

1. August 22, 2022 - Council Agenda And Correspondence

Documents:

[AUGUST 22, 2022 - COUNCIL AGENDA.PDF](#)

[AUGUST 22, 2022 - COUNCIL CORRESPONDENCE.PDF](#)

1.1. Item 14.1 - Strategic Plan Draft

Documents:

[ITEM 14.1- STRATEGIC PLAN DRAFT.PDF](#)



# AGENDA

City of Salmon Arm  
Regular Council Meeting

Monday, August 22, 2022  
1:30 p.m.

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

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
3-16	6.	CONFIRMATION OF MINUTES
	1.	Regular Council Meeting Minutes of August 8, 2022
17-20	7.	COMMITTEE REPORTS
	1.	Development and Planning Services Committee Meeting Minutes of August 15, 2022
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

- |       |            |  |
|-------|------------|--|
|       | <b>9.</b>  | <b>STAFF REPORTS</b>   |
| 21-24 | 1.         | Director of Corporate Services - License for Use and Occupation for Storage Containers: Salmon Arm Slo Pitch League – Canoe Ball Diamonds, and Shuswap Minor Lacrosse Association – Little Mountain Park |
| 25-28 | 2.         | Chief Administrative Officer – 2022 Property Insurance   |
| 29-34 | 3.         | Director of Engineering & Public Works - Water Conservation Policy Progress Update   |
| 35-40 | 4.         | Director of Engineering & Public Works - Multistage Irrigation Restrictions  |
| 41-44 | 5.         | Director of Engineering & Public Works - Project Award – 10 <sup>th</sup> Avenue SE - Zone 5 Watermain Extension   |
| 45-50 | 6.         | Director of Development Services – Community Heritage Commission Appointments  |
|       | <b>10.</b> | <b>INTRODUCTION OF BYLAWS</b>  |
| 51-58 | 1.         | City of Salmon Arm Curbside Collection Amendment Bylaw No. 4525 [Curbside Collection Bylaw No. 4281] – First, Second and Third Readings  |
| 59-66 | 2.         | City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4529 [Municipal Ticket Information System Bylaw No. 2760] – First, Second and Third Readings                                       |
| 67-80 | 3.         | City of Salmon Arm Zoning Amendment Bylaw No. 4547 [ZON-1251; Murdoch, C. & K.; 1641 23 Avenue NE; R-1 to R-8] – First and Second Readings   |
|       | <b>11.</b> | <b>RECONSIDERATION OF BYLAWS</b>   |
|       | <b>12.</b> | <b>CORRESPONDENCE</b>  |
| 81-82 | 1.         | Informational Correspondence   |
|       | <b>13.</b> | <b>NEW BUSINESS</b>  |
|       | <b>14.</b> | <b>PRESENTATIONS</b>   |
| 83-86 | 1.         | Corporate Strategic Plan – Therese Zulinick & Alison Rustand, Urban Systems<br>Presentation 4:00 – 4:15 p.m. (approximately)   |
|       | <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>  |

**20. QUESTION AND ANSWER PERIOD**  
(suspended to November 14, 2022)

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>22.</b>	<b>HEARINGS</b>
87-102	1.	Development Variance Permit Application No. VP-557 [Creasy, C. & J./Olafsson, B.; 530 20 Avenue SW; Height Requirements]
	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
103-126	1.	Zoning Amendment Application No. ZON-1240 [Green Emerald Investments Inc./1306085 Alberta Ltd./Arsenault, G.; 1511 and 1561 10 Avenue SW; C-3 to C-6]
127-154	2.	Zoning Amendment Application No. ZON-1247 [1197665 BC Ltd./Matejka Property Management and Developments Inc.; 2710 30 Avenue NE; R-1 to R-8]
155-170	3.	Official Community Plan Amendment Application No. OCP4000-50 [Wonderland Investments Inc.; 50 30 Street NE; MR to HR]
171-172	4.	Zoning Amendment Application No. ZON-1242 [Wonderland Investments Inc.; 50 30 Street NE; R-4 to R-5] <i>(See Item 23.3 for Staff Report)</i>
173-198	5.	Official Community Plan Amendment Application No. OPC4000-51 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; LR to MR]
199-200	6.	Zoning Amendment Application No. ZON-1246 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; R-1 to R-4] <i>See Item 23.5 for Staff Report)</i>
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
201-204	1	City of Salmon Arm Zoning Amendment Bylaw No. 4527 [ZON-1240; Green Emerald Investments Inc./1306085 Alberta Ltd./Arsenault, G.; 1511 and 1561 10 Avenue SW; C-3 to C-6] – Third Reading
205-208	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4544 [ZON-1247; 1197665 BC Ltd./Matejka Property Management and Developments Inc.; 2710 30 Avenue NE; R-1 to R-8] – Third and Final Readings
209-212	3.	City of Salmon Arm Official Community Plan Amendment Bylaw No. 4530 [OCP4000-50; Wonderland Investments Inc.; 50 30 Street NE; MR to HR] – Third Reading
213-216	4.	City of Salmon Arm Zoning Amendment Bylaw No. 4531 [ZON-1242; Wonderland Investments Inc.; 50 30 Street NE; R-4 to R-5] – Third Reading <i>(See item 24.3 for Staff Report)</i>

- 217-220      5.      City of Salmon Arm Official Community Plan Amendment Bylaw No. 4539 [OCP4000-51; Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; LR to MR] – Third Reading
- 221-224      6.      City of Salmon Arm Zoning Amendment Bylaw No. 4540 [ZON-1246 Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; R-1 to R-4] - Third Reading (*See Item 24.5 for Staff Report*)
25.      **QUESTION AND ANSWER PERIOD**  
(suspended to November 14, 2022)
- 225-226      26.      **ADJOURNMENT**

Item 2.

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

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

### Vote Record

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

Opposed:

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

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Item 6.1

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of August 8, 2022, be adopted as circulated.

### Vote Record

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

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:30 p.m. and reconvened at 2:30 p.m. on Monday, August 8, 2022.

### PRESENT:

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

Chief Administration Officer E. Jackson  
Chief Financial Officer C. Van de Cappelle  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Corporate Services S. Wood  
Director of Development Services K. Pearson  
Executive Assistant B. Puddifant (participated remotely)  
Deputy Corporate Officer R. West (participated remotely)

### ABSENT:

Councillor S. Lindgren  
Councillor D. Cannon

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0354-2022

Moved: Councillor Lavery  
Seconded: Councillor Wallace Richmond  
THAT: Pursuant to Section 90(1) (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; and (g) litigation or potential litigation affecting the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
Council returned to Regular Session at 2:01 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

Addition under Item 10.1 – J. & J. Crook – letter received August 5, 2022 – ZON-1247 [11976656 BC Ltd./Matejka Property Management and Developments Inc.; 2710 30 Avenue NE; R-1 to R-8]

Addition under Item 22.1 – A. Soukup – letter dated August 5, 2022 – DP-444 [BDGA Development Company Inc.; 4400 and 4600 Canoe Beach Drive NE; Form and Character]

Addition under Item 22.1 – A. Brydon – email dated August 7, 2022 – DP-444 [BDGA Development Company Inc.; 4400 and 4600 Canoe Beach Drive NE; Form and Character]

Addition under Item 22.1 – D. Brydon – email dated August 7, 2022 – DP-444 [BDGA Development Company Inc.; 4400 and 4600 Canoe Beach Drive NE; Form and Character]

Addition under Item 22.1 – G. Gowriluk – email dated August 5, 2022 – DP-444 [BDGA Development Company Inc.; 4400 and 4600 Canoe Beach Drive NE; Form and Character]

Addition under Items 11.3/11.4 – C. Bostrom – email dated July 26, 2022 – OCP4000-51/ZON-1246 – 2371 14 Street SW

Addition under Item 12.2 – D. Gonella, Salmon Arm Folk Music Society – email dated August 8, 2022 – Letter of Support

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of July 25, 2022

0355-2022

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of July 25, 2022, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of August 2, 2022

0356-2022                      Moved: Councillor Wallace Richmond  
   Seconded: Councillor Lavery  
   THAT: the Development and Planning Services Committee Meeting Minutes of August 2, 2022 be received as information.

CARRIED UNANIMOUSLY

2. Active Transportation Task Force Meeting Minutes of August 2, 2022

00357-2022                      Moved: Mayor Harrison  
   Seconded: Councillor Lavery  
   THAT: the Active Transportation Task Force Meeting Minutes of August 2, 2022 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

Board in Brief – July 2022 – Received for information.

9. STAFF REPORTS

1. Director of Corporate Services – Staff Appointments

0358-2022                      Moved: Councillor Wallace Richmond  
   Seconded: Councillor Lavery  
   THAT: pursuant to Section 148 of the *Community Charter*, Council appoint Rhonda West as Deputy Corporate Officer for the City of Salmon Arm;

AND THAT: pursuant to Section 58(1) of the Local Government Act, Council appoint Rhonda West as the Deputy Chief Election Officer for the 2022 General Local Election.

CARRIED UNANIMOUSLY

2. Director of Corporate Services – October 24, 2022 Council Meeting Cancellation & Suspension of Question and Answer Period

0359-2022                      Moved: Councillor Flynn  
   Seconded: Councillor Eliason  
   THAT: the October 24, 2022 Regular and In-Camera Council Meetings be cancelled;

AND THAT: Council suspend Question and Answer period effective August 22, 2022 until November 14, 2022.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued3. Director of Engineering & Public Works - 2022/2023 BC Active Transportation Infrastructure Grant

0360-2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council authorize the submission of a grant application under the BC Active Transportation Infrastructure Grant for the Ross Street Underpass - Phase 2, in the amount of \$500,000.00.

CARRIED UNANIMOUSLY4. Director of Engineering & Public Works - Award of RFP for Engineering Services for Source Protection Plan

0361-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the proposal for Engineering Services for the Source Protection Plan be awarded to WSP Canada Inc. for \$64,475.00 plus taxes, as applicable;

AND THAT: The 2022 Budget contained in the 2022 to 2026 Financial Plan be amended to reflect additional funding for the Source Protection Plan (water budget) in the amount of \$15,000.00 to be funded from the Water Meter Implementation Plan budget.

CARRIED UNANIMOUSLY5. Director of Development Services - Bill 26 Amendments and Additional Options to Streamline Processes - For Information

Received for information.

10. INTRODUCTION OF BYLAWS1. City of Salmon Arm Zoning Amendment Bylaw No. 4544 [ZON-1247; 1197665 BC Ltd./Matejka Property Management and Developments Inc.; 2710 30 Avenue NE; R-1 to R-8] - First and Second Readings

0362-2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4544 be read a first and second time.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS - continued2. City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4549 – First, Second and Third Readings

0363-2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4549 be read a first, second and third time;

AND THAT: the 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect the acquisition of property located at 881 30 Street NE for \$530,000.00 funded from Short Term Capital Borrowing.

CARRIED UNANIMOUSLY11. RECONSIDERATION OF BYLAWS1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4530 [OCP4000-50; Wonderland Investments Inc.; 50 30 Street NE; MR to HR] – Second Reading

0364-2022

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4530 be read a second time;

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

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

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

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

CARRIED UNANIMOUSLY2. City of Salmon Arm Zoning Amendment Bylaw No. 4531 [ZON-1242 [Wonderland Investments Inc.; 50 30 Street NE; MR to HR] (See Item 11.1 for Staff Report) – Second Reading

0365-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4531 be read a second time;

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

11. RECONSIDERATION OF BYLAWS – continued2. City of Salmon Arm Zoning Amendment Bylaw No. 4531 [ZON-1242 [Wonderland Investments Inc.; 50 30 Street NE; MR to HR] (See Item 11.1 for Staff Report) – Second Reading – continued

1. Ministry of Transportation and Infrastructure approval;
2. Confirmation that the building meets Zoning Bylaw and BC Building Code requirements; and
3. Adoption of associated Official Community Plan Amendment Bylaw.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4539 [OCP4000-51 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; LR to MR] – Second Reading

0366-2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4539 be read a second time;

AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;AND THAT: Pursuant to Section 476 of the *Local Government Act*, Council has considered this Official Community Plan amendment after required consultation with School District No. 83;AND FURTHER THAT: Pursuant to Section 477(3)(a) of the *Local Government Act*, Council has considered this Official Community Plan amendment in conjunction with:

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

CARRIED UNANIMOUSLY

4. City of Salmon Arm Zoning Amendment Bylaw No. 4540 [ZON-1246; Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; R-1 to R-4] (See Item 11.3 for Staff Report) – Second Reading

0367-2022

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4540 be read a second time;

AND THAT: Final reading of the Zoning Amendment Bylaw be withheld subject to adoption of the associated Official Community Plan Amendment Bylaw.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE1. Informational Correspondence

9. J. Broadwell, Manager, Downtown Salmon Arm – letter dated July 28, 2022 – Pride Project: Loud and Proud Celebration – Street Closure and Noise Bylaw Extension Request

0368-2022

Moved: Councillor Eliason  
 Seconded: Councillor Flynn

THAT: Council authorize Downtown Salmon Arm to hold the Loud and Proud Celebration and permit pedestrian use only of the 100 block of Hudson Avenue NE and a portion of McLeod Street as defined in the letter and attached map, on Saturday, October 15, 2022 from 4:00 p.m. to 12:00 a.m. on October 16, 2022 and an extension of the Noise Bylaw to 12:00 a.m. on October 16, 2022.

CARRIED UNANIMOUSLY

10. D. Gonella, Executive Director, Salmon Arm Folk Music Society – letter dated August 2, 2022 – Access to Volunteer Parking Area
11. J. Broadwell, Manager, Downtown Salmon Arm – email dated August 3, 2022 – Request to reserve parking stalls on Lakeshore Drive
12. J. Broadwell, Manager, Downtown Salmon Arm – Request for one-time allowance of multiple food truck vendors

0369-2022

Moved: Councillor Eliason  
 Seconded: Councillor Wallace Richmond

THAT: Council authorize the Salmon Arm Folk Music Society to utilize the upper field adjacent to the Downtown Activity Centre for volunteer parking during the 30<sup>th</sup> Annual Roots and Blues Festival from August 15, 2022 to August 24, 2022, subject to the provision of adequate liability insurance;

AND THAT: Council authorize Downtown Salmon Arm to use two parking stalls on Lakeshore Drive NE in front of Askews Foods for the purpose of operating a shuttle service for the Roots and Blues Festival on Friday, August 19, 2022 from 11:00 a.m. to 6:00 p.m. and on Saturday, August 20, 2022 from 8:30 a.m. to 1:30 p.m., subject to the provision of adequate liability insurance;

AND THAT: Council authorize Downtown Salmon Arm to engage up to 5 food truck vendors around the Ross Street Plaza on August 18, 2022 for the Roots and Blues Kick Off Concert, in the spaces defined on the map submitted by Downtown Salmon Arm, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued

12.2.1 D. Gonella, Salmon Arm Folk Music Society – email dated August 8, 2022 – Letter of Support

0370-2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council provide a letter of support to the Liquor and Cannabis Regulation Branch for the 30<sup>th</sup> annual Roots and Blues Festival.

CARRIED UNANIMOUSLY

12.1.5 T. Timoffee, Family Navigator and Outdoor Playgroup Facilitator, Shuswap Children's Association – letter dated August 3, 2022 – Request for Blackburn Park

0371-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council authorize Shuswap Children's Association to use the Blackburn Park Gazebo for the purpose of supervised outdoor play activities for children on Tuesday mornings from September 6, 2022 to December 20, 2022 from 9:00 a.m. to 12:00 p.m., subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

14. PRESENTATIONS

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

1. Statement Relating to Bus Bench Advertising Contract

The following was released from the In-Camera Council Meeting of July 25, 2022:

19. OTHER BUSINESS - continued1. Statement Relating to Bus Bench Advertising Contract - continued

The City of Salmon Arm holds a contract with a private contractor to install, maintain and manage transit bus benches within the City. The contract requires the contractor to maintain the bus benches in a good, safe, and clean condition. In exchange, the private contractor has the exclusive right to maintain advertisements on the bus benches, provided the advertisements are in good taste and conform to the standards of the *Canadian Code of Advertising Standards*. At the end of last year, the City updated the bus benches contract to additionally require that any advertisements on the bus benches be "commercial advertising". The City has since, however, determined not to enforce that aspect of the bus benches contract, on the advice of the City's lawyers. The City has no involvement in the selection of advertising on the bus benches, other than the contractual right to ensure that the advertisements adhere to *Advertising Standards*. Any advertisements placed on the bus benches are managed by the private contractor and do not reflect any endorsement by or on behalf of the City of any of the businesses, groups, or viewpoints depicted in the advertisements.

20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 3:52 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

Chief Administration Officer E. Jackson  
 Director of Corporate Services S. Wood  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson

ABSENT:

Councillor S. Lindgren  
 Councillor D. Cannon

21. DISCLOSURE OF INTEREST4. REVIEW OF AGENDA - continued

Addition under Item 22.1 – D. Caverhill – email dated August 4, 2022 – DP-444 [BDGA Development Company Inc.; 4400 and 4600 Canoe Beach Drive NE; Form and Character

Addition under Item 22.1 – D. & C. Ross – letter dated August 1, 2022 - DP-444 [BDGA Development Company Inc.; 4400 and 4600 Canoe Beach Drive NE; Form and Character

**22. HEARINGS**

1. Development Permit Application No. DP-444 [BDGA Development Company Inc.; 4400 and 4600 Canoe Beach Drive NE; Form and Character]

0372-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Development Permit No. DP-444 be authorized for issuance for Lots 1 and 2, Section 6, Township 21, Range 9, W6M, KDYD, Plan 3538 in accordance with the Development Permit drawings attached as Appendix 6 to the Staff Report dated July 25, 2022, subject to receipt of a Landscape Plan, Landscape Estimate and Irrevocable Letter of Credit for 125% of the Landscape Estimate.

Submissions were called for at this time.

B. Wine & F. Magnusson – letter dated July 29, 2022 – Development Permit Application No. DP-444

C. & P. Harford – email received August 5, 2022 – Development Permit Application No. DP-444

A. Soukup – letter dated August 5, 2022 – Development Permit Application No. DP-444

A. Brydon – email dated August 7, 2022 – Development Permit Application No. DP-444

D. Brydon – email dated August 7, 2022 – Development Permit Application No. DP-444

G. Gowriluk – email dated August 5, 2022 – Development Permit Application No. DP-444

D. Cleays, BDGA Development Company Inc., the applicant, outlined the application and was available to answer questions from Council.

H. Chalmers spoke in favor of the development.

S. Kershaw spoke in favor of the development.

N. Watson, on behalf of T.A. Structures, addressed the construction of the units including the roof top decks and asked about the roof design.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:20 p.m. and the Motion was:

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-556 [1348074 BC Ltd./Meise, R. & E./Franklin Engineering Ltd.; 2790 20 Avenue NE; Servicing requirements]

0373-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Development Variance Permit No. VP-556 be authorized for issuance for Lots 1 and 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP121728 to

22. HEARINGS – continued

2. Development Variance Permit Application No. VP-556 [1348074 BC Ltd./Meise, R. & E./Franklin Engineering Ltd.; 2790 20 Avenue NE; Servicing requirements] - continued

reduce the RD-3 Collector Street upgrade requirements along the 20 Avenue NE frontage as follows:

1. waive the requirement to widen and construct a bike lane;
2. waive the requirement to replace the existing BC Hydro Lease Light; and
3. reduce the number of Davit lights to be installed from three (3) to one (1).

Submissions were called for at this time.

J. Wickner, Franklin Engineering Ltd., the agent, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:48 p.m. and the Motion was:

DEFEATED UNANIMOUSLY

0374-2022

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-556 be authorized for issuance for Lots 1 and 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP121728 to reduce the RD-3 Collector Street upgrade requirements along the 20 Avenue NE frontage as follows:

1. waive the requirement to widen the frontage and construct a bike lane; and
2. reduce the number of davit lights to be installed from three (3) to two (2) – one fronting the subject property and one on the north side of 20 Avenue NE.

The motion was split:

0375-2022

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-556 be authorized for issuance for Lots 1 and 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP121728 to reduce the RD-3 Collector Street upgrade requirements along the 20 Avenue NE frontage as follows:

1. waive the requirement to widen the frontage and construct a bike lane.

CARRIED

Councillor Lavery opposed

22. HEARINGS – continued2. Development Variance Permit Application No. VP-556 [1348074 BC Ltd./Meise, R. & E./Franklin Engineering Ltd.; 2790 20 Avenue NE; Servicing requirements] - continued

0376-2022

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-556 be authorized for issuance for Lots 1 and 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP121728 to reduce the RD-3 Collector Street upgrade requirements along the 20 Avenue NE frontage as follows:

1. reduce the number of davit lights to be installed from three (3) to two (2) – one fronting the subject property and one on the north side of 20 Avenue NE.

CARRIED UNANIMOUSLY

3. Development Variance Permit Application No. VP-550 [NTL Developments Ltd./Franklin Engineering Ltd.; 1681 10 Street SE; Servicing requirements]

0377-2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. VP-550 be authorized for issuance for Lot A, Section 11, Township 20, Range 10, W6M, KDYD, Plan 11982 which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163:

1. Section 4.11.4 – extend the maximum permitted cul-de-sac length from 160 metres in length in Urban Development Areas to 330 metres for the future 9 Avenue SE.

Submissions were called for at this time.

J. Wickner, Franklin Engineering Ltd., the agent, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 8:30 p.m. and the Motion was:

DEFEATED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS24. RECONSIDERATION OF BYLAWS25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0378-2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of August 8, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:34 p.m.

CERTIFIED CORRECT:

Adopted by Council the      day of                      , 2022.

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

\_\_\_\_\_  
MAYOR

Item 7.1

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of August 15, 2022 be received as information.

### Vote Record

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

Opposed:

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

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, August 15, 2022.

### PRESENT:

Mayor A. Harrison  
Councillor T. Lavery (participated remotely)  
Councillor S. Lindgren  
Councillor D. Cannon  
Councillor C. Eliason (participated remotely)

Deputy Chief Administration Officer/Director of  
Engineering & Public Works, R. Niewenhuizen  
Director of Corporate Service S. Wood  
Senior Planner, C. Larson  
Planner, E. Chorlton  
Executive Assistant B. Puddifant

### ABSENT:

Councillor K. Flynn  
Councillor L. Wallace Richmond

#### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 8:02 a.m.

#### 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

#### 3. REVIEW OF THE AGENDA

#### 4. DISCLOSURE OF INTEREST

#### 5. REPORTS

1. Development Variance Permit Application No. VP-557 [Creasy, C. & J./Olafsson, B.; 530 20 Avenue SW; Height requirements]

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-557 be authorized for issuance for Lot A, Section 11, Township 20, Range 10, W6M, KDYD, Plan 12331 to vary Zoning Bylaw No. 2303 as follows:

5. REPORTS - continued1. Development Variance Permit Application No. VP-557 [Creasy, C. & J./Olafsson, B.; 530 20 Avenue SW; Height requirements] - continued

1. Section 6.6 – Maximum Height of Accessory Building increase from 6.0 m to 8.3 m to facilitate construction of an accessory building on the subject property.

CARRIED UNANIMOUSLY

2. Zoning Amendment Application No. ZON-1251 [Murdoch, C. & K.; 1641 23 Avenue NE; R-1 to R-8

Moved: Councillor Eliason

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 A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 11367 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone).

C. Murdoch, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. FOR INFORMATION7. IN-CAMERA8. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee meeting of August 15, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:12 a.m.

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Mayor A. Harrison, Chair

Minutes received as information by Council at their Regular Meeting of \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Item 9.1

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the Mayor and Corporate Officer to execute an Agreement with the Salmon Arm Slo Pitch League for the continued use of a 5' by 10' portion of the Canoe Ball Diamonds for a storage container from September 16, 2022 to September 15, 2024;

AND THAT: Council authorize the Mayor and Corporate Officer to execute an Agreement with Shuswap Minor Lacrosse Association, for the continued use of a 5' by 20' portion of the field at Little Mountain for a storage container from September 16, 2022 to September 15, 2024.

### Vote Record

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

Opposed:

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



---

TO: His Worship Mayor Harrison and Council  
DATE: August 15, 2022  
FROM: Sue Wood, Director of Corporate Services  
PREPARED BY: Barb Puddifant, Executive Assistant  
SUBJECT: Licence for Use and Occupation for storage containers  
Salmon Arm Slo Pitch League – Canoe Ball Diamonds  
Shuswap Minor Lacrosse Association – Little Mountain Park

---

**MOTION FOR CONSIDERATION:**

**THAT:** Council authorize the Mayor and Corporate Officer to execute an Agreement with the Salmon Arm Slo Pitch League for the continued use of a 5' by 10' portion of the Canoe Ball Diamonds for a storage container from September 16, 2022 to September 15, 2024;

**AND THAT:** Council authorize the Mayor and Corporate Officer to execute an Agreement with Shuswap Minor Lacrosse Association, for the continued use of a 5' by 20' portion of the field at Little Mountain for a storage container from September 16, 2022 to September 15, 2024.

---

**BACKGROUND:**

In June 2016, the Salmon Arm Slo Pitch League requested permission to place a storage container at the Canoe Ball Diamonds for the purpose of storing equipment. At the June 27, 2016 Regular Council Meeting, Council authorized the league to place a 10' container at the Park in a location determined by City staff and subject to execution of an agreement. The Licence for Use and Occupation was prepared and signed by the parties in 2017 for a five (5) year term expiring September 15, 2022.

In October 2015, the Shuswap Minor Lacrosse Association requested the use of a portion of Little Mountain Park for the placement of a storage container and an Agreement was entered into between the parties in September of 2017. Currently, the Association has a 5' x 20' container on the site. The Licence for Use and Occupation expires on September 15, 2022.

Both the Salmon Arm Slo Pitch League and Shuswap Minor Lacrosse Association are desirous of the continued use of the storage containers that have been in place since 2017. It is recommended that the Mayor and Corporate Officer be authorized to execute a two (2) year agreement with each of these organizations.



Sue Wood  
Director of Corporate Services

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Item 9.2

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council award the contract for provision of property, business interruption, crime, equipment breakdown, marina operators liability, premises pollution liability and cyber liability coverages to the Municipal Insurance Association of BC for the period of September 17, 2022 to September 17, 2023 for \$197,461.00, with the option of renewing for an additional two (2) years subject to receipt of a satisfactory quotation 45 days prior to commencement of the next policy period.

### Vote Record

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

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



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TO: His Worship Mayor Harrison and Members of Council  
DATE: August 10, 2022  
FROM: Erin Jackson, Chief Administrative Officer  
PREPARED BY: Barb Puddifant, Executive Assistant  
SUBJECT: 2022 Property Insurance

---

**Recommendation:**

THAT: Council award the contract for provision of property, business interruption, crime, equipment breakdown, marina operators liability, premises pollution liability and cyber liability coverages to the Municipal Insurance Association of BC for the period of September 17, 2022 to September 17, 2023 for \$197,461.00, with the option of renewing for an additional two (2) years subject to receipt of a satisfactory quotation 45 days prior to commencement of the next policy period.

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**Background:**

On July 5, 2022 the City undertook a Request for Proposals (RFP) process to obtain Property, Crime, Cyber, Equipment Breakdown, Marina Operators Legal Liability, Pollution Liability and Environmental Liability insurance. At present, the City's Statement of Values reflects over \$231 million of insurance assets.

RFP packages were sent to BFL Canada, CapriCMW Insurance Services, the Municipal Insurance Association of BC (MIABC), Hub International Barton Insurance and Johnston Meier Insurance Agency. A response to the RFP was received from one (1) of the five (5) entities by the August 5, 2022 closing date.

The proposal submitted by MIABC is summarized below:

	MIABC premiums
Property	\$155,235.00
Business Interruption: Loss of Income	\$1,112.00
Crime	\$2,500.00
Equipment Breakdown	\$7,042.00
Marina Operators Legal Liability	\$4,014.00
Premises Pollution Liability	\$5,008.00
Cyber Liability	\$20,050.00
Annual Brokerage Fee	\$2,500.00
<b>Total</b>	<b>\$197,461.00</b>

MIABC was awarded the contract for property insurance through the RFP process in 2018 and the City exercised the option of renewing the policy annually after a review of a premium quotation.

An historical premium breakdown is as follows:

	2019/2020	2020/2021	2021/2022	2022/2023
Property	\$141,419.00	\$145,220.00	\$152,024.00	\$155,235.00
Business Interruption: Loss of Income	Included	Included	Included	\$1,112.00
Mobile Equipment	Included	Included	Included	Included
Marina Operators Liability	\$2,851.00	\$3,134.00	\$3,492.00	\$4,014.00
Crime	Included	Included	Included	\$2,500.00
Equipment Breakdown	\$5,989.00	\$6,524.00	\$6,643.00	\$7,042.00
Environmental Liability/Pollution	\$8,238.00	\$3,646.00	\$4,575.00	\$5,008.00
Cyber	-	\$8,100.00	\$9,110.00	\$20,050.00
Brokerage Fee	\$4,000.00	\$4,000.00	\$4,000.00	\$2,500.00
Totals:	\$162,497.00	\$170,624.00	\$179,844.00	\$197,461.00

The increase in premiums can be attributed to several factors such as the increase in the City's property values as well as an increase to the Cyber liability premium.

The City has an established relationship with MIABC and their service has been excellent. MIABC handles all claims directly and is located in Vancouver, BC.

In addition to the services listed above MIABC offers grants to encourage risk management initiatives, regional education opportunities as well as an annual Risk Management Conference. MIABC provides services such as policy and procedure review, education and training, claims history analysis, risk management advice and an in-house legal department.

It is recommended that Council award the 2022 Property Insurance contract to the MIABC for the amount of \$197,461.00, with the option of renewing for an additional two (2) years subject to receipt of acceptable quotations.

Respectfully Submitted,



Erin Jackson  
Chief Administrative Officer

Item 9.3

## CITY OF SALMON ARM

Date: August 22, 2022

### Director of Engineering and Public Works Water Conservation Policy Progress Update

#### **Vote Record**

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

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



File: 5600.12.00

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TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Anouk Watts, Engineering Co-op Student  
DATE: August 22, 2022  
SUBJECT: **Water Conservation Policy Progress Update**

---

**FOR INFORMATION:**

Actions taken in spring/summer 2022 to progress programs under the Water Conservation Policy.

**BACKGROUND:**

The purpose of the Water Conservation Policy, presented to council in 2021, was to establish direction, philosophies and values for water conservation within the City of Salmon Arm, in order to enable achievement of the City's vision and goals as stated in the Official Community Plan. The water conservation policy has five (5) objectives:

1. Water Conservation Planning

The City will create and maintain a Water Conservation Plan that embodies the Principles listed in the Policy. The first Water Conservation Plan was completed in 2021 and finalized in 2022. It is scheduled to be updated every five years. The plan provides direction and recommended actions to promote water conservation in the City.

2. Water Conservation Awareness

The City will promote awareness for water conservation goals, challenges and successes to the community. This year, initiatives to promote awareness included presentations at Shuswap Middle School, adding a Water Conservation page to the website, and designing an educational pamphlet.

3. Sustainable Service Delivery

Water conservation is a powerful tool for overall sustainable Asset service delivery. By conserving water through actions outlined in the Water Conservation Plan, there will be improvement to long and short term service delivery.

#### 4. Emergency Preparedness

The City will use water conservation programs to help ensure water demand is available for unforeseen emergencies such as major service disruption or firefighting. An action taken this year was the development of Multistage Irrigation Restrictions, which enables greater control over the water availability to ensure there are sufficient volumes available for fire flows and other emergencies.

#### 5. Environmental Awareness

The City will consider climate change impacts and system resiliency when evaluating water conservation strategies. For example, the Multistage Irrigation Restrictions and Universal Water Metering will mitigate strain and risks on the water supply system during increasingly frequent heat waves induced by climate change.

Actions taken in 2022 include developing Multistage Irrigation Restrictions, visiting Shuswap Middle School to present to the classes about water conservation, designing a trifold Water Conservation Guide, adding a Water Conservation page to the website, beginning a study with consultants on Universal Water Metering, beginning a water Source Protection Plan project, and creating excessive user targeted education.

### **Multistage Irrigation Restrictions**

The Multistage Irrigation Restrictions have been developed and will be implemented (pending council approval) to come into effect May 15, 2023. There are four (4) Stages of restrictions allowing the severity of the restriction to correspond to the strain on the water supply system. The restrictions are designed to reduce the maximum daily water demand to an amount that can be sustainably provided by the water supply system. The implementation of the multistage restrictions also offers the opportunity to educate on water conservation and promote water conservation awareness.

### **Presentations at Shuswap Middle School**

Water conservation presentations were given to classes at Shuswap Middle School. The students learned about the City's water supply system, how we use water in our homes, and why it is important to conserve. The presentation was followed by a class brainstorm where the students were encouraged to think of creative ways water could be saved. Lastly, the students participated in an activity where they worked in groups to come up with strategies for an assigned "excessive user" to save water. They presented their ideas to the rest of the class. Each student had to share one thing they were going to do at home to save water before claiming their prize.

Roughly 180 students participated in these presentations from seven (7) different classes. This initiative supports point 2 in the policy, Water Conservation Awareness. The students were encouraged to share what they learned with family and friends.

**Water Conservation Pamphlet**

Many members of community are unaware of the complexity of the process to treat, pump and transport the water from the lake to their homes. The water conservation guide includes a simplified overview of the water supply system, a visual to demonstrate how we use water in Salmon Arm, an explanation for why we need to conserve, and a checklist of water conservation strategies that can easily be implemented in the home. It is intended to give the reader a rough understanding of the issue in a short easy read and provide solutions.

**Water Conservation Web Page**

The water conservation web page will supplement the information in the pamphlet. Resources will be linked in the web page for information on xeriscaping, lawn watering, how to check for leaks, and more as time permits.

**Universal Water Metering**

A Universal Water Metering Implementation Plan is being developed this year with the consulting group, Econics, based in Victoria. Universal Water Metering has been recognized in the Water Conservation Plan as the most effective water conservation measure. The Universal Metering Implementation Plan is being developed with consideration to the specific demographics and interests of Salmon Arm. It will have the best available information for a smooth and effective transition.

Without Universal Water Metering, there will be increasingly large expenditures for system upgrades. To meet the future demands based on projections from past data, larger pumps and more advanced technological upgrades will be required. If the water demand can be reduced through Universal Metering and associated volumetric billing, the need for costly system upgrades reduces with it. Universal Water Metering has been shown to be the most effective method to encourage water conservation and responsible water use which is a priority in the Water Conservation Policy. Additionally, without Universal Water Metering there is the risk of being ineligible for grant funding. Grants tend to favor communities with Universal Water Metering who demonstrate responsible water use. City staff will present the Universal Metering Implementation Plan to council in 2023.

**Source Protection Plan**

This year a Water Source Protection Plan is being developed with WSP as the consultant. This project will analyze risks to the water system from source to tap and how they can be reduced or mitigated to ensure the City can make responsible and risk-based water management decisions. This projects supports statements 3 and 4 in the policy (Sustainable Service Delivery and Emergency Preparedness).

## Excessive User Program


The excessive user program sends letters to the top excessive users alerting them of their usage and potential consequences. This year, the excessive user packages will include a water conservation pamphlet. The program has been proved effective, nearly all the excessive users from last year had a significant reduction in usage this year.

## FUTURE ACTION:

Water conservation will require on-going efforts. These are the next steps.

- **Universal metering or expansion of the current metering program**
  - Based on the recommendations of the Universal Metering Implementation plan, with council approval, action will be taken to expand the water metering program with the end goal of universal metering.
- **Additional water conservation education on social media and the web page**
  - Material will include educational information regarding
    - The water supply system;
    - How to reduce the impact of watering your lawn;
    - At home leak checking;
    - Xeriscaping
- **Door-to-door Water Conservation Guide distribution**
  - Have conversations with the public about water conservation and distribute the Water Conservation Guide.
- **Leak detections sounding equipment**
  - The City will purchase leak detection sounding equipment to detect leaks in water mains.
  - The knowledge of leaks allows them to be repaired to reduce wasted water with early repairs. Early detection and repair can also reduce repair costs and risks to the water system.
- **School Presentations**
  - Continue presentations at Shuswap Middle School.
  - Adapt the presentation for other age groups to expand the audience.
- **Residential water meter replacement program**
  - Develop a tracking system to record meters needing repair.
  - Contract a plumber to complete repairs.

Respectfully submitted,



Robert Niewenhuizen  
Director of Engineering and Public Works

cc Jenn Wilson, City Engineer

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Item 9.4

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize staff to proceed with Multistage Irrigation Restrictions commencing in May, 2023 as per Appendix "A" attached to the staff report dated August 22, 2022.

### Vote Record

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

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Anouk Watts, Engineering Co-op Student  
DATE: August 22, 2022  
SUBJECT: **Multistage Irrigation Restrictions**

---

**RECOMMENDATION:**

**THAT: Council authorize staff to proceed with Multistage Irrigation Restrictions commencing in May 2023.**

**BACKGROUND:**

The Water Rates and Waterworks Regulations Bylaw No. 1274 outlines requirements for connecting to the City water system. The Bylaw permits the Superintendent of Works to fix certain hours during which it shall be unlawful to sprinkle, irrigate or to otherwise use in any manner whatsoever, the water supplied by the City; however all irrigation restrictions are to be placed in front of Council to confirm, alter or cancel.

In the summer of 2021, the City of Salmon Arm experienced a level 4 drought and record breaking daily water demands. These high water demands added strain to the entire water distribution system, and in certain areas, the system was unable to keep up with demand creating dangerously low reservoir levels and strain on the Water Treatment Plant. While, the 2021 event was unprecedented, even in average years, the Zone 2 pumps during periods of high irrigation are unable to keep up with peak-hour demand resulting in uncontrollable draw-down of the reservoirs. This results in potentially insufficient fire storage and could potentially interfere with the firefighters' ability to effectively stop a fire. The high summer water demands are primarily the result of sprinkling lawns.

Currently the Zone 2 Booster Station upgrade is underway and it is worthwhile to note that the station has three (3) 250hp pumps and in order to meet peak hour demand the new station would require three (3) 450hp pumps resulting in a significant cost difference to the upgrade.

During the 2021 event, staff could not easily and quickly reduce the water usage to minimize risks to the system. Having a defined multi-stage irrigation restriction process, complete with a communication plan is an important mitigation tool for future major events. The current sprinkling restrictions do not allow for enough protection against extremely high summer demands, conversely they may also be too strict early and late in the summer. A multistage irrigation restriction allows there to be multiple stages that are condition-dependent allowing restrictions to change depending on climate and the water distribution system output. Multiple stages allows for the City to increase restrictions in order to preserve the longevity of the water distribution system, public safety, and potable water availability.

**PROPOSED MULTISTAGE IRRIGATION RESTRICTIONS:**

The proposed Staged Irrigation Restrictions are designed to reduce overall water consumption during drought conditions. The proposed restrictions will have four (4) stages. In Stage 1, residents will be allowed to water 3 days per week, in Stage 2 residents will be allowed to water two (2) days per week, in Stage 3 residents will be allowed to water one (1) day per week and in Stage 4 there will be no watering. Stage 1 will be the default from May 15 to September 15. Stage 2 and 3 will be enacted depending on the daily water consumption of the City. Stage 4 is enacted only in extreme or emergency situations.

Note that Stage 2 is the same as current sprinkling restrictions. Consistent irrigation days were maintained in the proposed Staged restriction to minimize confusion. For example, Group 1 may irrigate Tuesdays during all stages of the restrictions.

**Group 1:** Addresses with house numbers ending in 00 – 33

**Group 2:** Addresses with house numbers ending in 34 – 66

**Group 3:** Addresses with house numbers ending in 67 – 99

Stage	Irrigation Allowed*	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	3 days/week	1, 3	2	1, 3	2	3	1	2
2	2 days/week	3	---	1	2	3	1	2
3	1 day/week	---	---	1	2	3	---	---
4	No irrigation allowed	---	---	---	---	---	---	---

\*on designated days

Predictions based on the last 5 years of water consumption show that Stage 3 will be in effect for 3-4 weeks each summer on average. The remainder of the summer would be Stages 1 or 2.

Staff note that Universal Water Metering has been shown to reduce overall water usage between 20-25% (the Universal Water Metering Strategy currently underway will provide a more accurate projection based on local water usage) which would further reduce the likelihood of exceeding the system capacity. Upon implementation of Universal Water Metering with associated billing, it is anticipated that Stage 3 restrictions would rarely be required.

#### **COMMUNICATION:**

Communication of the watering restrictions and stage changes will be through avenues such as social media, website, sign boards, email, news outlets, radio and more. Stage changes will be decided by the Director of Engineering and Public Works, and the Manager of Utilities and are primarily based on water consumption set points. The social media communication of the stage changes will be managed by the visitor department. Signboards similar to the Fire Safety rating boards would be placed at strategic locations throughout town and updated by the Public Works Department as necessary.

**STAFF COMMENTS:**

Staff recommends a Multistage Irrigation Restriction structure as detailed above.

Respectfully submitted,



---

Robert Niewenhuizen  
Director of Engineering and Public Works

cc Jenn Wilson, City Engineer



## APPENDIX "A"

## Multistage Irrigation Restrictions

Effective May 15 2023

Irrigation regulations permit irrigation in designated days of the week depending on the last two numbers of the street address and the current Restriction Stage (see table below). Stage 1 is in effect by default from **May 15 – September 15**.

At the Director's discretion, restrictions can be increased to Stage 2, 3, and 4 depending on environmental conditions and the Water Supply System's capacity. Residents will be notified of Restriction Stage changes via newspaper, sign boards, radio, social media, and the city website.

- On designated sprinkling days, lawn sprinkling is allowed for a maximum of 2 hours between the hours of **7 am – 11 am** and **7 pm – 11 pm**.
- If a user has an automatic sprinkling system, they are encouraged to sprinkle between **12 am – 7 am** on their appropriate day(s).
- Hand watering is allowed at any time.

**Group 1:** Addresses with house numbers ending in **00 – 33**

**Group 2:** Addresses with house numbers ending in **34 – 66**

**Group 3:** Addresses with house numbers ending in **67 – 99**

Stage	Irrigation Allowed*	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	3 days/week	1, 3	2	1, 3	2	3	1	2
2	2 days/week	3	---	1	2	3	1	2
3	1 day/week	---	---	1	2	3	---	---
4	No irrigation allowed	---	---	---	---	---	---	---

\*on designated days

For more information on the City's water distribution system and the reasoning behind City-wide water conservation efforts go to <https://www.salmonarm.ca/>.

Your co-operation in adhering to these restrictions is greatly appreciated. Residents are encouraged to conserve wherever possible.

Failure to comply with these restrictions may result in a fine, metered water rates, or a discontinuation of service.

For clarification in mobile home parks and strata developments, please call City Hall at 250-803-4000.

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Item 9.5

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the award of the 10<sup>th</sup> Avenue SE Zone 5 Watermain Extension Project installation to General Assembly Excavating Ltd., in accordance with their quote, in the amount of \$129,375.00 plus taxes as applicable.

### Vote Record

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

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



File: 2022-39

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TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Tim Perepolkin, Capital Works Supervisor  
DATE: August 9, 2022  
SUBJECT: **PROJECT AWARD – 10 AVE SE – ZONE 5 WATERMAIN EXTENSION**

---

### **STAFF RECOMMENDATION**

**THAT: Council Approve the award of the 10 Avenue SE Zone 5 Watermain Extension Project installation to General Assembly Excavating Ltd., in accordance with their quote, in the amount of \$129,375.00 plus taxes as applicable;**

### **BACKGROUND**

The 2022 budget contained in the 2022 to 2026 Financial Plan included \$225,000 for the 10 Avenue SE Zone 5 Watermain Extension project. The lowest quoted price is under budget with competitive pricing from the two (2) bidders.

In 2021 design services were awarded to Lawson Engineering for the Zone 5 Watermain Extension work, which was broken into phases with phase 1 funded in 2022 and phase 2 in future. Phase 1 is required for the proposed new Booster Station on 10 Avenue SE, while phase 2 would be a future upgrade to improve flow capacity. WSP Canada completed the design engineering services for the new Booster Station, once the final funding approvals are received later this fall, the Booster Station will be publically tendered for construction.

We are proceeding with the required phase 1 Watermain extension work needed to facilitate the new Booster Station at this time. 10 Ave SE from Hwy 97B to 37<sup>th</sup> Street SE was included in the 2022 Capital Paving Program, by completing this watermain extension work now will also allow the paving of this portion of 10 Ave SE to be completed as one larger section as opposed to small patch sections.

The combined lowest quoted price for supply and installation is under budget with competitive pricing for installation. Quote requests were issued to three (3) local contractors with two (2) quotes received, results as follows:

Company	Total Quote Amount (excl. taxes)
<b>General Assembly Excavating Ltd.</b>	<b>\$ 129,375.00</b>
D Webb Contracting Ltd.	\$ 155,700.00
Mounce Construction Ltd.	\$ did not submit
<i>Staff Estimate (2021 pricing)</i>	<i>\$ 122,850.00</i>


### **STAFF COMMENTS**

Staff recommend that council approve the award of the 10 Avenue SE Zone 5 Watermain Extension Project installation to General Assembly Excavating Ltd. in accordance with their quote of \$129,375.00 plus taxes as applicable.

Over the past three (3) years we have seen significant price increases in all aspects of the Capital Tendered projects along with material supply issues forcing projects to be delayed and/or cancelled. Staff have secured purchase of the necessary materials for this project in an attempt to ensure the project can move forward without further delay, by securing materials it also relieves bidders from possible material supply delay issues.

The staff estimate was prepared using 2021 construction costs with estimated inflation. General Assembly Excavating Ltd. are proposing to complete this project in September which will allow sufficient time for the paving to be completed under the 2022 Annual Paving Program this season.

Respectfully submitted,

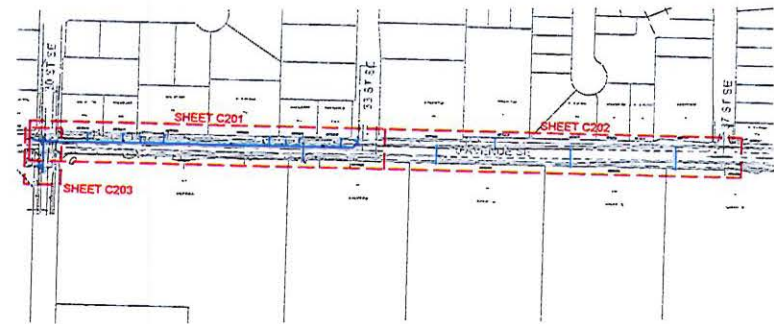
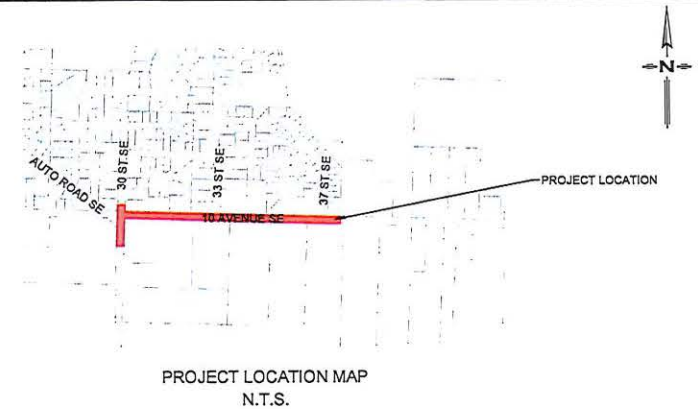
  
\_\_\_\_\_  
Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

# 10 AVENUE SE WATERMAIN UPGRADE, SALMON ARM, BC

COSA # 21-28  
ISSUED FOR APPROVAL

## DRAWING INDEX:

C000 - SHEET 1 OF 5 - TITLE  
C201 - SHEET 2 OF 5 - UTILITY LAYOUT PLAN/PROFILE - 10 AVENUE SE  
C202 - SHEET 3 OF 5 - UTILITY LAYOUT PLAN - 10 AVENUE SE  
C203 - SHEET 4 OF 5 - UTILITY LAYOUT PLAN/PROFILE - 30 STREET SE  
C501 - SHEET 5 OF 5 - GENERAL NOTES & DETAILS



PROJECT No: 11-50

DWG No: C000

SHEET: 1 OF 5

PREPARED FOR:

**CITY OF  
SALMON ARM**

PREPARED BY:



**LAWSON**  
ENGINEERING LTD.

826C LAKESHORE DRIVE W  
PO BOX 108 SALMON ARM, BC V1E 4N2  
PH. (250) 832-3225

DESIGN BY: AGW  
DESIGN DATE: 2021/09/30  
REVIEWED BY: BTL  
DRAWN BY: PKM  
REVISION NUMBER: 1  
REVISION DATE: 2022/03/17

ALL MEASUREMENTS IN m UNLESS OTHERWISE NOTED.

CITY OF SALMON ARM APPROVED

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Item 9.6

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council appoint the following persons to the Community Heritage Commission for a three (3) year term from August 26, 2022 to August 26, 2025:

- i) Linda Painchaud, Member at Large
- ii) Mary Landers, Member at Large
- iii) Terry Johnston, Member at Large
- iv) Patti Kassa, Vice President and Secretary, R.J. Haney Heritage Village & Museum
- v) Deborah Chapman, Curator/Archivist, R.J. Haney Heritage Village & Museum
- vi) Dr. Cindy Malinowski, Vice President - Salmon Arm Branch, Okanagan Historical Society, R.J. Haney Heritage Village & Museum

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: August 22, 2022

SUBJECT: Community Heritage Commission Appointments

## MOTION FOR CONSIDERATION

THAT: Council appoint the following persons to the Community Heritage Commission for a three (3) year term from August 26, 2022 to August 26, 2025:

- i) Linda Painchaud, Member at Large
- ii) Mary Landers, Member at Large
- iii) Patti Kassa, Vice President and Secretary, R.J. Haney Heritage Village & Museum
- iv) Deborah Chapman, Curator/Archivist, R.J. Haney Heritage Village & Museum
- v) Dr. Cindy Malinowski, Vice President - Salmon Arm Branch, Okanagan Historical Society, R.J. Haney Heritage Village & Museum

The current three-year term for members of the Community Heritage Commission expires on August 26, 2022. Appointment of members for the next three-year term, expiring on August 26, 2025, is presented for Council's consideration.

Community Heritage Commission Bylaw No. 3617 establishes the composition of the Commission as follows:

- i) A Councillor.
- ii) Three representatives from the R.J. Haney Heritage Village and Museum. A letter from Norma Harisch, President of the Salmon Arm Museum & Heritage Association, nominating three representatives is attached as Appendix 1.
- iii) Three people from the general public (members at large). Two would like to be considered for re-appointment: Mary Landers and Linda Painchaud.

Advertisements seeking letters of interest from the general public were placed in the Salmon Arm Observer on August 3 and August 10, 2022. One application for appointment was received after the deadline on August 18 by Terry Johnston, which is attached as Appendix 2.

The next Community Heritage Commission meeting is tentatively scheduled for September 6, 2022, at 2:00 p.m.



Prepared by: Evan Chorlton  
Planner I



Reviewed by: Chris Larson, MCIP, RPP  
Senior Planner



SALMON ARM MUSEUM &amp; HERITAGE ASSOCIATION AT

# R.J. Haney Heritage Village & Museum

751 Hwy. 97B NE

P.O. Box 1642

Salmon Arm, BC V1E 4P7

## APPENDIX 1

August 8, 2022

His Worship Mayor Alan Harrison  
City of Salmon Arm  
Box 40  
500- 2 Avenue NE  
Salmon Arm, B.C. V1E 4N2

Your Worship,

Re: Museum appointments to Community Heritage Commission

This is to notify you that Salmon Arm Museum and Heritage Association appoints:  
Salmon Arm Museum Vice President and Secretary Patti Kassa, Curator/Archivist Deborah Chapman,  
and Okanagan Historical Society - Salmon Arm Branch Vice President Dr. Cindy Malinowski to fill the  
three museum positions on the Community Heritage Commission. The three are keen to continue  
serving the community.

I trust this meets with your approval.

Sincerely,

Norma Harish  
President

**The Museum Association is grateful to the Secwepemc First Nation, on whose traditional territory we live,  
work, and play.**

Come and explore the Shuswap's largest heritage attraction!  
Real History – Hands-on-Activities – Great Food

# CITY OF SALMON ARM

## Application for Appointment to the Community Heritage Commission

The City of Salmon Arm is seeking applications for three (3) Citizens at Large with an interest in serving on the Community Heritage Commission for a three (3) year term commencing August 26, 2022.

The Commission acts as an advisory body and resource group to City Council and Administration on heritage conservation matters and provides support for the benefit and advancement of heritage conservation in the City.

In order to assist the City Council in the selection and appointment of the Commission membership, prospective members are requested to forward this completed application form to City Hall by August 12, 2022 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to [echorlton@salmonarm.ca](mailto:echorlton@salmonarm.ca) or dropped off at City Hall, 500 - 2 Avenue NE.

