

City of Salmon Arm
Regular Council Meeting

Monday, January 22, 2024, 1:00 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

Pages

1. **CALL TO ORDER**
2. **IN-CAMERA SESSION**
Motion for Consideration
THAT: pursuant to Section 90(1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity; (d) the security of the property of the municipality; (g) litigation or potential litigation affecting the municipality; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the *Community Charter*, Council move In-Camera.
3. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**
4. **ADOPTION OF AGENDA**
Motion for Consideration
THAT: the Agenda be adopted as presented.
5. **DISCLOSURE OF INTEREST**
 - 5.1 Councillor Gonella - Item 12.1.2 - B. Hermanski, Board Director, Salmon Arm Roots & Blues
Letter dated December 22, 2023 - Permission to Construct a Storage Building - 541 3 Street SW (Roots and Blues Office)
6. **CONFIRMATION OF MINUTES**
 - 6.1 Regular Council Meeting Minutes of January 8, 2024 7 - 15
Motion for Consideration
THAT: the Regular Council Meeting Minutes of January 8, 2024 be adopted as circulated.
7. **COMMITTEE REPORTS**
 - 7.1 Development and Planning Services Meeting Minutes of January 15, 2024 16 - 18
 - 7.2 Downtown Parking Commission Meeting Minutes of January 16, 2024 19 - 22
8. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
9. **STAFF REPORTS**

9.1	Visitor Services Coordinator - 2023 Annual Report	23 - 44
9.2	Manager of Planning & Building - Bill 44 Housing Statutes (Residential Development) & Bill 46 Housing Statutes (Development Financing) Amendments to the <i>Local Government Act</i>	45 - 49
9.3	Director of Engineering & Public Works - Narcisse Street NW Rail Grade Crossing Safety Improvements <u>Motion for Consideration</u> THAT: Council authorize the Corporate Officer to sign the Rail Safety Improvement Funding Agreement; AND THAT: the 2024 budget contained in the 2024-2027 Financial Plan Bylaw be amended to include \$100,000.00 for the Canadian Pacific Kansas City level grade railway crossing at the Narcisse Street NW (Mile 63.59 Shuswap Subdivision), funded from the R.R. Grade Crossing Reserve.	50 - 51
9.4	Director of Planning & Community Services - Draft Tree Protection Bylaw - For Information	52 - 66
9.5	Chief Financial Officer - Loan Authorization Bylaw No. 4618 - Zone 2 Pump Station <u>Motion for Consideration</u> THAT: the bylaw entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw No. 4618 be read a first, second and third time; AND THAT: Approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$4,226,850.00 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station; AND THAT: Council establish Monday, May 6, 2024 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from Electors for the proposed borrowing of \$4,226,850.00 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station; AND THAT: Council establish the Elector Response Form as shown on Appendix B for the proposed borrowing of \$4,226,850.00 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station; AND THAT: Council establish the fair determination of the total number of elector responses required as 1,480 for the proposed borrowing \$4,226,850.00 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station.	67 - 79
9.6	Director of Corporate Services - Voter Registration Options in Local Government Elections	80 - 82
10.	INTRODUCTION OF BYLAWS	
10.1	Official Community Plan Amendment Bylaw No. 4624 1821 9 Avenue NE Owners: 1026082 BC Ltd./Lakeside Bowling Ltd. Agent: IBA Architecture Inc. MR to HC <u>Motion for Consideration</u> THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4624 be read a first time.	83 - 112

- 10.2 Zoning Amendment Bylaw No. 4625 113 - 115
(see Item 10.1 for Staff Report)
 City of Salmon Arm
 Text Amendment
 Addition of CD-21 Zone

Motion for Consideration
 THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4625 be read a first time.

- 10.3 Zoning Amendment Bylaw No. 4626 116 - 118
(see Item 10.1 for Staff Report)
 1821 and 1881 9 Avenue NE
 Owners: 1026082 BC Ltd./Lakeside Bowling Ltd.
 Agent: IBA Architecture Inc.
 R-1 and C-3 to CD-21

Motion for Consideration
 THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4626 be read a first time.

11. RECONSIDERATION OF BYLAWS

- 11.1 Revenue Anticipation Borrowing Bylaw No. 4617 119 - 120
Motion for Consideration
 THAT: the Bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4617 be read a final time.

- 11.2 Water and Sewer Frontage Parcel Tax Bylaw Update 121 - 130
Motion for Consideration
 THAT: the Bylaw entitled City of Salmon Arm Water Frontage Parcel Tax Bylaw No. 4622 be read a final time;

AND THAT: the Bylaw entitled City of Salmon Arm Sanitary Sewer Frontage Parcel Tax Bylaw No. 4621 be read a final time;

AND FURTHER THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4623 be read a final time.

12. CORRESPONDENCE

- 12.1 Informational Correspondence
- 12.1.1 Calendar of Events 131 - 131
 - 12.1.2 B. Hermanski, Board Director, Salmon Arm Roots & Blues - Letter 132 - 133
 dated December 22, 2023
 Permission to Construct a Storage Building
 541 3 Street SW (Roots and Blues Office)
 - 12.1.3 D. Miller, Board Chair, BC Infrastructure Benefits - Letter dated 134 - 151
 January 9, 2024 - Salmon Arm Skilled Trades Workers on HWY 1
 Four-Laning Projects
 - 12.1.4 J. Beatty, Chair and J. Pattinson, Vice Chair, Shuswap Climate 152 - 153
 Action Society - Email dated January 11, 2024 - Okanagan-
 Shuswap Transit Week Challenge
 - 12.1.5 K. Clausen, Executive Director, Heritage BC - Heritage Week 154 - 155
 Celebration - February 19-25, 2024

12.1.6	T. Mandewo, UBCM President - Invitation to Register for 2024 UBCM Housing Summit	156 - 157
12.1.7	J. Buitenhuis, Campus Administrator, South Okanagan, Similkameen - Email dated January 17, 2024 - Letter of Support from City of Salmon Arm for ETSI BC Regional Transportation Enhancement Grant	158 - 158
12.1.8	R. Hirtle, Treasurer, Shuswap Creative Makerspace Society - Email dated January 19, 2024 - Request for Letter of Support Shuswap Makerspace Youth Inclusion Program 2024 Program Costs Application for Financial Support to the Shuswap Community Foundation	159 - 160

13. NEW BUSINESS

14. PRESENTATIONS

14.1	Presentation 4:00-4:15 (approximately) Staff Sergeant West, Salmon Arm RCMP Detachment Quarterly Policing Report October to December, 2023	161 - 166
14.2	Presentation 4:15-4:30 (approximately) T. Kutschker, Curator and C. Watson, Executive Director - Shuswap District Arts Council Annual Report	167 - 209

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

17.1 Councillor Lavery - Tech-Crete Budget Request
WHEREAS Tech-Crete Processors Ltd. submitted a 2024 budget referral for funding to extend Sanitary Sewer Service along 13 Avenue SW;

AND WHEREAS Council discussed this request during the 2024 Budget Deliberations on December 5, 2023, identifying a number of concerns and factors;

THEREFORE BE IT RESOLVED THAT Council direct Staff to present a preliminary update report to Council to review the current factors underlying this request and to begin consideration of options for future budget cycles.

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

18.1 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.

18.2 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.

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

7:00 MEETING RESUMES

21. DISCLOSURE OF INTEREST

22. HEARINGS

23. STATUTORY PUBLIC HEARINGS

23.1 Official Community Plan Amendment Application OCP4000-55
721 Harbourfront Drive NE
Owner: 0766658 BC Ltd.
Agent: W. Whelen
LR to MR

210 - 237

23.2 Zoning Amendment Application ZON-1273
(see 23.1 for Staff Report)
721 Harbourfront Drive NE

Owner: 0766658 BC Ltd.
Agent: W. Whelen
R-8 to R-4

- 23.3 Zoning Amendment Application ZON-1278 238 - 252
1721 11 Avenue SE
Owner: R. Cameron
Agent: M. Skjerpen
R-1 to R-8

24. RECONSIDERATION OF BYLAWS

- 24.1 Official Community Plan Amendment Bylaw No. 4601 253 - 255
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 third time.

- 24.2 Zoning Amendment Bylaw No. 4602 256 - 258
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 third time;

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

- 24.3 Zoning Amendment Bylaw No. 4612 259 - 261
1721 11 Avenue SE
Owner: R. Cameron
Agent: M. Skjerpen
R-1 to R-8

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4612 be read a third 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.

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

REGULAR COUNCIL

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

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

COUNCIL PRESENT: Mayor A. Harrison
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond
Councillor D. Cannon
Councillor D. Gonella

ABSENT: Councillor S. Lindgren

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: M. Paiement, Planner; D. Gerow, General Manager, Shuswap
Recreation Society

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

Council moved In-Camera at 1:31 p.m.
Council returned to Regular Session at 2:07 p.m.
Council recessed until 2:30 p.m.

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; 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.

4. ADOPTION OF AGENDA

Moved by: Councillor Gonella

Seconded by: Councillor Wallace Richmond

THAT: the Agenda be adopted as presented.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Councillor Gonella - Item 12.1.3 - T. Starkell, Administrative Services Manager, Salmon Arm Folk Music Society - Letter dated December 8, 2023 - Request to Change Water Restrictions

Councillor Gonella is employed by the Salmon Arm Folk Music Society.

Councillor Gonella - Item 12.1.5 - C. Newnes, Song Sparrow Hall - Letter dated October 23, 2023 - Request for City Sidewalk Snow Removal at 180 Lakeshore Drive NW

Councillor Gonella works for the Salmon Arm Folk Music Society that rents the venue 6-10 times per year.

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of December 11, 2023

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: the Regular Council Meeting Minutes of December 11, 2023, be adopted as circulated.

Carried Unanimously

7. COMMITTEE REPORTS

Council reviewed the Committee Meeting Minutes and business arising.

7.1 Active Transportation Advisory Committee Meeting Minutes of December 11, 2023

7.2 Environmental Advisory Committee Meeting Minutes of December 12, 2023

7.3 Social Impact Advisory Committee Meeting Minutes of December 15, 2023

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

CSR Connect - Board Meeting Highlights
December, 2023

For information.

9. STAFF REPORTS

9.1 Chief Administrative Officer - Field Use Agreement - Elks Park

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

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.

Carried Unanimously

9.2 Chief Administrative Officer - Outdoor Pickleball Court Use Agreement

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

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.

Carried Unanimously

Amendment:

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

THAT: the Agreement include a clause that the City or community organization may reserve the courts for special events upon reasonable notice to the Shuswap Recreation Society and the Pickleball Club.

Carried Unanimously

9.3 C. Guidos, Salmon Arm Fire Department - Interim FireSmart Progress Report

For information.

9.4 General Manager, Shuswap Recreation Society - Shuswap Recreation - 2024 Rate Increase

For information.

Councillor Cannon left the meeting at 3:11 p.m.

9.5 Chief Financial Officer - Shuswap Regional Airport Commission Appointment

Moved by: Councillor Lavery

Seconded by: Councillor Flynn

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

Carried Unanimously

10. INTRODUCTION OF BYLAWS

10.1 Revenue Anticipation Borrowing Bylaw No. 4617

Councillor Cannon returned to the meeting at 3:13 p.m.

Councillor Flynn left the meeting at 3:13 p.m.

Moved by: Councillor Lavery

Seconded by: Councillor Gonella

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

Carried Unanimously

10.2 Water and Sewer Frontage Parcel Tax Bylaw Update

Councillor Flynn returned to the meeting at 3:16 p.m.

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

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.

Carried Unanimously

11. RECONSIDERATION OF BYLAWS

11.1 Official Community Plan Amendment Bylaw No. 4601

721 Harbourfront Drive NE

Owner: 0766658 BC Ltd.

Agent: W. Whelen

LR to MR

Moved by: Councillor Gonella

Seconded by: Councillor Wallace Richmond

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.

Carried Unanimously

11.2 Zoning Amendment Bylaw No. 4602

(see 11.1 for Staff Report)

721 Harbourfront Drive NE

Owner: 0766658 BC Ltd.

Agent: W. Whelen

R-8 to R-4

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

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.

Carried Unanimously

11.3 2024 to 2028 Financial Plan Bylaw No. 4616

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

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

Carried Unanimously

Amendment:

Moved by: Councillor Lavery

Seconded by: Councillor Wallace Richmond

THAT: \$835,000 in anticipated Canada Community Building Fund (Community Works) Revenue for the 2024/2025 period with an offsetting Transfer to Reserve - Community Works for the same be included.

Carried Unanimously

Amendment:

Moved by: Councillor Flynn

Seconded by: Councillor Wallace Richmond

THAT: an operating and maintenance budget for each new piece of equipment, estimated to be \$800.00 each x 3 - \$2,400.00 be included, funded from General Taxation.

Carried Unanimously

12. CORRESPONDENCE

The meeting recessed at 3:50 p.m.

The meeting reconvened at 3:55 p.m.

Councillor Gonella declared a conflict and left the meeting at 3:56 p.m.

12.1 Informational Correspondence

- 12.1.3 T. Starkell, Administrative Services Manager, Salmon Arm Folk Music Society - Letter dated December 8, 2023 - Request to Change Water Restrictions

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

THAT: Council authorize a temporary change of watering restrictions to the Salmon Arm Folk Music Society with the change to start when the restrictions come into effect and last until the end of festival week on August 2, 2024;

AND THAT: Council authorize the Salmon Arm Folk Music Society to water the Roots and Blues festival site every Monday and Thursday, including flower beds with large sprinklers, during weekdays when the Salmon Arm Folk Music Society office is open, in preparation for the Roots and Blues festival.

Carried Unanimously

- 12.1.5 C. Newnes, Song Sparrow Hall - Letter dated October 23, 2023 - Request for City Sidewalk Snow Removal at 180 Lakeshore Drive NW

Moved by: Councillor Flynn

Seconded by: Councillor Cannon

THAT: Council direct Staff to meet with C. Newnes to review the request for sidewalk snow removal at 180 Lakeshore Drive NW and explore options for Council's consideration.

Carried Unanimously

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

Councillor Gonella returned to the meeting at 4:02 p.m.

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Cannon

THAT: Council provide a letter of support for the Shuswap Immigrant Services Society's application to the Immigration, Refugee, and Citizenship Canada Settlement Program call for proposals for funding for the Hive program for the next four years.

Carried Unanimously

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

Moved by: Councillor Gonella

Seconded by: Councillor Wallace Richmond

THAT: Council approve the Shuswap Trail Alliance request to host a Spring Trail Celebration on June 1, 2024 at the South Canoe Trailhead and Memorial Shelter from 4:00-8:00 p.m., including food trucks, subject to the provision of adequate liability insurance;

AND THAT: Council supports the event permit application to the Liquor and Cannabis Regulation Branch for a beer garden.

Carried Unanimously

12.1.7 D. Barnard - Letter dated December 4, 2023 - Water/Sewer Bylaws

Moved by: Councillor Flynn

Seconded by: Councillor Cannon

THAT: the letter from D. Barnard dated December 4, 2023 regarding Water/Sewer Bylaws be referred to Staff to provide Council with a background report.

Carried Unanimously

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

There being no further business on the agenda, the meeting adjourned at 4:21 p.m.

CORPORATE OFFICER, S. WOOD

MAYOR, A. HARRISON

DEVELOPMENT AND PLANNING SERVICES

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

January 15, 2024, 5:00 a.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

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

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Corporate Services S. Wood
Director of Engineering & Public Works R. Niewenhuizen
Director of Planning and Community Services G. Buxton
Deputy Corporate Officer R. West
Senior Planner C. Larson

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. ADOPTION OF AGENDA

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: the Agenda be adopted as presented.

Carried Unanimously

4. APPROVAL OF MINUTES

Councillor Lindgren joined the meeting at 8:02 a.m.

Moved by: Councillor Gonella

Seconded by: Councillor Flynn

THAT: the Minutes of the Development and Planning Services Committee Meeting of December 4, 2023 be approved.

Carried Unanimously

5. DISCLOSURE OF INTEREST

6. REPORTS

6.1 Official Community Plan Amendment Application No. OCP4000-56

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

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lavery

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

Carried Unanimously

6.2 Zoning Amendment Application

(see Item 6.1 for Staff Report)

City of Salmon Arm
Text Amendment
Addition of CD-21 Zone

Moved by: Councillor Gonella

Seconded by: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by adding "Section 59 - CD-21 - Comprehensive Development Zone - 21" as defined in Appendix 6 of the Staff Report dated January 8, 2024.

Carried Unanimously

6.3 Zoning Amendment Application No. ZON-1275

(see Item 6.1 for Staff Report)

1821 and 1881 9 Avenue NE
Owners: 1026082 BC Ltd./Lakeside Bowling Ltd.
Agent: IBA Architecture Inc.
R-1 and C-3 to CD-21

Moved by: Councillor Cannon
Seconded by: Councillor Gonella

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

1. rezoning Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from R-1 (Single Family Residential Zone) to CD-21 (Comprehensive Development Zone - 21);
2. rezoning Parcel A (DD W51279), Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 Except Plan KAP46224 from C-3 (Service Commercial) to CD-21 (Comprehensive Development Zone - 21).

Carried Unanimously

7. **FOR INFORMATION**
8. **IN-CAMERA**
9. **ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 8:20 a.m.

