

1. April 11, 2023 - Council Agenda And Correspondence

Documents:

[2023 04 11 REGULAR COUNCIL MEETING.PDF](#)  
[2023 04 11 INFORMATIONAL CORRESPONDENCE.PDF](#)

1.1. April 11, 2023 - Late Item 22.2 - Site Plan

Documents:

[2023 04 11 LATE ITEM 22.2 - SITE PLAN.PDF](#)



**AGENDA**

**City of Salmon Arm  
Regular Council Meeting**

**Tuesday, April 11, 2023  
1:30 p.m.**

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

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

Page #	Item #	Description
	1.	<b>CALL TO ORDER</b>
1-2	2.	<b>IN-CAMERA SESSION</b>
	3.	<b>ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b> <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	<b>ADOPTION OF AGENDA</b>
	5.	<b>DISCLOSURE OF INTEREST</b>
	6.	<b>CONFIRMATION OF MINUTES</b>
3-14	1.	Regular Council Meeting Minutes of March 27, 2023
	7.	<b>COMMITTEE REPORTS</b>
15-18	1.	Development and Planning Services Committee Meeting Minutes of April 3, 2023
19-24	2.	Downtown Parking Commission Meeting Minutes of March 21, 2023
25-30	3.	Shuswap Regional Airport Operations Committee Meeting Minutes of March 22, 2023
	8.	<b>COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>
	9.	<b>STAFF REPORTS</b>
31-32	1.	Director of Corporate Services – Appointment of Approving Officer
33-34	2.	Manager, Permits & Licensing – Tanto Latte (307864) – Change of Hours – 1481 – 10 Avenue SW

- 35-38            3.        Director of Engineering & Public Works - Budget Amendment - Mosquito Park Generator
- 39-42            4.        Director of Engineering & Public Works - Water Treatment Plant - UV Hydraulic Cylinder
- 43-48            5.        Chief Financial Officer - RCMP Retroactive Pay
  
- 10.        **INTRODUCTION OF BYLAWS**
- 49-60            1.        Council Remuneration and Expense Bylaw No. 4578 - First and Second Reading
- 61-70            2.        Growing Communities Reserve Fund Establishment Bylaw No. 4582 - First, Second and Third Reading
  
- 11.        **RECONSIDERATION OF BYLAWS**
  
- 12.        **CORRESPONDENCE**
- 71-72            1.        Informational Correspondence
  
- 13.        **NEW BUSINESS**
  
- 14.        **PRESENTATIONS**
- 73-74            1.        Presentation 4:00 - 4:15 (approximately)  
K. Johnston, R. Hudson and M.L. McCausland, Shuswap Association of Writers - 20<sup>th</sup> Anniversary Festival - May, 2023
  
- 15.        **COUNCIL STATEMENTS**
  
- 16.        **SALMON ARM SECONDARY YOUTH COUNCIL**
  
- 17.        **NOTICE OF MOTION**
  
- 18.        **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
  
- 19.        **OTHER BUSINESS**
  
- 20.        **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

Page #	Item #	Description
	21.	<b>DISCLOSURE OF INTEREST</b>
	22.	<b>HEARINGS</b>
75-90	1.	Development Variance Permit Application No. VP-577 [Terra Civis Inc./Heydewerk Homes Ltd.; 1017 10 Avenue SE and 981 12 Street SE; Servicing requirements]
91-104	2.	Cannabis Retail Store Application No. CRS-11 [Shucanna Growers Corp.; 2321 9 Avenue SW]

- 23. STATUTORY PUBLIC HEARINGS
- 24. RECONSIDERATION OF BYLAWS
- 25. QUESTION AND ANSWER PERIOD
- 105-106 26. ADJOURNMENT

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Item 2

## CITY OF SALMON ARM

Date: April 11, 2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

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 (2 items); of the *Community Charter*, Council move In-Camera.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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Item 6.1

**CITY OF SALMON ARM**

Date: April 11, 2023

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of March 27, 2023, be adopted as circulated.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



**REGULAR COUNCIL**

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:30 p.m. and reconvened at 2:30 p.m. on **Monday, March 27, 2023.**

**PRESENT:**

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

Chief Administration Officer E. Jackson  
Director of Corporate Services S. Wood  
Director of Engineering & Public Works R. Niewenhuizen  
Chief Financial Officer C. Van de Cappelle  
Planner M. Smyrl  
City Engineer, G. Baiges  
General Manager, Shuswap Recreation Society D. Boyd  
Deputy Corporate Officer R. West

**ABSENT:**

Councillor S. Lindgren

**1. CALL TO ORDER**

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

**2. IN-CAMERA SESSION**

0150-2023

Moved: Councillor Cannon

Seconded: Councillor Gonella

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (m) a matter that, under another enactment [FOIPPA 18.1(1)(a)], is such that the public may be excluded from the meeting; and (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; of the *Community Charter*, Council move In-Camera.

**CARRIED UNANIMOUSLY**

Council moved In-Camera at 1:30 p.m.

Council returned to Regular Session at 2:26 p.m.

Council recessed until 2:30 p.m.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

- Late Item 9.2 - E. and S. Scherck

5. DISCLOSURE OF INTEREST

- Councillor Flynn declared a conflict with Item 9.2, 12.1.8 and 12.1.9 as the applicants are clients of his firm.
- Councillor Gonella declared a conflict with Items 12.1.8 and 12.1.9 as the Salmon Arm Folk Music Society has a sponsorship agreement with the applicant's company.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of March 13, 2023

0151-2023

Moved: Councillor Flynn  
Seconded: Councillor Lavery  
THAT: the Regular Council Meeting Minutes of March 13, 2023, be adopted as circulated.

CARRIED UNANIMOUSLY

2. Parcel Tax Roll Review Panel: Water and Sewer Frontage, 73 Avenue Watermain Extension, Transportation Parcel Tax Meeting Minutes of March 13, 2023

0152-2023

Moved: Councillor Wallace Richmond  
Seconded: Councillor Gonella  
THAT: the Parcel Tax Roll Review Panel Meeting Minutes of March 13, 2023 for the Water and Sewer Frontage, 73 Avenue Watermain Extension and the Transportation Parcel Tax, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of March 20, 2023

0153-2023

Moved: Councillor Cannon  
Seconded: Councillor Lavery  
THAT: the Development and Planning Services Committee Meeting Minutes of March 20, 2023 be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

2. Social Impact Advisory Committee Meeting Minutes of March 17, 2023

0154-2023 Moved: Councillor Wallace Richmond  
Seconded: Councillor Flynn  
THAT: the Social Impact Advisory Committee Meeting Minutes of March 17, 2023 be received as information.

CARRIED UNANIMOUSLY

3. Agricultural Advisory Committee Meeting Minutes of March 8, 2023

0155-2023 Moved: Councillor Gonella  
Seconded: Councillor Lavery  
THAT: the Agricultural Advisory Committee Meeting Minutes of March 8, 2023 be received as information.

CARRIED UNANIMOUSLY

0156-2023 Moved: Councillor Gonella  
Seconded: Councillor Wallace Richmond  
THAT: Council approve the recommendation by the Agricultural Advisory Committee in the March 8, 2023 meeting minutes to add "Increase public awareness, education and support for the role Agriculture plays in regional food security" to the Terms of Reference.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict with discussion on item 6.1 on the Agricultural Advisory Committee Meeting Minutes as they are clients of his firm and left the meeting at 2:40 p.m. and returned at 2:41 p.m.

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. CSR Connect - Board Meeting Highlights - February 2023

For information.

9. STAFF REPORTS

1. Chief Financial Officer - Transit Service - Columbia Shuswap Regional District

0157-2023 Moved: Councillor Lavery  
Seconded: Councillor Flynn  
THAT: The Mayor and Corporate Officer be authorized to execute a renewal agreement for a five (5) year period, January 1, 2023 to December 31, 2028, with the Columbia Shuswap Regional District for transit services to parts of the Regional District;

AND THAT: The Mayor and Corporate Officer be authorized to execute an amending agreement to reflect the split of Area C into Areas C and G, following the Columbia Shuswap Regional District's update to Bylaw 5091 to reflect the same.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

Councillor Flynn declared a conflict and left the meeting at 2:48 p.m.

2. Planner – Agricultural Land Commission Application No. ALC-415 [Thurgood, J. & L.; 5491 10 Avenue NE; Non-Farm Use]

0158-2023 Moved: Councillor Gonella  
Seconded: Councillor Wallace Richmond  
THAT: Agricultural Land Commission Application No. 415 be authorized for submission to the Agricultural Land Commission.

0159-2023 Moved: Councillor Cannon  
Seconded: Councillor Wallace Richmond  
THAT: motion 0158-2023 be deferred to the April 24, 2023 Regular Council Meeting.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 2:55 p.m.

3. Director of Engineering & Public Works – Water Treatment Plant – Chemtrac Particle Counters Purchase

0160-2023 Moved: Councillor Gonella  
Seconded: Councillor Wallace Richmond  
THAT: Council approve the purchase of three new Chemtrac Particle Counters for process monitoring at the Water Treatment Plant from CB Process Instrumentation & Controls, for the quoted amount of \$35,972.16 including applicable taxes;

AND THAT: The City’s Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to CB Process Instrumentation & Controls.

CARRIED UNANIMOUSLY

4. Director of Engineering & Public Works – Airport Fuel Tank Removal - Award

0161-2023 Moved: Councillor Wallace Richmond  
Seconded: Councillor Flynn  
THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to increase the budget for Re & Re Old Fuel Tanks Underground by \$17,520.00 funded from the Airport Major Maintenance Reserve;

AND THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to increase the Apron Paving Capital Budget by \$9,000.00 funded from the Airport Capital Improvements Reserve;

AND THAT: Council accept the quote received from D Webb Contracting Ltd. to undertake the removal of 3 in-ground fuel tanks for a unit price quote of \$39,520.00 plus applicable taxes.

CARRIED UNANIMOUSLY10. INTRODUCTION OF BYLAWS11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 [OCP4000-53; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR] – Final Reading

0162-2023

Moved: Councillor Lavery  
 Seconded: Councillor Cannon  
 THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 be read a final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4561 [ZON-1255; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5] – Final Reading

0163-2023

Moved: Councillor Wallace Richmond  
 Seconded: Councillor Gonella  
 THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4561 be read a final time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4553 [ZON-1252; Folkman, D.; 3361 16 Avenue NE; R-1 to R-8] – Final Reading

0164-2023

Moved: Councillor Flynn  
 Seconded: Councillor Cannon  
 THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4553 be read a final time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Zoning Amendment Bylaw No. 4563 [ZON-1257; Braga, M.L.; 60 10 Street SE; R-1 to R-4] – Final Reading

0165-2023

Moved: Councillor Wallace Richmond  
 Seconded: Councillor Cannon  
 THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4563 be read a final time.

CARRIED UNANIMOUSLY12. CORRESPONDENCE

1. Informational Correspondence

Councillors Flynn and Gonella declared a conflict and left the meeting at 3:11 p.m.

12. CORRESPONDENCE - continued

1. Informational Correspondence

9. S. Dhaliwal, President, Salmon Arm Cricket Club - Letter received March 16, 2023 - Request for Allotment of Playing Field to Play Cricket

0166-2023

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council authorize staff to work with the Salmon Arm Cricket Club regarding their request for allotment of a playing field to play cricket.

CARRIED UNANIMOUSLY

Councillors Flynn and Gonella returned to the meeting at 3:21 p.m.

7. J. Broadwell, Manager, Downtown Salmon Arm - Email dated March 8, 2023 - Request for Temporary Use of Six Parking Stalls in Ross Street Parking Lot - Earth Day Celebration

0167-2023

Moved: Councillor Gonella

Seconded: Councillor Cannon

THAT: Council authorize Downtown Salmon Arm the use of six parking stalls within the Ross Street Parking Lot that are NE facing and closest to the Plaza, from 8:00 a.m. to 1:30 p.m. on Saturday, April 22, 2023 for the Earth Day celebration, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

5. S. Anderson, Principal, Shuswap Middle School - Letter dated March 13, 2023 - Request to Use a Portion of the Little Mountain Field House Parking Lot - Earth Day Recycle Drive-Thru

0168-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Gonella

THAT: Council authorize the Shuswap Middle School's Staff, Students and Parent Advisory Council to use a portion of the Little Mountain Field House parking lot (an area between the Field House and the playground, including the first parking stalls at the curb/fence and the driveway in front of the stalls) for drop off and sorting of recyclables between 8:00 a.m. and 2:00 p.m. on Friday, April 21, 2023, subject to consultation with the Shuswap Recreation Society and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict as the applicant is a client of his firm and left the meeting at 3:37 p.m.

12. CORRESPONDENCE - continued

1. Informational Correspondence

6. T. Timoffee, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children's Association - Letter dated March 16, 2023 - Travelling Tots Playgroup - Request for Weekly Morning Use of Gazebo at Blackburn Park - May 2, 2023 - September 26, 2023

0169-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council authorize the Shuswap Children's Association the use of the Gazebo undercover area at Blackburn Park on Tuesday mornings, 8:30 a.m. to 12:15 p.m., from May 2, 2023 to September 26, 2023, for the Travelling Tots Playgroup program, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:38 p.m.

14. H. O'Hara, Executive Director and W. Bystedt, President, Board of Directors, BC Association of Framers' Markets - Letter dated February 16, 2023 - Community Update and Request to Send Thank You Letter

0170-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council provide a thank you letter to Minister of Health on the value of the BC Farmers' Market Nutrition Coupon Program.

CARRIED UNANIMOUSLY

11. R. Smith, President, Rotary Club of Salmon Arm Daybreak Club - Letter dated March 14, 2023 - Proposal to assist with pathway lighting project at McGuire Lake and Blackburn Park

0171-2023

Moved: Councillor Gonella

Seconded: Councillor Cannon

THAT: the proposal to assist with pathway lighting at McGuire Lake and Blackburn Park from the Salmon Arm Daybreak Club dated March 14, 2023 be forwarded as a specific referral for consideration in the 2024 budget.

CARRIED UNANIMOUSLY

0172-2023

Moved: Councillor Lavery

Seconded: Councillor Gonella

THAT: the proposal to assist with pathway lighting at McGuire Lake and Blackburn Park from the Salmon Arm Daybreak Club dated March 14, 2023 be referred to the Environmental Advisory Committee for comments on lighting in respect to wildlife.

CARRIED

Councillors Cannon and Flynn Opposed

Councillor Cannon left the meeting at 4:06 p.m. and returned at 4:07 p.m.

12. CORRESPONDENCE - continued

1. Informational Correspondence

- 10. D. St. John, Pastor, Living Waters Church - Email dated March 20, 2023 - Request to use Fletcher Park - Hot Dog BBQ and Easter Scavenger Hunt - April 8, 2023

0173-2023

Moved: Councillor Gonella

Seconded: Mayor Harrison

THAT: Council authorize Living Waters Church the use of Fletcher Park for a hot dog BBQ and Easter scavenger hunt, from 11:00 a.m. to 2:00 p.m. on April 8, 2023, subject to compliance with Interior Health food safety requirements and the provision of adequate liability insurance.

CARRIED

Councillor Wallace Richmond Opposed

13. NEW BUSINESS

The Meeting recessed at 4:11 p.m.

The Meeting reconvened at 4:18 p.m.

14. PRESENTATIONS

- 1. J. Broadwell, Manager, Downtown Salmon Arm - 2022 Year End Presentation

R. Langridge, President, and J. Broadwell, Manager, Downtown Salmon Arm, provided an overview of the 2022 activities and was available to answer questions from Council.

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

- 1. FCM Board of Directors - Nomination

0174-2023

Moved: Councillor Flynn

Seconded: Councillor Cannon

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; and



19. OTHER BUSINESS - continued

1. FCM Board of Directors - Nomination

WHEREAS FCM’s Annual General Meeting (AGM) will be held in conjunction with the Annual Conference and Trade Show, May 25 to 28, 2023, followed by the election of FCM’s Board of Directors;

BE IT RESOLVED that Council of the City of Salmon Arm endorse Councillor Louise Wallace Richmond to stand for election on FCM’s Board of Directors for the period starting in May 2023 and ending June, 2024; and

BE IT FURTHER RESOLVED that Council assumes all costs associated with Councillor Louise Wallace Richmond attending FCM’s Board of Directors meetings.

CARRIED UNANIMOUSLY

20. QUESTION AND ANSWER PERIOD

0175-2023

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (m) a matter that, under another enactment [FOIPPA 18.1(1)(a)], is such that the public may be excluded from the meeting; and (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; of the *Community Charter*, Council move In-Camera.

CARRIED UNANIMOUSLY

Council returned to In-Camera session at 4:50 p.m.

Council returned to Regular session at 6:13 p.m.

The Meeting recessed at 6:13 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

- Chief Administrative Officer E. Jackson
- Director of Corporate Services S. Wood
- Director of Engineering and Public Works R. Niewenhuizen
- Planner M. Smyrl

ABSENT: Councillor S. Lindgren

21. DISCLOSURE OF INTEREST

22. HEARINGS

23. STATUTORY PUBLIC HEARINGS

1. Zoning Bylaw Amendment Application No. ZON-1262 [Dyck, S. & K./Browne Johnson Surveying; 2761 20 Avenue NE; R-1 to R-8]

The Planning Official explained the proposed Zoning Bylaw Amendment Application.

M. Howard, Browne Johnson Surveyors, agent for the owner, and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 7:05 p.m. followed by comments from Council.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4571 [ZON-1262; Dyck, S. & K./Browne Johnson Surveying; 2761 20 Avenue NE; R-1 to R-8] - Third and Final Reading

0176-2023

Moved: Councillor Gonella

Seconded: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4571 be read a third and final time.

CARRIED UNANIMOUSLY

26. QUESTION AND ANSWER PERIOD

27. ADJOURNMENT

0177-2023

Moved: Councillor Gonella

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of March 27, 2023 be adjourned.

CARRIED UNANIMOUSLY

27. ADJOURNMENT - continued

The meeting adjourned at 7:07 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the    day of April, 2023.

Item 7.1

**CITY OF SALMON ARM**

Date: April 11, 2023

Moved: Councillor Gonella

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of April 3, 2023 be received as information.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, April 3, 2023.

### PRESENT:

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

Chief Administration Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Planning & Community Services G. Buxton  
Planner C. Larson  
Executive Assistant B. Puddifant

### ABSENT:

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 8:08 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

Addition to Item 5.1 – Appendix 6

4. DISCLOSURE OF INTEREST

5. REPORTS

1. Cannabis Retail Store Application No. CRS-11 [Shucanna Growers Corp.; 2321 9th Avenue SW]

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Council approve Cannabis Retail Store Application No. CRS-11;

AND THAT: Council consider its Resolution with respect to the following:

1. Provincial Cannabis Retail Store Licence Referral No. 068035;
2. City Zoning Bylaw No. 2303 and City Policy No. 3.20; and
3. Public notification followed by the holding of a Hearing on April 11, 2023.

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-577 [Terra Civis Inc./Heydewerk Homes Ltd.; 1017 10 Avenue SE/981 12 Street SE; Servicing requirements]

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-577 be authorized for issuance for Lot 2, Sections 13 and 14, Township 20, Range 10, W6M, KDYD, Plan KAP87228 and Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP82683 Except Plan EPP94805 which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163 for the development of *multiple family dwellings* as permitted under the R-4 - Medium Density Residential Zoning regulations:

1. Section 5.8.1 - waive the required 90 metre spacing for the two eastern fire hydrants along Auto Road SE.

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

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. ADJOURNMENT

Moved: Councillor Gonella

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee meeting of April 3, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:21 a.m.

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Mayor A. Harrison, Chair

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

Item 7.2

**CITY OF SALMON ARM**

Date: April 11, 2023

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Downtown Parking Commission Meeting Minutes of March 21, 2023 be received as information.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



## CITY OF SALMON ARM

Minutes of the Downtown Parking Commission Meeting held by electronic means on Tuesday, March 21, 2023.

### PRESENT:

Tim Lavery	Councillor, City of Salmon Arm
Bill Laird	Member at Large
Vic Hamilton	Member at Large
Regan Ready	Member at Large, Chair
Cathy Ingebrigston	Member at Large
Vera Chomyshen	DSA Representative
Jacquie Gaudreau	DSA Representative
Gerald Foreman	DSA Representative
Colin Mahood	Resource Personnel, City Bylaw Officer
Maurice Roy	Resource Personnel, Manager of Permits & Licensing, Recorder
Gabriel Bau Baiges	Resource Personnel, City Engineer
Robert Niewenhuizen	Resource Personnel, Director of Engineering & Public Works

### ABSENT:

Morgen Matheson	DSA Representative
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### GUEST:

The meeting was called to order at 8:03 a.m. by Chair, Regan Ready.

1. INTRODUCTIONS AND WELCOME

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. PRESENTATIONS:

4. **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Addition of Item 8.a) – Lisa Dewick, Work BC – letter dated March 14, 2023

Moved: Bill Laird

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting Agenda of March 21, 2023 be approved with addition.

CARRIED UNANIMOUSLY

5. **APPROVAL OF MINUTES FROM FEBRUARY 28, 2023**

Moved: Gerald Foreman

Seconded: Bill Laird

THAT: the Downtown Parking Commission Meeting Minutes of February 28, 2023 be adopted.

CARRIED UNANIMOUSLY

6. **OLD BUSINESS ARISING FROM MINUTES**

a) Sidewalk Café – Approval

Rob Niewenhuizen advised that City Council approved the Sidewalk Café for both Stillfood Bistro & Cappuccino Bar and Weekends Restaurant & Lounge.

b) Sidewalk Café Policy No. 1.13 – Review

Rob Niewenhuizen requested that the Commission review Sidewalk Café Policy No. 1.13. The Commission discussed the number of Cafés permitted per block and the use/loss of parking stalls.

Moved: Vic Hamilton

Seconded: Cathy Ingebrigston

THAT: Sidewalk Café Policy No. 1.13 be reviewed at the next meeting of the Commission.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

a) Lakeshore Road angled parking

Rob Niewenhuizen advised that the Marine Drive rail crossing would soon be closing which will force larger vehicles to the underpass. Angle parking and two way traffic on Lakeshore Drive was discussed.

Moved: Vic Hamilton

Seconded: Vera Chomyshen

THAT: angle parking be implemented on Lakeshore Drive for a trial period lasting until December 31, 2023;

AND THAT: signage be posted indicating the maximum vehicle length permitted to park.

CARRIED UNANIMOUSLY

b) Ross Street Underpass project update

Rob Niewenhuizen advised that the project is approximately 90% complete with paving being the next major component. No ground water was encountered during construction.

c) February Parking Report

Maurice Roy presented the statistics for parking tickets issued in February, 2023 and also provided some comparisons from 2019 and 2020. Colin Mahood answered questions regarding the patrol process.

8. OTHER BUSINESS – Correspondence (for information)

a) Lisa Dewick, Work BC – letter dated March 14, 2023 – Received for information.

The Commission reviewed the letter from Lisa Dewick, Work BC, complaining of a lack of parking in the Downtown area. City staff will respond.

