

**City of Salmon Arm  
Regular Council Meeting**

**Monday, January 8, 2024, 1:30 p.m.  
Council Chambers of City Hall  
500 – 2 Avenue NE, Salmon Arm, BC**

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. IN-CAMERA SESSION</b>	
Motion for Consideration THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; of the <i>Community Charter</i> , Council move In-Camera.	
<b>3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b>	
<i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>	
<b>4. ADOPTION OF AGENDA</b>	
Motion for Consideration THAT: the Agenda be adopted as presented.	
<b>5. DISCLOSURE OF INTEREST</b>	
<b>6. CONFIRMATION OF MINUTES</b>	
6.1 Regular Council Meeting Minutes of December 11, 2023	6 - 16
Motion for Consideration THAT: the Regular Council Meeting Minutes of December 11, 2023, be adopted as circulated.	
<b>7. COMMITTEE REPORTS</b>	
7.1 Active Transportation Advisory Committee Meeting Minutes of December 11, 2023	17 - 19
7.2 Environmental Advisory Committee Meeting Minutes of December 12, 2023	20 - 23
7.3 Social Impact Advisory Committee Meeting Minutes of December 15, 2023	24 - 26
<b>8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>	27 - 30
CSR District Connect - Board Meeting Highlights December, 2023	
<b>9. STAFF REPORTS</b>	
9.1 Chief Administrative Officer - Field Use Agreement - Elks Park	31 - 38
Motion for Consideration THAT: Council authorize the Mayor and Corporate Officer to execute the Agreement for License to Occupy between the City of Salmon Arm and Salmon	

Arm Elks Recreation Society, for the term of April 1, 2024 to October 31, 2028.

- 9.2 Chief Administrative Officer - Outdoor Pickleball Court Use Agreement 39 - 47  
Motion for Consideration  
THAT: Council authorize the Mayor and Corporate Officer to execute the Rental Agreement between the City of Salmon Arm, Salmon Arm Recreation Society and Salmon Arm Pickleball Club Society for the term of March 1, 2023 to December 31, 2026.
- 9.3 C. Guidos, Salmon Arm Fire Department - Interim FireSmart Progress Report 48 - 51
- 9.4 General Manager, Shuswap Recreation Society - Shuswap Recreation - 2024 Rate Increase 52 - 56
- 9.5 Chief Financial Officer - Shuswap Regional Airport Commission Appointment 57 - 57  
Motion for Consideration  
THAT: the following individuals be appointed, as the City of Salmon Arm representatives, to the Shuswap Regional Airport Commission for a two (2) year term expiring December 31, 2025:
- Councillor Louise Wallace Richmond, City of Salmon Arm
  - Chelsea Van de Cappelle, Chief Financial Officer
  - Robert Niewenhuizen, Director of Engineering and Public Works
  - Steve Genn, Salmon Arm Flying Club

## 10. INTRODUCTION OF BYLAWS

- 10.1 Revenue Anticipation Borrowing Bylaw No. 4617 58 - 60  
Motion for Consideration  
THAT: the Bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4617 be read a first, second and third time.
- 10.2 Water and Sewer Frontage Parcel Tax Bylaw Update 61 - 73  
Motion for Consideration  
THAT: the Bylaw entitled City of Salmon Arm Water Frontage Parcel Tax Bylaw No. 4622 be read a first, second and third time;
- AND THAT: the Bylaw entitled City of Salmon Arm Sanitary Sewer Frontage Parcel Tax Bylaw No. 4621 be read a first, second and third time;
- AND FURTHER THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4623 be read a first, second and third time.

## 11. RECONSIDERATION OF BYLAWS

- 11.1 Official Community Plan Amendment Bylaw No. 4601 74 - 103  
721 Harbourfront Drive NE  
Owner: 0766658 BC Ltd.  
Agent: W. Whelen  
LR to MR
- Motion for Consideration  
THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4601 be read a second time;
- AND 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 Waste Management Plan of the City of Salmon Arm.

- 11.2 Zoning Amendment Bylaw No. 4602 104 - 106  
**(see 11.1 for Staff Report)**  
721 Harbourfront Drive NE  
Owner: 0766658 BC Ltd.  
Agent: W. Whelen  
R-8 to R-4

Motion for Consideration

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

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

- 11.3 2024 to 2028 Financial Plan Bylaw No. 4616 107 - 117  
Motion for Consideration  
THAT: the Bylaw entitled City of Salmon Arm 2024 to 2028 Financial Plan Bylaw No. 4616 be read a third and final time.

## 12. CORRESPONDENCE

- 12.1 Informational Correspondence
- 12.1.1 Calendar of Events 118 - 118
  - 12.1.2 Building Department - Statistics (December 2023) and Permits (Yearly) 119 - 120
  - 12.1.3 T. Starkell, Administrative Services Manager, Salmon Arm Folk Music Society - Letter dated December 8, 2023 - Request to Change Water Restrictions 121 - 121
  - 12.1.4 B. Andrews - Letter received December 11, 2023 - Request for Additional Transit Service to/from Blind Bay 122 - 122
  - 12.1.5 C. Newnes, Song Sparrow Hall - Letter dated October 23, 2023 - Request for City Sidewalk Snow Removal at 180 Lakeshore Drive NW 123 - 123
  - 12.1.6 J. Bellhouse, Executive Director, Shuswap Trail Alliance - Letter dated December 19, 2023 - Request to Host Spring Trail Celebration South Canoe Trailhead and Memorial Shelter on June 1, 2024 124 - 124
  - 12.1.7 D. Barnard - Letter dated December 4, 2023 - Water/Sewer Bylaws 125 - 126
  - 12.1.8 J. Nelson - Email dated December 14, 2023 - Boat Ban - Castanet 127 - 128
  - 12.1.9 H. Yip - Email dated December 28, 2023 - Traffic Safety and Parking Concerns on 3 Avenue NE 129 - 130

12.1.10	S. Zuidhof, Building Safer Communities Project Coordinator - Email dated December 14, 2023 - Request for Letter of Support - Immigration, Refugee and Citizenship Canada Settlement Program and Resettlement Assistance Program Call for Proposals 2024	131 - 132
12.1.11	The Honourable J. Whiteside, Minister of Mental Health & Addictions - Letter dated December 22, 2023 - UBCM Follow Up Letter	133 - 134

**13. NEW BUSINESS**

**14. PRESENTATIONS**

**15. COUNCIL STATEMENTS**

**16. SALMON ARM SECONDARY YOUTH COUNCIL**

**17. NOTICE OF MOTION**

17.1 Councillor Cannon - E-Scooter Pilot Program

WHEREAS the City of Salmon Arm has adopted an Active Transportation Network Plan that acknowledges that new and shared mobility options, including e-scooters, present opportunities for increasing accessibility and use of active transportation within Salmon Arm;

AND WHEREAS new and shared mobility options can also present challenges, including safety issues related to travel speeds, impact on pathway material, etc.;

THEREFORE BE IT RESOLVED THAT Council request that the Active Transportation Advisory Committee review and provide comments regarding the introduction of an e-scooter pilot program similar to what was launched in the City of Vernon and that it be brought back for consideration at a future Council Meeting.

17.2 Councillor Gonella - Food Security Plan

WHEREAS food insecurity is commonly recognized as the inability to acquire or consume an adequate diet quality or sufficient quantity of food in socially acceptable ways, or the uncertainty that one will be able to do so;

AND WHEREAS it is widely acknowledged that food insecurity is a significant societal health problem that is associated with poor health outcomes, and is an obstacle to social, emotional and psychological well-being;

AND WHEREAS the underlying factors affecting food security for individuals are complex, including issues such as income, employment and housing. At the community-level, food supply chains (e.g. production, storage and transport), food costs and shared cultural values are just some factors that impact the accessibility, availability and nutritional adequacy of food;

AND WHEREAS the effects of climate change have begun to destabilize the trusted weather patterns needed for crop production and resulted in drought and more violent storm systems throughout Canada. These weather patterns are predicted to continue to intensify and it is imperative that we properly utilize our water resources;

AND WHEREAS the need for a Food and Urban Agriculture Plan has been identified as medium term (2025-2027) priority in the City of Salmon Arm Corporate Strategic Plan and the City's Agricultural Advisory Committee Terms mandate includes increasing public awareness, education and support for the role Agriculture plays in regional food security;

AND WHEREAS residents who understand where food comes from and who actively participate in growing and supplying their own food can be empowered to increase their own food security for themselves and their families;

THEREFORE BE IT RESOLVED that Council support the advancement of a Food and Urban Agriculture Plan by directing staff to begin work on scope and potential funding opportunities and report back to Council by July, 2024.

**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.

**21. ADJOURNMENT**

## REGULAR COUNCIL

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

December 11, 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  
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: C. Larson, Senior Planner; D. Gerow, Manager of Roads & Parks; M. Paiement, Planner

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#### 1. CALL TO ORDER

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

#### 2. IN-CAMERA SESSION

Council moved In-Camera at 1:00 p.m.  
Council returned to Regular Session at 2:24 p.m.  
Council recessed until 2:30 p.m.

**Moved by:** Councillor Gonella  
**Seconded by:** Councillor Wallace Richmond

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.

Carried Unanimously

#### 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.*

Councillor Wallace Richmond joined the meeting at 2:30 p.m.

#### 4. **ADOPTION OF AGENDA**

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Gonella

THAT: the Agenda be adopted as presented with the addition of Late Item 23.1 - VP-591 - Email dated December 11, 2023 - T & J Ferguson and Item 17.1 - Notice of Motion by Councillor Cannon - E-scooter Pilot Program.

Carried Unanimously

#### 5. **DISCLOSURE OF INTEREST**

Councillor Gonella - Item 12.1.3 - T. Starkell, Administrative Services Manager, Salmon Arm Folk Music Society - Request for Noise Bylaw Variance - 2024 Roots and Blues Festival. Councillor Gonella is the Executive Director of the Salmon Arm Folk Music Society.

Councillor Gonella - Item 9.3 Director of Planning & Community Services - Greenways Liaison Committee, Citizen at Large Appointment. One of the applicants is a Board Director for the Salmon Arm Folk Music Society.

Councillor Flynn - Item 9.3 Director of Planning & Community Services - Greenways Liaison Committee, Citizen at Large Appointment. One of the applicants is a client of his firm.

#### 6. **CONFIRMATION OF MINUTES**

6.1 Regular Council Meeting Minutes of November 27, 2023

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Cannon

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

Carried Unanimously

6.2 Special Council Meeting Minutes of December 4, 2023

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Wallace Richmond

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

Carried Unanimously

#### 7. **COMMITTEE REPORTS**

Council reviewed the Committee Meeting Minutes and business arising.

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

7.2 Agricultural Advisory Committee Meeting Minutes of November 8, 2023

**8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

**9. STAFF REPORTS**

9.1 Chief Financial Officer - Council Benefits (Deferred from the November 14, 2023 Council Meeting)

For information.

9.2 Chief Administrative Officer - Environmental Advisory Committee, Citizen at Large Appointment

Councillor Gonella declared a conflict and left the meeting at 2:54 p.m.

Councillor Lindgren joined the meeting 2:56 p.m.

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Flynn

THAT: Council appoint Sarah Johnson, Ken Whitehead and Carmen Fennell as Citizens at Large and Ceren Caner as alternate to serve on the Environmental Advisory Committee for a period of two (2) years from January 1, 2024 to December 31, 2025.

Carried Unanimously

9.3 Director of Planning & Community Services - Greenways Liaison Committee, Citizen at Large Appointment

Councillor Flynn declared a conflict and left the meeting at 2:56 p.m.

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Cannon

THAT: Council appoint Mark Mason, Alan Bates and Wanda Atcheson as Citizens at Large, Brian Browning and Keith Cox as representatives from the Shuswap Trail Alliance and Janelle Rimmel as representative 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.

Carried Unanimously

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



Councillors Gonella and Flynn returned to the meeting at 2:58 p.m.

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Cannon

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.

Carried Unanimously

9.5 Director of Engineering & Public Works - Contract Award - Public Works Fuel Supply & Delivery

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Wallace Richmond

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.

Carried Unanimously

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

**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 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.

Carried Unanimously

- 9.7 Chief Administrative Officer - South Canoe Trailhead - Tree Assessment & Removals

For information.

## 10. INTRODUCTION OF BYLAWS

- 10.1 Zoning Amendment Bylaw No. 4612

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

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Wallace Richmond

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.

Carried Unanimously

- 10.2 Official Community Plan Amendment Bylaw No. 4601

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

**Moved by:** Councillor Flynn

**Seconded by:** Councillor Cannon

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

Carried Unanimously

- 10.3 Zoning Amendment Bylaw No. 4602

**(see Item 10.2 for Staff Report)**

721 Harbourfront Drive NE  
Owner: 0766658 BC Ltd.  
Agent: W. Whelen  
R-8 to R-4

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Lindgren

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.

Carried Unanimously

**11. RECONSIDERATION OF BYLAWS**

**12. CORRESPONDENCE**

12.1 Informational Correspondence

- 12.1.3 T. Starkell, Administrative Services Manager, Salmon Arm Folk Music Society - Request for Noise Bylaw Variance - 2024 Roots and Blues Festival

Councillor Gonella declared a conflict and left the meeting at 3:20 p.m.

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Cannon

THAT: Council authorize the Salmon Arm Folk Music Society's request for an extension of the Noise Bylaw from Thursday, July 25 through Monday, July 29, 2024, to no later than 1:00 a.m. on each night.

Carried Unanimously

- 12.1.4 K. Flynn, Board Chair, Columbia Shuswap Regional District - R.W. Bruhn Bridge - Public Safety Risk

Councillor Gonella returned to the meeting at 3:21 p.m.

**Moved by:** Councillor Flynn

**Seconded by:** Councillor Wallace Richmond

THAT: Council provide a letter of support to the Federal and Provincial Ministers of Transportation regarding the urgency to advance the R.W. Bruhn Bridge re-build project.

Carried Unanimously

- 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

**Moved by:** Councillor Flynn

**Seconded by:** Councillor Cannon

THAT: Council provide a letter of support to Federal and Provincial Ministers of Finance, Health and Tourism regarding the prevention of an invasion of Zebra or Quagga Mussels in BC.

Carried Unanimously

**19. OTHER BUSINESS**

19.1 District Arts Council - Council Representative Appointment

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Cannon

THAT: Councillor Wallace Richmond be appointed as Council representative to the District Arts Council.

Carried Unanimously

19.2 Okanagan Regional Library Board - Council Representative Appointment

**Moved by:** Councillor Lavery  
**Seconded by:** Councillor Cannon

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.

Carried Unanimously

**13. NEW BUSINESS**

**14. PRESENTATIONS**

The meeting recessed at 3:33 p.m.

The meeting reconvened at 3:43 p.m.

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

Caitlin Thompson, Project Coordinator, Salmon Arm Economic Development Society  
Project Update - Salmon Arm Entrance Signage

Caitlin Thompson, Project Coordinator, Salmon Arm Economic Development Society, provided an overview of the Entrance Signage Design Project and was available to answer questions from Council.

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

Rachel Cook, representative of Memorial Arena User Groups  
Options for Heating Memorial Arena

Rachel Cook, representing Memorial Arena user groups, provided an overview of group concerns regarding the recent closure of Memorial Arena.

**15. COUNCIL STATEMENTS**

The meeting recessed at 4:34 p.m.

The meeting reconvened at 4:36 p.m.

**16. SALMON ARM SECONDARY YOUTH COUNCIL**

**17. NOTICE OF MOTION**

17.1 Councillor Cannon - E-scooter Pilot Program

Councillor Cannon will present an E-scooter Pilot Program Notice of Motion at a future Council meeting.

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

**20. QUESTION AND ANSWER PERIOD**

20.1 Move In-Camera

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

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Gonella

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.

20.2 Return to Regular Session

Council returned to Regular Session at 5:35 p.m.

Council recessed until 7:00 p.m.

7:00 PM: MEETING RESUMES

**21. PRESENTATION**

21.1 Certificate of Recognition - A. Bushell

3rd Place in 2023 BC Summer Swimming Association Provincial Championships

Mayor Harrison presented Abby Bushell with a Certificate of Recognition from the City of Salmon Arm for placing 3rd in the 2023 BC Summer Swimming Association Provincial Championships.

**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

Following a motion from the floor, the Planning Official explained the proposed Development Variance Permit Application.

D. Shoemith, the applicant, provided an overview of the project and was available to answer questions from Council.

Submissions were called for at this time.

Email dated December 11, 2023 from T. and J. Ferguson.

Following three calls for submissions and questions from Council, the Hearing closed at 7:11 p.m. and the Motion was:

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Wallace Richmond

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 Unanimously

**Moved by:** Councillor Flynn

**Seconded by:** Councillor Gonella

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.

Carried Unanimously

## **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

The Planning Official explained the proposed Official Community Plan Amendment Application.

R. Bestoon, IBA Architecture Inc., the agent, outlined the application and was available to answer questions from Council. The agent indicated that the proposal would be for rental units.

Submissions were called for at this time.

V. Brooke, asked about the widening of 9th Avenue and what infrastructure would be required by the developer.

J. Stacer expressed the following concerns:

- 9th Avenue, adjacent to the property, is a one-way road and it is steep and narrow;
- during the previous OCP review, the neighbourhood was not deemed a good location for highway commercial and was changed to medium density and he suggested this request should not be approved and considered during the OCP changes currently under review;
- the increased density from 8 units to 64 units is substantial;
- infrastructure upgrades would only be required to the frontage;
- potential safety issues with the intersection at 9th and 20th due to increased traffic.

J Stacer asked if a rental covenant would be registered on the property in perpetuity.

M. Nunn was concerned that the parcel was being rezoned for tourism.

Following three calls for submissions and questions from Council, the Hearing closed at 7:48 p.m.

## 24.2 Zoning Amendment Application No. ZON-1275

**(see Item 24.1 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

The Planning Official explained the proposed Zoning Amendment Application.

R. Bestoon, IBA Architecture Inc., the agent, provided an overview of the proposal and was available to answer questions from Council. He clarified that the restaurant would stay in the bowling alley and the intent was to build an outdoor patio for the restaurant.

Submissions were called for at this time.

A. Norrie expressed concerns that the owner's intention is to build a hotel and asked if the current restaurant and patio were to remain.

Council inquired about options to control uses of the C-6 zone.

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

**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

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

THAT: Council direct staff to work with the applicant of 1821 9 Ave NE to determine how the proposed permitted use for this C-6 zone development can be specifically defined and present options for Councils consideration;

AND THAT: the Official Community Plan Amendment Bylaw No. 4605 and Zoning Amendment Bylaw No. 4606 be brought back for consideration.

Carried Unanimously

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

**26. QUESTION AND ANSWER PERIOD**

**27. ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 8:39 p.m.

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CORPORATE OFFICER, S. WOOD

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MAYOR, A. HARRISON



## CITY OF SALMON ARM

Minutes of the Meeting of the **Active Transportation Advisory Committee** held by electronic means on Monday, **December 11, 2023** at 10:00 a.m.

### PRESENT:

Councillor Tim Lavery	City of Salmon Arm, Chair
Camilla Papadimitropoulos	Citizen at Large
Blake Lawson	Citizen at Large
Brian Browning	Citizen at Large
Tim Kubash	Citizen at Large
Phil McIntyre-Paul	Shuswap Tail Alliance
David Major	Shuswap Cycling Club
Vic Hamilton	Salmon Arm Economic Development Society
Marianne VanBuskirk	School District No. 83
Chris Larson	City of Salmon Arm, Senior Planner
Rhonda West	City of Salmon Arm, Recorder

### ABSENT:

Janelle Rimmel	Interior Health
Craig Newnes	Downtown Salmon Arm
Jenn Wilson	City of Salmon Arm, City Engineer

### GUESTS:

Adrian Bostock, Shuswap Cycling Club	Shuswap Cycling Club
Samantha Maki, Director of Engineering & Operations and PM ATAC Chair	City of Pitt Meadows

The meeting was called to order at 10:00 a.m.

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

Chair Lavery introduced new committee member Tim Kubash and committee members introduced themselves.

#### 2. **Acknowledgement of Traditional Territory**

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

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

The Agenda for the December 11, 2023 Active Transportation Advisory Committee was approved by general consensus.

#### 4. **Approval of minutes**

#### 5. **Presentations**

Samantha Maki, Director of Engineering & Operations, City of Pitt Meadows – Perspectives of a high-functioning ATAC. The presentation included:

- Main focus/mandate
- Implementation
- Prioritization Criteria
- Considerations and Challenges

Samantha’s slide presentation will be available to members in Trello.

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

- a) Committee Member Code of Conduct – reminder  
Councillor Lavery reminded everyone to provide the signed Committee Code of Conduct.
- b) Vision Zero Grant - update  
Jenn Wilson was not in attendance to provide an update.
- c) Working group priorities  
Clarification of city process for prioritizing and then how best committee can support. A prioritization table would be important and helpful for committee members.
- d) Information sharing

**7. New Business**

- a) 2024 proposed ATAC meeting dates – Mondays (10 to 11:30 am) on February 5, May 6 and October 7, 2024 and other meetings (as needed).

Moved: Camilla Papadimitropoulos

Seconded: Brian Browning

THAT: the proposed dates meeting dates for the Active Transportation Advisory Committee for 2024 be approved.

CARRIED UNANIMOUSLY

- b) 2024 Budget update  
Councillor Lavery outlined the discussions at the Budget meeting regarding Active Transportation and identified projects with an active transportation alignment that Council has included in the draft budget.

**8. Other Business &/or Roundtable Updates, Ideas and Questions**

- The West Bay Connector request for proposals will be going out in January, 2024
- Active Transportation has their own page on the City’s website:  
<https://www.salmonarm.ca/466/Active-Transportation>

**9. Next Meeting**

The next meeting of the Active Transportation Advisory Committee will be February 5, 2024.

**11. Adjournment**

The meeting adjourned at 11:18 a.m.

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Councillor Tim Lavery, Chair

Received for information by Council the        day of        , 2023.

## CITY OF SALMON ARM

Minutes of the **Environmental Advisory Committee** Meeting held in person in Council Chambers at City Hall and by virtual means on Tuesday, **December 12, 2023** at 2:30 p.m.

### PRESENT:

Councillor Sylvia Lindgren	City of Salmon Arm, Chair
Julia Beatty	Shuswap Climate Action
Janet Pattinson	Shuswap Naturalist Club
Pauline Waelti	Shuswap Environment Action Society (SEAS)
Janet Aitken	Salmon Arm Bay Nature Enhancement Society (SABNES)
Sarah Johnson	Citizen at Large
Sharon Bennett	Citizen at Large
Carmen Fennell	Citizen at Large
Hermann Bruns	Agricultural Industry
Luke Gubbels	Canoe Forest Products
Gary Buxton	Director of Planning & Community Services
Jennifer Wilson	City of Salmon Arm, City Engineer
Barb Puddifant	City of Salmon Arm, Recorder

### ABSENT:

Christina Thomas	Adams Lake Indian Band
Ceran Caner	Neskonlith Indian Band
Travis Elwood	Alternate Citizen at Large
	School District No. 83

### GUESTS:

The meeting was called to order at 2:33 p.m.

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

#### 2. **Acknowledgement of Traditional Territory**

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

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

Moved: Pauline Waelti

Seconded: Sarah Johnson

THAT: the Environmental Advisory Committee Meeting Agenda of December 12, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

**4. Approval of Minutes from November 7, 2023**

Moved: Janet Pattinson

Seconded: Carmen Fennell

THAT: the Minutes of the Environmental Advisory Committee Meeting of November 3, 2023 be approved.

CARRIED UNANIMOUSLY

**5. Presentations**

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

**a) Low Carbon Resiliency Plan RFP Development**

Jennifer Wilson, City Engineer has emailed the Committee members for input on topics for the Request for Proposals and suggested a brainstorming session at the conclusion of other new business.

