

1. October 11, 2022 - Council Agenda And Correspondence

Documents:

[OCTOBER 11, 2022 - INFORMATION CORRESPONDENCE.PDF](#)

[OCTOBER 11, 2022 - ITEM 12.1.6.PDF](#)

[OCTOBER 11, 2022 - AGENDA.PDF](#)

INFORMATIONAL CORRESPONDENCE – October 11, 2022

- | | | |
|----|--|---|
| 1. | Building Department – Building Statistics – September 2022 | N |
| 2. | Building Department – Building Permits – Yearly Statistics | N |
| 3. | G. Threlkeld – Letter dated September 26, 2022 – Handicap Hockey Fans | R |
| 4. | D. St-Pierre, Poppy Chairman, Royal Canadian Legion – Letter dated September 22, 2022 – Request for 2022 Poppy Campaign Canvassing and Annual Remembrance Day Ceremonies/Parade | R |
| 5. | L. Paiement, Chair of PLAY Shuswap – Letter dated October 4, 2022 – Request to Use Spray Chalk on Downtown Sidewalks for the Pride Project | A |
| 6. | P. McIntyre-Paul, Shuswap Trail Alliance – Email dated September 28, 2022 – Draft Minutes for the September 23, 2022 SNO Rail Trail GAC meeting & Final Minutes for Mar. 18, 2022 see www.salmonarm.ca/Agenda | N |
| 7. | Shuswap Watershed Council – September 21, 2022 – Council Meeting Highlights and draft Record of Decisions and Action Items | N |
| 8. | Justice N. Iyer, Commission Chair, BC Electoral Boundaries Commission – Letter dated October 4, 2022 – Electoral Boundaries Commission | A |
| 9. | Honourable M. Dean, Minister of Children and Family Development – Email dated September 27, 2022 – October declared as Foster Family Month in British Columbia | N |

**CITY OF SALMON ARM
BUILDING DEPARTMENT REPORT
SEPTEMBER 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	6	2,245,000	47	17,476,800	4	2,050,000	34	16,716,975
2	Misc. Additions etc. to SFD's	12	313,724	78	3,761,596	7	553,320	63	5,441,265
3	New Single Family Dwellings with suites	2	780,000	13	5,835,000	-	-	13	6,048,500
4	New Secondary/Detached Suites	1	400,000	15	2,655,000	4	508,000	22	2,983,612
5	New Modulares/MH's (Factory Built)	1	286,230	10	1,737,379	-	-	7	2,401,722
6	Misc. Additions etc. to Modulares/MH's	-	-	6	90,192	-	-	8	120,700
7	MFD's (# Units)	-	-	5 (14)	2,950,000	-	-	1 (3)	1,200,000
8	Misc. Additions etc. to MFD's	1	47,000	7	441,382	-	-	2	397,000
9	New Commercial	-	-	-	-	-	-	7	4,245,500
10	Misc. Additions etc. to Commercial	1	150,000	15	1,220,600	3	768,750	10	2,100,250
11	New Industrial	-	-	5	2,525,000	-	-	1	462,500
12	Misc. Additions etc. to Industrial	-	-	-	-	-	-	-	-
13	New Institutional	-	-	-	-	-	-	-	-
14	Misc. Additions etc. to Institutional	-	-	3	2,410,000	-	-	3	713,500
15	Signs	4	12,250	35	216,056	2	29,500	16	198,477
16	Swimming Pools, Pool Buildings	-	-	4	410,000	-	-	15	952,752
17	Demolitions	2	-	15	-	-	-	28	-
18	Temporary Trailers, A & B Permits	-	-	1	-	1	-	2	-
19	Misc. Special Inspections, etc.	4	-	21	-	5	-	28	-
	TOTAL PERMITS ISSUED	34	4,234,204	280	41,729,005	26	3,909,570	260	43,982,753

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	43,982,753			

TO MAYOR - ALAN & COUNCIL SEPT. 26th - 2022

THIS REQUEST IS BEING SENT ON BEHALF OF ALL HANDICAP HOCKEY FANS WHO ATTEND THE SILVERBACKS HOME HOCKEY GAMES. AFTER WATCHING FOR A FULL SEASON IT HAS BEEN DETERMINED THAT WE HAVE A SHORTAGE ON HANDICAP PARKING SPACES CLOSE TO THE ARENA HOCKEY TICKET ENTRANCE.

WE WOULD LIKE TO HAVE 4 MORE SPACES AS CLOSE AS POSSIBLE TO THE ENTRANCE THAT WOULD THEN PROVIDE 11 SPOTS THESE SPOTS COULD BE SET UP ON A. INTERM BASES AND REMOVED DURING OFF SEASON

ALSO IT WOULD BE VERY HELPFUL & SAFER IF A SECTION ALONG THE CURB BY THE EXIT DOOR AT EAST END OF ARENA AND ON RIGHT HAND SIDE BE MARKED HANDICAP LOADING ZONE.

MAYOR ALAN THIS SUMMERIZES WHAT YOU AND I DISCUSSED WHEN WE BOTH VISITED THE ARENA PARKING LOT

ALSO ALL THE HANDICAP SPOTS WERE FULL FOR THE GAME ON FRI. SEPT 23RD.

THIS REQUEST IS ON BEHALF OF ALL HANDICAP FANS NOT JUST MYSELF

THANK YOU GRAHAM THRELKELD

PH 



Royal Canadian Legion

Salmon Arm #62

141 Hudson St. NW

Salmon Arm, BC

V1E 1W3

Phone: 250-832-3687 Phone

Email: legion62sa@gmail.com

Web: www.legion62.ca

September 22, 2022

City of Salmon Arm,
Box 40,
Salmon Arm, B.C. V1E 4N2

Dear Mayor & Council Members,

The Royal Canadian Legion #62 requests permission to conduct our Annual Poppy Campaign and public canvassing for funds October 28 to November 10, 2022.

We also request permission to hold Annual Remembrance Day Ceremonies on November 11th, at the Cenotaph, with a Parade of Veterans along a route from the Legion premises, via Lakeshore Dr. and Alexander St. crossing the Trans-Canada Highway to the Cenotaph and return. (Attached route map)

Would you please forward a copy of this letter to the Public Works Foremen so that the borrowing of barricades and "No Parking" signs can be arranged for the day of Ceremonies.

A letter of liability insurance with City of Salmon Arm will be included.

Our Parade will form up at the Legion at approximately 10:30 a.m. Following the return of the Parade, we invite you to join us for an afternoon of entertainment and comradeship at the lounge.

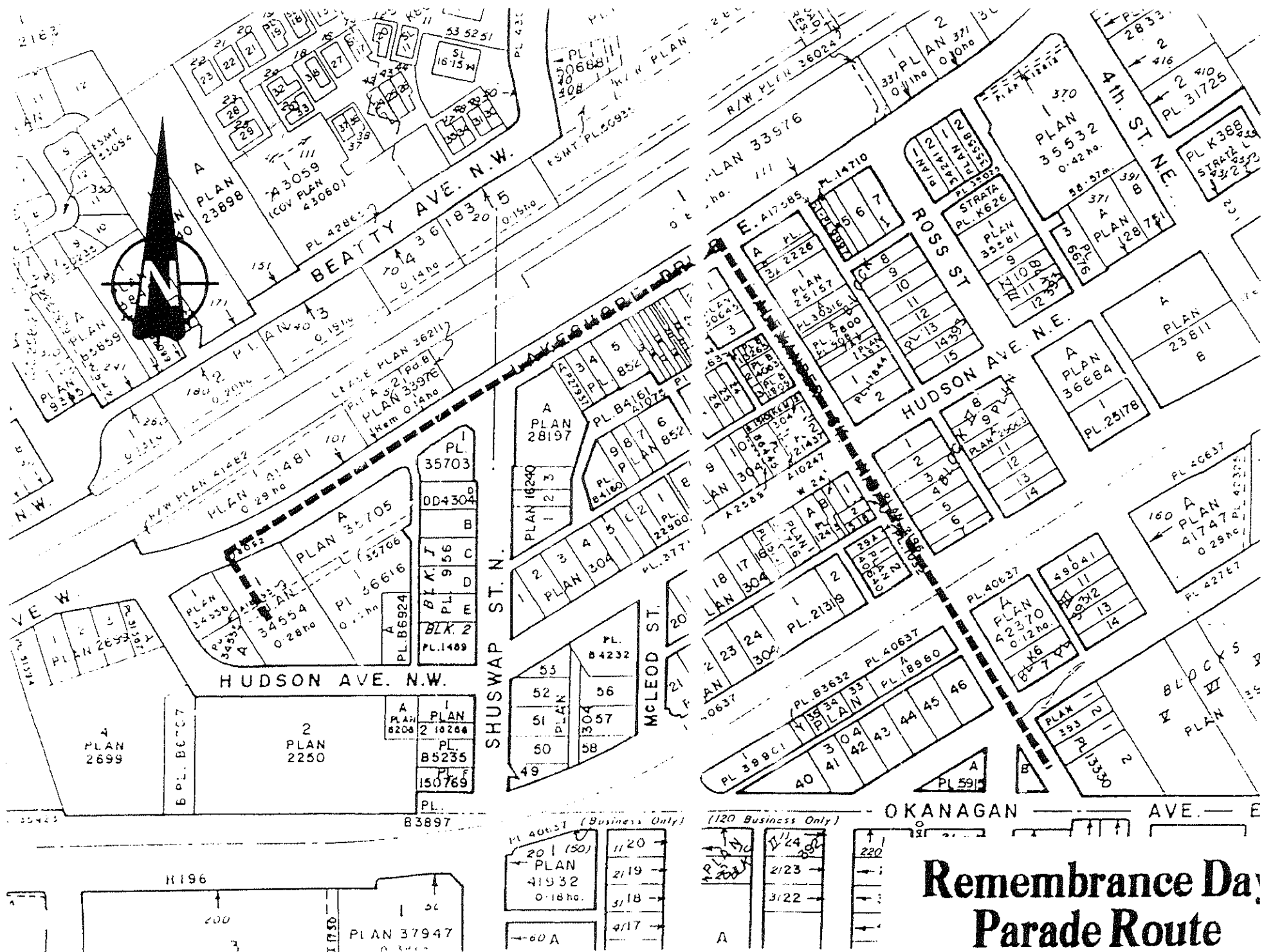
If the COVID-19 situation changes, we will modify the Remembrance Day Ceremony as per current Public Health requirements.

We look forward to your Approval, Confirmation & Participation.

Faternally,

Dan St-Pierre
Poppy Chairman
250-515-0362

cc:
Fire Department
RCMP Detachment
Ministry of Transportation
Ambulance Services



PLAY Shuswap

Web: www.playshuswap.com

October 04, 2022

Attn: Salmon Arm Mayor and Council

Re: Request to Use Spray Chalk on Downtown Sidewalks for the Pride Project

Dear Mayor Harrison and Council,

PLAY Shuswap is a non-profit organization providing sustainable physical literacy opportunities for our communities to be active through life. We're a local network of people committed to building healthy, active, and physically literate communities in the Shuswap area. Our members represent education, health, recreation, sport, and community sectors.

PLAY Shuswap's focus is to promote awareness of physical literacy and its importance in living healthy, active lives, to promote the development of physical literacy skills in our community members of all ages, and to provide physical literacy training.

The PLAY Shuswap group would like to create a sidewalk chalk trail, as a part of the pride project, to promote ways to create fun movement as people walk through town. The proposed chalk trail would be on Hudson Street in front of, and across from, the art gallery. If given permission to do so, we would like to create the trail on October 14th, prior to the "Loud and Proud" kick off event on October 15th. We would use spray chalk so that it would not stick to people shoes and be tracked into downtown businesses.

We have been in communication with the Shuswap District Arts Council, and they support this initiative and would like to see the rainbow trail in front of the gallery.

We thank you for your consideration of our request and look forward to your reply.

Sincerely,



Laura Paiement, Chair of PLAY Shuswap

Phone: 250-803-6168

Email: lpaiemen@sd83.bc.ca

Erin Jackson

From: Phil McIntyre-Paul <phil@shuswaptrails.com>
Sent: Wednesday, September 28, 2022 7:50 AM
To: Rail Trail
Subject: [External] DRAFT Minutes for the September 23, 2022 SNO Rail Trail GAC meeting & Final Minutes for Mar. 18, 2022
Attachments: MINUTES SNO Rail Trail Governance Advisory - Sept 23, 2022 DRAFT.pdf; MINUTES SNO Rail Trail Governance Advisory - Mar 18, 2022 FINAL.pdf

Waytkp SNO Rail Trail Governance Advisory Committee,

Please find attached the [DRAFT Minutes for the September 23, 2022 GAC meeting](#), and [FINAL Approved Minutes for the March 18, 2022 GAC meeting](#). Both can be posted to your respective websites by corporate staff.

The next SNO Rail Trail Governance Advisory Meeting has been set for Friday, November 25, 2022 at the Splatsin Centre. Please watch for an updated calendar invite.

It was very good to see so many of you in person after three years last week. I look forward to receiving the updated committee representatives list following the upcoming civic elections. Thank you all for your dedicated years of public service.

Kukstsámc

Phil McIntyre-Paul
for the Shuswap North Okanagan Rail Trail
Governance Advisory Committee

P.S. A reminder of the **Dance Party Benefit Fundraiser for the Rail Trail hosted by Celebrate Shuswap featuring The Hillties at the Song Sparrow Hall in Salmon Arm, Saturday, Oct. 15th, 8 pm.** Tickets & Info at celebrateshuswap.ca. Please spread the word as we raise the funds to finish the last 7.5 km Rail Trail into Armstrong.

Phil McIntyre-Paul (*he/him*)
Senior Consultant
The Shuswap Trail Alliance
Call: 250-804-1964
Email: phil@shuswaptrails.com
www.shuswaptrails.com

The Shuswap Trail Alliance is privileged to operate under the Shuswap Trails Protocol within Secwépemc Nation territory.

Barb Puddifant

From: Erin Vieira <EVieira@fraserbasin.ca>
Sent: Tuesday, September 27, 2022 2:26 PM
To: Jodi Pierce; Jennifer Sham; Tracy Hughes; Kerri Wirth; Alisha Chappell; Scott Hildebrand; Joni Heinrich; Erin Jackson; Barb Puddifant; Kelly Bennett; Sarah Kylo; Ashley Bevan; David Sewell
Cc: RDNO Info; CSRD Alternate C; CSRD Alternate D; CSRD Alternate E; CSRD Alternate F; Alan Harrison; Jeff Mallmes; Terry Rysz; John Irvine; Clyde Mitchell; Bob and Anita Misseghers; Rob Solinger; Ray Nadeau; Dave Nordquist; Barbra Fairclough; Ian Rogalski; Tim Lavery; Holly Cowan; Teresa Durning ; Patrick Frank; James Clark; Dorothy Lind; sbcpstewardship@gmail.com; Jim Cooperman; corpadmin@csrd.bc.ca; Erin Vieira; Alex de Chantal
Subject: [External] Shuswap Watershed Council: draft mtg summary for September 21st
Attachments: SWC_mtg_summary_21Sept2022_DRAFT.pdf; SWC_MeetingHighlights_21Sept2022.pdf

Hello,

The draft summary of the Shuswap Watershed Council meeting held on September 21st 2022 is attached here for your information. The summary is subject to correction at the next Council meeting (December 14th 2022). A 'Meeting Highlights' one-pager is also attached here, FYI.

Meeting agendas, materials, and summaries are always available on the SWC website: www.shuswapwater.ca.

Please feel free to contact me if you have any questions.

~*~

Erin Vieira, BNRS
Program Manager
Shuswap Watershed Council
c/o Fraser Basin Council
200A – 1383 McGill Road
Kamloops, BC V2C 6K7
Secwepemc'ulecw (territory of the Secwepemc Peoples)
250 314-9660 (office)
250 819-7125 (cell)
evieira@fraserbasin.ca (NOTE: updated e-mail address)
www.shuswapwater.ca



Report from Chair

Chair Jay Simpson reported that he attended the Union of BC Municipalities Annual Convention, where he met with Minister for Land, Water & Resource Stewardship Josie Osborne to discuss invasive Zebra and Quagga Mussels.

Report from Program Managers

Erin Vieira provided an update on program operations since the last SWC meeting:

- The Shuswap Regional Algal Bloom Response Plan was enacted this summer in response to an algal bloom occurring in Salmon Arm Bay and Tappen Bay since early August. Weekly water quality monitoring by partners is underway.
- Staff have completed the Phosphorus Action Plan for the Shuswap watershed. Next steps include circulation of the plan and publishing it online, promoting the action items within, and implementing the actions items identified for the SWC.
- Staff implemented various education and outreach campaigns for the prevention of invasive mussels
- The SWC provides financial support to the Columbia Shuswap Invasive Species Society to monitor several lakes within the Shuswap for early signs of invasive mussels. To-date, all water samples collected have tested negative for mussels (i.e., no invasive mussels found).
- Two partner-led projects with funding from the SWC's Water Quality Grant Program are underway. The next intake for applications to the grant program will be in November.
- The SWC published its sixth annual Water Quality Summary Report in July
- Staff implemented a variety of educational campaigns to promote safe boating and water-based recreation over the spring and summer months.

Expenses to the end of the first quarter (April 1st – June 30th 2022) total \$86,683 against the annual operating budget of \$341,905.

Phosphorus Action Plan for the Shuswap watershed

The SWC has recently completed a Phosphorus Action Plan for the Shuswap watershed. The plan was developed with input from several governments and industries, including municipalities and regional districts, First Nations, and Kamloops Okanagan Dairy Association. The plan is an educational, incentive-based document that provides guidance to all residents and industry sectors to better manage their 'nutrient footprint' in the Shuswap, to help protect water quality for the long term. Staff will make a few minor changes to the Phosphorus Action Plan, then circulate it widely by email and publish it on the SWC website. Staff will be available to present to industry and home-owner groups about the plan.

A full meeting summary is available on the SWC website.

SWC MEMBERS:

Jay Simpson – Chair
CSRD Area 'F'

Paul Demenok – Vice Chair
CSRD Area 'C'

Rene Talbot
CSRD Area 'D'

Rhona Martin
CSRD Area 'E'

Rod Crowe
TNRD, Village of Chase

Ken Christian
TNRD, City of Kamloops

Debbie Cannon
City of Salmon Arm

Colleen Anderson
District of Sicamous

Howard Nordquist
Secwepemc Nation,
Adams Lake Indian Band

Robyn Laubman
Secwepemc Nation,
Splatshin

Rick Fairbairn
RDNO Area 'D'

Denis Delisle
RDNO Area 'F'

Kym Keogh
BC Ministry of Environment
& Climate Change Strategy

Lindsay Benbow
BC Ministry of Agriculture, Food
& Fisheries

Kelly Chiatto
BC Ministry of Forests

Natalya Melnychuk
Community Representative

Erik Kok
Community Representative

Kimm Magill-Hofmann
Community Representative

Phil Owen
Community Representative

Dennis Einarson
Senior Scientific Advisor

From: INFO, BCEBC BCEBC:EX <info@bcebc.ca>

Sent: October 4, 2022 9:15 AM

To: Alan Harrison <aharrison@salmonarm.ca>

Subject: [External] Invitation from the Chair of the BC Electoral Boundaries Commission



October 4, 2022

Mayor Alan Harrison
City of Salmon Arm

Please accept this invitation to provide your views on the Preliminary Report of the British Columbia Electoral Boundaries Commission.

The BC Electoral Boundaries Commission is an independent, non-partisan commission with a mandate to review the area, names and boundaries of provincial electoral districts.

On Oct. 3, 2022, the Commission submitted its Preliminary Report to the Legislative Assembly with proposals for electoral boundary changes for the next two provincial general elections.

The Commission is now asking you and those you represent for input on our preliminary proposals. Your feedback will help inform us as we prepare our Final Report.

We welcome your views in the following ways:

- through the Commission's [website](#);
- at an in-person or virtual public meeting; or
- by writing the Commission directly.

Please visit our website to learn more about the Commission, read our [Preliminary Report](#), review maps and resources and find the electoral districts in your community.

Please feel free to share this information with others and contact us with any questions.

Sincerely,



Justice Nitya Iyer
Commission Chair
BC Electoral Boundaries Commission

Barb Puddifant

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Tuesday, September 27, 2022 4:04 PM
To: Barb Puddifant
Subject: [External] Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

VIA E-MAIL
Ref: 271626

City of Salmon Arm
E-mail: cityhall@salmonarm.ca

Dear Mayor and Council:

For 32 years, British Columbians have taken October to honour the caregivers in British Columbia that have dedicated themselves to some of this province's most vulnerable children and youth. I am pleased to announce that, once again, this October will be declared Foster Family Month in British Columbia.

This month is about celebrating and honouring caregivers and foster families that have stepped up to help children and youth who are experiencing hardship. The role foster families play in the lives of young people and the contribution they make to their communities is vital to helping children and youth reach their full potential. The impact that they have on the young people in their care will last a lifetime, from stepping up to become a mentor, advocate, and friend, to providing a nurturing and safe home, and responding to each unique situation with love and support. As Minister of Children and Family Development, I wish to express my sincere gratitude for the warmth and dedication that these caregivers and foster families have shown to the children and youth in their care.


Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a foster caregiver is. I encourage you to celebrate foster families for the selfless work they do for the children, youth, and families of British Columbia.

On behalf of the Government of British Columbia, thank you for your continued support in recognizing foster caregivers.

Sincerely,

Mitzi Dean
Minister

Sent on behalf of the Minister by:

 **Client Relations Branch**
Executive Operations
Ministry of Children and Family Development

Governance Advisory Committee Shuswap North Okanagan Rail Trail MINUTES - DRAFT

September 23, 2022, 9:00 am - 12:00 pm

Updated: September 26, 2022

Note: The following minutes are considered draft/subject to correction
when endorsed by the Committee at its next meeting.

Meeting Purpose: to provide policy direction relative to the planning, development, management, and governance of the Rail Trail Corridor project.

Objectives:

- To review minutes and business arising from the previous meeting
- To update/discuss project development, fund raising, and upcoming priorities
- To direct communications to update the public

Agenda:

1. **Welcome, Splatstsin te Secwépemc Acknowledgement, and Introductions** – 9:09 am – Chair Kukpi7
Thomas welcomed everyone and spoke to the importance of the rail trail for Splatstsin and the spirit of working together. Introductions were shared. Kukpi7 Thomas then asked Co-Vice Chair Mayor Acton to chair the rest of the agenda.
2. **Approval of Agenda**
 - a. **Motion:** *THAT: the agenda of the September 23, 2022, Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be approved.*
Moved: Director Rhona Martin **Seconded:** Councillor Chad Eliason **Carried** by consensus.
3. **Adoption of Minutes**
 - a. **Motion:** *THAT: the minutes of the March 18, 2022 Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be adopted as circulated. ([March 18, 2022, FINAL](#))*
Moved: Director Rhona Martin **Seconded:** Councillor Chad Eliason **Carried** by consensus.
4. **Presentations**
 - a. **Unfolding the True Story: Splatstsin & Secwépemc History, Values, & Interests** – Ongoing –
Kukpi7 Thomas spoke further about the importance of the rail trail for Splatstsin Title & Rights, economic development, and for educating everyone in a good way.
5. **Reports**
 - a. **Capital Funding Campaign Update** – Alex de Chantal (Capital Campaign Director) provided a report on the capital funding campaign, congratulating everyone on the success of raising the



funds to begin construction. He updated on the capital campaign, community fundraising committee, and public displays including upcoming fundraising events. (See [Briefing Report, Sept. 23, 2022](#))

- b. **Grant Updates** – New applications – Alex provided a report on the new grant intake opportunities to assemble the final funds needed to finish the Rail Trail including the BC Active Transportation grant now open for applications, and the next pending Federal Active Transportation grant. (See [Briefing Report, Sept. 23, 2022](#))
- c. **Technical Operational Committee Report** – project implementation and timeline – Technical Operational Committee staff reported they are working on the engineering tender documents for the first test section and will start work on engineering documents for the rest of trail once the Federal Active Transportation funding agreement is officially signed.

6. **Correspondence** - none

7. **Business Arising**

- a. Deferred to the next Governance Advisory Committee meeting following the civic elections

8. **New Business**

- a. **Motion:** *THAT: The Shuswap North Okanagan Rail Trail Governance Advisory Committee recommend to their respective Boards and Council applications be submitted to the BC Active Transportation grant and Federal Active Transportation Infrastructure Fund grant to complete the final rail trail section to Armstrong between km 42.6-50.4.*

Moved: Councillor Chad Eliason **Seconded:** Director Rhona Martin **Carried** by consensus.

Discussion: Confirmed the grant application includes funding for the Highway Overpass.

- 9. **Direction on next communication updates to the public** – GAC representatives acknowledged and thanked the work of everyone who helped to raise funds. Recommended this good news and gratitude be shared in all publicity.

10. **Director Enquiries** –

- a. Tkwapipla7 William suggested we honor the fundraisers and host an event at Splatsin with food and a walk on the rail trail.

Motion: *THAT: an event be hosted at Splatsin to celebrate the successful fundraising and honor all who helped to raise the funds.*

Moved: Mayor Chris Pieper **Seconded:** Mayor Christine Fraser **Carried** by consensus.

- b. Director Fraser asked staff about the GAC resolution regarding permanent crossing agreements for farmers. CSR staff confirmed the resolution has been received and will be addressed during an upcoming Board meeting. Staff are working on follow-up.



- c. Director Demenok noted the GAC will need to address a number of policy issues moving forward. Also, a maintenance plan will be needed. It was affirmed staff are working on this and these discussions regarding the long-term management and care of the Rail Trail will go forward to the new GAC following the upcoming civic elections.
- d. GAC representatives acknowledged this is a partnership, working together, looking to find solutions together.
- e. Director Jay Simpson asked if it would be possible to receive written reports from the Technical Operational Committee. GAC provided this as direction to staff on the TOC to provide regular written reports.
- f. It was noted the new CSRD Electoral Area will need to be included in a modified GAC Terms-of-Reference.

11. Next Meeting:

- a. 2022 Schedule – 1st Friday every 2 months – however, next meeting to be November 25, 2022 – location Splatsh Centre.

Motion: *THAT: the next meeting of the Governance Advisory Committee be moved to November 25th, 2022, to allow for newly elected officials to be appointed and attend.*

Moved: Director Rhona Martin **Seconded:** Mayor Christine Fraser

- b. Kukpi7 Thomas recognized the years of public service everyone has contributed.

12. Adjournment

- a. **Motion:** *THAT: the September 23, 2022, Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be adjourned. Carried by consensus*

Site-Visit: None planned for this meeting.

Attending: appointed inter-jurisdictional representatives (one designate from each of the 12 jurisdictions within the two regional districts, plus two Splatsh representatives), as well as additional staff representation including CAOs and/or designates.

RSVP Contact: Secretariat/Facilitation – Phil McIntyre-Paul (Shuswap Trail Alliance) – interim secretariat to the Governance Advisory Committee (Contact: phil@shuswaptrails.com, 250-804-1964)

Meeting Documents: (Attached and linked to OneDrive)

- 1. Governance Advisory Committee Minutes ([March 18, 2022, FINAL](#))

Background Documents: (OneDrive links for Reference)

- 1. [Rail Trail Development Plan](#) (Jan 15, 2021) and [Staged Class C Costing](#) (Sept 9, 2020)



2. [Rail Trail Concept Maps \(Aug 14, 2020\)](#)
3. [Communications Plan & Consultation Strategy FINAL \(July 19, 2019\)](#)
4. [Memorandum of Understanding \(Master Agreement\) between Splatins, CSRD, and RDNO – FINAL](#)
5. [Terms of Reference - Governance Advisory Committee - Sicamous to Armstrong Rail Trail Corridor FINAL](#)
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7. [Capital Investment Strategy – Staged Leverage Proposal \(Aug 21, 2020\)](#)
8. [Funding Investment & Community Engagement Strategy UPDATED \(Jan 8, 2021\)](#)
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10. [Rail Trail Donor Presentation Folder \(Updated Nov 19, 2021\)](#)
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14. [Information Poster Board Display Set \(Nov. 18, 2019\)](#)
15. [Information Bulletin #1 \(Nov. 05, 2019\)](#)
16. [Information Bulletin #2 \(May 04, 2021\)](#)
17. [Overview Map – Rail Corridor](#)
18. [Website](#)

Summary of Actions from September 23, 2022 Minutes

Task or Action	Responsibility	Timeframe/Status
Host an event at Splatins to celebrate the successful fundraising and honor all who helped to raise the funds	GAC	To do
Prepare regular written Technical Operational Committee progress reports to the GAC	TOC	To do

Summary of Actions from previous Minutes

Task or Action	Responsibility	Timeframe/Status
Staff to present written wording for the proposed revision to the Governance Advisory Committee Terms-of-Reference and accompanying motion	TOC	In progress
Prepare project management, engineering, quality control, quality assurance and procurement documentation for the two project development areas within the Rail Trail for Governance Advisory Committee review	TOC	In progress
Following the presentation from MoTI provide clear policy direction to the Technical Operational Committee regarding MoTI use of Rail Trail lands for highway use.	GAC	Following MoTI presentation (March 18, 2022)
Follow-up with Splatins Kukpi7 and leadership to provide direction for story scripting, promotional videos, and messaging, including the welcome song and appropriate ceremonies of welcome.	Alex	In progress



Install highway signs and produce promotional video footage utilizing available funding (Motion 5.c.iii.)	Alex	Signs – on hold Video – on hold by TOC
Follow-up with Splitsin leadership regarding potential leverage of the Friendship Accord funding	Alex/Splitsin Leadership	To do
Work with RDNO/CSR chairs and meet with CAOs to discuss an erosion mitigation funding strategy further	Director Denis Delisle/ RDNO & CSR Chairs	In progress
Splitsin staff to follow-up regarding Friendship Accord funding available to District of Sicamous and Splitsin to see if Splitsin can take the initiative to get this rolling. (DoS leadership recommend contacting Evan Parliament for assistance.)	Kukpi7/ Splitsin Staff	To do
Review and continue sharing updates on technical meetings between Rail Trail TOC and MoTI, as available	TOC	Ongoing
Prepare business access use policy and process for review	TOC	Carry forward
Review the dialogue to date regarding Vernon to Armstrong Connection, and bring forward a resolution to the Governance Advisory for moving forward on this	TOC	Carry forward

Abbreviations: GAC (Governance Advisory Committee), TOC (Technical Operational Committee), PMT (Project Management Team)



Attendance: Shuswap North Okanagan Rail Trail Governance Advisory Committee – Sept. 23, 2022

Acting Governance Representatives at Meeting:

- Chad Eliason - Councillor, City of Salmon Arm - Appointed Rep
- Chris Pieper - Mayor, City of Armstrong - Appointed Rep
- Christine Fraser – Mayor, Township of Spallumcheen – Acting Rep
- Denis Delisle - Director, RDNO Area F - Appointed Rep (via ZOOM)
- Jay Simpson - Director, CSR D Area F - Appointed Rep (via ZOOM)
- Kevin Acton – Mayor, Village of Lumby – Appointed Rep (Co-Vice Chair)
- Paul Demenok - Director, CSR D Area C - Appointed Rep
- Rene Talbot - Director, CSR D Area D - Appointed Rep
- Rhona Martin - Director, CSR D Area E - Appointed Rep (Co-Vice Chair)
- Terry Rysz – Mayor, District of Sicamous – Acting Rep
- Theresa William - Tkwapila7 (Councillor), Splat sin - Appointed Rep
- Tundra Baird - Councillor, City of Enderby - Appointed Rep
- Doug Thomas, Kukpi7, Splat sin – Appointed Rep (Chair)

Alternate Representatives (Observing)

- Randal Ostafichuk - Councillor, Village of Lumby - Alternate Rep
- Shirley Fowler - Councillor, City of Armstrong - Alternate Rep

Staff:

- Grahame Go – CEO, Splat sin Development Corporation – TOC Rep
- Dawn Low – CAO, City of Armstrong
- Ian Wilson – General Manager, Strategic and Community Services, RDNO (via ZOOM) – TOC Rep
- Jodi Pierce – Interim CAO, CSR D – TOC Rep
- Lisa Gyorkos – Deputy Corporate Officer, Township of Spallumcheen (via ZOOM)
- Kelly Bennett – CAO, District of Sicamous (via ZOOM)
- Scott Beeching – Planner, District of Sicamous (via ZOOM)

Other:

- Alex de Chantal – Rail Trail Capital Campaign Director
- Gord Bushell – Councillor, District of Sicamous
- Len Edwards – Tkwapila7 (Councillor), Splat sin
- Malcolm Makayev – Councillor, District of Sicamous
- Phil McIntyre-Paul – Shuswap Trail Alliance – Governance Advisory Secretariat
- Sabrina Vergata – Tkwapila7 (Councillor), Splat sin
- Other (via ZOOM): Brent, Rod

Regrets:

- Jeff Mallmes - Councillor, District of Sicamous - Appointed Rep
- Kevin Flynn – Councillor, City of Salmon Arm – CSR D Board Chair
- Todd York - Councillor, Township of Spallumcheen - Appointed Rep
- Ryan Nitchie – Team Leader, Community Services, CSR D – TOC Rep
- Sharen Berger – Rail-Trail License/Legal Administration, CSR D/RDNO – TOC Rep



The Shuswap North Okanagan Rail Trail (Sicamous-to-Armstrong)

BRIEFING NOTE

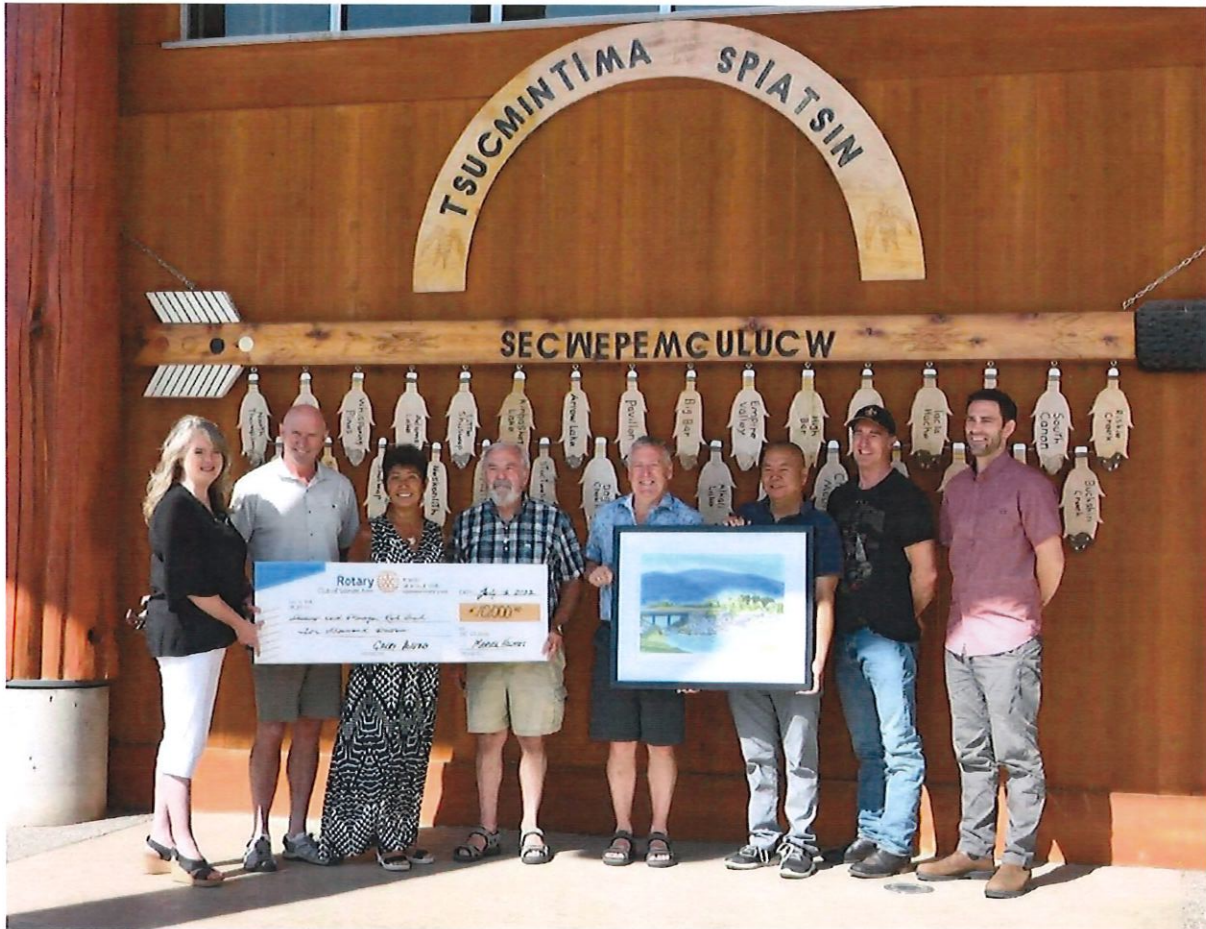
To: Governance Advisory Committee

From: Alex de Chantal, Fundraising Strategy Coordinator

Date: Sept. 23, 2022

Re: Fundraising Update

-
1. Congratulations on receiving \$12.5 MILLION from the Federal Active Transportation Fund!
 - a. Construction now fully funded from 0Km-43Km
 - b. Team effort
 - i. Splatsin Leadership
 - ii. Phil McIntyre-Paul, TOC, and the Development Plan
 - iii. Thomas Simkins at Urban Systems
 - iv. Individual and corporate donors - \$180k of community donations
 2. Fundraising Update
 - a. \$13.7M in grant funding
 - b. \$285,000 in individual and corporate donations
 - c. \$232,000 from Economic Opportunities Fund - District of Sicamous and CSRD Area E
 - d. For a total of **\$14,217,000**
 3. Second intake for the BC Active Transportation grant
 - a. Met with grant staff on August 22nd
 - i. Our project is eligible to apply once again
 - b. The application on deadline is October 21st
 - i. Confirmed no major changes to program
 - ii. 80%-20% for Indigenous or local governments working in partnership
 - iii. Maximum of \$500,000
 - iv. Materials available online [here](#)
 4. Second intake Active Transportation Fund – Federal
 - a. Second intake likely in the new year (last intake opened Jan. 27, 2022)
 - b. 100% funded, targeting the overpass Hwy 97 at Stepney Crossing Rd.
 5. Community Fundraising Committee
 - a. Need boots on the ground, looking forward to the ground-breaking event with supporters, donors, and CFC volunteers
 - b. Community Events – Salty Dog Streetfest, Okanagan Shuswap Century Ride
 - i. Fundraising event Oct. 15th in Salmon Arm



Rotary Club of Salmon Arm presents a cheque for \$10,000 to the Shuswap North Okanagan Rail Trail. From left, Kari Wilkinson, Rotary; Rob Marshall, Rotary; Gloria Morgan, Community Fundraising Committee Chair; Garry Hoffart, Rotary; Kevin Flynn, CSRD Board Chair; Kukpi7 Doug Thomas, Splatsin; Kevin Acton, RDNO Board Chair; Alex de Chantal, Fundraising Strategy Coordinator.

