

City of Salmon Arm  
Regular Council Meeting

Monday, November 27, 2023, 1:00 p.m.  
Council Chambers of City Hall  
500 – 2 Avenue NE, Salmon Arm, BC

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	Pages
<b>1. CALL TO ORDER</b>	
<b>2. IN-CAMERA SESSION</b>	
Motion for Consideration	
<u>THAT:</u> pursuant to Section 90(1)(d) the security of the property of the municipality; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (g) litigation or potential litigation affecting the municipality; (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; of the <i>Community Charter</i> , Council move In-Camera.	
<b>3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b>	
<i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>	
<b>4. ADOPTION OF AGENDA</b>	
Motion for Consideration	
<u>THAT:</u> the Agenda be adopted as presented.	
<b>5. DISCLOSURE OF INTEREST</b>	
<b>6. CONFIRMATION OF MINUTES</b>	
6.1 Regular Council Meeting Minutes of November 14, 2023	6 - 16
Motion for Consideration	
<u>THAT:</u> the Regular Council Meeting Minutes of November 14, 2023, be adopted as circulated.	
<b>7. COMMITTEE REPORTS</b>	
7.1 Shuswap Regional Airport Operations Committee Meeting Minutes of November 15, 2023	17 - 19
7.2 Traffic Safety Committee Meeting Minutes of November 9, 2023	20 - 22
7.3 Downtown Parking Commission Meeting Minutes of November 21, 2023	23 - 27
7.4 Community Heritage Commission Meeting Minutes of November 6, 2023	28 - 33
<b>8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>	
8.1 CSRD Connect - Board Meeting Highlights	34 - 36

**9. STAFF REPORTS**

- 9.1 Director of Engineering & Public Works - Universal Water Metering - Implementation Plan Options - Update (Deferred from October 23, 2023 Council Meeting) 37 - 37
- 9.2 Director of Corporate Services - Rental of Quonset Building located at 921 17 Street SW 38 - 38
- Motion for Consideration  
THAT: Council authorize the Mayor and Corporate Officer to execute a License for Use and Occupation Agreement with the Salmon Arm Folk Music Society, for the use of the Quonset Building located at 921 17 Street SW, for a five (5) year term from January 1, 2024 to December 31, 2028, for the annual fee of \$1.00 subject to *Community Charter* advertising requirements.
- 9.3 Director of Corporate Services - Environmental Systems Research Institute Inc (ESRI) Contract - Geographic Information System (GIS) 39 - 39
- Motion for Consideration  
THAT: Council authorize the Mayor and Corporate Officer to execute a License and Maintenance Agreement with ESRI Canada for software licensing and unlimited technical support for a three year term;
- AND THAT: Administration is authorized to extend the contract for a further 2 year term, upon agreement by both parties;
- AND FURTHER THAT: Council authorizes sole sourcing this purchase by waiving the City's Purchasing Policy No. 7.13.
- 9.4 Chief Financial Officer - Uncollectible Accounts Receivable 40 - 40
- Motion for Consideration  
THAT: Council approves the write off of the receivable due from Ronald Treat related to Canoe Beach Campsite No. 10 (4225 78 Avenue NE, Roll No. 04426.010) in the amount of \$33,045.86;
- AND THAT: the 2023 Budget in the 2023-2027 Financial Plan be amended to record the receivable due from Ronald Treat related to Canoe Beach Campsite No. 10 as a bad debt in the amount of \$33,050.00, funded from:
- Reserve for Doubtful Account - R. Treat - \$30,280.00; and
  - Reserve Doubt Accounts - \$2,770.00.
- 9.5 Director of Engineering & Public Works - Ross Street Plaza Washroom Upgrade - Tender Award 41 - 43
- Motion for Consideration  
THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to reflect additional funding for the construction of the Ross Street Plaza Washroom Upgrade in the amount of \$45,000.00, which includes the additional funds to award the Tender, and an amount for construction contingency, reallocated from the COVID Restart Grant;
- AND THAT: Council award the Ross Street Plaza Washroom Upgrade to 478868 Ltd. o/a McDiarmid Construction in accordance with the tendered price in the amount of \$145,888.00 plus taxes as applicable;
- AND FURTHER THAT: Council authorize a pre-approved contract contingency in the amount of \$15,000.00 (approximately 10.3% of project cost) to support

the project.

- 9.6 Director of Engineering & Public Works - Extension of Residential Curbside Collection Contract 44 - 45  
Motion for Consideration  
THAT: the Residential Curbside Collection Contract 2019-60 with SCV Contractors Corporation be extended for a period of one (1) year, from July 1, 2024 to June 30, 2025.
- 9.7 Director of Planning & Community Services - UBCM Complete Community Grant RFP Award 46 - 47  
Motion for Consideration  
THAT: Council approve the award of RFP 2023-059 for the Complete Communities Study & Evaluation to Licker Geospatial Consulting Ltd. in the amount of \$150,000.00 (plus applicable taxes);  
  
AND THAT: the Mayor and Corporate Officer be authorized to execute all contract documentation required for the project.
- 9.8 Chief Administrative Officer - Rubberized Walking Track at Shaw Centre 48 - 51  
Motion for Consideration  
THAT: Council authorize the Mayor and Corporate Officer to execute the Memorandum of Understanding between the City of Salmon Arm, Salmon Arm Recreation Society and Rotary Club of Salmon Arm;  
  
AND THAT: the 2023 budget contained in the 2023-2027 Financial Plan Bylaw be amended to include a Rubberized Walking Track at Shaw Centre as a capital project in the amount of \$154,000.00 funded entirely by a third party contribution from the Rotary Club of Salmon Arm;  
  
AND FURTHER THAT: Council award the supply and installation of the Rubberized Walking Track to Titan Sport Systems Ltd. in accordance with the quoted amount of \$146,200.00 plus taxes as applicable.
- 10. INTRODUCTION OF BYLAWS**
- 11. RECONSIDERATION OF BYLAWS**
- 11.1 Cemetery Management Amendment Bylaw No. 4613 52 - 55  
(2024 Cemetery Rates)  
  
Motion for Consideration  
THAT: the Bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4613 be read a final time.
- 11.2 Official Community Plan Amendment Bylaw No. 4605 56 - 84  
1821 9 Avenue NE  
Owners: 1026082 B.C. Ltd./Lakeside Bowling Ltd.  
Agent: IBA Architecture Inc.  
MR to HC  
  
Motion for Consideration  
THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4605 be read a second time;  
  
THAT: pursuant to Section 475 of the *Local Government Act*, Council has considered this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;

AND THAT: pursuant to Section 476 of the *Local Government Act*, Council has considered this Official Community Plan amendment after required consultation with School District No. 83;

AND FURTHER THAT: pursuant to Section 477(3)(a) of the *Local Government Act*, Council has considered the amendment in conjunction with the Financial Plans of the City of Salmon Arm and the Liquid Waste Management Plan of the City of Salmon Arm.

- 11.3 Zoning Amendment Bylaw No. 4606 85 - 87  
**(see Item 11.2 for Staff Report)**  
1821 and 1881 9 Avenue NE  
Owners: 1026082 BC Ltd./Lakeside Bowling Ltd.  
Agent: IBA Architecture Inc.  
R-1 to C-6/C-3 to C-6

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4606 be read a second time;

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval and adoption of Official Community Plan Amendment Bylaw No. 4605.

- 11.4 Fee for Service Amendment Bylaw 4614 88 - 127  
(2024 Water and Sewer Rates)

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4614 be read a final time.

- 11.5 Zoning Amendment Bylaw No. 4603 128 - 131  
Owner: D. & P. Wiens  
Agent: Green Emerald Investment Inc.  
1591 10 Avenue SW  
R-1 to C-6

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4603 be read a final time.

- 11.6 Zoning Amendment Bylaw No. 4607 132 - 135  
Owner: J. Pannu  
20 20 Street NE  
R-1 to R-8

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4607 be read a final time.

**12. CORRESPONDENCE**

- 12.1 Informational Correspondence
- 12.1.1 Calendar of Events - December 2023 136 - 137
  - 12.1.2 G. Remus - Email dated November 2, 2023 - Water Conservation 138 - 139
  - 12.1.3 B. & N. Harisch - Letter dated September 19, 2023 - 45 Avenue Paving 140 - 140

12.1.4	A. Morris - Email dated November 21, 2023 - Suing Big Oil would help Salmon Arm	141 - 141
12.1.5	Honourable B. Ma, Minister of Emergency Management and Climate Readiness - Emergency and Disaster Management Act Now in Force	142 - 148
<b>13.</b>	<b>NEW BUSINESS</b>	
<b>14.</b>	<b>PRESENTATIONS</b>	
14.1	Presentation 4:00-4:15 (approximately) Caitlin Thompson, Project Coordinator, Salmon Arm Economic Development Society Update on 2024 MRDT Tactical Plan	149 - 179
14.2	Presentation 4:15-4:30 (approximately) Olivia Lemke, WildSafeBC Columbia Shuswap Coordinator Season Summary 2023	180 - 188
<b>15.</b>	<b>COUNCIL STATEMENTS</b>	
<b>16.</b>	<b>SALMON ARM SECONDARY YOUTH COUNCIL</b>	
<b>17.</b>	<b>NOTICE OF MOTION</b>	
<b>18.</b>	<b>UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS</b>	
<b>19.</b>	<b>OTHER BUSINESS</b>	
<b>20.</b>	<b>QUESTION AND ANSWER PERIOD</b> There are no Hearings, Statutory Public Hearings or Reconsideration of Bylaws scheduled for the evening portion of the agenda.	
<b>21.</b>	<b>ADJOURNMENT</b>	

## REGULAR COUNCIL

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

November 14, 2023, 1:30 p.m.  
Council Chambers of City Hall  
500 – 2 Avenue NE, Salmon Arm, BC

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

ABSENT: Councillor L. Wallace Richmond  
Councillor D. Cannon

STAFF PRESENT: Chief Administrative Officer E. Jackson  
Director of Corporate Services S. Wood  
Director of Engineering & Public Works R. Niewenhuizen  
Chief Financial Officer C. Van de Cappelle  
Deputy Corporate Officer R. West

Other Staff Present: Manager of Planning & Building M. Smyrl; Service Delivery Manager J. Wilson; Manager of Roads & Parks D. Gerow

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#### 1. CALL TO ORDER

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

#### 2. IN-CAMERA SESSION

Council moved In-Camera at 1:31 p.m.  
Council returned to Regular Session at 2:30 p.m.  
Council recessed until 2:34 p.m.

THAT: pursuant to Section 90(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; Section 90(c) labour relations or other employee relations, Section 90(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and Section (g) litigation or potential litigation affecting the municipality of the *Community Charter*, Council move In-Camera.

#### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

**4. ADOPTION OF AGENDA**

**Moved by:** Councillor Lindgren  
**Seconded by:** Councillor Gonella

THAT: the Agenda be adopted as presented with the addition of Late Item 23.1 - Email dated November 13, 2023 - R. Zurowski.

Carried Unanimously

**5. DISCLOSURE OF INTEREST**

**6. CONFIRMATION OF MINUTES**

**7. COMMITTEE REPORTS**

Council reviewed the Committee Meeting Minutes and business arising.

- 7.1 Development and Planning Services Committee Meeting Minutes of November 6, 2023
- 7.2 Shuswap Regional Airport Operations Committee Meeting Minutes of October 11, 2023
- 7.3 Shuswap Regional Airport (Salmon Arm) Commission Meeting Minutes of October 24, 2023
- 7.4 Active Transportation Advisory Committee Meeting Minutes of November 6, 2023
- 7.5 Greenways Liaison Committee Meeting Minutes of October 19, 2023
- 7.6 Environmental Advisory Committee Meeting Minutes of November 7, 2023

**8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

CSRD Connect - Board Meeting Highlights  
October, 2023

For information.

**9. STAFF REPORTS**

- 9.1 Chief Administrative Officer - Active Transportation Advisory Committee, Citizen at Large membership appointment

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Lindgren

THAT: Council appoint Tim Kubash to the Active Transportation Advisory Committee for a two year term.

Carried Unanimously

- 9.2 Chief Financial Officer - Council Benefits

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Gonella

THAT: This item be deferred to a future Regular Council Meeting to provide for a review by all Council members.

Carried Unanimously

- 9.3 Chief Financial Officer and Director of Corporate Services - Occupancy Agreement - RCMP Detachment - 1980 11 Avenue NE

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Lindgren

THAT: Council authorize the Mayor and Corporate Officer to execute an Occupancy Agreement with His Majesty the King in Right of Canada as represented by the Minister Responsible for the Royal Canadian Mounted Police (RCMP) for their use of the building and land located at Lot 1, Plan KAP60780 Section NE 24-20-10-W (1980 11 Avenue NE) for the ten (10) year term of December 10, 2023 to December 9, 2033;

AND THAT: the RCMP may renew the Occupancy Period for Three (3) additional renewal periods of Five (5) years.

Carried Unanimously

- 9.4 Chief Administrative Officer - FortisBC Energy Inc. Operating Agreement

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Lindgren

THAT: Council approves the City entering into an Operating Agreement with FortisBC Energy Inc. as per the general terms and conditions of the agreement attached to the Report of the Chief Administrative Officer;

AND THAT: the Mayor and Corporate Officer be authorized to execute all documents necessary to complete the transaction.

Carried Unanimously

- 9.5 Director of Engineering & Public Works - Budget Transfer to Residential LED Street Lighting

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Flynn

THAT: The 2023 Budget contained in the 2023 - 2027 Financial Plan Bylaw be amended to reflect additional funding for the Residential Universal LED Street Lighting project in the amount of \$44,000.00 reallocated from the following operational budgets:

- Overhead Lighting - Hydro - \$25,700.00; and
- Ornamental Lighting - Hydro - \$18,300.00.

Carried Unanimously



- 9.6 Director of Engineering & Public Works - Tender Award - Lift Stations - Programmable Logic Controllers Communication Upgrade

**Moved by:** Councillor Gonella  
**Seconded by:** Councillor Flynn

THAT: The 2023 Budget contained in the 2023 - 2027 Financial Plan Bylaw be amended to include additional funding for the Programmable Logic Controllers (PLC) Communication Upgrade project in the amount of \$10,000.00, reallocated from the Sewer Extensions and Replacements operational budget;

AND THAT: Council approve the award of services for the PLC Communication Upgrade for four Lift Stations (Blackburn Park, 10 Ave, Mosquito Park and Wharf Street) to Centrix Control Solution Limited Partnership for a total amount of \$151,400.00 plus taxes as applicable;

AND FURTHER THAT: Council authorize a pre-approved contract contingency in the amount of \$8,600.00 (approximately 5.7% of the project cost) to support the project.

Carried Unanimously

- 9.7 Director of Engineering & Public Works - Auto Thermophilic Aerobic Digester Foul Air System Repairs - Wastewater Plant

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Lindgren

THAT: Council approve the purchase of a replacement fan set for the Wastewater Treatment Plant from HEE-Duall Environmental Technologies, for the quoted amount of \$31,500.00 USD plus applicable taxes and shipping;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to HEE-Duall Environmental Technologies;

AND THAT: The 2023 Budget contained in the 2023 - 2027 Financial Plan Bylaw be amended to redirect \$20,000.00 from Sewer WPCC - Hypo Tank Capital project to WPCC - Auto Thermophilic Aerobic Digester Four Air System Repairs.

Carried Unanimously

## 10. INTRODUCTION OF BYLAWS

- 10.1 Cemetery Management Amendment Bylaw No. 4613 (2024 Cemetery Rates)

**Moved by:** Councillor Lindgren  
**Seconded by:** Councillor Lavery

THAT: the Bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4613 be read a first, second and third time.

Carried Unanimously

10.2 Official Community Plan Amendment Bylaw No. 4605

1821 9 Avenue NE  
Owners: 1026082 B.C. Ltd./Lakeside Bowling Ltd.  
Agent: IBA Architecture Inc.  
MR to HC

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4605 be read a first time.

Carried Unanimously

10.3 Zoning Amendment Bylaw No. 4606

**(see Item 10.2 for Staff Report)**  
1821 and 1881 9 Avenue NE  
Owners: 1026082 BC Ltd./Lakeside Bowling Ltd.  
Agent: IBA Architecture Inc.  
R-1 to C-6/C-3 to C-6

**Moved by:** Councillor Lindgren  
**Seconded by:** Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4606 be read a first time;

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval and adoption of Official Community Plan Amendment Bylaw No. 4605.

Carried Unanimously

10.4 Fee for Service Amendment Bylaw 4614 (2024 Water and Sewer Rates)

**Moved by:** Councillor Gonella  
**Seconded by:** Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4614 be read a first, second and third time.

Opposed (1): Councillor Lindgren

Carried

**11. RECONSIDERATION OF BYLAWS**

Councillor Lindgren left the meeting at 3:57 p.m.

11.1 Road Closure Bylaw No. 4589

Portion of 42 Street SW

Mayor Harrison called for submissions.

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Flynn

THAT: the Bylaw entitled City of Salmon Arm Road Closure Bylaw No. 4589 be read a final time.

Carried Unanimously

11.2 Zoning Amendment Bylaw No. 4598

L. & L. Kiehlbauch

280 25 Street NE

R-1 to R-8

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4598 be read a final time.

Carried Unanimously

**13. NEW BUSINESS**

**14. PRESENTATIONS**

The meeting recessed at 4:00 p.m.

The meeting reconvened at 4:05 p.m.

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

Shelley Desautels, Executive Director, Salmon Arm Chamber of Commerce - Q3 Report

Shelley Desautels, Executive Director, Salmon Arm Chamber of Commerce presented the Q3 Report and was available to answer questions from Council.

**12. CORRESPONDENCE**

12.1 Informational Correspondence

12.1.3 K. Leinweber, Lewiston Ultra Events - Letter dated October 16, 2023 - 2024 BC Backyard Ultra

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Flynn

THAT: Council approve the 2024 BC Backyard Ultra event at outlined in the letter dated October 16, 2023, subject to the provision of adequate liability insurance and City staff approval on logistics and setup.

Carried Unanimously

- 12.1.4 K. Hansen, Executive Director, Shuswap Association for Community Living - Letter dated November 9, 2023 - Request for Letter of Support
- 12.1.6 S. Zuidhof, Building Safer Communities Project Coordinator, City of Salmon Arm - Email dated November 9, 2023 - YESS Funding
- 12.1.7 J. McConnell, Shuswap Vintage Car Club - Letter dated November 8, 2023 - Vintage Car Club of Canada 2024 Tour

**Moved by:** Councillor Lavery  
**Seconded by:** Councillor Gonella

THAT: 12.1.4: Council provide a Letter of Support to Shuswap Association for Community Living for their application for funding through the Rural Transit Solutions Fund to assist in the purchase of a wheelchair accessible mini-van;

THAT: 12.1.6: Council provide a Letter of Support for a funding application for through the Youth Employment and Skills Strategy funding program in support of a new youth employment program entitled "Launch" through the Shuswap Family Centre;

THAT: 12.1.7: Council provide a letter of welcome from the Mayor for the 2024 Vintage Car Club of Canada tour in Salmon Arm being held in May.

Carried Unanimously

**15. COUNCIL STATEMENTS**

**16. SALMON ARM SECONDARY YOUTH COUNCIL**

**17. NOTICE OF MOTION**

**18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

**19. OTHER BUSINESS**

19.1 Councillor Lavery - Wildfire Mitigation Information Session

**Moved by:** Councillor Lavery  
**Seconded by:** Councillor Gonella

WHEREAS 2023 was a record breaking year for forest fires in British Columbia, specifically in the Kamloops Fire Centre, with many fires directly impacting communities in close proximity to the City of Salmon Arm (CSA);

AND WHEREAS wildfire activity is not expected to decrease in the coming years, and as a result there are heightened concerns about protecting CSA owned, crown, private, agricultural and First Nations lands from Wildfires and a desire by residents to get updated FireSmart information, ask questions and provide input;

THEREFORE BE IT RESOLVED that Council direct staff to organize an evening Wildfire mitigation information session in the spring of 2024 to address the above with topics including but not being limited to:

Clear delineation of implications for different land tenures;  
Plans for fuel load mitigation on city-owned properties following current prioritized assessments;  
FireSmart education and options for individual property owners, neighbourhoods, stratas and builders and developers;  
Updates on provincial wildfire approaches; and  
Other initiatives residents can take to address wildfire-related climate change.

Carried Unanimously

## 20. QUESTION AND ANSWER PERIOD

### 20.1 In-Camera Session

Council moved In-Camera at 4:46 p.m.

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Flynn

THAT: pursuant to Section 90(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; Section 90(c) labour relations or other employee relations, Section 90(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and Section (g) litigation or potential litigation affecting the municipality of the Community Charter, Council move In-Camera.

Carried Unanimously

20.2 Council returned to Regular Session at \*\* p.m.

7:00 PM: MEETING RESUMES

## 21. DISCLOSURE OF INTEREST

Mayor Harrison was absent. Deputy Mayor Lindgren assumed the Chair.

## 22. HEARINGS

## 23. STATUTORY PUBLIC HEARINGS

### 23.1 Zoning Amendment Application No. ZON-1270

Owner: W. Cockrill & J. Weed

Agent: Gentech Engineering

2391 26 Avenue NE

R-1 to R-8

The Planning Official explained the proposed Zoning Amendment Application.

B. Hillson, Gentech Engineering, agent for the applicant, was available to answer questions from Council.

Submissions were called for at this time.

Email dated November 13, 2023 - R. Zurowski.

T. Dunlop expressed concerns about the proposed subdivision application.

A. Marr expressed concerns about the proposed subdivision application.

S. Kirkman expressed concerns about the proposed subdivision application.

D. McLeod expressed concerns about the proposed subdivision application.

H. Bawtree asked about the differences between the R1 and R8 zone in regards to parcel coverage.

R & S Huddleston asked what the definition of density was and how many people and vehicles are permitted on a R8 zoned parcel. They had concerns with the rezoning and that it would negatively interfere with the use of their property.

T. Dunlop asked about if there would be restrictions imposed so the secondary suites would not be built on the existing water line.

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

23.2 Zoning Amendment Application No. ZON-1276

Owner: D. & P. Wiens  
Agent: Green Emerald Investments Inc.  
1591 10 Avenue SW  
R-1 to C-6

The Planning Official explained the proposed Zoning Amendment Application.

G. Arsenault, Green Emerald Investments Inc., the agent, 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 Hearing closed at 7:38 p.m.

23.3 Zoning Amendment Application No. ZON-1277

Owner: J. Pannu  
20 20 Street NE  
R-1 to R-8

The Planning Official explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:40 p.m.

The meeting recessed at 7:41 p.m.

The meeting reconvened at 7:43 p.m.

**24. RECONSIDERATION OF BYLAWS**

24.1 Zoning Amendment Bylaw No. 4595

Owner: W. Cockrill & J. Weed  
Agent: Gentech Engineering  
2391 26 Avenue NE  
R-1 to R-8

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4595 be read a third and final time.

Carried Unanimously

24.2 Zoning Amendment Bylaw No. 4603

Owner: D. & P. Wiens  
Agent: Green Emerald Investment Inc.  
1591 10 Avenue SW  
R-1 to C-6

**Moved by:** Councillor Gonella  
**Seconded by:** Councillor Lavery

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4603 be read a third time.

Carried Unanimously

24.3 Zoning Amendment Bylaw No. 4607

Owner: J. Pannu  
20 20 Street NE  
R-1 to R-8

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4607 be read a third time.

Carried Unanimously

**25. QUESTION AND ANSWER PERIOD**

**26. ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 8:07 p.m.

CORPORATE OFFICER, S. WOOD

MAYOR, A. HARRISON



## CITY OF SALMON ARM

Minutes of the **Shuswap Regional Airport Operations Committee** Meeting held in Room 100 at City Hall, Salmon Arm, BC on **Wednesday, November 15, 2023** at 3:00 p.m.

### PRESENT:

Steve Genn	Salmon Arm Flying Club
Doug Pearce	Salmon Arm Flying Club
Jayden Blower	Airport Manager
John McDermott	Lakeland Ultralights
Kent Milley	KS2 Management Ltd
Gord Newnes	Pilot/Hangar Owner
Jeremy Neufeld	RAP Attack
Rob Niewenhuizen	City staff, Director of Engineering & Public Works
Darin Gerow	City staff, Manager of Roads & Parks

### ABSENT:

Louise Wallace Richmond	Councillor, City of Salmon Arm
Rhona Martin	Director, CSRD,
Mark Olson	Pilot/Hangar Owner
John Hansen	Pilot/Hangar Owner
Hammy McClymont	Pilot/Hanger Owner

### GUESTS:

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

#### 1. **Introductions and Welcome**

Welcome to Steve Genn, President of the Salmon Arm Flying Club, Pilot & hanger owner.

#### 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: Jayden Blower

Seconded: John McDermott

THAT: the Shuswap Regional Airport Operations Committee Meeting Agenda of November 15, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

**4. Approval of Minutes of October 11, 2023 Shuswap Regional Airport Operations Committee Meeting**

Moved: Jayden Blower

Seconded: John McDermott

THAT: the minutes of the Shuswap Regional Airport Operations Committee Meeting of October 11, 2023 be approved as circulated.

**CARRIED UNANIMOUSLY**

**5. Approval of Minutes of November 7, 2023 Shuswap Regional Airport Safety Committee Meeting**

Moved: John McDermott

Seconded: Jayden Blower

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of November 7, 2023 be approved as circulated.

**CARRIED UNANIMOUSLY**

**6. Airport Managers Update**

- Jet fuel sale up this year (5<sup>th</sup> highest sales year)
- Av Gas down slightly
- Winter preparations have been completed,
- One beacon light is burnt out, Inskip contacted and will repair it ASAP,
- Meet with Web Contracting discussed and reviewed winter snow removal operations, etc.
- Fire inspection completed, on emergency light is burnt out is scheduled for repair,
- Jayden has completed a wildlife management course, he will be working on the 2024 permit,
- City staff are currently clearing and brushing along the fence line,
- Continue to work with Delta C on pilot project and fuel sample testing,
- Shaw Road Hazard beacon has been repaired,
- To date 5000 aircraft movements have been recorded.

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

a) New Lease lot update

- Provided an update on the status of the new lease lot
- Survey has been completed
- Report to City Council in the new year
- 2024 budget request for servicing new lots (hydro & gas)

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

- b) AWAS fiber installation update
- Allphase Electric has been scheduled to install CAT 5 cables
  - Two cable will be installed one will act as a spare.
  - This will provide a more reliant connect to the AWAS infrastructure,
  - Once complete, this will allow Airport staff to add short messages to the weather reports.

**8. New Business**

- a) Winter Operations
- Ready for winter operations
  - Webb Contracting will be on call to respond to any snow events
  - Airport staff will utilize unit #950 John Deere tractor for winter operations
  - When warranted, SNOWTAM and AWAS will be used to message runway conditions to pilots.
- b) 2024 Meeting Calendar
- The 2024 Meeting Calendar was reviewed.

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

**10. Next meeting – Wednesday, March 20, 2024**

**11. Adjournment**

Moved: Doug Pearce

Seconded: Steve Genn

THAT: the Shuswap Regional Airport Operations Committee Meeting of November 15, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 3:40 p.m.

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Rob Niewenhuizen ASCT  
Director of Engineering & Public Works

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

## CITY OF SALMON ARM

Minutes of the **Traffic Safety Committee** Meeting held in Room 100, City Hall on November 09, 2023 at 9:00 a.m.

### PRESENT:

Scott West  
David Dean  
Norma Leslie  
Mustafa Zakreet  
Chris Moore  
Robert Niewenhuizen

RCMP  
ICBC, Traffic Safety Engineer  
ICBC Driver Examiner  
City staff, Engineering Assistant  
City staff, Engineering Assistant (Chair)  
City staff, Director of Engineering & Public Works

### ABSENT:

Mike Scott  
Lisa Bennett  
Andrea Kathrein  
Ingrid Brokop  
Jackie Kundert  
Travis Bartsch  
Darin Gerow

MOTI  
Direct Drive Driver Training  
SD83, Transportation Manager  
ICBC  
BC Transit  
City staff, Bylaw  
City Staff, Manager of Roads & Parks

The meeting was called to order at 9:00 a.m.

- 1. Introductions and Welcome**
- 2. Acknowledgement of Traditional Territory**
- 3. Approval / changes / additions to Agenda**

Moved: Scott West

Seconded: Norma Leslie

THAT: the Traffic Safety Committee Meeting Agenda of November 09, 2023, be approved as circulated.

**CARRIED UNANIMOUSLY**

- 4. Approval of Minutes of November 17, 2022 Traffic Safety Committee Meeting**

Moved: David Dean

Seconded: Scott West

THAT: the minutes of the Traffic Safety Committee Meeting of November 17, 2022 be approved.

**CARRIED UNANIMOUSLY**

- 5. Old Business/Arising from minutes**

- 
- Children Playing Signs - BCAA has agreed to provide the City with a limited number of "Caution Children Playing" signs which are available to the public on request.
- "Children Crossing" signs erected on Foothills, at The Ridge.

**6. New Business**

**a) Crosswalk Request - Shuswap Youth Soccer Association (SYSA)**

Safety concerns expressed by SYSA regarding children and adults crossing 3 Street SW to use the washrooms and access the SYSA office and parking lot during soccer season.

Discussion:

- Crosswalk would only be used when field is in use during summer, twice a weeks typically.
- Possibly fence the site so that user are directed to the existing mid-block cross walk,
- Have parents/volunteers act as crossing attendants similar to school crossings,
- Possibly use of pylons to have an area that allows for clear visibility

Committee: Not in support of an additional mid-block cross walk on 3 Street SW

**b) 60 Avenue NE - Speeding Concerns**

Discussion:

- Rural area, good visibility, low traffic volumes
- Suggested install a temporary speed reader board in dark mode to collect date and provide a more accurate account of what is occurring,
- Utilize citizens on patrol, speed awareness,

Committee: signage not warranted

**c) Salmon River Road - Speed Reduction Request**

Discussion:

- SD#83 has provided comments recommending not to change the speed limit from 80 km/hr to 60 km/hr
- Good visibility on this section of roadway
- Changing speed limits may cause frustration and possibly more vehicle passing

Committee: Recommends to keep the existing 80km/hr speed limit unchanged

**d) Canoe Beach Drive - Parking Concern**

Discussion:

- Road has good visibility
- Ball activities are typically on weekends and evenings
- Empty onsite parking stalls when vehicles parked on road typically due to change over of matches and new cars arriving before previous players leave.

Committee: No action

**e) Canoe Traffic Safety Concerns**

Discussion:

- Four way stop installed at 70<sup>th</sup> Ave NE & 50<sup>th</sup> Street NE; this has helped to slow traffic down on this section of road,
- More densification (housing & businesses) have resulted in more traffic in canoe
- Mostly more summer season traffic (tourist, beach area, etc.)
- More enforcement
- Installation of portable speed reader signs

Committee: Continue to monitor situation as Canoe develops.

**7. Discussion Item – following on from item e, how does the TSC feel about a reduction in speed limit for local roads in Salmon Arm?**

- Based the 2021 pilot studies in Surry BC, the speed changes from 50 km/hr to 30 & 40 km/hr (in residential areas) had a minimal effect on driver speeds.
- Implementation, enforcement and signage would be challenging.
- Traffic calming measure are more affective on changing driving habits
- Further discussions on this are ongoing at provincial level and provincial guidelines / direction may be forthcoming.

**8. Traffic Order Updates**

- Reviewed

**9. Next Meeting – suggested date: May 09, 2024**

**10. Adjournment**

Moved: Scott West

Seconded: Norma Leslie

THAT: the Traffic Safety Committee meeting of November 09, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10.15 a.m.

\_\_\_\_\_  
Chris Moore, Chair

Received for information by Council on the     day of             , 2023.

## CITY OF SALMON ARM

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall and by electronic means on **Tuesday, November 21, 2023.**

### PRESENT:

Tim Lavery	Councillor, City of Salmon Arm
Bill Laird	Member at Large, Chair
Cathy Ingebrigston	Member at Large
Gerald Foreman	DSA Representative
Claire Askew	DSA Representative
Jacquie Gaudreau	DSA Representative
Travis Bartsch	Resource Personnel, City Bylaw Officer
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works

### ABSENT:

Morgen Matheson	DSA Representative
Vic Hamilton	Member at Large
Regan Ready	Member at Large

### GUEST:

The meeting was called to order at 8:05 a.m. by Chair, Bill Laird.

#### 1. INTRODUCTIONS AND WELCOME

#### 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

#### 3. PRESENTATIONS:

No presentations.

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

Addition 8. a) - Tim Lavery to provide update on Active Transportation Advisory Committee.

Moved: Cathy Ingerbrigston

Seconded: Claire Askew

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

CARRIED UNANIMOUSLY

5. **APPROVAL OF MINUTES FROM OCTOBER 17, 2023**

Moved: Cathy Ingerbrigston

Seconded: Claire Askew

THAT: the Downtown Parking Commission Meeting Minutes of October 17, 2023 be adopted.

CARRIED UNANIMOUSLY

6. **OLD BUSINESS ARISING FROM MINUTES**

a) **Parking Permit Request - CMHA - Additional information**

Travis Bartsch provided details of the request:

- Two permits.
- Valid for Downtown parking, including metered street and timed street parking.
- Not valid for off street metered parking
- Utilized for the attendance of business meetings and assisting clients in obtaining services.

Discussion included:

- How many times would CMHA staff exceed the 2 hour street parking, while not at their office?
- Is this a way to obtain free street parking in front of their office, rather than using it for meetings and clients?
- Bill Laird offered to provide CMHA staff, two free parking spaces in the gravel lot behind the CMHA building.



6. **OLD BUSINESS ARISING FROM MINUTES - continued**

a) **Parking Permit Request - CMHA - Additional information - continued**

Moved: Bill Laird

Seconded: Jacquie Gaudreau

THAT: Permits be issued, and are intended for incidental Downtown parking incurred during the course of their work.

AND THAT: Permits are not intended to provide all day parking for CMHA staff while at their office.

AND THAT: Permits will be valid for a trial period of one year, at which time the Commission will reevaluate their need to be renewed.

CARRIED UNANIMOUSLY

7. **NEW BUSINESS**

a) **BC Hydro EV charging station - Hudson Street parking lot**

Rob Niewenhuizen presented the plans outlining the proposed EV charging station.

- The City requires the project to be completed without any delays once work has been initiated. This is to ensure the parking lot is properly finished and returned to full use without the need for a contractor to return to complete paving.
- A local contractor will conduct the work. Expectations are that communication with the contractor in regard to City expectations will be fruitful.
- Work will not begin this fall, and will be scheduled for 2024.

b) **Parking Ticket Stats - January to October, 2023**

Discussion:

- What is the breakdown on locations the tickets were issued?
  - Prior to July, the breakdown had not been determined.
  - During July & August the split would be estimated to fairly equal between street parking and metered off street parking.
  - Since September, the majority of tickets have been issued in the Inner Core parking lot.
  - Balance of tickets issued were in residential areas for parking offences in relation to; fire hydrants, sidewalks, and yellow curbs.
- It was acknowledged that the summer Parking Enforcement Officer was beneficial in keeping vehicles moving, and the Officer himself did a great job.
- It was stated that the City has received one complaint in regard to the diminished street parking enforcement since the end of summer. Complainant stated that people are now parking on the streets all day because they have learned that they won't receive a ticket.

7. **NEW BUSINESS - continued**

b) **Parking Ticket Stats – January to October, 2023 - continued**

- Commission member concurred with this statement, and he felt that people are abusing the timed parking on Alexander Street.
- How do we collect from repeat offenders? Are vehicles ever towed?
  - Repeat offenders are identified when tickets are entered into the computer program.
  - If a vehicle has accumulated five unpaid tickets, the vehicle may be towed on the next offence.
  - An Officer has placed a Tow Warning Letter on the vehicles with five unpaid tickets which advised them of a tow with a future infraction.
  - It was noted that after vehicles received the warning letter, they did purchase time tickets to be compliant.
  - Commission members supported the action of towing repeat offenders that accumulate over five unpaid tickets.
  - Currently it is not possible to have a parking fine applied to the vehicle's registration renewal cost.
- A Positive Ticket Program was suggested.
  - If it was apparent that a vehicle was from out of town, instead of a parking ticket, they would receive a coupon or other such token to be used in the City.

c) **2024 Meeting Schedule**

- Members acknowledged the hard work Barb Puddifant does in tracking and updating all the Schedules, and that the Commission appreciates her efforts.

d) **2024 Chairperson Schedule**

e) **Membership update – Term of Downtown Salmon Arm representatives expires February 28, 2024**

- Downtown Salmon Arm will be advised

8. **OTHER BUSINESS – Correspondence (for information)**

- a) Tim Lavery provided an update on the Active Transportation Advisory Committee.
- Committee now has a full table
  - Meets three to four times annually

9. NEXT MEETING - Tuesday, December 19, 2023

The next meeting of the Downtown Parking Commission will be Tuesday, December 19, 2023. The Chairperson will be Regan Ready.

10. ADJOURNMENT

Moved: Gerald Foreman

Seconded: Jacquie Gaudreau

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

CARRIED UNANIMOUSLY

The meeting adjourned at 08:42 a.m.

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Travis Bartsch

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

**CITY OF SALMON ARM**

Minutes of the **Community Heritage Commission** Meeting held by in-person means on **Monday, November 6, 2023**, at 2:05 p.m.

**PRESENT:**

Cindy Malinowski, R.J. Haney Heritage & Museum  
Mary Landers  
Linda Painchaud  
Councillor David Gonella, Chair  
Melinda Smyrl, City of Salmon Arm (Staff non-voting)  
Morgan Paiement, City of Salmon Arm, Recorder (Staff non-voting)

**ABSENT:**

Deborah Chapman, R.J. Haney Heritage & Museum  
Pat Kassa, R.J. Haney Heritage & Museum  
Terry Johnston  
Gary Buxton, City of Salmon Arm (Staff non-voting)

The meeting was called to order at 2:02 p.m.

**1. Introductions and Welcome**

**2. Acknowledgement of Traditional Territory**

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

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

Move Item 5. a to next meeting  
Add under 7.a - Heritage Awards

Moved: Mary Landers

Seconded: Linda Painchaud

THAT: the Agenda for the November 6, 2023, Community Heritage Commission Meeting be approved, as amended.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of October 3, 2023, Community Heritage Commission Meeting**

Moved: Mary Landers

Seconded: Linda Painchaud

THAT: the minutes of the Community Heritage Commission Meeting of September 5, 2023, be approved.

**CARRIED UNANIMOUSLY**

**5. Old Business from Minutes**

a) **Municipal Heritage Grant Program** – deferred to next meeting

b) **Historic Route Signs**

Ongoing and further report at December meeting

c) **Heritage Webpage**

Button on website ongoing

d) **Implementation Table** – deferred to December meeting

**6. New Business**

None noted

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

a) **Heritage awards**

At the last awards reception Anne Kirkpatrick/Schultis offered a tour of her house. Mary will work on a date for that.

If we meet in December thoughts on house or business that could use a ‘thank you’ for the 2024 Heritage awards. Letters to homeowners and business owners. The group discussed award ideas. The smaller awards group will meet separate from the CHC.

Heritage conservation – plaster technology is available for building renovation, coming from Vernon, Coldstream and Kamloops.

