

1. June 26, 2023 - Council Agenda And Correspondence

Documents:

[2023 06 26 REGULAR COUNCIL AGENDA.PDF](#)  
[2023 06 26 INFORMATIONAL CORRESPONDENCE.PDF](#)



# AGENDA

## City of Salmon Arm Regular Council Meeting

Monday, June 26, 2023  
1:00 p.m.

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

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

Page #	Item #	Description
	1.	CALL TO ORDER
1-2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3-18	1.	Regular Council Meeting Minutes of June 12, 2023
	7.	COMMITTEE REPORTS
19-22	1.	Development and Planning Services Committee Meeting Minutes of June 19, 2023
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
23-26	1.	CSRD Connect – Board Meeting Highlights – June 2023
	9.	STAFF REPORTS
27-28	1.	Director of Corporate Services – 2022 Annual Report
29-32	2.	Chief Financial Officer – 2024/2025 RCMP Funding (2024 Budget)
33-36	3.	Chief Financial Officer – Moneris Merchant Agreement – Parking Meter Card Acceptance
37-54	4.	Senior Planner – Proposed Strata Conversion of a Previously Occupied Building; 31 – 4 Street SE



- |         |            |   |
|---------|------------|---|
| 55-68   | 5.         | Fire Chief – Fire Hall #2 – Architectural Services Award  |
| 69-72   | 6.         | Director of Engineering & Public Works – Budget Amendment – Danger Trees  |
| 73-78   | 7.         | Director of Engineering & Public Works – BC Hydro Electrical Vehicle Charging Station – Hudson Parking Lot – License of Occupation                                      |
| 79-84   | 8.         | Chief Administrative Officer – Active Transportation Advisory Committee   |
| 85-88   | 9.         | Chief Administrative Officer – Environmental Advisory Committee – Citizen at Large Membership Appointment and Option to Add Alternate                                   |
| 89-92   | 10.        | Chief Administrative Officer – Federation of Canadian Municipalities – Proposal to Host a Board Meeting   |
|         | <b>10.</b> | <b>INTRODUCTION OF BYLAWS</b>   |
| 93-104  | 1.         | City of Salmon Arm Zoning Amendment Bylaw No. 4568 [ZON-1258; Klatt, S. & A./Green Emerald Construction Inc.; 5131 75 Avenue NE; R-1 to R-8] – First and Second Reading |
| 105-116 | 2.         | City of Salmon Arm Zoning Amendment Bylaw No. 4594 [ZON-1263; City of Salmon Arm; 341-361 Fraser Avenue NW; M-2 to CD-20] – First and Second Reading                    |
|         | <b>11.</b> | <b>RECONSIDERATION OF BYLAWS</b>  |
| 117-120 | 1.         | City of Salmon Arm Fee for Service Amendment Bylaw No. 4592 [Parking Violations] – Final Reading  |
| 121-124 | 2.         | City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4293 – Third and Final Reading   |
|         | <b>12.</b> | <b>CORRESPONDENCE</b>   |
| 125-126 | 1.         | Informational Correspondence  |
|         | <b>13.</b> | <b>NEW BUSINESS</b>   |
|         | <b>14.</b> | <b>PRESENTATIONS</b>  |
| 127-128 | 1.         | Presentation 4:00 – 4:15 (approximately)<br>Barry Healey, CEO Canada, The Swim Academy - Open Water Races and Swim Run Event  |
|         | <b>15.</b> | <b>COUNCIL STATEMENTS</b>   |
|         | <b>16.</b> | <b>SALMON ARM SECONDARY YOUTH COUNCIL</b>   |
|         | <b>17.</b> | <b>NOTICE OF MOTION</b>   |
|         | <b>18.</b> | <b>UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS</b>  |
|         | <b>19.</b> | <b>OTHER BUSINESS</b>   |
| 129-136 | 1.         | Structural Assessment of Old Municipal Hall – 31 Hudson Avenue NE   |

## 20. QUESTION AND ANSWER PERIOD

7:00 p.m.

Page #	Item #	Description
	21.	DISCLOSURE OF INTEREST
	22.	HEARINGS
137-156	1.	Development Variance Permit Application No. VP-582 [Brentwell Construction Ltd./Crevier, L. & S.; 31 4 Street SE; Off-Street Parking Spaces]
	23.	STATUTORY PUBLIC HEARINGS
157-170	1.	Zoning Amendment Application No. ZON-1269 [City of Salmon Arm; Text Amendment; Accessible Parking Regulations]
171-172	2.	Zoning Amendment Application No. 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)] <i>See Staff Report in Item 22.1</i>
	24.	RECONSIDERATION OF BYLAWS
173-176	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4590 [ZON-1269; City of Salmon Arm; Text Amendment; Accessible Parking Regulations] - Third Reading
177-180	2.	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)] - Third Reading
	25.	QUESTION AND ANSWER PERIOD
181-182	26.	ADJOURNMENT

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Item 2

## CITY OF SALMON ARM

Date: June 26, 2023

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: pursuant to Section 90(1)(d) the security of the property of the municipality; (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; (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; (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; (2)(b) the consideration of information received and held on 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 26, 2023

Moved: Councillor Gonella

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of June 12, 2023, be adopted as circulated.

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 - 2 Avenue NE and by electronic means, at 1:30 p.m. and reconvened at 2:30 p.m. on Monday, June 12, 2023.

### PRESENT:

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

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  
Planner, C. Larson  
Planner, M. Smyrl  
Service Delivery Management Coordinator, J. Wilson  
Deputy Corporate Officer R. West

### ABSENT:

#### 1. CALL TO ORDER

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

#### 2. IN-CAMERA SESSION

0272-2023

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 (4 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.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
Council returned to Regular Session at 2:24 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

- Late Item – 9.8 – Appointment of a Bylaw Officer
- Late Item – 18.1 – McGuire Lake Pathway Lighting
- Remove Item 9.7 – Environmental Advisory Committee – Citizen at Large Membership Appointment

5. DISCLOSURE OF INTEREST

Councillor Gonella declared a conflict of interest with Item 9.1, 12.1.6, 12.1.7, 12.1.11 and 12.1.12 as he is an employee of the Salmon Arm Folk Music Society.

Councillor Flynn declared a conflict of interest with Item 12.1.12 as the applicant is a client of his firm.

Councillor Wallace Richmond declared a conflict with Item 14.1 as her company has business relations with Shuswap Tourism.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of May 23, 2023

0273-2023

Moved: Councillor Lavery

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

2. Special Council Meeting Minutes of June 1, 2023

0274-2023

Moved: Councillor Gonella

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of June 5, 2023

0275-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE1. CSRD Connect – May 2023

For information.

Councillor Gonella declared a conflict and left the meeting at 2:43 p.m.

9. STAFF REPORTS1. Manager of Permits & Licensing – Licensing of Special Events on City Property - 2023

0276-2023

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

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: 3:00 p.m. to 12:30 a.m. August 19: 10:00 a.m. to 12:30 a.m. August 20: 10:00 a.m. to 12:30 a.m.
Barn Beverage Garden (patron area)	August 18: 3:00 p.m. to 12:30 a.m. August 19: 10:00 a.m. to 12:30 a.m. August 20: 10:00 a.m. to 12:30 a.m.
VIP Lounge (private access area)	August 18: 3:00 p.m. to 12:30 a.m. August 19: 10:00 a.m. to 12:30 a.m. August 20: 10:00 a.m. to 12:30 a.m.
Volunteer Party (private access area)	August 20 to 21: 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: 11:00 a.m. to 9:00 p.m.
- September 9: 11:00 a.m. to 9:00 p.m.
- September 10: 11:00 a.m. to 4:00 p.m.

CARRIED UNANIMOUSLY

Councillor Gonella returned to the meeting at 2:45 p.m.

2. Director of Planning & Community Services – UBCM Complete Communities Grant Program

0277-2023

Moved: Councillor Lavery

Seconded: Councillor Cannon

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;

9. STAFF REPORTS – continued

2. Director of Planning & Community Services – UBCM Complete Communities Grant Program

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.

CARRIED UNANIMOUSLY

3. Director of Planning & Community Services – Official Community Plan Bylaw No. 4000 Review

0278-2023

Moved: Councillor Flynn

Seconded: Councillor Cannon

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.

Amendment:

Moved: Councillor Wallace Richmond

Seconded: Councillor Gonella

THAT: the Official Community Plan Steering Committee membership be amended to combine the Shuswap Family Resource and Referral Society and the Shuswap Association for Community Living into one (1) member and add one (1) member from the District Arts Council.

CARRIED UNANIMOUSLY

Motion as Amended:

CARRIED UNANIMOUSLY

4. Director of Engineering & Public Works – Annual Transit Operating Agreement

0279-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

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.

CARRIED UNANIMOUSLY



9. STAFF REPORTS – continued

5. Director of Engineering & Public Works – Supply of Bulk Aviation Fuels and Related Delivery Services

0280-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

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.

CARRIED UNANIMOUSLY

6. Director of Engineering & Public Works – Zone 2 Pump Station Design – Budget Amendment

0281-2023

Moved: Councillor Lavery

Seconded: Councillor Cannon

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.

CARRIED UNANIMOUSLY

8. Manager of Permits and Licensing – Appointment of a Bylaw Officer

0282-2023

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Debbie Wood be appointed as Bylaw Enforcement Officer, in accordance with Section 36 of the Police Act;

AND THAT: such appointment be for the term of her contractual employment as Bylaw Enforcement Officer for the City of Salmon Arm.

CARRIED UNANIMOUSLY

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

0283-2023

Moved: Councillor Lindgren

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS - continued

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

0284-2023                      Moved: Councillor Wallace Richmond  
   Seconded: Councillor Cannon  
   THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4590 be read a first and second time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Fee for Service Amendment Bylaw No. 4592 [Parking Violations] – First, Second and Third Reading

0285-2023                      Moved: Councillor Lavery  
   Seconded: Councillor Lindgren  
   THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4592 be read a first, second and third time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4293 - First and Second Reading

0286-2023                      Moved: Councillor Lindgren  
   Seconded: Councillor Gonella  
   THAT: the Bylaw entitled City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4293 be read a first and second time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

The meeting recessed at 4:08 p.m.

The meeting reconvened at 4:15 p.m.

Councillor Wallace Richmond declared a conflict and left the meeting at 4:15 p.m.

14. PRESENTATIONS

1. M. Matheson, Shuswap Tourism & Film Commission Annual Update

M. Matheson, Team Leader and Stephanie Goodey, Tourism Marketing Coordinator, Shuswap Tourism & Film Commission, provided an overview of the 2022 Shuswap Tourism Annual Review and were available to answer questions from Council.

Councillor Wallace Richmond returned to the meeting at 4:47 p.m.

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

I. Matous-Gibbs, Urban Matters, provided an overview of the Poverty Reduction Grant and was available to answer questions from Council.

12. CORRESPONDENCE

1. Informational Correspondence

Councillors Flynn and Gonella declared a conflict and left the meeting at 5:14 p.m.

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

0287-2023

Moved: Councillor Cannon  
Seconded: Councillor Wallace Richmond  
THAT: Council allocate up to \$7,066.00 from COVID-19 Safe Restart Grant Reserve for the installation of a cement under pad for the Cricket Pitch at the Downtown Fields, subject to entering into a maintenance agreement.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 5:25 p.m.

6. T. Starkell, Administrative Services Manager, Salmon Arm Roots and Blues – Letter dated May 15, 2023 – Request for Letter of Support for SEP Application

0288-2023

Moved: Councillor Cannon  
Seconded: Councillor Flynn  
THAT: Council provide a letter of support recognizing the ROOTSandBLUES Festival as a regionally significant cultural event in support of their Special Event Permit application to the Liquor and Cannabis Regulation Branch.

CARRIED UNANIMOUSLY

7. J. Broadwell, Manager, Downtown Salmon Arm – Request to Close Alexander Street for Roots and Blues Kick Off Concert – August 17, 2023

0289-2023

Moved: Councillor Cannon  
Seconded: Councillor Flynn  
THAT: Council authorize the closure of the 300 block of Alexander Street (from Hudson Street to Lakeshore Road) on Thursday, August 17, 2023 from 3:00 p.m. to 10:00 p.m. for the 2023 Roots and Blues Kick-Off Concert, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

11. J. McEwan, Salmon Arm Fair Manager – Letter dated May 18, 2023 – Request for road closures for Salmon Arm Fair & Parade – September 9, 2023

0290-2023

Moved: Councillor Cannon  
Seconded: Councillor Wallace Richmond  
THAT: Council authorize the Salmon Arm Fall Fair Committee to hold the annual Salmon Arm Fair Parade on Saturday, September 9, 2023 from approximately 10:15 a.m. to 12:30 p.m. with the permission to close roadways to non-parade traffic and with the request for various assistance as follows:

- closure of 5 St SW between Blackburn Park and the fair grounds;

12. CORRESPONDENCE - continued1. Informational Correspondence11. J. McEwan, Salmon Arm Fair Manager – Letter dated May 18, 2023 – Request for road closures for Salmon Arm Fair & Parade – September 9, 2023

- closure of 5 Ave from 10 St SW to 5 St SW South Lane only from Linden Court;
- closure of 10 Ave SW from Shuswap St to 5 St SW ending at Blackburn Park. North side lane to allow float organization and letting East Bound traffic through. Parade marshaling will begin at 7:00 a.m.;
- permission to have the use of traffic barriers dropped at the designated street corners;
- permission to borrow traffic signs, hi vis vests, and directional paddles for the volunteers who will be directing traffic at the intersections;

AND THAT: the following be authorized for the Salmon Arm Fall Fair:

- closure of 5 Ave from 3 St SW to 5 St SW from 8:00 a.m. on Thursday, September 7, 2023 to 5:00 p.m. on September 10, 2023 to assist in safety and fair preparation and tear down;
- five (5) road barriers be placed at each of the corners of 3 St SW and 5 Ave SW and the corner of 5 St SW and 5 Ave SW to assist in setting up ticket booths;
- provision of a water truck during the three days of the fair to water roadways, main arena and competition rings;
- extend the No Parking zones from previous years to include the following:
  - Shuswap St from 5 Ave. SW to Hudson St, both sides
  - Hudson St to Ross St and Ross St to Lakeshore
  - Lakeshore from Ross to 10 St, both sides
- permission to use the Safeway Field for parking September 8 to 10, 2023.

AND FURTHER THAT: this event is subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

Councillor Gonella returned to the meeting at 5:31 p.m.

5. M. Engel – Email dated June 1, 2023 – Request to use Canoe Beach Gazebo – July 2, 2023
10. S. Dewalle – Email dated May 25, 2023 – Request to use Blackburn Park – July 22, 2023

0291-2023

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Council authorize Marlene Engel to use the Gazebo at Canoe Beach on July 2, 2023 from 4:00 p.m. to 9:00 p.m. for a 70<sup>th</sup> birthday celebration, subject to the provision of adequate liability insurance.

12. CORRESPONDENCE - continued

1. Informational Correspondence

5. M. Engel - Email dated June 1, 2023 - Request to use Canoe Beach Gazebo - July 2, 2023  
10. S. Dewalle - Email dated May 25, 2023 - Request to use Blackburn Park - July 22, 2023

AND THAT: Council authorize Sarah Dewalle to use the Blackburn Park for a group picnic on July 22, 2023 from 11:30 a.m. to 4:00 p.m., subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

8. A. VanderMeulen, Cornerstone CRC Outreach Team - Letter dated June 5, 2023 - Request for road closure - September 16, 2023

0292-2023

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: Council authorize the closure of the road from 2151 12<sup>th</sup> Avenue NE to 22<sup>nd</sup> Street NE on September 16, 2023 from 2:00 p.m. to 7:00 p.m. for a community BBQ and games, subject to the provision of adequate liability insurance.

DEFEATED UNANIMOUSLY

13. NEW BUSINESS

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

1. McGuire Lake Pathway Lighting

0293-2023

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council authorize staff to proceed with the purchase and installation of 11 LED post top street light standards for pathway lighting at McGuire Lake at an estimated cost of \$202,812.50 subject to financial partnership with the Salmon Arm Rotary Daybreak Club.

CARRIED

Councillors Lindgren and Lavery Opposed

Councillor Gonella declared a conflict and left the meeting at 6:10 p.m.



19. OTHER BUSINESS

1. Salmon Arm Folk Music Society – Request for Construction Approval

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

0041-2023 (ic) Moved: Councillor Lindgren  
Seconded: Councillor Cannon  
THAT: Council authorize the request from the Salmon Arm Folk Music Society to construct improvements on the City owned property located at 541 3rd Street SW subject to building permit approval.

CARRIED UNANIMOUSLY

Councillor Gonella returned to the meeting at 6:11 p.m.

20. QUESTION AND ANSWER PERIOD

0294-2023 Moved: Councillor Flynn  
Seconded: Councillor Cannon  
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 (4 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.

CARRIED UNANIMOUSLY

Council moved In-Camera at 6:13 p.m.

Council returned to Regular Session at 6:56 p.m.

The Meeting recessed at 6:56 p.m.

The Meeting reconvened at 7:00 p.m.

**PRESENT:**

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

Chief Administrative Officer E. Jackson  
Director of Corporate Services S. Wood  
Director of Engineering and Public Works R. Niewenhuizen  
Director of Planning and Community Services G. Buxton  
Deputy Corporate Officer R. West

**ABSENT:**

**21. DISCLOSURE OF INTEREST**

**22. HEARINGS**

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

0295-2023

Moved: Councillor Lindgren  
Seconded: Councillor Gonella  
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.

The Planning Official explained the proposed Development Variance Permit Application.

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:11 p.m. and the Motion was:

**Amendment**

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

**Motion as amended**

**CARRIED UNANIMOUSLY**

**CARRIED UNANIMOUSLY**

22. HEARINGS – continued2. Development Variance Permit Application No. VP-567 [McLeod, T./Launch Construction Ltd.; 3390 30 Street NE; Servicing requirements

0296-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

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.

The Planning Official explained the proposed Development Variance Permit Application.

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:33 p.m. and the Motion was:

DEFEATED UNANIMOUSLY

0297-2023

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

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 installation of one (1) fire hydrant;
- iii) that survey and legal costs are covered by the City of Salmon Arm;

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

There was consensus to split the motion:

- i) waive the installation of a bike lane (including ditching);

CARRIED UNANIMOUSLY

- ii) waive the installation of one (1) fire hydrant;

CARRIED UNANIMOUSLY

22. HEARINGS – continued

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

iii) that survey and legal costs are covered by the City of Salmon Arm;

DEFEATED

Mayor Harrison, Councillors Wallace Richmond, Gonella, Lindgren, Flynn Opposed

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

CARRIED UNANIMOUSLY

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]

0298-2023

Moved: Councillor Cannon

Seconded: Councillor Flynn

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).

The Planning Official explained the proposed Development Permit Application.

G. Massier, the agent for the applicant, provided an overview of the application and was available to answer questions from Council.

Submissions were called for at this time.

J. Wickner, Franklin Engineering Ltd., agent for the property owners of 1681 10 Street SE, expressed their opposition to the extension of the cul-de-sac as a similar request was denied for their application.

22. HEARINGS – continued

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]

Following three calls for submissions and questions from Council, the Hearing closed at 8:24 p.m. and following comments from Council the Motion was split:

- 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.

CARRIED UNANIMOUSLY

- 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).

CARRIED

Councillor Lindgren Opposed

23. STATUTORY PUBLIC HEARINGS

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

The Planning Official explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:41 p.m. followed by comments from Council.

24. RECONSIDERATION 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] – Third Reading and Final Reading

0299-2023

Moved: Councillor Gonella

Seconded: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4580 be read a third and final time.

CARRIED UNANIMOUSLY



**25. QUESTION AND ANSWER PERIOD**

0300-2023

Moved: Councillor Lindgren

Seconded: Councillor Flynn

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 (4 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.

CARRIED UNANIMOUSLY

Council moved In-Camera at 8:42 p.m.

Council returned to Regular Session at 9:02 p.m.

**26. ADJOURNMENT**

0301-2023

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of June 12, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:03 p.m.

CERTIFIED CORRECT:

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CORPORATE OFFICER

---

MAYOR

Adopted by Council the      day of June, 2023.

Item 7.1

## CITY OF SALMON ARM

Date: June 26, 2023

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of June 19, 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 19, 2023.

### **PRESENT:**

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

Chief Administration Officer E. Jackson  
Senior Planner C. Larson  
Deputy Corporate Officer R. West

### **ABSENT:**

Councillor D. Gonella  
Councillor S. Lindgren

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

Mayor Harrison called the meeting to order at 8:01 a.m.

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

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

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

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

5. REPORTS

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

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning a portion of Parcel A, Block B, Section 14, Township 20, Range 10, W6M, KDYD, Plan 1523, and a portion of Lot A, Section 14, Township 20, Range 10, W6M, KDYD Plan 38914 from the M-2 (Light Industrial Zone) to a new CD-20 (Comprehensive Development Zone-20).

Douglas Winter, Development Manager, BC Housing, spoke regarding the proposed site and need for a shelter at 341-361 Fraser Avenue and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Zoning Amendment Application No. ZON-1258 [Klatt, A. & S./Green Emerald Construction Inc.; 5131 75 Avenue NE; R-1 to R-8]

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1 District Lot 6412 and Section 5, Township 21, Range 9, W6M, KDYD, Plan KAP69981 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee meeting of June 19, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:59 a.m.

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Mayor A. Harrison, Chair

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Item 8.1

**CITY OF SALMON ARM**

Date: June 26, 2023

CSRD Connect  
Board Meeting Highlights – June 2023

**From:** Columbia Shuswap Regional District <listserv@civicplus.com>  
**Sent:** Wednesday, June 21, 2023 6:11 AM  
**To:** Rhonda West  
**Subject:** [External] CSRD Connect - Board Meeting Highlights - June 2023



### June 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.

## Committee Reports

### Shuswap Emergency Program Executive

The Board agreed to write a letter to the Minister of Emergency Management and Climate Readiness and copy UBCM regarding the lack of communication and local government engagement with the modernized emergency management legislative change process.

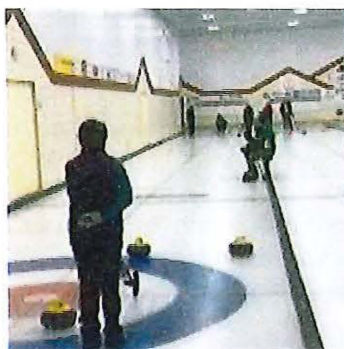




## Business General

### Ministry of Indigenous Relations and Reconciliation Presentation

Wayne Giles, Regional Director, Kootenay Boundary, for the Ministry of Indigenous Relations and Reconciliation, updated the Board regarding Reconciliation negotiations in BC. The [presentation](#) provided local context regarding First Nations Bands in the CSRD region, including the Secwépemc, Sinixt, Ktunaxa and Okanagan Nations. There was also discussion regarding BC's Declaration on the Rights of Indigenous Peoples Act, as well as the UBCM - BC Memorandum of Understanding, which recognizes reconciliation as a shared, cross-government responsibility.



## Business General

### Golden Curling Rink

The Board agreed to re-allocate \$21,000 to purchase curling rink [vinyl floor covering sheets](#). These will remove the need for painting lines on the concrete floor and alleviate concerns with marks created on the floor from skateboarding activities.

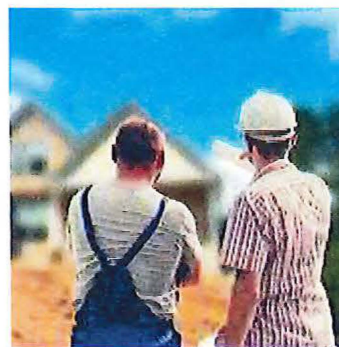
### Blind Bay Streetlight purchase

The Board agreed to the [purchase of 50 LED streetlight fixtures](#), at a cost of not more than \$15,000. These lights are more energy efficient than the current high-pressure sodium lights. They also last longer, with 100,000 hours of use for the LED lights as compared to 20,000 hours for the current streetlights. The new LED lights will be changed out over time as the current ones burn out.

## Administration Bylaws

### Amendments to CSRD Building Bylaw

The Board adopted a bylaw which includes the required changes to bring the [CSRD's Building Bylaw](#) in line with the new BC Energy Step Code requirements. The BC Energy Step Code is a mandatory compliance path in the BC Building Code (BCBC) that local governments must use to require a level of energy efficiency in new construction that goes above and beyond the previous requirements of the BC Building Code.



## Land Use Matters





### **Electoral Area E: OCP Amendment Number 840-03, Zoning Amendment Number 841-07**

The applicant is proposing to redesignate the property, located at 3410 Oxbow Frontage Road, from Industrial (ID) to Resort (RT) and rezone the property from Industrial 2 (ID2) to CDE8 – Comprehensive Development E8 to create a mixed-use resort near Yard Creek in Electoral Area E.

CSRD staff were recommending denial of the [proposal](#) at second reading because the amending bylaws are inconsistent with the Resort, Residential, and Industrial policies in Electoral Area E Official Community Plan. The subject property is located in an established industrial area and, as such, the staff do not believe it is suitable for resort or residential use. The CSRD Board, however, voted to deny the staff recommendation. The Board subsequently approved a new motion to move the project forward to next stage, which will require a full public hearing prior to third reading.

*For information and background reports for the other Development Services items discussed at this meeting, please see the June 15, 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 June 15, 2023 Board Meeting are as follows:

#### **Revelstoke Area Economic Development Commission Appointment**

THAT: Carol Palladino be appointed to the Revelstoke Area Economic Development Commission as Public-at-Large for a two-year term ending May 31, 2025.

### **Next Board Meeting**

#### **Thursday, July 20, 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.



Item 9.1

## CITY OF SALMON ARM

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council receive the City of Salmon Arm 2022 Annual Report for information.

---

To: His Worship Mayor Harrison & Members of Council

Date: June 15, 2023

Subject: 2022 Annual Report

---

**Recommendation:**

THAT: Council receive the City of Salmon Arm 2022 Annual Report for information.

**Background:**

The City of Salmon Arm 2022 Annual Report has been compiled pursuant to Section 98 of the *Community Charter*, which also requires that the report be made available for public inspection.

The report was available for viewing on the City's website on June 6, 2023 and hard copies were made available at the front counter of City Hall on June 9, 2023.

In addition, a notice was published in the Salmon Arm Observer on June 21, 2023 to advise that Council will consider submissions from the public about the report at the June 26, 2023, Regular Council Meeting.

A copy of the 2022 Annual Report has been distributed to Mayor and Council under a separate cover.

Respectfully Submitted,



Sue Wood

Director of Corporate Services

Item 9.2

**CITY OF SALMON ARM**

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: the City of Salmon Arm approve in principle the 2024/2025 budget of \$5,539,794.00 under the Municipal Policing Contract of which the City is responsible for 90% thereof.



---

To: Mayor Harrison and Members of Council  
Date: June 15, 2023  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: 2024/2025 RCMP Funding (2024 Budget)

---

**Recommendation:**

THAT: The City of Salmon Arm approve in principle the 2024/2025 budget of \$5,539,794 under the Municipal Policing Contract of which the City is responsible for 90% thereof.

**Background:**

The City has received the RCMP Multi Year Financial Plan (MYFP) for 2024/2025 to 2028/2029 and must provide a letter of 'approval in principle' regarding the 2024/2025 budget as required by the Ministry of Public Safety and Solicitor General.

This 'letter of approval in principle' does not mean that Council endorses the budget set for the City of Salmon Arm (City), but rather, it is a budget allocation/planning tool used by the Federal Treasury Board. The Federal Treasury Board must have this letter by end of June of each year for the following fiscal year in order to set aside sufficient financial resources to fund their share of the Municipal RCMP Contract costs.

The five (5) year forecast represents an increase in costs in each year as compared to the last five (5) year forecast received by the City. The 2024/2025 budget contains an increase of \$458,100 which is primarily attributed to increases associated with (amounts are approximate):

- Wages - \$116,300;
- Pensions - \$18,800;
- Divisional Administration (Core Administration, Payments in Lieu of Leave, Health Services & Special Leaves) - \$197,000;
- Professional Services (including body worn cameras and training) - \$38,300; and
- Fuel - \$46,400.

In addition the RCMP vehicles replacement estimate has increased \$20,000. The City allocates funding to a Police Vehicle Replacement Reserve Fund annually and budgets for these replacements separately under capital expenditures.

The MYFP also outlines the annual Earned Retirement Benefit payment of \$23,073 as approved by Council in 2020 and the Green Timbers Accommodation payment of \$12,840 as per Provincial settlement agreements. These payments are not included in the 2024/2025 budget of \$5,539,794 as they are payments for which the City is 100% responsible. They are however included as separate items and included in the 2023 budget.

Further, the RCMP retroactive costs for 2017 - 2021 have not been included in this forecast. On March 29, 2023, the City received a letter from the Senior Assistant Deputy Minister of Public Safety Canada, advising that the Government of Canada maintains that contract jurisdictions were required to pay retroactive salary costs as per the Police Service Agreements, however they agreed to provide up to two years for payment. On March 30, 2023, the City received an invoice for retroactive pay in the amount \$718,648.85.

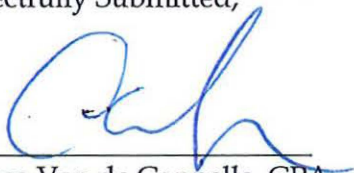
The repayment of the retroactive costs was penalty and interest free and therefore Council elected to participate in an extended repayment schedule; with 50% of the invoice to be paid by March 31, 2024 and the remainder by March 31, 2025. These costs will be paid for from reserves with no additional financial impact.

It should be noted however that this recently settled collective agreement expires March 31, 2023 and therefore the MYFP for 2024/2025 includes a non-contractual wage estimate of 3.5% for planning purposes. E-Division has recommended that contract partners build a contingency to mitigate the impact of future negotiated rates.

The 2024/2025 forecast for the City's budget year 2024 equates to a 2.18% increase in taxes which is higher than the original forecast submitted and presented to Council in 2022 (1.05%). Future years, 2025 through 2028, reflect approximate tax increases of 0.52%, 0.93%, 0.97% and 1.02% respectively. Note these increases do not reflect any budget reductions made by the City for vacancies or transfers from the RCMP Operating Reserve.

