

City of Salmon Arm
Regular Council Meeting
Public Session Starts at 2:30 p.m.

Monday, February 24, 2025, 2:30 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

Pages

1. **CALL TO ORDER**
2. **IN-CAMERA SESSION**
PUBLIC SESSION STARTS AT 2:30 P.M.
3. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**
We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.
4. **ADOPTION OF AGENDA**
Motion for Consideration
THAT: the Agenda be adopted as presented.
5. **DISCLOSURE OF INTEREST**
Councillor Gonella declared a conflict of interest relating to Item 22.1 - Development Variance Permit Application No. VP-609 - as the Salmon Arm Folk Music Society is his employer and agent Bernd Hermanski is a member of the Board of the Salmon Arm Folk Music Society.

Councillor Flynn declared a conflict of interest relating to Item 22.1 - Development Variance Permit Application No. VP-609 - as the Salmon Arm Folk Music Society is a client of his firm.
6. **CONFIRMATION OF MINUTES**
 - 6.1 Regular Council Meeting Minutes of February 10, 2025 4 - 11
Motion for Consideration
THAT: the Regular Council Meeting Minutes of February 10, 2025 be adopted as circulated.
 - 6.2 Special Council Meeting Minutes of February 12, 2025 12 - 21
Motion for Consideration
THAT: the Special Council Meeting Minutes of February 12, 2025, be adopted as circulated.
7. **COMMITTEE REPORTS**
 - 7.1 Development and Planning Services Committee Meeting Minutes of February 18, 2025 22 - 25

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7.2	Agricultural Advisory Committee Meeting Minutes of February 12, 2025	
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11.	RECONSIDERATION OF BYLAWS	
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	<u>Motion for Consideration</u>	
	THAT: the amount of \$250,000 be transferred from the General Downtown Parking Reserve to the Downtown Parking budget.	
	<u>Motion for Consideration</u>	
	THAT: the bylaw entitled City of Salmon Arm 2025 to 2029 Financial Plan Bylaw No. 4686 be read a third and final time.	
12.	CORRESPONDENCE	
12.1	Informational Correspondence	
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12.1.2	J. Beatty, Chair, Shuswap Climate Action Society - letter dated February 11, 2025 Request for Letter of Support HomeZero Collective Application to FCM for Funding of Capital Project	46 - 46
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12.1.6	J. Gamble, Executive Director, Shuswap Immigrant Services Society - letter dated February 20, 2025 Invitation to attend the Gathering Together Festival - June 27, 2025	53 - 53
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13.	NEW BUSINESS	
14.	PRESENTATIONS	
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15.	COUNCIL STATEMENTS	
16.	SALMON ARM SECONDARY YOUTH COUNCIL	
17.	NOTICE OF MOTION	

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

20.1 7:00 P.M. SPECIAL PRESENTATION: Heritage Conservation Award Presentation

21. DISCLOSURE OF INTEREST

22. HEARINGS

22.1 Development Variance Permit Application No. VP-609 (Servicing)
Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473
Civic: 541 3 Street SW
Owner: City of Salmon Arm
Agent: Salmon Arm Folk Music Society / Bernd Hermanski Architect Inc.

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Motion for Consideration

THAT: Development Variance Permit No. VP-609 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473 (541 3 Street SW) to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 26.5 Maximum Height of Accessory Buildings - increase the maximum permitted height of an accessory building from 6 m (19.7 feet) to 6.8 m (22.3 feet) as per Appendix 7 of this staff report dated February 17, 2025; and

2. Section 26.9.3 Minimum Interior Side Parcel Line Setback - reduce the minimum permitted interior side parcel line setback for an accessory building from 3 m (9.8 feet) to 0.2 m (0.7 feet) as per Appendix 7 of this staff report dated February 17, 2025.

AND THAT: Development Variance Permit No. VP – 609 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473 (541 3 Street SW) as follows:

1. waive the requirement to upgrade 5 Avenue SW to the RD-3 Road standard; and

2. waive the requirement to upgrade 3 Street SW to the RD-2 Road standard.

AND FURTHER THAT: Issuance of Development Variance Permit No. VP – 609 be withheld subject to all required road dedications for future improvements along the 3 Street SW and 5 Avenue SW frontages being provided to the City.

23. STATUTORY PUBLIC HEARINGS

24. RECONSIDERATION OF BYLAWS

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm

February 10, 2025, 1:30 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

COUNCIL PRESENT: Mayor A. Harrison
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond
Councillor D. Cannon
Councillor S. Lindgren
Councillor D. Gonella

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Chief Financial Officer P. Gramiak
Sr. Manager of HR & Communications H. Flinkman
Manager of Planning & Building M. Smyrl
Corporate Officer R. West
Deputy Corporate Officer B. Puddifant
Executive Assistant M. Evans-Bunkis

Other Staff Present: Planner M. Paiement; Planner A. Jeffrey

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the *Community Charter*, Council move In-Camera.

Carried Unanimously

PUBLIC SESSION STARTS AT 2:30 P.M.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

The meeting returned to Regular Session at 2:22 p.m. and recessed until 2:30 p.m.

4. ADOPTION OF AGENDA

Moved by: Councillor Gonella

Seconded by: Councillor Cannon

THAT: the Agenda be adopted as presented.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Councillor Gonella declared a conflict of interest relating to Item 9.3 - Lease of 541 3 Street SW - as the Salmon Arm Folk Music Society is his employer.

Councillor Gonella declared a conflict of interest relating to Item 14.1 - Salmon Arm Arts Centre & Art Gallery presentation - as the Salmon Arm Folk Music Society is a sponsor for Wednesday on the Wharf program.

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of January 27, 2025

Moved by: Councillor Lavery

Seconded by: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of January 27, 2025 be adopted as circulated.

Carried Unanimously

7. COMMITTEE REPORTS

7.1 Social Impact Advisory Committee Meeting Minutes of January 24, 2025

7.2 Greenways Liaison Committee Meeting Minutes of January 23, 2025

7.3 Community Heritage Commission Meeting Minutes of January 6, 2025

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

9.1 Chief Financial Officer - Parcel Tax Roll Review Panel

Moved by: Councillor Lindgren

Seconded by: Councillor Gonella

THAT: a Parcel Tax Roll Review Panel be held in Council Chambers of City Hall on Monday, March 10, 2025 at 5:00 p.m., with a virtual attendance option, to review and authenticate the 2025 Water and Sanitary Sewer Frontage Parcel

Tax, Transportation Parcel Tax and the 73rd Avenue Watermain Extension Parcel Tax Rolls.

Carried Unanimously

9.2 Chief Administrative Officer – UBCM and SILGA Meeting Expenses

Moved by: Councillor Flynn

Seconded by: Councillor Gonella

THAT: Council authorize staff to manage accommodation arrangements, including the submission of reimbursement claims for Councillor Wallace Richmond's travel to UBCM and FCM meetings and events.

Carried Unanimously

9.3 Deputy Corporate Officer – Lease of 541 3 Street SW – Salmon Arm Folk Music Society

Councillor Gonella declared a conflict and left the meeting at 2:56 p.m.

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: Council authorize the Mayor and Corporate Officer to execute a Licence of Use and Occupation Agreement with the Salmon Arm Folk Music Society, for use of the land and building located at 541 3 Street SW, Salmon Arm, for a five (5) year term from February 1, 2025 to January 31, 2030, for the annual fee of \$1.00, subject to advertising requirements in accordance with Section 94 of the *Community Charter*.

Carried Unanimously

9.4 Director of Engineering and Public Works – Climate Resiliency Plan Steering Committee

Councillor Gonella returned to the meeting at 2:58 p.m.

Moved by: Councillor Lindgren

Seconded by: Councillor Gonella

THAT: Council approve the formation of a Climate Resiliency Plan Steering Committee to provide expertise, guidance and strategic direction for the development of the Climate Resiliency Plan and to support and influence its implementation within the community;

AND THAT: Council approve the Terms of Reference for the Climate Resiliency Plan Steering Committee attached to this memo;

AND FURTHER THAT: Council direct Administration to advertise for three (3) Citizens-At-Large members who are knowledgeably engaged with climate resiliency in Salmon Arm.

Amendment:

Moved by: Councillor Lindgren

Seconded by: Councillor Gonella

THAT: Membership outlined in the Terms of Reference be amended as follows:

- Three (3) Citizens-at-Large (that includes one youth representative and one senior representative)

be replaced with:

- Three (3) Citizens-at-Large (that includes one youth under the age of 18 years old and one adult under the age of 30 years old)

Opposed (6): Mayor Harrison, Councillor Flynn, Councillor Lavery, Councillor Wallace Richmond, Councillor Cannon, and Councillor Gonella

Defeated

Amendment:

Moved by: Councillor Lindgren

Seconded by: Councillor Flynn

THAT: Membership outlined in the Terms of Reference be amended as follows:

- Three (3) Citizens-at-Large (that includes one youth representative and one senior representative)

be replaced with:

- Three (3) Citizens-at-Large (that includes one student under the age of 25 years old)

Opposed (5): Mayor Harrison, Councillor Flynn, Councillor Lavery, Councillor Wallace Richmond, and Councillor Cannon

Defeated

Moved by: Councillor Lindgren

Seconded by: Councillor Gonella

THAT: Council approve the formation of a Climate Resiliency Plan Steering Committee to provide expertise, guidance and strategic direction for the development of the Climate Resiliency Plan and to support and influence its implementation within the community;

AND THAT: Council approve the Terms of Reference for the Climate Resiliency Plan Steering Committee attached to this memo;

AND FURTHER THAT: Council direct Administration to advertise for three (3) Citizens-At-Large members who are knowledgeably engaged with climate resiliency in Salmon Arm.

Carried Unanimously

10. INTRODUCTION OF BYLAWS

10.1 Zoning Amendment Bylaw No. 4691

Legal: Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 4136,
Except Plans B6340 & KAP71233

Civic: 680 10 Street SW

Owner: A., G. & G. Walters

Agent: G. Arsenault

Moved by: Councillor Gonella

Seconded by: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4691 be read a first, second and third time;

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

- i. lot consolidation with the parcel of land legally described as Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2016, Except Plan KAP71234 (710 10 Street SW); and
- ii. Ministry of Transportation and Transit approval.

Carried Unanimously

10.2 Zoning Amendment Bylaw No. 4689

Legal: 1) Lots 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 4214

2) Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 4214 &

3) Lot 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 4214

Civic: 560, 580 & 610, Shuswap Street SE

Owner: 1474042 B.C Ltd.

Agent: Owner

Moved by: Councillor Cannon

Seconded by: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4689 be read a first, second and third time;

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to:

- i. Consolidation of the subject parcels;
- ii. Submission of Traffic Impact Analysis (TIA) completed to the satisfaction of the City Engineer with acknowledgement that the owner/applicant is responsible for any and all off-site improvements recommended by the TIA and the registration of a *Land Title Act*, Section 219 covenant to address the findings and recommendations of the TIA report, and;
- iii. Ministry of Transportation and Transit approval.

Carried Unanimously

10.3 Subdivision and Development Services Amendment Bylaw No. 4698

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Subdivision and Development Services Amendment Bylaw No. 4698 be read a first, second and third time.

Amendment:

Moved by: Councillor Gonella

Seconded by: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Subdivision and Development Services Amendment Bylaw No. 4698 be read a first, second and third time;

AND THAT: the bylaw be reviewed by Council within twelve (12) months of final adoption.

Opposed (4): Councillor Flynn, Councillor Lavery, Councillor Wallace Richmond, and Councillor Cannon

Defeated

Moved by: Councillor Lavery

Seconded by: Councillor Lindgren

THAT: readings of the bylaw entitled City of Salmon Arm Subdivision and Development Services Amendment Bylaw No. 4698 be deferred for further information.

Opposed (2): Councillor Flynn, and Councillor Cannon

Carried

11. RECONSIDERATION OF BYLAWS

The meeting recessed at 3:49 p.m.

The meeting reconvened at 3:55 p.m.

12. CORRESPONDENCE

12.1 Informational Correspondence

12.1.4 J. Aitken, President, Salmon Arm Bay Nature Enhancement Society - letter dated February 3, 2025

Request for removal of old tower on the foreshore

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: Council authorize payment in the amount of up to \$4,000 towards the removal costs of the old tower located on the foreshore, to be funded from Council Initiatives.

Amendment:

Moved by: Councillor Lavery

Seconded by: Councillor Flynn

THAT: the request for financial support towards the removal of the old tower located on the foreshore be deferred to the 2025 budget meeting scheduled for February 12, 2025.

Opposed (4): Mayor Harrison, Councillor Cannon, Councillor Lindgren, and Councillor Gonella

Defeated

Amendment:

Moved by: Councillor Lindgren

Seconded by: Councillor Flynn

THAT: the request for financial support towards the removal of the old tower located on the foreshore be funded from the COVID-19 Safe Restart Grant.

Carried Unanimously

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: Council authorize payment in the amount of up to \$4,000 towards the removal costs of the old tower located on the foreshore, to be funded from the COVID-19 Safe Restart Grant.

Carried Unanimously

13. NEW BUSINESS

14. PRESENTATIONS

14.1 Presentation 4:00-4:15 (approximately)

C. Watson, Executive Director, Salmon Arm Arts Centre & Art Gallery

Councillor Gonella declared a conflict and left the meeting at 4:11 p.m.

C. Watson, Executive Director, Salmon Arm Arts Centre & Art Gallery, provided an overview of the Shuswap District Arts Council 2024 Annual Report and was available to answer questions from Council.

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

There are no Hearings, Statutory Public Hearings or Reconsideration of Bylaws scheduled for the evening portion of the agenda.

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the Community Charter, Council move In-Camera.

Carried Unanimously

21. DISCLOSURE OF INTEREST

22. HEARINGS

23. STATUTORY PUBLIC HEARINGS

24. RECONSIDERATION OF BYLAWS

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 5:05 p.m.

CORPORATE OFFICER

MAYOR, A. HARRISON

SPECIAL COUNCIL

Minutes of a Special Meeting of Council of the City of Salmon Arm

February 12, 2025, 9:00 a.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

COUNCIL PRESENT: Mayor A. Harrison
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond
Councillor D. Cannon
Councillor S. Lindgren
Councillor D. Gonella

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Corporate Officer R. West
Deputy Corporate Officer B. Puddifant
Sr. Manager of HR & Communications H. Flinkman
Chief Financial Officer P. Gramiak
Manager of Planning & Building M. Smyrl

Other Staff Present: Deputy Fire Chief C. Guidos, IT Coordinator G. Patterson, Manager of Roads & Parks/General Manager Shuswap Recreation Society D. Gerow, City Engineer J. Wilson, RCMP Staff Sergeant S. Scott, Manager of Financial Services B. Armstrong, Manager of Utilities G. Rasmuson

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 9:00 a.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

Councillor Cannon entered the meeting at 9:02 a.m.

3. ADOPTION OF AGENDA

Moved by: Councillor Gonella

Seconded by: Councillor Wallace Richmond

THAT: the Agenda be adopted as presented.

4. DISCLOSURE OF INTEREST

5. PRESENTATIONS

6. INTRODUCTION OF BYLAWS

6.1 2025 to 2029 Financial Plan Bylaw No. 4686

During discussion, amendments to the 2025 to 2029 Financial Plan Bylaw No. 4686 were considered.

Moved by: Councillor Flynn

Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm 2025-2029 Financial Plan Bylaw No. 4686 be read a first and second time.

Carried Unanimously

6.1.1 Fire Protective Services

Deputy Fire Chief C. Guidos provided an overview of the Fire Protective Services budget and was available to answer questions from Council.

6.1.2 Fire Training Centre

Deputy Fire Chief C. Guidos provided an overview of the Fire Training Centre budget and was available to answer questions from Council.

6.1.3 Building Services

Manager of Planning & Building M. Smyrl provided an overview of the Building Services budget and was available to answer questions from Council.

6.1.4 Police Services

Staff Sergeant Scott, Salmon Arm RCMP Detachment, provided an overview of the Police Services budget and was available to answer questions from Council.

6.1.5 Transportation Services - Operation and Maintenance

Director of Engineering & Public Works R. Niewenhuizen, provided an overview of the Transportation Services - Operation and Maintenance budget and was available to answer questions from Council. City Engineer, J. Wilson and Manager of Roads & Parks D. Gerow were available to answer questions from Council.

The meeting recessed at 10:37 a.m.

The meeting reconvened at 10:49 a.m.

The meeting recessed at 11:59 a.m.

The meeting reconvened at 12:31 p.m.

Moved by: Councillor Lavery
Seconded by: Councillor Gonella

THAT: the amount of \$125,000.00 allocated for the 20th Avenue NE Multi Use Path Connection (36 Street NE to Lambs Hill Subdivision) be designated to future priority Active Transportation projects.

Opposed (1): Councillor Cannon

Carried

Moved by: Councillor Lindgren
Seconded by: Councillor Cannon

THAT: the amount of \$6,000 allotted for fuel and oil for the 2024 E-transit Ford vehicle be removed from the 2025 budget.

Carried Unanimously

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: the amount of \$56,000.00 be transferred from the Downtown Brick Crossing Reserve to the Shoemaker Hill/Auto Road Extension Reserve leaving a balance of \$85,000.00 in the Downtown Brick Crossing Reserve.

Carried Unanimously

Moved by: Mayor Harrison
Seconded by: Councillor Flynn

THAT: the amount budgeted for additional asphaltic overlays be reduced by \$100,000.00.

Opposed (1): Councillor Cannon

Carried

Moved by: Councillor Lavery
Seconded by: Councillor Cannon

THAT: the amount of \$47,000.00 be included in the 2025 budget to support full week coverage for snow removal during winter operations, including regular shifts on weekends, starting in the fall of 2025 to be funded from general taxation.

Carried Unanimously

Moved by: Councillor Flynn
Seconded by: Councillor Gonella

THAT: the amount of \$100,000.00 allocated for a Pavement Management Plan be removed from the 2025 Budget to be considered in a future budget.

Opposed (1): Councillor Lavery

Carried

Moved by: Councillor Cannon
Seconded by: Councillor Lindgren

THAT: the amount of \$30,000.00 allocated for an Active Transportation Facility Type Plan be removed from the 2025 Budget to be considered in a future budget.

Carried Unanimously

Moved by: Councillor Flynn
Seconded by: Councillor Cannon

THAT: the amount of \$50,000.00 allocated for the North Broadview Road Network Servicing Reserve fund be removed from the 2025 Budget to be considered in a future budget.

Opposed (1): Councillor Lavery

Carried

Moved by: Mayor Harrison
Seconded by: Councillor Wallace Richmond

THAT: the amount of \$60,000.00 allocated for the 4 Street Connector from 10 Street Reserve fund be removed from the 2025 Budget.

Carried Unanimously

Moved by: Mayor Harrison
Seconded by: Councillor Flynn

THAT: the amount of \$59,630.00 allocated for the 20 Avenue and 20 Street Intersection Realignment Reserve fund be removed from the 2025 Budget to be considered in a future budget.

Carried Unanimously

Moved by: Mayor Harrison

Seconded by: Councillor Wallace Richmond

THAT: the amount of \$38,000.00 allocated for the Public Works Xeriscaping and Retaining Wall Repair be removed from the 2025 Budget as this amount was entered twice in error.

Carried Unanimously

6.1.6 Transportation Capital Projects

Director of Engineering & Public Works R. Niewenhuizen, provided an overview of the Transportation Capital Project budget and was available to answer questions from Council. City Engineer J. Wilson and Manager of Roads & Parks D. Gerow were available to answer questions from Council.

6.1.7 Downtown Parking

Director of Engineering & Public Works R. Niewenhuizen provided an overview of the Downtown Parking budget and was available to answer questions from Council.

Moved by: Councillor Lindgren

Seconded by: Councillor Flynn

THAT: the transfer to the General Downtown Parking Reserve be reduced by the amount of \$49,500.00.

Amendment:

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Flynn

THAT: the transfer into the General Downtown Parking Reserve be reduced by the amount of \$125,000.00.

Carried Unanimously

Moved by: Councillor Lindgren

Seconded by: Councillor Flynn

THAT: the transfer into the General Downtown Parking Reserve be reduced by the amount of \$125,000.00.

Carried Unanimously

6.1.8 Airport Services

Director of Engineering & Public Works R. Niewenhuizen provided an overview of the Airport Services budget and was available to answer questions from Council.

6.1.9 Cemetery Services

Manager of Roads & Parks D. Gerow provided an overview of the Cemetery Services budget and was available to answer questions from Council.

6.1.10 Planning and Development

Manager of Planning & Building M. Smyrl provided an overview of the Planning and Development budget and was available to answer questions from Council.

6.1.11 Rogers Rink and Other Facility Services

General Manager, Shuswap Recreation Society, D. Gerow provided an overview of the Rogers Rink and Other Facility Services budget and was available to answer questions from Council.