Name Terry Johnston Number of years living in Salmon Arm 8

Civic address [REDACTED]

Mailing address (if different than above) n/a

Email address [REDACTED]

Telephone Home [REDACTED] Work n/a Cell n/a

Occupation retired

## Community Affiliations/Memberships

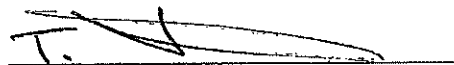
Past member of Lillooet Lions Club / Fort St. John Rotary /  
Citizens on Patrol / Garbage to Gold Society / Vice  
President of Lillooet Minor Hockey / Legion  
No current memberships due to a need to focus on family  
due to a son playing at an elite hockey level

## Reasons for seeking Appointment

It is time to start giving to community in an area  
of interest to me after years of public service.  
After attending the Masters program (planning)  
at UBC, I worked for 4 years as the Zoning  
Administrator with the City of Victoria where  
Heritage is of the utmost importance. The  
last 20 years of my public service was as a  
municipal CAO. Therefore, I have intimate knowledge of  
the challenges and limitations of a Commission

I, Terry Johnston, hereby signify that I am willing to  
 accept an appointment to the Community Heritage Commission.

Aug 15 / 2022  
 Date

  
 Signature

The purpose of this form is to provide information which will assist City Council in knowing each candidate better. The person whose name is being put forward as a candidate must sign this application in order to signify that he or she would be willing to accept the appointment should it be made.

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on August 12, 2022.

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Item 10.1

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Curbside Collection Amendment Bylaw No. 4525 be read a first, second and third time.

[Bylaw to amend Curbside Collection Bylaw No. 4281]

### Vote Record

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

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



File: ENG 5360.08.17

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TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Jon Mills, Engineering Assistant  
DATE: August 17, 2022  
SUBJECT: Amendment to Bylaw 4281 - Curbside Collection

---

**Recommendation:**

**THAT: Bylaw No. 4525 cited as the "City of Salmon Arm Curbside Collection Amendment Bylaw No. 4525", be read a first, second and third time.**

---

**BACKGROUND**

Bylaw 4281 – Curbside Collection was adopted by Council on June 10, 2019. The adoption of this bylaw repealed and replaced Bylaw 3845 – Collection and Disposal of Solid Waste and Recycling.

A review was done and amendments were deemed to be required. The changes will better enable the City to enforce the accepted and prohibited materials and, in the case of contravention, the ability to impose the fines listed in Bylaw 2760 - Municipal Ticket Information.

The intent of this bylaw is to amend Section 11 – Duties of Owners and Occupiers. Section 11 defines the duties of property owners and occupiers as it relates to the containers and materials they set out for collection in terms of:

- Container types and maintenance;
- Acceptable contents for each waste stream;
- The placement of containers at the curb and on the property;
- The time of day when containers can be set-out for collection and subsequently removed from the curb; and
- Clean-up of spillage

The main intent of the proposed bylaw amendments are to:

- Ensure that residents only deposit the accepted materials in their food waste, recycling and yard waste containers in accordance with Schedule 'A' – List of Accepted Materials, referenced within the bylaw;

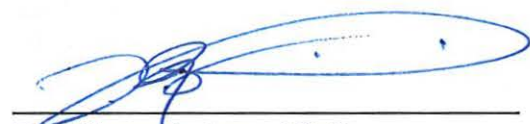
- Ensure that residents only deposit clean recycling materials in their recycling bins; and
- Ensure that residents avoid depositing prohibited materials in their refuse bags, per Schedule 'B' - Solid Waste Not Eligible for Refuse Disposal (Prohibited Materials).

In addition, the bylaw amendment includes new definitions to be added to Section 1 – Definitions that relate to the Section 11 amendments.

### **STAFF COMMENTS**

In consideration of the above, Staff recommend that Council adopt the City of Salmon Arm Curbside Collection Amendment Bylaw No. 4525.

Respectfully,



Rob Niewenhuizen, ASCT  
Director of Engineering & Public Works

Cc Sue Wood, Director of Corporate Services

X:\Operations Dept\Engineering Services\5360-SOLID WASTE\5360.08 Residential Curbside Collection\5360.08.17 Bylaw\Bylaw 4525 - Multiple Amendments to 4281, May 2022\Bylaw 4525 - Proposed Amendments to Bylaw 4281 - Memo.docx

CITY OF SALMON ARM  
BYLAW NO. 4525

A bylaw to amend "City of Salmon Arm Curbside Collection Bylaw No. 4281"

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The Municipal Council of the City of Salmon Arm, in open meeting assembled, enacts that the City of Salmon Arm Curbside Collection Bylaw No. 4281 be amended as follows:

1. That Section 1, DEFINITIONS, be amended by:

a) adding the following new definitions in their appropriate location:

"BC Stewardship Program" shall refer to a program whereby the producers are responsible to reduce the environmental impact of their products throughout the product lifecycle, including providing a means to collect and recycle their products at end-of-life. These are also referred to as Extended Producer Responsibility Programs, or EPR.

"Clean" in the context of Recyclables, shall mean free-of and uncontaminated by solid or liquid residue, other than water.

"Collection Bags" shall mean Refuse Bags, Food Waste Bags and Yard Waste Bags that conform to the requirements defined for each in Section 1 of this bylaw.

"CSRD" shall mean the Columbia Shuswap Regional District

b) deleting the definition for "Container" that reads:

"Container" shall mean a metal, plastic or paper receptacle used for temporary storage of Refuse, Recyclables, Food Waste or Yard Waste. This may refer to bags, bins or carts owned by the User or the City, and used for curbside collection.

And replacing the definition for "Container" as follows:

"Container" shall mean a metal, plastic, cardboard or paper receptacle used for temporary storage of Refuse, Recyclables, Food Waste or Yard Waste. This may refer to bags, bins or carts owned by the User or the City, and used for curbside collection

c) deleting the definition for "Refuse" that reads:

"Refuse" shall mean discarded materials, substances or objects which originate from a day-to-day Curbside Household source, other than items collected by the City's Curbside Collection Service under Schedule 'A' Acceptable Materials, materials collected under a BC Stewardship program or materials that are prohibited from the CSRD landfill under Schedule 'B' Solid Waste Not Eligible for Refuse Disposal, or as otherwise deemed unacceptable by the Director. The terms Refuse and Garbage may be used interchangeably.

And replacing the definition for "Refuse" as follows:

"Refuse" or "Garbage" shall mean discarded materials, substances or objects which originate from a Curbside Household source, other than:

- a) Materials collected under the City's curbside collection of Recyclables, Food Waste and Yard Waste, as listed in Schedule 'A' - List of Accepted Materials;
- b) Materials collected under a BC Stewardship program;
- c) Materials that are prohibited from a CSRD landfill under Schedule 'B' Solid Waste Not Eligible for Refuse Disposal (Prohibited Materials); or
- d) Materials otherwise deemed unacceptable by the Director.

2. That Section 11, DUTIES OF OWNERS AND OCCUPIERS be deleted in its entirety that reads:

"DUTIES OF OWNERS AND OCCUPIERS

11. Every Owner and Occupier of a Parcel that receives Curbside Collection Service shall do, or cause to be done, the following:

- a) Provide Refuse Bags, Food Waste Bags and Yard Waste Bags (hereinafter collectively referred to as Collection Bags) which comply with this Bylaw;
- b) Provide Refuse Containers, additional Recyclables Containers as required, and Extra Food Waste Containers (hereinafter and inclusive of the City provided Recyclables Container and Food Waste Container collectively referred to as Containers) which comply with this Bylaw;
- c) Place all Refuse, Recyclables, Food Waste and Yard Waste in their respective Collection Bags or Containers and place at curbside on collection day in compliance with Section 20;
- d) Ensure Refuse Bags are securely tied;
- e) Ensure Food Waste Containers, Extra Food Waste Containers and Yard Waste Bags are securely closed;

- f) Set out only the amount of material that will fit securely in the respective Collection Bag or Container and so as not to exceed the weight limits specified in this Bylaw;
- g) Maintain all Containers in a clean and sanitary condition at all times;
- h) Clean up spillage originating from Containers; and
- i) Comply with all Sections of this Bylaw."

And replaced with a new Section 11, DUTIES OF OWNERS AND OCCUPIERS that reads:

"DUTIES OF OWNERS AND OCCUPIERS

11. Every Owner and Occupier of a Parcel that receives Curbside Collection Service shall do, or cause to be done, the following:
- a) Provide Refuse Bags, Food Waste Bags and Yard Waste Bags (hereinafter collectively referred to as Collection Bags) which comply with this Bylaw;
  - b) Provide Refuse Containers, Recyclables Containers, Food Waste and Extra Food Waste Containers (hereinafter collectively referred to as Containers) which comply with this Bylaw;
  - c) Ensure that only items listed in Schedule 'A' – List of Accepted Materials are deposited in the respective Food Waste, Recyclables or Yard Waste Containers or Collection Bags;
  - d) Ensure that Recyclables deposited in the Recyclables Containers are Clean;
  - e) Ensure that only Refuse eligible for regular disposal is deposited in the Refuse Bags and does not include any material listed in Schedule 'B' – Solid Waste Not Eligible for Refuse Disposal;
  - f) Place all Refuse, Recyclables, Food Waste and Yard Waste in their respective Collection Bags or Containers and place at curbside on collection day in compliance with Section 20;
  - g) Ensure Refuse Bags are securely tied;
  - h) Ensure Food Waste Containers, Extra Food Waste Containers and Yard Waste Bags are securely closed;
  - i) Ensure that Recyclables are placed loosely in the open Recyclables Containers in a manner that doesn't exceed the capacity of the container, so as not to escape or be spilled into the environment;
  - j) Set out only the amount of material that will fit securely in the respective Collection Bag or Container and so as not to exceed the weight limits specified in this Bylaw;

## City of Salmon Curbside Collection Amendment Bylaw No. 4525

- k) Set out Collection Bags and Containers in a manner that ensure they will not fall over and cause spillage into the environment;
- l) Maintain all Containers in a clean and sanitary condition at all times;
- m) Clean up spillage originating from Containers; and
- n) Comply with all Sections of this Bylaw."

## 4. 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.

## 5. 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.

## 6. EFFECTIVE DATE

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

## 7. CITATION

This bylaw may be cited as "City of Salmon Arm Curbside Collection Amendment Bylaw No. 4525."

READ A FIRST TIME THIS	DAY OF	2022
READ A SECOND TIME THIS	DAY OF	2022
READ A THIRD TIME THIS	DAY OF	2022
ADOPTED BY COUNCIL THIS	DAY OF	2022

---

MAYOR

---

CORPORATE OFFICER

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Item 10.2

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4529 be read a first, second and third time.

[Curbside Collection]

### Vote Record

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

Opposed:

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



TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Jon Mills, Engineering Assistant  
DATE: August 17, 2022  
SUBJECT: Amendments to Bylaw 2760 – Municipal Ticket Information System

---

**RECOMMENDATION:**

THAT: **Bylaw No. 4529 cited as the “City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4529”, be read a first, second and third time.**

---

**BACKGROUND**

The adoption of Bylaw 4529, addressed by this memo, will serve to apply the necessary amendments for Bylaw 2760 to align with Bylaw 4281 - Curbside Collection.

Additionally, there are some “housekeeping” amendments that need to be made to Bylaw 2760 to correctly number the schedules so as to align with previous bylaw amendments.

In summary, the following amendments are required to Bylaw 2760:

1. Amend Schedule 1 to indicate Bylaw 4281 rather than Bylaw 3845 (Bylaw 3845 was the previous curbside collection bylaw, revoked and replaced with Bylaw 4281 in 2019).
2. Replace Schedule 19 (fines related to contraventions of Bylaw 4281) in its entirety to reflect the amendments made to Bylaw 4281 under Bylaw 4525.
3. Correct schedule numbering for items related to Bylaw 1410 – Sewer Connection, made under Bylaw 4425 in January 2021:
  - o Schedule 1, Item 20 should be renumbered to Schedule 1, Item 21
  - o Schedule 21 should be renumbered to Schedule 22

**STAFF COMMENTS**

In consideration of the above, staff recommend that Council adopt the City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4529.

Respectfully,



Rob Niewenhuizen, ASCT  
Director of Engineering & Public Works

Cc Sue Wood, Director of Corporate Services

CITY OF SALMON ARM  
BYLAW NO. 4529

A bylaw to amend "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760"

The Municipal Council of the City of Salmon Arm, in open meeting assembled, enacts that the City of Salmon Arm Ticket Information Utilization Bylaw No. 2760 be amended as follows:

1. THAT SCHEDULE 1, be amended by deleting number 18 that reads:

18. Collection and Disposal of Solid  
 Waste Bylaw No. 3845

- Bylaw Enforcement Officer
- Director of Engineering and Public Works
- Building Inspector
- Asst. Building Inspector

And replacing it with the following:

18. Curbside Collection Bylaw No.  
 4281

- Bylaw Enforcement Officer
- Director of Engineering and Public Works
- Building Inspector
- Asst. Building Inspector

2. AND THAT SCHEDULE 1, be further amended by deleting "20. Sewer Connection Bylaw No. 1410" and replacing it with "21. Sewer Connection Bylaw No. 1410";
3. AND THAT SCHEDULE 19 be deleted in its entirety that reads:

**SCHEDULE 19**

BYLAW	SECTION	FINE
<b>Collection and Disposal of Solid Waste Bylaw No. 3845</b>		
Failing to maintain collection bags and containers in a clean and sanitary condition	9 d)	\$150.00
Prohibited deposit of materials other than solid waste materials eligible for regular disposal in the solid waste collection bags	9 e)	\$150.00
Prohibited deposit of materials other than recyclable materials in the recycling collection bag	9 f)	\$150.00
Failure to ensure that recyclable materials deposited in recycling collection bags are clean and dry	9 f)	\$150.00

## City of Salmon Ticket Information Utilization Amendment Bylaw No. 4529

Unsecured collection bag	9 g)	\$150.00
Recycling collection bag - overweight limit	9 g)	\$150.00
Solid waste collection bag - overweight limit	9 g)	\$150.00
Failure to clean up spillage from collection bags	9 h)	\$150.00
Hindering or obstructing a municipal officer or employee in the exercise of the performance of his or her powers, duties or functions	15	\$150.00
Failure to keep all collection bags and containers on occupier's parcel	16 a)	\$150.00
Failure to keep all collection bags and containers within one (1) metre of any structure	16 b)	\$150.00
Placement of collection bags or containers which creates a fire hazard or endangers the life or safety of persons or impedes access to parcels by firefighting apparatus or personnel	16 c)	\$150.00
Placing collection bags out for pick-up prior to 5:30 a.m. on designated collection day	16 d)	\$150.00
Failing to remove collection bags after the allotted time on designated collection day	16 e)	\$150.00

And replaced with a new SCHEDULE 19 that reads:

**"BYLAW NO. 2760  
SCHEDULE 19**

<b>BYLAW</b>	<b>SECTION</b>	<b>FINE</b>
<b>Curbside Collection Bylaw No. 4281</b>		
Failure to provide Containers or Collection Bags that comply with this bylaw	11 a)	\$150.00
Prohibited deposit of materials in the respective Food Waste, Recyclables or Yard Waste Containers or Collection Bags, other than those listed in Schedule 'A' - List of Accepted Materials	11 c)	\$150.00
Deposit of Recyclables in Recyclables Containers that are not clean	11 d)	\$150.00
Prohibited deposit of materials other than Refuse materials, eligible for regular disposal, in the Refuse Bags	11 e)	\$150.00
Failure to securely tie refuse bags	11 g)	\$150.00

## City of Salmon Ticket Information Utilization Amendment Bylaw No. 4529

Failure to securely close food waste containers and yard waste bags	11 h)	\$150.00
Containers or Collection Bags set-out for collection over the allowable weight limits	11 j)	\$150.00
Failure to maintain Containers in a clean and sanitary condition	11 l)	\$150.00
Failure to clean-up spillage originating from Containers or Collection Bags	11 m)	\$150.00
Hindering or obstructing a municipal officer or employee in the exercise of the performance of his or her powers, duties or functions	19	\$150.00
Failure to keep all Containers and Collection Bags on occupier's parcel	20 a)	\$150.00
Placement of Containers which creates a fire hazard or endangers the life or safety of persons or impedes access to parcels by firefighting apparatus or personnel	20 b)	\$150.00
Placing Collection Bags or Containers out for collection prior to the parcel's day of collection	20 c)	\$150.00
Placing collection bags or containers out for pick-up prior to 5:30 AM on the parcel's day of collection, when directed to place them out after 5:30 AM	20 d)	\$150.00
Failure to use a Refuse Container or Extra Food Waste Container to discourage scavenging by wildlife, when directed to use a Container	20 g)	\$150.00
Failing to remove Containers within a twelve (12) hour period following collection	20 h)	\$150.00
Failure to keep all Collection Bags and Containers on the parcel in a location other than outside the front of the dwelling	20 h)	\$150.00

4. AND THAT the title for "SCHEDULE 21" for the Sewer Connection Bylaw No. 1410 be deleted and replaced with a new title "SCHEDULE 22";

5. 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.

6. 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.

City of Salmon Ticket Information Utilization Amendment Bylaw No. 4529

7. EFFECTIVE DATE

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

8. CITATION

This bylaw may be cited as "City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4529."

READ A FIRST TIME THIS	DAY OF	2022
READ A SECOND TIME THIS	DAY OF	2022
READ A THIRD TIME THIS	DAY OF	2022
ADOPTED BY COUNCIL THIS	DAY OF	2022

\_\_\_\_\_  
MAYOR

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

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Item 10.3

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4547 be read a first and second time.

[ZON-1251; C. & K. Murdoch; 1641-23 Avenue NE; R-1 to R-8]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: August 15, 2022

Subject: Zoning Bylaw Amendment Application No. 1251

Legal: Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 11367  
 Civic Address: 1641 – 23 Avenue NE  
 Owner/Applicant: C. & K. Murdoch

## MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 11367 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

## STAFF RECOMMENDATION

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

## PROPOSAL

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

## BACKGROUND

The subject property is located on 23 Avenue NE (Appendix 1 & 2). The parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and is zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

Adjacent land uses include the following:

North:	single family dwelling and accessory buildings	Zoned R-1
South:	23 Avenue NE and single family dwelling	Zoned R-1
East:	single family dwelling	Zoned R-1
West:	single family dwelling and accessory buildings	Zoned R-1

The subject property is 0.5 ac in area. A 940ft<sup>2</sup> (including a 66 ft<sup>2</sup> storage loft above and a 40 ft<sup>2</sup> outdoor bike storage) detached suite is being proposed. Documentation provided in support of the rezoning application is attached as Appendix 5. Parking is to be provided on the southeast portion of the site on the existing driveway.

To date, there are currently no other properties on 23 Avenue NE that have also been rezoned to R-8. However (and as seen in Appendix 4), there are three (3) other R-8 zoned properties within the greater vicinity, including one to the north, which also just recently rezoned from R-1 to R-8 to permit a Detached Suite (ZON-1222; 2621 – 17 Street NE). Site photos are attached in Appendix 6.

Policy 8.3.25 of the OCP supports detached suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

COMMENTSBuilding Department

No concerns. BCBC applies.

Fire Department

No Fire Department concerns.

BC Hydro

BC Hydro has no concerns with this zoning change.

Engineering Department

The existing water service will have to be upgraded at the building permit stage. Installing a water meter will also be required at the building permit stage.

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 an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. R-8 rezoning for parcels < 0.4 ha does not require the post of a Notice of Development sign. It is expected that the Hearing for this application will be held on September 26, 2022.

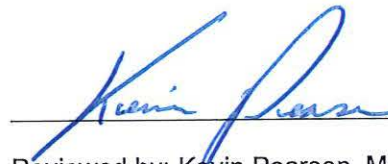
Planning Department

Based on the parcel area of 0.5 acres, the subject property has the potential to meet the conditions for the development of a detached suite, including sufficient space to meet the parking requirement. The detached suite is supported by OCP policy, and the site plan and dimensions of the unit are compliant with zoning requirements.

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



Prepared by: Evan Chorlton  
Planner I



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

# Subject Property Map

## APPENDIX 1

P70

2353  
LAKESHORE ROAD

WALKWAY

2571

LAKESHORE

2411

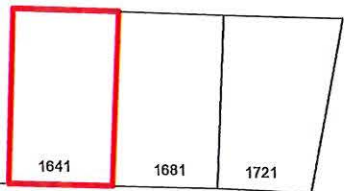
2351

2400

2370

2250

2110



1641

1681

1721

23

AVENUE

N.E.

1640

1680

1730

1780

1820

2241

15  
STREET

1541

1561

1571

1581

1591

1801

20

1960

1971

1970

1971

N.E.

1970


1750


1800

1890




0 12.5 25 50 75 100  
Meters


 Subject Property

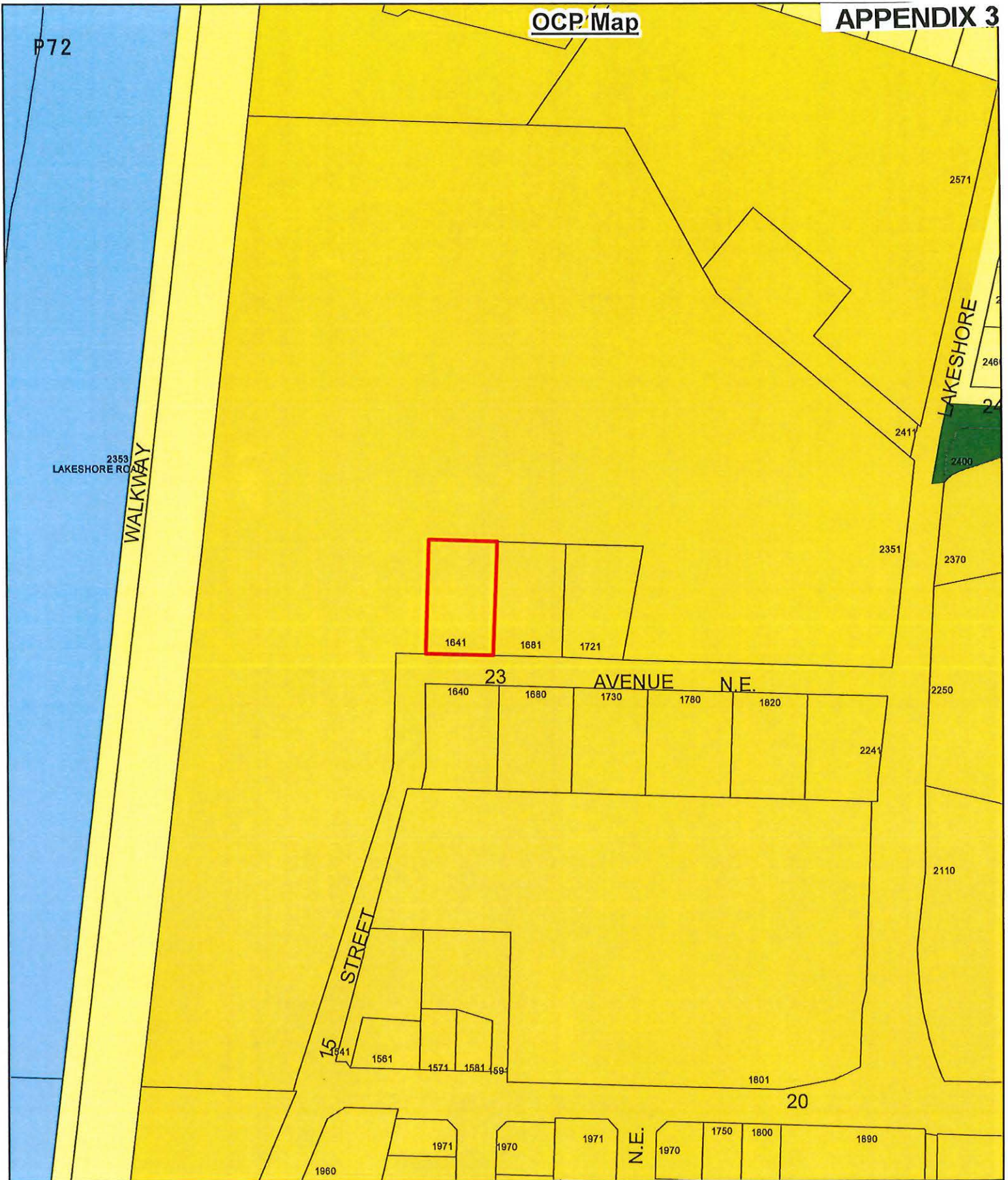
 Parcels



0 2 4 8 12 16 Meters

 Subject Property

 Parcels



0 12.525 50 75 100 Meters

Subject Property

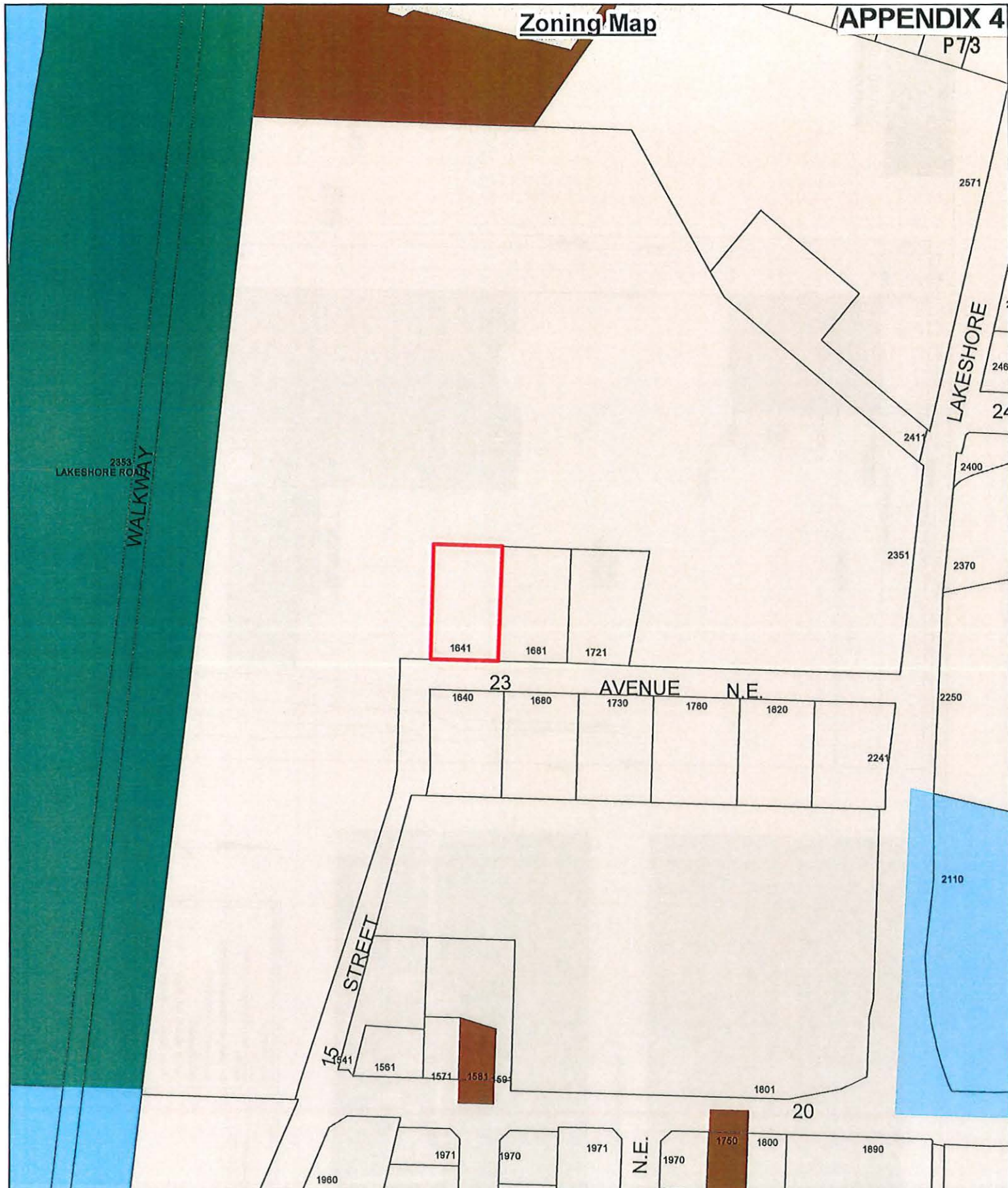
Parcels

Park

Environmentally Sensitive Lake Areas

Residential - Low Density

Residential - Medium Density



0 12.525 50 75 100 Meters

Subject Property

Parcels

CD-14

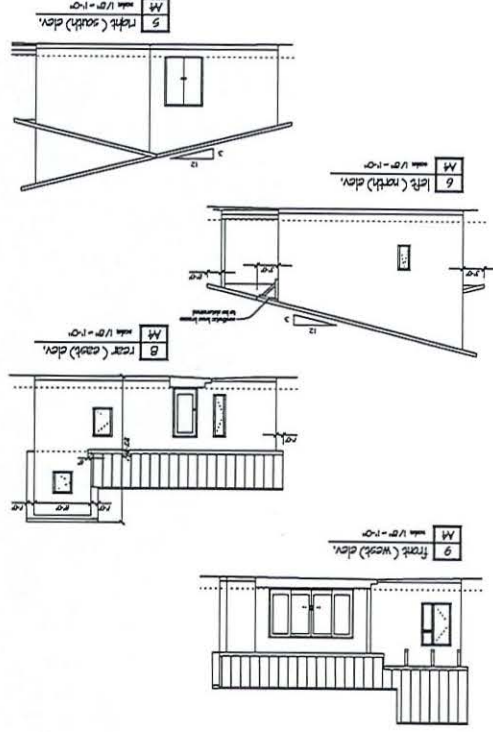
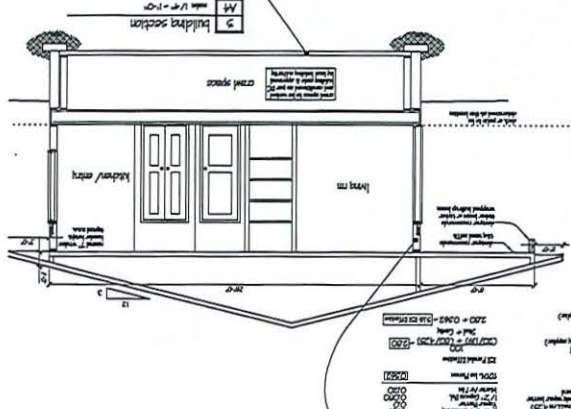
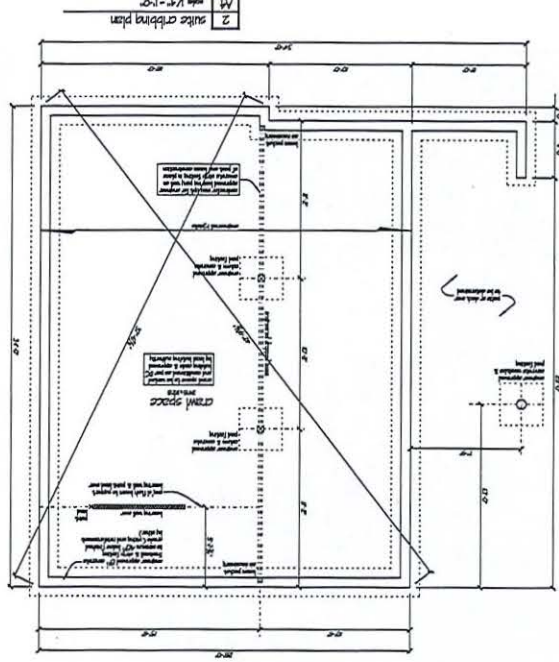
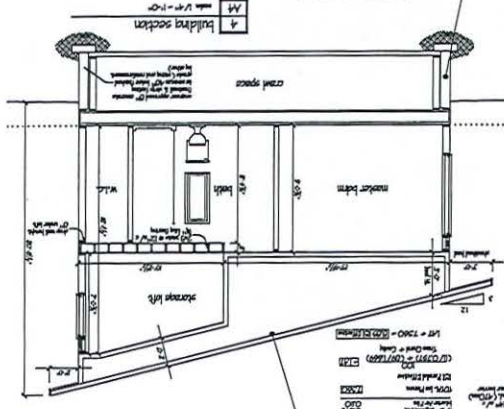
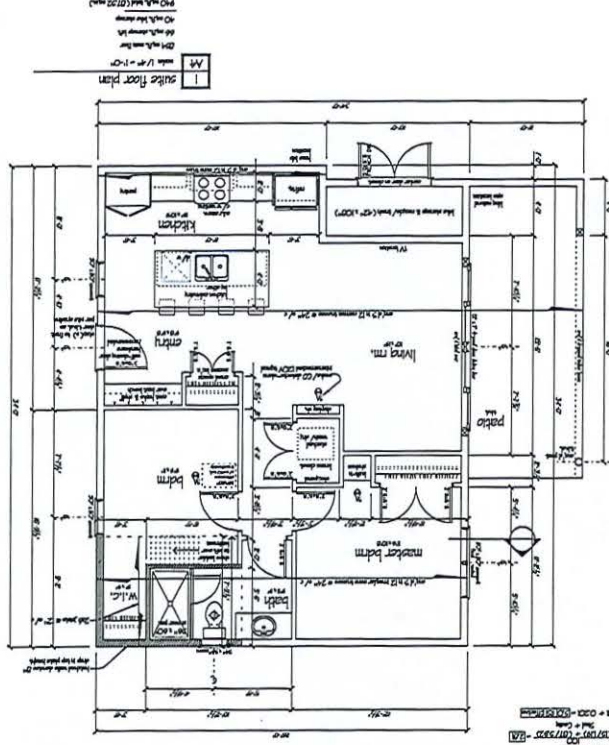
EP-1

P-1

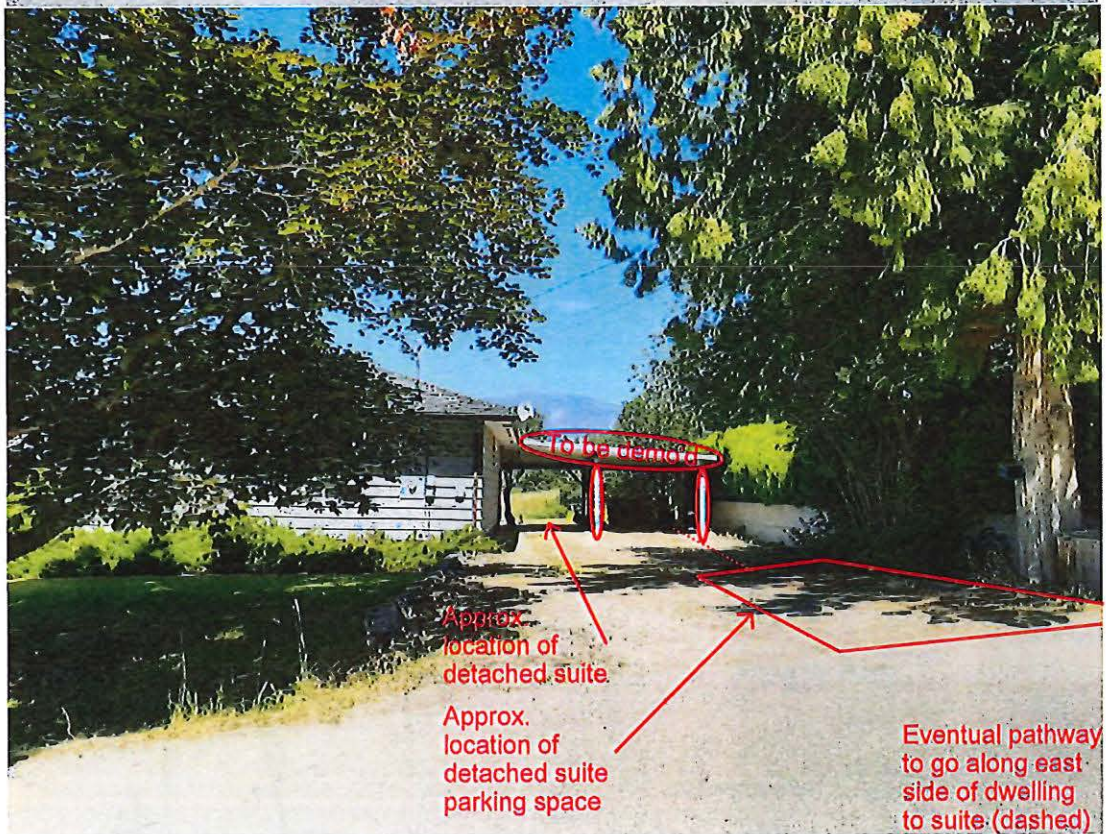
R-1

R-8





APPENDIX 6



## CITY OF SALMON ARM

### BYLAW NO. 4547

#### 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 September , 2022 at the hour of 7:00 p.m. was published in the and , 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 11367 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. 4547"**

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

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MAYOR

---

CORPORATE OFFICER

Schedule "A"



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## Item 12.1

## INFORMATIONAL CORRESPONDENCE - August 22, 2022

- |    |   |   |
|----|---|---|
| 1. | J. Jezersek - email dated August 3, 2022 - Air Pollution Complaint  | A |
| 2. | K. Doorn - letter undated - Community in Crisis   | S |
| 3. | The Shuswap Trail Alliance - Letter dated August 15, 2022 - Request to Host Grand Opening Celebration at South Canoe                              | A |
| 4. | C. Massey - email dated August 12, 2022 - Request for Funding Support for the 2022 Salute to the Sockeye, 5-Band Salute Initiative                | A |
| 5. | J. McEwan, Salmon Arm Fair Manager - letter dated July 13, 2022 - Request to hold annual Salmon Arm Fair Parade                                   | A |
| 6. | City of Salmon Arm - Active Transportation Plan - Survey 2  | N |
| 7. | UBCM - email dated August 3, 2022 - Invitation to Meet with Office of Seniors Advocate and Land Title and Survey Authority during UBCM Convention | A |
| 8. | Interior Health Public Service Announcement dated August 16, 2022 - Heat Warning Guidance   | N |
| 9. | Shuswap Water Council Media Release - Information About Algal Blooms  | 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: August 22, 2022

Presentation 4:00-4:15 p.m. (approximately)

NAME: Therese Zulinick &amp; Alison Rustand, Urban Systems

TOPIC: Corporate Strategic Plan

**Vote Record**

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

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

## EXECUTIVE SUMMARY

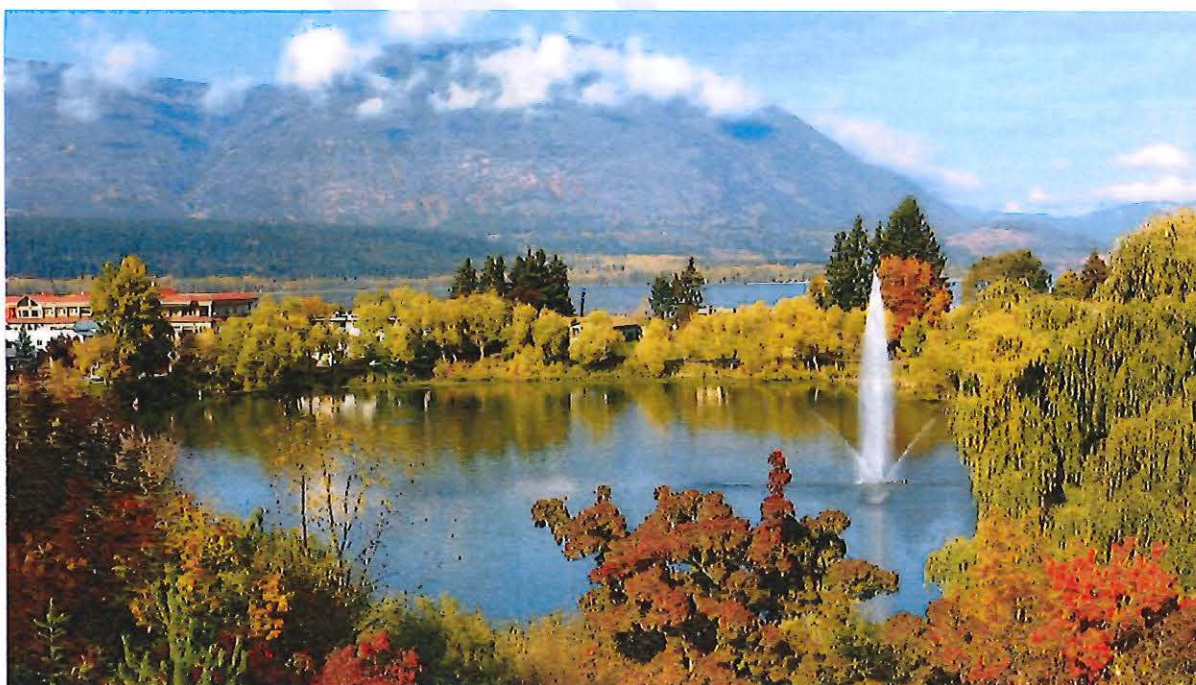
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A collaborative and integrated approach has been taken in developing the City of Salmon Arm Corporate Strategic Plan (Plan) to ensure it accurately reflects the needs and interests of City Council, staff, and the community. This Plan is an update to the 2013 Corporate Strategic Plan, so key components such as the vision, guiding principles, and five strategic drivers have been revisited to ensure that they align with present-day values and context. City Council and staff collaborated over many months and invited input from the community through a survey to better understand the priority projects of Salmon Arm's residents.

This updated Plan provides a revised list of Priority Projects to be undertaken over the next 10 years. It also outlines the overall process to establish this list of projects. The Plan considers the efforts and resources required to deliver on the City's core services, while also taking into consideration how these Priority Projects relate to other support services that are provided by other levels of government and organizations within the community.

The Plan includes a practical toolkit that will assist with decision making, prioritization of initiatives, and detailed project planning. The Plan is a living document that will be updated on an on-going basis as shorter term projects are completed, new priorities and projects arise, and new Councils are elected.

The two-page summary on the following page provides a snapshot of the key elements of the Corporate Strategic Plan and a list of the key projects along with the resources (i.e., capital, staff resources) required to deliver on these projects and initiatives.



## CORPORATE STRATEGIC PLAN

The City's Strategic Plan sets direction for decision making about significant projects anticipated to be undertaken in the next 10 years.

### VISION

The vision for this corporate strategic plan is to establish a living document that serves as a realistic framework to deliver special projects that are outside of the day-to-day mandate of core City services. This will enable the city to be nimble and adapt to the evolving needs of the community.

### GUIDING PRINCIPLES

Guiding Principles are foundational elements to be considered throughout the decision-making processes which occur within the context of implementing this strategic plan. The Guiding Principles are:

- **Support a prosperous, vibrant, and welcoming community** - We share in the pride of our community as a "small city with big ideas." We strive to deliver core services which are the foundation of a vibrant community, healthy natural environment, and thriving local economy both now and into the future.
- **Ensure responsible stewardship of City resources** - We are committed to the responsible management of our assets which include our infrastructure, finances, environment, recreation, health, and safety. We use an approach to infrastructure development which balances financial responsibility and overall benefit to the community.
- **Clarify expectations for ourselves and the community** - Council and staff are committed to creating a common understanding with the community about where the City's time, energy, and financial resources will be focused while balancing multiple interests and expectations.
- **Convene community partners to leverage knowledge and expertise** - We work nimbly to determine where the City may be positioned to lead or convene and support community partners who may be better equipped to provide leadership and / or implement projects outside the scope of core City services.
- **Provide excellence in service delivery** - We are committed to a high standard of service delivery in all our areas of service while also aspiring to meet community needs and expectations within a framework that can realistically respond to growth and changes in society.

### FIVE STRATEGIC DRIVERS WILL HELP US ACHIEVE OUR VISION AND VALUES:



### THE MAJORITY OF THE CITY'S CURRENT CAPACITY IS DEDICATED TO PROVIDING THE FOLLOWING CORE SERVICES IN ADDITION TO DELIVERING PRIORITY PROJECTS



## DRAFT Priority Projects

### Recent Achievements and In Progress (2021-2022)

- Visitor Information Services
- Poverty Reduction – Social Impact Assessment
- Major Reductions in Corporate CO<sup>2</sup> Emissions
- Plastic Checkout Bag Regulation
- Ross Street Underpass
- Water Conservation Plan
- Active Transportation Planning (RFP)
- Service Delivery Management, Policy and Framework
- Fire Smart Initiatives & Forest Fuel Load Mitigation
- Greening City Fleet (Electric and Hybrid Vehicles)
- Cultural Master Plan Tripartite Agreement
- BC Housing Affordable and Supportive Units (In collaboration)
- Trans-Canada Highway Four Laning and New Salmon River Bridge (In collaboration)
- Trans-Canada Highway Safety Improvements (In collaboration)
- Transit Service Expansion Initiatives (In collaboration)

### Short-term Projects (2023-2025)

- Lakeshore Road Improvements
- Wastewater Pollution Control Centre Upgrade
- Major Planning Bylaw Review (OCP, DCC & Zoning)
- Asset Management Programs
- Canoe Beach Master Plan Initiatives
- Storm Water Utility
- Urban Indigenous Strategy/ Truth & Reconciliation
- Long-Term Financial Plan, Dept. Strategy & Capital Plan
- Climate Action Initiatives
- Transportation Master Plan

### Medium-term Projects (2026-2028)

- Auto Road Connector
- Blackburn Park Master Plan Initiatives
- Community Facilities & Assets Strategic Plan
- Human Resources Strategy
- Comprehensive Information Technology Plan
- New Pool and Retrofit of Existing Recreation Centre
- Food and Urban Agricultural Plan
- West Bay Connector Trail

### Long-term Projects (2029-2031)

- 4 Avenue Connector
- Downtown Parkade
- Klahani Park Master Plan Initiatives
- Universal Water Metering & Cost Benefit Analysis

Item 22.1

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-557 be authorized for issuance for Lot A, Section 11, Township 20, Range 10, W6M, KDYD, Plan 12331 to vary Zoning Bylaw No. 2303 as follows:

- i) Section 6.6 Maximum Height of Accessory Building increase from 6.0 m to 8.3 m to facilitate construction of an accessory building on the subject property.

[VP-557; C. & J. Creasy, B. Olafsson; 530-20 Avenue SW; Height requirements]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: August 15, 2022

SUBJECT: Development Variance Permit Application No. VP-557

Legal: Lot A, Section 11, Township 20, Range 10, W6M, KDYD, Plan 12331  
 Civic Address: 530 – 20 Avenue SW  
 Owner: C. & J. Creasy  
 Agent: B. Olafsson

## MOTION FOR CONSIDERATION

**THAT:** Development Variance Permit No. VP-557 be authorized for issuance for Lot A, Section 11, Township 20, Range 10, W6M, KDYD, Plan 12331 to vary Zoning Bylaw No. 2303 as follows:

**i) Section 6.6 Maximum Height of Accessory Building increase from 6.0 m to 8.3 m to facilitate construction of an accessory building on the subject property.**

## STAFF RECOMMENDATION

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

## PROPOSAL

The subject parcel is located at 530 20 Avenue SW (Appendices 1 and 2). The proposal is to construct an accessory building (shop with a mezzanine/storage above) on the southwest portion of the property (Appendix 5). The proposed building requires a maximum height (of an accessory building) variance from 6.0 m to 8.3 m.

## BACKGROUND

The parcel is designated Low Density Residential (LR) in the City's Official Community Plan (OCP) and is zoned R-1 (Single Family Residential Zone) in the Zoning Bylaw (Appendices 3 and 4). The subject property is located on Foothill Road and has frontages onto Foothill Road and 20 Avenue SW. This area consists primarily of residential and agricultural uses. Nearby landmarks include 'The Ridge' subdivision to the southwest and The Mall at Piccadilly further to the northwest.

Land uses adjacent to the subject property include the following:

North:	Foothill Road; single family dwelling and accessory buildings	Zoned R-1
South:	single family dwelling and accessory building	Zoned A-2/R-1
East:	single family dwelling	Zoned R-1
West:	single family dwelling and accessory buildings	Zoned A-2/R-1

The property is 0.634 ac in area and currently contains a single family dwelling, which was built in 1962. The property owners/applicants are proposing a new 30'x38' accessory building (shop with mezzanine/storage above), which is 8.28 m in height. No other variances are being applied for. Conversion of the accessory building to a detached suite/dwelling would require setback variances given the proposed location. The applicant has not indicated any intent to convert the building into a detached suite (Appendices 6 and 7), which would require the following:

- 1) Approval to rezone the subject property to R-8 (Residential Suite Zone);
- 2) A separate Building Permit for a suite and meeting the BC Building Code, and;
- 3) Payment of Development Cost Charges (DCC's).

Site photos are attached, in Appendix 8.

#### COMMENTS

##### Engineering Department

No Engineering concerns.

##### Building Department

No concerns with height variance but suspect this could be a detached suite in the future. The upper storage area is almost 80 square metres. The building department is also dealing with non-compliant mezzanine and geotechnical issues in the debris flow area (Appendix 9).

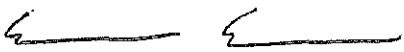
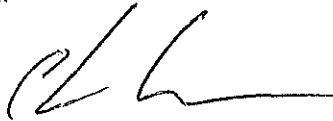
##### Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Development Variance Permit Procedures Bylaw* notices are mailed to land owners within a 30m radius of the application. The notices outline the proposal and advise those with interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on August 22, 2022.

##### Planning Department

Development Variance Permits are considered on a case-by-case basis, and in doing so, a number of factors are taken into consideration. These factors include site-specific conditions, such as lot configuration, negative impact on the general form and character of the surrounding neighbourhood and potential negative impact(s) on adjacent properties. Building height requirements are intended to ensure uniform building development so that accessory buildings are of smaller stature than the principal building or use.

However, as the lot is located in a rural residential area, the development is relatively isolated. In addition, the proposed building will be located at the rear of the property, thus having a limited visual impact on neighbouring properties, as the parcels to the east and south have dwellings generally sited up-slope, above the proposed accessory building. The existing dwelling is smaller than the proposed height of the accessory building. The relationship of use and height would be maintained, therefore, staff believe that there would be little effect with regard to the site and the general form and character of the neighbourhood. As such, staff have no concerns with this application.