Photo Credit: Len Lazzarotto and Henry Schnell

Media Release: August 15, 2022

Rotary Club of Salmon Arm supports the Shuswap North Okanagan Rail Trail with a \$10,000 donation

The Shuswap – North Okanagan, Splatsin

The Shuswap North Okanagan Rail Trail is pleased to announce a donation in the amount of \$10,000 from the Rotary Club of Salmon Arm to construct the Shuswap North Okanagan Rail Trail.



SASCU presents \$50,000 to the Shuswap North Okanagan Rail Trail. From left: Frank Joe Splat'sin Territorial Lands Manager, Randi Northeast SASCU Director Wealth & Insurance, Sheri Greeno SASCU Manager Brand & Community, Dave King SASCU Board Chair, Splat'sin Kukpi7 Doug Thomas, Joan Ragsdale SASCU Board Director, CSRD Board Chair Kevin Flynn, RDNO Board representative Councillor Brian Schreiner, and Fundraising Strategy Coordinator Alex de Chantal

Photo Credit: Len Lazzarotto and Henry Schnell

SASCU supports the Shuswap North Okanagan Rail Trail with \$50,000

The Shuswap, North Okanagan, Splat'sin (April 20, 2022) – The Shuswap North Okanagan Rail Trail is celebrating Earth Day with an announcement of a \$50,000 donation from SASCU toward the construction of the rail trail. Dave King, Chair of SASCU Board of Directors, presented a cheque to rail trail owners Splat'sin Kukpi7 Doug Thomas, Columbia Shuswap Regional District Board Chair Kevin Flynn, and Regional District of the North Okanagan Board Representative Councillor Brian Schreiner

“This project will help build connections among neighbours and foster healthy living,” said King. “We are so pleased to support this environmentally and community-driven initiative that has brought together partners from across the region.” Since 2008, SASCU has contributed more than \$2.3 million to support the Shuswap, with five percent of net operating income going toward community non-profit organizations and initiatives.





THE HILLTIES



DANCE PARTY

**Saturday, 8pm
October 15th**

A BENEFIT FOR THE
SHUSWAP NORTH OKANAGAN
Rail Trail
(ISCAMOUS TO ARMSTRONG)

LOCATION
Song Sparrow Hall

TICKETS & INFO:
celebrateshuswap.ca

CELEBRATE SHUSWAP SOCIETY
A CELEBRATE SHUSWAP SOCIETY PRODUCTION

SPONSORED BY

saOBSERVER **CANTINA VALLARTA** *Prestige*
HOTELS & RESORTS



Governance Advisory Committee Shuswap North Okanagan Rail Trail MINUTES - APPROVED

March 18, 2022, 9:00 am - 12:00 pm via ZOOM

Updated: September 23, 2022

Meeting Purpose: to provide policy direction relative to the planning, development, management, and governance of the Rail Trail Corridor project.

Objectives:

- To review minutes and business arising from the previous meeting
- To update/discuss project development, fund raising, and upcoming priorities
- To direct communications to update the public

Agenda:

1. **Welcome, Splatstsin te Secwépemc Acknowledgement, and Introductions** – 9:00 am – Mayor Kevin Acton chairing, invited Kukpi7 Doug Thomas to share words of welcome and acknowledge the work of the committee within Splatstsin te Secwépemc territory.
2. **Approval of Agenda** – The chair asked for additions to the agenda.
 - a. **Motion:** *THAT: the agenda of the March 18, 2022, Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be approved.*
Moved: Director Denis Delisle **Seconded:** Councillor Todd York **Carried** by consensus.
3. **Adoption of Minutes**
 - a. **Motion:** *THAT: the minutes of the January 07, 2022, Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be adopted as circulated. ([Jan 07, 2022, Approved](#))*
Moved: Director Rene Talbot **Seconded:** Director Denis Delisle **Carried** by consensus
4. **Elections of Chair and Vice-Chairs** (See [GAC Terms of Reference, March 18, 2019](#)) –
 - a. Mayor Acton recommended the role of chair be handed to RDNO CAO, David Sewell, to direct the elections of Chair and Co-Vice Chairs.
Motion: *THAT: Regional District of North Okanagan CAO, David Sewell, assume the role of chair to direct the elections for the Governance Advisory Committee Chair and Co-Vice-Chairs in 2022.*
Moved: Councillor Chad Eliason **Seconded:** Director Denis Delisle **Carried** by consensus
 - b. RDNO CAO, David Sewell, acting as chair called for nominations. Kukpi7 Doug Thomas was nominated for the position of Chair. Director Rhona Martin and Mayor Kevin Acton were nominated for the positions of Co-Vice Chairs. Director Jay Simpson and Councillor Tundra Baird declined nominations for the positions of Co-Vice Chairs. After calling for nominations three



times nominations were closed. Ballots were not required.

Chair Kukpi7 Thomas was declared elected by acclamation as Chair, and Director Rhona Martin and Mayor Kevin Acton were declared elected by acclamation as Co-Vice Chairs.

David Sewell passed the meeting to Kukpi7 Doug Thomas. Kukpi7 Tomas asked Mayor Acton to continue chairing for the remainder of this meeting.

5. Presentations

- a. Unfolding the True Story: Splat-sin & Secwepemc History, Values, & Interests – PENDING
- b. Ministry of Transportation and Infrastructure – Hwy 97A Development (In Camera at 11 am)

6. Reports

- a. **Financial Update** – A brief update was provided on the final Development Phase financial report for the BC Rural Dividend Program (BCRDP [Jan 27, 2022](#)) Technical Operational Committee (TOC) staff updated that an application for reallocation of remaining funds is being presented to the BCRDP office. An update on new financial expenditures will be provided by TOC going forward. To date no additional funds have been expended.

Motion: *THAT: the final financial report to the BC Rural Development Program be received.*

Moved: Director Denis Delisle **Seconded:** Director Paul Demenok **Carried** by consensus

b. Technical Operational Committee Report

- i. **2019 – 2021 Final Progress Report to BCRDP** ([Jan. 26, 2022](#)) was presented with the final financial report. GAC members congratulated and thanked the TOC on the amount of work completed in the progress report.

Motion: *THAT: the final progress report to the BC Rural Development Program be received.*

Moved: Director Denis Delisle **Seconded:** Director Paul Demenok **Carried** by consensus.

- ii. **2022 Progress Update** – TOC staff provided an update on activities since January. Confirmed completed service agreement with Shuswap Trail Alliance. Met with Federal ATF staff. Currently finalizing registration of SROW with certified resolutions from Splat-sin, RDNO, CSR. Acknowledged this is a major milestone. Currently reviewing a draft maintenance plan internally. Expectation to present a briefing report at next Governance Advisory Committee meeting. Work is ongoing regarding encroachment agreements. Met with staff of SDC Archaeology department to discuss scope, regulatory requirements, and timelines. Working on the two capital projects expected in 2022 including engineering for final design. Outstanding resolution recommendations from GAC to Splat-sin, RDNO, CSR are now up to date. TOC met with Fundraising Committee for introduction and are now working on a Terms-of-Reference for that committee to bring to GAC. Met with BC Wetland Society who are looking at doing a planting project of 215 native trees in honor of the grave sites found at the Kamloops Residential School in the area of the 36 km marker of the rail trail.



c. Funding Strategy

- i. **Capital Funding Campaign Update** – Alex de Chantal provided an update on the Capital Fundraising Campaign including \$248,000 pledged to date, work with Splat-sin and TOC staff to prepare the Federal Active Transportation Fund (ATF) grant application, coordination of meetings with ATF staff, and request submitted to the Minister of Intergovernmental Affairs, Infrastructure and Communities to meet with Splat-sin Kukpi7 and the Chairs of RDNO and CSRD. Also updated on communications with the Community Leadership Advisory and work on a marketing plan to promote the project going forward.

Motion: THAT: the capital campaign report be received.

Moved: Director Rhona Martin **Seconded:** Director Denis Delisle **Carried** by consensus

- ii. **Grant Updates** – Federal Active Transportation Fund (ATF Infrastructure Canada) – TOC staff updated on the meeting with Federal ATF grant staff on Feb 22, 2022, led by Splat-sin staff and leadership noting it was very positive. ATF staff recommended an application be submitted for the March 31 deadline.

TOC staff responded to a question about not including the District of Sicamous proposal for a pedestrian bridge in the ATF grant application explaining the scope focused on the development ready plans for surfacing of the corridor between km 0.0 and 42.6 for this initial intake to ensure the best likelihood of success.

7. Correspondence

- a. **Request for Support re Federal Active Transportation Planning Grant** – District of Sicamous ([March 10, 2022](#))

Motion: That: the correspondence from the District of Sicamous dated March 10, 2022 be received for discussion.

Moved: Director Denis Delisle **Seconded:** Director Rene Talbot **Carried** by consensus

Discussion – clarified the focus of the request is to support District of Sicamous application for funding through the ATF grant's planning stream to develop engineering designs for a multi-use pedestrian/bicycle bridge over the Sicamous Narrows to the Rail Trail.

Motion: That: the Governance Advisory Committee support the District of Sicamous' application to the Federal Active Transportation Planning Grant to provide an accurate cost estimate for an active transportation bridge across the Sicamous Narrows linking the Rail Trail to downtown Sicamous.

Moved: Councillor Jeff Mallmes **Seconded:** Director Denis Delisle

Motion: That: the motion be tabled until the next meeting to allow the new Splat-sin Kukpi7 and Tkwamipla7 (Chief and Council) to meet with the District of Sicamous Council.

Moved: Tkwamipla7 Theresa William **Seconded:** Director Rhona Martin **Carried** by majority (1



opposed)

The Motion is tabled until next meeting.

- b. **New Correspondence from BC Dock Owners** was sent to the regional districts. A copy will be forwarded to the GAC for information. **ACTION: CSRD/RDNO** – to send copy of correspondence to GAC.

8. Business Arising

- a. **Federal Active Transportation Fund (ATF Infrastructure Canada)** – Brief ([March 15, 2022](#)) – TOC staff representatives presented the ATF grant application brief. Clarified Splatins will be making the ATF grant application on behalf of the rail trail ownership partners through the Indigenous applicant stream. Confirmed the Rail Trail partners are supporting preparation of the grant application with support included in the service agreement with the Shuswap Trail Alliance.

Motion #1: *THAT: The Shuswap North Okanagan Rail Trail Governance Advisory Committee supports Splatins submitting an application to the Infrastructure Canada Federal Active Transportation Fund on behalf of the ownership partners, for the Sicamous to Stepney Cross Road section of the Rail trail from 0km to 42.6km.*

Moved: Director Denise Delisle **Seconded:** Councillor Jeff Mallmes **Carried** by consensus.

Motion #2: *THAT: The Shuswap North Okanagan Rail Trail Governance Advisory Committee recommends that the Boards of the Columbia Shuswap Regional District and Regional District of North Okanagan endorse a letter of support to accompany the application to the Infrastructure Canada Federal Active Transportation Program, being submitted by Splatins on behalf of the Rail Trail owners.*

Moved: Director Rene Talbot **Seconded:** Director Rhona Martin **Carried** by consensus.

9. New Business

- a. **Agricultural Crossings along Rail Corridor** – A motion of recommendation was received from the Regional District of North Okanagan Board of Directors to address concerns regarding necessary access to agricultural properties along the rail trail corridor.

Motion: *That: the Shuswap North Okanagan Rail Trail Governance Advisory Committee, staff from the Columbia Shuswap Regional District (CSRD), the Regional District of North Okanagan (RDNO), the Agricultural Land Commission (ALC), and the Township of Spallumcheen meet with property owners, specifically farmers, on the Canadian Pacific Rail corridor (Rail Trail) to discuss options for permanent crossing agreements for farms and farmland.*

Moved: Councillor Todd York **Seconded:** Director Denis Delisle **Carried** by consensus.

10. Direction on next communication updates to the public - none

11. Director Enquiries



- a. **Registration of attendees** – TOC provided rationale on why registered ZOOM meetings were implemented to align with the standard protocol of regional meetings noting difficulty at previous ZOOM meetings to get everyone attending to register their attendance. The GAC recommend that if registration for online meetings is required there is reasoning clearly articulated. Expressed concern the online registration format may confuse people. GAC suggested thinking about moving back to in-person meetings.

Motion: *That: the Governance Advisory Committee move back to in-person meetings.*

Moved: Director Paul Demenok **Seconded:** Director Rene Talbot **Carried** by consensus

Discussion: GAC recommend continuing with a hybrid opportunity for people to still be able to attend via ZOOM and request the TOC staff look into setting up in-person meetings with an online option. Also ensure the public understands the meetings are open to all.

- b. **GAC meeting schedules** –

Motion: *That: the GAC meetings be scheduled approximately two weeks before the Splatins Kukpi7 and Tkwamipla7, CSR D Board, and RDNO Board meetings.*

Moved: Director Paul Demenok **Seconded:** Director Rhona Martin **Carried** by consensus.

12. Adjournment of the General Meeting to In Camera

- a. **Motion:** *That: the first part of the March 18, 2022, Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be adjourned.*

Moved: Director Rhona Martin **Seconded:** Councillor Todd York **Carried** by consensus

13. **11:00 am In Camera:** (GAC to move to separate pre-registered In Camera ZOOM link)

- a. **Presentation received from Ministry of Transportation and Infrastructure** regarding conceptual plans for future Highway 97A development through the communities of Splatins and Enderby.

14. Next Meeting:

- a. 2022 Schedule – 1st Friday every 2 months (May 6, July 1 TBC, Sept 2, Nov 4) Location: TBA

15. Adjournment

- a. **Motion:** *THAT: the in-camera portion of the March 18, 2022, Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be adjourned.*

Moved: Director Rhona Martin **Seconded:** Director Denis Delisle **Carried** by consensus

Site-Visit: Due to COVID-19 restrictions, on-site field visits following the meeting along the rail-trail corridor are on hold.



Attending: appointed inter-jurisdictional representatives (one designate from each of the 12 jurisdictions within the two regional districts, plus two Splatins representatives), as well as additional staff representation including CAOs and/or designates.

RSVP Contact: Secretariat/Facilitation – Phil McIntyre-Paul (Shuswap Trail Alliance) – interim secretariat to the Governance Advisory Committee (Contact: phil@shuswaptrails.com, 250-804-1964)

Meeting Documents: (Attached and linked to OneDrive)

1. Governance Advisory Committee Minutes ([Jan 07, 2022, Approved](#))
2. Financial Report – final Development Phase report for BCRDP ([Jan 27, 2022](#))
3. Federal Active Transportation Fund (Infrastructure Canada) – Brief ([March 15, 2022](#))
4. Request for Support re Federal Active Transportation Planning Grant – District of Sicamous ([March 10, 2022](#))

Background Documents: (OneDrive Links for Reference)

1. [Rail Trail Development Plan](#) (Jan 15, 2021) and [Staged Class C Costing](#) (Sept 9, 2020)
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17. [Overview Map – Rail Corridor](#)
18. [Website](#)

Summary of Actions from March 18, 2022 Minutes

Task or Action	Responsibility	Timeframe/Status
Forward copy of new correspondence from BC Dock Owners sent to regional districts to the GAC for information.	CSRD/RDNO	To do
Coordinate meeting to discuss options for permanent crossing agreements for farms and farmland with GAC, CSRD/RDNO staff, Township of Spallumcheen, ALC, and property owners.	TOC	To do



Summary of Actions from previous Minutes

Task or Action	Responsibility	Timeframe/Status
Staff to present written wording for the proposed revision to the Governance Advisory Committee Terms-of-Reference and accompanying motion	TOC	In progress
Prepare project management, engineering, quality control, quality assurance and procurement documentation for the two project development areas within the Rail Trail for Governance Advisory Committee review	TOC	In progress
Following the presentation from MoTI provide clear policy direction to the Technical Operational Committee regarding MoTI use of Rail Trail lands for highway use.	GAC	Following MoTI presentation (March 18, 2022)
Follow-up with Splat sin Kukpi7 and leadership to provide direction for story scripting, promotional videos, and messaging, including the welcome song and appropriate ceremonies of welcome.	Alex	In progress
Install highway signs and produce promotional video footage utilizing available funding (Motion 5.c.iii.)	Alex	Signs – on hold Video – on hold by TOC
Follow-up with Splat sin leadership regarding potential leverage of the Friendship Accord funding	Alex/Splat sin Leadership	To do
Work with RDNO/CSR D chairs and meet with CAOs to discuss an erosion mitigation funding strategy further	Director Denis Delisle/ RDNO & CSR D Chairs	In progress
Splat sin staff to follow-up regarding Friendship Accord funding available to District of Sicamous and Splat sin to see if Splat sin can take the initiative to get this rolling. (DoS leadership recommend contacting Evan Parliament for assistance.)	Kukpi7/ Splat sin Staff	To do
Review and continue sharing updates on technical meetings between Rail Trail TOC and MoTI, as available	TOC	Ongoing
Prepare business access use policy and process for review	TOC	Carry forward
Review the dialogue to date regarding Vernon to Armstrong Connection, and bring forward a resolution to the Governance Advisory for moving forward on this	TOC	Carry forward

Abbreviations: GAC (Governance Advisory Committee), TOC (Technical Operational Committee), PMT (Project Management Team)



Attendance: Shuswap North Okanagan Rail Trail Governance Advisory Committee – March 18, 2022

General Meeting Attendance: 9:00 am – 10:45 am

Acting Governance Representatives at Meeting:

- Chad Eliason - Councillor, City of Salmon Arm - Appointed Rep
- Chris Pieper - Mayor, City of Armstrong - Appointed Rep
- Denis Delisle - Director, RDNO Area F - Appointed Rep
- Doug Thomas, Kukpi7, Splatsin – Appointed Rep (Chair)
- Jay Simpson - Director, CSRD Area F - Appointed Rep
- Jeff Mallmes - Councillor, District of Sicamous - Appointed Rep
- Kevin Acton – Mayor, Village of Lumby – Appointed Rep (Co-Vice Chair) – Acting Chair
- Paul Demenok - Director, CSRD Area C - Appointed Rep
- Rene Talbot - Director, CSRD Area D - Appointed Rep
- Rhona Martin - Director, CSRD Area E - Appointed Rep (Co-Vice Chair)
- Rick Fairbairn - Director, RDNO Area D - Appointed Rep
- Theresa William - Tkwamipla7 (Councillor), Splatsin - Appointed Rep
- Todd York - Councillor, Township of Spallumcheen - Appointed Rep
- Tundra Baird - Councillor, City of Enderby - Appointed Rep

Alternate Representatives (Observing)

- Shirley Fowler - Councillor, City of Armstrong - Alternate Rep

Staff:

- Brad Ackerman – Manager of Parks, Recreation & Culture, RDNO – TOC Rep
- Carie Liefke – Planner, Township of Spallumcheen
- Charles Hamilton - CAO, CSRD
- Darcy Mooney – Manger of Operations, CSRD
- David Sewell – CAO, RDNO
- Dawn Low – CAO, City of Armstrong
- Frank Joe – Traditional Lands Manager, Splatsin Title & Rights – TOC Rep
- Grahame Go – CEO, Splatsin Development Corporation
- Ian Wilson – RDNO
- Jeromy Schuetze – District of Sicamous
- Ryan Nitchie – Team Leader, Community Services, CSRD – TOC Rep
- Sharen Berger – Rail-Trail License/Legal Administration, CSRD/RDNO – TOC Rep

Other:

- Alex de Chantal – Rail Trail Capital Campaign Director
- Phil McIntyre-Paul – Shuswap Trail Alliance – Governance Advisory Secretariat
- Terry Rysz – Mayor, District of Sicamous
- Observers: Brent Barton, Carol Williams, Christopher Little, Corey Mitchell, Harvey Farand, Jackie Hymas, Jeremy Fehr, Peter Letham, Sasha Arand, Taleesha Thorogood

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**In Camera Presentation with MoTI – Meeting Attendance: 11:00 am – 12 Noon**

**MoTI Representatives:**

- Desiree Lantenhammer (MoTI)
- Erik Lachmuth (MoTI)
- Jennifer Stites (Stites Co)
- Lynn Machacek (HDR Inc.)
- Peter Cocker (MoTI)
- Scott Cramer (Stites Co)
- Stephen Power (HDR Inc.)

**Governance Advisory Committee Representatives: (Elected Officials)**

- Chad Eliason - Councillor, City of Salmon Arm - Appointed Rep
- Chris Pieper - Mayor, City of Armstrong - Appointed Rep
- Denis Delisle - Director, RDNO Area F - Appointed Rep
- Doug Thomas, Kukpi7, Splatsin – Appointed Rep (Chair)
- Jay Simpson - Director, CSR Area F - Appointed Rep
- Jeff Mallmes - Councillor, District of Sicamous - Appointed Rep
- Kevin Acton – Mayor, Village of Lumby – Appointed Rep (Co-Vice Chair)
- Paul Demenok - Director, CSR Area C - Appointed Rep
- Rene Talbot - Director, CSR Area D - Appointed Rep
- Rhona Martin - Director, CSR Area E - Appointed Rep (Co-Vice Chair)
- Rick Fairbairn - Director, RDNO Area D - Appointed Rep
- Theresa William - Tkwapila7 (Councillor), Splatsin - Appointed Rep
- Todd York - Councillor, Township of Spallumcheen - Appointed Rep
- Tundra Baird - Councillor, City of Enderby - Appointed Rep

**Additional Local Government Elected Officials:**

- Shirley Fowler - Councillor, City of Armstrong - Alternate Rep
- Terry Rysz – Mayor, District of Sicamous

**Splatsin and Local Government Staff:**

- Brad Ackerman – Manager of Parks, Recreation & Culture, RDNO – TOC Rep
- Carie Liefke – Planner, Township of Spallumcheen
- Charles Hamilton - CAO, CSR
- David Sewell – CAO, RDNO
- Frank Joe – Traditional Lands Manager, Splatsin Title & Rights – TOC Rep
- Gabriela Rodriguez – Splatsin Development Corporation
- Grahame Go – CEO, Splatsin Development Corporation
- Ian Wilson – RDNO
- Jeromy Schuetze – District of Sicamous
- Ryan Nitchie – Team Leader, Community Services, CSR – TOC Rep
- Sharen Berger – Rail-Trail License/Legal Administration, CSR/RDNO – TOC Rep

**Other:**

- Phil McIntyre-Paul – Shuswap Trail Alliance – Governance Advisory Secretariat



#2026 - Rail Trail - Project Management 2020-2021: COMBINED REPORT  
Project Costing Updated: Jan. 27, 2022

PO# Contract # 2019-316-0010-1

| Item                                          | Qty        | 2020 Chargeout Rates | per | Year 2 Budget       | Qty Actual | Actual Expense      |
|-----------------------------------------------|------------|----------------------|-----|---------------------|------------|---------------------|
| <b>Project Management</b>                     |            |                      |     |                     |            |                     |
| Governance Secretariat                        | 144        | \$48.00              | hr  | \$6,912.00          | 0          | \$0.00              |
| Operational Manager                           | 1664       | \$48.00              | hr  | \$79,872.00         | 2310.06    | \$110,882.88        |
| Operational Assistant                         | 1664       | \$37.60              | hr  | \$62,566.40         | 1720.86    | \$64,704.34         |
| Administrative Support (Tracking & Financial) | 208        | \$48.00              | hr  | \$9,984.00          | 0          | \$0.00              |
| <b>Project Management Total</b>               | <b>82%</b> |                      |     | <b>\$159,334.40</b> | <b>92%</b> | <b>\$175,587.22</b> |
| <b>Labour</b>                                 |            |                      |     |                     |            |                     |
| Field Supervision                             | 0          | \$48.00              | hr  | \$0.00              | 11.25      | \$540.00            |
| Technical Assistance                          | 0          | \$27.15              | hr  | \$0.00              | 16         | \$434.40            |
| Labour: Canada Summer Student                 |            | \$22.10              | hr  | \$0.00              | 13         | \$287.30            |
| Labour: In-Kind Support                       |            | \$16.70              | hr  | \$0.00              | 140        | \$2,338.00          |
| <b>Labour Total</b>                           | <b>0%</b>  |                      |     | <b>\$0.00</b>       | <b>2%</b>  | <b>\$3,599.70</b>   |
| <b>Administration</b>                         |            |                      |     |                     |            |                     |
| Bookkeeping                                   |            | \$48.00              | hr  | \$0.00              | 0          | \$0.00              |
| Insurance                                     |            | \$20.00              | day | \$0.00              | 0          | \$0.00              |
| Other Expenses (Office) - GST PST Included    |            |                      |     | \$500.00            |            | \$566.84            |
| Project Office Space                          | 264        | \$25.00              | day | \$6,600.00          | 256        | \$6,400.00          |
| <b>Administration Total</b>                   | <b>4%</b>  |                      |     | <b>\$7,100.00</b>   | <b>4%</b>  | <b>\$6,966.84</b>   |
| <b>Equipment</b>                              |            |                      |     |                     |            |                     |
| Mileage - On Road                             | 8400       | \$0.52               | km  | \$4,368.00          | 2407.2     | \$1,251.74          |
| Project Tools                                 |            |                      |     | \$2,000.00          |            | \$3,026.25          |
| Chainsaw                                      |            | \$22.00              | day | \$0.00              | 1          | \$22.00             |
| Safety - Daily                                |            | \$10.00              | day | \$0.00              | 6          | \$60.00             |
| Field Phones (Cell) - Daily                   | 832        | \$3.50               | day | \$2,912.00          | 327        | \$1,144.50          |
| <b>Equipment Total</b>                        | <b>5%</b>  |                      |     | <b>\$9,280.00</b>   | <b>3%</b>  | <b>\$5,504.49</b>   |
| <b>Materials &amp; Other Costs</b>            |            |                      |     |                     |            |                     |
| Marketing - Promo                             |            |                      |     |                     |            | \$133.84            |
| Other Costs                                   |            |                      |     |                     |            | \$0.00              |
| <b>Materials Total</b>                        | <b>0%</b>  |                      |     | <b>\$0.00</b>       | <b>0%</b>  | <b>\$133.84</b>     |
| <b>Additional Contracts</b>                   |            |                      |     |                     |            |                     |
| Project Management Support                    |            | \$48.00              |     | \$0.00              |            | \$83.99             |
| <b>Additional Contracts Total</b>             | <b>0%</b>  |                      |     | <b>\$0.00</b>       | <b>0%</b>  | <b>\$83.99</b>      |
| <b>Sub-Total</b>                              |            |                      |     | <b>\$175,714.40</b> |            | <b>\$191,876.08</b> |
| Extension Addition                            |            |                      |     | \$19,776.57         |            |                     |
| <b>MINUS GST - 50% rebate</b>                 |            |                      |     |                     |            | <b>\$84.77</b>      |
| <b>Project Management Sub-Total</b>           |            |                      |     | <b>\$195,490.97</b> |            | <b>\$191,791.31</b> |

Notes  
Year2: June 1/20 - May 31/21 + Ext to Dec 31  
24 hrs/Governance Meeting x 6  
4 days/week x 12 mnths  
4 days/week x 12 mnths  
6 hours/week x 12 mnths  
Note: GAC Sec in Operational Mgr & Asst

Field Coordination  
Senior Trail Crew support  
Not included in BCRDP Invoicing  
Rapattack danger tree falling - in-kind

under partnership agreement  
under partnership agreement  
general office supply  
project office rent

Project Travel  
Avenza Maps, Field tablet, additional cell  
per saw (includes fuel) - rail corridor recon  
includes spill kit and PPEs - recon  
per unit (assist cell Project Tools above)

display materials, bulletins, mailings, copies,  
meetings, hall rentals, etc.

Technical Trail Consultant

June 1 - Dec. 31, 2021 (Budget \$48000)  
MINUS GST - 50% rebate  
Contract Extension to Dec. 31, 2021

| Invoices to Date: Operational Management - Year 2 | Date      | Rate | per/ | Meters   | Total               |
|---------------------------------------------------|-----------|------|------|----------|---------------------|
| Inv# 1695-CSRDP (Px8)                             | 22-Jul-20 |      |      |          | \$28,055.68         |
| Inv# 1709-CSRDP (Px9)                             | 5-Oct-20  |      |      |          | \$29,002.51         |
| Inv# 1727-CSRDP (Px10)                            | 16-Dec-20 |      |      |          | \$27,700.14         |
| Inv# 1734-CSRDP (Px11)                            | 16-Feb-21 |      |      |          | \$21,905.32         |
| Inv# 1748-CSRDP (Px12)                            | 3-May-21  |      |      |          | \$27,649.31         |
| Inv# 1761-CSRDP (Px13)                            | 31-May-21 |      |      |          | \$13,178.01         |
| Inv# 1779-CSRDP (Px14)                            | 13-Aug-21 |      |      |          | \$9,089.39          |
| Inv#1790-CSRDP (Px15)                             | 4-Nov-21  |      |      |          | \$8,400.99          |
| Inv#1799-CSRDP (Fx16)                             | 14-Dec-21 |      |      |          | \$12,358.50         |
| Inv#1802-CSRDP (Fx17)                             | 14-Dec-21 |      |      |          | \$7,771.84          |
| Inv#1803-CSRDP (Fx18)                             | 14-Dec-21 |      |      |          | \$3,875.00          |
| <b>Totals</b>                                     |           |      |      | <b>0</b> | <b>\$188,986.69</b> |
| <b>Budgeted Funds</b>                             |           |      |      |          | <b>\$195,490.97</b> |
| <b>Remaining Balance</b>                          |           |      |      | <b>0</b> | <b>\$6,504.28</b>   |

Year 2: 2020-2021: Contract # 2019-316-0010-1

Final Project Invoices  
Final Project Invoices - Prepaid  
Final Project Invoices - Prepaid

| Revenue Summary - for Operational Management Year 2 Only   | Budgeted            | PO# | Actual              |
|------------------------------------------------------------|---------------------|-----|---------------------|
| Funding (BCRDP/CSRDP-Area E/DOS) - Year 2 Reserve          | \$148,000.00        |     | \$148,000.00        |
| Funding (BCRDP/CSRDP-Area E/DOS) - Carry forward from 2019 | \$27,714.40         |     | \$27,714.40         |
| Funding (BCRDP/CSRDP-Area E/DOS) - Extension to Dec. 31/21 | \$19,776.57         |     | \$13,272.29         |
| Additional Contributions (In-Kind)                         |                     |     | \$2,625.30          |
| STA Partner Contribution (In-Kind)                         |                     |     | \$179.32            |
| <b>Operational Management Year 2 Total</b>                 | <b>\$195,490.97</b> |     | <b>\$191,791.31</b> |

2020-2021  
reserved year two BC Rural Dividend Funding  
carry forward from year one balance  
June 1 - Dec. 31, 2021 (Budget \$48000)  
incl. CSJ Student, Rapattack support  
STA contributions

...Over to Page 2...



