

1. September 26, 2022 - Council Agenda And Correspondence

Documents:

[SEPTEMBER 26, 2022 AGENDA.PDF](#)

[SEPTEMBER 26, 2022 - COUNCIL CORRESPONDENCE.PDF](#)



# AGENDA

## City of Salmon Arm Regular Council Meeting

Monday, September 26, 2022  
1:30 p.m.

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

| Page #  | Item # | Description  |
|---------|--------|--|
|         | 1.     | CALL TO ORDER  |
| 1 - 2   | 2.     | IN-CAMERA SESSION  |
|         | 3.     | ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY<br><i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i> |
|         | 4.     | ADOPTION OF AGENDA   |
|         | 5.     | DISCLOSURE OF INTEREST   |
|         | 6.     | CONFIRMATION OF MINUTES  |
| 3 - 18  | 1.     | Regular Council Meeting Minutes of August 22, 2022   |
|         | 7.     | COMMITTEE REPORTS  |
| 19 - 24 | 1.     | Development and Planning Services Committee Meeting Minutes of September 20, 2022  |
| 25 - 28 | 2.     | Downtown Parking Commission Meeting Minutes of August 16, 2022   |
| 29 - 32 | 3.     | Environmental Advisory Committee Meeting Minutes of September 9, 2022  |
|         | 8.     | COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE  |
| 33 - 38 | 1.     | Highlights from the Regular Board Meeting  |



**9. STAFF REPORTS**

- |         |    |   |
|---------|----|---|
| 39 – 44 | 1. | Director of Corporate Services - 2023 Council Meeting and Development and Planning Services Committee Meeting Schedule  |
| 45 - 52 | 2. | Director of Development Services - Development Permit Application No. DP-427 (Multi-Family Residential); [Habitat for Humanity/Miller, W.N.; 1351 10 Avenue NE] |
| 53 - 60 | 3. | Director of Engineering & Public Works - Award of RFP for Roundabouts - Detailed Design   |
| 61 - 64 | 4. | Manager of Permits and Licensing - Canoe Beach Cabin Demolition Award   |
| 65 - 68 | 5. | Director of Engineering & Public Works - Airport Appreciation Day - Sunday, June 25, 2023   |
| 69 – 72 | 6. | Arena Manager, Shuswap Recreation Society - Shuswap Academy Elite Hockey School - Contract  |
| 73 – 80 | 7. | Chief Administrative Officer - City of Salmon Arm Living Wage Policy #1.15  |
| 81 - 84 | 8. | Chief Administrative Officer - UBCM Poverty Reduction Planning & Action Program - Stream 2 Award  |

**10. INTRODUCTION OF BYLAWS**

- |          |    |   |
|----------|----|---|
| 85 – 94  | 1. | City of Salmon Arm Zoning Amendment Bylaw No. 4548 [ZON-1250; Text Amendment; R4 (Medium Density Residential Zone) – Bare Land Multi Family Strata Lot Regulations– First and Second Readings |
| 95 – 110 | 2. | City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4550 – First, Second and Third Readings  |
| 111- 128 | 3. | City of Salmon Arm Tax Exemption Bylaw No. 4551 – First, Second and Third Readings  |

**11. RECONSIDERATION OF BYLAWS**

- |         |    |  |
|---------|----|--|
| 129-134 | 1. | City of Salmon Arm Curbside Collection Amendment Bylaw No. 4525 [Curbside Collection Bylaw No. 4281] – Final Reading   |
| 135-140 | 2. | City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4529 [Municipal Ticket Information System Bylaw No. 2760] – Final Reading  |
| 141-146 | 3. | City of Salmon Arm Zoning Amendment Bylaw No. 4527 [ZON-1240; Green Emerald Investments Inc./1306085 Alberta Ltd./Arsenault, G.; 1511 and 1561 10 Avenue SW; C-3 to C-6] – Final Reading |
| 147-152 | 4. | City of Salmon Arm Official Community Plan Amendment Bylaw No. 4530 [OCP4000-50; Wonderland Investments Inc.; 50 30 Street NE; MR to HR] – Final Reading                                 |
| 153-158 | 5. | City of Salmon Arm Zoning Amendment Bylaw No. 4531 [ZON-1242; Wonderland Investments Inc.; 50 30 Street NE; R-4 to R-5] – Final Reading  |
| 159-162 | 6. | City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4549 – Final Reading   |

**12. CORRESPONDENCE**

- |         |    |                              |
|---------|----|------------------------------|
| 163-164 | 1. | Informational Correspondence |
|---------|----|------------------------------|

- 13. **NEW BUSINESS**
- 14. **PRESENTATIONS**
  - 165-180 1. Presentation 4:00-4:15 (approximately)  
P. Cox, Coordinator, Carriage Lane Strata Firesmart Neighbourhood Committee – Wildfire Hazard Mitigation
  - 181-182 2. Presentation 4:15-4:30 (approximately)  
R. Parenteau, Manager, Shuswap Community Foundation, L. Fitt, Economic Development Manager, Salmon Arm Economic Development Society, R. Marshall, Executive Director, Community Futures Shuswap - Shuswap Community Foundation Announcement
- 15. **COUNCIL STATEMENTS**
- 16. **SALMON ARM SECONDARY YOUTH COUNCIL**
- 17. **NOTICE OF MOTION**
- 18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
- 19. **OTHER BUSINESS**
  - 183-184 1. Released from In Camera - 2023/2024 Community Resiliency Investment Grant Program
- 20. **QUESTION AND ANSWER PERIOD**  
(suspended to November 14, 2022)

**7:00 p.m.**

| Page #  | Item # | Description  |
|---------|--------|--|
|         | 21.    | <b>DISCLOSURE OF INTEREST</b>  |
|         | 22.    | <b>HEARINGS</b>  |
| 185-204 | 1.     | Development Variance Permit Application No. VP-558 [Brown, A.; 1660-20 Street SE; Servicing Requirements]      |
| 205-220 | 2.     | Development Variance Permit Application No. VP-559 [Peasgood, T. & L.; 1461-16 Street NE; Setback Variance]    |
| 221-230 | 3.     | Development Variance Permit Application No. VP-560 [Koleba, C.; 3081-28 Avenue NE; Setback requirements]       |
|         | 23.    | <b>STATUTORY PUBLIC HEARINGS</b>   |
| 231-240 | 1.     | City of Salmon Arm Zoning Amendment Bylaw No. 4547 [ZON-1251; Murdoch, C. & K.; 1641 23 Avenue NE; R-1 to R-8] |

- |         |     |  |
|---------|-----|--|
| 241-244 | 24. | <b>RECONSIDERATION OF BYLAWS</b>   |
|         | 1.  | City of Salmon Arm Zoning Amendment Bylaw No. 4547 [ZON-1251; Murdoch, C. & K.; 1641 23 Avenue NE; R-1 to R-8] – Third Reading |
|         | 25. | <b>QUESTION AND ANSWER PERIOD</b><br>(suspended to November 14, 2022)  |
| 245-246 | 26. | <b>ADJOURNMENT</b>   |

Item 2.

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

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

### Vote Record

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

Opposed:

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

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Item 6.1

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of August 22, 2022, be adopted as circulated.

### Vote Record

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

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:30 p.m. and reconvened at 2:30 p.m. on Monday, August 22, 2022.

### PRESENT:

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

Chief Administration Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Corporate Services S. Wood  
Director of Development Services K. Pearson  
Manager of Financial Services T. Tulak  
City Engineer J. Wilson  
Engineering Co-op Student, A. Watts  
Executive Assistant B. Puddifant (participated remotely)

### ABSENT:

#### 1. CALL TO ORDER

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

#### 2. IN-CAMERA SESSION

0379-2022

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
Council returned to Regular Session at 2:11 p.m.  
Council recessed until 2:30 p.m.



3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

Addition under Item 23.2 – K. Scranton – email received August 21, 2022 – ZON-1247 [1197665 BC Ltd./Matejka Property Management and Developments Inc.; 2710 30 Avenue NE; R-1 to R-8]

Addition under Item 23.2 – T. Bleuer & D. Bartman – letter dated August 15, 2022 – ZON-1247 [1197665 BC Ltd./Matejka Property Management and Developments Inc.; 2710 30 Avenue NE; R-1 to R-8]

Addition under Items 23.5/23.6 – D. Welch/A.Welch/E. Stadig – email dated August 22, 2022 – OCP4000-51/ZON-1246 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; LR to MR and R-1 to R-8]

Addition under Items 23.5/23.6 – M. & S. Hames – OCP4000-51/ZON-1246 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; LR to MR and R-1 to R-8]

Addition under Items 23.5/23.6 – D. and T. Tonks – email dated August 19, 2022 - 1246 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; LR to MR and R-1 to R-8]

Addition at the beginning of the evening session - Special Presentation - Jaeden Izik-Dzurko

5. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict with Item 9.5 as General Assembly is a client of his firm.

Mayor Harrison declared a conflict with Item 10.3 as a family member is the construction contractor retained by the applicant.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of August 8, 2022

0380-2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of August 15, 2022

0381-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Director of Corporate Services – License for Use and Occupation for Storage Containers, Salmon Arm Slo Pitch League – Canoe Ball Diamonds, Shuswap Minor Lacrosse Association – Little Mountain Park

0382-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

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

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

CARRIED UNANIMOUSLY

2. Chief Administrative Officer – 2022 Property Insurance

0383-2022

Moved: Councillor Eliason

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

3. Director of Engineering & Public Works – Water Conservation Policy Progress Update

A. Watts, City of Salmon Arm Engineering Co-op student, provided an update on Water Conservation in Salmon Arm and was available to answer questions from Council.

Councillor Eliason left the meeting at 2:42 p.m. and returned to the meeting at 2:48 p.m.

4. Director of Engineering & Public Works – Multistage Irrigation Restrictions

0384-2022

Moved: Councillor Lavery

Seconded: Councillor Flynn

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

Amendment:

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: Stage 1 in Appendix "A" is in effect by default throughout the year.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 3:26 p.m.

5. Director of Engineering & Public Works – Project Award – 10 Avenue SE – Zone 5 Watermain Extension

0385-2022

Moved: Councillor Eliason

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:28 p.m.

6. Director of Development Services – Community Heritage Commission Appointments

0386-2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

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

- i) Linda Painchaud, Member at Large
- ii) Mary Landers, Member at Large
- iii) Terry Johnston, Member at Large

9. STAFF REPORTS – continued6. Director of Development Services – Community Heritage Commission Appointments - continued

- iv) Pat Kassa, Vice President and Secretary, R.J. Haney Heritage Village & Museum
- v) Deborah Chapman, Curator/Archivist, R.J. Haney Heritage Village & Museum; and
- vi) Dr. Cindy Malinowski, Vice President - Salmon Arm Branch, Okanagan Historical Society, R.J. Haney Heritage Village & Museum

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

Councillor Eliason left the meeting at 3:35 p.m.

1. City of Salmon Arm Curbside Collection Amendment Bylaw No. 4524 [Curbside Collection Bylaw No. 4281] – First, Second and Third Readings

0387-2022

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

CARRIED UNANIMOUSLY

2. City of Salmon Ticket Information Utilization Amendment Bylaw No. 4529 [Municipal Ticket Information System Bylaw No. 2760] – First, Second and Third Readings

0388-2022

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

CARRIED UNANIMOUSLY

Mayor Harrison declared a conflict and left the meeting at 3:40 p.m.  
Deputy Mayor Flynn assumed the chair.

3. City of Salmon Zoning Amendment Bylaw No. 4547 [ZON-1251; Murdoch, C. & K.; 1641 23 Avenue NE; R-1 to R-8] – First and Second Readings

0389-2022

Moved: Councillor Cannon  
Seconded: Councillor Wallace Richmond  
THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4547 be read a first and second time.

CARRIED UNANIMOUSLY

Mayor Harrison returned to the meeting at 3:42 p.m. and resumed the chair.

11. RECONSIDERATION OF BYLAWS12. CORRESPONDENCE1. Informational Correspondence5. J. McEwan, Salmon Arm Fair Manager – letter dated July 13, 2022 – Request to hold annual Salmon Arm Fair Parade

0390-2022

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council authorize the Salmon Arm Fall Fair Committee to hold the annual Salmon Arm Fair Parade on Saturday, September 10, 2022 from approximately 10:15 a.m. to 12:30 p.m. with the permission to close roadways to non-parade traffic and with the request for various assistance as follows:

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

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

- closure of 5 Ave from 3 St SW to 5 St SW from Thursday 8:00 a.m. September 8 to 13, 2022 to assist in safety and fair preparation and tear down;
- five (5) road barriers be placed at each of the corners of 3 St SW and 5 Ave SW and the corner of 5 St SW and 5 Ave SW to assist in setting up ticket booths;
- provision of a water truck during the three days of the fair to water roadways, main arena and competition rings;
- extend the No Parking zones from previous years to include the following:
  - Shuswap St from 5 Ave. SW to Hudson St, both sides
  - Hudson St to Ross St and Ross St to Lakeshore
  - Lakeshore from Ross to 10 St, both sides
- permission to use the Safeway Field for parking September 9 to 11, 2022.

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

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued

1. Informational Correspondence - continued

3. The Shuswap Trail Alliance – Letter dated August 15, 2022 - Request to Host Grand Opening Celebration at South Canoe

0391-2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council authorize The Shuswap Trail Alliance to hold the Grand Opening Celebration at South Canoe parking lot, on Saturday, October 1, 2022 at 10:00 a.m., subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

14. PRESENTATIONS

1. Corporate Strategic Plan – Therese Zulinick & Alison Rustand, Urban Systems

T. Zulinick and A. Rustand, Urban Systems, outlined the draft Corporate Strategic Plan update process and were available to answer questions from Council.

Councillor Cannon left the meeting at 3:53 p.m. and returned at 3:56 p.m.

Councillor Eliason returned to the meeting at 4:03 p.m.

0392-2022

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Food and Urban Agricultural Plan be moved from the Medium-Term Project list to the Short-Term Project list on the draft of the Corporate Strategic Plan.

DEFEATED

Mayor Harrison, Councillors Wallace Richmond, Flynn, Cannon Opposed

0393-2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the 2022 Corporate Strategic Plan be accepted as presented.

CARRIED UNANIMOUSLY

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

The Question and Answer period is suspended to November 14, 2022.

The Meeting recessed at 4:36 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

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

ABSENT:

SPECIAL PRESENTATION

Council recognized the outstanding success of Jaeden Izik-Dzurko as an international pianist.

21. DISCLOSURE OF INTEREST

22. HEARINGS

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

0394-2022

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

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



The Director of Development Services explained the proposed Development Variance Permit Application.

C. Creasy, the applicant, explained that a neighbor submitted a complaint but was subsequently withdrawn following their conversation.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:12 p.m. and the Motion was:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1240 [Green Emerald Investments Inc./1306085 Alberta Ltd./Arsenault, G.; 1511 and 1561 10 Avenue SW; C-3 to C-6]

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

G. Arsenault, Green Emerald Investments Inc., the applicant and T. Collier, EFG Architects, business partner, provided a presentation outlining the application and were available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 7:35 p.m. followed by comments from Council.

2. Zoning Amendment Application No. ZON-1247 [1197665 BC Ltd./Matejka Property Management and Developments Inc.; 2710 30 Avenue NE; R-1 to R-8]

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

G. Simmons, 1197665 BC. Ltd., the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

K. Scranton – email received August 21, 2022 – ZON-1247 [1197665 BC Ltd./Matejka Property Management and Developments Inc.; 2710 30 Avenue NE; R-1 to R-8]

T. Bleuer & D. Bartman – letter dated August 15, 2022 – ZON-1247 [1197665 BC Ltd./Matejka Property Management and Developments Inc.; 2710 30 Avenue NE; R-1 to R-8]

J. Crook – raised concerns about increased vehicles, the safety of access road and the negative effect on property values.

K. Tegart – raised concerns about increased traffic, the negative impact of increased density for the area and limited access to parks and green space.

D. Bartman – raised concerns about the development decreasing property values and increasing traffic. There are concerns that the traffic flow into the area is not prepared for this increase in density.

K. Scranton – raised concerns about the development decreasing property values and increasing traffic. There are concerns about safety as there are no sidewalks in the area.

C. Baird – raised concerns about safety with increased traffic and minimal lighting in the area.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:15 p.m. followed by comments from Council.

3. Official Community Plan Amendment Application No. OCP4000-50 [Wonderland Investments Inc.; 50 30 Street NE; MR to HR]

The Director of Development Services explained the proposed Official Community Plan Amendment Application.

F. Beaudet, Wonderland Investments Inc., the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:17 p.m. followed by comments from Council.

4. Zoning Amendment Application No. ZON-1242 [Wonderland Investments Inc.; 50 30 Street NE; R-4 to R-5] (See Item 23.3 for Staff Report)

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

Councillor Lindgren left the meeting at 8:18 p.m. and returned at 8:20 p.m.

F. Beaudet, Wonderland Investments Inc., the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

B. Wilson – raised concerns about the size of the proposed structure and the increase in traffic on 30 Street due to the increased density.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:24 p.m. followed by comments from Council.

23. STATUTORY PUBLIC HEARINGS - continued

5. Official Community Plan Amendment Application No. OPC4000-51 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; LR to MR]

The Director of Development Services explained the proposed Official Community Plan Amendment Application.

S. Mitchell, Franklin Engineering Ltd., agent for the applicant, outlined the application and was available to answer questions from Council.

D. Welch/A.Welch/E. Stadig – email dated August 22, 2022 – OCP4000-51/ZON-1246 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; LR to MR and R-1 to R-8]

M. & S. Hames – OCP4000-51/ZON-1246 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; LR to MR and R-1 to R-8]

D. and T. Tonks – email dated August 19, 2022 - 1246 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; LR to MR and R-1 to R-8]

Submissions were called for at this time.

K. Vennard – raised concerns with increased density and vehicle traffic on Foothill Road. This traffic increase creates safety concerns with the narrow access point from 14 Street to Foothill Road as there is high pedestrian and cyclist use on Foothill Road. There are concerns with snow storage and potential environmental issues.

P. Papadimitropoulos – raised concerns with the increased traffic creating safety issues with pedestrian and cyclists. There were concerns with the obstruction of views and the lack of street lights in the area. The development is not consistent with the community's lifestyle.

A. Welch – raised concerns about the drastic change in density to the neighborhood increasing the noise in the area. There were concerns about the increased traffic.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:44 p.m. followed by comments from Council.

6. Zoning Amendment Application No. ZON-1246 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; R-1 to R-4] (See Item 23.5 for Staff Report)

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

S. Mitchell, Franklin Engineering Ltd., agent for the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

K. Vennard – re-stated concerns with increased density and the increased vehicle traffic on Foothill Road. This traffic increase creates safety concerns for pedestrians and cyclists. There are concerns with snow storage and potential environmental issues.

23. STATUTORY PUBLIC HEARINGS - continued

6. Zoning Amendment Application No. ZON-1246 [Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; R-1 to R-4] (See Item 23.5 for Staff Report) - continued

C. Wilson - raised concerns with increased traffic and the safety issues with various blind spots on Foothill Road.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:53 p.m. followed by comments from Council.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4527 [ZON-1240; Green Emerald Investments Inc./1306085 Alberta Ltd./ Arsenault, G.; 1511 and 1561 10 Avenue SW; C-3 to C-6] - Third Reading

0395-2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4527 be read a third time;

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

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4544 [ZON-1247; 1197665 BC Ltd./Matejka Property Management and Developments Inc.; 2710 30 Avenue NE; R-1 to R-8] - Third and Final Readings

0396-2022

Moved: Councillor Cannon

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY

3. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4530 OCP4000-50; Wonderland Investments Inc.; 50 30 Street NE; MR to HR] - Third Reading

0397-2022

Moved: Councillor Eliason

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

24. RECONSIDERATION OF BYLAWS - continued

4. City of Salmon Arm Zoning Amendment Bylaw No. 4531 [ZON-1242; Wonderland Investments Inc.; 50 30 Street NE; R-4 to R-5] - Third Reading

0398-2022

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

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

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

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

CARRIED UNANIMOUSLY

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

0399-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

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

DEFEATED

Mayor Harrison, Councillors Lindgren, Lavery, Flynn, Wallace Richmond and Cannon and Opposed

6. City of Salmon Arm Zoning Amendment Bylaw No. 4540 [ZON-1246; Kolenosky, M./Franklin Engineering Ltd.; 2371 14 Street SW; R-1 to R-4] - Third Reading

This item was not addressed as it was subject to item 24.5 being approved.

25. QUESTION AND ANSWER PERIOD

The Question and Answer Period is suspended to November 14, 2022.

26. ADJOURNMENT

0400-2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of August 22, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:47 p.m.

CERTIFIED CORRECT:

Adopted by Council the      day of      , 2022.

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

\_\_\_\_\_  
MAYOR

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Item 7.1

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of September 20, 2022 be received as information.

### Vote Record

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

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

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Tuesday, September 20, 2022.

### PRESENT:

Mayor A. Harrison  
Councillor T. Lavery (participated remotely) (entered the meeting at 8:04 a.m.)  
Councillor S. Lindgren  
Councillor D. Cannon  
Councillor K. Flynn (participated remotely)  
Councillor L. Wallace Richmond (participated remotely)

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

### ABSENT:

Councillor C. Eliason

#### 1. CALL TO ORDER

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

#### 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

#### 3. REVIEW OF THE AGENDA

#### 4. DISCLOSURE OF INTEREST

#### 5. REPORTS

1. Zoning Amendment Application No. ZON-1250 [City of Salmon Arm; Text Amendment; Addition to R-4 (Medium Density Residential Zone); Definitions]

Moved: Councillor Cannon

Seconded: Councillor Lindgren

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

5. REPORTS - continued1. Zoning Amendment Application No. ZON-1250 [City of Salmon Arm; Text Amendment; Addition to R-4 (Medium Density Residential Zone); Definitions]

1. Section 9.7 to add the following after Section 9.7.3:
  4. *duplexes, triplexes and multiple family dwellings* may be subdivided into smaller lots than the regulations listed above provided the site is comprehensively developed under a single Development Permit.
2. Section 9.8 to replace 9.8.4 with the following:
  4. Notwithstanding Section 9.8.1, *duplexes, triplexes and multiple family dwellings* may be subdivided into smaller lots than the regulations listed above provided the site is comprehensively developed under a single Development Permit and no lot shall be less than 6.9m in width.

Councillor Lavery entered the meeting at 8:04 a.m.

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-558 [Brown, A.; 1660 20 Street SE; Servicing requirements]

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-558 be authorized for issuance to vary the RD-3 Road Standard in Subdivision and Development Servicing Bylaw No. 4163 for frontage of Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan 2915 as follows:

1. Waive the requirement to replace the BC Hydro Lease Light and install 3 davit lights; and
2. Waive the requirement to install a bike lane.

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

The motion was split:

Waive the requirement to replace the BC Hydro Lease Light and install 3 davit lights.

CARRIED UNANIMOUSLY

Waive the requirement to install a bike lane.

CARRIED UNANIMOUSLY

5. REPORTS - continued3. Development Variance Permit Application No. VP-559 [Peasgood, T. & L.; 1461 16 Street NE; Setback requirements]

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-559 be authorized for issuance for Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 10172 to vary Zoning Bylaw No. 2303 as follows:

1. Section 6.10.3 Interior Side Parcel Line Setback reduction from 1.5m to 0.5m to facilitate reconstruction of a roof over a carport/storage area on the property.

T. Peasgood, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

4. Development Variance Permit Application No. VP-560 [Koleba, C.; 3081 28 Avenue NE; Setback requirements]

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-560 be authorized for issuance for Lot 2, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220 which will vary Zoning Bylaw No. 2303, Section 13.12.3 as follows:

1. Reduce the interior side parcel line setback from 1.5m to 1.2m.

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

CARRIED UNANIMOUSLY

6. FOR INFORMATION7. IN-CAMERA

8. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee meeting of September 20, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:48 a.m.

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Mayor A. Harrison, Chair

Minutes received as information by Council at their Regular Meeting of

, 2022.

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Item 7.2

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Downtown Parking Commission Meeting Minutes of August 16, 2022 be received as information.

### Vote Record

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

Opposed:

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



## CITY OF SALMON ARM

Minutes of the Downtown Parking Commission Meeting held by electronic means on Tuesday, August 16, 2022.

### PRESENT:

|                     |  |
|---------------------|--|
| Bill Laird          | Member at Large  |
| Vic Hamilton        | Member at Large  |
| Regan Ready         | Member at Large, Chair   |
| Vera Chomyshen      | DSA Representative   |
| Cathy Ingebrigston  | Member at Large  |
| Morgen Matheson     | DSA Representative   |
| Debbie Wood         | Resource Personnel, City Bylaw Officer                               |
| Maurice Roy         | Resource Personnel, Manager of Permits & Licensing                   |
| Robert Niewenhuizen | Resource Personnel, Director of Engineering & Public Works, Recorder |

### ABSENT:

|                 |                                   |
|-----------------|-----------------------------------|
| Gerald Foreman  | DSA Representative, Chair         |
| Chad Eliason    | Councillor, City of Salmon Arm    |
| Jacque Gaudreau | DSA Representative                |
| Jenn Wilson     | Resource Personnel, City Engineer |

### GUEST:

The meeting was called to order at 8:00 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:

None

4. APPROVAL / CHANGES / ADDITIONS TO AGENDA

Moved: Bill Laird

Seconded: Morgen Matheson

THAT: the Downtown Parking Commission Meeting Agenda of August 16, 2022 be approved as circulated.

CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES FROM JUNE 21, 2022

Moved: Bill Laird

Seconded: Cathy Ingebrigston

THAT: the Downtown Parking Commission Meeting Minutes of June 21, 2022 be adopted.

CARRIED UNANIMOUSLY

6. OLD BUSINESS ARISING FROM MINUTES

- a) Rob Niewenhuizen provided an update on the Ross Street Underpass construction
- b) Rob Niewenhuizen provided an update on the installation of the 15 minute Liquor Store Parking on Lakeshore Drive
- c) Response letter to Darcy Gollan, general discussion regarding the rate increases and how it is affecting the on street parking situation.

7. NEW BUSINESS

- a) Active Transportation – Connect Salmon Arm Community Survey #2

8. OTHER BUSINESS – Correspondence (for discussion)

- a) Downtown Salmon Arm, Roots and Blues Festival, Economic Development Society and Shuswap District Arts Council – Loud and Proud Celebration, Saturday, October 15, 2022
- b) Roots and Blues Festival – Parking requested
- c) In person meeting, City staff will facilitate a hybrid meeting option for the September meeting to be hosted in City Hall Council chambers.

P28 Downtown Parking Commission Meeting of August 16, 2022

9. NEXT MEETING - Tuesday, September 20, 2022

The next meeting of the Downtown Parking Commission will be Tuesday, September 20, 2022. The Chairperson will be Vera Chomyshen.

10. ADJOURNMENT

Moved: Bill Laird

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting of August 16, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:35 a.m.

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

---

Rob Niewenhuizen

Item 7.3

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Environmental Advisory Committee Meeting Minutes of September 9, 2022 be received as information.

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

Minutes of the Environmental Advisory Committee Meeting held by virtual means on Friday, September 9, 2022 at 2:30 p.m.

### PRESENT:

|                            |   |
|----------------------------|---|
| Councillor Sylvia Lindgren | City of Salmon Arm, Chair                           |
| Julia Beatty               | Shuswap Climate Action                              |
| Janet Pattinson            | Shuswap Naturalist Club                             |
| Michael Simpson            | Citizen at Large                                    |
| Sharon Bennett             | Citizen at Large                                    |
| Pauline Waelti             | Shuswap Environment Action Society (SEAS)           |
| Barrie Voth                | Agricultural Industry                               |
| Carmen Fennell             | Citizen at Large (entered the meeting at 3:07 p.m.) |
| Luke Gubbels               | Canoe Forest Products                               |
| Barb Puddifant             | City of Salmon Arm, Recorder                        |

### ABSENT:

|                  |   |
|------------------|---|
| Dale Culler      | Adams Lake Indian Band  |
| Christina Thomas | School District No. 83  |
| Jessica Klikach  | Neskonlith Indian Band  |
| Warren Bell      | Salmon Arm Fish and Game Club                                 |
|                  | Canadian Association of Physicians for the Environment (CAPE) |
| Janet Aitken     | Salmon Arm Bay Nature Enhancement Society (SABNES)            |

### GUESTS:

Ceran Caner (entered the meeting at 2:55 p.m.)

The meeting was called to order at 2:32 p.m.

#### 1. Introductions and Welcome

#### 2. Acknowledgement of Traditional Territory

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

#### 3. Approval/changes/additions to Agenda

Moved: Pauline Waelti

Seconded: Janet Pattinson

THAT: the Environmental Advisory Committee Meeting Agenda of September 9, 2022 be approved as circulated.

CARRIED UNANIMOUSLY

**4. Approval of Minutes from April 8, 2022**

Moved: Mike Simpson

Seconded: Janet Pattinson

THAT: the Minutes of the Environmental Advisory Committee Meeting of April 8, 2022 be approved.

CARRIED UNANIMOUSLY

**5. Presentations****6. Old Business/Arising from Minutes****a) Bylaw Review – Tree Removal and Protection Bylaw No. 2305 and Pesticide Use Bylaw No. 3744****Tree Removal Bylaw –**

Luke Gubbels provided an overview of the draft of the Urban Tree Bylaw Review that will be circulated to the Committee for review. The Committee will evaluate the draft and bring forward comments and ideas for final draft of Bylaw review at the next meeting of the EAC.

**Pesticide Use Bylaw –**

The EAC Pesticide Bylaw Review prepared by the working group will be circulated to the Committee members for review and comments and ideas will be presented at the next meeting of the EAC.

**b) Presentation to Council on Bylaw Review – October 11, 2022**

The presentation to Council on the bylaw review will be deferred to a Regular Council Meeting in November and will be further discussed at the October meeting of the EAC. The drafts of the recommendations will be provided to City staff for review and comment prior to presentation to Council.

**7. New Business**

Ceran Caner discussed the option of holding informal meetings as an opportunity to bring forward new ideas for the Committee to investigate and work on. Julia Beatty suggested a work planning session to determine environmental priorities for the Committee. This could involve sub-groups to work on priorities to present to the Committee. A working plan discussion will be placed on the Agenda for the October meeting.

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

Ceran Caner suggested that the Committee arrange a meeting with Council and Jenn Wilson, City staff, to give Council an opportunity to outline Council's environmental priorities to the Committee.

9. **Next Meeting - October 7, 2022**

The October 7, 2022 meeting will be in person.

10. **Adjournment**

Moved: Mike Simpson

Seconded: Janet Pattinson

THAT: the Environmental Advisory Committee meeting of September 9, 2022 be adjourned.

CARRIED UNANIMOUSLY

The virtual meeting ended at 4:01 p.m.

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Councillor Sylvia Lindgren, Chair

Received for information by Council the      day of      , 2022.

Item 8.1

## CITY OF SALMON ARM

Date: September 26, 2022

### COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE AUGUST 2022

#### Vote Record

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

Opposed:

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



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## #YourCSRD - August 2022

August 2022



[Web version](#)

## Highlights from the Regular Board Meeting

### Correspondence

#### Response from the Ministry of Forests (July 26, 2022)

A response was received from Russ Laroche, Regional Executive Director, Ministry of Forests regarding the impact of the proposed mountain goat ungulate winter program. [View letter.](#)



#### Response from BC Timber Sales (July 26, 2022)

A response was received from Grace Chomitz, Planning Forester, BC Timber Sales regarding salvage harvesting in the Sicamous and Wiseman Creek Community Watershed. [View letter.](#)

### **Revelstoke Community Economic Development Request for Letter of Support (August 5, 2022)**

The Board approved sending a letter of support to the City of Revelstoke to:

- endorse the City's application to the Municipal and Regional Tax (MRDT) – "Hotel Room Tax" to renew the MRDT at the new rate of 3 per cent for a further five-year term,
- support the new designated accommodation area of the City of Revelstoke and CSRD Electoral Area B,
- support the City of Revelstoke as the designated recipient.

[View letter.](#)

### **Resort Municipality Initiative Local Advisory Committee (August 16, 2022)**

The Board approved a letter of support to be sent to the Town of Golden regarding the 2022-2024 Resort Development Strategy.

## **Business General & Business by Area**

### **Policy A-84 COVID-19 Proof of Vaccination Policy Amendment**

A majority of Directors voted in favour of suspending its COVID-19 Proof of Vaccination Policy for its paid on-call firefighters for six months or pending further Provincial Public Health Orders.

An additional Board amendment was also made to allow staff to rapidly re-institute the policy should a COVID-19 outbreak take place within the CSRD's fire services or at any individual fire hall. The Board agreed to delegate this responsibility to the Chief Administrative Officer, Human Resources Advisor and Team Leader of Protective Services, allowing them to make determinations on the vaccination policy without having to call a Board meeting.

The policy has been eliminated for elected officials. If elected officials choose not to be vaccinated, however, they will be required to work remotely where possible. If unable to work remotely, unvaccinated elected Directors will be required to wear a mask while in CSRD facilities and on CSRD business. [See report.](#) [See media release.](#)

### **Grant-in-Aid Requests**

No Grant-in-aid applications will go before the Board for approval in the three regular Board Meetings prior to the October 15, 2022, local government elections.

## **Administration Bylaws**

### **All Areas: Officers Amendment Bylaw No. 5856, 2022**

The Board voted to repeal the previous Officers bylaw and correct references before agreeing to adopt a revised version of the bylaw.



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**Electoral Area E: Taft Road Railway Crossing Anti-Whistling Service Establishment Bylaw No. 5852, 2022**

The Board gave three readings to the Taft Road Railway Crossing Anti-Whistling Service Establishment Bylaw No. 5852 which will see the train whistles stopped near the Crazy Creek Resort. [View report.](#)

**Electoral Area A: Nicholson Fire Suppression Service Area Amendment Bylaw No. 5855, 2022**

The Board gave three readings to the Nicholson Fire Suppression Service Area Amendment Bylaw No. 5855, 2022, which will add one property to the existing Nicholson Fire Suppression Service Area. [View report.](#)



## LAND USE MATTERS

### Agricultural Land Reserve Applications

**Electoral Area C: Agricultural Land Commission (ALC) Application Section 20 (3) - Non-farm Use LC2594C**

The subject property is located at 3513 White Lake Road in White Lake. The property owners are applying for approval from the ALC to conduct Non-Farm Use in the ALR by continuing to use an existing coverall building on the subject property for boat storage. As the application did not fit with current CSRD Official Community Plan policies, staff were recommending the application be forwarded to the ALC recommending refusal. The Board, however, decided to make a recommendation to the ALC in favour of approval. The ALC will make the final determination on the application. [View report.](#)

## Development Services Business By Area

### Electoral Area F: Temporary Use Permit No. 830-15

The subject property is located at 2600 Eckerman Road in Magna Bay. The owners are proposing to build a single-family dwelling and guest cottage on the subject property and have applied for a three-year Temporary Use Permit (TUP) to allow year-round vacation rental of the guest cottage. The Board approved issuance of the TUP. [View report.](#)

## Planning Bylaws

### Electoral Area F: Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-48

The subject property is located at 4143 Butters Road in Scotch Creek. The owners are applying to amend the zone of the Scotch Creek/Lee Creek Zoning Bylaw No. 825 (Bylaw No. 825) from MHP - Manufactured Homes Park to CR – Country Residential. The proposed CR zone will permit the construction of single-family dwelling which is currently not permitted in the MHP zone. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

## Release of In-Camera Resolutions

There were no items.

## NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, September 22, 2022 in the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

The Regular Board meeting public session generally starts at 9:30 AM. Any scheduling changes to the meeting start time will be noted on the Events tab of the CSRD's website.

Please note this meeting date is a change from the usual Regular Board Meeting taking place on the third Thursday of each month. This is due to a conflict in scheduling with the Union of BC Municipalities convention.

In-person attendance is available to the public in accordance with current provincial health orders. Seating is first-come, first-served.

The public is strongly encouraged to join the meeting via Zoom. Information on how to register for the Zoom meeting access is on the Events tab of the CSRD website under the Board meeting date.



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Item 9.1

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the 2023 Council Meeting Schedule and the 2023 Development and Planning Services Committee Meeting Schedule, as attached to the staff report dated September 20, 2022.

### Vote Record

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

Opposed:

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



# CITY OF SALMON ARM

---

To: His Worship Mayor Harrison & Members of Council  
Date: September 20, 2022  
From: Sue Wood, Director of Corporate Services  
Prepared by: Rhonda West, Deputy Corporate Officer  
Subject: 2023 Council Meeting and Development and Planning Services Committee Meeting Schedule

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**Recommendation:**

THAT: Council approve the 2023 Council Meeting Schedule and the 2023 Development and Planning Services Committee Meeting Schedule, as attached to the staff report dated September 20, 2022.

---

**Background:**

Attached, for Council's endorsement, is the proposed Council Meeting Schedule and the Development and Planning Services Committee Meeting Schedule for 2023.

Some dates worthy of note are:

- 2023 SILGA Convention – April 25 – 28, 2023 – Vernon, BC
- 2023 FCM Convention – May 25 – 28, 2023 – Toronto, ON
- 2023 UBCM Convention – September 18 – 22, 2023 – Vancouver, BC
- City Hall will be closed from Saturday, December 24, 2022, to Monday, January 2, 2023, inclusive. City Hall will re-open Tuesday, January 3, 2023.



Sue Wood  
Director of Corporate Services

## 2023 Council and Development & Planning Services Committee Meeting Schedule

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |

| April |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
|       |    |    |    |    |    | 1  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30    |    |    |    |    |    |    |

| July |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| Su   | Mo | Tu | We | Th | Fr | Sa |
|      |    |    |    |    |    | 1  |
| 2    | 3  | 4  | 5  | 6  | 7  | 8  |
| 9    | 10 | 11 | 12 | 13 | 14 | 15 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   | 31 |    |    |    |    |    |

| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |

| February |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 |    |    |    |    |

| May |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| Su  | Mo | Tu | We | Th | Fr | Sa |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |
| 28  | 29 | 30 | 31 |    |    |    |

| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Su     | Mo | Tu | We | Th | Fr | Sa |
|        |    | 1  | 2  | 3  | 4  | 5  |
| 6      | 7  | 8  | 9  | 10 | 11 | 12 |
| 13     | 14 | 15 | 16 | 17 | 18 | 19 |
| 20     | 21 | 22 | 23 | 24 | 25 | 26 |
| 27     | 28 | 29 | 30 | 31 |    |    |

| November |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 |    |    |

| March |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
|       |    |    | 1  | 2  | 3  | 4  |
| 5     | 6  | 7  | 8  | 9  | 10 | 11 |
| 12    | 13 | 14 | 15 | 16 | 17 | 18 |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 |
| 26    | 27 | 28 | 29 | 30 | 31 |    |

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| Su   | Mo | Tu | We | Th | Fr | Sa |
|      |    |    |    | 1  | 2  | 3  |
| 4    | 5  | 6  | 7  | 8  | 9  | 10 |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 |
| 25   | 26 | 27 | 28 | 29 | 30 |    |

| September |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |

| December |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |



Development and Planning Meetings (8:00 a.m.)



Regular Council Meetings (2:30 p.m.)



FCM Convention



UBCM Convention



SILGA Convention



Statutory Holidays



Christmas Office Closure



# CITY OF SALMON ARM

## 2023 MEETINGS

### JANUARY

|    |           |   |
|----|-----------|---|
| 3  | 8:00 a.m. | Development & Planning Services Committee |
| 9  | 2:30 p.m. | Regular Council Meeting                   |
| 16 | 8:00 a.m. | Development & Planning Services Committee |
| 23 | 2:30 p.m. | Regular Council Meeting                   |

### FEBRUARY

|    |           |   |
|----|-----------|---|
| 6  | 8:00 a.m. | Development & Planning Services Committee           |
| 13 | 2:30 p.m. | Regular Council Meeting                             |
| 21 | 8:00 a.m. | Development & Planning Services Committee - Tuesday |
| 27 | 2:30 p.m. | Regular Council Meeting                             |

### MARCH

|    |           |   |
|----|-----------|---|
| 6  | 8:00 a.m. | Development & Planning Services Committee |
| 13 | 2:30 p.m. | Regular Council Meeting                   |
| 20 | 8:00 a.m. | Development & Planning Services Committee |
| 27 | 2:30 p.m. | Regular Council Meeting                   |

### APRIL

|    |           |   |
|----|-----------|---|
| 3  | 8:00 a.m. | Development & Planning Services Committee |
| 11 | 2:30 p.m. | Regular Council Meeting - Tuesday         |
| 17 | 8:00 a.m. | Development & Planning Services Committee |
| 24 | 2:30 p.m. | Regular Council Meeting                   |

### MAY

|    |           |   |
|----|-----------|---|
| 1  | 8:00 a.m. | Development & Planning Services Committee |
| 8  | 2:30 p.m. | Regular Council Meeting                   |
| 15 | 8:00 a.m. | Development & Planning Services Committee |
| 23 | 2:30 p.m. | Regular Council Meeting - Tuesday         |

### JUNE

|    |           |   |
|----|-----------|---|
| 5  | 8:00 a.m. | Development & Planning Services Committee |
| 12 | 2:30 p.m. | Regular Council Meeting                   |
| 19 | 8:00 a.m. | Development & Planning Services Committee |
| 26 | 2:30 p.m. | Regular Council Meeting                   |

**JULY**

|    |           |   |
|----|-----------|---|
| 4  | 8:00 a.m. | Development & Planning Services Committee |
| 10 | 2:30 p.m. | Regular Council Meeting                   |
| 17 | 8:00 a.m. | Development & Planning Services Committee |
| 24 | 2:30 p.m. | Regular Council Meeting                   |

**AUGUST**

|    |           |   |
|----|-----------|---|
| 8  | 8:00 a.m. | Development & Planning Services Committee - Tuesday |
| 14 | 2:30 p.m. | Regular Council Meeting                             |
| 21 | 8:00 a.m. | Development & Planning Services Committee           |
| 28 | 2:30 p.m. | Regular Council Meeting                             |

**SEPTEMBER**

|    |           |   |
|----|-----------|---|
| 5  | 8:00 a.m. | Development & Planning Services Committee - Tuesday |
| 11 | 2:30 p.m. | Regular Council Meeting                             |

**OCTOBER**

|    |           |   |
|----|-----------|---|
| 3  | 8:00 a.m. | Development & Planning Services Committee |
| 10 | 2:30 p.m. | Regular Council Meeting - Tuesday         |
| 16 | 8:00 a.m. | Development & Planning Services Committee |
| 23 | 2:30 p.m. | Regular Council Meeting                   |

**NOVEMBER**

|    |           |   |
|----|-----------|---|
| 6  | 8:00 a.m. | Development & Planning Services Committee |
| 14 | 2:30 p.m. | Regular Council Meeting                   |
| 20 | 8:00 a.m. | Development & Planning Services Committee |
| 27 | 2:30 p.m. | Regular Council Meeting                   |

**DECEMBER**

|    |           |   |
|----|-----------|---|
| 4  | 8:00 a.m. | Development & Planning Services Committee |
| 11 | 2:30 p.m. | Regular Council Meeting                   |

December 23, 2023, to January 1, 2024, inclusive - Christmas Office Closure  
City Hall will re-open Tuesday, January 2, 2024.

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Item 9.2

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize payment in the amount of 1/6<sup>th</sup> or a maximum of \$20,000.00 towards Development Cost Charges for the Habitat for Humanity Seniors Housing Project, to be funded from the Affordable Housing Reserve.

### Vote Record

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

Opposed:

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

**CITY OF  
SALMON ARM**

---

To: His Worship Mayor Harrison and Members of Council

Date: September 9, 2022

Subject: Development Permit Application No. DP-427 (Multi-Family Residential)

Legal: Lot B, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP70506

Civic: 1351 10 Avenue NE

Owner/Applicant: Habitat for Humanity / Miller, W. N.

---

**MOTION FOR CONSIDERATION**

**THAT: Council authorize payment in the amount of 1/6<sup>th</sup> or a maximum of \$20,000.00 towards Development Cost Charges for the Habitat for Humanity Seniors Housing Project, to be funded from the Affordable Housing Reserve.**

---

**PROPOSAL**

The applicant is requesting Council consider a DCC payment in support of their housing project (Appendix 1).

The subject parcel is located at 1351 10 Avenue NE, designated High Density Residential in the City's Official Community Plan (OCP), and zoned R-5 High Density Residential Zone in the Zoning Bylaw.

Development Permit application DP-427 was considered and authorized for issuance by Council in July 2020 for a new 20-unit residential multi-family building (Appendix 2). Conditions for the permit were subsequently met and DP-427 was issued in November 2020.

In January 2021 following a request of the applicant, Council authorized a payment towards Development Cost Charges as in the above Motion for Consideration, subject to a 2021 project start (Appendix 3). As delays outlined by the applicant in their letter of request did not allow for a 2021 start, the applicant is again requesting Council consider a DCC payment.



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Prepared by: Chris Larson, MCP  
Senior Planner





September 6, 2022

City of Salmon Arm  
500 – 2 Avenue NE  
Salmon Arm, BC V1E 4N2

Attention: Kevin Pearson, Director of Development Services

Re: Building Permit Renewal – A19-59 HFH

Regarding the above, and in response to your questions of August 31, 2022, please note the following:

- The project did not proceed in 2021 as there was structural re-engineering work required when we lowered the building from 4 stories to 3 stories to accommodate the sightlines / views of the surrounding residences. This resulted in additional engineering to the foundation.
- The additional works resulted in re-costing the project and a delay in getting final financing approval for the construction funding.
- The project is scheduled start construction the week of October 3<sup>rd</sup>, 2022. The sub-contractors will mobilize to the site the 3<sup>rd</sup> week of September to set-up and prepare for the site works.
- There are four units/suites set-aside for low-income and moderate-income residents. The income levels are based on the income caps set by BC Housing and CMHC.

Thank you for your consideration of our request to expedite the building permit approval.

Regards,

A blue ink signature of W.N. (Bill) Miller.

W.N. (Bill) Miller  
Executive Director



## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers and by electronic means as authorized by Ministerial Order M192, at 1:00 p.m. and reconvened at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Monday, January 25, 2021.

### PRESENT:

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

Chief Administrative Officer C. Bannister  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Corporate Services E. Jackson  
 Director of Development Services K. Pearson  
 Chief Financial Officer C. Van de Cappelle (participated remotely)  
 Recorder C. Simmons

### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:00 p.m.