Janet Aitken and Hermann Bruns joined the meeting at 3:01 p.m.

**b) Draft Tree Protection Bylaw - Review**

Gary Buxton, Director of Planning and Community Services, outlined the changes in Version 8 of the Draft Tree Protection Bylaw and answered questions from the Committee. Discussion centered around new development and subdivision, tree density, identification of danger trees, species and replanting, implications of Fire Smart and requirements regarding Provincial and Federal nesting zone regulations. The Committee discussed ideas for public engagement to create awareness of the Tree Protection Bylaw. Janet Pattinson suggested that each member organization could play a part in getting information out to the public.

**c) B. Bings - letter dated November 17, 2023 - Tree Protection Bylaw**

Correspondence from B. Bings was discussed during Item 6 b). Gary Buxton has corresponded with the writer.

**6.a) Low Carbon Resiliency Plan RFP Development - continued**

The Committee members contributed to a list of topics and defined success for the RFP development.

Topics

- Emissions from buildings (City vs everyone) - set targets
- Transportation
- Idling
- Water conservation
- Canopy covers
- Heat sinks

**6. Old Business/Arising from Minutes - continued**

**6.a) Low Carbon Resiliency Plan RFP Development - continued**

- Cooling projects downtown
- Land use planning
- Wildlife corridor/greenspace
- Multifamily recycling/solid waste
- Rain garden/xeriscaping (green infrastructure)
- Biodiversity
- Natural asset inventory
- Decarbonize recreation/tourism (localize sports)
- Agricultural/food security
- Flooding/adaptation
- Step code

Define Success

- Youth engagement
- Community engagement
- Partnerships (province/SD/CSRD/community organizations)
- Lower GHG Carbon output
- Defined implementation schedule (short term/long term/schedule costs)
- Key performance indicators
- Achievable
- Social determinants – poverty/space/food security
- Educated public

**7. New Business**

- a) Firesmart Fuel Mitigation project – Little Mountain park – update  
The Salmon Arm Fire Department hosted an information session on December 7, 2023.  
All committee members were invited to attend.

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

**9. Next Meeting – January 9, 2024**

**10. Adjournment**

There being no further business, the Environmental Advisory Committee meeting of December 12, 2023 was adjourned.

The Meeting was adjourned at 4:01 p.m.

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Councillor Sylvia Lindgren, Chair

Received for information by Council the        day of        , 2023.

## CITY OF SALMON ARM

Minutes of the **Social Impact Advisory Committee** meeting held electronically on Friday, December 15, 2023, at 8:00 a.m.

### PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Shannon Hecker	Canadian Mental Health Association
Paige Hilland	Shuswap Area Family Emergency (SAFE) Society
Jen Gamble	Shuswap Immigrant Services
Tim Gibson	Shuswap Children's Association
Lloyd Garner	Aspiral Youth Partners
Karen Hansen	Shuswap Association for Community Living
David Parmenter	Interior Health Association-Mental Health
Gary Buxton	Director of Planning & Community Services
Sarah Zuidhof	Building Safer Communities Coordinator, City of Salmon Arm
Barb Puddifant	City of Salmon Arm, Recorder

### ABSENT:

	Adams Lake Indian Band
	Neskonlith Indian Band
	Seniors Resource Centre
Shannon Kiehlbauch	Okanagan College
Kristy Smith	Okanagan Regional Library
Patti Thurston	Shuswap Family Centre

### GUESTS:

The meeting was called to order at 8:06 a.m.

#### 1. **Introductions**

#### 2. **Acknowledgement of Traditional Territory**

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



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

Moved: Karen Hansen

Seconded: Paige Hilland

THAT: the Social Impact Advisory Committee Meeting Agenda of December 15, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

**4. Approval of Minutes of September 15, 2023 Social Impact Advisory Committee Meeting**

Moved: Shannon Hecker

Seconded: Tim Gibson

THAT: the minutes of the Social Impact Advisory Committee Meeting of September 15, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

**5. Presentations**

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

**7. New Business**

a) City of Salmon Arm Parks and Open Spaces Bylaw No. 4609

Gary Buxton outlined the Parks and Open Spaces Bylaw No. 4609 adopted by Council on October 23, 2023 and provided specifics on the changes to the previous Parks Bylaw. The Committee discussed the intention of the bylaw, enforcement practices and the need for compassionate execution of the bylaw.

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

Each Committee member provided an update on the services provided by their organization and accomplishments in 2023.

**9. Next meeting - January 19, 2024**

**10. Adjournment**

Moved: Karen Hansen

Seconded: David Parmenter

THAT: the Social Impact Advisory Committee Meeting of December 15, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 8:41 a.m.

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Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of \_\_\_\_\_, 2024.

## Rhonda West

**From:** Columbia Shuswap Regional District <listserv@civicplus.com>  
**Sent:** Wednesday, December 13, 2023 11:33 AM  
**To:** Rhonda West  
**Subject:** [External] CSRD Connect - Board Meeting Highlights - December 2023



### December 2023

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

## Business General

### Growing Communities Fund

The Board was required to allocate \$3.8 million received from the Growing Communities Fund before the end of the year. After much deliberation at a previous Committee of the Whole meeting, the [Board opted to support an option](#) which provided additional funds for landfills and alternative power supplies for water systems. Funds will be assigned as follows:



Shuswap Emergency Program - \$227,000

Solid Waste Management - \$400,000

Sicamous & District Recreation Centre - \$500,000  
Golden Curling Rink - \$369,000  
Scotch Creek Water System - \$500,000  
MacArthur Reedman Water System - \$350,000  
Regional water projects - \$200,000  
Electoral Area A Parks - \$50,000  
Electoral Area C Parks - \$400,000  
Electoral Area G Parks - \$800,000



### **Resumption of Shuswap Watershed Council assent vote**

General Voting Day for the Shuswap Watershed Council assent vote (referendum) was previously set for August 26, 2023. It was postponed due to the disruption caused by the Bush Creek East Wildfire, which affected Electoral Areas F and G.

A new General Voting Day has been set for Saturday, February 3, 2024. The Board appointed Jennifer Sham

as the Chief Election Officer and Crystal Robichaud as Deputy Chief Election Officer for the assent vote.

This single assent vote (referendum) is being conducted in regards to the proposed continuation of funding for the activities of the Shuswap Watershed Council. Only electors of Electoral Areas C, D, E, F, and G and the District of Sicamous can vote in this referendum because they are the only areas where taxpayers will be contributing to the service.

All previously cast ballots were securely stored and remain in their sealed ballot boxes or secrecy envelopes (mail ballots) until the end of the General Voting Day on February 3, 2024.

## **Business by Area**

### **South Shuswap First Responders**

The Board voted to enter into a [five-year agreement](#) with the South Shuswap First Responders to make a \$50,000 annual contribution towards their services. The South Shuswap First Responders are a non-profit group of trained volunteers who attend 911 medical calls to give aid before BC Ambulance arrives to transport.



## White Lake Community Hall

The White Lake Community Hall will be getting [\\$288,000 in upgrades](#) to the 36-year-old facility. Projects include structural upgrades, and improvements to lighting, kitchen and bathroom. The Board approved the funding allocation from the Electoral Area C Community Works Fund.

## Administration Bylaws

### Solid Waste Tipping Fees

The Board agreed to [increase tipping fees](#) at all landfills and transfer stations beginning May 2024 to help cover the cost of managing garbage across the region.

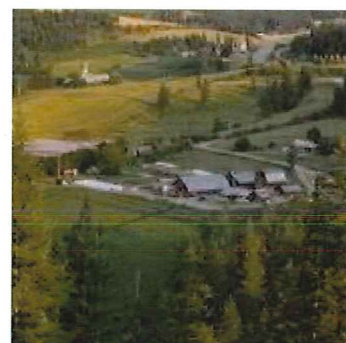
Solid Waste Disposal in the CSRD is operated based primarily on the user-pay principle, where residents using the service cover the cost. Tipping fees were last increased in 2017.



The base rate for refuse disposal will move from \$80/tonne to \$90/tonne at landfills/transfer station operating scaled sites. Unscaled sites will see rates for larger loads going from \$12/m<sup>3</sup> to \$15/m<sup>3</sup>. The disposal of small loads of residential yard waste will remain free.

The increased tipping fees are meant to cover the costs associated with landfill and transfer station operations. The Board will also be considering a new general tax in order to fund landfill closure and post-closure requirements. A taxation proposal will be coming back to the Board for consideration during the budget deliberations in the New Year. Learn more from this [news release](#).

## Development Services



### Update on Provincial Housing and Short-Term Rentals

The Board was updated on [new Provincial legislation](#) designed to deal with housing affordability and rental opportunities. The intent of Bill 35 - Short Term Rental Accommodations Act is to return many short-term rental units to the long-term rental

market, while Bill 44 - Housing Statutes (Residential Development) Amendment Act requires local governments to allow increased density on existing residential properties.

Bills 35 and 44 do not apply equally to all BC local governments with some regulations triggered by community population and regional districts being permitted to consider whether or not to opt-in to some regulations. Once those regulations are completed, there will be some significant implications to the CSRD and the Board will need to be prepared to set policy for the region.

More information will be brought back to the Board once available.

### **Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-102**

The owners of 5193 Ivy Road in Eagle Bay were applying to [amend the South Shuswap Zoning Bylaw](#) to permit a 35-lot residential and commercial subdivision with a minimum lot size of 0.4 hectares. Following a public hearing, Electoral Area C Director Marty Gibbons stated his opposition to the proposal, largely based on opposition from area residents, and made a motion to defeat the bylaw. Gibbons' request to defeat the bylaw was supported by Directors Dean Trumbley and David Brooks-Hill.

Directors Karen Cathcart, Rhona Martin and Jay Simpson voted against the defeat, resulting in a tie. In local government, a tie vote is always considered a defeat.

The original motion for third reading and adoption was then brought back onto the floor. Another tie vote was recorded. Again, as a tie vote is considered a defeat, the bylaw amendment did not pass.

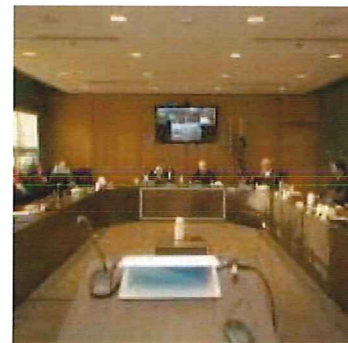
CSRD staff will be setting up a meeting with the application to review options for any future development of the property.

*For information and background reports for the other Development Services items discussed at this meeting, please see the December 8, 2023 [Board Meeting Agenda](#). If you have questions about a specific application, contact the planning department at [plan@csrd.bc.ca](mailto:plan@csrd.bc.ca)*

## **Next Board Meeting**

**Thursday, January 18, 2024**

The Regular CSRD Board Meeting will be held in the CSRD Boardroom, at 555 Harbourfront Drive NE, Salmon Arm. The Regular Board meeting public session generally starts at 9:30 AM (PT) / 10:30 AM (MT). Any scheduling changes to the meeting start time will be noted on the [Meeting Calendar](#) on the CSRD's website.



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



---

TO: His Worship Mayor Harrison and Members of Council

DATE: January 2, 2024

SUBJECT: Field Use Agreement – Elks Park

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**MOTION FOR CONSIDERATION:**

**THAT: Council authorize the Mayor and Corporate Officer to execute the Agreement for License to Occupy between the City of Salmon Arm and Salmon Arm Elks Recreation Society, for the term of April 1, 2024 to October 31, 2028.**

---

**BACKGROUND:**

The Salmon Arm Elks Recreation Society property, located at 3690 30 Street NE, has long been the home of two well-used baseball diamonds that offer field inventory in addition to what is owned by the City. In the past, the City has provided some limited maintenance support for the Elks fields, but has not been responsible their day-to-day operation or upkeep.

Currently, the primary user of these fields is Salmon Arm Minor Baseball Association (SAMBA). Due to ongoing requests for additional assistance from both Elks and SAMBA, and considering the importance of the fields to the community, the City began discussions with both parties in late 2022.

It became apparent through these discussions that washrooms, field maintenance and parking were key issues for both groups. Recognizing that the Elks Board is aging and relies on a caretaker for the operations of the entire property, including the hall, RV Park and fields, the City sought a way forward that could be a win for all involved.

At the City's 2024 Budget deliberations on December 4 and 5, 2023, Council gave two readings to City of Salmon Arm 2024 to 2028 Financial Plan Bylaw No. 4616, which includes provisions for the construction of washroom facilities and enhanced field maintenance, including water charges related to the fields, at the Elks property.

With these funds earmarked for the property, the Elks Board has given their support for the execution of the attached agreement. Key features of the agreement include:

- Five year term (April 1, 2024 to October 31, 2028);
- \$5.00 fee;
- Use of the fields is limited to recreational programming;
- City shall provide grass cutting, weed trimming, and general maintenance of the license area (including the existing irrigation system);
- City shall be responsible for water costs associated with the irrigation of the license area;
- Shuswap Recreation Society shall be responsible for program bookings and scheduling of the license area; and
- Either party may terminate the agreement with 90 days written notice.

The agreement represents a positive way forward for the City, the Elks and SAMBA. It ensures that the fields continue to provide space for recreation in the community and eliminates the need for the City to develop additional baseball fields at this time. As such, staff recommend approval of the agreement, as attached.

Respectfully Submitted,



Erin Jackson  
Chief Administrative Officer

APPENDIX A – Agreement for License to Occupy (Field Use – Elks Park)



# AGREEMENT FOR LICENSE TO OCCUPY

## FIELD USE – ELKS PARK

This license agreement is dated 2024 and is made between:

SALMON ARM ELKS RECREATION SOCIETY, (the "Elks"); 3690 - 30 Street NE ; the "Licensor"

and

CITY OF SALMON ARM (the "City") PO Box 40, Salmon Arm, BC V1E 4N2 ; the "Licensee"

The Elks are the registered owner of the lands and improvements known as Lot 3 Plan 4469, located at 3690 - 30 Street NE, the "License Area" is shown in Schedule A.

The City wishes to obtain, and the Elks wishes to grant to the City, a non-exclusive right and license to use a portion of the Elks Park in order to accommodate recreational programing (the "Program").

The parties therefore agree as follows:

### **1.0** LICENSE

1.1 The Elks hereby grants to the City a non-exclusive license (the "License") to occupy the portion of the Elks Park property indicated on **Schedule A (the "License Area")** in red as Lot 3, under this agreement, for the term set out below, subject to the terms of this agreement.

1.2 The interest granted by this Agreement is a license only and is not a lease or a sublease, nor any other interest in land. This agreement does not create any partnership, joint venture or agency relationship between the Elks and the City or give the City any authority or power to bind the Elks in any way.

1.3 The City will have a right of access in common with the Elks, its staff, and invitees of the Elks, over those parts of the common areas of the License Area that are reasonably required by the City for access to the License Area, specifically the two (2) baseball fields that are located on the Elks property and the parking area associated with the fields. The Elks may stipulate access limits and routes, and the City shall ensure that its staff respect those stipulations.

### **2.0** TERM

2.1 The License Area, shown on Schedule A attached hereto, is for the period of five years commencing on April 1, 2024 to October 31, 2028 and is subject to early termination, as provided in this agreement.

2.2 At the end of the License, the City shall forthwith peaceably vacate the License Area without notice from the Elks.

2.3 There is no obligation on the part of the Elks to renew this License at the expiry of the term.

### **3.0 LICENSE FEES**

- 3.1 The City shall pay license fees to the Elks in the amount of \$5 for the term of the license.
- 3.2 The City shall pay to the Elks any applicable Goods and Services Tax (GST) on amounts payable under this agreement.

### **4.0 USE**

- 4.1 The City may use the License Area for the following purposes only: Recreational Programming.
- 4.2 The City may use the License Area on the hours and days as required for their purposes.
- 4.3 The City and its attendees may use the parking area adjacent to the ball fields on the License Area.

### **5.0 CONDITION OF LICENSE AREA, SERVICES, ALTERATIONS, REPAIRS AND MAINTENANCE**

- 5.1 The City hereby accepts the License Area on an "as is" basis.
- 5.2 The City shall maintain the License Area in a sanitary, tidy, and safe condition and will leave the License Area in good repair at the end of the License.
- 5.3 The City shall ensure that no nuisance is carried out or kept on or around the License Area, and will respond to any complaints on the next business day.
- 5.4 The City shall pay for additional services required by the City or made necessary by the City's use of the License Area.
- 5.5 The City shall provide for grass cutting, weed trimming, and general maintenance of the grounds of the License Area.
- 5.6 The City shall maintain the existing irrigation system located in the existing ball fields, and the Elks shall cooperate with supplying the water when needed to this irrigation system. The City will be responsible for the water costs associated with the irrigation of the License Area shown in Schedule A.
- 5.7 The City shall not make any major alterations, repairs, installations, removals or improvements in, or about the License Area without the prior written consent of the Elks.

### **6.0 CITY'S ACCESS**

- 6.1 The Elks shall provide the City and all persons authorized by the City with reasonable access to the License Area, including parking.

### **7.0 ELKS'S ACCESS TO LICENSE AREA**

- 7.1 The Elks are entitled to enter, inspect and otherwise have access to the License Area at any time. If there is an emergency, no notice is required for access to deal with the emergency or to inspect the condition of the License Area.
- 7.2 The Elks shall not take bookings for the Licensed Area during the term of the term and will ensure that all inquires are directed to the Shuswap Recreation Society.

## **8.0 COMPLIANCE WITH LAWS AND LICENSING REQUIREMENTS**

- 8.1 The City shall comply, at its expense, with all fire, safety, health and governmental and other regulatory authority requirements applicable to the City or the Program, within the License Area, including the costs of compliance with bylaws that are by their terms directed to owners if the requirement to comply arises from the operation of the Program. The City will pay all required fees as they become due and will maintain all required licenses in good standing.
- 8.2 The City shall indemnify the Elks for any costs, fines or damages arising from a breach of such regulatory requirements within the License Area.

## **9.0 INSURANCE AND PROPERTY LIABILITY RELEASE**

- 9.1 The Elks shall maintain comprehensive general liability coverage as owner of the Property. The City acknowledges that this policy does not protect the interests of the City.
- 9.2 The City is responsible for obtaining its own property insurance to protect property of the City. The City hereby releases the Elks from any liability in respect of such property.
- 9.3 The City shall maintain at its own expense liability insurance as follows: Comprehensive General Liability insurance (including bodily injury and property damage) on an occurrence basis with respect to the City's activities at the Licence Area. The limit of such insurance shall be at least \$2,000,000 inclusive per occurrence. This insurance shall name the Elks as an additional insured with respect to liability or damage arising out of the use or occupancy of the License Area by the City and shall include a cross liability clause.
- 9.4 The City's policies of insurance shall require that the Elks receive 30 days' notice of material change or cancellation. The policies shall be placed with insurers licensed in British Columbia.
- 9.5 The City shall provide the Elks with evidence of such coverage in the form of an insurance certificate, upon request.

## **10.0 ACCIDENTS, LIABILITY AND INDEMNITY**

- 10.1 The City will notify the Elks, as soon as practicable, of any incidents on the License Area, which result in bodily injury or property damage, in which the City or any of its directors, officers, staff, agents, contractors, volunteers or invitees is involved as a participant or witness.
- 10.2 The City shall be responsible for securing its own property and the property of others in its care and control in the License Area, and for ensuring the safety of its staff and invitees.

## **11.0 TERMINATION**

- 11.1 The License may be terminated by either party by providing 90 days written notice.

## **12.0 ASSIGNMENT, SUBLICENSING, CHANGE IN CONTROL**

- 12.1 This Agreement and the License are personal to the City and may not be assigned or sublicensed, including by succession or operation of law, except with the prior written consent of the Elks, which may be withheld

in the absolute discretion of the Elks. Program bookings and scheduling of the License Area will be performed by the Shuswap Recreation Society.

**13.0 AUTHORITY OF THE ELKS**

13.1 Where, under this Agreement, the Elks is entitled to take an action, exercise discretion, approve or provide consent, the President or the duly authorized representative may exercise that power on behalf of the Elks.

**14.0 ENTIRE AGREEMENT**

14.1 This Agreement contains the entire agreement between the Parties. There are no other conditions, representations or warranties, express or implied. No amendment to this agreement is valid unless it is in writing and is signed by the Parties.

**15.0 NOTICE**

15.1 Notice to the Elks shall be directed to:  
SALMON ARM ELKS RECREATION SOCIETY  
Attention: Brian Rollier, President  
3690 – 30 Street NE, Salmon Arm, BC, V1E 3L1  
Or by email to:

15.2 Notice to the City shall be directed to:  
CITY OF SALMON ARM  
Attention: Sue Wood, Director of Corporate Services  
PO Box 40, Salmon Arm, BC V1E 4N2  
Or by email to: swood@salmonarm.ca

15.3 If a notice is mailed by prepaid post to a party addressed as above, or to whatever address has been previously provided by the party in writing, it is deemed to have been received on or before the third business day after it has been mailed.

15.4 If a notice is emailed or personally delivered to a party as indicated above, it is deemed to have been received on the date of the email or delivery if within working hours (8:30 a.m. to 4:30 p.m.) on a business day, or on the next business day if emailed or delivered outside working hours.

Each party is signing this Agreement for a License to Occupy on the date stated underneath the party's signature.

SALMON ARM ELKS RECREATION SOCIETY

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CITY OF SALMON ARM

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

SCHEDULE A – Diagram of Licence Area




CITY OF  
**SALMON ARM**



1:2,000

SCHEDULE 'A'

Elks Park Ball Fields  
3690 - 30 Street NE

 License Area

July 6, 2023

TO: His Worship Mayor Harrison and Members of Council  
DATE: January 2, 2024  
SUBJECT: Outdoor Pickleball Court Use Agreement

---

**MOTION FOR CONSIDERATION:**

**THAT:** Council authorize the Mayor and Corporate Officer to execute the Rental Agreement between the City of Salmon Arm, Salmon Arm Recreation Society and Salmon Arm Pickleball Club Society for the term of March 1, 2023 to December 31, 2026.

---

**BACKGROUND:**

In 2022, Council empowered the Shuswap Recreation Society (SRS) to work with the Salmon Arm Pickleball Club Society to negotiate a mutually agreeable arrangement that would provide the Club with guaranteed court access at Klahani Park during specified days and times in order to schedule programming for their members.


The result was a one-year agreement that proved to be successful from the perspective of all parties, including the public. As protecting public use was a main priority, Courts 4 and 5 were left open during Club court times and all six courts were available for 21 hours per week, including much of the weekend.

The Club grew to 118 members in early 2023, from 104 in 2022. They gave back to the community by offering free pickleball lessons for 60 students over a period of 5 weeks, in collaboration with the SRS, and using all 6 courts in a shared usage time slot.

At the request of the Club, the attached three-year agreement includes an 8% increase in weekday Club court times. The formalized fee structure starts at \$25 per member, with annual adjustments equal to the BC CPI.

Staff have no concerns with the agreement and recommend Council approval.

Respectfully Submitted,

  
Erin Jackson  
Chief Administrative Officer

**RENTAL AGREEMENT**

THIS AGREEMENT made as of the \_\_\_\_ day of \_\_\_\_\_,

2023 BETWEEN:

**SHUSWAP RECREATION SOCIETY**  
2600 10<sup>th</sup> Avenue N.E.  
Salmon Arm, British  
Columbia V1E 2S4

(the "Society")

AND:

**SALMON ARM PICKLEBALL CLUB SOCIETY**  
Michael Joyce  
202-251 6th Street SE  
Salmon ARM BC  
V1E 1J9

(the "Renter")

AND:

**THE CORPORATION OF THE CITY OF SALMON ARM**  
P.O. Box 40  
Salmon Arm, British  
Columbia V1E 4N2

(the "CSA")

**WHEREAS:**

The CSA is the owner of lands known as the Klahani Pickleball Courts (the "Facility"), located at 6391 10 Ave SE, Salmon Arm, BC V1E 1W5

- A. The Society is the lessee of the Facility, pursuant to a Lease and Operating Agreement (the "Lease Agreement") between the CSA and the Society dated the 1<sup>st</sup> day of April, 2020;
- B. The Lease Agreement gives the Society the right to Rent certain operations within the Facility, provided that the Renter agrees to abide and be bound by any applicable terms of the Lease Agreement;
- C. The CSA is aware of, and has approved, the terms of this Agreement and has agreed that if the Society, for any reason, ceases to be the lessee of the Facility during the term of this Agreement, the CSA shall assume the Society's position under this Agreement and the Renter's rights to use and occupy the Facility shall continue uninterrupted for the balance of this Agreement on the terms and conditions set out herein.



NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the various covenants and agreements set out herein, each of the parties hereto agrees with the other as follows:

**1. GRANT OF RENTAL AGREEMENT**

- 1.1 The Society hereby grants to the Renter the Rental use (the "Agreement") of the **Facility** solely and actively for the purpose of playing pickleball and no other purpose whatsoever, for a term of three years, effective on March 1, 2023, and ending on December 31, 2026 (the "Term"), unless terminated early in accordance with the terms of this Agreement.
- 1.2 The Renter wishes to operate the Pickleball Club on the "(Klahani Pickle Ball Courts)" April - October  
  
"Pickleball Club" is defined as:
  - a) A club that promotes the development and growth of Pickleball at a social, recreational, and competitive level; and, to encourage individuals of all ages in the Shuswap to join in
- 1.3 The Renter acknowledges and agrees that its right to use the common areas of the Facility is non-exclusive and that the Facility may be available for use by the public and the Society
- 1.4 The Renter covenants and agrees to use the Facility in such a manner and at such times to minimize interference with the Society's, the CSA and other users of the Facility.
- 1.5 The Renter assumes any and all risks relating to the physical condition of the Facility, including the surface and subsurface conditions thereof. Neither the Renter nor any permitted occupant shall have any recourse to the Society or the CSA as a result of the nature or condition of the Facility, whether or not the Society or the CSA has or had actual or imputed knowledge of such nature and condition as at the commencement date of this Agreement or at any other time during the Term or any renewal thereof.
- 1.6 The Renter acknowledges and agrees that this Agreement is subject to the Lease Agreement, a copy of which is attached as Schedule "A" hereto.
- 1.7 The Renter acknowledges and agrees that the Agreement is not a leasehold interest. No legal title or leasehold interest in the Facility shall be deemed or construed to have been created or vested in the Renter by anything contained in this Agreement. The Renter will not register this Agreement or notice thereof against title to the lands or any part thereof.

**2. RENTAL FEE**

2.1 The Renter covenants and agrees to pay the following amounts set out below to the Society as a Rental fee (the "Rental Fee"):

2.2

(a)

Per member registered with Pickleball Canada	Payment Year	Months
\$25	2023	January -September 2023
\$25+CPI	2024	October 1, 2023 – September 30, 2024
2024 rate +CPI	2025	October 1, 2024 – September 30, 2025

(b) \$25 per player for players 1-140, no charge for players 141-199, \$25 per player for players 200 and higher

(c) The Pickleball Court Rental Rates shall be adjusted annually by the aggregate change in the BC Consumer Price Index, as set forth below. Beginning at the start of the second year for which the Pickleball Rental Fee applies, and each additional year thereafter, the Pickleball Court Fee payable hereunder shall be determined by multiplying the monthly Pickleball set forth in Section 2.1 (a) by the average of the monthly BC Consumer Price Indices for the 12 months immediately preceding the date on which the Pickleball Court is to be adjusted.

(d) Club Play (defined: recreational or competitive game play in an organized manner) to be scheduled in conjunction with the Recreation Programmer for the times outlined below, April1 to September 30. The times must be reviewed annually with the Recreation Programmer.

(e) For the License Fee the Salmon Arm Pickleball Club will pay for court time for the following:

	Community Use All Courts Available	SHARED USAGE	
		Salmon Arm Pickleball Club Use Courts 1,2,3 and 6	Community Use Courts 4 and 5
Monday, Wednesday, Friday	5-9pm	8-5pm	8-5pm
Tuesday/Thursday		8am-9pm	8am-9pm
Saturday	8am-12pm	12-5pm	12-5pm
	5-9pm		
Sunday	12-9pm	8am-12pm	8am-12pm

2.3 The Rental Fee shall be billed to the Renter on the last business day of each September. If, for any reason, the Rental Fee is not paid within 30 days of the invoice date, the Rental Fee shall be subject to an interest penalty of 2% per month (24% per annum).

### 3. RENTER COVENANTS

#### 3.1 The Renter covenants and agrees as follows:

- (a) Not use, or permit the Premises to be used, to store, handle, dispose of, transfer, produce or process any contaminants, pollution, hazardous substances or waste (as defined in any applicable federal or provincial statute or regulation and hereinafter collectively referred to as "Hazardous Substance"), except in compliance with all applicable statutes and regulations;
- (b) Comply with all reasonable written rules and regulations regarding the use and occupation of the Premises which are delivered to the Renter by the Society from time to time;
- (c) The Renter shall comply with all applicable federal, provincial and other governmental rules and regulations applicable to the use of the Facility, and all reasonable written rules and directions from time to time provided by the Society or the CSA regarding the use of the Facility;
- (d) The Renter shall maintain all areas of the Facility over which it has use in a clean, neat and safe condition and in good repair promptly report the need for repair for any damage to the Facility which is caused by any member(s) of the Renter and its directors, agents, officers, contractors, employees, customers, invitees or others for whom the Renter is responsible at law;
- (e) Any improvements, alterations or changes and subsequent maintenance of such, are the sole responsibility of the Renter;
- (f) The Renter shall not make any alterations or changes to any area of the Facility without the prior written consent of the Society and the CSA, such consent not to be unreasonably withheld or delayed;
- (g) The Renter shall obtain and maintain any permits and insurance policies as set out in Section 5.1;
- (h) The Renter shall not assign, sublet or transfer this Agreement, or any part thereof or interest therein, without the prior written consent of the Society and the CSA. A change of control of the Renter shall be deemed to be an assignment, but consent of the Society and the CSA shall not be unreasonably withheld or delayed.
- (i) The Renter shall not do, or permit to be done, any act or thing in the Facility which may, in the opinion of the Society or the CSA, acting reasonably, be a nuisance or cause damage or annoyance;
- (j) Upon the expiry or termination of this Agreement, the Renter shall leave any areas in the Facility over which it has had exclusive use in a clean, neat and safe condition and in good repair (reasonable wear and tear excepted);

- (k) The Renter shall indemnify and save the Society and the CSA and their directors, officers, agents, contractors, and employees harmless from all liabilities, claims, damages, losses, expenses and fines for which they may become liable or suffer by reason of any breach, violation or non-performance by the Renter of any term or condition of this Agreement, or by reason of death or injury to a person or property, resulting from or occasioned by any act or omission on the part of any member(s) of the hockey school and/or the Renter and/or its directors, officers, agents, contractors, employees, customers, invitees or others for whom the Renter is responsible at law;
- (l) The Renter shall allow the Society or the CSA and their authorized agents, employees and contractors to have access to all areas in the Facility which are used or occupied by the Renter at all reasonable times for the purpose of inspection, maintenance, repairs, alterations or improvements and neither the Society nor the CSA shall be responsible for any inconvenience or nuisance caused by any such inspection, maintenance, repairs, alterations or improvements;
- (m) The Renter shall, when requested in writing, refrain from any activities or practices which, in the opinion of the Society and/or the CSA, interfere with agreements or practices of other user groups or individuals within the Facility;
- (n) The Renter covenants and agrees that any goods and services or like taxes, applicable to the use of the Facility, imposed by any Federal, Provincial or Municipal authority shall be the responsibility of the Renter and the Society may add such taxes to the amount required to be paid by the Renter to the Society under Section 2.

#### **4. SOCIETY/CSA COVENANTS**

- 4.1 The Society and/or the CSA shall be responsible for maintaining the Facility in a condition suitable for use by the Renter.

#### **5. INSURANCE**

- 5.1 The Renter covenants and agrees to obtain and maintain comprehensive general liability insurance in an amount of not less than \$2,000,000.00 per occurrence, on terms satisfactory to the Society and the CSA acting reasonably, throughout the Term. The Society and the CSA shall be named as additional insureds on the policy of insurance. The insurance shall cover items such as bodily injury and/or death to any one or more persons and property damage and shall contain a clause providing that the insurer will give the Society and/or the CSA 30 days prior written notice of any cancellation or material change in coverage. The Renter shall provide the Society and/or the CSA evidence of such insurance coverage.
- 5.2 It shall be the sole responsibility of the Renter to determine if any additional insurance coverage is necessary. The Renter shall be responsible for the cost of obtaining and maintaining all insurance referred to in this Agreement.

## **6. LIABILITY**

- 6.1 The parties agree that the Society and the CSA shall not bear responsibility or liability for any loss or damage to any equipment, products or other property of the Renter and/or its directors, officers, agents, employees, contractors, customers or invitees which may be located or stored in the Facility, or for any death or personal injury to the Renter and/or its directors, officers, agents, employees, contractors, customers or invitees. Neither the Society nor the CSA guarantee that the Renter's use of the Facility, or any portion thereof, will be free from interruption or disruption caused or required by maintenance, repairs, accident, labour disruption, strike, lock-out, or other causes beyond the Society's or the CSA's control and the Renter agrees that neither the Society nor the CSA shall incur any liability in respect of any such interruption or disruption. However, in the event the Renter is unable to use the Facility as a result of a labour disruption, strike, lock-out or other cause beyond the reasonable control of the Society and/or the CSA, the rental fee payable by the Renter under this Agreement shall abate until the Renter is once again able to use the Facility.

## **7. TERMINATION OF AGREEMENT**

- 7.1 Notwithstanding the termination date of this Agreement in Section 1.1, this Agreement may be terminated by the Society and/or the CSA if the Renter breaches any of the terms, covenants or conditions of this Agreement and fails to remedy its breach within 15 days of receiving written notice to do so. If this Agreement is terminated pursuant to this Section 7.1 prior to the termination date in Section 1.1, the Renter shall remain liable to pay all amounts owing to the Society and/or the CSA under this Agreement.

## **8. GENERAL PROVISIONS**

- 8.1 If the Renter breaches any of the terms, covenants or conditions of this Agreement and the Renter fails to remedy such default within 15 days following written notice from the Society and/or the CSA, the Society or the CSA may remedy such default and the Renter shall reimburse the Society and/or the CSA for all costs and expenses in doing so forthwith upon a written notice. Neither the Society nor the CSA shall be liable to the Renter for anything done or omitted to be done in attempting to remedy any such default.
- 8.2 The terms and conditions set out herein constitute the entire Agreement between the parties with respect to the subject matter hereof and supersede all previous oral and written agreements.
- 8.3 No waiver of any provision of this Agreement shall be deemed to be or shall constitute a continuing waiver unless otherwise expressly provided in writing. Any indulgence, delay or omission by a party to exercise any rights under this Agreement will not affect or impair the rights of that party with respect to any future default or omission.

8.4 Any notice required or permitted to be given hereunder will be deemed to have been properly given if delivered personally or sent by registered mail to the address of the party hereinafter set forth:

To the Society: 2600 10<sup>th</sup> Avenue NE  
Salmon Arm, BC, V1E 2S4  
Attention: General Manager

To the Renter: 2895 Sundance Road  
Sicamous, BC,  
V0E 2V5  
(the Renter)

To the CSA: P.O. Box 40  
Salmon Arm, BC, V1E 4N2  
Attention: Corporate Officer

Or at such other address as a party may from time to time direct in writing. Any such notice will be deemed to have been received, if mailed by registered mail, three business days after the date it was mailed, and if delivered, upon the date of delivery, provided that if such a day is not a business day, then notice will be deemed to have been given and received on the next business day following.

8.5 The Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.

8.6 This Agreement shall enure to the benefit of and are binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assigns.

**SHUSWAP RECREATION SOCIETY**

Per: \_\_\_\_\_ Authorized Signatory

**CORPORATION OF THE CITY OF SALMON ARM**

Per: \_\_\_\_\_ Authorized Signatory  
Mayor, Alan Harrison

Per: \_\_\_\_\_ Authorized Signatory

**SALMON ARM PICKLEBALL CLUB SOCIETY**

Per: \_\_\_\_\_ Authorized Signatory

LEASE  
AGREEMENT

CSA lease agreement available upon request.

## **INTERIM FIRESMART PROGRESS REPORT**

### **PREPARED FOR:**

**City of Salmon Arm Mayor and Council**

**City of Salmon Arm Staff**

### **PREPARED BY:**

**Carmen Guidos, Salmon Arm Fire Department**

**January 3, 2024**

### **PREFACE:**

The City of Salmon Arm (CSA) is a strong supporter of the FireSmart program. We have applied for, and received, the maximum allowable grant from The Union of BC Municipalities (UBCM) in the amount of approximately \$200,000.00 to use in helping to reduce the impacts from wildfires to our community.

A large portion of our grant (approx. \$150,000.00) is dedicated to performing fuel mitigation work in our community owned parks, to help protect them, as well as protecting neighbouring residences and City assets. The remainder of the grant (approx. \$50,000.00) is dedicated to FireSmart education, public awareness, and helping cross-train Fire Department members in FireSmart principles and practices.

### **FUEL MITIGATION:**

City of Salmon Arm staff, along with Forsite Consultants, hosted a public information meeting on December 7, 2023. The prescription that Forsite had prepared seemed to be very well received by members of the public who attended the meeting. The prescription has now been sent to UBCM and Kamloops Fire Centre for review and approval before it can be implemented. The prescription was developed in conjunction with BC Wildfire Service, so it is expected that UBCM approval will happen.

### **FIRESMART EDUCATION, PUBLIC AWARENESS:**

City staff have completed the application form that Recognized FireSmart Committees, as well as other not-for-profit organizations can use to help offset the costs of dumping yard waste (copy attached).

### **CONCLUSION:**

Again, we would like to thank Mayor and Council for the supporting the FireSmart program, which should help decrease damage to our community and homes from the effects of wildfire.

Respectfully Submitted,

Carmen Guidos





## FIRESMART YARD WASTE DISPOSAL GRANT GUIDE

The FireSmart Yard Waste Disposal Grant is intended to provide funding to help offset the costs associated with the dumping of yard waste at the Salmon Arm Landfill and Transfer Station.

Funding for this initiative is provided through UBCM and the Community Resiliency Investment Program. The total funding allocated for the FireSmart Yard Waste Disposal Grant is limited to the amount allotted within the City of Salmon Arm’s overarching grant agreement.

### FUNDING APPLICATION GUIDELINES

- Eligible applicants include not-for-profit groups and FireSmart Neighbourhood Recognition Committees. Individual homeowners and for-profit businesses are not eligible to apply.
- Eligible expenses include tipping fees and bin/trailer rental fees incurred during Neighbourhood Recognition Program Work Days or other pre-approved FireSmart clean-up within the City of Salmon Arm.
- A site visit is required prior to grant approval.
- The maximum available grant is \$300.00 per application (2023-2024 FireSmart Grant Cycle).
- Applications will be considered for work completed between January 1, 2024 and December 31, 2024.
- Funding is limited and is awarded, in part, based on the quality of the application and how the work completed aligns with FireSmart principles.
- Grants may be awarded for less than requested.
- An application for funding does not guarantee that a grant will be awarded.

### APPLICATION PROCESS

- A local FireSmart Representative will conduct a site visit and perform an inspection. This is usually performed as part of a Neighbourhood Recognition Program or Hazard assessment.
- Develop a plan detailing the work that will be completed. Ensure pre-work photos are taken of the project area, to be submitted with the application..
- Once the work has been completed, ensure post-work photos are taken of the project area, to be submitted with the application.
- Complete an application form (attached) and submit it along with receipts of eligible costs and photos to the City of Salmon Arm at:

**Mail:** Finance Department, City of Salmon Arm

Box 40, Salmon Arm, BC V1E 4N2

**Deliver:** 500 – 2 Avenue NE, Salmon Arm (8:30am -4:00pm, M – F)

**Email:** [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca)



## 2024 FIRESMART YARD WASTE DISPOSAL APPLICATION FORM

### APPLICANT INFORMATION

Contact Person:

Date of Application:

Project Address:

Phone:

Project Date:

Email:

Mailing Address (include postal code):

### WORK COMPLETED AS RECOMMENDED THROUGH YOUR ASSESSMENT

LOCATION	IMMEDIATE ZONE (0-1.5m)	INTERIMMEDIATE ZONE (1.5-10m)
Location, Immediate, and Intermediate to be first addressed		
EXTENDED ZONE (10-30m)		

This information is being collected for the purpose of consideration for financial support. The City of Salmon Arm is collecting this information under s.26 (c) of the *Freedom of Information and Protection of Privacy Act*. For questions regarding the collection and use of personal information, please contact the Director of Corporate Services (250-803-4000).

**RECEIPTS SUBMITTED:**

*(must be itemized on receipt, limited to tipping fees and bin/trailer rental fees)*

1. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_

**CHECK LIST (ALL MUST BE SUBMITTED IN ORDER TO BE ELIGIBLE)**

Completed Yard Waste Disposal Grant Application Form

Completed Assessment – FireSmart Professional Site Visit

Photos of project area – **one before** and **one after**. Ensure they are from the same direction and orientation

Receipts of incurred expenses



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TO: His Worship the Mayor Harrison and Members of Council  
FROM: Darin Gerow, General Manager Shuswap Recreation Society  
DATE: December 18, 2023  
SUBJECT: **SHUSWAP RECREATION – 2024 RATE INCREASE**

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FOR INFORMATION

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**BACKGROUND**

The Shuswap Recreation Society (SRS) is responsible for the operation of the Arena Complex, Recreation Centre, Little Mountain Sports Complex and Memorial Indoor Arena. Within these responsibilities, and forming part of the Lease and Operating Agreements, SRS sets the user fees and rates, with the City reserving the final right of approval.

The attached rates sheet outlines the proposed 2024 rates. Overall, the rates reflect an average increase of 3.0%, which aligns with the Consumer Price Index. These rate increases will take effect on February 1, 2024. It should be noted that drop-in rates are commonly paid by cash, and in an effort to keep payments simple, these fees have been rounded to the nearest \$0.25. As a result, the actual change varies slightly from 3.0% on some drop-in rates.

Past increases included a 7.0% increase in 2022, which was the first increase since 2018. Staff continually monitor comparison rates with other regional recreation facilities in order to maintain equity and reduce the likelihood that users will travel to neighbouring communities to use facilities.

The attached document does not include programming rates as these are based strictly on cost recovery. Additionally, 10x and 30x passes will now be available for purchase for Auditorium Drop-Ins.

Respectfully submitted,

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Darin Gerow, AScT  
General Manager, Shuswap Recreation Society

**SHUSWAP RECREATION SOCIETY  
RATE SUMMARY - 2024**

	<u>Type</u>	<u>Time</u>	<u>Unit</u>	<u>2024</u>
<b><u>Winter season:</u></b>	Shaw Youth	Prime	Hourly	109.38
	Shaw Adult	Prime	Hourly	202.79
	Shaw Adult	Non-Prime	Hourly	121.78
	Shaw Commercial	Prime	Hourly	228.13
	Shaw Schools	Non-Prime	Hourly	71.91
	Shaw Commercial	Non-Prime	Hourly	159.53
<b><u>Spring/Summer season:</u></b>	Shaw Youth	Prime	Hourly	109.38
	Shaw Adult	Prime	Hourly	121.78
	Shaw Commercial	Prime	Hourly	159.53
	Shaw Schools	Non-Prime	Hourly	71.91
<b><u>Dry floor (no ice - per day):</u></b>	Shaw	Prime	Daily	2,049.35
<b><u>Dry floor (over ice - per day):</u></b>	Shaw	Prime	Daily	2,498.46
<b><u>Dry floor:</u></b>	Shaw Youth	Prime	Hourly	57.31
	Shaw Adult	Prime	Hourly	64.75
	Shaw Commercial	Prime	Hourly	74.94
<b><u>Public skating:</u></b>	Shaw Adult (19+)	Single	1	6.45
	Shaw Senior (60+)	Single	1	5.15
	Shaw Student (13-18)	Single	1	5.15
	Shaw Child (6-12)	Single	1	4.15
	Shaw Tot (1-5)	Single	1	1.80
	Shaw Family (max 5)	Single	1	14.00
	Shaw Parent & Tot	Single	1	6.00
	Shaw Adult (19+)	10 x pass	10	58.05
	Shaw Senior (60+)	10 x pass	10	46.35
	Shaw Student (13-18)	10 x pass	10	46.35
	Shaw Child (6-12)	10 x pass	10	37.35
	Shaw Tot (1-5)	10 x pass	10	16.20
	Shaw Family (max 5)	10 x pass	10	126.00
	Shaw Parent & Tot	10 x pass	10	54.00
<b><u>Meeting rooms:</u></b>	Shaw Board room & MPR 1	Hourly	Hourly	24.80
	Shaw Conference room	Hourly	Hourly	30.03
	Shaw Conference room - Tournaments	Hourly	Hourly	22.04
	Shaw Concourse	Hourly	Hourly	85.96
	Shaw Upper foyer	Hourly	Hourly	85.96
	Shaw Board room	Daily	Daily	174.13
	Shaw Conference room	Daily	Daily	210.50
	Shaw Concourse	Daily	Daily	488.51
	Shaw Upper foyer	Daily	Daily	488.51
<b><u>Other rentals:</u></b>	Shaw Electrical connections		1	742.82
	Shaw Glass removal		1	1,090.80
	Shaw Ice decking		1	1,499.13
	Shaw Stage (per square foot)		1	1.75
	Shaw Tables		1	10.25
	Shaw Chairs		1	2.00
	Shaw Draping (set-up per lineal foot)		1	2.00
	Shaw Pop		1	53.00
	Shaw Coffee (per cup)		1	1.75
	Shaw Perlick (per day)		1	43.50
	Shaw Pop		1	53.00
	Shaw Coffee (per cup)		1	1.75
	Shaw Perlick (per day)		1	43.50
	Shaw TV / VCR		1	38.00
	Shaw LCD Projector		1	205.00
	Shaw Overhead		1	56.75
	Shaw Large screen		1	69.50
	Shaw Small screen		1	32.00
	Shaw Public address (PA) system mic.		1	38.00
	Shaw Portable PA system		1	401.00
	Shaw Flip chart		1	15.75
	Shaw Birthday Party Pkg		1	64.00
	Shaw Clean Up Fee - VIP Room		1	88.17