**Revenue/Expense Summary - Operational Management Year 1 - June 1, 2019 to May 31, 2020**

Page 2

| Expenses Summary - Year 1                          |            |      |      | Budget       | Actual              |
|----------------------------------------------------|------------|------|------|--------------|---------------------|
| Total Expenses Year 1 (2019 - 2020)                |            |      |      | \$173,370.72 | \$107,123.34        |
| Invoices to Date: Operational Management 2019-2020 | Date       | Rate | per/ |              | Total               |
| Inv# 1639-CSRDP (F) (governance)                   | Sept 12/19 |      |      |              | \$3,534.86          |
| Inv# 1640-CSRDP (P)                                | Sept 12/19 |      |      |              | \$15,724.68         |
| Inv# 1650-CSRDP (Px2)                              | Oct 25/19  |      |      |              | \$16,076.02         |
| Inv# 1662-CSRDP (Px3)                              | Dec 10/19  |      |      |              | \$17,994.00         |
| Inv# 1662-CSRDP (Px4) (#1675)                      | Dec 31/19  |      |      |              | \$8,019.51          |
| Experience Matters Wage Subsidy                    | Dec 31/19  |      |      |              | \$2,800.00          |
| Inv# 1682-CSRDP (Px5)                              | Mar 13/19  |      |      |              | \$18,499.78         |
| Inv# 1684-CSRDP (Px6)                              | 22-May-20  |      |      |              | \$19,453.07         |
| Inv# 1685-CSRDP (Px7)                              | 31-May-20  |      |      |              | \$5,021.42          |
| <b>Totals</b>                                      |            |      |      |              | <b>\$107,123.34</b> |
| Budgeted Funds                                     |            |      |      |              | <b>\$150,800.00</b> |
| Remaining Balance                                  |            |      |      |              | <b>\$43,676.66</b>  |

 Year 1: 2019-2020: Contract # 2019-316-0010-1  
 See final STA Project Tracking Report #1926

 2019-2020: Contract # 2019-316-0010-1  
 #1900 - Governance Sec tracking PO#8988

Bowman Employment Services

 correction 20/06/20 to incl Bowman & PO8988  
 as of May 31, 2020

| Revenue Summary - for Operational Management Year 1 Only | Budgeted            | PO#     | Actual              |
|----------------------------------------------------------|---------------------|---------|---------------------|
| Funding (BCRDP/CSRDP-Area E/DOS)                         | \$148,000.00        |         | \$100,788.48        |
| CSRDP Contribution (Secretariat - Interim)               | \$0.00              | PO#8988 |                     |
| Additional Support Needed                                |                     |         |                     |
| Experience Matters Wage Subsidy                          | \$2,800.00          |         | \$2,800.00          |
| <b>Operational Management Year 1 Total</b>               | <b>\$150,800.00</b> |         | <b>\$103,588.48</b> |

 2019-2020: Contract # 2019-316-0010-1  
 available year one BC Rural Dividend Funding  
 see Project #1900 - Rail Trail Governance  
 20/06/20 adjusted to actual funds available  
 Bowman Employment Services

| Combined Operational Management Year 1 & 2 (Invoiced Only) | Available Funds | Actual Invoiced |
|------------------------------------------------------------|-----------------|-----------------|
|                                                            | \$302,614.31    | \$296,110.03    |
| Remaining Balance                                          |                 | \$6,504.28      |

 As of June 1, 2020  
 does not include 2020-21 in-kind

| Expenses: Additional Contracts (2019 - 2021) |  |  |                     | No GST | Includes GST        |
|----------------------------------------------|--|--|---------------------|--------|---------------------|
| BCRDP Budget                                 |  |  |                     |        | Actual              |
| Consulting and Professional Fees             |  |  |                     |        |                     |
| Site Survey & Engineering/design drawings    |  |  |                     |        | \$6,318.30          |
| Technical Design Consultant                  |  |  | \$85,576.00         |        | \$77,782.82         |
| Land Valuation                               |  |  | \$10,000.00         |        | \$10,529.16         |
| 1/2 KM Marker Install                        |  |  | \$6,886.76          |        | \$5,234.94          |
| Agricultural Sub-consultant                  |  |  | \$33,685.00         |        | \$34,855.95         |
| Bridge Assessment & Design                   |  |  | \$15,000.00         |        | \$15,750.00         |
| Co-Management Agreement - Legal              |  |  |                     |        | \$1,512.02          |
| Geotechnical                                 |  |  | \$18,900.00         |        | \$19,173.27         |
| Steep Slope                                  |  |  | \$12,500.00         |        | \$13,125.00         |
| Survey (Legal & Topographical)               |  |  | \$45,000.00         |        | \$30,369.10         |
| Environmental Impact Assessments             |  |  |                     |        | \$0.00              |
| Environmental Services                       |  |  | \$31,338.00         |        | \$28,716.13         |
| Stormwater Management                        |  |  | \$33,224.00         |        | \$33,907.06         |
| Erosion Control (Shoreline & River)          |  |  | \$73,500.00         |        | \$82,506.90         |
| Archeological Impact Assessments             |  |  | \$36,168.70         |        | \$13,172.14         |
| Archaeological Overview Assessment           |  |  | \$26,117.00         |        | \$48,698.51         |
| Cultural Heritage Overview Assessment        |  |  | \$20,714.30         |        | \$12,202.00         |
| Class C Cost Estimates feasibility study     |  |  | \$5,090.24          |        | \$0.00              |
| Marketing and Promotion                      |  |  |                     |        |                     |
| Fundraising Strategy Coordinator             |  |  | \$51,000.00         |        | \$51,092.22         |
| Marketing and Promotion (Social Media)       |  |  | \$15,000.00         |        | \$29,491.26         |
| Story/Brand Development & Design             |  |  | \$15,000.00         |        | \$1,048.69          |
| Other Costs                                  |  |  |                     |        |                     |
| Facility Rentals                             |  |  | \$4,000.00          |        | \$623.00            |
| <b>Additional Contracts Sub-Total</b>        |  |  | <b>\$538,700.00</b> |        | <b>\$516,108.47</b> |
|                                              |  |  |                     |        | <b>\$20,739.80</b>  |
| Sub-Total (no GST)                           |  |  |                     |        | <b>\$495,368.67</b> |
| Remaining Balance                            |  |  |                     |        | <b>\$43,331.33</b>  |

 BCRDP funding \$166,000  
 Urban Systems Limited  
 Kent-MacPherson  
 STA Trail Team PO#10368  
 Associated Environmental  
 Bourcet Engineering  
 Lidstone  
 Fletcher Paine - includes site recon  
 Fletcher Paine  
 Browne-Johnson incl km 0-1.5 survey  
 BCRDP funding \$83,000  
 Western Water incl km 0-1.5 RAPR/SPEA  
 TRUE Consulting  
 Waters Edge Ltd. incl km 37.5 assess  
 BCRDP funding \$83,000  
 SDC Yucwmenlucwu  
 Splatsin Title & Rights  
 BCRDP funding \$137,700  
 BCRDP funding \$35,000 + Dec. 31/21 ext.  
 BCRDP funding \$15,000  
 BCRDP funding \$15,000 - ext. reallocation  
 BCRDP funding \$4,000  
 BCRDP Funding Total \$538,700 (gross)  
 LESS: GST ITC's Csrp refunded  
 BCRDP Funding Total \$538,700 (NET)  
 \$538,700.00

| Revenue Summary - for Additional Contracts | Budgeted            | PO# | Actual (PPR)        |
|--------------------------------------------|---------------------|-----|---------------------|
| Funding (BCRDP/CSRDP-Area E/DOS)           | \$538,700.00        |     | \$495,368.67        |
| Additional Contributions (Funding)         |                     |     |                     |
| Additional Contributions (In-Kind)         |                     |     |                     |
| <b>Additional Contracts Total</b>          | <b>\$538,700.00</b> |     | <b>\$495,368.67</b> |

 Invoice Payment Requests through CSRDP  
 Total available minus Operational Mngt

| Combined Project Expense Totals (Invoiced Only) | Budget       | Actual Expense |
|-------------------------------------------------|--------------|----------------|
|                                                 | \$841,314.31 | \$791,478.70   |
| Total Combined Remaining Balance                |              | \$49,835.61    |

 NOTE: DOES NOT INCLUDE 2020-21 IN-KIND  
 Total Project To-Date Invoiced

|                                          |  |             |
|------------------------------------------|--|-------------|
| Revenue Reserve - Operational Management |  | -\$2,514.31 |
|------------------------------------------|--|-------------|

carry forward from year 1 + \$1300 unallocated

| Combined Revenue Totals (Invoiced Only) | Budget       | Actual To Date |
|-----------------------------------------|--------------|----------------|
|                                         | \$838,800.00 | \$791,478.70   |
| Remaining Fund Balance                  |              | \$47,321.30    |

 NOTE: DOES NOT INCLUDE 2020-21 IN-KIND  
 Operational Mgt & Sub-Contracts (no In-Kind)  
 Balance of available funds to-date





## Shuswap-North Okanagan (Sicamous-to-Armstrong) Rail Trail Corridor Development Planning Phase 2019 - 2021: Progress Report

Prepared by: Phil McIntyre-Paul for the Technical Operational Committee

Updated: January 26, 2022



We gratefully acknowledge  
the support of the Province  
of British Columbia.



*The Shuswap North Okanagan Rail Trail is in the Splatstsin unceded territory of the Secwépemc Nation.*



# **Shuswap-North Okanagan (Sicamous-to-Armstrong) Rail Trail Corridor Development Planning Phase 2019 - 2021: Final Progress Report**

Prepared by: Phil McIntyre-Paul for the Technical Operational Committee

Updated: January 26, 2022

(Note: follow highlighted text links to online documentation via Microsoft OneDrive)

The Development Planning phase of the Shuswap North Okanagan Rail Trail (Sicamous-to-Armstrong) within Słatsin te Secwépemc concludes December 31<sup>st</sup>, 2021.

It was initiated in 2019 by the rail trail owners (Słatsin te Secwépemc, Columbia Shuswap Regional District, and the Regional District of North Okanagan) under a Memorandum of Understanding (March 14, 2019) with grant funding through the Province of British Columbia's Rural Dividend Program (BCRDP) and leverage contributions from the CSRD Area E and District of Sicamous Economic Opportunity funds.

The project is directed under a Governance Advisory Committee with political representation from each of the Rail Trail partners member jurisdictions, chaired by Słatsin Kukpi7 Wayne Christian, and Co-Vice Chaired by representatives from the CSRD and RDNO. A Technical Operational Committee made up of the Chief Administrative Officers and designated staff representatives from Słatsin, CSRD, and RDNO is responsible for overseeing the day-to-day progress of the project.

In May 2019 the Shuswap Trail Alliance was contracted to provide project management support for the Development Planning phase working with the Governance Advisory Committee and Technical Operational Committee to manage the many sub-consultants, assessments, consultations, meetings, and reports needed to create the rail trail development plan. As well, support was provided to help initiate a communications strategy, public engagement, and capital campaign.

Additional funding was committed by the CSRD and RDNO to prepare the many license agreements needed with adjacent property owners, farms, and businesses along the rail corridor.

The Development Plan was completed in 2020, the capital campaign launched, initial capital grant funding secured in 2021, and additional assessments and planning work completed ready for transition into the Implementation Phase of the project into 2022. There are currently just over \$1.64 million in funds raised to start preliminary rail trail construction projects.

December 31<sup>st</sup>, 2021 closes the Shuswap Trail Alliance's contract with the Development Planning phase of the project which now moves into the hands of the Technical Operational Staff for the Implementation Phase. The Community Foundations of the Shuswap and North Okanagan have assumed a role receiving and holding public capital donations to construct the rail trail. A community leadership committee is in place to assist with amplifying the capital campaign. And a wider circle of supporting partner organizations including regional Economic Development organizations, Shuswap Tourism, Community Futures, Chambers of Commerce, Interior Health, and regional trail stewardship groups including the Armstrong Spallumcheen Trail Society and the Shuswap Trail Alliance are actively supporting and promoting the successful completion of the greenway trail.



**Development Plan Phase – Progress Summary:** The following milestones were identified for the Development Planning Phase of the Rail Trail between Sicamous and Armstrong. (See: BC Rural Dividend Program grant application)

| Milestone (Original Target Date)                                                                                                                                       | Status                                        | Notes                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Establish Inter-Jurisdictional Technical Operational Body                                                                                                              | Completed                                     | Spring 2019                                                                                                                       |
| Hire Project Manager and Assistant                                                                                                                                     | Completed                                     | June 2019                                                                                                                         |
| RFP/Selection – Environmental, Traditional Use/Archeological, and Engineering Design                                                                                   | Completed                                     | June 2019 – May 2020                                                                                                              |
| Business Plan developed, approved, and activated                                                                                                                       | Completed                                     | March 2021                                                                                                                        |
| Funding strategy developed, approved, and activated                                                                                                                    | Completed                                     | Strategy approved – Sept 2020<br>Committee Established – Oct 2020<br>Coordinator Hired – Nov 2020<br>Campaign launched - Dec 2020 |
| Communications plan developed, approved, and activated                                                                                                                 | Completed                                     | July 2019                                                                                                                         |
| Environmental, Traditional Use, Archeological, and Technical Site Assessments completed                                                                                | Completed                                     | June 2019 – December 2021<br>Note: Splatstin Knowledge Keepers circle postponed to 2022 due to COVID19                            |
| Completion of government, stakeholder, and community consultations                                                                                                     | Completed                                     | Development Plan to Aug 2020; ALC Consult to Feb 2021; Implementation - ongoing                                                   |
| Capital development plan including bid-ready landscape architectural and engineering design drawings, signage concept plan, and Class C costing developed and approved | Completed                                     | Development Plan Approved March 2021                                                                                              |
| Capital construction contract RFP tendered & awarded                                                                                                                   | In progress                                   | Test Section, Sicamous-to-Mara Safety/Early Access – Spring 2022                                                                  |
| Submission of applications for approval to relevant agencies including the Agricultural Land commission, DFO, MoTI, MFLNRORD                                           | Completed (ALC, MoTI)<br>To do (DFO/MFLNRORD) | ALC – approved Feb 2021<br>MoTI – submitted Jan 2022<br>DFO/MFLNRORD – Pending                                                    |
| Long-term management plan finalized and approved                                                                                                                       | In progress                                   | Maintenance Plan - Jan 2022; Long-term management – in progress                                                                   |
| Highway Crossing Design Plan completed with MoTI                                                                                                                       | In progress                                   | Warrants submitted – Jan 2022; Hwy 97A Crossings TBD                                                                              |
| Inter-Regional Connectivity Plan developed with Central and Southern Okanagan initiatives                                                                              | In progress                                   | Collaboration continues into 2022                                                                                                 |
| Round 1 Fund Raising Target - 40% secured                                                                                                                              | In progress                                   | Revised Round 1: \$8 M – 2024<br>Currently raised: \$1.64 M                                                                       |
| First phase construction underway (target: erosion control, risk mitigation, and first 16km)                                                                           | In progress                                   | km 0.0 – 15.0 underway – Spring 2022                                                                                              |
| Round 2 Fund Raising Target - 70% secured                                                                                                                              | To do                                         | Revised Round 2 – \$9.8M (Target: \$2.45M)                                                                                        |
| Second phase construction underway                                                                                                                                     | Pending sufficient capital funding            | Stage 3 – Build (2023/2024)                                                                                                       |

|                                    |                                       |                                               |
|------------------------------------|---------------------------------------|-----------------------------------------------|
| Round 3 Fund Raising Target - 100% | To do                                 | Revised Round 3 – \$5.8M<br>(Target: \$1.45M) |
| Final phase construction           | Pending sufficient<br>capital funding | Round 3 – Finish (2024/2025)                  |

For news updates, more detailed background information, and access to the full [Development Plan](https://www.shuswapnorthokanaganrailtrail.ca) visit [www.shuswapnorthokanaganrailtrail.ca](https://www.shuswapnorthokanaganrailtrail.ca).

The following are more detailed notes on progress to date:

1. **Unfolding the True Story: Secwépemc Values and Interests** – A fundamental goal of the project is to strengthen relationships and unfold the true story within Splatstín te Secwépemc nation territory. On direction of Governance Advisory Committee chair and Splatstín Kukpi7 (Chief) Wayne Christian, inter-jurisdictional representatives were invited on a series of on-site field trips following regular Governance Advisory Committee meetings. A workshop with Governance Advisory leadership on Secwépemc values and interests was to take place in early 2020. Due to the COVID19 Pandemic, however, this workshop and further field visits were postponed. Splatstín Title and Rights staff are working on this presentation/workshop for later in 2022. A full review of the Development Plan was completed by Splatstín leadership, however, including preparation of the Splatstín te Secwépemc statement and Secwepemctsin language and values clarified throughout the planning document. This preliminary messaging was then developed for use in the preliminary project branding and promotions. Splatstín Title & Rights staff are now working on a process for developing further destination, educational, and interpretive messaging and signage for the rail trail corridor based on the wider Secwepemc Landmarks and Trailhead Sign program. In December 2021, Kukpi7 Christian, Tkwamipla7 (Councillors), and Splatstín staff hosted an onsite field session from the Splatstín Community Centre onto the rail corridor with Governance representatives and partner staff. The Splatstín vision for the rail corridor was shared. Ongoing work continues, including development of further public messaging with the fundraising campaign director and Kukpi7 & Tkwamipla7 and Splatstín Title & Rights staff. Each step of the project includes review by Splatstín staff to ensure Splatstín te Secwépemc values and interests are met.
2. **Development Plan and Mapping** - (See [Development Plan](#) and attached planning reports) – completed and approved by the Inter-jurisdictional partners in March 2020. Includes accompanying reports and mapping for Environmental, Agricultural, Road Crossings, Erosion Control, Geotechnical, Storm Water, Steep Slope, Bridges, and Class 'C' Cost estimate breakdowns. (See next section)
3. **Organizational Chart** – provides an overview of the inter-jurisdictional and wider community leadership involvement and support roles to date (Updated [March 22, 2021](#))
4. **Development Planning and Sub-Consultant Update** – 16 professional sub-consultants have contributed to the Development Plan, providing a set of technical tools for the Rail Trail owners and Technical Operational Committee to use in preparing detailed engineering design and construction tender documents. These include:



- a. **Agricultural Assessment** (Associated Environmental) – ALR agrologist assessments, consultations, report was submitted [March 4, 2020](#) with [maps](#), and meetings with ALC and ALR property owners completed in 2020. The final ALC Decision was received [Feb. 24, 2021](#). (See below)
- b. **Archaeological Impact Assessments (AIA)** (SDC Yucwmenlúcwu (Caretakers of the Land) LLP) – completed Oct. 5 – 7, 2021 in conjunction with Geotechnical testing (see below). The final report is held by Splatsin Archaeologists and will guide future development of the rail trail corridor.
- c. **Archeological Overview Assessments and Mapping** (Splatsin Yucwmenlúcwu SDC) – completed. Note: this report is held confidentially by Splatsin leadership but is used to guide decision making and planning along the rail trail corridor.
- d. **Brand Development & Design** (Toliver Design/55 Creative) – Rail Trail story brand and capital campaign communication tools have been developed including: [brand sheet](#), signature legacy illustrations ([spring/arial view](#), [summer](#), [fall](#), [winter](#)), [donor presentations](#), [donor certificates](#), [campaign posters](#), [countertop displays](#), [winter card campaign](#), Shuswap Magazine centrefold [left/right](#), and [billboard signs](#) designed by the 55 Creative team ready to display along undeveloped rail corridor.
- e. **Bridge Assessment and Design** (Bourcet Engineering) – Bridge inspection summary completed. ([July 20, 2020](#)) The [final assessment report](#) and [detail design drawings](#) were completed May 20, 2021 ready for use. All four bridges need some replacement timbers but were all determined to be sound for pedestrianizing for safe rail trail use.
- f. **Cultural Heritage Overview Assessment** (Splatsin Title & Rights) – The preliminary assessment was completed in 2020, but on-site visits, community consultations, and consultation with Splatsin Knowledge Keepers was postponed in early 2020 due to the COVID19 pandemic. These consultations remain on hold. The CHOA report includes a review of all known Splatsin te Secwépemc values and interests within the rail corridor area. Splatsin Kukpi7 & Tkwamipla7 (Chief and Council) affirmed the importance of conducting further consultation on how best to protect and manage access within the Rosemond Lake area. Splatsin staff together with Tkwamipla7 Doug Thomas conducted a preliminary site visit to the Rosemond Lake section of the rail trail on October 14<sup>th</sup>, 2021 to assess the best approach to coordinating a review with Splatsin Knowledge Keepers as pandemic restrictions allow. Splatsin Title & Rights staff have prepared a revised plan to complete this work as part of the Implementation Phase in 2022.
- g. **Sign Plan** – a baseline sign plan is outlined in the Development Plan drawing on safety, information, directional, and wayfinding signage on both the Okanagan Rail Trail and as adopted within the Shuswap Regional Trails Strategy. A Directional/Jurisdictional sign plan is being finalized for review by the Technical Operational Committee. Destination, interpretive, and educational signage and trailhead kiosks will be developed later in the implementation phase guided by Splatsin protocol and a process similar to the Secwepemc Landmarks process including direction from the Knowledge Keepers circle. This detailed destination trailhead and interpretive/educational sign plan will be

prepared following direction from Splatsin Kukpi7 & Tkwamipla7 (Chief and Council) through Title & Rights staff. Temporary km markers are currently installed at 500 metre intervals to assist sub-consultants with onsite referencing, and jurisdictional signs and bulletins are installed to keep the undeveloped trail closed for public safety.

- h. **Environmental Assessment** (Western Water Associates Ltd) – A desktop assessment of the corridor was conducted to identify environmentally sensitive sections along the alignment, and to prioritize sections for action into the future. Field reconnaissance and accompanying mapping was also developed. See [Development Plan Section 9](#) and [Appendix C](#).
- i. **Erosion Assessment – KM 37.5** (adjacent to Splatsin Centre) – a memo on the approximately 150 metre failed section of rail bed at km 37.5 was prepared by Waters Edge Engineering ([Aug. 17, 2021](#)). Subsequently, Geotechnical test pits and AIAs were conducted at this location to provide further information prior to finalizing detail design. That report is pending.
- j. **Erosion Control – KM 32.75 Shuswap River** (behind North Enderby Timber) – Preliminary Erosion Protection Options for rail trail bank stabilization at km 32.75 were assessed and prepared by Waters Edge Engineering Ltd. ([Nov. 18, 2020](#)) Subsequently, a Conceptual Design and Quote was prepared by Green Stream Consulting ([February 17, 2021](#)), funded by RDNO Area F applying a sheet pile approach. (Cost: HIGH) Recommend interim option while funds are assembled: trail setback routing trail away from bank. Currently 14 m set-back noted in Erosion Protection Options Memo from Waters Edge Engineering Ltd. Follow-up to discuss set-back options with NET and TOC underway.
- k. **Erosion Control - Shoreline and River** (Waters Edge Ltd) – The DRAFT Flood Risk Inventory and Assessment report for Mara Lake shoreline with 348.9m Flood Elevation Level (FLC) approved by the GAC ([Brief Jan. 13, 2021](#)) is now being reviewed by the TOC. It is accompanied by online digital mapping files, data, and photographs assembled by the CSRD GIS department. ([DRAFT for Review - Nov. 4, 2021](#)) Next steps include prioritization and mitigation planning.
- l. **Geotechnical** (Fletcher Paine) – Geotechnical Ballast tests were completed Oct. 5 – 7, 2021 in conjunction with Archaeological Impact Assessments. (See Archaeology above) The report provides a reference to guide detail design during implementation phase. (See Geotechnical Investigation and Report, Nov. 10, 2021)
- m. **Heritage Inspection Permit Application** – successfully secured by Splatsin Yucwmenlúcwu SDC in June 2021 ready for the Geotechnical Assessment Pits and AIA. This permit covers the full extent of the Rail Trail corridor and will be used as required to conduct Archaeological Impact Assessments during the Implementation Phase. It was most recently used by Splatsin Archaeologists to oversee the Geotechnical Test Pit assessments in October 2021. (See AIA following)



- n. **Land Valuation & Agreement Fees** (Kent-MacPherson) – report completed to guide development of encroachment and crossing license agreements with adjacent landowners. (See [Dec. 02, 2019](#))
- o. **Revegetation & Landscaping Design Guidelines Plan** – a scoping outline ([July 9, 2021](#)) has been prepared and invitations out for work plan/costing quotes to prepare a plan to address the goal of re-establishing indigenous native plant habitats and improving overall ecosystem health along the corridor during the implementation phase. PENDING
- p. **Riparian Areas Protection Regulation Assessment Report (RAPR/SPEA)** (Western Water Associates Ltd) – [Sicamous Narrows Riparian Areas Protection Regulation \(RAPR\) Assessment Report](#) - completed (See Agreements update below.)
- q. **Road Crossing Warrants** (Urban Systems Ltd.) – a crossing warrant report addressing all public roads along the rail corridor has been submitted to MoTI for review. Rail Trail Technical Staff are awaiting direction. (See [Report Dec 16, 2021](#) & [Drawings](#))
- r. **Steep Slope** (Fletcher Paine) – assessment of steep slopes between km 0 and km 15 was completed July 31, 2020. Assessment of km 21 – 23 determined the hazard for this section to be low. Final report was completed and signed [May 17, 2021](#).
- s. **Stormwater Management** (TRUE Consulting) – storm water management report completed ([Oct. 28, 2020](#)). This report guides treatment of all culverts and stream crossings along the entire rail trail corridor.
- t. **Survey – Armstrong to Lansdowne Rd CP Rail ROW** (Vector Geomatics) – CP Rail and CN Rail (who lease the active section south of Lansdowne Rd to Armstrong) have approved survey of the south side of the rail corridor for license as a parallel pathway corridor. (See [Survey Dec 16, 2021](#)) Urban Systems Ltd engineers are now adding plan view drawings to the survey site plan. TOC staff will resume negotiation of a license agreement to establish a connection. (See CP Rail below)
- u. **Survey – Legal & Topographic** (Browne Johnson) – Sicamous Narrows survey km 0.5 – 1.5 completed ([Sept. 18, 2020](#)), documents high water boundary, property lines, and all encroachments within the rail corridor property. The document is available to property owners for use when preparing development permit application that require Riparian Area Protection Regulation review. (Also see RAPR Assessment Report) Coom Bay Road crossing and vehicle use at km 5.0 -6.0, and Siding Hut at km 6.3 surveys completed. ([Oct. 30, 2020](#)).
- v. **Technical Design Consultation** (Urban Systems Ltd.) – Thomas Simkins with USL acted as Engineer on Record for the Development Plan, and is continuing to oversee technical reports, road crossing application to MoTI, trail designs adjacent to North Enderby Timber and Sure Crop Feeds, CP Rail survey, and ongoing technical support to TOC.
- w. **Technical Guidelines for Encroachment Agreements** – developed primarily to address technical issues for approved pathways and dock connections from adjacent properties

into the rail trail corridor. (See [Encroachment Agreement Technical Guidelines July 1 2021](#) and Encroachment Agreements Update notes below.)

- x. **Traffic Impact Study** (Urban Systems Ltd.) – workplan/quote for the Mara Hall community provided to the RDNO for consideration. ([Oct. 02, 2020](#)) PENDING – the RDNO will implement the community consultation/traffic impact study as part of the upcoming km 0 – 20 preliminary implementation project.
  - y. **Wildlife Corridor Assessment** – Splat sin SDC biologists and Title & Rights staff are clarifying scope recommendations. Will require separate funding. Seen as an enhancement to development plan to date, and an opportunity to establish a baseline prior to public use of the rail trail. Splat sin leadership are looking for funding.
5. **Splat sin te Secwépemc Consultation & Direction** – Splat sin Kukpi7 & Tkwamipla7 (Chief and Council) oversee the values, goals, and direction of the project through the Inter-jurisdictional Governance Advisory Committee and are co-owners of the Rail Trail Development Plan. This includes review, direction, and authorization of all reporting, planning, and implementation.

The following excerpt is from a statement prepared by Splat sin Kukpi7 & Tkwamipla7 (Chief and Council) in the Rail Trail Development Plan ([Jan. 2021](#)), and express the values and intent of the project:

"Splat sin has been a leading partner in the Rail Trail initiative. This project has brought both government and non-government groups together to collaboratively develop the 50 km Sicamous-to-Armstrong rail corridor in South Central British Columbia into a route for non-motorized travel. The construction of a rail trail system will promote a healthy, active lifestyle. The common core values of the project are sustainability and ecological protection.

Splat sin's engagement and efforts to lead this initiative are founded on the understanding that these 50 km of trail are located within Splat sin's core area of caretakership and form part of our unceded Secwépemc territorial lands. Splat sin strives to assume our role as caretakers of our traditional lands on behalf of the Splat sin people and the Secwépemc Nation; for the benefit and use of the Secwépemc people and our neighbours now and in the future." (Kukpi7 Wayne Christian, Splat sin te Secwépemc)

Secwépemc values and interests are also guiding future community-to-community relationship building, public education, and long-term management of the corridor.

(See [Record of Consultation, Updated January 26, 2022](#))

6. **Co-Management SROW Agreement** – a revised draft Statutory Right-of-Way Agreement to facilitate construction and joint management of the rail trail greenway has been vetted by Splat sin and Regional District legal council and is now being reviewed by the TOC prior to referral back to Kukpi7 & Tkwamipla7 and RDNO/CSRD boards through the GAC.
7. **Planning with municipalities and electoral areas along the rail corridor** – planning meetings with all municipal and regional area jurisdictions along the rail trail corridor have taken place during the development planning stage and continue into the implementation phase. These



meetings identified key planning issues specific to each jurisdictional area and affirmed ongoing collaboration between technical staff as the project moves into implementation.

- a. **Funding for construction and ongoing maintenance** (rail corridor, side amenities) – The inter-jurisdictional rail trail owners have identified core amenities that will be included in the overall development and ongoing management of the rail trail, and enhanced amenities that would be the option of connected jurisdictional partners. Development of an amenities management plan is underway. Consideration of joint service agreements could be an option for some amenities. Further discussion required.

## 8. Community Consultations and Communications

- a. **Communications Policy & Strategy** – completed and approved [July 19, 2021](#)
  - b. **Dedicated website, email, phone** – A system for public communications, input and response is established and maintained. Regular bulletins posted. TOC have discontinued dedicated phone line due to low use. Phone contact will be directly through Rail Trail owner's main offices. See online website at [www.ShuswapNorthOkanaganRailTrail.ca](http://www.ShuswapNorthOkanaganRailTrail.ca).
  - c. **News Releases** – Visit the [website for recent updates and full archive](#). Recent releases include significant updates on donor campaign ([Dec 14, 2021](#)) and grant funding updates ([Oct 12, 2021](#), [Sept 29, 2021](#), [July 29, 2021](#)) since the MoU with Community Foundations ([July 7, 2021](#)). Releases also acknowledge funding partners. (See [BCRDP example, May 15, 2020](#))
  - d. **Updated Information Bulletins** ([Spring 2021](#)) – posted at all temporary trailhead signs, circulated through Splatstin community bulletin boards and newsletter, and online.
  - e. **Community Consultations** – included a series of four public open houses, two Agricultural property owner consultation meetings and a series of on-site meetings, and a Sicamous Narrows/North Mara Lake adjacent property owners meeting. Splatstin community meetings coordinated by Title & Rights staff were put on hold during the pandemic and are now being resumed. An online survey has also been kept live and monitored throughout the Development Planning phase. ([Display Boards, Nov 18, 2019](#))
9. **Agricultural Consultation and ALC Process** – (See Agricultural Assessment above)
- Correspondence with ALR property owners during the ALC consultation included: [Nov 19, 2019](#), [Dec 19, 2019](#), [July 21, 2020](#), [April 06, 2021](#) and four days of scheduled on-site visits in July and August 2020. ALC Decision was received [February 24, 2021](#). Available to view publicly [online](#) (insert Application ID# 60525). TOC sent communication to all adjacent agricultural property owners ([April 6, 2021](#)) along with an updated Information Bulletin ([Spring 2021](#)). A news release was also sent out ([March 29, 2021](#)). Since then, a follow-up letter has been sent waiving the administration fee to encourage agreements to be set in place prior to works starting in 2022. ([Aug 17, 2021](#)) A Draft Memorandum-of-Understanding between the ALC and the Rail Trail Owners has been sent for review (See [DRAFT Oct 10, 2021](#)) As well, an update report will be sent to the ALC prior to work beginning in the spring 2022.

**10. MoTI Follow-up** – MoTI liaison with TOC is ongoing. Email from Ministry of Transportation and Infrastructure re Bruhn Bridge Public Design Update ([January 27, 2021](#)). MoTI staff met with TOC to review public designs. (See follow-up correspondence received [May 12, 2021](#)). Presentation to Governance Advisory May 21, 2021 GAC meeting:

- i. [Winter 2021 R.W. Bruhn Bridge Information Boards](#)
- ii. [Drive Through Video - Trans Canada Highway Eastbound](#)
- iii. [Drive Through Video - Old Sicamous Road to Old Spallumcheen Road](#)

**11. Lansdowne-to-Armstrong Rail Corridor Acquisition** – Preliminary plan view and cross section drawings have been prepared by Urban Systems for a 6-metre set back from centre line of the outside rail track. ([DRAFT July 07, 2021](#)) Following the recent survey of the alignment (See [Survey Dec 16, 2021](#)), the plan view drawings are being overlayed for submission to CP Rail and MoTI for review. Following this, a lease agreement to establish a trail connector within the CP Rail corridor will be finalized.

## **12. Encroachment Agreements Update**

- a. **Agricultural Crossing Agreements (roads and waterlines)** – a follow-up letter was sent to adjacent ALR properties. ([Aug 17, 2021](#)) Follow-up requests and development of agreements are underway.
- b. **Agricultural License Agreements** – terms for three licenses to use portions of the rail corridor lands were supported by the Governance Advisory Committee at its May 16, 2021 meeting for approval by Splatins, CSRD & RDNO boards (See [Briefing June 4, 2021](#))
- c. **Commercial License Agreements** – TOC are working on terms for commercial license agreements, and are following up with North Enderby Timber, Sure Crop Feeds, and International Polycraft.
- d. **Private Utility Crossing Agreements (e.g. waterlines)** – development of agreements for existing private utility crossings are underway. Adjacent properties need to provide basic information for existing waterlines including a location sketch plan.
- e. **Sicamous Narrows Km 0.5 – 1.5 Survey and Riparian Areas Protection Regulation Assessment Report (RAPR/SPEA) and follow-up with adjacent residents** – follow-up letters were sent to adjacent property owners in July as directed by the Governance Advisory Committee on July 16, 2021. (See [Letter July 2021](#) and [Encroachment Agreement Technical Guidelines July 1 2021](#).)
- f. **Coom Bay Leases** – Initially the Coom Bay Land Lessees were offered a one-year extension based on the previous CPR Agreements, which had expired. New 3-year Agreements have now been executed with all Coom Bay Land Lessees, replacing the old CPR agreements.
- g. **Utility Master Agreements** – GAC authorized TOC staff to enter into negotiations with the three utility corporations (TELUS, Fortis BC, BC Hydro) to develop Statutory Rights of Way. (See: [Memo June 10, 2021](#))



### 13. Implementation: Capital Development

- a. **Enderby/Splatsin Pilot Test Section (km 35.8-37.8)** (See: [Pilot Section Plan Jan 26, 2021](#))  
– Approved by the Inter-jurisdictional partners - the first fully developed section of the Shuswap North Okanagan Rail Trail corridor for public exploration while the community led fundraising initiative continues to work with interjurisdictional and grant partners toward capital development of the full corridor. The goal: to attract and accommodate visitors from nearby communities, and serve to demonstrate trail surface, road crossings, staging, and signage for further section additions of the rail trail. The project also immediately serves residents of Splatsin and Enderby through addition of a new section of active transportation greenway connecting the communities. RDNO will administer project on behalf of Rail Trail partners. Splatsin, RDNO, CSRD, and City of Enderby will work together to finalize scope ready for tender. Geotechnical and AIA test pits are completed. Project grant funding from: TOTA (Ministry of Tourism) - \$250,000 confirmed and COVID Resilience Infrastructure Stream (CVRIS Provincial/Federal) – \$459,061 confirmed = \$709,061 total available funding. Detail scope to include parking, amenities, road crossings, and revegetation plan. Timeline:
  - i. Detail Design & Contract Tenders – Winter 2021/2022
  - ii. Construction – spring to late fall 2022 (depending on greatest cost efficiencies)
- b. **Sicamous to Mara Section A: Early Access, Safety, and Asset Protection Project (km 0 – 19.8)** – (See: [Km 0 – 19.8 Plan July 30, 2021](#)) – The second capital construction project with successful implementation funding addresses preliminary asset protection, safety, and basic signage (Stages 1 & 2) allowing for early public access to a section of the Shuswap North Okanagan Rail Trail corridor (km 0 – 19.8) for public exploration while the community led fundraising initiative works with the Rail Trail inter-jurisdictional partners (Splatsin, CSRD, RDNO) toward full capital development of the rail trail. Specifically, it addresses steep slope, bridge crossing, surface grading, clearing, erosion mitigation, access safety and directional signage, fencing and barriers, and road crossings. Early access will be for pedestrian/bicycle use. CSRD will administer project on behalf of Rail Trail partners. District of Sicamous, CSRD Area E, and RDNO Area F staff will work with the TOC to finalize scope ready for tender. Project grant funding from: BC Active Transportation (MoTI) - \$500,000 confirmed and CSRD Area E/District of Sicamous Economic Opportunity Fund \$232,455 confirmed = \$732,455 total available. Timeline:
  - i. Detail Design & Contract Tenders – Winter 2021/2022
  - ii. Construction – spring to late fall 2022 (depending on greatest cost efficiencies)
- c. **Temporary Parking Options** – Planning is underway for the north end of the corridor (km 0.0) with District of Sicamous, Splatsin, and CSRD Area E and Rail Trail Technical Operational Committee to temporarily accommodate Bruhn Bridge construction anticipated to be 3 years. PENDING

### 14. Corridor Management

- a. **Rail Corridor Landscaping and Revegetation/Restoration Standards** – a baseline restoration standard is proposed using indigenous species to restore overall environmental health within the rail corridor. Variance is desired by some municipalities where the trail is in the centre of town (e.g. Enderby), so variable options for rural, waterfront, and urban application are proposed. A work plan scope was drafted ([July 9, 2021](#)) and workplan/quotes now being prepared for consideration. PENDING
- b. **Maintenance standards** – a baseline maintenance standard will maintain the trail surface and a clear width of a 1/2 metre on either side of the trail, as well as crossings, signage, and amenities. The rest of the corridor will be allowed to restore to a natural state. Some communities would like to look at variance options where visual impacts and enhanced park options might be possible where appropriate. A maintenance framework for is being prepared based on the Okanagan Rail Trail (See [ORT Maintenance Standards, Jan 17, 2019](#)). PENDING
- c. **Mowing Agreement with Enderby** – TOC staff from RDNO determined interim mowing of open corridor within City of Enderby was cost prohibitive. Recommend addressing priority invasives, as per current maintenance response, and including vegetation restoration landscaping into Pilot Section scope. Alternate interim options are being discussed by City of Enderby and RDNO staff.
- d. **Access Control – Coell-Jones Rd, Rosemond Lake & Shandy Cove** – additional gates and temporary fencing have been installed, as well as jersey barriers to mitigate further access concerns during summer 2021. Further access mitigation measures will be implemented in 2022 as required based on monitoring. (See: [Report June 2021](#))
- e. **Invasive Plant Management** – Invasive plant inventories were completed for the rail corridor in 2018 ([CSRD](#) & [RDNO](#)) Subsequently, Splatsin Title & Rights staff, CSISS, and CSRD staff met to follow up on [Leafy Spurge treatment recommendations](#) identified along Sicamous Narrows within the Rail corridor. Splatsin have indicated preference to treat invasives manually, wherever possible. Leafy Spurge is more challenging to contain manually, however, so a solution to proceed with targeted chemical treatment was agreed to, supported by monitoring, manual treatment, and possible grass seeding and other restoration options.