### 2. IN-CAMERA SESSION

0068-2021                      Moved: Councillor Eliason  
                                       Seconded: Councillor Flynn  
                                       THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.  
 Council returned to Regular Session at 1:33 p.m.  
 Council recessed until 2:31 p.m.

### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

### 4. REVIEW OF AGENDA

Item 9.4 Staff Report from Director of Corporate Services – Visitor Services Strategy was moved to follow item 14.2 Presentation - Margaret McCormick – Visitor Services Strategy.



Addition under item 12.3 B. Miller – email dated January 22, 2021 – Habitat for Humanity.



12. CORRESPONDENCE1. Informational Correspondence1. D. Roy – email dated January 17, 2021 – Hydro Box Art

0080-2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Council support Desiree Roy, Salmon Arm Secondary School and staff members Amanda Bailey (project co-leader) and Anne Tenning to work with BC Hydro to have BC Hydro Utility Box in front of Salmon Arm Secondary - Jackson wrapped with the image attached to the email dated January 17, 2021.

CARRIED UNANIMOUSLY4. S. Caner, President, Shuswap Food Action Society – letter dated January 20, 2021 – Downtown Farmer's Market and Coldest Night of the Year

0081-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council authorize the Shuswap Food Action Society to host a Farmer's Market at Ross Street Plaza (and a portion of Ross Street Parking Lot) on Saturdays from May 8 to October 9, 2021, subject to the provision of adequate liability insurance and in accordance with the Public Health Officer's orders and guidelines in effect at the time of the event(s).

CARRIED UNANIMOUSLY2. L. Wong, Manager, Downtown Salmon Arm – letter dated October 2020 – Alexander Plaza

L. Wong, Manager and R. Langridge, President, Downtown Salmon Arm were available to answer questions from Council.

Received for information.

Councillor Wallace Richmond left the meeting at 3:13 p.m. and returned at 3:16 p.m.

✱

3. B. Miller – email dated January 22, 2021 – Habitat for Humanity

0082-2021

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Council authorize the contribution of \$20,000.00 towards the Development Cost Charges for the Habitat for Humanity Seniors Housing Project, to be funded from an appropriate reserve (COVID 19 Grant Reserve or Affordable Housing Reserve), subject to a 2021 project start;

AND THAT: the Contribution of funds be released at the time of issuance of the building permit.

CARRIED UNANIMOUSLY

## Development &amp; Planning Services Committee Meeting of January 18, 2021

8. CORRESPONDENCE1. Letter from Habitat for Humanity dated January 13, 2021 – Seniors Housing Project

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends that Council authorize payment in the amount of 1/6<sup>th</sup> or a maximum of \$20,000.00 towards Development Cost Charges for the Habitat for Humanity Seniors Housing Project, to be funded from the Affordable Housing Reserve.

CARRIED UNANIMOUSLY

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Item 9.3

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: The 2022 Budget contained in the 2022 to 2026 Financial Plan be amended to reflect the following:

- Replace the Shuswap and 10 Avenue SE – Roundabout Design project with the Shuswap Street and 14 Avenue SE – Roundabout Design project (\$40,000 budget)
- Additional funding for the Shuswap and 14 Avenue SE – Roundabout project in the amount of \$30,000 (gas tax), for a total budget of \$70,000, to be funded from the 11 Avenue & 30 Street NE Roundabout Design project
- Additional funding for the 10 Street & 5 Avenue SE Roundabout Design project in the amount of \$30,000 (gas tax), for a total budget of \$70,000, to be funded from the 11 Avenue & 30 Street NE Roundabout Design project
- Reduced DCC funding for the 11 Avenue & 30 Street NE Roundabout Design project to \$17,000 and remainder to be funded from Gas Tax, total for a budget of \$70,000.

AND THAT: The proposal for Engineering Services for the 10 Street SW & 5 Avenue SW, 30 Street NE & 11 Avenue NE and Shuswap Street South & 14 Avenue SE Roundabout Detailed Design be awarded to McElhanney Ltd. for \$184,536.00 plus taxes, as applicable (\$61,512.00 per project).

### Vote Record

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

Opposed:

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



File: 2022-57,58,59

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Chris Moore, Engineering Assistant  
DATE: September 15, 2022  
SUBJECT: **AWARD OF RFP FOR ROUNDABOUTS - DETAILED DESIGN**

---

**STAFF RECOMMENDATION**

**THAT:** The 2022 Budget contained in the 2022 to 2026 Financial Plan be amended to reflect the following:

- Replace the Shuswap and 10 Avenue SE – Roundabout Design project with the Shuswap Street and 14 Avenue SE – Roundabout Design project (\$40,000 budget)
- Additional funding for the Shuswap and 14 Avenue SE – Roundabout project in the amount of \$30,000 (gas tax), for a total budget of \$70,000, to be funded from the 11 Ave & 30 St NE Roundabout Design project.
- Additional funding for the 10 St & 5 Ave SE Roundabout Design Project in the amount of \$30,000 (gas tax), for a total budget of \$70,000, to be funded from the 11 Ave & 30 St NE Roundabout Design project.
- Reduced DCC funding for the 11 Ave & 30 St NE Roundabout Design project to \$17,000 and remainder to be funded from Gas Tax, total for budget of \$70,000.

**THAT:** The proposal for Engineering Services for the 10 St SW & 5 Ave SW, 30 St NE & 11 Ave NE and Shuswap St. S & 14 Ave SE Roundabout Detailed Design be awarded to McElhanney Ltd for \$184,536.00 plus taxes, as applicable (\$61,512.00 per project).



## **BACKGROUND**

A Request for Proposals for Engineering Services for the Detailed Design only of three Roundabouts was issued on July 28, 2022 and three (3) proposals were received on August 18, 2022.

The three Roundabouts to be designed were:

1. 10 St SW & 5 Ave SW (Kaltire / Bowers Funeral Home) Appendix 'A'
2. 30 St NE & 11 Ave NE (Setters Pub / McDonalds) Appendix 'B'
3. Shuswap St S & 10 Ave SE (Bottom of Shumaker Hill) Appendix 'C'

Due to the complexity of roundabout designs, the evaluation criteria was weighted towards teams with previous roundabout experience and understanding and only 10% of the evaluation was based on cost.

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

| <b>Company</b> | <b>Quote</b>  | <b>Tax</b>   | <b>Total</b>  | <b>Evaluation</b> |
|----------------|---------------|--------------|---------------|-------------------|
| McElhanney     | \$ 184,536.00 | \$ 9,226.80  | \$ 193,762.80 | 1                 |
| Parsons        | \$ 327,645.00 | \$ 16,382.25 | \$ 344,027.25 | 2                 |
| Allnorth       | \$ 203,963.00 | \$ 10,198.15 | \$ 214,161.15 | 3                 |

With the advancement of the Auto Road Connector detailed design, traffic analysis was completed on the intersections that will be affected by the completion of the aforementioned project. The resulting traffic impact to the intersection at Shuswap and 14 Avenue, combined with the effectiveness of the recently installed 4-way stop at Shuswap and 10 Street SE resulted in a change of priorities for intersection improvement. The Shuswap and 10 Street SE round-about is no longer anticipated as necessary in the short-medium term. Staff have confirmed with the recommended proponent that no additional cost is anticipated to change design location. With consideration of the above, staff recommend replacing the Capital project of Shuswap and 10 Street SE Roundabout design with Shuswap and 14 Avenue SE Roundabout design. The funding for the Shuswap and 10 Avenue SE Round-about has been held in a specific project reserve which staff are recommending be reallocated to the Shuswap and 14 Avenue SE Roundabout design.

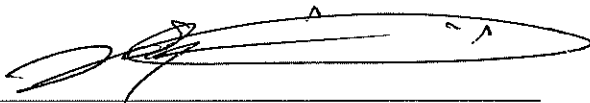
The budget amendments result in a reduced budget for the 11 Ave & 30 Street NE Roundabout Design project, as such the DCC funding must be reduced to reflect 25%, the maximum eligible funding per the DCC bylaw. The difference in DCC funding results in a deficit of approximately \$8,000, to be funded from Gas Tax for a total Gas Tax funding of \$53,000 and a total project budget of \$70,000.

The McElhanney proposal of \$184,536.00 is broken down equally into the three roundabout projects resulting in \$61,512.00 per project. The current 2022 budget has significantly more funds in the 11 Avenue and 30 Street NE roundabout design than the other two designs and as such a budget amendment is required to provide the necessary funding in each. Staff are recommending transferring \$60,000 out of the 11 Avenue and 30 Street NE roundabout design and putting \$30,000 into each of the Shuswap and 14 Avenue SE and 10 Street & 5 Avenue SE Roundabout design projects. This will result in a total budget of \$70,000 for each of the above noted projects.

### **STAFF COMMENTS**

We are recommending award to McElhanney Ltd for \$184,536.00 (\$61,512.00 per project) plus taxes as applicable, in accordance with their proposal submitted. Their experience with Roundabout design and construction is extensive, their Project Manager and Engineer of Record lives in Salmon Arm and their proposal was both the highest ranked and the lowest bid.

Respectfully submitted,

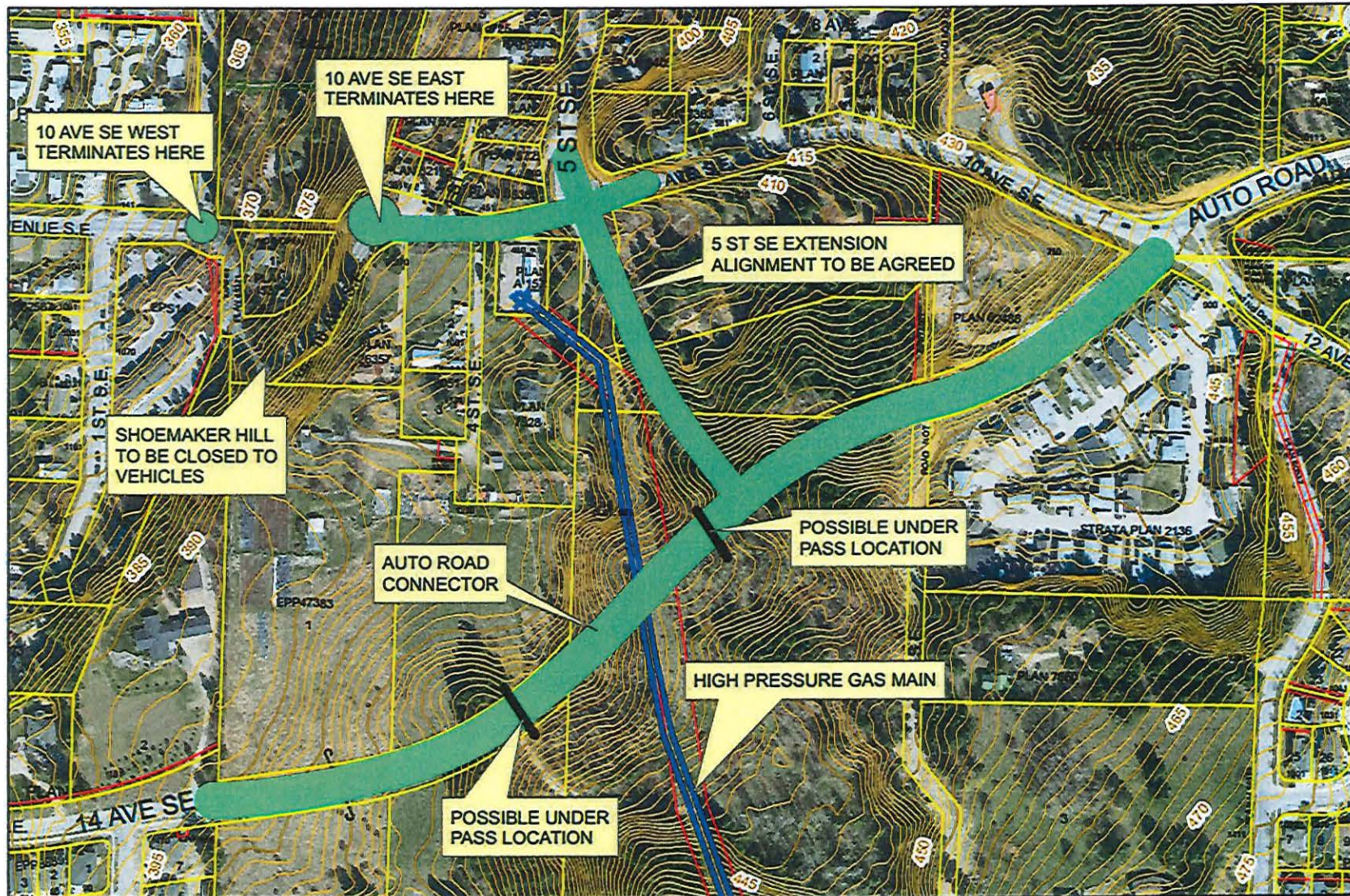


Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works



## Auto Road Connector Location Plan

0 25 50 100  
Meters



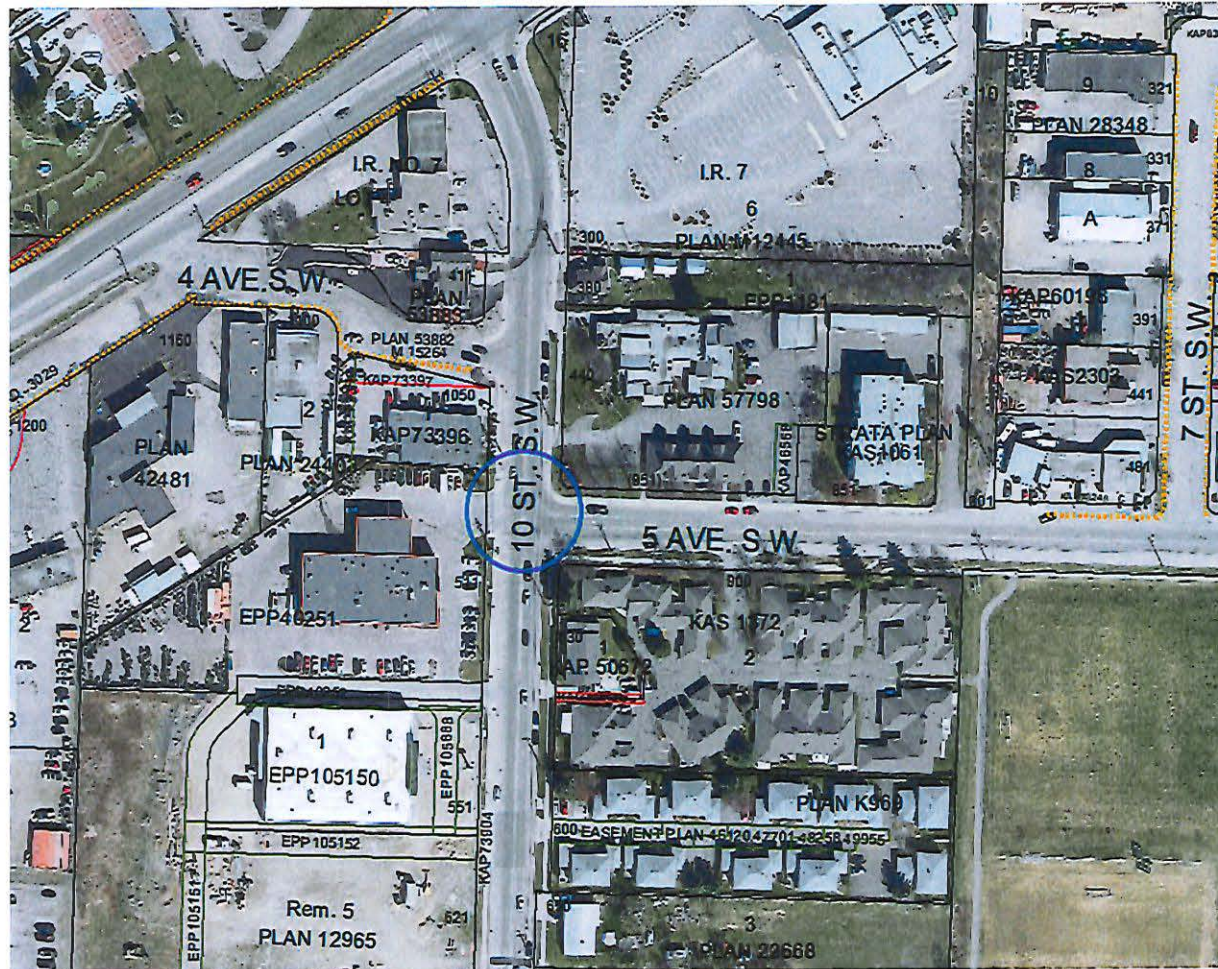
Thursday, September 16, 2021



## APPENDIX 'A'



10 St SW & 5 Ave SW (Kaltire / Bowers Funeral Home)

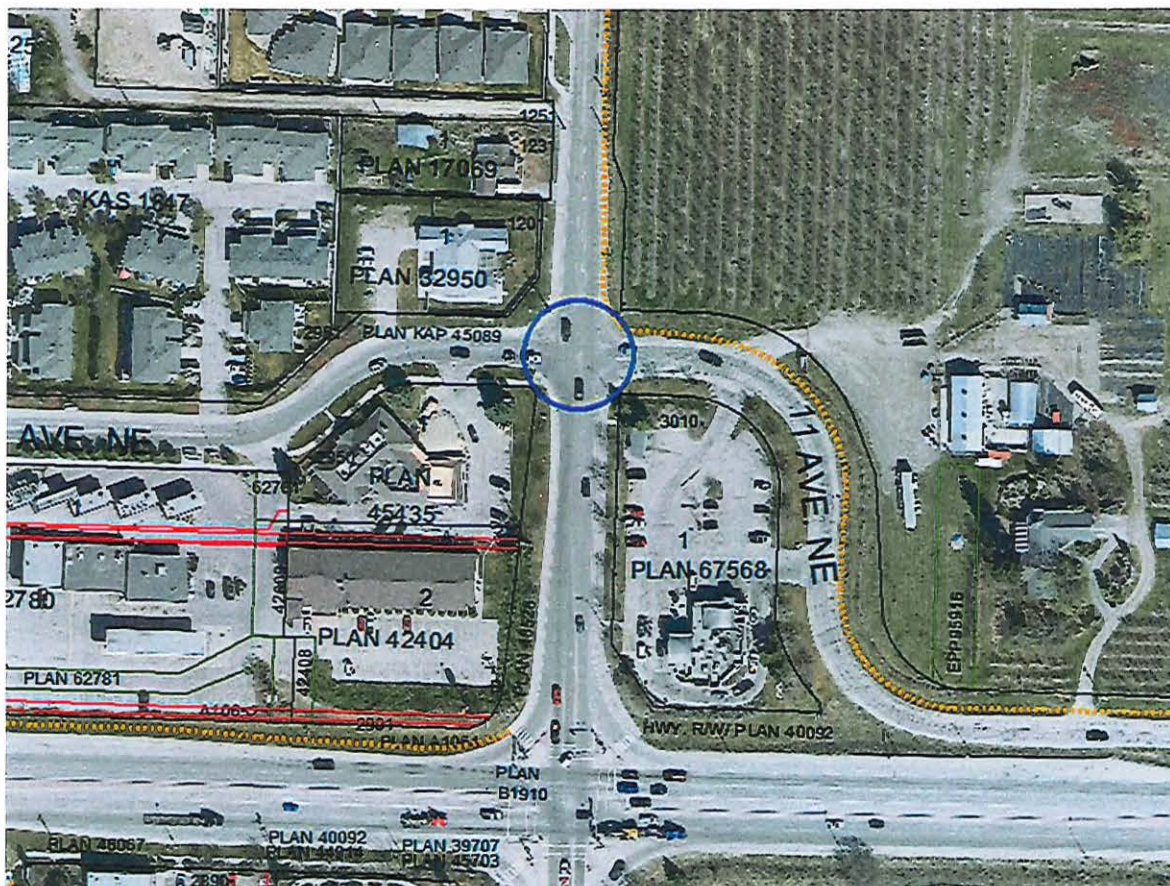




## APPENDIX 'B'



30 St NE & 11 Ave NE (Setters Pub / McDonalds)





## APPENDIX 'C'



14 Ave SE & Shuswap Street S (Foot Hills Road & Future Auto Road Connector)



Item 9.4

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: The contract for the demolition and disposal of the nineteen (19) Canoe Beach cabins located at 7721-36 Street NE be awarded to Blackburn Excavating Ltd. in accordance with their quote of \$312,000.00 plus taxes as applicable.

### Vote Record

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

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





TO: His Worship Mayor Harrison and Members of Council

FROM: Maurice Roy, Manager of Permits and Licensing

DATE: September 09, 2022

SUBJECT: CANOE BEACH CABIN DEMOLITION AWARD

### **STAFF RECOMMENDATION**

THAT: The contract for the demolition and disposal of the nineteen (19) Canoe Beach cabins located at 7721-36 Street NE be awarded to Blackburn Excavating Ltd. in accordance with their quote of \$312,000.00, plus taxes as applicable.

### **BACKGROUND:**

City staff has been working for a number of years toward the reclamation of west Canoe Beach for the purpose of developing additional public beach access area, in keeping with the Canoe Beach master plan (2016). The current stage of proceedings is the removal of the remaining nineteen (19) cabins that exist on the property. To that end, the City of Salmon Arm sent out a request for quotes to eight (8) qualified local contractors for the abatement and demolition of the cabins located at 7721 – 36 Street NE (Canoe Beach). The closing date for receipt of quotations was September 08, 2022 at 2:00PM.

The following contractors were provided a request for quotation package; however, only one quotation was submitted as indicated below:

| Supplier                        | Demolition & Disposal | Abatement (Awarded) | Total Price (Plus Taxes) |
|---------------------------------|-----------------------|---------------------|--------------------------|
| Blackburn Excavating Ltd        | \$ 312,000.00         | \$18,860.00         | \$ 330,860.00            |
| Mounce Construction Ltd         | No Quote              | No Quote            | n/a                      |
| Little Projects Ltd             | No Quote              | No Quote            | n/a                      |
| Win and Chris Excavating Ltd    | No Quote              | No Quote            | n/a                      |
| Mountainside Earthworks         | No Quote              | No Quote            | n/a                      |
| D Webb Contracting Ltd          | No Quote              | No Quote            | n/a                      |
| General Assembly Excavating Ltd | No Quote              | No Quote            | n/a                      |
| Grandview Excavating            | No Quote              | No Quote            | n/a                      |

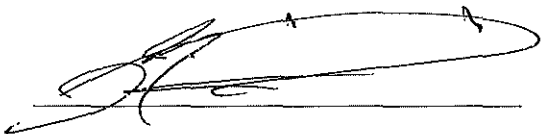
Included with the demolition quote received from Blackburn Excavating Ltd was an \$18,860.00 (plus taxes) fee for the abatement of hazardous materials from several of the cabins. This work had been identified through an environmental assessment completed by Peak Environmental Ltd in December of 2021, on behalf of the City. In order to facilitate a timely completion of this project the abatement portion of the work has been awarded as a separate function.

City staff have also been working with a Qualified Environmental Professional who assisted with preparing the applications for Provincial Ministry approvals for works near the lake. In May of this year, the City obtained the required Provincial approvals for the cabin demolition project; unfortunately, the proposed work could not commence during high water conditions of the lake. So the project was delayed until the late summer, early fall.

The quotation received from Blackburn Excavating Ltd is within the 2022 budget parameters for this project, which was approved at \$453,680.00. This budget also includes additional works such as the environmental consultation, hazardous materials assessment, various remediation works, etc.

Blackburn Excavating Ltd has been involved in the demolition of cabins in this area and has worked with the City on various other project over the years. Staff therefore recommends that the City move forward with the quote and are requesting Council authorization to use funds allocated for this phase of the project.

Sincerely,

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

(On behalf of)  
Maurice Roy, RBO CRBO  
Manager of Permits and Licensing

CC Chelsea Van De Cappelle, CFO

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Item 9.5

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize staff to allocate \$23,275.00 from the Airport Marketing & Promotion Fund to support the 2023 Airport Appreciation Day scheduled for Sunday, June 25, 2023.

### Vote Record

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

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





File: 8400

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TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: September 15, 2021

SUBJECT: **Airport Appreciation Day – Sunday June 25, 2023**

---

**RECOMMENDATION:**

**That: Council authorize staff to allocate \$23,275.00 from the Airport Marketing & Promotion Fund to support the 2023 Airport Appreciation Days scheduled for Sunday, June 25, 2023.**

**BACKGROUND:**

The Salmon Arm Flying Clubs holds a biannual Airport Appreciation Day at Shuswap Regional Airport to showcase the Airport facilities and services in addition to putting on an air show and static display of various aircraft. This event is held in conjunction with the Shuswap Emergency program with representation from Salmon Arm Fire Department, BC Ambulance Service, RCMP, and various other emergency responders. This event had been scheduled for 2022 but due to ongoing Covid related concerns and restrictions it was canceled.

The Airport Operations Committee reviewed the budget request from the Shuswap Flying Club on September 15, 2022 and unanimously supported the request as part of the 2023 Operation and Capital budget review. A budget request of \$23,275.00 was put forward by the Flying Club to organize and host the event. The Salmon Arm Flying Club would retain 75% of the gate receipts to cover the event costs and the remaining 25% would be payable to the City of Salmon Arm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Niewenhuizen", written over a horizontal line.

Robert Niewenhuizen  
Director of Engineering and Public Works



Salmon Arm Flying Club  
4300B – 20<sup>th</sup> Ave. S.E.  
Salmon Arm, BC  
V1E 1X9

P67

14 September 2023

Mr. Rob Niewenhuizen  
Director of Engineering and Public Works  
City of Salmon Arm, Box 40  
500-2nd Ave NE  
Salmon Arm BC V1E 4N2

Dear Mr. Niewenhuizen

AIRPORT APPRECIATION DAY 2023

The Salmon Arm Flying Club is in the early stages of planning for an Airport Appreciation Day (AAD) to be tentatively held on Sunday, 25 June 2023. A decision to continue will be dependent on the COVID 19 situation in the New Year together with Provincial guidelines in effect at that time.

We are hereby submitting a request for approval and support to host the event by allocating funding to cover anticipated expenses from the Airport Promotional reserve. As well, it is expected that the City of Salmon Arm will cover the additional liability insurance costs. As in the past, the city will receive 25% of the gate receipts and the return of any unused funding.

The AAD is expected to be held in partnership with the Salmon Arm Fire Department and Shuswap Emergency Preparedness. Their displays and participation in 2018 were responsible for making the event the huge success that it was. Our budget estimate is larger for 2022 as it is expected that costs for air show performers as well as all other costs will have gone up considerably.

It is hoped that our attached budget proposal, in the amount of \$23,275.00 be given favourable consideration. Should you require additional information, do not hesitate to contact the undersigned at any time.

Sincerely,

*(Original signed by)*

T.P. (Tim) Auger  
President  
H - 250-833-5880  
C – 250-515-0378  
Email: [tpauger@telus.net](mailto:tpauger@telus.net)

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Item 9.6

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the contract with the Shuswap Recreation Society and the Shuswap Academy Elite Hockey School for a 3 year term ending June 30, 2024.

### Vote Record

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

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



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TO: His Worship Mayor Harrison and Members of Council  
FROM: David Knight, Arena Manager, Shuswap Recreation Society  
PREPARED BY: David Knight  
DATE: September 12, 2022  
SUBJECT: **Shuswap Academy Elite Hockey School - Contract**

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**RECOMMENDATION:**

**THAT: Council approve the contract with the Shuswap Recreation Society and the Shuswap Academy Elite Hockey School for a 3 year term ending June 30, 2024.**

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**Background**

The Shuswap Academy Elite Hockey School (SAEHS) was purchased from the Salmon Arm Hockey School in 2018. During the 30 years that Salmon Arm Hockey School had been in operation in the Okanagan, it provided training opportunities to the hockey athletes of the City of Salmon Arm.

With the previous contract ending June 2021, discussions for a new contract were conducted over the spring of 2021 and agreed in principle, pending the approval of the City of Salmon Arm. Unfortunately, the agreement did not make it to Council at that time, and is now being recommended for approval.

**Summary**

The new contract is a roll over of the previous contract with some slight variations made due to the sale of the Salmon Arm Hockey School to the SAEHS in 2018.

Some of the key changes to the new contract are as follows:

- A.** The structure of the agreement was changed to a license agreement to align with other license agreements that the Shuswap Recreation Society has with other organizations.
- B.** The term of the license was changed to a 3 year term.
- C.** The hourly rental rate of \$135.00 will remain the same in this new agreement with increases based on the Consumer Price Index (CPI).

D. Added wording to the expectation for ice requests to be received prior to the publication of information about the camps for marketing reasons. This allows for the Society to ensure that the ice being requested meets the financial and operational needs of the society.

E. Removed the following clauses:

- a. Auto renew clause;
- b. A six (6) month notice of cancellation for the licensee;
- c. A \$5,000 deposit required at the start of the summer; and
- d. A specific date deadline for ice requests for the following season.

There is currently a good working relationship between the two organizations and this agreement will see this continue over the next 3 years. We hope that the City of Salmon Arm will be supportive of this request as well, allowing us to continue the relationship with the SAEHS.

Respectfully submitted,

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

Prepared by: David Knight  
Arena Manager of the Shuswap Recreation Society

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Item 9.7

## CITY OF SALMON ARM

Date: September 26, 2022

### LIVING WAGE POLICY #1.15

#### Vote Record

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

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



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TO: His Worship Mayor Harrison and Members of Council  
DATE: September 20, 2022  
SUBJECT: City of Salmon Arm Living Wage Policy # 1.15

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*Background:*

A Notice of Motion regarding the implications of the City becoming a Living Wage Employer was brought forward by Councillors Lavery and Lindgren and included on the January 10, 2022 Regular Council Meeting Agenda. The motion, which was unanimously adopted at the January 24, 2022 Regular Council Meeting reads as follows:

WHEREAS: a Living Wage is the hourly rate needed for two working adults to meet the basic needs of a family of four in order to meet the basic costs of living – food, clothing, accommodation, transportation and childcare in the community they reside in;

AND WHEREAS: a Living Wage has been studied and recommendations made for various regions of BC and Canada;

AND WHEREAS: many local governments are champions for fair Living Wages for their direct employees and contracted suppliers;

THEREFORE BE IT RESOLVED THAT: the City of Salmon Arm consider becoming a Living Wage Employer; committing to a living wage for direct employees and requiring the same for specified contracted workers;

AND THAT: staff report back by June 15, 2022 on the implementation options and implications of a Living Wage policy for both direct employees and specified contracted services occurring on city premises and properties; to take effect on January 1, 2023.

Staff reported back at the June 13, 2022 Regular Meeting and were directed to prepare a policy for Council's consideration. Attached as APPENDIX A is the draft Living Wage Policy for Council's consideration.

*Considerations:*

Utilizing information gleaned from both Living Wage for Families BC and the City of Victoria, staff have determined that the only direct staff members who are currently being paid less than the Living Wage for our area (\$16.71/hr, including non-mandatory benefits) are Summer Students. The City's eight summer students are currently being paid the BC minimum wage of \$15.65/hr, while the Living Wage rate per hour (excluding non-mandatory benefits) is calculated as \$15.95. The increase necessary to bring these employees up to a Living Wage is \$0.30/hr, which equates to a budget impact of approximately \$1,500/year total for all eight students. Every effort will be made to review and adjust the Living Wage on an annual basis, however, this will be contingent on the assistance of the Living Wage for BC as the calculations are complex.

All of the policies that were reviewed during the development of the draft policy include a clause that states that the Living Wage will not be adjusted outside of what is identified in the Collective Agreement until it is re-negotiated. This means the City would not be in a position to increase the Summer Students wage until at least December 31, 2024.

The Contractor threshold has been set at 120 hours per year. At present, City Hall and RCMP Janitorial Services, Animal Control, Solid Waste & Recycling, IT, Traffic Control, Security, and Alarm Response contracts would fall under the policy. As the policy also covers work on Roads, it is anticipated that there will be other contracts that this will apply to, depending on upcoming projects. There is an exemption included that applies to emergency or non-recurring repairs or maintenance services where no standing contract is in place.

Staff have not included a provision for Contractor audits, however, all reports of non-compliance are encouraged to be made in writing to the Chief Financial Officer who will review the allegation and may require proof of how the Contractor/Sub-Contractor has calculated the wage. Staff will make every effort to work with the Contractor/Sub-Contractor to bring them into compliance before taking further action.

Should Council adopt the policy, staff will initiate the process required for the City to become a Certified Living Wage employer. In order to become certified there is an application package and annual fee of \$200.00.

The benefits of becoming a Certified Living Wage Employer are as follows:

- Recognition – Living Wage Employers can showcase their certification on their website and with decals on their vans, shop fronts and office spaces. Living Wage for Families BC

works closely with new Living Wage Employers to promote their certification through the media, web posts and social media channels.

- Support – Living Wage for Families BC will support employers to calculate the Living Wage for their community.
- Investing in advocacy – Living Wage for Families BC advocates for government policies which help reduce the cost of living for families in BC.

Respectfully Submitted,



Erin Jackson  
Chief Administrative Officer

APPENDIX A – Draft City of Salmon Arm Living Wage Policy No. 1.15



## POLICY NO. 1.15

**TOPIC:** Living Wage

**REASON:**

The City of Salmon Arm's Living Wage Policy aims to ensure that all City Staff and Contractors / Sub-Contractors who work on City premises for a specified period of time earn a living wage. The City recognizes that paying a living wage constitutes a critical investment in the long-term prosperity of the economy by fostering a dedicated, skilled and healthy workforce.

**DEFINITIONS:**

**Declaration:** a document signed by a Contractor confirming their compliance in paying a living wage to their employees covered under this Policy.

**Employees:** all staff employed by the City.

**Living Wage:** the hourly rate at which a household can meet its basic needs, once government transfers have been added to the family's income (such as federal and provincial child benefits) and deductions have been subtracted (such as income taxes and Employment Insurance premiums). It enables wage earners living in a household to:

- Feed, clothe and provide shelter for their family;
- Promote healthy child development;
- Participate in activities that are an ordinary element of life in the community; and
- Avoid the chronic stress of living in poverty.

This hourly rate is calculated every year in conjunction with the Living Wage for Families Campaign, based on the living expenses of a family of four with two children aged 4 and 7, with both parents working full time (35 hours/week).

**Premises:** all City owned buildings, parks and roads, except those premises that are leased by other organizations.

**APPLICATION:**

The City will implement this Living Wage Policy effective January 1, 2023.

The Living Wage will be calculated annually (or as close as reasonably possible), based on the methodology developed by the Living Wage for Families Campaign, and takes into consideration the total compensation package (base wage + non-mandatory benefits).

As a Living Wage Employer, the City will ensure employees are paid no less than the Living Wage as established in the year of ratifying a Collective Agreement. The Collective Agreement will not be opened up for adjustments if the hourly rates dip below the Living Wage rate before the Collective Agreement is re-negotiated.

This Policy will encompass employees and specified Contractors' / Sub-Contractors' employees with the following exclusions:

- Students seeking work experience credits for educational purposes;
- Contractors / Sub-Contractors that do not provide services for the City on a regular, ongoing basis;
- Emergency or non-recurring repairs or maintenance services where no standing contract is in place;
- Volunteers; and
- Employees of organizations (for-profit or not-for-profit) that lease space / property from the City.

The City has established the following criteria to determine a Contractor or Sub-Contractor's eligibility under the Living Wage Policy:

- The employee of a Contractor / Sub-Contractor must perform services physically on City premises; and
- Total hours worked on City premises must be a minimum of 120 hours per year.

The City requires all Contractors / Sub-Contractors, whose services fall within the parameters established within this policy, to be compliant for the duration of their contract with the City. Any existing contracts that are in place at the time of inception of this policy will not require immediate compliance should their wage rates be lower than that established Living Wage rate, however, a contract will require compliance at time of renewal.

The City will incorporate into applicable competitive bid documents (Invitations to Tender, Requests for Proposal, Quotes, etc.) a sample declaration to be signed as part of the contract with the City.

While the City will not be conducting audits on Contractors / Sub-Contractors, if the City is made aware of non-compliance, it will work with the Contractor prior to taking other actions and may require proof of calculations, based on the Living Wage formula.

All reports of non-compliance should be made in writing to the Chief Financial Officer.

|                             |       |
|-----------------------------|-------|
| Prepared by: Administration | Date: |
| Approved by:                | Date: |
| Approved by:                | Date: |



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Item 9.8

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council award the contract for provision of the Poverty Reduction Destigmatization & Awareness Campaign to Urban Matters for \$49,900.00 plus G.S.T.

### Vote Record

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

Opposed:

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



---

TO: His Worship Mayor Harrison & Members of Council  
DATE: September 22, 2022  
SUBJECT: UBCM Poverty Reduction Planning & Action Program– Stream 2 Award

---

**RECOMMENDATION:**

THAT: Council award the contract for provision of the Poverty Reduction Destigmatization & Awareness Campaign to Urban Matters for \$49,900.00 plus GST.

**BACKGROUND:**

At the October 28, 2019 Regular Meeting, Council directed staff to apply for the Together BC – UBCM Poverty Reduction Planning and Action Program grant. The grant was intended to support communities to develop or update assessments or plans in order to reduce poverty at the local level.

The City's application for \$25,000.00 under Stream 1 was successful. Following a procurement process, SPARC BC was awarded the contract to provide a Social Impact Assessment and subsequently presented that report to Council on August 9, 2021.

At the January 24, 2022 Regular Meeting, Council authorized the submission of an application under Stream 2 of the Program, which was also supported by the Social Impact Advisory Committee. The City was subsequently awarded \$50,000.00 to complete a Poverty Reduction Destigmatization & Awareness Campaign. The intent of this stream is to support communities to undertake local projects in order to reduce poverty at the local level.

A Request for Proposals was issued on August 17, 2022, advertised on BC Bid and sent directly to organizations that have worked with the City on other similar projects. Upon closing on September 15, 2022, submissions had been received from SPARC BC and Urban Matters.

Staff reviewed the proposals and considered Methodology (40%), Proponent Profile (40%) and Cost (20%) in arriving at the recommendation. While both proponents demonstrated a clear understanding of the project requirements and identified an experienced project team in their submissions, Urban Matters quoted \$49,900 to complete the campaign while SPARC BC quoted \$50,000.

Both organizations have held contracts with the City in the past and have delivered satisfactory results. Urban Matters is located in Kelowna, while SPARC BC is in Vancouver. Each has included honoraria for persons with lived experience and propose consultation ahead of the development of the campaign. The recommendation to award to Urban Matters is largely due to having a more detailed explanation of how the project will be executed, in addition to the slightly lower cost.

Once awarded, the consultant will begin work immediately, with completion (including presentation to Council) in April 2023.

Respectfully Submitted,



Erin Jackson  
Chief Administrative Officer

cc. Chelsea Van de Cappelle, Chief Financial Officer

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Item 10.1

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: City of Salmon Arm Zoning Amendment Bylaw No. 4548 be read a first and second time.

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

[ZON-1250; Text Amendment; R4 (Medium Density Residential Zone) – Bare Land Multi Family Strata Lot Regulations]

### Vote Record

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

Opposed:

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






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To: His Worship Mayor Harrison and Members of Council

Date: September 22, 2022

Subject: Zoning Bylaw Amendment No. 1250  
R4 (Medium Density Residential Zone) - Bare Land Multi Family Strata Lot Regulations

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### **STAFF RECOMMENDATION**

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

**i. Section 9.7 to ADD the following after Section 9.7.3:**

- .4 *duplexes, triplexes and multiple family dwellings* may be subdivided into smaller lots than the regulations listed above provided the site is comprehensively developed under a single Development Permit.

**ii. Section 9.8 to REMOVE Section 9.8.4:**

- .4 Notwithstanding Section 9.8.1, the minimum parcel width for a side-by-side duplex lot shall be 20.0 metres (65.6 feet)

**iii. Section 9.8 to ADD the following Section 9.8.4**

- .4 Notwithstanding Section 9.8.1, *duplexes, triplexes and multiple family dwellings* may be subdivided into smaller lots than the regulations listed above provided the site is comprehensively developed under a single Development Permit and no lot shall be less than 6.9m in width.
- 

### **PURPOSE**

To introduce Zoning Bylaw text amendments that would allow for smaller Bare Land Strata lot areas and widths than currently permitted in order to accommodate more variety of residential housing types.

### **BACKGROUND**

The R4 (Medium Density Residential Zone) is attached as Appendix 1 for reference. Aligned with the Urban Residential Objectives of the Official Community Plan (OCP), staff are proposing amendments to the zoning regulations that will open the zoning bylaw options, offering other types of tenure, in particular, for multi-family Bare Land Strata developments.

The proposed bylaw amendments would encourage small lot subdivision of multi-family parcels with individual amenity areas, creating more variety on the housing market. The proposed amendment would offer more tenure options for multi-family development within the community.

Under the current regulations, staff have received comments from developers that maximizing density on R4 lots is challenging because the lot areas and widths under the current bylaw. Reducing the lot area and width would accommodate smaller units and allow for more units within a development. There are three primary forms of residential land tenure types (Fee Simple, Building Strata and Bare Land strata) in Salmon Arm and each has positive and negative considerations, in particular maintenance responsibility and market value.



### Fee Simple

A Fee Simple residential subdivision is the most conventional form of subdivision. In this model, the land and buildings on the land are owned and are the responsibility of a single property owner.

### Building Strata

A Building Strata is the typical form of residential strata-type development common in the City. In this format, the building or unit within a building is owned privately but within the boundary of the development project the land, infrastructure and shared sections of buildings are maintained by the strata corporation.

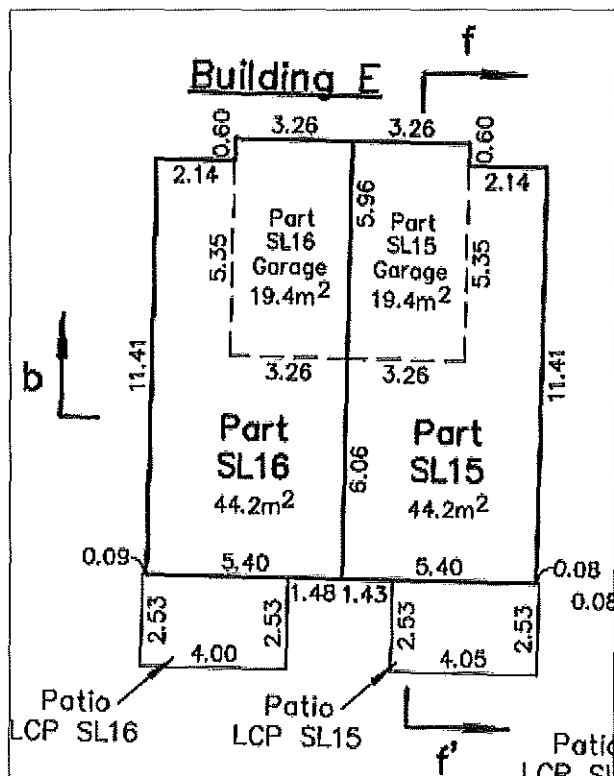
### Bare Land Strata

The proposed Zoning Bylaw amendments focus on Bare Land Strata developments. In a multi-family building in a bare land strata development each lot would be comprised of the building (or portion of a multipart building) and yard space in the rear and front. The maintenance of the yard areas would be the responsibility of the individual lot owner with the strata corporation bylaws governing form and character of the fences and uses within the yard spaces.

The *Land Title Act* and *Strata Property Act* allow the stratification of either building(s) or parcels. To date the majority of strata type developments in the City have been building stratas. A Building Strata defines the building as the strata lot and the area around the building as "Common Property". An example of a Building Strata duplex is shown below in Figure 1. A strata development allows for the subdivision of lots but instead of the road within the development being owned and maintained by the City, the road is owned and maintained by the strata as with any other development infrastructure such as landscaping, sewer, water, etc. Examples of this ownership model are the Uptown Village development or the Copperview development.

In a multi-family Bare Land Strata development, the owner would own and maintain the front and/or rear yard areas, similar to a conventional lot. Strata bylaws are used to govern general form and character provided none of the strata bylaws conflict with City bylaws (i.e. fence heights or allocating parking stalls to a number less than required under the zoning). The responsibility of the strata corporation is lessened so that the strata corporation is responsible for the road and infrastructure maintenance but may not be responsible for yard spaces that are part of the individual lot. A *Land Title Act* Party Wall Agreement would be registered on the title at the time the lots are registered to address the responsibility and maintenance of shared walls within a multi-family building.

Figure 1: Example of Duplex (Building Strata)



Staff are supportive of the proposed changes to the R4 zone parcel area and parcel width regulations as a means to allow for more variety within the City's housing spectrum. The proposed amendments align with the OCP policies and objectives and the City's Housing Strategy. Staff also note that the proposed amendments are consistent with practices in other communities that have differing regulations for fee simple and strata type developments. The changes proposed would allow for Bare Land Strata lots of multi-family dwellings for those developments that are subject to Development Permit issuance and provides more variety in ownership models within the market.



Melinda Smyrl, MCIP, RPP  
Planner III



Chris Larson, MCIP, RPP  
Senior Planner

**SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE****Purpose**

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

**Regulations**

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

**Permitted Uses**

- 9.3 The following uses and no others are permitted in the R-4 Zone:
- .1 *assisted living housing*; #4336
  - .2 *bed and breakfast in a single family dwelling*, limited to two let rooms;
  - .3 *boarders*, limited to two;
  - .4 *boarding home*; #2789
  - .5 *commercial daycare facility*;
  - .6 *dining area*; #4336
  - .7 *duplexes*;
  - .8 *family childcare facility*; #3082
  - .9 *group childcare*; #3082
  - .10 *home occupation*; #2782
  - .11 *multiple family dwellings*;
  - .12 *public use*;
  - .13 *public utility*;
  - .14 *single family dwelling*;
  - .15 *triplexes*;
  - .16 *accessory use*.