If the 'letter of approval in principle' is not received, services could be reduced to our community due to a shortfall in funding from the Federal level to the Provincial level. It is therefore recommended that Council approve in principle the 2024/2025 budget of \$5,539,794.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

**Policing Costs**  
**Budget Projections - Next Five Years**

<i>Summary</i>	2023	2024	2025	2026	2027	2028
Total Costs	\$ 5,010,790	\$ 5,539,794	\$ 5,667,746	\$ 5,887,936	\$ 6,118,412	\$ 6,363,342
Less: Vehicles	(112,000)	(132,000)	(138,000)	(142,000)	(146,000)	(152,000)
	<u>\$ 4,898,790</u>	<u>\$ 5,407,794</u>	<u>\$ 5,529,746</u>	<u>\$ 5,745,936</u>	<u>\$ 5,972,412</u>	<u>\$ 6,211,342</u>
CSA Cost @ 90%	\$ 4,408,911	\$ 4,867,015	\$ 4,976,771	\$ 5,171,342	\$ 5,375,171	\$ 5,590,208
No. of Members	21	21	21	21	21	21
Cost Per Member	<u>\$ 209,948.14</u>	<u>\$ 231,762.60</u>	<u>\$ 236,989.11</u>	<u>\$ 246,254.40</u>	<u>\$ 255,960.51</u>	<u>\$ 266,200.37</u>

*Status Quo*

Per Member Increase	\$ 21,814.46	\$ 5,226.51	\$ 9,265.29	\$ 9,706.11	\$ 10,239.86
No. of Members	21	21	21	21	21
Total Cost Increase	<u>\$ 458,103.60</u>	<u>\$ 109,756.80</u>	<u>\$ 194,571.00</u>	<u>\$ 203,828.40</u>	<u>\$ 215,037.00</u>
Equivalent Tax Increase	2.18	0.52	0.93	0.97	1.02

*Increase to Members (if any)*

Per Member Increase	\$ 21,814.46	\$ 5,226.51	\$ 9,265.29	\$ 9,706.11	\$ 10,239.86
No. of Members	21	21	21	21	21
Total Cost Increase	458,103.60	109,756.80	194,571.00	203,828.40	215,037.00
Cost of Additional Members	-	-	-	-	-
	<u>\$ 458,103.60</u>	<u>\$ 109,756.80</u>	<u>\$ 194,571.00</u>	<u>\$ 203,828.40</u>	<u>\$ 215,037.00</u>
Equivalent Tax Increase	2.18	0.52	0.93	0.97	1.02

Total Cost Per Member	\$ 231,762.60	\$ 236,989.11	\$ 246,254.40	\$ 255,960.51	\$ 266,200.37
No. of Members	21	21	21	21	21
Total Annual Cost	<u>\$ 4,867,014.60</u>	<u>\$ 4,976,771.40</u>	<u>\$ 5,171,342.40</u>	<u>\$ 5,375,170.80</u>	<u>\$ 5,590,207.80</u>

Item 9.3

## CITY OF SALMON ARM

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute the Merchant Agreement with Moneris for payment processing services related to the City's parking machines supplied by Mackay Meters.



**CITY OF  
SALMON ARM**

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To: His Worship Mayor Harrison and Members of Council  
Date: June 13, 2023  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Moneris Merchant Agreement – Parking Meter Card Acceptance

---

**Recommendation:**

THAT: The Mayor and Corporate Officer be authorized to execute the Merchant Agreement with Moneris for payment processing services related to the City's parking machines supplied by Mackay Meters.

**Background:**

Current parking meters, supplied by Mackay Meters, are equipped to take cash only. In June 2020, Council requested information on advancing credit/debit and contact-less payment options for parking meters and a staff report was brought forward identifying options. In August 2020, Council resolved to include the purchase of EMV3 card readers (which allow for credit/debit and contactless payment), within the 2021 budget. EMV3 readers were an improved technological advancement which were to be available for Mackay Meters in 2021.

The onset of COVID created delays during EMV3 development, ultimately delaying the release of the readers and advancement of this initiative. The readers were finally made available and the City submitted its request in June of 2022. Additional constraints attributed to product availability and staff capacity to advance the project created additional delays.

The EMV3 card reader hardware requires the City to establish an account/agreement with Moneris; who will provide a virtual payment processing gateway.

**Merchant Agreement – Moneris**

The City currently utilizes Chase Paymentech (Chase) for its payment processor for City Hall, RCMP and Airport transactions and Global Payments (Global) for the airport fuel system. Global has proprietary rights over the airport fuel system.

The new EMV3 card readers are only certified with Moneris (they have exclusive rights) therefore the City must use Moneris for processing transactions with the new EMV3 parking readers.

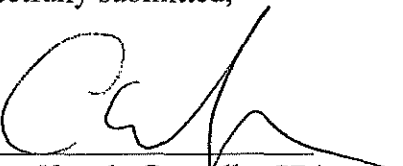
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Debit and contactless transactions are charged a fee based on the number and type of transaction. Credit transactions are charged fees based on the dollar value of the sale. Credit fees include a base transaction fee, a network assessment fee, and interchange fees depending on the type of card used and whether or not transactions meet certain qualification criteria. Payment Brands (i.e. Visa or MasterCard) establish the interchange levels and can change the interchange fees and qualification criteria. These changes impact the fees the City must pay and as a result the fee quotes provided to the City are likely to change.

It is estimated, based on historical 5 year averages of parking meter revenues and adjusting the value of sales from \$0.25 per hour to \$1.00 per hour; that the City could generate approximately \$134,000 in paid on street parking revenues. Based on this dollar volume and making some assumptions around proportionate use of cash/debit/credit transactions, staff estimate that the cost of processing including monthly account fees could be upwards of \$5,000 per year. Actual costs incurred will depend entirely on volume, payment brand rates and parking rates.

The 2023 Budget for Interest and Bank Charges for Downtown Parking is \$1,500.00 with no expenses incurred to date. While the annual estimated processing cost is greater than the current budget, actual costs will depend on implementation timing. As a result the current budget is anticipated to be sufficient and therefore a budget amendment is not recommended at this time.

Respectfully submitted,

  
\_\_\_\_\_  
Chelsea Van de Cappelle, CPA

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Item 9.4

## CITY OF SALMON ARM

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

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.



---

TO: His Worship Mayor Harrison and Members of Council

DATE: May 25, 2023

SUBJECT: Proposed Strata Conversion of a Previously Occupied Building – SUB-23.02 (Brentwell)  
Legal: Lot 3, Block 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 936  
Civic Address: 31 – 4 Street SE  
Owner/Applicant: Brentwell Venture Ltd. / Crevier, L.E. & S.

---

#### **MOTION FOR CONSIDERATION**

**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.

---

#### **STAFF RECOMMENDATION**

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

---

#### **PROPOSAL**

The subject property is located at 31 4 Street SE (Appendix 1) which contains a recently constructed duplex building (site photos are attached as Appendix 2). The applicant is requesting to convert the existing residential building to strata title ownership. The development is to remain under current management entirely as rental units. The applicant's intent in creating the two real estate entities through this proposed strata conversion is to subsequently develop a secondary suite within each duplex unit as per the BC Building Code, subject to a Zoning Amendment (ZON-1264). A sketch plan of the proposed strata conversion is attached as Appendix 3.

#### **COMMENTS**

##### **Planning Department**

A Strata Title Conversion is the division of an existing building into two or more strata title units. Strata Title is a form of ownership in which the unit owners have a share in the title to the property, and common amenities on the property are also shared.

While typically Subdivision Applications are not considered by Council, any proposal involving the conversion of a previously occupied building to strata title ownership must receive Council approval in accordance with Section 242 of the *Strata Property Act*. This allows the City to assess the impact of the conversion on the supply of rental accommodation in the area, to consider the impact on residential tenants, and to ensure that the building is in substantial compliance with the BC Building Code and City Bylaws. Section 242 of the *Strata Property Act* is attached (Appendix 4).

The subject property is designated as High Density Residential in the Official Community Plan, Zoned R-5 in the Zoning Bylaw, and contains a duplex, being used as intended for residential use and currently being rented. No changes to this residential rental use are proposed. OCP residential policy as well as

the City's Housing Strategy supports a variety of housing formats for both rental and market housing to encourage a range of diverse housing types.

The development of the duplex proceeded under the R-5 Zoning as approved by Council in the winter of 2020 (ZON-1191). This development under R-5 zoning did not require any Density Bonus and therefore none of the units were required to be secured as "rental only" by way of a covenant. While not the owner's current intent, following the strata conversion each half of the duplex unit could potentially be sold. Again, as previously noted no changes to the residential rental use are proposed.

#### ZON-1264

The 4 units proposed (the 2 duplex units and 2 secondary suites) are supported by the density provisions of the R5 Zone, and will be considered under a separate application (ZON-1264). The 2 secondary suites proposed are supported by amendments to the BC Building Code (BCBC) effective as of December 2019 (Appendix 5). At the time of writing this report, the 2 secondary suites proposed are not supported in the R-5 Zone and are subject to full consideration through a Zoning Amendment application (ZON-1264).

In order to ensure compliance with the BCBC, a certified report from a Professional Engineer, Registered Architect or qualified professional indicating conformance with the B.C. Building Code, Plumbing Code, Fire Code and other Provincial and Federal Regulations will be required.

Subject to the Zoning Amendment (ZON-1264) to allow for the suites, the strata conversion of the building would allow for the creation of two separate real estate entities to enable suites, and would present an additional option within the mix of housing types in the High Density Residential designated area, aligned with OCP policy and the Community Housing Strategy.

#### Subdivision and Development Services Bylaw No 4163

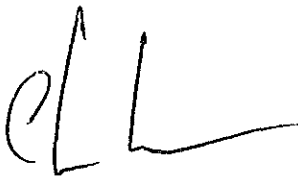
Strata conversion triggers the requirements of the Subdivision and Development Services (SDS) Bylaw. Many of the requirements were met through the recent development of the property. The outstanding requirement is related to road dedication to meet the Urban Local Road standard. The applicant had accounted for this at time of development. Dedication of approximately 2.919 m (to be confirmed by BCLS) is required along the 4 Street SE frontage prior to approval of the Strata plan.

#### Letter of Preliminary Review

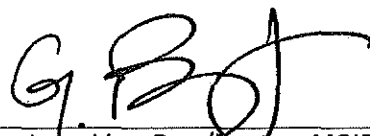
To further clarify the conditions detailed above, a letter of preliminary review will be issued to the applicant. This letter will outline the terms and conditions which have to be met.

#### CONCLUSION

Given that the building involved will need to meet BCBC requirements through the Building Permit process, and that the proposal aligns with OCP residential policy as well as the City's Housing Strategy, with the units to remain as rentals under current management, staff have no concerns with the proposed strata conversion. Should Council approve this proposal and subject to meeting the conditions (SDS Bylaw, Zoning and BCBC requirements) to be provided in a Letter of Preliminary Review, the Approving Officer will be able to execute approval of the Strata plan.

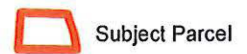
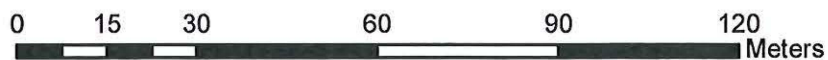
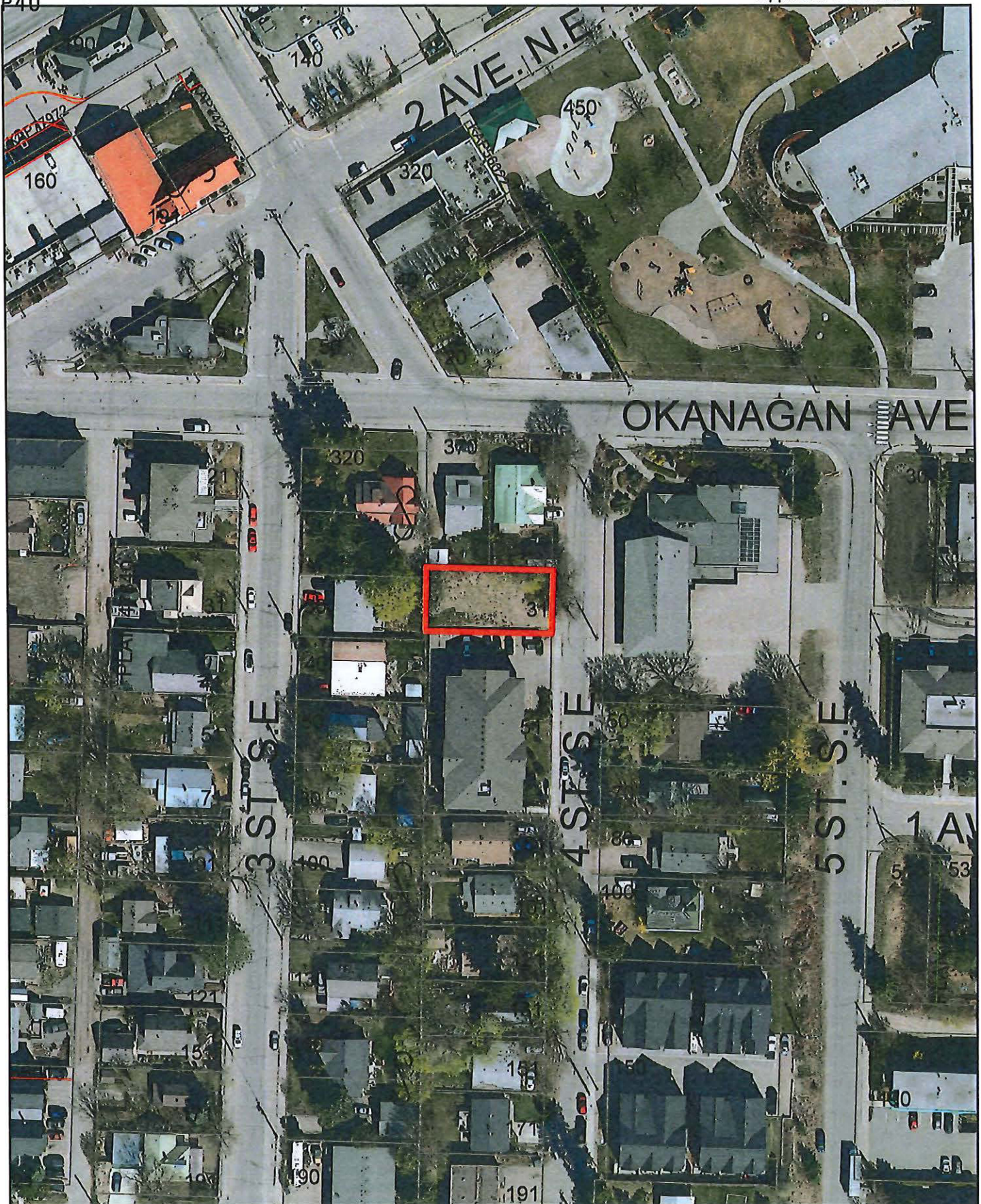


Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



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

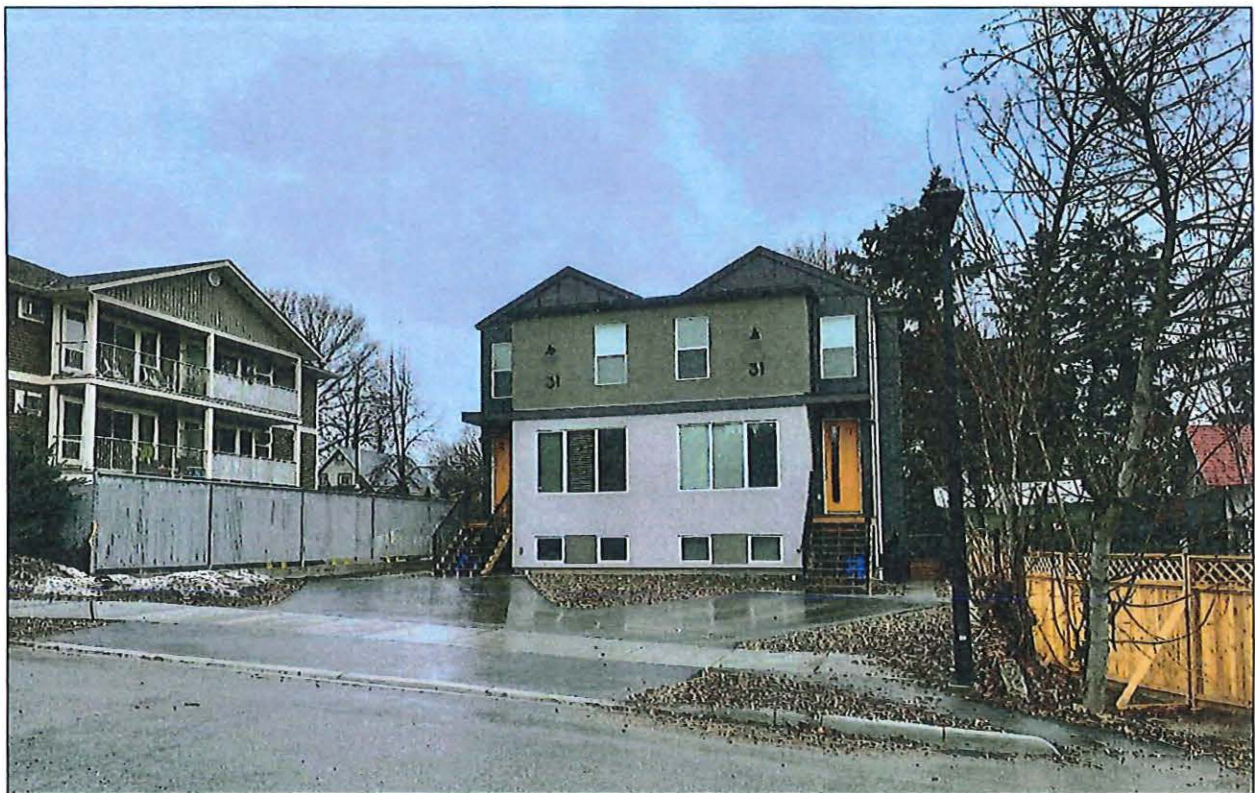








View of subject parcel northwest from 4 Street SE.



View of subject parcel southeast from 4 Street SE.





**BUILDING — FLOOR PLANS**

SCALE 1 : 100

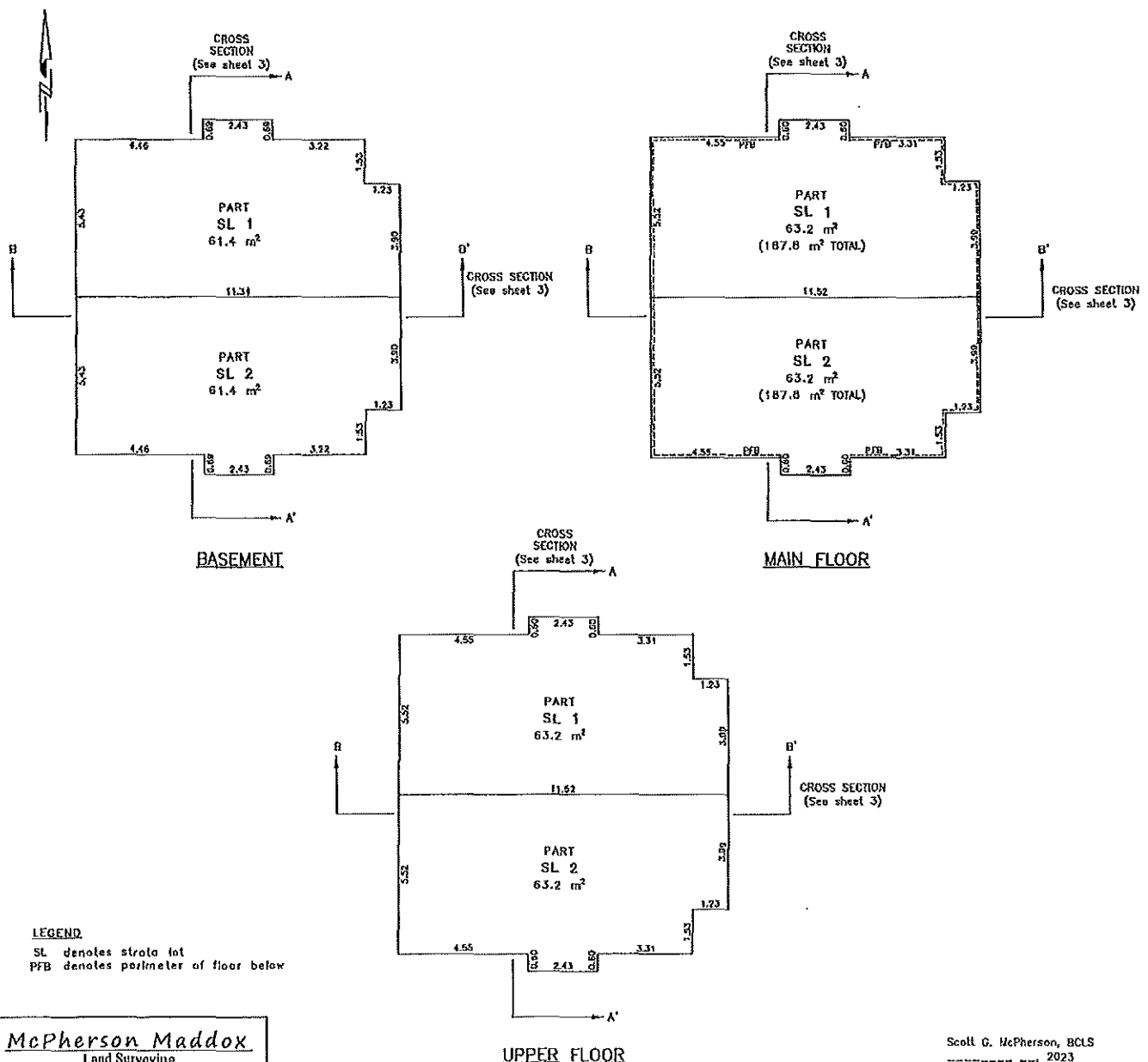
0m 1 2 3 4 5 6 7m

The intended plot size of this plan is 432mm in width by 560mm in height (C size) when plotted at a scale of 1:100

All angles for the strata boundaries shown defect by multiples of 90 degrees, unless otherwise indicated.

The strata boundary dimensions shown hereon are to the midpoint of the structural portion of exterior walls and the midpoint between structural portions of party walls between strata lots, unless otherwise noted.

The cross section arrows on this plan point in the direction of the view.

SHEET 2 OF 3 SHEETS  
STRATA PLAN EPS**PRELIMINARY**

**McPherson Maddox**  
Land Surveying  
3500 - 30th Street  
Vernon, BC V1T 5E8  
Telephone: (250) 542-4343

112650S02

Scott G. McPherson, BCLS  
2023

FILE: R11265-1

## STRATA PROPERTY ACT

### [SBC 1998] CHAPTER 43

#### Part 14 — Land Titles

##### Approval for conversion of previously occupied buildings

**242** (1) For the purposes of this section, "**approving authority**" means

- (a) the municipal council of the municipality if the land is located in a municipality,
- (b) the regional board of the regional district if the land is located in a regional district but not in a municipality and is neither Nisga'a Lands nor treaty lands of a treaty first nation,
- (c) the Nisga'a Village Government if the land is located within Nisga'a Village Lands,
- (d) the Nisga'a Lisims Government if the land is Nisga'a Lands other than Nisga'a Village Lands, or
- (e) the governing body of the treaty first nation if the land is located within the treaty lands of that treaty first nation.

(2) If a person applying to deposit a strata plan wishes to include in the strata plan a previously occupied building, the person must submit the proposed strata plan to the approving authority.

(3) The approving authority may

- (a) approve the strata plan, or approve the strata plan subject to terms and conditions, or
- (b) refuse to approve the strata plan, or refuse to approve the strata plan until terms and conditions imposed by the approving authority are met.

(4) The decision of the approving authority under subsection (3) is final and may not be appealed.

(5) The approving authority must not approve the strata plan unless the building substantially complies with the following:

- (a) the applicable bylaws of the municipality or regional district;
- (b) applicable Nisga'a Government laws;
- (b.1) the applicable laws of the treaty first nation;
- (c) the building regulations within the meaning of the *Building Act*, except, in relation to a treaty first nation that has entered into an agreement described in section 6 of that Act, to

the extent that the agreement enables the treaty first nation to establish standards that are different from those established by the building regulations.

(6) In making its decision, the approving authority must consider

- (a) the priority of rental accommodation over privately owned housing in the area,
- (b) any proposals for the relocation of persons occupying a residential building,
- (c) the life expectancy of the building,
- (d) projected major increases in maintenance costs due to the condition of the building, and
- (e) any other matters that, in its opinion, are relevant.

(7) If the approving authority approves the strata plan without terms and conditions, an authorized signatory of the approving authority must endorse the plan in accordance with the regulations.

(8) If the approving authority approves the strata plan subject to terms and conditions, an authorized signatory of the approving authority must endorse the plan in accordance with the regulations once the terms and conditions have been met.

(9) The endorsement must be dated not more than 180 days before the date the strata plan is tendered for deposit.

(10) The approving authority may, by resolution, with respect to a specified type of previously occupied building,

- (a) delegate to an approving officer or other person designated in the resolution the exercise of the powers and performance of the duties of the approving authority under this section, and
- (b) impose limits or conditions on the exercise of the powers and performance of the duties delegated by the resolution.

(11) This section does not apply to a strata plan that includes a previously occupied building if the person applying to deposit the strata plan is the government or the Crown in right of Canada.



No. B19-05  
 December 12, 2019

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

---

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



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.

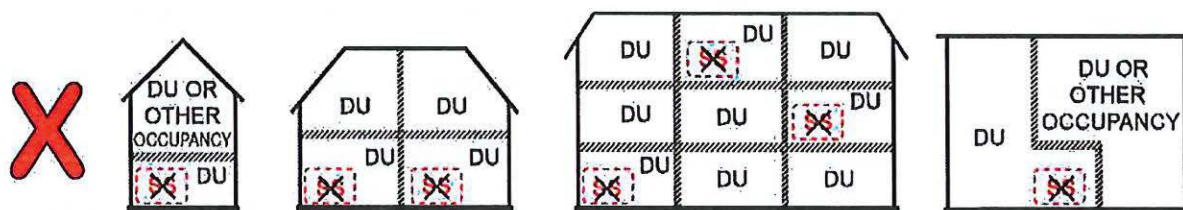
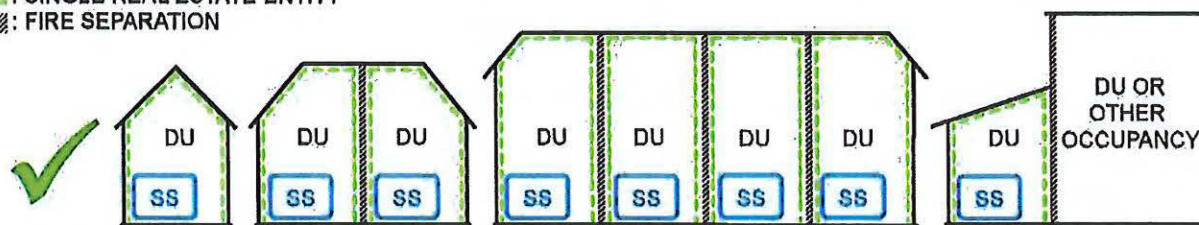
Examples of buildings where the BC Code allows the construction of secondary suites include side-by-side duplexes and also row houses where a vertical fire separation separates the portion with the dwelling unit with the secondary suite from the remainder of the building. Examples where secondary suites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



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.civicinfo.bc.ca/directories>.

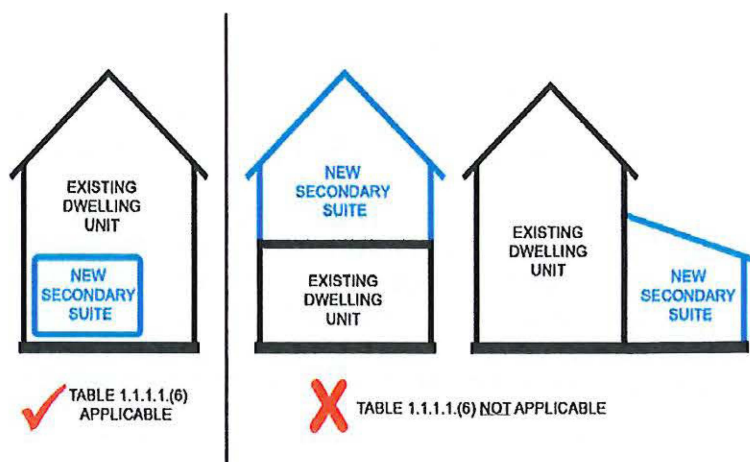
DU: DWELLING UNIT  
 SS: SECONDARY SUITE  
 SINGLE REAL ESTATE ENTITY  
 FIRE SEPARATION



### 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.





Similar to the alternative compliance methods available to heritage buildings, the alternative compliance methods in Table 1.1.1.1.(6) may be substituted for the requirements contained elsewhere in the BC Code. The owner may choose any or a combination of these options:

- apply acceptable solutions in Division B,
- apply alternative solutions under Division A, or
- apply alternative compliance methods in Table 1.1.1.1.(6) of Division A.

### Changes to Design and Construction Requirements (Division B)

This change adopts the form and approach of the National Code with regards to secondary suites. Requirements specific to secondary suites are found along side those for dwelling units throughout Part 9 and B.C.'s unique Section 9.37. is deleted.

A table providing references to secondary suite-specific content as it appears throughout Part 9 of Division B is included in the Appendix to this bulletin.

Many provisions are carried over and/or adapted from B.C.'s previous Section 9.37., however there are some provisions that are new. Examples are as follows (references are to Division B):

<b>Examples of New Secondary Suite Provisions</b>	
<b>Means of Egress</b>	<b>Section 9.9.</b>
A second and separate means of egress may be required depending on the design and risk to the first means of egress. Sprinklered buildings and access to balconies provide some alternatives. Where an openable window is relied upon as a second means of egress, it must meet certain conditions; it must have a larger opening (at least 1 m high by 0.55 m wide) than a bedroom egress window, and the sill height is limited to 1 m above the floor and 7 m above adjacent ground level.	
<b>Fire Protection</b>	<b>Section 9.10.</b>
Within a house with a secondary suite, the dwelling units and the common spaces are required to be separated from each other by a fire separation that acts as a continuous barrier to the spread of smoke and fire. Fire separations in a house with a secondary suite must have a fire-resistance rating unless the house is fully sprinklered. As previous, a 45-minute fire-resistance rating is required if smoke alarms are not interconnected (smoke alarms are still required) and a 30-minute fire-resistance rating is permitted where additional photo-electric smoke alarms are installed in each unit and the additional smoke alarms are interconnected. A new 15-minute fire-resistance rating is now permitted where every smoke alarm in the house (secondary suite and the other dwelling unit including their common spaces) are interconnected. A 15-minute rating can be based on testing described in Part 3, calculated using the component additive method in Appendix D, or the designer can follow the construction specifications detailed in Clause 9.11.1.1.(2)(a). There are also construction specifications detailed in Sentence 9.10.3.1.(3) that the designer can use where a 30-minute fire-resistance rating is required. The construction specifications for both the 15-minute assembly and the 30-minute assembly permit the use of 12.7 mm regular gypsum board and satisfy the sound transmission requirements as well.	



### Examples of New Secondary Suite Provisions (continued)

#### Fire Protection (continued)

Section 9.10.

