

1. October 25, 2021 Agenda And Correspondence

Documents:

[OCTOBER 25, 2021 AGENDA.PDF](#)
[OCTOBER 25, 2021 CORRESPONDENCE.PDF](#)

1.1. October 25, 2021 Late Submission Item 23.1/24.1

Documents:

[OCTOBER 25, 2021 LATE SUBMISSION ITEM 23.1.PDF](#)



AGENDA

City of Salmon Arm Regular Council Meeting

Monday, October 25, 2021
1:00 p.m.

[Public Session Begins at 2:30 p.m.]
Council Chambers of City Hall
500 – 2 Avenue NE and by Electronic means

Page #	Item #	Description
	1.	CALL TO ORDER
1 – 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
3 – 20	6.	CONFIRMATION OF MINUTES
	1.	Regular Council Meeting Minutes of October 12, 2021
21 – 24	7.	COMMITTEE REPORTS
	1.	Development and Planning Services Committee Meeting Minutes of October 18, 2021
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
25 – 28	9.	STAFF REPORTS
	1.	Director of Engineering & Public Works - Award of RFP for Engineering Services for Auto Road Connector Detailed Design
29 – 32	2.	Chief Financial Officer – Banking and Merchant Services 2022 – 2026
33 – 36	3.	Director of Development Services – Recommendation to Cancel Notice Against Title of Lot 1, Plan EPP30784, Section 24, Township 20, Range 10, W6M, KDYD (2240 – 26 Avenue NE)
37 – 40	4.	Director of Corporate Services – 2021 – 2022 Property Insurance Renewal

- | | | |
|-----------|------------|--|
| | 10. | INTRODUCTION OF BYLAWS |
| 41 – 54 | 1. | City of Salmon Arm Zoning Amendment Bylaw No. 4477 [ZON-1221; Houghland, M., Padgham, P. and Gelineau, P. & K./Padgham, J.; 1120 17 Avenue SE; R1 to R8] – First and Second Readings |
| 55 – 70 | 2. | City of Salmon Arm Zoning Amendment Bylaw No. 4480 [ZON-1220; Karras, S./Tucker, H.; 1450 13 Avenue SE; R-7 to R-8] – First and Second Readings |
| 71 – 88 | 3. | City of Salmon Arm Zoning Amendment Bylaw No. 4481 [ZON-1218; City of Salmon Arm; Text Amendment; Addition of Dormitory Use to the P3 Zone] – First and Second Readings |
| | 11. | RECONSIDERATION OF BYLAWS |
| 89 – 94 | 1. | City of Salmon Arm Council Procedure Bylaw Amendment Bylaw No. 4479 – Final Reading |
| 95 – 100 | 2. | City of Salmon Arm Permissive Tax Exemption Bylaw No. 4476 – Final Reading |
| | 12. | CORRESPONDENCE |
| 101 – 102 | 1. | Informational Correspondence |
| 103 – 194 | 2. | MRDT Five Year Business Plan |
| | 13. | NEW BUSINESS |
| | 14. | PRESENTATIONS / DELEGATIONS |
| | 15. | COUNCIL STATEMENTS |
| | 16. | SALMON ARM SECONDARY YOUTH COUNCIL |
| | 17. | NOTICE OF MOTION |
| | 18. | UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS |
| 195 – 196 | 1. | 2022 Community Resiliency Investment Program |
| | 19. | OTHER BUSINESS |
| | 20. | QUESTION AND ANSWER PERIOD |

7:00 p.m.

Page #	Item #	Description
	21.	DISCLOSURE OF INTEREST
	22.	HEARINGS
197 - 220	23.	STATUTORY PUBLIC HEARINGS Zoning Amendment Application No. ZON1216 [Text Amendment; Storage]
	24.	RECONSIDERATION OF BYLAWS City of Salmon Arm Zoning Amendment Bylaw No. 4471 - Third Reading
	25.	QUESTION AND ANSWER PERIOD
221 - 222	26.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor Lavery

Seconded: Councillor Cannon

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

Vote Record

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

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

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Item 6.1

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of October 12, 2021, be adopted as circulated.

Vote Record

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

Opposed:

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:00 p.m. and reconvened at 2:30 p.m. on Tuesday, October 12, 2021.

PRESENT:

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

Acting Chief Administrative Officer/ Director of Corporate Services E. Jackson
 Director of Development Services K. Pearson
 Director of Engineering and Public Works R. Niewenhuizen
 Chief Financial Officer C. Van de Cappelle
 City Engineer J. Wilson
 Recorder C. Simmons (participated remotely)

ABSENT:

Councillor C. Eliason

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:02 p.m.

2. IN-CAMERA SESSION

0504-2021

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: pursuant to Section 90(1) (c) labour relations or other employee relations and (g) litigation or potential litigation affecting the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.

Council returned to Regular Session at 2:25 p.m.

Council recessed until 2:31 p.m.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

5. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with item 11.1 as DeMille's Farm Market is a client of his firm.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of September 27, 2021

0505-2021 Moved: Councillor Wallace Richmond
 Seconded: Councillor Cannon
 THAT: the Regular Council Meeting Minutes of September 27, 2021, be adopted
 as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Community Heritage Commission Meeting Minutes of September 20, 2021

0506-2021 Moved: Councillor Cannon
 Seconded: Councillor Lavery
 THAT: the Community Heritage Commission Meeting Minutes of September 20,
 2021, be received as information.

CARRIED UNANIMOUSLY

2. Social Impact Advisory Committee Meeting Minutes of September 24, 2021

0507-2021 Moved: Councillor Wallace Richmond
 Seconded: Councillor Flynn
 THAT: the Social Impact Advisory Committee Meeting Minutes of September 24,
 2021, be received as information.

CARRIED UNANIMOUSLY

3. Shuswap Regional Airport Operations Committee Meeting Minutes of September 15, 2021

0508-2021 Moved: Councillor Lavery
 Seconded: Councillor Flynn
 THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of
 September 15, 2021, be received as information.

CARRIED UNANIMOUSLY

4. Active Transportation Task Force Meeting Minutes of October 4, 2021

0509-2021 Moved: Councillor Lavery
 Seconded: Mayor Harrison
 THAT: the Active Transportation Task Force Meeting Minutes of October 4, 2021,
 be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS – continued

4. Active Transportation Task Force Meeting Minutes of October 4, 2021 – continued

0510-2021

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: Council direct staff to develop a Request for Proposal for a consultant to lead the process in creating an Active Transportation Master Plan for Salmon Arm.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Director of Engineering & Public Works – Drainage Master Planning and Funding Strategy

0511-2021

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Council adopt in principle the Stormwater Master Plan update completed by ISL Engineering and Land Services dated April 2020;

AND THAT: Council direct staff to create an implementation plan for a Stormwater Utility to provide consistent and specific funding towards necessary drainage infrastructure replacements, upgrades, extensions and operations and maintenance.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Council Procedure Bylaw Amendment Bylaw No. 4479 – First, Second and Third Readings

0512-2021

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Council Procedure Bylaw Amendment Bylaw No. 4479 be read a first, second and third time;

AND THAT: staff be directed to develop a policy for Electronic Meeting Management.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS – continued

2. City of Salmon Arm Permissive Tax Exemption Bylaw No. 4476 – First, Second and Third Readings

0513-2021

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Permissive Tax Exemption Bylaw No. 4476 be read a first, second and third time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Checkout Bag Regulation Bylaw No. 4478 – First, Second and Third Readings

0514-2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Checkout Bag Regulation Bylaw No. 4478 be read a first, second and third time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

Councillor Flynn declared a conflict of interest and left the meeting at 3:31 p.m.

1. City of Salmon Arm Zoning Amendment Bylaw No. 4473 [ZON-1219; DeMille's Farm Market; Text Amendment; C-8 – Farm Produce Commercial Zone] – Final Reading

0515-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4473 be read a final time.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:32 p.m.

2. City of Salmon Arm Zoning Amendment Bylaw No. 4474 [ZON-1220; Text Amendment; Regulating Ground Water Bottling] – Final Reading

0516-2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4474 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE1. Informational Correspondence

4. S. MacLachlan, Bastion Music Teacher – email dated September 24, 2021 – Bastion Elementary’s CBC Music Class Performance

0517-2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Council approve the closure of Lakeshore Drive on October 28, 2021 from 9:00 am to 11:30 am for the Bastion Elementary's CBC Music Class Performance, subject to adherence to the Provincial Health Officer's Guidelines and liability insurance.

CARRIED UNANIMOUSLY

5. J. Broadwell, Manager, Downtown Salmon Arm – letter dated October 5, 2021 – Downtown Farmer’s Market extending to Hudson Street

0518-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council approve the closure of Hudson Street, between Alexander Street and Ross Street from 7:00 am to 2:00 pm on October 16 and 23, subject to adherence to the Provincial Health Officer's Guidelines and liability insurance.

CARRIED UNANIMOUSLY

6. D. Podlubny, President, Shuswap Association for Rowing and Paddling – letter dated September 29, 2021 – Request for Purple-Air Sensor at the Canoe Beach Water Treatment Plan

0519-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the purchase of purple-air sensor to be installed at the Water Treatment Plan be forwarded to the 2022 budget, subject to the need of an additional sensor in the area.

CARRIED

Councillor Lindgren Opposed

13. NEW BUSINESS

The Meeting recessed at 3:49 p.m.

The Meeting reconvened at 3:57 p.m.

14. PRESENTATIONS**1. Cilla Budda, Shuswap Society for the Arts and Culture**

Cilla Budda, Shuswap Society for the Arts and Culture outlined the request for a future Performing Arts Centre on City property. She was available to answer questions from Council.

2. Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report July to September 2021

Staff Sergeant West, Salmon Arm RCMP Detachment provided an overview of the quarterly policing reports from July to September 2021. He 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****1. Director of Corporate Services – 2022 Council Meeting and Development and Planning Services Committee Meeting Schedule**

0473-2021

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council approve the 2022 Council Meeting Scheduled and the 2022 Development and Planning Services Committee Meeting Schedule, as attached to the staff report dated August 31, 2021.

CARRIED UNANIMOUSLY

19. OTHER BUSINESS**20. QUESTION AND ANSWER PERIOD****2. IN-CAMERA SESSION – continued**

0520-2021

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; and (g) litigation or potential litigation affecting the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 5:04 p.m.
Council returned to Regular Session at 5:29 p.m.
Council recessed until 7:00 p.m.

PRESENT:

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

Acting Chief Administrative Officer/ Director of Corporate Services E. Jackson
Director of Development Services K. Pearson
Director of Engineering and Public Works R. Niewenhuizen
Recorder C. Simmons

ABSENT:

Councillor C. Eliason

21. DISCLOSURE OF INTEREST

22. HEARINGS

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1217 [Browne Johnson Land Surveyors/Appeldoorn Developments Ltd.; 1640 10 Street SE; R-1 to R-8]

The Director of Development Services explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

J. Grieve, the applicant, explained the intent of the application and was available to answer questions from Council.

J. Johnson, the agent, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:15 p.m.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4475 [ZON-1217; Browne Johnson Land Surveyors/Appeldoorn Developments Ltd.; 1640 10 Street SE; R-1 to R-8] - Third and Final Readings

0521-2021

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4475 be read a third and final time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0522-2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of October 12, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:19 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

Adopted by Council the day of , 2021.

MAYOR

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:00 p.m. and reconvened at 2:30 p.m. on Tuesday, October 12, 2021.

PRESENT:

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

Acting Chief Administrative Officer/ Director of Corporate Services E. Jackson
 Director of Development Services K. Pearson
 Director of Engineering and Public Works R. Niewenhuizen
 Chief Financial Officer C. Van de Cappelle
 City Engineer J. Wilson
 Recorder C. Simmons (participated remotely)

ABSENT:

Councillor C. Eliason

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:02 p.m.

2. IN-CAMERA SESSION

0504-2021 Moved: Councillor Flynn
 Seconded: Councillor Lindgren
 THAT: pursuant to Section 90(1) (c) labour relations or other employee relations
 and (g) litigation or potential litigation affecting the municipality; of the
 Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.
 Council returned to Regular Session at 2:25 p.m.
 Council recessed until 2:31 p.m.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

5. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with item 11.1 as DeMille's Farm Market is a client of his firm.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of September 27, 2021

0505-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of September 27, 2021, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Community Heritage Commission Meeting Minutes of September 20, 2021

0506-2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Community Heritage Commission Meeting Minutes of September 20, 2021, be received as information.

CARRIED UNANIMOUSLY

2. Social Impact Advisory Committee Meeting Minutes of September 24, 2021

0507-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of September 24, 2021, be received as information.

CARRIED UNANIMOUSLY

3. Shuswap Regional Airport Operations Committee Meeting Minutes of September 15, 2021

0508-2021

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of September 15, 2021, be received as information.

CARRIED UNANIMOUSLY

4. Active Transportation Task Force Meeting Minutes of October 4, 2021

0509-2021

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of October 4, 2021, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS – continued

4. Active Transportation Task Force Meeting Minutes of October 4, 2021 – continued

0510-2021

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: Council direct staff to develop a Request for Proposal for a consultant to lead the process in creating an Active Transportation Master Plan for Salmon Arm.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Director of Engineering & Public Works – Drainage Master Planning and Funding Strategy

0511-2021

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Council adopt in principle the Stormwater Master Plan update completed by ISL Engineering and Land Services dated April 2020;

AND THAT: Council direct staff to create an implementation plan for a Stormwater Utility to provide consistent and specific funding towards necessary drainage infrastructure replacements, upgrades, extensions and operations and maintenance.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Council Procedure Bylaw Amendment Bylaw No. 4479 – First, Second and Third Readings

0512-2021

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Council Procedure Bylaw Amendment Bylaw No. 4479 be read a first, second and third time;

AND THAT: staff be directed to develop a policy for Electronic Meeting Management.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS – continued

2. City of Salmon Arm Permissive Tax Exemption Bylaw No. 4476 – First, Second and Third Readings

0513-2021

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Permissive Tax Exemption Bylaw No. 4476 be read a first, second and third time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Checkout Bag Regulation Bylaw No. 4478 – First, Second and Third Readings

0514-2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Checkout Bag Regulation Bylaw No. 4478 be read a first, second and third time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

Councillor Flynn declared a conflict of interest and left the meeting at 3:31 p.m.

1. City of Salmon Arm Zoning Amendment Bylaw No. 4473 [ZON-1219; DeMille's Farm Market; Text Amendment; C-8 – Farm Produce Commercial Zone] – Final Reading

0515-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4473 be read a final time.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:32 p.m.

2. City of Salmon Arm Zoning Amendment Bylaw No. 4474 [ZON-1220; Text Amendment; Regulating Ground Water Bottling] – Final Reading

0516-2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4474 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

1. Informational Correspondence

4. S. MacLachlan, Bastion Music Teacher – email dated September 24, 2021 – Bastion Elementary’s CBC Music Class Performance

0517-2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Council approve the closure of Lakeshore Drive on October 28, 2021 from 9:00 am to 11:30 am for the Bastion Elementary's CBC Music Class Performance, subject to adherence to the Provincial Health Officer’s Guidelines and liability insurance.

CARRIED UNANIMOUSLY

5. J. Broadwell, Manager, Downtown Salmon Arm – letter dated October 5, 2021 – Downtown Farmer’s Market extending to Hudson Street

0518-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council approve the closure of Hudson Street, between Alexander Street and Ross Street from 7:00 am to 2:00 pm on October 16 and 23, subject to adherence to the Provincial Health Officer’s Guidelines and liability insurance.

CARRIED UNANIMOUSLY

6. D. Podlubny, President, Shuswap Association for Rowing and Paddling – letter dated September 29, 2021 – Request for Purple-Air Sensor at the Canoe Beach Water Treatment Plan

0519-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the purchase of purple-air sensor to be installed at the Water Treatment Plan be forwarded to the 2022 budget, subject to the need of an additional sensor in the area.

CARRIED

Councillor Lindgren Opposed

13. NEW BUSINESS

The Meeting recessed at 3:49 p.m.

The Meeting reconvened at 3:57 p.m.

14. PRESENTATIONS**1. Cilla Budda, Shuswap Society for the Arts and Culture**

Cilla Budda, Shuswap Society for the Arts and Culture outlined the request for a future Performing Arts Centre on City property. She was available to answer questions from Council.

2. Staff Sergeant West, Salmon Arm RCMP Detachment - Quarterly Policing Report July to September 2021

Staff Sergeant West, Salmon Arm RCMP Detachment provided an overview of the quarterly policing reports from July to September 2021. He 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****1. Director of Corporate Services - 2022 Council Meeting and Development and Planning Services Committee Meeting Schedule**

0473-2021

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council approve the 2022 Council Meeting Scheduled and the 2022 Development and Planning Services Committee Meeting Schedule, as attached to the staff report dated August 31, 2021.

CARRIED UNANIMOUSLY

19. OTHER BUSINESS**20. QUESTION AND ANSWER PERIOD****2. IN-CAMERA SESSION - continued**

0520-2021

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; and (g) litigation or potential litigation affecting the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 5:04 p.m.
Council returned to Regular Session at 5:29 p.m.
Council recessed until 7:00 p.m.

PRESENT:

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

Acting Chief Administrative Officer/ Director of Corporate Services E. Jackson
Director of Development Services K. Pearson
Director of Engineering and Public Works R. Niewenhuizen
Recorder C. Simmons

ABSENT:

Councillor C. Eliason

21. **DISCLOSURE OF INTEREST**

22. **HEARINGS**

23. **STATUTORY PUBLIC HEARINGS**

1. **Zoning Amendment Application No. ZON-1217 [Browne Johnson Land Surveyors/Appeldoorn Developments Ltd.; 1640 10 Street SE; R-1 to R-8]**

The Director of Development Services explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

J. Grieve, the applicant, explained the intent of the application and was available to answer questions from Council.

J. Johnson, the agent, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:15 p.m.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4475 [ZON-1217; Browne Johnson Land Surveyors/Appeldoorn Developments Ltd.; 1640 10 Street SE; R-1 to R-8] - Third and Final Readings

0521-2021

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4475 be read a third and final time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0522-2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of October 12, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:19 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

Adopted by Council the day of , 2021.

MAYOR

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Item 7.1

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of October 18, 2021, be received as information.

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on Monday, October 18, 2021.

PRESENT:

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

Acting Chief Administrative Officer/
 Director of Corporate Services E. Jackson
 Director of Engineering & Public Works R. Niewenhuizen
 Director of Development Services K. Pearson
 Chief Financial Officer C. Van de Cappelle
 Recorder B. Puddifant

ABSENT:

Councillor C. Eliason

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. REVIEW OF THE AGENDA

4. DISCLOSURE OF INTEREST

Councillor Wallace Richmond declared a conflict with Item 5.3 as Okanagan College is a client of her business.

5. REPORTS

1. Zoning Amendment Application No. ZON-1221 [Gelineau, K. & P./Houghland, M./Padgham, J.; 1120 17 Avenue SE; R-1 to R-8]

Moved: Councillor Lindgren

Seconded: Councillor Cannon

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 27, Section 12, Township 20, Range

5. REPORTS - continued

1. Zoning Amendment Application No. ZON-1221 (Gelineau, K. & P./ Houghland, M./Padgham, I.; 1120 17 Avenue SE; R-1 to R-8] - continued

10, W6M, KDYD, Plan EPP83069 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone).

M. Houghland and J. Padgham, the applicants, were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Zoning Amendment Application No. ZON-1220 [Karras, S./Tucker, H.; 1450 13 Avenue SE; R-7 to R-8]

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 13, Section 12, Township 20, Range 10, W6M, KDYD, Plan 9687 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).

H. Tucker and S. Karras, the applicants, were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond declared a conflict and left the meeting at 8:10 a.m.

3. Zoning Amendment Application No. ZON-1218 [City of Salmon Arm; Text Amendment; Addition of Dormitory Use to the P3 Zone]

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

1. Section 2 - Definitions

Add the following definition:

DORMITORY means a *building* or portion thereof in which *sleeping units* are provided and/or rented for occupancy by students and/or staff members affiliated with a college, university, school, religious order, hospital or similar institution. A dormitory may contain communal dining facilities and self-contained *dwelling units*.

2. Section 27 - P-3 - Institutional Zone

Add a subsection to section 27.3 - Permitted Uses - and renumber the balance accordingly;

.5 *dormitory*

5. REPORTS – continued

3. Zoning Amendment Application No. ZON-1218 [City of Salmon Arm; Text Amendment; Addition of Dormitory Use to the P3 Zone] - continued

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

J. Ragsdale, Dean of Okanagan College and P. Reyes, Faction Projects Inc., were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 8:21 a.m.

6. PRESENTATIONS

1. G. Casselman, Waste Reduction Coordinator, Columbia Shuswap Regional District – Solid Waste Management Program

Graham Casselman, Waste Reduction Coordinator, Columbia Shuswap Regional District outlined the CSRD Solid Waste Management Program and was available to answer questions from the Committee.

2. Director of Engineering & Public Works – Curbside Collection Program Update and presentation by J. Mills, Engineering Assistant, City of Salmon Arm

Jon Mills, Engineering Assistant provided an update on the City of Salmon Arm Curbside Collection and was available to answer questions from the Committee.

7. CORRESPONDENCE

8. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of October 18, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:31 a.m.

Mayor Alan Harrison
Chair

Minutes received as information by Council
at their Regular Meeting of , 2021.

Item 9.1

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor

Seconded: Councillor

THAT: the proposal for Engineering Services for the Auto Road Connector Detailed Design be awarded to ISL Engineering and Land Services Ltd. for \$99,565 plus taxes, as applicable.

Vote Record

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

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Chris Moore, Engineering Assistant
DATE: October 19, 2021
SUBJECT: **AWARD OF RFP FOR ENGINEERING SERVICES FOR
AUTO ROAD CONNECTOR DETAILED DESIGN**

STAFF RECOMMENDATION

THAT: The proposal for Engineering Services for the Auto Road Connector Detailed Design be awarded to ISL Engineering and Land Services Ltd. for \$99,565 plus taxes, as applicable.

BACKGROUND

A Request for Proposals for Engineering Services for the Detailed Design only of the Auto Road Connector was issued on September 17 2021 and four (4) proposals were received on October 8, 2021.

The Auto Road Connector project includes approximately 700 metres of urban arterial roadway (CoSA Standard Drawing No. RD-4, 25.0m dedication) through challenging topography and a crossing of a high-pressure Fortis gas corridor. The scope includes all structures and utilities necessary to facilitate construction of the roadway such as retaining walls and storm water collection systems as well as detailed design of all utilities necessary to service future development within the road corridor (storm, water, sanitary, hydro, telecommunications, gas). Also included within the scope is the design (to 70% stage) of the 5 Street SE extension to Auto Road and the termination of 10 Avenue SE at the top and bottom of Shoemaker Hill.

Due to the complexity and scale of the project, the evaluation criteria was weighted towards team experience and understanding of the project constraints and only 10% of the evaluation was based on cost.

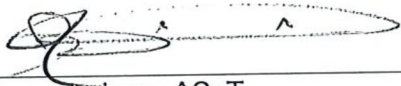
The proposals received were evaluated using our evaluation matrix, in accordance with the criteria listed in the RFP. The following is a summary.

Company	Quote	Tax	Total	Evaluation
ISL	\$99,565.00	\$4,978	\$104,543.00	1
Gentech	\$71,992.00	\$3,599.60	\$75,591.60	2
WSP	\$180,955.00	\$9,047.75	\$190,002.75	3
Lawson	\$135,335.00	\$6,766.75	\$142,101.75	4

STAFF COMMENTS

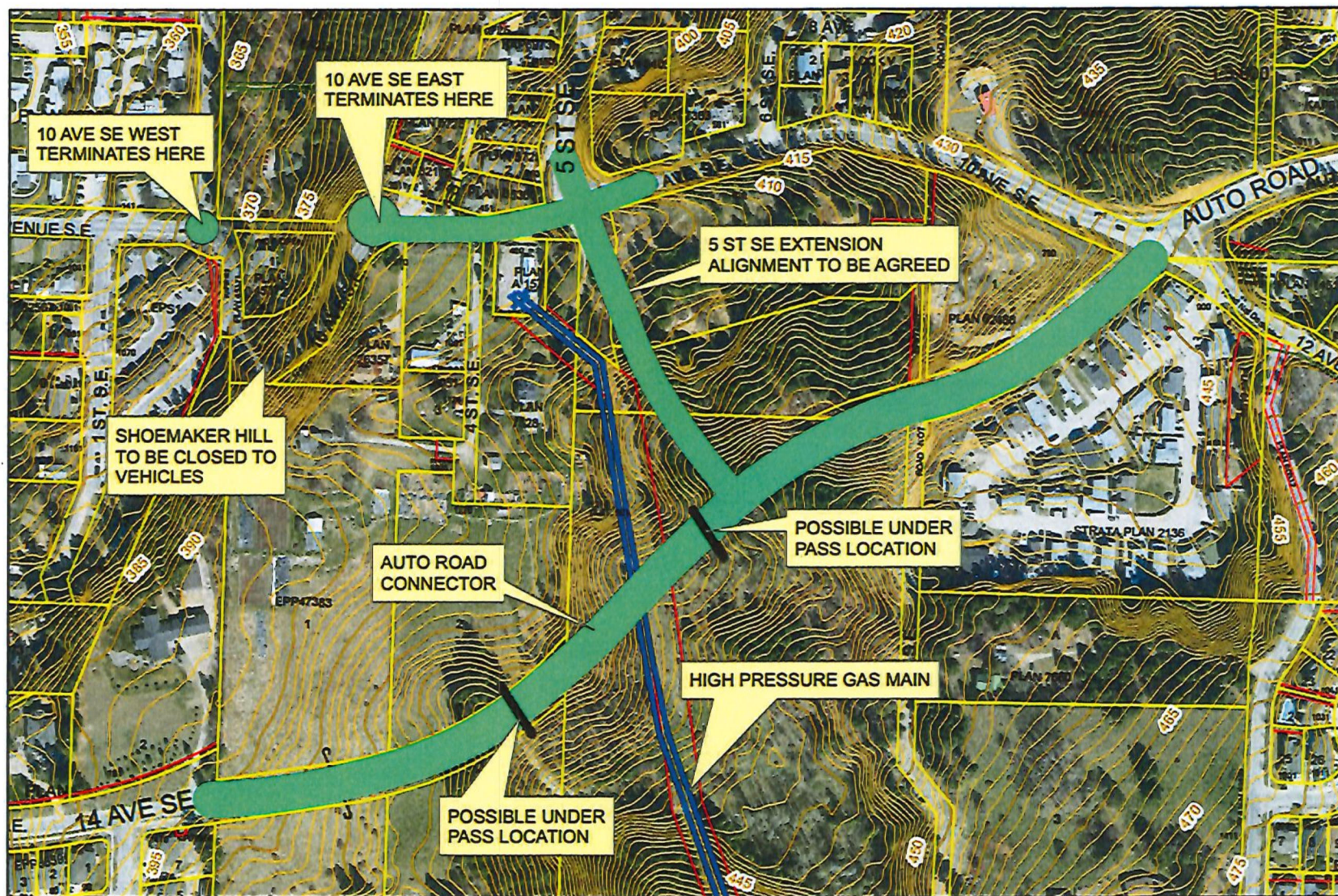
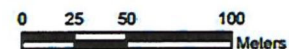
We are recommending award to ISL Engineering and Land Services Ltd for \$99,565.00 plus taxes as applicable, in accordance with their proposal submitted. Although their proposal was not the lowest bid, it was the most comprehensive proposal, showing an excellent understanding of all of the constraints and requirements of this project, together with a highly experienced design team. The proposal included value added components such as intersection and traffic safety analysis, active transportation recommendations, archeology and environmental review.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

Auto Road Connector Location Plan



Thursday, September 16, 2021

Item 9.2

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council award the Banking Services Contract to Scotiabank for the five (5) year term of January 1, 2022 to December 31, 2026;

AND THAT: the Mayor and Corporate Officer be authorized to execute the Merchant Agreement with Chase Merchant Services for the five (5) year term of January 1, 2022 to December 31, 2026.

Vote Record

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

Opposed:

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

To: Mayor Harrison and Members of Council
 Date: October 18, 2021
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Banking and Merchant Services – 2022 - 2026

Recommendation:

THAT: The City of Salmon Arm award the Banking Services Contract to Scotiabank for the five (5) year term of January 1, 2022 to December 31, 2026;

AND THAT: The Mayor and Corporate Officer be authorized to execute the Merchant Agreement with Chase Merchant Services for the five (5) year term of January 1, 2022 to December 31, 2026;

Background:

The City of Salmon Arm (City) issued a Request for Proposal (RFP) for its banking and credit/debit merchant service requirements pursuant to Policy No. 7.1 to six (6) local financial institution for a five (5) year term, with a City option to extend for an additional two (2) year period.

The City considered the following criteria and associated costs in evaluating the proposals:

Criteria	Maximum Rating
Understanding of engagement and quality of proposal	3
Extent of services available and ability to meet service requirements	15
Business and technical reputation, capabilities and experience	10
Financial stability	10
Deposit insurance	5
Customer service	10
Transition Implementation Plan and cost for the City to change financial institutions	10
Compatibility with City's financial hardware and software	5
Other optional services or value added services	2
References	5
Cost of services, including coin processing	<u>25</u>
Total	100

The City received only one (1) proposal from Scotiabank, which met the mandatory submission criteria. The proposal was evaluated and rated in consideration of the above.

The estimated annual cost of service is outlined as follows:

Services	Scotiabank
Core Service	\$1,567.31
Coin Processing - 3 rd Party*	3,570.00
Total Annual Cost	\$5,137.31
Conversion Costs (One Time Cost)**	0.00
	\$5,137.31

* Represents the annual cost paid to SASCU Credit Union annually to process coin.

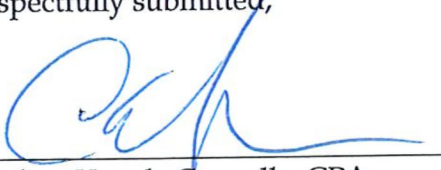
** Scotiabank is the current service provider therefore no conversion or one-time staff costs.

Merchant Services (debit and credit) are contracted separately from Scotiabank's services. Scotiabank's proposal included a proposal from Chase Merchant Services, who is also the City's current merchant service provider. Chase's proposal offered reductions in Terminal Rentals and Administration Fees. With the new EMV Fuel System at the Airport (certified for use through Global Payments only), the City has seen a decline in credit transactions. Many of the transaction rates are set by Payment Brands (i.e. Visa or MasterCard) and passed along to the City. Chase does not have the authority to set or change these rates. While these fees do impact the City, current credit volumes are resulting in a base minimum fee only. These costs have been factored into the annual cost of service.

Overall, Scotiabank's proposal ranked high in relation to the evaluation criteria and the estimated annual cost of core service has increased a nominal \$270.00 since the last RFP analysis. The cost of coin processing has gone down (approximately 58%) since the last RFP analysis which is consistent with the general transition to electronic payment options. In addition, the estimated annual cost of service is within budget.

In summary, the City has enjoyed an excellent working relationship with Scotiabank and it is therefore recommended that Scotiabank and Chase Merchant Services be awarded the Banking Services Contract and Merchant Services Contract for the five (5) year term of January 1, 2022 to December 31, 2026. The optional extension period (2027 and 2028) will be considered in 2026.

Respectfully submitted,



Chelsea Van de Cappelle, CPA

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Item 9.3

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor

Seconded: Councillor

THAT: the notice filed against the property title of Lot 1, Plan EPP30784, Section 24, Township 20, Range 10, W6M, KDYD (2240 26 Avenue NE) pursuant to Section 57 of the Community Charter be cancelled.

Vote Record

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

Opposed:

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

**CITY OF
SALMON ARM**

TO: His Worship Mayor Harrison and Council

FROM: Maurice Roy, Manager of Permits and Licensing

DATE: October 18, 2021

SUBJECT: **Recommendation to Cancel Notice Against Title of Lot 1, Plan EPP30784, Section 24, Township 20, Range 10, W6M, KDYD (2240 – 26 Avenue NE).**

OWNER(S): Sergei Grigorjew

LAND TITLE REGISTRY No.: LB524064


PREVIOUS BYLAW INFRACTION: Building Bylaw No. 3535, Section 15.4 (inspections outstanding) and Section 3.1.1 (building permit required).

Recommendation:

THAT: the notice filed against the property title of **Lot 1, Plan EPP30784, Section 24, Township 20, Range 10, W6M, KDYD (2240 – 26 Avenue NE)** pursuant to Section 57 of the Community Charter be cancelled.

BACKGROUND:

The owners obtained a building permit to construct a single family dwelling in 2015 but failed to request the final inspection to close the file. Further, the owners failed to obtain a building permit for a retaining wall which required an engineer's approval. All outstanding deficiencies have now been remediated. The owners have also paid all required fees therefore the file can be closed and the notice removed from the title.



Report prepared by Maurice Roy, Manager of Permits & Licensing

MR:
attach.

Mo.

*** REPRINT OF ***
RECEIPT RECORDCITY OF SALMON ARM
500 2 AVENUE NE BOX 40
SALMON ARM, BC V1E 4N2
Phone No. : (250)803-4000
Fax No. : (250)803-4041--- Item ID #0001 ---
FILEBLDG : File Search, Buil

1@ 250.00 250.00 G

--- Item ID #0002 ---
BLDG-PER : Building Permit

1@ 51.00 51.00

Payment Subtotal 301.00
PST 0.00
GST R119335925 12.50

Payment Total 313.50

=====

Interac 313.50

PAYEE: SERGEI GRIGORJEV
DESC.: REMOVE NOT TITLE-2240 26 AVE NE
DESC.: P17011B/2240 26 AVE NE
Change 0.0013-Oct-21 15:26:37
D:0000008426 B:2021101301
CASHIER R:0000443227

THANK YOU FOR YOUR PAYMENT

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Item 9.4

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council award the contract for provision of Property, Crime, Equipment Breakdown, Marina Operators Legal Liability, Environmental Impairment Liability and Cyber insurance to the Municipal Insurance Association of BC for the period of September 17, 2021 to September 17, 2022 for \$179,844.00.

Vote Record

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

Opposed:

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



TO: His Worship Mayor Harrison and Members of Council

DATE: October 20, 2021

SUBJECT: 2021- 2022 Property Insurance Renewal

Recommendation

THAT: Council award the contract for provision of Property, Crime, Equipment Breakdown, Marina Operators Legal Liability Environmental Impairment Liability and Cyber insurance to the Municipal Insurance Association of BC for the period of September 17, 2021 to September 17, 2022 for \$179,844.00.

Background:

In July 2018 the City undertook a Request for Proposals (RFP) process to obtain Property, Crime, Equipment Breakdown (Boiler & Machinery), Marina Operators Legal Liability and Environmental Impairment Liability insurance. The Municipal Insurance Association of BC (MIABC) was awarded the contract.

A historical premium breakdown is as follows:

	2018/19	2019/20	2020/21	2021/2022
Property	\$136,402.00	\$141,419.00	\$145,220.00	\$152,024.00
Mobile Equipment	Included	Included	Included	Included
Marina Operators Liability	\$3,400.00	\$2,851.00	\$3,134.00	\$3,492.00
Crime	Included	Included	Included	
Equipment Breakdown	\$6,738.00	\$5,989.00	\$6,524.00	\$6,643.00
Environmental Impairment Liability (EIL)	\$7,425.00	\$8,238.00	\$3,646.00	\$4,575.00
Cyber	-	-	\$8,100.00	\$9,110.00
Commission / Broker Fee	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00

Total	\$157,965.00	\$162,497.00	\$170,624.00	\$179,844.00
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Premium changes have been attributable to increases in the City's property values and market conditions, as well as the addition of Cyber coverage in the 2020/21 term.

The initial contract was for a three (3) year period; however, staff recommend a one-year extension with MIABC for \$179,844.00. An RFP will be issued in June 2022 to procure these services for 2022/23 and beyond.

Respectfully Submitted,



Erin Jackson

Acting Chief Administrative Officer / Director of Corporate Services

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Item 10.1

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4477 be read a first and second time.

[ZON-1221; Houghland, M., Padgham, P. and Gelineau, P. & K./Padgham, J.; 1120 17 Avenue SE; R1 to R8]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: September 24, 2021

Subject: Zoning Bylaw Amendment Application No. 1221

Legal: Lot 27, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069
 Civic Address: 1120 17 Avenue SE
 Owner/Applicant: K. & P. Gelineau, M. Houghland & J. Padgham

STAFF RECOMMENDATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 27, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069 from R1 (Single Family Residential) to R8 (Residential Suite Zone).

PROPOSAL

To rezone a single family dwelling R1 (Single Family Residential Zone) property to R8 (Residential Suite Zone) in order to permit the development of a secondary suite within single family dwelling that is under construction.

BACKGROUND

The subject property is located in the Byersview Subdivision in the Hillcrest neighbourhood (Appendix 1 & 2). The parcel is designated Residential Low Density in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

Adjacent land uses include the following:

North: Single Family Residence	Zoned R1
South: Single Family Residence	Zoned R1
East: Single Family Residence & Suite	Zoned R1 & R8
West: Single Family Residence	Zoned R1

The subject property is approximately 860.6m² in area. A 302m² (3253ft²) single family dwelling is under construction. The proposed basement suite is approximately 60m² (645ft²). The entrance to the proposed suite is on the west side of the building. Drawings provided in support of the rezoning application are attached as Appendix 5. Parking is to be provided onsite in the proposed driveway. The site plan shows a 3.0m wide easement along the west property line, the easement protects private sewer and storm connections for the upland property. The proposed development would not impact the easement area.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the subject property has potential to meet the conditions for the development of a secondary suite, including sufficient space to meet the parking requirement.

COMMENTS

Engineering Department

The Engineering Department has no concerns to the rezoning of this property.

Building Department

No concerns with the rezoning. The completion of the basement suite should be compliant with BC Building Code. A Building Permit for the construction of a single family dwelling with an unfinished basement is under review, should the rezoning be approved a separate Building Permit application would be required for the completion of the basement.

Fire Department

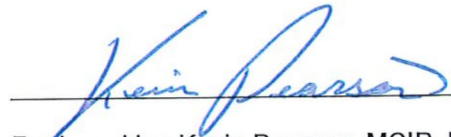
No concerns.

Planning Department

The conversion of a portion of the basement into a secondary suite is supported by the previously mentioned OCP policy and the proposed layout of the unit is compliant with zoning requirements, including an additional off-street parking space for the suite. Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).