**Maximum Height of Principal Buildings**

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

**Maximum Height of Accessory Buildings**

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

**Maximum Parcel Coverage**

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

**Minimum Parcel Area**

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

**SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED****Minimum Parcel Width**

9.8

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

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

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

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

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

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



**Maximum Density**

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

9.11

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

**TABLE 2**

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

**Maximum Floor Area Ratio**

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

**Parking**

9.13 Parking shall be required as per Appendix I.

## CITY OF SALMON ARM

### BYLAW NO. 4548

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on September , 2022 at the hour of 7:00 p.m. was published in the and , 2022 issues of the Salmon Arm Observer;

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

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:
  - a) Section 9.7: to ADD the following after Section 9.7.3:
    - .4 *duplexes, triplexes and multiple family dwellings* may be subdivided into smaller lots than the regulations listed above provided the site is comprehensively developed under a single Development Permit.
  - b) Section 9.8.4 be deleted in its entirety that reads:
    - .4 Notwithstanding Section 9.8.1, the minimum parcel width for a side-by-side duplex lot shall be 20.0 metres (65.6 feet)

And replaced with a new Section 9.8.4 that reads:

- .4 Notwithstanding Section 9.8.1, *duplexes, triplexes and multiple family dwellings* may be subdivided into smaller lots than the regulations listed above provided the site is comprehensively developed under a single Development Permit and no lot shall be less than 6.9m in width.
2. SEVERABILITY

If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and

the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4548"

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2022

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

ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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



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Item 10.2

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4550 be read a first, second and third time.

### Vote Record

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

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

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Date: August 30, 2022  
 Subject: 2022 Amended Budget

## Recommendation:

THAT: Bylaw No. 4550 cited as "City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4550" be given 3 readings.

## Background:

The 2022 Final Budget requires an amendment to reflect Council Resolutions and to redirect allocations between budget accounts.

## General Fund:

| <u>Revenue</u>  |  | <i>Increase /<br/>(Decrease)</i> |
|---|--|----------------------------------|
| <i>Water Frontage Tax</i>                                 | To reflect actual. Offsets with transfer to Water Fund for same.   | \$7,000.00                       |
| <i>Sewer Frontage Tax</i>                                 | To reflect actual. Offsets with transfer to Sewer Fund for same.   | 10,000.00                        |
| <i>Provincial Grants in Lieu of Taxes</i>                 | To reflect an increase in the assessed value of provincially owned properties.   | 7,750.00                         |
| <i>Fire Protection Services – Other Sales of Services</i> | To reflect reimbursement of the City's work related to its 2021 Community Resiliency Investment (CRI) grant.   | 2,200.00                         |
| <i>Business Licenses</i>                                  | To reflect actual. Additional revenue utilized to offset reduction in Traffic Fine Revenue Sharing Grant and various other smaller budget changes.       | 20,000.00                        |
| <i>Parks – Rentals – Other</i>                            | To reflect revised carry-forward revenues associated with the Canoe Beach Lot demolition contributions. Offsets with Canoe Beach Rental Lot Maintenance. | (10,660.00)                      |
| <i>Unconditional Transfer – Small Communities Grant</i>   | To reflect a one-time bonus payment received for 2022. \$1,250 utilized to offset budget changes with the net redirected to the                          | 46,000.00                        |

|  |   |             |
|--|---|-------------|
|  | Technology, Equipment & Software Reserve.   |             |
| <i>Unconditional Transfer – Traffic Fine Revenue Sharing Grant</i> | To reflect actual. Grant is based on previous years' traffic fines.   | (12,800.00) |
| <i>Conditional Transfers – Strategic Priorities Fund</i>           | To reflect the City's application under the Strategic Priorities Fund to complete a Transportation Master Plan. Offsets with expenditure for same.  | 200,000.00  |
| <i>Conditional Transfers – CRI FireSmart Community Funding</i>     | To reflect the City's successful application for 2022 CRI FireSmart activities. Offsets with expenditure for same.  | 25,050.00   |
| <i>Conditional Transfers – Public Safety Canada – BSCF</i>         | To reflect the City's application under the Building Safer Communities Fund to develop and implement a strategy on Gun/Gang Prevention and Intervention. Offsets with expenditure for same. | 47,360.00   |
| <i>Conditional Transfers – Other (Fortis BC)</i>                   | To reflect the receipt of a Fortis BC Incentive Grant for the Shaw Centre – Energy Savings Study. Offsets with expenditure for same.  | 14,800.00   |
| <i>Transfer From Reserve – Tech, Equip &amp; Software</i>          | Funding required for mesh network restructure/recovery. Offsets with expenditure for same.  | 10,500.00   |
| <i>Transfer From Reserve – Wages &amp; Benefits</i>                | Provision to reflect actual Building Wages and Benefits and General On Call Allowance. Offsets with expenditures for same.  | 28,600.00   |
| <i>Transfer From Reserve – Audio/Video Equip.</i>                  | Funding required for soft conferencing upgrade to Council Chambers Audio/Video Equipment. Offsets with expenditure for same.  | 6,200.00    |
| <i>Transfer From Reserve – Strategic Plan Update</i>               | Provision to reflect actual. Offsets with expenditure for same.   | 5,000.00    |
| <i>Transfer From Reserve – COVID 19 Safe Restart</i>               | Additional provision to reflect actual COVID related health leaves. Offsets with expenditure for same.  | 32,900.00   |
| <i>Transfer From Reserve – Airport O&amp;M</i>                     | As resolved by Council.   | 15,000.00   |

|   |                         |  |            |
|---|-------------------------|--|------------|
| <i>Transfer Reserve - Canoe Reclamation</i>             | <i>From Parks Beach</i> | To reflect revised carry-forward funding associated with the Canoe Beach Lot demolitions and additional funding needed. Offsets with Canoe Beach Rental Lot Maintenance.         | 39,340.00  |
| <i>Other Governments - Residential School Taxes</i>     |                         | Provision to reflect actual. Initial budget based on prior year. Current year requisition received after final Budget adoption in April 2022. Offsets with expenditure for same. | 347,650.00 |
| <i>Other Governments - Non-Residential School Taxes</i> |                         | Provision to reflect actual. Initial budget based on prior year. Current year requisition received after final Budget adoption in April 2022. Offsets with expenditure for same. | 102,800.00 |
| <u><i>Expenditures</i></u>                              |                         |  |            |
| <i>Council Expenses</i>                                 |                         | As resolved by Council (\$5,000) - Shuswap District Arts Council Pride, \$500 - Fall Fair Parade).   | (4,500.00) |
| <i>Strategic Corporate Plan - Update</i>                |                         | Provision to reflect actual. Offsets from reserve for same.  | 5,000.00   |
| <i>COVID-19 - Lab.</i>                                  |                         | Additional provision to reflect actual. Offsets from reserve for same.   | 32,900.00  |
| <i>Technologies Consulting</i>                          | -                       | Provision for mesh network restructure/recovery. Offsets from reserve for same.  | 10,500.00  |
| <i>Technologies - Small Computer/Equipment</i>          |                         | Provision for soft conferencing upgrade to Council Chambers Audio/Video Equipment. Offsets from reserve for same.  | 6,200.00   |
| <i>Grants - Shuswap Trail Alliance</i>                  |                         | As resolved by Council.  | 1,500.00   |
| <i>Grants - SAS Jackson Band</i>                        |                         | As resolved by Council.  | 300.00     |
| <i>Grants - SA Folk Music Society</i>                   |                         | As resolved by Council.  | 940.00     |
| <i>Grants - Shuswap District Arts Council</i>           |                         | As resolved by Council.  | 5,000.00   |
| <i>Fire Protection - Advertising</i>                    |                         | Provision for fire fighter recruitment in partnership with the CSRD.   | 4,500.00   |
| <i>Community Wildfire FireSmart</i>                     |                         | Provision for 2022 CRI FireSmart grant activities (\$25,050), expenditures related to  | 34,250.00  |

|  |  |             |
|--|--|-------------|
|  | works under the 2021 CRI FireSmart (\$2,200) and prior year expenditures reimbursed in 2022 (\$7,000).   |             |
| <i>Building – Wages &amp; Benefits</i>                 | Provision to reflect actual. Offset from reserve for same.   | 10,400.00   |
| <i>Trans. – Recruitment Expense</i>                    | To reflect reallocation of funding to Succession Training – Lab. and Equip.  | (22,500.00) |
| <i>Trans. – On Call Allowance</i>                      | Provision to reflect actual. Offsets with reserve.   | 18,200.00   |
| <i>Trans. – Succession Training – Lab.</i>             | To reflect reallocation of funding from Recruitment Expense.   | 20,000.00   |
| <i>Trans. – Succession Training – Equip.</i>           | To reflect reallocation of funding from Recruitment Expense.   | 2,500.00    |
| <i>Trans. – Engineering – Relocation</i>               | Provision to reflect actual.   | 3,000.00    |
| <i>Trans. – Drainage Extensions &amp; Replacements</i> | To reflect reallocation of funds for Major Maintenance – SE Industrial Park Storm Water Improvements.  | (10,000.00) |
| <i>Trans. – Transportation Master Plan</i>             | Provision to reflect the City's application under the Strategic Priorities Fund to complete a Transportation Master Plan. Offsets with grant for same.                   | 200,000.00  |
| <i>Trans. – SE Industrial Park SWMP Improvement</i>    | To reflect actual, funding redirected from Drainage Extensions & Replacements for same.  | 10,000.00   |
| <i>Airport – GPS &amp; WAAS Instrument Protocol</i>    | As resolved by Council.  | 15,000.00   |
| <i>Gun/Gang Prevention &amp; Intervention Program</i>  | Provision to reflect expenditures related to the development and implementation of a strategy on Gun/Gang Prevention and Intervention. Offsets with BSCF grant for same. | 47,360.00   |
| <i>Planning – Advertising &amp; Signage</i>            | As resolved by Council, SA Folk Music Society.   | (940.00)    |
| <i>Inashiki – Japan – Twinning</i>                     | To reflect actual.   | (2,000.00)  |

|   |   |             |
|---|---|-------------|
| <i>Shaw Centre - Energy Savings Study</i>                           | Provision to reflect actual. Offsets with Fortis BC Incentive grant for same.   | 14,800.00   |
| <i>Parks - Canoe Beach Rental Lots Maintenance</i>                  | To reflect revised carry-forward funding associated with the Canoe Beach Lot demolitions and additional funding needed. Offsets with Parks Rentals - Other and Transfer From Reserve - Parks Canoe Beach Reclamation. | 28,680.00   |
| <i>Canada Day Celebrations</i>                                      | To reflect actual. Funding redirected to reserve for same.  | (17,000.00) |
| <i>Fiscal - Interest #4549 - Property Acquisition</i>               | To reflect anticipated interest on short term capital borrowing.  | 3,700.00    |
| <i>Transfer to Reserve - Council Initiative</i>                     | As resolved by Council.   | (2,300.00)  |
| <i>Transfer to Reserve - Technology, Equip. &amp; Software</i>      | Provision to offset future IT related expenditures.   | 44,750.00   |
| <i>Transfer to Reserve - Canada Day Celebrations</i>                | To reflect funding not utilized in the current year. Redirected to reserve for future use.  | 17,000.00   |
| <i>Transfer From General Operating - Water Frontage Tax</i>         | To reflect actual. Offsets with revenue for same.   | 7,000.00    |
| <i>Transfer From General Operating - Sewer Frontage Tax</i>         | To reflect actual. Offsets with revenue for same.   | 10,000.00   |
| <i>Transfer to Other Governments - Residential School Taxes</i>     | Provision to reflect actual. Initial budget based on prior year. Current year requisition received after final Budget adoption in April 2022. Offsets with revenue for same.  | 347,650.00  |
| <i>Transfer to Other Governments - Non-Residential School Taxes</i> | Provision to reflect actual. Initial budget based on prior year. Current year requisition received after final Budget adoption in April 2022. Offsets with revenue for same.  | 102,800.00  |
| <b><u>Capital</u></b>   |   |             |
| <i>Property Acquisition - 881 30 St NE</i>                          | As resolved by Council, funded from Short Term Capital Borrowing.   | 530,000.00  |
| <i>Trans. - 10 Ave SW Sidewalk Extension</i>                        | As resolved by Council, funded from the General Capital Reserve Fund.   | 42,000.00   |



|                                      |  |            |
|--------------------------------------|--|------------|
| <i>Shaw Centre - MUA/Glycol Loop</i> | As resolved by Council, funded from a combination of reserves and an application under the CleanBC Communities Fund. | 431,000.00 |
|--------------------------------------|--|------------|

**Water Fund:**

|   |  |                              |
|---|--|------------------------------|
| <u><b>Revenues</b></u>                                      |  | <i>Increase / (Decrease)</i> |
| <i>Transfer from Reserve - Future Expenditure</i>           | As resolved by Council. Offsets with Low Lift Pump Repair for same.                      | \$25,000.00                  |
| <i>Transfer from General Operating - Water Frontage Tax</i> | To reflect actual.   | 7,000.00                     |
| <u><b>Expenditures</b></u>                                  |  |                              |
| <i>On Call Allowance</i>                                    | Provision to reflect actual.   | 3,900.00                     |
| <i>Extensions &amp; Replacements</i>                        | As resolved by Council. Offsets with WTP (Shuswap Lake) Sani Lift Station Pump for same. | (5,000.00)                   |
| <i>Water Meter Implementation</i>                           | As resolved by Council. Offsets with Source Protection Plan for same.                    | (15,000.00)                  |
| <i>Source Protection Plan</i>                               | As resolved by Council. Offsets with Water Meter Implementation for same.                | 15,000.00                    |
| <i>Major Maint. - Low Lift Pump Repair</i>                  | As resolved by Council.  | 25,000.00                    |
| <i>Transfer to Reserve - Future Expenditure</i>             | To reflect actual.   | 3,100.00                     |
| <u><b>Capital</b></u>                                       |  |                              |
| <i>WTP (Shus. Lake) Sani Lift Station Pump</i>              | As resolved by Council.  | 5,000.00                     |

Sewer Fund:

| <u>Revenues</u>                                      |  | <i>Increase /<br/>(Decrease)</i> |
|--|--|----------------------------------|
| Transfer from Reserve – Unexpended                   | As resolved by Council. Offsets with WPCC – Outfall Inspection for same.   | \$25,000.00                      |
| Transfer from General Operating – Sewer Frontage Tax | To reflect actual.   | 10,000.00                        |
| <u>Expenditures</u>                                  |  |                                  |
| On Call Allowance                                    | Provision to reflect actual.   | 3,900.00                         |
| WPCC – Outfall Inspection                            | As resolved by Council.  | 25,000.00                        |
| Transfer to Reserve – Future Expenditure             | To reflect actual.   | 6,100.00                         |
| <u>Capital</u>                                       |  |                                  |
| WPCC – Plant Improvements                            | As resolved by Council, redirected to WPCC – FE PO4 Analyzer.  | (8,000.00)                       |
| WPCC – FE PO4 Analyzer                               | As resolved by Council.  | 8,000.00                         |
| Foreshore Main Rehab – Phase 2 Construction          | As resolved by Council. Provision to reflect the City's application under the Canada Community Building Strategic Priorities Fund. | 1,500,000.00                     |
| WPCC – Centrifuge                                    | To correct carry-forward funding from reserve.   | 40,000.00                        |

Respectfully Submitted,

Chelsea Van de Cappelle, CPA

# CITY OF SALMON ARM

## BYLAW NO. 4550

### A bylaw to amend the 2022 to 2026 Financial Plan

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2022 to 2026;

AND WHEREAS it is deemed expedient to amend the Financial Plan;

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

1. "Schedule "A" of "City of Salmon Arm 2022 to 2026 Financial Plan Bylaw No. 4524 is hereby deleted in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

#### 2. SEVERABILITY

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

#### 3. ENACTMENT

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

#### 4. EFFECTIVE DATE

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

#### 5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4550".

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

\_\_\_\_\_  
MAYOR

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

## City of Salmon Arm

## 2022 - 2026 Financial Plan

|  | 2022<br>Budget      | 2023<br>Budget      | 2024<br>Budget       | 2025<br>Budget       | 2026<br>Budget       |
|--|---------------------|---------------------|----------------------|----------------------|----------------------|
| <b>Consolidated Revenues</b>           |                     |                     |                      |                      |                      |
| Property and MRDT Taxes - Net          | \$20,752,815        | \$21,167,871        | \$ 21,591,228        | \$ 22,023,053        | \$ 22,463,514        |
| Frontage & Parcel Taxes                | 3,703,220           | 3,777,284           | 3,852,830            | 3,929,887            | 4,008,485            |
| Sales of Service                       | 8,613,110           | 8,785,372           | 8,961,079            | 9,140,301            | 9,323,107            |
| Revenue From Own Sources               | 2,341,155           | 2,387,978           | 2,435,738            | 2,484,453            | 2,534,142            |
| Rentals                                | 430,285             | 438,891             | 447,669              | 456,622              | 465,754              |
| Federal Government Transfers           | 147,360             | 150,307             | 153,313              | 156,379              | 159,507              |
| Provincial Government Transfers        | 611,350             | 623,577             | 636,049              | 648,770              | 661,745              |
| Other Government Transfers             | 256,510             | 261,640             | 266,873              | 272,210              | 277,654              |
| Transfer From Prior Year Surplus       | 397,680             | 405,634             | 413,747              | 422,022              | 430,462              |
| Transfer From Reserve Accounts         | 2,944,115           | 3,002,997           | 3,063,057            | 3,124,318            | 3,186,804            |
| Transfer From Reserve Funds            | -                   | -                   | -                    | -                    | -                    |
| <b>Total Consolidated Revenues</b>     | <b>\$40,197,600</b> | <b>\$41,001,551</b> | <b>\$ 41,821,583</b> | <b>\$ 42,658,015</b> | <b>\$ 43,511,174</b> |
| <b>Consolidated Expenditures</b>       |                     |                     |                      |                      |                      |
| General Government Services            | \$ 4,070,375        | \$ 4,151,783        | \$ 4,234,819         | \$ 4,319,515         | \$ 4,405,905         |
| Protective Services                    | 7,441,200           | 7,590,024           | 7,741,824            | 7,896,660            | 8,054,593            |
| Transportation Services                | 5,839,110           | 5,955,892           | 6,075,010            | 6,196,510            | 6,320,440            |
| Environmental Health Services          | 62,850              | 64,107              | 65,389               | 66,697               | 68,031               |
| Environmental Development Service      | 2,750,505           | 2,805,515           | 2,861,625            | 2,918,858            | 2,977,235            |
| Recreation and Cultural Services       | 5,548,980           | 5,659,960           | 5,773,159            | 5,888,622            | 6,006,394            |
| Fiscal Services - Interest             | 1,392,650           | 1,420,503           | 1,448,913            | 1,477,891            | 1,507,449            |
| Fiscal Services - Principal            | 1,304,380           | 1,330,468           | 1,357,077            | 1,384,219            | 1,411,903            |
| Capital Expenditures                   | 3,423,600           | 3,034,371           | 2,929,967            | 4,160,000            | 4,223,131            |
| Transfer to Surplus                    | -                   | -                   | -                    | -                    | -                    |
| Transfer to Reserve Accounts           | 2,137,795           | 2,638,250           | 2,856,109            | 1,741,798            | 1,796,703            |
| Transfer to Reserve Funds              | 1,095,000           | 1,116,900           | 1,139,238            | 1,162,023            | 1,185,263            |
| Water Services                         | 2,765,505           | 2,820,815           | 2,877,231            | 2,934,776            | 2,993,472            |
| Sewer Services                         | 2,365,650           | 2,412,963           | 2,461,222            | 2,510,446            | 2,560,655            |
| <b>Total Consolidated Expenditures</b> | <b>\$40,197,600</b> | <b>\$41,001,551</b> | <b>\$ 41,821,583</b> | <b>\$ 42,658,015</b> | <b>\$ 43,511,174</b> |

Schedule "A" - Bylaw #4550

**City of Salmon Arm****2022 - 2026 Financial Plan**

| 2022   | 2023   | 2024   | 2025   | 2026   |
|--------|--------|--------|--------|--------|
| Budget | Budget | Budget | Budget | Budget |

**Capital Projects****Finances Acquired**

|                              |              |              |              |              |              |
|------------------------------|--------------|--------------|--------------|--------------|--------------|
| General Operating Fund       | \$ 2,248,600 | \$ 1,959,371 | \$ 1,954,967 | \$ 2,968,000 | \$ 2,924,150 |
| Water Operating Fund         | 505,000      | 500,000      | 800,000      | 391,000      | 892,825      |
| Sewer Operating Fund         | 670,000      | 575,000      | 175,000      | 801,000      | 406,156      |
| Federal Government Grants    | 4,472,956    | -            | -            | 100,000      | 187,500      |
| Provincial Government Grants | 4,735,883    | -            | -            | 100,000      | 187,500      |
| Prior Year Surplus           | 23,000       | -            | -            | -            | -            |
| Reserve Accounts             | 10,976,405   | 340,000      | 1,200,000    | 2,842,500    | 937,500      |
| Reserve Funds                | 4,977,550    | 550,000      | 1,122,000    | 1,936,000    | 1,363,500    |
| Development Cost Charges     | 768,750      | 3,445,000    | 3,373,000    | 225,000      | 480,000      |
| Short Term Debt              | 530,000      | -            | -            | -            | -            |
| Long Term Debt               | 6,589,721    | -            | 500,000      | 2,000,000    | 3,470,000    |
| Developer Contributions      | 2,564,000    | 40,000       | 40,000       | -            | -            |

**Total Funding Sources**

|               |              |              |               |               |
|---------------|--------------|--------------|---------------|---------------|
| \$ 39,061,865 | \$ 7,409,371 | \$ 9,164,967 | \$ 11,363,500 | \$ 10,849,131 |
|---------------|--------------|--------------|---------------|---------------|

**Finances Applied**

|                               |               |              |              |              |              |
|-------------------------------|---------------|--------------|--------------|--------------|--------------|
| Transportation Infrastructure | \$ 20,465,870 | \$ 3,619,500 | \$ 5,219,500 | \$ 5,193,000 | \$ 5,851,650 |
| Buildings                     | 6,872,705     | 458,500      | 140,000      | 20,000       | 150,000      |
| Land                          | 530,000       | 300,000      | -            | -            | -            |
| IT Infrastructure             | 199,500       | 65,000       | 185,000      | 70,000       | 20,000       |
| Machinery and Equipment       | 2,110,550     | 443,871      | 397,967      | 1,341,000    | 718,500      |
| Vehicles                      | 1,926,220     | -            | -            | 555,000      | 140,000      |
| Parks Infrastructure          | 993,355       | 262,500      | 782,500      | 212,500      | 440,000      |
| Utility Infrastructure        | 5,963,665     | 2,260,000    | 2,440,000    | 3,972,000    | 3,528,981    |

**Total Capital Expense**

|               |              |              |               |               |
|---------------|--------------|--------------|---------------|---------------|
| \$ 39,061,865 | \$ 7,409,371 | \$ 9,164,967 | \$ 11,363,500 | \$ 10,849,131 |
|---------------|--------------|--------------|---------------|---------------|

**Departmental Summary:**

| 2022   | 2023   | 2024   | 2025   | 2026   |
|--------|--------|--------|--------|--------|
| Budget | Budget | Budget | Budget | Budget |

|                                    |            |            |            |            |            |
|------------------------------------|------------|------------|------------|------------|------------|
| General Government Services        | \$ 683,800 | \$ 138,500 | \$ 208,500 | \$ 120,000 | \$ 100,000 |
| Protective Services                | 2,189,030  | 55,000     | 55,000     | 125,000    | 125,000    |
| Transportation Services            | 22,682,490 | 4,233,500  | 5,518,500  | 6,849,000  | 6,545,150  |
| Environmental Health Services      | 45,000     | 327,500    | 27,500     | 2,500      | 60,000     |
| Environmental Development Services | -          | -          | -          | -          | -          |
| Recreation and Cultural Services   | 2,247,480  | 319,871    | 840,467    | 275,000    | 470,000    |
| Water Services                     | 6,841,650  | 1,760,000  | 2,340,000  | 691,000    | 3,142,825  |
| Sewer Services                     | 4,372,415  | 575,000    | 175,000    | 3,301,000  | 406,156    |

**Total by Department**

|               |              |              |               |               |
|---------------|--------------|--------------|---------------|---------------|
| \$ 39,061,865 | \$ 7,409,371 | \$ 9,164,967 | \$ 11,363,500 | \$ 10,849,131 |
|---------------|--------------|--------------|---------------|---------------|

19-09-22

2022-2026 FP Bylaw (Cap)

Schedule "B" – Bylaw #4550  
2022 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2022. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

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

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

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

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

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

Schedule "B" – Bylaw #4550  
2022 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

| Revenue Source                            | Percentage to<br>Total Revenue<br>Includes Conditional Government<br>Transfers | Percentage to<br>Total Revenue<br>Excludes Conditional Government<br>Transfers |
|---|--|--|
| Property Taxes                            | 37.23%   | 47.88%   |
| Parcel Taxes                              | 6.64%  | 8.54%  |
| User Fees, Charges and<br>Interest Income | 20.42%   | 26.27%   |
| Other Sources                             | 22.94%   | 0.88%  |
| Proceeds From Borrowing                   | 12.77%   | 16.43%   |
|   | 100.00%  | 100.00%  |

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

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

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

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



Schedule "B" – Bylaw #4550  
2022 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

| Property Class          | 2022 Tax Rate | Class Multiple | Percentage to Total Property Tax | Percentage to Total Property Assessment Value |
|-------------------------|---------------|----------------|----------------------------------|---|
| Residential             | 3.0324        | 1.00:1         | 66.45%                           | 87.64%  |
| Utilities               | 23.3768       | 7.71:1         | 0.80%                            | 0.14%   |
| Supportive Housing      | 0.000         | 0.00:1         | 0.00%                            | 0.00%   |
| Major Industry          | 65.1406       | 21.48:1        | 2.73%                            | 0.17%   |
| Light Industry          | 10.0717       | 3.32:1         | 2.59%                            | 1.03%   |
| Business                | 10.0717       | 3.32:1         | 26.69%                           | 10.60%  |
| Managed Forest Land     | 7.4675        | 2.46:1         | 0.01%                            | 0.00%   |
| Recreational/Non Profit | 2.3528        | 0.78:1         | 0.14%                            | 0.24%   |
| Farm                    | 13.3093       | 4.39:1         | 0.59%                            | 0.18%   |

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2020 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

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

Table 3: Permissive Tax Exemptions

| Organization         | General Municipal Tax Exemption | Other Government Tax Exemption | Total                  |
|----------------------|---------------------------------|--------------------------------|------------------------|
| Churches             | \$ 44,493.00                    | \$ 37,836.00                   | \$ 82,329.00           |
| Non Profit Societies | 391,404.00                      | 225,824.00                     | 617,228.00             |
| Senior Centers       | 13,689.00                       | 7,328.00                       | 21,017.00              |
| Other                | 4,035.00                        | 2,180.00                       | 6,215.00               |
| Sports Clubs         | 285,388.00                      | 157,953.00                     | 443,341.00             |
| <b>Total</b>         | <b>\$ 739,009.00</b>            | <b>\$ 431,121.00</b>           | <b>\$ 1,170,130.00</b> |

Schedule "B" – Bylaw #4550  
2022 Revenue Policy Disclosure

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

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

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

Table 4: Revitalization Tax Exemptions

| Area                                    | 2017<br>General<br>Municipal<br>Tax<br>Exemption | 2018<br>General<br>Municipal<br>Tax<br>Exemption | 2019<br>General<br>Municipal<br>Tax<br>Exemption | 2020<br>General<br>Municipal<br>Tax<br>Exemption | 2021<br>General<br>Municipal<br>Tax<br>Exemption | 2022<br>General<br>Municipal<br>Tax<br>Exemption |
|---|--|--|--|--|--|--|
| C-2<br>"Downtown<br>Commercial<br>Zone" | \$ 29,851.20                                     | \$ 24,304.74                                     | \$ 24,657.03                                     | \$ 18,939.56                                     | \$ 14,424.23                                     | \$ 10,358.95                                     |

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

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

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

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

| Area                 | 2017<br>General<br>Municipal<br>Tax<br>Exemption | 2018<br>General<br>Municipal<br>Tax<br>Exemption | 2019<br>General<br>Municipal<br>Tax<br>Exemption | 2020<br>General<br>Municipal<br>Tax<br>Exemption | 2021<br>General<br>Municipal<br>Tax<br>Exemption | 2022<br>General<br>Municipal<br>Tax<br>Exemption |
|----------------------|--|--|--|--|--|--|
| "Industrial<br>Zone" | \$ 0.00  | \$ 5,425.51                                      | \$ 5,400.26                                      | \$ 7,614.60                                      | \$ 36,999.43                                     | \$ 91,830.85                                     |

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Item 10.3

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Tax Exemption Bylaw No. 4551 be read a first, second and third time.

### Vote Record

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

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



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To: His Worship Mayor Harrison and Members of Council  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Date: September 12, 2022  
Subject: Permissive Tax Exemptions – 2023, 2024, 2025

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**Recommendation:**

THAT: Bylaw No. 4551 cited as “City of Salmon Arm Tax Exemption Bylaw No. 4551,” be given three readings.

**Background:**

As approved by Council, permissive tax exemptions are only required once every three (3) years unless there are significant changes in the requesting Organization (i.e. financial, dissolution, transfer of assets to another body, etc.). As a result, new permissive tax exemption applications were received this year for the taxation years 2023, 2024, and 2025.

The City updated its permissive tax exemption policy, application forms and process for the last three year intake (2019) to clarify the parameters and eligibility criteria that Council will consider for an exemption. Pursuant to Section 224 of the *Community Charter*, adoption of this bylaw will exempt the subject properties from not only general municipal tax in the amount of \$754,391.00, but also, specified area and parcel taxes in the amount of \$24,546.00 and taxes levied by other governments in the amount of \$433,505.00 (i.e. School, Regional District, Regional Hospital, Library, MFA and BCAA). The City is still responsible for payment of the exempted taxes levied by other governments and the remaining tax base must make up this difference.

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

The general municipal tax exemption amount of \$754,391.00 represents approximately 3.76 % of the City’s general municipal tax levy as follows:

| Group                | Exemption     |
|----------------------|---------------|
| Churches (* note)    | \$ 41,200.00  |
| Non-Profit Societies | 426,493.00    |
| Seniors Centres      | 13,637.00     |
| Other                | 4,140.00      |
| Sports Clubs         | 268,921.00    |
| Total                | \$ 754,391.00 |

(\*Note: Estimate that 50% is a permissive exemption, the remainder is statutorily exempt)

### Legislation:

In accordance with Section 224 of the *Community Charter*, Council has the authority to set the criteria to which tax exemptions are granted and the associated amount. Permissive tax exemptions vary widely throughout the Province depending on each Community's philosophies and economic conditions.

Pursuant to Section 227 of the *Community Charter*, the City of Salmon Arm is required to advertise all properties being considered for a permissive tax exemption and the value of said exemptions. As such, advertisements will be placed in the Salmon Arm Observer on September 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>, 2022 respectively.

This bylaw must be adopted by October 31, 2022 to be in effect for the 2023 tax year.

### Summary of Applications Received:

Please be advised that in reviewing the applications submitted various information was omitted e.g. budget forecasts, portions of Financial Statements such as the Balance Sheet/Income Statement, or in some cases both. The Organizations were contacted but the information was not provided in all cases. All applications received have been provided to Council. Discussed below are applications that require further review.

1. Mountainview Baptist Church  
Civic Address: 4480 – 30 Street NE  
Roll No. 04135.000

In 2015, a statutory exemption was processed by BCAA for the small building and footprint of land on which the building stands. However, pursuant to Section 220 of the *Community Charter* a statutory exemption can only be granted if the building is used for public worship. At the time, Mountainview Baptist Church advised that it was not used for this purpose, but rather for accessory uses such as Sunday school, bible study, prayer meetings, etc. As a result, BCAA did not statutorily exempt the property from 2016 to 2021.

In 2015, Mountainview Baptist Church also applied for a permissive tax exemption for the building and land. However, the use of the property as a church was contrary to the City of Salmon Arm's Zoning Bylaw and the ALC. For this reason Council did not approve a permissive tax exemption.

At the request of Mountainview Baptist Church, BCAA revisited the issue and applied a statutory exemption for the 2022 taxation year. Now that the building and footprint of land are statutorily exempt, Mountainview Baptist Church has applied again for a permissive tax exemption for the remaining land which surrounds the building.

Council's policy allows up to a maximum of 2 acres surrounding churches and accessory uses, therefore if approved, 0.98 acres would remain as taxable land. The estimated value of the permissive tax exemption for 2023 is \$2,039.00 (General Municipal - \$1,370.00 and Other Governments \$669.00).

The City's Permissive Tax Exemption Policy states that the applicant must be in compliance with all municipal policies, plans, bylaws and other applicable regulations to be considered for an exemption. Mountainview Baptist Church is not in compliance with the OCP Policy or the zoning bylaw regulations.

Mountainview Baptist Church has made applications to the ALC to obtain Non-Farm Use approval, however to date have not been successful. As a result they have been unable to bring an OCP and rezoning application forward for review and approval of Council to rectify the non-conforming church use. For this reason, it is not recommended that Council consider the Mountainview Baptist Church for a permissive tax exemption.

Should Council wish to include Mountainview Baptist Church for a three (3) year permissive tax exemption, the following amendment motion to Bylaw No. 4551 is required:

*That the following property be added to Bylaw No. 4551 cited as "City of Salmon Arm Permissive Tax Exemption Bylaw No. 4551":*

*Lot 1, Plan KAP11195, Section 30, Township 20, Range 9 (4480 30 Street NE)  
Registered Owner and Occupier: Mountainview Baptist Church (04135.000)*

2. St. Andrew's Presbyterian Church  
Civic Address: 1901 9 Avenue NE  
Roll No. 01456.007

In addition to the existing property that Council has historically granted a permissive tax exemption for (1981 9 Avenue NE, Roll No. 01456.001), St. Andrew's Presbyterian Church has applied for a new permissive tax exemption for the above noted separate 0.39 acre vacant parcel used for over-flow parking. This is in addition to the paved parking lot located on 1981 9 Avenue NE. The parcel is an undeveloped gravel area zoned R1 (Residential). As such, there is no requirement to hard surface or delineate (painted lines) the parking lot.



As previously discussed, Council's policy allows up to a maximum of 2 acres surrounding churches and accessory uses to be permissively exempt. The property located at 1981 9 Avenue NE is 0.83 acres and is entirely exempt as it is less than 2 acres.

While the property appears to only be used for over-flow parking, the use is consistent with the organizations principal use. If approved, the Church would continue to be entirely exempt with only 1.22 total combined acres. Bylaw No. 4551 has been prepared to include this parcel for a three (3) year permissive tax exemption.

The estimated value of the permissive tax exemption for 2023 is \$1,592.00 (General Municipal - \$931.00 and Other Governments \$661.00).

3. 0731010 BC Ltd.  
Occupier: Lakeside Community Church  
Civic Address: 391 Hudson Avenue NE  
Roll No. 06526.015

In accordance with the Community Charter Section 224(2)(g), land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship are eligible for a permissive tax exemption and further per Section 224(3) the authority under the above noted section is not subject to prohibition against assistance to business (Section 25(1)).

The current lease agreement for Lakeside Community Church as a tenant at 391 Hudson Avenue NE is set to expire on March 31, 2023. There have not yet been any discussions regarding the renewal of the lease. For this reason, Bylaw No. 4551 has been prepared to include the Lakeside Community Church for a permissive tax exemption for one (1) year. Following this, the Church can re-submit an application for 2024 and 2025 assuming a new lease is signed.

4. Scout Properties (BC/Yukon)  
Civic Address: 2460 Auto Road SE  
Roll No. 01360.000

2460 Auto Road SE has been permissively exempt from taxation for a number of years. In accordance with the City's policy, permissive tax exemptions previously granted by Council are subject to eligibility reviews to ensure that they continue to qualify for an exemption based on the most current available information at the time of review.

In order to qualify under Section 224(2)(a), the Scout Properties (BC/Yukon) (Organization) must establish that it is using the property for the stated purposes of the Organization. The Organization's purpose is to attain, own, hold and manage real and personal property for the use of Scouts Canada, Girl Guides and related and similar groups for charitable activities. Their mission is to offer programs that provide opportunities for children, youth and young adults to grow, achieve new firsts and develop into well-rounded individuals.

The building however is also leased to a for-profit business (daycare) and normally would not qualify under Section 224(2)(a). Further, as per the City's policy, exemptions are based on the use of the property or building(s), not on the non-profit or charitable services of the organization as a whole. Principal use of property refers to the use related directly to the principal purpose of the organization owning or leasing the property. While the property is being used in accordance with the principal purpose of the Organization, the same space is also being used by a for-profit business.

The lease agreement indicates that the tenant has use of all inside spaces including the main hall (2,178 square feet) plus the foyer/meeting area, kitchen and four washrooms. As per BC Assessment Authority (BCAA), the total area of the building is 3,174 square feet. They also appear to have use of the outdoor space including the parking lot and playground.

Historically, in situations where the property was owned by a non-profit organization and leased to a for-profit business; that portion of the property would not qualify for a permissive tax exemption and would remain taxable. The City has a number of scenarios like this. In this situation, the property is utilized by both a non-profit and for-profit business. As confirmed with BCAA, there is no mechanism to prorate taxation based on the amount of time each uses the space. To provide an exemption, one must exempt the assessed value of the property based on area of use.

The business is not part of the Scouts Canada program, nor does being a Scouts member allow access. Based on a review of the rates charged, the business appears to be charging market rates and would therefore be considered in competition with similar for-profit businesses. The business has exclusive use of the space during weekdays, 12 months of the year; provided no scouting activities are taking place. Although the space is also used by the Organization in the evenings and weekends for their programs. Based on this information, the business appears to be the primarily user of the space and therefore would indirectly benefit from a permissive tax exemption. For this reason, it is not recommended that Council consider the Scout Properties (BC/Yukon) for a permissive tax exemption.

The estimated value of a permissive tax exemption for 2023 would be \$2,717.00 (General Municipal - \$1,369.00 and Other Governments \$1,348.00). Should Council wish to include Scout Properties (BC/Yukon) for a three (3) year permissive tax exemption, the following amendment motion to Bylaw No. 4551 is required:

*That the following property be added to Bylaw No. 4551 cited as "City of Salmon Arm Permissive Tax Exemption Bylaw No. 4551":*

*Block 2, Plan KAP1507, Section 13, Township 20, Range 10 (2460 Auto Road SE)  
Registered Owner and Occupier: Scout Properties (BC/Yukon) (01360.000)*

5. Salmon Arm Museum & Heritage Association  
Civic Address: 751 Hwy 97B NE  
Roll No. 01226.001

In addition to the existing property that Council has historically granted a permissive tax exemption for at 751 Hwy 97B NE, Roll No. 01226.000 (the City owns and leases the land to Salmon Arm Museum & Heritage Association), the Association has applied for a new permissive tax exemption for a manufactured home located on the property. In late 2021, the Association purchased the manufactured home and advised Council that the acquisition would have no City budget implications.

The purpose of the residence is to provide seasonal accommodations for staff. The Association charges market rental rates for use. Their intent is to have the residence vacated for winter, however are not yet sure how this will unfold given the current local rental market. Caretaker residences that are lived in year-round as a primary residence are not eligible for a permissive tax exemption.

As the intent of the residence is seasonal and a year of ownership has not yet passed to assess whether the improvement is in fact being used as described, Bylaw No. 4551 has been prepared to include the Salmon Arm Museum & Heritage Association for a permissive tax exemption on the manufactured home for one (1) year. Following this, the Association can re-submit an application for 2024 and 2025 assuming the improvement continues to qualify for an exemption.

The estimated value of the permissive tax exemption for 2023 is \$1,249.00 (General Municipal - \$734.00 and Other Governments \$515.00). Should the above recommendation for a one (1) year exemption not be granted, the following amendment Motion to Bylaw No. 4551 is required:

*That the following property be removed from Bylaw No. 4551 cited as "City of Salmon Arm Permissive Tax Exemption Bylaw No. 4551":*

*MHR #85287, Bay #1, MHP Roll 20-322-01226.000. (Staff House located at 751 Highway 97B NE)*

*Registered Owner and Occupier: Salmon Arm Museum and Heritage Association (01226.001)*

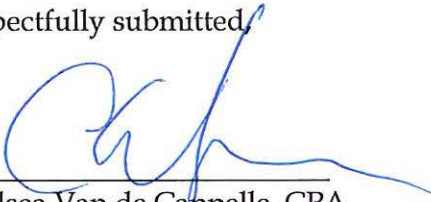
*And that the following property in Bylaw No. 4551 cited as "City of Salmon Arm Permissive Tax Exemption Bylaw No. 4551" be amended as:*

*Part NE ¼, Section 18, Township 20, Range 9, except portion of land on which residence is located (751 Highway 97B NE - Haney House)*

*Registered Owner: City of Salmon Arm (01226.000)*

*Occupier: Salmon Arm Museum and Heritage Association*

Respectfully submitted,



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Chelsea Van de Cappelle, CPA  
Chief Financial Officer

## CITY OF SALMON ARM

BYLAW NO. 4551**Being a bylaw to exempt from taxation certain lands and improvements for the years  
2023, 2024 and 2025**

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

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

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

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

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

1. CHURCHES

- a) In addition to the statutory exemption for every building set apart and in use for public worship and the land upon which the building actually stands, all church halls located on the same property or adjacent property owned by the Church or its Trustees shall also be exempted, including the land upon which the halls stand, for the years 2023, 2024, and 2025.
- b) Where the property on which a church is located does not exceed two (2) acres, all such land shall be exempt from taxation for the years 2023, 2024, and 2025.
- c) Where there is a residence located on the same property as a church, the residence and any ancillary buildings and the land upon which the residence and ancillary buildings actually stand, as well as any area of land deemed to be associated with the use and enjoyment of the residential and ancillary buildings, shall be assessed and taxed as residential property for the years 2023, 2024, and 2025.
- d) Where the property on which a church is located exceeds two (2) acres, the area of land exempt from taxation, including the statutory exemption, shall be two (2) acres.

1. Lot 2, Plan KAP43284, Section 7, Township 20, Range 9 (3160 - 10 Avenue SE)  
Registered Owner and Occupier: The Pentecostal Assemblies of Canada (01049.020)
2. Lot 4, KAP51209, Section 18, Township 20, Range 9 (3481 - 10 Avenue SE)  
Registered Owner and Occupier: Little Mountain Bible Chapel (01181.055)
3. Lot A, KAP51918, Section 18, Township 20, Range 9 (3151 - 6 Avenue NE)  
Registered Owner and Occupier: Shuswap Community Church (01197.020)
4. Lot 1, Plan KAP59726, Section 18, Township 20, Range 9 (350 - 30 Street NE)  
Registered Owner and Occupier: Broadview Evangelical Free Church (01211.001)
5. Lot 1, Plan KAP27386, Section 13, Township 20, Range 10 (1981 - 9 Avenue NE)  
Registered Owner and Occupier: St. Andrew's Presbyterian Church (01456.001)
6. Lot D, Plan 9888, Section 13, Township 20, Range 10 (1901 - 9 Avenue NE)  
Registered Owner and Occupier: St. Andrew's Presbyterian Church (01456.007)
7. Lot A, Plan KAP32114, Section 9-10, Township 20, Range 10, MHR #86433 (4590 - 10 Avenue SW)  
Registered Owner and Occupier: Salmon Arm Mennonite Church (02134.000)
8. Lot A, Plan 26295, Section 31, Township 20, Range 9 (3270 - 60 Avenue NE)  
Registered Owner and Occupier: Seventh Day Adventist Church (04160.002)
9. Plan KAP1794B, Part NE ¼, Section 31, Township 20, Range 9 (6861 - 50 Street NE)  
Registered Owner and Occupier: Congregation of the Canoe United Church (04178.000)
10. Lot A, Plan KAP27915, Section 24, Township 20, Range 10 (1400 - 20 Street NE)  
Registered Owner and Occupier: Church of Jesus Christ of Latter Day Saints in Canada (04436.000)
11. Lot A, Plan EPP97409, Section 24, Township 20, Range 10 (2151 - 11 Avenue NE)  
Registered Owner and Occupier: Cornerstone Christian Reformed Church (04437.003)
12. Lot A, Plan KAP30544, Section 24, Township 20, Range 10 (1801 - 30 Street NE)  
Registered Owner and Occupier: Deo Lutheran Church of Salmon Arm (04466.010)
13. Lot A, Plan EPP13531, Section 14, Township 20, Range 10 (721 - 2 Street SE)  
Registered Owner and Occupier: Mt. Ida Jehovah's Witnesses Church Congregation (06108.051)
14. Lot 1, Plan EPP81986, Section 14, Township 20, Range 10 (170 Shuswap Street SE)  
Registered Owner and Occupier: The Synod of the Diocese of Kootenay/ Anglican Church (St. John the Evangelist Church) (06140.010)

15. Lot A, Plan KAP45048, Section 14, Township 20, Range 10 (60 - 1 Street SE)  
Registered Owner and Occupier: The Roman Catholic Bishop of Kamloops (St. Joseph's Catholic Church) (06163.000)
  16. Lot A, Plan KAP18580, Section 14, Township 20, Range 10 (450 Okanagan Avenue SE) Registered Owner and Occupier: First United Church Trustees (06244.000)
  17. Parcel A, Plan KAP4845, Section 14, Township 20, Range 10 (121 Shuswap Street SW) Registered Owner and Occupier: Congregation of Crossroads Free Methodist Church (06444.005)
  18. Lot 45 - 46, Plan KAP304, Section 14, Township 20, Range 10 (191 - 2 Avenue NE)  
Registered Owner and Occupier: Governing Council - Salvation Army (New Hope Church) (06657.001)
- e) The following properties are hereby exempted from taxation for all purposes for the year 2023 only, the whole of the taxable assessed value of the land and improvements unless otherwise noted:
1. Lot A & B, Plan 28751, Lot 3, Plan 6676, Section 14, Township 20, Range 10 - That portion leased to Lakeside Community Church only ( 391 Hudson Avenue NE)  
Registered Owner: 0731010 BC Ltd. (06526.015)  
Occupier: Lakeside Community Church

## 2. SOCIETIES

- a) The following properties are hereby exempted from taxation for all purposes for the years 2023, 2024 and 2025, the whole of the taxable assessed value of the land and improvements unless otherwise noted:
2. Lot 1, Plan KAP34857, Section 5, Township 20, Range 9 (5850 Auto Road SE)  
Registered Owner and Occupier: BC Society for the Prevention of Cruelty to Animals (SPCA) (01008.006)
  3. Lot 4, Plan KAP1451, Section 18, Township 20, Range 9 (3110 - 2 Avenue NE)  
Registered Owner: Provincial Rental Housing (01191.000)  
Occupier: Canadian Mental Health Association
  4. Part NE ¼, Section 18, Township 20, Range 9, (751 Highway 97B NE - Haney House)  
Registered Owner: City of Salmon Arm (01226.000)  
Occupier: Salmon Arm Museum and Heritage Association
  5. Lot 1, KAP44211, Section 13, Township 20, Range 10 (580 - 14 Street NE)  
Registered Owner and Occupier: Salmon Arm Rescue Unit Society (01455.002)
  6. Lot 1, KAP79157, Section 13, Township 20, Range 10 (1051 - 6 Avenue NE)  
Registered Owner: Interior Health Authority (01455.008)



Occupier: Good Samaritan Canada (Lutheran Social Services Organization Inc.)