Moved by: Councillor Flynn

Seconded by: Councillor Gonella

THAT: the amount allocated to the Spectator Lighting Upgrade be reduced to \$150,000.00.

Opposed (6): Mayor Harrison, Councillor Lavery, Councillor Wallace
Richmond, Councillor Cannon, Councillor Lindgren, and Councillor Gonella

Defeated

6.1.12 Park Services

Manager of Roads & Parks D. Gerow provided an overview of the Parks Services budget and was available to answer questions from Council.

6.1.13 Recreation Centre

General Manager, Shuswap Recreation Society, D. Gerow, provided an overview of the Recreation Centre budget and was available to answer questions from Council.

6.1.14 Wharf

The meeting recessed at 2:12 p.m.

The meeting reconvened at 2:23 p.m.

Manager of Roads & Parks D. Gerow provided an overview of the Wharf budget and was available to answer questions from Council.

6.1.15 Water and Sewer Funds

Manager of Utilities G. Rasmuson provided an overview of the Water and Sewer Fund budget and was available to answer questions from Council.

The meeting recessed at 2:43 p.m.

6.1.16 Public Budget Referrals

The meeting reconvened on February 13, 2025 at 9:00 a.m. in Council Chambers.

Councillor Gonella declared a conflict on Item D. as he is employed by the Salmon Arm Folk Music Society. Councillor Gonella declared a conflict on Items I, L and P as the requestors have a business relationship with the Salmon Arm Folk Music Society.

Councillor Flynn declared a conflict on Item D. as the Salmon Arm Folk Music Society is a client of his firm.

6.1.16.1 A.

R.J. Haney Heritage Village and Museum
Funding for tree maintenance, removal and ongoing tree maintenance

Moved by: Councillor Gonella

Seconded by: Councillor Cannon

THAT: the amount of \$18,000.00 for tree maintenance, removal and ongoing tree maintenance at the property located at 751 Highway 97B NE (R.J. Haney Heritage Village and Museum) be included in the 2025 Budget, funded from general taxation.

Opposed (6): Mayor Harrison, Councillor Flynn, Councillor Lavery, Councillor Wallace Richmond, Councillor Cannon, and Councillor Lindgren

Defeated

6.1.16.2 E.

Salmon Arm Citizens on Patrol

Moved by: Councillor Flynn

Seconded by: Councillor Wallace Richmond

THAT: the amount of \$2,000.00 for technology upgrades for the Salmon Arm Citizens on Patrol be included in the 2025 Budget funded from the General Senior Games Reserve account.

Carried Unanimously

6.1.16.3

K.

BC SPCA

Moved by: Councillor Flynn

Seconded by: Councillor Wallace Richmond

THAT: the additional amount of \$1,000.00 in funding for the BC SPCA be added to the 2025 Budget funded from general taxation.

Opposed (1): Mayor Harrison

Carried Unanimously

6.1.16.4

D.

Salmon Arm Folk Music Society

Councillors Gonella and Flynn declared a conflict and left the meeting at 10:00 a.m.

Moved by: Councillor Lindgren

Seconded by: Councillor Wallace Richmond

THAT: the additional amount of \$1,000.00 in funding for the Salmon Arm Folk Music Society be added to the 2025 Budget funded from general taxation.

Amendment:

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

THAT: the additional amount of \$2,000.00 in funding for the Salmon Arm Folk Music Society be added to the 2025 Budget funded from general taxation.

Carried Unanimously

Moved by: Councillor Lindgren

Seconded by: Councillor Wallace Richmond

THAT: the additional amount of \$2,000.00 in funding for the Salmon Arm Folk Music Society be added to the 2025 Budget funded from general taxation.

Carried Unanimously

6.1.16.5

P.

Downtown Salmon Arm

Councillor Flynn returned to the meeting at 10:11 a.m.

Moved by: Councillor Lindgren

Seconded by: Councillor Flynn

THAT: the amount of \$7,000.00 in funding for Downtown Salmon Arm for the installation of one shade structure be added to the 2025 Budget funded from general taxation.

Opposed (7): Mayor Harrison, Councillor Flynn, Councillor Lavery, Councillor Wallace Richmond, Councillor Cannon, Councillor Lindgren, and Councillor Gonella

Defeated Unanimously

6.1.17 General Revenue / Capital Budget

The meeting recessed at 10:27 a.m.

The meeting reconvened at 10:40 a.m. Councillor Gonella returned to the meeting at 10:40 a.m.

IT Coordinator G. Patterson provided an overview of the Technology budget and H. Flinkman, Sr. Manager of HR & Communications outlined the Health & Safety budget and were available to answer questions from Council.

Councillor Wallace Richmond declared a conflict of interest relating to funding for Destination Marketing as her company has business relations with Salmon Arm Economic Development Society and left the meeting at 11:39 a.m.

Councillor Wallace Richmond returned to the meeting at 11:40 a.m. after the discussion and the vote on Destination Marketing took place.

Moved by: Councillor Cannon

Seconded by: Councillor Lavery

THAT: the amount allocated for Destination Marketing be reduced to \$100,000.00.

Carried Unanimously

Moved by: Councillor Cannon

Seconded by: Councillor Lindgren

THAT: the amount of \$20,000.00 for the City's annual contribution to the Shuswap Watershed Council be removed from the 2025 budget.

Carried Unanimously

6.1.18 Reserve Fund

The meeting recessed at 11:53 a.m.

The meeting reconvened at 12:18 p.m.

Moved by: Mayor Harrison
Seconded by: Councillor Cannon

THAT: the amount of \$35,000.00 for the Memorial Arena Major Maintenance Reserve fund be removed from the 2025 budget.

Carried Unanimously

Moved by: Mayor Harrison
Seconded by: Councillor Cannon

THAT: the budget line for the Engineering Tech position be reduced by the amount of \$24,800.00.

Carried Unanimously

- 7. **OTHER BUSINESS**
- 8. **IN-CAMERA SESSION**
- 9. **ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 1:00 p.m.

CORPORATE OFFICER

MAYOR, A. HARRISON

DEVELOPMENT AND PLANNING SERVICES

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm

February 18, 2025, 8:00 a.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

COUNCIL PRESENT: Mayor A. Harrison
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond
Councillor D. Cannon
Councillor S. Lindgren
Councillor D. Gonella

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Planning & Community Services G. Buxton
Manager of Planning & Building M. Smyrl
Senior Planner C. Larson
Corporate Officer R. West

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. ADOPTION OF AGENDA

Moved by: Councillor Flynn

Seconded by: Councillor Lindgren

THAT: the Agenda be adopted as presented.

Carried Unanimously

4. APPROVAL OF MINUTES

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of January 20, 2025 be approved.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Councillor Gonella declared a conflict of interest relating to Item 6.2 - Development Variance Permit Application No. VP-609 - as the Salmon Arm Folk Music Society is his employer.

Councillor Flynn declared a conflict of interest on Item 6.2 - Development Variance Permit Application No. VP-609 - as the Salmon Arm Folk Music Society is a client of his firm.

6. REPORTS

6.1 Zoning Bylaw Amendment Application No. ZON-1304

Legal: Lot 4, Section 12, Township 20, Range 10, W6M, KDYD, Plan 9687

Civic: 1400 12 Avenue SE

Owner: F. & J. Noort

Agent: P. Warburton

F. Noort, the owner, provided an overview of the application and was available to answer questions from the Committee.

Moved by: Councillor Lindgren

Seconded by: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 4, Section 12, Township 20, Range 10, W6M, KDYD, Plan 9687 from the R-17 (Large Parcel Residential) Zone to the R-10 (Residential) Zone

Carried Unanimously

6.2 Development Variance Permit Application No. VP-609 (Servicing)

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473

Civic: 541 3 Street SW

Owner: City of Salmon Arm

Agent: Salmon Arm Folk Music Society / Bernd Hermanski Architect Inc.

Councillors Gonella and Flynn declared a conflict and left the meeting at 8:06 a.m.

B. Hermanski, agent, provided an overview of the application and was available to answer questions from the Committee.

Moved by: Councillor Cannon

Seconded by: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-609 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473 (541 3 Street SW) to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 26.5 Maximum Height of Accessory Buildings - increase the maximum permitted height of an accessory building from 6 m (19.7 feet) to 6.8 m (22.3 feet) as per Appendix 7 of the report dated February 18, 2025; and
2. Section 26.9.3 Minimum Interior Side Parcel Line Setback - reduce the minimum permitted interior side parcel line setback for an accessory building from 3 m (9.8 feet) to 0.2 m (0.7 feet) as per Appendix 7 of the report dated February 18, 2025.

AND THAT: the Committee recommends to Council that Development Variance Permit No. VP – 609 be authorized for issuance varying the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473 (541 3 Street SW) as follows:

1. waive the requirement to upgrade 5 Avenue SW to the RD-3 Road standard; and
2. waive the requirement to upgrade 3 Street SW to the RD-2 Road standard.

Amendment:

Moved by: Councillor Cannon

Seconded by: Councillor Lindgren

THAT: Issuance of Development Variance Permit No. VP – 609 be withheld subject to all required road dedications for future improvements along the 3 Street SW and 5 Avenue SW frontages being provided to the City.

Carried Unanimously

Moved by: Councillor Cannon

Seconded by: Councillor Lindgren

THAT: the Committee recommends to Council that Development Variance Permit No. VP-609 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473 (541 3 Street SW) to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 26.5 Maximum Height of Accessory Buildings - increase the maximum permitted height of an accessory building from 6 m (19.7 feet) to 6.8 m (22.3 feet) as per Appendix 7 of this staff report dated February 17, 2025; and
2. Section 26.9.3 Minimum Interior Side Parcel Line Setback - reduce the minimum permitted interior side parcel line setback for an accessory building

from 3 m (9.8 feet) to 0.2 m (0.7 feet) as per Appendix 7 of this staff report dated February 17, 2025.

AND THAT: Development Variance Permit No. VP – 609 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473 (541 3 Street SW) as follows:

1. waive the requirement to upgrade 5 Avenue SW to the RD-3 Road standard; and
2. waive the requirement to upgrade 3 Street SW to the RD-2 Road standard.

AND FURTHER THAT: Issuance of Development Variance Permit No. VP – 609 be withheld subject to all required road dedications for future improvements along the 3 Street SW and 5 Avenue SW frontages being provided to the City.

Carried Unanimously

7. **FOR INFORMATION**
8. **IN-CAMERA**
9. **ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 8:38 a.m.

MAYOR, A. HARRISON

AGRICULTURAL ADVISORY COMMITTEE
Minutes of a Meeting of the Agricultural Advisory Committee

February 12, 2025, 3:30 p.m.
Room 100
500 2 Avenue NE, Salmon Arm, BC

ABSENT: Councillor David Gonella, Chair; K. Jamieson; J. Hanna

STAFF PRESENT: Manager of Planning & Building M. Smyrl

Other Staff Present: Acting Chair M. Schroeder; B. Voth; S. Nicholls; S. Syme; M. Bennett;
Planner A. Jeffery; L. Benbow; A. Fox;

1. CALL TO ORDER

Acting Chair Schroeder called the meeting to order at 3:31 p.m.

2. INTRODUCTIONS AND WELCOME

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. ADOPTION OF AGENDA

Moved: S. Nicholls
Seconded: S. Syme

THAT: the Agenda be adopted as presented.

Carried Unanimously

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

6.1 Agricultural Advisory Committee Meeting Minutes of November 13, 2024

Moved: S. Syme
Seconded: S. Nicholls

THAT: the Agricultural Advisory Committee Meeting Minutes of November 13, 2024 be adopted as circulated.

Carried Unanimously

7. PRESENTATIONS

8. NEW BUSINESS

9. OTHER BUSINESS

9.1 Official Community Plan Review Engagement Update (Staff)

Staff provided a summary of the OCP engagement process noting that Phase 4 events are upcoming on the following dates and times:

- February 20 Webinars - 11:30am-1:00pm & 7:00pm – 8:30pm
- February 27 Open House – Song Sparrow Hall, 6:00pm-9:00pm
- March 1 Open House – Song Sparrow Hall, 11:00am – 2:00pm

10. ROUNDTABLE UPDATES

10.1 Ministry of Agriculture - Projects and Grants (staff)

Ministry of Agriculture staff provided a summary of upcoming events and grants, these will be circulated by City staff to the group via email to share with their contacts.

10.2 ALC Application Update (staff)

Staff provided a summary explanation of recent ALC decisions.

10.3 Committee Member Update

10.3.1 Farmers Institute and SAEDS

Members provided an update on a non-profit organization of producers that is being supported by SAEDS.

10.3.2 Others

Update from members on letter sent to Council Correspondence regarding Active Transportation in the Salmon Valley.

11. NEXT MEETING

12. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 4:04 p.m.

CHAIR

CITY OF SALMON ARM

Minutes of the **Community Heritage Commission** Meeting held by in-person means on **Monday, February 3, 2025, at 1:00 p.m.**

PRESENT:

Councillor David Gonella, Chair	City of Salmon Arm
Cindy Malinowski	R.J. Haney Heritage Village & Museum
Deborah Chapman	R.J. Haney Heritage Village & Museum
Pat Kassa	R.J. Haney Heritage Village & Museum
Linda Painchaud	Member at Large
Lorne Reimer	Member at Large
Mary Landers	Member at Large
Morgan Paiement	City of Salmon Arm, Recorder

The meeting was called to order at 1:04 p.m.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval / changes / additions to Agenda

Moved: Cindy Malinowski

Seconded: Deborah Chapman

THAT: the Agenda for the February 3, 2025, Community Heritage Commission Meeting be approved.

CARRIED UNANIMOUSLY

4. Approval of Minutes of January 6, 2025 Community Heritage Commission Meeting

Moved: Cindy Malinowski

Seconded: Pat Kassa

THAT: the minutes of the Community Heritage Commission Meeting of January 6, 2025, be approved.

CARRIED UNANIMOUSLY

5. Old Business from Minutes

a) Heritage Plaque Program – Criteria for Installation, Public Relations Strategy

The plaque sub-committee met on January 31st to discuss criteria for plaque placement and suggestions for first recipients (see Appendix A). Members provided a summary of their discussion. Protocol regarding who will install the plaques and consent/agreements with the owners was discussed. City Staff will talk to the CAO and report back at the next meeting. Pat will contact the City of Victoria to ask about their protocol. The Commission discussed what would happen if the plaques are stolen. It was decided that the CHC would decide whether to replace the plaques when/if this issue arises. Councillor Gonella explained that he discussed getting help from Sapphire in regards to a PR strategy. City Staff will follow up with the CAO. The CHC currently has 19 plaques. Some options for first recipients were discussed. Deborah has drafted a letter that can be sent to potential recipients. This will be reviewed at a later date once the process is finalized.

b) Wright/Lund Pond – Update on Letters

Letters were received from representatives of the Lund and Wright families in support of the renaming of the pond within John Lund Park to “Wright’s Pond” (see Appendix B). Councillor Gonella will bring this to Council with a recommendation from the CHC that Council approve the renaming and install signs indicating the name of the park as “John Lund Park” and the pond within the park as “Wright’s Pond.” Questions were raised about where the name would be changed. It was mentioned that this information should be put in the property file. Members decided that in the spring CHC members will visit the park and pond and consider installing a plaque with the history of the two families.

c) Heritage Register – New Statements of Significance

The Statements of Significance written by Deborah and edited by City Staff were discussed. It was decided that the photos and captions would not be included on the copies that go to Council for adoption but would be added later when formatted for the Heritage Register document. This is consistent with previous practices.

Moved: Lorne Reimer

Seconded: Mary Landers

THAT: the Community Heritage Commission add the following to the Community Heritage Register:

- a. A.D. Meek Filling Station (751 Highway 97B NE);
- b. Broadview School (751 Highway 97B NE);

- c. Chinese Cook House (751 Highway 97B NE);
- d. J. Pearson Shaw Log Cabin (751 Highway 97B NE);
- e. Laitinen Log House (751 Highway 97B NE);
- f. Old Enderby Road (751 Highway 97B NE);
- g. Peterson Barn (751 Highway 97B NE);
- h. Pidhirney House (751 Highway 97B NE);
- i. Queest Lookout Tower (751 Highway 97B NE); and
- j. Valley Methodist Church (751 Highway 97B NE).

CARRIED UNANIMOUSLY

City Staff will prepare a report to Council with the Statements of Significance and the above motion.

Linda Painchaud arrived at 1:28 p.m.

d) Heritage Conservation Awards 2025 – Update on Letters

The General Manager of R.J. Haney Heritage Village and Museum has confirmed that a representative will be in attendance to accept the award for Haney House (751 Highway 97B NE). Pat spoke to the owners of W. K. Smith House (681 Okanagan Avenue NE) who said they would be happy to accept the award. The owner of Reader House I (91 1 Street SE) is out of town. City Staff will send a letter to the owners of Reader House II (230 Shuswap Street SE) as an alternate. If the owner's mailing address is local Pat will deliver the letter, if not City Staff will mail the letter. Once the three recipients are confirmed City Staff will print the certificates and give to Mary to get framed. City Staff will mail letters to previous award recipients inviting them to the reception and award presentations on February 24th.

Members discussed logistics for the reception and award presentations. Members will arrive at City Hall at 4:00 p.m. to set up. Room 100 is booked from 4:00 p.m. to 8:00 p.m. The reception will begin at 6:30 p.m. and awards will be presented at the Council Meeting at 7:00 p.m. The speakers for the presentations were confirmed.

Introduction – Councillor Gonella

Introduction to awards – Mary

Haney House – Councillor Gonella

W. K. Smith House – Linda and Deborah

Reader House II (if owners accept) - Lorne

e) Historic Route Signs – Update on Missing Signs

City Staff explained that the Supervisor of Roads verified the list of signs that the CHC thought were missing. Linda will review this updated list and determine which signs we should get replaced. City Staff will then make this request to the Supervisor of Roads.

f) Membership Terms – Update and Discussion

City Staff explained that an option to stagger the membership terms is to amend the Terms of Reference to have either the Haney representatives or the Citizens at Large appointed for a 4-year term and the other group continue as a 3 year term. Members determined that with this process eventually all members would be leaving at the same time.

Moved: Mary Landers

Seconded: Cindy Malinowski

THAT: the Community Heritage Commission leave the Terms of Reference as is.

CARRIED UNANIMOUSLY

g) New Time for Meetings – Confirmed

City Staff confirmed that CHC meetings will now take place at 1:00 p.m.

6. New Business

a) Statements of Significance for Vistas – Mary

Mary brought forward the idea of including a vista on the Heritage Register. She explained that during the public consultation process for developing the Heritage Strategy, the beauty of nature and the view of Downtown and Shuswap Lake were highlighted as important to the community. Members agreed that this should be added to the Heritage Register with some photos to show that it is appreciated and valued by the community. Deborah said she would look into it and draft a Statement of Significance.

7. Other Business &/or Roundtable Updates

Pat suggested we add a note on the poster boards for Heritage Week about the plaques that will be coming soon. Members were in support of this idea. Since Pat is away for Heritage Week and the awards reception Linda will be in charge of the poster boards.

8. Next Meeting - Monday March 3, 2025 at 1:00 p.m.

9. Adjournment

Moved: Linda Painchaud

Seconded: Lorne Reimer

THAT: the Community Heritage Commission Meeting of February 3, 2025,
adjourn at 2:07 p.m.

CARRIED UNANIMOUSLY

David Gonella, Chair

Received for information by Council on the day of , 2025.



INFORMATION ONLY

To: Mayor & Members of Council

Title: Manager of Planning and Building and City Engineer – Active Transportation Requirements in Rural Areas

Date: February 24, 2025

Background:

At the January 13, 2025 Regular Council Meeting a letter authored by Scott Syme and Mike Schroeder was presented that outlined concerns with the identification of Active Transportation Routes in the rural areas and the negative impacts of infrastructure development and public use within agricultural and rural areas.

To summarize, the authors cite that frontage requirements at the time of development are particularly onerous for owners of agricultural land. Frontage requirements, in some areas, include road dedication, multi-use path and/or bike lane design and construction, road widening and ditching. As noted in the correspondence, these requirements compounded by the length of frontage typical for agricultural properties and the area necessary to complete the improvements removes that land(s) from agricultural productivity.

Staff recognize that the scale of development in rural areas is typically limited to the construction of a single-family dwelling or an accessory dwelling. In some instances, the estimated cost of the frontage improvements is appreciably more than the estimated cost of the development. Furthermore, in some areas the existing road right of way is narrow and in combination with required ditching the required area of road dedication can be substantial. Additionally, due to legislative amendments in 2019, road dedication and construction of infrastructure through land within the Agricultural Land Reserve (ALR) requires the separate approval of the Agricultural Land Commission (ALC). Therefore, there may be situations in which the landowner seeks to complete the requirements of the bylaw, but the road dedication and/or infrastructure construction are not approved by the ALC.

