

City of Salmon Arm
Regular Council Meeting

Monday, December 11, 2023, 1:00 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

Pages

1. CALL TO ORDER

2. IN-CAMERA SESSION

Motion for Consideration

THAT: pursuant to Section 90(1)(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; (c) labour relations or other employee relations; (d) the security of the property of the municipality; (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

Motion for Consideration

THAT: the Agenda be adopted as presented.

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of November 27, 2023

7 - 14

Motion for Consideration

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

6.2 Special Council Meeting Minutes of December 4, 2023

15 - 22

Motion for Consideration

THAT: the Special Council Meeting Minutes of December 4, 2023, be adopted as circulated.

7. COMMITTEE REPORTS

7.1 Development and Planning Services Committee Meeting Minutes of December 4, 2023

23 - 27

7.2 Agricultural Advisory Committee Meeting Minutes of November 8, 2023

28 - 31

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

9.1	Chief Financial Officer - Council Benefits (Deferred from November 14, 2023 Council Meeting)	32 - 41
9.2	Chief Administrative Officer - Environmental Advisory Committee, Citizen at Large Appointment	42 - 42
9.3	Director of Planning & Community Services - Greenways Liaison Committee, Citizen at Large Appointment	43 - 43
9.4	Director of Planning & Community Services - Proposed Telecommunications Facility Referral 3160 10 Avenue SE Proponent: Telus Communications Agent: Cypress Land Services Cellular Tower Installation	44 - 95

Motion for Consideration

THAT: the City of Salmon Arm has been consulted regarding the proposed installation of a telecommunications facility on Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan 3757, Except Plan 10183, as described in the information package dated October 23, 2023;

AND THAT: the public consultation process has satisfactorily addressed the City of Salmon Arm's Communication System Policy 3.18 requirements;

AND FURTHER THAT: the City of Salmon Arm concurs with the proposed installation of a telecommunications facility on the subject parcel as proposed.

9.5	Director of Engineering & Public Works - Contract Award - Public Works Fuel Supply & Delivery	96 - 97
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Motion for Consideration

THAT: Council accept the proposal received from Cool Creek Energy at their quoted unit price of \$0.00 plus the daily fuel rack rate from Kamloops, to undertake the supply of bulk fuels and related delivery services to the City of Salmon Arm Public Works for a two (2) year term starting January 1, 2024 through to December 31, 2025;

AND THAT: the contract include an option to extend, up to an additional two (2) years, subject to the agreement by both parties.

9.6	Director of Engineering & Public Works - Purchase Recommendation for Replacement of Unit #88 - Sign Service Truck	98 - 99
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Motion for Consideration

THAT: the 2023 budget contained in the 2023-2027 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$13,100.00 which includes: additional funds, PST and miscellaneous costs for radio purchase/installation, GPS, etc. reallocated from the Equipment Replacement Reserve Fund;

AND THAT: Council approve the purchase for the replacement of #88 - Sign Service Truck from Metro Motors Ltd. for the quoted amount of \$116,825.00 plus taxes as applicable.

9.7	Chief Administrative Officer - South Canoe Trailhead - Tree Assessment & Removals	100 - 100
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10. INTRODUCTION OF BYLAWS

10.1	Zoning Amendment Bylaw No. 4612	101 - 117
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1721 11 Avenue SE
Owner: R. Cameron
Agent: M. Skjerpen
R-1 to R-8

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4612 be read a first and second time;

AND THAT: final reading of the zoning amendment bylaw be withheld subject to confirmation that the proposed secondary suite in the existing family dwelling meets Zoning Bylaw and BC Building Code requirements.

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|------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 10.2 | Official Community Plan Amendment Bylaw No. 4601
721 Harbourfront Drive NE
Owner: 0766658 BC Ltd.
Agent: W. Whelen
LR to MR | 118 - 147 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------|

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4601 be read a first time.

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|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 10.3 | Zoning Amendment Bylaw No. 4602
<i>(see Item 10.2 for Staff Report)</i>
721 Harbourfront Drive NE
Owner: 0766658 BC Ltd.
Agent: W. Whelen
R-8 to R-4 | 148 - 150 |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4602 be read a first time;

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

11. RECONSIDERATION OF BYLAWS

12. CORRESPONDENCE

- | | | |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 12.1 | Informational Correspondence | |
| 12.1.1 | Calendar of Events - December 2023 and January 2024 | 151 - 153 |
| 12.1.2 | Building Department - Statistics (November 2023) and Permits (Yearly) | 154 - 155 |
| 12.1.3 | T. Starkell, Administrative Services Manager, Salmon Arm Folk Music Society - Request for Noise Bylaw Variance - 2024 Roots and Blues Festival | 156 - 156 |
| 12.1.4 | K. Flynn, Board Chair, Columbia Shuswap Regional District - R.W. Bruhn Bridge - Public Safety Risk | 157 - 158 |
| 12.1.5 | K. Flynn, Board Chair, Columbia Shuswap Regional District - Measures and Resources Needed to Prevent an Invasion of Zebra or Quagga Mussels in BC | 159 - 160 |
| 12.1.6 | G. Kylo, MLA, Shuswap - Letter dated November 28, 2023 to Health Minister Dix re Support for Shuswap Lake General Hospital | 161 - 161 |

Expansion Project

12.1.7	Honourable R. Fleming - Letter dated November 29, 2023 - UBCM Meeting 2023	162 - 164
12.1.8	Honourable P. Alexis - Letter dated November 30, 2023 - UBCM Meeting 2023	165 - 166
12.1.9	Victoria City Council Resolution - Red Light and Speed Cameras	167 - 169
12.1.10	J. Simpson, Chair, Shuswap Watershed Council - Copy of letter dated November 28, 2023 - Urgent Need to Prevent the Spread of Invasive Mussels to British Columbia	170 - 173
12.1.11	A. Guite, Agent for BC Ministry of Forests - Letter dated November 29, 2023 - Draft Pest Management Plan for Provincial Public (Crown) Lands in Southern and Coastal British Columbia	174 - 175
12.1.12	Shuswap North Okanagan (SNO) Rail Trail Progress Update - December 7, 2023	176 - 182
12.1.13	UBCM - Canada Community Building Fund: Second Community Works Fund Payment for 2023/2024	183 - 183
12.1.14	BC Lung Foundation - Student Radon Skill Testing Contest	184 - 187

13. NEW BUSINESS

14. PRESENTATIONS

14.1	Presentation 4:00-4:15 (approximately) Caitlin Thompson, Project Coordinator, Salmon Arm Economic Development Society Project Update - Salmon Arm Entrance Signage	
14.2	Presentation 4:15-4:30 (approximately) Rachel Cook, representative of Memorial Arena User Groups Options for Heating Memorial Arena	188 - 189

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	District Arts Council - Council Representative Appointment <u>Motion for Consideration</u> THAT: Councillor Wallace Richmond be appointed as Council representative to the District Arts Council.	
19.2	Okanagan Regional Library Board - Council Representative Appointment <u>Motion for Consideration</u> THAT: Councillor Lindgren be appointed as Council representative to the Okanagan Regional Library Board for 2024; AND THAT: Councillor Wallace Richmond be appointed as the alternate Council representative to the Okanagan Regional Library Board for 2024.	190 - 190

20. QUESTION AND ANSWER PERIOD

7:00 PM: MEETING RESUMES

21.	PRESENTATION	
21.1	Certificate of Recognition - A. Bushell 3rd Place in 2023 BC Summer Swimming Association Provincial Championships	191 - 191
22.	DISCLOSURE OF INTEREST	
23.	HEARINGS	
23.1	Development Variance Permit Application No. VP-591 2760 Auto Road SE Owner: EWDS Holdings Ltd. Servicing requirements Motion for Consideration THAT: Development Variance Permit Application No. VP-591 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 14385, as follows: 1. waive the requirement to upgrade Auto Road SE to the RD-4 Urban Arterial Road standard; and 2. waive the requirement to upgrade 10 Avenue SE to the RD-2 Urban Local Road standard, except for the requirement to install a fire hydrant.	192 - 216
24.	STATUTORY PUBLIC HEARINGS	
24.1	Official Community Plan Amendment Application No. OCP4000-56 1821 9 Avenue NE Owners: 1026082 B.C. Ltd./Lakeside Bowling Ltd. Agent: IBA Architecture Inc. MR to HC	217 - 243
24.2	Zoning Amendment Application No. ZON-1275 <i>(see Item 24.1 for Staff Report)</i> 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	
25.	RECONSIDERATION OF BYLAWS	
25.1	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 Motion for Consideration THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4605 be read a third time.	244 - 246
25.2	Zoning Amendment Bylaw No. 4606 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	247 - 249

Motion for Consideration

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

26. QUESTION AND ANSWER PERIOD

27. ADJOURNMENT

REGULAR COUNCIL

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

November 27, 2023, 1:00 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 L. Wallace Richmond
Councillor D. Cannon

ABSENT: Councillor S. Lindgren
Councillor D. Gonella

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
Director of Planning and Community Services G. Buxton
Deputy Corporate Officer R. West

Other Staff Present: D. Gerow, Manager of Roads & Parks; C. Guidos, Firefighter; C. Larson, Senior Planner

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

Council moved In-Camera at 1:03 p.m.
Council returned to Regular Session at 2:17 p.m.
Council recessed until 2:30 p.m.

THAT: 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 *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 Wallace Richmond

Seconded by: Councillor Cannon

THAT: the Agenda be adopted as presented with the addition of Late Item 9.9 - C. Guidos, Salmon Arm Fire Department - Interim FireSmart Progress Report

Carried Unanimously

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of November 14, 2023

Moved by: Councillor Lavery

Seconded by: Councillor Flynn

THAT: the Regular Council Meeting Minutes of November 14, 2023, be adopted as circulated.

Carried Unanimously

7. COMMITTEE REPORTS

Council reviewed the Committee Meeting Minutes and business arising.
Councillor Cannon left the meeting at 2:34 p.m. and returned at 2:36 p.m.

7.1 Shuswap Regional Airport Operations Committee Meeting Minutes of November 15, 2023

7.2 Traffic Safety Committee Meeting Minutes of November 9, 2023

7.3 Downtown Parking Commission Meeting Minutes of November 21, 2023

7.4 Community Heritage Commission Meeting Minutes of November 6, 2023

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

8.1 CSRD Connect - Board Meeting Highlights

November 2023

For information.

9. STAFF REPORTS

9.1 Director of Engineering & Public Works - Universal Water Metering - Implementation Plan Options - Update (Deferred from October 23, 2023 Council Meeting)

For information.

- 9.2 Director of Corporate Services - Rental of Quonset Building located at 921 17 Street SW

Moved by: Councillor Flynn

Seconded by: Councillor Cannon

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.

Carried Unanimously

- 9.3 Director of Corporate Services - Environmental Systems Research Institute Inc (ESRI) Contract - Geographic Information System (GIS)

Moved by: Councillor Lavery

Seconded by: Councillor Cannon

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.

Carried Unanimously

- 9.4 Chief Financial Officer - Uncollectible Accounts Receivable

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Flynn

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.

Carried Unanimously

- 9.5 Director of Engineering & Public Works - Ross Street Plaza Washroom Upgrade - Tender Award

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Cannon

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.

Carried Unanimously

9.6 Director of Engineering & Public Works - Extension of Residential Curbside Collection Contract

Councillor Flynn declared a conflict of interest on this item as the contractor is a client of his firm. Councillor Flynn left the meeting at 2:53 p.m.

Moved by: Councillor Lavery

Seconded by: Councillor Cannon

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.

Carried Unanimously

9.7 Director of Planning & Community Services - UBCM Complete Community Grant RFP Award

Councillor Flynn returned to the meeting at 2:59 p.m.

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

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.

Carried Unanimously

9.8 Chief Administrative Officer - Rubberized Walking Track at Shaw Centre

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

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.

Carried Unanimously

- 9.9 C. Guidos, Salmon Arm Fire Department - Interim FireSmart Progress Report
For information.

10. INTRODUCTION OF BYLAWS

11. RECONSIDERATION OF BYLAWS

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

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4613 be read a final time.

Carried Unanimously

- 11.2 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 Cannon

Seconded by: Councillor Flynn

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.

Carried Unanimously

11.3 Zoning Amendment Bylaw No. 4606

(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

Moved by: Councillor Lavery

Seconded by: Councillor Cannon

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.

Carried Unanimously

11.4 Fee for Service Amendment Bylaw 4614

(2024 Water and Sewer Rates)

Moved by: Councillor Flynn

Seconded by: Councillor Wallace Richmond

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

Carried Unanimously

11.5 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 Wallace Richmond

Seconded by: Councillor Cannon

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

Carried Unanimously

11.6 Zoning Amendment Bylaw No. 4607

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

Moved by: Councillor Lavery

Seconded by: Councillor Wallace Richmond

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

Carried Unanimously

12. CORRESPONDENCE

12.1 Informational Correspondence

12.1.3 B. & N. Harisch - Letter dated September 19, 2023 - 45 Avenue Paving

12.1.2 G. Remus - Email dated November 2, 2023 - Water Conservation

13. NEW BUSINESS

15. COUNCIL STATEMENTS

Councillor Wallace Richmond left the meeting at 3:37 p.m. and returned at 3:40 p.m.
The meeting recessed at 3:47 p.m.
The meeting reconvened at 3:53 p.m.

14. PRESENTATIONS

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

Caitlin Thompson, Project Coordinator, Salmon Arm Economic Development Society
Update on 2024 MRDT Tactical Plan

Caitlin Thompson, Project Coordinator and Lana Fitt, Economic Development Manager, Salmon Arm Economic Society, provided an overview of the 2024 Municipal and Regional District Tax Tactical Workplan Review and were available to answer questions from Council.

Moved by: Councillor Flynn

Seconded by: Councillor Cannon

THAT: Council endorse the plan as presented.

Carried Unanimously

14.2 Presentation 4:15-4:30 (approximately)

Olivia Lemke, WildSafeBC Columbia Shuswap Coordinator
Season Summary 2023

Olivia Lemke, WildSafeBC Columbia Shuswap Coordinator, provided an overview of the 2023 WildSafeBC Columbia Shuswap Season Summary and was available to answer questions from Council.

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

There are no Hearings, Statutory Public Hearings or Reconsideration of Bylaws scheduled for the evening portion of the agenda.

Council moved In-Camera at 4:37 p.m.

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: 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 Community Charter, Council move In-Camera.

Carried Unanimously

21. ADJOURNMENT

Council returned to Regular Session at 5:50 p.m. There being no further business on the agenda, the meeting adjourned.

CORPORATE OFFICER, S. WOOD

MAYOR, A. HARRISON

SPECIAL COUNCIL

Minutes of a Special Meeting of Council of the City of Salmon Arm

December 4, 2023, 9:00 a.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 L. Wallace Richmond
Councillor D. Cannon
Councillor S. Lindgren
Councillor D. Gonella

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
Director of Planning and Community Services G. Buxton
Deputy Corporate Officer R. West

Other Staff Present: B. Shirley, Fire Chief; D. Gerow, Manager of Roads & Parks; T. Tulak,
Manager of Financial Services; S. Sgt. West, Salmon Arm RCMP

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 9:23 a.m.

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. DISCLOSURE OF INTEREST

4. PRESENTATIONS

4.1 C. Van de Cappelle, Chief Financial Officer - 2024 Budget

C. Van de Cappelle, Chief Financial Officer, provided an overview of the 2024 Budget and was available to answer questions from Council.

5. INTRODUCTION OF BYLAWS

5.1 2024 to 2028 Financial Plan Bylaw No. 4616

The Chief Financial Officer outlined the memorandum dated November 24, 2023 and provided an overview of the draft 2024 to 2028 Financial Plan Bylaw.

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm 2024 to 2028 Financial Plan Bylaw No. 4616 be read a first and second time.

Carried Unanimously

5.1.1 A.

During discussion, amendments to the 2024 to 2028 Financial Plan Bylaw No. 4616 were considered.

Councillor Lindgren left the meeting at 10:23 a.m. and returned at 10:27 a.m.
Councillor Wallace Richmond left the meeting at 10:29 a.m. and returned at 10:40 a.m. following the recess.

The meeting recessed at 10:31 a.m.
The meeting reconvened at 10:40 a.m.

Councillor Wallace Richmond declared a conflict of interest, prior to Council's review of the Fire Department budget, as her son is a paid on call firefighter and left the meeting at 10:42 a.m. and returned at 10:53 a.m.

Moved by: Councillor Lavery

Seconded by: Councillor Lindgren

THAT: the amount of \$30,500.00 be allocated to sidewalk snow removal and sanding for weekend snow removal, funded from the Ice and Snow Removal Reserve.

Carried Unanimously

5.1.2 B.

Councillor Wallace Richmond left the meeting at 11:49 a.m. and returned at 11:52 a.m.

Councillor Flynn left the meeting at 12:01 p.m. and returned at 12:02 p.m.

The meeting recessed at 12:05 p.m.
The meeting reconvened at 12:38 p.m.

Moved by: Councillor Flynn

Seconded by: Councillor Gonella

THAT: the following projects be funded from the Canada Community Building Fund (Community Works) Grant in the amount of \$664,980.00 rather than General Taxation:

- 4 Avenue SW (TCH - 10 Street SW) – Drainage- \$94,000.00
- 4 Avenue SW (TCH – 10 Street SW) – Road – \$181,050.00
- 17 Street SE Stair Repair - \$60,500.00
- Sanitary Dump Station (20 Street SW) - \$120,000.00
- Lakeshore Road Slope Stabilization - \$209,430.00

Carried Unanimously

Moved by: Councillor Lavery

Seconded by: Councillor Wallace Richmond

THAT: the amount of \$10,000.00 be allocated for dangerous tree assessments, funded from General Taxation.

Opposed (3): Mayor Harrison, Councillor Flynn, and Councillor Cannon

Carried

Moved by: Councillor Lavery

Seconded by: Councillor Lindgren

THAT: the amount of \$22,000.00 for the Lambs Hill Subdivision Trail Connection Project and \$4,000.00 for the Turner Creek Trail Repairs (Okanagan - 6 Avenue) be included in the 2024 Budget, funded from General Taxation.

The main motion was split.

Moved by: Councillor Lavery

Seconded by: Councillor Lindgren

THAT: the amount of \$4,000.00 for the Turner Creek Trail Repair (Okanagan - 6 Avenue) be included in the 2024 budget, funded from General Taxation.

Opposed (1): Councillor Wallace Richmond

Carried

Moved by: Councillor Lavery

Seconded by: Councillor Lindgren

THAT: the amount of \$22,000.00 for the Lambs Hill Subdivision Trail Connection Project be included in the 2024 Budget, funded from General Taxation.

Opposed (4): Mayor Harrison, Councillor Flynn, Councillor Wallace Richmond, and Councillor Cannon

Defeated

5.1.3 C.

The meeting recessed at 2:03 p.m.

The meeting reconvened at 2:13 p.m.

Due to a loss of power in Council Chambers, the meeting recessed at 2:30 p.m.

The meeting reconvened at 2:51 p.m.

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

THAT: the estimated amount of \$2,100.00 be transferred to the Recreation Amenities from the Seniors Games Reserve and that the Senior Games Reserve be closed.

Carried Unanimously

5.1.4 D.

Councillor Wallace Richmond left the meeting at 3:21 p.m. and returned at 3:23 p.m.

Councillor Flynn left the meeting at 3:38 p.m. and returned at 3:41 p.m.

The meeting recessed at 4:07 p.m.

The meeting reconvened on Tuesday, December 5, 2023 at 8:00 a.m. in Council Chambers.

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

THAT: the amount of \$108,000.00 be allocated in the 2024 Budget to fund the following to support recreational programs at Elks Park located at 3690 30 Street NE, funded from General Taxation:

- Annual Field Maintenance - \$32,500.00
- Annual Outdoor Latrine Maintenance - \$14,000.00
- Installation of Irrigation Controller/Credit Meter - \$10,000.00
- Installation of an outdoor latrine - \$51,500.00

Carried Unanimously

5.1.5 E.

Councillor Wallace Richmond left the meeting at 8:48 a.m. and returned at 8:50 a.m.

Councillor Lindgren left the meeting at 8:49 a.m.

Moved by: Councillor Flynn

Seconded by: Councillor Wallace Richmond

THAT: the amount of \$52,755.00 for the following projects be included in the 2024 Budget, to support the Salmon Arm 2024 55+ BC Games:

- Additional safety items - \$15,000.00

- Blackburn Baseball Field No. 2 Infield Extension - \$20,000.00
- Application of Spring Fertilizer to School Division 83 Fields - \$3,975.00
- Other Misc. Items (labour) during the event - \$12,500.00
- Jackson Field - Remove/replace North Goal posts - \$1,280.00

funded from General Taxation.

Carried Unanimously

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

THAT: the amount of \$20,030.00 for the following projects be included in the 2024 Budget to support the Salmon Arm 2024 55+ BC Games:

- Baseball Field Fence Safety Coverings at all baseball diamonds - \$18,750.00
- Relocation of Soccer Goal Nets - \$1,280.00

funded from Klahani Park Master Plan Reserve (\$18,750.00) and (\$1,280.00) from General Taxation.

The motion was split.

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

THAT: the amount of \$18,750.00 be included in the 2024 Budget for Baseball Field Fence Safety Coverings at all baseball diamonds, funded from Klahani Park Master Plan Reserve.

Carried Unanimously

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

THAT: the amount of \$1,280.00 be included in the 2024 Budget for the relocation of Soccer Goal Nets, funded from General Taxation.

Carried Unanimously

5.1.6 F.

The meeting recessed at 9:33 a.m.

The meeting reconvened at 9:44 a.m.

Councillor Lindgren returned to the meeting at 9:45 a.m.

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lindgren

THAT: the amount of \$26,400.00 be included in the 2024 Budget to replace the dugouts at Canoe Baseball Diamonds, funded from the Growing Communities Fund (\$14,400.00) and a community contribution (\$12,000.00).

Carried Unanimously

Moved by: Councillor Cannon

Seconded by: Councillor Lindgren

THAT: the amount of \$100,000.00 be allocated to a reserve to account for the future installation of sanitary sewer service along 13 Avenue SW (Industrial Park), funded from General Taxation.

Opposed (5): Mayor Harrison, Councillor Flynn, Councillor Lavery, Councillor Wallace Richmond, and Councillor Gonella

Defeated

5.1.7 G.

Councillor Wallace Richmond left the meeting at 10:16 a.m. and returned at 10:17 a.m.

Councillor Flynn left the meeting at 10:26 a.m. and returned at 10:28 a.m.

Councillor Wallace Richmond left the meeting at 10:41 a.m. and returned at 10:44 a.m.

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

THAT: the amount of \$5,700.00 be included in the 2024 Budget for clubhouse improvements (paint, electrical and roof assessment), ground lights, shelving, window and door security, for the Salmon Arm Horseshoe Club, located at 751 28 Street NE, funded from the Recreation Amenities Reserve.

Carried Unanimously

5.1.8 H.

The meeting recessed at 10:49 a.m.

The meeting reconvened at 11:04 a.m.

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

THAT: the amount of \$39,100.00 (\$29,600.00 and a contributed donation of \$9,500.00) be included in the 2024 Budget for the purchase of new equipment (mower, turf rider, spreader) for the maintenance of the greens at the Salmon Arm Lawn Bowling Club located at 691 28 Street NE, funded from the Recreation Amenities Reserve.

Carried Unanimously

Moved by: Councillor Flynn
Seconded by: Councillor Gonella

THAT: the amount of \$1,000,000.00 be included in the 2024 Budget for the installation of a synthetic field at Blackburn Park (including wiring for future lights), excluding lights and installation, funded from:

Canadian Community Building Fund (Community Works) - \$95,855.00
Growing Communities Fund - \$218,145.00
Blackburn Park Reserve - \$386,000.00
Contributed Donation - \$300,000.00

Carried Unanimously

Moved by: Councillor Lavery
Seconded by: Councillor Wallace Richmond

THAT: the amount of \$31,712.00 be included in the 2024 Budget to support the request from the Canadian Mental Health Association for development and building permit costs attributed to an affordable rental housing development at 1141 18 Street NE, funded from the COVID-19 Safe Restart Grant Reserve.

Carried Unanimously

Moved by: Councillor Lindgren
Seconded by: Councillor Cannon

THAT: the amount of \$4,000.00 be included in the 2024 Budget for participation in the WildSafeBC Program, funded from Solid Waste and Recycling Reserve.

Carried Unanimously

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Gonella

THAT: the remaining balance in the Canada 150 Reserve be transferred to a Cultural Amenities Reserve.

Carried Unanimously

5.1.9 I.

Councillor Wallace Richmond left the meeting at 12:22 p.m. and returned at 12:25 p.m.

Councillor Lindgren left the meeting at 12:30 p.m.

6. **OTHER BUSINESS**
7. **IN-CAMERA SESSION**
8. **ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 12:32 p.m.

CORPORATE OFFICER, S. WOOD

MAYOR, A. HARRISON

DEVELOPMENT AND PLANNING SERVICES

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm

December 4, 2023, 8:00 a.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 L. Wallace Richmond
Councillor D. Cannon
Councillor S. Lindgren
Councillor D. Gonella

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Corporate Services S. Wood
Director of Engineering & Public Works R. Niewenhuizen
Director of Planning and Community Services G. Buxton
Executive Assistant B. Puddifant
Senior Planner C. Larson
Manager of Planning & Building M. Smyrl

1. CALL TO ORDER

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

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. ADOPTION OF AGENDA

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: the Agenda be adopted as presented.

Carried Unanimously

4. APPROVAL OF MINUTES

Moved by: Councillor Lindgren
Seconded by: Councillor Wallace Richmond

THAT: the Minutes of the Development and Planning Services Committee Meeting of November 6, 2023 be approved.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Councillor Cannon entered the meeting at 8:02 a.m.

6. REPORTS

6.1 Zoning Amendment Application No. ZON-1278

1721 11 Avenue SE
Owner: R. Cameron
Agent: M. Skjerpen
R-1 to R-8

D. Sonmor, Lawson Engineering, agent for the applicant, was available to answer questions from the Committee.

Moved by: Councillor Flynn
Seconded by: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 30197 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to confirmation that the proposed *secondary suite* in the existing family dwelling meets Zoning Bylaw and BC Building Code requirements.

Carried Unanimously

6.2 Official Community Plan Amendment Application No. OCP4000-55

721 Harbourfront Drive NE
Owner: 0766658 BC Ltd.
Agent: W. Whelen
LR to MR

K. Reynolds, the applicant, and W. Whelen, agent for the applicant, outlined the application and were available to answer questions from the Committee.

Moved by: Councillor Cannon
Seconded by: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 to redesignate Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP77503 from Low Density Residential to Medium Density Residential.

6.3 Zoning Amendment Application No. ZON-1273

(see Item 6.2 for Staff Report)

721 Harbourfront Drive NE

Owner: 0766658 BC Ltd.

Agent: W. Whelen

R-8 to R-4

K. Reynolds, the applicant, and W. Whelen, agent for the applicant, were available to answer questions from the Committee.

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP77503 from R-8 (Residential Suite Zone) to R-4 (Medium Density Residential Zone);

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

Carried Unanimously

6.4 Development Variance Permit Application No. VP-591

2760 Auto Road SE

Owner: EWDS Holdings Ltd.

Servicing requirements

D. Shoesmith, the applicant, outlined the application and was available to answer questions from the Committee.

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit Application No. VP-591 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 14385, as follows:

1. waive the requirement to upgrade Auto Road SE to the RD-4 Urban Arterial Road standard; and

2. waive the requirement to upgrade 10 Avenue SE to the RD-2 Urban Local Road standard, except for the requirement to install a fire hydrant.

Defeated

Moved by: Councillor Flynn

Seconded by: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-591 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw Non. 4293, for the frontages of Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 14385, as follows:

1. waive the requirement to upgrade Auto Road SE to the RD-4 Urban Arterial Road Standard, except for the requirement to install a fire hydrant, and
2. waive the requirement to upgrade 10 Avenue SE to the RD-2 Urban Local Road standard, except for the requirement to install a fire hydrant and street light.

AND THAT: Council support the motion for consideration subject to the registration of a Land Title Act Section 219 Covenant stipulating no further development or subdivision of the proposed parcels until fully serviced to City Bylaw standards

Carried Unanimously

6.5 Proposed Telecommunications Facility Referral

3160 10 Avenue SE
Proponent: Telus Communications
Agent: Cypress Land Services
Cellular Tower Installation

Council recessed at 9:04 a.m. and the meeting resumed at 9:06 a.m.
Councillor Lindgren returned to the meeting at 9:07 a.m.

Moved by: Councillor Flynn
Seconded by: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that the City of Salmon Arm be consulted regarding the proposed installation of a telecommunications facility on Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan 3757, Except Plan 10183, as described in the information package dated October 23, 2023;

AND THAT: the public consultation process has satisfactorily addressed the City of Salmon Arm's Communication System Policy 3.18 requirements;

AND THAT: the City of Salmon Arm concurs with the proposed installation of a telecommunications facility on the subject parcel as proposed.

Carried Unanimously

7. **FOR INFORMATION**

8. **IN-CAMERA**

9. **ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 9:16 a.m.

MAYOR, A. HARRISON

CITY OF SALMON ARM

Minutes of the Agricultural Advisory Committee Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **November 8, 2023 at 3:30 p.m. (GoTo Meeting and in-person)**

Present

Councillor David Gonella, Chair

James Hanna

Ken Jamieson

Sarah Nicholls

Melanie Bennett (online)

Melinda Smyrl, Planner/Recorder - staff (non-voting)

Regrets:

Barrie Voth (online)

The meeting was called to order at 3:31 p.m.

1. **Call to Order**
2. **Acknowledgment of Traditional Territory**
3. **Approval of Agenda**

Moved: Ken Jamieson

Seconded: James Hanna

THAT: the Agricultural Advisory Committee Meeting Agenda of November 8, 2023 be approved, as amended.

CARRIED UNANIMOUSLY

4. **Approval of Minutes September 13, 2023**

Moved: Sarah Nicholls

Seconded: Melanie Bennett

THAT: the Agricultural Advisory Committee Meeting Minutes of September 13, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

5. **Disclosure of Interest**

None noted.

6. New Business

6.1 John MacLeod – Letter of Acknowledgement

Members that had worked with John through the AAC and other groups spoke of John's efforts in establishing the AAC. The members discussed a letter being drafted to highlight John's contributions to agricultural community.

Staff will draft a letter and circulate for additions from the members. The letter will be added to the minutes and the Chair will read it at the Council meeting. The group would like to have the letter sent to John's family.

The letter is attached.

7. Unfinished Business

**7.1 Correspondence to Council – Bee Keeping & Backyard Chicken, Bylaw Amendment Proposals (Bonnie Castle)
- Benchmark community comparison**

The group discussed the spreadsheet and next steps.

First: Ken Jamieson

Second: Melanie Bennett

THAT: the AAC recommends that Council review bylaws in order to support urban agriculture.

8. Updates

8.2 Ministry of Agriculture – Projects and Grants (staff)

An email was forwarded from staff that outlined upcoming projects and grants.

8.3 Committee Updates (committee members)

The OCP review has started and the OCP Steering Committee will have their first meeting in November. The members discussed the OCP process and how concerns regarding development adjacent to agricultural lands may be addressed.

9. Next Meeting – December 13, 2023 3:30pm to 5:00pm

10. Adjournment

Moved: Ken Jamieson

Seconded: James Hanna

THAT: The Agricultural Advisory Committee Meeting of November 8, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 4:03 pm

"D. GONELLA"
Councillor D. Gonella, Chair

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



November 30, 2023

Dear Lois and the McLeod family,

The Agricultural Advisory Committee acknowledges with appreciation John's contributions to our community. As a founding member of the Agricultural Advisory Committee John's dedication to Salmon Arm and the agricultural community are well known and appreciated by all who worked alongside him. As an original AAC member John was known for his advocacy for agricultural land preservation, the essential work of farmers and food security. It was John's love of the Shuswap and all things agricultural that made him a wise and genuine contributor. His contributions will be missed. His ideas and opinions were always worth considering and we look forward to seeing the legacy of his advocacy carried forward by our Community.

Sincerely,

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

David Gonella | Councillor

Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2

P 250.803.4015 | F 250.803.4041

E dgonella@salmonarm.ca | W www.salmonarm.ca

X:\Planning Dept\Users\Melinda\COMMITTEES - Agricultural Advisory Committee (AAC)\2023\November 8\Letter for John McLeod.pdf.docx

To: His Worship Mayor Harrison and Members of Council
Date: October 27, 2023
From: Chelsea Van de Cappelle, Chief Financial Officer
Subject: Council Benefits

Background

At the Regular Council Meeting of March 13, 2023, the following motion was carried:

That Council direct staff to review the current benefit package and report back with options and cost implications for Council's consideration, with a focus on comparing Elected Officials benefits against those of Exempt City Staff, specifically in the areas of out of country coverage, dental and extended health benefits.

Council's current group benefit package is provided through UBCM's Benefit Plan with Pacific Blue Cross (PBC). The Exempt City Staff benefit package is provided through GroupHEALTH.

Benefit Comparison

Provided below is a brief comparison of some of the benefits between the two plans. The GroupHEALTH quotes were based on matching the Exempt City Staff plan, except for the following deviations:

- As elected officials normally do not receive a salary, the life insurance is a flat benefit of \$50,000 rather than a multiple of salary; and
- The long-term disability coverage is not included.

Further plan details have been provided under separate cover.

Benefit	Pacific Blue Cross (UBCM) (2023)	GroupHEALTH (2023)	Comments
Life Insurance	\$25,000	\$50,000	Note: Maximum is established by Council Remuneration & Expense Bylaw. GroupHEALTH is a flat benefit amount.
Premium per \$1,000	\$0.045 - \$2.18 Varies based on age, gender and smoker status	\$0.298	
Termination Age	65 or when term of office expires	70 or earlier retirement	
Extended Health	\$50,000	No Lifetime Maximum	Lifetime Maximum
Deductible	\$25 Single/\$25 Family	\$25 Single/\$25 Family	
Premium	\$49.38 Single/ \$111.09 Family	\$285.00 Single/ \$296.33 Family	

Benefit	Pacific Blue Cross (UBCM) (2023)	GroupHEALTH (2023)	Comments
Eligible Reimbursement	80%	80%	In Province/Country
Professional Fees	\$300	\$500 except: \$400 for massage therapist/orthotherapist, physio/PRT, \$300 for chiro/naturopath	Per practitioner per year
Vision Care – Eye Exams	\$100/24 months	\$75/24 months	
Vision Care – Supplies	\$300/24 months	\$500/24 months - adults \$500/12 months - <19yr	
Travel Coverage	60 Day Duration	180 Day Duration/60 Day Duration (retirees)	
- Emergency Expenses	100% (up to extended health lifetime maximum - \$50,000)	100% (up to \$5M per trip)	
Travel Coverage Cont.	Out of province claims must be claimed first through MSP.	Out of province claims must be claimed first through MSP. Includes Travel Insurance and Out of Province Emergency Assistance, Travel Cancellation Insurance and WorldCare Medical Second Opinion.	
- Eligible Expenses	Local emergency ambulance service to hospital, emergency hospital stay, physician charges, prescription drugs, nursing services, air ambulance (if pre-approved by PBC)	Hospitalization, physician fees, nursing fees, chiropractor, podiatrist or physiotherapist fees, dentist fees (max \$1,000/trip), prescription drugs, local emergency ambulance service to hospital, repatriation of deceased individual, transportation by plane of medical escort, living expenses and transportation of a close relative and various others.	
- In-Eligible Expenses	Continuous/routine medical care, non-emergent doctor's charges/diagnostic procedures, follow-up visits, repatriation of deceased individual, baggage loss, trip cancellation, elective or pre-arranged and various others.	Continuous/routine/chronic medical care, non-emergent doctor's charges/diagnostic procedures, follow-up visits, elective or pre-arranged and various others.	
Termination Age	When term of office expires	85 or earlier retirement	
Dental	No Annual Maximum	No Annual Maximum	
Deductible	N/A	N/A	
Premium	\$47.54 Single/ \$123.31 Family	\$231.51 Single/ \$231.51 Family	
Basic & Routine	80%	100%	

Major Restorative	50%	60%	
Orthodontics	None	50%	
Recall Exams	Twice per year	Twice per year	
Termination Age	When term of office expires	85 or earlier retirement	

Financial Comparison

The current cost of the benefits package with PBC is \$19,690 per year. This does not include costs associated with Life Insurance, as the amounts vary depending on a number of factors. Should Council proceed with a policy with GroupHEALTH comparative to the Exempt City Staff policy, the annual cost of benefits would increase to \$44,339, an increase of \$24,649 per year (Appendix A).

Other Considerations

The UBCM/PBC plan can be terminated at Councils discretion, without penalty. However should Council elect to join at a later time:

- there must be a minimum of 3 members;
- the current block rates would apply while new claims experience accrues. Presently the City's premium rates are lower than the block rates for the elected official program due to lower costs over the last few years.

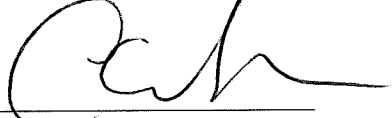
Oct 1 - Sept 30, 2024	2024 Rates	2024 Block Rates	Difference
Extended Health - Single	\$ 54.56	\$ 69.63	\$ 15.07
Extended Health - Family	122.75	156.94	34.19
Dental - Single	51.11	61.27	10.16
Dental - Family	132.56	160.40	27.84

In relation to Travel Coverage, UBCM recommends that members purchase additional travel coverage. However, there is no ability to purchase additional coverage (i.e. extended health, dental, etc.) under the UBCM group plan. Members would need to purchase private coverage.

Council would also have the ability to terminate the GroupHEALTH plan, without penalty, with 30 days' notice to the insurer. This would not affect the Exempt Staff coverage. The insurer for GroupHEALTH also expects that all of Council will participate and the quote provided reflects this.

If Council would like to review any other items included in the Council Remuneration and Expense Bylaw, staff will require direction to do so.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA
Chief Financial Officer

City of Salmon Arm
 Anaysis of Elected Official Benefits
 Health & Dental

Appendix A

Current - PBC

2023 Health
 Dental

Single		Family		
Monthly	Annual	Monthly	Annual	
\$ 49.38	\$ 592.56	\$ 111.09	\$ 1,333.08	\$ 9,331.56
\$ 47.54	\$ 570.48	\$ 123.31	\$ 1,479.72	\$ 10,358.04
\$ 96.92	\$ 1,163.04	\$ 234.40	\$ 2,812.80	

7 Elected Officials with Couple or Family Coverage

\$ 19,689.60

0 Elected Official with Single Coverage

-

Total Current Annual Cost

\$ 19,689.60

Proposed - GroupHEALTH

2023 Health
 Dental

Single		Family		
Monthly	Annual	Monthly	Annual	
\$ 285.00	\$ 3,420.00	\$ 296.33	\$ 3,555.96	\$ 24,891.72
\$ 231.51	\$ 2,778.12	\$ 231.51	\$ 2,778.12	\$ 19,446.84
\$ 516.51	\$ 6,198.12	\$ 527.84	\$ 6,334.08	

7 Elected Officials with Couple or Family Coverage

\$ 44,338.56

0 Elected Official with Single Coverage

-

Total Annual Cost

\$ 44,338.56

Additional Cost

\$ 24,648.96

CITY OF SALMON ARM

BYLAW NO. 4578

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

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

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

1 DEFINITIONS

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

2. REMUNERATION

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

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

3. BENEFITS

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

4. REIMBURSEMENT OF EXPENSES

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

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

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

Alcoholic beverages are not eligible for reimbursement.

1. Transportation

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

2. Accommodation

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

3. Daily Expenses / Per Diem

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

\$ 150.00 per day

Four (4) continuous hours or more in duration

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

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

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

4. Registrations

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

5. Technology

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

6. Other Expenses

As provided within the annual budget:

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

7. Combining Business Travel with Personal Travel

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

8. Travel Advance

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

9. Expense Claims

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

5. SEVERABILITY

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

6. ENACTMENT

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

7. REPEALS BYLAWS

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

8. EFFECTIVE DATE

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

9. CITATION

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

READ A FIRST TIME THIS	11 th	DAY OF	APRIL	2023
READ A SECOND TIME THIS	11 th	DAY OF	APRIL	2023
READ A THIRD TIME THIS	24 th	DAY OF	APRIL	2023
ADOPTED BY COUNCIL THIS	24 th	DAY OF	APRIL	2023

"A. HARRISON"

MAYOR

"S. WOOD"

CORPORATE OFFICER

CITY OF SALMON ARM

TO: Mayor Harrison & Members of Council
DATE: December 1, 2023
FROM: Erin Jackson, Chief Administrative Officer
PREPARED BY: Barb Puddifant, Executive Assistant
SUBJECT: Environmental Advisory Committee – Citizens at Large appointment

Background:

The Environmental Advisory Committee membership currently includes 13 voting members; one (1) Council representative, three (3) Citizens at Large and one (1) alternate Citizen at Large, a member representing each of the Forest and Agricultural Industries, members from five (5) organizations and from the Adams Lake and Neskonlith Bands.

The current term for the Citizen at Large and the alternate Citizen at Large positions expire on December 31, 2023. Staff advertised these positions in the newspaper, on the City website, Social Media pages and in the lobby of City Hall. Seven applications were received by the November 30, 2023 closing date from the following individuals:

Carmen Fennell
Kristine Wickner
Sarah Johnson
Lawren Richards
John Crook
Ceran Caner
Ken Whitehead

It is recommended that Council appoint three (3) Citizens at Large and one (1) alternate to serve on the Environmental Advisory Committee for a period of two (2) years from January 1, 2024 to December 31, 2025.

Respectfully submitted,



Erin Jackson
Chief Administrative Officer

TO: His Worship Mayor Harrison and Members of Council

DATE: December 5, 2023

SUBJECT: **Greenways Liaison Committee – Citizen-At-Large Appointments**

BACKGROUND

The Greenways Liaison Committee (GLC) is a select committee that was formed in 2009. The mandate of the GLC is to coordinate new and improved greenway projects, provide recommendations regarding outdoor recreation and alternative transportation opportunities, and promote the implementation of the Greenways Strategy within the City of Salmon Arm.

The seven (7) GLC voting members as per the GLC's Terms of Reference (TOR) include: one (1) City Council member, one (1) Interior Health Authority representative, two (2) Shuswap Trail Alliance representatives, and three (3) citizens-at-large.

Aligned with the TOR specifying a three year term expiring at the end of 2023, solicitation for citizen-at-large members was advertized in the Salmon Arm Observer and the City's website over the month of November. All of the applications are from potential "new" members: none of the current citizen-at-large members applied to continue. Five applications were received from:

Wanda Atcheson
Alan Bates
Mark Mason
Clint Smith
Rich Smith

It is recommended that Council appoint three (3) citizens-at-large, two (2) representatives (Brian Browning (current member) and Keith Cox) from the Shuswap Trail Alliance, and one (1) representative (Janelle Rimell (current member)) from the Interior Health Authority to the Greenways Liaison Committee for a period of three (3) years from January 1, 2024 to December 31, 2026.



Gary Buxton, MCIP, RPP
Director of Planning and Community Services

TO: His Worship Mayor Harrison and Members of Council

DATE: November 23, 2023

SUBJECT: Proposed Telecommunications Facility Referral (Cellular Tower Installation)

Legal: Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan 3757, Except Plan 10183

Civic: 3160 – 10 Avenue SE

Proponent: Telus Communications

Agent: Cypress Land Services

MOTION FOR CONSIDERATION

THAT: the City of Salmon Arm has been consulted regarding the proposed installation of a telecommunications facility on Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan 3757, Except Plan 10183, as described in the information package dated October 23, 2023;

AND THAT: the public consultation process has satisfactorily addressed the City of Salmon Arm's Communication System Policy 3.18 requirements;

AND FURTHER THAT: the City of Salmon Arm concurs with the proposed installation of a telecommunications facility on the subject parcel as proposed.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

Cypress Land Services (CLS), on behalf of Telus (the proponent), has proposed the installation of a 33 metre (m) cellular tower and associated facilities (i.e. fencing, equipment shelter and generator) on the southern portion of the parcel at 3160 – 10 Avenue SE (Appendix 1). The large, roughly 7 acre subject parcel is designated Acreage Reserve in the Official Community Plan (OCP) and is split-zoned P-3 Institutional and A-2 Acreage Reserve (Appendix 2 & 3). The parcel is occupied by the 5 Corners Church building at its northwest corner and associated accessory buildings. Surrounding land uses include:

North: 10 Avenue SE with R-1 residential parcels beyond;

South: A-2 Zoned parcels;

East: A-2 Zoned parcels; and

West: 30 Street SE/Auto Road SE, BC Hydro parcel zoned A-2.

CLS has submitted a consultation and information package to the City (Appendix 4). In accordance with the Federal Innovation, Science, and Economic Development Canada's (ISED, formerly Industry Canada) Public Consultation Process (CPC-2-0-03) and City Communication System Location and Consultation Policy 3.18 (Appendix 5), the proponent is required to consult with the City prior to installation of the tower. CLS is seeking concurrence from the City in the form of a resolution from Council.

The proposed cellular tower does not fall within the Policy 3.18 exemption criteria, thus the proponent is required to complete a community consultation process prior to installation including preliminary consultation, proposal submission, and public consultation. In preliminary consultation, alternative sites have been discussed with City staff. In adherence with City Policy 3.18, a resolution from Council is expected to complete the consultation process.

Consultation and Public Notification

The Policy 3.18 public consultation requirements are generally aligned with ISED's Default Public Consultation Process (CPC) as follows (additional details are contained in CPC-2-0-03):

1. Posting of a notification sign on site, publication of a notice in the local newspaper, and submission of a notification package to all owners and occupiers within a radius of three times the tower height. The notification package is provided within Appendix 4;
2. Following the public comment period (minimum 30 days), the proponent must respond to all reasonable and relevant concerns and provide for a reply to the proponent's response; and
3. Once the proponent has made adequate efforts to address or resolve all reasonable and relevant concerns, the public notification and consultation process is considered complete.

The proponent has met the consultation requirements detailed in the City's Policy (closing date October 9, 2023), and widened the notification area to additional parcels, in excess of the requirements at the request of staff. The proponent has provided a summary of the consultation process and responses (Appendix 4). One response was received as noted.

COMMENTS

Building Department

The BC Building Code does not apply to the construction of cellular towers, except where the tower is affixed to a building. A Building Permit is not required for the proposed equipment shelter (under 10 m²).

BC Hydro

BC Hydro has noted the requirement of a statutory right-of-way over the property to be addressed during the design for servicing.

Planning Department

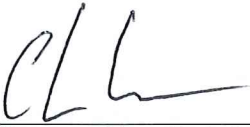
The regulation of the installation of cellular towers is under the exclusive jurisdiction of the federal government and its agencies (e.g. ISED and Health Canada), meaning that the City's bylaws do not apply to the proposed cellular tower. However, in accordance with ISED's requirements, the proponent is required to consult with the City and notify the public prior to installation. The proponent has adhered to the City's Policy and has provided the City with details of the proposed installation and the completed consultation process.