9. NEXT MEETING – Tuesday, April 18, 2023

The next meeting of the Downtown Parking Commission will be Tuesday, April 18, 2023. The Chairperson will be Bill Laird.

10. ADJOURNMENT

Moved: Gerald Foreman

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting of March 21, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:48 a.m.



---

Maurice Roy

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

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Item 7.3

**CITY OF SALMON ARM**

Date: April 11, 2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of March 22, 2023 be received as information.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF SALMON ARM**

Minutes of the Shuswap Regional Airport Operations Committee Meeting held in Council Chambers at City Hall, Salmon Arm, BC on Wednesday, March 22, 2023 at 3:00 p.m.

**PRESENT:**

Louise Wallace Richmond  
Jayden Blower  
Kent Milley  
John McDermott  
Jeremy Neufeld  
John Hansen  
Hammy McClymont  
Darin Gerow  
Robert Niewenhuizen

Councillor, City of Salmon Arm  
Airport Manager  
KS2 Management Ltd  
Lakeland Ultralights  
RAP Attack  
Pilot/Hangar Owner  
Pilot/Hanger Owner  
City staff, Manager of Roads & Parks  
City staff, Director of Engineering & Public Works,  
Chair

**ABSENT:**

Rhona Martin  
Doug Pearce  
Gord Newnes  
Mark Olson

Director, CSRD  
Salmon Arm Flying Club  
Pilot/Hangar Owner  
Pilot/Hangar Owner

**GUESTS:**

The meeting was called to order at 3:00 p.m. chaired by Rob Niewenhuizen.

**1. Introductions and Welcome**

Jayden Blower, New Airport Manager (KS2 Management)  
Hammy McClymont, Pilot and Hanger Owner; new committee member  
Kent Milley, KS2 Management

**2. Acknowledgement of Traditional Territory**

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

**3. Approval of Agenda and Additional Items**

Moved: John McDermott

Seconded: Louise Wallace Richmond

THAT: the Shuswap Regional Airport Operations Committee Meeting Agenda of March 22, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

**4. Approval of Minutes of November 16, 2022 Shuswap Regional Airport Operations Committee Meeting**

Moved: Kent Milley

Seconded: John McDermott

THAT: the minutes of the Shuswap Regional Airport Operations Committee Meeting of November 16, 2022 be approved as circulated.

**CARRIED UNANIMOUSLY**

**5. Approval of Minutes of November 8, 2022 Shuswap Regional Airport Safety Committee Meeting**

Moved: John Hansen

Seconded: John McDermott

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of November 8, 2022 be approved as circulated.

**CARRIED UNANIMOUSLY**

**6. Airport Managers Update**

- a) Winter Operations, update provided by John and Jayden
  - Webb contacting performed well this winter, no concerns
  - One sign to put up and 2 lights to repair
- b) General update
  - Hazard beacons all good
  - Fuel sales down
  - Created delivery form for fuel system and day to day operations
  - Still using moisture sensors from Delta C. Seem to be working well
  - Sampling daily is producing a lot of wastage. Sampling reduced to 2 times per week. Will increase testing when gas usage picks up.
  - Working to update the Airport AVOP program
    - Reviewing key fob list
    - Deleted approx. 35 fobs that are not being used
  - Nova Skydiving event on May 4<sup>th</sup> Weekend
  - Airshow on June 25<sup>th</sup>
  - Rap Attack will return on April 15<sup>th</sup>



7. **Old Business / Arising from minutes**

- a) In-ground Fuel Tank Removal – update
  - Report to Council seeking approval for a budget amendment and award to D Webb Contracting
  - Tentatively scheduled for the week of April 17<sup>th</sup> – 19<sup>th</sup>
  - The area will be repaved in conjunction with this project
  
- b) Delta C fuel monitoring pilot project, UBCO Capstone Project
  - Update provided
  
- c) New Lease lot Surveys & Hangar Development
  - The City has engaged Browne Johnson Land Surveyors to prepare the lot surveys
  - The lease areas will require City Council approval prior to being advertised
  - Further discussion is needed on how the proposed new lots will be advertised, expression of interest, request for proposal, lottery, etc...
  - A budget in 2024 will have to be considered to extend Hydro and possibly Tele to the new lots
  - Budget considerations in 2024 for the installation of an out-house facility

8. **New Business**

a) CSRD appointments

[REDACTED]

Information pending  
media release from the  
Province of BC

c) Letter to Mayor and Council – Storage of Sea Can at Airport (222 Shuswap Royal Canadian Air Cadet Squadron)

Moved: Hammy McClymont  
Seconded: John McDermott

THAT: the Shuswap Regional Airport Operations Committee supports the request from the 222 Shuswap Royal Canadian Air Cadet Squadron to place a new 40 foot sea can Air Cadet at the airport to replace the existing sea can.

CARRIED UNANIMOUSLY

**8. New Business - continued**

- d) Weather Station fiber conduit installation, update
- e) Dog situation land side of airport
  - The area has been use by many dog walker over the years, most of which are respectful and pick up after their pets; however, there is a problem developing
  - Recommendation to install signage; "Dog Owners are requested to remove droppings left by their dogs. Bylaw # reference"
- f) Vehicle trespass situation land side of airport
  - Unauthorized vehicles have been observed in the open field
  - Recommendation to install signage; "no vehicle beyond this point"
- g) Fuel pricing discussion
  - Fuel averaging discussion, possible cost savings
  - Engage City Finance department

**9. Other Business &/or Roundtable Updates**

**10. Next meeting - Wednesday, June 21, 2023**

**11. Adjournment**

Moved: Hammy McClymont

Seconded: John McDermott

THAT: the Shuswap Regional Airport Operations Committee Meeting of March 22, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:50 p.m.

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Robert Niewenhuizen, ASCT  
Director of Engineering & Public Works

Minutes received as information by Council  
on the            day of            , 2023

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Item 9.1

## CITY OF SALMON ARM

Date: April 11, 2023

Moved: Councillor

Seconded: Councillor

THAT: pursuant to Section 77 of the *Land Title Act*, Council appoint Gary Buxton as Approving Officer for the City of Salmon Arm.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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

---

To: His Worship Mayor Harrison and Members of Council  
From: Director of Corporate Services  
Date: April 11, 2023  
Subject: Appointment of Approving Officer

---

**MOTION FOR CONSIDERATION:**

THAT pursuant to Section 77 of the Land Title Act, Council appoint Gary Buxton as Approving Officer for the City of Salmon Arm.

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**Background:**

Municipal Approving Officer (AO) positions in British Columbia are appointed by Council. A Municipal Approving Officer is required by the Land Title Act and they must conduct their duties independently from Council.

Gary Buxton is a Registered Professional Planner who holds the Director of Planning and Community Services position. Gary has the competencies and education to hold this important role.

BC Land Title and Survey office will be notified of the appointment.

Respectfully Submitted,



---

Sue Wood  
Director of Corporate Services

Item 9.2

**CITY OF SALMON ARM**

Date: April 11, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council of the City of Salmon Arm has no objection to the change of the liquor service hours at Lot 1, Plan 3757, 15-20-10 W6M KDYD (1481 - 10 Avenue SW) for the Tanto Latte (307864) restaurant to 11:00 a.m. until 11:00 p.m., seven days a week;

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

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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

---

TO: His Worship Mayor Harrison and Council  
DATE: March 28, 2023  
SUBJECT: Tanto Latte (307864) - Change of Hours  
1481 – 10 Avenue SW  
APPLICANT: Susana Crimi

---

**MOTION FOR CONSIDERATION:**

**BE IT RESOLVED THAT:**

**Council of the City of Salmon Arm has no objection to the change of the liquor service hours at Lot 1, Plan 3757, 15-20-10 W6M KDYD (1481 – 10 Ave. SW) for the Tanto Latte (307864) restaurant to 11:00am until 11:00pm, seven days a week.**

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

---

**BACKGROUND:**

The owner of the Tanto Latte (307864) restaurant wishes to change the hours of liquor sales at the establishment. This is a structural change to the liquor license which requires a resolution from Local Government. The Tanto Latte restaurant has a current occupant load of 36 persons and is operating under the Liquor and Cannabis Regulation Branch (LCRB) program for temporary expanded seating areas. The regulation allows the restaurant to extend their seating to an outdoor patio while maintaining an occupant load not exceeding the permitted 36 persons.

The current hours of liquor sales are from 9:00am to 5:00pm, seven days a week. The request is to change the hours to 11:00am opening to 11:00pm closing, seven days a week. The owner of the establishment is requesting this change in order to better reflect the actual hours when patrons may wish to have access to alcoholic refreshments, specifically referencing the low volume of sales in the forenoon hours.

Respectfully submitted,



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



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

MR:mr

Item 9.3

**CITY OF SALMON ARM**

Date: April 11, 2023

Moved: Councillor

Seconded: Councillor

THAT: the 2023 Budget contained in the 2023 - 2027 Financial Plan Bylaw be amended to reflect additional funding to the Mosquito Park Generator project in the amount of \$25,000, from the Sewer Future Expenditure Reserve.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond





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File: 2023-WPCC-004

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Gerry Rasmuson, Utilities Manager  
DATE: March 28, 2023  
SUBJECT: **BUDGET AMENDMENT – MOSQUITO PARK GENERATOR**

---

### **STAFF RECOMMENDATION**

**THAT: The 2023 Budget contained in the 2023 - 2027 Financial Plan Bylaw be amended to reflect additional funding to the Mosquito Park Generator project in the amount of \$25,000.00, from the Sewer Future Expenditure Reserve;**

---

### **BACKGROUND**

The Mosquito Park Sanitary Lift Station is responsible for pumping all of the sewer effluent from the Canoe catchment to town for treatment. The City utilizes two 47 HP Flygt pumps at this site that alternate during operations. This station has been impacted over the years by numerous BC Hydro power outages whereby staff has been called in to transport a large portable generator to the site to provide power to run the pumps and avoid the system backing up into nearby residences.

In 2022 staff were advised by a local contractor that they were in possession of a used, suitably sized, fixed, natural gas generator that was in excellent condition. An estimate to purchase and install for \$50,000 was utilized for the 2023 Capital Works budget. Unfortunately once the project was revisited this spring; the contractor, while reconfirming the specifications, determined that their generator was not quite suitable to provide the needed Kilowatts to support our needs. As a result, staff have investigated alternative options and have obtained quotes for a new generator. The financial impact to purchase a new unit to complete the project is now estimated at \$75,000.

### **STAFF COMMENTS**

The Utilities Division has successfully coordinated the installation of natural gas generators at two other key lift stations with plans for two additional installations in the future. Having a backup power supply results in a seamless transfer of operations, preventing catastrophic backup of sewer effluent into residences.

---

To support moving the Mosquito Park Generator project forward, staff recommend amending the 2023 Capital Works budget to reflect an additional \$25,000, funded from the Sewer Future Expenditure Reserve. The estimated balance of this reserve is \$73,000.

Respectfully submitted,



---

Robert Niewenhuizen, AScT  
Director of Engineering and Public Works

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Item 9.4

**CITY OF SALMON ARM**

Date: April 11, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council approve the purchase of a new UV Hydraulic Cylinder for the Water Treatment Plant from Ramtech Environmental Products, for the quoted amount of \$22,781.50 plus applicable taxes and shipping;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to Ramtech Environmental Products.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



File: 2023-WTP-002

---

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Gerry Rasmuson, Manager of Utilities  
DATE: March 31, 2023  
SUBJECT: **Water Treatment Plant – UV Hydraulic Cylinder**

---

### **STAFF RECOMMENDATION**

**THAT: Council approve the purchase of a new UV Hydraulic Cylinder for the Water Treatment Plant from Ramtech Environmental Products, for the quoted amount of \$22,781.50 plus applicable taxes and shipping;**

**AND THAT: The City's Purchasing Policy No.7.13 be waived in procurement of these works and services to authorize the sole sourcing to Ramtech Environmental Products.**

---

### **BACKGROUND**

The City of Salmon Arm's Water Treatment Plant was placed online in May 2009 to treat raw water from Shuswap Lake to meet the parameters specified under the Drinking Water Protection Act. The City incorporates a direct filtration process followed by Ultra Violet and Chlorine disinfection prior to distribution to the water network for consumption.

The initial phase of water treatment involves the addition of chemicals to enhance the coagulation/flocculation process in removing particulate. After this process the water passes through four filtration tanks prior to UV disinfection followed by chlorination. The plant has two UV disinfection units that each utilize a hydraulic cylinder to move the wipers that clean the UV bulbs. The cylinder on one of the units has failed requiring replacement. The cylinders themselves are proprietary to the Trojan UV models which were supplied by Ramtech Environmental Products.

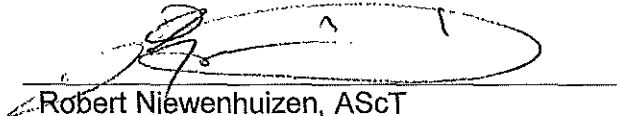
### **STAFF COMMENTS**

Ramtech Environmental Products is the only authorized distributor for Trojan Technologies in Western Canada. The UV units were manufactured by Trojan Technologies and all replacement parts are required to be supplied through them and their local distributor. As such staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of the UV equipment and materials.

---

Staff recommend purchasing the UV Hydraulic Cylinder from Ramtech Environmental Products for \$22,781.50 plus applicable taxes and shipping. The Capital budget for this purchase is \$25,000.

Respectfully submitted,



Robert Niewenhuizen, AScT  
Director of Engineering and Public Works

cc. Chelsea Van de Cappelle, CFO

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Item 9.5

**CITY OF SALMON ARM**

Date: April 11, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council does not wish to avail itself to the extended repayment schedule as related to the RCMP retroactive pay for the period 2017 - 2021;

AND THAT: Council authorizes the payment of the RCMP retroactive invoice in the amount of \$718,648.85.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



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To: His Worship Mayor Harrison and Members of Council  
Date: April 4, 2023  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: RCMP Retroactive Pay

---

**Recommendation**

THAT: Council does not wish to avail itself to the extended repayment schedule as related to the RCMP retroactive pay for the period 2017 – 2021;

AND THAT: Council authorizes the payment of the RCMP retroactive invoice in the amount of \$718,648.85.

**Background**

The RCMP ratified a six (6) year collective agreement dating back to April 1, 2017 on August 6, 2021. Consequently, the City was liable for RCMP retroactive pay for the period 2017 – 2021.

At the end of February 2022, the City received a preliminary range estimate of RCMP retroactive pay from the Federal Government. While this estimate was provided for planning purposes only, it was considered reasonable to use as a basis for expense accrual. As a result, in 2021 the City established a liability in the amount of \$744,000.00. The City has been diligent in its planning for these future costs and has set aside any police force savings, effectively offsetting any further financial impact.


Following this, Public Safety Canada, the RCMP and many contract jurisdictions were in discussions regarding the remission of retroactive pay or at a minimum flexible payment terms. The City was not invoiced for retroactive pay as these discussions were on-going.

On March 29, 2023, the City received a letter from the Senior Assistant Deputy Minister of Public Safety Canada, noted under Council Correspondence, advising that the Government of Canada maintains that contract jurisdictions are required to pay retroactive salary costs as per the Police Service Agreements, however have agreed to provide up to two years for payment. The City has been requested to identify whether it wishes to accept the extended repayment schedule, which will end no later than March 31, 2025 or pay the invoice by May 15, 2023.

On March 30, 2023, the City received an invoice for retroactive pay in the amount \$718,648.85. Retroactive pay has been based on actual costs incurred by the City in each of the affected fiscal years.

As the invoice is less than the City's estimated liability, and given there is no further financial impact; staff recommend paying the invoice and closing the matter.

Respectfully Submitted,



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Chelsea Van de Cappelle, CPA



Public Safety    Sécurité publique  
Canada            Canada

Senior Assistant    Sous-ministre  
Deputy Minister    adjoint(e) principal(e)

Ottawa, Canada  
K1A 0P8

March 29, 2023

His Worship Alan Harrison  
Mayor of Salmon Arm  
P.O. Box 40  
500 2 Avenue Ne]E  
Salmon Arm BC V1E 4N2  
**aharrison@salmonarm.ca**

Dear Mr. Mayor:

I wish to share with you the Government of Canada's decision on the matter of payment of the Royal Canadian Mounted Police (RCMP) prior years retroactive costs for RCMP regular members and reservists.

In August 2021, the signing of the first ever collective agreement with the National Police Federation, the bargaining agent representing the RCMP, resulted in a pay increase that brought RCMP salaries in-line with those of other police services across Canada, a fair and competitive wage for RCMP officers. As you are aware, the Police Service Agreements require contract jurisdictions to pay their share of retroactive salary costs.

From March to June 2022, Public Safety Canada and the RCMP engaged over 100 contract jurisdictions and 180 representatives, including municipal associations to seek their views on the payment of retroactive salary costs. During these engagements, contract jurisdictions requested that the federal government consider remission of these costs, or failing that, provide for flexible payment terms. Public Safety Canada agreed not to invoice contract jurisdictions for retroactive salary costs until the Government of Canada reached a decision on this request. I wish to assure you that Public Safety Canada is grateful for these discussions, and that the comments, concerns and perspectives shared were carefully considered and used to inform consideration of a decision.

The Government of Canada has reached a decision and will offer all contract jurisdictions extended time of up to two (2) years for payment of retroactive salary costs for the period covering 2017 – 2021. This decision recognizes that while contract jurisdictions are required to pay retroactive salary costs as per the Police Service Agreements, the payment terms stipulated in the contracts may not provide sufficient flexibility to pay this one-time, extraordinary retroactive salary cost.

As the decision has now been taken, the RCMP will immediately proceed with invoicing contract jurisdictions by March 31, 2023 for the 2017 - 2021 retroactive salary costs.

Contract jurisdiction wishing to avail themselves of the additional time to pay will be asked to agree to a payment schedule, which will end no later than March 31, 2025. The payment schedule will be annexed to the existing Police Service Agreements or the First Nations Community Policing Services Framework Agreements.

You are requested to complete the attached Confirmation of Intent document to indicate whether your contract jurisdiction will seek an extended payment schedule, and return it to [ps.cmcsec-cgesec.sp@ps-sp.gc.ca](mailto:ps.cmcsec-cgesec.sp@ps-sp.gc.ca) by April 15, 2023.

- 3 -

I appreciate your ongoing collaboration. For further information, please feel free to contact Public Safety officials at [ps.cmcsec-cgesec.sp@ps-sp.gc.ca](mailto:ps.cmcsec-cgesec.sp@ps-sp.gc.ca).

Yours sincerely,



Talal Dakalbab  
Senior Assistant Deputy Minister  
Public Safety Canada

c.c.: The Honourable Marco Mendicino, P.C., M.P.  
Minister of Public Safety

Shawn Tupper  
Deputy Minister  
Public Safety Canada

Michael Duheme  
Commissioner of the Royal Canadian Mounted Police  
Royal Canadian Mounted Police

Samantha Hazen  
Chief Financial Officer  
Royal Canadian Mounted Police

Glen Lewis  
Assistant Deputy Minister & Director of Police Services  
Policing and Security Branch  
Ministry of Public Safety and Solicitor General

**Confirmation of Intent**

Please complete and return to [ps.cmcsec-cgesec.sp@ps-sp.gc.ca](mailto:ps.cmcsec-cgesec.sp@ps-sp.gc.ca) by April 15, 2023.

Province or Municipal Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you wish to avail yourself of the extended repayment schedule of the prior year retroactive cost?

- Yes, we wish to use the extended repayment schedule.
  
- No, we will pay in accordance with the Policing Agreements (listed above) timelines.

Additional Comments:

Signature: \_\_\_\_\_

Item 10.1

## CITY OF SALMON ARM

Date: April 11, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Council Members Remuneration and Expense Bylaw No. 4578 be read a first and second time.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



To: His Worship Mayor Harrison and Members of Council  
 Date: April 3, 2023  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: Council Remuneration and Expense Bylaw No. 4578

**Background**

At the Regular Council Meeting of March 13, 2023, Council directed staff to amend the City of Salmon Arm Council Member Remuneration and Expense Bylaw No. 3834 to include a remuneration CPI cap of 3% for a one year period, January 1, 2023 – December 31, 2023.

Council also requested that the bylaw be updated to include the proposed housekeeping changes described in detail in the report dated March 7, 2023 and summarized below:

- 1) Addition of a “Definitions” Section to provide clarity around some of the terms used within the existing bylaw; and
- 2) Revision of Section 1 – Remuneration language.

Further, Council asked staff to bring forward the proposed revisions to the “Other” section language around partner expenses for further discussion.

**Bylaw Update:**

The last formal review of the Council Remuneration and Expense Bylaw was in 2014. Given the number of amendments proposed to Bylaw No. 3834, for ease of understanding and clarity, staff propose repealing Bylaw No. 3834 and adopting Bylaw No. 4578.

Bylaw No. 4578 has been prepared with the intent of eliminating duplicate language, reorganization of sections and information (i.e. Remuneration, Benefits and Expenses) to improve simplicity, clarity and transparency. Changes included:

- 1) Addition of a “Definitions” Section;
- 2) Improved Remuneration language, capping of the 2023 remuneration at 3%, and inclusion of a clause to round remuneration up or down to the nearest one (1) dollar;

	Mayor	Deputy Mayor	Councillor
2023 Rounded	\$ 72,276.00	\$ 29,419.00	\$ 28,626.00
2023 Remuneration (3%)	72,275.73	29,418.52	28,626.10
2022 Remuneration	70,170.61	28,561.67	27,792.33

- 3) The benefits section has been moved to follow the remuneration section. Additional language has been added identifying that the other available benefits are optional.
- 4) Expenses:
- Daily Expenses / Per Diem Section (Section 4.3):
    - The language has been revised to eliminate duplicate language and move the definition of such to the "Definitions" section.
    - The language has been simplified for clarity.
    - A clause has been added to clarify the treatment of per diems on travel days before/after an approved activity.
      - Departure before 12 noon is at the full per diem rate - \$150.00
      - Departure after 12 noon is ½ of the per diem rate - \$75.00
    - A clause has been added to define travel time and the start/end point.
  - Registrations (Section 4.4):
    - A clause has been added to clarify that registration fees for recreational, social or other personal activities held during approved events are not eligible for reimbursement.
    - It is proposed to move Partner Registration Fees, currently discussed under the "Other" Section to this section.
    - The definition of ineligible expenses (i.e. recreational/social registration fees and meals) has been expanded.
  - Technology (Section 4.5):
    - It is proposed to move the technology allowance clause from the "Other" Section to its own section.
  - Other Expenses (Section 4.6):
    - The language has been revised to eliminate duplicate language.
  - Combining Business Travel with Personal Travel (Section 4.7):
    - On occasion, Council may combine business travel with personal travel. In practice this has been at Council's own expense. It is suggested that the bylaw be updated to include a clause on the City's current practice.

**Other Bylaw Changes:**

Staff have requested that the bylaw provide more clarity in defining what partner expenses are eligible for reimbursement, if any. Presently, Bylaw No. 3834 provides for the reimbursement of partner conference registration fees and expenses incurred for attendance at functions hosted by local organizations (i.e. within City of Salmon Arm boundaries).