Doors as closures in fire separations do not need to be labelled or tested, provided they are designed to specific criteria such as having a 45 mm thickness of solid wood and be provided with a self-closing device.

Assemblies that separate houses with secondary suites need not be constructed as a firewall but shall be constructed as fire separations with not less than a 1-hour fire-resistance rating. The assembly must be continuous from the top of footings to the underside of the roof deck and may not at any point be horizontal. A house with a secondary suite may not be above or below any other unit or occupancy.

Interconnected smoke alarms must be photo-electric type as they are less susceptible to nuisance alarms and may now rely on wireless technology for interconnection.

Windows or access panels for firefighting are not required for houses with secondary suites, nor is firefighting access to basements required.

#### Sound Transmission

Section 9.11.

Controlling sound transmission is important to occupant health and well-being. The separation between a secondary suite and the other dwelling unit within a house has a reduced apparent sound transmission class (ASTC 40 from 47) and reduced sound transmission class (STC 43 from 50). There is an additional option in lieu of a rating of a prescriptive assembly that is considered acceptable. Sound resistance can be further improved by selecting furnishings and finishing materials that absorb sound such a carpet.

#### Carbon Monoxide Alarms

Article 9.32.4.2.

All carbon monoxide alarms installed in a house with a secondary suite including their common spaces must be interconnected and may rely on wireless technology for interconnection.

A house with a secondary suite may contain common spaces such as common storage, common service rooms, common laundry facilities, and common areas used for egress. Common spaces that are part of a shared means of egress must be separated from the dwelling units with a fire separation and have available controls such as for lighting.



## More Information

### BC Codes are Now Available Free Online

Free online access to the [BC Building Code](#) and the [BC Fire Code](#) is available on the BC publications [website](#). In addition, Revision 2 content changes are summarized in the online [BC Building Code](#) and the [BC Fire Code 2018](#), for convenience.

### Links

- Codes Canada: (volunteer & attend) [https://www.nrc-cnrc.gc.ca/eng/solutions/advisory/codes\\_centre\\_index.html](https://www.nrc-cnrc.gc.ca/eng/solutions/advisory/codes_centre_index.html)
- Ministry website: <https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards>
- National Code Change Request: [https://www.nrc-cnrc.gc.ca/eng/solutions/advisory/codes\\_centre/code\\_change\\_request.html](https://www.nrc-cnrc.gc.ca/eng/solutions/advisory/codes_centre/code_change_request.html)

### Contact the Building and Safety Standards Branch

- **General** inquiries can be sent to [building.safety@gov.bc.ca](mailto:building.safety@gov.bc.ca)
- **Technical** code inquiries can be sent to [codequestion@gov.bc.ca](mailto:codequestion@gov.bc.ca)

### Contact the Local Authority

- Local authority contact information is available online at <http://www.civicinfo.bc.ca/directories>.

The Building and Safety Standards Branch does not enforce compliance with the BC Code. Local authorities are authorized to enforce the BC Code through the Local Government Act and the Community Charter.



## Appendix A

### British Columbia Building Code 2018 Revision 2 References to Secondary Suite Provisions

The following table provides references to secondary suite-specific content as it appears throughout Part 9 of Division B.

Secondary Suite Provisions in Part 9		
Reference	Application	Provision
Article 9.5.3.1.	Ceiling Heights of Rooms or Spaces	Ceiling and clear heights in secondary suites shall be the same as for all other dwelling units
Article 9.5.5.1.	Doorway Opening Sizes	Doorway opening sizes shall be the same as for all other dwelling units
Section 9.8.	Stairs, Ramps, Landings, Handrails and Guards	Stairs, ramps, landings, handrails and guards shall be the same as for those serving single dwelling units
Article 9.9.2.4.	Principal Entrances	Exemption from requirements for exits
Article 9.9.3.3.	Width of Corridors	Minimum width for public corridors and exit corridors serving a house with a secondary suite including its common spaces
Article 9.9.3.4.	Clear Height	Minimum clear height for public corridors and exit corridors serving a house with a secondary suite including its common spaces
Subsection 9.9.4.	Fire Separations for Exits	Exits shall be separated by a fire separation with a fire-resistance rating corresponding to the interconnection of smoke alarms and the presence of sprinklers
Subsection 9.9.6.	Doors in a Means of Egress	Limits on obstructions of doors and at doorways in a means of egress
Article 9.9.9.2.	Two Separate Exits	Permitted alternatives from providing a second and separate exit
Article 9.9.9.3.	Shared Egress Facilities	Permitted alternatives from providing a second and separate means of egress
Subsection 9.9.11.	Signs	Exemption from requirements for signage
Subsection 9.9.12.	Lighting	Exemption from requirements for lighting in a means of egress
Article 9.10.3.1.	Fire-Resistance and Fire-Protection Ratings	Permitted assemblies where a fire-resistance rating is required
Article 9.10.9.2.	Continuous Barrier	Sealing of joints in fire separations
Article 9.10.9.3.	Openings to be Protected with Closures	Permitted alternative for doors where a fire-protection rating is required



Secondary Suite Provisions in Part 9 (continued)		
Reference	Application	Provision
Article 9.10.9.6.	Penetrations of Fire Separations	Permitted alternative to providing fire dampers
Article 9.10.9.14.	Separation of Residential Suites	Dwelling units shall be separated by a fire separation with a fire-resistance rating corresponding to the interconnection of smoke alarms and the presence of sprinklers
Article 9.10.9.15.	Separation of Public Corridors	Public corridors shall be separated from the remainder of the building by a fire separation with a fire-resistance rating corresponding to the interconnection of smoke alarms and the presence of sprinklers
Article 9.10.10.4.	Location of Fuel-Fired Appliances	Permitted alternative for the separation of service rooms containing a fuel-fired appliance
Article 9.10.11.2.	Firewalls Not Required	Permitted alternative to the requirement for a firewall on a property line
Article 9.10.12.3.	Exterior Walls Meeting at an Angle	Required distance between unprotected openings
Subsection 9.10.15.	Spatial Separation Between Houses	Application of Subsection 9.10.15. to houses with a secondary suite
Article 9.10.19.1.	Required Smoke Alarms	Smoke alarms required in ancillary spaces and common spaces
Article 9.10.19.5.	Interconnection of Smoke Alarms	Options for interconnection of smoke alarms corresponding with the fire-resistance rating of fire separations and the presence of sprinklers
Subsection 9.10.20.	Firefighting	Exemption from providing access panels and basement access
Subsection 9.11.1.	Protection from Airborne Noise	Requirement for protection from airborne noise, and permitted assemblies where an apparent sound transmission class rating or a sound transmission class rating are required
Section 9.32.	Ventilation	Permitted alternative to a self-contained mechanical ventilation system serving only one dwelling unit
Article 9.32.4.2.	Carbon Monoxide Alarms	Carbon monoxide alarms shall be interconnected
Section 9.33.	Heating and Air-Conditioning	Permitted alternative to a heating system or air-conditioning system serving only one dwelling unit
Article 9.33.4.3.	Heating System Control	Individual temperature controls shall be provided in each dwelling unit
Subsection 9.34.2.	Lighting Outlets	Requirement for stairways to be lighted

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Item 9.5

## CITY OF SALMON ARM

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council accept the Architectural Consulting Services Quote for Tendering and Construction Services of the Fire Hall #2 addition from Avex Architecture, for the quoted price of \$25,000.00 plus applicable taxes;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of these works to authorize sole sourcing to Avex Architecture.





---

TO: His Worship Mayor Harrison and Members of Council  
FROM: Brad Shirley, Fire Chief  
DATE: June 14th, 2023  
SUBJECT: FIRE HALL # 2 – ARCHITECTURAL SERVICES AWARD

---

### **STAFF RECOMMENDATION**

**THAT:** Council accept the Architectural Consulting Services Quote for Tendering and Construction services of the Fire Hall # 2 addition from Avex Architecture, for the quoted price of \$25,000.00 plus applicable taxes.

**AND THAT:** The City's Purchasing Policy No. 7.13 be waived in the procurement of these works to authorize sole sourcing to Avex Architecture.

---

### **BACKGROUND**

Fire Hall # 2 is located at 100, 30<sup>th</sup> St. S.E. The proposed addition is at the east end of the current building and will house the aerial ladder truck, hazardous material trailer and related firefighting equipment.

In 2022 Avex Architecture was awarded the preliminary design and cost estimate services for the proposed project.

Since completion of the plans, council has approved a budget of \$500,000.00 in the 2023 cycle with funds allotted from the Gas Tax grant enabling us to continue with the Tendering process. The anticipated timeline is to have construction completed by late 2023, early 2024 subject to sufficient funding and contractor availability.

### **STAFF COMMENTS**

Moving forward, the architect is required to complete construction drawings, document preparation, tendering services, services during construction, final inspection and approvals. The preliminary design 3D views are attached.

Staff are recommending this sole source of Avex Architecture for value added reasons as they were responsible for the initial design portion of this project and have completed research on structure and design.

As this is a public facility it is recommend that the same architect on record that has completed the initial designs and research continue with the project and be responsible for the tendering and construction services.

Staff are recommending that council accept the architectural consulting services quote for The Fire Hall 2 addition from Avex Architecture in the amount of \$25,000.00, plus taxes as applicable.

Respectfully submitted,

Fire Chief Brad Shirley





**MARC A. LAMERTON**, Principal  
Architect AIBC  
B.A., M.Arch., LEED AP

May 23, 2023 (Revised)

**To: Darin Gerow, ASCT**  
Manager of Roads & Parks  
City of Salmon Arm  
T 250-803-4088

**Re: Architectural Consulting Services for the proposed Building Addition to municipal Firehall #2**  
• 200 – 30<sup>th</sup> Street NE, Salmon Arm, BC

Thank you for the opportunity to provide you with a proposal regarding the planned addition to the City of Salmon Arm Firehall #2. It is always exciting to explore the ways that existing structures can be improved in order to extend the lifespan and to enhance the capacity of such an important facility. When this improvement involves a public building, such as a firehall, the potential benefit will impact many members of the community. We are excited about the prospect of working with the city staff and the project team in order to help realize the plans for the facility upgrade.

At this point, based on the design work developed during the preliminary budgeting phase, we understand that the building addition will consist of two new truck bays contained in a concrete block structure approximately 26' x 42' in size. The new portion will be attached to the east side of the existing firehall facility.

Below, an outline of the general scope of services will be provided for the various stages of design, followed by the associated fees. As discussed, I've done my best to streamline this proposal as much as possible in order to provide you with something competitive, yet still allow me to offer you the benefits and expertise of a practicing Registered Architect.

## SCOPE OF SERVICES

As per our initial discussions we understand the scope of services required to include the following:

### PART A - CONSULTANT ENGAGEMENT

During this phase, we will reach out to suitable engineers that will be required to consult on this project and obtain proposals for their relevant parts of the design. At this time, it is anticipated that the following engineering consultants will be required:

- Geotechnical
- Structural
- Mechanical (HVAC & Plumbing)
- Electrical



**MARC A. LAMERTON**, Principal  
 Architect AIBC  
 B.A., M.Arch., LEED AP

## **PART B - DESIGN DEVELOPMENT DESIGN PHASE**

The design work will continue from the concept developed during preliminary budget work. During this phase, we will:

- Confirm all pertinent aspects of the existing building and site conditions.
- Review in further detail all the requirements and wishes for the project and confirm the preliminary stylistic approach for the design.
- Further develop the conceptual drawings, ensuring the design meets the specified requirements.
- Develop schematic building sections and elevations for the selected concept.
- Begin the coordination effort with all required consulting engineers.
- Refine the digital 3-D model confirming the building form and materials.
- Produce a Schematic Design package of coordinated drawings from all consultant team members.

## **PART C – CONSTRUCTION DOCUMENTS**

This next phase comprises the majority of the effort required to finalize the design and develop the detailed, coordinated drawings. During this part, we will provide:

- Coordination of design with all required engineering consultants (i.e. geotechnical, structural, mechanical, electrical).
- Review and specification of all major building components.
- Preparation of comprehensive, detailed architectural drawings and Project Manual - to an industry-standard level of detail – suitable for Tendering and obtaining a Building Permit.
- Provision of BC Building Code Letters of Assurance (Schedule A & Schedule B).

## **PART D - TENDERING SERVICES**

It is understood that this project will require a Public Tender process in order to select a General Contractor. During this phase, we will include:

- Provision of PDF digital files and/or hard copy drawings for the purposes of tendering the general contract.
- Assistance to the City of Salmon Arm in the tendering and General Contract selection process.
- Preparation of the CCDC-2 Contract between Owner (City of Salmon Arm) and the successful General Contractor.





**MARC A. LAMERTON**, Principal  
 Architect AIBC  
 B.A., M.Arch., LEED AP

## PART E - SERVICES DURING CONSTRUCTION

While the project is being constructed, we will:

- Make periodic site visits to ensure that the building is being constructed in general conformance with the Construction Documents.
- Respond to Requests for Information, provide Site Instructions, and review Shop Drawings throughout the construction process.
- Review General Contractor Requests for Payment and forward comments to the City of Salmon Arm.
- Perform a Substantial Completion walk-through and create a deficiency list of items to be completed prior to Occupancy.
- Perform a final inspection at the end of the work, and provide BC Building Code Letters of Assurance (Schedule C-A & Schedule C-B) for submission to the local Authority Having Jurisdiction.

## ESTIMATED FEES

To perform the Scope of Services listed above I propose the following fees:

Part A:	Fixed fee amount of \$1,500 (One Thousand Five Hundred) + Tax
Part B:	Fixed fee amount of \$4,500 (Four Thousand Five Hundred) + Tax
Part C:	Fixed fee amount of \$9,500 (Nine Thousand Five Hundred) + Tax
Part D:	Fixed fee amount of \$3,500 (Three Thousand Five Hundred) + Tax
Part E:	Fixed fee amount of \$6,000 (Six Thousand) + Tax

No extras will be charged without your full prior knowledge and approval. If the project should be cancelled at any time, fees for only those portions completed to that time will be payable.

Should any work outside of the agreed scope above be required and approved by you, the hourly rate for this additional work (and for general hourly work) is:

- Architect - \$175/hr
- Architectural Technologist - \$105/hr

Note that this fee amount does **not include** fees for sub-consultants such as: legal, land surveyor, civil, landscape, soils, structural, mechanical, electrical or quantity estimating. The fee and services do, however, include the coordination of the input from any of these disciplines as required to produce a first-class design and drawing package. The fee also does **not include** fees for Building Permit Application, or any other required costs levied by the Authorities Having Jurisdiction.



**MARC A. LAMERTON**, Principal  
 Architect AIBC  
 B.A., M.Arch., LEED AP

## DISBURSEMENTS

Additional costs for computer plots, blueprinting, photocopying and other reproductions will be billed at cost with no markup.

## SCHEDULE

We are available to begin work within the next few weeks. As an instruction to begin please sign this proposal in the space provided below and return a copy of it to us. We will work as efficiently as necessary order to have the design and drawings & specifications completed in a timely manner, meeting your expectations to tender the project during early summer and to begin construction in the fall of 2023.

Thank you, again, for considering us for this project. We are excited by the prospect of being able to work on it with you. If you have any questions or concerns regarding this proposal, please do not hesitate to contact us.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Marc Lamerton', is written over a horizontal line.

Marc Lamerton, Architect AIBC  
 B.A., M.Arch., LEED AP

\_\_\_\_\_  
 (Accepted by Owner

\_\_\_\_\_  
 Date)

*This proposal & agreement is in compliance with the AIBC Bylaws, including especially (but not limited to) Bylaw 28: Professional Engagement and Bylaws 34.16: the Tariff of Fees for Architectural services; and the Code of Ethics.*

*AVEX Architecture Inc. carries Professional Liability Insurance in accordance with AIBC Bylaw 16.1.1. Proof of insurance can be supplied up on request.*

*Invoicing will occur at completion or partial completion of each main project phase, with payment due within 30 days of invoice date.*



# FIRE HALL #2 ADDITION

Salmon Arm, BC

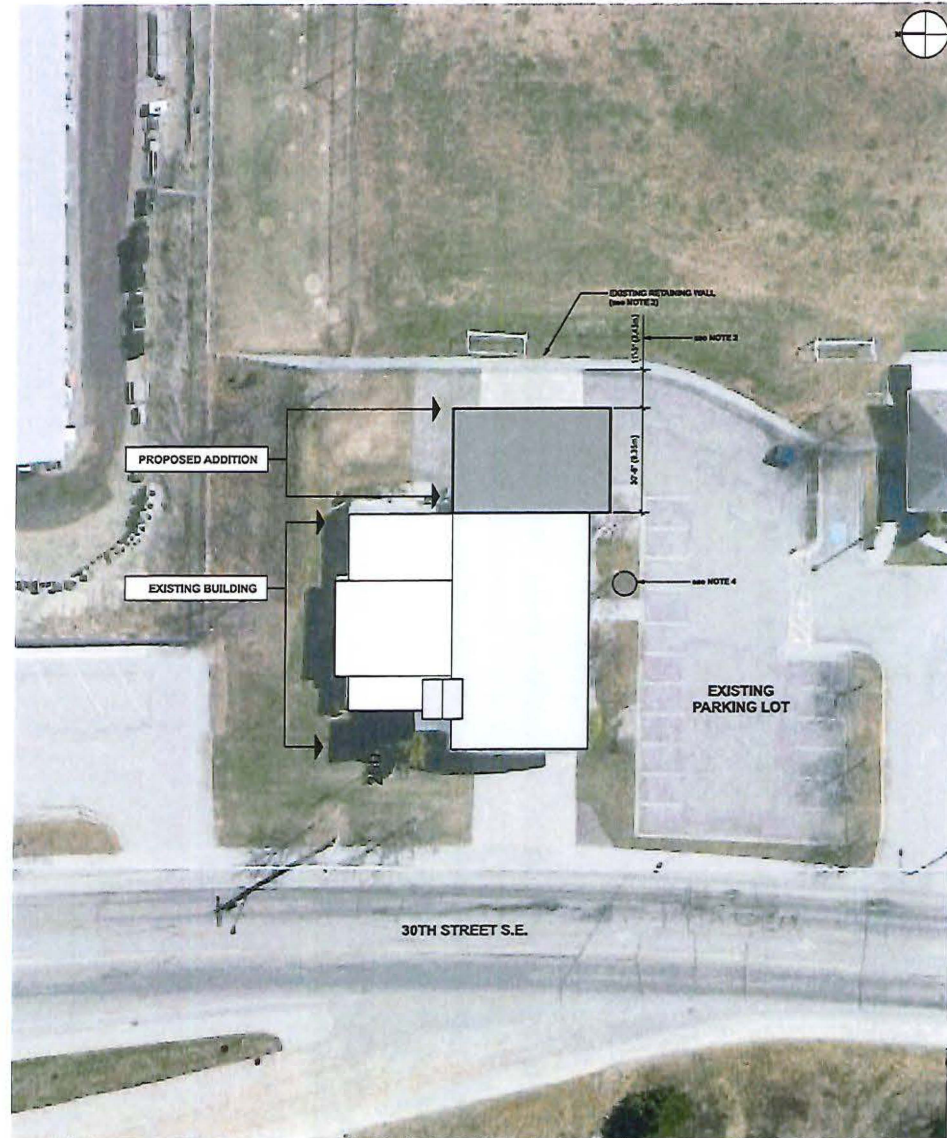
## DRAWING LIST:

- A1.0 COVER / SITE PLAN  
 A2.0 FOUNDATION & SLAB PLAN  
 A2.1 MAIN FLOOR PLAN & NOTES  
 A2.2 ROOF PLAN  
 A3.1 BUILDING ELEVATIONS  
 A3.2 BUILDING ELEVATIONS  
 A4.1 BUILDING SECTIONS  
 A5.1 3-D VIEWS

DEVELOPMENT INFORMATION	
CIVIC ADDRESS:	200 - 30th Street SE, Salmon Arm, BC
LEGAL DESCRIPTION:	Lot 1 See 18 To 20 R 9 WBM KDYO Plan M4P00475
PARCEL IDENTIFIER:	025-008-009
ZONING:	P-3
DCP DESIGNATION:	Institutional
PARCEL SIZE:	74,875sqm (18.5ac)
REQUIRED SETBACKS:	Front Yard - 6.0m (19.7') Rear Yard - 6.0m (19.7') Interior Side Yard - 3.0m (9.8') Exterior Side Yard - 6.0m (19.7')
MAXIMUM HEIGHT:	Proposed - see Site Plan Accessory Building = 12.0m (39.4') Proposed - see Elevations

BUILDING CODE INFORMATION	
BUILDING AREA:	Existing = 430.1sqm (4,604sf) Proposed = 130.0sqm (1,409sf) Total = 561.0sqm (6,013sf)
BUILDING HEIGHT:	1 Storey
OCCUPANCY:	Group F, Division 3 - Low-Hazard Industrial (Storage Garage) Group D - Business & Personal Service (Offices, Meeting Rooms)
FIRE SUPPRESSION:	No
STREETS FACING:	1
BUILDING CONSTRUCTION:	Combustible and Non-Combustible
APPLICABLE BUILDING CODE:	BC Building Code (2018) - Part 3 Applicable Sub-Section: 3.2.2.2.5 - Group F, Division 3, up to 2 storeys - Max. Area = 1,500sqm (16,145sf) (1 storey, facing 1 street) - Combustible and Non-Combustible construction permitted - Floor Assemblies to be Fire Separations (45Min, FRR) - Loadbearing walls to have 45Min, FRR
REQUIRED FIRE SEPARATIONS:	Between Storage Garage and other Occupancies = 1.5H FRR (as per 3.2.2.5.6)
TRAVEL DISTANCES:	Travel Distance to nearest Exit = 30m (as per 3.4.2.5.1(X))
SPECIAL REQUIREMENTS:	Project to be designed to include the requirements for Post-Disaster Buildings, as described in Division B Part 4, and all other applicable parts.

SITE PLAN NOTES	
1.	New roof water and footing drainage to connect to existing storm water piping.
2.	Proposed new building addition excavation to be impacted by proximity of existing retaining wall. City of Salmon Arm to consult with Geotechnical Engineer, Structural Engineer, & Contractor to confirm required wall modifications.
3.	All existing building services - electrical, HVAC, & plumbing - to be extended into building addition.
4.	Assumed location of existing oil & gas interceptor. New truck bay drainage to be connected.



1 SITE PLAN  
Scale: 1:200

PRELIMINARY

ISSUE DATE

ISSUE DATE

DRAWN BY: MLC

DATE: October 2023

SCALE: 1/4" = 1'-0"



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PO BOX 2390  
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E info@avexarchitecture.ca  
W www.avexarchitecture.ca

PROJECT: 23-030  
CITY OF  
SALMON ARM  
- FIRE HALL #2  
Truck Bay Addition

200 - 30th Street SE  
Salmon Arm, BC

DRAWING TITLE:  
COVER / SITE  
PLAN

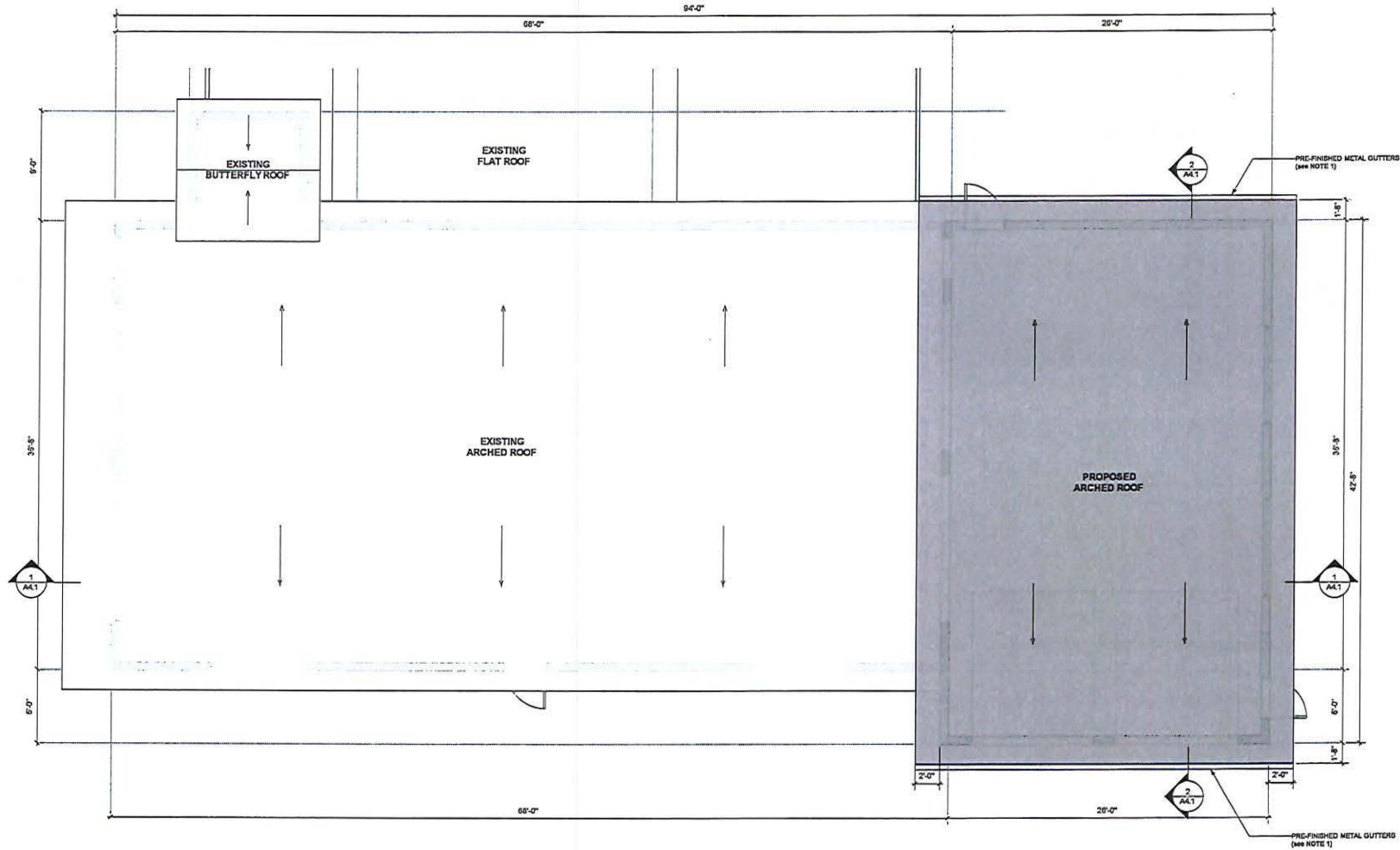
DRAWING NO:

A1.0



**ROOF PLAN NOTES**

1. Roof water to be collected in rain water leaders and connected to existing storm water piping.
2. Roof geometry / curve to match existing.



**PRELIMINARY**

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ISSUE	DATE

DRAWN BY: PLQ  
 DATE: October 2023  
 SCALE: 1/4"=1'-0"



4185 - 40 ST NE  
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 Marc Lamontagne, Architect  
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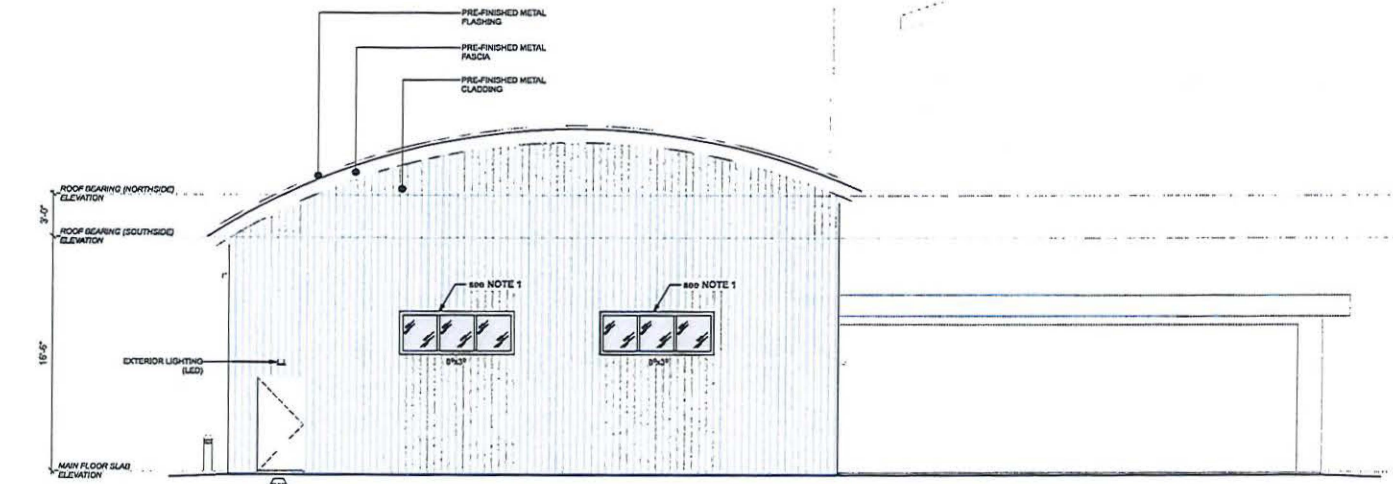
PROJECT: 22-000  
**CITY OF SALMON ARM - FIRE HALL #2**  
 Truck Bay Addition

200 - 20th Street SE  
 Salmon Arm, BC

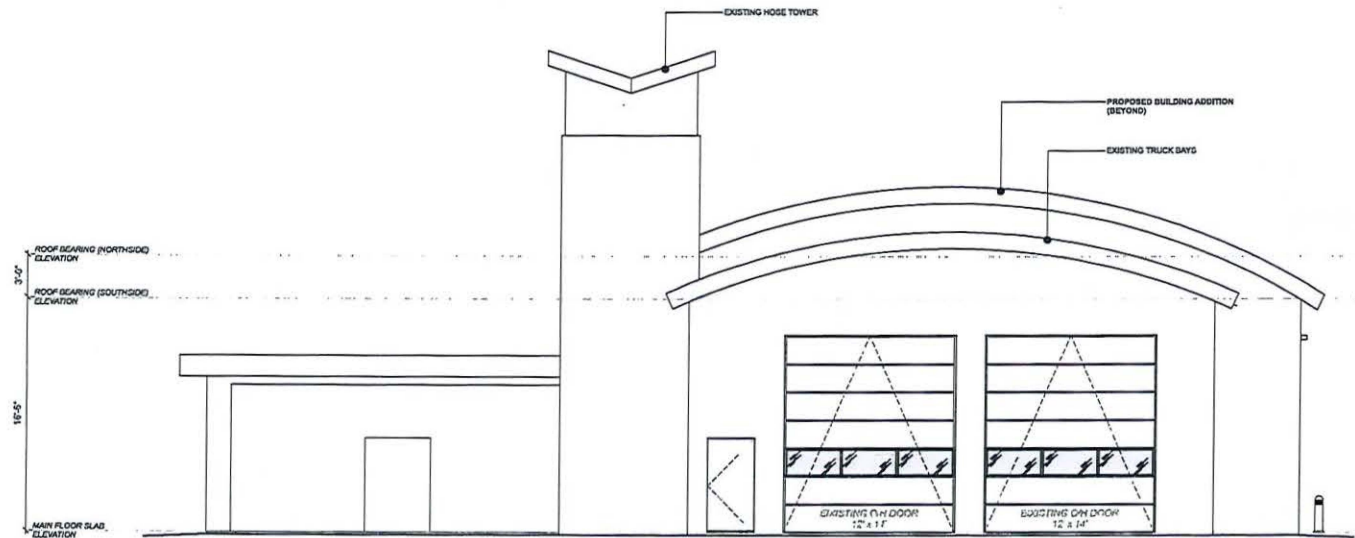
DRAWING TITLE:  
**ROOF PLAN**

DRAWING NO.  
**A2.2**





1 EAST ELEVATION  
Scale: 1/4" = 1'-0"



2 WEST ELEVATION  
Scale: 1/4" = 1'-0"

#### DOOR SCHEDULE

DOOR 'D01'	+ 2'-0" x 7'-0", Insulated flush metal, door closer, threshold, weather seals, pressed metal frame
DOOR 'D02'	+ 2'-0" x 7'-0", Insulated flush metal, door closer, threshold, weather seals, pressed metal frame
DOOR 'D03'	+ 10'-0" x 12'-0", Insulated pre-finished metal overhead door + air sealed double-glazed lights (see Elevations) + power operating
DOOR 'D04'	+ 10'-0" x 12'-0", Insulated pre-finished metal overhead door + air sealed double-glazed lights (see Elevations) + power operating

#### ELEVATION NOTES

1. New pre-finished aluminum windows (to match existing)  
+ 8'-0" x 3'-0"  
+ double-glazed, with Low-E coating  
+ thermally broken

PRELIMINARY

ISSUE DATE

1  
2  
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5  
6  
7  
8  
9  
10  
11  
12

DRAWN BY: H.C.

