH DATE: NOV 26, 2022 SCALE: 1/4" = 1'-0" (1:48)

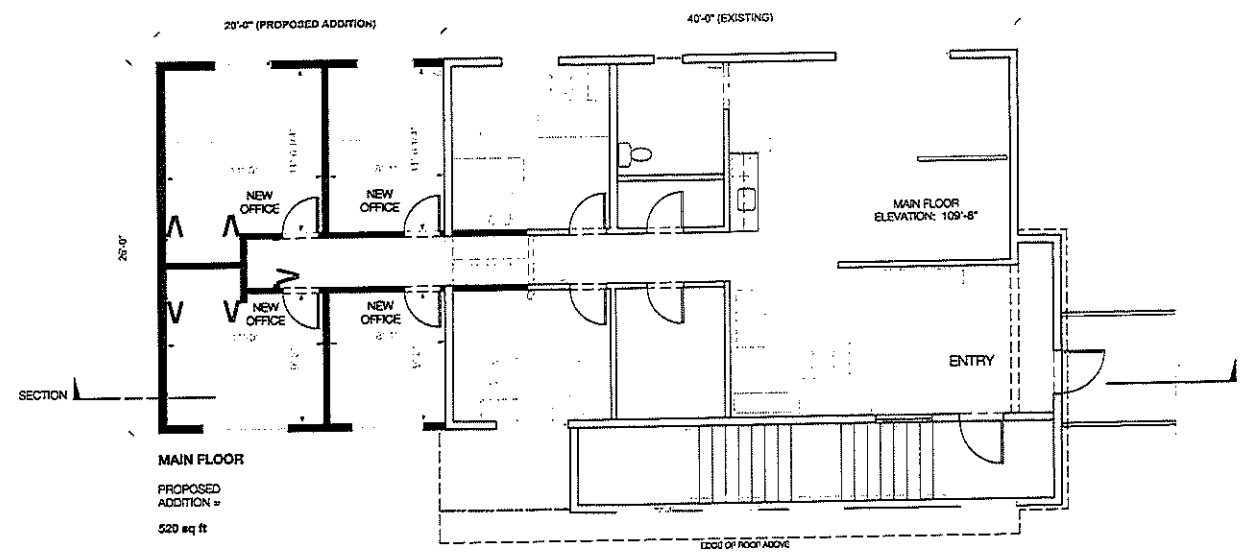


**BERND HERMANSKI ARCHITECT**  
 INCORPORATED  
 40 - ALEXANDER ST. N.E.  
 P.O. BOX 1438  
 SALMON ARM, B.C. V1C 4P6  
 TEL (250) 432 7400  
 FAX (250) 432 7456  
 E-MAIL: archtyp@shaw.ca

PROJECT: 15 - 0...  
**SALMON ARM FOLK MUSIC SOCIETY**  
 Renovation to White House  
 SALMON ARM B.C.

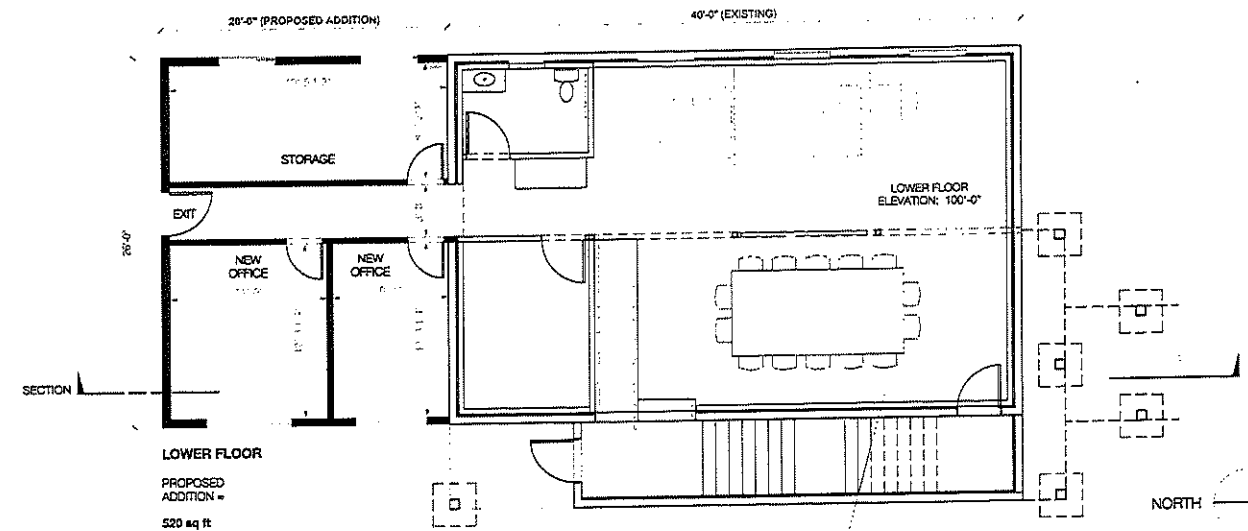
DRAWING TITLE:  
**PROPOSED ADDITION**  
 MAIN + LOWER FLOOR PLANS

DRAWING NO.  
**A2**  
 of 3



**MAIN FLOOR**  
 PROPOSED ADDITION =  
 520 sq ft

TOTAL FLOOR AREA OF PROPOSED ADDITION =  
**1,040 sq ft**



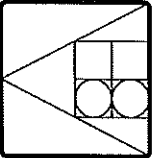
**LOWER FLOOR**  
 PROPOSED ADDITION =  
 520 sq ft

**WALL LEGEND**  
 ——— EXISTING WALLS TO REMAIN  
 - - - - - EXISTING WALLS TO BE REMOVED  
 ——— NEW WALLS

NOT FOR CONSTRUCTION

DATE: NOV 28, 2022  
FOR REVIEW

DRAWN: SH  
DATE: NOV 28, 2022  
SCALE: 1/4" = 1'-0" (1/4")

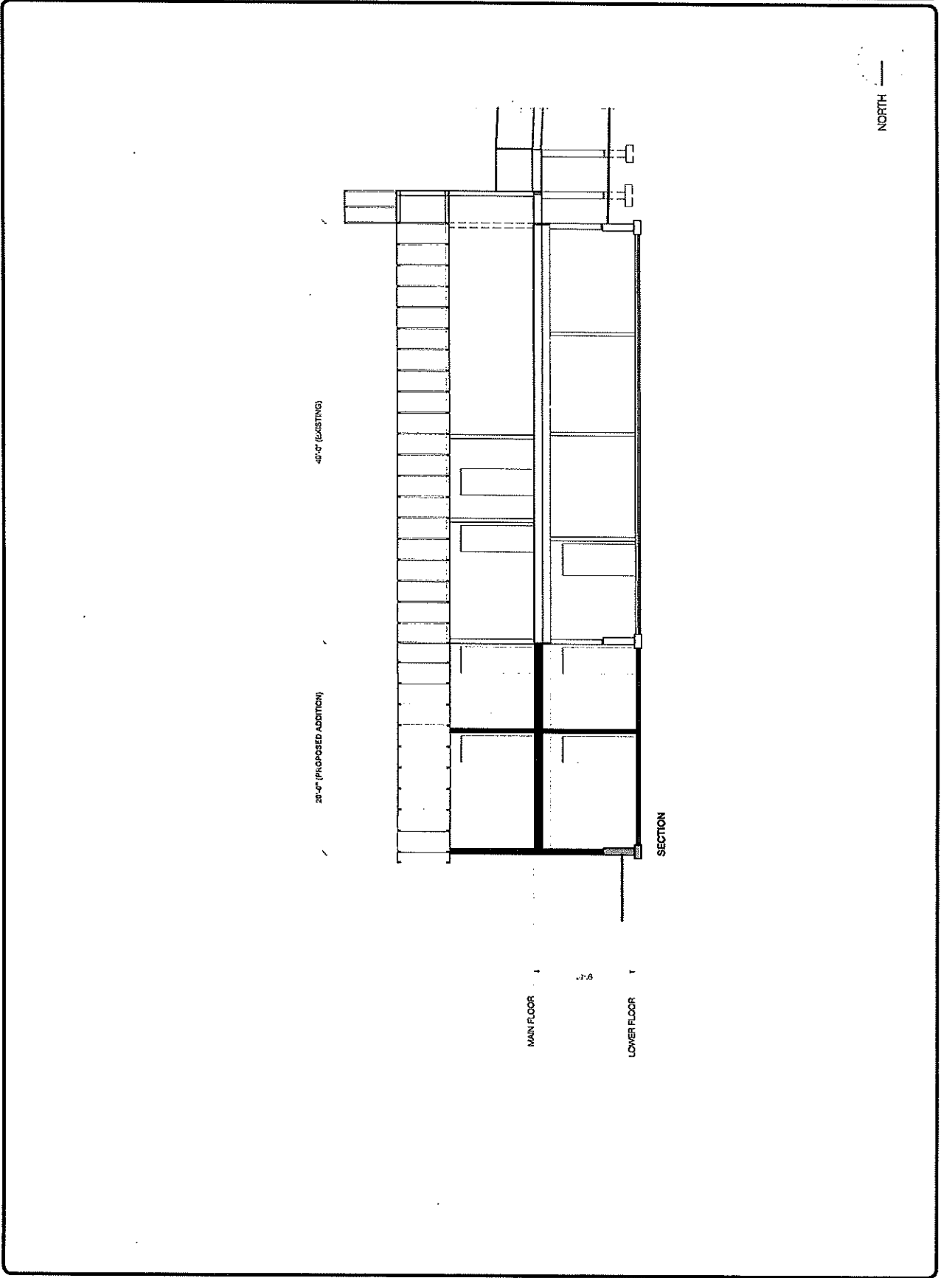


BERND HERMANSKI  
ARCHITECT  
INCORPORATED  
45 ALDENHURST, N.C.  
P.O. BOX 7420  
SALMON ARM, N.C. 28584  
TEL: (252) 837-7420  
FAX: (252) 837-7420  
EMAIL: BERND@HERMANSKI.COM

PROJECT: 157-0-  
SALMON ARM  
FOLK MUSIC  
SOCIETY  
Renovation to  
Write House  
SALMON ARM, N.C.

DRAWING TITLE:  
PROPOSED  
ADDITION  
SECTION

DRAWING NO.  
A3  
OF  
3



40'-0" (EXISTING)

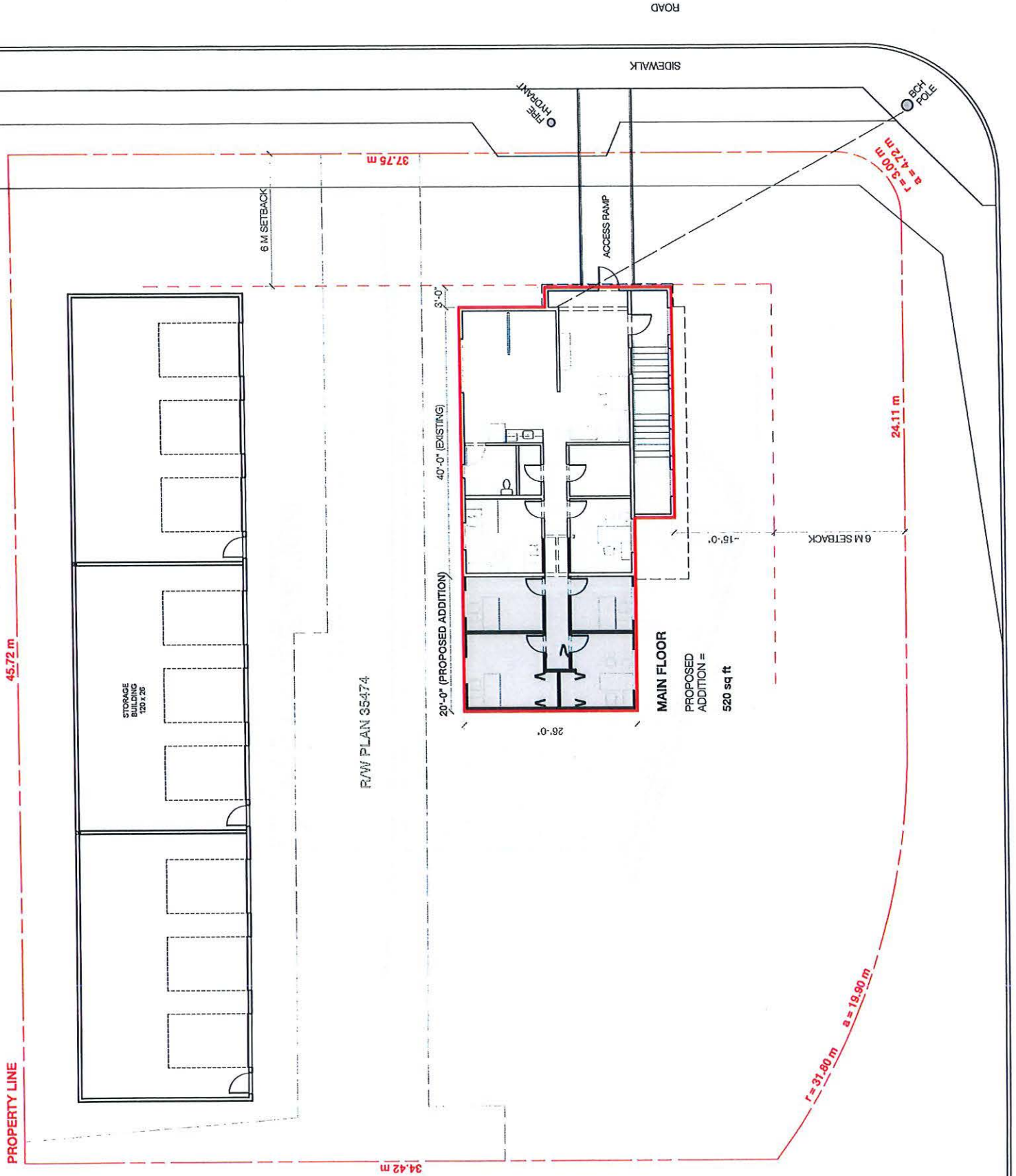
20'-0" (PROPOSED ADDITION)

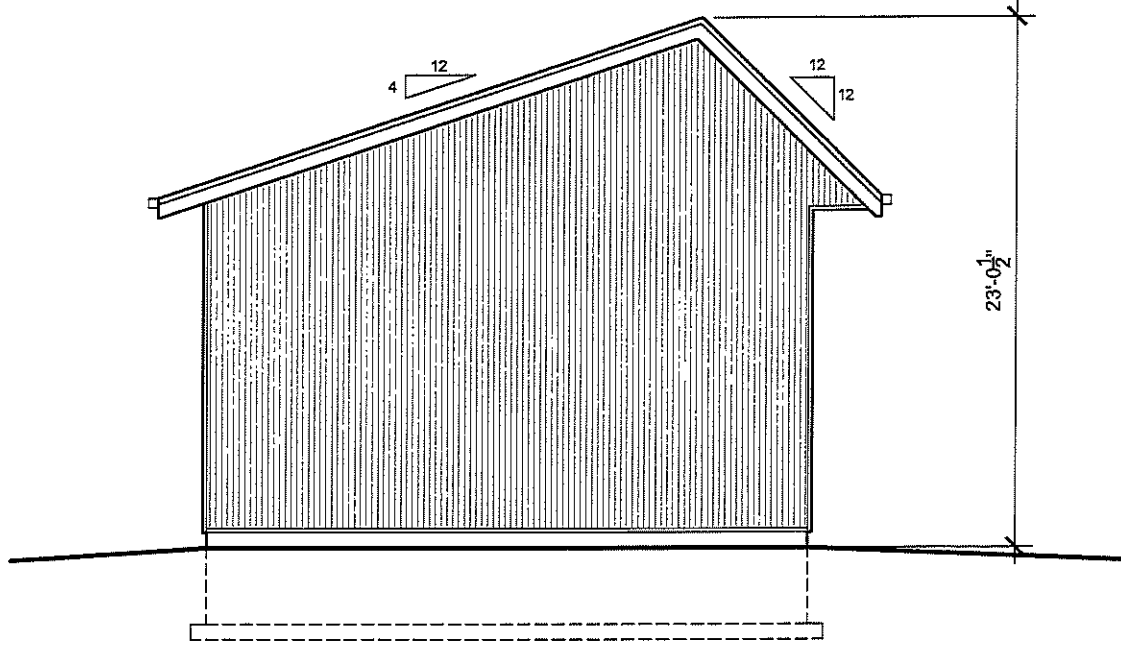
MAIN FLOOR 0.0

LOWER FLOOR -7.6

SECTION

NORTH





4 SOUTH ELEVATION  
- SCALE: NTS

Item 22.1

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-581 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for the 30 Avenue NE frontage of That Part of the North East ¼ of Section 19 shown on Plan B4242; Township 20; Range 9, W6M, KDYD, waiving the requirement to upgrade 30 Avenue NE, including road widening and ditching.

[Vandermeer, R. & M.; 2900 40 Street NE; Servicing requirements]



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TO: His Worship Mayor Harrison and Members of Council

DATE: June 8, 2023

SUBJECT: Development Variance Permit Application No. VP-581 (Servicing)  
Legal: That Part of the North East ¼ of Section 19 Shown on Plan B4242; Township 20;  
Range 9, W6M, KDYD  
Civic Address: 2900 40 Street NE  
Owner/Applicant: Ruth and Mike Vandermeer

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**MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP – 581 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for the 30 Avenue NE frontage of That Part of the North East ¼ of Section 19 Shown on Plan B4242; Township 20; Range 9, W6M, KDYD, waiving the requirement to upgrade 30 Avenue NE, including road widening and ditching.**

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**STAFF RECOMMENDATION**

THAT: Development Variance Permit No. VP – 581 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for the 30 Avenue NE frontage of That part of the North East ¼ of Section 19 Shown on Plan B4242; Township 20, Range 9, W6M, KDYD, to waive the requirement to upgrade 30 Avenue NE, subject to the owner providing the required road dedication (approximately 3.965m);

AND THAT: the owner submit a cash in lieu payment amounting to the cost of upgrades to 30 Avenue NE (including road dedication and ditching) minus the value of the road dedication (including legal and surveying fees). The final amount of the cash in lieu payment shall be approved by the City Engineer.

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**PROPOSAL**

The applicant is requesting to waive servicing upgrades that would be triggered by the proposal for the construction of a single family dwelling. A letter submitted by the applicant in support of their application is attached as Appendix 5.

**BACKGROUND**

The subject property is approximately 6.11ha (2.47ac) in area (see Appendices 1 and 2). The subject property is designated Acreage Reserve in the City's Official Community Plan (OCP) (Appendix 3). The subject property is zoned A2 (Rural Holding Zone) in Zoning Bylaw No. 2303 (Appendix 4). The A2 zoning permits agricultural development and limits residential development to a single family dwelling and a Rural Detached Suite. The subject property is within the Agricultural Land Reserve (ALR).

Adjacent land uses include the following:

- North: A2 (Rural Holding Zone) – Agriculture and Single Family Residence
- South: A2 (Rural Holding Zone) – Agriculture and Single Family Residence

East: A2 (Rural Holding Zone) – Agriculture and Single Family Residence

West: A2 (Rural Holding Zone) – Agriculture and Single Family Residence

The applicant has submitted a Building Permit for a single family dwelling. As a requirement under the Building Permit, the applicant is required to upgrade 30 Avenue NE to the Rural Local Road (RD-7) Standard. Cost estimates, provided by the applicant's consulting Engineer, for the upgrades are \$77,042.96. 30 Avenue NE in this section is approximately 198m in length (Appendix 6). Servicing upgrades to the 40 Street NE frontage are not required. The subject property does not use 30 Avenue NE for access.

## COMMENTS

### Engineering Department

The Engineering Department has provided comments which form the basis for the above staff recommendation. The Engineering Department comments are attached as Appendix 7. Staff do not support the variance request and cite that the existing road width does not accommodate two-way traffic, therefore, road dedication and a cash in lieu contribution for the future improvement of 30 Street NE is needed to address this concern. Staff have presented a compromise that should the owner dedicate the land needed to widen the road, the land value, legal and survey costs incurred by the owner can be deducted from the cash in lieu contribution.

At the June 5, 2023 the Development and Planning Services Committee requested that staff provide estimates for land surveying, legal and land values. The information is included as Appendix 8.