## 15. Capital Investment Strategy and Community Engagement

- a. **Progress Summary Table** – Review of Round 1 Capital Campaign goals for the project:

| Milestones:                                                                                                                                                                                                                                                               | Status:                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Complete the development of a capital funding strategy based on the staged development costs and investment source targets set by the Governance Advisory Committee and Technical Operational Committee, and supporting work to date by the Community Engagement Advisory | <ul style="list-style-type: none"> <li>Preliminary strategy developed - currently reliant on public donations and leverage of smaller grant applications</li> <li>Interjurisdictional government partners considering options to assemble funding for asset protection</li> <li>Current Results: limited (\$1.64 M)</li> </ul> |



|                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• <u>Question</u>: is reliance on external donor funding realistic?</li> </ul>                                                                                                                                                             |
| Contract fundraising strategy coordinator                                                                                                                                         | <ul style="list-style-type: none"> <li>• Hired Nov. 23, 2020 preliminary contract to Dec. 31, 2021</li> </ul>                                                                                                                                                                     |
| Assemble a volunteer community-based capital funding team to lead the campaign                                                                                                    | <ul style="list-style-type: none"> <li>• Community Funding Committee established</li> <li>• Support advisory initiated</li> <li>• Current Results: strong advisory role; limited proactive role</li> <li>• Recommendation: increase engagement with rail trail owners</li> </ul>  |
| Implement a Round 1 capital fundraising campaign (based on the <a href="#">3-Round Leverage Investment Strategy approach approved by the Governance Advisory, Aug. 21, 2020</a> ) | <ul style="list-style-type: none"> <li>• Round 1 campaign launched (December 2020)</li> <li>• Community Foundations MoU</li> <li>• Donor pledges to date: \$200,000</li> </ul>                                                                                                    |
| Coordinate preparation of capital campaign communication tools for print and online social media                                                                                  | <ul style="list-style-type: none"> <li>• Brand messaging developed</li> <li>• Communication tools developed, including: designs, website, social media, eBulletin, email, poster, donor package, signage,</li> </ul>                                                              |
| Support the Governance Advisory and Technical Operational Committee leverage available grants                                                                                     | <ul style="list-style-type: none"> <li>• Ongoing research, agency liaison</li> <li>• X 7 grant applications submitted</li> <li>• X 3 successful grants: \$1.2 M</li> </ul>                                                                                                        |
| Oversee ongoing acknowledgement of contributing partners and celebration of success milestones                                                                                    | <ul style="list-style-type: none"> <li>• Donor Perfect tracking set-up</li> <li>• Donor follow-up process in place through Community Futures</li> <li>• Donor recognition plan complete</li> <li>• Photo/media releases ongoing</li> <li>• Online recognition in place</li> </ul> |

- b. **Capital Investment Strategy** – a preliminary Capital Investment Strategy was developed in 2020 based on the Development Plan and a series of discussions, recommendations, and evaluative results between the GAC, TOC, and community fundraising committee. (See: [Capital Funding Investment & Community Engagement Strategy – Updated: Jan 08, 2021](#)) Related strategic documents include:

- i. Capital Investment Strategy: 3-Round Approach ([Aug. 21, 2020](#))
- ii. Potential Investment Streams Discussion Paper ([Oct. 16, 2020](#))
- iii. Round 1 Capital Campaign Proposal ([Oct. 20, 2020](#))
- iv. Funding Strategy Coordinator Posting ([Oct 23, 2020](#))
- v. Buy-a-Metre, Test Section, Fund-Saving, and Communications Recommendations ([November 20, 2020](#))
- vi. Messaging, Strategy, Tactics Working Document ([Jan 12, 2021](#))
- vii. Recommendations from the Community Fundraising Committee ([Jan 13, 2021](#))

- viii. Phased Implementation Approach - Discussion Brief ([March 14, 2021](#))
  - ix. Brief re preliminary grant applications ([July 13, 2021](#))
  - x. Donor Recognition Plan ([March 19, 2021](#)) and [updated tiers](#)
- c. **Community Capital Funding Campaign:** a funding strategy coordinator was hired in November 2020 to work with GAC, TOC, Community Leadership Advisory, and Community Fundraising Committee to activate the capital campaign. Progress has included development of campaign tools, partnerships, promotional materials, and donor engagement. update report. See campaign briefing updates ([July 15, 2021](#); [Oct 8, 2021](#); [Jan 7, 2022](#)) and 2021 Progress Report ([Nov. 26, 2021](#))
- d. **Community Engagement** – see organizational chart (Updated [March 22, 2021](#))
- e. **Story Brand, Marketing Tools, and Communications Messaging:**
- i. **Dedicated Website:** [www.shuswapnorthokanaganrailtrail.ca](http://www.shuswapnorthokanaganrailtrail.ca)
  - ii. **Messaging** – the story brand messaging for the Rail Trail is based on the aspirational Vision and Goals for the Rail Trail (See: [Communications Plan, July 7, 2019](#), [Capital Funding Strategy](#), and Messaging, Strategy, and Tactics Document, [Jan 12, 2021](#) – to unfold the true story within Słatsin te Secwépemc Nation territory, build relationships, connect communities, care for land & water, build healthier, greener, and more economically resilient communities, work together so we all prosper. . .
  - iii. **Print and Digital Campaign Proposal** – prepared by 55 Creative Group ([Presentation Sept. 24, 2021](#))
  - iv. **Rail Trail Brand Sheet** – guidelines established by 55 Creative Group for story brand graphic and text ([Mar 12, 2021](#))
  - v. **Signature Illustrations** – prepared by Otto Pfannschmidt of 55 Creative Group to establish the unique visual brand identify for the Rail Trail that reflects the land, its diversity of environments over all four seasons, and acknowledge its place within Słatsin te Secwépemc territory. ([Winter](#), [Spring](#), [Summer](#), [Fall](#))
  - vi. **Campaign Launch** – in partnership with Askews Foods ([Winter Cards, Dec 2020](#))
  - vii. **Shuswap Magazine Campaign Launch Feature** – first full public presentation of the Rail Trail story brand and capital campaign (Spring 2021 [page 1](#) & [page 2](#))
  - viii. **Donor Invitation Presentation Package** – updated [Nov 19, 2021](#)
  - ix. **Donor Certificate** – a digital download available to all donors to personalize and print as gifts and recognition ([April 9, 2021](#))
  - x. **Community Posters and Countertop Displays** – [posters](#) and [countertop cans](#) distributed August 24, 2021



- xi. **Corridor Billboard Signs** – currently being printed for installation along rail corridor ([8 foot x 4 foot sign](#), and [location sample](#))
- f. **Community Foundations MoU** – Splatins, RDNO, CSRD and Community Foundations finalized [MoU with Shuswap and North Okanagan Community Foundations](#) to manage donor funds on behalf of the rail trail ([July 7, 2021](#))
- g. **Community Fundraising Committee** – meets regularly with funding strategy coordinator, Alex de Chantal, to consider tactics, provide direction, and support campaign. (See [Letter of Support, Dec 06, 2021](#))
- h. **Community Leadership Support Advisory** met through 2020 to assist set-up of capital funding campaign and Community Fundraising Committee. The Advisory continues to receive updates and provide direction to support the project (includes: Secwepemc Lakes Tourism, Shuswap Tourism, Community Futures, Shuswap Trail Alliance, Armstrong Spallumcheen Trail Society, Chambers of Commerce, Interior Health Authority, Businesses, and Governance Advisory representation.)
- i. **Phased Implementation Approach** – recommendation presented by TOC to Governance Advisory Committee to consider a more adaptable phased approach to better leverage smaller grants and funding over time. This was originally recommended by the Community Fundraising Committee and Leadership Advisory. It remains deferred back to GAC for further discussion. (See [Brief March 14, 2021](#))
- j. **Capital Funds Assembled To Date** – a total of \$1,659,856 were raised in 2020/2021 to begin capital development of the rail trail corridor in 2022, including:
  - i. **Donor Campaign Update:** over \$138,401 in rail trail donations held at Shuswap Community Foundation, plus additional \$80,000 pledged over 4 years.
  - ii. **Grant Updates**
    - 1. TOTA (Ministry of Tourism) – (\$250,000) successful
    - 2. CVRIS – (\$459,000) successful
    - 3. BC Active Transportation Grant – (\$500,000) successful
    - 4. CHCI – (\$250,000) unsuccessful
    - 5. Coop Community Spaces (\$150,000) unsuccessful
    - 6. CERIP – (\$731,080) unsuccessful
    - 7. ICIP – (\$12,920,800) unsuccessful
  - iii. **Jurisdictional Partner Contributions**
    - 1. CSRD Area E & District of Sicamous Economic Opportunity Fund: \$232,455

**16. Project Support beyond December 31<sup>st</sup>** – The Shuswap Trail Alliance’s contract to extend project support to the Technical and Governance Advisory until December 31<sup>st</sup> for the Development Planning Phase is now fulfilled with all key deliverables complete. The Governance Advisory Committee has recommended proceeding with a TOC staff proposal to contract further

support from the STA in 2022 based on a contribution agreement from all three Rail Trail partner owners. Terms of the agreement are being finalized. (See [2022-2023 Work Plan Brief](#))





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## The Shuswap North Okanagan Rail Trail (Sicamous-to-Armstrong)

# BRIEFING NOTE

**To:** Rail Trail Governance Advisory Committee

**From:** Technical Operational Committee

**Date:** March 15th, 2022

**Re:** Application to the Federal Active Transportation Fund

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### BACKGROUND:

One new grant opportunity is currently open for which the Rail Trail is eligible to apply.

1. [Active Transportation Fund](#) – Deadline March 31st, 2022

The Federal Government recently opened intake for the Infrastructure Canada Federal Active Transportation Grant program. The grant program will provide \$400 million to eligible projects across Canada over the next five years. The Technical Operational Committee recently met with staff from the Infrastructure Canada Federal Active Transportation Grant program to discuss project eligibility and application requirements amongst other topics. The program offers two funding streams: The first funding stream will accept applications from local governments who may apply for funding for projects up to \$50 million. The Federal Government will provide funding to successful applicants up to 60% of the project costs to a maximum of \$50 million. The second stream of funding targets Indigenous led projects for which the Shuswap North Okanagan Rail Trail project is considered eligible. Indigenous led projects are eligible for 100% funding. From the discussions with Federal Government staff there was confirmation that the Shuswap North Okanagan Rail Trail project is an eligible project under the Indigenous grant funding stream. Technical Operational Committee staff from SplatSIN indicated that they would recommend to their Council that SplatSIN lead a grant application on behalf of the ownership partners. The deadline for applications to the funding program is March 31, 2022, however, Indigenous led applications have an open intake. Indications from Federal Government staff suggest that submitting an application in alignment with the March 31, 2022 deadline would be beneficial.

The Technical Operational Committee are recommending a strategic approach to this grant application leveraging the already secured funding for the Sicamous-to-Mara section and Enderby-SplatSIN pilot and placing the anticipated costly pedestrian over-pass at Highway 97 near Stepney Road into the next grant intake. This keeps the overall scope within what the TOC believes a more likely successful grant request targeting construction from KM 0.0 in Sicamous to the Stepney X Road intersection at KM 42.6 for this first intake, and KM 42.6 - KM 50.0 for the second intake. The Opinion of Probable Costs to complete this section of the trail is estimated at \$14.161 million, which includes erosion mitigation for the areas along Mara Lake and the Shuswap River. In order to maintain the highest probability of success in achieving the grant, the



Technical Operational Committee is recommending that current grant funding (MoTI Active Transportation Grant, CSRD EOF Funding, CVRIS Grant and TOTA Grant), as well as capital campaign funding, be used to augment the development budget and reduce the over-all funding request for a total grant application request in the amount of \$12.539 million. This Opinion of Probable Costs includes a 25% contingency.

Recommendation #1: THAT: The Shuswap North Okanagan Rail Trail Governance Advisory Committee supports Splatsin submitting an application to the Infrastructure Canada Federal Active Transportation Fund on behalf of the ownership partners, for the Sicamous to Stepney Cross Road section of the Rail trail from 0km to 42.6km.

Recommendation #2: THAT: The Shuswap North Okanagan Rail Trail Governance Advisory Committee recommends that the Boards of the Columbia Shuswap Regional District and Regional District of North Okanagan endorse a letter of support to accompany the application to the Infrastructure Canada Federal Active Transportation Program, being submitted by Splatsin on behalf of the Rail Trail owners.





*Activating 42.6 kms of active transportation and recreational greenway for walking and bicycling within Splat'sin te Secwépemc territory connecting seven jurisdictions between Sicamous and the Township of Spallumcheen.*

## **Shuswap North Okanagan Rail Trail: Sicamous-to-Stepney X Road (Km 0.0 – 42.6) Project Overview**

Project Scope for submission to the Active Transportation Fund – Infrastructure Canada (ATF-INFC) Application  
Updated Version : March 15, 2022

**Prepared by:** The Shuswap North Okanagan Rail Trail Technical Operational Committee  
(Splat'sin te Secwépemc, Columbia Shuswap Regional District, Regional District of North Okanagan)

With support from:

Phil McIntyre-Paul, The Shuswap Trail Alliance with Thomas Simikins P.Eng., Urban Systems Ltd.



*The Shuswap North Okanagan Rail Trail is in the Splat'sin unceded territory of the Secwépemc Nation.*





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## Shuswap North Okanagan Rail Trail: Sicamous-to-Stepney X Road (Km 0.0 – 42.6) Project Overview

Project Scope for submission to the Active Transportation Fund – Infrastructure Canada (ATF-INFC) Application  
Updated Version : March 15, 2022

**Prepared by:** The Shuswap North Okanagan Rail Trail Technical Operational Committee  
(Splatsin te Secwépemc, Columbia Shuswap Regional District, Regional District of North Okanagan)

**Purpose:** to construct the km 0.0 – 42.6 section of the Shuswap North Okanagan Rail Trail activating 42.6 kms of active transportation and recreational greenway for walking and bicycling within Splatsin te Secwépemc territory connecting communities between Sicamous and the Township of Spallumcheen (includes Sicamous, CSRD Area E, Coom Bay, Hurricane Bay, RDNO Area F, Mara, Grindrod, Enderby, Splatsin, and the Township of Spallumcheen)

**Splatsin te Secwépemc Statement:** Splatsin has been a leading partner in the Rail Trail initiative. This project has brought both government and non-government groups together to collaboratively develop the 50 km Sicamous-to-Armstrong rail corridor in South Central British Columbia into a route for non motorized travel. The construction of a rail trail system will promote a healthy, active lifestyle. The common core values of the project are sustainability and ecological protection.

Splatsin's engagement and efforts to lead this initiative are founded on the understanding that these 50 km of trail are located within Splatsin's core area of caretakership and form part of our unceded Secwépemc territorial lands. Splatsin strives to assume our role as caretakers of our traditional lands on behalf of the Splatsin people and the Secwépemc Nation; for the benefit and use of the Secwépemc people and our neighbours now and in the future.

(Excerpt from the [Shuswap North Okanagan Rail Trail Development Plan, January 2021](#))

**Background:** The Splatsin te Secwépemc (Splatsin), the Columbia Shuswap Regional District (CSRD) and Regional District of North Okanagan (RDNO) are working together in partnership to construct a 50km non-motorized greenway trail for walking and cycling along the rail corridor between the communities of Sicamous and Armstrong. The Shuswap North Okanagan Rail Trail, known also as the Sicamous to Armstrong Rail Trail, will connect the communities of Sicamous, Electoral Area E of the CSRD, Electoral Area F of the RDNO, Enderby, Grindrod, Splatsin, Spallumcheen, and Armstrong through Splatsin Territory, traversing a stunning and varying scenic landscape of lakes, rivers, creeks, mountains and agriculture farmland.

The trail will provide opportunities for recreation, tourism, active transportation, economic development, healthy communities, and will foster indigenous relationships by preserving cultural assets and promoting indigenous values. In the long-term, the trail will connect with the Okanagan Rail Trail between Vernon and Kelowna, and establish a viable route between Sicamous and Osoyoos.

**Strengthening Relationships and Unfolding the True Story** within Secwépemc Nation territory is fundamental to this approach in the North. It is an initiative being led by Splatsin leadership in partnership with municipal/regional leadership; and seen as complimenting/linking with the Okanagan Rail Trail efforts to the south.



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**Scope of work/Deliverables:** (Works to be completed between km 0.0 and 42.6)

- Mobilization, Layout Survey, Temporary Facilities, Environmental Mitigation
- Archaeological Impact Assessments
- Trail Clear and Grub
- Trail Prep and Construction – includes subgrade blend, regrade, compact, and ditching
- Relocation of Trail around Sure Crop Feeds at km 27.4 – 27.75
- Trail Surface Gravels – includes supply, install, & prep 100 mm crushed base (High Fines/19mm minus)
- Installation of Road Crossings – includes surface, bollards, safety, signage, and flashers where designated
- Trailhead Parking Areas – include vault toilet, bear-proof bin, fencing, signage, gravel surface, wheel stops
- Side Connector Paths – to Grindrod Park (km 27) and Splatinsin Centre (km 37.4)
- Fencing and Barriers
- Steep Slope Rock Scaling
- Shoreline Protection – shoreline erosion repair/mitigation, subsurface repair/rebuild, and raised trail
- Bridge Pedestrianizing of existing rail bridges
- Drainage Improvements – culvert removal/replacement, install, and ditching and drainage improvements
- Wayfinding Signs and Trail Counters – install km markers, wayfinding, badge posts, etiquette, and counters

**Permits and Assessments include:**

- Environment – Section 11 Notification for culvert replacement
- Archaeological – Heritage Inspection Permit (already secured) and Archaeological Impact Assessments where subsurface works below rail ballast is required (i.e. road crossings, subsurface prep, signage and fence installation)
- Ministry of Transportation and Infrastructure – consultation and reporting
- Jurisdictional development permits
- Call Before You Dig – prior to construction

**Project Development and Management** – will be administered by staff through the joint inter-jurisdictional Rail Trail Technical Operational Committee (Splatinsin, RDNO, CSRD), in collaboration with staff and leadership from the partner municipalities. And with support from the Shuswap Trail Alliance, the Rail Trail Community Engagement Advisory partners, and Rail Trail Community Capital Fundraising Committee. Procurement and contracting will be conducted according to the policies of the inter-jurisdictional partner governments, and include the use of MMCD standard tender and contract documents.

**Phased Development** – this plan acknowledges the phased development of the Shuswap North Okanagan Rail Trail. Future stages will address a) completion of the km 42.6 – 50.0 section to Armstrong, including pedestrian/bicycle overpass of Highway 97A, and b) addition of side destinations to enhance overall corridor use.

**Project Location:** the full corridor is within the Splatinsin te Secwépemc territory.

- North End km 0.0 (District of Sicamous) - Latitude: 50°50'6.83"N, Longitude: 118°59'38.49"W
- South End km 42.6 (Township of Spallumcheen) - Latitude: 50°29'59.01"N, 119° 7'19.58"W

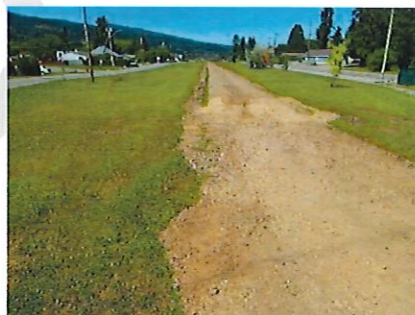


Figure 1 : Typical Section

See the [Shuswap North Okanagan Rail Trail Development Plan](#) for full design details, plus appendices for technical reports, assessments, and mapping.

Also see:

- [Rail Trail Road Crossing Treatment Memo](#) (Urban Systems Ltd)
- [Rail Trail Flood Risk Assessment and Erosion Report](#) (Waters Edge Engineering Ltd)
- [Rail Trail Bridge Assessment and Construction Drawings](#) (Bourcet Engineering)



*The abandoned CP Rail corridor through Splatšín te Secwépemc territory between Sicamous and the Township of Spallumcheen awaits repurposing as a multi-use active transportation and recreational greenway.*







**Budget: Km 0.0 – 42.6 (Sicamous to Stepney X Road)**

**Sicamous to Armstrong Rail Trail - Class 'C' Estimate Detailed Breakdown: Km 0.0 - 42.6 (Sicamous-to-Stepney X Rd)**

| ITEM                                       | DESCRIPTION                                                                                                                    | UNIT | QUANTITY | UNIT PRICE  | TOTAL AMOUNT |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------|----------|-------------|--------------|
| <b>General Requirements</b>                |                                                                                                                                |      |          |             |              |
| 1.0                                        | Mobilization                                                                                                                   | LS   | 1        | \$200,000   | \$200,000    |
| 2.0                                        | Layout Survey                                                                                                                  | LS   | 1        | \$180,141   | \$180,141    |
| 3.0                                        | Temporary Facilities                                                                                                           | LS   | 1        | \$135,106   | \$135,106    |
| 4.0                                        | Environmental Mitigation                                                                                                       | LS   | 1        | \$180,141   | \$180,141    |
| Section Sub-total:                         |                                                                                                                                |      |          |             | \$695,388    |
| <b>Trail Clear and Grub</b>                |                                                                                                                                |      |          |             |              |
| 1.0                                        | Clear and Grub                                                                                                                 | m    | 42,600   | \$8         | \$340,800    |
| Section Sub-total:                         |                                                                                                                                |      |          |             | \$340,800    |
| <b>Trail Prep and Construction</b>         |                                                                                                                                |      |          |             |              |
| 1.0                                        | Trail Subgrade - Blend, Regrade, Compact, Ditching                                                                             | m    | 42,600   | \$32        | \$1,363,200  |
| 2.0                                        | Full Trail Construction Connection to Armstrong 49.2km - 50.3km (Clear and Grub, Common Ex, Import Granular Material, Fencing) | m    | 0        | \$294       | \$0          |
| 3.0                                        | Relocation of Trail at Sure Crop (Clear and Grub, Common Ex, Import, Gravels, CRB with Fence)                                  | m    | 310      | \$478       | \$148,180    |
| 4.0                                        | km 37.5 Geogrid and Regrade - 150 metre slip section                                                                           | m    | 150      | \$40        | \$6,000      |
| Section Sub-total:                         |                                                                                                                                |      |          |             | \$1,517,380  |
| <b>Trail Surface Gravels</b>               |                                                                                                                                |      |          |             |              |
| 1.0                                        | Supply, Install, and Prep 100mm Thick Crushed Base (High Fines/19mm minus) - 4.6m width                                        | m    | 27,290   | \$37        | \$1,004,272  |
| 2.0                                        | Supply, Install, and Prep 100mm Thick Crushed Base (High Fines/19mm minus) - 3.5m width                                        | m    | 15,000   | \$28        | \$420,000    |
| Section Sub-total:                         |                                                                                                                                |      |          |             | \$1,424,272  |
| <b>Road Crossings</b>                      |                                                                                                                                |      |          |             |              |
| 1.0                                        | Type 1a - Driveway/Agricultural Crossing                                                                                       | each | 16       | \$3,900     | \$62,400     |
| 2.0                                        | Type 1b - Driveway/Agricultural Crossing (inc. Bollards)                                                                       | each | 6        | \$14,820    | \$88,920     |
| 3.0                                        | Type 2 - Enhanced Agricultural Crossing                                                                                        | each | 0        | \$19,500    | \$0          |
| 4.0                                        | Type 3 - Crosswalk and Side-mounted Signs                                                                                      | each | 9        | \$32,370    | \$291,330    |
| 5.0                                        | Type 4 - Enhanced Crosswalk and Overhead-mounted Signs                                                                         | each | 2        | \$71,370    | \$142,740    |
| 6.0                                        | Type 5 - Ped/Cyclist Activated Flashers                                                                                        | each | 3        | \$117,650   | \$352,950    |
| 7.0                                        | Stepney Crossing - Overpass                                                                                                    | LS   | 0        | \$2,500,000 | \$0          |
| Section Sub-total:                         |                                                                                                                                |      |          |             | \$938,340    |
| <b>Trail Heads and Side Destinations</b>   |                                                                                                                                |      |          |             |              |
| 1.0                                        | Large Trail Head - 50 Stalls (incl. vault toilet, bear-proof bin, wood fence, signage, gravel surface, wheel stops)            | each | 1        | \$96,135    | \$96,135     |
| 2.0                                        | Medium Trail Head - 25 Stalls (incl. vault toilet, bear-proof bin, wood fence, signage, gravel surface, wheel stops)           | each | 4        | \$62,498    | \$249,990    |
| 3.0                                        | Small Trail Head - 10 Stalls (incl. bear-proof bin, wood fence, signage, gravel surface, wheel stops)                          | each | 0        | \$28,421    | \$0          |
| 4.0                                        | Side Destination Type 1 (Basic Path and Signage)                                                                               | each | 0        | \$4,576     | \$0          |
| 5.0                                        | Side Destination Type 2 (Basic Path, Signage, and Bench)                                                                       | each | 0        | \$7,176     | \$0          |
| 6.0                                        | Side Destination Type 3 (Basic Path, Signage, Bench, Vault Toilet and Bear-proof Garbage)                                      | each | 0        | \$29,536    | \$0          |
| 7.0                                        | Side Destination Type 4 (Basic Path, Signage, Bench, Vault Toilet, Bear-proof Garbage, and Picnic Table)                       | each | 0        | \$33,436    | \$0          |
| 8.0                                        | Side Destination Type 5 Trail Connection - Sicamous Connection Bruhn Bridge (km 0)                                             | LS   | 0        | \$70,000    | \$0          |
| 9.0                                        | Side Destination Type 5 Trail Connection - Grindrod Park (km 27)                                                               | LS   | 1        | \$16,400    | \$16,400     |
| 10.0                                       | Side Destination Type 5 Trail Connection - Enderby Riverwalk (km 36.9)                                                         | each |          |             |              |
| 11.0                                       | Side Destination Type 5 Trail Connection - Splat'sin Centre Connector (km 37.4)                                                | LS   | 1        | \$50,000    | \$50,000     |
| 12.0                                       | Side Destination Type 5 Trail Connection - Splat'sin Connector (km 37.8)                                                       | each |          |             |              |
| Section Sub-total:                         |                                                                                                                                |      |          |             | \$412,525    |
| <b>Fencing and Barriers</b>                |                                                                                                                                |      |          |             |              |
| 1.0                                        | Evergreen St/Brick Yard Ave Barriers (Concrete Barriers at Key Locations)                                                      | each | 5        | \$2,000     | \$10,000     |
| 2.0                                        | Misc. Barriers Illegal Access                                                                                                  | each | 5        | \$2,000     | \$10,000     |
| 3.0                                        | 6' Black Vinyl Fence North Enderby Timber                                                                                      | m    | 550      | \$80        | \$44,000     |
| 4.0                                        | 6' Woven Wire Fence (Fosters Farm, Mara Sliding, Vander Sar, Bruns, Coom Bay)                                                  | m    | 2,064    | \$40        | \$82,560     |
| 5.0                                        | 8' Chain-link Double Swing Gate - 20'                                                                                          | each | 4        | \$2,900     | \$11,600     |
| Section Sub-total:                         |                                                                                                                                |      |          |             | \$158,160    |
| <b>Steep Slope (Rock Scaling)</b>          |                                                                                                                                |      |          |             |              |
| 1.0                                        | High Priority Sections 100m (Allowance)                                                                                        | LS   | 1        | \$48,650    | \$48,650     |
| 2.0                                        | Moderate to High Priority 180m (Allowance)                                                                                     | LS   | 1        | \$83,400    | \$83,400     |
| 3.0                                        | Moderate Priority 105m (Allowance)                                                                                             | LS   | 1        | \$48,650    | \$48,650     |
| 4.0                                        | Rock Fall Fence                                                                                                                | LS   | 1        | \$10,000    | \$10,000     |
| 5.0                                        | Signage                                                                                                                        | each | 20       | \$750       | \$15,000     |
| Section Sub-total:                         |                                                                                                                                |      |          |             | \$205,700    |
| <b>Shoreline Protection (Risk Managed)</b> |                                                                                                                                |      |          |             |              |
| 1.0                                        | Full Riprap - Mara Lake (0km - 16km) - Full Construction                                                                       | m    | 920      | \$3,000     | \$2,760,000  |
| 2.0                                        | Partial Riprap - Mara Lake (0km - 16km) - Risk Managed                                                                         | m    | 0        | \$1,500     | \$0          |
| 4.0                                        | Repair/Rebuild Trail and Protection behind North Enderby Timber - 32.75km                                                      | LS   | 1        | \$320,000   | \$320,000    |
| 5.0                                        | Repair/Rebuild Trail and Protection at - 37.5km                                                                                | m    | 0        | \$1,500     | \$0          |
| 6.0                                        | Raise Trail - Mara Lake (0km - 16km)                                                                                           | m3   | 10,000   | \$60        | \$600,000    |
| 7.0                                        | Raise Trail at Fortune Creek (42.1km - 42.4km)                                                                                 | m3   | 750      | \$40        | \$30,000     |
| Section Sub-total:                         |                                                                                                                                |      |          |             | \$3,710,000  |





|                                                               |      |    |                                                               |              |
|---------------------------------------------------------------|------|----|---------------------------------------------------------------|--------------|
| <b>Bridges - Pedestrianizing</b>                              |      |    |                                                               |              |
| 1.0 Pedestrianize Existing Bridge - Rosemond Lake (17km)      | LS   | 1  | \$70,000                                                      | \$70,000     |
| 2.0 Pedestrianize Existing Bridge - Unnamed (40km)            | LS   | 1  | \$70,000                                                      | \$70,000     |
| 3.0 Pedestrianize Existing Bridge - Stepney Cross Road (42km) | LS   | 1  | \$35,000                                                      | \$35,000     |
| 4.0 Pedestrianize Existing Bridge - Fortune Creek (49km)      | LS   | 0  | \$70,000                                                      | \$0          |
| Section Sub-total:                                            |      |    |                                                               | \$175,000    |
| <b>Drainage Improvements</b>                                  |      |    |                                                               |              |
| 1.0 Remove and Replace High Priority Culverts (12)            | LS   | 8  | \$12,083                                                      | \$96,667     |
| 2.0 Remove and Replace Medium Culverts (3)                    | LS   | 2  | \$10,667                                                      | \$21,333     |
| 3.0 New Culverts (13)                                         | LS   | 11 | \$10,000                                                      | \$110,000    |
| 4.0 Allowance for Ditching and Drainage Improvements          | LS   | 1  | \$100,000                                                     | \$100,000    |
| Section Sub-total:                                            |      |    |                                                               | \$328,000    |
| <b>Wayfinding and Trail Counters</b>                          |      |    |                                                               |              |
| 1.0 Km Markers                                                | each | 42 | \$700                                                         | \$29,400     |
| 2.0 Directional/Wayfinding Signs                              | each | 32 | \$1,800                                                       | \$57,600     |
| 3.0 Badge Post                                                | each | 32 | \$900                                                         | \$28,800     |
| 4.0 Welcome, Etiquette, ALC Signs (3 signs per intersection)  | each | 48 | \$700                                                         | \$33,600     |
| 5.0 Trail Counters                                            | each | 6  | \$10,000                                                      | \$60,000     |
| Section Sub-total:                                            |      |    |                                                               | \$209,400    |
|                                                               |      |    | Overall Sub-total:                                            | \$10,114,965 |
|                                                               |      |    | 15% Archaeological, Environmental, and Engineering Allowance: | \$1,517,245  |
|                                                               |      |    | 25% Contingency Allowance:                                    | \$2,528,741  |
|                                                               |      |    | Total:                                                        | \$14,160,951 |
| <b>Project Revenue</b>                                        |      |    |                                                               |              |
| BC Active Transportation Grant - Application A                |      |    | 4%                                                            | \$500,000    |
| CSRD Area E/District of Sicamous - Economic Opportunity Funds |      |    | 2%                                                            | \$232,445    |
| TOTA/Ministry of Tourism Grant                                |      |    | 2%                                                            | \$250,000    |
| COVID Resilience Infrastructure Stream (CVRIS) Grant          |      |    | 3%                                                            | \$459,061    |
| Capital Campaign Funds                                        |      |    | 1%                                                            | \$180,000    |
| Active Transportation Fund - Infrastructure Canada (ATF-INFC) |      |    | 89%                                                           | \$12,539,445 |
|                                                               |      |    | Combined Project Total:                                       | \$14,160,951 |

**District of Sicamous**

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V0E 2V0

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[sicamous.ca](http://sicamous.ca)



March 10, 2022

Rail-to Trail-Technical Operating Committee

**Re: Sicamous Narrows AT Bridge Feasibility – Federal Active Transportation Planning Grant**

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Dear TOC Members,

The District of Sicamous is requesting support from the Rail Trail Technical Operating Committee for an application for Federal Active Transportation Planning Grant to provide an accurate cost estimate for an active transportation bridge across the Sicamous Narrows linking the Rail Trail to downtown Sicamous.

The District of Sicamous is completing a Parks and Trails Master Plan and an Active Transportation Network Plan. Even in the early stages of those plans, this project has been identified as a priority to promote active transportation in Sicamous.

The District of Sicamous will provide the funding to match the grant requirements. Should you have any questions with respect to the foregoing, please do not hesitate to contact the undersigned.

Regards,

**DISTRICT OF SICAMOUS**

A handwritten signature in black ink, appearing to read "Terry Rysz", is written over a horizontal line.