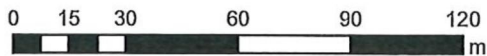
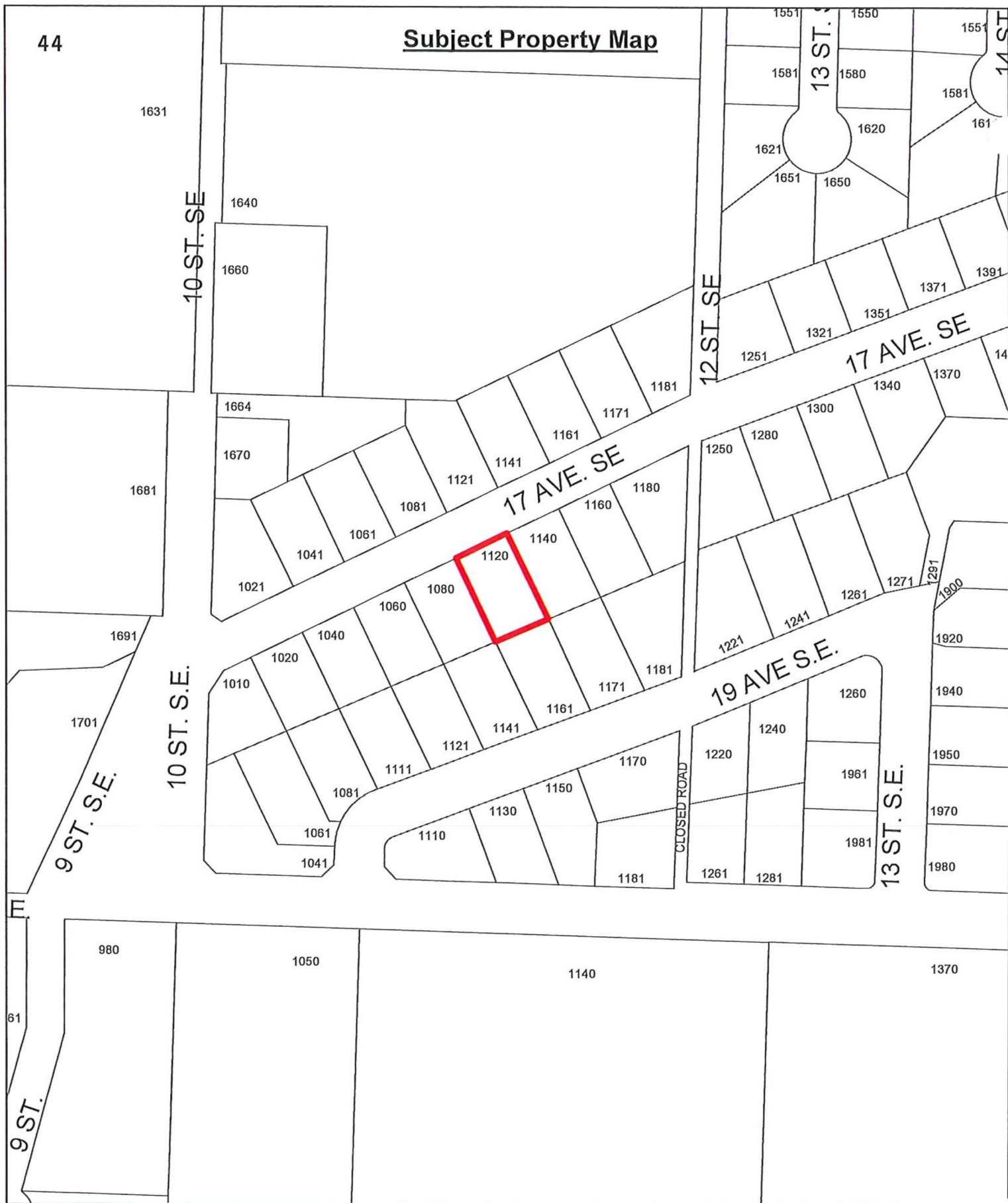
Prepared by: Melinda Smyrl, MCIP, RPP
Planner III





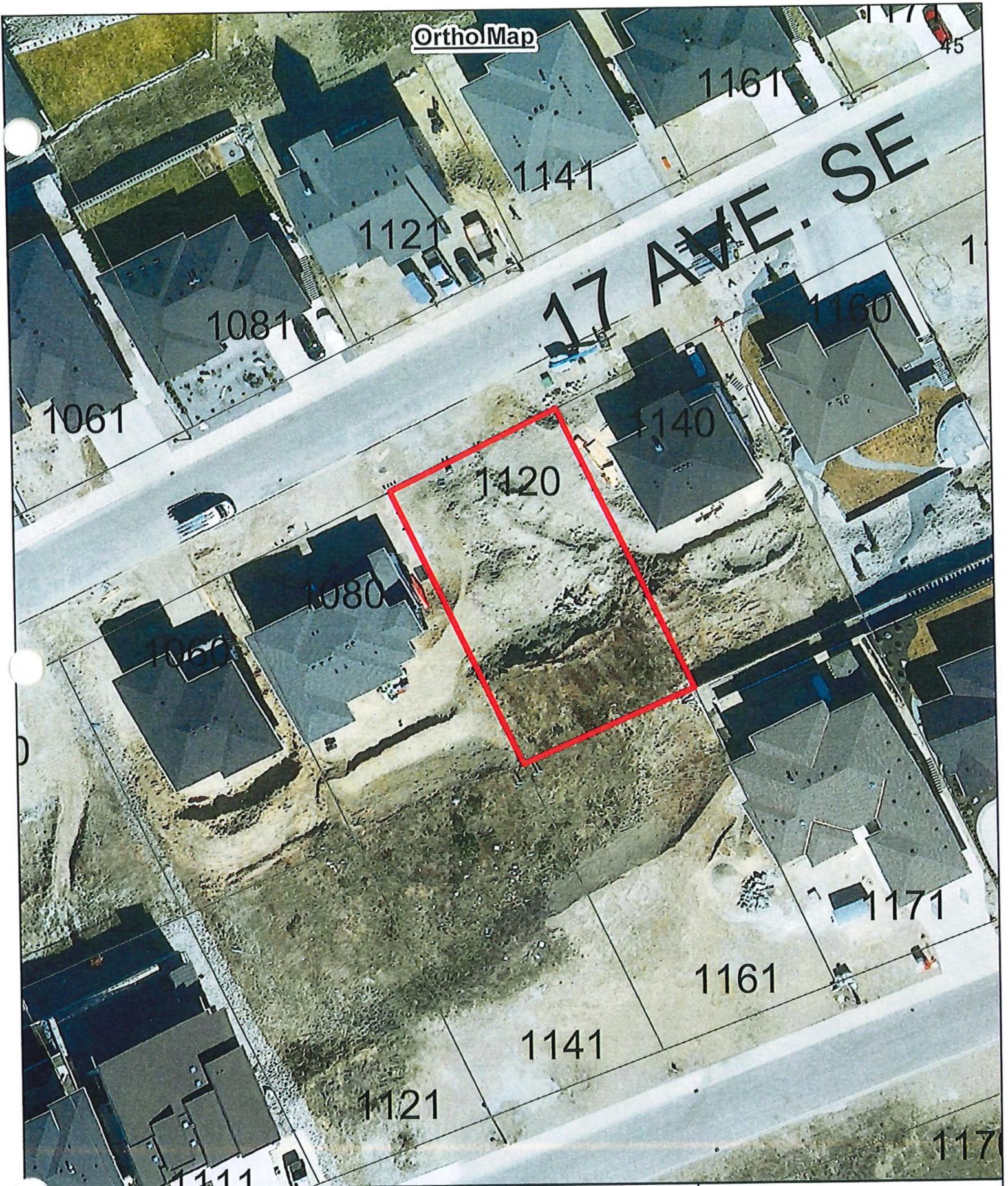
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

44

Subject Property Map

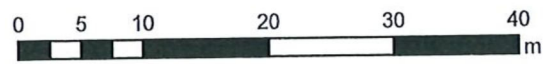


-  Subject Property
-  Parcels




OrthoMap

17 AVE. SE

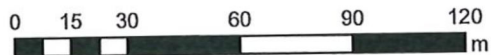
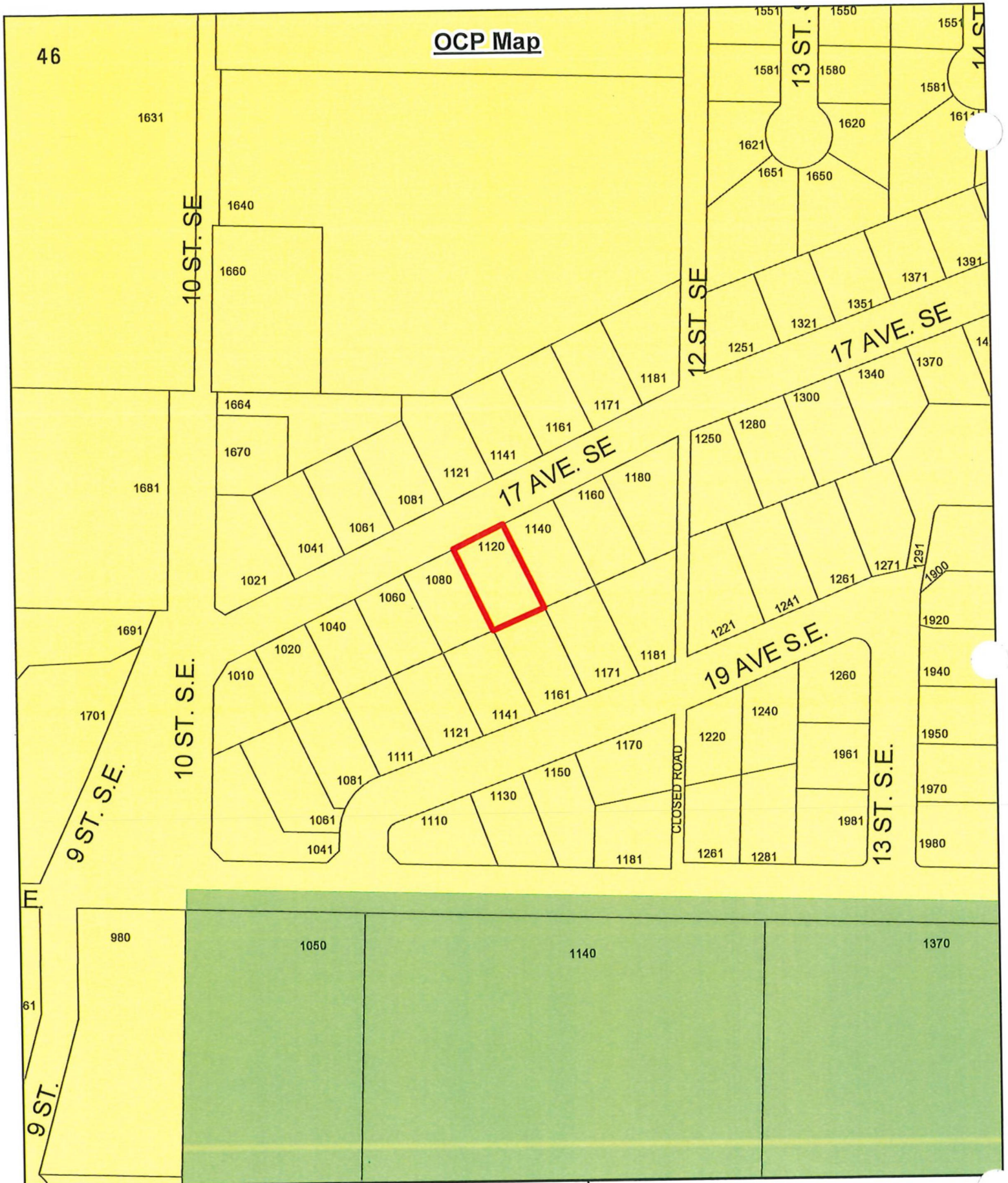


Ortho Photo Date: 2021

-  Subject Property
-  Parcels

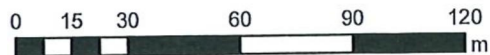
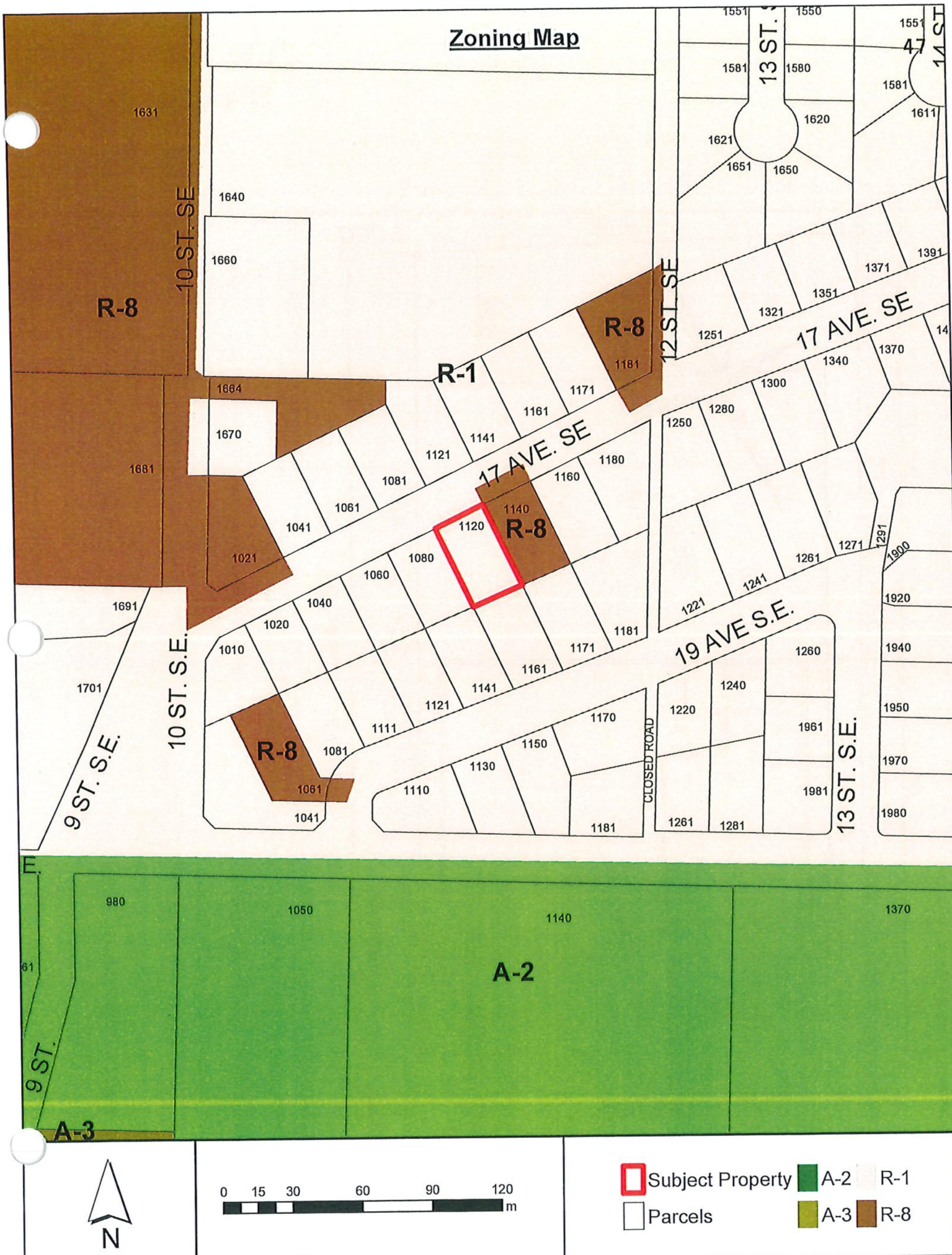
OCP Map

46



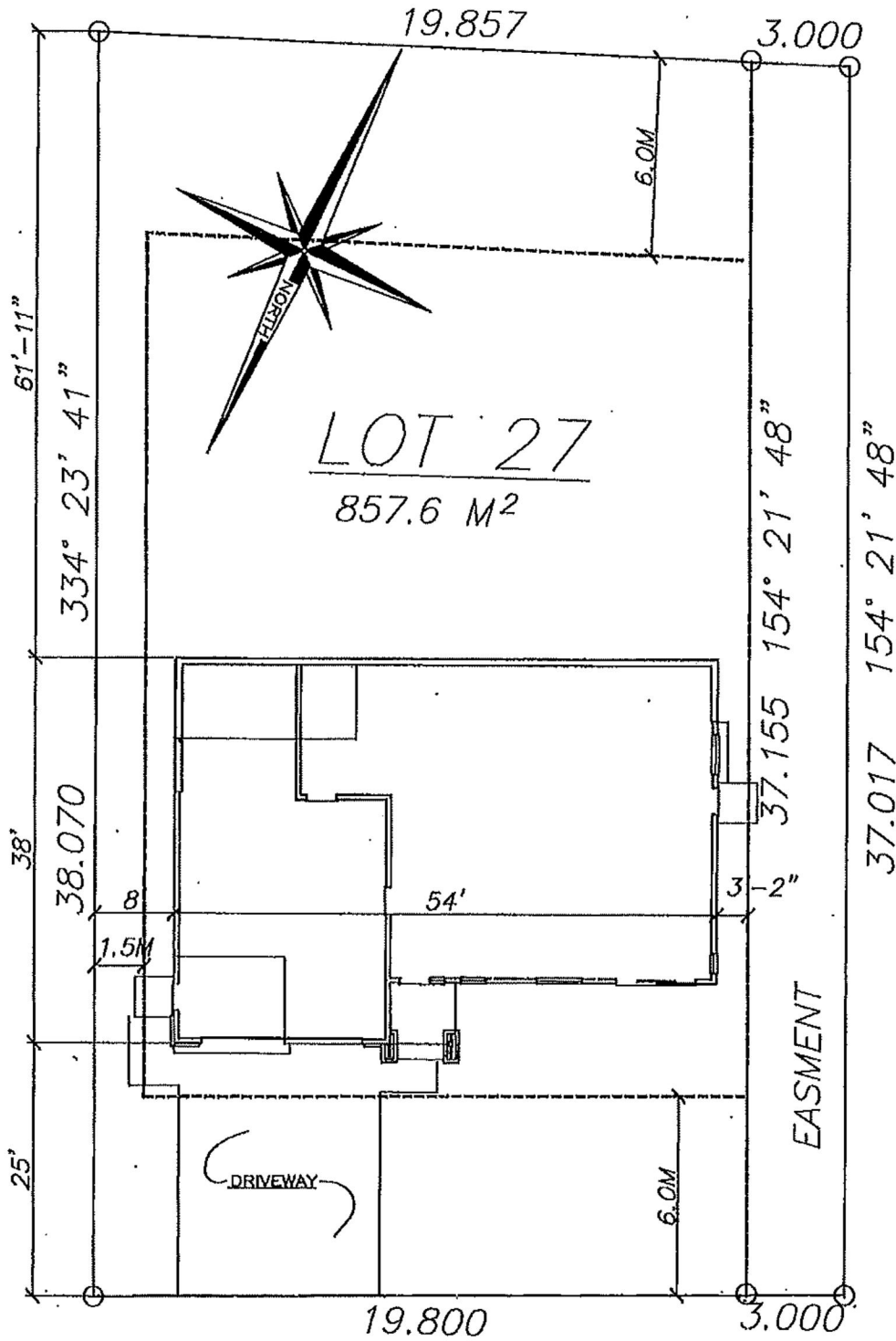
-  Subject Property
-  Acreage Reserve
-  Parcels
-  Residential - Low Density

Zoning Map



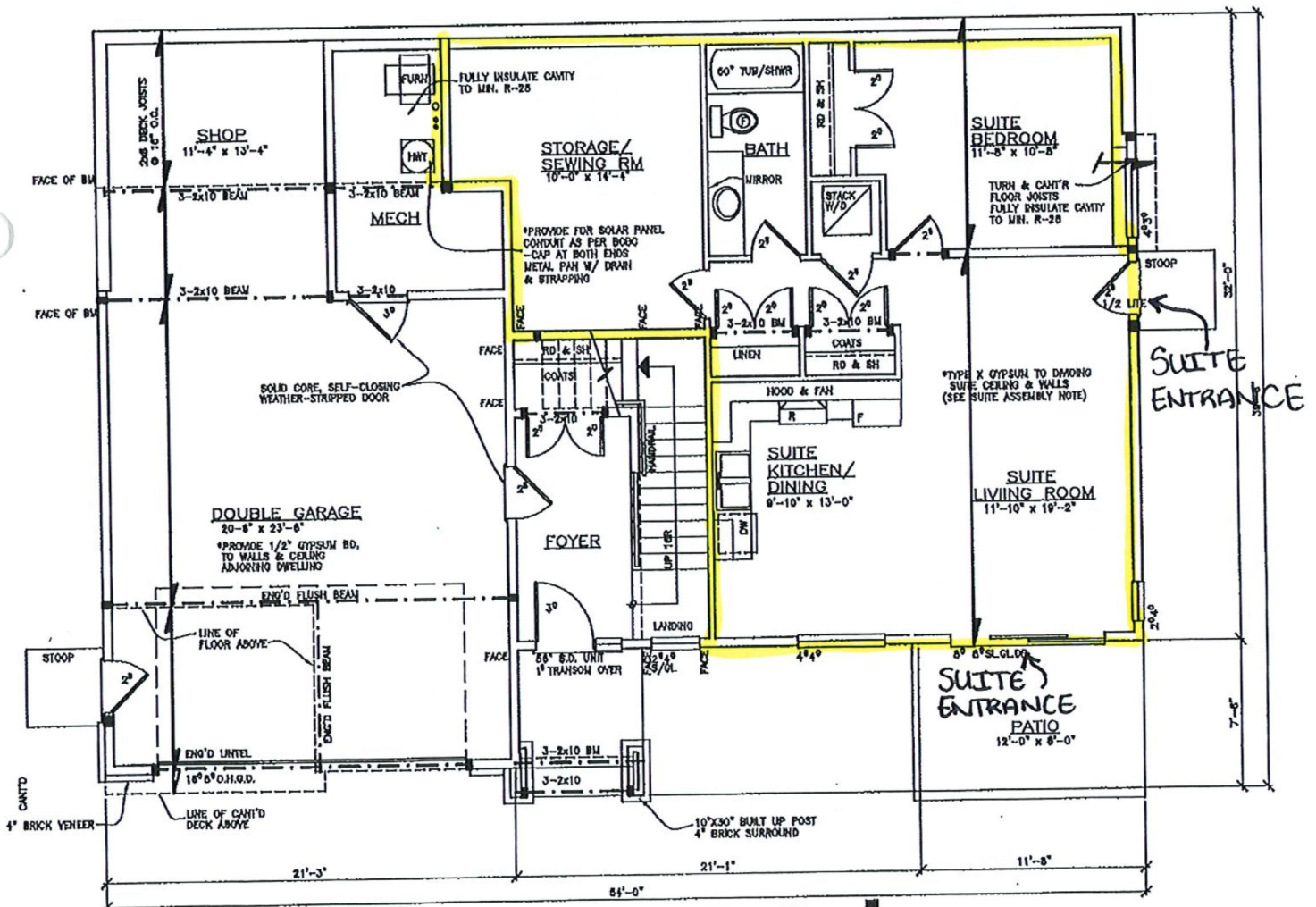
- Subject Property
- A-2
- R-1
- Parcels
- A-3
- R-8

Site Plan
BP#16928B



17TH AVE SE

Basement Suite 49
Plan



BASEMENT FLOOR PLAN

FINISHED AREA = 175 SQ. FT.
SUITE AREA = 644 SQ. FT. (INCLUDING MECH).
GARAGE AREA = 776 SQ. FT. (INCLUDING MECH.)

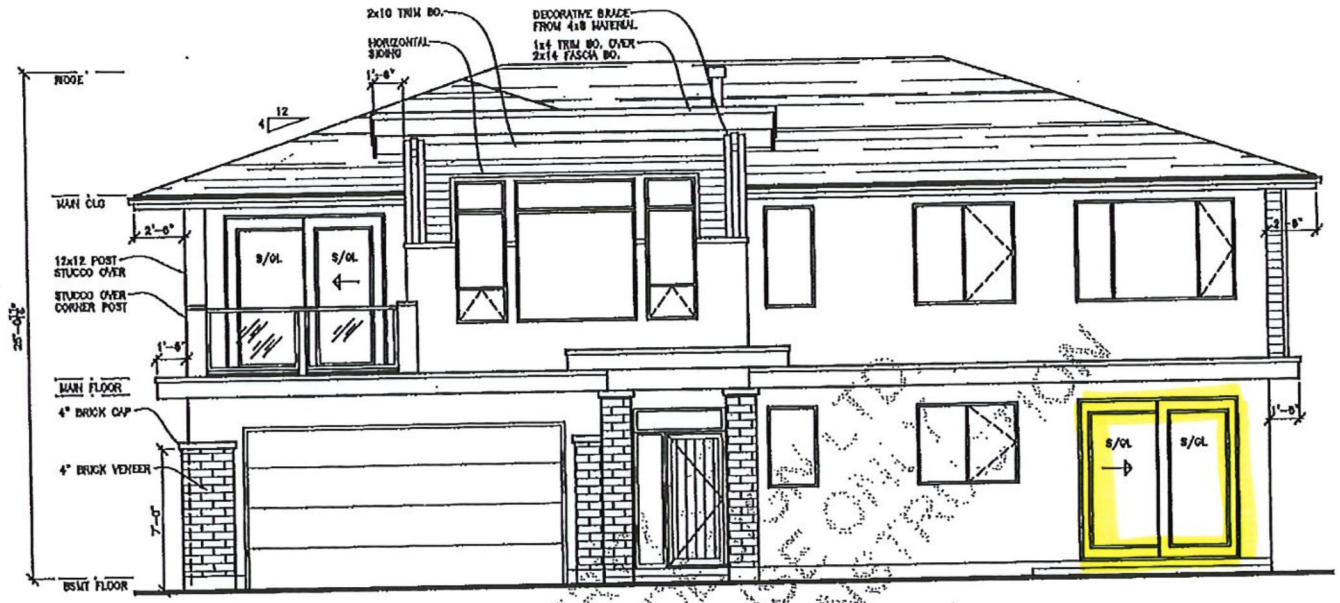
9' 0-3/4" CLG.



COPYRIGHT
JENISH HOUSE DESIGN LIMITED

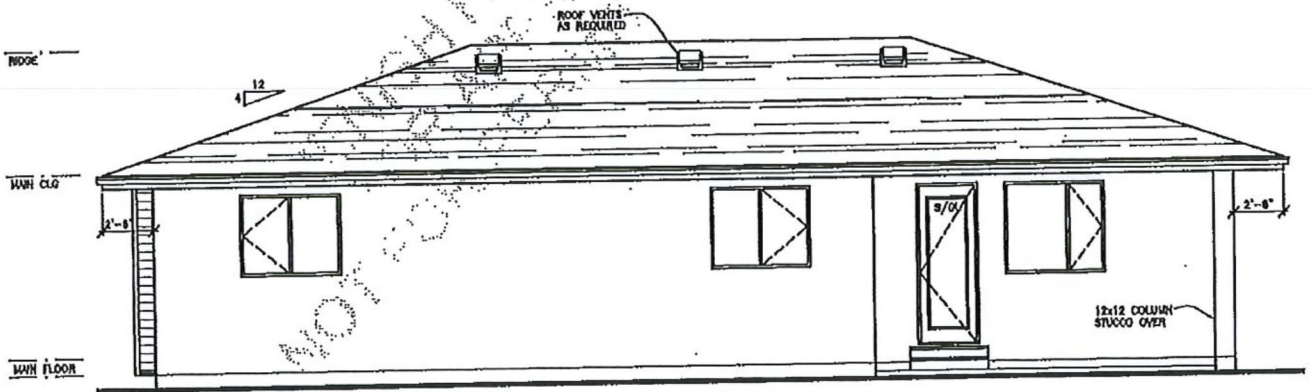
SECONDARY SLATE WALL AND CEILING ASSEMBLIES
(30 MINUTE FIRE RATING @ 43 STD)

CEILING: 30 MINUTE FIRE RATING @ 43 STD RATING

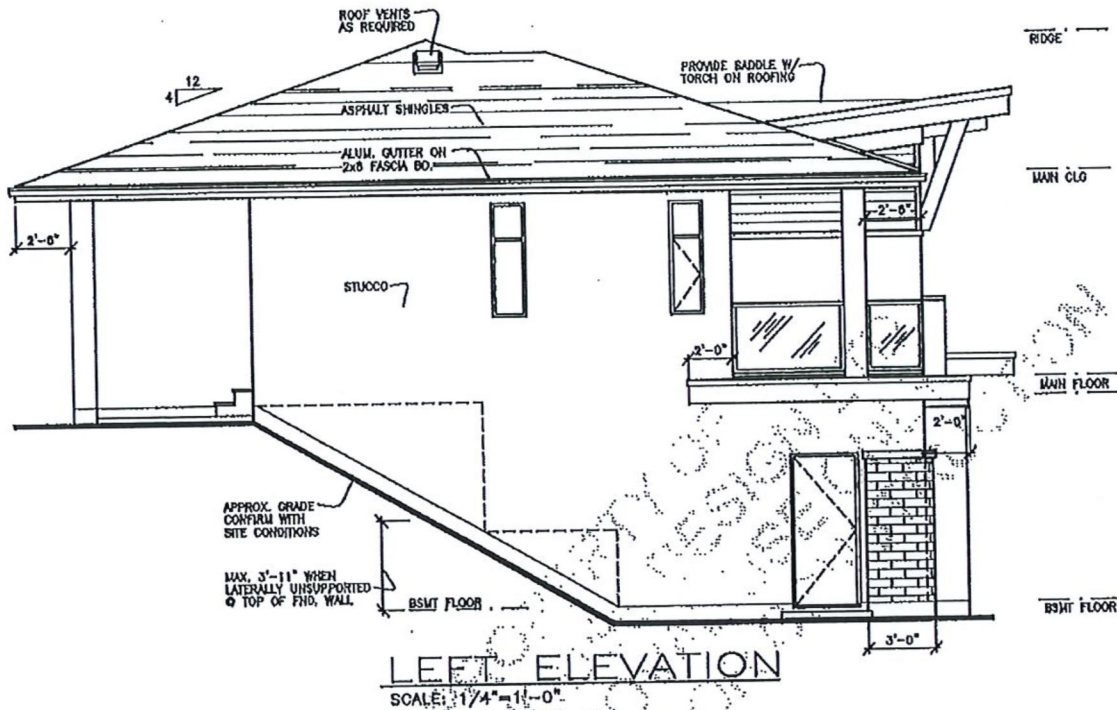


FRONT ELEVATION

SUITE
ENTRANCE.

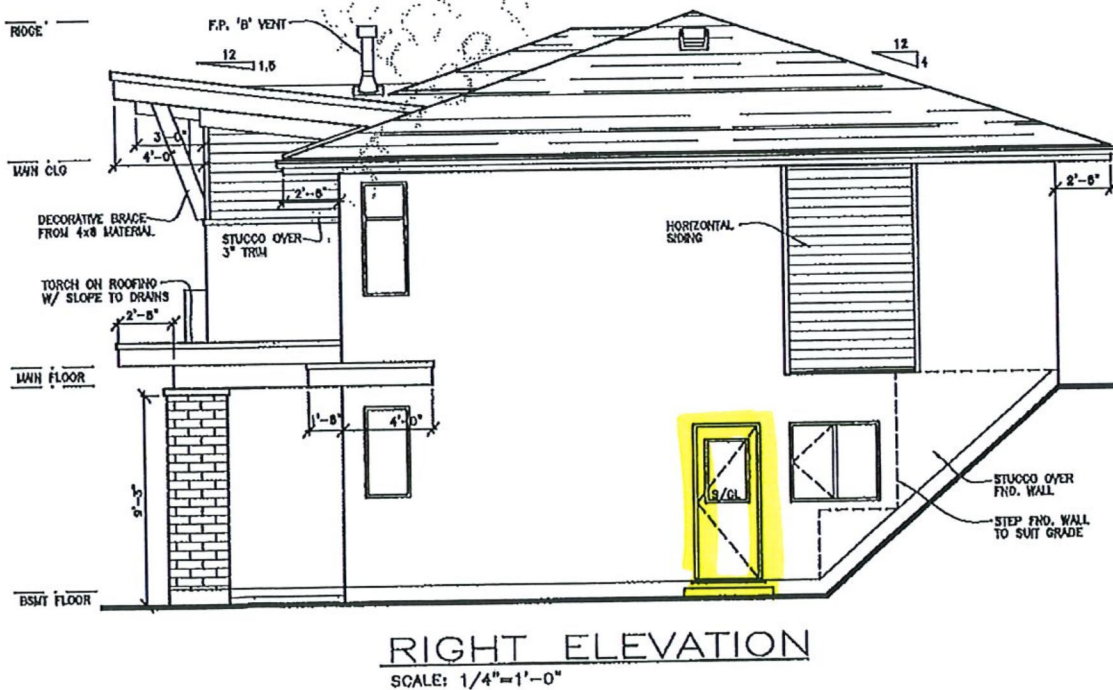


REAR ELEVATION



NOTE:
GLASS AREA MAY NEED TO BE
REDUCED DUE TO LIMITING DISTANCE
CONFIRM WITH LOCAL BY LAWS &
BUILDING CODE.

SUITE ENTRANCE



CITY OF SALMON ARM

BYLAW NO. 4477

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on _____ at the hour of 7:00 p.m. was published in the _____ and _____, 2021 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 27, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4477"

READ A FIRST TIME THIS DAY OF 2021

READ A SECOND TIME THIS DAY OF 2021

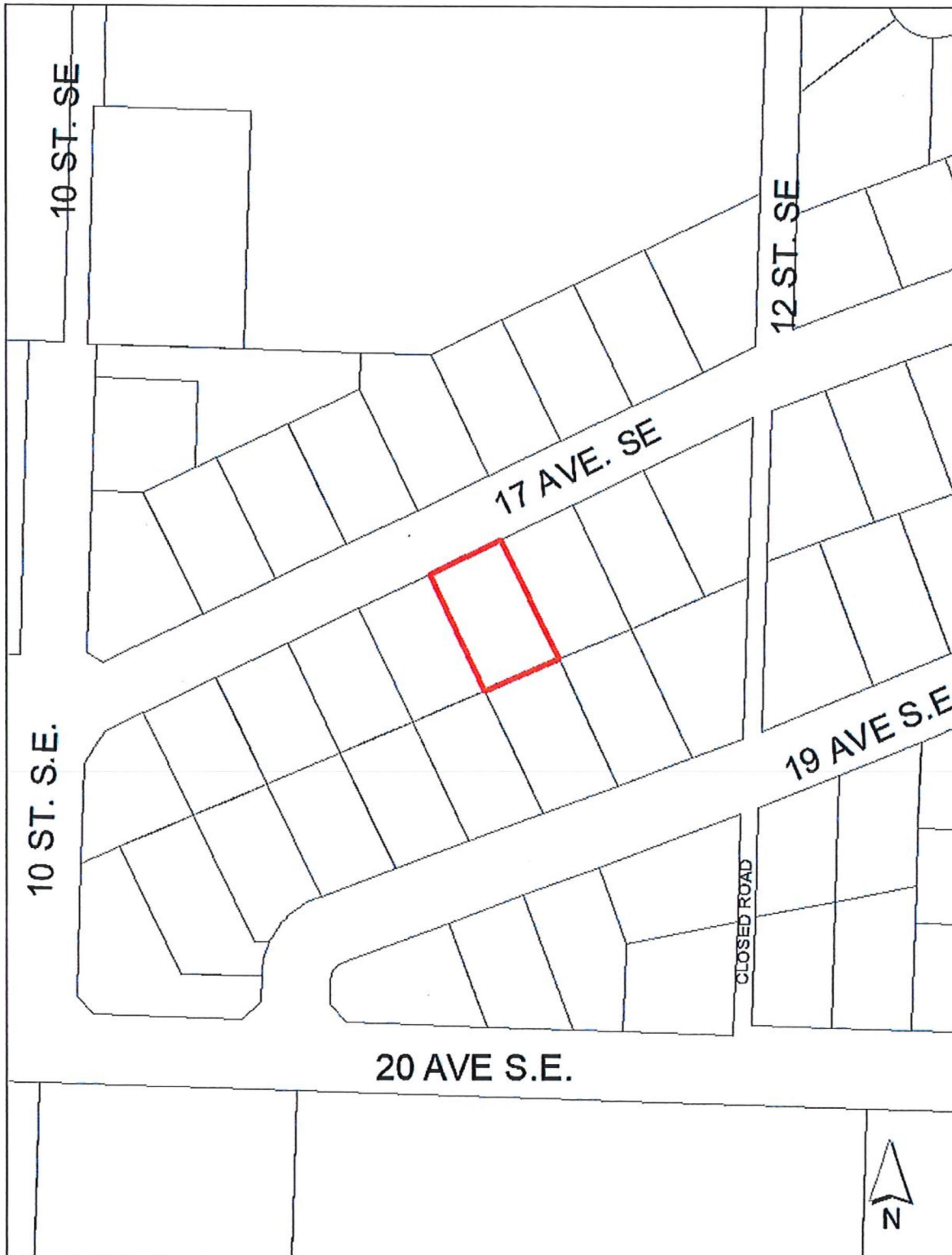
READ A THIRD TIME THIS DAY OF 2021

ADOPTED BY COUNCIL THIS DAY OF 2021

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 10.2

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4480 be read a first and second time.

[ZON-1220; Karras, S./Tucker, H.; 1450 13 Avenue SE; R-7 to R-8]

Vote Record

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

Opposed:

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

To: His Worship Mayor Harrison and Members of Council

Date: October 6, 2021

Subject: Zoning Bylaw Amendment Application No. 1220

Legal: Lot 13, Section 12, Township 20, Range 10, W6M, KDYD, Plan 9687

Civic: 1450 – 13 Avenue SE

Applicant: Karras, S. & Tucker, H.

STAFF RECOMMENDATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 13, Section 12, Township 20, Range 10, W6M, KDYD, Plan 9687 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).

PROPOSAL

The subject parcel is located at 1450 – 13 Avenue SE (Appendix 1 and 2), is approximately 0.5 acres (2,000 square metres) in area, and contains an existing single family dwelling. This proposal is to rezone the parcel from R-7 (Large Lot Single Family Residential) to R-8 (Residential Suite) to permit future subdivision, as well as the potential for the construction and use of *secondary suites* on the existing and new proposed parcels. Although at this time, there is no subdivision proposal and no building plans, the existing and proposed parcels could easily meet the conditions for a *secondary suite* or a *detached suite*.

BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-7 (Large Lot Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

The 0.5 acre subject parcel contains an existing single family dwelling. The parcel is located in the Hillcrest neighbourhood, an area largely comprised of R-1, and R-8 zoned parcels containing single family dwellings. There are presently 25 R-8 zoned parcels within the vicinity of the subject parcel.

In terms of a future subdivision scenario, staff note that a minimum parcel area of 700 square metres is required under the R-8 Zone to allow for a *detached suite* on a parcel without a lane or second street frontage (a parcel with a second street frontage would require a minimum parcel area of 465 square metres to allow for a *detached suite*). The minimum parcel area permitted in the R-8 Zone is 450 square metres and would allow for a *secondary suite*.

Site photos are attached as Appendix 5.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property as well as the proposed parcels all have potential to easily meet the conditions for the development of a *secondary suite* (or *detached suite*), including sufficient space for an additional off-street parking stall.

COMMENTSEngineering Department

No objections to the proposed rezoning. Future development will require service and works upgrades. Comments attached as Appendix 6.

Building Department

A Building Permit application is required to create a *secondary suite*.

Fire Department

No concerns.

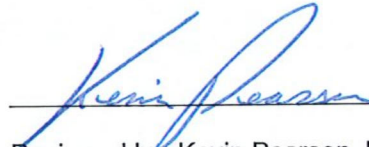
Planning Department

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

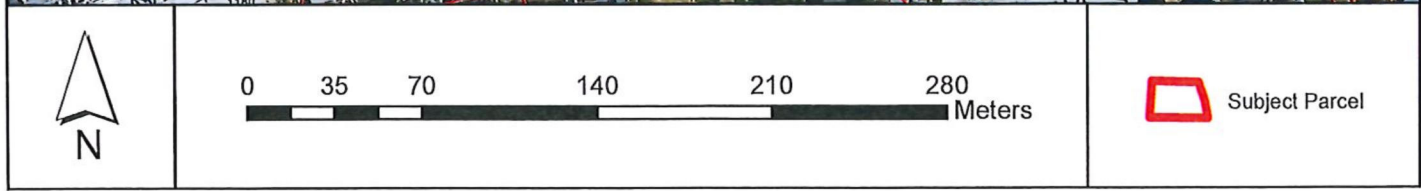
Any new development will require a building permit and will be subject to applicable Development Cost Charges, as well as meeting Zoning Bylaw and BC Building Code requirements.