### Building Department

No concerns

### Fire Department

No response

### Public Consultation

Pursuant to the *Local Government Act* and the 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 June 12, 2023.

### Planning Department


When considering servicing variances a number of factors are taken into consideration, including physical or legal constraints such as ALR status, scale of proposed development and growth potential in the area. The subject property is outside the Urban Containment Boundary and is within the ALR – development potential on the subject property and adjacent properties is limited given the lack of servicing, OCP polices and ALR designation.

Generally, road improvements, such as road widening and construction, occur at the time of development or as capital projects. Lands within the Acreage Reserve designation of the OCP have limited development potential and there are few infrastructure demands in these areas due to lower density. Infrastructure improvements in the Acreage Reserve area are rarely made a priority as capital projects and with limited development potential infrastructure improvements through development do not occur often. The Subdivision and Development Servicing Bylaw is structured so that should a Building Permit be applied for there is an opportunity for the City to evaluate existing infrastructure and require levels be brought to current standard. In the staff analysis of a servicing variance, the timing and location of capital projects and the development potential of adjacent lands are considered.

Staff recognize that there are constraints on future development potential in the area; however, completely offsetting the cost of upgrading and construction of 30 Avenue NE onto the future developer/land owners or the City is problematic. Waiving the requirements entirely would place additional financial burden on the City for the improvements in the future or increase costs onto future developers of adjacent properties. Staff do not recommend the variances as requested by the applicant be granted and have provided an alternative to providing the full scope of servicing requirements.



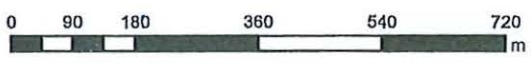
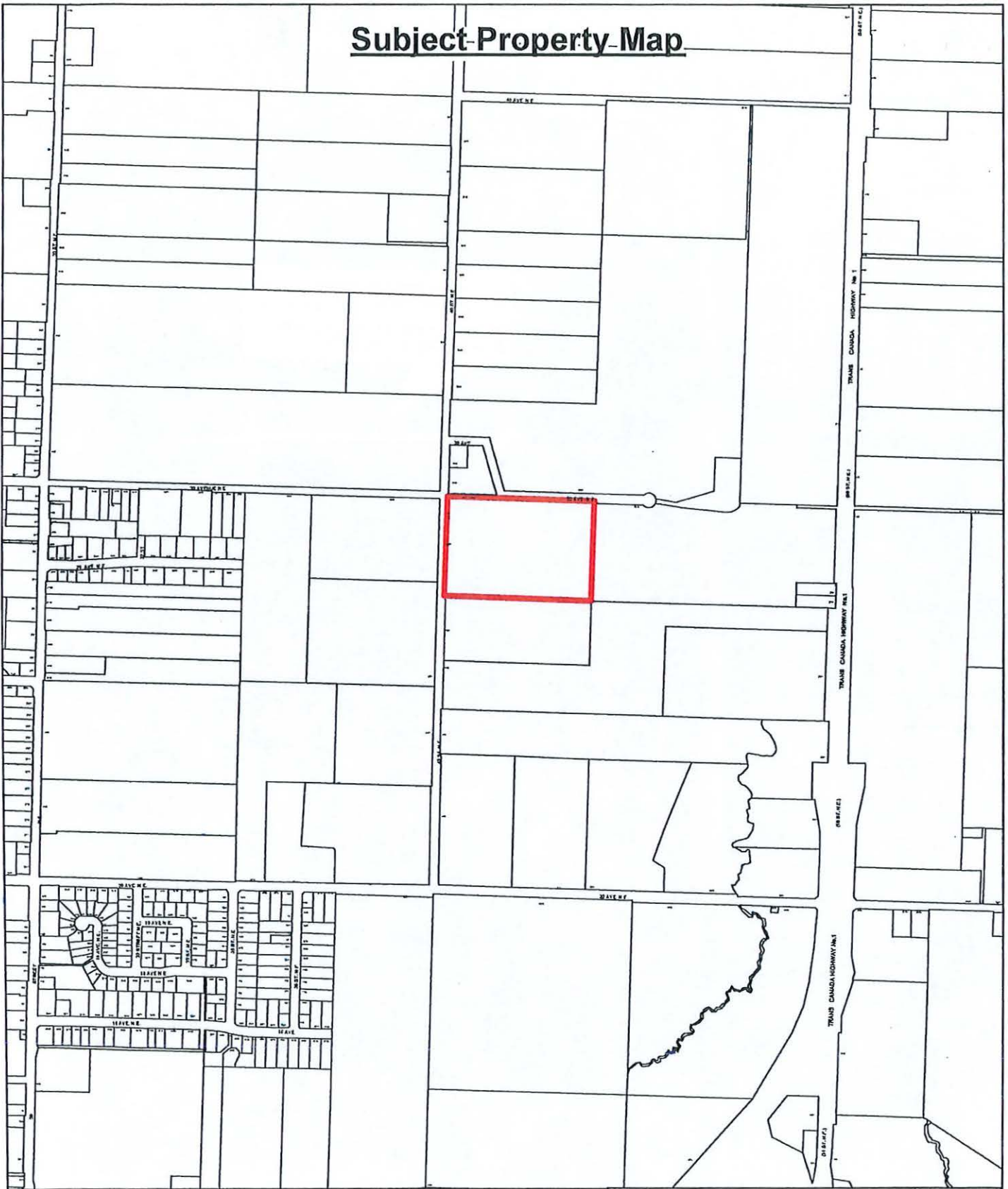
Prepared by: Melinda Smyrl, MCIP, RPP  
Planner

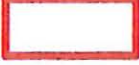
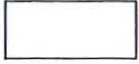


Reviewed by: Gary Buxton  
Director of Planning and Community  
Services

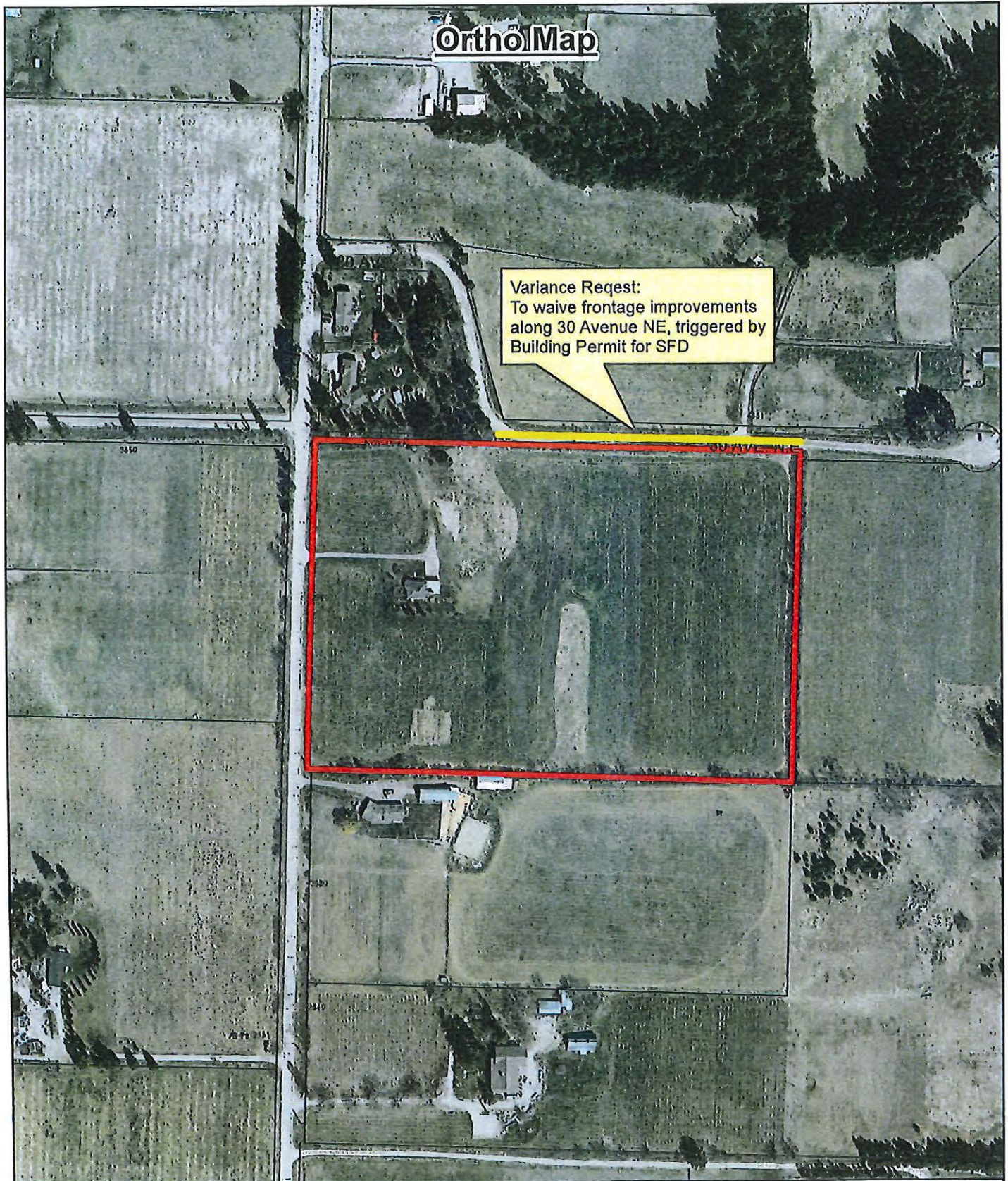


# Subject Property-Map



-  Subject Property
-  Parcels

P174



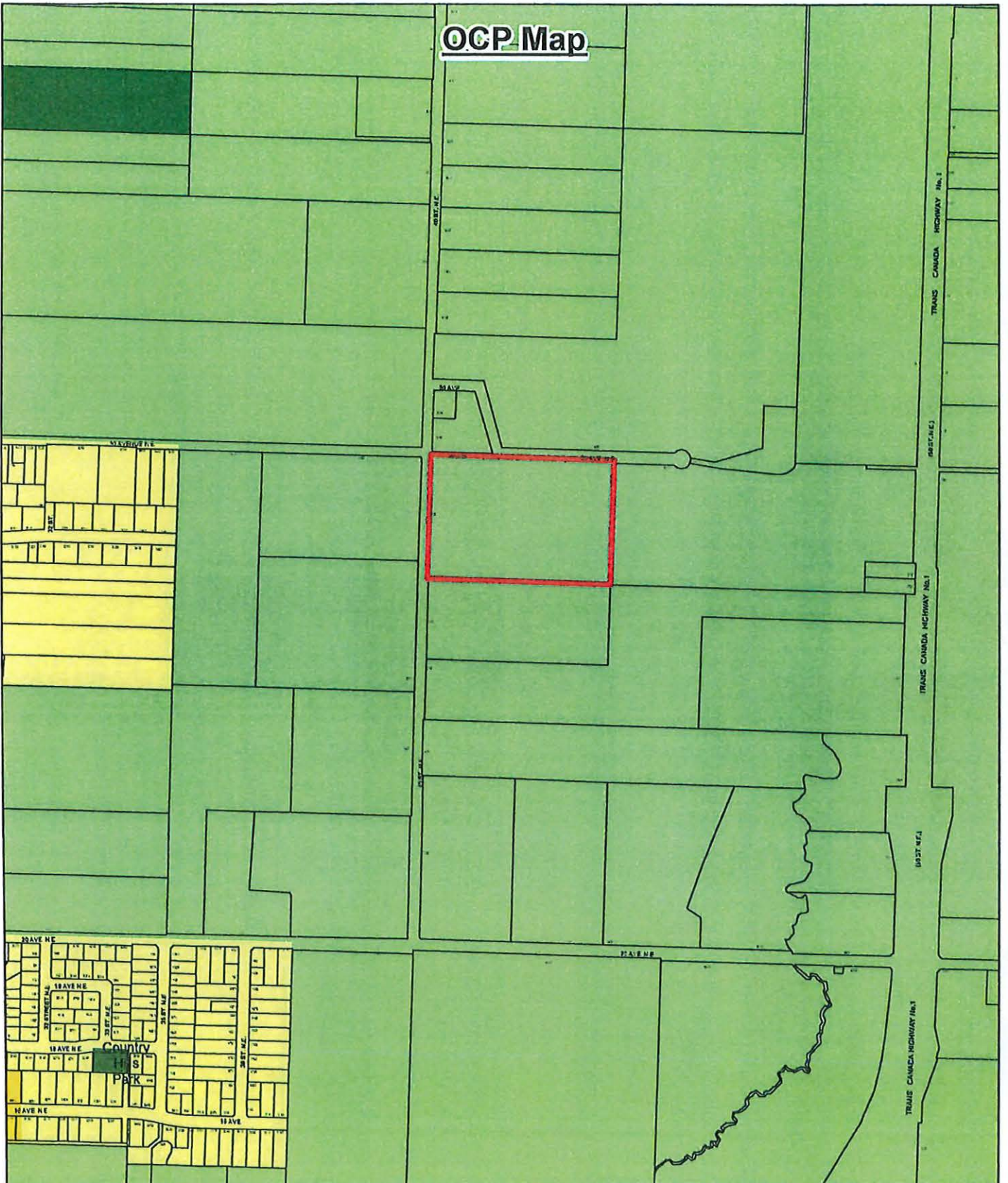
Subject Property



Parcels

Aerial Photo Date: 2021

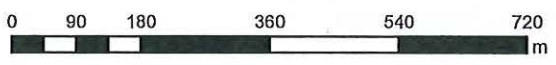
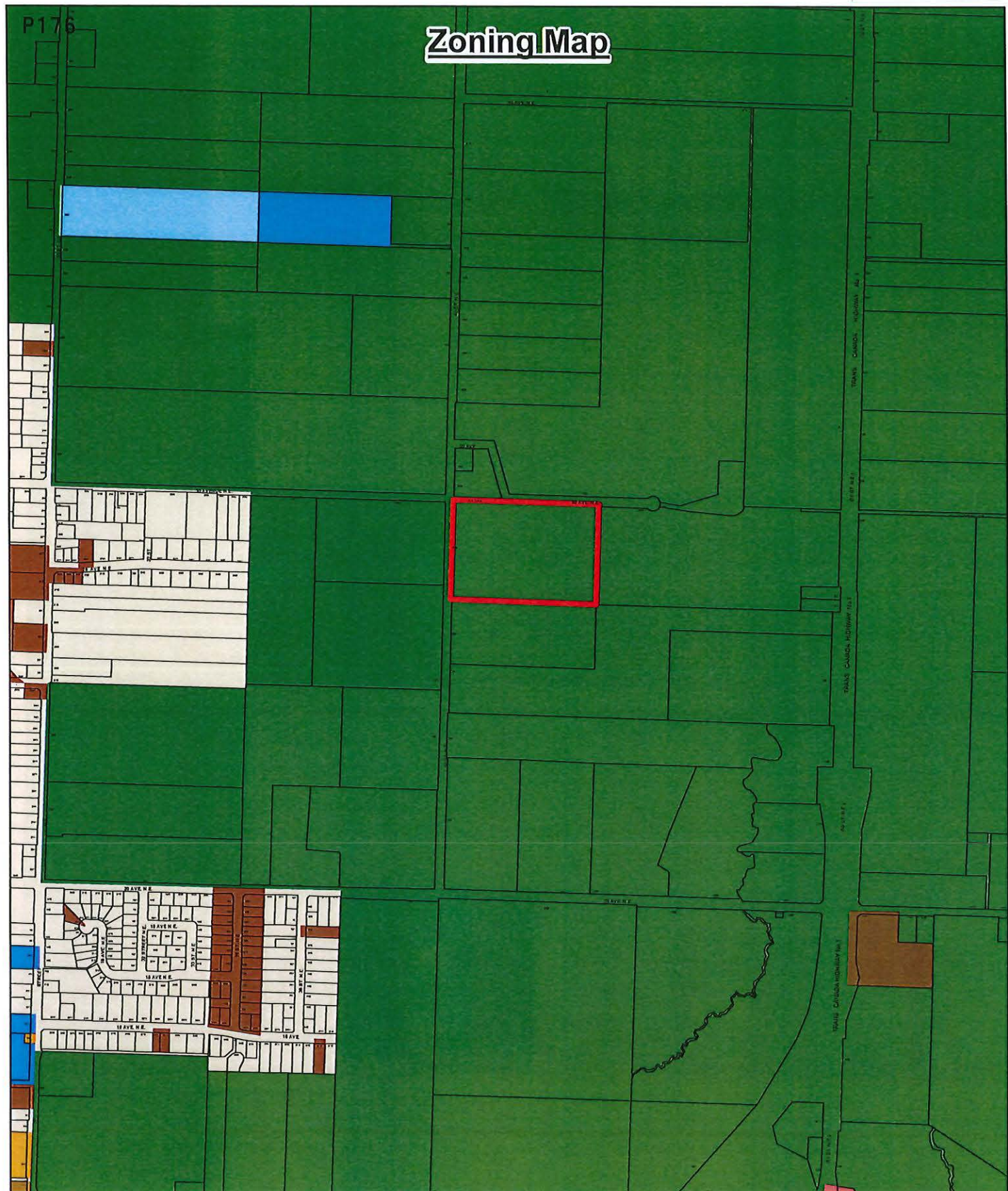
**OCP Map**



- Subject Property
- Park
- Acreage Reserve
- Park
- Residential - Low Density
- Residential - Medium Density
- Commercial - Highway Service / Tourist

P176

# Zoning Map



	Subject Property		A-2		C-6		R-4
	Parcels		C-3		P-1		R-5
			C-4		P-3		R-6
			C-5		R-1		R-8

March 16<sup>th</sup> 2023

Variance permit Application: Ruth and Mike Vandermeer

Requesting variance to Bylaw # 4163

**History** (Refer to attached aerial view of property and adjacent properties)– The City of Salmon Arm has requested road upgrades under Bylaw 4163 to 30<sup>th</sup> Ave Ne. These upgrades have been triggered by our residential building permit.

**Property Address:** 2900 40<sup>th</sup> St. NE

**Property Size:** 15 Acres

**Construction type:** Single family residence

**Current Building Permit #** 17267B

**Property Description:** Our property is bordered on the west by 40<sup>th</sup> Street NE (Paved Road), which provides sole access to our (under construction) residence via the existing driveway. To the North, part of our property is bordered by 30<sup>th</sup> Ave NE, which ends in a cul-de-sac. This road provides access to 3 rural properties. The road works being requested by the City are where 30<sup>th</sup> Ave NE partially runs parallel along our property line on the North side

Rationale for variance request – Refer to Bylaw 4163

### Section 3.0:

3.1.2 (i) There is no need for the capacity for increased flow as;

- a) 30 Ave NE is a no through road that ends in a cul-de-sac.
- b) Just 3 rural properties are accessed along 30 Ave NE at or near the end of the cul-de-sac. All are zoned A-2 and are designated as Acreage Reserve in the OCP. None of these properties are likely to be developed in the future
- c) We will not be requiring any access to our property via 30 Ave NE. We will be accessing our new home via the existing driveway off 40<sup>th</sup> St. NE
- d) We are not developing our property. We are simply building a single family home. We would understand if we were subdividing and requiring access and services off 30 Ave NE. Such a development would result increased traffic flow, but that is not the case with our construction.

3.1.2 (ii) Safety is not a concern:

- a) We are not now, nor will we in the future be drawing on any services that may be present along 30 Ave NE
- b) If safety has been a concern in the past, then why hasn't the City addressed it already?