  
Prepared by: Evan Chorlton  
Planner I  
Reviewed by: Chris Larson, MCIP, RPP  
Senior Planner

P90

# Subject Property Map

APPENDIX 1  
(FOOT 431)




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 Subject Property  
 Parcels

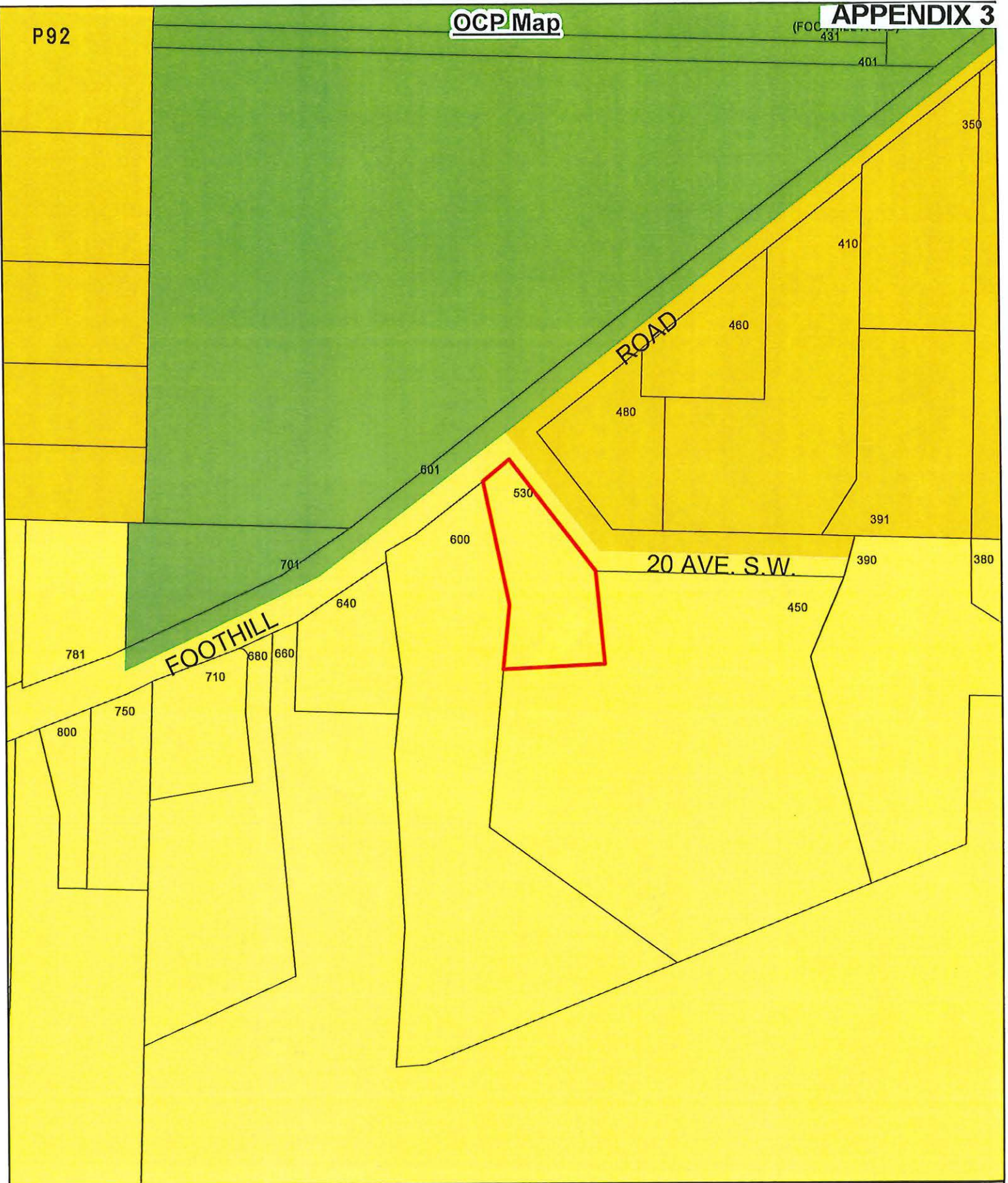


0 2.5 5 10 15 20 Meters

 Subject Property

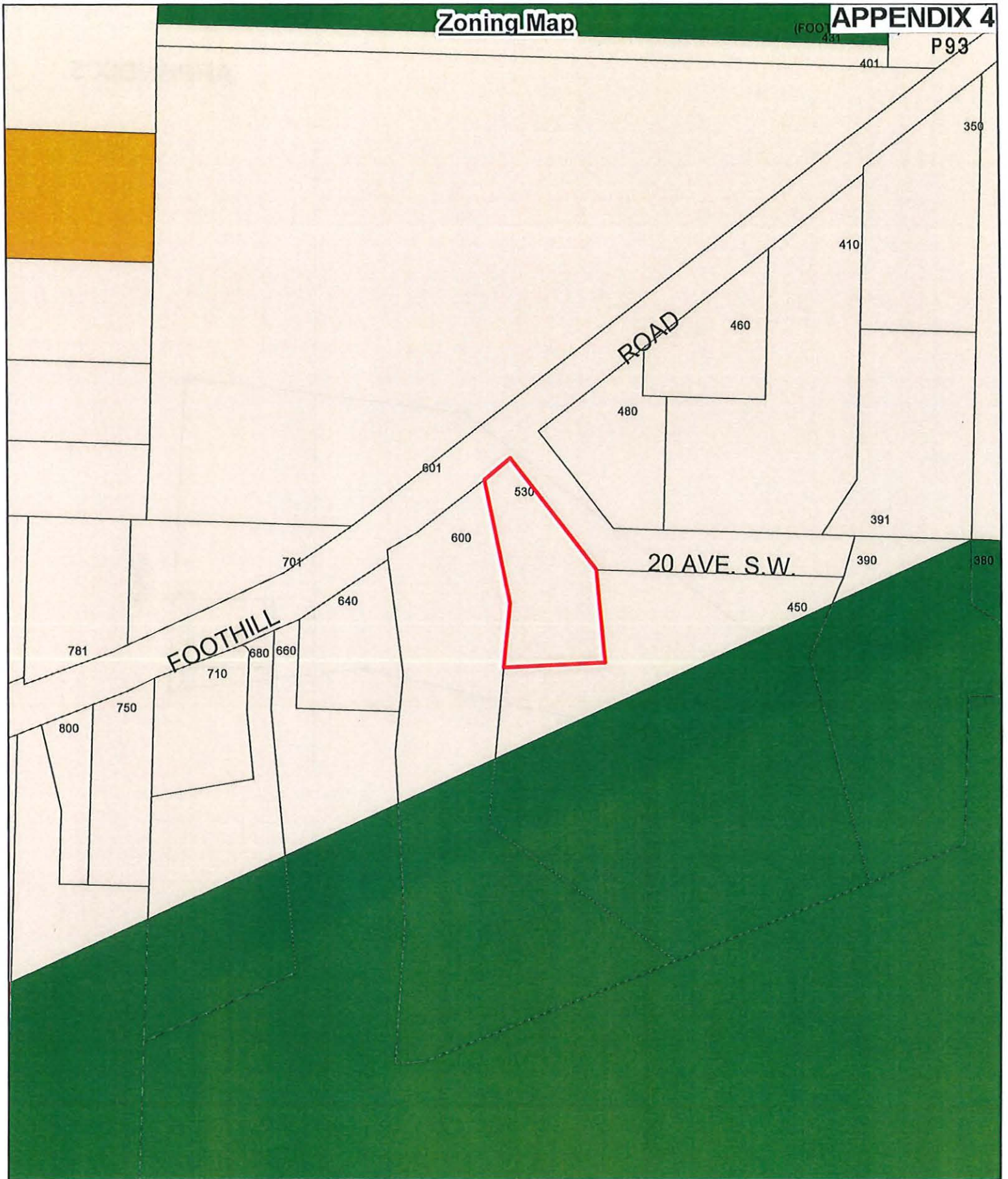
 Parcels

P92



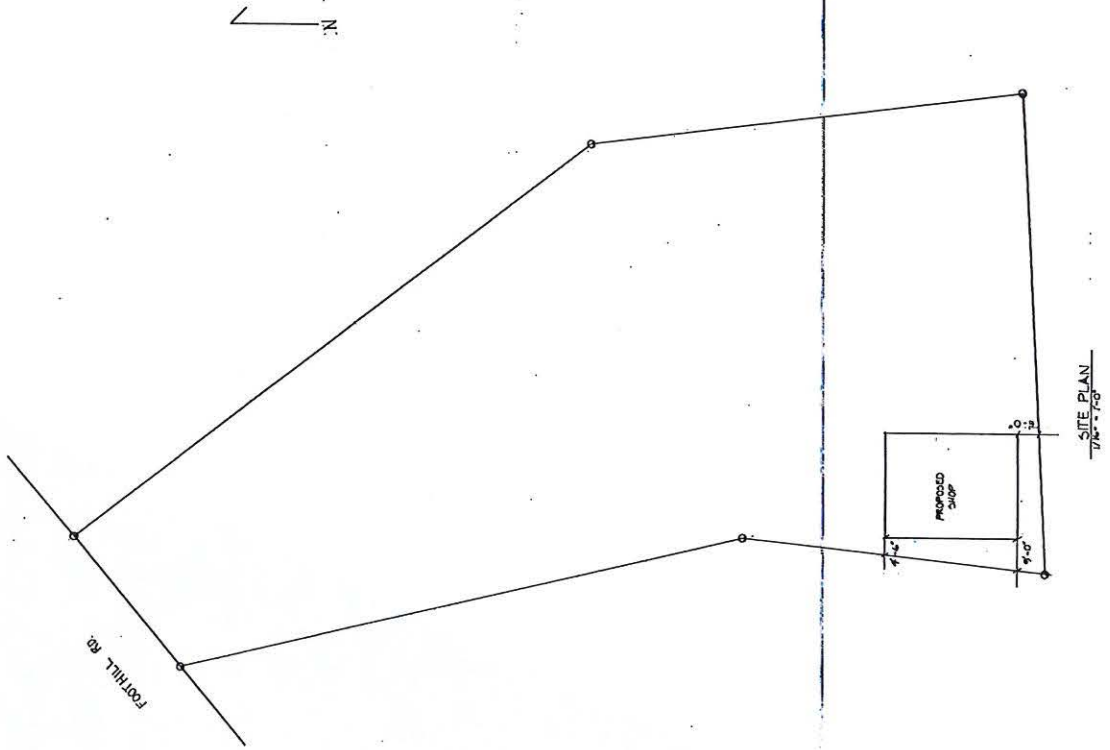
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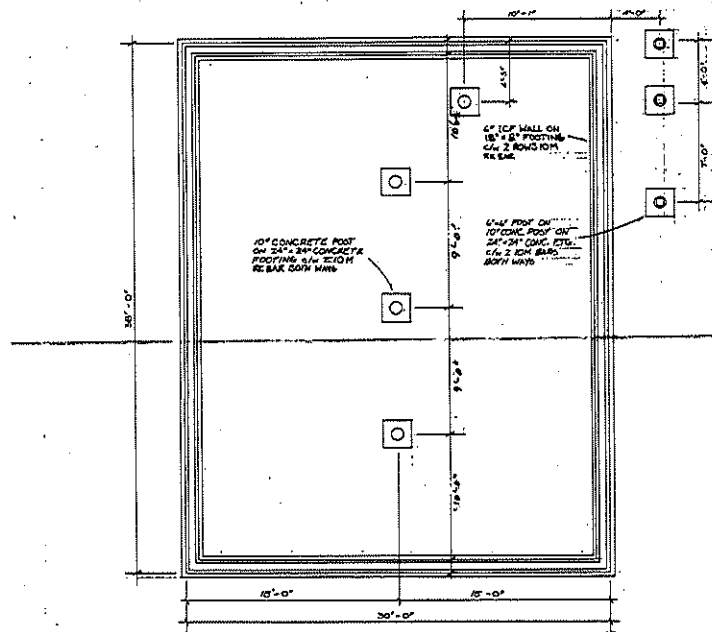
- Subject Property
- Parcels
- Acreage Reserve
- Residential - Low Density
- Residential - Medium Density



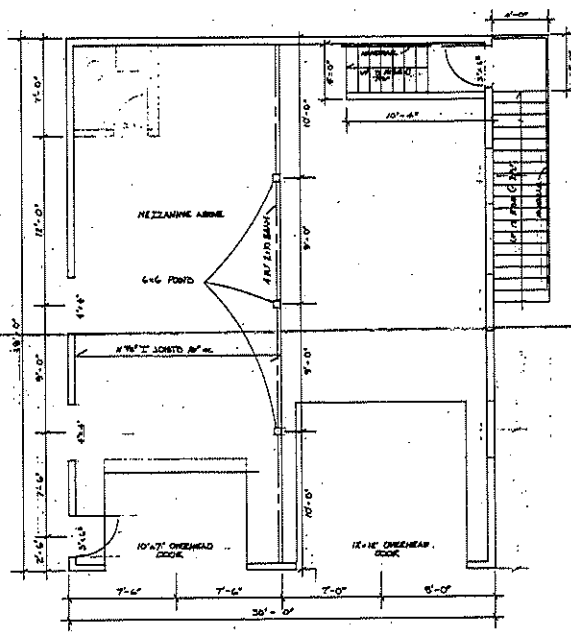
0 10 20 40 60 80  
Meters

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

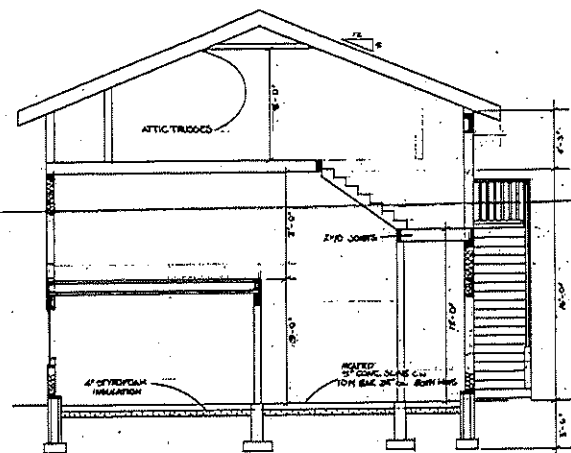




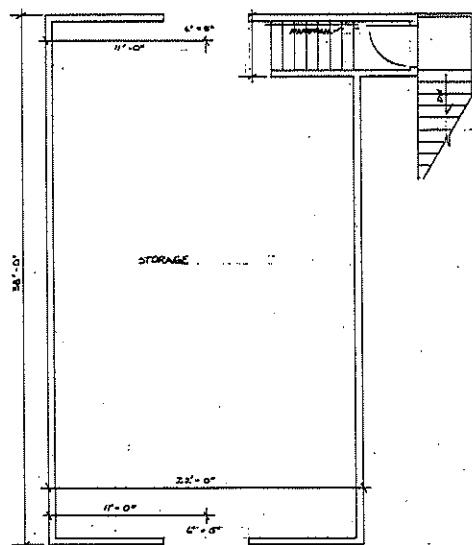
FOUNDATION PLAN  
SCALE 1/4" = 1'-0"



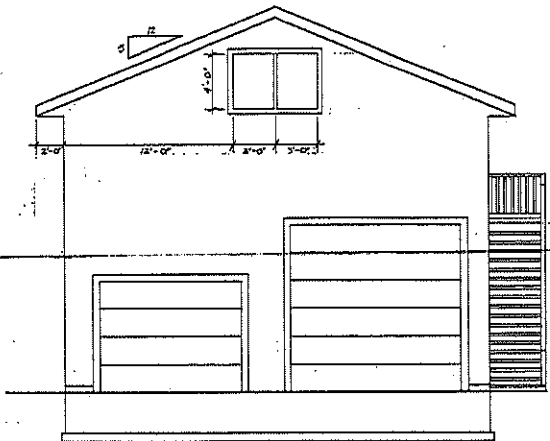
MAIN FLOOR PLAN  
SCALE 1/4" = 1'-0"



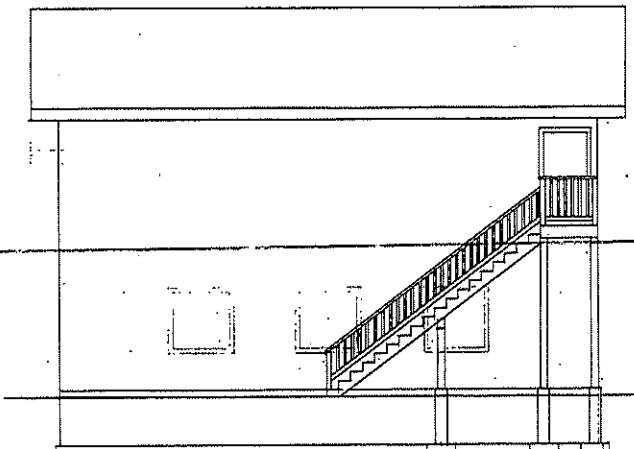
BUILDING SECTION  
SCALE 1/4" = 1'-0"



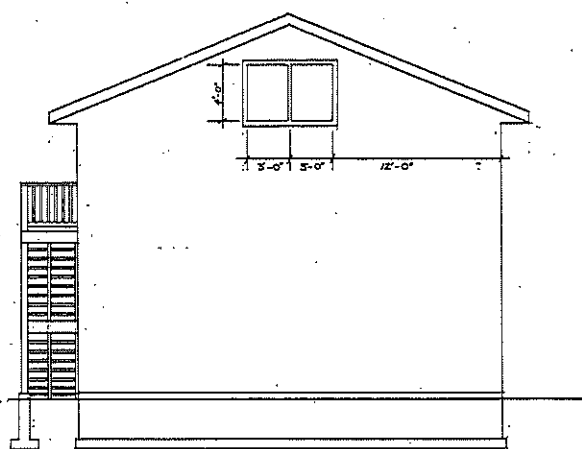
UPPER FLOOR PLAN  
SCALE 1/4" = 1'-0"



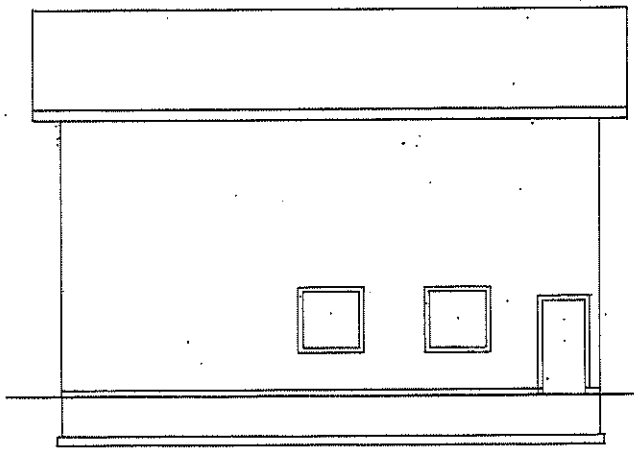
FRONT ELEVATION  
SCALE 1/4" = 1'-0"



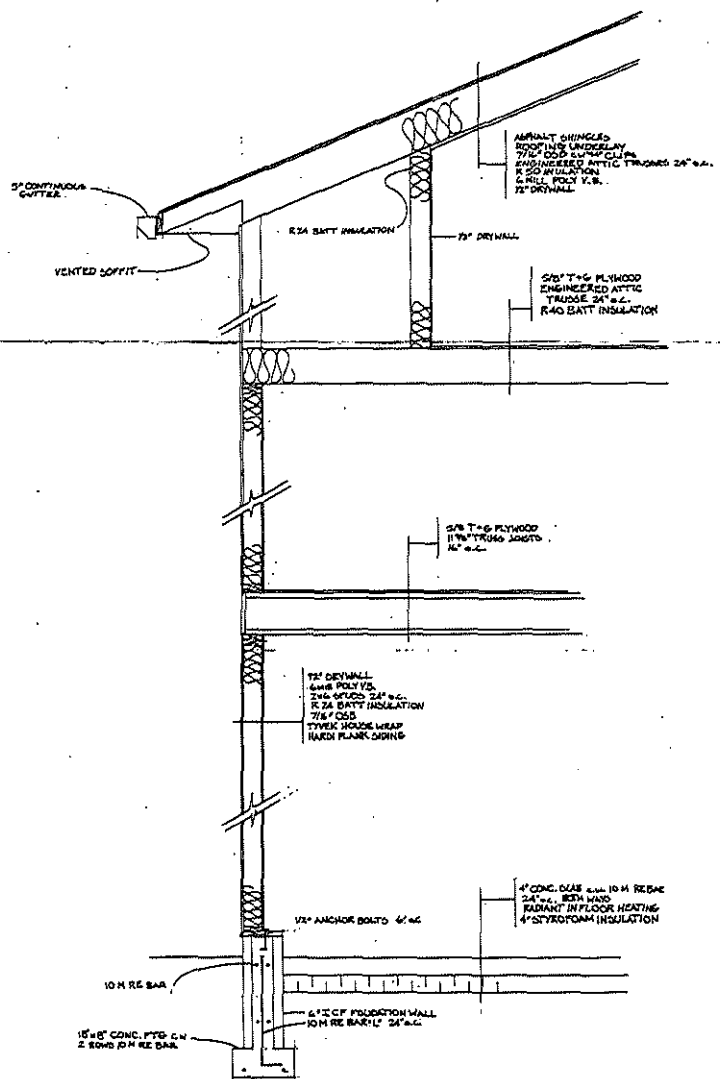
RIGHT ELEVATION  
SCALE 1/4" = 1'-0"



REAR ELEVATION  
SCALE 1/4" = 1'-0"

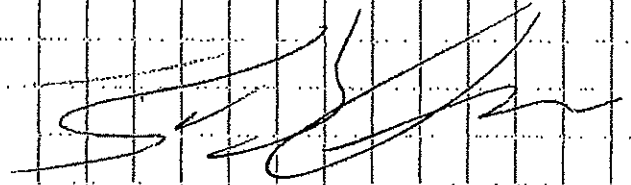


LEFT ELEVATION  
SCALE 1/4" = 1'-0"



TYPICAL WALL SECTION  
SCALE: 1/4" = 1'-0"

VARIANCE REQUEST IS TO ALLOW THE PROPOSED  
SHOP TO BE HIGHER THAN THE CITY BY LAW OF 6M.  
THE PROPOSED SHOP IS TO BE 8.28M HIGH.

A handwritten signature in black ink, appearing to be 'S. J. K.', written in a cursive style.

JUNE 22 2022

**Evan Chorlton**

**From:** Evan Chorlton  
**Sent:** Tuesday, August 2, 2022 2:48 PM  
**To:** Evan Chorlton  
**Subject:** RE: VP-557 - 530 20 Avenue SW

**From:** Clint <[clintcreasy@me.com](mailto:clintcreasy@me.com)>  
**Date:** July 6, 2022 at 9:27:50 PM PDT  
**To:** Evan Chorlton <[echorlton@salmonarm.ca](mailto:echorlton@salmonarm.ca)>  
**Subject:** Re: VP-557 - 530 20 Avenue SW

To whom it may concern,

The upper story of the proposed structure is for storage purposes only.

Regards,  
 Clint Creasy

**From:** Evan Chorlton  
**Sent:** Wednesday, July 6, 2022 11:42 AM  
**To:** [clintcreasy@me.com](mailto:clintcreasy@me.com); [builderbob@hotmail.com](mailto:builderbob@hotmail.com)  
**Cc:** Kevin Pearson <[kpearson@salmonarm.ca](mailto:kpearson@salmonarm.ca)>  
**Subject:** VP-557 - 530 20 Avenue SW

Good morning, Clint and Bob:

The reason for my email was to just get written confirmation from you that the upper floor of your proposed accessory building (shop with a mezzanine/storage above) will not be used as an illegal suite.

A suite would be considered a non-conforming use on the property under the current R-1 zoning regulations and would require a rezoning/zoning amendment application to R-8 (residential suite zone).

Thank you,

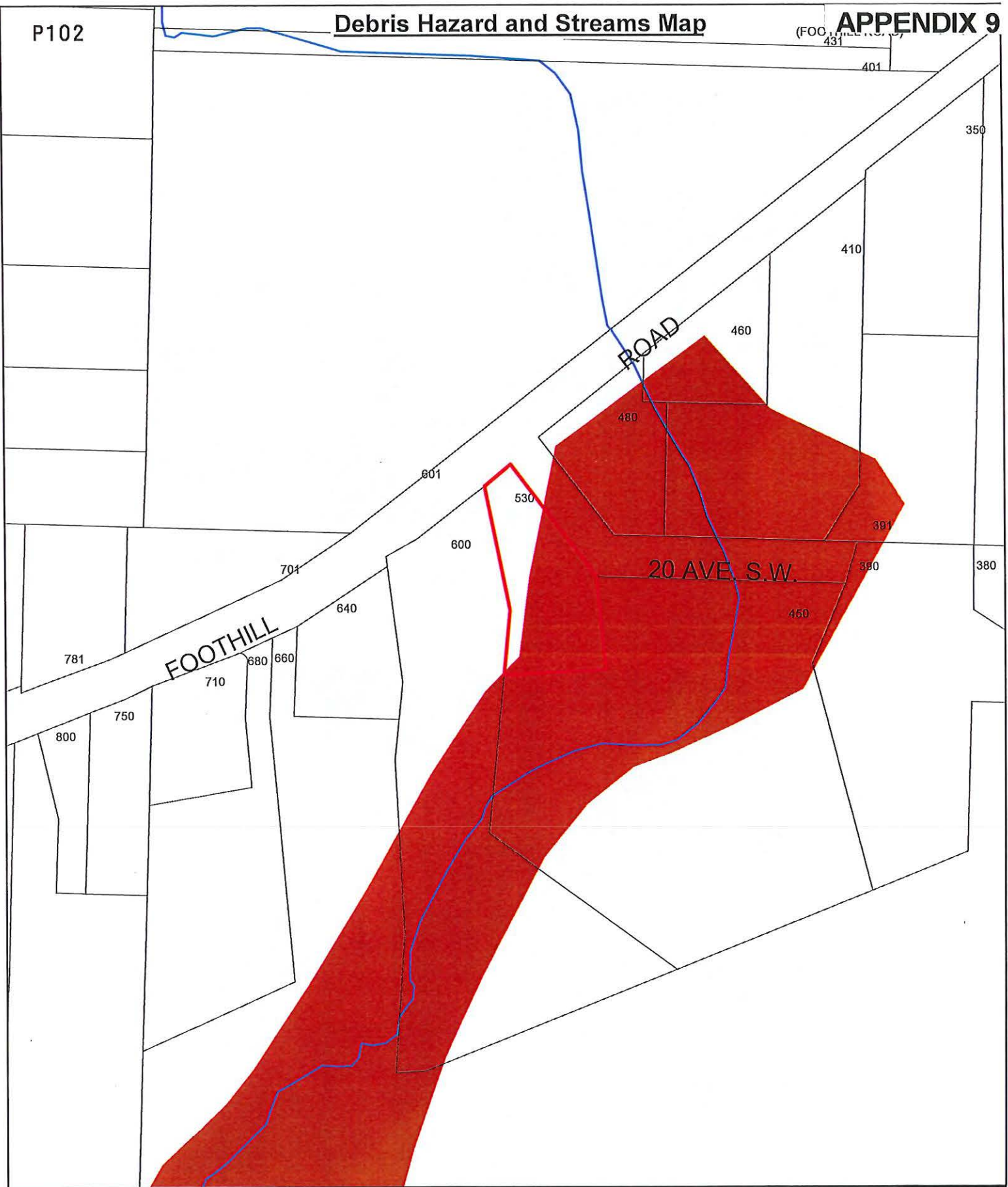
**Evan Chorlton | Planner I | Development Services**  
 Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2 | P 250.803.4021 | F 250.803.4041  
 E [echorlton@salmonarm.ca](mailto:echorlton@salmonarm.ca) | W [www.salmonarm.ca](http://www.salmonarm.ca)

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









0 10 20 40 60 80 Meters

-  Subject Property
-  Debris Hazard Area
-  Stream
-  Parcels

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

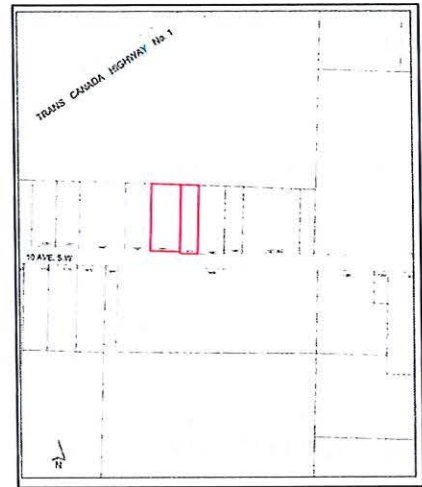
P103

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, August 22 at 7:00 p.m.

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

Rezone Lot 3, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309 and Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan 10420 from C-3 (Service Commercial Zone) to C-6 (Tourist/Recreation Commercial Zone)

<b>Civic Address:</b>	1511 & 1561 – 10 Avenue SW
<b>Location:</b>	Southeast of Trans Canada HWY on the North side of 10 Avenue SW
<b>Present Use:</b>	Vacant Land
<b>Proposed Use:</b>	Potential future commercial use – Supportive Living Apartment
<b>Owner:</b>	Green Emerald Investments Inc.
<b>Reference:</b>	ZON-1240/ Bylaw No. 4527



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from August 9 to August 22, 2022 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. In person attendance will be on a first come first serve basis. If you wish to attend electronically email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

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

Sue Wood, Director of Corporate Services

August 10 and August 17, 2022



TO: His Worship Mayor Harrison and Members of Council

DATE: July 8, 2022

SUBJECT: Zoning Amendment Application No. 1240

Legal: Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan 10420, and Lot 3, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309  
 Civic: 1511 & 1561 10 Avenue SW  
 Owners: Green Emerald Investments Inc. and 1306085 Alberta Ltd.  
 Agent: Arsenault, G.

### MOTION FOR CONSIDERATION

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan 10420 and Lot 3, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309 from C-3 (Service Commercial) to C-6 (Tourist / Recreational Commercial);

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

### STAFF RECOMMENDATION

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

### PROPOSAL

The two subject parcels are approximately 1.3 acres in area on the commercial corridor of 10 Avenue southwest south of the Trans Canada Highway, between Westgate Market to the west and the Mall at Picadilly to the east (see Appendix 1 and 2). The parcels are designated Commercial – Highway Service / Tourist (HC) in the City's Official Community Plan (OCP) and zoned C-3 (Service Commercial) in the Zoning Bylaw (Appendix 3 and 4). The purpose of this application is to rezone the subject parcel to allow for potential future commercial use, as shown in the attached development concept (Appendix 5). C-6 zone regulations are attached (Appendix 6).

### BACKGROUND

The subject property is located within the commercial corridor west of the City Centre to 30 Street SW as identified in the OCP, an area characterized by residential, commercial and institutional uses. The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-1) and Commercial (C-3) zones. Adjacent zoning and land uses include the following:

North:	IR	First Nations reserve lands
East:	C-3	Commercial
West:	R-1 and C-3	Single Family Dwelling and Commercial
South:	C-3	Commercial (rural residential / agricultural use)

The subject property is currently vacant, as shown in site photos attached (Appendix 7).

### OCP POLICY

The proposed zoning amendment aligns with the HC (Highway Service / Tourist Commercial) designation in the OCP. The amendment would align with the Commercial Objectives and Policies listed in OCP Section 9, including supporting commercial uses within the primary commercial areas of the City.

Development of the parcel would be subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area.

### COMMENTS

#### Ministry of Transportation and Infrastructure

Preliminary approval has been granted as of July 4, 2022 (Appendix 8).

#### Engineering Department

No concerns with rezoning. Servicing requirements for future development have been provided to the applicant. Comments attached (Appendix 9).

#### Fire Department

No Fire Department concerns.

#### Building Department

No concerns with rezoning.

#### Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw, notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on August 8, 2022.

#### Planning Department

The surrounding neighbourhood has been undergoing slow development, moving from a mix of older single family housing and commercial development, towards newer commercial and mixed use development.

Staff note that this proposal would not alter the amount of commercial land base within the City, rather it would offer a shift from the vehicle-oriented service and storage commercial uses of the C-3 zone, to the C-6 zone which offers more options for mixed commercial uses with residential use above.

Aligned with the mixed use development concept proposed, the C-6 Zone has a number of more flexible regulations relative to the C-3 Zone. These include a more permissive maximum height allowance (19 m versus 10 m in C-3), and more lenient setback requirements (including no front setback requirement versus 6 m in C-3). These are in keeping with the intent of the C-6 Zone to accommodate pedestrian oriented businesses with a mixture of land uses in an integrated manner.

The intent for the subject parcel under application is illustrated by a development concept attached as Appendix 5. Future development of the parcel would be subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area (provided to applicant), with future development requiring review through a form and character Development Permit application.

CONCLUSION

The OCP HC designation supports the proposed C-6 zoning. The subject parcel is considered by staff to be well-suited for the proposed C-6 uses, being within close proximity to the Trans Canada Highway as well as the Westgate and Picadilly commercial areas. The proposed C-6 zoning of the subject property is consistent with OCP and is therefore supported by staff.



---

Chris Larson, MCIP, RPP  
Senior Planner



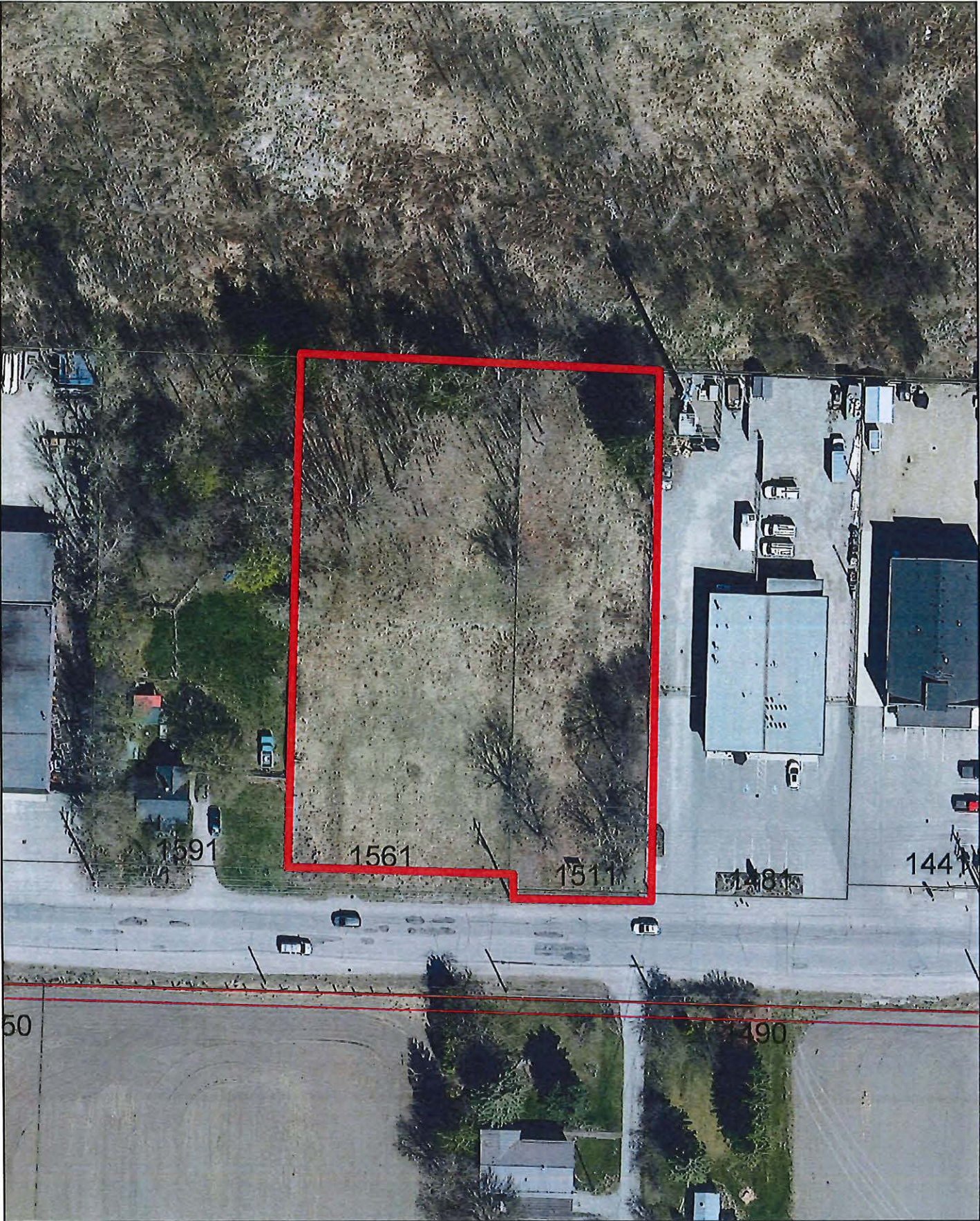
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Kevin Pearson, MCIP, RPP  
Director of Development Services



0 25 50 100 150 200 Meters

 Subject Parcel



50

1591

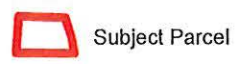
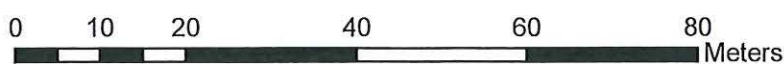
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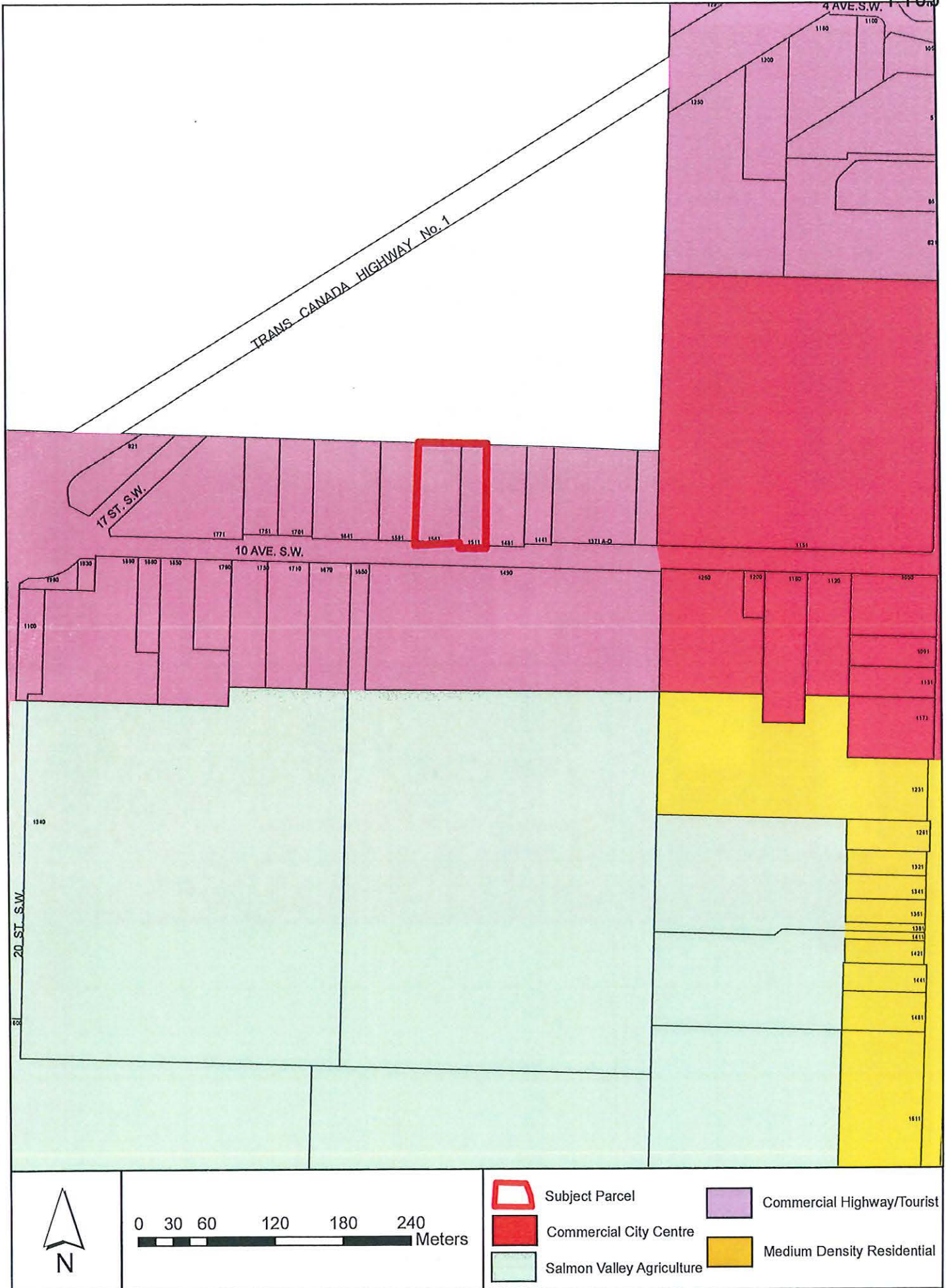
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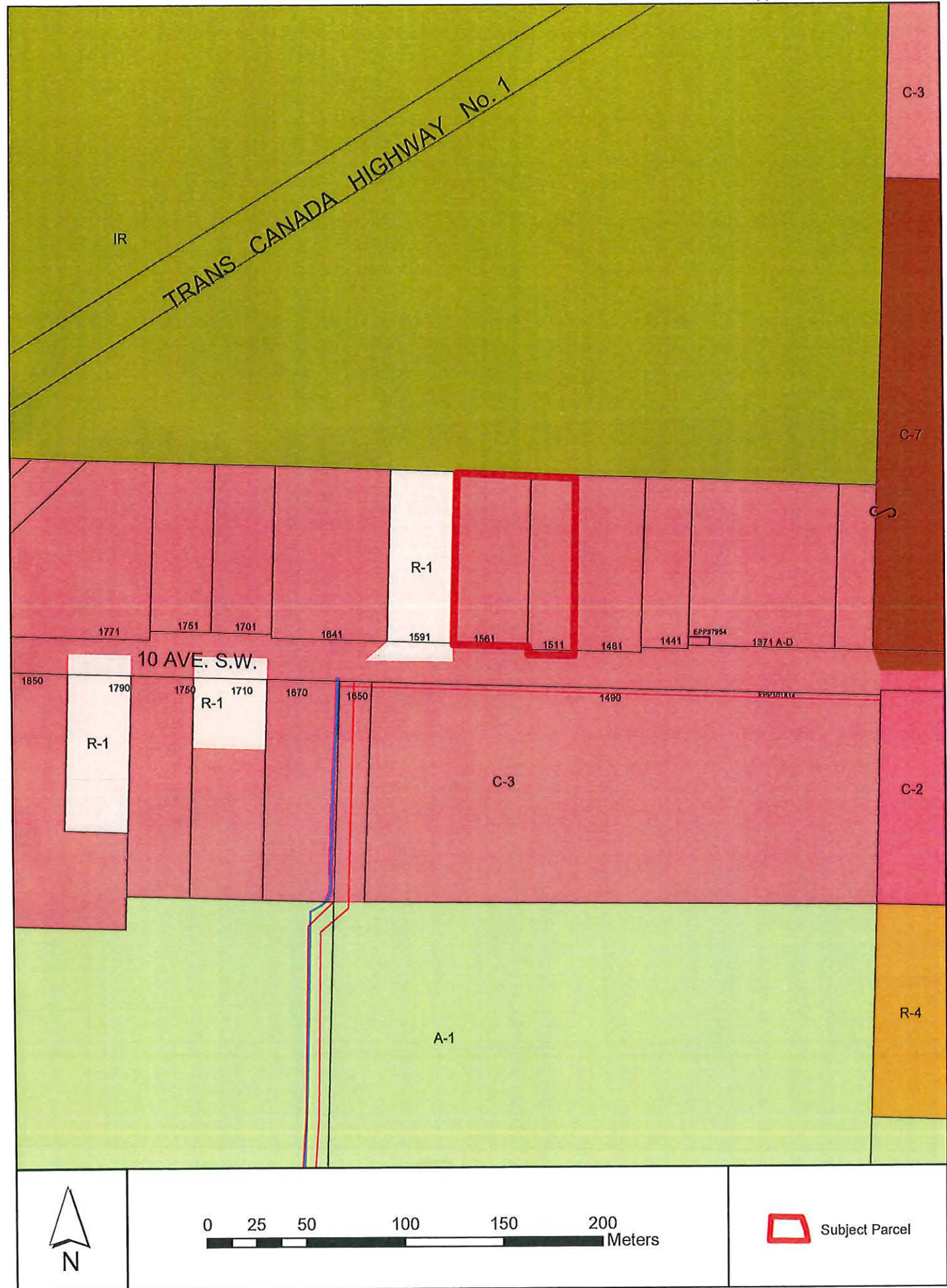
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# Salmon Arm Three Robins Supportive Living Apartment

Appendix 5: Development Concept



June 23, 2022  
Terry Collier, MSc.



## AN INTRODUCTION TO THREE ROBINS

### Our Philosophy for Aging in Place

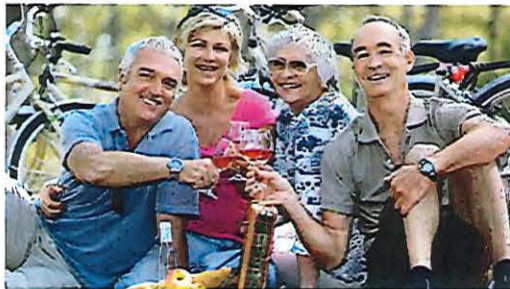
Appendix 5: Development Concept

Three Robins properties with their new fully equipped amenities rooms and suites offers an aging in place strategy for seniors. What makes Three Robins unique is the availability of optional services when needed. Each apartment has a full kitchen including in-suite laundry facilities to allow for maximum independence. Residents pay for the supportive services when needed, versus bundled services (housekeeping, meals, etc.) that often are not required when moving into a new senior's apartment. As your needs change, you can contact our on-site manager and get additional information on the services you may require.

By offering a resident volunteer program, residents can engage in supporting the community's functional programming and fellow residents as they choose. Three Robins is a perfect alternative for seniors who are looking for supportive lifestyle services but not prepared to pay or participate in a traditional Independent Supportive Living property.

Three Robins is not restrictive by its nature and therefore, there are no mandatory services or age restrictions. Aging in place occurs organically as the services are available when you require them. Having a more affordable option allows residents to save their funds now for unexpected costs in the future. Our goal is to have residents at Three Robins properties as their needs change from active adult, supportive living, and light assisted living (medication assistance/bathing/dressing).





## *The Concept*

- 89 suites
- Amenities on the main floor with 12,611 Commercial Space
- 10% of the suites deemed affordable (50% off of market rental rates)

Projected Monthly Rental Suite Salmon Arm

Bachelor /Studio \$ 1495 One bedroom \$1895

Two Bedroom \$2295 Two Bedroom & Den \$2995

- Life Style amenities with aging in place design (walker accessible)
- Total Staff 3 (General Manager, Leasing Rec Manager, Maintenance Manager)
- 24 hour emergency call program, recreation and on-site management and maintenance
- 8000 sq. ft. of amenity space that can be converted to suites after seniors apartment strategy has been completed. The concept is to revert after 40 years to market apartments

## *Social Programing proposed to increase Community Integration*



- Daycare
- Elder care (respite day program)
- Meals on Wheels
- Seniors Drop in Center
- Walk in Clinic



**Attention Caregivers**  
The “Reach Out for Respite” program  
was designed just for you!

Site  
10<sup>th</sup> Avenue  
Between EMCO Salmon Arm – Salmon Arm  
Fireplace Ltd.

Appendix 5: Development Concept



COMMERCIAL = 12,611 S.F.

## BUILDING AREA

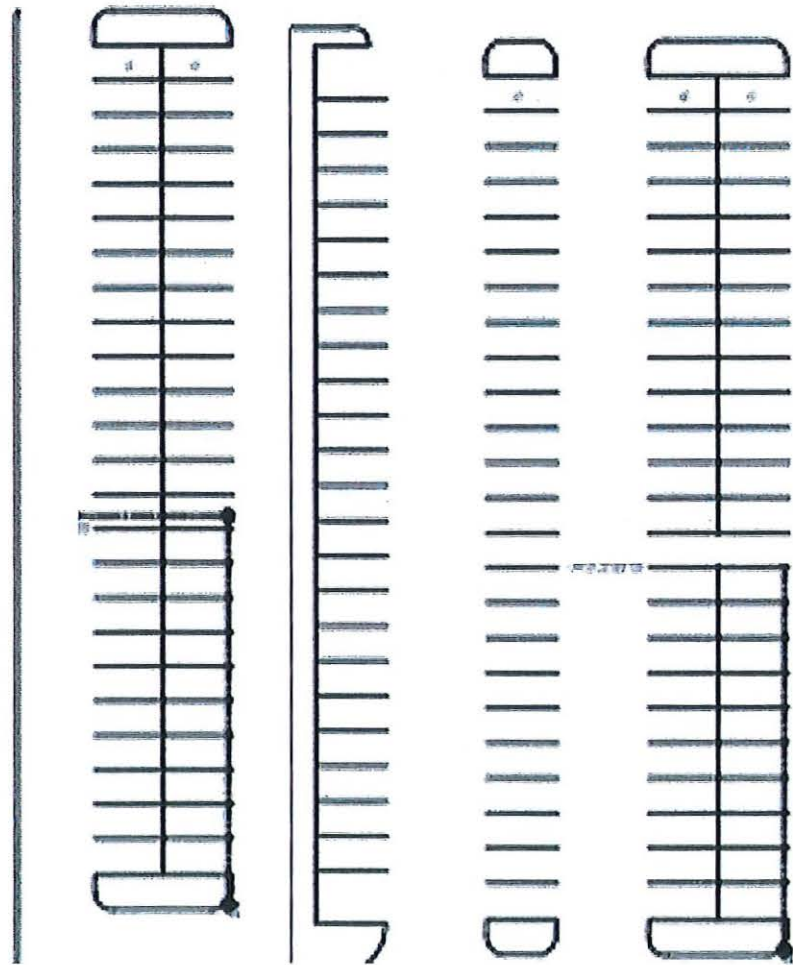
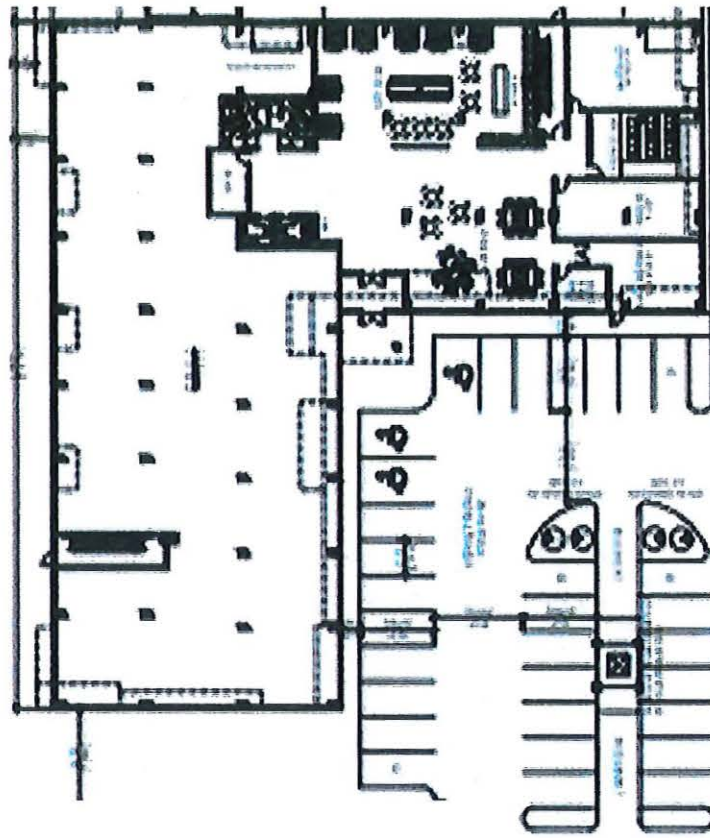
MAIN	= 20,184 S.F.
TYPICAL 18,588X4	= 74,352 S.F.
SIXTH	= 17,769 S.F.
<u>TOTAL</u>	<u>= 112,305 S.F.</u>
PARKADE	= 20,184 S.F.

## SUITE COUNT

1 BED+DEN	- A = 10 ( 695 S.F. )
1 BED+DEN	- A1 = 05 ( 784 S.F. )
2 BEDROOM	- B = 10 ( 801 S.F. )
2 BED+DEN	- B1 = 10 ( 910 S.F. )
2 BEDROOM+SUNROOM	- B2 = 10 ( 1,128 S.F. )
2 BED+DEN+SUNROOM	- C = 24 ( 1,239 S.F. )
2 BEDROOM+SUNROOM	- D = 10 ( 1,139 S.F. )
<u>TOTAL</u>	<u>= 79</u>

# Site Plan

## Appendix 5: Development Concept



**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE**

Appendix 6: C-6 Zone

**Purpose**

- 20.1 The C-6 Zone is intended to accommodate pedestrian oriented tourist/recreation businesses. The area zoned C-6 is envisioned to be developed with a mixture of land uses in an integrated manner and is intended to cater to the resident and tourist alike with a small shop and resort atmosphere. *Development* within the C-6 Zone shall be subject to a *Development Permit* as per the *Official Community Plan*.

**Regulations**

- 20.2 On a *parcel zoned C-6*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-6 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 20.3 The following uses and no others are permitted in the C-6 Zone:

- .1 art gallery;
- .2 banking kiosk;
- .3 boat and marine sales, repair and rental, including outside covered or screened storage;
- .4 *commercial daycare facility* #3637
- .5 convention centre;
- .6 craft making and sales;
- .7 farmers market;
- .8 *health service centre*;
- .9 *high technology research and development*; #4368
- .10 *home occupation*; #2782
- .11 *hotel*;
- .12 library;
- .13 *licensee retail store*; #3223
- .14 *mobile food vending*; #4340
- .15 motel;
- .16 museum;
- .17 night club;
- .18 *offices*; #3426
- .19 *outside vending*; #2837
- .20 parkade/off-street parking, in Areas "A", "B" and "C" [Waterfront Area] as shown on Schedule "C" attached hereto and forming part of this bylaw. #3163
- .21 *personal service establishment*;
- .22 pub;
- .23 *public use*;
- .24 *private utility*; #3060
- .25 *public utility*;
- .26 *recreation facility - indoor*;
- .27 *recreation facility - outdoor*;
- .28 *resort accommodation*; #3517
- .29 restaurant;
- .30 *retail store*; #4005
- .31 theatre;
- .32 *upper floor dwelling units*; #2554
- .33 *work/live studios*; #3167 and
- .34 *accessory use*.

**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED** Appendix 6: C-6 Zone

**Accessory Uses**

20.4

- .1 Outside storage and *warehouse* facilities are only permitted within Area "B" as shown on Schedule "C" attached to and forming part of this Bylaw. #2554, #3426

**Maximum Height of Principal Buildings**

20.5 The maximum *height* of *principal buildings* shall be 19.0 metres (62.3 feet). #2748

**Maximum Height of Accessory Buildings**

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

**Minimum Parcel Size or Site Area**

20.7 The minimum *parcel* size or *site* area shall be 325.0 square metres (3,498.4 square feet).

**Minimum Parcel or Site Width**

20.8 The minimum *parcel* or *site* width shall be 10.0 metres (32.8 feet).

**Minimum Setback of Principal and Accessory Buildings**

20.9 The minimum *setback* of the *principal* and *accessory buildings* from the:

- |    |  |                       |
|----|--|-----------------------|
| .1 | <i>Rear parcel line</i> adjacent to a residential zone shall be          | 3.0 metres (9.8 feet) |
| .2 | <i>Interior side parcel line</i> adjacent to a residential zone shall be | 3.0 metres (9.8 feet) |

**Outside Storage**

20.10 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

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



View of subject parcels northeast from 10 Ave SW.



View of subject parcels northwest from 10 Ave SW.