MAYOR, A. HARRISON

CITY OF SALMON ARM

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall and by electronic means on **Tuesday, January 16, 2024.**

PRESENT:

Tim Lavery	Councillor, City of Salmon Arm, Chair
Bill Laird	Member at Large
Vic Hamilton	Member at Large
Regan Ready	Member at Large
Gerald Foreman	DSA Representative
Claire Askew	DSA Representative
Morgan Matheson	DSA Representative
Jacquie Gaudreau	DSA Representative
Jenn Wilson	Resource Personnel, Civil Engineer
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works
Travis Bartsch	Resource Personnel, City Bylaw Officer

ABSENT:

Cathy Ingebrigston	Member at Large
Gary Buxton	Resource Personnel, Director of Planning & Community Services

GUEST:

The meeting was called to order at 8:07 a.m. by Chair, Bill Laird.

1. INTRODUCTIONS AND WELCOME

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. PRESENTATIONS:

No presentations.

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

Moved: Vic Hamilton

Seconded: Jacquie Gaudreau

THAT: the Downtown Parking Commission Meeting Agenda of January 16, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

5. **APPROVAL OF MINUTES FROM NOVEMBER 21, 2023**

Moved: Vic Hamilton

Seconded: Jacquie Gaudreau

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

CARRIED UNANIMOUSLY

6. **OLD BUSINESS ARISING FROM MINUTES**

a) Parking credit card readers – update

Rob Niewenhuizen provided an update on the credit card readers for parking.

Discussion:

- Will the new equipment be compatible with an App function in the future?
 - Current information provided is that an App function will be compatible with the new equipment.
 - Our new equipment is the same as what the City of Vernon is using, and they have an App feature for their parking.
- What was the cost of the equipment to accept cards?
 - \$5,000 was the cost of the upgraded equipment.

b) CHMC Parking Passes

Travis Bartsch stated that two parking passes had been issued to CMHC which expire at the end of 2024. At which time the DPC will have an opportunity to determine whether or not to renew the passes on an annual basis.

c) BC Hydro Vehicle Charging Stations – Salmar Parking Lot

Rob Niewenhuizen provided an update on the project.

- Project has been postponed until spring of 2024.
- Benefit of the postponement is that the parking lot can be repaved without the need for a temporary placement of concrete, which would have to be replaced with asphalt later in the year.

d) Ross Street Infrastructure Improvement Project – update

Rob Niewenhuizen and Jenn Wilson provided an update on the project.

- Map was provided for reference.

- Storm sewer upgrade on Ross St in front of the laundromat and into the Ross St parking lot.
- Sanitary sewer upgrade on Ross St at Hudson Ave.
- Work scheduled to be completed in the spring of 2024.
- Estimated three week closure of Ross St, which will affect the entrance to the Ross St parking lot. A temporary entrance will be constructed during this time.
- Member inquired if this work was connected to the Ross St Underpass Project?
 - The storm sewer upgrade is connected to the Underpass Project, which was deferred to 2024 due to time constraints at the time the Underpass Project was underway.
 - The sanitary sewer upgrade is not connected to the Underpass Project. These upgrades were deemed necessary and combining this project with the storm sewer upgrade was determined to be an opportune time as Ross St would be closed.
- Member inquired if once the Ross St parking lot was repaved, if the handicap parking stalls would be marked with something that would be clearly visible for a long time.
 - Yes, the markings on the pavement will be long lasting, as well as posts with signs.

7. **NEW BUSINESS**

a) DSA

- Some membership terms will be expiring.
- Jacquie Gaudreau's term has been completed.

b) Ross St Washroom Upgrade Project

Rob Niewenhuizen provided a project update.

- Scheduled for completion by the end of March 2024.
- No extension is available, as the grant being utilized dictates a March completion.
- To date the contractor is on schedule to meet the deadline for completion.
- New building design will not permit a person to lock themselves inside the washroom.

c) Downtown Parking Budget and Street Parking

Discussion:

- Rob Niewenhuizen provided clarification as to how the budget numbers are calculated from the Inner Core Parking Lot.
- Inner Core lot is half monthly reserved stalls, and half paid timed parking.
- There is a waiting list for monthly reserved stalls.
- Currently about 50% of parking tickets issued are being paid.
- Members discussed ideas of how to encourage parking to rotate in the Downtown.
 - A sliding pay scale for paid timed street parking.
 - Meters on highly occupied streets and no meters on less occupied streets.

Downtown Parking Commission Meeting of January 16, 2024

- Current meters are placed on the streets which had the previous cold collector pay meters.
- It was decided to continue to follow the current pay structure for street parking for the time being, as it was developed based upon the recommendation of a consultant evaluation.

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

No correspondence.

9. **NEXT MEETING - Tuesday, February 27, 2024**

The next meeting of the Downtown Parking Commission will be Tuesday, February 27, 2024. The Chairperson will be Vic Hamilton.

10. **ADJOURNMENT**

Moved: Vic Hamilton

Seconded: Tim Lavery

THAT: the Downtown Parking Commission Meeting of January 16, 2024 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 08:46 a.m.

Travis Bartsch

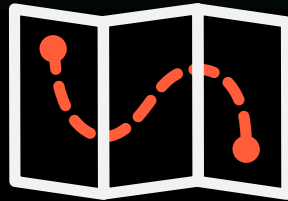
Minutes received as information by Council at their Regular Meeting of _____, 2024.

#SmallCityBigAdventure

SALMON ARM

Visitor Services

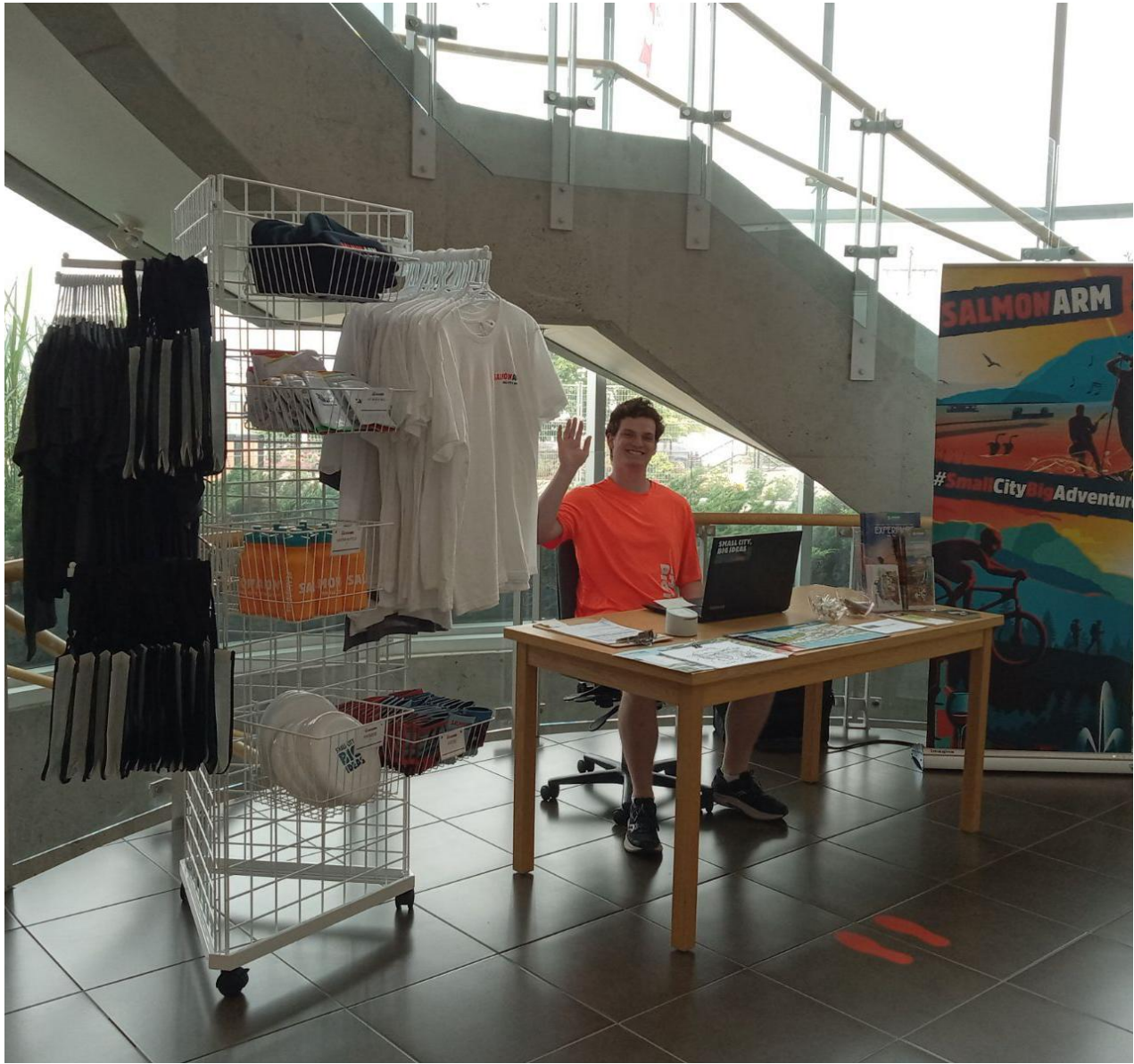
2023 Year End Review



REPORT BY: SAPPHIRE A. GAMES



Visitor Centre At City Hall



1510

Total Visitors	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL
2023	42	32	103	177	85	149	236	470	325	252	139	716	62	85		147	1,510
% change 2023 - 2022	-59.22%	-23.81%	134.09%	-6.35%	21.43%	161.40%	10.80%	38.24%	-8.45%	-39.86%	-39.04%	-28.54%	-34.04%	203.57%		20.49%	-8.65%
2022	103	42	44	189	70	57	213	340	355	419	228	1,002	94	28		122	1,653
% change 2022 - 2021				0.00%		83.87%	71.77%	57.05%	85.86%	71.72%	12.32%	57.05%	11.90%	-89.55%		-65.34%	44.37%
2021	0	0	0	0	0	31	124	155	191	244	203	638	84	268		352	1,145

Mobile Outreach



6957

Total Visitor-Event/Road	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL
2023	156	382	326	864	351	286	1,052	1,689	2,119	1,511	486	4,116	48	240		288	6,957
% change 2023 - 2022	231.91%	31.72%	171.67%	89.06%	-43.84%	-2.39%	12.15%	-9.00%	127.85%	-24.11%	-70.22%	-9.60%	-20.00%	3.45%		-1.37%	-2.81%
2022	47	290	120	457	625	293	938	1,856	930	1,991	1,632	4,553	60	232		292	7,158
% change 2022 - 2021				0.00%		4783.33%	160.56%	407.10%	48.80%	352.50%	470.63%	237.01%	-71.29%	-58.42%		-61.93%	188.16%
2021	0	0	0	0	0	6	360	360	625	440	286	1,351	209	558		767	2,484



Digital Outreach



Social Media



Fans & Followers	New fans & followers	Page & profile impressions	Page & profile reach	Posts	Post impressions	Post reach	Post shares
1.7K fans & followers	234 fans & followers	118K impressions	82K users	375 posts	46K impressions	39K users	88 shares
↗ 1.2K from 423	↗ 129 from 105	↗ 93K from 261K	↗ 65K from 18K	↗ 271 from 104	↗ 35K from 12K	↗ 28K from 11K	↗ 48 from 40

Live Chat

183

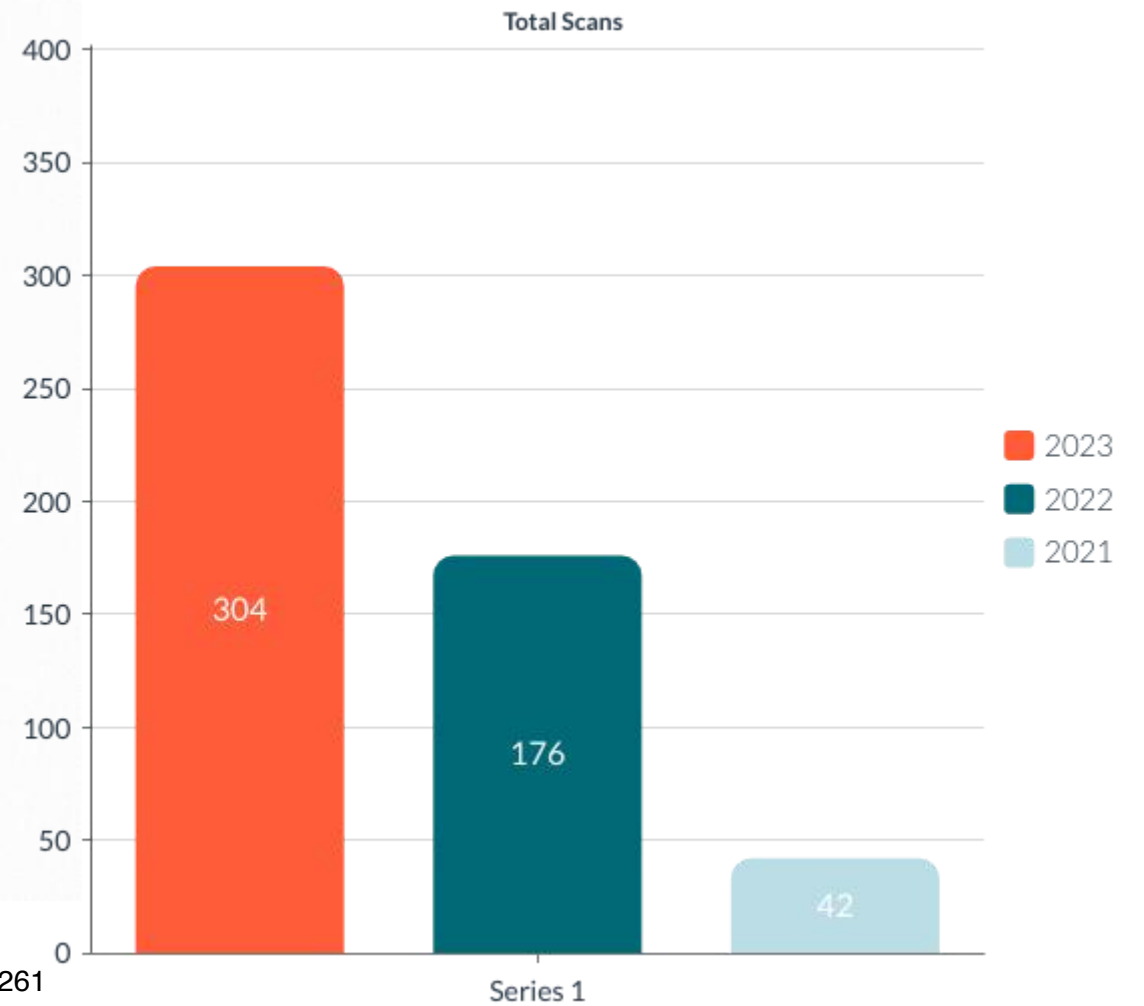


Total Social Media	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL
2023	9	7	12	28	9	25	23	57	28	32	15	75	14	9		23	183
% change 2023 - 2022	-30.77%	-22.22%	20.00%	-12.50%	12.50%	56.25%	-8.00%	16.33%	180.00%	-52.24%	-53.13%	-31.19%	40.00%	28.57%		35.29%	-11.59%
2022	13	9	10	32	8	16	25	49	10	67	32	109	10	7		17	207
% change 2022 - 2021				0.00%			127.27%	345.45%	-66.67%	219.05%	88.24%	60.29%	-37.50%	-41.67%		-39.29%	93.46%
2021	0	0	0	0	0	0	11	11	30	21	17	68	16	12		28	107