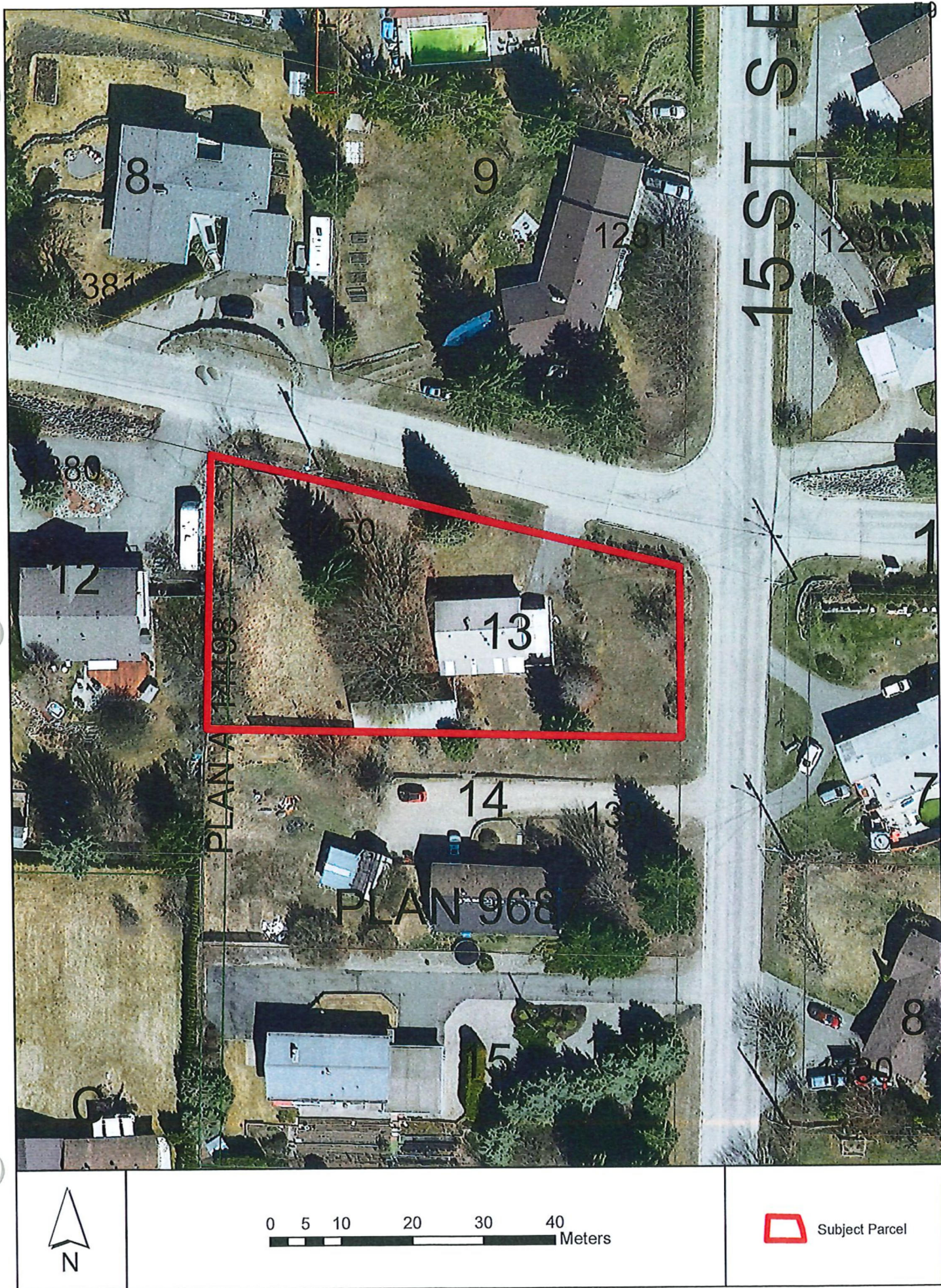


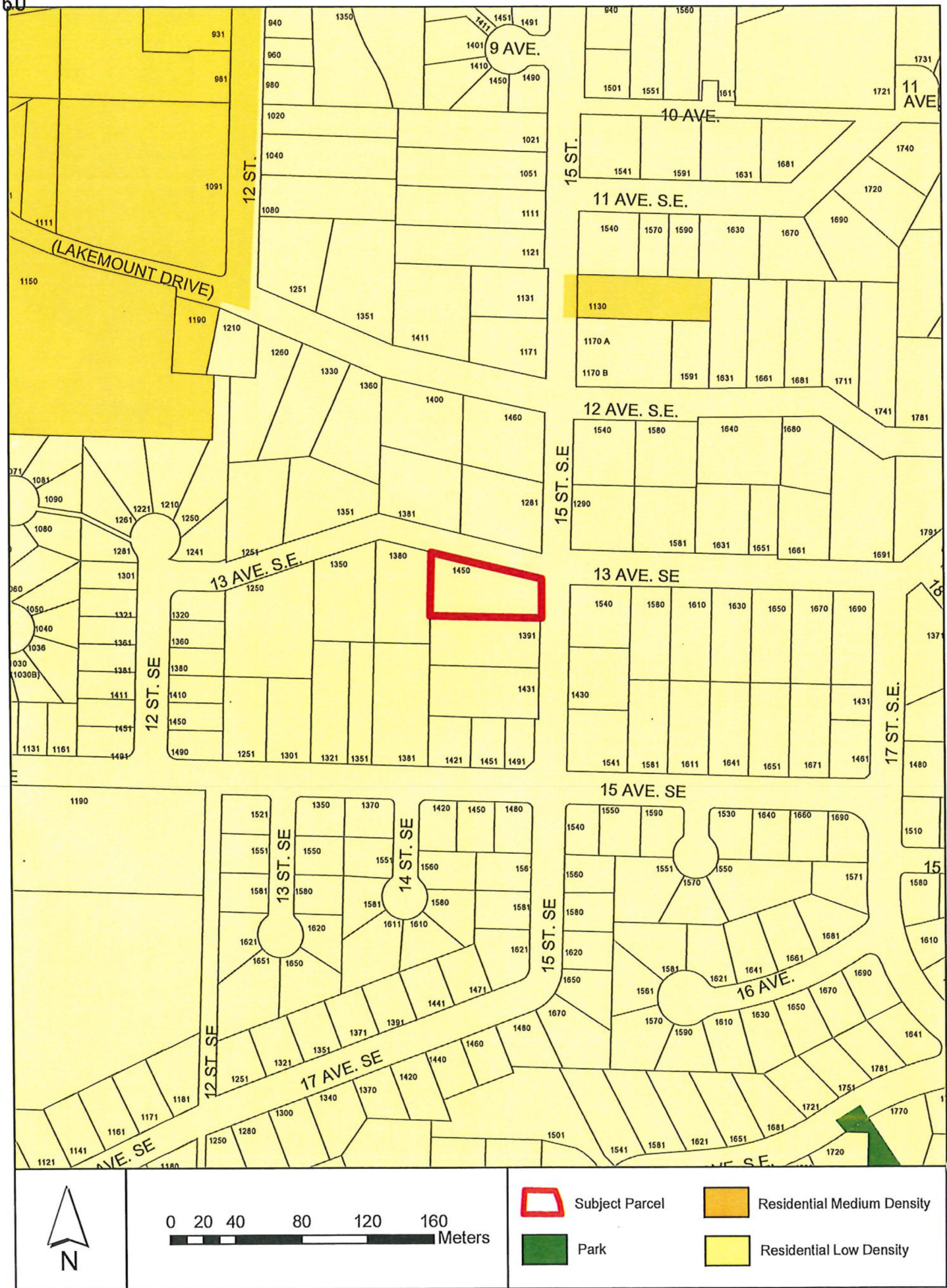
Prepared by: Chris Larson, MCIP, RPP
Senior Planner

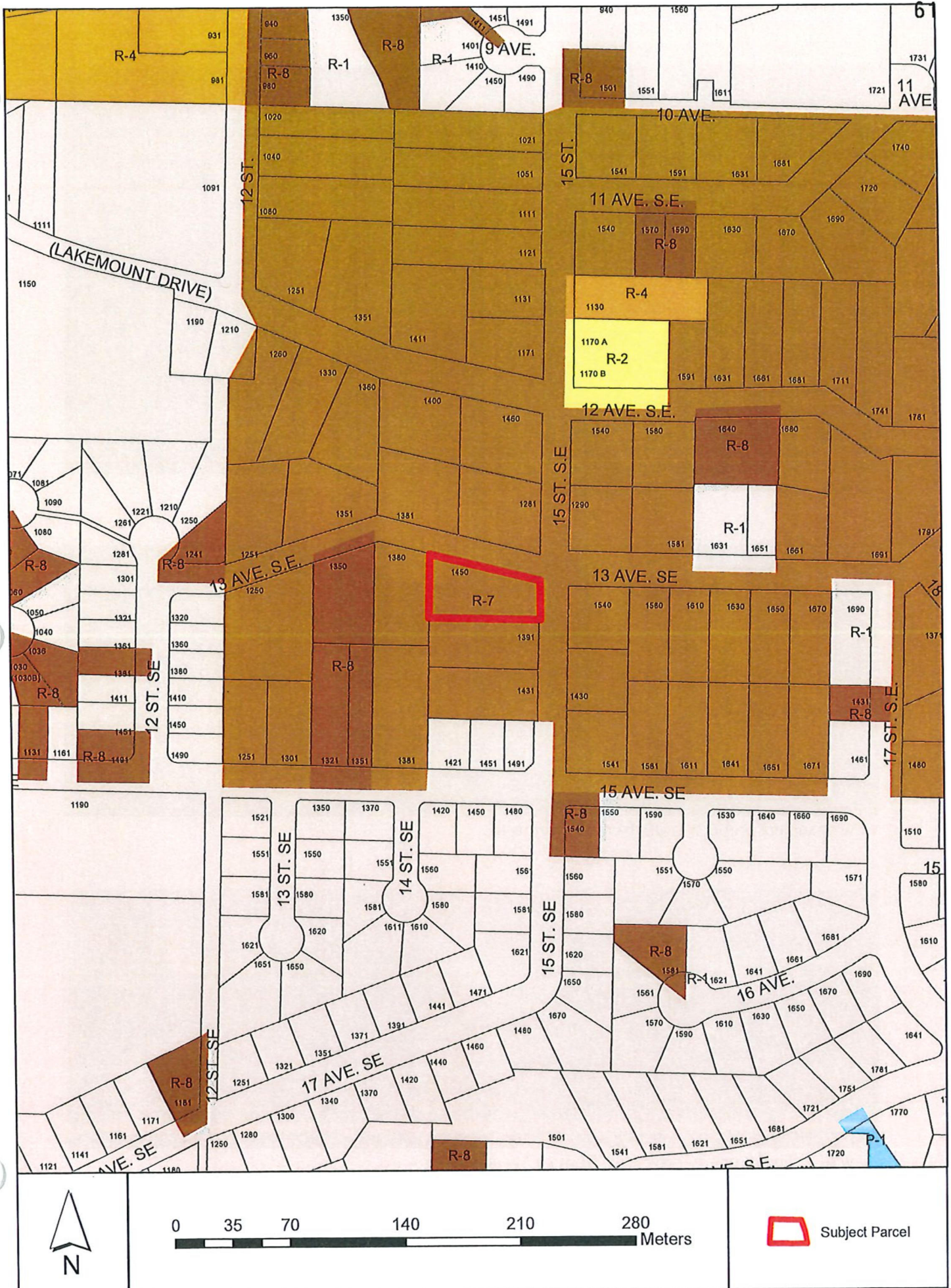


Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services











View of subject property southeast from 13 Avenue SE.



View of subject property south from 13 Avenue SE.



View of subject property southwest from 13 Avenue SE.

CITY OF SALMON ARM

Appendix 6: Engineering Comments
DEVELOPMENT SERVICES DEPARTMENT
Box 40, 500 - 2 Avenue NE,
Salmon Arm, BC, V1E 4N2
Phone: 250-803-4010 // FAX: 250-803-4041

63

TO:

DIRECTOR OF DEVELOPMENT SERVICES (Kevin)
PLANNING AND DEVELOPMENT OFFICER (Chris)
PLANNING AND DEVELOPMENT OFFICER (Melinda)
MANAGER OF PERMITS & LICENSING (Maurice)
FIRE DEPARTMENT (Brad)
ENGINEERING & PUBLIC WORKS DEPARTMENT
MINISTRY OF TRANSPORTATION & INFRASTRUCTURE (Via eDAS)
BC HYDRO, via email utilities group
FORTISBC, via email utilities group
TELUS, via email utilities group
SHAW CABLESYSTEMS, via email utilities group

SUBMIT FORM

PRINT

REFERRAL: ZONING AMENDMENT APPLICATION FILE NO. ZON - 1220

DATE: September 2, 2021
OWNER: Karras, S. & Tucker, H.
APPLICANT/AGENT: Owner
LEGAL: Lot 13, S.12, T.20, R.10, W6M, KDYD, Plan 9687
CIVIC: 1450 13 Avenue SE

PROPOSAL:

Amend Zoning from R-7 to R-8 to enable future subdivision with potential development of secondary suites.

OCP Designation: Low Density Residential
OCP Designation Request: N/A
Development Permit Area: N/A
Current Zoning: R7 (Large Lot Single Family Residential)
Proposed Use: R8 (Residential Suite)
ALR: No
Previous Files: N/A
Associated File: N/A

Planner Assigned to File: Chris Larson

Please return your comments to planning@salmonarm.ca at a suitable time, ideally, within 14 days in a separate e-mail returned with this form or on the response form provided.

Thank you.

COMMENTS for ZON - 1220:

-No engineering concerns with rezoning.
-Any future development increasing water demand will require an upgrade of the existing water service to 1", as per the Subdivision and Development Servicing Bylaw. Contact Matt Gienger, Engineering Assistant for more details.
-Subdivision will trigger full works and service upgrades (Engineering comments to follow)

SIGNATURE & DEPARTMENT:



DATE:

Sept 27 2021

*Memorandum from the
Engineering and Public
Works Department*

TO:	Kevin Pearson, Director of Development Services
DATE:	October 5, 2021
PREPARED BY:	Matt Gienger, Engineering Assistant
APPLICANT:	Karras, S. & Tucker H.
OWNER:	Karras, S. & Tucker H.
SUBJECT:	ZONING AMENDMENT APPLICATION FILE NO. ZON-1220
LEGAL:	Lot 13, Section 12, Township 20, Range 10, W6M, KDYD, Plan 9687
CIVIC:	1450 13 Avenue SE

Further to your referral dated September 2, 2021, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning; however, these comments are provided as a courtesy in advance of any subdivision or development proceeding to the next stages:**

Engineering Department does not have any concerns related to the Re-zoning and recommends that they be approved.

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement and relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of subdivision the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

October 5, 2021

Page 2

9. For the on-site development, prior to commencement, the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.
10. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision / development approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.
11. The responsibilities and requirements within this memo assume that the subject parcel is equal to or larger than 1800m² after road dedication and subdivision is not exempt from full works and services, as per SDSB 4163 Exemption 5.4. If it is found that the parcel does qualify for this exemption, proof of these findings will be required from a BCLS and the requirements of this memo will be amended accordingly.

Roads / Access:

1. 15 Street SE, on the subject property's eastern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that approximately 2.33m of additional road dedication is required (to be confirmed by a BCLS).
2. 15 Street SE is currently constructed to a Local Road standard in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, street lighting. Owner / Developer is responsible for all associated costs.
3. 13 Avenue SE, on the subject property's northern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that approximately 2.38m of additional road dedication is required (to be confirmed by a BCLS).
4. 13 Avenue SE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, street drainage and underground hydro and telecommunications. Owner / Developer is responsible for all associated costs.
5. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
6. A 3.0m by 3.0m corner cut is required to be dedicated at the intersection of 15 Street SE and 13 Avenue SE.
7. Only one (1) driveway access per parcel will be permitted onto either 13 Avenue or 15 Street SE. All letdowns to be a maximum of 8.0m wide or 50% of parcel frontage, whichever is less. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

-
8. As per Greenway Strategy and Official Community Plan, there are no additional pathways planned for 13 Avenue SE or 15 Street SE.

Water:

1. The subject property fronts a 250mm diameter Zone 4 watermain on 13 Avenue SE. No upgrades will be required at this time.
2. The subject property fronts a 150mm diameter Zone 5 watermain on 15 Street SE. No upgrades will be required at this time.
3. Records indicate that the existing property is serviced by an undersized water service from the 250mm diameter watermain on 13 Avenue SE. Due to the size and age of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. The proposed parcels are each to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Owner / Developer is responsible for all associated costs. Water meter will be supplied by the City at the time of building permit, at the building permit applicant / owner's cost.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
7. Existing fire hydrant at the intersection of 13 Avenue and 15 Avenue SE provides adequate coverage for the low density residential zoning (150m spacing).

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer on 15 Street SE. No upgrades will be required at this time.
2. The subject property fronts a 150mm diameter sanitary sewer within the ROW on the western extent of the property. Upgrading this sanitary sewer to 200mm diameter within the ROW is required. A 100% cash in lieu payment towards future upgrading will be required. Owner / Developer is responsible for all associated costs.
3. The subject property does not front a sanitary main on 13 Ave SE. As all adjacent lots are serviced from other locations, and future development is not anticipated to require a sani main on 13 Avenue SE; therefore, no upgrades will be required at this time.
4. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.

ZONING AMENDMENT APPLICATION FILE NO. ZON 1220

October 5, 2021

Page 4

5. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
6. Records indicate that the existing property is serviced by an unknown size service from the sanitary sewer within ROW on western extent of property. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property fronts a 250mm diameter storm sewer on 15 Street SE. No upgrades will be required at this time. Because of the elevation of this main above the proposed parcel, connection is not anticipated to be possible and/or feasible, subject to the findings of the ISMP.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
3. The subject property does not front on an enclosed storm sewer system on 13 Avenue SE. Because of known drainage issues in the area, construction and connection of storm main on 13 Avenue SE is planned, and cash-in-lieu will be required for the future installation of a 250mm storm main within the property's frontage. Owner / Developer is responsible for all associated costs.
4. Because of the lack of Storm nearby storm infrastructure that the development could reasonably connect to, site drainage is expected to be by a Ground Discharge system with covenants on titles, subject to Geotech report and Engineer's ISMP. Drainage issues related to building construction to be addressed at time of Building Permit application and to meet requirements of the Building Inspector.
5. Records indicate that the existing property is not serviced by City storm infrastructure.

Geotechnical:

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



Matt Gienger
Engineering Assistant



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

CITY OF SALMON ARM

BYLAW NO. 4480

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on _____ at the hour of 7:00 p.m. was published in the _____ and _____, 2021 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 13, Section 12, Township 20, Range 10, W6M, KDYD, Plan 9687 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4480"

READ A FIRST TIME THIS	DAY OF	2021
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READ A SECOND TIME THIS	DAY OF	2021
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READ A THIRD TIME THIS	DAY OF	2021
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ADOPTED BY COUNCIL THIS	DAY OF	2021
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MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 10.3

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4481 be read a first and second time.

[ZON-1218; City of Salmon Arm; Text Amendment; Addition of Dormitory Use to the P3 Zone]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: October 13, 2021

Subject: Zoning Bylaw Amendment Application No. 1218
Addition of Dormitory Use to the P3 Zone

Applicant: City of Salmon Arm

STAFF RECOMMENDATION

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

1) Section 2 – Definitions

Add the following definition:

DORMITORY means a *building* or portion thereof in which *sleeping units* are provided and/or rented for occupancy by students and/or staff members affiliated with a college, university, school, religious order, hospital or similar institution. A dormitory may contain communal dining facilities and self-contained *dwelling units*.

2) Section 27 – P-3 – Institutional Zone

Add a subsection to section 27.3 – Permitted Uses – and renumber the balance accordingly;

.5 *dormitory*

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

PROPOSAL

To amend the Zoning Bylaw to include *dormitory* as a permitted use in the P3 (Institutional Zone) in order to facilitate construction of student housing at Okanagan College (OC presentation attached as Appendix 1). The Development Services Department is initiating this Zoning Bylaw amendment on behalf of OC but also as a benefit to the community as a whole.

BACKGROUND

Earlier this year, the provincial government announced funding to create a total of 376 new student housing units for BC's Southern Interior. Of these units, 60 beds are proposed for Salmon Arm's OC campus where there is currently no designated student housing. Construction of the building is expected to begin next summer and completed in the winter of 2024.

On June 24, 2021 City staff met with representatives of OC and their construction team, Faction Projects Inc. The idea was introduced similar to the materials in Appendix 1. At that meeting, staff verified that no Development Permit is required as institutional developments are technically exempt pursuant to the *Local Government Act*.

The current P3 zoning regulations are to be adhered to in terms of setbacks, site coverage, maximum building height, parking etc. Inclusion of the new use *dormitory* into the P-3 zone is needed, and that is the purpose of the proposed amendment. And further, as a way to assist this proposal, staff offered to initiate this amendment without an application from OC.

OC and Faction Projects Inc. committed to consult with City Council and adjacent neighbourhood (i.e. within the City's 30 m notification radius) on their development plans at various steps. Because of the design-build nature of the development proposal, detailed drawings cannot be produced at this time.

Salmon Arm's OC campus is located at 2552 10 Avenue NE (Appendices 2 and 3). This property is designated "Institutional" in the City's Official Community Plan (OCP) and zoned Institutional (P3) in the Zoning Bylaw (Appendices 4 and 5). P3 regulations attached as Appendix 6.

OC is located in an area with a variety of community amenities including Shuswap Transit, SASCU Recreation Centre, Salmon Arm Curling Club, Shuswap Outpatient Laboratory, as well as a variety of commercial uses. Land uses directly adjacent to the subject properties include the following:

North:	SASCU Recreation Centre, Salmon Arm Curling Club, and various highway commercial uses	Zoned P1, C3, and C6
South:	Single family residential	Zoned R1 and CD7
East:	Riparian area, 28 Street NE, medium density and single family residential	Zoned P1, R4, and R1
West:	Turner Creek and Trail, 24 Street NE, medium density and single family residential	Zoned P1, R4, and R1

ANALYSIS

The Zoning Bylaw does not include a use that encompasses dormitory-style housing for institutional uses. The P3 zone permits *education/training facilities*; however, this definition applies specifically to rooms and lecture halls used solely for educational and training purposes. This means on-campus student housing, boarding schools, or staff housing for most institutional uses are not in the P3 zone.

Housing affordability and a lack of available rental housing are challenges affecting communities throughout the Province and Salmon Arm is no exception. This trend is creating obvious challenges to those looking to move to the city for post-secondary education at OC, and possibly on the College's enrollment.

The amendment would provide an alternative type of housing not only for OC, but also for other institutional developments in the City (Shuswap Lake General Hospital and other education facilities, for example) which may one day have a need for similar housing.

In terms of the OC Salmon Arm campus, the site selected for the dormitory was carefully chosen to be as far away as possible from neighbouring residential developments. Surmountable challenges related to parking, trail and pedestrian connectivity and transit are alluded to further on in this report.

Definition

Looking to other BC municipalities, most include *dormitory* use under their definition of education facility or as an accessory use to an education facility. Allowing such as a principle use will create greater flexibility, allow for a greater building height (12 m maximum instead of 6 m), and provide for a higher density development.

OCP Policies

Policy 15.3.11 shows general support for expansion and relocation of all or part of OC campus. More broadly, the OCP encourages working with regional partners to tackle social issues including affordable and accessible housing (Policy 15.3.22.g).

Community Housing Strategy

The proposal and initiative aligns positively with recommendations of the City's Community Housing Strategy.

Development Permit

Staff note that a development permit is not required for institutional uses. Since this application is not a rezoning for this specific property, but rather a text amendment to allow for *dormitory* use on all P3 zoned properties, detailed design drawings of this proposal are not required.

Riparian Areas Protection Regulation

There are several ponds and watercourses within and near the subject property. The closest pond on the adjacent lot to the east would be setback > 30 m from the footprint of the proposed building site. Furthermore, institutional developments are not typically subject to RAPR.

Parking

Dormitory use already has a very forgiving parking requirement established in our Zoning Bylaw of 1 space per 5 beds. OC believes the existing parking requirement for *dormitory* use is sufficient.

There are approximately 112 parking stalls on the OC property of which 25 stalls would be lost to the proposed building site. The college has an agreement with the City dating back to 1993 wherein OC is permitted to use 40 stalls on the neighbouring Recreation Centre property. This agreement expires in 2035.

The first two rows of parking on the Recreation Centre lot amount to just over 40 stalls; meaning a net stall count of 127. A total of 32 stalls are required for the OC's floor area and the 60 bed Dormitory. The deficiency of 5 stalls can be added to the existing parking lots within the OC site.

Transit

The OC site and Recreation Centre have 7 transit stops within and around the perimeter streets for the No. 2 College / Hillcrest route (see Appendix 7). One transit stop at the entrance to the college building would be lost due to the proposed building site, as that loop would likely need to be closed. BC Transit; OC and City staff will examine this matter when the site and construction plans are ready.

Trail and Access


The Turner Creek Trail traverses the OC property informally as shown on the map in Appendix 7; that is without any registered easement or right of way. The College has allowed this pedestrian and cycle passage. As well, there is no formal access easement between the OC property and the City's Recreation Centre property. Ideally, statutory rights of ways for both pedestrian and vehicular access should be negotiated and executed at the construction stage.

Servicing and DCCs

OC has been made aware of the basic servicing requirements that would be triggered at the time of Building Permit. It has agreed to widen the statutory right of way for drainage from 3.0 m to 6.0 m. Some frontage improvements are required. As for development cost charges, the plan is to have units less than 29 m², which would exempt each of those units from DCC payment pursuant to the *Local Government Act*.

CONCLUSION

Adding *dormitory* as a permitted use under the P3 zone will certainly benefit OC and has the potential to benefit other institutional developments. Staff are in support of this Zoning Bylaw amendment as a mechanism to encourage more affordable and diverse housing options in Salmon Arm. The proposed siting of the OC *dormitory* would appear to be the best fit in context of the adjacent residential developments.



Kevin Pearson, MCIP, RPP
Director of Development Services



SALMON ARM CAMPUS STUDENT HOUSING



PROPOSED PROJECT LOCATION

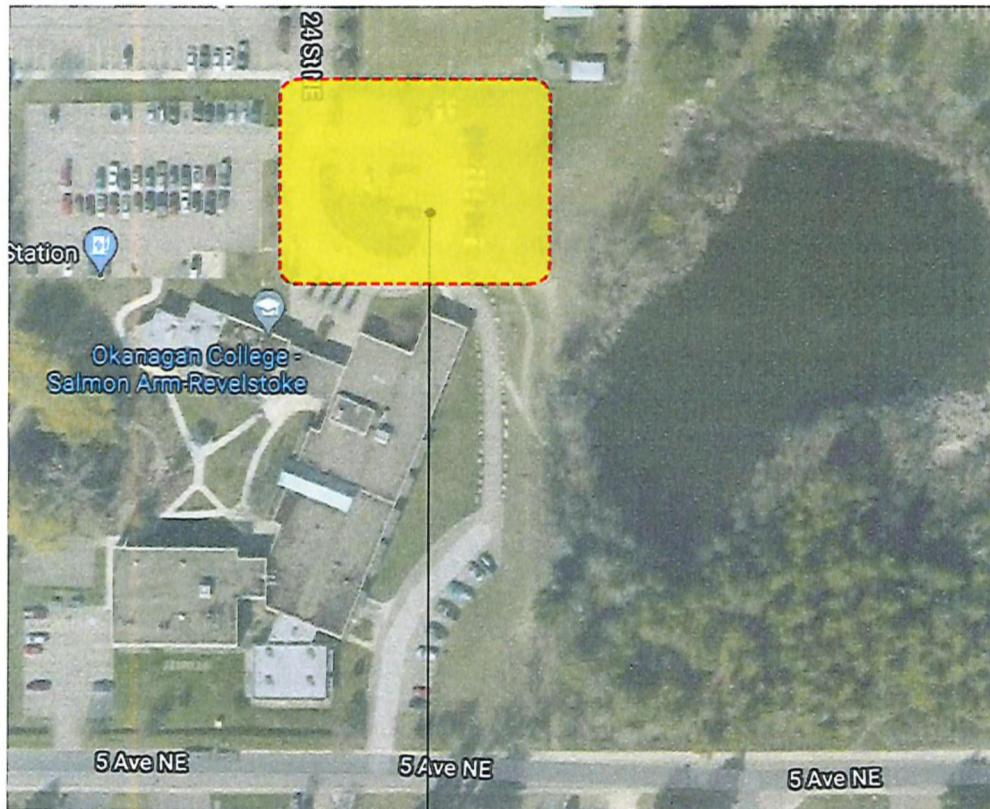
CONTEXT

On March 5th, 2021, the Provincial Government announced an important student housing initiative that will see 376 more beds added to the Okanagan College student housing stock, 60 of these beds will be located at the 2552 10th Avenue NE Salmon Arm Campus.

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

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

Project Summary and Milestones



PROPOSED PROJECT LOCATION

PROJECT SUMMARY

- 60 Beds + Amenity & Support Spaces
- 4 Storey
- Access Road & Surface Parking
- Mass Timber Construction
- BC Energy Step Code Level 4
- Design-Build (DB) Project Delivery

PROJECT MILESTONES

- DB RFQ: Fall 2021
- DB RFP: Winter 2021 / 2022
- DB Design Completion: Spring 2022
- Construction: Summer 2022 to Winter 2023 / 2024
- Occupancy Winter 2024

Community Engagement & Indigenization Principles

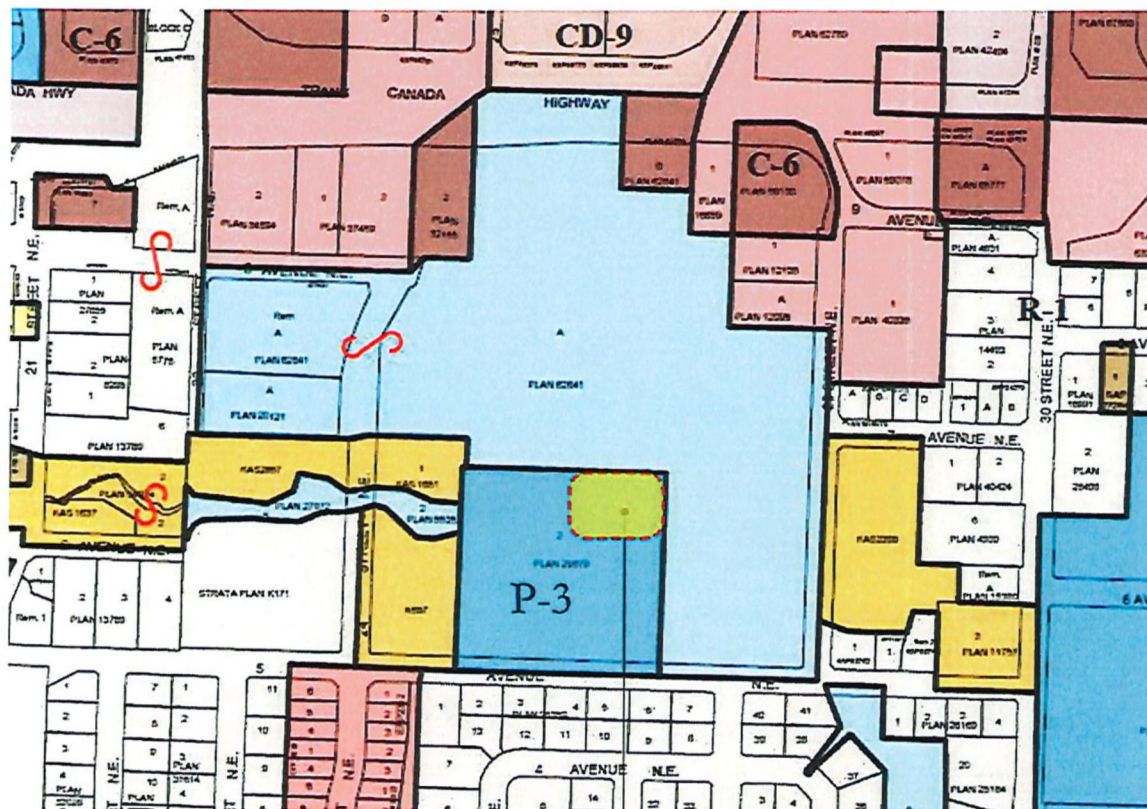
COMMUNITY ENGAGEMENT

- 2019 AEST Student Housing Survey
- Municipal Engagement (Salmon Arm Economic Development, City of Salmon Arm & Columbia Shuswap Regional District)
- Municipal Staff Consultation
- Neighbourhood Updates
- Indigenous Student Survey

INDIGENIZATION PRINCIPLES

- Seek to interweave Indigenous knowledge, culture, art and awareness.
- Create an inclusive and welcoming living and learning environment.
- Support all students in completing their educational journeys.

Zoning Summary and Approvals Process



PROPOSED PROJECT LOCATION

ZONING SUMMARY

- **Zone:** P3 - Institutional
- **Purpose:** To provide a zone for uses which are charitable, correctional, educational, governmental, philanthropic or religious in nature
- **Primary Use:** Educational Facility
- **Secondary Use:** Accessory Use
- **Maximum Height:** 12.0m

APPROVAL PROCESS

- **Municipal Staff driven Text Amendment** to allow **Dormitories as Primary Use**
- **Parking Rationale**
- **Form and Character**
- **Development Permit** not required

Location Map



0 25 50 100 150 200 Meters

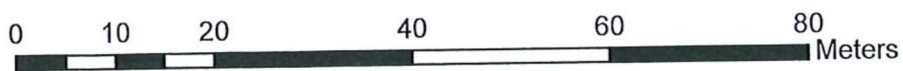
Subject Property

Parcels

Subject Property

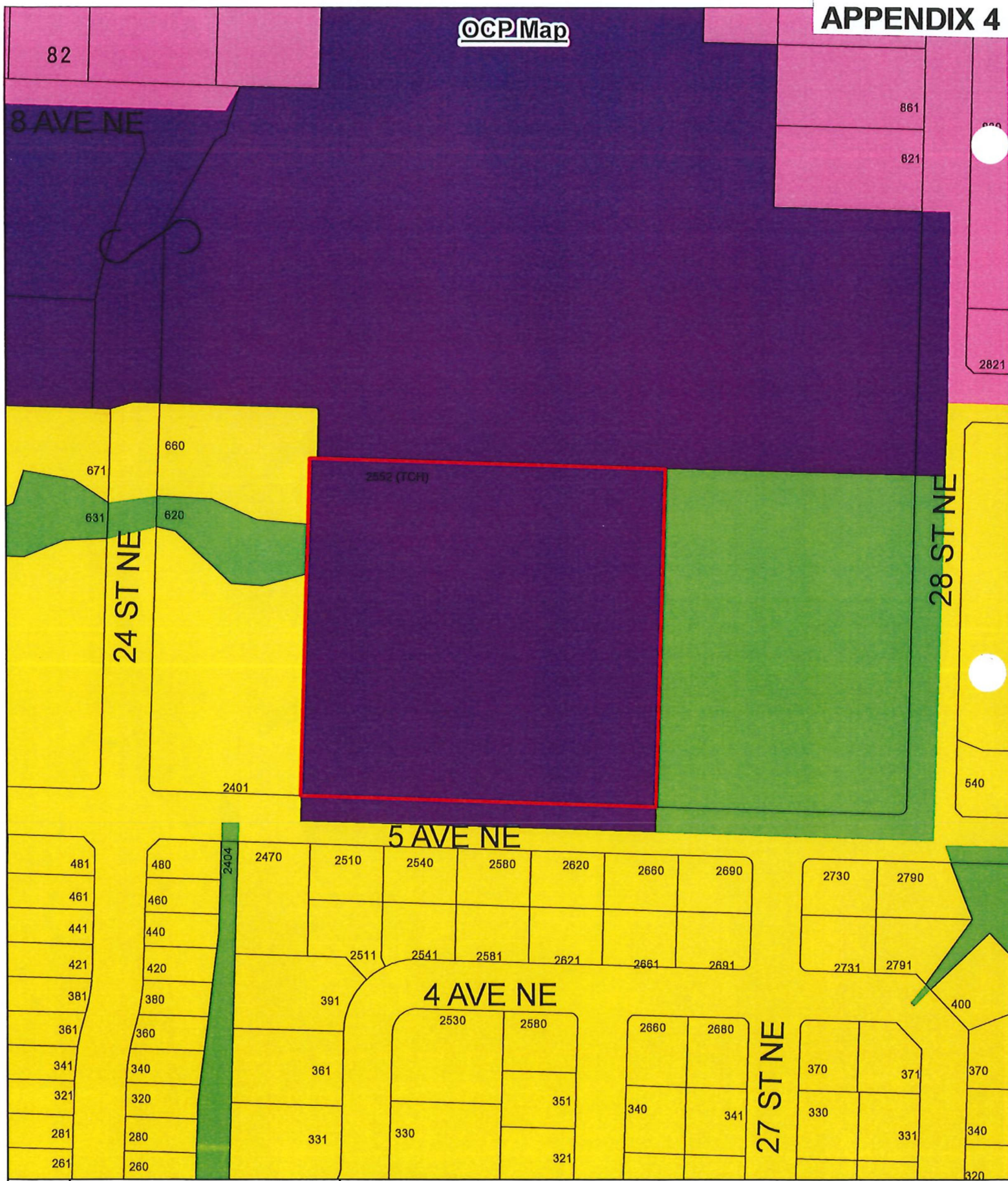
2552 (TCH)

5 AVE NE



-  Subject Property
-  Parcels

OCP Map



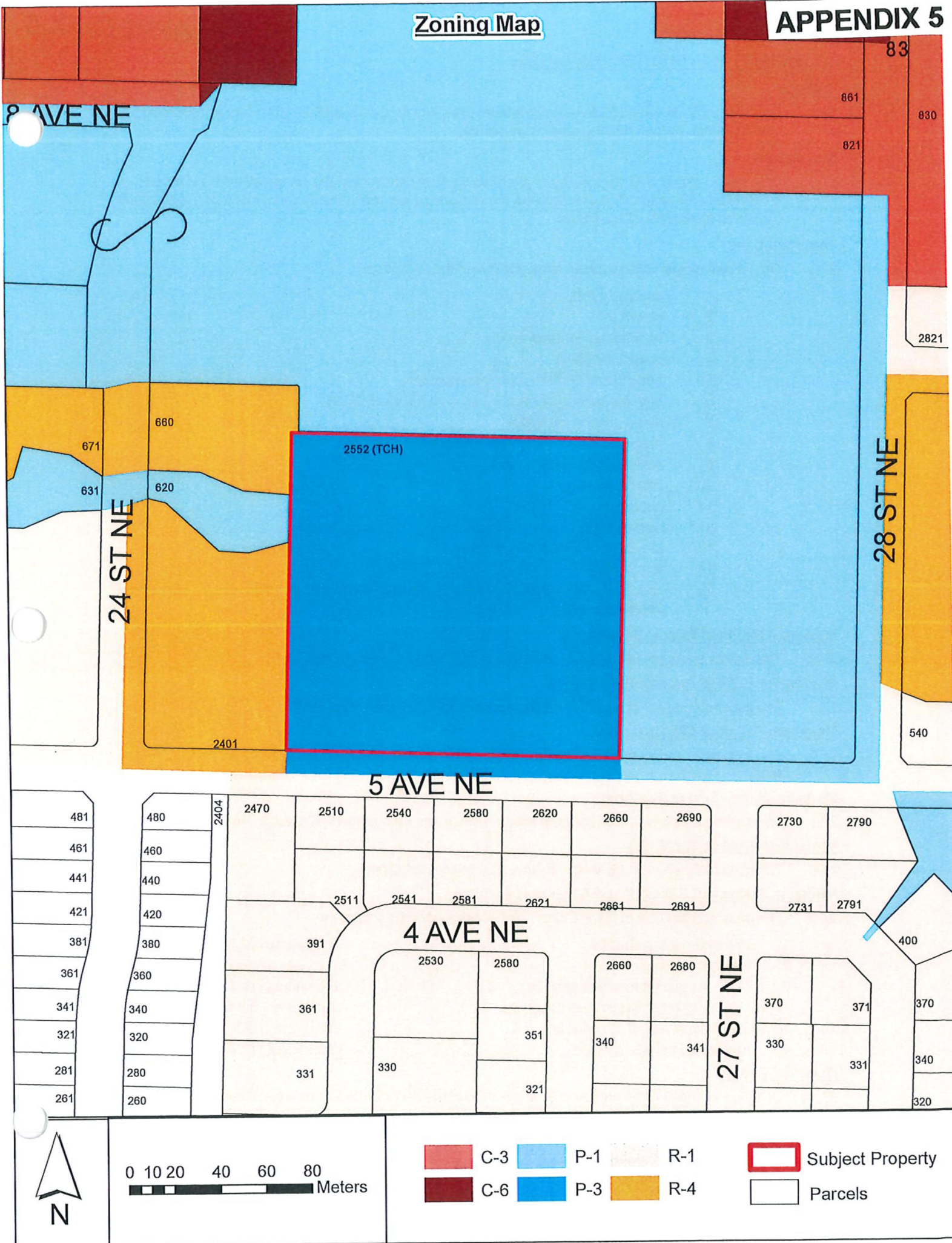
N

0 10 20 40 60 80 Meters

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

Zoning Map

APPENDIX 5



SECTION 27 - P-3 - INSTITUTIONAL ZONE**Purpose**

27.1 The P-3 Zone is intended to accommodate uses which are charitable, correctional, educational, governmental, philanthropic or religious in nature.

Regulations

27.2 On a *parcel zoned* P-3, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the P-3 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

27.3 The following uses and no others are permitted in the P-3 Zone:

- .1 *assembly hall;*
- .2 *churches;*
- .3 *commercial daycare facility;*
- .4 *cultural facilities;*
- .5 *educational facilities, public and private;*
- .6 *high technology research and development; #4368*
- .7 *home occupation; #3836*
- .8 *hospitals and clinics, public and private;*
- .9 *mobile food vending; #4240*
- .10 *offices; #4075*
- .11 *public use;*
- .12 *public utility;*
- .13 *recycling collection site; #2735*
- .14 *rest home;*
- .15 *accessory use, including church manse, detached portable class rooms and caretaker's suite.*

Maximum Height of Principal Buildings

27.4 The maximum *height* of the *principal buildings* shall be 12.0 metres (39.4 feet).

Maximum Height of Accessory Buildings

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

Maximum Parcel or Site Coverage

27.6 The maximum *parcel or site* coverage for all *buildings and structures* shall be 40% of *parcel or site* area.

Minimum Parcel Size or Site Area

27.7 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005 square feet).