DATE: October 2023

SCALE: 1/4" = 1'-0"



4102 - 4th ST NE  
PO BOX 1110  
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PROJECT: 22-039  
CITY OF SALMON ARM  
- FIRE HALL #2  
Truck Bay Addition

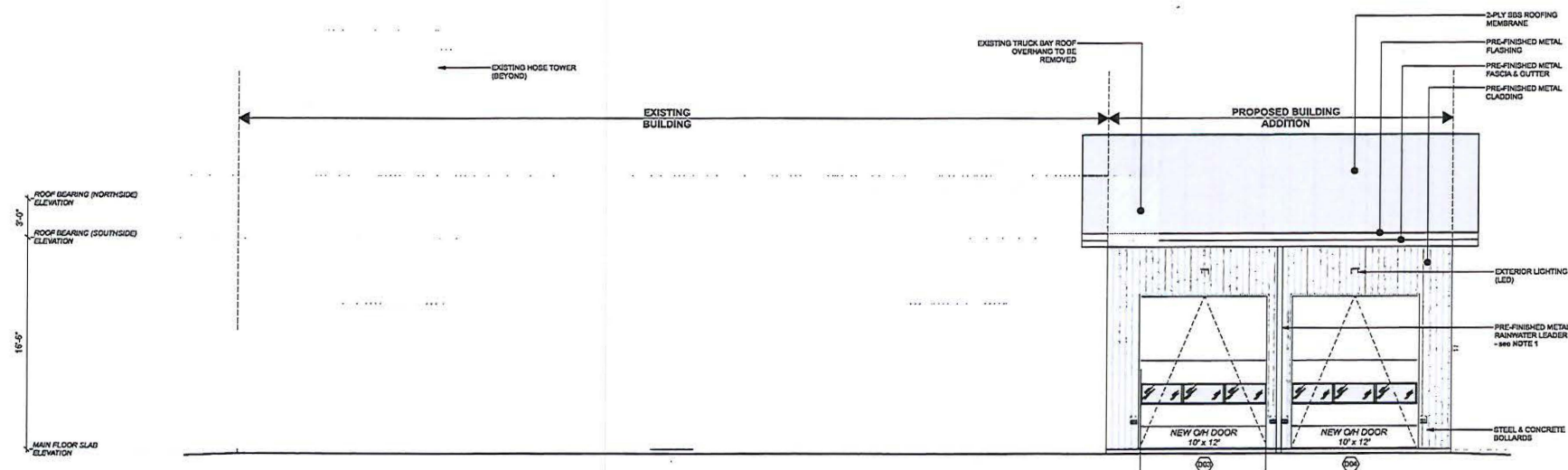
200 - 30th Street SE  
Salmon Arm, BC

DRAWING TITLE:  
ELEVATIONS

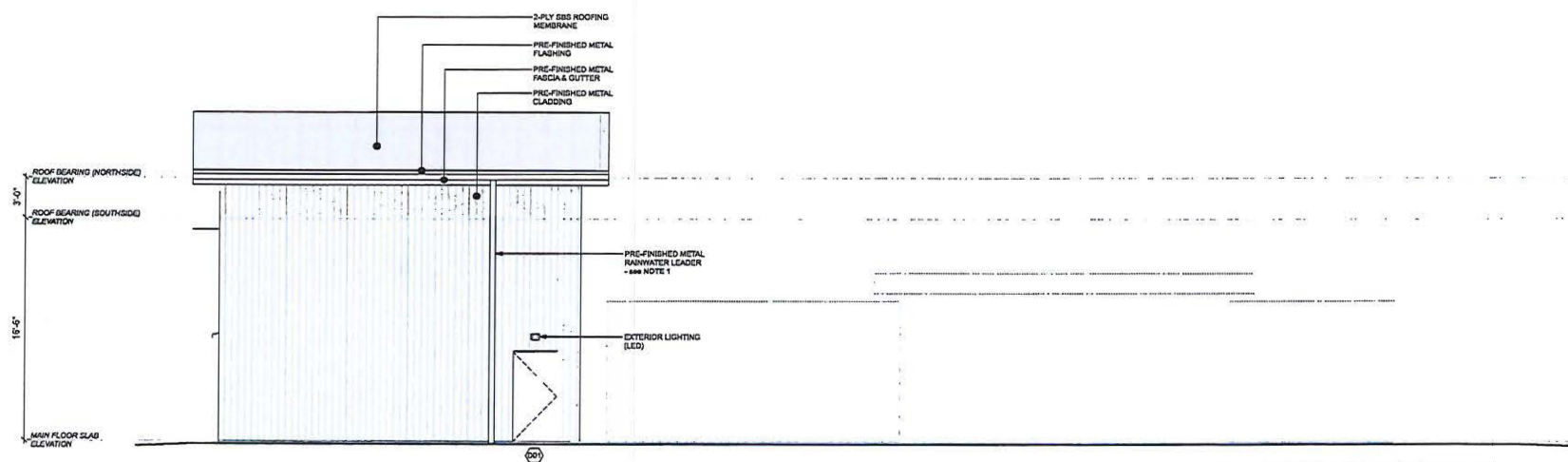
DRAWING NO:

A3.1





1 SOUTH ELEVATION  
Scale: 1/4" = 1'-0"



2 NORTH ELEVATION  
Scale: 1/4" = 1'-0"

#### ELEVATION NOTES

1. All rainwater to be collected into existing underground piping and directed into municipal stormwater system.

#### DOOR SCHEDULE

DOOR 'D01' - 3'-0" x 7'-0", insulated flush metal, door closer, threshold, weather seals, pressed metal frame

DOOR 'D02' - 3'-0" x 7'-0", insulated flush metal, door closer, threshold, weather seals, pressed metal frame

DOOR 'D03' - 10'-0" x 12'-0", insulated pre-finished metal overhead door - (2x) sealed double-glazed lights (see Elevations) - power operated

DOOR 'D04' - 10'-0" x 12'-0", insulated pre-finished metal overhead door - (2x) sealed double-glazed lights (see Elevations) - power operated

PRELIMINARY

ISSUE	DATE

DRAWN BY: M.C.  
DATE: October 2022  
SCALE: 1/4" = 1'-0"



4168 - 4th ST NE  
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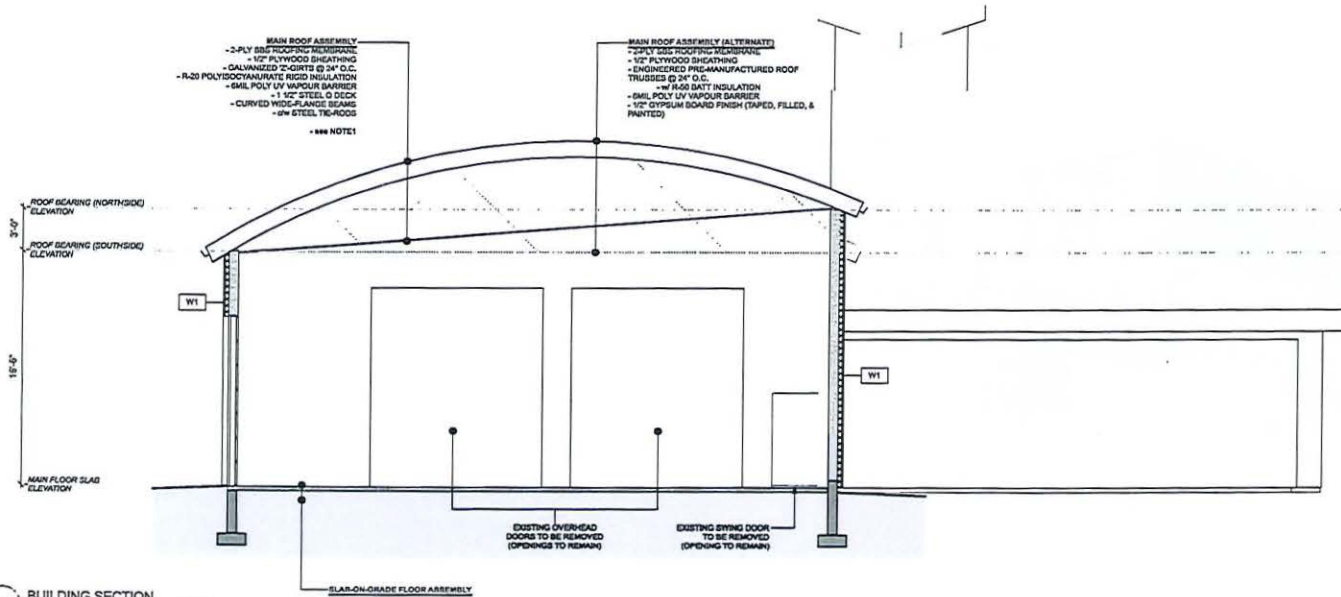
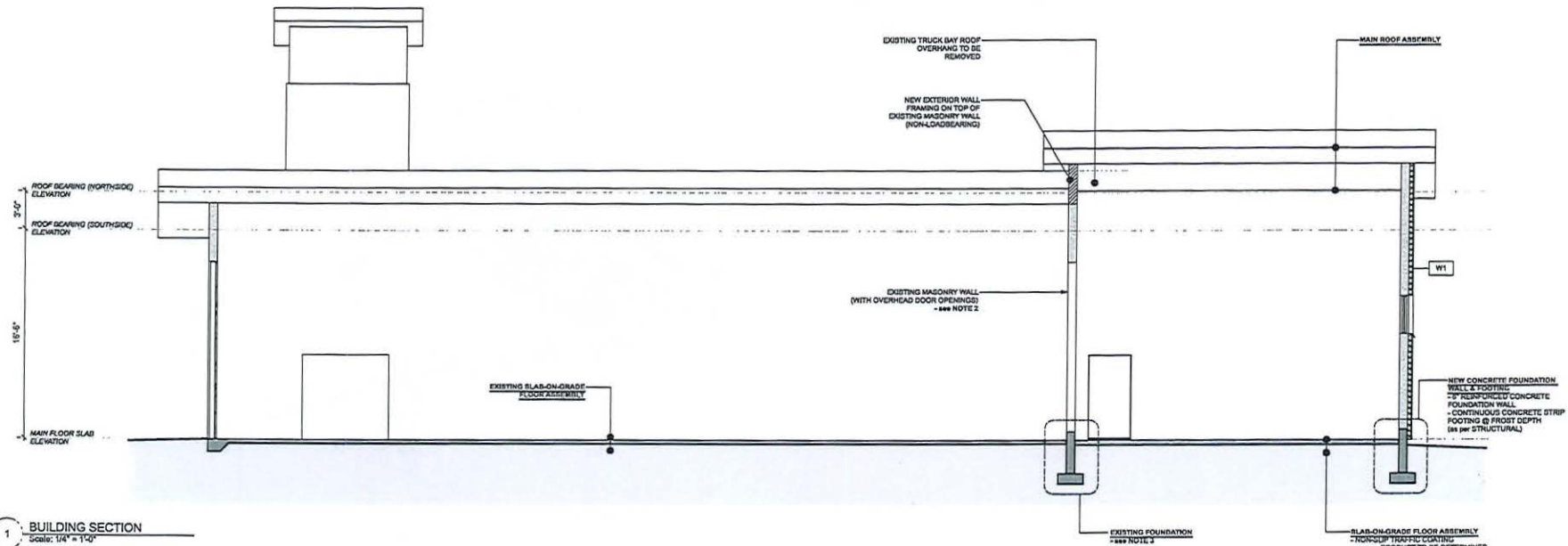
PROJECT: 22-030  
CITY OF  
SALMON ARM  
- FIRE HALL #2  
Truck Bay Addition

200 - 30th Street SE  
Salmon Arm, BC

DRAWING TITLE:  
ELEVATIONS

DRAWING NO:

A3.2



#### SECTION NOTES

- Structural system specified by original fire hall Structural Engineer (Titan Structural Consulting Ltd.) used as a reference for truck bay addition design. All final structural design and specifications - including the requirements for "Post-Cluster" facilities - for the building addition to be provided by a Professional Engineer registered in British Columbia.
- Split-face concrete surface on existing masonry wall to be finished appropriate masonry waterproofing paint (process to include pressure-washing, priming, & painting).  
- Rust-Oleum "Stain-Kicker", or equivalent.
- Original structural drawings indicate a "thickened-edge slab" footing design for the east Truck Bay masonry wall. It is anticipated that no new loads will be added to this wall, however, a structural engineer will review proposed building addition design and analyze the existing footings (a thick wall strip footing is shown for consistency).

**PRELIMINARY**

ISSUE DATE

DRAWN BY: P.L.C.

DATE: October 2022

SCALE: 1/4" = 1'-0"



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PROJECT: 22-032  
**CITY OF SALMON ARM - FIRE HALL #2**  
 Truck Bay Addition

200 - 30th Street SE  
 Salmon Arm, BC

DRAWING TITLE:  
**BUILDING SECTIONS**

DRAWING NO:

**A4.1**

**PRELIMINARY**

ISSUE	DATE

DRAWN BY: P.L.C.  
 DATE: October 2022  
 SCALE: 1/8"



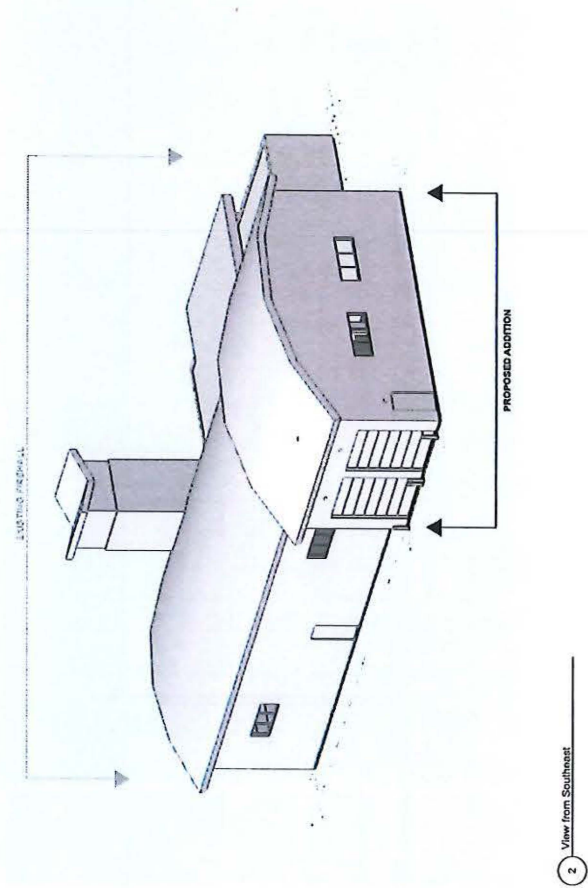
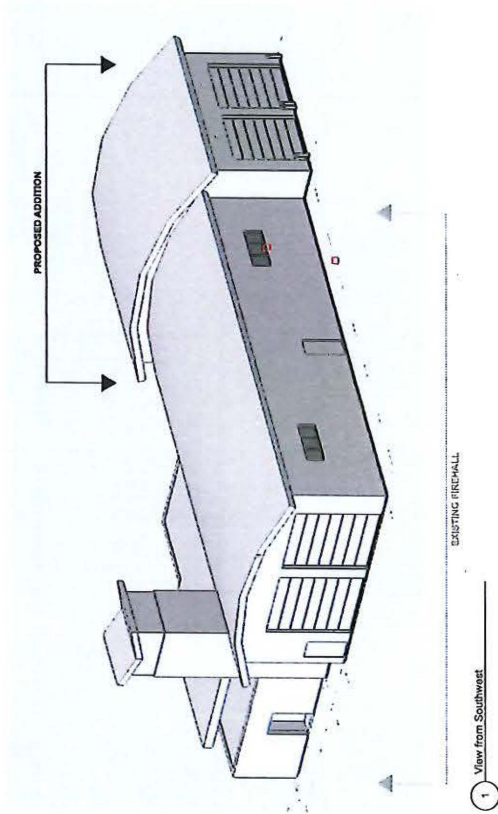
4105 - 4th ST. NE  
 SUITE 100  
 SALMON ARM, BC V1E 4B3  
 Pats Lumsden Architectural Inc.  
 P: 250-313-4801  
 F: 250-313-4802  
 www.patls.com

PROJECT: 20-030  
 CITY OF  
 SALMON ARM  
 - FIRE HALL #2  
 Truck Bay Addition

300 - 3rd Street SE  
 Salmon Arm, BC

DRAWING TITLE:  
**3D VIEWS**

DRAWING NO:  
**A5.1**



Item 9.6

**CITY OF SALMON ARM**

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$25,000.00, which includes additional funds required to remove identified danger trees, reallocated from the Future Expenditure Reserve.





File: 6300. Trees

---

TO: His Worship the 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 14, 2023

SUBJECT: **BUDGET AMENDMENT– DANGER TREES**

---

#### **STAFF RECOMMENDATION**

**THAT: The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$25,000.00, which includes additional funds required to remove identified danger trees, reallocated from the Future Expenditure Reserve**

---

#### **BACKGROUND**

City of Salmon Arm Public Works Department receives a substantial volume of reports and complaints regarding 'Danger Trees'. Danger trees can be defined differently by each individual. The City's process has been that once a complaint has been received our certified arborist reviews the tree and provides us with a recommendation. If this includes removal, we attempt to remove the tree with city staff. If the removal is more technical in nature, the City will procure a professional tree feller to have the tree removed safely.

Procedures put in place over the past 5 years have reduced the amount of City funded removals. This was accomplished by confirming responsibility to the real property owners where trees are located within their boulevard, as per Traffic Bylaw No. 1971. However, within the last 2 years the City has experienced an increase in dangerous tree reports

A dangerous tree removal budget was requested and approved 3 years ago, and increased each year. The 2023 budget was approved with \$25,725.00. Currently to date we have spent \$10,790.00, with \$14,935.00 remaining to get us through the year. Although we currently have funds remaining, we have an estimated cost of \$36,300.00 to remove trees that have been identified as hazardous and imminently dangerous.



It is recommended that council amend the 2023 budget contained in the 2023 – 2027 Financial Plan Bylaw to reflect additional funding in the amount of \$25,000.00 reallocated from the Future Expenditure Reserve, which currently has \$50,000 available. These funds will be utilized to remove trees that have been recently identified as hazardous and imminently dangerous.

Respectfully submitted,

  
Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, CFO

X:\Operations Dept\Engineering Services\0920-PARKS\6300 Trees\Hazard Trees\HWM Budget Amendment - Danger Trees.docx

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Item 9.7

**CITY OF SALMON ARM**

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council enter into a 10 year license of occupation with BC Hydro for the installation of a Direct Current Fast Charge (DCFC) electrical vehicle charging station at Hudson Parking Lot in Salmon Arm, including the occupation of 6 parking stalls, with the option to extend the term 10 more years at the request of BC Hydro;

AND THAT: the Mayor and Corporate Officer be authorized to execute the License of Occupation with BC Hydro.



File: 5500 Utilities – BC Hydro

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: June 26, 2023

SUBJECT: **BC Hydro Electrical Vehicle Charging Station / Hudson Parking Lot – License of Occupation**

**RECOMMENDATION:**

**THAT:** Council enter into a 10 year license of occupation with BC Hydro for the installation of a Direct Current Fast Charge (DCFC) electrical vehicle charging station at Hudson Parking Lot in Salmon Arm, including the occupation of 6 parking stalls, with the option to extend the term 10 more years at the request of BC Hydro;

**AND THAT:** The Mayor and Corporate Officer be authorized to execute the License of Occupation with BC Hydro.

**BACKGROUND:**

BC Hydro would like to install a pull through Electrical Vehicle charging station at Hudson Parking Lot (100 Hudson Ave NW, Salmon Arm) in support of the Province of BC's goal to ensure 100% of all new vehicles sales by the year 2035 are zero emission vehicles.

([https://www2.gov.bc.ca/assets/gov/environment/climate-change/action/cleanbc/cleanbc\\_roadmap\\_2030.pdf](https://www2.gov.bc.ca/assets/gov/environment/climate-change/action/cleanbc/cleanbc_roadmap_2030.pdf)).

BC Hydro currently operates over 120 public EV fast charger at over 80 sites throughout the province, with immediate plans to expand this network to 145 sites by the end of 2025 through its public Electric Vehicle Fast Charging Network Plan.

(<https://www.bchydro.com/powersmart/electric-vehicles/industry/charging-network-planning.html>)

**Details of the license:**

- BC Hydro will cover all capital costs for the installation (around \$500,000).
- BC Hydro will cover all costs associated with operating and maintaining the charging equipment including electricity (around \$8,000 to \$10,000 per year) and operate the public EV fast charging station.

- In return the City needs to commit to sign a 10 year license of occupation with the option to extend for a further term of 10 years at the request and sole decision of BC Hydro.
- City of Salmon Arm will provide general maintenance of the parking: stall painting, asphalt patching and snow clearing.
- Equipment to be installed: 2 dual head Direct Current Fast Charge electrical car charging stations. Site plan attached as Appendix 1.
- 6 parking stalls are expected to be occupied, of the 26 parking stalls.
- Other communities with similar charging stations are Lillooet, Fraser Lake and Kitimat. Examples attached as Appendix 2
- Users of the charging station to pay separately for the use of the charging station and parking. This will not reduce the number of reserved parking stalls.
- Installation planned for summer of 2023, weather dependent.
- Ross Street Parking Lot Electrical Vehicle charging station is not planned to be removed.

BC Hydro has secured a federal grant (NRCan) under the Zero Emissions Infrastructure Program that will offset the capital cost for this project. The charging station could be expanded in the future if agreed by both parties.

The Hudson Parking Station site was discussed with the Downtown Parking Commission and they have provided support for the facility to be installed at this location.

This charging station would benefit the Downtown area and complements the City's ongoing climate action efforts by reducing community-wide emissions. A high increase in EV charges is expected to achieve BC goal of 100% of all new vehicles sales to be zero emission vehicles by 2035. BC Hydro Charging Station pull-through layout has the advantage of accommodating large electrical vehicles and EV's towing trailers, compared to other charging stations.

### **Planning Department**

The Hudson Parking Lot is situated within the downtown city centre and is just 1 block from the Trans Canada Highway, providing an easily accessible location close to a wide range of services. This site falls within the Commercial – City Centre land use designation of the OCP, and is zoned C-2 (Town Centre Commercial) in the Zoning Bylaw. An objective of the Commercial – City Centre OCP land use designation is to “*promote the City Centre as the business and cultural focus of the community*”. The proposed location of an EV charging station aligns well with this policy, encouraging visitation of surrounding commercial business and pedestrian use of the city centre. The C-2 zone permits parkade/off street parking use, *private utility*, *public utility*, as well as *accessory use*, which permits the location of an EV charging station at this site. This proposed location for an EV charging station compliments existing policies and regulations.

### **Conclusion**

Staff respectfully recommend that Council enter into a 10 year license of occupation with BC Hydro for the installation of a Direct Current Fast Charge (DCFC) electrical vehicle charging station at Hudson Parking Lot in Salmon Arm including the occupation of 6 parking stalls and the option to extend the term 10 more years at the request of BC Hydro; that the Mayor and Corporate Officer be authorize to execute the License of Occupation with BC Hydro.

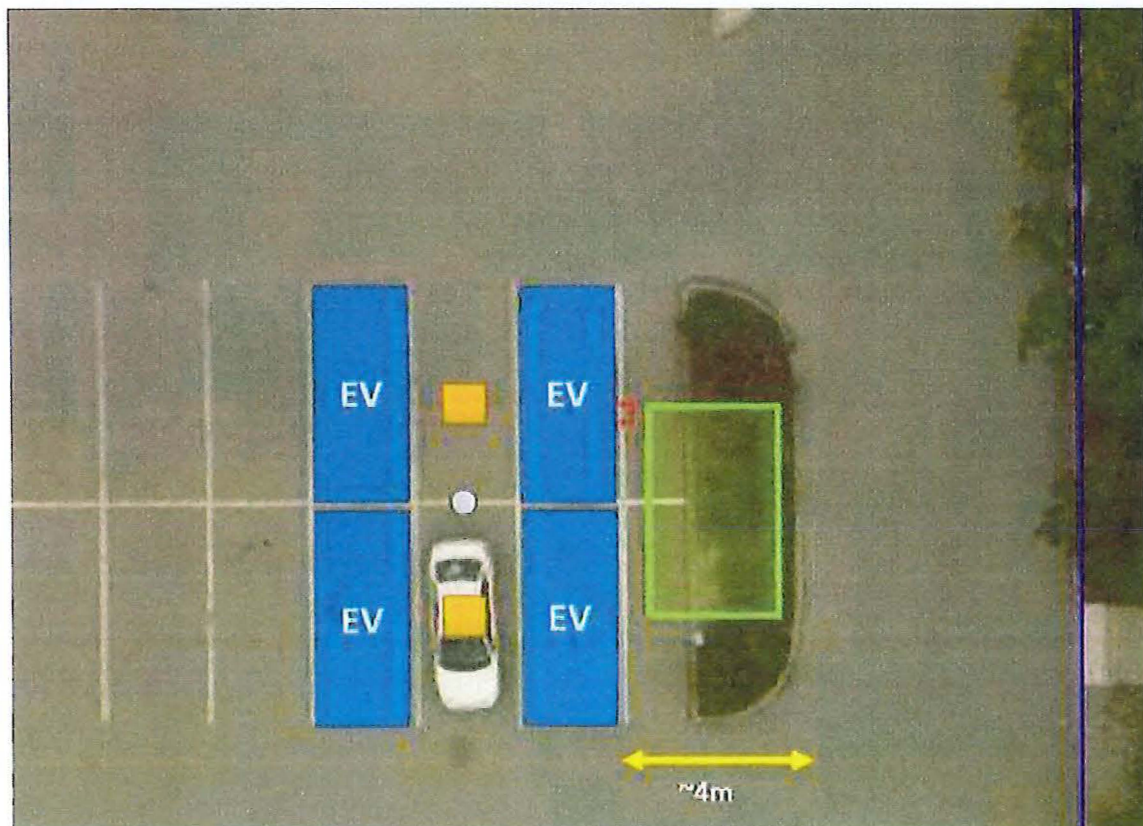
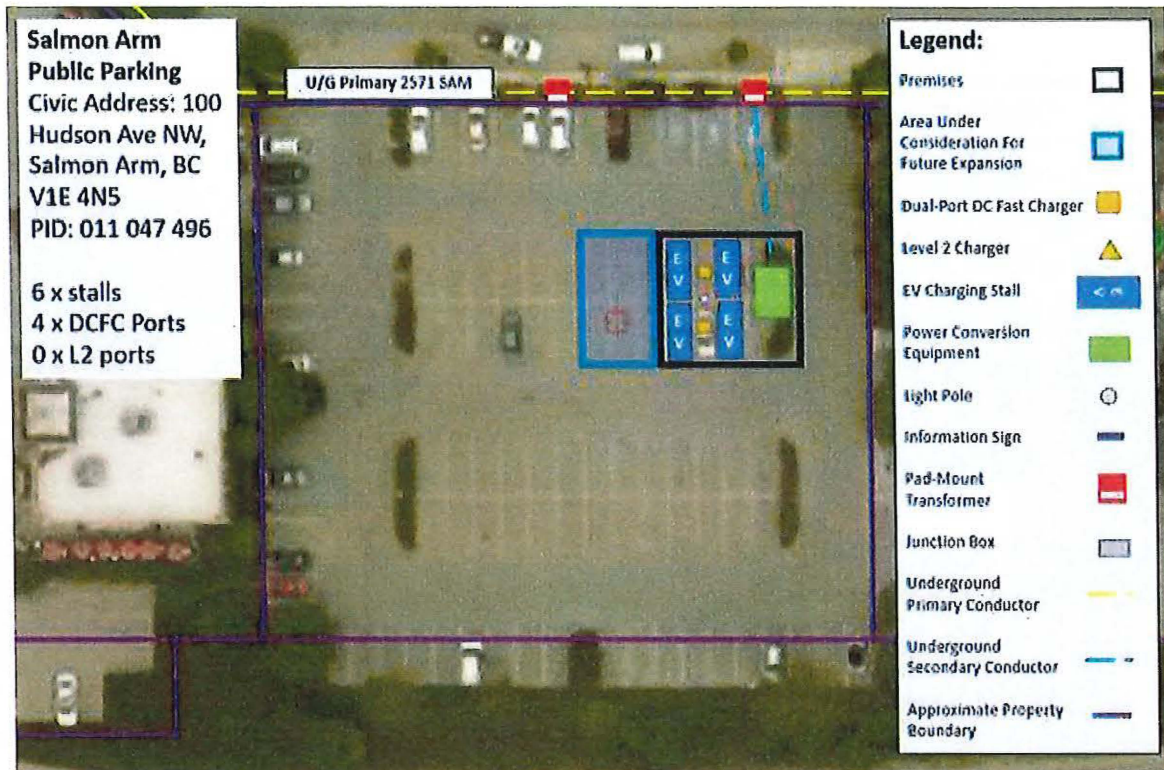


Respectfully submitted,

  
Robert Niewenhuizen,  
Director of Engineering and Public Works

cc Erin Jackson, Chief Administrative Officer  
Sue Wood, Corporate Officer

## Appendix 1 Site plan





## Appendix 2 Examples of similar charging stations

Lillooet. 2-sided Pull-Through Configuration. 2 x 50kW ports. 6 x standard parking stalls required.