**SHUSWAP RECREATION SOCIETY  
RATE SUMMARY - 2024**

		<u>Type</u>	<u>Time</u>	<u>Unit</u>	<u>2024</u>	
<b><u>Aquatics:</u></b>	Shaw	Printing		1	0.50	
	SASCU	Adult (19+)	Single pass	1	6.45	
	SASCU	Senior (60+)	Single pass	1	5.15	
	SASCU	Student (13-18)	Single pass	1	5.15	
	SASCU	Child (6-12)	Single pass	1	4.15	
	SASCU	Tot (1-5)	Single pass	1	1.80	
	SASCU	Family (max 5)	Single pass	1	13.90	
	SASCU	Parent & Tot	Single pass	1	5.90	
	SASCU	Adult (19+)	10 x pass	10	58.05	
	SASCU	Senior (60+)	10 x pass	10	43.35	
	SASCU	Student (13-18)	10 x pass	10	43.35	
	SASCU	Child (6-12)	10 x pass	10	37.35	
	SASCU	Tot (1-5)	10 x pass	10	16.20	
	SASCU	Family (max 5)	10 x pass	10	125.10	
	SASCU	Parent & Tot	10 x pass	10	53.10	
	SASCU	Adult (19+)	30 x pass	30	174.15	
	SASCU	Senior (60+)	30 x pass	30	139.05	
	SASCU	Student (13-18)	30 x pass	30	139.05	
	SASCU	Child (6-12)	30 x pass	30	112.05	
	SASCU	Tot (1-5)	30 x pass	30	48.60	
	SASCU	Family (max 5)	30 x pass	30	375.30	
	SASCU	Parent & Tot	30 x pass	30	159.30	
	SASCU	Adult (19+)	6 month pass	6	341.38	
	SASCU	Senior (60+)	6 month pass	6	266.16	
	SASCU	Student (13-18)	6 month pass	6	266.16	
	SASCU	Child (6-12)	6 month pass	6	231.44	
	SASCU	Family (max 5)	6 month pass	6	688.54	
	<b><u>Aquafit:</u></b>	SASCU	Adult (19+)	Single pass	1	7.75
		SASCU	Senior (60+)	Single pass	1	6.45
		SASCU	Student (13-18)	Single pass	1	6.45
		SASCU	Adult (19+)	10 x pass	10	69.75
		SASCU	Senior (60+)	10 x pass	10	54.83
		SASCU	Student (13-18)	10 x pass	10	54.83
SASCU		Adult (19+)	30 x pass	30	209.25	
SASCU		Senior (60+)	30 x pass	30	164.48	
SASCU		Student (13-18)	30 x pass	30	164.48	
SASCU		Adult (19+)	6 month pass	6	411.36	
SASCU		Senior (60+)	6 month pass	6	344.96	
SASCU		Student (13-18)	6 month pass	6	344.96	
SASCU		All users	Single pass	0.75	17.00	
SASCU		Adult (19+)	Single pass	1	5.40	
SASCU		Senior (60+)	Single pass	1	4.40	
<b><u>Raquet courts:</u></b>	SASCU	Student (13-18)	Single pass	1	4.40	
	SASCU	Child (6-12)	Single pass	1	3.10	
	SASCU	Family (max 5)	Single pass	1	11.10	
	SASCU	Adult (19+)	10 x pass	10	48.60	
	SASCU	Senior (60+)	10 x pass	10	39.60	
	SASCU	Student (13-18)	10 x pass	10	39.60	
	SASCU	Child (6-12)	10 x pass	10	27.90	
	SASCU	Adult (19+)	30 x pass	30	99.90	
	SASCU	Senior (60+)	30 x pass	30	145.80	
	SASCU	Student (13-18)	30 x pass	30	118.80	
	SASCU	Child (6-12)	30 x pass	30	83.70	
	<b><u>Auditorium Drop-in:</u></b>	SASCU	Adult (19+)	Single pass	1	6.45
		SASCU	Senior (60+)	Single pass	1	5.15
		SASCU	Student (13-18)	Single pass	1	5.15
	<b><u>Weight Room Drop-in:</u></b>	SASCU	Child (6-12)		1	n/a
SASCU		Adult (19+)	6 month pass	6	449.11	
SASCU		Senior (60+)	6 month pass	6	352.95	
SASCU		Student (13-18)	6 month pass	6	352.95	
<b><u>All inclusive pass:</u></b>	SASCU	Child (6-12)	6 month pass	6	256.24	
	SASCU	Child (6-12)	6 month pass	6	256.24	

**SHUSWAP RECREATION SOCIETY  
RATE SUMMARY - 2024**

	<u>Type</u>	<u>Time</u>	<u>Unit</u>	<u>2024</u>	
<b><u>Pool rentals:</u></b>	SASCU	Family (max 5)	6 month pass	6 835.39	
	SASCU	Private (includes 2 guards)	Hourly	1 222.62	
	SASCU	Guards (each additional required)	Hourly	1 45.75	
	SASCU	Schools - Lessons	Hourly	1 37.75	
	SASCU	Schools - Guards	Hourly	1 45.75	
	SASCU	Schools - Recreational	Hourly	1 130.05	
	SASCU	Swim Club - training	Hourly	1 71.09	
	SASCU	Swim Club - meets	Hourly	1 95.33	
	SASCU	Swim Club - lane rental	per lane	1 11.85	
	SASCU	Swim Club - Selkirks Guard Discount rate	Hourly	1 35.55	
	SASCU	Masters - training	Hourly	1 73.01	
	SASCU	Masters - meets	Hourly	1 99.46	
	SASCU	Masters - lane rental	per lane	1 15.15	
	SASCU	Showers	Single pass	1 3.86	
	<b><u>Auditorium rental:</u></b>	SASCU	Auditorium - Adult	Hourly	1 89.55
SASCU		Auditorium - Adult	Daily	1 879.20	
SASCU		Auditorium - Youth Sport	Hourly	1 37.47	
SASCU		Auditorium - Adult Sport	Hourly	1 66.95	
SASCU		Auditorium - Theatre (< 200)	Set up OR Take down	1 108.15	
SASCU		Auditorium - Banquet (<200)	Set up OR Take down	1 149.35	
SASCU		Auditorium - Theatre (200+)	Set up OR Take down	1 180.25	
SASCU		Auditorium - Banquet (200+)	Set up OR Take down	1 231.75	
<b><u>Meeting rooms:</u></b>	SASCU	Room 1	Hourly	1 32.24	
	SASCU	Room 2	Hourly	1 22.59	
	SASCU	Room 3	Hourly	1 15.70	
	SASCU	Board room	Hourly	1 15.70	
	SASCU	Room 1	Daily	1 225.38	
	SASCU	Room 2	Daily	1 158.15	
	SASCU	Room 3	Daily	1 110.49	
	SASCU	Board room	Daily	1 110.49	
	SASCU	Spinners	Monthly	1 88.17	
	<b><u>Other rentals and fees:</u></b>	SASCU	TV / VCR		39.15
SASCU		LCD Projector		211.15	
SASCU		Overhead		58.45	
SASCU		Large screen		71.60	
SASCU		Small screen		32.95	
SASCU		Public address (PA) system mic.		39.15	
SASCU		Portable PA system		413.00	
SASCU		Flip chart		16.25	
SASCU		Theatre lighting	per rental	1 70.05	
SASCU		Theatre lighting - adjustments	Hourly	1 61.80	
SASCU		Electrical connections		334.75	
SASCU		Tables (all round tables used are charged)		10.85	
SASCU		Chairs		2.00	
SASCU		Draping (set-up per square foot)		2.00	
SASCU		Pop		54.60	
SASCU		Coffee (per cup)		1.80	
SASCU		SOCAN fee		1 61.80	
<b><u>Playing fields</u></b>		Fields	Adult	Hourly	1 22.87
		Fields	Youth	Hourly	1 7.17
		Fields	Adult	Daily	1 107.18
	Fields	Youth	Daily	1 76.32	
	Fields	Adult	Non-Prime	1 17.36	
	<b><u>Indoor sports field:</u></b>	Fields	All users (weekdays after 5PM)	Prime	1 91.47
Fields		All users (weekends)	Prime	1 91.47	
Fields		All users (weekdays before 5PM)	Non-Prime	1 48.49	
Fields		All users (daily rate)	Daily	1 640.32	
Fields		All users	Prime	1 41.06	
<b><u>Little Mountain Fieldhouse:</u></b>	Fields	All users (daily rate)	Daily	1 287.37	
	Fields	McGuire Lake	Hourly	1 36.65	
<b><u>City parks:</u></b>	Fields	Marine	Hourly	1 36.65	

**SHUSWAP RECREATION SOCIETY  
RATE SUMMARY - 2024**

	<u>Type</u>	<u>Time</u>	<u>Unit</u>	<u>2024</u>
Fields	Pavilion (BB)	Hourly	1	36.65
Fields	Ross Street Plaza	Hourly	1	36.65
Fields	Jackson tennis courts - Youth	Hourly	1	3.31
Fields	Jackson tennis courts - Adult	Hourly	1	6.33
Fields	McGuire Lake	Daily	1	246.32
Fields	Marine	Daily	1	246.32
Fields	Pavilion (BB)	Daily	1	246.32
Fields	Ross Street Plaza	Daily	1	246.32
Fields	Ross Street Plaza - DIA use	Season	1	313.00
<b><u>Other rentals:</u></b>	Fields	Electrical use	1	100.01
	Fields	Field lights - Little Mountain	1	14.61
	Fields	Tent fee	1	48.21
	Fields	Electrical connection	1	325.68

**Note:** Park bookings require 4 hour minimum bookings for weddings.



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To: Mayor Harrison and Members of Council  
Date: January 2, 2024  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Shuswap Regional Airport Commission Appointment

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**Recommendation:**

THAT: The following individuals be appointed, as the City of Salmon Arm representatives, to the Shuswap Regional Airport Commission for a two (2) year term expiring December 31, 2025:

- Councillor Louise Wallace Richmond, City of Salmon Arm;
- Chelsea Van de Cappelle, Chief Financial Officer;
- Robert Niewenhuizen, Director of Engineering and Public Works; and
- Steve Genn, Salmon Arm Flying Club.

**Background:**

Pursuant to the City of Salmon Arm Shuswap Regional Airport Commission Establishment Bylaw No. 2152, Council must appoint all members to the Shuswap Regional Airport Commission (Airport Commission) by resolution. The bylaw specifies that all appointments, except those to fill interim vacancies, shall be for a two (2) year term based on the calendar year, however, the first term of Council appointees shall be one (1) year.

During the committee appointments that occurred at the end of 2022, Councillor Louise Wallace Richmond was appointed for the duration of the previous term ending December 31, 2023. As this is the second term of Council appointees, the appointment shall be for a two (2) year period. The Salmon Arm Flying Club can be included in either the City of Salmon Arm (City) or the Columbia Shuswap Regional District (CSRD) nominations. Steven Genn, President of the Salmon Arm Flying Club, has agreed to serve on the Airport Commission.

The following individuals, who were appointed as the CSRD representatives to the Shuswap Regional Airport Commission, will continue to serve until their two (2) year term expires on December 31, 2024.

- Martin Gibbons, CSRD - Area C;
- Dean Trumbley, CSRD - Area D;
- Rhona Martin, CSRD - Area E; and
- Natalya Melnychuk, CSRD - Area G.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

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

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Date: January 2, 2024  
To: His Worship Mayor Harrison and Members of Council  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Revenue Anticipation Bylaw No. 4617

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**Recommendation:**

THAT: The bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4617 be read a first, second and third time.

**Background:**

As per Section 177 of the *Community Charter*, a Council may, by bylaw, provide for the borrowing of money to meet current expenditures and to pay amounts required to meet the municipalities taxing obligations in relation to other local governments.

As the City's tax collection does not occur until July 4, 2024, it may be necessary to temporarily borrow funds to cover expenditures in the first six (6) months of 2024.

The aforementioned bylaw provides the City with the authority to undertake such borrowings, should they be necessary.

Respectfully Submitted,



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Chelsea Van de Cappelle, CPA

**CITY OF SALMON ARM**

**BYLAW NO. 4617**

**A bylaw to provide for the borrowing of money in anticipation of revenue in  
2024**

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WHEREAS it is provided by Section 177 of the *Community Charter*, that Council may, by bylaw, without assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of money as may be necessary to meet current lawful expenditures of the municipality and to pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body;

AND WHEREAS the debt outstanding under this section shall not exceed, at any time, the sum of the unpaid taxes for all purposes imposed during the current year and the money remaining due from other governments;

AND WHEREAS prior to the adoption of the Annual Property Tax Bylaw in any year, the taxes in that year are deemed to be 75% of all property taxes imposed for all purposes in the preceding year;

AND WHEREAS the whole amount of taxes imposed in the immediate preceding year was \$38,882,724.44;

AND WHEREAS the sum of unpaid current taxes for all purposes imposed during the current year and the money remaining due from Other Governments totals \$29,162,043.33;

AND WHEREAS in order to meet the current lawful expenditures of the municipality it may be necessary to borrow up to the sum of \$1,000,000.00;

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of One Million Dollars (\$1,000,000.00).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and officer assigned the responsibility of financial administration of the municipality.

- 3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

SEVERABILITY

- 4. 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.

ENACTMENT

- 5. 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.

EFFECTIVE DATE

- 6. This bylaw shall come into full force and effect upon adoption.

CITATION

- 7. This bylaw may be cited as "City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4617".

READ A FIRST TIME THIS	DAY OF	2024
READ A SECOND TIME THIS	DAY OF	2024
READ A THIRD TIME THIS	DAY OF	2024
ADOPTED BY COUNCIL THIS	DAY OF	2024

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MAYOR

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CORPORATE OFFICER

To: His Worship Mayor Harrison and Members of Council  
Date: January 3, 2024  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Water and Sewer Frontage Parcel Tax Bylaw Update

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**Recommendation:**

THAT: The bylaw entitled City of Salmon Arm Water Frontage Parcel Tax Bylaw No. 4622 be read a first, second and third time;

AND THAT: The bylaw entitled City of Salmon Arm Sanitary Sewer Frontage Parcel Tax Bylaw No. 4621 be read a first, second and third time;

AND THAT: The bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4623 be read a first, second and third time.

**Background:**

The Water and Sanitary Sewer Frontage Tax Bylaws were last updated in 2002, to reflect a minor change. These bylaws allow the City to levy a frontage tax to meet the cost of works and services related to water and sewer that benefit the land within the municipality. While these bylaws continue to be efficient tools, they were established under the Municipal Act, legislation which is no longer current. In addition, some of the language is dated and/or inaccurate compared to current legislative requirements.

As a result, a number of housekeeping changes are recommended, a review of metrics and or other changes has not been completed:

- 1) Reference to the current applicable legislative authority, Division 4 (Parcel Taxes), Section 200 of the *Community Charter* (Appendix A) and updates as needed to reflect the following requirements:
  - state the service for which the tax is imposed;
  - state the years for which the tax is imposed;
  - identify the parcel tax roll under this Division that is to be used to impose the tax;
  - state the basis on which the tax is to be imposed, as referred to in section 202 (2) [basis of taxation for parcel taxes];
  - impose the tax in accordance with subsection (3).
- 2) Update to provide clarity that the recovery of costs will be for both those that have been incurred and those that will be incurred in providing the service;

- 3) Expansion of the definition of a Parcel to align with the *Community Charter* and *Strata Property Act*. This expansion of the definition does not change the application of the tax;
- 4) Replacement of the term "Assessor" with "Collector" and inclusion of an applicable definition;
- 5) Inclusion of a definition for "Assessor" in accordance with the BC Assessment Act;
- 6) Inclusion of a definition for "Annual Costs" of the service to identify the use towards preventative maintenance, debt servicing and capital costs;
- 7) The rate of tax to be paid per unit of taxable frontage is presently included in the Fee for Service Bylaw No. 2948, Schedule B, Appendix 1 - Miscellaneous Fee Schedule:
  - Water - \$2.08 per taxable foot of frontage; and
  - Sewer - \$1.98 per taxable foot of frontage.

It is recommended to remove these rates from the Fee for Service Bylaw and include them within each Frontage Parcel Tax Bylaw as required by Section 200 of the *Community Charter*. No changes are recommended at this time to these rates.

- 8) Inclusion of a section which clarifies the treatment of groups of parcels, as determined by BC Assessment:

"Where a building or other improvement extends over more than one parcel of land and those parcels if contiguous, have been treated by the Assessor in accordance with the Assessment Act as one parcel and assessed accordingly, shall be considered as one parcel of the purpose of determining taxable foot frontage."

- 9) Update of "District" to "City" of Salmon Arm and addition of headings to improve overall readability.

Therefore it is recommend that Bylaw No. 4622 - Water Frontage Parcel Tax Bylaw and Bylaw No. 4621 - Sanitary Sewer Parcel Tax Bylaw be given three readings. It is also recommended that Schedule B of the Fee for Service Bylaw No. 2498 be amended to remove the taxable foot frontage rates.

Respectfully Submitted,

  
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Chelsea Van de Cappelle, CPA  
Chief Financial Officer

## Division 4 — Parcel Taxes

**Parcel tax bylaw**

200 (1) A council may, by bylaw, impose a parcel tax in accordance with this Division to provide all or part of the funding for a service.

A bylaw under subsection (1) must do the following:

- (2)
- (a) state the service for which the tax is imposed;
  - (b) state the years for which the tax is imposed;
  - (c) identify the parcel tax roll under this Division that is to be used to impose the tax;
  - (d) state the basis on which the tax is to be imposed, as referred to in section 202 (2) [*basis of taxation for parcel taxes*];
  - (e) impose the tax in accordance with subsection (3).

A bylaw under subsection (1) must impose the parcel tax as follows:

- (3)
- (a) in the case of a tax to be imposed on the basis provided under section 202 (2) (a) [*single amount per parcel*], by establishing the amount to be paid as tax;
  - (b) in the case of a tax to be imposed on the basis provided under section 202 (2) (b) or (c) [*taxable area or taxable frontage*], by establishing either
    - (i) the rate of tax to be paid per unit of taxable area or taxable frontage, or
    - (ii) rates of tax to be paid for different ranges of taxable area or taxable frontage.

- (4) The municipality must make available to the public, on request, a report respecting how amounts or rates were determined for the purposes of subsection (3).

- (5) In each year that a parcel tax is imposed under this Division, it is deemed to be imposed on January 1 of the year, unless expressly provided otherwise by the bylaw under subsection (1).

**Property subject to parcel tax**

201 (1) Unless otherwise permitted under this or another Act, a parcel tax under this Division must be imposed on all parcels within the municipality, other than those that are exempt from the tax.

- (2) In the case of a service that is provided to land or improvements, a parcel tax under this Division may be imposed only on parcels that have the opportunity to be provided with the service, whether or not they are in fact being provided with the service.

- (3) A bylaw under section 200 [*parcel tax bylaw*] may provide for waiving or reducing the tax if the owner or a previous owner of the parcel has

- (a) provided all or part of the service at the owner's expense, or
- (b) already paid towards the cost of the service on terms and conditions specified in the bylaw.

**Parcel tax roll for purpose of imposing tax**

202 (1) A council may, by bylaw, direct the preparation of a parcel tax roll for the purposes of imposing a parcel tax.

- (2) A bylaw under subsection (1) must establish the basis on which a parcel tax may be imposed using the parcel tax roll, which may be on the basis of one or more of the following:

- (a) a single amount for each parcel;
- (b) the taxable area of the parcel;
- (c) the taxable frontage of the parcel.

- (3) If the bylaw provides a basis under subsection (2) (b) or (c), it must establish how the taxable area or taxable frontage of a parcel is to be determined, subject to the following:

- (a) the methods for determination must be based on the physical characteristics of the parcel and may be different for parcels having different classes of physical characteristics;
- (b) the basis established for parcels having one class of physical characteristics must be fair and equitable as compared with the basis established for parcels having other classes of physical characteristics.

CITY OF SALMON ARM  
BYLAW NO. 4622

A bylaw to impose a Water Frontage Parcel Tax

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WHEREAS pursuant to Section 8 of the *Community Charter*, and the regulations passed pursuant thereto, the City of Salmon Arm may, by bylaw, operate a water system as a municipal service that the Council considers necessary or desirable for all or part of the City;

AND WHEREAS the City of Salmon Arm has determined that it is necessary for the City to construct and operate a water system for the benefit of residents and businesses within the City;

AND WHEREAS pursuant to Section 200 of the *Community Charter*, the City of Salmon Arm may, by bylaw, impose a parcel tax on land benefiting from such service to provide all or part of the funding for that service;

AND WHEREAS certain costs have been or are to be incurred by the City of Salmon Arm in providing water services to lands within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a frontage parcel tax on properties connected to or capable of connecting to water services within the City of Salmon Arm to meet such costs;

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

1. DEFINITIONS

"Actual foot-frontage" means the number of feet of a parcel of land which actually abuts on the work or highway;

"Annual Costs" means preventative maintenance, debt servicing and capital costs for the works;

"Assessor" means an assessor appointed under the Assessment Authority Act;

"Collector" means the Collector of the Municipality duly appointed by the Council pursuant to the provisions of the *Community Charter*;

"Parcel" means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway. The term parcel includes strata parcels;

"Taxable foot-frontage" means the actual foot-frontage or, where applicable, the number of feet of a parcel of land deemed to abut on the work or highway and in respect of which parcel the frontage tax is levied for the work or service.



2. TAXATION REQUIREMENTS

- (1) A tax shall be and is hereby imposed upon the owners of land or real property within the City of Salmon Arm which is capable of being connected with any water main, whether or not the parcel of land is connected with such water main and shall be referred to as the "Water Frontage Parcel Tax".
- (2) The Water Frontage Parcel Tax shall be levied in each year on each parcel of land aforementioned and the amount thereof, except as otherwise provided in this bylaw, will be the product of the taxable foot-frontage and the annual rate;
- (3) The annual rate to be paid under this tax per parcel is \$2.08 per taxable foot of frontage.

3. ASSESSMENT REGULATIONS

- (1) For the purpose of this bylaw, a regularly shaped parcel of land is a rectangular parcel of land, no side whereof is more than twice as long as any other side.
- (2) To place the Water Frontage Parcel Tax on a fair and equitable basis, the taxable foot-frontage of the following parcels of land shall be the number of feet fixed by the Collector:
  - (a) a triangular or irregularly shaped parcel of land; or
  - (b) a parcel of land wholly or in part unfit for building purposes; or
  - (c) a parcel of land which does not abut on the work but is nevertheless deemed to abut on the work, as the case may be.
- (3) The Collector, in fixing the taxable foot-frontage under subsection (1), shall have due regard:
  - (a) to the condition, situation, value and superficial area of the parcel as compared with other parcels of land, or
  - (b) to the benefit derived from the water.
- (4) Parcels of land which are capable of being connected to a water main which is located other than in a highway are deemed to abut on the work, subject to Section 2 of this bylaw.

For the purpose of this bylaw:

- (5) Where the number of feet of a parcel of land which abuts a water main has less than fifty (50) feet of frontage, the taxable foot-frontage shall be fifty (50) feet;
  - (a) Where the number of feet of a parcel of land which abuts a water main; where the parcel is a strata lot; and where the actual foot frontage shall be twenty-five (25) feet.

- (6) Where the number of feet of a parcel of land which abuts a water main has more than three hundred (300) feet of frontage, the taxable foot-frontage shall be three hundred (300) feet;
- (7) Where a parcel of land is situate at the junction or intersection of highways the taxable foot-frontage shall be one-half of the actual foot-frontage but if such one-half of the actual foot-frontage is less than fifty (50) feet then the taxable foot-frontage shall be fifty (50) feet and if such one-half of the actual front-footage is more than three hundred (300) feet then the taxable foot-frontage shall be three hundred (300) feet;
- (8) Where the front and rear boundaries of a parcel of land each abut on a highway, other than a lane which, for the purpose of this bylaw, is defined as a highway having a width of less than (10) feet and the water service is provided on or along both such boundaries, the taxable foot-frontage shall be one half of the actual foot-frontage but if such one-half of the actual foot-frontage is less than fifty (50) feet then the taxable foot-frontage shall be fifty (50) feet and if such one-half of the actual foot-frontage is more than three hundred (300) feet then the taxable foot-frontage shall be three hundred (300) feet;
- (9) The actual foot frontage of a strata lot is arrived at by dividing the frontage of the strata corporation lot by the number of individual strata lots within the boundaries of that property;
- (10) Where a building or other improvement extends over more than one parcel of land and those parcels, if contiguous, have been treated by the Assessor in accordance with the Assessment Act as one parcel and assessed accordingly, shall be considered as one parcel of the purpose of determining taxable foot frontage.

#### 4. GENERAL

- (1) The Water Frontage Parcel Tax imposed under Section 2 of this bylaw shall be imposed in 2024 and each year thereafter.
- (2) The Water Frontage Parcel Tax is imposed under Section 2 of this bylaw for the purpose of recovering all or part of the annual costs of constructing and operating a water system for the benefit of residents and businesses within the City of Salmon Arm.
- (3) The Collector is hereby directed to prepare a Water Frontage Parcel Tax Roll pursuant to Section 202 of the *Community Charter*.