Owners may apply for a Development Variance Permit to request that Council waive all or some of the servicing requirements of the bylaw.

Staff note that from 2020 to 2024 there have been eight (8) servicing variances to address waiving all or some of the servicing requirements in rural areas or areas outside of the Urban Containment Boundary. Of these variance requests Council waived most if not all of the requirements.

Staff also note that in the Active Transportation Network Plan (ATN Plan) endorsed by Council in 2022, multi-use paths and/or bike lanes were identified along major streets in the Gleneden,

Salmon Valley and North Broadview areas as desired bike routes. The ATN Plan also prioritized routes in the community and highlighted major project priorities within a ten (10) year timeframe (refer to attachments). It is worthwhile to note that very few of the priority projects are located in the rural areas. In implementing the ATN Plan, the mechanism to see non-priority routes develop is through development triggered frontage improvements. The Subdivision and Development Servicing Bylaw (SDSB) was amended to include widened shoulders on rural roads as opposed to offset multi-use paths. The ATN Plan recommended a study be completed to determine appropriate AT facility types on various roadway types which may result in recommend changes to the SDSB. This study is anticipated to be completed in 2026.

Given the correspondence and information above, should Council wish to consider amendments to the Subdivision and Development Servicing Bylaw No. 4293, below is a summary of amendments that could be considered:

1. Amend the service level in the rural areas to reduce the service level of AT infrastructure in rural areas:

Require that future AT Facility Type study reviews options for AT infrastructure and optimal facility types that can fit within existing or reasonable dedication (18 – 20m ROW) in rural areas. Review options to amend SDSB and/or ATN plan upon completion of the study (note that in the meantime current SDSB requirements would be in force).

2. Amend the service level in rural areas to remove AT infrastructure in rural areas:

Remove the requirement for constructing or dedicating land for AT improvements (shoulder widening, bike lanes, MUPs) for developments in all rural areas. This option would be a significant departure from our major project priorities as identified in the ATN plan.

3. Amend the service level in rural areas to remove AT infrastructure in rural areas where not in the short/medium term priorities of the ATN plan:

Remove the requirement for constructing or dedicating land for AT improvements (shoulder widening, bike lanes, MUPs) for developments in the rural areas excluding those fronting the ATN plan priority projects.

4. Transfer the responsibility of constructing AT projects in rural areas to the City:

Require dedication of land for future ATN identified projects but remove requirement of developers to design and construct the works. Staff's experience is that significant trail development bisecting agricultural land should be forwarded as a community project given the multiple applications that need to be made to the ALC. On a parcel-by-parcel basis this is problematic.

The City is currently working towards a Complete Streets guide that would append to the SDSB and allow for varying service levels throughout the City. Currently a single road cross-section standard holds for all roads of a certain type (rural local roads, urban collector roads, etc.). A Complete Streets Guide adds flexibility to add a variety of service levels along the same road type while offering clarity to developers on requirements. The Complete Streets Guide will be attached

to any future SDSB amendments and will be enhanced over time as specific studies are completed such as the Sidewalk Infill Study for approved in the 2025 budget.

Council direction to advance any of the changes noted above will effectively amend the ATN Plan either through reduced service levels or anticipated timelines and would give staff direction to amend the SDSB where necessary. With the upcoming Complete Streets Guide, the City would have the tools to implement any of the above changes easily.

If Council was to decide to provide any guidance or direction, staff would suggest that Option 3 would be the most likely to provide much of the relief sought by the authors of the correspondence, while still maintaining some focus on AT projects in rural areas.

Legislative authority / plans / reports:

	Official Community Plan		Master Plan
	Community Charter/LGA	x	Active Transportation Network Plan
x	Bylaw No. 4293		Corporate Strategic Plan
	Zoning Bylaw		2024-2028 Financial Plan
			Long Term Financial Plan

Financial Considerations:

N/A

Alternatives & Implications:

1. Information Only – No Motion Required.


















Communication:

Prepared by: City Engineer
Prepared by: Manager of Planning and Building
Reviewed by: Director of Engineering and Public Works
Approved by: Chief Administrative Officer

Attachments:

- Active Transportation Network Plan – Figure 17: Priority Infrastructure Projects

MAJOR PROJECTS – PRIORITIES

-  Existing Underpass
-  Future Underpass
-  Trail Head
-  Long-Term Active Transportation Network
-  Existing Trails
-  Proposed Trails
-  Sidewalk
-  Municipal Boundary
-  Highway
-  Railway
-  School
-  Park / Protected Area
-  Industrial Area
-  Commercial Area
-  Forest Reserve
-  ALR
-  First Nation Reserve



2 km

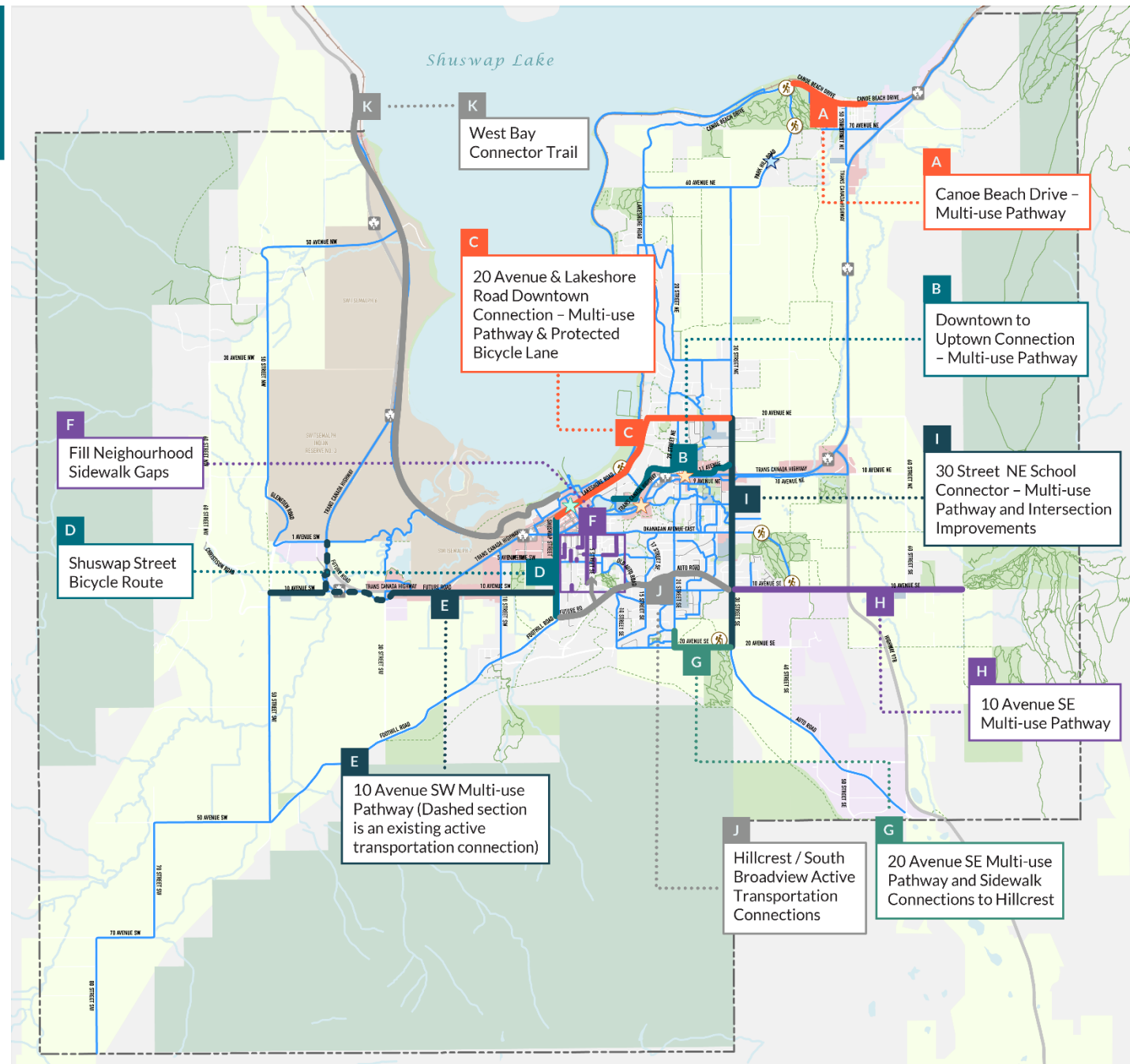


Figure 17: Priority Infrastructure Projects

To: Mayor and Council
From: Patrick Gramiak, Chief Financial Officer
Date: February 24, 2025
Subject: 2025 Budget

Background

On February 13, 2025 Council gave first and second reading to the 2025 to 2029 Financial Plan Bylaw. The preliminary tax increase was proposed at 8.14%. Following various budget changes summarized in Appendix A, the proposed tax increase was reduced to 4.98%.

General Parking Lots/Parkade Reserve

During budget deliberations, the following motion was carried unanimously:

"That: the transfer into the General Downtown Parking Reserve be reduced by the amount of \$125,000."

The Downtown Parking Draft Budget presented to Council showed a transfer to reserve of \$260,000, however, this transfer was reduced to \$0 to deliver the draft budget. To correct this oversight, it is recommended to transfer the amount of \$250,000 from the Downtown Parking Reserve into the Downtown Parking Budget.

Respectfully Submitted,

Patrick Gramiak, CPA, CA

CITY OF SALMON ARM

BYLAW NO. 4686

A bylaw respecting the 2025 to 2029 Financial Plan

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council is required, by bylaw, to adopt a financial plan for the period of at least five years;

NOW THEREFORE the Council of the City of Salmon Arm, in the Province of British Columbia, in an open meeting assembled, hereby enacts as follows:

1. "Schedule "A" attached hereto, and forming part of the bylaw is hereby declared to be the 2025 to 2029 Financial Plan of the City of Salmon Arm.

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 for all purposes as "City of Salmon Arm 2025 to 2029 Financial Plan Bylaw No. 4686".

READ A FIRST TIME THIS 13 DAY OF FEBRUARY 2025

READ A SECOND TIME THIS 13 DAY OF FEBRUARY 2025

READ A THIRD TIME THIS DAY OF 2025

ADOPTED BY COUNCIL THIS DAY OF 2025

MAYOR

CORPORATE OFFICER

City of Salmon Arm

2025 - 2029 Financial Plan

	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Consolidated Revenues					
Property and MRDT Taxes - Net	\$24,705,007	\$25,199,108	\$ 25,703,090	\$ 26,217,152	\$ 26,741,495
Frontage & Parcel Taxes	4,062,765	4,144,020	4,226,900	4,311,438	4,397,667
Sales of Service	11,167,680	11,391,034	11,618,855	11,851,232	12,088,257
Revenue From Own Sources	4,589,567	4,681,358	4,774,985	4,870,485	4,967,895
Rentals	609,105	621,287	633,713	646,387	659,315
Federal Government Transfers	614,500	626,790	639,326	652,113	665,155
Provincial Government Transfers	1,205,600	1,229,712	1,254,306	1,279,392	1,304,980
Other Government Transfers	421,555	429,986	438,586	447,358	456,305
Transfer From Prior Year Surplus	542,515	553,365	564,432	575,721	587,235
Transfer From Reserve Accounts	3,349,081	3,416,063	3,484,384	3,554,072	3,625,153
Transfer From Reserve Funds	1,184,000	1,207,680	1,231,834	1,256,471	1,281,600
Total Consolidated Revenues	\$52,451,375	\$53,500,403	\$ 54,570,411	\$ 55,661,821	\$ 56,775,057
Consolidated Expenditures					
General Government Services	\$ 5,493,491	\$ 5,603,361	\$ 5,715,428	\$ 5,829,737	\$ 5,946,332
Protective Services	8,394,602	8,562,494	8,733,744	8,908,419	9,086,587
Transportation Services	5,873,915	5,991,393	6,111,221	6,233,445	6,358,114
Environmental Health Services	423,000	431,460	440,089	448,891	457,869
Environmental Development Service	3,937,842	4,016,599	4,096,931	4,178,870	4,262,447
Recreation and Cultural Services	6,312,005	6,438,245	6,567,010	6,698,350	6,832,317
Fiscal Services - Interest	1,676,344	1,709,871	1,744,068	1,778,949	1,814,528
Fiscal Services - Principal	1,756,300	1,791,426	1,827,255	1,863,800	1,901,076
Capital Expenditures	7,324,955	7,471,454	7,620,883	7,773,301	7,928,767
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	4,065,880	4,147,198	4,230,142	4,314,745	4,401,040
Transfer to Reserve Funds	1,260,450	1,285,659	1,311,372	1,337,599	1,364,351
Water Services	3,306,056	3,372,177	3,439,621	3,508,413	3,578,581
Sewer Services	2,626,535	2,679,066	2,732,647	2,787,302	2,843,048
Total Consolidated Expenditures	\$52,451,375	\$53,500,403	\$ 54,570,411	\$ 55,661,821	\$ 56,775,057

2025 - 2029 Financial Plan**City of Salmon Arm**

2025	2026	2027	2028	2029
Budget	Budget	Budget	Budget	Budget

Capital Projects**Finances Acquired**

General Operating Fund	\$ 2,607,955	\$ 6,138,601	\$ 5,307,650	\$ 4,739,650	\$ 4,500,000
Water Operating Fund	2,704,000	1,172,390	808,890	540,390	600,000
Sewer Operating Fund	2,138,000	614,656	1,043,156	29,031	170,000
Developer Contributions	591,810	-	-	-	-
Long Term Debt	15,326,850	6,170,000	7,543,000	13,364,000	10,451,550
Short Term Debt	-	-	-	-	-
Prior Year Surplus	-	-	-	-	-
Federal Government Grants	-	-	-	-	-
Provincial Government Grants	935,000	-	-	-	-
Other Grants	210,000	-	-	-	-
Reserve Accounts	13,418,524	954,402	1,978,500	2,077,500	1,345,000
Reserve Funds	9,080,145	2,421,000	2,136,000	469,500	250,000
Development Cost Charges	782,000	363,451	472,500	412,500	250,000
Total Funding Sources	\$47,794,284	\$17,834,500	\$19,289,696	\$21,632,571	\$17,566,550

Finances Applied

Transportation Infrastructure	\$ 17,708,794	\$ 9,627,454	\$ 5,313,650	\$ 14,418,650	\$ 12,110,450
Buildings	9,057,545	538,000	358,000	330,000	130,000
Land	-	-	-	-	-
IT Infrastructure	266,600	-	-	-	171,600
Machinery and Equipment	3,833,265	896,000	1,086,000	604,500	761,500
Vehicles	301,000	95,000	110,000	180,000	722,000
Parks Infrastructure	2,407,435	2,014,000	1,607,500	2,760,000	2,186,000
Utility Infrastructure	14,219,645	4,664,046	10,814,546	3,339,421	1,485,000
Total Capital Expense	\$47,794,284	\$17,834,500	\$19,289,696	\$21,632,571	\$17,566,550

Departmental Summary:

	2025	2026	2027	2028	2029
	Budget	Budget	Budget	Budget	Budget
General Government Services	\$ 280,210	\$ 100,000	\$ 100,000	\$ 100,000	\$ 271,600
Protective Services	1,695,000	267,000	687,000	437,000	187,000
Transportation Services	20,436,244	10,391,454	5,842,650	14,686,150	13,361,950
Environmental Health Services	119,715	210,000	60,000	60,000	60,000
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	5,208,620	2,172,000	1,755,500	2,980,000	2,171,000
Water Services	9,249,225	4,079,390	1,306,390	3,340,390	1,345,000
Sewer Services	10,805,270	614,656	9,538,156	29,031	170,000
Total by Department	\$47,794,284	\$17,834,500	\$19,289,696	\$21,632,571	\$17,566,550

Schedule "B" – Bylaw #4686
2025 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2025. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

The City collects three (3) types of parcel tax; a water frontage tax; a sewer frontage tax and a transportation parcel tax. The water and sewer frontage tax rate is applied to each parcel of land taxable foot frontage. The frontage rate is comprised of a capital debt repayment component plus 10% of the water and sewer operation and maintenance budget for preventative maintenance of the utilities infrastructure. The City introduced a transportation parcel tax in 2003. The transportation parcel tax is collected to maintain the City's transportation network to an adequate level to minimize future reconstruction costs and ensure the network is safe from hazards and disrepair. To this end, the transportation parcel tax provides a stable and dedicated source of funding. The transportation parcel tax was specifically implemented on a "flat rate per parcel" rather than an "ad velorum tax" basis recognizing that all classes of property are afforded equal access to the City's transportation network and should contribute to its sustainability equally. This method directed tax dollars away from business and industry to residential.

The City also receives a Municipal Regional District Tax (MRDT) which is levied and collected by the Provincial Government on all daily accommodation rentals within the City. Under the direction and approval of the Accommodation Industry, the City has applied to the Provincial Government to levy a 2% MRDT which will be utilized on initiatives that will increase exposure/awareness of Salmon Arm as a tourism destination with emphasis on off-season event expansion.

The City endorses a 'user pay' philosophy in its collection of fees and charges. Such fees and charges (ie. development, building, plumbing and fire permits, recreational program and rental fees and cemetery services) are reviewed annually to ensure adequate cost recovery for the provision of services. The policy of the City is to work towards full cost recovery for services provided. The objective in reviewing fees and charges periodically is to measure the cost of providing municipal services versus the cost recovery established through user fees and charges. Development Cost Charges are based on the City's Long Term Financial Plan. Included in this percentage is the City's investment income. The City exercises a stringent cash management plan to maximize investment and interest income.

Other sources of revenue provide funding for specific functions such as the Columbia Shuswap Regional District's contribution to the Shuswap Regional Airport, Recreation Centre, Rogers Rink, Cemeteries and Fire Training Centre.

The proceeds from borrowing and developer contributions fund capital projects pursuant to the City's Long Term Financial Plan.

Schedule "B" – Bylaw #4686
2025 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

Revenue Source	Percentage to Total Revenue	Percentage to Total Revenue
	Includes Conditional Government Transfers	Excludes Conditional Government Transfers
Property Taxes	38.35%	40.02%
Parcel Taxes	6.30%	6.58%
User Fees, Charges and Interest Income	25.40%	26.51%
Other Sources	6.17%	2.06%
Proceeds From Borrowing	23.78%	24.83%
	100.00%	100.00%

- Table Two (2) reflects the distribution of property tax between the different property classes. The objective of the City is to set tax rates in order to maintain tax stability while maintaining equality between the property classes. The policy of the City is to develop a tax rate which maintains the proportionate relationship between the property classes. Inflationary increases in assessments are reduced to reflect only the 'real' increase attributed to new construction for each property class. This allows the property owner to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year to year.

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting general municipal property taxes between Class 5 (Light Industry) and Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

Assessment values fluctuate as market values change in one class or another. It is this market value change that may precipitate an amendment to the class multiple.

The Provincial Government has legislated a municipal taxation rate cap for the Class 2 (Utilities) assessments. The City of Salmon Arm Class 2 (Utilities) general municipal property tax rate adheres to this legislation.

Schedule "B" – Bylaw #4686
2025 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2024 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	2.9013	1.00:1	66.80%	87.54%
Utilities	22.1894	7.65:1	0.78%	0.13%
Supportive Housing	0.000	0.00:1	0.00%	0.00%
Major Industry	67.5064	23.27:1	2.68%	0.15%
Light Industry	9.3434	3.22:1	2.84%	1.16%
Business	9.3434	3.22:1	26.16%	10.64%
Managed Forest Land	7.8886	2.72:1	0.02%	0.01%
Recreational/Non Profit	2.3698	0.82:1	0.14%	0.22%
Farm	14.5485	5.01:1	0.58%	0.15%

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2024 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

Commencing in 1999, the City provided a three (3) year permissive tax exemption for each eligible organization. These include religious institutions, historical societies, some recreational facilities, service organizations and cultural institutions.

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 44,506.00	\$37,872.50	\$82,378.50
Non Profit Societies	459,170.00	275,601.00	734,771.00
Senior Centers	12,716.00	6,676.00	19,392.00
Other	-	-	-
Sports Clubs	301,698.00	164,496.00	466,194.00
Total	\$ 818,090.00	\$484,645.50	\$1,302,735.50

Schedule "B" – Bylaw #4686
2025 Revenue Policy Disclosure

4. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the downtown as a priority. As a result, in 2005, the City established a Downtown Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3471.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the downtown area (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the C-2, "Town Centre Commercial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3741 establishes property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$75,000.00 to encourage revitalization in the Revitalization Area.

Table 4: Revitalization Tax Exemptions

Area	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption	2021 General Municipal Tax Exemption	2022 General Municipal Tax Exemption	2023 General Municipal Tax Exemption	2025 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 24,657.03	\$ 18,939.56	\$ 14,424.23	\$ 10,358.95	\$ 7,115.36	\$ 7,571.75

5. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the "Industrial Zones" as a priority. As a result, in 2014, the City established an Industrial Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the "Industrial Zones" (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the "Industrial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020 establishes general municipal property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$300,000.00 to encourage revitalization in the Revitalization Area.