BRITISH  
COLUMBIAMinistry of Transportation  
and InfrastructureDEVELOPMENT SERVICES  
PRELIMINARY BYLAW  
COMMUNICATION

Your File #: ZON-1240/BL4527  
eDAS File #: 2022-03158  
Date: Jul/04/2022

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

Re: Proposed Bylaw 4527 for:

- PID 010-561-480, LOT 3 SECTION 15 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 4309
- PID 004-098-269, LOT 1 SECTION 15 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 10420

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

If you have any questions please feel free to call 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

**CITY OF  
SALMON ARM***Memorandum from the  
Engineering and Public  
Works Department*

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TO:	Kevin Pearson, Director of Development Services
DATE:	June 22, 2022
PREPARED BY:	Mustafa Zakreot, Engineering Assistant
APPLICANT:	Green Emerald Investments Inc.
SUBJECT:	<b>ZONING AMENDMENT APPLICATION FILE NO. ZON 1240</b>
LEGAL:	Lot 3, Section 15 Township 20, Range 10, W6M, KDYD, Plan 4309 Lot 1, Section 15 Township 20, Range 10, W6M, KDYD, Plan 10420
CIVIC:	<b>1511 &amp; 1561 – 10 Ave SW</b>

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Further to your referral dated May 13, 2022 we provide the following servicing information. The following comments and servicing requirements are **not conditions for Rezoning but are required as a condition of subdivision or development**:

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.

**ZONING AMENDMENT APPLICATION FILE NO. ZON 1240**

June 22, 2022

Page 2

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9. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 10 Avenue SW, on the subject property's southern boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at the development time, all building setbacks will be required to conform to the ultimate 25.0m cross section and a right-of-way will be required to accommodate frontage improvements as discussed below. Available records indicate that 2.44m right-of-way will be required at the development stage (to be confirmed by BCLS).
2. 10 Avenue SW is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the current Urban Interim Arterial Road standard will be required, in accordance with Specification Drawing No. RD-4. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, multi-use path, boulevard construction, street lighting, fire hydrants, and street drainage. The hydro is three-phase along the subject frontage and therefore exempt from the requirement to place underground; however, the relocation of the poles may be necessary to accommodate the required infrastructure. Owner / Developer will be responsible for all associated costs. Owner / Developer will be responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
3. As 10 Avenue SW is designated as an Arterial Road, accesses shall be designed by keeping to a minimum number. Only one driveway access (maximum 8 metres wide) will be permitted onto 10 Avenue SW. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

**Water:**

1. The subject property fronts a 200 mm diameter Zone 1 watermain on 10 Avenue SW. No upgrades will be required.
2. The proposed development is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11) adequately sized to satisfy the proposed use at the development stage. A Radio Frequency (RF) Water meter will be supplied by the City at the time of development, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that 1511 10 Avenue SW is serviced by a service of unknown size from the 200mm diameter watermain on 10 Avenue SW. Due to the size and / or age of the existing service, upgrading to a new metered service (minimum 25mm) will be required at the development stage. In addition, records indicate that 1561 10 Avenue SW had a 15mm water

**ZONING AMENDMENT APPLICATION FILE NO. ZON 1240**

June 22, 2022

Page 3

service, and it was disconnected in 2016. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department at the time of development.
6. Owners / consulting Engineer shall review the site to ensure placement of fire hydrants meet the appropriate density spacing requirements at the time of development.

**Sanitary:**

1. The subject property fronts a 300 mm diameter sanitary sewer on 10 Avenue SW. No upgrades will be required at this time.
2. The proposed development is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
4. Records indicate that the existing properties are each serviced by a 100mm size service from the sanitary sewer on 10 Ave SW. Upon consolidating the two lots, only one service will be permitted. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 1500 mm diameter storm sewer on 10 Ave SW. No upgrades will be required at this time.
2. The subject property is in an area with current storm capacity concerns according to the Stormwater Master Plan Study (April 2020). It is anticipated that stormwater will require control to the five (5) year pre-development flows. Owner / Developer's engineer shall review downstream capacity within the existing City Storm System to receive the proposed discharge from the development and upstream contributing drainage areas.
3. Records indicate that the existing property is currently not serviced by a storm sewer service.
4. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided at the development stage.

**ZONING AMENDMENT APPLICATION FILE NO. ZON 1240**

June 22, 2022

Page 4

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5. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
  6. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



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**Mustafa Zakreet**  
Engineering Assistant



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**Jenn Wilson P.Eng., LEED® AP**  
City Engineer

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

P127

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, August 22 at 7:00 p.m.

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

**Proposed Rezoning** of Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1948 Except Plans 5734, 13562 and 25888 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 2710 30 Avenue NE

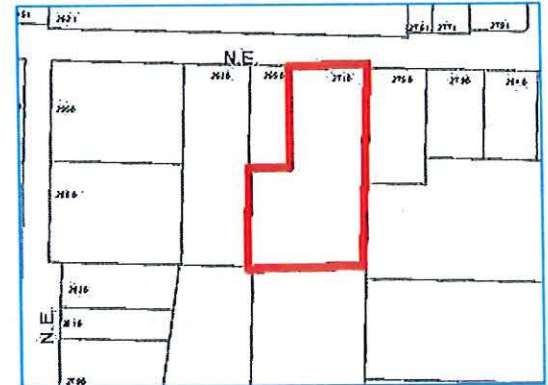
**Location:** West of 30 Street NE on the South side of 30 Avenue NE

**Present Use:** Single Family Dwelling

**Proposed Use:** Single Family Dwelling with Suite

**Owner / Agent:** 1197665 BC Ltd./Matejka Property Management And Developments Inc.

**Reference:** ZON-1247/ Bylaw No. 4544





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To: His Worship Mayor Harrison and Members of Council

Date: July 25, 2022

Subject: Zoning Bylaw Amendment Application No. 1247

Legal: Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1948  
Except Plans 5734, 13562, and 25888

Civic: 2710 – 30 Avenue NE

Owner/Agent: 1197665 BC Ltd. / Matejka Property Management and Developments Inc.

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### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1948 Except Plans 5734, 13562, and 25888 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

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### STAFF RECOMMENDATION

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

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### PROPOSAL

This proposal is to rezone the parcel to R-8 (Residential Suite) to permit the future option for construction and use of *secondary suites*. A subdivision application has been submitted which would split the parcel into 8 lots (Appendix 1). The existing and proposed parcels meet the conditions to accommodate a *secondary suite* (at this stage, 2 of the proposed lots have sufficient area to permit a *detached suite*).

### BACKGROUND

The subject parcel is located at 2710 – 30 Avenue NE (Appendix 2 and 3), is approximately 1.5 acres in area, and contains a single family dwelling and accessory buildings, intended to be removed. The parcel is designated Low Density Residential and within Residential Development Area A in the City's Official Community Plan (OCP), and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 4 & 5).

The subject parcel is located in an area largely comprised of R-1, R-8 and A-2 zoned parcels containing single family dwellings and accessory buildings (including suites). There are presently 24 R-8 zoned parcels within the vicinity of the subject parcel. The proposed zoning and subdivision aligns with the existing development to the south and east, and would align with pre-plans for roads and development to extend over land to the south (Appendix 5). Several of the properties located to the area surrounding the subject parcel have A-2 zoning that allows for secondary suites. Site photos are attached as Appendix 6.

#### *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 as well as the proposed parcels all have potential to easily meet the conditions for the development of a *secondary suite* (or *detached suite* where applicable), including sufficient space for an additional off-street parking stall. *Detached Suites* are permitted on single fronting parcels greater than 700 square metres in area.

COMMENTSEngineering Department

No objections to the proposed rezoning. Comments provided to applicant and attached as Appendix 7.

Building Department

No concerns. Building Permit application required for development.

Fire Department

Fire hydrant and turn around required.

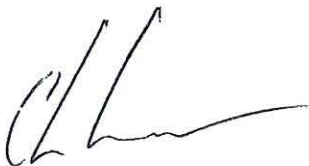
Planning Department

The future development as proposed is an important initial stage in the development of this portion of Residential Development Area A, in particular the large residential area bound within 30 Avenue NE, 30 Street NE, 25 Street NE and 25 Avenue NE (Appendix 4). The development concept including the rezoning and subdivision meets the OCP's Low Density Residential policies. This area has been designated for residential use for decades, with various road network concepts (or pre-plans) proposed, but not yet constructed (Appendix 8). The access road for the proposed development follows the east parcel line. This would form a partially dedicated and constructed roadway, and a potential future option for connection for a road network to provide access for the development of new parcels within the large adjacent residential area, which is generally land-locked. The road pre-plan also suggests a future east-west connection along the south parcel line of the subject parcel, which could also be a component of a future road network.

The road network concept attached as Appendix 8 developed in the 1990's presents one option for this residential area, with the details of the actual future road network to be determined subject to development of adjacent parcels and intent of individual owners. Today, staff view the north-south alignment proposed from 30 Avenue NE as a logical requirement given the position of existing buildings, property lines, infrastructure, and applicable policies.

Through the subdivision process and guided by road network concepts, the *Land Title Act* requires the Approving Officer to consider necessary and reasonable access to land situated beyond the subject parcel to secure access to other properties. As road access is required for the creation of any new parcel, staff note the importance of a future road network within this area to support future development through the enabling of efficient subdivision of these residential lands. While there is no current application over these adjacent lands, a future road network must be considered to provide access (and emergency access) to these lands beyond the subject parcel, and as such is a key element of this subdivision proposal. The road network concept contemplated for this area reiterates the importance of road access in this area. As noted, the details of a future road network are subject to the development of adjacent parcels, the intent of the individual owners, and are not bound to any timeline.

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The large subject parcel is well suited to R-8 development and the proposed parcels have more than sufficient area to meet all R-8 Zone requirements including the provision of onsite parking. Any development of a single family dwelling or secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

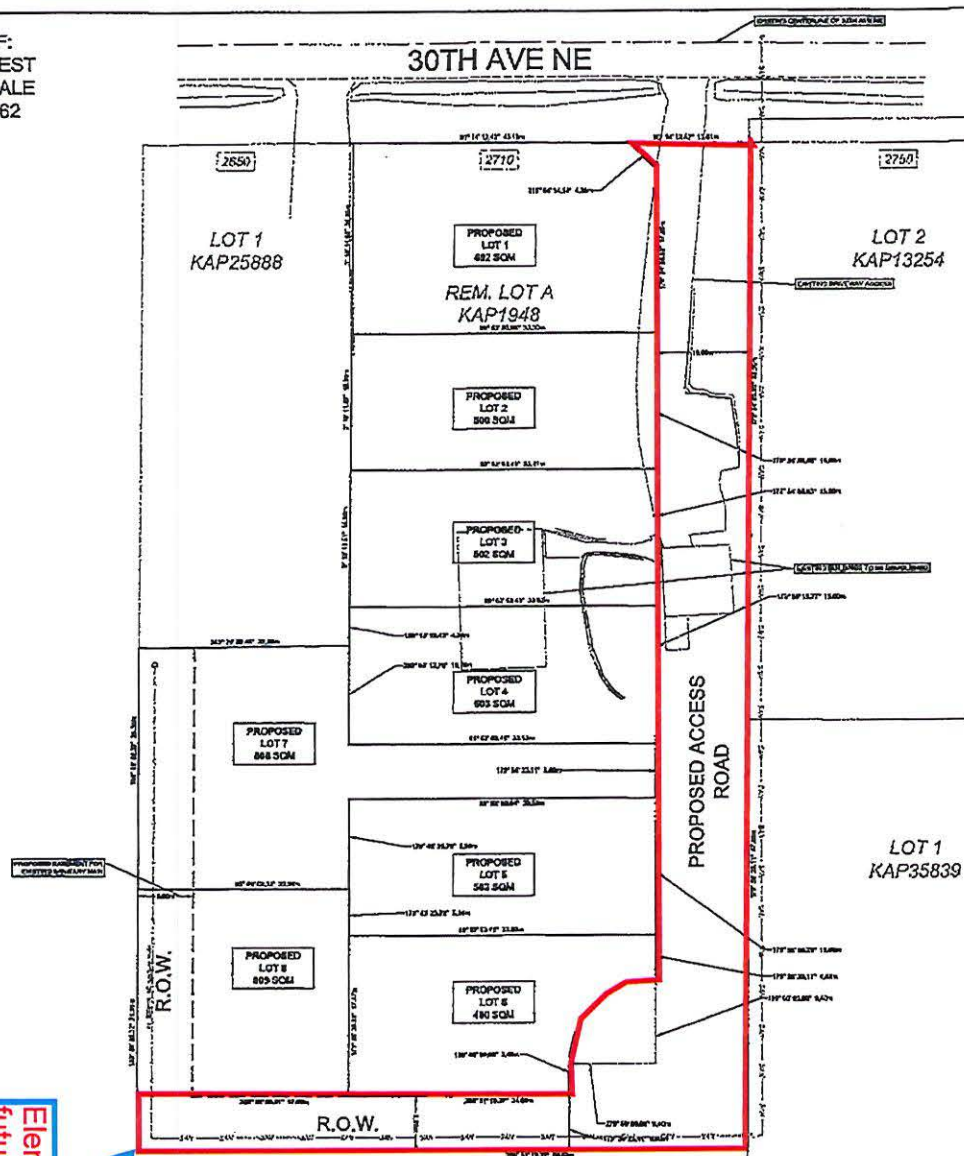


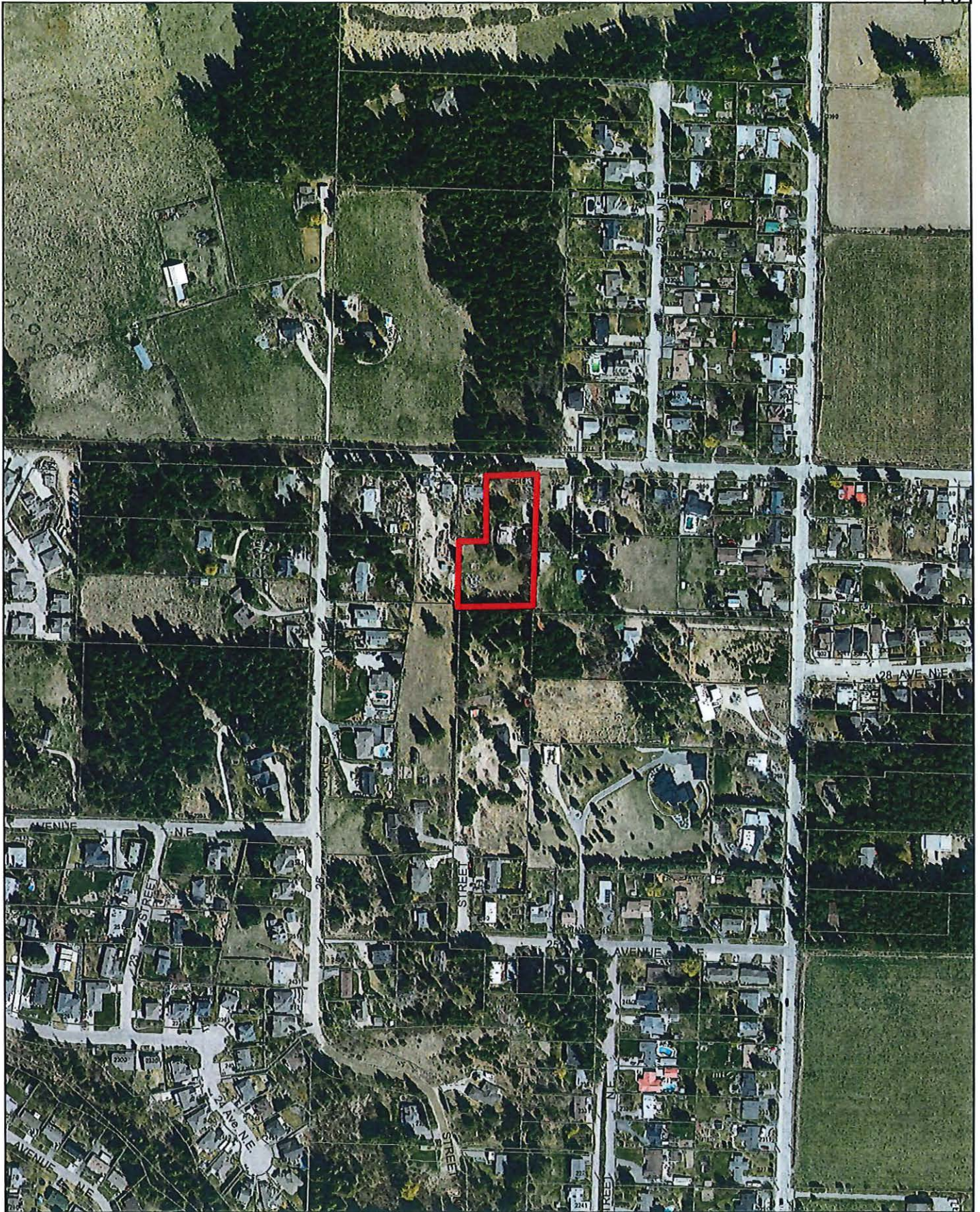
Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



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

SKETCH PLAN OF PROPOSED SUBDIVISION OF:  
LOT A SECTION 24 TOWNSHIP 20 RANGE 10 WEST  
OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE  
DISTRICT PLAN 1948 EXCEPT PLANS 5734, 13562  
AND 25888

[illegible]



0 50 100 200 300 400 Meters

 Subject Parcel

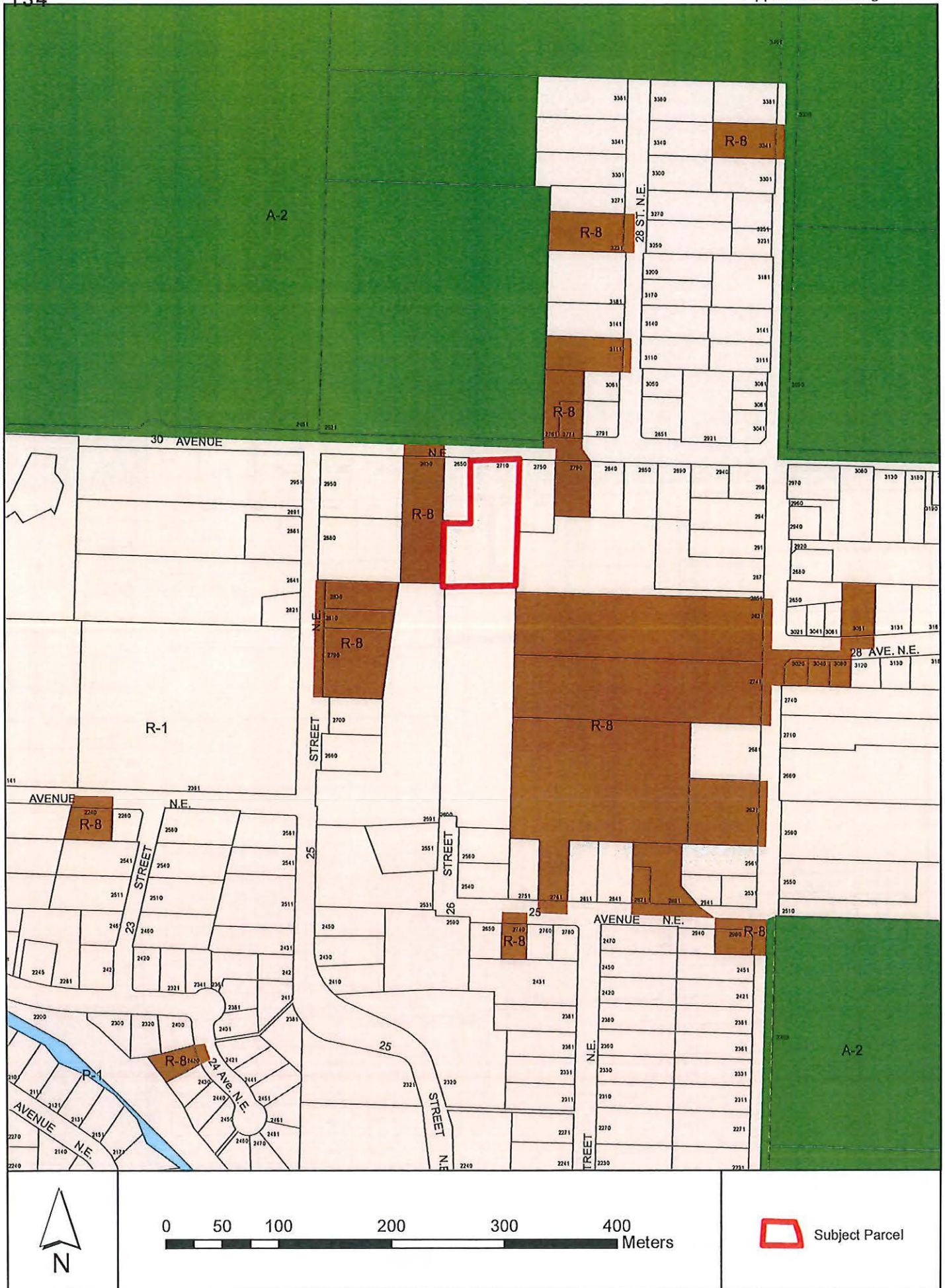


0 10 20 40 60 80 Meters



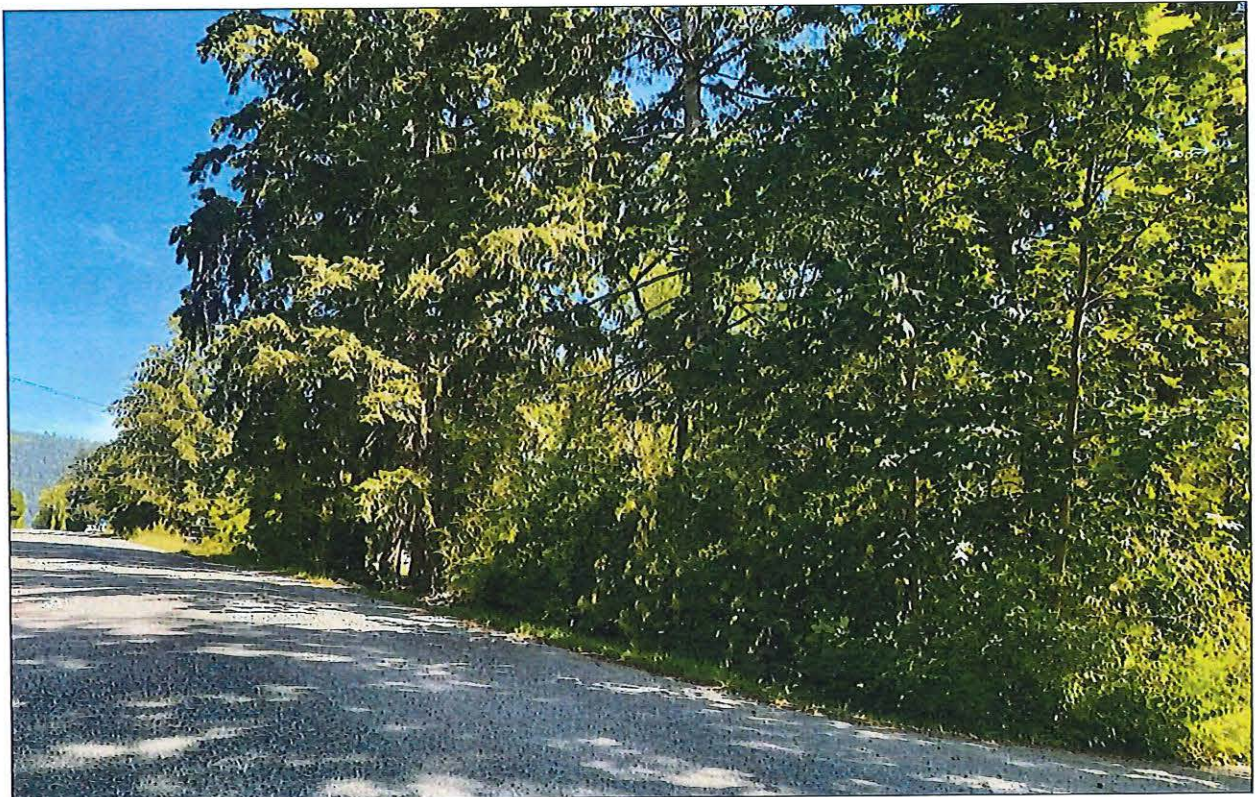
Subject Parcel







View of subject parcel looking southwest from 30 Avenue NE.



View southeast from 30 Avenue NE.

**CITY OF  
SALMON ARM***Memorandum from the  
Engineering and Public  
Works Department*

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TO:	Kevin Pearson, Director of Development Services
DATE:	July 13, 2022
PREPARED BY:	Chris Moore, Engineering Assistant
APPLICANT:	1197665 BC Ltd. And Matejka Property Management and Development Inc.
SUBJECT:	SUBDIVISION APPLICATION NO. 22-11 and ZON-1247
LEGAL:	Lot A Section 24, Township 20, Range 10, W6M, KDYD, Plan 1948 Except Plans 5734, 13562 and 25888
CIVIC:	2710- 30 Avenue NE

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Further to your referral dated June 15, 2022, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning but are required as a condition of subdivision.**

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. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of subdivision / building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must

**SUBDIVISION APPLICATION FILE: SUB-22.11 and ZON-1247**

July 13, 2022

Page 2

be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.

9. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 30 Avenue NE, on the subject property's northern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 30 Avenue NE is currently constructed to a Rural Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. The proposed road shall be constructed to a 20m wide Urban Local Road standard, in accordance with Specification Drawing No. RD-2. However, since the road straddles the east property line, only 10m right of way is required, the other 10m will come from the adjacent property in the future. As an interim measure, the City will accept a 6m wide road with an offset sidewalk. No parking will be permitted on the future roadway. Additional Right-of-way may be required to accommodate required infrastructure. Owner / Developer is responsible for all associated costs.
4. Since this road is intended to extend to the south in the future, it shall be terminated with a temporary cul-de-sac in accordance with Specification Drawing No. RD-11a.
5. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
6. A 3.0m by 3.0m corner cut is required to be dedicated at the intersection of proposed roadway and 30 Avenue NE.

**Water:**

1. The subject property fronts a 100mm diameter Zone 3 watermain on 30 Avenue NE. Upgrading this watermain to 150mm diameter across the frontage of the property is required.
2. Extension of a 150mm diameter Zone 3 waterman through the proposed subdivision to the southern boundary is required. Owner / Developer is responsible for all associated costs

**SUBDIVISION APPLICATION FILE: SUB-22.11 and ZON-1247**

July 13, 2022

Page 3

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3. Records indicate that the existing property is serviced by a 19mm service from the 100mm diameter watermain on 30 Avenue NE. The existing service must be abandoned at the main. Owner / Developer is responsible for all associated costs
  4. The proposed parcels are to be serviced each by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meters will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
  5. The subject property fronts onto an undersized water main located within an area of identified fire flow deficiency, according to the 2011 Water Study (OD&K 2012). The Owner / Developer's authorized engineer is to complete a flow test on the closest fire hydrant to confirm the existing watermain servicing the subdivision is adequately sized to provide fire flows in accordance with the requirements of the Subdivision and Development Servicing Bylaw No 4163. Where the City water distribution system has insufficient capacity to meet the required fire flow, the Owner / Developer will be required to make the necessary upgrades to meet these standards. Owner / Developer is responsible for all associated costs.
  6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
  7. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the low density spacing requirements of 150 meters.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer that runs along the east, south and west sides of the property lines. No upgrades will be required at this time, however the existing 3m right-of-ways on the south and west property lines shall be increased to 6m.
2. The proposed parcels are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by an unknown size service from the sanitary sewer main on the property west side. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study.

**Drainage:**

1. The subject property does not front on to City storm drainage. Site drainage will be by an Overland and / or Ground Discharge system. Road drainage

**SUBDIVISION APPLICATION FILE: SUB-22.11 and ZON-1247**

July 13, 2022

Page 4

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2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
  3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
  4. Overland/emergency flow from the proposed roadway will be directed onto private property. Owner's engineer to review overland and emergency flow paths to ensure post-development flows do not exceed pre-development flows onto private property under any storm scenario (6-month – 100-year) and to ensure point-loaded run-off will not create nuisance flooding or erosion.

**Geotechnical:**

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



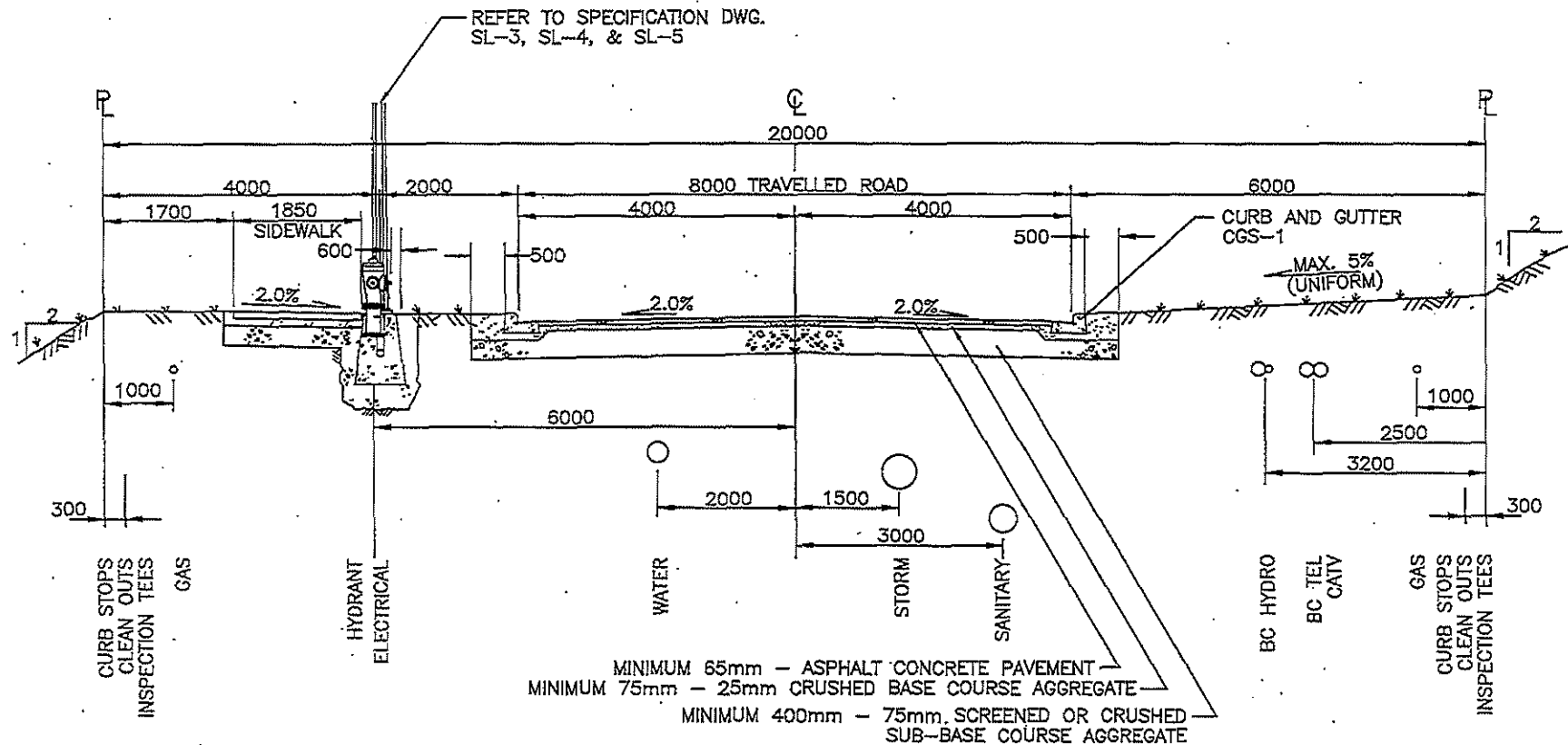
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**Mustafa Zakreem**  
Engineering Assistant



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**Jenn Wilson P.Eng., LEED © AP**  
City Engineer



# NOTES:

- 1) All utility appurtenances to be set to designed boulevard grade.
- 2) Boulevards to be graded towards the Roadway (Maximum 5% and Minimum 2%)
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.

CITY OF SALMON ARM			20m R/W Urban Local Road Cross-Section		
No.	Revision	Date	Date	Approved	SPECIFICATION DRAWING No.
A	ISSUED FOR APPROVAL	07/14/16	10-11-2016	<i>[Signature]</i> City Engineer	RD-2

Adopted by Council Octo 11, 2016



A horizontal number line representing distance in meters. The line starts at 0 and ends at 280. Major tick marks are labeled at 0, 35, 70, 140, 210, and 280. The segments between these marks are shaded in alternating black and white patterns: 0 to 35 (black), 35 to 70 (white), 70 to 140 (black), 140 to 210 (white), and 210 to 280 (black). The word "Meters" is written at the right end of the line.



Subject Parcel

## Mayor and Council

First Name                      Karis

Last Name                     Tegart

Address:

Return email  
address:

Subject:                        Development Plans for 2710 30 Ave NE Salmon Arm

Body

Good afternoon Mayor and Council,

My name is Karis Tegart. I am submitting some comments concerning the development application for 2710 30 Ave NE here in Salmon Arm. I live west of the property in discussion at [REDACTED] NE. My property borders the proposed development. I want to be clear that I think city development is an excellent marker of progress for our community. I have been here for over 20 years and I have seen so much positive growth and development in our community.

I have some concerns and comments that I would like to submit for your reflection. This North Broadview neighbourhood is full of low-density, large lot properties. It is why our family and many of my neighbours bought homes here. We enjoy having space around us for outdoor pursuits/hobbies such as gardening, beekeeping, and outdoor play places for our children and their friends to gather. We enjoy having relative privacy and quiet in our outdoor spaces. We enjoy the biodiversity of the area that is achieved from the large, green spaces we live in. We appreciate the safety of our street with less traffic going by. This proposed development of 8 units with the possibility of 8 legal suites would have a negative impact on the aforementioned benefits of our neighbourhood.

1. There would be an increase in traffic and currently there are no sidewalks and minimal street lighting for safety. Even if the developer put in a sidewalk along the frontage of the proposed development, that is a very small section of the street and would provide minimal benefit.

2. In my opinion the proposal has too many homes for the size of lot. It leaves little room for parking if there are also legal or in-law suites

in each home. That could be up to 4 cars per home to find parking for. When I drive through other newer subdivisions in Salmon Arm like Hillcrest or Maplewoods, the streets are littered with parked cars. Perhaps having 4 or 5 houses built on the lot in question would be more reasonable and still offer homes with slightly larger lots and more space for off-street parking.

3. This proposed development sets a precedent for the area. I am concerned that this could open the door to more small lot development that leads to awkward and poorly planned spaces. It would be lovely if Salmon Arm could continue to have a diversity of housing/lot options. To be able to walk or bike to Uptown Askew's for groceries and have my children walking to and from school, while still enjoying a rural setting is what makes this area of town so special for us. Our family bought in this area because we wanted to raise our family in a quiet, less busy part of Salmon Arm.

4. I understand that a road is proposed for the east side of the property. Perhaps this is to open up access to a land-locked lot further east, but it seems a shame to cut down all the mature trees along the east side of the lot in question and a road in that location makes for poorly designed lots. Two of the proposed lots would have long pan-handle driveways which seems like a waste of land. Perhaps there is a better design for the proposed subdivision that puts the road further west?

There may be other ideas or considerations to ponder as the process moves along, but I wanted to open the conversation, so that council is aware of the concerns for our neighbourhood if this proposed development is approved.

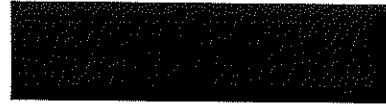
Respectfully,

Karis Tegart

Would you like a response: Yes

#### Disclaimer

*Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.*



Tuesday 2nd August 2022

Dear Mayor Harrison and Councillors,

**Re 2710 30th Avenue North East, Salmon Arm, rezoning and associated issues.**

That was a very interesting and enlightening meeting this morning, I just have a few comments and questions relating to the above mentioned proposed development project.

1. I have no problem with the increased density classification for the subject property. As we all know, housing is in short supply and densification is necessary.

2. My problem occurs with potential access road placement and construction

- At this this time the proposed access road off 30th Avenue NE is to be constructed abutting immediately onto our western boundary. It is also suggested that this road be constructed as half a road with the idea this can widened at a later date by taking land from our western boundary.

- We are vehemently opposed to this idea. There is plenty of space on the subject property to build the required 18 m road without encroaching onto our property now or at any time in the future.

- I am wondering what authority City Hall has in suggesting a subdivision plan that requires the encroachment of neighbouring land in order to build an access road. The subject property is about 1.5 acres, any building of roads should take place within the space that is available.

- My husband, John Crook, has had various written conversations with Kevin Pearson about this issue and we were under the impression that land cannot be taken by the City for a road right of way construction unless the owners are wanting to subdivide, we have absolutely no intention of subdividing. I did have a chance to speak to Mr Pearson after the meeting this morning and asked him why the road could not be constructed totally on the subject property, unfortunately I did not get a satisfactory answer....just "we can't "

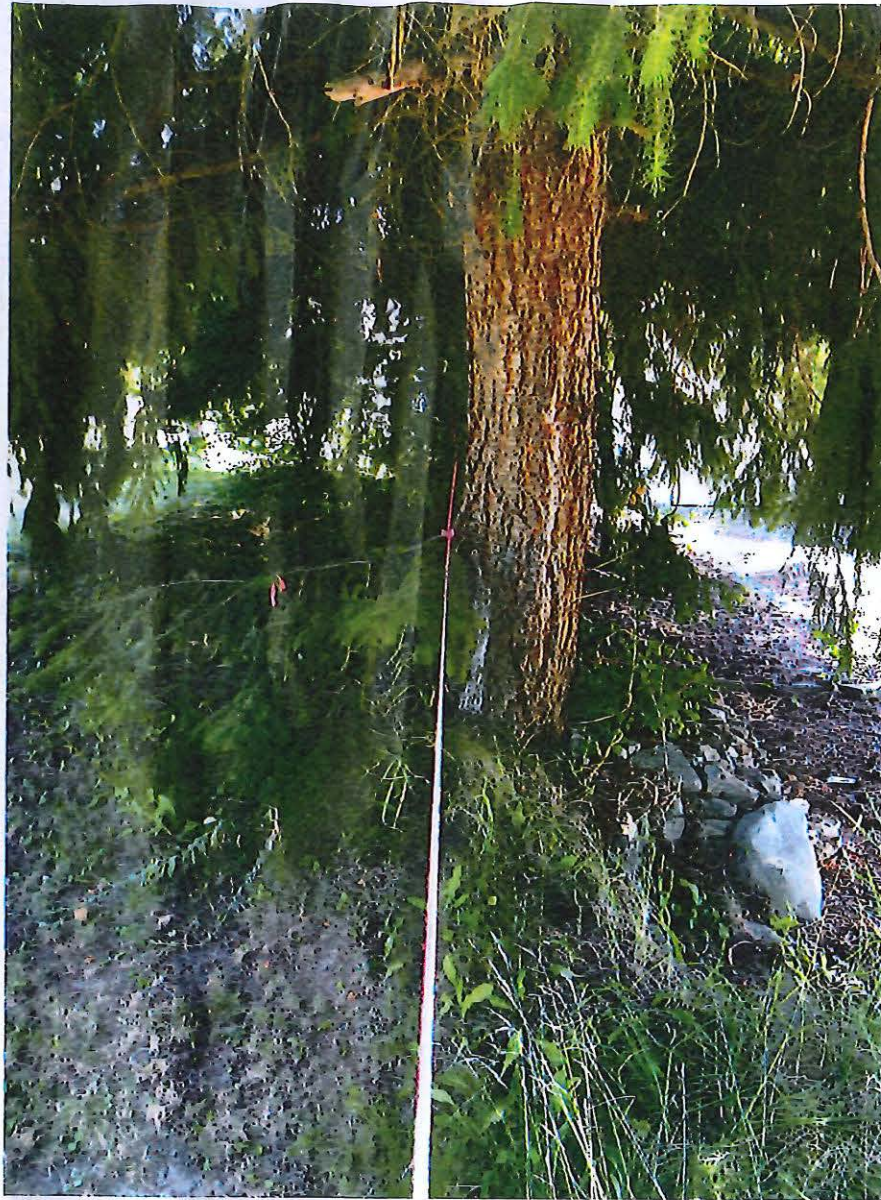
- As it stands right now, the proposed road access off 30th Avenue North East would clear cut our western boundary. The avenue of mixed trees, maples and evergreens borders the neighbouring property with many of the feeder roots and drip lines on our property. These trees provide a valuable heat reducing and shading aspect to our house as well as providing essential bird and wildlife. habitat. With climate change global/warming in evidence, it is getting more and more essential that we try to project our cooling green canopy

- I see from Appendix 8 Conceptual Road Pre Plan that there is absolutely no indication of any road right of way through the subject property from 30th Avenue North East to the interior parcels of land. Certainly the proposed road right of way was a complete surprise to George and Kathy Johnston, the previous owners, who at one stage thought they would build a smaller house fronting directly onto 30th Avenue North East. They were told by the City this was not possible and at that stage they decided to move.

As I said I have no issue with the matter of densification but I do have real concerns over the placement of the road access and the fact that we could have a city lien on our property.

If we can get the road placement and construction issue sorted out then I would welcome new neighbours.





We do not want to subdivide, we love this land and the space around us and have every intention, in the fullness of time, in leaving the house to our granddaughter.

Your sincerely

Janey Crook

Late Item 10.1 - J. & J. Crook - letter received  
August 5, 2022 - ZON-1247 [1197665 BC Ltd./  
Matejka Property Management and Developments Inc.;  
2710 30 Avenue NE; R-1 to R-8]

P147

John & Janey Crook

2750 30<sup>th</sup>. Ave. N.E.

Salmon Arm, B.C.

V1E 3L2

Mayor and Council: City of Salmon Arm

**Re: Rezoning of Lot A, Section 24, TWP 20, Range 10 W6M, KDYD, Plan 1948**

**Except Plans 5734, 13562, and 25888 (Civic Address, 2710 30th Ave. N.E.)**

**Owner/Agent: 1197665 BC Ltd/ Matejka Property Management and Development Inc.**

Your Worship and Council:

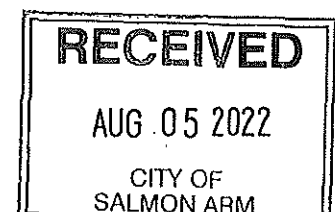
We have concerns around the scope of the proposed rezoning application for the above property in North Broadview. It is not simply a rezoning application. It has implications beyond the lands under consideration. It may set precedence for future development in the North Broadview neighbourhood before public consultation is undertaken.

The proposal contains elements in the subdivision application which specifically infringe on our land. It tries to secure municipal road access to a broader area of land for development to the south.

Specifically, the attachments to the zoning application show a subdivision plan of the site, including provisions for an access road to serve the subdivision. The road would border our shared property line. The plan for the access road is driven by a larger municipal planning agenda. It proposes that "... the other 10m will come from the adjacent property in the future" ", (see Road / Access point 3 in application) which would take up land along the length of our property. Clearly the road for the subdivision is linked to our property and would access many other properties behind us for future development.

Justification for this access corridor is apparently based on a Conceptual Road Pre-plan (Appendix 8 in the application) which was drafted over twenty years ago. It has since been superseded by two Salmon Arm OCPs. The proposed road next to our property is not even identified in this Pre-plan, yet it is being used to justify creating such a road. If the road is so necessary, why is the complete width not situated on the proposed development next door?

We have specific concerns about the rezoning which need attention. The current OCP indicates that the area is "Low Density" which could allow 22 house units per hectare, but without secondary suites. Certainly, R8 zoning allows for such suites and a density of 40 to 50 units per hectare, adjusted to the 0.6-hectare parcel. Clearly that is not practical on this site. The proposed eight lots with two units each (secondary suites or coach houses) creates 16 housing units which would need parking for up to 48 vehicles, plus visitor parking. Any zoning change proposal must address the capacity of the property to be sensitive to the impact on neighbouring property.

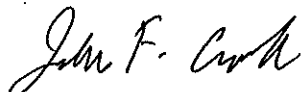


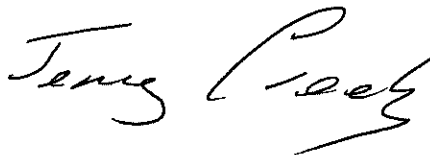
Finally, the parcel at 2710 is surrounded by mature trees. The current access road proposal covers the treed property line which provides cooling shade and a visual buffer between our properties. In accordance with the Environmental Chapter in the OCP, these trees need to be protected since they were planted along the property line and their drip lines extends well over our land. If the road surface could be pushed back far enough, the avenue would be an environmental and real estate asset to both properties.

I strongly suggest that the proposed rezoning and subdivision plan be de-linked from the larger access road and strategic issues above. The broader planning, densification and access issues need a larger public debate which might be addressed during the review of the OCP.

I trust that Council will take our thoughts under consideration, in good faith.

Sincerely,

  
John and Janey Crook



August 5, 2022

# Proposed Rezoning 2710, 30<sup>th</sup>. Ave. N.E.

With North Broadview Planning Linkages

John Crook:

August 18, 2022

## Rezoning Proposal, 2710, 30<sup>th</sup> Ave. N.E.

### ► Background:

#### ► Official Community Plan (OCP) for Salmon Arm:

► (Planning horizon was 2021)

#### ► The OCP maps of the area identify the property as:

- Residential - Low Density (22 single family units/ha.);
- Bordering on the Urban Containment Boundary (OCB) across 30<sup>th</sup>. Ave.;
- Residential Development Area A for infrastructure development;
- Near an OCP-proposed - not yet created - Community Park;
- Facing onto a proposed Greenway (along 30<sup>th</sup> Ave. N.E.).

## Rezoning Proposal, 2710, 30<sup>th</sup> Ave. N.E.

- ▶ The proposal is **NOT** just a Rezoning Application
- ▶ It has strategic elements with implications for North Broadview:
  - ▶ 1. Proposal would change zoning from R1 to R8 to allow secondary suites,
    - ▶ with a subsequent increase in local traffic and parking;
  - ▶ 2. The subdivision design includes half a Municipal access road along a shared neighbouring property line, which seems to be a condition for approval of the subdivision, and includes a large portion of a neighbour's property;
  - ▶ 3. Access road would not just serve the applicant's property. Subdivision plan states, *"It is an important initial stage in the development of this portion of Residential Development Area A"*. Effectively, the subdivision road design serves a broader densification agenda, driven by an very old, clean sheet "Conceptual Road Pre-plan" which doesn't include a road through the lands in question, or public parks.
  - ▶ 4. The application's focus on a North Broadview road network exceeds stated scope of zoning proposal for 2710 30<sup>th</sup>. Neighbourhood densification needs public consultation on housing and community parks, in keeping with the OCP and population growth.

## Rezoning Proposal, 2710, 30<sup>th</sup> Ave. N.E.

- ▶ Property Characteristics:
  - ▶ First multiple-unit densification project in North Broadview;
  - ▶ Currently zoned R1: Single Family Residential;
  - ▶ Property area about 0.6 ha (1.5 acres);
  - ▶ Boundaries covered with mature softwood and hardwood trees;
  - ▶ Cross slope moderate with surface run-off issues;
  - ▶ Excellent view of Kela7Scen / Mount Ida and Shuswap Lake;
  - ▶ Upon sale, property contained single family home, garage and greenhouse;
  - ▶ Neighbouring properties: Single family homes with children, seniors, developers;
  - ▶ Rural flavor recently supported chicken and sheep hobby farm activity;
  - ▶ Abuts forested ALR land across the road; and,
  - ▶ NO community parks serve North Broadview for children to play in.

## Rezoning Proposal, 2710, 30<sup>th</sup> Ave. N.E.

### ► Current R1 Zoning:

- OCP allows Low Density, 22 single family units / ha.
- No secondary suites or coach houses under R1.
- Area of property about 0.6 ha.
  - If access road area subtracted, buildable area would be 0.5 ha;
  - Zoning would allow 11 small single family units on 0.5 ha of land.
  - 2 vehicles / single family unit would require parking for 22 vehicles, plus visitors & RVs.

## Rezoning Proposal, 2710, 30<sup>th</sup> Ave. N.E.

### ► Proposed Re-Zoning and Subdivision Plan:

- R8 allows secondary suites and/or accessory buildings;
- The proposed subdivision plan includes 8 subdivision lots;
- Eight lots with suites could serve 16 units - exceeding 11 OCP limit;
- 8 single family homes with secondary suites would require 3 parking spots each;
  - $(8 \times 2) + (8 \times 1) = 24$  vehicles in a 0.5 ha subdivision, plus visitor & RV parking .

## Rezoning Proposal, 2710, 30<sup>th</sup> Ave. N.E.

### ► Subdivision Access Road Design:

- The half access road should be designed to serve the subdivision.
- Road design at 2710 would require felling mature trees along the shared property line, - counter to OCP tree management guidelines on drip line and shade protection issues;
- The proposed road layout for 8 lots would consume a lot of land within the property;
- Land identified to complete the CITY road would consume 31% of the adjacent property. It may not be sold for decades. Any lien on this property for road expansion will degrade the assessed value and tax revenue from the 2750 property;
- There is just one property in North Broadview with limited, driveway-width access to surrounding City roads (i.e. 30<sup>th</sup> Ave & St, 25<sup>th</sup> Ave & St.)
- Snow removal on the proposed road would need to be cleared to the west since the eastern boundary on the neighbouring property, might be fenced.

## Rezoning Proposal, 2710, 30<sup>th</sup> Ave. N.E.

### ► Suggested Options:

#### ► Zoning:

- Focus on R8 suite zoning OCP compliance, then address the broader issue of North Broadview road planning and densification in public forum, like a future OCP review.
- Limit the 0.5 ha subdivision density to 11 units or less (OCP Low Density);
- R8 zoning could allow secondary suites for 5 R8 lots, or less.
  - (5 X 2 = 10 units );
- Limit number of lots to accommodate 5 buildings with suites within OCP density;
  - 5 containing 2 units;
  - 5 lots would need parking for up to 15 vehicles, plus visitors and RVs.
  - This density would allow 2 units each on five 0.1 ha (0.25 acre) lots.

## Rezoning Proposal, 2710, 30<sup>th</sup> Ave. N.E.

### ► Access Road Plan:

- Reconfigure the access road plan to:
  - Serve up to 5 subdivided lots with Primary Residence and Secondary Suites at 2710 30<sup>th</sup>;
  - Establish a setback from the shared property line to preserve the mature trees in keeping with OCP standards for their preservation; (consider Greenway set back on boundary);
  - Remove any reference to road expansion at 2750 until North Broadview public discussions and consultation undertaken;
  - Delay widening 30th Ave. N.E. Accept cash in lieu for future road improvements to preserve the mature Douglas Firs and vegetation along 30<sup>th</sup> Ave, N.E.;
  - Ensure driveways are long enough for light truck (20 foot) off-street parking;
  - Consider off-street space for visitor/ RV parking.

## Rezoning Proposal, 2710, 30<sup>th</sup> Ave. N.E.

### ► Looking Ahead: General Planning /Development Thinking

- 1. Focus on the **zoning and subdivision of 2710, 30<sup>th</sup> Ave. N.E.**.
- 2. We need strategic public and Council debate on **North Broadview densification**. Densification is more than just filling empty space, it must fit into an existing community which needs public parks and green space.
- 3. Study how Bill 26 amendments for delegated Council review authority might work if applied as a **proof-of-concept test, using** the proposed zoning change for 2710 30<sup>th</sup>. Ave N.E. as an example.
- 5. Thoughtful subdivision design can **mitigate global warming**. OCP goals strive to maintain the treed character of Salmon Arm, ensuring that subdivisions do not become heat sinks through over-paving, excessive gravel landscaping, and installing heat-generating roofing.

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

P155

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, August 22 at 7:00 p.m.

1) **Proposed Amendment to Official Community Plan Bylaw No. 4000:**

Re-designate Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from (MR - Medium Density Residential) to HR (High Density Residential)

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

Rezone Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from R-4 (Medium Density Residential Zone) to R-5 (High Density Residential Zone)

Civic Address: 50 – 30 Street NE

Location: Northeast corner of Okanagan Avenue and 30 Street NE intersection

Present Use: 6 Unit Multi-Family Building

Proposed Use: To facilitate the future development of additional rental units (13 total)

Owner: Wonderland Investment Inc.

Reference: OCP4000-50/Bylaw No. 4530 and ZON-1242/ Bylaw No. 4531



2) **Proposed Amendment to Official Community Plan Bylaw No. 4000:**

Re-designate Lot 4, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4475 from LR (Low Density Residential) to MR (Medium Density Residential), attached as Schedule "A".

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

Rezone Lot 4, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4475 from R1 (Single Family Residential Zone) to R4 (Medium Residential Zone), attached as Schedule "A".

Civic Address: 2371 – 14 Street SW

Location: North of Foothill Road SW on the West side of 14 Street SW

Present Use: Single Family Dwelling

Proposed Use: To facilitate a future Medium Density Residential Development

Owner: M. Kolenosky

Reference: OCP4000-51/Bylaw No. 4539 and ZON-1246/ Bylaw No. 4540



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from August 9 to August 22, 2022 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. In person attendance will be on a first come first serve basis. If you wish to attend electronically email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

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

Sue Wood, Director of Corporate Services



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TO: His Worship Mayor Harrison and Members of Council

Date: July 7, 2022

Subject: Official Community Plan Amendment Application No. OCP4000-50  
Zoning Bylaw Amendment Application No. 1242

Legal: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368  
Civic: 50 – 30 Street NE  
Owner/Applicant: Wonderland Investment Inc.