7. Lot B, Plan KAP62641, Section 13, Township 20, Range 10 (2660 - 10 Avenue NE)  
Registered Owner and Occupier: Shuswap Recreation Society (01493.130)
8. Lot 10, Plan KAP3992, Section 15, Township 20, Range 10, Quonset Hut and footprint only (921 - 17 Street SW)  
Registered Owner: City of Salmon Arm (02256.010)  
Occupier: Salmon Arm Folk Music Society
9. Lot 1, Plan KAP36084, Section 33, Township 20, Range 10 (5151 - 49 Street NW)  
Registered Owner and Occupier: Gleneden Community Association (03087.000)
10. Lot 3, Plan KAP4469, Section 30, Township 20, Range 9, except portion of land and trailer used for Caretaker Residence MHR#98553 (3690 - 30 Street NE)  
Registered Owner and Occupier: Salmon Arm Elks Recreation Society (04120.000)
11. Lot 1 & 2, Plan KAP2517, Section 6, Township 21, Range 9 (4290 Canoe Beach Dr. NE) Registered Owner: City of Salmon Arm (04425.000)  
Occupier: The Elks Recreation Children's Camp Society of BC
12. Lot 1, Plan KAP4310, Section 6, Township 21, Range 9 (7721 - 36 Street NE)  
Registered Owner: City of Salmon Arm (04426.000)  
Occupier: Shuswap Association for Rowing and Paddling
13. Lot 1, Plan KAP74716, Section 24, Township 20, Range 10 (2891 - 15 Avenue NE)  
Registered Owner and Occupier: Good Samaritan Canada (Lutheran Social Service Organization) Inc. (04464.015)
14. Lot 9, Plan KAP659, Section 24, Township 20, Range 10 (2353 Lakeshore Road NE)  
Registered Owner and Occupier: The Nature Trust of British Columbia (04512.000)
15. Lot 1, Plan KAP42003, Sections 24 and 25, Township 20, Range 10 (3351 Lakeshore Road NE) Registered Owner and Occupier: The Nature Trust of British Columbia (04577.010)
16. Lot 1, Plan KAP82540, Section 14, Township 20, Range 10 (520 - 5 Street SE)  
Registered Owner and Occupier: Shuswap Association for Community Living (06042.000)
17. Lot 1, Plan KAP63380, Section 14, Township 20, Range 10 (680 Shuswap Street SE)  
Registered Owner: Provincial Rental Housing Corp. (06100.105)  
Occupier: Canadian Mental Health Association
18. Lot 1, Plan KAP85552, Section 14, Township 20, Range 10 (90 - 5 Avenue SE)  
Registered Owner and Occupier: Shuswap Day Care Society (06100.111)
19. Lot 1, Plan KAP49181, Section 14, Township 20, Range 10 (51 - 9 Avenue SE)  
Registered Owner: Provincial Rental Housing Corp. (06110.010)

Occupier: Canadian Mental Health Association

20. Lot 2, Plan KAP12968, Section 14, Township 20, Range 10 (461 - 4 Avenue SE)  
Registered Owner and Occupier: Canadian Mental Health Association (06226.001)
21. Lot A, Plan KAP13521, Section 14, Township 20, Range 10 (800 Okanagan Avenue SE)  
Registered Owner and Occupier: Shuswap Housing Society (06376.002)
22. Lot 1, Plan KAP15603, Section 14, Township 20, Range 10 (981 - 1 Avenue SE)  
Registered Owner and Occupier: Shuswap Association for Community Living (06376.007)
23. Lot 1, Plan KAP52625, Section 14, Township 20, Range 10 (471 - 10 Avenue SW)  
Registered Owner: City of Salmon Arm (06399.000)  
Occupier: Salmon Arm and Shuswap Lake Agricultural Association
24. Lot 1, Plan KAP35473, Section 14, Township 20, Range 10 (541 - 3 Street SW)  
Registered Owner: City of Salmon Arm (06400.005)  
Occupier: Salmon Arm Folk Music Society
25. Lot 1, Plan EPS7336, Section 14, Township 20, Range 10 (540 - 3 Street SW)  
Registered Owner and Occupier: Canadian Mental Health Association (06400.037)
26. Lot 2, Plan KAP10789, Section 14, Township 20, Range 10 (511 - 5 Avenue SW)  
Registered Owner and Occupier: Salmon Arm and Shuswap Lake Agricultural Association (06437.003)
27. Lot 3, Plan KAP10789, Section 14, Township 20, Range 10, except portion leased/rented to others (6,786 square feet) (481 - 5 Avenue SW)  
Registered Owner and Occupier: Salmon Arm and Shuswap Lake Agricultural Association (06437.004)
28. Lot A, Plan KAP45450, Section 14, Township 20, Range 10 (441 - 3 Street SW)  
Registered Owner and Occupier: The Governing Council of The Salvation Army in Canada (06451.000)
29. Lot A, Plan KAP16126, Section 14, Township 20, Range 10 (421 - 5 Avenue SW)  
Registered Owner and Occupier: Salmon Arm and Shuswap Lake Agricultural Association (06451.001)
30. Lot 4, Plan KAS388, Section 14, Township 20, Range 10 (431 Hudson Avenue NE) Registered Owner and Occupier: Canadian Mental Health Association (06536.006)

31. Lot 2, Plan KAS388, Section 14, Township 20, Range 10 (433 Hudson Avenue NE)  
Registered Owner and Occupier: Canadian Mental Health Association  
(06536.010)
32. Lot 3, Plan KAS388, Section 14, Township 20, Range 10 (435 Hudson Avenue NE)  
Registered Owner and Occupier: Canadian Mental Health Association  
(06536.015)
33. Parcel A, Plan KAP4232B, Section 14, Township 20, Range 10 (70 Hudson Avenue NE)  
Registered Owner: City of Salmon Arm (06665.000)  
Occupier: Shuswap District Arts Council
34. Lot 1, Plan KAP25157, Section 14, Township 20, Range 10, except portion  
leased/rented to others (667 square feet) (360 Alexander Street NE)  
Registered Owner and Occupier: Salmar Community Association (06673.000)
35. Lot 2&3, Block 2, Plan KAP393, Section 14, Township 20, Range 10, except portion  
leased/rented to others (3,564 square feet) (270 Alexander Street NE)  
Registered Owner and Occupier: Salmon Arm Masonic Holding Society  
(06693.000)
36. Lot 2, Plan KAP13330, Section 14, Township 20, Range 10 (20 Alexander Street NE)  
Registered Owner and Occupier: Canadian Mental Health Association  
(06724.001)
37. Lot 1, Plan KAP42866 Section 14, Township 20, Range 10 (681 Marine Park Drive NE)  
Registered Owner and Occupier: Shuswap Family Resource & Referral Society (06757.010)
38. Lot A, Plan KAP26245, Section 14, Township 20, Range 10 (461 Beatty Avenue NW)  
Registered Owner and Occupier: Churches of Salmon Arm Used Goods Society  
(06762.001)
39. Lot 13, Block C, Plan KAP1523, Section 14, Township 20, Range 10 (350 Fraser Avenue NW)  
Registered Owner and Occupier: Churches of Salmon Arm Used Goods Society  
(06780.000)
40. Lot 14, Block C, Plan KAP1523, Section 14, Township 20, Range 10 (360 Fraser Avenue NW)  
Registered Owner and Occupier: Churches of Salmon Arm Used Goods Society  
(06780.001)
41. Lot 15, Block C, Plan KAP1523, Section 14, Township 20, Range 10 (380 Fraser Avenue NW)  
Registered Owner and Occupier: Churches of Salmon Arm Used Goods Society  
(06780.002)
42. Lot 16, Block C, Plan KAP1523, Section 14, Township 20, Range 10 (390 Fraser Avenue NW)  
Registered Owner and Occupier: Churches of Salmon Arm Used Goods Society  
(06780.003)

43. Lot 1, Plan KAP39965, Sections 14, 23 and 24, Township 20, Range 10 (1501 Harbourfront Drive NE)  
Registered Owner and Occupier: The Nature Trust of British Columbia (06800.500)
  44. Lot 2, Plan KAP39965, Section 14, Township 20, Range 10 (3 Harbourfront Drive NE) Registered Owner and Occupier: The Nature Trust of British Columbia (06800.510)
  45. Lot 1, Plan KAP85966, Section 14, Township 20, Range 10 (100 Hudson Avenue NW) Registered Owner and Occupier: Salmar Community Association (06812.005)
  46. Lot 1, Plan KAP34554, Section 14, Township 20, Range 10 (141 Hudson Avenue NW) Registered Owner and Occupier: Salmar Community Association (Parking Lot) (06836.005)
  47. Lot 1, Plan EPP7412, Section 14, Township 20, Range 10 (150 Lakeshore Dr. NW) Registered Owner : Salmar Community Association (06836.006)  
Occupier: Royal Canadian Legion
  48. Parcel A, Plan KAP6924B, Section 14, Township 20 Range 10 (41 Hudson Avenue NW) Registered Owner and Occupier: Shuswap Theatre Society (06839.000)
  49. Lot 2, Plan 34598, Section 14, Township 20, Range 10  
Registered Owner and Occupier: Shuswap Area Family Emergency Society
- b) The following properties are hereby exempted from taxation for all purposes for the year 2023 only, the whole of the taxable assessed value of the land and improvements unless otherwise noted:
1. MHR #85287, Bay #1, MHP Roll 20-322-01226.000. (Staff House located at 751 Highway 97B NE) Registered Owner and Occupier: Salmon Arm Museum and Heritage Association (01226.001)

### 3. SENIORS

- a) The following properties are hereby exempted from taxation for all purposes for the years 2023, 2024 and 2025, the whole of the taxable assessed value of the land and improvements:
1. Lot 1, Plan 25659, Section 6, Township 21, Range 9 (7330 - 49 Street NE)  
Registered Owner and Occupier: Canoe Branch Senior Citizens Association (04405.000)
  2. Lot 2, Plan KAP85552, Section 14, Township 20, Range 10 (170 - 5 Avenue SE)  
Registered Owner: City of Salmon Arm (06100.112)  
Occupier: Seniors Fifth Avenue Activity Centre Association

## 4. OTHER

- a) The following property is exempted from taxation for all purposes for the years 2023, 2024 and 2025, to the extent specifically indicated:

1. Lot 8, Plan KAP57618, Section 14, Township 20, Range 10 (641 Ross Street NE)  
Registered Owner: WH Laird Holdings Ltd. (06757.216)  
Occupier: City of Salmon Arm
2. Lot 9, Plan KAP57618, Section 14, Township 20, Range 10 (621 Ross Street NE)  
Registered Owner: WH Laird Holdings Ltd. (06757.218)  
Occupier: City of Salmon Arm

## 5. ATHLETIC FACILITIES

- a) The following properties are hereby exempted from taxation for all purposes for the years 2023, 2024 and 2025, the whole of the taxable assessed value of the land and improvements:

1. Part NW ¼ Section 4, Township 20, Range 9, MHR#8013 (3200 – 70 Street SE)  
Registered Owner: City of Salmon Arm (01004.000)  
Occupier : Salmon Arm Fish and Game Club
2. Lot A, Plan KAP13513E, Section 18, Township 20, Range 9 (3440 Okanagan Avenue SE) Registered Owner: City of Salmon Arm (01176.010)  
Occupier: Salmon Arm Tennis Club
3. Lot 1, Plan KAP68875, Section 18, Township 20, Range 9 (100 – 30 Street SE)  
Registered Owner: City of Salmon Arm (01179.106)  
Occupier: Shuswap Recreation Society
4. Lot A, Plan KAP62641, Section 13, Township 20, Range 10 (2600 – 10 Avenue (TCH) NE) Registered Owner: City of Salmon Arm (01493.120)  
Occupiers: Shuswap Recreation Society, Salmon Arm Curling Club, Salmon Arm Lawn Bowling Club and Salmon Arm Horseshoe Club
5. Lot A, Plan KAP62641, Section 13, Township 20, Range 10 (2600 – 10 Avenue (TCH) NE)  
Registered Owner and Occupier: City of Salmon Arm (01493.121)
6. Lot 1, Plan KAP45452, Section 14, Township 20, Range 10 (351 – 3 Street SW)  
Registered Owner: City of Salmon Arm (06452.000)  
Occupier: Shuswap Recreation Society

6. SEVERABILITY

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

7. ENACTMENT

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

8. EFFECTIVE DATE

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

9. CITATION

This bylaw may be cited as "City of Salmon Arm Tax Exemption Bylaw No. 4551"

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

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MAYOR

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CORPORATE OFFICER

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Item 11.1

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Curbside Collection Amendment Bylaw No. 4525 be read a final time.

### Vote Record

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

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

CITY OF SALMON ARM  
BYLAW NO. 4525

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

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

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

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

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

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

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

"CSRD" shall mean the Columbia Shuswap Regional District

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

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

And replacing the definition for "Container" as follows:

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

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

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

And replacing the definition for "Refuse" as follows:

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

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

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

"DUTIES OF OWNERS AND OCCUPIERS

11. Every Owner and Occupier of a Parcel that receives Curbside Collection Service shall do, or cause to be done, the following:
- a) Provide Refuse Bags, Food Waste Bags and Yard Waste Bags (hereinafter collectively referred to as Collection Bags) which comply with this Bylaw;
  - b) Provide Refuse Containers, additional Recyclables Containers as required, and Extra Food Waste Containers (hereinafter and inclusive of the City provided Recyclables Container and Food Waste Container collectively referred to as Containers) which comply with this Bylaw;
  - c) Place all Refuse, Recyclables, Food Waste and Yard Waste in their respective Collection Bags or Containers and place at curbside on collection day in compliance with Section 20;
  - d) Ensure Refuse Bags are securely tied;
  - e) Ensure Food Waste Containers, Extra Food Waste Containers and Yard Waste Bags are securely closed;

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

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

“DUTIES OF OWNERS AND OCCUPIERS

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

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

4. SEVERABILITY

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

5. ENACTMENT

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

6. EFFECTIVE DATE

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

7. CITATION

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

|                         |                  |        |        |      |
|-------------------------|------------------|--------|--------|------|
| READ A FIRST TIME THIS  | 22 <sup>nd</sup> | DAY OF | AUGUST | 2022 |
| READ A SECOND TIME THIS | 22 <sup>nd</sup> | DAY OF | AUGUST | 2022 |
| READ A THIRD TIME THIS  | 22 <sup>nd</sup> | DAY OF | AUGUST | 2022 |
| ADOPTED BY COUNCIL THIS |                  | DAY OF |        | 2022 |

\_\_\_\_\_  
MAYOR

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

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Item 11.2

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4529 be read a final time.

[Curbside Collection]

### Vote Record

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

Opposed:

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



CITY OF SALMON ARM  
BYLAW NO. 4529

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

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

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

- |   |  |
|---|--|
| 18. Collection and Disposal of Solid Waste Bylaw No. 3845 | <ul style="list-style-type: none"><li>• Bylaw Enforcement Officer</li><li>• Director of Engineering and Public Works</li><li>• Building Inspector</li><li>• Asst. Building Inspector</li></ul> |
|---|--|

And replacing it with the following:

- |  |  |
|--|--|
| 18. Curbside Collection Bylaw No. 4281 | <ul style="list-style-type: none"><li>• Bylaw Enforcement Officer</li><li>• Director of Engineering and Public Works</li><li>• Building Inspector</li><li>• Asst. Building Inspector</li></ul> |
|--|--|

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

**SCHEDULE 19**

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

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

And replaced with a new SCHEDULE 19 that reads:

**"BYLAW NO. 2760  
SCHEDULE 19**

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

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

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

5. SEVERABILITY

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

6. ENACTMENT

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

## 7. EFFECTIVE DATE

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

## 8. CITATION

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

READ A FIRST TIME THIS      22<sup>ND</sup>      DAY OF      AUGUST      2022

READ A SECOND TIME THIS      22<sup>ND</sup>      DAY OF      AUGUST      2022

READ A THIRD TIME THIS      22<sup>ND</sup>      DAY OF      AUGUST      2022

ADOPTED BY COUNCIL THIS      DAY OF      2022

---

MAYOR

---

CORPORATE OFFICER

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Item 11.3

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4527 be read a final time.

[ZON-1240; Green Emerald Investments Inc./1306085 Alberta Ltd./Arsenault, G.; 1511 and 1561 10 Avenue SW; C-3 to C-6]

### Vote Record

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

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

## **CITY OF SALMON ARM**

### **BYLAW NO. 4527**

#### **A bylaw to amend "City of Salmon Arm Zoning Amendment Bylaw No. 2303"**

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on August 22, 2022 at the hour of 7:00 p.m. was published in the August 10 and August 17, 2022 issues of the Salmon Arm Observer;

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4527

Page 2

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4527"

READ A FIRST TIME THIS 25 DAY OF JULY 2022

READ A SECOND TIME THIS 25 DAY OF JULY 2022

READ A THIRD TIME THIS 22 DAY OF AUGUST 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 24<sup>th</sup> DAY OF August, 2022

  
For Minister of Transportation & Infrastructure

B. BAHM

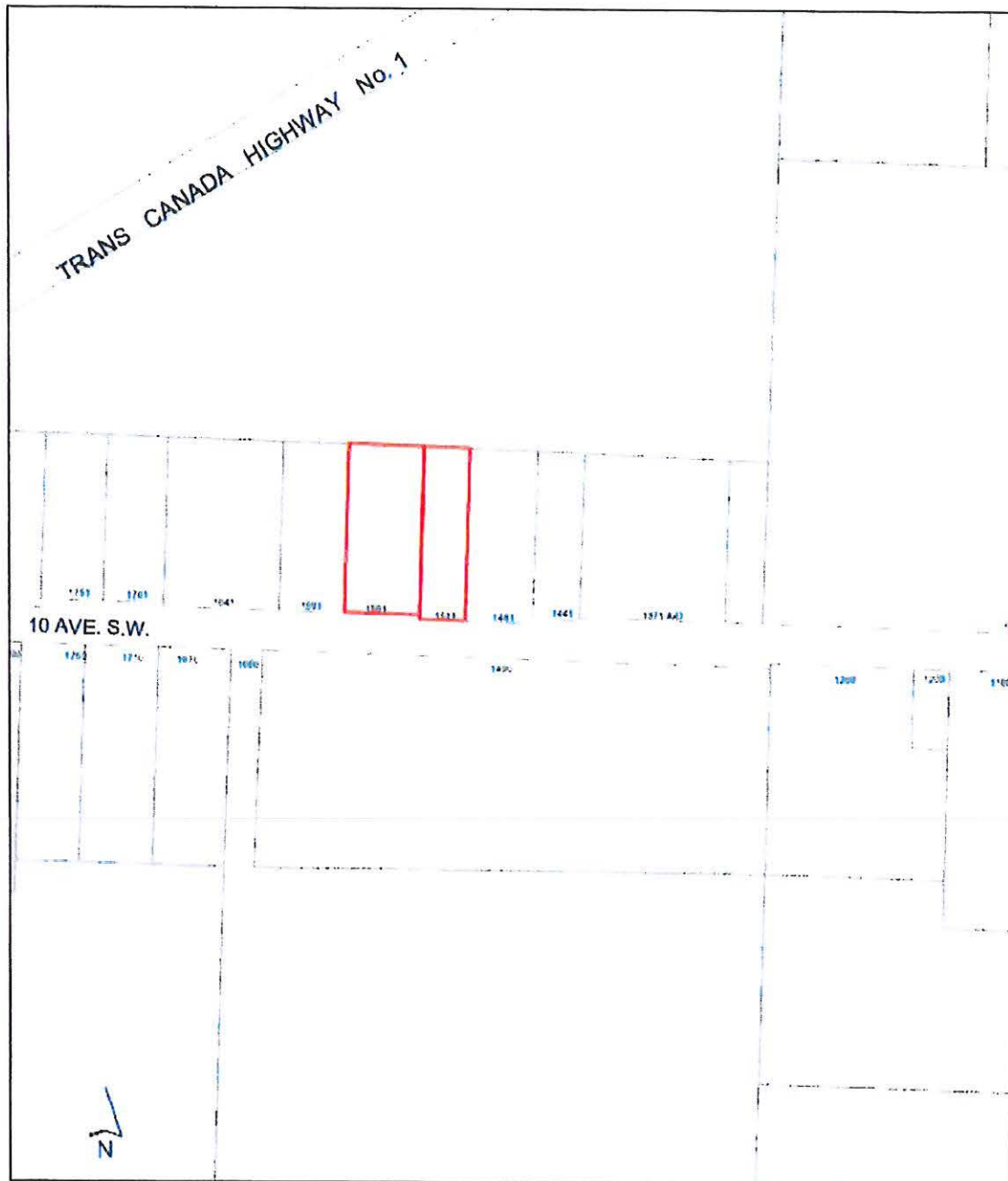
ADOPTED BY COUNCIL THIS

DAY OF , 2022.

\_\_\_\_\_  
MAYOR

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





City of Salmon Arm Regular Council Meeting of August 22, 2022 - Minutes

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1240 [Green Emerald Investments Inc./1306085 Alberta Ltd./Arsenault, G.; 1511 and 1561 10 Avenue SW; C-3 to C-6]

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

G. Arsenault, Green Emerald Investments Inc., the applicant and T. Collier, EFG Architects, business partner, provided a presentation outlining the application and were available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 7:35 p.m. followed by comments from Council.

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Item 11.4

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

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

[OCP4000-50; Wonderland Investments Inc.; 50 30 Street NE; MR to HR]

### Vote Record

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

Opposed:

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

**CITY OF SALMON ARM**

**BYLAW NO. 4530**

**A bylaw to amend "City of Salmon Arm Official Community Plan  
Bylaw No. 4000"**

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means on August 22, 2022 at the hour of 7:00 p.m. was published in the August 10 and August 17, 2022 issues of the Salmon Arm Observer;

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Official Community Plan Amendment Bylaw No. 4530".

READ A FIRST TIME THIS 25<sup>th</sup> DAY OF JULY 2022

READ A SECOND TIME THIS 8<sup>th</sup> DAY OF AUGUST 2022

READ A THIRD TIME THIS 22<sup>ND</sup> DAY OF AUGUST 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

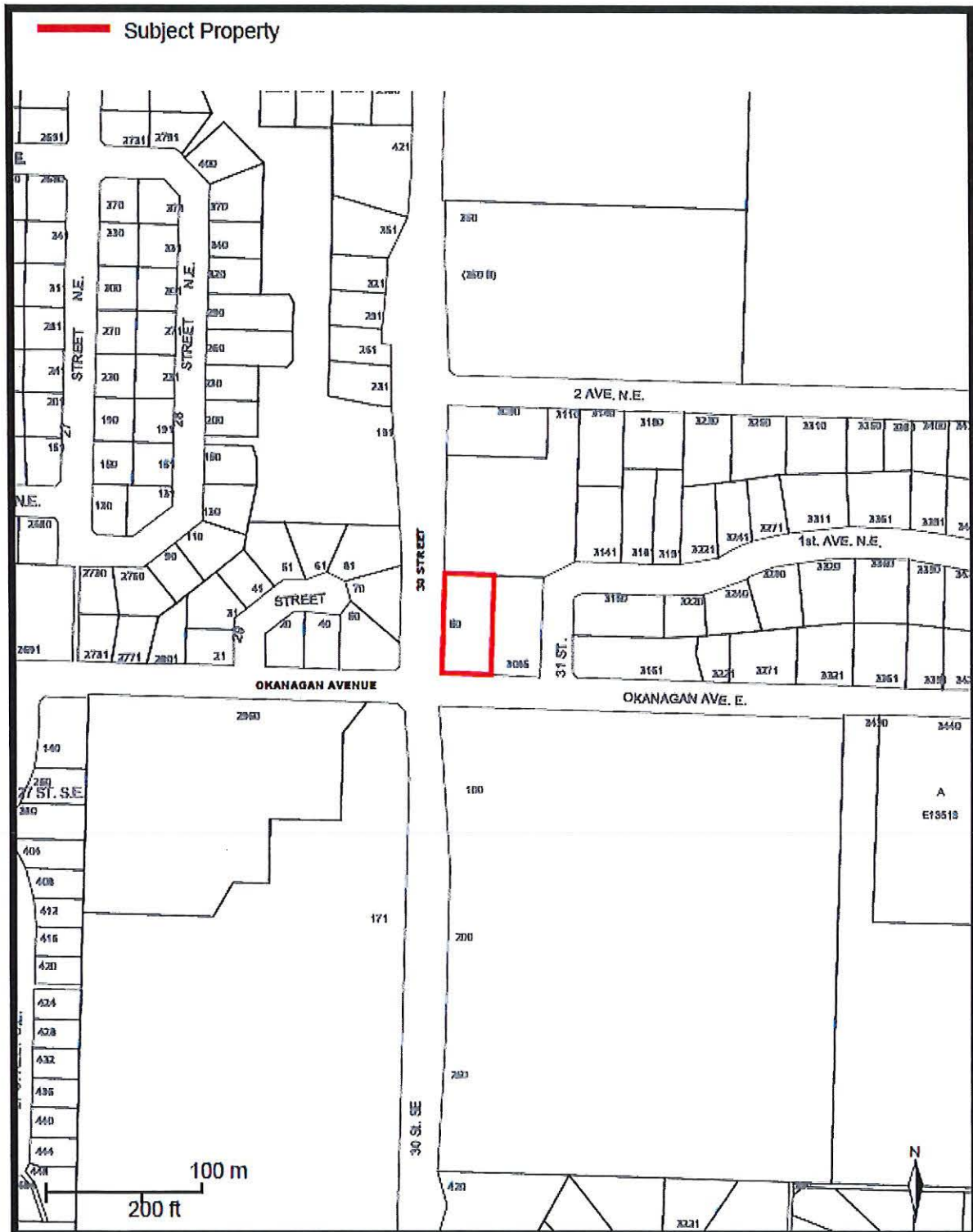
---

MAYOR

---

CORPORATE OFFICER

Schedule "A"



City of Salmon Arm Regular Council Meeting of August 22, 2022 - Minutes

23. STATUTORY PUBLIC HEARINGS

3. Official Community Plan Amendment Application No. OCP4000-50 [Wonderland Investments Inc.; 50 30 Street NE; MR to HR]

The Director of Development Services explained the proposed Official Community Plan Amendment Application.

F. Beaudet, Wonderland Investments Inc., the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:17 p.m. followed by comments from Council.



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Item 11.5

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

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

[ZON-1242; Wonderland Investments Inc.; 50 30 Street NE; R-4 to R-5]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4531

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on August 22, 2022 at the hour of 7:00 p.m. was published in the August 10 and August 17, 2022 issues of the Salmon Arm Observer;

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

## 5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4531"

READ A FIRST TIME THIS 25 DAY OF JULY 2022

READ A SECOND TIME THIS 8 DAY OF AUGUST 2022

READ A THIRD TIME THIS 22 DAY OF AUGUST 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION  
ACT ON THE 24th DAY OF August , 2022



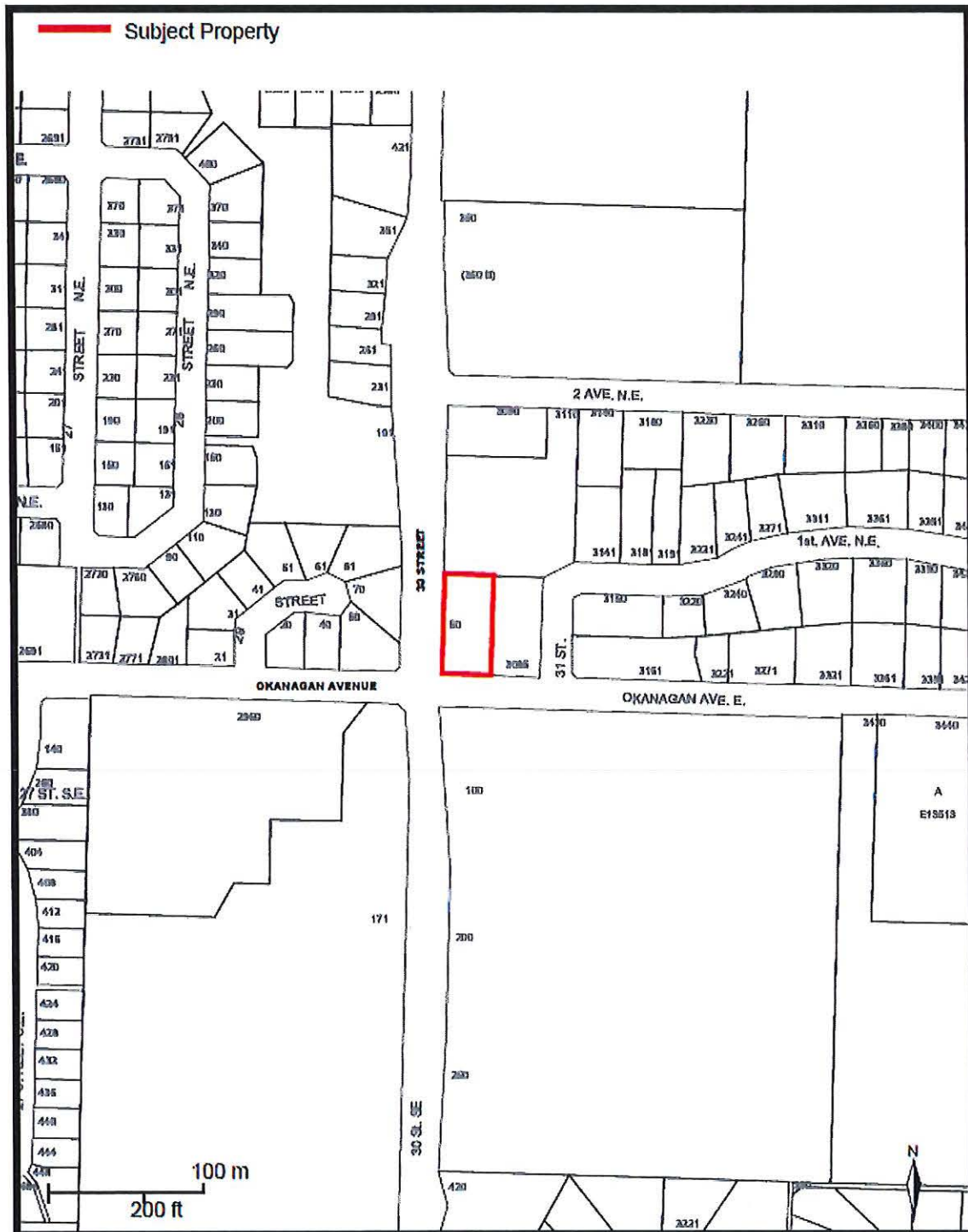
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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

*Schedule "A"*



City of Salmon Arm Regular Council Meeting of August 22, 2022 - Minutes

23. STATUTORY PUBLIC HEARINGS

4. Zoning Amendment Application No. ZON-1242 [Wonderland Investments Inc.; 50 30 Street NE; R-4 to R-5] (See Item 23.3 for Staff Report)

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

Councillor Lindgren left the meeting at 8:18 p.m. and returned at 8:20 p.m.

F. Beaudet, Wonderland Investments Inc., the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

B. Wilson – raised concerns about the size of the proposed structure and the increase in traffic on 30 Street due to the increased density.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:24 p.m. followed by comments from Council.

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Item 11.6

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4549 be read a final time.

[Property Acquisition - 881 30 Street NE]

### Vote Record

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

Opposed:

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



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

---

To: His Worship Mayor Harrison and Members of Council  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Date: September 22, 2022  
Subject: City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4549

---

**Recommendation:**

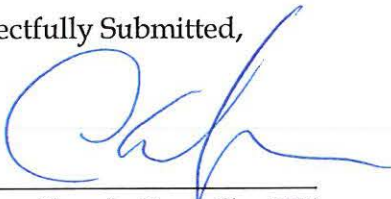
THAT: Bylaw No. 4549 cited as the "City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4549", be given final reading.

**Background:**

Council recently approved three (3) readings of City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4549 in the amount of \$530,000.00 to fund the acquisition of property located at 881 – 30 Street NE.

Pursuant to the provisions of Section 178 of the *Community Charter*, Inspector approval has now been received and it is appropriate for Council to approve final reading of the Bylaw.

Respectfully Submitted,



---

Chelsea Van de Cappelle, CPA  
Chief Financial Officer

**CITY OF SALMON ARM****BYLAW NO. 4549****A bylaw to authorize the borrowing of money for the purposes of Capital Works**

---

WHEREAS under the provisions of Section 178 of the Community Charter, Council may contract a debt for any purpose of a capital nature, such debt not exceed at any time a total amount equal to Fifty Dollars (\$50.00) multiplied by the most recent census population of the municipality and may, by bylaw, without the assent of the electors, contract the debt by borrowing and make provision for the repayment of the debt and interest thereon;

AND WHEREAS the amount of the existing obligations of the municipality authorized under said Section 178 at the date hereof is \$167,000.00;

AND WHEREAS the Council deems it necessary to borrow the sum of Five Hundred and Thirty Thousand Dollars (\$530,000.00) for the purpose of acquiring property located at 881 – 30 Street NE (Salmon Arm);

AND WHEREAS the approval of the Inspector of Municipalities has been obtained prior to its adoption;

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

1. The Council is hereby authorized and empowered to borrow upon the credit of the City of Salmon Arm from the Municipal Finance Authority, the sum of Five Hundred and Thirty Thousand Dollars (\$530,000.00) to be repaid, with interest, over a term of five (5) years for the purposes hereinbefore recited.
2. The purpose for which the debt is contracted shall be for acquiring the property located at 881 – 30 Street NE (Salmon Arm).
3. The interest on the debt shall be at a rate as prescribed by the Municipal Finance Authority.
4. There shall be raised and levied during the currency of the obligation hereby created by a rate sufficient therefore over and above all other rates upon all land and improvements subject to taxation for general municipal purposes in the municipality for the repayment of the principal in the respective years the amount as follows:

## PRINCIPAL

|      |              |
|------|--------------|
| 2023 | \$106,000.00 |
| 2024 | \$106,000.00 |
| 2025 | \$106,000.00 |
| 2026 | \$106,000.00 |
| 2027 | \$106,000.00 |

5. The Mayor and Chief Financial Officer are hereby authorized to do all necessary acts and things to carry out the intent of this bylaw.
6. This bylaw may be cited as "City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4549."

READ A FIRST TIME THIS 8<sup>th</sup> DAY OF AUGUST 2022

READ A SECOND TIME THIS 8<sup>TH</sup> DAY OF AUGUST 2022

READ A THIRD TIME THIS 8<sup>TH</sup> DAY OF AUGUST 2022

APPROVED BY THE INSPECTOR OF MUNICIPALITIES PURSUANT TO SECTION 178  
OF THE COMMUNITY CHARTER THIS 20<sup>th</sup> DAY OF SEPTEMBER 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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

## Item 12.1

## INFORMATIONAL CORRESPONDENCE - September 26, 2022

- |     |  |   |
|-----|--|---|
| 1.  | Building Department - Building Statistics - August 2022  | N |
| 2.  | Building Department - Building Permits - Yearly Statistics   | N |
| 3.  | P. Wilson - Letter dated September 6, 2022 - Rider Express Bus Service   | R |
| 4.  | A. Daines - Email dated August 22, 2022 - Plastic Bags   | R |
| 5.  | S. Caner, Executive Director, Shuswap Food Action Society - Letter dated August 16, 2022 - Applefest - Request to use Ross Street Plaza Parking Lot, October 8, 2022                     | R |
| 6.  | T. Kutschker, Director/Curator, Salmon Arts Centre - Letter dated September 13, 2022 - National Day for Truth and Reconciliation - Request Road Closure, September 30, 2022              | R |
| 7.  | J. Broadwell, Manager, Downtown Salmon Arm - Email dated September 9, 2022 - Pride Project: Loud and Proud Celebration - Request Road Closure Extension, October 15, 2022                | R |
| 8.  | T. Peasgood, Skookum Cycle - Email dated September 9, 2022 - Youth Ride at South Canoe - Request to use South Canoe Trails and Parking Lot, September 27, 2022                           | R |
| 9.  | P. Wallenstein - Email dated September 15, 2022 - Sage Orienteering - Request to use various parks and trails for orienteering, October 2022   | R |
| 10. | T. Timoffee, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children's Association - Letter dated September 9, 2022 - Request to use Fletcher Park, October 4, 2022  | R |
| 11. | J. Broadwell, Manager, Downtown Salmon Arm - Letter dated September 19, 2022 - 30 <sup>th</sup> Annual Halloween Treat Trail - Request Road Closure, October 31, 2022                    | R |
| 12. | C. Bold - Letter dated August 29, 2022 - Request to Donate a Bench with Plaque at Klahani Park   | R |
| 13. | P. Barton - Email dated September 21, 2022 - Request for Memorial Plaque on Alexander Street Bench   | R |
| 14. | L. Heppell, Executive Vice-President and Chief Ambulance Officer, BC Emergency Health Services - Letter dated September 14, 2022 - Expanding emergency health services in your community | N |
| 15. | R. Parenteau, Manager, Shuswap Community Foundation - City of Salmon Arm Endowment Fund Statement - July 1, 2021 to July 31, 2022  | N |
| 16. | Transport Canada - Pacific Region, Rail Safety Engagement - Email dated September 20, 2022 - Operation Clear Track 2022  | 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: September 26, 2022

### Presentation 4:00 p.m. (approximately)

**NAME:** P. Cox, Coordinator, Carriage Lane Strata FireSmart Neighbourhood Committee

**TOPIC:** Wildfire Hazard Mitigation

#### Vote Record

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

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

# Presentation to Mayor & Council, City of Salmon Arm

prepared by  
Carriage Lane Strata  
FireSmart Neighbourhood Committee

July 25, 2022



# Who We Are/ Our Goals

- Homeowners at Carriage Lane strata
- Adjacent to Salmon Arm Camping Resort and RJ Haney Heritage Museum & Village
- Our FireSmart Committee formed in late summer 2021 to improve our strata's preparedness for wildfires
- Working with Salmon Arm Fire Department; in the autumn, we will seek to qualify as a FireSmart community

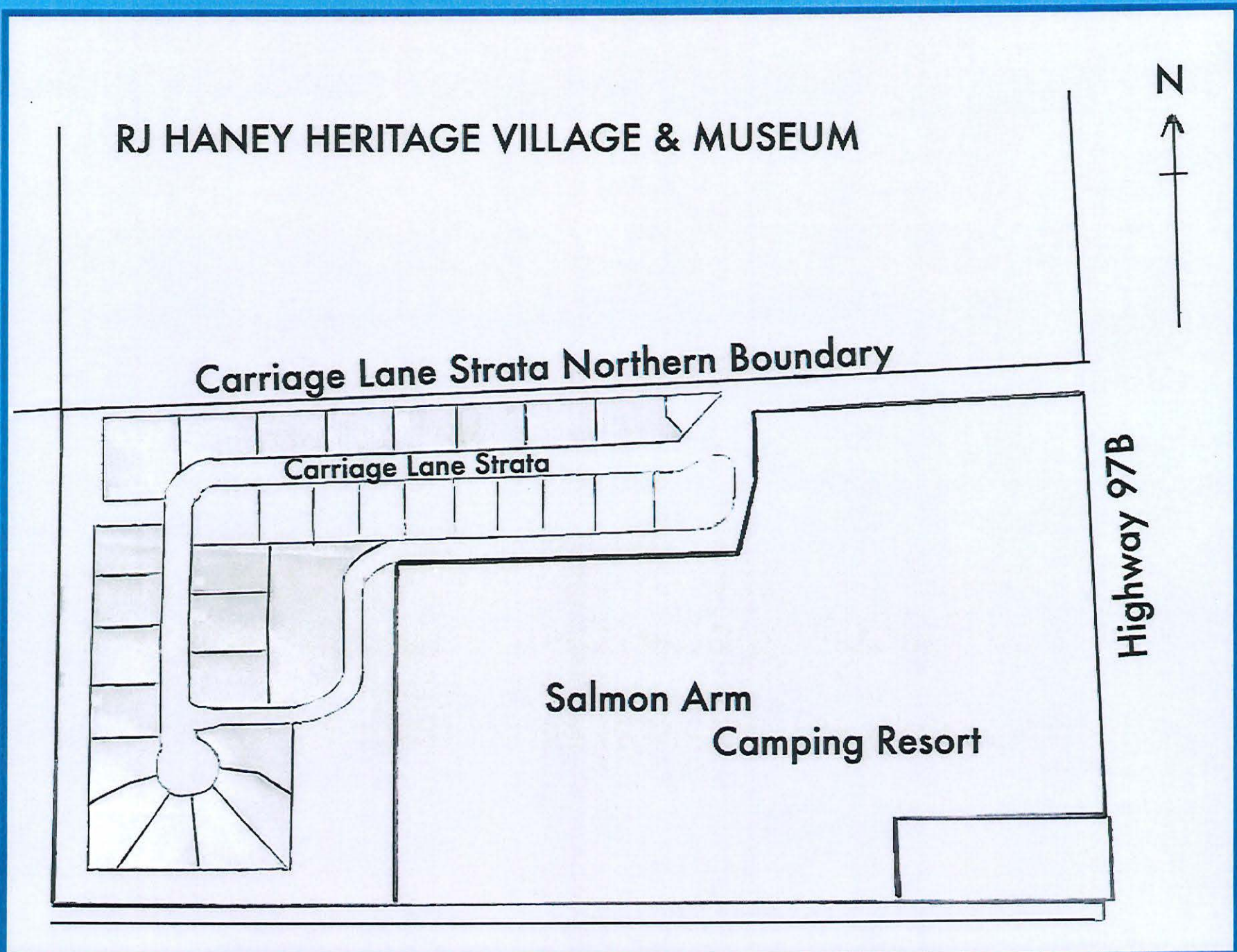


# The Hazard Assessment

- FireSmart process involved the Fire Department conducting assessment of wildfire hazards
- Several items merit attention but no major wildfire hazards; however important wildfire hazards exist 'beyond the fence'
- This is especially the case with the City-owned forest managed by RJ Haney Heritage Museum & Village
- One quarter of strata homes back onto RJ Haney



# Rough Plan of Strata and Neighbouring Properties





# Our Action Plan...

- FireSmart required us to develop an Action Plan
- Our Action Plan has five elements, including “Begin dialogue with neighbouring property owners”
- Regarding our neighbour to the north, we have learned about RJ Haney’s policy to manage the forest
- It is to manage the forest as naturally as possible while keeping visitors safe and reducing fuel load near their buildings
- And we’ve heard how RJ Haney’s annual maintenance work is carried out



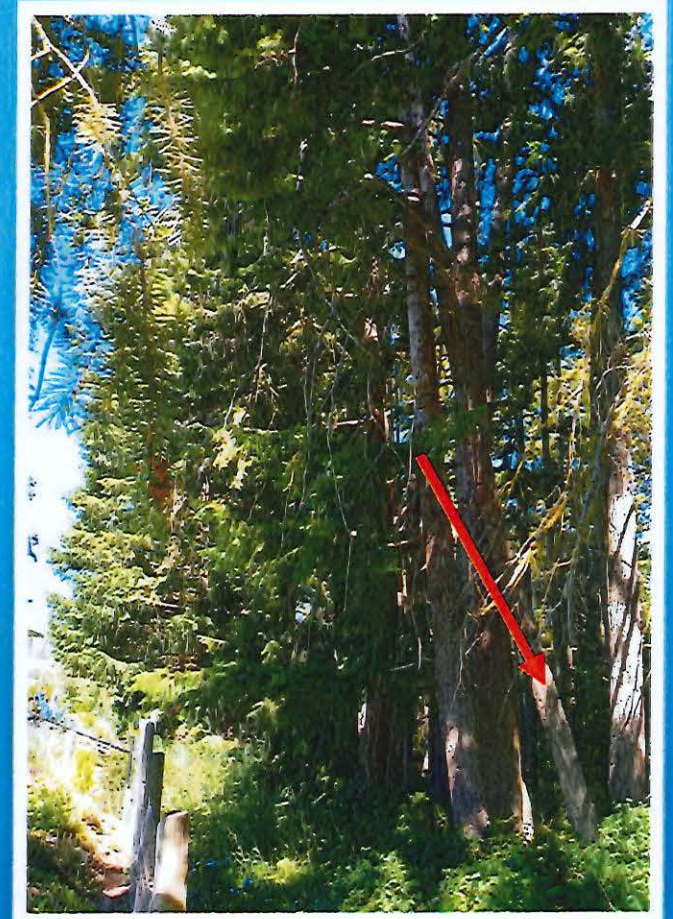
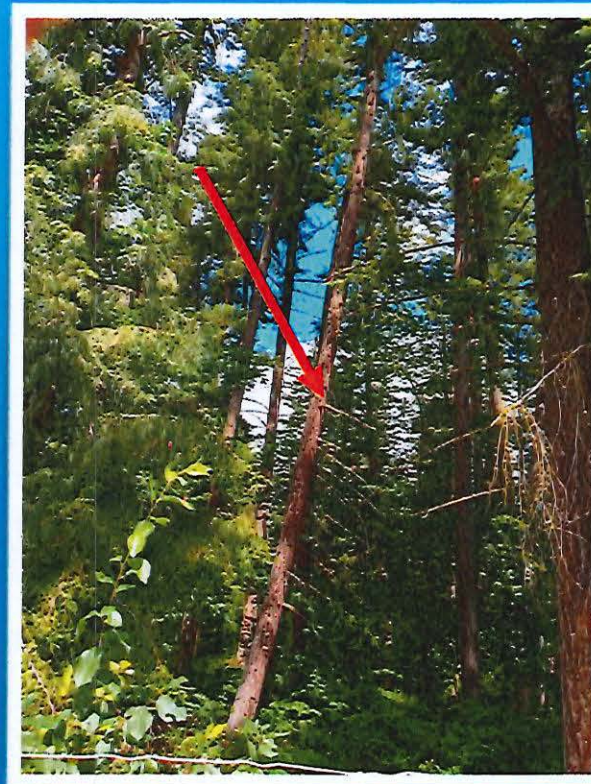
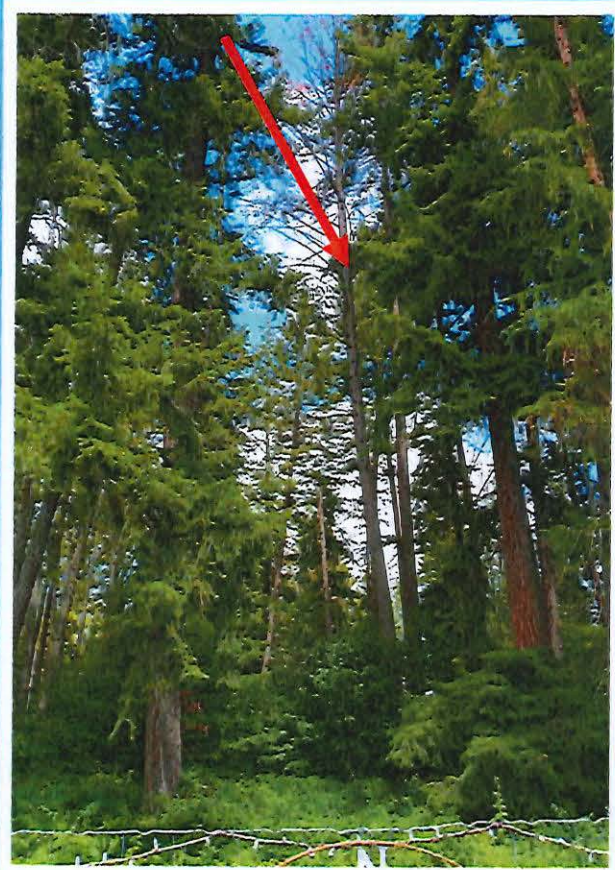
# Our Concern ...