Terry Rysz, Mayor

cc Alex de Chantel, R2T Fundraising  
District of Sicamous Council  
Evan Parliament, CAP  
Kelly Bennett, CFO





# AGENDA

## City of Salmon Arm Regular Council Meeting

Tuesday, October 11, 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 September 26, 2022                                                                                                                                                                  |
|         | 7.     | COMMITTEE REPORTS                                                                                                                                                                                                      |
| 19 - 22 | 1.     | Development and Planning Services Committee Meeting Minutes of October 3, 2022                                                                                                                                         |
| 23 - 28 | 2.     | Shuswap Regional Airport Operations Committee Meeting Minutes of September 21, 2022                                                                                                                                    |
| 29 - 34 | 3.     | Active Transportation Task Force Meeting Minutes of October 3, 2022                                                                                                                                                    |
| 35 - 38 | 4.     | Social Impact Advisory Committee Meeting Minutes of September 23, 2022                                                                                                                                                 |

- 39 – 44      8.      **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
  1.      District Update – September 2022
- 45 – 48      9.      **STAFF REPORTS**
  - 49 – 52      1.      Chief Financial Officer – Property Tax Collection
  - 53 – 60      2.      Director of Corporate Services – Lease of Agricultural Land known as Harrington Farm/Minion Field – 2191 30 Street SW
  - 61 – 64      3.      Director of Development Services – Addition to City of Salmon Arm Community Heritage Register
  4.      Chief Administrative Officer – Community Resiliency Investment Program – 2023/2024 Application
- 65 – 72      10.      **INTRODUCTION OF BYLAWS**
  1.      City of Salmon Arm Fee for Service Amendment Bylaw No. 4554 (Airport User Fees) – First, Second and Third Reading
- 73 – 86      11.      **RECONSIDERATION OF BYLAWS**
  - 87 – 102      1.      City of Salmon Arm Zoning Amendment Bylaw No. 4547 [ZON-1251; Murdoch, C. & K.; 1641 23 Avenue NE; R-1 to R-8] – Final Reading
  - 103 – 120      2.      City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4550 – Final Reading
  3.      City of Salmon Arm Tax Exemption Bylaw No. 4551 – Final Reading
- 121 – 122      12.      **CORRESPONDENCE**
  1.      Informational Correspondence
13.      **NEW BUSINESS**
- 123 – 126      14.      **PRESENTATIONS**
  1.      Presentation 4:00-4:15 (approximately)  
C. Davis, President – Daybreak Club, Rotary Club of Salmon Arm – Rotary Legacy Project – Canoe Beach Swim Jetty Dock
  - 127 – 150      2.      Presentation 4:15-4:30 (approximately)  
J. Johnson, P. McIntyre-Paul, D. Major and C. Newnes, Active Transportation Task Force and S. Friegang, Urban Systems – Active Transportation Network Plan
15.      **COUNCIL STATEMENTS**
16.      **SALMON ARM SECONDARY YOUTH COUNCIL**
17.      **NOTICE OF MOTION**
18.      **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**



19. **OTHER BUSINESS**  
 151 - 152 1. Released from In Camera – Maplewood Subdivision – Ready Trail

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>                                                                                                                                                                                         |
| 153 - 164 | 1.     | Development Variance Permit Application No. VP-561 [Weed, J. & Cockrill, E./Hindbo Construction; 2794 25 Street NE; Height of Retaining Wall and Fence and Principal Dwelling]                          |
|           | 23.    | <b>STATUTORY PUBLIC HEARINGS</b>                                                                                                                                                                        |
| 165 - 172 | 1.     | Zoning Amendment Application No. ZON-1250 [City of Salmon Arm; Text Amendment; R4 (Medium Density Residential Zone) – Bare Land Multi Family Strata Lot Regulations]                                    |
|           | 24.    | <b>RECONSIDERATION OF BYLAWS</b>                                                                                                                                                                        |
| 173 - 176 | 1.     | City of Salmon Arm Zoning Amendment Bylaw No. 4548 [ZON-1250; City of Salmon Arm; Text Amendment; R4 (Medium Density Residential Zone) – Bare Land Multi Family Strata Lot Regulations] – Third Reading |
|           | 25.    | <b>QUESTION AND ANSWER PERIOD</b><br>(suspended to November 14, 2022)                                                                                                                                   |
| 177 - 178 | 26.    | <b>ADJOURNMENT</b>                                                                                                                                                                                      |

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Item 2.

## CITY OF SALMON ARM

Date: October 11, 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 disclosure could reasonably be expected to harm the interests of the municipality, of the *Community Charter*, Council move In-Camera.

### Vote Record

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

Opposed:

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

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Item 6.1

## CITY OF SALMON ARM

Date: October 11, 2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of September 26, 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, September 26, 2022.**

### PRESENT:

Mayor A. Harrison  
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  
Chief Financial Officer C. Van de Cappelle  
Manager of Permits & Licensing, M. Roy  
Deputy Corporate Officer R. West (participated remotely)

### ABSENT:

Councillor C. Eliason

#### 1. CALL TO ORDER

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

#### 2. IN-CAMERA SESSION

0401-2022

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.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
Council returned to Regular Session at 2:22 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."

Council acknowledged September 30, 2022 as National Day for Truth and Reconciliation, a day to learn, reflect and encourage dialogue between Indigenous and non-Indigenous Peoples.

Council recognized the devastation caused by Hurricane Fiona and shared a message of empathy for those on the east coast of Canada who have been impacted.

4. REVIEW OF AGENDA

Addition under Item 22.1 – S. & B. Harper – email received September 25, 2022 – DP-558 [Brown, A.; 1660-20 Street SE; Servicing Requirements]

Addition under Item 22.1 – J. & S. Harper – email received September 26, 2022 – DP-558 [Brown, A.; 1660-20 Street SE; Servicing Requirements]

Addition under Item 22.1 – C. Thorpe – email received September 26, 2022 – DP-558 [Brown, A.; 1660-20 Street SE; Servicing Requirements]

5. DISCLOSURE OF INTEREST

Councillor Wallace Richmond declared a conflict with Item 14.2 as Salmon Arm Economic Development is a client of her firm.

Councillor Flynn declared a conflict with Item 9.4 as one of the proponents is a client of his firm.

Mayor Harrison declared a conflict with Item 24.1 as a family member is the construction contractor retained by the applicant.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of August 22, 2022

0402-2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of September 20, 2022

0403-2022

Moved: Councillor Wallace Richmond  
Seconded: Councillor Lindgren  
THAT: the Development and Planning Services Committee Meeting Minutes of September 20, 2022 be received as information.

CARRIED UNANIMOUSLY

2. Downtown Parking Commission Meeting Minutes of August 16, 2022

0404-2022

Moved: Councillor Wallace Richmond  
Seconded: Councillor Lavery  
THAT: the Downtown Parking Commission Meeting Minutes of August 16, 2022 be received as information.

CARRIED UNANIMOUSLY

3. Environmental Advisory Committee Meeting Minutes of September 9, 2022

0405-2022

Moved: Councillor Lindgren  
Seconded: Councillor Flynn  
THAT: the Environmental Advisory Committee Meeting Minutes of September 9, 2022 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

Columbia Shuswap Regional District Update – August 2022 – Received as information.

9. STAFF REPORTS

1. Director of Corporate Services – 2023 Council Meeting and Development and Planning Services Committee Meeting Schedule

0406-2022

Moved: Councillor Flynn  
Seconded: Councillor Wallace Richmond  
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.

CARRIED UNANIMOUSLY



9. STAFF REPORTS - continued

2. Director of Development Services – Development Permit Application No. DP-427 (Multi-Family Residential); [Habitat for Humanity/Miller, W.M.; 1351 10 Avenue NE]

0407-2022

Moved: Councillor Cannon

Seconded: Councillor Lindgren

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 earmarked affordable housing funds within the COVID-19 Safe Restart Grant Reserve.

CARRIED UNANIMOUSLY

3. Director of Engineering & Public Works – Award of RFP for Roundabouts – Detailed Design

0408-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

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).

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict of interest and left the meeting at 2:58 p.m.

4. Manager of Permits and Licensing – Canoe Beach Cabin Demolition Award

0409-2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

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.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

Councillor Flynn returned to the meeting at 3:06 p.m.

5. Director of Engineering & Public Works – Airport Appreciation Day – Sunday, June 25, 2023

0410-2022

Moved: Councillor Lavery

Seconded: Councillor Cannon

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.

CARRIED UNANIMOUSLY

6. Arena Manager, Shuswap Recreation Society – Shuswap Academy Elite Hockey School – Contract

0411-2022

Moved: Councillor Cannon

Seconded: Councillor Flynn

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.

CARRIED UNANIMOUSLY

7. Chief Administrative Officer – City of Salmon Arm Living Wage Policy #1.15

0412-2022

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: Council adopt Living Wage Policy No. 1.15, attached as Appendix A to the staff report dated September 20, 2022.

CARRIED UNANIMOUSLY

8. Chief Administrative Officer – UBCM Poverty Reduction Planning & Action Program – Stream 2 Award

0413-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

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.

CARRIED UNANIMOUSLY



**10. INTRODUCTION OF BYLAWS**

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

0414-2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

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.

CARRIED UNANIMOUSLY

2. City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4550 – First, Second and Third Readings

0415-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

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.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Tax Exemption Bylaw No. 4551 – First, Second and Third Readings

0416-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

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

Amendment:

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the following property is 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: 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).

CARRIED

Councillor Lavery Opposed

10. INTRODUCTION OF BYLAWS - continued

1. City of Salmon Arm Tax Exemption Bylaw No. 4551 – First, Second and Third Readings - continued

Amendment:

Moved: Mayor Harrison

Seconded: Councillor Flynn

THAT: the property located at 2460 Auto Road SE (Block 2, Plan 1507, Section 13, Township 20, Range 10) and owned by the Scout Properties (BC/Yukon) is hereby exempted from taxation for all purposes for the year 2023 only, the whole of the taxable assessed value of the land and improvements; except for 50% (1,587 square feet) which is leased/rented to others.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

14. PRESENTATIONS

1. P. Cox, Coordinator, Carriage Lane Strata Firesmart Neighbourhood Committee - Wildfire Hazard Mitigation

P. Cox provided an overview of the Carriage Lane strata and resident concerns with respect to potential wildfire hazards along the Carriage Lane Strata Northern Boundary.

2. 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

R. Parenteau, L. Fitt and R. Marshall announced that the Shuswap Community Foundation received an anonymous donation of \$1.65M for the purpose of providing grants to benefit small businesses in the Shuswap. Earnings from the endowment will be disbursed as grant funding on an annual basis beginning in August, 2023.

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Curbside Collection Amendment Bylaw No. 4525 [Curbside Collection Bylaw No. 4281] – Final Reading

0417-2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY



**11. RECONSIDERATION OF BYLAWS - continued**

2. City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4529 [Municipal Ticket Information System Bylaw No. 2760] - Final Reading

0418-2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

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

CARRIED UNANIMOUSLY

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

0419-2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY

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

0420-2022

Moved: Councillor Cannon

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY

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

0421-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY

6. City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4549 - Final Reading

0422-2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

1. Informational Correspondence

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

0423-2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: Council authorize the Shuswap Food Action Society to work with staff to use a portion of the Ross Street Plaza parking lot on October 8, 2022 for Applefest, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

9. P. Wallensteen – Email dated September 15, 2022 – Sage Orienteering – Request to use various parks and trails for orienteering, October 2022

0424-2022

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: Council authorize Sage orienteering to use City parks and trails for orienteering training in October, 2022, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

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

0425-2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council authorize Downtown Salmon Arm an extension of the road closure portion of McLeod Street on Saturday, October 15, 2022 from 12:00 p.m. to 12:00 a.m. on October 16, 2022 for the Loud and Proud Celebration, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

6. T. Kutschker, Director/Curator, Salmon Arm Arts Centre – Letter dated September 13, 2022 – National Day for Truth and Reconciliation – Request Road Closure, September 30, 2022

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

10. T. Timofee, 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

**12. CORRESPONDENCE - continued****1. Informational Correspondence - continued**

- 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**

0426-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Council authorize the temporary closure of McLeod Street from the Hudson Avenue intersection to the alleyway entrance, on Friday, September 30, 2022 from 3:00 p.m. to 6:00 p.m. for the purpose of the Shuswap District Arts Council hosting a National Day for Truth and Reconciliation event, subject to the provision of adequate liability insurance;

AND THAT: Council authorize Skookum Cycle to use the South Canoe Trails and parking lot from 5:00 p.m. to 7:00 p.m. for their Tuesday Youth Ride and year end celebration and BBQ on September 27, 2022, subject to the provision of adequate liability insurance;

AND THAT: Council authorize the Shuswap Children's Association to use Fletcher Park on Tuesday, October 4, 2022 from 9:00 a.m. to 11:00 a.m., subject to the provision of adequate liability insurance;

AND THAT: Council grant Downtown Salmon Arm a temporary road closure of the 200 and 300 block of Alexander Street from 2:00 p.m. to 5:30 p.m. on Monday, October 31, 2022 for the 30<sup>th</sup> Annual Halloween Treat Trail, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

- 12. C. Bold – Letter dated August 29, 2022 – Request to Donate a Bench with Plaque at Klahani Park**

0427-2022

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Council authorize staff to work with C. Bold on the placement of a memorial bench at Klahani Park, subject to all associated costs of the bench and installation being assumed by the requestor;

AND THAT: should the costs associated with the bench installation not be funded by requestor, this request be referred to the 2023 budget for consideration.

CARRIED UNANIMOUSLY

**13. NEW BUSINESS****15. COUNCIL STATEMENTS**



16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. 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.

20. QUESTION AND ANSWER PERIOD

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

2. IN-CAMERA SESSION – continued

0428-2022 Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 5:37 p.m.

Council returned to Regular Session at 5:43 p.m.

The Meeting recessed at 5:44 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison  
Councillor K. Flynn  
Councillor T. Lavery (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:**

Councillor C. Eliason

**21. DISCLOSURE OF INTEREST**

**22. HEARINGS**

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

0429-2022

Moved: Councillor Cannon

Seconded: Councillor Lindgren

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.

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

Arlene Brown, the applicant, was available to answer questions from Council.

Submissions were called for at this time.

G. Sutherland and S. Hoyland – email received September 18, 2022 – VP-558.

L. & F. Martin – email received September 20, 2022 – VP-558.

B. & D. Wenzel – email received September 20, 2022 – VP-558

E. & J. Ouyang – email received September 21, 2022 – VP 558

S. & B. Harper – email received September 25, 2022 – DP-558

J. & S. Harper – email received September 26, 2022 – DP-558

C. Thorpe – email received September 26, 2022 – DP-558

L. Martin spoke in favour of the applicants request to waive the servicing requirements, as the additional lighting and the bike lane are not necessary.

D. Wenzel spoke in favour of the applicants request to waive the servicing requirements, as the cost for the upgrades is not fair and the additional lighting is not necessary.

F. Ambler spoke in favour of the applicants request to waive the servicing requirements, as area does not need a bike lane and the cost for the upgrades is not reasonable.

Following three calls for submissions and questions from Council, the Hearing closed at 7:17 p.m. and the Motion was amended as follows:

**Amendment:**

Moved: Councillor Flynn

22. HEARINGS - continued1. Development Variance Permit Application No. VP-558 [Brown, A.; 1660-20 Street SE; Servicing Requirements]

Seconded: Councillor Cannon

THAT: Council accept \$20,000 in lieu of the requirement to replace the BC Hydro Lease Light and install of 3 davit lights and a bike lane.

CARRIED

Councillor Lavery opposed

Motion as amended:

CARRIED UNANIMOUSLY

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

0430-2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

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.

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

T. Peasgood, the applicant, was available to answer questions from Council.

Submissions were called for at this time.

N. Fowler – Letter received September 23, 2022 – VP-559.

B. Verhoeve spoke in favour of the applicant's setback variance request.

Following three calls for submissions and questions from Council, the Hearing closed at 7:35 p.m. and the Motion was:

CARRIED UNANIMOUSLY

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

0431-2022

Moved: Councillor Lavery

Seconded: Councillor Flynn

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.



22. HEARINGS – continued

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

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

C. Koleba, the applicant, was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:38 p.m. and the Motion was:

CARRIED UNANIMOUSLY

Mayor Harrison declared a conflict of interest at 7:39 p.m.

Deputy Mayor Flynn assumed the chair.

23. STATUTORY PUBLIC HEARINGS

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

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

C. Murdoch, 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 7:44 p.m. followed by comments from Council.

24. RECONSIDERATION OF BYLAWS

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

0432-2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4547 be read a third time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0433-2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of September 26, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:45 p.m.

CERTIFIED CORRECT:

Adopted by Council the      day of      , 2022.

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

\_\_\_\_\_  
MAYOR

Item 7.1

## CITY OF SALMON ARM

Date: October 11, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of October 3, 2022 be received as information.

### Vote Record

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

Opposed:

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



## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, October 3, 2022.

### **PRESENT:**

Mayor A. Harrison  
Councillor T. Lavery (participated remotely)  
Councillor S. Lindgren (participated remotely)  
Councillor D. Cannon  
Councillor K. Flynn (left the meeting at 8:02 a.m.)  
Councillor L. Wallace Richmond  
Councillor C. Eliason (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:**

#### **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**

Councillor Flynn declared a conflict with Item 5.1 as the applicant is a client of his firm.

Councillor Flynn left the meeting at 8:02 a.m.

5. REPORTS

1. Development Variance Permit Application No. VP-561 [Weed, J. & Cockrill, E./Hindbo Construction; 2794 25 Street NE; Height requirements]

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-561 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP119501 which will vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1(a) – Height of a combined retaining wall and fence from 2.0m to 6.9m; and
2. Section 6.5 – Increase the height of a principal building from 10.0m to 10.8m.

C. Hindbo, agent for the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN-CAMERA

8. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee meeting of October 3, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:06 a.m.

---

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: October 11, 2022

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of September 21, 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 Shuswap Regional Airport Operations Committee Meeting held in Council Chambers at City Hall, Salmon Arm, BC on Wednesday, September 21, 2022 at 3:00 p.m.

**PRESENT:**

Alan Harrison  
Dorothy Teichrob  
John McDermott  
John Hansen  
Darin Gerow  
Robert Niewenhuizen

Mayor, City of Salmon Arm  
Airport Manager  
Lakeland Ultralights  
Hangar Owner  
City staff, Manager of Roads & Parks  
City staff, Director of Engineering & Public Works,  
Chair

**ABSENT:**

Chad Eliason  
Terry Rysz  
Gord Newnes  
Jeremy Neufeld  
Mark Ohlson  
Keith Watson  
Doug Pearce

Councillor, City of Salmon Arm, Chair  
Mayor, District of Sicamous  
Hangar Owner  
RAP Attack  
Hangar Owner  
Hangar Owner  
Salmon Arm Flying Club

**GUESTS:**

Travis Lodge

KS2 Management / Airport Management

The meeting was called to order at 3:05 p.m. chaired by Rob Niewenhuizen.

**1. Introductions and Welcome**

**a) Airport Manager, KS2 Management Ltd.**

Rob Niewenhuizen welcomed Dorothy Teichrob and Travis Lodge from KS2 Management Ltd. and introduced the members of the Airport Operations Committee.

**2. Acknowledgement of Traditional Territory**

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

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

**4. Approval of Minutes of June 15, 2021 Shuswap Regional Airport Operations Committee Meeting**

Moved: John Hansen

Seconded: John McDermott

THAT: the minutes of the Shuswap Regional Airport Operations Committee Meeting of June 15, 2022 be approved as circulated.

**CARRIED UNANIMOUSLY**

Minutes of the Shuswap Regional Airport Operations Committee of Sept. 21, 2022  
Page 2

**5. Approval of Minutes of June 7, 2022 Shuswap Regional Airport Safety Committee Meeting**

Moved: John McDermott

Seconded: John Hansen

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of June 7, 2022 be approved as circulated.

**CARRIED UNANIMOUSLY**

**6. Airport Managers Update**

- Good fuel sales this summer
- Approx. 5000 aircraft movement
- Taxiway Bravo has been decommissioned
- CADORS report on incident (private helicopter landing)
- South Canoe Hazard beacon repair
- Waiting for contractor to recertify fuel pumps
- Canadian Flight Supplements have been revised

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

- a) NOVA Skydiving Event – September 2<sup>nd</sup> to 5<sup>th</sup>, 2022
  - Rick Scott presented at the Airport Safety Committee
  - Very successful event
  - 46 flights from the sky van
  - 20 flights from the Cessna
  - No incidents
  - City received one noise complaint
- b) NAV Canada Cyclic (5 yr) Review of Flight Approaches
  - Flight Check completed August 10, 2022
- c) Future Hangar sites
  - New lease lot survey to be completed in the fall
  - Hope to advertise lot availability in the winter of 2023
- d) Golf Course Signage
  - Signage is complete and was delivered to the SA Golf Course
  - Installation of signs at Hole #12 and #15 to be done by SA Golf Course

**8. New Business**

- a) Cell phone booster at Airport Terminal Building
  - To be installed by Gregg Paterson
- b) Delta C fuel monitoring pilot project
  - City and Airport staff will work with Delta C moving forward.
- b) 2022 Budget update – review
  - Discussed budget variances due to Airport decertification.
- d) 2023 Draft Budget



**8. New Business - continued**

- Was presented and discussed,
- Staff will continue to look at options for including the repaving of the Airports RWY,
- City Staff will be recommending that an application be submitted to the BC Air Access Program under their 2022 intake.

Moved: John McDermott

Seconded: John Hansen

THAT: the Airport Operations Committee support the proposed 2022 Shuswap Regional Airport Budget as presented.

CARRIED UNANIMOUSLY

**e) Airport Appreciation Day Sunday, June 25, 2023**

- Request from the Salmon Arm Flying Club was reviewed and discussed.

Moved: John Hansen

Seconded: John McDermott

THAT: the Airport Operations Committee support the Airport Appreciation Day on June 216, 2022 and the budget as presented.

CARRIED UNANIMOUSLY

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

- Recruit additional members to the Airport Operations Committee,

**10. Next meeting – Wednesday, November 16, 2022**

Minutes of the Shuswap Regional Airport Operations Committee of Sept. 21, 2022  
Page 4

**11. Adjournment**

Moved: Alan Harrison

Seconded: John Hansen

THAT: the Shuswap Regional Airport Operations Committee Meeting of  
September 21, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:10 p.m.

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Robert Niewenhuizen, ASCT  
Director of Engineering & Public Works

Minutes received as information by Council  
on the            day of            , 2022

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Item 7.3

## CITY OF SALMON ARM

Date: October 11, 2022

Moved: Mayor Harrison

Seconded: Councillor Lavery

THAT: the Active Transportation Task Force Meeting Minutes of October 3, 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 Meeting of the Active Transportation Task Force held by electronic means on Monday, October 3, 2022 at 10:00 a.m.

### PRESENT:

Mayor Alan Harrison  
Councillor Tim Lavery  
Camilla Papadimitropoulos  
Steve Fabro  
Blake Lawson  
Phil McIntyre-Paul  
David Major  
Craig Newnes  
Marianne VanBuskirk  
Chris Larson  
Rhonda West

City of Salmon Arm, Chair  
City of Salmon Arm, Chair  
Citizen at Large  
Citizen at Large (left the meeting at 11:36 a.m.)  
Citizen at Large  
Shuswap Trail Alliance  
Shuswap Cycling Club  
Downtown Salmon Arm  
School District No. 83  
City of Salmon Arm, Senior Planner  
City of Salmon Arm, Recorder

### ABSENT:

Louis Thomas  
Cory Sampson  
Anita Ely  
Joe Johnson  
Kathy Atkins  
Lana Fitt  
Paige Hilland  
Gary Gagnon

Councillor, Neskonlith Indian Band  
Councillor, Adams Lake Indian Band  
Interior Health  
Greenways Liaison Committee  
Citizen at Large  
SAEDS  
Social Impact Advisory Committee  
Citizen at Large

### GUESTS:

Jenn Bellhouse  
Sarah Friegang

Shuswap Trail Alliance  
Urban Systems (left the meeting at 10:46 a.m.)

The meeting was called to order at 10:27 a.m.

#### 1. Call to Order, Introductions and Welcome

#### 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. Approval of Agenda and Additional Items

The Agenda for the October 3, 2022 Active Transportation Task Force Meeting has been circulated to the members of the Active Transportation Task Force.

**4. Approval of minutes from August 2, 2022**

Moved: Marianne

Seconded: Camilla

THAT: The minutes of the Active Transportation Committee Meeting of August 2, 2022 be approved.

CARRIED UNANIMOUSLY

**5. Presentations****6. Old Business / Arising from Minutes**

a) Active Transportation Network Plan update

Sarah Friegang, Urban Systems, outlined the progress and revisions undertaken in the past month. The draft version of the Network Plan has been shared and meetings with Task Force members for comments and input. Sarah Friegang spoke regarding priority projects identified in the Plan as well as recommendations to revisions to the Subdivision and Development Servicing Bylaw regarding bike lanes and pedestrian use, developing road share targets and partnership sharing opportunities.

Urban Systems and members of the Task Force will present the strategy of the Network Plan to Council at the October 11, 2022 Regular Council Meeting. Joe Johnson, Phil McIntyre-Paul, Craig Newnes and David Major will represent the Active Transportation Task Force for this presentation.

**7. Sub-Group Updates**

a) Interim Ideas Sub-Group

Blake Lawson outlined the progress of the sub-groups recent meeting to identify priority interim projects. The discussions included have Bylaw update recommendations and current industry standards as well as BC Active Transportation guidelines and the ability for Salmon Arm to enable the city to meet the targets of BC Active Transportation.

Sarah Friegang left the meeting at 10:46 a.m.



**8. New Business****a) Potential Loss of parking spaces in downtown area (bike lanes)**

Craig Newnes suggested that that a specific concept be delivered to Downtown Salmon Arm before providing any comment on bike lanes and suggested that the Downtown Parking Commission would be involved in any decision making as well. Councillor Lavery spoke regarding the general idea of bike lanes in the downtown area and that the concept of bike lanes may not affect existing parking.

**b) Future of Active Transportation Task Force**

Councillor Lavery spoke regarding the possibility of a future relationship with the Greenways Liaison Committee. Councillor Lavery encouraged members to provide ideas, comments, suggestions and ideas to Mayor Harrison and Councillor Lavery prior to the next meeting of the Task Force.

**c) Input for 2023 City of Salmon Arm Budget**

Councillor Lavery and Mayor Harrison outlined, in general, the City budgeting process. The Task Force will present to Council at the November 14, 2022 Budget meeting. The purpose of this presentation will be to stress the importance of City and grant funding for future Active Transportation needs. Phil McIntyre-Paul, Joe Johnson, David Major and Craig Newnes will present at the November 14 budget meeting on behalf of the Task Force. Budget information prepared by the Chief Financial Officer and the Director of Engineering & Public Works will be circulated to the Task Force members.

Steve Fabro left the meeting at 11:36 a.m.

**9. Other Business &/or Roundtable Updates, Ideas and Questions****10. Next Meeting**

The next meeting of the Active Transportation Task Force will be Monday, November 7, 2022 at 10:00 a.m.

**11. Adjournment**

The Active Transportation Task Force meeting was adjourned at 11:38 a.m.

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Mayor Alan Harrison , Co-Chair

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Councillor Tim Lavery, Co-Chair

Received for information by Council the                      day of                      , 2022.

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Item 7.4

## CITY OF SALMON ARM

Date: October 11, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Social Impact Advisory Committee Meeting Minutes of September 23, 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 Social Impact Advisory Committee meeting held electronically on Friday, September 23, 2022, at 8:00 a.m.

### PRESENT:

|                                    |                                                     |
|------------------------------------|-----------------------------------------------------|
| Councillor Louise Wallace Richmond | City of Salmon Arm, Chair                           |
| Jane Shirley                       | Shuswap Area Family Emergency (SAFE) Society        |
| Shannon Kiehlbauch                 | Okanagan College (entered the meeting at 8:16 a.m.) |
| Dawn Dunlop                        | Canadian Mental Health Association                  |
| Karen Hansen                       | Shuswap Association for Community Living            |
| David Parmenter                    | Interior Health Association-Mental Health           |
| Jen Gamble                         | Shuswap Immigrant Services                          |
| Tim Gibson                         | Shuswap Children's Association                      |
| Kim Sinclair                       | Aspiral Youth Partners                              |
| Erin Jackson                       | City of Salmon Arm                                  |
| B. Puddifant                       | City of Salmon Arm, Recorder                        |

### ABSENT:

|                |                           |
|----------------|---------------------------|
|                | Adams Lake Indian Band    |
|                | Neskonlith Indian Band    |
| Chiara Dentry  | Seniors Resource Centre   |
| Kristy Smith   | Okanagan Regional Library |
| Patti Thurston | Shuswap Family Centre     |

### GUESTS:

The meeting was called to order at 8:00 a.m.

#### 1. Introductions

#### 2. Acknowledgement of Traditional Territory

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

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

Moved: Kim Sinclair

Seconded: Jane Shirley

THAT: the Social Impact Advisory Committee Meeting Agenda of September 23, 2022, be approved as circulated.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of March 18, 2022 Social Impact Advisory Committee Meeting**

Moved: Dawn Dunlop

Seconded: Jane Shirley

THAT: the minutes of the Social Impact Advisory Committee Meeting of March 15, 2022 be approved as circulated.

**CARRIED UNANIMOUSLY**

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

**a) Poverty Reduction Grant - update**

Councillor Wallace Richmond advised that the City's application for the Poverty Reduction Grant has been approved by the Province. Erin Jackson spoke regarding the two eligible proponents for the consultation process and that the award for the Stream 2 process will be before Council at the September 26, 2022 Regular Council Meeting. The successful proponent will invite community groups to be involved in the process.

**6. Presentations**

**7. New Business**

Councillor Wallace Richmond left the meeting at 8:11 a.m. and returned at 8:14 a.m.  
Shannon Kiehlbauch entered the meeting at 8:16 a.m.

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

**9. Next meeting - Friday, October 21, 2022**



**10. Adjournment**

Moved: Jane Shirley

Seconded: Karen Hansen

THAT: the Social Impact Advisory Committee Meeting of September 23, 2022 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:39 a.m.

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Councillor Louise Wallace Richmond, Chair

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

Item 8.1

## CITY OF SALMON ARM

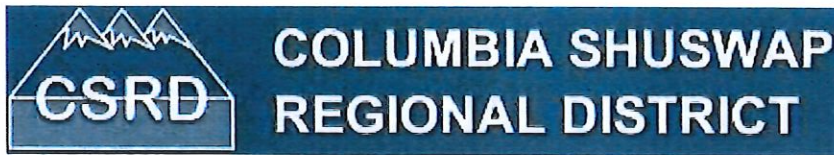
Date: October 11, 2022

### Columbia Shuswap Regional District Update – September 2022

#### **Vote Record**

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

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



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## #YourCSRD - September 2022

September 2022



[Web version](#)

## Highlights from the Regular Board Meeting

### Newsletter change

As part of our conversion to the new CSRD website, the CSRD will be using a new program to create and send out its monthly #YourCSRD newsletter.

Due to legislative requirements, the CSRD cannot automatically subscribe you to the new version of the newsletter. You must resubscribe if you wish to continue to receive it. You can sign up for the newsletter and for other types of CSRD email or text notifications by using the [Notify Me link](#).



### Announcements

**Section 57 of the Community Charter, Notice on Title Hearing**

The Board authorized the Corporate Officer to file a Notice in the Land Title Office against the property located at 2555 Garland Road, Celista. Placing a Section 57 notice on title will alert subsequent owners of the property of the outstanding building regulation non-compliance. [View report.](#)

**Business General & Business by Area****Shuswap Tourism 2020-2021 Annual Review**

The Board received the Shuswap Tourism 2020-2021 Annual Review for information and also noted Expressions of Interest are being sought for Tourism Industry Members on the Shuswap Tourism Advisory Committee. [View review.](#) [View press release.](#)

**Electoral Area F: Sole Source Contract Award for the 2022 Salmon Run Marketing Campaign**

The Board agreed to enter into an agreement with CESK Creative for assistance in implementing Shuswap Tourism's 2022 Salmon Run Marketing Campaign Media Spend in the amount of \$15,000 plus tax. [View report.](#)

**Salmon Arm Refuse Disposal Site – Scale and Site Attendant Operations Contract Award**

The Board agreed to enter into an agreement with Seldom Silent Enterprises Ltd. to provide scale and site attendant services at the Salmon Arm Landfill over a three-year term commencing October 1, 2022, for a total cost of \$1,057,163 plus applicable taxes, with an option to extend for an additional two-year term. Seldom Silent Enterprises Ltd. was the lowest compliant bidder. [View report.](#)

**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.

**Electoral Area C: Eagle Bay Community Park Upgrades - Community Works Fund**

The Board approved the use of Electoral Area C Community Works Fund in an amount of up to \$250,000 for additional park development at Eagle Bay Community Park. [View report.](#)

**Delegations****Concerns Regarding the North Shuswap Health Centre Funding Request**



P42

Eugene Eklund presented information to the Board of Directors regarding the funding request for the North Shuswap Health Centre. [View submission](#). [View NSHC response](#). [View letter from Dr. Bucarelli](#).

## Administration Bylaws

### Electoral Area F: North Shuswap Health Centre Financial Contribution Service Area Establishment Bylaw No. 5848, 2022

After receiving the results of the Alternative Approval Process, the Board voted unanimously to adopt a bylaw which will add a tax contribution from property owners in Electoral Area F to support the operation of the North Shuswap Health Centre. [View results](#). [View Bylaw](#). [View press release](#).

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

The Board adopted Nicholson Fire Suppression Service Area Amendment Bylaw No. 5855, 2022 which adds one property to the existing Nicholson Fire Suppression Service Area. [View Bylaw](#).



## LAND USE MATTERS

### Development Services Business General

#### Introduction of Proposed Development Variance Procedure Amendments

After the Board reviewed proposed bylaw amendments and made some comments, the Board directed staff to prepare amendments to the Development Services Procedures

Bylaw and the Development Services Fees Bylaw for consideration at a future meeting. These amendments are designed to make the Development Variance Permit process faster and easier for minor applications. [View report.](#)

## Development Services Business By Area

### Electoral Area B: Development Variance Permit (DVP) No. 851-10

The subject property is located at 7989 Arrowhead Road in Shelter Bay. The property owners are requesting a variance to increase the maximum permitted height for the principal building from 10.5 meters to 12.3 meters. The Board approved issuance of the DVP. [View report.](#)

## Planning Bylaws

### Electoral Area D: Ranchero/Deep Creek Official Community Plan Amendment Bylaw No. 750-04 and Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-03

The subject property is located at 878 Deep Creek Road, Deep Creek. The applicant is proposing to redesignate and rezone the property from RH – Rural Holdings to MH – Medium Holdings to allow for subdivision of the 40+ ha parcel into five - eight hectare lots. A report has now been submitted by the applicant which reviews the potential water resources for the proposed lots, allowing for second reading of the bylaws. The Board gave second reading to the amending bylaws and directed staff to set up a public hearing. [View report.](#)

### Electoral Area E: Lakes Zoning Amendment Bylaw No. 900-36E

The subject property is located at 9940 Mara West Road. The applicant would like to rezone a portion of the foreshore of Mara Lake adjacent to lands jointly owned by the CSRD and RDNO, which are in the process of being developed as the Sicamous to Armstrong Rail Trail (Rail Trail), to recognize an existing fixed dock. Lakes Zoning Bylaw No. 900 only permits docks in association with waterfront parcels. The subject property is not a waterfront parcel because it is separated from Mara Lake by the Rail Trail property. The owner has applied to amend the zoning bylaw to change the foreshore zone from FM1 to FG1 and include a special regulation which would specify that the existing dock is a permitted use in association with the semi-waterfront subject property. The Board decided to postpone a decision on this application until the Sicamous-to-Armstrong Rail Trail Governance Advisory Committee develops a policy. [View report.](#)

### Electoral Area D: Ranchero/Deep Creek Official Community Plan Amendment Bylaw No. 750-05 and Ranchero/Deep Creek Zoning Amendment Bylaw No. 751-04

The subject property is the Shuswap National Golf Course, located at 6360 Auto Road, 6015 Shaw Road. The applicant wishes to amend the Ranchero/Deep Creek Official Community Plan and Zoning Bylaw to operate a 100-unit campground for seasonal use by



P44

the travelling public on an approximately 7.66 ha portion of the southwestern corner of the property. The Board gave the application first reading and directed the application be referred to other agencies and First Nations for review. [View report.](#)

## Release of In-Camera Resolutions

There were no items.

## NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, October 13, 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 the General Local Government Elections being held October 15, 2022.

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.



Columbia Shuswap Regional District  
555 Harbourfront Drive NE, PO Box 978  
Salmon Arm, BC V1E 4P1  
[www.csr.bc.ca](http://www.csr.bc.ca) | 250.832.8194

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[Unsubscribe](#)

Item 9.1

## CITY OF SALMON ARM

Date: October 11, 2022

Chief Financial Officer  
Property Tax Collection – For Information

### Vote Record

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

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



# CITY OF SALMON ARM

---

Date: September 26, 2022  
 To: Mayor Harrison and Members of Council  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: Property Tax Collection

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## FOR INFORMATION

Listed below are the current tax collection percentages and associated tax and penalty revenues for 2022 and 2021.

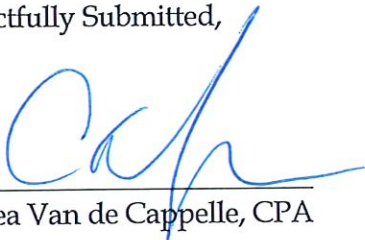
|                                                                                   | <u>2022</u>            | <u>2021</u>            |
|-----------------------------------------------------------------------------------|------------------------|------------------------|
| Revenue                                                                           | \$37,625,940.50        | \$36,001,392.73        |
| Collection to Due Date                                                            | <u>35,370,811.89</u>   | <u>33,607,001.11</u>   |
| Outstanding Balance                                                               | <u>\$ 2,255,128.61</u> | <u>\$ 2,394,391.62</u> |
| Percentage Collected                                                              | 94.0%                  | 93.34%                 |
| Penalty Revenue                                                                   | \$ 225,512.86          | \$ 239,439.17          |
| Less: Penalty Reversal<br>(Due to Deferment Applications & processed adjustments) | (41,829.26)            | <u>(41,650.66)</u>     |
| Less: Penalty Reversal<br>(Due to HOG Applications & adjustments)                 | <u>(5,264.66)</u>      |                        |
| Adjusted Penalty Revenue                                                          | <u>\$ 178,418.94</u>   | <u>\$ 197,788.51</u>   |

Until 2021, local governments were responsible for administering the homeowner grant program on behalf of the Province of BC (Province). As the program grew, so too did the responsibility of managing it. In 2021, the Province took over administration of the homeowner grant program with the hope to make the process simpler for applicants and less of a burden for local governments. With this change, qualifying property owners applied for their homeowner grant directly with the Province either through a secure online application or phone.

|                               | <u>2022</u> | <u>2021</u> | <u>2020</u> |
|-------------------------------|-------------|-------------|-------------|
| HOG's Claimed before Due Date | 5,804       | 5,484       | 5,765       |

The statistics presented will fluctuate throughout the remainder of the year; although not significantly, as the City continues to process HOG adjustments from the Province and Supplemental Assessments through BC Assessment.

Respectfully Submitted,



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Chelsea Van de Cappelle, CPA

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Item 9.2

## CITY OF SALMON ARM

Date: October 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement for the North ½ of the Southwest ¼ of Section 9, Township 20, Range 10, W6M, KDYD (2191 30 Street SW) for the term of April 1, 2023 to October 31, 2025 (for use April 1 - October 31 of each year) for an annual fee of \$24,000.00 (plus applicable taxes) with Farmcrest Foods Ltd., subject to *Community Charter* notification requirements;

AND THAT: the lease includes an option for a two year extension if agreed upon by both parties.

### 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 Council

Date: September 30, 2022

Subject: Lease of Agricultural Land know as Harrington Farm/Minion Field 2191 30 St SW

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**MOTION FOR CONSIDERATON:**

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement for the North ½ of the Southwest ¼ of Section 9, Township 20, Range 10, W6M, KDYD (2191 30 Street SW) for the term of April 1, 2023 to October 31, 2025 (for use April 1 – October 31 of each year) for an annual fee of \$24,000.00 (plus applicable taxes) with Farmcrest Foods Ltd., subject to *Community Charter* notification requirements;

AND THAT: the lease includes an option for a two year extension if agreed upon by both parties.

---

**BACKGROUND:**

The subject property is designated Salmon Valley Agriculture in the Official Community Plan, zoned A-1 (Agriculture Zone) and is located in the Agricultural Land Reserve. The location of the property is shown below.

The City of Salmon Arm purchased the property in 1975. The intent of the purchase was to use the property for a spray irrigation project using effluent from the Wastewater Pollution Control Centre (WPCC), however, the spray irrigation project did not proceed. The Liquid Waste Management Plan identifies the property as a site to accept biosolids from the WPCC. Since 1981, the property has been leased to local farmers to be used for the production of forage and/ or cereal crops.

The City issued a Request For Quotation (RFQ) for a competent and experienced Lessee to lease, cultivate and maintain the approximately 80 acre parcel of vacant agricultural land located at 2191 - 30 Street SW for a term commencing April 1, 2023 and ending October 31, 2025. One quotation was received and accepted.

The conditions of the lease agreement that will expire October 31, 2022 are the same as the proposed lease agreement, with the exception of the lease fee, which currently is \$22,000.00 and is recommended to increase to \$24,000.00 for each of three (3) years, based on the quote received.

Lease of Agricultural Land known as Harrington Farm/Minion Field  
2191 - 30 Street SW  
April 1, 2023 to October 31, 2025

Page 2

Generally, the Lessee shall use the land for the production of forage and/or cereal crops, the City reserves the right to apply bio-solids to all or part of the Lands, and the agreement may be terminated with six (6) months' written notice from either party.

The proponent, Farmcrest Foods Ltd., has leased the property since 2005 and has been a good tenant. It is recommended that the motion for consideration be approved by Council.



Sue Wood  
Director of Corporate Services



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Item 9.3

## CITY OF SALMON ARM

Date: October 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the addition of 'Littlehales-Barker House' (2571 Lakeshore Road NE) to the Community Heritage Register.

### Vote Record

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

Opposed:

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



**CITY OF  
SALMON ARM**

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To: His Worship Mayor Harrison and Members of Council

Date: October 11, 2022

Subject: City of Salmon Arm Community Heritage Register

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**STAFF RECOMMENDATION**

**THAT: City Council authorize the addition of the 'Littlehailes-Barker House' (2571 Lakeshore Road NE) to the Community Heritage Register.**

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**BACKGROUND**

The Community Heritage Register was first adopted by Council in February 2010. The properties and Statements of Significance of the Register were added in three separate phases, with Phase I occurring in 2010, Phase II in 2011, & Phase III in 2013. Since this time, there have been few changes to the document.

There are currently 49 properties on the Community Heritage Register. Prior to this, the most recent property that was added to the Register was the Ball House (1651 2 Avenue NE). Council approved the inclusion of this property in May 2017.

On June 6, 2022, members of the Community Heritage Commission passed a motion to add the Ebl House (Littlehailes-Barker House) to the Community Heritage Register. This motion was carried unanimously. Since then, a draft Statement of Significance has been finalized for the property (along with exterior photos of the house and an old legal plan), all of which are attached as Appendix 1. Some of the character-defining elements of the building include a gable roof with dormers, prominent windows with views of the lake, brick chimneys, two verandahs and an enclosed conservatory, wood trim around windows and exterior doors, and renovations to the exterior made in sympathy with the original structure. Correspondence from Lexi Ebl in support of the Littlehailes-Barker House being added to the Register is attached in Appendix 2.

**PLANNING DEPARTMENT**

The subject property is located just off Lakeshore Road NE. The parcel is designated Medium Density Residential in the City's Official Community Plan and is zoned R-1 (Single Family Residential) in the Zoning Bylaw. The subject property is also approximately 2.536 hectares in area/size. Since the subject property is designated Medium Density Residential in the OCP, up to 40 units/ha maximum is permitted (which may be increased to 50 units/ha by density bonus). However, a realistic density would take into consideration factors such as riparian regulations, setbacks, and access routes. There is also a proposed greenway directly south of the subject property.

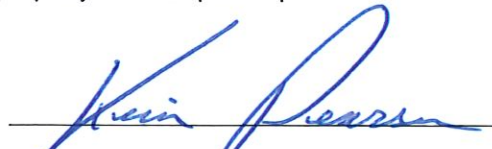
**CONCLUSION**

Staff have no concerns with the addition of the Littlehailes-Barker House to the Community Heritage Register, especially since this would not negatively impact the property's development potential.



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Prepared by: Evan Chorlton  
Planner I



---

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

## APPENDIX 1

Littlehailes-Barker House  
2571 Lakeshore Road NE  
Salmon Arm, B.C.  
Circa 1913

### Description:

The Littlehailes-Barker house is a one-and-a-half-storey wood frame building located on a large property, accessed by a long private driveway offset from Lakeshore Road in northeast Salmon Arm. The house is buffered from the street by **outbuildings, including a workshop, a double car garage, and farm equipment storage**. The house is adjacent to Cress Creek, named for the watercress planted by historic neighbour Gladys Bessie Booth (nee Jameson).

The historic place includes the house and surrounding property.

### Values:

**Thought to be constructed in 1913** for Henry Littlehailes-Barker, the house is valued for its cultural and historic significance within the community, particularly in association with pastoral vistas, orchards, a neighbouring packing house (which is no longer there), and an enclave of neighbouring British gentlemen settlers.

The Littlehailes-Barker House is one of the older houses in a group of heritage buildings adjacent to the Appleyard Subdivision. Like many houses built outside the original town site of Salmon Arm, the Littlehailes-Barker House was associated with early agricultural development and was originally part of the Pat Owens homestead (NW 24 Township 20 Range 10 W6th M). The cluster of nearby heritage buildings (the Fortune House and its re-adapted carriage house and a nearby barn) represents an important part of the early growth of the community and strengthens the historical value of Littlehailes-Barker House.

Situated with its back to Lakeshore Road, the house was built before this major transportation route was established. Access to Salmon Arm was originally through the Littlehailes-Barker front yard, facing Shuswap Lake, and crossed the Fortune property. By 1931 Lakeshore Road was built to connect farmers as far east as the W.X. Ranch to Salmon Arm and shipping networks, and the approach to the Littlehailes-Barker House changed.

Henry Littlehailes-Barker was a gentleman farmer who was wealthy enough to travel the world twice. He and his wife (Ivy Margaret Gwendoline Littlehailes-Barker) took up residence in Salmon Arm prior to World War I, but are believed to have returned to England after the death of Barker's step-son Lieutenant Cyril Leland Hains.

The house was owned by various community members, including the Littlehailes-Barkers, Alice Louisa Alcott, and the Jacques, Duncan and Ebl families. Of note are George and Isabella Duncan. The Scottish

couple were in Canada during World War II and, when the conflict was resolved, returned to Scotland to collect their furnishings and shop equipment. Like the first owner of the house, George Duncan's occupation was classified as a "gentleman" on the ship's register. He was also independently wealthy. As a young man, George invested his inheritance in the oil industry and lived off his investments, extensively travelling. Duncan was also an accomplished photographer. The Duncan's settled in their remodelled home in 1946.

"Bella" Duncan was elected the head of the local Girls' Hospital Aid. The couple supported the organization by doing rummage sales and plays.

The house is socially-important for its continued viability. The level of preservation of its interior is a sign of an appreciation for its heritage and a vote of confidence for the future.

**Character defining elements:**

Key elements that define the heritage character of the Littlehailes-Barker House include:

**Site:**

- Mature plantings, including crab apple trees
- Generous yards surrounding the house
- Views of Shuswap Lake and bordering agricultural lands
- Supports active agriculture

**Building:**

- Gable roof with dormers
  - Prominent windows with views of the lake
  - Brick chimneys
  - Two verandahs and an enclosed conservatory
  - Wood trim around windows and exterior doors
  - Renovations to the exterior made in sympathy with the original structure
-







and plan of  
 at Blocks 4 and 7 as shown on Plan N° 659 registered in  
 Kamloops BC Land Registry Office and entitled  
 Subdivision of the fractional East half of the NW 1/4 and the West half of the NE 1/4  
 of section 24 Township 20 Range 10 West of the 65 Mer.

1423

Map No. 1423  
 Deposited 2-11-14

Scale 2 chains to an inch

District Registrar



The boundary was derived from the bearing of the North  
 boundary - S. 24° 45' 00" W. from the intersection  
 of the line and shore of the 65 Mer. Township 20 Range 10  
 West of the 65 Mer. and the line of the 65 Mer.

I John H. H. H. of the City of Vancouver, B.C. do hereby certify  
 and surveyor in the above mentioned plan and that the survey and plan are correct and  
 true and that the survey and plan are correct and true and that the survey and plan are correct and true

Inspector

L. H. H. H.



**Evan Chorlton**

**From:** Deborah Chapman <archives@salmonarmmuseum.org>  
**Sent:** Wednesday, September 21, 2022 10:37 AM  
**To:** Evan Chorlton  
**Subject:** FW: [External] Ebl residence entered into Heritage registry

**From:** Lori/Jasen Ebl/Gerein [mailto:jaslor@telus.net]  
**Sent:** September 20, 2022 9:53 PM  
**To:** archives@salmonarmmuseum.org  
**Subject:** Ebl residence entered into Heritage registry

*Dear Mr. Chorlton & Mr. Pearson*

*I was speaking with Heritage Commission Member Deborah Chapman about including my home in the City of Salmon Arm's Heritage Register.*

*My late husband, Allen, and I initially approached Deborah at the Salmon Arm Museum about including our home on the Register.*

*We were so pleased when the Commission agreed to write a Statement of Significance for the house outlining its heritage values.*

*I am very happy to have this submission go to Council.*

*Sincerely,*

*Lexie Ebl*

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Item 9.4

## CITY OF SALMON ARM

Date: October 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the submission of an application under the Community Resiliency Investment Program – 2023 Firesmart Community Funding & Supports, and support the current proposed activities;

AND THAT: if successful, Council agrees to receive and manage the grant funding in accordance with the CRI Program requirements.

### 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: October 5, 2022  
SUBJECT: Community Resiliency Investment Program – 2023/2024 Application

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**Motion for Consideration:**

**THAT: Council authorize the submission of an application under the Community Resiliency Investment Program - 2023 FireSmart Community Funding & Supports, and support the current proposed activities;**

**AND THAT: if successful, Council agrees to receive and manage the grant funding in accordance with the CRI Program requirements.**

**Background:**

The FireSmart Community Funding & Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire. The City has been successfully applying for grants under this program for several years and these activities have made a tangible difference throughout the community.

As per Council direction, staff engaged Forsite Consultants Ltd. to prepare an application and prescriptions for the current CRI intake. Should the City be successful in receiving funding for fuel load mitigation, staff will issue a Request for Proposals to seek a qualified contractor to manage this component. Fire Department staff will continue to manage the FireSmart activities, similar to previous years.

A significant change for 2023 is that applications are now for a two-year period. In addition, the base funding is scaled to offer eligible applicants with lower risk of wildfire (generally demonstrated by Wildland Urban Interface (WUI) Risk Class 4 and 5), to apply for up to \$100,000 per application, and applicants with a higher risk of wildfire (generally demonstrated by WUI Risk Class 1 to 3), to apply for up to \$200,000 per application. The City is eligible for the maximum funding due to WUI Risk Class and proposes to apply for \$198,935.00 (see APPENDIX A for complete breakdown).

The City will continue to build on the success of previous years of FireSmart efforts through education, training, and fuel mitigation work. This project will involve several initiatives including:

- Hiring a dedicated FireSmart staff member and coordinating a FireSmart committee;
- Hosting a FireSmart/fuel management open house for public education along with other education activities;
- Various training/courses for City staff (e.g. LFR training);
- Fuel prescription development for Little Mountain Park (LMP 1, and LMP2), and Park Hill (PAR1 and PAR2) treatment areas (76.6 ha total); and
- Fuel treatments within Little Mountain Park (LMP1, 14.6 ha total).

**Recommendation:**

It is recommended that Council support the Motion for Consideration. The application is currently under review by BC Wildfire Services and once that process has been completed, it can be submitted to UBCM for consideration along with the required Resolution from Council.

Respectfully Submitted,



Erin Jackson  
Chief Administrative Officer

**City of Salmon Arm - 2023 CRI Application Budget****Worksheet 1 Activities**

| <b>FireSmart Activities</b>  | <b>Cost</b>   |
|------------------------------|---------------|
| Open House (2B)              | 4,900         |
| Booths at Malls (2D)         | 2,480         |
| Trade Shows (2E)             | 8,070         |
| Neighbourhood Rec. (2G)      | 2,000         |
| Pub-ed, ads (2I)             | 5,200         |
| CFRC (5A)                    | 2,200         |
| Conference/Symposium (5D)    | 3,600         |
| FireSmart BC Plant Prog (5E) | 1,300         |
| New LFRs (7B)                | 1,600         |
| WRR Course (7F)              | 600           |
| WSPP-115 (7F)                | 3,720         |
| Home Assessments (10A)       | 7,500         |
| Neighbourhood Assess. (10B)  | 300           |
| Neighbourhood Plans (10B)    | 1,700         |
| Dump Fees (10D)              | 2,000         |
| <b>Worksheet 1 Total</b>     | <b>47,170</b> |

**Worksheet 2 Activities**

| <b>Prescriptions (LMP1, LM2, PAR1, PAR2, 76.6 ha total)</b> | <b>Cost</b>   |
|-------------------------------------------------------------|---------------|
| Admin                                                       | 2,850         |
| Referrals                                                   | 1,900         |
| Plots                                                       | 12,000        |
| Layout                                                      | 9,600         |
| Final Prescription                                          | 6,205         |
| First Nations Assessments                                   | 10,000        |
| <b>Prescription Total</b>                                   | <b>42,555</b> |

| <b>Treatments (LMP1, 14.6 ha total)</b> | <b>Cost</b>    |
|-----------------------------------------|----------------|
| Contracts                               | 1,900          |
| Treatment Contract                      | 102,200        |
| Post-Treatment Assessment               | 1,900          |
| CRI Final Reporting                     | 3,210          |
| <b>Treatment Total</b>                  | <b>109,210</b> |

**Worksheet 2 Total** **151,765**

**CRI Application Total** **198,935**



Item 10.1

## CITY OF SALMON ARM

Date: October 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4554 be read a first, second and third time.

[Airport User Fees ]

### Vote Record

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

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

# CITY OF SALMON ARM

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To: Mayor Harrison and Members of Council  
 Date: October 4, 2022  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: Fee for Service Amendment – Airport User Fees

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## Recommendation

THAT: Bylaw No. 4554 cited as “City of Salmon Arm Fee for Service Amendment Bylaw No. 4554” be given 3 readings.

## Background

The operating cost of the airport function is shared with the Columbia Shuswap Regional District (CSRD), specifically Area C, D, E and Sicamous. The airports operating deficit, exclusive of capital, has increased from approximately \$100,000.00 in 2010 to \$220,000.00 in 2021 due to rising costs and fairly flat revenues. There are few revenue generating options other than property taxation, namely gas and oil sales, rentals and leases. The 2022 Budget includes funding to undertake survey work to set the stage for the expansion of future rental areas.

The City establishes charges and fees to help fund services. While the airport will likely never be in a situation of full cost recovery given its size and capacity for scheduled flights, it is necessary still to balance the costs among those benefiting from the services. Therefore it is important to ensure the rates charged capture the value of the service/property and are consistent with comparable jurisdictions. The City’s annual airport rentals can be broken down as follows (Appendix A – Map):

- 1) Ground Rentals (Tie-Downs)
- 2) Airport Hangars (T-Hangars)
  - One structure, owned by the City, with 5 hangars. The rates charged are for the rental of the structure and land.
- 3) Hangar Rental Lands (Regular/Non-commercial and Commercial/Industrial)
  - The rates charged are for the rental of land only as the structures are privately owned.

The last increase to the airport hangar rentals and land rates was 2009. An independent appraisal was done in 2013 and the report recommended no change to the hangar rental rates. As a result the City has not made any changes to these rates.

The City commissioned a current market rent appraisal of the hangar rental lands, including leased lands, Terminal Building, and T-Hangars. Recommendations associated with the Terminal Building and lands under a lease agreement will be considered further when those agreements are reviewed for renewal. In summary the recommendations as related to the T-Hangars and hangar rental lands compared to the current market rates are:

|                           | Minimum         | Maximum         | Current         |                      |
|---------------------------|-----------------|-----------------|-----------------|----------------------|
| T-Hangars                 | \$ 163.58/Month | \$ 185.10/Month | \$ 168.75/Month | \$ 2,025.00/Year     |
| Hangar Lands - Regular    | \$ 4.84/sq. m   | \$ 5.92/sq. m   | \$ 4.55/sq. m   | Min \$ 575.00/Year   |
|                           | \$ 0.45 sq. ft  | \$ 0.55/sq. ft  | \$ 0.424/sq. ft |                      |
| Hangar Lands - Commercial | \$ 7.54/sq. m   | \$ 8.61/sq. m   | \$ 7.70/sq. m   | Min \$ 1,437.50/Year |
|                           | \$ 0.70 sq. ft  | \$ 0.80/sq. ft  | \$ 0.714/sq. ft |                      |

*Note: The rates recommended do not consider discounts.*

The City's current Regular Hangar Rental rate is below the recommended range and the others are within range. The City currently offers a 10% discount on Ground Rentals, Airport Hangar and Hangar Rental Land fees if the whole year is paid in full prior to February 15<sup>th</sup>. Most renters take advantage of the discount, which essentially reduces the rate charged and thus revenues generated.

In consideration of the appraisal report, effective January 1, 2023, the following changes are proposed:

- Increase the Airport Hangars (T-Hangars) and Hangar Rental Land – Commercial rates by 6% (BC CPI, January – August 2022);
- Increase the Hangar Rental Land – Regular rates by 10%, to bring the rates within the recommended range;
- Reduce the discount on Ground Rentals, Airport Hangars and Hangar Rental Land Fees to 5%; and
- Increase the established Hangar Rental Land minimums to reflect the increases noted above.

No change is recommended for Ground Rental Fees beyond the reduction to the discount. The revised fee structure is anticipated to generate approximately \$4,500.00 additional revenue per year.

|                           | Minimum         | Maximum         | Recommended     |                      |
|---------------------------|-----------------|-----------------|-----------------|----------------------|
| T-Hangars                 | \$ 163.58/Month | \$ 185.10/Month | \$ 179.00/Month | \$ 2,148.00/Year     |
| Hangar Lands - Regular    | \$ 4.84/sq. m   | \$ 5.92/sq. m   | \$ 5.01/sq. m   | Min \$ 630.00/Year   |
|                           | \$ 0.45 sq. ft  | \$ 0.55/sq. ft  | \$ 0.465/sq. ft |                      |
| Hangar Lands - Commercial | \$ 7.54/sq. m   | \$ 8.61/sq. m   | \$ 8.16/sq. m   | Min \$ 1,520.00/Year |
|                           | \$ 0.70 sq. ft  | \$ 0.80/sq. ft  | \$ 0.758/sq. ft |                      |

Staff have also conducted an internal review of other airport user fees and recommended the following housekeeping updates:

- The Equipment/Maintenance Building Rental Fee be removed. This building has not been rented in 20 years and there is no intention to do so.
- The Seat Tax be removed. The Shuswap Regional Airport, as a Registered Aerodrome, no longer has the ability to hold scheduled flights. As a result, this charge is no longer valid.



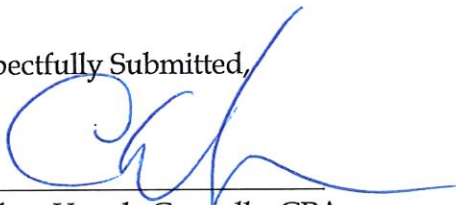
- The Trailer Pad Rental Fee be removed. This fee was established when the City had an airport caretaker living on the premises. However, with the use of a third party airport management contractor, a caretaker is no longer required.

The Gate Activation Card fees continue to be based on cost recovery and the Landing Fees continue to be within range of comparable jurisdictions. As a result, no changes are proposed.

Finally, the City currently charges a flat rate mark-up per liter on the retail price of fuel, in accordance with Policy 5.1 – Airport Fuel Sales. Due to the significant rising cost of fuel, the profit margin on fuel sales is declining. Previous margins averaged 20%, however this last year is forecasted to close at 10-15%. There have been dips in margins in the past, with recovery in the following year. However, given the current economic market, there is uncertainty surrounding recovery. Staff will be reviewing mark-up rates more specifically in the coming months and will consider policy changes if required.

We respectfully recommend that Schedule B, Appendix 1, Subsection 1 of the Fee for Service Bylaw No. 2498 be amended to reflect the revised airport user fees.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'CV', is written over a horizontal line.

Chelsea Van de Cappelle, CPA  
Chief Financial Officer



A 9-13 – Airport Hangers (T-Hangars)

A 1-8, B 1-8, C 1-8, D-1, E 1-6, F 1-6, G 1-6 - Hangar Rental Lands

E7 and E8 – Lease (Not Considered under Fee for Service Bylaw)

## CITY OF SALMON ARM

BYLAW NO. 4554**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

WHEREAS it is deemed desirable and expedient to alter the fees imposed by "District of Salmon Arm Fee for Service Bylaw No. 2498";

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

1. Schedule "B", Appendix 1 – Miscellaneous Fee Schedule, Subsection 1 of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Schedule "B" Appendix 1 – Miscellaneous Fee Schedule, Subsection 1 attached hereto and forming part of this bylaw.

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                              |                                                      |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 1. | <b>Airport User Fees</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                              |                                                      |
|    | <b>Ground Rental Fees (Parking)</b><br><b>All Aircraft 0 – 5,700 kg</b><br>Per day<br>Per month<br>Per year (less 5% discount if paid prior to Feb 15)                                                                                                                                                                                                                                                                                                                                                                                 | \$10.00<br>\$100.00<br>\$625.00                                                                                              | plus GST<br>plus GST<br>plus GST                     |
|    | <b>Ground Rental Fees (Parking)</b><br><b>All Aircraft &gt; 5,700 kg</b><br>Per day<br>Per month<br>Per year (less 5% discount if paid prior to Feb 15)                                                                                                                                                                                                                                                                                                                                                                                | \$20.00<br>\$150.00<br>\$1,500.00                                                                                            | plus GST<br>plus GST<br>plus GST                     |
|    | <b>Landing Fee Each</b><br>2,000 – 5,700 kg per year<br>5,701 – 8,000 kg per year<br>> 8,000 kg per year                                                                                                                                                                                                                                                                                                                                                                                                                               | \$35.00<br>\$75.00<br>\$125.00                                                                                               | plus GST<br>plus GST<br>plus GST                     |
|    | <b>Hanger Fees</b><br><b>Regular, Non-Commercial</b><br>Per square metre, per year<br>Per square foot, per year<br>Minimum, per year<br>(less 5% discount if paid prior to Feb 15)<br>NOTE: if rental is for less than one month GST applies<br><br><b>Commercial/Industrial/Non-Airport</b><br>Per square metre, per year<br>Per square foot, per year<br>Minimum, per year<br>(less 5% discount if paid prior to Feb 15)<br><br><b>City of Salmon Arm Hangar</b><br>Per month<br>Per year (less 5% discount if paid prior to Feb 15) | \$5.01/sq. m<br>\$0.465/sq. ft<br>\$630.00<br><br>\$8.16/sq. m<br>\$0.758/sq. ft<br>\$1,520.00<br><br>\$179.00<br>\$2,148.00 | plus GST<br><br><br><br>plus GST<br><br><br>plus GST |



|  |                                                                                                  |          |            |
|--|--------------------------------------------------------------------------------------------------|----------|------------|
|  | <b>Terminal Building</b>                                                                         |          |            |
|  | Per month 1 Office Space - Triple Net<br>(utilities/taxes/maintenance)                           | \$628.00 | plus GST   |
|  | Per month Basement Storage Area - Triple Net<br>(utilities/taxes/maintenance)                    | \$628.00 | plus GST   |
|  |                                                                                                  |          |            |
|  | <b>Gas Price Markup (per litre)</b><br>(inclusive of \$0.02 / litre for marketing and promotion) |          |            |
|  | Avgas / Mogas                                                                                    | \$0.22   | plus GST,  |
|  | Jet A                                                                                            | \$0.37   | Carbon Tax |
|  | <b>Gate Activation Card (one-time fee)</b>                                                       | \$31.25  | plus GST   |
|  | <b>Gate Activation Replacement Card</b>                                                          | \$62.50  | plus GST   |

## 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 on January 1, 2023.

## 5. CITATION

This bylaw may be cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4554".

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

\_\_\_\_\_  
MAYOR

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

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Item 11.1

## CITY OF SALMON ARM

Date: October 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4547 be read a final 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





---

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.

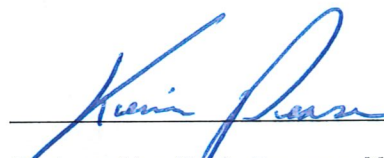
Planning Department

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

P76

2353  
LAKESHORE RD

WALKWAY

2571

LAKESHORE

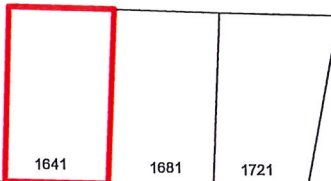
2411

2351

2370

2250

2110



1641

1681

1721

23

AVENUE N.E.

1640

1680

1730

1780

1820

2241

15

STREET

1541

1561

1571

1581

1691

1801

20

1960

1971

1970

1971

N.E.