#### 5. SEVERABILITY

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

6. ENACTMENT

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

Bylaw No. 1023 and all subsequent amendments are hereby repealed upon adoption of this Bylaw.

7. EFFECTIVE DATE

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

8. CITATION

This bylaw may be cited as **“City of Salmon Arm Water Frontage Parcel Tax Bylaw No. 4622”**

READ A FIRST TIME THIS	DAY OF	2024
READ A SECOND TIME THIS	DAY OF	2024
READ A THIRD TIME THIS	DAY OF	2024
ADOPTED BY COUNCIL THIS	DAY OF	2024

\_\_\_\_\_  
MAYOR

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

CITY OF SALMON ARM

BYLAW NO. 4621

**A bylaw to impose a Sanitary Sewer Frontage Parcel Tax**

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WHEREAS pursuant to Section 8 of the *Community Charter*, and the regulations passed pursuant thereto, the City of Salmon Arm may, by bylaw, operate a sanitary sewer system as a municipal service that the Council considers necessary or desirable for all or part of the City;

AND WHEREAS the City of Salmon Arm has determined that it is necessary for the City to construct and operate a sanitary sewer system for the benefit of residents and businesses within the City;

AND WHEREAS pursuant to Section 200 of the *Community Charter*, the City of Salmon Arm may, by bylaw, impose a parcel tax on land benefiting from such service to provide all or part of the funding for that service;

AND WHEREAS certain costs have been or are to be incurred by the City of Salmon Arm in providing sanitary sewer services to lands within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a frontage parcel tax on properties connected to or capable of connecting to sanitary sewer services within the City of Salmon Arm to meet such costs;

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

1. DEFINITIONS

"Actual foot-frontage" means the number of feet of a parcel of land which actually abuts on the work or highway;

"Annual Costs" means preventative maintenance, debt servicing and capital costs for the works;

"Assessor" means an assessor appointed under the Assessment Authority Act;

"Collector" means the Collector of the Municipality duly appointed by the Council pursuant to the provisions of the Community Charter;

"Parcel" means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway. The term parcel includes strata parcels;

"Taxable foot-frontage" means the actual foot-frontage or, where applicable, the number of feet of a parcel of land deemed to abut on the work or highway and in respect of which parcel the frontage tax is levied for the work or service.

2. TAXATION REQUIREMENTS

- (1) A tax shall be and is hereby imposed upon the owners of land or real property within the City of Salmon Arm which is capable of being connected with any sanitary sewer main, whether or not the parcel of land is connected with such sanitary sewer main and shall be referred to as the "Sanitary Sewer Frontage Parcel Tax".
- (2) The Sanitary Sewer Frontage Parcel Tax shall be levied in each year on each parcel of land aforementioned and the amount thereof, except as otherwise provided in this bylaw, will be the product of the taxable foot-frontage and the annual rate;
- (3) The annual rate to be paid under this tax per parcel is \$1.98 per taxable foot of frontage.

3. ASSESSMENT REGULATIONS

- (1) For the purpose of this bylaw, a regularly shaped parcel of land is a rectangular parcel of land no side whereof is more than twice as long as any other side.
- (2) To place the Sanitary Sewer Frontage Parcel Tax on a fair and equitable basis, the taxable foot-frontage of the following parcels of land shall be the number of feet fixed by the Collector:
  - (a) a triangular or irregularly shaped parcel of land; or
  - (b) a parcel of land wholly or in part unfit for building purposes; or
  - (c) a parcel of land which does not abut on the work but is nevertheless deemed to abut on the work, as the case may be.
- (3) The Collector, in fixing the taxable foot-frontage under subsection (1), shall have due regard:
  - (a) to the condition, situation, value and superficial area of the parcel as compared with other parcels of land; or
  - (b) to the benefit derived from the sanitary sewer.
- (4) Parcels of land which are capable of being connected to a sanitary sewer main which is located other than in a highway are deemed to abut on the work, subject to Section 2 of this bylaw.

For the purpose of this bylaw:

- (5) Where the number of feet of a parcel of land which abuts a sanitary sewer main has less than fifty (50) feet of frontage, the taxable foot-frontage shall be fifty (50) feet;
  - (a) where the number of feet of a parcel of land which abuts a sewer main; where the parcel is a strata lot; and where the actual foot frontage of the parcel is less than twenty-five (25) feet, the taxable foot-frontage shall be twenty-five (25) feet.
- (6) Where the number of feet of a parcel of land which abuts a sanitary sewer main has more than three hundred (300) feet of frontage, the taxable foot-frontage shall be three hundred (300) feet;

- (7) Where a parcel of land is situate at the junction or intersection of highways the taxable foot-frontage shall be one-half of the actual foot-frontage but if such one-half of the actual foot-frontage is less than fifty (50) feet then the taxable foot-frontage shall be fifty (50) feet and if such one-third of the actual front-footage is more than three hundred (300) feet then the taxable foot-frontage shall be three hundred (300) feet;
- (8) Where the front and rear boundaries of a parcel of land each abut on a highway, other than a lane which, for the purpose of this bylaw, is defined as a highway having a width of less than (10) feet and the sanitary sewer service is provided on or along both such boundaries, the taxable foot-frontage shall be one half of the actual foot-frontage but if such one-half of the actual foot-frontage is less than fifty (50) feet then the taxable foot-frontage shall be fifty (50) feet and if such one-half of the actual foot-frontage is more than three hundred (300) feet then the taxable foot-frontage shall be three hundred (300) feet;
- (9) The actual foot frontage of a strata lot is arrived at by dividing the frontage of the strata corporation lot by the number of individual strata lots within the boundaries of that property;
- (10) Where a building or other improvement extends over more than one parcel of land and those parcels, if contiguous, have been treated by the Assessor in accordance with the Assessment Act as one parcel and assessed accordingly, shall be considered as one parcel of the purpose of determining taxable foot frontage.

#### 4. GENERAL

- (1) The Sanitary Sewer Frontage Parcel Tax imposed under Section 2 of this bylaw shall be imposed in 2024 and each year thereafter.
- (2) The Sanitary Sewer Frontage Parcel Tax is imposed under Section 2 of this bylaw for the purpose of recovering all or part of the annual costs of constructing and operating a sanitary sewer system for the benefit of residents and businesses within the City of Salmon Arm.
- (3) The Collector is hereby directed to prepare a Sanitary Sewer Frontage Parcel Tax Roll pursuant to Section 202 of the *Community Charter*.

#### 5. SEVERABILITY

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

#### 6. ENACTMENT

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

Bylaw No. 1244 and all subsequent amendments are repealed upon adoption of this Bylaw.

7. EFFECTIVE DATE

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

8. CITATION

This bylaw may be cited as **“City of Salmon Arm Sanitary Sewer Frontage Parcel Tax Bylaw No. 4621”**

READ A FIRST TIME THIS DAY OF 2024

READ A SECOND TIME THIS DAY OF 2024

READ A THIRD TIME THIS DAY OF 2024

ADOPTED BY COUNCIL THIS DAY OF 2024

---

MAYOR

---

CORPORATE OFFICER

# CITY OF SALMON ARM

## BYLAW NO. 4623

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

---

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

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

1. Schedule "B", Appendix 1-Miscellaneous Fee Schedule - Public Works

a) Section 5

Taxes - per taxable foot of frontage

5.	<ul style="list-style-type: none"><li>• Water</li><li>• Sewer</li></ul>	\$2.08 \$1.98
----	---	------------------

be deleted in its entirety.

### SEVERABILITY

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

### ENACTMENTS

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

### EFFECTIVE DATE

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

### CITATION

5. This Bylaw may be cited as the "City of Salmon Arm Fee for Service Amendment Bylaw No. 4623".



READ A FIRST TIME THIS	DAY OF	2024
READ A SECOND TIME THIS	DAY OF	2024
READ A THIRD TIME THIS	DAY OF	2024
ADOPTED BY THE COUNCIL	DAY OF	2024

---

MAYOR

---

CORPORATE OFFICER

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.

COMMENTSSection 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 polices 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

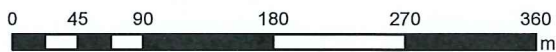
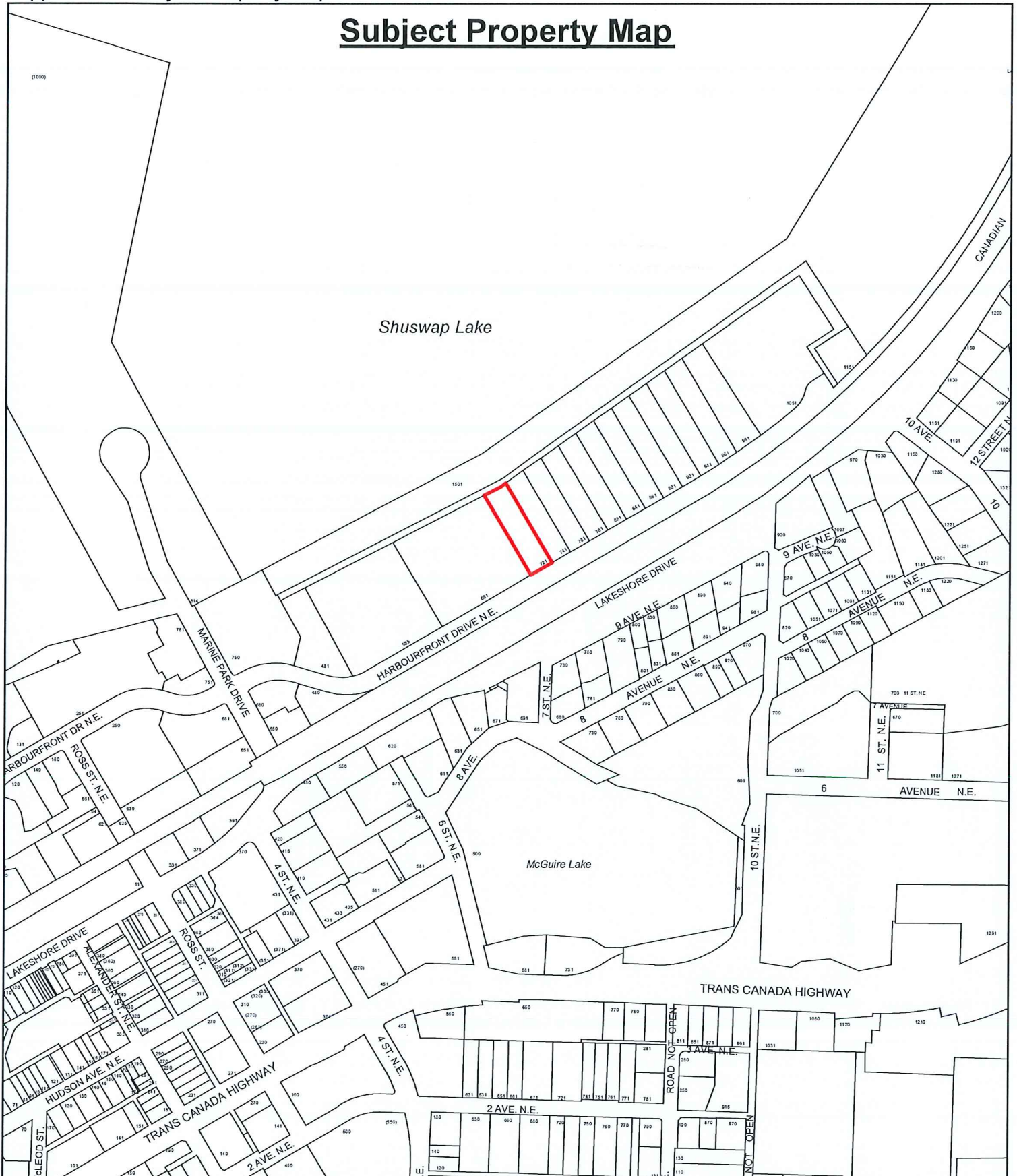


Reviewed by: Melinda Smyrl, MCIP, RPP  
Manager of Planning and Building

#### Appendices:

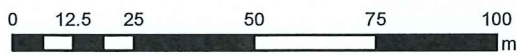
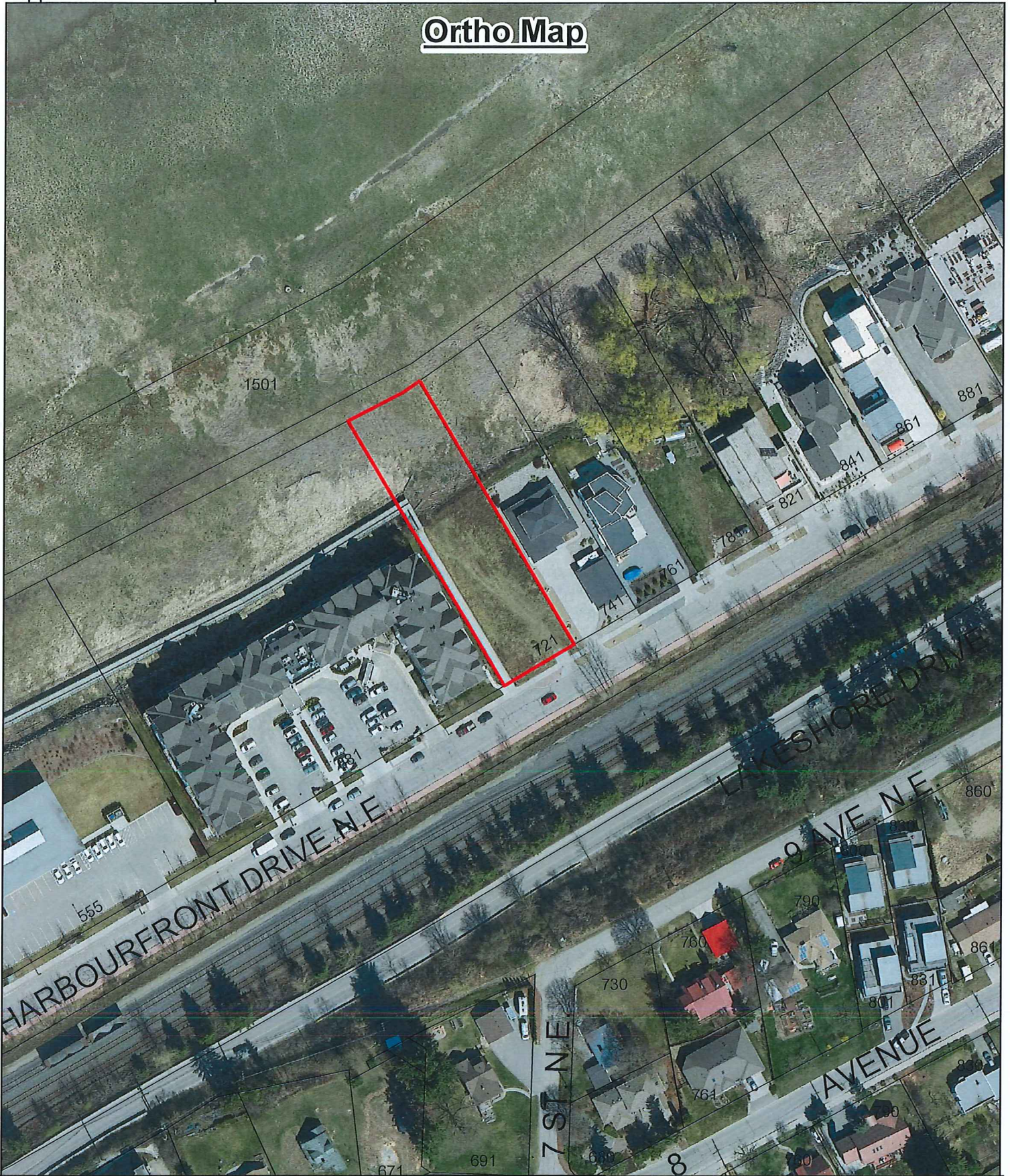
- Appendix 1 – Subject Property Map
- Appendix 2 – Ortho Map
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – Site Photos
- Appendix 6 – R-4 Zone
- Appendix 7 – Conceptual Site Plans & Floor Plans
- Appendix 8 – Adams Lake Indian Band Referral Response
- Appendix 9 – BC Archeological Branch 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



-  Subject Property
-  Parcels

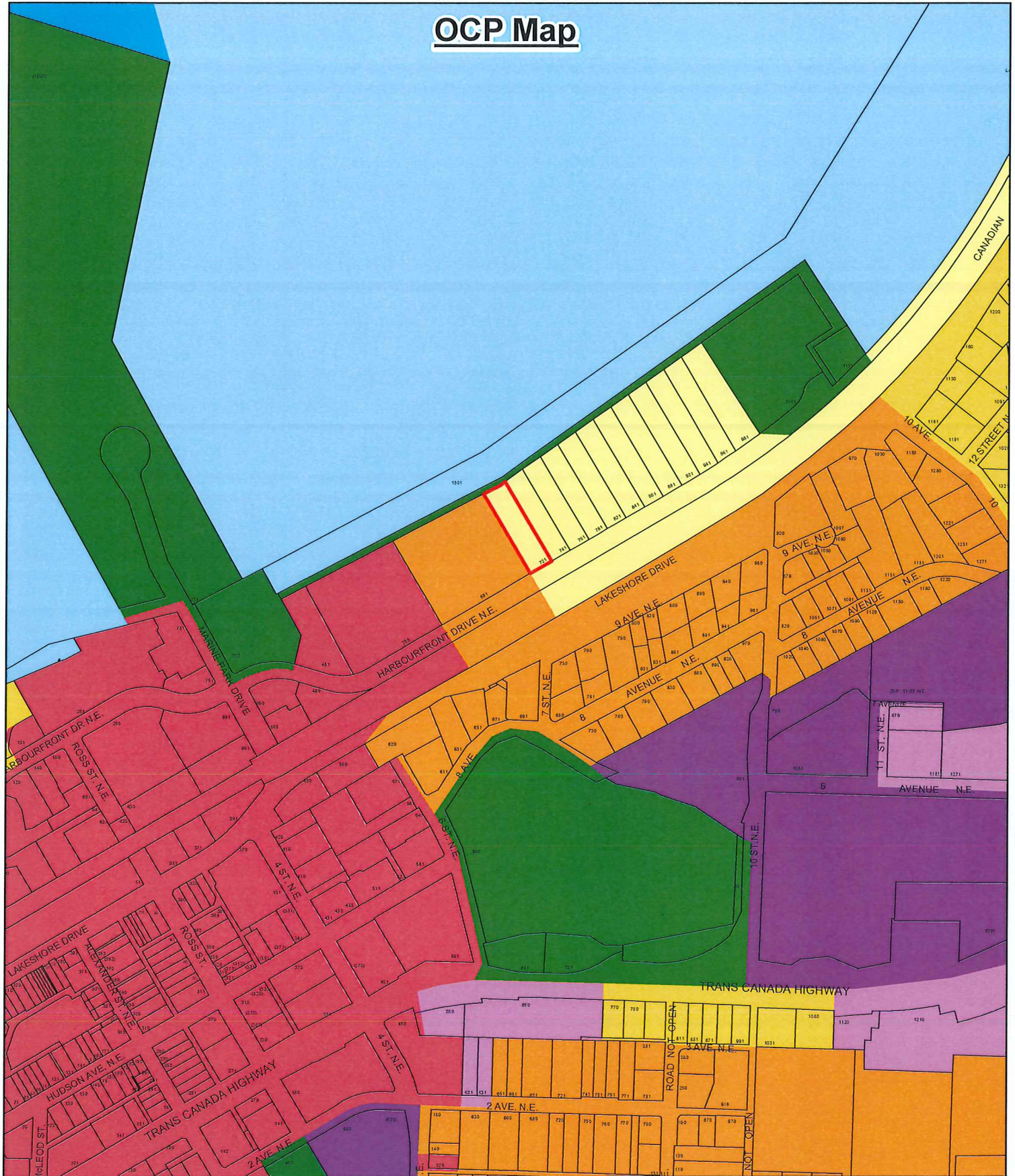
# Ortho Map



-  Subject Property
-  Parcels

Aerial Photo Date: 2021

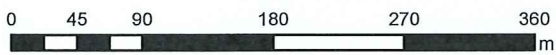
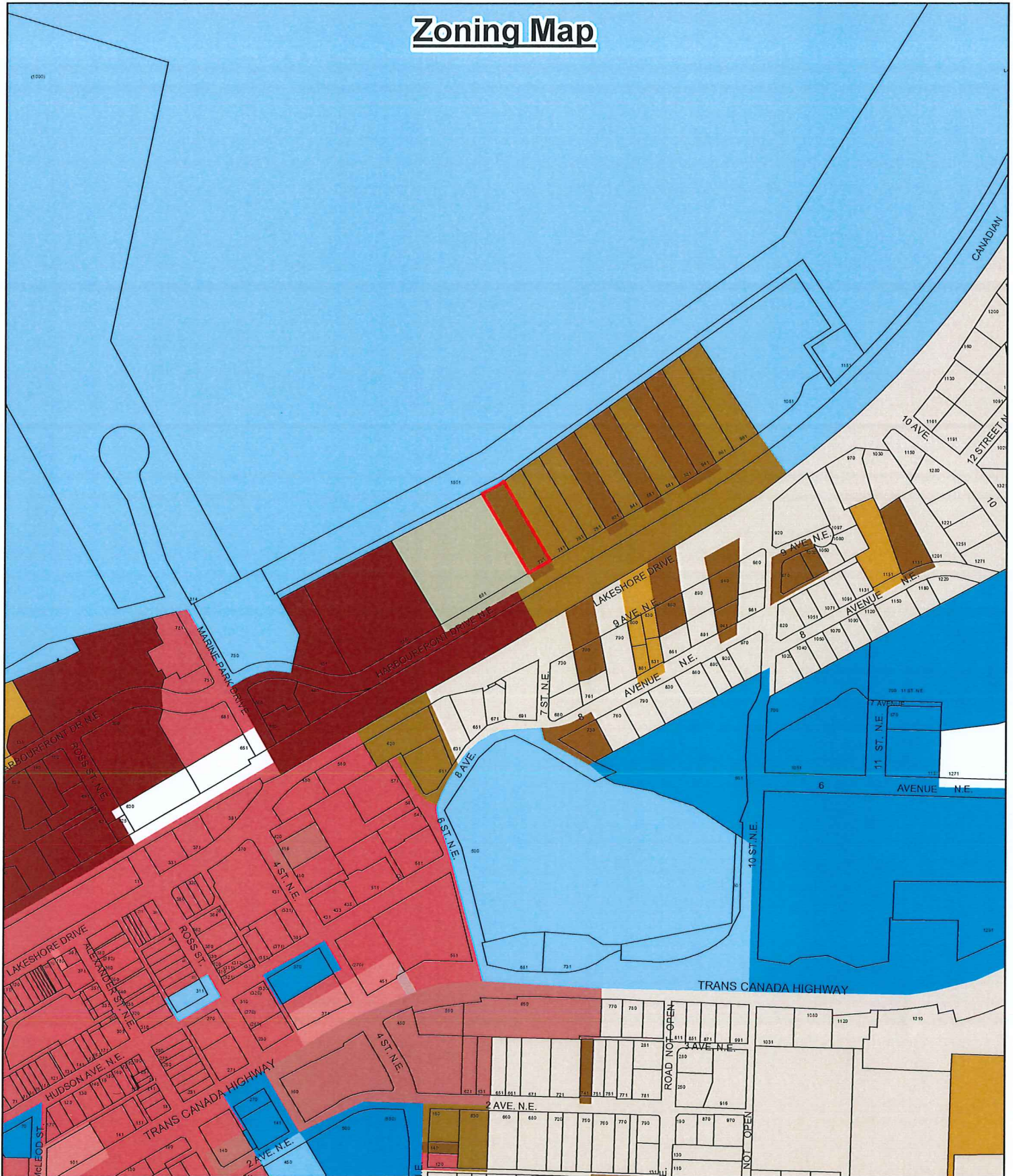
# OCP Map