From a land use perspective, the current and future land use patterns in and around the proposed site appear compatible and aligned with the direction of the City Policy for such structures to be sited in rural areas, an option substantially less conflicted than siting the towers within urbanized, residential areas of the City.

As detailed in their submission, the applicant has explored co-location options, and has offered other providers the option to utilize the proposed tower. In the opinion of staff, the visual impact of the structure is mitigated by its position within a wooded area, and in context relative to Little Mountain and Mount Ida, as well as the existing large hydro transmission towers in the area.

CONCLUSION

Staff recommends that Council advise the proponent that consultation has occurred and that the City concurs with the proposed site as requested.



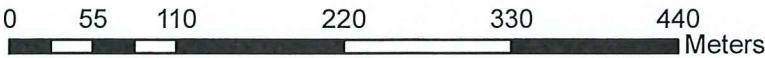
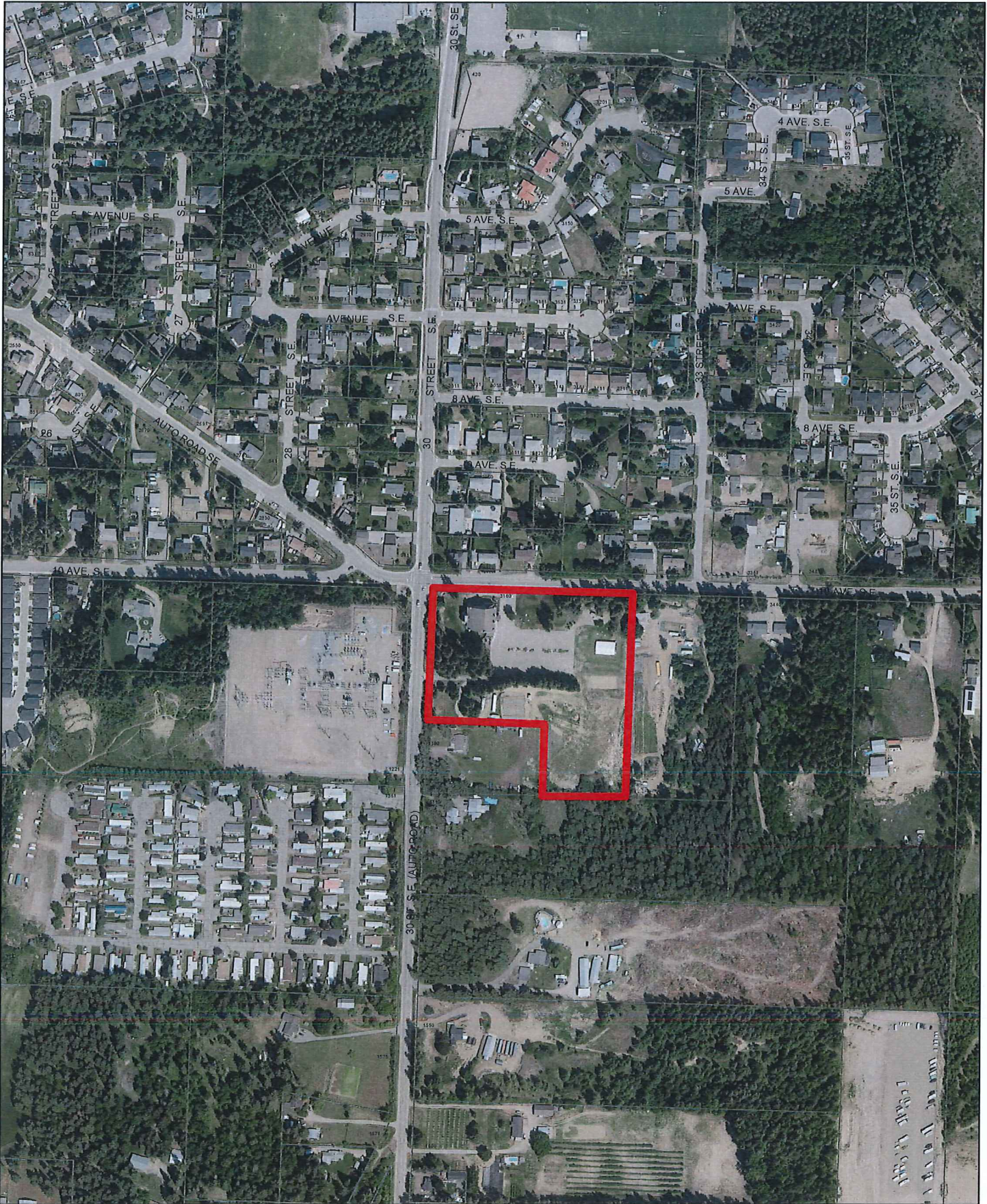
Prepared by: Chris Larson, MCIP, RPP
Senior Planner



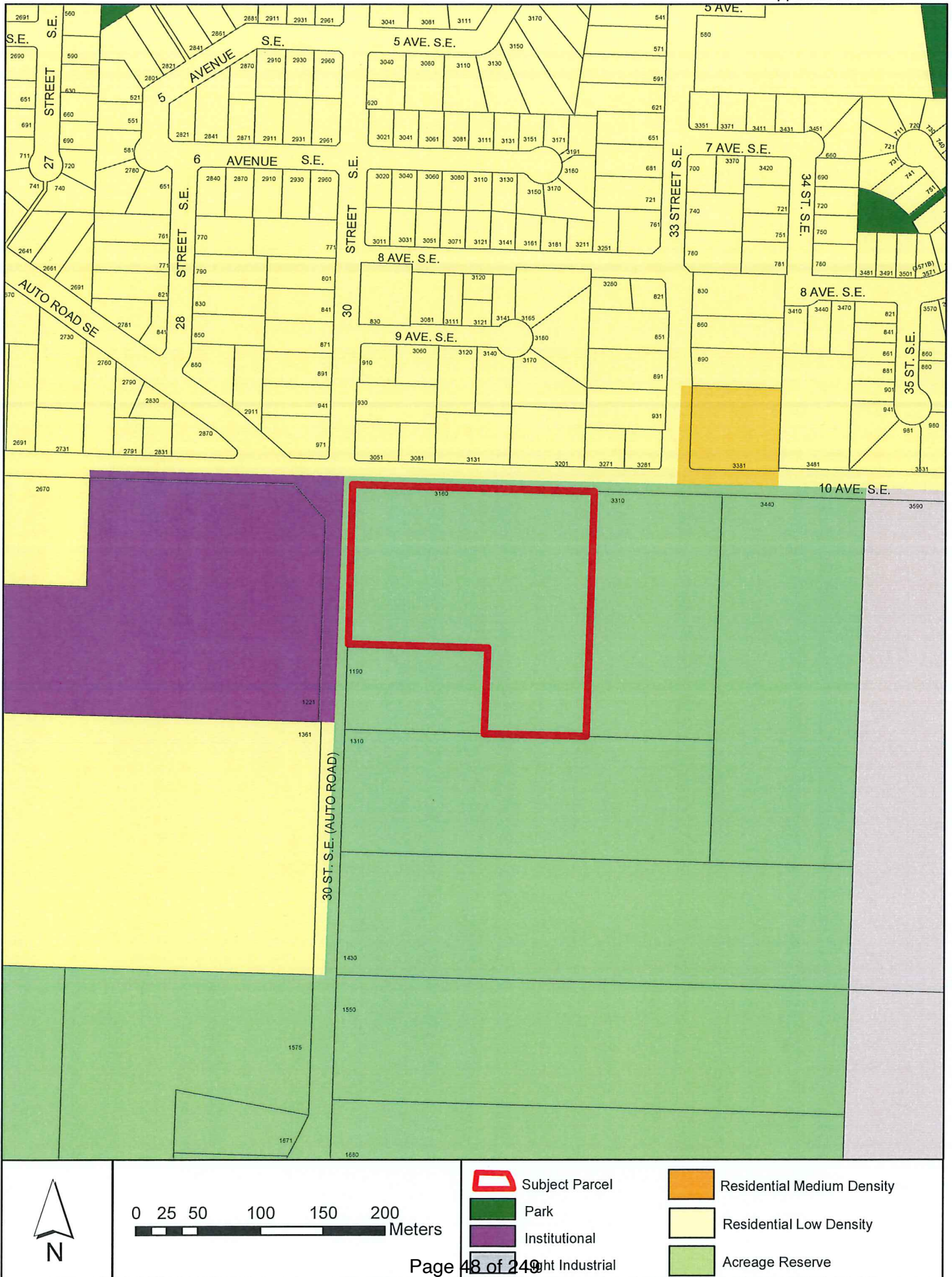
Reviewed by: Gary Buxton, MCIP, RPP
Director of Planning & Community Services

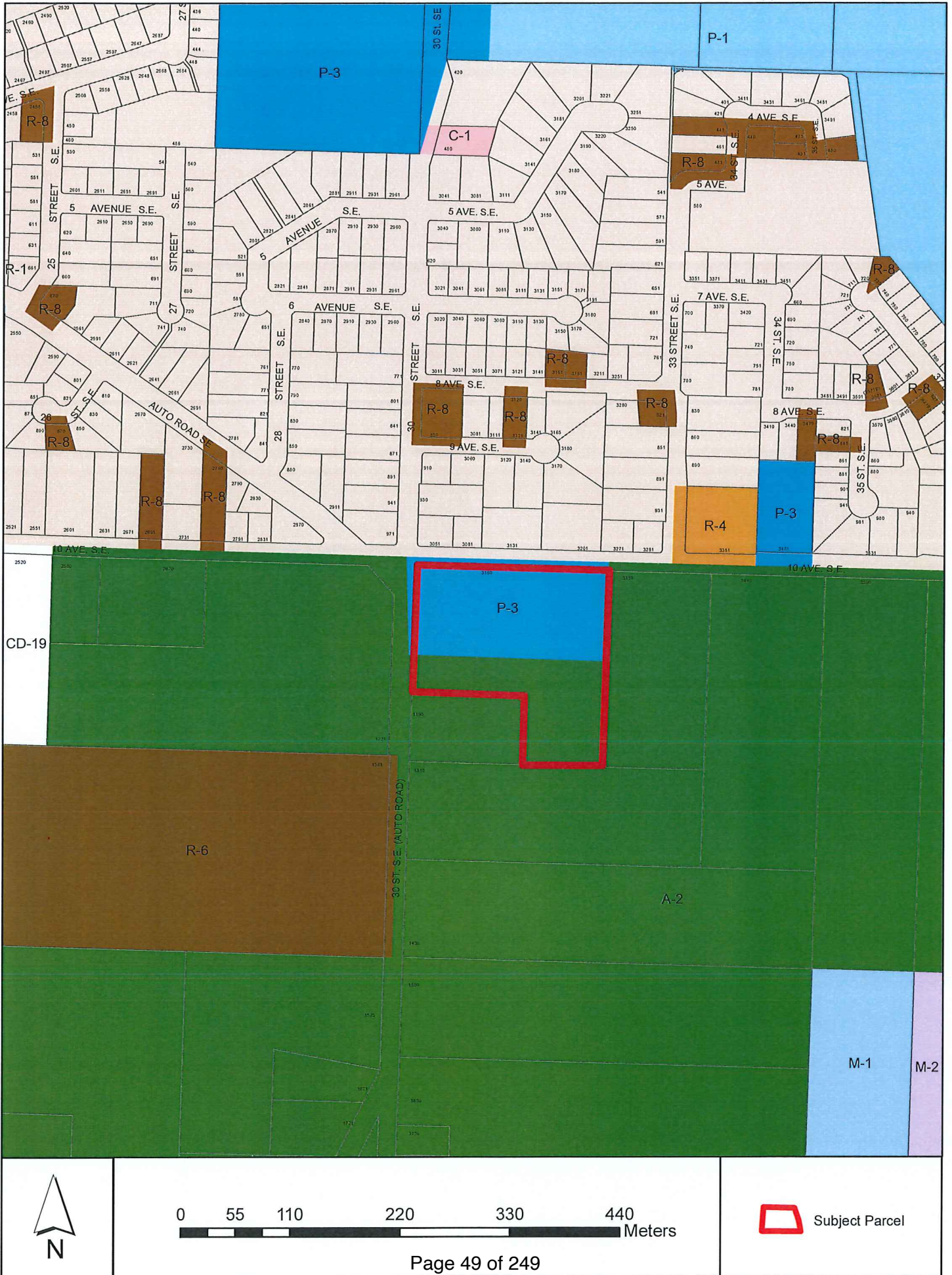


Reviewed by: Melinda Smyrl, MCIP, RPP
Manager of Planning & Building



Subject Parcel





October 23rd, 2023

VIA: clarson@salmonarm.ca

Chris Larson
Senior Planner
City of Salmon Arm

Dear Chris Larson,

Subject:	Request for Concurrence for a TELUS Telecommunications Tower
Address:	3160 10th Avenue SE Salmon Arm V1E 1W8
PID:	016-194-888
Coordinates:	50.691520 N, 119.249748 W
TELUS Site:	BC109550

Please be advised that following the City of Salmon Arm's 'Communication Antenna System Location and Consultation Policy No.3.18', TELUS Communications Inc ("TELUS") has completed the public consultation process and is respectfully requesting concurrence for the proposal to build a 33m monopole tower and equipment installation. Enclosed please find evidence of the following efforts regarding this public notification process:

- On June 14th, 2023, an Information Package was submitted to the City of Salmon Arm formalizing the initiation of the consultation process for the proposed tower location. Please see **Appendix 1: Information Package**.
- On September 5th, 2023, 45 Notification Packages were issued to property owners, occupants and other recipients that fell within three (3) times the tower height (100m), and those who are adjacent to the property or directly across the street, if not already included in the radius, as per the City of Salmon Arm's request. Please see **Appendix 2: Notification & Recipients**.
- On September 8th, 2023, notice of proposed tower proposal was placed in the Salmon Arm Observer. Please see **Appendix 3: Newspaper Notice**.
- On September 6th, 2023, a development sign was posted at the site. Please see **Appendix 4: Development Sign**.
- On October 9th, 2023, the 30-day consultation period concluded. During the consultation period, 1 property owner provided comment. It was indicated that this property owner was generally in support of the proposal in the area as they expressed interest in leasing land to telecommunications carriers/infrastructure in the future. Please see **Appendix 5: Comments Received During Consultation**.

If Council concurs with the proposed tower project, please find in **Appendix 6: Resolution Example**, a sample resolution which may be used.

TELUS is committed to working with the community to find an acceptable location and infrastructure design. Should you require any additional information, please do not hesitate to contact us at 604-620-0877 or by e-mail at kristina@cypresslandservices.com.

Kristina Bell
Land Use Planner

A handwritten signature in black ink that reads "Kristina Bell". The script is cursive and fluid.

Cypress Land Services
Agents for TELUS

cc: Cheryl Bilyk, TELUS Communications Inc.

Appendix 1: Information Package



Cypress Land Services Inc.
Suite 1051 – 409 Granville Street
Vancouver, BC V6C 1T2

Telephone: 604.620.0877
Facsimile: 604.620.0876
Website: www.cypresslandservices.com

June 14th, 2023

Via Email: clarson@salmonarm.ca

Chris Larson
Senior Planner
City of Salmon arm

Subject:	TELUS Telecommunications Facility Proposal Information Package
Location:	3160 10th Avenue SE Salmon Arm V1E 1W8
PID:	016-194-888
Coordinates:	50.691520 N, 119.249748 W
TELUS Site:	BC109550

Overview

Cypress Land Services Inc., in our capacity as agents to TELUS Communications Inc. (TELUS), is submitting this information package (Information Package) to initiate the consultation process related to the installation and operation of a telecommunications facility within City of Salmon Arm. The new facility will improve wireless services in the Salmon Arm area. This Information Package is intended to formalize the consultation process.

Proposed Site

The proposed property is identified as **PID: 016-194-888** and the site location is identified as **50.691520 N, 119.249748 W**, located east of the City Centre, across the street from the City substation. The site is owned by the church (**Schedule A: Tower Site Location**). The property is currently privately owned, and TELUS has entered into a lease agreement with the owner.

Rationale for Site Selection

TELUS seeks to maintain and improve high quality, dependable network services to Canadians. In order to improve network performance, TELUS is seeking to add the proposed communications tower.

The proposed site is a result of many factors and considerations. Existing structures, including towers and rooftops, were initially reviewed during the site selection process. After careful examination, it has been determined that there are no viable existing structures in the area that would be suitable for the operations of TELUS' network equipment. The closest telecommunications tower is owned by TELUS and is about 2kms away. That tower is not in an appropriate location for TELUS network expansion needs, nor is it tall enough to accommodate

new equipment. The Rogers tower, approximately 4.5km away is also not close enough to the area of concern and is too short to support TELUS' equipment. Additionally, there are no buildings at a high enough elevation to support TELUS' equipment in the area. Please see **Schedule B: Map of Existing Towers**. TELUS sent a request to Rogers and Freedom Mobile to collocate on the tower. Freedom did not respond, and Rogers declined this request. Please see **Appendix 1: Rogers Collocation – Declined**.

Additionally, this site was chosen because the property is designated as Acreage Reserve in the OCP, is across the street from the Salmon Arm Substation, and is away from the City Centre areas and vistas as per the City's Antenna System Policy. The site may also provide some natural buffering, as the tower is to be located behind the trees on the property.

Tower Proposal Details

TELUS is proposing to install a 33m monopole tower, with twelve (12) antennas and an equipment shelter at the base, enclosed by a chain-link fence compound area, occupying existing compound area of 10m by 10m. TELUS has completed preliminary design plans in **Schedule C: Preliminary Plans** and a **Photo-simulation, Schedule F**. As per the City's policy, the antenna system is being proposed as a monopole to mitigate the visual impacts of the facility and no signs are included in the design. No lighting is proposed unless otherwise required by NAV Canada or Transport Canada. The tower may have adequate space for third party equipment.

Consultation Process

Innovation, Science, and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower. The City of Salmon Arm has adopted a 'Communication Antenna System Location and Consultation POLICY No.3.18'. TELUS initiates ISED's Default Public Consultation Process (as described in the CPC-2-0-0-03 – Radiocommunication and Broadcasting Antenna Systems, commonly referred to as the "CPC") when a municipality has not adopted a policy.

Information on the "CPC" consultation process developed by ISED may be found online at:

[CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems - Spectrum management and telecommunications](#)

In order to obtain comments, concerns or questions in regard to the proposed tower site, the City of Salmon Arm's Policy No.3.18 requires TELUS to send out notification packages to all properties located within three (3) times the height of the proposed tower. See **Schedule E: Notification Radius**. A notice in the local paper is required in order to allow for public comment on the proposed site. In addition, a development sign is required to be posted on site. This comment period is minimum of 30 days. We expect the notification package to be sent in early July 2023.

At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS. TELUS is requesting that, subsequent to the completed consultation process and report to Council, a letter or resolution of concurrence is issued by the City of Salmon Arm.

Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at:

Health Canada:

http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php

Concurrence Requirements

In order to complete the consultation process, TELUS will be requesting concurrence from the City in a form acceptable by ISED.

Conclusion

Please consider this Information Package as the official commencement of the consultation process for this site. TELUS is committed to working with the City of Salmon Arm and the community throughout the consultation process.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604.620.0877 or by email at kristina@cypresslandservices.com.

Thank you in advance for your assistance and consideration.

Sincerely,

CYPRESS LAND SERVICES

Agents for TELUS



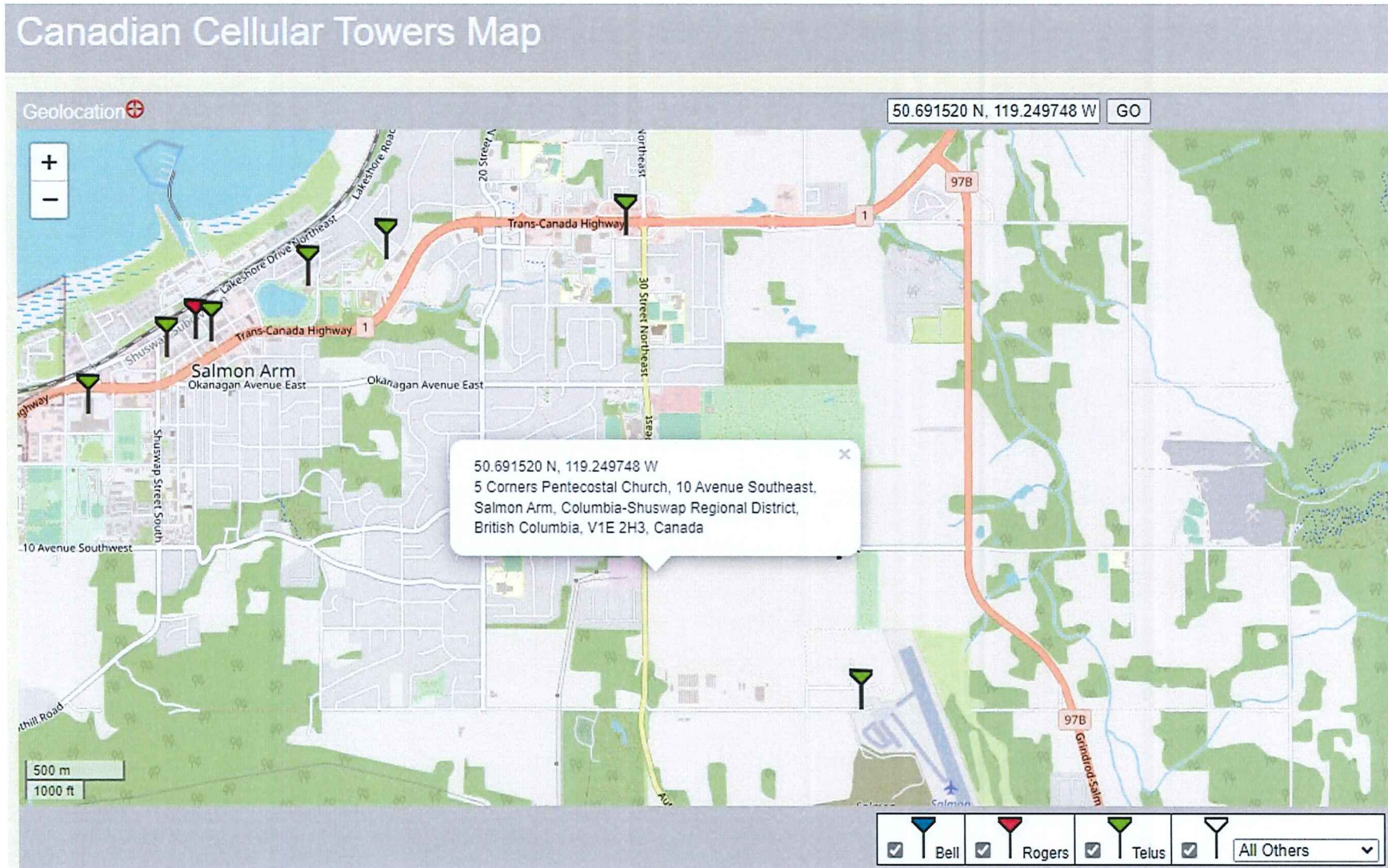
Kristina Bell
Land Use Planner

cc: Amir Mozaffari, TELUS Communications Inc

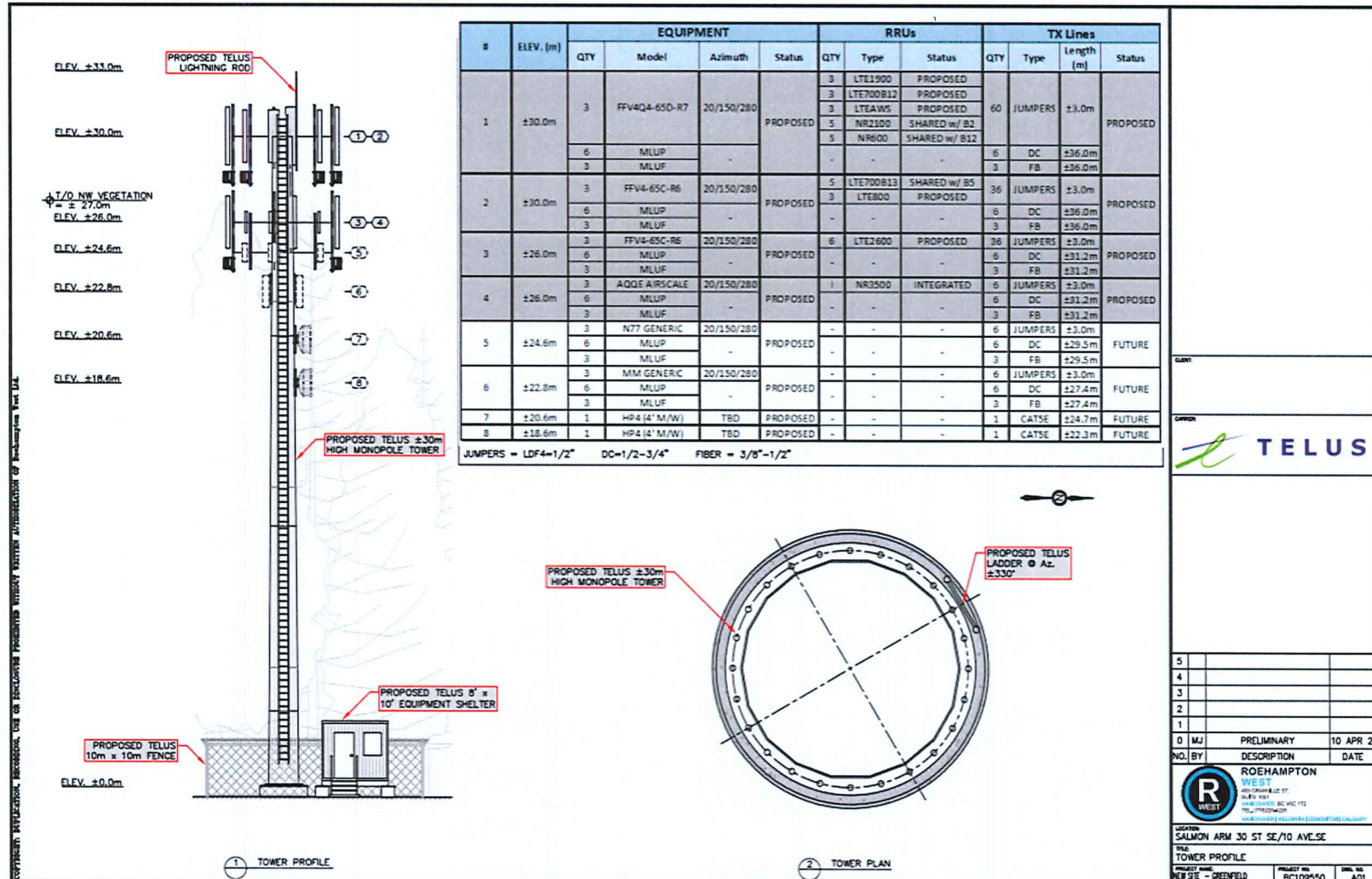
**SCHEDULE A
TELUS TOWER LOCATION**



SCHEDULE B MAP OF EXISTING SITES



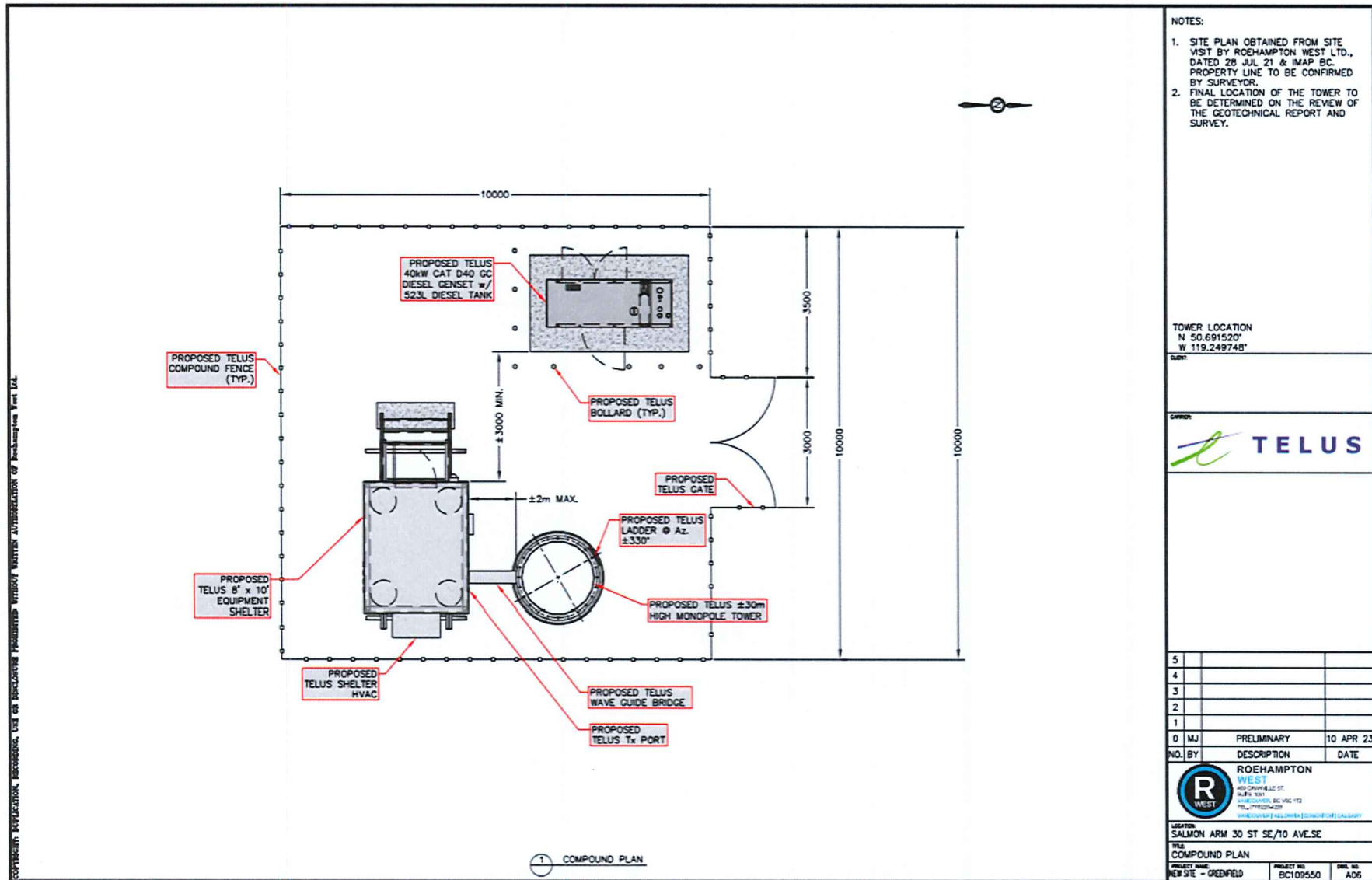
SCHEDULE C PRELIMINARY DESIGN PLANS – TOWER PROFILE



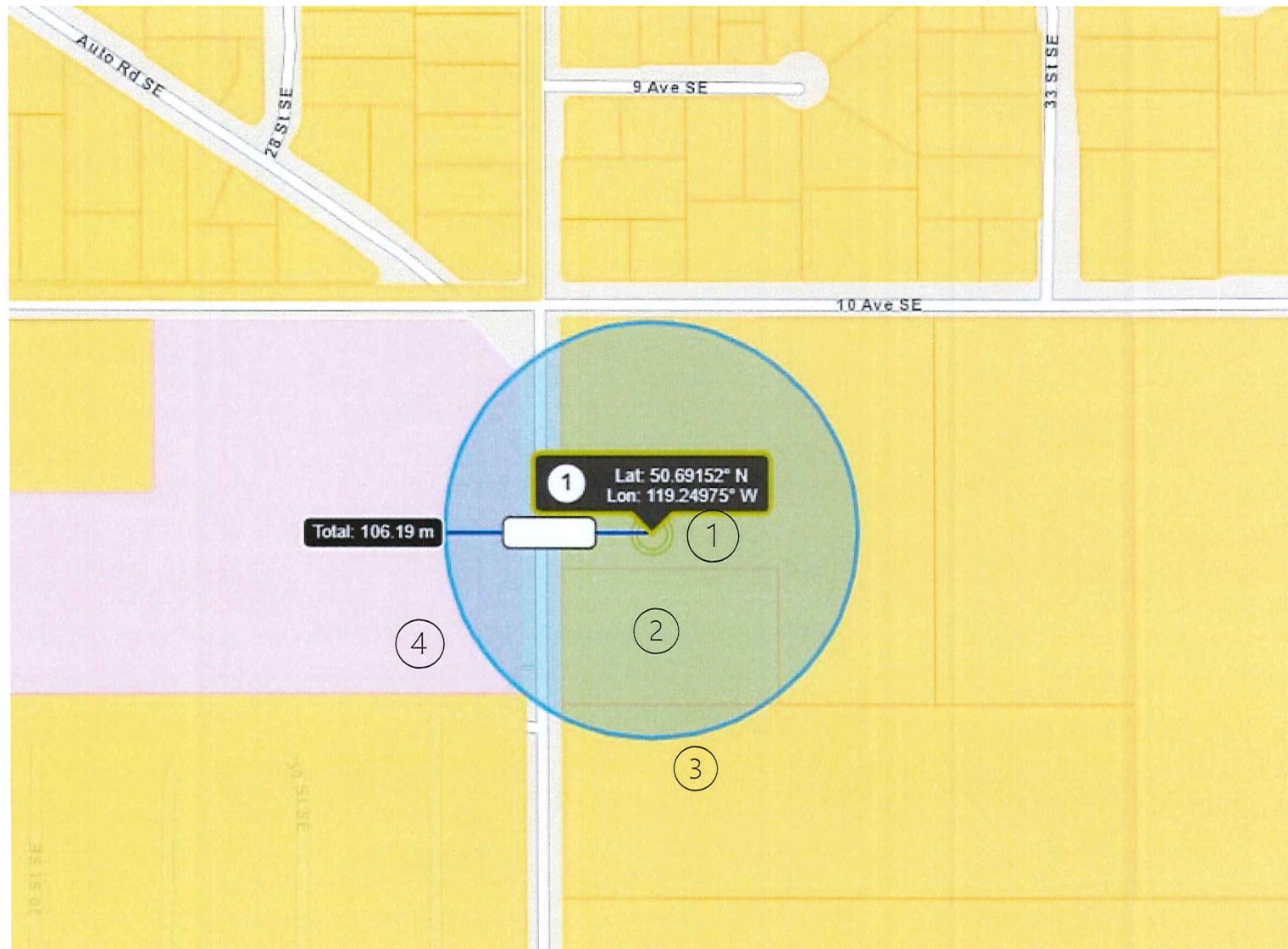
SCHEDULE C PRELIMINARY DESIGN PLANS – SITE PLAN





SCHEDULE C PRELIMINARY DESIGN PLANS - COMPOUND PLAN



SCHEDULE D NOTIFICATION RADIUS



SCHEDULE E
PHOTO-SIMULATION

BEFORE	
	
AFTER	
	
View: Looking southwest from Church parking lot	
<i>Photo Simulation is a close representation and is for conceptual purposes only – not to scale. Proposed design is subject to change based on final engineer plans</i>	

APPENDIX 1
ROGERS COLLOCATION - DECLINED



June 17th, 2022

VIA EMAIL: garth.jones@rci.rogers.com

Garth Jones
Rogers Communications Inc
1900 –4710 Kingsway Burnaby, BC V5H 4M5

Dear Garth Jones,

RE: PROPOSAL TO COLLOCATE WITH TELUS COMMUNICATIONS INC.

SITE: BC109550 – SALMON ARM

SITE LOCATION: 3160 10th Avenue SE Salmon Arm V1E 1W8

Cypress Land Services Inc. is representing Telus Communications Inc. (“Telus”) in acquiring land for a telecommunications facility in order to enhance wireless coverage in the Salmon Arm area. A site location has been identified and land will soon be acquired for the purpose of building a new telecommunications tower.

Local land use authorities require telecommunication carriers’ site-share whenever technically feasible. Telus therefore wishes to confirm if other carriers hold an interest in collocating. Below, please find a brief description of the proposed site:

Address:	3160 10th Avenue SE Salmon Arm V1E 1W8
PID#:	016-194-888
Approximate Coordinates:	50.691520 N, -119.249748 W
Proposed Tower Configuration:	Monopole tower Approximately 30m
Estimated Start Construction:	2023

In order to continue to progress with the project in a timely manner, please forward your confirmation and completed copy of the proposal to share form attached below and any questions or comments in this regard no later than July 1st to kristina@cypresslandservices.com.

Yours truly,

Cypress Land Services Inc.
Agents for Telus

Kristina Bell

Kristina Bell
Land Use Planner - Government Affairs


By signing below, I **acknowledge** a collocate is of interest.
Please contact me to discuss.

Name: _____
Company Name: Rogers Communications Inc.

Date: _____

Site Reference #: _____

I **decline** to collocate.



Name: Cody Greenough, Manager, Real Estate and Municipal Affairs, West
Company Name: Rogers Communications Inc.

Date: May 8, 2023

Please forward the signed letter (and completed application form if applicable) to Cypress Land Services Inc., kristina@cypresslandservices.com.

Appendix 2: Notification Package & Recipients

Dear Community Member,

September 5, 2023

Please accept this Notification regarding proposed TELUS Communications Inc. ("TELUS") wireless service improvements in your community.

Subject: TELUS Telecommunications Facility Proposal Notification Package
Address: 3160 10th Avenue SE, Salmon Arm, V1E 1W8
PID: 016-194-888
Coordinates: 50.691520 N, 119.249748 W
TELUS Site: BC109550

What is TELUS Proposing?

TELUS seeks to continue to provide high quality wireless telecommunications services to communities throughout British Columbia. Increasingly, communities depend on wireless communications services to meet their business, personal and emergency needs. As such, TELUS is proposing to install a new telecommunications facility located at **3160 10th Avenue SE, Salmon Arm**.

The subject site is located behind the 5 Corners Pentecostal Church and the property is owned by THE PENTECOSTAL ASSEMBLIES OF CANADA. The property is located east of the City Centre, across the street from the City substation making it an appropriate location for a telecommunications tower. TELUS proposes to install a 33-metre monopole and accessory equipment at the base. The entire facility will be enclosed by a chain-link fence to ensure public safety and will occupy an area of 10.0 by 10.0 meters. Twelve (12) antennas will initially be installed at the top of the pole to service the area.

Regulatory Authority

Telecommunications carriers are required by Innovation, Science, and Economic Development Canada (ISED), formerly Industry Canada, to consult with the local municipality and the general public regarding new installations. ISED does have exclusive jurisdiction over the approval and placement of telecommunications installations.

The consultation process will provide an opportunity for residents, stakeholders and landowners to obtain detailed information regarding the proposal and to provide comments for consideration. Any inquiries that are received as a result of this notification will be logged and submitted to the City of Salmon Arm part of our application for concurrence.

Local Municipality

The City of Salmon Arm has adopted 'Communication Antenna System Location and Consultation POLICY No.3.18'. When a land use authority has not adopted its own policy, ISED's Client Procedures Circular CPC-2-0-03 (CPC) consultation process is followed. Salmon Arm's policy requires that notices be mailed to all properties within three (3) times the structure height (in this instance those within approx. 100 metres), and an advertisement to be published in the local newspaper. Additionally, a development notice board is required to be posted at the site. This notification is to provide the opportunity to obtain information regarding the proposal, ask questions and provide comments. The closing period for comments to be received by TELUS is October 9th, 2023. After consultation, the proposal will go to Council for consideration.

Location

The new facility is proposed to be located at the coordinates **50.691520 N, 119.249748 W**, across the street from the City substation at the 5 Corners Pentecostal Church property. The facility will be located at the southern end of the property behind some trees. The trees will help screen a portion of the structure from view from the church and residences nearby.

TELUS reviewed the area for existing buildings or structures to use prior to proceeding to propose a new tower. The closest telecommunications tower is a TELUS-owned tower about 2km away, and is not situated appropriately to service the community in and around the church. The nearest Rogers tower, approximately 4.5km away, is also not close enough to the area of concern and is too short to support TELUS' equipment. Additionally, there are no buildings at a high enough elevation to support TELUS' equipment. The proposed tower may have sufficient space and loading capacity for additional antennas should another carrier wish to install equipment to support their network requirements at this location, depending upon the type of equipment.

Safety Code 6

ISED requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time.

Site Access

Access is existing on site. Construction is expected to take approximately one to two months.

Environment

TELUS confirms that the installation is excluded from environmental assessment under the *Impact Assessment Act*. Any municipal environmental regulations will be followed.

Transport Canada

The tower will be constructed to include aeronautical markings or lighting required by Transport Canada. Applications have been made, and no lighting or marking is required.

Structural Considerations

TELUS confirms that the antenna structure described in this notification package will apply good engineering practices including, structural adequacy during construction.

General Information

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website: <http://www.ic.gc.ca/towers>.

Contacts:

TELUS

c/o Kristina Bell of Cypress Land Services, Agents for TELUS

Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2

Phone: 604-620-0877, Fax: 604-620-0876 | Email: publicconsultation@cypresslandservices.com

ISED - Okanagan-Kootenay District Office

1726 Dolphin Avenue, Room 603

Kelowna BC V1Y 9R9

Telephone : 1-800-667-3780 or 250-470-5026

Fax: 250-470-5045

Email: spectrumkelowna-kelownaspectre@ised-isde.gc.ca (By appointment only)

City of Salmon Arm

Chris Larson | Senior Planner

Box 40, 500 – 2 Avenue NE, Salmon Arm BC V1E 4N2

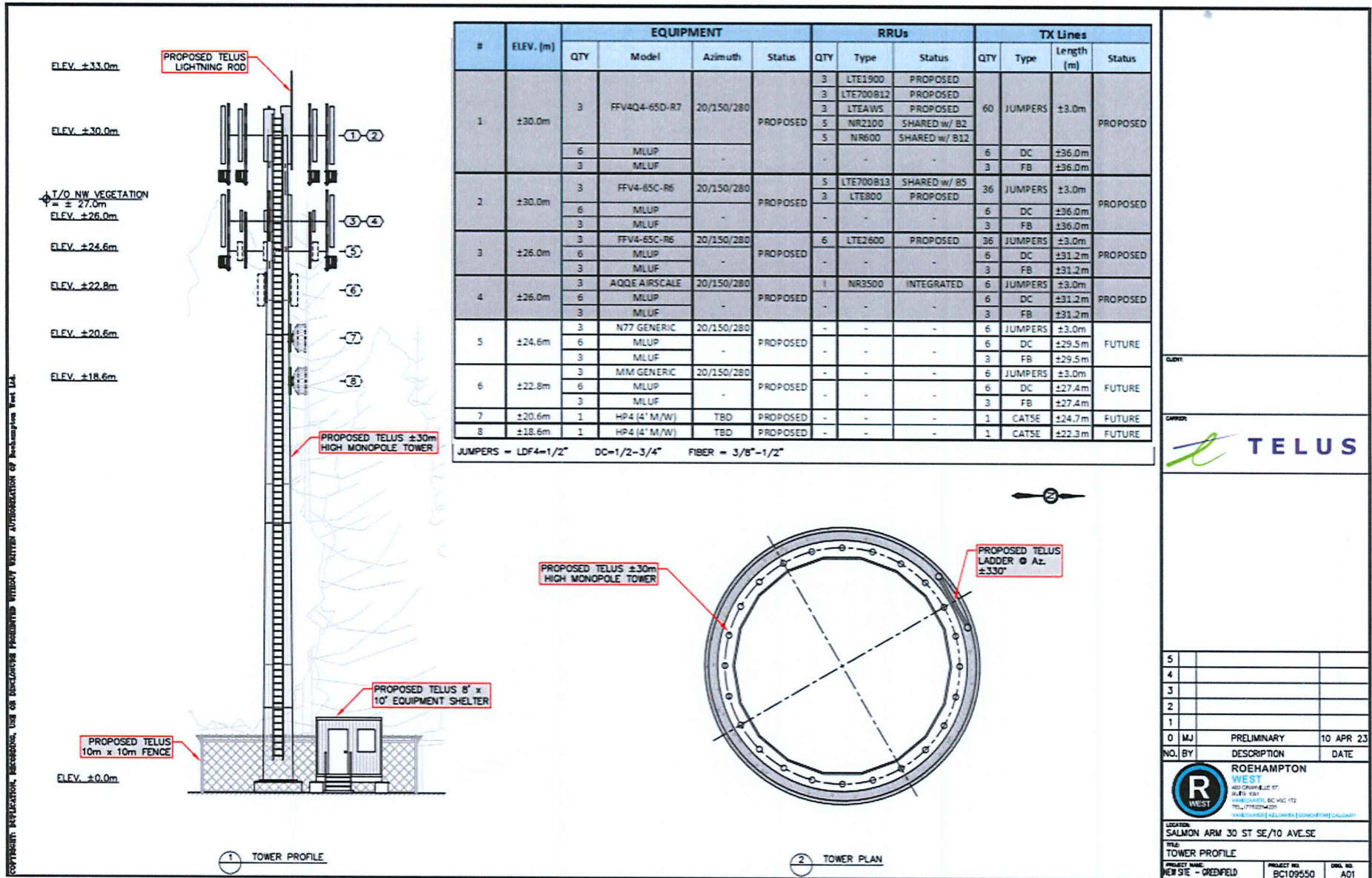
T : 250-803-4051 | Email: clarson@salmonarm.ca

If you have any specific questions regarding the proposal, please feel welcome to contact the above.