This bylaw shall have an expiration date of five (5) years from the date of adoption.

Area	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption	2021 General Municipal Tax Exemption	2022 General Municipal Tax Exemption	2023 General Municipal Tax Exemption	2025 General Municipal Tax Exemption
"Industrial Zone"	\$ 5,400.26	\$ 7,614.60	\$ 36,999.43	\$ 91,830.85	\$122,924.53	\$117,601.92

COMMUNITY EVENTS

City Parks & Spaces

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 • Downtown Winter Market
2	3	4	5	6	7	8 • Downtown Winter Market
9	10	11	12	13	14	15 • Downtown Winter Market
16	17	18	19	20	21	22 • Downtown Winter Market
23	24	25	26	27	28	29 • Downtown Winter Market
30	31					



To: City of Salmon Arm Mayor and Council,

Subject: Letter of Support for New HomeZero Collective Initiative

The Shuswap Climate Action Society has been following the progress of an initiative in Vernon called the [HomeZero Collective](#). In 2024, HomeZero completed a successful pilot project, upgrading eleven homes in Vernon with deep energy retrofits. The non-profit group received funding from the Federation of Canadian Municipalities (FCM) to assist homeowners by walking them through these sometimes complex and high-cost changes, transforming their houses to a low-or zero-carbon home. Among the upgrades for each home was a cold climate heat pump, heat pump hot water heater, a home vehicle charger and solar panels. The upgrades were completed without requiring an electrical service upgrade, which can be expensive for homeowners and has a greater impact on the electrical grid.

Mr. Amandeep Singh, the CEO of HomeZero Collective provided a presentation to the Environmental Advisory Committee on Feb 4, outlining some of the advantages of this program. Some of the greatest benefits of the project included reducing the greenhouse gas (GHG) emissions from the homes by 85 to 100 per cent, greatly reducing energy costs by generating electricity with solar panels. The EAC members present showed great interest in the program and wide support for it.

The value of this program for both the City of Salmon Arm and homeowners presents an exciting opportunity. As the city contemplates ways to meet their GHG emission reduction targets from existing buildings, which are some of the most difficult to tackle, this program directly addresses that issue.

We know that HomeZero Collective is seeking substantially more FCM funding to expand their program to other municipalities in the region, possibly including Salmon Arm. We hope that the Mayor and City Councillors will assist the HomeZero initiative by providing them with a letter of support to include in their FCM application. There is some urgency to have these letters of support in-hand soon to make the FCM deadlines. However, if you would be interested in knowing more about this program, I'd be happy to organize a delegation to council at the earliest opportunity.

Sincerely,

Julia Beatty,
Chair, Shuswap Climate Action Society

February 12, 2025

City of Salmon Arm
Mayor Harrison and City Council
Box 40
500 2 Ave NE
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and Members of City Council,

The Downtown Salmon Arm Business Improvement Association formally requests a Downtown and Waterfront Master Plan to be identified as a planning project in the 2025 Official Community Plan. We believe this initiative is essential for ensuring our downtown continues to develop in a manner that is progressive yet sustainable, inclusive, and reflective of our collective aspirations as residents and business leaders.

This comprehensive master plan would serve to guide future development, improve quality of life, and foster economic growth while preserving the unique characteristics of downtown Salmon Arm and the Salmon Arm waterfront. Thoughtfully addressing the following key topics within the proposed master plan allows the crafting of a blueprint that embraces our community's unique identity, blending future growth with sustainability, while acknowledging and celebrating our cultural heritage:

1. **Land Use and Zoning:** Clear guidelines on land use to ensure balanced development enhancing variety, amenity, and safety, and preventing over-concentration of specific types of development while fostering a mix of uses.
2. **Built Form and Character:** Establishing standards to maintain architectural harmony and character while encouraging innovative design and redesign that compliments our community's unique existing facades.
3. **Housing Density:** Strategies to create diverse housing options available to all income levels and demographic groups, fostering inclusivity and addressing housing shortages while also supporting the downtown business mix.
4. **Commercial and Mixed-Use Development:** Promoting vibrant commercial areas with mixed-use developments to enhance economic vitality, optimize our land use, and create dynamic public spaces.
5. **Economic Development:** Initiatives to attract businesses and support local enterprises.

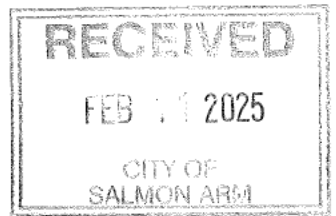
6. **Transportation:** comprehensive transit strategies and improved connectivity to ensure efficient movement of people and goods to, and through, downtown.
7. **Active Transportation:** Developing infrastructure aligning with the City's Active Transportation Network Plan to support cycling, walking, and other non-motorized transportation modes.
8. **Parks and Recreation:** Ensuring access to high-quality parks and recreational opportunities to support community well-being and leisure activities.
9. **Environment and Sustainability:** Implementing "green" building practices, reducing heat islands with tree canopy, and preserving natural habitats in and around downtown.
10. **Infrastructure:** Upgrading essential services to meet future demands, including the addition of waste management.
11. **Arts and Culture:** Connect with the City's Arts and Culture plan, celebrating and supporting local arts and cultural initiatives to enrich our community identity and attract tourism.
12. **Heritage:** Preserving and integrating indigenous and historic sites and landmarks to honor our city's past while building for the future.
13. **Wayfinding:** Developing cohesive and accessible signage that aligns with City branding to enhance navigation to food, shopping, and experiences in the downtown area, increasing the visitor experience.
14. **Parking Policy and Downtown Parkade:** Reviewing and optimizing parking strategies to balance accessibility and business support and provide convenience for all users of downtown including businesses owners, residents, employees, and visitors.
15. **Waterfront Development:** Creating a vision for the waterfront that prioritizes mixed use development, public access, cultural uses, recreational opportunities, and ecological preservation. Planning for sustainable use of the waterfront in scenarios where boating and water access is restricted.

Incorporating these elements into a Downtown and Waterfront Master Plan will provide a holistic vision that guides Downtown Salmon Arm's evolution and will position our city as thoughtful urban planners, attracting investment and tourism.

Thank you for considering this request. We would be happy to provide further input and collaborate in any way to assist in the development of this master plan.

Sincerely,

Jennifer Broadwell
Manager



To ; Mayor and Council, City of Salmon Arm

From ; Colin Mayes, [REDACTED] Salmon Arm V1E 2A6

Your Worship and Council,

On December 31st, 2022, the Agricultural Land Reserve of B.C. announced that they would allow secondary residences on ALR parcels of land. The secondary residences could not be more than 99 square meters (969 sq. ft.). I believe this action was a way to help create more affordable housing in a tight housing market.

When I was Mayor, I frequently received pleas from the Farm community that wanted to build a second resident on their farm land to help accommodate family members, so that they would be able to keep their children on the farm so that a future transition of the farm could be accommodated, at that time a second resident was not allowed.

With this amendment to the secondary residence, the City of Salmon Arm needs to amend their by-laws to accommodate this positive opportunity.

I wish to bring a couple of suggestions to your attention, but there could also be more amendments that could also help:

Many ALR parcels are fronted by two roads which lead to the opportunity to have some distance between two residences on the same parcel. Case in point, I have six acres west road frontage on 30st NE. and east frontage on 35th N.E. To have the second resident on the 35 St access would provide the space and privacy between the two residences.

Unfortunately, the By-law only allows one water service per plot of land. Staff will tell you that this is to prevent cross-over of two different pressure zones. So, if there are two services why would anyone want to connect them together as the services go directly into the residences. The amendment could have a clause that restricts the distance between the two residences if that would make staff more comfortable so that a crossover will not occur. This could also apply to sewer and storm drainage if available. My parcel of land does not have sanitary sewer or storm drainage, so a new separate septic system is required.

Secondly, if a primary residence on ALR has a secondary family suite this should not invalidate the opportunity for a second independent residence (Carriage House) for another family member or farm help. Currently in the City's bylaw this is not possible.

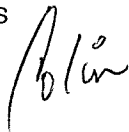
Thirdly, the City's DCCs should not apply to the same plot of land if a carriage house is built, as the contribution to the global infrastructure has already been applied at the building of the primary residence. To not charge the DCCs would in a small way help in providing affordable housing.

Your Worship, in our conversations about these issues you told me that your son and his family have moved to Saskatoon where the housing was affordable. I have two grandsons in Salmon Arm. one a CPA working at an accounting firm in Salmon Arm, and the second pursuing a Notary Public career in town also, neither can see their way to own their own home. Salmon Arm needs young people to build our community, we need to do what we can to make housing more affordable. Inflation is on the decline as are the interest rates. If the regulatory overreach of government could be addressed and make it more practical in its application, we might see housing opportunities for young families.

Applying for a variance is redundant as staff will always follow the guidance of the by-law, and Council will be cautioned not to approve the variance as it will set a precedent. The City will of course keep the money collected for the application. The council needs to change the by-law for the by-law to reflect a commonsense approach to the ALR amendments to land use on ALR lands.

If Council wishes to have an audience with me for more information, I would be more than willing to accommodate.

Yours sincerely, Colin Mayes

A handwritten signature in black ink, appearing to read 'Colin', written in a cursive style.





February 7, 2025

Dear Mayor Alan Harrison and Council,

We're excited to share great news about **Salmon Arm** and the impact of the BC Farmers' Market Nutrition Coupon Program in 2024. This cherished initiative is making a meaningful difference in your community, just as it is in nearly 100 other communities across the province. Thanks to funding from the Province of British Columbia, the BC Association of Farmers' Markets has proudly delivered this program for over a decade.

In Salmon Arm

During the 2024 season, **Shuswap Family Centre** played a vital role in providing lower-income pregnant people, families with children, and seniors/elders with nutrition coupons. With these coupons they purchased fresh, local foods — including fruits, vegetables, cheese, eggs, nuts, fish, meat, herbs, and honey—directly from BC farmers at your local farmer's market.

These local residents redeemed **\$42,033** with local farmers at the **Downtown Salmon Arm's Farmer's Market**.

In **Salmon Arm** over **100** lower-income households benefited from better access to local, fresh foods while connecting to their community. This program is addressing nutrition needs, affordability and food security for those who participate.

At the same time, local farmers received an economic boost, helping them sustain and grow their farms, strengthening our local and regional food system, and contributing to a healthier, more connected community.

How You Can Help

We currently do not have funding secured for the 2025 program season and beyond. We are asking for your support to secure ongoing funding for this valuable program. A letter to the BC Minister of Health, The Honourable Josie Osborne, would go a long way in demonstrating the importance of continued and expanded funding investment for the BC Farmers' Market Nutrition Coupon Program.

We are eager to continue this meaningful work with your community in 2025 and in the future.

With gratitude,

Heather O'Hara
BCAFM Executive Director

Wylie Bystedt
Chair, BCAFME Board of Directors



101 - 371 Hudson Ave NE, PO Box 304,
Salmon Arm BC, V1E 4N3,
P:250-804-2726 www.sissociety.ca

City of Salmon Arm Mayor Harrison and Council
500 2 Ave NE, Salmon Arm,
British Columbia, V1E 4N2

Feb 20, 2025

Dear Mayor Harrison and Council,

On behalf of Shuswap Immigrant Services Society (SISS), we invite you to attend the Gathering Together Festival in honour of Canadian Multiculturalism Day on June 27, 2025, from 4:00pm to 8:00pm at Ross Street Plaza, Salmon Arm.

SISS is a registered non-profit organization that serves and empowers new immigrants, permanent residents, refugees, and temporary foreign workers in the Columbia-Shuswap. We currently offer settlement services, employment services, language classes, social events, and emergency support in times of crisis. Through Resilience BC, a provincially funded program, SISS also promotes anti-racism awareness.

As part of our celebration, SISS invites one City representative to participate in the festival opening ceremonies. We would welcome a brief message from you sharing your thoughts on inclusion and diversity in the Shuswap. We are asking all dignitaries to limit their comments to 2 minutes. Please confirm your attendance to hold your speaking spot. SISS looks forward to your participation.

If you have any questions, please feel free to reach out to the Gathering Together Festival Coordinator, Arpita Dash. Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read "Jen Gamble", written in a cursive style.

Jen Gamble
SISS Executive Director



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1
T: 250-832-8194 | F: 250-832-3375 | TF: 1-888-248-2773 | www.csr-d.bc.ca

February 20, 2025

Sent by email: FOR.Minister@gov.bc.ca

Honourable Ravi Parmar
Minister of Forests
PO Box 9049 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister:

Re: Cooperative Community Wildfire Response Program

On behalf of the Columbia Shuswap Regional District (CSRD) Board of Directors, this letter is to inform you we respectfully decline participation in the Cooperative Community Wildfire Response (CCWR) program. After careful consideration, we have determined that the program does not align with our Regional District's responsibilities, operational capacity or the needs of the community members.

The CSRD has concerns regarding the downloading of wildfire response responsibilities, costs, and services from the provincial government to regional districts, creating an untenable burden on local taxpayers and emergency management resources. Our decision to opt out is based on the following key concerns:

Misalignment with regional district responsibilities and capacity

The CCWR is a service creation that does not fit within a regional district model. The CSRD also has contractors managing the emergency programs in Revelstoke (Revelstoke and Area Emergency Program) and Golden (Golden and Area Emergency Program). This program does not fit within the guidelines of those contracts.

Program scope extending beyond identified regional district fire protection zones

It appears the CCWR program model is a mechanism to replace provincial wildfire response efforts, placing the scope of emergency management resources, funding, and staffing onto the Regional District, with the expectation the service area goes beyond established Regional District fire protection zones, which fall under Provincial jurisdiction, not within the Regional District's area of responsibility and jurisdiction.

Undue burden on local taxpayers and emergency management resources

Administering the CCWR would require considerable staff time, of which the CSRD's Shuswap Emergency Program does not have the capacity to fulfill. The workload, such as maintaining volunteer lists, training, and engagement, without guaranteed work for program members, is incredibly onerous on financial and personnel time resources.

The effects of climate change are increasing disaster intensity, duration, frequency, and scale of

ELECTORAL AREAS

A GOLDEN-COLUMBIA
B REVELSTOKE-COLUMBIA

C EAGLE BAY-WHITE LAKE-TAPPEN
D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
F NORTH SHUSWAP-SEYMOUR ARM
G BLIND BAY-SORRENTO-NOTCH HILL

MUNICIPALITIES

GOLDEN
REVELSTOKE

SALMON ARM
SICAMOUS

emergencies yet the CSRD is still running at the same capacity in its emergency management program as ten years ago. The growing demand for increased staffing to manage the increasing number of local emergencies needs to be addressed, without the additional CCWR program the Province is encouraging us to acquire.

Lack of consultation with emergency management staff

CSRD is concerned there was no consultation with its emergency management staff, this misstep is a departure from what has been done historically. It should be noted this is the second attempt at introducing the program. Originally the program was presented as a collaboration with local fire departments funded by BCWS. Now the program is being offered to unprotected areas only, there is no reasonable service to attach CSRD support.

Potential for conflict with residents and reputational damage

While the program is technically optional, it sets the CSRD and emergency response teams up for conflict with residents of the area, potentially setting us up for failure and causing reputation damage. The burden of opting out for the reasons outlined in this letter falls on the CSRD, which could cause irreparable damage to public perception of the CSRD and provincial firefighting response efforts.

The CSRD emphasizes that the program does not meet the needs of the community members and will not accomplish what they have expressed they want and need.

Concerns about future changes to program scope and guidelines

There is concern the Province can change the program scope, process, and guidelines at any time. The CSRD is apprehensive that any changes, without having direct or indirect involvement in any decisions, would result in the impact being fully felt by the CSRD.

In summary we believe the CCWR program model shifts wildfire response responsibilities from the Provincial onto regional districts, creating an unsustainable strain on our resources. Our emergency management program is already operating at capacity, managing an increasing number of local emergencies due to climate change impacts. Adding the CCWR program would further stretch staff capacity and resources.

Additionally, the program's focus on areas beyond our established fire protection zones, jurisdiction, and area of responsibility. We are also concerned about the lack of consultation with our emergency management staff and the potential for program changes without our involvement in future decision-making processes.

In light of the above concerns, we strongly recommend that BC Wildfire Service (BCWS) serve as the prime contractor for the CCWR program participants. This approach would ensure that wildfire response efforts are led by the provincial agency with the expertise and resources, avoiding undue strain on regional districts and their emergency management programs.

We appreciate your understanding and consideration and thank you for your forthcoming response.

Yours truly,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:



Natalya Melnychuk
Board Chair

cc: Honourable Brittney Anderson, Minister of State for Local Governments and Rural Communities
Honourable Kelly Greene, Minister of Emergency Management and Climate Readiness
Cliff Chapman, Director of Operations, BC Wildfire Service
Kaitlin Baskerville, Provincial Operations Manager of Preparedness BCWS
President Trish Mandewo, UBCM
City of Salmon Arm
District of Sicamous
City of Revelstoke
Town of Golden
Regional Districts



Building Safer Communities Annual Report

Youth Resilience Strategy 2023-2026



CITY OF
SALMON ARM



Sarah Zuidhof, BSCF Project Coordinator, Feb 2025



Public Safety Canada (2022-2026)

Overview of Building Safer Communities Funding

Implement a collaborative, multi-sectoral strategy to reduce risk factors for vulnerable youth in the Shuswap through **the lens of gun and gang prevention.**



Timeline

Youth Resilience Strategy (5 projects)



We are
here!

Final Year
of BSCF

1

STRATEGY DEVELOPMENT

Research, solicit
community proposals.
Five projects selected.

**Nov 2022–
March 2023**

2

PROJECT IMPLEMENTATION

Community partnerships,
SYSC and all projects
launched and
maintained.

**April 2023–
March 2024**

3

STRENGTHENING THE STRUCTURES

Sustainability plans
established.
Evaluation frameworks
strengthened.

**April 2024–
March 2025**

4

PROGRAM EVALUATION

Sustainability
implemented.
Collection and
analysis of data.

**April 2025–
March 2026**

Objectives and Goals

The Youth Resilience Strategy focuses on building capacity among organizations and youth.

Goal # 1

Increase collaboration through the creation and projects of the Shuswap Youth Service Collaborative (SYSC)

Goal # 2

Create sustainable, multi-sectoral programming to build youth resilience for Shuswap Youth.

Goal # 3

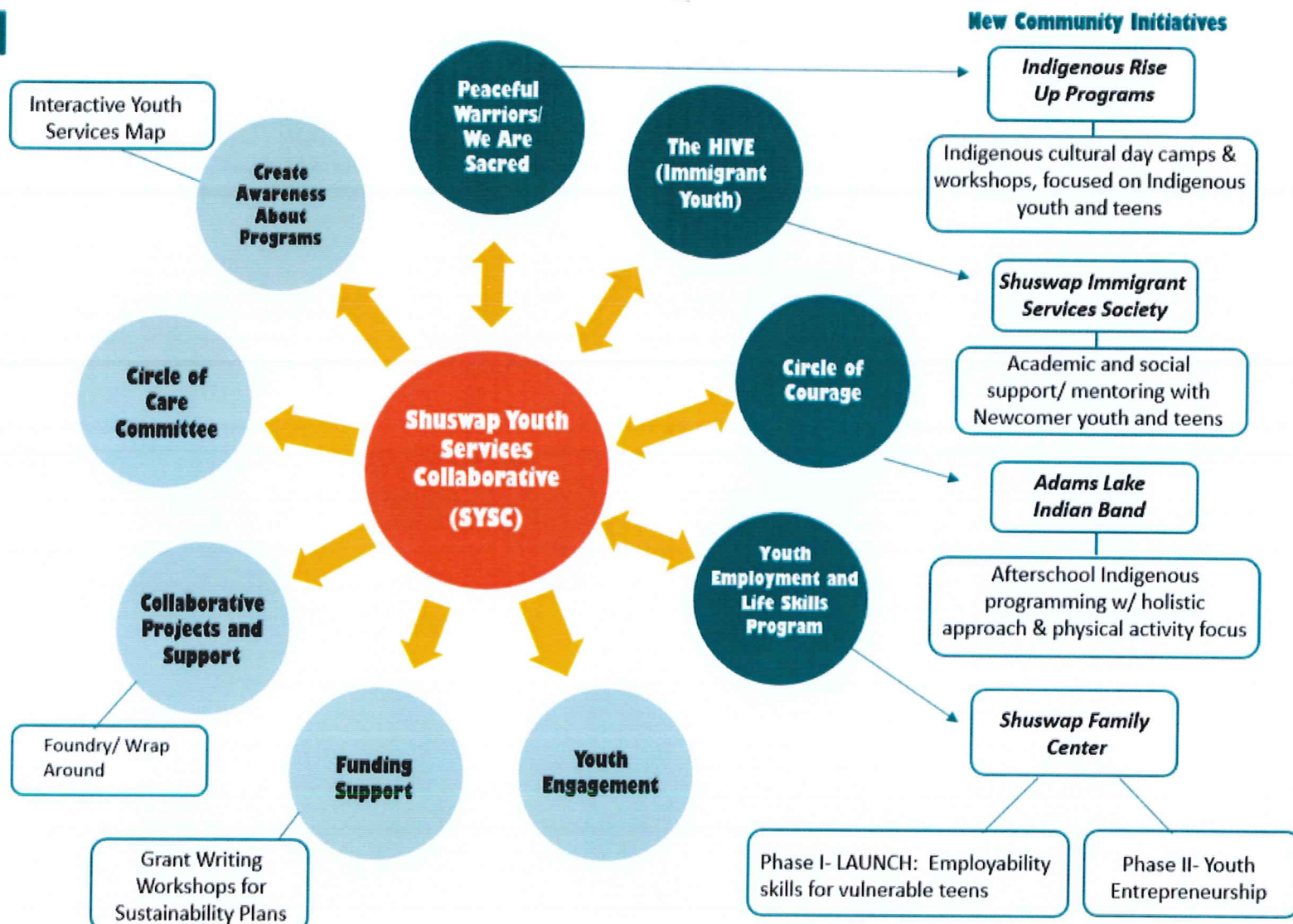
Develop capacity and further opportunities for education and innovation in local youth services.