- Subject Property
- Park
- Environmentally Sensitive Lake Areas
- Lake Recreation
- Institutional
- Residential - Low Density
- Residential - Medium Density
- Residential - High Density
- Commercial - City Centre
- Commercial - Highway Service / Tourist



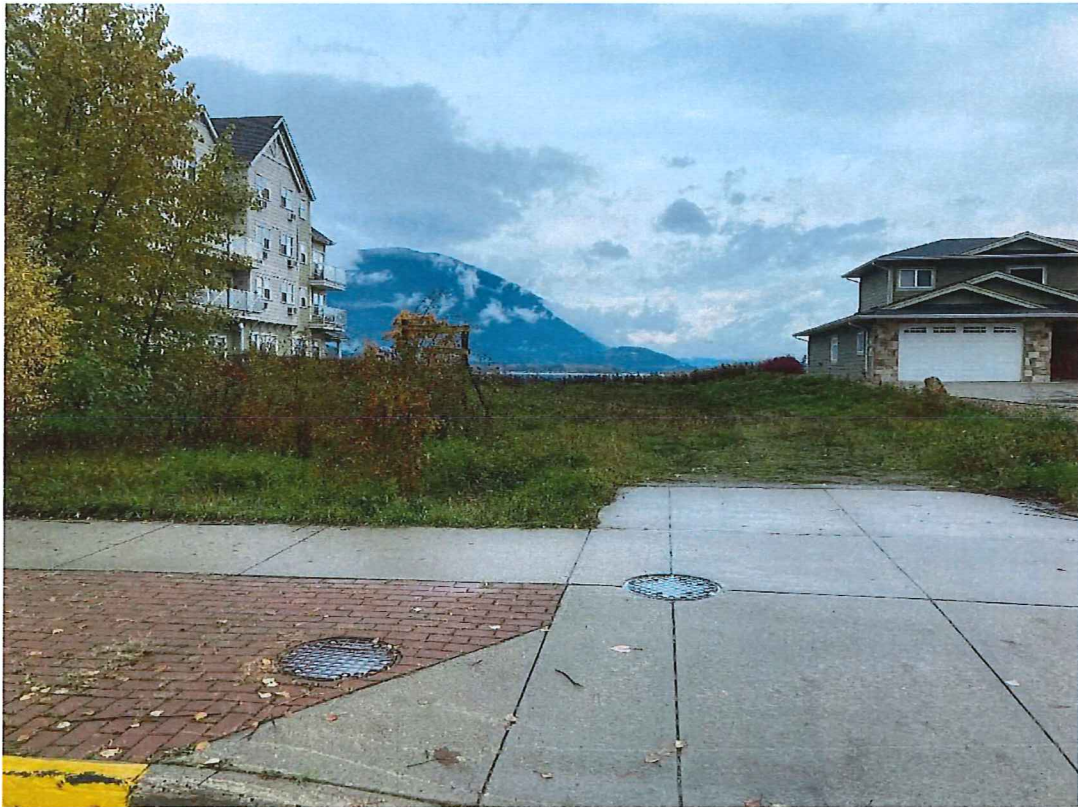
# Zoning Map



	Subject Property		C-2		C-6		R-4
	Parcels		C-2A		CD-2		R-5
			C-3		P-1		R-7
			C-4		P-3		R-8
			C-5		R-1		

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>welling unit</i>	□ 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling units</i> in accordance with special agreement under Section 904 #3218	□ 5 units per hectare (2.0 units per acre)

**Maximum Floor Area Ratio**

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

**Parking**

9.13 Parking shall be required as per Appendix I.

# 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

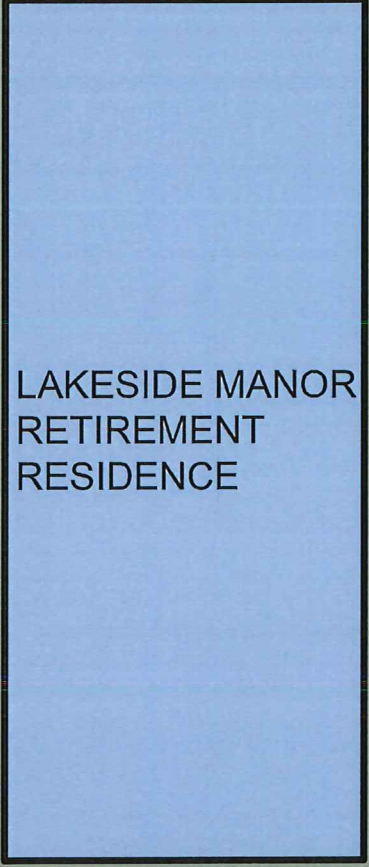
62 m (approx)

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



17.4 m



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 Archeological 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 Archeological 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](http://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](mailto:archaeology@gov.bc.ca).

For more general information, visit the Archaeology Branch website at [www.gov.bc.ca/archaeology](http://www.gov.bc.ca/archaeology).

Warm regards,  
Erin





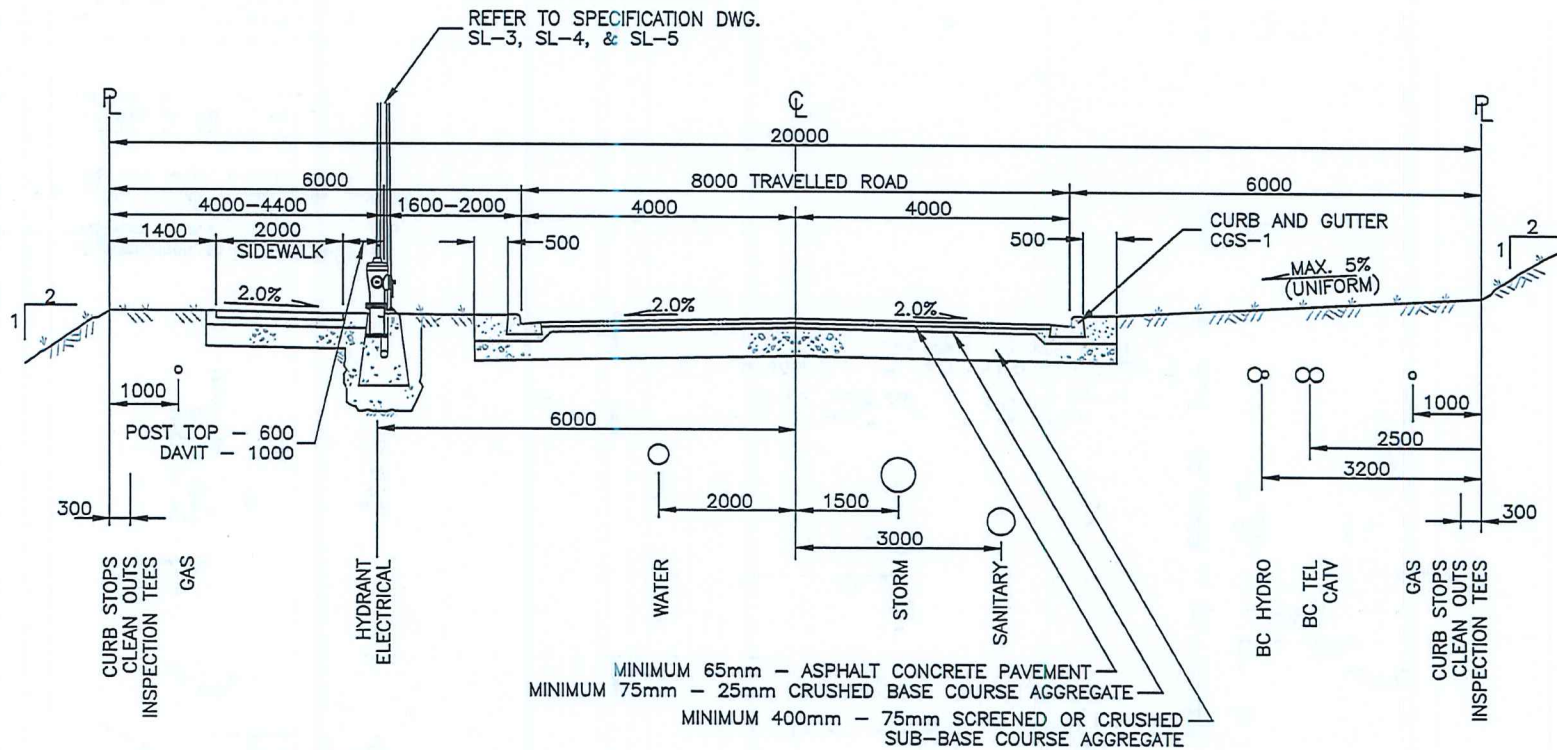
*Please note that subject lot boundaries (yellow) and areas of archaeological potential (brown = high potential) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change. Archaeological site 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](mailto:Erin.Partridge@gov.bc.ca)

---

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

Terms and Conditions Accepted	Yes
Name	Melinda Smyrl
Email	<a href="mailto:msmyrl@salmonarm.ca">msmyrl@salmonarm.ca</a>
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	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.):  026-194-384 Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP77503
Why Site Information is Required	Other (describe below):  Local Government Representative. The owner has made application to amend the Official Community Plan and rezoning in order to develop the subject property.
Third Party Access	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):  Sub Peaks Brewery Corporation, Inc. No BC0931143 (property owner)
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.

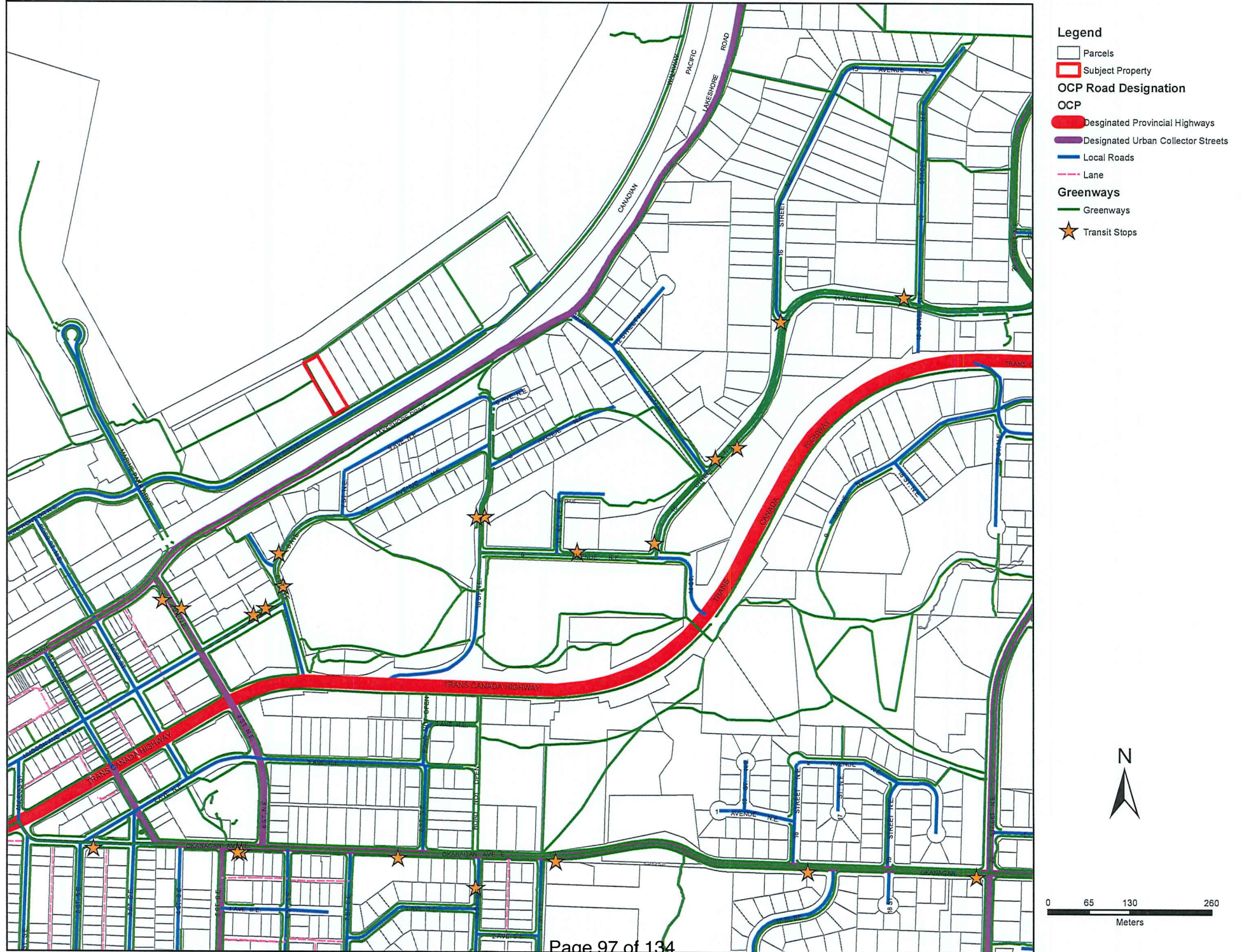
**CITY OF SALMON ARM**

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

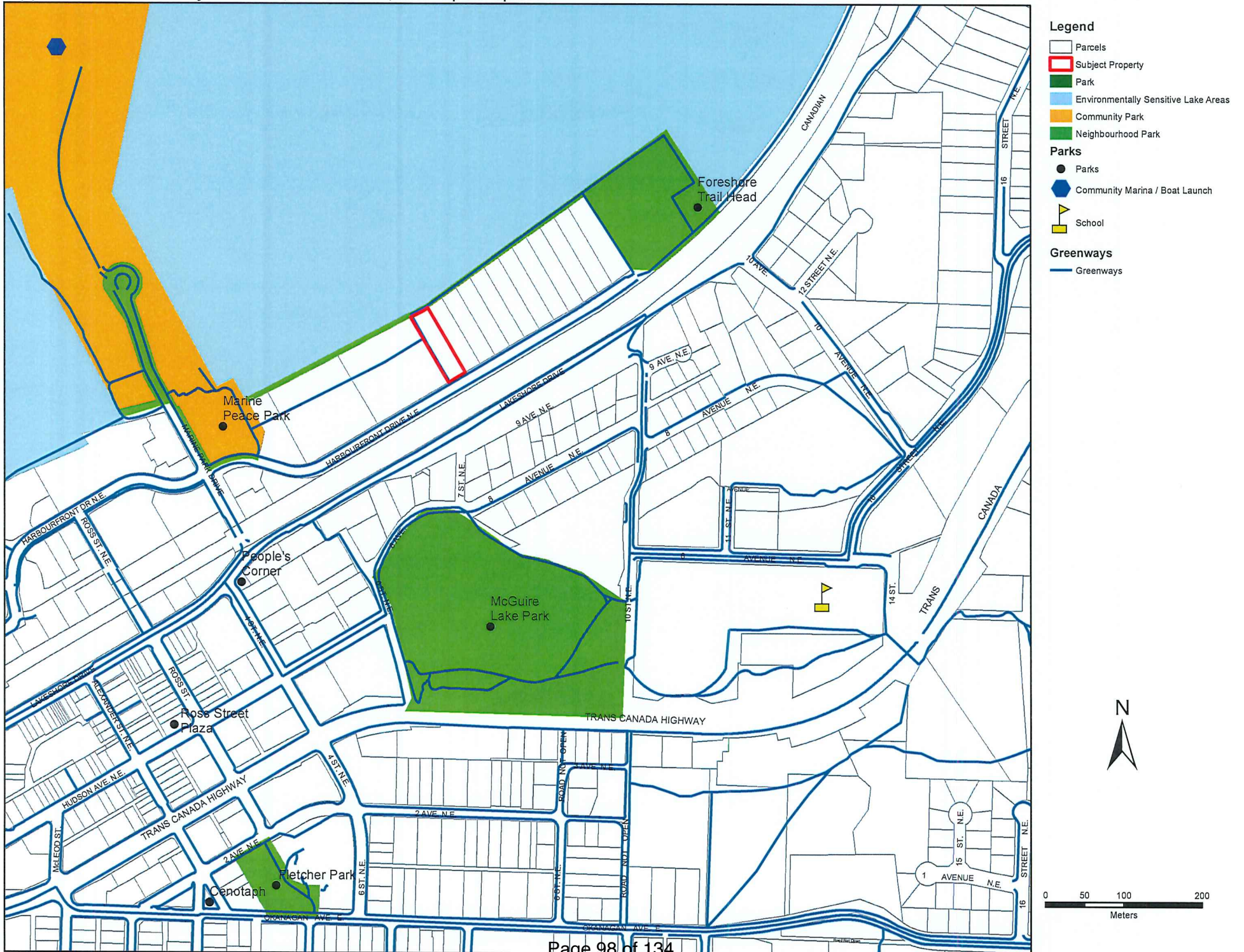
APPROVED 	20m R/W Urban Local Road Cross-Section
SPECIFICATION DRAWING No.:	RD-02

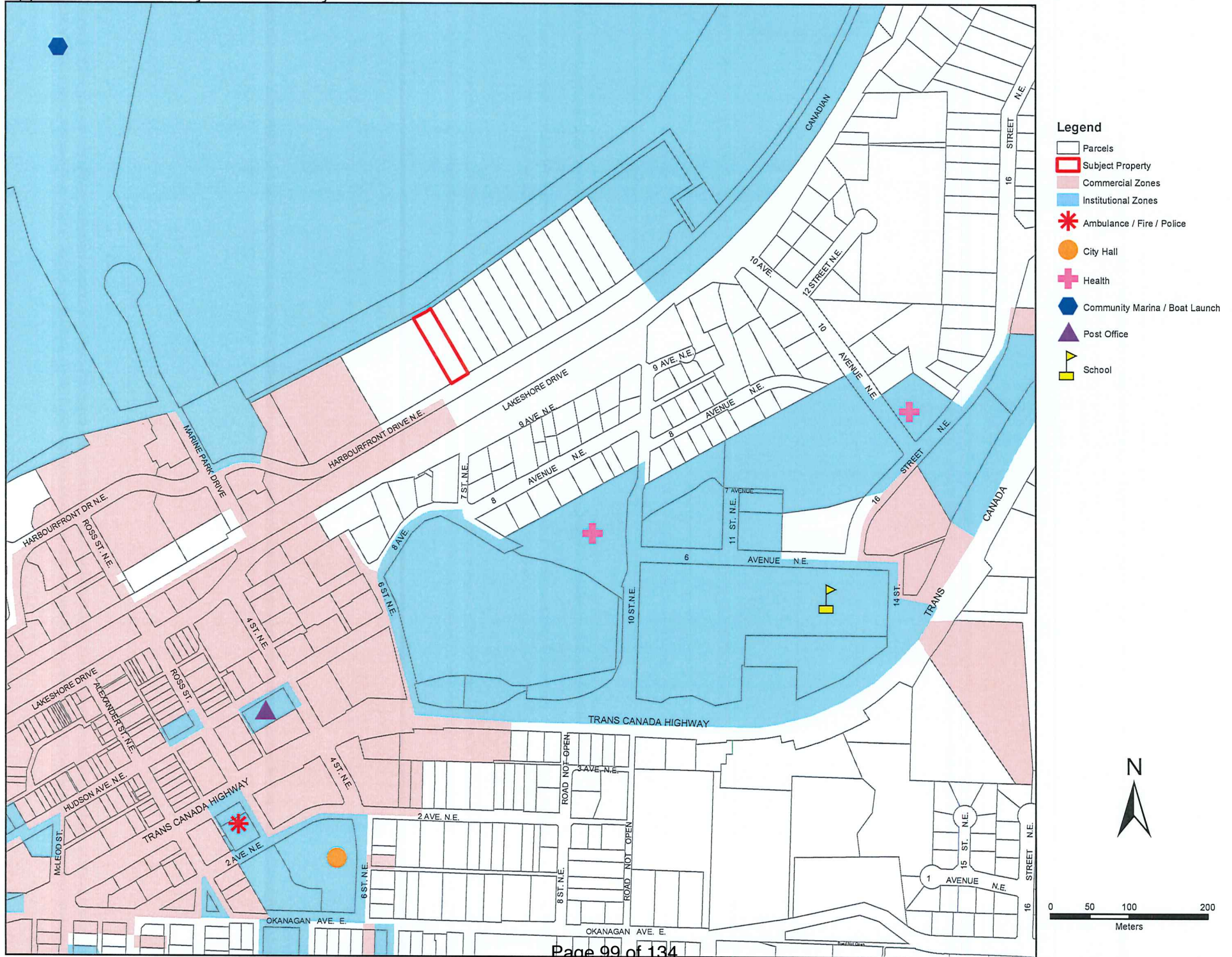
Adopted by Council June 2, 2023

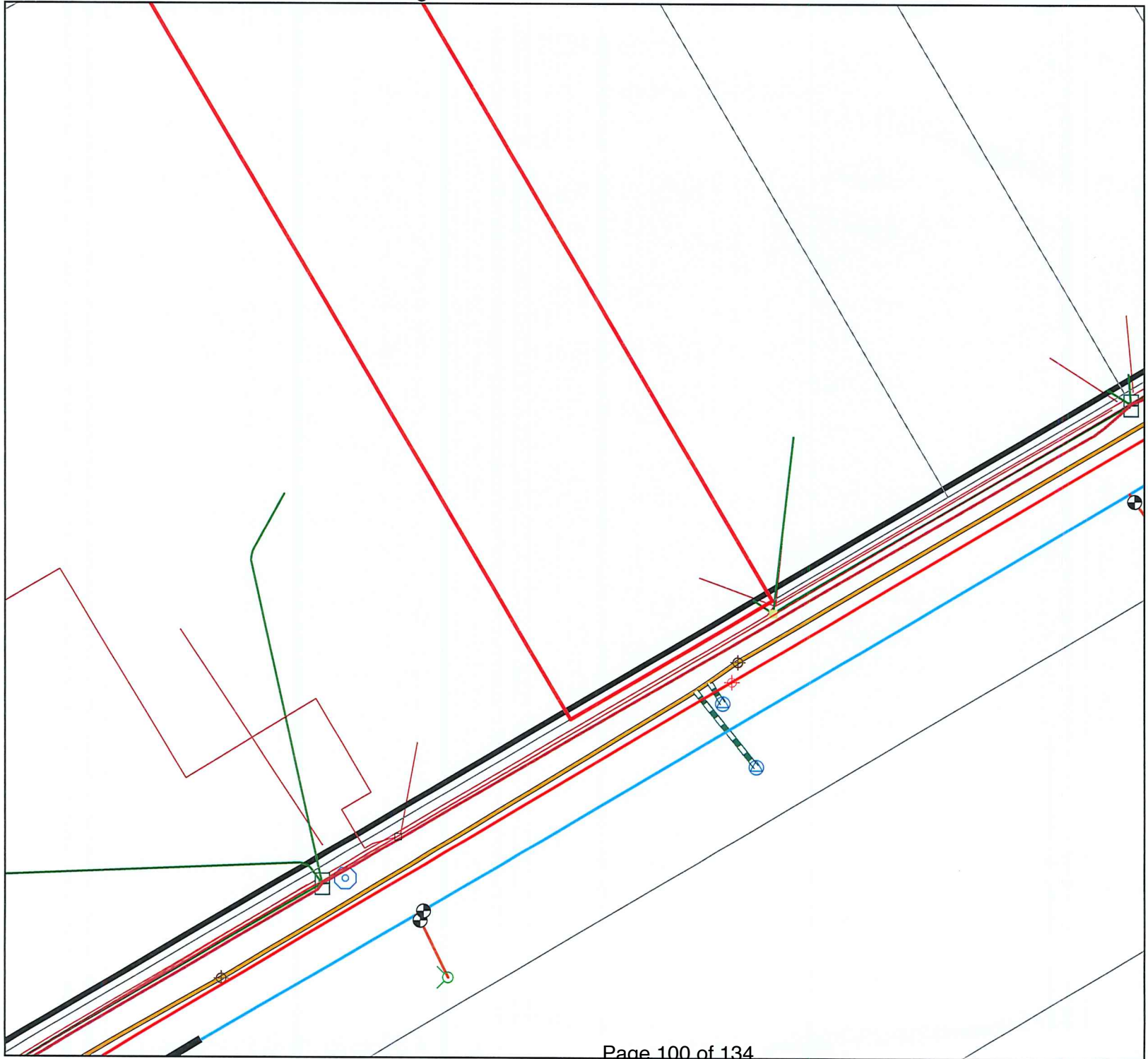




Appendix 12: Proximity to Parks, Recreation, and Open Space







- Legend**
- Parcels
  - Subject Property
  - ⊕ Manhole
  - Sani Main**
  - FLOW TYPE, OWNER**
  - Gravity Main, DSA
  - Hydrant by Colour**
  - BONNET\_COLOUR**
  - ⊕ Green
  - ⊕ Gate
  - Hydrant Lead
  - Water Pipe Main**
  - PRESSURE ZONE, OWNER**
  - Zone 1, City of Salmon Arm
  - ⊕ Storm Manhole
  - ⊕ Storm Catch Basin
  - Catchbasin Lead
  - Gravity
  - Shaw Telecom Facility
  - Shaw Telecom UG Line
  - Service Box
  - UG Primary
  - UG Secondary
  - + UG Transformer
  - Distribution Pipe
  - Telecom Cable Wire
  - Telcom Structure**
  - SUBTYPE**
  - ⊕ MANHOLE