---

**MOTION FOR CONSIDERATION**

- THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from MR (Medium Density Residential) to HR (High Density Residential);
- AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council has considered this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;
- AND THAT:** Pursuant to Section 476 of the *Local Government Act*, Council has considered this Official Community Plan amendment after required consultation with School District No. 83;
- AND THAT:** Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:
- 1) The Financial Plans of the City of Salmon Arm; and
  - 2) The Liquid Waste Management Plan of the City of Salmon Arm.
- AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from R-4 (Medium Density Residential Zone) to R-5 (High Density Residential Zone);
- AND FURTHER THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to:
- 1) Ministry of Transportation and Infrastructure approval;
  - 2) Confirmation that the building meets Zoning Bylaw and BC Building Code requirements; and
  - 3) Adoption of the associated Official Community Plan Amendment Bylaw.
- 

**STAFF RECOMMENDATION**

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

---

## BACKGROUND

The 0.2 hectare (0.5 acre) subject parcel is located at 50 – 30 Street NE (Appendix 1 & 2). The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) as shown in Appendix 3, and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 4). This area is comprised of a mix of residential zoned parcels (R-1, R-4, R-5 and R-8), as well as institutional (P-3 and P-1) parcels.

Just recently rezoned from R-1 to R-4, the parcel contains an existing non-conforming 6 unit multi-family building. The proposal is to rezone the parcel from R-4 (Medium Density Residential Zone) to R-5 (High Density Residential Zone) to support bringing the existing non-conforming building into alignment with regulations, including associated BC Building Code upgrades, and to facilitate the future development of additional rental units (13 total).

The site was previously considered by Council in 2017 with an amendment application proposing R-4 (Medium Density Residential Zone) zoning. This application was supported up to final reading, and the conditions for final reading were met in June 2022. At the time of writing this report, the applicant intends to complete the R-4 Zoning in order to initiate construction (up to 10 dwelling units) within the existing building as soon as possible. The proposed R-5 Zoning would allow for an addition of 3 further dwelling units, as shown in the building concept provided (Appendix 5).

Land uses adjacent to the subject parcel include the following:

North: Medium Density Residential (R-4) parcel,  
South: Road (Okanagan Avenue E), with Institutional (P-3) parcel beyond,  
East: Single-Family Residential (R-1) parcel, and  
West: Road (30 Street NE), with Single-Family Residential (R-1) parcels beyond.

A site plan has been provided, indicating that zoning regulations can be met (Appendix 5). Site photos are attached as Appendix 6. The applicant has been in contact with City Building Inspectors, who have advised that building renovations to meet Building Code requirements are subject to full design and supervision by registered professionals.

## OCP POLICY

The subject parcel is designated Medium Density Residential in the OCP and is within Residential Development Area A, the highest priority area for development. In consideration of the High Density/R-5 use of the site and existing building, the proposal appears to align with OCP Policy 4.4.3, which encourages all growth to be sensitively integrated with neighbouring land uses. Furthermore, the proposed zoning aligns with the Urban Residential Objectives of Section 8.2 and Urban Residential Policies listed in Section 8.3, including providing a variety of housing types and options.

In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing. OCP Map 11.2 designates a pedestrian corridor (greenway/sidewalk) along the Okanagan Avenue East frontage of the subject property, while OCP Map 12.2 designates a bike route along the 30 Street NE frontage. 30 Street is designated as an Urban Arterial Road (OCP Map 12.1).

As per OCP residential policy, multi-family development is subject to a future Development Permit application. Thus a significant future redevelopment of the site would likely trigger the DP process.

## Local Government Act

Pursuant to Sections 475 and 476 of the *Local Government Act* (consultation during OCP development and amendments) the proposed OCP amendments were referred to the following external organizations:

Adams Lake Indian Band	Appendix 7
Neskonlith Indian Band	No response to date
Economic Development Society	Appendix 8
Interior Health	Appendix 9
School District 83	No concerns

A formal response was received from the Title and Rights and Natural Resources Director of the Adams Lake Indian Band on May 30, 2022, and has been provided to the applicant for their consideration and action moving forward.

The Salmon Arm Economic Development Society recognizes the importance of high-density housing and rental housing and supports the application as presented.

Interior Health is supportive of the proposal noting that it includes aspects or features consistent with some Healthy Communities planning principles.

## COMMENTS

### Ministry of Transportation and Infrastructure

It is recommended that final reading of the Bylaw be withheld subject to the approval of the Bylaw by the Ministry of Transportation and Infrastructure. Preliminary approval was granted on May 31, 2022.

### Engineering Department

No concerns. Frontage improvements as per the Subdivision and Servicing Bylaw are required.

### Building Department

No concerns with rezoning. The applicant has consulted with a registered professional.

### Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw, notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on August 22, 2022.

### Planning Department

Keeping in mind the proposed High Density Residential OCP designation, the subject parcel is located in an area well-suited for development as proposed, within a reasonable walking distance to schools, greenspace, the recreation centre and the uptown commercial area.

The maximum residential density permitted under R-5 (High Density) zoning is 100 dwelling units per hectare of land. As the subject property is 0.2 hectares in area, the maximum permitted density under R-5 would be 20 dwelling units assuming the present gross areas of the subject parcel and no density bonus. With a density bonus, the parcel could permit a total of 26 units (130 per hectare). The owner intends to develop an addition to the existing building for a total of 13 rental units as supported by the proposed R-5 zoning, and as appears feasible working within the footprint of the existing building. In order to support the proposal, the owner has registered a covenant on the title of the subject parcel restricting the use to rental multiple family dwelling units, including a clause prohibiting stratification of the building.

Staff note that the existing building has been present for some time and feel that the proposal represents a reasonable balance between growth management principles while respecting existing land uses: the proposed density (13 units) appears sensitive to established neighbouring land uses while representing an increase in present density.

As 30 Street is a Designated Urban Arterial Road, frontage improvements along the subject property would typically be an important consideration, however these improvements are largely in place including sidewalk facilities. Staff note the Okanagan frontage (just over 30 m) would require some upgrading.

Opportunity for on-street parking at this site is very limited, thus it is important that the proposed development meet (or exceed) parking requirements. Additionally, a screened refuse/recycling area is

required. Review at later stages of development (Development Permit and/or Building Permit) will be required to illustrate how the applicant's proposed development would address such requirements relative to the subject parcel.

As previously noted, if rezoned to R-5, a form and character development permit application would almost certainly be required prior to future development to demonstrate how a proposed building addition, lot grading, site and landscape designs will address the various requirements. An addition of 50 square metres or greater triggers a form and character Development Permit application. Review of such an application would proceed through City staff, the Design Review Panel, and Council for consideration of approval.

The applicant has submitted a Building Permit application to develop 10 dwelling units within the existing building under R-4 Zoning. As previously noted, a covenant on the title of the subject parcel restricts the use to rental multiple family dwelling units. Should the applicant wish to proceed under R-5 Zoning with a building addition as proposed to support 13 rental dwelling units, this concept would subsequently undergo a detailed review through the Development Permit process as well as the Building Permit process.

### CONCLUSION

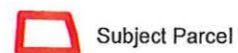
Staff recognize the need for a range of diverse housing options within the community, the specific location of the subject parcel, and the opportunity presented in upgrading the existing building. An increase in the supply of rental units within the footprint of an existing building is deemed by staff to be a positive step towards addressing a pressing community need with limited related impact. The proposed High Density OCP land use designation and R-5 zoning of the subject property are therefore supported by staff. Development of future units would require a Development Permit application, a building permit, and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, RPP, MCIP  
Senior Planner




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

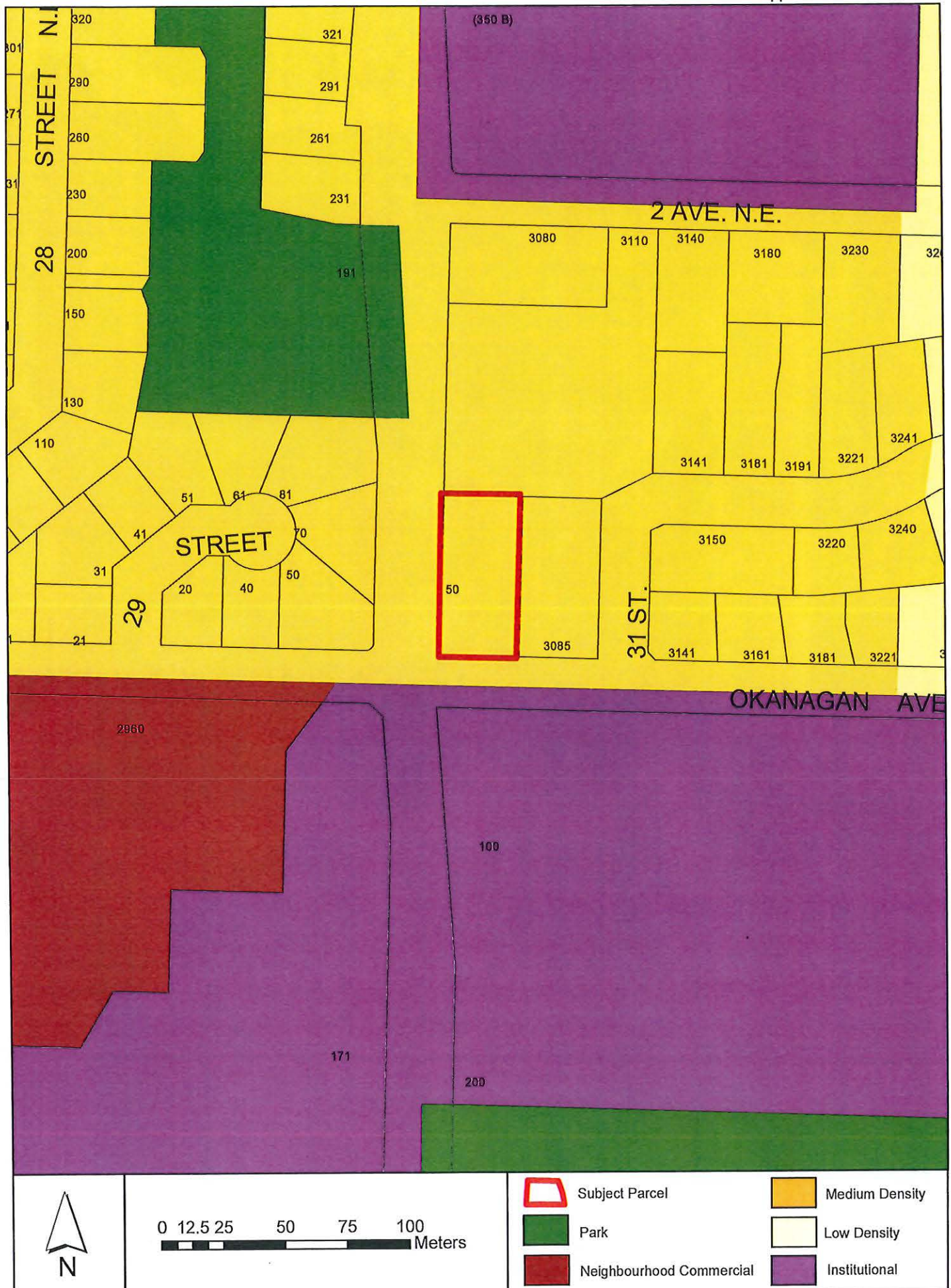


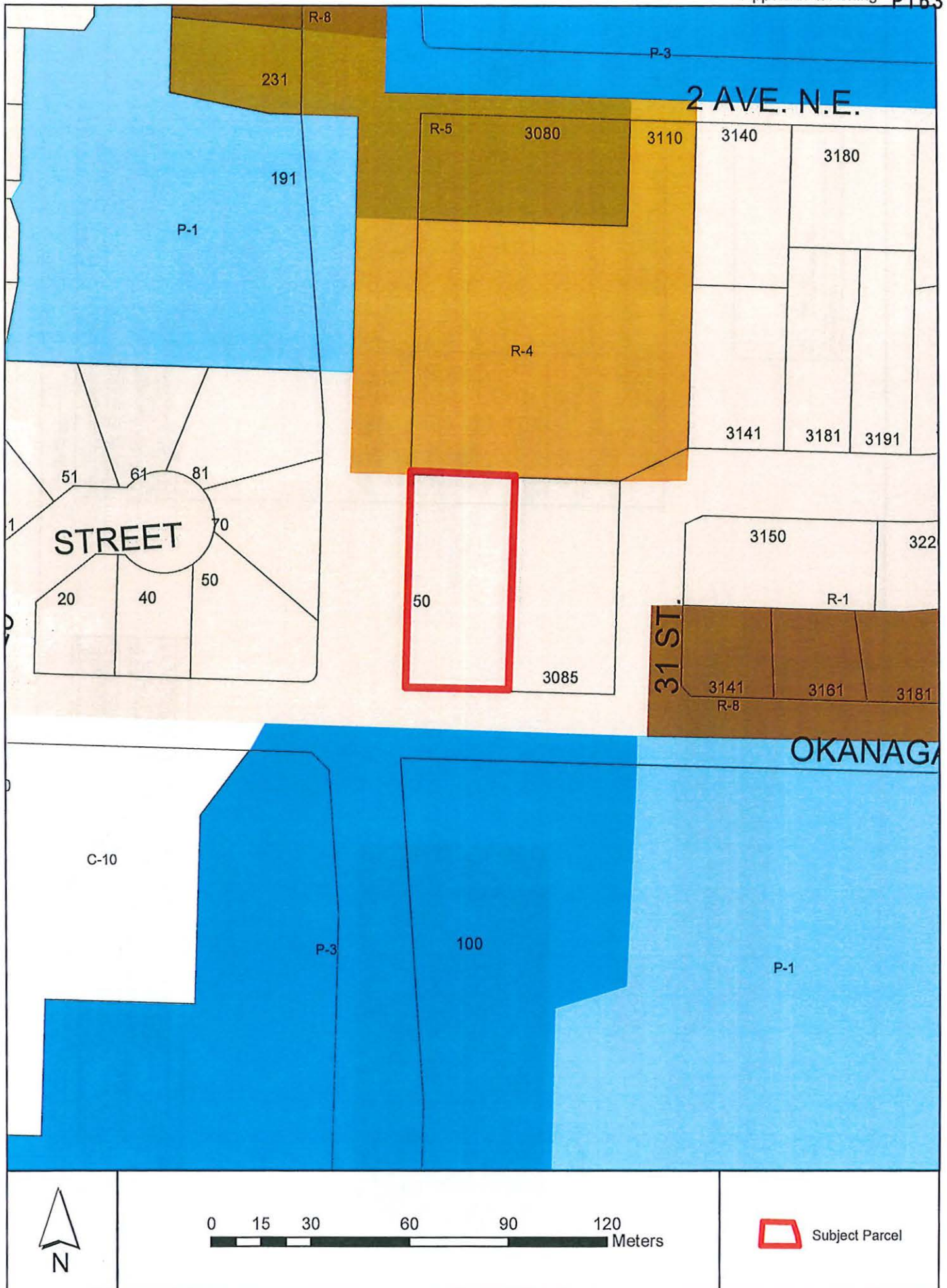
A horizontal number line representing distance in meters. The line is marked with numbers 0, 15, 30, 60, 90, and 120. Below the line, there is a white rectangular bar that starts at the 60 mark and ends at the 90 mark. The word "Meters" is written at the far right end of the line.



0 5 10 20 30 40 Meters

 Subject Parcel







### Concept Rendering

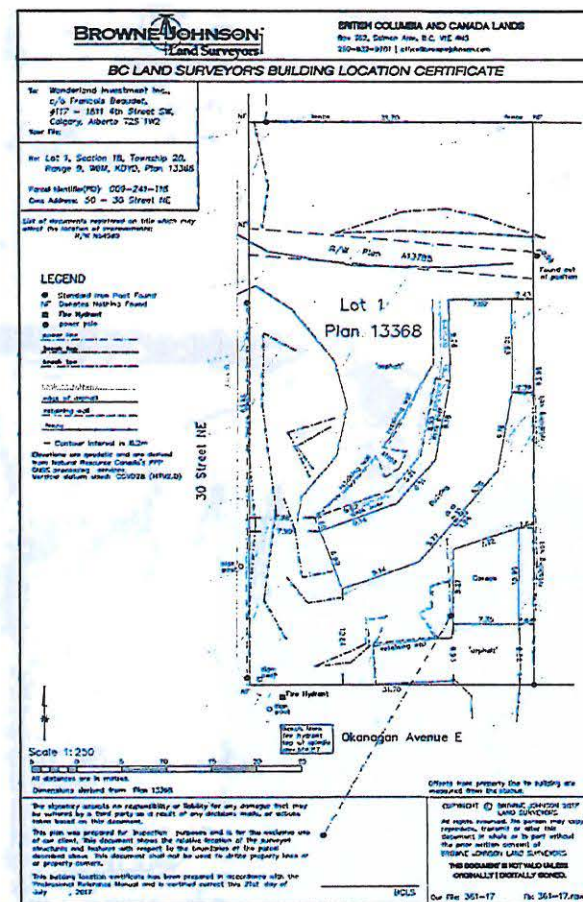
 Existing Building

<b>PROJECT INFO</b>		<b>EXISTING PRINCIPLE BUILDING FOOTPRINT</b>		<b>SIZES (NO BUILDING GROSS FLOOR AREA)</b>		<b>MAX. DENSITY (R-5)</b>
<b>MUNICIPAL ADDRESS</b> 65-20 STREET SALMON ARM, BC	<b>ZONING</b> R-5-1 CURRENT A-4 PROPOSED	<b>2-STORY BUILDING</b> ATTACHED GARAGE	191.23 m <sup>2</sup> (2,066 SF) 100.00 m <sup>2</sup> (1,076 SF)	<b>MAIN FLOOR AREA</b> 2ND FLOOR AREA TOTAL FLOOR AREA	191.23 m <sup>2</sup> (2,066 SF) 100.00 m <sup>2</sup> (1,076 SF) 291.23 m <sup>2</sup> (3,142 SF)	<b>0.5 ACRES ± 40.5 ± 20 UNITS</b> Provisions for Rental Dwelling Units: 10 Single Units or 5 ± 2 ± 25 Units
<b>LOCAL ADDRESS</b> LOT SECTION 16 TOWNSHIP 30; RANGE 5 WMS KDVD LAL 13.036	<b>BUILDING CLASSIFICATION</b> MULTI-FAMILY DWELLING	<b>EXISTING PRINCIPLE BUILDING FOOTPRINT</b> TOTAL BUILDING FOOTPRINT	73.01 m <sup>2</sup> (788 SF) 100.00 m <sup>2</sup> (1,076 SF)	<b>FLOOR AREA RATIO = 0.22</b>		<b>REQUIRED DRAFTING UNITS = 12 UNITS</b>
<b>SITE AREA</b> 2024 m <sup>2</sup> (0.46 ACRES)	<b>2-STORY ATTACHED</b> UNDER 500 m <sup>2</sup>	<b>LOT COVERAGE (R-5)</b> MAX LOT COVERAGE: R-5 ZONING:	55%	<b>BUILDING HEIGHT (R-5)</b> MAX HEIGHT: PRINCIPAL BLDG: MAX HEIGHT: PERMITTED BLDG:	42.2 ± (15.0m) 18.3 ± (6.0m)	<b>REQUIRED PARKING</b> 1.25 STALLS PER DWELLING UNIT 13 UNITS ± 1.25 ± 16.25 STALLS
	<b>CORNER LOT</b> FACING TWO STREETS, NO LANE	<b>CURRENT LOT COVERAGE:</b> 13.02% ± 16.4%	16.4%	<b>EXISTING PRINCIPLE BUILDING</b> ACCESSORY BUILDING HEIGHT CORNER LOT: MAX = 18.3 ± (6.0m)	±24.8 (7.3m) ±24.8 (6.0m)	<b>PARKING PROVIDED:</b> 17 STALLS

### Proposed SITE PLAN

### DRAWING LIST

- |      |                       |
|------|-----------------------|
| A1.1 | SURVEY & PROJECT INFO |
| A1.2 | SITE PLAN             |



Site Survey (2017)  
Scale: 1:250



ISSUE	DATE
4-23-2004	10-12-2004

DRAWN BY: HIL DM

DATE: May 2022

SCALE: 1000000



NO BOX 220

2017年12月15日

Participation Agreement  
T 239-515-1821

<sup>1</sup> <http://www.elsevier.com/locate/bsc>  
<sup>2</sup> <http://www.sciencedirect.com>

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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PROJECT 15012

## REVIEW APARTMENT

RESIDENTIAL

BUILDING

RE-DEVELOP

50 - 10th Street, NE

**DRAWING TITLE:**

## SURVEY

## PROJECT

2. Results

[illegible]

## A1.1



Appendix 5: Site Plans and Building Concept P165



View of subject parcel southeast from 30 Street NE.



View of subject parcel northwest from Okanagan Avenue.



## Adams Lake Indian Band

---

**Project Name:**

OCP-50 / 50 - 30 STREET NE

**FN Consultation ID:**

97284

**Consulting Org Contact:**

Kathy FRESE

**Consulting Organization:**

[City of Salmon Arm](#)

**Date Received:**

Monday, May 30, 2022

Weytk,

Re: the OCP-50 / 50 - 30 STREET NE.

Through a preliminary analysis ALIB has identified some concerns which include:

Archaeological Sites (RAAD) nearby

Adams Lake holds constitutionally protected Aboriginal rights including title throughout the entirety of its territory. Members of Adams Lake continue to exercise their Aboriginal rights as their ancestors have done for generations, including hunting, trapping, gathering and fishing, along with rights associated with spiritual and cultural traditions which are practiced in accordance with Secwepemc customs, laws and governance structures.

ALIB requires a PFR and CHA be conducted on all Crown Lands, and recommends the same on all Private Lands, associated with this project. Please contact Jen Pooley ([jpooley@alib.ca](mailto:jpooley@alib.ca)) to make arrangements for ALIB crew to visit the project area. ALIB also requires that you create a Chance Find Policy and make all those involved in the project be made aware of it and the possibility of Indigenous cultural heritage values associated with this locale. Notify Jen and Leah Gaze ([lgaze@alib.ca](mailto:lgaze@alib.ca)) directly when there is a payment sent by mail or courier for ALIB Heritage Permits. A template to create the Policy from can be found here:

<https://islandstrust.bc.ca/document/province-of-bc-archaeology-chance-fi...>

Note: this guide is from 2014. Some contact information may be out of date.

Please share any cultural heritage or environmental reports associated with this project.

Please use the Messages function on this referral in NationsConnect to otherwise respond to this letter.

Kukstemc,

Dave Nordquist, RPF

Title and Rights and Natural Resource Director

Adams Lake Indian Band

---



June 15, 2022

City of Salmon Arm  
Kevin Pearson  
PO Box 40  
Salmon Arm BC, V1E 4N2

Dear Kevin,

**Re: OCP Amendment Application No OCP4000-50**

---

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to amend the OCP designation of the property located at 50, 30<sup>th</sup> Street NE, Salmon Arm, from Medium Density Residential to High Density Residential.

The SAEDS Board recognizes the importance of high density housing to support the City's growth; further, we recognize it is imperative to expand purpose-built rental housing in our city.

Based on the information provided, the Board supports the application as presented. We thank you for the opportunity to comment on this proposed OCP bylaw amendment.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Laird".

Bill Laird,  
Board Chairperson

**Kathy Frese**

---

**From:** HBE <HBE@interiorhealth.ca>  
**Sent:** May 31, 2022 8:42 AM  
**To:** Kathy Frese  
**Subject:** RE: [External] UPDATE / OCP-50 / 50 - 30 STREET NE

Good morning Kevin and City of Salmon Arm Development Services,

Thank you for the opportunity to provide comments on this application. It is our understanding that the above referenced application seeks approval for a future high density residential development consisting of renovation/addition to existing non-conforming 6 dwelling unit building to a conforming 13 dwelling unit multi family building.. This referral has been reviewed from a Healthy Community Development perspective. The following comments are for your consideration:

Housing is a key determinant of health. It has a significant influence on our physical and mental health, social well-being, and indirectly influences many other determinants of health such as income, early childhood development, educational opportunities, and access to health services. Healthy housing is attainable, stable, high quality, and in a location and community that meets our needs and supports health and well-being.

An initial review of the information provided has been completed and we've determined that this proposal includes aspects or features consistent with some healthy communities planning principles. As such, overall we are supportive of this proposal proceeding.

If you have any questions, please feel free to email us back or call 1-855-744-6328 (Ext. 4).

Regards,

**Mike Adams**

Team Leader, Healthy Community Development  
**Interior Health**  
[www.interiorhealth.ca](http://www.interiorhealth.ca)



Interior Health

We recognize and acknowledge that we are collectively gathered on the traditional, ancestral, and unceded territories of the seven Interior Region First Nations, where we live, learn, collaborate and work together. This region is also home to 15 Chartered Métis Communities. It is with humility that we continue to strengthen our relationships with First Nation, Métis, and Inuit peoples across the Interior.

**From:** Kathy Frese <kfrese@salmonarm.ca>  
**Sent:** Monday, May 30, 2022 12:55 PM

**Subject:** UPDATE / OCP-50 / 50 - 30 STREET NE

Please note updated referral for the above noted.

Thank you,

Kathy Frese | Development Services | Assistant  
 Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2  
 P 250.803.4010 | F 250.803.4041  
 E [kfrese@salmonarm.ca](mailto:kfrese@salmonarm.ca) | W [www.salmonarm.ca](http://www.salmonarm.ca)

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

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, August 22 at 7:00 p.m.

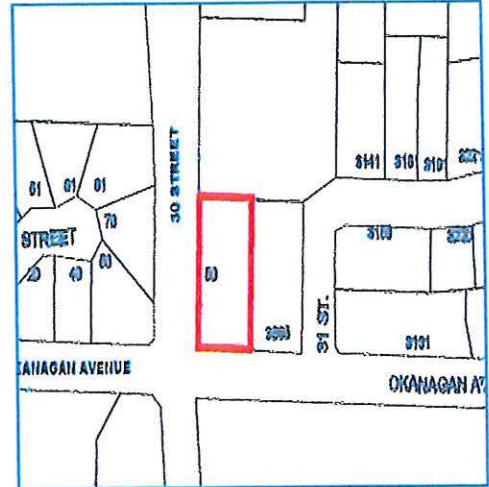
1) **Proposed Amendment to Official Community Plan Bylaw No. 4000:**

Re-designate Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from (MR - Medium Density Residential) to HR (High Density Residential)

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

Rezone Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from R-4 (Medium Density Residential Zone) to R-5 (High Density Residential Zone)

Civic Address: 50 – 30 Street NE  
 Location: Northeast corner of Okanagan Avenue and 30 Street NE intersection  
 Present Use: 6 Unit Multi-Family Building  
 Proposed Use: To facilitate the future development of additional rental units (13 total)  
 Owner: Wonderland Investment Inc.  
 Reference: OCP4000-50/Bylaw No. 4530 and ZON-1242/ Bylaw No. 4531



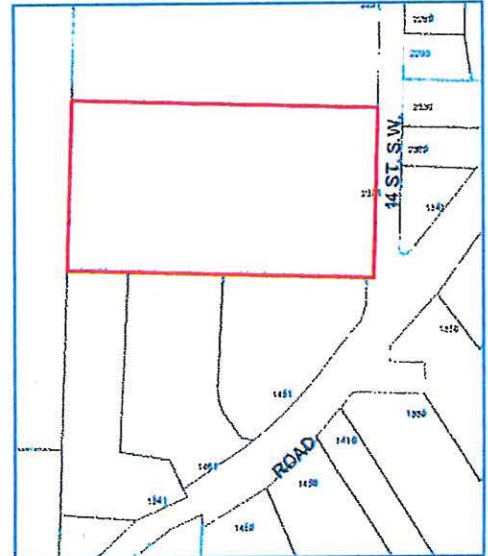
2) **Proposed Amendment to Official Community Plan Bylaw No. 4000:**

Re-designate Lot 4, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4475 from LR (Low Density Residential) to MR (Medium Density Residential), attached as Schedule "A".

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

Rezone Lot 4, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4475 from R1 (Single Family Residential Zone) to R4 (Medium Residential Zone), attached as Schedule "A".

Civic Address: 2371 – 14 Street SW  
 Location: North of Foothill Road SW on the West side of 14 Street SW  
 Present Use: Single Family Dwelling  
 Proposed Use: To facilitate a future Medium Density Residential Development  
 Owner: M. Kolenosky  
 Reference: OCP4000-51/Bylaw No. 4539 and ZON-1246/ Bylaw No. 4540



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from August 9 to August 22, 2022 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. In person attendance will be on a first come first serve basis. If you wish to attend electronically email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

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

Sue Wood, Director of Corporate Services

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Sue Wood, Director of Corporate Services

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

---

TO: His Worship Mayor Harrison and Members of Council

DATE: July 7, 2022

SUBJECT: Official Community Plan Amendment Application No. OCP4000-51  
Zoning Bylaw Amendment Application No. 1246

Legal: Lot 4, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4475  
Civic: 2371 – 14 Street SW  
Owner: M. Kolenosky  
Applicant: Franklin Engineering Ltd.

---

**MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 4, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4475 from LR (Low Density Residential) to MR (Medium Density Residential);

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

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

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

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

**AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 4, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4475 from R-1 (Single-Family Residential Zone) to R-4 (Medium Density Residential Zone);

**AND FURTHER THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to adoption of the associated Official Community Plan Amendment Bylaw.

---

**STAFF RECOMMENDATION**

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

---

BACKGROUND

The subject parcel is located at 2371 – 14 Street SW, west of 'The Ridge' subdivision and south of The Mall at Piccadilly (Appendix 1 and 2). The subject parcel is designated Low Density Residential (LR) in the City's Official Community Plan (OCP) and zoned R-1 (Single-Family Residential) in the Zoning Bylaw (Appendix 3 and 4). This area is generally residential and agricultural, predominantly Residential (R-1) and Agricultural (A-1, A-2, and A-3) zones, with some Medium Density Residential (R-4) zoned parcels further to the northeast along 10 Street SW.

The subject parcel is approximately 4.0 acres in area, with approximately 95 metres of frontage along 14 Street SW. The subject property currently contains a single family dwelling and two accessory buildings/structures. Site photos are attached as Appendix 5.

Land uses adjacent to the subject parcel include the following:

North:	single family dwelling, home occupation, and accessory buildings	Zoned A-1
South:	single family dwellings and accessory buildings	Zoned R-1
East:	14 Street SW and single family dwellings	Zoned R-1
West:	agricultural operation on ALR land	Zoned A-1

The proposal is to amend the OCP to the Medium Density Residential Land Use Designation and rezone the subject parcel to R-4 (Medium Density) to facilitate future medium density residential development. The R-4 Zoning Bylaw regulations are attached as Appendix 7.

Although not required at this rezoning stage, an initial development concept showing 66 units has been provided (Appendix 6). Staff note that while the provision of the development concept illustrates the intent of the applicant, this concept fails to address further requirements of the proposed R-4 Zone (i.e. further zoning analysis). The reason the owner/applicant wish to rezone from R-1 to R-4 is that R-4 zoning allows for greater residential density, which could be in the form of multiple family dwellings and/or bare land strata single family dwellings. Further details and professional analysis would be required to demonstrate feasibility and compliance with applicable regulations at the Development Permit stage.

If rezoned to R-4 as proposed, any multi-family development would require a Development Permit application, and such an application is expected to be detailed in expressing the proposed development concept. A Development Permit application would precisely consider the form and character details of the proposed development concept, including a site plan, landscape plan, and building elevations.

Section 475 & 476 – Local Government Act

Pursuant to Sections 475 and 476 of the *Local Government Act* (consultation during OCP development/amendments), the proposed OCP amendment was referred to the following external organizations:

Adams Lake Indian Band:	Response (attached as Appendix 9)
Neskonlith Indian Band:	No response to date
Economic Development Society:	Response (attached as Appendix 10)
Interior Health Authority:	Response (attached as Appendix 8)
School District No. 83:	No response to date

Section 477 – Local Government Act

Pursuant to Section 477 of the *Local Government Act* (adoption procedures for Official Community Plan), after first reading, the OCP amendment bylaw must be considered in relation to the City's Financial and Waste Management Plans. In the opinion of staff, this proposed OCP amendment is consistent with both the City's financial and waste management plans.

COMMENTSBuilding Department

No concerns with rezoning. There is a creek at the rear of the property, which may impact setbacks for future subdivision.

Fire Department

No Fire Department concerns.

Engineering Department

Comments attached (Appendix 11).

Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Public Hearing and information regarding attending the Public Hearing. Rezoning also requires a/the posting of a Notice of Development sign. It is expected that the earliest the Public Hearing for this application could be held would be on August 22, 2022, after 2<sup>nd</sup> reading and before 3<sup>rd</sup> reading.

Planning Department

The closest MR-designated parcel is approximately 270 metres away from the subject property, which just recently rezoned to R-4 (1281 20 Avenue SW; ZON-1234).

In addition to the Medium Density Residential Development Guidelines in the OCP, Council adopted the *Salmon Arm Community Housing Strategy* in 2020. Both documents offer guidelines, objectives, and policies for incorporating higher-density housing options within the community.

In encouraging more housing and housing diversity, the *Salmon Arm Community Housing Strategy* encourages the City to facilitate the development of multi-family housing and in deliberating multi-family housing considers the importance of density and housing diversity in easing housing supply issues in the community. Specifically, the following OCP guidelines encourage higher-density housing, as reflected in the concept plan provided:

"8.2.1 Provide opportunities for a variety of housing types and densities in appropriate locations to accommodate diverse lifestyles and needs.

8.3.1 Encourage new residential developments within the UCB that create a mix of residential housing types and densities".

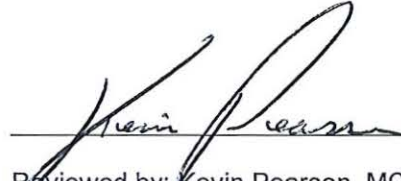
The submission of a Residential Development Permit for a multi-family building would be required. At that time, the form and character of the development are evaluated with a more detailed site plan, elevation drawings, and a landscape plan. Should these Bylaws be approved, there are several items that will need to be addressed in more detail at the Development Permit stage, mainly: 1. Site plan, elevation drawings, and landscaping; 2. RAPR, and; 3. Site servicing.

The stream to the rear (west side) of this property is identified as Hobson Creek and it is subject to the Riparian Area Protection Regulations (RAPR). Pursuant to the *Riparian Area Regulation Protection Act*, any riparian areas are subject to the Provincial Riparian Areas Protection Regulation. A report authored by a Qualified Environmental Professional (QEP) and approved by the Province will be required through subdivision and/or development, with the registration of a *Land Title Act* Section 219 Covenant expected to be required following the findings of the QEP report.

Staff acknowledge that there may be some negatives with this proposal, such as the proposal being somewhat removed from other medium density residential development(s), inadequate access to transportation routes (i.e. transit, trails, and sidewalks), etc. That being said, staff are overall supportive of the OCP amendment and rezoning application.



Prepared by: Evan Chorlton  
Planner I

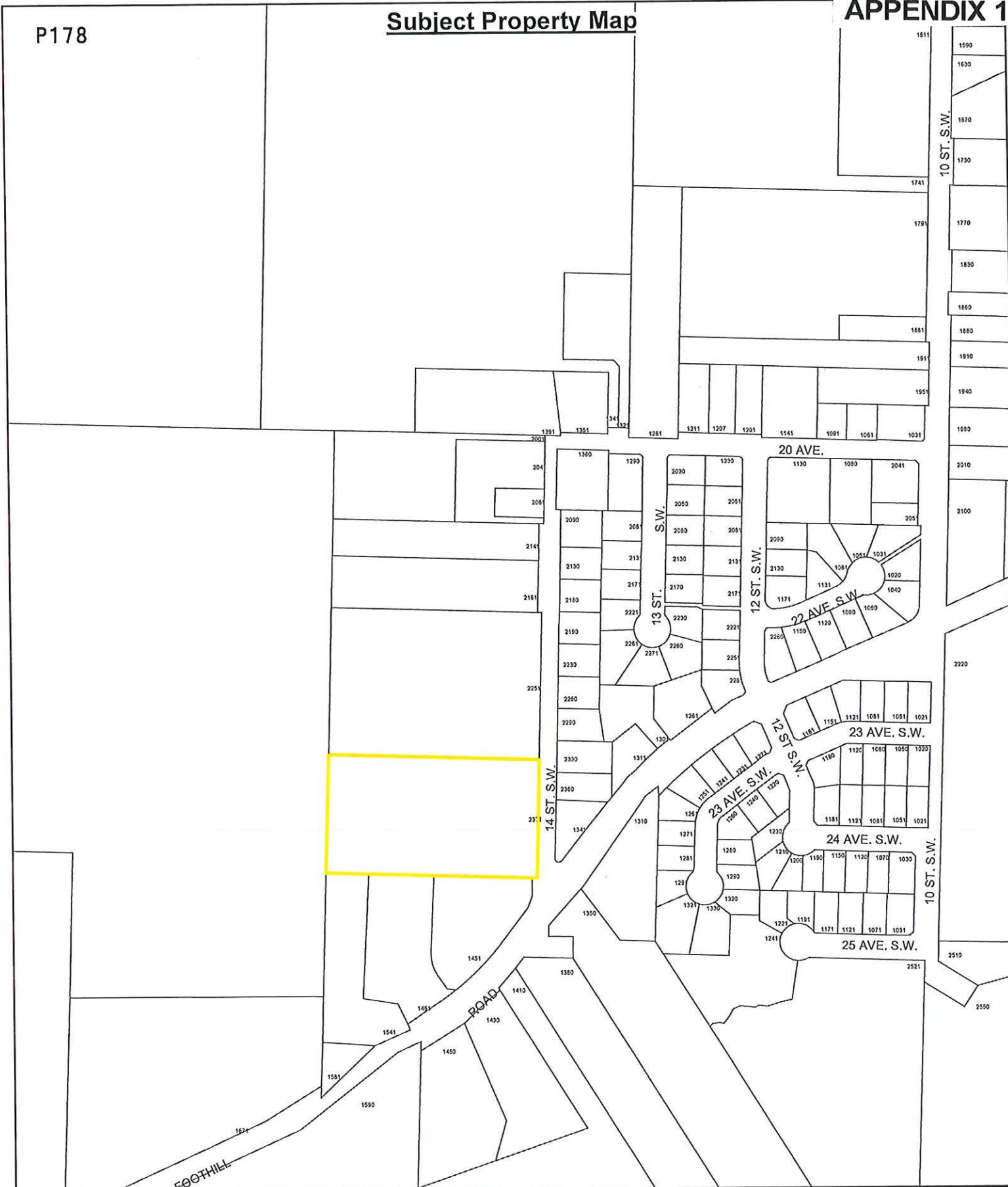


Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

P178

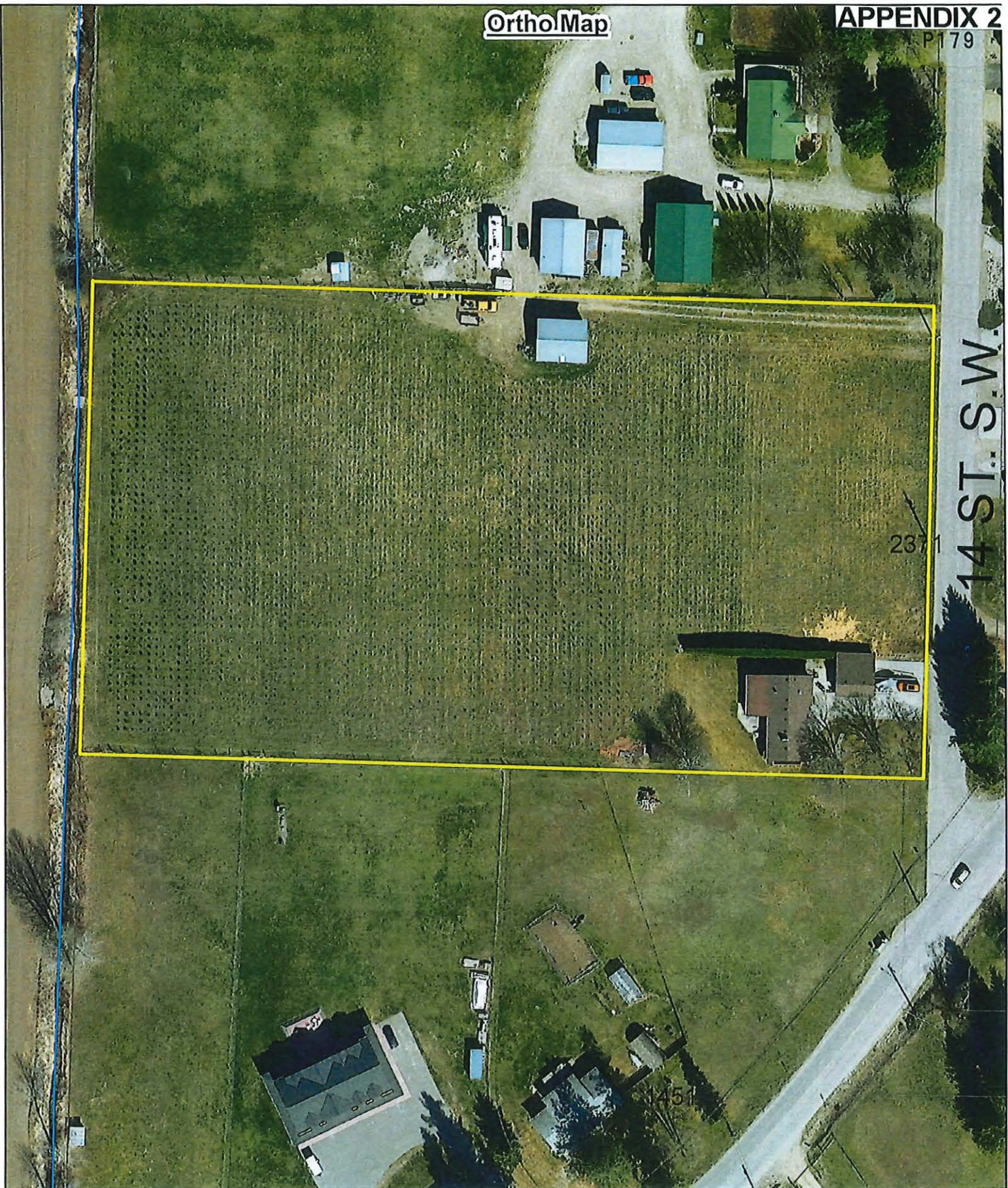
# Subject Property Map

## APPENDIX 1



0 20 40 80 120 160 Meters

 Subject Property  
 Parcels






2371

451



0 5 10 20 30 40 Meters

-  Subject Property
-  Parcels
-  Stream (Hobson Creek)

CLOSEST 'MR' PROPERTY

FOOTHILL

ROAD

20 AVE.

12 ST. S.W.

22 AVE. S.W.

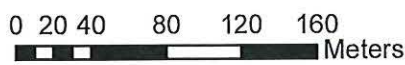
23 AVE. S.W.

24 AVE. S.W.

25 AVE. S.W.

10 ST. S.W.

10 ST. S.W.

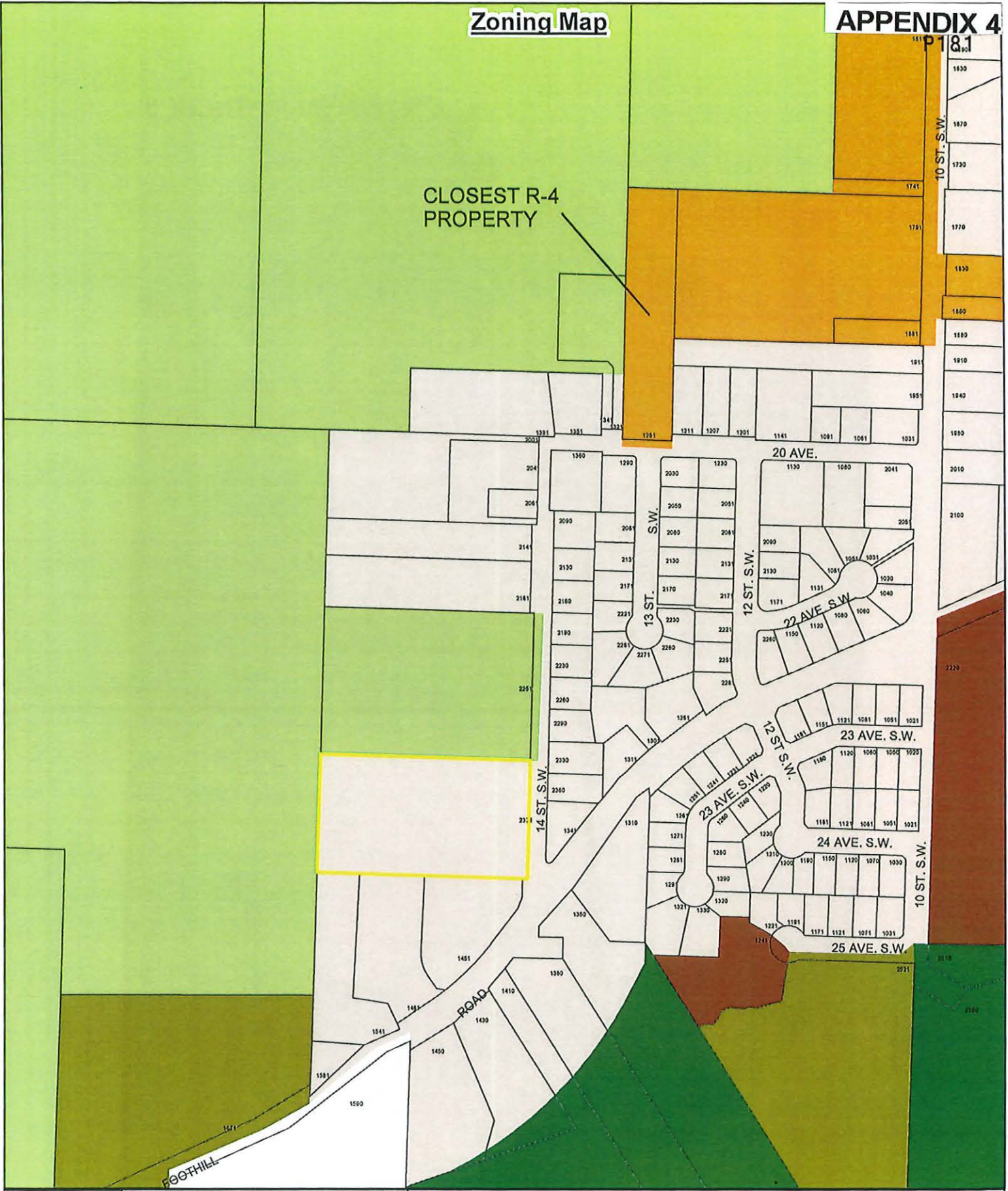


- Subject Property
- Parcels
- Acreage Reserve
- Residential - Low Density
- Residential - Medium Density
- Salmon Valley Agriculture

# Zoning Map

# APPENDIX 4

CLOSEST R-4  
PROPERTY

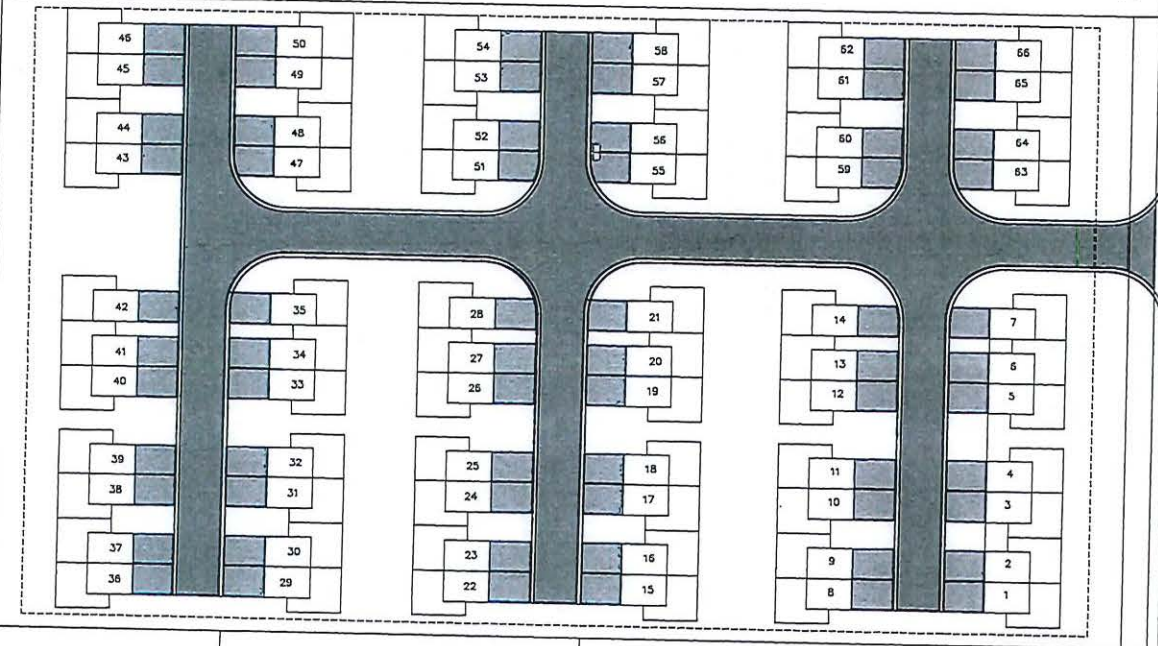


0 20 40 80 120 160  
Meters

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

APPENDIX 5





14 ST. S.W.

**LEGEND**

- EXISTING ELEVATION
- PROPOSED ELEVATION
- SAFARI WHEEL
- STORM MANHOLE
- CATCH BASIN
- GATE VALVE
- STW INSPECTION CHAMBER
- SAW INSPECTION CHAMBER
- CURB STOP
- SAFARI SENDER
- STORM SENDER
- WATER MAIN
- GAS
- TEL & CABLE TV
- HYDRO
- FIRE HYDRANT
- FORCE MAIN
- END CAP
- WHEEL CHAIR RAMP
- BRICKWAY LETHBRIDGE
- SOIL BASE
- CANADA POST MAIL BOX
- 1/2" GUY VALVE
- WATER MOUNTED PUMP

NO.	DATE	REVISIONS	BY	APP'D
1	16/MAY/2022	ISSUED FOR INFORMATION	HS	JAW

DESIGN: JAW  
 DRAWN: HS  
 DATE: MAY 16, 2022  
 CHECKED: JAW

SCALE: 1" = 10' 1/2" (1:126)

**FRANKLIN ENGINEERING LTD.**  
 250.832.8380 • www.franklinengineering.ca

2371 14 ST SW

**PROPOSED SUBDIVISION PLAN**

PROJECT NO: 22-053  
 SHEET 1 OF 1  
 DWG. NO: C-01

**Purpose**

- 9.1 The purpose of the R-4 Zone is to provide for medium *density*, *multiple family* and small lot *single family* residential developments. New *multiple family* developments zoned R-4 shall be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*, and shall comply with the provisions of the *Fire Services Act*, *British Columbia Building Code*, and other applicable legislation. #289, #3740

**Regulations**

- 9.2 On a *parcel* zoned R-4, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-4 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 9.3 The following uses and no others are permitted in the R-4 Zone:

- .1 *assisted living housing*; #4336
- .2 *bed and breakfast* in a *single family dwelling*, limited to two let rooms;
- .3 *boarders*, limited to two;
- .4 *boarding home*; #2789
- .5 *commercial daycare facility*;
- .6 *dining area*; #4336
- .7 *duplexes*;
- .8 *family childcare facility*; #3082
- .9 *group childcare*; #3082
- .10 *home occupation*; #2782
- .11 *multiple family dwellings*;
- .12 *public use*;
- .13 *public utility*;
- .14 *single family dwelling*;
- .15 *triplexes*;
- .16 *accessory use*.

**Maximum Height of Principal Buildings**

- 9.4 The maximum *height* of a *principal buildings* shall be 10.0 metres (32.8 feet). This may be increased to 13.0 metres (42.7 ft.), via the *Development Permit* process, if any of the special amenity(ies) in Table 2 are provided.

**Maximum Height of Accessory Buildings**

- 9.5 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).

**Maximum Parcel Coverage**

- 9.6 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 55% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for *accessory buildings*. #2811

**Minimum Parcel Area**

- 9.7
- .1 The minimum *parcel area* for a *single family dwelling* shall be 300.0 square metres (3,229.3 square feet).
  - .2 The minimum *parcel area* for a *duplex* shall be 600.0 square metres (6,458.6 square feet).
  - .3 The minimum *parcel area* for all other uses shall be 900.0 square metres (9,687.8 square feet).

**Minimum Parcel Width**

9.8

- .1 The minimum *parcel width* shall be 30.0 metres (98.5 feet). #3740
- .2 Notwithstanding Section 9.8.1, the minimum *parcel width* for a *single family* lot shall be 10.0 metres (32.8 feet).
- .3 Notwithstanding Section 9.8.1, the minimum *parcel width* for a stacked *duplex* lot shall be 14.0 metres (45.9 feet).
- .4 Notwithstanding Section 9.8.1, the minimum *parcel width* for a side-by-side *duplex* lot shall be 20.0 metres (65.6 feet)).