Minimum Parcel or Site Width

27.8 The minimum *parcel or site* width shall be 15.0 metres (49.0 feet).

Minimum Setback of Principal and Accessory Buildings

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

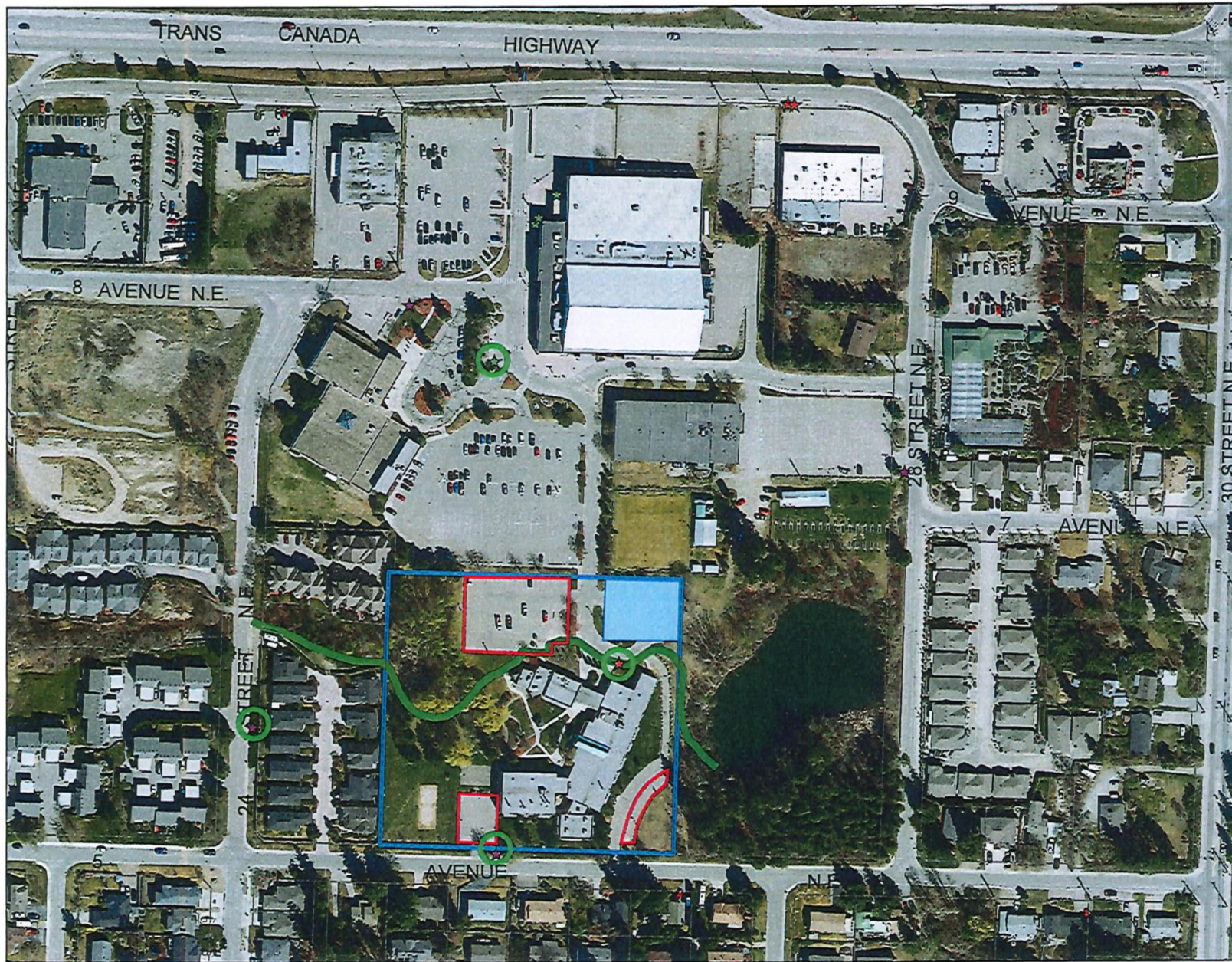
- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line*
 - adjacent to a lane shall be 6.0 metres (19.7 feet)
 - all other cases shall be 1.0 metre (3.3 feet)
- .3 *Interior side parcel line* shall be 3.0 metres (9.8 feet)
- .4 *Exterior parcel line* shall be 6.0 metres (19.7 feet)

Outside Storage

27.10 Outside storage shall be screened and limited to a maximum of 15% of the *parcel area* or 280 square meters (3,013 square feet), whichever is less.

Parking and Loading

27.11 Parking and loading shall be required as per Appendix I



Legend

- Subject Property
- Dormitory Location
- Parking Areas

— Trail

Transit Stops

★ Metal Bench

★ No Bench

★ Transit Shelter
(Locations close to college
circled in green)



0 12.5 25 50 75 100
m

Ortho Photo Date: 2

CITY OF SALMON ARM

BYLAW NO. 4481

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on _____ at the hour of 7:00 p.m. was published in the _____ and _____, 2021 issues of the Salmon Arm Observer;

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

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

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

- 1) Section 2 – Definitions

Add the following definition:

DORMITORY means a *building* or portion thereof in which *sleeping units* are provided and/or rented for occupancy by students and/or staff members affiliated with a college, university, school, religious order, hospital or similar institution. A dormitory may contain communal dining facilities and self-contained *dwelling units*.

- 2) Section 27 – P-3 – Institutional Zone

Add the following land use to Section 27.3 – Permitted Uses

.5 *dormitory*

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4481"

READ A FIRST TIME THIS DAY OF 2021

READ A SECOND TIME THIS DAY OF 2021

READ A THIRD TIME THIS DAY OF 2021

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2021

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

MAYOR

CORPORATE OFFICER

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Item 11.1

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Council Procedure Bylaw Amendment Bylaw No. 4479 be read a final time.

Vote Record

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

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



TO: His Worship Mayor Harrison and Members of Council

DATE: October 5, 2021

SUBJECT: Council Procedure Bylaw Amendment No. 4479

Recommendation:

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4479 be read a first, second and third time.

AND THAT: staff be directed to develop a policy for Electronic Meeting Management.

Background:

Bill 10 *Municipal Affairs Statutes Amendments Act* includes amendments to the Community Charter that allow municipalities to conduct regular and committee meetings electronically, if authorized by a procedures bylaw. Local governments were not permitted to initiate the process of amending their procedure bylaws to allow for fully electronic meetings until the new authorities in the Community Charter took effect on September 29, 2021.

The City of Salmon Arm Council Procedure Bylaw No. 4276 currently authorizes electronic special meetings and electronic participation of up to three members of Council for regular meetings. It should be noted that electronic participation is different than conducting a fully electronic meeting in that some members of Council, staff and the public would be meeting in person while a fully electronic meeting would be held entirely by electronic means except for one municipal officer that would attend in Council

Chambers to ensure that the public has a location to listen to and observe the meeting (unless, due to an emergency it is deemed unsafe to do so).

Council Procedure Amendment Bylaw No. 4479 (attached as Appendix A) has been prepared for Council's consideration. If adopted, this amendment will allow all members of Council to participate electronically in regular meetings. The bylaw could be adopted as soon as October 25, 2021, following the notification required under section 94 of the Community Charter. In conjunction with the mandatory advertising, staff also plan to create a fact sheet on how members of the public can participate in meetings and will continue providing support to anyone who needs technical assistance with the GoToMeeting platform.

Offering a hybrid meeting model on an ongoing basis lowers the barriers to participation for the public, Council and staff. Members of the public may choose to attend in person at City Hall (with appropriate safety protocols in place), by telephone or via their computer. If the Provincial Health Officer directs that meetings cannot safely be conducted in person, then the City will ensure that adequate information is shared with the public so there is no confusion about how they can participate.

It is also recommended that staff develop a policy for Electronic Meeting Management, in keeping with best practices identified by the Province. The bylaw provides the authority to hold electronic meetings, but the rules governing how the meetings are managed are best addressed through policy. If Council is agreeable to this, a policy would be brought forward for consideration at a future date.

Respectfully,



Erin Jackson

Acting Chief Administrative Officer / Director of Corporate Services

CITY OF SALMON ARM

BYLAW NO. 4479**A bylaw to amend "City of Salmon Arm Council Procedure Bylaw No. 4276"**

WHEREAS pursuant to the provisions of the *Community Charter*, SBC 2003, c.26, Council shall, by bylaw, establish the procedures that are to be followed for the conduct of its business;

AND WHEREAS Council has adopted Procedure Bylaw No. 4276;

AND WHEREAS it is deemed desirable to amend the existing procedure bylaw;

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

1. "City of Salmon Arm Council Procedures Bylaw No. 4276" is hereby amended as follows:

PART 2 – Council Meetings

Time and Location of Meetings is hereby amended with the addition of:

5. (1):

or the meeting is conducted by means of electronic or other communication facilities.

- (a) For meetings that are open to the public and conducted by means of electronic or other communication facilities, the Corporate Officer will designate a location for the public to hear, or watch and hear, the meeting proceedings. A designated municipal officer must be in attendance at that location.

Electronic Meetings is hereby deleted in its entirety and replaced with:

6. (1) Provided the conditions set out in section 128(2) of the *Community Charter* are met,

- (a) a regular Council meeting may be conducted by means of electronic or other communication facilities, subject to the following advance public notice:

- (i) the way in which the meeting is to be conducted by means of electronic or other communication facilities; and

- (ii) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

- (b) Members of council who are participating in a meeting conducted in accordance with section 128 are deemed to be present at the meeting.

(2) Provided the conditions set out in section 128.1 (2) of the *Community Charter* are met,

- (a) a special Council meeting may be conducted by means of electronic or other communication facilities, subject to the following advance public notice:
 - (i) the way in which the meeting is to be conducted by means of electronic or other communication facilities; and
 - (ii) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.
- (b) Members of council who are participating in a meeting conducted in accordance with section 128.1 are deemed to be present at the meeting.

(3) Provided the conditions set out in section 128.2 (2) of the *Community Charter* are met,

- (a) a Council committee meeting may be conducted by means of electronic or other communication facilities, subject to the following advance public notice:
 - (i) the way in which the meeting is to be conducted by means of electronic or other communication facilities.
- (b) Members of a Council committee who are participating in a meeting conducted in accordance with section 128.2 are deemed to be present at the meeting.

(4) Provided the conditions set out in section 128.3 (2) of the *Community Charter* are met,

- (a) a member of Council or Council Committee who is unable to attend in person at a regular Council meeting, special Council meeting or Council committee meeting may participate in the meeting by means of electronic or other communication facilities.
- (b) Members of Council or Council committee who are participating in a meeting conducted in accordance with section 128.3 are deemed to be present at the meeting.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Council Procedure Amendment Bylaw No. 4479"

READ A FIRST TIME THIS	12	DAY OF	October	2021
READ A SECOND TIME THIS	12	DAY OF	October	2021
READ A THIRD TIME THIS	12	DAY OF	October	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

MAYOR

CORPORATE OFFICER

Item 11.2

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Permissive Tax Exemption Bylaw No. 4476 be read a final time.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

To: Mayor Harrison and Members of Council
 Date: September 29, 2021
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Permissive Tax Exemption – 2022

Recommendation:

That Bylaw No. 4476 cited as "City of Salmon Arm Tax Exemption Bylaw No. 4476," be given three readings.

Background:

Council, at the Regular Council Meeting held on October 13, 2020, adopted Bylaw No. 4415 granting various Organizations a Permissive Tax Exemption for a two (2) year period 2021 and 2022.

No new qualifying applications have been received requesting a Permissive Tax Exemption for the 2022 taxation year. However there is one (1) property requiring an update. This is the final year of the current three (3) year permissive tax exemption cycle and new applications will be required of all applicants next year for exemption in 2023.

Pursuant to Section 224 of the *Community Charter*, adoption of this bylaw will exempt the subject properties from not only the general municipal tax, but also, taxes levied by other governments (e.g. School, Regional District, Regional Hospital, Library, MFA and BCAA). The City is still responsible for payment of the exempted taxes levied by other governments, and the remaining tax base must make up this difference.

It is important to note that statutory exemptions (legislated pursuant to the *Community Charter*) allow churches and the property they sit on, an automatic or statutory exemption. Council has historically granted a Permissive Tax Exemption to churches for the remaining property of up to two (2) acres. For Societies, Senior Facilities and Sports Clubs, Council has historically permissively exempted all land and improvements, provided they are owned by a charitable, philanthropic or other not-for-profit organization.

Cornerstone Christian Reformed Church

The Cornerstone Christian Reformed Church (Church) subdivided their property (1191 22 St NE) in Plan EPP106191 into two (2) separate parcels – 2151 and 2110 11 Avenue NE. The newly created parcel (2110 11 Avenue NE) has been rezoned and subsequently sold to a private, for-profit owner. As confirmed with BC Assessment Authority (BCAA), the new parcel will not receive a permissive tax exemption as it is owned by a for-profit owner.

Council granted a Permissive Tax Exemption for a two (2) year period 2021 and 2022 to the Cornerstone Christian Reformed Church on the original property noted above (1191 22 St NE). The property received a statutory exemption for the church and land on which the church stood and a permissive exemption on the two (2) acres of the property surrounding the church

as it was more than two (2) acres, 0.563 acres of land was taxable. Council's policy allows up to a maximum of two (2) acres surrounding churches and accessory uses for permissive exemption. Following the subdivision of the property, the area surrounding the building is now less than two (2) acres; therefore would be fully tax exempt.

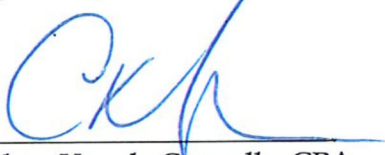
As advised by BCAA, the permissive tax exemption bylaw should be updated to reflect the new civic address and revised legal description of the property owned by the Church. The Church did not submit a formal application for Council's consideration. However, it is recommended that Council grant a permissive exemption on the remaining parcel for 2022.

The estimated permissive tax exemption value for 2022 is \$7,251.00 (General Municipal - \$3,534.00 and Other Governments \$3,717.00).

Pursuant to Section 227 of the Community Charter, the City of Salmon Arm is required to advertise all properties being considered for a permissive tax exemption and the value of said exemptions. As such, advertisements will appear in the Salmon Arm Observer on October 6 and October 13, 2021 respectively.

This bylaw must be adopted by October 31, 2021 to be in effect for the 2022 tax year. Therefore, it is recommended that Council adopt Bylaw No. 4476 to exempt the subject property for the 2022 year.

Respectfully submitted,



Chelsea Van de Cappelle, CPA
Chief Financial Officer

CITY OF SALMON ARM**BYLAW NO. 4476****Being a bylaw to exempt from taxation certain lands and improvements for the year
2022**

WHEREAS it is provided by Section 224 of the Community Charter, that the Council may by bylaw exempt from taxation any lands and improvements as therein specified;

AND WHEREAS the Council of the City of Salmon Arm deems it necessary and expedient to exempt from taxation for all purposes, the whole of the taxable assessed value of the land and improvements on certain properties situate within the City of Salmon Arm;

AND WHEREAS Section 224 of the Community Charter provides that every building set apart and in use for public worship and any church hall which Council considers necessary thereto, and the land upon which the building or hall actually stands, shall be exempt from taxation;

AND WHEREAS such area of lands surrounding the church building or hall as may be determined by Council shall be exempt from taxation, such area so exempted to be determined by bylaw in accordance with Subsection 2 (f) of Section 224 of the Community Charter;

NOW THEREFORE the Council of the City of Salmon Arm by affirmative vote of at least two-thirds of all the members thereof enacts as follows:

1. CHURCHES

- a) In addition to the statutory exemption for every building set apart and in use for public worship and the land upon which the building actually stands, all church halls located on the same property or adjacent property owned by the Church or its Trustees shall also be exempted, including the land upon which the halls stand, for the year 2022.
- b) Where the property on which a church is located does not exceed two (2) acres, all such land shall be exempt from taxation for the year 2022.
- c) Where there is a residence located on the same property as a church, the residence and any ancillary buildings and the land upon which the residence and ancillary buildings actually stand, as well as any area of land deemed to be associated with the use and enjoyment of the residential and ancillary buildings, shall be assessed and taxed as residential property for the year 2022.
- d) Where the property on which a church is located exceeds two (2) acres, the area of land exempt from taxation, including the statutory exemption, shall be two (2) acres.

1. Lot A, Plan EPP97409, Section 24, Township 20, Range 10, Except Plan EPP106191
(2151 11 Avenue NE)
Registered Owner and Occupier: Cornerstone Christian Reformed Church
(04437.003)

6. 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.

7. 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.

8. EFFECTIVE DATE

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

9. CITATION

This bylaw may be cited as "City of Salmon Arm Tax Exemption Bylaw No. 4476"

READ A FIRST TIME THIS	12	DAY OF	October	2021
READ A SECOND TIME THIS	12	DAY OF	October	2021
READ A THIRD TIME THIS	12	DAY OF	October	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

MAYOR

CORPORATE OFFICER

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INFORMATIONAL CORRESPONDENCE - OCTOBER 25, 2021

- | | | |
|-----|---|---|
| 1. | N. Leslie – email dated September 24, 2021 – Ross St/Hwy 1 Intersection | A |
| 2. | H. Lessard – letter dated October 12, 2021 – Crosswalk for Reconciliation in Salmon Arm | A |
| 3. | D. Miller – email dated October 14, 2021 – Disappointed in not providing the library with a tax exemption | N |
| 4. | S. Smandych-Sack, Director, Dragon Boat Festival – letter dated October 7, 2021 – Reservation of Marine Peace Park June 18, 2022 | A |
| 5. | J. McEwan, General Manager, Salmon Arm Fair – letter dated October 12, 2021 – Noise Bylaw | A |
| 6. | J. Broadwell, Manager, Downtown Salmon Arm – email dated October 20, 2021 – Seasonal Lighting on Ross Street Stage | A |
| 7. | R. Vanderfluit, Registrar, Youth Parliament of BC Alumni Society – letter dated September 11, 2021 – British Columbia Youth Parliament, 93 rd Parliament | N |
| 8. | J. Whiteside, Minister, Ministry of Education – letter dated October 12, 2021 – UBCM Ministerial Meeting | N |
| 9. | J. Whiteside, Minister, Ministry of Education – letter dated September 27, 2021 – 2021 Premier's Awards for Excellence in Education | N |
| 10. | W. Bauer, Township Clerk, Township of Langley to J. Horgan, Premier – letter dated October 7, 2021 – Financial Assistance for COVID-19 Related Budget Shortfalls | N |
| 11. | L. Helps, Mayor, City of Victoria to UBCM Member Local Governments – letter dated October 14, 2021 – Paid Sick Leave for Workers | N |

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

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Item 12.1

CITY OF SALMON ARMDate: October 25, 2021**MRDT Five Year Business Plan****Vote Record**

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

Opposed:

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



Please complete all MRDT application requirements and send to MRDT@destinationbc.ca in **one complete package** in PDF format.

Appendix 1.1 Municipal and Regional District Tax Application Form

Legal Name of Applicant: City of Salmon Arm
Designated Accommodation Area: Salmon Arm, BC
Rate of Tax (up to 3%): 2%
Implementation or Renewal Date: June 1, 2022

Check when completed	Requirement
<input checked="" type="checkbox"/>	Five-year Strategic Business Plan (Appendix 1.2)
<input checked="" type="checkbox"/>	Evidence that funds from the tax are incremental to existing sources of tourism funds
<input checked="" type="checkbox"/>	Evidence of consultation and support, as applicable, from local governments
<input checked="" type="checkbox"/>	Evidence of authority and request to impose the tax (e.g. Bylaw, resolution or letter requesting tax)
<input checked="" type="checkbox"/>	Certificate of incorporation, copies of articles of incorporation, constitution, and bylaws (eligible entities only)
<input checked="" type="checkbox"/>	Documentation of how the MRDT program, including revenue, will be administered (where applicable)
<input checked="" type="checkbox"/>	Evidence of consultation with tourism industry stakeholders
<input checked="" type="checkbox"/>	Accommodation Directory Form (Appendix 1.3)
<input checked="" type="checkbox"/>	Accommodation Sector in Support of Municipal and Regional District Tax Form (Appendix 1.4)
<input checked="" type="checkbox"/>	Confirmation of consultation with Destination British Columbia
<input checked="" type="checkbox"/>	Third party Authorization Form (Appendix 1.5, where applicable)
<input checked="" type="checkbox"/>	Disclosure of Information Authorization Form (Appendix 1.6)
<input type="checkbox"/>	Tourism Events Program Sponsorship Undertaking (3% applicants only) (Appendix 1.7)
<input type="checkbox"/>	Affordable Housing Plan (Appendix 1.8, where applicable)

By signing this application form, you certify that the information included in the application package is accurate, that all Municipal and Regional District Tax program requirements have been met, and that all required documents have been included in the application package.

Alan Harrison	Mayor
Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature

SALMON ARM

MRDT Program

**City of Salmon Arm
Business Plan and Renewal Application for the
Municipal and Regional District Tax
June 1, 2022-May 31, 2027**

Table of Contents

Executive Summary	3
INTRODUCTION	5
About the Applicant.....	5
City of Salmon Arm	5
Partner Agency (Third Party Service Provider) – Salmon Arm Economic Development Society (SAEDS).....	5
Request for Renewal of MRDT	5
SECTION 1: Five-Year Strategic Overview	6
1. Strategic Context	6
2. Vision, Mission, Goals, Objectives & Targets.....	13
3. Strategies – Key Actions.....	13
4. Brand Positioning	17
5. Target Markets	19
6. Management, Governance, and Administration.....	19
7. Sources of Funding	22
SECTION 2: One Year Tactical Plan.....	23
SECTION 3: MRDT Budget for Year One.....	35

Executive Summary

This Five-Year Business Plan is being submitted to Destination British Columbia and the Ministry of Finance in support of the City of Salmon Arm's application to continue collecting the 2% Municipal and Regional District Tax (MRDT) for an additional five-year period beginning June 1, 2022.

Salmon Arm's MRDT Business Plan is representative of consultation with industry and aligning community organizations. The plan development included one-on-one and group meetings with key stakeholders, individual and group meetings with a variety of broader tourism stakeholders, and on-going consultation with community partner organizations. This business plan is built on four guiding principles:

1. The plan will be "Accommodator led" with input and support from broader tourism stakeholders;
2. The plan will support the recovery, resiliency and growth of the tourism economy post-pandemic;
3. The plan will support the implementation of specific local tourism initiatives which have been identified as gaps and high ROI opportunities;
4. The plan will include a collaborative approach, ensuring a strong alignment with strategic plans of partner organizations, including Salmon Arm's Visitor Services Strategy, Shuswap Tourism's Development Plan, Thompson Okanagan Tourism Association's Tourism Strategy, and Destination BC's Strategic Plan.

The community's vision for the MRDT program is that ***Salmon Arm and the broader Shuswap region will be recognized as an all-season destination of choice for visitors from around the world.*** Over the upcoming five-year term, the MRDT program will increase visitation to Salmon Arm and the broader Shuswap region by way of the following four key strategies, which together form the foundation of this Business Plan:

Destination & Product Recovery, Resiliency and Growth

- Industry Readiness Support
- Active Transportation & Trails Planning
- Cultural Planning
- Inter-Organizational Planning
- Research, Evaluation & Analytics

Marketing

- Media Advertising & Production
- Consumer Shows & Events
- Collateral Production & Distribution
- Media Fam Tours
- Consumer Focused Assets
- Experience Package Facilitation

Events – Sports Tourism, Agri-Tourism, Cultural Tourism Conferences/Conventions/Seminars

- Planning & Coordination Support
- Financial Support
- Marketing Support
- Bid Submission

Visitor Services

- Signage & Kiosks
- Visitor Amenities
- Ambassador Program

The primary measure which will be used to evaluate the program's success will be **increased overnight visitor stays as measured by improved hotel/motel occupancy rates.**

Each of the initiatives identified above will be funded from the proposed 2% Municipal and Regional District Tax collection, estimated to be \$200,000 annually. Under the MRDT administration model detailed in this Business Plan, program activities will be governed by a MRDT Committee of the Salmon Arm Economic Development Society. The Committee will be comprised of seven voting members including four accommodators and three broader tourism stakeholders, as well as a further seven non-voting members comprised of community stakeholder organizations. MRDT revenue will be collected by accommodation providers within the City of Salmon Arm and remitted to the Ministry of Finance on a monthly basis. Ministry of Finance will, in turn, remit the funds (less an administrative fee) to the City of Salmon Arm. Under the Third Party Service Agreement detailed further in *Section 1, 6: Management, Governance and Administration*, the City of Salmon Arm will remit the funds to the Salmon Arm Economic Development Society's MRDT Committee for implementation of the Business Plan.

Both the proposal to continue to levy the MRDT, as well as the MRDT revenue spending strategy presented in this Business Plan, have the support of the majority of accommodation operators in the City of Salmon Arm. Of the 11 eligible properties in the City of Salmon Arm, 10 have provided written confirmation that they support the implementation of the MRDT and the proposed MRDT revenue spending strategy. Zero properties have declared that they are against the implementation of the tax, and 1 property has chosen not to reply and/or respond to offers to meet and discuss the attached Business Plan. This means that over 90% of the accommodation properties, representing 95% of the available rooms in Salmon Arm, are in favour of the implementation of the MRDT. Additional support from broader tourism stakeholders is evidenced in the letters of support attached in Appendix 6.

The City of Salmon Arm and Salmon Arm Economic Development Society are pleased to present the following community led, Five-Year Municipal and Regional District Tax Business Plan which is designed to support the resilience, recovery and growth of the local and regional tourism economy.

INTRODUCTION

About the Applicant

City of Salmon Arm

This is a renewal application for the City of Salmon Arm (Designated Recipient) for the period of June 1, 2022 – May 31, 2027. The City of Salmon Arm intends to delegate administration of the MRDT program to the Salmon Arm Economic Development Society (Third Party Service Provider), consistent with the previous MRDT collection term. The City passed a bylaw on July 18, 2016 requesting the province to levy the tax on its behalf. A copy of this bylaw is attached in Appendix 3.

Partner Agency (Third Party Service Provider) – Salmon Arm Economic Development Society (SAEDS)

As part of the initial program development in the first collection term, a governance review was completed inclusive of significant input from Salmon Arm accommodators. Following the review, the City of Salmon Arm determined that entering into a Third Party Service Agreement with Salmon Arm Economic Development Society would provide the most efficient and effective implementation and management of the MRDT Business Plan. The original governance model for Salmon Arm's MRDT program has proven positive and remains consistent within this renewal application and the Five-Year Business Plan 2022-2027. *Section 1, 6: Management, Governance and Administration* provides further details.

SAEDS' Board of Directors recognizes the important role the tourism sector plays in furthering all aspects of the economy. The organization considers recovery, resiliency and growth of Salmon Arm's tourism sector as a priority for stimulating the local and regional economy and a catalyst for broader business and social development – all factors that directly align with the mandate of SAEDS and their established Five-Year Economic Action Plan. The relationship between SAEDS and the City of Salmon Arm has been in place for more than 20 years.

Request for Renewal of 2% MRDT

The City of Salmon Arm is requesting that the Province of British Columbia (Ministry of Jobs, Tourism and Skills Training and Ministry of Finance) authorize the renewal of the MRDT program as follows:

Implementation Area:	City of Salmon Arm
Implementation Date:	June 1, 2022
Plan Period:	June 1, 2022 to May 31, 2027

Five-Year Strategic Business Plan (Appendix 1.2)

Designated Recipient:	City of Salmon Arm
Community Name:	City of Salmon Arm
Five-Year Period:	June 1, 2022 – May 31, 2027

SECTION 1: Five-Year Strategic Overview

1. Strategic Context

Salmon Arm's Tourism Model

In what is perhaps a unique model of tourism service delivery, Salmon Arm and the broader region rely on a collective and collaborative approach which continues to be reflected in the foundation of this Business Plan. Throughout Salmon Arm and the broader region, there are diverse organizations that have worked together to build the local tourism economy. These partners include local and regional governments, established tourism functions, economic development organizations, community NPO's, Visitor Centres and many others.

On an annual basis, the City of Salmon Arm contributes funding towards the Columbia Shuswap Regional District's (CSRD) Shuswap Tourism function, enabling Salmon Arm to participate in this regional initiative. Shuswap Tourism is the destination marketing organization responsible for regional visitor attraction, which it achieves through the implementation of the Shuswap Tourism Development Plan. The City of Salmon Arm will continue to contribute financially towards the regional tourism function through the existing agreement and Shuswap Tourism staff will continue their successful work implementing the regional tourism plan.

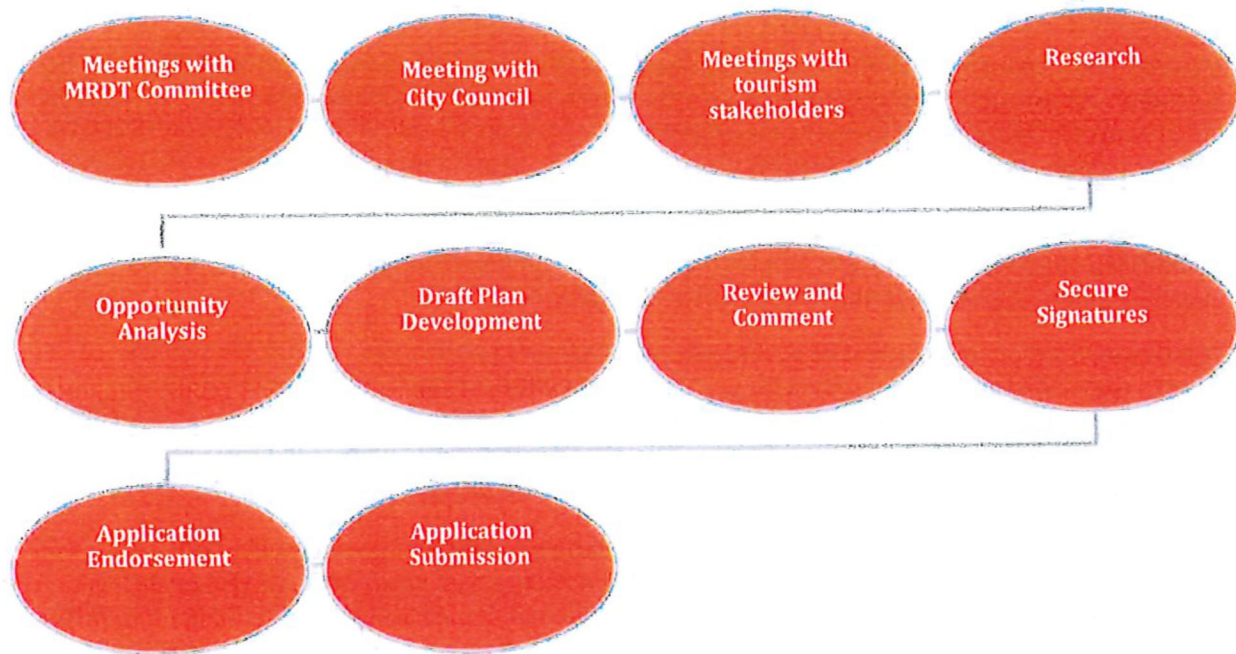
In alignment with Salmon Arm's established collaborative tourism model, City Council is pleased to present a Business Plan reflective of the following goals:

1. The plan will be "Accommodator led" with input and support from broader tourism stakeholders;
2. The plan will support the recovery, resiliency and growth of the tourism economy post-pandemic;
3. The Plan will support the implementation of specific local tourism initiatives which have been identified as gaps and high ROI opportunities;
4. The Plan will include a collaborative approach, ensuring a strong alignment with strategic plans of partner organizations, including Salmon Arm's Visitor Services Strategy, Shuswap Tourism's Development Plan, Thompson Okanagan Tourism Association's Tourism Strategy, and Destination BC's Strategic Plan.

MRDT Business Plan and Application Process

The City of Salmon Arm requested support from the Salmon Arm Economic Development Society to work with Salmon Arm accommodators and broader tourism stakeholders to develop the MRDT Business Plan and Application Package. In keeping with the 4 identified Business Plan development goals above, SAEDS completed the following consultation process:

MRDT Consultation Process Flow Chart



Business Plan development consultation included:

- One-on-one engagement meetings with all available MRDT accommodation providers within the City of Salmon Arm's designated accommodation area;
- Research regarding best practice examples from MRDT communities around the Province;
- Review of Regional and Provincial Tourism Plans (Shuswap Tourism, TOTA, Destination BC);
- Consultation with Shuswap Tourism, Thompson Okanagan Tourism Association and Destination BC;
- One-on-one meetings with diverse tourism stakeholders (inclusive of for-profit tourism businesses, local and regional partner organizations);
- Draft Business Plan review and comment opportunity (accommodators, partner organizations, City of Salmon Arm);
- Securing letters of support from tourism stakeholders and signatures of support from accommodators;
- SAEDS, MRDT Committee and City Council endorsing and adopting the application.

Setting the Stage: Tourism Opportunity

National Impacts of a Global Pandemic

In March 2020, the government imposed travel restrictions and border closures aimed at containing COVID-19, which brought travel to and from Canada to a near standstill. In fact, at that time, the number of international arrivals to Canada from other countries fell by 54.2%, the largest single monthly drop since 1972. Most hotels were empty: by the first week of April 2020, the hotel occupancy rate was below 20% across Canada.

To reduce the spread of COVID-19, the Canadian government closed its international border to non-Canadian citizens and permanent residents, with the exception of US citizens. Shortly following this, the Canada-US border was closed to non-essential travel, and various restrictions on non-essential travel to and from Canada were in place for the remainder of 2020 and continued into 2021. Some restrictions affected domestic travel of Canadians as well, such as the closure of various provincial and territorial borders, restrictions placed on travel between regions of a province or territory, and limitations of non-essential travel. With the persistence of the pandemic affecting many parts of the world, restrictions were tightened and further extended into 2021.

These travel restrictions have a direct impact on businesses, particularly those in the tourism sector, which was one of the hardest hit by government interventions. In 2020, tourism gross domestic product (GDP) was down 47.9% annually, while economy-wide, GDP fell at a much slower pace (-5.4%). This contributed to a decline in tourism's share of GDP, which fell from 2.0% in 2019 to 1.1% in 2020. Tourism spending was almost cut in half (-48.1%) in 2020.

Under these circumstances, many businesses in the tourism industry have had to reduce their hours, or close temporarily or permanently, which led to laying off employees. In 2020, tourism activities generated about 530,000 jobs. Tourism jobs fell 28.7% annually in 2020, with most of the drop occurring in the second quarter. All tourism categories were down in 2020, with food and beverage services (-32.3%) and accommodation (-35.2%) contributing most to the overall decline. *StatsCanada Covid-19 Data Insights*

Local Context

The City of Salmon Arm is located within the Secwepemc Nation Traditional Territory in British Columbia's Southern Interior, positioned on the shores of Shuswap Lake mid-way between Calgary and Vancouver. The Secwepemc Nation, an important Salish Nation, is comprised of 17 Bands whose ancestors lived in South-central British Columbia. Today, the Shuswap region is home to four First Nation Bands: Adams Lake Indian Band, Neskonlith Indian Band, Spltasin First Nation and Little Shuswap Lake Indian Band.

Salmon Arm has a population of 17,764 residents (2016 StatsCan). As the largest community in the Columbia Shuswap Regional District, the City has positioned itself as the business service centre for the broader region, which expands its market to approximately 45,000 residents. Accommodation within the City includes 12 hotel/motels, as well as a significant inventory of B&B's, vacation rentals and campgrounds.

Salmon Arm is a growing city, positioned on the shores of Shuswap Lake. The City is located at the intersection of two key transportation corridors, the TransCanada Highway and highway 97, seeing an average community exposure of 20,000 vehicles daily. Salmon Arm has broad geographic boundaries, resulting in its tourism assets being widely dispersed. BC residents makes up the largest share of overnight visitation and spending within the region, followed by Alberta residents. The visitor segments with the greatest inclination to visit this area include *Authentic Experiencers, Free Spirits* and *Cultural Explorers*. Historically, a significant number of over-night stays have been generated by business travellers and tour bus participants.

Long recognized as a tourism destination, Salmon Arm visitation rates have consistently been trending upward over the last decade, prior to the Covid-19 pandemic. Room revenues in the City grew annually by approximately 3%, followed by a sharp decline in 2020. The tourism sector has been a leading contributor to the local economy in the form of direct and in-direct spending and job creation. It has also continued to support the attraction of new businesses and new talent to the City. Key tourism features include Shuswap Lake, agri-tourism experiences, extensive trail network, golf, heritage attractions including R.J. Haney Heritage Village, sport tourism, cultural experiences including the Salmon Arm Art Gallery and Song Sparrow Hall, and events including the annual Roots & Blues Festival, and more. Recent investments in the tourism economy include a new 94 room hotel, a performance hall, and several new restaurant and beverage establishments.

Telus Insights cellular visitor data confirms the seasonality of the regions tourism economy with summer visitation representing 49% of visitors to the Shuswap both domestic and international. The other three season visitation is distributed fairly equally with Fall 21%, Spring 18% and Winter 12%. This data further reports a higher volume of visitors stayed a minimum of one night in the Shuswap compared to those who were in the Shuswap for the day.

Local Tourism Implications of the Pandemic

The Covid-19 Pandemic resulted in a significant economic downturn within the tourism sector. Room revenues recorded via the City's MRDT receipts for the months from March-June, 2020 decreased by an astounding 80% over the same period in the previous year. Through spring 2020, a significant number of accommodations and tourism operations were either completely closed or operating at a much reduced capacity. 2020 rounded out the year with a total annual decrease/loss in accommodation revenue of 62%, compared to 2019. As we moved forward into the later months of 2020 and into 2021 and British Columbia entered Phase 3 and 4 of it's reopening plan, Salmon Arm accommodators have seen an uptick in overnight stays. 2021 has seen some further recovery and stabilization, although data is only available until June 30, 2021 at the time of writing this report.

Salmon Arm Tourism Fast Facts:

- *Prior to Pandemic, the tourism economy grew at an annual rate of 3%.*
- *Highly seasonal visitation – almost 50% of annual visitors arriving in July and August.*
- *Largely a domestic tourism market with BC being number one market, followed by Alberta.*
- *Visitor segments: Free Spirits, Authentic Explorers, and Cultural Explorers*

Multi-Year Comparative 2% MRDT Revenue Collected – Salmon Arm Accommodations



An August 2020 survey of tourism businesses in Salmon Arm survey designed to gauge the impacts and resiliency of tourism businesses reported the following information:

- 50% of respondents indicated their business closed temporarily as a result of the pandemic
- 13% of respondents indicated their business remained closed as of August 21, 2020
- 18% of respondents indicated their business was at risk of permanent closure.

Changing Visitor Trends

Noted changes in visitor trends as a result of the Covid-19 Pandemic include:

- Significant increase in walk-up booking and a decrease in reservations
- Shift in visitor type from business and tour participants to almost entirely a leisure traveler
- Significant increase in visitor information requests at check-in, coinciding with the change in planned bookings and traveler type.

Accommodators have noted that of the visitors arriving to Salmon Arm throughout the pandemic, it appeared many did not originally plan to stop in this community. Further, most did not have an itinerary and were seeking support in trip planning. Finally, there was flexibility in their vacation plans allowing for “stay-another-day opportunities” in Salmon Arm, with the right marketing.

In addition to public health orders affecting operations and access to traditional markets, a primary challenge noted by accommodators as a barrier to economic recovery and resiliency is access to labour. Further noted required supports included trip planning information/virtual concierge services to support stay-another-day opportunities.

Salmon Arm Tourism Sector SWOT

Strengths

- Located on the traditional territories of the Secwepemc People
- Strategic location on TransCanada Highway (easy access)
- Natural attributes including Shuswap Lake, natural geography, four-season climate
- Built infrastructure including a well-designed, signed, maintained, and promoted, trail network, Canoe Beach and public parks
- Unique and vibrant downtown core
- Established arts & culture cluster and a tri-partite agreement to implement Salmon Arm’s

- Cultural Master Plan
- Established and resourced Visitor Services Strategy
- Growing Agri-tourism cluster
- Defined Community Brand

Weaknesses

- Highly seasonal tourism economy
- Limited supply of hospitality sector talent/workforce
- Workforce housing availability (rental housing market)
- Lack of signage for key tourism assets
- Lack of connectivity between tourism businesses

Opportunities

- Tourism sector recovery, resiliency and growth post-pandemic
- Reconciliation and relationship building with Secwepemc People
- Shoulder and off-season visitor experience development and promotion
- Close proximity to the Shuswap North Okanagan Rail Trail, facilitating future recreation opportunities and further solidifying the Shuswap's position as a travel destination
- Established infrastructure and capacity for event hosting
- Active transportation planning and future development potential
- Continued community priority focussed on preservation of the natural environment
- New investment in destination development
- Increased visitor awareness of tourism assets

Threats

- Unknown future impact of the pandemic on the tourism economy
- Overnight stay competition from larger neighbouring centres
- Shuswap Lake access for visitors
- Hospitality sector labour market/housing availability

Tourism sector strengths in Salmon Arm include strong support and industry expertise from volunteers, NPO's, and businesses. The City is positioned on the traditional unceded territory of the Secwepemc People, in a strategic location on the TransCanada Highway, directly between the two major centres of Vancouver and Calgary. Additional competitive advantages include Salmon Arm's natural assets (specifically Shuswap Lake) and desirable climate, coupled with established experiences such as world class golf courses, well planned regional trail system, vibrant arts and culture assets and events (Roots & Blues Festival), Adams River salmon run, expanding agri-tourism/ agri-food experiences and unique downtown shopping experiences, among others.

Challenges within Salmon Arm's tourism sector include drastic reduction of visitors in both shoulder and off-season. Outside of the peak season summer months of July and August, accommodators and tourism businesses face a sharp decline in revenue. In addition to the seasonality of the industry, visitors trend towards single night stays or stop-overs as opposed to a tourist's destination of choice for multi-night stays. Although some progress has been made in the previous Five-Year MRDT Program, noted challenges remain related to marketing including available visitor information at key locations where visitors naturally gather, lack of way-finding and on-site signage for key tourism experiences, and connectivity among tourism businesses

specifically for the purpose of visitor package development and cross promotion. Regional transportation also presents a challenge for visitors arriving to the region by air.

Proactively supporting the recovery, resiliency and growth of the hospitality industry post-pandemic is a primary opportunity for Salmon Arm's tourism economy. Equally as important is a focus on reconciliation and relation-building with the Secwepemc People. Consistent with Salmon Arm Visitor Services Strategy and TOTA regional priorities, the five-year MRDT program has identified a key opportunity is decreasing the seasonality of the industry. Building out spring, fall, and winter tourism experiences and visitor awareness of same, will provide increased revenue and stability to Salmon Arm's tourism sector. Expanding marketing of Salmon Arm and the Shuswap Region as a destination of choice with a focus on visitor experiences will also aid in extending visitor length of stay. Additional opportunities include destination development, business development/business readiness and community promotion, focusing on the Shuswap North Okanagan Rail Trail, active transportation/healthy living, agri-tourism, and arts, culture and heritage experiences (among others).

2. Vision, Mission, Goals, Objectives & Targets

Vision

Salmon Arm and the broader Shuswap region will be recognized as an all-season destination of choice for visitors from around the world.