304

QR Codes



Visitor Services Website



LiveChat



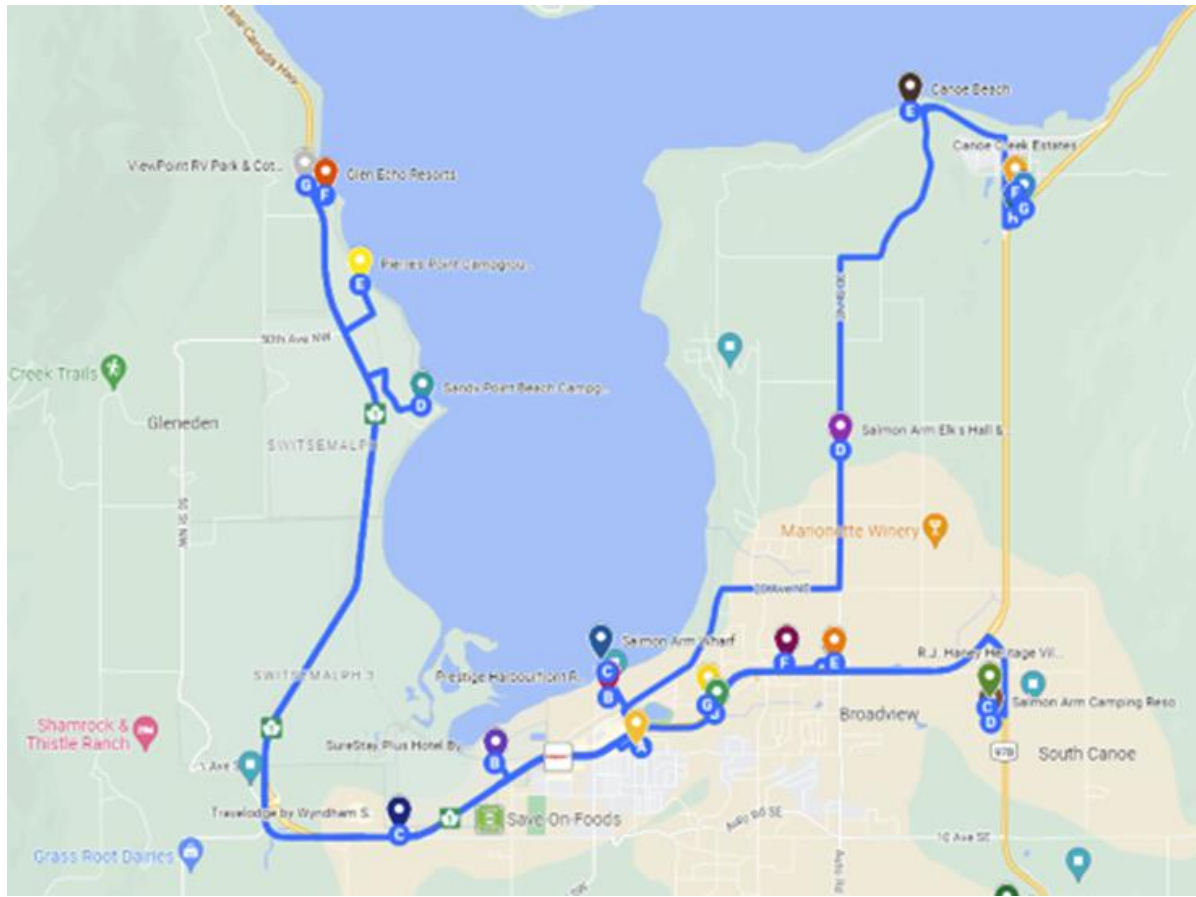
Google Analytics



Outdoor Kiosks



Mobile Deliveries



VISITOR INFORMATION

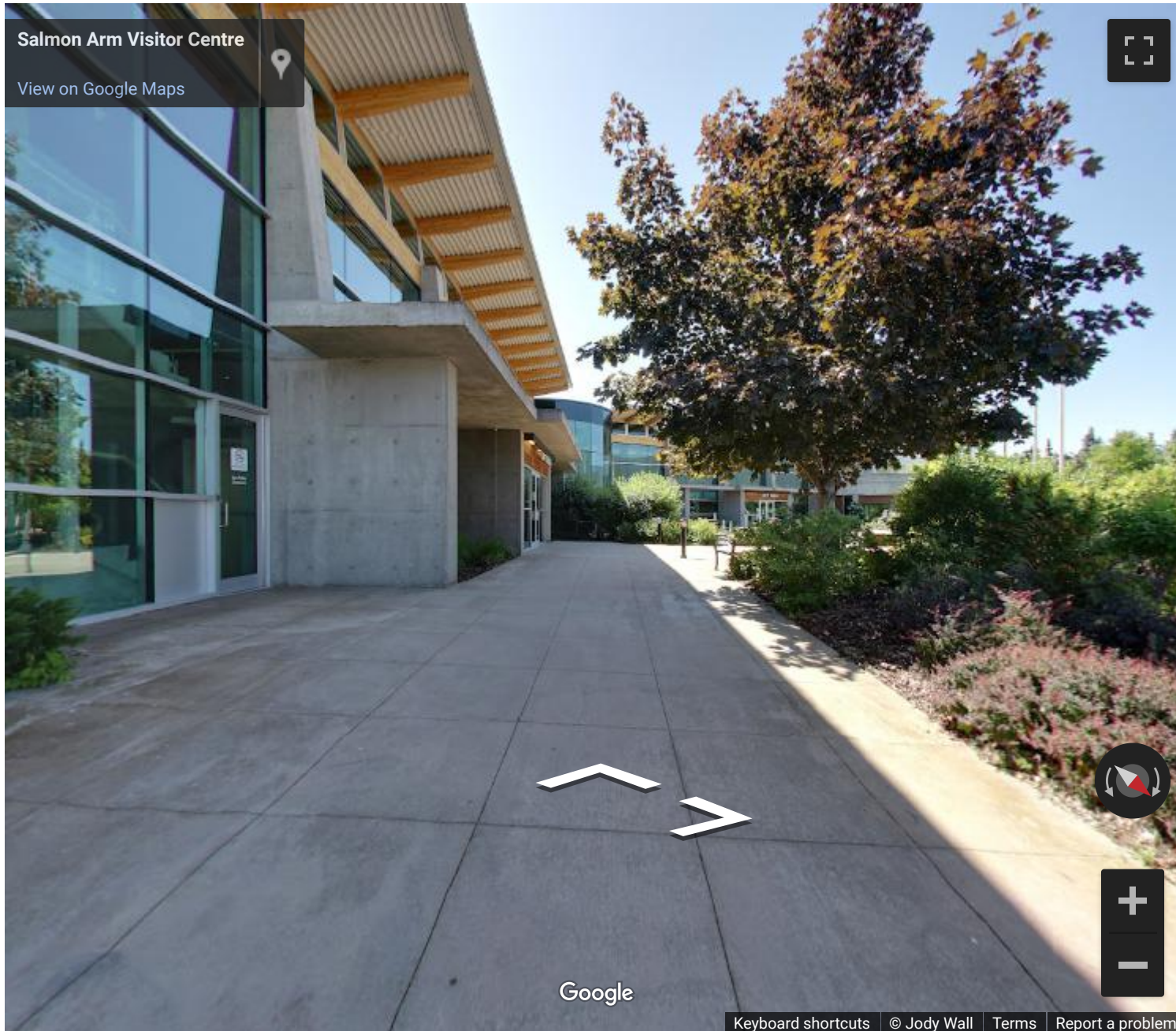


MOBILE DELIVERIES

EVERY TUESDAY!!

PLACE YOUR ORDER TODAY!


VISITORINFO@SALMONARM.CA
(250) 803-4019



CITY OF
SALMON ARM

Google 360 Virtual Tour



TOTA
THOMPSON OKANAGAN
TOURISM ASSOCIATION



Downtown Pillars

- Shuswap St (At Hudson)
- Alexander St (At Hudson)
- Ross St (At Hudson)
- Lakeshore Dr (At Alexander St)



The Wharf Info Hub





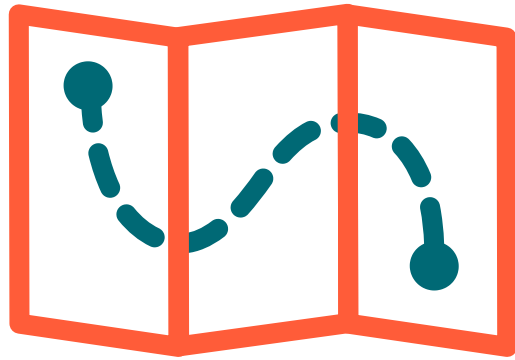
CITY OF
SALMON ARM

Destination BC Conference



DESTINATION
BRITISH COLUMBIA®

Digital Kiosks





CITY OF
SALMON ARM

Indigenous Learning Grant

Qty. 1 - Approx 72"x 9"; Single Side Alupanel

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.

Qty. 1 - 12"x 53"; Single Side Sintra/Alupanel w/ Raised Lettering

OPTION 1



OPTION 2



OR

Qty. 1 - 5"x 5"; Single Sided Sintra

(Waiting on QR Code)

C. Visitor Info Mobile Unit

OPTION 1 - 15"x 3.5"; Vehicle Decal



Canada Summer Jobs

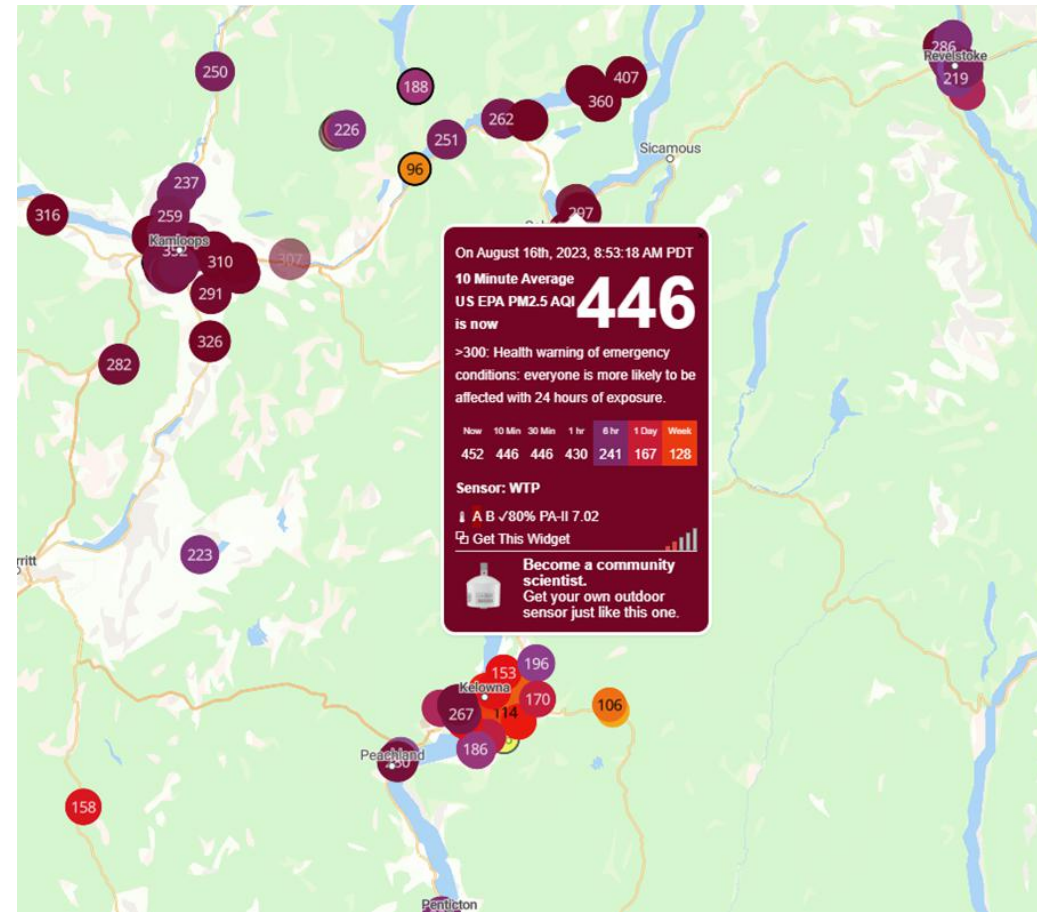


Due to significant wildfire activity, please do not travel for non-essential reasons to the Okanagan and Shuswap areas of the province.

An emergency order is in place to free up temporary accommodation like hotels, motels and campgrounds.

Head to emergencyinfobc.gov.bc.ca for the latest info.

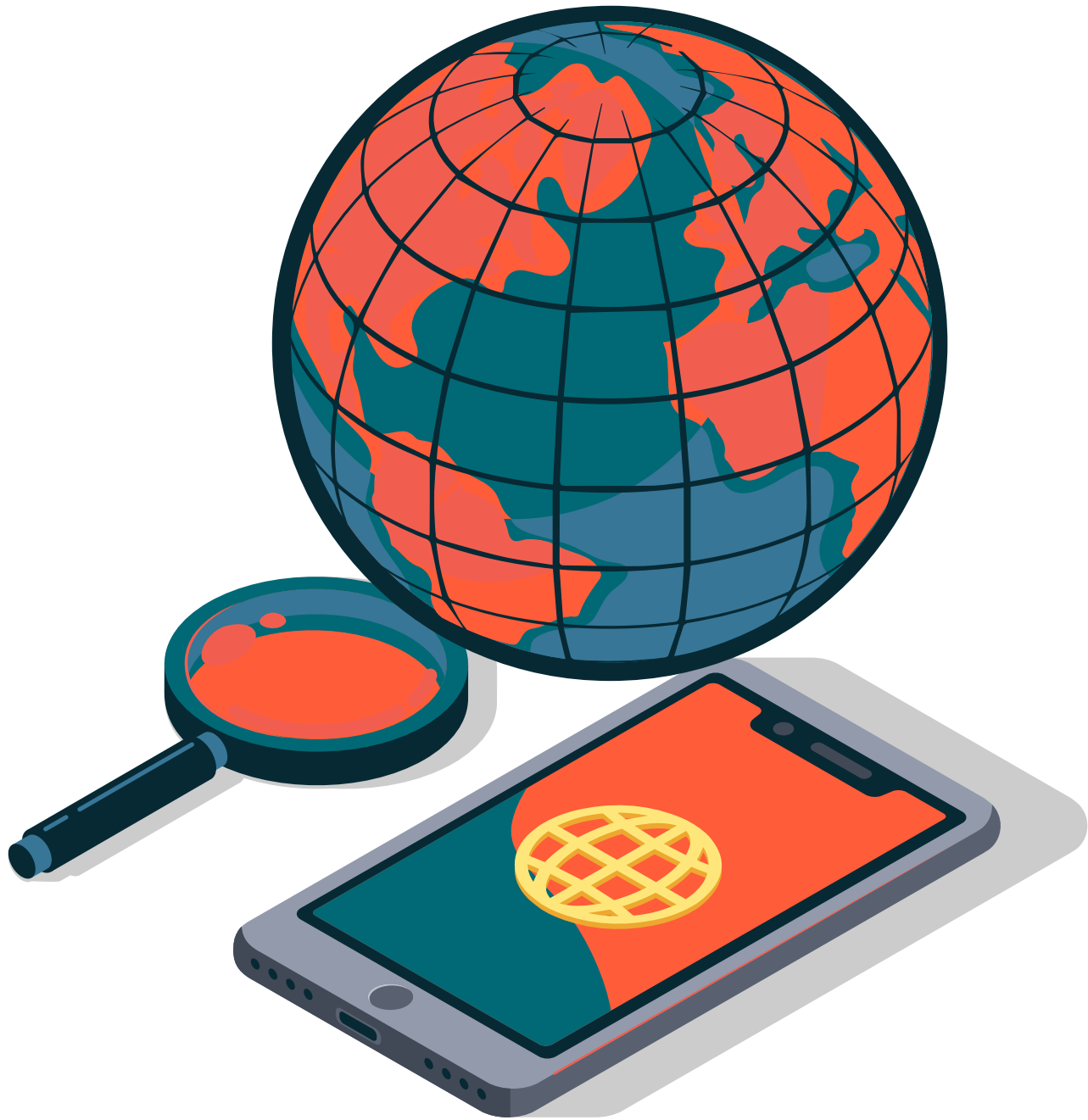
2023 Challenges



2023 Successes



Looking Forward to 2024

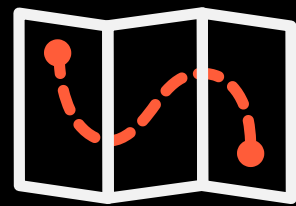


#SmallCityBigAdventure

SALMON ARM



Thank You



To: His Worship Mayor Harrison and Members of Council
From: Melinda Smyrl, Manager of Planning and Building
Date: January 15, 2024
Subject: Bill 44 Housing Statutes (Residential Development) & Bill 46 Housing Statutes (Development Financing) Amendments to the *Local Government Act*

For Information

In an effort to increase housing supply the Province enacted legislation in December 2023 that will have a significant impact on local government processes for approving residential development and the tools that local governments use to finance community growth. This report provides a summary of the legislation and timelines to implement the required amendments with regard to two key pieces of legislation - Bill 44 Housing Statutes (Small Scale Multi Unit Housing) and Bill 46 Housing Statutes (Development Financing).

Bill 44 – Housing Statutes (Residential Development) Amendment Act 2023

This legislation intends to expedite the development of Small Scale Multi-Unit Housing (SSMUH). Examples of the housing types include: secondary suites, detached dwellings, triplexes, townhomes and house-plexes. Streamlining the development of these types of units is predicted to increase the supply of units and have a positive impact on housing affordability. To this end, any zone that would permit a Single Family Dwelling must now be amended to allow for up to four units. Residential rezoning applications that are consistent with the Official Community Plan (OCP) and located within the Urban Containment Boundary will be processed differently than other rezoning applications.

Staff are in the process of reviewing the OCP, zoning and development procedure bylaws in order to make the necessary amendments to be compliant with the legislation. The City will have until June 30, 2024 to complete the majority of the bylaw amendments; however, there are changes to Zoning Bylaw amendment procedures that take effective immediately.

Effective Immediately: Council is **prohibited** from holding a Public Hearing for residential zoning amendment bylaws

The *Local Government Act* has been amended to add the following under Section 464 (3):

A local government must not hold a public hearing on a proposed rezoning bylaw if:

1. The subject property is within the Urban Containment Boundary;
2. The zoning amendment bylaw is consistent with the Official Community Plan (OCP);
3. The zoning amendment bylaw is to permit in whole or in part residential development and;
4. The residential portion of a mixed use building accounts for at least half of the gross floor area of the building.

With immediate effect, any rezoning application that meets the above noted conditions will not be subject to a Public Hearing. The legislation still requires that the Local Government provide notice to occupiers and owners within 30m of the subject property and ads in the newspaper. The bylaws are required to be

available for inspection and under current processes the City makes those available via the City's website. A Notice of Development sign is not required.

Given the new process, staff will send notices to adjacent land owners at least 10 days in advance of first reading of the bylaw. Any written submissions from the public will be posted on the website with the bylaws. After first reading of the bylaw no more written submissions will be posted. Appendix 1 and 2 are flow charts that outline the rezoning process after December 2023 and the process for those applications that do not meet the above noted criteria.

In 2022 and 2023, there were 40 Statutory Public Hearings for residential rezoning applications, 33 of those zoning applications were consistent with the OCP. Of those 40 Public Hearings 27 were R1 (Single Family Residential Zone) to R8 (Residential Suite Zone) applications. All of those bylaws were adopted by Council. Additionally, in the same two years, 4 Public Hearings were held for properties rezoning from R1 (Single Family Residential Zone) to R4 (Medium Density Residential Zone) which would have met the above noted conditions. 3 of those rezoning bylaws were adopted and 1 was defeated. Under Bill 44, none of those Public Hearings would have been held.