January 8, 2024 meeting date discussed.

**8. Next Meeting**

Monday, December 4, 2023, at 2:05 p.m.

**9. Adjournment**

Moved: Linda Painchaud

Seconded: Mary Landers

THAT: the Community Heritage Commission Meeting of November 6, 2023, adjourn at 2:20p.m.

**CARRIED UNANIMOUSLY**

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David Gonella, Chair

Received for information by Council on the            day of            , 2023

## Strategic Plan Implementation Priorities for 2023/2024

Strategy	Description	Importance H M L	Priority 1-10 (10 is highest)	Is there a Required Date?	Who will lead?	Status
2.1 Initiate Heritage Register Process	Define process on how to add new locations to Heritage Register	H	10	September 23	Cindy Mary Deborah	Completed
	Complete Heritage Inventory Phase 1 so that additional properties can be added	H	10	December 23	Linda & Pat	In progress
4.2 Initiate a heritage plaque program	Review if any more non residential plaques to install	M	7	December 23	Group decide after 1 and 2 done	Wait till above are completed
4.3 Implement a heritage grant program	City/larger Heritage grant program, what is available and do we want to pursue this with City.	M	5	June 23	Terry	Report complete (in City's hands)
	Individual Heritage grant program to support residential heritage buildings					Further work/research for next meeting
4.4 Encourage research/teaching local history	For Heritage week, review our current display perhaps make it more informational so that people will stop and read. Perhaps include information re implications for properties on Heritage Register to both owners and buyers	H	10	December (needed by February 2023)	Mary and Pat	Complete
	Design Heritage page on City website	H	10	June 23	Linda, Terry & Pat	Complete (with exception of the home page button - City to follow up with Gregg)

	Regarding Dilkusha, Maureen is leaving town – she needs to figure out how to share information she has on this and also any artifacts	H		June 2022	Given to Linda and Pat has pictures	Completed May 2022
	After the municipal election, do a short presentation to council to “welcome” them to the Heritage Committee, tell them who we are, what we done, and our future plans. Particularly emphasize difference between the Heritage Register and Heritage Designation so they are well informed about heritage in Salmon Arm	H	8	February (after October election)	Mary Cindy Pat to do Power point	Decided not to do
7.2 Empower HC to implement signage program	For Historic Route Signs, review Denis Marshall’s book Historic Routes to add more street signs	H	8	October 22	Terry	Completed
	Do an inventory of existing Historic Route Signs with pictures to ensure all installed	H	8	January 23	Linda	April 23, 75 signs installed, 27 missing (36%) David and Melinda to find out if City has installed and if so, will they replace no cost to us?  Replacement Cost is in maintenance



Minutes of the Community Heritage Commission of Monday November 6, 2023

						<p>budget - Complete</p> <p>Checking list of missing signs - Linda to confirm</p>
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## Rhonda West

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**From:** Columbia Shuswap Regional District <listserv@civicplus.com>  
**Sent:** Wednesday, November 22, 2023 3:37 PM  
**To:** Rhonda West  
**Subject:** [External] CSRD Connect - Board Meeting Highlights - November 2023



### November 2023

The Columbia Shuswap Regional District's E-newsletter is integrated directly with our website's [sign-up function](#). We hope you find the information useful. Please email [communications@csrd.bc.ca](mailto:communications@csrd.bc.ca) with any comments or suggestions.

### Inaugural Proceedings

At each meeting in November, the Board selects a Chair and Vice-Chair for the next 12 months.

CSRD Director and City of Salmon Arm Councillor Kevin Flynn will continue to act as Chair of the Board following a vote of the elected officials at the November 16 Regular Board Meeting. Director Natalya Melnychuk is Vice-Chair. View [news release](#).



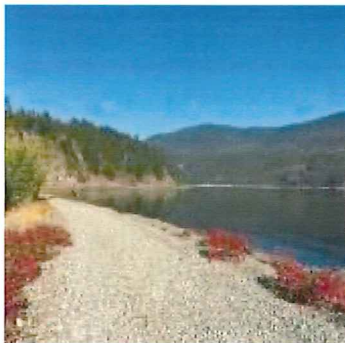
## Correspondence

### Ministry of Emergency Management and Climate Readiness

The Board approved [a letter](#) to be sent to the Ministry which takes the position that the need for heating or cooling centres in extreme weather events are primarily public health-related and would be best led by local Health Authorities. The CSRD's role would then be as a supporting partner in the response.

### Shuswap Watershed Council

The Board continued to support the [Shuswap Watershed Council's letter](#) calling for increased resources to combat the threat of invasive Zebra and Quagga Mussels on the health of BC water systems. Concerns are heightened after the recent discovery of Quagga Mussels in the Snake River at Twin Falls, Idaho. While some agencies have suggested a ban on out-of-province boats, the CSRD Board was not supportive of this strategy. Instead, they are advocating for resources to support increased inspection activities and decontamination stations for boats.



## Business General

### Shuswap Trail Alliance

The Board [approved an agreement](#) with the Shuswap Trail Alliance to fund \$50,000 in operational costs for four-year term. The contribution goes towards building and maintaining active transportation networks in communities throughout the Shuswap.

### CSRD Recovery Governance Structure

The Board supported a [governance structure](#) presented by Colliers Project Leaders to provide the [framework around recovery efforts](#) for the Bush Creek East Wildfire. Electoral Area F Director Jay Simpson was also appointed to sit as the liaison on the North Shuswap Recovery Project Steering Committee. The Board also heard from Michael Higgins, Director Climate Readiness and Community Recovery, Colliers Project Leaders, to discuss the recovery efforts, and that many elements of recovery, such as social services, are outside the scope of the CSRD. Coordination of efforts with the Province and other agencies will be required to help meet needs. Chief Administrative Officer John MacLean told the Board they will have a key role in advocating for supports beyond the jurisdiction of the CSRD.

## Business by Area

### Electoral Area A: Hydrology Study

The Board approved contracting Ecoscape Environmental Consultants Ltd. for a total cost of \$40,635 to conduct a study to look at the water supplies in the Blaeberry and Donald areas. These locations are experiencing increasing pressure to develop, putting a greater demand on water resources. The results of the study will be shared with the community and be used to assess the potential for future land development.

## Land-Use Matters



### **Electoral Area C: Official Community Plan Amendment Bylaw No. 725-23 and South Shuswap Zoning Amendment Bylaw No. 701-105**

The owner of 3560 Eagle Bay Road is applying to [amend these bylaws](#) to operate a seasonal 150-unit campground for temporary use by the travelling public in recreational vehicles (RVs), travel trailers or tents from March 1 to October 31 on the eastern 32 hectares of the property. This is considered a more rural form of camping, as there will be no individual water or sewer connections. Instead, there will be central facilities, similar to the camping experience at Herald Park or other provincial campgrounds.

The CSRD Board voted in favour of first reading with a complex consultation process. This means the applicant will be required to host a public information meeting in the community prior to this application returning to the Board for second reading.

*For information and background reports for the other Development Services items discussed at this meeting, please see the October 19, 2023 [Board Meeting Agenda](#). If you have questions about a specific application, contact the planning department at [plan@csrd.bc.ca](mailto:plan@csrd.bc.ca)*

## Next Board Meeting

### **Friday, December 8, 2023**

The Regular CSRD Board Meeting will be held in the CSRD Boardroom, at 555 Harbourfront Drive NE, Salmon Arm. Please note the December meeting is a departure from the usual meeting schedule, which is the third Thursday of the month. The Regular Board meeting public session generally starts at 9:30 AM (PT) / 10:30 AM (MT). Any scheduling changes to the meeting start time will be noted on the [Meeting Calendar](#) on the CSRD's website.



The public is encouraged to join the meeting in-person or via [Zoom](#). The access link can also be found on the [Meeting Calendar](#) of the CSRD website under the Board meeting date.

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
DATE: November 20, 2023  
SUBJECT: **Universal Water Metering – Implementation Plan Options - Update**

**For Information**

At the October 23, 2023 regular Council meeting, staff presented a report regarding the proposed Universal Water Metering (UWM) implementation plan for the City.

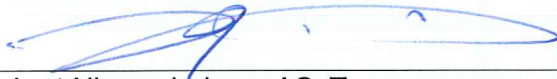
During the discussion, Council had questions related to the cost of implementation and long-term borrowing. Council asked staff to prepare a memo outlining the financial implications from a high level, based on the timelines of the proposed implementation plan. Following the Council meeting, staff met with Econics Service Inc. to discuss implementation options in more detail.

Staff have confirmed that Econics cannot undertake a cost analysis and financing plan as part of the current implementation project as this is outside of their scope of work.

While the rate study being proposed for 2024 will provide greater detail around establishing rates to ensure cost recovery of the initial capital investment, operating costs etc., it will not provide a comparison of the financial implications of the two timelines proposed.

As a result, staff will require additional time to undertake the financial analysis required to enable Council to make an informed decision regarding UWM implementation plan options. Due to capacity constraints related to the 2024 Budget and other projects currently underway, it is anticipated that a report could be presented to Council by the second Regular meeting in February 2024.

Respectfully submitted,



Robert Niewenhuizen, AScT  
Director of Engineering and Public Works

cc – Chelsea Van de Cappelle, CFO

To: His Worship Mayor Harrison and Council

Date: November 27, 2023

Subject: Rental of Quonset Building located at 921 17 St SW

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**MOTION FOR CONSIDERATION:**

THAT: Council authorize the Mayor and Corporate Officer to execute a License for Use and Occupation Agreement with the Salmon Arm Folk Music Society, for the use of the Quonset Building located at 921 17 Street SW, for a five (5) year term from January 1, 2024 to December 31, 2028, for the annual fee of \$1.00 subject to *Community Charter* advertising requirements.

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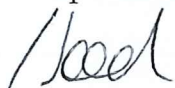
**Background:**

In October 2013, the Salmon Arm Folk Music Society approached the City regarding the use of the Quonset Building for indoor storage following the loss of other facilities in 2012. Council has approved consecutive agreements since that time including, in May of 2014, the installation of a mural to enhance the appearance of the building.

The current agreement expires December 31, 2023 and the Society would like to continue this arrangement for the longest term possible acknowledging that this property may be subject to future highway enhancements.

The current agreement has a six-month notice period in the termination clause should the City need the use of the property.

Respectfully submitted,



Sue Wood

Director of Corporate Services

To: His Worship Mayor Harrison and Members of Council  
Date: November 27, 2023  
Subject: Environmental Systems Research Institute Inc (ESRI) Contract – Geographic Information System (GIS)

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**MOTION FOR CONSIDERATION:**

THAT: Council authorize the Mayor and Corporate Officer to execute a License and Maintenance Agreement with ESRI Canada for software licensing and unlimited technical support for a three year term;

AND THAT: Administration is authorized to extend the contract for a further 2 year term, upon agreement by both parties;

AND FURTHER THAT: Council authorizes sole sourcing this purchase by waiving the City's Purchasing Policy No. 7.13.

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**Background:**

The City has been using ESRI products for the GIS function since 2001. This product and the customer support have proven to be successful ensuring our GIS environment is current as well as providing a software solution which is continuously being enhanced with additional functionality.

The contract amounts are as follows:

Year 1	Year 2	Year 3
\$ 36,320.00	\$ 37,410.00	\$ 38,530.00

Included in the 2023 budget is the current contracted amount of \$33,940.00.

The purchase of this product is considered a sole source procurement option under the City's purchasing policy #7.13. Other software options would require a system conversion resulting in substantial costs for consultants and re-training of staff. This company is a leader in GIS software and staff recommend continuing with the ESRI product.

Respectfully Submitted,

  
\_\_\_\_\_  
Sue Wood, Director of Corporate Services

Date: November 14, 2023  
To: Mayor Harrison and Members of Council  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Uncollectible Accounts Receivable

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**Motion for Consideration:**

THAT: Council approves the write off of the receivable due from Ronald Treat related to Canoe Beach Campsite No. 10 (4225 - 78 Ave NE, Roll No. 04426.010) in the amount of \$33,045.86;

AND THAT: The 2023 Budget in the 2023 - 2027 Financial Plan be amended to record the receivable due from Ronald Treat related to Canoe Beach Campsite No. 10 as a bad debt in the amount of \$33,050.00, funded from:

- Reserve for Doubtful Account - R. Treat - \$30,280.00; and
- Reserve Doubtful Accounts - \$2,770.00.

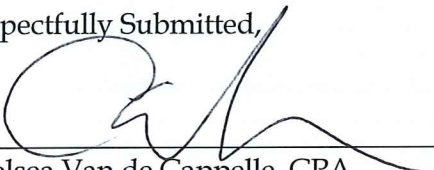
**Background:**

In 2014, the City successfully obtained a court order against Ronald Treat in the amount of \$6,170.73 in respect to unpaid rents of Canoe Beach Campsite No. 10 to March 31, 2014. Similarly, in 2015 the City successfully obtained a court order against Ronald Treat in the amount of \$26,875.13 in respect to recovery of demolition expenses, special costs, default judgment and notice of application fees. The total registered Court Judgments on Mr. Treat for Canoe Beach Campsite No. 10 were \$33,045.86. The City proceeded to register and renew these judgements against Ronald Treat's property as necessary.

In early 2023 the City was required to serve a new Notice of Civil Claim to Mr. Treat with regards to judgements for Canoe Beach Campsite No. 10. During this process it was brought to the City's attention that Mr. Treat had passed away two years prior. The Judgements and rental agreement were solely in the name of Mr. Treat and without any remaining assets of his estate, the City is unable to recover the claims against him.

Therefore, it is recommended that the receivable due from Mr. Treat be written off as a bad debt and that the expense be funded from doubtful account reserves.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA



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TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Darin Gerow, Manager of Roads & Parks  
DATE: November 20, 2023  
SUBJECT: **ROSS STREET PLAZA WASHROOM UPGRADE – TENDER AWARD**

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**STAFF RECOMMENDATION**

**THAT:** The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding for the construction of the Ross Street Plaza Washroom Upgrade in the amount of \$45,000.00, which includes the additional funds to award the Tender and an amount for construction contingency, reallocated from the Covid Restart Grant

**AND THAT:** Council award the Ross Street Plaza Washroom Upgrade to 478868 Ltd. o/a McDiarmid Construction in accordance with the tendered price in the amount of One Hundred and Forty Four Thousand Eight Hundred and Eighty Eight Dollars (\$145,888.00) plus taxes as applicable.

**AND THAT:** Council authorize a pre-approved contract contingency in the amount of \$15,000 (approximately 10.3% of project cost) to support the project.

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**BACKGROUND**

The Ross Street Plaza Washroom Facility is located at 311 – Ross Street NE and currently houses a male and female washroom that is open 365 days a year; the only heated washroom open year around. With the many events located at the plaza and centralized location the facility is heavily used. These washrooms constructed in 2007 are ‘single use’ washrooms where the occupant enters and locks the door from the inside. In recent years these washrooms have had significant use, wear and vandalism. It now appears the single use washroom is not desirable due to occupants being able to lock themselves in for extended period of time not allowing for public use.

The upgrades will include, but not limited to, an addition to the north and south side of the building allowing a multi stall on both male and female side which will eliminate the opportunity to lock from the inside. In addition, due to the extensive vandalism over the years, all fixtures and structure will be upgraded to become vandal proof to our best ability. The stage and mural will not be affected, nor altered during the upgrade of the washroom facility.

In 2021 Avex Architecture was awarded the preliminary design and cost estimate services for the proposed upgrade. Also in 2021 the City submitted an application to the Canada Community Revitalization Fund (CCRF) for this project. The City received preliminary approval for the CCRF funding in the fall of 2022 in the amount of \$84,000.00. We didn't receive final approval for the grant until March 2023 which significantly decreased the timeline to Tender. As a result, in

September of 2023 City of Salmon Arm staff requested an extension to the grant, which was denied leaving our only option to Tender and construct during winter months.

City issued a public Tender posted on BC Bid and City webpage for the construction works. At time of closing on November 16, 2023 we received four (4) tenders as follows:

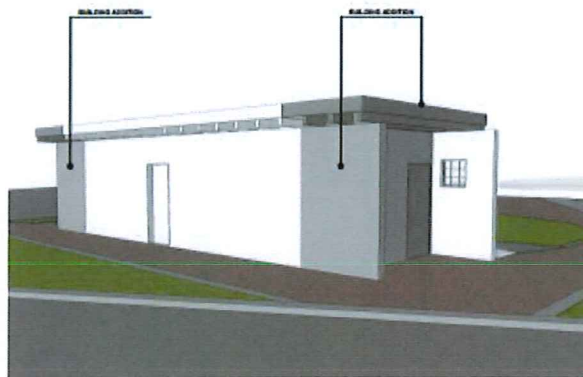
Company	Sub-Total Price	Price Incl. Tax
<b>478868 Ltd. o/a McDiarmid Construction</b>	<b>\$145,888.00</b>	<b>\$153,182.00</b>
Interior Elite Contracting Ltd., Kamloops	\$192,102.27	\$201,707.38
True Construction, Kamloops	\$247,880.83	\$260,274.87
Pangu Design & Build	\$270,000.00	\$283,500.00

**STAFF COMMENTS**

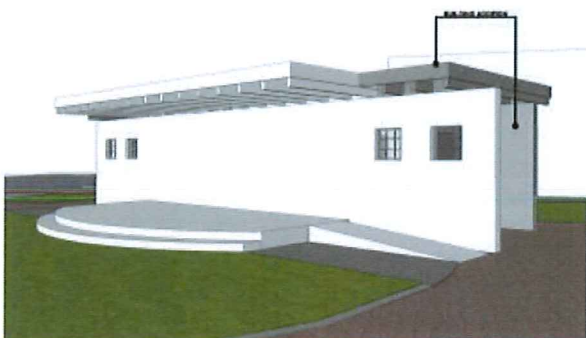
The below photos are renderings of the proposed addition. The darker shaded areas indicate the new part of the building.



SOUTHEAST



SOUTHWEST



NORTHEAST



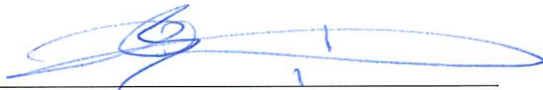
NORTHWEST

Due to the tight timelines to fulfill the grant requirements, construction must take place through winter which can be looked at as beneficial timing for the downtown community and outside of high tourist season.

Current funds allocated for the project in the 2023 Annual budget is \$135,000.00 with \$116,792.00 remaining. The budget consists of \$20,000 from General Revenue, \$31,500 from the Covid Restart Grant and the remaining \$84,000 from the CCRF Grant. The remaining funds are not sufficient to cover the cost of construction. Staff are recommending a reallocation of funds in the amount of \$45,000.00 from the Covid Restart Grant to cover additional construction costs and an approximate 10.3% contract contingency.

Staff also recommend council accept the Tender for The Ross Street Plaza Washroom Upgrade Construction from 478868 Ltd. o/a McDiarmid Construction in the amount of \$145,888.00, plus taxes as applicable. Staff have worked with McDiarmid Construction on a number of other projects successfully, the most current being the Public Works Building Renovation & Addition.

Respectfully submitted,



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Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

cc – Chelsea Van de Cappelle, CFO

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jon Mills, Engineering Assistant

DATE: November 22, 2023

SUBJECT: **EXTENSION OF RESIDENTIAL CURBSIDE COLLECTION CONTRACT**

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**STAFF RECOMMENDATION**

**THAT: The Residential Curbside Collection Contract 2019-60 with SCV Contractors Corporation be extended for a period of one (1) year, from July 1, 2024 to June 30, 2025.**

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**BACKGROUND**

The City of Salmon Arm's (City) current Residential Curbside Collection Contract consisting of garbage, recycling, food waste and yard waste collection began on July 1, 2019 and will end on June 30, 2024, with the option to extend for three successive one-year periods by mutual consent. SCV Contractors Corporation (SCV) is the current contractor and has been completing the contract successfully.

City staff and SCV have mutually agreed to extend the contract for one (1) year, for the period of July 1, 2024 to June 30, 2025, under the same terms and conditions of the contract. Pricing for the extension period will be calculated using the formula specified in the contract, which utilizes the change to CPI and diesel rack rate price for the previous year (i.e. 2023 for the contract extension).

The intent of the extension is to allow Engineering staff to begin investigating the future state of residential curbside collection, such as implementing an automated cart collection system, as well as assessing the potential for zero emissions vehicles to be utilized.

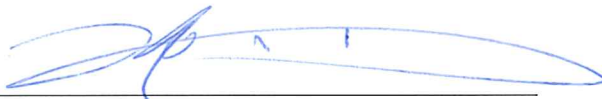
Additionally, the Columbia Shuswap Regional District (CSRD) is in the process of conducting a Solid Waste Management Plan (SWMP) review and update that is expected to be completed in late 2025. There may be changes related to this that have impacts to the City's curbside collection program that would need to be incorporated into a future program.

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The City's contract with Recycle BC is effective until December 1, 2024 and the expectation is that this will be renewed when it expires. Under this contract, Recycle BC provides financial incentives to the City for the curbside collection of recyclables. These incentives include funding for collection, resident education and administration costs.

SCV has been providing excellent service and Engineering Services staff recommends extending the contract under the current contract terms and conditions.

Respectfully submitted,



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Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

Cc Chelsea Van de Cappelle, CFO  
Sue Wood, Director of Corporate Services

To: His Worship Mayor Harrison and Council  
Date: November 21, 2023  
Subject: UBCM Complete Community Grant RFP Award

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**MOTION FOR CONSIDERATION:**

**THAT:** Council approve the award of RFP 2023-059 for the Complete Communities Study & Evaluation to Licker Geospatial Consulting Ltd. in the amount of \$150,000.00 (plus applicable taxes);

**AND THAT:** The Mayor and Corporate Officer be authorized to execute all contract documentation required for the project.

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**BACKGROUND:**

The UBCM Complete Communities program supports communities in undertaking assessments to inform land use decision-making, considering housing need, supply, and location; providing transportation options including increased walkability; and making connections to infrastructure investment and servicing decisions.

On June 12, Council passed the following motions:

**THAT:** City staff be authorized to submit a grant application to the UBCM Complete Communities 2023/2024 Program up to an amount of \$150,000;

**AND THAT:** the 2023 budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect a Complete Communities Assessment in the amount of \$150,000, funded from a UBCM Complete Communities Grant.

Staff subsequently made a grant application to the maximum permitted (\$150,000) to UBCM, seeking to engage a consultant to perform a Complete Communities assessment of the “Residential High Density” area identified south of the “Commercial City Centre” area in the OCP. The intent would be to inform policy in the upcoming OCP review for the “Residential High Density” area. The City was informed on August 25, that it had been successful and had been awarded a \$150,000 grant.

Staff subsequently issued a RFP for consulting services to perform the work outlined under the grant on October 5, posting it on BCbid and on the City’s website. The RFP closed on Friday November 3, and six complete submissions were received as of the deadline from:

- Aplin & Martin Consultants Ltd.
- Factor 5
- Licker Geospatial
- True Consulting
- Urban Systems Ltd.
- Urbanics

Four staff members evaluated the six submissions, using the following criteria (outlined in the RFP):

Criterion	Weight
<b>A. PROGRAM OUTLINE</b>	25
Narrative of planned activities and timeline (demonstrable understanding of the work to be performed of the concept of "complete communities")	
<b>B. PROPONENT PROFILE</b>	45
Qualifications and corporate experience Examples of similar work performed by the Consultant Proposed proponent team & relevant experience 3 relevant references	
<b>C. INNOVATION</b>	20
Outline of new elements that the Consultant can bring to the Project	
<b>D. PRICE PROPOSAL</b>	10
Overall Program Budget	
<b>D. GRAND TOTAL = (A + B + C + D)</b>	100

The aggregate scoring and ranking of the scoring review were as follows:

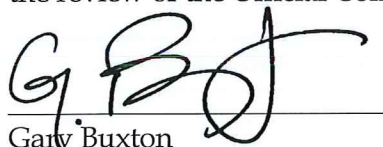
Urban Systems	Urbanics	Licker Geospatial	Factor 5	True Consulting	Aplin Martin
394	337	409	223	302	352

The averaged ranking across the reviewers was:

Urban Systems	Urbanics	Licker Geospatial	Factor 5	True Consulting	Aplin Martin
1.6	3.2	1.6	5.0	4.0	2.4

The grant funded budget for the project is \$150,000. The amount that Licker Geospatial Consulting Ltd. has indicated to complete the project is \$148,752.00. (Five of the six submissions had project costs in the \$145,000 - \$150,000 range.) Staff are recommending award of the RFP to Licker Geospatial Consulting Ltd., who is partnering for part of the project with Modus Consulting, the City's contractor for the OCP public engagement plan.

The next steps, should Council approve the motion, would be to complete a consulting services agreement with Licker Geospatial Consulting Ltd., and then to proceed with the project. The intent is to have this complete in mid 2024, to allow for the project results to inform new policy in the review of the Official Community Plan.



Gary Buxton  
Director of Planning & Community Services

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TO: His Worship Mayor Harrison and Members of Council

DATE: November 22, 2023

SUBJECT: Rubberized Walking Track at Shaw Centre

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**MOTION FOR CONSIDERATION:**

**THAT:** Council authorize the Mayor and Corporate Officer to execute the Memorandum of Understanding between the City of Salmon Arm, Salmon Arm Recreation Society and Rotary Club of Salmon Arm;

**AND THAT:** The 2023 Budget contained in the 2023 - 2027 Financial Plan Bylaw be amended to include a Rubberized Walking Track at Shaw Centre as a capital project in the amount of \$154,000 funded entirely by a third party contribution from the Rotary Club of Salmon Arm.

**AND FURTHER THAT:** Council award the supply and installation of the Rubberized Walking Track to Titan Sport Systems Ltd. in accordance with the quoted amount of \$146,200 plus taxes as applicable.

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**BACKGROUND:**

For some time, the Shuswap Recreation Society (SRS) and the City of Salmon Arm have been working collaboratively with the Rotary Club of Salmon Arm (Rotary) on adding a rubberized walking track around the concourse of the Newnes Spectator Arena at the Shaw Centre. Council supported this project, in principal, at the Regular Council Meeting of July 24, 2023, and resolved to consider a specialized floor scrubber in the 2024 Budget.

SRS started the initial investigation into the rubberized walking track and secured quotes from the following suppliers, Titan Sports Systems Inc., Centaur Products Inc. and Hi-Pro Sporting Goods Ltd. as follows:



Company	Quote
Hi-Pro Sporting Goods Ltd.	\$ 89,896.62
Titan Sports Systems Inc.	\$ 146,200.00
Centaur Products Inc.	\$ 195,220.00

**STAFF COMMENTS:**

The Hi-Pro Sporting Goods Ltd. quote was lower than the other two quotes, but the product was deemed not suitable for the intended use. The product is more porous, requires increased maintenance, would be difficult to mop/sweep due to the texture, and may have a shorter useful life due to usage and cleaning. The product’s rough finish may also increase the likelihood of trips and falls.

Titan Sports Systems Inc. and Centaur Products Inc. have comparable products and reviews from customers that have used them in other communities with similar weather climates as Salmon Arm. Both products also have similar restrictions on them with respect to weight capacities and what equipment could be used on the final product. This is important, as it will result in changes to how the Arena will receive deliveries, as forklifts and pallet jacks will no longer be permitted in this area. Titan’s quote was less than Centaur and included all the same products and services.

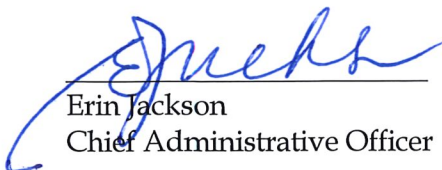
Staff recommend that Council award the supply and installation of the Rubberized Walking Track to Titan Sports Systems Inc. for their quoted price of \$146,220 plus applicable taxes.

Rotary is prepared to commit up to \$200,000 towards the installation of the track and two push carts, and fundraising efforts are underway. In the interim, however, a deposit of \$46,053 must be paid to ensure product delivery and installation for 2024. The deposit is approximately 30% of the proposed contract of \$153,510 (inclusive of GST). The Rotary has confirmed that they have the funds necessary for this deposit and, should the project be cancelled or if the Rotary is unable to meet its fundraising goal, then the deposit will be forfeited.

It should be noted, that the City’s past practice has been to advance projects only when all funding sources are guaranteed. In this case the Rotary has accepted the risk associated with the deposit and should Council wish to proceed, the MOU clearly indicates that the City will not be responsible for project cost over-runs or any funding shortfalls.

Staff intend to bring forward capital budget requests for the Platform Push Carts, also funded by Rotary, and a Walking Track Floor Scrubber for consideration in the 2024 Budget.

Respectfully Submitted,



Erin Jackson  
Chief Administrative Officer



## MEMORANDUM OF UNDERSTANDING

BETWEEN CITY OF SALMON ARM, ROTARY CLUB OF SALMON ARM, AND SHUSWAP RECREATION SOCIETY

### WHEREAS:

- A. The Shaw Centre Newnes Spectator Arena concourse is routinely used by the public to walk for fitness and recreation; and
- B. The community would benefit from the addition of a rubberized walking track to provide a safe and comfortable alternative to walking outside or on the concrete.

### THEREFORE:

1. The parties confirm their intention to work together cooperatively to develop the rubberized walking track around the concourse at the Newnes Spectator Arena.
2. The parties share the following objectives in developing the rubberized walking track:
  - a. To enhance the walking surface at the Newnes Spectator Arena; and
  - b. To promote increased physical activity for visitors and citizens.
3. In pursuit of their mutual goal to develop the walking track at the Newnes Spectator Arena, at the earliest opportunity, the parties agree to commit resources towards the following milestones:
  - a. Funding for the non-refundable deposit and full installation (as outlined in the November 22, 2023 quote provided by Titan) of a rubberized walking track, and two push carts (estimated at total cost of twenty-two hundred dollars (\$2200) (Rotary)
  - b. Authorize the installation within the City facility (Shaw Centre) and commit, in principle, to the purchase of a floor scrubber (subject to

2024 Budget deliberations) and to future maintenance and repair of the rubberized walking track (City). The City assumes no responsibility for project cost over-runs or funding shortfalls.; and

c. Arrange for the installation of the aforementioned track and ensure that the project is managed throughout (Shuswap Recreation Society).

4. The parties acknowledge their mutual intent that the development of the rubberized walking track be a partnership between the parties, and each agree to work together to bring this project to successful completion.

WHEREFORE the parties have signed this Memorandum of Understanding this \_\_\_\_ day of \_\_\_\_ 2023.

**CITY OF SALMON ARM** by its authorized signatory(ies):

\_\_\_\_\_  
Mayor Alan Harrison

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Sue Wood, Corporate Officer

\_\_\_\_\_  
Date:

**ROTARY CLUB OF SALMON ARM** by its authorized signatory(ies):

\_\_\_\_\_

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Date:

**SHUSWAP RECREATION SOCIETY** by its authorized signatory(ies):

\_\_\_\_\_

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Date:

To: His Worship Mayor Harrison and Members of Council  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Date: October 31, 2023  
Subject: Cemetery Management Amendment Bylaw - 2024 Cemetery Rates

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**Recommendation:**

THAT: Bylaw No. 4613 cited as the "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4613" be given three readings.

**Background:**

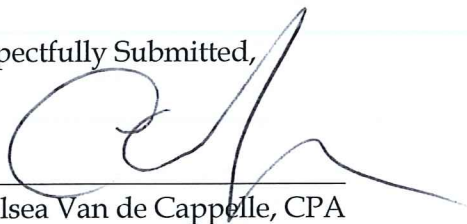
The City undertook a Cemetery Price Study in 2018 and increased fees to bring cemetery offerings closer to regional averages and to address underpricing risks. The City's strategy has since been to increase fees as required to address inflation.

An internal review of current pricing was recently completed comparing the City with other regional municipalities (Penticton, Vernon, Nelson, and Kamloops) and determined that the City's cemetery fees are generally within range or below the regional average. It is important to note that no two cemeteries are the same and therefore direct comparisons should be used on a benchmark basis.

It is recommended to increase all other cemetery rates by 4%; which is consistent with current BC CPI inflationary increases (3.66% Jan - Sept).

Attached (Appendix A) is a comparative of the proposed rate changes, associated required Care Fund contributions and impact to users. The bylaw proposes rates for both Mt. Ida and Shuswap Memorial Cemetery for 2024. It is recommended that the fees for each cemetery be increased as recommended, effective January 1, 2024.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

**Cemetery Rates**

**Appendix A**

	2023			Care Fund %	2024			Care Fund %	\$ Change
	Net Rate	Care Fund	Total Rate		Net Rate	Care Fund	Total Rate		
Proposed Rate Increase	6.25%				4.00%				
Estimated Inflationary Increase (BC CPI)	6.27%				3.66%				
Non-Resident Premium	35.00%				35.00%				
<b>Grave Space</b>									
<u>Ground Burial</u>									
Adult Res	1,350.00	450.00	1,800.00	25.00%	1,404.00	468.00	1,872.00	25.00%	72.00
Adult Non-Res	1,822.50	607.50	2,430.00	25.00%	1,895.25	631.75	2,527.00	25.00%	97.00
Child/Infant Res	600.00	200.00	800.00	25.00%	624.00	208.00	832.00	25.00%	32.00
Child/Infant Non-Res	810.00	270.00	1,080.00	25.00%	842.25	280.75	1,123.00	25.00%	43.00
Cremation Res	450.00	150.00	600.00	25.00%	468.00	156.00	624.00	25.00%	24.00
Cremation Non-Res	607.50	202.50	810.00	25.00%	631.50	210.50	842.00	25.00%	32.00
Family Estate Res	1,354.50	451.50	1,806.00	25.00%	1,408.50	469.50	1,878.00	25.00%	72.00
Family Estate Non-Res	1,828.50	609.50	2,438.00	25.00%	1,902.00	634.00	2,536.00	25.00%	98.00
<u>Cremation</u>									
Columbarium Niche Res	2,182.50	727.50	2,910.00	25.00%	2,269.50	756.50	3,026.00	25.00%	116.00
Columbarium Niche Non-Res	2,946.75	982.25	3,929.00	25.00%	3,064.50	1,021.50	4,086.00	25.00%	157.00
Family Vessel Res	5,505.75	1,835.25	7,341.00	25.00%	5,726.25	1,908.75	7,635.00	25.00%	294.00
Family Vessel Non-Res	7,432.50	2,477.50	9,910.00	25.00%	7,729.50	2,576.50	10,306.00	25.00%	396.00
Ossuary Res	346.50	115.50	462.00	25.00%	360.00	120.00	480.00	25.00%	18.00
Ossuary Non-Res	468.00	156.00	624.00	25.00%	486.75	162.25	649.00	25.00%	25.00
Scattering Res	171.00	57.00	228.00	25.00%	177.75	59.25	237.00	25.00%	9.00
Scattering Non-Res	231.00	77.00	308.00	25.00%	240.00	80.00	320.00	25.00%	12.00
<u>Services</u>									
License Transfer Fee	104.00	-	104.00	0.00%	108.00	-	108.00	0.00%	4.00
Administration Fee	60.00	-	60.00	0.00%	62.00	-	62.00	0.00%	2.00
<u>Interment (Open/Close)</u>									
Adult	1,124.00	-	1,124.00	0.00%	1,169.00	-	1,169.00	0.00%	45.00
Child/Infant	757.00	-	757.00	0.00%	787.00	-	787.00	0.00%	30.00
Cremation/Family Estate	503.00	-	503.00	0.00%	523.00	-	523.00	0.00%	20.00
Niche/Vessel/Ossuary	339.00	-	339.00	0.00%	353.00	-	353.00	0.00%	14.00
Scattering	339.00	-	339.00	0.00%	353.00	-	353.00	0.00%	14.00
Extra Depth	444.00	-	444.00	0.00%	462.00	-	462.00	0.00%	18.00
<u>After 3:30pm/Weekends/Holidays</u>									
Adult	572.00	-	572.00	0.00%	595.00	-	595.00	0.00%	23.00
Child/Infant	572.00	-	572.00	0.00%	595.00	-	595.00	0.00%	23.00
Cremation/Family Estate	296.00	-	296.00	0.00%	308.00	-	308.00	0.00%	12.00
Niche/Vessel/Ossuary	179.00	-	179.00	0.00%	186.00	-	186.00	0.00%	7.00
Scattering	179.00	-	179.00	0.00%	186.00	-	186.00	0.00%	7.00
<u>Disinterment (Open/Close)</u>									
Adult	1,727.00	-	1,727.00	0.00%	1,796.00	-	1,796.00	0.00%	69.00
Child/Infant	1,289.00	-	1,289.00	0.00%	1,341.00	-	1,341.00	0.00%	52.00
Cremation/Family Estate	648.00	-	648.00	0.00%	674.00	-	674.00	0.00%	26.00
<u>After 3:30pm/Weekends/Holidays</u>									
Adult	572.00	-	572.00	0.00%	595.00	-	595.00	0.00%	23.00
Child/Infant	572.00	-	572.00	0.00%	595.00	-	595.00	0.00%	23.00
Cremation/Family Estate	296.00	-	296.00	0.00%	308.00	-	308.00	0.00%	12.00
<u>Memorials</u>									
<u>Marker Installation Permit</u>									
Flat Marker Memorial	115.50	38.50	154.00	25.00%	120.00	40.00	160.00	25.00%	6.00
Upright Monument Memorial	115.50	38.50	154.00	25.00%	120.00	40.00	160.00	25.00%	6.00
Columbarium Niche Plate	115.50	38.50	154.00	25.00%	120.00	40.00	160.00	25.00%	6.00
Memorial Wall Plaque	115.50	38.50	154.00	25.00%	120.00	40.00	160.00	25.00%	6.00
Community Memorial Wall Plaque	115.50	38.50	154.00	25.00%	120.00	40.00	160.00	25.00%	6.00
<u>Granite Memorial Wall Plaque</u>									
Individual/Family	254.25	84.75	339.00	25.00%	264.75	88.25	353.00	25.00%	14.00
<u>Cemetery Products</u>									
<u>Grave Liners</u>									
Single	559.00	-	559.00	0.00%	581.00	-	581.00	0.00%	22.00
Double	559.00	-	559.00	0.00%	581.00	-	581.00	0.00%	22.00
Cremation Vault - Double	147.00	-	147.00	0.00%	153.00	-	153.00	0.00%	6.00
<b>TOTAL</b>	<b>40,775.75</b>	<b>9,646.25</b>	<b>50,422.00</b>		<b>42,405.50</b>	<b>10,031.50</b>	<b>52,437.00</b>		<b>2,015.00</b>

**Notes:**

\* 2022 BC CPI per Stats Canada (up to Sept ) = 6.27%

\* 2023 BC CPI per Stats Canada (up to Sept ) = 3.66%



**SCHEDULE "A" CEMETERY**

<u>GRAVE SPACE</u> <u>(RIGHT OF INTERMENT)</u>	<u>DESCRIPTION</u>	<u>RATE</u>	<u>2024</u>	
			<u>CARE FUND</u>	<u>TOTAL</u>
<b><u>Ground Burial</u></b>				
Adult	Resident	\$ 1,404.00	\$ 468.00	\$ 1,872.00
	Non-Resident	1,895.25	631.75	2,527.00
Child/Infant	Resident	624.00	208.00	832.00
	Non-Resident	842.25	280.75	1,123.00
Cremation	Resident	468.00	156.00	624.00
	Non-Resident	631.50	210.50	842.00
Family Estate - Cremation	Resident	1,408.50	469.50	1,878.00
	Non-Resident	1,902.00	634.00	2,536.00
<b><u>Cremation</u></b>				
Columbarium Niche	Resident	2,269.50	756.50	3,026.00
	Non-Resident	3,064.50	1,021.50	4,086.00
Family Vessel	Resident	5,726.25	1,908.75	7,635.00
	Non-Resident	7,729.50	2,576.50	10,306.00
Ossuary	Resident	360.00	120.00	480.00
	Non-Resident	486.75	162.25	649.00
Scattering	Resident	177.75	59.25	237.00
	Non-Resident	240.00	80.00	320.00
<b><u>SERVICE FEES</u></b>				
Regular services rendered Monday to Friday 8:00am until 3:30pm.				
After 3:30pm on weekdays, weekends and statutory holidays are subject to an additional charge over the weekday interment fee.				
License Transfer Fee		108.00	-	108.00
Administration Fee		62.00	-	62.00
<b><u>Interment (Open/Close)</u></b>				
Adult	Weekday	1,169.00	-	1,169.00
	After Regular Hours	595.00	-	595.00
Child/Infant	Weekday	787.00	-	787.00
	After Regular Hours	595.00	-	595.00
Cremation/Family Estate - Cremation	Weekday	523.00	-	523.00
	After Regular Hours	308.00	-	308.00
Columbarium Niche/Vessel/Ossuary	Weekday	353.00	-	353.00
	After Regular Hours	186.00	-	186.00
Scattering	Weekday	353.00	-	353.00
	After Regular Hours	186.00	-	186.00
Extra Depth		462.00	-	462.00
<b><u>Disinterment (Open/Close)</u></b>				
Adult	Weekday	1,796.00	-	1,796.00
	After Regular Hours	595.00	-	595.00
Child/Infant	Weekday	1,341.00	-	1,341.00
	After Regular Hours	595.00	-	595.00
Cremation/Family Estate - Cremation	Weekday	674.00	-	674.00
	After Regular Hours	308.00	-	308.00
<b><u>MEMORIALS</u></b>				
<b><u>Marker Installation Permit</u></b>				
Flat Marker Memorial		120.00	40.00	160.00
Upright Monument Memorial		120.00	40.00	160.00
Columbarium Niche Plate		120.00	40.00	160.00
Memorial Wall Plaque		120.00	40.00	160.00
Community Memorial Wall Plaque		120.00	40.00	160.00
<b><u>Granite Memorial Wall Plaques</u></b>				
Individual/Family Plaque	Plaque/Installation	264.75	88.25	353.00
<b><u>CEMETERY PRODUCTS</u></b>				
Grave Liners	Single	581.00	-	581.00
	Double	581.00	-	581.00
Cremation Vault	Cremation	153.00	-	153.00

Only Available at the Shuswap Memorial Cemetery  
 All Cemetery Charges are Subject to GST at the Prescribed Rate

TO: His Worship Mayor Harrison and Members of Council

DATE: October 10, 2023

SUBJECT: Official Community Plan Amendment Application No. 4000-56  
Zoning Amendment Application No. 1275

Legal: Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888, and Parcel A (DD W51279), Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 Except Plan KAP46224  
Civic: 1821 & 1881 9 Avenue NE  
Owners: 1026082 BC Ltd., INC.No. BC1026082, and A Lakeside Bowling Ltd., INC.No. BC1000304 (Chahal, P.)  
Agent: IBA Architecture INC. (Bestoon, R.)