### Section 5.0:

5.3.1 (a)(b) Exemptions

- a) The bylaw plainly states that new works and services shall not be required where
  - a. "The Development is limited to the construction of an addition to a Low Density Residential Dwelling or the construction of a Building or Structure accessory to a Low Density Residential Dwelling" – *We understand that ours is not an addition to an existing low density dwelling, but we don't understand why the building of a new home of the same location as the old home,*

*which utilizes no more land including building and landscaping as the old home, would face different rules as an addition. Theoretically, certain additions to homes may require different access, or require services on an adjacent street – why would those be exempt?*

- b. *“Existing Works and Services have sufficient capacity for any demands directly attributable to the proposed Development.” Our construction in no way impacts any existing works and services in place along 30<sup>th</sup> Ave NE.*

**Further:**

1. As mentioned, 30<sup>th</sup> Ave NE does not provide any access to our property, therefore, the upgrades would provide no value or benefit to us in any way - no additional or improved access or services and no increase in property value. Any improvement to this road would be for the sole benefit of the 3 rural properties that are accessed from 30 Ave NE.
2. 30<sup>th</sup> Ave NE has received recent upgrades (ditching/grading) to the East of our property line extending towards the end of the road at the cul-de-sac. These improvements end at our property line on the Northeast corner. We are not sure why these improvements weren't completed to extend along 30<sup>th</sup> Ave NE where it runs parallel to our property.
3. We are not developing our property. We are simply rebuilding a new home on a pre existing home site . We would understand if we were subdividing and requiring access and services off 30<sup>th</sup> Ave NE as a development would result in increased traffic flow etc., but that is simply not the case.
4. With the addition of our new home onto this property, the City will benefit from an increase in assessment value and thusly, increased tax revenue for many years to come. That in turn will help provide funding for any future upgrades to 30<sup>th</sup> Ave NE

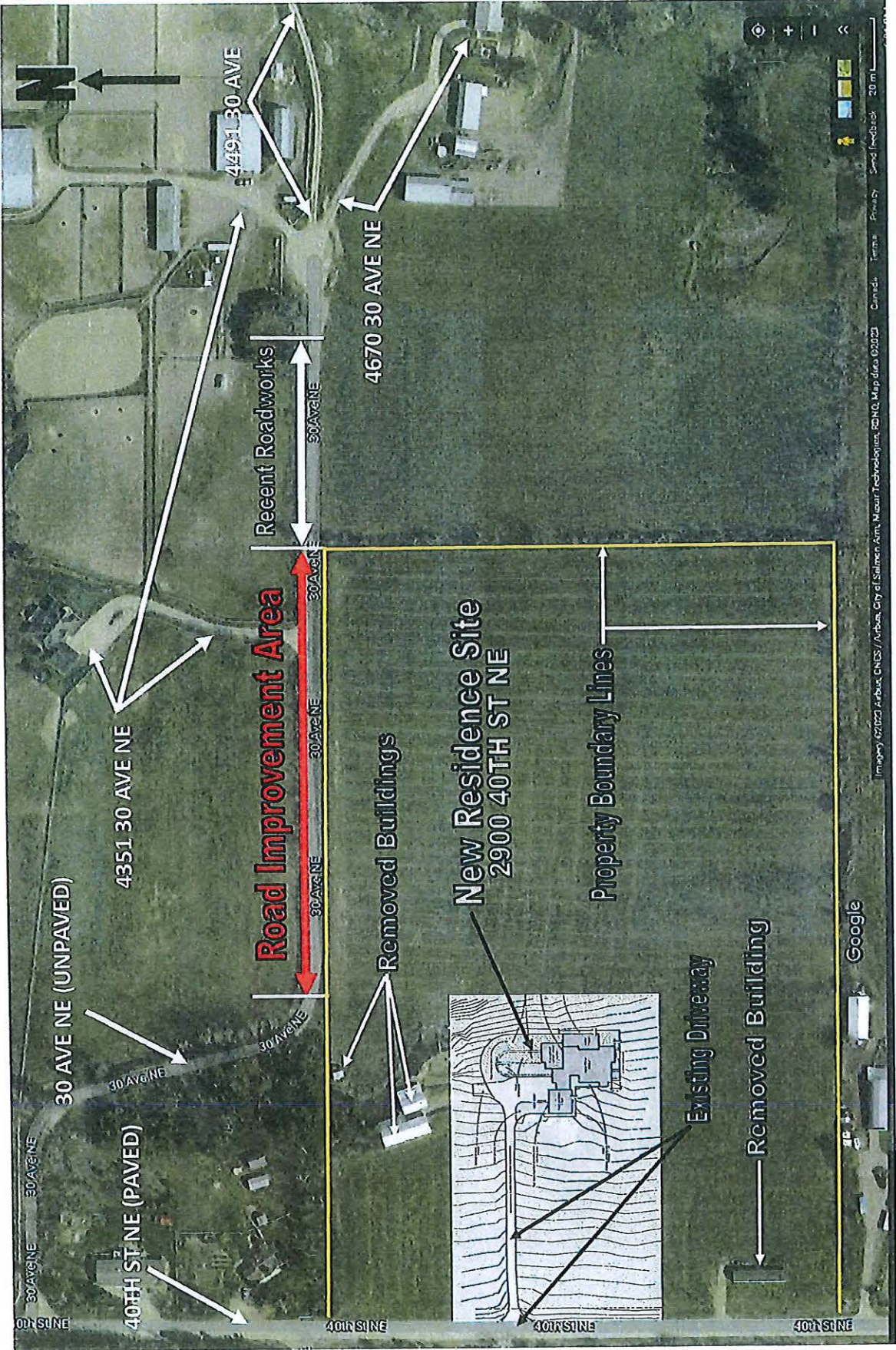
Thank you for your attention and consideration.



Ruth Vandermeer



Mike Vandermeer



MIKE AND RUTH VANDERMEER  
OCTOBER 2022  
2900 - 40th STREET NE SUBDIVISION  
OPINION OF PROBABLE COST

SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES  
(\*Denotes Nominal Quantity)

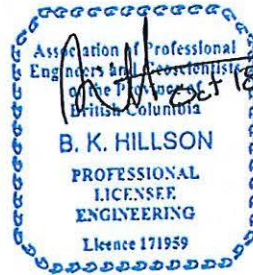
Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE \$	AMOUNT \$
<b>1.0</b>	<b>ROADS AND EARTHWORKS SECTION 1</b>				
1.1	Clearing & Grubbing	LS	1	\$ 5,000.00	\$ 5,000.00
1.2	Common Excavation and Disposal	m <sup>3</sup>	890 *	\$ 20.00	\$ 17,800.00
1.3	Supply & Place Sub-Base	m <sup>3</sup>	240 *	\$ 75.00	\$ 18,000.00
1.4	Supply & Place Base	m <sup>3</sup>	25 *	\$ 95.00	\$ 2,375.00
1.5	Supply & Place Shouldering	m <sup>3</sup>	25 *	\$ 150.00	\$ 3,750.00
	<b>Sub-Total: Roads and Earthworks</b>				<b>\$ 46,925.00</b>
<b>2.0</b>	<b>STORM SEWER WORKS SECTION 4</b>				
2.1	Ditching	m	190 *	\$ 45.00	\$ 8,550.00
	<b>Sub-Total: Storm Sewer Works</b>				<b>\$ 8,550.00</b>

SUMMARY					
<b>1.0</b>	<b>ROADS AND EARTHWORKS</b>				<b>\$ 46,925.00</b>
<b>2.0</b>	<b>STORM SEWER WORKS</b>				<b>\$ 8,550.00</b>
					<b>\$ 55,475.00</b>
<b>3.0</b>	<b>ENGINEERING</b>				
	Design/Inspection/Records (as per quote)			\$ 16,235.00	
	Geotechnical Testing (3%)			\$ 1,664.25	\$ 17,899.25
	<b>SUB-TOTAL</b>				<b>\$ 73,374.25</b>
	<b>GST (5%)</b>				<b>\$ 3,668.71</b>
	<b>TOTAL</b>				<b>\$ 77,042.96</b>



**\*Opinion of Probable Cost Notes**

- 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 and materials at the time of construction, thereby affecting the final cost.
- 3) Prices do not include BC Hydro, Telus, Gas, Legal Survey (BCLS) and property/right-of-way acquisitions.
- 4) Prices do not include Geotechnical, Environmental and Archaeological studies, reviews and approvals.
- 5) Unit Prices are estimated In 2022 Canadian Dollars for similar works and exclude taxes.



**EGBC #1000946**



*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Director of Development Services  
 DATE: 11 May 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 581**  
 OWNER: **R. Vandermeer, - 2900 – 40 Street NE, BC V1E 1Z6**  
 AGENT: **Mike Vandermeer**  
 LEGAL: That Part of the North East ¼ of Section 9 Shown on Plan B4242:  
 Township 20, Range 9, W6M, KDYD  
 CIVIC: **2900 – 40 Street NE**

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Further to the request for variance dated 23 March, 2023; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variance.

**The applicant is requesting that Council waive the requirements of the Subdivision and Development Servicing Bylaw No. 4163 (SDSB) to upgrade the frontage on 30 Avenue NE to the Rural Local Road (gravel) standard (RD-7).**

**Background:**

Where construction of a home is proposed on bareland within the rural area, the SDSB requires full upgrade of the road(s), works and services within the property's frontage. This generally helps to bring the existing City roads closer to the current approved standards.

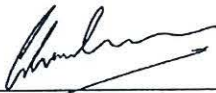
The subject property has extensive frontage onto 40 Street NE which is constructed to the current rural standard, and no upgrades are required. However, the property also has frontage onto 30 Avenue NE at rear / side of the property which currently only has a road width of 4.5 to 5.2m, with no shoulder. The RD-7 standard is 7.3m road width with a 1.25m shoulder, and it is generally accepted that for two vehicles to pass safely a minimum width of 6.0m is required.

Insufficient road width makes two way traffic difficult, especially in rural areas with large farm vehicles. However, 30 Avenue NE is a very quiet cul-de-sac with only 3 properties beyond the subject property and further subdivision is not supported by the OCP.

It is noted that the City does not have sufficient dedication in this location to widen the road and ditching, and 3.965m additional dedication is required (to be confirmed by a BCLS). Widening could be completed under a right of way from the subject property, which can be requested at Building Permit stage, but it would be preferable if the applicant was willing to provide the additional 3.965m dedication that is required.

**Recommendation:**

The Engineering Department recommends that the request to waive the requirements of the Subdivision and Development Servicing Bylaw No. 4163 (SDSB) to upgrade the frontage on 30 Avenue NE to the Rural Local Road (gravel) standard (RD-7) be denied. The current road width does not meet the bylaw standard and although 30 Avenue NE has low traffic volumes, widening the road to allow for two way traffic will improve traffic safety in this location. **Should the owner be willing to provide the additional 3.965m of dedication that is required from the subject property on the 30 Avenue NE frontage, staff would support a cash in lieu payment for the future road widening less the value of the dedication given, together with legal and surveying costs.**



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**Chris Moore**  
Engineering Assistant



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

Address	Legal	Survey	Area	BC Assessment Land Value (2023)/ Parcel Area (GIS)	Per m <sup>2</sup> rate based on BC Assessment Land Value (2023)	Estimated value for land area for road dedication	Estimated Costs for Land, Legal Fees and Surveys	OPC
2900 40 St NE VP-581	\$5,000	\$15,000	199 (measured GIS) x 3.965 (from plan M18312) = 789.035 m <sup>2</sup>	\$54,283/ 60,769m <sup>2</sup>	\$0.93/m <sup>2</sup>	\$733.80	<b>\$20,733.80</b>	\$77,042.96

Item 22.2

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-567 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for the frontage of Lot 1, Section 30, Township 20, Range 9, W6M, KDYD, Plan EPP123104 as follows:

- i) waive the installation of a bike lane (including ditching);
- ii) waive the provision of a Statutory Right of Way in favour of the City for the bike lane; and
- iii) waive the installation of one (1) fire hydrant.

[McLeod, T./Launch Construction Ltd.; 3390 30 Street NE; Servicing requirements]

2. Development Variance Permit Application No. VP-567 [McLeod, T./Launch Construction Ltd.; 3390 30 Street NE; Servicing requirements]

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-567 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for the frontage of Lot 1, Section 30, Township 20, Range 9, W6M, KDYD, Plan EPP123104 as follows:

- i) waive the installation of a bike lane (including ditching);
- ii) waive the provision of a Statutory Right of Way in favour of the City for the bike lane; and
- iii) waive the installation of one (1) fire hydrant.

T. McLeod, the applicant, outlined the application and was available to answer questions from the Committee.

DEFEATED UNANIMOUSLY

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-567 be authorized for issuance as follows:

- i) waive the installation of a bike lane (including ditching); and
- iii) waive the installation of one (1) fire hydrant.

AND THAT: the owner provide the road dedication for the required off-site works.

CARRIED UNANIMOUSLY

To: His Worship Mayor Harrison and Members of Council

Date: June 8, 2023

Subject: Variance Permit Application No. VP-567 (Servicing)

Legal: Lot 1, Section 30, Township 20, Range 9, W6M, KDYD, Plan EPP123104

Civic Address: 3390 – 30 Street NE

Owner: Terry McLeod

Agent/Applicant: Launch Construction Ltd. (Brad Long)

### MOTION FOR CONSIDERATION

**THAT: Development Variance Permit No. VP-567 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for the frontage of Lot 1, Section 30, Township 20, Range 9, W6M, KDYD, Plan EPP123104 as follows:**

- i) waive the installation of a bike lane (including ditching);**
- ii) waive the provision of a Statutory Right of Way in favour of the City for the bike lane; and**
- iii) waive the installation of one (1) fire hydrant.**

### STAFF RECOMMENDATION

**THAT:** Development Variance Permit No. VP-567 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for the frontage of Lot 1, Section 30, Township 20, Range 9, W6M, KDYD, Plan EPP123104 as follows:

- i) waive the installation of a bike lane (including ditching) and;
- ii) waive the installation of (1) fire hydrant.

**AND THAT:** the owner provide the road dedication for the required off-site works;

**AND FURTHER THAT:** the applicant/owner submit a cash in lieu payment amounting to the cost of bike lane installation (including road dedication and ditching) minus the value of the road dedication (including legal and surveying fees). The final amount of the cash in lieu payment shall be approved by the City Engineer.

### PROPOSAL

The applicant is requesting to vary Subdivision and Development Bylaw No. 4163 to waive the requirement to upgrade the existing roadway to the required standard. The requirements to upgrade the road frontage are triggered by a building permit for a single-family dwelling. The owner has provided a letter of rationale in support of their application (Appendix 6).

### BACKGROUND

The subject property is in the North Broadview area and is designated Acreage Reserve (AR) in the City's Official Community Plan (OCP), zoned A-2 (Rural Holding) in the City's Zoning Bylaw and is entirely within the Agricultural Land Reserve (ALR) (Appendices 1 to 5). The property is approximately 30 acres in size and currently contains an older (built in 1930) single-family dwelling (that is to be demolished) and two

accessory buildings/structures. All lands within the ALR are subject to the regulations of the Agricultural Land Commission.

Adjacent land uses include the following:

North: single family dwelling and accessory buildings/structures (ALR)	Zoned A-2
South: vacant lot (ALR)	Zoned A-2
East: single family dwelling and accessory buildings/structures (ALR)	Zoned A-2
West: 30 Street NE; single family dwellings	Zoned A-2, R-1, & R-8

## COMMENTS

### Fire Department

No Fire Department concerns.

### Engineering Department

Engineering staff have provided a response to the application (Appendix 7). The RD-9 Rural Arterial Road Cross-Section is included as Appendix 8. An Opinion of Probable Costs (OPC) provided by Lawson Engineering is included as Appendix 9. The OPC amount of \$162,910.44 does not include surveying or legal costs that may be associated with the construction of the works. The approximate area affected by the improvements is shown on the map included as Appendix 10.

Staff are recommending that the owner provide a cash in lieu payment for the installation of the bike lane and ditching so that the works may be completed at a later date. Typically, the cash in lieu amount is calculated from the OPC that is provided by the owner's consulting engineering. However, given the complexity of the legal status of the road, staff is recommending that this be taken into account. The amount suggested is calculated by obtaining the value of the land (total area for road, bike lane and ditching) and subtracting the legal and surveying costs undertaken by the owner.

As shown on Appendix 10, the subject property line extends to the centerline of 30 Street NE. In this location, 30 Street NE fronting the subject property is deemed by staff to be a *Transportation Act* Section 42 Road, meaning that if public money is spent on a travelled road, then the travelled portion (asphalt to asphalt) is deemed and declared to be a highway. City records indicate that 30 Street NE has been maintained as a public road.

The required off-site works are to be constructed outside of the existing asphalt area, beyond that portion of "Section 42" road. In order to construct the required off-site works, the total area of road, bike lane and ditching must either be dedicated to the City as 'road' or a statutory right of way granted in favour of the City. The dedication or right-of way area is approximately 2022m<sup>2</sup> and would have to be confirmed by a surveyor. Appendix 10 shows the approximate amount of land that that would be needed for the road dedication or Statutory Right of Way.

It should be noted that at the time that the bike lane and ditching is to be installed by the City it is likely that ALR regulations would require additional approvals from the ALC in order to permit a trail corridor through ALR land.

As noted in the staff recommendation and the enclosed report from the Engineering Department, waiving the requirement to install one fire hydrant is supported as Engineering staff feel that the installation of the fire hydrant would not significantly improve fire safety, while at the same time would increase on-going maintenance costs in an area with limited infrastructure.

At the June 5, 2023 Development and Planning Services Committee meeting, the Committee requested that staff provide cost estimates for land values, surveying and legal costs. The information is attached as Appendix 11.

### Building Department

No 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 June 12, 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. These factors include site-specific conditions, such as lot configuration and connecting new infrastructure to existing infrastructure to ensure continuity of services.

30 Street NE is designated as both an Urban Arterial Road and Rural Arterial Road, meaning it is an important corridor for facilitating movement through the community. Staff note that the adjacent parcels to the west of the subject property along this corridor have development potential (i.e. all have the potential to rezone to R-8 to permit either a secondary or detached suite) and highlight the need to consistently meet the standards required along this key roadway.

30 Street NE is identified as a "bike route" in Map 12.2 – Cycle Network Plan of the OCP. The City of Salmon Arm is committed to making it safer, easier, and more enjoyable to walk, bicycle, and use other forms of active transportation, as detailed in Connect Salmon Arm, the City's Active Transportation Network Plan (ATNP). 30 Street NE is noted in the ATNP. The request to waive this requirement entirely is not supported by staff.

### CONCLUSION

The minimum servicing levels specified by the City's Subdivision and Development Servicing Bylaw have been adopted to ensure that basic infrastructure is provided to support development. The implication of granting variances to minimum service levels is that these costs (the burden of providing minimum servicing) are then deferred to future property owners or the City (taxpayers).

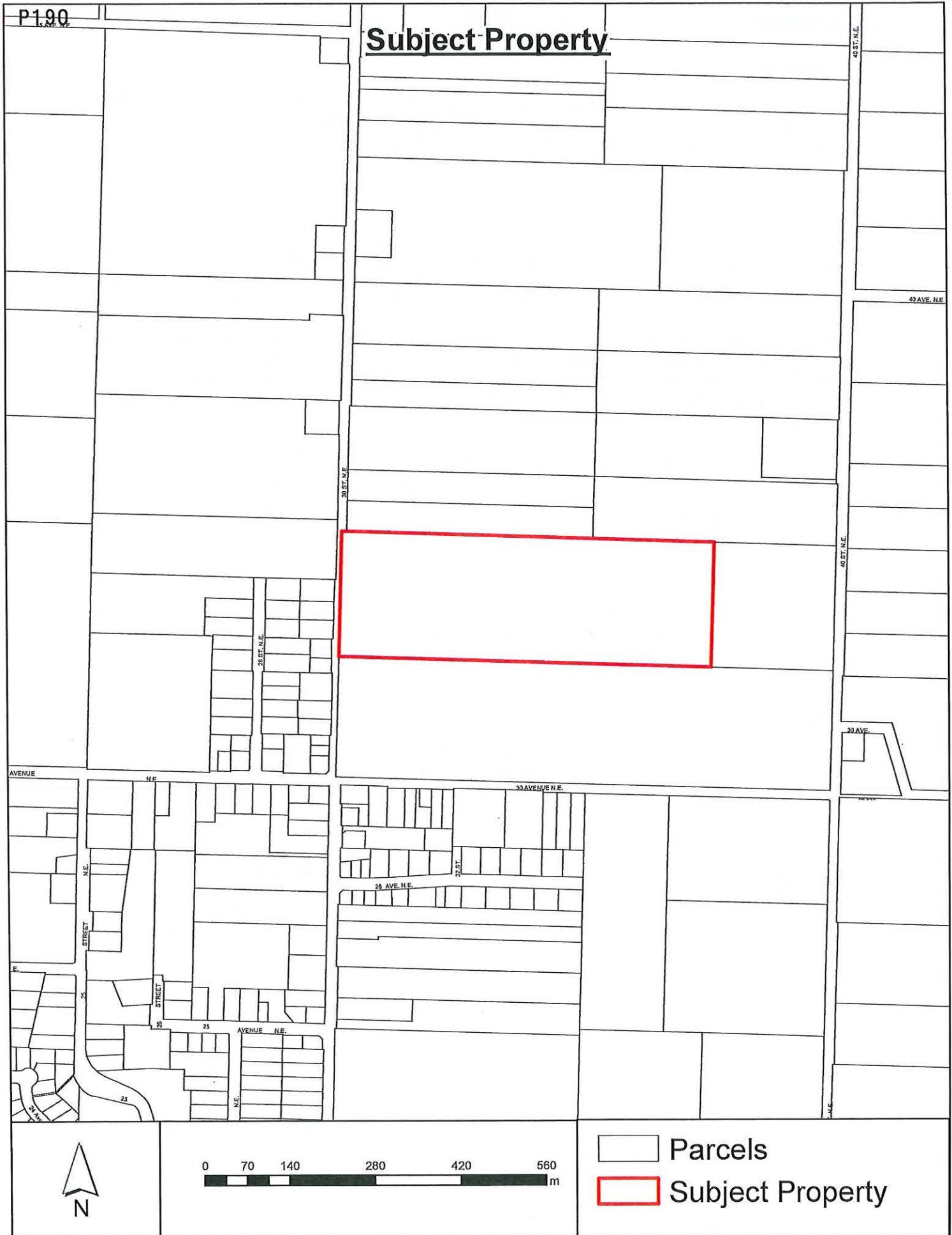
Staff recognize the financial constraints on development; however, waiving the requirements of the Subdivision and Development Servicing Bylaw No. 4163 would place an additional financial burden on the City for those improvements in the future or increase costs onto future developers of adjacent properties. As such, Staff recommends the requested variance to waive the requirement to construct facilities be denied, and that cash in lieu be provided.