The OCP is the strongest indicator of whether a proposed rezoning would be supported. Staff anticipate that given the effect of the OCP on rezoning applications, there will be more public interest in the review of the OCP bylaw (currently in the initial review stages).

Deadlines for other regulatory amendments - OCPs, Zoning Bylaws, Amenity Bonuses & Housing Needs Assessments

The legislation grants local governments until June 30, 2024 to amend zoning bylaws and OCPs to incorporate SSMHUs accordingly. Further to this local governments are also required to implement an annual review of the community Housing Needs Assessment (HNA) and make any necessary bylaw amendments in order to achieve the number of units identified in that report.

June 30, 2024 – Eliminate zoning that permits Single Family Dwellings only and incorporate zoning for SSMHUs

Number of Permitted Units

In order to expedite the construction of these units Bill 44 requires that OCPs and zoning bylaws be amended such that a parcel that would permit a single family dwelling would allow for up to four units. This will require amendments to the City's OCP and Zoning Bylaw as well as policies related to development applications. There is a substantial amount of bylaw and policy review to be done in order to complete this work within the given timeline.

January 1, 2025 & December 31, 2025 – Interim Reporting on Housing Needs Assessment (HNA) & OCP and/or Zoning Bylaw Amendments

In 2020 Council received a Housing Needs Assessment (HNA) that was completed based on the criteria required by the province at that time. Bill 44 outlines a more robust process that links the annual reporting on community housing needs to any necessary OCP and/or zoning bylaw amendments. On an annual basis HNAs are to be reviewed and published by each local government. The interim report may identify regulatory changes necessary to meet housing projections. If this is the case, the local government is then directed by this legislation to make the necessary OCP and/or zoning bylaw amendments within the same year that the interim report is received. The first cycle of under the legislation would be the submission of an interim Housing Needs Assessment by January 1, 2025 with OCP and Zoning amendments to be completed by December 31, 2025. The Province is providing guidance and criteria for the HNAs to municipalities later in 2024.

Bill 46 – Housing Statutes (Development Financing)

Bill 46 relates to those sections of the *Local Government Act* that govern Development Cost Charges and introduces the authority for local governments to add a Amenity Cost Charges (AAC) bylaw for development. Prior to the legislative changes DCCs were charged for roads, sewerage, water, storm and parks only. Bill 44 broadens the scope of levies which may be charged to include additional fees for fire

protection, police, highway and solid waste and recycling facilities to the above noted charges. The City's DCC Bylaw is slated for review in 2024 at which time the entirety of Bill 44 can be assessed.

Amenity Cost Charges (ACC) are fees that communities have been requiring developers to pay in addition to DCCs. AACs have been used by many municipalities to finance affordable housing, recreation facilities, etc. The City has not implemented this tool to date. Bill 46 formalizes the use and types of amenities that can be financed through this tool. Amenities include:

- Community, youth or seniors centres
- Recreational or athletic facilities
- Library
- Day Care Facilities
- Public Squares

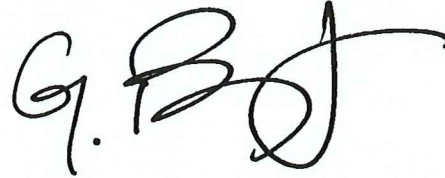
The new legislation requires that AACs be established and administered in much the same way as DCCs are collected and administered. The City could consider such a program in 2025 or later, subject to Council review and consulting resources being provided in a future budget.

Conclusion

This report is a brief summary of the legislative changes and does not reflect the full scale of various bylaws and policy work to be undertaken by the City to be compliant with the legislation. In December 2023 the City received a \$240,000 grant to assist with the work required to implement these changes within the timeframe allotted. It should be noted that the Bill 44 enactments require some immediate changes with regard to public hearings and rezoning applications for residential development; however, other changes prompted by the legislative changes can be addressed through multiple bylaw and policy revisions which will be brought forward to Council ahead of the June 2024 deadline. To assist local governments with the transition the Province has published a policy manual and site standards guidebook as well as several online workshops for planning staff.



Melinda Smyrl, MCIP, RPP
Manager of Planning and Building

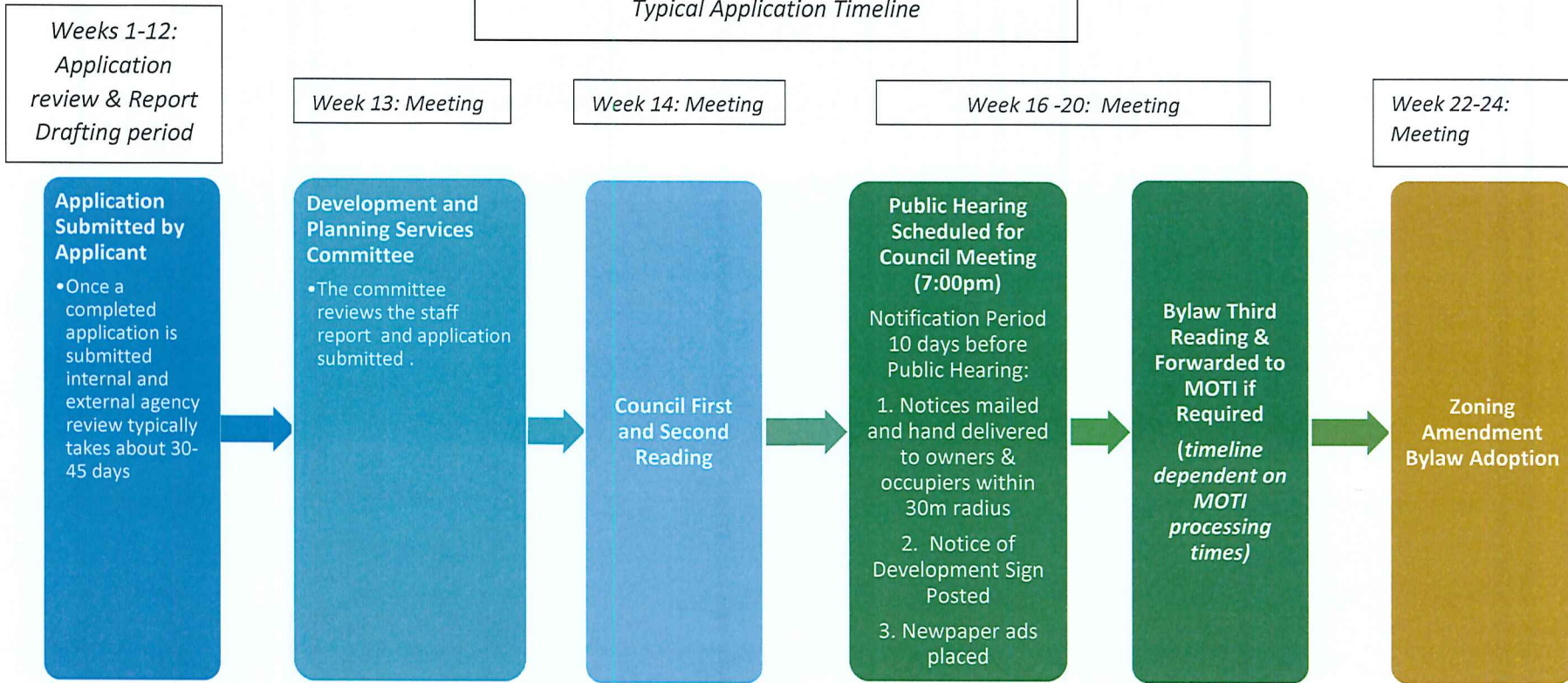


Gary Buxton, MCIP, RPP
Director of Planning and Community
Services

Zoning Bylaw Amendment – Prior to December 2023

Note: This process remains in place for those Zoning Bylaw Amendments for residential uses that require an OCP amendment and are located outside of the Urban Containment Boundary, or for the rezoning to or from Commercial, Institutional and Industrial zones.

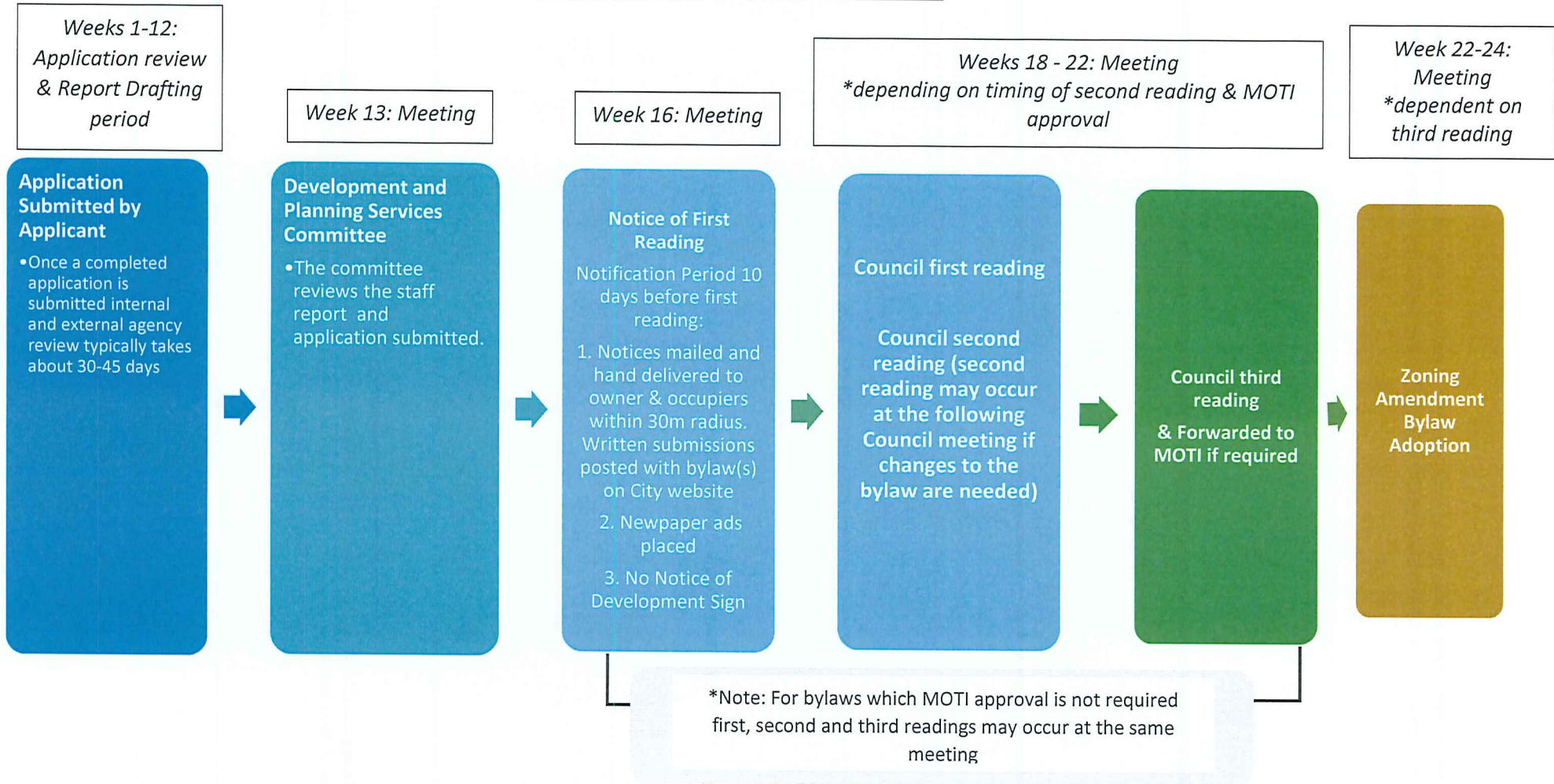
Typical Application Timeline



Zoning Bylaw Amendment Process – After December 2023

Note: This for those Zoning Bylaw Amendments for residential development that does not require an OCP amendment and is located within the Urban Containment Boundary.

Approximate Application Timeline



TO: His Worship Mayor Harrison and Members of Council
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works
 DATE: January 12, 2024
 SUBJECT: **Narcisse Street NW Rail Grade Crossing Safety Improvements**

RECOMMENDATION:

THAT: Council authorize the Corporate Officer to sign the Rail Safety Improvement Funding Agreement.

AND THAT: The 2024 Budget contained in the 2024-2027 Financial Plan Bylaw be amended to include \$100,000.00 for the Canadian Pacific Kansas City level grade railway crossing at the Narcisse Street NW (Mile 63.59 Shuswap Subdivision), funded from the R.R. Grade Crossing Reserve.

BACKGROUND:

City staff have been working with Canadian Pacific Kansas City Railway (CPKC) formerly CP Rail in an effort to resolve some railway safety and compliance concerns at the Narcisse Street NW rail crossing.

The concern is with the visibility of the existing crossing warning light on the north approach. CPKC staff have explored various options to mitigate the safety requirement (eg. shifting the road center line, bollards, sidewalk relocation, signal mast relocation, no parking zones, vegetation management); however it was determined that the installation of a cantilever light configuration will ensure that the lights are visible to approaching road users.

The estimated cost for this work \$190,923.00, which is to be shared 50% CPKC and 50% City of Salmon Arm.

There is an opportunity for CPKC to apply for 50% grant assistance through Transport Canada’s Rail Safety Improvement Program (RSIP). Should this application be approved it would reduce the CPKC and City’s contribution requirements, show in the table below.

Description	Percentage of the estimated price	Cost
Transport Canada Funding (RSIP)	50%	\$ 95,461.50
CPKC	25%	\$ 47,730.75
City of Salmon Arm	25%	\$ 47,730.75

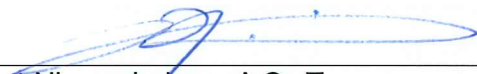
Should the proposed work not be completed there would be a risk that Transport Canada would issue a noncompliance order and the crossing may require the implementation of 24 hour flagging or in an extreme case the crossing could be shut down until the required remediation measure are completed.

Staff are in support of CPKC's recommended solution as these improvements will facilitate rail safety compliance and increase driver awareness at this level railroad crossing. It is recommended that the R.R. Grade Crossing Reserve be used to fund the City's portion of the work. The R.R. Grade Crossing Reserve has been established to support costs that arise as a result of crossing rehabilitations and warning signal system upgrades. The current estimated balance is \$114,000.00.



Fig 1: Location map, Narcisse Street NW rail grade crossing

Respectfully submitted,


Robert Niewenhuizen, A.Sc.T.
Director of Engineering and Public Works

c.c. Chelsea Van de Cappelle, CFO

To: His Worship Mayor Harrison and Council
Date: January 16, 2024
Subject: Draft Tree Protection Bylaw – for information

BACKGROUND:

In 2022, Council referred the review of Tree Removal Bylaw 2305 to the Environmental Review Committee (EAC). Since that time, staff have been working on a draft bylaw (Tree Protection Bylaw) to repeal and replace the Tree Removal Bylaw which dates to 2003.

The draft bylaw was presented on November 6, to the Development & Planning Services Committee, when the following motions were passed:

THAT: the Committee recommends that the draft Tree Protection Bylaw be forwarded to the Environmental Advisory Committee for recommendations on possible public engagement and consultation options;

AND THAT: the draft Tree Protection Bylaw be forwarded to Council for consideration once the Environmental Advisory Committee has provided its' recommendations.

Since that time, the draft bylaw has been reviewed by the EAC, and a number of amendments have been made. This report provides an update on the changes made to the draft bylaw and the proposed public engagement to take place in the next month or so.

The draft Tree Protection Bylaw focuses on the issues of protection and maintenance of the community's tree canopy. Issues related to a larger urban tree strategy, and managing the tree canopy as a natural asset are beyond the scope of a bylaw of this nature, and would require considerably more time and resources to provide.

The draft Tree Protection Bylaw was created following the review of a number of similar bylaws from other communities, including:

- City of Vancouver
- City of Nanaimo
- City of Vernon
- City of Prince George
- District of Squamish
- District of Hope

Elements from a number of these bylaws have been incorporated into the new draft, as well as retaining some elements from the old bylaw being replaced.

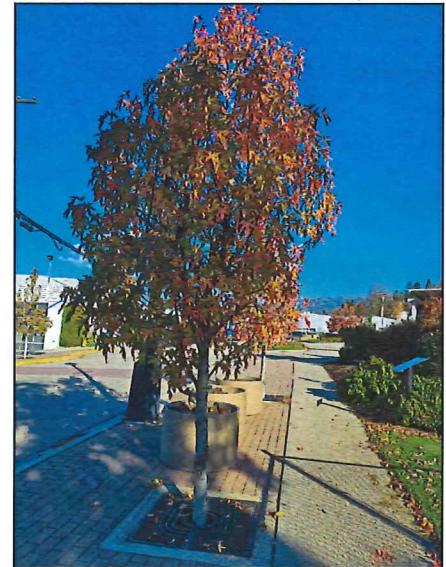
A summary of the draft bylaw is as follows:

Section 2 – Application: As with the previous bylaw, trees subject to the provisions of this bylaw are those that have a circumference of 30cm when measured 1.5m above the ground. The image below provides an example of a tree that meets this definition.

Sample tree meeting the bylaw definition

Section 3 – Exceptions: This provides a series of instances in which the bylaw would not apply. Substantive differences in these exceptions from the prior bylaw are:

- Lands zoned as industrial, where the previous bylaw allowed for unrestricted clearing, and where now a permit to cut is required; and
- On residential parcels over 0.4 hectares (1 ac.) the previous bylaw allowed 5% of the trees on the parcel to be cut each year without the need for a permit (the new bylaw requires a permit).