Optional Clauses for Consideration:

The following are optional clauses that could be included in the revised Bylaw No. 4578 to improve the transparency around partner expenses:

- 1) Section 4.1 – Transportation:
  - (e) – *“Partner Travel is not eligible for reimbursement.”*
- 2) Section 4.2 – Accommodation:  
 Replace the existing language as follows:

Current	<p>(a) <i>“Accommodation costs may be claimed on the basis of actual costs, including associated parking levies and telephone charges relative to municipal business, including applicable taxes and supported by receipts.”</i></p>
Proposed	<p>(a) <i>“Council members will be reimbursed for actual accommodation costs; including associated parking levies and telephone charges relative to municipal business, including applicable taxes and supported by receipts.”</i></p> <p>(b) <i>“A Council member wishing to upgrade their accommodation may do so at their own expense;”</i></p>

- 3) Section 4.4 – Registrations:  
 Presently the bylaw provides for the reimbursement of partner conference registration fees and expenses associated with attending functions hosted by local organizations, within Salmon Arm boundaries. However, many conferences do not charge a registration fee for partners. In the absence of such a fee, the City could provide a reimbursement of costs associated with a partner’s attendances at either a Welcome Reception or a Banquet Dinner. In addition, the definition around eligible and ineligible expenses should be expanded.

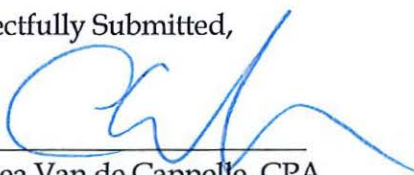
Option 1 – Current	<p>(c) <i>Partner Registration Fees:</i></p> <p>(i) <i>“Only partner conference registration fees are eligible for reimbursement.”</i></p> <p>(ii) <i>“Partner registration fees for attendance at functions hosted within the City of Salmon Arm boundaries are eligible for reimbursement.”</i></p> <p>(iii) <i>“Registration fees for recreational or social activities or meals are not eligible for reimbursement.”</i></p>
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<p>Option 2 – Same as Option 1 with the additional clause</p>	<p>(c) <i>Partner Registration Fees:</i> iv) <i>"In the absence of a registration fee, the City will pay for the costs associated with a partner's attendance at either a Welcome Reception or Banquet Dinner"</i></p>
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Rather than reimbursing partner expenses, Council could increase the daily per diem for SILGA, FCM and UBCM Conferences by \$25.00 to \$175.00 per day to cover partner expenses, if any. Partner banquet registration costs generally range from \$75.00 - \$100.00. An enhanced per diem of \$25.00 per day for 3 to 4 days would be of equivalent value. The enhanced per diem would be provided to all of Council, providing equity amongst all members.

<p>Option 3</p>	<p>1.4 - Definitions - To add to the definition of Per Diem: <i>"For SILGA, FCM and UBCM Conferences an enhanced per diem is provided to cover any partner registration expenses"</i></p> <p>4.3 - Daily Expenses / Per Diem (a) <i>"A per diem allowance shall be paid for approved activity day(s) as follows:</i>  <i>\$ 150.00 per day - four (4) continuous hours or more in duration</i> <i>\$ 175.00 per day - SILGA, FCM and UBCM Conferences</i></p> <p>(b) <i>When travel occurs the day before or after a SILGA, FCM or UBCM conference or other approved activity day(s), the per diem allowance for these travel days shall be:</i>  <i>For departure before 12 noon:</i> <i>\$ 75.00 per day - four (4) continuous hours or more in duration</i> <i>\$ 87.50 per day - SILGA, FCM and UBCM Conferences</i>  <i>For departure after 12 noon:</i> <i>\$ 150.00 per day - four (4) continuous hours or more in duration</i> <i>\$ 175.00 per day - SILGA, FCM and UBCM Conferences"</i></p> <p>4.4 - Registrations - Sections 4.4(c) would be removed and replaced: (c) <i>"Partner expenses are not eligible for reimbursement, except for partner registration fees for attendance at functions hosted within the City of Salmon Arm boundaries."</i></p>
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Respectfully Submitted,



Chelsea Van de Cappelle, CPA  
Chief Financial Officer

**CITY OF SALMON ARM**

**BYLAW NO. 4578**

**A bylaw to provide for the remuneration and expenses for  
members of Council**

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WHEREAS Council may, by bylaw, provide for remuneration to Council members for discharge of duties of office and for payment of expenses incurred when Council members represent the municipality, engage in municipal business, or attend a meeting, course or convention.

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

1 DEFINITIONS

1. "Council" means the Mayor and Councillors.
2. "Annual" means the 12 month period, January - December.
3. "Consumer Price Index" means the British Columbia, All-Items Consumer Price Index, as reported by Statistics Canada.
4. "Incidental Expenses", except as provided for within this bylaw, shall include but is not limited to:
  - a) Business use of personal vehicle or other transportation costs within City of Salmon Arm boundaries;
  - b) Meals within City of Salmon Arm boundaries;
  - c) Home office materials and supplies such as stationary, printer paper, toner, etc.; except City of Salmon Arm Business Cards; and
  - d) Home office internet access connections and phone costs.
5. "Per Diem" means an allowance paid to cover all daily expenses including but not limited to: meals, gratuities, dry cleaning and phone/internet costs.
6. "Technology Allowance" means an allowance provided to mitigate the cost of technology (hardware, software and service provision) incurred by Council when conducting City business.

2. REMUNERATION

1. Annual remuneration for the Mayor for the discharge of duties of office, inclusive of incidental expenses, shall be \$72,276.00, paid on a monthly basis.

2. Annual remuneration for the Deputy Mayor for the discharge of duties of office, inclusive of incidental expenses, shall be \$29,419.00, paid on a monthly basis.
3. Annual remuneration for each Councillor for the discharge of duties of office, inclusive of incidental expenses, shall be \$28,626.00, paid on a monthly basis.
4. Effective January 1, 2024, the annual remuneration paid to the Mayor, Deputy Mayor and each Councillor shall be adjusted by the previous year's change in the Consumer Price Index for the 12 month period, January - December. If the application of the Consumer Price Index results in a decrease, there will be no change in remuneration.
5. The calculation of remuneration in subsections 2.1 to 2.4 shall be rounded up or down to the nearest one (1) dollar.
6. Any member of Council eligible for retroactive or prorated compensation shall be adjusted accordingly.

### 3. BENEFITS

1. Accident Insurance Coverage shall be provided for all Council members, and all premiums associated with coverage shall be paid for by the City.
2. Council members are eligible, at their option, to participate in the following benefits, all premiums associated with coverage shall be paid for by the City:
  - a) Group Life Insurance coverage up to a maximum of \$25,000.00;
  - b) Dental Benefit coverage will be provided, if the majority of eligible Council members participate; and
  - c) Extended Health Benefit coverage will be provided, if the majority of eligible Council members participate.

#### 4. REIMBURSEMENT OF EXPENSES

To ensure fiscal responsibility and optimization of taxpayer dollars, Council will utilize the most cost effective mode of travel and accommodation alternative.

Council members will be reimbursed for expenses when representing the City, engaging in City business or attending meetings, courses or conventions when:

- a) Outside City of Salmon Arm boundaries;
- b) Attendance is authorized by Council, given by resolution where required; and
- c) As provided for within the annual budget.

Alcoholic beverages are not eligible for reimbursement.

##### 1. Transportation

- a) Council members will be reimbursed based on the actual method of travel chosen (personal vehicle, plane, train and ferry).
- b) Council members will be reimbursed for the use of a personal vehicle. The rate per-kilometre will be the same rate as that paid by the Province of British Columbia per kilometre.
- c) Council members will be reimbursed for air travel based on actual economy airfare rates.
- d) All other transportation expenses such as taxi/bus fares, train, ferry, parking fees (except for valet) and related charges will be reimbursed as necessarily incurred and supported by receipt.

##### 2. Accommodation

- a) Accommodation costs may be claimed on the basis of actual costs, including associated parking levies and phone/internet charges relative to municipal business, including applicable taxes and supported by receipts.

##### 3. Daily Expenses / Per Diem

- a) A per diem allowance shall be paid for approved activity day(s) as follows:

\$ 150.00 per day

Four (4) continuous hours or more in duration

- b) When travel occurs the day before or after a SILGA, FCM or UBCM conference or other approved activity day(s), the per diem allowance for these travel days shall be:

\$ 75.00 per day	For departure after 12 noon
\$ 150.00 per day	For departure before 12 noon

- c) For trips of less than four continuous hours, Council members will be reimbursed based on actual expenses, including meals, supported by receipt.
- d) Time calculated for the per diem shall include travel time to and from the activity with the starting point being the City of Salmon Arm.
- e) For travel expenses incurred in the United States (U.S.), the per diem will be paid in the equivalent U.S funds.

#### 4. Registrations

- a) Registration fees for seminars, meetings, courses, conventions etc. will be paid in full for each authorized and approved member of Council, in advance and directly to the sponsoring organization where time permits.
- b) Registration fees for recreational, social or other personal activities held during approved events are not eligible for reimbursement.
- c) Partner Registration Fees:
- i. Only partner conference registration fees are eligible for reimbursement.
  - ii. Partner registration fees for attendance at functions hosted within the City of Salmon Arm boundaries are eligible for reimbursement.
  - iii. Partner registration fees for recreational or social activities or meals are not eligible for reimbursement.

#### 5. Technology

- a) Each member of Council, when requested, shall be provided with a Technology Allowance in the amount of \$2,500.00 during each term of office.

## 6. Other Expenses

As provided within the annual budget:

- a) The Mayor and Deputy Mayor, when attending on behalf of the Mayor, will be reimbursed for expenses incurred for the hosting of guests of the City, or to promote the interests of the City.
- b) Prior Council approval is not required for the Mayor to attend day sessions (meetings, seminars, luncheons, ceremonial events, etc.) where no overnight provision is required. Eligible expenses include:
  - i. Mileage, in accordance with Section 4.1
  - ii. Per Diem, in accordance with Section 4.3; and
  - iii. Registration Fees, in accordance with Section 4.4.

## 7. Combining Business Travel with Personal Travel

- a) A Council member wishing to combine business travel with personal travel may do so at their own expense. The Council member will be required to pay any additional expenses that are not associated with the business travel.

## 8. Travel Advance

- a) A Travel Advance may be provided, up to a maximum of 80% of the estimated travel costs, as approved by the Chief Administrative Officer (CAO) or Chief Financial Officer (CFO), or designate.
- b) A Travel Advance request must be submitted via a Travel Expense Voucher.
- c) Travel expense claims must be submitted with seven (7) days of return and advances must be offset. Unaccounted for advance funds must be returned to the City within seven (7) days.

## 9. Expense Claims

- a) Travel expense claims must be approved by CAO or CFO, or designate;
- b) All travel expense claims must be submitted via a Travel Expense Voucher within seven (7) days of return;
- c) All applicable receipts must be attached to the Travel Expense Voucher.

5. SEVERABILITY

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

6. ENACTMENT

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

7. REPEALS BYLAWS

Upon adoption of this bylaw, Bylaw No. 3834, cited as "City of Salmon Arm Council Members Remuneration and Expense Bylaw No. 3834", and all amendments thereto, are hereby repealed.

8. EFFECTIVE DATE

This bylaw shall come into full force and effect on adoption thereof.

9. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm Council Members Remuneration and Expense Bylaw No. 4578".

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

\_\_\_\_\_  
MAYOR

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



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Item 10.2

### CITY OF SALMON ARM

Date: April 11, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Growing Communities Reserve Fund Establishment Bylaw No. 4582 be read a first, second and third time;

AND THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to reflect the receipt of \$6,089,000.00 in grant revenue and a transfer to the City of Salmon Arm Growing Communities Reserve Fund for same, subject to adoption of Bylaw No. 4582.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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

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To: His Worship Mayor Harrison and Members of Council  
Date: April 3, 2023  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Growing Communities Reserve Fund Establishment Bylaw No. 4582

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**Recommendation**

THAT: Bylaw No. 4582 cited as "City of Salmon Arm Growing Communities Reserve Fund Establishment Bylaw No. 4582" be given 3 readings. "

AND THAT: The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect the receipt of \$6,089,000.00 in grant revenue and a transfer to the City of Salmon Arm Growing Communities Reserve Fund for same, subject to adoption of Bylaw No. 4582.

**Background**

At the Regular Council meeting of March 27, 2023, Council received a letter from the Minister of the Ministry of Municipal Affairs advising of the City's receipt of a one-time Growing Communities Fund (GCF) grant (Appendix A) in the amount of \$6,089,000.00.

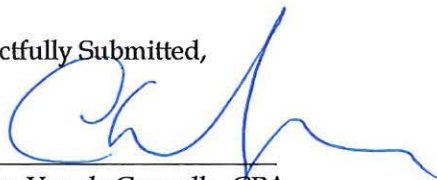
As outlined in the letter, the principal objective of the Growing Communities Fund is to increase the local housing supply with investments in community infrastructure and amenities. The funding is to assist local governments in one-off costs needed to build required infrastructure and amenities rather than fund operational or on-going activities. The funds are to be incremental to currently planned investments, accelerating the delivery of capital projects.

As a condition of this funding, the City is required to place the grant into a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the capital and planning purposes of the GCF. As such, Bylaw No. 4582 cited as "City of Salmon Arm Growing Communities Reserve Fund Establishment Bylaw No. 4582" has been prepared and outlines the eligible expenditure categories detailed within Appendix A.

It is further recommended that the 2023 Budget be amended to reflect the grant funding received as well as a transfer to the City of Salmon Arm Growing Communities Reserve Fund for \$6,089,000.00, subject to the adoption of Bylaw No. 4582.

Staff are currently reviewing City priorities as related to this unexpected funding opportunity and will report back to Council with recommendations.

Respectfully Submitted,



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Chelsea Van de Cappelle, CPA  
Chief Financial Officer



March 16, 2023

Ref: 271994

Their Worship Mayor Alan Harrison  
City of Salmon Arm  
PO Box 40  
Salmon Arm BC V1E 4N2

Dear Mayor Harrison:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Municipalities are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

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Their Worship Mayor Alan Harrison  
Page 2

- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that the City of Salmon Arm is the recipient of a \$6,089,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on three components: a flat funding amount, an “adjusted population” amount and a “population growth” amount. The flat amount is \$500,000. The “adjusted population” amount is \$365 per adjusted population. The population adjustment ensures smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. The “population growth” amount is \$1,000 per capita population growth between 2016 and 2021.

Their Worship Mayor Alan Harrison  
Page 3

As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the Capital and Planning purposes of the GCF. This fund must be separate from other existing reserve funds. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 167 of the *Community Charter*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province's contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: [LGIF@gov.bc.ca](mailto:LGIF@gov.bc.ca). Further information on the program will be available on the following webpage:  
<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang  
Minister

pc: Erin Jackson, Chief Administrative Officer, City of Salmon Arm  
Chelsea Van de Cappelle, Chief Financial Officer, City of Salmon Arm

**Attachment with Example Calculation for a Municipality with 15,000 People**

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% =  $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% =  $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% =  $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% =  $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ( $=2,000 + 2,400 + 3,000 + 2,000$ ).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	= $9,400 \times \$365$	\$3,431,000
Population Growth	= $4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000

**CITY OF SALMON ARM****BYLAW NO. 4582**

A bylaw to establish a reserve fund for the capital and panning purposes  
of the Growing Communities Fund

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WHEREAS under the provisions of Section 188 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, establish a reserve fund for a specified purpose;

AND WHEREAS under the provisions of Section 40(b) of the Local Government Grants Regulations (B.C. Reg. 221/95), as a condition of funding, funds must be placed in a dedicated reserve fund established for the purpose of eligible expenditures;

AND WHEREAS the principal objective of the Growing Communities Fund is to increase the local housing supply with investments in community infrastructure and amenities;

AND WHEREAS the funding provided should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. The funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects;

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

1. There shall be and is hereby established a reserve fund to be known as the "City of Salmon Arm Growing Communities Reserve Fund".
2. All grant funds received from the Province of BC Growing Communities Fund in the amount of Six Million, Eighty-Nine Thousand (\$6,089,000.00) Dollars will be paid into the Reserve Fund.
3. The funds accumulated under Section 2 and the interest earned on investment of the reserve funds may only be expended on the following:
  - a) Public drinking water supply, treatment facilities and water distribution;
  - b) Local portion of affordable/attainable housing developments;
  - c) Childcare facilities;
  - d) Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
  - e) Wastewater conveyance and treatment facilities;
  - f) Storm water management;



- g) Solid waste management infrastructure;
- h) Public safety/emergency management equipment and facilities not funded by senior level government;
- i) Local road improvements and upgrades;
- j) Sidewalks, curbing and lighting;
- k) Active transportation amenities not funded by senior level government;
- l) Improvements that facilitate transit service;
- m) Natural hazard mitigation;
- n) Park additions/maintenance/upgrades including washrooms/meeting space and other amenities;
- o) Recreation-related amenities;
- p) One-off costs including: feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where wholly required for eligible infrastructure); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

#### 4. SEVERABILITY

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

#### 5. ENACTMENT

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

#### 6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "City of Salmon Arm Growing Communities Reserve Fund Establishment Bylaw No. 4582".

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

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MAYOR

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CORPORATE OFFICER

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**INFORMATIONAL CORRESPONDENCE - April 11, 2023**

- |     |   |   |
|-----|---|---|
| 1.  | Building Department – Building Statistics – March 2023  | N |
| 2.  | Building Department – Building Permits – Yearly Statistics  | N |
| 3.  | K. Wickner – Email dated March 10, 2023 – In Honour of Embracing Equity   | R |
| 4.  | P. Ryley – Email dated March 29, 2023 – City Fix  | R |
| 5.  | A. Stump – Email dated March 31, 2023 – Bus Stop at 5 <sup>th</sup> Avenue Seniors Centre   | R |
| 6.  | T. Meiorin – Email dated April 4, 2023 – Accessibility  | R |
| 7.  | V. Smith – Email dated March 31, 2023 – A Just Transition   | N |
| 8.  | V. Morris – Email dated April 3, 2023 – Gas Powered Trucks  | R |
| 9.  | W. Bell – Email dated April 3, 2023 – Climate Reality and City Vehicles   | R |
| 10. | A. Morris – Email dated April 3, 2023 – Regret Council’s Decision to Purchase New Internal Combustion Engine Trucks   | R |
| 11. | H. Yip – Email dated April 3, 2023 – Recent Purchase of ICE Vehicles  | R |
| 12. | N. Caves – Email dated April 3, 2023 – Wrong Choice of Trucks   | R |
| 13. | J. Girvan – Email dated April 4, 2023 – Very Disappointed in the Decision to Purchase ICE Trucks  | N |
| 14. | D. Morris – Email dated April 4, 2023 – Purchase of ICE Vehicles  | R |
| 15. | S. Mennie – Email dated April 4, 2023 – Council’s Decision to Purchase Gasoline Fueled Replacement Vehicles   | R |
| 16. | Mayor A. Harrison – Email dated April 4, 2023 – Response to Truck Purchase Input  | N |
| 17. | J. Broadwell, Manager, Downtown Salmon Arm – Letter dated March 22, 2023 – Alexander Plaza Street Painting  | R |
| 18. | T. Kutschker, Director/Curator, Shuswap District Arts Council, Salmon Arm Arts Centre & Art Gallery – Letter dated March 21, 2023 – Support for Salmon Arm Pride Project 2023                               | R |
| 19. | K. Huyter, Squadron Sponsoring Committee Chair, 222 Shuswap Air Cadets – Email dated February 28, 2023 – Storage of Sea Can at Airport  | R |
| 20. | L. Fraser, Shuswap Dragon Boat Society – Email dated March 27, 2023 – Request to Use Blackburn Gazebo, April 13 – May 9, 2023   | R |
| 21. | M. Gravelle, Owner, Skookum Bike & Ski Ltd. – Letter received March 31, 2023 – Request for weekly use of South Canoe Trails – April to end of September – Tuesday Youth Ride and year end Celebration & BBQ | R |
| 22. | P. Rosman, Principal-Sorrento Elementary School – Letter received April 4, 2023 – Request to Use Little Mountain Trails – Little Mountain Stomp Cross Country Run – May 11, 2023                            | R |
| 23. | Government Finance Officers Association – Letter dated March 31, 2023 – City of Salmon Arm Recipient of The Canadian Award for Financial Reporting for 2021   | N |
| 24. | Day of Mourning – Remembering the lives lost or injured in the workplace – Marine Peace Park – April 28, 2023   | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 14.1

**CITY OF SALMON ARM**

Date: April 11, 2023

K. Johnston, R. Hudson and M.L. McCausland  
Shuswap Association of Writers  
20<sup>th</sup> Anniversary Festival – May, 2023

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

# FESTIVAL MILESTONE

BY BEVERLY CRAMP

**A**t a one-day writers workshop in Sorrento, BC, in 2002, the late author **Jack Whyte** dared to imagine something bigger. Why not expand the format? Whyte, who was rumoured to have sold more than a million books of his historical fiction series *Dream of Eagles*, offered to invite some of his favourite authors for the following year to make something resembling a proper writers festival.

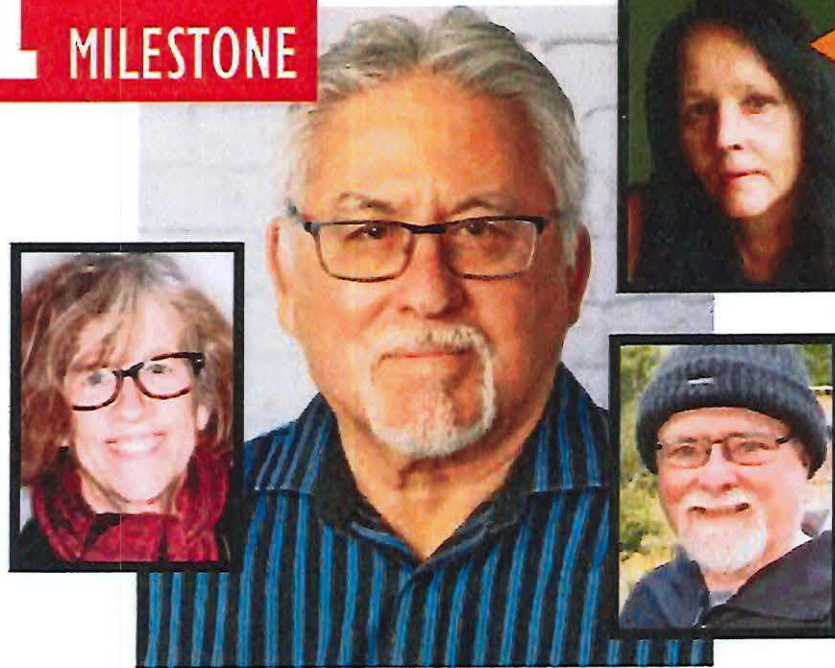


Deanna Kawatski

Boom! The Shuswap International Writers Festival was born. Held a year later in the larger city of Salmon Arm, the event will celebrate its 20th anniversary this year and is now called Word on the Lake.

Right from year one, the festival attracted prestigious writers like **Gail Anderson-Dargatz**, **Bill Bissett** and **Ann Walsh**. And of course, Jack Whyte.