- This approach may be adequate for RJ Haney management, but ...
- it doesn't recognize the need to control fuel loads in the forest boundary area close to residences
- More could be done to address our safety concerns and align with FireSmart and the City's fire prevention work
- Here are some photos taken in the last month



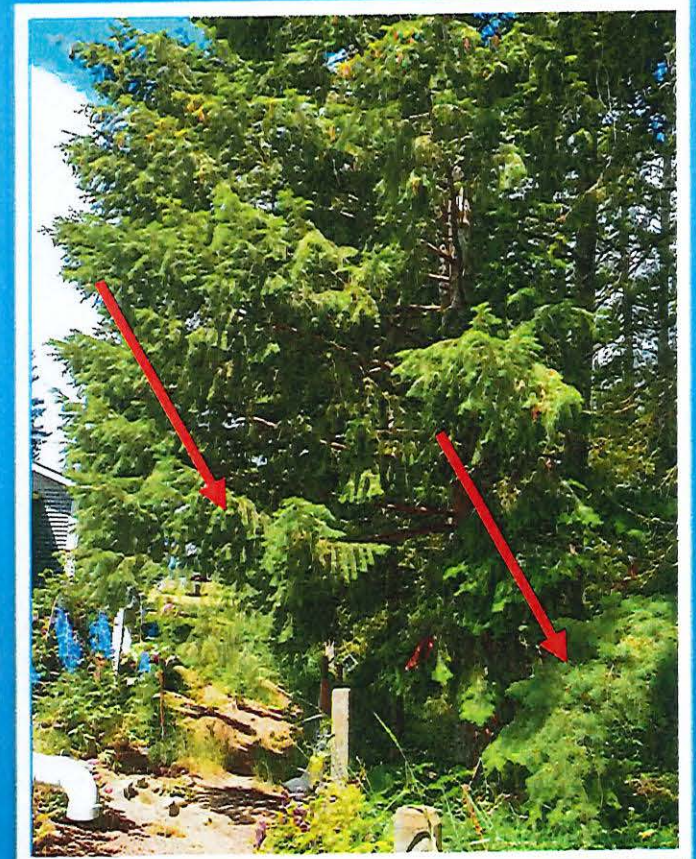
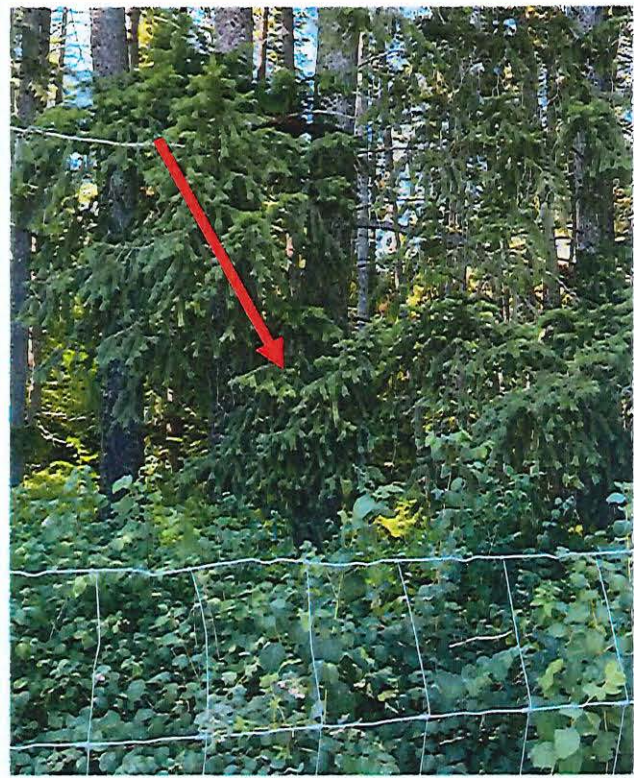
# Vegetation Along the RJ Haney Fence Line – Dead & Damaged Conifers

P172



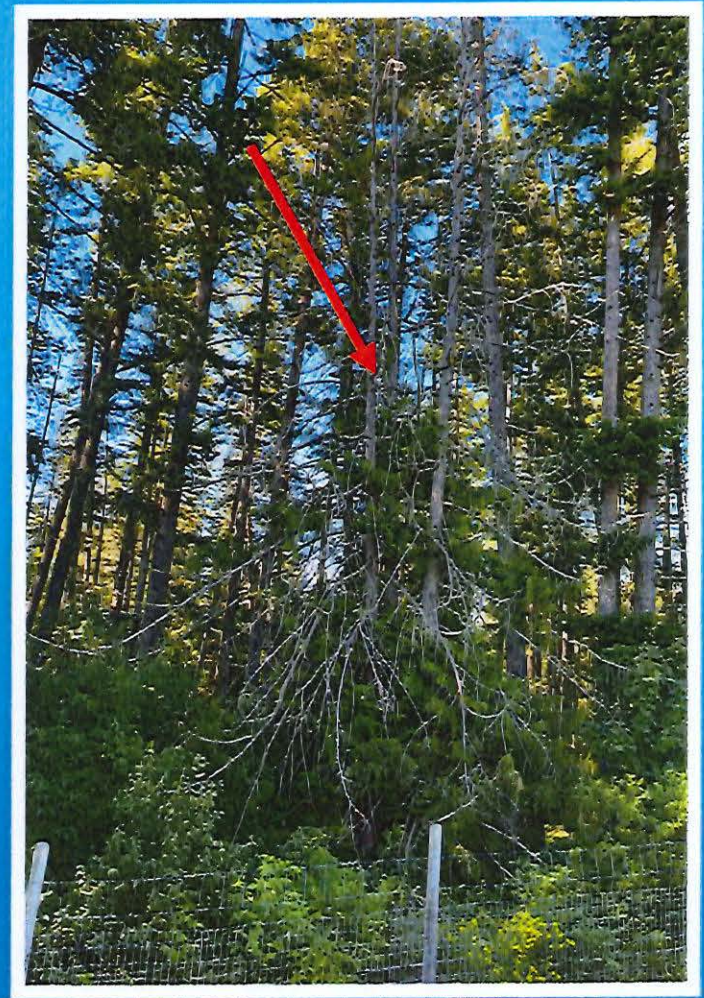
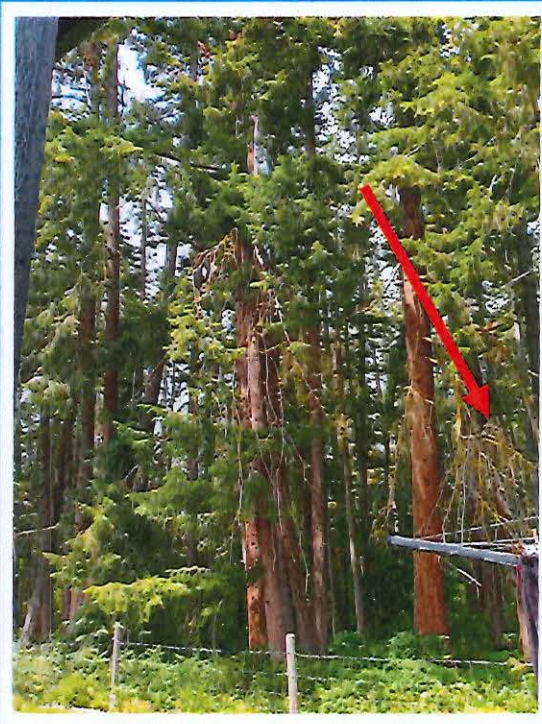
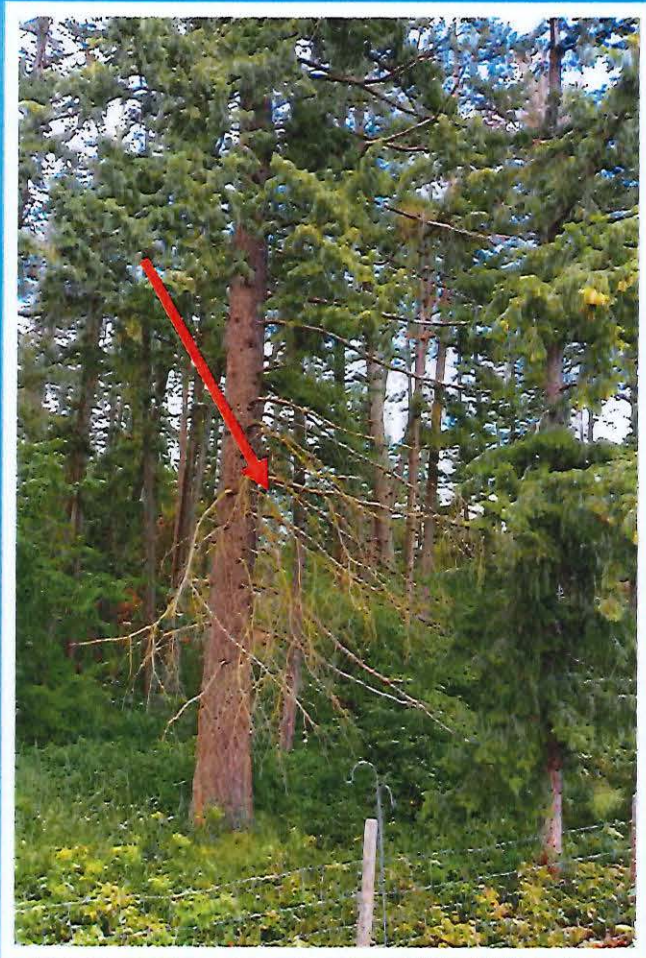


# Vegetation Along the RJ Haney Fence Line – Low-hanging Branches





# Vegetation Along the RJ Haney Fence Line – Dead Tree Limbs





# Vegetation Along the RJ Haney Fence Line – Fallen Branches, Woody Debris





# What We See Along the Fence Line

- Dead and damaged conifers
- Low-hanging branches within two metres
- Dead tree limbs with potential for laddering
- Accumulations of fallen branches and dead vegetation
- Some vegetation in the photos lies within FireSmart Zone 1 (*home to 10 metres*), some is inside FireSmart Zone 2 (*10-30 metres from a home*)



# Thinking About How to Proceed

- We met with Councillor Lavery at the strata
- Obtained a better understanding of funding availability for wildfire hazard mitigation and ...
- how the City prioritizes projects for such work
- Our decision to present to you today is framed as part of our overall FireSmart initiative

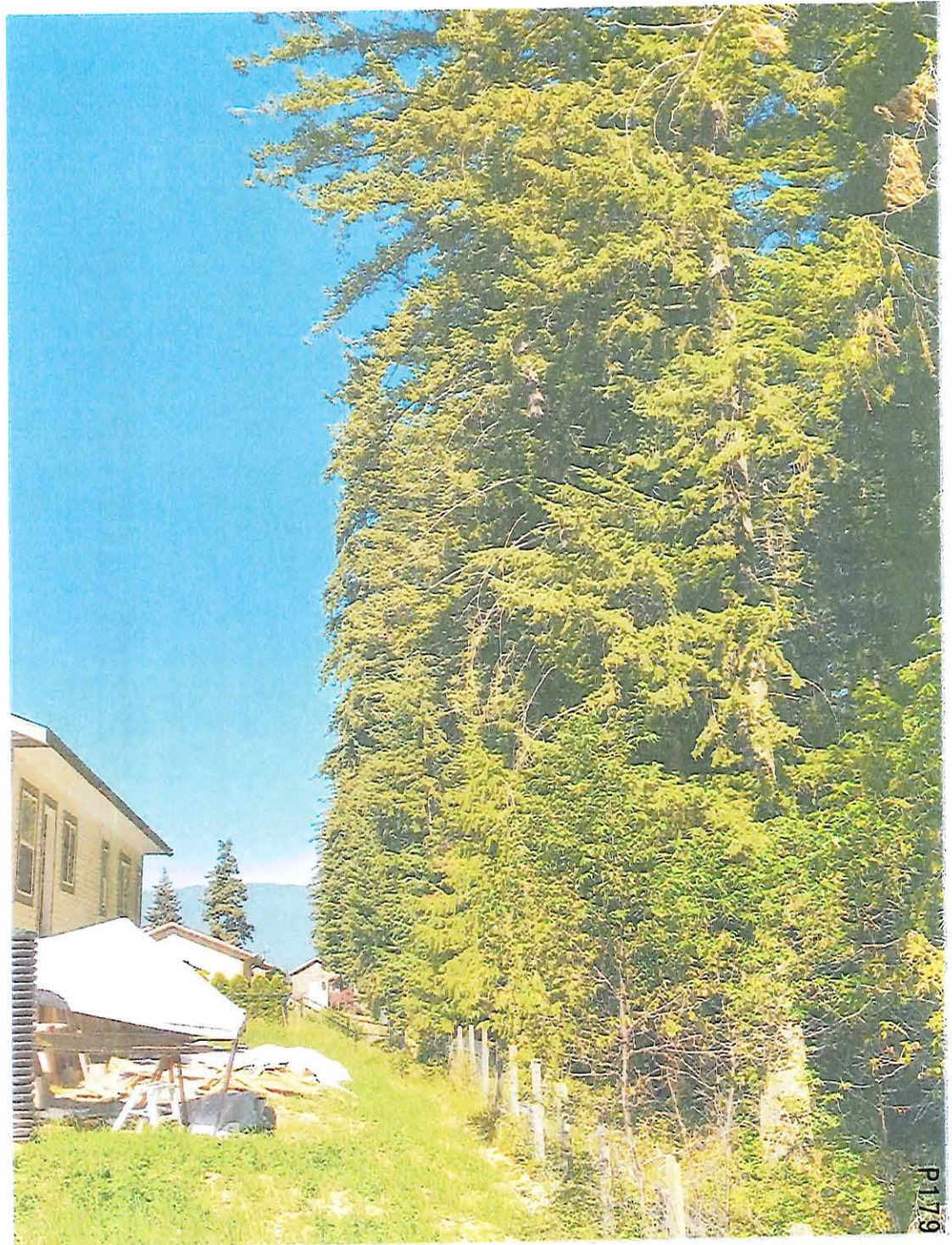


# Our Intention and Our Request

- Our intention is to highlight the presence of significant and increasing wildland fuels in the portion of the RJ Haney forest bordering the Carriage Lane strata, posing a wildfire hazard
- We have discussed this with RJ Haney management and they do not have the resources to respond
- Our request is that the City include this forest boundary area in a future allocation of funds for wildfire hazard mitigation work



Thank you for  
your attention.  
Happy to answer any  
questions.



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Item 14.2

**CITY OF SALMON ARM**Date: September 26, 2022**Presentation 4:15 p.m. (approximately)**

**NAME:** R. Parenteau, Manager, Shuswap Community Foundation, L. Fitt, Economic Development Manager, Salmon Arm Economic Development Society, R. Marshall, Executive Director, Community Futures Shuswap

**TOPIC:** Shuswap Community Foundation Announcement

**Vote Record**

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

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



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Item 19.1

## CITY OF SALMON ARM

Date: September 26, 2022

### OTHER BUSINESS:

The following resolutions were released from the In Camera meeting of August 22, 2022:

THAT: the City engage Forsite Consultants Ltd. to prepare an application and prescriptions for the 2023/2024 Community Resiliency Investment grant program.

THAT: staff prepare a Request for Proposal for the management of the 2023/2024 Community Resiliency Investment program should the City be successful with their grant application.

#### Vote Record

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

Opposed:

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

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Item 22.1

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP - 558 be authorized for issuance to vary the RD-3 Road Standard in Subdivision and Development Servicing Bylaw No. 4163, for frontage of Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan 2915, as follows:

- i) waive the requirement to replace the BC Hydro Lease Light and install 3 davit lights; and
- ii) waive the requirement to install a bike lane.

[VP-558; Brown, A.; 1660-20 Street SE; Servicing Requirements]

### Vote Record

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

Opposed:

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



---

TO: His Worship Mayor Harrison and Members of Council

DATE: September 1, 2022

SUBJECT: Development Variance Permit Application No. VP-558 (Servicing)  
Legal: Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan 2915  
Civic Address: 1660 20 Street SE  
Owner/Applicant: Arlene Brown

---

#### **MOTION FOR CONSIDERATION**

**THAT:** Development Variance Permit No. VP – 558 be authorized for issuance to vary the RD-3 Road Standard in Subdivision and Development Servicing Bylaw No. 4163, for frontage of Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan 2915, as follows:

- i) waive the requirement to replace the BC Hydro Lease Light and install 3 davit lights and;
  - ii) waive the requirement to install a bike lane.
- 

#### **STAFF RECOMMENDATION**

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

---

#### **PROPOSAL**

The applicant is requesting to waive the road upgrade requirements for 20 Street SE that have been triggered with a proposal for the construction of a single family dwelling and detached garage. Letters submitted by the applicant in support of their application are attached as Appendix 1.

#### **BACKGROUND**

The subject property is located in the Hillcrest area and the total subject property is approximately 1.2ha (3.0ac) (see Appendices 2 and 3). The subject property is designated Acreage Reserve in the City's Official Community Plan (OCP) (Appendix 4) and 20 Street SE, fronting the subject property is identified as an Urban Collector Road. The subject property is zoned A3 (Small Holding Zone) in Zoning Bylaw No. 2303 (Appendix 5). The A3 zoning permits agricultural development and limits residential development to a single family dwelling and a Rural Detached Suite. The subject property is entirely within the Agricultural Land Reserve (ALR).

Adjacent land uses include the following:

North: A2 (Rural Holding Zone) – Agriculture and Single Family Residences  
South: A2 (Rural Holding Zone) – Agriculture and Single Family Residences  
East: A2 (Rural Holding Zone) – Agriculture and Single Family Residences  
West: R1 (Single Family Residential Zone) – Single Family Residences

In May 2022 the owner applied for a Building Permit to construct a single family dwelling (modular unit) and detached garage on the subject property. The Building Permit construction values for the single

family dwelling is \$399,095.36 and the detached garage is \$55,000.00. The elevation drawings and site plans submitted with the Building Permits are attached as Appendix 6. The single family dwelling Building Permit triggered the requirements of the Subdivision and Development Services Bylaw No. 4163 which include frontage upgrades to the RD-3 Road standard – including installation of street lights, replacement of BC Hydro Lease Lights and bike lane installation.

## COMMENTS

### Engineering Department

The subject property is located on the boundary between an "Urban Development Area" and "Rural Development Area" and pursuant to the Subdivision and Servicing Bylaw No. 4163 the entire right of way is deemed to be within the "Urban Development Area"; therefore, the frontage improvements are required to be compliant with those standards of the "Urban Development Area".

The Engineering Department response is included as Appendix 7. In response to the request to waive the requirement to replace the BC Hydro Lease light and install three davit lights along the frontage the Engineering Department is recommending that that Council not support the request. The provision of the street lighting enhances vehicular and pedestrian traffic safety and in an area that is not being considered for capital improvements, developers should install enhanced safety measures for community benefit.

With regard to the request to waive the requirement to install a bike lane fronting the subject property, the Engineering Department has stated that a Cash in Lieu payment would be acceptable; however, given that this section of 20 Street SE has been identified as an important link from residential areas to an elementary school and other trail systems, waiving the bike lane requirement is not supported. It should be noted that the installation of a bike lane in this section of 20 Street SE would require road dedication and the relocation of existing sidewalk and curb and gutter in order to accommodate the bike lane within the road right of way. At the time a bike lane is installed it will likely be constructed within a multi-use path. Given that the servicing requirements are being triggered by a Building Permit application road dedication is not required.

Estimates for the installation of the streets lights is \$29,000.00 and the estimate to fulfill the bike lane requirement is \$72,025.00. The estimates do not include service connections for the proposed single family dwelling.

### Building Department

No concerns

### Fire Department

No response

### Planning Department

When considering servicing variances a number of factors are taken into consideration, including – physical or legal constraints such as ALR status, scale of proposed development and growth potential in the area.

In Map 12.2 Cycling Network Map in the OCP, the subject property is along an identified bike route. There is a sidewalk on the west side of 20 Street SE and the east side of 20 Street SE does not have pedestrian infrastructure. Photos of 20 Street SE fronting the subject property are included in Appendix 7. Given the proximity to the residential area, school and trail systems a multiuse path at this location is ideal. Reducing requirements to waive pedestrian and vehicular safety measures such as streetlights and dedicated paths for bikes or multi-use paths is contrary to the Subdivision and Servicing Bylaw No. 4163 and other City projects supporting non-vehicular community connections and staff are not supportive of the request.



In this instance, development on the west side of 20 Street SE has been fully built-out and no further development is anticipated. On the east side of 20 Street SE development potential is limited by the ALR status of the adjacent and subject land(s).

Staff recognize that there are other constraints on that development potential; however, completely offsetting the cost of upgrading and construction of 20 Street SE onto the future developer/land owners or the City is problematic. Waiving the requirements would place additional financial burden on the City for the road improvements in the future or increase costs to future developers of adjacent properties. Staff do not recommend the variances as requested by the applicant be granted.



Prepared by: Melinda Smyrl, MCIP, RPP  
Planner III



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

BROWN Family :  
Variance Request :  
1660 20<sup>th</sup> Street S.E.

We are putting a single family home on the farmland that our family has owned since 1963. We would like a reduction on the cost to supply services to this dwelling at 1660 20<sup>th</sup> Street S.E.

We are not developing a subdivision for multiple buildings or profit. We are simply returning to Salmon Arm to assist our elderly mom maintain the currently active farm. And in fact, wish to keep the land as close to it's natural state as possible.

The extra cost for street lighting is unreasonable. We are simply adding a home to the property and there is already existing street lighting where this home is to be built.

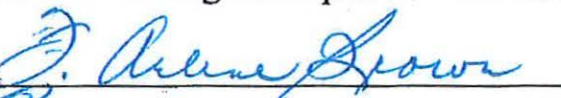
As the pavement adjacent to the corner where services would come in is already cut up, it would seem reasonable to do the servicing now and take advantage of what could be additional savings to all involved.

\*\*Additionally, if and when there is a new subdivision developed on this property, the current side walk and roadway, including the street lighting in question, would all need to be changed anyway. Making the cost of adding new lights now a wasteful purchase and effort for all.

The first quote of \$20,000 was a high cost to our endeavors to return to our family home and raising it beyond double to \$54,000 most certainly makes our move even more challenging.

Thank you for considering our request for this variance.

F. Arlene Brown



Gary Brown



Verna Brown



Variance Request Addition to VP-558

Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 2915

PID: 010-936-653

Brown Family Home Build

1660 20st. S.E. , Salmon Arm, V1E 2N2

July 19, 2022,

ATT: Mustafa Zakreet , Melinda Smyrl

We currently have a requested variance submitted to the city as per our upcoming home build and have received an email from your offices, att: Mustafa Zakreet, that a bike lane is now being added to the city requirements.

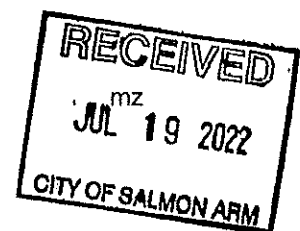
We would like to add varying the construction of this bike lane to our current request.

Thank You,

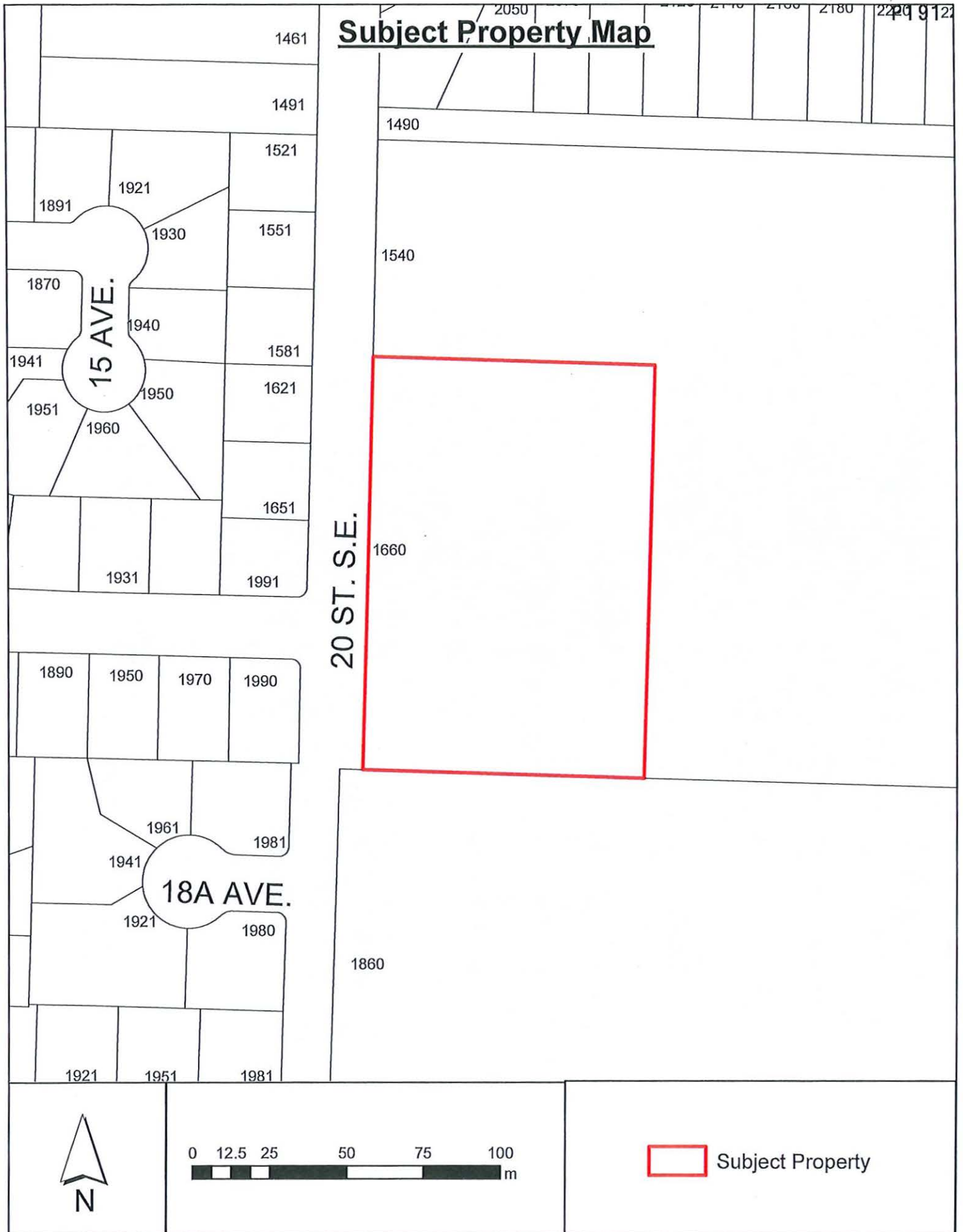
Gary Brown

Verna Brown

Arlene Brown

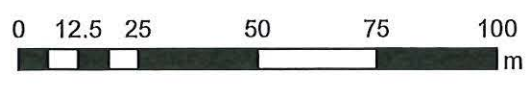


# Subject Property Map





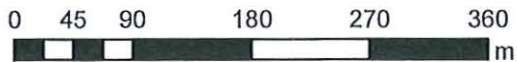
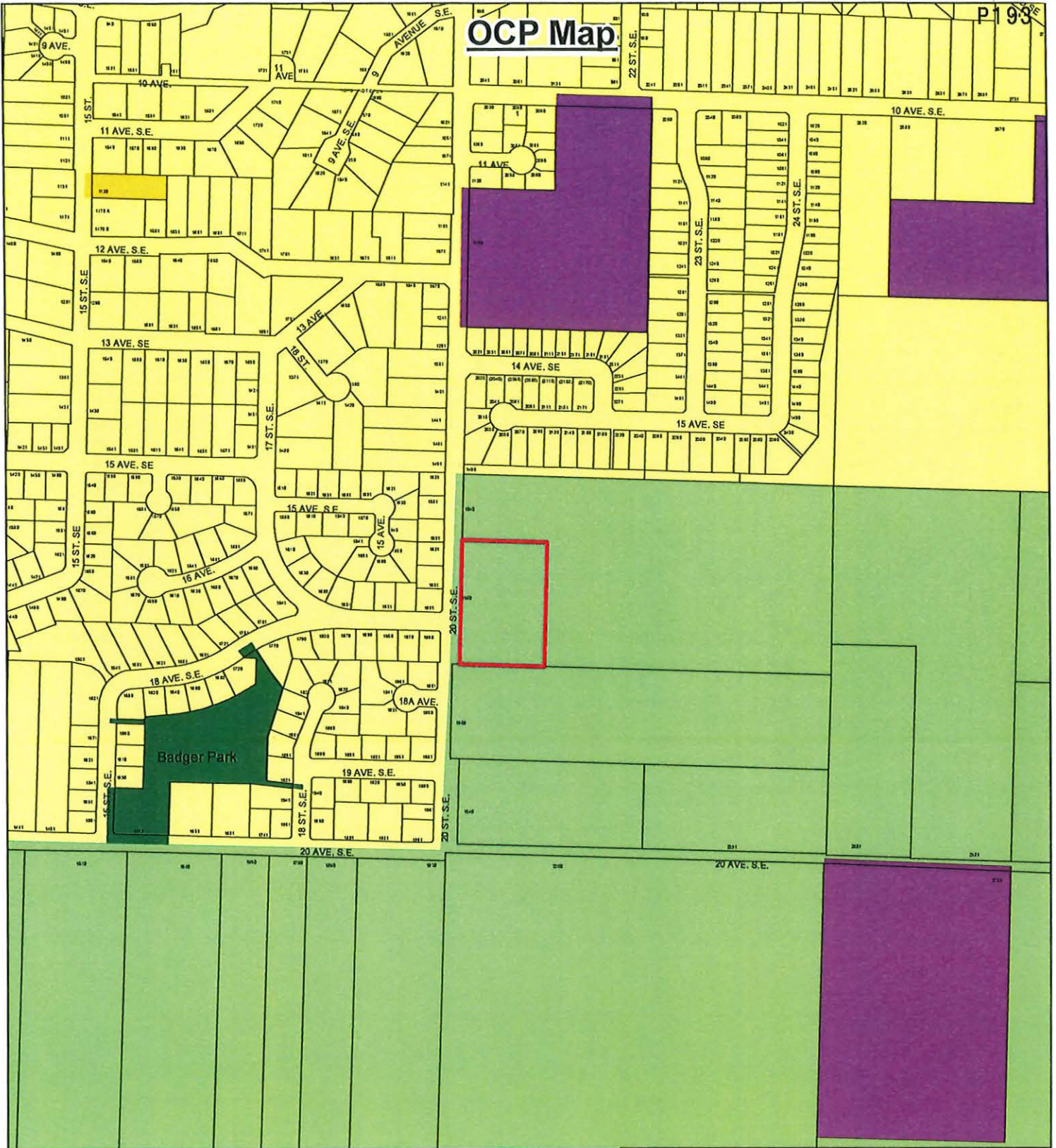
Ortho Map



 Subject Property



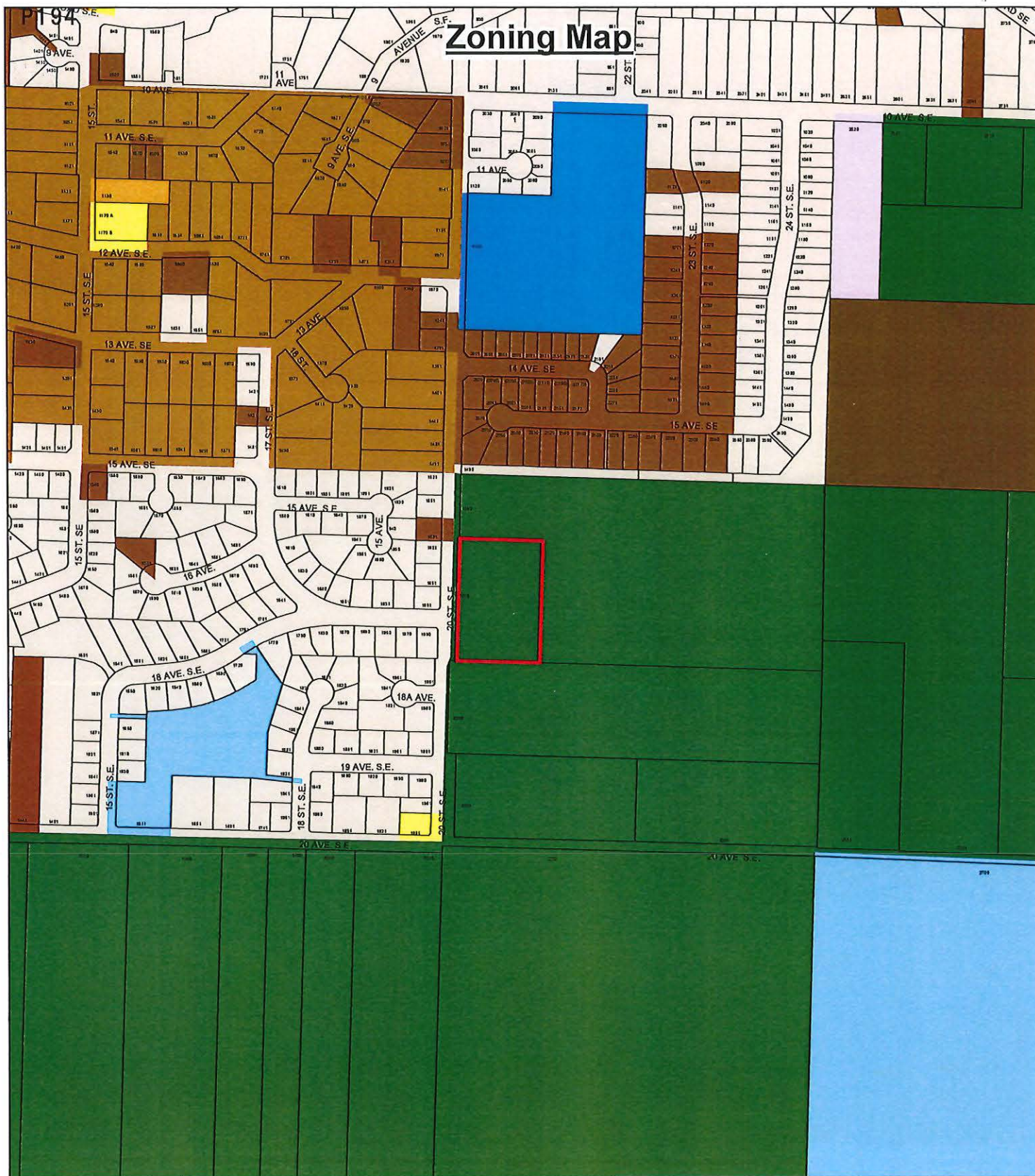
# OCP Map







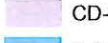
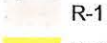





- Subject Property
- Acreage Reserve
- Park
- Institutional
- Residential - Low Density
- Residential - Medium Density



# Zoning Map



0 45 90 180 270 360 m

- |  |                  |   |       |   |     |   |     |
|--|------------------|---|-------|---|-----|---|-----|
|  | Subject Property |  | A-2   |  | P-3 |  | R-4 |
|  |                  |  | CD-19 |  | P-1 |  | R-2 |
|  |                  |  | R-1   |  | R-6 |  | R-7 |
|  |                  |   |       |  | R-8 |   |     |



250.804.5403  
MRGDESIGN.CA

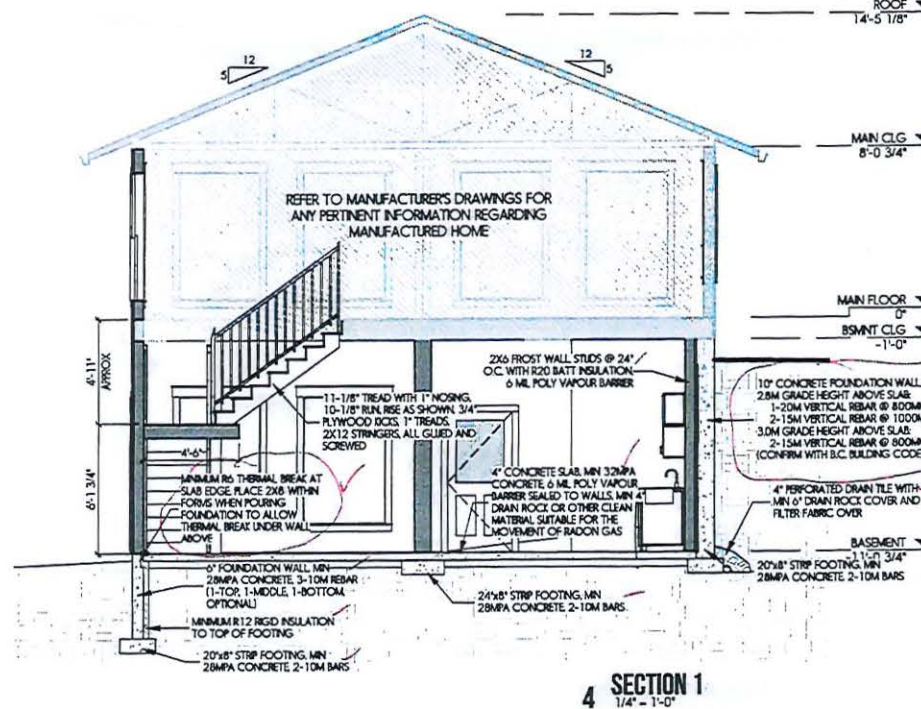
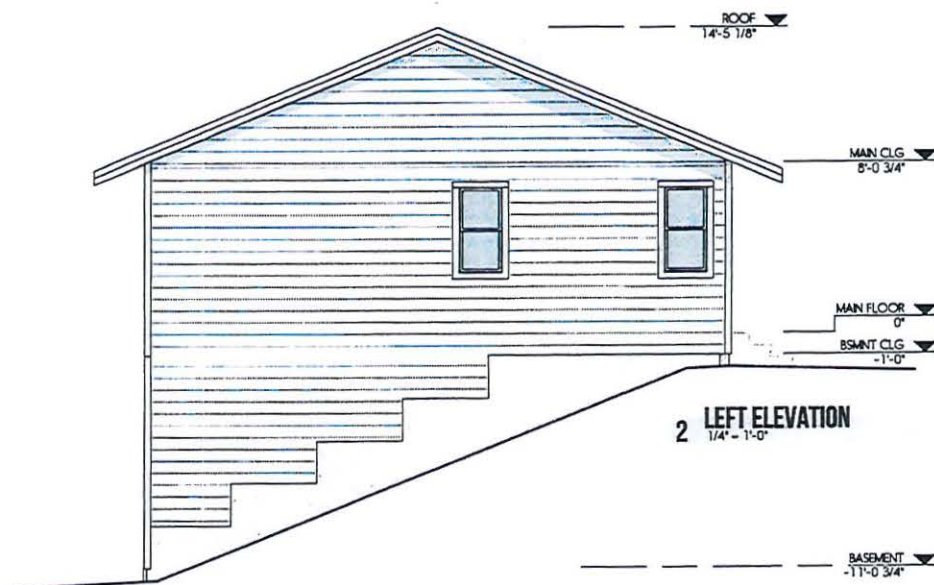
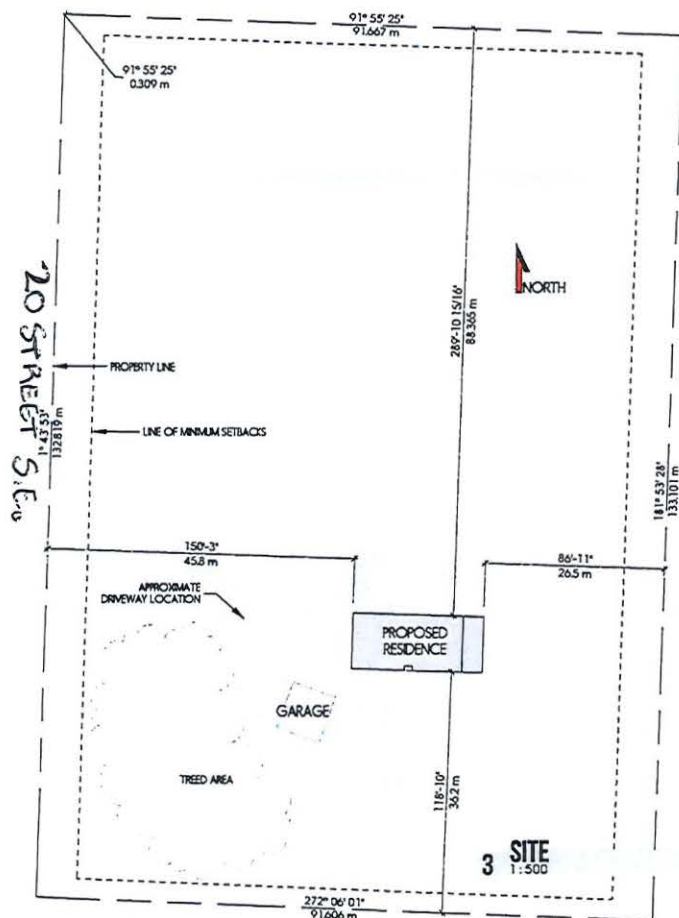
### FOUNDATION WALL: 8" CONCRETE 2X6 @ 16" O.C. R20 BATT (NO HRV)

| LAYER  | MATERIAL                      | RS @ FRAMING | RS @ CAVITY | RS CONTINUOUS |
|--|-------------------------------|--------------|-------------|---------------|
| OUTSIDE AIR FILM                                   |                               |              |             | 0.030         |
| FOUNDATION   | 8" 25 MPA CONCRETE            |              |             | 0.081         |
| DAMP-PROOFING                                      |                               |              |             | 0.210         |
| AIR SPACE  | 1" AIR SPACE                  |              |             | 0.180         |
| FRAMING  | 38x140 SPF STUDS @ 406MM O.C. | 1.190        |             |               |
| INSULATION   | 140MM R20 BATT                |              | 3.522       |               |
| VAPOUR BARRIER                                     | 6 ML POLY *AR BARRIER         |              |             | 0             |
| INTERIOR AIR FILM                                  |                               |              |             | 0.120         |
| TOTAL 1.190 3.522 0.621                            |                               |              |             |               |
| FRAMING/CAVITY PERCENTAGE 16% 84% 100%             |                               |              |             |               |
| AVERAGE ASSEMBLY RSI 3.09 RSI EFFECTIVE (MIN 2.08) |                               |              |             |               |

### UNHEATED SLAB ABOVE FROST LINE R12 INSULATION INSIDE OF FOUNDATION WALL (NO HRV)

| LAYER  | MATERIAL                                    | RS @ FRAMING | RS @ CAVITY | RS CONTINUOUS |
|--|---|--------------|-------------|---------------|
| INTERIOR AIR FILM                                  |   |              |             | 0.030         |
| CONC WALL  | MIN 4" 28MPA CONCRETE                       |              |             | 0.033         |
| INSULATION   | R12 RIGID INSULATION (MIN 1.2M BELOW GRADE) |              |             | 2.113         |
| *R6 THERMAL BREAK AT SLAB EDGE                     |   |              |             |               |
| TOTAL 2.176  |   |              |             |               |
| FRAMING/CAVITY PERCENTAGE 100%                     |   |              |             |               |
| AVERAGE ASSEMBLY RSI 2.17 RSI EFFECTIVE (MIN 1.96) |   |              |             |               |

### 1 ENERGY CALCS SCALE N/A



CLIENT COUNTRYSIDE

JOB BROWN RESIDENCE

1660 20 ST SE  
SALMON ARM B.C.