**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                    11                    DAY OF                    DECEMBER                    2023

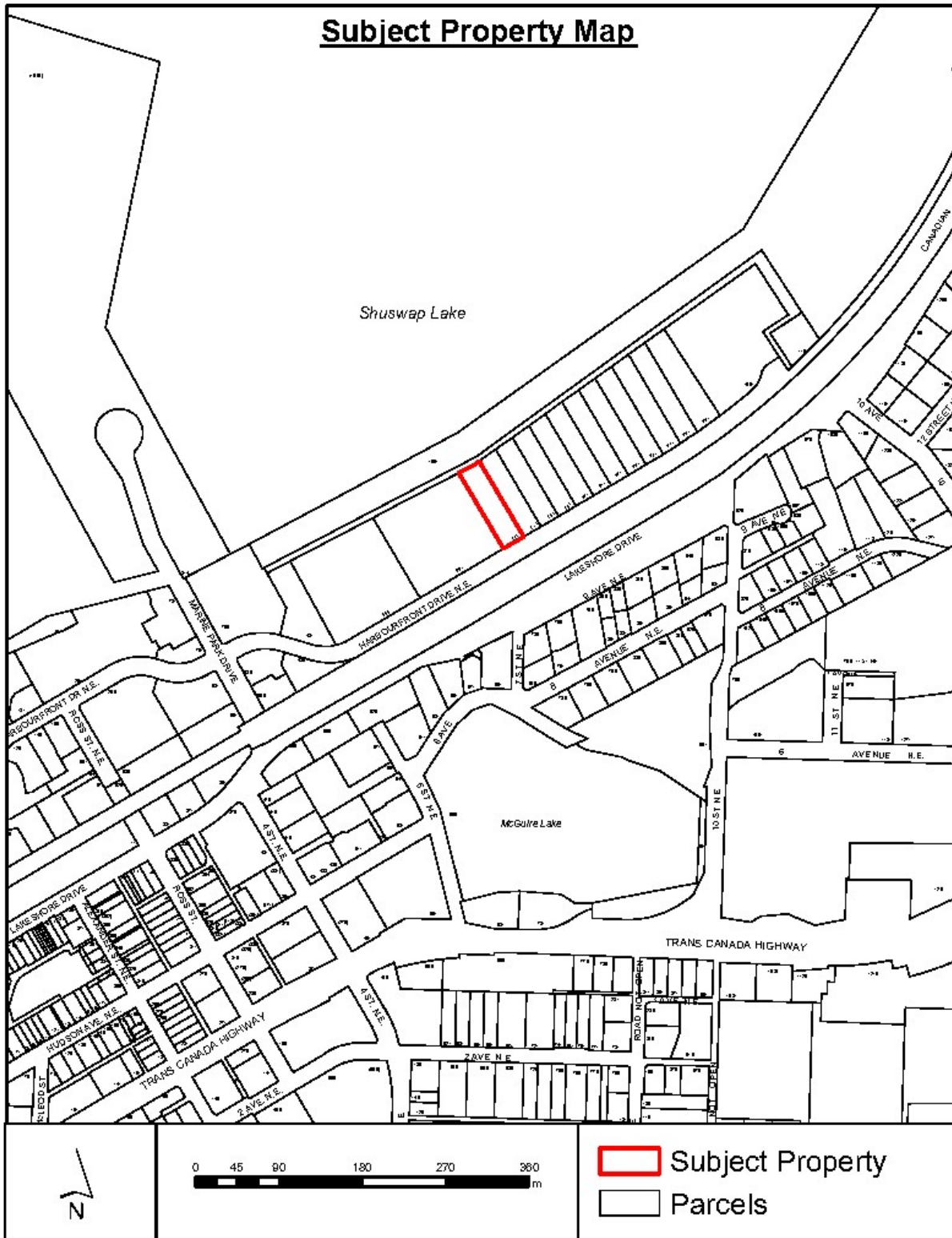
READ A SECOND TIME THIS                                       DAY OF                    2024

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"

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on 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            11    DAY OF            DECEMBER            2023

READ A SECOND TIME THIS            DAY OF            2024

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



To: His Worship Mayor Harrison and Members of Council  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Date: December 13, 2023  
Subject: 2024 Budget

---

**Motion for Consideration**

THAT: Bylaw No. 4616 cited as “City of Salmon Arm 2024 to 2028 Financial Plan Bylaw No. 4616” be given third and final reading.

**Background**

On December 5, 2023 Council gave first and second reading to the 2024 to 2028 Financial Plan Bylaw. The preliminary tax increase was proposed at 7.9%. Following various budget changes summarized in Appendix A, the proposed tax increase was reduced to 5.59%.

Additional information has been provided below for Council’s consideration:

**Canada Community Building Fund (Community Works/Gas Tax)**

During budget deliberations Council made several motions to utilize anticipated CCBF funding towards eligible capital projects. In order to properly record the use of these funds, Council must also account for the receipt of revenues. The following motion is proposed:

That: The 2024 Budget contained in the 2024 to 2028 Financial Plan Bylaw be amended to include \$835,000 in anticipated CCBF (Community Works) Revenue for the 2024/2025 period with an offsetting Transfer to Reserve – Community Works for the same.

**Parks Development Cost Charges (DCCs)**

Eligible park elements are dictated by legislation and are intended to include only basic park elements that serve the entire community.

The Local Government Act (LGA) section 559(2)(b) states that DCCs can be imposed to provide funds to assist local governments to pay capital costs of “providing and improving park land” for only those specific parks identified in the DCC Bylaw.

The LGA section 566(2)(b) states that money in DCC reserve funds together with interest on it may be used only to pay capital costs of the following:

- i) acquiring park land or reclaiming land as park land, or
- ii) providing fencing, landscaping, drainage and irrigation, trails, restrooms, changing rooms and playground and playing field equipment on park land.

The Inspector of Municipalities has stated that they will apply a very narrow interpretation of the legislation and has provided the following comments as a guide:

- Landscaping includes the construction of playing fields (levelling ground, planting grass and other plant material), but does not include the construction of parking lots or access roads.
- Irrigation includes sprinkler systems.
- Playground and playing field equipment include items normally classified as equipment such as swings and slides, but does not include buildings or structures such as dugouts, bleachers, or field houses. The term also does not include the construction of tennis or basketball courts, baseball diamonds, tracks or the installation of lighting systems.

The Ministry has noted that eligible improvements are those that typically serve the entire community. Parkland improvements that serve a more limited demographic such as basketball courts, tennis courts, artificial turf sports fields or baseball dugouts are not eligible.

In 2018, UBCM put forward a resolution (B21) requesting the Ministry to broaden the allowable uses of DCC reserve funds to include alternate recreation and field surfaces, such as artificial turf. The Ministry unanimously agreed not to expand the scope of eligible costs for parkland DCCs.

In working with the Ministry, staff clarified the following as related to the potential use of Parks DCCs for the Blackburn Park Synthetic Field Project:

- Capital costs that are related to the construction of an artificial field are ineligible DCC costs. For example, fencing is an eligible Park DCC cost, however if the fencing is part of an artificial field project it cannot be included. Therefore, Parks DCCs cannot be used towards this project.

### **Parks Development Reserve Fund**

The City's Parks Development Reserve Fund was established by bylaw in 1995 under section 378 of the Municipal Act. The bylaw allows for the following expenditures:

- Purchase of real property for park use,
- Development costs, and
- Purchase of parks equipment.

This section of legislation is no longer current. In accordance with the Community Charter section 188(2)(b) and the LGA section 510(14), money received for the provision of parkland on subdivision must be placed to the credit of a reserve fund and used for the purpose of acquiring park lands. As such, staff will be updating the reserve fund

bylaw to reflect the current legislation and will bring it for Council's consideration in the near future. Similar to the Park DCC reserve fund, the Parks Development reserve cannot be utilized for the Blackburn Park Synthetic Field Project.

**Clarification - Salmon Arm Lawn Bowling Club Public Budget Request**

During budget deliberations, the following motion was carried:

*"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."*

The Club's request was that the City take over ownership of all of the existing equipment and to assume responsibility for maintenance and repair of the existing and new equipment.

Council did not approve the on-going maintenance of the equipment as part of the City's inventory, which complicates the accounting of the equipment as a City capital asset (i.e. the equipment is owned/insured and used by the City, but maintained by the Club).

Options for Council's consideration:

- 1) Inclusion of an operating and maintenance budget for each new piece of equipment, estimated to be \$800.00 each x 3 = \$2,400.00; or
- 2) Provide the funding as a grant to the Club to undertake their own procurement of the equipment and on-going responsibility of maintenance.

**Field Booking Revenues - Shuswap Recreation Society (SRS)**

During budget discussions Council requested additional information related to the revenues generated from field bookings. The below summary was provided by the SRS:

	2023 (YTD at Nov 30/23)	2022	2021
Ball Diamonds	\$ 15,265	\$ 12,185	\$ 10,897
Soccer/Football	19,951	13,095	10,226
Park Users	2,891	2,455	246
Outdoor Courts	3,275	2,600	-
Total	\$ 41,382	\$ 30,335	\$ 21,370

Respectfully Submitted,

  
Chelsea Van de Cappelle, CPA

Account Name	Carried	Defeated	
<b>Budget Changes:</b>			
Sidewalk/MUP - Snow Removal & Sanding (Labour & Equipment)	\$ 30,500.00	\$ -	Motion - Carried
Transfer From Reserve Account - Ice & Snow Removal	(30,500.00)	-	Motion - Carried
4 Ave SW (TCH - 10 St SW) - Drainage - Transfer From Grants Community Works Fund	(94,000.00)	-	Motion - Carried
17 Street SE Stair Repair - Transfer From Grants Community Works Fund	(60,500.00)	-	Motion - Carried
4 Ave SW (TCH - 10 St SW) - Road - Transfer From Grants Community Works Fund	(181,050.00)	-	Motion - Carried
Lakeshore Road - Slope Stabilization - Transfer From Grants Community Works Fund	(209,430.00)	-	Motion - Carried
Sanitary Dump Station (20 St SW) (WTR,SWR) - Transfer From Grants Community Works Fund	(120,000.00)	-	Motion - Carried
Parks Dangerous Tree Assessment	10,000.00	-	Motion - Carried
Lambs Hill Subd. Trail Connection - Greenway Request	-	22,000.00	Motion - Defeated
Turner Creek Trail Repairs ( Okanagan-6 Ave) - Greenway Request	4,000.00	-	Motion - Carried
Transfer From Reserve Account - Senior Games (To Close)	(2,100.00)	-	Motion - Carried
Transfer To Reserves - Recreation Amenities	2,100.00	-	Motion - Carried
Transfer From Reserve Account - Canada 150 Celebration Reserve (To Close)	(8,200.00)	-	Motion - Carried
Transfer To Reserve Account - Cultural Amenities Reserve	8,200.00	-	Motion - Carried
	<u>(650,980.00)</u>		
<b>Other Budget Referrals:</b>			
A. Salmon Arm Elks Recreation Society	-	-	
Field Maintenance - Annual O&M	32,500.00	-	Motion - Carried
Outdoor Latrine - Annual O&M	14,000.00	-	Motion - Carried
Field Maintenance - 1 Time Costs	10,000.00	-	Motion - Carried
Outdoor Latrine Installation - 1 Time Costs	51,500.00	-	Motion - Carried
B. Salmon Arm 2024 55+ BC Games Society	-	-	
1. Additional Safety Items (i.e. Barricades, Pylons, etc.)	15,000.00	-	Motion - Carried
2. Blackburn Baseball Field No. 2 Infield Extension	20,000.00	-	Motion - Carried
3. Application of Spring Fertilizer to SD83 Fields - Labour & Materials	3,975.00	-	Motion - Carried
4. Other Misc. Items During the Event - Labour	12,500.00	-	Motion - Carried
5. Jackson Field - Remove/Replace North Goal Posts	1,280.00	-	Motion - Carried
6. Convert Klahani Park Tennis Courts to Pickleball Courts	-	60,000.00	Motion - Withdrawn
8. Baseball Field Fence Safety Coverings	18,750.00	-	Motion - Carried
Transfer From Reserve Account - Klahani Park Master Plan	(18,750.00)	-	Motion - Carried
10. Relocation of Soccer Goal Nets	1,280.00	-	Motion - Carried
<b>Public Budget Referrals:</b>			
A. Salmon Arm Slo Pitch League	-	-	
2. Replace Dug-Outs	26,400.00	-	Motion - Carried
Community Donation	(12,000.00)	-	Motion - Carried
Transfer From Reserve Fund - Growing Communities Fund	(14,400.00)	-	Motion - Carried
E. Tech-Crete Processors Ltd.	-	-	
Transfer to Reserve - Industrial Park Sanitary Servicing	-	100,000.00	Motion - Defeated
H. Salmon Arm Horseshoe Club	-	-	
Paint, Electrical & Roof Assessment, Ground Light Repl., Window and Door Security, Shelving	5,700.00	-	Motion - Carried
Transfer From Reserve Account - Recreation Amenities	(5,700.00)	-	Motion - Carried
J. Salmon Arm Lawn Bowling Club	-	-	
New Equipment Purchase (Mower, Turf Rider, Spreader)	39,100.00	-	Motion - Carried
Salmon Arm Lawn Bowling Club Contribution	(9,500.00)	-	Motion - Carried
Transfer From Reserve Account - Recreation Amenities	(29,600.00)	-	Motion - Carried
K. Jayme Franklin, Shuswap Youth Soccer Association	-	-	
Blackburn Park Synthetic Field	1,000,000.00	-	Motion - Carried
Transfer From Reserve Account - Blackburn Park	(386,000.00)	-	Motion - Carried
Transfer From Reserve Fund - Growing Communities Fund	(218,145.00)	-	Motion - Carried
Transfer From Reserve Account - Community Works Fund	(95,855.00)	-	Motion - Carried
Contribution from SYSA	(300,000.00)	-	Motion - Carried
O. Canadian Mental Health Association	-	-	
2. Affordable Housing - Building & Development Permit Costs	31,712.00	-	Motion - Carried
Transfer From Reserve Account - COVID 19 Safe Restart Grant	(31,712.00)	-	Motion - Carried
P. Wildsafe BC, British Columbia Conservation Foundation	-	-	
1. Participation in WildsafeBC Program	4,000.00	-	Motion - Carried
Transfer From Reserve Account - Sanitation & Recycling Reserve	(4,000.00)	-	Motion - Carried
	<u>162,035.00</u>		
	<u>\$ (488,945.00)</u>		
Tax Increase/(Decrease)	(2.31)		
Existing Tax Rate Change	7.90		
Revised Tax Rate Change	5.59	1,185,317.80	
<b>Impact - Residential- \$100,000.00 of Assessment</b>			
Property Taxation Increase - Based on Above Revised Tax Rate Change	\$ 15.35	Variable	
	<u>15.35</u>		
	<u>\$ 15.35</u>		

CITY OF SALMON ARM

BYLAW NO. 4616

A bylaw respecting the 2024 to 2028 Financial Plan

---

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council is required, by bylaw, to adopt a financial plan for the period of at least five years;

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

1. "Schedule "A" attached hereto, and forming part of the bylaw is hereby declared to be the 2024 to 2028 Financial Plan of the City of Salmon Arm.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2024 to 2028 Financial Plan Bylaw No. 4616".

READ A FIRST TIME THIS	5	DAY OF	DECEMBER	2023
READ A SECOND TIME THIS	5	DAY OF	DECEMBER	2023
READ A THIRD TIME THIS		DAY OF		2023
ADOPTED BY COUNCIL THIS		DAY OF		2023

\_\_\_\_\_  
MAYOR

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

**City of Salmon Arm**

**2024 - 2028 Financial Plan**

2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
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**Consolidated Revenues**

Property and MRDT Taxes - Net	\$23,201,665	\$23,665,698	\$ 24,139,012	\$ 24,621,792	\$ 25,114,228
Frontage & Parcel Taxes	3,682,240	3,755,885	3,831,003	3,907,623	3,985,775
Sales of Service	10,485,920	10,695,638	10,909,551	11,127,742	11,350,297
Revenue From Own Sources	4,316,420	4,402,748	4,490,803	4,580,619	4,672,231
Rentals	602,520	614,570	626,861	639,398	652,186
Federal Government Transfers	290,100	295,902	301,820	307,856	314,013
Provincial Government Transfers	805,035	821,136	837,559	854,310	871,396
Other Government Transfers	212,300	216,546	220,877	225,295	229,801
Transfer From Prior Year Surplus	573,890	585,368	597,075	609,017	621,197
Transfer From Reserve Accounts	2,987,197	3,046,941	3,107,880	3,170,038	3,233,439
Transfer From Reserve Funds	1,184,000	1,207,680	1,231,834	1,256,471	1,281,600

**Total Consolidated Revenues**

<b>\$48,341,287</b>	<b>\$49,308,112</b>	<b>\$ 50,294,275</b>	<b>\$ 51,300,161</b>	<b>\$ 52,326,163</b>
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**Consolidated Expenditures**

General Government Services	\$ 4,796,347	\$ 4,892,274	\$ 4,990,119	\$ 5,089,921	\$ 5,191,719
Protective Services	7,774,595	7,930,087	8,088,689	8,250,463	8,415,472
Transportation Services	6,313,005	6,439,265	6,568,050	6,699,411	6,833,399
Environmental Health Services	257,520	262,670	267,923	273,281	278,747
Environmental Development Service	3,627,190	3,699,734	3,773,729	3,849,204	3,926,188
Recreation and Cultural Services	6,029,035	6,149,616	6,272,608	6,398,060	6,526,021
Fiscal Services - Interest	1,466,770	1,496,105	1,526,027	1,556,548	1,587,679
Fiscal Services - Principal	1,101,645	1,123,678	1,146,152	1,169,075	1,192,457
Capital Expenditures	6,703,280	10,914,851	7,925,647	7,159,696	5,309,071
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	3,397,200	(612,362)	2,582,893	3,559,014	5,624,012
Transfer to Reserve Funds	1,271,700	1,297,134	1,323,077	1,349,539	1,376,530
Water Services	3,025,650	3,086,163	3,147,886	3,210,844	3,275,061
Sewer Services	2,577,350	2,628,897	2,681,475	2,735,105	2,789,807

**Total Consolidated Expenditures**

<b>\$48,341,287</b>	<b>\$49,308,112</b>	<b>\$ 50,294,275</b>	<b>\$ 51,300,161</b>	<b>\$ 52,326,163</b>
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**2024 - 2028 Financial Plan**

**City of Salmon Arm**

2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
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**Capital Projects**

**Finances Acquired**

General Operating Fund	\$ 2,212,010	\$ 6,959,461	\$ 6,138,601	\$ 5,307,650	\$ 4,739,650
Water Operating Fund	2,442,500	2,544,390	1,172,390	808,890	540,390
Sewer Operating Fund	2,048,770	1,411,000	614,656	1,043,156	29,031
Federal Government Grants	1,568,918	3,000,000	-	-	-
Provincial Government Grants	2,045,917	3,000,000	-	-	-
Prior Year Surplus	-	-	-	-	-
Reserve Accounts	7,798,720	2,259,885	954,402	1,978,500	2,077,500
Reserve Funds	8,433,575	4,432,500	2,421,000	2,136,000	469,500
Development Cost Charges	350,750	4,903,901	363,451	472,500	412,500
Short Term Debt	-	1,450,000	-	-	-
Long Term Debt	9,226,850	64,835,000	6,170,000	7,543,000	13,364,000
Developer Contributions	798,510	-	-	-	-

**Total Funding Sources**

<b>\$ 36,926,520</b>	<b>\$ 94,796,137</b>	<b>\$ 17,834,500</b>	<b>\$ 19,289,696</b>	<b>\$ 21,632,571</b>
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**Finances Applied**

Transportation Infrastructure	\$ 10,073,225	\$ 19,978,254	\$ 9,627,454	\$ 5,313,650	\$ 14,418,650
Buildings	6,700,440	1,175,000	538,000	358,000	330,000
Land	-	-	-	-	-
IT Infrastructure	78,410	105,000	-	-	-
Machinery and Equipment	2,488,920	3,725,000	896,000	1,086,000	604,500
Vehicles	721,250	505,000	95,000	110,000	180,000
Parks Infrastructure	2,240,495	2,987,493	2,014,000	1,607,500	2,760,000
Utility Infrastructure	14,623,780	66,320,390	4,664,046	10,814,546	3,339,421

**Total Capital Expense**

<b>\$ 36,926,520</b>	<b>\$ 94,796,137</b>	<b>\$ 17,834,500</b>	<b>\$ 19,289,696</b>	<b>\$ 21,632,571</b>
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**Departmental Summary:**

2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
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General Government Services	\$ 94,910	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000
Protective Services	1,359,500	957,000	267,000	687,000	437,000
Transportation Services	11,997,580	23,931,254	10,391,454	5,842,650	14,686,150
Environmental Health Services	109,715	255,000	210,000	60,000	60,000
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	3,369,185	3,097,493	2,172,000	1,755,500	2,980,000
Water Services	9,244,850	2,544,390	4,079,390	1,306,390	3,340,390
Sewer Services	10,750,780	63,811,000	614,656	9,538,156	29,031

**Total by Department**

<b>\$ 36,926,520</b>	<b>\$ 94,796,137</b>	<b>\$ 17,834,500</b>	<b>\$ 19,289,696</b>	<b>\$ 21,632,571</b>
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Schedule "B" – Bylaw #4616  
2024 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2024. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

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

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

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

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

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

Schedule "B" – Bylaw #4616  
 2024 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

<b>Revenue Source</b>	<b>Percentage to Total Revenue</b> Includes Conditional Government Transfers	<b>Percentage to Total Revenue</b> Excludes Conditional Government Transfers
Property Taxes	40.54%	44.65%
Parcel Taxes	6.43%	7.08%
User Fees, Charges and Interest Income	26.91%	29.64%
Other Sources	10.00%	0.88%
Proceeds From Borrowing	16.12%	17.75%
	100.00%	100.00%

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

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

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

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

Schedule "B" – Bylaw #4616  
2024 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2023 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	2.7440	1.00:1	66.70%	88.44%
Utilities	22.7936	8.31:1	0.79%	0.13%
Supportive Housing	0.000	0.00:1	0.00%	0.00%
Major Industry	65.3352	23.81:1	2.71%	0.15%
Light Industry	9.7008	3.54:1	2.72%	1.02%
Business	9.7008	3.54:1	26.32%	9.87%
Managed Forest Land	7.3849	2.69:1	0.04%	0.02%
Recreational/Non Profit	2.2831	0.83:1	0.14%	0.22%
Farm	13.7992	5.03:1	0.58%	0.15%

- The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2022 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

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

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 39,385.50	\$ 33,556.50	\$ 72,942.00
Non Profit Societies	411,176.00	256,499.00	697,675.00
Senior Centers	13,090.00	6,498.00	19,588.00
Other	-	-	-
Sports Clubs	306,647.00	158,217.00	464,864.00
<b>Total</b>	<b>\$ 800,298.50</b>	<b>\$ 454,770.50</b>	<b>\$ 1,255,069.00</b>

Schedule "B" – Bylaw #4616  
2024 Revenue Policy Disclosure

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

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

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3471 establishes property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$75,000.00 to encourage revitalization in the Revitalization Area.