1970


1750


1800

1890



0 12.525 50 75 100  
Meters

 Subject Property

 Parcels





1641

1681


1680

1640

1680

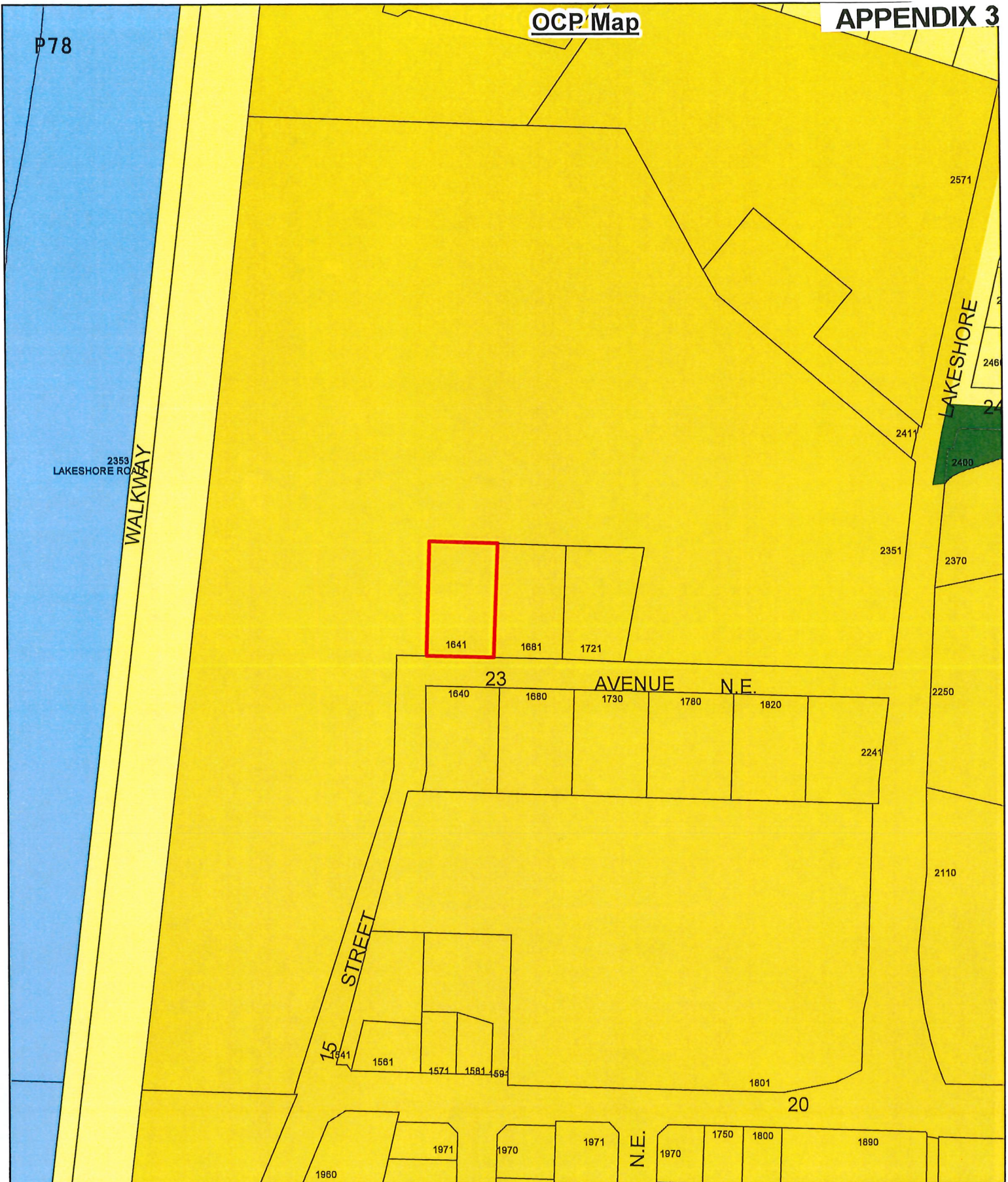


0 2 4 8 12 16 Meters

 Subject Property

 Parcels





0 12.525 50 75 100 Meters

Subject Property

Parcels

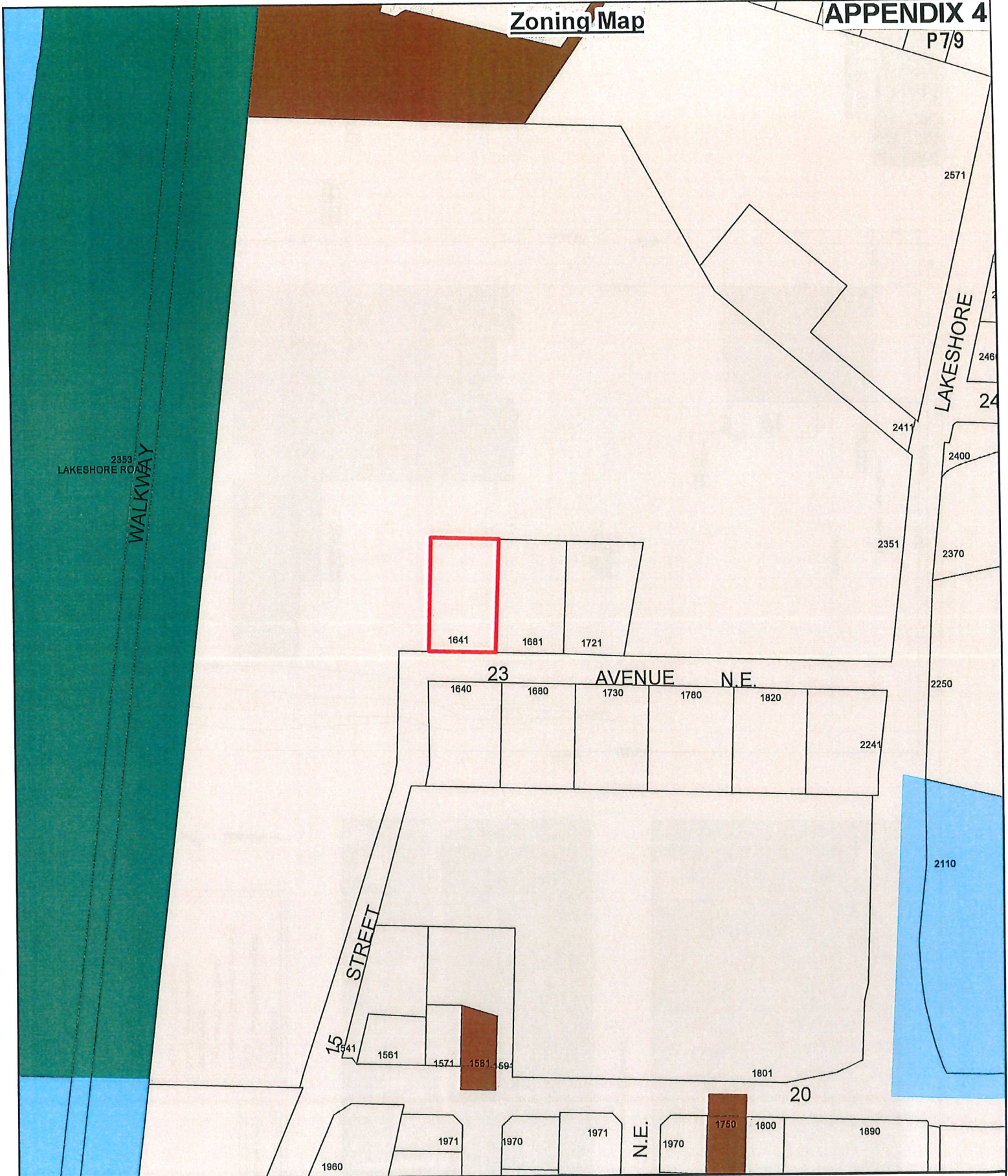
Park

Environmentally Sensitive Lake Areas

Residential - Low Density

Residential - Medium Density





0 12.525 50 75 100 Meters

- Subject Property
- Parcels
- CD-14
- EP-1
- P-1
- R-1
- R-8





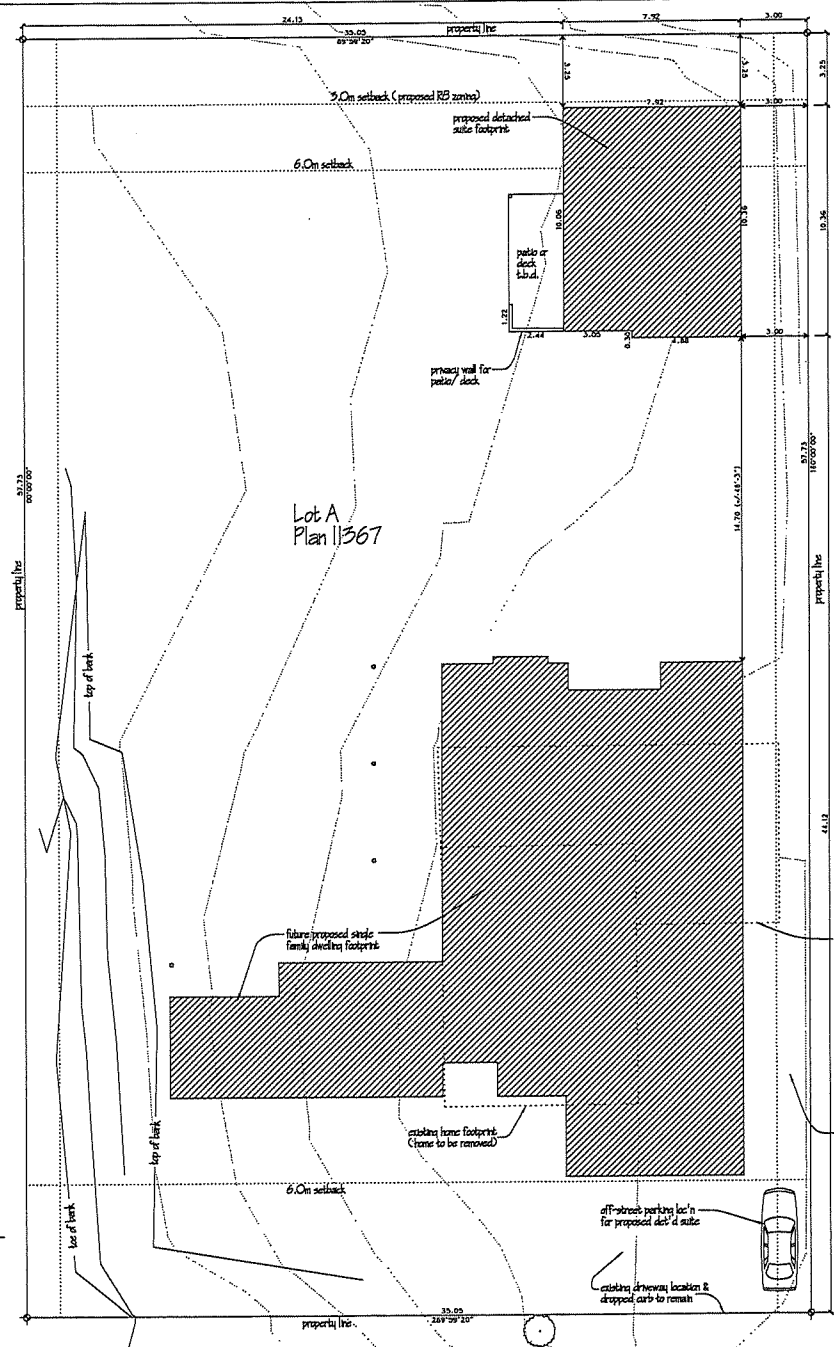
subject property - 1641 23rd street NE



SI - site plan  
M - suite plans, sections, exterior

**LEGAL DESCRIPTION**  
Lot: Lot A  
Section: 24, Township 20, Range 10, W6M, N27P  
Plan: 1067  
Civic Address: 1641 23rd Avenue NE, Salmon Arm, BC  
Parcel Identifier (PID): 002-805-201  
**DEVELOPMENT INFO**  
Zoning: R1 - Residential Medium Density  
Lot Area: 2029.52m<sup>2</sup> (0.50 Acres)  
Lot Coverage: 490.70m<sup>2</sup> - 21.3% (House & Det'd Suite)  
House: 2029.52m<sup>2</sup> Det'd Suite: 81.20m<sup>2</sup>

1 site plan  
SI scale 1:100



existing covered patio & carport (to be removed)

private walkway along east side of home to proposed suite (not shown)

off-street parking lot for proposed det'd suite

existing driveway location & dropped curb to remain

**MURDOCH**  
Detached Suite  
1641 23rd Avenue NE  
Salmon Arm, BC

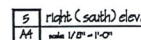
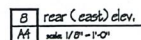
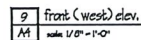
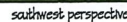
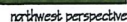
21-05  
11-APR-2022  
D.Lowe

**SITE PLAN**

**S1**

**APPENDIX 5**



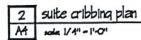
[illegible]

**Typical Unfinished Floor Assembly (2.5I E)**

|                                                                      |
|----------------------------------------------------------------------|
| 4" concrete slab                                                     |
| 2.4" B2 extruded polystyrene<br>(per A'-C' @ perimeter about finish) |
| 1.5" E7.5 extruded polystyrene                                       |
| vertical thermal break                                               |
| 6mil poly vapor barrier                                              |
| 4" gravel layer                                                      |
| compacted fill                                                       |

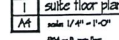
| Effective Thermal Insulation Calc. |              |
|------------------------------------|--------------|
| Interior Air Film                  | 0.160        |
| 4" Uninsulated Core Slab           | 0.040        |
| 2 1/2" XPS Insulation              | 2.310        |
| Grid Poly VP                       | 0.000        |
| <b>TOTAL Ins. Planes</b>           | <b>2.510</b> |

$0.00 + 2.51 = 2.51 \text{ h/ft}^2 \cdot \text{°F}$

[illegible]

| Effectiveness Thermal Insulation Calc. |              |
|----------------------------------------|--------------|
| R <sup>1</sup> Concrete                | 0.081        |
| 1/4" Plywood                           | 0.0          |
| Vapour Barrier                         | 0.0          |
| Interior Air Film                      | 0.120        |
| <b>TOTAL</b>                           | <b>0.201</b> |

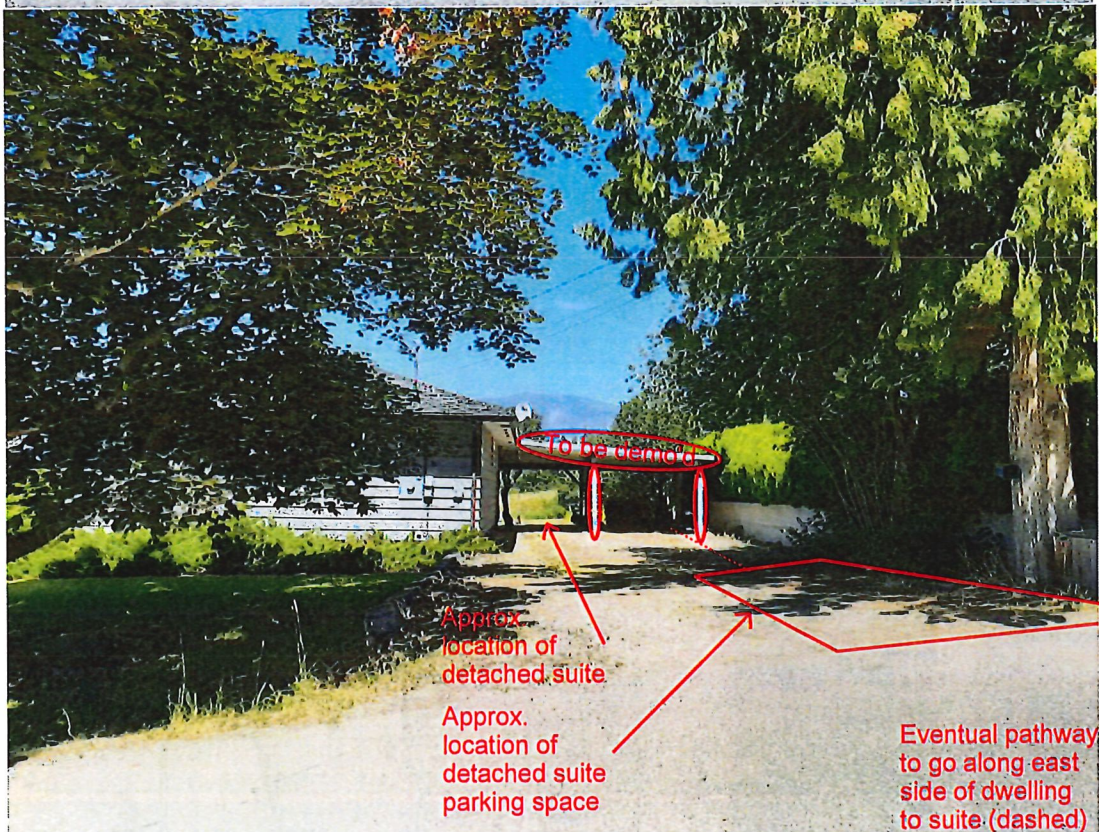
- contractor to confirm and technical specification
- construction with appropriate materials prior to
- there are not needed



P81



APPENDIX 6



23. STATUTORY PUBLIC HEARINGS

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

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

C. Murdoch, 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 7:44 p.m. followed by comments from Council.



## CITY OF SALMON ARM

### BYLAW NO. 4547

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on 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 26<sup>th</sup> DAY OF SEPTEMBER 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

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MAYOR

---

CORPORATE OFFICER

Schedule "A"





Item 11.2

## CITY OF SALMON ARM

Date: October 11, 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 final 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  |
| <u><b>Capital</b></u>                                               |                                                                                                                                                                                                                       |             |
| <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:**

| <b><u>Revenues</u></b>                                      |                                                                                          | <b><i>Increase /<br/>(Decrease)</i></b> |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------|
| <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                                |
| <b><u>Expenditures</u></b>                                  |                                                                                          |                                         |
| <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                                |
| <b><u>Capital</u></b>                                       |                                                                                          |                                         |
| <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  | 26 <sup>th</sup> | DAY OF SEPTEMBER | 2022 |
| READ A SECOND TIME THIS | 26 <sup>TH</sup> | DAY OF SEPTEMBER | 2022 |
| READ A THIRD TIME THIS  | 26 <sup>TH</sup> | DAY OF SEPTEMBER | 2022 |
| ADOPTED BY COUNCIL THIS |                  | DAY OF           | 2022 |

\_\_\_\_\_  
MAYOR

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



Schedule "A" - Bylaw #4550

**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

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

| 2022<br>Budget | 2023<br>Budget | 2024<br>Budget | 2025<br>Budget | 2026<br>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<br>Budget | 2023<br>Budget | 2024<br>Budget | 2025<br>Budget | 2026<br>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              |
| <b>Total by Department</b>         | <b>\$ 39,061,865</b> | <b>\$ 7,409,371</b> | <b>\$ 9,164,967</b> | <b>\$ 11,363,500</b> | <b>\$ 10,849,131</b> |

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 11.3

## CITY OF SALMON ARM

Date: October 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Tax Exemption Bylaw No. 4551 be read a final 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)*

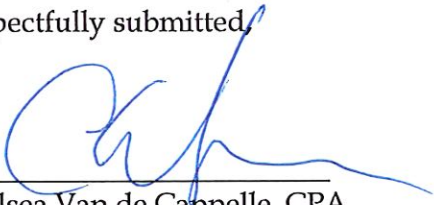
*And that the following property in Bylaw No. 4551 cited as "City of Salmon Arm Permissive Tax Exemption Bylaw No. 4551" be amended as:*

*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 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
11. 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
12. 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)
13. 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)
14. 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)
15. 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)
16. 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
17. Lot 1, Plan KAP85552, Section 14, Township 20, Range 10 (90 - 5 Avenue SE)  
Registered Owner and Occupier: Shuswap Day Care Society (06100.111)
18. 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



19. Lot 2, Plan KAP12968, Section 14, Township 20, Range 10 (461 - 4 Avenue SE)  
Registered Owner and Occupier: Canadian Mental Health Association (06226.001)
20. Lot A, Plan KAP13521, Section 14, Township 20, Range 10 (800 Okanagan Avenue SE)  
Registered Owner and Occupier: Shuswap Housing Society (06376.002)
21. 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)
22. 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
23. 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
24. Lot 1, Plan EPS7336, Section 14, Township 20, Range 10 (540 - 3 Street SW)  
Registered Owner and Occupier: Canadian Mental Health Association (06400.037)
25. 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)
26. 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)
27. 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)
28. 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)
29. Lot 4, Plan KAS388, Section 14, Township 20, Range 10 (431 Hudson Avenue NE) Registered Owner and Occupier: Canadian Mental Health Association (06536.006)
30. Lot 2, Plan KAS388, Section 14, Township 20, Range 10 (433 Hudson Avenue NE)  
Registered Owner and Occupier: Canadian Mental Health Association (06536.010)

31. Lot 3, Plan KAS388, Section 14, Township 20, Range 10 (435 Hudson Avenue NE)  
Registered Owner and Occupier: Canadian Mental Health Association  
(06536.015)
32. 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
33. 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)
34. 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)
35. Lot 2, Plan KAP13330, Section 14, Township 20, Range 10 (20 Alexander Street NE)  
Registered Owner and Occupier: Canadian Mental Health Association  
(06724.001)
36. 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)
37. 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)
38. 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)
39. 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)
40. 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)
41. 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)
42. 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)

43. 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)
  44. Lot 1, Plan KAP85966, Section 14, Township 20, Range 10 (100 Hudson Avenue NW) Registered Owner and Occupier: Salmar Community Association (06812.005)
  45. 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)
  46. 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
  47. Parcel A, Plan KAP6924B, Section 14, Township 20 Range 10 (41 Hudson Avenue NW) Registered Owner and Occupier: Shuswap Theatre Society (06839.000)
  48. 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)
  2. Block 2, Plan 1507, Section 13, Township 20, Range 10, except portion leased/rented to others (1,587 square feet) (2460 Auto Road SE) Registered Owner: Scout Properties (BC/Yukon) (01360.000)  
Occupier: First Salmon Arm Scouts
  3. 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)

### 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 26 <sup>th</sup>  | DAY OF | SEPTEMBER | 2022 |
| READ A SECOND TIME THIS 26 <sup>TH</sup> | DAY OF | SEPTEMBER | 2022 |
| READ A THIRD TIME THIS 26 <sup>TH</sup>  | DAY OF | SEPTEMBER | 2022 |
| ADOPTED BY COUNCIL THIS                  | DAY OF |           | 2022 |

---

MAYOR

---

CORPORATE OFFICER

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## INFORMATIONAL CORRESPONDENCE – October 11, 2022

- |    |                                                                                                                                                                                                                                                            |   |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1. | Building Department – Building Statistics – September 2022                                                                                                                                                                                                 | N |
| 2. | Building Department – Building Permits – Yearly Statistics                                                                                                                                                                                                 | N |
| 3. | G. Threlkeld – Letter dated September 26, 2022 – Handicap Hockey Fans                                                                                                                                                                                      | R |
| 4. | D. St-Pierre, Poppy Chairman, Royal Canadian Legion – Letter dated September 22, 2022 – Request for 2022 Poppy Campaign Canvassing and Annual Remembrance Day Ceremonies/Parade                                                                            | R |
| 5. | L. Paiement, Chair of PLAY Shuswap – Letter dated October 4, 2022 – Request to Use Spray Chalk on Downtown Sidewalks for the Pride Project                                                                                                                 | A |
| 6. | P. McIntyre-Paul, Shuswap Trail Alliance – Email dated September 28, 2022 – Draft Minutes for the September 23, 2022 SNO Rail Trail GAC meeting & Final Minutes for Mar. 18, 2022 see <a href="http://www.salmonarm.ca/Agenda">www.salmonarm.ca/Agenda</a> | N |
| 7. | Shuswap Watershed Council – September 21, 2022 – Council Meeting Highlights and draft Record of Decisions and Action Items                                                                                                                                 | N |
| 8. | Justice N. Iyer, Commission Chair, BC Electoral Boundaries Commission – Letter dated October 4, 2022 – Electoral Boundaries Commission                                                                                                                     | A |
| 9. | Honourable M. Dean, Minister of Children and Family Development – Email dated September 27, 2022 – October declared as Foster Family Month in British Columbia                                                                                             | N |

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Item 14.1

**CITY OF SALMON ARM**

Date: October 11, 2022

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

**NAME:** C. Davis, President - Daybreak Club, Rotary Club of Salmon Arm

**TOPIC:** Rotary Legacy Project - Canoe Beach Swim Jetty Dock

**Vote Record**

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

Opposed:

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



Rotary Club of Salmon Arm – Daybreak Club

PO Box 541

Salmon Arm BC, V1E 4N7

May 13, 2021

Attention: Mayor and Council

RE: Daybreak Rotary Legacy Project and Canoe Beach

The Rotary Club of Salmon Arm - Daybreak (Daybreak Rotary) has been searching for a legacy project to help enhance our community for a few years. Over the past 14 years we have been involved in several partnerships with the city including the spray parks at Fletcher Park and Blackburn Park along with other small improvements on city property. With that behind us, we found ourselves struggling to find a project that would be meaningful to the community, to our members and to the city.

Recently, we met with city staff and the idea of participating in the Canoe Beach redevelopment project was discussed. We reviewed the plan and feel we found the perfect piece of the plan to focus our fundraising on. The piece we are interested in is the swimmer's dock in the main swimming area of the beach. Currently the boat launch dock is used by both boaters and swimmers which we see as a safety concern. Boats are coming and going as kids are swimming and jumping off the pier.

The redevelopment plan had a swimmer's pier in the middle of the main swimming area that would move the swimmers away from the boat launch area making it safer for everyone. The swimmer's pier would be better designed to include ladders, and other features making it accessible to young and old.

The Daybreak Rotary Club is looking for support from mayor and council to work with city staff to develop and install a "Rotary Swimmer's Dock" in the main swimming area of Canoe Beach (as noted in the plan city staff have shared with us). The project will be done in a phased approach and could be started as soon as funds for the dock are in place (hopefully Phase 1 will be completed by Spring of 2022). Daybreak Rotary would fund the Swimmer's Dock and the city would incorporate the old boat launch dock as a future expansion once the new boat launch structure is in place.

On behalf of the Daybreak Rotary Club, we would like to thank you for considering our proposal.

Sincerely,

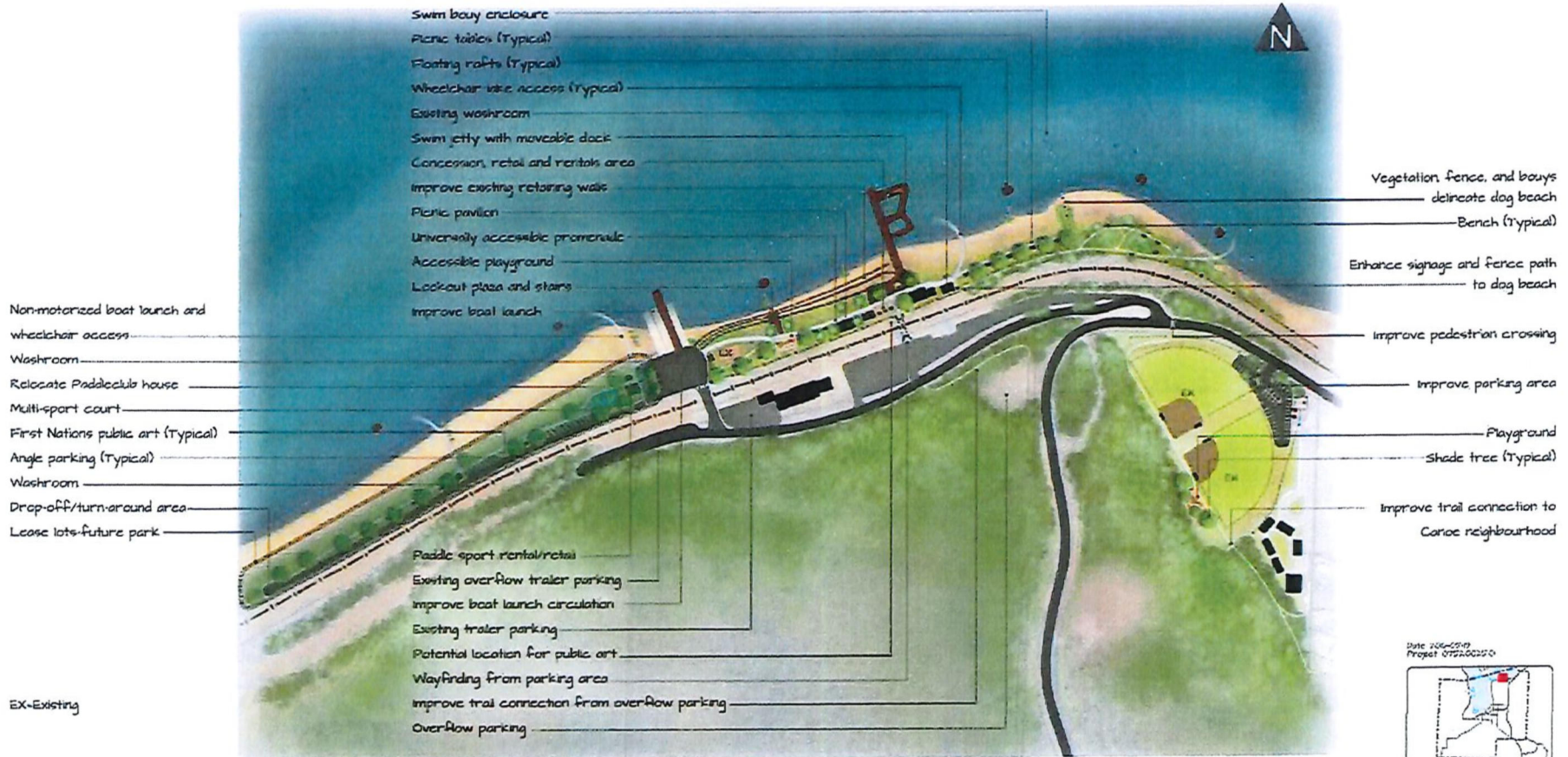
A handwritten signature in black ink, appearing to be 'Chris Davis', written over a horizontal line.

Chris Davis  
President – Daybreak Rotary

A handwritten signature in black ink, appearing to be 'Dan Morin', written over a horizontal line.

Dan Morin  
Community Service Chair

# Canoe Beach Master Plan



**URBAN**  
 systems

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Item 14.2

**CITY OF SALMON ARM**Date: October 11, 2022**Presentation 4:15 p.m. (approximately)**

**NAME:** J. Johnson, P. McIntyre-Paul, D. Major and C. Newnes, Active Transportation Task Force and S. Friegang, Urban Systems

**TOPIC:** Active Transportation Network Plan

**Vote Record**

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

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



# COUNCIL MEETING

Tuesday October 11, 2022

# WHAT IS CONNECT SALMON ARM?

---

- A long-term vision and plan for active transportation in Salmon Arm
- Identify an active transportation network plan including infrastructure projects
- Identify policy, programs, and initiatives to encourage more active transportation
- Priorities for implementation and costs



# WHAT IS ACTIVE TRANSPORTATION?

---

- Any form of **human-powered** transportation
- It includes people cycling, walking dogs, jogging, skateboarding and people using mobility devices such as wheelchairs, walkers, strollers etc.
- Includes a variety of trip purposes and trip length



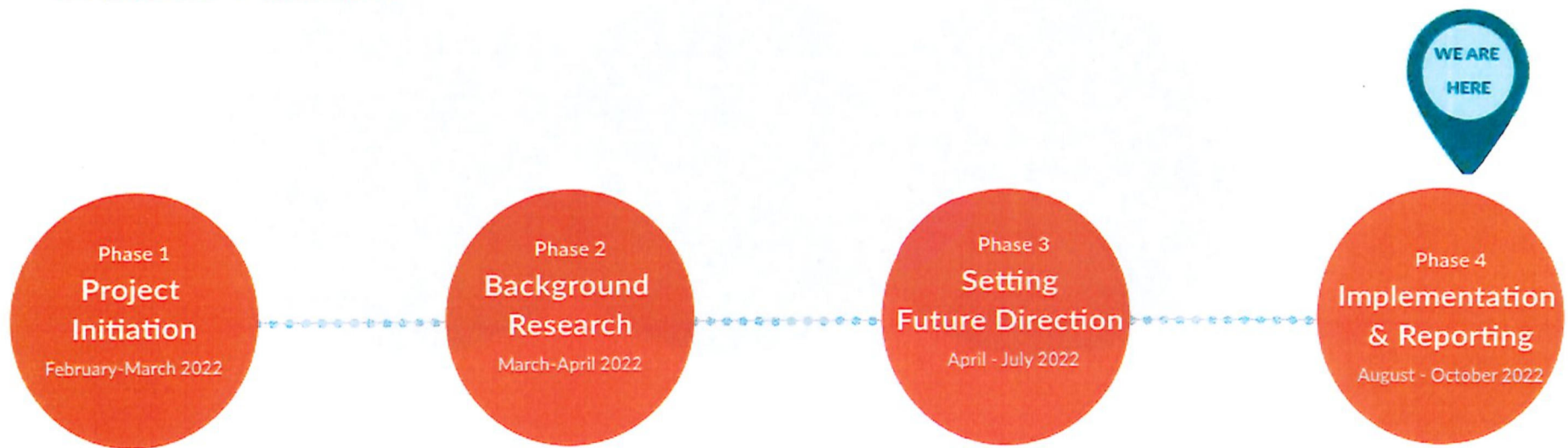
CITY OF  
**SALMON ARM**

**CONNECT**  
**SALMON ARM**  
SMALL CITY. GREAT CONNECTIONS



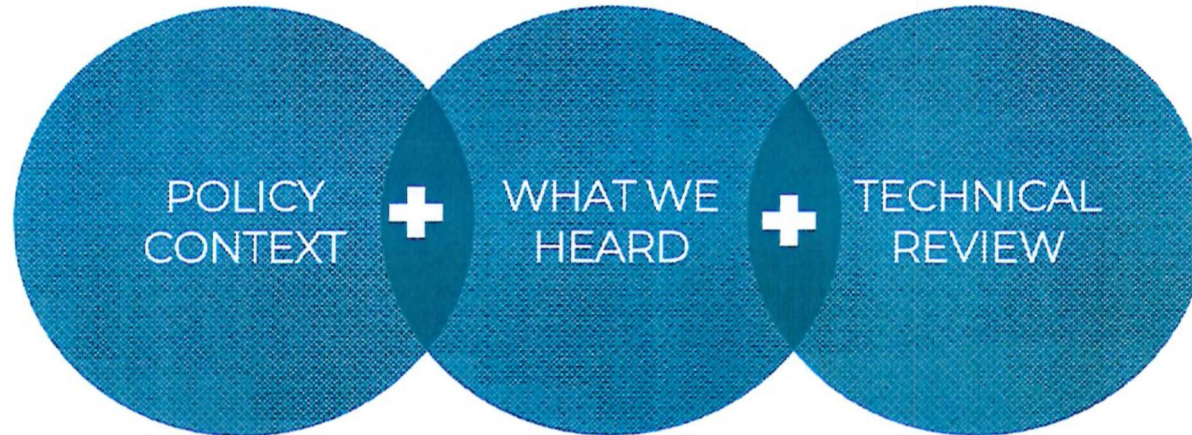
# PROJECT UPDATE

## PROJECT PROCESS



# HOW THE PLAN WAS DEVELOPED

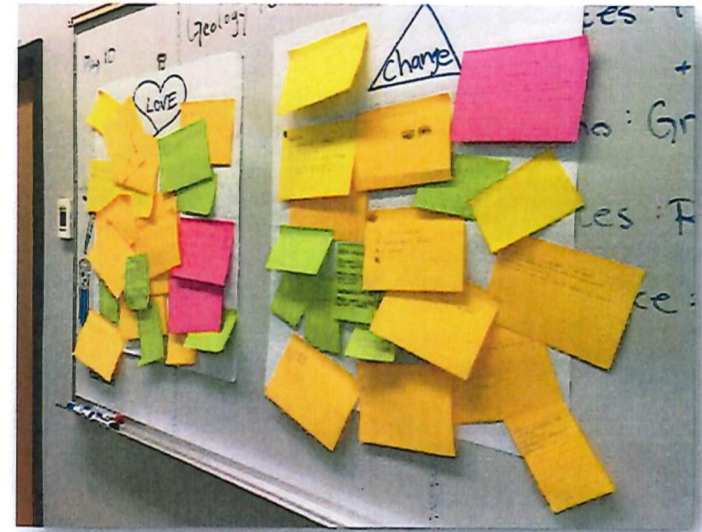
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# WHAT WE HEARD

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- Active Transportation Task Force Meetings – 10 Meetings
- Community Survey #1 + Interactive Mapping Exercise - 718 total respondents and 600 “pins” on the map
- Community Survey #2 – 515 responses
- Targeted Engagement – 9 events
- In-Person Pop-Up Events – 10 events
- Virtual Community Event – 22 attendees
- Newsletter and E-mail Updates





# TRAVEL PATTERNS

---

- Most people are **driving** as their usual mode of transportation
- Top reasons for **walking** and **bicycling**



## Walking

1. Enjoy nature, parks or trails
2. Exercise
3. Spend time with friends and family
4. Access shops, restaurants, or services



## Bicycling

1. Exercise
2. Enjoy nature, parks or trails
3. Have fun
4. Spend time with family and friends



# BARRIERS

---

- Top barriers for walking and bicycling



## Walking

1. Lack of sidewalks
2. Intersection safety
3. Steep hills
4. Speed and noise of motor vehicle traffic



## Bicycling

1. Lack of designated bicycle lanes and routes
2. Steep hills
3. Volume, speed or size and/or noise of motor vehicle traffic
4. Lack of bicycle parking

**CONCLUSIONS**



# WHAT WE'VE HEARD

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## PRIORITIES

- Schools
- Filling in gaps in the network
- Parks, shops, municipal buildings etc.
- Equity



# PLAN FRAMEWORK





# PLAN THEMES

---



CONNECT



EXPERIENCE



ENCOURAGE

# CONNECT: STRATEGIES

THEMES



STRATEGIES

- Expand and Enhance the Pedestrian Network
- Expand and Enhance the Bicycle and Trail Network
- Improve Intersections and Crossings
- Improve Regional Connections
- Improve Integration of Active Transportation with Transit, Other Modes, and City Projects





# ALL AGES & ABILITIES

## BICYCLING FACILITIES





# EXPERIENCE: STRATEGIES

THEMES



STRATEGIES

- Provide More Bicycle Parking and Other End-of-Trip Facilities
- Provide an Active Transportation Network that is Safe, Accessible, and Equitable for All
- Maintain the Active Transportation Network Year-Round
- Create Great Places and Streets