AERIAL MAP OF TELUS SITE LOCATION



PRELIMINARY DESIGN PLANS – TOWER PROFILE



PRELIMINARY DESIGN PLANS – SITE PLAN



PRELIMINARY DESIGN PLANS – COMPOUND PLAN

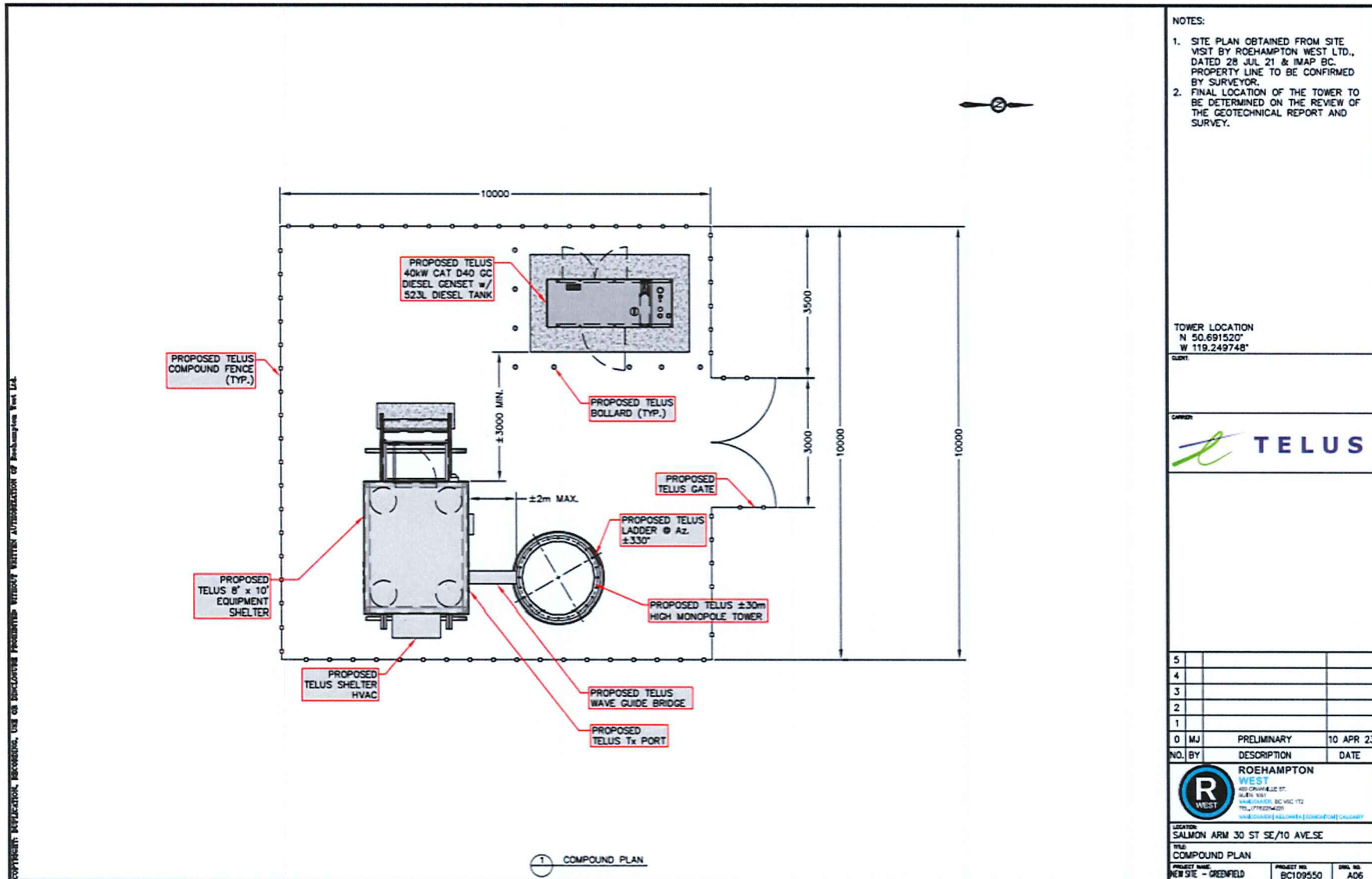


PHOTO SIMULATION

BEFORE



AFTER



View: Looking southwest from Church parking lot

Photo Simulation is a close representation and is for conceptual purposes only – not to scale.

Proposed design is subject to change based on final engineer plans.

The tower will be marked in accordance with Transport Canada Obstruction Marking and NAV Canada requirements.

COMMENT SHEET
TELUS TELECOMMUNICATIONS FACILITY PROPOSAL
ADDRESS: 3160 10th Avenue SE Salmon Arm V1E 1W8
PID: 016-194-888
COORDINATES: 50.691520 N, 119.249748 W
TELUS SITE: BC109550

1. Do you feel this is an appropriate location for the proposed facility?

- ☐ Yes
☐ No

Comments _____

2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest?

- ☐ Yes
☐ No

Comments _____

3. Additional Comments _____

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes; however, your comments will only be used by TELUS in satisfying ISED's consultation requirements. The closing period for comments to be received by TELUS is **October 9th, 2023**.

Name _____
(Please print clearly)
Email Address _____
Mailing Address _____

TELUS c/o Cypress Land Services Inc.
Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2
Attention: Kristina Bell, Land Use Planner
Email: publicconsultation@cypresslandservices.com
Thank you for your input!

Appendix 3: Newspaper Notice



**PICK-UP
OR
DELIVERY**

- Bark Mulch
- Well Rotted Garden Manure
- Garden Soils

Stanley Bland 832-6615 or 833-2449

Pets

Pets



DOG GROOMING

With **Michelle**
All Breeds
including
Large Dogs **critters**
Appointments necessary

Tues - Sat

271A Trans-Can. Hwy. N.E.
250-832-0604 • www.edscritters.com

**Legal
Notices**

**Legal
Notices**

g personal property owned by the late former Resident of #9 3063 Hornsberger Rd, B.C. V1E 4M1 will be disposed of unless a shes a legal right to the said property before 23. Property includes a 1973 mobile home located in Silver Creek Mountain Estates, B.C. Claim may be addressed to J. Taekema d, White Rock, B.C. V4B 3K6

Pssst! You should see the great deals I got thru the Classifieds! You have to check them out!

ess Media 1.866.865.4460

**PLEASE
RECYCLE
THIS
NEWSPAPER**



Notice of Proposed TELUS Telecommunications Facility

Description: As part of the public consultation process required by the City of TELUS is inviting the public to comment on a proposed telecommunications facility a 30m monopole tower with a 3m lightning rod, and a fenced equipment compound provide dependable wireless data and voice communication services to Salmon surrounding areas.

Location of Proposal: 3160 10th Avenue SE Salmon Arm V1E 1W8 **PID: 01**

Coordinates: 50.691520 N, 119.249748 W

For More Information:

Contact TELUS Communications Inc. at:
Kristina Bell
c/o Cypress Land Services
Agents to TELUS Communications Inc.
Suite 1051, 409 Granville Street
Vancouver, BC V6C 1T2
Tel: 604.620.0877
Email:
publicconsultation@cypresslandservices.com

Location Map



The public is welcome to comment on the proposal by the end of the business day on October 9th, 2023, with respect to this matter.

TELUS File: BC109550



Avis de projet d'installation de télécommunications de TELUS

Description: Dans le cadre du processus de consultation publique exigé par la ville de Salmon Arm, TELUS invite le public à commenter un projet d'installation de télécommunications consistant en une tour monopôle de 30m avec un paratonnerre de 3m et d'équipement clôturé afin de fournir des services fiables de transmission de communications vocales sans fil à Salmon Arm et aux environs.

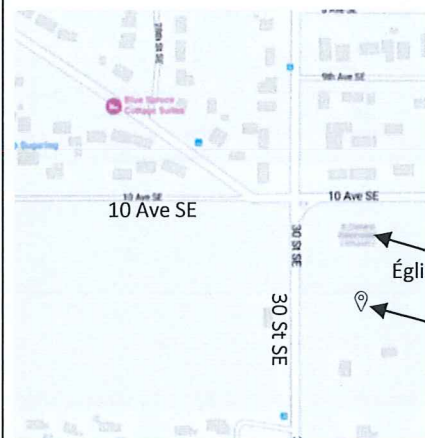
Lieu de la proposition: 3160 10th Avenue SE Salmon Arm V1E 1W8 **PID: 016**

Coordonnées: 50.691520 N, 119.249748 W

Pour plus d'informations :

Contactez TELUS Communications Inc.:
Kristina Bell
c/o Cypress Land Services
Agents de TELUS Communications Inc.
Suite 1051, 409 Granville Street
Vancouver, BC V6C 1T2
Tél: 604.620.0877
Courriel:
publicconsultation@cypresslandservices.com

Carte de localisation

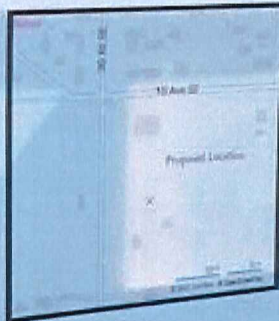


Le public est invité à faire part de ses commentaires sur la proposition avant la fin du jour ouvrable du mois d'octobre 9, 2023, en ce qui concerne cette question.

Dossier TELUS: BC109550

Appendix 4: Development Sign

AVIS DE DÉVELOPPEMENT



DESCRIPTION JURIDIQUE COMPLÈTE:Lot 2, Section 7,
Canton 20, Rang 9, W6M, KDYD, Plan 43284

ADRESSE CIVIQUE:3160 10th Avenue, SE,
Salmon Arm, BC, V1S 1W8

PROPRIÉTAIRE:Les Assemblées de la Pentecôte du Canada

CETTE PROPRIÉTÉ FAIT L'OBJET DE:Une tour monopôle de
TELUS et l'équipement connexe afin d'améliorer les services
sans fil à Salmon Arm.

La demande fait l'objet du processus de consultation exigé par l'ISED et décrit dans la
politique de la ville de Salmon Arm sur la politique des systèmes d'antennes de
communication (politique no 3.18).
1-804-620-0877

Pour de plus amples renseignements, veuillez communiquer avec
TELUS Communications Inc. c/o Cypress Land Services (Kristina Bell) kristina@cypresslandservices.com



NOTICE OF DEVELOPMENT



FULL LEGAL DESCRIPTION:Lot 2, Section 7,
Township 20, Range 9, W6M, KDYD, Plan 43284

CIVIC ADDRESS:3160 10th Avenue, SE,
Salmon Arm, BC, V1S 1W8

OWNER:The Pentecostal Assemblies of Canada

THIS PROPERTY IS SUBJECT TO:a TELUS
monopole tower and associated equipment compound

to improve wireless services in Salmon Arm.
The application is undergoing the consultation process as required by ISED and
outlined in the City of Salmon Arm's Communication Antenna System
Policy (Policy No. 3.18).
1-804-620-0877

For More information, please contact TELUS Communications Inc.
c/o Cypress Land Services (Kristina Bell) kristina@cypresslandservices.com

Appendix 5: Comments Received During Consultation

Name:	Ed Parent
Question:	<p>Hi Kristina Bell it was it was great speaking with you today about the future tower location @3160 10th ave SE Salmon Arm . If by chance it is met with opposition and cannot move forward I have a ten acre parcel @ 1430 30 th st se just down the the road from the 5 corners church the land was cleared of all the trees last year and has three phase power already on the property .and connects to the industrial park behind, elevation is also higher. Please feel free to call me or e-mail me anytime if you wish more info. you can reach @ edscritters@shw.ca or call me @ 250-833-2916 thank you for your time .</p> <p>Ed Parent</p>
Answer:	<p>Hello Ed,</p> <p>Thank you for your email. I will keep this information in our files in the case that we need a new candidate.</p> <p>Sincerely, Kristina</p> <p>In accordance with ISED's CPC-2-0-03, you have 21 days to reply to this response should you have any further concerns or questions.</p> <p>Kristina Bell (she/her), MCP Land Use Planner</p>
Summary:	1 in support

Appendix 6: Sample Resolution

Resolution

Whereas TELUS Communications Inc. ("TELUS") proposes to erect a wireless telecommunication tower and accessory structure on certain lands more particularly described as PID: 016-194-888, with the civic address of, 3160 10th Avenue SE;

AND WHEREAS proponents of telecommunication towers are regulated by ISED on behalf of the Government of Canada and as part of their approval, ISED requires proponents to consult with land use authorities as provided for in CPC-2-0-03;

AND WHEREAS TELUS has consulted with the City of Salmon Arm and the City of Salmon Arm has no objection to the proposed telecommunications tower;

AND WHEREAS TELUS has consulted with the public by notifying all property owners and occupants within three (3) times the tower height and has provided 30 days for written public comment;

AND WHEREAS there are no significant land use issues identified by the consultation;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Clerk be instructed to advise TELUS that:

- a) TELUS has satisfactorily completed its consultation with the City of Salmon Arm;
- b) The City of Salmon Arm is satisfied with TELUS' public consultation process and does not require any further consultation with the public; and
- c) The City of Salmon Arm concurs with the proposal by TELUS to construct a wireless telecommunications facility provided it is constructed substantially in accordance with the plans submitted to it and described as BC109550.

CITY OF SALMON ARM

POLICY NO. 3.18

TOPIC: Communication Antenna System Location and Consultation

PURPOSE: To clearly set the City of Salmon Arm's guidelines for the review of location and design of proposed non-excluded communication antenna systems.

The purpose of this City Policy is to:

- Acknowledge Federal authority over communications infrastructure.
- Ensure the City and public are made aware of certain proposals and can contribute to the location and aesthetics of infrastructure within the City.
- Provide criteria that are transparent, consistent and predictable that will:
 1. minimize the number of new *antenna system* sites by encouraging *co-location*;
 2. encourage designs that integrate with the surrounding land use;
 3. establish when public consultation is required; and
 4. identify potential land use, siting or design concerns at an early stage in the process.
- Facilitate the coordinated and respectful development of communication systems.

This City Policy does not apply to the excluded works noted in Section 5, nor is it intended to apply to existing antenna system installations, wireless devices, wi-fi networks, smart meters, small cell technology, radio antenna, or any additional equipment or installation as excluded by Industry Canada.

POLICY:**1. Interpretations**

Italicized terms are defined as follows:

antenna system - an exterior device or group of devices used to receive and/or to transmit radio-frequency (RF) signals, microwave or any other federally-licensed communications energy transmitted from, or to be received by, other antennas. *Antenna systems* include the antenna, and may include a supporting tower or structure, and an *equipment shelter*, as required.

building-mounted antenna systems - an *antenna system* mounted on an existing building, which could include a building wall or rooftop.

city - refers to the City of Salmon Arm and interchangeably may include reference to the specific geographic area within the municipal boundary, the municipal government as a whole, as well as Council and/or Staff.

co-location - placement of antennas and equipment operated by one or more *proponents* on a telecommunication *antenna system* (building or structure) operated by a different *proponent*, thereby creating a shared facility.

equipment shelters - a structure containing equipment such as radios, electronic, and other apparatus necessary to support the operation of the *antenna system* to receive or transmit signals, and which is not staffed on a permanent basis.

freestanding antenna system - a structure (e.g. tower) built from the ground for the expressed purpose of hosting an *antenna system* or *antenna systems*;

height - the vertical distance between the lowest of the average levels of grade adjoining the exterior of a building or structure, to the highest point of that building or structure.

prescribed distance – 3 times the *height* or 100 metres measured horizontally from the base of the proposed structure, whichever is greater.

proponent - a company, organization, or network operator proposing to site an *antenna system* (including contractors undertaking work for telecommunications carriers) for providing commercial or private telecommunications services, exclusive of personal/household users.

small cell equipment - communication equipment that is typically affixed to existing utility poles or buildings and directly wired into a local network, with each piece of equipment having a volume of less than one cubic metre.

structure-mounted antenna systems - an *antenna system* mounted on an existing utility service structure, which could include a light standard, water tower, utility pole, an existing *freestanding antenna system*, or other.

2. Roles

The *City* recognizes that communication systems are under the sole jurisdiction of the Federal Government. The final decision to approve and license the location of *antenna systems* is made only by Industry Canada under the Radiocommunication Act. The *City* recognizes Health Canada as having authority regarding the regulation of related health and safety conditions (Appendix 1).

The role of the *City* is to issue a statement of concurrence or non-concurrence for certain communication systems to the *proponent* and to Industry Canada which considers land use compatibility, responses of the affected residents, and the *proponent's* adherence to relevant Policy.

Proponents must strategically locate *antenna systems* to satisfy operational requirements in response to public demand recognizing local community features and adhering to current Industry Canada guidelines. It is expected that the *proponent* will facilitate the public consultation process, providing a contact for the submission and collection of local concerns.

3. Consultation Process

Proponents will consult with the Development Services Department of the *City* regarding locations within the *City* boundary being physically assessed for a potential *antenna system*. The consultation process is generally comprised of the following potential steps for non-exempt proposals: 1) Preliminary Consultation, 2) Proposal Submission, 3) Public Consultation, and 4) Statement of Concurrence or Non-Concurrence from City Council. The *City* will aim to complete the consultation process within 120 days. *Proponents* should note that consultation process timelines may be impacted by the Council meeting cycle and other priorities of the Development Services Department.

3.1. Preliminary Consultation with City

Prior to submitting an *antenna system* proposal, the *proponent* will initiate a preliminary site consultation with the Development Services Department to identify any initial issues of concern. Where there is any initial concern with the preferred site of the proposal, alternative sites will be discussed with the *proponent* for consideration.

The Development Services Department requests the following for preliminary site consultation:

1. The proposed site and search area with potential alternative sites noted.
2. Rationale for the preferred site.
3. The type and *height* of the proposed *antenna system*.
4. Preliminary drawings and visual rendering of the proposed *antenna system* to scale.
5. Documentation regarding the investigation of *co-location* potential.
6. Multiple *antenna system* siting proposals should be reviewed at a site investigation meeting with the *proponent* and the *City*.
7. Confirmation that the *antenna system* will respect all applicable standards for safe radiofrequency emission levels for these devices, including cumulative emissions.

Following the preliminary consultation, the *proponent* will be provided with an information package that includes:

1. This Policy, outlining the approval process, application requirements and guidelines.
2. A list of any additional plans and studies required (i.e. a view impact analysis).

3.2. Proposal Submission

For a proposed *antenna system*, the *proponent* will submit an *antenna system* siting proposal. The *City* requests that an *antenna system* siting proposal include:

1. A letter or report indicating the need for the proposal, the rationale for site selection, coverage and capacity of existing *antenna systems* in the area and a summary of *co-location* potentials on existing or proposed *antenna systems* within the *City*;
2. Visual rendering(s) of the proposed *antenna system* superimposed to scale;
3. A site plan showing the proposed *antenna system* as well as any related landscaping, fencing and equipment situated on the site;
4. A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;

5. For instances involving new or an addition to existing *antenna systems* which require public consultation, a map showing all properties located within the *prescribed distance* from the proposed *antenna system*;
6. Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent or other person(s) having legal or equitable interest in the land;
7. An attestation that the *antenna system* will respect all applicable standards for safe radiofrequency emission levels for these devices, including cumulative emissions; and
8. Any other documentation as identified by the *City* following preliminary consultation.

Subject to a fee for service, the *City* may provide the proponent with geographical orthographical and property ownership information for the purposed of Proposal Submission and Public Consultation.

3.3. Public Consultation

If the proposed *antenna system* is not excluded from public consultation, the *proponent* is expected to initiate public consultation aligned with Industry Canada's Default Consultation Process. This process includes issuing notice, undertaking written consultation, providing a contact for the submission of local concerns and responding to enquiries, as well as providing a summary and reviewing the consultation results with the *City*.

Notice Recipients - After submitting an *antenna system* proposal, the *proponent* will give notice to:

1. All affected properties within the applicable *prescribed distance*;
2. The Development Services Department;
3. The Industry Canada regional office; and
4. Any additional agency or association as may be deemed relevant by the *City*.

Subject to a fee for service, the *City* may assist the *proponent* in compiling a mailing list of addresses of the affected residences within the *prescribed distance* from the proposed *antenna system*.

Public Notification - A public notification package will be distributed in accordance with the requirements of Industry Canada's Default Consultation Process – Public Notification Package (Appendix 2).

Additionally, the *City* will require:

- A large format notice board sign posted on the site of the proposed *antenna system*, that is clearly visible from any roadway abutting the site (as per the current standard described within the Zoning Bylaw);
- Hand delivery of notices to any additional buildings as specified by the *City*; and,
- Publication of the notice in one issue of the local newspaper(s) synchronized with the distribution of the public notification package. It must be legible (at least ¼ page in size) and placed in the public notice section of the newspaper. The notice must include: a

description of the proposed installation, location and street address; proponent contact information; and an invitation to provide public comments to the *proponent*.

Written Consultation Process - Following the delivery of the notification, the *proponent* will allow the public to submit written comments or concerns about the proposal in alignment with the requirements of Industry Canada's Default Consultation Process. It is requested that the *proponent*:

1. Keep a record of all correspondence that occurred during the written consultation process. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding; and
2. Provide a copy of all written correspondence to the *City* and Industry Canada.

Post Consultation Review - The Development Services Department and the *proponent* will communicate following completion of the written public consultation process to discuss results and next steps.

3.4. Statement of Concurrence or Non-Concurrence

At this point, City Staff will prepare a report to Council (to be added to the agenda of a Development and Planning Services Committee meeting and a subsequent Regular Council meeting) with a summary of the proposal and the submission by the *proponent*, providing a recommendation of concurrence or non-concurrence based on:

- Location
- Adherence to the relevant public consultation process
- Level of adherence to Development Guidelines
- *Antenna system height*
- Rationale by *proponent* and demonstrated local demand for new *antenna system*.

The *City* will provide a letter of concurrence where a proposal satisfactorily addresses the policy requirements, and will include conditions of concurrence, if required.

Conversely, the *City* will provide a letter of non-concurrence to Industry Canada (copying the *proponent*) if the proposal does not conform to policy requirements. The *City* will also forward comments on any outstanding concerns, including those raised during the public consultation process.

It should be noted that the application of this policy is subject to the specific details of each proposal, and as such the interpretation of the *City* may not align with that of a *proponent*.

4. Development Guidelines

Proponents are expected to disclose their needs for antenna sites, and to collaborate with other network operators in order to find sites with opportunity for *co-location* and to minimize the overall number of unique antenna sites. The *proponent* should review the guidelines identified below as early as possible, and should attempt to resolve any outstanding issues prior to submitting a proposal and undertaking public consultation, where required.

4.1. Preferred Locations:

For new *antenna systems*, where technically feasible, the following sites are preferred:

- The first priority is opportunities to use existing structures for locating devices, such as existing *antenna systems* and building rooftops, other antennas, utility structures, poles or light standards where feasible. Documentation of efforts for locating on existing structures and buildings should be included with the letter of rationale.
- *Co-location* with other *proponents* is expected and preference will be given to upgrading existing sites to accommodate additional infrastructure, rather than new unique sites. These common sites may not be ideal (radio-frequency) for any single *proponent*.
- Existing *building-* and/or *structure-mounted antenna systems* that result in no *height* increase are the preferred location for new *antenna systems*.
- Crown Land (subject to provincial requirements).
- Industrial areas as designated by the OCP.
- Commercial areas as designated by the OCP (noting that “scenic vistas” are discouraged, capturing many commercial sites, particularly those within the City Centre area).
- Rural area OCP designations, including the Acreage Reserve, Salmon Valley Agricultural, and the Forest Reserve OCP designations (again noting that “scenic vistas” are discouraged areas, which would discourage some sites).
- Sites that respect view corridors and vistas of important natural or manmade features.
- Sites that provide natural buffering, utilizing mature trees for visual screening.

4.2. Design Preferences

Antenna systems should be designed in terms of appearance and aesthetics to respect their immediate surroundings including being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features, and utilizing mature trees for visual screening.

Buffering and Screening:

- *Antenna systems* and associated *equipment shelters* should be attractively designed, screened and concealed from ground level and public views to mitigate visual impacts.
- Screening should include using existing vegetation such as mature trees (deciduous and coniferous), landscaping, wood panels, and other means to blend into the surroundings.
- Where adjacent to a principal building, *equipment shelters* should be constructed of a material similar and complimentary in appearance to the materials and colours used in the facades of the principal building.

Style and Colour:

- Architectural style should be compatible with any surrounding structures, mitigating negative visual impacts by avoiding view corridors, use of appropriate landscaping, screening, non-reflective surfacing, and stealth design techniques (shrouding).
- Designs may resemble or be incorporated into landscape features (such as a flagpole or clock tower), subject to any zoning approvals required for the feature.
- Cable trays should not be run up the exterior faces of buildings.
- *Antenna systems* that extend above the top of a supporting utility pole or light standard should appear (e.g. in colour, shape and size) to be a natural extension of the pole.

Structure:

- The appropriate type of *antenna system* for each situation should be selected based upon the goal of making best efforts to minimize the visual aesthetic impacts.
- *Freestanding antenna systems*:
 - New proposals should consider *co-location* on existing structures as first priority.
 - New structures should consider multi-use design (street lighting, electric vehicle charging, parking payment terminals, signage, Wi-Fi, etc.).
 - Pinwheel designs are discouraged. Shrouded designs are preferred (Appendix 3).
 - Use of guy wires and cables to support or reinforce a tower is discouraged.
- *Building-mounted antenna systems* should not be visible (to the greatest extent possible) from the street.
 - Wall-mounted antennas should be fixed as close to the wall as possible; should not project above the *height* of the wall face they are mounted on, and should be painted to compliment the wall colour to avoid visual clutter.
- *Structure-mounted antenna systems* should blend with nearby surrounds to minimize any aesthetic impacts, utilizing stealth design techniques (shrouding).

Height:

- Smaller *freestanding antenna system* installations are preferred to larger installations. The *City* prefers that the *height* of any *freestanding antenna system* be minimized to blend into the surrounding area.
- Where *building-mounted antenna systems* will extend beyond the *height* of an existing building, the *City* prefers that the *height* not exceed 3 metres measured from the top of the roof.
- *Structure-mounted antenna systems* that do not increase the *height* of an existing structure are encouraged. Where additions would result in an increased *height* combined with the existing structure, the *City* prefers that combined *height* not exceed an additional 25% above the *height* of the existing structure.

Yards, Parking, Access:

- *Antenna systems* should not be sited within any setback area regulated by the *City's* Zoning Bylaw.
- Adequate yards, to be determined on a site-by-site basis, should separate *antenna systems* from adjacent development without unduly affecting the development potential of the lot over the lease period.
- Parking spaces, where provided, should have direct access to a public right of way that does not unduly interfere with traffic flow or create safety hazards.

Equipment Cabinets and Shelters:

- Cabinets shall be designed in a manner which integrates them into their surroundings.
- Cabinet dimensions in public spaces shall be as minimal as possible.
- Cables, wires and associated equipment shall be concealed or covered.
- *Equipment shelters* located on the roof of a building should be set back from the roof edge to the greatest extent possible and painted to match the building.

Signage and Lighting:

- Small signs may be permitted to address any safety concerns and to discourage public access to the site.
- No advertising sign or logo, or display of any lighting is permitted.
- Where Transport Canada and/or NAV Canada requires a structure to be lit, the lighting should be limited to the minimum number of lights, the lowest illumination allowable, and any required strobe lighting should be set to the maximum interval allowed.

The lighting of *antenna systems* and associated *equipment shelters* for security purposes is supportable provided it is minimized, shielded from adjacent residential properties and where possible, is provided by a motion detector or similar system.

5. Exclusions from Consultation

By regulation, Industry Canada has generally excluded certain types of installations from the requirement to consult with municipalities and the public. However, as individual circumstances vary with each *antenna system* site, installation and modification, it is expected that *proponents* consult the *City* even if the proposal appears to meet exclusion criteria.

Proponents are excluded by the *City* from the requirement of public consultation for the following types of works:

1. Co-location of new equipment on an existing *freestanding antenna system* in which the addition of new equipment does not result in an increased height;
2. An *antenna system* at a site located within the Forest Reserve OCP land use designation;
3. An *antenna system* utilizing small cell technology that meets this policy's design guidelines;
4. Wireless local area networks (such as WLAN or wi-fi networks);
5. Private-use broadcast receiving antenna (such as satellite dish and TV antenna);
6. Ham radio antenna;
7. Any *antenna system* related to the provision of a public utility, emergency response (police, fire, medical) or temporary event service; and
8. Any additional equipment or installation as excluded by Industry Canada.

The *City* expects notification of all installations within their boundaries in order to:

- respond to public inquiries once maintenance/construction/installation has begun;
- be aware of potential and existing *co-location* sites within the *City*;
- maintain records in the event of future modifications and additions; and
- provide meaningful comments prior to the *proponent* investing in full designs.

Prepared by:	Director of Development Services		Date: April 2015
Approved by:	Council		Date: April 27, 2015

APPENDIX 1

CITY OF SALMON ARM**Communication Antenna System Location and Consultation:
Health and Safety Concerns**

Communication enterprises are under the sole jurisdiction of the federal government. Cell tower antennae system facilities must be constructed in compliance with all health and safety regulations under the federal statutes of which radiocommunications sites must adhere. This currently includes Health Canada's *Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range of 3 kHz to 300 GHz - Safety Code 6(2009)* - or more commonly referred to as "SC6".

A cell tower proponent's obligations under Health Canada requirements are to ensure that all equipment used on a site, and its configuration, do not allow for exposure limits to be exceeded under SC6. To achieve this, the proponent obtains undertakings from their equipment manufacturers that the individual equipment components meet the requirements of SC6.

During the site design the proponent conducts a site simulation to ensure that the cumulative effects of the equipment emissions in the specific configuration adopted in the design result in electromagnetic energy (EME) exposure that is less than the limits imposed by Health Canada when combined with other sources of electromagnetic energy in an uncontrolled environment. Each site design is then approved by a Professional Engineer licensed in the Province where the site is located, and the SC6 report is available to Industry Canada as part of its regulatory undertakings.

There are a number of studies purporting that radiocommunications structures increase risks of certain types of illnesses and symptoms. Health Canada has the mandate and responsibility to consider these studies and revise its guidelines and requirements in those cases where they feel these studies warrant changes to the regulations that proponents operate under. Proponents defer to Health Canada to establish proper exposure limits.

Notwithstanding any of the above, the proponent is not responsible during the consultation process for proving to the public or LUAs that SC6 provides adequate protection from EME, nor disproving statements regarding possible health implications of EME exposure. Provided they are compliant with SC6, CPC 2-0-03 (2008) indicates that a proponent may proceed with a proposed radiocommunications site independent of any such concerns from the public or LUA.

Concerns of a health nature from the public or LUA can be directly addressed by Health Canada by contacting:

Consumer and Clinical Radiation Protection Bureau - Health Canada
 775 Brookfield Road, A.L. 6302C
 Ottawa, Ontario, K1A 1C1
 E-mail: ccrpb-pcrpcc@hc-sc.gc.ca
 Telephone: 613-954-6699 Teletypewriter: 1-800-267-1245 (Health Canada)

Other Research into Electromagnetic Energy Emissions (EME)

While Health Canada conducts its own research into the effects of electromagnetic energy emissions (EME), it does not conduct this research in a vacuum, nor is Canada the only country conducting such research.

There are other governmental and academic organizations which have issued reports on the effects of EME. These peer review papers and reports provide additional information and, in some cases, differing views than that shared by Health Canada. All readers should use caution in drawing conclusions from these studies, as not all published papers have been vetted by the scientific community and their conclusions may not withstand scrutiny.

It is recommended that the following be considered when reading scientific papers:

- 1) Academic papers written about EME are typically written with a scientific audience in mind. As a result, a reader who is not "skilled in the art" of engineering or biology may misinterpret phrases which are commonly used by those familiar with this field of study. Care should be taken to make sure that the meaning of study recommendations and conclusions, which may include caveats and limitations of study methods, are fully understood prior to drawing conclusions.
- 2) Research into EME is funded by a number of organizations, some of whom have inherent biases. The public should ensure they understand the source of funding used to conduct research and author studies so that any conflict or possible bias can be considered in the context of any recommendations.

Appendix 1 – Industry Canada's Default Public Consultation Process - Public Notification Package

The proponent must ensure that at least **30 days** are provided for public comment. Notification must provide all information on how to submit comments to the proponent in writing. Notices must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly indicate that the recipient is within the prescribed notification radius of the proposed antenna system. The proponent must also provide a copy of the notification package to the land-use authority and the local Industry Canada office at the same time as the package is provided to the public.

Notification must include, but need not be limited to:

- 1) the proposed antenna system's purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;
- 2) the proposed location within the community, the geographic coordinates and the specific property or rooftop;
- 3) an attestation¹⁹ that the general public will be protected in compliance with Health Canada's Safety Code 6 including combined effects within the local radio environment at all times;
- 4) identification of areas accessible to the general public and the access/demarcation measures to control public access;
- 5) information on the environmental status of the project, including any requirements under the *Canadian Environmental Assessment Act, 2012*;
- 6) a description of the proposed antenna system including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal;
- 7) Transport Canada's aeronautical obstruction marking requirements (whether painting, lighting or both) if available; if not available, the proponent's expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available;
- 8) an attestation that the installation will respect good engineering practices including structural adequacy;
- 9) reference to any applicable local land-use requirements such as local processes, protocols, etc.;

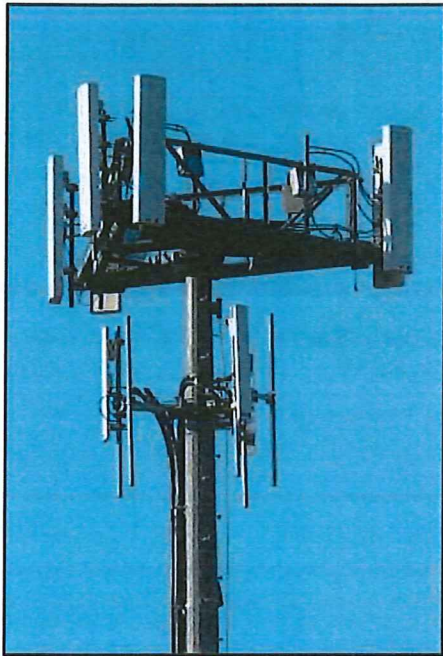
¹⁹ Example: I, (name of individual or representative of company) attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.

Radiocommunication and Broadcasting Antenna Systems

Appendix 2
GPC-2-0-03

- 10) notice that general information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/towers>);
- 11) contact information for the proponent, land-use authorities and the local Industry Canada office; and
- 12) closing date for submission of written public comments (not less than *30 days* from receipt of notification).

Appendix 3: Examples



"Pinwheel" antenna system designs as shown in the two images directly above are discouraged.



"Shrouded" antenna system designs as shown in the two images directly above are preferred.

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: December 1, 2023
SUBJECT: **CONTRACT AWARD – PUBLIC WORKS FUEL SUPPLY & DELIVERY**

STAFF RECOMMENDATION

THAT: Council accept the proposal received from Cool Creek Energy at their quoted unit price of \$0.00 plus the daily fuel rack rate from Kamloops, to undertake the supply of bulk fuels and related delivery services to the City of Salmon Arm Public Works for a two (2) year term starting January 1, 2024 through December 31, 2025.

AND THAT: The contract include an option to extend, up to an additional two (2) years, subject to the agreement by both parties.

BACKGROUND

City of Salmon Arm Public Works Yard, located at 100 – 30 Street SE currently has one (1) 25,000-Liter split fuel tank, for gasoline (12,500 Liter) and diesel (12,500 Liter). These re-fuel all ±120 city owned vehicles and equipment, which includes the Fire Department and City Hall fleet. Historically these vehicles and equipment will utilize 130,000 – 140,000 Liters of diesel and 70,000 – 78,000 Liters of gasoline throughout a year.

In the past three years, we had secured a contract from RMA Fuels Ltd. through public process for supply & delivery of our fuels. RMA was a procurement company, which had Cool Creek Energy completing the deliveries.

The proposal rates received are based on delivery and mark-up rates only. The price of fuel is referred to as Rack Pricing. We are supplied rack pricing of fuel which can vary from terminal to terminal, day to day, sometimes hour to hour and can be dependent on the cost of crude oil and related refining costs. Rack pricing can also depend on the distance between fuel retailer and wholesaler termination. We are receiving our fuels from the Kamloops Terminal.

Staff prepared a request for proposal, which we advertised on BC Bid and the City's webpage for the supply of bulk fuels and related delivery services. On November 23, 2023, we received five (5) proposals as follows:

GASOLINE

Company	Base Mark-up Price	Service & Delivery Charge	Other	Total (before tax)
Cool Creek Energy	\$0.00 /L	\$0.00 /L	\$0.00 /L	\$0.00 /L
Armstrong Regional Co-Op	\$0.00 /L	\$0.00 /L	\$0.01 /L	\$0.01 /L
Star West Petroleum	\$0.00 /L	\$0.025 /L	\$0.00 /L	\$0.025 /L
Suncor Energy	\$0.00 /L	\$0.0608 /L	\$0.00 /L	\$0.0608 /L
PetroValue	\$0.03 /L	\$0.09 /L	\$0.00 /L	\$0.12 /L

DIESEL

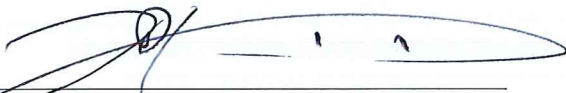
Company	Base Mark-up Price	Service & Delivery Charge	Other	Total (before tax)
Cool Creek Energy	\$0.00 /L	\$0.00 /L	\$0.00 /L	\$0.00 /L
Armstrong Regional Co-Op	\$0.00 /L	\$0.00 /L	\$0.04 /L	\$0.04 /L
Star West Petroleum	\$0.00 /L	\$0.025 /L	\$0.00 /L	\$0.025 /L
Suncor Energy	\$0.00 /L	\$0.0608 /L	\$0.00 /L	\$0.0608 /L
PetroValue	\$0.03 /L	\$0.09 /L	\$0.00 /L	\$0.12 /L

STAFF COMMENTS

Staff have reviewed all proposals in detail. Cool Creek Energy was the lowest price delivery cost for supply of fuel and have received confirmation that the city will only be charged the daily Kamloops Rack Rate at time of delivery plus taxes as applicable. In addition, they will offer weekly or daily rack pricing which helps with time/purchase management for city staff, for providing better rates when fuel prices are known to increase. Cool Creek Energy is based out of Kamloops and had been providing fuel delivery fuel services for the past three years through another procurement company.

Based on staff evaluations, it is recommended that council accept the proposal received by Cool Creek Energy, to undertake the supply of bulk fuels and related delivery services to the City of Salmon Arm Public Works for two (2) year term starting January 1, 2024 through December 31, 2025 with an option to extend up to an additional two (2) years, subject to the agreement by both parties.

Respectfully submitted,



Robert Niewenhuizen, AScT
Director of Engineering and Public Works

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TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: December 5, 2023

SUBJECT: **PURCHASE RECOMMENDATION FOR REPLACEMENT OF UNIT #88 – SIGN SERVICE TRUCK**

STAFF RECOMMENDATION

THAT: The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$13,100.00, which includes: additional funds, PST and miscellaneous costs for radio purchase/installation, GPS, etc. reallocated from the Equipment Replacement Reserve Fund

AND THAT: Council approve the purchase for the replacement of #88 – Sign Service Truck, from Metro Motors Ltd. for the quoted amount of \$116,825.00 plus taxes as applicable.

BACKGROUND

The City of Salmon Arm Public Works Department Unit #88 – Sign Service Truck is utilized throughout the year for sign installation and maintenance, traffic line marking and traffic control. The existing truck is a half-ton; with feedback from staff over the past 10 years of life it has been determined undersized. In addition, the existing trucks storage for tool and material storage was not suitable. The replacement unit has full service body with appropriate storage and will be sized suitable for the work.

A Request for Proposal was advertised on BC Bid and City Webpage for the supply & delivery of a replacement sign service truck. On November 23, 2023. Two (2) companies submitted, as follows:

Company	Model	Sub-Total Price	Price Incl. Tax
Metro Motors Ltd., Port Coquitlam	2023 Ford F-350 4x4 Regular Cap	\$116,825.00	\$130,844.00
Braby Motors Ltd., Salmon Arm	2024 Ram 3500 Regular Cab 4x4 Tradesman	\$119,319.00	\$133,637.28

Staff have reviewed all submitted proposals and both submission have satisfactorily met all specified requirements.

Staff reviewed methods for cleaner alternatives to conventional fossil fuels; however, due to the size, power and weight requirements of the equipment there were no feasible options. The existing piece of equipment will be traded in.

STAFF RECOMMENDATION

Metro Motors Ltd. is based out of Port Coquitlam and have previously supplied units to the City of Salmon Arm successfully.

The approved funding for this purchase is \$115,000.00 from the 2023 Machinery & Equipment Capital Budget. We recommend that The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the replacement of Unit #88 – Sign Service Truck in the amount of \$13,100.00, which includes the additional funds, PST and miscellaneous costs for radio purchase/installation, GPS, etc. reallocated from the Equipment Replacement Reserve Fund. Further, it is recommended that Council approve the purchase for the replacement of Unit #88 – Sign Service Truck, from Metro Motors Ltd. for the quoted amount of \$116,825.00 plus taxes as applicable.

Respectfully submitted,



Robert Niewenhuizen, AScT
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, CFO

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TO: His Worship the Mayor Harrison and Members of Council

FROM: Erin Jackson, CAO

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: December 8, 2023

SUBJECT: **SOUTH CANOE TRAILHEAD – TREE ASSESSMENT & REMOVALS**

FOR INFORMATION

BACKGROUND

City Public Works staff and Shuswap Trail Alliance were contacted by Recreation Sites and Trails BC regarding available funding to be utilized for danger tree assessments (DTA) and tree felling. A DTA was completed at the South Canoe Trailhead and thirteen (13) trees in the vicinity have been identified and recommended for removal.

The contractor, through Recreation Sites and Trails BC, is able to fall these identified trees with Shuswap Trail Alliance assisting with the clean-up and ensuring any and all fire mitigation has been completed. The result is the felling of the trees at no cost to the City of Salmon Arm and an excellent opportunity to partner with both groups to ensure the safety of our growing South Canoe Trail system trail head, and an attempt at managing Fir Beetle affected trees.

Staff will provide information to the public via the City's social media platforms outlining the work that will be completed and the timeline of the tree removals.

Respectfully submitted,



Erin Jackson,
Chief Administrative Officer

To: His Worship Mayor Harrison and Members of Council

Date: November 28, 2023

Subject: Zoning Bylaw Amendment Application No. 1278

Legal: Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 30197
Civic: 1721 – 11 Avenue SE
Owner: Cameron, R.
Agent: Skjerpen, M.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 30197 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

AND THAT: final reading of the zoning amendment bylaw be withheld subject to confirmation that the proposed *secondary suite* in the existing single family dwelling meets Zoning Bylaw and BC Building Code requirements.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

This proposal is to rezone the subject parcel to R-8 (Residential Suite) to permit the future option for construction and use of *secondary suites*. While not subject to this application, a Subdivision Application has been submitted which would split the subject parcel into 6 parcels (Appendix 1). The existing and proposed parcels meet the conditions of the proposed R-8 Zone to accommodate either a *secondary suite* (proposed lots 1 through 4) or a *detached suite* (proposed lots 5 and 6).

BACKGROUND

The subject parcel is located at 1721 – 11 Avenue SE (Appendix 2 and 3), is approximately 1.8 acres in area, and contains a single family dwelling and accessory buildings. The parcel is designated Low Density Residential and is within Residential Development Area A in the City's Official Community Plan (OCP), the area of highest priority for residential development (Appendix 4). The parcel is currently zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 5).

The subject parcel is located in the Hillcrest area, which is largely comprised of residential (R-1, R-2, R-4, R-7, and R-8) zoned parcels containing single family dwellings and accessory buildings (including suites). As with other large parcels in this area, the subject parcel has long been envisioned as supporting additional residential development. There are presently 8 R-8 zoned parcels within the vicinity of the subject parcel. Site photos are attached as Appendix 6.

Surrounding land uses include:

North: R-1 residential parcels and Auto Road SE with R-1 residential parcels beyond;

South: R-7 residential parcels;
East: R-1 residential parcels; and
West: R-1 residential parcel.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property as well as the proposed parcels all have potential to easily meet the conditions for the development of a *secondary suite* (or *detached suite* where applicable), including sufficient space for an additional off-street parking stall. *Detached Suites* are permitted on single fronting parcels greater than 700 square metres in area which are 14 metres or greater in width.

COMMENTS

Engineering Department

No objections to the proposed rezoning. Comments provided to applicant and attached as Appendix 7.

Fire Department

No concerns.

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 property in advance of the statutory Public Hearing. The notices outline the proposal and advises 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 January 22, 2024.

Planning Department

Staff are following the Provincial Ministry of Housing's directions under the *Homes for People Action Plan*. Related future legislative changes at the provincial level may negate the need for R-8 applications. However until such legislative changes are brought into effect, amendments to support R-8 Zoning Amendment applications must proceed as per the current process.

Staff note that this application relates to land use, specifically to amend the Zoning Bylaw from R-1 to R-8. The proposed subdivision is not under consideration and is permitted by the current R-1 Zoning, and would be similarly permitted under the proposed R-8 Zone.

The proposed zoning and potential future subdivision significantly aligns with the existing adjacent development, and is supported by pre-plan concepts for residential development in the area (Appendix 8). The future development as proposed is an important step in the development of this portion of Residential Development Area A, an area that has been designated for residential use for decades. The development concept (including the rezoning and subdivision) meets the OCP's Low Density Residential policies.

The access for the southern portion of the proposed development would be an extension of 10 Avenue SE between the east and west parcel lines, forming a dedicated and constructed roadway, and a future option for connectivity and access for the area.

As applicable to the existing single family dwelling, the R-8 Zone proposed would permit the development of either a secondary suite or a detached suite through the Building Permit process. The proposed Lot 5 contains the existing house, with a parcel area greater than 990 square metres. As City records indicate a secondary suite within the existing house, final approval is subject to confirmation through the Building Permit process that the suite meets BC Building Code requirements.

While not a concern at this Zoning stage, the existing house appears non-conforming with respect to the east exterior parcel line setback, with the house built at 2 m rather than the required 6 m. However, as the existing house was built in conformance with applicable setback regulations (in 1983) and this setback is due to road dedication taken as a result of the subdivision of adjacent land (in 1988), the setback is deemed to be conforming as per Zoning Bylaw Section 4.18.2. Road dedication requirements at time of subdivision may trigger some revisions to the driveway access of the existing house.

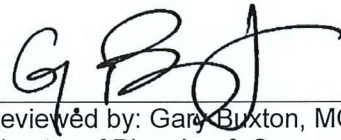
The attached Proposed Subdivision Sketch Plan (Appendix 1) also includes the incorporation of an area of closed road at the northwest corner of the parcel. This road disposal / land acquisition is generally supported by staff and is to be addressed through a future separate process that will require Council approval.

The large subject parcel is well suited to R-8 development and the proposed parcels have sufficient area to meet all R-8 zone requirements including the provision of onsite parking. Any development of a single family dwelling or secondary suite requires a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.


The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff.