---

**STAFF RECOMMENDATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from MR (Medium Density Residential) to HC (Highway Service/Tourist Commercial);

**AND THAT:** Pursuant to Section 475 of the Local Government Act, Council shall consider this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;

**AND THAT:** Pursuant to Section 476 of the Local Government Act, Council shall consider this Official Community Plan amendment after required consultation with School District No. 83;

**AND THAT:** Pursuant to Section 477 (3) (a) of the Local Government Act, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm; and
- 2) The Liquid Waste Management Plan of the City of Salmon Arm.

**AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by:

- 1) rezoning Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from R-1 (Single Family Residential) to C-6 (Tourist/Recreational Commercial); and
- 2) rezoning Parcel A (DD W51279), Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 Except Plan KAP46224 from C-3 (Service Commercial) to C-6 (Tourist / Recreational Commercial);

**AND THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

---



PROPOSAL

The two subject parcels combined are approximately 1.6 acres in area on 9 Avenue NE, south of the Trans Canada Highway (see Appendix 1 and 2). The western parcel (1821 9 Avenue NE) is designated Medium Density Residential (MDR) in the City's Official Community Plan (OCP) and zoned C-3 (Service Commercial) in the Zoning Bylaw, while the eastern parcel (1881 9 Avenue NE) is designated Commercial – Highway Service / Tourist (HC) and zoned C-3 (Service Commercial) (Appendix 3 and 4). The purpose of this application is to rezone the subject parcels to allow potential future commercial and residential use, as shown in the attached development concept (Appendix 5). C-6 zone regulations are attached (Appendix 6).

BACKGROUND

The subject parcels are located within the corridor east of the City Centre to 30 Street NE as identified in the OCP, an area characterized by residential, commercial and institutional uses. The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-1) and Commercial (C-3) zones. Adjacent zoning and land uses include the following:

North:	TCH, R-1, R-5, and C-6	Commercial and Residential
East:	R-1 and P-3	Vacant Commercial and Institutional
West:	R-1	Single Family Dwellings
South:	C-3	Single Family Dwellings

The subject parcels currently contain a single family dwelling, accessory buildings, restaurant and a bowling alley, as shown in aerial images and site photos attached (Appendix 7). Staff note that Single Family Dwelling is not a permitted use in the proposed C-6 zone; therefore, should the bylaw be adopted the existing dwelling would be deemed legally non-conforming; the use could continue (unless discontinued for 6 months), but not be expanded on the site.

OCP POLICY

The proposed COP redesignation (from MDR) of 1821 9 Avenue NE would extend the Commercial – Highway Service / Tourist (HC) from the adjacent parcel, and so would create a contiguous OCP designation across the two subject parcels. 1821 9 Avenue NE is adjacent to the Trans Canada Highway and has reasonable highway access. Further, the particular development proposal outlined in the rezoning results in the creation of multi family housing. The amendment to the OCP is therefore supported by staff. The proposed zoning amendment aligns with the proposed HC (Highway Service / Tourist Commercial) designation in the OCP. The amendment would align with the Commercial Objectives and Policies listed in OCP Section 9, including supporting commercial uses within the primary commercial areas of the City.

Development of the parcel as proposed would be subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area.

Local Government Act

Pursuant to Sections 475 and 476 of the *Local Government Act* (consultation during OCP development and amendments) the proposed OCP amendments were referred to the following external organizations:

Adams Lake Band	Comments provided to applicant
Neskonlith Band	No response to date
Economic Development Society	Appendix 8
Interior Health	Appendix 9
School District 83	No response to date

A formal response was received from the Title and Rights Department of the Adams Lake Band and has been provided to the applicant for their information and potential action moving forward. Subsequently, the City inquired via Data Request to the Archeological Branch of British Columbia as to any Provincial

records of known archeological sites related to the subject parcel. It is the responsibility of the proponent to proceed under the *Heritage Conservation Act* accordingly.

The Salmon Arm Economic Development Society recognizes the importance of rental housing and supports the application.

Interior Health is supportive of the proposal noting that it provides density and housing diversity, as well as additional rental units consistent with the Community Housing Strategy.

## COMMENTS

### Ministry of Transportation and Infrastructure

Preliminary approval has been granted with conditions as of August 22, 2023 (Appendix 10). No direct highway access will be permitted, storm water must be addressed on site, and there are building setback requirements relative to the Trans Canada Highway. The conditions have been provided to the applicant.

### Engineering Department

No concerns with OCP or rezoning amendments. Servicing requirements for development have been provided to the applicant. The location of storm and sewer mains over the subject parcels have been noted as potential challenges relative to the development concept. Comments attached (Appendix 11).

### Fire Department

No Fire Department concerns.

### Building Department

No concerns with rezoning.

### Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw, notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper and the applicant is required to post a Notice of Development Sign on the subject property in advance of the 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. It is expected that the Hearing for this application will be held on November 27, 2023.

### Planning Department

The surrounding neighbourhood has been undergoing slow development, with a mix of older single family housing, moving towards newer residential and mixed use development. This proposal would increase the amount of potential commercial land base within the City, and offers a shift from the vehicle-oriented service and storage commercial uses of the C-3 zone, to the C-6 zone which offers more options for mixed commercial uses with residential use above.

Aligned with the mixed use development concept proposed, the C-6 Zone has a number of more flexible regulations relative to the C-3 Zone. These include a more permissive maximum height allowance (19 m versus 10 m in C-3), and more lenient setback requirements (including no front setback requirement versus 6 m in C-3). These are in keeping with the intent of the C-6 Zone to accommodate pedestrian oriented businesses with a mixture of residential land uses in an integrated manner

Residential density under this Commercial land use designation and the C-6 Zone is permitted in alignment with the High Density regulations. Based on a parcel area of 1.6 acres, 64 dwelling units would be permitted, with potential for a maximum of 84 dwelling units through the provision of amenities as specified by the R-5 Zone.

The intent for the subject parcel under application is described and illustrated by a development concept attached as Appendix 5. Future development of the parcel would be subject to the guidelines of the

Highway Service / Tourist Commercial Development Permit Area (provided to applicant), with a future development proposal including building elevations and landscape plans subject to detailed review through a form and character Development Permit application.

Staff note some concerns with respect to the concept proposed, including the position of a storm water service main through the subject parcel, a sanitary sewer within the north portion of the subject parcels, as well as the topography on the site, particularly the slope towards the north parcel line adjacent the Trans Canada Highway. These concerns would need to be addressed through the Development Permit application process.

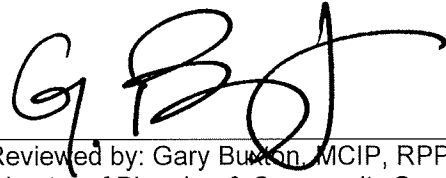
#### CONCLUSION

The subject parcels are considered by staff to be well-suited for the proposed Commercial – Highway Service / Tourist (HC) and C-6 uses, being within close proximity to the Trans Canada Highway as well as transportation routes including the City's Greenway Network, and community facilities including the recreation centre, schools, and the uptown commercial area.

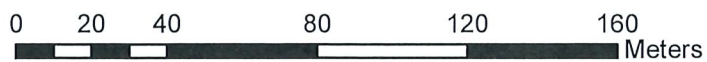
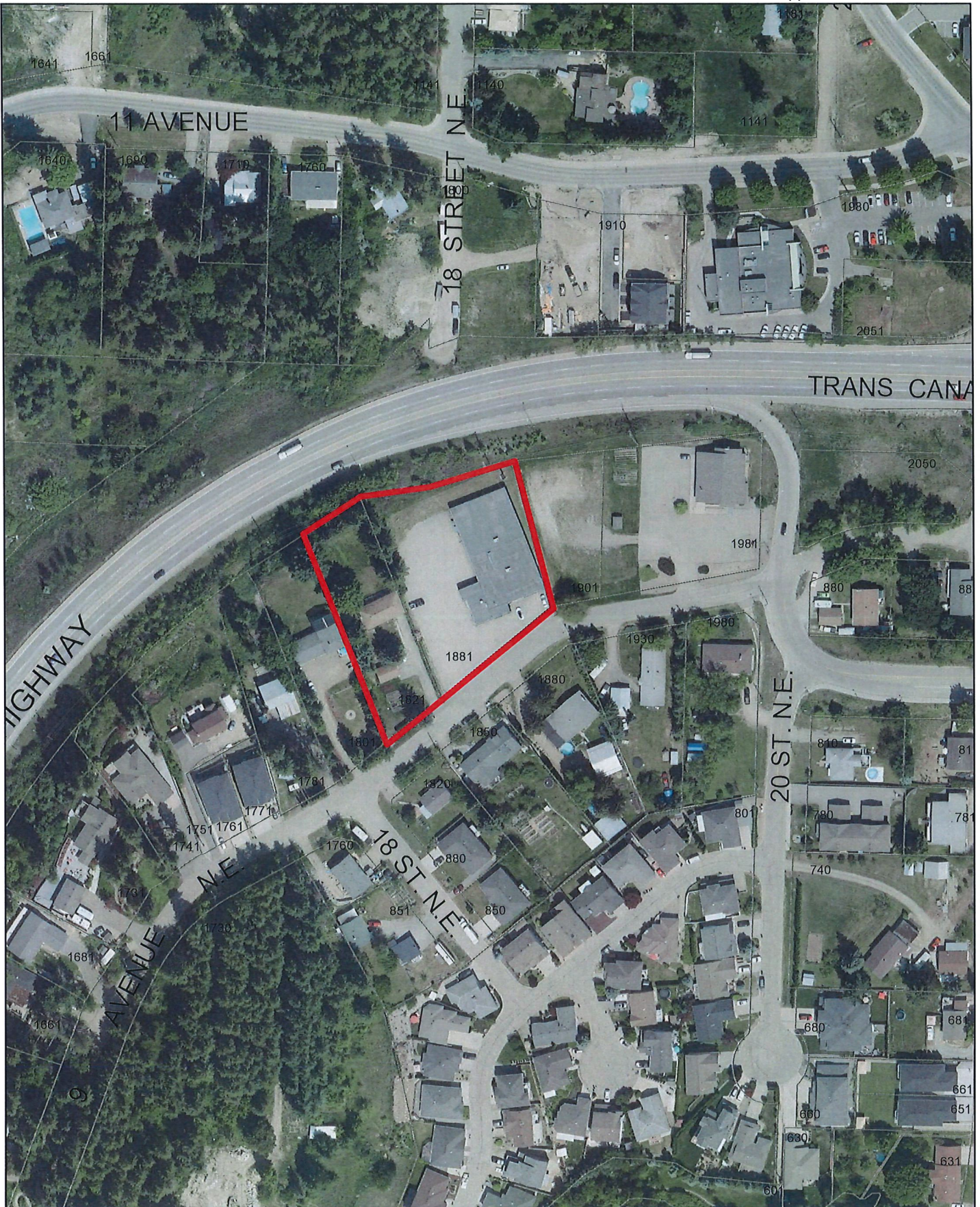
The OCP land use designation requested and the proposed C-6 zoning of the subject parcels is generally consistent with OCP and is therefore supported by staff.

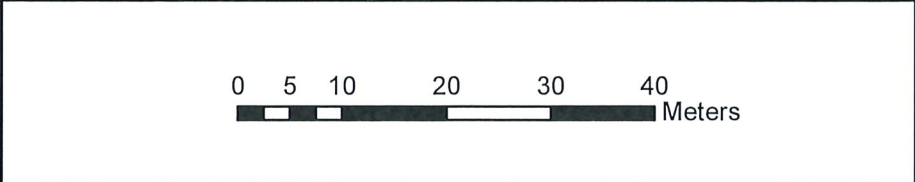
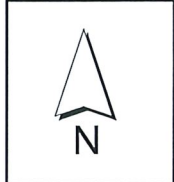


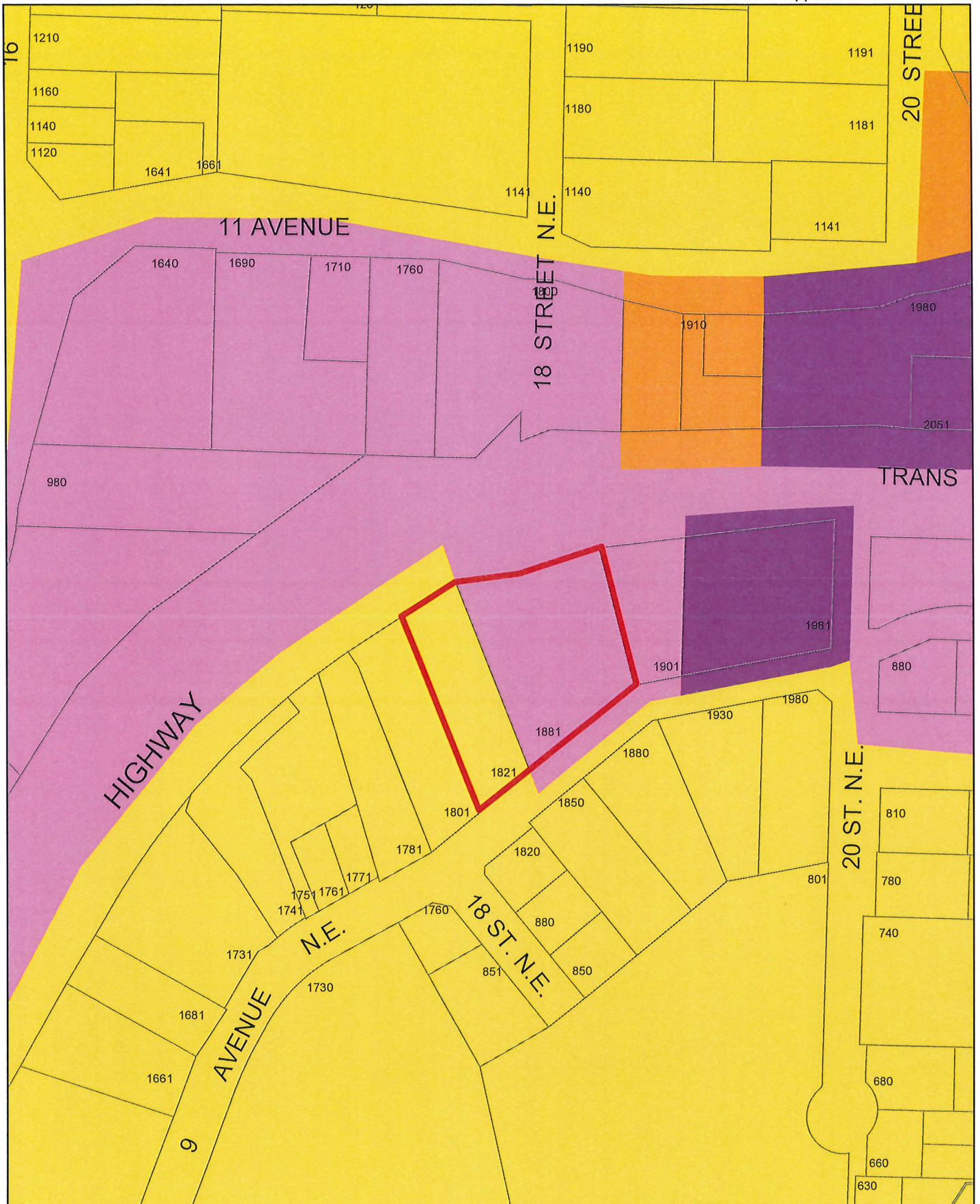
Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



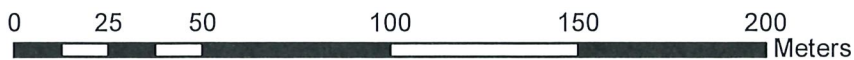
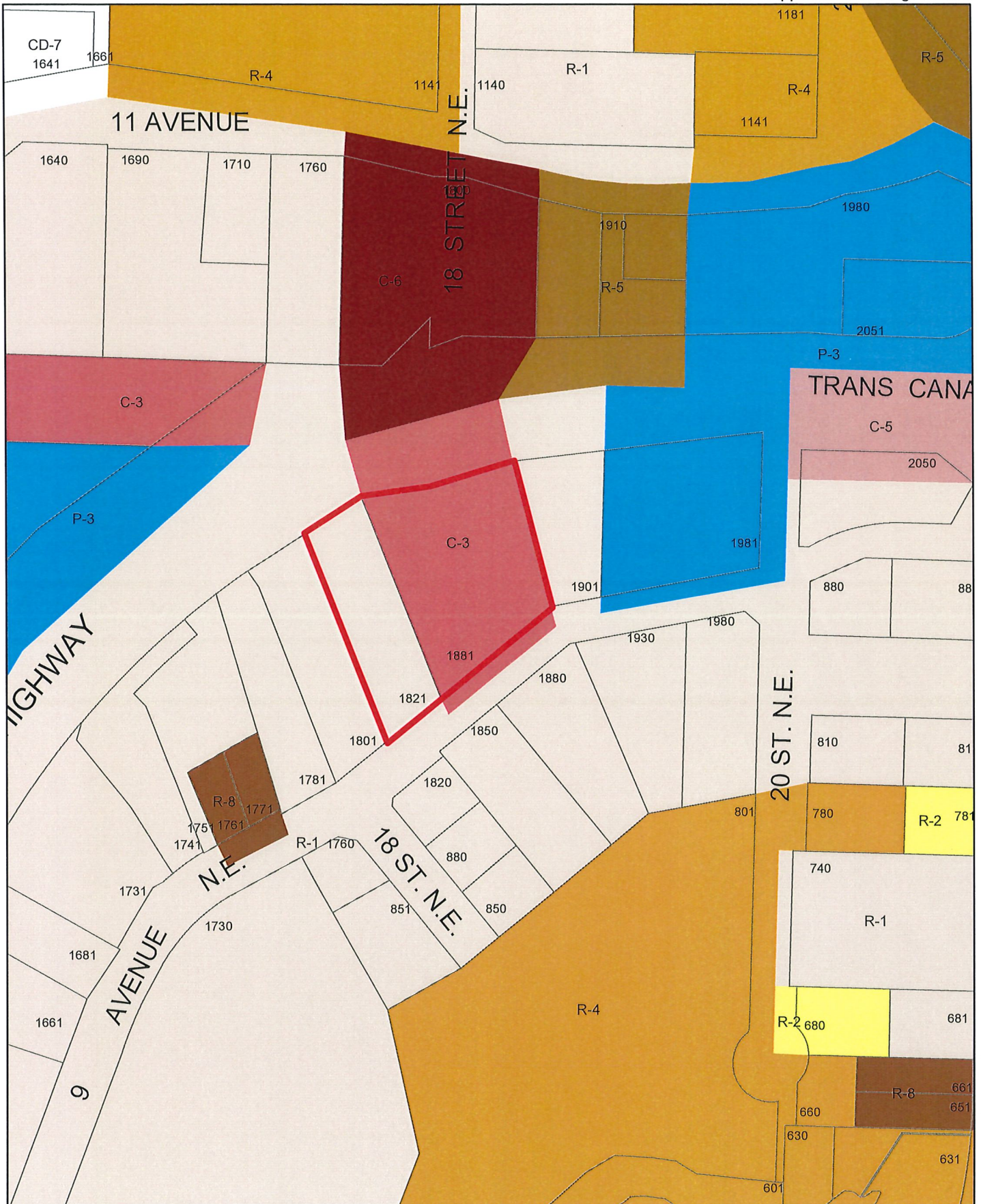
Reviewed by: Gary Burton, MCIP, RPP  
Director of Planning & Community Services







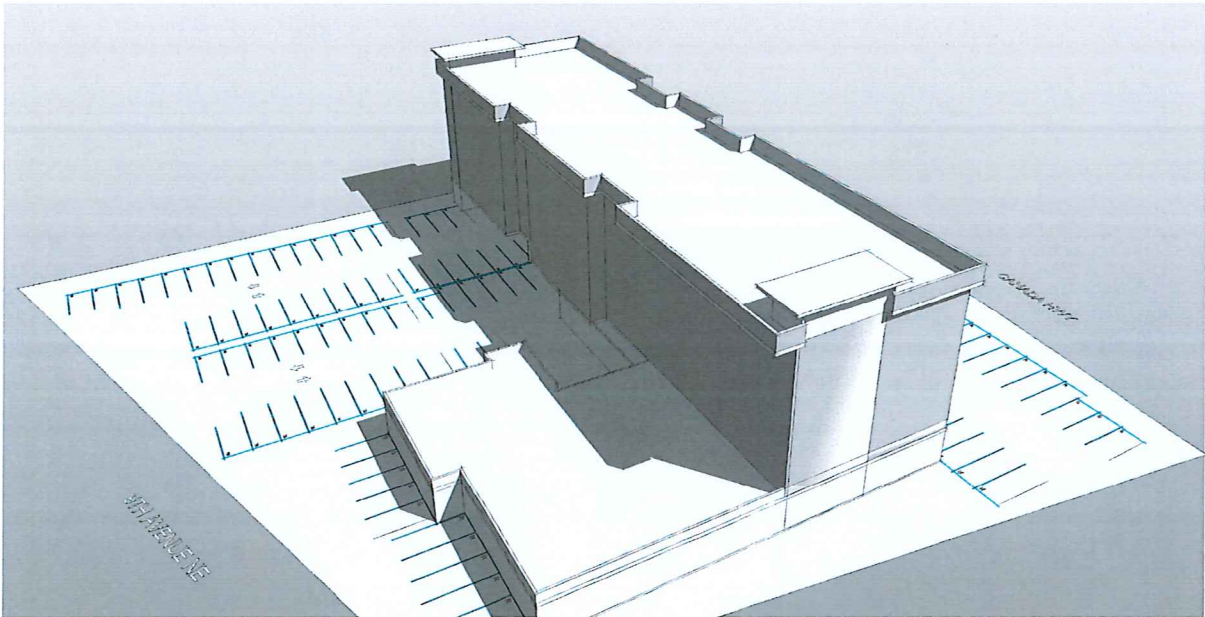
		Subject Parcels	Residential High Density
		Commercial HWST	Residential Medium Density
			Institutional



 Subject Parcels

**1881 & 1821 9 AVE NE SALMON ARM,  
DEVELOPMENT PERMIT APPLICATION**

***DESIGN RATIONALE***



2023.11.06

***Prepared by:***

IBA Architecture Inc.

2448 - 1055 W Georgia St., Vancouver BC, V6E 3P3  
604 909 1267 | [info@ibarch.ca](mailto:info@ibarch.ca) | [www.ibarch.ca](http://www.ibarch.ca)

***To be submitted to:***

Planning Department  
City of Salmon Arm





## TABLE OF CONTENTS

- 1.0 OVERVIEW
- 2.0 PROJECT DESCRIPTION
- 3.0 SITE AND PARKING ACCESS
- 4.0 ZONING AND OCP AMENDMENT
- 5.0 SUMMARY
- 6.0 ARCHITECTURAL RENDERINGS

## 1.0 OVERVIEW

The proposed conceptual drawing of the rental apartment development thoroughly addresses the main goals pursued by the City of Salmon Arm for these land uses. Strategies have been considered for minimizing the impact of the development on the natural environment, topography, open space, and visual character of City of Salmon Arm.

The OCP Land use Designation was adopted accordingly, and the aimed Zoning: C-6 accepts that the form and character may include *multiple apartment* units.

We believe that the conceptual apartment will address all significant elements of the OCP and are deemed to be affordable forms of housing in the Salmon Arm area market.

## 2.0 PROJECT DESCRIPTION

The owner/developer of 1881 and 1821 9th Ave NE in Salmon Arm, BC wishes to merge the two properties and request a rezoning from C3 & R-1 to C-6. This will allow the developer to apply for a development permit for a 6-storey apartment building on the adjoining property.

Regarding the current status of the property, there is a bowling building located at 1881 9th Ave and a single-family house situated at 1821 9th Ave.

This rental apartment complex is located on 9th Ave NE and features around 70-80 residential units situated above the bowling alley building. The apartments come in various configurations, including one-bedroom and two-bedroom units, designed to complement the surrounding topography and road/grading.

This site (both properties) is approximately 1.46 acres.

## 3.0 SITE AND PARKING ACCESS

The site design complies with the C-6 zoning bylaw.

Regarding parking, surface parking spots have been provided, with a minimum driveway length of 7.5 m and provisions for visitors' on-site parking as per the Parking and Loading zoning bylaw.

## 4.0 ZONING AND OCP AMENDMENT

The current zone of the site is R-1 & C-3.

The developer of this site decided to submit a rezoning application to C-6.

We recommend that the city of Salmon Arm allow for the rezoning of this site to C-6 for the following reasons:

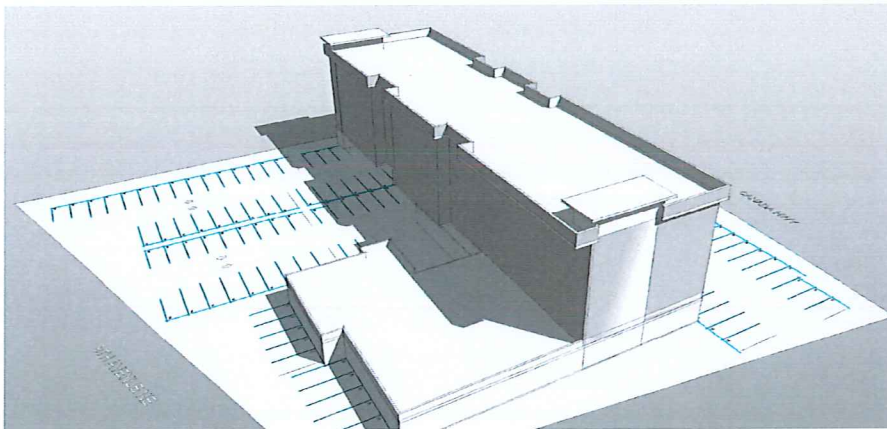
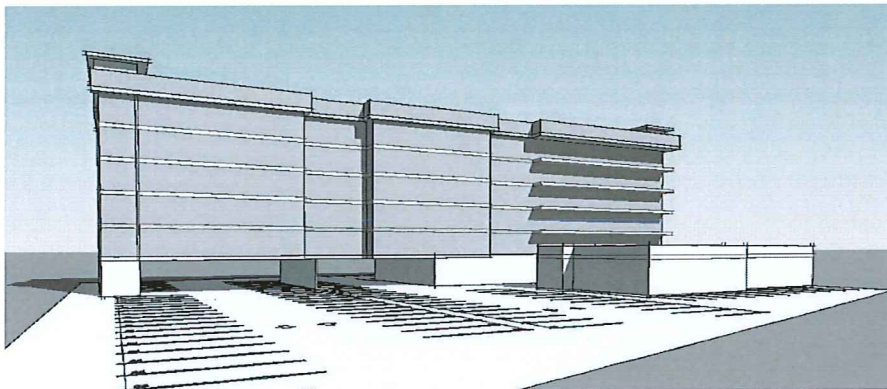
- The site will be more developable.
- The developer feels that an apartment project can be inspirational for other future developments nearby that benefit the neighbourhood.
- The proposed area of the units benefits the residents of the building. And satisfy the community's need for larger units with several bedrooms.

## 5.0 SUMMARY

The project owner and design team believe that rezoning these two properties will enable the developer to construct an appealing project that can serve as inspiration for other developers. This will also benefit the neighborhood and the city of Salmon Arm.

We look forward to your enthusiastic support and recognition for all the project brings to our community.

## 6.0 ARCHITECTURAL MASSES:

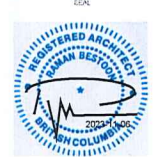




**IBA ARCHITECTURE INC.**  
DESIGN | DEVELOPMENT CONSULTING

3141 - 114th STREET, VANCOUVER, BC V6P 5P5  
PHONE: 604.273.1141  
WWW.IBAARCH.COM

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FROM TOP VIEW



VIEW FROM NORTH



VIEW FROM 9TH AVENUE NE

NO.	DATE	BY	DESCRIPTION
			PREVIOUS EDITIONS

**ISSUED FOR  
DEVELOPMENT  
PERMIT**

PROJECT  
**1881 APARTMENTS**

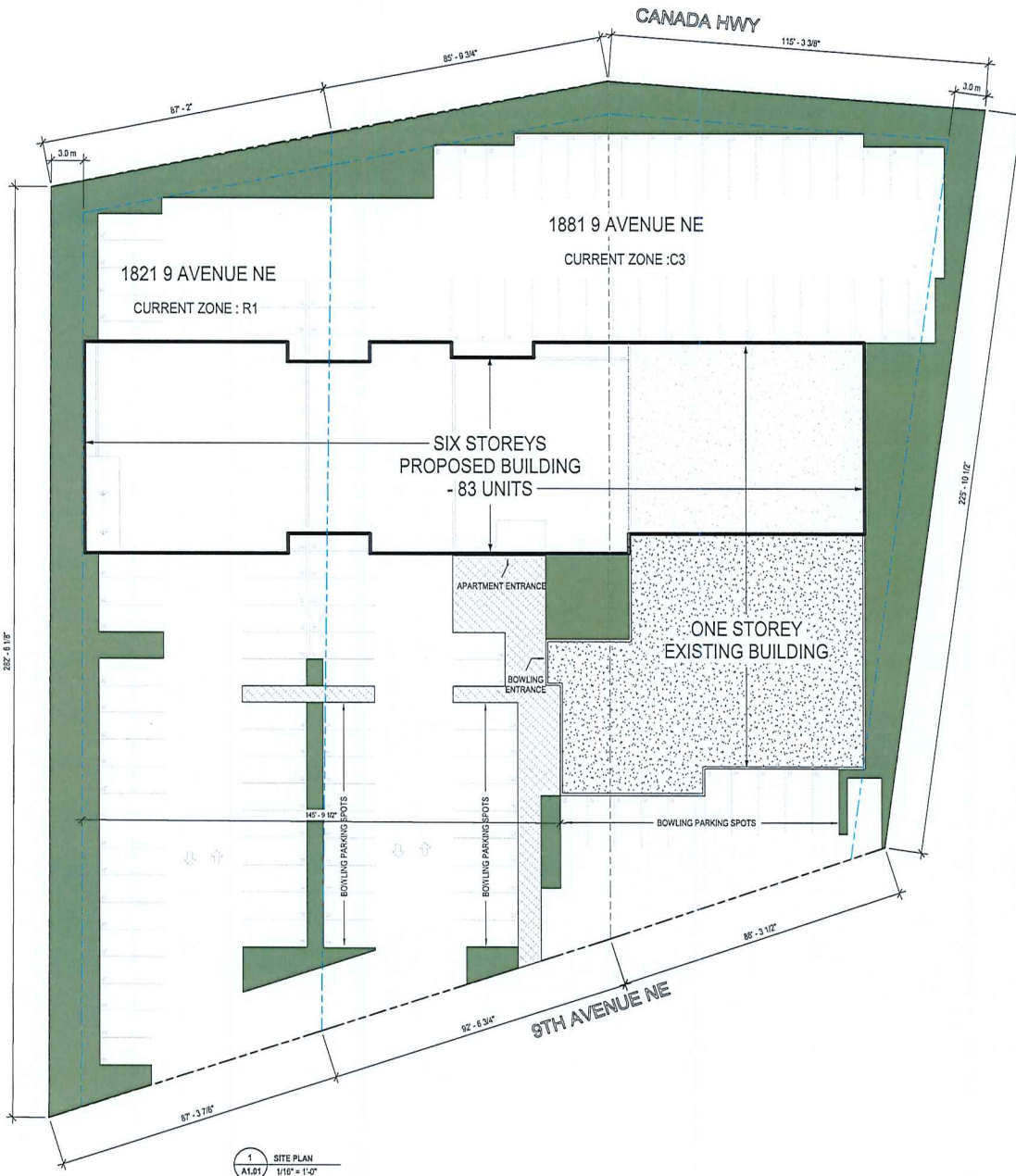
ADDRESS  
**1881 & 1821 9TH AVE NE,  
SALMON ARM BC**

SHEET TITLE  
**CONTEXT**

**A1.00**

DESIGNED: IBA DRAWN: IBA  
SCALE: 1/12" = 1'-0" FILE: A22-02

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Apartment: 1881 & 9th Ave. NE U.S. CAD/US\$ 1.3 P  
Apartment: 1821 & 9th Ave. NE U.S. CAD/US\$ 1.3 P



1 SITE PLAN  
A1.01 1/16" = 1'-0"

Required Number of Parking spots:

- 1- 1.25 per dwelling Unit
- 2- 27 parking spots

Proposed Number of Parking Spots:

- 28 Parking Spots for Bowling Center
- 104 Parking spots for upper floor units - apartments

OCC LOAD FOR BOWLING BUILDING:

- 1 Person per 9.3 SQM
- 11,000 SQFT - %25 for circulation = 8250 sqft (766 SQM)
- 766 / 9.3 = 82 person
- 3 parking spots per person required
- 82/3 = 27 parking spots

Note: This is the rough idea for the parking calculation of the existing building.



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REGISTERED ARCHITECT  
BRITISH COLUMBIA  
2023-04-01



NO.	DATE	BY	DESCRIPTION
			PEREVAL & BUSE

ISSUED FOR  
CLIENT REVIEW

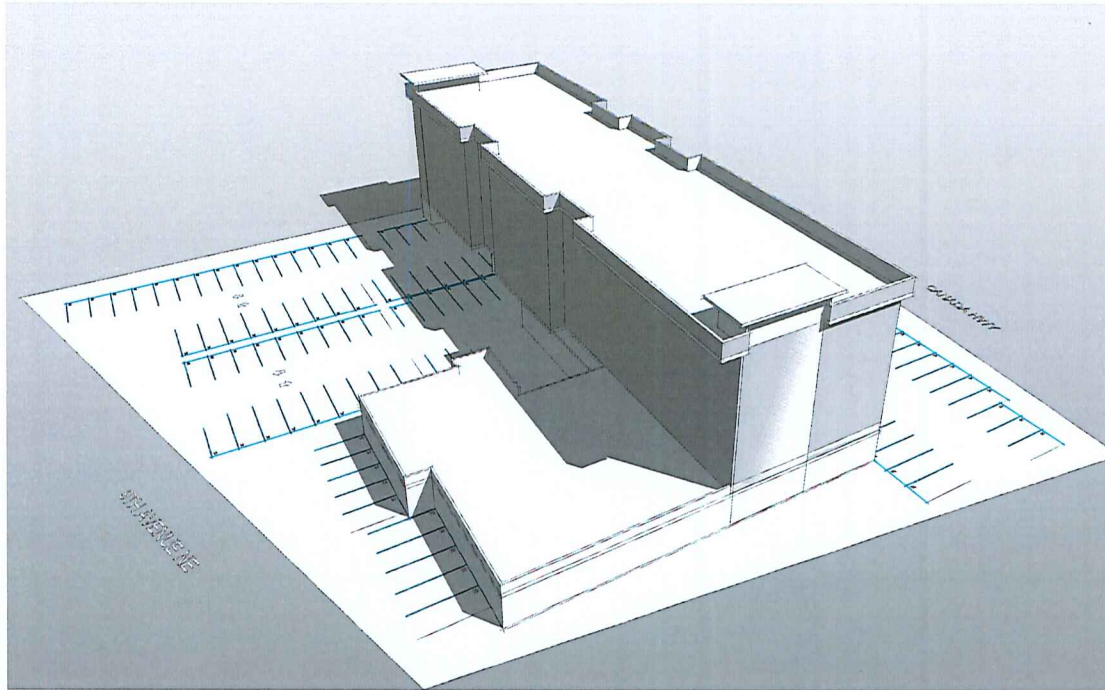
PROJECT  
1881 APARTMENTS

ADDRESS  
1881 & 1821 9TH AVE NE,  
SALMON ARM BC

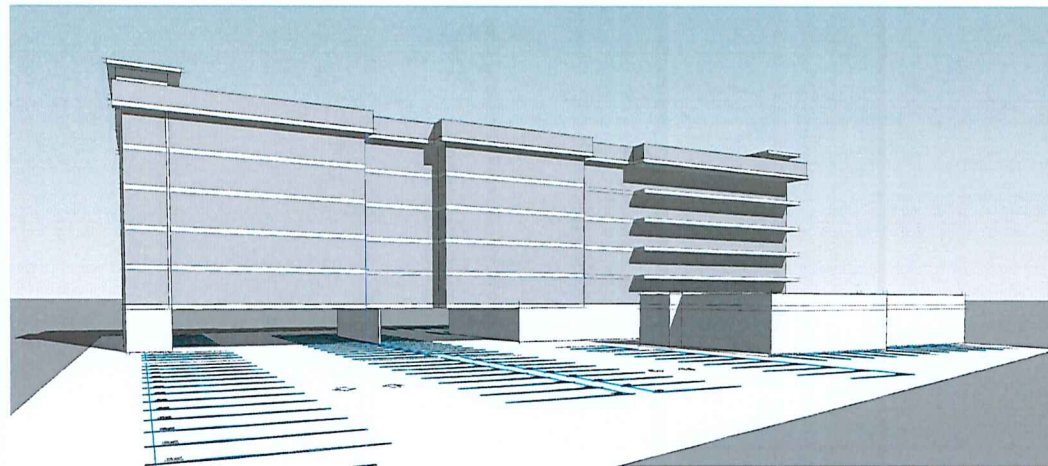
SHEET TITLE  
SITE PLAN

A1.01

DESIGNED: Designer DRAWN: Author  
SCALE: 1/16" = 1'-0" FILE: A22-02  
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1141-1149 GEORGE STREET VANCOUVER BC V6E 2P5  
Apartment: 1881 P.A.S. REV: 0 CA20150819  
Ave NE Salmon Arm Mixed Use PH



BIRD EYE VIEW



VIEW FROM 9TH AVE



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DATE: 2023.11.01



NO.	DATE	BY	DESCRIPTION
			PERSCALE: 1:150

ISSUED FOR  
BUILDING PERMIT

PROJECT  
**1881 APARTMENTS**

ADDRESS  
**1881 & 1821 9TH AVE NE,  
SALMON ARM BC**

DRAWING TITLE  
**PERSPECTIVES**

**A1.02**

DESIGNED: Designer DRAWN: Author  
SCALE: FILE: A22-02

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1811 18th Street, Vancouver, BC V6E 0P5  
Phone: 604.681.0101  
www.ibaarchitecture.com

**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE****Purpose**

20.1 The C-6 Zone is intended to accommodate pedestrian oriented tourist/recreation businesses. The area zoned C-6 is envisioned to be developed with a mixture of land uses in an integrated manner and is intended to cater to the resident and tourist alike with a small shop and resort atmosphere. *Development* within the C-6 Zone shall be subject to a *Development Permit* as per the *Official Community Plan*.