New subsections (e), (f) and (g) have been added to provide further exemptions to the cutting of trees in residential areas as follows:

- e) less than six (6) trees located on a parcel of land that is zoned for residential uses and is 1,500 square metres (16,145 square feet) or less in area;*
- f) less than eleven (11) trees located on a parcel of land that is zoned for residential uses and is larger than 1,500 square metres (16,145 square feet) in area, and up to 0.4 hectares (43,056 square feet) in area;*
- g) on parcels larger than 0.4 hectare, the removal of no more than 12 trees per hectare in any calendar year, to a maximum of 100 trees annually, regardless of the parcel size;*

Smaller lots can cut up to 5 trees, larger parcels up to 10 trees, and the largest lots can cut up to 12 trees per hectare to a maximum of 100 trees annually. This will allow for some annual tree cutting and landscaping without the need to obtain a permit, and will likely significantly reduce the potential permit workload created by the draft bylaw.

Section 4 – Cutting of Trees: This section outlines that in order to cut a tree, then a permit is required. The bylaw does not prohibit the cutting of all trees across the City. Certain classes of trees are afforded greater levels of protection (see Sections 4.3, 4.4 and 4.5).

Section 4.3 defines the “Landscape” and “Wildlife” trees, and is identical to the previous bylaw. Additions could be made to these lists at any time, by Council. These trees are protected.

Section 4.4 prohibits the cutting of trees on steep slopes without professional reassurance that slope stability will not be adversely affected. This represents a new restriction compared to the previous bylaw.

Section 4.5 prohibits the cutting of trees in riparian areas without professional reassurance that there will not be adverse environmental impacts. This represents a new restriction compared to the previous bylaw.

Section 5 - Permits: Provides details on the process of applying for a permit to the City to cut a tree or trees, and what information needs to be provided. Permits are delegated to staff to review. The CAO will delegate to the staff person responsible (likely in the Planning Department). A condition of a permit may require the provision of security if that is deemed necessary.

The following has been added to the information that may be required of a tree permit applicant, to ensure that any cutting will not destroy nesting birds or their habitat:

- f) confirmation from the Owner or applicant that there are no active bird's nests in the trees to be cut, and if requested, a report and nest survey prepared by an appropriate qualified environmental professional that the tree cutting and removal can be conducted in accordance with the provisions of the Wildlife Act [S.B.C. 1996, Ch. 488] or the federal Migratory Birds Convention Act [S.C. S.C.1994, Ch. 22] and/or the Species at Risk Act [S.C. 2002, Ch. 29];*

Section 5.6(d) has also been added as a possible condition that may be applied to a permit:

- (d) that the tree cutting or removal be delayed or timed to comply with the "least-risk windows" that have been developed by the Province as best management practices for the protection of birds and bird's nests;*

Section 5.7 provides the circumstances under which a permit may be refused, and these include:

- Trees proposed to be removed prior to a development approval by the City;
- Trees on steep slopes where instability may result;
- Trees in riparian areas where negative environmental effects would result;
- Trees in flood prone areas that would result in negative flooding impacts or the transfer of risk to other properties; and
- Trees where the removal would result in the siltation of watercourses.

Section 7 – Stop Work Orders: Allows for the City to issue orders to cease work on tree cutting when the work is in violation of the bylaw.

Section 8 – Replacement Trees: Is a new section that deals with the replacement of trees when they are cut in violation of the bylaw or as part of a development or subdivision approval.

Section 8.1 and 8.2 allow for the City to direct the replacement of trees when trees are cut in violation of the bylaw, and provide standards for the planting of the replacement trees of a similar species. Section 8.3 allows for the variation in size or species when there may be potential interference with utilities.

Section 8.4 addresses the removal of trees when done as part of a residential subdivision, development or building permit. The table in Section 8.4 specifies the number of trees that are required to remain on the parcel following the tree cutting and development. While the requirements do not prevent clearing, they do result in replanting in the required amounts, depending on the size of the property. Any trees planted need to be able to grow to a height of no less than 6 metres, and come from an approved species list. (Note that this provision relates to residential development and not to non-residential development – e.g. commercial and industrial).

One change has been made to the table in the final row dealing with parcels over 3,250 square metres in size. Previously the table had required these larger lots to replace trees in the ratio of one per 50m², but this

resulted in very large numbers of replacement trees. The ratio in the revised draft bylaw is proposed at one tree per 200m² of area, resulting in much more reasonable replacement numbers.

Over 3,250	30 <i>Plus one (1) additional tree for each 200m² in parcel area above 3,250m²</i>
------------	---

This tree density requirement would more appropriately be located in a Zoning Bylaw or Development Permit Area Guidelines in the OCP (or both), but either of these documents are some time from being amended to address tree retention. This bylaw provides some protection until the OCP and Zoning Bylaws are amended. When they are amended, then the tree retention provisions contained here could be repealed.

Section 8.6 provides the means by which the tree density can be maintained or achieved, and allows for double credit for trees retained on site, replanting in accordance with the required numbers or the payment of a fee (when allowed by the City) that would be deposited into a reserve fund for community wide tree planting.

Section 8.9 allows for the possible collection of securities as part of any development-related tree replacement plan.

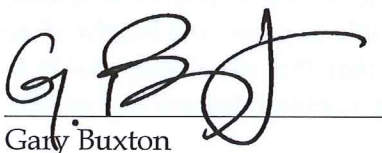
Section 9 allows for any decision made by staff as part of this bylaw to be reconsidered by Council, with the exception of those relating to subdivisions, developments or building permits, as there are other mechanisms to deal with those decisions.

Section 10 allows for tickets to be issued for infractions. In the related MTI Bylaw, the fines are proposed at \$500 (up from \$200) for cutting and \$250 (up from \$100) for damaging a tree. Other fines are new and include \$1,000 for cutting a Landscape or Wildlife tree, and \$750 for cutting trees in riparian or floodplain areas, and \$500 for failing to replace required trees.

In terms of further public engagement, staff are proposing the following:

- Making a presentation to the SCIP (Shuswap Construction Industry Professionals) Executive Board, as representatives of the development and construction industry, given that the replacement tree proposals are new; and
- Holding a public workshop in early February 2024 to outline the new bylaw and the changes, much in the same way as the wildfire workshop that was held in December 2023.

Once these engagement events have been completed, staff will return with a bylaw for Council's formal consideration



Gary Buxton
Director of Planning & Community Services

CITY OF SALMON ARM

BYLAW NO. XXXX

A bylaw to regulate the cutting down and protection of trees

WHEREAS pursuant to section 8(3)(c) of the *Community Charter [S.B.C. 2003, Ch. 26]*, the City of Salmon Arm may by bylaw, regulate, prohibit and impose requirements in relation to trees;

AND WHEREAS pursuant to section 500 of the *Local Government Act [S.B.C. 2015, Ch. 1]* a municipality may require permits to cut trees on areas of land that it considers may be subject to flooding, erosion or land slip;

AND WHEREAS Council considers it in the public interest to provide for the protection and preservation of trees, and the regulation of their cutting down and removal;

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

1. DEFINITIONS

In this Bylaw:

"Certified Tree Risk Assessor" means a Certified Arborist or a Qualified Professional who has completed an Urban Forestry degree, or the "Tree Risk Assessment" course or the "Wildlife Danger Tree Assessment" course and passed the Assessment Exam under the authority of the International Society of Arboriculture (ISA) or the Wildlife Danger Tree Committee of B.C., as applicable.

"Certified Arborist" means a person certified by the International Society of Arboriculture or the National Arborist Association as an Arborist.

"City" means the City of Salmon Arm.

"Cut" means to cut down, kill or remove a tree by any means and without limiting the generality of the foregoing includes the topping of a tree or stem of a tree.

"Drip Line" means the area at the based of a tree created by a vertical line extending down from the outermost branches of a tree to the ground;

"Floodplain" means the same as the definition provided in the City's Zoning Bylaw No. 2303, as amended from time to time, and as delineated in the City's Official Community Plan Bylaw No. 4000, as amended from time to time.

"Landscape Tree" means any tree listed and identified on Schedule "A" to this bylaw;

"Municipality" means as the context requires the City of Salmon Arm, or the area within the boundaries of the City of Salmon Arm;

"Officer of the Municipality" means any officer or employee of the City of Salmon Arm appointed by the City's Chief Administrative Officer;

“Owner” means the registered owner in fee simple of a parcel of land and the trees growing on it;

“Permit” means an authorization provided by the City in accordance with Section 5 of this Bylaw.

“Top of Bank” means the point closest to the active floodplain of a watercourse where a break in the slope of the land occurs such that the grade beyond the break is flatter than 3:1 at any point for a minimum distance of 15.0 m measured perpendicularly from the break or as determined by a qualified professional with relevant experience in Watercourses or fisheries.

“Watercourse” means:

- a) a natural flowing stream or a standing body of water which forms a wetland, marsh, pond or an area that is inundated or saturated by surface water or ground water at a frequency and duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soil conditions;
- b) a natural depression in the land 0.5 metres or more in depth usually containing water;
- c) a spring, lake, pond, basin, pool, river, lagoon, reservoir, brook, stream, creek, waterfall, swamp or gulch;
- d) any combination of a), b) and c) above.

“Wildlife Tree” means any tree listed and identified on Schedule “B” to this Bylaw.

2. APPLICATION

This Bylaw applies to all trees within the City, having a minimum trunk circumference of 30.0 centimetres (cm), when measured at 1.5 metres (m) above the level of the natural ground.

3. EXCEPTIONS

The following are exempted from the provisions of this Bylaw:

- a) any tree that constitutes a danger or hazard to persons or property, as determined by a Certified Tree Risk Assessor or Certified Arborist;
- b) any tree on land that is classified as managed forest land under the *Assessment Act* [S.B.C. 1996, Ch. 20] or located within a licence area under the *Forest Act* [S.B.C. 1997, Ch. 157], or located on land subject to the provisions of the *Private Managed Forest Land Act* [S.B.C. 2003, Ch. 80], so long as the land continues to be used for the production and harvesting of timber; or
- c) any tree on any park, highway or utility right-of-way either of the municipality or of a public utility subject to public utilities legislation of Canada or any tree that is impeding, damaging or inhibiting the use of any such park, highway or utility right-of-way or utility located thereon;
- d) any tree required to be cut to enable the owner of a Parcel on which an agricultural use is permitted under the City’s Zoning Bylaw No. 2303 as amended from time to time, to use the land for that purpose, in so far as the cutting down and removal of trees is necessary to accommodate the agricultural use, and subject to the owner filing with the City an affidavit verifying the purpose;

- e) less than six (6) trees located on a parcel of land that is zoned for residential uses and is 1,500 square metres (16,145 square feet) or less in area;
- f) less than eleven (11) trees located on a parcel of land that is zoned for residential uses and is larger than 1,500 square metres (16,145 square feet) in area, and up to 0.4 hectares (43,056 square feet) in area;
- g) on parcels larger than 0.4 hectare, the removal of no more than 12 trees per hectare in any calendar year, to a maximum of 100 trees annually, regardless of the parcel size;
- h) any tree required to be cut down or removed to comply with the provisions of the City's Property Maintenance Bylaw No. 3137, as amended from time to time;
- i) any tree required to be cut down or removed to comply with the provisions of the City's Traffic Bylaw No. 1971, as amended from time to time;
- j) any tree authorized to be cut down or removed under the provisions of a valid development permit issued by the City;
- k) any tree that is required to be cut down to accommodate the construction of a building, structure, off-street vehicular parking area or driveway that is the subject of a building permit issued by the City in accordance with its bylaws;
- l) any tree authorized to be cut down or removed by an approval under the provisions of the City's Subdivision and Development Servicing Bylaw No. 4163, as amended from time to time;
- m) any tree required to be cut down or removed by the City Fire Department or the Province in conjunction with firefighting activity or as a fire prevention measure;
- n) any tree recommended to be cut down or removed to align with an Advanced Home Assessment report under the Firesmart Program, conducted by a formally trained assessor (Certified Tree Risk Assessor, Certified Arborist, Fire Department Official) within the home ignition zone.
- o) any tree required to be cut down or removed pursuant to the Sterile Insect Control Program of the Columbia Shuswap Regional District;
- p) any tree required to be cut down or removed to facilitate airport operations;
- q) emergency situations where a tree or limb of a tree has been damaged by natural causes, and the tree or limb is in imminent danger of falling and causing injury to persons or damage to property.

4. CUTTING OF TREES AND DAMAGE TO TREES

4.1 No tree may be cut, removed or damaged except where its' Owner holds a valid and subsisting Permit to do so.

4.2 For the purposes of this section, damage includes actions resulting in the death of the tree, or pruning or removing any limb where the diameter of the limb at the point of pruning or removal is larger than:

- a) 5% of the diameter of the trunk of the tree if the tree is a coniferous species; or
- b) 15% of the diameter of the trunk of the tree where the tree is of the broadleaf species.

4.3 No Landscape Tree defined in **Schedule "A"** or Wildlife Tree defined in **Schedule "B"** may be cut down or removed.

4.4 Notwithstanding **Section 4.1**, no tree on land with a slope in excess of thirty per cent (30%) may be cut down, removed or damaged under this section, unless a report from a an appropriate qualified geotechnical professional prepared at the Owner's

expense, indicates that slope stability will not be negatively impacted or that increased soil erosion will not result.

4.5 Notwithstanding Section 4.1, no tree located within fifteen (15) metres of the Top of Bank of a Watercourse may be cut down, removed or damaged under this section, except where a tree or the roots of a tree are blocking a Watercourse or reducing its drainage capacity and creating a risk of flooding of property, unless a report from an appropriate qualified professional prepared at the Owner's expense, indicates that negative environmental impacts will not be created in the riparian area.

4.6 Notwithstanding Section 4.1, no tree located within the 1:200 year Floodplain may be cut down, removed or damaged under this section, unless a report from a qualified hydrological engineer, requested by the City and prepared at the Owner's expense, indicates that there are no negative Floodplain impacts on the Owner's lands or any adjacent lands.

5. PERMITS & CONDITIONS

5.1 Any Owner seeking permission to cut or remove a tree, must make an application for a Permit to the City, using a form approved by the Officer of the Municipality.

5.2 Every application for a Permit made to the Officer of the Municipality shall be accompanied by a non-refundable application fee as set out in the City's Fee For Service Bylaw No. 2498, as amended from time to time.

5.3 The application for a Permit shall contain:

- a) the name, address and signature of the Owner or agent of the Owner (along with any required agent authorization);
- b) the legal description and address of the property on which the trees are to be cut or removed;
- c) a dimensioned plan of the property identifying the property's boundaries, any structures, physical features and watercourses;
- d) a dimensioned plan identifying the location, type and trunk diameter of all trees that are proposed to be cut or removed;
- e) a dimensioned plan identifying the general location of any trees or groups of trees that will remain on the property within 30 metres of the tree or trees proposed to be cut or removed;
- f) confirmation from the Owner or applicant that there are no active bird's nests in the trees to be cut, and if requested, a report and nest survey prepared by an appropriate qualified environmental professional that the tree cutting and removal can be conducted in accordance with the provisions of the *Wildlife Act* [S.B.C. 1996, Ch. 488] or the federal *Migratory Birds Convention Act* [S.C. S.C.1994, Ch. 22] and/or the *Species at Risk Act* [S.C. 2002, Ch. 29];
- g) if requested, a report prepared by an appropriate qualified geotechnical professional regarding the impact of the proposed cutting or removal of any tree located on land with a slope in excess of thirty per cent (30%);
- h) if requested, a report prepared by an appropriate qualified professional regarding the environmental impact of the proposed cutting or removal of any tree located within fifteen (15) metres of the Top of Bank of a Watercourse or within the Floodplain.

5.3 When making a Permit application to cut or remove a tree or trees, the Owner shall clearly mark with ribbon or paint each tree or group of trees that are proposed to be cut or removed.

5.4 The Officer of the Municipality is hereby appointed to grant Permits issued pursuant to this Bylaw, and to enforce the provisions herein.

5.5 The term of any Permit issued under this Bylaw shall be for a period of one (1) year from the date of issuance of the Permit.

5.6 As a condition to the granting of a Permit under this Bylaw, the Officer of the Municipality is authorized, if they deem it in the public interest, to require the Owner to provide:

- a) security in the form of a cash deposit or letter of credit to secure the full amount of the cost of replacing and planting the trees that are to proposed be retained in any Permit application and which may be damaged or removed;
- b) security in the form of a cash deposit or letter of credit to secure the full amount of the cost of any environmental protection or remediation that may be required in areas within fifteen (15) metres of the Top of Bank of a Watercourse;
- c) security in the form of a cash deposit or letter of credit to secure the full amount of the cost of any measures taken to ensure slope stability on slopes in excess of thirty per cent (30%), in the amount of no less than one hundred and twenty per cent (120%) of any actions or measures required by the geotechnical professional's report;
- d) that the tree cutting or removal be delayed or timed to comply with the "least-risk windows" that have been developed by the Province as best management practices for the protection of birds and bird's nests;
- e) requirements for fences or barriers to ensure the physical protection of any trees that are to proposed be retained in any Permit application.

5.7 The Officer of the Municipality may refuse to issue a Permit if:

- a) the removal of trees is to proposed to facilitate development of the parcel, in advance of an approval by the City under Sections 3 (g), (h) or (i) of this Bylaw;
- b) the removal of the tree or trees would reasonably be expected to create a hazard to the safety of persons or to the public or to private property;
- c) the removal of the tree or trees could negatively affect the stability of a slope, regardless of whether or not the slope is in excess of thirty per cent (30%);
- d) the removal of the tree or trees would have a negative environmental impact that cannot be remediated in areas located within fifteen (15) metres of the Top of Bank of a Watercourse;
- e) the removal of the tree or trees would have a negative impact on the flooding or flood flows, or result in the transfer of flooding risk from the Owner's lands to any adjacent property or properties;
- f) the removal of the tree or trees would result in increased, adverse siltation in a Watercourse.