Excellent trailer access from both sides. (September 24, 2022)



Item 9.8

## CITY OF SALMON ARM

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council adopt the Active Transportation Advisory Committee Terms of Reference dated June 26, 2023.



---

TO: His Worship Mayor Harrison and Members of Council

DATE: June 16, 2023

SUBJECT: Active Transportation Advisory Committee

---

**MOTION FOR CONSIDERATION:**

**THAT: Council adopt the Active Transportation Advisory Committee Terms of Reference.**

**BACKGROUND:**

The Active Transportation Task Force (ATTF) was formed in 2020 to provide information and recommendations to Council to help guide the City in developing a modern Active Transportation Plan. With financial assistance from the Province, the City of Salmon Arm successfully developed an Active Transportation Network Plan (ATNP) in collaboration with the ATTF and broader community.

The City acknowledges and appreciates the significant time and effort put forth by the ATTF members to bring the ATNP to life. The ATNP outlines a collective vision for active transportation in Salmon Arm and includes an implementation strategy that is uniquely suited to the City's topography, demographics and current and future needs.

As the original work of the ATTF has been completed, it is proposed that a new committee be formed to provide ongoing advice and recommendations to City Council to assist in implementation of the ATNP. Agenda items will focus on implementing the ATNP and achieving the goals of increasing active transportation mode share, working towards zero traffic-related fatalities and serious injuries, and reducing green house gas emissions.

The Terms of Reference (ToR), attached as Appendix A, specifies a membership that includes the following:



**Membership: (11)**


- One (1) member of City Council as chair – as appointed by Council
- One (1) member from Shuswap Trail Alliance
- One (1) member from Salmon Arm Economic Development Society
- One (1) member from Downtown Salmon Arm
- One (1) member from School District #83
- One (1) member from Interior Health
- One (1) member from Shuswap Cycling Club
- Four (4) Citizens-At-Large including one (1) member who uses mobility devices and one (1) member who is a senior (65 plus).

Quorum will be 50% +1, or 6 members.

While Indigenous representation has not yet been determined, both Adams Lake and Neskonlith Chiefs and Councils have been invited to appoint a member to participate as their schedules permit.

It is recommended that Council adopt the attached ToR. Once the ToR is adopted, staff will initiate a recruitment process for the Active Transportation Advisory Committee, with the inaugural meeting proposed for September 2023.

Respectfully Submitted,

  
Erin Jackson  
Chief Administrative Officer



## Active Transportation Advisory Committee Terms of Reference

### Definition of Active Transportation

Active Transportation is any form of human-powered transportation, including moving with mobility devices (including power wheelchairs and mobility scooters), walking, cycling, roller-blading, skateboarding and scootering.

### Mandate/Purpose:

The purpose of the Active Transportation Advisory Committee (ATAC) is to provide advice and recommendations to Salmon Arm City Council. Agenda items will focus on implementing the City's Active Transportation Network Plan (ATNP) and achieving the goals of increasing active transportation mode share, working towards zero traffic-related fatalities and serious injury, and reducing green house gas emissions.

Discussion topics will include those related to policy, pedestrian and cycling networks, access to transit, environmental and health considerations, regional connectivity, safety and suggesting amenities and design principles to deliver a successful Active Transportation program in Salmon Arm. The Committee will also help identify initiatives that influence citizen decisions to adopt Active Transportation.

### Scope and Activities

The Active Transportation Advisory Committee will, consistent with the mandate/purpose described above, undertake the following:

- Identify and review strategies that work towards quantifiable goals for:
  - Implementing the Active Transportation Network Plan (ATNP),
  - Increasing Active Transportation mode share
  - Working towards zero traffic-related fatalities or serious injuries on city roads
- Support awareness of Active Transportation through promotion, education and community outreach
- Provide advice to and respond to requests from Council on projects, policies or bylaws under consideration by staff or Council, and on additional topics of interest to committee members that fall within the subject area of the committee.

- Provide input on Active Transportation initiatives for the City's annual budget process
- Provide advice and leadership on citizen and stakeholder engagement related to Active Transportation
- Support awareness of Active Transportation as a healthy and environmentally sustainable activity
- Improve the quality of Active Transportation with recommendations and support of safe, innovative, and cost-effective design principles
- Encourage land use patterns that support active modes of transportation
- Promote integrated and connected regional Active Transportation policies and networks
- Periodically report to Council on the progress and success of Active Transportation in Salmon Arm

Any initiatives proposed by the Committee that have resource implications, including staff time, are to be approved by Council.

### **Procedural Matters**

**Meetings** - The Committee will meet a minimum of three times per year. A regular schedule of meetings will be established annually at the first meeting of the year. Meetings will not be held during the summer (July and August), unless there is a time-sensitive reason for convening the Committee. Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

**Working Groups** - Working Groups may be created by the ATAC to research specific initiatives. Such Working Groups will report back to the full ATAC table for discussion and further direction. All recommendations made by a Working Group must be endorsed by the ATAC through Resolution before they are presented to Council.

**Membership** - To the extent possible, the ATAC will have a diverse membership with respect to gender, age and cultural-ethnic background.

The Committee will consist of 11 ongoing members with experience and interest in Active Transportation as follows:

- One (1) member of City Council as chair – as appointed by Council
- One (1) member from Shuswap Trail Alliance
- One (1) member from Salmon Arm Economic Development Society
- One (1) member from Downtown Salmon Arm
- One (1) member from School District #83
- One (1) member from Interior Health
- One (1) member from Shuswap Cycling Club

- Four (4) Citizens-At-Large including one (1) member who uses mobility devices and one (1) member who is a senior (65 plus).

The Committee Member Code of Conduct sets a standard for member conduct that will result in good governance and a high level of public confidence. All members will be required to sign and adhere to the Code of Conduct throughout their term of participation.

There shall be no remuneration payable to members for sitting on the Committee.

Representatives from community organizations will nominate a representative and submit formal letters from their boards confirming 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 then appoint Citizen-At-Large members after reviewing the submitted applications and resumes.

Citizens-At-Large members will serve for two-year terms. Members who wish to be re-appointed will follow the above process.

Organizations with more singular issues on Active Transportation may ask to attend or be asked by the ATAC to attend meetings with a designated representative acting as a non-voting liaison.

**Quorum** – Fifty percent (50%) plus one (1) shall constitute a quorum.

**Staff Support:** - the Planning, Engineering and Corporate Services Department(s) will provide the required professional and administrative support.

**Review of Terms of Reference** – Council will review these Terms of Reference after the first two years.

Additionally, the ATAC will discuss the Terms of Reference during the committee's first meeting each term to refresh members' understanding.

**Reporting:**

- Meeting minutes will be presented to Council.
- All recommendations of the Committee must be ratified by Council.
- All media releases must be ratified by Council.

Dated June 26, 2023



Item 9.9

**CITY OF SALMON ARM**

Date: June 26, 2023

Environmental Advisory Committee  
Citizen at Large Membership Appointment  
and Option to Add Alternate

# CITY OF SALMON ARM

---

TO: Mayor Harrison & Members of Council  
DATE: June 5, 2023  
FROM: Erin Jackson, Chief Administrative Officer  
SUBJECT: Environmental Advisory Committee – Citizen at Large membership appointment and option to add alternate

---

## 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 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, as well as consider the option of appointing the other applicant as an alternate. While designating alternates for Citizen at Large members has not previously been contemplated, staff believe this may be beneficial in situations where achieving quorum is an ongoing challenge.

In addition to the EAC, committees that have Citizen at Large members include:

- Downtown Parking Commission (4)\*
- Housing Task Force (2)\*\*

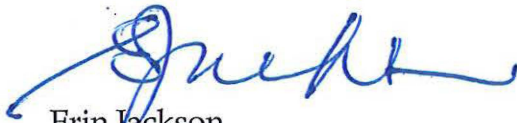
- Community Heritage Commission (3)\*
- Active Transportation Advisory Committee (4)\*\*
- Greenways Liaison Committee (2)

Should Council authorize the appointment of an alternate to the Citizens at Large, the EAC Terms of Reference (ToR) will be updated to allow for one (1) position on an ongoing basis, through the same Council approval process as occurs with regular Citizens at Large. In other words, Citizens at Large cannot designate their own alternates and there will only be an alternate when there is sufficient interest. The intent would be that a single alternate could cover for any of the Citizens at Large if they are absent.

The ToR documents for the other committees, and the bylaws for the commissions can also be updated and brought back to Council if the membership determines it is advantageous to do so. As alternates do not change the number required to achieve quorum, it will not have a negative impact on the operation of the meeting and the alternate(s) would be invited to attend meetings in a non-voting capacity until they are called upon to stand in for an absent Citizen at Large.

The EAC 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

\*Governed by bylaw

\*\*Not currently active

\*\*\*Pending Council approval

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Item 9.10

**CITY OF SALMON ARM**

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the submission of a proposal to host a FCM Board Meeting in 2025;

AND THAT: the associated costs of hosting the event, estimated at \$10,000.00, be included in the 2024 budget, for consideration.



---

TO: Mayor Harrison & Members of Council  
DATE: June 22, 2023  
FROM: Erin Jackson, Chief Administrative Officer  
SUBJECT: Federation of Canadian Municipalities – Proposal to Host a Board Meeting

---

**MOTION FOR CONSIDERATION:**

THAT: COUNCIL AUTHORIZE THE SUBMISSION OF A PROPOSAL TO HOST A FCM BOARD MEETING IN 2025;

AND THAT: THE ASSOCIATED COSTS OF HOSTING THE EVENT, ESTIMATED AT \$10,000, BE INCLUDED IN THE 2024 BUDGET, FOR CONSIDERATION.

**BACKGROUND:**

FCM holds four Board meetings per year, with two held in communities across Canada. As Councillor Wallace Richmond has recently been elected to sit on the Board, it would be an opportune time to take advantage of the exposure and economic benefit that hosting would provide.

Hosting dates available are:

- March 11-13, 2025;
- September 16-18, 2025;
- March 3-5, 2026; and
- September 15-17, 2026.

A rough economic impact calculation completed by Salmon Arm Economic Development Society (SAEDS), based on 150 guests for 3 nights would equate to an approximately \$125,000 impact (estimate based on Canadian Sports Tourism Association Calculator), including the categories of lodging, fuel, groceries, restaurants; recreation/retail.

The Host Municipality must accept responsibility for all expenses associated with hosting FCM as listed below:

- Welcome Reception and/or Dinner (estimated cost of \$7,500);
- Study tours (if offered);
- Computer equipment (estimated cost of \$1,000); and
- Other services that it accepts to provide.

SAEDS estimates the welcome reception to be approximately \$7,500 (150 people x \$50pp). Staff propose requesting 1/2 of the cost for the welcome reception from the MRDT Event Fund Budget as this event would meet the criteria of off-season and overnight stays.

SAEDS is prepared to produce and submit the bid on behalf of the City, as well as support any event planning requirements. They have also offered to host some study tours - food hub, innovation centre, downtown revitalization walking tour are some preliminary ideas.

A Council resolution is required to include in the bid package, which must be submitted by June 30, 2023.

Respectfully submitted,



Erin Jackson  
Chief Administrative Officer

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Item 10.1

## CITY OF SALMON ARM

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4568 be read a first and second time.

[ZON-1258; Klatt, S. & A./Green Emerald Construction Inc.; 5131 75 Avenue NE; R-1 to R-8]




---

To: His Worship Mayor Harrison and Members of Council

Date: June 14, 2023

Subject: Zoning Bylaw Amendment Application No. 1258

Legal: Lot 1 District Lot 6412 and Section 5, Township 21, Range 9, W6M, KDYD, Plan KAP69981

Civic: 5131 – 75 Avenue NE

Owner: Klatt. A. & S.

Agent: Green Emerald Construction Inc. (Arsenault, G.)

---

### **STAFF RECOMMENDATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1 District Lot 6412 and Section 5, Township 21, Range 9, W6M, KDYD, Plan KAP69981 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

---

### **PROPOSAL**

This proposal is to rezone the subject parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit future redevelopment including the construction and use of a *detached suite*.

### **BACKGROUND**

The subject parcel is located at 5131 – 75 Avenue NE (Appendix 1 and 2) in Canoe, is approximately 885 square metres in area, and contains an existing single family dwelling (to be removed). The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP), and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The development of the site is subject to a variance application (VP-569) and is not considered within this report. Notwithstanding the proposed siting, the parcel meets the conditions to permit a *detached suite* in the proposed R-8 Zone.

The area is largely comprised of R-1 zoned parcels containing single family dwellings. There are presently six R-8 zoned parcels within the vicinity of the subject parcel. Site photos are attached as Appendix 5.

The subject parcel is affected by restrictions resulting from the natural terrain. Directly adjacent to Shuswap Lake, the subject property is entirely within the 30 m streamside protection and enhancement area (SPEA) specified by the Province's Riparian Area Protection Regulations (RAPR). The City's Floodplain Provisions also specify a 15 m setback from the natural boundary of the lake. The applicant has submitted a RAPR report to the Province, which is subject to review. A variance application (VP-569) has been submitted to shift the building envelop south, towards the road and away from Shuswap Lake and the Floodplain setback.

No development on the site is permitted until Provincial acceptance of the RAPR report and the registration of a RAPR covenant on the Title of the subject parcel.

### ***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. Based on parcel area and width, the subject property has potential to easily meet the conditions for the

development of a *secondary suite* (or *detached suite*), including sufficient space for an additional off-street parking stall.

#### COMMENTS

##### Engineering Department

No objections to the proposed rezoning.

##### Building Department

No concerns. Development Cost Charges apply to a *detached suite*.

##### Fire Department

No concerns.


##### Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Zoning Bylaw* notices are mailed to landowners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. R-8 rezoning for parcels < 0.4 ha do not require the posting of a Notice of Development sign. It is expected that the Hearing for this application will be held on July 10, 2023.

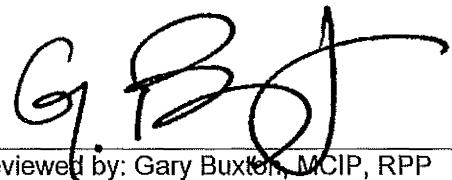
##### Planning Department

Any new development will require a building permit and will be subject to applicable Development Cost Charges, as well as meeting Zoning Bylaw, RAPR, and BC Building Code requirements. Development on the site is not permitted until Provincial acceptance of the RAPR report and the subsequent registration of a covenant registered on the Title of the subject parcel addressing RAPR and the City's Floodplain Provisions.

The subject parcel is well suited to R-8 development with sufficient area to meet all R-8 Zone requirements, including the provision of onsite parking. The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff.



Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



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

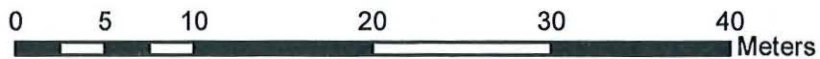




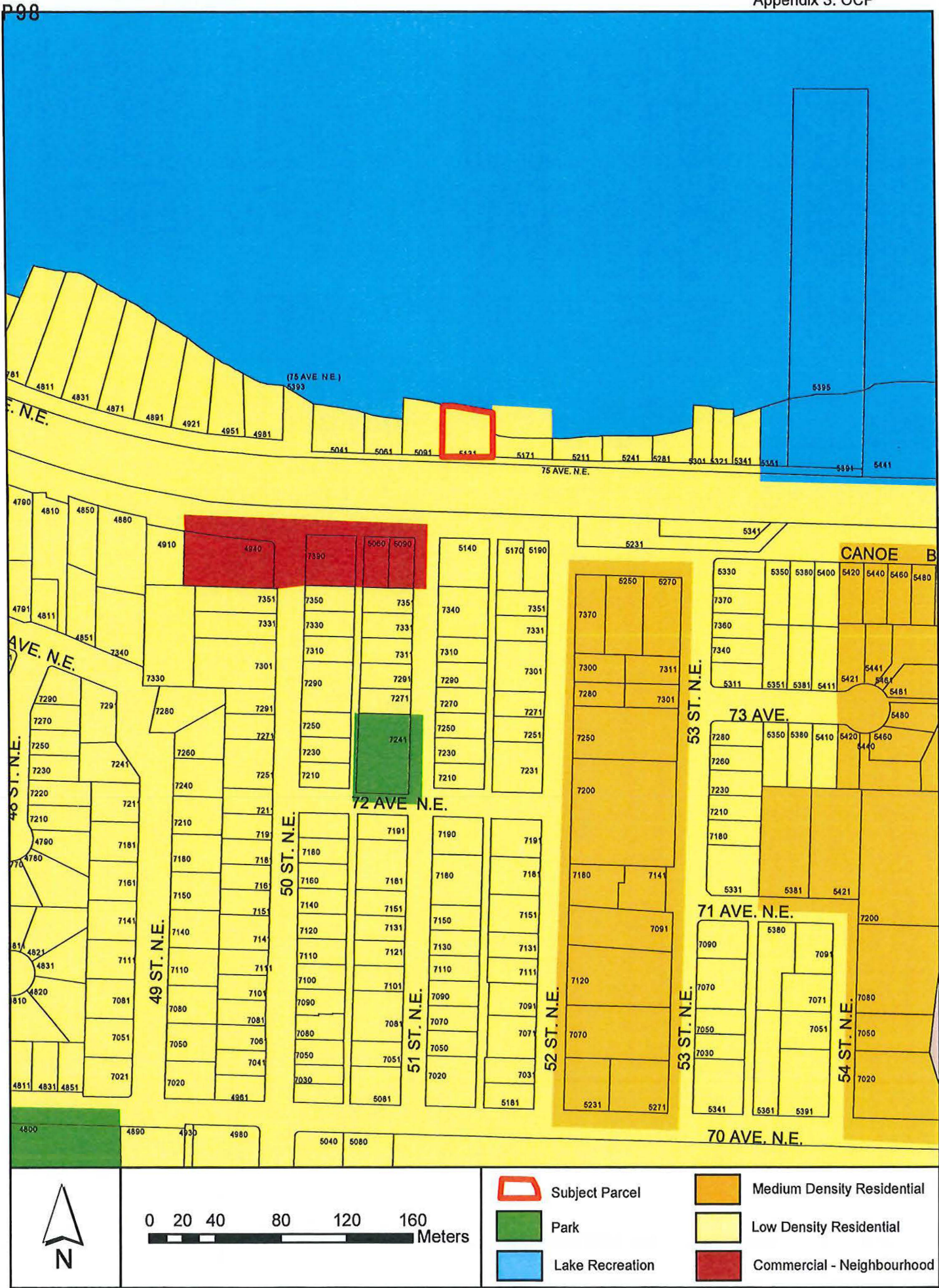
0 35 70 140 210 280 Meters

 Subject Parcel

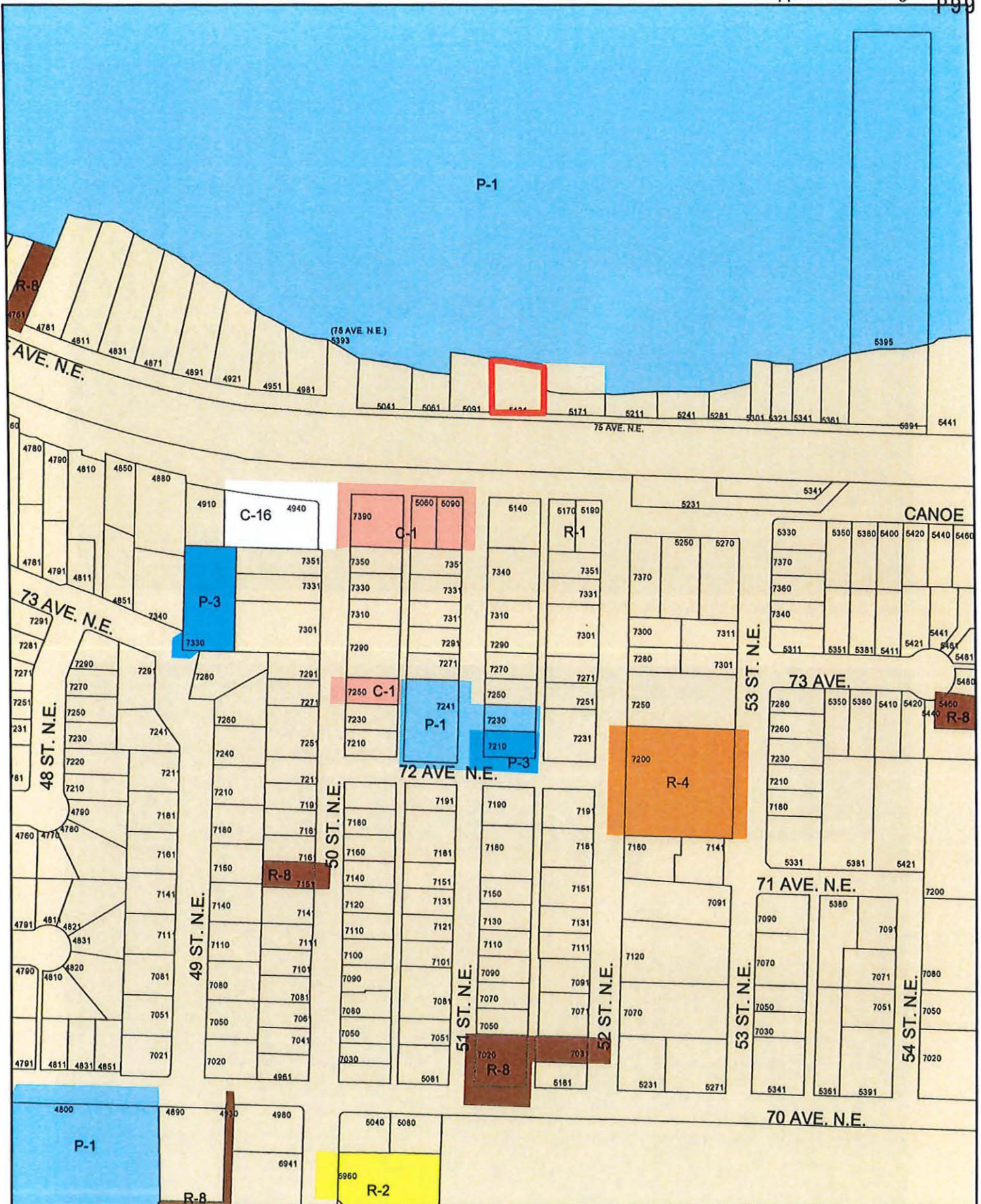












0 35 70 140 210 280 Meters



Subject Parcel





View of subject parcel looking northwest from 75 Ave NE.



View of subject parcel looking northeast from 75 Ave NE.



## CITY OF SALMON ARM

### BYLAW NO. 4568

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 July 10, 2023 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and , 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, District Lot 6412 and Section 5, Township 21, Range 9, W6M, KDYD, Plan KAP69981 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. 4568"

READ A FIRST TIME THIS DAY OF 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2023

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

---

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

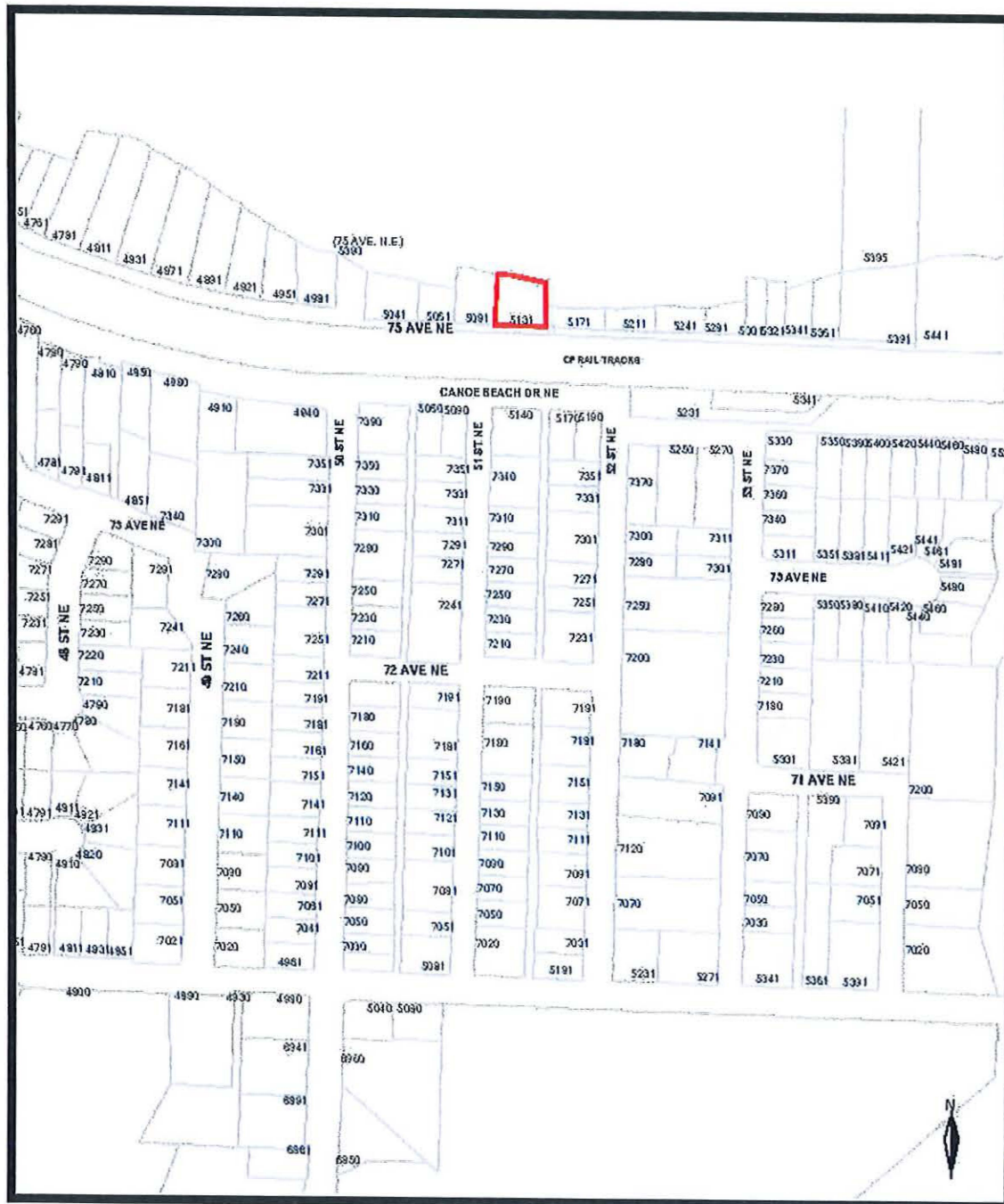
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MAYOR

---

CORPORATE OFFICER

Schedule "A"



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Item 10.2

## CITY OF SALMON ARM

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4594 be read a first and second time.

[ZON-1263; City of Salmon Arm; 341-361 Fraser Avenue NW; M-2 to CD-20]



---

To: His Worship Mayor Harrison and Members of Council

Date: June 16, 2023

Subject: **Zoning Bylaw Amendment Application No. 1263**

Legal: **A portion of Parcel A, Block B, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 1523, and a portion of Lot A, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 38914**  
Civic: **341 – 361 Fraser Avenue N.W.**  
Owner/Agent: **City of Salmon Arm**

---

#### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning a portion of Parcel A, Block B, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 1523, and a portion of Lot A, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 38914 from the M-2 (Light Industrial Zone) to a new CD-20 (Comprehensive Development Zone - 20).

---

#### STAFF RECOMMENDATION

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

---

#### PROPOSAL

This proposal is to rezone the parcel from the M-2 (Light Industrial Zone) to a new CD-20 (Comprehensive Development Zone -20) to accommodate the construction of a shelter to accommodate unhoused individuals in the community. BC Housing is funding and managing the construction of the shelter, while the Canadian Mental Health Association (CMHA) will operate the shelter once constructed. The shelter aims to provide up to 25 beds, as well as daily meals and support services. The land is owned by the City and will be leased to BC Housing. A separate Council decision is required with respect to a lease.

#### BACKGROUND

The subject parcel is located at 341-361 Fraser Avenue NW (Appendix 1 and 2), is approximately 1,900 square metres in area, and is currently vacant industrial land. The parcel is designated Medium Density Residential and outside Residential Development Area A in the City's Official Community Plan (OCP), within the Urban Containment Boundary, and zoned M-2 (Light Industrial) in the Zoning Bylaw (Appendix 3 & 4). A shelter would be consistent with the Medium Density Residential designation.

The rezoning is supported by the following OCP policy:

8.3.27 - Support community support services and uses, such as shelters, transition / youth homes and other forms of social housing within the Urban Containment Boundary in locations near local services.

15.3.4 - Community support services and uses, such as shelters, transition / youth homes and other forms of social housing, are supported within the Urban Containment Boundary.

Congregate Housing is also allowed in the C-2 Zone (Town Centre Commercial Zone), which is consistent with an adjacent property.

The subject parcel is located an area with a diversity of current zoning:

- R-4 (Medium Density Residential Zone) to the north (currently vacant)
- R-1 (Single Family Residential Zone) to the north (currently vacant)
- C-2 (Town Centre Commercial Zone) to the south (currently vacant)
- R-1 (Single Family Residential Zone) to the south
- CD-7 (Comprehensive Development Zone (single family with suites)) to the east

The proposed CD-20 Zone is separated from the adjacent CD-7 by a strip of land that is 7.0m (23 feet) wide, that will allow for separation and potential buffering of the proposed shelter from the adjacent dwellings in addition to any efforts undertaken on the CD-20 (shelter) site.

## COMMENTS

### Engineering Department

No objections to the proposed rezoning.

### Building Department

No concerns. Building Permit application required for development.

### Fire Department

No objections to the proposed rezoning.

### Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Zoning Bylaw* notices are mailed to landowners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. A Notice of Development sign will also be posted at the site. It is expected that the Hearing for this application will be held on July 24, 2023.

### Planning Department

The future development as proposed is a shelter for unhoused members of the community. While the number of unhoused members of the community is not clearly understood, it appears to be a growing problem that has, at times, manifested itself in homeless encampments located on municipal lands. Currently the City has accommodated an encampment just to the north of the proposed location of the rezoning, immediately adjacent to Peter Jannink Nature Park.