Prepared by: Chris Larson, MCIP, RPP
Senior Planner



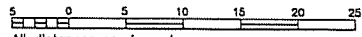
Reviewed by: Gary Buxton, MCIP, RPP
Director of Planning & Community Services



Reviewed by: Melinda Smyrl, MCIP, RPP
Manager of Planning & Building

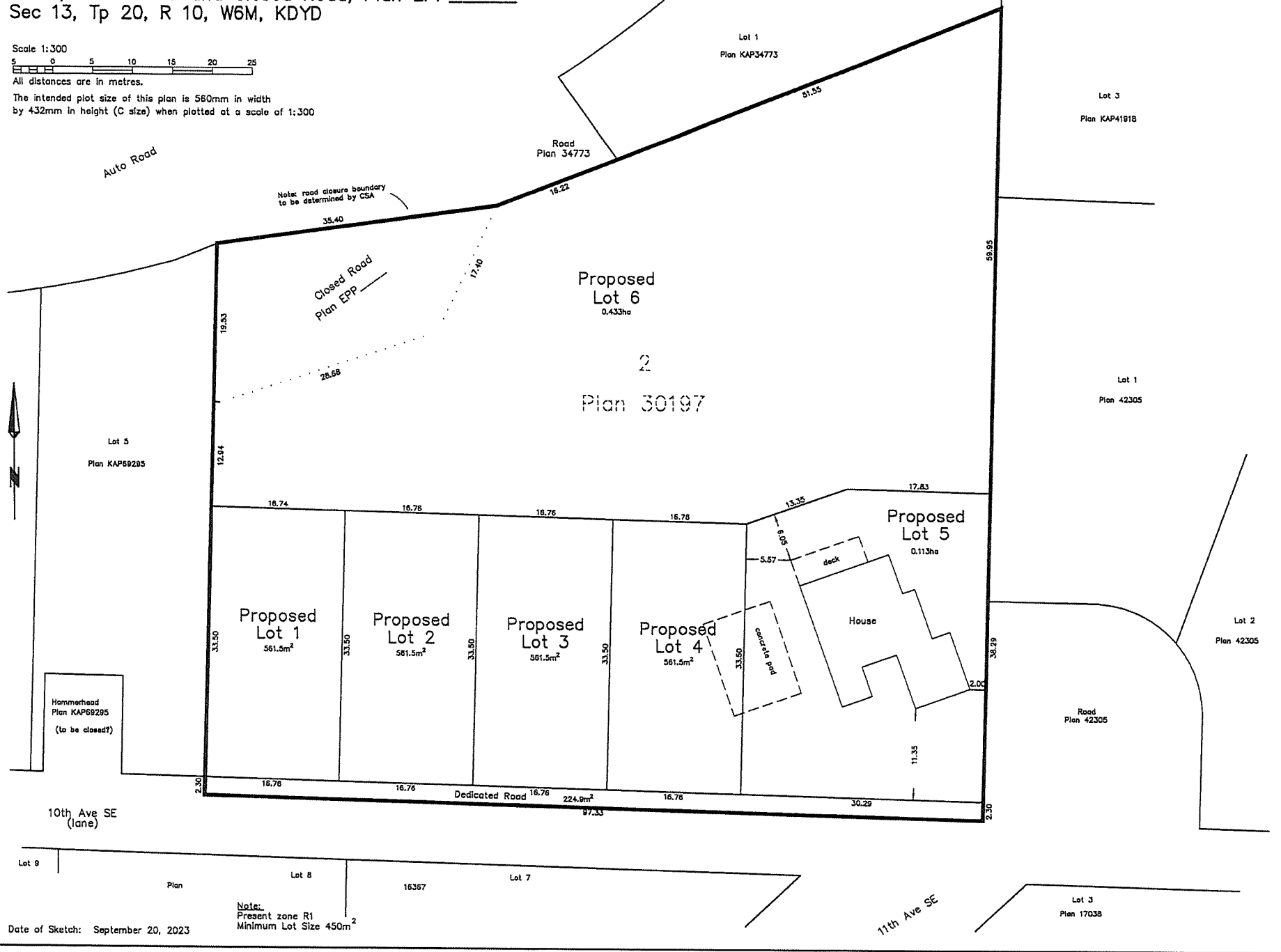
Sketch Plan of Proposed Subdivision of
Lot 2, Plan 30197 and Closed Road, Plan EPP _____
Sec 13, Tp 20, R 10, W6M, KDYD

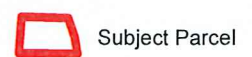
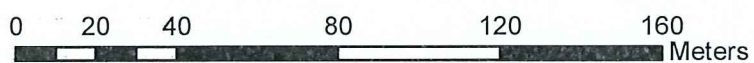
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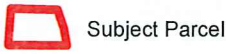
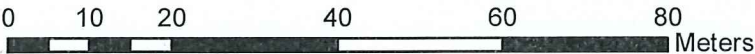
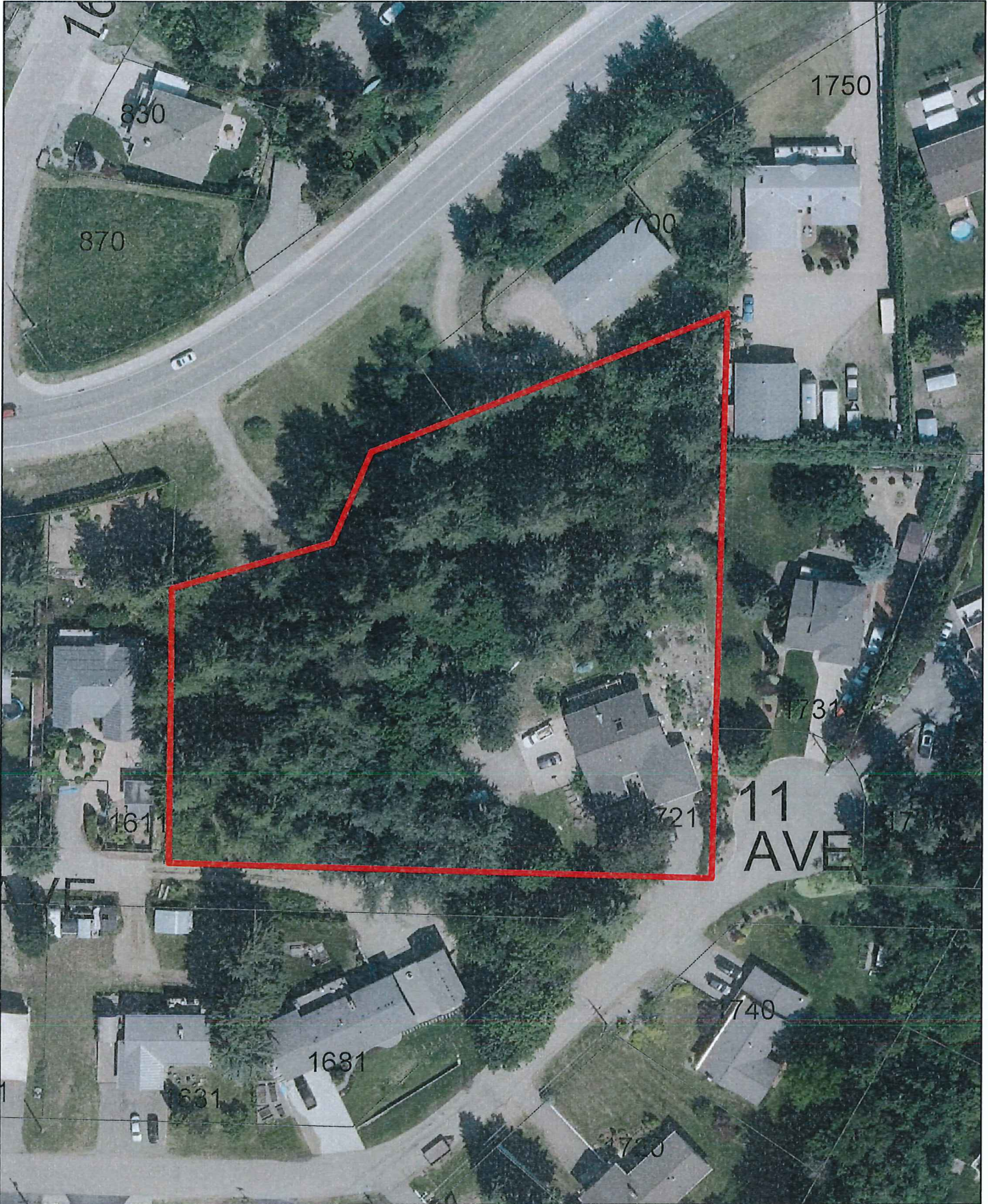


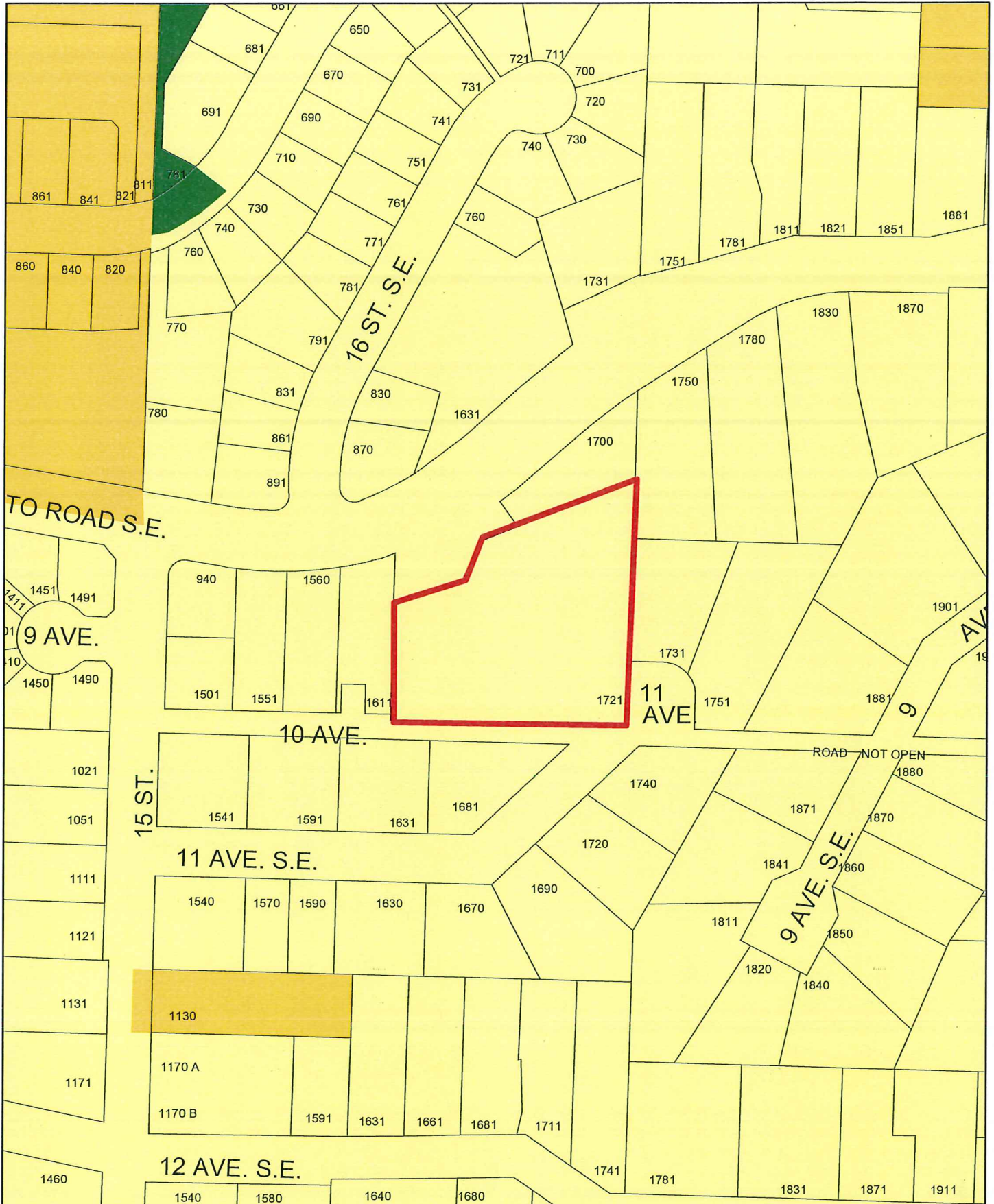
All distances are in metres.

The intended plot size of this plan is 560mm in width
by 432mm in height (C size) when plotted at a scale of 1:300









0 15 30 60 90 120 Meters



Subject Parcel



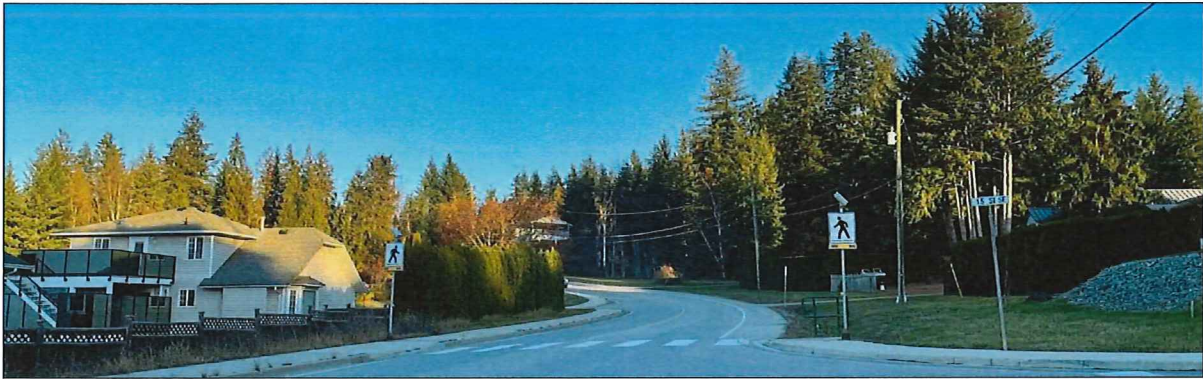
Park



Residential Medium Density



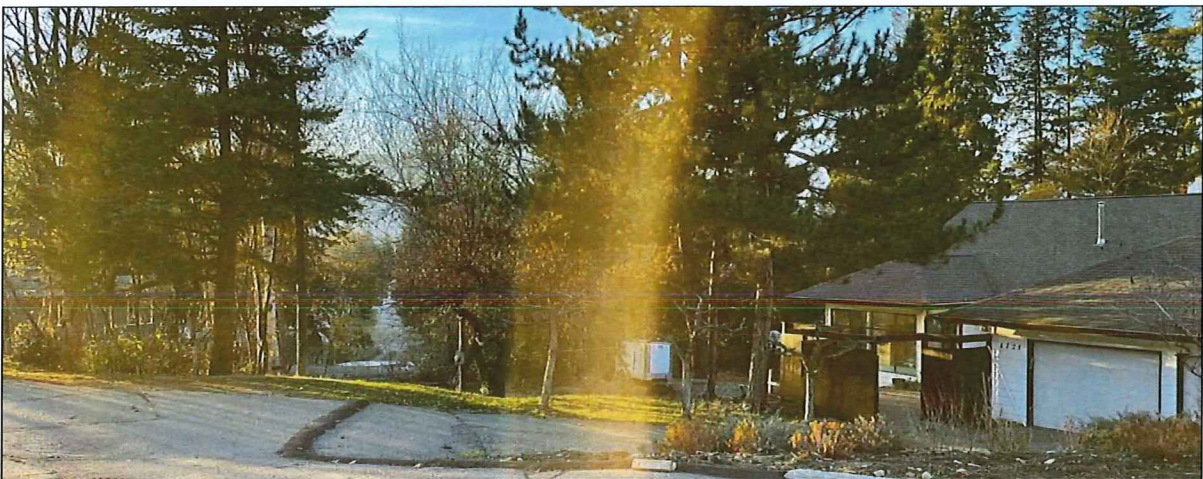
Residential Low Density



View east along Auto Road, subject parcel at center.



View east along 10 Avenue SE, subject parcel on left past fence.



View west along 10 Avenue SE from 11 Avenue, subject parcel on right.

CITY OF SALMON ARM

Memorandum from the Engineering and Public Works Department

TO: Gary Buxton, Director of Planning
DATE: November 14, 2023
PREPARED BY: Mustafa Zakreet, Engineering Assistant
APPLICANT: Ron Cameron
SUBJECT: SUBDIVISION APPLICATION NO. 23.19
LEGAL: Lot 2, Section 13, Township 20, Range 10, W6M KDYD, Plan 30197
CIVIC: 1721 – 11 Avenue SE

Further to your referral dated October 11, 2023, we provide the following servicing information. The following comments and servicing requirements are conditions of Subdivision.

Comments are based on the Subdivision/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. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of subdivision, the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as 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.
9. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the

SUBDIVISION APPLICATION FILE: 23-19

November 14, 2023

Page 2

requirements of the Subdivision and Development Servicing bylaw 4293. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.

10. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision 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. Auto Road SE, on the subject property's northern boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. Available records indicate that no additional road dedication is required (to be confirmed by BCLS).
2. Auto Road SE is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the current Urban Arterial Road standard is required, in accordance with Specification Drawing No. RD-4. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, Multiuse Path, boulevard construction, street lighting, fire hydrants, street drainage and telecommunications. Owner / Developer is responsible for all associated costs.
3. 10 Avenue SE, on the subject property's southern boundary, is designated as an Urban Local Road standard. This road shall be constructed to a Modified Lane standard (Specification Drawing No. RD-12B). Additional 2.3m dedication is required (to be confirmed by BCLS). Modification will include high back curb and gutter, street drainage, street lighting and a corner cut where it meets 11 Avenue SE. Owner / Developer is responsible for all associated costs.
4. 11 Avenue SE, on the subject property's east-south corner, 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 10m of additional road dedication is required (to be confirmed by a BCLS).
5. 11 Avenue SE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, boulevard construction, street drainage and street lighting. Owner / Developer is responsible for all associated costs.
6. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
7. As Auto road SE is designated as an Arterial Road, accesses shall be designed by keeping to a minimum number. Only one driveway access will be permitted onto Auto Road SE.

SUBDIVISION APPLICATION FILE: 23-19

November 14, 2023

Page 3

Water:

1. The subject property fronts a 200mm diameter Zone 4 watermain on Auto Road SE and a 150mm diameter Zone 4 watermain on 11 Avenue SE. No upgrades will be required at this time.
2. Extension of a 150mm diameter watermain along the frontage of the subject property on 10 Avenue SE to serve the proposed lots will be required. To avoid a dead end watermain, looping between the watermain on 10 Avenue SE and Auto Road will be required, together with a 6m wide right of way.
3. Records indicate that the existing property is serviced by a 19 service from the 150mm diameter watermain on 11 Avenue SE. Due to size of the existing service, upgrading to a new metered service (minimum 25mm) is required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. Each proposed parcel is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
5. Fire hydrant installation maybe required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the low density spacing requirements of 150 meters.

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer on Auto Road SE and a 150mm diameter sanitary sewer on 10 Avenue SE. Extending a 200mm diameter sewer main along the frontage of the subject property on 10 Avenue SE to service the proposed lots will be required. Since the existing sewer on 10 Avenue SE does not meet the minimum diameter, owners' Engineer is to prove that the existing sewer has sufficient capacity for the proposed development, or upgrading to 200mm diameter will be required.
2. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
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 existing property is serviced by a 100mm service from the sanitary sewer on Auto Road SE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

SUBDIVISION APPLICATION FILE: 23-19

November 14, 2023

Page 4

Drainage:

1. The subject property fronts a 600mm diameter storm sewer on Auto Road SE, a 200mm diameter storm sewer along the eastern boundary of the property, and a 250mm diameter storm sewer on 10 Avenue SE. Since no additional connections to the 200mm main sewer are expected, upgrading of this sewer to 250mm will not be required. However, an additional 3m right of way for the storm sewer along the eastern boundary of the property will be 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 proposed parcel(s) shall be serviced (each) 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. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
6. Records indicate that the existing property is not currently serviced with a City Storm service. Storm water from the existing dwelling is also to be addressed in the ISMP.

Geotechnical:

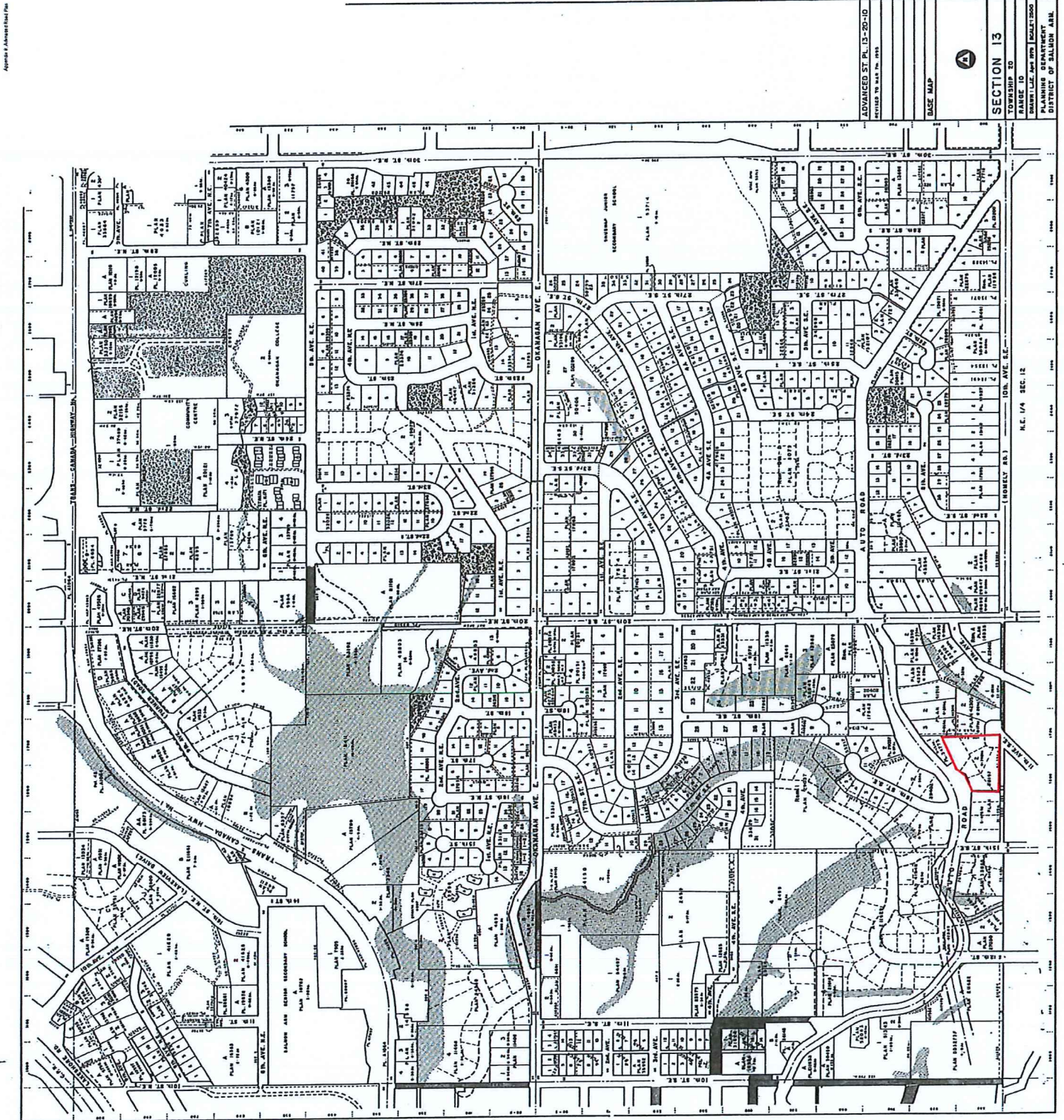
1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for: Category A (Building Foundation Design), Category B (Pavement Structural Design), is required.



Mustafa Zakreet, EIT
Engineering Assistant



Robert Niewenhuizen
Director of Engineering & Public Works



CITY OF SALMON ARM

BYLAW NO. 4612

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 January 22, 2024 at the hour of 7:00 p.m. was published in the _____ and 2024, 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 13, Township 20, Range 10, W6M, KDYD, Plan 30197 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. 4612**”

READ A FIRST TIME THIS DAY OF 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2024

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"



To: His Worship Mayor Harrison and Members of Council

Date: November 27, 2023

Subject: Official Community Plan File No. OCP4000-55 and
Zoning Amendment Application File No. ZON- 1273

Legal: Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP77503
Civic Address: 721 Harbourfront Drive NE
Owner: 0766658 BC Ltd. (Keith Reynolds)
Agent: W. Whelen

MOTION FOR CONSIDERATION

THAT: A Bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 to redesignate Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP77503 from Low Density Residential to Medium Density Residential;

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*, Council shall consider the proposed Official Community Plan Amendment in conjunction with:
1) The Financial Plans of the City of Salmon Arm; and
2) The 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 rezoning Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP77503 from R-8 (Residential Suite Zone) to R-4 (Medium Density Residential Zone);

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

STAFF RECOMMENDATION

THAT: The Motion for Consideration be adopted.

PROPOSAL

The applicant is proposing to amend the Official Community Plan (OCP) and Zoning Bylaw for the purposes of constructing a multi-family residential development at 721 Harbourfront Drive NE.

BACKGROUND

The subject property is located at 721 Harbourfront Drive NE along the foreshore of Salmon Arm on Shuswap Lake (Appendix 1 & 2). The subject property is designated Low Density Residential in the OCP and zoned R-8 (Residential Suite Zone) in the Zoning Bylaw (Appendix 3 & 4). The subject property is located within the Urban Containment Boundary. The subject property is approximately 0.238 ha (0.59 ac) in area and is currently vacant. Site photos are attached as Appendix 5.

Adjacent land uses include the following:

North: P-1 Shuswap Lake / R-7 Single-Family Dwelling

South: CD-2 Lakeside Manor / CP Railway

East: R-7 Single-Family Dwelling

West: CD-2 Lakeside Manor / P-1 Shuswap Lake

The subject property is encumbered by a number of covenants and right of ways that affect any future development of the site. The covenants include the identification of the Riparian Area and Floodplain Area. At the time of Development Permit, the proposed development would be required to meet the Provincial requirements for development in or near a riparian area as well as adhering to floodplain regulations. The title includes a 3 m wide right of way preserved for the existing walkway.

There have been 5 previous development applications for the subject property. Most recently, a zoning amendment bylaw to rezone the subject property from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone) was adopted in 2016. In 2012 an OCP amendment and rezoning application proposing a 4-unit multi-family dwelling was made. The OCP amendment bylaw (LR to MR) received third reading but was not adopted. Council did not consider the zoning amendment (R-7 to R-4) due to the OCP amendment being defeated.

The applicant is requesting to amend the OCP from Low Density Residential to Medium Density Residential and to rezone the subject property from R-8 (Residential Suite Zone) to R-4 (Medium Density Residential Zone). Medium Density Residential would allow for 40 units/ha (with an increase to a maximum of 50 units/ha when amenities are provided for as per the R-4 zone). Given the proposed development area and density, the site could accommodate up to 9 units without utilizing the density bonus provisions of the zone. The R-4 zone is attached as Appendix 6. Conceptual site plans and floor plans are attached as Appendix 7.

The minimum parcel area and parcel width required in the R-4 zone depends on the use of the parcel (see Appendix 6). The subject property meets the minimum area for any of the allowed uses. The subject property meets the minimum width for a single-family dwelling or a stacked duplex, however does not meet the minimum width for other multi-family dwelling units. A variance permit to reduce the minimum parcel width from 30 m to 22 m would not be required at rezoning, however would be required at Development Permit stage if the applicant proceeds with the proposed layout.

COMMENTS

Section 475 & 476 - Local Government Act

Pursuant to Sections 475 and 476 of the *Local Government Act* (optional and mandatory consultation requirements during OCP amendments), the proposed OCP amendment was referred to the following organizations on August 23, 2023:

Adams Lake Indian Band	Response attached as Appendix 8
Neskonlith Indian Band	No response to date
Economic Development Society	No response to date
School District No. 83	No response to date
Interior Health	No concerns

Given the response of the Adams Lake Indian Band (ALIB), staff have been in contact with the BC Archeological Branch to confirm known archeological sites in the vicinity. According to provincial records there are no known archaeological sites recorded on the subject property (see Appendix 9). As directed by the ALIB response, the owner has been made aware that there may be artifacts and prior to any work commencing on the site they should contact ALIB to ensure that the regulations of the *Heritage Conservation Act* are adhered to.

Section 477 - Local Government Act

Pursuant to Section 477 of the *Local Government Act* (adoption procedures for an OCP amendment), prior to second reading of the bylaw, Council must consider the proposed OCP amendment in relation to the City's financial and waste management plans. In the opinion of staff, this proposed OCP amendment is consistent with both the City's financial and waste management plans.

Section 52 - Transportation Act

Pursuant to Section 52(3)(a), the rezoning application was provided to the Ministry of Transportation and Infrastructure (MoTI) for review. MoTI granted Preliminary Approval for the rezoning bylaw and the bylaw will be forwarded to MoTI for signature after third reading.

Engineering Department

There are no engineering concerns at the rezoning stage. No frontage upgrades are anticipated. Further engineering requirements will be determined at the development stage.

Harbourfront Drive NE is a 20 m R/W Urban Local Road and is already built to the RD-2 standard in the Subdivision and Development Servicing Bylaw No. 4293. A cross-section for the 20 m R/W Urban Local Road standard can be found in Appendix 10.

Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw, notices are mailed to land owners within a 30 m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. Prior to the Public Hearing, the applicant is required to post a Notice of Development Sign on the subject property. The notices outline the proposal and advises 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 January 22, 2024.

Planning Department

The subject property is immediately adjacent to areas designated Medium and High Density Residential in the OCP (see Appendix 3). An OCP amendment in this location would result in a minor boundary adjustment to the OCP, in an area close to the downtown and other services, making it a good location for an increase in density. With single-family housing to the northeast and high-density senior's housing to the southwest the proposed medium density residential development would provide an appealing transition.

The subject property is within the Urban Containment Boundary and would increase the variety of housing types and densities in the area (OCP Policy 8.3.1). Within the Urban Area, multi-family development is encouraged in areas along corridors where there is public transit, pedestrian access routes and the availability of servicing. The location of the proposed OCP and zoning amendments has good access to:

- a. transportation routes, including transit, trails and sidewalks, and roads (Appendix 11);
- b. recreation, parks and open space (Appendix 12); and
- c. community services, e.g., commercial uses, schools (Appendix 13) (OCP Policy 8.3.19).

The OCP supports residential development in areas that are "capable of being serviced with municipal, private and Crown utilities including fire protection, in accordance with City standards and specifications" (OCP Policy 8.3.19). Comments from the City's Engineering Department can be found earlier in this report and available services are shown in Appendix 14. The subject property

also “provide[s] opportunities for interaction with natural surroundings including the provision of trail connections” and is located near many greenways (OCP Policy 8.3.20).

Providing public amenities and access as well as multi-family residential along the waterfront is consistent with good planning principles.

In addition to the Medium Density Residential Development Guidelines in the OCP, in 2020 Council adopted the *Salmon Arm Community Housing Strategy*, both documents offer guidelines and policies for incorporating higher density housing options in the community.

In encouraging more housing and housing diversity, the *Salmon Arm Community Housing Strategy* encourages the City to facilitate the development of multi-family housing and considers the importance of density and housing diversity in easing housing supply issues in the community.

A Residential Development Permit for the multi-family buildings is required. At that time, the form and character of the development will be evaluated with a site plan, landscape plan, and elevation drawings.

CONCLUSION

Given the previously mentioned OCP policies, staff are supportive of the OCP and zoning amendment.



Prepared by: Morgan Paiement
Planner I



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

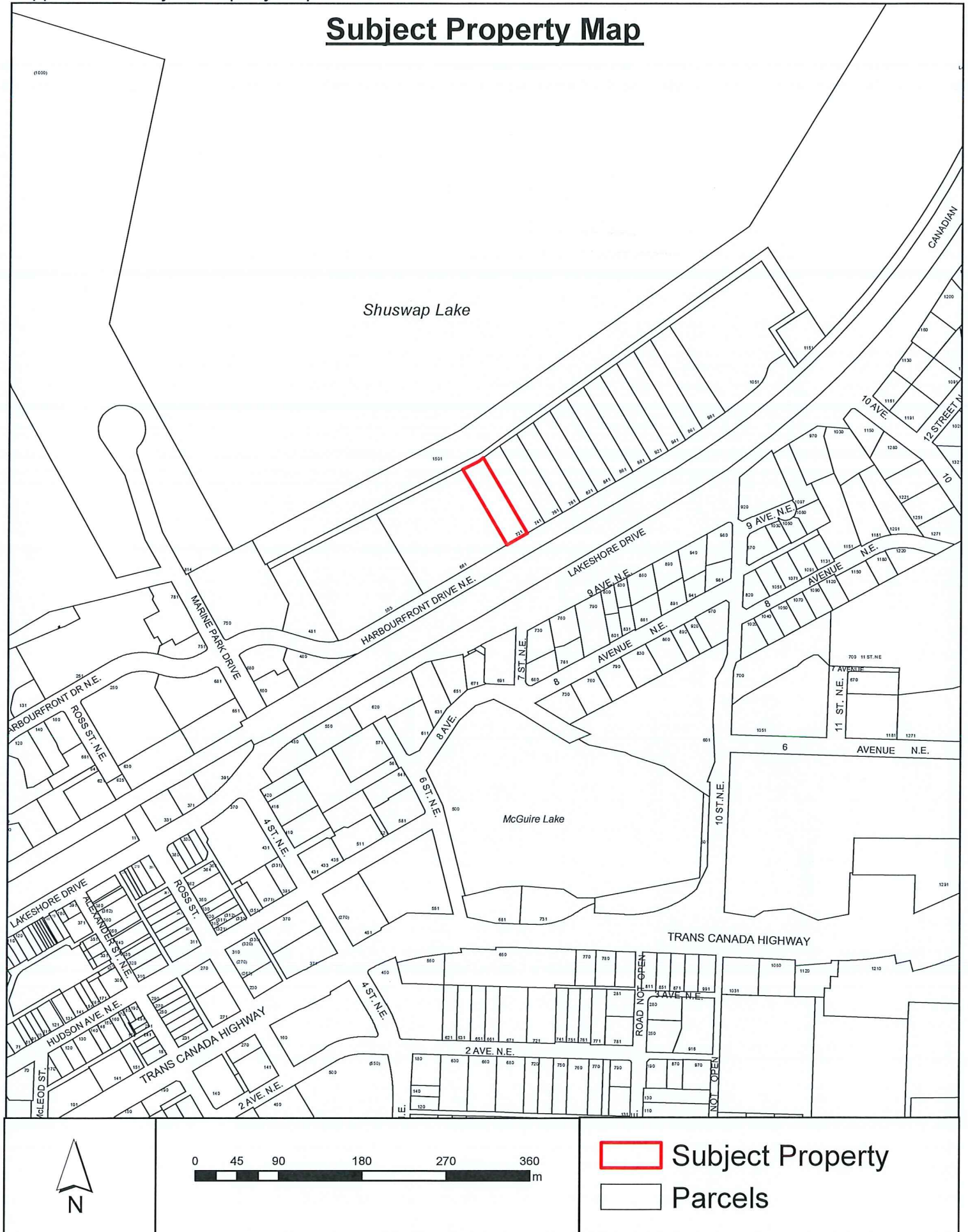


Reviewed by: Melinda Smyrl, MCIP, RPP
Manager of Planning and Building

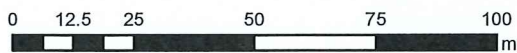
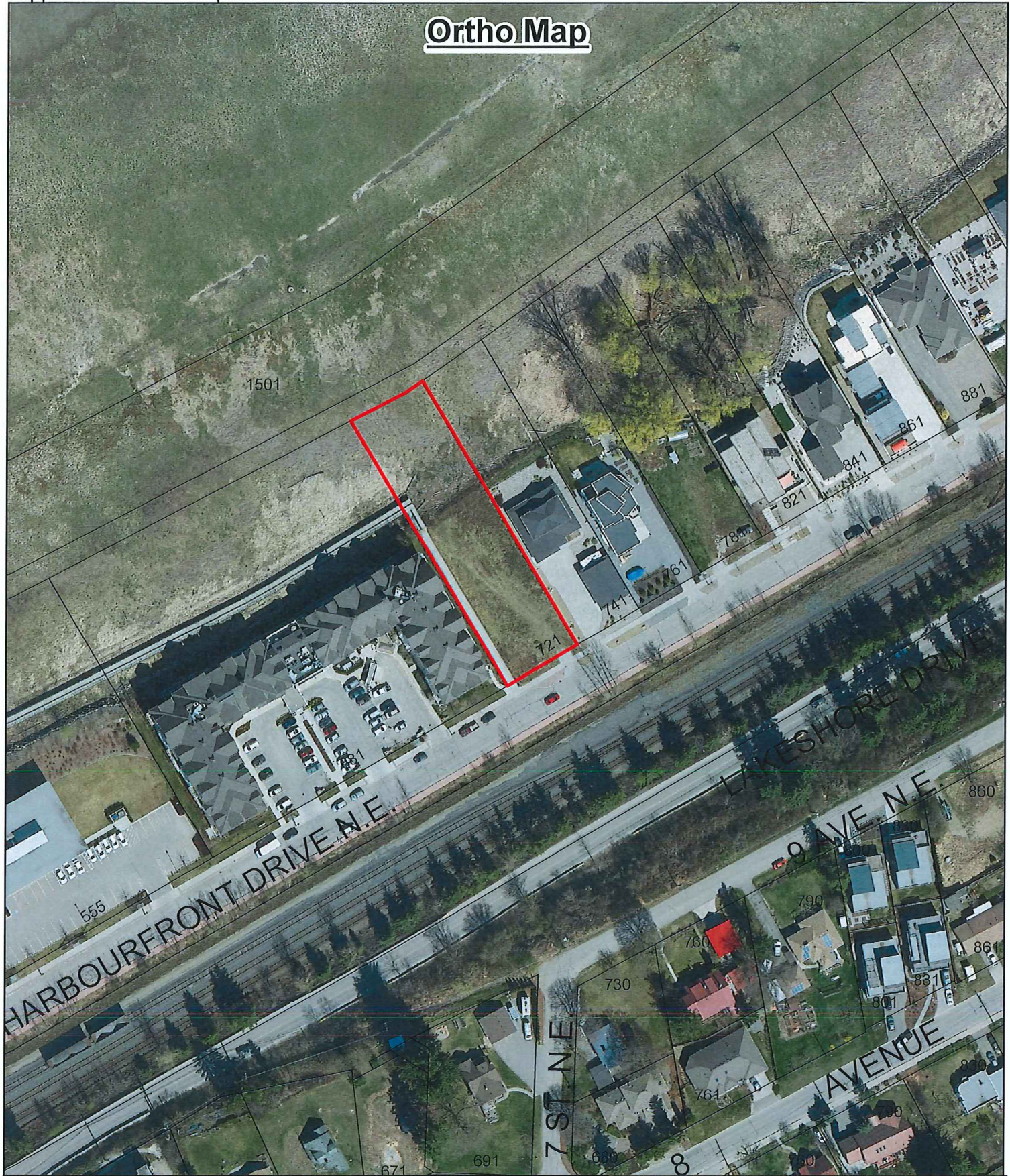
Appendices:



- Appendix 1 – Subject Property Map
- Appendix 2 – Ortho Map
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – Site Photos
- Appendix 6 – R-4 Zone
- Appendix 7 – Conceptual Site Plans & Floor Plans
- Appendix 8 – Adams Lake Indian Band Referral Response
- Appendix 9 – BC Archeological Branch Response
- Appendix 10 – 20 m R/W Urban Local Road Cross-Section
- Appendix 11 – Proximity to Transportation Routes
- Appendix 12 – Proximity to Parks, Recreation, and Open Space
- Appendix 13 – Proximity to Community Services
- Appendix 14 – Available Utilities for Servicing

Subject Property Map



Ortho Map



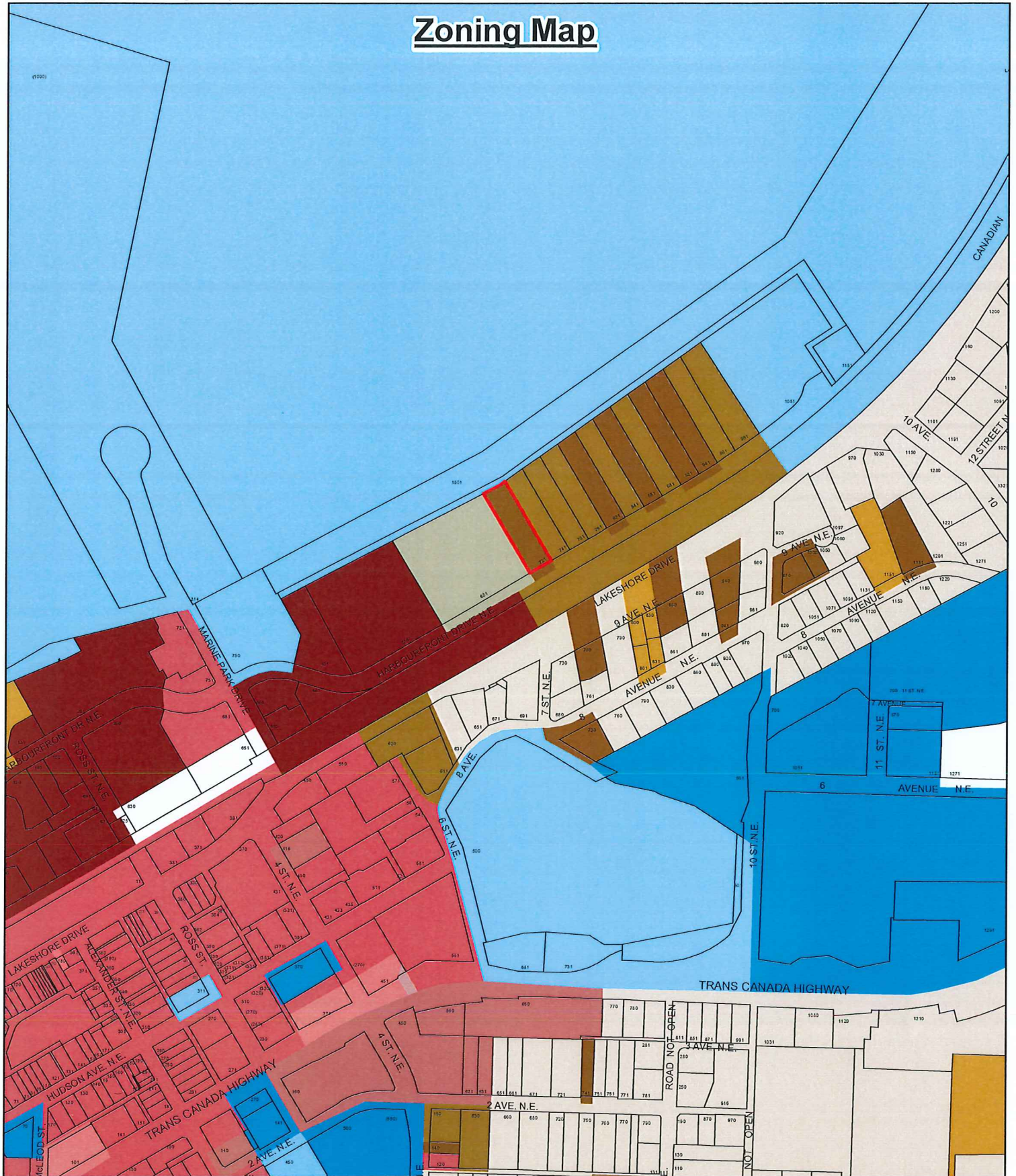
-  Subject Property
-  Parcels

Aerial Photo Date: 2021

OCP Map

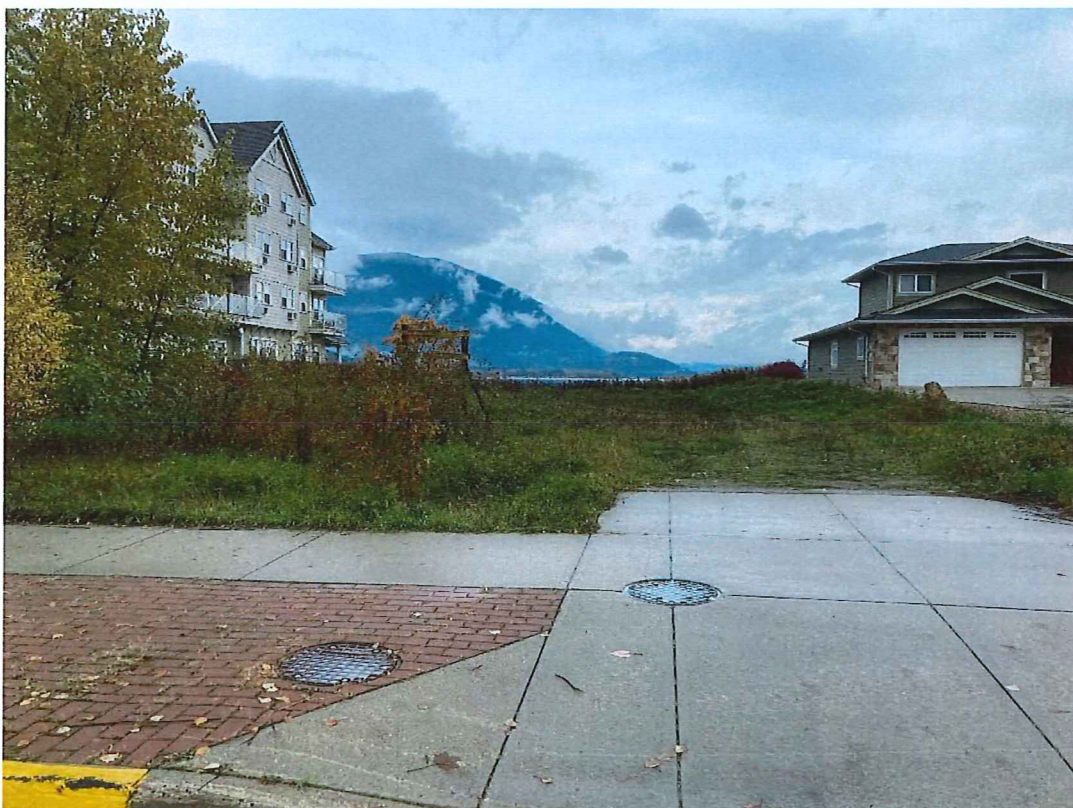


Zoning Map



Appendix 5: Site Photos

View of subject property looking northwest from Harbourfront Drive NE.



View of subject property looking east from boardwalk.

View of subject property looking north from walkway.



View of subject property looking east from end of boardwalk.

SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE

Purpose

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

Regulations

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

Permitted Uses

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

Maximum Height of Principal Buildings

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

Maximum Height of Accessory Buildings

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

Maximum Parcel Coverage

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

Minimum Parcel Area

- 9.7
- .1 The minimum *parcel area* for a *single family dwelling* shall be 300.0 square metres (3,229.3 square feet).
 - .2 The minimum *parcel area* for a *duplex* shall be 600.0 square metres (6,458.6 square feet).
 - .3 The minimum *parcel area* for all other uses shall be 900.0 square metres (9,687.8 square feet).
 - .4 *duplexes*, *triplexes* and *multiple family dwellings* may be subdivided into smaller lots than the regulations listed above provided the site is comprehensively developed under a single Development Permit. #4548

SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED

Minimum Parcel Width

9.8

- .1 The minimum *parcel width* shall be 30.0 metres (98.5 feet). #3740
- .2 Notwithstanding Section 9.8.1, the minimum *parcel width* for a *single family* lot shall be 10.0 metres (32.8 feet).
- .3 Notwithstanding Section 9.8.1, the minimum *parcel width* for a stacked *duplex* lot shall be 14.0 metres (45.9 feet).
- .4 Notwithstanding Section 9.8.1, *duplexes, triplexes* and *multiple family dwellings* may be subdivided into smaller lots than the regulations listed above provided the site is comprehensively developed under a single Development Permit and no lot shall be less than 6.9m in width. #4548

Minimum Setback of Principal Buildings

9.9 The minimum *setback* of *principal buildings* from the:

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

Minimum Setback of Accessory Buildings

9.10 The minimum *setback* of accessory *buildings* from the:

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

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

SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED

Maximum Density

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

9.11

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

TABLE 2

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

Maximum Floor Area Ratio

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

Parking

9.13 Parking shall be required as per Appendix I.

Lake

Waterfront boardwalk
(existing)

Natural Open Space
Riparian Area

Phase 1
6 units on 3 floors

Parking

Parking

Parking

Phase 2
3 units
Street - oriented

5 m wide driveway

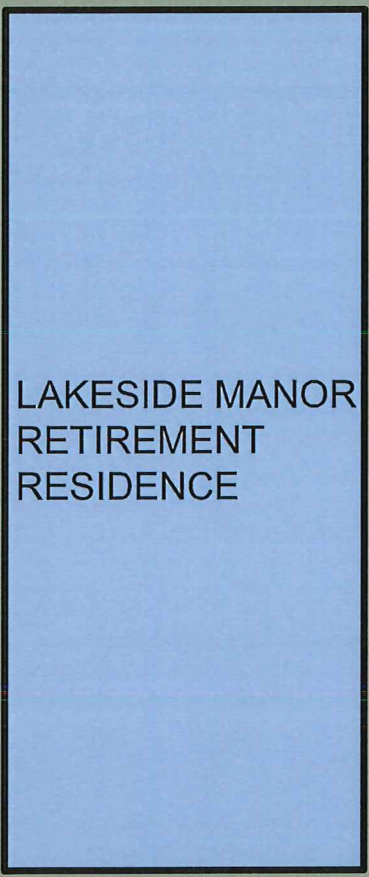
62 m (approx)

3 m concrete walk way to water front (existing)

22 m (approx)

LAKESHORE
NATURE RESERVE
AREA

4 m waterfront Boardwalk



3.0 m hard surface path way to waterfront



NATURAL
OPEN SPACE
RIPARIAN
AREA



15 m riparian set back

1.8 m side yard setback

5m front yard setback

Drive way

POSSIBLE UNIT LAYOUT (Waterfront - 2 per floor)





Adams Lake Indian Band

Project Name:

OCP4000-55 / 721 HARBOURFRONT DR NE

FN Consultation ID:

OCP-55

Consulting Org Contact:

Kathy FRESE

Consulting Organization:

[City of Salmon Arm](#)

Date Received:

Wednesday, August 23, 2023

Weytk,

Re. OCP4000-55 / 721 HARBOURFRONT DR NE

Through a preliminary analysis ALIB has identified some concerns which include:

481 known ALIB cultural heritage sites within 5 km of the provided polygon; 1 intersecting areas of archaeological potential (high).

Adams Lake holds constitutionally protected Aboriginal rights including title throughout the entirety of Secwepemcul'ecw. Members of Adams Lake continue to exercise their Aboriginal rights as their ancestors have done for generations, including hunting, trapping, gathering, and fishing, along with rights associated with spiritual and cultural traditions that are practiced in accordance with Secwepemc customs, laws, and governance structures.

Recommendations:

Due to the provided polygon intersecting with an area of archaeological potential from the North Okanagan Timber Supply Area AOA (Arcas 1997) model, ALIB recommends an archaeological overview assessment be conducted for this project by a qualified consulting archaeologist prior to ground disturbance activities for the proposed development. Should areas of high archaeological potential be identified by this desktop study, an archaeological preliminary field reconnaissance (PFR) may be required for ground truthing, followed by a permitted archaeological impact assessment if required.

A guide for the archaeological process for developers in BC can be found here:

<https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeo...>

A list of consulting archaeologists in BC can be found here:

<https://www.bcapa.ca/consulting-firms/>

Please share with ALIB any cultural heritage, archaeological, and environmental reports associated with this project.. Please use the Messages function on this referral in NationsConnect to respond to this letter.

Kukstemc,

Brent Davidson

Title and Rights Technical Coordinator

Adams Lake Indian Band

Appendix 9: BC Archeological Branch Response

Kathy Frese

From: Melinda Smyrl
Sent: September 6, 2023 3:30 PM
To: wlwhelen@gmail.com
Cc: Kathy Frese; Morgan Paiement
Subject: OCP Amendment Application - Response from BC Archaeological Branch (OCP 4000-55)

Hello,

As part of the OCP Amendment review process, the City consults with local First Nations to ascertain if there are known and specific archeologically significant areas on or in the vicinity of a proposed development. In the case of your application Adams Lake First Nation responded that there are 481 known sites within a 5km radius and 1 intersection area of high archaeological potential for a site. With this information the City then contacted the BC Archaeological Branch for a response. Please see the response below. The highlighted section states that there are no known sites on the subject property; however, given the proximity to a large water body and modelling it should be noted that the potential to find an unidentified site through the excavating and development process is a possibility. Should a site be found the developer and/or owner of the site is required to contact the province via the information in the email below.

The applications (OCP and rezoning) are still being reviewed by other internal and external agencies and once those reviews are complete and responses of agencies have been received we will be able to timeline Council meetings.

If you have any questions please feel free to contact me.

Kind regards,

Melinda

From: Partridge, Erin FOR:EX <Erin.Partridge@gov.bc.ca>
Sent: Wednesday, September 6, 2023 1:22 PM
To: Melinda Smyrl <msmyrl@salmonarm.ca>
Subject: RE: [External] Data Request: Melinda Smyrl - City of Salmon Arm

Good afternoon Melinda,

Thank you for your archaeological information request regarding 721 Harbourfront Drive NE, Salmon Arm, BC, PID 026194384, LOT 4 SECTION 14 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP77503. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your information request.

Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

However, given the property's waterfront location and archaeological potential modelling for the area (shown as the brown areas in the screenshot below), there is high potential for previously unidentified archaeological sites to exist on the property. Archaeological potential modelling is compiled using existing knowledge about archaeological sites, past indigenous land use, and environmental variables. Models are a tool to help predict the presence of archaeological sites and their results may be refined through further assessment.

Archaeology Branch Advice

If land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) are planned on the subject property, a Provincial heritage permit is not required prior to commencement of those activities.

However, a Provincial heritage permit will be required if archaeological materials are exposed and/or impacted during land-altering activities. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays.

Therefore, the Archaeology Branch strongly recommends engaging an eligible consulting archaeologist prior to any land-altering activities. The archaeologist will review the proposed activities, verify archaeological records, and possibly conduct a walk-over and/or an archaeological impact assessment (AIA) of the project area to determine whether the proposed activities are likely to damage or alter any previously unidentified archaeological sites.

Please notify all individuals involved in land-altering activities (e.g., owners, developers, equipment operators) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

If there are no plans for land-altering activities on the property, no action needs to be taken at this time.

Rationale and Supplemental Information

- There is high potential for previously unidentified archaeological deposits to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.
- If a permit is required, be advised that the permit application and issuance process takes approximately 15 to 35 weeks; the permit application process includes referral to First Nations and subsequent engagement.
- The Archaeology Branch must consider numerous factors (e.g., proposed activities and potential impacts to the archaeological site[s]) when determining whether to issue a permit and under what terms and conditions.
- The Archaeology Branch has the authority to require a person to obtain an archaeological impact assessment, at the person's expense, in certain circumstances, as set out in the *Heritage Conservation Act*.
- Occupying an existing dwelling or building without any land alteration does not require a Provincial heritage permit.

How to Find an Eligible Consulting Archaeologist

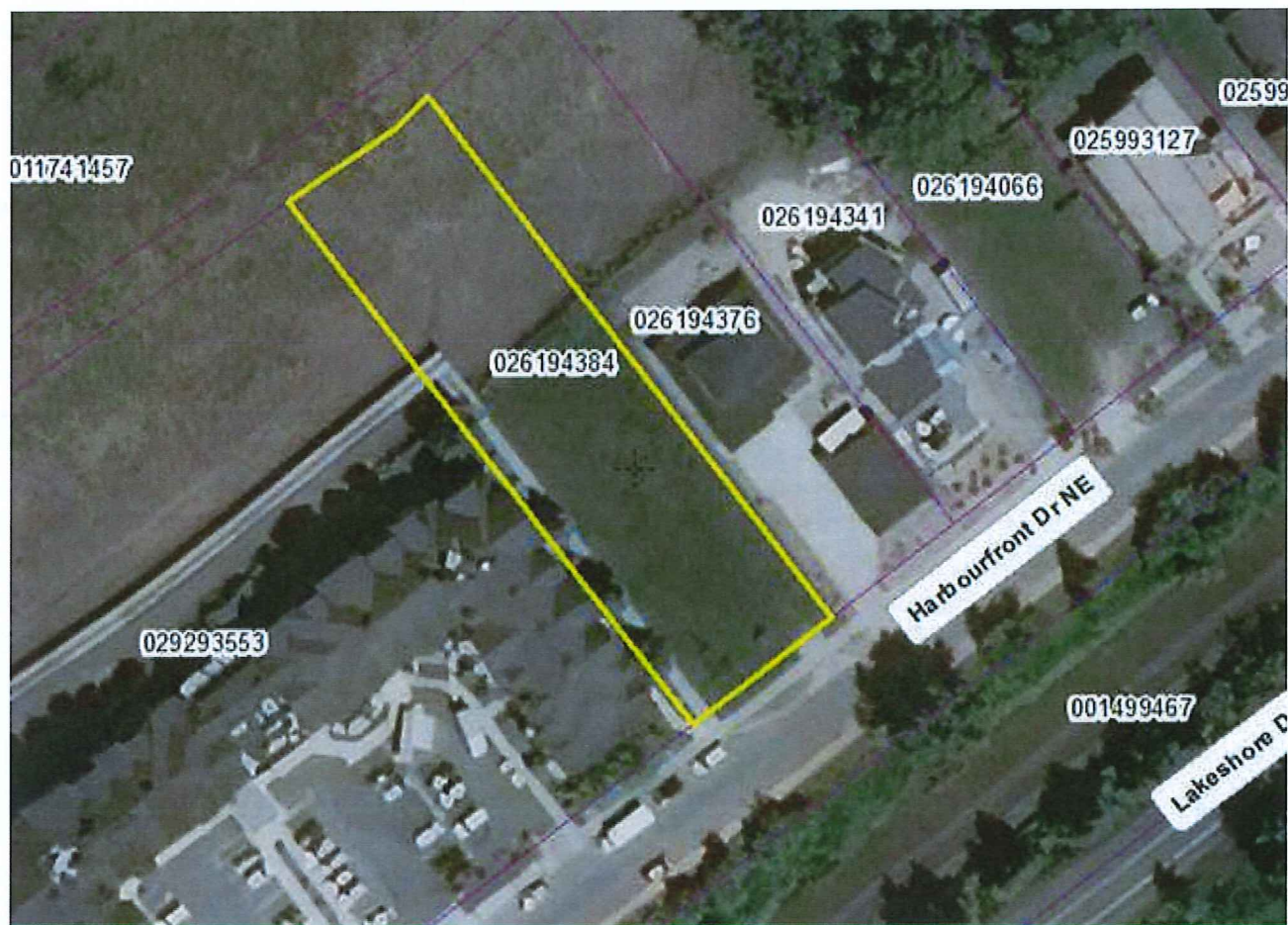
An eligible consulting archaeologist is one who can hold a Provincial heritage permit to conduct archaeological studies. To verify an archaeologist's eligibility, ask an archaeologist if he or she can hold a permit in your area, or contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists are listed on the BC Association of Professional Archaeologists website (www.bcapa.ca) and in local directories. Please note, the Archaeology Branch cannot provide specific recommendations for consultants or cost estimates for archaeological assessments. Please contact an eligible consulting archaeologist to obtain a quote.

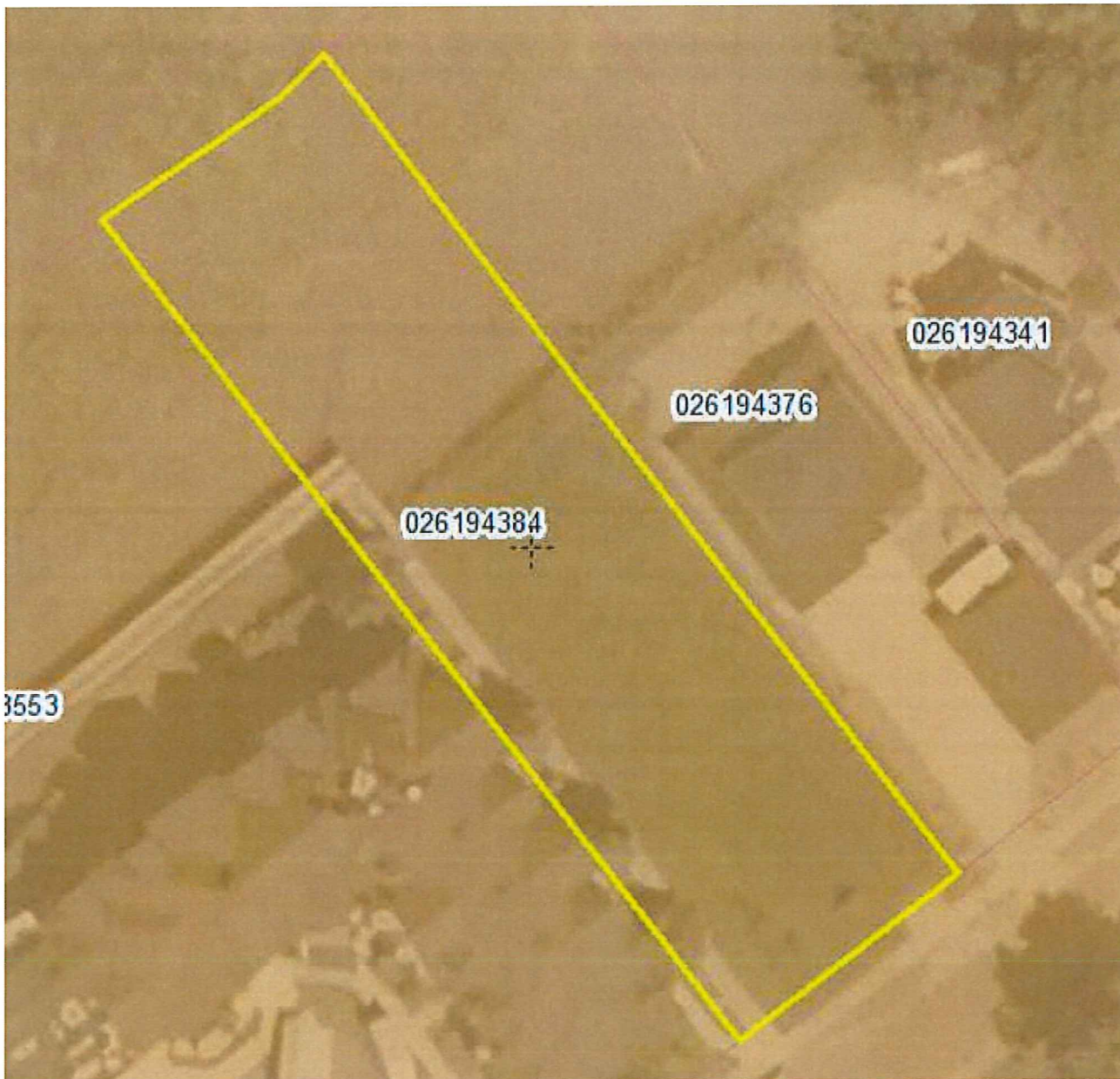
Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.

Warm regards,
Erin



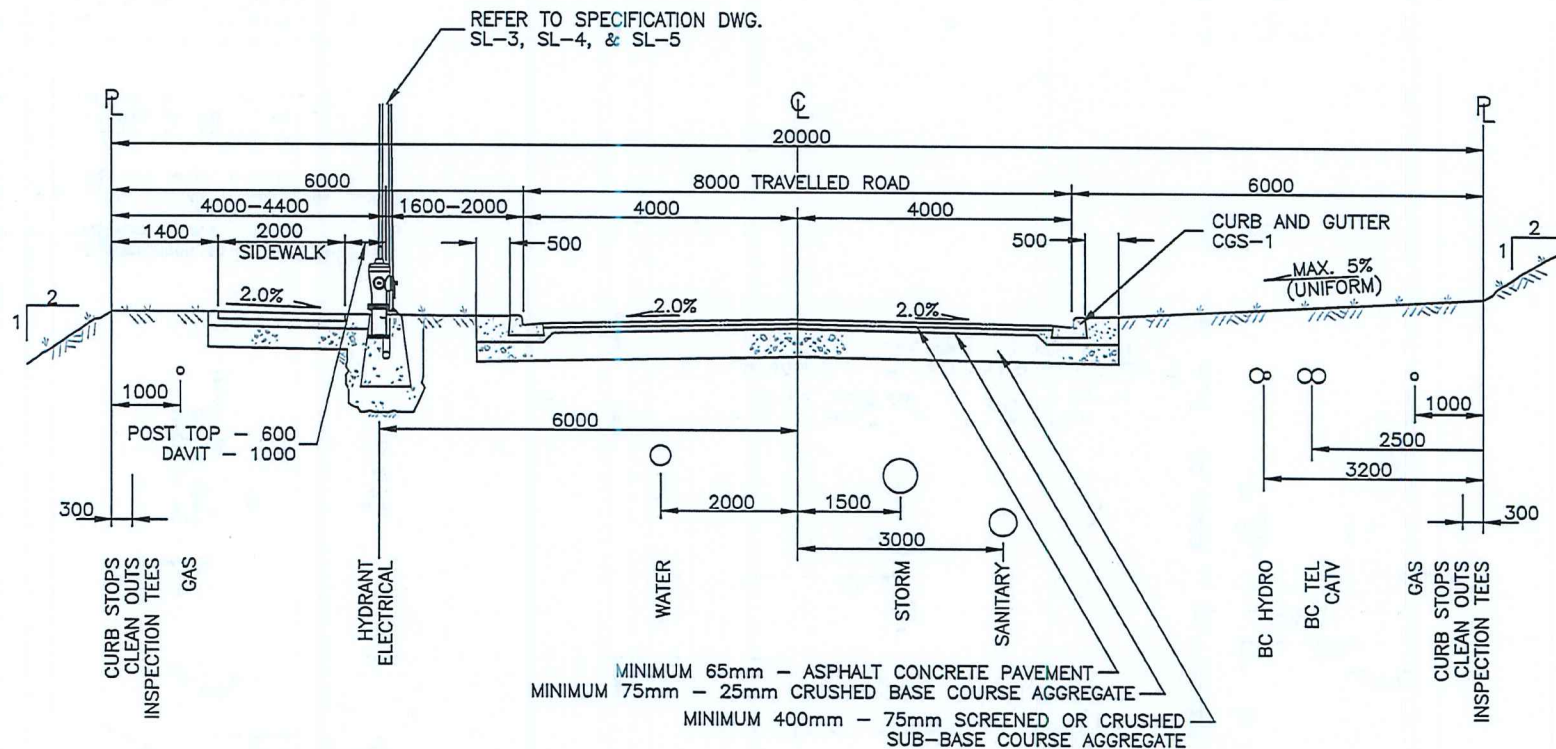


Please note that subject lot boundaries (yellow) and areas of archaeological potential (brown = high potential) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change. Archaeological site boundaries may not be identical to actual site extent.

Erin Partridge (They/Them/She/Her)
Archaeological Information Administrator/Inventory Officer
Archaeology Branch | Ministry of Forests
Email: Erin.Partridge@gov.bc.ca

From: msmyrl@salmonarm.ca <msmyrl@salmonarm.ca> On Behalf Of ArchDataRequest@gov.bc.ca
Sent: Wednesday, September 6, 2023 10:55 AM
To: Arch Data Request FOR:EX <ArchDataRequest@gov.bc.ca>
Subject: Data Request: Melinda Smyrl - City of Salmon Arm

Terms and Conditions Accepted	Yes
Name	Melinda Smyrl
Email	msmyrl@salmonarm.ca
I am a	Local Government Representative
Affiliation	City of Salmon Arm
Address	500 2 Avenue NE
City	Salmon Arm
Province	BC
Postal Code	V1E 4N2
Phone Number	250-803-4011
Information Requested	<p>I request information and advice about archaeological sites on the properties described below (In the text box below, include the Parcel Identifier (PID), street address, and the legal description if available. If you have maps, please upload them to the File Attachments section near the end of the form.):</p> <p>026-194-384 Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP77503</p>
Why Site Information is Required	<p>Other (describe below):</p> <p>Local Government Representative. The owner has made application to amend the Official Community Plan and rezoning in order to develop the subject property.</p>
Third Party Access	<p>The following person(s) may have access to this information (Include the person's full name and relationship to you below. If you would like them to be copied on our email reply containing property information, please also include their email address):</p> <p>Sub Peaks Brewery Corporation, Inc. No BC0931143 (property owner)</p>
Format Required	Shapefile (ESRI, NAD 83, BC Albers Projection)
Who Prompted	My local government
File Attachment#1	721_HarFrtDrNE.cpg
File Attachment#2	721_HarFrtDrNE.dbf
File Attachment#3	721_HarFrtDrNE.prj
File Attachment#4	721_HarFrtDrNE.sbn
File Attachment#5	721_HarFrtDrNE.sbx

**NOTES:**

- 1) All utility appurtenances to be set to designed boulevard grade.
- 2) Boulevards to be graded towards the Roadway (Maximum 5% and Minimum 2%)
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.

CITY OF
SALMON ARM

No.	REVISION	Date
A	SDSB 4293 - ISSUED FOR APPROVAL	06/12/23

APPROVED

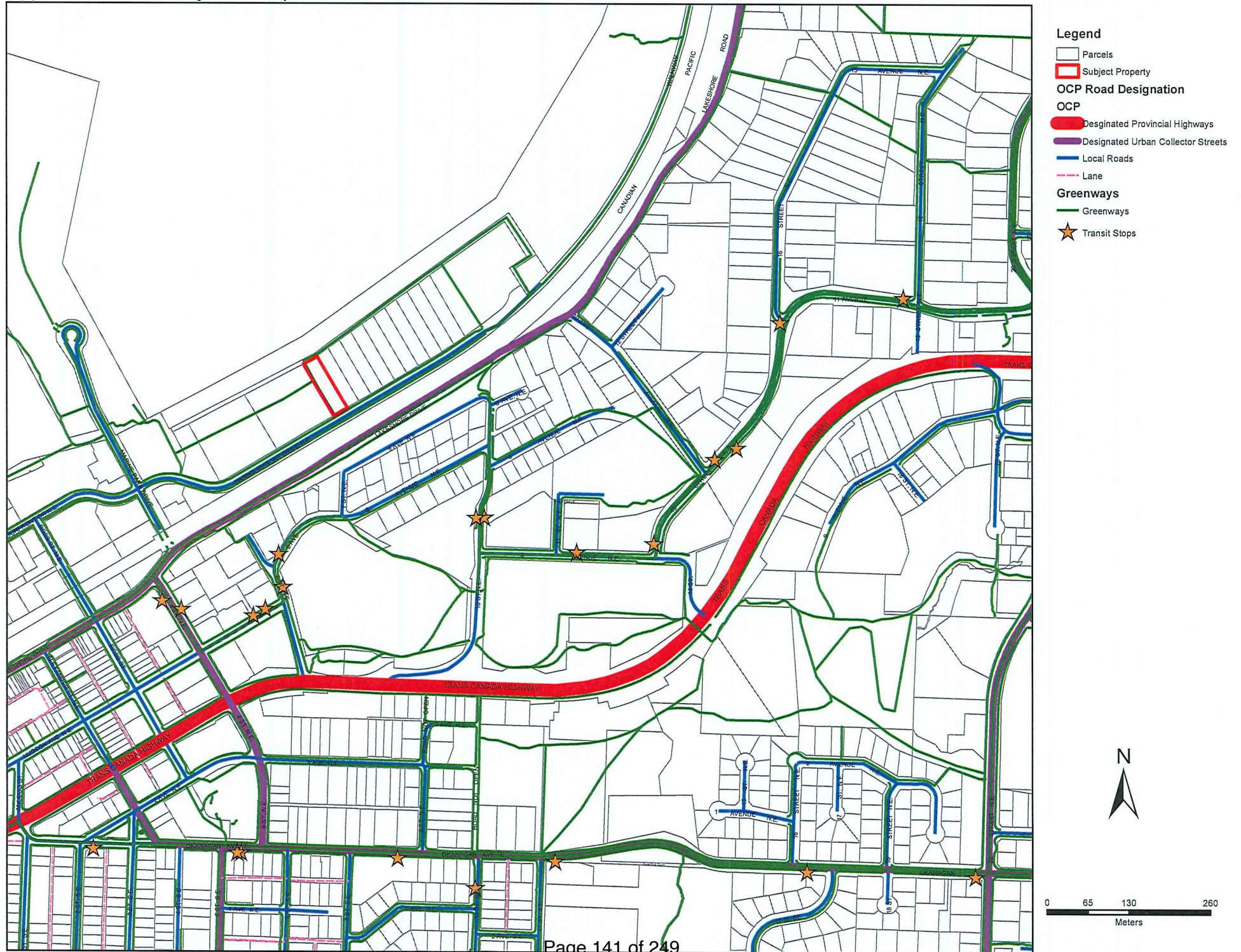


20m R/W Urban Local Road
Cross-Section

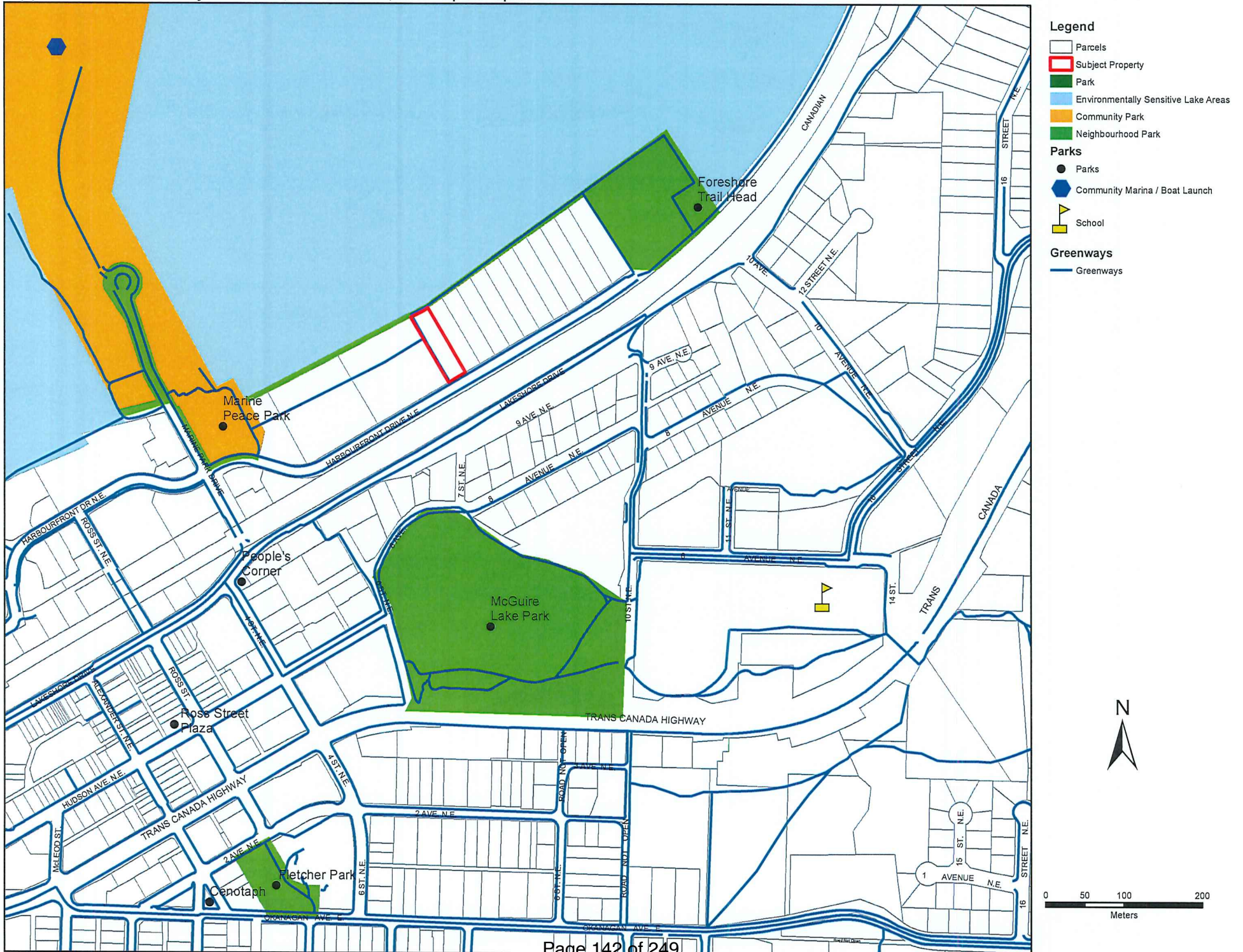
SPECIFICATION
DRAWING No.:

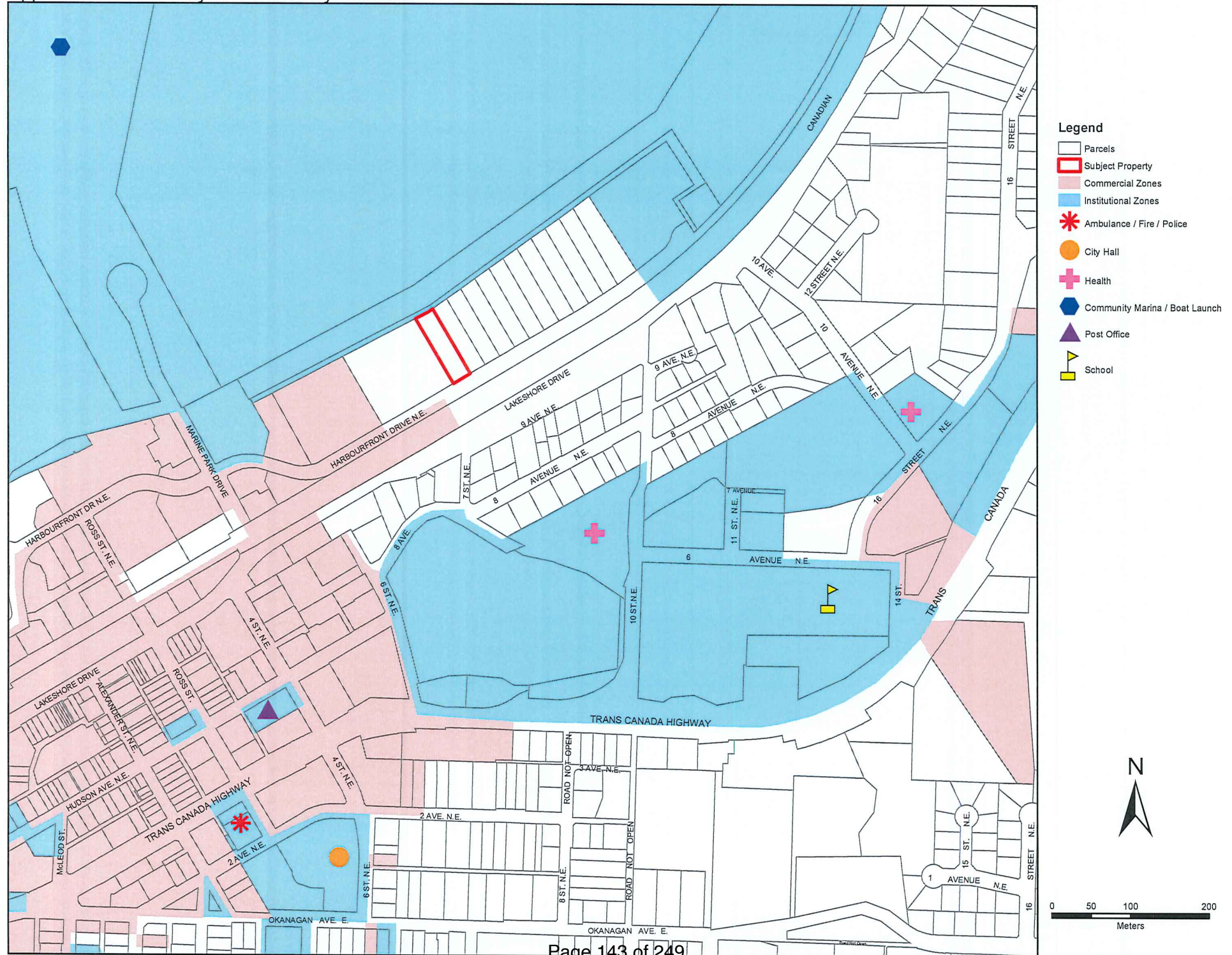
RD-02

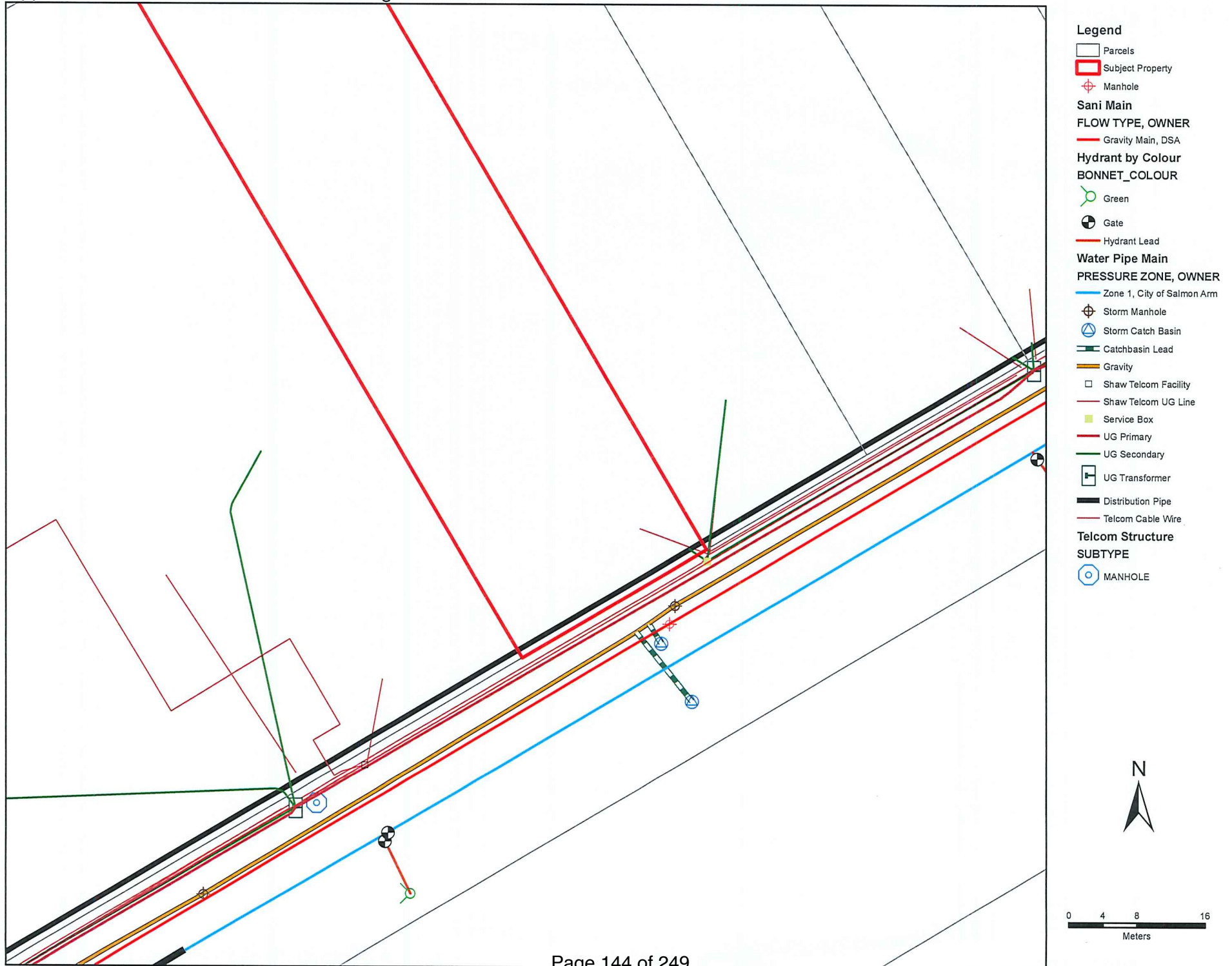
Adopted by Council June 2, 2023



Appendix 12: Proximity to Parks, Recreation, and Open Space







CITY OF SALMON ARM

BYLAW NO. 4601

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 January 22, 2024 at the hour of 7:00 p.m. was published in the , 2024 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 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP77503 from LR (Low Density Residential) to MR (Medium Density Residential), 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. 4601**”.

READ A FIRST TIME THIS DAY OF 2023

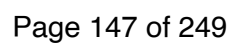
READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2024

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER



CITY OF SALMON ARM

BYLAW NO. 4602

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 January 22, 2024 at the hour of 7:00 p.m. was published in the and , 2024 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 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP77503 from R-8 (Residential Suite Zone) to R-4 (Medium Density Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4602**”

READ A FIRST TIME THIS DAY OF 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2024

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2024

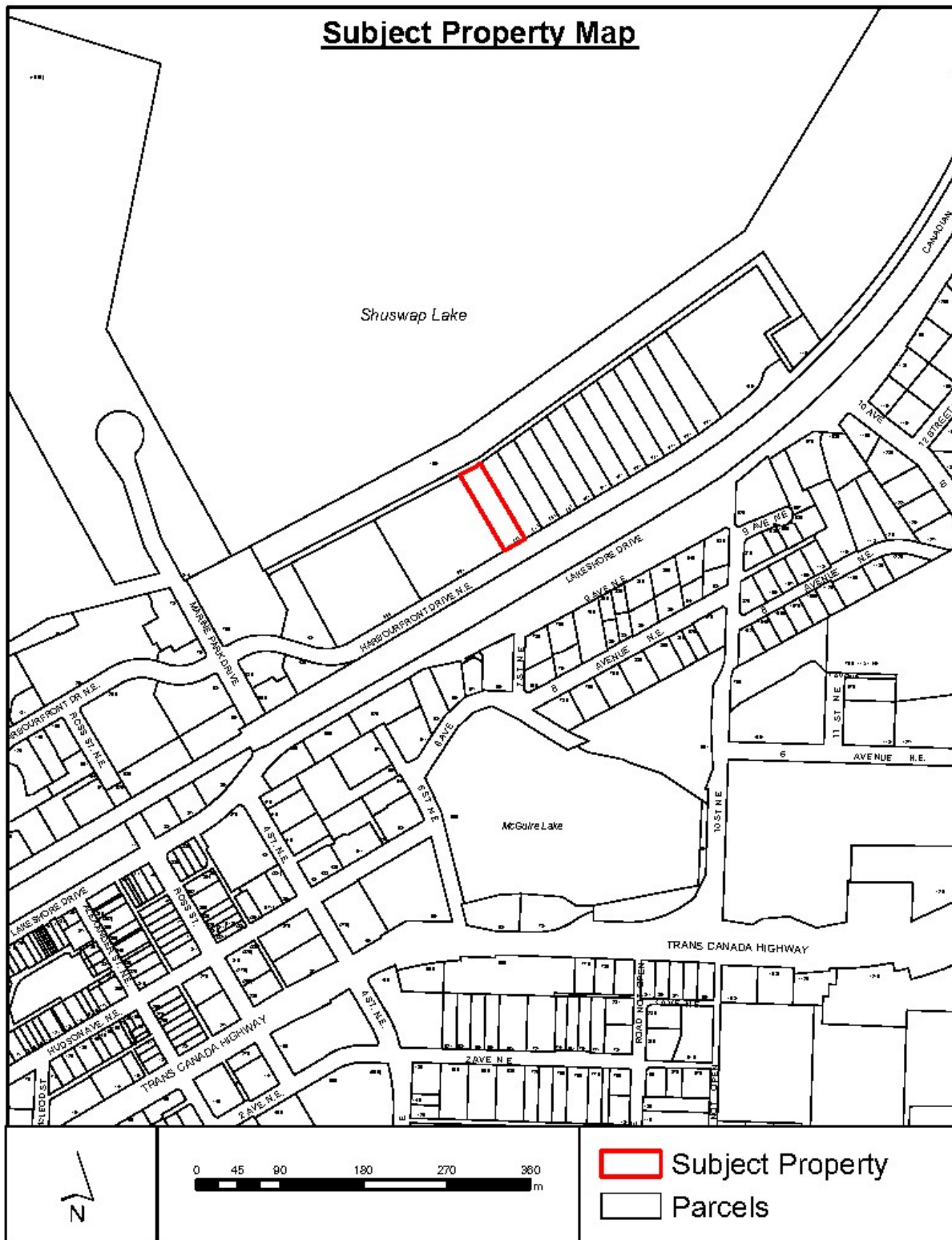
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"



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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COMMUNITY EVENTS
City Parks & Spaces

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 City Hall closed	2	3	4	5	6 10:00 am – 1:00 pm Downtown Winter Market
7	8	9	10	11	12	13 10:00 am – 1:00 pm Downtown Winter Market
14	15	16	17	18	19	20 10:00 am – 1:00 pm Downtown Winter Market
21	22	23	24	25	26	27 10:00 am – 1:00 pm Downtown Winter Market
28	29	30	31	1	2	3

CITY OF SALMON ARM BUILDING DEPARTMENT REPORT NOVEMBER 2023

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

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	4	3,650,000	44	23,460,975	2	829,000	35	17,992,184
2	Misc. Additions etc. to SFD's	8	236,952	88	6,406,597	6	647,250	71	4,972,271
3	New Single Family Dwellings with suites	-	-	13	6,048,500	1	429,000	15	7,447,000
4	New Secondary/Detached Suites	3	300,000	26	3,583,612	1	10,000	11	2,011,854
5	New Modulars/MH's (Factory Built)	-	-	10	3,393,110	-	-	5	971,398
6	Misc. Additions etc. to Modulars/MH's	1	60,000	9	180,700	-	-	5	84,219
7	MFD's (# Units)	1 (3)	750,000	3 (8)	2,347,650	-	-	6 (16)	5,084,000
8	Misc. Additions etc. to MFD's	-	-	2	397,000	-	-	2	32,500
9	New Commercial	-	-	7	4,245,500	-	-	-	-
10	Misc. Additions etc. to Commercial	2	151,000	12	2,251,250	2	800,000	22	6,797,335
11	New Industrial	-	-	1	462,500	1	4,500	5	3,447,500
12	Misc. Additions etc. to Industrial	-	-	-	-	-	-	4	1,251,127
13	New Institutional	-	-	-	-	-	-	2 (49)	11,054,165
14	Misc. Additions etc. to Institutional	-	-	5	2,821,046	-	-	2	244,282
15	Signs	2	2,800	18	201,277	3	18,500	23	199,791
16	Swimming Pools, Pool Buildings	-	-	15	952,752	-	-	9	656,000
17	Demolitions	2	-	30	-	3	-	10	-
18	Temporary Trailers, A & B Permits	-	-	2	-	-	-	3	-
19	Misc. Special Inspections, etc.	-	-	30	-	3	-	26	-
	TOTAL PERMITS ISSUED	23	5,150,752	315	56,752,469	22	2,738,250	256	62,245,626

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

BUILDING PERMITS - YEARLY												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
2020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960	37,062,215	46,505,927	51,472,227	54,065,527
2021	3,180,132	5,500,747	9,538,939	14,603,678	21,402,310	29,030,210	33,528,039	37,494,801	41,729,005	46,006,620	50,263,120	53,739,370
2022	2,742,700	4,614,700	11,785,510	15,199,184	19,664,691	26,059,056	29,452,833	40,073,183	43,982,753	51,601,717	56,752,469	60,172,009
2023	3,950,582	5,205,782	8,532,882	12,340,016	16,985,808	23,285,030	40,678,657	46,388,414	50,736,914	59,507,376	62,245,626	



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

November 13, 2023

City of Salmon Arm
Box 40
100 - 30 Street SE
Salmon Arm, BC V1E 4N2

Attention: Erin Jackson, Chief Administrative Officer

RE: Noise Bylaw Variance Request

Dear Erin,

I am writing on behalf of the Salmon Arm Folk Music Society (SAFMS) to request a variance to the noise bylaw during the 32nd Annual ROOTS and BLUES Festival. The festival is scheduled to take place from Thursday, July 25th, to Monday, July 29th, with music performances ending no later than 1:00AM.

I would like to bring to your attention that the cancellation of the 31st Annual event last summer has motivated the SAFMS to revise the event dates to an earlier time in the summer. The new dates for the week of festivities are July 22-28, 2024.

We are truly grateful for the City's support and cooperation with our request.

Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Toni Starkell".

Toni Starkell
Administrative Services Manager
Salmon Arm Folk Music Society



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1
T: 250-832-8194 | F: 250-832-3375 | TF: 1-888-248-2773 | www.csr.bc.ca

December 4, 2023

Sent by email:

Honourable Pablo Rodriguez, Minister of Transport

TC.MinisterofTransport-MinistredesTransports.TC@tc.gc.ca

Honourable Rob Fleming, Minister of Transportation and Infrastructure

Minister.MOTI@gov.bc.ca

Dear Ministers:

Re: R.W. Bruhn Bridge – Public Safety Risk

At the November 16, 2023 Board meeting, the Columbia Shuswap Regional District (CSRD) Board of Directors discussed safety concerns after the Ministry of Transportation and Infrastructure advised the District of Sicamous the R.W. Bruhn Bridge rebuild project has been delayed another year. The Board unanimously adopted a resolution to send a letter expressing their concerns about the current state of disrepair of the Bruhn Bridge.

We acknowledge the scope and impact of the project has significant technical, environmental, and archaeological considerations, but we implore the Province to take the impact on locals and visitors into account, most importantly the safety issues and traffic flow.

The delay of the project poses a serious hazard to all users of the Trans-Canada Highway, including motorists, cyclists, and pedestrians who travel that corridor. The bridge is narrow, has high volumes of motorists and commercial traffic. This project aims to enhance safety and traffic flow over the bridge and at local road connections.

Extended closures of the Trans-Canada Highway due to severe accidents and substandard, inadequate repairs of the bridge have become commonplace. Directors often worry about learning of another incident involving the bridge that could result in residents or other travellers suffering injury or loss of life.

The CSRD Board is troubled by the lack of progress, and the prolonged and ongoing setbacks of the replacement of the Bruhn Bridge, which has been approved for redevelopment since 2018. The bridge is part of a transcontinental travel system, providing a major connection through all ten provinces of Canada and is recognized as one of the longest routes of its type in the world.

ELECTORAL AREAS

A GOLDEN-COLUMBIA
B REVELSTOKE-COLUMBIA

C EAGLE BAY-WHITE LAKE-TAPPEN
D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
F NORTH SHUSWAP-SEYMOUR ARM
G BLIND BAY-SORRENTO-NOTCH HILL

MUNICIPALITIES

GOLDEN
REVELSTOKE

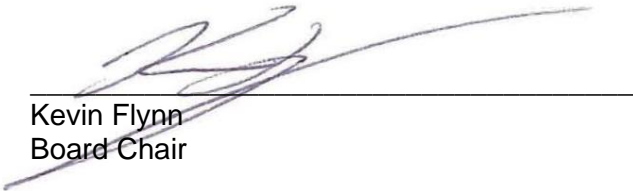
SALMON ARM
SICAMOUS

Accordingly, this letter is to relay our request to give this crucial reconstruction project top priority and expedite the process without further delay.