JOB # 7785

REVISIONS

CONCEPT JUNE 18 2022

PERMIT JUNE 20 2022

PERMIT JUNE 23 2022

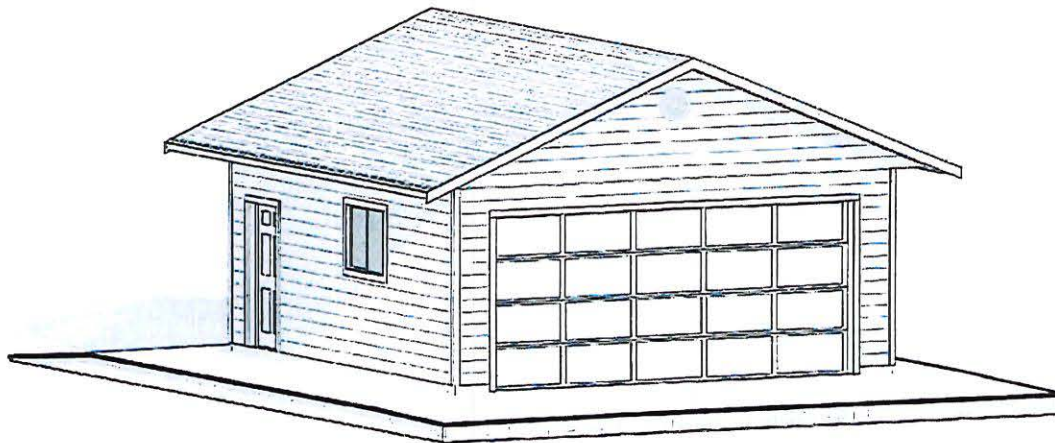
DATE JUN 23 2022

DRAWING SITE/SECTION

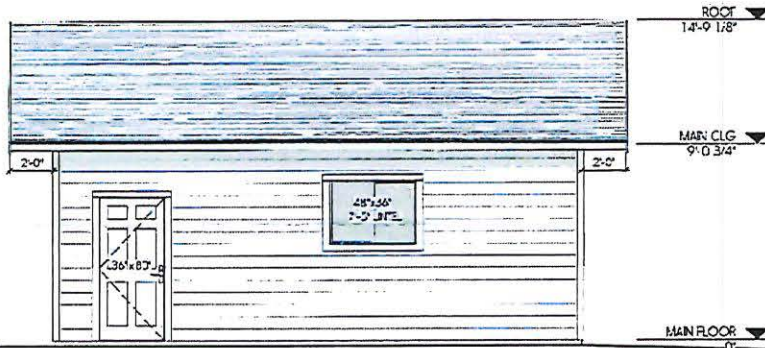
SCALE AS INDICATED

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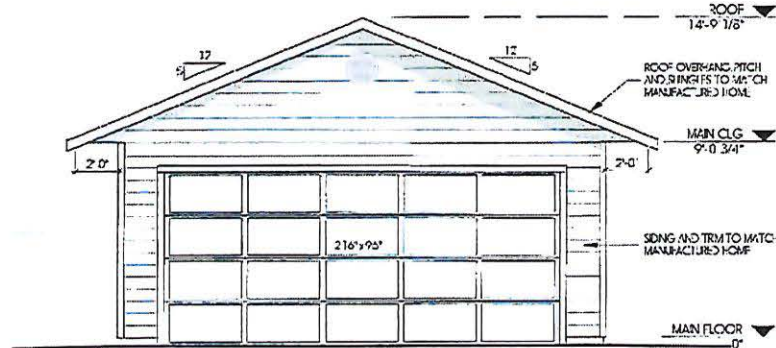




1 3D VIEW



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



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

OFFICE COPY

NOTICE

In: Bldg Permit No. 172-638  
The City of Salmon Arm depends upon the owner, contractor and designer to provide complete, accurate and detailed information for the proper performance and enforcement of the Building Code. The City is not responsible for the accuracy or completeness of the information provided.

SURVEY CERTIFICATE  
REQUIRED FOR  
FOUNDATION LOCATION

INSPECTION DUTIES OF THE INSPECTOR  
The owner of a building or structure shall have the building or structure inspected and approved by the Building Inspector as per Section 15.4 of Building Bylaw No. 2303.



250.804.5403  
MRCDESIGN.CA

Building Regulations of BC  
(BCBC 2018 to Apply)  
Check Field Copy Drawing Notes

GENERAL NOTES

1. ALL CONSTRUCTION MATERIALS & WORKMANSHIP TO BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE B.C. BUILDING CODE, PLUMBING CODE, ELECTRICAL CODE, & ALL OTHER CODES, ORDINANCES AND BYLAWS THAT MAY APPLY.
2. THE CONTRACTOR AND ALL SUBTRADES ARE RESPONSIBLE FOR THE REVIEW OF ALL DRAWINGS AND SITE CONDITIONS PRIOR TO COMMENCING WORK OR ORDERING ANY MATERIAL, AND SHALL REPORT ANY DISCREPANCIES THAT AFFECT DESIGN TO MRC IMMEDIATELY.
3. ALL TRAVING MATERIAL TO BE 5/8" x 2 ON 25/16".
4. CONCRETE FOOTINGS AND WALLS TO BE MINIMUM 28MPA @ 28 DAYS, FLOOR SLABS AND SIDEWALKS TO BE MINIMUM 32MPA @ 28 DAYS.
5. ALL CONCRETE FOOTINGS TO BE PLACED ON ORIGINAL UNDISTURBED GROUND FREE OF ALL ORGANIC, FROZEN OR FROSTY MATERIAL.
6. DAMPROOF FOUNDATION WALLS BELOW GRADE WITH 2 COATS OF BITUMINOUS MAHAL.
7. 5 MIL LITHIUM RESISTANT POLY VAPOR BARRIER ON 1/4" OF GRANULAR COMPACTED FILL UNDER EXTERIOR OR GARAGE SLABS OR 1/4" OF 3/4" DRAIN ROCK ON OTHER MATERIAL SUITABLE FOR MOVEMENT OF RADON GAS UNDER INTERIOR SLABS.

GENERAL NOTES

8. ALL FOUNDATION DRAINS TO BE 4" PERFORATED PVC WITH FILTER CLOTH AND MINIMUM 2" DRAIN ROCK DRAINED TO MUNICIPAL SERVICES ACCORDING TO LOCAL STANDARDS.
9. GRADE TO BE SLOPED AWAY FROM BUILDING AT ALL LOCATIONS ADJACENT TO BUILDING.
10. ALL "RUSSES", JOISTS, BEAMS OR OTHER STRUCTURAL MEMBERS NOT COVERED IN B.C. BUILDING CODE TO BE DESIGNED AND ENGINEERED BY TRUSS MANUFACTURER OR STRUCTURAL ENGINEER PRIOR TO ANY FABRICATION.
11. CONTRACTOR TO VERIFY ALL PROPERTY & "BOUNDARY" LINES WITH A LEGAL LAND SURVEYOR PRIOR TO PLACING FOOTINGS OR TRAVING SERVICES WITHIN BUILDING ENVELOPE.
12. ALL ROOF SPACES TO BE VENTILATED WITH SOFFIT AND ROOF VENTS WITH A MINIMUM VENTRILATION AREA OF 1:1000, A MINIMUM OF 25% OF VENTS TO BE LOCATED AT ROOF AND MINIMUM 75% TO BE LOCATED AT SOFFIT.
13. DOOR FRAMES AT ENTRANCES AND EXTERIOR SPACES TO DWELLING UNITS SHALL BE SECURELY SLOTTED BETWEEN DOOR FRAME AND STUDS AT THE HEIGHT OF THE DOOR TO RESIST SPREADING.
14. ALL GLASS IN DOORS, SLIDERS OR WINDOWS WITHIN 12" OF FINISHED FLOOR TO BE CONSTRUCTED OF SAFETY GLASS.

GENERAL NOTES

15. RAINWATER LINES NOT SHOWN ON PLAN CONTRACTOR TO DETERMINE EXACT LOCATION SUITABLE TO SITE AND MUNICIPAL DRAINAGE.
16. ALL ELECTRICAL LOCATIONS TO BE DETERMINED BY ELECTRICAL CONTRACTOR WITH THE APPROVAL OF HOMEOWNERS OR GENERAL CONTRACTOR AND IN ACCORDANCE WITH CURRENT ELECTRICAL CODES.
17. APPROVED SMOKE ALARMS TO BE INSTALLED WITH LOCATION APPROVED BY APPROPRIATE LOCAL MUNICIPALITY.
18. REFER TO LAYOUTS AND SPECIFICATIONS FROM STRUCTURAL ENGINEER, FLOOR JOIST SUPPLIER AND ROOF TRUSS MANUFACTURER FOR BRAM POST AND FOOTING LOCATIONS AND SIZES AND ENSURE PROPER BEARING IS PROVIDED FOR ALL POINT LOADS. ANY STRUCTURAL SPECIFICATIONS SHOWN ON MRC'S PLANS ARE ESTIMATES ONLY AND MAY NOT ACCURATELY REPRESENT LOADS AND SIZES OR MAY NOT INCLUDE POINT LOADS OR STRUCTURAL MEMBERS DESIGNED BY OTHERS.
19. MRC RESIDENTIAL DESIGN ACCEPTS NO LIABILITY AND SHALL NOT BE HELD RESPONSIBLE FOR ERRORS OR OMISSIONS WITH THIS SET OF DRAWINGS THAT MAY NEGATIVELY AFFECT CONSTRUCTION. IF ERRORS ARE FOUND, PLEASE CONTACT MRC AT YOUR EARLIEST CONVENIENCE.

SHEET LEGEND

- A1 NOTES/SHEET
- A2 MAIN FLOOR
- A3 SITE SECTION

CITY/MUNICIPALITY: SALMON ARM  
ZONING: A2 RURAL HOLDING ZONE  
BYLAW: ZONING BYLAW 2303

GENERAL REGULATIONS:  
HEIGHT: 4.2M (12CM MAXIMUM MEASURED FROM FINISH GRADE TO TOP OF ROOF)

BUILDING SETBACKS (S.B.):  
WEST S.B. 34.9M (60M MINIMUM)  
NORTH S.B. 9.21M (60M MINIMUM)  
EAST S.B. 4.82M (30M MINIMUM)  
SOUTH S.B. 24.9M (30M MINIMUM)

2 ZONING ANALYSIS  
1/4" = 1'-0"

CLIENT COUNTRYSIDE

JOB BROWN GARAGE

1660 20 ST SE  
SALMON ARM, B.C.

JOB # 7785

REVISIONS  
CONCEPT JUNE 18 2022  
PERMIT JUNE 26 2022  
PERMIT JUNE 23 2022

DATE JUN 23 2022

DRAWING NOTES/SITE

SCALE 1/4" = 1'-0"

PAGE

A1



# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: July 27, 2022  
 PREPARED BY: Mustafa Zakreet, Engineering Assistant  
 OWNER: G& V. Brown.  
 APPLICANT: G& V. Brown.  
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 558**  
 LEGAL: Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan 2915  
 CIVIC: **1660 – 20 Street SE**

---

Further to the request for variance dated July 13, 2022; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

The applicant is requesting that Council waive the requirements of installing street lights and constructing a bike lane along the frontage of the subject property as it is required per the Subdivision and Development Servicing Bylaw No. 4163 (SDSB).

## General Information:

The subject property is located about 250m south of Hillcrest Elementary School in the rural area fronting 20 Street SE which is designated as an urban collector street standard.

The applicant submitted a building permit for a new house on the subject property which triggers a full frontage upgrade as per the SDSB.

20 Street SE fronting the subject property is currently constructed as an Interim Urban Collector Road. Upgrading to an Urban Collector Road standard is required in accordance with specification drawing RD-3.

The upgrade will include bike lane and streetlights.

The cost of the requirements is included in Appendix A and B.

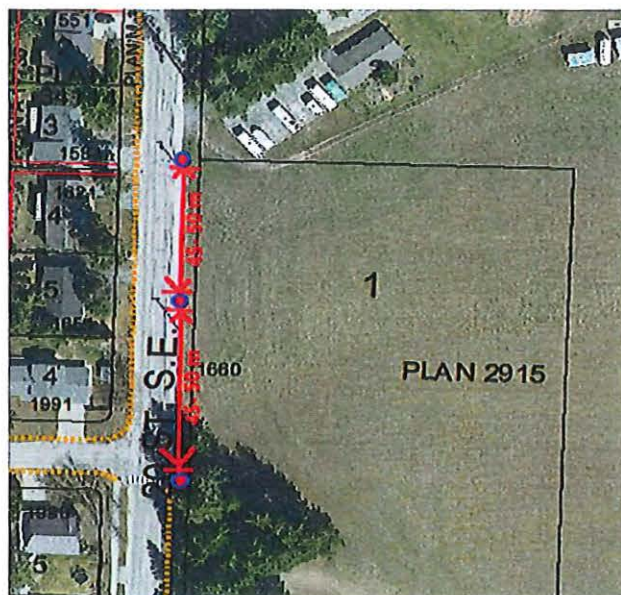


Figure 1



1. Waive the requirement to install streetlights on 20 Street SE along the entire frontage of the subject property.

Currently, there is only one street light on a BC hydro pole at the marked location (+) shown in Figure 2. The City Capital Works Supervisor has provided the design and estimate to include three davit street lights as marked on Figure 1. Since the City owned street lights cost the City a fraction of the cost of hydro lights annually, the City has been working to reduce the amount of hydro lease lights and ensuring that developers install City owned lights. The provided estimate of \$24,800 includes the replacement of the already existed BC hydro street light with a City davit street light and adding two more street lights to cover the frontage of this property.

**Recommendation:**

The Engineering Department recommends that the requested variance to waive the requirement to install street lights along the frontage of the subject property be denied.

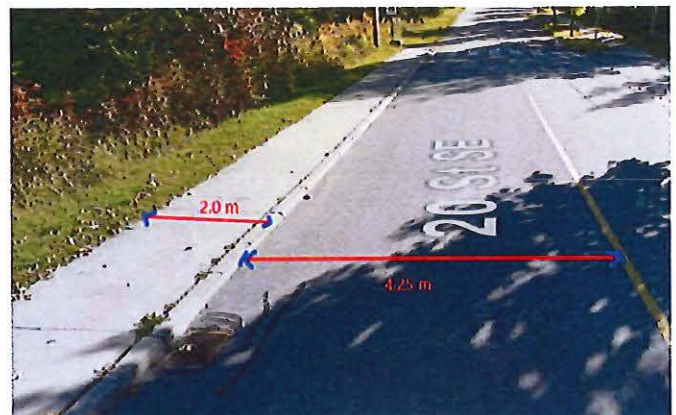


Figure 2

2. Waive the requirement to construct a bike lane on 20 Street SE along the entire frontage of the subject property.

20 Street SE is designated as collector road and is an important link from residential areas to an elementary school as well as to the trail network at Shuswap Memorial Cemetery. The east lane of 20 Street SE requires widening by approximately 0.75m to accommodate a bike lane. The sidewalk, curb and gutter which would require relocating not to the City standard (location and style).

The cost estimate provided by the City capital work supervisor for the described work is \$72,000 (see appendix B). The City has been moving towards changing the Collector Roadway standard from a bike lane and sidewalk to a separated Multi-use pathway. As such we would recommend a Cash-in-lieu payment for the bike lane to be put towards replacing the sidewalk with a multi-use path in the future.



**Recommendation:**

The Engineering Department recommends that the requested variance to waive the requirement to install a bike lane along the frontage of the subject property be denied.

Should Council grant variances to the above, staff recommend requiring a covenant to be placed on title limiting future subdivision and development until such time as the required frontage upgrades are completed. Without the covenant, future subdivision would still trigger the bylaw requirements; however, any development would likely fall under existing bylaw exemptions.




**Mustafa Zakreet**  
Engineering Assistant



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

#### Appendix A

| CITY OF SALMON ARM<br>ENGINEERING AND PUBLIC WORKS DEPARTMENT                                     |   | Date:        | June 01, 2022              |
|---|---|--------------|----------------------------|
|                  | <b>2022 WORKS ESTIMATE</b><br>Class 'C' | Project No.: | 1660 20 St SE              |
|   |   | Prepared By: | TCP                        |
| <b>PROJECT DESCRIPTION</b>  |   |              |                            |
| Supply & Install 3 CoSA standard Davit Street Lights fronting 1661 20 Street SE                   |   |              |                            |
| <b>PROJECT DETAILS</b>  |   |              |                            |
| Davit Spacing of 45-50m with one power base north light, last light south at cross walk 18 Ave SE |   |              |                            |
| <b>DESCRIPTION</b>  | <b>QUANTITY</b>                         | <b>UNIT</b>  | <b>COST      EXTENSION</b> |
| 1 BC Hydro Connection Fee   | 1                                       | LS           | \$ 800 \$ 800              |
| 2 Davit c/w Power Base  | 1                                       | ea.          | \$ 7,500 \$ 7,500          |
| 3 Davit Light   | 2                                       | ea.          | \$ 5,000 \$ 10,000         |
| 4 Conduit and Conductor   | 100                                     | m            | \$ 50 \$ 5,000             |
| 5 Pole Dip to Power Base c/w Conduit & Conductor  | 1                                       | ea.          | \$ 1,500 \$ 1,500          |
| <b>SUBTOTAL</b>   |   |              | <b>\$ 24,800</b>           |
| <b>CONTINGENCY 15%</b>  |   |              | <b>\$ 3,720</b>            |
| <b>TOTAL COST</b>   |   |              | <b>\$ 28,520</b>           |
| <b>ESTIMATE</b>   |   |              | <b>\$ 29,000</b>           |



Appendix B

**Bike Lane Estimate:**

- 135m x 0.75m road widening c/w new base @ \$90/m = \$12,150
- 135m CGS-1 Curb & Gutter c/w new base @ \$140/m = \$18,900
- 135m – 2m x 150mm sidewalk c/w new base @ \$285/m = \$38,475
- Relocate CB - \$2,500

**Total = \$72,025**

**Rhonda West**

---

**From:** Barb Puddifant  
**Sent:** Tuesday, September 20, 2022 8:55 AM  
**To:** Rhonda West; Sue Wood; Kevin Pearson; Melinda Smyrl  
**Subject:** FW: [External] Variance Permit no VP-558

## -----Original Message-----

**From:** Gayle Sutherland <[REDACTED]>  
**Sent:** Sunday, September 18, 2022 2:51 PM  
**To:** Barb Puddifant <bpuddifant@salmonarm.ca>  
**Subject:** [External] Variance Permit no VP-558

My husband and I are writing to support the homeowners of 1660 - 20th St SE in their request to waive the requirements to install 3 davit lights and a bike lane. We feel that the city's request is unreasonable and places an extreme financial burden on the family.

This is not a development but a family member building one home on the family property. Also, the request for the bike lane puzzles us as it seems to create a danger to cyclists whose lane quickly disappears.

Sean and I have no financial or personal interest in this property. We do not know this family. However, we feel that we must speak out to support this family.

Thank you

Gayle Sutherland  
Sean Hoyland  
  
[REDACTED]

**Rhonda West**

---

**From:** Barb Puddifant  
**Sent:** Tuesday, September 20, 2022 10:36 AM  
**To:** Rhonda West; Sue Wood; Kevin Pearson; Melinda Smyrl  
**Subject:** FW: [External] development variance permit no. VP-558

**From:** Frieda & Lyle Martin Martin <[REDACTED]>  
**Sent:** Tuesday, September 20, 2022 10:34 AM  
**To:** Barb Puddifant <bpuddifant@salmonarm.ca>  
**Subject:** [External] development variance permit no. VP-558

Dear council members,

We are formally registering our support for the applicant's request that the variance be waived. We live directly across from the applicant's lot and have a lovely view across the farm fields at the moment. We don't see any benefit from having 3 decorative light standards installed along their frontage and in our view. That along with widening the road and adding a bike lane for 400 ft is a waste of time, energy and money. It is not as if a subdivision were being planned or the rest of 20th St. SE were being widened also, so it seems to be a massive inconvenience and eyesore. Thank you for your consideration.

Lyle Martin  
Frieda Martin  
[REDACTED]  
Salmon Arm, BC

**Rhonda West**

---

**From:** Barb Puddifant  
**Sent:** Wednesday, September 21, 2022 8:16 AM  
**To:** Rhonda West; Sue Wood; Kevin Pearson; Melinda Smyrl  
**Subject:** FW: [External] Development Variance Permit No. VP-558

**From:** [REDACTED]  
**Sent:** Tuesday, September 20, 2022 7:52 PM  
**To:** Barb Puddifant <bpuddifant@salmonarm.ca>  
**Subject:** [External] Development Variance Permit No. VP-558

Hello,

In the matter of Development Variance Permit No. VP-558, for address 1660 – 20 Street SE, Salmon Arm, BC.

We are currently residing at [REDACTED], Salmon Arm, BC and are NOT in favor of the proposed additional street lights or bike lane that is proposed for installation and believe that the requirement for such should be waived.

My spouse and I enjoy watching the sky and stars that we are able to see from our home due to reduced light pollution in the area. It is our view that adding street lights will reduce our ability to continue with our sky watching activities. Additionally, there are, what we believe to be, enough street lights in the area.

It is also our view that the proposed bike lane is a waste of time, effort and money as there are no currently accessible bike lanes elsewhere on the street and in the surrounding area. Enforcing the bike lane installation simply constructs a bike lane "from nowhere to nowhere". In our travel around the community, we have not noticed any other bike lanes for recently developed housing and are unsure why this is a requirement for our neighbors when it doesn't seem to be in other areas.

We fully support the land owners variance request to waive both the bike lane and the additional street lights. It seems a bit unfair to penalize them for moving to the area, back to family owned land, to live and contribute to the community while assisting an aging family member continue to live there also.

Sincerely,  
 Bradley and Dian Wenzel

[REDACTED]  
 Salmon Arm, BC

[REDACTED]  
 [REDACTED]

## Rhonda West

---

**From:** Barb Puddifant  
**Sent:** Wednesday, September 21, 2022 1:54 PM  
**To:** Rhonda West; Sue Wood; Kevin Pearson; Melinda Smyrl  
**Subject:** FW: Development Variance Permit No. VP-558

**From:** Erin Ouyang <[REDACTED]>  
**Sent:** Wednesday, September 21, 2022 1:52 PM  
**To:** Barb Puddifant <bpuddifant@salmonarm.ca>  
**Subject:** [External] Development Variance Permit No. VP-558

To whom it may concern,

This is Erin Ouyang, owner of the house at [REDACTED] In regards to the letter of Notice to property owners/occupiers we received from the city dated Sept.15<sup>th</sup> 2022 concerning the Development Variance Permit No. VP-558, my husband and I would like to reply with this email. We feel it unreasonable for a single family to undertake the full cost of the road upgrade requirements as the land is on ALR zone and can not be developed in a foreseeable timetable. Also it's not just the owner who enjoys the benefit.

Thanks for your consideration.

Erin & Jason  
Sept.21<sup>st</sup>,2022

Sent from [Mail](#) for Windows



Item 22.2

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP – 559 be authorized for issuance for Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 10172 to vary Zoning Bylaw No. 2303 as follows:

Section 6.10.3 Interior Side Parcel Line Setback reduction from 1.5 m to 0.5 m to facilitate reconstruction of a roof over a carport/storage area.

[VP-559; Peasgood, T. & L.; 1461-16 Street NE; Setback Requirements]

### Vote Record

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

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

To: His Worship Mayor Harrison and Members of Council

Date: September 19, 2022

Subject: Development Variance Permit Application No. VP-559 (Setback)

Legal: Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 10172  
Civic Address: 1461 – 16 Street NE  
Owner/Applicant: T. & L. Peasgood

---

### **MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP-559 be authorized for issuance for Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 10172 to vary Zoning Bylaw No. 2303 as follows:**

**Section 6.10.3 Interior Side Parcel Line Setback reduction from 1.5 m to 0.5 m to facilitate reconstruction of a roof over a carport/storage area on this property.**

---

### **STAFF RECOMMENDATION**

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

---

### **PROPOSAL**

The subject parcel is located at 1461 – 16 Street NE (Appendices 1 and 2). The proposal is to reconstruct a roof over the existing carport/storage area on the northeast side of the property. Due to the age of the single family dwelling (built in 1962), this repair requires an interior side parcel line setback variance from 1.5 m to 0.5 m along the north property line.

### **BACKGROUND**

The parcel is designated Medium Density Residential (MR) in the City's Official Community Plan (OCP) and is zoned R-1 (Single Family Residential Zone) in the Zoning Bylaw (Appendices 3 and 4). The subject property is located on 16 Street NE and has frontage onto only 16 Street NE. This area consists almost entirely of residential uses. Nearby uses include the Willow Cove subdivision to the northeast and the Foreshore Trail to the west.

Land uses adjacent to the subject property include the following:

|  |                |
|--|----------------|
| North: park (Sinclair Park)                    | Zoned R-1      |
| South: single family dwelling                  | Zoned R-1      |
| East: 16 Street NE and single family dwellings | Zoned R-8 & R1 |
| West: single family dwelling                   | Zoned R-1      |

The property is approximately 0.51 ac in area and currently contains a single family dwelling with a carport/storage area. The property owners/applicants are proposing a new roof over the existing carport/storage area. No other variances are being applied for.

Site photos are attached, in Appendix 6.

COMMENTSFire Department

No Fire Department concerns.

BC Hydro

BC Hydro has no concerns.

Engineering Department

No Engineering concerns.

Building Department

A small portion of the wall (within 1.2 m of the property line) will require a 45-minute fire resistance rating if not already done so. No concerns otherwise.

Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Development Variance Permit Procedures Bylaw*, notices are mailed to land owners within a 30m radius of the application. The notices outline the proposal and advise those with interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on September 26, 2022.

Planning Department

Development Variance Permits are considered on a case-by-case basis, and in doing so, a number of factors are taken into consideration. These factors include site-specific conditions, such as lot configuration, negative impact on the general form and character of the surrounding neighbourhood and potential negative impact(s) on adjacent properties.

As described in the letter of rationale submitted by the owners/applicants (Appendix 7), the owners/applicants wish to replace the failing roof over the carport/storage area. The new roof would be constructed with wood framing and shingles, and would match the existing roof lines over the main part of the dwelling. The current roof consists of tar and gravel, and is at a point where it needs to be replaced. The owners/applicants have done a couple of patch repairs over the years, but the roof is now at a point of deterioration, to the point where water is draining towards the rest of the building.

Although two (2) separate portions of the existing dwelling (corner of the dwelling and eaves) encroach/trespass onto the city-owned adjacent property (1481 16 Street NE; Sinclair Park; Appendix 5), an encroachment agreement already exists from 2001 acknowledging these areas. In addition, this proposal will stay within the property lines, thus the owners/applicants applying for an interior side parcel line setback variance.

This request is to permit the maintenance of the roof of an existing structure, with a minor 0.2 m addition. Given the relatively old age of the existing dwelling (built in 1962), the current state of the roof in question (failing), the already-encroaching portions of the dwelling, and the existing trees, which limit visual impacts, staff feel that this variance request will not unreasonably or significantly affect the character of the parcel, and have no major concerns with this application.



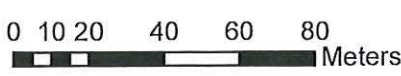
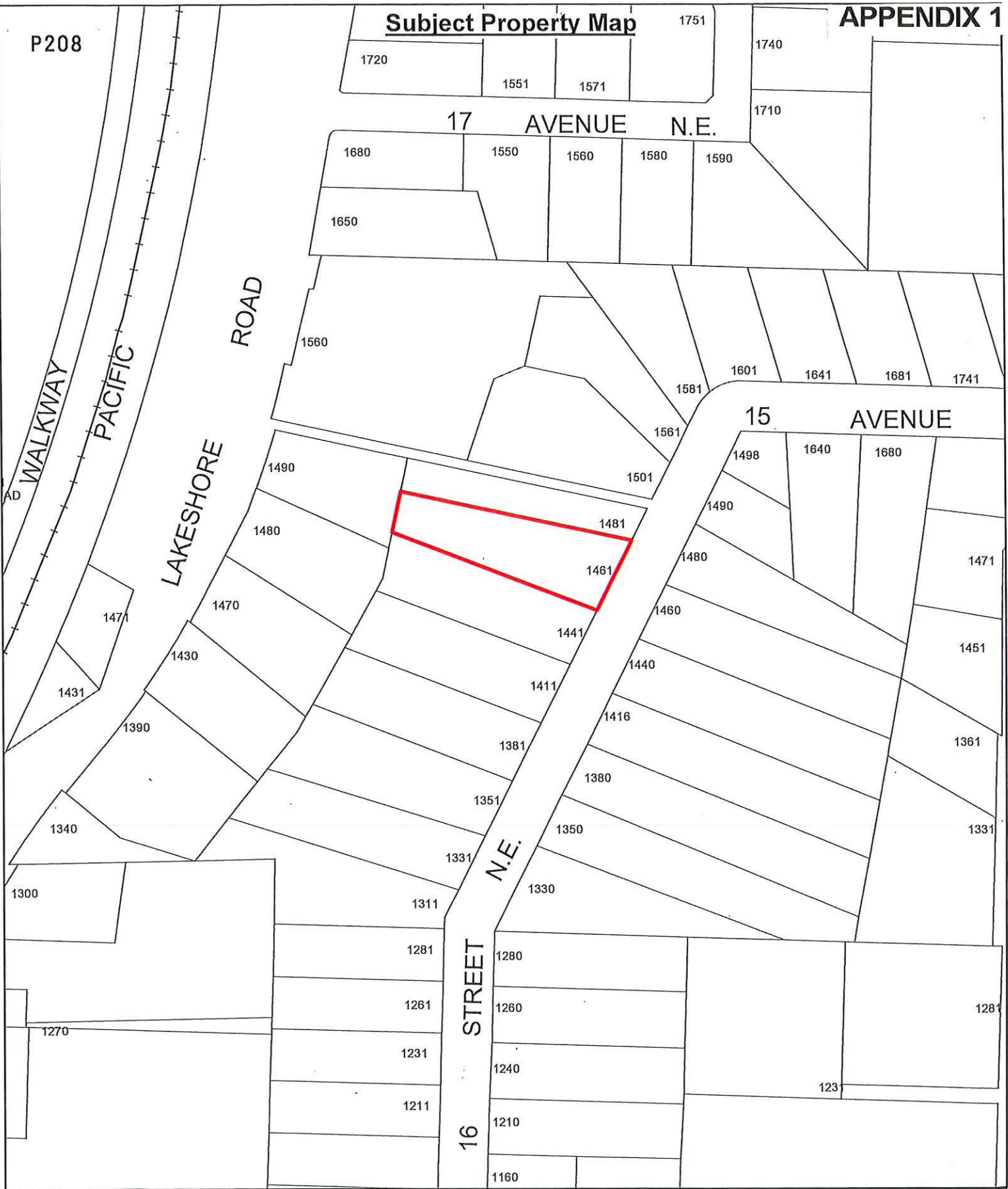
Prepared by: Evan Chorlton  
Planner I



Reviewed by: Chris Larson, MCIP, RPP  
Senior Planner

Subject Property Map

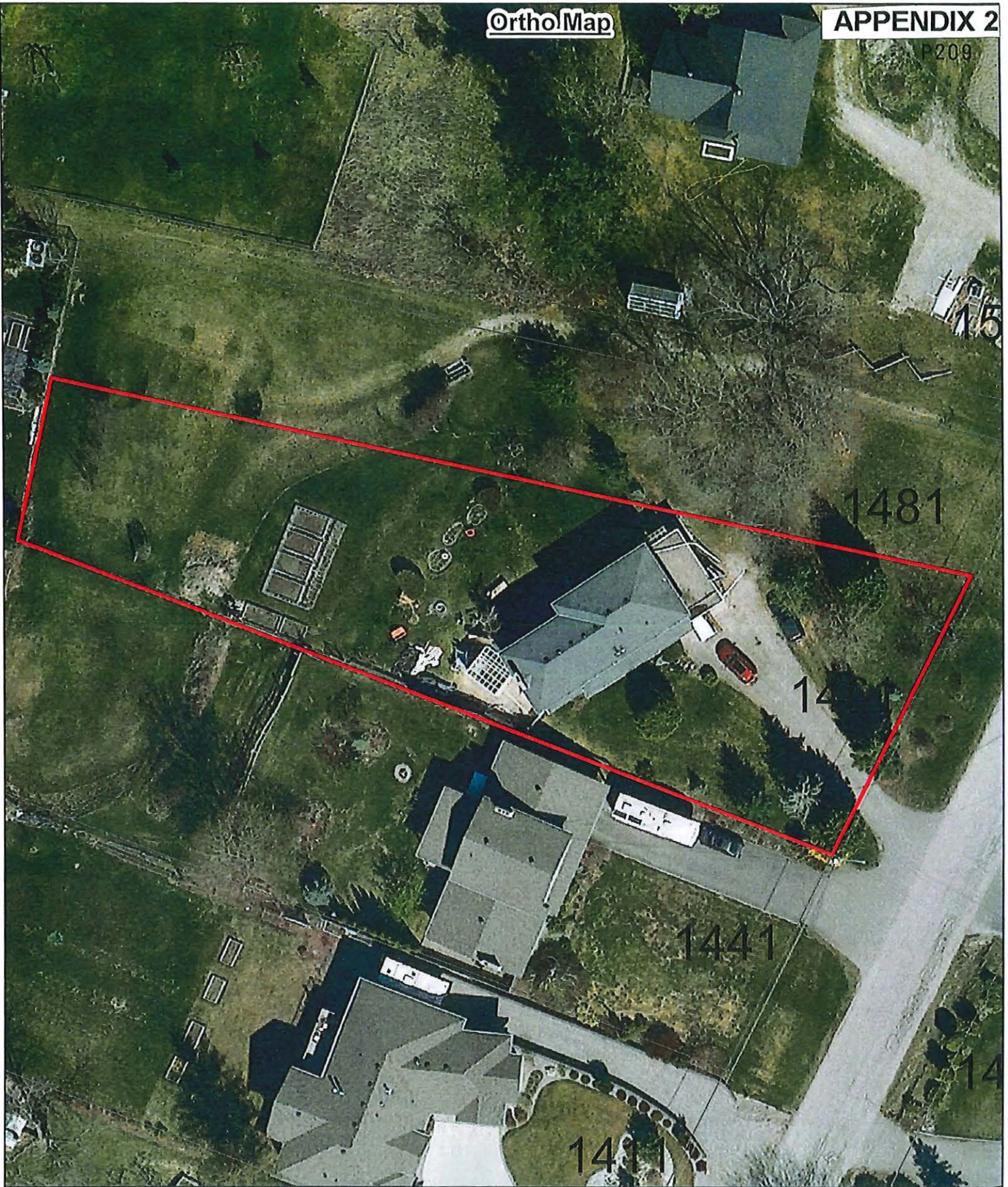
P208



 Subject Property  
 Parcels




P209

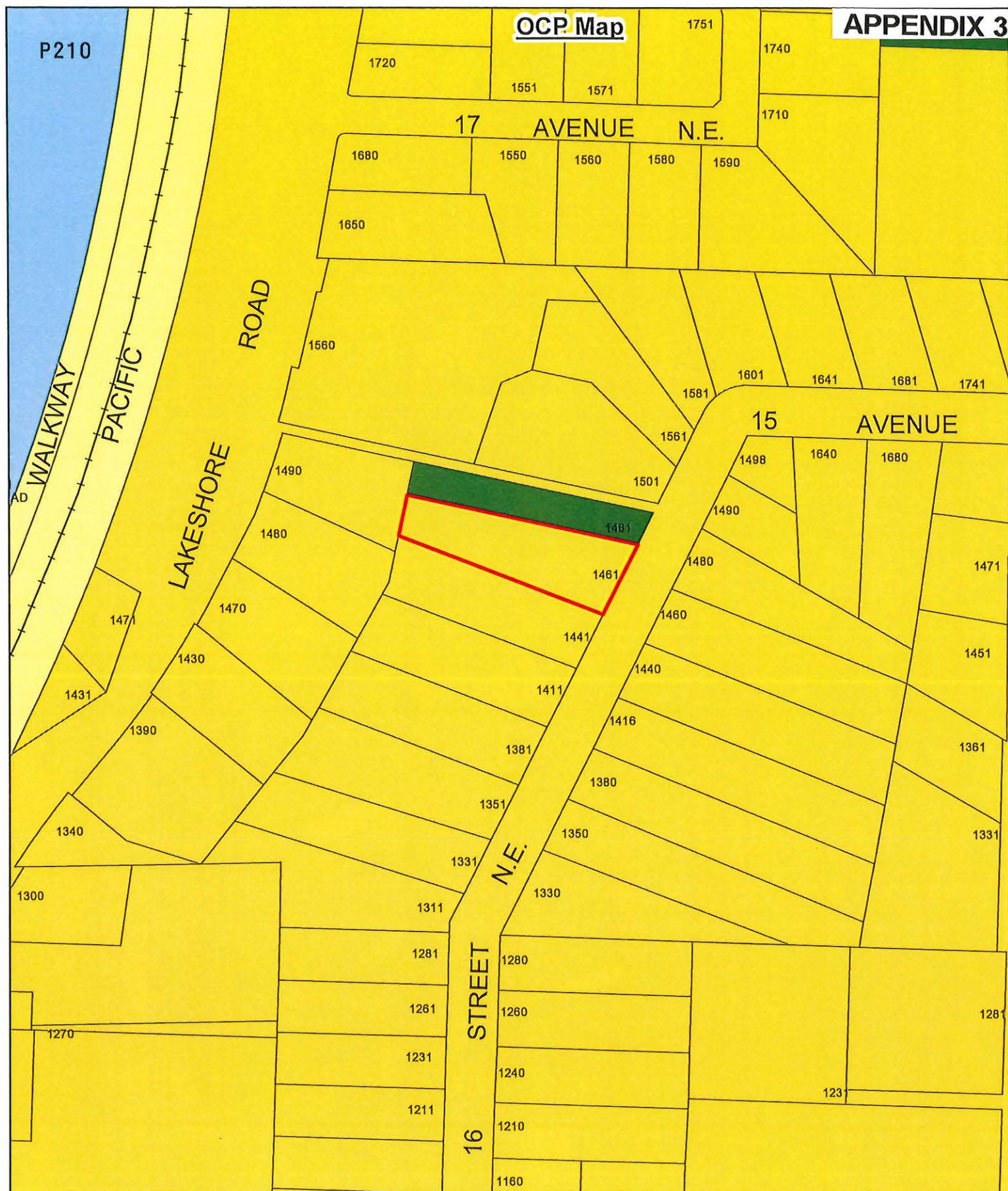


0 2.5 5 10 15 20  
Meters

 Subject Property

 Parcels





0 10 20 40 60 80 Meters

-  Subject Property  
 Parcels  
 Park  
 Environmentally Sensitive Lake Areas  
 Residential - Low Density  
 Residential - Medium Density



## Zoning Map



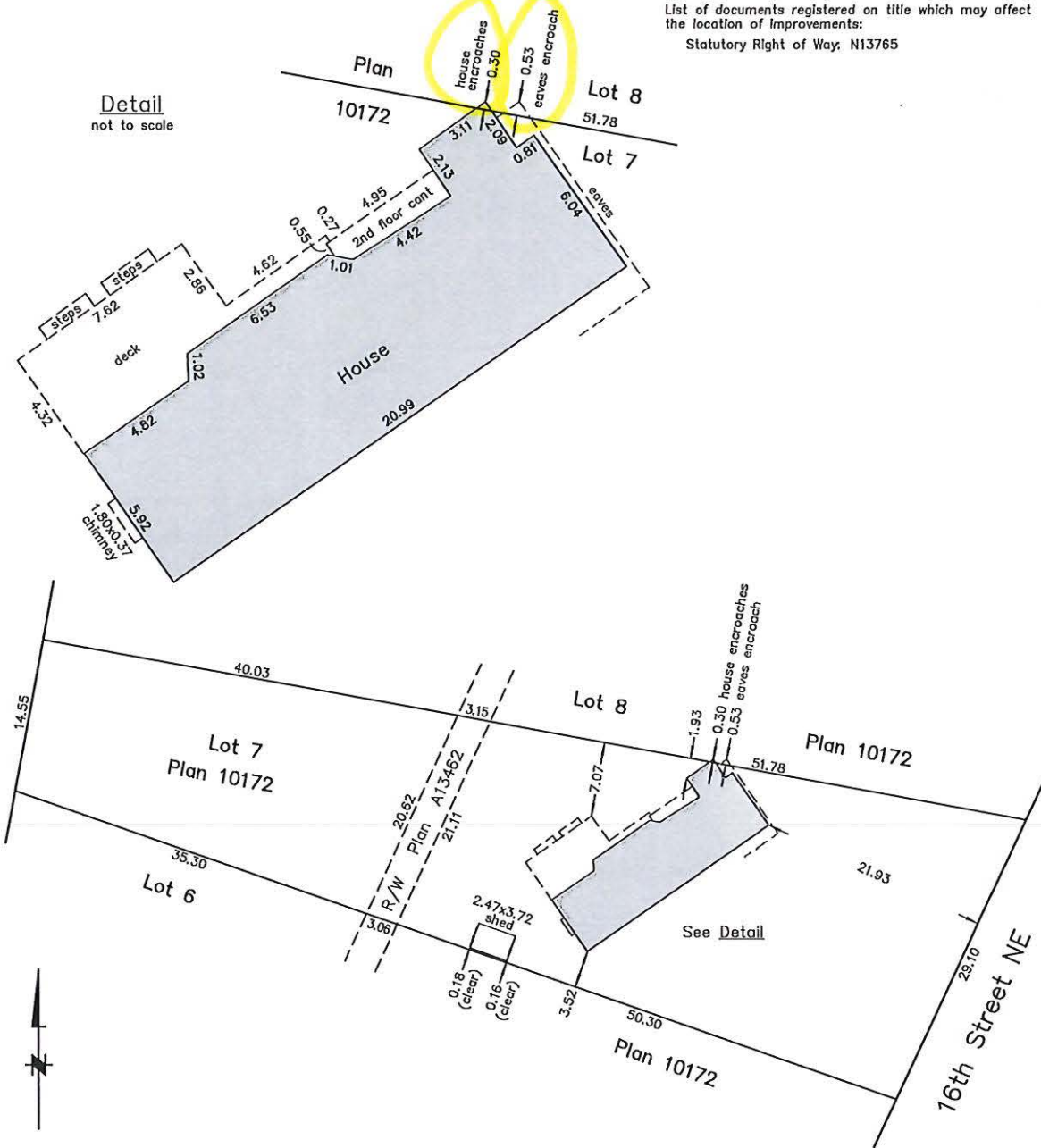
BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE

To: Peasgood, Tom  
1461 16 St NE  
Salmon Arm, BC, V1E 2T8

Re: Lot 7, Sec 24, Tp 20, Rge 10,  
W6M, KDYD, Plan 10172

Parcel Identifier (PID): 009-613-803  
Civic Address: 1461 16 St NE, Salmon Arm

List of documents registered on title which may affect  
the location of improvements:  
Statutory Right of Way: N13765



The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.

This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 31st day of May 2022.

BCLS

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**THIS DOCUMENT IS NOT VALID UNLESS  
ORIGINALLY or DIGITALLY SIGNED.**

Our File: 291-22

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**BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE**

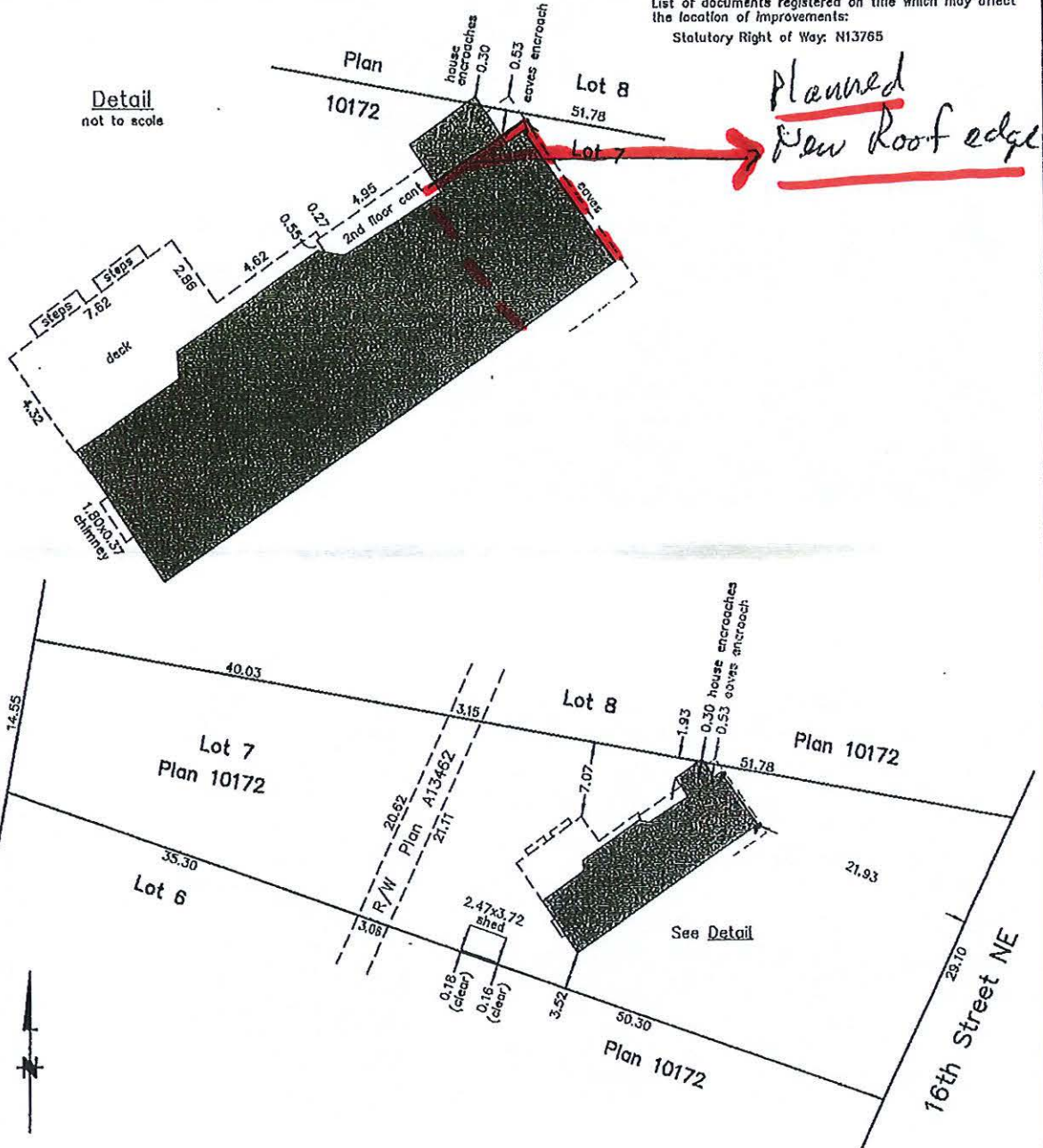
To: Peasgood, Tom  
1461 16 St NE  
Salmon Arm, BC, V1E 2T8

Re: Lot 7, Sec 24, Tp 20, Rge 10,  
W6M, KDYD, Plan 10172

Parcel Identifier (PID): 009-613-803

Civic Address: 1461 16 St NE, Salmon Arm

List of documents registered on title which may affect  
the location of improvements:  
Statutory Right of Way: N13765



The signatory accepts no responsibility or liability for any damages that  
may be suffered by a third party as a result of any decisions made, or  
actions taken based on this document.