Mission

In the five-year period from 2022-2027, implementation of this business plan will increase support the recovery, resiliency and growth of the local tourism economy, increasing visitation to Salmon Arm and the broader Shuswap region measured by the growth of the annual MRDT revenue. This will be achieved by:

- Supporting industry readiness and growth opportunities
- Telling our story/sharing our experience
- Expanding destination and experiential marketing
- Developing/expanding industry partnerships
- Developing/expanding tourism experiences and assets

Overall Goals, Objectives and Targets

There are 4 guiding principles which form the foundation of Salmon Arm's MRDT Business Plan:

1. The plan will be "Accommodator led" with input and support from broader tourism stakeholders;
2. The plan will support the recovery, resiliency and growth of the tourism economy post-pandemic;
3. The Plan will support the implementation of specific local tourism initiatives which have been identified as gaps and high ROI opportunities;
4. The Plan will include a collaborative approach, ensuring a strong alignment with strategic plans of partner organizations, including Salmon Arm Visitor Services Strategy, Shuswap Tourism's Development Plan, Thompson Okanagan Tourism Association's Tourism Strategy, and Destination BC's Strategic Plan.

Each of the following goals and objectives of Salmon Arm's MRDT Business Plan will be guided by the overarching focus of shoulder and off-season development and working collaborative with partner organizations.

Measurables

Initiatives identified within the Annual Tactical Plan (*Section 2*) include a matrix detailing how success will be measured, these vary by initiative, however the primary success measurements for Salmon Arm's MRDT program include the following:

- Increased room revenue
- Increased occupancy rates (particularly in shoulder season and off-season)

3. Strategies – Key Actions

Determination of the key actions and strategies for Salmon Arm's MRDT Program included a process of community engagement and assessment:

- 1) Accommodator consultation (one-on-one meetings as well as group meetings with the MRDT Committee)
- 2) Tourism industry consultation (one-on-one meetings with broad tourism industry)

- representatives)
- 3) Consultation with community organizations (Shuswap Tourism, Salmon Arm Visitor Centre, Shuswap Trail Alliance, Salmon Arm Recreation and others)
 - 4) Research and review of existing tourism strategies (Salmon Arm Visitor Services Strategy, Shuswap Tourism, Thompson Okanagan Tourism Association, Destination BC)
 - 5) Assessment of emerging priorities to ensure:
 - a. Alignment with Provincial MRDT Program Guidelines
 - b. Alignment with Shuswap Tourism, Thompson Okanagan Tourism Association and Destination BC strategies
 - c. Opportunity assessment to determine possible return on investment, outcomes and measurables for each initiative
 - d. Assessment of required financial and staff resources

Following is a list of the key strategies which emerged as priorities for Salmon Arm's MRDT program.

Visitor Services		
	Signage & Kiosks	Community promotion & visitor information signage
	Visitor Amenities	Planning & support for EV charging stations, bike repair stations and other identified visitor amenities
	Ambassador Program	Familiarization tours & welcoming training
Events - Sport Tourism, Agri-Tourism, Conference/Convention/Seminars, Cultural Festivals		
	Planning & Co-ordination Support	Resources/community assets/contacts/organization templates.
	Financial Support	Support expansion of events (# of attendees, # of days) & seed funding for new event launch – Grant Fund
	Marketing Support	Marketing to for visitor attraction. Marketing to event attendees (Itineraries, pre & post visits, upcoming events/stay another day opportunities)
	Bid Submission	Identify & actively respond to high ROI, well positioned, event hosting opportunities
Marketing		
	Media Advertising & Production	Digital and print visitor attraction campaigns
	Consumer Shows & Events	Outdoor shows & other travel trade events
	Collateral Production & Distribution	Event listings, itineraries, anchor asset map publication & distribution
	Media Fam Tours	Partnership to expand media fam tours
	Consumer-focused Asset Development	Written content, photography, videography
	Experience Package Facilitation & Campaign Development	Facilitate collaboration among businesses to promote package development. Develop and launch marketing campaigns to promote.
Destination & Product Recovery, Resiliency and Growth		
	Industry Readiness	Providing targeted business development assistance to support post-pandemic recovery, resiliency, and growth, as well as business readiness support for capitalizing on future opportunities including the Shuswap North Okanagan Rail Trail
	Active Transportation & Trail Planning Support	Support planning efforts of the City's Active Transportation Committee and Shuswap Trail Alliance

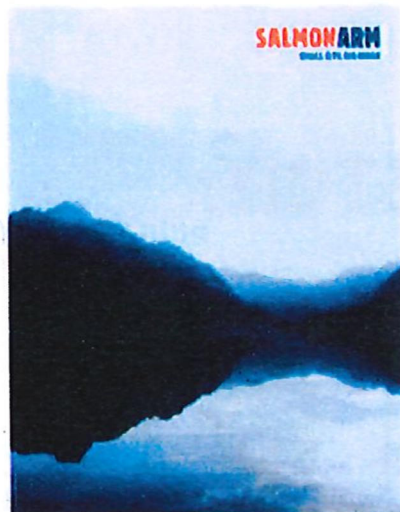
	Cultural Planning	Support the implementation of the City's Cultural Master Plan
	Inter-organizational planning	Undertaking collaborative tourism planning to ensure clear direction, no duplication of efforts, and aligning supportive programming between Shuswap Tourism, Visitor Centre, MRDT and regional partners
	Research, Evaluation and Analytics	Collecting and analyzing visitor data to assist in targeted marketing efforts and recovery/resiliency response

4. Brand Positioning

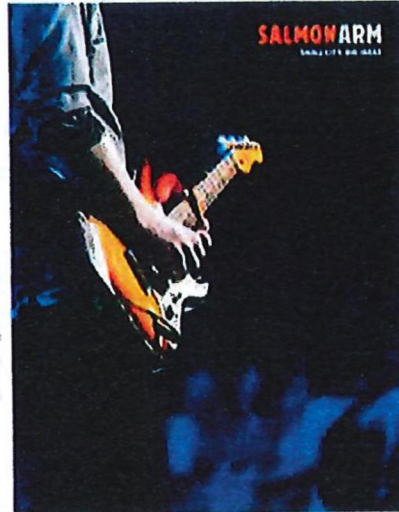


Salmon Arm is a small city with big ideas whose combination of beauty and forward thinking attracts young explorers, entrepreneurs and families of all ages. They're seeking a welcoming place that's open to innovative ways to build a life where they can do more, live more and make more of a difference. In a spectacular setting ideally situated on a key transportation crossroads, Salmon Arm offers authentic community, varied activity, real prosperity, and true opportunity.

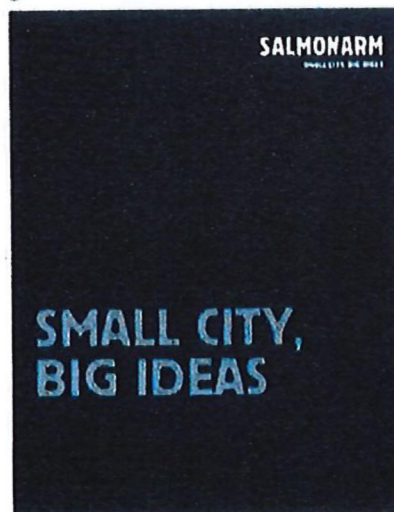
Our wordmark embodies the many contrasts of our city like innovation and playfulness, quiet and cutting-edge, opportunity and lifestyle, nature and business, and technology and arts.



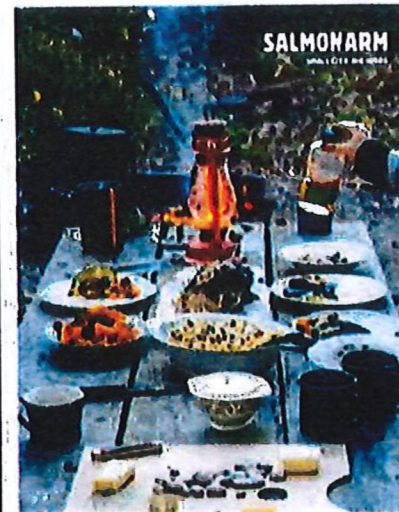
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Salmon Arm is part of the Shuswap Region and actively participates as a member community in the *Shuswap Tourism* function administered by the Columbia Shuswap Regional District. Shuswap Tourism also has a highly successful Shuswap Brand. Further details on the Shuswap Brand are below:



OUR STORY

"The Shuswap? That's that place where you go houseboating, right?" Right!

But only partially right. Houseboating's only part of our story. You see, for decades, the Shuswap region has been synonymous with houseboating. But our real story, the one we live and breathe, is comprised of real people in an incredible place, living rich and simple and authentic lives.

We shop for groceries, take the kids to games, go for walks in the woods and travel to other places. We like to go to the lake, we like to have concerts, we possess a rich heritage and we may or may not use umbrellas when it rains. We have incredible wineries, access to a myriad of recreational opportunities, host a top-notch major festival and hey, even the salmon fight their way back here year after year. These are all parts of our story.

But you might find the best part of our story is sharing a cup of tea, or a piece of pie, or digging carrots and hearing about what's happening (or



not happening) in the community as of late. Or you might get the best part of a Shuswap experience leaning on a fence post, or leaning on a speaker, or leaning on a café counter. Or you might find the best part of our story when you free your soles, swap your shoes, kick up your heels and take a step in our direction, in search of another simple spectacular Shuswap adventure.



5. Target Markets

Geographic Market

A primary market of “close to home” travellers from within British Columbia, Alberta, and Washington has been identified. Visitor attraction efforts will be aligned with current PHO orders and Destination BC messaging.

Explorer Quotient Audience

- **Authentic Experiencers** - Typically understated travellers looking for authentic, tangible engagement with destinations. With a particular interest in understanding the history of the places they visit, these experiencers have a higher than average education and an average household income, more likely to be retired with an average of 53% over the age of 55. Experience appeal for these visitors includes exhibits, architecture, historic sites/buildings and museums. They may also be interested in nature, shopping, foodie opportunities, performing arts, and water-based outdoor activities (among others).
- **Free Spirits** – Highly social and open-minded. Their enthusiasm for life extends to their outlook on travel. Experimental and adventurous, they indulge in high-end experiences that are shared with others. These higher than average income earners tend to be full-time workers if they are not still students. 80% of the Free Spirits are in the 18-54 demographic. These travellers are more likely than most to be interested in shopping, dining and other food related activities, entertainment and performing arts, water-based outdoor activities, festival, events and spectator sports, outdoor and nature experiences (among others).
- **Cultural Explorers** – defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the places they visit. With a higher than average education and average household income, 43% of these travellers are between the ages of 35-54. Similar to Free Spirits, Cultural Explorers are likely to find many activities appealing to do on a long-haul vacation including nature and outdoor experiences, sightseeing, water-based outdoor activities, and festivals, events and spectator sports (among others).

6. Management, Governance, and Administration

Salmon Arm Economic Development Society entered into a third party service agreement with the City of Salmon Arm to implement the community’s MRDT Program. Through industry consultation, it was determined the most effective and efficient approach to implementing Salmon Arm’s MRDT program would be in collaboration with community and regional stakeholders. As detailed in *Section 1, 1: Strategic Context*, Salmon Arm and the broader region rely on a collective and collaborative approach to tourism service delivery. There are several Salmon Arm/Shuswap tourism organizations which have positioned themselves as experts within the tourism sector and would be best suited to partner with the Salmon Arm Economic Development Society to undertake specific initiatives identified within the Business Plan. It is a primary goal of the Salmon Arm Economic Development Society to not duplicate efforts of existing tourism organizations but instead partner with those best suited to each specific initiative, ultimately ensuring the most effective resources are being utilized to ensure the highest return on investment for the tourism sector. Further details on partnerships are included below.

Governance Structure

MRDT revenue collected by Salmon Arm accommodators is remitted to the Ministry of Finance, then transferred to the City of Salmon Arm, who then transfers the funds to their Third Party Service Provider, Salmon Arm Economic Development Society, for implementation of the Business Plan.

- **City of Salmon Arm** – Applicant and recipient of MRDT funds received from Province of BC. As detailed within the City of Salmon Arm and Salmon Arm Economic Development Society Third Party Service Agreement in Appendix 5, on a monthly basis the City of Salmon Arm will disburse 100% of MRDT funds received to the Salmon Arm Economic Development Society for implementation of the Business Plan.
- **Salmon Arm Economic Development Society** – Third Party Service Provider
 - **MRDT Committee** - Tourism industry committee of the Salmon Arm Economic Development Society with the mandate to direct and oversee all aspects of the MRDT program, with the support of Economic Development staff.

About Salmon Arm Economic Development Society (SAEDS)

The Salmon Arm Economic Development Society is a non-profit society registered with the BC Corporate Registry. It was established on August 27, 2002 and has a 17-person Board of Directors comprised of 12 voting members representing the major sectors of the local economy, including: Tourism, Construction, Commercial, Manufacturing, Business Services, Health, Forestry, Agriculture, Education, and Technology, and 5 non-voting members representing City of Salmon Arm, Columbia Shuswap Regional District, Salmon Arm Chamber of Commerce, Adams Lake Indian Band, and Neskonlith Indian Band.

The mandate of the Society is:

1. *Business Retention and Expansion*
2. *New Business Attraction and Development*
3. *Programs and Projects Designed to Enhance Resident Quality of Life, Economic Development and Prosperity in the Community.*

Following are excerpts from the Salmon Arm Economic Development Society's MRDT Committee Terms of Reference:

In an effort to ensure a well-informed, well-directed and high return on investment MRDT program, a MRDT Committee will be formed as a committee of the SAEDS Board. The MRDT Committee will be led by the Tourism Director on the SAEDS Board and will further be comprised of tourism industry experts, the majority of which are not board members. The MRDT Committee will be the primary decision makers related to the MRDT program.

Membership

Voting membership for the MRDT Committee will consist of 7 members comprised of:

- 4 MRDT collection property representatives "Accommodators"
 - A minimum of 1 of the 3 positions will represent a property with no more than 40 units (a smaller accommodator), as long as an expression of interest is received from a smaller accommodator.
- 3 Broader Tourism Stakeholder Representatives
 - No more than 1 representative from the same organization.

SALMON ARM MRDT Five-Year Business Plan 2022-2027

The SAEDS Board member representing the Tourism Sector will be appointed as the Committee Chairperson, a voting member of the MRDT Committee.

Non-voting membership

Non-voting members will form part of the MRDT Committee for communication and partnership purposes. Non-voting members will consist of one representative (designated by the organization) from each of the following:

- City of Salmon Arm/Visitor Centre
- Shuswap Tourism
- Salmon Arm Recreation Society
- Shuswap Trail Alliance
- Salmon Arm Visitor Centre
- RJ Haney Heritage Museum
- Downtown Salmon Arm

Activities of the MRDT Committee will be in accordance with the Province of British Columbia's MRDT Program Requirements, City of Salmon Arm/SAEDS MRDT Agreement, the SAEDS Board Governance and Procedures Policies and representative of the Five-Year MRDT Business Plan.

Salmon Arm Economic Development Society's MRDT Committee Terms of Reference is attached in Appendix 5.

Partnerships

In addition to the City of Salmon Arm and Salmon Arm Economic Development Society, there are 4 established tourism organizations which have been identified as key stakeholders in Salmon Arm's MRDT Program: Shuswap Tourism, Salmon Arm Visitor Centre (City of Salmon Arm), Shuswap Trail Alliance, and the Salmon Arm Recreation Society. To ensure effective communication and strong partnership opportunities, each of these organizations will be provided a standing non-voting position on the MRDT Committee. On an annual basis, as the MRDT Committee works to establish the tactical plan, these organizations will be consulted to determine 1: alignment of the annual MRDT tactical plan with their organizational work plans, and 2: partnership opportunities which align with the MRDT Business Plan goals, objectives, and initiatives. These partnership opportunities are identified within initiatives in the attached first year tactical plan.

In addition to the key stakeholders, there are numerous other community organizations within the City of Salmon Arm and broader Shuswap Region who have been consulted in the development of this Business Plan and will be further engaged in the annual tactical planning process.

Accountability & Control

The Following guidelines and terms have been established to ensure MRDT funds are spent in accordance with the MRDT Provincial Program Guidelines and Salmon Arm's MRDT Business Plan:

- Salmon Arm Economic Development Society will maintain separate accounting records, tracking all MRDT transactions in accordance with Generally Accepted Accounting Principles.
- Salmon Arm Economic Development Society and its MRDT Committee will provide the City of Salmon Arm copies of annual financial statements within 90 days of the fiscal year end.
- Salmon Arm Economic Development Society and its MRDT Committee will provide the City of Salmon Arm with a copy of the Annual Tactical Plan for each ensuing calendar year.
- Salmon Arm Economic Development Society and its MRDT Committee will provide the City

SALMON ARM MRDT Five-Year Business Plan 2022-2027

with its Annual Performance Report, prior to April 30th of each year.

7. Sources of Funding

Figures included in the table below are estimates based on accommodator input, inclusive of average room rates and occupancy rates, actual room revenue from previous five-year period, and projections going forward.

The MRDT revenues will be incremental to existing tourism funding. The City of Salmon Arm contributes funding to Shuswap Tourism, the Salmon Arm Visitor Centre, Shuswap Trail Alliance, Salmon Arm Recreation Society and Salmon Arm Economic Development Society. These existing financial agreements are funded by the City of Salmon Arm through tax requisition, and will continue as such. The funding agreements for each organization above are separate from anticipated MRDT revenues and will not be replaced by MRDT revenues. All initiatives identified within the MRDT Business Plan are new or continuing initiatives which, in the absence of MRDT revenue, do not have a funding source attached.

2022 Estimated Salmon Arm Room Revenue (inc OAP)	\$ 10,000,000
Estimated Annual 2% MRDT Revenue	\$ 200,000

Salmon Arm MRDT Collection Properties

Hotel/Motel/B&B/Resort	# of Rooms
Apple Grove Motel	11
Sure Stay Plus Hotel by Best Western	75
Comfort Inn & Suites	115
Fairfield Inn & Suites	95
Happy Salmon	14
Hilltop Inn	72
Prestige Harbourfront Resort	121
Super 8 Motel	39
The Inn at the Ninth Hole	6
Travelodge	35
Viewpoint RV Park & Cottages	7

SECTION 2: One Year Tactical Plan

Project Plans

Major Category
Visitor Services
Activity Title
Visitor Services Support
Tactics
To mobilize and support visitor services programming and resources.
Partners
Salmon Arm Visitor Centre, Shuswap Tourism
Implementation
<p>Changes in visitor trends in 2020 prompted visitor services support to be identified as a priority. Key considerations for the visitor services category include:</p> <ul style="list-style-type: none"> • The City's geographic boundaries are broad and many of the preferred destinations for visitors are not readily visible. • With 20,000 passing travelers daily, Salmon Arm lacks a consistent, recognizable, efficient visitor information system to draw passing travelers into the community and further, to support on-site trip planning and wayfinding once they have arrived. As a result, the city is missing the opportunity to expand visitor stay duration and visitor spending. • The pandemic has resulted in changes to visitor demographics and correlating trip planning process including: <ul style="list-style-type: none"> • 2020-2021 visitors have been primarily comprised of leisure travelers, a shift from what was previously business travelers and planned tour participants • 2020-2021 also saw a significant increase in walk-up bookings and a decrease in planned stays/reserved bookings • As a result of these changes, visitor information needs have increased. Specifically, in-community trip planning demand increased substantially. <p>Addressing visitor information gaps at the community level has been an identified challenge that the community has been working to solve over the last several years. However, the impacts of the pandemic and related shifts in traveler trends have accelerated this initiative to an immediate priority, in order to ensure the recovery and resiliency of the tourism sector.</p> <p>This tactic includes the following initiatives for 2022:</p> <ul style="list-style-type: none"> • Continuation of a front line tourism ambassador series (series of events to arm front line tourism staff with current, high-value information regarding experiences, events and activities and how they can be accessed during the pandemic). This would also include providing print and digital resources to front line staff to support their visitor response. • Print collateral distribution at visitor kiosks and other key visitor locations. • Expansion of welcome & wayfinding signage. • Installation of interactive visitor information kiosks.

Salmon Arm 5 Year MRDT Business Plan

Timeline 2022	
Sources of funding MRDT Revenue	
Budget \$102,500	
Performance Measures <ul style="list-style-type: none"> Establishment and hosting of 2 virtual front line ambassador programs, creating strong awareness of how events, experiences and business can be accessed in 2022. Expanded visitor information available at strategic locations in the City of Salmon Arm to support trip planning. 	Outcomes: <ul style="list-style-type: none"> Increase visitor awareness and participation in tourism experiences. Extend the duration of visitor stays. Increase room occupancy rates.

Major Category	
Destination & Product Recovery, Resiliency and Growth	
Activity Title	
Research, Evaluation & Analytics	
Tactics	
Data Collection, Trend Identification and Data Distribution	
Partners	
Shuswap Tourism, Salmon Arm Visitor Centre	
Implementation	
<p>Secure an annual subscription to the TOTA Community Research Program in partnership with Shuswap Tourism. Both SAEDS/MRDT and Shuswap Tourism will be listed on the subscription so this data can be accessed and used by both organizations.</p> <p>There is a growing amount of data available through the TOTA Community Research Program concerning visitation to our region. This helps to identify the types of travelers that are visiting our region, where they are coming from, and what they are interested in experiencing and doing while they are here. This information can help define marketing efforts and also support business development and expansion, event creation, and various other opportunities.</p>	
Timeline	
2022	
Sources of Funding	
MRDT Revenue	
Budget	
\$5,000	
Performance Measures	Outcome
<ul style="list-style-type: none"> • Renew TOTA Community Research Program subscription for 2022 • Compile data and identify trends • Circulate quarterly reports to tourism stakeholders 	<ul style="list-style-type: none"> • Support for tourism business sustainability and tourism business growth through informed decision making

Major Category Events – Sports Tourism, Agri-Tourism, Cultural Festivals, Conferences/Conventions/Seminars
Activity Title Event Support and Event Attraction
Tactics 1: Provide support to existing community events to expand the number of attendees and number of event days 2: Expand the number of destination events occurring in Salmon Arm
Partners Community Stakeholder Organizations
Implementation With an ongoing focus on the priority of attracting high return-on-investment events to our community in the shoulder and off-season, while also recognizing the shift in what COVID-19 events look like, the Event Coordinator will complete the following initiatives while leaving enough flexibility to capture new opportunities as they are presented. Support Existing Events: <ul style="list-style-type: none"> • Event planning and co-ordination support. • Financial support to assist with event hosting costs (grant funding with pre-determined criteria including: must be a new event addition or expanded marketing designed to support increased number of overnight attendees, based on minimum targets). • Marketing support. New Event Development: <ul style="list-style-type: none"> • Submitting community bids to host targeted events. • Supporting the planning of new events. • Financial support for new event hosting costs. • Event marketing.
Timeline 2022
Sources of Funding MRDT Revenue
Total Budget \$63,104

Salmon Arm 5 Year MRDT Business Plan

Performance Measures	Outcome
<ul style="list-style-type: none">• Minimum of five existing community events supported/expanded• Attraction of at least two new anchor events	<ul style="list-style-type: none">• 5% event attendee increase for existing events supported• Increased room occupancy rates

Major Category
Destination and Product Recovery, Resiliency and Growth
Activity Title
Trail Planning Support
Tactics
Expand trail-based marketing campaigns and support planning for future high tourism potential trail development
Partners
Shuswap Trail Alliance
<p>Implementation</p> <p>The 2022 Shuswap Trail Planning and Marketing plan targets ongoing growth of trail-based marketing and development of "high tourism potential" trails through continued installation of trail signage, updated mapping, guide, and online visitor information, and ongoing planning for destination trails of relevance within the Salmon Arm Bay sub-region.</p> <p>In 2021 there continued to be an increase of demand for the trails in Salmon Arm, and the surrounding Shuswap. Hiking and/or biking on trails provided an acceptable, physically distanced, activity for residents and tourists alike – and was in fact encouraged by the Provincial Health Officer to cope with the extraordinary stressors brought on by the pandemic and the restrictions that were put in place. Increased use, at a time when the Shuswap Trail Alliance had reduced capacity due to the same restrictions, has highlighted the need for signage upgrades/replacements on some of the trails and updates that are required to the Shuswap Trails website to provide a better experience for the trail user. The increased trail usage has also led to increased demand on the STA website and map downloads, which leads to questions regarding georeferenced map usage.</p> <p>Salmon Arm's success in expanding our tourism industry strongly depends on our ability to offer high-quality visitor experiences – tourism products and experiences that meet the needs and expectations of our visitors.</p> <p>Three high-visitor attraction trail-based priorities emerged in the consultation process:</p> <ol style="list-style-type: none"> 1. Trail Marketing Campaigns – greenways signage and expanded mapping 2. Trail Marketing Campaigns – expanded marketing for specific trail-based experiences 3. Identification and planning for high tourism potential trail development <p>In order to ensure alignment of trail related working priorities with high destination tourism value on an annual basis, the Shuswap Trail Alliance and Shuswap Tourism participate in the collaborative planning process for the development of the MRDT Tactical Plan, ensuring trail development and marketing priorities are being driven by the Shuswap Trail Alliance's annual strategy and Shuswap Tourism's trail-based marketing work plans.</p> <p>The following trail-based priorities are proposed for 2022 season:</p> <ol style="list-style-type: none"> 1. Greenway Signage and Expanded Mapping: <ul style="list-style-type: none"> • Replace or improve ~20 trail signs on high traffic tourism trails installed (within the Salmon Arm and surrounding destination greenway trail system) • Update the City of Salmon Arm mapping database and website links to the Shuswap Trails master geo-referenced web-based guide maps showing all new trail additions

Salmon Arm 5 Year MRDT Business Plan

<ul style="list-style-type: none"> • Update embedded Shuswap Trail content on Google Earth mapping data base 	
<p>2. Expanded Marketing for Specific Trail-Based Experiences:</p> <ul style="list-style-type: none"> • Update Shuswap Trails Website content • Update TrailForks App • Update Mountain Biking BC website content and links • Maintain Shuswap Trails social media posts and push through Shuswap Tourism network • Create video tutorials for iPhone and Android to use georeferenced map app, how to upload maps from the STA website, and upload tutorials to website • Mountain Bike Trail Guide Publication reprint with trail additions 	
<p>3. High Tourism Potential Trail Development Planning:</p> <ul style="list-style-type: none"> • Larch Hills Traverse/Rail Trail Connector Plan – including field reconnaissance, consultations, and planning to determine suitable access points that would connect the LHT to the Rail Trail • West Bay Trail Master Plan – add to the planning reserve to support leveraged funding of Phase 2 Environmental & Engineering Design with Adams Lake Band, Neskonlith Band, and City SA 	
<p>Timeline: 2022</p>	
<p>Sources of Funding: MRDT Revenue will cover the below and will be leveraged against other funding sources to further expand signage projects and online content updates.</p>	
<p>Total Budget: Trail Signage: x20 trail signs = \$2000 Online trail app/web content update contract: 1 day/week from April – Oct. x \$172/day = \$5500 Georeferenced map use tutorials and website upload = \$4000 Mountain Bike Trail Guide reprint = \$6000 Larch Hills Traverse/Rail Trail Plan = \$9,000 West Bay Trail Master Plan Reserve – Phase 2 = \$10,000</p>	
<p>TOTAL MRDT Contribution: \$36,500</p>	
<p>Performance Measures</p> <ul style="list-style-type: none"> • New trail signs and icons installed • Updated mapping database • Updated embedded trail content on Google Earth • Updated Trail Guide content • Updated website and trail app content 	<p>Outcome Expanded visitor awareness of trail experiences in Salmon Arm and the Shuswap region</p> <ul style="list-style-type: none"> • Expanded visitor access to trail maps, guides, and online information • Expanded trail-based visitor experiences • Expanded trail-based tourism visitations

Salmon Arm 5 Year MRDT Business Plan

Major Category	
Marketing	
Activity Title	
Expanded Visitor Information	
Tactics	
To create and distribute print collateral and digital marketing for visitor attraction	
Partners	
Shuswap Tourism, Salmon Arm Visitor Centre	
Implementation	
<p>Growing Salmon Arm and the Shuswap region into a four-season destination requires the development and distribution of high-quality promotional materials in strategic ways to share and promote visitor activities that highlight key local assets and experiences. Throughout 2022, following Public Health Orders and DBC marketing guidelines, various marketing tactics will be undertaken focused on a close-to-home audience. A summary of marketing tactics is included below.</p> <ul style="list-style-type: none"> • Media Advertising & Production – Digital and print visitor attraction campaigns • Consumer Shows and Events – Outdoor shows and other travel trade events • Collateral Production & Distribution – Event listings, itineraries, anchor asset map publication and distribution • Media Fam Tours – Expansion of media fam tours • Consumer Focused Asset Development – Written content, photography, videography • Experience Package Facilitation and Campaign Development 	
Timeline	
On-going initiative	
Sources of Funding	
MRDT Revenue	
Budget	
\$121,689	
Performance Measures	Outcomes
<ul style="list-style-type: none"> • Develop/update video, print, digital collateral. • Identify top digital platforms based on EQ and other visitor metrics and distribute marketing collateral. 	<ul style="list-style-type: none"> • Expanded visitor awareness of four season product and experience availability in Salmon Arm and the Shuswap region. • Increased room occupancy rates

Major Category	
Destination & Product Recovery, Resiliency and Growth	
Activity Title	
Inter-Organizational Planning	
Tactics	
Strategic Planning	
Partners	
Shuswap Tourism, Salmon Arm Visitor Centre and Other Tourism Stakeholders	
Implementation	
<p>In alignment with Salmon Arm's multi-organizational approach to tourism service delivery and in support of the Five-Year Plan goals of ensuring a collaborative approach and alignment with plans of partner organizations, Salmon Arm's MRDT program will support a strategic planning process to:</p> <ol style="list-style-type: none"> 1) Review and define organizational structures of key tourism organizations with the goal of preparing an umbrella organizational chart for Salmon Arm tourism service delivery including clearly defined roles and responsibilities. 2) Review and define goals, objectives and action plans of tourism organizations with the goal of identifying partnership opportunities and avoiding duplication of efforts. 3) Establishing a partnership framework, defining how tourism organizations work together considering such factors as financial contribution and organizational branding. 	
Timeline	
2022	
Sources of Funding	
MRDT Revenue	
Budget	
\$5,000	
Performance Measures	Outcome
<ul style="list-style-type: none"> • Completion of a Salmon Arm tourism service delivery organizational chart • Completion of goals, objectives and action plan organizational map • Completion of a partnership framework 	<ul style="list-style-type: none"> • Strategic partnership opportunities identified including a defined framework for working together, ensuring reduced duplication and a higher return on investment for future tourism projects. • Increased visitor attraction • Increased room occupancy rates

Salmon Arm 5 Year MRDT Business Plan

Major Category	
Destination & Product Recovery, Resiliency and Growth	
Activity Title	
Cultural Plan Implementation	
Tactics	
Implement Salmon Arm Cultural Plans as per Tri-partite Agreement	
Partners	
City of Salmon Arm, Shuswap District Arts Council	
Implementation	
<p>In alignment with the recently established Tri-partite Agreement between the City of Salmon Arm, Shuswap District Arts Council and Salmon Arm Economic Development Society, the MRDT program will support various tactics identified with Salmon Arm's Cultural Master Plan designed to support community place-making efforts and further cultural development.</p> <p>In 2022, the MRDT Program will focus on the identification and marketing of distinct cultural districts within the City of Salmon Arm for the purpose of asset identification and marketing. Staff will support the strategic planning for cultural cluster identification by geographic area and related visual representations and campaigns to support awareness for visitor attraction. Examples of districts that will be considered include cultural district, recreation district, shopping district, foodie district and others.</p>	
Timeline	
2022	
Sources of Funding	
MRDT Revenue	
Budget	
\$7,500	
Performance Measures	Outcome
<ul style="list-style-type: none"> • Identification of cultural districts and their defined boundaries. • Establishment of visual representation of each district as well as marketing campaign for promotion of clusters. 	<ul style="list-style-type: none"> • Increased visitor awareness of tourism assets • Increased room occupancy rates

Major Category	
Destination & Product Recovery, Resiliency and Growth	
Activity Title	
Industry Readiness Support	
Tactics	
Support Salmon Arm Tourism Businesses in Recovery and Planning Efforts	
Partners	
Various tourism stakeholder organizations	
Implementation	
<p>Emerging from the most challenging time in world tourism economy, it is imperative there is a direct focus on supporting the recovery and resiliency of local tourism businesses. This work will include both immediate recovery supports for business as well as forward-looking business readiness planning to ensure the tourism sector is well-positioned to capture economic opportunities on the horizon. 2022 projects will include:</p> <ul style="list-style-type: none"> • Mitigate impacts of Covid-19 Pandemic on the tourism economy through on-going business support programs offered by SAEDS. • Boost competitiveness and build resilience through business readiness planning. This will include a focus on visitor data sharing, planning, and awareness related to the opportunities of the Shuswap North Okanagan Rail Trail, West Bay Connector, and other current and future regional tourism opportunities. • Advance digital presence of Salmon Arm tourism businesses, including on-going efforts to expand community presence on key tourism platforms. • Support current labour market challenges in the tourism sector through marketing and promotion, training/retraining efforts, and HR training for industry. 	
Timeline	
2022 and on-going	
Sources of Funding	
MRDT Revenue	
Budget	
\$10,000	
Performance Measures	Outcome
<ul style="list-style-type: none"> • Provide one-on-one support to tourism industry businesses • Complete opportunity analysis to support business readiness workshops • Host 3 business readiness workshops 	<ul style="list-style-type: none"> • Expanded strategic planning and business readiness to support upcoming tourism opportunities • Increased visitor awareness of tourism assets • Increased room occupancy rates

Salmon Arm 5 Year MRDT Business Plan

<ul style="list-style-type: none">• Host labour market roundtable• Continue with the Big Prep Program, targeting an additional 50 businesses	
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SECTION 3: 2022 MRDT Budget

Revenues (MRDT and Non-MRDT)	Budget \$
Ending Carry Forward from Previous Year (All Net Assets Restricted and Unrestricted)	213,792
General MRDT (net of admin fees)	190,000
MRDT from online accommodation platforms (OAP)	10,000
Local government contribution (to Shuswap Tourism)	152,414
Stakeholder contributions (i.e. membership dues)	
Estimated Co-op funding (e.g. CTO; DMO-led projects)	
Grants - Federal	
Grants - Provincial	
Grants/Fee for Service - Municipal	
Retail Sales	
Interest	
Other (please describe):	
Total Revenues	\$566,206
Expenses (MRDT and Non-MRDT)	Budget \$
Marketing	
Marketing staff – wage and benefits	35,741
Media advertising and production	38,448
Website - hosting, development, maintenance	
Social media	
Consumer shows, events	12,500
Collateral production and distribution	15,000
Travel media relations	5,000
Travel trade	
Consumer focused asset development (written content, video, photography)	15,000
Shuswap Tourism Led	152,414
Subtotal	\$274,103
Destination & Product Experience Management	
Destination and product experience management staff – wage and benefits	
Industry development and training	10,000
Product experience enhancement and training	68,100
Research and evaluation	5,000
Other (please describe)	
Subtotal	\$83,100
Visitor Services	
Visitor Services Wages and Benefits	
Visitor Services Operating Expenses	102,500
Other (please describe)	

Salmon Arm 5 Year MRDT Business Plan

Subtotal	\$102,500
Meetings, Conventions, Events & Sport	
Staff – wages and benefits	28,104
Meetings, conventions, conferences, events, sport, etc.	35,000
Subtotal	\$63,104
Administration	
Management and staff unrelated to program implementation - wages and benefits	35,000
Finance staff – wages and benefits	2,400
Human Resources staff – wages and benefits	
Board of Directors costs	
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)	
Office lease/rent	6,000
General office expenses	
Subtotal	\$43,400
Affordable Housing (if applicable)	
OAP Revenue	
General MRDT Revenue	
Subtotal	\$0
Other	
All other wages and benefits not included above (please describe)	
Other activities not included above (please describe)	
Subtotal	\$0
Total Expenses	\$566,206
Estimated Carry Forward - all Net Assets Restricted and Unrestricted	\$0

Projected Spend by Market

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC	\$91,266.75	75%
Alberta	\$30,422.25	25%
Ontario		
Other Canada (please specify)		
Washington		
California		
Other USA (please specify)		
Mexico		
China		
UK		
Germany		
Australia		
Japan		
Other International (Please specify)		
Total		100%

Conclusion

Salmon Arm's Five-Year MRDT Business Plan is a community developed program which is reflective of strong accommodator and broader tourism industry support. This plan aligns with goals and objectives within the *Salmon Arm Visitor Services Strategy*, *Shuswap Tourism Development Plan*, *TOTA Embracing our Potential 2.0 Strategy*, and *Destination BC's Shuswap-North Okanagan Development Strategy*. It represents a collaborative approach which will be implemented with the participation of partner organizations who are best positioned to lead each initiative. Salmon Arm and the Shuswap Region are poised to recover and grow our tourism economy over the upcoming five-year term and the MRDT is imperative to ensuring success.



Appendices to City of Salmon Arm MRDT Business Plan

- 1. Evidence that funds from the tax are incremental to existing sources of tourism funds**
- 2. Evidence of consultation and support from Local Governments**
- 3. Evidence of authority to request to impose the tax**
- 4. Certificate of incorporation, copies of articles of incorporation, constitution, and bylaws**
- 5. Documentation of how the MRDT program, including revenue, will be administered**
- 6. Evidence of consultation with tourism industry stakeholders**
- 7. Accommodation Directory Form (MRDT Appendix Form 1.3)**
- 8. Accommodation Sector in Support of Municipal and Regional District Tax Form (MRDT Appendix Form 1.4)**
- 9. Third Party Authorization Form (MRDT Appendix Form 1.5)**
- 10. Disclosure of Information Authorization Form (MRDT Appendix Form 1.6)**



1. Evidence that funds from the tax are incremental to existing sources of tourism funds

The MRDT revenues will be incremental to existing tourism funding. In support of tourism sector growth (and broader economic development), the City of Salmon Arm contributes funding to Shuswap Tourism, the Salmon Arm Visitor Centre, Shuswap Trail Alliance, Salmon Arm Recreation Society, and Salmon Arm Economic Development Society. These existing financial agreements are funded by the City of Salmon Arm through tax requisition, and will continue as such. The funding agreements for each organization above are separate from anticipated MRDT revenues and will not be replaced by MRDT revenues. All initiatives identified within the MRDT Business Plan are new or expanded initiatives which, in the absence of MRDT revenue, do not have a funding source attached.



2. Evidence of consultation and support, as applicable, from local governments

MRDT Consultation and Communications Summary

Letter of Support from Columbia Shuswap Regional District

MRDT Five Year Business Plan 2022-2027**Communication List**

- City of Salmon Arm
- Neskonlith Indian Band Councillor Louis Thomas
- Downtown Salmon Arm
- Salmon Arm Art Gallery
- Salmon Arm Visitor Centre
- Salmon Arm Recreation Society
- Community Futures Shuswap
- Salmon Arm Trail Alliance
- RJ Haney Heritage Village
- Shuswap Tourism
- Viewpoint RV Park and Cottages
- The Inn at the Ninth Hole
- Prestige Harbourfront Resort
- Comfort Inn and Suites
- Hilltop Inn
- Travelodge
- Sure Stay By Best Western
- Applegrove Motel
- Super 8
- Fairfield by Marriot
- Motel Happy Salmon



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.bc.ca

October 5, 2021

File No: 0580 06

William Laird, Chairperson
Salmon Arm Economic Development Society
220 Shuswap St NE, PO Box 130
Salmon Arm, BC V1E 4N2

Dear Mr. Laird:

Re: Letter of Support for the Salmon Arm MRDT Renewal Application

At the September 23, 2021 regular Board meeting, the Columbia Shuswap Regional District Board of Directors unanimously approved the following resolution:

THAT: the Board provide a letter of support for the City of Salmon Arm's Municipal & Regional District Tax (MRDT) renewal application.

The Board recognizes that the continued participation in the Municipal and Regional District Tax program is important in strengthening shoulder and off-season visitation in the area, showcasing the region as an all-season destination of choice for visitors.

Yours truly,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:

Kevin Flynn
Chair

ELECTORAL AREAS

A. GOLDEN COLUMBIA
B. REVELSTORE COLUMBIA

C. SOUTH SHUSWAP
D. FALKLAND-SALMON VALLEY

E. SICAMOUS-MALAKWA
F. NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES

GOLDEN
REVELSTORE

SALMON ARM
SICAMOUS



3. Evidence of authority to request to impose the tax (e.g. Bylaw, resolution or letter requesting tax)

City of Salmon Arm Bylaw

CITY OF SALMON ARM**BYLAW NO. 4159****A bylaw to request the imposition of an additional accommodation tax under the provisions of the *Provincial Sales Tax Act***

WHEREAS the Council of the City of Salmon Arm wishes to raise revenues for the purposes of financing tourism marketing, programs and projects to increase overnight visitor stays as measured by improved hotel/motel occupancy rates;

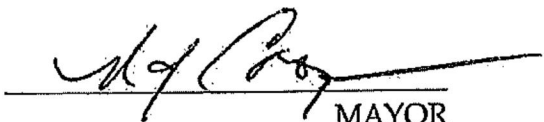
AND WHEREAS under Section 240 of the *Provincial Sales Tax Act*, a municipality may request that the Lieutenant Governor in Council make a regulation imposing, on behalf of the municipality, an additional tax not exceeding three (3%) percent of the purchase price of accommodation sold within the municipality;


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

1. The Lieutenant Governor in Council is hereby requested to make a regulation under Section 240 of the *Provincial Sales Tax Act* designating the area within the boundaries of the municipality as a designated accommodation area under Section 123 of the *Act* and designating the City of Salmon Arm as a designated recipient of an additional tax on accommodation purchased in the municipality effective April 1, 2017;
2. The tax to be imposed under the provision of the *Act* is requested to be two (2%) percent.
3. All funds paid to the City of Salmon Arm under the provisions of the *Act* shall be applied to funding tourism marketing, programs and projects.