But that first year wasn't without its glitches despite the enormous amount of work done by early organizers **Kay McCracken** and **Fran Bach**. On day one of the festival, McCracken was up at 4 am. While registering participants and volunteers, a call came in from one of the festival's guests, a literary agent,



## Imagine... there's a writers festival

How **Jack Whyte's** daring idea led to the 20th anniversary of Word on the Lake.

reporting that she had landed at the wrong airport—Kamloops instead of Kelowna. McCracken placed a call to poet **Garry Gottfriedson**, who operated a ranch near Kamloops and was slated to be one of the workshop presenters. Although Gottfriedson was still haying that morning, he agreed to pick up the stranded literary agent. She would

have to wait at his homestead until he finished haying, but “they arrived in plenty of time for the gala,” says McCracken.

Word on the Lake is held annually at the Prestige Harbourfront Resort in Salmon Arm. Author **Deanna Kawatski**, who is also a founding member of Word on the Lake, served as the main

(l to r): **Caitlin Hicks**, **Brian Isaac Thomas**, **Theresa Kishkan**, and **Howard White** will be among those at the 20th Word on the Lake (May 19–21).

consultant for the festival in its early years. She recalls that first year too: “The air in the Prestige Inn buzzed with excitement as I wove through the chattering crowd of authors, agents and publishers. When I checked in, I learned that my room was on the fourth floor and that the elevator was broken. Broken! Luckily my partner, Eric, helped me pack my heavy bags; one containing material for the three workshops (on three different subjects) that I had agreed to give, up the steep stairs. At the top a chambermaid told me the elevator would be fixed in a week.”

Kawatski, who had spent much of the previous year as writer-in-residence at the Ryga Centre in Penticton, says she was inspired to help bring more literary life to the Shuswap. “It was the first writers festival to be held in Interior BC,” Kawatski says, “and presenters were brought in from as far afield as Toronto, Seattle and even Minneapolis.”

Kawatski is quick to acknowledge **Fran Bach** and **Kay McCracken** for getting the festival off the ground. “Together they built the ‘flying machine,’ but they’d be the first to agree that without the enthusiastic team of volunteers it never would have gotten off the ground.”

Deanna Kawatski will be in Salmon Arm at this year's Word on the Lake (May 19–21). Other presenters include the Giller-nominated **Brian Isaac Thomas**, playwright **Caitlin Hicks**, author **Theresa Kishkan**, and publisher and author **Howard White**.

Item 22.1

**CITY OF SALMON ARM**

Date: April 11, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-577 be authorized for issuance for Lot 2, Sections 13 and 14, Township 20, Range 10, W6M, KDYD, Plan KAP87228 (1017 - 10 Avenue SE) and Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP82683 Except Plan EPP94805 (981 -12 Street SE) which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163 for the development of *multiple family dwellings* as permitted under the R-4 -Medium Density Residential Zoning regulations:

Section 5.8.1 -Waive the required 90 metre spacing for the two eastern fire hydrants along Auto Road SE.

[Terra Civis Inc./Heydewerk Homes Ltd.; 1017 10 Avenue SE and 981 12 Street SE; Servicing requirements]

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond





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TO: His Worship Mayor Harrison and Members of Council

DATE: March 23, 2023

SUBJECT: Development Variance Permit Application No. VP-577 (Servicing)  
Legal: Lot 2, Sections 13 and 14, Township 20, Range 10, W6M, KDYD, Plan KAP87228 and Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP82683 Except Plan EPP94805  
Civic: 1017 – 10 Avenue SE and 981 – 12 Street SE  
Owner: Terra Cavis Inc., Inc No. 3106873  
Agent: Heydewerk Homes Ltd.

---

**MOTION FOR CONSIDERATION**

**THAT:** Development Variance Permit No. VP-577 be authorized for issuance for Lot 2, Sections 13 and 14, Township 20, Range 10, W6M, KDYD, Plan KAP87228 (1017 – 10 Avenue SE) and Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP82683 Except Plan EPP94805 (981 – 12 Street SE) which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163 for the development of *multiple family dwellings* as permitted under the R-4 – Medium Density Residential Zoning regulations:

**Section 5.8.1 – Waive the required 90 metre spacing for the two eastern fire hydrants along Auto Road SE.**

---

**STAFF RECOMMENDATION**

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

---

**PROPOSAL**

A Development Permit application to permit a 38 unit / 10 residential building multi family residential development was approved by Council for the subject parcels on May 9, 2022. Subdivision and development trigger upgrades as required by Subdivision and Development Servicing (SDS) Bylaw No. 4163. The required upgrades include fire hydrant and an associated watermain installation at a 90 metre spacing along Auto Road (three hydrants are required).

The applicant has requested (February 1, 2023) that Council vary the SDS Bylaw provisions for the two eastern fire hydrants required along the Auto Road frontage (letter of rationale provided as Appendix 1).

**BACKGROUND**

The irregularly shaped subject parcels are located at 1017 – 10 Avenue SE and 981 – 12 Street SE and have a combined area of just under 2.4 acres (Appendix 2).

The parcels are currently vacant and designated Medium Density Residential in the Official Community Plan (OCP) Bylaw, and R-4 Medium Density Residential in the Zoning Bylaw (Appendix 3 & 4). The Development Permit approved supports a 38 unit multi family residential development with a total of 10 residential buildings (Appendix 5).

## COMMENTS

### Engineering Department

Detailed comments are attached as Appendix 6. The SDS Bylaw requires the installation of three fire hydrants and the associated watermain. Engineering supports the request for the reduced requirement subject to the installation of the new hydrant at the Auto Road SE and 12 Avenue SE intersection.

### Building Department

No concerns. Internal private hydrants proposed.

### Fire Department

No concerns. The Fire Department supports the variance request.

### Planning Department

The applicant is requesting a variance to the SDS Bylaw No. 4163 to accommodate development permitted by the present R-4 zoning and approved Development Permit. Given the R-4 zoning, the parcel does not qualify for exemptions under the SDS Bylaw. Thus, full frontage and servicing upgrades are triggered including water main upgrades and fire hydrant installation.

The purpose behind servicing requirements is to ensure that properties under development are connected to the municipal systems, and to ensure that each system (water, sanitary and storm sewers) is extended to the boundary of an adjacent property to mitigate any gaps in the systems. The larger the gap, the more expectation there is that the City should either take on the works and services to facilitate development, or allow for a reduction in standards.

In terms of considering the request under the OCP, policy 13.3.6 is to upgrade the capacity of services in existing serviced areas to accommodate effective redevelopment, while policy 13.3.18 is to address deficiencies in fire flows via subdivision or development approval.

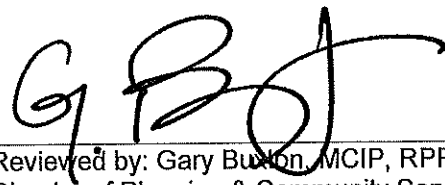
Related to the three hydrants required and as detailed in the Engineering Department's comments, the 2 eastern hydrants along Auto Road are viewed as staff as redundant, with adjacent parcels already covered by existing hydrants and internal hydrants proposed within the development. The new hydrant required at the Auto Road SE and 12 Avenue SE intersection is considered to be a valuable location, filling a gap in service.

## CONCLUSION

Staff note the City's ongoing participation in the Fire Underwriters Survey, the need to avoid service gaps and to provide expected levels of service, as well as OCP policy. However, staff recommend adoption of the Motion aligned with Engineering Department comments. Staff recognize the rationale behind the requested variance given the topography and location of the subject parcel, the existing infrastructure, and the limited benefit of the two eastern hydrants on Auto Road relative to existing and proposed adjacent development. As such, staff support the request.



Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



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

# ONSITE Engineering Ltd.

Head Office-Salmon Arm  
201-231 Trans Canada Hwy  
PO Box 2012  
Salmon Arm, BC V1E 4R1  
Tel: 250-833-5643  
Fax: 1-866-235-6943

## Office Locations:

Salmon Arm	Abbotsford	Golden
Campbell River	North Vancouver	Port Alberni
Prince George	Nanaimo	Courtenay

January 27, 2023

City of Salmon Arm  
500-2<sup>nd</sup> Avenue NE  
Salmon Arm, BC V1E 4N2

OEL File#: 1873-3  
City File#: DVP-429

Attn: Salmon Arm Mayor and Council, Director of Development Services

Re: Variance Request of servicing requirements for the proposed development of 981 – 12 Street SE and 1017 – 10 Avenue SE

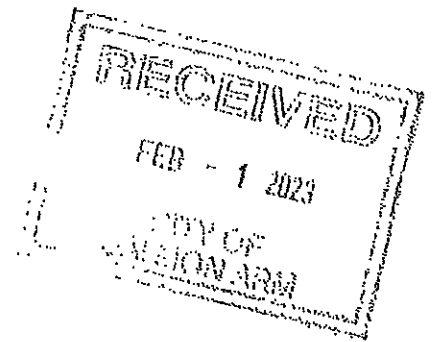
On behalf of our client, we request a variance of the servicing requirement as required by Subdivision and Development Servicing Bylaw 4163 as summarized in the Engineering Memorandum that is attached to DVP-429. Among other items, the servicing requirements require the developer to install fire hydrants along the Auto Road frontage. Due to length of the road section (225 m) and the zone designation R4, which requires a maximum hydrant spacing of 90 m, a minimum amount of 2 hydrants is required. However, since there is no watermain installed in this section Auto Road, the developer would be required to install a watermain as well.

We request that the fire hydrant spacing requirement is varied and thus the installation of one hydrant and the watermain is not required.

We believe that a variance is justified for the following reasons:

- The new development will be serviced with a watermain that is sufficiently sized to supply fire flows to two hydrants that will be placed on the development site. Hydrants in Auto Road most likely would not benefit the development in case of fires.
- The developments north of Auto Road most likely will not be serviced from Auto Road hydrants, since these areas are fronting roads that have hydrants installed.
- Therefore, it seems reasonable to assume that new hydrants would only benefit in situations with vehicle fires.
- The cost of installing two hydrants, in our opinion, is excessive relative to the limited benefits and the development cost the developer already incurs to improve a substantial length of City road frontages, fronting west, north and east.
- After reviewing the City's watermain network, it is unlikely that a new watermain would be required other than for the two hydrants: there are no likely developments that currently or in the future would benefit from this watermain.

In lieu of placing two hydrants along Auto Road, our client is prepared to install a hydrant at the east side of the intersection of Auto Road and 12<sup>th</sup> Avenue SE, the exact location is to be determined in consultation with City Staff.



**ONSITE**  
Engineering Ltd.

**Head Office-Salmon Arm**  
201-231 Trans Canada Hwy  
PO Box 2012  
Salmon Arm, BC V1E 4R1  
Tel: 250-833-5643  
Fax: 1-866-235-6943

**Office Locations:**

Salmon Arm	Abbotsford	Golden
Campbell River	North Vancouver	Port Alberni
Prince George	Nanaimo	Courtenay

Please find in Appendix A, a Class B cost estimate of the frontage improvements. We note that, because the site is fronting city property at three sides, the required frontage improvement cost is high to very high.

**Conclusion and closure**

The total cost for frontage improvements as per Bylaw 4163 requirements is \$525,000.00. The value of the variance is estimated to be \$97,000, which in fact represents the cost of installing one more hydrant than currently proposed.

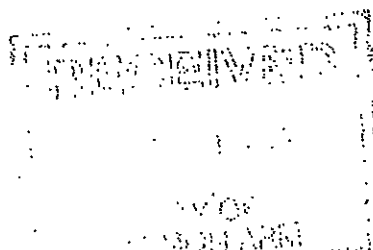
If the variance request is approved, the total frontage cost still will be \$428,000.00.

If you have any questions, please don't hesitate to contact us.

Sincerely,  
Onsite Engineering Ltd.



Jan van Lindert, P.Eng.  
Project Manager



# ONSITE

Engineering Ltd.

CLASS B OPINION OF PROBABLE COST FRONTAGE IMPROVEMENTS						Project # 1873-3	
Buena Vista Subdivision						January 27, 2023	
						Estimated by: Megan McGill, EIT	
						Reviewed by: Jan van Lindert, P. Eng.	
						Onsite Engineering Ltd.	
						EGBC Permit to Practice No. 1002678	
<b>Division 1 - General Requirements</b>							
Item	Specification Title	Unit	Quantity	Unit Price	Construction Amount	Quantity	Cash-In-Flow Amount
<b>Environmental Protection</b>							
1	Environmental Protection	Lump Sum	1	\$ 1,500.00	\$1,500.00		
					Sub-Total		\$1,500.00
<b>Division 3 - Concrete</b>							
Item	Specification Title	Unit	Quantity	Unit Price	Construction Amount	Quantity	Cash-In-Flow Amount
<b>Concrete Walks, Curb And Gutter</b>							
2	Machine Placed or Precast Curb & Gutter (as per CoSA CGS-1)	Linear Metre	161	\$ 145.00	\$21,890.00	84	\$12,180.00
3	Driveway Crossings 160 mm thickness c/w ramps, granular base, compaction	Each	1	\$ 350.00	\$350.00		
4	Concrete Sidewalk	Square Metre		\$ 145.00		59	\$8,580.00
					Sub-Total		\$22,240.00
<b>Division 26 - Electrical</b>							
Item	Specification Title	Unit	Quantity	Unit Price	Construction Amount	Quantity	Cash-In-Flow Amount
<b>Roadway Lighting</b>							
5	Roadway Lighting	Lump Sum	0.59	\$ 30,000.00	\$17,580.00	0.41	\$12,410.00
					Sub-Total		\$17,580.00
<b>Division 31 - Earthwork</b>							
Item	Specification Title	Unit	Quantity	Unit Price	Construction Amount	Quantity	Cash-In-Flow Amount
<b>Site Grading : Landscaping</b>							
6	Topsoil Stripping and Reuse	Cubic Metre	74	\$ 22.00	\$1,820.00	52	\$1,160.00
7	Rough Site Grading	Square Metre	1002	\$ 15.00	\$15,030.00	708	\$10,610.00
8	Fill Material 6" Minus pit run	Cubic Metre	535	\$ 40.00	\$21,390.00	378	\$15,100.00
<b>Roadway Excavation, Embankment and Compaction</b>							
9	Remove Existing Asphalt	Tonne	50	\$ 36.00	\$1,810.00	36	\$1,290.00
					Sub-Total		\$39,860.00
<b>Division 32 - Roads and Site Improvements</b>							
Item	Specification Title	Unit	Quantity	Unit Price	Construction Amount	Quantity	Cash-In-Flow Amount
<b>Cold Milling</b>							
10	Cold Milling to maximum 50 mm thickness. Respread as base or subbase on MUP.	Square Metre	45	\$ 25.00	\$1,130.00	25	\$630.00
<b>Granular Sub-Base</b>							
	Granular Sub-Base 300 mm Thickness for MUP	Square Metres	464.1	\$ 15.00	\$6,960.00	327.6	\$4,910.00
12	Granular Sub-Base 400 mm Thickness for Sidewalk 12th St SE	Square Metres		\$ 19.00		88	\$1,670.00
<b>Granular Base</b>							
13	Granular Base 75mm Thickness for Roads and MUP	Square Metres	489	\$ 9.00	\$4,390.00	338	\$3,020.00
14	Granular Base 100mm Thickness for Sidewalks	Square Metres		\$ 8.00		78	\$620.00
<b>Asphalt Tack Coat</b>							

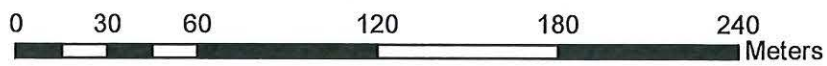
# ONSITE


Engineering Ltd.

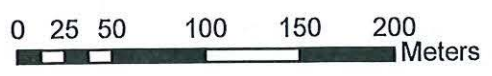
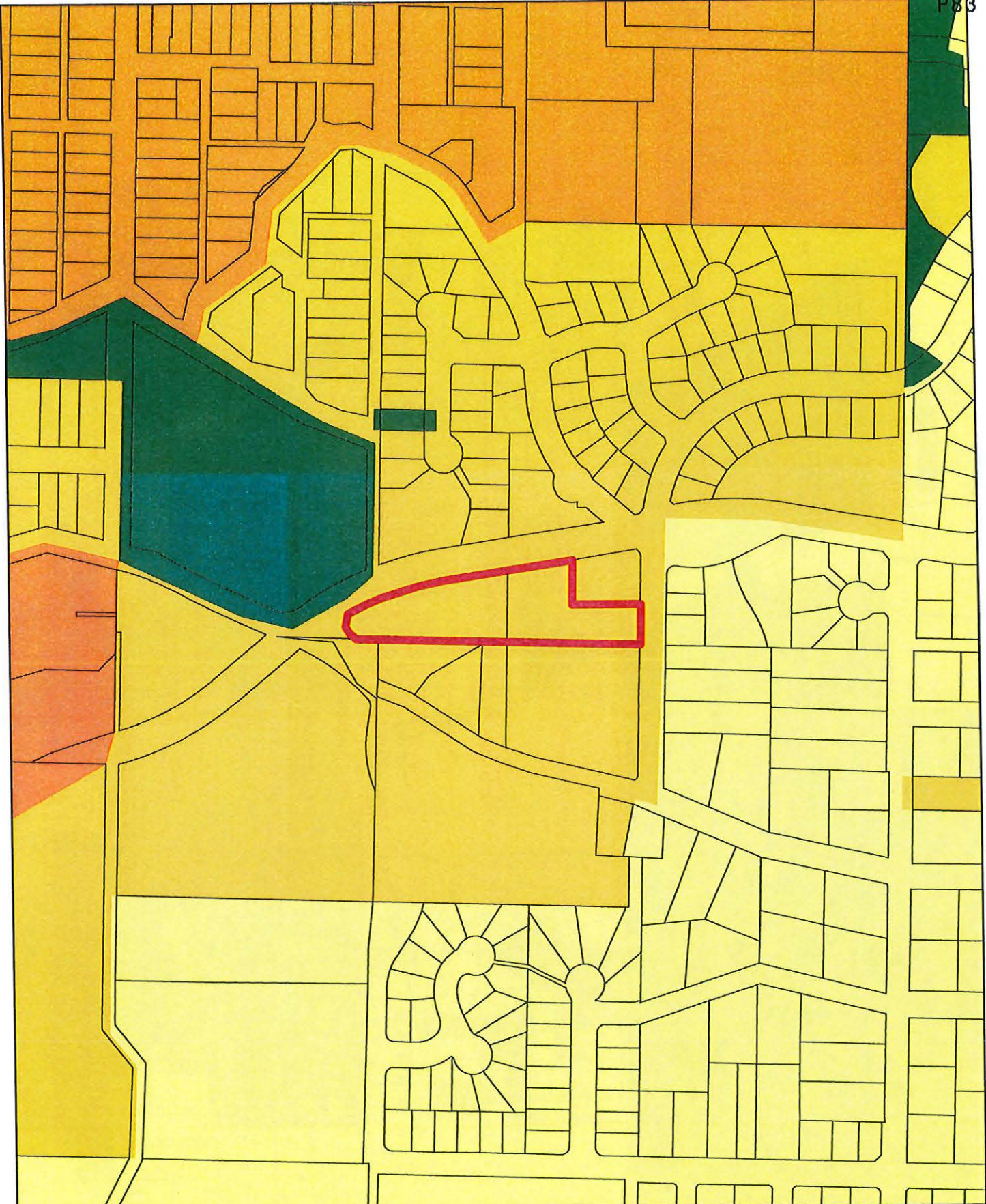
16	Asphalt Tack Coat	Square Metres	52	\$ 1.00	\$50.00	37	\$30.00
<b>Hot-Mix Asphalt Concrete Paving</b>							
16	Asphalt Pavement - Lower course, 1 lift 50 mm thick, Auto Road SE and MUP	Square Metres	409	\$ 30.00	\$12,280.00	289	\$8,660.00
17	Asphalt Pavement - Lower course only, 1 lift 65 mm thick, 12 Street SE	Square Metres	14	\$ 37.00	\$520.00		
18	Asphalt Pavement - Upper course, 1 lift 50 mm thick, Auto Road SE only	Square Metres	52	\$ 30.00	\$1,570.00	37	\$1,100.00
19	Saw Cut Asphalt or Concrete Pavements	Lineal Metres	156	\$ 8.00	\$1,400.00	88	\$780.00
<b>Painted Pavement Markings</b>							
20	Permanent Painted Pavement Markings	Lump Sum	1	\$ 2,000.00	\$2,000.00		
<b>Topsoil and Finish Grading</b>							
	Placement of Stockpiled Native Topsoil to be Included in 31 22 01	NA					
<b>Hydraulic Seeding</b>							
21	Hydraulic Seeding	Square Metres	824	\$ 5.50	\$4,530.00	482	\$2,540.00
					<b>Sub-Total</b>		<b>\$34,830.00</b>






## Division 33 - Utilities

Item	Specification Title	Unit	Quantity	Unit Price	Construction Amount	Quantity	Cash-In-Place Amount
<b>Waterworks</b>							
22	Hydrant Assembly Compression Style CoSA DWG W3	Each	2	\$ 9,800.00	\$19,600.00		
23	200 mm ø PVC Watermain	Lineal Metres	195	\$ 430.00	\$83,850.00		
24	Watermain tie-in into existing main	Each	1	\$ 10,000.00	\$10,000.00		
25	CI Bends 45°	Each	2	\$ 1,500.00	\$3,000.00		
<b>Storm Sewers</b>							
26	Drainage Pipe PVC SDR35 200 mm diameter, for depth of main 2m Native Backfill	Lineal Metres	182	\$ 335.00	\$60,970.00		
27	Catchbasin Lead 200mm diameter	Lineal Metres	8	\$ 315.00	\$2,520.00	4	\$1,260.00
<b>Pipe Culvert</b>							
28	Culvert Pipe CSP 375 mm diameter, for depth of 1m Native Backfill	Lineal Metres	12	\$ 300.00	\$3,600.00		
<b>Manholes and Catchbasins</b>							
29	Manhole base, lid, slab, cover and frame 1050mm diameter	Each	3	\$ 3,000.00	\$9,000.00		
	Manhole Riser and Tee Riser 1050mm diameter	Vertical Metres	5	\$ 2,000.00	\$10,000.00		
30	Catchbasin Top Inlet CoSA DWG ST-1	Each	2	\$ 2,000.00	\$4,000.00	1	\$2,000.00
31	Headwall Removal and relocation	Each	1	\$ 2,500.00	\$2,500.00		
					<b>Sub-Total</b>	<b>\$208,540.00</b>	<b>\$3,230.00</b>
Division 1 - General Requirements					\$1,500.00		\$0.00
Division 3 - Concrete					\$22,240.00		\$20,760.00
Division 26 - Electrical					\$17,580.00		\$12,410.00
Division 31 - Earthwork					\$45,570.00		\$28,160.00
Division 32 - Roads and Site Improvements					\$34,850.00		\$24,010.00
Division 33 - Utilities					\$208,540.00		\$3,260.00
Engineering (10%)					\$32,820.00		\$8,860.00
10% Contingency					\$32,820.00		\$8,860.00
<b>Sub-total</b>					<b>\$393,920.00</b>		<b>\$188,320.00</b>
GST					\$19,696.00		\$5,316.00
<b>Total</b>					<b>Construction \$413,616.00</b>	<b>Cash-In-Place</b>	<b>\$111,636.00</b>