This plan was prepared for inspection purposes and is for the exclusive  
use of our client. This document shows the relative location of the  
surveyed structures and features with respect to the boundaries of the  
parcel described above. This document shall not be used to define  
property boundaries.

This building location certificate has been prepared in accordance with the  
Professional Reference Manual and is certified correct this 31st day of  
May 2022.

Mark  
Mason  
88BCMC

Digitally signed  
by Mark Mason  
88BCMC  
Date: 2022.06.06  
15:27:46 -07'00'

BCLS

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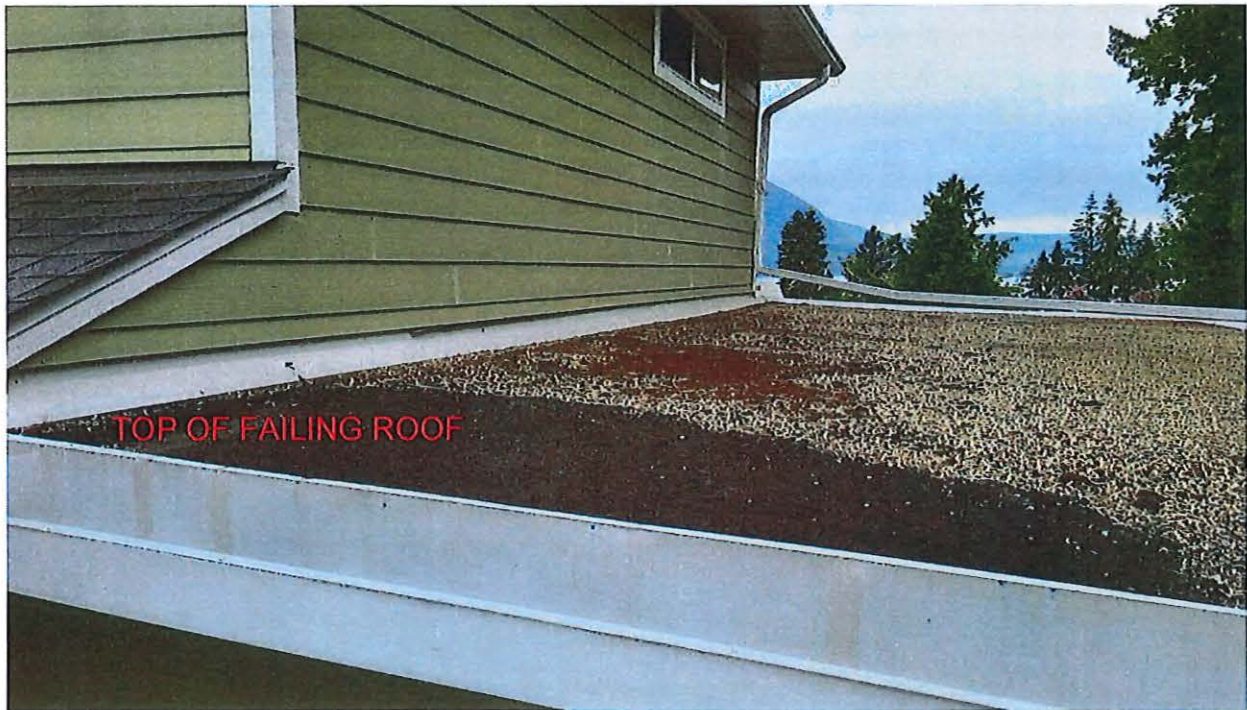
Our File: 291-22

Fb: 291-22.raw









**APPENDIX 7****Proposal**

This applicant is proposing a setback variance from 1.5m to .5m, in order to replace a failing roof over a storage area. New roof to be constructed of wood framing and shingles, and to match the existing roof lines over the main part of the house. The current roof is tar and gravel, and is at the point that it needs to be replaced. We have done a couple of patch repairs, but now the roof has deteriorated to the point where water is draining toward the building.

**Background**

The subject property is approximately 2064 msq, and is comprised of a single family dwelling. Subject property is located on 16st NE, Salmon Arm, adjacent to a City owned right of way and green space with a community path. The path connects users to Lakeshore Dr from 16 Av. We do not feel the adjusted roof line will affect the community usage of the path and green space. Our property is designated Residential Low Density and Zoned R1.

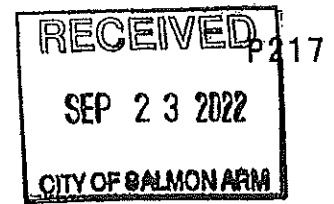
Adjacent land uses include the following: North City Owned Green Space and Right of Way, South R1, East R1, West R1.

The current owners bought the property in 2001. Updated and reno-ed the property 2007-10. The main building reno included removing of a tar and gravel roof, and updating the roof to a peaked style roof. The new roof allowed us to properly update electrical to the upper floor, update the look of the building, and to increase the insulation value of the roof from a 4-5 R Value to 30 R Value. The renovation roof repair will also added value to the property.

The current failing roof was to be replaced, back in 2007, but we ran out of funds as the project was larger than expected. As the roof was fine at the time, we decided to wait to replace the roof. Now that the roof is failing, we would like to replace current the tar and gravel roof, to a similar roof style matching the main part of the building. This will increase our buildings insulation value and reducing home owners heat costs, keep the space below dry, and add value to the property.

The challenge with our roof repair is, the North West corner of the building encroaches within current City set backs, due to how the building is situated on the property. The NW corner of the current roof encroaches .8m, on a side property set back of 1.5m. The new proposed roof line will encroach another .2m towards the City property. The planned overhang on new roof facing the City land is 18" along the side of the building facing the park. We are requesting a variance of the set back to allow us to replace the roof.

We have been informed Development Variance Permits are considered on a case-by-case basis and in doing so a number of factors are taken into consideration when the City reviews a request. These factors may include site specific conditions such as pre-existing building location, or negative impact to general form and character of the surrounding neighborhood and/or negative impact(s) on adjacent properties. With regards to negative impact to City property, the building is currently of out view from the green space area, as the building is hidden behind large mature trees. The City right of way and green space usage with the path, and maintenance of the space will stay the same, and will not be affected. Neighbour sight lines will not be directly affected or changed, again due to the number of large mature trees near the building.



To: His Worship Mayor Harrison and Members of Council

Date: September 21, 2022

Subject: Development Variance Permit Application No. VP-559  
(setback)

My name is Norman Reid Fowler. I live at [REDACTED] Salmon Arm, BC, V1E2T9. I have been mailed a notice regarding the upcoming hearing for this variance, presumably inviting me to comment on its merits.

My comments relate to its proximity to the lot adjacent on the north side of the applicant's lot, known now as Sinclair Park. It is this Park lot that is most affected by the variance in question.

The City of Salmon Arm owns this Park lot, but I have been associated with changes in it for fifty years. It became city owned at the time of subdivision of the neighbourhood in the 1950s (?), being possibly left for green space.

My family moved to Salmon Arm, to [REDACTED] in 1970. In 1972, the City put the Park lot up for sale. It became clear that this lot provided the only short publicly owned pedestrian route from the 16 St. NE area to Lakeshore Rd. NE. I presented a petition to Council of the day supported by the neighbouring residents requesting that Council withdraw the Park lot from sale, due to its importance as pedestrian access to Lakeshore Rd. This request was accepted, the Park lot was not sold, and remains in public hands today.

On February 4, 2002, I again spoke to council as spokesperson for "Friends of Sinclair Park", at which time the City agreed to cosponsor a subsequently successful application to the Shuswap Community Foundation for a grant of \$500 provided by the Vancouver Foundation to assist in the development of Sinclair Park, and to give Sinclair Park its official name. I have copies of this and other related correspondence, available for viewing at any time.

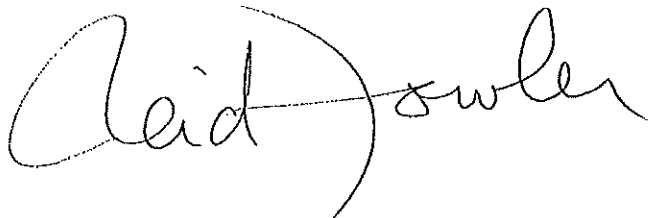
I was encouraged in conversation with a City planner two days ago to hear that official Park status for Sinclair Park is being contemplated.

Users of Sinclair Park should have a clearly defined way of knowing where its boundaries lie, to allow full use by the public, and also to avoid trespass on neighbouring properties, including the property of the applicants. This variance, if approved, would remove a direct intrusion of a building onto Park property, but leaves poorly defined the rest of the South boundary of the Park.

I would ask that the City make sure that any fencing, present or proposed, does not cut off any part of Sinclair Park in such a way it can only be approached through private property, including that of the applicant. The intention here is to ensure full access for the public to all parts of the Park.

I would also ask that any portions of the Park boundaries that are not clearly indicated with fencing be indicated with some sort of markers, clearly visible from one to the next. The intention here is to lessen the inadvertent straying of Park users onto adjoining private property.

It should be quite easy to define all the Park boundaries, as requested, with either boundary fencing or markers, since they are all straight lines. If this were done, then I would not object to acceptance of this variance. Otherwise, I object to the acceptance of this variance.

A handwritten signature in cursive script, reading "Reid Fowler". The signature is written in dark ink on a white background.

*attached is a copy of an article from the Salmon Arm Observer  
February 27, 2002*



February 27, 2002

# Park to commemorate pioneers

By Tracy Hughes  
OBSERVER STAFF

Margaret Cameron is glad the community will get to share a piece of her paradise.

And the 87-year-old is also pleased her family's name and their contribution to Salmon Arm's history may be shared with the community.

"I love this place," she says. "You can look out over the lake. It's so beautiful. I am happy other people can walk by and see this."

A proposal has been brought forward to district council to develop a greenway park and trail on public property at 1481-16th St. NE. In addition, a request has been made to name the area Sinclair Park, in honour of the pioneer family who originally homesteaded the land.

The park property used to belong to the Sinclair family, and the original Sinclair residence, built in 1904, is on the lot directly beside it.

Cameron is the daughter of original pioneer Donald Sinclair, who farmed the land right from the crest of the hill to the lakeshore. A portion of the land was devoted to apple orchards and the remainder was used for hay and pasture.

Sinclair took pride in raising Clydesdale draft horses, which often won prizes at fairs and in pulling contests.

"He never used power machinery," says Margaret's nephew Donald Sinclair, who is named for his homesteading grandfather. "He never owned a car, he took care of



**Field of dreams:** Margaret (Sinclair) Cameron sits in her backyard beside a district-owned lot which will be developed into a park bearing the Sinclair family name.

all the farm with horses and his hands."

Prior to Margaret's birth in 1915, Sinclair was also a member of the first Salmon Arm district council in 1905 and later served as mayor.

Cameron still lives in the original home, saying her father "built things to stand up." Her memory is getting cloudy, but every so often a memory will break through.

She recalls picking apples in the days when there was not another neighbour in sight.

"Yeah, we had applesauce. I helped make a lot of applesauce," she recalls.

She also remembers the long walk from the ridge downtown to school and back. Back then, there were many rough trails worn down by use. Now, with the houses filling in, the trails, orchards and pastures have been converted into single family homes. This makes the linkage to the lakeshore provided by Sinclair Park and the trail section sold by resident Ingrid Dodd

all the more important.

Reid Fowler is working to have the area developed as a natural greenway. He says the property has been owned by the district for some years and attempts were made in the early 1970s to sell the land.

"At that time no one really knew it was owned by the district, so a bunch of people started a petition for the land to be retained because it was too valuable as a footpath," says Fowler. "The petition was so strong that council unanimously supported keeping the property, but since then it has sat idle."

With the purchase of a strip of property from Dodd to be developed into Dodd's Trail, a continuous access from the ridge to the lakeshore is preserved.

Fowler and a group of neighbours have formed a "Friends of Sinclair Park" group and are applying for a Community Foundation neighbourhood grant to help with improvements.

They would like to seed an area of the property, mark the boundaries with posts, place a park bench on the brow of the hill and install signage proclaiming the area as Sinclair Park.

"It's a sensible name and honours an upstanding and involved citizen and his family's roots in this area," says Fowler.

"We are hoping council will see fit to agree."

Council has advertised the potential name to see if there are any objections before an official naming takes place.



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Item 22.3

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP - 560 be authorized for issuance for Lot 2, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220 which will vary Zoning Bylaw No. 2303, Section 13.12.3 as follows:

- i) reduce the interior side parcel line setback from 1.5 m to 1.2 m.

[VP-560; Koleba, C.; 3081-28 Avenue NE; Setback requirements]

### Vote Record

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

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



---

TO: His Worship Mayor Harrison and Members of Council

DATE: August 19, 2022

SUBJECT: Development Variance Permit Application No. VP - 560  
Legal: Lot 2, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220  
Civic Address: 3081 28 Avenue NE  
Owner/Applicant: Corinne Koleba

---

#### **MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP – 560 be authorized for issuance for Lot 2, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220 which will vary Zoning Bylaw No. 2303, Section 13.12.3 as follows:**

- i) reduce the interior side parcel line setback from 1.5m to 1.2m.**
- 

#### **STAFF RECOMMENDATION**

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

---

#### **PROPOSAL**

The applicant is proposing to vary the side parcel line setback from 1.5m to 1.2m for the existing principle dwelling on the subject property. Related to the Development Variance Permit, the applicant has also made application for a two-lot subdivision. The proposed subdivision is shown on the site plan attached as Appendix 1. At the time of final subdivision approval, the setbacks of existing buildings must meet the zoning bylaw regulations or be sanctioned by the issuance of a Development Variance Permit.

#### **BACKGROUND**

The subject property (proposed Lot B as shown on Appendix 5), after final subdivision approval, is approximately 785m<sup>2</sup>. The subject property was rezoned from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone) in 2017 and carriage house constructed in 2018. The subject property is designated in the Official Community Plan (OCP) as Residential Low Density. Subject property maps are enclosed as Appendices 1 to 4.

This variance application is accompanied by a concurrent two-lot subdivision application that is being considered by the City's Approving Officer. The subdivision application indicates that the existing house and carriage house would remain; however, in order to retain a fence and mature tree long the property line, the variance is required. The proposed property line sites the existing house 1.27m from the proposed property line. Should the subdivision be finalized the status of the carriage house would be converted to be considered a Principle Dwelling on the proposed Lot A.

Adjacent land uses include the following:

- North: R1 (Single-Family Residential Zone)
- South: R1 (Single-Family Residential Zone) & R8 (Residential Suite Zone)
- East: R1 (Single-Family Residential Zone)
- West: R1 (Single-Family Residential Zone)

COMMENTSEngineering Department

No concerns.

Building Department

No concerns.

Fire Department

No concerns.

Planning Department

Development Variance Permits are considered on a case-by-case basis and in doing so, a number of factors are taken into consideration when reviewing a request. These factors include site-specific conditions such as lot configuration, negative impact to general form and character of the surrounding neighbourhood and negative impact(s) on adjacent properties.

In this instance, the irregular lot line created by the subdivision is to retain an established gate. A site photo of the affected area is attached as Appendix 6. The applicant, prior to final subdivision approval, must relocate any portions of shared access or protect the access area by way of a reciprocal easement agreement. The proposed lot line and variance do not present any perceived negative impact to the general form and character of the surrounding neighbourhood.

Should Council not support the variance application, the applicant would have to establish a property line that conforms to the zoning bylaw regulations. This may result in the realignment of an existing fence along the proposed property line.



Prepared by Melinda Smyrl, MCIP, RPP  
Planner



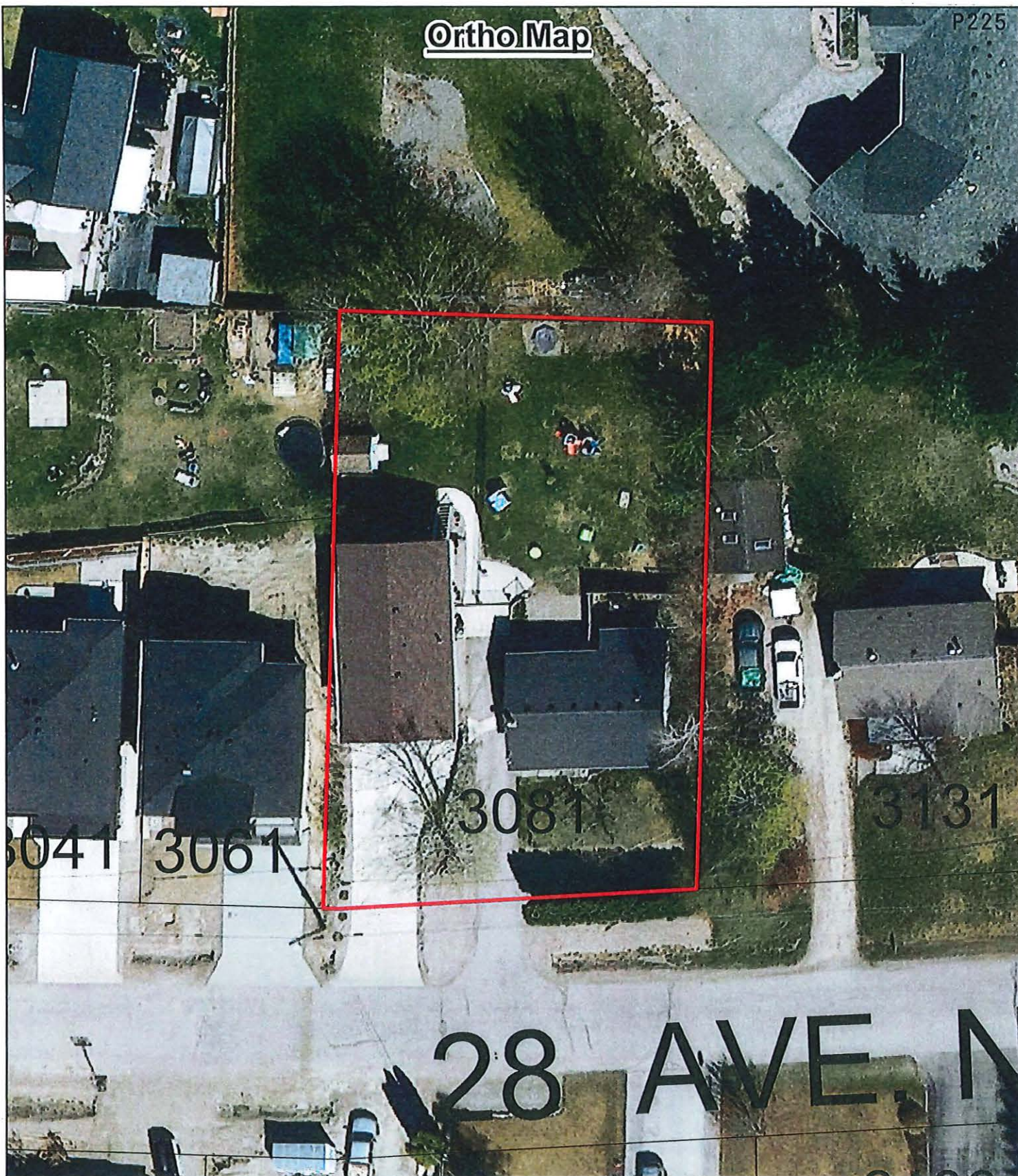
Reviewed by Kevin Pearson, MCIP, RPP  
Director of Development Services





Ortho Map

P225

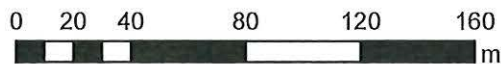
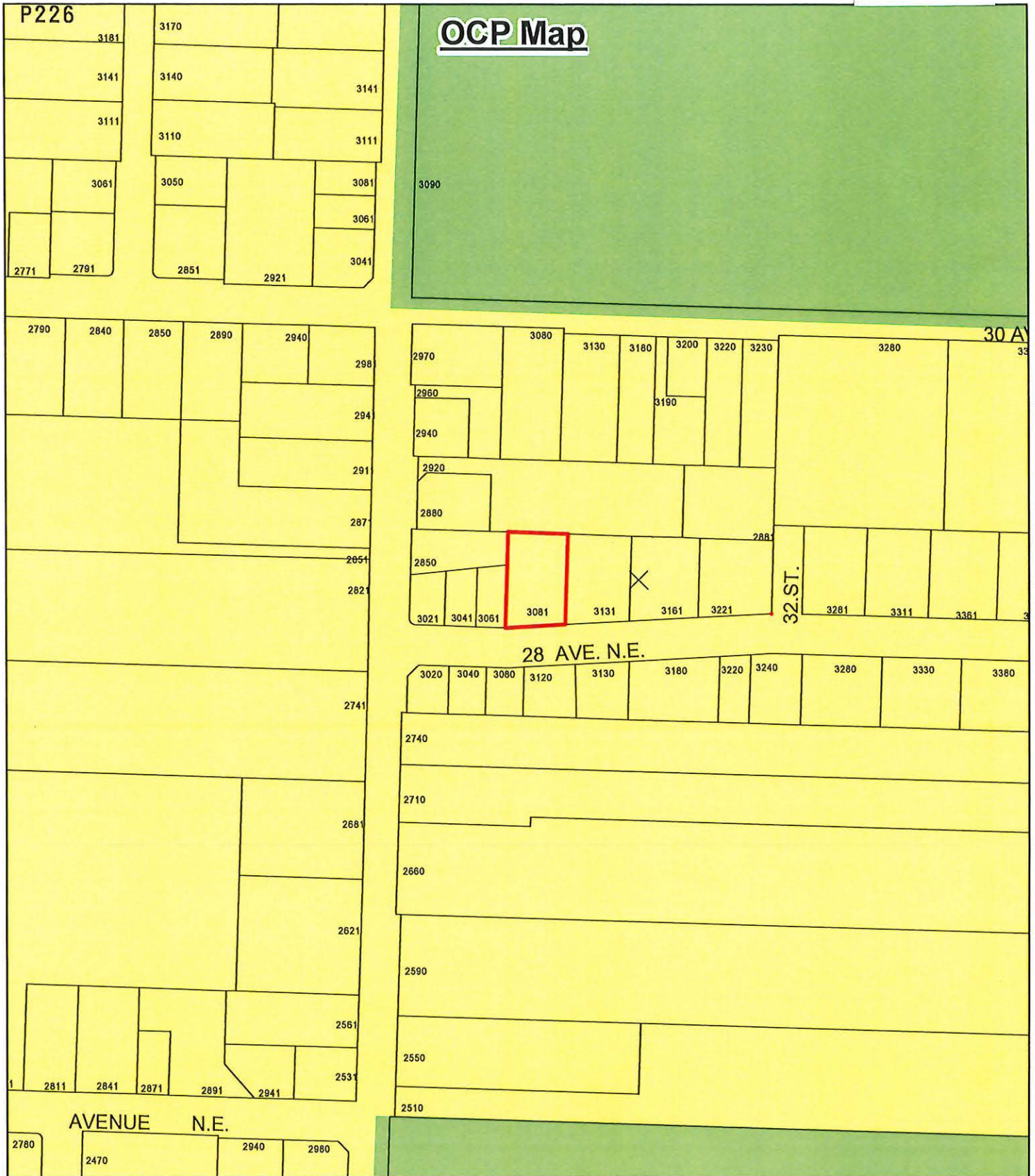


0 3.5 7 14 21 28 m

 Subject Property



# OCP Map



- Subject Property
- Acreage Reserve
- Residential - Low Density



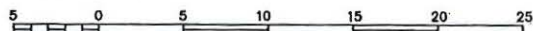
# Zoning Map



P228

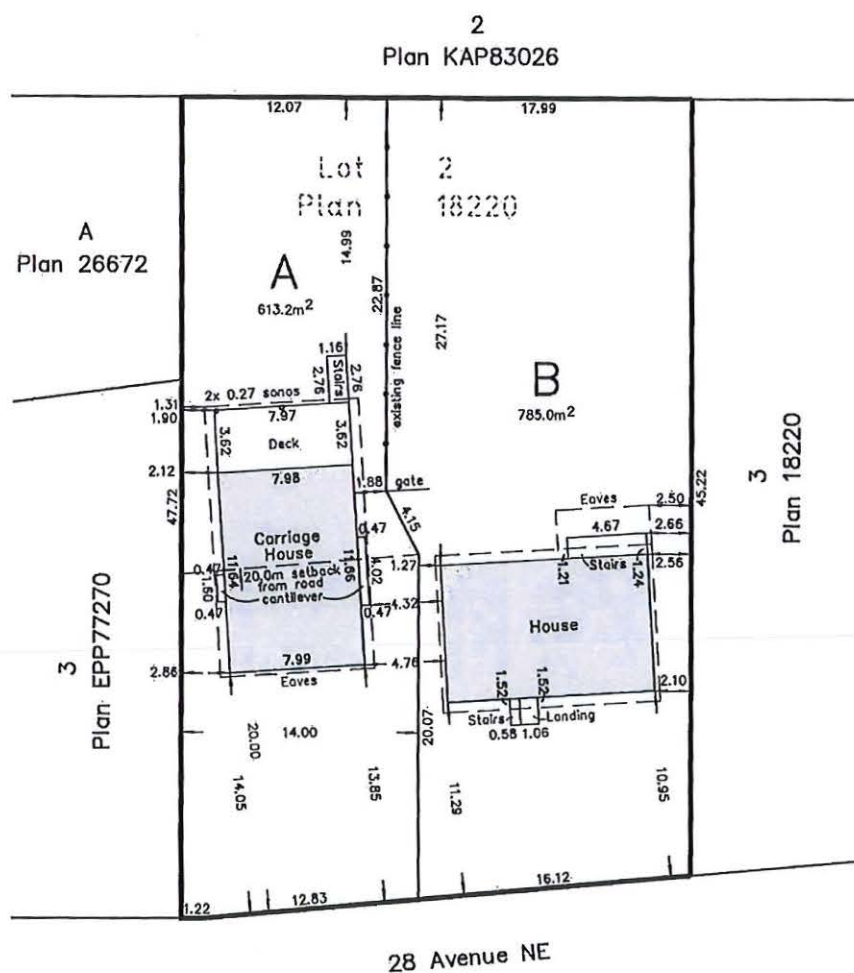
# Sketch Plan of Proposed Subdivision of Lot 2, Sec 19, Tp 20, Rge 9, W6M, KDYD, Plan 18220

BCGS 82L.074



All distances are in metres.

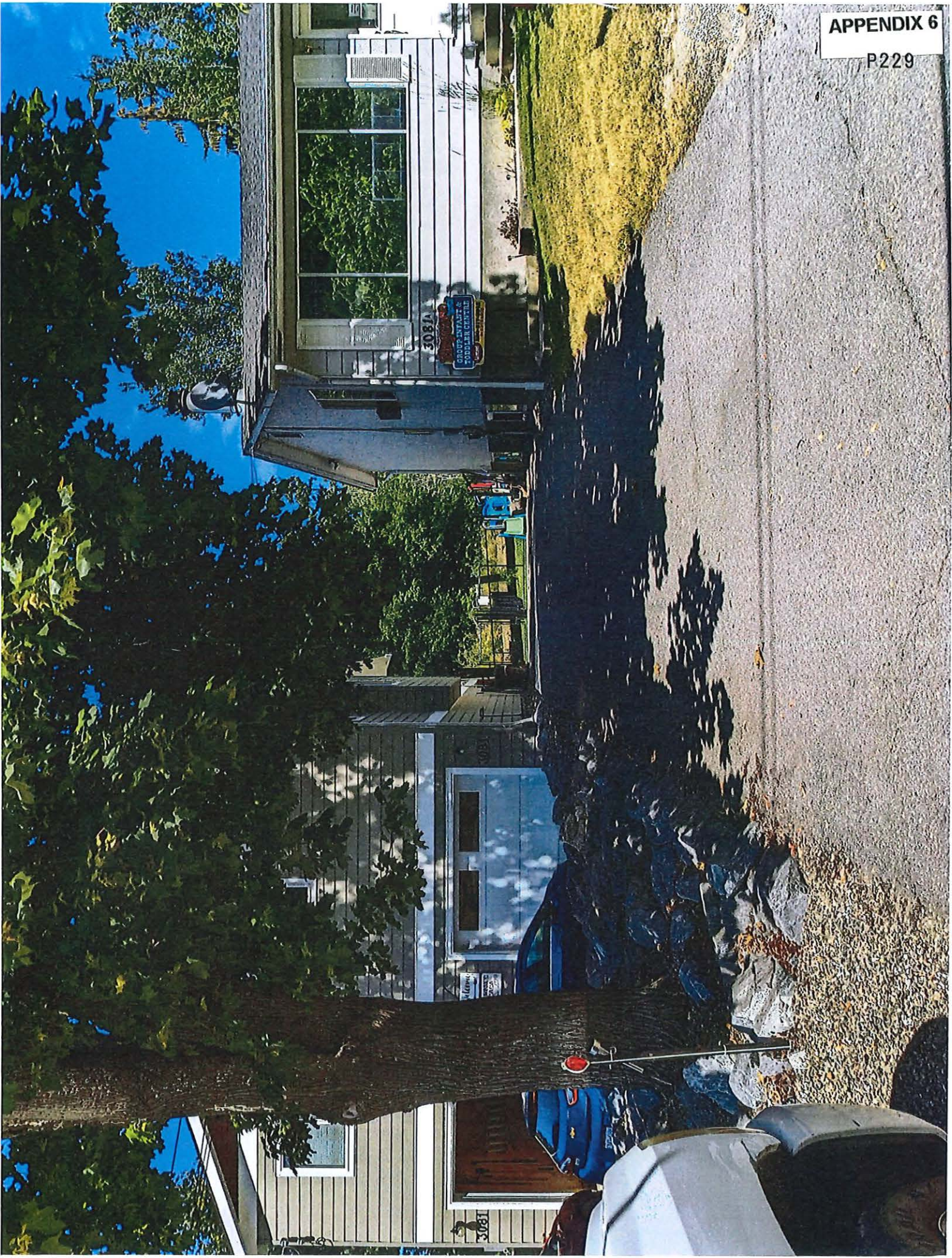
The intended plot size of this plan is 280mm in width by  
432mm in height (B size) when plotted at a scale of 1:250



July 11, 2022

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. 250-832-9701  
File: 357-22







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## Item 23.1

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

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

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

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

**Civic Address:** 1641 – 23 Avenue NE  
**Location:** West of Lakeshore Road NE on the North side of 23 Avenue NE  
**Present Use:** Single Family Dwelling  
**Proposed Use:** To permit the development of a detached suite  
**Owner:** C. & K. Murdoch  
**Reference:** ZON-1251/ Bylaw No. 4547



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from September 13 to September 26, 2022 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

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

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

Sue Wood, Director of Corporate Services

September 14 and September 21, 2022

**Vote Record**

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

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



---

To: His Worship Mayor Harrison and Members of Council

Date: August 15, 2022

Subject: Zoning Bylaw Amendment Application No. 1251

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

---

### **MOTION FOR CONSIDERATION**

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

---

### **STAFF RECOMMENDATION**

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

---

### **PROPOSAL**

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

### **BACKGROUND**

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

Adjacent land uses include the following:

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

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

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

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

COMMENTSBuilding Department

No concerns. BCBC applies.

Fire Department

No Fire Department concerns.

BC Hydro

BC Hydro has no concerns with this zoning change.

Engineering Department

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

Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Zoning Bylaw* notices are mailed to landowners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. R-8 rezoning for parcels < 0.4 ha does not require the post of a Notice of Development sign. It is expected that the Hearing for this application will be held on September 26, 2022.

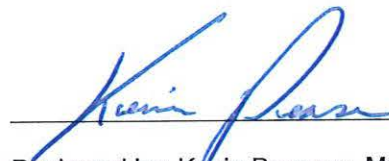
Planning Department

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

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



Prepared by: Evan Chorlton  
Planner I



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



# Subject Property Map

APPENDIX 1

P234

2353  
LAKESHORE ROAD

WALKWAY

2571

LAKESHORE

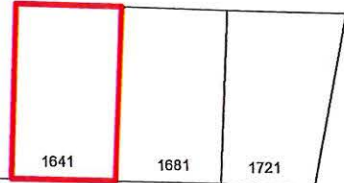
2411

2351

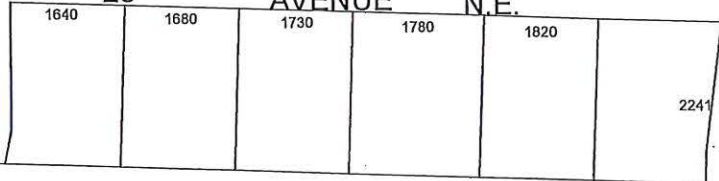
2370

2250

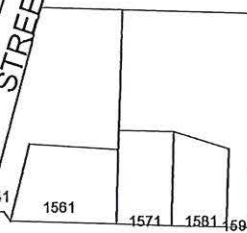
2110



23 AVENUE N.E.

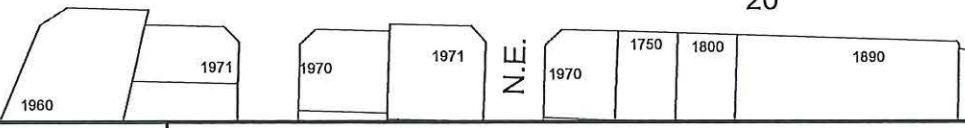


15 STREET



1801

20



N.E.



0 12.525 50 75 100 Meters

 Subject Property  
 Parcels





1641

1681

1680

1640

1680

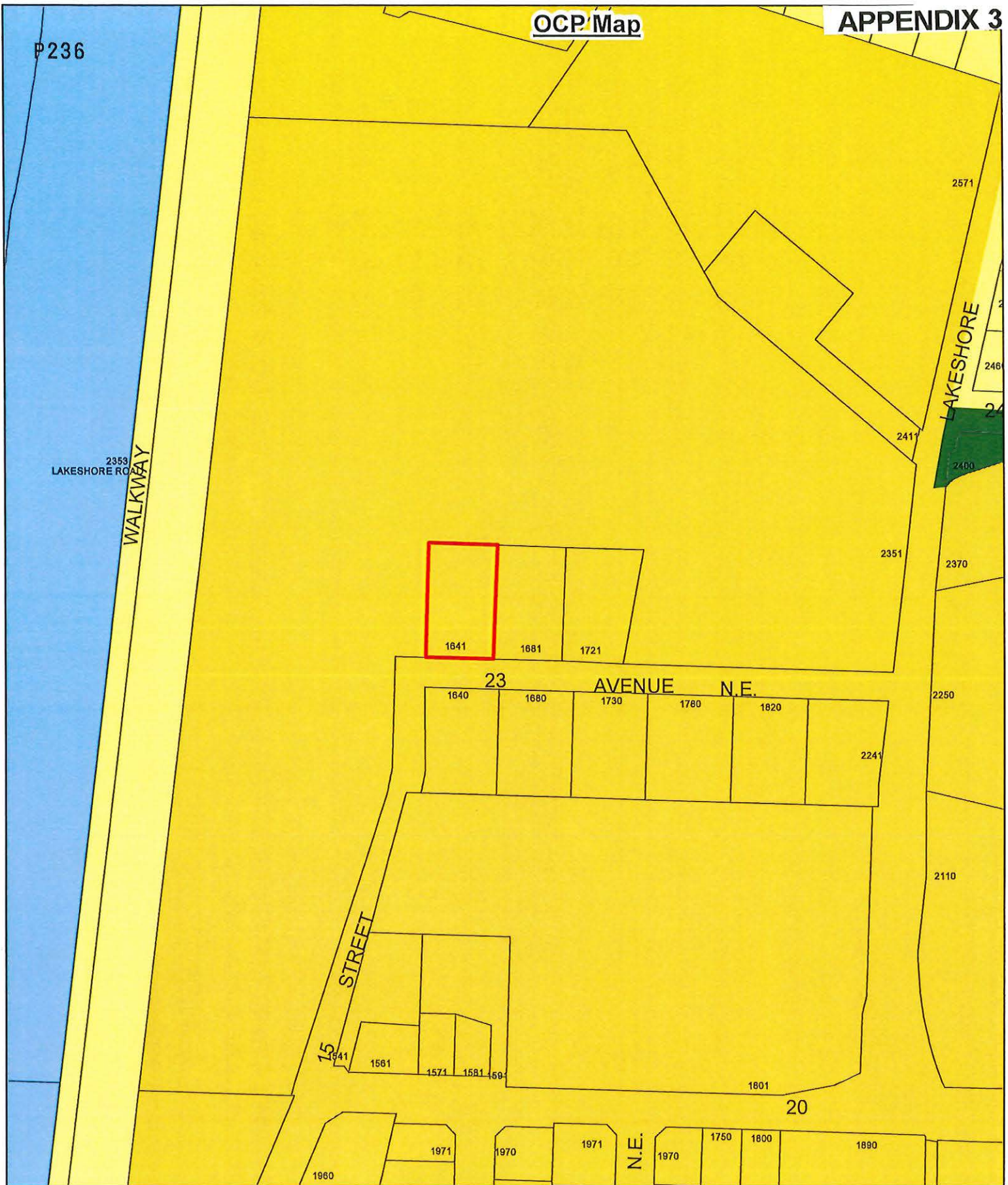


0 2 4 8 12 16 Meters

Subject Property

Parcels





0 12.525 50 75 100 Meters

Subject Property

Parcels

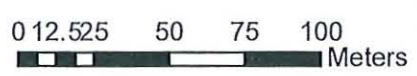
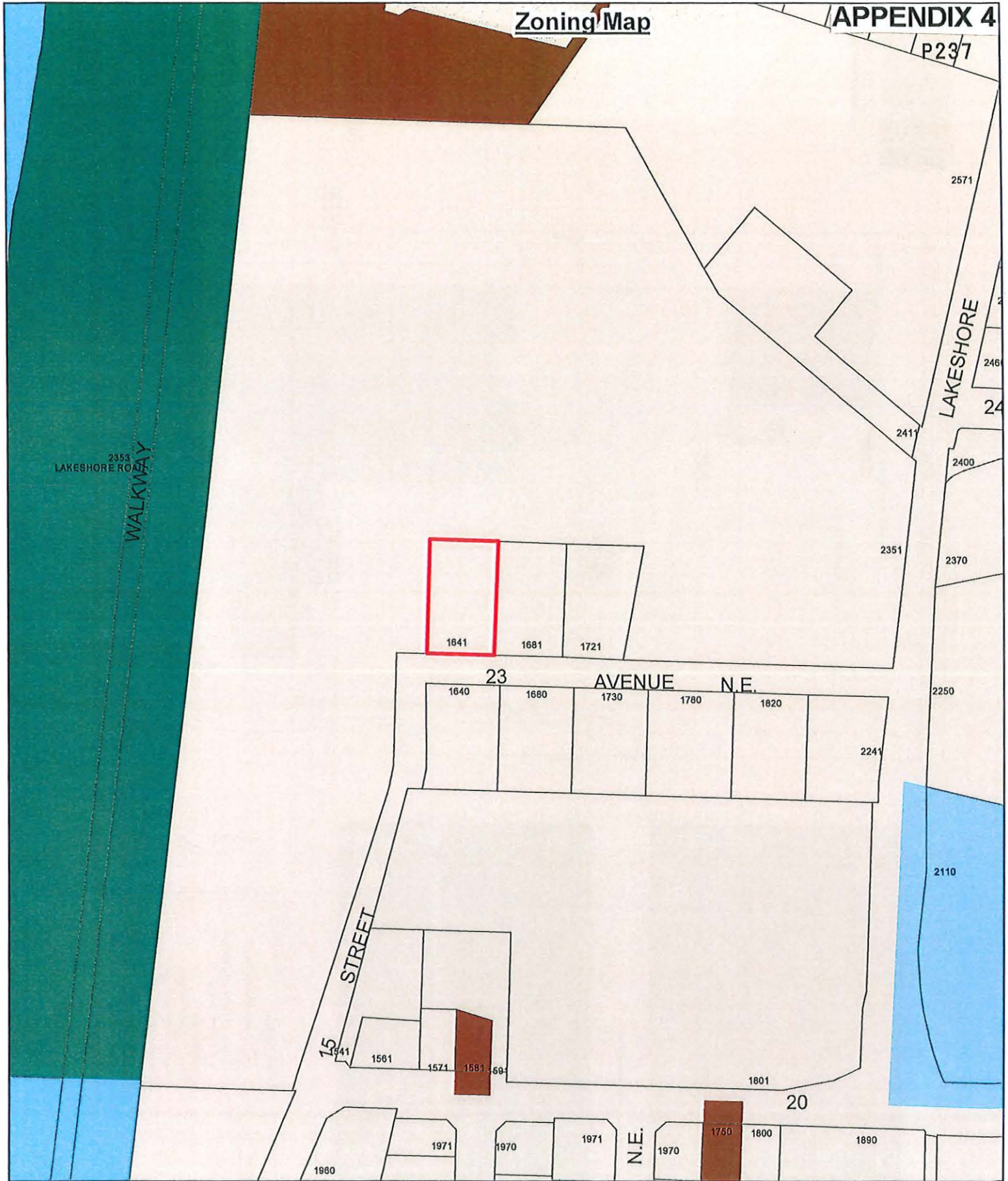
Park

Environmentally Sensitive Lake Areas

Residential - Low Density

Residential - Medium Density





- Subject Property
- Parcels
- CD-14
- EP-1
- P-1
- R-1
- R-8



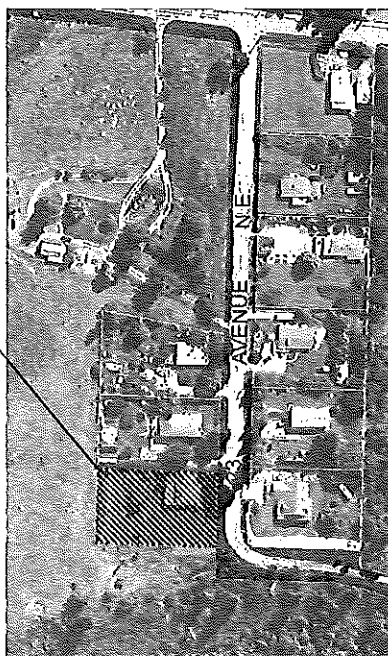
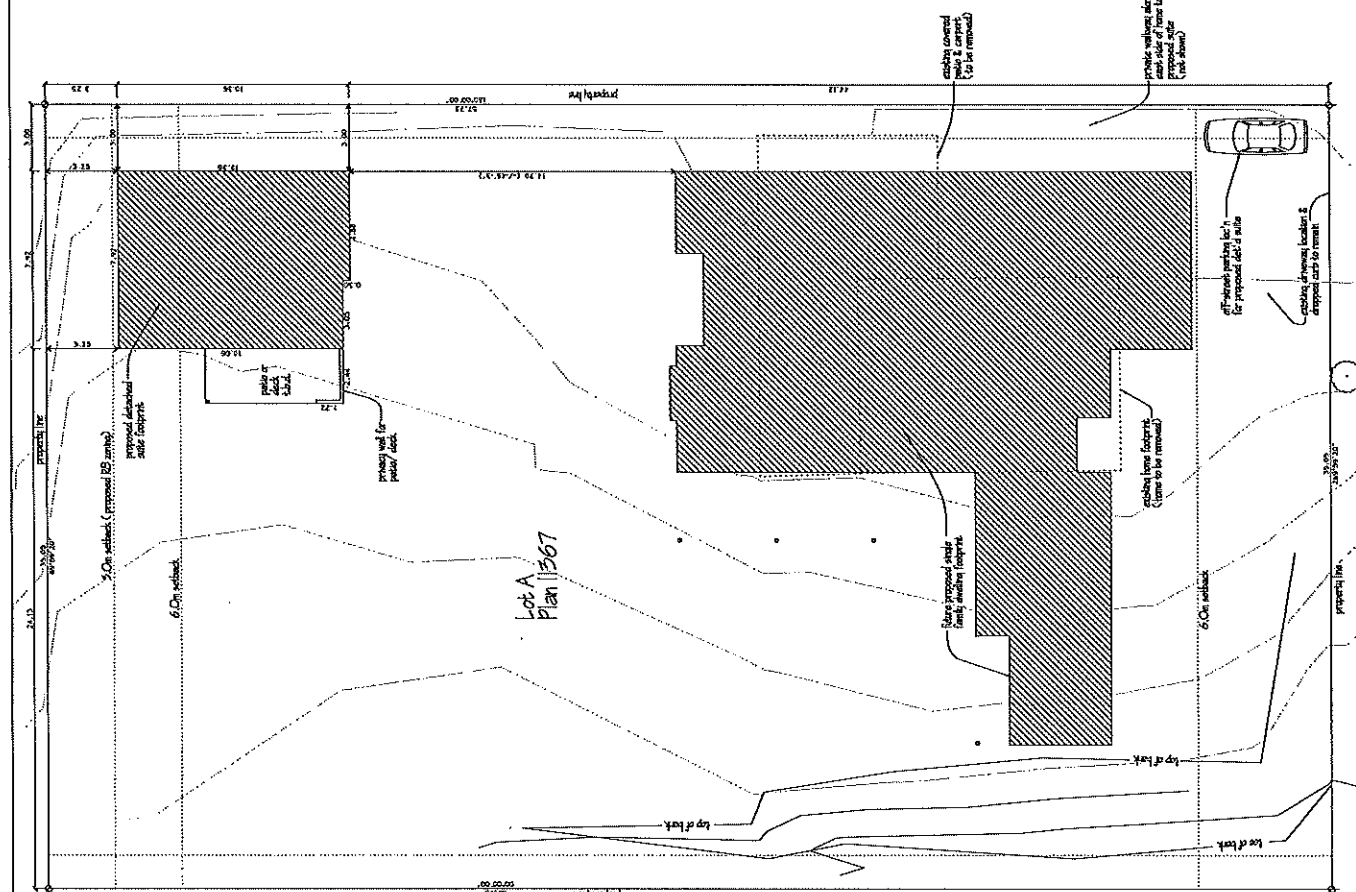
**MURDOCH**  
**Detached Suite**  
1641 23rd Avenue NE  
Solomon Arm, BC

21-05  
11-APR-2022  
D Lowe

# SITE PLAN

§

## APPENDIX 5

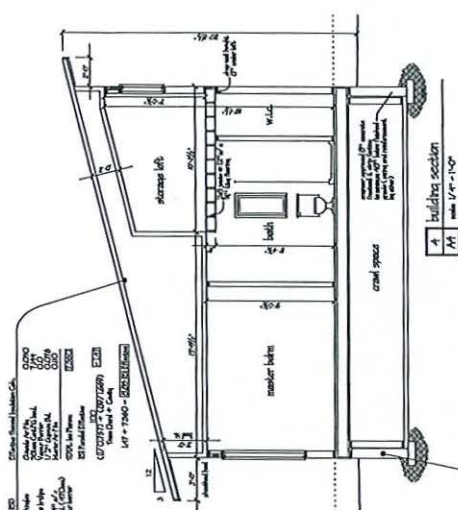


**LEGAL DESCRIPTION**  
 Lot 1, Sub A  
 Section 24,  
 Township 3D,  
 Range 1Q, West 10W  
 T14S R10W  
 Csw Address: 16411 22nd Avenue NE, Salmon Arm, BC  
 Parcel Identifier (PID): 002-803-201

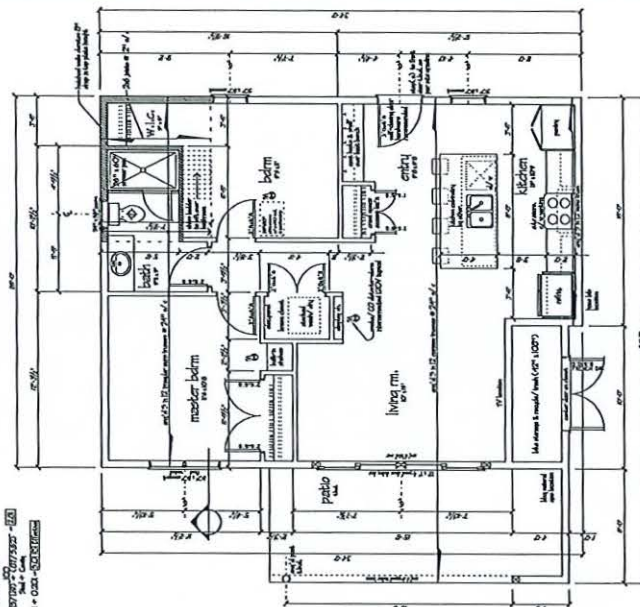
**PRELIMINARY INFO**  
 Zoning: R1 - Residential Medium Density  
 Lot Area: 2029.52m<sup>2</sup> (0.50 Acres)  
 Lot Coverage: 400.70m<sup>2</sup> - 21.2% (House & Pool & Shed)  
 Hswn: 2029.52m<sup>2</sup> Pool & Shed @ 20m<sup>2</sup>

|               |  |
|---------------|--|
| 55 - 980 plan |  |
| 64 - 980 plan |  |

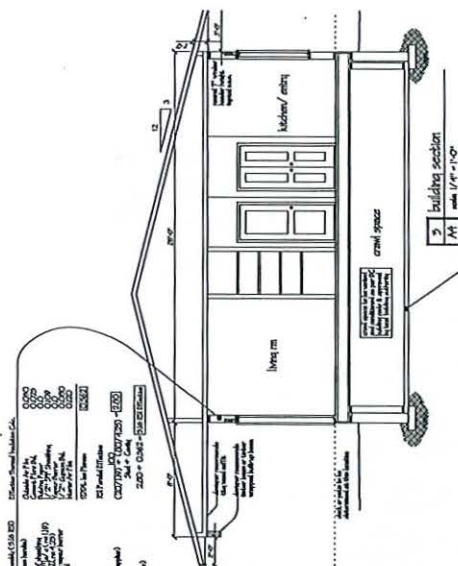
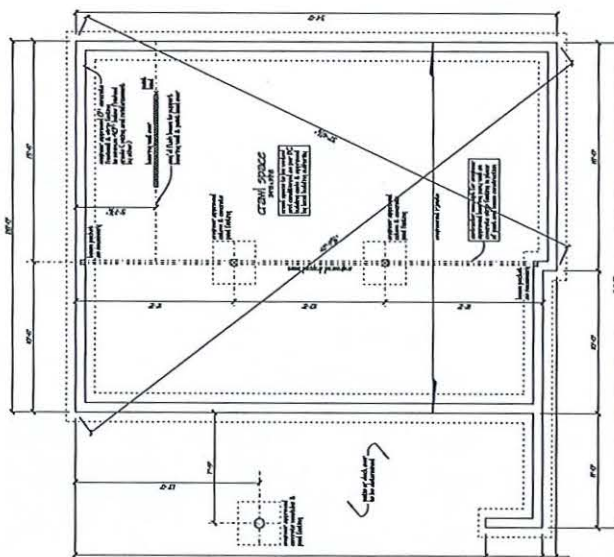
|   |             |
|---|-------------|
| 1 | site plan   |
| 2 | scale 1:100 |



- these drawings are intended to illustrate the overall "look" of construction
- contractor to analyze all structural and technical specifications of construction with appropriate professionals prior to commencing
- these are not jointed drawings



|    |  |
|----|--|
| 1  | suite floor plan   |
| A4 | scales 1/4" = 1'-0"<br>224 sq ft. main floor<br>66 sq ft. storage loft<br>40 sq ft. below storage<br>940 sq ft. total (27.22 sq m) |

[illegible]

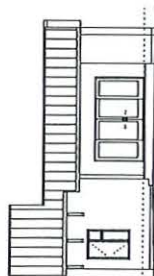
|    |   |
|----|---|
| 2  | suite cribbing plan                     |
| A4 | note: $V_{\text{eff}} = 1.0 \text{ cm}$ |



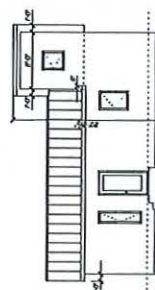
northwest perspective



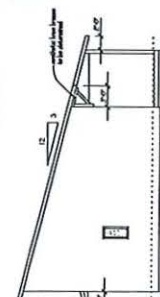
subsequent perspective



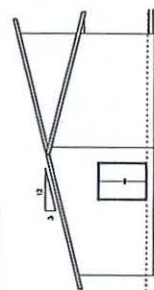
|    |                          |
|----|--------------------------|
| 9  | front (west) elev.       |
| At | notes $UG^2 = 1^2 - Q^2$ |



|    |                     |
|----|---------------------|
| 8  | rear (east) elev.   |
| AA | — 1/2 in. — 1/2 in. |



|   |                    |
|---|--------------------|
| 6 | left (north) elev. |
|---|--------------------|



|    |                                |
|----|--------------------------------|
| 5  | right (south) elev.            |
| AA | notes: $V_{20} = 11.0\text{m}$ |



APPENDIX 6



Item 24.1

**CITY OF SALMON ARM**

Date: September 26, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4547 be read a third time.