Yours truly,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:



Kevin Flynn
Board Chair

KF/jf

cc: City of Salmon Arm
Local Chambers of Commerce: Salmon Arm, Sicamous, South Shuswap, North Shuswap
Economic Development Societies
Shuswap Economic Development Society
Venture Kamloops
Central Okanagan Economic Development Commission
Shuswap Tourism
Thompson Okanagan Tourism Association
Tourism Kelowna



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1
T: 250-832-8194 | F: 250-832-3375 | TF: 1-888-248-2773 | www.csr.d.bc.ca

December 4, 2023

Sent by email:

- Honourable Chrystia Freeland, Deputy Prime Minister and Minister of Finance
chrystia.freeland@parl.gc.ca
- Honourable Mark Holland, Minister of Health Mark.Holland@parl.gc.ca
- Honourable Soraya Martinez Ferrada, Minister of Tourism Soraya.MartinezFerrada@parl.gc.ca
- Honourable Katrine Conroy, Minister of Finance FIN.Minister@gov.bc.ca
- Honourable Adrian Dix, Minister of Health HLTH.Minister@gov.bc.ca
- Honourable Lana Popham, Minister of Tourism, Arts, Culture and Sport TAC.Minister@gov.bc.ca

Dear Ministers:

Re: Measures and Resources Needed to Prevent an Invasion of Zebra or Quagga Mussels in BC

On behalf of the CSR D Board of Directors, I am writing to convey our concern over a matter that our Board has frequently discussed - a potential invasion of Zebra or Quagga Mussels (ZQM). We urgently request your Ministry's call-to-action and leadership in protecting and safeguarding the water resources in our region.

During the November 16, 2023 CSR D Board meeting, Directors reviewed a letter submitted by the Shuswap Watershed Council. The following resolution was a result of the discussion: the Board write a letter bringing awareness to the prevention of an invasion of Zebra or Quagga mussels in BC and that the letter be sent to the Provincial and Federal Ministers and copied to local regional districts and agencies asking for their support to have all crossings monitored.

The spread of ZQM in BC would have a devastating and irreversible impact to BC's economy; prevention is viewed as the best and most cost-effective option. Should an infestation spread to our local lakes, it would be disastrous for the Southern Interior region of BC, which is a popular tourist destination. As the Shuswap Watershed Council expressed in their November 2, 2023 letter to the Province, that aside from extremely negative effects to the tourism industry, there are serious concerns regarding the damage to local government infrastructure. This includes potential damage to hydro-electric facilities, water utilities and intakes, irrigation infrastructure and food production, in addition to losses to the tourism industry and property values, should an aquatic invasive mussel infestation occur in BC.

A ZQM infestation would not only have a significant negative economic impact, but it would also have far-reaching consequences on tourists and property owners. The lake ecosystem and the pleasure that locals and visitors alike gain from the lakes cannot be quantified in monetary terms.

With respect to proactively preventing the spread of mussels in BC, without unfavourable and significant impact to the tourism industry or local infrastructure, we ask for your support to have all crossings into BC monitored.

ELECTORAL AREAS

A GOLDEN-COLUMBIA
B REVELSTOKE-COLUMBIA

C EAGLE BAY-WHITE LAKE-TAPPEN
D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
F NORTH SHUSWAP-SEYMOUR ARM
G BLIND BAY-SORRENTO-NOTCH HILL

MUNICIPALITIES

GOLDEN
REVELSTOKE

SALMON ARM
SICAMOUS

Meaningful Provincial involvement is necessary and requires the involvement of Provincial staff with decision-making, compliance, and enforcement authorities. We ask that the Province commit statutory decision-makers and executive-level staff to collaboratively address cross-jurisdictional issues which impact the health of the province's water systems.

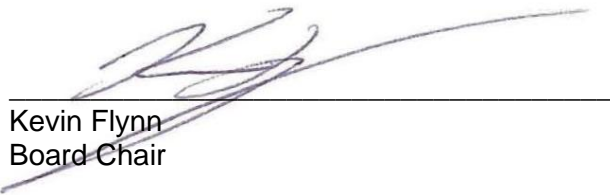
Given the urgency of the situation, the CSRD wants to ensure an ongoing coordinated response and trust our request for funding is seriously considered and that continuous coordinated actions between the government, regional districts and municipalities in BC are implemented.

We look forward to collaborating with you to protect BC's waters from invasive mussels.

Yours truly,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:



Kevin Flynn
Board Chair

KF/jf

cc: Shuswap MLA Greg Kylo
North Okanagan Shuswap MP Mel Arnold
Adams Lake Indian Band
Skwlāx te Secwepemcúłecw
Neskonlith Indian Band
Splatsin
City of Salmon Arm
District of Sicamous
Shuswap Watershed Council
Okanagan Basin Water Board
Columbia Basin Trust
Columbia Shuswap Invasive Species Society
Thompson-Nicola Regional District
Regional District North Okanagan
Regional District of Okanagan-Similkameen
Regional District Central Okanagan
Thompson Okanagan Tourism Association
Shuswap Chambers of Commerce: Salmon Arm, Sicamous, South Shuswap, North Shuswap



LEGISLATIVE ASSEMBLY of BRITISH COLUMBIA

Tuesday, November 28, 2023

Health Minister Adrian Dix
IH Chair Doug Cochrane
Sent by email: HLTH.Minister@gov.bc.ca
Doug.cochrane@interiorhealth.ca

Dear Minister Dix and Chair Cochrane,

As MLA for the Shuswap, I write this letter today regarding my unwavering support for the Shuswap Lake General Hospital Expansion Project.

The Shuswap area is one of the fastest growing areas in the province, and significant pressure on the services of the SLGH increases every year.

The severity of the health care crisis faced by British Columbians across the province cannot be understated. This is especially true in the case for those living, working, and recreating in the Shuswap region.

On April 26th, during the Estimates of the Minister of Health, you extended an invitation to me to meet with you in person to further discuss the growing concerns with the delays of the Shuswap Lake General Hospital Expansion Project. My staff has reached out to your office six times by email between May and August to secure a meeting with you, with no response to date. Additionally, I have twice respectfully reminded you of your meeting commitment, yet I continue to await the scheduling of the meeting you promised back in April.

Immediate upgrades to the SLGH are essential both for the residents and visitors who require hospital care, but also for the dedicated staff who are being pushed to exhaustion as this crisis worsens.

I remain supportive of the efforts of the CSR Board, the City of Salmon Arm, dedicated Doctors such as Dr. Scott McKee and Interior Health to advance the Shuswap Lake General Hospital Expansion Project.

I look forward to hearing from your office in the near future to schedule the meeting to which I have been awaiting seven months.

Sincerely,

Greg Kylo, MLA
Shuswap

Greg Kylo
MLA, Shuswap
Official Opposition
Opposition Critic for Labour

PO Box 607
Suite 202A-371 Alexander Street NE
Salmon Arm, BC V1E 4N7
Phone : (250) 833-7414
Cell : (250) 253-2845



November 29, 2023

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

Reference: 320719

Dear Mayor Harrison:

Re: UBCM Meeting 2023

Thank you for taking the time to meet with me in Vancouver during the 2023 Union of British Columbia Municipalities (UBCM) Convention. I was also glad to receive your letter of October 16, 2023, following up on our meeting.

I appreciated the opportunity to discuss recent improvements along Highway 1 near Salmon Arm, as well as the West Bay Connector Trail and Highway 1 safety within your community.

Every year at UBCM I am reminded how fortunate British Columbia is to have local leaders who are dedicated, informed and passionate about the future of their communities. Our governments are most effective when we bring together our insights and resources, and my team and I were honoured to be part of this year's gathering to hear more about the ideas and priorities B.C.'s communities care about most.

I was pleased to receive your kind words regarding your positive work with local ministry staff on improvements to Highway 1 through downtown Salmon Arm. Enhancing the safety and reliability of Highway 1 between Kamloops and the Alberta border remains a priority for the ministry, and we are continuing to advance upgrades for the Jumping Creek to MacDonald Snowshed and Selkirk projects, in addition to improvements along the section of Highway 1 that passes through the Neskonalith Indian Band Reserve.

Executive Project Director Jennifer Fraser would be pleased to speak with you further regarding this work and can be reached at 778 362-4541 or Jennifer.Fraser@gov.bc.ca.

.../2

I was also glad to discuss your continued support for the West Bay Connector Trail. I understand the City applied to this year's intake of the ministry's B.C. Active Transportation Infrastructure Grants Program, which closed on October 27, 2023. As you know, the program shares the cost of infrastructure projects, such as bicycle and pedestrian overpasses and separated multi-use paths, with local governments. In 2022, the budget for this program was increased by 67 per cent to \$60 million over the next three years. You can find more information by visiting gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/active-transportation-infrastructure-grants.

Program applicants can expect to hear back about their applications in the new year. If you have questions about the application process, please do not hesitate to contact Kate Berniaz, Director, Clean Transportation and Programs. She can be reached at 250 419-8544 and would be happy to assist you. You can also sign up to receive updates about the grants program on the ministry's website at survey.th.gov.bc.ca/activetransportation.

Budget 2023 also includes an additional \$100 million in funding for infrastructure investments to expand active transportation options for British Columbians along ministry property: bcbudget.gov.bc.ca/2023/default.htm.

With the help of leaders like you, my ministry is building a resilient transportation network that will continue to keep people safe and connected in a changing world. Our goal is a sustainable multimodal network that advances our climate and housing goals and that delivers the efficient supply chains and economic opportunities needed to keep life affordable for B.C. families.

Thank you again for taking the time to meet with me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rob Fleming', written in a cursive style.

Rob Fleming
Minister

.../3

Copy to: Kathryn Krishna, Deputy Minister

Kevin Richter, Associate Deputy Minister
Highways and Regional Services Division

Reg Bawa, Assistant Deputy Minister
Policy, Programs and Partnerships Division

Jennifer Fraser, Executive Project Director
Highway Reinstatement Program
Southern Interior Region

Kate Berniaz, Director
Clean Transportation and Programs



November 30, 2023

File: 0280-30

Ref: 200773

Their Worship Alan Harrison and Councillors
City of Salmon Arm
Box 40
500 2 Avenue E
Salmon Arm, BC V1E 4H2
aharrison@salmonarm.ca

Dear Mayor Harrison and Council:

I would like to thank you for meeting with me during this year's Union of British Columbia Municipalities Annual Convention. I am pleased that our governments had the chance to connect in person.

During our meeting, we discussed food sustainability in your region, specifically with respect to the Zest Food Hub. I am encouraged by the demand for the Zest Commercial Food Hub and congratulate you on opening Zest's second kitchen. Over the last year, the Ministry of Agriculture and Food (AF) has shifted from funding the development of new commercial food hubs to working with existing food hubs on the long-term viability and self-sufficiency of existing Ministry-funded food hubs. No funds for new hub development, expansion, or operations are anticipated at this time; however, AF staff continue to work directly with Zest Commercial Food Hub and the Salmon Arm Economic Development Society to become sustainable in the long-term. Assistant Deputy Minister Michelle Koski met with the food hub during her recent visit to Salmon Arm and I look forward to receiving an update from her.

We also discussed algae blooms in the Shuswap. I understand and can appreciate the City's concerns. AF provides outreach on nutrient management practices to protect water quality. Nutrient management tools exist for producers to optimize nutrient applications, such as the Nutrient Management Calculator. More information on Nutrient Management and Nutrient Management Plans can be found on the [AF website](#).

.../2

AF also supports producers with identifying environmental risk through the [Environmental Farm Plan \(EFP\)](#) and adopting practices to mitigate these risks with the cost-shared [Beneficial Management Practices](#).

During our meeting, we committed that a senior representative from AF would reach out to discuss the algae bloom issue with the City and would endeavour to have a senior representative from the Ministry of Environment and Climate Change Strategy join this conversation as well. To that end, Michelle Koski will reach out to arrange a discussion.

Thank you again for meeting with me and I look forward to working with you in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read "Pam Alexis", with a horizontal line extending from the end.

Honourable Pam Alexis
Minister



November 1, 2023

Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
Sent via email: PSSG.Minister@gov.bc.ca

Dear Minister Farnworth,

I am writing to you today on behalf of Victoria City Council to inform that the below motion was passed at the September 14, 2023 Council meeting:

MOTION:

That Council direct the Mayor to:

- write to the Provincial Government to request that it install speed and red light cameras at all locations in Victoria where there were over 20 casualty crashes during 2018-2022, or that it allow BC municipalities to install speed and red light cameras at their own cost and collect fines;*
- ask other municipalities in the Capital Region and elsewhere in BC to write similar letters*

A copy of the original Council Motion is attached for your information.

Thank you in advance for your time and consideration of this matter. I look forward to continued collaboration between our two offices to improve safety in Victoria.

Sincerely,

Marianne Alto
Victoria Mayor

Enclosed: Original Council Motion – Red Light and Speed Cameras
Cc: Union of British Columbia Municipalities

“The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work “Hay swx qa”



Council Member Motion
For the Committee of the Whole Meeting of September 7, 2023

To: Committee of the Whole **Date:** August 29, 2023
From: Councillor Dave Thompson and Councillor Matt Dell
Subject: Advocacy – red light cameras and speed cameras

BACKGROUND

ICBC data¹ shows that in Victoria during the period 2018 to 2022 there were 4,087 casualty crashes (crashes resulting in injury or fatality, as opposed to crashes involving just property damage).

As noted by the Government of BC:

- “Most crashes in British Columbia happen at intersections. To reduce injuries and save lives, B.C. installs intersection safety cameras—sometimes called red light cameras—at intersections where crashes occur frequently. Warning signs let drivers know the intersection has cameras. Stopping for red lights and observing the speed limits help to reduce collisions, injuries and fatalities.”²
- “There are intersection safety cameras at 140 high-crash intersections province-wide. 105 monitor red light violations, 35 monitor both red light and speed violations.”³
- “The cameras are proven to be effective at reducing side-impact, head-on and pedestrian crashes, and are located where red light running and high speed cause serious crashes.”⁴

There is only one red light camera in Victoria, and no speed cameras. That camera is at Lansdown and Shelbourne.⁵ More than 98% of casualty crashes in Victoria during 2018-2022 occurred at locations other than that intersection.⁶

RECOMMENDATION

That Council direct the Mayor to:

- write to the Provincial Government to request that it install speed and red light cameras at all locations in Victoria where there were over 20 casualty crashes during 2018-2022, or

¹ <https://public.tableau.com/app/profile/icbc/viz/VancouverIslandCrashes/VIDashboard>, accessible at ICBC, “Statistics” <https://www.icbc.com/about-icbc/newsroom/Pages/Statistics.aspx>

² <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras>

³ <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras/statistics>

⁴ <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras/where-the-cameras-are>

⁵ <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras/where-the-cameras-are/vancouver-island>

⁶ <https://public.tableau.com/app/profile/icbc/viz/VancouverIslandCrashes/VIDashboard>

that it allow BC municipalities to install speed and red light cameras at their own cost and collect fines;

- ask other municipalities in the Capital Region and elsewhere in BC to write similar letters.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Dan Thompson", with a long horizontal flourish extending to the right.

Councillor Thompson

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "M Dell", with a long horizontal flourish extending to the right.

Councillor Dell

Hon. Diane LeBouthillier
Minister of Fisheries, Oceans, and the Canadian Coast Guard
House of Commons
Ottawa, ON
Sent by e-mail to DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca

Hon. Dominic LeBlanc
Minister of Public Safety, Democratic Institutions, and Intergovernmental Affairs
House of Commons
Ottawa, ON
Sent by e-mail to IGA.Minister-Ministre.AIG@pco-bcp.gc.ca

Hon. Pablo Rodriguez
Minister of Transport
House of Commons
Ottawa, ON
Sent by e-mail to TC.MinisterofTransport-MinistredesTransports.TC@tc.gc.ca

28 November 2023

Re: Urgent need to prevent the spread of invasive mussels to British Columbia

Dear Ministers,

I am writing to you on behalf of the Shuswap Watershed Council (SWC) to express our extreme concern once again about the potential for invasive Zebra and Quagga Mussels (ZQM) to spread to British Columbia waters. BC does not presently have any known infestations of these invasive mussels. An introduction of them would have devastating ecological and economic impacts to the Shuswap watershed, to BC, and all of Western Canada. Our concern has heightened with the recent discovery of Quagga Mussels in the Snake River at Twin Falls, Idaho. We are calling upon your Ministries to respond with urgency and with new measures to prevent a potentially catastrophic spread of invasive mussels to the Shuswap and to BC.

First and foremost, we ask that you issue immediate direction to all Canada Border Service Agency locations in Western Canada (BC, Alberta, Saskatchewan) that all watercraft entering Canada in that region be inspected for invasive mussels following Provincial protocols.

Secondly, we request that more federal funding be allocated to British Columbia specifically for preventing the spread of invasive mussels. A new federal investment in BC could go toward the following:

- Expansion of the Provincial watercraft inspection program that's operated by the BC Conservation Officer Service to allow for the establishment of more inspection stations and longer hours and seasons of operation. We are very appreciative of the good work done by Conservation Officers and Provincial staff on watercraft inspection, however there are significant gaps in this defense and



we are very concerned that watercraft infested with invasive mussels will enter BC via an unchecked route or outside of station operating hours.

- New measures to ensure aircraft (i.e., floatplanes) aren't transporting aquatic invasive species
- Early detection monitoring programs. These are already underway in BC by regional groups and the Province of BC. Federal funding would allow these programs to expand.
- Education and outreach. Campaigns are already underway in BC, including "Clean-Drain-Dry" and "Don't Move a Mussel". Federal funding would allow these programs to expand.

Thirdly, we ask that the Department of Fisheries and Oceans take stronger action on containing mussel infestations where they exist in Manitoba, Ontario, Quebec and the Maritimes. The *Aquatic Invasive Species Regulation* of the Federal Fisheries Act must be fully implemented, including existing prohibitions against possession, transportation, release, and introduction of aquatic invasive species. Prevention efforts in the west must be met with robust measures for containment in eastern and central Canada. Simply put, no watercraft should be able to leave lakes or rivers known to have ZQM infestations without being inspected, decontaminated, and issued a quarantine period if necessary.

Ministers, we have shared our concerns with your predecessors through previous correspondence on several occasions. Unfortunately, we feel that the federal government still has not taken sufficient action on this issue, nor has it provided equitable federal funding to British Columbia to stop the spread of ZQM. A report on Aquatic Invasive Species by the Commissioner of the Environment and Sustainable Development (April 2019) notes that Zebra mussels are "one of the most destructive invasive species ever to have invaded North American fresh waters..." and the report is consistent with our concerns about the lack of urgency and intervention by the Department of Fisheries and Oceans. Additionally, a report from the Standing Committee on Fisheries and Oceans (July 2019) found that the federal government's protection of Canadian lakes and waterways against aquatic invasive species is inadequate. We urge you to review those reports and take immediate action.

Zebra and Quagga mussels would cause devastating impacts to the Shuswap watershed, an important nursery watershed for Pacific salmon. Many aspects of the lake environment will be negatively affected. The economy is also greatly at risk: the Province of BC released a report in May this year estimating an annual cost of \$64 – 129 million in BC to deal with ZQM infestations. The time to act is now. We call upon the Government of Canada to take a more active and invested role to defend BC's waters against ZQM. We would be pleased to meet with you to discuss any of the above-mentioned requests. Thank you for your attention to this matter.

Sincerely,

Jay Simpson
Chair, Shuswap Watershed Council
Director, Columbia Shuswap Regional District Area 'F' North Shuswap
250 517-9578 | jsimpson@csrd.bc.ca



CC:

- Shuswap / Okanagan / Thompson / Kootenay / Columbia MPs: Mel Arnold, Dan Albas, Frank Caputo, Tracy Gray, Rob Morrison, Richard Cannings
- Shuswap MLA: Greg Kylo
- Columbia Shuswap Regional District Chair: Kevin Flynn
- Thompson-Nicola Regional District Chair: Barbara Roden
- Regional District of North Okanagan Chair: Kevin Acton
- Secwepemc Kukpi7s: Lynn Kenoras-Duck Chief (Adams Lake Indian Band), James Tomma (Skwlax te Secwepemculecw), Irvine Wai (Neskonlith), and Megan Nicholas, Executive Secretary (Splatsin)
- Shuswap Mayors: Alan Harrison (Salmon Arm), Colleen Anderson (Sicamous), David Lepsoe (Chase)
- Okanagan Basin Water Board Chair: Sue McKortoff
- Shuswap Waterfront Owners Association
- Columbia Shuswap Invasive Species Society
- Thompson Okanagan Tourism Association
- Shuswap Chambers of Commerce: Salmon Arm, Sicamous, South Shuswap, North Shuswap



About the Shuswap Watershed Council

The Shuswap Watershed Council (SWC) was established in 2014 as a watershed-based partnership of several organizations with an interest or responsibility for protecting water quality. There are up to 22 members that represent three regional districts, two municipalities, the Secwepemc Nation, three Provincial government agencies, and Shuswap communities. The SWC is a collaborative, non-regulatory group that focuses on strategic initiatives to protect, maintain, and enhance water quality and promote safe recreation in the Shuswap. The SWC works alongside organizations that have regulatory roles in managing the Shuswap watershed, complementing their work and carefully avoiding duplication.

Art Guite Consulting
Agent for BC Ministry of Forests

206 – 20641 Logan Avenue
Langley, B.C. V3A 7R3

Cell: 604 996 4683
E mail: pmprespond@gmail.com

November 29, 2023

File: Draft Pest Management Plan for Provincial Public (Crown) Lands in Southern and Coastal British Columbia

City of Salmon Arm
500 - 2 Avenue NE
Salmon Arm
V1E 4N2
cityhall@salmonarm.ca

To whom it may concern:

This letter is to inform you that the Ministry of Forests (FOR) has collaborated with the Ministry of Environment and Climate Change Strategy's Conservation and Recreation Division (CARD), Land and Resource Stewardship (WLRS) and the Ministry of Transportation and Infrastructure (MOTI) to renew a multi-agency Pest Management Plan (PMP) for Invasive Plant Management on Provincial Public (Crown) Lands in Southern and Coastal BC. This plan replaces current multi-agency PMP's which expire in April 2024 and builds on previous versions which incorporated input and feedback from numerous Indigenous communities throughout the PMP area as well as public consultation through posting of newspaper ads over the years in addition to specific feedback received on this version through the consultation period. The plan supports and enables comprehensive invasive plant management on all provincial public lands within the boundaries of the Plan. FOR is the lead agency on development of the plan and is the PMP holder as described in the *Integrated Pest Management Act Regulation*.

The PMP Area will be specific to Provincial Public Land under the jurisdiction of FOR, MOTI, and BC Parks within the following geographical areas:

1. Vancouver Island, the Southern Coast and Haida Gwaii including the following Regional Districts: Capital, Cowichan Valley, Nanaimo, Alberni-Clayoquot, Comox Valley, Strathcona, Mount Waddington, Central Coast, and North Coast (Haida Gwaii only).
2. South Coastal Mainland including the following Regional Districts: Metro Vancouver, Fraser Valley, Squamish-Lillooet, Sunshine Coast and Quathet.
3. Southern Interior including the following Regional Districts: Okanagan-Similkameen, Central Okanagan, North Okanagan, Kootenay Boundary, Central Kootenay, East Kootenay, Columbia-Shuswap, Thompson-Nicola and Cariboo.

The Provincial Public (Crown) lands within the above area include, but are not limited to, highway rights-of-ways, gravel pits; grasslands; provincial parks; conservancy, protected, and forested areas; ecological reserves, wildlife management areas; and watersheds.

The PMP outlines strategies to protect indigenous, ecological, social, and economic values on public land, and outlines an Integrated Pest Management approach to invasive plant management. The plan addresses prevention of new incursions or prohibited species, elimination of new invaders through early detection and rapid response; and presents options for the containment of existing invasive plant populations. Tools to accomplish invasive plant management include surveys and inventories, manual/mechanical treatment methods, biological and cultural controls, and the use of herbicides.

A draft PMP document is posted on the website page entitled "Invasive Plant Pest Management Plans and Pesticide Use Permits" at <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/invasive-species/integrated-pest-management/pmp-pup>.

If you have questions regarding the PMP please contact me at the above PMPrespond@gmail.com or 604 996 4683

Yours truly,

A handwritten signature in dark ink, appearing to read "Art Guité". The signature is fluid and cursive, with a long horizontal stroke at the end.

Art Guité B.Sc., M.P.M., P.Ag.



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

BRIEFING NOTE: Rail Trail Progress Update

To: Shuswap North Okanagan Rail Trail Joint Roundtable

From: Shuswap North Okanagan Rail Trail Technical Operational Committee

Date: December 07, 2023

Subject: Rail Trail Progress Update

Waytkp/Hello SNO Rail Trail Joint Roundtable representatives and contacts,

The last meeting of the SNO Rail Trail Governance Advisory Committee (GAC) was held January 27, 2023.

As you will recall, direction was given at that meeting for the representative CAOs (Splatsin, RDNO, CSR) to develop new terms-of-reference for the GAC that would more efficiently serve the new implementation phase of constructing the rail trail.

The new terms-of-reference provided for a Governance Advisory Committee made up of the Splatsin Kukpi7 (Chief) and Chairs of the Regional District of North Okanagan (RDNO) and Columbia Shuswap Regional District (CSR), a Technical Operational Committee (TOC) made up of representative staff from the three rail trail partner owners, and a new third Joint Rail Trail Roundtable made up of the elected representatives, to maintain relationships and communication. (See: [SNO Rail Trail GAC ToR – Final Version, February 17, 2023](#))

The Boards of the CSR and the RDNO approved the new GAC Terms-of-Reference at their Board meetings in February and March respectively. However, Splatsin Kukpi7 & Tkwamipla7 have not had a quorum sufficient to formally approve the new GAC Terms-of-Reference, so a formal GAC meeting has not been held. Splatsin's elections will be held in January of 2024, so it is anticipated formal approvals will be received early in 2024.

In the meantime, the TOC has continued to work on implementing the rail trail project. Ongoing support has been provided by the Shuswap Trail Alliance and Urban Systems Ltd to maintain continuity with the Rail Trail Development Plan. This has included technical support, secretarial support, fundraising, and communications support, as needed. Also, Sharen Berger has continued to be contracted to assist with lease, license, and crossing agreements along the jointly owned CSR/RDNO portion of the rail trail corridor.

The following is a brief progress update of the TOC's work over the past 10 months. A reminder: community updates, fundraising, and background on the development plan can be found online at shuswapnorthokanaganrailtrail.ca

Here is the Summary List:

- **Community Video Update** – see www.shuswapokanaganrailtrail.ca
- **Capital Funding Secured to Date:** \$15,103,361
- **Enderby-Splatsin Test Section (KM 35.8 – 37.8)** – completed November 2024.
- **Sicamous-to-Mara Early Access, Safety, and Erosion Mitigation (KM 0.5 – 3.5)** – Rock scaling completed July 2023. Project shifted south of Bruhn Bridge due to archaeological concerns. Construction tenders will be issued January 2024 for spring work.
- **Interim Trail Access (KM 0.5 – 3.5)** – location assessments underway.
- **Armstrong-to-Lansdowne Road (KM 49.15 – 50.4)** – tenders to be posted this winter for spring 2024.
- **Sicamous-to-Stepney X Road (KM 0.5 – 42.6)** – workplans ready this winter for spring archaeological reviews, scheduling, and construction to begin.
- **Hwy 97A Pedestrian Overpass (KM 42.6 – 49.2)** – secure final funding 2024-2025.
- **Long-term Maintenance** – standards and cost sharing agreement adopted spring 2023.
- **Revegetation Plan** – to be completed this winter ready for implementation and tenders.
- **Invasive Species Management Plan** – completed October 2023.
- **Rail Trail Governance Bylaw and Permit** – approved October 2023 by RDNO and CSRD boards.
- **Correspondence to all adjacent property owners** – update letters currently being prepared.
- **Agricultural Land Commission** – progress report ready to send November 2023.
- **Commercial/Industrial Land Use Agreements** – being finalized.
- **Corporate Utility Statutory Rights-of-Way** – 2 of 3 completed.
- **Mara Hall Consultation** – Trailhead Access Management Plan prepared.
- **2024 Priorities:** complete current projects and initiate full rail trial construction.

The following provides the Details:

- **Community Video Update:** a short video update on the Shuswap North Okanagan Rail Trail has been prepared to provide insight into the vision and values of the project, share aerial footage of the corridor, and update on the current progress. It can be viewed online at <https://shuswapnorthokanaganrailtrail.ca/shuswap-north-okanagan-rail-trail-community-update-oct-23-2023/>.
- **Capital Funding Secured to Date:** Current funding for the Rail Trail construction includes. . .
 - \$14,248,506 in grant funding. . .
 - \$250,000 from the Provincial Tourism Infrastructure Grant program through Thompson Okanagan Tourism Association (TOTA)
 - \$459,061 Federal/Provincial COVID Recovery Infrastructure Stream (CVRIS)
 - 2 x \$500,000 from the BC Active Transportation Infrastructure program (BCAT)

- \$12,539,445 from the Active Transportation Fund – Infrastructure Canada
 - \$160,000 from CSRD rail trail reserves matching for BCAT Armstrong – Lansdowne grant
 - \$160,000 from RDNO rail trail reserves matching for BCAT Armstrong – Lansdowne grant
 - \$232,000 from the Economic Opportunities Fund - District of Sicamous and CSRD Area E matching for BCAT Sicamous – Mara Early Access grant
 - \$302,855 in individual and corporate donations including Askews Foods & SASCU (These funds are collected and held in reserve through the Shuswap Community Foundation)
 - For a total of **\$15,103,361**
- **Enderby-Splatsin Test Section (KM 35.8 – 37.8):** (Funding: Provincial Tourism Infrastructure through the Thompson Okanagan Tourism Association & Federal/Provincial COVID Recovery Infrastructure Stream grants)

RDNO took the lead for this project. Implementation began with preparation and posting of project tender documents. The project was awarded to the SplatSIN Development Corporation with Urban Systems providing technical direction and acting as engineer-on-record. Work has included archaeological assessments, environmental management Planning, trail preparation and surfacing, road crossings including a pedestrian flasher on Cliff Avenue, road safety and wayfinding signage, filter bollards, rock barrier placement, and trailhead parking with gravel surfacing, fencing, parking stops, and perimeter fencing at Belvidere Park.

The test section project will be completed in November 2023. A news release announcing the completion of the project is planned by late November, with an official opening proposed for spring 2024 following the election of the new SplatSIN Kukpi7 & Tkwamipla7. We will send out an invitation to this ribbon cutting event in early 2024.

- **Sicamous-to-Mara Early Access, Safety, and Erosion Mitigation Project (KM 0.5 – 3.5):** (Funding: BC Active Transportation Infrastructure grant, and CSRD Area E/District of Sicamous Economic Opportunity Funds)

The original scope of this project was adjusted with the announcement of pending federal infrastructure funding, to focus on rock scaling safety preparation, repair of the Rosemond Lake bridge crossing, and erosion mitigation, road crossings, bollard filters, and finished trail surfacing of a second 3 km test section.

The CSRD took the lead for this project. Urban Systems was engaged as project manager and engineer-on-record for the project.

Project tender was issued for steep slope rock scaling above portions of the Mara Lake segment of the Rail Trail between km 0.0 and km 19.8. The rock scaling contract was awarded to GeoStabilization International Inc. Archaeological review was completed by the SplatSIN

Development Corporation's Yucwmenlúcwu (Caretakers of the Land) archaeology department. Rock scaling was completed in July.

Archaeological review of the rail corridor between km 0.0 and km 3.5 along with areas of significance at Bruhn Bridge have delayed final tender documents for trail preparation and surfacing between km 0.0 and km 3.5. Under direction of Splat'sin leadership the scope of the trail surfacing project has been moved south to start at km 0.5. Final detail design work is underway to prepare technical tender documents for surface preparation, raising sections where flooding concern has been identified, environmental management plans, aggregate trail surfacing, road crossings, signage, and access bollards between km 0.5 and km 3.5. Work is scheduled to resume in early spring 2024.

Also, the archaeological review of the Rosemond Lake bridge repair was completed at km 15 and final designs for tender are currently being prepared to post and award this winter, ready for early spring 2024 work.

- **Interim Trail Access (km 0.5 – 3.5):** Finalizing locations for interim trail access south of km 0.5 within the northern Sicamous section is currently underway and will be implemented as part of the next phase of work. This will allow time for alternate access plans from Sicamous to be determined with Splat'sin, Ministry of Transportation and Infrastructure, and the District of Sicamous.
- **Armstrong-to-Lansdowne Road Project (KM 49.15 –50.4):** (Funding: BC Active Transportation Infrastructure grant, and CSRD/RDNO Rail Trail Reserve Funds)

A signed land lease agreement between the Lessor, CN Rail (who are managing the existing rail spur from CP Rail), and the CSRD and RDNO jointly as the Lessee, was completed in March 2023.

The CSRD also led this project, and Urban Systems was engaged as project manager and engineer-on-record.

Implementation has been delayed due to flood mitigation work by the City of Armstrong under the rail corridor. This work is now complete. As well, a Statutory-Right-of-Way held by the Ministry of Transportation and Infrastructure over the rail corridor for future highway works is being clarified. Archaeological review indicates construction of this section can proceed with onsite monitoring during construction.

In the meantime, technical designs ready for tender are being prepared in consultation with CN Rail, MoTI, and the City of Armstrong. Tenders are anticipated to be posted this winter with work to begin spring 2024.

- **Sicamous-to-Stepney X Road Completion (km 0.5 – 42.6):** (Funding: Active Transportation Fund – Infrastructure Canada, Shuswap North Okanagan Rail Trail Capital Campaign Funds)

Splatsin te Secwépemc are the acting lead on this grant and project implementation. Splat'sin Title & Rights staff are currently working through final legal details of the grant contribution agreement with ATF staff prior to Splat'sin Kukpi7 & Tkwamipla7 (Chief & Council) signing the agreement. It is anticipated Splat'sin Kukpi7 & Tkwamipla7 will have a full quorum following their upcoming elections in January 2024, allowing them to finalize the funding agreement ready for work to begin in spring 2024.

The Federal Ministry of Infrastructure has also reviewed and confirmed in writing that because the Splat'sin Development Corporation (SDC) Yucwmenlúcwu (Caretakers of the Land) is 100% owned by the Splat'sin te Secwépemc it can act as project manager overseeing contract tenders and providing construction services where capable.

The SDC Yucwmenlúcwu Project Construction Manager and team who constructed the Enderby-Splat'sin Test Section will be able to apply the knowledge, efficiencies, and cost savings from that project to construction of the rest of the rail trail corridor. SDC Yucwmenlúcwu (Caretakers of the Land) will continue to work through the TOC in partnership with the RDNO and CSRD.

Preparation of overview workplans, timelines, and plan-view detailed drawings will be prepared over winter, to be ready for Archaeological review and scheduling of assessments in early spring 2024.

- **Highway 97A Pedestrian Overpass and Project Completion (KM 42.6 – 49.2):** Completion of the final 6.6 km will require an estimated \$5.6 million in additional funding. The GAC at their January 27, 2023, meeting, directed the TOC to proceed with grant applications to secure the final funding required for completion. The CAOs of the partner owners, however, have recommended work on the currently funded projects should progress further, prior to submitting new grant applications to provincial and federal programs.

Additionally, matching funds are needed to apply for further grants. The community raised Capital Campaign funds held in reserve by the Shuswap Community Foundation on behalf of the Rail Trail partner owners currently totals \$302,855. \$180,000 of that is committed to the Sicamous-to-Stepney X Road Project, leaving \$122,855 available for leverage. An additional \$1.5 million in matching funding will be needed to realize new grants for completion.

To this end, the Technical Operational Committee did not submit applications to the October 2023 intake of the BC Active Transportation funding program as originally directed and will look to the fall 2024 intake period.

- **Long-term Maintenance Standards and Agreement:** An accompanying Statutory-Right-of-Way agreement and a Service Agreement between the three partner owners (Splat'sin te Secwépemc, RDNO, CSRD) are being prepared to ensure long-term access and a commitment to jointly take care of the rail trail corridor once completed. The service agreement will be based on the

Maintenance Standards and apportioned cost sharing agreement (CSRD 46%, RDNO 46%, Splat'sin 8%), which was adopted this spring. (See: [SNO Rail Trail Maintenance Standards](#))

- **Revegetation Plan:** A revegetation plan for the Pilot section has been completed by LARCH Landscape Architecture, with the full plan to be finished this winter. The plan guides use of native species for revegetation along the corridor applicable to shoreline, agricultural, and built urban areas that have been disturbed, including a detailed revegetation concept design for the highly disturbed section through Enderby. The plan provides cost projections to guide project tendering and will also be used to guide long-term revegetation and invasive species mitigation treatments. There is currently no budget approved for re-vegetation of this section; a funding strategy will need to be developed, including grant funding.
- **Invasive Species Management Plan:** An Invasive Species Management Plan has been developed for the rail corridor by the Columbia Shuswap Invasive Species Society. It includes baseline inventories of the corridor, prioritizing invasive species of concern, recommended treatments, and an annual inspection schedule with projected costing. An inspection of previously inventoried priority locations was conducted in October along with treatment recommendations for the coming year. Spot treatment in 2023 included treatment of Leafy Spurge adjacent to the Sicamous Narrows.
- **Rail Trail Governance Bylaw and Permit:** A new bylaw to regulate the use of the Shuswap North Okanagan Rail Trail within the jointly owned RDNO and CSRD portion of the rail corridor was drafted this year and approved by the RDNO and CSRD at their October board meetings.

The bylaw addresses concerns from adjacent property owners, including agricultural operators, regarding the Agreements, which were based on the original CP Rail agreements. The new bylaw and accompanying permits provide clearer assurance and terms for various situations. They:

- a) ensure the Shuswap North Okanagan Rail Trail Lands are developed into a network of regional trails in an efficient and safe manner;
- b) maintain the integrity of the Shuswap North Okanagan Rail Trail;
- c) minimize conflict between different classes of users at different places on these regional trails;
- d) recognize that agricultural landowners adjacent to the railroad lands have historic access across the rail line under the Railway Act; and,
- e) authorize the granting of Permits and establish the terms and conditions on which adjacent owners may access and use the Shuswap North Okanagan Rail Trail under the authority of such a Permit.

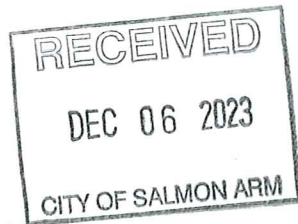
The full bylaws can be viewed for both the CSRD and RDNO online here:

- <https://www.csr.bc.ca/DocumentCenter/View/3905/-Bylaw-Number-5865-2023---Rail-Trail-Governance-PDF>
- https://www.rdno.ca/sites/default/files/2023-10/BL_2977.pdf

- **Correspondence to all adjacent property owners** along the rail trail corridor is being sent out to update everyone on the new bylaw and permits. Property owners who require permits will be asked to submit their requests before the anticipated spring 2024 construction starts.
- **Agricultural Land Commission:** The new bylaw and permits address concerns raised by agricultural property owners adjacent to the rail trail (ensuring access, removing financial burden, clarifying insurance requirements, and simplifying the crossing agreement process). As well, commitments to establish an agricultural code of conduct, accompanying signage, and an invasive species management plan have been implemented. The TOC will now provide an update report to the Agricultural Land Commission along with a record of communications with adjacent agricultural property owners and signed permit agreements prior to commencing construction of the trail within the designated Agricultural Land Reserve.
- **Commercial/Industrial Land Use Agreements:** Licence agreements for commercial/industrial use within the rail trail corridor are being finalized with Sure Crop Feeds, North Enderby Timber, Okanagan Fertilizer, and North Columbia Trading Company.
- **Corporate Utility Statutory Rights-of-Way:** Corporate Utility Statutory Rights-of-Way have been completed for Fortis BC and BC Hydro infrastructure within the rail trail corridor. The TOC continues to work with TELUS to complete its Statutory Rights-of-Way.
- **Mara Hall Consultation and Trailhead Access Management Plan:** RDNO hosted an information meeting with Mara Community property owners on [February 16, 2023](#) to provide an update on rail trail progress and discuss concerns related to public access surrounding Mara Hall. Concerns were primarily related to access, parking, and use of the local bridge and roads managed under Ministry of Transportation and Infrastructure. These concerns are not related to adjacent agricultural properties along the rail trail but do potentially impact agricultural operations so the rail trail owners through the Technical Operational Committee worked on a follow-up response plan for the rail trail adjacent to Mara Hall. (See: [Mara Hall Trailhead Access Management Plan, June 13, 2023](#)) The plan has been forwarded to the Mara Hall Association, and a follow-up community meeting will be organized if required.

Priorities for 2024:

- Completion of the Sicamous to Mara project
- Finalize the Active Transportation Fund – Infrastructure Canada grant with SplatSIN, and begin the full rail trail construction between km 0.5 in Sicamous to km 42.6 at Stepney X Road,
- Begin the Armstrong-to-Lansdowne section between km 49.2 and km 50.4 in 2024.
- Erosion mitigation plans for the 12 very-high risk locations targeted for repair will be submitted for environmental review in 2024 with anticipated completion of the full km 0.5 to km 42.6 section in 2025.



November 28, 2023

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

Dear Mayor Alan Harrison and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2023/2024**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2023/2024. An electronic transfer of \$436,774.66 is expected to occur in December 2023. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

This payment marks the final CWF disbursement of the current 10-year Canada Community-Building Fund agreement. Spanning from 2014 to 2024, this agreement has successfully allocated over \$1.25 billion in CWF funding to local governments in British Columbia. Looking ahead, UBCM anticipates the implementation of a new agreement in April 2024. Information on a renewed program will be communicated in the following months.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

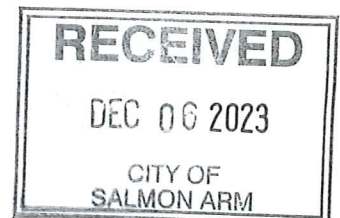
Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](https://www.ubcm.ca/cbf).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,

Councillor Trish Mandewo
UBCM President

PC: Chelsea Van de Cappelle, Chief Financial Officer





November 6, 2023



Dear School Administrators, Teachers, Staff, Parents and Students,

Re: Student Radon Skill Testing Contest

In order to spread the message about the health hazards of radon, the BC Lung Foundation and Interior Health have created posters for schools in the Interior Health region featuring a question about radon.

From November 1, 2023, until January 31, 2024, students have the opportunity to research and respond to the questions and submit their answers to BC Lung Foundation for a chance to win a prize. This period coincides with Canada's annual Radon Action Month in November.

This contest is open to students in grades 4 to 12 whose primary residence is in B.C.'s Southern Interior – areas within Interior Health boundaries – enrolled in public, independent or First Nations schools, or home schooled. It provides an opportunity for students to learn about radon and teach others. BC Lung Foundation will award prizes to the best answers, or randomly select among multiple potential winners.

Participation is free. Students read the posters, do research and submit answers to healthyindoor@bclung.ca by January 31, 2024. Further details about the contest, including the four question options, sources of information on radon, digital copies of the posters, contest rules, prizes to be won, and this letter are available at <https://bclung.ca/radoncontest>.

Please place the posters in highly visible areas of your school or office where students are likely to see them, as well as your website. We have designed the contest so that the different posters can be grouped together or displayed separately. Students can submit answers for one or four questions.

What is radon?

Radon is a naturally occurring colourless, odourless, radioactive gas that is released when uranium breaks down in soils and rocks. Radon released from the ground into outdoor air gets diluted. Radon is a problem in indoor settings, where it can build up and pose a risk to the health of individuals who spend a significant time in those areas.

Radon and lung cancer

Being exposed to radon does not produce any immediate symptoms, but long-term exposure to radon – at any level, and especially at high levels – can cause lung cancer.

The risk of developing lung cancer due to radon is even higher for smokers. **It is the leading cause of lung cancer for non-smokers and the second leading cause for smokers.** Lung cancer caused by radon is preventable because there are ways to reduce the amount of radon in your home and workplace.

Health Canada has set a radon guideline of 200 Becquerels per cubic metre (Bq/m³), which applies to indoor spaces that are regularly occupied four hours per day or more, including homes, workplaces, schools, and leisure spaces.

You can find excellent resources on radon from the British Columbia Centre for Disease Control, <http://www.bccdc.ca/health-info/prevention-public-health/radon>; Take Action on Radon, <https://takeactiononradon.ca/learn/>; and Health Canada, <https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/radon.html>. Interior Health also has detailed information on radon, <https://www.interiorhealth.ca/health-and-wellness/environmental-health-and-hazards/radon-gas>. An excellent video on radon from the National Collaborating Centre for Environmental Health can be viewed at <http://bclung.ca/health-air-quality/radon-and-lung-health/radon-public-health-and-cancer-prevention>.

Testing for and Mitigating Radon

The only way to know how much radon is in your home or workplace is through a test. Testing is recommended for all homes, especially those in areas with higher levels of radon and residents who smoke. Test kits are inexpensive and available for \$49.99 (including shipping) from the BC Lung Foundation, <https://bclung.ca/health-air-quality/healthy-indoor-environments-program/current-projects/buy-home-radon-test-kit>. If test results come back high, interim measures to increase ventilation can be implemented, and a mitigation professional can normally fix the problem long-term within a day or two.


Almost a third of homes in the Interior Health region have radon over the Canadian radon guideline of 200 Bq/m³.

We look forward to radon becoming a more recognized issue, and for municipal and provincial governments to adopt radon action plans, laws, and policies to make sure everyone is protected.

Sincerely,



Christopher Lam
President and CEO
BC Lung Foundation



Dr. Fatemeh Sabet
Medical Health Officer
Interior Health



BRITISH COLUMBIA LUNG FOUNDATION
2675 OAK STREET
VANCOUVER, BC V6H 2K2
604.731.5864
1.800.731.5864
www.bc.lung.ca

October 26, 2023

Dear Teachers, School Administrators,
Superintendents, and Staff,

Re: The Importance of Testing for Radon in Your Home

The British Columbia Lung Foundation has for many years been addressing the health risks of radon—the leading cause of lung cancer for non-smokers and the second-leading cause for smokers.

BC Lung Foundation has emphasized the need for schools to be tested for radon through our *Radon in Schools Project* (<https://bclung.ca/radon-in-schools>). We are thrilled that Interior Health is working with schools in its region to support this project. We are also honoured to be collaborating with Interior Health in launching the *Student Radon Skill Testing Contest*. (www.bclung.ca/radoncontest).

One of our goals behind these efforts is to help spread the message about the importance of testing for radon at home using a three month (91-day) long-term detector. The goal is to get radon to as low as reasonably achievable below the Canadian Guideline of 200 Becquerels per cubic metre (Bq/m³). The British Columbia radon map (<https://bccdc.shinyapps.io/bcradonmap/>) shows a third of homes in the Interior Health region have radon levels over 200 Bq/m³, yet a vast majority of homes still remain untested.

We hope school administrators, teachers and staff can use the Interior Health school radon testing initiative and the Student Radon Skill Testing Contest as opportunities to spread the word about the importance of home radon testing with parents and guardians. Please consider including reminders about home radon testing and available resources in newsletters or other communications to staff or parents. Feel free to circulate this letter among parents and guardians, or post on your website.