Common law precedent in BC municipalities has established that if there are no (or inadequate) shelter facilities in a community, then unhoused individuals are allowed to use municipal lands and parks for erecting temporary shelters. A municipality may limit the location and duration of the use of public lands for temporary shelter, but cannot simply prohibit it. This entails the municipality actively moving unhoused individuals around the community, and requires substantial bylaw enforcement funds and resources (as has been seen in 2022 and 2023). However, if shelter facilities do exist in adequate numbers (and it is anticipated that the shelter can meet local needs), then a municipality may partially or completely prohibit the use of parks for temporary shelter. If the City therefore wants to effectively manage the location of unhoused individuals in the community, having an adequate shelter is a necessary pre-cursor.

A shelter is likely to:

- Reduce the likelihood of unhoused individuals camping or creating encampments in public spaces
- Increase dignity and quality of life for vulnerable people

- Reduce social isolation for vulnerable people
- Reduce disruptive behaviors, such as late night noise and fires
- Manage disruptive behaviors through on site support services
- Fill current gaps in the housing continuum
- Reduce impacts on policing services and health services

The particular site was selected based on the fact that the City has very few land assets to choose from, and that for a shelter to be successful it needs to be close to daily needs and services for unhoused individuals, and close to a transit route. This is the only site that effectively meets those criteria. The site also avoids concentrating social support functions in one area of the community, and should lessen the impact that the current encampment creates. Based on research that BC Housing has undertaken in other communities, there is no evidence that supportive housing such as shelters reduces property values in their vicinity.

The uses permitted in the CD-20 zone encompass a range of living options for unhoused individuals that are defined in the Zoning Bylaw:


- *community shelter*
- *congregate housing*
- *shelter*

BC Housing is proposing the construction of a modular building for the shelter. Modules that comprise the building are constructed in 3.66m by 18.3m (12 feet x 60 feet) dimensions, and are proposed to be assembled in a 18.3m by 18.3m (60 feet x 60 feet) single storey structure that will be about 4.0m in height above existing grade. The site dimensions are approximately 42.0m width and 45.0m depth, so the 18.3m module will fit onto the site and allow for generous setbacks. The proposed building would have a site coverage of less than 20%, allowing for ample landscaping and other outdoor elements. The setbacks have been established to allow the building considerable flexibility to locate on the site (e.g. for an accessory storage building). The height limit has been set at 11.0m to allow for possible vertical expansion as needed in the future. Parking requirements have been established at 1 stall per 10 shelter beds, meaning that 3 parking stalls would likely be required for the proposed structure. Given that unhoused individuals likely do not have personal vehicles, the parking requirement covers staff needs.

Given the proximity to the TransCanada Highway, the rezoning will need to be ratified by MoTI. Staff will submit the bylaw to MoTI when approved by Council.

#### CONCLUSION

The proposed CD-20 zoning of the subject parcel is consistent with the OCP. The rezoning would also facilitate the development and construction of a housing form that is critically needed in the community.



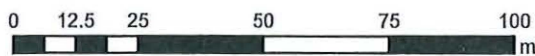
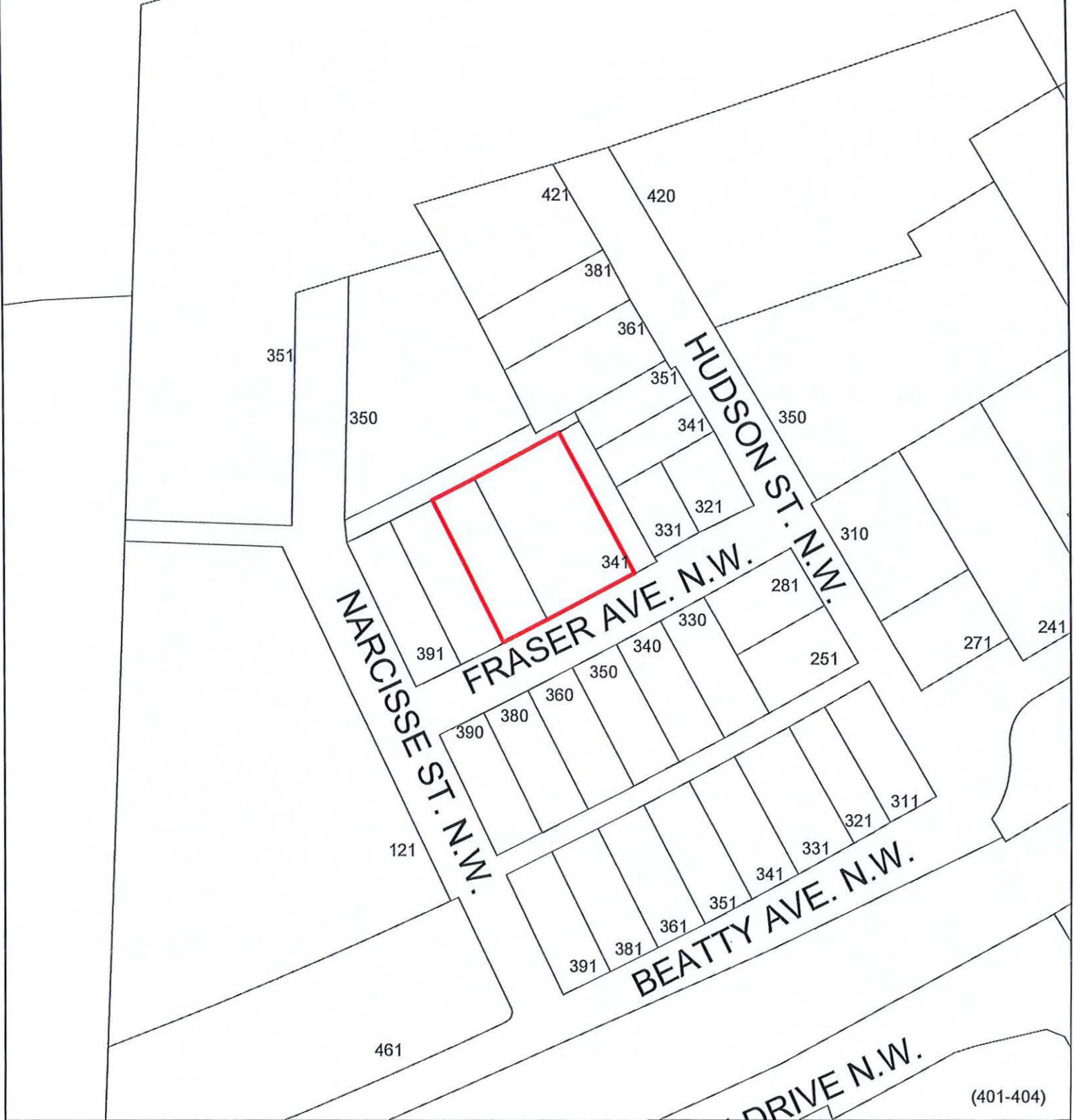
Prepared by: Gary Buxton, MCIP, RPP  
Director of Planning & Community  
Services



# Subject Property Map

APPENDIX 1

P109



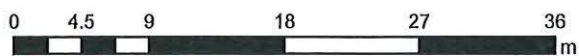
-  Subject Property
-  Parcels



P110

OrthoMap

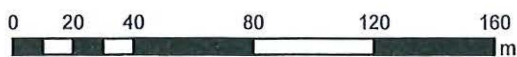
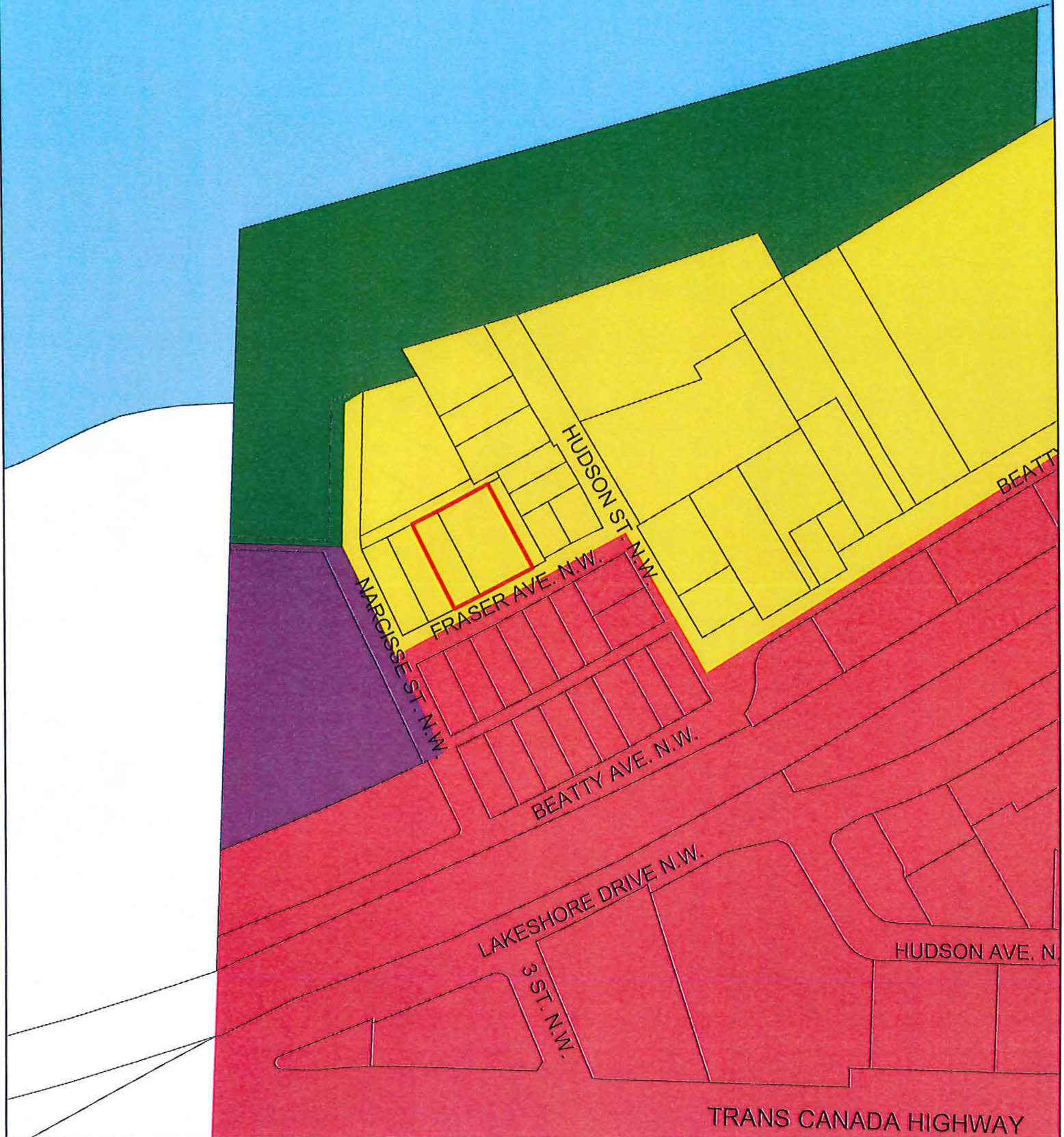
APPENDIX 2



-  Subject Property
-  Parcels

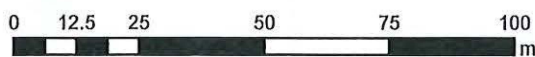
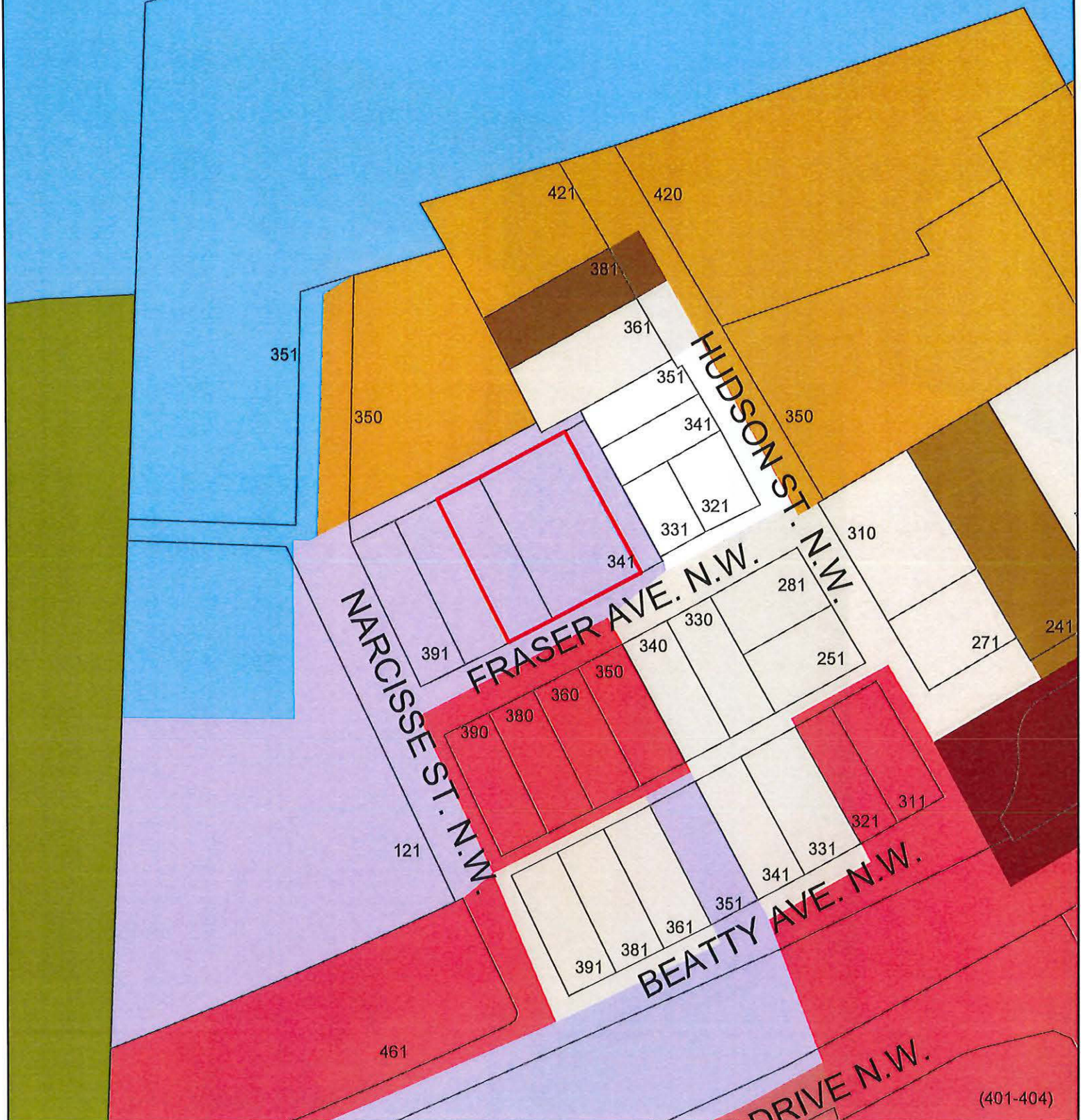
Aerial Photo Date: 2021





- Subject Property
- Parcels
- Park
- Environmentally Sensitive Lake Areas
- Institutional
- Residential - Medium Density
- Commercial - City Centre





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|--|---|---|
| <span style="border: 2px solid red; padding: 2px;"> </span> Subject Property | <span style="display: inline-block; width: 15px; height: 15px; background-color: #ff6666; border: 1px solid black;"></span> C-2 | <span style="display: inline-block; width: 15px; height: 15px; background-color: #add8e6; border: 1px solid black;"></span> P-1 |
| <span style="border: 1px solid black; padding: 2px;"> </span> Parcels        | <span style="display: inline-block; width: 15px; height: 15px; background-color: #ff9999; border: 1px solid black;"></span> C-3 | <span style="display: inline-block; width: 15px; height: 15px; background-color: #e6e6fa; border: 1px solid black;"></span> R-1 |
|  | <span style="display: inline-block; width: 15px; height: 15px; background-color: #800000; border: 1px solid black;"></span> C-6 | <span style="display: inline-block; width: 15px; height: 15px; background-color: #ffcc00; border: 1px solid black;"></span> R-4 |
|  | <span style="display: inline-block; width: 15px; height: 15px; background-color: #92d050; border: 1px solid black;"></span> IR  | <span style="display: inline-block; width: 15px; height: 15px; background-color: #f4a460; border: 1px solid black;"></span> R-5 |
|  | <span style="display: inline-block; width: 15px; height: 15px; background-color: #ccccff; border: 1px solid black;"></span> M-2 | <span style="display: inline-block; width: 15px; height: 15px; background-color: #808080; border: 1px solid black;"></span> R-8 |



# CITY OF SALMON ARM

## BYLAW NO. 4594

### 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 July 24, 2023 at the hour of 7:00 p.m. was published in the July , 2023 and July , 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 as follows:

- a) A new Section 58 – Comprehensive Development Zones – CD-20 - COMPREHENSIVE DEVELOPMENT ZONE – 20 (attached hereto as Schedule "A" and forming part of this bylaw), is added after Section 57; and
- b) A portion of Parcel A, Block B, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 1523, and a portion of Lot A, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 38914 from the M-2 (Light Industrial Zone) to the CD-20 (Comprehensive Development Zone - 20).

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. 4594".

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

**BYLAW NO. 4594**  
**SCHEDULE "A"**

**SECTION 58 - CD-20 - COMPREHENSIVE DEVELOPMENT ZONE - 20**

**Purpose**

- 58.1 The purpose of the CD-20 Zone is to accommodate the use of a *community shelter* as defined in the *Zoning Bylaw* on the *parcels* legally described as a portion of Parcel A, Block B, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 1523, and a portion of Lot A, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 38914.

**Permitted Uses**

- 58.2 The following uses and no others are permitted in the CD-20 Zone:

- .1 *assembly hall,*
- .2 *community shelter,*
- .3 *congregate housing*
- .4 *public utility,*
- .5 *public use, and*
- .6 *shelter*
- .7 *accessory use.*

**Maximum Height of Principal Buildings**

- 58.3 The maximum *height* of *principal buildings* shall be 11.0 metres (36.1 feet).

**Maximum Height of Accessory Buildings**

- 58.4 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.68 feet).

**Minimum Parcel Size or Site Area**

- 58.5 The minimum *parcel* size or *site* area shall be 0.18 hectares (0.44 acres).

**Minimum Setback of Principal Buildings**

- 58.6 The minimum *setback* of the *principal building* from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 3.5 metres (11.5 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 1.0 metre (3.3 feet)   |
| .3 | <i>Interior side parcel line</i> shall be | 1.0 metre (3.3 feet)   |
| .4 | <i>Exterior side parcel line</i> shall be | 3.0 metres (9.8 feet)  |

**Minimum Setback of Accessory Buildings**

- 58.7 The minimum setback of *accessory buildings* from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 0.6 metre (1.9 feet)   |
| .3 | <i>Interior side parcel line</i> shall be | 0.6 metre (1.9 feet)   |
| .4 | <i>Exterior side parcel line</i> shall be | 3.0 metres (9.8 feet)  |

**Community Shelter Parking**

58.8

- .1 The minimum number of parking stalls required in the CD-20 Zone shall be 1 stall per 10 shelter beds.

**Outside Storage**

- 58.9 Outside storage shall be screened as per Appendix I.



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Item 11.1

## CITY OF SALMON ARM

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4592 be read a final time.

[Parking Violations]

# 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
----	--	--------------------

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
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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 12<sup>th</sup> DAY OF JUNE 2023

READ A SECOND TIME THIS 12<sup>th</sup> DAY OF JUNE 2023

READ A THIRD TIME THIS 12<sup>th</sup> DAY OF JUNE 2023

ADOPTED BY THE COUNCIL DAY OF 2023

---

MAYOR

---

CORPORATE OFFICER



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Item 11.2

**CITY OF SALMON ARM**

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

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



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

---

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

---

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.

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.

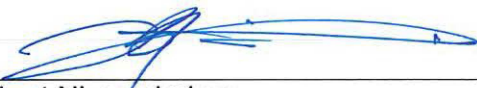
Construction Specifications

- 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 26, 2023

- |     |   |   |
|-----|---|---|
| 1.  | V. Morris – Email dated June 15, 2023 – Foreshore Trail   | N |
| 2.  | G. Armstrong – Email dated June 15, 2023 – Road Safety  | N |
| 3.  | K. Wilkinson – Email dated June 16, 2023 – Clearcut of Appleyard Property   | N |
| 4.  | B. Reynaud – Email dated June 14, 2023 – Clearcut in Raven  | N |
| 5.  | D. Fredlund – Email dated June 21, 2023 - Ducks   | N |
| 6.  | A. Varnes, Program Manager, Shuswap District Arts Council – Information Release dated June 13, 2023 - Wednesday on the Wharf  | N |
| 7.  | D. Mills, Shuswap Cycling Society – Letter dated June 9, 2023 - Request to use Klahani Park – 8 <sup>th</sup> Annual Shuswap Cross, Cyclocross Race - September 17, 2023                    | A |
| 8.  | L. Payne – Email dated June 16, 2023 – Request to use Marine Park to honor Indigenous History Month – June 30, 2023   | A |
| 9.  | J. Bellhouse, Executive Director, Shuswap Trail Alliance – Email dated June 8, 2023 – Request for Letter of Support for Rubberhead Jump Line Project  | A |
| 10. | H. Scribner, Administrator & Board Secretary, MIABC – Email dated June 13, 2023 – MIABC Voting Delegate   | A |
| 11. | A. Slater, General Manager, SILGA – Email dated June 9, 2023 – SILGA Youth Representative at UBCM Convention  | N |
| 12. | P. Jones, Mayor, District of North Saanich – Letter dated June 21, 2023 – Province of British Columbia's Home for People Action Plan  | N |
| 13. | Shuswap Watershed Council – Media Release – Shuswap watershed groups warn of economic impacts of potential Zebra and Quagga Mussel infestation, emphasize importance of prevention measures | N |
| 14. | Interior Health – News Release dated June 9, 2023 – Thompson Region Family Obstetrics Clinic will accept new referrals starting next week   | N |

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 26, 2023

B. Healey, CEO Canada, The Swim Academy  
Open Water Races and Swim Run Event



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Item 19.1

**CITY OF SALMON ARM**

Date: June 26, 2023

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

THAT: Council authorize the Structural Assessment Report of Old Municipal Hall – 31 Hudson Avenue NE prepared by BAR Engineering Co. Ltd. be released from In-Camera.

CARRIED UNANIMOUSLY

# EXECUTIVE

---

## SUMMARY

The structural condition of the Old Municipal Hall at 31 Hudson Avenue NE in the City of Salmon Arm is poor. Significant financial investment should be expected to maintain the current condition of the building, preserve the historic significance of the exterior brick walls, and prevent potential collapse in the future.

The three main structural deficiencies include the lateral displacement of the south wall of the arched ceiling room in the original building, the deterioration of the North Wing exterior walls, and the differential foundation movement.

The lateral wall displacement is a result of poor construction methods used at the time of construction. The instability of the wall is a safety risk to occupants and a repair is required.

The deterioration of the North Wing exterior walls is due to moisture exposure and has been exacerbated by the lack of roof gutters and downspouts.

The differential foundation movement can be attributed to the highly plastic clay soils on which the building foundation is supported. The soils are susceptible to swelling and shrinkage with changing moisture conditions. Inadequate roof and site surface water runoff management has exacerbated the subsurface moisture levels throughout the life of the building which has led to the foundation movements. These movements have caused uneven floors throughout the building, cracking in the interior wall and ceiling finishes, and cracking and displacement of the foundation walls and exterior brick walls.

Four options for the repair or replacement of the building have been proposed. Option 1 – Full Replacement, Option 2 – Partial Replacement, Option 3 – Repair and Revitalization, and Option 4 – Interim Repair. The budget estimates for the four options are \$940,000 - \$1,400,000, \$967,000 - \$1,465,000, \$700,000 - \$1,050,000, and \$96,000 - \$144,000 respectively.

Option 2 – Partial Replacement is the recommended option. While only marginally more costly than complete replacement, Option 2 maintains the historical significance of the structure by incorporating the original brick walls into the new building façade.

Should Options 1 through 3 not be viable at this time due to fiscal constraints the City should strongly consider Option 4 – Interim Repair. This option addresses the critical structural deficiencies and provides measures to mitigate the ongoing building deterioration.

Per:



Joey Funk, P. Eng.  
Intermediate Structural Engineer

**BAR Engineering Co. Ltd.**  
#201 2540 - 53 Avenue  
Vernon, BC  
V1T 9W8

Phone: 250-541-9590  
Email: joey.funk@bareng.ca

## 5.0 DISCUSSION

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Based on the conditions observed during the site investigations there are three main structural defects of concern, the outwards displacement of the south wall of the original building, deterioration of the North Wing exterior walls, and the differential movement of the foundation.

### 5.1 Wall Displacement

The south wall of the east half of the original building is susceptible to outward displacement due to the arched ceiling roof construction. Site framed rafter roofs typically include three main components. Rafters are the inclined structural members supporting the roof deck and span from the side walls to the peak of the roof. Ceiling joist are the horizontal structural members supporting the ceiling finish and extend the width of the roof. Collar ties are horizontal structural members installed between the ceiling joist and the peak of the roof, tying the rafters together.

When a load is applied to the roof the rafters on opposing sides of the roof peak push against one another developing an axial compression load in the rafters. At the side walls, the axial load in the rafters will exert a horizontal and vertical load on the wall due to the inclination of the rafters. The horizontal loads, also known as kick out forces, are equal and opposite on opposing sides of the roof. The vertical load is resisted by the supporting wall and the horizontal load, or kick out force, is resisted by both the ceiling joists and the collar ties, if present.

The east half of the original building does not have ceiling joists at the top of the supporting wall elevation due to the arched ceiling. Further, the collar ties are situated very near to the peak of the roof to maximize the height of the arched ceiling. These conditions make the top of the exterior walls susceptible to outwards displacement since the kick out forces are applied to the wall rather than being resolved within the ceiling joists and collar ties.

The north wall of the original building in this area did not appear to be displaced. The North Wing roof, which is framed into the original building roof, likely provides adequate lateral support to resist the kick out forces transferred from the roof above the arch ceiling.

The ceiling cracks observed on the arched ceiling can be attributed to the outwards displacement of the south wall. The outwards displacement of the wall causes tension loads to develop on the ceiling face resulting in the observed cracking.

Cracking of interior architectural wall finishes is common in buildings supported on shallow foundations. Cracking can be caused by foundation settlement and heaving, shrinkage and expansion of construction materials, and changes in interior air temperature and humidity.

### 5.2 Deterioration of North Wing

The water damage observed at the base of the east and west walls of the North Wing can be attributed to the lack of rain gutters and downspouts along the roof eaves. Rain and snowmelt fall to the ground and splashes against the base of the walls. Long term exposure to moisture can lead to wood rot and eventual failure.



### 5.3 Differential Foundation Movement

The cracks in the foundation walls, exterior brick walls, and the sloping floors throughout the building can be attributed to differential movement of the building foundation. Refer to the attached Geotech Report prepared by Evertek Engineering, Appendix B, for further discussion on the site soil characteristics and how they relate to the conditions observed.

As discussed in the Geotech Report referenced above, the underlying soil on which the building foundation bears is a high plastic clay. High plastic clays are prone to shrinkage and expansion with changes in moisture content. The lack of rain and snowmelt management from the roof and site has likely caused significant moisture content swings in the subgrade soils throughout the life of the building. These moisture swings likely resulted in periods of significant soil swelling and shrinkage, leading to the observed differential foundation movements.

Frost heaving, as discussed in the Geotech Report, likely caused the shear failure between the concrete pilasters supporting the brick buttresses and the foundation walls. The gravity loads on the pilasters are small in relation to the foundation wall loads and therefore the net frost heave force would be significantly higher on the pilasters causing the shear failure observed. Once sheared, seasonal frost heave likely resulted in frost jacking of the pilasters.

Frost jacking is the cumulative displacement of objects embedded in the ground due to frost heave. Light objects embedded in the ground have the tendency to displace upwards during the freeze cycle. Due to their light weight, the objects don't settle during thaw cycles. As the freeze-thaw cycles continue, the objects slowly 'jack' out of the ground.

The frost jacking of the pilasters is likely the main contributing factor for the cracked brick walls. The upwards displacement of the pilasters translated to similar displacements of the buttresses. Since the buttress brick work is integrated into the exterior wythe of the brick walls, the upwards movement forced the exterior wythe to displace causing the observed cracks.

## 6.0 OPTION ANALYSIS

The following options for repair or replacement have been developed considering the existing conditions and the historical significance of the building. High-level budget estimates for each respective option have been provided.

### 6.1 Option 1: Full Replacement - \$940,000 to \$1,400,000

The scope of work includes the demolition of the existing structure and associated foundations, and construction of a new building of similar size to current building codes. No consideration to the historical significance of the building is given in this option.

### 6.2 Option 2: Partial Replacement - \$976,000 to \$1,465,000

The scope of work for this option is the same as Option 1 but includes repair and stabilization of the west, south, and east brick walls and the incorporation of these walls into the new building façade. This option retains the historical significance of the exterior brick walls of the original building. The following is a summary of the work included in this option:

- Underpinning and temporary bracing of the west, south, and east brick walls.
- Demolition of all remaining structure and associated foundations.
- Construction of a new building of similar size to current building codes.
- Repair the brick walls and incorporate into façade of newly constructed building.
- Re-grade site to provide positive drainage away from building.

### **6.3 Option 3: Repair and Revitalization - \$700,000 to \$1,050,000**

The scope of work includes stabilization of the foundation, repair of the exterior brick work, replacement of exterior cladding and building envelope, and interior renovations. The following is a summary of the work included in this option:

- Underpinning of foundation with helical piles.
- Repair of exterior brick walls.
- Install tension rods across the width of the arched ceiling in the original building.
- Replace soffit and fascia.
- Eavestrough, downspout, and splash pad installation.
- Replace exterior cladding and air barrier.
- Reinsulate exterior walls.
- Insulate foundation.
- Replace vapour barrier.
- Replace windows and doors.
- Re-drywall exterior walls.
- Patch and paint walls and ceilings throughout.
- Replace flooring.
- Refinish washrooms.
- Replace kitchen cupboards and appliances.
- Replace fixtures.
- Electrical and Mechanical upgrades.
- Re-grade site to provide positive drainage away from building.

### **6.4 Option 4: Interim Repair - \$96,000 to \$144,000**

The scope of work includes interim repairs to maintain the current condition of the building and mitigate further deterioration. The following is a summary of the work included in this option:

- Install tension rods across the width of the arched ceiling in the original building.
- Replace pilasters at the architectural buttresses and repair exterior brick walls.
- North Wing wall base repair including replacing structural members and sheathing as required, new weather barrier, and new exterior cladding.
- Install gutters with downspouts and splash pads.
- Perimeter foundation insulation.
- Re-grade site to provide positive drainage away from building.