**Building Safer
Communities-Youth
Resilience Strategy**
2023-2026

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



Target Audience

Based on local risk factors and identified needs in the Shuswap

*Youth now defined
as ages 12-26*



Target Audience #1
Newcomer Youth



Target Audience #2
Youth needing
employment skills and
not attending school.



Target Audience #3
Indigenous Youth

Current Youth Resilience Projects



5 Projects

- 01 Shuswap Youth Services Collaborative
(19 organizations)
- 02 The Hive (Shuswap Immigrant Services)
- 03 Secwépemc Strong #1
 - Cultural Camps (Rise Up)
- 04 Secwépemc Strong #2
 - Positive Programming (ALIB)
- 05 Launch Youth Employment Program
(Shuswap Family Center)

Summary of 5 BSCF Projects (2024)

Approx 247 youth involved in programming (2024)



- 157 Indigenous participants
- 40 Immigrant youth
- 50 youth (pre-employment and employment skills)

Sustainability components for **three out of five** projects



19+ **Strong Partner Organizations**

- Collaborative Grant with five local Indigenous bands/organizations



Three Collaborative Resources to Identify Gaps and Create Awareness of Programming



Increased **capacity** for each recipient organization



BSCF Project #1

Shuswap Youth Services
Collaborative

Shuswap Youth Services Collaborative

19 organizations that work directly with youth

Collaborative Projects

12 collaborative projects/ grants outside of BSCF projects (due to SYSC) including:

- Foundry application (2023)
- Youth Employment Skills and Strategy Grant (2024)
- Anti-Racism Strategy Development (2024)
- Community Action Initiative (2024)
- National Crime Prevention Grant (2024)
- Truth and Reconciliation Grant (2025)
- Youth Mental Health and Art Initiative (2025)

Monthly Meetings

- 20 meetings
- Approx 12-20 attending each meeting.
- SYSC Executive formed (4 organizations)

Wow!

Identified Gaps

- Four key priorities outlined to support collective youth development in the Shuswap.



"Relationship building has led to collaborative projects and success."

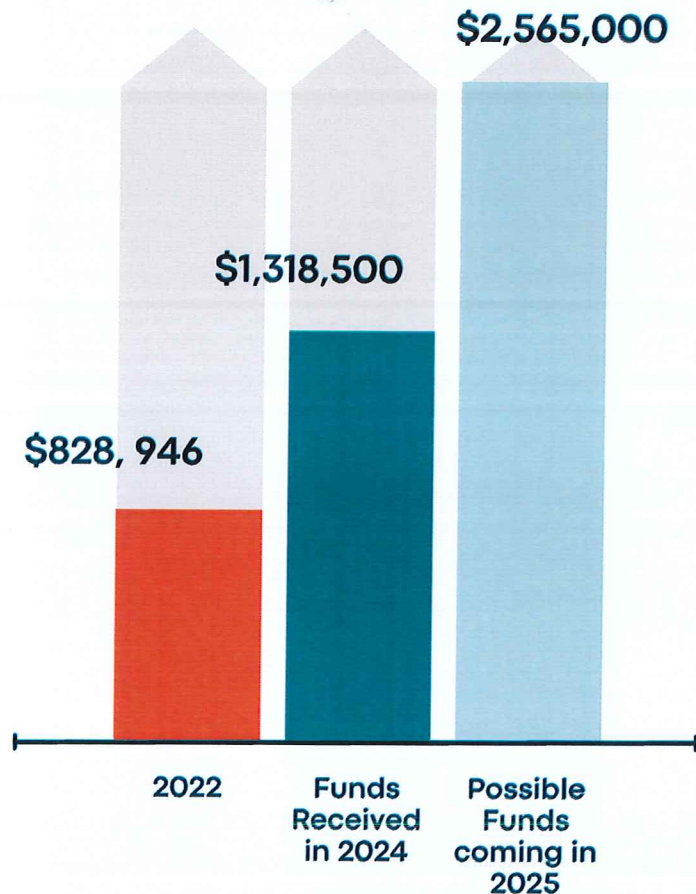
- Youth worker, Shuswap Immigrant Society



"When we know each other, and the services we run, we can do better for our community."

- Executive Director, Non profit organization

Funding Opportunities through SYSC



Initial Grant

Public Safety Canada grants the City of Salmon Arm \$828,946 from 2022-2026 for Gun and Gang Prevention.

Funds Received to Date

Five successful grants are received for youth through collaborative efforts of the Shuswap Youth Services Collaborative and the BSCF including:

- \$1,020,000 for the Launch program (Shuswap Family Center from 2025-2029)
- \$240,000 for Support for Youth who have suffered loss to drug poisoning (CMHA and Rise Up)
- SCF Grants with Rise Up, ALIB and SCF
- \$15,000 (Collaborative Anti-Racism Grant, Phase I)

Possible Grant Funding in 2025

Grants have been written and are waiting for news from:

- \$2,300,000 from National Crime Prevention
- \$15,000 (Anti-Racism Grant Phase II)
- The Hive (SCF Grant and School's Out Grant)

Strong Partnerships

Increased Referrals to Partner Organizations

"The SYSC allows us to share resources and provide stronger support for our youth." *Youth worker, 2025 survey*

Wrap-Around Support for Youth

"Over the last year I've seen more young people connected to support services outside of our organization. The SYSC newsletter and meetings reduces barriers and leads to these connections." *SYSC member, 2025 survey*



New Partnerships in 2025:

- **Okanagan College** (Research student from Sept 2025–March 2026)
- **Sicamous Inter-Agency**
- **Thompson Rivers University**

This partnership diagram was included in the National Crime Prevention grant application.

Professional Development

12 Collective Learning Opportunities

- Gun and Gang Prevention (Winter 2023, 18 people)
- Virtual Foundry (Spring 2023, 19 people)
- Grant Writing Workshop (Summer 2023, 14 people)
- Cultivating Safe Spaces (Fall 2023, 28 people)
- Early Psychosis and Youth (Fall 2023, 17 people)
- McCreary Youth Report (Winter 2024, 11 people)
- Trauma Informed Care (Spring 2024, 14 people)
- Building Strategic Partnership Full Day Workshop (Spring 2024, 18 people)
- Youth and Mental Health (Spring 2024)
- Truth and Reconciliation Workshop (Fall 2024, 22 people)
- Youth Engagement Strategies (Winter 2025, 13 people)
- Equity and Diversity Workshop (Winter 2025, 8 people)

Upcoming SYSC Learning Opportunities:

- Opioid Crisis Round table (April 2025)
- Human Trafficking Part I, (Sept 2025)
- Alcohol Use Disorder (Oct 2025)
- Human Trafficking Part II, Musical Love Bomb, (Oct 2025)
- Trauma Informed Care Part II (Winter 2026)
- Truth and Reconciliation Follow Up Workshop (Spring 2026)



"Because we are learning together, a youth will experience consistent support and understanding across service providers."

-SYSC Member, 2025 Survey



"I'm learning new stories from our community and history that I have never heard before."

-Truth and Reconciliation participant, 2024

NEW! Online SYSC Monthly Newsletter



Distribution

Emailed 9 monthly newsletters to over 60 individuals/ month who work directly with youth

Education

Community of Practice, learning together and sharing new youth policies and trends

SYSC Huddle Points

- **Tuesday, Feb 11, 11am-1pm, CMHA Learning Studios**
 - Your most Unique meeting experience: Mental Health and Art 101
 - Enjoy a bowl of soup while connecting with other SYSC members.
- **No March group meeting**
 - SYSC Exec meets in early March
- **April 15, 11am-1pm, City Hall**
 - Opioid Crisis Education session and Roundtable discussion

Awareness of Programming

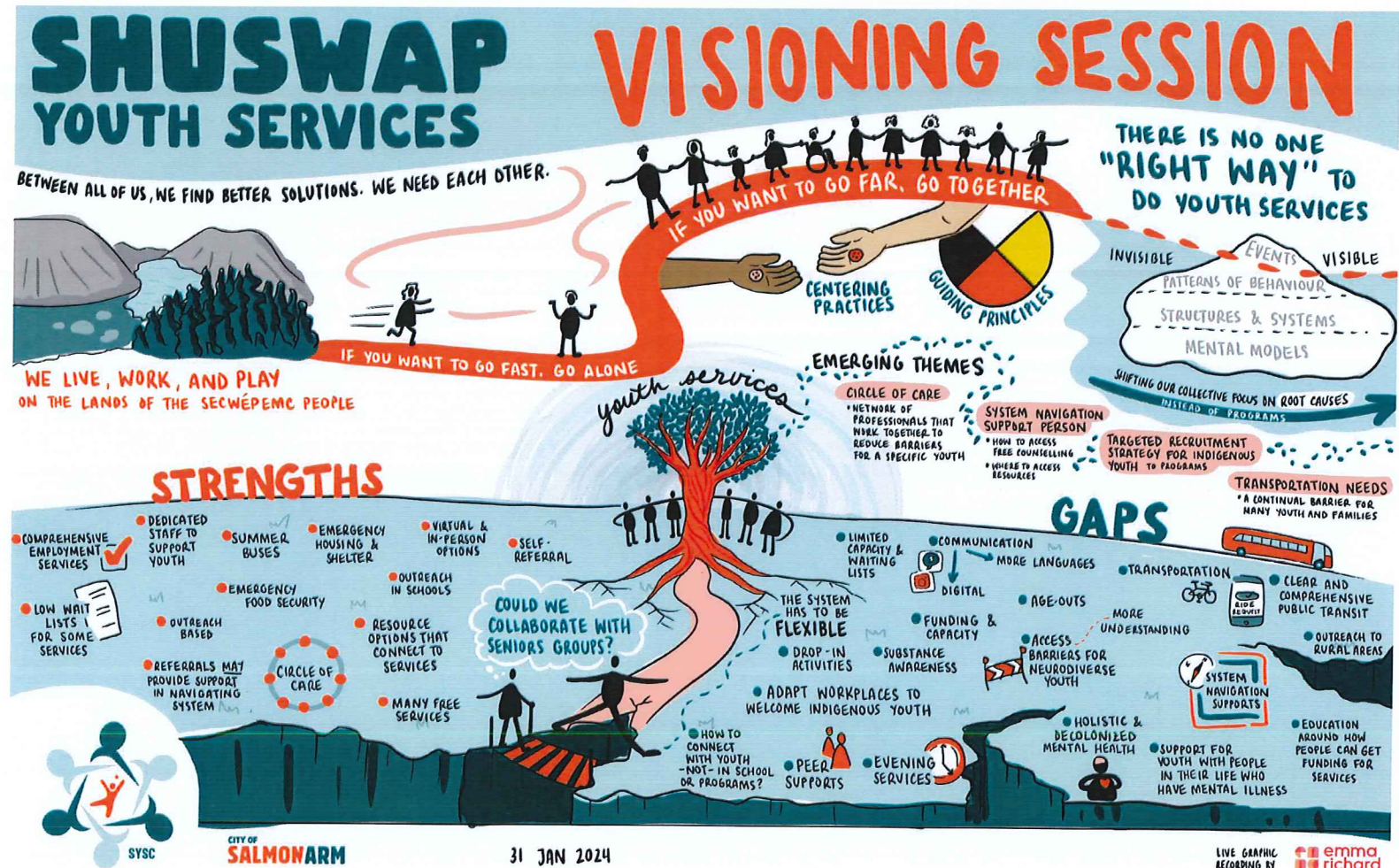
Highlighting one community resource each month. Marketing youth program events to the SYSC and rural communities.

Where are the Gaps in Youth services?

Jan 2024

This illustration captures the conversation between 19 service providing organizations who work with Shuswap youth.

This included RCMP, School District 83, Shuswap Immigrant Society, Ministry of Child and Family etc.



Youth Matter *(even more than we know)*

The state of the young in any city is the **Litmus Test** for a City's Level of sustainability and vibrancy."

-Anna Kajumulo Tibaijuka, ED of UN Habitat



How Local Governments Influence Child and Youth Mental Well-Being; BC Healthy Communities, 2023.



Youth Engagement – Five Focus Groups

Over 70 diverse local youth were engaged to give feedback on the issues in our community



A visual artist created an illustration capturing the key themes expressed by local youth (Nov 2024)

SHUSWAP YOUTH

VISIONING SESSION



Key Take-Aways

- Youth love this community.
- Youth want to be heard and respected.
- Youth need positive things to do (recreation)
- Racism can often be experienced most readily by youth.
- Community safety is important.

Collaborative Youth Advisory Council

Systemic Change Needed to Ensure Youth Feedback

- Twelve diverse youth selected to meet monthly and offer feedback to any SYSC member organization.
- Youth Council led by Rise Up Indigenous Wellness
- Youth to sit on the SYSC Executive (Fall 2025)



*"When children and youth are marginalized in planning and policy making, **the public programs and environments that get created tend to exclude them** thereby further relegating young people to the private realm of their homes where they further disengage from community with **increasingly fewer opportunities** to engage in the broader community and shape their place in society."*

Davis, A. and Jones, L. "Whose neighbourhood? Whose quality of life? Developing a new agenda for children's health in urban settings." *Health Education Journal*. 56(4). July 2016: 350-63.



In a research project with a sample of over 200 students, 94% said that participatory activities had made them feel like they could improve things in the community.

Hannam, D. A Pilot Study to Evaluate the Impact of Student Participation Aspects of the Citizenship Order, Cambridge, 2001.



Interactive Youth Services Map

Awareness of Programming

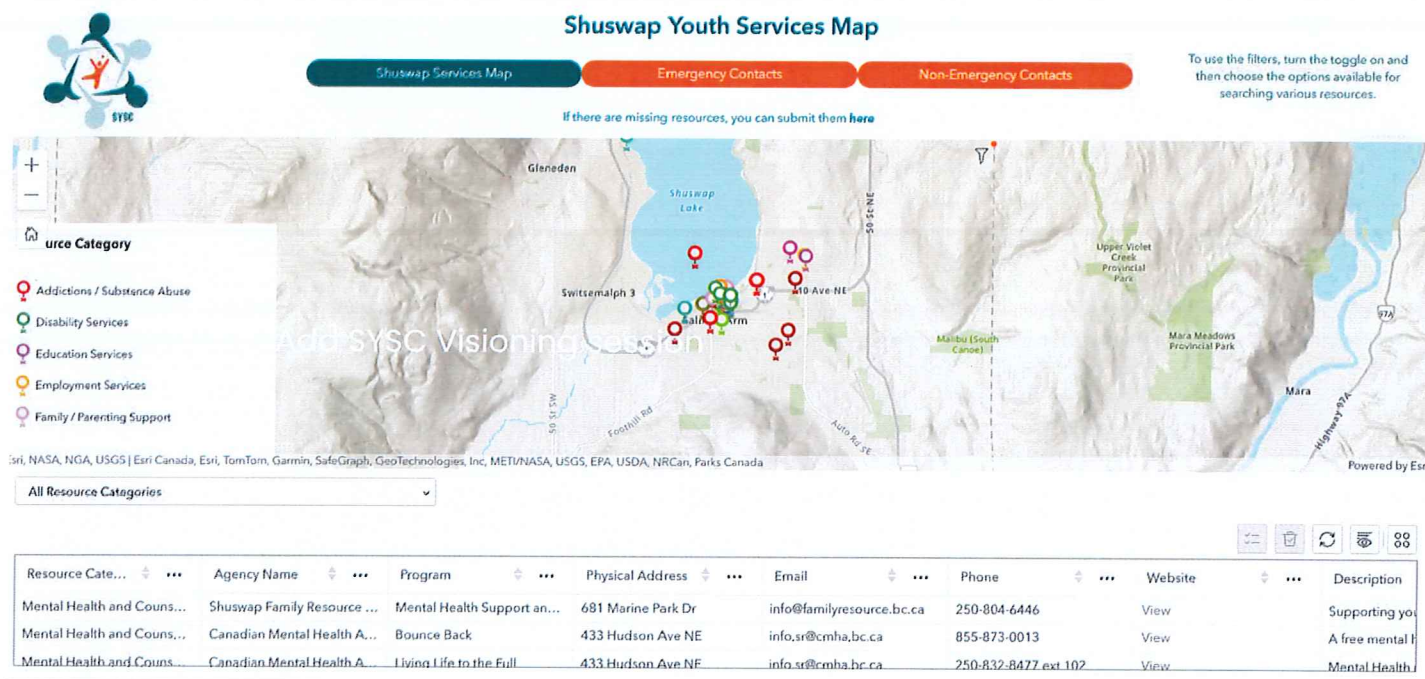
Housed through the City of Salmon Arm website. All youth resources collected to promote awareness of programs for service providers.

- Visited by approx 30 users/ month

Increased Referrals

"This has been a great resource as I work with youth and families. It has allowed me to make easier referrals, share information and connect with the right people."

–SD83 Settlement Worker in Schools, 2025



BSCF Project #2

The Hive
Shuswap Immigrant Services Society

The Hive

Social and academic support for newcomer youth to enhance a sense of belonging.

The Program

Weekly afterschool program at South Broadview from 2:05-5:00pm.

-Snacks, games, group activities, crafts and reading.

Powerful Collaboration

Three key organizations working together for a common vision, with three supporting organizations.

Sustainability Planning:

- Applied and received four years of funding from IRCC grant for a Settlement Worker in Schools (Dec 2024)
- Applied for Shuswap Community Foundation Grant to expand Hive program (Jan 2025)
- Applied for School's Out Grant (Feb 2025)

Wow!



"The Hive is a space where youth can be proud of their uniqueness."

- Hive Coordinator, Annual Meeting 2025



"Hive participants ask if we can open up the schools for the Hive to continue during Christmas and March Break."

- Retired teacher, Hive volunteer, 2025



The Hive is running at Maximum Capacity

- No new referrals taken due to capacity issues (volunteers, staff). Waiting list created.
- Increased referrals to community partners and ELL teachers.
- Food prepared by Shuswap Food Action and partnering with newcomer parents teaching Hive participants

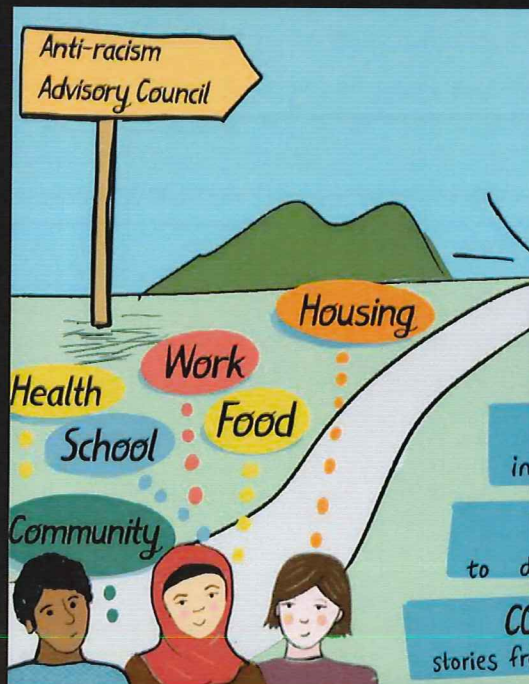
New Partnerships created with:



30 youth attending each week from 3 different schools

Resources Created by the Hive

Community Resources
shared with SD83 and the
Youth Collaborative



Halal Food

✓ Fruits & Vegetables – All are halal

✓ Grains & Legumes – Rice, bread, pasta, beans, etc.

✓ Dairy – Milk, cheese, and yogurt (if no animal enzymes or gelatin).