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

**Vote Record**

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

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



## CITY OF SALMON ARM

### BYLAW NO. 4547

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on September 26, 2022 at the hour of 7:00 p.m. was published in the September 14 and September 21, 2022 issues of the Salmon Arm Observer;

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4547"

READ A FIRST TIME THIS 22<sup>ND</sup> DAY OF AUGUST 2022

READ A SECOND TIME THIS 22<sup>ND</sup> DAY OF AUGUST 2022

READ A THIRD TIME THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

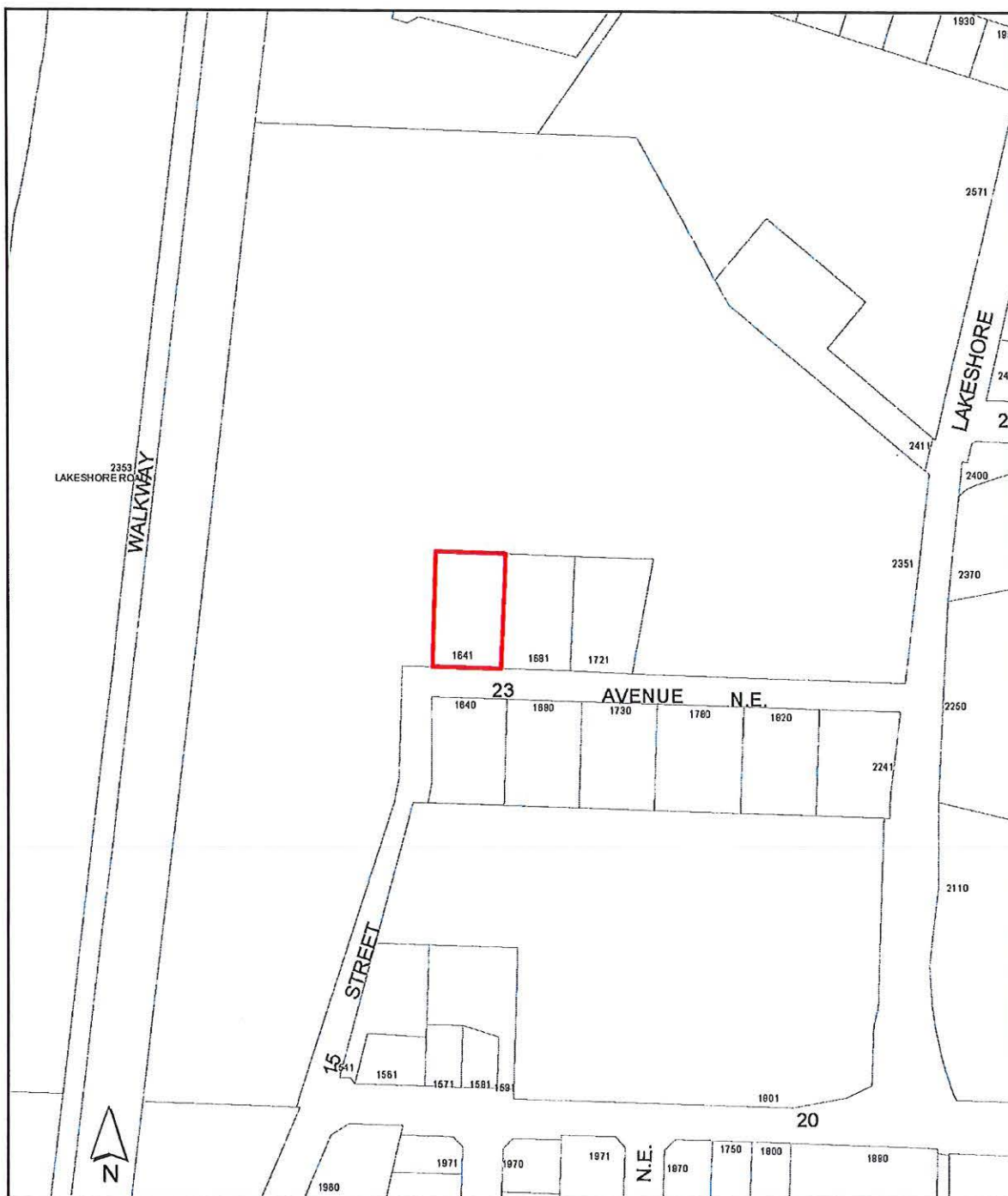
---

MAYOR

---

CORPORATE OFFICER

Schedule "A"



Item 26.

## CITY OF SALMON ARM

Date: September 26, 2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of September 26, 2022, be adjourned.

### Vote Record

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

Opposed:

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



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## INFORMATIONAL CORRESPONDENCE – September 26, 2022

- |     |  |   |
|-----|--|---|
| 1.  | Building Department – Building Statistics – August 2022  | N |
| 2.  | Building Department – Building Permits – Yearly Statistics   | N |
| 3.  | P. Wilson – Letter dated September 6, 2022 – Rider Express Bus Service   | R |
| 4.  | A. Daines – Email dated August 22, 2022 – Plastic Bags   | R |
| 5.  | S. Caner, Executive Director, Shuswap Food Action Society – Letter dated August 16, 2022 – Applefest - Request to use Ross Street Plaza Parking Lot, October 8, 2022                     | R |
| 6.  | T. Kutschker, Director/Curator, Salmon Arts Centre – Letter dated September 13, 2022 – National Day for Truth and Reconciliation - Request Road Closure, September 30, 2022              | R |
| 7.  | J. Broadwell, Manager, Downtown Salmon Arm – Email dated September 9, 2022 – Pride Project: Loud and Proud Celebration - Request Road Closure Extension, October 15, 2022                | R |
| 8.  | T. Peasgood, Skookum Cycle – Email dated September 9, 2022 – Youth Ride at South Canoe - Request to use South Canoe Trails and Parking Lot, September 27, 2022                           | R |
| 9.  | P. Wallenstein – Email dated September 15, 2022 – Sage Orienteering - Request to use various parks and trails for orienteering, October 2022   | R |
| 10. | T. Timoffee, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children's Association – Letter dated September 9, 2022 – Request to use Fletcher Park, October 4, 2022  | R |
| 11. | J. Broadwell, Manager, Downtown Salmon Arm – Letter dated September 19, 2022 – 30 <sup>th</sup> Annual Halloween Treat Trail – Request Road Closure, October 31, 2022                    | R |
| 12. | C. Bold - Letter dated August 29, 2022 - Request to Donate a Bench with Plaque at Klahani Park   | R |
| 13. | P. Barton – Email dated September 21, 2022 – Request for Memorial Plaque on Alexander Street Bench   | R |
| 14. | L. Heppell, Executive Vice-President and Chief Ambulance Officer, BC Emergency Health Services – Letter dated September 14, 2022 – Expanding emergency health services in your community | N |
| 15. | R. Parenteau, Manager, Shuswap Community Foundation – City of Salmon Arm Endowment Fund Statement – July 1, 2021 to July 31, 2022  | N |
| 16. | Transport Canada – Pacific Region, Rail Safety Engagement - Email dated September 20, 2022 – Operation Clear Track 2022  | N |



**CITY OF SALMON ARM  
BUILDING DEPARTMENT REPORT  
AUGUST 2022**

LAST YEAR (2021)  
CURRENT MONTH      YEAR-TO-DATE

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

|    |   | NO.       | VALUE            | NO.        | VALUE             | NO.       | VALUE             | NO.        | VALUE             |
|----|---|-----------|------------------|------------|-------------------|-----------|-------------------|------------|-------------------|
| 1  | New Single Family Dwellings             | 5         | 1,586,800        | 41         | 15,231,800        | 8         | 4,665,000         | 30         | 14,666,975        |
| 2  | Misc. Additions etc. to SFD's           | 7         | 221,962          | 66         | 3,447,872         | 8         | 252,890           | 56         | 4,887,945         |
| 3  | New Single Family Dwellings with suites | 1         | 600,000          | 11         | 5,055,000         | -         | -                 | 13         | 6,048,500         |
| 4  | New Secondary/Detached Suites           | 4         | 1,055,000        | 14         | 2,255,000         | 3         | 705,955           | 18         | 2,475,612         |
| 5  | New Modulars/MH's (Factory Built)       | 1         | 125,000          | 9          | 1,451,149         | 1         | 307,487           | 7          | 2,401,722         |
| 6  | Misc. Additions etc. to Modulars/MH's   | -         | -                | 6          | 90,192            | 3         | 83,500            | 8          | 120,700           |
| 7  | MFD's (# Units)                         | -         | -                | 5 (14)     | 2,950,000         | 1 (3)     | 1,200,000         | 1 (3)      | 1,200,000         |
| 8  | Misc. Additions etc. to MFD's           | 3         | 141,000          | 6          | 394,382           | 1         | 350,000           | 2          | 397,000           |
| 9  | New Commercial                          | -         | -                | -          | -                 | 3         | 2,100,000         | 7          | 4,245,500         |
| 10 | Misc. Additions etc. to Commercial      | 2         | 200,000          | 14         | 1,070,600         | 3         | 159,000           | 10         | 1,331,500         |
| 11 | New Industrial                          | -         | -                | 5          | 2,525,000         | 1         | 462,500           | 1          | 462,500           |
| 12 | Misc. Additions etc. to Industrial      | -         | -                | -          | -                 | -         | -                 | -          | -                 |
| 13 | New Institutional                       | -         | -                | -          | -                 | -         | -                 | -          | -                 |
| 14 | Misc. Additions etc. to Institutional   | -         | -                | 3          | 2,410,000         | 1         | 8,000             | 3          | 713,500           |
| 15 | Signs                                   | 4         | 37,000           | 31         | 203,806           | 2         | 47,018            | 14         | 168,977           |
| 16 | Swimming Pools, Pool Buildings          | -         | -                | 4          | 410,000           | 3         | 279,000           | 15         | 952,752           |
| 17 | Demolitions                             | -         | -                | 13         | -                 | 19        | -                 | 28         | -                 |
| 18 | Temporary Trailers, A & B Permits       | -         | -                | 1          | -                 | -         | -                 | 1          | -                 |
| 19 | Misc. Special Inspections, etc.         | 1         | -                | 17         | -                 | 2         | -                 | 23         | -                 |
|    | <b>TOTAL PERMITS ISSUED</b>             | <b>28</b> | <b>3,966,762</b> | <b>246</b> | <b>37,494,801</b> | <b>59</b> | <b>10,620,350</b> | <b>237</b> | <b>40,073,183</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 | 18,882,737 | 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 |            |            |            |            |



6 September 2022

The City of Salmon Arm  
Development Services / Transport / Planning  
500 2nd Ave. N.E.  
V1E 4H2

Salmon Arm,  
V1E 1G7

S.W.

I am a regular traveller on the Rider Express bus service that runs between Vancouver and Calgary. The bus company has had to change its Salmon Arm pick-up point several times recently.

I urge the Salmon Arm City Council to look at ways in which they could enable a convenient location for this daily service to make its brief stop in this city.

I have no connection with the Rider Express company other than as a grateful passenger.

Yours sincerely,

Patricia Wilson.

**From:** Ashley Daines [REDACTED]  
**Sent:** Monday, August 22, 2022 8:24 AM  
**To:** Barb Puddifant <[bpuddifant@salmonarm.ca](mailto:bpuddifant@salmonarm.ca)>  
**Subject:** Re: [External] Plastic bags

Hi Barb, yes please, the questions are now laid out a little clearer for Council members to reply.

Where does the money go from the sale of re usable cotton and paper bags including the taxes?

Why has Salmon Arm implemented this blanket bylaw?

Are fines necessary for retailers for supplying a plastic bag?

Is the revenue from fines if and when collected then used for green initiatives within Salmon Arm?

We have been constantly told to follow the science over the last 2.5 years, now it seems the science has changed again regarding reusable bags, has possible bacterial/viral transmission to food suddenly been eradicated in Salmon Arm and not other areas?

Remember washing everything including packaging not that long ago, excessive yes, but who is our resident scientist assuring us this removal of carrier bags is a good idea?

What has changed since 2020 with regards to our shopping habits, reusable bags and food hygiene to warrant the ban?

Are there other towns following this "trend" and if so what is their own reasoning behind it?

Has this Bylaw been approved as constitutionally legal at a Federal or Provincial level?

Was there a referendum asking Salmon Arm residents and retailers about the plan and obtaining their input through market research as to whether this was actually a good well thought out idea to blanket ban carrier bags?

Were other areas explored where plastic could be eliminated before this ban?

Askews for example used biodegradable environmentally friendly green bags, what seems to be the problem with these as they seem to meet and exceed all requirements?

I see some exemptions are permitted regarding meat, fruit, vegetables, biodegradable plastic carrier bags should be reinstated at grocery and food outlets where hygiene is paramount, would Council consider making additional exemptions to all foods/produce?

When you claim items will be cheaper as the cost of plastic bags wont be passed on to customers, how did you reach this dollar figure on your web page when in fact it now costs more?

I would like to see the Council make a constructive and sensible decision to reinstate biodegradable plastic carrier bags back to grocery stores and food/market outlets within Salmon Arm, this then puts the choice of accepting one of these bags, using or purchasing a reusable bag ours, and not for the City Council to decide, we all want to do our bit.

Thank you,

*Ashley Daines*

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

From "Barb Puddifant" <[bpuddifant@salmonarm.ca](mailto:bpuddifant@salmonarm.ca)>

To [REDACTED] <[REDACTED]>

Date 19/08/2022 1:34:52 PM

Subject Plastic bags

Hello Ashley.

Thank you for your email. Usually we put correspondence in the Council Meeting Agenda package and it then becomes public. I just wanted to check with you first to see if you are OK with this going onto a Council Agenda. Thanks.

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

**Barb Puddifant | Executive Assistant**

Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2 | P 250.803.4038 | F 250.803.4041

E [bpuddifant@salmonarm.ca](mailto:bpuddifant@salmonarm.ca) | W [www.salmonarm.ca](http://www.salmonarm.ca)





August 16, 2022

Dear Mayor and Council,

Once again, myself and the Board of the Shuswap Food Action Society would like to thank you for your ongoing support of our Downtown Farmer's market. This year, our market increased to 42 full-time vendors and 10 part-time vendors. Although we have not tracked the number of visitors, it has felt much busier than previous years and both our vendors and customers are happy.

Today, I am writing about our wish to re-start the popular "Applefest" this year. We believe this is an important community event that raises awareness of the farming cultural heritage of Salmon Arm, as well as showcases our local farmers and food producers. We are proposing to hold the event on Saturday, October 8th, which is Thanksgiving weekend, alongside our regular farmer's market. Applefest would run the same hours as the market, 9-1 pm, and would still take place on Hudson Street, as we already have permission for. However, we would like to add part of the Ross Street Plaza parking lot for the event (see attached map), as our market is currently at full capacity and we have some important additional vendors, such as the mobile juicing factory. As you may remember, the mobile juicing factory allows residents to bring their surplus apples from their trees to make into juice. We also hope to host some educational booths on varieties of apples grown in the Shuswap and host some local community organizations. We have discussed this idea with Downtown Salmon Arm, and they are supportive.

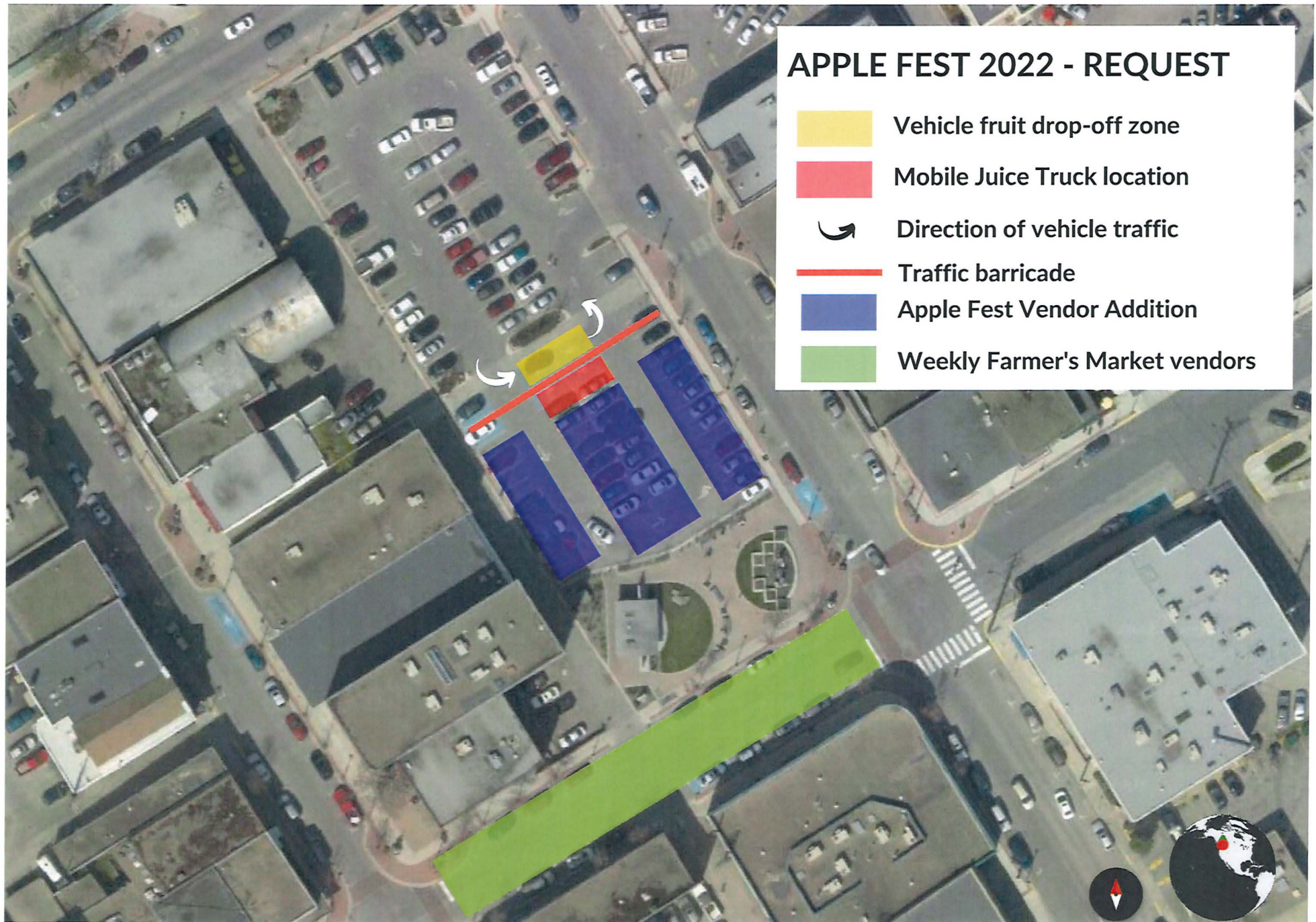
Thank you for your consideration,

Serena Caner  
Executive Director  
Shuswap Food Action Society



## APPLE FEST 2022 - REQUEST

-  Vehicle fruit drop-off zone
-  Mobile Juice Truck location
-  Direction of vehicle traffic
-  Traffic barricade
-  Apple Fest Vendor Addition
-  Weekly Farmer's Market vendors





September 13, 2022

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

Dear Friends,

RE: Road Closure Request for National Day for Truth and Reconciliation

The Shuswap District Arts Council is requesting a temporary road closure of McLeod Street from the Hudson Avenue intersection to the alleyway entrance on Friday, September 30 from 3pm to 6pm for the purpose of a front plaza gathering in recognition of National Day for Truth and Reconciliation.

National Day for Truth and Reconciliation is a time for both learning the truth of our shared history, and reflection on the trauma inflicted by the residential school system. As we work toward reparation and reconciliation, we endeavour to share with the community ways to listen, support, learn and heal. In order to make space for Indigenous voices, yet not heap upon them expectations of ceremony, this Arts Council continues to host a gathering on its front step beginning at 4pm on this important day. You are always welcome.

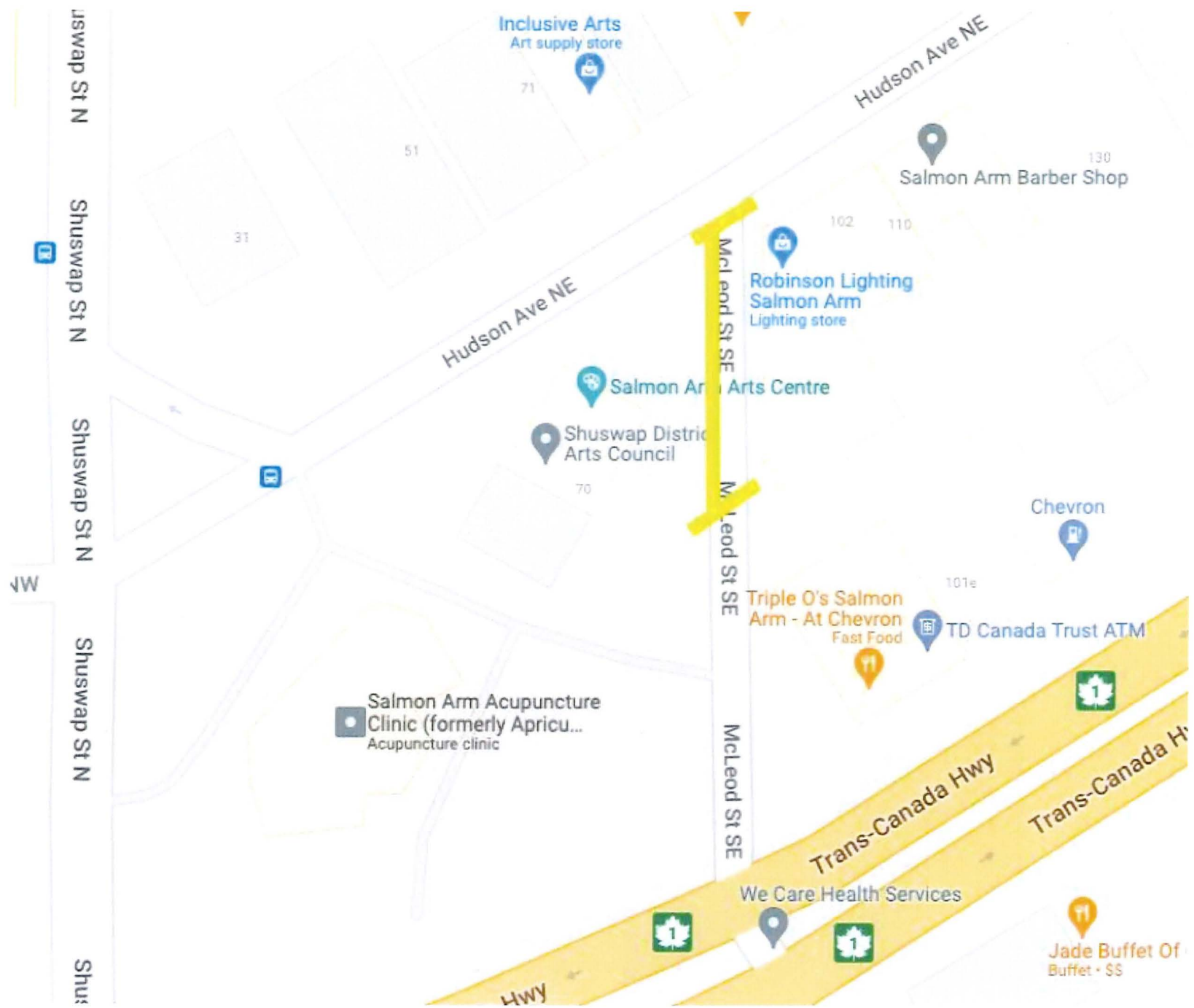
Sincerely,

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

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







**Rhonda West**

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**From:** Rhonda West  
**Sent:** Friday, September 9, 2022 3:14 PM  
**To:** Rhonda West  
**Subject:** FW: [External] Oct 15 Street closure extension

**From:** Jennifer B <[manager@salmonarmdowntown.com](mailto:manager@salmonarmdowntown.com)>  
**Sent:** September 6, 2022 11:21 AM  
**To:** Rob Niewenhuizen <[rniewenhuizen@salmonarm.ca](mailto:rniewenhuizen@salmonarm.ca)>  
**Subject:** [External] Oct 15 Street closure extension

Good morning, Rob.

After a discussion with the planning committee of the SA Pride Project "Loud and Proud" concert, it was determined the 4 pm street closure permitted for this event will not provide adequate time to set up the event grounds.

Would it be possible to extend this street closure to **begin at noon** on Saturday, October 15 to allow for proper set up of the stage, sound equipment, lighting, etc? All the other details of the street closure would remain the same.

Please let me know if you would like to discuss this in more detail.

Thank you for your time.

Jen

Jennifer Broadwell  
Manager

Downtown Salmon Arm



## Rhonda West

---

**From:** Rhonda West  
**Sent:** Friday, September 9, 2022 3:17 PM  
**To:** Rhonda West  
**Subject:** FW: [External] Tuesday Youth Rides at South Canoe  
**Attachments:** image002.png; image003.png; image004.png; image005.png

**From:** Chris Larson <[clarson@salmonarm.ca](mailto:clarson@salmonarm.ca)>  
**Sent:** September 9, 2022 1:22 PM  
**To:** Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>; Rob Niewenhuizen <[rniewenhuizen@salmonarm.ca](mailto:rniewenhuizen@salmonarm.ca)>  
**Subject:** FW: [External] Tuesday Youth Rides at South Canoe

For the Council correspondence for the September 26<sup>th</sup> meeting, Tom Peasgood of Skookum 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 27, 2022**.

A few notes as detailed further below:

- Skookum does not charge for the TYR
- Skookum has an insurance rider for the TYR
- TYR runs Tuesdays at South Canoe from 5 to 7 pm from April to end of September
- 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
- The trails are open and available to all other trail users at these times
- At the end of September, dated for Sept 27 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.

**From:** Tom Peasgood <[tom@skookumcycle.com](mailto:tom@skookumcycle.com)>  
**Sent:** Friday, September 9, 2022 12:27 PM  
**Subject:** RE: [External] Youth Ride at South Canoe

Hey Chris

Quick note, I have left a voice mail our event insurer, Kendal Moland Hub International here in Salmon Arm. We will add City of Salmon Arm to our Tuesdays Youth ride as additional insured. Due to Covid, we have not run any formal rides since 2019. Our Monday Lady's ride, ride all over, Rubber Head, South Canoe, Town Loops ie Down Town to in town park trails, Scotch Creek, Balmoral etc. The Wed night ride is no longer a big thing, and a formalized ride any more. Over the last few Covid summers, most of the Wed riders set up their own small groups. These people are out riding with their friends when it works for them, in smaller groups, and using different trails in our area.

Tuesday Youth Ride background info:

- We have an insurance rider with Hub, added to our general CGL, for the Skookum Cycle Tuesday Youth Ride, (or TYR). This covers our volunteer parent leaders
- The trails the TYR use are in South Canoe, sometimes the TYR may use Park Hill early season if the SC Trail system is under snow
- 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. Our initial TYR night, back in the spring, we held a rider safety inspection of bikes and rider gear. As a double check.
- The TYR riders are organized into small groups, with kids that are of equal or similar riding ability and age

- Each group has at least one leader, some have two, and a parent helper or two, this helps with group dynamic and teaching of skills on trail
- Skookum does not charge for the TYR bike training and event, 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.
- TYR runs from April to end of September. This includes 12 weeks of on trail bike training and riding - April to end of June, followed by summer fun rides – July & August, and followed by the September fun race series. These are mini fun events for the kids, with a short bike ride after.
- At the end of September, dated for Sept 27 this year, we have year end TYR Celebration & BBQ for the kids/parents and TYR leaders. Which includes 40-60 fun door prizes for all the kids who show up. All costs are covered by Skookum Cycle

Please forward any questions, I will forward additional insured as soon as I hear back from Hub,  
cheers

Tom Peasgood



P (250) 804 5093

E [tom@skookumcycle.com](mailto:tom@skookumcycle.com)

W <http://www.skookumcycleandski.com>

**Rhonda West**

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**From:** Rhonda West  
**Sent:** Thursday, September 15, 2022 7:58 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>  
**Sent:** Thursday, September 15, 2022 6:08:55 AM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; Chad Eliason <[celiason@salmonarm.ca](mailto:celiason@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 Phil

Last Name Wallensteen

Address: [REDACTED] Salmon Arm, B.C

Return email address: [REDACTED]

Subject: Permission to use City parks and trails for orienteering.

Body The Sage orienteering would like to use City parks and trails for orienteering training. Our proposed schedule is Park Hill Oct. 2 from 2 to 5pm, South Canoe trails Oct. 3 to 10, and Little Mtn. Oct. 30 2 to 5pm. For an orienteering event controls (flagging tape for these events) will be set out the day before or the morning of the event and taken down within a day. The exception is the South Canoe event where the controls will be set out for a week and people do the course on their own time. Participants have to be members of Sage Orienteering. In the spring training sessions we had 15 to 35 participants do the courses. If you have any questions or require further information you can contact me by email or phone 250 832-5125.

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*

September 9, 2022  
Mayor and Council  
City of Salmon Arm  
500 2 Ave NE  
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and City Councilors,

The Shuswap Children's Association has an ongoing program called the Outdoor Recreational Program. The program is making use of family friendly spaces in the Salmon Arm area and focuses on children birth to school age, and their parents/caregivers. The purpose of the group is to provide safe, accessible, and free outdoor programming for children and increase community connections for parents and caregivers. These groups are small in nature, and will follow our strict Covid-19 policies, as well as adhere to any provincial orders.

We are planning and have been approved to visit Firehall 3 on October 4, 2022. As such, we would like permission for the outdoor playgroup to meet and use the grass and playground area at **Fletcher Park** on the following day and times:

**Tuesday, October 4 from 9:00am-11:00am**

In the case that this space is already booked, we could alternatively rebook for Firehall 2, and would then like to request Field 1 at Little Mountain Field of Dreams for our playgroup to meet on the same day and time. However, Fletcher Park is our first choice for this date.

Thank you so much for your consideration.

Sincerely,

Tanya Timoffee  
Early Years Family Navigator and Outdoor Play Facilitator  
Shuswap Children's Association



**DOWNTOWN**  
**SALMON ARM**

September 22, 2022

Attn: Rob Niewenhuizen  
Director of Engineering and Public Works  
PO Box 40  
Salmon Arm, BC V1E 4N2

Re: Downtown Salmon Arm – 30<sup>th</sup> Annual Halloween Treat Trail

Dear Rob,

Downtown Salmon Arm is excited to host the annual Halloween Treat Trail promotion once again. This family-focused event will take place on Monday, October 31, 2022, between 3:00 pm – 5:00 pm in the downtown core. As in previous years, we ask for the City's approval and assistance in order to create a safe and enjoyable event. Your support helps to provide the community with a family-friendly alternative to the usual Halloween traditions.

For the 2020 event, we request the closure of the 200 & 300 block of Alexander St. from **2:00 – 5:30 pm**. Alexander St. will be barricaded at the TransCanada Highway, Hudson Ave, the Inner Core Parking Lot, and Lakeshore Dr. In addition, volunteers will be patrolling pedestrian crossings to ensure the children's safety during the event.

Downtown Salmon Arm also requests the use of the following safety equipment:

- 5 Traffic Barricades – To be placed at Alexander St & the TransCanada Highway, Alexander St and Lakeshore Dr., and Alexander Street and the Inner Core lot (please see attached Maps for locations)

The RCMP, local Fire Dept., and Ambulance service have also been contacted to provide additional coverage during the event. Should you require further information, please feel free to contact me at your convenience at 832-5440 or via email at [events@salmoanrmdowntown.com](mailto:events@salmoanrmdowntown.com)

Sincerely,  
Jennifer Broadwell  
Manager

**DOWNTOWN**  
**SALMON ARM**

Treat Trail Map 2022



Alexander Street Closure Request  
Monday, Oct 31, 2:30 - 5:30 pm  
Downtown Halloween Treat Trail

**DOWNTOWN**  
**SALMON ARM**

250 Shuswap Street NE  
Salmon Arm, British Columbia, V1E 4P9  
p. 250-832-5440 e. [info@salmonarmdowntown.com](mailto:info@salmonarmdowntown.com)

August 29<sup>th</sup> 2022

From -- Carol Bold

[REDACTED]

Salmon Arm, B.C. V1E-1W5

Ph. [REDACTED] E-mail [REDACTED]

Attention : Salmon Arm City Mayor and Council

Re. Donation of bench in Klahani Park

I would like to donate a bench to be put in Klahani Park.

For the past twenty- five years myself and my family have enjoyed spending time in and walking around the park. It is an important part of our community here in South Canoe.

I have watched all the improvements and upgrades that have been done to the park. I would like to support these activities by donating a bench.

Would also like to include a plaque on the bench with the wording

Donated BY

Carol -- Benny & family

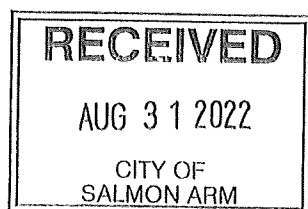
2022

"Come Sit Awhile"

I am open to suggestion as to where the bench would be put. but suggest facing the picnic area closer to the evergreen trees on the right as you enter the park.

Thank-you for considering my donation to Klahani Park

Carol Bold



**Rhonda West**

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**From:** Erin Jackson  
**Sent:** Thursday, September 22, 2022 6:55 AM  
**To:** Rhonda West; Sue Wood; Rob Niewenhuizen  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Wednesday, September 21, 2022 5:12 PM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; Chad Eliason <celiason@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

**Mayor and Council**

**First Name** Peter  
**Last Name** Barton  
**Address:** [REDACTED] Salmon Arm BC V1E 0B5  
**Return email address:** [REDACTED]  
**Subject:** Alexander Street Bench as a memorial for Omar Jason Pettersen

**Body**

Omar was our son-in-law who was diagnosed with Stage 4 Pancreatic Cancer in January 2022 and died on June 24 2022 at the age of 52. He worked with George Brain & Sons Stucco Company since 2004 with much of their superb craftsmanship featured on many of the Salmon Arm commercial properties of Bill Laird Holdings Limited. The bench in question is directly in front of the "Wearabouts" store and directly across from the colourful property housing the "Shurwap Pie Company" and "Hidden Gems" bookstore, etc. This exceptional stucco job was completed in November 2018 as evidenced by my photos of Omar on the scaffold and later admiring the work from ground level.

This is a request that a plaque memorializing Omar be allowed to mark that bench in a meaningful location for those of us who knew and loved Omar. I would appreciate the chance to email photos taken on November 4 2018 that would provide impactful information regarding the appropriateness of this request.



Thank you.  
Sincerely,  
Peter Barton

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.](#)





ALEXANDER STREET BENCH

SEPTE



September 14, 2022

**City of Salmon Arm**

*Via e-mail:*

[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)

Erin Jackson  
Chief Administrative Officer

To His Worship Mr. Alan Harrison, Mayor of Salmon Arm

**RE: Expanding emergency health services in your community**

I'm pleased to be writing to let you know that BC Emergency Health Services (BCEHS) is expanding paramedic resources in your community.

This new update is part of the Ministry of Health's 2020 announcement of funding for the Rural, Remote and Indigenous Framework (RRIF). The goal of RRIF was to help improve access to health care for people living in rural and remote parts of the province during the COVID-19 pandemic. As part of RRIF, BCEHS deployed a surge response of paramedics in select communities. This deployment has been extended as work on our long-term sustainment plan for these resources has been underway.

Going forward, we are pleased to announce that your community is one of 31 communities that will be receiving more permanent full-time paramedic resources. More than half of these communities will see many of their on-call ambulances and associated paramedic positions converted to full-time regular resources. This will create more permanent jobs in these communities and will help stabilize our paramedic staffing, which in turn will improve responsiveness and emergency coverage.

Today's news means BCEHS is adding 208 full-time positions to the provincial ambulance service in rural areas.

At the ambulance station in your community, the on-call ambulance, referred to as a Kilo, will be converting to a fully staffed 24/7 ambulance, referred to as an Alpha. This will result in the addition of eight new permanent full-time positions in Salmon Arm.

Our local BCEHS Clinical Operations Director, Paul Swain would be happy to connect with you to discuss these exciting changes in more detail once the timing of the job postings and hiring details can be confirmed.

Sincerely,

*Original signed by*

Leanne Heppell  
Executive Vice-President and Chief Ambulance Officer  
BC Emergency Health Services



SHUSWAP  
**COMMUNITY**  
FOUNDATION

12.1.15

PO Box 624  
102-160 Harbourfront Drive NE  
Salmon Arm BC, V1E 4N7  
Ph: 250- 832-5428  
Email: [info@shuswapfoundation.ca](mailto:info@shuswapfoundation.ca)

**Fund Statement**  
**City of Salmon Arm Endowment**  
**July 01, 2021 through July 31, 2022**

**Fund Activity**

|                      |            |
|----------------------|------------|
| Contributed Capital  | 231,378.92 |
| Retained Earnings    | 84,030.08  |
| Market Value of fund | 315,409.00 |

Grant reserve accumulation to date balance 0.00

("Grant Reserve" represents the funds accumulated for the previous fiscal year for distribution in the current fiscal year (July -June) and makes up part of the retained earnings.)

**Grants Awarded**

| <u>Date</u> | <u>Grantee Description</u>                                  | <u>Amount</u> |
|-------------|---|---------------|
| 2022-06-30  | City of Salmon Arm<br>2021-2022 disbursements for 2022-2023 | 14,549.00     |

**Grants Total** 14,549.00

Shuswap Community is grateful for the continued support of our Donors and Fundholders whose commitment to building a strong and vibrant Shuswap Community guides SCF in all that we do.

If this letter was sent to you via mail, please connect with the Foundation office to provide an email address as we continue to work at reducing our environmental footprint.

Roger Parenteau, Manager

**CONNECTING THE PEOPLE OF THE SHUSWAP WITH CAUSES THAT MATTER IN OUR COMMUNITIES**

*The Shuswap Community Foundation works within Secwepemc'ulucw, the unceded and ancestral home of the Secwepemc People whose deep connection to this land continues to this day.*



**Rhonda West**

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**From:** Rhonda West  
**Sent:** Wednesday, September 21, 2022 8:11 AM  
**To:** Rhonda West  
**Subject:** Operation Clear Track 2022

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**From:** TC PAC Pacific Rail Engagement / Engagement Ferroviaire Du Pacific <[PacificRailEngage-EngagementFerroviairePacifique@tc.gc.ca](mailto:PacificRailEngage-EngagementFerroviairePacifique@tc.gc.ca)>  
**Sent:** Tuesday, September 20, 2022 2:08 PM  
**Subject:** [External] Operation Clear Track 2022

Good afternoon:

In our August 3, 2022 introductory email, Transport Canada's Pacific Region Rail Safety Engagement Team committed to sharing information with you from time to time.

Today, in recognition of [Rail Safety Week](#) in Canada, we are pleased to share the below regarding Operation Lifesaver's [Operation Clear Track 2022](#). Please take a few moments to review and do not hesitate to reach out to [Operation Lifesaver](#) or [Transport Canada](#) for more information.

Sincerely,

***Transport Canada - Pacific Region, Rail Safety Engagement***

**ABOUT OPERATION LIFESAVER**

[Operation Lifesaver](#) is a partnership initiative of the Railway Association of Canada and Transport Canada and works with the railway industry, police, unions, organizations and communities. It aims to save lives through public education about the hazards surrounding railway property and trains.

**ABOUT TRANSPORT CANADA**

[Transport Canada](#) actively monitors railway companies through audits and safety inspections to verify compliance with rules and regulations and takes action when violations occur.

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**From:** Operation Lifesaver / Opération Gareautrain <[admin@operationlifesaver.ca](mailto:admin@operationlifesaver.ca)>

**Sent:** Tuesday, September 20, 2022 6:30 AM

**Subject:** Police join OL for Operation Clear Track 2022 / La police se joint à OG pour Opération dégage la voie 2022