Table 4: Revitalization Tax Exemptions

Area	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption	2021 General Municipal Tax Exemption	2022 General Municipal Tax Exemption	2023 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 24,304.74	\$ 24,657.03	\$ 18,939.56	\$ 14,424.23	\$ 10,358.95	\$ 7,115.36

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

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

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

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

Area	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption	2021 General Municipal Tax Exemption	2022 General Municipal Tax Exemption	2023 General Municipal Tax Exemption
"Industrial Zone"	\$ 5,425.51	\$ 5,400.26	\$ 7,614.60	\$ 36,999.43	\$ 91,830.85	\$122,924.53

**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  
DECEMBER 2023**

<b>LAST YEAR (2022)</b>	<b>CURRENT YEAR (2023)</b>
<b>CURRENT MONTH      YEAR-TO-DATE</b>	<b>CURRENT MONTH      YEAR-TO-DATE</b>

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	3	1,439,000	47	24,899,975	-	-	35	17,992,184
2	Misc. Additions etc. to SFD's	4	123,040	92	6,529,637	2	30,000	73	5,002,271
3	New Single Family Dwellings with suites	-	-	13	6,048,500	-	-	15	7,447,000
4	New Secondary/Detached Suites	2	277,504	28	3,861,116	-	-	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	9,876	10	190,576	-	-	5	84,219
7	MFD's (# Units)	-	-	3 (8)	2,347,650	-	-	6 (16)	5,084,000
8	Misc. Additions etc. to MFD's	1	10,000	3	407,000	1	150,000	3	182,500
9	New Commercial	-	-	7	4,245,500	-	-	-	-
10	Misc. Additions etc. to Commercial	2	380,000	14	2,631,250	1	30,000	23	6,827,335
11	New Industrial	-	-	1	462,500	-	-	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	1	1,177,975	6	3,999,021	2	430,000	4	674,282
15	Signs	2	2,145	20	203,422	2	20,400	25	220,191
16	Swimming Pools, Pool Buildings	-	-	15	952,752	-	-	9	656,000
17	Demolitions	-	-	30	-	-	-	10	-
18	Temporary Trailers, A & B Permits	1	-	3	-	-	-	3	-
19	Misc. Special Inspections, etc.	1	-	31	-	-	-	26	-
	<b>TOTAL PERMITS ISSUED</b>	<b>18</b>	<b>3,419,540</b>	<b>333</b>	<b>60,172,009</b>	<b>8</b>	<b>660,400</b>	<b>264</b>	<b>62,906,026</b>

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

## BUILDING PERMITS - YEARLY

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
<b>2001</b>	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
<b>2002</b>	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
<b>2003</b>	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
<b>2004</b>	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
<b>2005</b>	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
<b>2006</b>	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
<b>2007</b>	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
<b>2008</b>	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
<b>2009</b>	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
<b>2010</b>	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
<b>2011</b>	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
<b>2012</b>	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
<b>2013</b>	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
<b>2014</b>	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
<b>2015</b>	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
<b>2016</b>	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
<b>2017</b>	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
<b>2018</b>	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
<b>2019</b>	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
<b>2020</b>	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
<b>2021</b>	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
<b>2022</b>	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
<b>2023</b>	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	62,906,026



# SALMON ARM ROOTS & BLUES

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](mailto:info@rootsandblues.ca)  
Sponsor: [sponsor@rootsandblues.ca](mailto:sponsor@rootsandblues.ca)  
Volunteer and Grants: [volunteer@rootsandblues.ca](mailto:volunteer@rootsandblues.ca)  
[www.rootsandblues.ca](http://www.rootsandblues.ca)

December 8, 2023

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

Attention: Erin Jackson, Chief Administrative Officer

RE: Request to Change Water Restrictions - Amended

Dear Erin,

The Salmon Arm Folk Music Society (SAFMS) has decided to change the dates of the ROOTSandBLUES event to an earlier time in the summer. The new dates for the week of festivities are July 22-28, 2024. As a result, the SAFMS would like to request a temporary change of watering restrictions. The change will start when the restrictions come into effect and last until the end of festival strike week on August 2, 2024.

Additionally, SAFMS requests permission to water the festival site every Monday and Thursday, including the flower beds and the festival site with large sprinklers. This will allow staff and volunteers to water the fairgrounds during weekdays when the SAFMS office is open, enhancing the site's appearance in preparation for the ROOTSandBLUES Festival. Please note that last year, due to a drought, we chose not to water the festival grounds and limited the watering of the flower beds.

Please do not hesitate to contact me if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,



Toni Starkell  
Administrative Services Manager  
Salmon Arm Folk Music Society

To whom it may concern,

Hi, my name is Brian. I live in Blind Bay. There is a transit bus on Thursday that comes to Salmon Arm, I want another one that comes into town on Monday if possible. I have a mental illness and need to come here to Salmon Arm to CMHA. There are also other people that ride that bus to town, there are sometimes 7 of us that come to Salmon Arm. I buy things that I need like shampoo and hand cream, and I love to have lunch at the CMHA Studios. It gives me a little break when I come here, I talk with friends and staff and eat lunch. I would like to come more often, especially Mondays. Thank-you.



Brian Andrews

CO:

Abby Heiser

CMHA Shu/Rev

250-804-9230

Craig Newnes  
Song Sparrow Hall  
[craignewnes@icloud.com](mailto:craignewnes@icloud.com)  
250-253-4711

October 23, 2023

City of Salmon Arm  
Att. Mayor Alan Harrison  
aharrison@salmonarm.ca

Dear Mayor Harrison,

I am writing regarding Bylaw No. 2030 and the responsibility of business owners to remove sidewalk snow and ice in front of their premises.

We have undertaken snow removal at 180 Lakeshore Dr NW in accordance with this bylaw since converting the property into Song Sparrow Hall. It is a great challenge however as there is approximately 330 feet of sidewalk surrounding the building plus two crosswalk bump outs, 3 park benches, and a bus stop. We have contracted snow removal in the past but the machines are not able to get into some of the tight areas well so we often end up doing much of it by hand which can take hours.

We understand the intent of Bylaw 2030 and our responsibilities as a property owner, but this seems like a special case due to the amount of sidewalk, the number of city assets in this area, and the nature of this business. We have also noticed that the city does sidewalk snow removal for most properties in our vicinity, either through direct ownership or management agreement.

Song Sparrow Hall is owned by our company, Lakeshore Village Ltd., but the hall operates as a social enterprise meaning all our revenues go into maintaining the property and offering services to the public, essentially functioning as a non-profit performing arts centre. We have hosted 45 concerts in the last year and a half plus many other public and private events.

We are hoping that the city will consider taking on sidewalk removal at 180 Lakeshore Dr NW, either through bylaw amendment or management agreement.

Thank you for your time and consideration,

Craig Newnes

A handwritten signature in black ink that reads "C. NEWNES". The signature is written in a cursive, slightly slanted style.

Song Sparrow Hall

*The Shuswap*  
**TRAIL ALLIANCE**

The Shuswap Trail Alliance  
PO Box 1531, Salmon Arm, BC V1E 4P6  
Phone: 250-832-0102  
Email: [info@shuswaptrails.com](mailto:info@shuswaptrails.com)

December 19, 2023

Attn: Salmon Arm Mayor and Council

Re: Request to Host Spring Trail Celebration at the South Canoe Trailhead and Memorial Shelter

Dear Mayor Harrison and Council,

The Shuswap Trail Alliance would like to request approval to host a Spring Trail Celebration on June 01, 2024, at the South Canoe Trailhead and Memorial Shelter.

The trails within the Shuswap are a success, in large part, due to our municipal and regional partners, the trail volunteers, stewards, and users. The collaboration between governments, organizations, and multiple user groups is something to commemorate and the Shuswap Trail Alliance would like the opportunity to celebrate the trails with the people who make them possible.

We would like to take the opportunity to host a Jump into Spring - Shuswap Trails Celebration at the South Canoe Trailhead and Memorial Shelter on Saturday June 01, 2024, from 4:00 – 8:00pm. Our intent is to have a family friendly ticketed event and bring in Shred Kelly to preform, have a food truck(s), and a beer garden. We plan on looking for sponsors to help keep the ticket cost accessible to all, and 18 and under will be free. The licensed area will be roped off and clearly delineated by rope and/or snow fencing. Minors will not be allowed in the licenced area, and this will be communicated by signage and security volunteers patrolling the perimeter of the roped off licenced area. Age and ID of all persons attempting to enter the beer garden will be verified. We will also bring in a few porta potties for the day of the event.

The Jump into Spring - Shuswap Trails Celebration will have porta potties, tents, speakers, flagging, waste management, etc.) to support sustainability and safety of all attendees and volunteers.

The Ministry of Transportation and Infrastructure (MOT) will be contacted in the new year for use of the gravel pit to allow for event parking without displacing area residents and other users of the park. The bulk of the trailhead and trails will remain open to public users and event signage will be posted prior to the event to inform South Canoe users.

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

Sincerely,



Jen Bellhouse,  
Executive Director the Shuswap Trail Alliance; Phone: 250-804-3530/email: [jen@shuswaptrails.com](mailto:jen@shuswaptrails.com)

Dave Barnard

December 4, 2023

Salmon Arm, B.C. V0E 1N3

## Mayor and Council

### Re: Water/Sewer Bylaws

Please note that my comments apply **only** to domestic users and **not** to commercial users.

On June 23, 2023 I received a letter stating that I was using water in excess of what I was paying for under the flat rate billing system. This did not surprise me as I have quite a large lawn and try to keep it healthy. I discussed the options via both email and telephone with City staff and asked for a grace period to figure out the split between my household and irrigation usage. To gather this information, I took daily and weekly meter readings to better understand when and how much water I was using. Based on my calculations, I use approximately 2.38 times the 39 M3 monthly allocation under the flat rate billing system. My household water use of 22.9 M3 from October 1 to March 31 is well below the 39 M3.

As the discussions with City staff continued, it was mentioned multiple times, that I should be on metered water because I was using more water than I was paying for. I fully agreed to this as it is only fair and completely logical that each homeowner pay for what they use. City staff calculated several billing cost estimates for me with some as high as \$3000 and \$4000. Given that the flat rate for water is approximately \$325 per year and that I use 2.38 times more than the 39 M3, logically the billing should be approximately ( $\$325 \times 2.38$ ) or \$773.5. I reviewed the Water Rate Bylaw, recalculated my cost based on the rate schedule and calculated that my water billing should be \$728 which is materially different than the CSA staff calculation.

Upon further investigation, it turns out, if you elect metered billing for water you have to go to metered billing for sewer. Given that there are no meters in place to calculate sewer volumes, the volume used to calculate sewer usage is taken from the water meter. This results in metered users being charged for sewer volumes that never enter the sewer system but rather are used for washing cars, cleaning your driveway, watering vegetable gardens, lawns and shrubs. If the guiding principle is that home owners should pay for what they use then the Bylaws clearly do not accomplish this. So, what can be done to achieve a better result?

The existing Bylaw is quite old and perhaps a review and amendments designed to reflect the current needs of the community is in order. A few random thoughts for your consideration:

#### **39 M3.**

The 39 M3 is used as a baseline for monthly household use. This volume is not unreasonable based on the Canadian average of 329 liters per person per day. High density housing in the major urban area however skews that average downward. Published average usage for Okanagan residents is 675 liters per

day. For a family of four that translates to 83.7 M3 per month. Is the 39 M3 we use to set flat rates the appropriate volume for residents in the Salmon Arm?

### Water

Properties with meters who historically use more than the 39 M3 monthly can easily be switched to metered water billings. Properties using less than 39 M3 could stay on the flat rate for simplicity, or go to metered billing if they wish. Both billing systems are already in place.

Properties without a meter present another set of challenges. Currently they are paying the flat rate for water. As there is no way to measure their consumption, flat rate billing is currently the only option. This does however raise the issue of fairness. Grandfathering these residences by having a building permit application or a change of ownership trigger a metering requirement would eventually deal with this issue.

### Sewer

Currently there is no ability to measure the volume of sewer outfall for individual domestic residences and accordingly nearly every residence pays the same flat rate. If we follow the stated principle that each homeowner should pay for what they use, then this practice is flawed. For example, a single senior with a small property pays the same as an active family of five. While this may not be entirely fair, we may be stuck with the flat rate system given the difficulty in measuring the sewer discharge at individual residences.

### Credit meters

CCSA staff suggested that I could instal a credit meter. This involves the purchase of a second water meter, and having a plumber instal the device in your home for a cost of approximately \$1000. The credit meter measures the water going out of your irrigation line and gives you a sewer credit for that volume. This may work if you have a dedicated line feeding an underground irrigation system but it won't if you water using hoses attached to your exterior hose bibs. In my opinion forcing all households using more than 39 M3 to incur this expense due to the inability to measure sewage outfall is just wrong. Average sewer volumes can easily be calculated by using water volumes during the winter months when irrigation does not occur.

If our goal is to keep things fair and simple, why not give those on metered water the option to use the flat rate for sewer. Common sense tells us that water used inside goes into the sewer system and water used outside does not. Residents should not be paying sewer rates on their outside usage because it does not go into the sewage system.

If Mayor or any Councillor has questions or would like to discuss any of these comments, please contact me. I have collected a lot of data over the last six month that may be of interest.

Yours truly,

  
Dave Barnard



## Rhonda West

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**From:** Rhonda West  
**Sent:** Friday, December 15, 2023 8:02 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>  
**Sent:** Thursday, December 14, 2023 3:33:29 PM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; David Gonella <[dgonella@salmonarm.ca](mailto:dgonella@salmonarm.ca)>; Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Louise Wallace-Richmond <[lwallacerichmond@salmonarm.ca](mailto:lwallacerichmond@salmonarm.ca)>; Sylvia Lindgren <[slindgren@salmonarm.ca](mailto:slindgren@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>  
**Subject:** [External] Online Form Submittal: Mayor and Council

### Mayor and Council

First Name: Jeff  
Last Name: Nelson  
Address: [REDACTED] Salmon Arm  
Return email address: [REDACTED]  
Subject: Boat Ban - Castanet  
Body: Dear Mayor and Council,

I just read the Castanet article regarding the proposal for an out of province boat ban, and the opposition to that idea by Counsellor Kevin Flynn.

I just want to add my voice, as a 30+ year resident of Salmon Arm, that I essentially agree with Mr. Flynn on this issue. I really don't think it would be of any benefit to our city and region to try to "ban" out of province boats, especially since our region is very dependent on tourism dollars.

I do agree with some, who point out that tourists from other regions are not very respectful of our lake and region, and can often cause environmental and other issues, however this is - hopefully! - a minority.

I believe that we should be mounting a significant defensive response to regional threats such as zebra mussels, however I would be much more willing to support measures such as inspection stations at every boat launch on the lake, rather than banning boats from out of region.

Thank you for your serious consideration of this issue, as I do believe it is a critically serious issue for residents of the Shuswap, but "banning" out of province boats is the wrong approach!

Would you like a response:

Yes

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



## Rhonda West

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**From:** Rhonda West  
**Sent:** Tuesday, January 2, 2024 8:23 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>  
**Sent:** Thursday, December 28, 2023 6:57:56 PM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; David Gonella <[dgonella@salmonarm.ca](mailto:dgonella@salmonarm.ca)>; Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Louise Wallace-Richmond <[lwallacerichmond@salmonarm.ca](mailto:lwallacerichmond@salmonarm.ca)>; Sylvia Lindgren <[slindgren@salmonarm.ca](mailto:slindgren@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>  
**Subject:** [External] Online Form Submittal: Mayor and Council

### Mayor and Council

First Name Heather  
Last Name Yip  
Address: [REDACTED]  
Return email address: [REDACTED]  
Subject: Traffic Safety and Parking Concerns on 3rd Avenue NE

Body

We live on 3rd Avenue NE in Salmon Arm. We have lived here for almost seven years and have noticed that because of the poor design of the street safety has become a growing concern. It is difficult to get around the corner heading west without almost hitting a vehicle or, when walking on the public roadway around the corner onto 8th Street NE having to worry about being hit by a car speeding onto 3rd Avenue from 8th Street. Another issue which has gotten worse over the years is the increasing amount of vehicles parking on the street.

We want to present these issues to the council if and when appropriate, to ask for some calming measures to be placed on 3rd Avenue NE (similar to calming measures placed on other city-owned roadways such as marking where someone cannot park (e.g. yellow curbside markings) and perhaps a mirror at the blind corner (there are numerous examples throughout the city where such mirrors have been placed).

As evidenced by the City clearing the snow on 3rd Avenue NE

and using the road to pick up recycling, garbage and composting, 3rd Avenue NE is a City owned and maintained public roadway and we believe the City (as represented by Council) should be informed about the risks of liability posed by this roadway which has been ignored for too long.

Would you like a response:

Yes

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## Rhonda West

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**From:** Rhonda West  
**Sent:** Thursday, December 14, 2023 10:35 AM  
**To:** Rhonda West  
**Subject:** Letter of Support Request for SISS  
**Attachments:** LOS\_CitySA.docx

To Mayor Alan Harrison and members of the Council of Salmon Arm,

I am writing to respectfully request your support on behalf of the Shuswap Immigrant Services Society (SISS). Through the Building Safer Communities Initiative (BSCF), the City of Salmon Arm has partnered with SISS and School District 83 to develop a new afterschool program for newcomer youth and teens entitled, "The Hive." This weekly program, which began in September, has been extremely successful in supporting newcomer youth and teens. Many of the youth participants have asked if the Hive could run every day of the week! As part of the sustainability plan for this initiative, SISS is applying to Immigration, Refugee, and Citizenship Canada for funding for the HIVE for the next four years. If IRCC funding was secured, BSCF funding would be directed to developing a parent support program that would run concurrently with the Hive.

Your endorsement would not only emphasize the significance of this program but also show the collaborative support for this initiative.

Thank you for your attention and consideration.

Sincerely,

Sarah Zuidhof

**Sarah Zuidhof | Building Safer Communities Project Coordinator**  
Box 40 500 2 Avenue NE, Salmon Arm BC V1E 4N2  
P 250.803.8393 | E [szuidhof@salmonarm.ca](mailto:szuidhof@salmonarm.ca)

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

*"We acknowledge that the City of Salmon Arm offices are located on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together".*

*All communications with the City are considered City records and may be subject to disclosure through the Freedom of Information and Privacy Act. Please consider the environment before printing this e-mail.*



Immigration, Refugee and Citizenship Canada

December 13, 2023

**Re: Settlement Program and Resettlement Assistance Program Call for Proposals 2024**

To Whom It May Concern,

On behalf of the City of Salmon Arm, I am pleased to offer a letter of support for the Shuswap Immigrant Services Society's (SISS) application to the IRCC's Settlement Program call for proposals as they provide critical services to newcomers in the Shuswap.

The City of Salmon Arm is in the Columbia-Shuswap Regional District of British Columbia and is home to approximately 20,000 people. In 2021, according to Statistics Canada, approximately 10% of Salmon Arm's population were immigrants, and the city expects the number of newcomers to climb as programs such as the Rural and Northern Immigration Pilot become established in the region. With growing numbers of newcomers, the services SISS provides are critical and the city is pleased to partner with this organization to address support for local youth.

The City of Salmon Arm, through the federal Building Safer Communities Program funding, provides financial support for the Shuswap Immigrant Services Society for the after-school program entitled, "The Hive" which offers invaluable social, academic and emotional support to newcomer youth, teens and families. The target population for the Hive are newcomer youth (ages 5-18) within School District 83. This program meets weekly at a local elementary school and connects teen mentors (many whom are newcomer youth themselves) with youth participants to strengthen community connections. The Hive not only seeks to build positive social support and increase a sense of belonging within the community for both teen mentors and youth participants but also aims to enhance academic success and English language support.

In addition to the Hive project, SISS has been an integral partner in the newly formed Shuswap Youth Services Collaborative which aims to bring together all local organizations serving youth to identify service gaps and work together to address the unique needs of local youth in Salmon Arm. Through the Shuswap Youth Services Collaborative, SISS has supported two large collaborative projects- the Foundry project and the development of a youth employment program. This integrated and collaborative work among service providers ensure stronger wraparound services to support youth in the Shuswap. This work would not be possible without the time, human resources and commitment from SISS who can speak directly to the needs of newcomer youth and families in this city.

Salmon Arm is proud to be a diverse and inclusive community and we understand the importance of fostering a welcoming environment for newcomers. We urge the Immigration, Refugee and Citizenship Canada to consider this proposal favourably, as the work of the Shuswap Immigrant Services Society is critical to creating support for the diverse needs of our residents.

Sincerely,

Mayor Alan Harrison



December 22, 2023

1268220

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

Their Worship Alan Harrison  
and Members of Council  
City of Salmon Arm  
PO Box 40, 500 2 Ave NE  
Salmon Arm BC V1E 4N2

Dear Mayor Harrison and Councillors:

Thank you to your delegation for meeting with me at the Union of British Columbia Municipalities Convention in Vancouver and for your follow up correspondence on October 16, 2023.

I appreciated hearing about issues in your community, and I'm grateful for your advocacy. Topics raised during the meeting included Foundry, the challenges experienced since the City shelter closed, access to psychiatric services, and your offer to host a pilot program for involuntary treatment. In your follow-up letter, you reiterate your concerns about a lack of psychiatric services available at your hospital, which has increased demands for mental health and substance use services in your community.

I am pleased to hear about the new shelter that recently opened in Salmon Arm, and congratulate the City for your work to move this project forward and your support in addressing the needs of unhoused residents in your community.

The Ministry is working hard across government to create an accessible, robust, and culturally safe system of mental health and addictions care that provides the right care at the right time and place for people. Through Budget 2023, we are making historic investments into treatment, prevention, and early childhood initiatives to prevent small challenges from becoming more severe later in life. Now more than ever, we need to find ways to support our province's most vulnerable residents and connect them to vital, life-saving treatment and support options, at the same time as ensuring people are treated with dignity and respect.

...2

We know that there are situations when someone is experiencing a mental health emergency where involuntary admissions under the *Mental Health Act* can be necessary to protect health and save lives, but we also understand the gravity of these situations and take seriously the need to balance the rights of the individual with our obligation to help and protect people living with mental illness. Providing access to quality care, balanced with the need for voluntary continuum of services and respect for peoples' choices, continues to be a primary focus for our work. We are truly grateful for your community's efforts in supporting people when they are at their most vulnerable.

Interior Health has expanded their mental health and substance use supports to include a new [virtual health option](#) that makes accessing health care easier across the region, and additional [Integrated Treatment Teams](#) to provide multidisciplinary outreach to people who need flexible support. Integrated Treatment Teams in Salmon Arm for Mental Health Services and for Substance Use Services can be accessed by calling 310-MHSU (6478).

Thank you again for your leadership. I appreciate these important opportunities to exchange ideas and share information. Meetings like this help me better understand the challenges people and communities across BC face on a daily basis. Through a continued partnership, I am confident we can work together to improve mental health and substance use care in the City of Salmon Arm and for all British Columbians.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Whiteside". The signature is fluid and cursive, with the first name being more prominent.

Jennifer Whiteside  
Minister