## 7.0 RECOMMENDATIONS

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Based on the budget estimates for the four options outlined above and the historic significance of the exterior brick work, Option 2 is the recommended option. Option 2 is marginally more costly than Option 1 but maintains the historic value of the original exterior brick work.

Option 3 is not recommended due to the elevated risk of unknown costs that often arise in renovation projects which can be difficult to predict.

Option 4 is not recommended since the financial investment required to maintain the existing conditions of the building are significant without adding long term value to the community. High operations costs due to poor thermal and building envelope performance has likely been and will continue to be a liability for the City.

Notwithstanding the foregoing comments, Option 4 may be the only feasible alternative in the short term due to fiscal constraints. This option addresses the critical structural deficiencies and provides measures to mitigate the ongoing building deterioration as summarized below:

- The proposed tension rods installed across the width of the arched ceiling will stabilize the lateral displacement of the respective south wall.
- Repairs to the North Wing exterior walls will mitigate water ingress and wood rot.
- The replacement of the pilasters supporting the brick buttresses will mitigate the ongoing displacement and cracking of the brick walls.
- Water runoff control through eave gutters, downspouts, and positive site drainage away from the building will moderate the moisture changes in the subsurface soils. This will mitigate soil shrinkage and swelling, in turn decreasing the differential foundation movements. The gutters and downspouts will also mitigate water splashing against the North Wing exterior walls.
- Perimeter foundation insulation will mitigate frost heave of the foundation.

## 8.0 CONCLUSION

---

The structural condition of the Old Municipal Hall at 31 Hudson Avenue NE in the City of Salmon Arm is poor. Significant financial investment should be expected to maintain the current condition of the building, preserve the historic significance of the exterior brick walls, and prevent potential collapse in the future.

The cracked foundation and brick walls can be attributed to differential movement of the underlying soils. The highly plastic clays present at the site are susceptible to volumetric changes when exposed to changing moisture conditions and freeze-thaw cycles.

The differential movement of the foundation likely started early in the life of the structure and progressed over time. The differential movement of the foundations is of moderate structural concern, specifically related to the continued displacement and deterioration of the exterior brick walls.

The lateral displacement of the south wall of the arched ceiling room in the original building is of significant structural concern. Bracing is required to prevent future collapse.

The deterioration of the North Wing exterior walls is of moderate structural concern and repairs should be considered. Further deterioration to the structural framing systems can be expected without addressing the roof and site drainage.



It is the opinion of the undersigned that **Option 2 – Partial Replacement** with an estimated cost of \$976,000 to \$1,465,000 should be considered. While only marginally more costly than complete replacement, Option 2 maintains the historical significance of the structure by incorporating the original brick walls into the new building façade.

Should options 1 through 3 not be viable at this time due to fiscal constraints the City should strongly consider Option 4 – Interim Repair. This option addresses the critical structural deficiencies and provides measures to mitigate the ongoing building deterioration.

The stability of the south wall of the arched ceiling room in the original building is of significant structural concern and poses a safety risk to occupants. Annual re-inspection of this wall by a structural engineer is required until such time that permanent bracing has been installed.

## 9.0 CLOSURE

We have prepared this report in accordance with good engineering practice and accepted codes. Should further information be made available, we would welcome the opportunity to review it to determine if it affects the conclusions drawn in this report. We appreciate the opportunity to prepare this report for you. If you have any questions or comments, please contact the undersigned.

Respectfully Submitted,

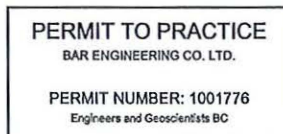
**BAR Engineering Co. Ltd.**

Per:



**Joey Funk, P. Eng.**

Intermediate Structural Engineer



Reviewed By,

**S. Brent Gebhardt, P. Eng.**

Manager, Structural Division



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Item 22.1

**CITY OF SALMON ARM**

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-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).

[Brentwell Construction Ltd./Crevier, L. & S.; 31 4 Street SE; Off-Street Parking Spaces]



---

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.

---

#### 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)

	<u>R-5 Permitted/Required</u>	<u>R-5 with Bonus</u>	<u>Proposed</u>
<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.

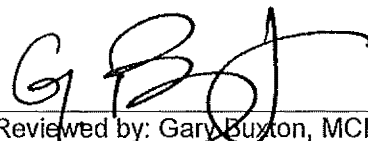
#### CONCLUSION

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.

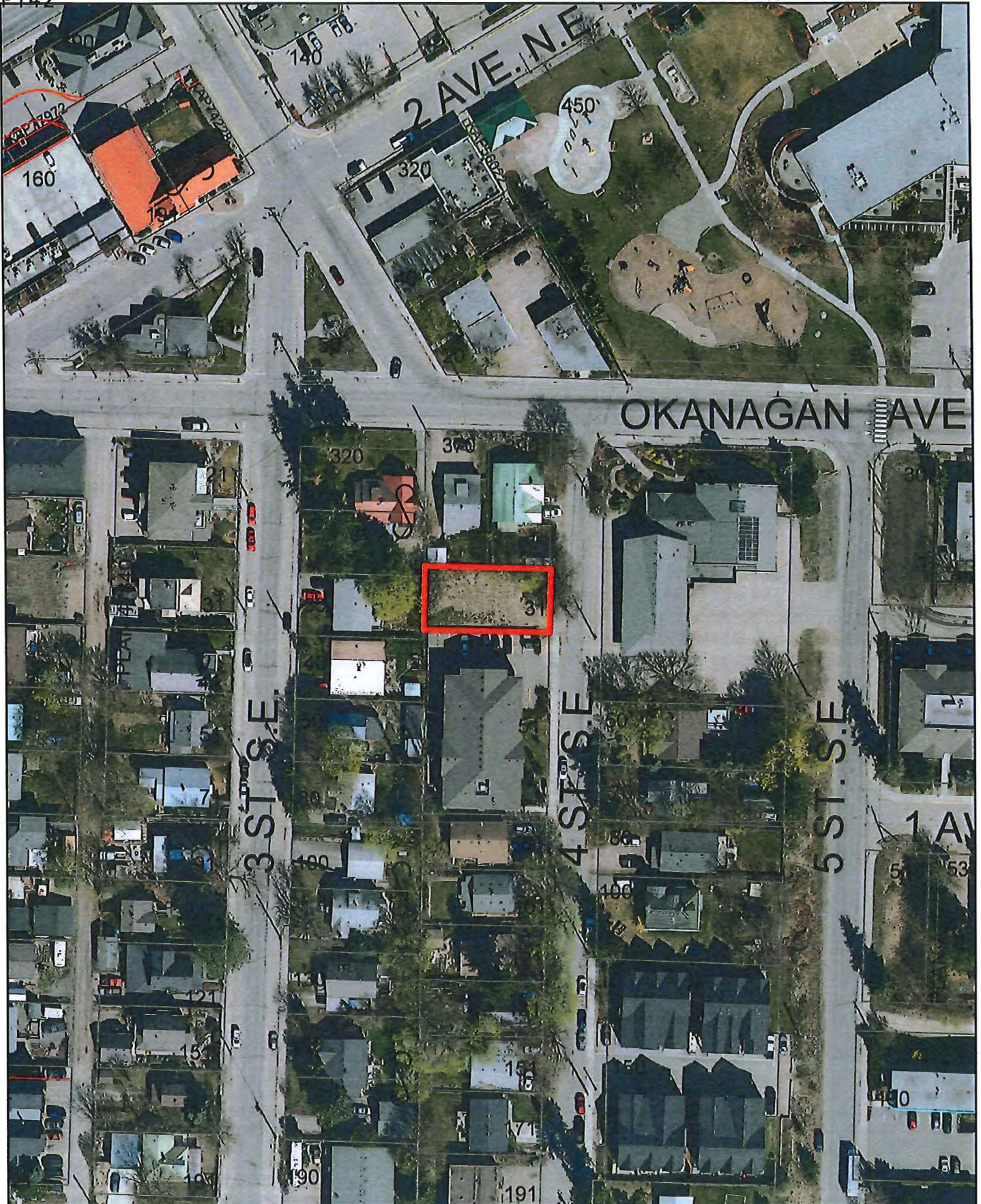


Prepared by: Chris Larson, MCIP, RPP  
Senior Planner




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

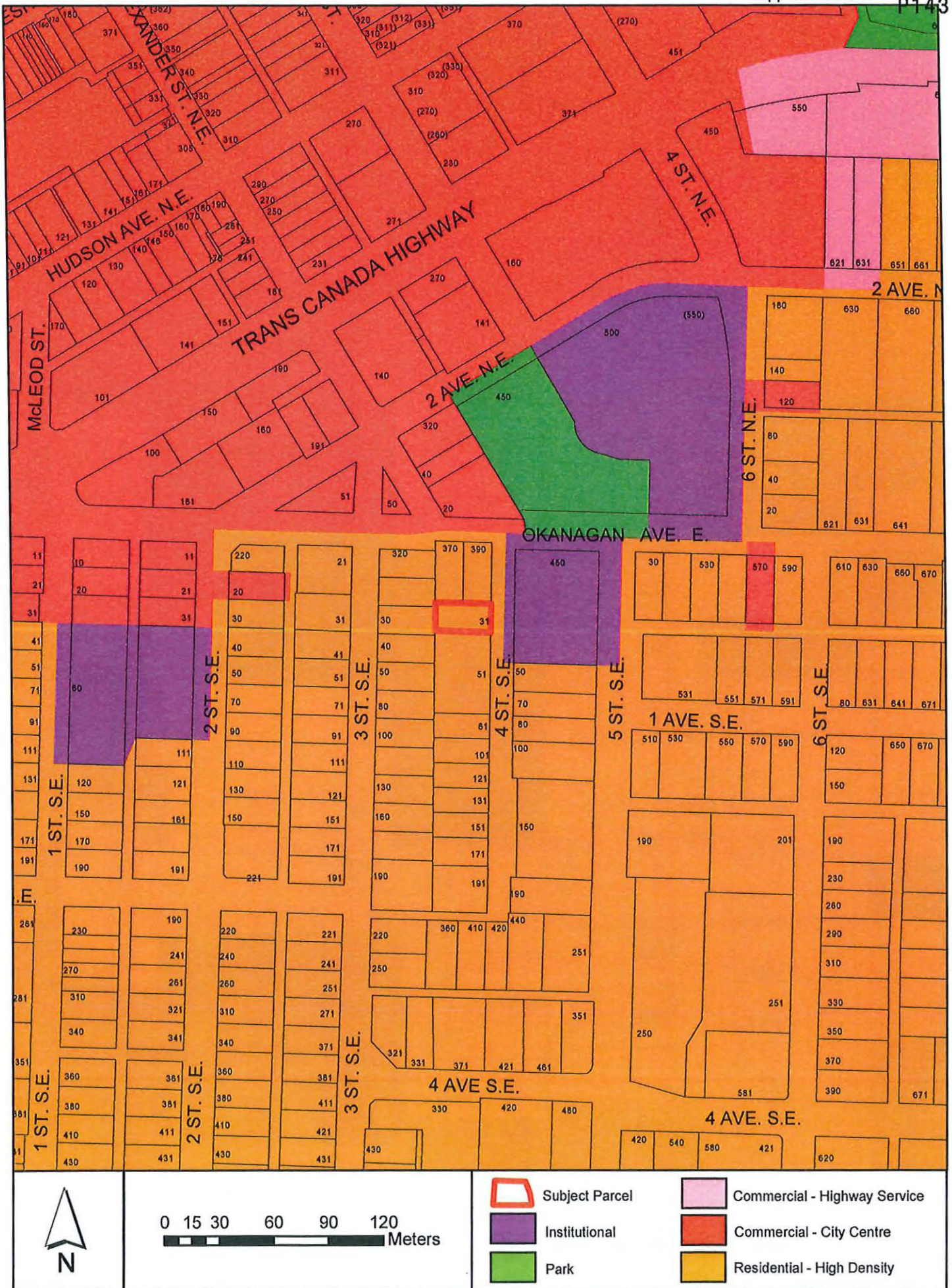




0 15 30 60 90 120 Meters

 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
Salmon Arm Area Office Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada Phone: (250) 712-3660 Fax: (250) 833-3380





*Memorandum from the  
Engineering and Public  
Works Department*

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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



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.

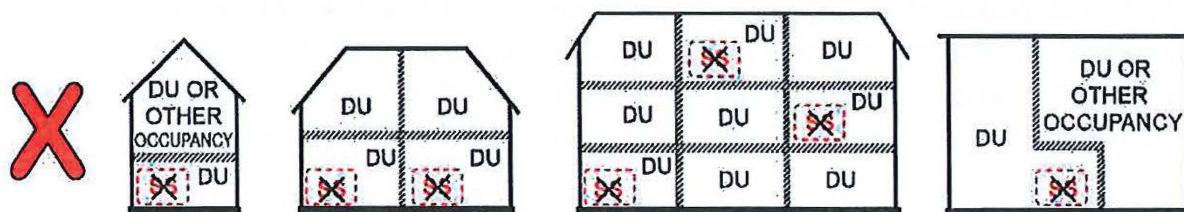
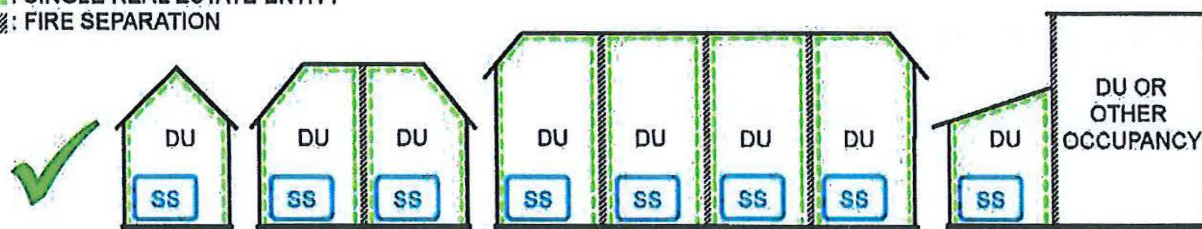
*The contents of this Bulletin are not intended to be provided as legal advice and should not be relied upon as legal advice. For further information, contact the Building and Safety Standards Branch.*



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.civicinfo.bc.ca/directories>.

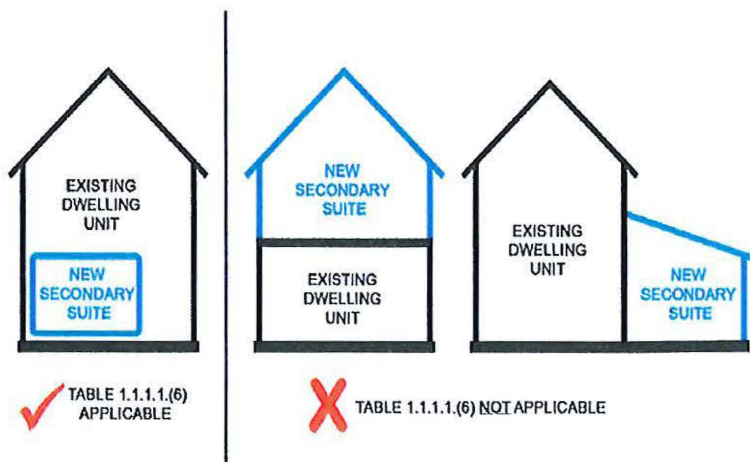
DU: DWELLING UNIT  
SS: SECONDARY SUITE  
[Green dashed line]: SINGLE REAL ESTATE ENTITY  
[Hatched line]: FIRE SEPARATION



### 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.







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.

**Rhonda West**

---

**From:** Barb Puddifant  
**Sent:** Thursday, June 22, 2023 8:58 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Development Variance Permit No. VP-582

**From:** lyndon@ponichproperties.com <lyndon@ponichproperties.com>  
**Sent:** Wednesday, June 21, 2023 4:13 PM  
**To:** Barb Puddifant <bpuddifant@salmonarm.ca>  
**Subject:** [External] Development Variance Permit No. VP-582

To Whom It May Concern,

Please see the attached email below dated January 13, 2021 in regards to the Proposed Amendment to Zoning Bylaw No. 2303 located at 31-4th St. SE, Salmon Arm. The email outlines our concerns for the parking provisions that were proposed for the development and it is still a concern for consideration in this new Development Variance Permit No. VP-582. Back in January of 2021, we were sent a notice from the City of Salmon Arm along with a site drawing of the proposed development at 31-4th St. SE which only depicted 4 parking stalls. The same site drawing has been sent out with this new variance to reduce the number of parking stalls from 5 to 4. We have never seen a site drawing or proposal for development that showed 5 parking stalls as part of the development. As we expressed in our email on January 13, 2021, the lack of sufficient parking on the property will lead to an increase to street parking that is similar to the north end of 4th St. SE in front of the MapleLanes Townhomes development. 4th St. SE was never built to accommodate the additional volume of street parking for R-5 high density residential zoning and it's only increasing. At times, there is only room for one vehicle to maneuver through the roadway. There is little to no room for emergency vehicles like a fire truck. There is little to no room for snow clearing equipment in the winter and 4th St. SE is often neglected during winter months. In the staff report for the proposed variance permit, it is noted that city staff do not consider the reduction of onsite parking to be significant. Also in the staff report is a Letter of Rationale from Brentwell Construction suggesting that off-street parking on 4th St. and Okanagan Ave. could be used, without negatively impacting neighboring dwellings. It seems rather convenient for city staff and Brentwell Construction to make these assumptions as they don't conduct business or live on 4th St SE. Another issue at hand with the proposed variance permit for the reduction of 5 parking stalls down to 4 is that the development was never built with 5 parking stalls. The developer never built 5 parking stalls on the property but somehow still got occupancy permits from the city. How did this happen? Was this an oversight by city staff? This appears to be a situation were the developer is asking for forgiveness after the construction of the developed property rather than

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asking for permission during or before construction. In summary, we are asking council to please consider that 4th St. SE was never built to handle an abundance of street parking that already currently exists and that any additional street parking from recent and future developments seriously jeopardizes pedestrian traffic and vehicle traffic, especially emergency vehicle traffic. Thank you for your time.

Concerned Neighbour

----- Original Message -----

**Subject:** Fwd: Proposed Amendment to Zoning Bylaw No. 2303

**Date:** 2023-06-21 13:57

**From:** Patricia ponich <[patandmurray@me.com](mailto:patandmurray@me.com)>

**To:** Lyndon Wirth <[lyndon@ponichproperties.com](mailto:lyndon@ponichproperties.com)>

Sent from my iPad

Begin forwarded message:

**From:** Patricia ponich <[patandmurray@me.com](mailto:patandmurray@me.com)>

**Date:** January 13, 2021 at 11:31:20 AM PST

**To:** [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca)

**Subject: Proposed Amendment to Zoning Bylaw No. 2303**

To Whom It May Concern,

I am writing in regards to the rezoning proposal at 31- 4th St. SE. As the owner of the neighbouring apartment building (Patricia Manor) located at 51- 4th St. SE, I am concerned about the provisions for parking in the proposal. It appears that only 4 parking stalls are in the provisions and that will be insufficient. After the development of Maplelane Townhomes located at 150 4th St. SE, it lead to a huge increase in street parking to the south end of 4th St. This was due to the lack of sufficient parking that should have been in the provisions for that particular development. Our concern is that the lack of sufficient parking for the proposal at 31- 4th St. SE will lead to the same increase to street parking to the north end of 4th St. As you are already well aware, 4th St. SE was not built to accommodate the volume of street parking we already have and certainly not built to accommodate more.

Now that you know my concern, my question is: what is the city's plan for off site/street parking on 4th St. SE with the proposal of another R-5 (high density residential) lot knowing that there is already high volume street parking issues that exist?

Thank you for taking my concerns and question. I look forward to hearing your response.

Murray Ponich

Sent from my iPad



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## Item 23.1

CITY OF SALMON ARMNOTICE 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 26, 2023 at 7:00 p.m.

1) **Proposed Zoning Bylaw Text Amendment:**

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

- 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.

**Applicant:** City of Salmon Arm

**Reference:** Bylaw No. 4590/ZON-1269

SA Observer June 14 and 21

To: His Worship Mayor Harrison and Members of Council

Date: May 25, 2023

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

### **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



P162



**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)

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.

### 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.

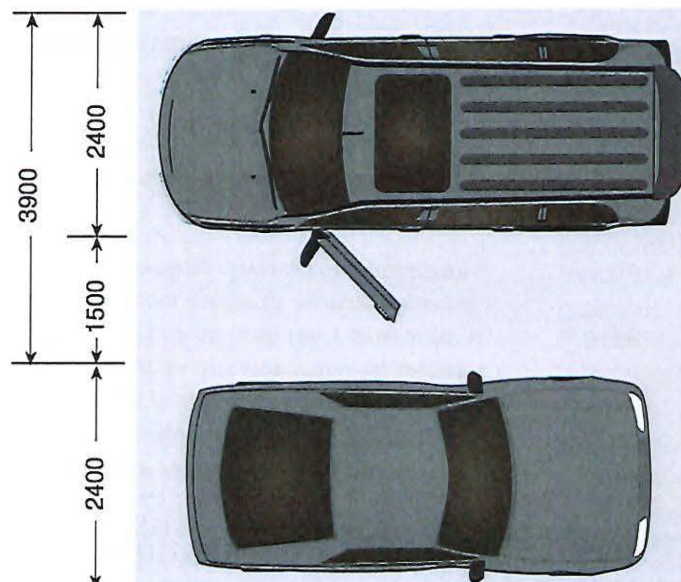




**Figure A-3.8.2.5.-A**  
**“International Symbol of Access” sign**

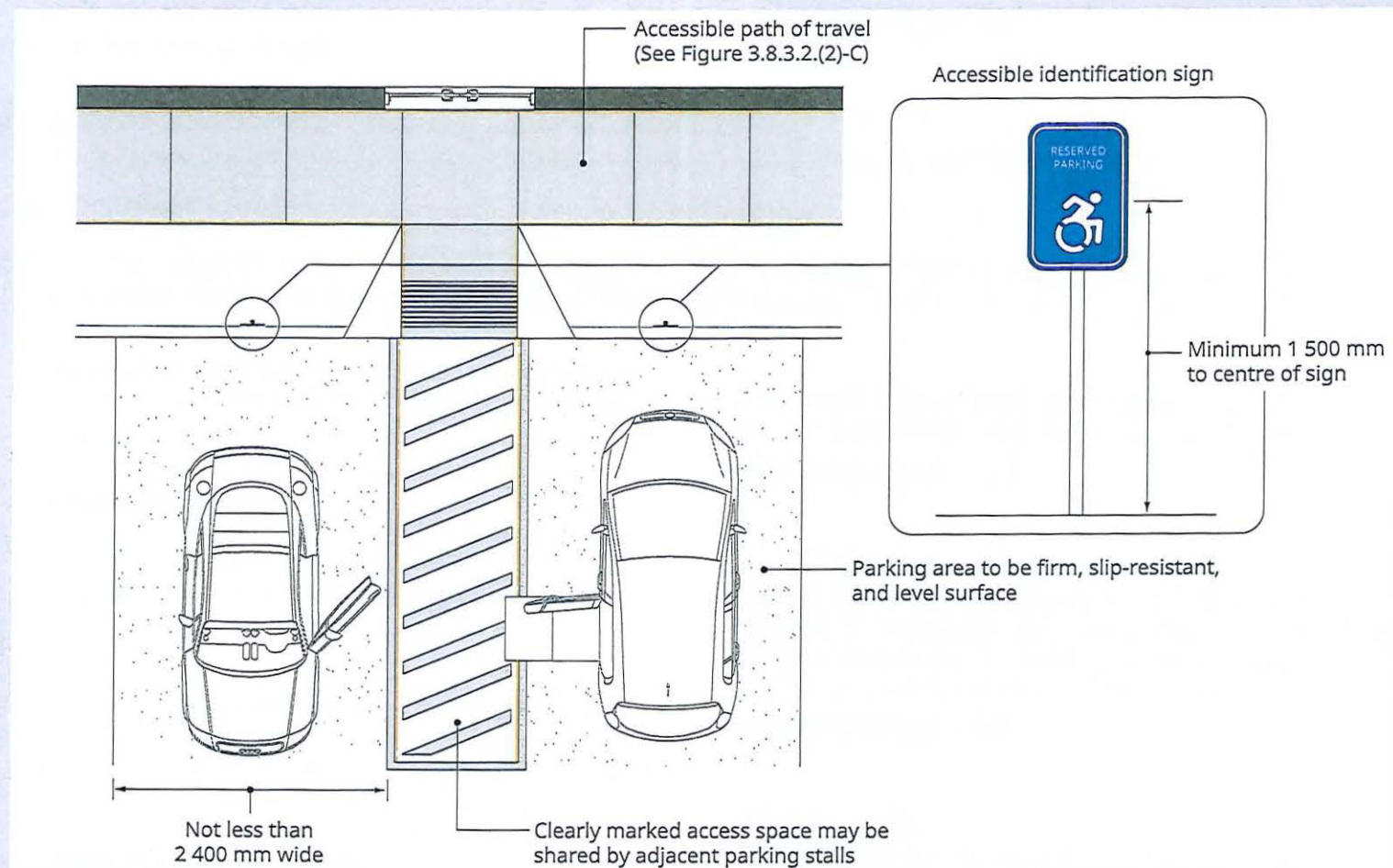
A general guide for the slip resistance of materials is provided in the Appendix of this handbook.

Asphalt, concrete and firm, compacted gravel are acceptable parking surfaces. Curb ramps should be not less than 1500 mm wide. Parallel parking spaces should be not less than 7000 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.



Item 23.2

**CITY OF SALMON ARM**

**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, June 26, 2023 at 7:00 p.m.

**1) Proposed Zoning Bylaw Text Amendment:**

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.

**Applicant:** Brentwell Ventures Ltd./Crevier, L. & S.

**Reference:** Bylaw No. 4579/ZON-1264

SA Observer June 14 and 21

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Item 24.1

**CITY OF SALMON ARM**

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4590 be read a third time.

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



## CITY OF SALMON ARM

### BYLAW NO. 4590

#### 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 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 12<sup>th</sup> DAY OF JUNE 2023

READ A SECOND TIME THIS 12<sup>th</sup> DAY OF JUNE 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 24.2

## CITY OF SALMON ARM

Date: June 26, 2023

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4579 be read a third 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

### 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 June 14 and June 21, 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 12<sup>th</sup> DAY OF JUNE 2023

READ A SECOND TIME THIS 12<sup>th</sup> DAY OF JUNE 2023

READ A THIRD TIME THIS DAY OF 2023

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

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

ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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



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Item 26

**CITY OF SALMON ARM**

Date: June 26, 2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of June 26, 2023, be adjourned.

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**INFORMATIONAL CORRESPONDENCE – June 26, 2023**

1.	V. Morris – Email dated June 15, 2023 – Foreshore Trail	N
2.	G. Armstrong – Email dated June 15, 2023 – Road Safety	N
3.	K. Wilkinson – Email dated June 16, 2023 – Clearcut of Appleyard Property	N
4.	B. Reynaud – Email dated June 14, 2023 – Clearcut in Raven	N
5.	D. Fredlund – Email dated June 21, 2023 - Ducks	N
6.	A. Varnes, Program Manager, Shuswap District Arts Council – Information Release dated June 13, 2023 - Wednesday on the Wharf	N
7.	D. Mills, Shuswap Cycling Society – Letter dated June 9, 2023 - Request to use Klahani Park – 8 <sup>th</sup> Annual Shuswap Cross, Cyclocross Race - September 17, 2023	A
8.	L. Payne – Email dated June 16, 2023 – Request to use Marine Park to honor Indigenous History Month – June 30, 2023	A
9.	J. Bellhouse, Executive Director, Shuswap Trail Alliance – Email dated June 8, 2023 – Request for Letter of Support for Rubberhead Jump Line Project	A
10.	H. Scribner, Administrator & Board Secretary, MIABC – Email dated June 13, 2023 – MIABC Voting Delegate	A
11.	A. Slater, General Manager, SILGA – Email dated June 9, 2023 – SILGA Youth Representative at UBCM Convention	N
12.	P. Jones, Mayor, District of North Saanich – Letter dated June 21, 2023 – Province of British Columbia’s Home for People Action Plan	N
13.	Shuswap Watershed Council – Media Release – Shuswap watershed groups warn of economic impacts of potential Zebra and Quagga Mussel infestation, emphasize importance of prevention measures	N
14.	Interior Health – News Release dated June 9, 2023 – Thompson Region Family Obstetrics Clinic will accept new referrals starting next week	N

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

**Rhonda West**

---

**From:** Rhonda West  
**Sent:** Thursday, June 15, 2023 12:04 PM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

## Mayor and Council

First Name Vivian

Last Name Morris

Address: St SE

Return email address:

Subject: Foreshore Trail

Body

Dear Mayor and Council,

I was so pleased with the foreshore trail upgrades paid for with covid money last year. The idea was that these upgrades would mean no trail closure due to flooding. You may well know that the trail is flooded now so that was not achieved. I was also pleased to see \$175, 000 for trail development west of town. However, as I've mentioned before, moving onto another trail when our foreshore trail is not complete, in terms of consistent trail quality seems premature. We need to make all of the foreshore trail good quality and safe. Beyond the boardwalk, the trail is narrow and rocky. People fall there frequently. I've long held that the city does not have a vision for the trail. Trails in other towns are the crown jewels of those towns. There is so much potential in our foreshore but it will take vision and money to realize it. Without the vision financial planning is not realistic. Throwing \$50,000 at it every few years based on whims (our former mayor liked to walk the foreshore so put money into it) and unexpected funds is better than nothing. However, the flooding this year has highlighted that we need a vision. I realize it is complicated by the agreement with SABNES, but leaving the management of this precious asset to a group of aging volunteers with limited funds has resulted in what you see today: rotting platforms and a dangerous trail at the Raven end. Please someone on council take on this vision and champion it!

Vivian Morris

Would you like a  
response:

Yes

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## Rhonda West

---

**From:** Rhonda West  
**Sent:** Thursday, June 15, 2023 12:04 PM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

### Mayor and Council

**First Name** Grant  
**Last Name** Armstrong  
**Address:** Shuswap St SW

**Return email address:**

**Subject:** Road safety.

**Body** My wife and I live in the Graystone building facing Shuswap St. We are concerned about the unchecked vehicle speed between 5th Avenue and 10th Avenue. The area has significant pedestrian traffic with senior citizens and children. There are only 2 crosswalks in this stretch. There are several driveways accessing the street. In the several years we have lived here we have never seen radar monitoring speed. I suggest regular radar monitoring and the installation of speed reduction bumps to manage vehicle speeds that far exceed the safe legal limits.  
 Respectfully submitted,  
 Grant Armstrong

**Would you like a response:** Yes

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## Rhonda West

---

**From:** Rhonda West  
**Sent:** Friday, June 16, 2023 9:30 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>  
**Sent:** June 16, 2023 7:59 AM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; David Gonella <[dgonella@salmonarm.ca](mailto:dgonella@salmonarm.ca)>; Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Louise Wallace-Richmond <[lwallacerichmond@salmonarm.ca](mailto:lwallacerichmond@salmonarm.ca)>; Sylvia Lindgren <[slindgren@salmonarm.ca](mailto:slindgren@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>  
**Subject:** [External] Online Form Submittal: Mayor and Council

### Mayor and Council

First Name Kari  
 Last Name Wilkinson  
 Address: Street SW  
 Return email address:  
 Subject: Clearcut of Appleyard Property  
 Body Mayor Harrison and Council,

I read the story about the Sunday AM clearcut of the Appleyard property - without proper permits or City of SA approvals.