6. INSPECTIONS

6.1 When an application for a Permit is made under this bylaw, an Officer of the Municipality may inspect or cause an inspection and assessment to be made of any trees

and the site on which they grow and may assess the location, size, condition and species of the trees.

6.2 When an application for a Permit is made under this bylaw, an Officer of the Municipality may inspect or cause an inspection and assessment to be made of any trees and the site on which they grow, in order to determine if any work is being performed in accordance with any Permit.

7. STOP WORK ORDERS

7.1 The Officer of the Municipality may issue a Stop Work Order and revoke a Permit issued under this Bylaw and direct immediate suspension of tree cutting authorized by this Bylaw, when a person has acted contrary to this Bylaw or to any condition attached to a Permit.

7.2 The Officer of the Municipality shall inform the owner of the reason for the issuance of a Stop Work Order and revocation of a Permit, in writing, within 48 hours of the revocation of the Permit.

7.3 The Officer of the Municipality may, through issuance of an Order, require an Owner of property to cut or remove a tree, if the Officer of the Municipality considers that the tree:

- a) poses a hazard to the safety of persons on public property; or
- b) poses a hazard or is likely to damage public property.

8. REPLACEMENT TREES

8.1 The Officer of the Municipality may, through issuance of an Order, require that any Owner or person in violation of this Bylaw shall replace the tree or trees that have been cut, removed or damaged upon a violation of this Bylaw, with a tree of like or similar species. An Order issued requiring the replacement of trees may require that the Owner or applicant provide security to secure the costs of the tree planting and replacement work, and ensure that the trees are adequately maintained for a period of up to two (2) years.

8.2 Pursuant to **Section 8.1**, the replacement of any tree or trees shall be according to the following:

Minimum trunk circumference of tree(s) damaged, destroyed or removed	Replacement Criteria
30 to 45.0 centimetres	2 replacement trees with a minimum height of 2.0m each
45.1 to 60 centimetres	3 replacement trees with a minimum height of 2.0m each
Over 60 centimetres	5 replacement trees with a minimum height of 2.0m each

8.3 Notwithstanding **Section 8.2**, the Officer of the Municipality may require a different species or size of tree to replace a tree that is damaged, destroyed or removed in violation of this Bylaw on the basis that a replacement tree of like species and size will:

- a) interfere with and/or damage underground services;

- b) interfere with and/or damage aboveground services;
- c) interfere with and/or damage roads, driveways or sidewalks;
- d) be subject to damage from road salts or other contaminants; or
- e) be susceptible to overexposure or underexposure to sunlight.

8.4 Where tree removal is permitted in accordance with Sections 3(g), (h) and (i) of this Bylaw for the following applications:

- a) a residential building permit (that results in the construction of a dwelling unit (excepting those for a secondary suite within an existing building); or
- b) a multi family residential development permit (that results in the creation of dwelling units); or
- c) a residential subdivision approval (that results in the creation of a new parcel);

the Owner or applicant shall provide the information required by Section 5.3 of this Bylaw, and shall replace and maintain a tree density on the parcel or parcels of land where trees were removed in accordance with the following:

TREE REPLACEMENT & MAINTENANCE REQUIREMENTS	
Parcel Area (m ²):	Number of trees required:
0 - 365	2
365 - 450	3
451 - 565	4
566 - 750	5
751 - 1,000	6
1,001 - 1,250	7
1,251 - 1,600	8
1,601 - 1,850	9
1,851 - 2,200	12
2,201 - 2,550	16
2,551 - 2,900	20
2,901 - 3,250	25
Over 3,250	30 Plus one (1) additional tree for each 200m ² in parcel area above 3,250m ²

and the number of trees shall be specified in a permit provided by the City under this Bylaw.

8.5 Any tree provided as a replacement tree to maintain the required tree density pursuant to Section 8.4, shall have a minimum height of 2.0 metres when planted, be of a

species from an appropriate species listing provided by the City and capable of growing to a height of no less than 6.0m in height when mature.

8.6 Pursuant to **Section 8.4**, an Owner or applicant may achieve the required tree density target by:

- a) retaining existing trees on the parcel or parcels of land where trees were removed, and any existing retained tree (having a minimum trunk circumference of 30.0 centimetres (cm), when measured at 1.5 metres (m) above the level of the natural ground) may be counted as two (2) trees in any calculation of tree density;
- b) by providing and planting replacement trees in accordance with **Sections 8.4 and 8.5** of this Bylaw; or
- c) by paying an amount to the City (with the consent of the City) in the amount indicated in the Fee For Service Bylaw No. 2498, as amended from time to time, which shall be deposited into a City reserve fund for tree planting.

8.7 Any existing tree on a parcel or parcels of land where trees were removed that is proposed by an Owner or applicant to be counted towards the required tree density pursuant to **Section 8.6(a)** of this Bylaw, shall be in good health and not be a hazard that constitutes a danger to persons or property.

8.8 The required tree density provided **in Section 8.4** of this Bylaw is exclusive of any street trees that may be required to be planted by the City, pursuant to the Subdivision and Development Servicing Bylaw No. 4163, as amended from time to time.

8.9 Where a replacement tree plan or tree density plan is required pursuant to a development permit, building permit or subdivision approval decision by the City, the City may require that the Owner or applicant provide security to secure the costs of the tree planting and replacement work in accordance with Section 5.6 of this Bylaw.

9. RECONSIDERATION

9.1 A person that is subject to a decision of, or Order from, the Officer of the Municipality under this Bylaw may have Council reconsider the decision or Order.

9.2 A person wishing reconsideration under **Section 9.1** of this Bylaw shall apply in writing to the City's Corporate Officer, within thirty (30) days of receipt of the decision or Order of the Officer of the Municipality, and shall include in the application:

- a) the name and signature of the Owner or agent of the property to which the Order or decision applies;
- b) the legal description and address of the property to which the Order or decision applies;
- c) the reason for the request for reconsideration; and
- d) the relief or remedy being sought.

9.3 The person seeking reconsideration shall be notified of the date and time that Council will reconsider the decision or Order, by the Corporate Officer, no less than five (5) days prior to the Council meeting.

9.4 In reconsidering the matter, Council may confirm, set aside, replace or otherwise modify the decision or Order of the Officer of the Municipality.

9.5 A person may not request reconsideration to Council of any decision relating to tree replacement and tree density requirements imposed by the City as part of a

development permit, building permit or subdivision approval, pursuant to Sections 8.4, 8.5, 8.6, 8.7 and 8.8 of this Bylaw.

10. OFFENCE & PENALTY

10.1 Every person who violates any provision of this Bylaw, or who allows or permits any act of thing to be done in violation of this Bylaw, is guilty of an offence against this Bylaw and each day that a violation continues is deemed to be a separate offence against this Bylaw.

10.2 Where more than one (1) tree is cut down, removed or damaged in violation of this Bylaw, a separate offence is committed in respect of each individual tree.

10.3 Every person who violates any provision of this Bylaw, or who allows or permits any act of thing to be done in violation of this Bylaw, is guilty of an offence against this Bylaw, and is liable upon summary conviction, to a fine not exceeding the maximum set out in the *Offence Act [SBC 1996, Ch. 338]*.

10.4 Every person who violates any provision of this Bylaw, or who allows or permits any act of thing to be done in violation of this Bylaw, is guilty of an offence against this Bylaw, and is liable to a fine if issued a ticket under the Ticket Information Utilization Bylaw No. 2760.

11. SEVERABILITY

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

12. 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.

13. EFFECTIVE DATE

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

14. CITATION

This bylaw may be cited as "City of Salmon Arm Tree Protection Bylaw No. XXXX"

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

Schedule "A"
Landscape Trees

1. Willow, Poplar and Cottonwood trees adjacent to the westerly boundary of Marine Park Drive on Lot A, District Lot 4876 and Lot 1, Plan KAP48068, Section 14, Township 20, Range 10.

Schedule "B"
Wildlife Trees

1. Cottonwood and other trees used for nesting by herons located on Lot 2, Plan 2750, Section 4, Township 20, Range 10.

To: His Worship Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer,
Robert Niewenhuizen, Director of Engineering and Public Works, and
Sue Wood, Director of Corporate Services
Date: January 2, 2024
Subject: Loan Authorization Bylaw No. 4618- Zone 2 Pump Station

Motions for Consideration:

THAT: The bylaw entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw No. 4618 be read a first, second and third time;

AND THAT: Approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$4,226,850.00 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station;

AND THAT: Council establish Monday, May 6, 2024 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from electors for the proposed borrowing of \$4,226,850.00 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station;

AND THAT: Council establish the Elector Response Form as shown on Appendix B for the proposed borrowing of \$4,226,850.00 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station;

AND THAT: Council establish the fair determination of the total number of elector responses required as 1,480 for the proposed borrowing of \$4,226,850.00 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station;

Background:

Constructed in 1970, the existing Zone 2 Pump Station is located on the north side of the CPKC rail corridor at Canoe Beach. In 1995 the Zone 1 Pump Station and trunk main were constructed adjacent to the Zone 2 Pump Station. The two pump stations share a common wall, and are provided potable water from the Water Treatment Plant for distribution to residents/users in the associated pressure zones. The existing Zone 2 Pump Station has exceeded its useful life. The proposed replacement will be relocated adjacent to the treatment plant (above the flood elevation), will increase the operating capacity for future demand, and will be constructed with modern equipment.

Through the Asset Management Risk Evaluation process, the replacement Zone 2 Pump Station was assessed a "Very High" risk due to the age of the infrastructure.

His Worship Mayor Harrison and Members of Council
 Loan Authorization Bylaw No. 4618 – Zone 2 Pump Station

A design and Class ‘A’ Opinion of Probable Cost was completed by WSP in May of 2023. The estimated cost to complete the proposed works including 10% contingency is \$4,337,690.00. As the estimate was completed in 2023, it has been inflated based on a 5 year rolling average of the Canadian Building Construction Price Index (BCPI), resulting in a rounded revised estimate of \$4,950,000.00.

Estimated Costs and Funding:

The following table summarizes the total estimated costs to undertake construction of the Zone 2 Pump Station Upgrade:

Description	Cost
Construction Costs including 10% Contingency	\$ 4,950,000.00
Engineering (5.5%)	275,000.00
Other Costs and Contingency	75,000.00
Borrowing Costs	<u>41,850.00</u>
Total Costs	5,341,850.00
Less: Revenue – Community Works (Gas Tax)	(1,000,000.00)
Less: Development Cost Charges	<u>(115,000.00)</u>
Net Costs	\$ 4,226,850.00

The existing budget for this project is \$5,341,850.00. The Zone 2 Pump Station is eligible for funding from the Water Development Cost Charge Reserve to a maximum of \$285,000.00. Of this, \$170,000.00 has been utilized, leaving \$115,000.00 available for this project.

It is anticipated that the annual operation and maintenance costs will remain similar to the current Zone 2 pump station (Canoe). However, there is likely to be a period (approximately 3 months) when both stations are operational until the old station is decommissioned. The estimated increase in costs during this time is \$25,000.00.

Long Term Debt:

The 2024 Budget reflects borrowing in the amount \$4,226,850.00 to undertake construction of the replacement Zone 2 Pump Station. The City intends to fund the project utilizing the temporary borrowing provisions (Section 181) of the *Community Charter*. Temporary borrowing may only be accessed once Council has adopted the loan authorization bylaw and obtained the necessary approvals. Under temporary borrowing, the City will be responsible for monthly interest (at a variable rate) only on any outstanding balance. Once the project is complete, the City will transfer the outstanding balance to long-term borrowing. It is anticipated that this will occur in the fall of 2025 or spring of 2026, and therefore will impact the 2025 Budget. Repayment of the debenture debt is approximately \$265,625.00 (Term: 30 years; Interest Rate: 4.41%).

The projected annual repayment of the debenture debt is estimated as follows:

Principal	\$ 79,221.00
Interest – 4.41%	<u>186,404.00</u>
	\$ 265,625.00

His Worship Mayor Harrison and Members of Council
 Loan Authorization Bylaw No. 4618 – Zone 2 Pump Station

The estimated cost of interest under temporary borrowing at a daily rate of 5.61% is as follows and is entirely dependent on the timing of drawdown:

2024 (July - December)	\$ 13,200.00
2025 (January - September)	<u>177,400.00</u>
	\$ 190,600.00

Funding Options:

With respect to debt repayment funding, a number of options were explored to rationally assess fairness and reasonableness and the economic impact to the water system users. Funding options explored included increases to user fees, frontage parcel taxes and a reduction in expenditures.

Frontage parcel tax funding is intended to cover debt servicing costs plus a component of operating and maintenance attributed to preventative maintenance and a portion of major capital improvements. All properties with access to the water system contribute to new or upgraded major water infrastructure via a frontage parcel tax. User fees are collected to operate and maintain components of the water system including replacement, new and upgraded infrastructure.

The reduction to expenditures included the following options:

- Operation and Maintenance – is not feasible without jeopardizing the integrity of the system;
- Transfer to Reserves – the transfer to the Water Major Maintenance Reserve could be reduced to account for a portion of the repayment, but will necessitate the need to borrow in the future; and
- Capital Expenditures – a certain amount of major maintenance infrastructure work needs to be undertaken annually.

In consideration of frontage parcel tax and user fee funding, three options were explored (Appendix A), the total estimated impact to a residential user are summarized below:

Funding Options	Total Additional Cost
1) Increase the Water Frontage Parcel (WFP) Tax Rate and User Fee	\$28.70
2) Increase the WFP Tax Rate Only	\$22.20
3) Increase the Water User Fee Only	\$29.50

Recommendation:

As a significant replacement and upgrade project, it is recommended to fund the repayment by increasing the water frontage parcel tax (Option 2). This option will also result in the lowest cost and is distributed to all with access to the system and not just the users. The WFP rate was last updated in 2011, following the completion of the Water Treatment Plant. An amendment to the Water Frontage Parcel Tax Bylaw will be brought forward at a later date.

Any interest incurred during temporary borrowing and the costs associated with increased operating and maintenance can be funded from the Water Future Expenditure Reserve, approximate balance - \$59,600.00, if necessary.

Elector Assent:

Elector Assent is required to undertake long-term borrowing and the process is outlined below.

The Local Government Act enables the City to establish and operate any service which is deemed necessary or desirable for all or part of the community. Construction of the replacement Zone 2 Pump Station aligns with the City of Salmon Arm's Corporate Strategic Plan and our focus on the provision of Core Services.

Pursuant to Section 180 of the *Community Charter*, approval of the electors is required before Council can adopt a long-term Loan Authorization Bylaw. In accordance with Section 84, elector approval may be obtained by either of the following means:

- a) assent of the electors through referendum; or
- b) approval of the electors by alternative approval process.

Both methods provide for formal consultation with the public, however, utilizing the alternative approval process would be more efficient and less cost prohibitive than a referendum, considering the essential nature of this project.

Should the Loan Authorization Bylaw receive third reading, it must be approved by the Inspector of Municipalities. When the bylaw has received statutory approval the alternative approval process can begin. It is estimated that the processes could be completed by May 6, 2024; however, this is a date that Council must establish.

Alternative Approval Process and Determination of Electors Methodology:

Council may proceed with borrowing the funds if less than 10% of the electors respond. If at least 10% or more have responded, Council cannot adopt the bylaw. In order to proceed Council must then obtain the assent of the electors through a referendum before moving forward.

Elector responses will be collected by the Corporate Officer for not less than thirty (30) days following the second public notice, on the elector response form attached in Appendix B.

After the established deadline, the Corporate Officer must determine and certify whether enough elector response forms have been submitted to exceed the 10% threshold. This determination is final and conclusive.

According to Statistics Canada, by 2021 the population of Salmon Arm had increased to approximately 19,432. Of this number, 15,580 are presumed eligible to vote (based on the age group). With an additional conservative reduction of 5%, the 10% required for the purpose of the alternative approval process is approximately 1,480, the most conservative estimate available.

Communication:

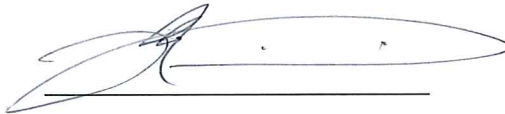
Pursuant to Section 86 of the *Community Charter*, notice of the approval process will be:

- Published in the newspaper once per week for 2 consecutive weeks;
- Posted at the front counter of City Hall;
- Posted on the City's Social Media; and
- Posted on the City's website.

Respectfully submitted,



Chelsea Van de Cappelle, CPA
Chief Financial Officer



Robert Niewenhuizen
Director of Eng. & Public Works



Sue Wood
Director of Corporate
Services

APPENDIX A – LONG-TERM BORROWING FUNDING OPTIONS

Funding Option 1: Increase the Water Frontage Parcel (WFP) Tax Rate and User Fee

The WFP tax rate has been analyzed and is not anticipated to be sufficient to support the debt servicing and preventative maintenance needs. When the Zone 2 Pump Station debenture goes under repayment in 2025/2026, the WFP tax would need to be increased from approximately \$2.08 to \$2.12 per taxable foot.