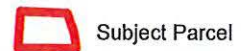
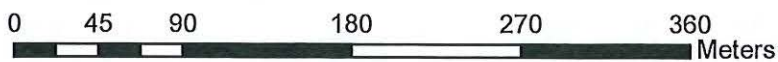
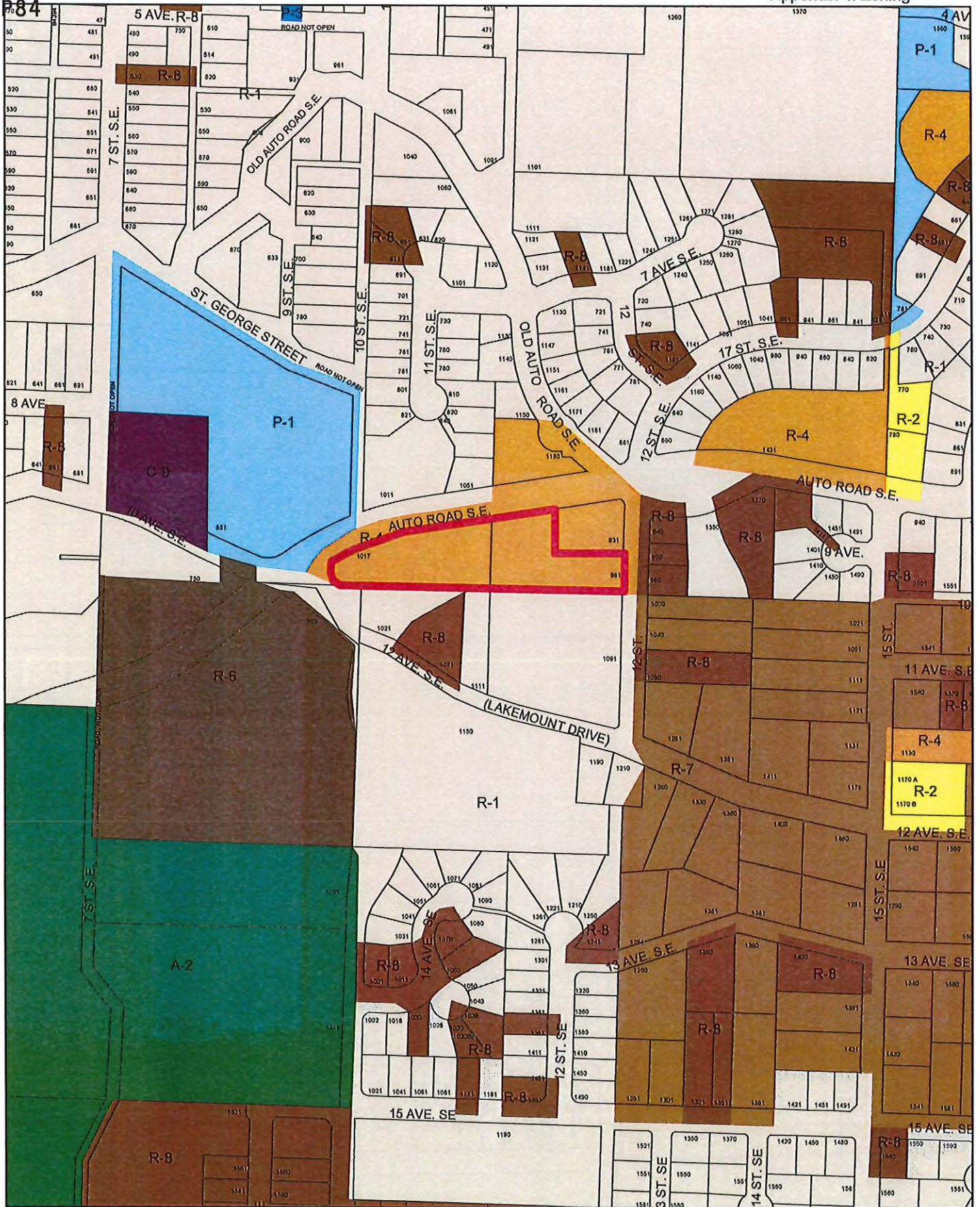


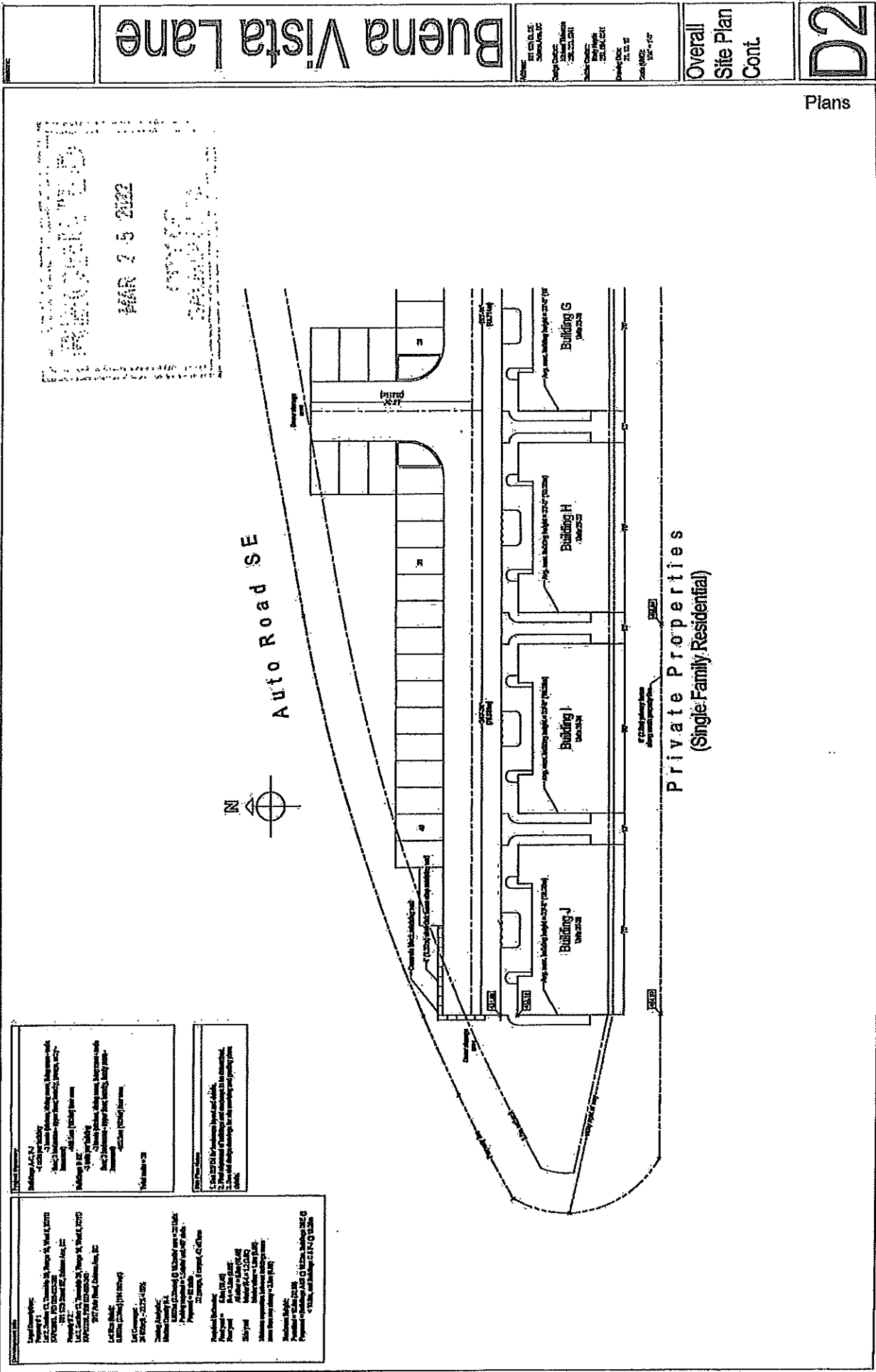
 Subject Parcels



-  Subject Parcel
-  Park
-  Residential High Density
-  Residential Medium Density
-  Residential Low Density







**Project Information:**  
 Address: 12345 Buena Vista Lane, Tampa, FL 33620  
 Owner: Mr. John Doe, 12345 Main St, Tampa, FL 33601  
 Architect: ABC Architects, 5678 Park Ave, Tampa, FL 33602  
 Engineer: XYZ Engineering, 9101 Central Ave, Tampa, FL 33603  
 Date: 03/25/2022

**Notes:**  
 1. All dimensions are in feet and inches.  
 2. All setbacks are from the street centerline.  
 3. All building heights are maximum heights.  
 4. All areas are to be landscaped.

**Professional Information:**  
 Architect: ABC Architects, 5678 Park Ave, Tampa, FL 33602  
 Engineer: XYZ Engineering, 9101 Central Ave, Tampa, FL 33603  
 Date: 03/25/2022  
 Project: 12345 Buena Vista Lane, Tampa, FL 33620  
 Scale: 1/4" = 1'-0"

**Scale:**  
 1/4" = 1'-0"

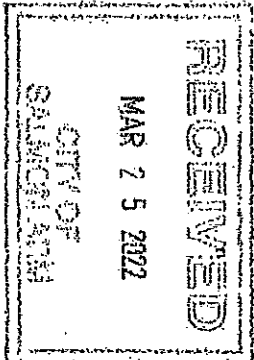
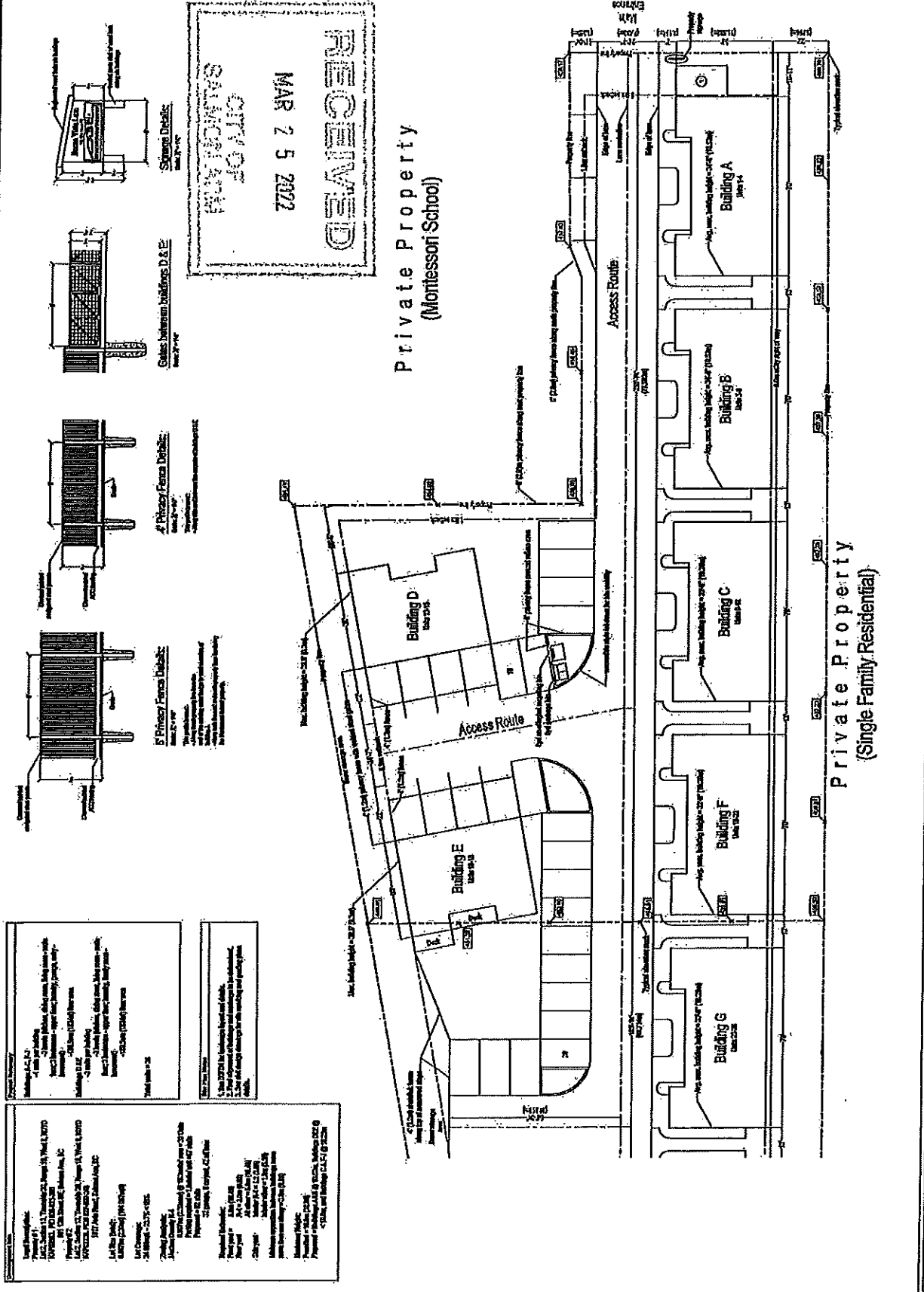
# Buena Vista Lane

101 204 02  
 Columbia, SC  
 Project Name: Buena Vista Lane  
 Owner: [Redacted]  
 Date: 11/15/21  
 Scale: 1/8" = 1'-0"  
 Date: 11/15/21

Overall Site Plan

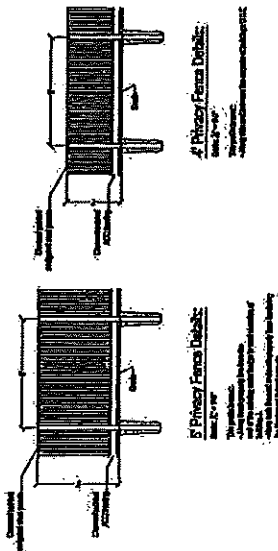
# D1

Plans 1 2 3 4 5 6 7 8 9 10 11



### Private Property (Montessori School)

### Private Property (Single Family Residential)



**Notes:**  
 1. All buildings shall be constructed in accordance with the approved site plan.  
 2. All setbacks shall be maintained as shown on the approved site plan.  
 3. All utility lines shall be shown and located as shown on the approved site plan.  
 4. All parking spaces shall be shown and located as shown on the approved site plan.  
 5. All access routes shall be shown and located as shown on the approved site plan.  
 6. All fences and gates shall be constructed in accordance with the approved details.  
 7. All materials shall be approved by the City of Salcomba.



*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Director of Development Services  
 DATE: 8 March 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 577**  
 OWNER: Terra Civis Inc., 5769 – 146 Street, Surrey, BC V3S 2Z5  
 AGENT: Heydewerk Homes Ltd. (R. Heyde), PO Box 584 Salmon Arm, BC V1E 2C8  
 LEGAL: Lot 2, Section 13, Township 20, Range 10, W6M KDYD, Plan KAP8268  
 Except Plan EPP94805; and Lot 2, Section 13 and 14, Township 20, Range  
 10, W6M KDYD, Plan KAP87228  
 CIVIC: **981 – 12 Street SE and 1017 – 10 Avenue SE**

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Further to the request for variance dated February 14, 2023 the Engineering Department has reviewed the site and offers the following comments and recommendations.

The applicant is requesting that Council waive the requirement to install two of the three fire hydrants required on Auto Road SE, according to the Subdivision and Development Servicing Bylaw No. 4163 (SDSB) under Table 1 Service Levels and Section 5.8.1 Fire Hydrant Spacing.

**Background:**

Section 5.8.1 Fire Hydrant Spacing of the SDSB specifies a minimum hydrant spacing requirement of 90m for Urban Area, Medium Density developments. Note: This requirement is reduced to 150m for Low Density developments.

Figure 1 shows the existing hydrants around the subject property and the additional hydrants to be installed related to the new development. In total three additional City owned hydrants are required to meet the SDSB requirements. The developer is proposing to install the hydrant at the intersection of Auto Road SE and 12 Avenue SE, and is requesting to waive the installation of the additional two hydrants on Auto Road SE.

Factors to be considered:

- The hydrant to be installed at the intersection of Auto Road SE and 12 Avenue SE is located at a useful location, accidents are more likely at intersections. Auto Road is a relatively straight length of road where accidents are less likely to occur and hydrants are unlikely to ever be used.
- All surrounding properties are already covered by existing hydrants.
- Since Auto Road SE is 3-5m below the subject property, these hydrants serve no benefit to the proposed development. The developer will be installing two additional private hydrants within the strata property which are better located to serve these proposed dwellings.

- The installation of the additional fire hydrants on Auto Road SE would require the extension of approximately 200m of watermain. Additional hydrants and a new watermain would require annual maintenance and place an ongoing financial burden on the City for very little benefit.
- The cost to the developer would be significant and this development already requires significant frontage upgrades due to the long frontage on Auto Road SE.

**Recommendation:**

**The Engineering Department recommends that the request to waive the requirement to install two of the three Fire Hydrants on Auto Road SE be approved.** The cost of installing the additional two hydrants and a new watermain to the Developer would be significant, and it would place an ongoing financial maintenance burden on the City for hydrants that would have little benefit and are unlikely to ever be used.



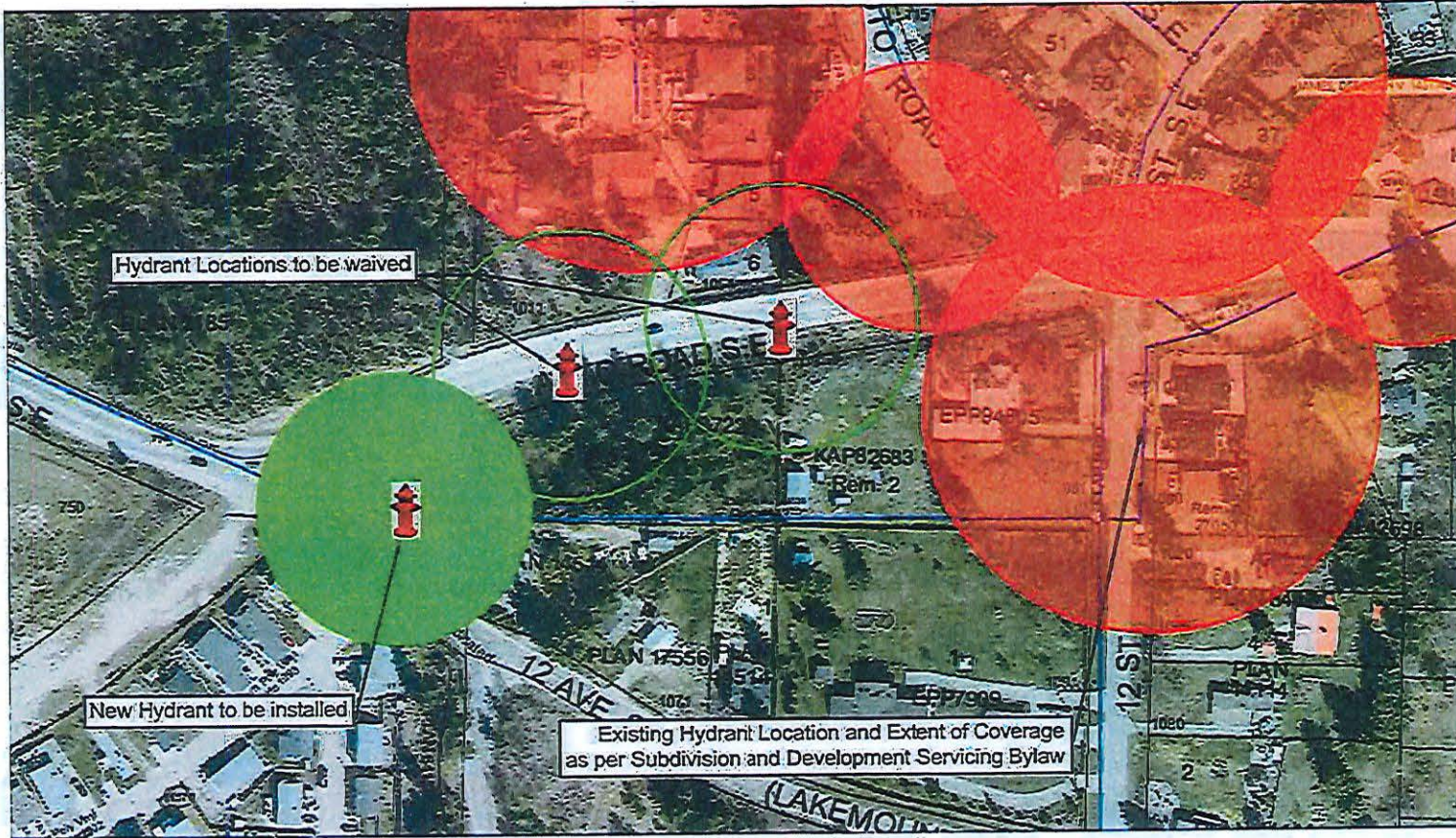
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**Chris Moore**  
Engineering Assistant



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



 <b>CITY OF SALMON ARM</b>		
No.	Revision	Date

981 12 St SE & 1017 10 Ave SE

Figure 1. - Hydrant Location Plan

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Item 22.2

**CITY OF SALMON ARM**

Date: April 11, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council approve application CRS-11;

AND THAT: Council considered its Resolution with respect to the following:

1. Provincial Cannabis Retail Store License Referral No. 068035;
2. City Zoning Bylaw No. 2303 and City Policy No. 3.20 – Cannabis Retail Stores; and
3. Public notification followed by the holding of a Hearing on April 11, 2023.

[Shucanna Growers Corp.; 2321 9 Avenue SW]

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond





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TO: His Worship Mayor Harrison and Members of Council

DATE: April 3, 2023

SUBJECT: Cannabis Retail Store Application No. 11 (CRS-11)  
Provincial Cannabis Referral No. 068035 – Application Received February 15, 2023

Applicant: Shucanna Growers Corp.  
Civic Address: 2321 – 9 Avenue SW

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STAFF RECOMMENDATION

THAT: By a Resolution, Council approve application CRS-11;

AND THAT: Council has considered its resolution with respect to the following:

1. Provincial Cannabis Retail Store Licence Referral No. #068035;
  2. City Zoning Bylaw No. 2303 and City Policy No. 3.20; and
  3. Public notification followed by the holding of a Hearing on April 11, 2023.
- 

PROPOSAL

On February 13, 2023, a LCRB referral for a cannabis retail store application was received (Appendix 1). As per Policy 3.20, once a LCRB referral has been received by the City, a cannabis retail store application can be submitted to the City. This application was received on February 15, 2023 and the proposal is for a cannabis retail store within the building located at 2321 9 Avenue SW (Appendices 2). This site is located within the commercial area as defined by Cannabis Retail Store Policy 3.20 (Appendix 3).