How to obtain a home radon test kit

There are currently a number of initiatives to help people test their homes:

- Take Action on Radon's 100 Test Kit Challenge (<https://takeactiononradon.ca/resources/100-radon-test-kit-challenge/>), with support from the BC Lung Foundation,

has programs for free kit distribution scheduled while supplies last, for Lumby, Lillooet, Keremeos, Radium Hot Springs, Invermere, and Enderby.

- You can purchase a 91-day long-term radon test kit through Take Action on Radon (<https://takeactiononradon.ca/provinces/british-columbia/>). BC Lung Foundation sells 91-day long-term radon test kits also (<https://thelungassociationbc.squarespace.com>).
- Many libraries in the Interior Health region participate in the Radon Detector Library Lending Program (<https://bclung.ca/radon-detector-library-lending-program>). They have electronic radon monitors available for loan that are suitable for short-term radon testing (see note below). Participating public libraries are located in: Armstrong, Ashcroft, Barriere, Beaver Valley, Blue River, Cache Creek, Castlegar, Chase, Cherryville, Clearwater, Clinton, Cranbrook, Creston, Elkford Enderby, Falkland, Fernie, Golden, Grand Forks, Greenwood, Hedley, Invermere, Kaleden, Kamloops, Kaslo, Kelowna, Keremeos, Kimberley, Lake Country, Logan Lake, Lumby, Merritt, Midway, Mission, Nakusp, Naramata, Nelson, North Kamloops, North Shuswap, Okanagan Falls, Oliver, Osoyoos, Oyama, Peachland, Penticton, Radium, Revelstoke, Rossland, Rutland, Salmo Salmon Arm, Savona, Sicamous, Silver Creek, South Shuswap, Sparwood, Summerland, Thompson-Nicola Mobile Library, Trail, Vernon, and Westbank.

Note: Electronic monitors should be used as a screening tool to provide a snapshot of radon levels. A short-term test can provide a false low result. We therefore recommend that homeowners follow-up with a 91-day long-term radon test for a more comprehensive assessment.

We hope you will test your homes as well, and help share this important health information.

Yours,



Noah Quastel
Director, Law and Policy, Healthy Indoor Environments
Email: nquastel@bclung.ca
Phone: 778 709 4496

Jayson Ursulak
440 60 ST NW
Salmon Arm BC V1E 3B2

Mayor and Council
City of Salmon Arm
500 2nd Avenue NE
Salmon Arm, BC V1E 4N2

Dear Mayor and Council,

I want to express my gratitude for the financial commitment towards constructing an artificial multi-sport field at Blackburn Park. As outlined in the [Salmon Arm Artificial Playing Field Development Economic and Community Benefits Study](#), this project will provide a safe, durable, cost-effective surface for various sports and recreational activities. I look forward to using this facility and playing sports outside during the 'shoulder' seasons.

Even though the facility at Blackburn Park will be an amazing resource to the field sports community, it will not be available year-round. Only an indoor facility makes this possible.

I do recognize that a full engineering study must be completed on Memorial Arena before the city makes any decisions about its continued use. Once that study is complete, and depending on its results, I know that many of Memorial Arena's user groups are willing and ready to work with the City to ensure the facility can be opened and used again.

As you are aware, an option to keep Memorial Arena open in the winter months is to heat the building. Options to do that include:

- Using the existing natural gas heaters in the building. This would be the simplest and least expensive option.
 - When speaking with Reg Walters about transforming Memorial Arena into BC's first indoor soccer facility, he mentioned that was how the snow load was managed initially.
 - My suggestion would be to ensure the existing NG unit heaters are functional and continue to use them if possible. They may need some reconditioning or servicing. Multiple HVAC companies have offered to do this work. Mitch Morrison of Mountain View Electric Ltd. (and the Yeti Rugby Club) has offered, if city staff are not available, to assess the existing natural gas heaters, and determine the viability of using them to heat the building. Provided access to the building is possible.
- Natural gas-fired temporary construction heaters could also be used; however, this will require a licensed gas fitter to connect them and carry a permit to operate them.

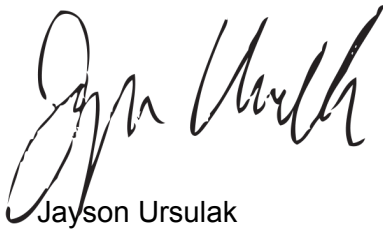
- Renting frost-fighter diesel heaters from Cooper Equipment Rentals for \$750/month. Each unit can heat approximately 6,000 sq ft. Multiple would be needed to heat Memorial Arena (approx. 20,000sq ft). These units can run for 12-15 hours on 150 liters of diesel.

A quick estimation of rentals this Fall indicates that approximately \$3,000 per week comes from Memorial Arena rentals. This income, coupled with potential support from user groups, could cover the additional costs incurred with heating the building.

While Memorial Arena is over 65 years old, if deemed useable by the future engineering study, it is still extremely useful to Salmon Arm's field sports community. Long-term, regardless of the fate of Memorial Arena, pursuing a new indoor multi-sport facility should be a priority for our community.

Once again, I am grateful for the decision about Blackburn Park and look forward to working with you and the City.

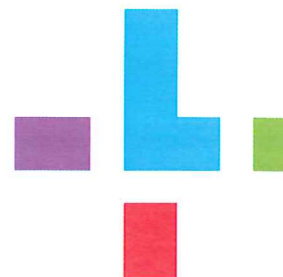
Thank you,

A handwritten signature in black ink, appearing to read "Jayson Ursulak". The signature is stylized with a large initial "J" and a long, sweeping underline.

Jayson Ursulak

November 29, 2023

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



Re Annual Appointment - Okanagan Regional Library Board

Annual appointments to the Library Board are made according to the *BC Library Act*. There are four regular meetings required of the Board in each year and such other meetings as the Board may decide. Regular meetings are generally held on the third Wednesday in February, May, September, and November, except in years when municipal elections are held. In election years, there is a meeting in October and no meeting in November. Meetings typically start at 9:30 AM and may constitute a full day. They are held at Library Headquarters at 1430 K.L.O. Road, Kelowna or virtually. Pursuant to Board Policy, Board members' expenses for travel, meals and hotel only are paid by the Library.

Please complete and return:

- Letter of Appointment form: Name the Library Trustee and the Alternate you wish to appoint;
- Library Trustee and Alternate Trustee Contact Information forms: Have both the representative and the alternate complete one each.

The forms can be returned by fax 250-861-8696 or e-mail lsamson@orl.bc.ca. If you have any questions, please reach out.

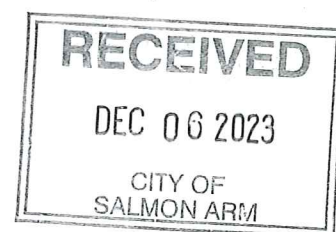
Thank you for your continuing support of the Okanagan Regional Library.

Sincerely,

Leah Samson
Administrative Services Manager
Okanagan Regional Library

Attached:
Letter of Appointment Form
Trustee Contact Information Form

Library Act
Meeting Schedule





TO: His Worship Mayor Harrison and Members of Council

DATE: November 27, 2023

SUBJECT: Development Variance Permit Application No. VP-591 (Servicing)
Legal: Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 14385
Civic Address: 2760 Auto Road SE
Owner/Applicant: EWDS Holdings Ltd. (Inc. No. BC1375568)

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP – 591 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 14385, as follows:

1. waive the requirement to upgrade Auto Road SE to the RD-4 Urban Arterial Road standard; and
 2. waive the requirement to upgrade 10 Avenue SE to the RD-2 Urban Local Road standard, except for the requirement to install a fire hydrant.
-

STAFF RECOMMENDATION

The motion for consideration be defeated.

PROPOSAL

The applicant is requesting to waive service (frontage) upgrades required through a Subdivision application to both 10 Avenue SE and Auto Road SE which front the subject parcel.

BACKGROUND

The subject parcel is located just west of 5-corners, has two road frontages (on 10 Avenue SE and Auto Road SE), and is approximately 2,101m² (0.5ac) in area (Appendices 1 and 2). The subject property is designated Residential Low Density in the City's Official Community Plan (OCP) and is zoned R8 (Residential Suite Zone) in Zoning Bylaw No. 2303 (Appendix 3 and 4).

Adjacent land uses include the following:

North:	Single Family Residence	Zoned R1
South:	Single Family Residence	Zoned A2
East:	Single Family Residence	Zoned R1
West:	Single Family Residence	Zoned R1

The applicant has made application for a two lot subdivision, with Proposed Lot 1 sized at 1,288 square metres in area and Proposed Lot 2 at 813 square metres. In advance of the subdivision application, the subject property was rezoned from R1 (Single Family Residential) to R8 (Residential Suite Zone).

Given the large parcel size (0.5 acres) which would support a density of 4 parcels in some alternate configuration, this 2-lot proposal (Appendix 5) does not fit the City's qualifications for infill and is not exempt from frontage or service upgrades.

Through subdivision, the applicant is required under the Subdivision and Development Servicing Bylaw to complete frontage works including upgrading the existing Auto Road frontage to a RD-4 standard (including a fire hydrant, street light, storm drainage, underground hydro and telecom, and 3 m wide multi-use path), and upgrading the 10 Avenue SE frontage to the RD-2 standard (including street light and storm drainage). Cost estimates, provided by the applicant's consulting Engineer, for the Auto Road works are \$122,079.00 and \$56,853.00 for the 10 Avenue SE works. The Engineer's estimates are dated October 2023 and included as Appendix 6.

Table 1 provides a summary of the requirements of the Subdivision and Development Servicing Bylaw No. 4293 and the applicant's requests.

COMMENTS

Engineering Department

The Engineering Department has provided comments which form the basis for the above staff recommendation to deny the requested variances. The Engineering Department comments are attached as Appendix 7.

As stated in the comments, the subject property is within the Urban Development Area of the Subdivision and Development Servicing Bylaw, which requires full upgrades of the roads, works, and services along the subject parcel's frontages. The RD-2 and RD-4 standards are attached (Appendix 8).

The Cash in Lieu (CIL) payments noted would relieve the City of those costs at the time when the upgrade is completed, either by a City-lead project or development adjacent to the subject parcel.

Building Department

No concerns

Fire Department

Recommends required fire hydrants be installed and related variance request be denied (Appendix 9).

Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Development Variance Permit Procedures Bylaw notices are mailed to land owners within a 30m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on December 11, 2023.

Planning Department

When considering servicing variances a number of factors are taken into consideration, including physical or legal constraints, scale of proposed development and growth potential in the area. The subject property is within the Urban Containment Boundary and zoned R8. Given the OCP designation of Low Density Residential, residential development is intended for the general area. As previously noted, given the large parcel size (0.5 acres) which would support a density of 4 parcels in some alternate configuration, this 2-lot proposal does not fit the City's infill qualification and is not exempt from frontage or service upgrades.

Staff note that the subject parcel on both Auto Road and 10 Avenue SE is situated between a number of community facilities including churches, schools (Hillcrest Elementary, South Canoe Elementary, King's Christian, and Shuswap Middle School), parks and trail networks (Badger Park, Little Mountain, South Canoe, the new Cemetery trails). The location is also at a prominent point within the City's transportation network between downtown, the industrial park and residential areas, while Auto Road is an identified Truck Route. Both Auto Road SE and 10 Avenue SE are specifically identified in the City's Active Transportation Plan, with Auto Road SE featured as a priority "Major Project" (Major Project J – Hillcrest / South Broadview Active Transportation Connection) for investment in new infrastructure.

Staff recognize that there are constraints on future development potential in the area; however, completely offsetting the cost of upgrading and constructing road works onto the City is problematic. Waiving the requirements places additional financial burden on the City for the improvements in the future and increased costs on future developers of adjacent properties. Servicing requirements are in place to support the new units or parcels being developed and the population growth in an area, which increase the need for safety improvements and fire protection infrastructure.

Furthermore, with only a single new parcel being proposed where there is additional potential based on the relatively large parcel areas, in the opinion of staff there is limited community benefit to be gained by granting these requested variances and lost development potential in supporting the relatedly large lot development as proposed. Staff do not recommend the variances as requested by the applicant be granted.

While staff recommend denying the requested variances, should Council wish to approve this proposal in whole or in part, staff recommend the following conditions be applied:

1. That the fire hydrant on Auto Road SE be required to address the gap in fire hydrant coverage in the area. As this is a safety-related requirement concern, staff do not support waiving this requirement;
2. That the street light on 10 Avenue SE be required to address the gap in coverage along this road. As this is a safety-related requirement, staff do not support waiving this requirement; and
3. That given the potential of both proposed parcels for future development, a *Land Title Act* Section 219 covenant be registered on both of the proposed parcel's titles to ensure that there is no further development or subdivision of the proposed parcels until they are fully serviced to City Bylaw standards.

Should Council wish to follow this alternative option, staff propose the following Motion for Consideration:

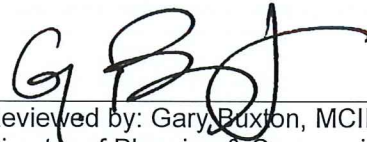
THAT: Development Variance Permit No. VP – 591 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for the frontages of Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 14385, as follows:

1. waive the requirement to upgrade Auto Road SE to the RD-4 Urban Arterial Road standard, except for the requirement to install a fire hydrant; and
2. waive the requirement to upgrade 10 Avenue SE to the RD-2 Urban Local Road standard, except for the requirement to install a fire hydrant and street light.

AND THAT: Council support the Motion for Consideration subject to the registration of a *Land Title Act* Section 219 covenant stipulating no further development or subdivision of the proposed parcels until fully serviced to City Bylaw standards.



Prepared by: Chris Larson, MCIP, RPP
Senior Planner



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



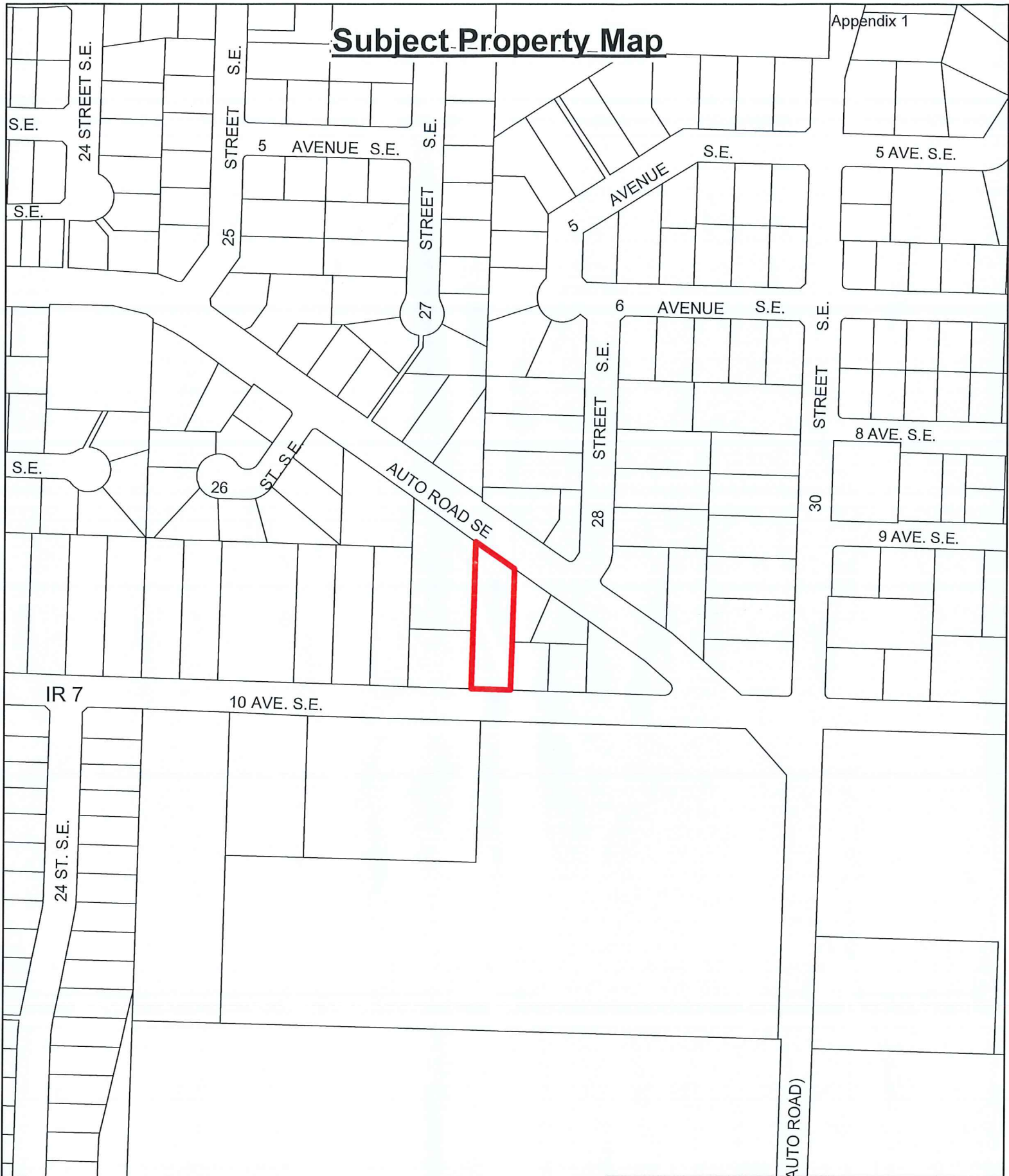
Reviewed by: Melinda Smyrl, MCIP, RPP
Manager of Planning & Building

Table 1: Development Variance Permit No. 591 – Applicant's Proposal and Staff Recommendation

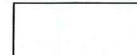
SDS Bylaw Requirements	Applicant's Proposal	Staff Recommendation
Auto Road – RD-4 Standard -fire hydrant -road widening and boulevard -Multi-Use Path -streetlight -storm drainage -underground hydro/tel	Waive all Auto Road upgrade requirements.	Deny request to waive requirements. Note that meeting the fire hydrant requirement is a priority. Recommend CIL for road widening, multi-use path, storm drainage, and underground hydro/tel.
10 Ave SE – RD-2 Standard -fire hydrant -road widening and boulevard -streetlight -storm drainage	Install new fire hydrant as required. Waive all additional 10 Avenue SE road upgrade requirements.	Deny request to waive requirements. Note that an additional street light on 10 Avenue SE is a priority. 10 Avenue SE is exempt from underground hydro/tel. Recommend CIL for storm drainage.

Subject Property Map

Appendix 1



Subject Property



Parcels

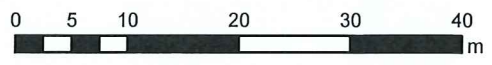
OrthoMap

28

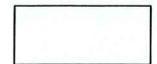


IR 7

10 AVENUE N.E



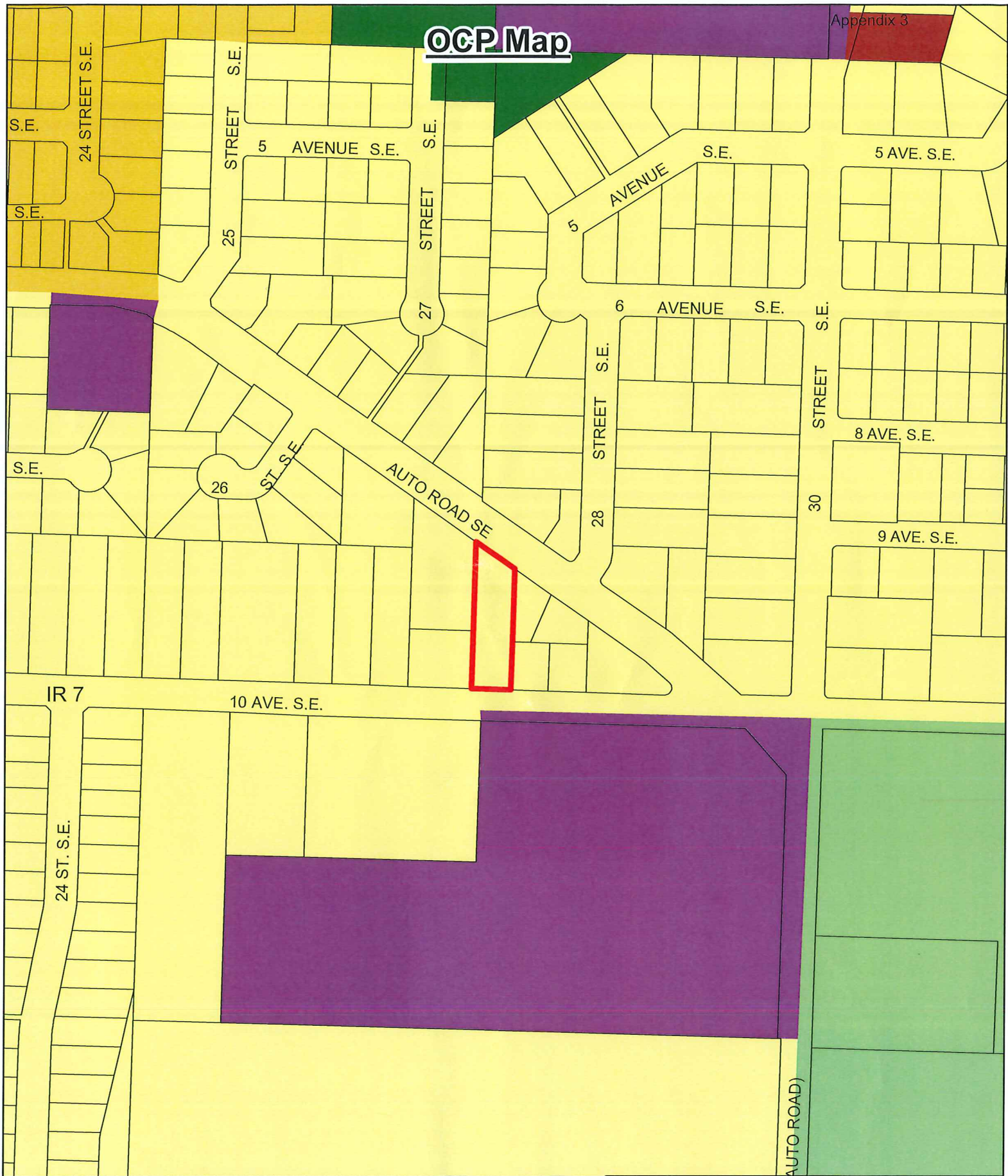
Subject Property



Parcels

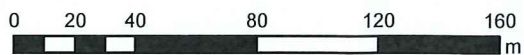
OCP Map

Appendix 3



- Subject Property
- Parcels
- Acreage Reserve
- Park
- Institutional
- Residential - Low Density
- Residential - Medium Density
- Commercial - Neighbourhood

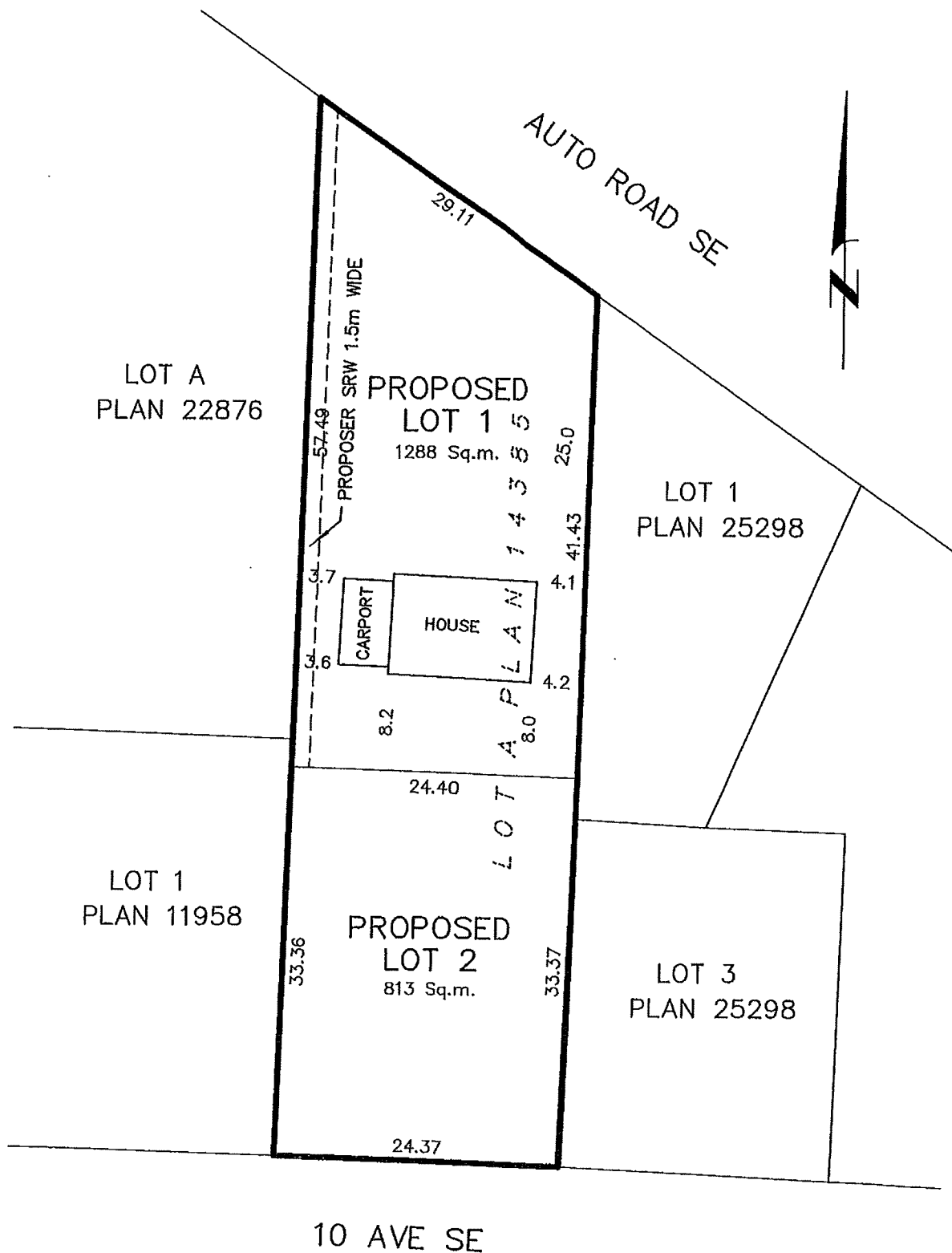
5 AVE.



Page 199 of 249

SKETCH PLAN OF PROPOSED SUBDIVISION OF LOT A, PLAN 14385, SEC 13, TP 20, RGE 10, W6M, KDYD.

SCALE 1 : 500



PREPARED FOR DAVID SHOESMITH
9 MARCH 2023

GENTECH ENGINEERING INC.

CIVIL ENGINEERING

P.O. Box 328
#3 – 551 TRANS-CANADA HIGHWAY
SALMON ARM, B.C. V1E 4N5

PH. (250) 832-7662
FAX (250) 832-7664
www.gentechengineering.com

November 16, 2023

DS23-2430

Email: clarson@salmonarm.bc

City of Salmon Arm
P.O. Box 40
Salmon Arm, BC
V1E 4N2

Attention: Chris Larson, MCIP, RPP
Senior Planner

Re: 2760 Auto Road SE Subdivision
Variance Application – Letter of Rationale - REVISED

On behalf of our client, we request a variance of the servicing requirements as required by the Subdivision and Development Servicing Bylaw No. 4163 as summarized in the Engineering Memorandum for file no. 23.03.

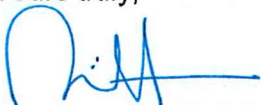
Our client is prepared to complete the water & sanitary service upgrades, install the new water & sanitary services for the new lot and install a fire hydrant at the east property line adjacent to 10th Avenue SE, but is seeking to vary the requirements for all other frontage upgrades for Auto Road and 10th Avenue SE.

Please find attached two 'Opinion of Probable Cost' for the frontage improvements and Utility upgrades. Due to the site fronting two roads the frontage improvements required are very high.

The frontage improvements as per Bylaw 4163 requirements are \$187,879.45, which the homeowner is requesting to vary. The homeowner is willing to pay for the services and a fire hydrant at the value of \$37,206.10, which is more than fair and reasonable for a two-lot subdivision which aids in the infill of the existing neighbourhood. The existing properties on either side of the proposed development are already split into smaller more affordable residential lots.

We are hoping the city staff can support this option and the homeowners can proceed to the next steps of this small development.

Yours truly,



Brian Hillson, PLEng.

encl.

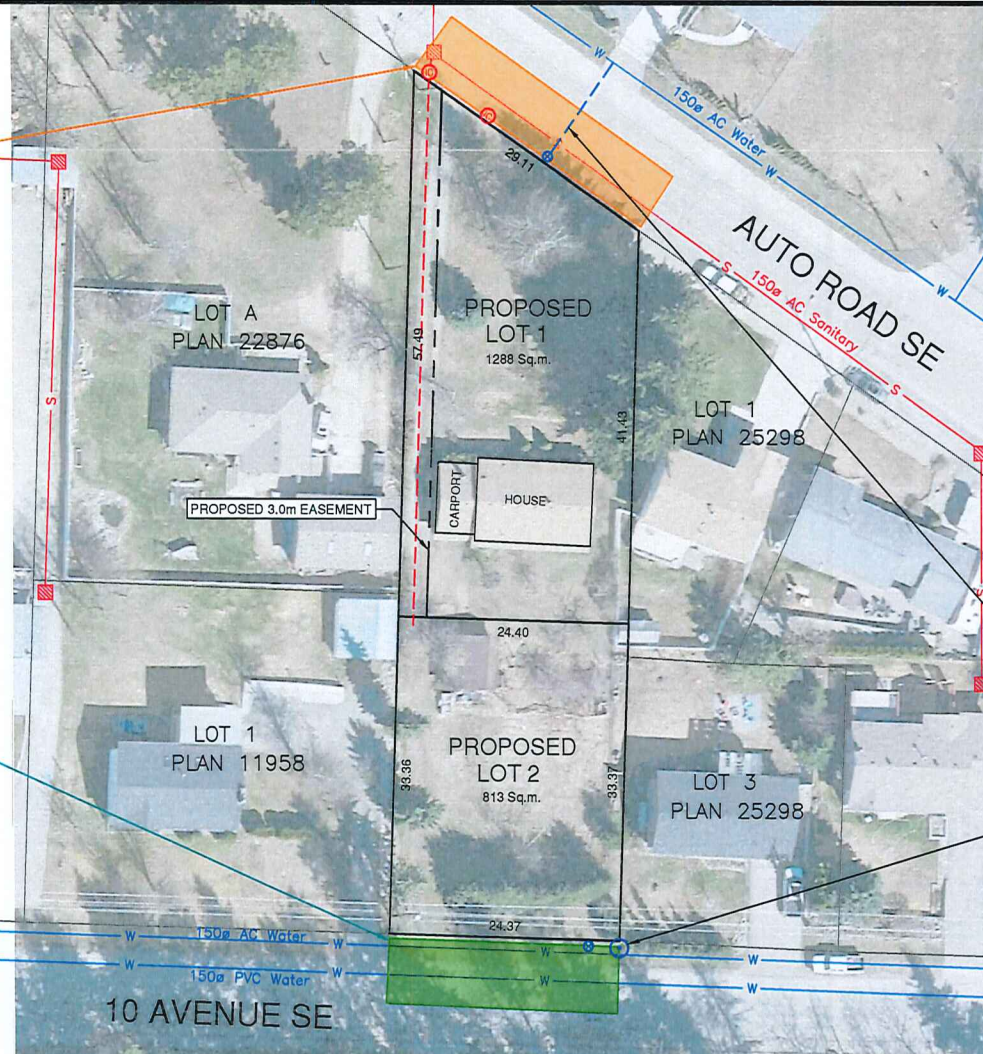
cc Mustafa Zakreet, EIT, City of Salmon Arm; email: mzakreet@salmonarm.ca

VARIANCE REQUEST #1
REQUEST TO WAIVE UPGRADE REQUIREMENT OF AUTO ROAD SE INCLUDING;

- ROAD WIDENING
- CURB & GUTTER
- BOULEVARD
- MULTI-USE PATH
- STREET LIGHTING
- UNDERGROUND BC HYDRO
- UNDERGROUND TELECOMMUNICATIONS

VARIANCE REQUEST #2
REQUEST TO WAIVE UPGRADE REQUIREMENT OF 10 AVENUE SE INCLUDING;

- ROAD WIDENING
- CURB & GUTTER
- BOULEVARD
- STREET LIGHTING
- UNDERGROUND BC HYDRO
- UNDERGROUND TELECOMMUNICATIONS



28 ST. SE

Appendix 6



PROPOSED WORKS - AUTO ROAD SE

- UPGRADE WATER SERVICE TO 25mm
- INSTALL NEW 100mm SANITARY SERVICE TO LOT 2 c/w INSPECTION CHAMBER
- UPGRADE EXISTING SANITARY SERVICE c/w INSPECTION CHAMBER

PROPOSED WORKS - 10 AVENUE SE

- INSTALL NEW 25mm WATER SERVICE
- INSTALL NEW FIRE HYDRANT

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NOTES:

1. CONTRACTOR TO VERIFY LOCATION AND ELEVATION OF ALL EXISTING UTILITIES WITH ALL UTILITY COMPANIES PRIOR TO DIGGING.
2. CONTRACTOR TO CO-ORDINATE UTILITY RELOCATION WORKS WITH UTILITY COMPANIES AS REQUIRED.
3. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH CITY OF SALMON ARM SERVICING AND DEVELOPMENT SERVICING BYLAW 4163

GENTECH ENGINEERING INC. CIVIL ENGINEERING (250)892-7862
EMAIL: GENTECH@GENTECHENGINEERING.COM

PROFESSIONAL SEAL

DRAWN SFW
DATE: 2023-08-03
CHECK BKH
DATE: 2023-08-04
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**2760 AUTO ROAD SE
SUBDIVISION**

**VARIANCE
APPLICATION**

**DAVID SHOESMITH
OCTOBER 2023
2760 AUTO ROAD ROAD SE - AUTO ROAD SE
OPINION OF PROBABLE COST**

**SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES
(*Denotes Nominal Quantity)**

<i>Item No.</i>	<i>MMCD Ref.</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Amount</i>
1.0	Div. 0	Concrete				
	03 30 20	Concrete Walks, Curb and Gutter				
1.1	1.4.3	Machine Placed or Precast Curb & Gutter	Lineal Metre	29	\$ 175.00	\$ 5,075.00
		Subtotal: Division 01 - General Requirements =				\$ 5,075.00
2.0	Div. 26	Electrical				
	26 56 01	Roadway Lighting				
2.1	1.9.1	Supply & Install Ornamental Light c/w Concrete Base	Each	1	\$ 7,500.00	\$ 7,500.00
2.2		Supply & Install 32ø Conduit c/w Conductor	Lineal Metre	29	\$ 75.00	\$ 2,175.00
2.3		Supply & Install BC Hydro Connection	Lump Sum	1	\$ 3,500.00	\$ 3,500.00
2.4		Supply & Install BC Hydro Civil Works	Lump Sum	1	\$ 10,000.00	\$ 10,000.00
2.5		Supply & Install Telecommunications Civil Works	Lump Sum	1	\$ 5,000.00	\$ 5,000.00
		Subtotal: Division 26 - Electrical =				\$ 28,175.00
3.0	Div. 31	Earthworks				
	31 11 01	Clearing and Grubbing				
3.1	1.4.1, 1.4.2	Clearing and Grubbing	Lump Sum	1	\$ 2,500.00	\$ 2,500.00
	31 24 13	Roadway Excavation, Embankment and Compaction				
3.2	1.8.4	Remove Existing Asphalt	Square Metre	125	\$ 10.00	\$ 1,250.00
3.3	1.8.5	Common Excavation - Off-Site Disposal	Cubic Metre	200	\$ 20.00	\$ 4,000.00
		Subtotal: Division 31 - Earthworks =				\$ 7,750.00

2760 AUTO ROAD ROAD SE - AUTO ROAD SE
OPINION OF PROBABLE COST

<i>Item No.</i>	<i>MMCD Ref.</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Amount</i>
4.0	Div. 32	Roads and Site Improvements				
	32 11 16.1	Granular Sub-Base				
4.1	1.4.3	Granular Sub-Base	Cubic Metre	135	\$ 75.00	\$ 10,125.00
	31 11 23	Granular Base				
4.2	1.4.2	Granular Base	Cubic Metre	30	\$ 105.00	\$ 3,150.00
	32 12 16	Hot-Mix Asphalt Concrete Paving				
4.3	1.5.1, 1.5.2	Asphalt Pavement - Lower Course (50mm)	Square Metre	225	\$ 20.00	\$ 4,500.00
4.4	1.5.1, 1.5.3	Asphalt Pavement - Upper Course (50mm)	Square Metre	225	\$ 25.00	\$ 5,625.00
4.5	1.5.3	Asphalt Sidewalk 50mm Thickness	Square Metre	90	\$ 35.00	\$ 3,150.00
4.6	1.5.7	Saw Cut Asphalt or Concrete Pavements	Lineal Metre	10	\$ 5.00	\$ 50.00
	39 91 21	Topsoil and Finish Grading				
4.7	1.4.1	Imported Topsoil (150mm thick)	Cubic Metre	15	\$ 20.00	\$ 300.00
	32 92 19	Hydraulic Seeding				
4.8	1.8.1	Hydraulic Seeding	Square Metre	75	\$ 12.00	\$ 900.00
		Subtotal: Division 32 - Roads and Site Improvements =				\$ 27,800.00
5.0	Div. 33	Utilities				
	33 11 01	Water Works				
5.1	1.8.7	Hydrant Assembly	Each	1	\$ 10,000.00	\$ 10,000.00
	33 40 01	Storm Sewers				
5.2	1.6.5	Catchbasin Lead, 200ø	Lineal Metre	5	\$ 225.00	\$ 1,125.00
	33 44 01	Manholes and Catchbasins				
5.3	1.5.2	Catchbasin Top Inlet c/w Dry Well	Each	1	\$ 5,000.00	\$ 5,000.00
		Subtotal: Division 33 - Utilities =				\$ 16,125.00

2760 AUTO ROAD ROAD SE - AUTO ROAD SE
OPINION OF PROBABLE COST

Summary						
1.0		Concrete				\$ 5,075.00
2.0		Electrical				\$ 28,175.00
3.0		Earthworks				\$ 7,750.00
4.0		Roads and Site Improvements				\$ 27,800.00
5.0		Utilities				\$ 16,125.00
		Subtotal				\$ 84,925.00

DAVID SHOESMITH
OCTOBER 2023
2760 AUTO ROAD SE - 10th AVENUE SE
OPINION OF PROBABLE COST

SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES
 (*Denotes Nominal Quantity)

<i>Item No.</i>	<i>MMCD Ref.</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Amount</i>
1.0	Div. 0	Concrete				
	03 30 20	Concrete Walks, Curb and Gutter				
1.1	1.4.3	Machine Placed or Precast Curb & Gutter	Lineal Metre	25	\$ 175.00	\$ 4,375.00
		Subtotal: Division 01 - General Requirements =				\$ 4,375.00
2.0	Div. 26	Electrical				
	26 56 01	Roadway Lighting				
2.1	1.9.1	Supply & Install Ornamental Light c/w Concrete Base	Each	1	\$ 7,500.00	\$ 7,500.00
2.2		Supply & Install 32ø Conduit c/w Conductor	Lineal Metre	25	\$ 75.00	\$ 1,875.00
2.3		Supply & Install BC Hydro Connection	Lump Sum	1	\$ 3,500.00	\$ 3,500.00
		Subtotal: Division 26 - Electrical =				\$ 12,875.00
3.0	Div. 31	Earthworks				
	31 11 01	Clearing and Grubbing				
3.1	1.4.1, 1.4.2	Clearing and Grubbing	Lump Sum	1	\$ 2,500.00	\$ 2,500.00
	31 24 13	Roadway Excavation, Embankment and Compaction				
3.2	1.8.4	Remove Existing Asphalt	Square Metre	110	\$ 10.00	\$ 1,100.00
3.3	1.8.4	Remove Existing Concrete	Square Metre	5	\$ 15.00	\$ 75.00
3.4	1.8.5	Common Excavation - Embankment Construction	Cubic Metre	75	\$ 25.00	\$ 1,875.00
		Subtotal: Division 31 - Earthworks =				\$ 5,550.00
4.0	Div. 32	Roads and Site Improvements				
	32 11 16.1	Granular Sub-Base				
4.1	1.4.3	Granular Sub-Base	Cubic Metre	50	\$ 75.00	\$ 3,750.00

2760 AUTO ROAD SE - 10th AVENUE SE
OPINION OF PROBABLE COST

<i>Item No.</i>	<i>MMCD Ref.</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Amount</i>
4.0	Div. 32	Roads and Site Improvements - Continued				
	31 11 23	Granular Base				
4.2	1.4.2	Granular Base	Cubic Metre	10	\$ 105.00	\$ 1,050.00
	32 12 16	Hot-Mix Asphalt Concrete Paving				
4.3	1.5.1, 1.5.3	Asphalt Pavement - Upper Course (65mm)	Square Metre	110	\$ 35.00	\$ 3,850.00
4.4	1.5.7	Saw Cut Asphalt or Concrete Pavements	Lineal Metre	10	\$ 5.00	\$ 50.00
	39 91 21	Topsoil and Finish Grading				
4.5	1.4.1	Imported Topsoil (150mm thick)	Cubic Metre	25	\$ 20.00	\$ 500.00
	32 92 19	Hydraulic Seeding				
4.6	1.8.1	Hydraulic Seeding	Square Metre	150	\$ 12.00	\$ 1,800.00
		Subtotal: Division 32 - Roads and Site Improvements =				\$ 11,000.00
5.0	Div. 33	Utilities				
	33 40 01	Storm Sewers				
5.1	1.6.5	Catchbasin Lead, 200ø c/w Tie-In	Lineal Metre	10	\$ 225.00	\$ 2,250.00
	33 44 01	Manholes and Catchbasins				
5.2	1.5.2	Catchbasin Top Inlet	Each	1	\$ 3,500.00	\$ 3,500.00
		Subtotal: Division 33 - Utilities =				\$ 5,750.00
Summary						
1.0		Concrete				\$ 4,375.00
2.0		Electrical				\$ 12,875.00
3.0		Earthworks				\$ 5,550.00
4.0		Roads and Site Improvements				\$ 11,000.00
5.0		Utilities				\$ 5,750.00
		Subtotal				\$ 39,550.00

**DAVID SHOE SMITH
OCTOBER 2023
SUMMARY
OPINION OF PROBABLE COST**

**SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES
(*Denotes Nominal Quantity)**

<i>Summary</i>						
1.0		AUTO ROAD SE - FRONTAGE UPGRADES				\$ 84,925.00
2.0		10th AVENUE SE - FRONTAGE UPGRADES				\$ 39,550.00
					Subtotal	\$ 124,475.00
3.0		Contingency (25%)				\$ 31,118.75
					Subtotal	\$ 155,593.75
4.0		Engineering (15%)				\$ 23,339.06
					Subtotal	\$ 178,932.81
					GST 5%	\$ 8,946.64
					Total	\$ 187,879.45

***Opinion of Probable Cost Notes**

- 1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.
- 2) Unit Prices are influenced by supply & demand for both contractors and materials at the time of construction, thereby affecting the final cost.
- 3) Prices do not include BC Hydro, Telus, Gas, Legal Survey (BCLS) and property/right-of-way acquisitions.
- 4) Prices do not include Geotechnical, Environmental and Archaeological studies, reviews and approvals.
- 5) Unit Prices are estimated in 2023 Canadian Dollars for similar works and exclude taxes.

CITY OF SALMON ARM

Memorandum from the Engineering and Public Works Department

TO: Director of Development Services
 DATE: 24 October 2023
 PREPARED BY: Mustafa Zakreer, Engineering Assistant
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 591**
 OWNER: **EWDS Holdings Ltd.**
 AGENT: **Gentech Engineering Ltd**
 LEGAL: Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 14385
 CIVIC: **2760 – Auto Road SE**

Further to the request for variance dated 25 August, 2023; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances.

The applicant is requesting that Council waive the requirements of the Subdivision and Development Servicing Bylaw No. 4293 (SDSB) to upgrade the frontage on:

- 1- Auto Road SE to the Urban Arterial Road Standard (RD-04) - \$122,079.**
- 2- 10 Avenue SE to the Urban Local Road standard (RD-02) - \$56,853.**

Background:

A subdivision application for the subject parcel was submitted in March 21 2023. The SDSB requires full upgrade of the roads, works and services within the property's frontages. This helps to bring the existing City roads closer to the current approved standards.

Upgrading Auto Road SE to the current standards includes, road widening and construction, curb & gutter, 3m wide offset multi-use path, boulevard construction, street lighting, fire hydrants, street drainage and underground hydro and telecommunications.

Upgrading 10 Avenue SE to the current standards includes, road widening and construction, curb & gutter, boulevard construction, street lightening, fire hydrant and street drainage.

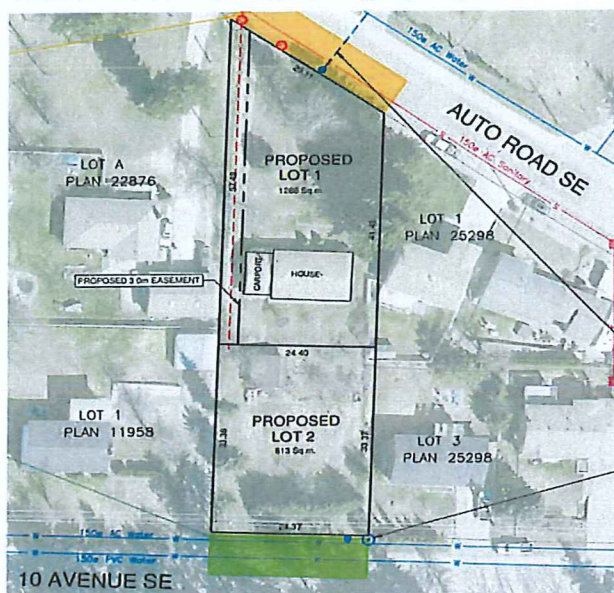


Figure 1 The Proposed Lot Locations and Frontages

1- Waive the requirement to install a fire hydrant on Auto Road SE.

The SDSB specifies that Fire Hydrant spacing shall not exceed 150 meters in low density residential zones.

There are currently large gaps in the fire hydrant coverage for the subject property as shown in figure 2. The developer has agreed to install a fire hydrant on 10 Avenue SE which will cover the southern frontage of the subject property.

The estimated cost to install the fire hydrant on Auto Road SE is \$14, 375 as outlined in section 5.1 of the Gentech Engineering OPC.

Recommendation:

The Engineering Department recommends that the request to waive the requirement to install a fire hydrant on Auto Road SE be denied. The Engineering Department does not support waiving of safety related requirements, due to possible liability concerns.