Water Frontage Parcel (WFP) Tax	Estimate
Current Water Frontage Tax Revenue (\$2.08 per taxable foot)	\$ 1,505,000.00
Total Capital Debt Repayment	
Existing	943,150.00
Proposed – Zone 2 Pump Station	<u>265,625.00</u>
Total Debt Repayment	1,208,775.00
Preventative Maintenance (Estimate ~ 10%)	<u>326,035.00</u>
Total	1,534,810.00
Funding Deficit	\$ (29,810.00)

In addition, the water user fee will require an increase of approximately 6.6% to address the reduction in frontage parcel tax revenues directed towards capital, estimated at \$236,000.00. The combined cost of the change in the WFP tax and water user fee is as follows:

For a Lot with 60 Feet of Taxable Frontage			Annual Rate Residential User			
Existing WFP Tax	New WFP Tax	Additional Cost	Existing User Fee	New User Fee	Additional Cost	Total Additional Cost
\$124.80	\$127.20	\$2.40	\$399.00	\$425.30	\$26.30	\$28.70

Funding Option 2: Increase the WFP Tax Rate Only

In this scenario, the WFP tax would be increased from approximately \$2.08 to \$2.45 per taxable foot.

Water Frontage Parcel (WFP) Tax	Estimate
Current Water Frontage Tax Revenue (\$2.08 per taxable foot)	\$ 1,505,000.00
Total Capital Debt Repayment	
Existing	943,150.00
Proposed - Zone 2 Pump Station	<u>265,625.00</u>
Total Debt Repayment	1,208,775.00
Preventative Maintenance (10%)	326,035.00
New / Upgraded Capital Infrastructure	<u>236,000.00</u>
Total	1,770,810.00
Funding Deficit	\$ (265,810.00)

For a Lot with 60 Feet of Taxable Frontage		
Existing WFP Tax	New WFP Tax	Additional Total Cost
\$124.80	\$147.00	\$22.20

Funding Option 3: Increase the Water User Fee Only

In this scenario the water user fee would require an increase of approximately 7.4% to address the debt servicing repayment, of \$265,625.00.

Annual Rate Residential User		
Existing User Fee	New User Fee	Additional Total Cost
\$399.00	\$428.50	\$29.50

CITY OF SALMON ARM

Elector Response Form

By signing this elector response form I oppose the City of Salmon Arm's Council's intention to adopt Bylaw No. 4618 entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw, which authorizes the borrowing of up to \$4,226,850.00 to be repaid over a period not exceeding 30 years in order to finance the costs of construction of the replacement Zone 2 Pump Station and do all things necessary including acquire all such property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the construction of the replacement Zone 2 Pump Station, unless a vote is held.

The deadline for submitting this elector response form to the local government is 4:00 p.m. on May 6, 2024. The address is 500 2 Avenue NE, Box 40, Salmon Arm, BC V1E 4N2.

Phone: 250-803-4000

Facsimile: 250-803-4042

Email: cityhall@salmonarm.ca

If submitting this form to the local government by facsimile, please ensure that the transmission was completed.

The City of Salmon Arm Council may proceed with the adoption of Bylaw No. 4618 entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw unless 1480 electors sign a completed copy of this elector response form that is submitted to the local government by the deadline.

A person must not sign more than one elector response form in relation to this alternative approval process. Additional information can be found on the reverse side of this form (or attached information sheet) about the subject of this alternative approval process as well as the elector qualifications.

Full Name (e.g. Donald Smith - not D. Smith)	Address of Resident Elector or Address of Property Owned by Non-resident Property Elector	Signature

Personal information you provide on this form is collected pursuant to the *Community Charter/Local Government Act* and will only be used for the purposes of this alternative approval process. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the FOIP Head, City Hall, 500 2 Avenue NE, Salmon Arm, BC V1E 4N2, phone 250-803-4006.

CITY OF SALMON ARM

Information Sheet

Additional Information About Elector Eligibility

In order to sign an elector response form in relation to the alternative approval process, a person must either be a resident elector or a non-resident property elector.

A **resident elector** is an individual who is entitled to sign an elector response form during an AAP by virtue of living within that jurisdiction. *When signing an elector response form*, a resident elector must:

- be 18 years of age or older;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months;
- be a resident of the jurisdiction (City of Salmon Arm);
- live in the area defined for the AAP; and
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election or be otherwise disqualified by law.

A **non-resident property elector** is an individual that does not live in a jurisdiction and who is entitled to sign an elector response form during an AAP by virtue of owning property in that jurisdiction. *When signing an elector response form*, a non-resident property elector must:

- be at least 18 years of age;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months;
- be a registered owner of property in the jurisdiction (City of Salmon Arm) for at least 30 days;
- own property in the area defined for the AAP; and
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election or be otherwise disqualified by law.

Note: Only one non-resident property elector may sign an elector response form per property, regardless of how many people own the property; and, that owner must have written consent of a majority of the other property owner(s) to sign the response form on their behalf. **Property owned in whole or in part by a corporation does not qualify under the non-resident elector provisions.**

CITY OF SALMON ARM

Elector Response Form

By completing this elector response form I oppose the City of Salmon Arm’s Council’s intention to adopt Bylaw No. 4618 entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw, which authorizes the borrowing of up to \$4,226,850. to be repaid over a period not exceeding 30 years in order to finance the costs of construction of the replacement Zone 2 Pump Station and do all things necessary including acquire all such property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the construction of the replacement Zone 2 Pump Station, unless a vote is held.

Full name of elector _____
(please print) (e.g. Donald Smith – not D. Smith)

Signature _____

Address _____

Choose one: I am a resident elector (see reverse for eligibility requirements)

I am a non-resident property elector who lives in another community and Owns property in the jurisdiction located at:

(address) (see reverse for eligibility requirements)

The deadline for submitting this elector response form to the local government is 4:00 p.m. on May 6, 2024. The address is 500 2 Avenue NE, Box 40, Salmon Arm, BC V1E 4N2.

Phone: 250-803-4000

Facsimile: 250-803-4042

Email: cityhall@salmonarm.ca

If submitting this form to the local government by facsimile, please ensure that the transmission was complete.

The City of Salmon Arm Council may proceed with the adoption of Bylaw No. 4618 entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw unless 1480 electors sign and submit a completed copy of this elector response form to the local government by the deadline.

A person must not sign more than one elector response form in relation to this alternative approval process. Additional information can be found on the reverse side of this form (*or attached information sheet) about the subject of this alternative approval process as well as the elector qualifications.

Personal information you provide on this form is collected pursuant to the *Community Charter/Local Government Act* and will only be used for the purposes of this alternative approval process. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the FOIP Head, City Hall, 500 2 Avenue NE, Salmon Arm, BC V1E 4N2, phone 250-803-4006.

CITY OF SALMON ARM

Information Sheet

Additional Information About Elector Eligibility

In order to sign an elector response form in relation to the alternative approval process, a person must either be a resident elector or a non-resident property elector.

A **resident elector** is an individual who is entitled to sign an elector response form during an AAP by virtue of living within that jurisdiction. *When signing an elector response form*, a resident elector must:

- be 18 years of age or older;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months;
- be a resident of the jurisdiction (City of Salmon Arm);
- live in the area defined for the AAP; and
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election or be otherwise disqualified by law.

A **non-resident property elector** is an individual that does not live in a jurisdiction and who is entitled to sign an elector response form during an AAP by virtue of owning property in that jurisdiction. *When signing an elector response form*, a non-resident property elector must:

- be at least 18 years of age;
- be a Canadian citizen;
- have been a resident of British Columbia for at least six months;
- be a registered owner of property in the jurisdiction (City of Salmon Arm) for at least 30 days;
- own property in the area defined for the AAP; and
- not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election or be otherwise disqualified by law.

Note: Only one non-resident property elector may sign an elector response form per property, regardless of how many people own the property; and, that owner must have written consent of a majority of the other property owner(s) to sign the response form on their behalf. **Property owned in whole or in part by a corporation does not qualify under the non-resident elector provisions.**

CITY OF SALMON ARM

BYLAW NO. 4618

A bylaw to authorize the borrowing for the purpose of a capital nature

WHEREAS under the provisions of Section 179 of the *Community Charter*, Council may, by a loan authorization bylaw adopted with the approval of the Inspector, incur a liability by borrowing for any purpose of a capital nature;

WHEREAS it is deemed desirable and expedient to design and construct the replacement of the Zone 2 Pump Station;

AND WHEREAS the amount to be borrowed to construct such improvements and to do all things necessary in connection herewith is the sum of \$4,226,850.00 which is the amount of debt intended to be created by this bylaw;

AND WHEREAS the maximum term for the debentures to be issued to secure the monies authorized to be borrowed hereunder is thirty (30) years;

AND WHEREAS the approval of the Inspector has been obtained prior to its adoption, pursuant to Section 179 of the *Community Charter*;

AND WHEREAS the electors within the boundaries of the City of Salmon Arm were notified, under the alternative approval process, pursuant to Section 86 of the *Community Charter*, that Council intends to borrow to undertake the construction of the replacement Zone 2 Pump Station and do all things necessary in connection herewith;

AND WHEREAS the Council has been advised through a report prepared by the Corporate Officer that elector responses submitted by the electors within the boundaries of the City of Salmon Arm, requesting Council not to proceed with the borrowing to construct the replacement Zone 2 Pump Station unless it is approved by assent of the electors are insufficient;

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

1. The Council of the City of Salmon Arm is hereby authorized and empowered to undertake and carry out or cause to be carried out the borrowing for the construction of the replacement Zone 2 Pump Station and do all things necessary in connection herewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$4,226,850.00 and the maximum term for the debentures to be borrowed hereunder is thirty (30) years.

b) To acquire all such property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the construction of the replacement Zone 2 Pump Station.

2. This bylaw may be cited as "City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw No. 4618"

READ A FIRST TIME THIS DAY OF 2024

READ A SECOND TIME THIS DAY OF 2024

READ A THIRD TIME THIS DAY OF 2024

APPROVED BY THE INSPECTOR PURSUANT TO SECTION 179 OF THE COMMUNITY

CHARTER THIS DAY OF 2024

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

To: Mayor Harrison and Members of Council
From: Sue Wood, Director of Corporate Services
Prepared by: Rhonda West, Deputy Corporate Officer
Date: January 22, 2024
Subject: Voter Registration Options in Local Government Elections

FOR INFORMATION

Background:

At the April 24, 2023 Regular Council meeting, Council requested a report on the options, viability and logistics of the City of Salmon Arm using a voters list for the 2026 general local election. Bylaw No. 3673 (adopted in 2008) stipulates that a person may register as an elector only at the time of voting.

Three options are available to local governments for registering electors:

- 1) Voting day registration only (current practice)
- 2) Use the Provincial voters list as the register of resident electors
- 3) Maintain a register of resident and non-resident property electors and provide advance elector registration

Regardless of which option is chosen, resident electors and non-resident electors can register at the time of voting.

Same Day Registration

Electors show 2 pieces of ID proving who they are and where they live. If neither piece of identification shows the elector's address, they may make a declaration as to their place of residence. In 2022, a total of 4,653 ballots (voter registrations) were cast. Local governments that use the Provincial Voting List average 330 new registrations.

Provincial Voters List

Electors can register in advance on the Provincial Voters List up until 52 days before general voting day through the [BC Elections website](#). Electors are required to provide their name, date of birth, address and one piece of identification (driver's licence #, BC ID Card #, last six (6) digits of SIN or last six (6) digits of PHN) in order to register to vote (provincial or local government elections). The Provincial list is updated on the 15th of each month.

Electors whose names appear on the Provincial Voters List are automatically registered. An elector whose name does not appear on the Provincial Voter List will be required to show two pieces of identification (similar to same day registration procedure).

The Chief Election Officer conducts a thorough review of the list for inaccuracies or duplications.

Own List of Electors

If a local government does not implement same day registration or use the Provincial Voters List, then it must maintain and use its own register of electors. Eligible resident and non-resident electors can register in advance up until 53 days before general voting day.

FOIPPA Considerations

As the Provincial Voters List contains personal information, compliance with applicable legislation must be completed by the local government. This includes:

- submitting a privacy policy that sets out restrictions on the use of the list and the local government's responsibilities;
- entering into a Memorandum of Understanding that enables the exchange of voter record information to prepare the list of registered electors and updating the provincial voters list following the local election; and to appoint election officials as provincial voter registration officials to accept new registrations or to amend existing records for both entities.

The Provincial Voters List is available for public inspection. To protect an elector's privacy or security, if requested to do so by an elector, the Chief Election Officer must omit or obscure from the list of electors, the elector's address or information about that elector.

Official candidates are entitled to receive one copy of the list of registered electors. Candidates must sign a statement acknowledging that they have an overall responsibility to maintain the security and confidential nature of the contents of the list. Candidates must destroy electronic copies or return printed copies within five (5) days after general voting day.

If use of the Provincial Voting List is implemented, it is anticipated that additional resources would be required to assist in maintaining the list in the days leading up to general voting day. The list must be updated after each advance vote along with recording any changes to elector information on behalf of the Province.

Communication

In the event Council endorses the use of the Provincial Voting List, communication would begin to educate and encourage electors to register with BC Elections. With the next general local election scheduled for October 17, 2026, it provides ample opportunity to inform local electors of the new process.

Conclusion

As indicated above, the following options are available to Council:

- 1) Maintain status quo - voting day registration only (no bylaw changes required).
- 2) Council direct Administration to prepare a bylaw that authorizes the City of Salmon Arm to use the most current available Provincial Voters List prepared by Elections BC as the register of resident electors in local government elections.
- 3) The City maintains their own register of resident and non-resident electors.

Staff support options #1 or #2 but do not support option #3.

Changes or amendments to an election bylaw must be done at least 56 days before the first day of the nomination period of a general local election.

Respectfully Submitted,



Sue Wood, Director of Corporate Services

TO: His Worship Mayor Harrison and Members of Council

DATE: January 8, 2024

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

Legal: Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888, and Parcel A (DD W51279), Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 Except Plan KAP46224

Civic: 1821 & 1881 9 Avenue NE

Owners: 1026082 BC Ltd., INC.No. BC1026082, and A Lakeside Bowling Ltd., INC.No. BC1000304 (Chahal, P.)

Agent: IBA Architecture INC. (Bestoon, R.)

STAFF RECOMMENDATION

- THAT:** The third reading of the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4605 be defeated;
- AND THAT:** The third reading of the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4606 be defeated;
- AND THAT:** A bylaw be prepared for Council’s consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from MR (Medium Density Residential) to HC (Highway Service/Tourist Commercial);
- AND THAT:** Pursuant to Section 475 of the Local Government Act, Council shall consider this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;
- AND THAT:** Pursuant to Section 476 of the Local Government Act, Council shall consider this Official Community Plan amendment after required consultation with School District No. 83;
- AND THAT:** Pursuant to Section 477 (3) (a) of the Local Government Act, Second Reading of the Official Community Plan bylaw be withheld pending Council’s consideration of the amendment in conjunction with:
- 1) The Financial Plans of the City of Salmon Arm; and
 - 2) The Liquid Waste Management Plan of the City of Salmon Arm.
- AND THAT:** A bylaw be prepared for Council’s consideration, adoption of which would amend Zoning Bylaw No. 2303 by:
- 1) Adding “Section 59 - CD-21 - Comprehensive Development Zone - 21” as outlined in this report;

- 2) **Rezoning Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from R-1 (Single Family Residential) to CD-21 (Comprehensive Development Zone - 21); and**
- 3) **Rezoning Parcel A (DD W51279), Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 Except Plan KAP46224 from C-3 (Service Commercial) to CD-21 (Comprehensive Development Zone - 21);**

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

PROPOSAL

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

At the public hearing and when Council considered third reading of Bylaws 4605 and 4606, concerns were raised regarding the range of uses permitted under the C-6 Zone. A new limited version of C-6 has been created as Comprehensive Development Zone CD-21. The range of uses permitted in the proposed CD-21 zone regulations are attached (Appendix 6) and have eliminated potentially problematic uses. Staff are recommending proceeding with the new CD-21 zone, and defeating the prior bylaws.

BACKGROUND

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

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

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

OCP POLICY

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

Objectives and Policies listed in OCP Section 9, including supporting commercial uses within the primary commercial areas of the City.

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

Local Government Act

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

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

A formal response was received from the Title and Rights Department of the Adams Lake Band and has been provided to the applicant for their information and potential action moving forward. Subsequently, the City inquired via Data Request to the Archeological Branch of British Columbia as to any Provincial records of known archeological sites related to the subject parcel. It is the responsibility of the proponent to proceed under the *Heritage Conservation Act* accordingly.

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

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

COMMENTS

Ministry of Transportation and Infrastructure

Preliminary approval has been granted with conditions as of August 22, 2023 (Appendix 10). Subsequently, the proposed CD Zone was provided to MOTI for review on December 18, 2023 to which MOTI has responded that they have no concerns and their conditions stand. No direct highway access will be permitted, storm water must be addressed on site, and there are building setback requirements relative to the Trans Canada Highway. The conditions have been provided to the applicant.

Engineering Department

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

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning.

Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw, notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper and the applicant is required to post a Notice of Development Sign on the subject property in advance of the Public Hearing. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be February 26, 2024.

Planning Department

The surrounding neighbourhood has been undergoing slow development, with a mix of older single family housing, moving towards newer residential and mixed use development. This proposal would increase the amount of potential commercial land base within the City, and offers a shift from the vehicle-oriented service and storage commercial uses of the C-3 zone, to the CD-21 zone which offers options for mixed commercial uses with residential use above.

Aligned with the mixed use development concept proposed, the CD-21 Zone has a more limited range of permitted uses and a number of more flexible regulations relative to the C-3 Zone. These include a more permissive maximum height allowance (19 m versus 10 m in C-3), and more lenient setback requirements (including no front setback requirement versus 6 m in C-3). These are in keeping with the intent to accommodate pedestrian oriented, ground level businesses with a mixture of residential land uses in an integrated manner.