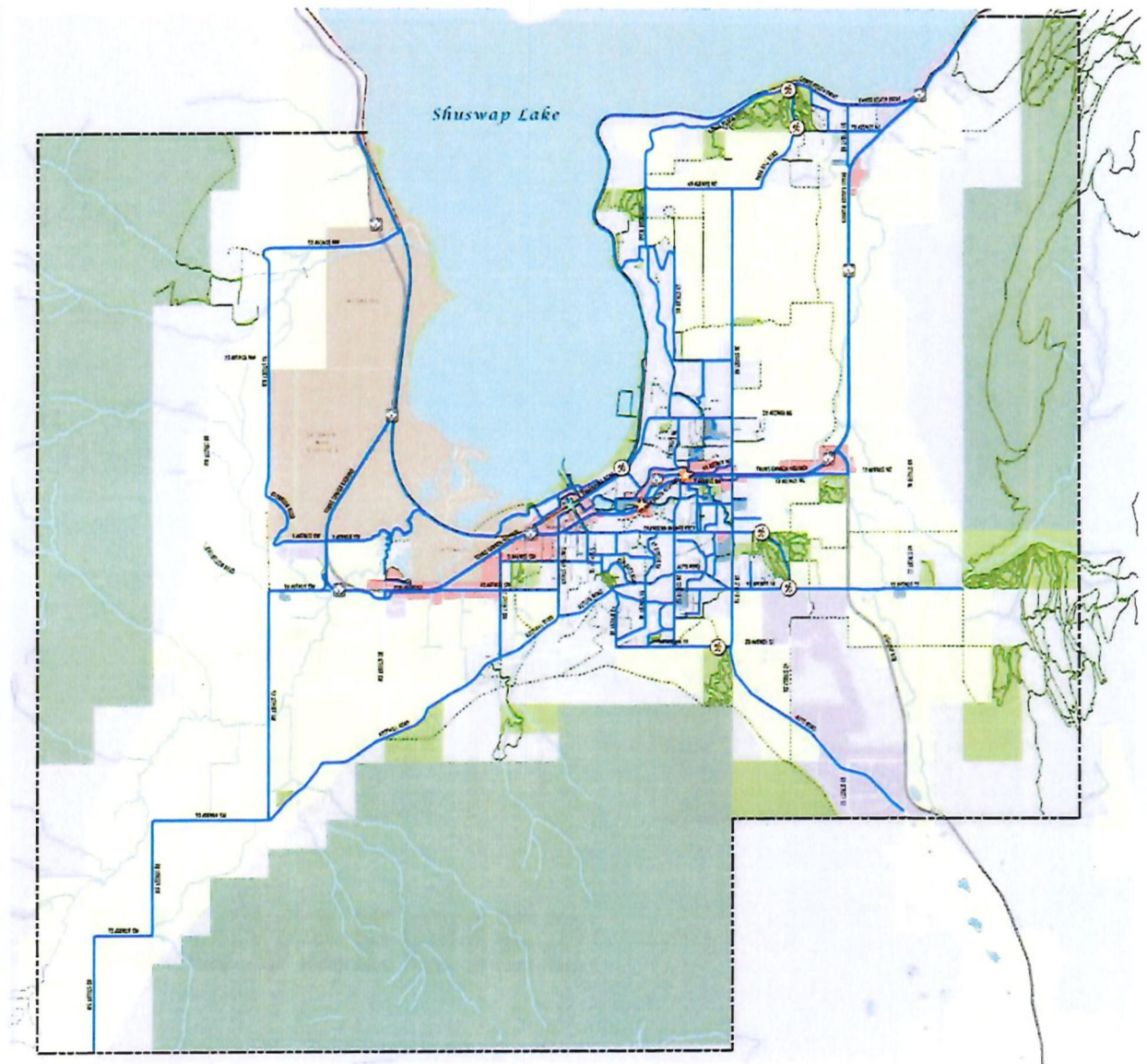


# PROPOSED LONG TERM BICYCLING NETWORK

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



2 km



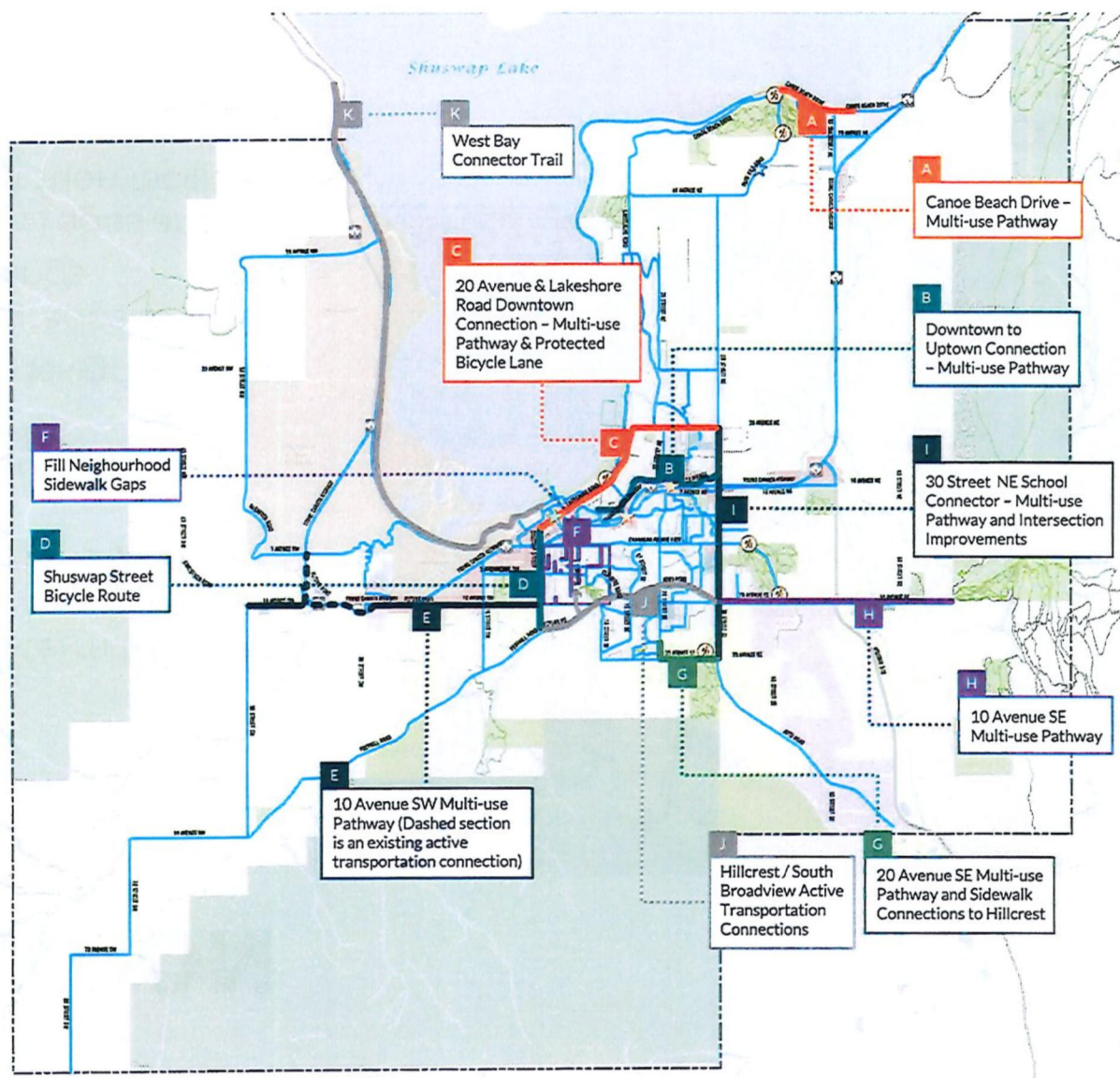


# MAJOR PROJECTS - PRIORITIES

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



0 1 km



# IMPLEMENTATION

---

- The plan establishes a long-term framework, with a primary focus on the immediate (next 3 years) and the short-term (3-10 year priorities)
  - 20 km of on-street cycling facilities, trails, and sidewalks
  - Corridor feasibility and design studies
  - Improvements and upgrades to intersections and crossings
  - Creation of network of all ages and abilities active transportation facilities



CITY OF  
**SALMON ARM**

**CONNECT**  
**SALMON ARM**  
SMALL CITY. GREAT CONNECTIONS



# IMPLEMENTATION

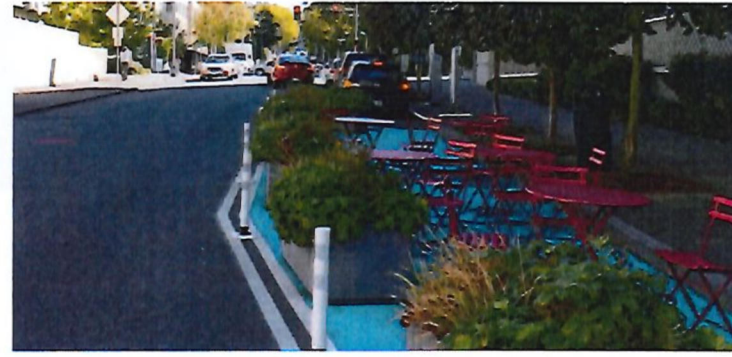
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- Capital costs:
  - Long-term: ~\$90 million
  - Short-term: ~\$17 million, future budget processes, development, and external grants
- Operating costs
  - Costs will increase as capital costs are implemented





# IMPLEMENTATION TECHNIQUES



# THANK YOU!!

---

The City of Salmon Arm would like to thank all community members and the ATTF for their participation in the process and valuable input developing the ATNP.

YOU  
HELPED.....PAVE  
THE.....WAY

CITY OF  
**SALMON ARM**

**CONNECT**  
SALMON ARM  
SMALL CITY, GREAT CONNECTIONS



# THANK YOU!



## COUNCIL MEETING

Tuesday October 11, 2022



Item 19.1

## CITY OF SALMON ARM

Date: October 11, 2022

### OTHER BUSINESS:

The following resolution was released from the In Camera meeting of September 26, 2022:

THAT: when requests are made by the public or contractors to use City trails to access properties for landscaping or construction purposes, the following be incorporated into a policy for Council's consideration at a future meeting:

- continue to use a highway use permit and collect appropriate insurance;
- work with Shuswap Trail Alliance to determine a pre-estimate cost of the project and calculate/collect the required securities from the applicant;
- work with Shuswap Trail Alliance to conduct final inspection of the site;
- notify Council, appropriate committees and stakeholders of the project; and
- post signage at the site to inform the public.

#### 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: October 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-561 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP119501 which will vary Zoning Bylaw No. 2303, as follows:

- i) Section 4.12.1 (a) Height of a combined retaining wall and fence from 2.0m to 6.9m; and
- ii) Section 6.5 increasing the height of a principal building from 10.0m to 10.8m.

[VP-561; Weed, J. & Cockrill, E./Hindbo Construction; 2794 25 Street NE; Height of Retaining Wall and Fence and Principal Dwelling]

### 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 27, 2022

SUBJECT: Development Variance Permit Application No. VP - 561 (Height of Retaining Wall and Fence and Principal Dwelling)  
Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP119501  
Civic Address: 2794 25 Street NE  
Owners: James Weed and Elaine Crockrill  
Agent: Hindbo Construction (Coady Hindbo)

---

#### **MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP - 561 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP119501 which will vary Zoning Bylaw No. 2303, as follows:**

- i) Section 4.12.1 (a) Height of a combined retaining wall and fence from 2.0m to 6.9m and;**
  - ii) Section 6.5 increasing the height of a principal building from 10.0m to 10.8m.**
- 

#### **STAFF RECOMMENDATION**

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

---

#### **PROPOSAL**

The applicant is proposing to vary the permitted height for a retaining wall and fence from 2.0m to 6.9m and the height of a single family dwelling from 10.0m to 10.8m. A site plan and drawings submitted in support of the application are enclosed as Appendices 1 and 2. The applicant has also submitted a letter of rationale in support of their application (Appendix 3).

#### **BACKGROUND**

The subject property is approximately 1920m<sup>2</sup> in area and is currently vacant (Appendices 4). The property is designated Residential Low Density in the Official Community Plan (OCP) and is zoned R1 – Single Family Residential within Zoning Bylaw No. 2303 (Appendices 5 and 6).

In August 2022, a Development Variance Permit to reduce servicing was issued by Council (VP No. 542). The servicing variance reduced the off-site frontage works for the adjacent lot and the owners made a cash-in-lieu payment for frontage works along the subject property frontage. The issuance of the variance permit allowed the two lot subdivision to proceed.

Adjacent land uses include the following:

North: single family residence/R1

South: single family residence/R1

East: single family residence and single family residence with suite/R1 & R8

West: single family residence/R1 (Single Family Residential)



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.

Staff note that the impact of the variances would affect the development of the adjacent property to the south, which presently is under the same ownership as the subject property. From the street perspective (25 Street NE), the roof would be visible from the street; however, given the topography of the lot the proposed house and retaining walls would be located below the grade of the existing road (25 Street NE).

As shown in Appendix 1, the subject property is affected by steep slopes. The location of the proposed retaining wall and fence would affect the adjacent lot to the south. The impact of the proposed retaining wall and fence height are mitigated by the heavily treed area between the building area of the proposed house and the existing house on the south parcel, as well as, the topography of the lots. Staff do not see potential negative impacts along that section of the shared property lines. Staff note that the Zoning Bylaw governs the overall height of retaining walls but exempts the location of retaining walls in relation to the property line. To ensure that the wall can be maintained into the future, staff have asked that the applicant consider an easement over the adjacent property so that it may be constructed and accessed via adjacent lot without trespass. Given the height of the proposed retaining wall a Building Permit would be required prior to construction.

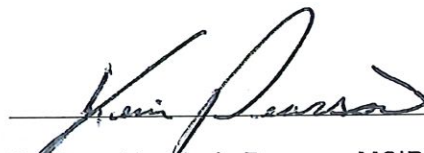
With regard to the proposed principal building height variance, staff are supportive of the request as the proposed building is located on lot with challenging topography. The definition of building height in the Zoning Bylaw is the average original grade of the building to the peak of the building. In areas with steeper slopes it is common for buildings to be designed with one storey on one side of the building and two to three storeys (walkout basement) on the opposite side in order to be "built into" the slope. The proposed building is an example of this design. Given that the proposed building at the street side will be mostly below the road level and the proposed building is not taller than an average principal building on flat land, the impact of the overall height would be minimal.

Should Council not support the variance request the applicant would have to redesign the retaining wall, terracing the wall to ensure each section of the wall is below the required height and redesign the house to adjust the roof pitch or wall heights.

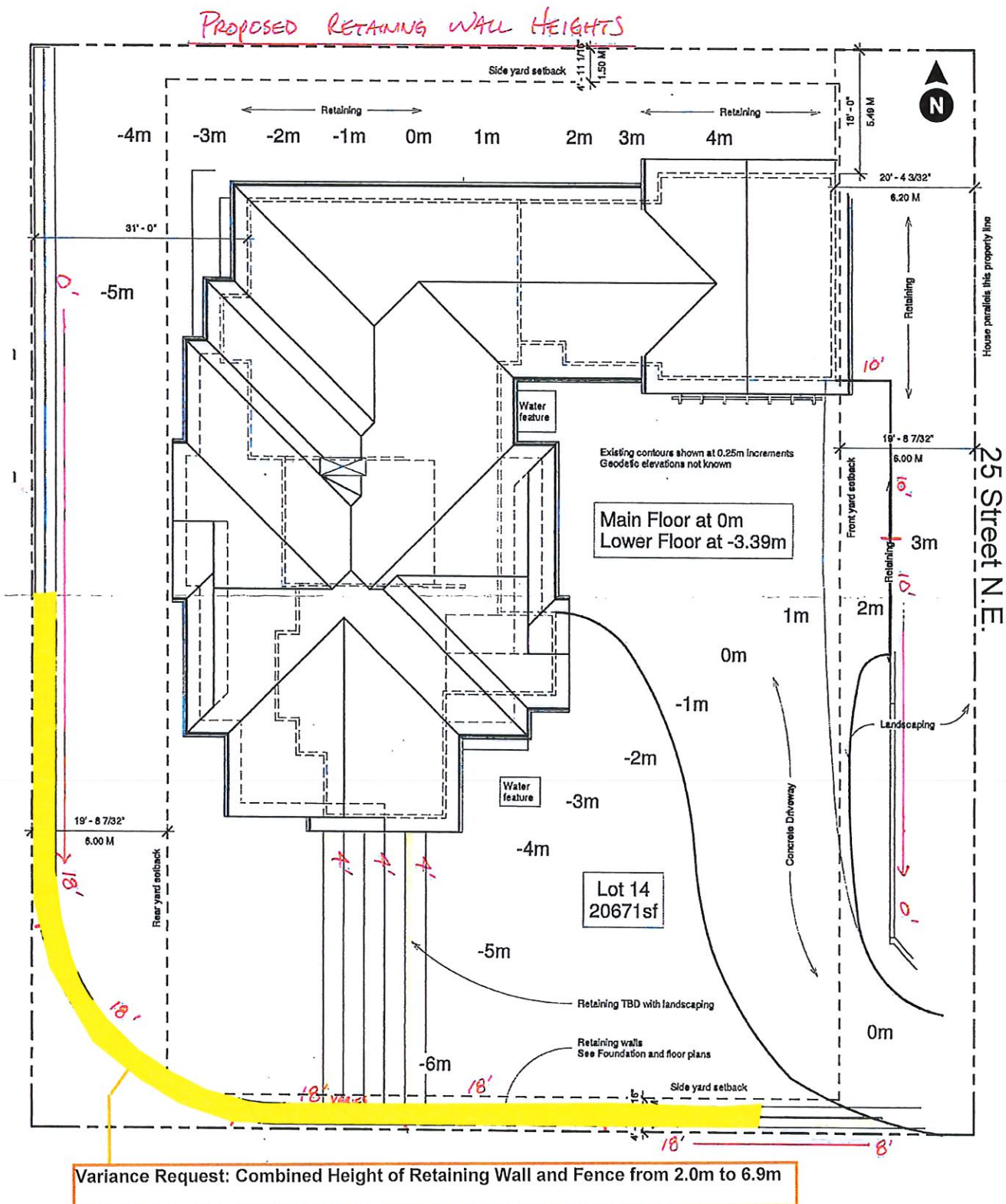
Staff have no concerns with the variance requests and support the issuance of the Development Variance Permit.



Prepared by Melinda Smyrl, MCIP, RPP  
Planner

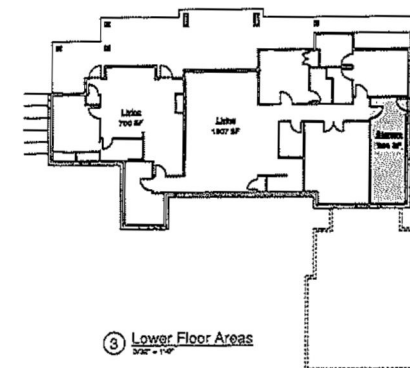


Reviewed by Kevin Pearson, MCIP, RPP  
Director of Development Services





## ② Main Floor Areas



③ Lower Floor Areas

LE  
14

25th Street NE  
Salmon Arm, BC

|       |                    |
|-------|--------------------|
| R1    | Single Family      |
| 1.5m  | Side yard setback  |
| 8.0m  | Front yard setback |
| 8.0m  | Rear yard setback  |
| 10.0m | Max height         |
| 49%   | Roofing coverage   |
| 0.65  | Floor area ratio   |

AS works to be in compliance with the current residential standards of the National Building Code of Canada, current electrical and plumbing codes and all local building code and bylaws which may take precedence.

All work shall be performed in all respects to good building practices.

248

- Building location to be verified by surveyor prior to construction.
- Foundations to be poured on undisturbed engineered building pad.
- All measurements, grades and levels to be verified on site before commencing construction.

### Exams and Foundations

- Claims and Warranties**
- All materials are free of flaws unless otherwise noted.
  - All hardware, fasteners, and supporting foundations to be combined by the user and/or their supplier.
  - Read View and Roof Joint layout will be provided by the manufacturer.
  - All structural steel and foundations must be designed and/or approved by a professional engineer.
  - All structural foundations to conform with engineering, soil conditions and local building codes.
  - All concrete to have a minimum compressive strength of 20,000 psi at 28 days.
  - Do not backfill flat foundations until floor structure is complete.
  - Any roof joints with concentrations shown are for representation only.
  - Any roof joints with concentrations shown are for representation only.
  - All joints require more than 7-8" depth to be bridged at roof panel using 302 stainless bridging installed as per N.E.C.C.
  - Painting to be installed at all junctures in roof system and changes in steel plate.
  - Flashing to be installed at all changes in horizontal and/or vertical and/or horizontal openings, including to be installed around all vertical openings.

### Initial Performance

- Thermal Performance**  
 • All new construction must conform to DOE's 2006 Thermal Performance code.

### Plumbing, Electrical and Mechanical Systems

- ### Plumbing, Electrical and Mechanical Systems
- All plumbing to be designed and installed per current plumbing codes and by a qualified plumber.
  - Confirm symbols and dimensions with suppliers of all fixtures, bars, washbasins, laundry drains, utility rooms, in-floor heating, etc.
  - All fixtures to be approved by the owner.
  - Heating and venting calculations and system design by engineer, supplier or qualified installer.
  - Electrical system to be designed and installed by qualified electrician.

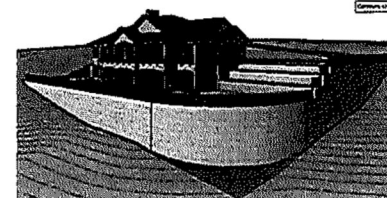
### Local History and Development Regulations

- All construction shall be within local dyke requirements. These include design methods, height restrictions, flood coverage, water A/R all containment, water consumption, landscaping, etc.
- Any changes required to these designs should be reported to Mayor Dandrea
- Permittee drainage shall be assessed where required by local authorities having jurisdiction and its final approval

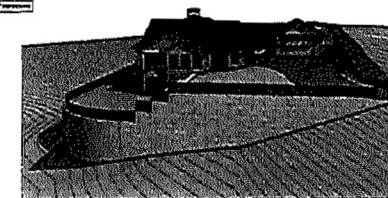
**Myer Design** shall not be responsible for any variances from the structural drawings and specifications, or adjustments required resulting from conditions encountered at the job site, and is the sole responsibility of the owner and contractor.

**Myer Design** makes every effort to provide complete and accurate construction drawings. However, we assume no liability for errors or omissions, even if they affect construction. It is the responsibility of all trades and subs to check the drawings and verify all dimensions and details before commencing work. Their portion of the construction, should any discrepancies be found on these plans please advise Myer Design so the necessary corrections can be

④ Perspective 1



⑤ Perspective 2



⑥ Perspective 3

For Permit v1.3



**MEYER**  
DESIGNS LTD  
800 Mt. Todd Drive  
Cottageville, NC  
712 370

950-900-4578  
Kathy@MayerDavis.com

May 2002

2

over Page  
Site Dis

### Site Pla

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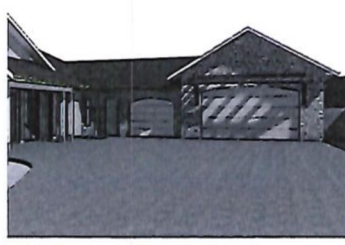
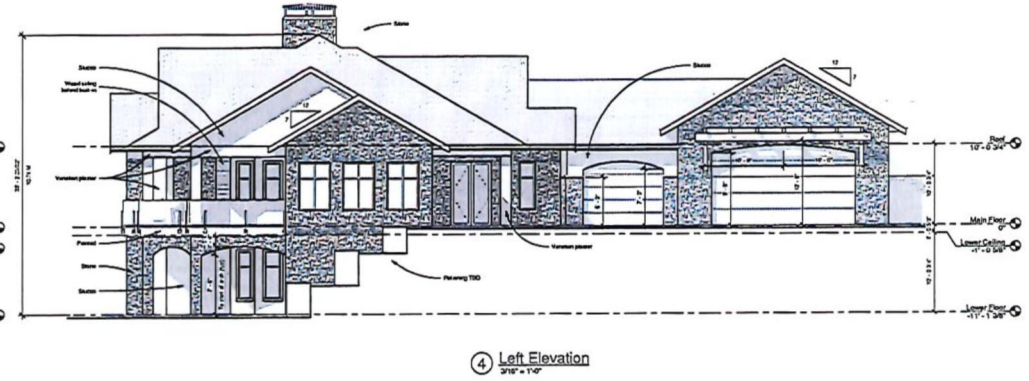
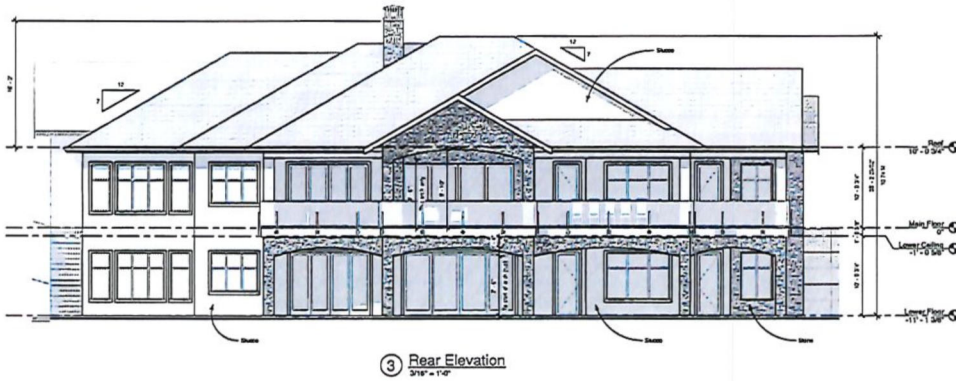
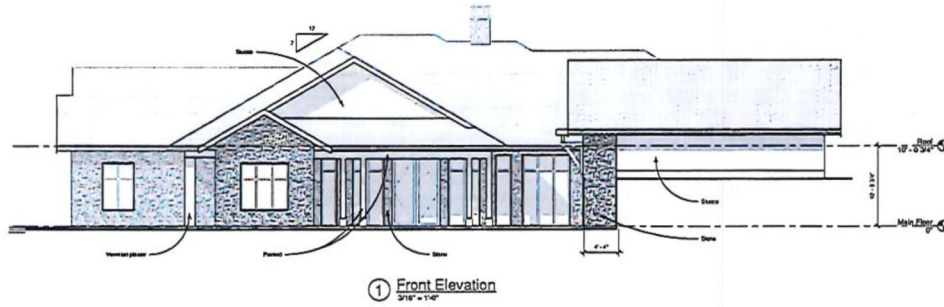
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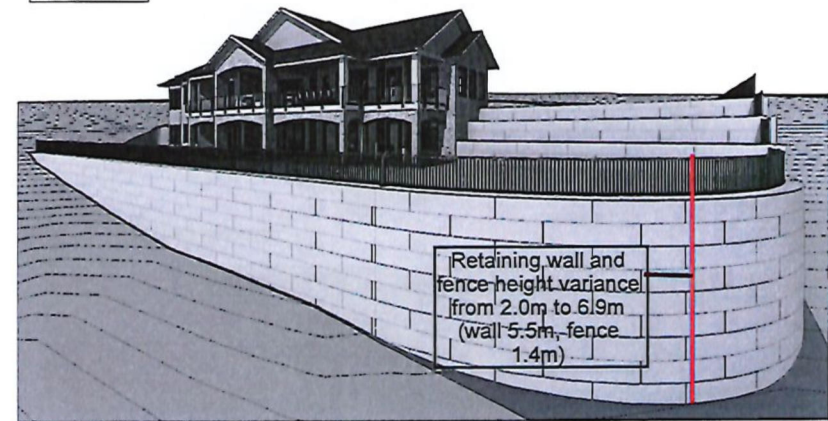
7-11-11

Am, DC

## APPENDIX 2



Note:  
Dimensions are 1'-0" increments (rounding up).  
Measure on exterior wall and roof.



Retaining wall and fence height variance from 2.0m to 6.9m (wall 5.5m, fence 1.4m)

#### Typical Cladding

**Stone:**  
Pebble stone as shown on site.  
Larger stone used on base.  
**Stone Veneer:**  
Thin stone veneer installed per manufacturer.  
Control joints.  
Install with mortar.  
**Stucco:**  
1/2" thick stucco over 1/2" gypsum board.  
Finish: Smooth finish.  
Color: White.  
**Brick:**  
Solid brick as shown on site.  
Finish: Smooth finish.  
Color: White.

#### Windows and Doors

All window and door units, frames, sashes, and hardware are to be installed in accordance with the manufacturer's instructions. The manufacturer's instructions shall be provided to the contractor. The contractor shall be responsible for the proper installation of the units. The units shall be installed in accordance with the manufacturer's instructions.

**M**  
**MEYER**  
DESIGNS LTD  
800 Mt Todd Drive  
Columbia, SC  
29209  
716-276-  
7900-502-4579  
Karl@MeyerDesigns.ca  
MeyerDesigns.ca

#### Elevations and Details

|                |               |
|----------------|---------------|
| Project number | 2023-004      |
| Date           | June 13, 2023 |
| Owner          | Emily Meyer   |
| Prepared by    | Emily Meyer   |
| Reviewed by    | Emily Meyer   |
| Scale          | As Shown      |

For Permit v1.3





P160

Dear Mayor, Councilors, and City of Salmon Arm Staff:

Hindbo Construction Group Inc. is seeking a height variance for two items, roof line and retaining walls for proposed single-family residence located at 2791 25<sup>th</sup> Street NE.

Current zoning rules state a variance is required if the roof height exceeds 10 meters (32' 9 11/16") and a retaining wall exceeds 2.0 meters (6.5ft.). We respectfully request a roof height of 10.74 meters (35' 3") and a retaining wall height up to 5.5 meters (18').

Due to the grade/slope at 2791 25<sup>th</sup> Street NE (the property) where the proposed single-family residence will be built, we feel the extra .74 meters of roof height will not negatively affect views while traveling on 25<sup>th</sup> Street NE. In fact, with the trees removed to create a building site for the house, the view should be enhanced.

Due to the grade/slope of the property, we require several retaining walls. One of which, below the house will vary from 0 to 18' in height. Another retaining wall, adjacent to the garage will be from 0 - 10' in height. The balance of retaining walls do not require a variance.

We hope you agree with our request that the proposed home's roofline and retaining walls will not obscure the view or impact the landscape.

Regards,

Coady Hindbo

Hindbo Construction Group Inc.

250 804 3571

# Subject Property

30 AVENUE

N.E.

N.E.

STREET

25

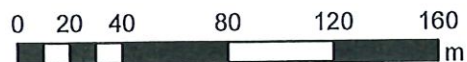
STREET

26

25

25

24



Subject Property



Parcels

2451

2621

2761 2771

2951

2891

2861

2841

2821

2791

2950

2880

2830

2810

2790

2700

2660

2630

2650

2710

2750

2790

2141

2391

2100

2541

AVENUE

N.E.

21 STREET

23 STREET

2580

2240

2280

2540

2541

2510

2511

2450

2451

2420

2181

2245

2281

2421

2321

2341

2361

2381

2401

2421

2381

2401

2421

2381

2401

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2141

2391

2100

2541

AVENUE

N.E.

21 STREET

23 STREET

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2280

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2511

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2421

2321

2341

2361

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2141

2391

2100

2541

AVENUE

N.E.

21 STREET

23 STREET

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2240

2280

2540

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2321

2341

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2100

2541

AVENUE

N.E.

21 STREET

23 STREET

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2421

2321

2341

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2421



P1.62

Ortho Map

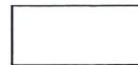
25 ST NE



0 5 10 20 30 40 m



Subject Property



Parcels

Ortho Photo Date: 2021



OCP Map

P163

30 AVENUE

N.E.

N.E.

STREET

AVENUE

N.E.

25

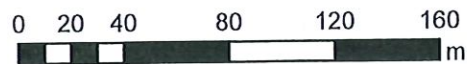
STREET

26

25

25

24 A



Subject Property



Parcels



Acreage Reserve



Park



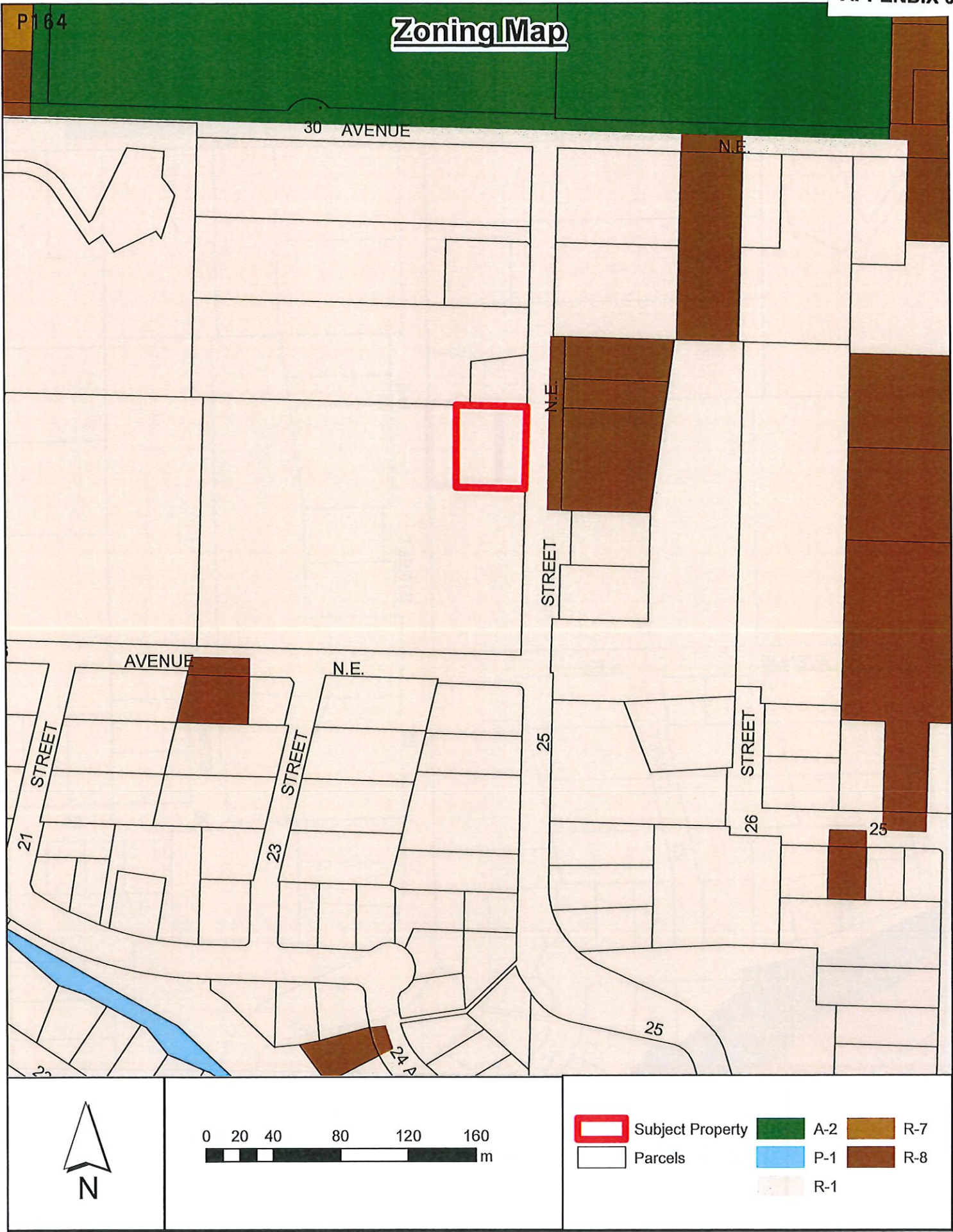
Residential - Low Density



Residential - Medium Density



Zoning Map



Item 23.1

CITY OF SALMON ARMNOTICE 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 Tuesday, October 11, 2022 at 7:00 p.m.

1) **Proposed Zoning Bylaw Text Amendment:**

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

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.

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)

Section 9.8: to ADD the following 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.

**Applicant:** City of Salmon Arm

**Reference:** Bylaw No. 4548/ZON-1250

**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 22, 2022

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

---

### **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.

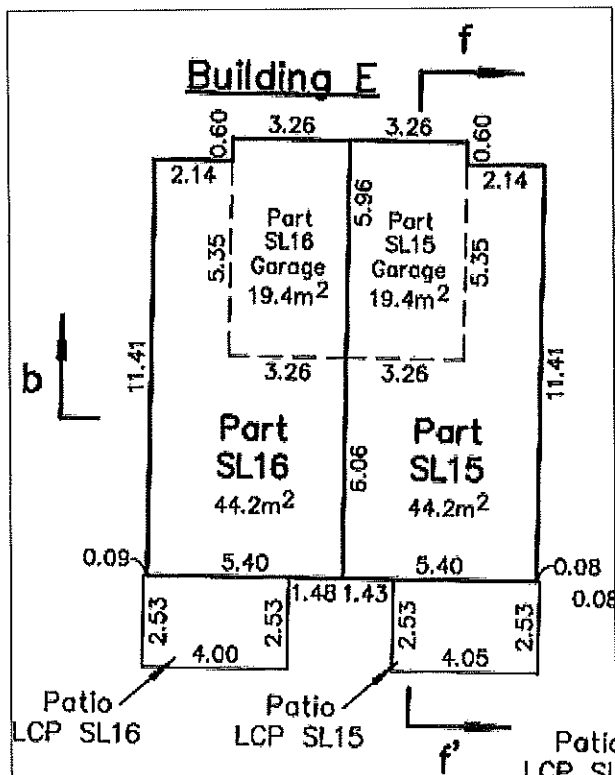
### Bare Land Strata

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).

P170 **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

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

**Maximum Floor Area Ratio**

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

**Parking**

9.13 Parking shall be required as per Appendix I.

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Item 24.1

## CITY OF SALMON ARM

Date: October 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4548 be read a third time.

[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

## 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 October 11, 2022 at the hour of 7:00 p.m. was published in the September 28 and October 5, 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 26<sup>th</sup> DAY OF SEPTEMBER 2022

READ A SECOND TIME THIS 26<sup>th</sup> DAY OF SEPTEMBER 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 26.

**CITY OF SALMON ARM**

Date: October 11, 2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of October 11, 2022, be adjourned.

**Vote Record**

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

Opposed:

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

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