**Regulations**

20.2 On a *parcel zoned C-6*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-6 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

20.3 The following uses and no others are permitted in the C-6 Zone:

- .1 art gallery;
- .2 banking kiosk;
- .3 boat and marine sales, repair and rental, including outside covered or screened storage;
- .4 *commercial daycare facility* #3637
- .5 convention centre;
- .6 craft making and sales;
- .7 farmers market;
- .8 *health service centre*;
- .9 *high technology research and development*; #4368
- .10 *home occupation*; #2782
- .11 *hotel*;
- .12 library;
- .13 *licensee retail store*; #3223
- .14 *mobile food vending*; #4340
- .15 motel;
- .16 museum;
- .17 night club;
- .18 *offices*; #3426
- .19 *outside vending*; #2837
- .20 parkade/off-street parking, in Areas "A", "B" and "C" [Waterfront Area] as shown on Schedule "C" attached hereto and forming part of this bylaw. #3163
- .21 *personal service establishment*;
- .22 pub;
- .23 *public use*;
- .24 *private utility*; #3060
- .25 *public utility*;
- .26 *recreation facility - indoor*;
- .27 *recreation facility - outdoor*;
- .28 *resort accommodation*; #3517
- .29 *restaurant*;
- .30 *retail store*; #4005
- .31 theatre;
- .32 *upper floor dwelling units*; #2554
- .33 *work/live studios*; #3167 and
- .34 *accessory use*.

**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED****Accessory Uses**

20.4

- .1 Outside storage and *warehouse* facilities are only permitted within Area "B" as shown on Schedule "C" attached to and forming part of this Bylaw. #2554, #3426

**Maximum Height of Principal Buildings**

20.5 The maximum *height* of *principal buildings* shall be 19.0 metres (62.3 feet). #2748

**Maximum Height of Accessory Buildings**

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

**Minimum Parcel Size or Site Area**

20.7 The minimum *parcel* size or *site* area shall be 325.0 square metres (3,498.4 square feet).

**Minimum Parcel or Site Width**

20.8 The minimum *parcel* or *site* width shall be 10.0 metres (32.8 feet).

**Minimum Setback of Principal and Accessory Buildings**

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

- |    |   |                       |
|----|---|-----------------------|
| .1 | <i>Rear parcel line</i> adjacent to a residential <i>zone</i> shall be          | 3.0 metres (9.8 feet) |
| .2 | <i>Interior side parcel line</i> adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |

**Outside Storage**

20.10 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

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





View of subject parcel northwest from 9 Avenue NE.



View of subject parcel northeast from 9 Avenue NE.



September 6, 2023

City of Salmon Arm  
Chris Larson  
PO Box 40  
Salmon Arm BC, V1E 4N2

Dear Chris,

**Re: OCP Amendment Application No OCP 4000-56**

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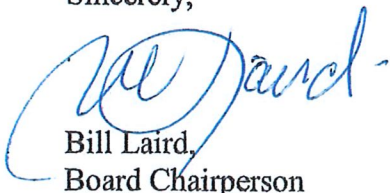
The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to amend the OCP designation of the property located at 1821 – 9<sup>th</sup> Avenue NE from medium density residential to highway service/tourist commercial.

At this meeting, the SAEDS Board passed the following motion:

*“That the SAEDS Board of Directors supports the proposed OCP Amendment, as the proposed development supports the community’s critical shortage of rental accommodation.” All in favour.*

We thank you for the opportunity to comment on this proposed OCP bylaw amendment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bill Laird".

Bill Laird,  
Board Chairperson

**From:** HBE [IH] <HBE@interiorhealth.ca>  
**Sent:** September 13, 2023 3:27 PM  
**To:** Kathy Frese  
**Subject:** FW: [External] OCP4000-56 BYLAW4605 / 1821 - 9 AVENUE NE - Referral  
**Attachments:** OCP4000 -56 External Agencies Referral PKG.pdf

Hello,

Thank you for the opportunity to provide comments for Council and staff consideration regarding the two properties 1881 and 1821 9 Ave N.E.

Housing is a key determinant of health. It has significant influence on our physical and mental health, social well-being and indirectly influences many other determinants of health. Healthy housing is attainable, stable, high quality, and in a location and community that meets our needs and supports health and well-being. In reviewing the proposed land use changes for the two properties, this would align with providing more density and housing diversity (Strategy Area #1) and adding additional rental units to meet the rental needs of the community (Strategy Area #2) and thus meeting the objectives in the [Salmon Arm Community Housing Strategy](#).

Interior Health is pleased to see more purpose built rental units being built to help to meet Salmon Arm residents' needs for rental housing supply and as such, we are in support of the proposed changes.

If you have any questions, please let me know: 250-549-5758.

Thank you,

Janelle

*Janelle Rimell*, B.Sc, B.Tech, C.P.H.I.(C) (she/her)

Environmental Health Officer  
Healthy Community Development  
Interior Health Authority  
1440 14<sup>th</sup> Avenue, Vernon, BC V1B 2T1  
Office: 250-549-5758  
Cell: 250-540-8380  
Email: [janelle.rimell@interiorhealth.ca](mailto:janelle.rimell@interiorhealth.ca)  
[www.interiorhealth.ca](http://www.interiorhealth.ca)



Interior Health

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Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dăkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tšilhqot'in Nations where we live, learn, collaborate and work together.



City of Salmon Arm  
500 2nd Avenue NE  
PO Box 40  
Salmon Arm, BC V1E 4N2  
Canada

Your File #: ON-1275 BL4606  
eDAS File #: 2023-03966  
Date: Aug/22/2023

**Re: Proposed Bylaw for:**

- **PID: 009-633-405, PARCEL A (DD W51279) SECTION 13 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 9888 EXCEPT PLAN KAP46224**
- **PID: 007-926-669, LOT A SECTION 13 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 9888**

The Ministry of Transportation and Infrastructure has received and reviewed your referral dated August 18, 2023 to amend the OCP from MR (Medium Density Residential) and HC (Highway Service/Tourist Commercial) to HC (Highway Service/Tourist Commercial) for 1821 – 9 Avenue NE only, and Zoning from R-1 (Single Family Residential – 1821 9 Ave NE) and C-3 (Service Commercial – 1881 9 Ave NE) to C-6 (Tourist/Recreation Commercial Zone) for both properties.

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*, subject to the following conditions:

1. No direct access to the Trans-Canada Highway is permitted. All access is to be via the municipal side road network (9 Avenue NE).
2. No storm drainage shall be directed towards the Trans-Canada Highway. This would include but is not limited to collection/run-off of the internal road system or development run-off. All surface and subsurface drainage/storm water from the development is to be dealt with onsite.
3. Buildings or structures adjacent to the Trans-Canada Highway are to be set back from the property line, a minimum of 4.5 metres. If buildings or structures are proposed within the 4.5m setback from the Trans-Canada Highway dedication, the land owner is encouraged to contact the ministry as additional permitting is required and may not be supported.

Local District Address
Salmon Arm Area Office Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada Phone: (250) 712-3660 Fax: (250) 833-3380

If you have any questions please feel free to call Beth Bahm at (778) 576-1114.  
Yours truly,



Beth Bahm  
Development Officer



*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Gary Buxton, Director of Planning  
 DATE: August 29, 2023  
 PREPARED BY: Mustafa Zakreet, Engineering Assistant  
 APPLICANT: 1026082 BC Ltd. and Lakeside Bowling Ltd.  
 SUBJECT: OFFICIAL COMMUNITY PLAN & ZONING AMENDMENT APPLICATION  
 NO. OCP4000-56 & ZON-1275  
 LEGAL: Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 and  
 Parcel A (DD W51279) Section 13, Township 20, Range 10, W6M, KDYD,  
 Plan 9888 Except Plan KAP46224  
 CIVIC: **1821 & 1881 – 9 Avenue NE**

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Further to your referral dated August 18, 2023, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning and OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

Comments are based on the Development as proposed in the referral. If the development plans for the property change significantly, comments below may change.

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4293. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control (ESC) measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the off-site improvements at the time of building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work.

**OCP4000-56 & ZON APPLICATION FILE: ZON-1275**

August 29, 2023

Page 2

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These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 9 Avenue NE, on the subject property's southern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 2.38m of additional road dedication is required (to be confirmed by a BCLS).
2. 9 Avenue NE is currently constructed to a Rural Paved Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-02. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. Trans-Canada Highway on the subject property's northern boundary is a provincial controlled access highway. Additional dedication/improvements will be determined by Ministry of Transportation.

**Water:**

1. The subject property fronts a 100mm diameter Zone 2 watermain on 9 Avenue NE. Upgrading this watermain to 200mm diameter across the frontage of the property is required.
2. Since the subject property fronts onto an undersized water main the Owner / Developer's authorized engineer is to complete a flow test on the closest fire hydrant to confirm the existing watermain servicing the development is adequately sized to provide fire flows in accordance with the requirements of the Subdivision and Development Servicing Bylaw No 4293. Where the City water distribution system has insufficient capacity to meet the required fire flow, the Owner / Developer will be required to make the necessary upgrades to meet these standards. Owner / Developer is responsible for all associated costs.
3. Records indicate that 1881 & 1821 9 Avenue NE are each serviced by an unknown diameter size service from the 100mm diameter watermain on 9 Avenue NE. Due to age/size of the existing services, upgrading to a new single metered service (minimum 25mm) is required in accordance with Specification Drawing No. W-11. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.
5. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the commercial density spacing requirements of 90 meters.

**Sanitary:**

**OCP4000-56 & ZON APPLICATION FILE: ZON-1275**

August 29, 2023

Page 3

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1. The subject property fronts a 150mm diameter sanitary sewer on 9 Avenue NE. Upgrading this sanitary sewer to 200mm diameter across the frontage of the property is required. Since this upgrade is premature at this time, a 100% cash in lieu payment towards future upgrading may be accepted. Owner / Developer is responsible for all associated costs. In addition, the subject property fronts 200mm diameter sanitary sewer along the north and east property lines. An additional 3m right of way is required for the main along the north property line. No construction will be permitted over the sanitary right-of-way, however the sanitary sewer and right of way may be relocated, subject to achieving minimum grades. Owner / Developer is responsible for all associated costs.
  2. The subject property is be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
  3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
  4. Records indicate that the 1881-9 Avenue NE property is serviced by an unknown size service from the sanitary sewer on 9 Avenue NE, and the 182-9 Avenue NE property is serviced by an unknown size service from the sanitary sewer main along the north property line. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 300mm diameter storm sewer on 9 Avenue NE that runs along the west property line. No Construction is permitted over the storm right-of-way; therefore, relocating the storm main out of the development zone is required.
2. The subject property is in an area with no current storm capacity concerns according to the Stormwater Master Plan Study (April 2020)
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4293, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The subject property shall be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. Discharge into the Storm sewer shall be restricted to predevelopment flows. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**



OCP4000-56 & ZON APPLICATION FILE: ZON-1275

August 29, 2023

Page 4

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



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**Mustafa Zakreet, EIT**  
Engineering Assistant



---

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

**CITY OF SALMON ARM**

**BYLAW NO. 4605**

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on December 11, 2023 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2023 issues of the Salmon Arm Observer;

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

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

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

1. Re-designate Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from MR (Medium Density Residential) to HC (Highway Service/Tourist Commercial), as shown on 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 as “**City of Salmon Arm Official Community Plan Amendment Bylaw No. 4605**”.

READ A FIRST TIME THIS                    14                    DAY OF                    NOVEMBER   2023

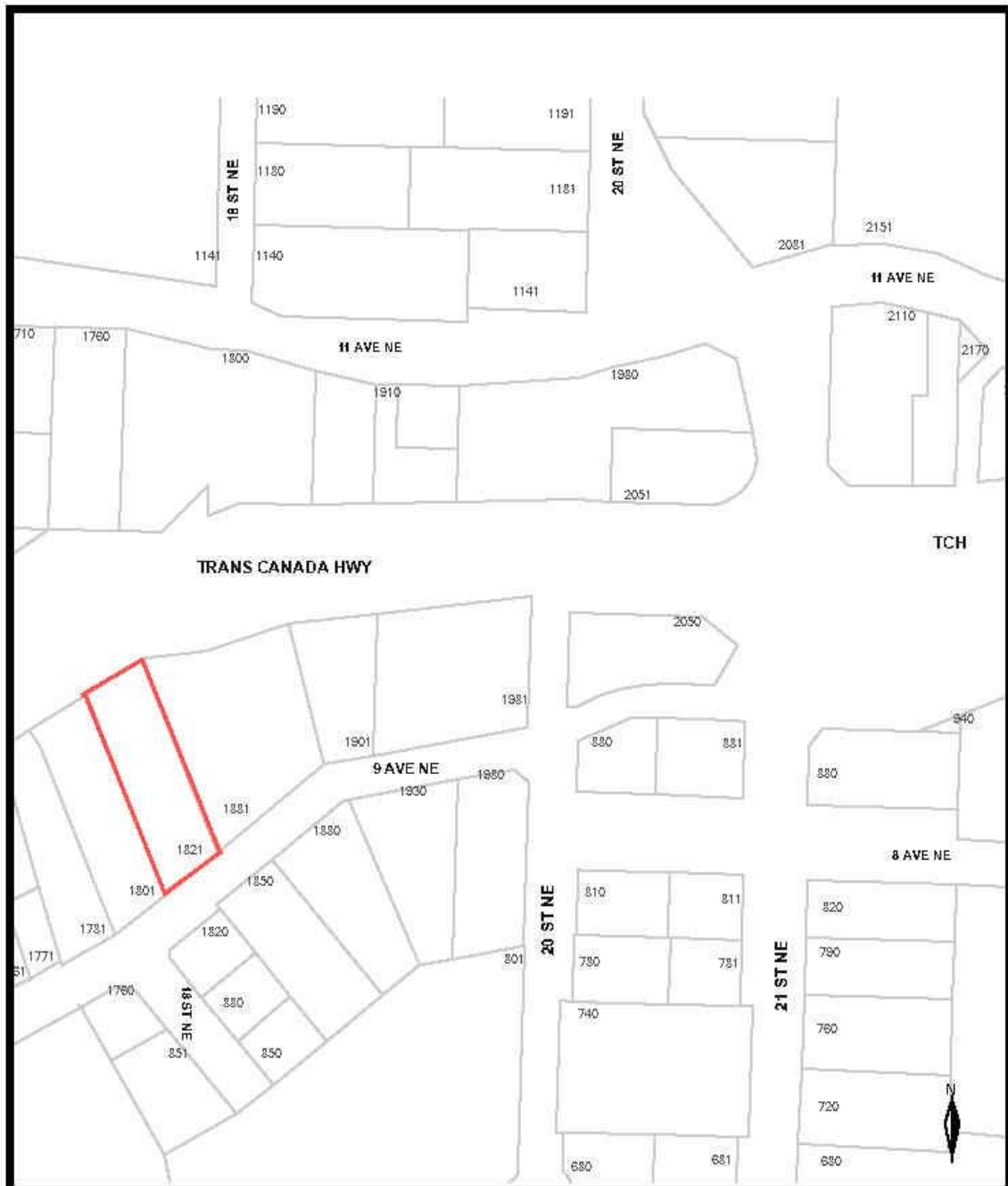
READ A SECOND TIME THIS                                       DAY OF                    2023

READ A THIRD TIME THIS                                       DAY OF                    2023

ADOPTED BY COUNCIL THIS                                       DAY OF                    2023

\_\_\_\_\_  
MAYOR

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



# CITY OF SALMON ARM

## BYLAW NO. 4606

### 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 December 11, 2023 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2023 and \_\_\_\_\_ 2023 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 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from R-1 (Single Family Residential Zone) to C-6 (Tourist/Recreational Commercial Zone); and

Rezone Parcel A (DD W51279), Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 Except Plan KAP46224 from C-3 (Service Commercial Zone) to C-6 (Tourist/Recreational Commercial Zone)

attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4606**”

READ A FIRST TIME THIS            14        DAY OF        NOVEMBER        2023

READ A SECOND TIME THIS                            DAY OF                            2023

READ A THIRD TIME THIS                            DAY OF                            2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE                            DAY OF                            , 2023

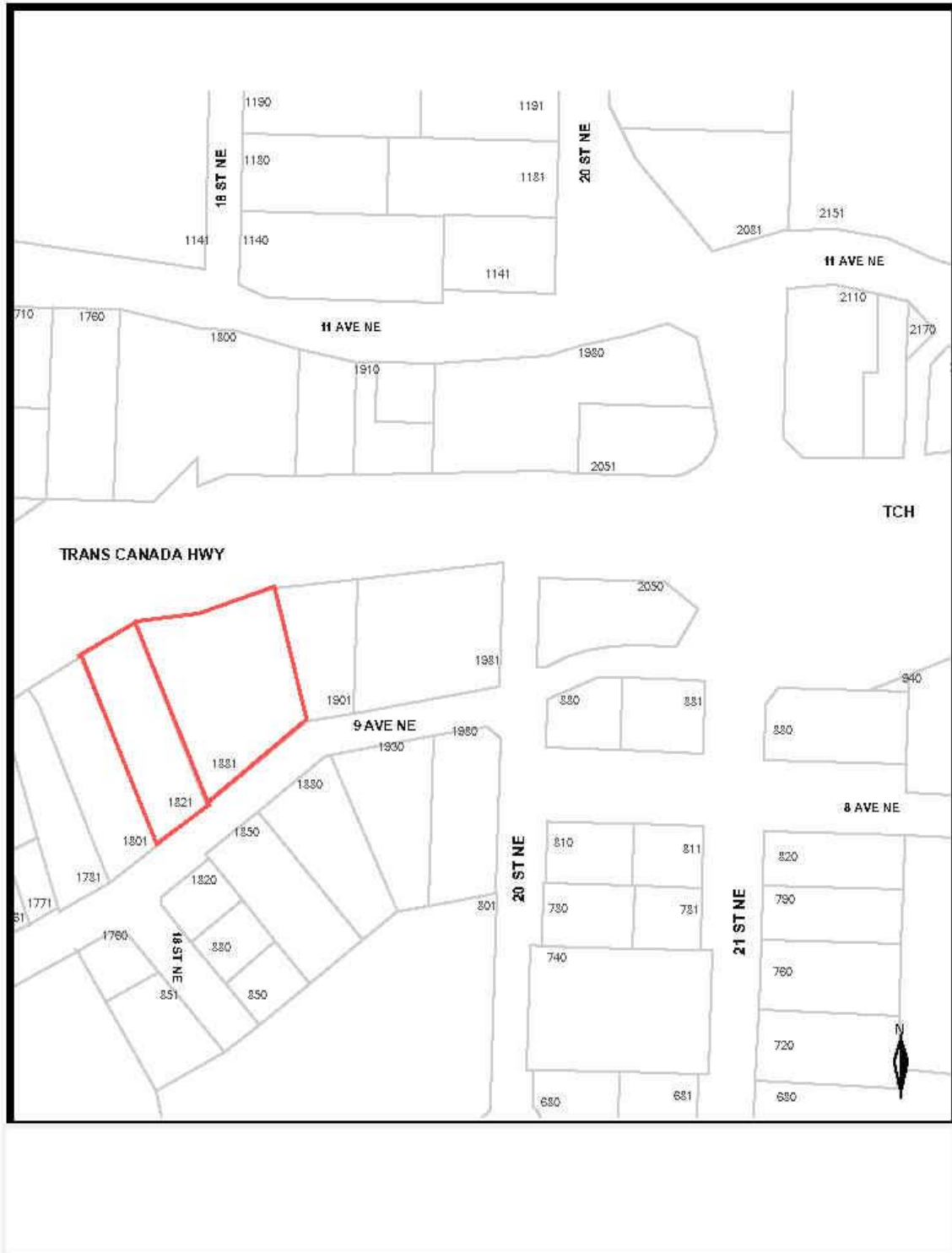
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS                            DAY OF                            2023

\_\_\_\_\_  
MAYOR

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

### Schedule "A"



To: His Worship Mayor Harrison and Members of Council  
Date: October 25, 2023  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Fee for Service Amendment – Water & Sewer User Rates

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**Recommendation:**

THAT: Bylaw No. 4614 cited as “City of Salmon Arm Fee for Service Amendment Bylaw No. 4614” be given 3 readings.

**Background:**

The 2024 Budget Presentation is scheduled for December 4 & 5, 2023. In order to proceed with the annual billing of water and sewer user fees in early December, it is necessary for Council to review and establish the user fees in advance of budget discussions.

User fees are collected to operate and maintain components of the water and sewer systems including replacement, new and upgraded major infrastructure. Frontage taxes are comprised of a capital debt repayment component plus 10% for preventative maintenance of the utilities infrastructure.

The frontage tax rates have been analyzed and continue to be sufficient to support current capital debt repayment needs. As a result, no change is recommend for 2024.

An analysis of the water and sewer user fees in comparison with cost projections indicate that the existing rates will not be sufficient. The recommended increase to Water User Fees is 30% and Sewer User Fees is 10% for 2024.

The recommended increase is required to address capital investments (replacements and upgrades), increased borrowing costs, increasing costs pertaining to labour, equipment and materials and to address diminishing reserves. Historically, user fee increases have been relatively infrequent or low and for the most part have been absorbed as a result of development. However to ensure responsible stewardship of City assets, more significant increases are necessary.



Attached as supplemental support are the “draft” 2024 Water and Sewer Utility budgets which include the recommended user fee increases. In an effort to manage the user fee increases staff have reviewed project prioritization using a risk matrix and as a result the following projects were deferred to be addressed in a future year:

Water - \$40,000

- Capital - 9 Ave SE Renewal Upgrade - \$40,000

Sewer - \$485,000

- Studies – Bylaw No. 1410 Update - \$5,000
- Capital – WPCC – Automatic Security Access Gate - \$30,000
- Capital – Wharf Street Natural Gas Generator - \$125,000
- Capital – Camera & Crawler - \$75,000
- Capital – Forecemain Replacement (Mosquito Lift Station – Canoe Beach) - \$250,000

**Future Water Expenditures:**

The Water Asset Management planning process has significantly advanced allowing a draft projection of the water funding requirements over a twenty (20) year planning horizon based on preliminary ‘useful life’ estimates for infrastructure. More detailed condition assessments will be prioritized for assets that are nearing the end of their anticipated useful life and those deemed critical.

The total value of water assets are listed below in Table 1 based on 2022 estimated replacement costs. Using the Anticipated Useful Life of each asset divided by the Current Replacement Cost (CRC) it is possible to estimate the amount of funding required to sustainably fund the replacement of the City’s assets.

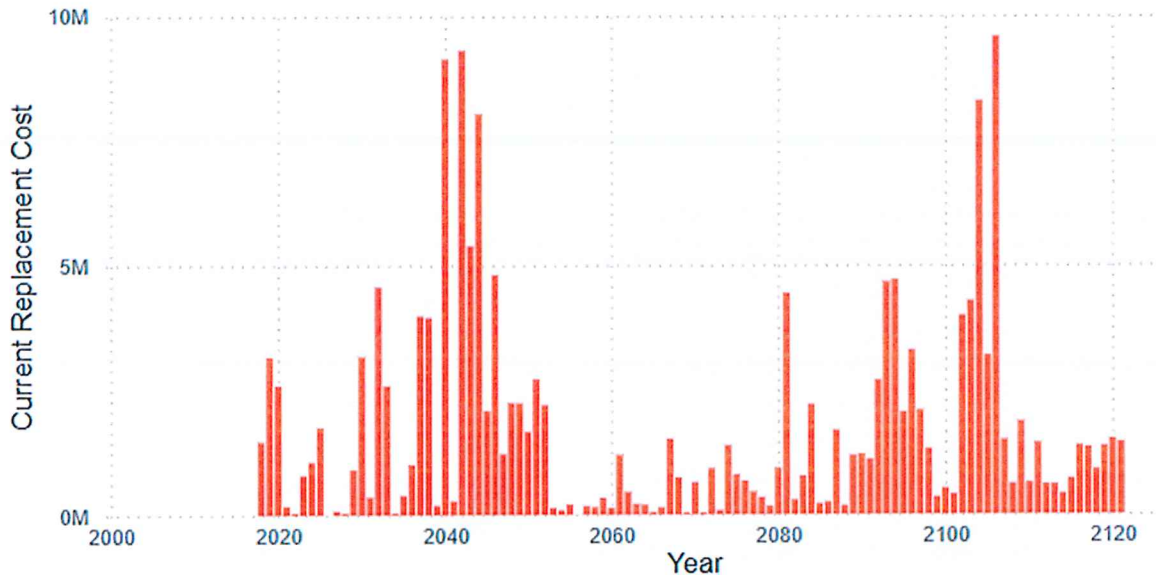
For example, if the water treatment plant is valued at \$40M and is anticipated to last 40 years, it would be necessary for the City to put away \$1M each year into reserve to avoid future borrowing or rate increases above the rate of inflation. The estimated Annual Replacement Funding for water assets is \$3.5M. The annual reinvestment rate does not include capacity building projects (upgrade/new), inflation or investment returns.

Table 1: Current replacement costs and annual replacement funding for water assets

<b>Asset Type</b>	<b>Total Value</b>	<b>Annual Replacement Funding</b>
Hydrants	\$8,440,000	\$115,000
Water main	\$142,600,000	\$2,280,000
Pump Stations	\$14,100,000	\$280,000
Treatment Plant	\$40,600,000	\$540,000
Reservoirs	\$21,350,000	\$285,000
<b>Total</b>	<b>\$227,090,000</b>	<b>\$3,500,000</b>

Overall, the City’s water infrastructure is starting to reach its anticipated useful life. Not all will require replacement on schedule (where possible, condition assessments will be used to delay investments until truly necessary); however, the scale of potential replacements is significant. Specifically there was incredible investments into water infrastructure between 1966 and 1970 that will be potentially aging out within the planning horizon. Figure 1 below illustrates the anticipated annual expenditures for the replacement of water mains.

Figure 1: Anticipated annual water main replacement cost



The current replacement cost estimates below are based on 2022 Class ‘D’ per metre unit rates.

Date Range	Pre 1950	1951 - 1955	1956 - 1960	1961 - 1965	1966 - 1970
Kilometers	7.0	2.6	5.4	8.1	27.7
Estimate	\$4.8M	\$1.6M	\$3.8M	\$6.3M	\$22.8M

In conjunction with the City’s Water Master Plan and Asset Management plan, some significant short to medium term capacity building projects of note are listed below:

- Zone 2 Pump Station, estimated cost at \$5.3M;
- Zone 5 Watermain Extension/Upgrade, estimated construction cost at \$2.7M;
- Zone 2 Reservoir Reconstruction, estimated construction cost at \$1.75M;
- 20 Ave NE Watermain Extension \$0.4M; and
- 30 Street SW Watermain Extension \$0.8M.

**Future Sewer Expenditures:**

The Sanitary Asset Management planning process has significantly advanced and similar to Water, has allowed for a draft projection of sewer funding requirements over a twenty (20) year planning horizon. More detailed condition assessments will be prioritized for assets that are nearing the end of their anticipated useful life and those deemed critical. This will adjust the anticipated required expenditures.

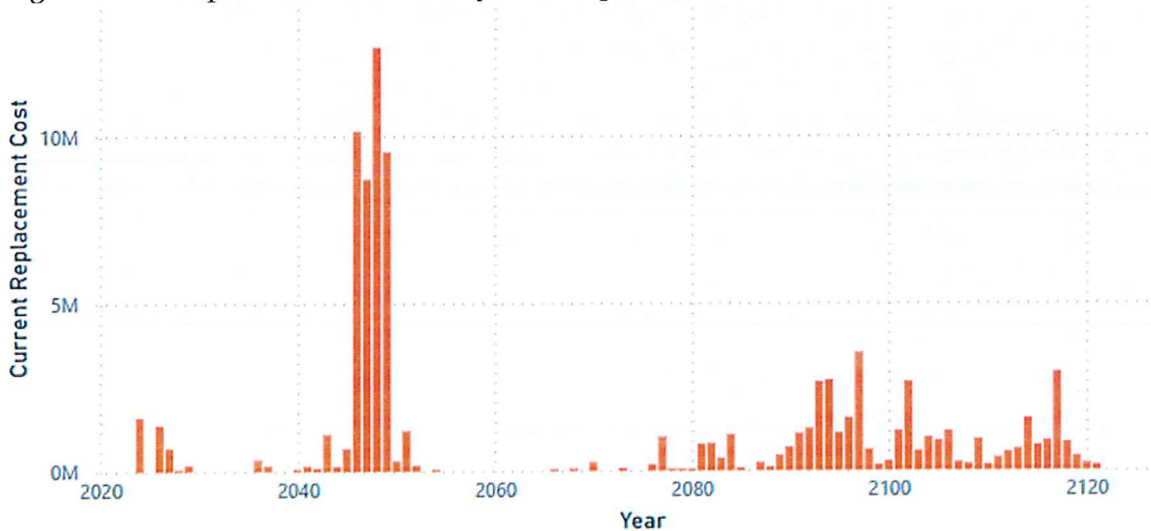
The total value of sanitary assets are listed below in Table 2 based on 2022 estimated replacement costs. Using the Anticipated Useful Life of each asset divided by the Current Replacement Cost (CRC) it is possible to estimate the amount of funding required to sustainably fund the replacement of the City’s assets. See example above. The estimated Annual Replacement Funding for sanitary assets is \$2.29M. The annual reinvestment rate does not include capacity building projects (upgrade/new), inflation or investment returns.

Table 2: Current replacement costs and annual replacement funding for sanitary assets

Asset Type	Total Value	Annual Replacement Funding
Sanitary Forcemain	\$5,280,000	\$63,710,000
Sanitary Gravity Main	\$82,900,000	\$1,030,000
Lift Stations	\$8,500,000	\$141,670
Treatment Plant	\$52,410,000	\$1,050,000
<b>Total</b>	<b>\$149,090,000</b>	<b>\$2,290,000</b>

Unlike the water system, the majority of the sanitary sewer infrastructure is not expected to age out over the twenty (20) year project horizon having been installed in the 1970’s and newer. However there are upgrades required to increase capacity due to development; as well as some infrastructure that is not performing up to anticipated useful life and will require ‘early’ replacement (i.e. Sanitary Foreshore Main). Figure 2 below illustrates the anticipated annual expenditures for the replacement of sewer mains.

Figure 2: Anticipated annual sanitary main replacement cost



The current replacement cost estimates below are based on 2022 Class 'D' per metre unit rates.

Date Range	2024-2025	2026-2030	2031-2040
Kilometers	0.7	2.8	0.9
Estimate	\$1.6M	\$2.3M	\$0.6M

The City completed its Sanitary Sewer Master Plan in 2016. As part of this process a risk evaluation was completed on the City's 125 km of sanitary sewer mains. Findings estimate that 1,200 metres of clay tile pipe will have exceeded its useful life in 2034. In addition, promoted by growth, the City will need to address system capacity constraints resulting in capital upgrades to gravity mains, pump stations and forcemains, etc.

Some significant capacity building future projects on the horizon include:

- Water Pollution Control Centre (WPCC) - Stage IV Upgrade, estimated construction cost at \$67M;
- Wharf Street Lift Station Upgrade; estimated cost at \$1.5M; and
- Auto Road Connector Sani Trunk Main; estimated at \$0.3M.

The WPCC is quickly reaching its design capacity of 15,000 people, after which a deterioration in effluent quality can be expected. Annual testing programs indicated that the deterioration of effluent has started. Planning for the Stage IV Upgrade has been ongoing, with both the Site Selection Study and pilot of preferred treatment process completed. The next steps include updating the City's financial plan, updating the Liquid Waste Management Plan, completing detailed design and construction. Current preliminary estimates indicate the Stage IV upgrade will cost upwards of \$67M and is likely to have a significant impact on the City's debt position.

**Long Term Replacement Funding:**

The simplified sustainable infrastructure replacement funding model described above demonstrates an intuitive approach to fair and equitable intergenerational funding. Taxation and user fees are smoothed as much as possible since funding is spread across the life of the asset. As noted, this model does not consider investment returns, which can have a compounding impact on funding, reducing the need for tax/user fee driven funding for replacement.

The current annual allocations to Major Maintenance Reserves are significantly below that estimated for sustainable replacement of assets. For simplicity, the amounts referenced below assume that annual replacement funding was initiated at the start of the assets useful life.

Table 3: Estimated annual replacement funding gap

Utility Fund	Current Actual Funding (Annual Reserve Transfer)	Sustainable Funding (Simplified)	Funding Gap
Water Fund	\$100,000	\$3,500,000	(\$3,400,000)
Sewer Fund	\$200,000	\$2,290,000	(\$2,190,000)

For illustrative purposes, to accomplish these annual reserve transfers assuming no other changes to the budget, the Water Utility Rates would need to increase by 154% or 1.54X and the Sewer Utility Rates by 97%. The impacts on the user fees is estimated below:

Residential - Flat Rate User:

Utility Fee	2023	2024	Difference
Water Fund	\$ 306.60	\$ 778.77	\$ 472.17
Sewer Fund	350.30	690.10	339.80
Total	\$ 656.90	\$ 1,468.87	\$ 811.97

As cited in previous reports to Council the use of long term debt and the accumulation of reserves to undertake certain projects is prudent and a combination of both funding mechanisms is a good strategy to maintain a healthy financial foundation. In order to accomplish this, the City must continue to transfer to reserves to ensure sufficient funding is in place to minimize future borrowing costs.

Staff intend to review and set the utility user fees for the next few years in 2024 and will bring forward options for rate increase phasing to reduce the funding gap for sustainable asset replacements for Councils consideration.

Financial Impact:

The impact of the recommended water and sewer user fee increases is as follows:

Residential - Flat Rate User:

Utility Fee	2023	2024 (rounded to the nearest \$1)	Difference
Water Fund	\$ 306.60	\$ 399.00	\$ 92.40
Sewer Fund	350.30	385.00	34.70
Total	656.90	784.00	127.10
Discount (10%)	(65.70)	(78.40)	(12.70)
Net Total	\$ 591.20	\$ 705.60	\$ 114.40

The annual increase to a residential user is \$127.10 in 2024.

Average Commercial Metered Rate User:

Water meters are read and billed bi-monthly. There is a fixed fee which varies depending on the water meter size plus a charge for each cubic meter of water consumed. The sewer billing is based on water consumption and a fixed fee for meter size.

All metered users are charged for the use of the sanitary sewer system on the basis of the quantity of water discharged into the system. The quantity of water discharged is deemed to be 100% of the water delivered by the water system to a parcel of real property.

The amounts noted below are based on an estimated average commercial consumption billing for 2022. Actual metered billings vary by account due to consumption and meter size.

Utility Consumption	2023 (rounded to the nearest \$1)	2024 (rounded to the nearest \$1)	Difference
Water Fund	\$ 328.00/year	\$ 427.00/year	\$ 99.00
Sewer Fund	381.00/year	419.00/year	38.00
Total	\$ 709.00	\$ 846.00	\$ 137.00

The proposed increase in user fees will result in new water and sewer revenue of approximately \$851,900 and \$256,600, respectively.

For the most part, the Utility Funds are funding approximately \$1,000,000 in infrastructure upgrades from water/sewer revenues, roughly 10% of the annual capital infrastructure program. This reflects that user fees and frontage taxes are not 'only' funding maintenance and debenture payments, but are also contributing to capital infrastructure thus reducing the need to borrow funds.

We respectfully recommend that Schedule C and D of the Fee for Service Bylaw No. 2498 be amended to reflect the new 2024 Water and Sewer User Fees.

Respectfully Submitted/



Chelsea Van de Cappelle, CPA  
Chief Financial Officer

cc: Jen Wilson, Service Delivery Management Coordinator

# CITY OF SALMON ARM

## BYLAW NO. 4614

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

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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 "C" - Water Rates of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Schedule "C" - Water Rates, attached hereto and forming part of this Bylaw.

Schedule "D" Sewer Rates of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Schedule "D" - Sewer Rates, attached hereto and forming part of this Bylaw.