**Minimum Setback of Principal Buildings**9.9 The minimum *setback* of *principal buildings* from the:

- .1 *Front parcel line*
  - adjacent to a *highway* shall be 5.0 metres (16.4 feet)
  - adjacent to an *access route* shall be 2.0 metres ( 6.6 feet)
- .2 *Rear parcel line*
  - adjacent to a *parcel zoned* R-4 shall be 3.0 metres ( 9.8 feet)
  - all other cases shall be 5.0 metres (16.4 feet)
- .3 *Interior side parcel line*
  - adjacent to a *parcel zoned* R-4 shall be 1.2 metres ( 3.9 feet) #3475
  - all other cases shall be 1.8 metres ( 5.9 feet)
- .4 *Exterior side parcel line*
  - adjacent to a *highway* shall be 5.0 metres (16.4 feet)
  - adjacent to an *access route* shall be 2.0 metres ( 6.6 feet)
- .5 Minimum separation between residential *buildings* on the same lot of not more than one storey in height shall be 1.5 metres ( 4.9 feet)
- .6 Minimum separation between residential *buildings* on the same lot of more than one storey in height shall be 3.0 metres ( 9.8 feet)
- .7 Notwithstanding Sections 9.9.2 and 9.9.3, a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and *interior side yards* shall be not less than 6.0 metres (19.7 feet).
- .8 Refer to Section 4.9 for "Special Building Setbacks" which may apply. #2811

**Minimum Setback of Accessory Buildings**9.10 The minimum *setback* of accessory *buildings* from the:

- .1 *Front parcel line* shall be 5.0 metres (16.4 feet)
- .2 *Rear parcel line* shall be 1.0 metre ( 3.3 feet)
- .3 *Interior side parcel line* shall be 0.6 metre ( 1.9 feet)
- .4 *Exterior side parcel line* shall be 5.0 metres (16.4 feet)

Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811

## P186 SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED

### Maximum Density

Note: The following *density* provisions are based on the *gross parcel area*. Parking requirements, *setback* requirements, road dedication, etc. have not been taken into consideration.

9.11

- .1 The maximum *density* shall be a total of 40 *dwelling units* or *sleeping units* per hectare (16.2 *dwelling units* or *sleeping units* per acre). #2789
- .2 Notwithstanding Section 9.11.1, the maximum *density* in the R-4 Zone may be increased to a maximum of 50 *dwelling units* per hectare (20.2 units per acre) in accordance with Table 2. In Table 2, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for the provision of each amenity.
- .3 Notwithstanding Section 9.11.1, the maximum *density* in the R-4 Zone may be increased to a maximum of 50 *dwelling units* per hectare (20.2 units per acre) for the provision of *Assisted Living Housing*. #4336

**TABLE 2**

<b>COLUMN I SPECIAL AMENITY TO BE PROVIDED</b>	<b>COLUMN II ADDED DENSITY</b>
1. Provision of each dwelling unit which caters to the disabled (e.g. wheelchair access)	<input type="checkbox"/> 2 units per hectare (0.8 units per acre)
2. Provision of <i>commercial daycare facility</i> 7 - 10 children 11 - 15 children 16 or more children	<input type="checkbox"/> 3 units per hectare (1.2 units per acre) <input type="checkbox"/> 4 units per hectare (1.6 units per acre) <input type="checkbox"/> 7 units per hectare (2.8 units per acre)
3. Provision of below <i>grade</i> or parkade type parking for at least 50% of the required off street parking	<input type="checkbox"/> 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>dwelling unit</i>	<input type="checkbox"/> 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling units</i> in accordance with special agreement under Section 904 #3218	<input type="checkbox"/> 5 units per hectare (2.0 units per acre)

### Maximum Floor Area Ratio

9.12 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

### Parking

9.13 Parking shall be required as per Appendix I.

**Kathy Frese**

**From:** HBE <HBE@interiorhealth.ca>  
**Sent:** May 27, 2022 2:50 PM  
**To:** Kathy Frese  
**Subject:** RE: [External] OCP-51 / 2371 - 14 STREET SW

Hello Kathy,

The IH Healthy Community Development Team has received the above captioned referral from your agency. Typically we provide comments regarding potential health impacts of a proposal. More information about our program can be found at [Healthy Built Environment](#).

An initial review has been completed and we have no objections to the proposal.

If you have any questions, please feel free to email us back or call 1-855-744-6328 (Ext. 4).

Thank you,

Janelle

**Janelle Rimell, B.Sc, B.Tech, C.P.H.I.(C)**  
 Healthy Communities Healthy Families  
**Interior Health**  
 1440 14 Ave Vernon, BC V1B 2T1  
 c: 250-540-8380  
 p: 250-549-5758  
 e: [janelle.rimell@interiorhealth.ca](mailto:janelle.rimell@interiorhealth.ca)  
[www.interiorhealth.ca](http://www.interiorhealth.ca)



Interior Health

We recognize and acknowledge that we are collectively gathered on the traditional, ancestral, and unceded territories of the seven Interior Region First Nations. This region is also home to 15 Chartered Métis Communities. It is with humility that we continue to strengthen our relationships with First Nation, Métis, and Inuit peoples across the Interior.

**From:** Kathy Frese <kfrese@salmonarm.ca>  
**Sent:** Thursday, May 26, 2022 8:18 AM  
**To:** Donna Kriger (dkrigger@sd83.bc.ca) <dkrigger@sd83.bc.ca>; HBE <HBE@interiorhealth.ca>; Lana Fitt (edo@saeds.ca) <edo@saeds.ca>; Neskonlith Band - Referrals (referrals@neskonlith.net) <referrals@neskonlith.net>  
**Subject:** OCP-51 / 2371 - 14 STREET SW

Good Morning,

Attached for your review and comments Official Community Plan Amendment application for the above noted.

Thank you,

**Kathy Frese | Development Services | Assistant**  
 Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2



## Adams Lake Indian Band

### APPENDIX 9

**Project Name:**

OCP-51 / 2371 - 14 STREET SW

**FN Consultation ID:**

97443

**Consulting Org Contact:**

Kathy FRESE

**Consulting Organization:**

[City of Salmon Arm](#)

**Date Received:**

Friday, June 3, 2022

Weytk,

Re: the OCP-51 / 2371 - 14 STREET SW.

Through a preliminary analysis ALIB has identified some concerns which include:

Hundreds of Traditional Use sites nearby.

Other areas of concern include:

Archaeological Sites (RAAD)

Adams Lake holds constitutionally protected Aboriginal rights including title throughout the entirety of its territory. Members of Adams Lake continue to exercise their Aboriginal rights as their ancestors have done for generations, including hunting, trapping, gathering and fishing, along with rights associated with spiritual and cultural traditions which are practiced in accordance with Secwepemc customs, laws and governance structures.

ALIB requires a PFR and CHA be conducted on all Crown Lands, and recommends the same on all Private Lands, associated with this project. Please contact Jen Pooley ([jpooley@alib.ca](mailto:jpooley@alib.ca)) to make arrangements for ALIB crew to visit the project area. ALIB also requires that you create a Chance Find Policy and make all those involved in the project be made aware of it and the possibility of Indigenous cultural heritage values associated with this locale. Notify Jen and Leah Gaze ([lgaze@alib.ca](mailto:lgaze@alib.ca)) directly when there is a payment sent by mail or courier for ALIB Heritage Permits. A template to create the Policy from can be found here:

<https://islandstrust.bc.ca/document/province-of-bc-archaeology-chance-fi...>

Note: this guide is from 2014. Some contact information may be out of date.

Please share any cultural heritage or environmental reports associated with this project.

Please use the Messages function on this referral in NationsConnect to otherwise respond to this letter.

Kukstemc,

Dave Nordquist, RPF

Title and Rights and Natural Resource Director

Adams Lake Indian Band



## APPENDIX 10

June 15, 2022

City of Salmon Arm  
Kevin Pearson  
PO Box 40  
Salmon Arm BC, V1E 4N2

Dear Kevin,

**Re: OCP Amendment Application No OCP4000-51**

---

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to amend the OCP designation of the property located at 2371, 14<sup>th</sup> Street SW, Salmon Arm, from Low Density Residential to Medium Density Residential.

The information provided to the SAEDS Board appears to indicate the OCP amendment is intended to support future subdivision development. The SAEDS Board is supportive of expanding family housing options (developments open to all demographics) in our City, in order to support current and future growth trends.

Based on the information provided, the Board supports the application. We thank you for the opportunity to comment on this proposed OCP bylaw amendment.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Laird".

Bill Laird,  
Board Chairperson

---

TO:	Kevin Pearson, Director of Development Services
DATE:	June 16, 2022
PREPARED BY:	Mustafa Zakreet, Engineering Assistant
APPLICANT:	<b>Franklin Engineering Ltd</b>
SUBJECT:	<b>ZONING AMENDMENT APPLICATION FILE NO. ZON 1246</b>
LEGAL:	Lot 4, Section 10, Township 20, Range 10, W6M KDYD, Plan 4475
CIVIC:	<b>2371- 14 Street SW</b>

---

Further to your referral dated May 25, 2022 we provide the following servicing information. The following comments and servicing requirements **are not conditions for Rezoning but are required as a condition of subdivision or development**. 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. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of subdivision/development the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

**SUBDIVISION AMENDMENT APPLICATION FILE NO: ZONE 1240**

June 14, 2022

Page 2

- 
9. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.
  10. For the off-site improvements at the time of subdivision/ Development, the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 14 Street SW, 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 3.904m of additional road dedication is required (to be confirmed by a BCLS).
2. 14 Street SW is currently constructed to an Interim Urban Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.

**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on 14 Street SW. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 19mm service from the 200mm diameter watermain on 14 Street SW. The subject property is to be serviced by a single metered water service adequately sized to satisfy the proposed use (minimum 25mm). All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. Bare Land Strata developments with ground oriented access have the option of a bulk water meter installed at property line at time of subdivision with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more

**SUBDIVISION AMENDMENT APPLICATION FILE NO: ZONE 1240**

June 14, 2022

Page 3

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information. All meters will be provided at time of building permit by the City, at the owner/developers cost

4. The subject property is located within an area of identified fire flow deficiency, according to the 2011 Water Study (OD&K 2012). The Owner / Developer's authorized engineer is to complete a flow test on the closest fire hydrant to confirm the existing watermain servicing the subdivision is adequately sized to provide fire flows in accordance with the requirements of the Subdivision and Development Servicing Bylaw No 4163. Where the City water distribution system has insufficient capacity to meet the required fire flow, the Owner / Developer will be required to make the necessary upgrades to meet these standards. Owner / Developer is responsible for all associated costs.
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.
6. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the medium density spacing requirements of 90 meters.

**Sanitary:**

1. The subject property does not front a sanitary main; however, a 200mm diameter sanitary sewer exists approximately 78m northeast of the southeast property corner on Foothill Road SW. Extension of the sanitary main would be required to the southeast property corner. Due to the topography, an onsite force service will be required to permit connection.
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
4. Records indicate that the existing parcel is currently serviced by a septic field. Decommissioning of the septic field, in accordance with building departments requirements will be a condition of the subdivision. Owner / Developer responsible for all associated costs

**Drainage:**

1. Records indicate that the existing property is not serviced by a storm. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
2. The subject property is in an area with no current storm capacity concerns according to the Stormwater Master Plan Study (April 2020)

**SUBDIVISION AMENDMENT APPLICATION FILE NO: ZONE 1240**

June 14, 2022

Page 4

- 
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
  4. 14 Street SW Road drainage is the responsibility of the owner/developer along the property's frontage.
  5. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
  6. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



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**Mustafa Zakreet**  
Engineering Assistant



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**Jenn Wilson P.Eng., LEED® AP**  
City Engineer

P194



Offic

Late Item 11.3/11.4 - V. Bostram - email dated  
July 26, 2022 - OCP4000-51/ZON-1246 [Kolenosky,  
M./Franklin Engineering Ltd.; 2371 14 Street SW]

---

## Development on 14 St SW

1 message

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Clark .Bostrom [REDACTED]  
To: "office@franklinengineering.ca" <office@franklinengineering.ca>

Tue, Jul 26, 2022 at 4:57 PM

Good day Samantha.

Nice to talk with you on the phone today regarding the development of Marie's property which is located 50 feet my house and property at [REDACTED] 14 St SW.

I support building medium density and high density housing in Salmon Arm. Many of my friends and colleagues struggle with finding affordable accommodation in our small city.

As a contractor in this area I like to see projects go ahead to improve our land. People keep moving to our area even though there's no major industry and very low incomes. Let's make this place more accessible to a broader range of Canadians.

Feel free to contact me anytime.

Clark Bostrom

[REDACTED]  
S.Beau Contracting Ltd.

--

Sent from my iBall & Chain

August 18<sup>th</sup>, 2022

City of Salmon Arm  
500 2 Ave NE  
Salmon Arm BC, V1E 4H2  
Attn: Mayor and Council

**Re: Rezoning Application R-1 to R-4 of 2371 14<sup>th</sup> ST SW, Salmon Arm BC**

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As per the request of Council, I was able to go door to door to discuss our development plan with the neighborhood of 2371 14<sup>th</sup> St SW during the week of July 25<sup>th</sup>. I spoke with quite a few people in person and left letters with contact information on every door of those I did not. A few people did reach out from the letters, and we had in person or telephone discussions. Out of about twenty homes located on 14<sup>th</sup> St SW, including the Foothill Rd properties backing onto 2371 14 St SW, eleven of those residents were keen to discuss our development project.

It was my pleasure to speak with residents and I assured everyone that I would bring their thoughts and questions forward if they were unable to be present at the meeting (of which I gave them the date and time if they wanted to attend themselves). Only half (5) of the people I spoke with raised any sort of issues with the development. A lot of those issues were towards any development at all, no matter R-1 or R-4. To keep this letter as brief as possible, I will not breakdown the specific addresses as some are repeat comments. Instead, I present the following general concerns regarding R-4 density and development for this property.

- Servicing requirements
  - o Worries about the additional capacity to the existing sanitary mains in their neighborhood
- Additional traffic, including construction traffic
- Parking (Guest)
  - o On Street Parking Concerns
- Lack of sidewalks and street lighting in the area
- View loss through the currently vacant land

These are not outside of the normal neighborhood issues when dealing with new construction. Additionally, some people were under the impression that this was Agricultural Land Reserve (ALR) but all land along 14<sup>th</sup> St SW is zoned for residential use and none of the lots fall into the ALR.

To touch on some of the concerns and reiterate what I stated in many of my conversations, our development would be required by City bylaw to have 1.2 parking spaces per unit. We have shown in our preliminary layout for each unit to have 2 driveway parking spots as well as a 1 car garage which is well over double the requirements and should alleviate any of the on street parking concerns. Please see the attached updated site plan showing vehicle capacity for each unit.

It is my opinion that most traffic from the development would come in and out of Foothills Rd, as the property is located directly on that corner. Construction traffic would be present for a short period of time regardless of R-1 or R-4 development. As well, based on preliminary City comments for the property, we understand that local road upgrading may be required and would include curb and gutter, sidewalk, street lighting, etc. This is to be expected with development and would be a great start along that road to giving locals a safer place to bike and walk.

In a Memorandum from the Engineering and Public Works Department for our project, it was stated that there are no sanitary capacity issues with the addition of our proposed lot plan according to the City Sanitary Study. We would of course have to obtain City approvals on a detailed servicing plan but that would come during the next phase of development (subdivision or development permit).

When it comes to view loss, there is really no way around that as it would also come with R-1 development as the maximum heights are the same for R-1 and R-4 zoning at 10m (32.8 feet).

The other half of the people (6) that I spoke to were either adamantly for the development or had no issues with it going forward. Please find attached a copy of an email send by one of the neighbors showing their support. Some of the pros mentioned during conversation were as follows:

- Much needed additional housing
  - o Smaller homes on smaller lots would equal lower price points and therefore they would be more affordable than R-1 homes
- Weed control
  - o The lot is not being utilized and is just growing excessive weeds
- Community growth
- Best utilization of that property (large relatively flat rectangle) without doing apartment buildings
- Similar properties were being developed close by (all along 10<sup>th</sup> St SW)

I realize that after our discussions, some perspectives may have changed for the positive or negative and I look forward to the opportunity to address any additional questions during the Public Hearing from Public and Council.

Sincerely,

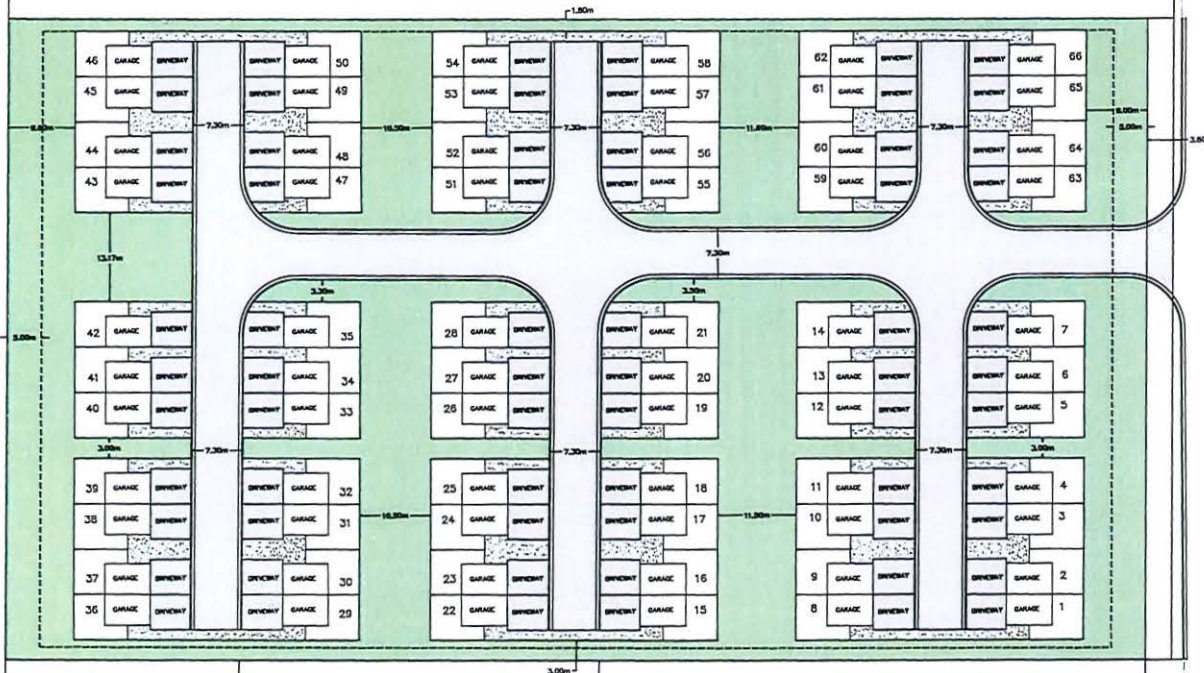
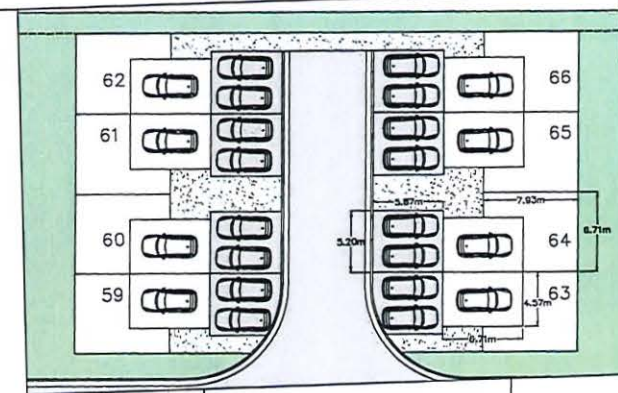


Samantha Mitchell  
Project Coordinator, Franklin Engineering Ltd.  
PH: 250.832.8380 ext1  
Email: office@franklinengineering.ca



NOTES:

- 66 UNITS TOTAL
- EACH UNIT PROVIDING 3 PARKING SPOTS (1 GARAGE, 2 DRIVEWAY)
- TOTAL = 66 UNITS x 3 PARKING SPOTS  
= 198 PARKING SPOTS
- REQUIRED R4 ZONING: 80



14 ST. S.W.

FOOTHILLS ROAD SW

1	DATE	DESCRIPTION	BY	APP'D
REVISIONS				
DESIGN:		JAW		
DRAWN:		LTV		
DATE:		AUG 18, 2022		
CHECKED:		JAW		
PROJECT: JASON WICKNER				
SCALE: 1/2" = 1'-0" & 1/4" = 1'-0"				
 250.832.8380 • www.franklinengineering.ca				
2371 14 ST SW				
PROPOSED SUBDIVISION SITE PLAN DETAILS				
PROJECT No. 22-053				
SHEET 1 OF 1				
DRC No. C-01				



Office Franklin Engineering <office@franklinengineering.ca>

---

## Development on 14 St SW

1 message

---

Clark .Bostrom <clark.bostrom@gmail.com>

Tue, Jul 26, 2022 at 4:57 PM

To: "office@franklinengineering.ca" <office@franklinengineering.ca>

Good day Samantha.

Nice to talk with you on the phone today regarding the development of Marie's property which is located 50 feet my house and property at [2290 14 St SW](#).

I support building medium density and high density housing in Salmon Arm. Many of my friends and colleagues struggle with finding affordable accommodation in our small city.

As a contractor in this area I like to see projects go ahead to improve our land. People keep moving to our area even though there's no major industry and very low incomes. Let's make this place more accessible to a broader range of Canadians.

Feel free to contact me anytime.

Clark Bostrom  
250 515 1561  
S.Beau Contracting Ltd.

--

Sent from my iBall & Chain

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

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, August 22 at 7:00 p.m.

**1) Proposed Amendment to Official Community Plan Bylaw No. 4000:**

Re-designate Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from (MR - Medium Density Residential) to HR (High Density Residential)

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

Rezone Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from R-4 (Medium Density Residential Zone) to R-5 (High Density Residential Zone)

**Civic Address:** 50 – 30 Street NE

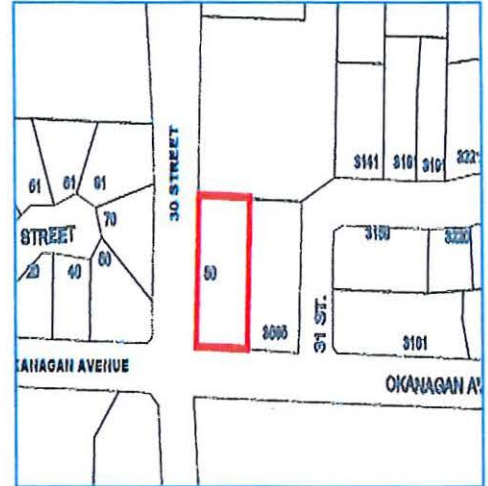
**Location:** Northeast corner of Okanagan Avenue and 30 Street NE intersection

**Present Use:** 6 Unit Multi-Family Building

**Proposed Use:** To facilitate the future development of additional rental units (13 total)

**Owner:** Wonderland Investment Inc.

**Reference:** OCP4000-50/Bylaw No. 4530 and ZON-1242/ Bylaw No. 4531



**2) Proposed Amendment to Official Community Plan Bylaw No. 4000:**

Re-designate Lot 4, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4475 from LR (Low Density Residential) to MR (Medium Density Residential), attached as Schedule "A".

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

Rezone Lot 4, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4475 from R1 (Single Family Residential Zone) to R4 (Medium Residential Zone), attached as Schedule "A".

**Civic Address:** 2371 – 14 Street SW

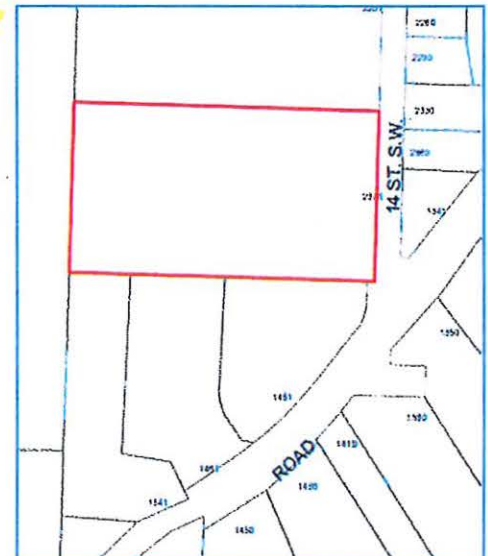
**Location:** North of Foothill Road SW on the West side of 14 Street SW

**Present Use:** Single Family Dwelling

**Proposed Use:** To facilitate a future Medium Density Residential Development

**Owner:** M. Kolenosky

**Reference:** OCP4000-51/Bylaw No. 4539 and ZON-1246/ Bylaw No. 4540



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from August 9 to August 22, 2022 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. In person attendance will be on a first come first serve basis. If you wish to attend electronically email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

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

Sue Wood, Director of Corporate Services

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Item 24.1

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4527 be read a third time.

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

[ZON-1240; Green Emerald Investments Inc./1306085 Alberta Ltd./Arsenault, G.; 1511 & 1561 10 Avenue SW; C-3 to C-6]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4527

A bylaw to amend "City of Salmon Arm Zoning Amendment Bylaw No. 2303"

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on August 8, 2022 at the hour of 7:00 p.m. was published in the July 27 and August 3, 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 3, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309 and Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan 10420 from C-3 (Service Commercial Zone) to C-6 (Tourist/Recreation Commercial Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4527"

READ A FIRST TIME THIS 25 DAY OF JULY 2022

READ A SECOND TIME THIS 25 DAY OF JULY 2022

READ A THIRD TIME THIS DAY OF 2022

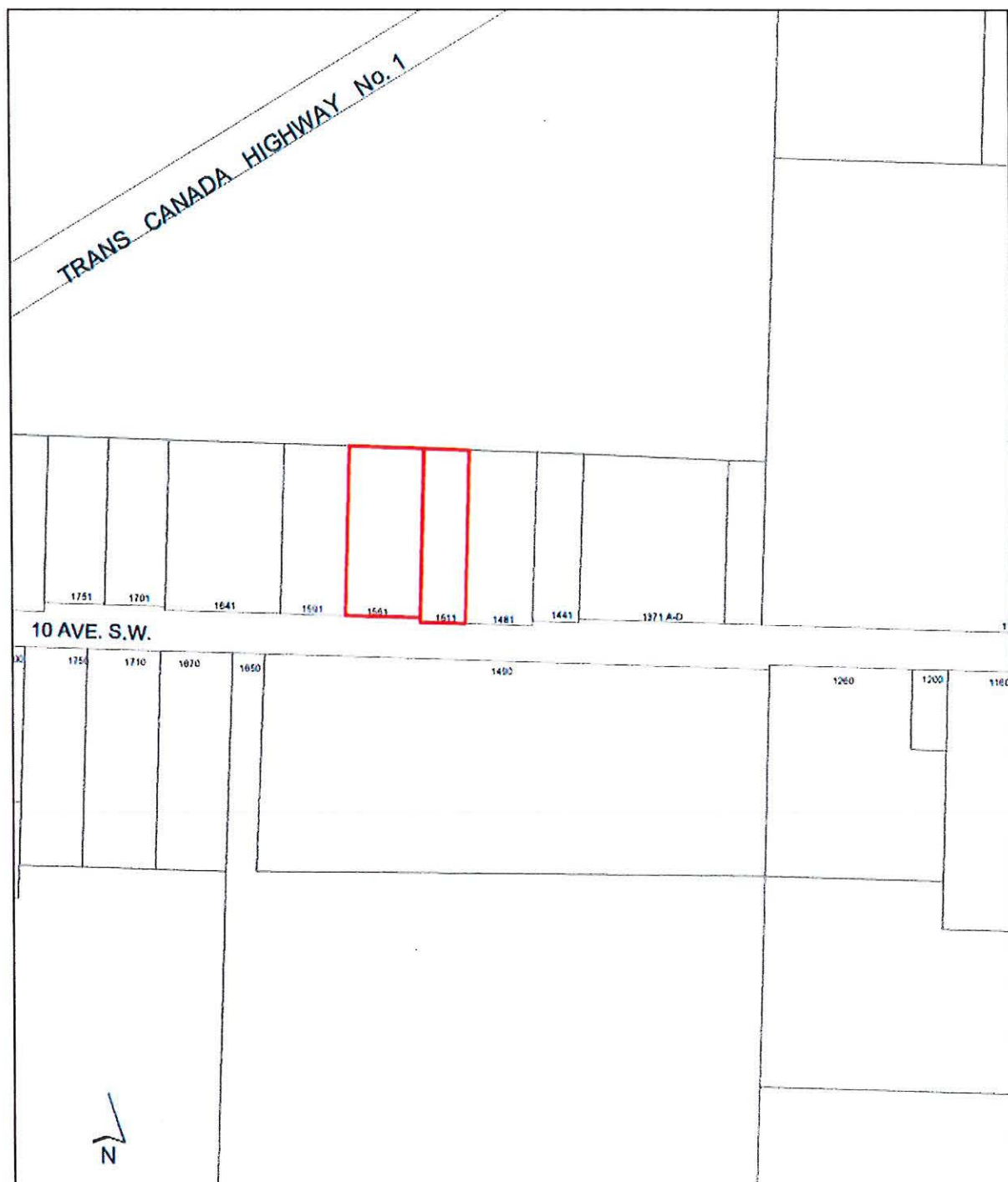
APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2022

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

ADOPTED BY COUNCIL THIS DAY OF , 2022.

\_\_\_\_\_  
MAYOR

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



Item 24.2

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4544 be read a third and final time.

[ZON-1247; 1197665 BC Ltd./Matejka Property Management and Developments; 2710-30 Avenue NE; R-1 to R-8]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4544

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on August 22, 2022 at the hour of 7:00 p.m. was published in the August 10 and August 17, 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1948 Except Plans 5734, 13562, and 25888 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. 4544"

READ A FIRST TIME THIS            8<sup>th</sup>       DAY OF       AUGUST                   2022.

READ A SECOND TIME THIS       8<sup>th</sup>       DAY OF       AUGUST                   2022.

READ A THIRD TIME THIS                   DAY OF                   2022

ADOPTED BY COUNCIL THIS                   DAY OF                   2022

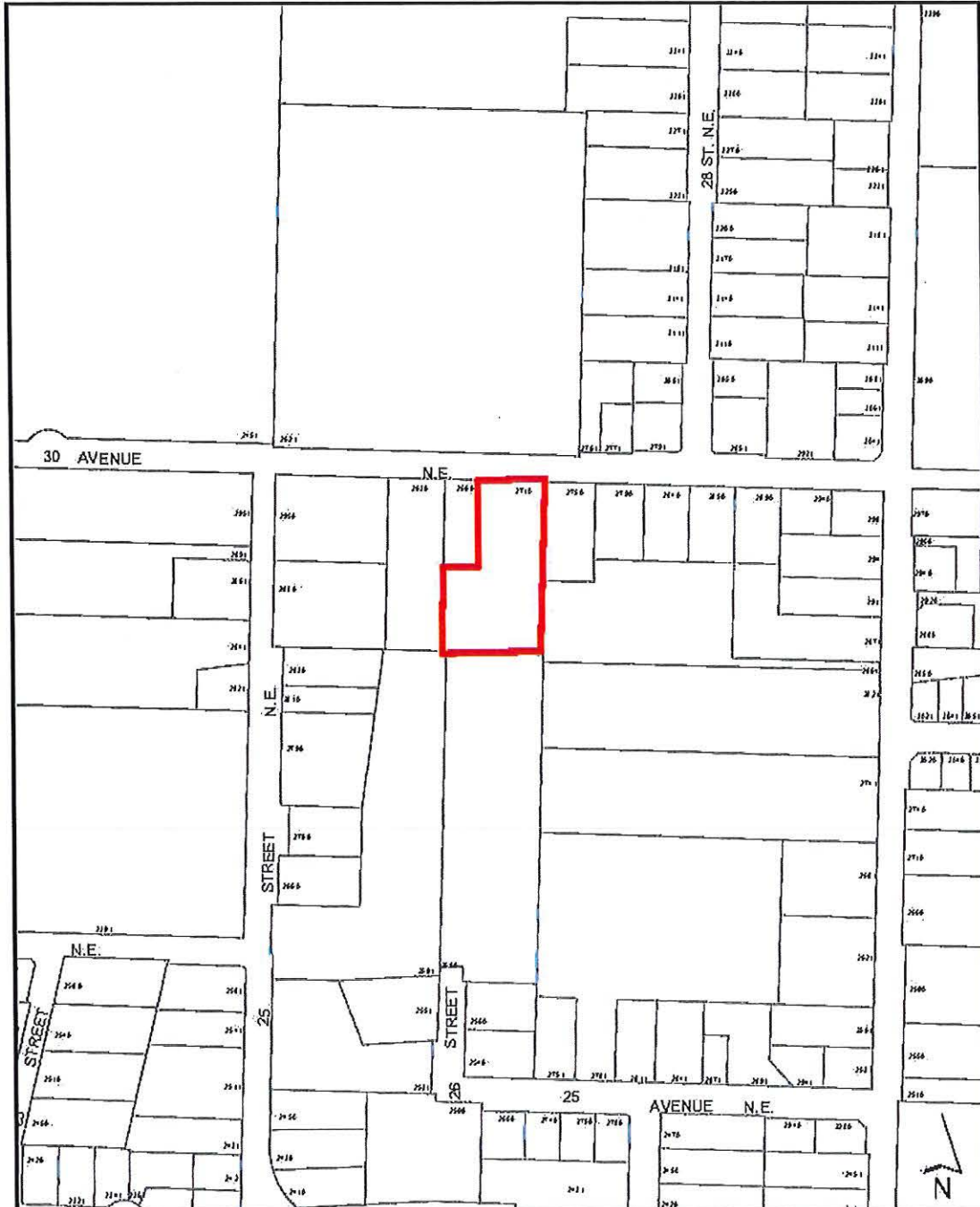
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MAYOR

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CORPORATE OFFICER

Schedule "A"



Item 24.3

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4530 be read a third time.

[OCP 4000-50; Wonderland Investments Inc.; 50 30 Street NE; MR to HR]

### Vote Record

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

Opposed:

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

**CITY OF SALMON ARM**

**BYLAW NO. 4530**

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means on August 22, 2022 at the hour of 7:00 p.m. was published in the August 10 and August 17, 2022 issues of the Salmon Arm Observer;

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

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

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

1. Re-designate Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from (MR - Medium Density Residential) to HR (High Density Residential), 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 Official Community Plan Amendment Bylaw No. 4530".

READ A FIRST TIME THIS 25<sup>th</sup> DAY OF JULY 2022

READ A SECOND TIME THIS 8<sup>th</sup> DAY OF AUGUST 2022

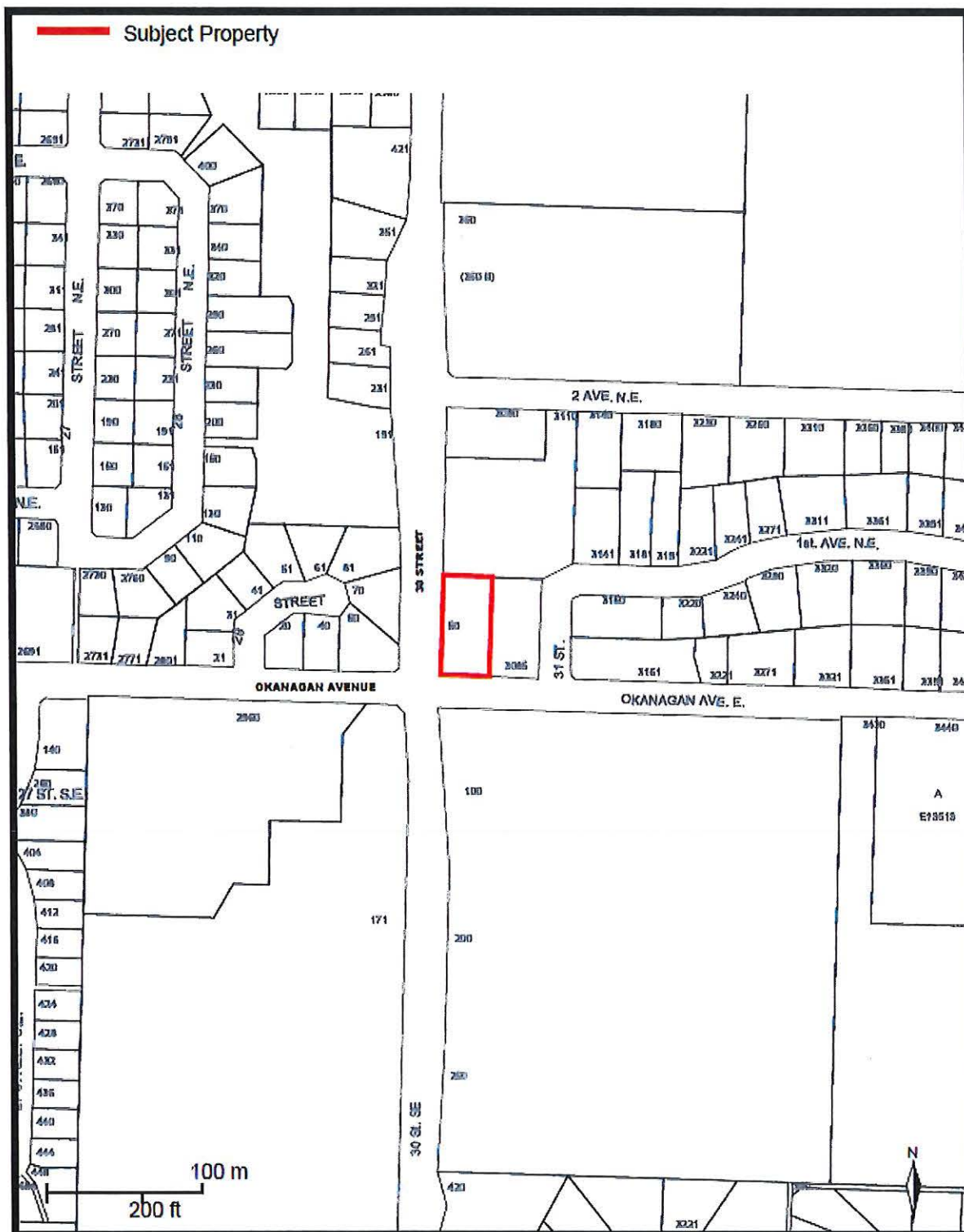
READ A THIRD TIME THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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

Schedule "A"



Item 24.4

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4531 be read a third time;

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

1. Ministry of Transportation and Infrastructure approval;
2. Confirmation that the building meets Zoning Bylaw and BC Building Code requirements; and
3. Adoption of the associated Official Community Plan Amendment Bylaw.

[ZON-1242; Wonderland Investments Inc.; 50 30 Street NE; R-4 to R-5]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4531

A bylaw to amend "City of Salmon Arm Zoning Amendment Bylaw No. 2303"

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on August 22, 2022 at the hour of 7:00 p.m. was published in the August 10 and August 17, 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from R-4 (Medium Density Residential Zone) to R-5 (High Density Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “City of Salmon Arm Zoning Amendment Bylaw No. 4531”

READ A FIRST TIME THIS 25 DAY OF JULY 2022

READ A SECOND TIME THIS 8 DAY OF AUGUST 2022

READ A THIRD TIME THIS DAY OF 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2022

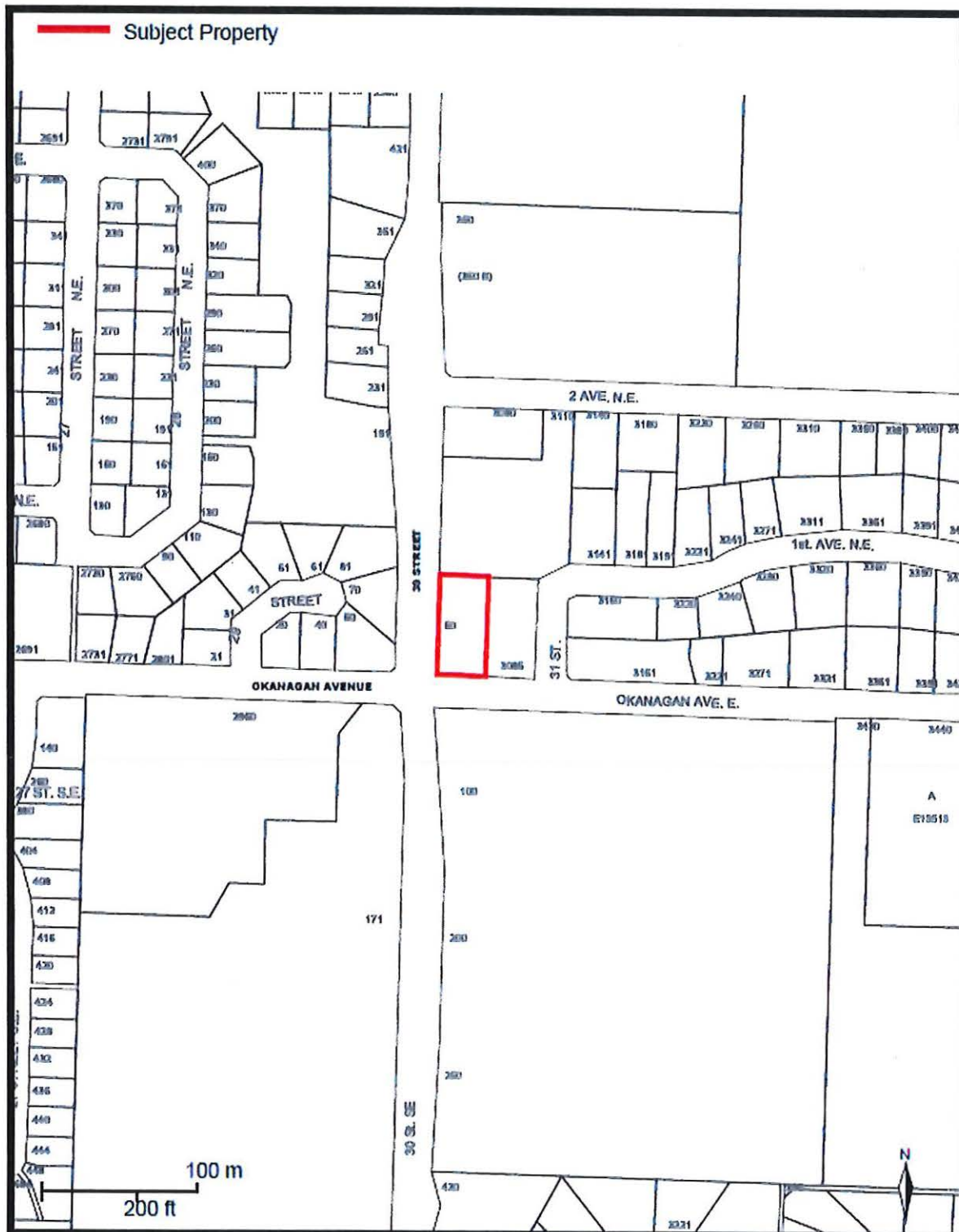
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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

Schedule "A"



Item 24.5

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4539 be read a third time.

[OCP 4000-51; Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; LR to MR]

### Vote Record

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

Opposed:

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

**CITY OF SALMON ARM**

**BYLAW NO. 4539**

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means on \_\_\_\_\_, 2022 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2022 issues of the Salmon Arm Observer;

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

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

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

1. Re-designate Lot 4, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4475 from LR (Low Density Residential) to MR (Medium Density Residential), 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 Official Community Plan Amendment Bylaw No. 4539".

READ A FIRST TIME THIS 25 DAY OF JULY 2022

READ A SECOND TIME THIS 8 DAY OF AUGUST 2022

READ A THIRD TIME THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

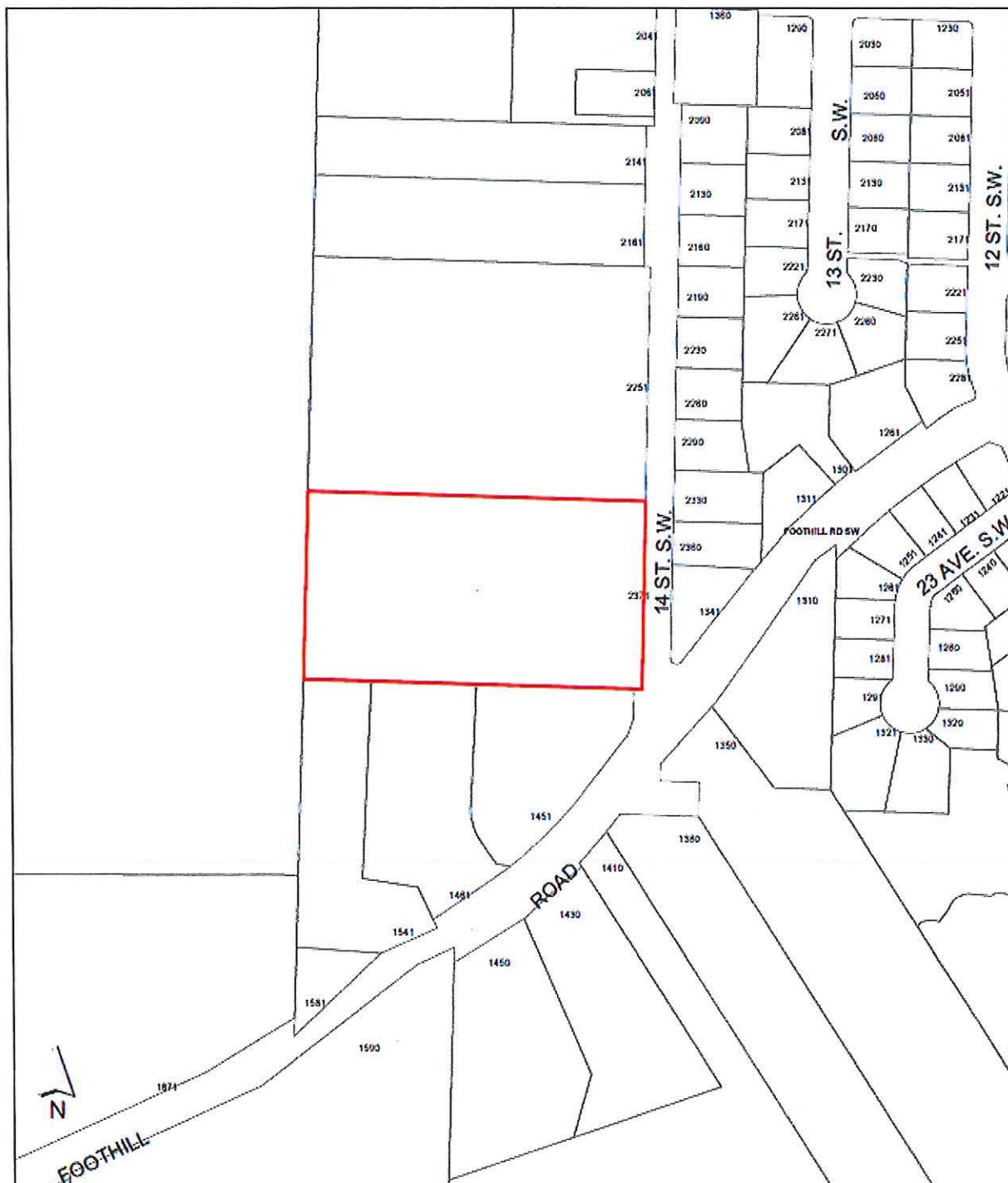
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MAYOR

---

CORPORATE OFFICER

Schedule "A"



Item 24.6

## CITY OF SALMON ARM

Date: August 22, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4540 be read a third time;

AND THAT: Final reading of the Zoning Amendment Bylaw be withheld subject to adoption of the associated Official Community Plan Amendment bylaw.

[ZON-1246; Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; R-1 to R-4]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4540

A bylaw to amend "City of Salmon Arm Zoning Amendment 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 , 2022 at the hour of 7:00 p.m. was published in the and , 2022 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 4, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4475 from R-1 (Single Family Residential Zone) to R-4 (Medium Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4540"

READ A FIRST TIME THIS                      25                      DAY OF                      JULY                      2022

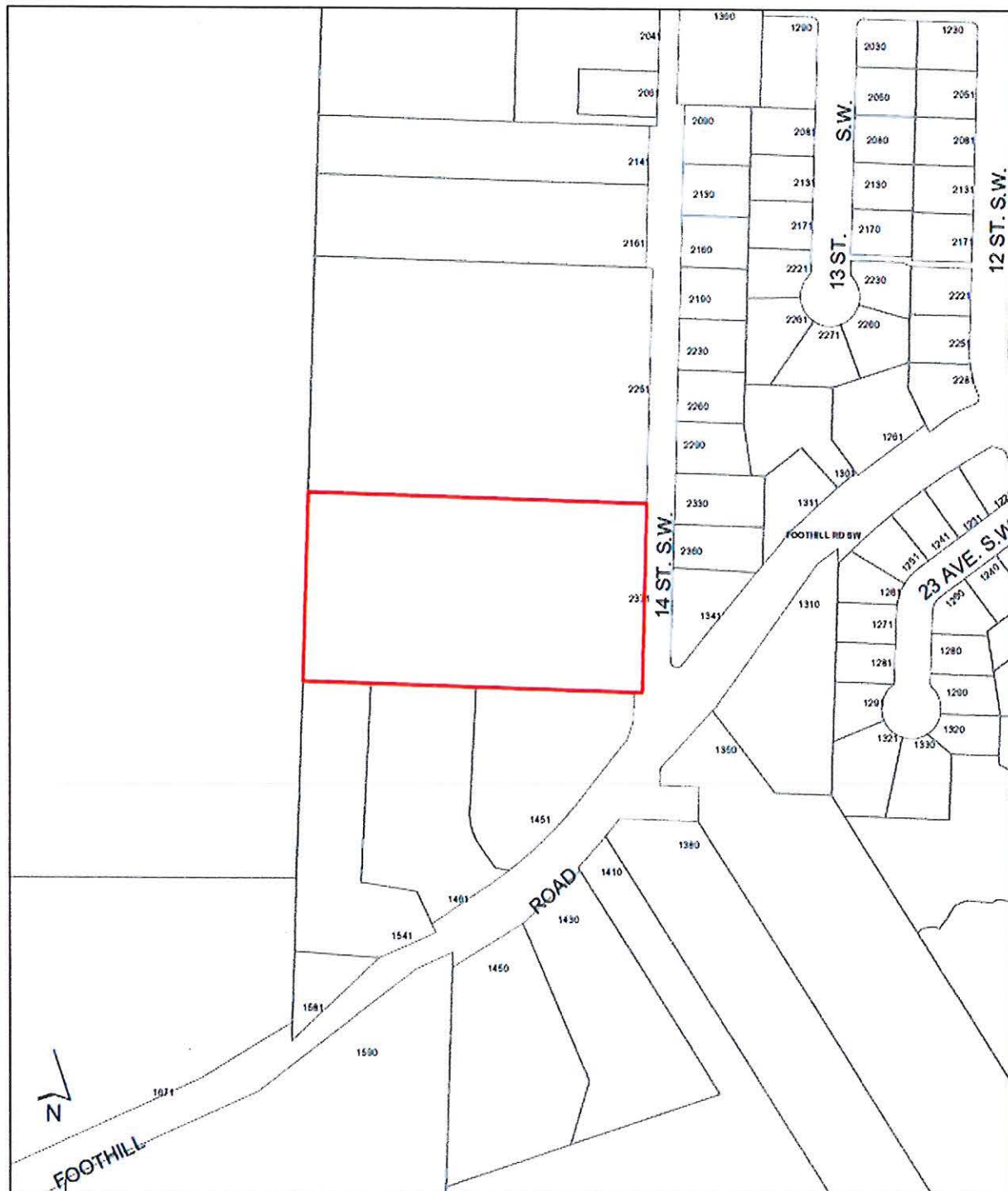
READ A SECOND TIME THIS                      8                      DAY OF                      AUGUST                      2022

READ A THIRD TIME THIS                      DAY OF                      2022

ADOPTED BY COUNCIL THIS                      DAY OF                      2022

\_\_\_\_\_  
MAYOR

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



Item 26.

**CITY OF SALMON ARM**

Date: August 22, 2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of August 22, 2022, be adjourned.

**Vote Record**

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

Opposed:

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

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Item 12.1

**INFORMATIONAL CORRESPONDENCE - August 22, 2022**

- |    |   |   |
|----|---|---|
| 1. | J. Jezersek – email dated August 3, 2022 – Air Pollution Complaint  | A |
| 2. | K. Doorn – letter undated – Community in Crisis   | S |
| 3. | The Shuswap Trail Alliance – Letter dated August 15, 2022 - Request to Host Grand Opening Celebration at South Canoe                              | A |
| 4. | C. Massey – email dated August 12, 2022 – Request for Funding Support for the 2022 Salute to the Sockeye, 5-Band Salute Initiative                | A |
| 5. | J. McEwan, Salmon Arm Fair Manager – letter dated July 13, 2022 – Request to hold annual Salmon Arm Fair Parade                                   | A |
| 6. | City of Salmon Arm – Active Transportation Plan – Survey 2  | N |
| 7. | UBCM – email dated August 3, 2022 – Invitation to Meet with Office of Seniors Advocate and Land Title and Survey Authority during UBCM Convention | A |
| 8. | Interior Health Public Service Announcement dated August 16, 2022 – Heat Warning Guidance   | N |
| 9. | Shuswap Water Council Media Release – Information About Algal Blooms  | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

**Rhonda West**

---

**Subject:** FW: [External] Air Pollution Complaint

**From:** Jill Jezersek [REDACTED]  
**Sent:** August 3, 2022 9:07 PM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>  
**Subject:** Re: [External] Air Pollution Complaint

I also want to mention this barbecue smoker can start anytime of the day or night and operates for 14 hours at a time.