I don't need to go into all of the abhorrent consequences to the birds and wildlife on this property - since it was done during nesting season; nor the detestable disregard for following the due course for development process; nor the blatant disregard for the surrounding neighbourhood.

I sincerely hope you will make an EXAMPLE of why future developers should not follow the example set by these property owners. Clearly a fine is in order - but in the event that money is not a concern for this developer; perhaps NOT being granted a development permit for a couple of decades would be an appropriate consequence. Their actions with the clearcut of the forest without proper permitting, respect for local wildlife and

neighbouring properties, respect to the City of Salmon Arm gives me little confidence that these property owners will follow other building guidelines. Be harsh in your decision with them.

Would you like a response:

Yes

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## Rhonda West

---

**From:** Rhonda West  
**Sent:** Wednesday, June 14, 2023 10:16 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>  
**Sent:** Wednesday, June 14, 2023 10:07 AM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; David Gonella <[dgonella@salmonarm.ca](mailto:dgonella@salmonarm.ca)>; Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Louise Wallace-Richmond <[lwallacerichmond@salmonarm.ca](mailto:lwallacerichmond@salmonarm.ca)>; Sylvia Lindgren <[slindgren@salmonarm.ca](mailto:slindgren@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>  
**Subject:** [External] Online Form Submittal: Mayor and Council

### Mayor and Council

First Name Blair

Last Name Reynaud

Address:

Return email address:

Subject: Clearcut in Raven

Body First time in 27 years that I have felt compelled to express my opinion. The person who decided to disregard and flaunt the rules by cutting down the forest in Raven on a weekend, and will easily pay the fine, should be punished by not issuing a building permit of any sort for any structure on that lot. This should also deter anyone else from planning the same stunt. I hope someone has the backbone to deal with this. Thanks for taking the time to read this.

Would you like a response: No

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## Rhonda West

---

**From:** Alan Harrison  
**Sent:** Wednesday, June 21, 2023 8:56 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** June 21, 2023 8:28 AM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

### Mayor and Council

First Name Dean

Last Name Fredlund

Address:

Return email address:

Subject: Ducks

Body I am concerned that ducklings have no openings on Lakeshore Rd to get to water. I have personally seen 4 events where cars gave stopped and tried to help. Maybe some openings could happen?  
 Thank you  
 S  
 Dean Fredlund

Would you like a response: Yes

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*For immediate release*

June 13 2023

Summer is fast approaching, and that has the folks at the Shuswap District Arts Council gearing up for another season of terrific live music.

2023 marks the 30th year of Wednesday on the Wharf, Salmon Arm's very own by-donation live music concert series. Every Wednesday evening at 6.45pm in July and August, audiences will gather at Marine Peace Park to soak up the evening sun, connect with friends, and take in a fantastic array of live music. With a lineup that includes well-known locals and exciting out-of-town talent, WOW 2023 promises to deliver a captivating musical experience.

Music lovers will recognize many of the names on the bill this year, starting with Vernon's own modern-celtic Cod Gone Wild, who will open the series on July 5th. Indigenous-Folk singer Kym Gouchie, last in Salmon Arm in fall 2022, will appear as a trio on July 13, followed by the up-and-coming Métis pop/folk/indie five piece band Kaely Jade on July 20th. To round out the month, the internationally-based Gabriel Palatchi Trio will get the crowd moving with latin-jazz and funk-tango rhythms on July 27th.

August will be off to a hopping start, courtesy of the 1930's swing- and jump-blues sounds of the Alberta-based Misery Mountain Boys on August 2nd. Lillooet/Pemberton-based The Spiritual Warriors, who wowed audiences last year with their fusion of roots-reggae and indigenous vocals, will bring their laid-back rhythms to the WOW stage on August 9th. As part of a community kick-off on August 16th, ROOTS and BLUES featured artists and award-winning Francophone folk greats Le Vent du Nord will enliven the park with their highly rhythmic and soulful music, drawn from across the Celtic diaspora. Local favorites Josh + Bex will play as a five piece on August 23rd, and soothe away any post-festival blues with their folk-inspired smooth harmonies and gentle lyrics. And finally, local favorite and award-winning country music gentleman Ben Klick and his band will close out the series on August 30th.

As always, audiences can bring their lawn chairs, blankets, and picnics down to the park, and know there will be plenty of room for dancing. Donations collected at intermission support the concert series, all of which would not be possible without the support of WOW's incredible sponsors.

The Arts Council thanks the following sponsors for their enthusiasm and support: Series sponsors Askew's Foods, the Salmon Arm Folk Music Society, Armstrong Regional

Cooperative, SASCU Credit Union, Chad Eliason Mortgage Broker, H&R Block, Shuswap Rotary Club, and the Prestige Harbourfront Resort Hotel. Performance Sponsors include Okanagan College, DeMille's Farm Market, Stella-Jones Inc, Sterling Land Wealth Advisory Group, Johnston Meier Insurance Agencies Group, Grant Thornton LLP, ROOTSandBLUES, Shuswap Orthodontics, and Acorn Music. The Arts Council gratefully acknowledges the support of the BC Arts Council, The BC Gaming Commission, the City of Salmon Arm, and the BC Touring Council.

—

For more information contact

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



# SHUSWAP CYCLING CLUB

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

Shuswap Cycling Club  
6690 Okanagan Ave SE  
Salmon Arm, BC V1E 1Y2

June 9, 2023

Dear Mayor Harrison and Councilor Members,

The Shuswap Cycling Society would like to host the 8<sup>th</sup> annual Shuswap Cross, Cyclocross race in Salmon Arm at Klahani Park (6391 10 Ave S.E.) on Sunday September 17<sup>th</sup>, 2023. The 2022 event was very successful, and we are looking forward to hosting this event again this year. This event is a race in the Interior Cyclocross Series - a series of races in the Interior of BC ([www.bcinteriorcross.ca](http://www.bcinteriorcross.ca)).

The Shuswap Cyclocross event is a family friendly event with participants and spectators attending both locally and from around the Interior. Our club enjoys hosting events in beautiful Salmon Arm and it gives us the opportunity to invite more people into our City and experience all we have to offer.

Enclosed are the Cyclocross rules and approximate course design. We will forward the Certificate of Insurance (naming the City of Salmon Arm, CSRD and Shuswap Recreation Society as named insured) as soon as it is available.

The Shuswap Cycling Society is a great organization and is a strong believer in promoting healthier lifestyles and supporting the Shuswap economy.

Thank you for your assistance and support in putting on this event.


Doris Mills  
Shuswap Cycling Society  
250-833-8573  
[doris@dorismills.com](mailto:doris@dorismills.com)



## 2020 Cyclocross - Klahani Park

Approximate route for 2020 Cyclocross race at Klahani Park  
October 4, 2020

### Legend

 2020 Cyclocross Race

Google Earth

Image City of Salmon Arm



100 m



# ***BC INTERIOR CYCLOCROSS***

## ***Racer Guidelines***



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## Categories

Categories are listed below in order of ability, apart from youth categories—which are based on age—and single-speed categories:

### Men's Categories

1. Elite Men
2. Masters Men (40+)
3. Junior Elite Men (U19)
4. Intermediate Men
5. Novice Men
6. U17/U15/U13 Men
7. Single-Speed Men

### Women's Categories

1. Elite Women
2. Masters Women (40+)
3. Junior Elite Women (U19)
4. Intermediate Women
5. Novice Women
6. U17/U15/U13 Women
7. Single-Speed Women

## Race Day Schedule

### Registration

Registration will be open for at least a half hour prior to the start of each race.

### Pre-Riding

Due to time constraints at many of our race locations, organizers are only required to provide one half hour of open course pre-riding to racers. Racers will be allowed to pre-ride the course **ONLY** during allotted times. Outside of this race courses will be considered **CLOSED** other than to those whose category is currently racing. Any racers caught pre-riding the course during a time when pre-riding is not allowed, such as during another category's race, may be disqualified from their race.

### Race Schedule

The following outlines the race durations and the order of the starting grids:

#### Race 1 (Morning Race)

Time: 45 minutes

Categories: Single-Speed Men, U17/U15/U13 Men, Intermediate Women, Novice Men, U17/U15/U13 Women, Single-Speed Women, Novice Women

#### Race 2 (Kids Race)

Time: 10-20 minutes (depending on participation numbers, ages and course layout)

Categories: Under 12

#### Race 3 (Afternoon Race)

Time: 60 minutes

Categories: Elite Men, Masters Men, U19 Men, Intermediate Men, U19 Women, Elite Women

## Bicycle/Equipment Rules

Bicycle and equipment guidelines are divided into **STRICT** and **HONOUR SYSTEM** rules.

**STRICT** rules are enforceable by BCICX officials on race day. This may mean that a rider will be asked to remedy the equipment problem, be required to race in a different category, or be disqualified from the race if there is no other option available.

**HONOUR SYSTEM** rules are not enforced by BCICX officials on race day and racers are encouraged to self-govern regarding these rules. If you see something unsafe or someone pushing the limits of tire size talk to them first before bringing it up with the BCICX officials.

## All Categories

**STRICT** - All bicycles must be in good working order.

**STRICT** - All extraneous parts should be removed—fenders, racks, lights, etc.

**STRICT** - Both front and rear brakes must be equipped.

**STRICT** - Bicycles with a motor or pedal assist of any type are not allowed.

**STRICT** - Tires must not be "slick"—they must have knobs or traction bars of some kind and in sufficient quantity to be safely ridden on the course being raced.

### Elite, Masters, Junior Elite (U19)

**STRICT** - Handlebar must be a drop bar.

**STRICT** - Must have STI-type† or single-speed road brake/shift levers.

**STRICT** - Wheels must be 700c.

**STRICT** - Bicycles equipped with suspension are not allowed.

**HONOUR SYSTEM** - Tires must be max 33mm wide.

### Intermediate

**STRICT** - Handlebar must be a drop bar.

**STRICT** - Must have STI† or single-speed road brake/shift levers.

**STRICT** - Wheels must be 700c.

**STRICT** - Bicycles equipped with suspension are not allowed.

**HONOUR SYSTEM** - Tires must be max 45mm wide.

### Novice, U17/U15/U13

**STRICT** - Handlebar must be a drop or mountain bike bar.

**HONOUR SYSTEM** - Tires must be max 66mm/2.6" wide.

### Single Speed

**STRICT** - Handlebar must be a drop or mountain bike bar.

**STRICT** - Bike must be affixed with only a single chainring and rear cog or shifters must be sufficiently disabled (to be determined by BCICX officials) on a geared bike.

**HONOUR SYSTEM** - Tires must be max 45mm/1.75" wide.

† STI-type levers are those designed to be run on a drop bar. This excludes "cross" or "frog" levers and all mountain bike or v-brake style levers even if they would feasibly fit and function on a drop bar.



## Points System

### Points Tracking

Overall series standings will be calculated for each rider in each category using the total points accumulated during all attended races in the series. Single-speed categories raced in addition to an afternoon race category is the only way two titles can be earned.

Points are not transferable between categories and racers are responsible for signing up for and racing in the appropriate category at each race. If a racer registers in the wrong category, their points will be recorded in that category for that race.

The following table shows the point award distribution for each place up to 60<sup>th</sup>:

Place	Points	Place	Points	Place	Points	Place	Points	Place	Points	Place	Points
1	200	11	95	21	60	31	45	41	35	51	25
2	175	12	90	22	58	32	44	42	34	52	24
3	155	13	85	23	56	33	43	43	33	53	23
4	140	14	80	24	54	34	42	44	32	54	22
5	130	15	75	25	52	35	41	45	31	55	21
6	120	16	71	26	50	36	40	46	30	56	20
7	115	17	69	27	49	37	39	47	29	57	19
8	110	18	66	28	48	38	38	48	28	58	18
9	105	19	64	29	47	39	37	49	27	59	17
10	100	20	62	30	46	40	36	50	26	60	16

### Double Points Races

The series premiere earns racers double points.

### Category Upgrades/Downgrades

A rider who is lapped more than once by a significant portion of their race category during a race except due to mechanical failure may be asked by officials to race in a lower category during their next race if such a category exists.

A rider that laps more than half the field in their category during a race may be asked to race in the next category up from their current one at the next race if such a category exists.

Any requested upgrades will be discussed well ahead of time and with deference to racer preference.

## **Starting Grid**

For the first race of the series the starting grid will be based upon the last season's overall results. Racers who did not accumulate points in the last season will be asked to self-seed behind these racers.

After the first race the overall series points will be used to form the starting grid for each category. The rider with the highest accumulated points total will be in the first slot of the first row, then the rider with the second highest accumulated points total will be beside him or her, and so forth down the line and through the rows within each category.

Any rider from another series wishing to start according to their points total in that series must present a copy of the standings from that series to officials at registration.

**Rhonda West**

---

**From:** Rhonda West  
**Sent:** Tuesday, June 20, 2023 2:28 PM  
**To:** Rhonda West  
**Subject:** FW: [External] June 30th

**From:** Launa Payne <[indigenoustriseup@gmail.com](mailto:indigenoustriseup@gmail.com)>  
**Sent:** Friday, June 16, 2023 10:08 AM  
**To:** Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>  
**Cc:** Sarah Zuidhof <[szuidhof@salmonarm.ca](mailto:szuidhof@salmonarm.ca)>  
**Subject:** [External] June 30th

Hi Erin,

We hope you are doing well. On June 30th, we are planning a lunch hour event at the Wharf Park (Marine Park) to honor Indigenous History month. We would like to have a yoga session, share some traditional food and teas. Could we secure a park permit for this event? It will be from 11-1.

In Friendship,  
Launa and Sherrelle  
Indigenous Rise Up

## Rhonda West

---

**From:** Rhonda West  
**Sent:** Tuesday, June 13, 2023 10:21 AM  
**To:** Rhonda West  
**Subject:** FW: Letter of Support for Rubberhead Jump Line Project

---

**From:** Jen Bellhouse <[jen@shuswaptrails.com](mailto:jen@shuswaptrails.com)>  
**Sent:** Thursday, June 8, 2023 11:28 AM  
**To:** Visitor Info <[visitorinfo@salmonarm.ca](mailto:visitorinfo@salmonarm.ca)>  
**Subject:** [External] Letter of Support for Rubberhead Jump Line Project

Hi Sapphire,

We have made it to the second stage of an application process with the new BC Destination Development Fund for a new jump line at Rubberhead, and they are requesting a letter of support from a local or regional destination management organization to help demonstrate tourism values.  
 The grant portal will be open for 2 weeks in mid-June.

As Rubberhead is kinda Salmon arm I thought it would be god to get a letter from Salmon Arm Visitor info as well as Shuswap Tourism.

Some more details of the project are:

*The Rubberhead Jump Line Project will add a black diamond-rated jump line to the network with upgrades to the upper section of the ravine. The Rubberhead trail network currently incorporates over 20 kilometers of primarily mountain bike trails, with some hiking and winter snowshoe use. The Shuswap, although well known for its mountain biking trails, is lacking a progressive jump line. Building a jump line will provide another style of mountain bike riding which will increase the variety of trails for users in turn attracting new riders to the area.*

*The Rubberhead Jump Line has been identified as a priority with high trail-based destination tourism value in the Shuswap Regional Trails Strategy and builds on the Shuswap Tourism Strategy's goal of expanding four-season recreation, growing nature-based tourism businesses, improving quality of life amenities, and attracting new investment.*

*The Rubberhead Jump Line Project continues to build on the region's need for expanded four-season destination tourism and recreation experiences, and the need for improved active transportation amenities that improve quality of life and attract new investment. This need is demonstrated in the notable reduction of visitors to the Shuswap during the spring/fall shoulder and winter off-season.*

Are you able to provide a letter of support, or does it need to go through council?

Thanks!  
 Jen

**Jen Bellhouse** (she/her)  
 Executive Director



The Shuswap Trail Alliance  
250-804-3530  
[jen@shuswaptrails.com](mailto:jen@shuswaptrails.com)  
[www.shuswaptrailalliance.com](http://www.shuswaptrailalliance.com)

~~~~

*The Shuswap Trail Alliance is privileged to operate under the Shuswap Trails Protocol within Secwépemc First Nation territory.*

## Rhonda West

---

**From:** Rhonda West  
**Sent:** Tuesday, June 13, 2023 10:42 AM  
**To:** Rhonda West  
**Subject:** FW: MIABC Voting Delegate

**From:** Heidi Scribner <[hscribner@miabc.org](mailto:hscribner@miabc.org)>  
**Sent:** Tuesday, June 13, 2023 10:25 AM  
**To:** Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>  
**Subject:** [External] MIABC Voting Delegate

Dear Erin,

The Municipal Insurance Association of BC's (MIABC's) 36th Annual General Meeting (AGM) is scheduled to take place on Tuesday, September 19th in Vancouver in conjunction with the UBCM Convention.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), the following voting delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or alternates, please forward a resolution of your Council/Board directing these changes to [hscribner@miabc.org](mailto:hscribner@miabc.org) no later than Monday, August 14th, 2023.

The AGM Booklet with further voting information will be distributed on Tuesday, August 22nd, 2023.

Voting Delegate: Councillor Chad Eliason  
 Email address: [celiason@salmonarm.ca](mailto:celiason@salmonarm.ca)

Alternate #1: Councillor Kevin Flynn  
 Email address: [kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)

Alternate #2: Councillor Debbie Cannon  
 Email address: [dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)

Best regards,

Heidi Scribner  
 Administrator & Board Secretary

Municipal Insurance Association of BC  
 Email: [hscribner@miabc.org](mailto:hscribner@miabc.org)  
 Direct: 604-449-6347  
 Main: 604-683-6266

## Rhonda West

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**From:** southern interior local government <yoursilga@gmail.com>  
**Sent:** Friday, June 9, 2023 1:58 PM  
**To:** Town Of Oliver; Jaleen Rousseau; Sun Peaks Resort Municipality; City Of Enderby; RDNO; kelly bennett; RDOS; Loretta Eustache; Kamloops Council; Marg Coulson; District Of Barriere; Collette Beggs; City Of Armstrong; District Of Peachland; Sandra Ballan-Brown; Christy Malden; Theresa William; Barb Puddifant; TNRD; City Of Revelstoke; Cheryl Hardisty; Town Of Princeton; Rhonda West; Tasha Buchanan; Jennifer Sham; District of Sicamous Corporate; John Thomas; Village Of Clinton; Village Of Cache Creek; Sarah Smith; Town Of Osoyoos; info-rdco; Village Of Chase; Township Of Spallumcheen; District Of Coldstream; Kelly McIntosh; Murray daly; District Of West Kelowna; Village Of Lytton; City Of Merritt; CSRD corporate administration; City of Vernon; District Of Lillooet; District Of Logan Lake; Village Of Keremeos; Village Of Lumby; District of Lake Country ...; Melany Helmer; Tom Kadla; katie soltis; SLRD; Sabrina Vergata; City of Penticton; Trevor Seibel; becky harmata; linda brick; Village Of Ashcroft; City Of Kelowna; District of Summerland; Barb Puddifant; District Of Clearwater  
**Subject:** [External] SILGA Youth Representative at UBCM convention  
**Categories:** FOLLOW UP

Good afternoon everyone,

For 2023 SILGA is pleased to announce the resumption of their "Youth Representative at UBCM" program. Please note for 2023 there is room for only one individual in the current budget. I have attached the policy for your information.

Please reach out to your local youth councils or high schools and if a youth is interested, please have them write a letter to the SILGA board outlining why they would deserving of being the recipient for 2023. Deadline is July 5th.

### **POLICY STATEMENT:**

It will be the policy of SILGA to reimburse up to 2 youth (**in 2023 one only**) each year for the cost of travel, accommodation, meals and out of pocket expenses incurred to attend the UBCM convention.

### **POLICY BACKGROUND:**

To promote youth involvement and interest in local government, SILGA will annually sponsor up to 2 youth (**in 2023 one only**) to attend the UBCM convention. A call for nominations will be sent by SILGA after each annual convention to all SILGA members with the youth representatives chosen at the June SILGA executive meeting. Deadline for nominations for 2023 is July 4th.

A SILGA member local government must first nominate a youth from their community. A brief statement written by the youth explaining why they want to attend along with a summary of their interests and accomplishments should accompany the nomination.

The local government of the selected youth will mentor them during the week of the convention. The expectation is the youth will shadow the mentoring council to all their minister meetings, attend the sessions/presentations/tour (based on the youth's interest) and attend the networking sessions (SILGA luncheon), if possible. The youth can also join the SILGA board during their meetings. The youth will be requested to provide a written report to SILGA outlining their experiences and the impact the week had for them.

### **Definition of "Youth"**

- School age secondary students registered in a public school, an independent school, Distributed Learning program or as a home-schooled learner
- up to the age of 19 on or after July 1 of the current school year

SILGA will spend up to \$5,000/year (**for 2023, maximum will be \$2,500**) for the cost of this program. Receipts will be required. Sponsoring local governments are requested to cover the allocated conventions costs for the selected youth and then submit receipts to SILGA for reimbursement. UBCM offers special student registration prices; contact UBCM directly to register and use the complimentary form provided by UBCM.

#### **POLICY DETAILS:**

1. Transportation:
  - To pay compensation for air travel at the lowest available air fare; or
  - To pay compensation for the use of private vehicles at the rate equivalent to that paid by the Province of British Columbia, to a maximum of the lowest economy air fare.
  - Only the driver is entitled to reimbursement for car mileage; the driver must submit the names of the passengers with the expense account.
2. Accommodation (due to weather conditions/distance travelled/other circumstances):
  - To pay compensation for hotel rooms at cost and with a receipt required; or
  - allowance of \$30.00 per night may be claimed (no receipts required).
3. Other Expenses:
  - For all meetings and other authorized travel where required meals are not provided at the event, compensation for meals will be as follows:
 

|           |                             |
|-----------|-----------------------------|
| Breakfast | \$15 including tips and tax |
| Lunch     | \$25 including tips and tax |
| Dinner    | \$35 including tips and tax |

On the date of departure, travel must start before 7:00 am to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel must end after 6:00 pm to claim dinner.

All other expenses occurred for hospitality expenses and other non-specified expenses shall be reimbursed at cost when receipts are provided, subject to Executive approval.

SILGA looks forward to receiving the letters!

Thanks, Alison

--

Alison Slater, BComm, CFP, ARCT  
 General Manager  
 PO Box 27017 Cityview PO  
 Kamloops, BC V2E 0B2  
 250-851-6653  
[www.silga.ca](http://www.silga.ca)





Via email: [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca)

June 21, 2023

The Honourable Ravi Kahlon  
Ministry of Housing  
PO Box 9844 Stn Prov Govt  
Victoria, BC V8W 9T2

Dear Honourable Kahlon:

**Re: Province of British Columbia's Home for People Action Plan**

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At its Regular Council meeting held June 19, 2023, the District of North Saanich Council approved the following resolution:

*"That the Mayor be authorized to send a letter to the Minister of Housing, with copies to the MLA for Saanich North and the Islands and all members of the Union of British Columbia Municipalities, regarding the recently announced action plan "Homes for People" and request that the Minister take into consideration the following:*

- 1. The diversity and size of communities throughout the province and their unique housing needs;*
- 2. The differences between rural and urban communities and their availability of infrastructure; and,*
- 3. The significant impact on existing local infrastructure capacity to service increased development and density.*

*And that the Minister be further advised that the District of North Saanich is concerned that broad legislative changes may curtail the local planning authority vested in local governments and expressed in their Official Community Plans and Zoning bylaws, for which significant public input has been received and accounted for in these important planning policy instruments."*

A good portion of North Saanich is in the Agricultural Land Reserve (ALR); as such, we have concerns regarding the potential conflict between residential and agricultural land use. We have struggled with this very issue in recent years as have other communities surrounded with rural areas and have experienced development pressure.

Respectfully, we request you consider that there are other communities, just as unique as ours, for which a province-wide, "one-size-fits-all", approach to increasing housing supply may not be in their best interest and may result in communities that no longer resemble the ones that people chose to live in. If the Province targeted support to communities either better suited or desirous of increased density, British Columbians would have the ability to choose the housing type and the community that is the best fit for them.

We thank you for your thoughtful consideration of our concerns on this very important initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Jones". The signature is fluid and cursive, with the first name "Peter" and last name "Jones" clearly distinguishable.

Peter Jones  
Mayor

cc: Adam Olsen, MLA for Saanich North and the Islands  
Members of the Union of BC Municipalities



c/o Fraser Basin Council  
200A – 1383 McGill Road  
Kamloops, BC V2C 6K7  
250.314.9660

[www.shuswapwater.ca](http://www.shuswapwater.ca)



## MEDIA RELEASE

For immediate release

### Shuswap watershed groups warn of economic impacts of potential Zebra and Quagga Mussel infestation, emphasize importance of prevention measures

The Shuswap Watershed Council (SWC) and the Columbia Shuswap Invasive Species Society (CSISS) are raising the alarm about new information released in a report from the Province of BC. The report, published at the end of May, summarizes the potential costs to British Columbia if invasive Zebra and Quagga Mussels (ZQM) were to arrive in BC waters.

The report estimates an annual cost range from \$64 – 129 million to deal with the impacts of invasive mussels. This estimate is up from a 2013 study that estimated the costs of a ZQM invasion to be approximately \$53 million, annually.

“The potential economic and ecological impact of a Zebra or Quagga mussel infestation in the Shuswap and across BC is tremendous. These cost estimates underscore the importance of preventing an invasion of ZQM to beautiful BC,” says Erin Vieira, Program Manager for the Shuswap Watershed Council.

The report breaks down the cost estimates on an annual basis, as follows: hydro infrastructure (\$17.2 – 23.3 million), municipal and domestic water supply infrastructure (\$8 – 49.7 million), agriculture and golf course irrigation (\$2.5 – 5.3 million), maintenance to boats and marinas (\$3.7 – 8.1 million), lost profits and revenues from the tourism industry (\$2.5 – 12.6 million), loss in residential property values and property taxes due to reduced water quality and shoreline values (\$30.2 million). These costs would be borne by rate payers, tax payers, business and property owners. The report clarifies that if accidentally introduced to BC, it would take time for ZQM to establish and reproduce and costs would increase gradually over time to the levels mentioned in the report.

The report highlights that although ZQM have been prevented from establishing in the Pacific Northwest, favourable conditions in BC’s freshwater ecosystems make them a significant risk. To-date, ZQM occur in Manitoba, Ontario, and Quebec as well as over 24 American states.

The primary way that ZQM spread is via watercraft and other water gear. Adult mussels can attach themselves directly, and juvenile mussels float freely in trapped water within boats and other items. The mussels can survive a long journey from one waterbody to another attached to watercraft, despite being out of water for several days.





“Preventing the spread of invasive mussels is key. Watercraft users should [clean-drain-dry](#) every time they move their watercraft - that includes boats, paddleboards, kayaks and canoes, inflatable dinghies, personal watercraft, and more,” says Robyn Hooper, Executive Director of CSISS. “All it takes is one contaminated boat or watercraft launching into BC waters, and our freshwater could be altered forever.”

Travellers coming to BC with a watercraft are required to stop at watercraft inspection stations along their travel route. A member of the BC Conservation Officer service will inspect, and if necessary, decontaminate travellers’ watercrafts.

“The threat of invasive mussels is never going away,” says Vieira. “The Shuswap Watershed Council is committed to continuing with our work to educate and advocate for better protection measures from the provincial and federal governments in order to minimize the risk of an invasion.”

The full report from the Province, “Potential Economic Impact of Zebra and Quagga Mussels in BC” (May 2023) is available on the provincial website, <https://www2.gov.bc.ca/gov/content/invasive-mussels>.

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About: The [Shuswap Watershed Council](#) is a watershed-based partnership that works on water quality and safe recreation in the Shuswap. The [Columbia Shuswap Invasive Species Society](#) is a non-profit organization dedicated to the prevention, management, and reduction of invasive species in the Columbia Shuswap region.

Contact: For more information, please contact Erin Vieira at the Shuswap Watershed Council c/o the Fraser Basin Council in Kamloops at 250 314-9660 or Robyn Hooper at the Columbia Shuswap Invasive Species Society in Revelstoke at 1-855-785-9555.





## NEWS RELEASE

**For Immediate Release | June 9, 2023**

# Thompson Region Family Obstetrics Clinic will accept new referrals starting next week

**KAMLOOPS** – Interior Health and Thompson Region Division of Family Practice are pleased to announce that the Thompson Region Family Obstetrics (TRFO) clinic will begin accepting new referrals for expectant parents starting next week.

"This clinic is a vital resource for new and expecting families in Kamloops and surrounding communities who require access to local maternity care," said Minister of Health Adrian Dix. "I want to applaud all the efforts that allowed these services to resume."

Collaborative efforts between the Ministry of Health, Thompson Region Division of Family Practice, local maternity care providers, and Interior Health have addressed concerns related to the stability of the clinic, which resulted in a temporary interruption to referrals for new expectant parents.

The TRFO clinic provides care for parents and families in Kamloops and surrounding communities, like Merritt, Barriere, Ashcroft, Lillooet, Lytton, and Clearwater starting from early pregnancy up to six weeks following the birth of their babies. The clinic supports on average about 600 to 700 deliveries per year.

"Interior Health knows how important access to stable, quality care is for expectant parents and families," says Susan Brown, Interior Health CEO. "We are committed to working with all partners to ensure this clinic is successful moving forward and to keeping patients at the heart of all these discussions."

The TRFO clinic will start accepting new referrals next week, and work collaboratively with the newly opened antenatal care clinic to ensure timely access to care for expectant parents.

"TRFO physicians believe that the support provided by IH and the Ministry of Health for the clinic will help to ensure its ongoing sustainability," says Dr. Shaun Davis, co-lead of the TRFO physician group. "We are optimistic that the supports put in place will allow for the permanent recruitment of family doctors who work in obstetrical care. The collaboration with the antenatal care clinic will ensure timely access to all maternity services in Kamloops."

*The Thompson Region Family Obstetrics clinic is located on the first floor of the Clinical Services Building at Royal Inland Hospital. It is open from 9 a.m. to 5 p.m. and offers 24-hour call shifts.*

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

**MEDIA, FOR INFORMATION:**

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