### SEVERABILITY

2. If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

### ENACTMENTS

3. Any enactments 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.

### EFFECTIVE DATE

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

CITATION

5. This Bylaw may be cited as the "**City of Salmon Arm Fee for Service Amendment Bylaw No. 4614**"

READ A FIRST TIME THIS	14	DAY OF	NOVEMBER	2023
READ A SECOND TIME THIS	14	DAY OF	NOVEMBER	2023
READ A THIRD TIME THIS	14	DAY OF	NOVEMBER	2023
ADOPTED BY THE COUNCIL		DAY OF		2023

---

MAYOR

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CORPORATE OFFICER



2024  
WATER RATES

<u>CLASSIFICATION OF PREMISES</u>		<u>EQUIVALENT MONTHLY GALLONAGE</u>	<u>2023 MONTHLY CHARGE</u>	<u>2023 ANNUAL CHARGE</u>	<u>2024 MONTHLY CHARGE</u>	<u>2024 ANNUAL CHARGE</u>
1	<b><u>Dwellings</u></b>					
a	Private Dwellings	8,600	\$ 25.55	\$ 306.60	\$ 33.25	\$ 399.00
b	Apartments & Suites - each	4,300	\$ 12.78	\$ 153.30	\$ 16.58	\$ 199.00
c	Boarding or Lodging - per sleeping room	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
d	Residence combined with Corner Store or combined with Office or Business	8,600	\$ 25.55	\$ 306.60	\$ 33.25	\$ 399.00
2	<b><u>Offices</u></b>					
a	For first 1,000 sq. ft. of floor area	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
b	For each 1,000 sq. ft. or portion thereof	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
3	<b><u>Rental Accommodation</u></b>					
a	Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
b	Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
c	Trailer Park, Mobile Home Park					
c	Each occupiable permanent space	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
d	Each occupiable travel trailer space	1,400	\$ 4.29	\$ 51.45	\$ 5.58	\$ 67.00
e	Each occupiable tenting space	700	\$ 2.14	\$ 25.65	\$ 2.75	\$ 33.00
4	<b><u>Stores</u></b>					
a	Barber Shop - per chair	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
b	Beauty Salon and/or Hairdresser - per chair	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
c	Dry Cleaner	21,000	\$ 63.99	\$ 767.85	\$ 83.17	\$ 998.00
d	Laundry - other than steam or coin op.	21,000	\$ 63.99	\$ 767.85	\$ 83.17	\$ 998.00
e	Coin operated or laundromat per unit	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
f	Steam Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets	57,000	\$ 171.58	\$ 2,059.00	\$ 223.08	\$ 2,677.00
g	Other - first 1,000 sq. ft. of floor area	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
h	Each 1,000 sq. ft. or portion thereof	1,920	\$ 5.66	\$ 67.90	\$ 7.33	\$ 88.00
5	<b><u>Eating Establishments and Liquor Outlets</u></b> Includes Restaurants, Coffee Shop, Dining Rooms Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a	First 20 seats	9,000	\$ 26.73	\$ 320.70	\$ 34.75	\$ 417.00
b	Each Additional seat	360	\$ 1.07	\$ 12.80	\$ 1.42	\$ 17.00
c	Banquet Room	9,000	\$ 26.73	\$ 320.70	\$ 34.75	\$ 417.00
6	<b><u>Other Commercial Premises</u></b>					
a	Bowling Alley - per alley	700	\$ 2.14	\$ 25.65	\$ 2.75	\$ 33.00
b	Bowling Green - per green	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
c	Bus Depot	13,000	\$ 38.04	\$ 456.45	\$ 49.42	\$ 593.00
d	Car Wash - first bay (minimum charge)	36,000	\$ 105.84	\$ 1,270.10	\$ 137.58	\$ 1,651.00
e	Each additional bay	6,000	\$ 17.65	\$ 211.85	\$ 22.92	\$ 275.00
f	Commercial Farm	21,000	\$ 63.99	\$ 767.85	\$ 83.17	\$ 998.00
g	Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
h	Fruit Stand	14,000	\$ 42.34	\$ 508.05	\$ 55.00	\$ 660.00
i	Funeral Parlour - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
j	Garage or Service Station or Keylock Station - first bay (minimum charge)	8,600	\$ 25.55	\$ 306.60	\$ 33.25	\$ 399.00

2024  
WATER RATES

CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2023		2024	
		MONTHLY CHARGE	ANNUAL CHARGE	MONTHLY CHARGE	ANNUAL CHARGE
k Each additional bay	1,400	\$ 4.29	\$ 51.45	\$ 5.58	\$ 67.00
l Theatre	14,000	\$ 42.34	\$ 508.05	\$ 55.00	\$ 660.00
m Warehouse - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
n Other - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
<b>7 Industrial Premises</b>					
a Abattoir	21,000	\$ 63.99	\$ 767.85	\$ 83.17	\$ 998.00
d Stockyard - per acre	4,300	\$ 12.78	\$ 153.30	\$ 16.58	\$ 199.00
e Other - for each 1,000 sq. ft. of floor area	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
<b>8 Public, Institutional and Non-Commercial Premises</b>					
a Church	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
Club Room Licenced (see Eating Establishments and Liquor Outlets)					
b Club Rooms - Unlicenced	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
c Court House	13,000	\$ 38.04	\$ 456.45	\$ 49.42	\$ 593.00
d Curling Rink, Skating Rink, Arena	28,500	\$ 84.67	\$ 1,016.05	\$ 110.08	\$ 1,321.00
e Meeting Hall, Public Hall	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
f Fall Fair Grounds (Annually)		\$ 160.95	\$ 1,931.40	\$ 209.25	\$ 2,511.00
<b>9 Schools and Hospitals</b>					
a Hospital, per patient bed	8,600	\$ 25.55	\$ 306.60	\$ 33.25	\$ 399.00
b School, per classroom	8,600	\$ 25.55	\$ 306.60	\$ 33.25	\$ 399.00

**METERED WATER RATES**

Water rates are applicable to all metered water users within the City of Salmon Arm

The user rate is a combination of A and B

**A Base Rate (Based on connection size)**

	2023	2024
5/8 or 3/4 inch	\$ 23.30	\$ 30.00
1 inch	\$ 33.85	\$ 44.00
1-1/2 inch	\$ 47.90	\$ 62.00
2 inch	\$ 61.95	\$ 81.00
3 inch	\$ 111.15	\$ 144.00
4 inch	\$ 158.05	\$ 205.00
Larger Meters - Base rate to be determined by Council		

**B Per gallon charge (per 1000 gals or part thereof)**

	2023	2024
First 80,000 gallons	\$2.64	\$ 3.00
Next 80,000 gallons	\$2.98	\$ 4.00
Next 80,000 gallons	\$3.25	\$ 4.00
Next 80,000 gallons	\$3.51	\$ 5.00
Next 80,000 gallons	\$3.95	\$ 5.00
All over 400,000 gallons	\$4.37	\$ 6.00
C Meter testing charge	\$152.93	\$ 199.00

**Notes:**

- 1 Where there is more than one meter on a property, the base rate is charged for each meter.
- 2 Where any meter is unable to be read or where any water meter fails to register or to properly indicate the quantity of water used or consumed, consumption of water shall be estimated and an account shall be rendered to the customer. When estimating the account, due consideration shall be given to seasonal variations and any other factors which may affect the consumption of water.
- 3 If a meter cannot be read for two consecutive billing periods, charges as per item 2 above shall apply and/or the flat rate according to this bylaw shall apply retroactive to the beginning of the period covered

2024  
WATER RATES

by the first missed reading and shall continue to be so charged until the City of Salmon Arm is advised by the property owner that the meter is again in service.

- 4 No complaint of an error in any charge for water rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such water rates or charges were made. After the termination of this period, all such water rates or charges shall be deemed to have been properly and correctly made.
- 5 All meters are owned by the City. They will be supplied for installation for the fee as set out in the bylaw. Installation of the meter is the responsibility of the property owner and must be done in such a manner as to meet all City standards and specifications. Meter installations shall be located in a convenient and safe place, readily accessible for meter readings, inspection, repair or removal.
- 6 Meters will be tested upon request, provided that a fee is paid in advance. Such fee is to be refunded if the meter is found to be registering incorrectly, otherwise the fee shall become the property of the City.
- 7 The City shall maintain and repair all meters which are the property of the City, but where replacements or repairs, except through ordinary wear, or rendered necessary by the acts, neglect or carelessness of the owner or occupant of any premise, any expense caused to the City shall be chargeable to and paid by the owner of such premise.
- 8 The use of bypasses is strictly prohibited without prior approval of the City of Salmon Arm. Anyone using a bypass without authorization is subject to fines and penalties as set out in Section 27 of By-Law No. 1274 - Regulation of Waterworks.

**ALL WATER USER RATES ARE GST EXEMPT**

2024  
SEWER RATES

<u>CLASSIFICATION OF PREMISES</u>		<u>EQUIVALENT MONTHLY GALLONAGE</u>	<u>2023 MONTHLY CHARGE</u>	<u>2023 ANNUAL CHARGE</u>	<u>2024 MONTHLY CHARGE</u>	<u>2024 ANNUAL CHARGE</u>
1	<u>Dwellings</u>					
a	Private Dwellings	8,600	\$ 29.19	\$ 350.30	\$ 32.08	\$ 385.00
b	Apartments & Suites - each	4,300	\$ 14.59	\$ 175.10	\$ 16.08	\$ 193.00
c	Boarding or Lodging - per sleeping room	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
d	Residence combined with Corner Store or combined with Office or Business	8,600	\$ 29.19	\$ 350.30	\$ 32.08	\$ 385.00
2	<u>Offices</u>					
a	For first 1,000 sq. ft. of floor area	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
b	For each 1,000 sq. ft. or portion thereof	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
3	<u>Rental Accommodation</u>					
a	Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
b	Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
c	Trailer Park, Mobile Home Park					
c	Each occupiable permanent space	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
d	Each occupiable travel trailer space	1,400	\$ 4.80	\$ 57.55	\$ 5.25	\$ 63.00
e	Each occupiable tenting space	700	\$ 2.40	\$ 28.75	\$ 2.67	\$ 32.00
4	<u>Stores</u>					
a	Barber Shop - per chair	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
b	Beauty Salon and/or Hairdresser - per chair	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
c	Dry Cleaner	21,000	\$ 72.80	\$ 873.55	\$ 80.08	\$ 961.00
d	Laundry - other than steam or coin op.	21,000	\$ 72.80	\$ 873.55	\$ 80.08	\$ 961.00
e	Coin operated or laundromat per unit	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
f	Steam	57,000	\$ 194.68	\$ 2,336.15	\$ 214.17	\$ 2,570.00
	Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets					
g	Other - first 1,000 sq. ft. of floor area	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
h	Each 1,000 sq. ft. or portion thereof	1,920	\$ 6.43	\$ 77.15	\$ 7.08	\$ 85.00
5	<u>Eating Establishments and Liquor Outlets</u> Includes Restaurants, Coffee Shop, Dining Rooms, Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a	First 20 seats	9,000	\$ 30.25	\$ 362.95	\$ 33.25	\$ 399.00
b	Each Additional seat	360	\$ 1.14	\$ 13.70	\$ 1.25	\$ 15.00
c	Banquet Room	9,000	\$ 30.25	\$ 362.95	\$ 33.25	\$ 399.00
6	<u>Other Commercial Premises</u>					
a	Bowling Alley - per alley	700	\$ 2.40	\$ 28.75	\$ 2.67	\$ 32.00
b	Bowling Green - per green	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
c	Bus Depot	13,000	\$ 43.80	\$ 525.55	\$ 48.17	\$ 578.00
d	Car Wash - first bay (minimum charge)	36,000	\$ 121.40	\$ 1,456.75	\$ 133.50	\$ 1,602.00
e	Each additional bay	6,000	\$ 20.26	\$ 243.10	\$ 22.25	\$ 267.00
f	Commercial Farm	21,000	\$ 72.80	\$ 873.55	\$ 80.08	\$ 961.00
g	Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
h	Fruit Stand	14,000	\$ 48.69	\$ 584.25	\$ 53.58	\$ 643.00
i	Funeral Parlour - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
	Garage or Service Station or Keylock					

2024  
SEWER RATES

CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2023		2024	
		MONTHLY CHARGE	ANNUAL CHARGE	MONTHLY CHARGE	ANNUAL CHARGE
j Station - first bay (minimum charge)	8,600	\$ 28.91	\$ 346.90	\$ 31.83	\$ 382.00
k Each additional bay	1,400	\$ 4.80	\$ 57.55	\$ 5.25	\$ 63.00
l Theatre	14,000	\$ 48.69	\$ 584.25	\$ 53.58	\$ 643.00
m Warehouse - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
n Other - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
<b>7 Industrial Premises</b>					
a Abattoir	21,000	\$ 72.80	\$ 873.55	\$ 80.08	\$ 961.00
d Stockyard - per acre	4,300	\$ 14.59	\$ 175.10	\$ 16.08	\$ 193.00
e Other - for each 1,000 sq. ft. of floor area	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
<b>8 Public, Institutional and Non-Commercial Premises</b>					
a Church	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
Club Room Licenced (see Eating Establishments and Liquor Outlets)					
b Club Rooms - Unlicenced	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
c Court House	13,000	\$ 43.80	\$ 525.55	\$ 48.17	\$ 578.00
d Curling Rink, Skating Rink, Arena	28,500	\$ 97.38	\$ 1,168.60	\$ 107.08	\$ 1,285.00
e Meeting Hall, Public Hall	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
f Fall Fair Grounds (Annually)		\$ 97.00	\$ 1,164.00	\$ 106.67	\$ 1,280.00
<b>9 Schools and Hospitals</b>					
a Hospital, per patient bed	8,600	\$ 29.19	\$ 350.30	\$ 32.08	\$ 385.00
b School, per classroom	8,600	\$ 29.19	\$ 350.30	\$ 32.08	\$ 385.00

**SEWER ON METERED WATER PROPERTIES**

Sewer rates applicable to all metered water users that have a sewer connection within the City of Salmon Arm

**The user rate is a combination of A and B**

<b>A Base Rate (Based on connection size)</b>			
		<u>2023</u>	<u>2024</u>
4 inch	\$	29.90	33.00
6 inch	\$	109.45	120.00
8 inch	\$	153.30	169.00
Larger connections - Base rate to be determined by Council			
<b>B Per gallon charge (per 1000 gals or part thereof based on metered water)</b>			
		<u>2023</u>	<u>2024</u>
First 80,000 gallons	\$	3.12	3.00
Next 80,000 gallons	\$	3.40	4.00
Next 80,000 gallons	\$	3.71	4.00
Next 80,000 gallons	\$	4.04	4.00
Next 80,000 gallons	\$	4.52	5.00
All over 400,000 gallons	\$	5.02	6.00

**Notes:**

- 1 Rates will be billed bi-monthly and are subject to the same penalty dates and provisions as the metered water billings.
- 2 No complaint of an error in any charge for sewer rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such sewer rates or charges were made. After the termination of this period, all such sewer charges shall be deemed to have been properly and correctly made.
- 3 Property owners wishing to qualify for an irrigation credit must install a secondary meter to record water used for irrigation. Water gallonage that is subject to sewer charges will be calculated by deducting consumption at the secondary meter from that at the primary meter.

ALL SEWER USER RATES ARE GST EXEMPT

**DRAFT**

**City of Salmon Arm  
Sewer Revenue Fund  
2024 Final Budget**

	<b><u>2024 Final Budget</u></b>	<b><u>2023 Final Budget</u></b>	<b><u>Variance Final Budget</u></b>
<b><u>Revenue</u></b>			
Sales of Service	\$ 2,742,250	\$ 2,475,400	\$ 266,850
Revenue From Own Source	191,685	107,200	84,485
Grants	-	-	-
Transfer From Reserves	119,750	382,220	(262,470)
Transfer From General Operating	2,004,000	990,000	1,014,000
	<b><u>\$ 5,057,685</u></b>	<b><u>\$ 3,954,820</u></b>	<b><u>\$ 1,102,865</u></b>

**Expenditures**

Administration	\$ 743,950	\$ 711,850	\$ 32,100
Sewage Collection Systems	298,200	311,200	(13,000)
Sewage Lift Stations	107,700	100,000	7,700
Sewage Treatment and Disposal	1,202,550	1,140,950	61,600
Studies and Assessments	129,750	154,820	(25,070)
Major Maintenance	100,000	80,000	20,000
Fiscal Services	113,150	232,570	(119,420)
Transfer To Reserves	313,615	451,130	(137,515)
Capital Expenditures	2,048,770	772,300	1,276,470
	<b><u>5,057,685</u></b>	<b><u>3,954,820</u></b>	<b><u>1,102,865</u></b>
Surplus (Deficit) For The Year	-	-	-
	<b><u>\$ 5,057,685</u></b>	<b><u>\$ 3,954,820</u></b>	<b><u>\$ 1,102,865</u></b>

**DRAFT**

**City of Salmon Arm  
Sewer Revenue Fund  
2024 Final Budget**

	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>
Revenue			
Sales of Service			
90 1410 1100 User Fees - Flat Rate	\$ 2,035,000	\$ 1,818,000	\$ 217,000
90 1410 1200 User Fees - Metered	750,000	685,000	65,000
90 1410 1225 User Fees - ALB	35,750	29,900	5,850
90 1410 1250 Discounts	(159,000)	(135,000)	(24,000)
90 1410 1300 Sewer Connections	50,000	50,000	-
90 1410 1500 Sewer Levy - CSA	30,000	27,000	3,000
90 1410 9000 Other	-	-	-
90 1430 0010 Custom Work	500	500	-
Total Sales of Service	<u>2,742,250</u>	<u>2,475,400</u>	<u>266,850</u>
Other Revenue From Own Sources			
90 1510 1020 Interest Inc. - Future Expenditure	3,745	1,565	2,180
90 1510 1200 Interest Inc. - PLC & Radio Upgr	2,685	1,315	1,370
90 1510 1300 Interest Inc. - Trickling Filter	5,340	2,620	2,720
90 1510 1400 Interest Inc. - Debt Bylaw 4051	59,135	28,995	30,140
90 1510 1500 Interest Inc. - Trickling Filter Const.	5,070	3,110	1,960
90 1510 1600 Interest Inc. - Asset Management	1,115	545	570
90 1510 1700 Interest Inc. - TCH Twinning Project	21,100	10,345	10,755
90 1510 1800 Interest Inc. - PW Building Renovations	3,695	3,905	(210)
90 1550 0000 Return on Investment	46,100	15,800	30,300
90 1560 0000 Interest and Penalties	19,700	15,000	4,700
90 1570 0000 Lease Rental	24,000	24,000	-
90 1590 0000 Other	-	-	-
Total Other Revenue From Own Sources	<u>191,685</u>	<u>107,200</u>	<u>84,485</u>
Unconditional Transfers From Other Gov't			
90 1630 0000 Other	-	-	-
Total Uncond. Trans. From Other Gov't	<u>-</u>	<u>-</u>	<u>-</u>
Transfer From Other Funds			
Transfer From Reserves			
90 1920 0005 Prior Years' Surplus (CF)	105,000	119,820	(14,820)
90 1920 0010 Future Expenditure Reserve	-	-	-
90 1920 1300 Trickling Filter Heads	-	131,400	(131,400)
90 1920 1500 Trickling Filter Construction	-	116,000	(116,000)
90 1920 1600 Asset Management Reserve (CF)	14,750	15,000	(250)
Total Transfer From Reserves	<u>119,750</u>	<u>382,220</u>	<u>(262,470)</u>

		<b>2024</b>	<b>2023</b>	<b>Variance</b>
		<b>Final</b>	<b>Final</b>	<b>Final</b>
		<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
General Operating				
90 1922 0100	Sewer Frontage Tax	1,004,000	990,000	14,000
	Growing Communities Fund Reserve	1,000,000	-	1,000,000
	Total Transfer From General Operating	<u>2,004,000</u>	<u>990,000</u>	<u>1,014,000</u>
	Total Transfer From Other Funds	<u>2,123,750</u>	<u>1,372,220</u>	<u>751,530</u>
	Total Revenue	<u>\$ 5,057,685</u>	<u>\$ 3,954,820</u>	<u>\$ 1,102,865</u>



City of Salmon Arm  
Sewer Revenue Fund  
2024 Final Budget

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	<u>2024 Final Budget</u>	<u>2023 Final Budget</u>	<u>Variance Final Budget</u>
Sewage Collection And Disposal			
Administration			
90 2129 0001	\$ 142,000	\$ 128,500	\$ 13,500
90 2129 0010	366,000	366,000	-
90 2129 0020	500	500	-
90 2129 0035	500	1,000	(500)
90 2129 0050	900	900	-
90 2129 0055	750	750	-
90 2129 0060	2,100	2,100	-
90 2129 0070	500	500	-
90 2129 0100	5,000	5,000	-
90 2129 0101	64,200	59,700	4,500
90 2129 0115	500	500	-
90 2129 0120	5,000	5,000	-
90 2129 0160	2,500	2,500	-
90 2129 0161	1,500	1,500	-
90 2129 0165	2,500	2,000	500
90 2129 0190	-	-	-
90 2129 0191	-	-	-
90 2129 0192	-	-	-
90 2129 0201	12,000	9,500	2,500
90 2129 0202	3,700	3,000	700
90 2129 0211	3,900	3,900	-
90 2129 0300	200	200	-
90 2129 0301	4,000	4,000	-
90 2129 0304	500	500	-
90 2129 0315	3,000	3,000	-
90 2129 0311	-	-	-
90 2129 0325	-	-	-
90 2129 0330	23,000	23,000	-
90 2129 0500	47,500	45,600	1,900
90 2129 0700	7,200	7,000	200
90 2129 0900	-	-	-
Total Administration	<u>699,450</u>	<u>676,150</u>	<u>23,300</u>
GIS Maintenance			
90 2131 0101	19,400	16,500	2,900
90 2131 0102	-	-	-
90 2131 0104	-	-	-
90 2131 0105	-	-	-
Total GIS Maintenance	<u>19,400</u>	<u>16,500</u>	<u>2,900</u>

**City of Salmon Arm  
Sewer Revenue Fund  
2024 Final Budget**

	<b><u>2024 Final Budget</u></b>	<b><u>2023 Final Budget</u></b>	<b><u>Variance Final Budget</u></b>
<b>Asset Management</b>			
90 2141 0001	18,100	16,200	1,900
90 2141 0101	2,000	2,000	-
90 2141 0102	-	-	-
90 2141 0104	5,000	1,000	4,000
90 2141 0105	-	-	-
	<u>25,100</u>	<u>19,200</u>	<u>5,900</u>
	<u>743,950</u>	<u>711,850</u>	<u>32,100</u>
<b>Sewage Collection Systems</b>			
<b>Manholes</b>			
90 2410 2001	24,000	24,000	-
90 2410 2002	6,000	6,000	-
90 2410 2004	1,200	1,200	-
90 2410 2005	7,000	7,000	-
	<u>38,200</u>	<u>38,200</u>	<u>-</u>
<b>Mains</b>			
90 2410 3001	75,000	73,000	2,000
90 2410 3002	50,000	40,000	10,000
90 2410 3004	3,000	8,000	(5,000)
90 2410 3005	5,000	5,000	-
	<u>133,000</u>	<u>126,000</u>	<u>7,000</u>
<b>Brush Removal</b>			
90 2410 4001	2,000	2,000	-
90 2410 4002	2,000	2,000	-
90 2410 4004	5,000	5,000	-
90 2410 4005	500	500	-
	<u>9,500</u>	<u>9,500</u>	<u>-</u>
<b>Services</b>			
90 2410 5001	40,000	40,000	-
90 2410 5002	18,000	18,000	-
90 2410 5004	2,500	2,500	-
90 2410 5005	7,000	7,000	-
	<u>67,500</u>	<u>67,500</u>	<u>-</u>

**City of Salmon Arm  
Sewer Revenue Fund  
2024 Final Budget**

	<b><u>2024 Final Budget</u></b>	<b><u>2023 Final Budget</u></b>	<b><u>Variance Final Budget</u></b>
<b>Service Connections</b>			
90 2410 6001	-	-	-
90 2410 6002	-	-	-
90 2410 6004	50,000	50,000	-
90 2410 6005	-	-	-
Total Service Connections	<u>50,000</u>	<u>50,000</u>	<u>-</u>
<b>Extensions &amp; Replacements</b>			
90 2410 7001	-	-	-
90 2410 7002	-	-	-
90 2410 7004	-	20,000	(20,000)
90 2410 7005	-	-	-
Total Extensions & Replacements	<u>-</u>	<u>20,000</u>	<u>(20,000)</u>
Total Sewage Collection System	<u>298,200</u>	<u>311,200</u>	<u>(13,000)</u>
<b>Sewage Lift Stations</b>			
<b>Blackburn Park Lift Station</b>			
90 2420 2001	7,000	6,000	1,000
90 2420 2002	3,000	2,000	1,000
90 2420 2004	2,000	2,000	-
90 2420 2005	1,000	1,000	-
90 2420 2006	5,000	5,000	-
90 2420 2007	500	500	-
Total Blackburn Park Lift Station	<u>18,500</u>	<u>16,500</u>	<u>2,000</u>
<b>Wharf Street Lift Station</b>			
90 2420 3001	3,000	3,000	-
90 2420 3002	1,800	1,800	-
90 2420 3004	4,000	4,000	-
90 2420 3005	5,000	5,000	-
90 2420 3006	18,000	18,000	-
Total Wharf Street Lift Station	<u>31,800</u>	<u>31,800</u>	<u>-</u>

**City of Salmon Arm  
Sewer Revenue Fund  
2024 Final Budget**

	<b><u>2024 Final Budget</u></b>	<b><u>2023 Final Budget</u></b>	<b><u>Variance Final Budget</u></b>	
<b>10 Ave SW Lift Station</b>				
90 2420 4001	10th Ave SW Lift Stn - Lab.	6,000	5,500	500
90 2420 4002	10th Ave SW Lift Stn - Equip.	1,500	1,500	-
90 2420 4004	10th Ave SW Lift Stn - Contr.	2,000	2,000	-
90 2420 4005	10th Ave SW Lift Stn - Mats.	800	800	-
90 2420 4006	10th Ave SW Lift Stn - Hydro	700	700	-
90 2420 4007	10th Ave SW Lift Stn - Nat. Gas	500	500	-
	<b>Total S.A. West Lift Station</b>	<b><u>11,500</u></b>	<b><u>11,000</u></b>	<b><u>500</u></b>
<b>Canoe Beach Lift Station</b>				
90 2420 5001	Canoe Beach Lift Stn - Lab.	3,600	2,600	1,000
90 2420 5002	Canoe Beach Lift Stn - Equip.	1,000	1,000	-
90 2420 5004	Canoe Beach Lift Stn - Contr.	1,000	1,000	-
90 2420 5005	Canoe Beach Lift Stn - Mats.	5,000	300	4,700
90 2420 5006	Canoe Beach Lift Stn - Hydro	-	-	-
	<b>Total Canoe Beach Lift Station</b>	<b><u>10,600</u></b>	<b><u>4,900</u></b>	<b><u>5,700</u></b>
<b>Clares Cove Lift Station</b>				
90 2420 6001	Clares Cove Lift Stn - Lab.	5,000	6,000	(1,000)
90 2420 6002	Clares Cove Lift Stn - Equip.	1,500	1,500	-
90 2420 6004	Clares Cove Lift Stn - Contr.	2,000	2,000	-
90 2420 6005	Clares Cove Lift Stn - Mats.	300	300	-
90 2420 6006	Clares Cove Lift Stn - Hydro	1,500	1,500	-
90 2420 6007	Clares Cove Lift Stn - Nat. Gas	500	500	-
	<b>Total Clares Cove Lift Station</b>	<b><u>10,800</u></b>	<b><u>11,800</u></b>	<b><u>(1,000)</u></b>
<b>Mosquito Lift Station</b>				
90 2420 7001	Mosquito Lift Stn - Lab.	6,800	6,800	-
90 2420 7002	Mosquito Lift Stn - Equip.	2,000	2,000	-
90 2420 7004	Mosquito Lift Stn - Contr.	2,000	2,000	-
90 2420 7005	Mosquito Lift Stn - Mats.	500	500	-
90 2420 7006	Mosquito Lift Stn - Hydro	5,000	5,000	-
90 2420 7007	Mosquito Lift Stn - Nat. Gas	500	-	500
	<b>Total Mosquito Lift Station</b>	<b><u>16,800</u></b>	<b><u>16,300</u></b>	<b><u>500</u></b>

**City of Salmon Arm  
Sewer Revenue Fund  
2024 Final Budget**

	<b><u>2024 Final Budget</u></b>	<b><u>2023 Final Budget</u></b>	<b><u>Variance Final Budget</u></b>
<b>Captains Cove Lift Station</b>			
90 2420 8001 Captains Cove Lift Stn - Lab.	4,700	4,700	-
90 2420 8002 Captains Cove Lift Stn - Equip.	1,000	1,000	-
90 2420 8004 Captains Cove Lift Stn - Contr.	1,000	1,000	-
90 2420 8005 Captains Cove Lift Stn - Mats.	300	300	-
90 2420 8006 Captains Cove Lift Stn - Hydro	700	700	-
Total Captains Cove Lift Station	<u>7,700</u>	<u>7,700</u>	<u>-</u>
Total Sewage Lift Station Maint.	<u>107,700</u>	<u>100,000</u>	<u>7,700</u>
<b>Sewage Treatment and Disposal</b>			
<b>Monitor and Testing</b>			
90 2525 1001 Monitor & Testing - Lab.	60,000	55,000	5,000
90 2525 1002 Monitor & Testing - Equip.	-	-	-
90 2525 1003 Monitor & Testing - Alarms	-	-	-
90 2525 1004 Monitor & Testing - Contr.	60,000	60,000	-
90 2525 1005 Monitor & Testing - Mats.	18,000	15,000	3,000
Total Monitor and Testing	<u>138,000</u>	<u>130,000</u>	<u>8,000</u>
<b>SCADA</b>			
90 2525 2001 SCADA - Lab.	300	300	-
90 2525 2002 SCADA - Equip.	200	200	-
90 2525 2004 SCADA - Contr.	11,000	1,000	10,000
90 2525 2005 SCADA - Mats.	300	300	-
Total SCADA	<u>11,800</u>	<u>1,800</u>	<u>10,000</u>
<b>Biosolids Handling</b>			
90 2530 1001 Biosolids Handling - Lab.	-	-	-
90 2530 1002 Biosolids Handling - Equip.	-	-	-
90 2530 1004 Biosolids Handling - Contr.	40,000	30,000	10,000
90 2530 1005 Biosolids Handling - Mats.	140,000	130,000	10,000
Total Biosolids Handling	<u>180,000</u>	<u>160,000</u>	<u>20,000</u>
<b>Grass and Weed Control</b>			
90 2535 1001 Grass & Weed Control - Lab.	7,000	7,000	-
90 2535 1002 Grass & Weed Control - Equip.	2,000	2,000	-
90 2535 1004 Grass & Weed Control - Contr.	1,000	1,000	-
90 2535 1005 Grass & Weed Control - Mats.	350	350	-
Total Grass and Weed Control	<u>10,350</u>	<u>10,350</u>	<u>-</u>

**City of Salmon Arm  
Sewer Revenue Fund  
2024 Final Budget**

	<b><u>2024 Final Budget</u></b>	<b><u>2023 Final Budget</u></b>	<b><u>Variance Final Budget</u></b>
Waste Water Pollution Control Center			
90 2540 0055	2,600	1,200	1,400
90 2540 0110	7,600	7,600	-
90 2540 0115	1,000	1,000	-
90 2540 0120	2,200	500	1,700
90 2540 0160	2,500	2,500	-
90 2540 0165	2,500	2,000	500
90 2540 0170	10,000	10,000	-
90 2540 0301	40,000	40,000	-
90 2540 0310	1,000	1,000	-
90 2540 1001	350,000	325,000	25,000
90 2540 1002	5,000	5,000	-
90 2540 1004	50,000	50,000	-
90 2540 1005	80,000	80,000	-
90 2540 1006	213,000	213,000	-
90 2540 1007	30,000	25,000	5,000
90 2540 1008	-	10,000	(10,000)
90 2540 1011	15,000	15,000	-
90 2540 1012	50,000	50,000	-
Total Waste Water Pollution Control	<u>862,400</u>	<u>838,800</u>	<u>23,600</u>
Total Sewage Treatment & Disposal	<u>1,202,550</u>	<u>1,140,950</u>	<u>61,600</u>
Studies and Assessments			
90 2545 7004	100,000	100,000	-
90 2545 9004	10,000	10,000	-
90 2545 9044	-	9,820	(9,820)
90 2545 9064	-	15,000	(15,000)
90 2545 9070	14,750	15,000	(250)
90 2545 9080	5,000	5,000	-
Total Studies and Assessments	<u>129,750</u>	<u>154,820</u>	<u>(25,070)</u>
Major Maintenance			
90 2550 0010	-	30,000	(30,000)
90 2550 0020	50,000	-	50,000
90 2550 0030	-	30,000	(30,000)
90 2550 0050	-	20,000	(20,000)
WPCC - Primary Tank Piping Upgrade	50,000	-	50,000
Total Major Maintenance	<u>100,000</u>	<u>80,000</u>	<u>20,000</u>

**City of Salmon Arm  
Sewer Revenue Fund  
2024 Final Budget**

	<b><u>2024 Final Budget</u></b>	<b><u>2023 Final Budget</u></b>	<b><u>Variance Final Budget</u></b>
Fiscal Services			
90 2812 0900 Interest - # 3207 (Cdn)	-	32,380	(32,380)
90 2812 1000 Interest - # 4051 (Cdn)	49,500	49,500	-
90 2813 0900 Principal - # 3207 (Cdn)	-	87,040	(87,040)
90 2813 1000 Principal - # 4051 (Cdn)	63,650	63,650	-
Total Fiscal Services	<u>113,150</u>	<u>232,570</u>	<u>(119,420)</u>
Transfer To Own Reserves and Funds			
Transfer To Reserve Accounts			
90 2825 1000 Future Expenditure	11,730	1,330	10,400
90 2825 1800 Public Works Bldg - Renovation	-	-	-
90 2825 1900 WPCC Stage IV Expansion	100,000	347,400	(247,400)
90 2828 1020 Interest - Future Expenditure	3,745	1,565	2,180
90 2828 1200 Interest - PLC & Radio Upgrade	2,685	1,315	1,370
90 2828 1300 Interest - WPCC Trickling Filter Headers	5,340	2,620	2,720
90 2828 1400 Interest - Debt Bylaw 4051	59,135	28,995	30,140
90 2828 1500 Interest - Trickling Filter Constr.	5,070	3,110	1,960
90 2828 1600 Interest - Assest Managment	1,115	545	570
90 2828 1700 Interest - TCH Twinning Project	21,100	10,345	10,755
90 2828 1800 Interest - PW Building Renovations	3,695	3,905	(210)
Total Transfer To Reserve Accounts	<u>213,615</u>	<u>401,130</u>	<u>(187,515)</u>
Transfer To Reserve Funds			
90 2830 1000 Sewer Major Maintenance	100,000	50,000	50,000
Total Transfer To Reserve Funds	<u>100,000</u>	<u>50,000</u>	<u>50,000</u>
Total Transfer To Reserves	<u>313,615</u>	<u>451,130</u>	<u>(137,515)</u>
Capital Expenditures			
Controls and Alarms	-	5,000	(5,000)
SCADA	-	5,000	(5,000)
WPCC - Plant Improvements	15,000	15,000	-
Clares Cove Lift Station - Genset & Kiosk	153,000	200,000	(47,000)
Foreshore Main Rehabilitation - Phase 2	240,770	-	240,770
Canoe Beach Drive (50 - 52 St NE) Replacement	-	229,300	(229,300)
Lift Stations - PLC Communication Upgrades (CF)	-	85,000	(85,000)
WPCC - PLC Communication Upgrades (CF)	-	85,000	(85,000)
Sanitary Dump Station (20 St SW) - Design (CF)	-	30,000	(30,000)
Ross Street Sanitary Extension (CF)	-	35,000	(35,000)
Mosquito Park Generator	-	50,000	(50,000)
10 Ave Lift Station - Spare Pump	-	18,000	(18,000)

**City of Salmon Arm  
Sewer Revenue Fund  
2024 Final Budget**

	<b><u>2024 Final Budget</u></b>	<b><u>2023 Final Budget</u></b>	<b><u>Variance Final Budget</u></b>
Canoe Beach Grinder Pump	-	15,000	(15,000)
Sewer Main Extensions & Uprades	20,000	-	20,000
WPCC - Stage IV Upgrade - Design (CF)	1,000,000	-	1,000,000
WPCC - Secondary Clarifier Mechansim	300,000	-	300,000
Sanitary Dump Station (20 St SW) - Construction	80,000	-	80,000
4 Ave SE (TCH - 10 St SW)	220,000	-	220,000
TCH Main (McLeod - 200 1 Ave SW)	-	-	-
Okanagan Ave Sanitary Replacement - Design	20,000	-	20,000
Total Capital Expenditures	<u>2,048,770</u>	<u>772,300</u>	<u>1,276,470</u>
Total Transfer Own Reserves & Funds	<u>2,362,385</u>	<u>1,223,430</u>	<u>1,138,955</u>
Total Expenditures	<u><u>\$ 5,057,685</u></u>	<u><u>\$ 3,954,820</u></u>	<u><u>\$ 1,102,865</u></u>



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City of Salmon Arm  
Sewer Capital Expenditures  
2024 Final Budget

Project		Total Expenditure	Sewer Revenue	Reserve For Unexp.	Major Maint. Res.	Reserve Account	Long Term Debt (Subject to Ministry Approval)	DCC Sewer
Canoe Beach Drive (50 - 52 St NE) Replacement (CF)	R	\$ 385,510	\$ -	\$ 385,510	\$ -	\$ -	\$ -	\$ -
WPCC - Stage IV Upgrade - Design (CF)	U	7,039,270	1,000,000	639,270	300,000	100,000	5,000,000	
Clares Cove Lift Station Upgrades (prev. Genset & Kiosk) (CF)	N	250,000	153,000	87,000				
Foreshore Main Rehabilitation - Phase 2 (CF)	R	1,600,000	240,770	59,230	1,300,000	65,000		10,000
Lift Stations - PLC Communication Upgrades (CF)	U	150,000	-	85,000				
TCH West Sanitary Extension (MoTI Project) - 30 Street (CF)	U	60,000	-					
TCH West Sanitary Extension (MoTI Project) - 9 Avenue (CF)	U	60,000	-					
Sanitary Dump Station (20 St SW) - Design (CF)	N	20,000	-	20,000				
Ross Street Sani Crossing (320 Ross St) (CF)	R	30,000	-	30,000				
Ross Street Sanitary Extension (CF)	U	35,000	-	35,000				
WPCC - PLC Communication Upgrades (CF)	U	85,000	-	85,000				
Sewer Main Extensions & Upgrades	N/U	20,000	20,000					
WPCC - Plant Improvements	N	15,000	15,000					
WPCC - Secondary Clarifier Mechanism	R	600,000	300,000		300,000			
Sanitary Dump Station (20 St SW) - Construction (SWR/TRN)	N	80,000	80,000					
4 Ave SE (TCH - 10 St SW) (SWR/Storm)	R	220,000	220,000					
TCH Main (McLeod - 200 1 Ave SW)	R	81,000	-		81,000			
Okanagan Ave Sanitary Replacement - Design	R	20,000	20,000					
		\$ 10,750,780	\$ 2,048,770	\$ 1,426,010	\$ 1,981,000	\$ 285,000	\$ 5,000,000	\$ 10,000

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**City of Salmon Arm  
Water Revenue Fund  
2024 Final Budget**