Prepared by: Melinda Smyrl, MCIP, RPP  
Planner

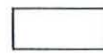
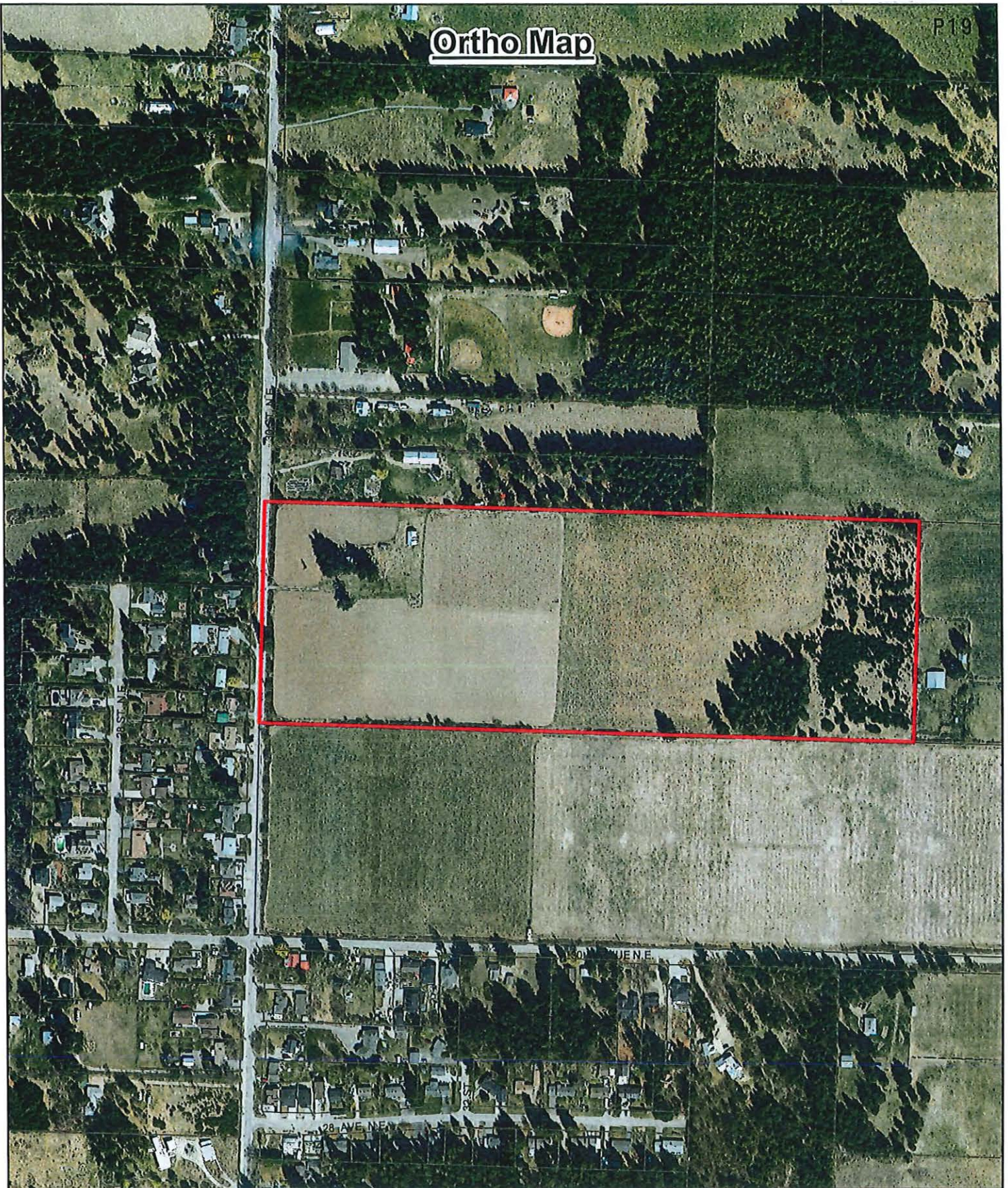


Reviewed by: Gary Buxton, MCIP, RPP  
Director of Planning and Community  
Services



# Ortho Map

P19



Parcels

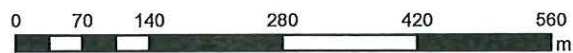
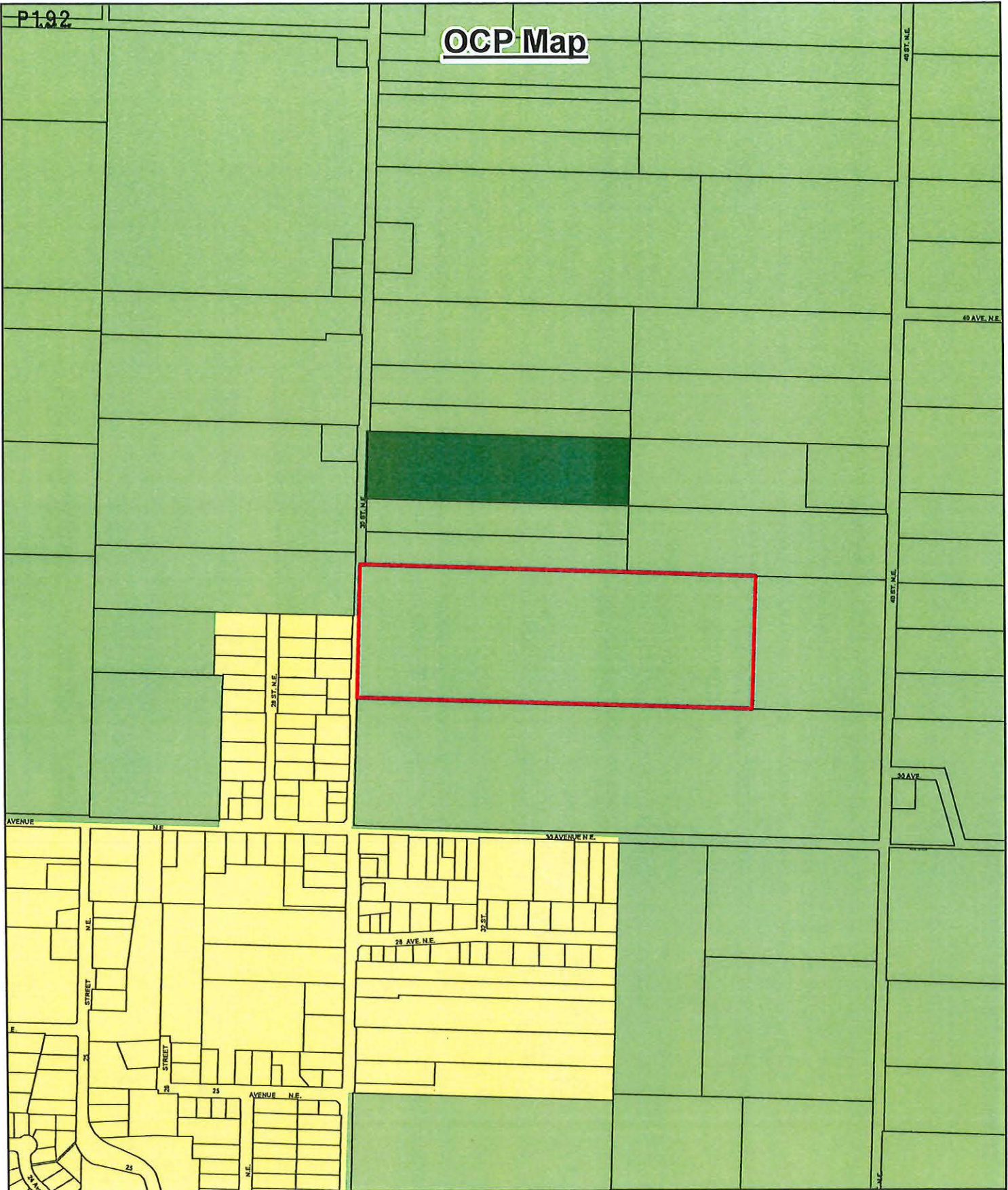


Subject Property

Aerial Photo Date: 2021

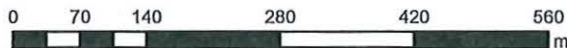
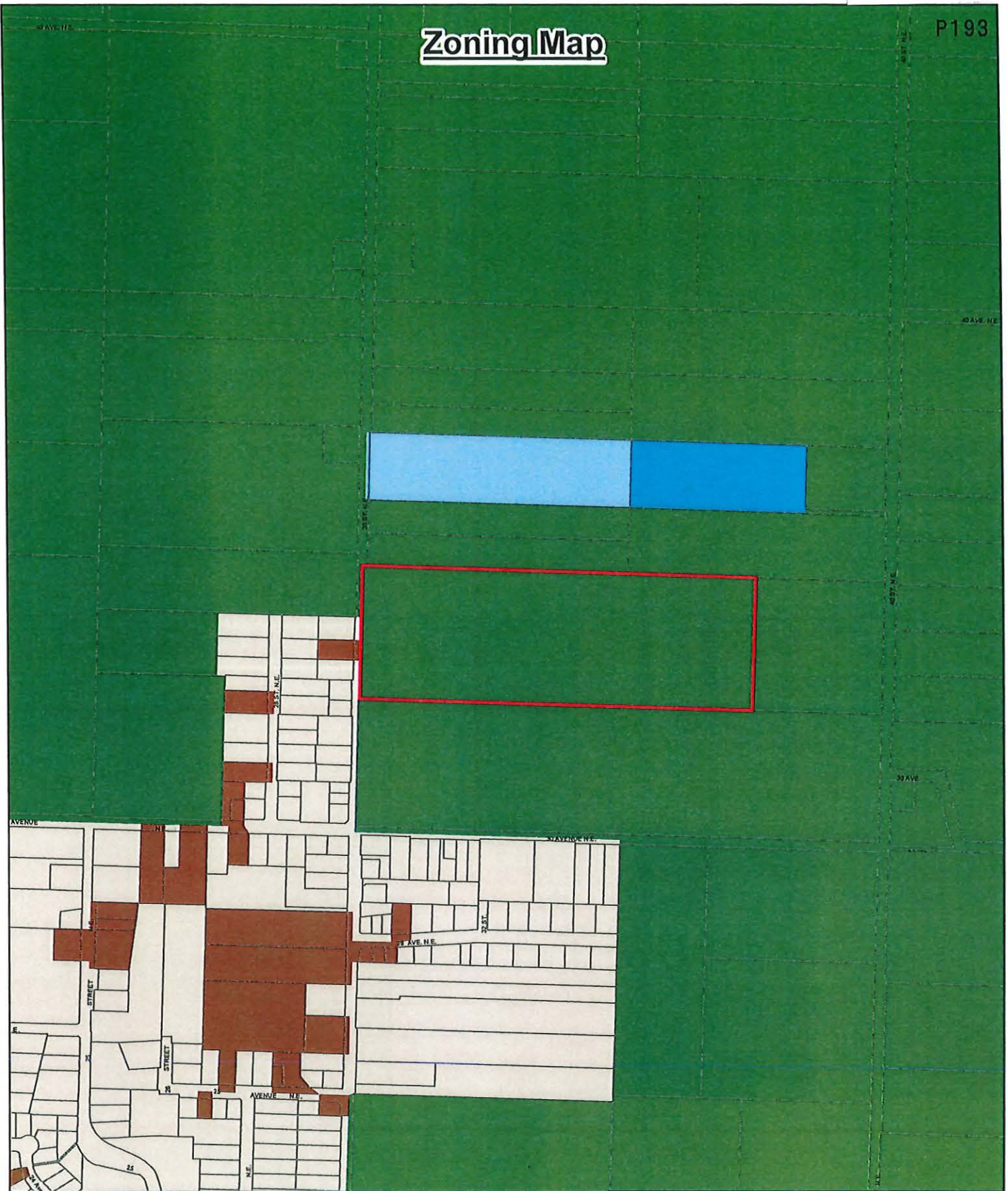
P1.92

# OCP Map



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

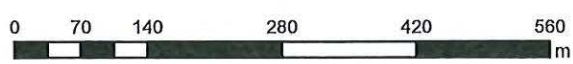
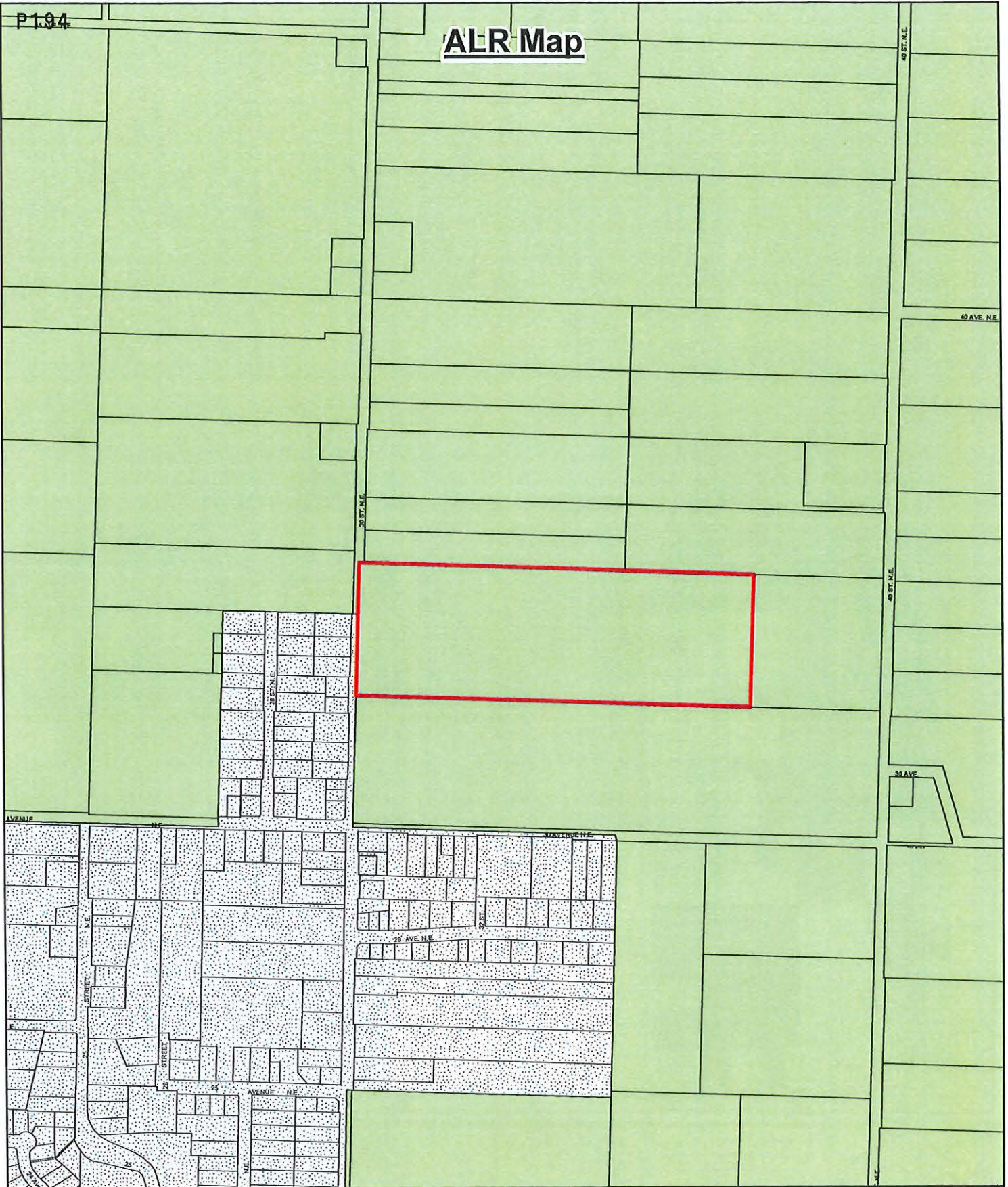
# Zoning Map







- Subject Property
- A-2
- R-1
- Parcels
- P-1
- R-8
- P-3

P104

# ALR Map



-  Subject Property
-  Parcels
-  ALR
-  Urban Containment Area

From: Terry McLeod <>

> Sent: Wednesday, February 15, 2023 9:42 AM

> To: Maurice Roy <>; Evan Chorlton

> >; Adam Bux

> Subject: [External] Letter to Salmon Arm Mayor and City council

> Mayor and City Council Salmon Arm

February 15, 2023

> My name is Terrance (Terry) McLeod, I purchased 30 acres of farm land in the city limits address of 3390-30 St NE in the spring of 2022. I planned on building a homestead with the intention of raising some feeder cows, keeping my horses and putting up my own feed of alfalfa for the rest of my workable years. I am 59 years old, I was born and raised in NE BC where I also farmed. I moved to Alberta 13 years ago where I had a ranch and farmed also, sold that ranch last spring before moving back to Salmon Arm.

> I have had the main services put in, most of which I did on my own with a small back hoe and cat I own. I have built a hay/equipment shed and shop with a small 800 sq ft suite on one end of the building. This suite was originally planned for my ranch hand who was to live there and assist me in the haying and raising cows. I will now be residing in it until you, the city decides.

> I hired an architect out of Vernon, brought on a house building contractor out of Blind Bay to assist me with the construction of my new and final home. We followed the regulations set by the city and ALC for building restrictions to the T, I have done all permitting as required, and much to my surprise, Salmon Arm comes back with having requested I install lights, sidewalks, fire hydrants and a possible bike lane in front of my acreage.

> I have sent in a letter from Lawson Engineering asking for a variance to these requests as I would be the only acreage on the street with this in front. I am also asking for a variance regarding the deposits for future upgrades. I had to have the property surveyed at the request of city planning and development. When I had this done, it was brought to my attention that my property line is still out to the center line of the 30ST road way. This was never removed from my title and it is my property today.

> I will forgive the property to the center line for any upgrades requested, I will also want the city to pay for any surveys required to move the property line. I will also request that the city forgive me of any future upgrade costs in lieu of these, I will hand the property back to the City of Salmon Arm. I paid 27,000\$ to have the property surveyed, I will not be spending any more on surveys for the city to use at their disposal. Let's move forward and please allow my variance of building my final home at peace.

> I would like to build my house without anymore surprises, let me live on my dream acreage and retire with some cows, horses and putting up hay for feed.

> Yours truly, honestly, Terry McLeod.