4. This bylaw may be cited for all purposes as "City of Salmon Arm Hotel Room Tax Levy Bylaw Number 4159".

READ A FIRST TIME THIS	11 TH	DAY OF	JULY	2016
READ A SECOND TIME THIS	11 TH	DAY OF	JULY	2016
READ A THIRD TIME THIS	11 TH	DAY OF	JULY	2016
ADOPTED BY COUNCIL THIS	25 th	DAY OF	JULY	2016


MAYOR


CORPORATE OFFICER



4. Certificate of incorporation, copies of articles of incorporation, constitution, and bylaws (eligible entities only)

City of Salmon Arm Incorporation Documentation

[Signature]
 Lieutenant Governor
 Administrator

CANADA

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada, and Her Other
 Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come -

GREETING.

[Signature: Murray Coell]
 Minister of Community, Aboriginal
 and Women's Services

(WHEREAS the District of
 (Salmon Arm was first incorporated
 (by Letters Patent on, from, and
 (after May 15, 1905:

152

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No.

89

, Approved and Ordered

FEB 11 2005

~~Lieutenant Governor~~
Administration

Executive Council Chambers, Victoria

~~Administrator~~

On the recommendation of the undersigned, the ~~Lieutenant Governor~~, by and with the advice and consent of the Executive Council, orders that

1. Supplementary Letters Patent, in the form attached, be issued for the Thompson - Nicola Regional District.
2. Supplementary Letters Patent, in the form attached, be issued for the Regional District of Central Okanagan.
3. Letters Patent, reincorporating the District of Campbell River as a city, be issued in the form attached for the City of Campbell River.
4. Letters Patent, reincorporating the District of Salmon Arm as a city, be issued in the form attached for the City of Salmon Arm.



Minister of Community, Aboriginal and Women's Services



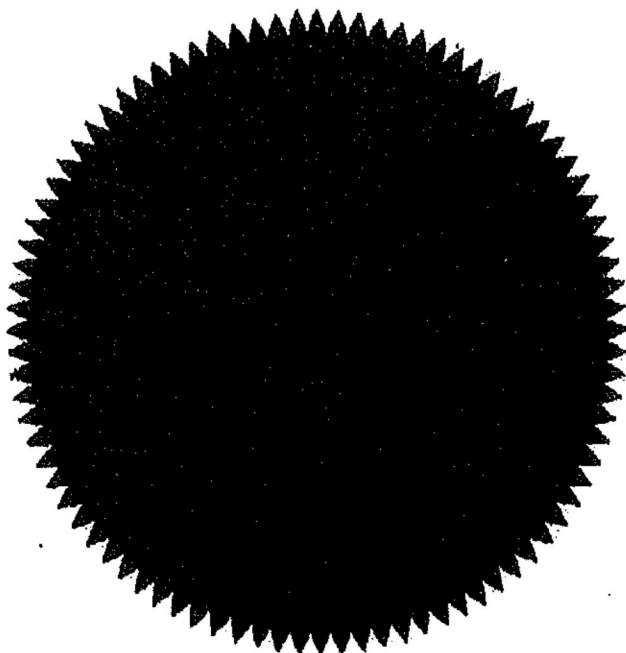
Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

and section: Local Government Act, sections 17, 18, and 777.

Other (specify): _____



[Signature]
Lieutenant Governor
Administrator

CANADA

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada, and Her Other
Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come -

GREETING.

[Signature]

Minister of Community, Aboriginal
and Women's Services

(WHEREAS the District of

(Salmon Arm was first incorporated

(by Letters Patent on, from, and

(after May 15, 1905:

AND WHEREAS section 18 of the *Local Government Act* provides that the Lieutenant Governor in Council may repeal the letters patent of a municipality and issue others in their place reincorporating the municipality under a different municipal classification;

AND WHEREAS subsection 17(3) of the *Local Government Act* provides that a municipality may be incorporated in another classification provided for in this Act, despite subsection 17(1), if the Lieutenant Governor in Council considers it to be in the public interest to do so;

AND WHEREAS the council of the District of Salmon Arm has requested that the Lieutenant Governor in Council repeal the Letters Patent for the District of Salmon Arm and reincorporate the municipality as a city;

AND WHEREAS council has obtained elector approval for the proposed change in classification in accordance with sections 18 of the *Local Government Act* and section 86 of the *Community Charter*:

NOW KNOW YE THAT BY THESE PRESENTS We do Order and Proclaim that the District of Salmon Arm shall on, from, and after the date hereof, be reincorporated as and be a city municipality under and subject to the provisions of the *Community Charter* and the *Local Government Act* and any other Statutes applicable specially to the District of Salmon Arm, and under and subject to the provisions of all other Statutes applicable to a city municipality, and under and subject to the provisions hereinafter contained or referred to:

NAME

1. The municipality shall be called and known by the name and style of the "City of Salmon Arm".

BOUNDARY

2. The boundary of the City of Salmon Arm, hereinafter referred to as the municipality, shall comprise all that tract of land of the former District of Salmon Arm at the time of the change of classification and as described in the Supplementary Letters Patent attached to Order in Council Number 2250, approved and ordered December 12, 1985.

COUNCIL

3. The members of council for the City of Salmon Arm shall be those members of council for the former District of Salmon Arm at the time of the change of municipal classification.

ASSESSMENT ROLL

4. The real property assessment roll prepared for the District of Salmon Arm for the 2005 taxation year shall be the real property assessment roll for the said year for the municipality.

56

ASSETS AND LIABILITIES

5. All the assets, both real and personal, and all rights, powers and privileges arising out of any contract, agreement, covenant, or otherwise whatsoever, and all taxes, debts, actions, causes of action, and all claims and demands whatsoever, either at law or in equity, appertaining to the District of Salmon Arm shall, from the effective date of these Letters Patent, vest in and belong to the municipality.

CREDITORS

6. Nothing in these Letters Patent shall impair or affect the rights of any creditor of the District of Salmon Arm under the former Letters Patent, and the municipality as incorporated under these Letters Patent shall be liable for and subject to and shall pay, discharge, carry out, and perform all the debts, liabilities, obligations, contracts and duties of the District of Salmon Arm which are existing at the effective date hereof.

BYLAWS

7. Subject to paragraphs 5 and 6 of these Letters Patent, all the bylaws, permits, regulations, rights, resolutions, and licences of whatsoever kind or description passed, made, enacted, granted, or issued by the council of the District of Salmon Arm, insofar as they are within the powers of a municipality, shall remain in full force and effect in and for the municipality

until such time as they or any of them may be repealed or amended by the council of the City of Salmon Arm and, in addition, the powers of section 315.2 of the *Local Government Act* shall apply to the municipality as if it were a District municipality.

EFFECTIVE DATE

8. These Letters Patent are effective May 15, 2005.

158

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and
the Great Seal of Our said Province to be hereunto affixed.

Lance Finch
WITNESS, the Honourable ~~Irene Campagnolo, PC, CM, OBC, Lieutenant Governor~~ of Our said
~~Vancouver~~ *Administrator* Province of British Columbia, in Our City of ~~Victoria~~, in Our said Province, this *11th* day
of *February*, in the year of Our Lord two thousand and five in the fifty-fourth year
of Our Reign.

By Command.

P. Gerry Raso
Attorney General



5. Documentation of how the MRDT program, including revenue, will be administered (where applicable)

Third Party MRDT Agreement between the City of Salmon Arm and the Salmon Arm Economic Development Society

Salmon Arm Economic Development Society Certificate of Incorporation

Salmon Arm Economic Development Society Board Resolution to enter into Third Party Agreement with the City of Salmon Arm

MRDT Governance

MRDT AGREEMENT

THIS AGREEMENT made this ____ day of October, 2022

BETWEEN:

THE CITY OF SALMON ARM, a municipality pursuant to the *Community Charter*, S.B.C. 2003, c.26, having an address at 500 – 2nd Avenue NE, PO Box 40, Salmon Arm, BC V1E 4N2

(hereinafter referred to as the "City")

OF THE FIRST PART

AND:

SALMON ARM ECONOMIC DEVELOPMENT SOCIETY, a British Columbia Society, duly incorporated under S-45033, and having an address at #220, Shuswap Street NE, PO Box 130, Salmon Arm, BC V1E 4N2

(hereinafter referred to as "SAEDS")

OF THE SECOND PART

WHEREAS:

- A. The *Community Charter* provides that the corporate powers of a local government include the power to enter into agreements with third parties for the provision of services;
- B. The City recognizes the importance of tourism as an economic driver and a significant contributor to the local economy;
- C. The City also recognizes the importance of marketing Salmon Arm as a tourist destination;
- D. The City expects to receive Municipal and Regional District Tax ("MRDT") revenue from the Province of British Columbia collected under the Provincial Sales Tax Act (the "Act") as a percentage of the purchase price of all eligible tourist accommodation purchased in Salmon Arm; the funds generated by the MRDT (the "MRDT Funds") are required by the Province to be spent on tourism related initiatives, projects and marketing;
- E. The City has requested SAEDS to manage and administer the MRDT Funds pursuant to the Act. SAEDS has created an MRDT Committee (the "MRDT Committee") within its organization which is made up of accommodators (who have approved and who collect the MRDT on behalf of the Province) and broader tourism stakeholders;
- F. The City and SAEDS agree that SAEDS will be responsible for the implementation of the required tourism initiatives, programs and marketing strategies that are described in the Five-Year MRDT Business Plan and the Annual Tactical Plan (the "MRDT Business Plan").

NOW THEREFORE in consideration of the mutual covenants and agreements herein contained and the sum of One (\$1.00) now paid by each to the other and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the parties hereto covenant and agree as follows:

1. Construction

- 1.1 In this Agreement, except as otherwise expressly provided or as the context requires:

- a) the headings and captions will be considered as provided for convenience only and not as forming part of this Agreement and will not be used to interpret, define or limit the scope, extent or intent of this Agreement or any of its provisions;
- b) the words "include" or "including" when following any general term or statement are not to be construed as limiting the general term or statement to the specific items or matters set forth or to similar terms or matters, but rather as permitting it to refer to all other items or matters that could reasonably fall within its broadest possible scope;
- c) a reference to "currency" means Canadian currency unless specifically indicated otherwise;
- d) a reference to a "statute" includes every regulation made pursuant thereto, all amendments to the statute or to any such regulation in force from time to time and any statute or regulation that supplements or supersedes such statute or any such regulation;
- e) a word importing the masculine gender includes the feminine or neutral and vice versa, a word importing the singular includes the plural and vice versa;
- f) a reference to "approval" or "authorization" or "consent" or "designation" or "notice" means written approval, authorization, consent, designation or notice unless specifically indicated otherwise;
- g) the language in all parts of this Agreement shall in all cases be construed as a whole and neither strictly for nor strictly against any of the parties to this Agreement; and
- h) all schedules to this Agreement are an integral part of this Agreement and form part of this Agreement.

2. MRDT Business Plan

- 2.1 SAEDS shall provide the City with an annual MRDT Tactical Plan describing the planned expenditure of the MRDT Funds for the upcoming year; the Annual Tactical Plan will focus on programs identified in the Five-Year Business Plan, designed to:
 - a) increase the number of overnight stays in the City of Salmon Arm;
 - b) assist with the development of Salmon Arm as a tourism destination; and
 - c) increase the awareness of Salmon Arm as a tourism destination.
- 2.2 Despite anything herein to the contrary, the MRDT Expenditures must at all times comply with the *Act*, the requirements of this Agreement, and the MRDT Business Plan as updated from time to time and approved by the SAEDS Board, the MRDT Committee, and the City.
- 2.3 SAEDS shall deliver the tourism initiatives and programs as laid out in the MRDT Business Plan in an efficient and professional manner.

3. MRDT Funds

- 3.1 On or before the end of November in each year, SAEDS shall prepare and submit to the City an Annual Tactical Plan, as recommended and approved by the MRDT Committee, describing initiatives and activities for the ensuing calendar year.
- 3.2 Upon the signing of this Agreement and the City's receipt of the Five Year Business Plan 2022-2027 and the Annual Tactical Plan for 2022, the City will advance the MRDT funds to SAEDS on a monthly basis as they are received by the City pursuant to the *Act*; the City will additionally provide a monthly accounting of such funds to SAEDS.
- 3.3 Should a dispute arise between the City and SAEDS with regards to this Agreement, including a dispute with respect to SAEDS' compliance with the MRDT Business Plan, the City will continue to advance the MRDT Funds to SAEDS while the dispute is being resolved, and will only suspend payment of the MRDT Funds when authorized to do so by a court of competent jurisdiction.
- 3.4 The City and SAEDS each acknowledge and agree that the monies provided by MRDT will vary from time to time and in that event, the MRDT Business Plan will require flexibility and modification from time to time in response.

- 3.5 Within 90 days of the end of its fiscal year, SAEDS will deliver to the City a copy of the SAEDS Financial Statements for the previous 12-month period.
- 3.6 Income and Expense Statement for MRDT Activities will be submitted to the City with the SAEDS Financial Statements. Any surplus must be held in trust and may be used for the following year's activities, as approved by the SAEDS Board, the MRDT Committee, and the City.
- 3.7 For the purposes of this Agreement, "financial statements" means Statement of Operations, Balance Sheet and Statement of Changes in Financial Condition with notes attached thereto prepared in accordance with generally accepted accounting principles in Canada recommended by the Canadian Institute of Chartered Accountants, as contained in the "CICA Handbook", in all cases applied on a basis consistent with prior periods.

4. Reimbursement to SAEDS for Related MRDT Program Administrative Costs

- 4.1 It is agreed that there will be no service fee charged to the City for SAEDS to administer/implement the MRDT Business Plan during the term of this Agreement.
- 4.2 SAEDS will receive reimbursement for costs incurred to administer/implement the MRDT Business Plan from the MRDT Funds received. Such costs include, but are not limited to, staff hours required to administer/implement the MRDT Business Plan, and MRDT office-related expenses (i.e. lease, use of office equipment, etc.).
- 4.3 SAEDS will include a projection of the upcoming annual MRDT program administration/implementation costs in the Annual Tactical Plan, which will be approved by the SAEDS Board, the City, and the MRDT Committee.

5. Term

- 5.1 This Agreement shall commence on the 1st day of June, 2022 and unless extended by agreement of the parties, will end on the 31st day of May, 2027, (the "Term"), unless earlier terminated pursuant to the terms of this Agreement.
- 5.2 The City agrees that in the event that the City discontinues to fund SAEDS under the Economic Development Services Agreement, this Agreement will become null and void.

6. Insurance

- 6.1 SAEDS shall obtain and maintain in full force and effect during the Term, the following coverage, at a minimum: Comprehensive General Liability Insurance in the name of SAEDS insuring all operations of SAEDS and its agents contemplated by this Agreement and the contractual assumption of liability reflected by this Agreement. Such General Liability Insurance shall be written with a limit of at least One and One Half Million (\$1,500,000.00) combined single limit per occurrence and Three Million (\$3,000,000.00) in the aggregate for all acts and omissions of any employees or agents of SAEDS. Such policy shall stipulate that such insurance is primary of any valid and collectible insurance for any claim(s) arising out of implementing the MRDT Business Plan;
- 6.2 All insurance policies of SAEDS shall name the City as an additional insured. Where possible, all such policies of SAEDS shall be endorsed to provide that the underwriters and insurers of SAEDS shall not have any rights of subrogation. Further, all such policies of SAEDS shall provide for 30 days' written notice to all insureds prior to any adverse modifications or termination of any such policy.
- 6.3 Certificates of all insurance required pursuant to this Section 6 shall be provided to the City forthwith upon execution of this Agreement.

7. Breach and Termination

- 7.1 If SAEDS fails to perform or comply with any of its obligations herein, the City may give SAEDS notice in writing of such default. If SAEDS does not cure or dispute the alleged default within 30 days after receipt of notice (if a monetary breach), or within 60 days after receipt of notice if a breach of any other nature which is capable of cure, then the City, at its option, shall have the right to pursue any remedy allowed at law or in equity; provided, however, if SAEDS' breach is not capable of cure and/or the City may suffer irreparable harm as a result of SAEDS' breach, then the City shall not be required to give written notice to SAEDS, or to wait any period of time before pursuing any remedies hereunder;
- 7.2 Despite anything stated in this Section or Agreement, a disagreement between SAEDS and the City concerning the tourism initiatives and programs described in the MRDT Business Plan shall be resolved in accordance with Section 11 hereof.
- 7.3 In the event that either party wishes to terminate the Agreement, 180 days' notice must be delivered in writing to the other party.

8. Indemnity - Release of Liability

- 8.1 SAEDS shall indemnify, defend and save harmless the City, and its elected officials, officers, employees and agents from and against any and all claim, suits, law suits, injuries, damages, liabilities and expenses (including, without limitation, reasonable legal fees and expenses on solicitor and own client basis) and costs of investigation (whether or not litigation occurs) occasioned in connection with, or arising or alleged to arise from, wholly or in part, any breach by SAEDS of any of its representations, warranties, covenants or agreements contained herein.
- 8.2 The City shall indemnify, defend and hold harmless, SAEDS, their agents, officers, directors, employees and representatives from and against any and all claims, suits, law suits, injuries, damages, liabilities and expenses (including, without limitation, reasonable legal fees and expenses on solicitor and own client basis) and costs of investigation (whether or not litigation occurs) occasioned in connection with, or arising or alleged to arise from, wholly or in part, any breach by the City of any of its representations, warranties, covenants or agreements contained herein.
- 8.3 The provisions of this Section 8 shall survive any termination or expiration of this Agreement.

9. Representations and Warranties

- 9.1 Each party represents and warrants to the other that:
- a) such party has the full power and authority to enter into and fully perform this Agreement;
 - b) this Agreement has been duly executed and delivered by such party and constitutes a valid and binding obligation of such party, enforceable against such party in accordance with its terms (subject to general principles of equity and creditors' right generally); and
 - c) none of the execution, delivery or performance of this Agreement:
 - i. requires the approval or consent of any third party; or
 - ii. conflicts with or results in any breach or violation of, or constitutes a default under, any material agreement or other instrument or decree, order, law, statute, rule or regulation (governmental or otherwise) to which such party is a party or by which such party is bound.

10. Compliance with Law

- 10.1 SAEDS covenants that it will comply with all applicable laws, including, without limiting the generality of the foregoing, federal and provincial legislative enactments, zoning and building bylaws and any other governmental or municipal regulations which relate to the MRDT Funds and with all lawful, police, fire and sanitary regulations imposed by any federal, provincial or municipal authority and observe and obey all lawful governmental and municipal regulations and other requirements governing the provision of the MRDT Funds. For the purposes of this Agreement, "applicable laws" means all public laws, government statutes, codes, acts, permits, licenses, ordinances, orders, bylaws, rules, regulations, standards and governmental consents which now or at any time hereafter may be applicable to and enforceable against the relevant work or activity in question, or any part thereof, including without limitation, those relating to zoning, building, life, safety, environment, health and employment.

11. Dispute Resolution

- 11.1 If any dispute arises between the parties as to whether any party has complied with its obligations under this Agreement or if any dispute or controversy arises between the parties with respect to the interpretation or implementation of any of the provision of this Agreement (any and all disputes and controversies described in this Section 10 are hereinafter collectively referred to as a "Dispute" or "Disputes"), the parties shall make all reasonable efforts to resolve any and all Disputes by amicable negotiations, and the parties shall provide, on a without prejudice basis, full, frank, candid and timely disclosure of relevant facts, information and documents in order to facilitate such negotiations, provided that in so doing the City and SAEDS are bound to comply with all applicable laws respecting such disclosure.
- 11.2 If either of the parties is of the reasonable opinion that a Dispute cannot be resolved by such negotiation, any party may, upon 30 days prior written notice to the other party, require that the Dispute be referred to a mediator for mandatory mediation. The mediator shall be selected by the party to whom notice is given under this paragraph 11.2, from a list of three mediators identified in the written notice given by the party requiring the mediation, such list of three mediators to be chosen from a list of 10 mediator agreed to by the Parties on the execution of this Agreement and updated annually thereafter;
- 11.3 The purpose of any mediation that takes place pursuant to paragraph 11.2 hereof shall be to assist the parties in reaching a voluntary agreement respecting the Dispute. The format and timing of any such mediation shall be as agreed upon by the parties and the mediator, and the costs of the mediator shall be borne equally by the parties to the Dispute.
- 11.4 In order to promote communication between the parties, counsel, and the mediator and to facilitate settlement of the Dispute, each of the parties to the Dispute will agree that all statements made during the course of the mediation are privileged settlement discussions, are made without prejudice to either party's legal position, and are inadmissible for any purpose in any legal proceeding. Any information disclosed by a party, or by a witness on behalf of a party, at such mediation is confidential.
- 11.5 None of the parties will make any attempt to compel the mediator's testimony, nor compel the mediator to produce any documents provided by the other party to the mediator. It shall be a term of the mediator's engagement that in no event will the mediator disclose confidential information provided during the course of the mediation, testify voluntarily on behalf of either party, or submit any type of report to any court in connection with the Dispute, and that if the mediator meets with each party separately in the course of the medication, the mediator will not reveal what is said by a party, without that party's permission.
- 11.6 Representatives of the parties will be invited to attend mediation sessions, but no one else may attend without the permission of the parties and the consent of the mediator.

- 11.7 If a Dispute referred to mediation pursuant to paragraph 11.2 hereof has not been resolved in 10 days of the date the mediator was selected, or such further period as may be agreed upon by the parties in writing, the mediator shall terminate the mediation by giving notice of termination to both parties.
- 11.8 If the parties do not resolve the Dispute by mediation as provided herein, the Dispute shall be referred to the decision of a sole arbiter appointed pursuant to the *Commercial Arbitration Act* of British Columbia; the decision of the sole arbiter shall be conclusive of the dispute and there shall be no right of appeal from the decision of the arbiter.
- 11.9 Any mediation or arbitration proceedings contemplated herein shall be held in the City of Salmon Arm, British Columbia, unless the parties mutually agree otherwise.

12. Miscellaneous

- 12.1 As otherwise provided herein, this Agreement, together with the Five-Year MRDT Business Plan, shall constitute the entire Agreement between the parties with respect to the subject matter hereof and shall replace any and all prior agreements or understandings, written or oral. The parties shall not be bound by any agreement, understanding or condition with respect to the subject matter hereof other than expressly set forth and stipulated in this Agreement or any subsequent written agreement signed by both parties hereto.
- 12.2 Except in the case of emergency, when notice may be given by telephone with later confirmation in writing, any notice, request, approval, demand or other communication which may be or is hereby required or permitted to be given under this Agreement shall be in writing and be delivered by hand or sent by facsimile transmission addressed as follows:

If to the City:

The City of Salmon Arm
 500 – 2nd Avenue NE
 PO Box 40, Salmon Arm, BC V1E 4N2
 Attention: Corporate Officer
 Phone: 250-803-4000
 Email: ejackson@salmonarm.ca

If to SAEDS:

Salmon Arm Economic Development Society
 #220 Shuswap Street NE
 PO Box 130, Salmon Arm, BC V1E 4N2
 Attention: Economic Development Manager
 Phone: 250-833-0608
 Email: edo@saeds.ca

or such other address or email address, of which notice has been given as provided in this section. Any notice which is delivered by hand will be deemed to have been given on the same day on which it is delivered. Any notice which is sent by email transmission will be deemed to have been given on the first day after it is transmitted. If a party changes its address or email address, or both, such party will promptly give notice of its new address or email address, or both, to the other party as provided in this section, whereupon notice to such party will be sent to such new address or email address. While the telephone numbers of the parties to this Agreement are set out herein, notice or formal communication between them must be in writing and delivered or transmitted as set out in this section.

- 12.3 Except as provided in Section 12.4, SAEDS shall not have the right to assign, sub-license, mortgage, pledge or otherwise transfer this Agreement or SAEDS' right and obligations herein, without the prior written consent of the City, which consent may be arbitrarily withheld.

- 12.4 If SAEDS delegates responsibility for tourism initiatives and programs as laid out in the MRDT Business Plan to a third party, the third party shall at all times be required by agreement with SAEDS to observe and be bound by all of the terms of this Agreement.
- 12.5 Pursuant to this Agreement, the relationship between the City and SAEDS is that of independent contractors and not agents and employees. Under no circumstances shall this Agreement be considered a contract of joint venture or partnership.
- 12.6 This Agreement and the rights and obligations in relation to the parties shall be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein. The parties agree that the Courts of British Columbia shall have jurisdiction to entertain any action or other legal proceedings based on any provisions of this Agreement.
- 12.7 No failure by the City or SAEDS to insist upon the strict performance of any covenant, agreement, term or condition of this Agreement, or to exercise any right or remedy consequence upon a breach, shall constitute a waiver of any such breach or any subsequent breach of such covenant, agreement, term or condition. No waiver of any breach shall affect or alter this Agreement but each and every covenant, agreement, term and condition of this Agreement shall continue in full force and effect with respect to any other or subsequent breach.
- 12.8 If any party to this Agreement is prevented or delayed from performing any of its obligations on its part to be performed hereunder by reason of an event of *force majeure* then and in every such event, any such prevention or delay shall not be deemed to be a breach of this Agreement but performance of any of the said obligations or requirements shall be suspended during such period or disability, it being understood and agreed that the time within which anything is to be done, or made pursuant hereto, shall be extended for by the total period of all such delays unless it is otherwise provided herein. For the purposes of this paragraph 12.8, an event of *force majeure* means any circumstances or act beyond the reasonable control of the party claiming *force majeure* and which could not have been avoided or prevented by due diligence and the use of reasonable efforts by the party claiming *force majeure*, including, without limitation, labour disputes, strikes, lock outs, unavoidable casualties, riots, insurrection or terrorism, which have the effect of preventing or hindering performance, if such circumstances or events are beyond the reasonable control of the party claiming *force majeure* and could not have been avoided or prevented by due diligence and the use of reasonable efforts by the party claiming *force majeure*, provided in no event will a lack or insufficiency of funds or failure to make payment of monies on the part of the party claiming *force majeure* be or be allowed to give rise to an event of *force majeure* and in no event will a circumstance or act arising out of the default by a party claiming *force majeure* of its obligations under this Agreement be or be allowed to give rise to an event of *force majeure*.
- 12.9 The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.
- 12.10 This Agreement may be executed in multiple counterparts, each of which shall be deemed an original but together shall constitute one and the same instrument. This Agreement may be executed by the parties and transmitted electronically and if so executed and transmitted this Agreement will be for all purposes as effective as if the parties had delivered executed original Agreements.
- 12.11 Time shall be of the essence of this Agreement and of every part hereof and no extension or variation of this Agreement shall operate as a waiver of this provision.
- 12.12 The duties and obligations imposed by this Agreement and the rights and remedies under this Agreement are in addition to and no a limitation of any duties, obligations, rights and remedies otherwise imposed or available at law.

- 12.13 Neither this Agreement nor any other terms may be changed or modified, waived, or terminated (unless otherwise provided hereunder) except by an instrument in writing signed by an authorized representative of the party against whom the enforcement of the change, waiver, or termination is sought.
- 12.14 All representations and warranties set forth in this Agreement and all provisions of this Agreement, the performance of which is not required prior to the termination of the Agreement, shall survive such termination and shall be fully enforceable hereunder.
- 12.15 This Agreement shall endure to the benefit of the parties and their respective successors and permitted assigns and shall be binding upon the successors and assigns.

IN WITNESS WHEREOF the parties have hereunto signed this Agreement the day, month and year first above written.

Executed by the **CITY OF SALMON ARM**
by its authorized signatories

Alan Harrison, Mayor

Erin Jackson, Corporate Officer

Executed by the **SALMON ARM ECONOMIC
DEVELOPMENT SOCIETY** by its authorized
signatories

Bill Laird, Chairperson

Lana Fitt, Economic Development Manager

EXTRACT from the Minutes of a meeting of the Board of Directors of Salmon Arm Economic Development Society held at the City of Salmon Arm on October 20, 2021

A motion was made by Vic Hamilton and seconded by Joan Ragsdale that **"the Salmon Arm Economic Development Society enter into a Third Party Agreement with the City of Salmon Arm for the Implementation of the Municipal and Regional District Tax"** - All in favour, approved.

Certified a true copy

DocuSigned by:

Cathy Ingebrigtsen

10/20/2021

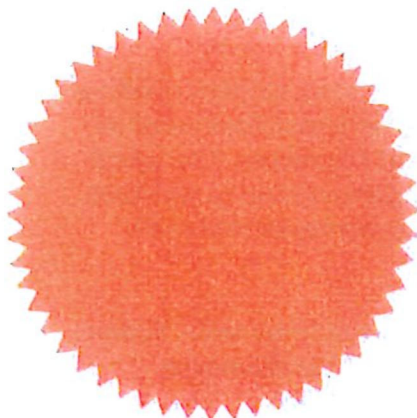
Cathy Ingebrigtsen, Secretary/Treasurer



NUMBER: S-45033

SOCIETY ACT**CERTIFICATE OF INCORPORATION***I Hereby Certify that***SALMON ARM ECONOMIC DEVELOPMENT SOCIETY**has this day been incorporated under the *Society Act**Issued under my hand at Victoria, British Columbia**on August 27, 2002*

JOHN S. POWELL
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA



Salmon Arm Economic Development Society Municipal Regional District Tax (MRDT) Committee Terms of Reference

Introduction

The City of Salmon Arm (CSA) requested Salmon Arm Economic Development Society (SAEDS) work with the local tourism industry to prepare an application to begin collecting the 2% Municipal and Regional District Tax (MRDT) and further, that SAEDS oversee the implementation of the MRDT program for Salmon Arm (see CSA/SAEDS MRDT Agreement).

In an effort to ensure a well-informed, well-directed and high return on investment MRDT program, a MRDT Committee is formed as a committee of the Salmon Arm Economic Development Society Board. The MRDT Committee will be comprised of tourism industry experts (see *Membership*), the majority of which are not Board of Directors or members of Salmon Arm Economic Development Society.

Activities of the MRDT Committee will be in accordance with the Province of British Columbia's MRDT Program Requirements, CSA/SAEDS MRDT Agreement, the SAEDS Board Governance and Procedures Policies and the SAEDS Board approved 5 Year MRDT Business Plan and annual 1 Year Tactical Plan.

Role

To plan for and monitor the use of the Municipal and Regional District Tax (MRDT).

Responsibilities

The SAEDS Board of Directors has delegated the following authority to the MRDT Committee:

1) The **5 Year MRDT Business Plan** will be prepared by SAEDS staff (see resources) based on input, support and direction from the MRDT Committee. The business plan will be reviewed and approved for implementation by the SAEDS Board of Directors every 5 years from commencement of the program.

2) The **1 Year Tactical Plan** including project details and budget will be prepared by SAEDS staff (see resources) on an annual basis based on input, support and direction from the MRDT Committee. The tactical plan will be reviewed and approved for implementation by the SAEDS Board of Directors on an annual basis from commencement of the program.

3) In addition to directing the preparation of the 5 Year MRDT Business Plan and 1 Year Tactical Plan, the MRDT committee will also be

responsible for monitoring the progress of the MRDT program, including:

- Progress of approved projects/programs/initiatives as identified in the 1 year tactical plan.
- Financial expenditures as approved in the annual budget.
- MRDT program outcomes and measurables.
- Preparation of required reports as identified in the CSA/SAEDS MRDT Agreement

*Undertaking initiatives not approved within the 1 Year Tactical Plan and annual budget will require prior approval of the SAEDS Board.

Membership

Voting membership

Voting membership for the MRDT Committee will consist of 7 members comprised of:

- 4 MRDT collection property representatives "Accommodators"
 - A minimum of 1 of the 4 positions will represent a property with no more than 40 units (a smaller accommodator), as long as an expression of interest is received from a small accommodator.
- 3 Broader Tourism Stakeholder Representatives
 - No more than 1 representative from the same organization.

The SAEDS Board member representing the Tourism Sector will be a voting member of the MRDT Committee. Depending on the sub-sector of tourism they represent (Accommodator or Broader Tourism Stakeholder), the SAEDS Board Tourism Sector Representative will form 1 of the 4 Accommodator positions or 1 of the 3 Broader Tourism Stakeholder positions.

Non-voting membership

Non-voting members will form part of the MRDT Committee for communication and partnership purposes. Non-voting members will consist of one representative (designated by the organization) from each of the following:

- City of Salmon Arm
- Shuswap Tourism
- Salmon Arm Recreation Society
- Shuswap Trail Alliance
- Salmon Arm Visitor Centre
- Downtown Salmon Arm

Voting / Non-Voting Rational Voting membership will be limited to the tourism business representatives (Accommodators and Broader Tourism Stakeholders). Appointed Local Government and/or community organizational

representatives are non-voting members, acting in an advisory role. Limiting voting members to the business sector representatives ensures that: Conflicts of interest does not arise for local government representatives; The work activities related to the MRDT Program are driven by the tourism business representatives under the guidance / advising of local government and other participating organizations. SAEDS was formed as an arm's length, non-profit society with an objective of being responsive to the business community. Limiting voting positions to the business sector representatives supports this objective.

Membership Term

The term for the 7 Voting members will be 2 years from commencement. An exception will occur in the first term following the formation of the MRDT Committee. In order to stagger terms to promote sustainability and knowledge sharing, 1 of the MRDT Committee voting members will be secured for a 3 year term. At the end of their term, voting members are eligible to re-apply to the MRDT Committee through the submission of an expression of interest for consideration of another term.

Non-voting members will have on-going membership with organizational appointments occurring as identified by each participating organization.

Selection of Voting Members

Initial selection of MRDT Committee Voting Members

In alignment with the SAEDS Board Governance and Procedures Policies, an initial public *call for submissions of expressions of interest* for voting membership will be made via various advertising opportunities. Expressions of Interest received will be reviewed and final selection of MRDT Committee Voting Members will be made by the voting members of the SAEDS Board of Directors in accordance with the "membership" section above.

Selection of MRDT Committee Voting Members – On-going (following initial committee formation)

On an on-going basis, following the initial formation of the MRDT Committee as detailed above, as voting membership terms expire or resignations occur, a public *call for submissions of expressions of interest* for voting membership will be made. Submissions will be reviewed and selections made by the MRDT Committee in accordance with the "membership" section above. When a new committee member replaces a retiring committee member, the term remains two years from the start date of the original committee member (not two years from the start date of the new committee member).

Selection of MRDT Committee Non-Voting Members

Non-voting member organizations will have on-going membership with designates being identified by each participating organization.

Chairperson	In an effort to promote communication between the SAEDS Board of Directors and the MRDT Committee, the Chairperson for the MRDT Committee will be the SAEDS Board of Directors Tourism Sector Representative (a voting member).
Governance	The Chairperson will make every effort to seek motion approval by consensus, in the absence of consensus decision will be made according to the decision of majority. The Chairperson has no vote, except in the case of a tie vote.
Frequency of Meetings	Quarterly (January, April, July, October). Special meetings may be required on occasion, with advance notice to members.
Quorum	50% plus 1 of voting members must be present for quorum. If no quorum is present, the business from that meeting will be deferred to the next meeting.
Resources	The SAEDS Economic Development Manager (manager) has been assigned as a MRDT Committee resource and support person. The manager will prepare meeting agendas, attend meetings, make recommendations to the committee when appropriate and take meeting minutes.
Reporting	To the SAEDS Board. The MRDT Committee Chairperson will report to the SAEDS Board following each MRDT Committee Meeting. Further, MRDT Committee meeting minutes (prepared by SAEDS staff) will form part of the SAEDS agenda package, following each MRDT Committee meeting.
Review	The MRDT Committee Terms of Reference will be reviewed annually by the SAEDS Board of Directors.



6. Evidence of consultation with tourism industry stakeholders

MRDT Consultation and Communications Summary with tourism industry stakeholders

LETTERS OF SUPPORT

- Columbia Shuswap Regional District
- Community Futures Shuswap
- Downtown Salmon Arm
- R.J. Haney Heritage Village & Museum
- Salmon Arm Roots & Blues Festival/Salmon Arm Folk Music Society
- Salmon Arm Arts Council
- Shuswap Trail Alliance

MRDT Five Year Business Plan 2022-2027**Communication List**

- City of Salmon Arm
- Neskonlith Indian Band Councillor Louis Thomas
- Downtown Salmon Arm
- Salmon Arm Art Gallery
- Salmon Arm Visitor Centre
- Salmon Arm Recreation Society
- Community Futures Shuswap
- Salmon Arm Trail Alliance
- RJ Haney Heritage Village
- Shuswap Tourism
- Viewpoint RV Park and Cottages
- The Inn at the Ninth Hole
- Prestige Harbourfront Resort
- Comfort Inn and Suites
- Hilltop Inn
- Travelodge
- Sure Stay By Best Western
- Applegrove Motel
- Super 8
- Fairfield by Marriot
- Motel Happy Salmon

EXTRACT from the Minutes of a meeting of the Board of Directors of Salmon Arm Economic Development Society held at the City of Salmon Arm on October 20, 2021

A motion was made by Cathy Ingebrigtsen and seconded by Jesse Ziercke that **"the Salmon Arm Economic Development Society supports the City of Salmon Arm's 5-Year Business Plan and Application for the Municipal and Regional District Tax"** - All in favour, approved.

Certified a true copy

DocuSigned by:
Cathy Ingebrigtsen
015E00223A8745A

10/20/2021

Cathy Ingebrigtsen, Secretary /Treasurer



BOX 1930, 101-160 Harbourfront Dr. NE • Salmon Arm, BC • V1E 4P9
T 250.803.0156 F 250.803.0157
TF 1.877.803.0156 W beyourfuture.ca

September 14, 2021

Lana Fitt, Ec.D
Economic Development Officer
Salmon Arm Economic Development Society
220 Shuswap Street NE
Salmon Arm BC V1E 4N2

Re: Letter of Support: MRDT Renewal Application – Salmon Arm

Dear Lana,

Community Futures Shuswap is pleased to provide you with this letter of support as you seek approval for the Salmon Arm MRDT renewal application. The past five years since the inception of the MRDT has witnessed much change, growth and opportunity in Salmon Arm and the broader Shuswap region. There is no question that the funds raised by MRDT and the allocation of those funds to support tourism marketing and events have had a positive impact.

As we compete with other communities to attract a common tourist audience, it is imperative that we have the necessary funds to help us achieve our vision to be recognized as an all-season destination of choice for visitors from around the world. This is particularly important as we slowly emerge from the damaging pandemic and tourists become comfortable travelling abroad once again. Every potential destination will be trying to attract the same customers.

I would like to commend Salmon Arm Economic Development Society and the MRDT Committee for their leadership and stewardship of the MRDT program throughout the first five years since inception. Much focus and funds have been availed to enhance shoulder and off-season tourism development as well as essential funding to support events that otherwise would not happen to attract and enlighten tourists visiting our community.

Tourism remains one of our major growth industries and is poised to reach higher levels of achievement with the proper resources in place. Over the past 5 years, we have observed what a difference the MRDT has made to bolster our tourism industry. These funds will continue to enable us to remain competitive in an already competitive tourism market and to better position ourselves to realize future, post-pandemic opportunities.

Best of luck with your renewal application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Marshall", is written over a circular blue ink stamp.

Rob Marshall
Executive Director

Growing Communities one idea at a time.

**DOWNTOWN
SALMON ARM**

Salmon Arm Economic Development Society
220 Shuswap St NE, PO Box 130
Salmon Arm, BC
V1E 4N2

August 3, 2021

Attention: Lana Fitt

Dear Lana:

Re: Letter of Support for Salmon Arm's Municipal and Regional District Tax (MRDT) Application

Thank you for including Downtown Salmon Arm in the consultation process related to Salmon Arm's application to implement the Municipal and Regional District Tax (MRDT).

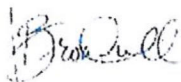
DSA is pleased to see Salmon Arm continuing with this program which provides a sustainable revenue stream for our community to continue to build our tourism sector, positioning Salmon Arm as an all-season destination of choice for visitors from around the world.

Upon review of the summary of the identified MRDT priorities that emerged during the consultation process, we believe that the MRDT funds will assist our community to increase visitor awareness of Salmon Arm as a tourism destination; enrich established seasonal attractions; increase and support off-season events held in our community; and to expand access to visitor information.

We look forward to the positive impact this program will create in our community.

Should you have any questions, please do not hesitate to contact me.

Thank you,



Jennifer Broadwell
Manager

DOWNTOWN SALMON ARM
250 SHUSWAP STREET NE, PO BOX 1928
SALMON ARM, BRITISH COLUMBIA V1E 4P9



SALMON ARM MUSEUM & HERITAGE ASSOCIATION AT

R.J. Haney Heritage Village & Museum

751 Hwy. 97B NE

♦ P.O. Box 1642 ♦

Salmon Arm, BC V1E 4P7

September 20, 2021

Salmon Arm Economic Development Society
 220 Shuswap St NE, PO Box 130
 Salmon Arm, BC
 V1E 4N2

Dear Lana:

Re: Letter of Support for Salmon Arm's Municipal and Regional District Tax (MRDT) Renewal Application

Thank you for including R.J. Haney Heritage Village and Museum in the consultation process related to Salmon Arm's application to continue collecting the Municipal and Regional District Tax (MRDT).