	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>
<b><u>Revenue</u></b>			
Sales of Service	\$ 3,746,200	\$ 2,925,000	\$ 821,200
Revenue From Own Source	273,105	181,070	92,035
Grants	-	-	-
Transfer From Reserves	121,500	105,950	15,550
Transfer From General Operating	2,506,695	1,493,695	1,013,000
	<u>\$ 6,647,500</u>	<u>\$ 4,705,715</u>	<u>\$ 1,941,785</u>

**Expenditures**

Administration	\$ 875,900	\$ 838,300	\$ 37,600
Purification and Treatment	582,250	566,100	16,150
Service of Supply	181,550	153,650	27,900
Transmission and Distribution	667,000	675,500	(8,500)
Pumping Station Maintenance	449,150	442,400	6,750
Studies and Assessments	181,500	209,150	(27,650)
Major Maintenance	88,500	25,000	63,500
Fiscal Services	944,845	842,245	102,600
Transfer To Reserves	234,305	190,270	44,035
Capital Expenditures	2,442,500	763,100	1,679,400
	<u>6,647,500</u>	<u>4,705,715</u>	<u>1,941,785</u>
Surplus (Deficit) For The Year	-	-	-
	<u>\$ 6,647,500</u>	<u>\$ 4,705,715</u>	<u>\$ 1,941,785</u>

City of Salmon Arm  
Water Revenue Fund  
2024 Final Budget

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	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>
Revenue			
Sales of Service			
50 1410 1100	\$ 2,418,000	\$ 1,827,000	\$ 591,000
50 1410 1200	1,077,000	859,000	218,000
50 1410 1225	82,000	62,000	20,000
50 1410 1230	21,100	11,000	10,100
50 1410 1250	(188,000)	(140,000)	(48,000)
50 1410 1300	140,000	140,000	-
50 1410 1400	4,000	4,000	-
50 1410 1500	130,100	100,000	30,100
50 1410 1600	41,000	41,000	-
50 1410 1700	1,000	1,000	-
50 1410 1800	20,000	15,000	5,000
50 1410 9000	-	-	-
50 1430 0010	-	5,000	(5,000)
	<u>3,746,200</u>	<u>2,925,000</u>	<u>821,200</u>
Other Revenue From Own Sources			
50 1510 1020	13,580	8,185	5,395
50 1510 1040	39,020	19,130	19,890
50 1510 1080	840	410	430
50 1510 1090	10,095	5,075	5,020
50 1510 1100	-	-	-
50 1510 1110	3,665	3,905	(240)
50 1510 1120	5,085	1,995	3,090
50 1510 1130	4,100	1,510	2,590
50 1510 1140	120	60	60
50 1550 0000	47,500	15,300	32,200
50 1560 0000	24,100	17,500	6,600
50 1570 0000	120,000	103,000	17,000
50 1580 0000	5,000	5,000	-
50 1590 0000	-	-	-
	<u>273,105</u>	<u>181,070</u>	<u>92,035</u>
Conditional Transfers From Other Gov't			
50 1630 0000	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>

City of Salmon Arm  
 Water Revenue Fund  
 2024 Final Budget

	<u>2024</u> <u>Final</u> <u>Budget</u>	<u>2023</u> <u>Final</u> <u>Budget</u>	<u>Variance</u> <u>Final</u> <u>Budget</u>
Transfer From Other Funds			
Transfer From Reserves			
50 1920 0005	77,000	56,700	20,300
50 1920 0010	30,000	34,250	(4,250)
50 1920 1080	14,500	15,000	(500)
	<u>121,500</u>	<u>105,950</u>	<u>15,550</u>
General Operating			
50 1922 0100	1,505,000	1,492,000	13,000
50 1922 0200	1,695	1,695	-
	1,000,000	-	1,000,000
	<u>2,506,695</u>	<u>1,493,695</u>	<u>1,013,000</u>
	<u>2,628,195</u>	<u>1,599,645</u>	<u>1,028,550</u>
	<u>\$ 6,647,500</u>	<u>\$ 4,705,715</u>	<u>\$ 1,941,785</u>

**City of Salmon Arm  
Water Expense Fund  
2024 Final Budget**

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	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>
<b>Administration</b>			
50 2129 0001 Wages & Benefits	\$ 185,300	\$ 167,500	\$ 17,800
50 2129 0010 General Administration Charge	366,000	366,000	-
50 2129 0020 Travel	500	500	-
50 2129 0035 Courier	2,000	2,000	-
50 2129 0050 Cellular	4,000	3,600	400
50 2129 0060 Telemetry and Alarms	2,600	2,600	-
50 2129 0065 Wireless Communication - SCADA	-	-	-
50 2129 0070 Advertising	3,000	3,000	-
50 2129 0100 Legal Services	-	-	-
50 2129 0101 Wages & Benefits - Engineers	128,500	119,400	9,100
50 2129 0110 Water Licences and Permits	9,200	9,200	-
50 2129 0115 Memberships & Dues	1,200	1,000	200
50 2129 0120 Office Supplies	5,000	5,000	-
50 2129 0160 Staff Training	3,500	3,500	-
50 2129 0161 Organizational Culture/Risk Assessment Sessions	1,500	1,500	-
50 2129 0165 Conferences & Seminars	2,500	2,000	500
50 2129 0191 Labour Management - Lab.	-	-	-
50 2129 0192 Labour Management - Equip.	-	-	-
50 2129 0200 Recruitment Expense	-	-	-
50 2129 0201 Meter Readings & Inventory - Lab.	12,000	9,500	2,500
50 2129 0202 Meter Readings & Inventory - Equip.	3,700	3,000	700
50 2129 0211 On Call Allowance	3,900	3,900	-
50 2129 0300 Miscellaneous	500	500	-
50 2129 0301 Safety Labour	4,000	4,000	-
50 2129 0304 Safety Equipment	500	500	-
50 2129 0315 Small Tools and Equipment	5,000	5,000	-
50 2129 0325 Inventory Adjustments	-	-	-
50 2129 0330 Utility Related Software	23,000	23,000	-
50 2129 0500 Insurance	22,500	21,700	800
50 2129 0601 Water Conservation/Education - Lab.	20,000	19,700	300
50 2129 0602 Water Conservation/Education - Equip.	-	-	-
50 2129 0604 Water Conservation/Education - Contr.	15,000	15,000	-
50 2129 0605 Water Conservation/Education - Mats.	-	-	-
50 2129 0700 Vehicle Allocation - Foreman	10,500	10,000	500
<b>Total Administration</b>	<b>835,400</b>	<b>802,600</b>	<b>32,800</b>
<b>GIS Maintenance</b>			
50 2131 0101 GIS Maintenance - Lab.	19,400	16,500	2,900
50 2131 0102 GIS Maintenance - Equip.	-	-	-
50 2131 0104 GIS Maintenance - Contr.	-	-	-
50 2131 0105 GIS Maintenance - Mats.	-	-	-
<b>Total GIS Maintenance</b>	<b>19,400</b>	<b>16,500</b>	<b>2,900</b>

**City of Salmon Arm  
Water Expense Fund  
2024 Final Budget**

	<b>2024 Final <u>Budget</u></b>	<b>2023 Final <u>Budget</u></b>	<b>Variance Final <u>Budget</u></b>	
<b>Asset Management</b>				
50 2141 0001	Wages & Benefits - Asset Management	18,100	16,200	1,900
50 2141 0101	Asset Management - Lab.	2,000	2,000	-
50 2141 0102	Asset Management - Equip.	-	-	-
50 2141 0104	Asset Management - Contr.	1,000	1,000	-
50 2141 0105	Asset Management - Mats.	-	-	-
	Total Asset Management	<u>21,100</u>	<u>19,200</u>	<u>1,900</u>
	Total Administration	<u>875,900</u>	<u>838,300</u>	<u>37,600</u>
<b>Purification and Treatment</b>				
<b>Water Treatment Plant</b>				
50 2540 0050	Water Treatment Plant - Telephone	500	500	-
50 2540 0055	Water Treatment Plant - Cellular	2,000	700	1,300
50 2540 0110	Water Treatment Plant - Licenses and Permits	-	-	-
50 2540 0115	Water Treatment Plant - Memberships and Dues	1,100	1,100	-
50 2540 0120	Water Treatment Plant - Photocopier Costs	500	500	-
50 2540 0125	Water Treatment Plant - Office Supplies	2,200	500	1,700
50 2540 0160	Water Treatment Plant - Staff Training	2,500	2,500	-
50 2540 0165	Water Treatment Plant - Conferences & Seminars	2,500	2,000	500
50 2540 0170	Water Treatment Plant - Communications	-	-	-
50 2540 0301	Water Treatment Plant - Standby Pay - Lab.	41,000	41,000	-
50 2540 0310	Water Treatment Plant - Small Tools	1,000	1,000	-
50 2540 1001	Water Treatment Plant - Lab.	205,000	200,000	5,000
50 2540 1002	Water Treatment Plant - Equip.	6,000	6,000	-
50 2540 1004	Water Treatment Plant - Contr.	35,000	35,000	-
50 2540 1005	Water Treatment Plant - Mats.	35,000	35,000	-
50 2540 1006	Water Treatment Plant - Hydro	49,000	49,000	-
50 2540 1007	Water Treatment Plant - Nat. Gas	14,000	10,000	4,000
50 2540 1010	Water Treatment Plant - Ins.	15,500	15,000	500
50 2540 1011	Water Treatment Plant - W/S	16,000	16,000	-
50 2540 1012	Water Treatment Plant - Chemicals	80,000	75,000	5,000
	Total Water Treatment Plant	<u>508,800</u>	<u>490,800</u>	<u>18,000</u>
<b>UV Building (Metford Dam)</b>				
50 2540 2001	UV Building (Metford Dam) - Lab.	30,000	30,000	-
50 2540 2002	UV Building (Metford Dam) - Equip.	5,000	5,000	-
50 2540 2004	UV Building (Metford Dam) - Contr.	3,000	3,000	-
50 2540 2005	UV Building (Metford Dam) - Mats.	10,000	10,000	-
50 2540 2006	UV Building (Metford Dam) - Hydro	6,500	6,500	-
50 2540 2010	UV Building (Metford Dam) - Ins.	200	200	-
50 2540 2012	UV Building (Metford Dam) - Chemicals	-	-	-
	Total UV Building (Metford Dam)	<u>54,700</u>	<u>54,700</u>	<u>-</u>

**City of Salmon Arm  
Water Expense Fund  
2024 Final Budget**

	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>
<b>Chlorination</b>			
50 2410 0101 Chlorination - Lab.	4,000	4,000	-
50 2410 0102 Chlorination - Equip.	750	600	150
50 2410 0104 Chlorination - Contr.	1,000	2,000	(1,000)
50 2410 0105 Chlorination - Mats.	3,000	4,000	(1,000)
50 2410 0112 Chlorination - Chemicals	10,000	10,000	-
Total Chlorination	<u>18,750</u>	<u>20,600</u>	<u>(1,850)</u>
Total Purification and Treatment	<u>582,250</u>	<u>566,100</u>	<u>16,150</u>
<b>Service of Supply</b>			
<b>SCADA System</b>			
50 2415 0051 SCADA System - Lab.	250	250	-
50 2415 0052 SCADA System - Equip.	100	100	-
50 2415 0054 SCADA System - Contr.	12,500	2,500	10,000
50 2415 0055 SCADA System - Mats.	1,500	1,500	-
Total SCADA System	<u>14,350</u>	<u>4,350</u>	<u>10,000</u>
<b>Monitoring and Testing</b>			
50 2415 0101 Monitoring & Testing - Lab.	15,000	15,000	-
50 2415 0102 Monitoring & Testing - Equip.	2,750	2,750	-
50 2415 0103 Monitoring & Testing - Alarms	-	-	-
50 2415 0104 Monitoring & Testing - Contr.	16,000	16,000	-
50 2415 0105 Monitoring & Testing - Mats.	6,000	6,000	-
Total Monitoring and Testing	<u>39,750</u>	<u>39,750</u>	<u>-</u>
<b>Brush Removal</b>			
50 2415 0201 Brush Removal - Lab.	2,100	2,100	-
50 2415 0202 Brush Removal - Equip.	2,000	2,000	-
50 2415 0204 Brush Removal - Contr.	5,000	5,000	-
50 2415 0205 Brush Removal - Mats.	1,000	1,000	-
Total Brush Removal	<u>10,100</u>	<u>10,100</u>	<u>-</u>
<b>Kault Hill Tower</b>			
50 2415 0251 Kault Hill Tower - Lab.	1,000	500	500
50 2415 0252 Kault Hill Tower - Equip.	800	800	-
50 2415 0254 Kault Hill Tower - Contr.	500	600	(100)
50 2415 0255 Kault Hill Tower - Mats.	200	200	-
50 2415 0256 Kault Hill Tower - Hydro	500	500	-
Total Kault Hill Tower	<u>3,000</u>	<u>2,600</u>	<u>400</u>
	<u>67,200</u>	<u>56,800</u>	<u>10,400</u>

**City of Salmon Arm  
Water Expense Fund  
2024 Final Budget**

	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>
<b>Reservoir Maintenance</b>			
<b>Mcleod Reservoir (Zone II) Maintenance</b>			
50 2420 0101	4,000	4,000	-
50 2420 0102	1,000	1,000	-
50 2420 0104	1,500	1,500	-
50 2420 0105	500	500	-
50 2420 0106	150	150	-
Total Mcleod Reservoir Maintenance	<u>7,150</u>	<u>7,150</u>	-
<b>Broadview Reservoir (Zone III &amp; IIIA) Maintenance</b>			
50 2420 0201	5,400	5,400	-
50 2420 0202	1,000	1,000	-
50 2420 0204	2,000	2,000	-
50 2420 0205	1,000	1,000	-
50 2420 0206	5,000	5,000	-
Total Broadview Reservoir Maintenance	<u>14,400</u>	<u>14,400</u>	-
<b>Homely Reservoir (Zone I) Maintenance</b>			
50 2420 0301	6,300	6,300	-
50 2420 0302	1,500	1,500	-
50 2420 0304	12,000	2,000	10,000
50 2420 0305	1,500	1,500	-
50 2420 0306	5,000	5,000	-
Total Homely Reservoir Maintenance	<u>26,300</u>	<u>16,300</u>	<u>10,000</u>
<b>Metford Reservoir (Dam Zone IV) Maintenance</b>			
50 2420 0401	11,500	10,000	1,500
50 2420 0402	5,000	5,000	-
50 2420 0404	10,000	4,000	6,000
50 2420 0405	1,000	1,000	-
50 2420 0406	-	-	-
Total Metford Reservoir Maintenance	<u>27,500</u>	<u>20,000</u>	<u>7,500</u>
<b>Little Mountain Reservoir (Zone IV) Maintenance</b>			
50 2420 0501	4,500	4,500	-
50 2420 0502	2,000	2,000	-
50 2420 0504	2,000	2,000	-
50 2420 0505	600	600	-
50 2420 0506	650	650	-
Total Little Mountain Reservoir Maint.	<u>9,750</u>	<u>9,750</u>	-



**City of Salmon Arm  
Water Expense Fund  
2024 Final Budget**

	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>	
<b>2020 Reservoir (Zone V) Maintenance</b>				
50 2420 0601	2020 Res Maint - Lab.	6,000	6,000	-
50 2420 0602	2020 Res Maint - Equip.	2,000	2,000	-
50 2420 0604	2020 Res Maint - Contr.	1,000	1,000	-
50 2420 0605	2020 Res Maint - Mats.	500	500	-
50 2420 0606	2020 Res Maint - Hydro	250	250	-
	Total 2020 Reservoir Maintenance	<u>9,750</u>	<u>9,750</u>	-
<b>Skelton Reservoir (Zone 1) Maintenance</b>				
50 2420 0701	Skelton Res Maint - Lab.	5,500	5,500	-
50 2420 0702	Skelton Res Maint - Equip.	900	900	-
50 2420 0704	Skelton Res Maint - Contr.	1,000	1,000	-
50 2420 0705	Skelton Res Maint - Mats.	1,000	1,000	-
50 2420 0706	Skelton Res Maint - Hydro	1,500	1,500	-
	Total Skelton Reservoir Maintenance	<u>9,900</u>	<u>9,900</u>	-
<b>Park Hill Reservoir (Zone 1) Maintenance</b>				
50 2420 0801	Park Hill Res Maint - Lab.	5,500	5,500	-
50 2420 0802	Park Hill Res Maint - Equip.	900	900	-
50 2420 0804	Park Hill Res Maint - Contr.	1,000	1,000	-
50 2420 0805	Park Hill Res Maint - Mats.	1,000	1,000	-
50 2420 0806	Park Hill Res Maint - Hydro	1,200	1,200	-
	Total Park Hill Reservoir Maintenance	<u>9,600</u>	<u>9,600</u>	-
	Total Reservoir Maintenance	<u>114,350</u>	<u>96,850</u>	<u>17,500</u>
	Total Service of Supply	<u>181,550</u>	<u>153,650</u>	<u>27,900</u>
<b>Transmission and Distribution</b>				
<b>Main Repair</b>				
50 2430 0101	Main Repair - Lab.	46,000	44,000	2,000
50 2430 0102	Main Repair - Equip.	18,000	18,000	-
50 2430 0104	Main Repair - Contr.	15,000	15,000	-
50 2430 0105	Main Repair - Mats.	7,500	7,500	-
	Total Main Repair	<u>86,500</u>	<u>84,500</u>	<u>2,000</u>
<b>Service Connection Maintenance</b>				
50 2430 0201	Service Connection Maint. - Lab.	50,000	-	50,000
50 2430 0202	Service Connection Maint. - Equip.	15,000	-	15,000
50 2430 0204	Service Connection Maint. - Contr.	50,000	140,000	(90,000)
50 2430 0205	Service Connection Maint. - Mats.	25,000	-	25,000
	Total Service Connection Maintenance	<u>140,000</u>	<u>140,000</u>	-

**City of Salmon Arm  
Water Expense Fund  
2024 Final Budget**

	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>
<b>Service Repair</b>			
50 2430 0301	67,000	67,000	-
50 2430 0302	26,000	26,000	-
50 2430 0304	5,000	5,000	-
50 2430 0305	7,000	5,000	2,000
Total Service Repair	<u>105,000</u>	<u>103,000</u>	<u>2,000</u>
<b>Extensions &amp; Replacements</b>			
50 2430 0401	-	-	-
50 2430 0402	-	-	-
50 2430 0404	-	20,000	(20,000)
50 2430 0405	-	-	-
Total Extensions & Replacements	<u>-</u>	<u>20,000</u>	<u>(20,000)</u>
<b>Line Flushing &amp; Preventative Maintenance</b>			
50 2430 0501	50,000	57,500	(7,500)
50 2430 0502	10,000	12,000	(2,000)
50 2430 0504	2,000	2,000	-
50 2430 0505	3,000	3,000	-
Total Line Flushing & Prev. Maintenance	<u>65,000</u>	<u>74,500</u>	<u>(9,500)</u>
<b>Cross Connection Control Maintenance</b>			
50 2430 0601	-	-	-
50 2430 0602	-	-	-
50 2430 0604	20,000	20,000	-
50 2430 0605	-	-	-
Total Cross Connection Control Maintenance	<u>20,000</u>	<u>20,000</u>	<u>-</u>
<b>Meter Repair</b>			
50 2430 0701	26,000	26,000	-
50 2430 0702	4,500	4,500	-
50 2430 0704	1,000	1,000	-
50 2430 0705	20,000	20,000	-
Total Meter Repair	<u>51,500</u>	<u>51,500</u>	<u>-</u>
<b>Hydrant Maintenance - ICBC Recoverable</b>			
50 2430 0751	-	-	-
50 2430 0752	-	-	-
50 2430 0754	-	-	-
50 2430 0755	-	-	-
Total Hydrant Maintenance - ICBC Recoverable	<u>-</u>	<u>-</u>	<u>-</u>

**City of Salmon Arm  
Water Expense Fund  
2024 Final Budget**

	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>
<b>Hydrant Maintenance</b>			
50 2430 0801 Hydrant Maintenance - Lab.	75,000	80,000	(5,000)
50 2430 0802 Hydrant Maintenance - Equip.	12,000	13,000	(1,000)
50 2430 0804 Hydrant Maintenance - Contr.	1,000	1,000	-
50 2430 0805 Hydrant Maintenance - Mats.	9,000	9,000	-
Total Hydrant Maintenance	<u>97,000</u>	<u>103,000</u>	<u>(6,000)</u>
<b>Hydrant Protection</b>			
50 2430 0811 Hydrant Protection - Lab.	20,000	20,000	-
50 2430 0812 Hydrant Protection - Equip.	7,000	7,000	-
50 2430 0814 Hydrant Protection - Contr.	1,000	1,000	-
50 2430 0815 Hydrant Protection - Mats.	500	500	-
Total Hydrant Protection	<u>28,500</u>	<u>28,500</u>	<u>-</u>
<b>Hydrant Flow Testing</b>			
Hydrant Flow Testing - Lab.	18,000	-	18,000
Hydrant Flow Testing - Equip.	3,000	-	3,000
Hydrant Flow Testing - Contr.	1,000	-	1,000
Hydrant Flow Testing - Mats.	1,000	-	1,000
Total Hydrant Flow Testing	<u>23,000</u>	<u>-</u>	<u>23,000</u>
<b>Valve Maintenance</b>			
50 2430 0901 Valve Maintenance - Lab.	36,000	36,000	-
50 2430 0902 Valve Maintenance - Equip.	8,000	8,000	-
50 2430 0904 Valve Maintenance - Contr.	1,000	1,000	-
50 2430 0905 Valve Maintenance - Mats.	5,000	5,000	-
50 2430 0906 Value Maintenance - Hydro	500	500	-
Total Valve Maintenance	<u>50,500</u>	<u>50,500</u>	<u>-</u>
Total Transmission and Distribution	<u>667,000</u>	<u>675,500</u>	<u>(8,500)</u>
<b>Pump Station Maintenance</b>			
<b>1860 Pump Station (Zone IV) Maintenance</b>			
50 2435 0101 1860 Pump Stn Maint - Lab.	13,000	13,000	-
50 2435 0102 1860 Pump Stn Maint - Equip.	2,200	2,200	-
50 2435 0104 1860 Pump Stn Maint - Contr.	5,000	5,000	-
50 2435 0105 1860 Pump Stn Maint - Mats.	2,000	2,000	-
50 2435 0106 1860 Pump Stn Maint - Hydro	50,000	50,000	-
50 2435 0107 1860 Pump Stn Maint - Nat. Gas	-	-	-
50 2435 0111 1860 Pump Stn Maint - W/S	100	100	-
Total 1860 Pump Station Maintenance	<u>72,300</u>	<u>72,300</u>	<u>-</u>
<b>2020 Pump Station (Zone V) Maintenance</b>			

**City of Salmon Arm  
Water Expense Fund  
2024 Final Budget**

	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>
50 2435 0201	7,000	7,000	-
50 2435 0202	2,000	1,200	800
50 2435 0204	2,000	1,000	1,000
50 2435 0205	1,000	1,000	-
50 2435 0206	25,000	17,500	7,500
Total 2020 Pump Station Maintenance	<u>37,000</u>	<u>27,700</u>	<u>9,300</u>
<b>Canoe Pump Station (Zone I &amp; II) Maintenance</b>			
50 2435 0301	30,000	30,000	-
50 2435 0302	1,700	1,700	-
50 2435 0304	20,000	20,000	-
50 2435 0305	5,000	5,000	-
50 2435 0306	230,000	230,000	-
50 2435 0307	350	350	-
Total Canoe Pump Station Maintenance	<u>287,050</u>	<u>287,050</u>	<u>-</u>
<b>ALIB/NIB Gleneden Pump Station Maintenance</b>			
50 2435 0601	20,000	20,000	-
50 2435 0602	5,000	5,000	-
50 2435 0604	5,000	5,000	-
50 2435 0605	2,000	2,000	-
50 2435 0606	9,000	9,000	-
50 2435 0608	-	-	-
50 2435 0612	-	-	-
Total ALIB/NIB Gleneden Pump Stn Maintenance	<u>41,000</u>	<u>41,000</u>	<u>-</u>
<b>Gleneden/Nyland Pump Station Maintenance</b>			
50 2435 0701	5,200	5,200	-
50 2435 0702	1,100	1,100	-
50 2435 0704	2,000	4,550	(2,550)
50 2435 0705	500	500	-
50 2435 0706	3,000	3,000	-
50 2435 0712	-	-	-
Total Gleneden/Nyland Pump Stn Maintenance	<u>11,800</u>	<u>14,350</u>	<u>(2,550)</u>
Total Pump Station Maintenance	<u>449,150</u>	<u>442,400</u>	<u>6,750</u>
<b>Studies and Assessments</b>			
50 2450 1024	10,000	10,000	-
50 2450 1104	-	28,340	(28,340)
50 2450 2304	7,000	9,560	(2,560)
50 2450 2404	-	16,250	(16,250)
50 2450 2410	14,500	15,000	(500)

**City of Salmon Arm  
Water Expense Fund  
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	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>
50 2450 2420	70,000	100,000	(30,000)
50 2450 2430	30,000	30,000	-
Water Rate Assessment - Universal Water Metering	50,000	-	50,000
Total Assessments and Studies	<u>181,500</u>	<u>209,150</u>	<u>(27,650)</u>
<b>Major Maintenance</b>			
50 2550 0010	-	10,000	(10,000)
50 2550 0020	-	15,000	(15,000)
Large Water Meter Replacements	50,000	-	50,000
Pit Set Water Meter Replacements	25,000	-	25,000
WTP - Pump Replacements	13,500	-	13,500
Total Major Maintenance	<u>88,500</u>	<u>25,000</u>	<u>63,500</u>
<b>Fiscal Services</b>			
<b>Interest Payments</b>			
50 2812 0800	7,750	7,750	-
50 2812 0900	16,300	16,300	-
50 2812 1000	341,100	238,500	102,600
50 2812 1100	26,200	26,200	-
50 2812 1300	710	710	-
50 2812 1500	66,875	66,875	-
Interest - # (Cdn) (Zone 2 Pump Station)	-	-	-
Total Interest Repayments	<u>458,935</u>	<u>356,335</u>	<u>102,600</u>
<b>Principal Payments</b>			
50 2813 0800	17,465	17,465	-
50 2813 0900	35,765	35,765	-
50 2813 1000	302,235	302,235	-
50 2813 1100	75,000	75,000	-
50 2813 1300	985	985	-
50 2813 1500	54,460	54,460	-
Principal - # (Cdn) (Zone 2 Pump Station)	-	-	-
Total Principal Repayments	<u>485,910</u>	<u>485,910</u>	<u>-</u>
Total Fiscal Services	<u>944,845</u>	<u>842,245</u>	<u>102,600</u>
<b>Transfer To Own Reserves and Funds</b>			
<b>Transfer To Reserve Accounts</b>			
50 2825 1020	7,800	-	7,800
50 2825 1120	25,000	25,000	-
50 2825 1130	25,000	25,000	-
50 2825 1110	-	-	-
50 2828 1020	13,580	8,185	5,395
50 2828 1040	39,020	19,130	19,890

**City of Salmon Arm  
Water Expense Fund  
2024 Final Budget**

	<b>2024 Final Budget</b>	<b>2023 Final Budget</b>	<b>Variance Final Budget</b>
50 2828 1080 Interest - Asset Management	840	410	430
50 2828 1090 Interest - TCH West (MoTI Project)	10,095	5,075	5,020
50 2828 1110 Interest - PW Bldg Renovation	3,665	3,905	(240)
50 2828 1120 Interest - HWY 97B Watermain	5,085	1,995	3,090
50 2828 1130 Interest - WTP Genset	4,100	1,510	2,590
50 2828 1140 Interest - Canoe Beach WM	120	60	60
Total Transfer To Reserve Accounts	<u>134,305</u>	<u>90,270</u>	<u>44,035</u>
 Transfer To Reserve Funds			
50 2830 1000 Water Major Maintenance Reserve	100,000	100,000	-
Total Transfer To Reserve Funds	<u>100,000</u>	<u>100,000</u>	<u>-</u>
Total Transfer To Reserves	<u>234,305</u>	<u>190,270</u>	<u>44,035</u>
 Capital Expenditures			
Controls & Alarms	-	5,000	(5,000)
Fire Hydrant Infill Program	25,000	25,000	-
Mainline Valve Installation Program	25,000	25,000	-
SCADA	-	5,000	(5,000)
Water Meter Installation Program	15,000	15,000	-
Water Main Extensions & Upgrades	20,000	-	20,000
WTP (Shus. Lake) - Plant Improvements	15,000	15,000	-
8 Ave NE Upgrade	-	163,100	(163,100)
10 Ave SE (30 -33 St SE) Upgrade	318,500	335,000	(16,500)
20 Ave NE (36 Ave NE) Watermain Upgrade	-	75,000	(75,000)
Zone 2 - Pump Station - Construction	1,000,000	-	1,000,000
WTP - Hypo Tank Replacement	80,000	-	80,000
Sanitary Dump Station	100,000	-	100,000
4 Ave SW (1250 - 10 St SW) Water Main Upgrade	-	-	-
97B Water Main Upgrade (Phase 1 & 2)	720,000	-	720,000
WTP Generator - Portable	124,000	-	124,000
WTP Optiview UVT Sensor Replacement	-	-	-
Zone 4 PS - New Pump VFD	-	-	-
Neptune R900 Belt Clip Transceiver (New)	-	-	-
WTP (Shus. Lake) - Particle Counters	-	40,000	(40,000)
WTP (Shus. Lake) - UV Hydraulic Cylinder	-	25,000	(25,000)
WTP & Zone 1 Pump St - Air Break/Pole	-	35,000	(35,000)
Total Capital Expenditures	<u>2,442,500</u>	<u>763,100</u>	<u>1,679,400</u>
Total Transfer To Own Reserve & Funds	<u>2,676,805</u>	<u>953,370</u>	<u>1,723,435</u>
Total Expenditures	<u>\$ 6,647,500</u>	<u>\$ 4,705,715</u>	<u>\$ 1,941,785</u>

City of Salmon Arm  
 Water Capital Expenditures  
 2024 Final Budget

Project		Total Expenditure	Water Revenue	Reserve For Unexp.	Other Contribution	Long Term Debt	Major Maint. Res.	DCC Water	Reserve
TCH Watermain Improvement (MoTI Project) (CF)	U	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 40,000
20 Ave NE at Lakeshore - Upgrade (CF)	U	848,000	-	448,000	-	-	200,000	-	200,000
8 Ave NE Upgrade (CF)	U	300,000	-	283,800	16,200	-	-	-	-
10 Ave SE (30 - 33 St SE) Upgrade (CF)	U	525,000	318,500	206,500	-	-	-	-	-
20 Ave NE (36 Ave NE) Watermain Upgrade (CF)	U	75,000	-	75,000	-	-	-	-	-
30 St SE (20 Ave SE) Watermain Upgrade (CF)	U	405,000	-	-	-	-	405,000	-	-
Zone 2 - Pump Station - Construction (CF)	R	5,341,850	1,000,000	-	-	4,226,850	-	115,000	-
Fire Hydrant Infill Program	N	25,000	25,000	-	-	-	-	-	-
Mainline Valve Installation Program	N	25,000	25,000	-	-	-	-	-	-
Water Meter Installation Program	N	15,000	15,000	-	-	-	-	-	-
Water Main Extensions & Upgrades	N	20,000	20,000	-	-	-	-	-	-
WTP (Shus. Lake) - Plant Improvements	N	15,000	15,000	-	-	-	-	-	-
WTP - Hypo Tank Replacement	R	80,000	80,000	-	-	-	-	-	-
Sanitary Dump Station	N	100,000	100,000	-	-	-	-	-	-
4 Ave SW (1250 - 10 St SW) Water Main Upgrade	U	90,000	-	-	-	-	90,000	-	-
9 Ave Water Main Upgrade (Phase 1 & 2)	U	900,000	720,000	-	-	-	-	-	180,000
WPP Generator - Portable	N	280,000	124,000	-	-	-	-	-	156,000
WTP Optiview UVT Sensor Replacement	R	20,000	-	-	-	-	-	-	20,000
Zone 4 PS - New Pump VFD	R	125,000	-	-	-	-	-	-	35,000
Neptune R900 Belt Clip Transceiver (New)	N	15,000	-	-	-	-	-	90,000	15,000
		\$ 9,244,850	\$ 2,442,500	\$ 1,013,300	\$ 16,200	\$ 4,226,850	\$ 695,000	\$ 205,000	\$ 646,000

**DRAFT**

**23. STATUTORY PUBLIC HEARINGS**

23.2 Zoning Amendment Application No. ZON-1276

Owner: D. & P. Wiens  
Agent: Green Emerald Investments Inc.  
1591 10 Avenue SW  
R-1 to C-6

The Planning Official explained the proposed Zoning Amendment Application.

G. Arsenault, Green Emerald Investments Inc., the agent, 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 Hearing closed at 7:38 p.m.



# CITY OF SALMON ARM

## BYLAW NO. 4603

### 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 November 14, 2023 at the hour of 7:00 p.m. was published in the November 1, 2023 and November 8, 2023 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 2, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309 Except Plan 10420 from R-1 (Single Family Residential Zone) to C-6 (Tourist/Recreation Commercial Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4603**"

READ A FIRST TIME THIS 23 DAY OF OCTOBER 2023

READ A SECOND TIME THIS 23 DAY OF OCTOBER 2023

READ A THIRD TIME THIS 14 DAY OF NOVEMBER 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION  
ACT ON THE 16 DAY OF November , 2023



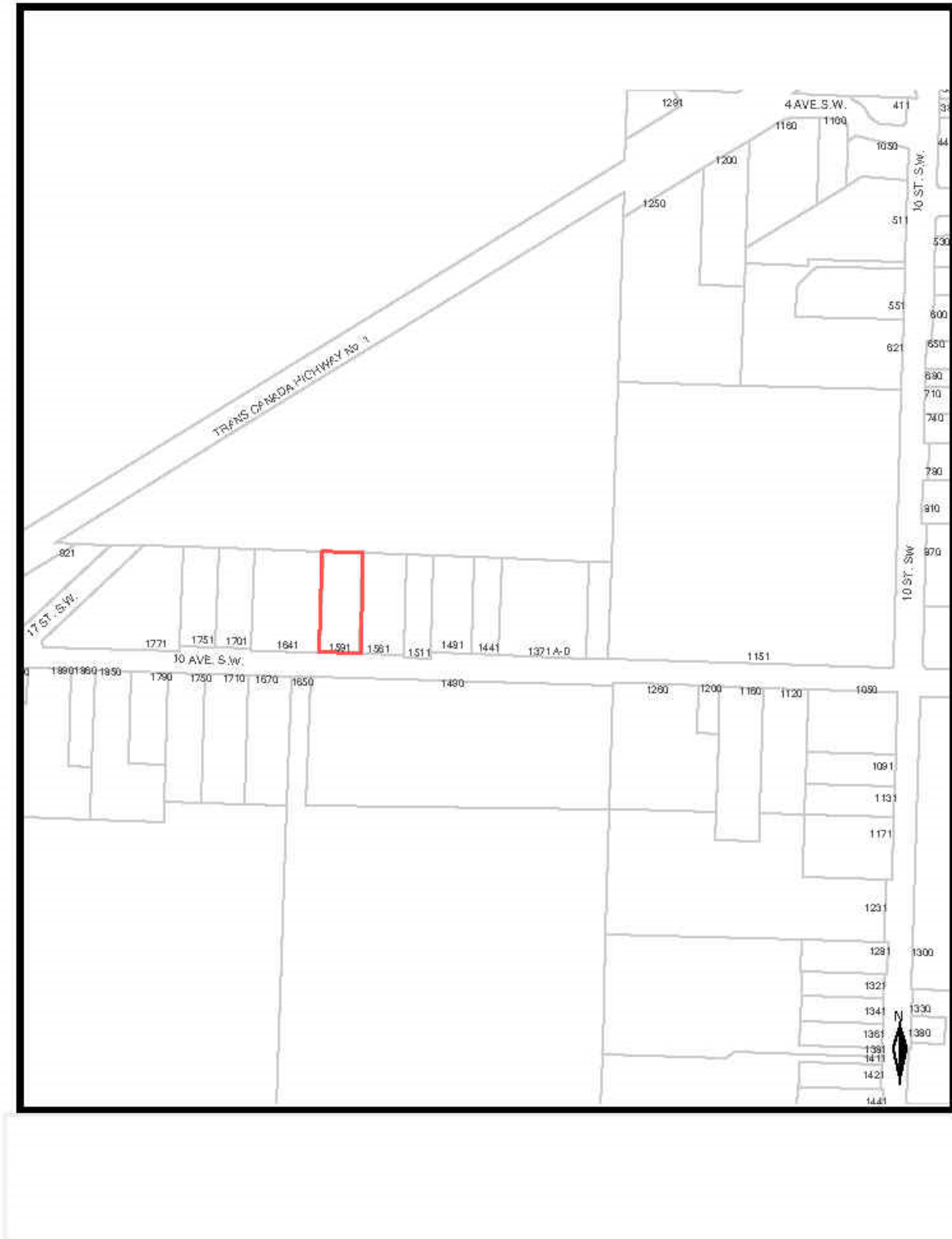
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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

### Schedule "A"



Regular Council Meeting Minutes – November 14, 2023

23.3 Zoning Amendment Application No. ZON-1277

Owner: J. Pannu  
20 20 Street NE  
R-1 to R-8

The Planning Official explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:40 p.m.

# CITY OF SALMON ARM

## BYLAW NO. 4607

### 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 November 14, 2023 at the hour of 7:00 p.m. was published in the November 1, 2023 and November 8, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 23814 Except Plans KAP55273 and EPP118532 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. 4607**"

READ A FIRST TIME THIS 23 DAY OF OCTOBER 2023

READ A SECOND TIME THIS 23 DAY OF OCTOBER 2023

READ A THIRD TIME THIS 14 DAY OF NOVEMBER 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION  
ACT ON THE 16 DAY OF Novemeber , 2023



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

ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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



**COMMUNITY EVENTS**  
City Parks & Spaces

# December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Holiday Market 10:00 am Downtown Light Up Parade @ 4:00 p.m.
3	4	5	6	7	8	9 Downtown Winter Market – 10:00 a.m. to 1:00 p.m.
10	11	12	13	14	15 CP Holiday Train Canoe 6:45-7:15 Salmon Arm 8:00-8:30	16 Downtown Winter Market – 10:00 a.m. to 1:00 p.m.
17	18	19	20	21	22	23
24	25 City Hall Christmas Office Closure – December 25 to January 1, 2024.	26	27	28	29	30 Downtown Winter Market – 10:00 a.m. to 1:00 p.m.
31						



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## Rhonda West

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**From:** Rhonda West  
**Sent:** Tuesday, November 14, 2023 11:08 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>

**Sent:** November 2, 2023 6:49 PM

**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; David Gonella <[dgonella@salmonarm.ca](mailto:dgonella@salmonarm.ca)>; Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Louise Wallace-Richmond <[lwallacerichmond@salmonarm.ca](mailto:lwallacerichmond@salmonarm.ca)>; Sylvia Lindgren <[slindgren@salmonarm.ca](mailto:slindgren@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>

**Subject:** [External] Online Form Submittal: Mayor and Council

### Mayor and Council

First Name Grant  
Last Name Remus  
Address: [REDACTED]  
Return email address: [REDACTED]  
Subject: water conservation

Body

Water conservation is a must not only in this city but everywhere. How we are going to achieve this, is a big question.