BACKGROUND

In October 2018 the retail sale of cannabis became legal under Federal law and licensing for cannabis retail stores was delegated to provincial authority. In B.C., it is the Liquor Cannabis Regulation Branch (LCRB) which regulates private retail non-medical cannabis sales. The LCRB approval system relies significantly on local government responses to cannabis retail store applications. This application is the eleventh cannabis retail store application to be considered by City Council (Appendix 4).

*Cannabis Retail Store Policy No. 3.20*

The proposed location meets the location criteria of Policy 3.20 as it is located within the commercial area defined by Policy 3.20. Although, the policy supports no more than four cannabis retail stores within the core commercial area, there is no maximum of cannabis retail stores in the wider commercial area.

Public notification of the application proposal and Hearing date will be completed in accordance with Policy Section E) 5. All properties within 30 m of the subject property will be provided a notice of the application at least 10 days prior to the Hearing. A notice will also be advertised in the Salmon Arm Observer one week prior to the scheduled Hearing date.

*Zoning Bylaw No. 2303*

The proposed location is zoned C-3, Service Commercial Zone (Appendix 5). The City's Zoning Bylaw permits the retail sale of cannabis in a number of commercial zones, including C-3 under the defined terms, *retail store* and *convenience store*.

The C-3 Zone also allows for greenhouse and nursery use. The applicant holds a Health Canada "Micro-Cultivation" licence for the subject parcel, with a City Business License issued as of July 2021.

The application under consideration is specifically for the retail use at this site under Policy 3.20.

*Business Licence Regulation Bylaw No. 3102*

If Council approves this application, the LCRB will be notified. A City Business License for retail use cannot be considered until the LCRB provides an "Approval In Principle" (AIP). Once the City receives an AIP, the applicant may apply for a Business License. Considerations for Business Licences generally include a premises meeting, BC Building and Fire Code requirements and Zoning Bylaw regulations.

*Provincial (LCRB) Licencing*

The LCRB is awaiting a resolution from City Council for this application. The LCRB cannot issue a Cannabis Retail Store Licence unless the LCRB receives a positive recommendation from the local government. The LCRB is conducting a "fit and proper" assessment and will notify the City when the assessment has been completed. The fit and proper assessment consists of various background checks comprised of financial integrity and security screening to assess proprietors' suitability. To date, the City has not received notification that the fit and proper assessment has been completed.

STAFF COMMENTS*Building Department*

A Building Permit may be required for building conversion.

*Fire Department*

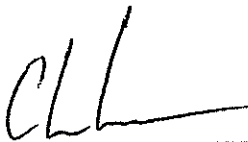
No concerns.

*RCMP – Staff Sergeant*

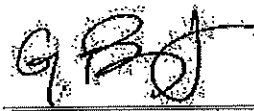
See comments attached as Appendix 6.

*Planning Department*

The proposed location and zoning of the subject parcel meets the City's Cannabis Retail Store Policy; therefore, the proposal is supported by staff.



Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



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



Job # 068035

February 13, 2023

Via email: [kfrese@salmonarm.ca](mailto:kfrese@salmonarm.ca)

Kathy Frese  
 Development Services Assistant  
 City of Salmon Arm

Dear: Kathy Frese

**Re: Application for a Producer Retail Store Licence**  
**Applicant: SHUCANNA GROWERS CORP.**  
**Proposed Establishment Name: ShuCanna**  
**Proposed Establishment Location: 2321 10TH AVE SW, SALMON ARM, V1B1T4**

The Applicant, SHUCANNA GROWERS CORP., has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Producer Retail Store licence proposed to be located at the above-noted address. The applicant contact is Bnás Jewaid. They can be reached at (709) 697-2292 or via email at [quality@shucanna.ca](mailto:quality@shucanna.ca)

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the *Cannabis Control and Licensing Act* prevents the LCRB from issuing retail store licence without receiving a positive recommendation regarding the licence application from the local government or Indigenous nation.

Please consider the application and provide the LCRB with a written recommendation.

To assist with your assessment, a site map of the proposed cannabis store is attached.

If you consider the application, you must gather resident's views (if applicable), even if the location already went through a public process to allow cannabis retail sales. This also applies to previous locations of private or government cannabis stores that are no longer operating.

If you choose not to make a recommendation regarding this application, please contact the LCRB at your earliest convenience. In this case, the LCRB will cancel the application.

Learn more about how to make a recommendation and the [role of local governments and Indigenous Nations in cannabis retail licensing](#).

If you have any questions regarding this application, please contact me at (778) 698-5310 or [Lauren.Clarke@gov.bc.ca](mailto:Lauren.Clarke@gov.bc.ca).

Liquor and Cannabis  
 Regulation Branch

Mailing Address:  
 PO Box 9292 Stn Prov Govt  
 Victoria BC V8W 9J8

Location:  
 645 Tyee Road  
 Victoria BC V9A 6X5  
 Phone: 250 952-5787  
 Facsimile: 250 952-7066

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



Sincerely,

A handwritten signature in cursive script that reads "L. Clarke".

Lauren Clarke  
Senior Licensing Analyst  
Liquor and Cannabis Regulation Branch

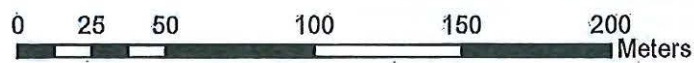
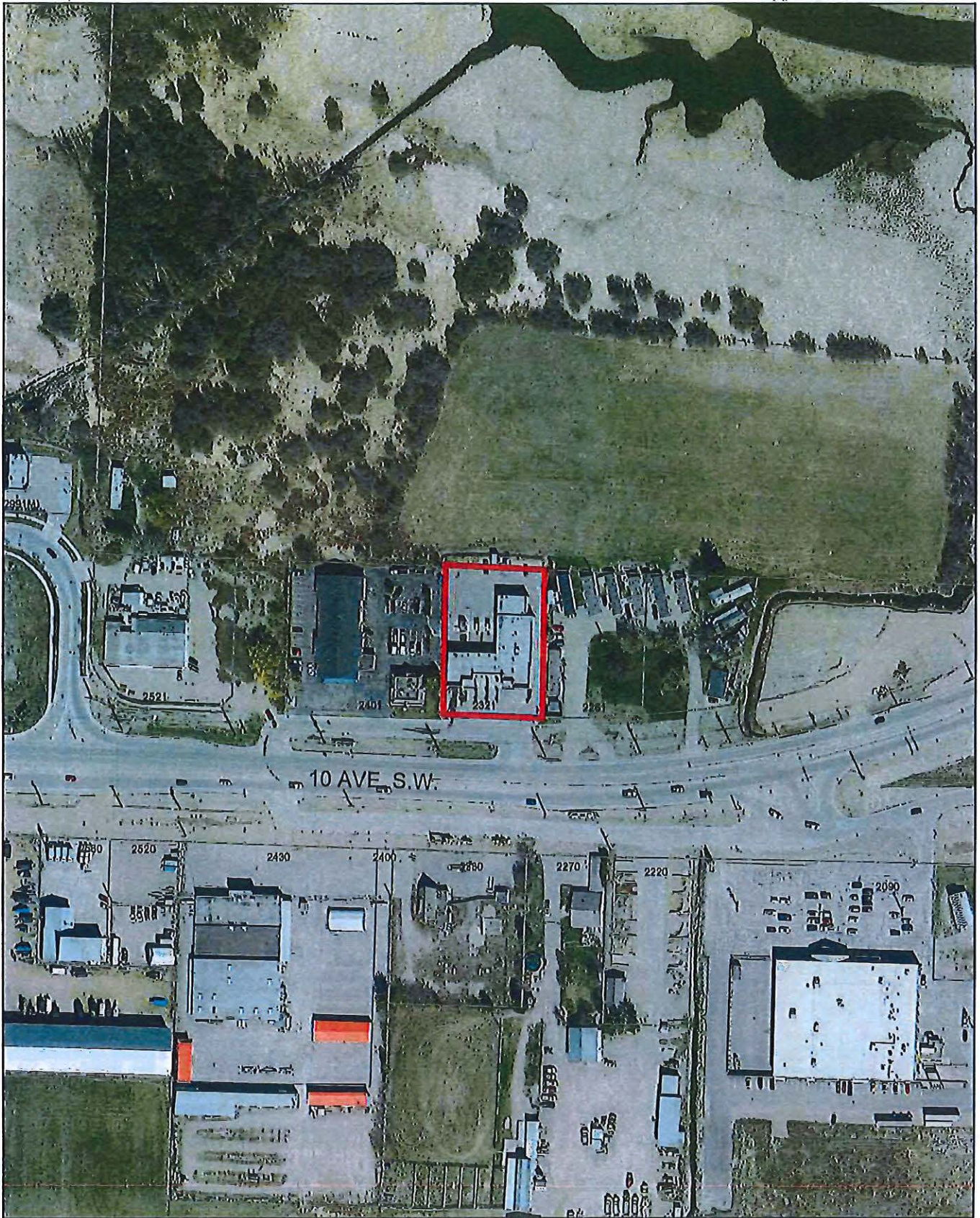
Attachment – Site Plan

Liquor and Cannabis  
Regulation Branch

Mailing Address:  
PO Box 9292 Stn Prov Govt  
Victoria BC V8W 9J8

Location:  
645 Yates Road  
Victoria BC V9A 6K5  
Phone: 250 952-5787  
Facsimile: 250 952-7066

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





## CITY OF SALMON ARM

## POLICY NO. 3.20

## A) TOPIC: Cannabis Retail Stores – Policy and Application Procedures

## B) GENERAL:

1. The City of Salmon Arm recognizes the retail sale of cannabis as being a permissive activity and land use subject to:
  - a) Adherence to Federal and Provincial laws and regulations;
  - b) Provincial licencing approval;
  - c) Adherence to City bylaws and regulations; and
  - d) City business licencing approval.
2. The City's Zoning Bylaw permits the retail sale of goods including cannabis in various commercial zones; however, despite the zoning of a property, the location of a retail store intending to sell cannabis must be approved by a City Council resolution and Provincial approval.
3. City Council will, at its discretion, consider a recommendation of approval or not of a retail store intending to sell cannabis during its formal review of a cannabis retail licence application referred to the City by the Province of British Columbia.
4. During its review of a Provincial application, City Council may or may not consider the location preference criteria of this policy.
5. This policy is intended to serve merely as guidelines and does not bind City Council in its decision making process.
6. Application review procedures for cannabis retail stores are outlined in Section E) of this policy.
7. The City deems the Federal and Provincial governments as being responsible for the monitoring and enforcement of its laws and regulations pertaining to cannabis retail sales.

## C) ZONING BYLAW:

The City of Salmon Arm's Zoning Bylaw No. 2303 allows cannabis retail sales under the defined uses *retail store* and *convenience store* as permitted in the following zones:

- C-1 Neighbourhood Commercial
- C-2 Town Centre Commercial Zone
- C-3 Service Commercial Zone
- C-6 Tourist/Recreation Commercial Zone
- C-7 Shopping Centre Commercial Zone
- CD-8 Comprehensive Development Zone (*Wal-Mart Smart REIT Site*)
- CD-9 Comprehensive Development Zone (*Askew's Uptown and S.A.S.C.U. Site*)
- CD-16 Comprehensive Development Zone (*The Hive*)

## D) LOCATION PREFERENCE CRITERIA:

- The site and location of a cannabis retail store shall be zoned correctly and in accordance with the City's Zoning Bylaw.

- Cannabis retail stores should be located within the boundary of the "Commercial Area" shown on Map 1 attached to this policy.
- No more than four (4) cannabis retail stores should be located within the "Core Commercial Area" shown on Map 1-A.
- The existing commercial area of Canoe in the vicinity of the 50 Street and Canoe Beach Drive NE intersection may be deemed as being appropriate for a cannabis retail store, subject to correct commercial zoning.
- Cannabis retail stores should be located beyond 500 m of a school (measurement determined by City staff).
- Cannabis retail stores should not be located within a building containing residential units.

#### E) CITY APPLICATION REVIEW PROCEDURES:

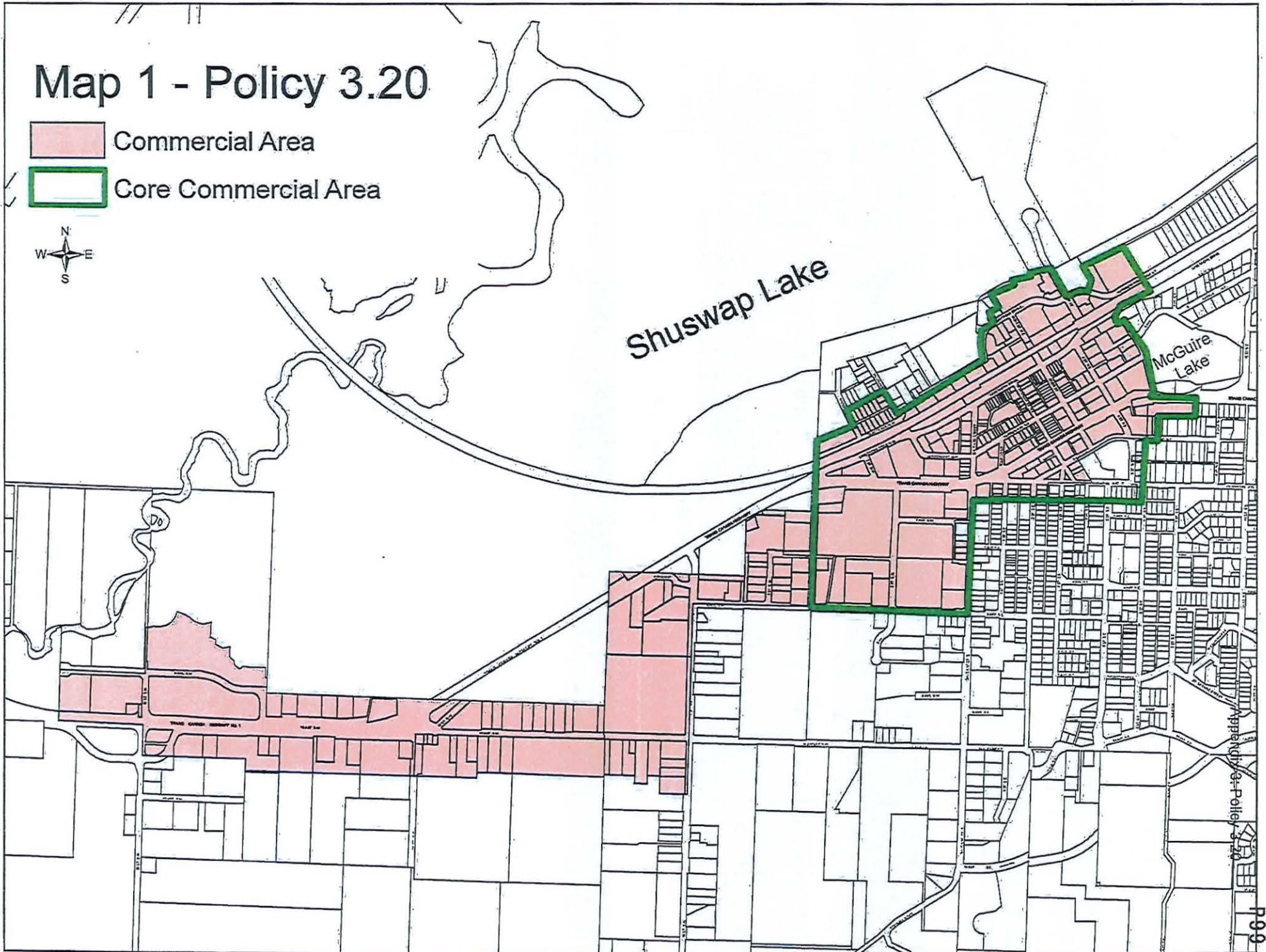
1. The City will prioritize the review of Provincial cannabis retail store applications in order of the date and time each referral is date stamped received and only after the Business Licence application fees are paid in full to the City.
2. The Business Licence application fees for a cannabis retail store are set out in the City's Fee for Service Bylaw. The fees include a non-refundable surcharge to cover public notification and application processing time.
3. City staff will review the application and provide a brief written report to Council on whether or not the proposed site and location meets the criteria of this policy.
4. City staff will schedule a Hearing on the application that is open for public input on the date of a Regular Council meeting. The applicant is expected to attend the Hearing in order to present the proposal and answer questions from Council and the public.
5. The particulars of the application proposal, the Hearing date, along with time and location of the Regular Council meeting will be advertised one-time in the weekly local newspaper. Notices of the Hearing and application proposal will be delivered to the applicant and to all persons who own, reside or operate a business on property within 30 m of the proposed cannabis retail site. Notices will be delivered at least 10 days prior to a scheduled Hearing.
6. The associated City staff report and public input received will be on the agenda of the Regular Council meeting when the Hearing date is scheduled.
7. City Council will render its recommendation on the Provincial application with a formal resolution after and likely on the same date as the Hearing.
8. Subsequent to the Council meeting, City staff will provide the Province with its recommendation (i.e. the Council resolution), the City staff report, written public input and a record of the input received at the Hearing on the application.
9. Prior to issuance of a Business Licence issuance, City staff from the Building and Fire Departments will inspect the premise to ascertain compliance with BC Building and Fire Codes. Furthermore, approval of the cannabis retail business by way of proof of Province licensing is a key condition for issuance of a City Business Licence.

Policy 3.20

Adopted by Council this \_\_\_\_ day of \_\_\_\_\_, 2018.

# Map 1 - Policy 3.20

-  Commercial Area
-  Core Commercial Area





## Cannabis Retail Store Applications

File No.	LCRB File No.	Name of Business	Address	Area as specified in Policy 3.20	Status Local Government	Status Province of BC
CRS-1	000839	The Greenery Cannabis	#2, 190 Trans Canada Hwy. NE	Core Commercial	Approved (Nov. 13/18)	Approved (May 8/19)
CRS-2	000972	Zen Canna Retail Corp.	2801 – 10 Ave (TCH) NE	Area does not meet Policy 3.20	Defeated (Nov. 13/18)	Denied
CRS-3	1078	Downtown Cannabis	111 Lakeshore Drive NE	Core Commercial	Approved (Nov. 13/18)	Approved (July 2/19)
CRS-4	001119	Buddy's Cannabis Dispensary, Green Canoe Cannabis	7390 – 50 Street NE	Canoe - Commercial Area	Approved (Dec. 10/18)	Approved (Feb. 28/19)
CRS-5	001554	Eden	191 Shuswap Street NW	Core Commercial	Approved (Dec. 10/18)	Pending Approval
CRS-6	001524	Salmon Arm Cannabis	81 Shuswap Street NW	Core Commercial	Approved (Dec. 10/18)	Approved (June 27/19)
CRS-7	n/a	BC Cannabis Store	2991 – 10 Ave (TCH) SW	Commercial Area	Approved by Council Jan 28/19	n/a
CRS-8	001500	Hive Cannabis	391 Hudson Avenue NE	Core Commercial	Application Withdrawn (Jan. 29/19)	n/a
CRS-9	001876	Quantum 1 Cannabis Corp.	470 Lakeshore Drive NW	Core Commercial	Deferred (May 27/19)	n/a
CRS-10	007440	Inspired Cannabis Co. [1217024 BC Ltd.]	246, 1151 – 10 Avenue SW (Piccadilly Mall)	Commercial Area	Approved	Approved (April 15/21)

\* Policy 3.20 supports 4 Cannabis Retail Stores in the Core Commercial Area.

\* Additional Applications Received for the Core Commercial Area

## SECTION 17 - C-3 - SERVICE COMMERCIAL ZONE

### Purpose

17.1 The C-3 Zone is intended to accommodate commercial uses which are oriented towards vehicular traffic and require large areas of land for storage and/or display purposes and/or to accommodate large buildings. New developments zoned C-3 may be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*.

### Regulations

17.2 On a parcel zoned C-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 C-3 Zone or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

17.3 The following uses and no others are permitted in the C-3 Zone:

- .1 auto parts and accessories (new) sales;
- .2 automotive repair shop, excluding *fuel service stations*;
- .3 automotive sales and rental lots and showroom (new and used);
- .4 boat and trailer sales and rental showrooms, including minor repairs;
- .5 building supply establishment;
- .6 *cafe*; #2736
- .7 car wash;
- .8 *commercial daycare facility*;
- .9 *craft distillery and brewery*
- .10 electrical appliance repair shop;
- .11 farm equipment sales and rental;
- .12 frozen food lockers, including retail sales;
- .13 funeral home including accessory crematorium;
- .14 greenhouses and nurseries, including retail sales;
- .15 *high technology research and development*; #4368
- .16 *home occupation*; #2782
- .17 laboratory, scientific and research;
- .18 laundromat;
- .19 locksmith shop;
- .20 *licensee retail store*; #3223
- .21 *mini warehousing*;
- .22 *mobile food vending*; #4240
- .23 *mobile home sales*; #2736
- .24 moving and storage establishment;
- .25 *neighbourhood pub*; #3223
- .26 *offices*;
- .27 *outside vending*; #2837
- .28 *personal service establishment*; #4049
- .29 print shop;
- .30 *public use*;
- .31 *public utility*;
- .32 radiator repair shop;
- .33 *recreation facility-indoor*;
- .34 recreation vehicle sales, repair, rental and assembly on parcels greater than 1.0 hectare with maximum 25% of gross floor area to be used for *parts assembly*. #2596
- .35 rental and repair of tools, small equipment; #2736
- .36 *restaurant*;
- .37 *retail store*; #4049
- .38 tire sales and repair establishment;

**SECTION 17 - C-3 - SERVICE COMMERCIAL ZONE – CONTINUED**

**Permitted Uses con't**

17.3 The following uses and no others are permitted in the C-3 Zone:

- .39 transportation use;
- .40 truck sales and rental lots and showroom;
- .41 upholstery shop;
- .42 upper floor dwelling units;
- .43 veterinary hospital;
- .44 accessory use;

**Maximum Height of Principal Buildings**

17.4 The maximum height of the principal buildings shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

17.5 The maximum height of accessory buildings shall be 6.0 metres (19.68 feet).

**Minimum Parcel Size or Site Area**

17.6 The minimum parcel size or site area shall be 465.0 square meters (5,005.4 square feet).

**Minimum Parcel or Site Width**

17.7 The minimum parcel or site width shall be 15.0 metres (49.2 feet).

**Minimum Setback of Principal Buildings**

17.8 The minimum setback of the principal buildings from the:

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

**Minimum Setback of Accessory Buildings**

17.9 The minimum setback of accessory buildings from the:

- .1 Front parcel line shall be 6.0 metres (19.7 feet)
- .2 Rear parcel line shall be 1.0 metre ( 3.3 feet)
- .3 Interior side parcel line shall be 1.0 metre ( 3.3 feet)
- .4 Exterior side parcel line shall be 6.0 metres (19.7 feet)

**Outside Storage**

17.10 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

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

**TO:**

DIRECTOR OF DEVELOPMENT SERVICES (Rob N.)  
PLANNING AND DEVELOPMENT OFFICER (Melinda)  
PLANNING AND DEVELOPMENT OFFICER (Evan)  
PERMITS & LICENSING (Maurice)  
FIRE DEPARTMENT (Brad)  
ENGINEERING & PUBLIC WORKS DEPARTMENT (Gabriel / Candace)  
RCMP (SSgt. West)  
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:** CANNABIS RETAIL STORE FILE NO. CRS- 11

DATE: Feb. 28, 2023  
OWNER: T. Robinson - 2321 – 9 Avenue SW, BC V1E 1T4  
BUSINESS NAME: SHUCANNA GROWERS CORP.  
APPLICANT/AGENT: **Owner**  
LEGAL: Lot 4, Section 15, Township 20, Range 10, W6M, KDYD, Plan 3992 Except Plans H401, EPP20430 and EPP72670  
CIVIC: **2321 – 9 Avenue SW**

**PROPOSAL:**

This proposal is requesting a Cannabis Retail Store at a site which is a supported location as per the City's Cannabis Retail Store Policy No. 3.20 and the City's Zoning Bylaw No.2303.