On Aug 3, 2022, at 9:00 PM, Jill Jezersek <[REDACTED]> wrote:

Mayor Alan Harrison and City Counsel Members,

I am writing to let you know how the commercial size barbecue smoker from the 'Night cafe' is affecting my health.

Up to four days a week I am having to close my windows to minimise the toxic effects of the fumes.

The smoke still infiltrates my home burning my eyes, nose, skin, and throat making it difficult to speak at times.

This is interfering with my sleep and my ability to work.

Need I say it is not good for my mental and emotional health?

I am not living comfortably in my own home.

We are now in the second year of breathing this cancer producing byproduct of smoking beef brisket.

They did put an extension on the chimney but it still does not extend above the roof peaks (as required by city bylaws for home chimneys)

I was told by Maurice Roy, he has changed his fuel source but upon recent observation I saw no propane tank but two large bags of briquettes.

My request is that we restore fresh air back to downtown Salmon Arm by either closing down this operation or moving it out of the downtown area or switching to propane and extending the chimney above the roof tops.

I have talked to my neighbours and some of them are suffering from the same symptoms as I am but they are too timid to speak up.

Some are afraid of the people who run the 'Night Cafe' because of their political views.

Jillian Jezersek, resident of Salmon Arm for 48 years.

## Mayor and Council

First Name Kelsey  
Last Name Doorn  
Address: [REDACTED]  
Return email address: [REDACTED]  
Subject: Community in Crisis  
Body Hi there,

my name is Kelsey Doorn and I'm a local resident as well as a Registered Nurse in the Emergency Room here at Shuswap Lake General Hospital. This past spring, I went to discharge a homeless patient in our ER and was informed that our shelter in town had closed indefinitely. Despite my patient having no where to go, and with no other available resources within the community (along with the inability to stay in hospital due to an already strained system), she was discharged to the street. With the closure of our local shelter, not only has there has been a noticeable increase in the homeless population living in the downtown core, but there has also been an increase in those presenting to the Emergency Room- trying to gain access to any available resources.

My personal residence is on 5th Ave SW, across the street from the park behind the Alternate School where our homeless population resides within the spring/summer. Given my exposure to the types of peoples within this population, I am equipped with tools of de-escalation and skills I can utilize if put in a diverse situation. Local seniors and disabled individuals who reside within this area are not. Multiple seniors with and without disabilities that live in my apartment building have been threatened and cornered by those of a more aggressive nature within the vicinity of their once safe home. A few of these individuals have been found looking for change in vehicles or have been stumbled across sleeping in apartment lobbies. Though I don't know first hand the conversations that were exchanged between either party, I can imagine how frightening it could be for a senior dealing with a potentially aggressive individual who may or may not be under the influence.

I am writing you, city council, not to demand answers or solutions. I've read different news article and am aware BC Housing is working on a solution for our lack of shelter in the community. But what does "working on it" mean? Is there a timeline we can expect, or potentially other avenues of resources we can provide in the interim? With the current country wide economic crisis going on in the aftermath of the pandemic, I worry this is only the beginning. With constant altercations happening outside my front door, I worry for all of our citizens, those both inside and out. I realize this is a sensitive topic, both worrisome and frustrating to many. When it comes to a discussion of what to do next, there are many differing opinions which often can cause a divide. This population has a diverse array of mental, physical and emotional issues that housing alone cannot fix- but it could help.

I'm writing you, council, as I would like to help and assist in this process. I would like to be a part of creating a solution...to be part of making those steps towards change for all members of this community. If there is a committee I can join or someone I can contact, I would greatly appreciate it. I look forward to your reply.

With kind regards,

Kelsey

Would you like a response:

Yes

**Disclaimer**

*Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.*

# *The Shuswap* **TRAIL** ALLIANCE

The Shuswap Trail Alliance  
PO Box 1531, Salmon Arm, BC V1E 4P6  
Phone: 250-832-0102  
Email: [info@shuswaptrails.com](mailto:info@shuswaptrails.com)

August 15, 2022

Attn: Salmon Arm Mayor and Council

Re: Request to Host Grand Opening Celebration at South Canoe

Dear Mayor Harrison and Council,

The Shuswap Trail Alliance would like to request approval to host a Grand Opening Celebration at the South Canoe parking lot on October 1, 2022, at 10:00am.

Through many partnerships, funding sources, and countless volunteer hours the South Canoe parking lot/trailhead has seen many improvements over the last couple of years. The enhancements have expanded the accessibility of the park and trails to people of all ages and abilities and the creation of the gazebo has increased the functional use for all weather and all seasons. This is evidenced by increased use of the park and trails throughout the week and through all seasons. The addition of accessible trails for universal mountain bike and hiking access has allowed a broader range of public use including families with young children and seniors of varying abilities. The expansion of the parking area and improvement of safety fencing has helped to accommodate and manage this increase in community use.

The Ida View trail and East Canoe Creek bridge have also been completed and connect the South Canoe trail network with the Larch Hills Traverse via the Rubberhead trail system. This section of the Larch Hills Traverse was the final section needed to create a loop through the Larch Hills Nordic ski area with trails starting and ending in South Canoe.

The Shuswap Trail Alliance would like to take the opportunity to celebrate the many successes at South Canoe by hosting a Grand Opening Celebration, at the South Canoe parking lot on October 1, 2022. Our intent is to provide coffee/snacks, take half an hour to recognize the partners, funders, and volunteers that contributed to the projects, and follow that by a guided ride.

We're hoping that the above date works for Mayor Harrison, and Council members, and look forward to planning the event with City staff if approved.

We thank you for your consideration of our request and look forward to your reply.

Sincerely,



Jen Bellhouse, Executive Director the Shuswap Trail Alliance  
Phone: 250-804-3530/email: [jen@shuswaptrails.com](mailto:jen@shuswaptrails.com)

## Rhonda West

---

**From:** Barb Puddifant  
**Sent:** Friday, August 12, 2022 1:52 PM  
**To:** Sue Wood; Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Friday, August 12, 2022 1:49 PM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; Chad Eliason <celiason@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>; Barb Puddifant <bpuddifant@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

### Mayor and Council

First Name Carmen

Last Name Massey

Address:

Return email address: [cmassey@lslb.ca](mailto:cmassey@lslb.ca)

Subject: Request for funding support for the 2022 Salute to the Sockeye, 5-Band Salute Initiative

Body 5-Band Salute Initiative  
Contact: Carmen Massey, 5-Band Salute Coordinator ([250-804-3466](tel:250-804-3466)/[cmassey@lslb.ca](mailto:cmassey@lslb.ca))

Skw'lax te Secwépemc aka Little Shuswap Lake Band Kukpi7 Tomma has invited the communities of Adams Lake, Neskonlith, Shuswap and Splatina to join Skw'lax in hosting an Indigenous-led Salute at the Adams River in 2022. Skw'lax is collaborating with The Adams River Salmon Society and other Salute partners to ensure a strong Secwépemc presence will be felt at this year's Salute (September 30 – October 23, 2022).

Led by Skw'lax, Secwépemc Knowledge Keepers and Cultural Helpers will be involved in all aspects of ceremony (including the Opening Ceremony, Drumming Over the Water and Daily Smudging). They will share Secwépemc culture, including artisan demonstrations in the Cultural Tent; demonstrate

fishing techniques and food preservation activities along the river; lead interpretive walks on the trails and at cultural sites throughout the park; and story tell, drum, dance, and sing on the stage throughout the entire three-week festival.

Tsutswecw Park is within the primary caretaking area of Skw'lax and the community has taken the lead on progressing toward an Indigenous-led Salute to the Sockeye 2022. They have already committed at least \$50,000 in-kind contribution of staff-time and community involvement. Other financial contributions are being sought (or confirmed) from each of the five bands, BC Parks, Pacific Salmon Foundation, DFO and various corporate partners. Skw'lax and its partner communities appreciate the support from our allies, in government, private sector and not-for-profit. Any financial contribution to support the 5-Band Salute Initiative is appreciated. The more money we raise the more stories we can tell, the more culture we can share and more meaningful relationships we can build.

Below are the areas being planned for the 5-Band Salute initiative:

1) Cultural Tent: This will be a dynamic area where visitors can connect with Secwépemc culture to gain a better understanding of this place and what the salmon returning here mean to the Secwépemc people. Flint nappers, basket makers, moccasin makers, beaders, weavers, and mat-makers, among others, are proposed to be on site at various times demonstrating their crafts. Also inside the tent, Knowledge keepers will share Secwépemc fishery knowledge, perspectives and history. Static displays will feature Secwépemc culture and activities, including an interpretive display of the modern-day Scotch Creek Fish Fence and a display sharing the Residential School experience of the Secwépemc.

Cost of supporting this area: \$20,000

- Tent rental and display setup costs (\$10,000)
- Artisan honorariums (3 Artisans per day, 21 days) (\$10,000)

2) Fishing and Food Preservation Demonstration Area: Located next to the Adams River, fishing Knowledge Keepers will demonstrate how Secwépemc traditionally caught and preserved the salmon returning to the Adams River. A fish smoking structure will be erected, along with drying racks and fishing tools.

Cost of supporting this area: \$10,000

- Structure building materials

- Knowledge Keeper honorariums (2 Knowledge Keepers per day, 21 days)

3) Knowledge Sharing, Interpretive Program: Secwépemc Knowledge Keepers will travel along the trails of the park to share their Indigenous connection with the returning salmon. Knowledge Keepers will visit various cultural sites throughout the park, including the Kekuli (winter home) and Pictograph sites.

Cost of supporting this program: \$10,000

- Knowledge Keeper honorariums (2-3 Knowledge Keepers per day, 21 days)

4) Interpretive Signage: Signage is an important way to share information and language with visitors. There is a lack of Secwépemc signage throughout Tsutswecw Park. Signs that will be required include a Welcome message from Kukpi7 Tomma; explanation of culturally representative objects, such as the fish-weir fencing throughout the park; and program signage at the Cultural Tent, Stage and Fishing Demonstration areas.

Cost of supporting 5-Band Salute on-site signage: \$5,000

5) Stage programming: The stage will be alive during the three-week salute, with singing, dancing, drumming, storytelling, and ceremony. There are two stage programs being considered:

a. Youth Story Stage: (Monday-Thursday, 10 am – 1 pm). This program will feature storytelling, songs and dance that appeal to younger visitors. Approximately 6,000 students visit the Salute to experience the DFO school program. The Story Stage will help kids understand the cultural significance of salmon to the Secwépemc.

Cost of supporting the Youth Story Stage: \$10,000

- o Storyteller honorariums

b. 5-Band Salute Celebration: (Friday-Sunday, noon – 3 pm). Featuring Indigenous performers, this program will run during the three weekends of the Salute. Visitors will experience both local and non-local Indigenous cultural demonstrations. A potential stick games competition will be held on Saturdays.

Cost of supporting the 5-Band Salute Celebration: \$20,000

- o Band and performer fees
- o Stick Games Coordinator

6) Ceremonies: Ceremonies will be held throughout the Salute, at various times and locations throughout the park. Most ceremonies will be open to the public for observation to be witness to the spiritual practices of the Secwépemc, but some will be strictly private. Daily smudging, Drumming Over the

Water, and Opening Ceremonies will involve numerous Community Members, Cultural Helpers and Spiritual Advisors.  
Cost to support Secwépemc Ceremonies: \$10,000  
• Spiritual Advisors, Ceremonial and Cultural Helper honorariums

7) September 30 Day of Reclamation: The day prior to the start of the Salute festival a Day of Reclamation will be held at Tsutswecw Park. Kukpi7 Tomma is inviting nations from down the Fraser and Columbia Rivers to join with Skw'lax in reclaiming the ceremonies and songs that celebrate the return of salmon to the spawning grounds throughout British Columbia. Open to the public, this will also be a day of reclaiming ties with one another and with the land and animals that have supported the Secwépemc of the area for millennia. This day will conclude with a feast that will be open to everyone joining in the celebration at the park that day.  
Cost of the Community Feast: \$10,000  
• Food and catering costs, possible tent rental (based on 1000 people at \$10 per person)

Would you like a response:

Yes

#### Disclaimer

*Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.*

Email not displaying correctly? [View it in your browser.](#)



Robert J. Niewenhuizen  
Director of Engineering and Public Works  
City of Salmon Arm  
Box 40 500-2<sup>nd</sup> Ave NE  
Salmon Arm, BC. V1E 4N2

July 13, 2022

Dear Sir,

**Re: Salmon Arm Fair and Parade**

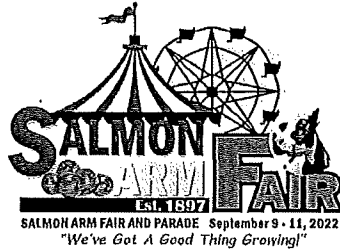
This is a request from the Salmon Arm Fair Committee to hold the annual Salmon Arm Fair Parade, scheduled for Saturday, September 10, 2022, from approximately 10:15 am to 12:30 p.m. This request is subject to all Provincial Medical Officers Covid 19 restrictions.

The Parade route for 2022 has changed slightly due to ensuring participant safety and the finish. Previously the finish was at the end of Lakeshore by the waterslides. We believe this poses a safety issue as there are children, animals, and a significant congestion at that point and to return to the fair grounds, they must cross the highway. We believe proximity to the highway combined with congestion poses a safety risk. We feel it is better for all to have parade entries cross in a controlled manner. As we want to stay within the current timeline for the parade, we have left the turn onto Hudson...to Ross and down to Lakeshore and removed the length along 10<sup>th</sup> St and 10<sup>th</sup> Ave choosing to return along 5 Ave east back to the starting point by Blackburn Park. We believe this ensures the safety of all participants and an orderly close to the parade.

The assembly point for non-livestock and tractor entries will be at Blackburn Park at 5<sup>th</sup> and 5<sup>th</sup>. The parade will move south on 5<sup>th</sup> St to 10<sup>th</sup> Ave then East to Shuswap; North on Shuswap, crossing the TCH to Hudson where the parade will move along to Ross St and turn north to Lakeshore Dr; West on Lakeshore to 10<sup>th</sup> St by the Waterslide; south on 10<sup>th</sup> St. to 5 Ave; east on 5<sup>th</sup> Ave. SW; and south on 5<sup>th</sup> St. SW by Blackburn Park where the parade will disband.

We would like permission to close the following roadways to non-parade traffic on Saturday morning to assist in organizing parade floats:

- A. 5<sup>th</sup> St SW between Blackburn Park and the fair grounds.
- B. 5<sup>th</sup> Ave from 10<sup>th</sup> St SW to 5<sup>th</sup> St SW South Lane only from Linden Court.
- C. 10<sup>th</sup> Ave SW from Shuswap St to 5<sup>th</sup> 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.



- D. 5<sup>th</sup> Ave from 3<sup>rd</sup> St SW to 5<sup>th</sup> St SW from Thursday 8a.m. September 8<sup>th</sup> to 13<sup>th</sup> to assist in safety and fair preparation and tear down.
- E. We also request permission to have the use of traffic barriers dropped at the designated street corners.
- F. We would also like to borrow traffic signs, hi vis vests, and directional paddles for the volunteers who will be directing traffic at the intersections.
- G. We request that five (5) road barriers be placed at each of the corners of 3<sup>rd</sup> St SW and 5<sup>th</sup> Ave SW and the corner of 5<sup>th</sup> St SW and 5<sup>th</sup> Ave SW to assist in setting up ticket booths.
- H. We request the provision of a water truck during the three days of the fair to water roadways, main arena and competition rings.
- I. We are requesting to extend the No Parking zones from previous years to include the following:
  - Shuswap St from 5th Ave. SW to Hudson St, both sides
  - Hudson St to Ross St and Ross St to Lakeshore
  - Lakeshore from Ross to 10<sup>th</sup> St, both sidesIf the City staff will drop off the No Parking signs on Friday night, we will arrange to put them up Saturday morning.
- J. We request permission to use the Safeway Field for parking September 9-11<sup>th</sup>, 2022.
- K. Insurance policies/certificates of insurance for The Salmon Arm and Shuswap Lake Agricultural Association is attached.

Thank you in advance and this request is subject to the PHO orders at the time of the Parade.

Sincerely,

*Jim McEwan*

Jim McEwan  
Salmon Arm Fair manager

## Rhonda West

---

**From:** Chris Larson  
**Sent:** Tuesday, August 16, 2022 1:19 PM  
**Subject:** City of Salmon Arm - Active Transportation Plan - survey 2

A second active transportation survey has recently launched that will help inform priorities regarding infrastructure, safety, policies, and programs. The deadline for the survey is **August 23<sup>rd</sup>**. Please complete the survey when you have a chance! This survey along with more information can be found on the project website:

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

Here is some background information:

*Connect Salmon Arm:* The City of Salmon Arm's Active Transportation Network Plan is officially underway.

Information on the project to date including a newsletter is embedded on the project website:

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

Funded in part through the province's Active Transportation Grant Program, *Connect Salmon Arm* aims to pave the way for safe, accessible, age-friendly, inclusive active transportation facilities for people of all ages and abilities that can be used year-round. The proposed network, along with supporting policies and programs will be prioritized and built into an implementation plan for the next 5, 10 and 20 years—which will help to ensure our community is set up for the wellbeing of generations to come.

Urban Systems, Ltd. was selected as the successful proponent to deliver this plan. Over the next few months, will be engaging with the community and developing recommendations for future projects.

To gather perspectives on local active transportation issues and opportunities, there have been several opportunities for residents and stakeholders to provide feedback. A **second survey** has recently launched that will help inform the community priorities regarding infrastructure, safety, policies, and programs. This survey can be found on the project website:

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

The deadline to participate is **August 23<sup>rd</sup>** and paper copies of the survey will also be available at City Hall.

Thanks,

**Chris Larson, MCIP, RPP | Senior Planner**  
Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2 | P 250.803.4051 | F 250.803.4041  
E [clarson@salmonarm.ca](mailto:clarson@salmonarm.ca) | W [www.salmonarm.ca](http://www.salmonarm.ca)

CITY OF  
**SALMON ARM**

**From:** MUNI UBCM Meeting Requests MUNI:EX <[MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)>

**Sent:** Wednesday, August 3, 2022 2:27 PM

**Subject:** [External] Invitation to Meet with Office of Seniors Advocate and Land Title and Survey Authority of British Columbia During UBCM Convention

**Importance:** High

This message is being sent to all UBCM Member Municipalities, Regional Districts and First Nations on behalf of the Ministry of Municipal Affairs.

**Subject:** Invitation to Meet with the Office of the Seniors Advocate and the Land Title and Survey Authority of British Columbia During UBCM Convention

**Intended Recipient(s):** Mayors/Regional District Chairs/Islands Trust Chair/CAOs  
and cc: General Email and Secretaries  
Chiefs and Chief Councillors  
and cc: Secretaries and Alternates

**Attachments:** One (1) Updated Provincial Appointment Book, and message below

If you have received this message in error, we ask that you please forward it to the appropriate person in your office.

**MESSAGE:**

**2022 UBCM Convention – Ministries, Agencies, Commissions and Corporations (MACC) Staff Meetings**

Senior staff from the Office of the Seniors Advocate (OSA) and the Land Title and Survey Authority of British Columbia (LTSA) are pleased to offer UBCM Delegates an opportunity to meet to discuss matters related to the following: (See page 44 of the attachment for more details)

- Office of the Seniors Advocate (OSA) - OSA monitors and analyzes seniors services and issues in B.C., and makes recommendations to government and service providers to address systemic issues. OSA also provides information and referrals for individuals who are navigating seniors services and tracks their concerns, which helps inform future work.
- Land Title and Survey Authority of British Columbia (LTSA) - LTSA is a statutory corporation responsible for operating B.C.'s land title and survey systems and the Land Owner Transparency Registry (LOTR). LTSA provides land information and datasets to the province, local governments and other public agencies. The services include mapped databases such as ParcelMap BC and AUTOPROP.

As a reminder, meetings will be held at the Hilton Whistler Hotel, Cheakamus Room - 8:30 am – 4:00 pm on Tuesday, September 13, 2022 - Thursday, September 15, 2022.

To request a meeting with OSA or LTSA staff, please complete the form located at:  
<https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff>.

The deadline to submit online meeting requests is **Tuesday, August 23, 2022**. Meeting confirmation details will be sent to the contact(s) identified on your meeting request form.

If you have any questions, please contact the MACC Staff Meeting Coordinator, Eri Moriya, by phone at: 778 698-1686, or the Assistant MACC Staff Meeting Coordinator, Sarah Staszkiel, by phone at: 778 405-1784. You may also reach out via email at: [MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca).

Regards,

Birgit Schmidt, Director  
MUNI UBCM Convention Coordinator  
Local Government Division | Ministry of Municipal Affairs  
Phone: 778 698-3260 | Email: [Birgit.Schmidt@gov.bc.ca](mailto:Birgit.Schmidt@gov.bc.ca)

**For Immediate Release | August 16, 2022**

## **Interior Health heat warning guidance**

**IH-WIDE** – Environment and Climate Change Canada has issued heat warnings starting tomorrow for various regions in Interior Health, including the South and Central Okanagan, North and South Thompson and Fraser Canyon. Temperatures up to 40 degrees are forecast in many of these areas.

Interior Health is reminding people that elevated temperatures increase the risk of heat-related illness.

The BC Centre of Disease Control provides a broad range of heat-related guidance on its website, including information on the different types of heat alerts, how to prepare for hot temperatures, symptoms of heat-related illnesses, those most at risk during hot weather and ways to stay cool.

### **Preparing for and responding to hot weather:**

- If you have air conditioning at home, make sure it is in good working order and turn it on.
- If you do not have air conditioning at home:
  - Find somewhere you can cool off on hot days. Consider places in your community to spend time indoors such as libraries, community centres, movie theatres or malls. Also, as temperatures may be hotter inside than outside, consider outdoor spaces with lots of shade and running water.
  - Shut windows and close curtains and blinds during the heat of the day to block the sun and prevent hotter outdoor air from coming inside. Open doors and windows when it is cooler outside to move that air indoors.
  - Ensure that you have a working fan, but do not rely on fans as your primary means of cooling. Fans can be used to draw cooler late-evening, overnight and early-morning air indoors. Keep track of temperatures in your home using a thermostat or thermometer. Sustained indoor temperatures over 31 C can be dangerous for people who are susceptible to heat.
  - If your home gets very hot, consider staying with a friend or relative who has air conditioning if possible.
- Identify people who may be at high risk for heat-related illness. If possible, help them prepare for heat and plan to check in on them.

### **Who is most at risk?**

It is important to monitor yourself, family members, neighbours and friends during hot weather. Consider developing a check-in system for those who are at high risk of heat-related illness.

The most susceptible individuals include:

- older adults, especially those over 60
- people who live alone
- people with pre-existing health conditions such as diabetes, heart disease or respiratory disease
- people with mental illnesses such as schizophrenia, depression or anxiety
- people with substance use disorders

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We recognize and acknowledge that we are collectively gathered on the traditional, ancestral, and unceded territories of the seven Interior Region First Nations. This region is also home to 15 Chartered Métis Communities. It is with humility that we continue to strengthen our relationships with First Nation, Métis, and Inuit peoples across the Interior.

### **MEDIA, FOR INFORMATION:**

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

# PUBLIC SERVICE ANNOUNCEMENT

- people with limited mobility and other disabilities
- people who are marginally housed
- people who work in hot environments
- people who are pregnant
- infants and young children

**Your health:**

- Drink plenty of water and other liquids to stay hydrated, even if you are not thirsty.
- Spray your body with water, wear a damp shirt, take a cool shower or bath or sit with part of your body in water to cool down.
- Take it easy, especially during the hottest hours of the day.
- Stay in the shade and use a broad-spectrum sunscreen with SPF 30 or more.
- Take immediate action to cool down if you are overheating. Signs of overheating include feeling unwell, headache and dizziness. Overheating can lead to heat exhaustion and heat stroke.
- Signs of heat exhaustion include heavy sweating, severe headache, muscle cramps, extreme thirst and dark urine. If you are experiencing these symptoms, you should seek a cooler environment, drink plenty of water, rest and use water to cool your body.
- Signs of heat stroke include loss of consciousness, disorientation, confusion, severe nausea or vomiting and very dark urine or no urine. Heat stroke is a medical emergency.

In the event of a medical emergency, call 911. However, it is important to use 911 responsibly to avoid overwhelming the system.

*When to call 911:*

- In cases of heat stroke: loss of consciousness, disorientation, confusion, severe nausea or vomiting or very dark urine or no urine.
- In general: when there is chest pain, difficulty breathing, loss of consciousness, severe burns, choking, convulsions that are not stopping, a drowning, a severe allergic reaction, a head injury, signs of a stroke or a major trauma.

*If you have a less urgent health issue:*

- You can call HealthLinkBC at 811 and speak with a nurse or go to an urgent care centre or clinic if you can do so safely. That way, our emergency medical dispatch staff and paramedics will be available for people who need their services the most.
- There are also online tools at [healthlinkbc.ca](http://healthlinkbc.ca), including a "Check Your Symptoms" tool.

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We recognize and acknowledge that we are collectively gathered on the traditional, ancestral, and unceded territories of the seven Interior Region First Nations. This region is also home to 15 Chartered Métis Communities. It is with humility that we continue to strengthen our relationships with First Nation, Métis, and Inuit peoples across the Interior.

**MEDIA, FOR INFORMATION:**

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

## MEDIA RELEASE

17 August 2022 – For Immediate Release

### Information about algal bloom, many ways for residents to help protect water quality

The Shuswap Watershed Council (SWC) is providing further information in response to inquiries about the algal bloom occurring in the Salmon Arm portion of Shuswap Lake. As of August 16<sup>th</sup>, Interior Health has issued a Cautionary Advisory due to the algal bloom for that part of the lake, including Salmon Arm Wharf, Tappen Bay, Sunnybrae, Herald Provincial Park and Canoe Beach.

“Algae are a natural part of an aquatic ecosystem, and they are always present in Shuswap Lake,” explains Erin Vieira, the SWC’s program manager. “An algal bloom occurs when the number of algae rapidly increases due to a change in environmental conditions that favour algae.”

Favourable environmental conditions include sunlight, stable weather and calm water, and a sufficient supply of nutrients – especially phosphorus and nitrogen. An algal bloom is more likely to happen if all these conditions occur at the same time.

“Phosphorus (P) is usually the key nutrient driving an algal bloom,” says Vieira. “It’s a limiting nutrient, which means that P levels are holding back algal growth. When more P is introduced to an aquatic ecosystem, more plant life and algae will grow according to how much P is available.”

Vieira explains that nutrients get into Shuswap Lake from several different sources including the Salmon River and other tributaries such as Tappen Creek and White Creek, household wastewater via the Salmon Arm wastewater treatment plant effluent and septic systems, from shoreline properties (e.g., horticulture and lawn fertilizer, etc.), storm drains, and more. A research report published by the SWC in January 2020, *Understanding Nutrients and Water Quality in the Shuswap River and Salmon River*, explains that forested land, urban land, and agricultural land contribute an average of 0.035 kg phosphorus per hectare per year, 3.83 kg P/ha/yr, and 13.5 kg P/ha/yr, respectively.

Vieira says the cool, wet spring also likely played a role in the algal bloom. Soil was saturated with water in the spring, first from snowmelt and then from rain. Nutrients move through the soil with the water, eventually making their way to the lake.

“More water moving through soil often means more nutrients moving through soil,” says Vieira.



Vieira says there are many things that residents can do to decrease their impact on the watershed and help protect water quality.

“There is a best practices approach to maintaining water quality, and a regulatory side to it. The SWC is a non-regulatory group, so we focus on best practices, incentives, and advocacy. The regulatory side is handled by various orders of government.”

Proper septic maintenance is a great way for residents to decrease their impact on the watershed. Vieira also suggests that residents ensure nothing harmful goes down drains, or enters storm drains from yards and driveways.

“It all ends up in the lake, eventually,” she says.

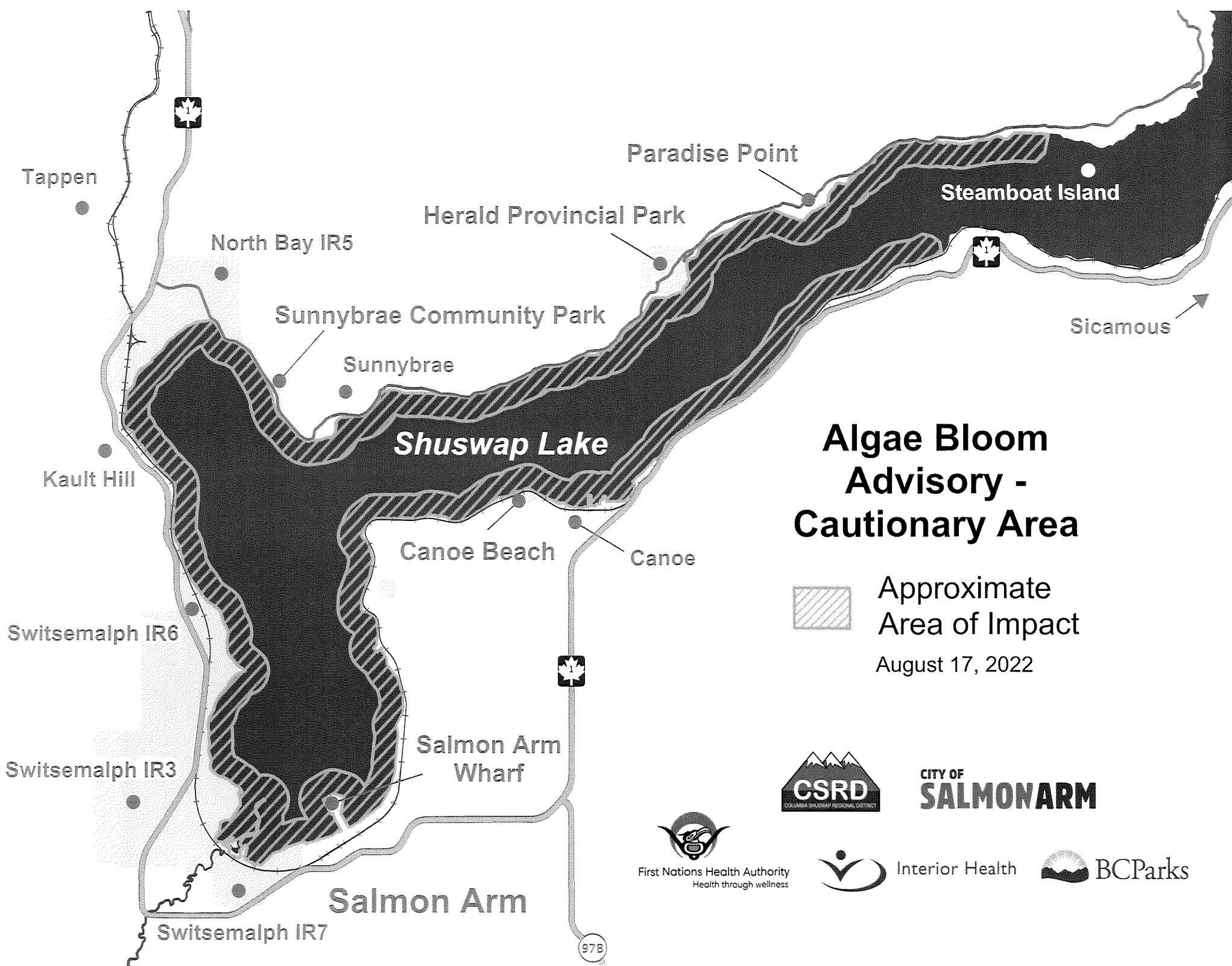
More information about algal blooms, and best practices for residents to help keep the Shuswap clean, can be found in the SWC’s newest Annual Water Quality Report, available at [www.shuswapwater.ca](http://www.shuswapwater.ca). The Shuswap Watershed Council is also producing a Phosphorus Action Plan for the Shuswap watershed, which will provide guidance to various groups in the Shuswap watershed on actions they can take to reduce phosphorus inputs to Shuswap and Mara Lakes. The Plan will be published this fall.

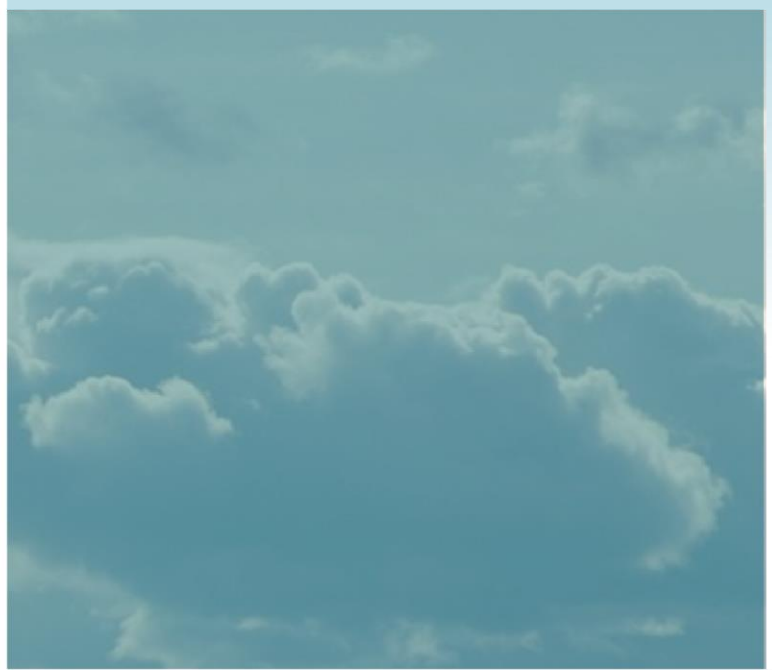
For up-to-date information regarding algal bloom advisories, visit the Interior Health Public Beaches webpage: <https://www.interiorhealth.ca/health-and-wellness/environmental-health-and-hazards/public-beaches>.

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About: The Shuswap Watershed Council is a watershed-based partnership organization that works on water quality and safe recreation in the Shuswap.

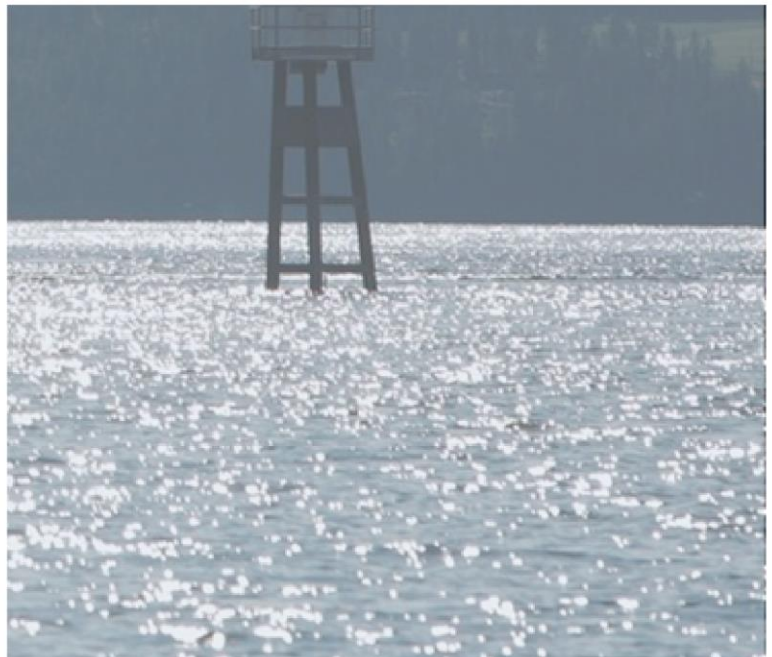
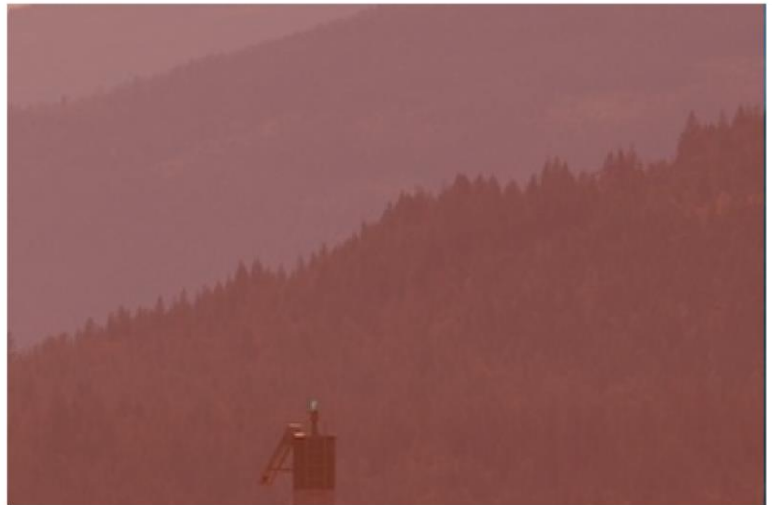
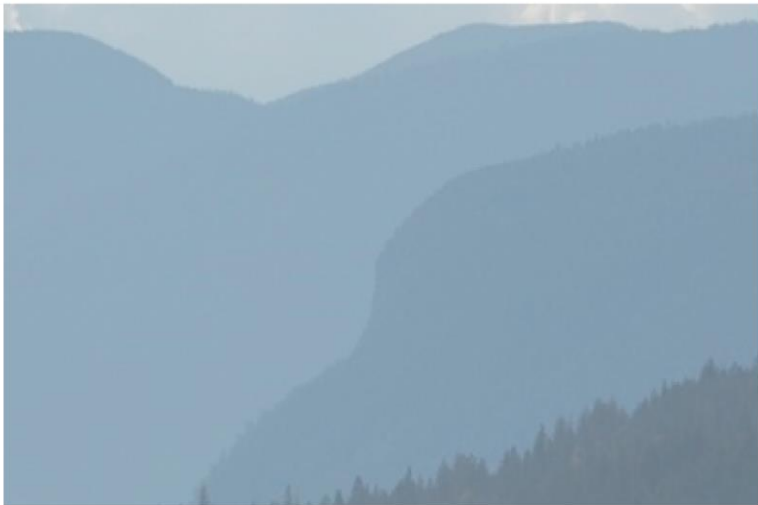
Contact: For more information, please contact Erin Vieira or Alex de Chantal c/o the Fraser Basin Council in Kamloops at 250 314-9660 and visit [www.shuswapwater.ca](http://www.shuswapwater.ca).





# **2022 CORPORATE STRATEGIC PLAN**

Final Draft | August 17th, 2022



## TABLE OF CONTENTS

Territorial Acknowledgement .....	ii
Message From the Mayor .....	iii
Message from the Chief Administrative Officer .....	iv
Executive Summary.....	v
1. Purpose of the Corporate Strategic Plan.....	1
1.1. Strategic Planning Success.....	2
2. Strategic Planning Process .....	3
3. Foundational Aspects of the Strategic Plan .....	5
3.1. Vision for the Corporate Strategic Plan .....	5
3.2. Guiding Principles .....	5
3.3. Five Strategic Drivers.....	6
People .....	7
Places .....	8
Assets.....	9
Environment .....	10
Economy.....	11
4. Understanding Core Services.....	12
4.1. Core Services .....	13
4.2. Support Services .....	13
5. Corporate Strategic Plan - Priority Projects.....	15
6. Implementing the Corporate Strategic Plan.....	17

APPENDIX A - Toolkit – Project Filter Template and Project Plan Template

APPENDIX B - Community Survey

APPENDIX C – Strategic Plan Summary Document



## **TERRITORIAL ACKNOWLEDGEMENT**

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Mayor and Council are grateful for the land on which the City of Salmon Arm is located, which is the Traditional Territory of the Secwepemc people, with whom we share these lands where we live and work together.

DRAFT

## MESSAGE FROM THE MAYOR

---

I am pleased to announce the release of the 2022 Corporate Strategic Plan for the City of Salmon Arm.

The Corporate Strategic Plan provides Council and the City with a roadmap to accomplish projects that align with our vision and contribute to the well-being and vibrancy of our city. In this updated plan, we have identified our short, medium, and long-term projects. This will allow us to anticipate future budget and capacity needs to deliver on these commitments.

Over time, it is important to periodically check in to make sure that our priority projects accurately reflect our community's evolving priorities. Updating the Corporate Strategic Plan provides the opportunity to assess the progress our City has made on key projects from the previous Strategic Plan (developed in 2013) and to plan for future projects which align with the City's vision and priorities for the next 10 years. Of the 25 projects included in our 2013 Corporate Strategic Plan, 24 were completed or are well underway, with many projects nearing completion much earlier than originally anticipated.

We are grateful to the residents of Salmon Arm for their feedback on the priority projects identified. We aim to live up to the high expectations that the community has set for us, and that we have set for ourselves.

Respectfully,

His Worship Alan Harrison  
Mayor

## MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

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The City of Salmon Arm is excited to announce this revised Corporate Strategic Plan which includes a refreshed vision, guiding principles, key strategic drivers, and an updated list of priority projects slated for completion over the next 10 years. The projects included in this new Corporate Strategic Plan have been carefully evaluated by Council and staff and shared with our residents to identify the City's top priorities that align with the community's vision for Salmon Arm. The Corporate Strategic Plan provides the City with an opportunity to carefully consider key priority projects so that we can focus time, energy and financial resources that align with the City's commitment to service.

The Corporate Strategic Plan establishes a road map so that the City can plan our work and capacity requirements, while still providing flexibility to adapt to emergent needs and evolving priorities over time. Our team looks forward to the challenge of making these projects a reality for the benefit of Salmon Arm residents now and into the future.

Regards,

Erin Jackson

Chief Administrative Officer

## EXECUTIVE SUMMARY

---

A collaborative and integrated approach has been taken in developing the City of Salmon Arm Corporate Strategic Plan (Plan) to ensure it accurately reflects the needs and interests of City Council, staff, and the community. This Plan is an update to the 2013 Corporate Strategic Plan, so key components such as the vision, guiding principles, and five strategic drivers have been revisited to ensure that they align with present-day values and context. City Council and staff collaborated over many months and invited input from the community through a survey to better understand the priority projects of Salmon Arm's residents.

This updated Plan provides a revised list of Priority Projects to be undertaken over the next 10 years. It also outlines the overall process to establish this list of projects. The Plan considers the efforts and resources required to deliver on the City's core services, while also taking into consideration how these Priority Projects relate to other support services that are provided by other levels of government and organizations within the community.

The Plan includes a practical toolkit that will assist with decision making, prioritization of initiatives, and detailed project planning. The Plan is a living document that will be updated on an on-going basis as shorter term projects are completed, new priorities and projects arise, and new Councils are elected.

The two-page summary on the following page provides a snapshot of the key elements of the Corporate Strategic Plan and a list of the key projects along with the resources (i.e., capital, staff resources) required to deliver on these projects and initiatives.



# CORPORATE STRATEGIC PLAN

The City’s Strategic Plan sets direction for decision making about significant projects anticipated to be undertaken in the next 10 years.

## VISION

The vision for this corporate strategic plan is to establish a living document that serves as a realistic framework to deliver special projects that are outside of the day-to-day mandate of core City services. This will enable the city to be nimble and adapt to the evolving needs of the community.

## GUIDING PRINCIPLES

Guiding Principles are foundational elements to be considered throughout the decision-making processes which occur within the context of implementing this strategic plan. The Guiding Principles are:

- **Support a prosperous, vibrant, and welcoming community** - We share in the pride of our community as a “small city with big ideas.” We strive to deliver core services which are the foundation of a vibrant community, healthy natural environment, and thriving local economy both now and into the future.
- **Ensure responsible stewardship of City resources** - We are committed to the responsible management of our assets which include our infrastructure, finances, environment, recreation, health, and safety. We use an approach to infrastructure development which balances financial responsibility and overall benefit to the community.
- **Clarify expectations for ourselves and the community** - Council and staff are committed to creating a common understanding with the community about where the City’s time, energy, and financial resources will be focused while balancing multiple interests and expectations.
- **Convene community partners to leverage knowledge and expertise** - We work nimbly to determine where the City may be positioned to lead or convene and support community partners who may be better equipped to provide leadership and / or implement projects outside the scope of core City services.
- **Provide excellence in service delivery** - We are committed to a high standard of service delivery in all our areas of service while also aspiring to meet community needs and expectations within a framework that can realistically respond to growth and changes in society.

## FIVE STRATEGIC DRIVERS WILL HELP US ACHIEVE OUR VISION AND VALUES:



**PEOPLE**  
We will make Salmon Arm a great place to live.



**PLACES**  
We will continue to foster our ‘small city’ lifestyle in the heart of the Shuswap.



**ASSETS**  
We will diligently invest in infrastructure which serves as the foundation of the community over the long term.



**ENVIRONMENT**  
We will protect and enhance our natural environment.



**ECONOMY**  
We will support initiatives which encourage and enable economic prosperity.

## THE MAJORITY OF THE CITY’S CURRENT CAPACITY IS DEDICATED TO PROVIDING THE FOLLOWING CORE SERVICES IN ADDITION TO DELIVERING PRIORITY PROJECTS



## DRAFT Priority Projects

### Recent Achievements and In Progress (2021-2022)

- Visitor Information Services
- Poverty Reduction – Social Impact Assessment
- Major Reductions in Corporate CO<sup>2</sup> Emissions
- Plastic Checkout Bag Regulation
- Ross Street Underpass
- Water Conservation Plan
- Active Transportation Planning (RFP)
- Service Delivery Management, Policy and Framework
- Fire Smart Initiatives & Forest Fuel Load Mitigation
- Greening City Fleet (Electric and Hybrid Vehicles)
- Cultural Master Plan Tripartite Agreement
- BC Housing Affordable and Supportive Units (In collaboration)
- Trans-Canada Highway Four Laning and New Salmon River Bridge (In collaboration)
- Trans-Canada Highway Safety Improvements (In collaboration)
- Transit Service Expansion Initiatives (In collaboration)

### Short-term Projects (2023-2025)

- Lakeshore Road Improvements
- Wastewater Pollution Control Centre Upgrade
- Major Planning Bylaw Review (OCP, DCC & Zoning)
- Asset Management Programs
- Canoe Beach Master Plan Initiatives
- Storm Water Utility
- Urban Indigenous Strategy/ Truth & Reconciliation
- Long-Term Financial Plan, Dept. Strategy & Capital Plan
- Climate Action Initiatives
- Transportation Master Plan

### Medium-term Projects (2026-2028)

- Auto Road Connector
- Blackburn Park Master Plan Initiatives
- Community Facilities & Assets Strategic Plan
- Human Resources Strategy
- Comprehensive Information Technology Plan
- New Pool and Retrofit of Existing Recreation Centre
- Food and Urban Agricultural Plan
- West Bay Connector Trail

### Long-term Projects (2029-2031)

- 4 Avenue Connector
- Downtown Parkade
- Klahani Park Master Plan Initiatives
- Universal Water Metering & Cost Benefit Analysis

# 1. PURPOSE OF THE CORPORATE STRATEGIC PLAN

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The City of Salmon Arm's Corporate Strategic Plan (Plan) sets direction for decision-making around significant projects anticipated to be undertaken over the next 10 years.

The foundation of the Plan includes a vision statement and guiding principles coupled with five strategic drivers that emphasize the importance of People, Places, Assets, Environment, and the Economy in making Salmon Arm a vibrant, thriving community. These are described in detail in Section 3 - Foundational Aspects of the Corporate Strategic Plan.

The Plan provides a road map for City Council, staff, and the community to achieve the City's vision by anticipating and prioritizing projects that need to be completed over and above the core services provided by the City on a day-to-day basis. While delivery of core services must be the City's first priority, there are often additional projects and initiatives desired or expected by the community. However, the City's ability to advance these special projects (referred to as "Priority Projects" in the Corporate Strategic Plan) is dependent on the availability of financial resources, staff capacity, and external influences that may not be directly within the City's control. By pro-actively anticipating the long-term needs of the community and assessing potential projects in relation to their overall contribution to the City's vision, a list of short, medium, and long-term priorities has been defined.

In addition to establishing a list of priorities based on today's context, the Plan provides a framework for assessing new project opportunities that emerge over time. The Plan includes a process and set of tools that will allow for on-going collaboration and re-evaluation of projects and priorities by City Council, staff and the community annually and when new Councils are elected every four years. The Plan is meant to be a living document that evolves over time as the needs of the community change.

The Plan also enables better collaboration between City Council, staff, and the community as it provides a common vision and set of strategic drivers that represent those matters deemed to be most important to the overall well-being of Salmon Arm and its residents.

Perhaps the most important benefit of this strategic plan is that it minimizes reactionary decision-making that can occur when community objectives are not adequately articulated or well-planned in advance of demands. The Plan enables the City to focus energy and resources on issues that are of importance to the community, effectively delivering the core services for which it is responsible while also considering new needs and initiatives as they arise.

In summary, the purpose of the Strategic Plan is to:

- Clarify core services which the City delivers, while also recognizing areas where the City can provide support outside of existing department mandates and responsibilities (i.e., Corporate Services, Financial Services, Development and Planning Services, Engineering and Public Works, Salmon Arm Recreation Society, and Emergency Services).
- Establish a list of Priority Projects and initiatives to be completed over the next 10 years using a practical framework and evaluation process for projects that are outside of the day-to-day scope of the City's core services.

- Enable City staff to focus on issues that are of importance to the community while also providing a platform to consider new initiatives as they arise.
- Minimize spontaneous or reactionary decision-making to better channel City time, energy, and resources while also identifying external partnerships and relationships which can support City priorities.
- Provide easy-to-use, detailed project plans for high priority projects which include context, scope of work, and actions required to support City staff and Council in moving these projects forward and to help the community understand where the City is prioritizing efforts.

## 1.1. STRATEGIC PLANNING SUCCESS

The City of Salmon Arm's previous Corporate Strategic Plan was completed in 2013. It set out 25 projects. Of these projects, 24 are either complete, in progress, or have been partly addressed, in less time than was originally planned. This is because, by including projects in the Corporate Strategic Plan they become front and centre in staff and Council's planning efforts. Projects which have been completed or are ongoing include:

- Transportation related projects such as improvements to the airport, the Ross Street underpass, and the Auto Road connector,
- Park planning and implementation projects including the Canoe Beach Master Plan, Klahani Park Master Plan, and Blackburn Park upgrades, and
- Utilities projects including a water metering cost/benefit analysis, phase 1 of the Foreshore Sanitary Sewer Main replacement, and the Wastewater Pollution Control Centre relocation assessment.



## 2. STRATEGIC PLANNING PROCESS

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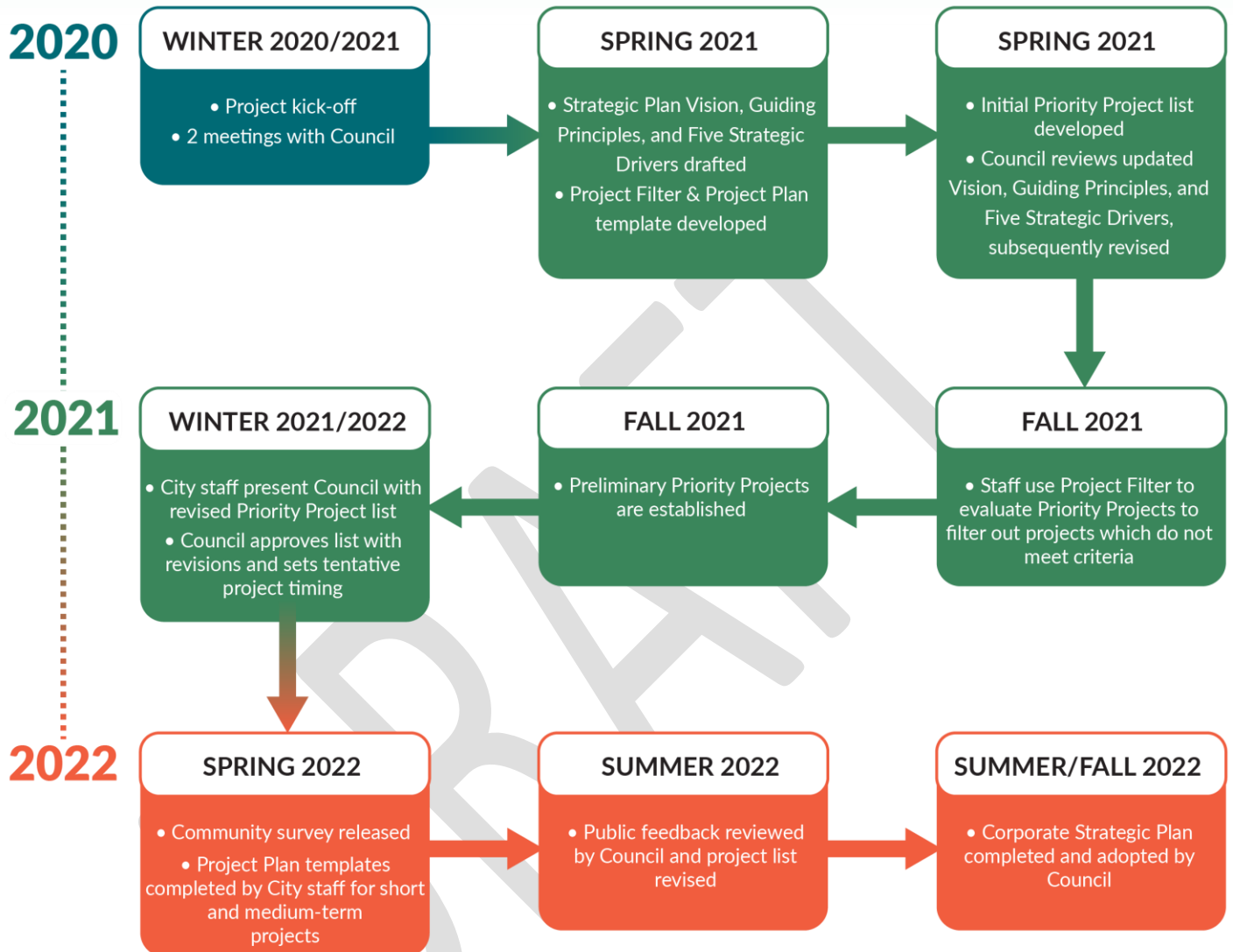
The process to develop this Corporate Strategic Plan was comprehensive and collaborative, and involved City Council, senior staff and management, and consultation with residents. The process began in December 2020, when City Council and staff were engaged in two workshops where they discussed key strategic planning priorities, defined the City's role in carrying out initiatives, and reviewed key components of the previous 2013 Corporate Strategic Plan. This period of stage setting and orientation was followed by revisions to the previous plan's key components including the vision and strategic drivers, while new guiding principles were developed by Council. During this time, an initial list of projects was also drafted based on input from City Council and City staff.