✓ Fish

✓ Eggs

★ Meat & Poultry – Must be from animals slaughtered according to Islamic guidelines. It will have this symbol

✗

Pork & Pork Products: Including lard which can be in pastry and baked goods

Gelatine: In marshmallows, some yogurt and candies

Alcohol & Products with Alcohol – Such as vanilla extract

Meat without the halal symbol

Shellfish (not halal in some traditions)

How can you make Salmon Arm schools more inclusive?

Youth Feedback

Students feeling socially excluded due to a lack of cultural acceptance from both peers and teachers

School children are not exposed to diverse cultures early on leading to comments labeling other cultures as "strange."

Social exclusion and Cultural Rejection

Peer pressure causing kids to reject their own cultural practices at home to avoid judgment or exclusion.

A child in preschool was told he didn't need sunscreen because of his dark skin. The teacher used this moment to compare his skin to that of lighter-skinned children, singling him out and making him feel different.

Physical fights and verbal conflicts often arise from Islamophobia or cultural misunderstandings. Incidents of bullying extend beyond school settings, such as inflammatory remarks shouted at a Muslim family by children.

A high school student was tripped and called names, with peers making racist assumptions, such as accusing their family of being drug smugglers because they were Colombian.

After learning about truth and reconciliation, some students teased Indigenous teens, making offensive jokes about residential schools and stereotyping them as future alcoholics.

A middle school student was subjected to daily racial slurs like "nigger" and physical aggression, leading their family to move to a different town for safety and well-being.

A Japanese student faced teasing after political remarks about immigrants, with classmates accusing them of eating dogs. This made the student feel isolated and unable to defend themselves.

Cultural Awareness

Teachers can lack cultural awareness and sensitivity, making it harder for students from all backgrounds to feel included.

Families struggle to communicate cultural intricacies to teachers due to limited English proficiency.

A student following halal practices felt excluded because there were no snacks available that accommodated their needs, leaving them hungry and feeling out.

A Korean student was asked by a teacher to eat outside the classroom because their food "smelled bad." This incident encouraged classmates to mock the student and their culture, causing embarrassment and feelings of rejection.



BSCF Project #3

Cultural Programming
Rise Up Indigenous Wellness

Indigenous Cultural Camps

We are Sacred

Seven weeks of weekly afterschool sessions for Indigenous female youth and teens

Peaceful Warriors

Three weekend camps for Indigenous male youth and teens

Sustainability Planning

-Development of Truth and Reconciliation Workshops with SASCU Sponsorship (\$20,000)

-Publication of "We are Sacred" curriculum to sell to other communities (Train the Trainer)

-Applied for the National Crime Prevention Strategy Grant with four local bands (Dec 2024)

Wow!



CITY OF
SALMON ARM



"Building a network of supports across the bands and capacity in each of our facilitators is an impact of the BSCF."

-Rise Up Executive Director

The Impact of Rise Up Camps

122 Indigenous youth
participated
in 7 camps in 2024



BSCF Project #4

Cultural Programming
Adams Lake Indian Band

ALIB Youth Programming

Wholistic, positive youth development (mentorship, physical and cultural opportunities)

2024 Units:

- Martial Arts Camp (6 wks)
- Mountain Biking (3 wks)
- Powwow Dancing (8 wks)
- Flint Napping (2 weeks)
- On the Land Camps (2 wks)

Nothing About Us Without Us

- Each unit led by Indigenous facilitators
- Elders/ parents in community invited to participate/ lead.



Culture is Medicine





Building Capacity at all Levels

- **Grant writing workshop** and training for ALIB youth workers
- Successful **Shuswap Community Foundation Grant** (Summer 2024, \$9,500) for Outdoor gear for youth.
- **Two collaborative grants** with ALIB as an extension of the BSCF relationship.



BSCF Project #5

Launch Youth Employment Program
Shuswap Family Center

Launch Youth Employment Program



Pre-employment and employment training

Focus on Partnerships

-Successful **Drop In Youth Room** at the SFC with expanded hours (evenings and Saturdays)

-Monthly youth activities and wrap around support

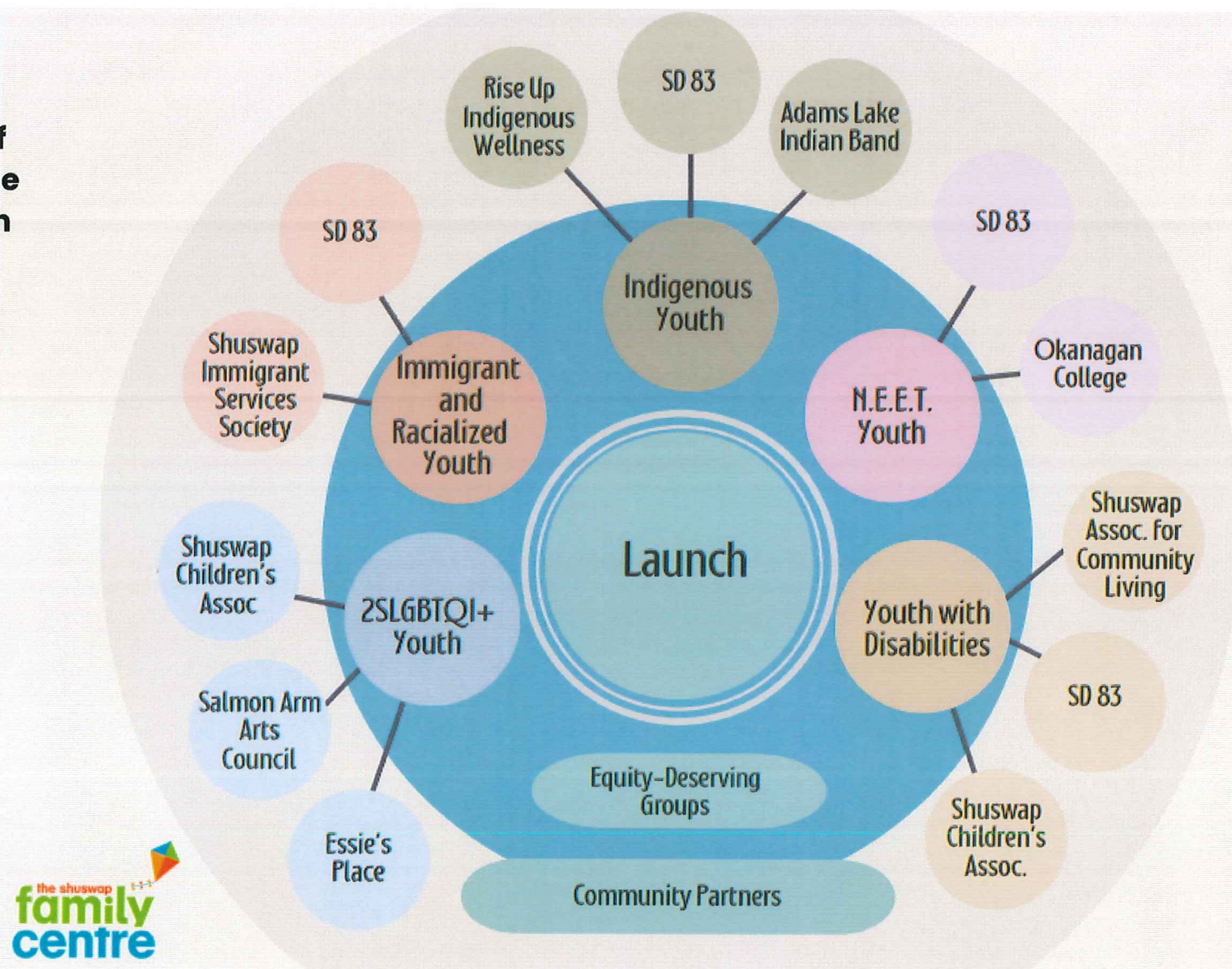
Sustainability Planning

- Received the Shuswap Community Foundation Grant (March 2024), \$14,000
- Received \$1,020,000 from Youth Employment and Skills Strategy Funding (2025-2029) with possibility of renewal after 2029.

Wow!



**Targeted
Recruitment of
most Vulnerable
Shuswap Youth**



BSCF 2025-2026

New Opportunities, Partnerships
and Sustainability Components

2025/26

Looking ahead with continued anticipation!



Continued Truth and Reconciliation Work

Collective Prof Development to decolonize our youth services

Strengthen ICY Team

Wrap Around Support Model

Anti-Racism Strategy

Five Partner Organizations develop a collaborative strategy to address Racism

Online Hive Program

Academic support for newcomer youth in rural areas, SCF grant application for \$30,000

Targeted Recruitment

Enhancing partnerships to actively recruit Indigenous youth

\$240,000 CAI Grant!

CMHA, Rise Up and the SYSC collaborate for healing and grief support for youth

\$2.3 million grant?

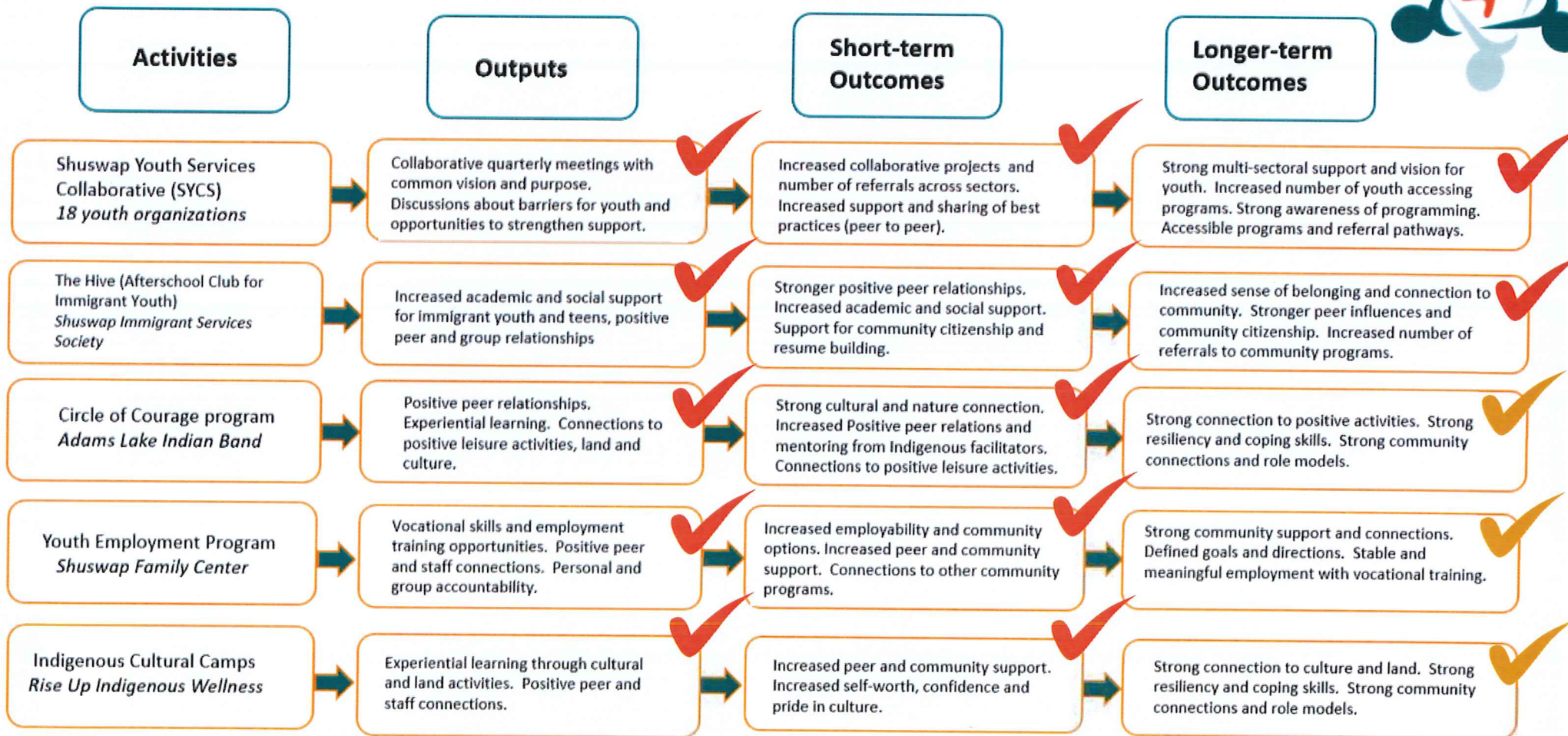
Collaborative initiative with 4 local bands and Rise Up Indigenous Wellness

Shuswap Foundry

Continued development of integrated youth services to reduce barriers for youth

Youth Resilience Strategy Program Logic

Addressing risk and protective factors for vulnerable youth in Salmon Arm for Gun and Gang Prevention through the Building Safer Communities Fund.



CITY OF
SALMONARM



**Thank you for your
support!**



Building Safer Communities Fund

For any questions, please email szuidhof@salmonarm.ca



REQUEST FOR DECISION

To: Development & Planning Services Committee

Title: Development Variance Permit Application No. VP-609 (Servicing)

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473

Civic: 541 3 Street SW

Owner: City of Salmon Arm

Agent: Salmon Arm Folk Music Society / Bernd Hermanski Architect Inc.

Date: February 18, 2025

Executive Summary/Purpose:

The applicant is requesting to vary height, setback, and servicing requirements triggered through a Building Permit application for an accessory building.

Motion for Consideration:

THAT: the Committee recommends to Council that Development Variance Permit No. VP-609 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473 (541 3 Street SW) to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 26.5 Maximum Height of Accessory Buildings - increase the maximum permitted height of an accessory building from 6 m (19.7 feet) to 6.8 m (22.3 feet) as per Appendix 7 of the report dated February 18, 2025; and
2. Section 26.9.3 Minimum Interior Side Parcel Line Setback - reduce the minimum permitted interior side parcel line setback for an accessory building from 3 m (9.8 feet) to 0.2 m (0.7 feet) as per Appendix 7 of the report dated February 18, 2025.

AND THAT: the Committee recommends to Council that Development Variance Permit No. VP – 609 be authorized for issuance varying the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473 (541 3 Street SW) as follows:

1. waive the requirement to upgrade 5 Avenue SW to the RD-3 Road standard; and
2. waive the requirement to upgrade 3 Street SW to the RD-2 Road standard.

Staff Recommendation:

The motion for consideration be defeated.

Proposal:

The applicant intends to construct an accessory building for storage and is requesting to vary the height and setback requirements, as well as waive the service (frontage) upgrades which would be required through a Building Permit application to both 3 Street SW and 5 Avenue SW which front the subject parcel.

Background:

The subject parcel is owned by the City of Salmon Arm and leased by the Salmon Arm Folk Music Society.

The property contains the Salmon Arm Folk Music Society office building and is located on 5 Avenue SW at the northeast corner of the fair grounds. The parcel has two road frontages (3 Street SW and 5 Avenue SW), and is just over 0.44 acres in area (Appendices 1 and 2). The subject property is designated High Density Residential in the City's Official Community Plan (OCP) and zoned P3 - Institutional Zone in Zoning Bylaw No. 2303 (Appendix 3 and 4).

Adjacent land uses include the following:

North: Salvation Army	Zoned CD-6
South: Fairgrounds and Residential	Zoned P1 and R5
East: Residential	Zoned R5
West: Fairgrounds	Zoned P1

The applicant would be required to make a Building Permit application which would trigger the provisions of the Subdivision and Development Servicing (SDS) Bylaw No 4293 for the completion of frontage and service works.

Through this development, the applicant would be required to complete frontage works including upgrading the existing 5 Avenue SW frontage to the RD-3 standard (including street lighting and multi-use path installation), and upgrading the 3 Street SW frontage to the RD-2 standard (including street light installation). The applicant has provided a letter detailing their request and Engineer's estimates (Appendix 5) as well as site plans and building elevations (Appendix 6). The cost estimates provided by the applicant totals \$132,000 for these works. This estimate lacks a professional seal, but has been reviewed by City Engineering staff. The City's Engineering and Public Works Department has commented on this in their review of the proposal (Appendix 7).

Relevant Policy(ies):OCP Policy

The subject parcel is within the High Density Residential designated area of the OCP. Institutional uses are not out of alignment with and may be found within the various land use designations of the OCP.

Zoning Bylaw

The subject parcel is zoned P3 - Institutional in Zoning Bylaw which permits the current and proposed use and regulates building heights and setback requirements.

Subdivision and Development Servicing Bylaw

The SDS Bylaw details servicing levels required for development. The subject property is within the Urban Development Area; therefore, requires full upgrades for the roads, works, and services along the subject parcel's frontages to the RD-2 and RD-3 standards.

Referral Comments:

Fire Department

No concerns.

Building Department

Based on the proposal, it appears BC Building Code concerns have been addressed:

1. No windows on the side of the building which is 0.2 m from the property line.
2. Wall construction to be non-combustible, 1 hour fire rating and noncombustible cladding.
3. No soffits to project beyond the exterior wall which is 0.2 m from the property line.

These concerns are considered in the architectural plans submitted.

Engineering Department

The Engineering Department has provided comments and alternatives which form the basis for the above staff recommendation to deny the requested variances. The Engineering Department comments are attached as Appendix 7.

As stated in these comments, the subject property is within the Urban Development Area of the Subdivision and Development Servicing Bylaw, which requires full upgrades of the roads, works, and services along the subject parcel's frontages. These upgrades include street lighting on 3 Street SW and multi-use path and street lighting on 5 Avenue SW. The RD-2 and RD-3 standards are attached (Appendix 8).

Staff note that Council was recently considering amendments to the Subdivision and Development Servicing Bylaw which would exempt City owned properties from triggering frontage improvements at the time of Building Permit for infrastructure projects. While this site is City owned property, the leaseholders are responsible for any improvements required as a result of the development of the site.

Other

None

Planning Department

When considering zoning regulation and servicing variances a number of factors are taken into consideration, including physical or legal constraints, scale of proposed development and growth potential in the area. The subject property is within the Urban Containment Boundary and zoned P3 Institutional, which supports the proposed use of the parcel.

Variances – Setback

The applicant has requested a setback variance to the interior side (west) parcel line. Setback regulations on corner parcels enable adequate separation between buildings for aesthetic, privacy, and view preservation reasons.

The requested reduction to the interior side parcel line setback requirement from 3.0 m to 0.2 m affects the long west-facing wall of the proposed accessory building along the west parcel line of the property, and is in part a response to the existing development on the site (the position of the office building). The building would serve to screen the stored materials on the site, and may improve the aesthetic condition of the parcel. The adjacent parcel to the west is the fairgrounds, with the directly adjacent area serving as a secondary access route with a barn building beyond.

The requested variance would not impact City utilities, pose any traffic safety or BC Building Code concerns, nor restrict future development on neighbouring lots. Articulation between the buildings is a goal of the OCP guidelines, and the increased distance between buildings on this site (and neighbouring sites) should serve to limit the impact of the development on adjacent parcels and the streetscape. Staff have no concerns with this request.

Variances – Height

With respect to building height and the request to increase the maximum height of an accessory building, staff note that the increase from 6.0 metres to 6.8 metres equates to an approximately 13% increase and is by definition “minor” (less than 15% as per the Development Procedures Bylaw). Furthermore, the proximity of the proposed building to the existing adjacent uses (i.e. the adjacent residential buildings and the buildings on the fairgrounds) help to isolate the impact of the proposed building from different potentially more sensitive uses (i.e. residential neighbourhood to the east). Staff have no concerns with this request.

Variances – Servicing

Staff note that the subject parcel is situated close to a number of community facilities including churches, recreation facilities, and parks, as well as downtown. The location is also at a prominent position within the City’s transportation network between commercial areas, residential areas, recreation facilities and event sites. 5 Avenue SW was identified in the City’s Active Transportation Plan as a portion of the “Long-Term Active Transportation Network” for investment in new infrastructure.

Staff recognize that scope of requisite improvements is large relative to the proposed project; however, completely offsetting the cost of upgrading and constructing frontage works onto the City is problematic. Waiving the requirements places additional financial burden on the City for the improvements in the future and increased costs on future developers of adjacent properties. Servicing requirements are in place to support the parcels being developed and the population growth in an area, which increases the need for safety improvements. As such, staff do not support the servicing variances as requested by the applicant be granted.

While staff recommend to not issue the servicing variance requests, an alternative for consideration to support limited variances has been suggested, with support for:

- The request to waive the street lighting on 3 Street SW as the existing lighting on the east side of the road serves to achieve the requirements; and
- The request to vary the height and setback requirements.

Should Council wish to advance in alignment with these suggestions in whole or in part, staff recommend the following conditions be applied:

- That street lighting on 5 Avenue SW be required to address gaps in coverage. As this is a safety-related requirement, staff do not support waiving this requirement;
- That the multi-use path of 5 Avenue SW be required; and
- That any requisite right-of-way or dedication for future improvements along frontages be provided to the City.