> Terry McLeod



*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Gary Buxton, Director of Planning  
 DATE: 1 May 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 567**  
 OWNER: **T. McLeod**, PO Box 10038 Salmon Arm, BCV1E 3B9  
 APPLICANT: Launch Construction Ltd., 2154 Eagle Bay RD. Blind Bay, BC V0E 1H1  
 LEGAL: THE NORTH ½ OF THE SOUTH ½ OF THE SOUTH WEST ¼ SECTION 30  
 TOWNSHIP 20 RANGE 9 W6M KDYD EXCEPT PLAN 3127  
 CIVIC: **3390 – 30 Street NE**

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Further to the request for variance dated March 20, 2023; 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 following requirements of the Subdivision and Development Servicing Bylaw No. 4163 (SDSB):

1. **Waive the requirement to upgrade 30 Street NE to the RD-9 Rural Arterial Road Cross Section**

**Background:**

30 Street NE is designated as a Rural Arterial Road and upgrading to the RD-9 standard is required under the SDSB. Upgrades required include bike lane construction and associated road widening and ditching.

30 Street NE is heavily used by vehicles and the Active Transportation Network Plan (October 2022) identifies 30 Street NE as part of the City's Long Term Bicycling Network.

During the development of this property, it became apparent that the City does not own any dedication on the east side of 30 Street NE and that the property's title currently extends to the centre line of the road. This portion of 30 Street NE is considered to be a Section 42 road, as when public money has been spent on a travelled road that is not a highway, the travelled road is deemed and declared to be a highway. The City does not therefore require dedication to maintain use of the road, although dedication would be required if the City wants to widen the road in the future.

**Recommendation:**

Since the City's Active Transportation Network Plan identifies 30 Street NE as part of the City's Long Term Bicycling Network, **the Engineering Department recommends that the request to Waive the requirement to upgrade 30 Street NE to the RD-9 standard be denied.** There is



little benefit in installing a cycleway on a short length of 30 Street NE and the Cycleway would be better done on a larger scale as part of a Capital Works Project. Staff would therefore recommend taking a cash in lieu payment for upgrading to the RD-9 standard. The City would also require a right of way over the property for the construction of the cycleway, but since the owner has indicated a willingness to provide the City with full dedication, staff would recommend that the cash in lieu payment be reduced by the value of the dedication given, together with legal and surveying costs.

**2. Waive the requirement to install one new fire hydrant.**

**Background:**

One additional Fire Hydrant is required to meet the Low Density spacing requirement of 150 meters, as required by the SDSB. However, based on the Rural spacing requirement of 300m, the spacing requirements are already met. The southern half of the lots on the west side of 30 Street NE are in the Urban Containment Boundary, with the northern half and the subject property being located in the Rural area. It is accepted practice on roads with mixed zoning to work to the highest standard. However, in this instance an additional fire hydrant will be of little benefit as based on the Urban spacing to the south and Rural spacing to the north, all properties are already covered.

**Recommendation:**

**The Engineering Department recommends that request to waive the requirement to install one new fire hydrant be approved.** An additional hydrant in this location, although required by the SBDB will not significantly improve fire safety and will leave the City with increased ongoing maintenance costs.



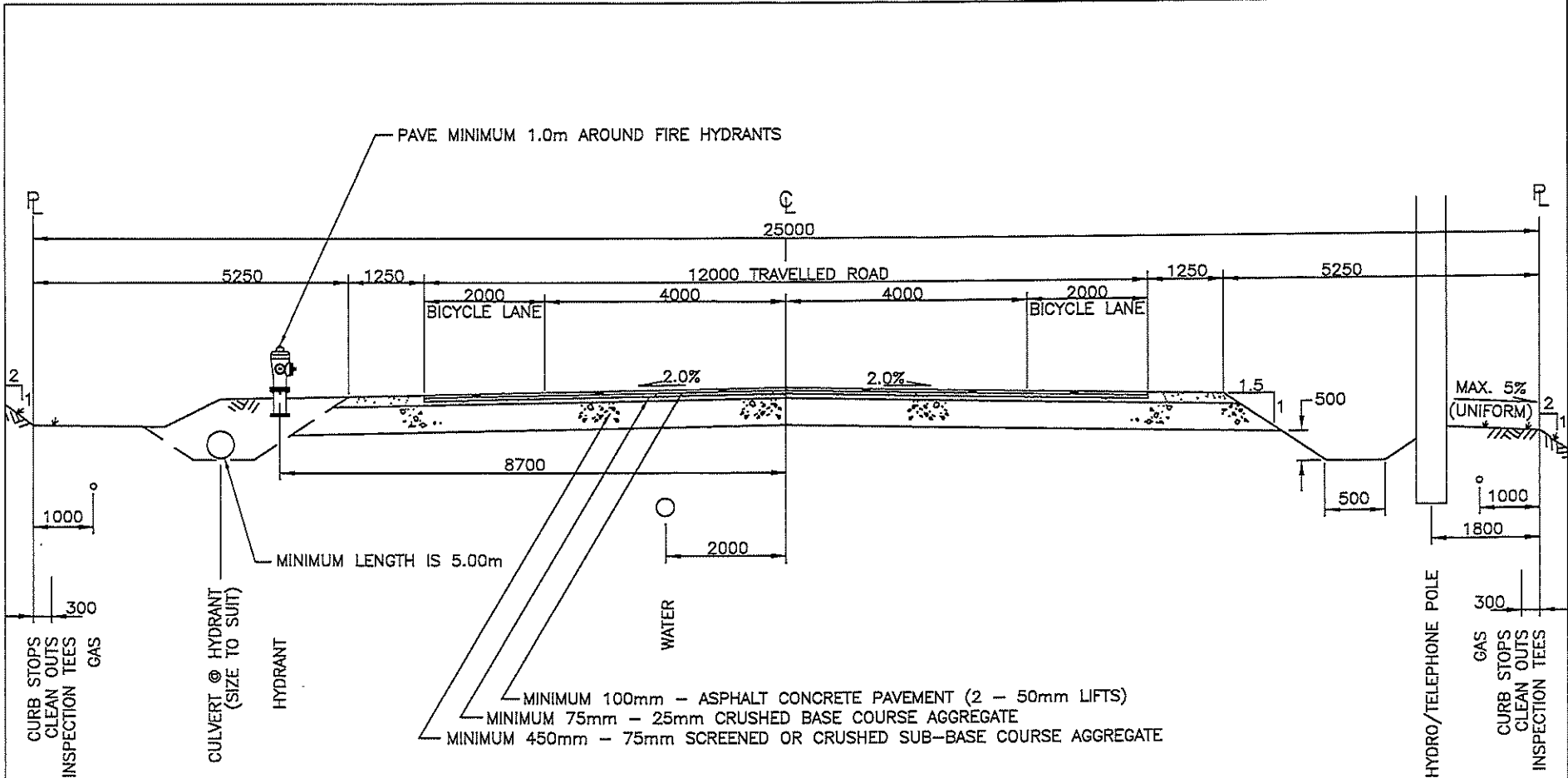
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**Chris Moore**  
Engineering Assistant



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



**NOTES:**

- 1) Where gravel surface is permitted, crossfall shall be 4.0%
- 2) Drainage shall be sheet drainage, no point load drainage permitted
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.

<b>CITY OF SALMON ARM</b>			<b>25m R/W Rural Arterial Road Cross-Section</b>		
No.	Revision	Date	Date	Approved	SPECIFICATION DRAWING No.
A	ISSUED FOR APPROVAL	07/14/16	10-11-2016	City Engineer	RD-9

Adopted by Council October 11, 2016



# LAWSON

— ENGINEERING LTD. —

3390 30th Street NE  
13-Mar-23  
Class D Opinion of Probable Cost

ITEM NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
<b>1.0 ROADS AND EARTHWORKS</b>					
1	Supply & Install Asphalt - Bicycle lane (100mm)	m2	407	48.00	19,536.00
2	Remove & Dispose Asphalt	m2	50	25.00	1,250.00
3	Supply & Place 25mm Crushed Base Course	m3	85	80.00	6,800.00
4	Supply & Place 75mm Crushed Granular Sub-Base Course	m3	380	60.00	22,800.00
5	Common Excavation & Disposal	m3	500	18.00	9,000.00
6	Asphalt Milling - Key-in Joints	m	204	7.00	1,428.00
7	Boulevard Grading & Ditching	LS	1	2,000.00	2,000.00
8	Bike Lane Painting	LS	1	4,500.00	4,500.00
9	Power Pole Relocation	ea	4	12,500.00	50,000.00
<b>2.0 WATER WORKS</b>					
11	Supply & Install Fire Hydrant Assembly c/w 150Ø x 150Ø x 150Ø HFF Tee, Gate Valve, and 150Ø Lead	LS	1	11,980.00	11,980.00

### SUMMARY

1.0 ROADS AND EARTHWORKS	\$	117,314.00
2.0 WATERWORKS	\$	11,980.00
<b>SUB-TOTAL:</b>	\$	129,294.00
ENGINEERING (10%)	\$	12,929.40
CONTINGENCY (10%)	\$	12,929.40
<b>SUBTOTAL</b>	\$	155,152.80
GST (5%)	\$	7,757.64
<b>TOTAL</b>	\$	162,910.44

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.

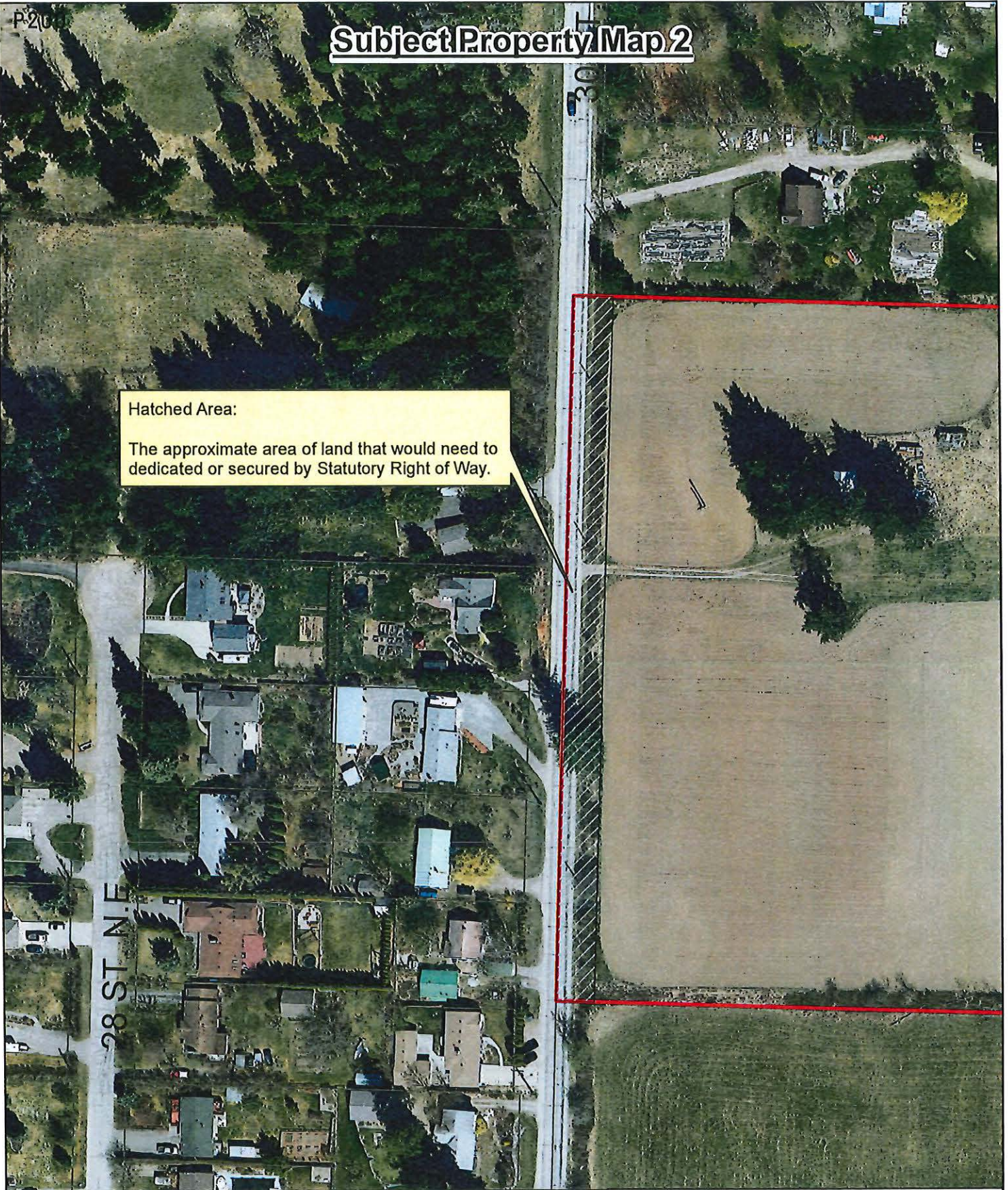


P-2(0)

# Subject Property Map 2




Hatched Area:

The approximate area of land that would need to be dedicated or secured by Statutory Right of Way.



28 ST N/E



-  Approximate Area of Road Dedication or Stat R/W
-  Parcels
-  Subject Property

Address	Legal	Survey	Area	BC Assessment Land Value (2023)/ Parcel Area (GIS)	Per m <sup>2</sup> rate based on BC Assessment Land Value (2023)	Estimated value for land area for road dedication	Estimated Costs for Land, Legal Fees and Surveys	OPC
3390- 30 St NE VP-567	\$5,000	\$10,000	202.263 x 10m (Both measurement from survey) = 2022.63 m <sup>2</sup>	\$126,831/ 123,485m <sup>2</sup>	\$1.03/m <sup>2</sup>	\$2083.30	<b>\$17,083.30</b>	\$162,910.44

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Item 22.3

## CITY OF SALMON ARM

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-574 be authorized for issuance for Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 1915 Except Plan EPP115809, and Lots 2, 4, 6, 8, 10 & 12, Township 20, Range 10, W6M, KDYD, Plan EPP115809 which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163 and Zoning Bylaw No. 2303 as follows:

- i. Subdivision and Development Servicing Bylaw No. 4163, Section 4.11.4 – extend the maximum permitted cul-de-sac length from 160 metres in length in Urban Development Areas to 249 metres for the future 8 Avenue SE, and
- ii. Zoning Bylaw No. 2303, Section 4.12.1(a) – Fences and Retaining Walls – increase the maximum permitted combined height of a fence in conjunction with a retaining wall from 2 m (6.5 feet) to 6 m (19.7 feet).

[0695662 BC Ltd./Massier, G.; 1631 10 Street SE and 1561, 1581, 1621, 1641, 1661 and 1681 9 Street SE; Servicing and Retaining Wall requirements]

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

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TO: His Worship Mayor Harrison and Members of Council

DATE: May 23, 2023

SUBJECT: Development Variance Permit Application No. VP-574 (Servicing and retaining wall)  
Legal: Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 1915 Except Plan EPP115809, and Lots 2, 4, 6, 8, 10 & 12, Township 20, Range 10, W6M, KDYD, Plan EPP115809  
Civic Address: 1631 – 10 Street SE, 1561, 1581, 1621, 1641, 1661 & 1681 – 9 Street SE  
Owner: 0695662 BC Ltd  
Agent: Massier, G.

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**MOTION FOR CONSIDERATION**

- THAT: Development Variance Permit No. VP-574 be authorized for issuance for Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 1915 Except Plan EPP115809, and Lots 2, 4, 6, 8, 10 & 12, Township 20, Range 10, W6M, KDYD, Plan EPP115809 which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163 and Zoning Bylaw No. 2303 as follows:**
- i. Subdivision and Development Servicing Bylaw No. 4163, Section 4.11.4 – extend the maximum permitted cul-de-sac length from 160 metres in length in Urban Development Areas to 249 metres for the future 8 Avenue SE, and**
  - ii. Zoning Bylaw No. 2303, Section 4.12.1 (a) - Fences and Retaining Walls - increase the maximum permitted combined height of a fence in conjunction with a retaining wall from 2 m (6.5 feet) to 6 m (19.7 feet).**
- 

**STAFF RECOMMENDATION**

**THAT: Council support the Motion for Consideration.**

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**PROPOSAL**

The proponents submitted a subdivision application in January 2019 (Letter of Conditions issued in response on June 26, 2019) to subdivide the parcel at 1631 10 Street SE into forty-one (41) residential parcels (Appendix 1 & 2). This subdivision application triggers works and services, including extending the road network through the subject parcel to provide access to lands beyond to the north, south, and west, none of which are developed at this time. Prior to road installation on the adjacent parcels, the applicant has requested that Council vary the Subdivision and Development Servicing (SDS) Bylaw requirement for cul-de-sac length to allow their development to proceed. As well, the applicant has requested the Zoning Bylaw requirement for the combined height of a fence and retaining wall be increased across multiple parcels.

**BACKGROUND**

The subject parcel is within Area B on the eastern edge of the Hillcrest residential area, located just west of 10 Street SE and the Byer's View subdivision. The application to subdivide proposes future roads (8 and 9 Avenue SE) and 41 new parcels approximately 600 to 800 square metres in area (Appendix 2).



The future 8 Street SE is intended to continue to both the south and west and eventually connect to the larger future road network within Area B, while the 9 Street SE is intended to extend south beyond the subject parcel, with an emergency access to 10 Street SE under development by the applicant.

The parcel is designated "Residential Low Density" in the City's Official Community Plan (OCP), is within the Urban Containment Boundary, and is zoned Residential Suite Zone (R-8) in the Zoning Bylaw (Appendix 3 & 4). The R-8 Zoning request was approved by Council in 2019. Site photos are attached as Appendix 5. The applicant has provided plans detailing their requests attached as Appendix 6.

## COMMENTS

### Engineering Department

Comments attached as Appendix 7 provide recommendation to support requests.

### Fire Department

Recommendation of support for requests noting future road connections.

### 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 June 12, 2023.

### Planning Department

#### Cul-De-Sac Length

The length of a dead end road is restricted in order to limit the number of vehicles using a single access point, as well as to ensure emergency vehicle access and minimize associated safety risks. The applicant is requesting a variance to the SDS Bylaw to advance their subdivision to permit development within an area of limited road access, as shown in Appendix 6.

OCP policy 13.3.9 supports utilizing the SDS Bylaw to identify works and services required at time of subdivision. The purpose behind servicing requirements is to ensure that properties under development are connected to the expected municipal systems and to ensure that each system, including the City's road network, is extended to mitigate any gaps.

Within this development, 8 Street SE and 9 Street SE offer some contrasting elements. The installation of the emergency access route connecting 9 Street SE to 10 Street SE will allow 9 Street SE to meet the 160 m cul-de-sac length requirement once completed. 9 Street is expected to ultimately remain a cul-de-sac on the adjacent parcel to the south, with no connection or continued access to the south.

8 Street SE falls within a different category as it is intended to connect to a larger road network within Area B which is not yet developed. While it may be a dead end road for some time, 8 Street SE must be considered in a separate category from 9 Street NE as it is not intended to remain as a dead end and will ultimately offer connections to multiple routes for access and exit.

As development advances within Area B prior to connections being established, the City must contend with a preliminary road network. Staff note that there is no timeline for the required infrastructure instalment over the adjacent lands and some concerns exist with limited access routes. However, staff support the variance be granted for the cul-de-sac length of the future 8 Street SE with the understanding that future connections will be developed.

#### Fence and Retaining Wall

OCP Policy 8.3.22 suggests minimizing cut, fill and retaining walls on hillside areas, as well as the preparation of grading plans prior to servicing and construction. As noted in the OCP, a grading plan undertaken in advance can help ensure consistency between neighbouring parcels and could proactively direct a related variance application to address steep slopes across multiple parcels.

The applicant has provided such a grading plan (Appendix 6) and requests the variance across multiple parcels. Considering the steep slopes present and to avoid future variance requests, staff appreciate that the applicant has taken this approach for consistency across the proposed parcels. The grading plan details two retaining walls along a shared rear parcel line. The variance requested would apply to both walls as presented, with the 6 m height request accounting for the tallest possible point of a combined retaining wall and fence structure. Staff note that the 6 metre height requested is the maximum height on the southern parcels and that the size of the wall decreases moving north across the terrain.

Staff do have a concern regarding the requested variance considering the following:

1. The 6 m increased height requested is relatively large with respect to the 2 m maximum, which should be considered in combination with the proposed wall's length across multiple parcels, which could create an overall imposing structure.