In your Oct 23 council meeting under staff reports sec 9.2 there is some talk about water meters graduated within the city over the next 10 years at a cost of millions of dollars. My question is how is water meters going to reduce water consumption? Sure the water meter installed in my home might make me more aware of water consumption and I will have to pay more for my water but will it reduce the amount of water I used. Maybe . But the cost of trying to control water usage is HUGE using this idea.

The city has to come up with a more feaseable and cost effective way to reduce water wastage.

I would suggest that a bylaw officer be assigned to look for the offenders of sprinkling violations and after 1 warning a fine be given. This year when water restrictions were in place the people of Salmon Arm stepped up to the plate and we were

successful.

The problem is there and we have to find a solution but throwing millions of dollars into meters will not fix it. The money can be spent on more important items.

Tell me how water meters will reduce water consumption and why the money spent on this program is money well spent.

What is the city doing within itself to reduce water consumption?

Would you like a response:

Yes

**Disclaimer**

*Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.*

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

Norma and Bill Harisch  
[REDACTED]  
Salmon Arm, BC

September 19, 2009

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

Mayor and Council;

We wish to express our gratitude to the city for approving the rebuilding and paving of 45<sup>th</sup> Avenue NE. The person in charge of the project , Cory Day great at communicating with us and kept us updated on decisions regarding grading and ditching etc. He even kept us apprised of the date for the actual paving so we could have our 3 year old grandson over to watch the work. He had a great time .

The crews did a great job of smoothly connecting the new asphalt to our paved driveway and we appreciate their hard work.

Thank you all very much

Sincerely

Bill and Norma Harisch

## Rhonda West

---

**From:** Rhonda West  
**Sent:** Wednesday, November 22, 2023 8:56 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Suing Big Oil would help Salmon Arm

---

**From:** Anne Morris <[civicinput@newmode.org](mailto:civicinput@newmode.org)>  
**Sent:** November 21, 2023 5:52 PM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>  
**Subject:** [External] Suing Big Oil would help Salmon Arm

Dear Alan Harrison,

Salmon Arm cannot afford the skyrocketing costs of climate change. Fortunately, there is a way for us to avoid facing these soaring costs alone.

A number of municipalities in BC are working together to bring a class action lawsuit to recoup a portion of their climate costs from the fossil fuel industry.

After all, fossil fuels are the biggest cause of climate change. Yet although oil companies knew in the 1950s and 60s that their products would lead to devastating climate change, they have spent decades spreading misinformation, undermining climate science and blocking climate change policies. Meanwhile, while the rest of us are facing an affordability crisis compounded by climate change, the oil and gas industry makes trillions of dollars per year in profit.

As a resident of this community, I encourage you to collaborate with other BC local governments to bring a class action lawsuit to help pay for our climate costs. I believe that this would be a fiscally responsible decision that would greatly benefit our community.

Three BC municipalities (Squamish, Gibsons and View Royal) have already committed to join Sue Big Oil, and several others are considering it.

For more information, I strongly encourage you to reach out to West Coast Environmental Law, a BC-based non-profit organization that (along with over 30 other organizations in BC) is advocating for local governments to recover a fair share of climate costs from Big Oil.

Sincerely,  
Anne Morris

Canada  
V1E 1G9

**From:** [Rhonda West](#)  
**To:** [Rhonda West](#)  
**Subject:** FW: Emergency and Disaster Management Act now in force  
**Date:** Tuesday, November 14, 2023 9:55:30 AM  
**Attachments:** [1 - When does EDMA come into effect FINAL.pdf](#)

---

**From:** Minister, EMCR EMCR:EX <[EMCR.minister@gov.bc.ca](mailto:EMCR.minister@gov.bc.ca)>  
**Sent:** November 9, 2023 7:26 PM  
**To:** Minister, EMCR EMCR:EX <[EMCR.minister@gov.bc.ca](mailto:EMCR.minister@gov.bc.ca)>  
**Subject:** [External] Emergency and Disaster Management Act now in force

Good evening Mayors and Regional District Chairs,

I am writing to advise that Bill 31, the [Emergency and Disaster Management Act](#) (the Act), received Royal Assent on November 8, 2023, which means the legislation is now in force. Significant components of the Act come into effect immediately, while the remainder will be activated by regulation.

This is the culmination of several years of collaborative work to modernize British Columbia's emergency management legislation to better reflect the world we live in today. It paves the way for a bold, proactive approach to emergency management that emphasizes disaster risk reduction to better prepare and safeguard people and communities against threats, including those related to our changing climate.

I want to extend my appreciation to all those who have participated in engagement on the statute going back to 2019. This includes local governments, various UBCM working groups and committees, emergency management practitioners, individuals, and organizations. Because of your input, the *Emergency and Disaster Management Act* incorporates lessons learned from recent emergencies and reflects modern risks and realities, including climate change. The legislation also adheres to global best practices for disaster risk reduction and incorporates all four phases of emergency management: mitigation, preparedness, response, and recovery.

The Act formally recognizes First Nations' inherent right of self-government in relation to emergency management and is an important step in aligning B.C.'s approach with the *Declaration on the Rights of Indigenous Peoples Act*. The Province is committed to continuing work with First Nations to progress efforts to support alignment under the *Declaration on the Rights of Indigenous Peoples Act*.

Implementation of the full legislation will be phased in over time and we are committed to ensuring local authorities are prepared to meet new requirements, including developing guidance materials and providing other supports. Some of the new aspects of the statute are now available, such as states of local emergency that last 14 days and the ability to declare a recovery period. Additionally, there are now requirements in force related to making reasonable efforts to reach agreement with Indigenous Governing Bodies on geographic areas within which consultation and cooperation will be conducted in the response and recovery phases of emergency management.

Other elements of the legislation will be phased in to provide local authorities with enough time to meet the new requirements. These include responsibilities related to risk assessments, emergency management plans, and business continuity plans, which will be implemented later through regulations.

The following resources have been developed to support initial implementation, with additional guidance and updates to come:

- [Technical paper - B.C.'s Modernized Emergency Management Legislation: A New Framework for Disaster Risk Reduction, Response, and Recovery \(PDF\)](#)
- Primer – When Does B.C.'s New Emergency Management Legislation Come Into Effect? (See attachment)
- [Modernized Emergency Management Legislation website](#) (new materials will be added as available – please subscribe to the page to receive automated updates)

As a reminder, we are currently seeking input to help inform development of regulations for local authorities as well as a new post-emergency financial assistance regulation to replace the Compensation and Disaster Financial Assistance Regulation. There are several ways to participate, including virtual engagement sessions, through written submissions, and by responding to questions at [engage.gov.bc.ca/emergencymanagementregulations](https://engage.gov.bc.ca/emergencymanagementregulations).

If you have any questions, please don't hesitate to connect with our policy team at [modernizeEM@gov.bc.ca](mailto:modernizeEM@gov.bc.ca)

Sincerely,

Bowinn Ma  
Minister of Emergency Management  
and Climate Readiness

# WHEN DOES B.C.'s NEW EMERGENCY MANAGEMENT LEGISLATION COME INTO EFFECT?

The new *Emergency and Disaster Management Act* (the Act) has now replaced the *Emergency Program Act* in B.C.

While many powers and duties under the Act are now functional, some components of the Act will become functional once regulations are made to provide further details. Regulations will be phased in over time. The Ministry of Emergency Management and Climate Readiness will be conducting further engagement and consultation to inform how these regulations are developed.

The tables below provide a list of key components that are now functional and key components (grouped by topic) that will become effective after regulations are made. **Note:** this list is not exhaustive and does not include some minor technical components.

## Now functional

Component of the Act	Reference in the Technical Paper - B.C.'s Modernized Emergency Management Legislation	Reference in the Act
Definitions, including definitions of "emergency", "security threats" and "critical incident"	Page 2	Section 1(1)
Guiding principles for emergency management, including the concept of emergency management phases (mitigation, preparation, response, and recovery)	Page 6	Sections 2 and 3
General powers of the minister (e.g., a power to establish standards and procedures for the performance of a duty under the Act)	N/A	Division 1 of Part 2
The role and duties of the provincial emergency management organization (i.e., the Ministry of Emergency Management and Climate Readiness) and the provincial administrator	Appendix 1	Division 2 of Part 2



Requirement for government ministers to prepare and maintain a business continuity plan.	N/A	Sections 45 and 53
Power to enter into different types of agreements with Indigenous governing bodies	Page 11	Part 3
Power to enter into emergency measures agreements	N/A	Division 4 of Part 2
Requirements for local authorities to begin work to reach agreement with Indigenous governing bodies on the areas to be described in the local authorities' emergency management plans for the purposes of consultation and cooperation during the response and recovery phases	Page 12	Section 179(7)
Power to enter into a multijurisdictional emergency management organization	Page 15	Section 21
Rules for declarations of states of provincial emergency and states of local emergency	Page 9	Division 1 of Part 5 and Division 1 of Part 6
Rules for declarations of provincial recovery periods and local recovery periods	Page 9	Division 2 of Part 5 and Division 2 of Part 6
Response and recovery powers	Appendix 2	Divisions 3-7 of Part 5 and Divisions 3-7 of Part 6
Power for the minister to order mitigation and preparation measures, make exceptions to requirements under the Act and impose duties on persons who are not otherwise regulated under the Act	Page 7	Sections 56-58
Ability for various entities to request the Ministry of Emergency Management and Climate Readiness to assist in coordinating the deployment of volunteers in response to a critical incident or an emergency	Page 8	Section 32

and for the Ministry of Emergency Management and Climate Readiness to deploy, or authorize the deployment of, certain volunteers		
Reporting requirements (e.g., following the use of response or recovery powers, following states of provincial or local emergency, or on spending beyond the base budget of the Ministry of Emergency Management and Climate Readiness)	Page 15	Sections 10 and 24  Division 8 of Part 5 and Division 8 of Part 6
Requirement for the minister to initiate a review of the Act and regulations within five years of the Act receiving Royal Assent	Page 16	Section 174
Other administrative matters, such as protection against legal proceedings, information sharing rules and conflict of laws rules	Various pages	Various sections

**Functional after regulations are made**

<p><b>Emergency management planning by lead ministers</b></p> <ul style="list-style-type: none"> <li>• Assigning government ministers as lead ministers responsible for specific hazards</li> <li>• Requirements for lead ministers to prepare and maintain risk assessments and emergency management plans for hazards they are responsible for</li> </ul>
<p><b>Emergency management planning by local authorities</b></p> <ul style="list-style-type: none"> <li>• Requirements to: <ul style="list-style-type: none"> <li>○ prepare and maintain risk assessments for hazards within their jurisdiction</li> <li>○ prepare, maintain and implement emergency management plans</li> <li>○ prepare and maintain business continuity plans</li> </ul> </li> <li>• Further details finalizing the framework for multijurisdictional emergency management organizations</li> </ul>
<p><b>Emergency management planning by critical infrastructure owners</b></p> <ul style="list-style-type: none"> <li>• Establishing definitions of “critical infrastructure”, “critical infrastructure sector” and “critical infrastructure owner”</li> <li>• Requirements to:</li> </ul>

<ul style="list-style-type: none"> <li>○ prepare and maintain risk assessments for hazards that may affect the critical infrastructure</li> <li>○ prepare, maintain and implement emergency management plans</li> <li>○ prepare and maintain business continuity plans</li> <li>● Reporting requirements</li> </ul>
<p><b>Emergency management planning by public sector agencies</b></p> <ul style="list-style-type: none"> <li>● Establishing a definition of “public sector agency”</li> <li>● Requirements to: <ul style="list-style-type: none"> <li>○ prepare and maintain risk assessments for specific hazards</li> <li>○ prepare, maintain and implement emergency management plans</li> <li>○ prepare and maintain business continuity plans</li> </ul> </li> </ul>
<p><b>Consultation and coordination with local authorities</b></p> <ul style="list-style-type: none"> <li>● Establishing requirements for consultation and coordination with local authorities on various emergency management planning documents</li> </ul>
<p><b>Government continuity plans</b></p> <ul style="list-style-type: none"> <li>● Requirement for the Legislative Assembly, the Executive Council (i.e., Cabinet), the office of the Lieutenant Governor and the Courts to prepare government continuity plans</li> </ul>
<p><b>Requirement for the Ministry of Emergency Management and Climate Readiness to make information public on potential emergencies</b></p> <ul style="list-style-type: none"> <li>● Details on what specific information must be made public</li> </ul>
<p><b>Compensation and post-emergency financial assistance</b></p> <ul style="list-style-type: none"> <li>● New rules for the payment of compensation and financial assistance</li> </ul>
<p><b>Compliance and enforcement</b></p> <ul style="list-style-type: none"> <li>● Details to supplement and complete the compliance and enforcement rules from the Act, such as those pertaining to cost recovery and administrative monetary penalties</li> </ul>
<p><b>Other administrative matters</b></p> <ul style="list-style-type: none"> <li>● Establishing certain definitions, including definitions for “specialized measure”, “emergency system”, “treaty area”</li> <li>● Miscellaneous administrative matters</li> <li>● Repealing some current regulations made under the <i>Emergency Program Act</i></li> <li>● Bringing into force some consequential amendments to other statutes and regulations</li> </ul>

## More information

Online: [gov.bc.ca/emergencymanagementact](http://gov.bc.ca/emergencymanagementact)

Email: [modernizeEM@gov.bc.ca](mailto:modernizeEM@gov.bc.ca)

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The information in this document is for your convenience and guidance and is not a replacement for the legislation.

# SALMON ARM

MRDT Program

## 2024 TACTICAL PLAN



# Table of Contents

## Section 1: 2024 MRDT Strategic Overview

- 1.1 Strategic Direction
- 1.2 Vision, Mission, Goals, Objectives & Targets
- 1.3 Lessons Learned
- 1.4 Target Markets
- 1.5 Strategies – Key Actions
- 1.6 Summary of 2024 Tactics
- 1.7 Sources of Funding

## Section 2: 2024 Tactical Plan

## Section 3: 2024 MRDT Budget

## Section 4: Conclusion



**Designated Recipient: City of Salmon Arm**  
**Designated Accommodation Area: Salmon Arm, BC**  
**Date Submitted: November 30, 2022**  
**MRDT Repeal Date: May 31, 2027**  
**Five Year Period: June 1, 2022 – May 31, 2027**

## **SECTION 1: 2024 MRDT Strategic Overview**

### **1.1 Strategic Direction**

#### **Introduction**

Directly on the heels of the global pandemic, 2023 was set to be a year of recovery for Salmon Arm's tourism sector. Leading into 2023, local tourism businesses were optimistic about the year ahead, looking forward to normalcy and predictability, as well as economic recovery through a hopeful busy summer season. Some of that was achieved in the early part of the year, however what transpired in the peak of our tourism season for the Shuswap and Okanagan regions were wildfires and structural losses to a scale never before seen. A secondary impact to this devastation was the tourism economy throughout the Thompson Okanagan Region.

Although Salmon Arm was impacted in the most imperative time of our tourism season by travel restrictions, cancelled events, media messaging and air quality dramatically reducing our visitor traffic, our hotel occupancy rates didn't necessarily reflect the dramatic decrease in visitors as our community was housing hundreds of evacuees. It's important to note that if we were to measure the health of Salmon Arm's tourism economy only on our accommodation revenue, we would say Salmon Arm has had a relatively good year, however there was significant collateral damage from the wildfires which resulted in decrease revenue for the broader hospitality and retail sector throughout our community.

At the time of writing this tactical plan, SAEDS has received MRDT revenue up to June 2023, with the remaining 2% hotel tax revenue for 2023 still being processed. From January to June 2023, we were trending very well with our accommodation revenue increasing by 16% over the same period in 2022 and by 45% over the same period in 2021. For the remainder of the year, we are projecting July to December 2023 accommodation revenues to round out fairly close to 2022 figures, resulting in an overall year-over-year increase of an estimated 7%.

Detailed in the Visitor Trends & Statistics below, we can see that from January 2023 to current day (Fall 2023), the BC Accommodation Overview showed travel increases across the board including domestic overnight visitation to BC, hotel occupancy, ADR, and RevPAR for BC, as well as air capacity and air bookings to BC. We have survived an incredible trying time in our Province and particularly in the Thompson Okanagan region and are seeing recovery trending. Although, we can't predict major disruptions, such as a labor force challenges, supply chain, a pandemic, climate related impacts or a recession, we can measure and assess the data trends and make forecasts for the year. Based on the trends we are seeing, removing any anomalies for pandemics and emergencies, we are projecting 2024 annual MRDT revenues at a conservative \$280,000.

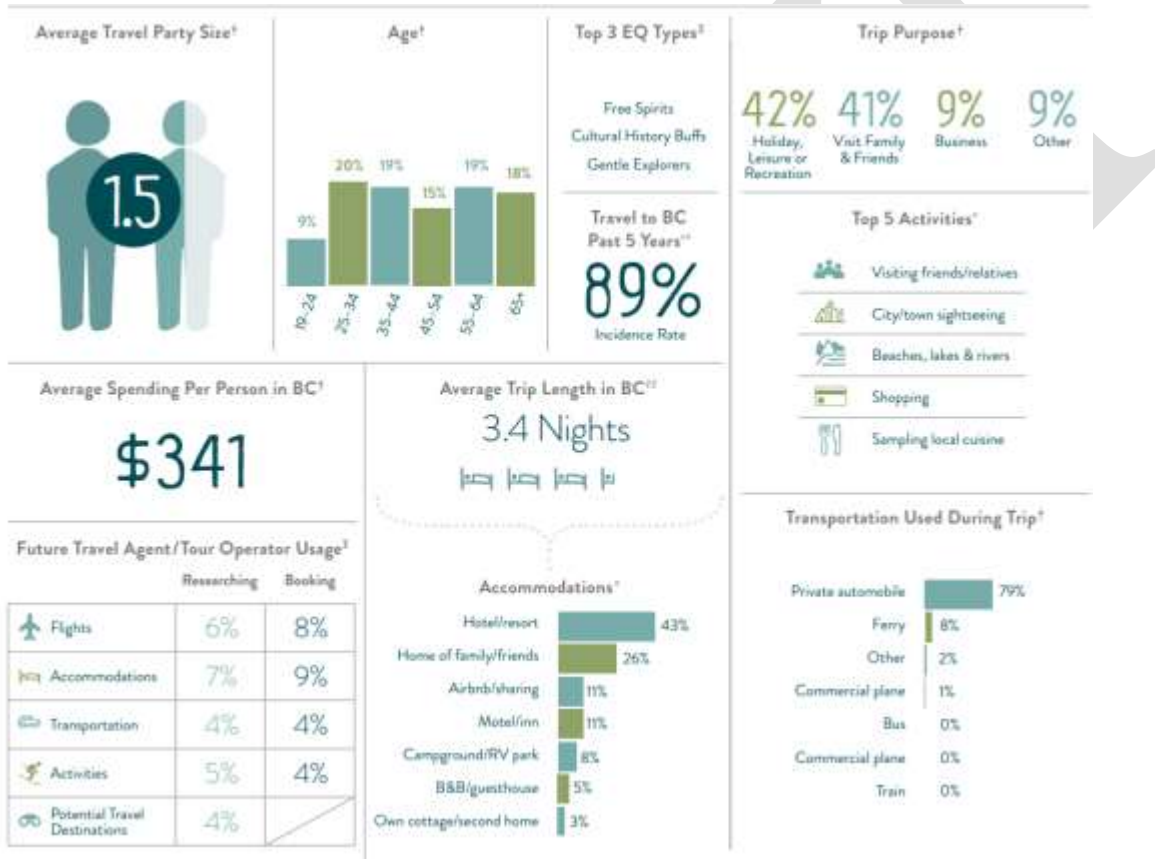
In a time of unpredictability, ever-changing global events, and economic uncertainty, the one consistent we can always count on is the community support, compassion, and the generous spirit

of Salmon Arm. As always, we come away from 2023 with new lessons learned and adaptive priorities for the 2024 tactical plan.

**Visitor Trends & Statistics**

What does 2024 look like and what are expected travel trends? To inform our 2024 Tactical Plan, we review data and analytics from Destination BC, Thompson Okanagan Tourism Association, Statistics Canada, STR Data and other relevant sources to try to predict travel and tourism trends. Below is a summary of key provincial and local data sets that provide visitor statics, trends and profiles and were used to establish the 2024 projections.

**British Columbia's Travel Trend Summary Report**





## Future Travel Indicators

**77%** BC Residents' Comfort Welcoming Intraprovincial Visitors to Their Community<sup>†</sup>



BC Residents Feel Safe to Travel within BC<sup>‡</sup>

**84%**

Likelihood to Visit BC in the Next 2 Years<sup>†</sup>

**65%**



**+7%**

Change Over 2022

Air Capacity in BC in 2023<sup>°</sup>



DESTINATION BRITISH COLUMBIA<sup>®</sup>

### SOURCES

- † Destination BC's Tabulations: National Travel Survey (Statistics Canada) (2019)
- ‡ Destination Canada's Global Tourism Watch (Pooled 2018-2019)
- ° Destination BC Key Performance Indicators Consumer Research (2019)
- °° Emironics Analytics (2019)
- †† Phocuswright (2019)

**Salmon Arm’s Visitor Trend Data**

In mid-2023, SAEDS commissioned visitor data reports from *Symphony Tourism Services* focusing on 8 high-traffic visitor locations in Salmon Arm: Blackburn Park, Canoe Beach, Fletcher Park, Marine Peace Park, McGuire Lake Park, Downtown Salmon Arm – Art Gallery Proximity, Shaw Centre, and Downtown Salmon Arm – Ross Street Plaze. Following are the summary results of this commissioned report.

- The top three PRIZM Segments visiting the Salmon Arm Areas in all locations were Backcountry Boomers, Boomer Bliss, Down to Earth and Scenic Retirement.
- Boomer Bliss, Suburban Recliners, Diverse & Determined, Family Mode, Country & Western, Scenic Retirement, and Suburban Sports were the top three PRIZM segments.
- The top EQ Types visiting the Salmon Arm Areas in all locations were Rejuvenators, Gentle Explorers, Authentic Experiencers and Virtual Travelers.

**Top Tourism Activities in Salmon Arm**

- Cycling, Hiking/Backpacking,
- Camping
- Above average interest in Sporting events,
- Specialty movie theatres/IMAX, Film festivals
- Food & wine festivals
- Swimming
- Above average interest in dinner theatres, Sporting
- Events, Specialty movie theatres/IMAX, Snowboarding
- Inline skating, Power boating & jet
- Skiing
- Beer
- Home shows, Theme parks, waterparks & water slides
- Art gallery/museum
- Historical sites

**Salmon Arm’s Visitor Data Trends – By Primary Visitor Location (January to September 2022)**

Location	Number of Unique Visitors (non-Salmon Arm Postal Codes)
Blackburn Park	21.5K
Canoe Beach	10.9K
Fletcher Park	9,265
Marine Peace Park	18.4K
McGuire Lake Park	29K
Rainbow Crosswalk Area Downtown	25.3K
Shaw Centre	22.5K
Ross St Plaza	26.1K

# KEY FINDINGS



## Shaw Centre

Total Estimated Canadian Visitors: **22,500\***

## Ross Street Plaza

Total Estimated Canadian Visitors: **26,100\***

## Marine Peace Park

Total Estimated Canadian Visitors: **8,400\***

Category	BC Visitors	BC Visitors - NO LOCALS	AB Visitors
	Shaw Centre	Shaw Centre	Shaw Centre
Estimated Visitor Volume and %	21,400 or 95% were from BC	6,500 or 85% were from BC	900 or 4% were from Alberta
Top Visitor Origin Locations	<ul style="list-style-type: none"> <li>Salmon Arm</li> <li>Columbia-Shuswap C</li> <li>Vernon</li> <li>North Okanagan F</li> <li>Kelowna</li> </ul>	<ul style="list-style-type: none"> <li>Vernon</li> <li>Kelowna</li> <li>Penticton</li> <li>Kamloops</li> <li>Lake Country</li> </ul>	<ul style="list-style-type: none"> <li>Calgary</li> <li>Edmonton</li> <li>Airdrie</li> <li>St. Albert</li> <li>Foothills No. 31</li> </ul>
Top PRIZM Segments	<ul style="list-style-type: none"> <li>Boomer Bliss</li> <li>Backcountry Boomers</li> <li>Down to Earth</li> <li>Scenic Retirement</li> <li>Family Mould</li> </ul>	<ul style="list-style-type: none"> <li>Family Mode</li> <li>Country &amp; Western</li> <li>Scenic Retirement</li> <li>Just Getting By</li> <li>Down to Earth</li> </ul>	<ul style="list-style-type: none"> <li>Family Mode</li> <li>Turbo Boobs</li> <li>New Country</li> <li>The A-List</li> <li>Agri-Biz</li> </ul>
Top EQ Types	<ul style="list-style-type: none"> <li>Rejuvenators</li> <li>Authentic Experiencers</li> <li>Virtual Travelers</li> </ul>	<ul style="list-style-type: none"> <li>Rejuvenators</li> <li>Gentle Explorers</li> <li>Authentic Experiencers</li> </ul>	<ul style="list-style-type: none"> <li>Free Spirits</li> <li>Authentic Experiencers</li> <li>Rejuvenators</li> </ul>

“British Columbia was the primary origin of Salmon Arm Area Visitors, making up 95% of the Shaw Centre Geofence, 94% of the Ross Street Plaza Geofence, and 87% of the Marine Peace Park Geofenced area. BC made up 85% of the Shaw Centre Geofence, 69% of the Ross Street Plaza Geofence, and 62% of the Marine Peace Park Geofenced area.”

SOURCE: Summary Highlights BC MOBILESCAPES RESEARCH INSIGHTS, BRITISH COLUMBIA & ALBERTA VISITOR ANALYSIS

## LOCATION CROSS-VISITATION SUMMARY

JANUARY 01, 2022 - SEPTEMBER 30, 2022

Geofence	Estimated Visitors	Exclusive Visitors	Non-Exclusive Visitors	Ross Street Plaza	Marine Peace Park	Shaw Centre
Ross Street Plaza	24,600	48%	52%	48%	32%	40%
Marine Peace Park	16,000	40%	60%	47%	40%	42%
Shaw Centre	21,400	48%	52%	44%	29%	48%

### Key Findings:

- Marine Peace Park has the lowest percentage of exclusivity, 60% of visitors are also visiting the other locations.
- Only 29% of visitors to the Shaw Centre are also visiting the Marine Peace Park.
- 47% of Marine Peace Park visitors are also visiting Ross Street Plaza.

## TOP EQ TYPES OF VISITORS BRITISH COLUMBIA MARKET

Category	Authentic Experiencers	Cultural History Buffs	Virtual Travellers
<b>Household Count</b>	Of the 9 EQ Traveler Types identified in Canada, Authentic Experiencers rank 4th, making up 205,751 households, or 14.4% of the total households in British Columbia (2,339,007).	Of the 9 EQ Traveler Types identified in Canada, Cultural History Buffs rank 5th, making up 162,399 households, or 12% of the total households in British Columbia (2,339,007).	Of the 9 EQ Traveler Types identified in Canada, Virtual Travellers rank 9th, making up 74,731 households, or 4.2% of the total households in British Columbia (2,339,007).
<b>Maintainer Age &amp; Children at Home</b>	The Median Household Maintainer Age is 36, 46% of couples do not have children living at home (Below Average).	The Median Household Maintainer Age is 46, 67% of couples do not have children living at home (Above Avg).	The Median Household Maintainer Age is 58, 52% of couples do not have children living at home (Above Average).
<b>Household Income</b>	Above Average Household Income of \$168,344 compared to BC at \$119,490.	Below Average Household Income of \$52,767 compared to BC at \$119,490.	Average Household Income of \$138,246 compared to BC at \$119,490.
<b>Top Social Values</b>	Culture Sampling, Legacy, Effort Toward Health	Local Customization, Adventure-Fix Friends, Culture Sampling	Attraction to Nature, Emotional Control and Control, Family Investment
<b>Top Tourism Activities</b>	Hiking & backpacking, Camping, Canoeing, Above average interest in Auto shows	Hiking & backpacking, Swimming, Canoeing, Above average interest in Ziplines & aquatics and ice skating	Hiking & backpacking, Camping, Cycling, Above average interest in Fishing & hunting, Sporting events, Historical sites, Power boating & jet boating, Canoeing, Deer Hunts, Game shows
<b>Social Media Habits</b>	50% currently use Facebook (Average), 30% use Instagram (Average), 24% use Twitter (Average) and 17% use YouTube (Average)	72% currently use Facebook (Average), 30% use Instagram (Below Average), 32% use Twitter (Above Average) and 17% use YouTube (Average)	80% currently use Facebook (Average), 34% use Instagram (Below Average), 22% use Twitter (Below Average) and 17% use YouTube (Average)

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## TOP EQ TYPES OF VISITORS ALBERTA MARKET

Category	Authentic Experiencers	Free Spirit	No Hassle Travellers	Rejuvenators	Gentle Explorers
<b>Household Count</b>	Of the 9 EQ Traveler Types identified in Canada, Authentic Experiencers rank 3rd, making up 212,939 households, or 13% of the total households in Alberta (1,642,696).	Of the 9 EQ Traveler Types identified in Canada, Free Spirit rank 1st, making up 216,107 households, or 13% of the total households in Alberta (1,642,696).	Of the 9 EQ Traveler Types identified in Canada, No Hassle Travellers rank 5th, making up 183,819 households, or 11.2% of the total households in Alberta (1,642,696).	Of the 9 EQ Traveler Types identified in Canada, Rejuvenators rank 2nd, making up 228,710 households, or 14% of the total households in Alberta (1,642,696).	Of the 9 EQ Traveler Types identified in Canada, Gentle Explorers rank 4th, making up 202,741 households, or 12.3% of the total households in Alberta (1,642,696).
<b>Maintainer Age &amp; Children at Home</b>	The Median Household Maintainer Age is 37, 50% of couples have children living at home (Average).	The Median Household Maintainer Age is 46, 34% of couples have children living at home (Above Average).	The Median Household Maintainer Age is 32, 49% of couples have children living at home (Average).	The Median Household Maintainer Age is 37, 49% of couples have children living at home (Average).	The Median Household Maintainer Age is 36, 47% of couples have children living at home (Average).
<b>Household Income</b>	Above Average Household Income of \$216,453 compared to Alberta at \$151,063.	Average Household Income of \$137,722 compared to Alberta at \$151,063.	Average Household Income of \$105,259 compared to Alberta at \$151,063.	Below Average Household Income of \$114,422 compared to Alberta at \$151,063.	Below Average Household Income of \$107,527 compared to Alberta at \$151,063.
<b>Top Social Values</b>	Legacy, Culture Sampling, Effort Toward Health	Multiculturalism, Culture Sampling, Pursuit of Originality	Need for Excitement, Legacy, Social Forum	Attraction to Nature, Emotional Control, Traditional Family	Social Forum, Need for Excitement, Personal Peak
<b>Top Tourism Activities</b>	Camping, Hiking & backpacking, Canoeing, Above average interest in Flares & kites, Canoeing, Sporting events, Hockey, Specialty motor vehicles/ATV, Craft shows, Game shows	Theme parks, waterparks & waterrides, Sporting events, Video games & indoor amusement centers, Above average interest in Dinner theatres	Camping, Swimming, Cycling, Above average interest in ATV & snowmobiling, Beer, Food & wine festivals	Camping, Swimming, Cycling, Above average interest in attending Historical sites, Fishing & hunting, Cross country skiing & snowshoeing, ATV & snowmobiling, Canoeing, Snowboarding, Sportswear & outdoor shows	Camping, Cycling, Swimming
<b>Social Media Habits</b>	74% currently use Facebook (Average), 39% use Instagram (Average), 27% use Twitter (Average) and 6% use YouTube (Average)	76% currently use Facebook (Average), 41% use Instagram (Average), 28% use Twitter (Average) and 10% use YouTube (Average)	77% currently use Facebook (Average), 41% use Instagram (Average), 23% use Twitter (Average) and 9% use YouTube (Average)	77% currently use Facebook (Average), 39% use Instagram (Below Average), 18% use Twitter (Below Average) and 12% use YouTube (Average)	74% currently use Facebook (Average), 37% use Instagram (Average), 23% use Twitter (Below Average) and 6% use YouTube (Average)

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SOURCE: Salmon Arm Mobile Visitor Analysis 2022, MOBILESCAPES RESEARCH INSIGHTS, Symphony Tourism Services

### Moving Forward

Salmon Arm's 2024 Tactical Plan is based on the following foundational principals:

- Flexibility.** The plan must ensure the ability to pivot quickly in order to respond to this ever-changing situation.

2. **Support.** The plan must broadly support the needs of all tourism businesses.
3. **Communication.** The plan must ensure strong lines of communication with our tourism businesses. During challenging times, Salmon Arm's MRDT Program is a conduit for information sharing and support for our tourism businesses.
4. **Return-On-Investment.** We must ensure every dollar spent in 2023 will provide exceptional value back to Salmon Arm's tourism economy.

MRDT staff engaged in a series of one-on-one consultation sessions with stakeholders and industry experts in our area with the goal of informing priorities for the 2024 Tactical Plan. The three priorities which consistently emerged from these discussions included:

1. In-community visitor information services
2. Salmon Arm marketing for visitor attraction
3. Event attraction

### **Salmon Arm's Tourism Model**

Salmon Arm relies on a unique model of tourism service delivery which is based on a collaborative approach. Since its implementation mid-way through 2017, the City's MRDT Program has been administered by Salmon Arm Economic Development Society under a defined governance structure.

The following principles guide the Salmon Arm MRDT governance process:

- Strong priority must be placed on the tourism industry leading decision making related to the MRDT Business Plan.
- A diverse tourism group, inclusive of both accommodators and broader tourism stakeholders is required, to ensure informed decision making.
- Small operators need to be assured representation.
- Community partners are an imperative part of the MRDT Business Plan and must inform decision making related to the MRDT Business Plan.
- Administrative costs must be kept to a minimum to ensure the majority of MRDT revenues are flowing directly into the identified initiatives.

The Salmon Arm MRDT governance model can perhaps be considered a hybrid between the formation of a new non-profit organization and operating under an existing organization, as the SAEDS Board has agreed to delegate decision making authority to an MRDT Committee. This governance model allows for industry leadership and decision making, while at the same time ensuring minimal administrative costs as it will be operating under an existing fiscally responsible and sustainable organization.

MRDT revenue collected by Salmon Arm accommodators is remitted to the Ministry of Finance, then transferred to the City of Salmon Arm, which in turn transfers the funds to the third-party service provider, Salmon Arm Economic Development Society, for implementation of the Business Plan.

- **City of Salmon Arm** – Applicant and recipient of MRDT funds received from Province of BC. As detailed within the City of Salmon Arm and Salmon Arm Economic Development Society Third Party Service Agreement, on a monthly basis the City of Salmon Arm disburses 100% of MRDT funds received to the Salmon Arm Economic Development

Society for implementation of the Business Plan.

- **Salmon Arm Economic Development Society** – Third Party Service Provider.
- **MRDT Committee** - Tourism industry stakeholders participating in a committee of the Salmon Arm Economic Development Society with the mandate to direct and oversee all aspects of the MRDT program, with the support of the Economic Development Manager staff position.

This model has been developed in a manner which ensures the MRDT program is led by the tourism industry, with established supports, communication and accountability measures to ensure its success. The Committee is supported/ resourced via the Salmon Arm Economic Development Society's Economic Development Manager and Project Coordinator. Further, the City of Salmon Arm has a non-voting membership on the MRDT Committee. Additional support and communication include six key partners participating as non-voting members on the MRDT Committee.

### **About Salmon Arm Economic Development Society (SAEDS)**

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

The mandate of the Society is:

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

### **MRDT Committee Membership**

Voting membership consists of seven members comprising:

- Four MRDT collection property representatives (Accommodators)
- A minimum of one of the four positions will represent a property with no more than 40 units (a smaller accommodator), as long as an expression of interest is received from a smaller accommodator
- Three broader tourism stakeholder representatives
  - No more than one representative from the same organization.

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

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

- Salmon Arm Folk Music Society
- RJ Haney Heritage Museum



DRAFT

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

**MRDT Committee Members (as of October 2023)**

Voting Members	Accommodators & Broader Tourism
Shawna Mattson	Prestige Harbourfront Resort
Elizabeth Frank	Viewpoint RV Park & Cottages
Jill Power	Comfort Inn & Suites
VACANT	ACCOMMODATOR
Tovah Shantz	Shuswap Pie Company
Tammie Cassettari	Shuswap National Golf
Rebecca Scott	Gym of Rock
Non-Voting Members	Broader Tourism & Stakeholders
Sapphire Games	Visitor Centre
Erin Jackson	City of Salmon Arm
Jen Broadwell	Downtown Salmon Arm
David Knight	Shuswap Recreation Society
Jen Bellhouse	The Shuswap Trail Alliance
Morgen Matheson	Shuswap Tourism
Susan Mackie	RJ Haney Village
Kevin Tobin	Salmon Arm Folk Music Society
Staff Contacts	
Lana Fitt	Salmon Arm Economic Development Society EDO
Caitlin Thompson	Salmon Arm Economic Development Society Projects Coordinator



**Accountability & Control**

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

- Salmon Arm Economic Development Society will maintain separate accounting records, tracking all MRDT transactions in accordance with Generally Accepted Accounting Principles.
- Salmon Arm Economic Development Society and the MRDT Committee will provide the City of Salmon Arm copies of annual financial statements within 90 days of the fiscal year end.
- Salmon Arm Economic Development Society and the MRDT Committee will provide the City of Salmon Arm with a copy of the Annual Tactical Plan for each ensuing calendar year.
- Salmon Arm Economic Development Society and its MRDT Committee will provide the City of Salmon Arm with its annual performance report, prior to April 30<sup>th</sup> of each year.

**1.2 Vision, Mission, Goals, Objectives & Targets**

**Vision**

Salmon Arm and the broader Shuswap region will be recognized as an all-season destination of choice.

**Mission**

Salmon Arm’s MRDT Program will increase visitation to the city and the broader Shuswap region. This will be achieved by:

- Providing/Supporting exceptional visitor services
- Expanding marketing - Telling our story/sharing our experience
- Developing/expanding industry partnerships
- Securing and hosting extraordinary events

**Overall Goals, Objectives and Targets**

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

1. Accommodator-led MRDT program with input and support from broader tourism stakeholders;
2. Support the implementation of specific local tourism initiatives which have been identified as gaps and high ROI opportunities;
3. Support and expand the work of multiple tourism stakeholder organizations across the broader Shuswap region;
4. Collaborative approach, ensuring a strong alignment with strategic plans of partner organizations.

**Primary Program Goal** - Expand the tourism economy in Salmon Arm and the broader Shuswap Region, measured by increased accommodation occupancy rates.

**Measurables**

Identified as one of the four guiding principles of Salmon Arm’s 2023 Tactical Plan is Return on Investment. We must ensure every dollar spent in the upcoming year will provide exceptional value back to Salmon Arm’s tourism economy. Each of the initiatives detailed within this 2023 Tactical Plan (*Section 2*) includes a matrix detailing how success will be measured. These vary by initiative: however, the primary success measurements for Salmon Arm’s MRDT program include the following:

- Increased room revenue
- Increased occupancy rates



### 1.3 2023 Lessons Learned

Supporting tourism businesses as we recovered from tourism impacts from the previous pandemic, and then in 2023 experiencing the impacts of the wildfires in our region proved challenging at best. However, with every challenge there are great opportunities to learn and become more proactive and ready for the future.