Financial Considerations:

Waiving servicing requirements places potential increased financial burden on the City in the completion of the improvements in the future.

Committee Recommendations:

N/A

Public Consultation:

Pursuant to the *Local Government Act* and City of Salmon Arm Development Variance Permit Procedures Bylaw notices are mailed to land owners within a 30m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on February 24, 2025 at 7:00pm.

Alternatives & Implications:

Should Council wish to advance in alignment with the staff recommendations above, staff propose the following Motion for Consideration:

THAT: the Committee recommends to Council that Development Variance Permit No. VP-609 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473 (541 3 Street SW) to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 26.5 Maximum Height of Accessory Buildings - increase the maximum permitted height of an accessory building from 6 m (19.7 feet) to 6.8 m (22.3 feet) as per Appendix 7 of this staff report dated February 17, 2025; and
2. Section 26.9.3 Minimum Interior Side Parcel Line Setback - reduce the minimum permitted interior side parcel line setback for an accessory building from 3.0 m (9.8 feet) to 0.2 m (0.7 feet) as per Appendix 7 of this staff report dated February 17, 2025.

AND THAT: the Committee recommends to Council that Development Variance Permit No. VP – 609 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 35473 (541 3 Street SW) as follows:

1. waive the requirement to upgrade 3 Street SW to the RD-2 Road standard.

The alternative motion above assumes all other upgrades to the applicable standards are completed, including the 5 Avenue SW lighting and multi-use path upgrades.

In considering the above motion, staff recognize that scope of requisite improvements in this case is still large relative to the proposed project. Should Council wish to advance any alternative option with further decreased service levels more supportive of the applicant's proposal, staff recommend that the provision of dedication to support the 5 Avenue SW multi use path and any other road dedication to be determined be required.

Table 1: DVP-604 – Applicant’s Proposal, Alternate and Staff Recommendations

SDS Bylaw Requirements	Applicant’s Proposal	Staff Alternate Recommendation	Minimum Suggested Requirements
5 Avenue SW – RD-3 Standard -road widening and boulevard / Multi-Use Path -street-lighting	Waive frontage upgrade requirements.	Deny request to all waive requirements. Note need for improved street-lighting. Note that MUP is identified in AT Plan.	Recommend all road dedications be required.
3 Street SW – RD-2 Standard	Waive frontage upgrade requirements.	Support the request.	Recommend all road dedications be required.

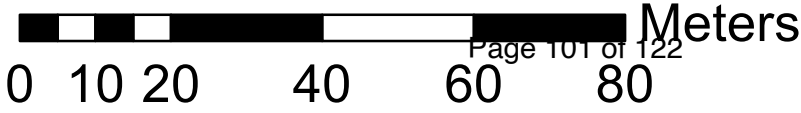
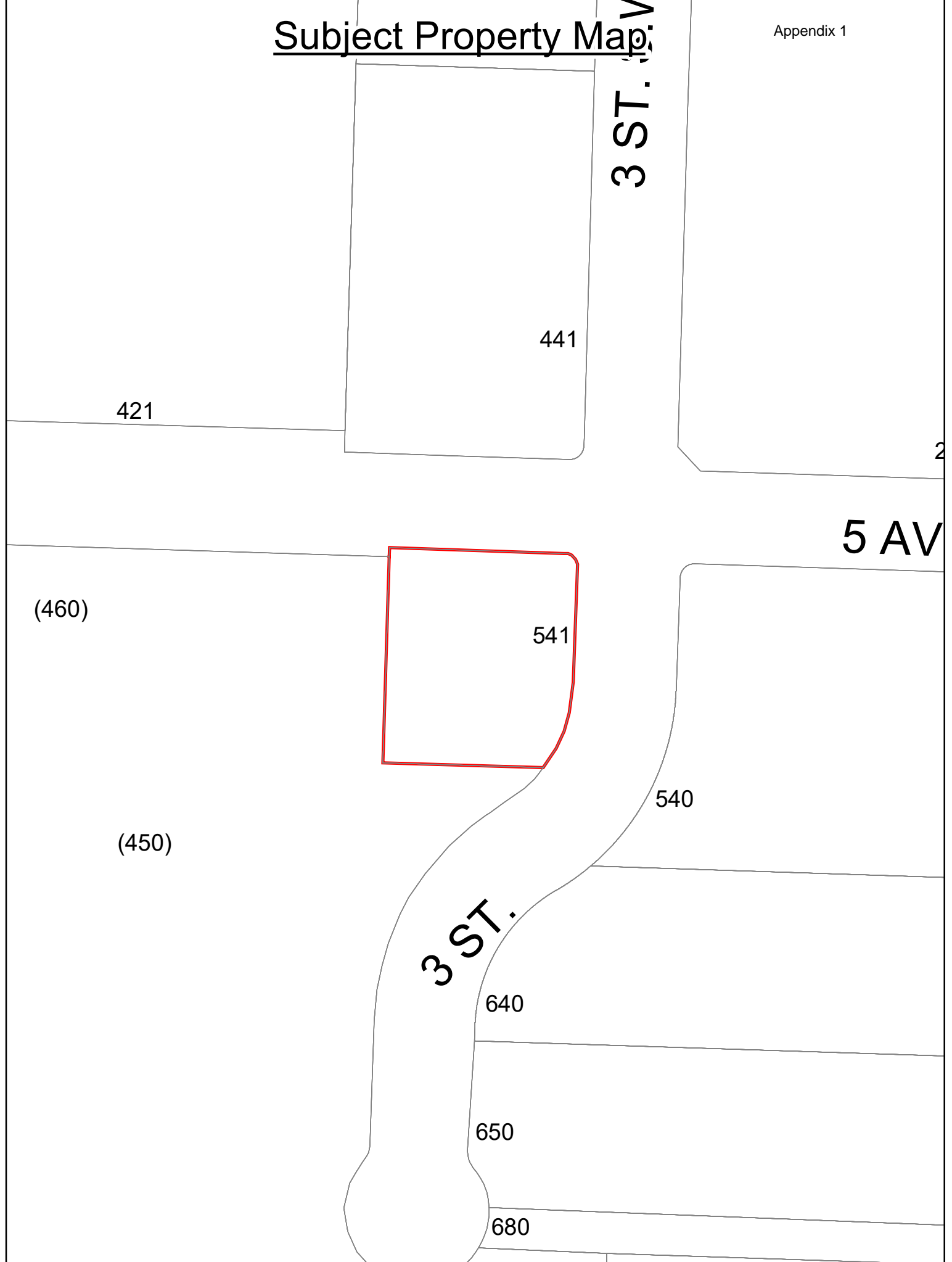
Prepared by: Senior Planner
 Reviewed by: Manager of Planning & Building
 Reviewed by: Director of Planning & Community Services
 Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 – Location
- Appendix 2 – Ortho Map
- Appendix 3 – OCP
- Appendix 4 – Zoning
- Appendix 5 – Applicant’s Letter
- Appendix 6 – Site Plan and Elevations
- Appendix 7 – Engineering Report
- Appendix 8 – Road Standards

Subject Property Map

Appendix 1



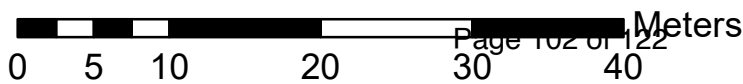
Legend

- Parcels
- Subject Property



541

540

ST.



Legend

-  Parcels
-  Subject Property

OCP Map

Appendix 3

3 ST. S.V

441

421

5 AV

(460)

541

(450)

540

3 ST.

640

650

680



0 10 20 40 60 80 Meters

Legend

- | | | | |
|--|------------------|---|----------------------------|
|  | Parcels |  | Park |
|  | Subject Property |  | Residential - High Density |
| | |  | Commercial - City Centre |

Zoning Map

Appendix 4

3 ST. S.V

441

421

(460)

541

5 AV

(450)

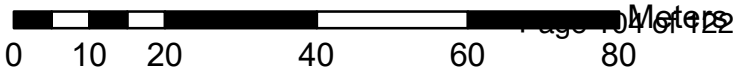
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3 ST.








640

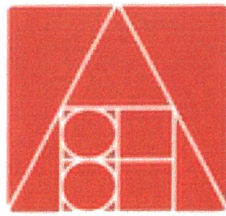
650

680



Legend

	Parcels		CD-6		P-3		R-14
	Subject Property		P-1		R-5		



BERND HERMANSKI
ARCHITECT INC.

TEL 250.832.7400 EMAIL info@bhai.ca

October 2, 2024

Mayor, Council, Staff,
City of Salmon Arm,
Salmon Arm, BC

RE: Proposed New Storage Building, 541 – 3rd Street SW -- Variance request

On behalf of the Salmon Arm Folk Music Society, I would like to submit this request to accompany our Planning and Development Application, hereto attached along with drawings and an off-site cost estimate.

As you may already know, our hope is to be allowed to build a permanent storage building on the city-owned lands currently being leased by the Society. We feel this facility is needed now, but will be even much more so when our access to the city-owned Quonset hut on the TCH disappears in the near future. We have many items such as a portable stage, numerous tents, and many forms of props and equipment that need storing out of the weather to protect them for use at future roots and blues festivals.

We are aware that the city would normally require certain off-site works to be completed in conjunction with a project such as this. In fact, we have been told what those would be. On the attached spread-sheet you will see that the estimated costs for those off-site works is approximately \$132,000. Being the not-for-profit society that we are, our financial position is typically tenuous and extremely subject to wild fluctuations. You may have heard that numerous music festival across the country are facing insolvency or imminent permanent cancellation. For example, the long-successful Vancouver Island festival held annually at Courtenay/Comox has just announced that it will not be held in 2025 due to financial hardship.

With this in mind, we would like to respectfully request that the requirement for the off-site works listed be waived.

On a more mundane note, we would also like to request setback and height variances as follows: side yard set-back to the Fall Fair grounds property line (westerly edge of our site) be reduced from 3.0m to 0.2m, and that the maximum allowable height be varied from 6.0m to 6.8m.

The Salmon Arm Folk Music Society has long enjoyed our relationship with, and financial support from, the City, for which we are extremely grateful. Together we have been able to provide our community with 32 years of world-class musical and cultural events, greatly enhancing the richness of life in the Shuswap.

We intend and hope to be able to continue doing that in an ever-better way for a long time yet.

We hope that you can see fit to excuse the Society from the off-site works requirement which would add very significant additional costs to this much-needed project.

Thank you on behalf of the Salmon Arm Folk Music Society.

Yours very truly,

Bernd Hermanski, Board Director

A handwritten signature in black ink, appearing to read 'Bernd Hermanski', followed by a period.

June 2024

Class C Cost Estimate

Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
1.0	Div. 26	Electrical				
	26 56 01	Roadway Lighting				
1.01	1.9.1	Street Light Conduit RPVC 32ø, c/w trench excavation, bedding, warning tape, backfill, wiring, connections & permits	Lineal Metre	80	\$ 75.00	\$ 6,000.00
1.02	1.9.1	Street Light Conduit PVC DBII 75ø, c/w trench excavation, bedding, warning tape, backfill, wiring, connections & permits	Lineal Metre	10	\$ 95.00	\$ 950.00
1.03	1.9.1	Poles & Fixtures - 9m Davit Street Light	Each	2	\$ 9,500.00	\$ 19,000.00
1.04	1.9.1	Poles & Fixtures - 5m Post Top Street Light	Each	1	\$ 6,500.00	\$ 6,500.00
1.05	1.9.1	Poles & Fixtures - 5m Post Top Street Light c/w power base	Each	1	\$ 8,000.00	\$ 8,000.00
1.06	1.9.1	Davit Concrete Pedestal	Each	2	\$ 2,000.00	\$ 4,000.00
1.07	1.9.1	Post Top Concrete Pedestal	Each	2	\$ 1,500.00	\$ 3,000.00
Subtotal: Division 26 - Electrical						\$ 47,450.00
2.0	Div. 31	Earthwork				
	31 24 13	Roadway Excavation, Embankment and Compaction				
2.01	1.8.4	Remove Ex. Asphalt or Concrete Pavement, Sidewalks, Utility Strips, Driveways all thicknesses, c/w off-site disposal	Square Metre	90	\$ 12.50	\$ 1,125.00
2.02	1.8.5	Common Excavation on-site re-use	Cubic Metre	45	\$ 20.00	\$ 900.00
2.03	1.8.7S	Import Embankment Fill 150mm pit run gravel	Cubic Metre	135	\$ 75.00	\$ 10,125.00
Subtotal: Division 31 - Earthwork						\$ 12,150.00
3.0	Div. 32	Roads and Site Improvements				
	32 11 16.1	Granular Sub-Base				
3.01	1.4.2S	Granular Sub-Base variable thickness for roads, sidewalks, and driveways	Cubic Metre	60	\$ 95.00	\$ 5,700.00
	32 11 23	Granular Base				
3.02	1.4.1S	Granular Base variable thickness for roads, sidewalks, and driveways	Cubic Metre	25	\$ 125.00	\$ 3,125.00

June 2024

Class C Cost Estimate

Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
	32 12 16	Hot-Mix Asphalt Concrete Paving				
3.03	1.5.1S, 1.5.2	Asphalt Pavement - Upper Course # 2 (CoSA) 50mm thickness	Square Metre	145	\$ 40.00	\$ 5,800.00
	32 31 13	Chain Link Fences and Gates				
3.04	1.5.3	Remove & Reinstall Chain Link Fence	Lineal Metre	45	\$ 85.00	\$ 3,825.00
	32 91 21	Topsoil and Finish Grading				
3.05	1.4.1S	Imported Topsoil 150mm thickness	Square Metre	205	\$ 15.00	\$ 3,075.00
	32 92 19	Hydraulic Seeding				
3.06	1.8.1	Hydraulic Seeding	Square Metre	205	\$ 3.00	\$ 615.00
Subtotal: Division 32 - Roads and Site Improvements						\$ 22,140.00
4.0	Div. 33	Utilities				
		Other				
4.01		Relocate Existing Hydrant	Each	1	\$ 5,000.00	\$ 5,000.00
Subtotal: Division 33 - Utilities						\$ 5,000.00

Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
Summary of Cost Estimate						
1.0	Div. 26	Electrical				\$ 47,450.00
2.0	Div. 31	Earthwork				\$ 12,150.00
3.0	Div. 32	Roads and Site Improvements				\$ 22,140.00
4.0	Div. 33	Utilities				\$ 5,000.00
Subtotal: Construction						\$ 86,740.00
5.0	Class C	Contingency (25%)				\$ 21,685.00
Subtotal: Construction w/ Contingency						\$ 108,425.00
6.0		Engineering				
		Design (5%)				\$ 5,421.25
		Field Services (6%)				\$ 6,505.50
		Records (2%)				\$ 2,168.50
		Materials Testing (QA) (3%)				\$ 3,252.75
Subtotal: Engineering						\$ 17,348.00
Subtotal						\$ 125,773.00
GST (5%)						\$ 6,288.65
Total						\$ 132,061.65

Cost Estimate Notes:

- 1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.
- 2) Unit Prices are influenced by supply & demand for both contractors and materials at the time of construction, thereby affecting the final cost.
- 3) Unless noted otherwise, prices do not include BC Hydro, Telecommunications, FortisBC, Legal Survey (BCLS) and property/right-of-way acquisitions.
- 4) Unless noted otherwise, prices do not include Geotechnical, Environmental and Archaeological studies, reviews, and approvals.
- 5) Unit Prices are estimated in 2024 Canadian Dollars for similar works and exclude taxes.



*Memorandum from the
Engineering and Public
Works Department*

TO: Director of Development Services
 DATE: 4 December 2024
 PREPARED BY: Mustafa Zakreet, Engineering Assistant
 SUBJECT: VARIANCE PERMIT APPLICATION FILE NO. VP- 609
 OWNER: City of Salmon Arm c/o Salmon Arm Folk Music Society
 APPLICANT: Bernd Hermanski
 LEGAL: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan35473
 CIVIC: 541 – 3 Street SW

Further to the request for variance dated 16 October 2024 the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variance:

The applicant is requesting that Council waive the following requirements of the Subdivision and Development Servicing Bylaw No. 4293 (SDSB).

1. Install Street Lighting

Background:

The SDSB dictates the level of lighting that is required for all categories of road. However, the segment of 5 Avenue SW currently lacks streetlights, falling short of the mandated illumination standard (see Figure 1).

Given its proximity to high-density residential areas and Blackburn Park, a popular route for children, adequate lighting on 5 Avenue SW is essential for ensuring safety.

In contrast, 3 Street SW already meets the lighting requirements, necessitating no further action.

A cost estimate of \$33,031 has been provided for the installation of two davit street lights on 5 Avenue SW, as outlined in the variance application (Appendix A). Please note that this estimate is subject to approval by engineering staff, as it lacks a professional seal.



Figure 1- Existing Street Lights on 3rd Street SW

Recommendation:

In the interest of both traffic and pedestrian safety, the Engineering Department recommends that request to waive the requirement to Install Street Lighting be:

- Denied for 5 Avenue SW
- Supported for 3rd Street SW.

2. Install an offset Multi-Use Path (MUP) on 5 Avenue SW.

Background:

5 Avenue Street NE is an Urban Collector Road, requiring an offset MUP on one side and an offsite sidewalk on the other side to comply with current SDSB standards. One of the key objectives of the MUP is to get cyclists off motorized roads and to separate cyclists and pedestrians from motorists.

The Engineering Department has determined that the optimal location for the multi-use path is along the south side of 5 Avenue SW. This alignment offers numerous benefits, including existing property lines, road dedication, proximity to high-density residential areas, and the availability of city-owned land, all of which provide flexibility and simplicity for construction.

The existing sidewalk along the subject property frontage, although currently in good condition, does not comply with the city's current standards and road cross-section requirements, necessitating an upgrade.



A cost estimate of \$49,112 (Appendix B) has been prepared to cover the necessary works, including:

- Decommissioning of the existing sidewalk
- Earthwork modifications
- Construction of the new Multi-Use Path (MUP)

Recommendation:

The Engineering Department recommends that request to waive the requirement to install an offset Multi-Use Path be denied.