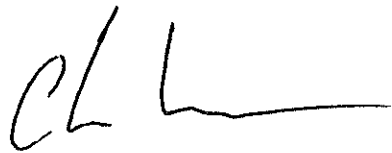
However additional factors also affect this parcel and should be considered with the requested variance, primarily the steep terrain (Appendix 8), and further that the undeveloped parcels most affected are in the hands of the developer. Further, Staff note that the proposed walls are set back from the parcel lines, allowing for maintenance access, as well as an opportunity for landscaping to mitigate the visual impacts (although such landscaping would be up to the homeowner).

Thus, in support of the requested variance, staff note the following:

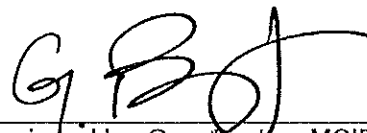
1. There is an opportunity (at the homeowner's discretion) for landscaping to mitigate the visual impact of the proposed retaining wall;
2. The setbacks from parcel lines allow for maintenance access;
3. The steep sloping terrain provides a reasonable rationale for some form of retaining wall to create level yard areas across this development, a common approach for single family;
4. The applicant's lot grading plan allows for consideration across multiple parcels; and
5. The bulk of the affected parcels are owned by the developer and a future purchaser will be able to consider the presence of the retaining wall.

#### CONCLUSION

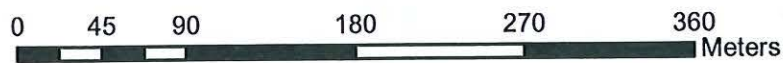
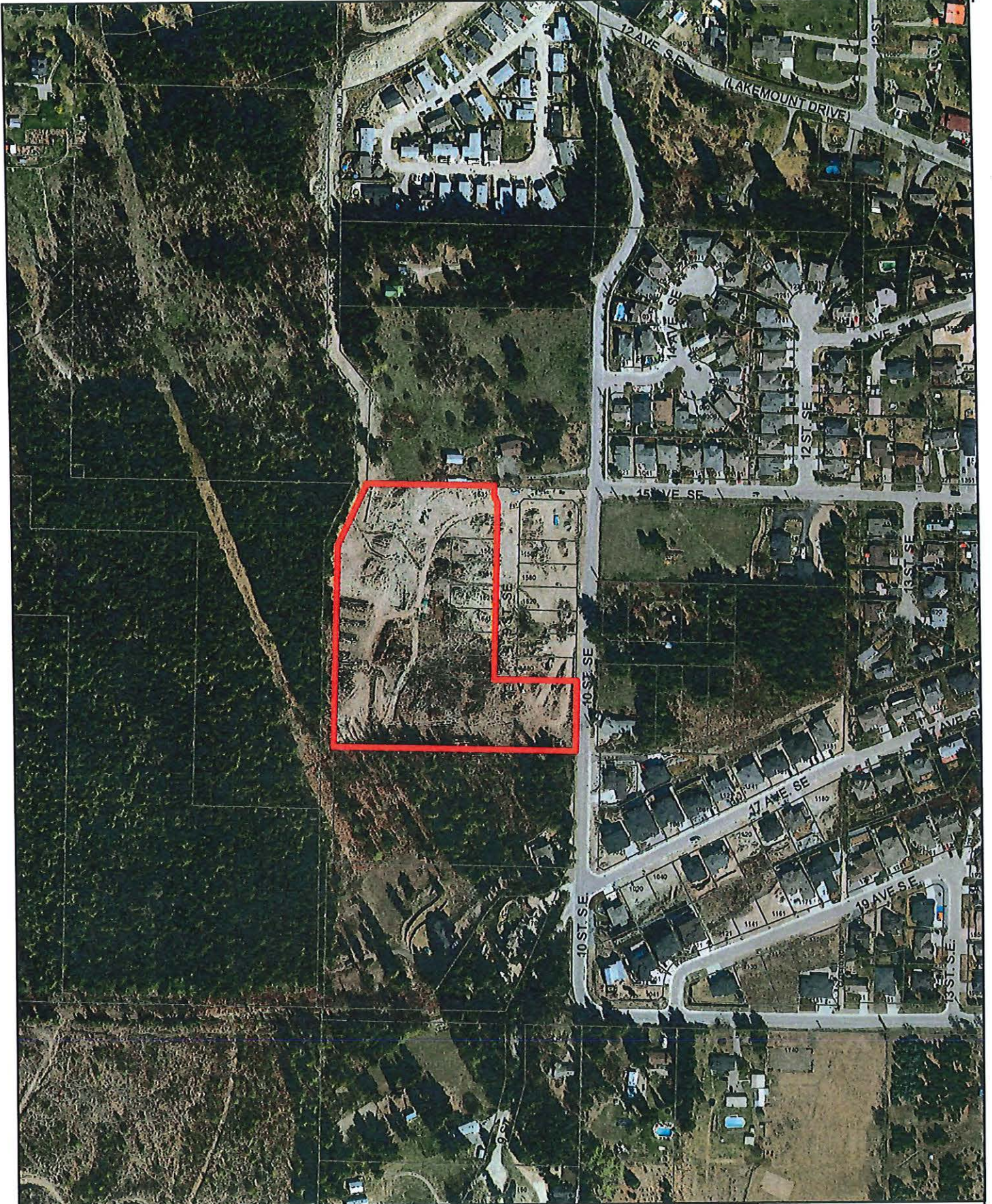
Staff support the requested cul-de-sac length extension for 8 Street SE given the expected future road network connections. While considering the retaining wall staff would typically not support a variance of such magnitude, however factoring in the steep slopes, the largely undeveloped stage of the area, the siting of the retaining walls off the parcel lines (allowing for maintenance and potential landscaping), and the applicant's comprehensive approach, staff support the requested variance.



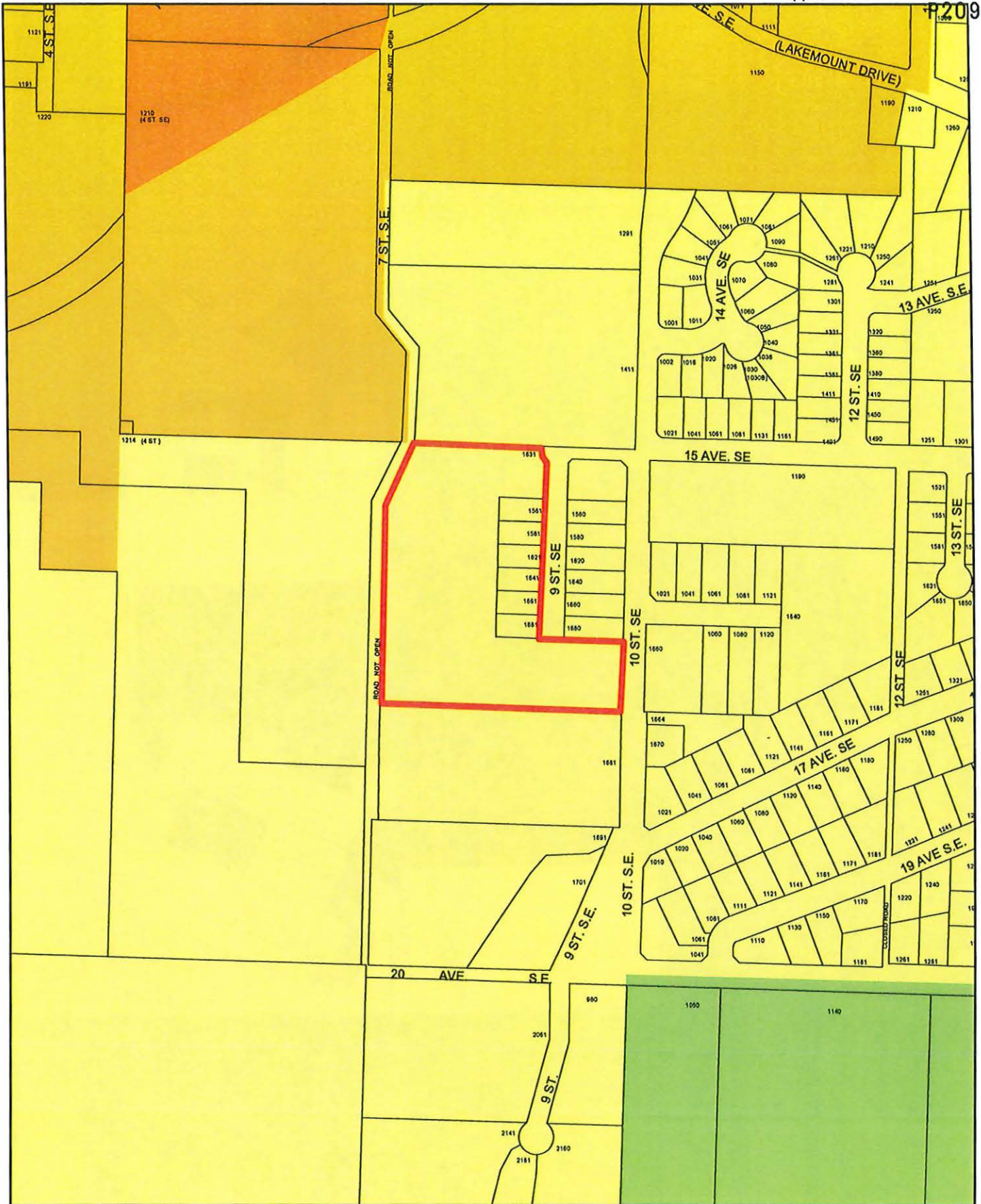
Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



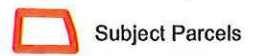
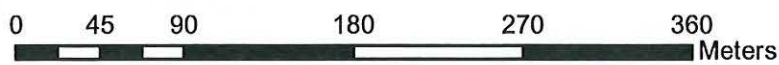
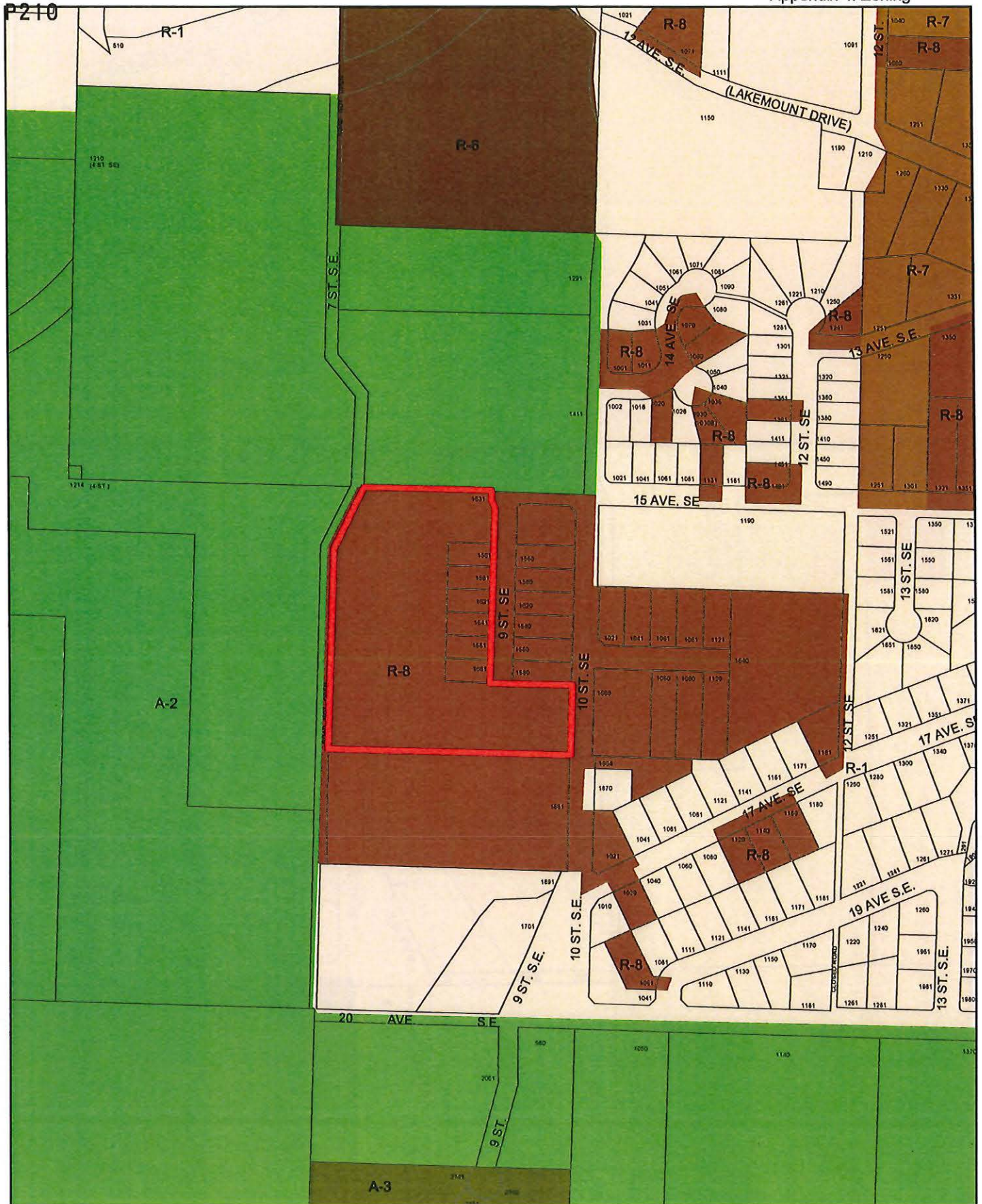
Reviewed by: Gary Buxton, MCIP, RPP  
Director of Planning & Community Services







	<p>0 25 50 100 150 200 Meters</p>	<p> Subject Parcels</p> <p> Acreage Reserve</p>	<p> High Density</p> <p> Medium Density</p> <p> Low Density</p>
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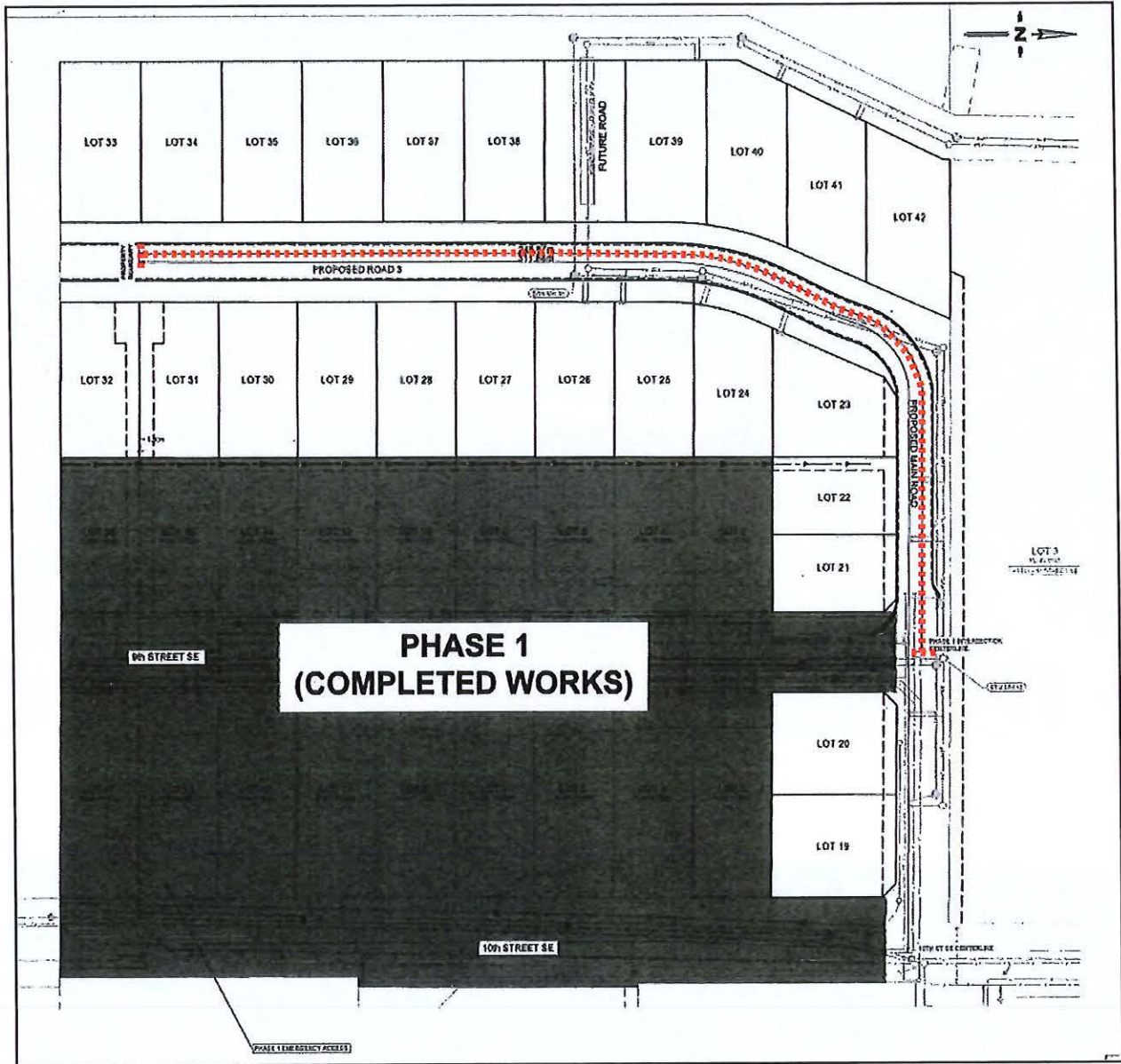




View of subject parcel south from 15 Avenue SE.

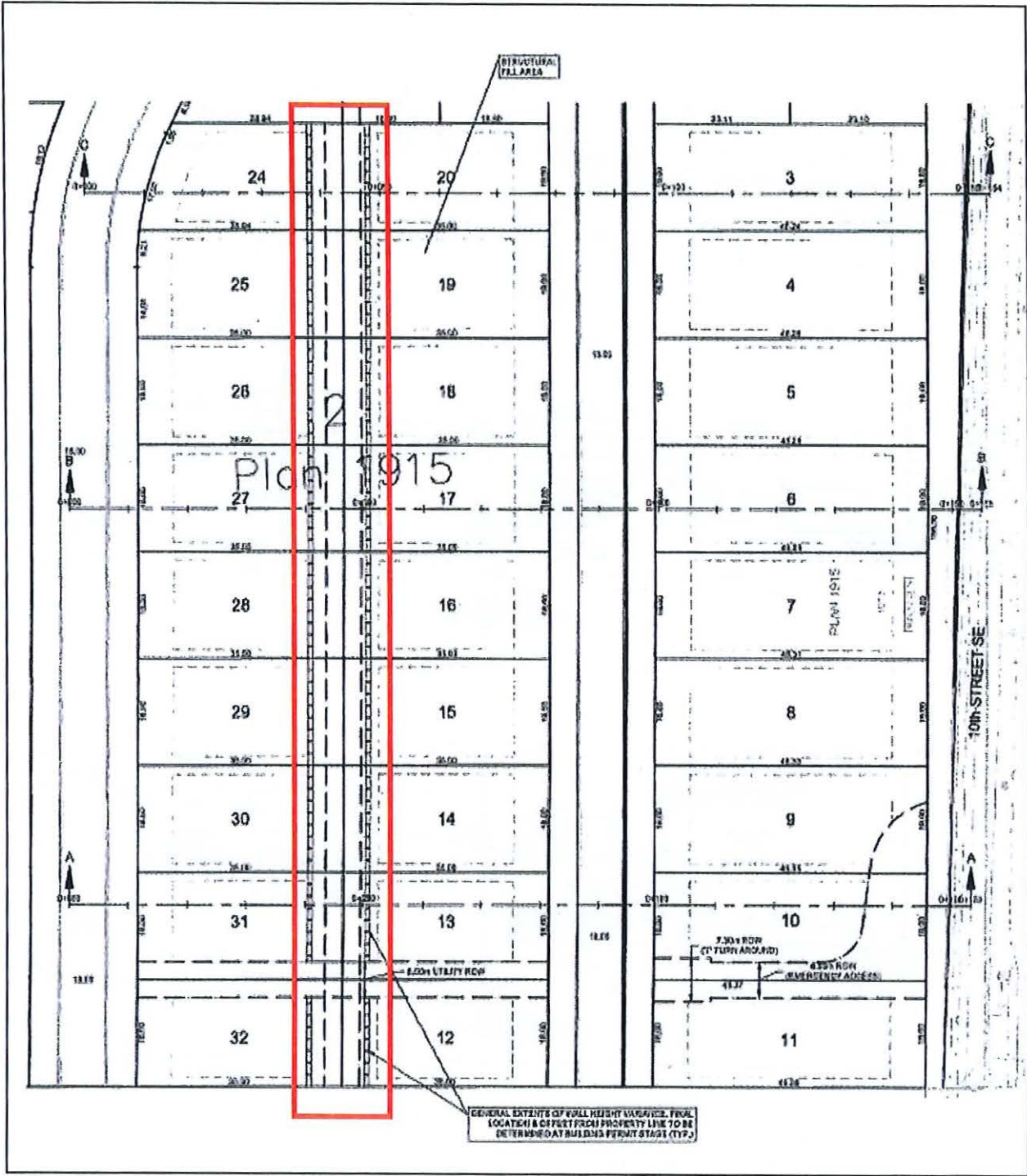


View of subject parcel north from 9 Street SE.