This program has proven to be an essential revenue stream that has supported the growth of our tourism sector and continues to position Salmon Arm as an all-season destination of choice for visitors from around the world.

Upon review of the summary of the identified MRDT priorities that emerged during the consultation process, R.J. Haney Heritage Village and Museum believe that the MRDT funds will assist our community in increasing visitor awareness of Salmon Arm as a tourism destination; grow and support off-season events held in our community, and expand access to visitor information.

We look forward to the positive impact this program will have on our community.

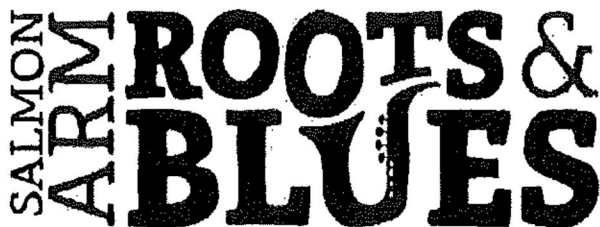
Sincerely,

Susan Mackie,
 General Manager

**SMALL CITY,
 BIG MUSEUM**
 SALMON ARM

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

♦ Ph: (250) 832-5243 ♦ info@salmonarmmuseum.org ♦ facebook.com/Haneyheritage ♦ www.salmonarmmuseum.org



Salmon Arm Folk Music Society
 Mail: PO Box 21, Salmon Arm, BC V1E 4N2
 Location: 541 3rd St. SW, Salmon Arm, BC
 Phone: 250.833.4096 | Fax: 250.833.4097
 General Inquiries: info@rootsandblues.ca
 Sponsor: sponsor@rootsandblues.ca
 Volunteer and Grants: volunteer@rootsandblues.ca
www.rootsandblues.ca

September 15, 2021

Salmon Arm Economic Development Society
 220 Shuswap Street NE
 Salmon Arm, BC
 V1E 4N2

ATT. Lana Fitt

RE: Letter of Support for Municipal and Regional District Tax (MRDT) Renewal

The Salmon Arm Folk Music Society (SAFMS) fully supports the Salmon Arm Economic Development Society's application to renew the MRDT on behalf of the City of Salmon Arm, BC.

The SAFMS believes the MRDT continuance will build upon the significant improvements the community has benefited from the first term of this program. The MRDT renewal will support the continued development of tourist driven events and expand cultural programming in the Fall, Winter and Spring seasons.

The SAFMS endorses the renewal of the MRDT and believe the SAEDS is well positioned to increase the community's ability to attract economically impactful tourist driving events to the City of Salmon Arm and the Shuswap Region.

Please do not hesitate to contact me for further information if required.

Thank you,

A handwritten signature in black ink, appearing to read "David Gonella".

David Gonella
 Executive Director



August 2, 2021

Salmon Arm Economic Development Society
220 Shuswap St NE, PO Box 130
Salmon Arm, BC
V1E 4N2

Attention: Lana Fitt

Dear Lana:

Re: Letter of Support for Salmon Arm's Municipal and Regional District Tax (MRDT) Application

Thank you for including us in the consultation process related to Salmon Arm's application to implement the Municipal and Regional District Tax (MRDT).

At the Arts Council, we are pleased to see Salmon Arm continue with this program which provides a sustainable revenue stream for our community to build our tourism sector, especially as it relates to culturally significant events and activities. The identified MRDT priorities that emerged during the consultation process address the goals of a diverse tourism sector as it increases support for off-season events and expands access to visitor information.

It is important to recognize that support from MRDT is often leveraged by organizations to build sustainability for off-season and arts-based participatory events. Therefore the benefits of this program include an expansion of the abilities of the non-profit arts sector to provide dynamic and inclusive events that attract visitors from all over the world. The creation of a memorable experience is a collaboration between creatives, managers and funders; and the MRDT program is a critical part of this team.

Sincerely,

A handwritten signature in black ink, appearing to read "Tracey Kutschker".

Tracey Kutschker, Director/Curator
Shuswap District Arts Council

Box 1181 Salmon Arm, BC V1E 4P3
salmonarmartscentre.ca
250.832.1170

for everyone



The Shuswap **TRAIL**ALLIANCE

The Shuswap Trail Alliance
PO Box 1531, Salmon Arm, BC V1E 4P6
Phone: 250-832-0102
Email: info@shuswaptrails.com
www.shuswaptrailalliance.com

August 3, 2021

Salmon Arm Economic Development Society
220 Shuswap St NE, PO Box 130
Salmon Arm, BC
V1E 4N2

Attn: Lana Fitt

Re: Letter of Support for Salmon Arm's Municipal and Regional District Tax (MRDT) Application

Dear Lana,

Thank you for including us in the consultation process related to Salmon Arm's application to implement the Municipal and Regional District Tax (MRDT).

The Shuswap Trail Alliance is pleased to see Salmon Arm continuing with this program which provides a sustainable revenue stream for our community to continue to build our tourism sector, positioning Salmon Arm as an all-season destination of choice for visitors from around the world.

Upon review of the summary of the identified MRDT priorities that emerged during the consultation process, we believe that the MRDT funds will assist our community to increase visitor awareness of Salmon Arm as a tourism destination; increase and support off-season events held in our community; and to expand access to visitor information.

We look forward to the positive impact this program will create in our community.

Sincerely,



Jen Bellhouse
Executive Director,
The Shuswap Trail Alliance
Phone: 250-804-3530/email: jen@shuswaptrails.com





7. Accommodation Directory Form (MRDT Appendix Form 1.3)

Appendix 1.3 Accommodation Directory Form

Please list **ALL** the accommodation providers who offer accommodation that is taxable under the *Provincial Sales Tax Act* within the designated accommodation area, and the number of units each accommodation provider offers within the designated accommodation area. Applicants are not required to list individual hosts who only list on an online accommodation platform.

Please ensure the information provided is complete and accurate. Failure to provide complete and accurate information may result in your application being delayed, returned or rejected. Thank you for your cooperation. [ATTACH ADDITIONAL SHEETS AS REQUIRED]

Legal Name of Applicant: City of Salmon Arm

Property Name	Address	Number of Units	Phone Number	Owner/Manager
Apple Grove Motel	6000-50 th St TCH NE Salmon Arm BC	11	250-832-6955	Mike Rzewuski
Comfort Inn and Suites	1090 22 nd Street NE Salmon Arm BC	114	250-832-7711	Jill Power
Fairfield Inn and Suites by Marriot	790 16 th Street NE Salmon Arm BC	95	778-489-0555	Ashley Olsen
Happy Salmon Motel	6410 TCH E Salmon Arm BC	14	778-489-5075	David Jung
Hilltop Inn	1460 TCH NE Salmon Arm BC	72	250-832-6025	Bob Yu
Prestige Harbourfront Resort	251 Harbourfront Drive Salmon Arm BC	121	250-833-5800	Jesse Ziercke
Super 8 Motel	2901 10 th Ave NE Salmon Arm BC	39	1 866-469-0121	Mandy Singh
Surestay Plus Hotel by Best Western	61 10 th St SW Salmon Arm BC	75	250-832-9793	Tess Mann
Inn at the Ninth Hold	5091 20 th Ave SE Salmon Arm BC	6	250-833-0185	Emily Vail
Travelodge	2401 TCH W Salmon Arm BC	35	250-832-9721	Tarandreet Sandu
Viewpoint RV Park & Cottages	6871 TCH NE Salmon Arm BC	7	778-489-1196	Elizabeth Frank



**8. Accommodation Sector in Support of Municipal and
Regional District Tax Form (MRDT Appendix Form 1.4)**

**Appendix 1.4 Accommodation Sector in Support of Municipal and Regional District Tax Form**Legal Name of Applicant: City of Salmon ArmRate of Tax (2% or 3%): 2%

Applicants, please check the following, if applicable:

Does the designated recipient plan on using general MRDT revenues (meaning revenues beyond Online Accommodation Platform revenues) for affordable housing initiatives and are these activities included as part of the Five-Year Business Plan and One-Year Tactical Plan (including Appendix 1.8)?

☐ YES ☒ NO

The Municipal and Regional District Tax (MRDT) is being proposed or is up for renewal in your municipality/region. The MRDT is intended to assist municipalities, regional districts and eligible entities in funding local tourism marketing programs and projects, as outlined in the applicant's Five-Year Strategic Business Plan. Affordable housing initiatives are also included as a permissible use of revenues. Accommodation providers may request a copy of the Five-Year Strategic Business Plan from the applicant. The MRDT will apply to purchases of accommodation that are taxable under the *Provincial Sales Tax Act* within the designated accommodation area.

As an owner/manager offering accommodation, your input is critical. The minimum support required from the accommodation sector for the tax to be imposed is at least 51% of the number of establishments that would collect the tax within the municipality/region representing at least 51% of the total number of rooms.

BY SIGNING THIS FORM, YOU HAVE INDICATED THAT YOU SUPPORT IMPLEMENTATION OF THE MUNICIPAL AND REGIONAL DISTRICT TAX IN YOUR MUNICIPALITY/REGION AND THAT YOU ARE AUTHORIZED TO ACT ON BEHALF OF YOUR ORGANIZATION. [ATTACH ADDITIONAL SHEETS AS REQUIRED]

Property Name	Address	Number of Units	Owner/Manager (Print Name)	Signature	Date
Apple Grove Motel	6000-50th Street TCH NE Salmon Arm, BC	11	Reynolds Muncie	Keeler	Oct 15/21
Comfort Inn & Suites	1090-22nd Street NE Salmon Arm, BC	114	Jessie Power	J. Power	Oct 15/21
Fairfield Inn & Suites by Marriott	790 16th Street NE Salmon Arm, BC	95	Ashley Olsen	AS Olsen	Oct 18/21
Happy Salmon Motel	6410 TCH E Salmon Arm, BC	14	Dalton Jung	Dalton	Oct 15/21
Hilltop Inn	1460 TCH NE Salmon Arm, BC	72	Bob Yu	Bob Yu	
Prestige Harbourfront Resort	251 Harbourfront Drive NE Salmon Arm, BC	121	Jesse Zierckel	Jesse	Oct 15/21

**Appendix 1.4 Accommodation Sector in Support of Municipal and Regional District Tax Form**Legal Name of Applicant: City of Salmon Arm Rate of Tax (2% or 3%): 2%

Applicants, please check the following, if applicable:

Does the designated recipient plan on using general MRDT revenues (meaning revenues beyond Online Accommodation Platform revenues) for affordable housing initiatives and are these activities included as part of the Five-Year Business Plan and One-Year Tactical Plan (including Appendix 1.8)?

☐ YES ☒ NO

The Municipal and Regional District Tax (MRDT) is being proposed or is up for renewal in your municipality/region. The MRDT is intended to assist municipalities, regional districts and eligible entities in funding local tourism marketing programs and projects, as outlined in the applicant's Five-Year Strategic Business Plan. Affordable housing initiatives are also included as a permissible use of revenues. Accommodation providers may request a copy of the Five-Year Strategic Business Plan from the applicant. The MRDT will apply to purchases of accommodation that are taxable under the *Provincial Sales Tax Act* within the designated accommodation area.

As an owner/manager offering accommodation, your input is critical. The minimum support required from the accommodation sector for the tax to be imposed is at least 51% of the number of establishments that would collect the tax within the municipality/region representing at least 51% of the total number of rooms.

BY SIGNING THIS FORM, YOU HAVE INDICATED THAT YOU SUPPORT IMPLEMENTATION OF THE MUNICIPAL AND REGIONAL DISTRICT TAX IN YOUR MUNICIPALITY/REGION AND THAT YOU ARE AUTHORIZED TO ACT ON BEHALF OF YOUR ORGANIZATION. [ATTACH ADDITIONAL SHEETS AS REQUIRED]

Property Name	Address	Number of Units	Owner/Manager (Print Name)	Signature	Date
Super 8 Motel	2901 10th Ave NE Salmon Arm, BC	39			
Surestay Plus Hotel by Best Western	61 10th Street SW Salmon Arm, BC	75	Tess Mann		Oct. 15, 2021
Inn at the Ninth Hole	5091 20th Ave SE Salmon Arm, BC	6	Emily Vail		10/19/2021
Travelodge	2401 TCH W Salmon Arm, BC	35	TARAPREET SANDHU		Oct 16/21
Viewpoint RV Park & Cottages	6871 TCH NW Salmon Arm, BC	7	Elizabeth Frank		Oct 16/21



9. Confirmation of consultation with Destination British Columbia

MRDT Consultations and Communications Summary

MRDT Consultation and Communication Summary**Confirmation of consultation with Destination British Columbia**

Date	Type	Organization	Regarding
August 15 th , 2021	Phone call	Destination BC	Review renewal process and timeline
August 16 th , 2021	Email	Destination BC	Request submission extension
October 14 th , 2021	Email	Destination BC	Review collector properties
October 19, 2021	Phone Call	Destination BC	Review collector properties



10. Third Party Authorization Form (MRDT Appendix Form 1.5)



Freedom of Information and Protection of Privacy Act (FOIPPA). The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the *Provincial Sales Tax Act* and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at MRDT@destinationbc.ca.

Appendix 1.5 Third Party Authorization Form

As part of our commitment to protect your privacy and confidentiality you can use this form to authorize Destination British Columbia to communicate and exchange information regarding the Municipal and Regional District Tax program with your representative. If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at MRDT@destinationbc.ca.

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax Program.

Section 1: Applicant Information

Name: City of Salmon Arm

Address: PO Box 40, Salmon Arm BC

Name and Title of Authorized Signing Authority: Alan Harrison, Mayor

Section 2: Authorization of a Third Party Representative

☒ I authorize Destination British Columbia to communicate with my representative named below on the Municipal and Regional District Tax program.

Name of Representative: Lana Fitt

Organization: Salmon Arm Economic Development Society

Address: PO Box 130, Salmon Arm BC

Phone Number: 250-833-0608 Fax Number: _____ Email: edo@saeds.ca

Section 3: Applicant Signature

By signing this form, you acknowledge that Destination British Columbia is authorized to communicate with your representative named above but that you remain fully responsible for fulfilling all obligations under the Municipal and Regional District Tax program.

Alan Harrison	Mayor
Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature



**11. Disclosure of Information Authorization Form (MRDT
Appendix Form 1.6)**



Freedom of Information and Protection of Privacy Act (FOIPPA). The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the *Provincial Sales Tax Act* and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at MRDT@destinationbc.ca.

Appendix 1.6 Disclosure of Information Authorization Form

Confidentiality restrictions under the *Provincial Sales Tax Act* prevent the Ministry of Finance from disclosing tax information collected under the Act except under limited circumstances. Administration of the Municipal and Regional District Tax program requires the Ministry of Finance to share information with the Ministry of Municipal Affairs and Housing (Appendix 1.8 and 2.4 only, as applicable), Ministry of Tourism, Arts and Culture, and with Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Signing this form will allow the Ministry of Finance to share information about the applicant with respect to the MRDT program with the Ministry of Tourism, Arts and Culture and Destination British Columbia for the above purposes.

If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at MRDT@destinationbc.ca.

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax program.

Section 1: Applicant Information

Name: City of Salmon Arm

Address: PO Box 40 Salmon Arm BC

Name and Title of Authorized Signing Authority: Alan Harrison, Mayor

Section 2: Authorization

☒ I authorize the Ministry of Finance to share information about the applicant with respect to the Municipal and Regional District Tax program with the Ministry of Tourism, Arts and Culture and Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Alan Harrison	Mayor
Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature

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Item 18.1

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council authorize Sk'atsin Silvatech Ventures LLP, to submit an application under the 2022 Community Resiliency Investment Program for FireSmart and Wildfire Fuel Management to treat the following areas: Approximately 10 ha of Little Mountain Park legally described as Lot 1, Plan 33237, Section 18, Township 20, Range 9, LD 25, Except Plan 37043 and KAP73167 (Little Mountain Park);

AND THAT: Council agrees to have the Neskonlith Indian Band act as the primary applicant to apply for, receive and manage the 2022 grant funding on behalf of the City of Salmon Arm.

Vote Record

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

Opposed:

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

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Item 23.1

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

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, October 25, 2021 at 7:00 p.m.**

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

1. Section 28 - General Industrial Zone

Add to sub-section 28.3.17 - Permitted Uses

mini warehousing to a maximum parcel area of 20%, inclusive of any outside storage

Add a sub-section to section 28.10 - Outside Storage

28.10.1 an outside storage business is limited to a maximum parcel area of 20%, inclusive of an mini-warehousing. This limitation does not apply to a contractor's storage yard or other accessory use storage purposes.

2. Section 29 - Light Industrial Zone

Add to sub-section 29.3.18 - Permitted Uses

mini warehousing to a maximum parcel area of 20%, inclusive of any outside storage area

Add a sub-section to section 29.10 - Outside Storage

29.10.1 an outside storage business is limited to a maximum parcel area of 20%, inclusive of any mini-warehousing. This limitation does not apply to a contractor's storage yard or other accessory use storage purposes.

Applicant: City of Salmon Arm

Reference: ZON-1216/ Bylaw No. 4471

The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> October 12 to October 25, 2021 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person, with limited capacity, and virtually. In person attendance will be on a first come first serve basis and are subject to the provisions of the City of Salmon Arm COVID 19 Exposure Control Plan and in adherence with the Provincial Health Orders. If you wish to attend electronically email cityhall@salmonarm.ca.

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

Erin Jackson, Director of Corporate Services

Vote Record

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

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council

DATE: June 25, 2021

SUBJECT: Zoning Bylaw Text Amendment Application No. 1216
Applicant: City of Salmon Arm

MOTION FOR CONSIDERATION

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

1) Section 28 - General Industrial Zone

Add to sub-section 28.3.17 - Permitted Uses

mini warehousing to a maximum *parcel area* of 20%, inclusive of any outside storage

Add a sub-section to section 28.10 - Outside Storage

28.10.1 an outside storage business is limited to a maximum *parcel area* of 20%, inclusive of an *mini-warehousing*. This limitation does not apply to a contractor's storage yard or other *accessory use* storage purposes.

2) Section 29 - Light Industrial Zone

Add to sub-section 29.3.18 - Permitted Uses

mini warehousing to a maximum *parcel area* of 20%, inclusive of any outside storage area

Add a sub-section to section 29.10 - Outside Storage

29.10.1 an outside storage business is limited to a maximum *parcel area* of 20%, inclusive of any *mini-warehousing*. This limitation does not apply to a contractor's storage yard or other *accessory use* storage purposes.

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

BACKGROUND

Based on the attached report (APPENDIX 1), the undersigned received direction from City Council to proceed with Option 3 related to the above Zoning Bylaw Amendment. The attached report maps the industrial zoned properties where mini warehousing and outside storage businesses are operating.

Assuming Bylaw adoption, new mini warehousing and storage businesses on M1 and M2 zoned land will be subject to the new limitations on parcel area. The M1 and M2 zones are attached as APPENDIX 2 with the relevant sections highlighted.

Assuming Bylaw adoption, those businesses currently in operation will be subject to Division 14 the Local Government Act (Non-conforming Use and Other Continuances¹). The sections of this Act are extensive and have implications on redevelopment, obtaining insurance, financing and land value.

Furthermore, the amendment could limited future subdivision opportunities of industrial properties with either mini-warehousing / outside storage businesses. Case in point: a 5 acre lot in which 50% of the parcel area is being used for mini-warehousing could not be subdivided in half (i.e. two 2.5 acre lots) unless the mini warehousing business either ceased or was reduced in scale by 45% and the floor area of the existing buildings used for another M1 or M2 zoned use.

The intent is to regulate the land area used for mini-warehousing and similar businesses using land for the outside storage of peoples' items either within storage containers or exposed. It is not intended to regulate outside storage yards which are accessory to a non-commercial storage business. This amendment does not involve commercially zoned properties where mini warehousing and similar storage businesses are permitted (e.g. C3 Service Commercial).

Last week, staff referred the attached report to the EDS for comment. As a text amendment affecting more than 10 properties, public notification in the newspaper is required for a Statutory Public Hearing after second reading; however individual notification to all properties zoned M1 and M2 is not required.

As the City becomes more densified with smaller lots and units, the demand for storage will likely not recede. Staff remains concerned with this proposed amendment, yet understands and respects the intent.


Kevin Pearson, MCIP, RPP
Director of Development Services



To: Development and Planning Services Committee

From: Director of Development Services

Date: May 31, 2021

Subject: Storage Zoning - For Information

Recent development proposals for storage facilities have raised discussion and some concern by Council.

Background

Storage is a land use permitted in a number of industrial and commercial zones. Storage is usually restricted to inside a building, or within an industrial shipping container (sea cans), or the open outside storage of items with screened conditions.

1. Industrial Zones: General Industrial (M1), Light Industrial (M2) and Auto Wrecking (M5). Within the M1 and M2 zones, the permitted use is *mini warehousing* (defined). In M5, outside storage is permitted if the yard is appropriately screened.
2. Commercial Zones: Service Commercial (C3) permits mini-warehousing and screened outside storage. The downtown, waterfront and some of the highway corridor commercial zones (e.g. C2 and C6) either do not allow outside storage at all or only under strict conditions or specific locations.

There are other zones where outside storage is either permitted outright or confined, such as the Airport Zone (P2) and the Institutional Zone (P3). Council amended the P3 zone not too long ago to allow outside storage for the Roots and Blues office - maximum of 15% site area or 280 m², whichever is less.

There has been a growing need for secure storage on commercial and industrial zoned land for boats, RVs, contractor's equipment and society's "stuff", in general. Some of the need in recent years is due in part to the ALC's enforcement of illegal storage on lands in the ALR. The concern appears to be with mini warehouse development and outside storage consuming remaining industrial lands, with a relatively low employee / m² or hectare ratio (more discussion on the next page).

Analysis

Within the Industrial Zones there are currently seven (7) business licences issued for primary storage businesses comprised of outside storage yards (undeveloped) or mini-warehousing (developed). This count does not include auto-wrecking yards or industrial / commercial businesses storing inventory / items outside and on site. Five (5) of the seven businesses are located in the SE industrial quadrant and two (2) are located in the SW. Maps showing these locations are attached.

With recent subdivision and development in the older and newer industrial areas and some C3 zoned land near 30 Street SW / TCH, there is a possibility for 2 - 3 more licences for mini-warehousing and boat / marine storage businesses.

There is approximately 283 hectares (700 acres) of land designated by the OCP for industrial use in the City. The SE industrial area is where most of the remaining undeveloped, industrial designated land is situated. There is approximately 53 hectares (130 acres) of undeveloped, industrial designated land remaining throughout the City, and most of that lies between 10th and 20th Avenues SE within the Special Industrial Development Area and adjacent to Highway 97B near Auto Road.

Of the 283 hectares of industrial land, approximately 12 hectares (29 acres) or > 4% of that is being used for mini warehousing and outside storage within the SE and SW industrial areas. There is another 2 hectares (5 acres) of land zoned C3 in the SW areas of the City where staff anticipate proposals in the near future for additional marine storage and mini-warehousing, as well as a pocket of C3 zoned land in the Canoe highway NE area where storage yards exist.

Discussion

The OCP supports warehousing and storage within the Industrial and Service Commercial areas of the City. The M1, M2, and C3 zones are the most wide-open, free enterprise zones in the City allowing for a very wide range of land uses and businesses with many uses added to these zones over decades.

There is an emerging trend of citizens in residential neighbourhoods, businesses in the downtown and waterfront areas and organizations using sea cans to store materials on lands not zoned for that use. The proliferation of these steel containers, uncontrolled or unregulated can lead to safety risks and, from an aesthetics point of view, do not fit well in those zones. They are a far cheaper alternative to new buildings and they lie in a gray area for building inspection. Stemming from a legal opinion obtained for residential bylaw enforcement complaints, the City deems them as an industrial use and entity.

The other obvious societal trend driven by consumer demand and the global chain of large supply outlets is on-line shopping, which will require land in local markets for shipping, receiving, warehousing and distribution, transportation and contractors equipment yards. The M1, M2 and C3 zones already allow for this. Staff periodically receive enquiries and complaints that there is not enough land for these purposes.

Developing the industrial lands where some of the storage businesses exist are challenged by two main obstacles: 1) road building and servicing requirements (albeit servicing that is common to other types of development and even at a lesser standard); and 2) contaminated sub-surface conditions which triggers onerous brownfield remediation requirements. For some of these properties, that use is the only affordable option for the land / business owner, and the market demand for it continues to grow, seemingly.

Of the 14 hectares total of industrial and commercial zoned land, approximately one-half of that is outside storage and mostly undeveloped, which means it could be developed for other industrial/commercial uses in the future should the market demand a conversion.

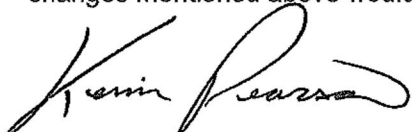
Staff understand the concerns with the possibility for the last remaining industrial lands being consumed by more mini-warehousing and storage businesses. The desire for these lands to be built out with value added, high technology, clean industry, with skilled workforce and high employment is an admirable long-term vision. Controlling mini-warehousing and storage use by zoning may or may not facilitate that. The overall amount of land being used for commercial storage is reflective of consumer demand. Should Council wish to restrict this use, Options 1 - 3 may be considered with a Zoning Bylaw text amendment.

Options

1. Consider a General Regulation or General Prohibition in the Zoning Bylaw prohibiting mini-warehousing and outside storage. With that, delete those uses from the M1 and M2 zones. Although this could seem to be a drastic approach, it could be in place on a temporary basis; however long Council deems necessary and the uses could remain permitted in C3.
2. Delete mini-warehousing from the M1 and M2 zones, and create a new Industrial Zone (M7) permitting warehousing and screened outside storage, possibly with transportation and trans-shipment uses. With this option, one would need to apply to Council to rezone. The OCP could be adjusted to provide site specific and potentially market specific circumstances for support (i.e. the business / applicant / developer would need to provide Council with a market analysis).
3. Identify *mini-warehousing* and *outside storage* as accessory uses in the industrial zones and/or to a maximum of 20% or less of a gross parcel area (or some other percentage).

4. Maintain the status quo and let the market dictate what industrial uses can afford to develop and service the approximately 53 hectares (130 acres) remaining industrial land base.

Should Council wish to proceed Options 1 - 3, staff would require a motion to that effect. Any zoning changes mentioned above would result in non-conforming status for the existing businesses.

A handwritten signature in black ink, appearing to read "Kevin Pearson". The signature is fluid and cursive, with a large loop at the end.

Kevin Pearson, MCIP, RPP
Director of Development Services

Southeast Industrial

Aviator Business Park DP approved
1 acre mini-warehousing

< 1 acre used for outdoor storage



0 345 690 1,380 2,070 2,760 Meters

- Parcels
 - Storage Businesses
 - Zoned Industrial
- Total Area = 25.2 acres

303

Southwest Industrial



0 30 60 120 180 240 Meters



Parcels



Storage Businesses
Zoned Industrial

Total Area = 4.1 acres

9. STAFF REPORTS

2. Director of Development Services – Storage Zoning

0311-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council direct staff to prepare a bylaw amendment to proceed with Option 3 outlined in the staff report dated May 31, 2021.

CARRIED

Councillor Flynn and Lavery Opposed

SECTION 28 - M-1 - GENERAL INDUSTRIAL ZONE**Purpose**

28.1 The M-1 Zone provides for the location of general industrial and manufacturing uses to be located in areas where conflict with other uses is unlikely to occur.

Regulations

28.2 On a *parcel zoned* M-1, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the M-1 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

28.3 The following uses and no others are permitted in the M-1 Zone:

- .1 auction yards; #2736
- .2 automotive and truck repair shop, including body repair and painting;
- .3 building supply establishment; #2736
- .4 bulk petroleum products sales and limited retail fuel sales, maximum two [2] pumps;
- .5 *cafe*; #2736
- .6 *commercial daycare facility*; #3724
- .7 concrete products and readi-mix concrete;
- .8 distillery and brewery;
- .9 farm equipment sales and rentals; #2736
- .10 greenhouses, nurseries, including retail sales; #2736
- .11 *high technology research and development*; #4368
- .12 *home occupation*; #2782
- .13 *key lock fuel installation*;
- .14 laboratory, scientific and research; #2736
- .15 *light industry*;
- .16 machinery sales, rental; #2736
- .17 *mini warehousing*;
- .18 *mobile food vending*; #4240
- .19 *mobile home* manufacturing and sales;
- .20 moving and storage establishment; #2736
- .21 *office, storage building, workshop and yard* for general contractor and trade contractor;
- .22 *outside vending*; #2837
- .23 *private utility*;
- .24 *public use*;
- .25 *public utility*;
- .26 radiator repair shop; #2736
- .27 *recreation facility - indoor*; #2736
- .28 recreation vehicle sales and rental lots, and showroom (new and used); #2736
- .29 *recycling depot*;
- .30 rental and repair of tools, small equipment; #2736
- .31 sale and repair of machinery, farm implements, and heavy equipment;
- .32 *storage building, warehousing and wholesale establishment, packing and crating, cold storage*;
- .33 storage yard;
- .34 *transportation use*;
- .35 truck and truck-tractor sale or rental lot;
- .36 veterinary hospital; #2736
- .37 welding, machine or metal fabrication;
- .38 wood products manufacturing;
- .39 *ancillary retail sales*; #2736
- .40 *accessory use, including one dwelling unit, or one single family dwelling, or one upper floor dwelling unit.* #2761

SECTION 28 - M-1 - GENERAL INDUSTRIAL ZONE - CONTINUED**Maximum Height of Principal and Accessory Buildings**

28.4 The maximum *height* of *principal* and accessory *buildings* shall be 15.0 metres (49.2 feet).

Maximum Parcel or Site Coverage

28.5 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 60% of the *parcel* or *site* area.

Minimum Parcel Size or Site Area

28.6 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005.4 square feet).

Minimum Parcel or Site Width

28.7 The minimum *parcel* or *site* width shall be 15.0 metres (49.2 feet).

Minimum Setback of Principal and Accessory Buildings

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

- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .3 | <i>Interior side parcel line</i> | |
| | - adjacent to a <i>parcel</i> not zoned | |
| | industrial shall be | 6.0 metres (19.7 feet) |
| | - all other cases shall be | 4.0 metres (13.1 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

Accessory Retail Use

28.9 Accessory retail uses, including showrooms and display areas, shall not exceed 25% of the maximum *floor area* of the *principal building* as defined under *Light Industry*.

Outside Storage

28.10 Outside storage shall be screened from any adjacent *parcel* not zoned Industrial as per Appendix III.

Parking and Loading

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

SECTION 29 - M-2 - LIGHT INDUSTRIAL ZONE**Purpose**

- 29.1 The M-2 Zone provides for the location of light manufacturing and related uses to be located in areas where conflict with surrounding uses is unlikely to occur.

Regulations

- 29.2 On a *parcel zoned* M-2, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the M-2 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 29.3 The following uses and no others are permitted in the M-2 Zone:

- .1 auction yards;
- .2 automotive and truck repair shop, including body repair and painting, excluding *fuel service station*; #3375
- .3 auto sales and rental lots, showroom (new and used); #2736
- .4 boat and boat trailer sales and rental showroom, including minor repairs; #2736
- .5 *cafe*; #2736
- .6 distillery and brewery #2736;
- .7 distribution of refurbished/recycled goods; #3001
- .8 farm equipment sales and rentals; #2736
- .9 frozen food lockers, including retail sales; #2736
- .10 funeral services, including crematorium, embalming and related viewing rooms; #2958
- .11 greenhouses, and nurseries, including retail sales; #2736
- .12 *high technology research and development*; #4368
- .13 *home occupation*; #2782
- .14 *key lock fuel installation*;
- .15 laboratory, scientific and research; #2736
- .16 *light industry*;
- .17 machinery sales, rental;
- .18 *mini warehousing*;
- .19 *mobile food vending*; #4240
- .20 *mobile home sales*; #2736
- .21 moving and storage establishment #2736;
- .22 *office*, in association with a permitted industrial use, where the *office* does not exceed 50% of the lot area; #2736
- .23 *outside vending*; #2837
- .24 print shop; #2736
- .25 *private utility*; #2736
- .26 *public use*;
- .27 *public utility*;
- .28 recreation vehicle sales and rental lots, and showroom (new and used); #2736
- .29 *recycling depot*;
- .30 rental and repair of tools, small equipment; #2736
- .31 *transportation use*;
- .32 truck sales and rental lots, and showroom (new and used); #2736
- .33 upholstery shop; #2736
- .34 *ancillary retail sales*; #2736
- .35 *accessory use*, including one *dwelling unit*, or one *single family dwelling*, or one *upper floor dwelling unit*. #2761

Maximum Height of Principal and Accessory Buildings

- 29.4 The maximum *height* of *principal* and *accessory buildings* shall be 15.0 metres (49.2 feet).

SECTION 29 - M-2 - LIGHT INDUSTRIAL ZONE - CONTINUED**Maximum Parcel or Site Coverage**

29.5 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 70% of the *parcel* or *site* area.

Minimum Parcel Size or Site Area

29.6 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005.4 square feet).

Minimum Parcel or Site Width

29.7 The minimum *parcel* or *site* width shall be 15.0 metres (49.2 feet).

Minimum Setback of Principal and Accessory Buildings

29.8 The minimum *setback* of the *principal* or accessory *buildings* from the:

- | | | |
|----|---|------------------------|
| .1 | Front <i>parcel</i> line shall be | 6.0 metres (19.7 feet) |
| .2 | Rear <i>parcel</i> line | |
| | - adjacent to a <i>parcel</i> not zoned | |
| | Industrial shall be | 6.0 metres (19.7 feet) |
| | - all other cases shall be | 3.0 metres (9.8 feet) |
| .3 | Interior side <i>parcel</i> line | |
| | - adjacent to a <i>parcel</i> not zoned | |
| | Industrial shall be | 6.0 metres (19.7 feet) |
| | - where the <i>parcel</i> has access to | |
| | a lane shall be | 1.5 metres (4.9 feet) |
| | - where the <i>parcel</i> does not have | |
| | access to a lane shall be | 4.0 metres (13.1 feet) |
| .4 | Exterior side <i>parcel</i> line shall be | 6.0 metres (19.7 feet) |

Accessory Retail Use

29.9 Accessory retail uses, including showrooms and display areas, shall not exceed 25% of the maximum *floor area* of the *principal building* as defined under *Light Industry*.

Outside Storage

29.10 Outside storage shall be screened from public view and any adjacent *parcel* not zoned Industrial as per Appendix III.

Parking and Loading

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



To: Development and Planning Services Committee and the City of Salmon Arm City Council

From: Marty Bray, President and CEO of Aviator Business Park Inc.

Date: June 16, 2021

Subject: Storage Zoning – For Information Letter of May 31, 2021

Dear Reader,

It was brought to our attention at Aviator that there is some discontent with respect to mini and outdoor storage facilities in Salmon Arm. We understand that there are several issues that are causing this discontent, they are:

- Aesthetically unattractive nature of the buildings and services that are provided. These include outdoor storage facilities, steel structured buildings that can dilapidate quickly, steel containers that provide safety and inspection issues
- Failure to comply with bylaws and permit requirements by storage providers
- Lack of warehousing, industrial, and commercial facilities in the area that is experiencing rapid growth
- Manufacturing and industrial activities occurring in residential neighbourhoods making the existing industrial land critical for future development
- Competitive posturing by market participants

We at Aviator are aware of all of these challenges and it was always our goal to provide and build mini storage warehousing that was of the utmost quality and design, utilizing concrete split faced stone materials. Our goal for outdoor storage was to utilize and maximize the land in the most efficient manner possible in order to generate revenue that could help fund other big and bold ideas. The ownership of Aviator generates modest incomes and took a significant risk to acquire this land, the two principals investing their life savings into this Project.



That said, the principals believed that we could design and develop a Business Park with the overall ambition of providing not only much needed mini warehousing buildings, but also design and build quality industrial and commercial buildings that are as sustainable and resilient as possible. Examples include:

- Designing the mini storage warehouses to have the ability to install solar panels. Thus, generating a significant amount of energy based on the roof design and space on the structures.
- Allow all of the buildings to be multi dimensional in nature and factor into the overall design of the Business Park
- Potentially utilize geothermal technology for air conditioning and heat, this could make the business park a zero carbon building development
- Utilize the space effectively for septic, due to the sewer challenges the area faces
- Allow businesses to benefit from built in resiliency that could be instrumental in the new climate environment

Based on the momentum we see in the market for the demand for industrial and commercial warehousing, we hope to have another Development Permit submitted to the City as soon as possible. This will lay out the ambitions for the next phase of our development which will include building warehousing facilities for industrial and commercial customers.

Our plan has always been to work closely with the city as we work through our ideas and see the City as an essential stakeholder in our vision. Thus, the M7 proposal would make the most sense in this instance, at least for us. This would give the city the ability to review the suitability and viability of the projects. When business owners can go through a thoughtful design process that would provide a compelling argument for their storage projects. Decisions could then be made based on how the projects contribute to the city's financial, sustainability and resiliency plans.

From: Blake Newton
Sent: Monday, June 14, 2021 4:52 PM
To: Caylee Simmons
Subject: Industrial storage replies.

Caylee,

As promised I am going to put forward a concern that I would like to bring forward. As someone with a commercial interest in Salmon Arm and in the industrial zone here with tenants, tenants and neighbors who own the properties, lease them or have employees who rely on these businesses it was alarming to see a column that was to many of us disconcerting. As I pointed out development of land (as proven by the old Newenes grounds which existed in the city core which developed into a myriad of new businesses) should be evolutionary. I believe that the approach used by the city's director of development services, Kevin Pearson where. he advocated for keeping the status quo is something that the majority of businesses in the industrial zone believe in. The idea however that would cap storage use at under 20% of available land in our view hampers the potential of business development. I can assure you that I have not heard of prospective tenants and I have land available as does the majority of land owners here. I cannot imagine that BC Hydro or Bid Group for example would like to be relegated to a fraction of their outside storage. In this instance I would recommend that City Council re evaluate their position on this. I personally don't wish to get into an adversarial conflict with the municipality. It's in the interests of all stakeholders to work together. The effects of such a restrictive potential bylaw would adversely affect tax revenues as well as lead to a distrust of each other. I hope that you point my concerns out to Town Council. Anyways, I hope that we can resolve the issues in a way that we all are satisfied with.

Regards, K. Blake Newton.

Sent: July 30, 2021 4:17 PM

To: Alan Harrison ; Chad Eliason; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Rob Niewenhuizen; Erin Jackson

Subject: Online Form Submittal: Mayor and Council

Mayor and Council

First Name	Patrick
Last Name	Hysop
Address:	[REDACTED]
Return email address:	[REDACTED]
Subject:	Storage Facility Back40Storage
Body	<p>To Mayor Allan Harrison,</p> <p>Good afternoon, I am writing this in regards to hearing rumblings of the city council changing or amending a zoning bylaw. We currently have a storage business and have been running it for a couple, three years now. We have approximately two acres of outdoor storage and want to eventually expand to use up our entire back portion of our property. I see, that with the boom of these new storage facilities, that the city is being put in a hard place. While the city is not fond of so much industrial land being used for storage, we do feel that you have created the need for storage. Residential properties are getting smaller and smaller, and neighbourhoods are being filled to capacity. Where is it exactly you expect the residents of Salmon Arm to store their recreational assets?!</p> <p>With our property not being completely flat, it has been quite a cost thus far, in the development of our current two acres. At one time we wanted to subdivide, but the city required a road to be built, in order for us to do that! With the cost from a local Engineering firm coming in at almost half a million dollars, it was too far out of reach for us. With that road block,, we decided to put in a storage compound instead to help raise funds for the industrial taxes we pay as well as for the future development and possible subdivision of our back acreage. We have a five year plan to accomplish what we need to do to make this happen. We wish to be grandfathered in as a storage facility with no limits. We have been paying these M1 taxes for some time now, therefore I feel that we should not be subject to any new changes in by-laws that effect our</p>

property. We purchased this property over 15 years ago and had it rezoned M1 almost immediately, as well as we already have an established storage business! The city recently has let another facility open just down the road and build without putting in any roads?! Not sure how this is fair . So to conclude, I feel that any existing storage facilities should be grandfathered under the old rules and any newly zoned M-1 properties, should or could, be subjected to your new rules.
Yours truly
Patrick Hysop

Would you like a response: Yes

Disclaimer

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Sent: August 1, 2021 3:46 PM

To: Alan Harrison; Chad Eliason; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Rob Niewenhuizen; Erin Jackson

Subject: Online Form Submittal: Mayor and Council

Mayor and Council

First Name	Thomas
Last Name	Newton
Address:	[REDACTED]
Return email address:	[REDACTED]
Subject:	Rules with regards to development of Industrial Area.
Body	<p>Just curious what your end game is. You are creating regulations against the idea of free-enterprise capitalism. Not sure when we stopped that system-would like an update on that. As an owner of a property in the area-I would like for you to find us some upper-end/high computing enterprise to rent our area. Until then the idea is let the market do what it will. People need places to store thier things. What we apparently DON'T NEED is a large company to come and put a building up and give us a mighty rent. Love it if it were true-but IT ISN'T!!!! So we need to sit on it until that happens? Doesn't really seem fair-my father gave up a lot for that property and for you all to decide that you would rather it be a hub of technocracy is the idea of a child.</p>

Would you like a response: Yes

Disclaimer

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September 16, 2021

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

Dear Kevin,

Re: Proposed Zoning Bylaw Amendment Limiting Mini-Warehousing and Outdoor Storage Businesses on Industrial Zoned Properties

The Salmon Arm Economic Development Society (SAEDS) Board of Directors reviewed the information provided by the City of Salmon Arm, related to the proposed zoning bylaw amendment for the above-noted referral. Following significant discussion, the following motion was passed:

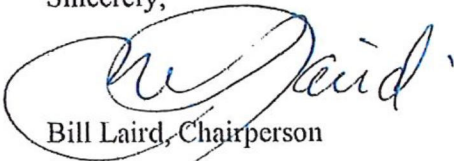
"The SAEDS Board supports the proposed City of Salmon Arm zoning amendment limiting mini-warehousing and outside storage to a maximum of 20% of a gross parcel area for M1- and M2-zoned properties; further, the Board recommends that C3-zoned properties also be included in the zoning bylaw amendment." - All in favour, approved.