Key lessons learned in 2023:

- Proactive emergency planning is imperative for our local businesses.
- Working collaboratively and communicating openly with diverse tourism stakeholders (businesses, Salmon Arm organizations, regional DMO, local government, regional government, First Nations) is imperative in the event of a disaster, especially in a small city.
- Salmon Arm has incredible potential (knowledge, capacity, infrastructure) to be a leader in event hosting in our province.

#### Notable Projects & Successes

- Bid & Grant Applications
  - 55+ BC Games (secured bid to host Sept 10-14, 2024), attended the Abbotsford 2023 Games, recruited a board of 11 directors and multiple chair positions, venues tours and building sports package.
  - FCM Bid Application (2026-2028 Event, pending)
- Signage/Digital Kiosks/Pillars Projects
  - Installation and updates to four downtown wayfinding Pillars
  - Three stationary digital kiosk units, and one mobile kiosk unit
  - Entrance Signage RFP process/selection, design mock ups for MOTI application, location selection and project plan implementation
- Collateral/Merchandise + Map
  - Tourism tear-away map
  - Strategic merch development to target events in 2023-2024 including shoulder-season related activities and outdoor reusable focused items
  - Hotel Brochure
- Event Support
  - Notable increase to demand for events from 2021-2023
  - Big Spend Pilot Project (Downtown Dollars aka DD) provided DD's to targeted events/conferences/contests and their participants

As of November 2023:

  - 42 Events have been supported with marketing, logistics, in-kind contributions, etc.
  - 15 of the 42 events received MRDT Funding (*comparatively to 2022, there were 24 Events Supported / 10 Events Received Funding*)
- Event Marketing & FAM Support
  - Two-Year Visitor Attraction Strategy
  - Working with the Salmon Arm Pride Project as a partner to successfully plan Loud & Proud Festival
  - Travel Local FAM (Shuswap Tourism)
  - DBC Food Tour FAM (Shuswap Tourism)
- Cultural Masterplan District Development
  - Community engagement opportunities and co-hosting a public meeting/information session with the Arts Council and City of Salmon Arm

- Visitor Attraction
  - Shuswap Trail Guide, Trail Tactics & brochure racking with collateral at South Canoe Memorial Kiosk
  - BC Bird Trail Shuswap Outpost (Consortium)
  - RJ Haney Strategic Planning
- Community Engagement & Industry Readiness
  - "The Big Support" campaign due to wildfires, business impact and loss of tourism revenue
- Annual Data Subscriptions
  - Geo Fencing with Symphony data for 9 locations in Salmon Arm
  - STR Data (hotel occupancy and average daily rates)
- Asset Development for Events, Visitor Attraction & Tourism related topics (Blogs, Photography, Videography)
  - 55+ BC Games various blogs
  - Pillars Blog content and marketing
  - BC Bird Trail webpage, photography, written content, marketing
  - RJ Haney 'Follow A Trail' exhibition
  - Westgate Public Market blog & photography
  - In addition to planned blog and asset work, we were also able to adapt to new events and support. For example, we attend the re-emergence of the Dragon Boat Festival and both attending and hired a photographer for the RJ Haney 60th Anniversary event.
  - 'Travel Now' push for the Shuswap (post-travel restrictions and travel order to the area)
  - Fall Travel/Overnight Stay package & video development campaigns and influencers

**Conferences/Tradeshows/Committee Work:**

- TOTA Summit: Biospherology Master Class
- 2023 BC Tourism & Hospitality Conference
- 2023 Event Planning Forum
- BC Winter Games
- Shuswap Tourism Advisory Committee
- RJ Haney Advisory Committee
- Recovery Task Force (re: Wildfire recovery in local tourism)
- 2023 TOTA Annual Tourism Sustainability Summit
- 55+ BC Games Board of Directors



## 1.4 Target Markets

**Geographic Market:** We will continue to target a ‘close to home market’ consisting of travellers from the lower mainland, BC’s interior and Northern BC. A secondary market of Alberta is also a priority area. In alignment with Thompson Okanagan Tourism Association and Destination BC’s target markets, the following Explorer Quotient Audience has been identified for the Shuswap Region:

### **Explorer Quotient Audience (Profiles identified by Canadian Tourism Commission)**

**Authentic Experiencers** - Typically understated travellers looking for authentic, tangible engagement with destinations. With a particular interest in understanding the history of the places they visit, these experiencers have a higher than average education and an average household income and are more likely to be retired with an average of 53% over the age of 55. Experience appeal for these visitors includes exhibits, architecture, historic sites/buildings and museums. They may also be interested in nature, shopping, foodie opportunities, performing arts, and water-based outdoor activities (among others).

**Free Spirits** - Highly social and open-minded. Their enthusiasm for life extends to their outlook on travel. Experimental and adventurous, they indulge in high-end experiences that are shared with others. These higher-than-average income earners tend to be full-time workers if they are not still students. 80% of the Free Spirits are in the 18-54 demographic. These travellers are more likely than most to be interested in shopping, dining and other food related activities, entertainment and performing arts, water-based outdoor activities, festival, events and spectator sports, outdoor and nature experiences (among others).

**Cultural Explorers** - defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the places they visit. With a higher-than-average education and average household income, 43% of these travellers are between the ages of 35-54. Similar to Free Spirits, Cultural Explorers are likely to find many activities appealing to do on a long-haul vacation, including nature and outdoor experiences, sightseeing, water-based outdoor activities, and festivals, events and spectator sports (among others).

### 1.5 Strategies – Key Actions

Salmon Arm’s 2024 Tactical Plan is based on the following foundational principals:

- 1. **Flexibility.** The plan will ensure the ability to pivot quickly in order to respond to this ever-changing situation.
- 2. **Support.** The plan will broadly support the needs of all tourism businesses.
- 3. **Communication.** The plan will ensure open communication with industry and partners. In such challenging times, Salmon Arm’s MRDT Program is a conduit for information sharing and support for our tourism businesses. It is essential that we ensure strong lines of communication with our tourism businesses.
- 4. **Return-on-Investment.** The plan will ensure every dollar spent in 2024 will provide exceptional value back to Salmon Arm’s tourism economy.

The 2024 MRDT Tactical Plan was prepared in such a way as to support quarterly planning to respond to expected fluctuations in the tourism economy. Based on an assessment of needs, there are three main priorities for Salmon Arm’s 2024 MRDT Tactical Plan:

- 1. Support In-community visitor information services.
- 2. Expand Salmon Arm marketing for visitor attraction.
- 3. Secure, support and host extraordinary events.



1.6 Summary of 2024 Tactics

Each of the initiatives related to these strategies are further detailed in *Section 2, 2024 Tactical Plan*.

<b>Destinations &amp; Product Experience Management</b>	
Data Collection & Distribution	Compile visitor statistics to support targeted marketing efforts.
Cultural Planning	Support the implementation of the City’s Cultural Master Plan and cultural districts initiative.
Shuswap Trail Planning and Marketing	Expand trail-based experiences, marketing and trail signage.
Implementation of Marketing Strategy	Asset development identified in the P&H 2 Year Visitor Attraction Marketing Strategy
Industry Readiness	Support tourism workforce needs and workforce housing challenges. Provide emergency planning support, and business retention expansion (BRE) support.
<b>Marketing</b>	
Expand Visitor Information	Expand distribution of visitor information in strategic locations where visitors gather.
Expand Digital and Print Marketing Campaigns	Launch digital and print marketing campaigns including web page development, video development & distribution, blogs, travel itineraries.
<b>Meetings, Conventions, Events &amp; Sports</b>	
Event Support & Expansion	Provide support to existing community events to expand the number of attendees & number of event days. Expand the number of destination events occurring in Salmon Arm.
<b>Visitor Services</b>	
Visitor Services Support	Support Salmon Arm visitor services and support gap-filling in visitor amenities/ place making.

### 1.7 Sources of Funding

Figures included in the table below are financial projections based on visitor trends and statistical data, accommodator input (average room rates and occupancy rates), combined with 2023 (and subsequent years) actual revenue received. MRDT revenues will be incremental to existing tourism funding. On an annual basis, the City of Salmon Arm contributes funding towards the regional Shuswap Tourism function administered by the Columbia Shuswap Regional District. This existing contribution is funded by the City of Salmon Arm through tax requisition. All initiatives funded from MRDT revenue are new or expanded initiatives which, in the absence of MRDT revenue, do not have a funding source attached.

2023 Projected MRDT Carry Forward	\$ 470,659
MRDT	\$ 260,000
MRDT for Online Accommodation Platforms	\$ 20,000
Event Revenue	\$ 7,000
<b>Total 2024 MRDT Program Budget</b>	<b>\$ 757,659</b>





**SECTION 2: 2024 Tactical Plan**

<p><b>Major Category</b> Visitor Services Tactic</p>	
<p><b>Activity Title</b> Visitor Services Support</p>	
<p><b>Tactics</b> To mobilize and support visitor services programming and resources.</p>	
<p><b>Partners</b> City of Salmon Arm, Shuswap Tourism, Visitor Services, Downtown Salmon Arm</p>	
<p><b>Implementation:</b></p> <ol style="list-style-type: none"> <li>1. <b>Signage &amp; Kiosks - Community promotion &amp; visitor information signage</b> <ul style="list-style-type: none"> <li>• Event signage</li> <li>• Billboards</li> <li>• Banners</li> <li>• Updates to wayfinding signage</li> <li>• Updates to Pillars</li> <li>• Digital Kiosks &amp; Wrapping</li> <li>• Bus Shelter wrapping</li> <li>• Entrance/Welcome signage</li> </ul> </li> <li>2. <b>Visitor Amenities - Planning &amp; support for identified visitor amenities</b> <ul style="list-style-type: none"> <li>• BC Bird Trail (Shuswap Outpost) related visitor amenities</li> <li>• Mobile Outreach (wooden kiosks and racking)</li> </ul> </li> <li>3. <b>Place making - Supporting the creation of public gathering, attraction &amp; retention tools, creating unique visitor experiences</b> <ul style="list-style-type: none"> <li>• Selfie stations, use of marketing strategies to increase engagement</li> <li>• Public art</li> </ul> </li> </ol>	
<p><b>Timeline</b> 2024</p>	
<p><b>Sources of funding</b> MRDT Revenue, CERIP Grant</p>	
<p><b>Budget</b> \$138,134</p>	
<p><b>Performance Measures</b></p> <ul style="list-style-type: none"> <li>• Support the City of Salmon Arm in the implementation of their Visitor Services Strategy.</li> <li>• Expanded visitor information available at strategic locations in the City of Salmon Arm to support trip planning.</li> </ul>	<p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Increase visitor awareness and participation in tourism experiences.</li> <li>• Extend the duration of visitor stays.</li> <li>• Increase room occupancy rates.</li> </ul>

<p><b>Major Category:</b> Destination &amp; Product Recovery, Resiliency and Growth</p>
<p><b>Activity Title:</b> Shuswap Trail Event Readiness Improvements (Trail Tactics), Planning &amp; Marketing, Research &amp; Evaluation</p>
<p><b>Tactics:</b></p> <ol style="list-style-type: none"> <li>1. Expand trail-based marketing campaigns, improve existing trails for expanded trail-based visitor experiences, and support planning for future "high-tourism potential" trail development.</li> <li>2. Data Collection, Trend Identification and Data Distribution</li> </ol>
<p><b>Partnerships:</b> Shuswap Trail Alliance (in collaboration with Shuswap Tourism and regional trail partners), Shuswap Tourism, Visitor Services, Salmon Arm Arts District Council, City of Salmon Arm</p>
<p><b>Implementation:</b></p> <ol style="list-style-type: none"> <li>1. <b>Industry Readiness</b> <ul style="list-style-type: none"> <li>• Providing targeted business development assistance to support post-pandemic recovery/wildfire recovery, resiliency, and growth, as well as business readiness support for capitalizing on future opportunities including the Shuswap North Okanagan Rail Trail</li> <li>• The Big Connect Event Planners Forum (training topics for local event planners such as local resources, venues, catering/food options, event funding opportunities, other event support programs, Guest Speakers)</li> </ul> </li> <li>2. <b>Cultural Planning</b> <ul style="list-style-type: none"> <li>• Support the implementation of the City's Cultural Master Plan</li> <li>• Develop strategic approach to implement District Development Plan</li> </ul> </li> <li>3. <b>Research, Evaluation and Analytics - Collecting and analyzing visitor data to assist in targeted marketing efforts and recovery/resiliency response</b> <ul style="list-style-type: none"> <li>• STR Annual Subscription (Monthly Multi-Segment Destination Report/ Monthly Destination Trend)</li> <li>• Wildfire and Climate Readiness (Strategic planning session with partners and stakeholders to review the communications, recovery, alerts, from a visitors &amp; Tourism)</li> <li>• The Big Support Program (local event and community support during/post impact such as wildfires, pandemic, travel restrictions affecting tourism and overnight stay revenue)</li> </ul> </li> <li>4. <b>Two Year Visitor Attraction Marketing Strategy Implementation</b> <ul style="list-style-type: none"> <li>• Implementation &amp; asset development as a continuation of the two-year visitor attraction strategy, included in recommendations from Partner &amp; Hawes</li> <li>• Asset Development (Photography and Video)</li> <li>• Value Proposition &amp; Socialization &amp; Creative Ideation (further value proposition development and creative strategy and platform development to support robust advertising campaigns)</li> </ul> </li> <li>5. <b>Workforce attraction initiatives</b> <ul style="list-style-type: none"> <li>• Support SAEDS staff, City of Salmon Arm and local stakeholders towards workforce attraction/retention goals related to tourism, services, experience &amp; hospitality industries</li> </ul> </li> <li>6. <b>Workforce housing support</b> <ul style="list-style-type: none"> <li>• Support SAEDS staff, City of Salmon Arm and local stakeholders towards workforce housing goals related to tourism, services, experience &amp; hospitality industries</li> </ul> </li> <li>7. <b>Trail Tactics - Shuswap Trail Alliance</b> <ul style="list-style-type: none"> <li>• Expand trail-based marketing campaigns, improve existing trails for expanded trail-based visitor experiences, and support planning for future "high-tourism potential" trail development.</li> </ul> </li> </ol> <p>The following trail-based priorities are proposed for 2024 season:</p>

<p><b>A. Trail Marketing Campaigns:</b></p> <ul style="list-style-type: none"> <li>• Replace or improve signs on high traffic tourism trails at South Canoe</li> <li>• Replace or improve technical trail features on high traffic tourism trails at South Canoe, Rubberhead, and Larch Hills Traverse to support trail-based event hosting</li> <li>• Improve trail corridors through vegetation removal as required on high traffic tourism trails to support trail-based event hosting</li> <li>• Update the City of Salmon Arm mapping database and website links to the Shuswap Trails master geo-referenced web-based guide maps showing all new trail additions</li> </ul> <p><b>B. Expanded Marketing for Specific Trail-Based Experiences:</b></p> <ul style="list-style-type: none"> <li>• Update Shuswap Trails Website content</li> <li>• Update Mountain Biking BC website content and links</li> <li>• Maintain Shuswap Trails social media posts and push through Shuswap Tourism network</li> </ul> <p><b>C. High Tourism Potential Trail Development Planning:</b></p> <ul style="list-style-type: none"> <li>• East Canoe Creek Trail Expansion Overview Plan – including respectful Indigenous engagement and consultations with the City to determine feasibility of expanding the network, while protecting an important water source and how it connects to other trail networks</li> <li>• West Bay Trail Master Plan – add to the planning reserve to support leveraged funding of Phase 2 Environmental &amp; Engineering Design with Adams Lake Band, Neskonlith Band, and City of Salmon Arm.</li> </ul>
<p><b>Timeline:</b> 2024</p>
<p><b>Sources of Funding:</b> MRDT Revenue will cover the tactics below and will be leveraged against other funding sources to further expand trail improvements, signage projects, and online content updates.</p>
<p><b>Performance Measures</b></p> <ul style="list-style-type: none"> <li>• Review data analysis in 2024</li> <li>• Compile data and identify trends</li> <li>• Circulate quarterly reports to tourism stakeholders</li> <li>• Expanded visitor awareness of trail experiences in Salmon Arm and the Shuswap region</li> <li>• Expanded visitor access to trail maps, guides, and online information</li> <li>• Expanded trail-based visitor experiences</li> <li>• Expanded trail-based tourism visitations</li> </ul>
<p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>• Support for tourism business sustainability and tourism business growth through informed decision making</li> <li>• Enhance trail-based visitor/event attraction and increase event hosting capabilities</li> </ul>
<p><b>Budget</b> \$145,900</p>

<b>Major Category</b> Marketing	
<b>Activity Title</b> Expanded Visitor Information & Attraction	
<b>Tactics</b> To create (or expand distribution of) print collateral and digital marketing for visitor attraction, and strategize effective marketing campaigns using a variety of mechanisms to best fit the project and targeted audiences.	
<b>Partners</b> Shuswap Tourism, Visitor Services	
<b>Implementation</b>	
<ul style="list-style-type: none"> <li>• <b>Media Advertising &amp; Production - Digital and print visitor attraction campaigns</b></li> <li>• New Visitor Services website</li> <li>• Additional years of BC Bird Trail Outpost (Annual Maintenance Fee cost-sharing model split between Shuswap Tourism &amp; District of Sicamous Development Corp.)</li> <li>• Development of marketing materials</li>   <li>• <b>Consumer Shows &amp; Events</b></li>   <li>• <b>Collateral Production &amp; Distribution - Event listings, itineraries, anchor asset map publication &amp; distribution</b></li> <li>• Tearaway Map Updates</li> <li>• Salmon Arm Visitor Guide</li> <li>• Merchandise</li>   <li>• <b>Media Fam Tours - Partnership to expand media fam tours</b></li> <li>• Farm Gate FAM Tour (Shuswap Tourism)</li> <li>• Itinerary Focused Media FAM Tours (BC Bird Trail, Agri-Tourism, Culture &amp; Arts, Indigenous Tourism, Food)</li>   <li>• <b>Consumer-focused Asset Development - Written content, photography, videography</b></li> <li>• Spring 2024 Influencer campaign, with overnight stay component</li> <li>• Blog Writing &amp; Posting</li> <li>• Social Media Ideation &amp; Story Assets</li> <li>• Fall 2024 Overnight Stay attraction campaign</li>   <li>• <b>Experience Package Facilitation &amp; Campaign Development</b></li> <li>• Facilitate collaboration among businesses to promote package development. Develop and launch marketing campaigns to promote.</li> <li>• Overnight-stay package ("Stay &amp; Save in the Shuswap", in June &amp; October overnight stay package with website/page, paid advertisements, contribution to discount at hotels based on overnight stays, 20% discount at the ADR, partnership with Sicamous Ec. Dev. With support from Shuswap Tourism)</li> <li>• Spring Influencer Campaign to promote "Stay &amp; Save"</li> <li>• Video advertising for "Fall Promo" campaign</li> </ul>	
<b>Timeline</b> 2024	
<b>Sources of Funding</b> MRDT Revenue	
<b>Budget</b> \$ 300,075	
<b>Performance Measures</b>	<b>Outcomes</b>
<ul style="list-style-type: none"> <li>• Develop/update video, print, digital</li> </ul>	<ul style="list-style-type: none"> <li>• Expanded visitor awareness of four-season</li> </ul>

<p>collateral.</p> <ul style="list-style-type: none"><li>Identify top digital platforms based on EQ and other visitor metrics, Two-Year Visitor Attraction Strategies and distribute marketing content and materials.</li></ul>	<p>product, shoulder-season tourism opportunities and experiences available in Salmon Arm and the Shuswap region.</p> <ul style="list-style-type: none"><li>Increased room occupancy rates in 2024</li></ul>
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<p><b>Major Category</b> Events Support, Sport Tourism, Agri-Tourism, Conference/Convention/ Seminars/Cultural Festivals</p>
<p><b>Activity Title</b> Event Expansion</p>
<p><b>Tactics</b> Provide support to existing community events to expand the number of attendees and number of event days. Expand the number of destination events occurring in Salmon Arm.</p>
<p><b>Partners</b> Shuswap Tourism, Visitor Services, Downtown Salmon Arm, City of Salmon Arm, and variety of NPO's, Salmon Arm 2024 55+ BC Games Society</p>
<p><b>Implementation</b></p> <ul style="list-style-type: none"> <li><b>A. Event Planning &amp; Co-ordination - Resources/community assets/contacts/organization templates</b> <ul style="list-style-type: none"> <li>• Community Event Hosting Assets</li> <li>• Event Hosting Resource Development</li> <li>• General event support</li> <li>• Event funding application process</li> <li>• Pre-event logistics</li> <li>• Event Marketing</li> <li>• Volunteer management</li> </ul> </li> <li><b>B. Event Grant Financial Support – MRDT Program Implementation</b> <ul style="list-style-type: none"> <li>• Administer grant application process, logistics, communications, committee meetings</li> </ul> </li> <li><b>C. Event Hosting Marketing Support</b> <ul style="list-style-type: none"> <li>• Marketing event efforts to increase and target visitor attraction</li> <li>• Marketing to event attendees (i.e., Itineraries, pre &amp; post visits, upcoming events/stay another day opportunities)</li> <li>• The Big Spend program (partnership with Downtown Salmon Arm)</li> </ul> </li> <li><b>D. SA Green Event Fund Program</b> <ul style="list-style-type: none"> <li>• SA Green event certified criteria establishment</li> <li>• Develop criteria and process for even fund application</li> <li>• Support the expansion, attraction and development of sustainable eco-minded events</li> <li>• Environmentally conscious opportunities to improve events, reduce waste and leverage local businesses/services (i.e., zero waste events, recycling or composting options, water access options)</li> </ul> </li> <li><b>E. Salmon Arm 2024 55+ BC Games Event Support</b> Unique, one-time event support to enhance marketing opportunities in 2024 during the 4-day games (approx. 2,500 athletes, majority travelling from outside of Salmon Arm and the Shuswap Area to stay overnight and compete). Support marketing and visitors’ resources such as the event guide, photography/videography, event promotions, local resources/signage, transportation.</li> <li><b>F. Bid Submissions</b> Identify &amp; actively respond to high ROI, well positioned, event hosting opportunities for Salmon Arm and the region</li> </ul>
<p><b>Timeline</b> 2024</p>
<p><b>Sources of Funding</b> MRDT Revenue, DSA</p>

<b>Total Budget</b> \$113,570	
<b>Performance Measures</b> <ul style="list-style-type: none"><li>• Minimum of five existing community events supported/expanded</li><li>• Attraction of at least two new annual or semi-annual events/reoccurring</li></ul>	<b>Outcome</b> <ul style="list-style-type: none"><li>• 5% event hosting growth/increase to number of new and existing events supported in one year</li><li>• Increased room occupancy rates</li></ul>

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SECTION 3: 2023 MRDT Budget

Section 3: Budget for One-Year Tactical Plan

Revenues (MRDT and Non-MRDT)	Budget \$
Estimated Carry Forward from Previous Year (All Net Assets Restricted and Unrestricted)	<b>470,659</b>
General MRDT (net of admin fees)	260,000
MRDT from online accommodation platforms (OAP)	20,000
Local government contribution	
Stakeholder contributions (i.e. membership dues)	
Estimated Co-op funding (e.g. CTO; DMO-led projects)	
Grants - Federal	
Grants - Provincial	
Grants/Fee for Service - Municipal	
Retail Sales	
Interest	
Other (please describe): Event Revenue	<b>7,000</b>
<b>Total Revenues (Excluding Carry Forward)</b>	<b>287,000</b>
Expenses (MRDT and Non-MRDT)	Budget \$
<b>Marketing</b>	
Marketing staff – wage and benefits	130,775
Media advertising and production	51,000
Website - hosting, development, maintenance	
Social media	
Consumer shows, events	
Collateral production and distribution	73,300
Travel media relations	10,000
Travel trade	
Consumer focused asset development (written content, video, photography)	35,000
Other (please describe)	
<b>Subtotal</b>	<b>300,075</b>
<b>Destination &amp; Product Experience Management</b>	
Destination and product experience management staff – wage and benefits	



Industry development and training	138,400
Product experience enhancement and training	
Research and evaluation	7,500
Other (please describe)	
<b>Subtotal</b>	<b>145,900</b>
<b>Visitor Services</b>	
Visitor Services Wages and Benefits	
Visitor Services Operating Expenses	138,134
Other (please describe)	
<b>Subtotal</b>	<b>138,134</b>
<b>Meetings, Conventions, Events &amp; Sport</b>	
Staff – wages and benefits	
Meetings, conventions, conferences, events, sport, etc.	113,570
<b>Subtotal</b>	<b>113,570</b>
<b>Administration</b>	
Management and staff unrelated to program implementation - wages and benefits	45,000
Finance staff – wages and benefits	
Human Resources staff – wages and benefits	
Board of Directors costs	
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)	
Office lease/rent	9,730
General office expenses	5,250
<b>Subtotal</b>	<b>59,980</b>
<b>Affordable Housing (if applicable)</b>	
OAP Revenue	
General MRDT Revenue	
<b>Subtotal</b>	-
<b>Other</b>	
All other wages and benefits not included above (please describe)	
Other activities not included above (please describe)	
<b>Subtotal</b>	-
<b>Total Expenses</b>	<b>757,659</b>

<b>Total Revenue Less Total Expenses (Surplus or Deficit)</b>	- 470,659
<b>Estimated Carry Forward (Previous Year Carry Forward plus Surplus or Deficit)</b>	0

**Section 3: Projected Spend by Market (*broad estimate*) for LEISURE activities only**  
*(Add more rows as needed)*

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC	\$225,056	75%
Alberta	\$75,019	25%
Ontario		0%
Other Canada (please specify)		0%
Washington		0%
California		0%
Other USA (please specify)		0%
Mexico		0%
China		0%
UK		0%
Germany		0%
Australia		0%
Japan		0%
Other International ( <i>Please specify</i> )		0%
<b>Total</b>	<b>\$300,075</b>	<b>100%</b>

## Section 4: Conclusion

The 2024 MRDT Tactical Plan was developed based on an immediate focus on the resiliency, recovery, and empowerment of our tourism economy. The preparation of this plan included one-on-one input from area accommodators and stakeholders to identify their immediate priorities for the upcoming year. Both the broader Five-Year Plan and the 2024 Tactical Plan align with goals and objectives within the Shuswap Tourism Development Plan, Thompson Okanagan Tourism Association Strategy and Destination BC Strategy.





British Columbia Conservation Foundation

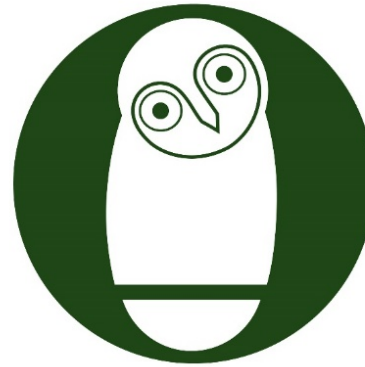


## WildSafeBC Columbia Shuswap Season Summary – 2023

Presented by Olivia Lemke

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# WildSafeBC

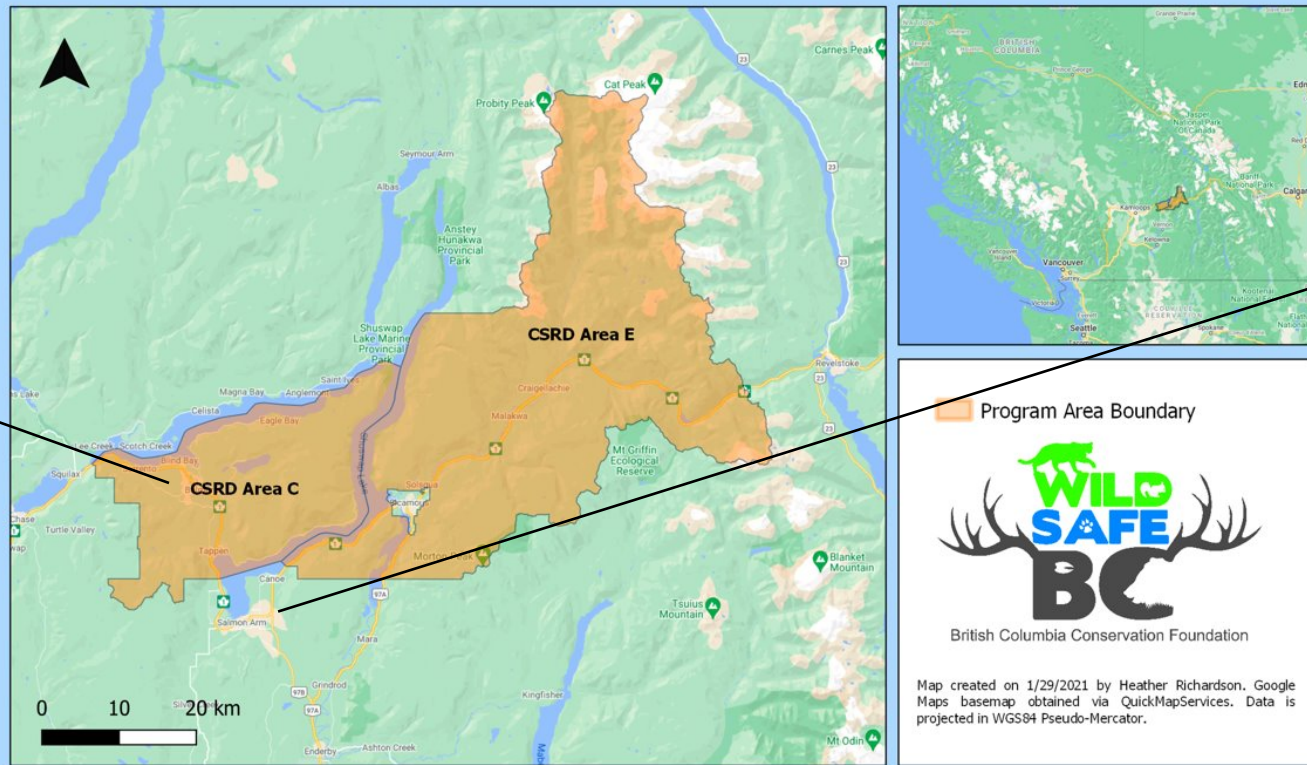


BRITISH COLUMBIA  
CONSERVATION  
FOUNDATION

*“WildSafeBC is the provincial leader in preventing conflict with wildlife through collaboration, education, and community solutions.”*

# WildSafeBC Columbia Shuswap Program

## WildSafeBC CSRD Areas C & E Program Coverage



Now covers Area G of former CSRD Area C

Now covers City of Salmon Arm

# WildSafeBC Columbia Shuswap

## Program Highlights – June to November

### Community Programs

- 🐾 Bin-tagging → 784 bins tagged
- 🐾 Display booths → 570 engagements
- 🐾 Door-to-door → 79 residents reached
- 🐾 Facebook → 43 posts, increased followers from 162 (Dec 2022) to 199 (Nov 2023)
- 🐾 Media → 6 news articles released
- 🐾 Signage → 6 wildlife-in-area signs



# WildSafeBC Columbia Shuswap

## Program Highlights Cont'd – June to November



### **Wildlife Awareness and Bear Spray Workshops → 9 presentations**

- 🐾 Salmon Arm City Hall
- 🐾 Sorrento Place on the Lake
- 🐾 Shuswap Rotary Club
- 🐾 Lakeview PROBUS Club
- 🐾 Shuswap Naturalist Club
- 🐾 Swansea Point Community
- 🐾 South Canoe Elementary School Staff

### **WildSafe Ranger Program → 719 students**

- 🐾 Bastion Elementary School
- 🐾 South Canoe Elementary School
- 🐾 Sorrento Elementary School
- 🐾 Hillcrest Elementary School
- 🐾 Salmon Arm West Elementary School
- 🐾 Parkview Elementary School



# BC Goes Wild 8th Annual Event

## Wildlife Scavenger Hunt - September

🐾 Hosted at 3 different community parks

- 🐾 Blackburn Park
- 🐾 Malakwa Community Park
- 🐾 Cedar Heights Park

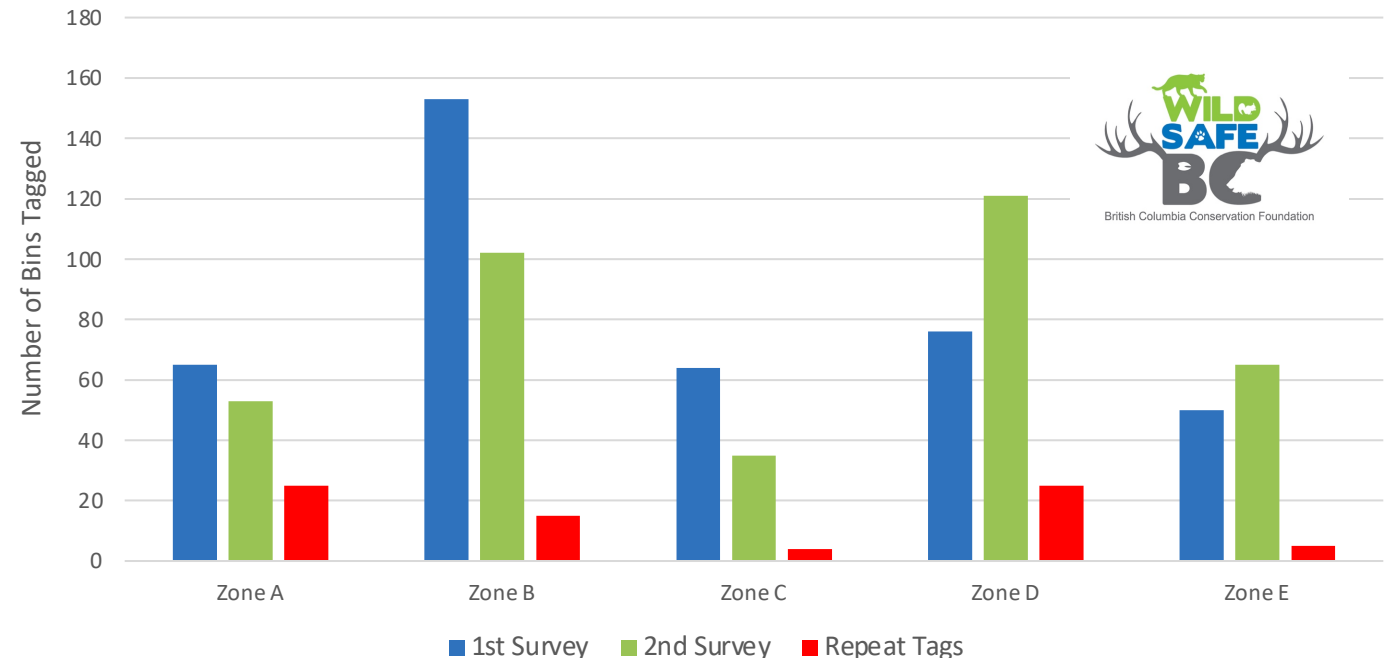


# Bin-tagging

- 🐾 All zones completed within City of Salmon Arm
- 🐾 784 residents in City of Salmon Arm educated on Solid Waste Bylaw



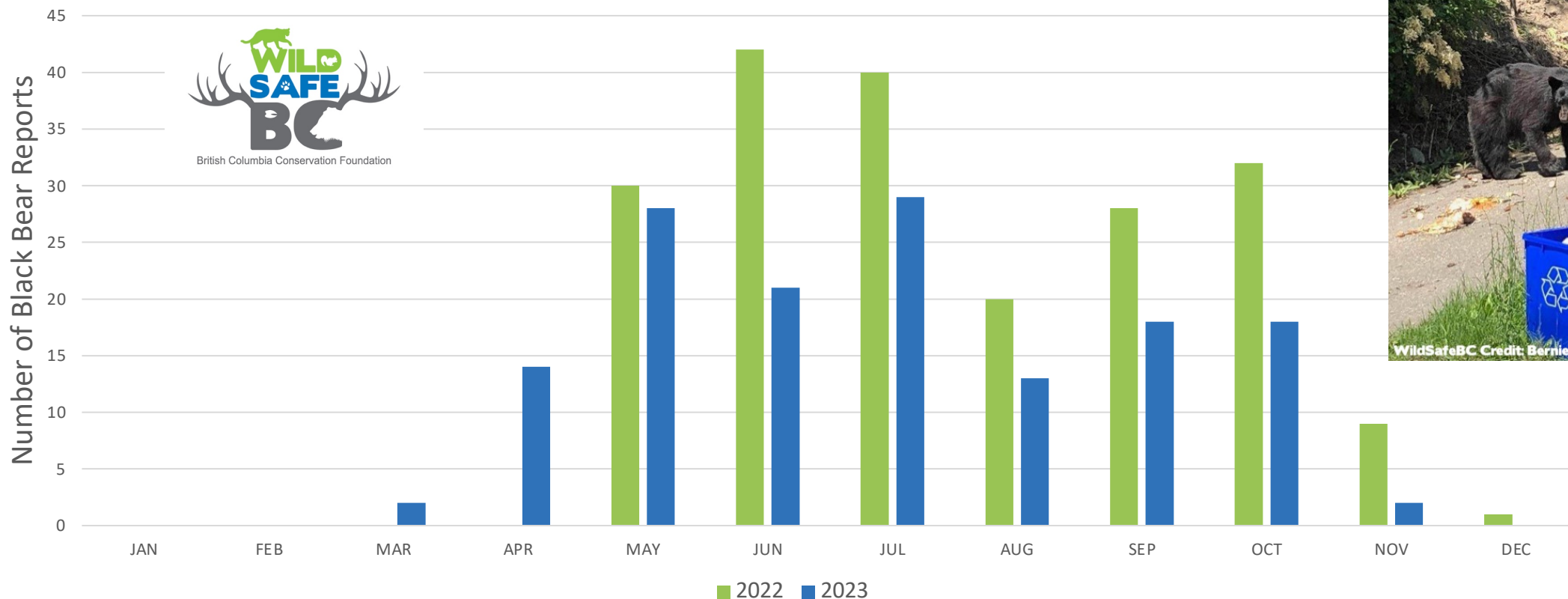
Number of Residential Solid Waste Bins Tagged by Waste Collection Zone in Salmon Arm, 2023



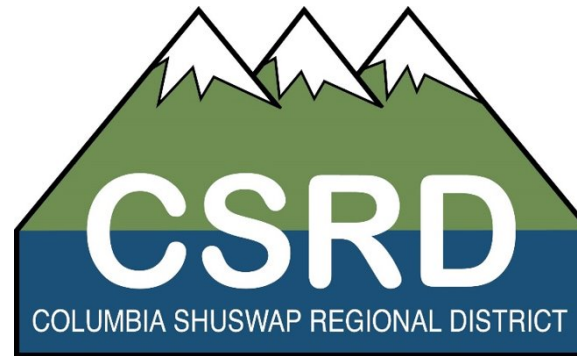
# Black Bear Reports in Salmon Arm

2022 to 2023

Black Bear Reports Made to the COS in Salmon Arm by month from January 1<sup>st</sup>, 2022 to November 14<sup>th</sup>, 2023



# Thank you



CITY OF  
**SALMON ARM**