---

OCP Designation: HC (Highway Service/Tourist Commercial)  
OCP Designation Request: n/a  
Development Permit Area: Environmentally Sensitive Riparian Areas  
Current Zoning: C-3 (Service Commercial Zone)  
ALR: No  
Previous Files: DP-358, ZON-894

Please return your comments to [planning@salmonarm.ca](mailto: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 CRS-11:**

RCMP has no issues with the physical location of the retail outlet. The legality of having a retail cannabis space coupled with a cultivation operation will have to be addressed by the Provincial regulatory body. All provincial regulations will have to be satisfied.

SIGNATURE & DEPARTMENT/ AGENCY:

DATE:

6-Mar-2023

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Item 26

**CITY OF SALMON ARM**

Date: April 11, 2023

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of April 11, 2023, be adjourned.

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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Item 12.1

**INFORMATIONAL CORRESPONDENCE - April 11, 2023**

1. Building Department - Building Statistics - March 2023 N
2. Building Department - Building Permits - Yearly Statistics N
3. Day of Mourning - Remembering the lives lost or injured in the workplace - Marine Peace Park - April 28, 2023 R  
R
4. P. Ryley - Email dated March 29, 2023 - City Fix R
5. A. Stump - Email dated March 31, 2023 - Bus Stop at 5<sup>th</sup> Avenue Seniors Centre R
6. T. Meiorin - Email dated April 4, 2023 - Accessibility N
7. V. Smith - Email dated March 31, 2023 - A Just Transition R
8. V. Morris - Email dated April 3, 2023 - Gas Powered Trucks R
9. W. Bell - Email dated April 3, 2023 - Climate Reality and City Vehicles R
10. A. Morris - Email dated April 3, 2023 - Regret Council's Decision to Purchase New Internal Combustion Engine Trucks R
11. H. Yip - Email dated April 3, 2023 - Recent Purchase of ICE Vehicles R
12. N. Caves - Email dated April 3, 2023 - Wrong Choice of Trucks N
13. J. Girvan - Email dated April 4, 2023 - Very Disappointed in the Decision to Purchase ICE Trucks R
14. D. Morris - Email dated April 4, 2023 - Purchase of ICE Vehicles R
15. S. Mennie - Email dated April 4, 2023 - Council's Decision to Purchase Gasoline Fueled Replacement Vehicles N
16. Mayor A. Harrison - Email dated April 4, 2023 - Response to Truck Purchase Input R
17. J. Broadwell, Manager, Downtown Salmon Arm - Letter dated March 22, 2023 - Alexander Plaza Street Painting R
18. T. Kutschker, Director/Curator, Shuswap District Arts Council, Salmon Arm Arts Centre & Art Gallery - Letter dated March 21, 2023 - Support for Salmon Arm Pride Project 2023 R
19. K. Huyter, Squadron Sponsoring Committee Chair, 222 Shuswap Air Cadets - Email dated February 28, 2023 - Storage of Sea Can at Airport R
20. L. Fraser, Shuswap Dragon Boat Society - Email dated March 27, 2023 - Request to Use Blackburn Gazebo, April 13 - May 9, 2023 R
21. M. Gravelle, Owner, Skookum Bike & Ski Ltd. - Letter received March 31, 2023 - Request for weekly use of South Canoe Trails - April to end of September - Tuesday Youth Ride and year end Celebration & BBQ R
22. P. Rosman, Principal-Sorrento Elementary School - Letter received April 4, 2023 - Request to Use Little Mountain Trails - Little Mountain Stomp Cross Country Run - May 11, 2023 N
23. Government Finance Officers Association - Letter dated March 31, 2023 - City of Salmon Arm Recipient of The Canadian Award for Financial Reporting for 2021

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required





<p style="text-align: center;"><b>CITY OF SALMON ARM</b> <b>BUILDING DEPARTMENT REPORT</b> <b>MARCH 2023</b></p>
--

	LAST YEAR (2022)		CURRENT YEAR (2023)
	CURRENT MONTH	YEAR-TO-DATE	CURRENT MONTH
			YEAR-TO-DATE

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	7	2,750,000	12	4,910,000	2	2,850,000	4	3,725,000
2	Misc. Additions etc. to SFD's	3	330,000	8	778,000	4	144,500	8	692,700
3	New Single Family Dwellings with suites	1	365,000	5	2,122,000	-	-	1	385,000
4	New Secondary/Detached Suites	2	345,348	4	515,348	-	-	3	82,000
5	New Modulars/MH's (Factory Built)	-	-	-	-	1	52,000	2	372,000
6	Misc. Additions etc. to Modulars/MH's	-	-	-	-	-	-	-	-
7	MFD's (# Units)	-	-	-	-	-	-	2 (5)	1,478,000
8	Misc. Additions etc. to MFD's	1	47,000	1	47,000	-	-	-	-
9	New Commercial	1	1,900,000	1	1,900,000	-	-	-	-
10	Misc. Additions etc. to Commercial	1	580,000	1	580,000	2	28,000	6	833,000
11	New Industrial	-	-	-	-	-	-	1	85,000
12	Misc. Additions etc. to Industrial	-	-	-	-	2	70,000	2	70,000
13	New Institutional	-	-	-	-	-	-	1	492,000
14	Misc. Additions etc. to Institutional	1	700,000	1	700,000	-	-	1	124,282
15	Signs	1	28,462	3	38,162	6	82,600	8	85,900
16	Swimming Pools, Pool Buildings	3	125,000	4	195,000	1	100,000	2	108,000
17	Demolitions	1	-	2	-	1	-	1	-
18	Temporary Trailers, A & B Permits	-	-	-	-	1	-	1	-
19	Misc. Special Inspections, etc.	1	-	10	-	2	-	11	-
	<b>TOTAL PERMITS ISSUED</b>	<b>23</b>	<b>7,170,810</b>	<b>52</b>	<b>11,785,510</b>	<b>22</b>	<b>3,327,100</b>	<b>54</b>	<b>8,532,882</b>

MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)  
Farm building values not included

BUILDING PERMITS - YEARLY												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	16,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
2020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960	37,062,215	46,505,927	51,472,227	54,065,527
2021	3,180,132	5,500,747	9,538,939	14,603,678	21,402,310	29,030,210	33,528,039	37,494,801	41,729,005	46,006,620	50,263,120	53,739,370
2022	2,742,700	4,614,700	11,785,510	15,199,184	19,664,691	26,059,056	29,452,833	40,073,183	43,982,753	51,601,717	56,752,469	60,172,009
2023	3,950,582	5,205,782	8,532,882									

# *Day of Mourning*

April 28<sup>th</sup>, 2023

Starts at 10:45 a.m., Ceremony at 11:00 a.m.

At Marine Peace Park



*Please join us to  
Remember the lives lost or injured  
in the workplace*

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



**Rhonda West**

---

**From:** Alan Harrison  
**Sent:** Wednesday, March 29, 2023 3:35 PM  
**To:** Ryley, Patrick  
**Cc:** Erin Jackson; Rhonda West; Rob Niewenhuizen  
**Subject:** Re: [External] City Fix

Thank you Patrick for submitting these ideas to us.

Your email will be included in the 11th, Council Informational Correspondence, so that Council can consider your requests.

Sincerely,

Alan Harrison  
 Mayor,  
 City of Salmon Arm

---

**From:** Ryley, Patrick <pryley@bellmedia.ca>  
**Sent:** March 29, 2023 12:33 PM  
**To:** Alan Harrison <aharrison@salmonarm.ca>  
**Subject:** FW: [External] City Fix

Hello - so the below are some suggestions for you.  
 Nice visiting the other day.

Man hole ok & 20 weld pls

Add Starbucks lane to hwy. Take out some grass and put one lane on the west side so people can go from starbucks up onto the highway. This lane could go behind the lamp standard, and leave it in a small triangle. This would really improve that jam up.

Pedestrian rotary crossing light by Yans. In Europe that have fluorescent tubes on the pole so the crosswalk sign becomes a marker pole. Way easier to see than what we have.

White side lines wiggle. In Europe when coming to a curve, cross walk, or anything we have to slow for.... the outside lanes started to go back and forth ie wiggle. People automatically slow down.

And paint slow on ok both sides of 20th on Okanagan so people know to slow down for the cross walk and the intersection. The side white lines wiggling would help to.

Flashing signs for farm to market and gleneden

Sent from my iPhone

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External Email: Please use caution when opening links and attachments / Courriel externe: Soyez prudent avec les liens et documents joints

**Rhonda West**

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**From:** Rhonda West  
**Sent:** Monday, April 3, 2023 10:46 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Bus Stop at 5th Ave Seniors Centre

---

**From:** Robert&Anita Stump <[REDACTED]>  
**Sent:** March 31, 2023 3:05 PM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>  
**Cc:** Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; David Gonella <[dgonella@salmonarm.ca](mailto:dgonella@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Sylvia Lindgren <[slindgren@salmonarm.ca](mailto:slindgren@salmonarm.ca)>; Louise Wallace-Richmond <[lwallacerichmond@salmonarm.ca](mailto:lwallacerichmond@salmonarm.ca)>  
**Subject:** [External] Bus Stop at 5th Ave Seniors Centre

Dear Mr Harrison,

I am inquiring as to the issue of there being NO bus stop at the 5th Ave Senior Centre. The 5th Ave Senior Centre is a well utilized facility by the local seniors. It has come to my attention that there is a number of patrons that are no longer able to drive and depend on the kindness of friends and other regular participants of the centre for rides to and from their activity because there is no stop in front of the centre. As a person that is fortunate enough to still have a licence I am called on to be one of those people. I am hoping to have this issue resolved before it's my time to require the service of the transit system. Is there something that we as citizens of this community can do to encourage the installation of a bus stop in front of the 5th Ave Senior Centre? I am wondering what can be done to make this a priority. Please advise as to where one would start to get a project like this on the list of tasks required for one of the most important groups of the City of Salmon Arm. It seems like a total lack of regard for the people of this community that have been tax payers, volunteers and generally made the city what it is today to not have a bus stop in front of this service that provides so many activities for them.

Sincerely,

Anita Stump

**Rhonda West**

---

**From:** Alan Harrison  
**Sent:** Tuesday, April 4, 2023 2:23 PM  
**To:** [REDACTED]  
**Cc:** Mayor and Council; Rhonda West  
**Subject:** RE: [External] Online Form Submittal: Mayor and Council

Hello Tawney,

Thank you for your email regarding accessibility in Salmon Arm.

We will include your input on our next Council agenda, so Council can have input prior to responding to your questions.

Sincerely,

Alan Harrison  
 Mayor,  
 City of Salmon Arm

### Mayor and Council

First Name Tawney  
 Last Name Meiorin  
 Address: [REDACTED] Rd  
 Return email address: [REDACTED]  
 Subject: Accessibility  
 Body Hello Mayor Harrison and Council,

I am interested to know if the City of Salmon Arm has an accessibility committee that looks at ways to improve access for those with disabilities and/or those assisting those with disabilities?

If not is there any protocols to ensure items like:  
 - sidewalks with sloped ramps to crosswalks are these maintained to be in good order and do all sidewalks/crosswalk have acceptable access for all (noted some downtown are not in great shape)?  
 - if future ramps are built are they to code for handicap access?  
 Note (Ramp in tunnel by Salmar theater downtown is extremely steep

- having access around hospital and manor improved to allow all sidewalks with sloped ramps having crosswalks to access to street (sidewalk close to hospital emergency exit has ramp no crosswalk one would have to go up the hill or not park on side street) parking can be difficult as it is.

I see many residents of Salmon Arm with mobility issues. A friend was in the manor in a wheelchair she greatly enjoyed going to Mcguire Lake in her last few days of life, it was a struggle going back uphill especially with limited crosswalk access without having to go further out of the way. Having been through mobility issues myself I know it can be painful and having easy/fast access can makes things so much better. I appreciate your time. Thanks Tawney Meiorin

Would you like a response:

Yes

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**Rhonda West**

---

**From:** Rhonda West  
**Sent:** Monday, April 3, 2023 3:13 PM  
**To:** Rhonda West  
**Subject:** FW: [External] A Just Transition

---

**From:** Virginia Smith <[REDACTED]>  
**Sent:** March 31, 2023 5:06 PM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>  
**Subject:** [External] A Just Transition

Dear Mayor,

How on earth can you state that you support climate action when you go ahead and replace four city vehicles with four more gas-guzzlers (Dodge Rams)?

With the provincial and federal RV rebates, there is very little difference in the price of EV and ICE vehicles. And I find it hard to believe that in Salmon Arm and surrounding areas, four e-pickups cannot be found.

I voted for you and the councillors that I thought were most apt to take climate action seriously. Now I find that only Sylvia Lindgren is following through with her commitments. I'm very disappointed to say the least and will continue to follow the City's performance on climate action in the future. Hopefully, you and the other council members will be taking this climate crisis more seriously before the next election. If not, your descendants will not be living in a habitable world.

I care about my children and grandchildren. It's difficult for me to understand why others do not.

Sincerely,  
Virginia Smith

Sent from my iPhone



**Rhonda West**

---

**From:** Erin Jackson  
**Sent:** Monday, April 3, 2023 8:56 PM  
**To:** Rhonda West  
**Subject:** Fwd: [External] Online Form Submittal: Mayor and Council

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Monday, April 3, 2023 8:46:51 PM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

## Mayor and Council

First Name	Vivian
Last Name	Morris
Address:	[REDACTED] SE
Return email address:	[REDACTED]
Subject:	Gas powered trucks
Body	<p>Dear Mayor and Council,</p> <p>I am writing to ask you to reconsider your decision to purchase gas-powered trucks and follow Armstrong's example instead. I was particularly disappointed to read that only one counselor objected. This is not the forward-looking council I voted for. Please reconsider this anachronistic decision.</p> <p>Vivian Morris</p>
Would you like a response:	Yes

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## Rhonda West

---

**From:** Erin Jackson  
**Sent:** Monday, April 3, 2023 8:56 PM  
**To:** Rhonda West  
**Subject:** Fwd: [External] Online Form Submittal: Mayor and Council

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Monday, April 3, 2023 7:45:38 PM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

### Mayor and Council

First Name	Warren
Last Name	Bell
Address:	████████ Salmon Arm, BC ██████████
Return email address:	████████████████████
Subject:	Climate reality and City vehicles
Body	<p>Hello Mayor Harrison and Council: I am writing to express my concern about the recent decision to forego the purchase of climate friendly electric and/or hybrid vehicles for staff use, in favour of increasingly outdated ICE (Internal Combustion Engine) machines. While they may be some very short-term reasons why this step has been taken, it will not be long before this decision will be seen as a backward-looking step. One more heat dome, extreme weather event or flood event -- and increasing evidence says more will come -- will make it clear that this decision is solidly behind the times. Thinking that what happens in our community is irrelevant to the bigger picture is ill-advised. I believe our "small community with big ideas" should aspire to a more thoughtful approach.</p>
Would you like a response:	Yes

**Rhonda West**

---

**From:** Erin Jackson  
**Sent:** Monday, April 3, 2023 8:57 PM  
**To:** Rhonda West  
**Subject:** Fwd: [External] Online Form Submittal: Mayor and Council

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---

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Monday, April 3, 2023 7:44:21 PM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

## Mayor and Council

**First Name** Anne  
**Last Name** Morris  
**Address:** [REDACTED] NE  
**Return email address:** [REDACTED]  
**Subject:** Regret Council's decision to purchase new internal combustion engine trucks

**Body**

I am very disappointed to read that Council has approved the purchase of four new internal combustion engine (ICE) pickup trucks to replace aging fleet vehicles. The Intergovernmental Panel on Climate Change has just issued its final 6th Assessment Report, which warns that the "pace and scale of climate action are insufficient to tackle climate change". The challenge, says the Report, is to "cut emissions quickly, sharply to create a safer, sustainable world." Why on earth would City Council (Sylvia Lindgren excepted) vote to purchase ICE vehicles when it is in the interests of Salmon Arm residents to switch to electric or hybrid trucks. If Armstrong can do it, why can't Salmon Arm?

I urge Council to reconsider their decision.

**Rhonda West**

---

**From:** Erin Jackson  
**Sent:** Monday, April 3, 2023 8:57 PM  
**To:** Rhonda West  
**Subject:** Fwd: [External] Online Form Submittal: Mayor and Council

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Monday, April 3, 2023 6:07:35 PM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

## Mayor and Council

First Name	Heather
Last Name	Yip
Address:	[REDACTED]
Return email address:	[REDACTED]
Subject:	Recent Purchase of ICE vehicles
Body	<p>We live in Salmon Arm and are extremely disappointed regarding the recent decision to purchase four new ICE vehicles that was upheld by the mayor and most of the council in the face of growing climate impacts.</p> <p>The City of Salmon Arm declared a "climate emergency" in August of 2019 but has not yet developed a climate action plan that would provide the foundation for coordinated, across-department decisions that address climate change. Your decision was a missed opportunity to lower the city's carbon emissions and demonstrate that you take climate change seriously. These vehicles will be in service for some 20 years and are not in keeping with a future the citizens of Salmon Arm wish to see; a future that considers the implications of a changing climate. Councillor Lindgren's suggestions were reasonable and well-founded in light of the climate crisis yet were not given due consideration by the rest of the council. Is</p>

this council not in favour of positive, progressive action on climate?

The City of Salmon Arm should be showing that they understand and are willing to act on climate mitigation and adaptation. This decision to purchase four new ICE trucks is counter to progressive and positive action on climate change... Shame on you!!

Would you like a response:

Yes

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**Rhonda West**

---

**From:** Erin Jackson  
**Sent:** Monday, April 3, 2023 10:12 PM  
**To:** Rhonda West  
**Subject:** Fwd: [External] Online Form Submittal: Mayor and Council

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Monday, April 3, 2023 9:41:27 PM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

## Mayor and Council

First Name Neil  
Last Name Caves  
Address: [REDACTED] SW  
Return email address: [REDACTED]  
Subject: Wrong choice of trucks  
Body

My name is Neil Caves and I have lived in the Shuswap for 35 years. I have grave concerns regarding the climate and the way it is changing. Hotter, drier summers, forest fires, floods, reduced snow pack and more climate related issues.

The City of Salmon Arm declared a "climate emergency" in August of 2019 but has not yet developed a climate action plan that would provide the foundation for coordinated, across-department decisions that address climate change.

I am deeply disappointed in the city's decision to purchase four new fossil fuel vehicles in the face of growing climate impacts.

This decision was a missed opportunity to lower the city's carbon emissions and demonstrate that it takes climate change seriously.

These vehicles will be in service for some 20 years and are not in keeping with a future the citizens of Salmon Arm wish to see; a future that considers the implications of a changing climate.

Councillor Lindgren's suggestions were reasonable and well-founded in light of the climate crisis, yet were not given due consideration by the rest of council. Is this council not in favour of positive, progressive action on climate?

The City of Salmon Arm should be showing that they understand and are willing to act on climate mitigation and adaptation. This decision to purchase four new ICE trucks is counter to progressive and positive action on climate change.

If at all possible I hope you might reconsider this decision and invest in more climate friendly vehicles.

Neil

Would you like a response:

Yes

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**Rhonda West**

---

**From:** Erin Jackson  
**Sent:** Tuesday, April 4, 2023 8:15 AM  
**To:** Rhonda West  
**Subject:** Fwd: [External] Online Form Submittal: Mayor and Council

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Tuesday, April 4, 2023 7:52:38 AM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

## Mayor and Council

First Name	Janice
Last Name	(Bianco) Girvan
Address:	[REDACTED] Salmon Arm [REDACTED]
Return email address:	[REDACTED]
Subject:	Very disappointed in the decision to purchase ICE trucks
Body	<p>I was born and raised in Salmon Arm, with my family we have been long time residents here. A very special place.</p> <p>I cannot believe that this decision to purchase ICE trucks was made by so many of the council members. So very disappointing in light of our horrific climate situation. We can do so much better. Armstrong is at least taking a step in the right direction. We made a commitment in August 2019 , a climate emergency was declared! Does that have no meaning? You as our town leaders are suppose to lead the way! You need to set good examples for others to follow, proving you take this climate emergency seriously. Please, please, for the sake of our future reconsider your decision.</p>
Would you like a response:	No



**Rhonda West**

---

**From:** Erin Jackson  
**Sent:** Tuesday, April 4, 2023 9:33 AM  
**To:** Rhonda West  
**Subject:** Fwd: [External] Online Form Submittal: Mayor and Council

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Tuesday, April 4, 2023 9:18:50 AM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

**Mayor and Council**

**First Name** Duncan  
**Last Name** Morris  
**Address:** [REDACTED] SE  
**Return email address:** [REDACTED]  
**Subject:** Purchase of ICE vehicles

**Body**  
Your decision to purchase ICE vehicles flies in the face of the direction the world is taking in regards to renewable energy. Little Town with Retro Ideas. I had hoped you (almost all) knew your responsibility to the planet was greater than a budget balance sheet. "Big Ideas" implies more than just growth and development.

**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.](#)

**Rhonda West**

---

**From:** Erin Jackson  
**Sent:** Tuesday, April 4, 2023 12:41 PM  
**To:** Rhonda West  
**Subject:** Fwd: [External] Online Form Submittal: Mayor and Council

[Get Outlook for iOS](#)

---

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Tuesday, April 4, 2023 12:16:49 PM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

## Mayor and Council

First Name	Steve
Last Name	Mennie
Address:	[REDACTED] N E Salmon Arm B.C.
Return email address:	[REDACTED]
Subject:	council's decision to purchase gasoline fueled replacement vehicles
Body	Mayor Harrison etc..

I am writing in an attempt to gain some clarity regarding the city of Salmon Arm's stance vis a vis global climate change. As I understand it, the city has been clear in its apprehension of climate change and it's existential threat to us all (as evidenced by it's declaring it a 'climate emergency' in 2019) and yet is now purchasing gasoline powered vehicles which will be adding CO2 to the environment for the next 20 yrs.

I know there are subsidies and grants to encourage the purchase of electric vehicles and even if, in the final analysis, electric vehicles are more costly than gasoline powered ones it seems to me that that is a price we must be prepared to pay to deal with the council's admitted 'climate emergency'.