Once the new vision, guiding principles, and strategic drivers were finalized, a preliminary master list of projects was prepared. This master list identified projects that are considered to be priorities in the community but would be delivered in addition to the ongoing core services provided by the City. A Project Filter was used to evaluate each project in the master list using a point system based on its alignment with the five key strategic drivers (refer to Appendix A: Toolkit – Project Filter Template and Project Plan Template). This was used to determine a draft shortlist of projects that was presented to Council and staff for comments and further discussion.

The draft shortlist was then shared with the community through an online survey that was circulated in March and April 2022 (refer to Appendix B: Community Survey). The survey asked residents to provide feedback on the shortlist of suggested projects. Respondents were given the opportunity to indicate preferred project timing (short-term, medium-term, and long-term, or not at all) and to provide general feedback for each project category (transportation, utilities, corporate services and administration; parks, recreation, and trails; and community planning). After considering feedback from both Council and the community, staff proceeded to finalize the list of Priority Projects. The final list of Priority Projects will be the focus of City Council and staff, in addition to their regular responsibilities, over the next 10 years. Refer to **Error! Reference source not found.**, or Appendix C: Strategic Plan Summary Document, for the City of Salmon Arm's list of Priority Projects. The City will also undertake Project Plans using the Project Plan Template for high priority projects (refer to Appendix A).

Figure 2.1 shows the planning process undertaken to complete the Corporate Strategic Plan.

Figure 2.1: Strategic Planning Process



## 3. FOUNDATIONAL ASPECTS OF THE STRATEGIC PLAN

### Vision, Guiding Principles and Five Strategic Drivers

---

This Corporate Strategic Plan and the list of Priority Projects are guided by three key foundational aspects. These include;

- 1) *Vision* – provides the overall purpose and intention of the Plan;
- 2) *Guiding Principles* – establishes values that inform the strategic planning process, and
- 3) *Five Strategic Drivers* - provides a framework to inform and balance decision-making.

#### 3.1. VISION FOR THE CORPORATE STRATEGIC PLAN

The vision guided the development of the Plan, the way in which the City Council and staff utilize the Plan, and the process through which projects have been and will be evaluated in the future.

---

The vision for this Corporate Strategic Plan is to establish a living document that serves as a realistic framework to deliver special projects that are outside of the day-to-day mandate of core City services. This will enable the City to be nimble and adapt to the evolving needs of the community.

---

#### 3.2. GUIDING PRINCIPLES

Guiding principles are foundational elements that establish values that inform the strategic planning process. The guiding principles for this Corporate Strategic Plan are to:

*Support a prosperous, vibrant, and welcoming community – We share in the pride of our community as a “small city with big ideas.” We strive to deliver core services which are the foundation of a vibrant community, healthy natural environment, and thriving local economy both now and into the future.*

*Ensure responsible stewardship of City resources – We are committed to the responsible management of our assets which include our infrastructure, finances, environment, recreation, health, and safety. We use an approach to infrastructure development which balances financial responsibility and overall benefit to the community.*

*Clarify expectations for City staff, Council, AND the community – Council and staff are committed to creating a common understanding with the community around where the City’s time, energy, and financial resources will be focused while balancing multiple interests and expectations.*

*Convene community partners to leverage knowledge and expertise – We work nimbly to determine where the City may best be positioned to lead or convene and support community partners who are better equipped to provide leadership and / or implement projects outside the scope of core City services.*

*Provide excellence in service delivery – We are committed to a high standard of service delivery in all our areas of service while also aspiring to meet community needs and expectations within a framework that can realistically respond to growth and changes in society.*

### 3.3. FIVE STRATEGIC DRIVERS

The five strategic drivers provide a lens to balance the multiple needs, interests, and desires of our community. The strategic drivers are used as an evaluation framework within the Project Filter (refer to Appendix A: Toolkit - Project Filter Template and Project Plan Template) to ensure the City considers investments and projects from a holistic perspective. This prevents one objective being advanced without considering other relevant factors.

The five strategic drivers are:



Each driver is discussed in greater detail on the following pages.



## People

*We will make Salmon Arm a great place to live.*

Salmon Arm is a great place to live because of the fantastic people who call our city home. Every day, we contribute to our community through work, play, volunteering, engaging with community groups, and through our social networks. Projects that support newcomers who may be visiting or choosing to relocate to Salmon Arm can also help foster well-being for all in our welcoming City.

The interconnectedness of our community can be encouraged through projects which enhance opportunities to develop relationships with others, support open and honest communications with the City, and create safe places for people to gather and spend their time.

Evaluation of each project for alignment with this driver is determined using the following questions:

### Does this project.....

- Maintain a welcoming, friendly, small town feel where residents can connect with one another?
- Reinforce Salmon Arm as a safe, healthy, and inclusive community?
- Enhance community spirit and connectedness by bringing people together?
- Provide opportunities for enhanced communications and engagement with residents?
- Provide healthy living through recreation, sports, leisure, and cultural opportunities?
- Convene conversations and reinforce relationships with community organizations and all levels of government to solve complex challenges in our city?
- Enhance mobility and experiences for all ages and stages of life for our residents?
- Foster a 'support local' mindset?
- Attract newcomers looking to be part of an innovative and desirable 'small city with big ideas'?



## Places

*We will continue to foster our 'small city' lifestyle in the heart of the Shuswap.*

We feel a strong sense of pride, belonging and deep connections to this place that we call home. Salmon Arm continues to strive to make our community safe and comfortable through positive and enriching experiences. We will further support this sense of place through projects that help to create environments where people find meaning and happiness in our 'small city'.

Evaluation of each project for alignment with this driver is determined using the following questions:

### **Does this project.....**

- Continue to enable Salmon Arm to serve as a hub for local and regional needs and services?
- Enhance our appeal to visitors who are drawn to the balanced lifestyle that our community offers?
- Promote a sense of belonging and inclusion in this place we call home?
- Maintain a vibrant, compact, accessible, and delightful downtown core?
- Respect the Urban Containment Boundary?
- Protect and preserve agricultural lands?
- Ensure safe and efficient transportation options within and through the community?
- Promote urban density and mixed-use development?
- Enhance connections and accessibility to the waterfront?
- Foster a neighbourhood feel and local identity for residents?
- Enable the development of a variety of housing choices to suit multiple needs?
- Attract visitors to Salmon Arm to support the local tourism industry?



## Assets

*We will diligently invest in infrastructure which serves as the foundation of the community over the long-term.*

We pride ourselves on the excellent standard of care for our infrastructure and its capacity to support a high quality of life for all residents. This includes ensuring that our drinking water, wastewater, storm water, roads, parks, trails, and other facilities are well-managed.

We reinvest as required to minimize unexpected costs, unexpected emergency works, and risks to our health and safety.

Evaluation of each project for alignment with this driver is determined using the following questions:

### Does this project.....

- Meet the City's longer-term infrastructure needs and asset management objectives?
- Ensure ongoing renewal and reinvestment in physical infrastructure?
- Maintain or improve water, wastewater, sewer, and/or stormwater management infrastructure?
- Ensure connectedness and improve mobility through the community by investing in roads, greenways, trails, and sidewalks?
- Maintain or improve local traffic networks?
- Enhance our parks, waterfront, and/or recreation facilities?
- Improve access to transit?
- Promote active transportation (i.e., human-powered forms of travel such as walking or cycling, or motorized scooters/wheelchairs)?
- Enhance accessibility and safety at rail crossings?
- Ensure infrastructure is in place to support new industries?
- Meet fiscal and financial policy objectives?
- Represent the prudent use of City finances?
- Enhance overall operations and maintenance?
- Ensure effective capital investment necessary for the health and economic well-being of the community?
- Provide innovative solutions and/or technology for the long run?
- Balance and manage the risks and benefits to the community?
- Enhance services to the public through innovative approaches (e.g. use technology, communication methods)?



## Environment

*We will protect and enhance our natural environment.*

We are a community nestled amidst astounding natural beauty and significant environmental values, and we want to continue to care for it in a number of ways. This includes considering the way we travel around our community and the way we use our parks and wild spaces, as well as how we develop our city's residential, commercial, and industrial areas.

We are committed to conserving, protecting, and reducing our city's overall impact on the environment by advancing projects that align with these values to maintain and, where possible, improve the natural environment in Salmon Arm.

Evaluation of each project for alignment with this driver is determined using the following questions:

### Does this project.....

- Help us follow through on our commitment to climate action?
- Reduce greenhouse gas (GHG) emissions?
- Preserve and enhance our lakeshore areas and surface water quality?
- Respect environmentally sensitive and riparian areas?
- Protect natural ecosystems and wildlife habitat?
- Promote sustainable and low impact development?
- Enable public access and enjoyment of the outdoors while balancing environmental protection/preservation?
- Enhance public education about our natural assets including sensitive ecosystems and other natural environments?
- Address concerns and potential impacts of activities and infrastructure located within the foreshore?
- Encourage linkages via greenways and trails?
- Meet regulatory requirements, commitments, and regulations?



## Economy

*We will support initiatives which encourage and enable economic prosperity.*

Salmon Arm is a regional hub that is well-situated to attract new businesses and industries. The well-being and vibrancy of Salmon Arm depends on a robust local economy which supports our local businesses, employment diversity, and a range of commercial and industrial activities. A variety of employment options will attract newcomers and encourage local youth to spend their adult lives in their home community.

We also work with many partners in the region to support access to services including education and health services for our residents and the surrounding area.

Evaluation of each project for alignment with this driver is determined using the following questions:

### Does this project.....

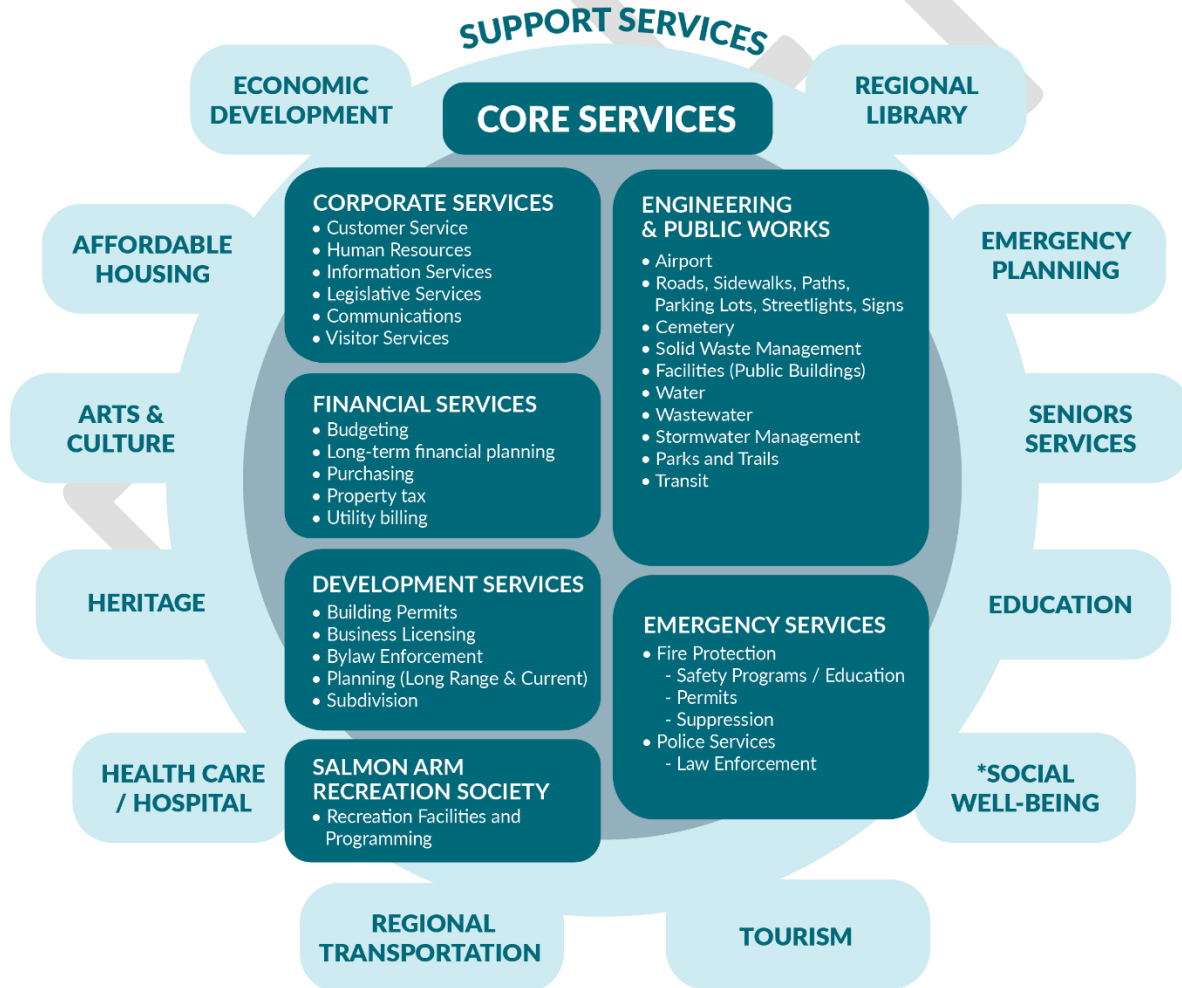
- Attract newcomers and visitors who want to contribute to and participate in our prosperous community?
- Contribute to our economic diversity and provide opportunities for new and existing businesses and industries to innovate, thrive, and invest?
- Support initiatives that create vibrant hubs (i.e. the downtown core, recreation zones, neighbourhoods)?
- Enhance relationships with neighbouring local, regional, and federal agencies and governments?
- Foster relationships with key agencies to ensure high quality health and education services?
- Work collaboratively with our First Nations neighbours and the Columbia Shuswap Regional District (CSRD) to facilitate new development opportunities?
- Work with agencies responsible for the national transportation infrastructure (e.g., air, rail, and highway) to support the safe and efficient movement of goods into and through the community?

## 4. UNDERSTANDING CORE SERVICES

This section outlines the responsibilities of the City and other organizations that partner with and/or coordinate services with the City in the delivery of our core and support services. The implementation of this plan will require collaboration between the City (Council and staff) and these partners who are essential to the delivery of services in our community. However, it is important to clearly distinguish the *core services* that the City is required to deliver from additional *support services* that are very important in the community, but may not be directly or exclusively within the City's mandate.

Figure 4.1 below illustrates the City of Salmon Arm's core services and support services.

**Figure 4.1: Salmon Arm's Core Services and Support Services**



\*The City of Salmon Arm is committed to supporting social well-being in a convening role. For more information about this, refer to Section 4.2.

The City of Salmon Arm has a clear mandate of core responsibilities as illustrated in Figure 4.1 shown above. Providing these core services requires the majority of the City's resources including annual budgets and staff time. However, there are a number of support services provided by other agencies or organizations that are essential to supporting a high quality of life in Salmon Arm. While the City is not mandated to deliver these services, support is often provided through partnerships and other agreements.

## 4.1. CORE SERVICES

The implementation of the Corporate Strategic Plan rests mainly with the Council and City staff. The City of Salmon Arm has a number of departments which provide core services (i.e. day-to-day responsibilities), and many of these departments will also take on additional responsibilities to manage and deliver the Priority Projects identified in this Plan. These Priority Projects will require allocation of resources that may be in addition to the day-to-day responsibilities. As shown in Figure 4.1 above, the City's departments are:

- **Corporate Services:** This department includes Customer Service, Human Resources, Information Services, Legislative Services, Communications, and Visitor Services.
- **Financial Services:** This department includes property taxation, utility billing, purchasing, receivables, payroll, budgeting, and long-term financial planning.
- **Development Services:** This department includes Building Permits, Business Licensing, Bylaw Enforcement, Planning, and Subdivision and Development Services.
- **Salmon Arm Recreation Society:** The society manages Salmon Arm recreation facilities and programming, including recreation centres, playing fields, aquatic centres, arenas, and parks
- **Engineering and Public Works:** This department manages the airport, vehicle and pedestrian infrastructure (including sidewalks, paths, parking lots, streetlights, and signs), cemeteries, solid waste collection and disposal, facilities including public buildings, water, wastewater, stormwater, parks and trails, and transit.
- **Emergency Services:**<sup>1</sup> Emergency Services manages Fire Protection and Police Services.

## 4.2. SUPPORT SERVICES

As shown in Figure 4.1, additional support services which are not the direct responsibility of the City include economic development, affordable housing, arts and culture, heritage, health care, regional transportation, tourism, social well-being, education, seniors services, emergency planning, and the regional library. These services are provided by other organizations and agencies but may be supported by, or connected to, the City in different ways.

As more responsibilities are downloaded to local governments, community expectations of services and amenities provided by the City increase. This poses a significant challenge for the City as difficult decisions must be made about where to direct precious resources. This Corporate Strategic Plan takes into consideration the efforts and resources required to deliver on Core Services and provides tools to assist the City in ensuring balanced and consistent decision making for additional initiatives or projects that augment the delivery of core services.

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<sup>1</sup> Not considered a department.

In addition, the City recognizes that it can play a valuable role in convening different parties to facilitate solutions to complex problems which relate to social well-being. Although the City may not actually be responsible for providing services in that area, this has been of particular importance in the last few years. In response to this, the City carried out a project to explore its role which engaged community stakeholders. In June 2022, the City articulated its roles and responsibilities as they relate to social well-being. Where resources allow, the City plans to continue playing the role of convenor as appropriate.

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## 5. CORPORATE STRATEGIC PLAN - PRIORITY PROJECTS

---

Perhaps the most important outcome of the corporate strategic planning process is the list of Priority Projects shown on the next page in **Error! Reference source not found..** This list identifies the priority projects and initiatives that will be advanced over the next 10 years and provides a snapshot summary of action required to undertake each project.

A comprehensive process was undertaken to assess the needs of the community and to identify which projects and initiatives will be advanced over the short, medium, and long term. The timeline for each term is:

- Short-term priorities are identified to be undertaken from 2022 to 2024
- Medium-term priorities are from 2025 to 2027, and
- Long-term priorities are from 2028 to 2031.

The Priority Projects list provides the following information for each project:

- Each project is identified as:
  - Plans (P) – indicates that additional planning is required;
  - Capital (C) - identifies projects that need to be designed and constructed; or
  - Operational (O) – signifies projects that are priorities within the City's current processes and administrative responsibilities.
- How each project aligns with the five strategic drivers;
- The current availability of resources and how they influence project delivery, including:
  - Capital funding – financial resources required over and above regular operating expenses;
  - Grant funding – whether there is grant funding available for this type of project; and
  - Staff resources, including consultants – additional, temporary resources required to deliver on priorities.

Project plans have been prepared for each of the Short and Medium-term Priority Projects (refer to Appendix A: Toolkit – Project Filter Template and Project Plan Template).

The list of Priority Projects is intended to be a living document that will be reviewed on an annual basis and updated every four years as new Councils are elected (as discussed in Section 6). As priorities change over time, Project Plans will be developed and/or updated for those projects.

In addition, the templates and tools that have been created to identify Priority Projects are provided as a toolkit. This toolkit will be used to facilitate the consideration and prioritization of new projects and initiatives over time. Refer to Appendix A: Toolkit – Project Filter Template and Project Plan Template.

## DRAFT Priority Projects

### Recent Achievements and In Progress (2021-2022)

- Visitor Information Services
- Poverty Reduction – Social Impact Assessment
- Major Reductions in Corporate CO2 Emissions
- Plastic Checkout Bag Regulation
- Ross Street Underpass
- Water Conservation Plan
- Active Transportation Planning (RFP)
- Service Delivery Management, Policy and Framework
- Fire Smart Initiatives & Forest Fuel Load Mitigation
- Greening City Fleet (Electric and Hybrid Vehicles)
- Cultural Master Plan Tripartite Agreement
- BC Housing Affordable and Supportive Units
- Trans-Canada Highway Four Laning and New Salmon River Bridge
- Trans-Canada Highway Safety Improvements
- Transit Service Expansion Initiatives

### Short-term Projects (2023-2025)

- Lakeshore Road Improvements
- Wastewater Pollution Control Centre Upgrade
- Major Planning Bylaw Review (OCP, DCC & Zoning)
- Asset Management Programs
- Canoe Beach Master Plan Initiatives
- Storm Water Utility
- Urban Indigenous Strategy/ Truth & Reconciliation
- Long-Term Financial Plan, Dept. Strategy & Capital Plan
- Climate Action Initiatives
- Transportation Master Plan

### Medium-term Projects (2026-2028)

- Auto Road Connector
- Blackburn Park Master Plan Initiatives
- Community Facilities & Assets Strategic Plan
- Human Resources Strategy
- Comprehensive Information Technology Plan
- New Pool and Retrofit of Existing Recreation Centre
- Food and Urban Agricultural Plan
- West Bay Connector Trail

### Long-term Projects (2029-2031)

- 4 Avenue Connector
- Downtown Parkade
- Klahani Park Master Plan Initiatives
- Universal Water Metering & Cost Benefit Analysis

## 6. IMPLEMENTING THE CORPORATE STRATEGIC PLAN

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The Corporate Strategic Plan sets direction for the City to advance priority projects over the next 10 years. Over time, as circumstances change and as projects are completed the Plan will need to be updated. For example, if new funding or staff resources become available or regulations change, the list of Priority Projects will be updated to reflect the current situation.

This section describes the annual planning and revision process of the Plan designed to integrate with the annual City financial planning and budgeting and in addition when new Councils are elected to inform them about the plan and revisit the priority projects. Figure 6.1 outlines a review process for each newly elected Council every four years. City staff will have the opportunity to share the plan with newly elected representatives so that staff and new Councils can propose new project ideas, confirm how new and existing projects align with this Corporate Strategic Plan and how projects tie into the City's annual budgeting process. This process will provide the opportunity to renew the Plan based on the priorities of each new Council.

To facilitate updates of the Corporate Strategic Plan in the coming years, tools and templates have been created. These include:

- The Project Filter
- Project Plan Template

The Project Filter and the Project Plan Template are included in Appendix A.

The 4-year review will confirm projects which should be included in the annual budget planning process, shown in Figure 6.2. This process begins in June of each year as Council and staff set priorities for the coming year based on upcoming projects set out in the Corporate Strategic Plan. These projects are included in annual budget preparations conducted by staff over the summer months of July and August. In September through to October, the planning becomes more detailed and a draft budget is submitted for review by senior department managers, followed by a review in November by Council. By December the annual budget is adopted and beginning in January, the next year priority projects begin to be implemented.

Figure 6.1: New Council 4-Year Review

**NEW COUNCIL 4-YEAR REVIEW**

It is suggested that the Plan be revisited every four years as new Councils are elected. This will provide the opportunity to share the plan with newly elected representatives, and renew the Plan based on the priorities of each new Council.

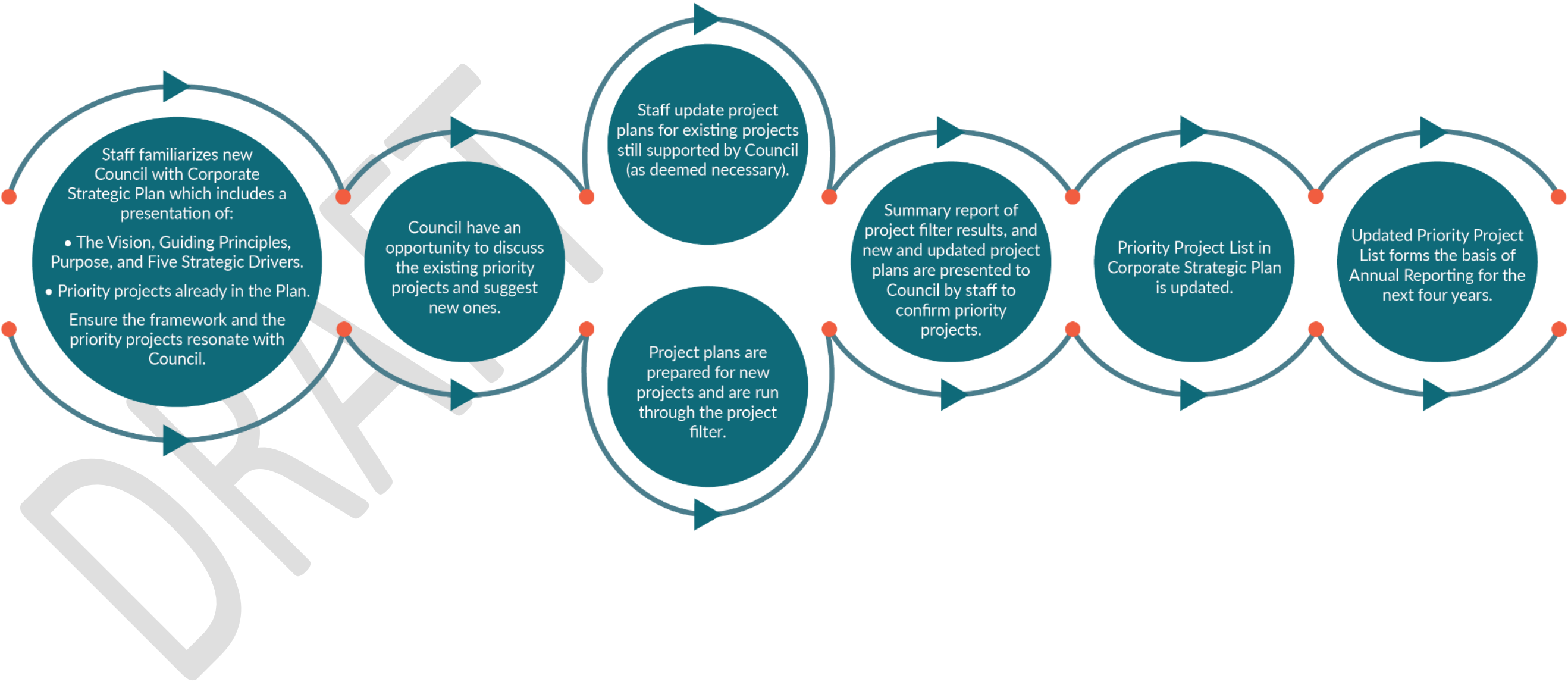
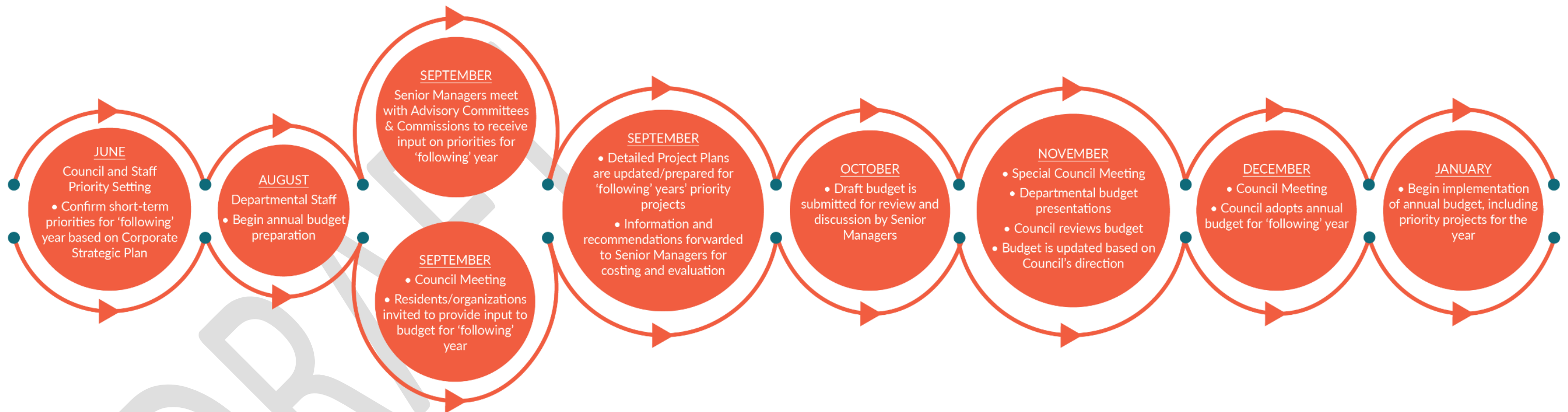


Figure 6.2: Annual Budget Planning Process

## ANNUAL PLANNING & REPORTING

### APPROX. SCHEDULE

(ties into annual budget/financial plan)



## **APPENDIX A**

### **TOOLKIT - PROJECT FILTER TEMPLATE AND PROJECT PLAN TEMPLATE**





STRATEGIC CRITERIA: Each YES answer is assigned 1 point	Enter Y or N	OTHER/COMMENT
PEOPLE: We will make Salmon Arm a great place to live. <i>Does the proposed project or initiative...</i>		
Maintain a welcoming, friendly, small town feel where residents can connect with one another?		
Reinforce Salmon Arm as a safe, healthy, and inclusive community?		
Enhance community spirit and connectedness by bringing people together?		
Provide opportunities for enhanced communications and engagement with residents?		
Provide healthy living through recreation, sports, leisure, and cultural opportunities?		
Convene conversations and reinforce relationships with community organizations and all levels of government to solve complex challenges in our city?		
Enhance mobility and experiences for all ages and stages of life for our residents?		
Foster a ‘support local’ mindset?		
Attract newcomers looking to be part of an innovative and desirable ‘small city with big ideas’?		



PLACES: We will continue to foster our ‘small city’ lifestyle in the heart of the Shuswap. <i>Does the proposed project or initiative...</i>		
Continue to enable Salmon Arm to serve as a hub for local and regional needs and services?		
Enhance our appeal to visitors who are drawn to the balanced lifestyle that our community offers?		
Promote a sense of belonging and inclusion in this place we call home?		
Maintain a vibrant, compact, accessible, and delightful downtown core?		
Maintain and respect the Urban Containment Boundary?		
Protect and preserve agricultural lands?		
Ensure safe and efficient transportation options within and through the community?		
Promote urban density and mixed-use development?		
Enhance connections and accessibility to the waterfront?		
Foster a neighbourhood feel and local identity for residents?		
Enable the development of a variety of housing choices to suit multiple needs?		
Attract visitors to Salmon Arm to support the local tourism industry?		



ASSETS: We will diligently invest in infrastructure which serves as the foundation of the community over the long term. <i>Does the proposed project or initiative...</i>		
Meet the City’s longer-term infrastructure needs and asset management objectives?		
Ensure ongoing renewal and reinvestment in physical infrastructure?		
Maintain or improve water, wastewater, sewer, and/or stormwater management infrastructure?		
Ensure connectedness and improve mobility through the community by investing in roads, greenways, trails, and sidewalks?		
Maintain or improve local traffic networks?		
Enhance our parks, waterfront, and/or recreation facilities?		
Improve access to transit?		
Promote active transportation (i.e. human-powered forms of travel such as walking, motorized scooters/wheelchairs and cycling infrastructure)?		
Enhance accessibility and safety at rail crossings?		
Ensure infrastructure is in place to support new industries?		
Meet fiscal and financial policy objectives?		
Represent the prudent use of City finances?		
Enhance overall operations and maintenance?		
Ensure effective capital investment necessary for the health and economic well-being of the community?		



- Provide innovative solutions and/or technology for the long run?
- Balance and manage the risks and benefits to the community?
- Enhance services to the public through innovative approaches (e.g. use technology, communication methods)?

**ENVIRONMENT/WATERFRONT: We will protect and enhance our natural environment.**  
*Does the proposed project or initiative...*

- Help us follow through our on our commitment to climate action?
- Reduce GHG emissions?
- Preserve and enhance our lakeshore areas and surface water quality?
- Respect environmentally sensitive and riparian areas?
- Protect natural ecosystems and wildlife habitat?
- Promote sustainable and low impact development?
- Enable public access and enjoyment of the outdoors while balancing environmental protection/preservation?
- Enhance public education about our natural assets including sensitive ecosystems and other natural environments?
- Address concerns and potential impacts of activities and infrastructure located within the foreshore?
- Encourage linkages via greenways and trails?
- Meet regulatory requirements, commitments, and regulations?



**ECONOMY: We will support initiatives which encourage and enable economic prosperity**  
*Does the proposed project or initiative...*

- Attract newcomers and visitors who want to contribute to and participate in our prosperous community?
- Contribute to our economic diversity and provide opportunities for new and existing businesses and industries to innovate, thrive and invest?
- Support initiatives that create vibrant hubs (i.e. the downtown core, recreation zones, neighbourhoods)?
- Enhance relationships with neighbouring local, regional, and federal agencies and governments?
- Foster relationships with key agencies to ensure high quality health and education services?
- Work collaboratively with our First Nations neighbours and the Columbia Shuswap Regional District (CSRD) to facilitate new development opportunities?
- Work with agencies responsible for the national transportation infrastructure (e.g. air, rail, and highway) to support the safe and efficient movement of goods into and through the community?

**TOTAL POINTS FOR STRATEGIC CRITERIA**

**0**

**OPERATIONAL CRITERIA: Each YES answer is assigned 1 point; 5 points for questions in BLUE**

- Is this a core service? = 5 pts
- Is this included in the City's Five Year Financial Plan? = 5 pts
- Does the City have the resources to effectively execute and maintain this initiative? = 5 pts
- Is this project urgent (e.g. compromises health and safety / legislated)? Scale 1 to 5 (5=urgent)
- Is this fully within the City's ability to influence/execute?
- Does this strengthen relationships/partnerships with other agencies and stakeholders?
- Is this included in the City's Long Term Financial Plan?
- Does this have the potential to generate new and/or additional revenue?
- Does the community understand, need and support this project?
- Will this improve customer service?
- Will this foster positive community relations?
- Is there potential for grant funding (Provincial/Federal, other) now or in the near future?

**TOTAL POINTS FOR OPERATIONAL CRITERIA**

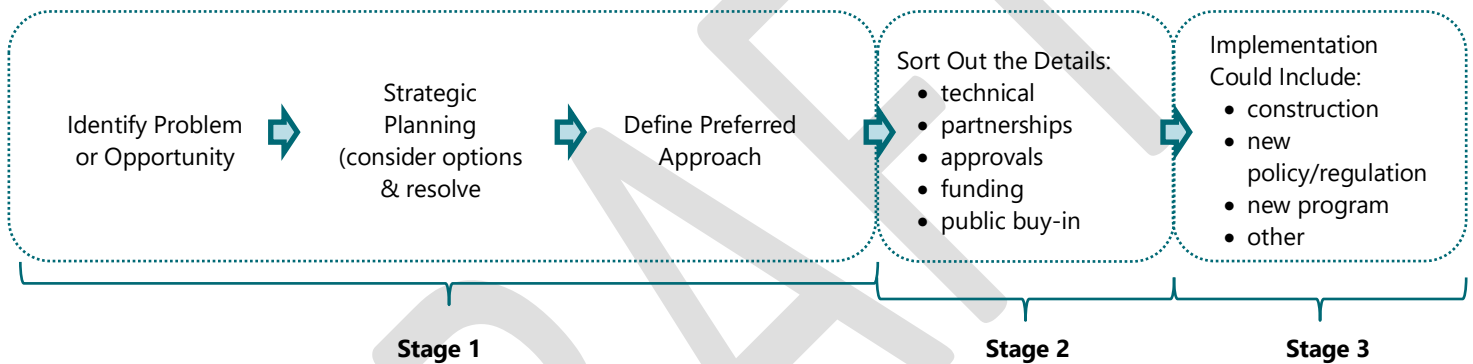
**0**

**TOTAL POINTS FOR PROPOSED PROJECT**

**0**

<b>Project Name:</b>					
<b>Key Driver (s):</b> Select all that apply	People <input type="checkbox"/>	Places <input type="checkbox"/>	Assets <input type="checkbox"/>	Environment/Waterfront <input type="checkbox"/>	Economy <input type="checkbox"/>
<b>Responsible Department(s)</b>					
<b>City Staff Project Leader(s):</b>					
<b>Last Revision Date:</b>					

Please indicate what stage this project is at: Stage 1 ☐ Stage 2 ☐ Stage 3 ☐



## What is this tool?

The project plan template is used to define the context, scope and actions required to implement new projects. The template is divided into three sections: (1) project overview, (2) project scope, and (3) project work plan. Sections 1 and 3 are completed by the senior management team during the early stages of an initiative in order to generate common understand of the scope and identify key considerations. Once a decision has been made to move forward with a project, section 3 is completed by the responsible staff member to define the specific tasks, who will be involved and how the project will be communicated.

## Why do we need this tool?

This Plan serves as the primary planning and communication tool stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project.

## Who participates in this planning?

This tool provides the opportunity for integrated collaboration between senior staff members representing relevant City departments. This enables more accurate scoping and a better understanding about resources required to deliver on the project.

## Table of Contents

1.0	PROJECT OVERVIEW .....	3
1.1	Project Definition .....	3
1.2	Scope .....	3
1.3	Context.....	3
1.4	Goals and objectives .....	3
1.5	Achieving Our Vision and Key Drivers .....	3
1.6	Relevant Policies (including OCP and/or other City plans/strategies) .....	3
1.7	Opportunities .....	3
1.8	Constraints.....	3
1.9	Costs.....	4
1.10	Urgency.....	4
1.11	Current Project Status (internal) .....	4
2.0	PROJECT SCOPE.....	5
2.1	Defining the scope.....	5
2.2	Outcomes and Measures of Success .....	5
2.3	Partners.....	5
2.4	Community.....	5
2.5	Stakeholders .....	6
2.6	Issues Analysis.....	6
2.7	Risk Assessment .....	6
2.8	Project Motivation.....	6
2.9	Schedule based on Stage (identified on page one).....	6
2.10	Budget.....	6
2.11	Procurement .....	7
2.12	Scope change process.....	7
2.13	Approvals Required .....	7
3.0	PROJECT WORK PLAN.....	8
3.1	Work breakdown structure (WBS) .....	8
3.2	External communication .....	8
3.3	Internal communication.....	8
3.4	Crisis communication.....	9

## APPENDICES

*[Any relevant plans, maps, etc. related to this project will be attached as an appendix. List appendices here]*

## 1.0 PROJECT OVERVIEW

### 1.1 Project Definition

*[Provide a brief description of this project including history and current influences. Note: the project may not be fully defined if the template is being used for the first time. If this is the case, this template will enable senior staff to begin scoping the project. As such, the project plan template will require updating as the project becomes better defined over time.]*

### 1.2 Scope

*[Is the scope of the project well defined? If yes, move onto 1.3. **If no**, what needs to be undertaken to better define and/or scope this project?]*

Yes ☐ Move on to 1.3 below

No ☐ What needs to be undertaken to better define and/or scope this project?

### 1.3 Context

*[What is the current context of this project? Why is this project identified as a priority? What previous plans/strategies/input need to be considered in this project?]*

### 1.4 Goals and objectives

*[What are the desired outcomes? What specifically will be achieved?]*

### 1.5 Achieving Our Vision and Key Drivers

*[Describe how does this project advance the City's vision and key drivers/priorities as identified in the Strategic Plan?]*

- ☐ People –
- ☐ Places –
- ☐ Assets –
- ☐ Environment/Waterfront –
- ☐ Economy –

### 1.6 Relevant Policies (including OCP and/or other City plans/strategies)

### 1.7 Opportunities

*[What opportunities does this project present to the City, the community, other?]*

### 1.8 Constraints

*[What are the constraints of this project? What barriers could get in the way of achieving a successful outcome? Areas of constraint could include: budget, resource availability, technology, political dynamics, schedule, policies, and external factors]*

**1.9 Costs**

*[What are the costs of the project? What are the financial implications of this project? Have all aspects of the project been considered? Consider capital costs as well as on-going operations and maintenance.]*

**1.10 Urgency**

*[How urgent is this project and why? What are the risks of postponing this project?]*

**1.11 Current Project Status (internal)**

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## 2.0 PROJECT SCOPE

### 2.1 Defining the scope

### 2.2 Outcomes and Measures of Success

*[What are the desired outcomes of this project (both tangible and intangible)? How will success be measure by the team, the sponsor and the community?]*

### 2.3 Partners

*[If the City requires partnerships for this project, who would that be? Why]*

- ☐ City only (no partnerships required)
- ☐ Residents
- ☐ Property Owners
- ☐ Users
- ☐ Council committee(s)
- ☐ Community organizations (list here) \_\_\_\_\_
- ☐ First Nations ☐ Adams Lake Indian Band and/or ☐ Neskonlith Indian Band
- ☐ CSRD
- ☐ RDNO
- ☐ Provincial government
- ☐ Federal government
- ☐ Funding agencies (list here) \_\_\_\_\_
- ☐ Special interest groups
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

### 2.4 Community

*[Does the community know about the project? Does the community understand, need and support this project?]*

## 2.5 Stakeholders

*[Who are the stakeholders? Who will be impacted? Consider residents, First Nations, community organizations, CSRD, RDNO, provincial government, federal government, funding agencies, special interest groups, other?]*

- ☐ Residents
- ☐ Property Owners
- ☐ Users
- ☐ Council committee(s)
- ☐ Community organizations (list here) \_\_\_\_\_
- ☐ First Nations   ☐ Adams Lake Indian Band and/or   ☐ Neskonlith Indian Band
- ☐ CSRD
- ☐ RDNO
- ☐ Provincial government
- ☐ Federal government
- ☐ Funding agencies (list here) \_\_\_\_\_
- ☐ Special interest groups
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

## 2.6 Issues Analysis

*[What issues may arise with this project?]*

## 2.7 Risk Assessment

*[Are there risks associated with this project? How likely is this to occur? What is the level of impact?]*

## 2.8 Project Motivation

*[What is driving this project? What is the motivation/requirement for this project?]*

## 2.9 Schedule based on Stage (identified on page one)

*[Create a schedule that outlines the key milestones and deliverables. Is immediate action required? If so, by whom?]*

## 2.10 Budget

*[Detail what this project will cost and how it will be funded including grants and other contributions from third parties (i.e. work in kind, donations, other.)]*

Current costs estimates: (see section 1.9 – more detailed budget breakdown will be prepared when cost estimates are updated.)

- ☐ Property taxes
- ☐ Frontage taxes
- ☐ Fees/charges
- ☐ Long term debt
- ☐ Short term borrowing
- ☐ Development cost charges
- ☐ Reserves
- ☐ Work in kind   ☐ City   ☐ Community/Volunteer groups

- ☐ Public/private partnerships
- ☐ Private funding
- ☐ Donations
- ☐ Provincial grant
- ☐ Federal grant
- ☐ Unknown at this time
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

### **2.11 Procurement**

*[What outside services and/or resources are required? How will these services and resources be obtained/engaged?]*

### **2.12 Scope change process**

*[What scope change process will be followed? How will stakeholders be informed? How will the changes be documented and shared?]*

### **2.13 Approvals Required**

*[What approvals would be required? Who are the key agencies that play a role in this project?]*

- ☐ City only (no external approvals required)
- ☐ Residents
- ☐ Property Owners
- ☐ Users
- ☐ Council committee(s)
- ☐ Community organizations (list here) \_\_\_\_\_
- ☐ First Nations ☐ Adams Lake Indian Band and/or ☐ Neskonlith Indian Band
- ☐ CSRD
- ☐ RDNO
- ☐ Provincial government agencies (list here) \_\_\_\_\_
- ☐ Federal government agencies (list here) \_\_\_\_\_
- ☐ Special interest groups
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

### 3.0 PROJECT WORK PLAN **(to be completed when the work is ready to proceed)**

#### 3.1 Work breakdown structure (WBS)

The work breakdown structure (WBS) serves as an overview of the tasks, schedule, and roles and responsibilities of the people required to deliver the project. **To create the WBS list all project activities down the left column and all of the persons (including staff, Council, committee(s), consultants and other people involved in the project) across the top row.** Then assign each person(s) the following responsibility rankings:

- **Responsible** – those who do the work to achieve the task. There can be multiple responsible resources.
- **Accountable** (or Approver) - this is the resource ultimately answerable for the correct and thorough completion of the task. There must be exactly one 'A' specified for each task.
- **Consulted** – Those whose opinions are sought. Two-way communication.
- **Informed** – Those who are kept up-to-date on progress. One-way communication.

Once the WBS has been completed, distribute a copy to each person so they know what they are responsible for and how they will be kept informed throughout the project. This helps to ensure that everyone is clear about their expected contributions.

#### EXAMPLE

TASKS	Start Date	Completion Date	Person(s) 1 (e.g. Project Lead)	Person(s) 2 (e.g. Staff member)	Person(s) 3 (e.g. Committee)	Person(s) 4 (e.g. Council)
1. Prepare project plan			A, R	R	R	C
2. Conduct start up meeting			A, R	R	C	I
3. Obtain relevant documents			C	A, R	I	I
4. Working session with Council			A	I	I	C
etc...						

#### 3.2 External communication

[Who will be responsible and what steps will be taken to foster proactive external communication with those who are impacted by this project?]

•

#### 3.3 Internal communication

[Who will be responsible for communications and what steps will be taken to foster proactive internal communication with staff members, departments, committees, and Council on this project? Who will prepare the Communication Plan?]

•

### **3.4 Crisis communication**

*[In the event of a crisis who will be the official spokesperson for this project? Ensure they are aware of this responsibility and prepared to respond effectively based on the City's crisis communication policies.]*

- 

DRAFT

## **APPENDICES**

*[Attach relevant plans, maps, or other documents related to this project/initiative]*

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# **APPENDIX B**

## **COMMUNITY SURVEY**



Project Ideas for Our Next Strategic Plan

1. Please consider the following **Transportation** project ideas for the City of Salmon Arm and indicate when you think each project should be carried out.

	Short-term (2023-2025)	Medium-term (2026-2028)	Long-term (2029-2031)	This project is not important
4 Ave Connector	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Auto Road Connector	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transportation Master Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lakeshore Road improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop downtown parkade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Do you have any comments about the **Transportation** project ideas?

3. Please consider the following **Utilities** project ideas for the City of Salmon Arm and indicate when you think each project should be carried out.

	Short-term (2023-2025)	Medium-term (2026-2028)	Long-term (2029-2031)	This project is not important
Wastewater Pollution Control Centre upgrade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
City wide Asset Management programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Universal Water Metering & Cost Benefit Analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storm Water Utility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Do you have any comments about the **Utilities** project ideas?

5. Please consider the following **Corporate Services and Administration** project ideas for the City of Salmon Arm and indicate when you think each project should be carried out.

	Short-term (2023-2025)	Medium-term (2026-2028)	Long-term (2029-2031)	This project is not important
Human Resources Strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Update Long-term Financial Plan, Department Strategy & Capital Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comprehensive Information Technology Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Do you have any comments about the **Corporate Services and Administration** project ideas?

7. Please consider the following **Parks, Recreation, and Trails** project ideas for the City of Salmon Arm and indicate when you think each project should be carried out.

	Short-term (2023-2025)	Medium-term (2026-2028)	Long-term (2029-2031)	This project is not important
Canoe Beach Master Plan implementation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blackburn Park Roadway Upgrade, baseball diamonds (Master Plan next phase)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Klahani Park Master Plan next phase upgrade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreation Centre retrofit (New Pool)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
West Bay Connector Trail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Facilities and Assets Strategic Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Do you have any comments about the **Parks, Recreation, and Trails** project ideas?

9. Please consider the following **Community Planning** project ideas for the City of Salmon Arm and indicate when you think each project should be carried out.

	Short-term (2023-2025)	Medium-term (2026-2028)	Long-term (2029-2031)	This project is not important
Urban Indigenous Strategy/Truth & Reconciliation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Major Planning Bylaw Review (e.g., OCP, zoning)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food and Urban Agricultural Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climate Action Initiatives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Do you have any comments about the **Community Planning** project ideas?

## About you

### 11. Age

- |                                      |  |
|--------------------------------------|--|
| <input type="radio"/> Up to 19 years | <input type="radio"/> 60-79                |
| <input type="radio"/> 20-39          | <input type="radio"/> 80+                  |
| <input type="radio"/> 40-59          | <input type="radio"/> Prefer not to answer |

### 12. Where do you live in Salmon Arm? (Please refer to the map below)

- ☐ Northwest (including Gleneden)
- ☐ Southwest (including Salmon Valley)
- ☐ Southeast (including South Broadview and South Canoe)
- ☐ Northeast (including Raven and Canoe)
- ☐ Other (please specify)

### Map of Salmon Arm

### 13. How long have you lived here?

- ☐ Less than 5 years
- ☐ Between 5 and 10 years
- ☐ Between 10 and 15 years
- ☐ Over 15 years

### 14. If you have lived in Salmon Arm for less than 5 years, where did you move from?

- |  |  |
|--|--|
| <input type="radio"/> Elsewhere in the Interior region of BC | <input type="radio"/> Another province |
| <input type="radio"/> The Lower Mainland                     | <input type="radio"/> Another country  |
| <input type="radio"/> Elsewhere in BC                        |  |

# **APPENDIX C**

## **STRATEGIC PLAN SUMMARY DOCUMENT**



# CORPORATE STRATEGIC PLAN

The City’s Strategic Plan sets direction for decision making about significant projects anticipated to be undertaken in the next 10 years.

## VISION

The vision for this corporate strategic plan is to establish a living document that serves as a realistic framework to deliver special projects that are outside of the day-to-day mandate of core City services. This will enable the city to be nimble and adapt to the evolving needs of the community.

## GUIDING PRINCIPLES

Guiding Principles are foundational elements to be considered throughout the decision-making processes which occur within the context of implementing this strategic plan. The Guiding Principles are:

- **Support a prosperous, vibrant, and welcoming community** - We share in the pride of our community as a “small city with big ideas.” We strive to deliver core services which are the foundation of a vibrant community, healthy natural environment, and thriving local economy both now and into the future.
- **Ensure responsible stewardship of City resources** - We are committed to the responsible management of our assets which include our infrastructure, finances, environment, recreation, health, and safety. We use an approach to infrastructure development which balances financial responsibility and overall benefit to the community.
- **Clarify expectations for ourselves and the community** - Council and staff are committed to creating a common understanding with the community about where the City’s time, energy, and financial resources will be focused while balancing multiple interests and expectations.
- **Convene community partners to leverage knowledge and expertise** - We work nimbly to determine where the City may be positioned to lead or convene and support community partners who may be better equipped to provide leadership and / or implement projects outside the scope of core City services.
- **Provide excellence in service delivery** - We are committed to a high standard of service delivery in all our areas of service while also aspiring to meet community needs and expectations within a framework that can realistically respond to growth and changes in society.

## FIVE STRATEGIC DRIVERS WILL HELP US ACHIEVE OUR VISION AND VALUES:



**PEOPLE**  
We will make Salmon Arm a great place to live.



**PLACES**  
We will continue to foster our ‘small city’ lifestyle in the heart of the Shuswap.



**ASSETS**  
We will diligently invest in infrastructure which serves as the foundation of the community over the long term.



**ENVIRONMENT**  
We will protect and enhance our natural environment.



**ECONOMY**  
We will support initiatives which encourage and enable economic prosperity.

## THE MAJORITY OF THE CITY’S CURRENT CAPACITY IS DEDICATED TO PROVIDING THE FOLLOWING CORE SERVICES IN ADDITION TO DELIVERING PRIORITY PROJECTS

CORPORATE SERVICES

DEVELOPMENT SERVICES

FINANCIAL SERVICES

ENGINEERING & PUBLIC WORKS

SALMON ARM RECREATION SOCIETY

EMERGENCY SERVICES

+

SHORT TERM

MEDIUM TERM

LONG TERM

CORE SERVICES

PRIORITY PROJECTS

Placeholder for Corporate Strategic Plan Priority Projects