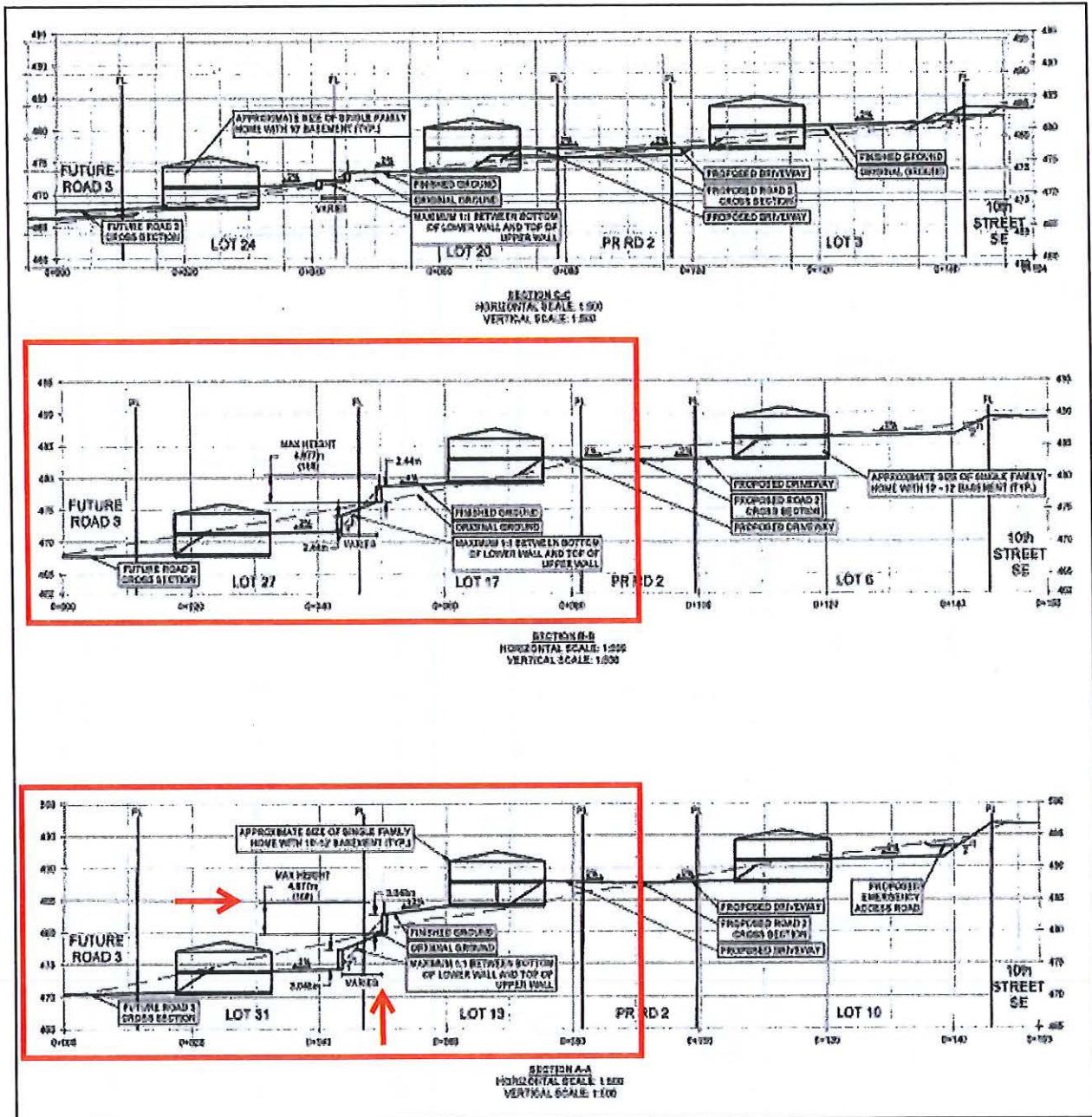


**Variance Requested**  
SDS Bylaw No. 4163 Schedule B, Part 1, Section 4.11.4  
Increase the maximum permitted length of a cul-de-sac / dead end road from 160 m to 249 m.  
This is a temporary dead end as 8 Street SE is intended to connect to and form a portion of future road network within Residential Development Area B.





Variance Requested  
 Extent of retaining wall across the subject parcel, which features increasing slope over the southern portion of the parcel.



Variance Requested  
Zoning Bylaw No. 2303 Section 4.12.1 (a)  
Increase the combined retaining wall and fence height from 2m to 6m



*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Director of Development Services  
 DATE: 18 May 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 574**  
 OWNER: 0695662 BC Ltd – 2710 – 30 Street Salmon Arm, BC V1E 3G6  
 APPLICANT: **Massier, G.**  
 LEGAL: Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 1915 Except Plan EPP115809 (PID: 011-075-104) Lots 2, 4, 6, 8, 10 & 12, Township 20, Range 10, W6M, KDYD, Plan EPP115809 (PIDs: 031-605-681, 031-605-702, 031-605-729, 031-605-745, 031-605-761 & 031-605-788)  
 CIVIC: **1631 – 10 Street SE (Parent Property) and 1561, 1581, 1621, 1641, 1661 & 1681 – 9 Street SE**

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Further to the request for variance dated March 30, 2023; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variance:

1. **Zoning Bylaw No. 2303 Section 4.12.1 (a) to increase the combined retaining wall and fence height from 2m to 6m**

**Background:**

1631 10 Street SE is a steep, challenging site with approximately 16m level difference from 9 Street SE to proposed 8 Street SE. The developer had initially proposed a 2:1 slope from the higher lots to the lower lots, together with one 3m high wall. Current proposal has two 3m high walls with a slope in between. This reduces the overall impact on the lots and increases the usable depth of the yards.

It is not practical to develop these lots without significant retaining walls and approving the over height retaining wall for all lots in one application is preferred to individual applications on a lot by lot basis.

The proposed upper wall is located above the existing 3m wide drainage easement and proposed swale. This will allow drainage from the wall to daylight into the swale and will also provide a legal route for access to the bottom of the upper wall for maintenance purposes. The details of both the wall and the drainage design will be subject to approval at the Building Permit stage.

**Recommendation:**

**The Engineering Department recommends that request to increase the combined retaining wall and fence height from 2m to 6m be approved.**

2. **Subdivision & Development Servicing Bylaw No. 4163 Schedule B, Part 1, Section 4.11.4 to increase the maximum permitted length of a cul-de-sac / dead end road (proposed 8 Street SE) from 160 m to 249 m.**

**Background:**

The Subdivision and Development Servicing Bylaw specifies that cul-de-sac dead end roads shall not exceed 160 meters in length in the Urban area. After this distance a secondary access shall be constructed which provides greater options for emergency access / egress. There is currently 249m from the intersection with phase 1 (where there are two points of access) to the centre of the proposed cul-de-sac at the south end of phase 2 on proposed 8 Street SE. 10 lots would be located beyond the 160m limit.

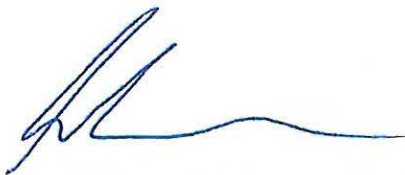
There are future plans to extend 8 Street SE to the north and to the south through further subdivisions and although the timing of these extensions is unclear, ultimately this road will loop both north and south and the 249m cul-de-sac is not expected to be a permanent situation.

In addition, to overcome the 160m limit, the developer has offered to increase the road width at the entrance to phase 2 to create a double width road, which would essentially provide two access roads from phase 1 to the north end of phase 2, reducing the cul-de-sac length to 200m. This would leave only the last 2 lots beyond the 160m limit, which staff would consider a minor variance. However, it is undesirable to have a double width road and both staff and the developer would prefer not to use this as a solution.

**Refer to attached plan for clarification.**

**Recommendation:**

Staff do not feel that 10 additional lots beyond the 160m limit is a significant variance, considering this is not likely to be a permanent situation and there are plans to extend 8 Street SE in the future. The option to construct a double width road is available to the applicant and this would mean that only 2 lots are beyond the 160m limit, however this option would not be recommended by staff. **The Engineering Department recommends that the request to to increase the maximum permitted length of a cul-de-sac / dead end road (proposed 8 Street SE) from 160m to 249m be approved.**



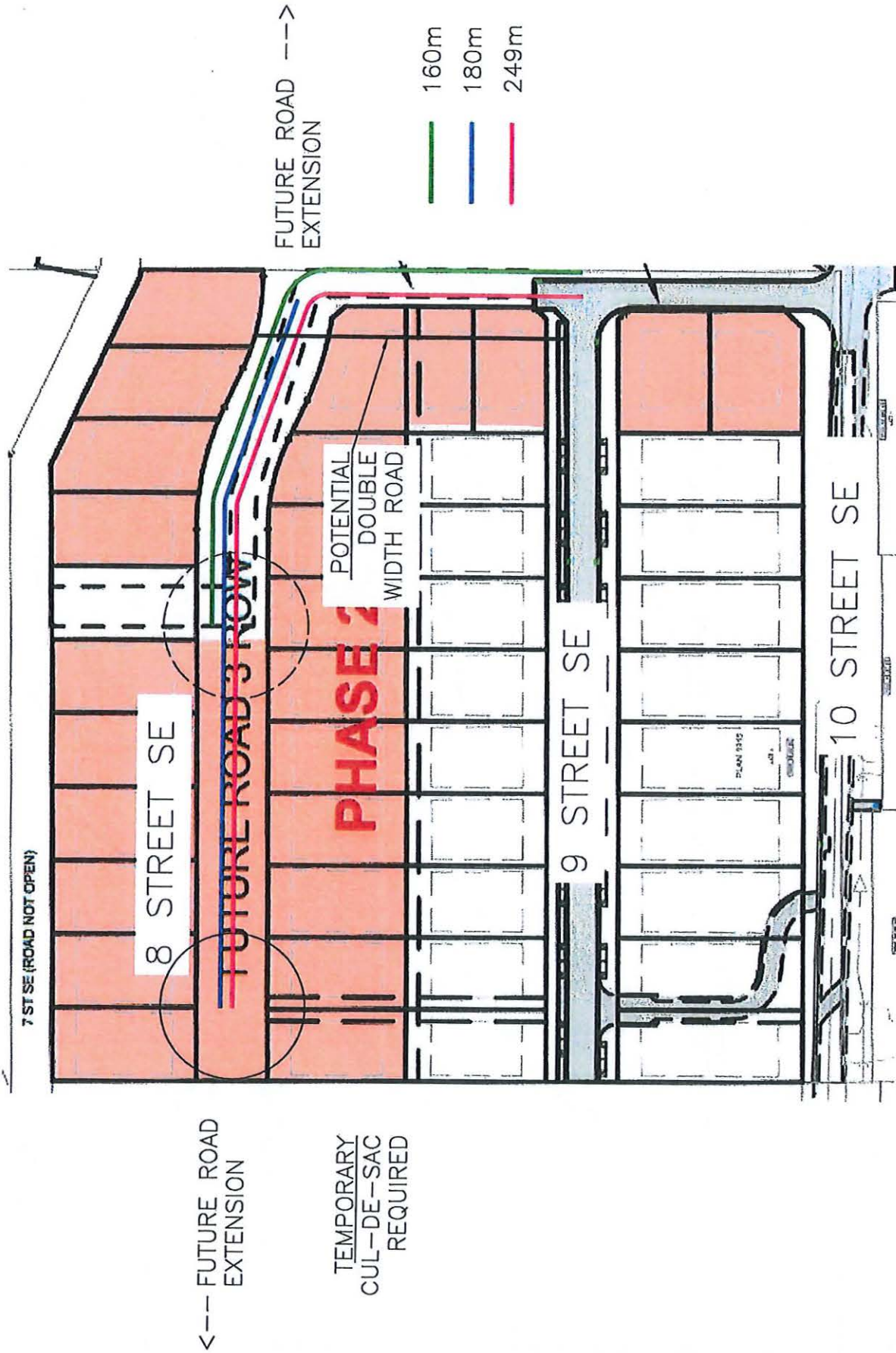
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**Chris Moore**  
Engineering Assistant

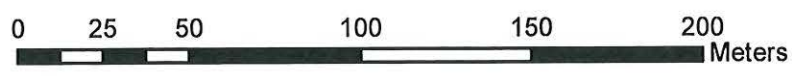
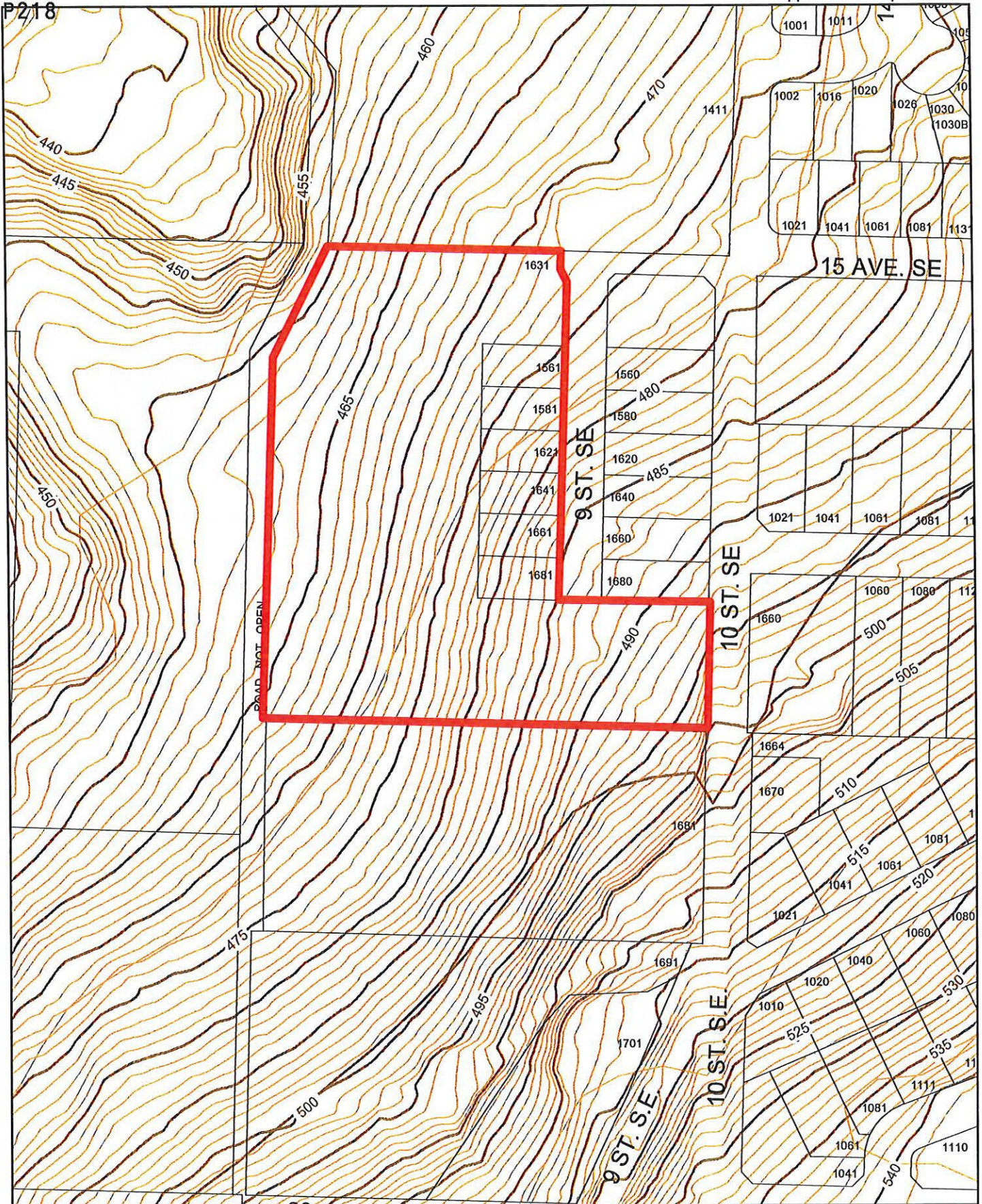


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**Gabriel Bau P.Eng.,**  
City Engineer



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 Subject Parcels

Item 23.1

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

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, June 12, 2023 at 7:00 p.m.

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

**Proposed Rezoning** of Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 14385 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 2760 Auto Road SE

**Location:** West of 30 Street SE on the South side of Auto Road SE

**Present Use:** Single Family Dwelling

**Proposed Use:** To rezone a single family dwelling to permit a secondary dwelling

**Owner / Agent:** EWDS Holdings Ltd./D. Shoesmith

**Reference:** ZON-1265 Bylaw No. 4580



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from May 30, 2023 to June 12, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

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

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

Sue Wood, Director of Corporate Services

May 31 and June 7

To: His Worship Mayor Harrison and Members of Council

Date: May 3, 2023

Subject: Zoning Bylaw Amendment Application No. 1265

Legal: Lot A, Section 13, Township 20. Range 10, W6M, KDYD, Plan 14385  
 Civic Address: 2760 Auto Road SE  
 Owner/Applicant: EWDS Holdings Ltd. (David Shoemith)

### STAFF RECOMMENDATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot A, Section 13, Township 20. Range 10, W6M, KDYD, Plan 14385 from R1 (Single Family Residential) to R8 (Residential Suite Zone).

### PROPOSAL

To rezone a single family dwelling R1 (Single Family Residential Zone) property to R8 (Residential Suite Zone).

### BACKGROUND

The subject property is approximately 0.20ha (0.50ac) in area with a single family home (Appendix 1 & 2). The subject property is designated Residential Medium Density in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

Adjacent land uses include the following:

North:	Single Family Residence	Zoned R1
South:	Single Family Residence	Zoned A2
East:	Single Family Residence	Zoned R1
West:	Single Family Residence	Zoned R1

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Appendix 5 illustrates a two lot subdivision proposal that has been submitted for review by the applicant. The existing single family dwelling would remain on the proposed Lot 1 and the proposed Lot 2 would be vacant. Should the rezoning be adopted the R8 zoning would apply to both proposed parcels.

Based on parcel area, the subject property has potential to meet the conditions for the development of a secondary suite or detached dwelling, including sufficient space to meet the parking requirement.

### COMMENTS

#### Engineering Department

The Engineering Department has no concerns to the rezoning of this property.



Building Department

No concerns with the rezoning.

Fire Department

No concerns.

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 notice outlines the proposal and advises those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on June 12, 2023.

Planning Department

Secondary suites are supported by the previously mentioned OCP policy and the proposed layout of the unit is compliant with zoning requirements, including an additional off-street parking space for the suite. Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).