**Rhonda West**

---

**From:** Rhonda West  
**Sent:** Tuesday, April 4, 2023 2:40 PM  
**To:** Rhonda West  
**Subject:** FW: Truck purchase input

**From:** Alan Harrison <aharrison@salmonarm.ca>  
**Sent:** Tuesday, April 4, 2023 2:11 PM  
**Cc:** Mayor and Council <Mayor\_and\_Council@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>; Rhonda West <rwest@salmonarm.ca>; Rob Niewenhuizen <rniewenhuizen@salmonarm.ca>  
**Subject:** Truck purchase input

Hello Anne, Warren, Vivian, Lawren, Janice, Duncan, Heather, Steve and Virginia,

Thank you for your feedback regarding the City's recent purchase of 4 ICE trucks from Braby Motors. Your input will be included on our next Council meeting agenda, under Informational Correspondence so that Council can consider your thoughts for future purchases.

We are building our fleet of hybrid and electric vehicles. Electric vehicles can be charged over night at City Hall, so it makes sense to have new cars that staff use as people transporters, be electric. Over time I can see this fleet being 100% electric vehicles.

Our work trucks operate out of the City Works yard. We would need to install a dedicated transformer and charging stations there to charge electric vehicles. That cost is in the \$300 000 range, more than it cost to purchase all 4 trucks. This is something we need to plan for.

While some of you mentioned the Ford F-150 Lightning recently purchased by Armstrong at a cost of \$120 000, this truck is used to transport people, it is not a work truck.

Two of the trucks the City purchased, are ¾ ton vehicles, not readily available here yet. These trucks, as well as the two half-tons, are work trucks used both to transport crews, and to haul material and tow equipment.

We appreciate your feedback and your encouragement to do everything we can to mitigate our impact on the environment.

Sincerely,

Alan Harrison  
Mayor,  
City of Salmon Arm



Mayor and Council  
City of Salmon Arm  
PO Box 40  
Salmon Arm, BC V1E 4N2

March 22, 2023

To Mayor and Council

Re: Alexander Plaza Street Painting

The Salmon Arm Downtown Improvement Association, in collaboration with the Salmon Arm Secondary, Sullivan Grade 12 students, is seeking to obtain permission from the City of Salmon Arm to paint Alexander Street, from Hudson Avenue to Lakeshore Drive, for the upcoming Alexander Plaza and the summer tourism season.

We have been approached by the graduating class of 2023 to paint the street as a “legacy project” before these youth graduate and move on their next chapters. The project is intended to be student-led in design and execution with the supervision of SAS Sullivan grad representative faculty members, and Downtown Salmon Arm. The street painting is to bring increased vibrancy to our downtown core and the iconic Alexander Street. The design includes plants and flowers, as well as musical imagery to compliment the Treble Clef at the street’s head (drawing attached). Funding will be provided through Downtown Salmon Arm, SAEDS/MRDT, and hopeful sponsorships. I have spoken with Roads and Parks manager, Darin Gerow, who does not object to the painting as long as it does not cross the demarcation lines for parking stalls or other traffic signals. The colours will include City of Salmon Arm branding colours with a mix of a few more to help create detail. The paint is to be washable and biodegradable, like the Benjamin Moore paint used in years past.

In addition, we are seeking permission to close this portion of Alexander Street to vehicle traffic while the painting occurs. It is projected to take 4 days, at 4 hours each day, to complete the project. Painting could occur 6pm – 10pm on weekday evenings, and 5pm – 9pm on weekend evenings. If permission is granted, we would work with the City to determine the best days and times for this process.

Should you require further information, please contact me.

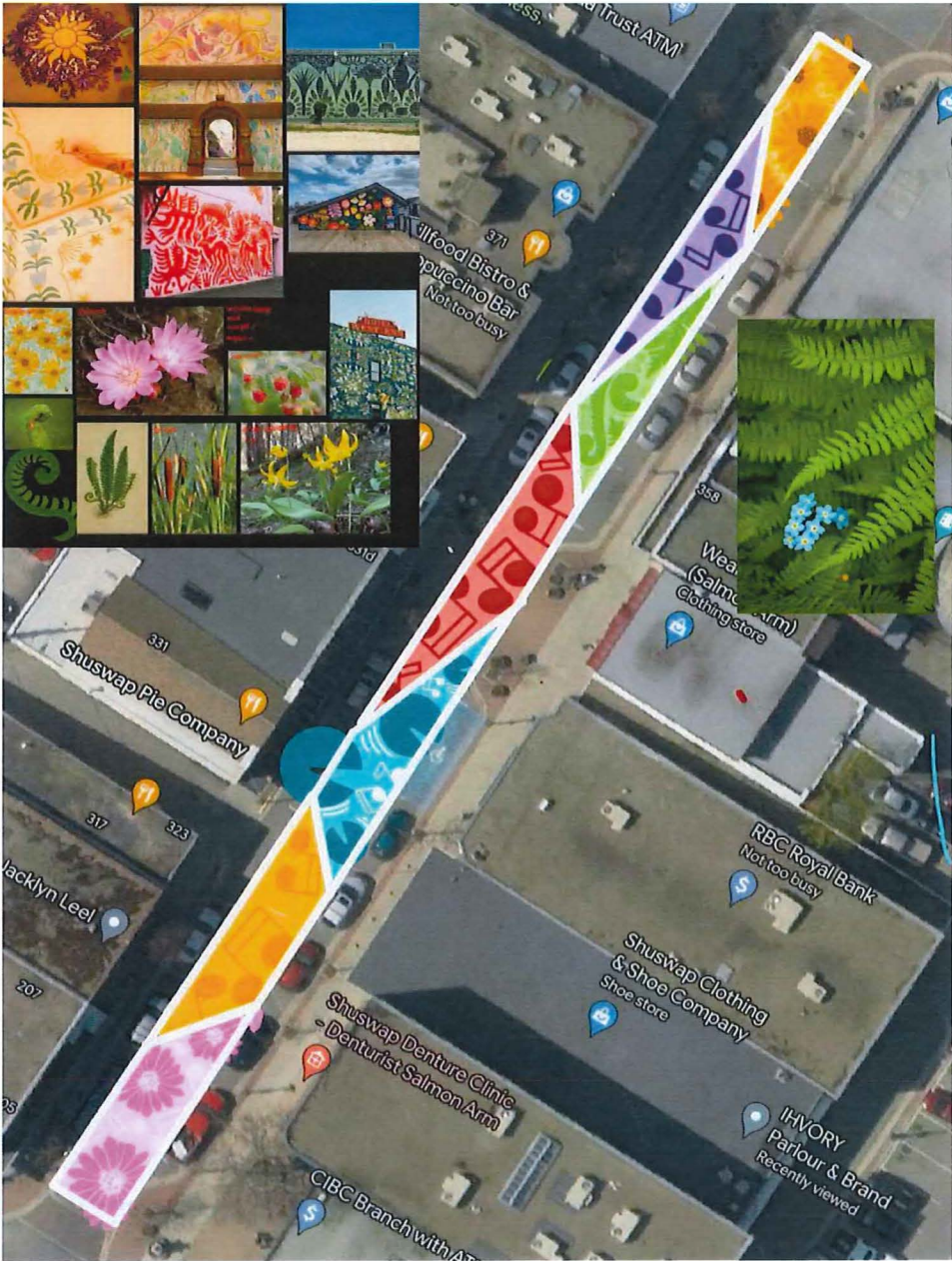
Thank you for your time.

Respectfully submitted,

Jennifer Broadwell  
Manager

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

**DOWNTOWN**  
**SALMON ARM**



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



March 21, 2023

Mayor Alan Harrison and City Council  
Box 40  
Salmon Arm, BC V1E 4N2

Dear Friends,

RE: Support for Salmon Arm Pride Project 2023

The Shuswap District Arts Council is making plans for the fourth annual Salmon Arm Pride Project Arts & Awareness Festival, happening October 14 to 22, 2023. We are so grateful to the City of Salmon Arm for both the financial contribution to Loud and Proud - the open community concert that made its debut in 2022, as well as providing that all-important safe space within the old Senior's Drop-in Centre at 31 Hudson Avenue. This letter is to request this same level of support for the 2023 festival.

Pride Palace transforms into an outlet for 2SLGBTQ+ makers to sell their Pride merchandise, a safe space for young 2SLGBTQ+ community members to gather and shop, and a central and easily identified location to host small, safe events. Through our research, we have learned that the proximity of this building to the Arts Centre, which is viewed as Pride Project headquarters during the festival, adds to the sense of safety and belonging in the downtown. We understand that the building continues to be assessed for future purpose, and ask that our arrangement be considered for the 2023 festival with the knowledge that the situation could change on short notice.

The Loud and Proud Celebration was such a success in 2022 that we have plans to make it a permanent part of the festival. This year it will happen on Saturday, October 14, 2023 in the same location along Hudson between Shuswap and McLeod (although the stage location and direction will be reversed in order to include shops on Hudson). We respectfully request financial support in the amount of \$5000 to assist with artist fees, safety plans, and other event expenses. A draft festival budget is attached.

Thank you again for your clear message of support and inclusivity through this festival.

Sincerely,

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

Tracey Kutschker  
Director/Curator  
Shuswap District Arts Council  
Salmon Arm Arts Centre & Art Gallery

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



**2023 PRIDE PROJECT BUDGET****PROJECTED**

<b>REVENUE</b>	
Donations: Cash	\$3,000.00
Arts Council Contribution: operating	\$15,000.00
Grants: BC Gaming	\$8,800.00
Grants: BCAC Festivals	\$6,000.00
Grants: Community Service Recovery Fund	\$5,000.00
Grants: City of Salmon Arm	\$5,000.00
Sponsorships	\$24,000.00
Admissions: DB	\$2,400.00
Pop-Up Shop: sales on artist/makers' products	\$2,000.00
Pop-Up Shop: sales on purchased product	\$3,000.00
<b>TOTAL REVENUE</b>	<b>\$74,200.00</b>

<b>EXPENSES</b>	
Salaries: Production/Curatorial/Administration/Reporting	\$21,200.00
Employee Benefits/MERCS	\$1,850.00
Contract Fees: Coordination/Event Management L&P, D	\$12,000.00
Contract Fees: Artist, Performer fees, L&P, DNO, DB	\$11,400.00
Contract Fees: Design, Marketing materials	\$500.00
Contract Fees: Indigenous Performer fees, elder honora	\$1,400.00
Promotion/Marketing print materials/Signage	\$900.00
Advertising	\$1,000.00
Travel	\$700.00
Insurance	\$380.00
Hospitality: Loud & Proud, Drag Night Out	\$500.00
Hospitality: Catering Drag Brunch	\$1,200.00
Off-site Venue Rental: Song Sparrow Hall L&P, DB	\$1,720.00
Accommodation for artists: Prestige Inn	\$2,000.00
Professional fees: Sound Technician L&P, DB	\$3,100.00

Professional fees: Documentation/photography	\$1,500.00
Stage/Equipment Rentals, L&P	\$6,450.00
Site Rentals, team visibility	\$2,100.00
Pop-Up Shop: staff, merchandise	\$2,800.00
Pop-Up Shop: artist vendors payout	\$1,500.00
<b>TOTAL EXPENSES</b>	<b>\$74,200.00</b>
<b>BALANCE Total Revenue - Expenses</b>	<b>\$0.00</b>



Description
collected at outreach booths, individual donations
from BCAC operating, City of Salmon Arm operating
portion of Education program funding
pending
pending
pending
Rainbow Sponsors at \$1000, 5 Rainbow Sponsors at \$500,
Drag Brunch ticket sales 120 x \$20 each
up to 10 vendors consigning Pride-related inventory
flags
year-round planning and event management
Artistic Director, Sponsorship Coordinator, Media Manager
Musicians for L&P, Drag queens for DNO and DB
Design work on poster, online materials, brochure
Secwepemc song \$400 each for L&P, DB
printed posters and brochures, banners, flags
newspaper ads, thank you ad
Vancouver
portion of annual off-site event insurance
Backstage food/drink for musicians and dancers for L&P and DNO
Pancake breakfast served, food \$800, mimosas \$400
\$1120
discounted rate \$75/room/night + taxes
management for Drag Brunch \$400



**Rhonda West**

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**From:** Rhonda West  
**Sent:** Monday, March 27, 2023 9:09 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

**From:** Rhonda West <[rwest@salmonarm.ca](mailto:rwest@salmonarm.ca)>  
**Sent:** Wednesday, March 1, 2023 9:20 AM  
**To:** Rhonda West <[rwest@salmonarm.ca](mailto:rwest@salmonarm.ca)>  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>  
**Sent:** Tuesday, February 28, 2023 11:14 PM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; David Gonella <[dgonella@salmonarm.ca](mailto:dgonella@salmonarm.ca)>; Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Louise Wallace-Richmond <[lwallacerichmond@salmonarm.ca](mailto:lwallacerichmond@salmonarm.ca)>; Sylvia Lindgren <[slindgren@salmonarm.ca](mailto:slindgren@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>  
**Subject:** [External] Online Form Submittal: Mayor and Council

Mayor and Council

First Name                      Keren  
Last Name                        Huyter  
Address:                         ██████████  
Return email address:        [222sponsor@gmail.com](mailto:222sponsor@gmail.com)  
Subject:                         Storage of Sea Can at airport  
Body                                Hello City Council Members!

My name is Keren Huyter and I am the new Chair of the 222 Shuswap Air Cadet Sponsoring Committee. Our squadron has a bit of a dilemma, and we are asking for your help. For the last several years, after the DAC sold, our squadron has not had a permanent home. To solve our storage issues, we were able to purchase a 40 foot sea can, and having secured a contract with the owners of Frog Friendly Coffee in Canoe, we were able to place the sea can on their property. Unfortunately for us, that property has now sold, and we need to relocate it before the end of April. What we would like you to consider, is allowing us to move our new can to the airport property, and place it beside

our old, larger sea can that is already there. This old sea can is in bad shape, and we plan to empty it out, and offer it to the fire department for their training purposes. We are hoping to use the airport as the fencing creates extra security, and as we recently had our cargo trailer stolen, despite multiple security devices, we can not afford to lose anymore equipment.

We really appreciate your consideration in this matter! Myself or Captain Don Ennis would be happy to discuss this further or answer any questions you may have.

Keren Huyter  
Squadron Sponsoring Committee Chair  
222 Shuswap Air Cadets  
[REDACTED]

Would you like a response:

Yes

**Disclaimer**

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Email not displaying correctly? [View it in your browser.](#)

**Rhonda West**

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**From:** Linda Fraser [REDACTED]  
**Sent:** Monday, March 27, 2023 8:41 AM  
**To:** Rhonda West  
**Subject:** [External] Blackburn Park  
**Attachments:** Shuswap Dragon Boat Society c.o. Friends Abreast\_Cert. No.CADDRACL-23-CD000297-029-R1\_City of Salmon Arm.pdf  
  
**Categories:** FOLLOW UP

Dear Rhonda,

Good morning.

i am writing this email as a representative of our dragon boating team, Friends Abreast.

I spoke with Erin Jackson last week concerning the use of Blackburn field for our team's dry land training exercises.

The details of our training would be:

~ eight sessions of one hour duration

~Tuesdays and Thursdays from April 13/23 until May 9/23

~as per previous years we expect the size of the group to be approximately 8-10 members

I have attached our insurance policy.

If you could please address this issue on this council agenda we would greatly appreciate it.

If you have any questions or need any more information please feel free to contact me.

Sincerely,

Linda Fraser

Sent from my iPad



RE: Tuesday Youth Rides at South Canoe

Salmon Arm City Council,

Skookum Bike & Ski Ltd. is requesting permission for the use of the South Canoe Trails on Tuesday's from 5 to 7 pm for their Tuesday Youth Ride (TYR), and specifically for a year end TYR Celebration & BBQ at the South Canoe Parking and Trailhead area on September 26, 2023.

Skookum does not charge for the TYR bike training and event, as our goal is to encourage as many young people to get out and ride trails safely, with confidence and have fun. We cover the cost of training the leaders, and any costs of the events that happen over the season.

A few details:

- Skookum does not charge for the TYR
- Skookum has an insurance rider for the TYR through Hub International here in Salmon Arm.
- The City of Salmon Arm has been added as additional insured.
  
- TYR runs Tuesdays at South Canoe from 5 to 7 pm from April to end of September (sometimes the TYR may use Park Hill early season if the SC Trail system is under snow)
- TYR teaches youth safe bicycling skills and trail user etiquette, and promotes a healthy activity in a friendly environment and encourages care of our local trails
- As part of our insurance coverage Skookum has put all the Youth Ride leaders through a training course on how to teach biking on trails to kids, the group leader is responsible for teaching the lesson of the day
- The parents of TRY riders are expected to provide the kids with proper fitting helmets, proper clothing/water for the day, and bikes in good working order with gears/brakes that work in trails. A rider safety inspection of bikes and rider gear is held.
- The trails are open and available to all other trail users at all of these times
- At the end of September, dated for Sept 26 this year, there is a year end TYR Celebration & BBQ for the kids/parents and TYR leaders at the South Canoe Parking and Trailhead area.

Additional insured documentation from Hub has been provided.

Please forward any questions.

Much appreciated,

Mike Gravelle  
Owner - Skookum Bike & Ski Ltd.  
info@skookumsalmonarm.ca



## Sorrento Elementary

1135 Passchendaele Rd. Box 220 Sorrento B.C, V0E 2W0 250-675-2311

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To Mayor Harrison and Salmon Arm Council,

Each year School District No. 83 puts on two large events that utilize the Little Mountain Sports Fields and part of the Little Mountain Park trails. These events are the Little Mountain Stomp Cross Country Run held in May, and the District Track and Field Meet held annually the first Tuesday of June.

It was brought to our attention that a letter to council requesting permission to utilize the Little Mountain trails was required to ensure the trail system would be available for our use. After speaking with Rebecca Scott at Salmon Arm Recreation and Darin Gerow, Manager of Roads and Parks with the city, we have tentatively scheduled our Little Mountain Stomp for Thursday, May 11. We hope that with your final approval, we can officially book this date for use of the western portion of the trail system closest to the sports fields.

The event itself will begin mid-morning and be concluded just after 1pm on May 11. A team of organizers will mark trails with flagging tape the evening of May 10 and early in the morning of May 11. All flagging tape and other items used to mark the trails will be removed by the end of the run on May 11.

Thank you for your consideration and ongoing support of School District No. 83 events and activities.

Please feel free to contact me directly if more information is required or if this date is in conflict of other events or park usage.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Rosman", is written over a horizontal line.

Paul Rosman  
Principal- Sorrento Elementary School  
SD83 Elementary Athletics Coordinator  
250-550-5928  
[prosman@sd83.bc.ca](mailto:prosman@sd83.bc.ca)

cc: Darin Gerow (City of Salmon Arm)  
Rebecca Scott (Salmon Arm Parks and Recreation)  
Ryan Brennan (Assistant Superintendent SD83)



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

March 31, 2023

Ms. Chelsea Van de Cappelle, CPA  
Chief Financial Officer  
City of Salmon Arm  
500 2 Ave NE  
Salmon Arm, British Columbia V1E 1H1

Dear Ms. Van de Cappelle, CPA:

We are pleased to notify you that your annual financial report for the fiscal year ended December 31, 2021, qualifies for a Canadian Award for Financial Reporting (CANFR). The CANFR recognizes excellence in governmental accounting and financial reporting and represents a significant accomplishment by a local government and its management. Congratulations on having met the high standards of the CANFR Program. We hope that your example will encourage others in their efforts to achieve and maintain excellence in financial reporting.

Your award package contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** We strongly encourage you to implement the recommended improvements in your next report. Canadian Award for Financial Reporting Program policy requires that written responses to these comments and suggestions for improvement be included with your next report. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with Jim Phillips.
- **Canadian Award for Financial Reporting.** A Canadian Award for Financial Reporting is valid for a period of one year. A current holder of a Canadian Award may reproduce the Award in its immediately subsequent CANFR. Please refer to the instructions for reproducing your Award in your next report.
- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.



Chelsea Van de Cappelle, CPA

Page 2

In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Award ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion).

To continue your participation in the program, it will be necessary for you to submit your next annual financial report to GFOA within six months of the end of your entity's fiscal year. A Canadian Award for Financial Reporting Award Program Application and other information about the CAnFR Program can be found [here](#).

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to [canfr@gfoa.org](mailto:canfr@gfoa.org) and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

To help reduce the spread of COVID-19, GFOA staff have transitioned to a remote working environment, which requires temporary adjustments to our process. This means that for the foreseeable future, we will not be able to accept hard copy, CD or flash drive submissions for our award programs; only electronic submissions will be accepted. Once public health officials deem it safe to do so, we will resume our normal operations, but we will always encourage PDF submissions.

Your interest in and support of the Canadian Award for Financial Reporting Program is most appreciated. If we may be of any further assistance, please do not hesitate to contact the CAnFR Program staff in the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine  
Director, Technical Services Center

Enclosures



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

City of Salmon Arm, British Columbia  
Fiscal year end: December 31, 2021

## CANADIAN AWARD FOR FINANCIAL REPORTING

### SUMMARY OF GRADING RESULTS

The Canadian Award for Financial Reporting program Canadian Review Committee (CRC) has completed its review of your annual financial report. Listed below are the grading categories used and a summary of the CRC's evaluation of your report. The detailed comments and suggestions for reporting improvements on the attached listing are grouped under similar grading categories. Any category that received a grade of "UNACCEPTABLE" indicates an area of particular concern to the CRC and the related comments and suggestions for improvement in this category should be given special attention. However, all comments should be addressed. Written responses to each comment and suggestion for improvement are required as an integral part of your next submission.

ACCEPTABLE    UNACCEPTABLE

<u>Reporting in conformance with generally accepted accounting principles and provincial requirements</u>	X
<u>Demonstration of compliance with finance-related legal and contractual provisions</u>	X
<u>Completeness</u>	X
<u>Clarity</u>	X
<u>Use of standardized terminology and formatting conventions</u>	X

City of Salmon Arm, British Columbia  
Fiscal year end: December 31, 2021

ACCEPTABLE UNACCEPTABLE

<u>Disclosure thoroughness and detail sufficiency</u>	X
<u>Minimization of ambiguities and potentially misleading inferences</u>	X
<u>Cohesiveness and internal consistency</u>	X
<u>Responsiveness to prior year comments and suggestions for improvement</u>	X
<u>Reader appeal</u>	X



Government Finance Officers Association

**Canadian Award  
for  
Financial Reporting**

Presented to

**City of Salmon Arm  
British Columbia**













For its Annual  
Financial Report  
for the Year Ended

**December 31, 2021**

*Christopher P. Morill*

Executive Director/CEO

# Site plan

-  The federal cultivation site (ShuCanna Growers Corp.)
-  Proposed Retail Store (ShuCanna)
-  Other Business (Xcalibur Car wash)
-  Main entrance to the proposed Retail Store
-  Access door to staff washroom for the proposed retail store
-  Access door to ShuCanna Growers
-  Propose retail store - Vault
-  Proposed retail store - office
-  Proposed retail store - washroom
-  Proposed retail store - Public Area
-  10th Ave
-  Trans-Canada HYW