Mustafa Zakreet, EIT
Engineering Assistant

Jenn Wilson P.Eng.,
City Engineer

Appendix A

1.0	Div. 26	Electrical					
	26 56 01	Roadway Lighting					
1.01	1.9.1	Street Light Conduit RPVC 32e, c/w trench excavation, bedding, warning tape, backfill, wiring, connections & permits	Lineal Metre	80	\$ 75.00	\$ 6,000.00	x 0.5 = 3000
1.02	1.9.1	Street Light Conduit PVC DBII 75e, c/w trench excavation, bedding, warning tape, backfill, wiring, connections & permits	Lineal Metre	10	\$ 95.00	\$ 950.00	x 0.5 = 425
1.03	1.9.1	Poles & Fixtures - 9m Davit Street Light	Each	2	\$ 9,500.00	\$ 19,000.00	19000
1.04	1.9.1	Poles & Fixtures - 5m Post Top Street Light	Each	1	\$ 6,500.00	\$ 6,500.00	
1.05	1.9.1	Poles & Fixtures - 5m Post Top Street Light c/w power base	Each	1	\$ 8,000.00	\$ 8,000.00	
1.06	1.9.1	Davit Concrete Pedestal	Each	2	\$ 2,000.00	\$ 4,000.00	4000
1.07	1.9.1	Post Top Concrete Pedestal	Each	2	\$ 1,500.00	\$ 3,000.00	
Subtotal: Division 26 - Electrical						\$ 47,450.00	SUM = 26425 X 125% = \$33,031

Appendix B

Summary of Cost Estimate					
1.0	Div. 26	Electrical		\$ 47,450.00	
2.0	Div. 31	Earthwork		\$ 12,150.00	12150 +
3.0	Div. 32	Roads and Site Improvements		\$ 22,140.00	22140 +
4.0	Div. 33	Utilities		\$ 5,000.00	5000 =
					\$39,290 x
					125% =
			Subtotal: Construction	\$ 86,740.00	\$49,112
5.0	Class C	Contingency (25%)		\$ 21,685.00	
			Subtotal: Construction w/ Contingency	\$ 108,425.00	

Appendix C – Full Upgrade Cost Estimate

541 3rd Street SW Frontage Upgrades

June 2024

Class C Cost Estimate

Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
1.0	Div. 26	Electrical				
	26 56 01	Roadway Lighting				
1.01	1.9.1	Street Light Conduit RPVC 32ø, c/w trench excavation, bedding, warning tape, backfill, wiring, connections & permits	Lineal Metre	80	\$ 75.00	\$ 6,000.00
1.02	1.9.1	Street Light Conduit PVC DBII 75ø, c/w trench excavation, bedding, warning tape, backfill, wiring, connections & permits	Lineal Metre	10	\$ 95.00	\$ 950.00
1.03	1.9.1	Poles & Fixtures - 9m Davit Street Light	Each	2	\$ 9,500.00	\$ 19,000.00
1.04	1.9.1	Poles & Fixtures - 5m Post Top Street Light	Each	1	\$ 6,500.00	\$ 6,500.00
1.05	1.9.1	Poles & Fixtures - 5m Post Top Street Light c/w power base	Each	1	\$ 8,000.00	\$ 8,000.00
1.06	1.9.1	Davit Concrete Pedestal	Each	2	\$ 2,000.00	\$ 4,000.00
1.07	1.9.1	Post Top Concrete Pedestal	Each	2	\$ 1,500.00	\$ 3,000.00
Subtotal: Division 26 - Electrical						\$ 47,450.00
2.0	Div. 31	Earthwork				
	31 24 13	Roadway Excavation, Embankment and Compaction				
2.01	1.8.4	Remove Ex. Asphalt or Concrete Pavement, Sidewalks, Utility Strips, Driveways all thicknesses, c/w off-site disposal	Square Metre	90	\$ 12.50	\$ 1,125.00
2.02	1.8.5	Common Excavation on-site re-use	Cubic Metre	45	\$ 20.00	\$ 900.00
2.03	1.8.7S	Import Embankment Fill 150mm pit run gravel	Cubic Metre	135	\$ 75.00	\$ 10,125.00
Subtotal: Division 31 - Earthwork						\$ 12,150.00
3.0	Div. 32	Roads and Site Improvements				
	32 11 16.1	Granular Sub-Base				
3.01	1.4.2S	Granular Sub-Base variable thickness for roads, sidewalks, and driveways	Cubic Metre	60	\$ 95.00	\$ 5,700.00
	32 11 23	Granular Base				
3.02	1.4.1S	Granular Base variable thickness for roads, sidewalks, and driveways	Cubic Metre	25	\$ 125.00	\$ 3,125.00

541 3rd Street SW Frontage Upgrades

Page 2 of 3

June 2024

Class C Cost Estimate

Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
	32 12 16	Hot-Mix Asphalt Concrete Paving				
3.03	1.5.1S, 1.5.2	Asphalt Pavement - Upper Course # 2 (CoSA) 50mm thickness	Square Metre	145	\$ 40.00	\$ 5,800.00
	32 31 13	Chain Link Fences and Gates				
3.04	1.5.3	Remove & Reinstall Chain Link Fence	Lineal Metre	45	\$ 85.00	\$ 3,825.00
	32 91 21	Topsoil and Finish Grading				
3.05	1.4.1S	Imported Topsoil 150mm thickness	Square Metre	205	\$ 15.00	\$ 3,075.00
	32 92 19	Hydraulic Seeding				
3.06	1.8.1	Hydraulic Seeding	Square Metre	205	\$ 3.00	\$ 615.00
Subtotal: Division 32 - Roads and Site Improvements						\$ 22,140.00
4.0	Div. 33	Utilities				
		Other				
4.01		Relocate Existing Hydrant	Each	1	\$ 5,000.00	\$ 5,000.00
Subtotal: Division 33 - Utilities						\$ 5,000.00

541 3rd Street SW Frontage Upgrades

Page 3 of 3

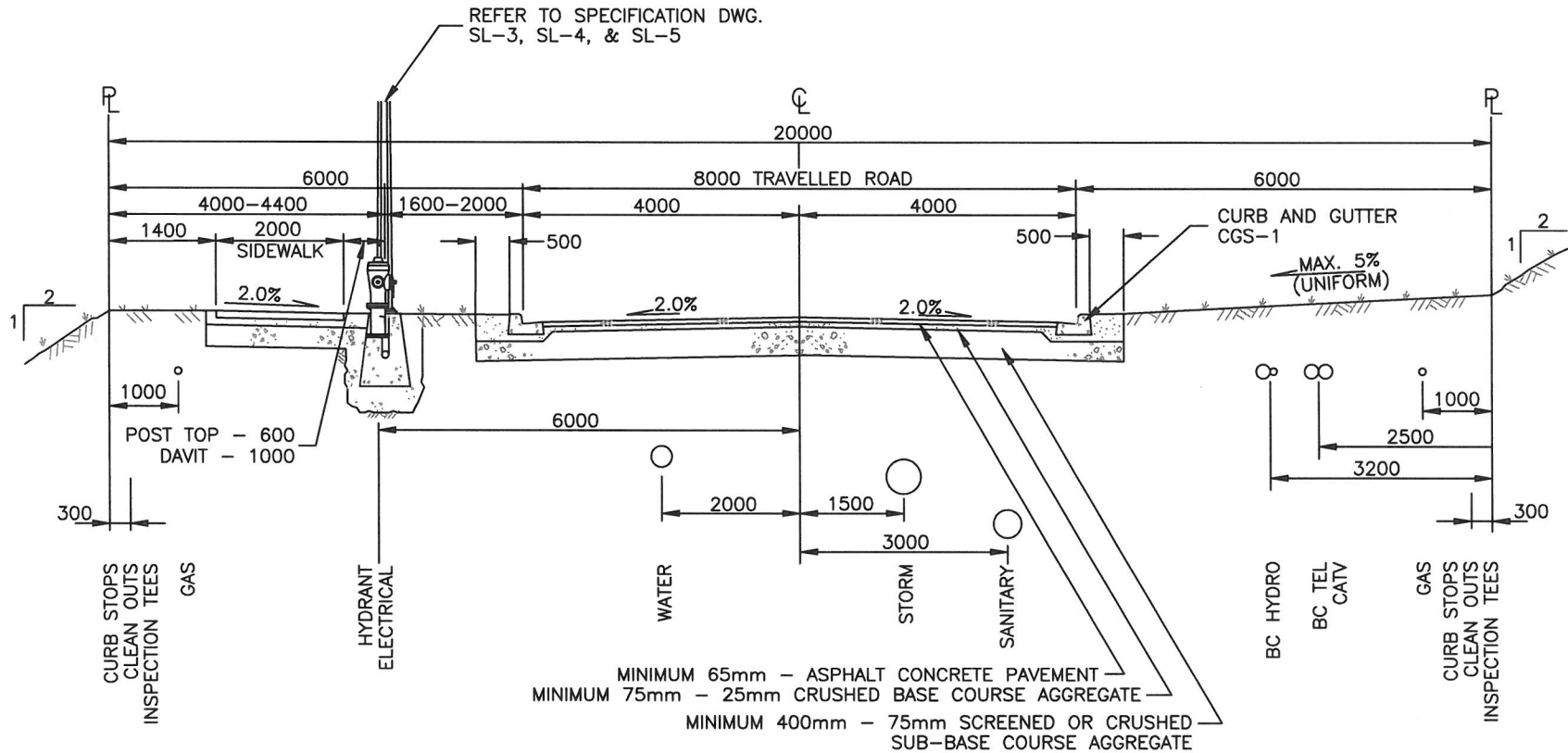
June 2024

Class C Cost Estimate

Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
Summary of Cost Estimate						
1.0	Div. 26	Electrical				\$ 47,450.00
2.0	Div. 31	Earthwork				\$ 12,150.00
3.0	Div. 32	Roads and Site Improvements				\$ 22,140.00
4.0	Div. 33	Utilities				\$ 5,000.00
Subtotal: Construction						\$ 86,740.00
5.0	Class C	Contingency (25%)				\$ 21,685.00
Subtotal: Construction w/ Contingency						\$ 108,425.00
6.0		Engineering				
		Design (5%)				\$ 5,421.25
		Field Services (6%)				\$ 6,505.50
		Records (2%)				\$ 2,168.50
		Materials Testing (QA) (3%)				\$ 3,252.75
Subtotal: Engineering						\$ 17,348.00
Subtotal						\$ 125,773.00
GST (5%)						\$ 6,288.65
Total						\$ 132,061.65

Cost Estimate Notes:

- 1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.
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- 4) Unless noted otherwise, prices do not include Geotechnical, Environmental and Archaeological studies, reviews, and approvals.
- 5) Unit Prices are estimated in 2024 Canadian Dollars for similar works and exclude taxes.



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.

APPROVED



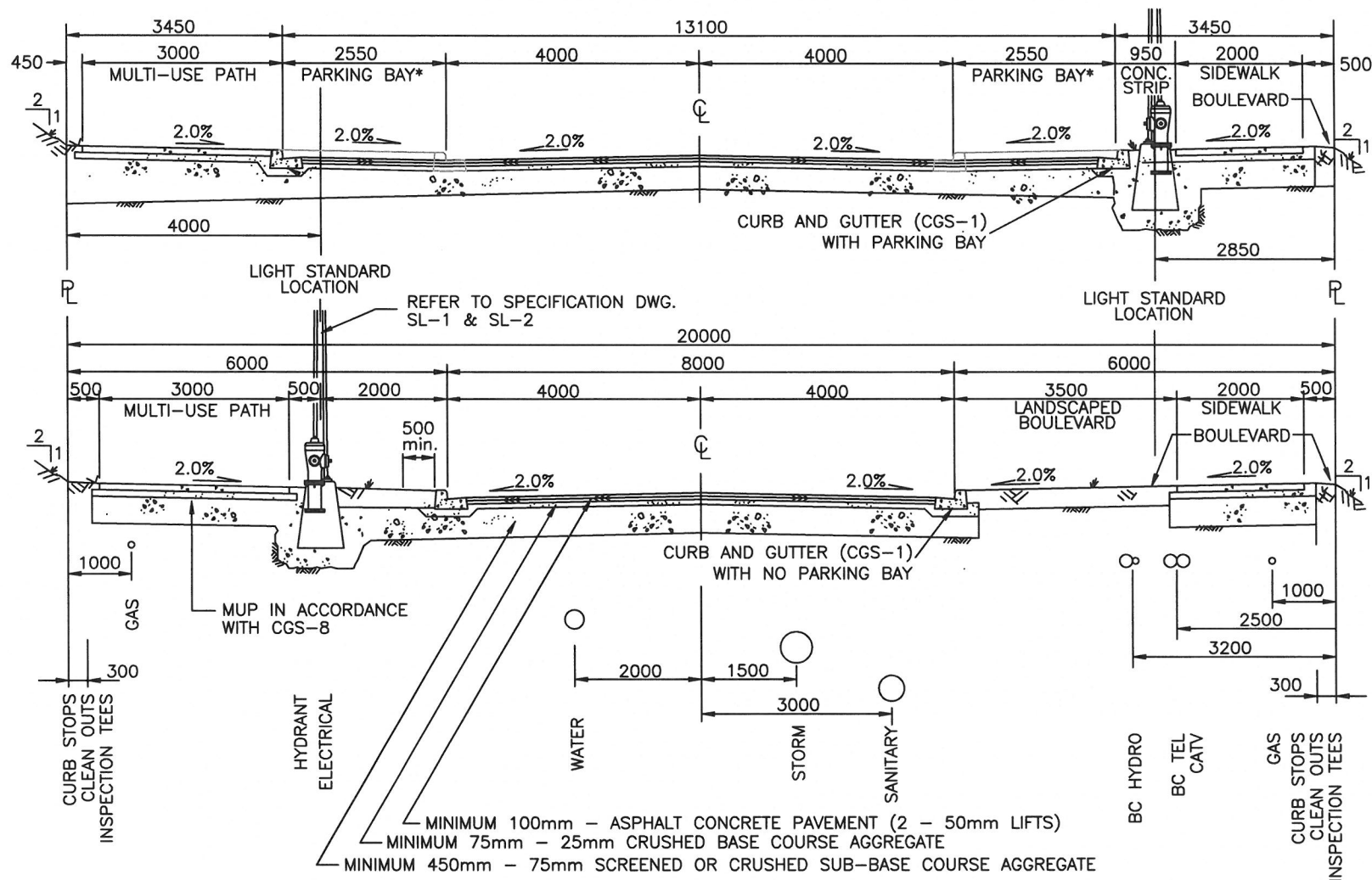
20m R/W Urban Local Road Cross-Section

SPECIFICATION
DRAWING No.:

RD-02

No.	REVISION	Date
A	SDSB 4293 – ISSUED FOR APPROVAL	06/12/23

Page 118 of 120



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.

* Parking bay shall be located on either or both sides of the roadway per design criteria in Schedule B-1.0 section 4.8.14

APPROVED



20M R/W URBAN COLLECTOR
CROSS-SECTION

SPECIFICATION
DRAWING No.:

RD-03

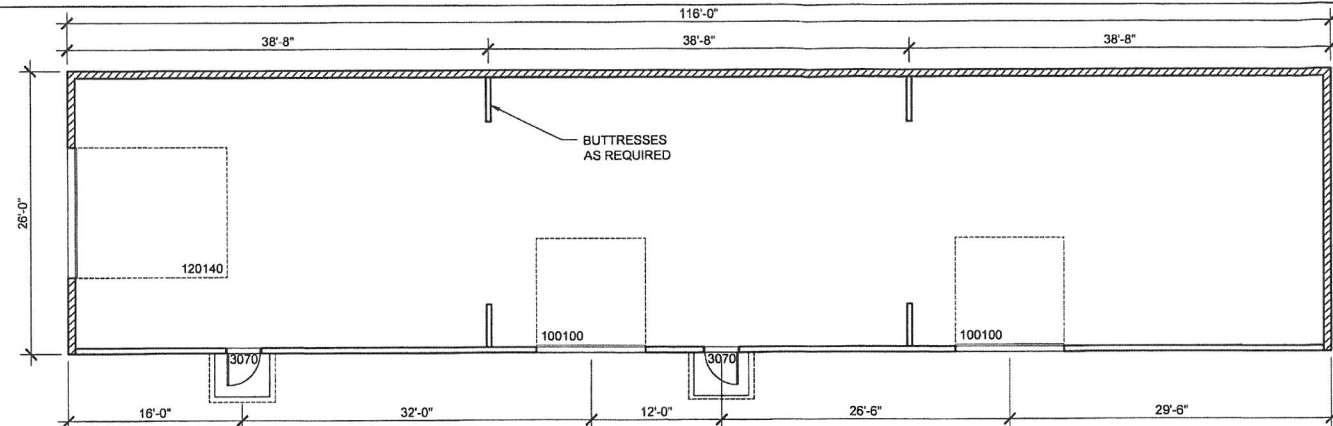
**CITY OF
SALMON ARM**

No.	REVISION	Date
A	SDSB 4293 – ISSUED FOR APPROVAL	06/12/23

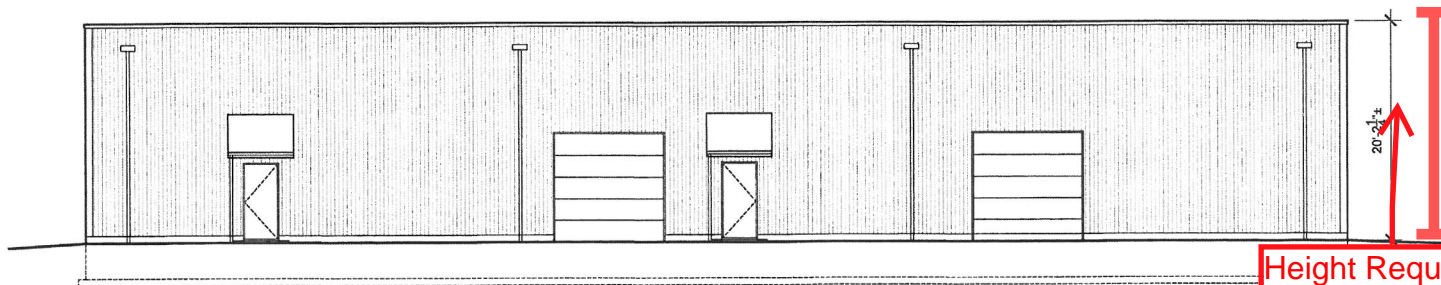


4820 sq ft (24.6%)

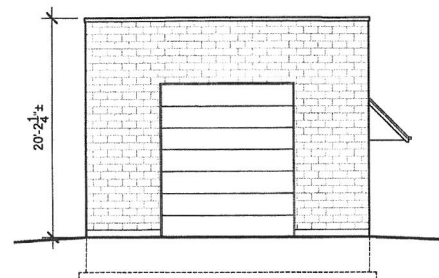
ADDRESS		541 3RD ST SW	
CLIENT		DAVID GONELLA	
DATE	2023-10-04	SCALE	AS SHOWN
PROJECT NO.		SHEET NO.	
REV.	DRAWN	A1.0	
1	AI		



1 FLOOR PLAN
A2.0 SCALE: 3/32" = 1'-0"



2 EAST ELEVATION
A2.0 SCALE: 3/32" = 1'-0"



3 SOUTH ELEVATION
A2.0 SCALE: NTS

ALL DIMENSIONS, UNLESS OTHERWISE NOTED ARE IN FEET AND INCHES.

- THIS IS A COPYRIGHT DRAWING AND SHALL NOT BE USED, REPRODUCED, OR REVISED WITHOUT WRITTEN PERMISSION.

- THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL ERRORS AND OMISSIONS PRIOR TO COMMENCING THE WORK.

- THIS DRAWING IS NOT TO BE SCALED

ISSUE FOR

2023-10-04 REVIEW
2024-04-02 CONSULTANTS COORDINATION

MC McDiarmid
DESIGN + BUILD

ROOTS AND BLUES
STORAGE BUILDING

MAIN FLOOR PLAN / EAST ELEVATION

ADDRESS 541 3RD ST SW

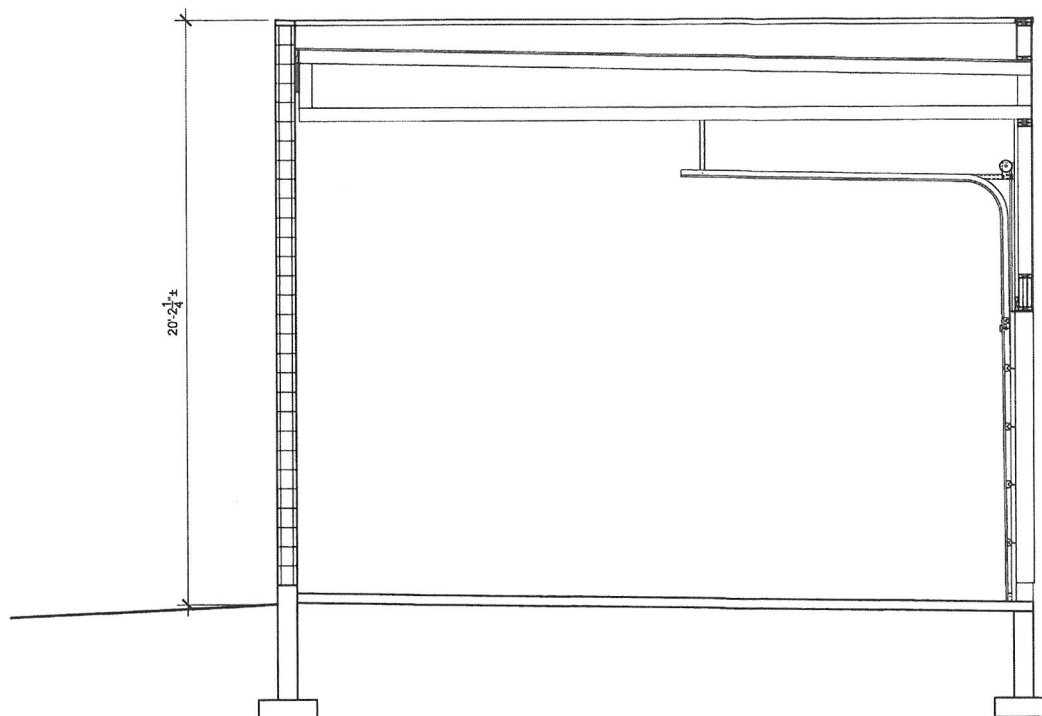
CLIENT DAVID GONELLA

DATE 2023-10-04 SCALE AS SHOWN

PROJECT NO. SHEET NO.

REV 1 DRAWN AL

A2.0



1 SECTION
A3.0 SCALE: 1/4" = 1'-0"

ALL DIMENSIONS, UNLESS OTHERWISE NOTED ARE IN FEET AND INCHES.
- THIS IS A COPYRIGHT DRAWING AND SHALL NOT BE USED, REPRODUCED, OR REVISED WITHOUT WRITTEN PERMISSION.
- THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL ERRORS AND OMISSIONS PRIOR TO COMMENCING THE WORK.
- THIS DRAWING IS NOT TO BE SCALED.

ISSUE FOR

2023-10-04 REVIEW
2024-04-02 CONSULTANTS COORDINATION

MC McDiarmid
DESIGN + BUILD

ROOTS AND BLUES
STORAGE BUILDING

SECTION

ADDRESS		541 3RD ST SW	
CLIENT		DAVID CONELLA	
DATE	2023-10-04	SCALE	AS SHOWN
PROJECT NO.		SHEET NO.	
REV.	1	DRAWN	AL

A3.0