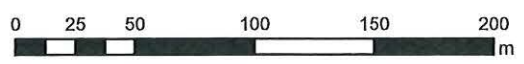
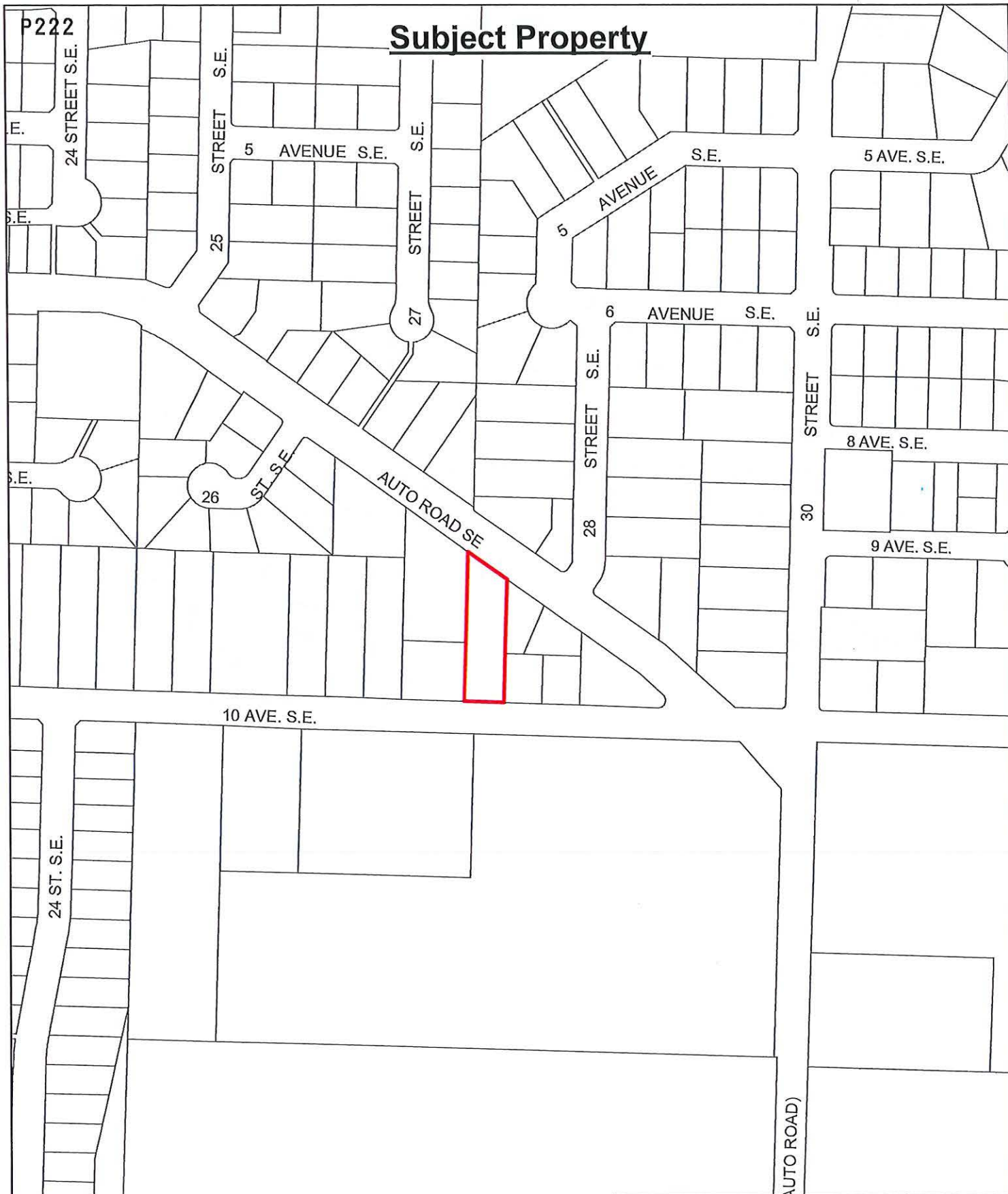


Prepared by: Melinda Smyrl, MCIP, RPP  
Planner



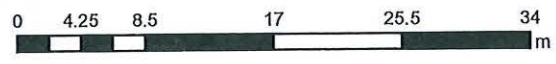
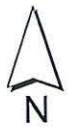
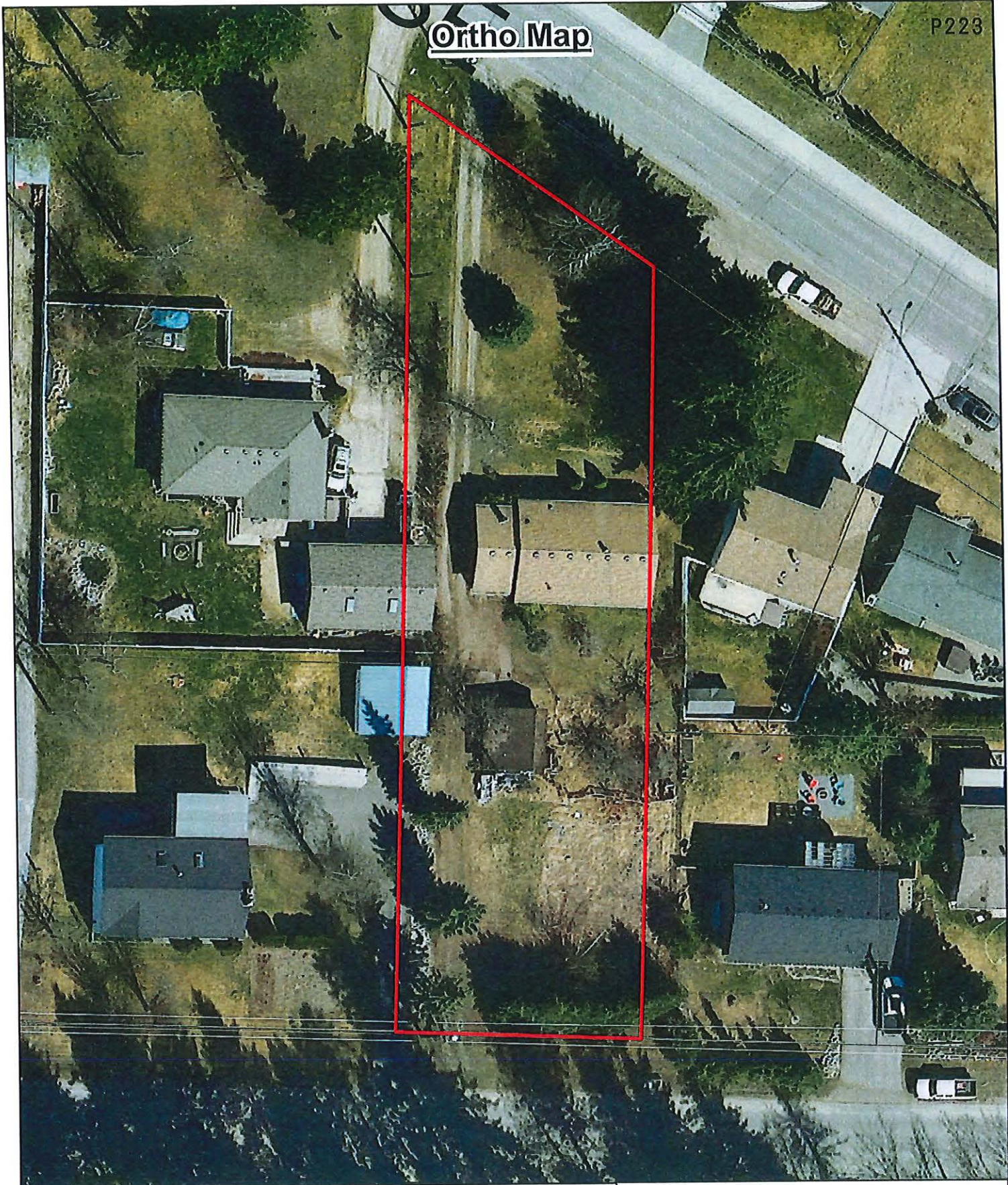
Reviewed by: Gary Buxton, MCIP, RPP  
Director of Planning and Community  
Services

**Subject Property**



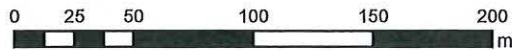
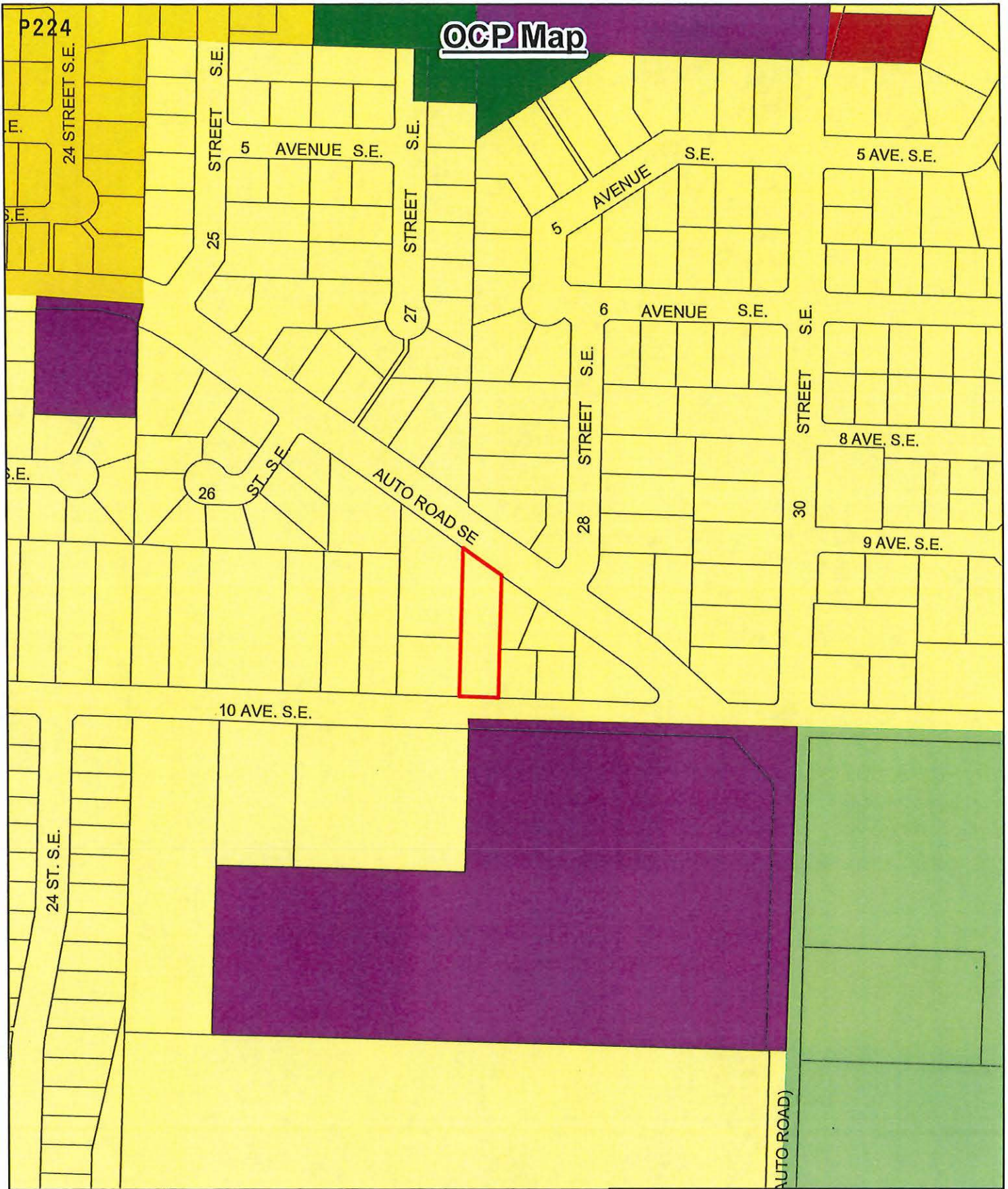
-  Subject Property
-  Parcels

Ortho Map



-  Subject Property
-  Parcels

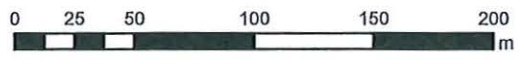
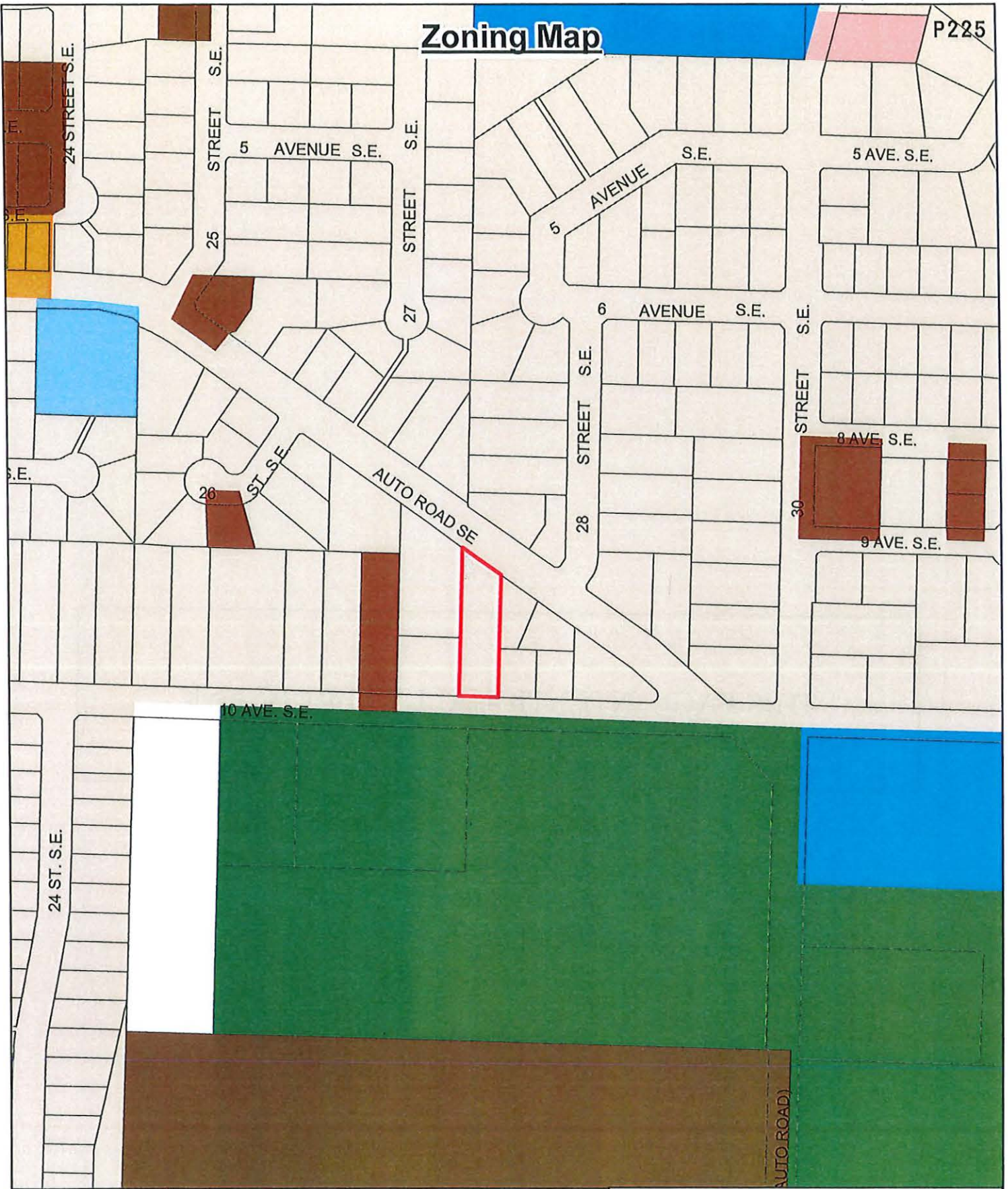
OCP Map



- |                  |                              |
|------------------|------------------------------|
| Subject Property | Acreage Reserve              |
| Parcels          | Park                         |
|                  | Institutional                |
|                  | Residential - Low Density    |
|                  | Residential - Medium Density |
|                  | Commercial - Neighbourhood   |

# Zoning Map

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- Subject Property
- Parcels
- A-2
- P-1
- P-3
- R-1
- R-4
- R-6
- R-8

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Item 24.1

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4580 be read a third and final time.

[ZON-1265; EWDS Holdings Ltd.; 2760 Auto Road SE; R-1 to R-8]

**CITY OF SALMON ARM**

**BYLAW NO. 4580**

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on June 12, 2023 at the hour of 7:00 p.m. was published in the May 31 and June 7, 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 A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 14385 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. 4580"

READ A FIRST TIME THIS	23 <sup>rd</sup>	DAY OF	MAY	2023
READ A SECOND TIME THIS	23 <sup>rd</sup>	DAY OF	MAY	2023
READ A THIRD TIME THIS		DAY OF		2023
ADOPTED BY COUNCIL THIS		DAY OF		2023

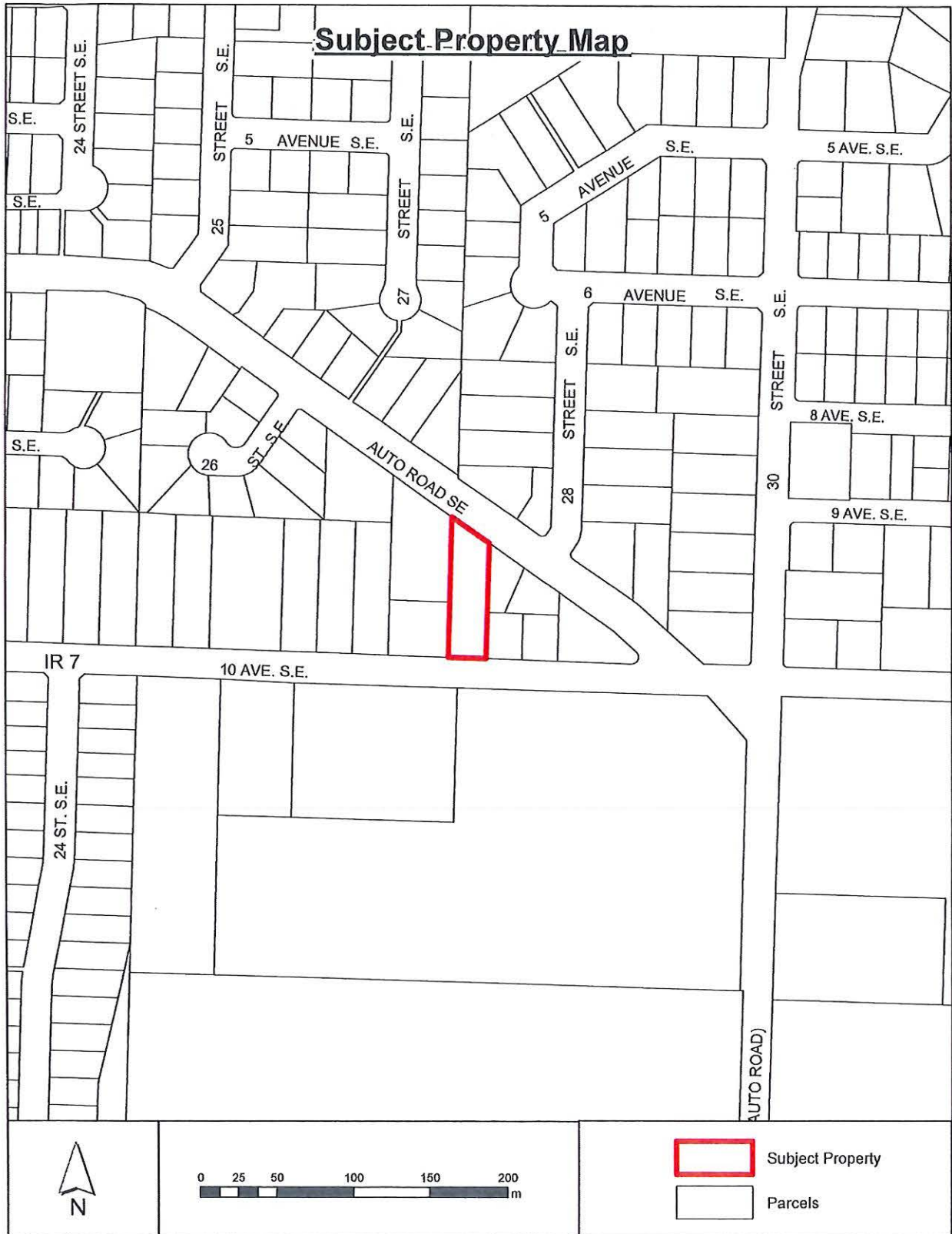
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MAYOR

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CORPORATE OFFICER

Schedule "A"



Item 26

**CITY OF SALMON ARM**

Date: June 12, 2023

Moved: Councillor Lindgren

Seconded: Councillor Gonella

THAT: the Regular Council Meeting of June 12, 2023, be adjourned.

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