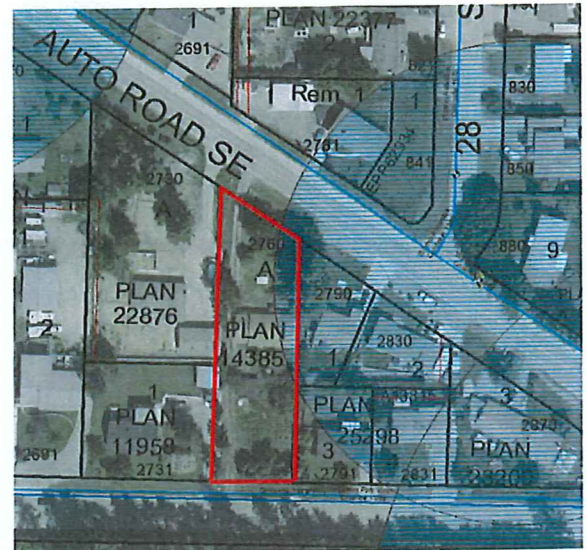


Figure 2 Fire hydrant coverage with Engineering Department Recommendation

2- Waive the requirement to widen Auto Road SE and construct a 3m wide multi-use path.

Auto Road SE is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the current Urban Arterial Road standard is required, in accordance with Specification Drawing No. RD-04.

RD-04 road cross section includes a 4m wide lane, 1.5m boulevard and 3m multi-use path. The total cost of the upgrade is estimated to be \$51,103 as per sections 3 and 4, of the Gentech Engineering OPC.

Auto Road SE is a major arterial road connecting to 30 Street SE. It is a dedicated truck route and it is heavily used by both motorists and pedestrians. Upgrading to the current standard is necessary to address safety concerns and to meet Active Transportation guidelines.



Figure 3 Existing Lane Width

Recommendation:

The Engineering Department recommends that the request to waive the requirements to widen Auto Road SE and install the multi-use path along the frontage of the subject property be denied. However, since upgrading a small section of Auto Road at this time would be impractical, alternatively a cash in lieu payment would be acceptable of \$51,103 for future road widening and MUP installation be required at this time.

3- Waive the requirement to install streetlights on Auto Road SE and 10 Avenue SE

Currently, along the frontage of the subject property on Auto Road SE, there is only one BC Hydro lease light (marked location (+)) shown in Figure 4) on a BC Hydro pole, and no streetlights along the frontage of the subject property on 10 Avenue SE.

Since the City owned streetlights annually cost the City a fraction of the cost of hydro lights, the City has been working to reduce the amount of hydro lease lights and ensuring that developers install City owned lights. The cost of installing one new Davit light on Auto Road (replacing Hydro lease light) and one Post Top light on 10 Avenue SE is \$37,446 as per the Gentech Engineering OPC.



Figure 4 Existing BC Hydro lease light

Recommendation:

The Engineering Department recommends that the requested variance to waive the requirement to install street lights along the frontage of the subject property be denied.

If Council considers reducing these requirements, the Engineering Department considers that the additional light on 10 Avenue SE is of greater benefit than the replacement of the streetlight on Auto Road SE.

4- Waive the requirement to install street drainage on Auto Road SE.

The subject property does not front on an enclosed storm sewer system on Auto Road SE. All storm water management systems shall use best management practices to minimize the effect to the natural hydrology, while not compromising the safety of persons or property. In lieu of connecting to a City Storm Sewer, the Design Engineer is proposing discharging storm water through a drywell.

The cost estimate to construct a curb and gutter, and catch basin that connects to a drywell is \$16,100 as per section 1, 5.2 and 5.3 of the Gentech Engineering OPC. Since this upgrade would be premature at this time a cash in lieu payment would be acceptable.

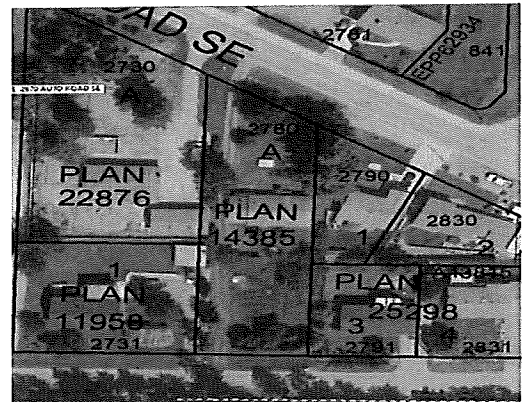


Figure 5

Recommendation:

The Engineering Department recommends that the requested variance to waive the requirement to install street drainage system along the frontage of the subject property be denied, and that a cash in lieu payment of \$16,100 for future storm upgrades be required at this time.

5- Waive the requirement to install street drainage on 10 Avenue SE.

The subject property does not front on an enclosed storm sewer system. All storm water management systems shall use best management practices to minimize the effect to the natural hydrology, while not compromising the safety of persons or property.

The cost estimate to construct a curb and gutter, and a catch basin that connects to a drywell is \$38,345 as per sections 1, 3, 4 and 5 of the Gentech Engineering OPC. Since this upgrade would be premature at this time a cash in lieu payment would be acceptable.

Recommendation:

The Engineering Department recommends that the requested variance to waive the requirement to install street drainage system along the frontage of the subject property be denied, and that a cash in lieu payment of \$38,345 for future storm upgrades be required at this time.



Figure 6 Existing Boulevard on 10 Street SE

6- Waive the requirement to put Hydro and Telecommunication underground

The SDSB requires that overhead Hydro and Telecommunication distribution lines are relocated underground across the frontage of the subject property. Where three phase Hydro is present (10 Avenue SE), this is exempt under the bylaw.

The cost estimate for this requirements submitted by Gentech Engineering is \$21,562 as per section 2.4 and 2.5 of the submitted OPC.

Recommendation:

The Engineering Department recommends that the requested variance to waive the requirement to install Hydro underground along the frontage of the subject property on Auto Road SE be denied.

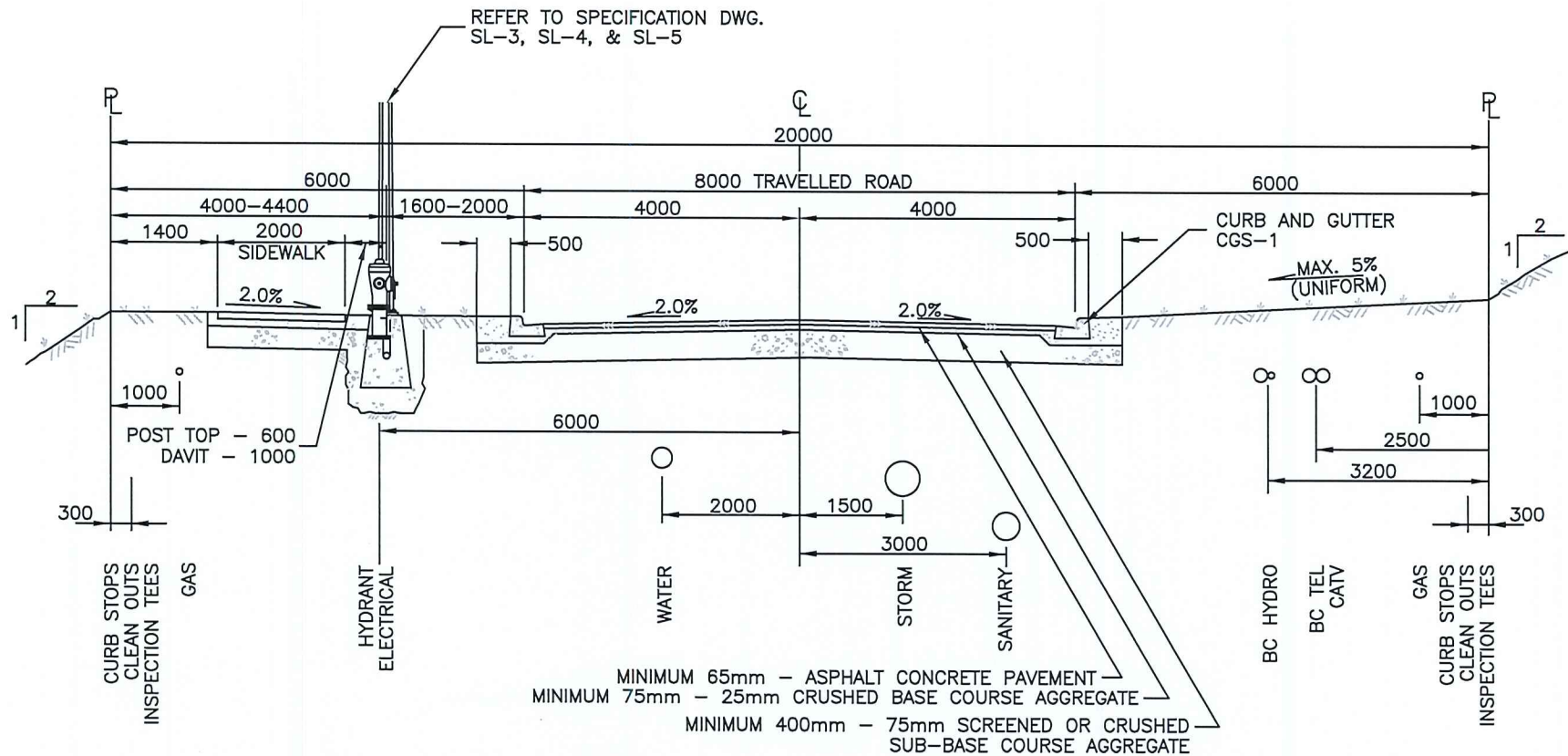
Since this upgrade would be premature at this time a cash in lieu payment of \$21,562 for the installation of underground hydro and telecommunications on Auto Road SE would be acceptable.



Figure 7 Hydro Line on Auto Road

Mustafa Zakreet, EIT
Engineering Assistant

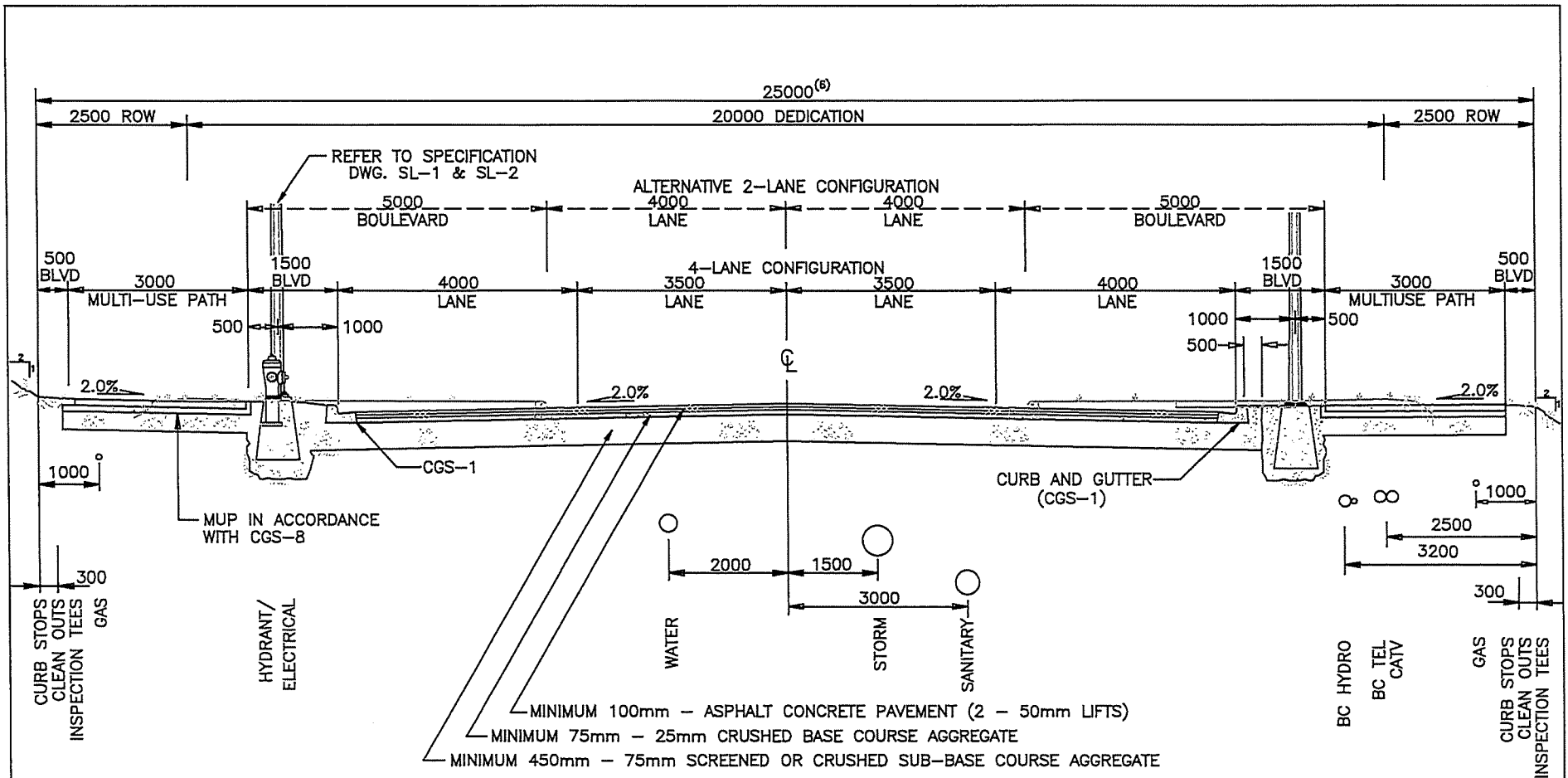
Gabriel Bau P.Eng.,
City Engineer



NOTES:

- 1) All utility appurtenances to be set to designed boulevard grade.
- 2) Boulevards to be graded towards the Roadway (Maximum 5% and Minimum 2%)
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.

CITY OF SALMON ARM			20m R/W Urban Local Road Cross-Section		
No.	Revision	Date	Date	Approved	SPECIFICATION DRAWING No.
A	APPROVED	10/11/16	01-06-2023	<i>Gabriel Be...</i> City Engineer	RD-2
B	SDSB 4293 REV's - ISSUED FOR APPROVAL	01/06/23			



NOTES:

- 1) All utility appurtenances to be set to designed boulevard grade.
- 2) Boulevards to be graded towards the Roadway (Maximum 5% and Minimum 2%)
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.
- 5) Additional 3.5m x 3.5m ROW may be required for BC Hydro infrastructure.
- 6) Where 25.0m of dedication is not available, ROW shall be provided to supplement available dedication.

CITY OF SALMON ARM			25m R/W Urban Arterial Road Cross-Section		
No.	Revision	Date	Date	Approved	SPECIFICATION DRAWING No.
A	APPROVED	10/11/16	01-06-2023	<i>Gabriel Be...</i>	RD-4
B	SDSB 4293 REV'S - ISSUED FOR APPROVAL	01/06/23		City Engineer	

TO:

DIRECTOR OF DEVELOPMENT SERVICES (Gary)
PLANNING AND DEVELOPMENT OFFICER (Chris)
PLANNING AND DEVELOPMENT OFFICER (Melinda)
PLANNING AND DEVELOPMENT OFFICER (Morgan)
~~PERMITS & LICENSING (-)~~
FIRE DEPARTMENT (Brad)
ENGINEERING & PUBLIC WORKS DEPARTMENT (Gabriel / Candace)
~~MINISTRY OF TRANSPORTATION & INFRASTRUCTURE (Via eDAS)~~
BC HYDRO, via email utilities group
FORTISBC, via email utilities group
TELUS, via email utilities group
ROGERS (SHAW) CABLE SYSTEMS, via email utilities group

SUBMIT FORM

PRINT

REFERRAL:

VARIANCE PERMIT APPLICATION FILE NO. VP- 591

DATE: August 25, 2023
OWNER: **EWDS Holdings Ltd.**
APPLICANT/AGENT: **Gentech Engineering Ltd. – PO Box 328 Salmon Arm, BC V1E 4N5**
LEGAL: Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 14385
CIVIC: **2760 Auto Road SE**

PROPOSAL:

This proposal is requesting to vary the Subdivision and Servicing Bylaw No. 4293, waiving off-site improvements along 10 Avenue SE and Auto Road SE fronting the subject property. A letter of rationale with cost estimates for the improvements is included in the referral.

OCP Designation: LR (Low Density Residential)
OCP Designation Request: n/a
Development Permit Area: Environmentally Sensitive Riparian Areas
Current Zoning: R-8 (Residential Suite Zone)
ALR: No
Previous Files: ZON-1265
Associated File: SUB-23.03

Planner Assigned to File: Melinda Smyrl, MCIP, RPP

Please return your comments to planning@salmonarm.ca prior to September 15, 2023 in a separate e-mail returned with this form or on the Response Form provided.

Thank you.

COMMENTS for VP-591:

Fire Department recommends that all required fire hydrants be installed and the variance request related to this be denied.

SIGNATURE & DEPARTMENT/ AGENCY:

DATE:

5-Dec-2023

VP-591

Alternative Motion for Consideration

THAT: Development Variance Permit No. VP – 591 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for the frontages of Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 14385, as follows:

1. waive the requirement to upgrade Auto Road SE to the RD-4 Urban Arterial Road standard, except for the requirement to install a fire hydrant; and
2. waive the requirement to upgrade 10 Avenue SE to the RD-2 Urban Local Road standard, except for the requirement to install a fire hydrant and street light.

AND THAT: issuance of VP-591 is subject to the registration of a *Land Title Act* Section 219 covenant stipulating no further development or subdivision of the proposed parcels until fully serviced to City Bylaw standards.

CITY OF SALMON ARM NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, December 11, 2023 at 7:00 p.m.**

1) Proposed Amendment to Official Community Plan Bylaw No. 4000:

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).

2) Proposed Amendment to Zoning Bylaw No 2303:

Rezone Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from R-1 (Single Family Residential Zone) to C-6 (Tourist/Recreation 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/Recreation Commercial Zone).

Civic Address: 1821 and 1881 9 Avenue NE

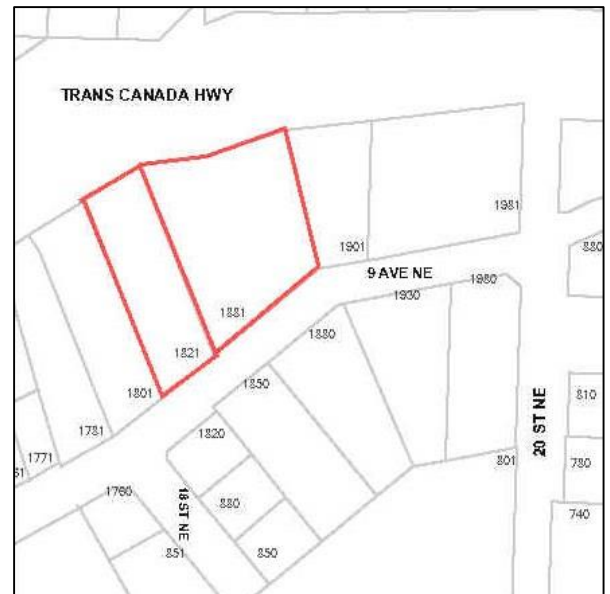
Location: South of Trans Canada Hwy and west of 20 Street NE on the North side of 9 Avenue NE

Present Use: Single Family Dwelling
And Commercial Use

Proposed Use: Future commercial and residential use development

Owner/Applicant: 1026082 BC Ltd.

Reference: OCP4000-56/Bylaw No. 4605 and ZON-1275/
Bylaw No. 4606



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from November 28 to December 11, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. If you wish to attend virtually, a link to the virtual meeting is available in the Agenda section on our website at www.salmonarm.ca.

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

Sue Wood, Director of Corporate Services

November 29 and December 6

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.

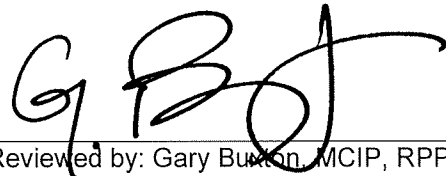
CONCLUSION

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

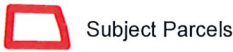
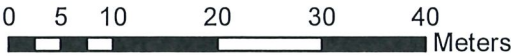


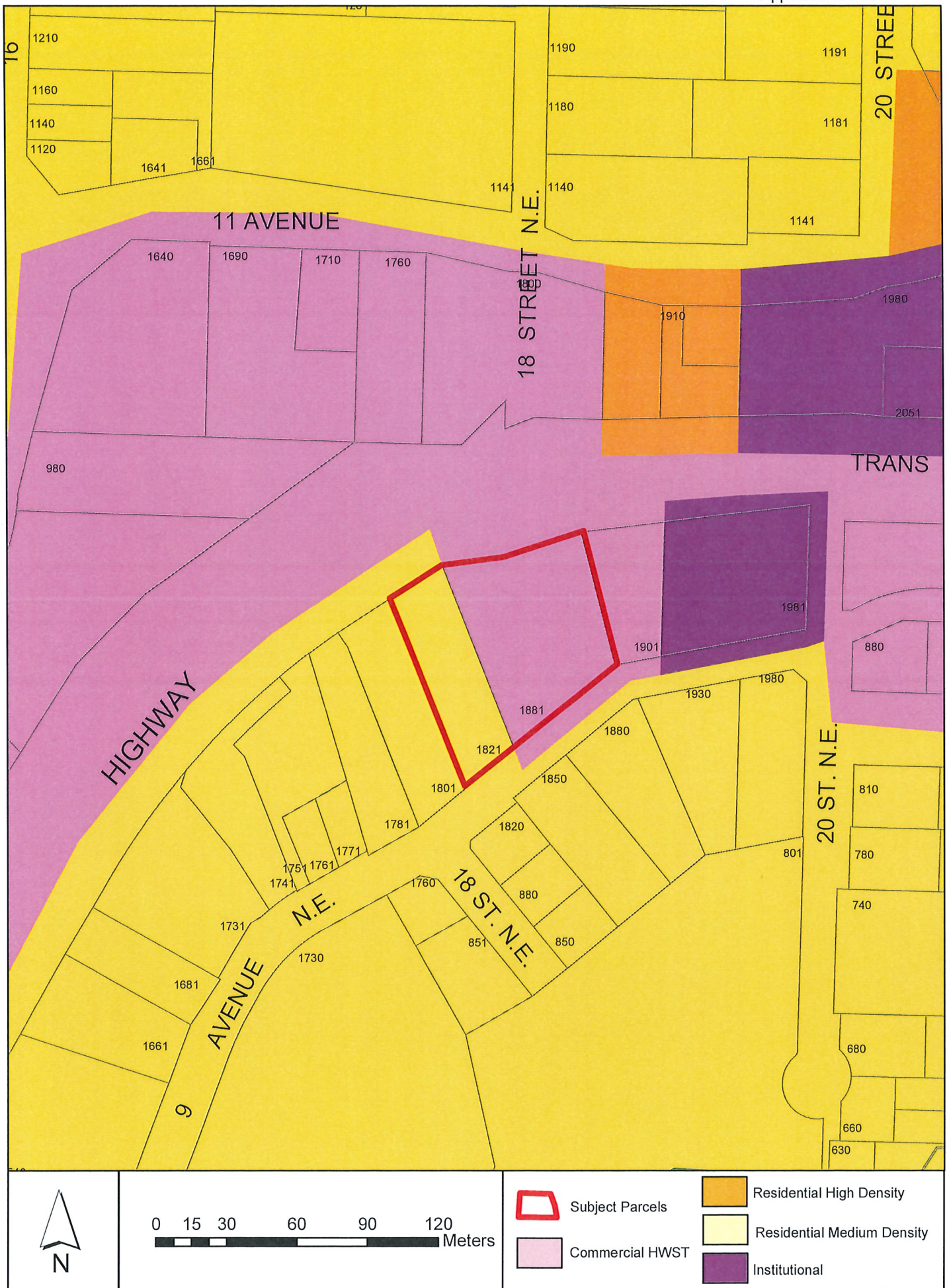
Reviewed by: Gary Burton, MCIP, RPP
Director of Planning & Community Services

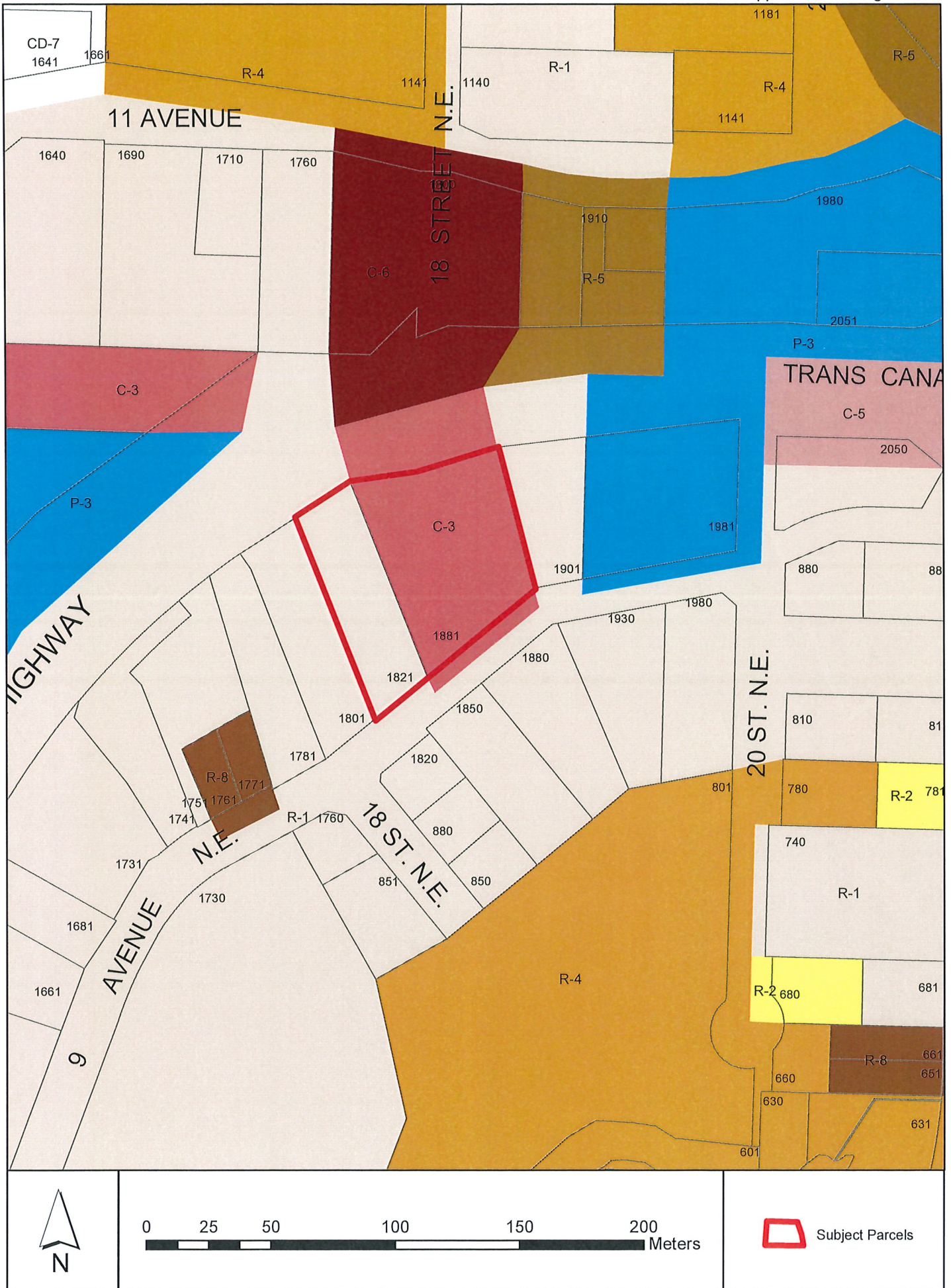


0 20 40 80 120 160 Meters

 Subject Parcels

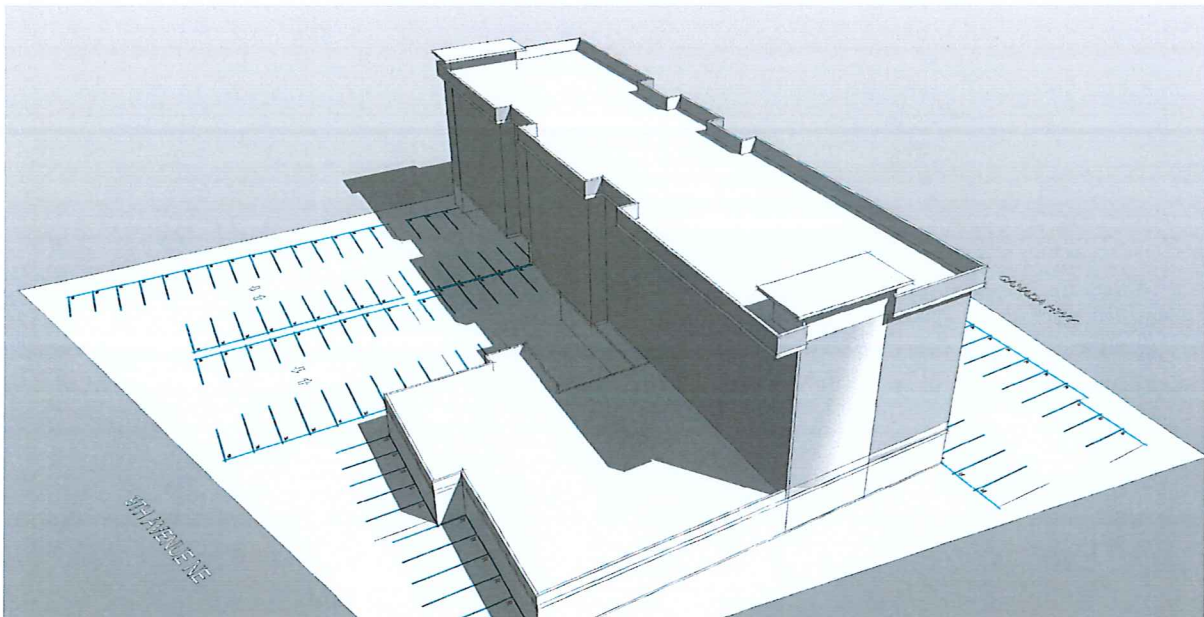






**1881 & 1821 9 AVE NE SALMON ARM,
DEVELOPMENT PERMIT APPLICATION**

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 | 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:

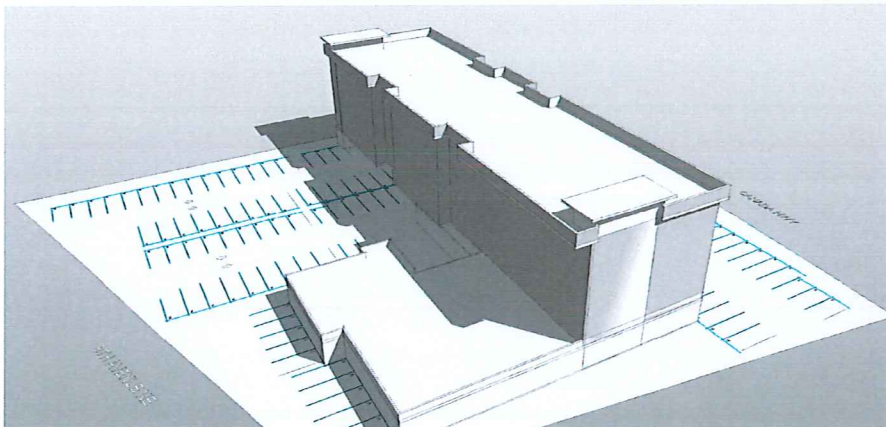
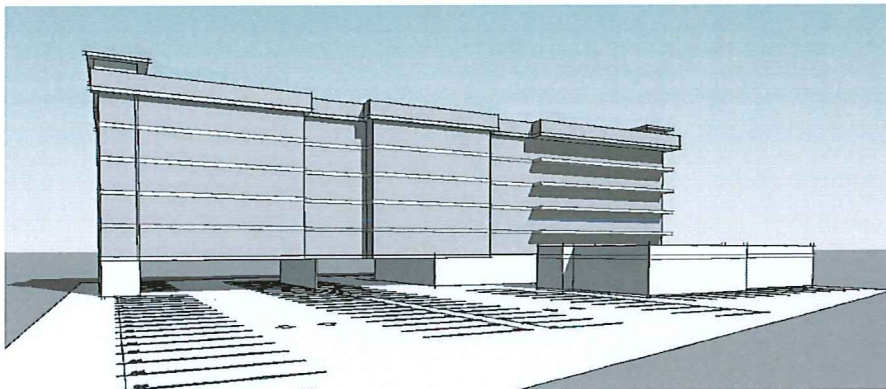
- The site will be more developable.
- The developer feels that an apartment project can be inspirational for other future developments nearby that benefit the neighbourhood.
- The proposed area of the units benefits the residents of the building. And satisfy the community's need for larger units with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





FROM TOP VIEW



VIEW FROM NORTH



VIEW FROM 9TH AVENUE NE



IBA ARCHITECTURE INC.
DESIGN | DEVELOPMENT CONSULTING

3404 - 1445 BURNHAM STREET, VANCOUVER, BC V6E 4P5
PHONE: 604.681.1111
WWW.IBAVCA.COM

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NO.	DATE	BY	DESCRIPTION
1	11/01/22	IBA	PERMIT - 2022

ISSUED FOR
DEVELOPMENT
PERMIT

PROJECT
1881 APARTMENTS

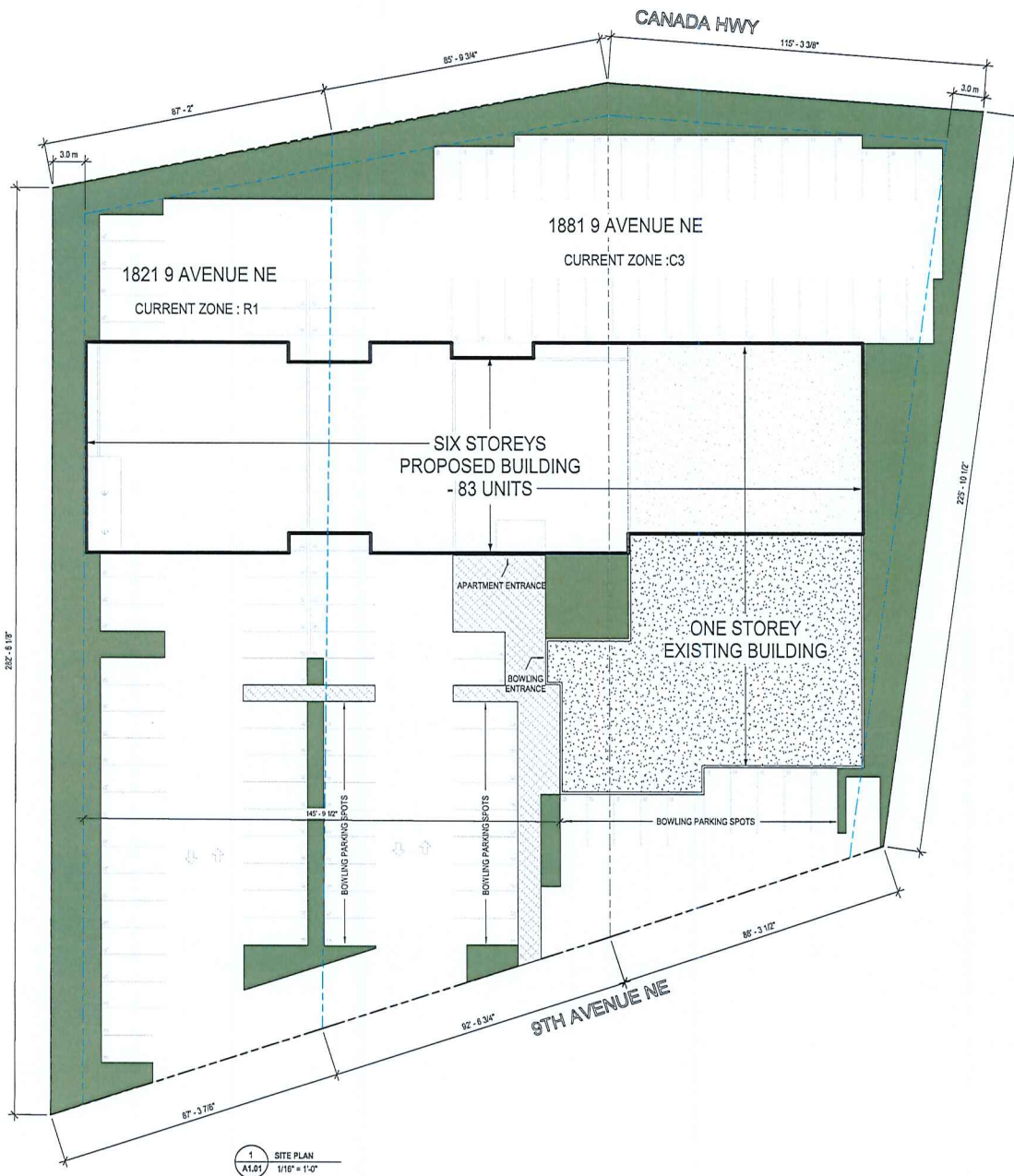
ADDRESS
1881 & 1821 9TH AVE NE,
SALMON ARM BC

SHEET TITLE
CONTEXT

A1.00

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

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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.



Appendix 5: Proposal Rationale and Concept
Updated November 2023

IBA
IBA ARCHITECTURE INC.
DESIGN & DEVELOPMENT CONSULTING
1844 - 14TH AVENUE NE, VANCOUVER, BC V6P 1P5
Phone: 604.681.1144
www.iba.ca

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REGISTERED ARCHITECT
BRIAN BERTHOUD
2023
VANCOUVER, BC

NO. DATE BY DESCRIPTION
REVISION: 1.00

ISSUED FOR
CLIENT REVIEW

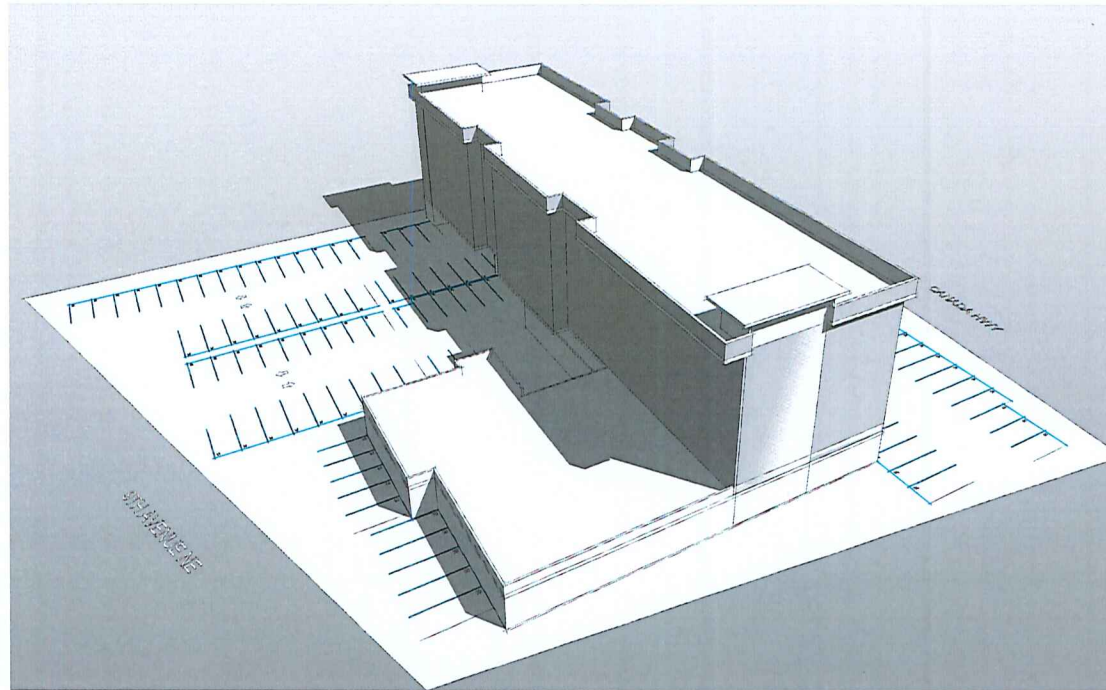
PROJECT
1881 APARTMENTS

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

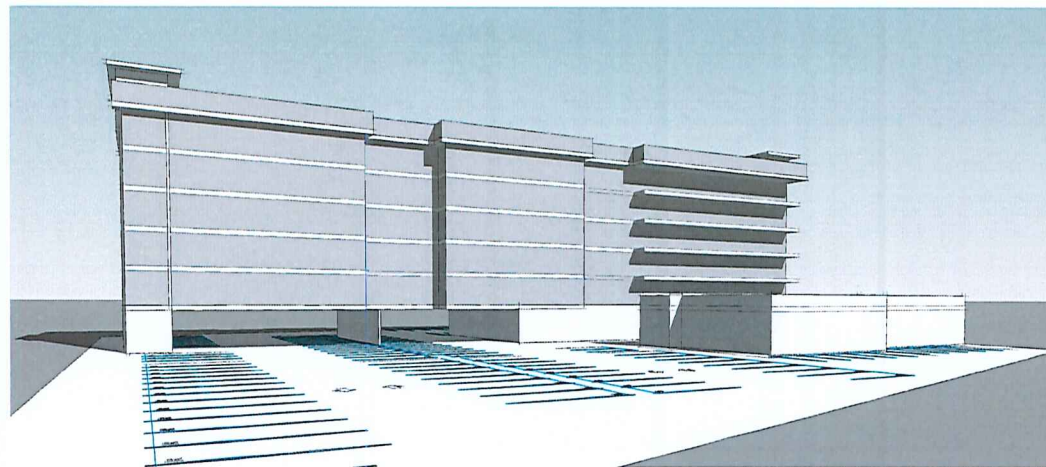
SHEET TITLE
SITE PLAN
A1.01

DESIGNED: Designer DRAWN: Author
SCALE: 1/16" = 1'-0" FILE: A22-02

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BIRD EYE VIEW



VIEW FROM 9TH AVE



IBA ARCHITECTURE INC.
DESIGN | DEVELOPMENT CONSULTING

3411 18th Avenue Street, Vancouver, BC V6E 1P5
Phone: (604) 681-1111
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NO.	DATE	BY	DESCRIPTION
			PERMITS - 10/24

ISSUED FOR
BUILDING PERMIT

PROJECT
1881 APARTMENTS

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

SHEET TITLE
PERSPECTIVES

A1.02

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

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1881 & 1821 9TH AVE NE, SALMON ARM BC
APARTMENTS 1881 & 1821 9TH AVE NE, SALMON ARM BC
V6E 1P5, BC, Canada

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

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 – 9th 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", is written over a circular blue stamp.

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 14th Avenue, Vernon, BC V1B 2T1
Office: 250-549-5758
Cell: 250-540-8380
Email: janelle.rimell@interiorhealth.ca
www.interiorhealth.ca



Interior Health

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*

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

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

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

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.



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 November 29, 2023 and December 6, 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 27 DAY OF NOVEMBER 2023

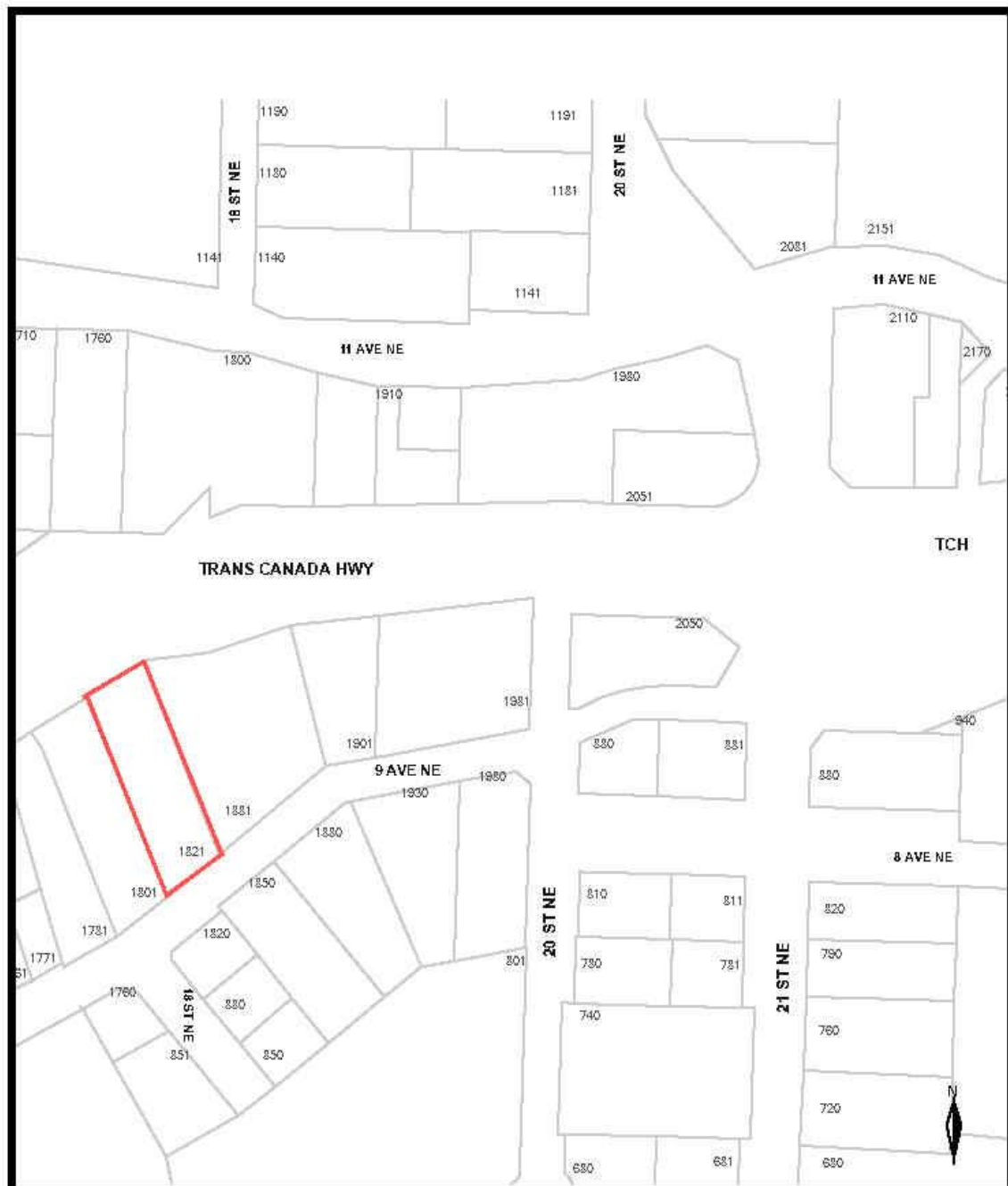
READ A THIRD TIME THIS DAY OF 2023

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER

Schedule "A"



CITY OF SALMON ARM

BYLAW NO. 4606

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 December 11, 2023 at the hour of 7:00 p.m. was published in the November 29, 2023 and December 6, 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.

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

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

READ A THIRD TIME THIS DAY OF 2023

For Minister of Transportation & Infrastructure

MAYOR

CORPORATE OFFICER

[illegible]