The primary discussion points preceding the above motion included:

- 1) Looking forward, land is scarce. We need to be thoughtful of community development and specifically, we have a responsibility to achieve the highest return on investment for each acre of land, for our community.
- 2) The Board was concerned that storage businesses often do not trigger a building permit requirement, or resulting DCC's. As a result, the current zoning bylaw is perhaps unintentionally creating an uneven playing field for property development.
- 3) There was noted concern that the proposed bylaw amendment focusing on M1- and M2-zoned properties may inadvertently direct storage businesses onto C3-zoned lands. This land is also scarce, and the visual appeal and economic return of what is available is extremely important to our community. The SAEDS Board felt this unintentional consequence should also be considered by Council in the proposed zoning amendment.

We thank you for the opportunity to comment on this proposed zoning bylaw amendment.

Sincerely,



Bill Laird, Chairperson

Item 24.1

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4471 be read a third time.

[ZON1216; Text Amendment; Storage]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4471

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on _____ at the hour of 7:00 p.m. was published in _____ and _____ issues of the Salmon Arm Observer;

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

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

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

- 1) Addition under Section 28 - General Industrial Zone

Sub-Section 28.3.17 - Permitted Uses *mini warehouse* to a maximum *parcel area* of 20%

Addition under Section 28.10 - Outside Storage

Section 28.10.2 an outside storage business is limited to a maximum *parcel area* of 20%. This limitation does not apply to a contractor's storage yard or other *accessory use* purposes.

- 2) Addition under Section 29 - Light Industrial Zone

Sub-Section 29.3.17 - Permitted Uses *mini warehouse* to a maximum *parcel area* of 20%

Addition to Section 29.10 - Outside Storage

Section 29.10.2 an outside storage business is limited to a maximum *parcel area* of 20%. This limitation does not apply to a contractor's storage yard or other *accessory use* purposes.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4471"

READ A FIRST TIME THIS 12 DAY OF July 2021

READ A SECOND TIME THIS 27 DAY OF September 2021

READ A THIRD TIME THIS DAY OF 2021

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2021

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

MAYOR

CORPORATE OFFICER

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Item 26.

CITY OF SALMON ARM

Date: October 25, 2021

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of October 25, 2021, be adjourned.

Vote Record

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

Opposed:

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

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INFORMATIONAL CORRESPONDENCE - OCTOBER 25, 2021

1.	N. Leslie – email dated September 24, 2021 – Ross St/Hwy 1 Intersection	A
2.	H. Lessard – letter dated October 12, 2021 – Crosswalk for Reconciliation in Salmon Arm	A
3.	D. Miller – email dated October 14, 2021 – Disappointed in not providing the library with a tax exemption	N
4.	S. Smandych-Sack, Director, Dragon Boat Festival – letter dated October 7, 2021 – Reservation of Marine Peace Park June 18, 2022	A
5.	J. McEwan, General Manager, Salmon Arm Fair – letter dated October 12, 2021 – Noise Bylaw	A
6.	J. Broadwell, Manager, Downtown Salmon Arm – email dated October 20, 2021 – Seasonal Lighting on Ross Street Stage	A
7.	R. Vanderfluit, Registrar, Youth Parliament of BC Alumni Society – letter dated September 11, 2021 – British Columbia Youth Parliament, 93 rd Parliament	N
8.	J. Whiteside, Minister, Ministry of Education – letter dated October 12, 2021 – UBCM Ministerial Meeting	N
9.	J. Whiteside, Minister, Ministry of Education – letter dated September 27, 2021 – 2021 Premier’s Awards for Excellence in Education	N
10.	W. Bauer, Township Clerk, Township of Langley to J. Horgan, Premier – letter dated October 7, 2021 – Financial Assistance for COVID-19 Related Budget Shortfalls	N
11.	L. Helps, Mayor, City of Victoria to UBCM Member Local Governments – letter dated October 14, 2021 – Paid Sick Leave for Workers	N

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

Sent: Friday, September 24, 2021 11:56 AM

To: Alan Harrison; Chad Eliason; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery ; Rob Niewenhuizen; Erin Jackson

Subject: Online Form Submittal: Mayor and Council

Mayor and Council

First Name	Norma
Last Name	Leslie
Address:	
Return email address:	
Subject:	Ross St/Hwy 1 intersection
Body	<p>I have noticed quite a large number (daily) of drivers not using this intersection correctly. On Ross St facing south at the Hwy 1 intersection. Unobservant drivers are staying to the left and realizing too late that it is a right turn only intersection resulting in poor to dangerous turns. Some will turn wide into the far lane (sometimes cutting off a vehicle on the left). Some will wait for the driver on the right to go and then turn into the curb lane. Some drivers will turn into the curb lane cutting off the driver on the right. I believe a simple yellow paint job can correct this problem. I yellow painted wedge is all that most drivers will need to know they have to move to the right. I hope this can be accepted and painted asap.</p>
Would you like a response:	Yes

Disclaimer

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

Email not displaying correctly? [View it in your browser.](#)



re: Crosswalk for Reconciliation in Salmon Arm

Hello Council,

I am writing to request that the City of Salmon Arm paint an orange crosswalk to recognize the National Truth and Reconciliation Day.

The crosswalk would raise awareness about the effects of residential schools, and show our Indigenous communities that the City of Salmon Arm and other community members, are active participants in the Truth and Reconciliation process to help begin the healing journey. As stated in the petition below, the orange crosswalk would convey to survivors and those still greatly effected that we will remember, and that we are listening.

With the discovery of hundreds of Indigenous children who died at residential schools, we all share in the unimaginable grief. Canada will find hundreds if not thousands more children in the near future, as explained in this Global News article: <https://globalnews.ca/news/8074453/indigenous-residential-schools-canada-graves-map/>.

Please consider the Orange Crosswalk for Reconciliation to be painted and maintained for many years to mark this tragedy, honour the lost children, and instill healing in all of our community member's hearts.

In the Change.org petition below, you will see 49 signatures, 20 of which are verified local signatures (as you can see by their location). Some of the other signatures may be from Salmon Arm and surrounding areas, however if they were out of town at the time of signing, it will show as another city, so I cannot be sure.

Thank you for your time and consideration,

A handwritten signature in black ink that reads "H. Lessard".

Heather Lessard

250-517-0708

hshuswap@hotmail.com

2954 Fosberry Rd. Sorrento BC, V0E 2W1





At 100 signatures, this petition is more likely to be **featured in recommendations!**

Go to my petitions dashboard



Crosswalk for Reconciliation Salmon Arm

49 have signed. Let's get to 100!



At 100 signatures, this petition is more likely to be **featured in recommendations!**



Heather Lessard started this petition to Citizens of Salmon Arm & Area

Sign this petition to ask the City of Salmon Arm to paint an orange crosswalk to raise awareness about the effects of residential schools, and to be an active participant in the Truth and Reconciliation process in our city, and surrounding areas. Let survivors and those who did not survive know that, we will remember.

The petition will be sent with a letter to the City of Salmon Arm, to be considered at the Council's next budget meeting

[Share this petition](#)

20 local signatures

	Name	City	Province	Postal Code	Country	Signed On
1	Heather Le Sorrento				Canada	#####
2	Marie Laml Sorrento			V0E2W2	Canada	#####
	Becky Pach	Eagle Bay		V2x 8T3	Canada	#####
	Jody Warre	Edmonton		T6T	Canada	#####
3	Jan Wilkins	Blind Bay		V0E1H1	Canada	#####
4	Shane John	Blind Bay		V0E 1H1	Canada	#####
	Stuart War	Kelowna		V1x7p3	Canada	#####
	Tanja Prim	Toronto		M6S 1X9	Canada	#####
5	Jennifer Di	Blind Bay		V0E 1H2	Canada	#####
	Rodney Du	Surrey		V3S 5W1	Canada	#####
	Nadim Has	Toronto		M6G	Canada	#####
	Macy Moo	Toronto		M6G	Canada	#####
	mark klare	Edmonton		T6H 5G5	Canada	#####
6	Lori Kuchta	Blind Bay		V0E 1H2	Canada	#####
	Kim Bailey				Canada	#####
7	Lindsay Bla	Blind Bay		V0E2W2	Canada	#####
	Adam Mull	Kelowna		V1X 4N3	Canada	#####
8	Lisa Shykor	Enderby BC		V1E 1V0	Canada	#####
9	Emily Berg	Salmon Arm		V1E	Canada	#####
	katarzyna k	oakville		L6M 3R1	Canada	#####
10	Sandy Vogs	Blind Bay, BC		V0E1H2	Canada	#####
	Erin Thomas				Canada	#####
	Donna Me	Kelowna, BC		V1Y 6K1	Canada	#####
11	Alana Taylc	Sorrento bc		v0e2w2	Canada	#####
	Sara mann	Port Coquitlam		v3c1x5	Canada	#####
	Judy Bruce	Wasaga Beach		L9Z 2B1	Canada	#####
	Kellie Shan	Markham		L3S	Canada	#####
12	Mikki Lawr	Sorrento		V0E2W0	Canada	#####
	Freddy Ma	Laval		H7P	Canada	#####
13	Brooke Les	Kamloops		V2B	Canada	#####
	Sophia Xeri	Calgary		T2Z	Canada	#####
	Ju Ge	L'assomption		J5W	Canada	#####
14	Tamara Sm	Sorrento		V0e 2w0	Canada	#####
15	Rebecca Ta	Salmon Arm		V1E	Canada	#####
16	Allie Tysser	Salmon Arm		V1E	Canada	#####
	Jayne Marl	Ancaster		L9G	Canada	#####
	Justin Hard	London		N5X	Canada	#####
	Tanya Vuks	Brampton		L6W2J1	Canada	#####
	Carter Lucy	Calgary		T2Z	Canada	#####
	Quinn Tillo	Winnipeg		R3T 1R7	Canada	#####
	David Mayi	Calgary		T3G	Canada	#####
	Robyn bay	Edmonton		T6T 6COM5	Canada	#####
	Tracey Klyr	Red Deer		T4R	Canada	#####
	Lenore Bla	Markham		L3R	Canada	#####
17	Alivia Darb	Salmon Arm		V1E	Canada	#####
18	Rhonda Da	Salmon Arm		V1E	Canada	#####

(my daughter - was in Kamloops when she signed)

	Mason Carl Fredericton	E3A 1K7	Canada	#####
19	Monica Cor Salmon Arm	V1E	Canada	#####
20	Phil Lemon Eagle Bay	VOE 1T0	Canada	#####

Sent: Thursday, October 14, 2021 1:29 PM

To: Alan Harrison; Chad Eliason; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Rob Niewenhuizen; Erin Jackson

Subject: Online Form Submittal: Mayor and Council

Mayor and Council

First Name	Dennis
Last Name	Miller
Address:	[REDACTED]
Return email address:	[REDACTED]
Subject:	Disappointed in not providing the library with a tax exemption
Body	Should be easy to prove that the saving was passed on to ORL. Shame on you MR. Mayor and council.
Would you like a response:	No

Disclaimer

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Email not displaying correctly? [View it in your browser.](#)

City of Salmon Arm
Shuswap Recreational Society

October 7, 2021

Re. Reservation of Marine Peace Park June 18, 2022

Shuswap Rowing and Paddling Club (SRPC) respectfully requests use of Marine Peace Park and Wharf for our Shuswap Dragon Boat Festival to be held on Saturday June 18th, 2022. We are optimistic that our Festival will proceed having been disappointed by cancelations of the past 2 years due to Covid-19.

We will require the area for set up evening of June 17th and for the full day on Saturday June 18th. We are excited to bring this Festival back to Salmon Arm and look forward to your response.

Best regards, Stacey Smandych-Dack
Dragon Boat Festival Director
SRPC



The Salmon Arm and Shuswap Lake Agricultural Association
SALMON ARM FAIR

351 - 3rd Street SW, Salmon Arm BC V1E 1V4 Ph. 250-832-0442 www.salmonarmfair.com

Robert J. Niewenhuizen
Director of Engineering and Public Works
City of Salmon Arm
Box 40 500-2nd Ave NE
Salmon Arm, BC. V1E 4N2

October 12, 2021

RE: NOISE BYLAW

Dear Director of Engineering:

The Salmon Arm Fair is planning a winter festival Barn Dance to be staged at Cow Barn of the Salmon Arm fairgrounds subject to Provincial Health Orders on November 26 & 27, 2021. The Fair organizers will be partnering once again with Rotary as a fundraiser for both organizations for this adult event.

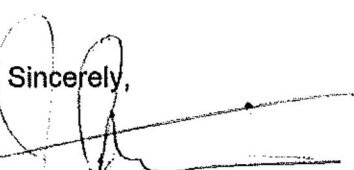
The location is the Cow Barn- the north end of the south fairgrounds, south of the Pole Barn.

We will have live music and a DJ and respectfully request an extension to the noise bylaw until 1:00 a.m. each night of the dance for Friday November 26th, 2021 and Saturday, November 27th, 2021.

Live music would play from 8pm to 12:00am both nights; the DJ would be directed to reduce the noise level and play "wind down" music while patrons make their way out of the fairgrounds from 12:00 a.m. to 1:00 a.m.

We respectfully request permission to host the event with live music performed until 12:00am. Please feel free to contact me with any questions or concerns.

Sincerely,


Jim McEwan
Salmon Arm Fair GM
fair@salmonarmfair.com

From: manager@salmonarmdowntown.com <manager@salmonarmdowntown.com>
Sent: Wednesday, October 20, 2021 9:46 AM
To: Erin Jackson <ejackson@salmonarm.ca>; Rob Niewenhuizen <rniewenhuizen@salmonarm.ca>
Cc: Kevin Flynn <kflynn@salmonarm.ca>
Subject: seasonal lighting on Ross Street Stage

Good morning.

Downtown Salmon Arm is seeking the City of Salmon Arm's approval to add a seasonal light installation above the Ross Street Stage beginning November 20 - end of February.

Designed by Salmon Arm's Idea64 Projects, the lighting installation will be constructed of powder-coated, 1/4" aluminum snowflakes affixed to an aluminum, square tubing frame base. Six LED floodlights will shine onto the snowflakes to create a theatrical, 3D lighting experience. The construction cost of this installation, including set-up, will be covered by Downtown Salmon Arm Business Improvement Association. The design accounts for easy and safe storage during months the installation is not in use. Please see the attachments for details.

This lighting addition would activate a typically underused public asset during the darkest months of the year. Although it would add to the holiday decorations in downtown Salmon Arm, it does not have any holiday-specific emblems. It is our hope to keep downtown *seasonal* lighting up through the end of February. We are also requesting the lighted snowflakes that are installed on downtown light poles remain up through the end of February.

If this space is activated, it is conceivable the stage will be less likely used as a shelter and the need for fencing around the Ross Street Stage will be removed. We are also recommending the City update and replace lighting that is directly over the stage.

As we are nearing the end of October, we are aware that this is a time-sensitive decision. We have been given verbal approval from Salmon Arm Art's Centre Curator/Director, Tracey Kutschker, who views the snowflake design as a seasonal extension to the landscape of the mosaic tile installation. It is our wish that the City of Salmon Arm will approve this installation as well.

If you should have any questions, please do not hesitate to ask.

Thank you for your consideration. We hope to hear from you soon.

Respectfully,
Jennifer Broadwell
Manager

Downtown Salmon Arm
250.832.5440



QUOTE # 207
REVISION # 3

COMPANY	Downtown Salmon Arm - Business Improvement Association	DATE	October 8th, 2021
ADDRESS	250 Shuswap St N, Salmon Arm, BC V1E 4H7	QUOTED BY	Brent Meikle
ATTENTION	Jennifer Broadwell	PRICING VALID UNTIL	November 8th, 2021
PHONE	1 (250) 832 5440		

SCOPE OF WORK	Fabricate various snowflake ornaments for the roof of Ross St. Downtown stage
----------------------	---

MATERIAL	Various materials (refer to attached drawings)
-----------------	--

DESCRIPTION

The following document consists of Idea 64 produced drawings. This quote was created by referencing the provided drawings, any item not listed or specified in the drawings will not be included in quoted price.

- **PAGE 2** - Site photos
- **PAGE 3** - Scaled Illustration of proposed Snow flakes
- **PAGE 4** - Base plate drawing
- **PAGE 5** - Installation drawing
- **PAGE 6** - Snowflake dimensions
- **PAGE 7** - Lighting detail
- **PAGE 8** - Additional lighting detail
- **PAGE 9** - Pricing

Site Photos

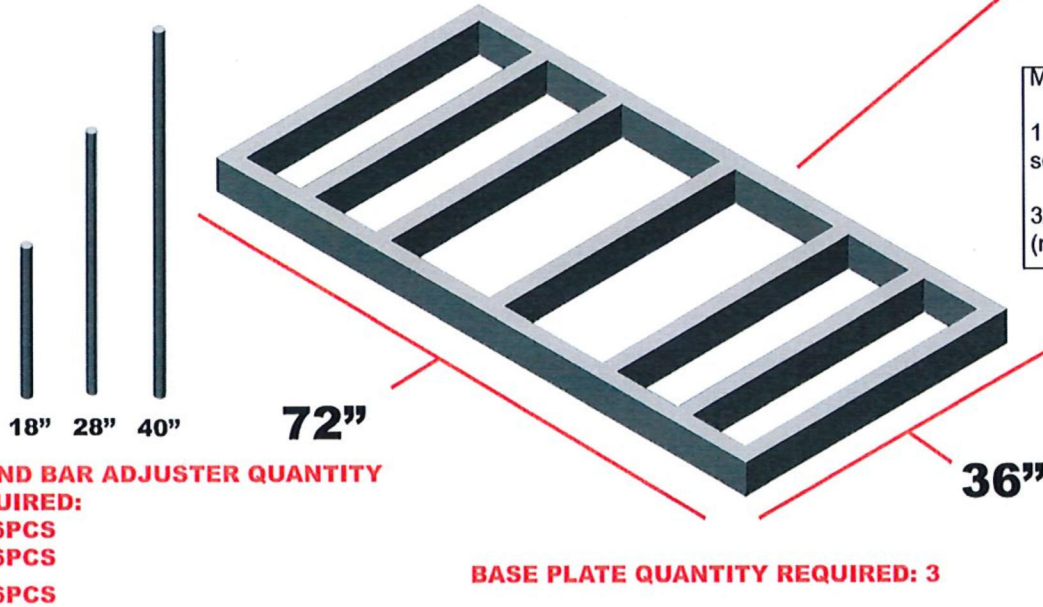


Base plate detail

REVISED DRAWING:

Aluminum round bar to be removable and attach via threaded hole (1/2"-13 NC rivet nut not shown in illustration). Adjuster tubes no longer needed, snow flakes to mount directly to mounting posts via pocket, and secured with 3/8" bolt.

Sandbags to be placed on base plate during install for stability/wind loading.



MATERIAL:

1 1/2" X 1 1/2" .125 wall Aluminum square tubing

3/4" Aluminum round bar Adjuster (not shown)

Snowflake Dimensions

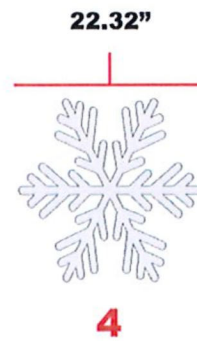
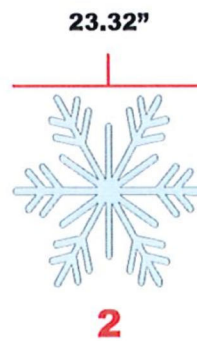
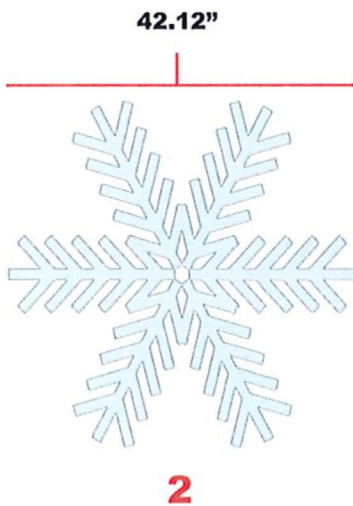
MATERIAL:

1/4" 6061 Aluminum

FINISH:

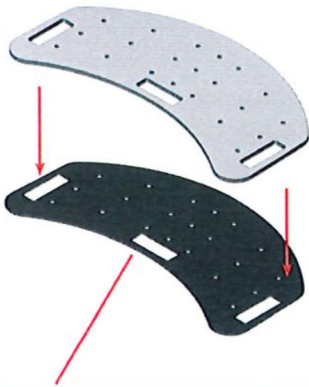
Exterior grade powder coat

*Colour to be determined by client



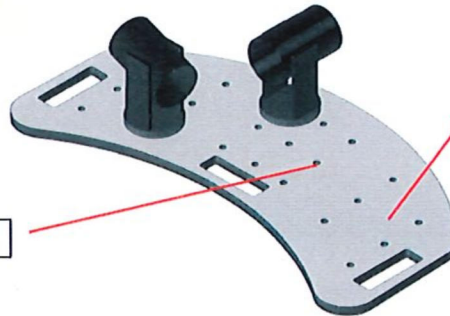
QUANTITY REQUIRED

Lighting Detail



10mm rubber glued to bottom of light mount plate to prevent sliding/protect flat roof membrane

Radial hole pattern for multiple light mounting positions.



- 3/8" 6061 Aluminum plate.
- No finish

QUANTITY REQUIRED:
2 base plates
6 lights

Youth Parliament of British Columbia



Alumni Society

509 – 1383 Marinaside Cr
Vancouver, BC V6Z 2W9

(604) 604-646-6623
registrar@bcyp.org

11 September 2021

Dear Mayor and Council:

Re: British Columbia Youth Parliament, 93rd Parliament

The British Columbia Youth Parliament's 93rd Parliament will hold its parliamentary session from 27 to 31, 2021. We are hopeful for a safe return to in-person gatherings and BCYP will follow all Provincial Public Health Guidelines including a requirement that all participants be fully vaccinated against COVID-19.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$425** registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/session>.

All applications must be received by October 26, 2021. Applicants will be notified whether they have been selected in mid-November. If you require more information, please contact me by telephone or e-mail as indicated above or visit our website at www.bcyp.org.

Yours truly,

Rhonda Vanderfluit
Registrar, Youth Parliament of B.C. Alumni Society

Sponsoring the British Columbia Youth Parliament



Item 12.1.7



British Columbia Youth Parliament

Application Package & Background Information

93rd Parliamentary Session

December 27-31, 2021 - Victoria, BC

WHAT IS BCYP?

British Columbia Youth Parliament (BCYP) is a youth organization that recognizes every young person's potential to lead and serve in the community. Since 1924, BCYP has provided a forum for young people to develop skills in leadership, organization, public speaking, and the parliamentary process, and to put these skills into practice through service to youth in their local communities.

BCYP is not affiliated with any political party and is a non-profit organization.

Membership in BCYP begins with attending the Parliamentary Session in Victoria and continues throughout 2022. For detailed information about BCYP's activities, visit our website, www.bcyp.org.

BCYP'S ACTIVITIES

BCYP's year begins with the Parliamentary Session from December 27 – 31, 2021. Members sit in the Legislative Assembly in Victoria and use the parliamentary style of debate to plan educational and service projects, establish BCYP's financial commitments, and amend BCYP's governing legislation. All participants must be fully vaccinated against COVID-19 to attend.

At Session, Members:

- Meet young people from all over the province;
- Debate Cabinet's legislation which sets out BCYP's activities for 2022;
- Debate current local, national, and international issues;
- Learn about debating and the rules of parliamentary procedure;
- Elect BCYP's Premier, Deputy Speaker, and Leader of the Opposition for the 94th Parliament.

After Session, Members put into action the plans made at Session, which usually include:

- Volunteer service projects in their home communities;
- Group volunteer service projects with summer camps, food banks charity walks, soup kitchens, and other service groups;
- Special projects which vary depending on annual legislation but have included summer festivals, children's day camps and Camp Phoenix;
- Regional Youth Parliaments;
- Fundraising events;
- Social activities with other Members.

WHO CAN ATTEND?

Each year 97 youth are "elected" to BCYP as representatives of their communities. Each applicant must be nominated by an organization committed to youth (i.e. a school, community group, club, Municipality or church). Five members of that group must indicate their support by signing the application form.

To be eligible for membership you must be:

- Age 16 – 21 (inclusive) as of Dec. 31, 2021;
- A resident of British Columbia;
- Nominated by an organization committed to youth;
- Willing and able to participate in BCYP's activities for one year;
- Fully vaccinated against COVID-19 2 weeks before any in-person activity (proof of vaccine required).

Due to the limited number of seats in the Provincial Legislature and public health guidelines, only 97 applicants will be selected to become Members this year. BCYP will follow all BC Public Health guidelines for COVID-19.

APPLICATIONS MUST BE RECEIVED BY OCTOBER 26, 2021

PERSONAL STATEMENT

At the Parliamentary Session in Victoria, Members of BCYP participate in parliamentary debating and plan activities and community service for the upcoming year. During the year, Members are responsible for service and fundraising in their communities, and organize and participate in projects such as Regional Youth Parliaments, fundraising events, community outreach projects, and other service and debating activities

All **new** applicants must attach a **one-page** personal statement, outlining:

1. Why you would like to be a Member of BCYP;
2. What type of activities you have been/are, or intend to become, involved with in your community;
3. Any activities you have been/are involved with that relate to debate or public speaking;
4. With reference to the preceding paragraphs, how you believe you can personally contribute to BCYP, including debate at Session AND its projects and other activities throughout the Sessional year.

YOUTH PARLIAMENT EXPERIENCE

Have you attended BCYP before? ☐ Yes ☐ No

If **yes**, do you wish to become a member of the Alumni Society?

☐ Yes ☐ No ☐ Already on the list

If **"Yes"** or **"Already on the list"** above, do you consent to receive e-mail communications from the Alumni Society, which may include requests for donations or other items of a commercial nature? (Note: answering "No" below means you will not receive any e-mails, including the Alumni Society's newsletter *The Speaker* or email invitations to alumni events.)

☐ Yes ☐ No

Have you attended a Regional Youth Parliament as a Member or Ambassador?

☐ Yes (as a member) ☐ Yes (as an ambassador); If yes, which one(s)? _____ ☐ No

How did you **first** hear about BCYP? (Please choose one option)

- ☐ From a teacher ☐ From a group leader ☐ Saw a poster/brochure (where? _____)
- ☐ Through a Regional Youth Parliament ☐ From a member or of BCYP or RYP alumni
- (which one? _____) (name of individual: _____)
- ☐ Facebook ☐ Instagram ☐ Twitter ☐ Other (please specify: _____)

WAIVER

In consideration for acceptance to British Columbia Youth Parliament (BCYP), the undersigned on behalf of the Applicant and all heirs, executors and administrators, waives any and all claims for damages against BCYP and the Youth Parliament of British Columbia Alumni Society, and their directors, officers, and agents for any and all injuries or loss which the Applicant may suffer during, or in connection with any BCYP Session, trip, or any other activity, or transportation to or from Session or any other activity.

Applicant's Signature: _____ (Applicant should sign even if a parent or guardian is also required to sign.)

If **under 19**, Signature of Parent or Guardian: _____

Printed Name of Parent or Guardian Signing: _____

Please remember to:

- ☐ Save a legible scan of this form for your records. As a backup, please email or fax the scan to:

registrar@bcyp.org or fax: attn to Rhonda Vanderfluit at: 604-731-0081

- ☐ Mail or courier a signed hard copy of this completed form along with a cheque for \$425. **We must receive original signed hard copies for anyone under the age of 19. Your application will not be considered complete until the hard copy is received.**

509 – 1383 Marinaside Cres, Vancouver, BC V6Z 2W9

APPLICATION FORM – NINETY THIRD BC YOUTH PARLIAMENT

LAST name: _____ FIRST name: _____ GENDER: _____ Room with: ☐ M ☐ F

☐ I identify as an indigenous/aboriginal person

CURRENT ADDRESS (including temporary/University residence):

STREET / PO BOX: _____ CITY: _____

POSTAL CODE: _____ PHONE: (_____) _____

E-MAIL: _____ CELL PHONE: (_____) _____

PERMANENT ADDRESS (i.e. parents) or STREET ADDRESS if DIFFERENT from above:

STREET / PO BOX: _____ CITY: _____

POSTAL CODE: _____ HOME PHONE: (_____) _____

TRANSPORTATION TO VICTORIA REQUIRED FROM:

CURRENT/TEMPORARY ADDRESS ☐ PERMANENT ADDRESS ☐ OTHER: _____

BIRTHDATE: (YYYY/MM/DD) _____ SCHOOL/UNIVERSITY: _____

NOMINATING ORGANIZATION: _____

STREET: _____ CITY: _____

POSTAL CODE: _____ PHONE: (_____) _____

CONTACT TEACHER / COORDINATOR NAME: _____ E-MAIL: _____

SIGNATURE OF TEACHER / GROUP COORDINATOR: _____

Would you (teacher/coordinator) like to receive a print and e-mail copy of the application package each year?

☐ Yes ☐ No ☐ Already on the list

THE FOLLOWING MEMBERS/STUDENTS of _____ NOMINATE
(NAME OF ORGANIZATION/SCHOOL)

_____, A MEMBER/STUDENT OF OUR ORGANIZATION/SCHOOL TO SIT AS A BCYP MEMBER.

FIVE NOMINATING SIGNATURES REQUIRED: (other members/students of the organization/school)

	Name	Signature	email and phone
1			
2			
3			
4			
5			

SESSIONAL ARRANGEMENTS

Accommodations: Accommodation at the Marriott Hotel, Victoria is provided for all Members for the nights of December 27 – 30 (inclusive). Members will share hotel rooms. BCYP will follow all Provincial public health orders.

Transportation: Transportation for Members residing outside the Victoria area is included in the registration fee. Members living in the Interior, North, or North Island will be required to travel on December 26 and January 1.

Meals: Each Member is responsible for the cost of meals in Victoria. Some dinners will be at assigned restaurants, others free-choice.

PRE-SESSIONAL INFORMATION

The Registrar will notify all applicants by email or mail as to their acceptance status by mid-November. Accepted Members are provided with an orientation package prior to Session and are invited to attend one of the Pre-Sessional Workshops held in different regions of the province. The details of the workshops as well as travel and health & safety info will be announced in the acceptance letters.

FOR MORE INFORMATION

Inquiries from applicants, parents, teachers and nominating organizations are welcomed.

Please contact: **Rhonda Vanderfluit, Registrar** registrar@bcyp.org or 604-646-6623

APPLICATION PROCEDURE

Complete the attached application form (pages 3 and 4 of this package) and forward it with your personal statement and registration fee. Members who require financial support can email to request a Financial Aid Application.

Rhonda Vanderfluit, Registrar
509 – 1383 Marinaside Cres.
Vancouver, BC V6Z 2W9

e-mail: registrar@bcyp.org, **Fax:** 604-731-0081

Applications must be **RECEIVED** by **Tuesday, October 26, 2021** by mail, fax, or email attachment. **If you send the application by email attachment, please mail the original signed copy with your application fee.**

Please print clearly. Illegible or incomplete applications may be rejected. You may fax or email a LEGIBLE scan of your form BY THE DEADLINE and send your hard copy of your form and cheque by other means such as courier. Original signed hard copies must be received to consider your application complete.

REGISTRATION FEE

The registration fee for each member is **\$425**. A cheque or money order made payable to the **Youth Parliament of B.C. Alumni Society** must be sent with the application form or follow a fax or e-mail with the original signed application as soon as possible (any acceptance is not final until a registration fee is received). An eTransfer can be sent to treasurer@bcyp.org with a copy to registrar@bcyp.org. **Be sure to include the full name of the applicant in the comments section and email us your password.** Registration fees will be held onto (but not cashed) for those on the waitlist and returned to those not accepted. **NSF cheques are subject to a \$45 fee.**

Applicants who are in financial need are first encouraged to approach school and community groups to contribute to the cost of the application fee. For those who are not able to secure outside funding, a limited amount of **financial support is available from BCYP**. For more information, please contact the Registrar **before** the October 26 application deadline to request a financial Aid application form. So that we can provide support for as many members as possible, we encourage applicants to submit a cheque for whatever portion of the application fee they can afford. Requests for financial assistance cannot be considered after applicants have been accepted as members.

CANCELLATION

Accepted members who cancel on or before **December 5** will receive a refund of their registration fee minus a \$25 cancellation fee, unless travel tickets have been purchased in which case no refund is issued. No refunds will be issued to any member cancelling after December 5.

THANKS TO OUR SPONSOR

British Columbia Youth Parliament is sponsored by the Youth Parliament of BC Alumni Society, a registered, non-profit organization composed of past members of BCYP.

Please keep this information page for future reference



October 12, 2021

Ref: 249608

His Worship Alan Harrison
Mayor of the City of Salmon Arm
Email: aharrison@salmonarm.ca

Dear Mayor Harrison:

I am writing to thank you for meeting with me via conference call on September 7, 2021 and to acknowledge receipt of your letter dated September 13, 2021. It is unfortunate that we were unable to meet in person. I look forward to the opportunity to meet with you in person next time.

All levels of government have faced challenges never before experienced before the COVID pandemic. It has been inspiring to see the innovation, collaboration, and nimbleness undertaken to ensure that communities and families across the province have the supports required to navigate through these unfamiliar times.

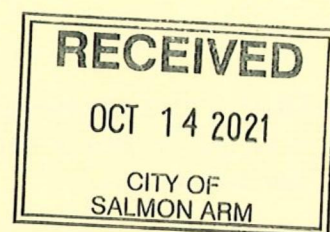
I appreciate you sharing your concerns about the needs for a new downtown school in your community. As discussed during our meeting, based on planning and appropriate consultation, school districts determine their capital priorities. Ministry of Education staff will review the capital plans submitted by School District No. 83 (North Okanagan-Shuswap), along with the other 59 school districts, as part of planning for Budget 2022. The Ministry will be better positioned to respond next spring.

If you have any questions or concerns related to education at the local level, I encourage you to reach out and contact your local School District.

Thank you again for meeting and sharing your concerns. Your support and commitment to students in your community is greatly appreciated.

Sincerely,

Jennifer Whiteside
Minister



September 27, 2021

Ref: 250032

To: All Mayors

I am pleased to announce the launch of the 2021 Premier's Awards for Excellence in Education, effective today. Following the cancellation of the 2020 Awards due to the COVID-19 global pandemic, our government is once again proud to have an opportunity to recognize the enormous contributions of British Columbia's exceptional teachers, administrators and support staff that are vital to the cultural, economic and social well-being of the province. The Awards recognize all outstanding education professionals who have made exceptional contributions to benefit their school, students and their communities.

The Awards are open to all education professionals within the BC K-12 public, independent, and First Nations school systems. This year, Awards will be given in the following categories:

- Community Engagement
- District Leadership
- Extracurricular Leadership
- Indigenous Education
- Outstanding New Teacher
- Outstanding Support (School Community)
- Outstanding Support (Teaching Assistant)
- Outstanding Team Collaboration
- School Leadership
- Social Equity and Diversity

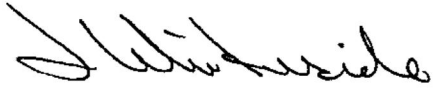
Nominations are now open and are welcomed from all BC citizens, including students, parents, teachers, administrators, trustees and community organizations. The deadline for nominations is January 7, 2022.

Additional information on the Awards, including a downloadable poster, can be found on the Premier's Awards for Excellence in Education website at www.gov.bc.ca/excellenceineducation.

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Thank you in advance for your participation in promoting the Premier's Awards for Excellence in Education, and in assisting to ensure that British Columbia's very best receive the recognition that they deserve.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Whiteside". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jennifer Whiteside
Minister

Enclosure



October 7, 2021

File No. 0400-20

Honourable John Horgan
Province of British Columbia

via Email: Premier@gov.bc.ca

Premier Horgan:

Re: Financial Assistance for COVID-19 Related Budget Shortfalls

Township of Langley Council, at its Regular Meeting held October 4, 2021
passed the following resolution:

Whereas revenues from user fees at municipal recreation facilities have been severely reduced due to Public Health Order COVID-19 restrictions resulting in considerable budget shortfalls and financial challenges for local governments in BC;

Whereas the COVID-19 Delta variant and other unforeseen circumstances has prevented the Province to move into 'step 4' of the BC Restart Plan which would have restored attendance at these facilities; and

Whereas these recreational facilities and services provided by local governments are vital to the health and welfare of our citizens;

Therefore be it resolved that Council send a letter to Premier Horgan requesting further financial assistance from the Province of British Columbia to Local Governments to aid in keeping recreation facilities open as the COVID-19 pandemic continues; and

That the letter be copied to the Township of Langley's Members of the Legislative Assembly, all Local Governments in British Columbia, the Union of British Columbia Municipalities, and the Lower Mainland Local Government Association.

Thank you for your consideration.

Yours truly,

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

Wendy Bauer, CRM
Township Clerk

cc. Andrew Mercier, MLA, Langley
Megan Dykeman, MLA, Langley East
Union of British Columbia Municipalities
Lower Mainland Local Government Association
All BC Municipalities



October 14, 2021

Dear UBCM member local governments,

On behalf of Victoria City Council, I am writing today to share the City of Victoria's resolution entitled *Paid Sick Leave For Workers*.

The City of Victoria endorsed and submitted a motion for debate at the 2021 UBCM convention which called for 10 days of universally accessible, permanent paid sick leave for workers. Unfortunately, the City of Victoria's paid sick leave resolution was not considered at UBCM as time did not allow, meaning the resolution will be forwarded to the UBCM executive for consideration. The resolution reads as follows:

Resolution: Paid Sick Leave For Workers

Whereas one year into a global pandemic that has killed thousands of British Columbians and millions of people worldwide, there is no legislation ensuring adequate, employer-paid sick days with the Canada Recovery Sickness Benefit being temporary, sometimes inaccessible, and not of use for the crucial first few days of an illness;

And whereas if paid sick day legislation had been in place before the global pandemic, lives would have been saved because infection rates would have been reduced; And whereas the lack of legislated paid sick days has especially hurt Black, Indigenous, workers of colour and women workers who are over-represented in frontline jobs, with low pay, few benefits, and without the ability to work from home:

Therefore be it resolved that UBCM ask the Province of British Columbia to legislate a minimum of ten (10) accessible, universal, and permanent, paid sick days for all workers and additional days during public health outbreaks.

Since the time that the City of Victoria's paid sick leave resolution was first submitted, the BC Provincial Government has committed to bringing paid sick leave legislation by the beginning of 2022. On September 22, 2021, the Provincial government released three options for paid sick leave approaches and consultation is being conducted until October 25, 2021.

The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"

Therefore, we are requesting favourable consideration and motions of support from all UBCM member local governments, noting the above deadline for consultation from the BC Ministry of Labour.

Thank you in advance for your consideration. Please feel free to reach out should you have any questions relating to this letter.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Helps'.

Lisa Helps
Victoria Mayor

From: Lance Reimer
Sent: Monday, October 25, 2021 11:51 AM
To: Caylee Simmons
Cc: Kevin Pearson; Lance Reimer
Subject: Re: ZON-1216

Good day,

It was brought to my attention late last week there is a public hearing tonight regarding the maximum 20% of a Lot area can be used for storage.

ABC Storage has brought in a considerable amount of revenue into Salmon arm and Shuswap in the last 5 years, we have managed to capture a large amount of out of province business and continuing to grow it. We are just supplying a service for the obvious need.

My wife and myself who own the company have taken pride in building a professional storage business. I believe we have done a good job of making a nice impression on the layout and use of the land we own. Over 50% of our business is out of town clients storing their belongings in our facility instead of hauling it all back to Alberta or various locations throughout BC. We have a steady flow of local Salmon arm 3rd party business's, Mobile RV Repair, detailing business's, landscape business's, snow removal business's etc. that come into our facility to repair and maintain our customers units and our grounds. We also proudly support 4 local families off our business that live in the Salmon Arm area.

I understand as a large taxpayer already, you could capitalize on extra tax income from buildings etc, however, between Armstrong and Sicamous, there is over one dozen illegal storage business operating (Some within the city limits of salmon arm) that are operating without paying the high federal passive income tax as well as the local tax's, instead they are running a cash business's, mostly on ALR land and paying taxes accordingly.

I'm just trying to support my family and with increased inflation and taxes, we must be able to capture this extra out of province revenue to fill our lots to meet the demands of our increasing costs.

Thank you for your time and consideration.

Lance Reimer
ABC Storage