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

The intent for the subject parcel under application is described and illustrated by a development concept attached as Appendix 5. Future development of the parcel would be subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area (provided to applicant), with a future development proposal including building elevations and landscape plans subject to detailed review through a form and character Development Permit application.

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

CONCLUSION

The subject parcels are considered by staff to be well-suited for the proposed Commercial – Highway Service / Tourist (HC) and CD-21 uses, being within close proximity to the Trans Canada Highway as well as transportation routes including the City's Greenway Network, and community facilities including the recreation centre, schools, and the uptown commercial area. The proposed CD-21 Zone limits permitted uses that are less aligned with adjacent residential use compared to uses permitted under C-6 Zoning.

The OCP land use designation requested and the proposed CD-21 zoning of the subject parcels is generally consistent with OCP and is therefore supported by staff.



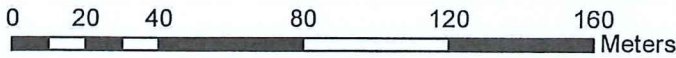
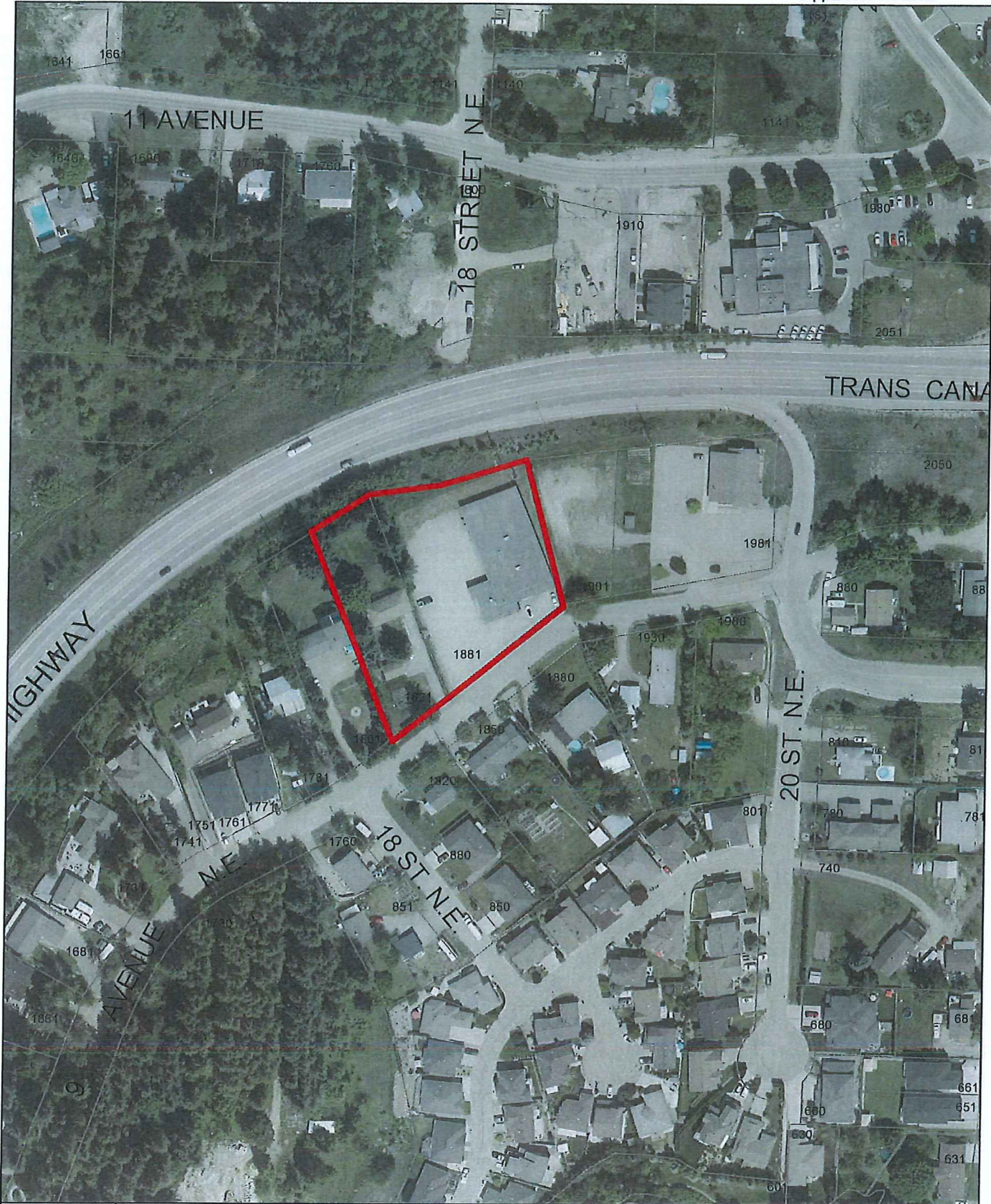
Prepared by: Chris Larson, MCIP, RPP
Senior Planner




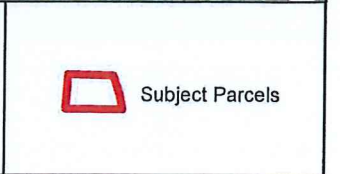
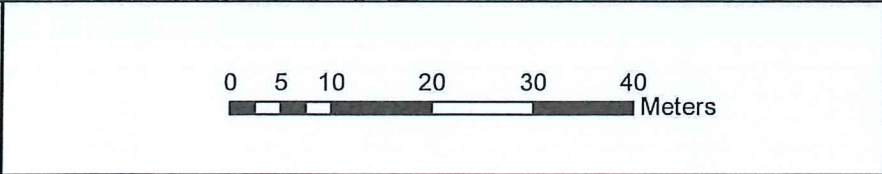
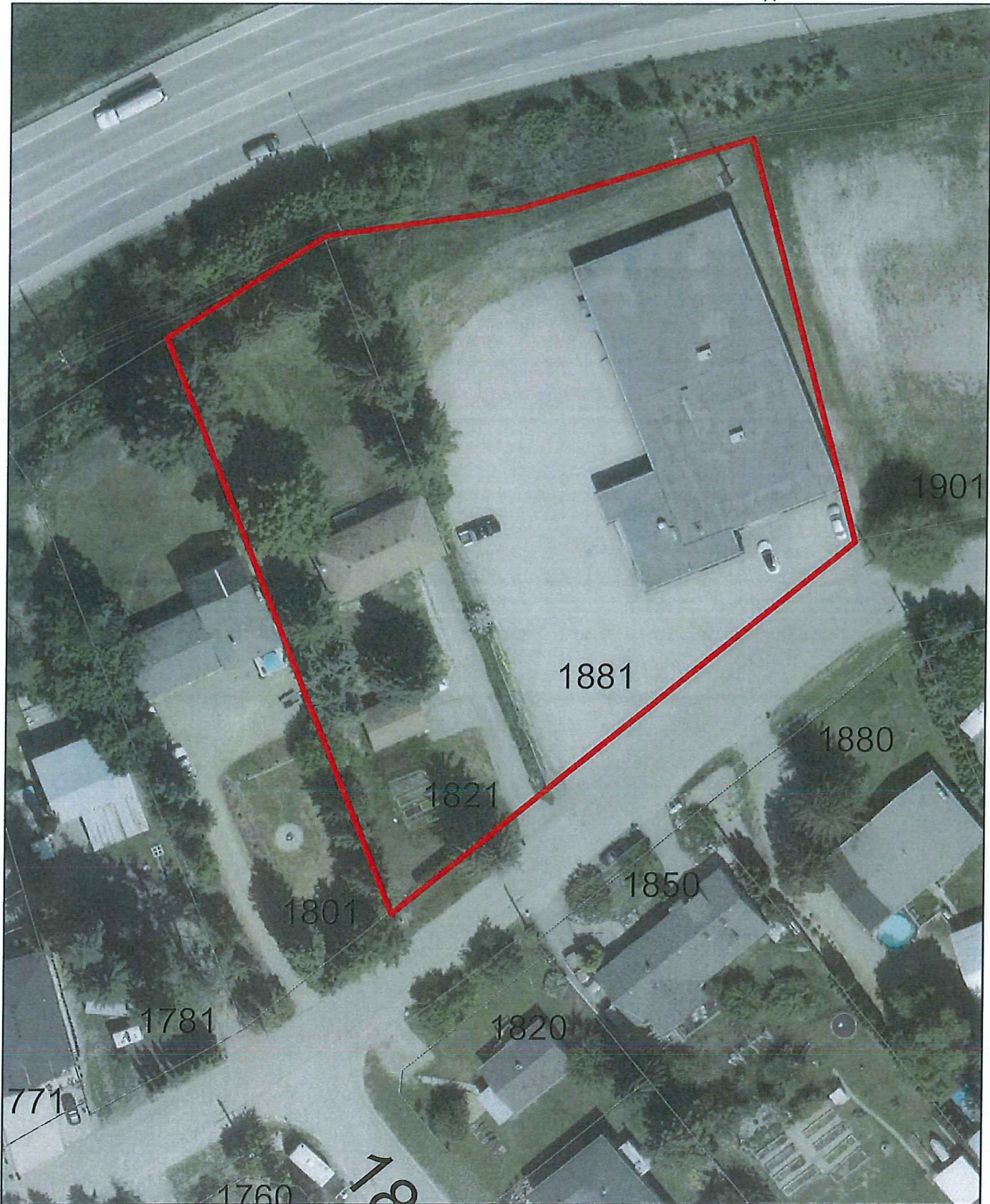
Reviewed by: Gary Burton, MCIP, RPP
Director of Planning & Community Services

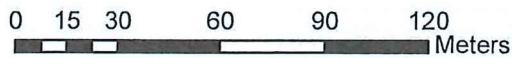
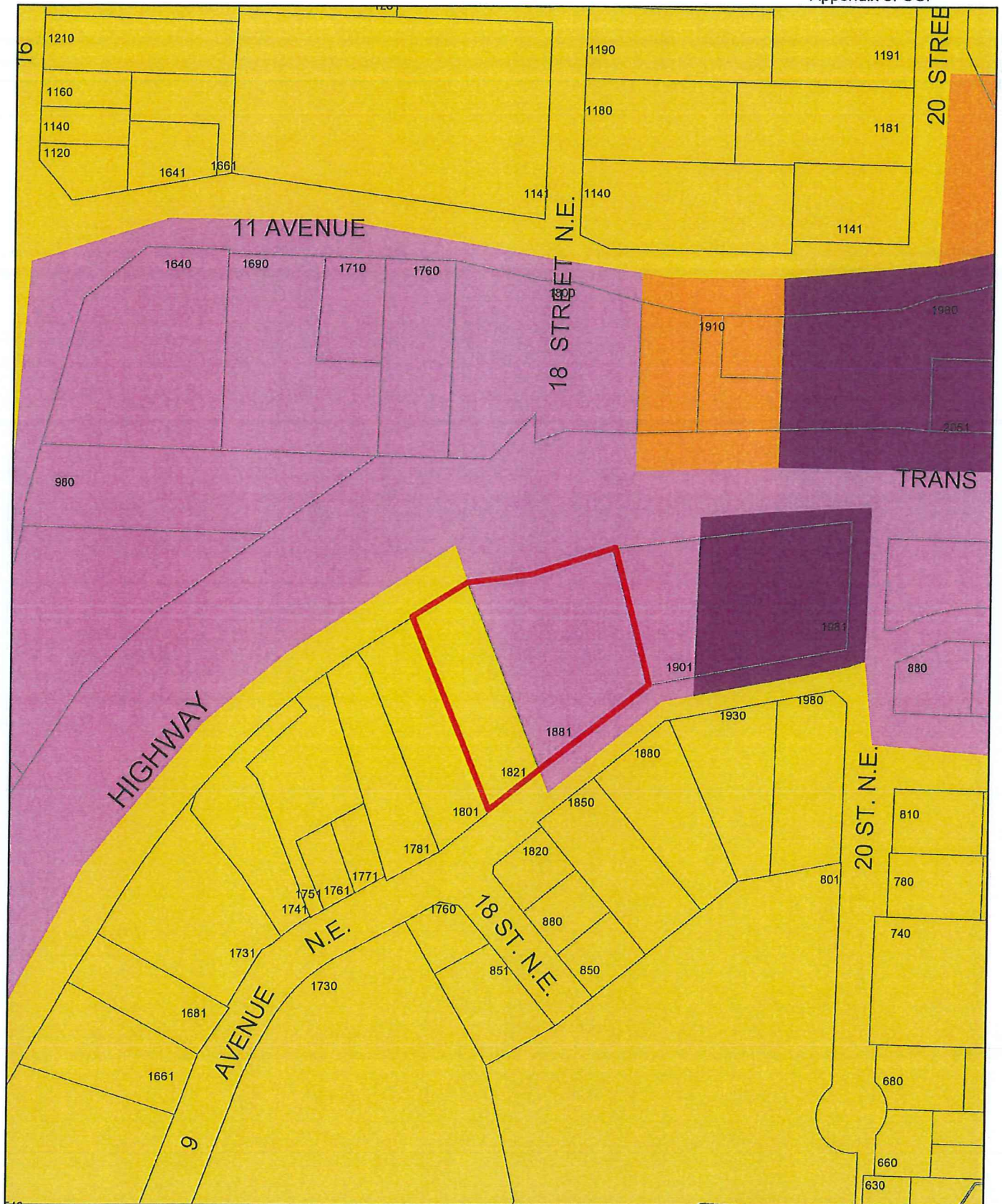







Reviewed by: Melinda Smyrl, MCIP, RPP
Manager of Planning & Building

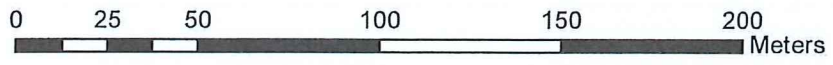
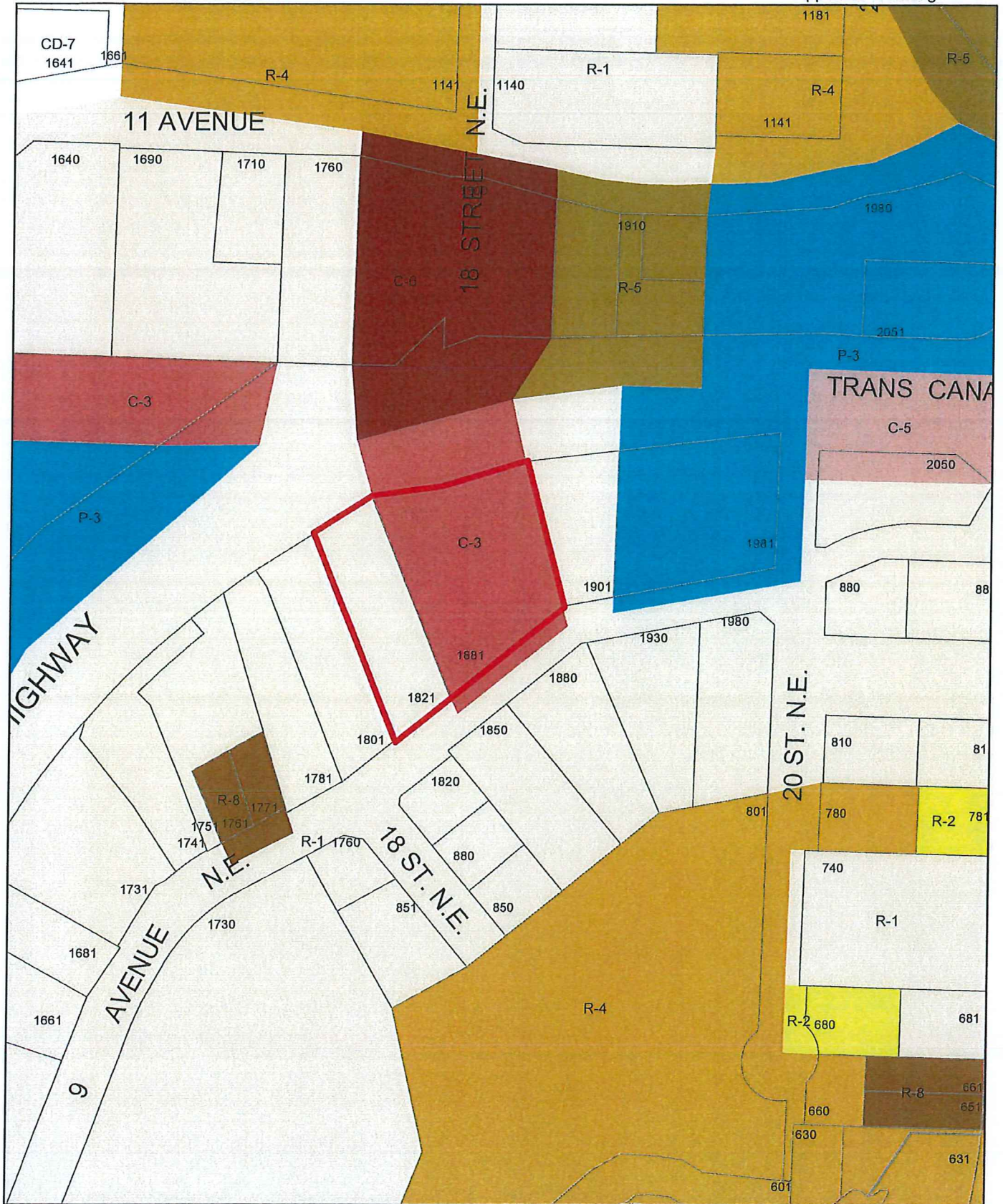


 Subject Parcels



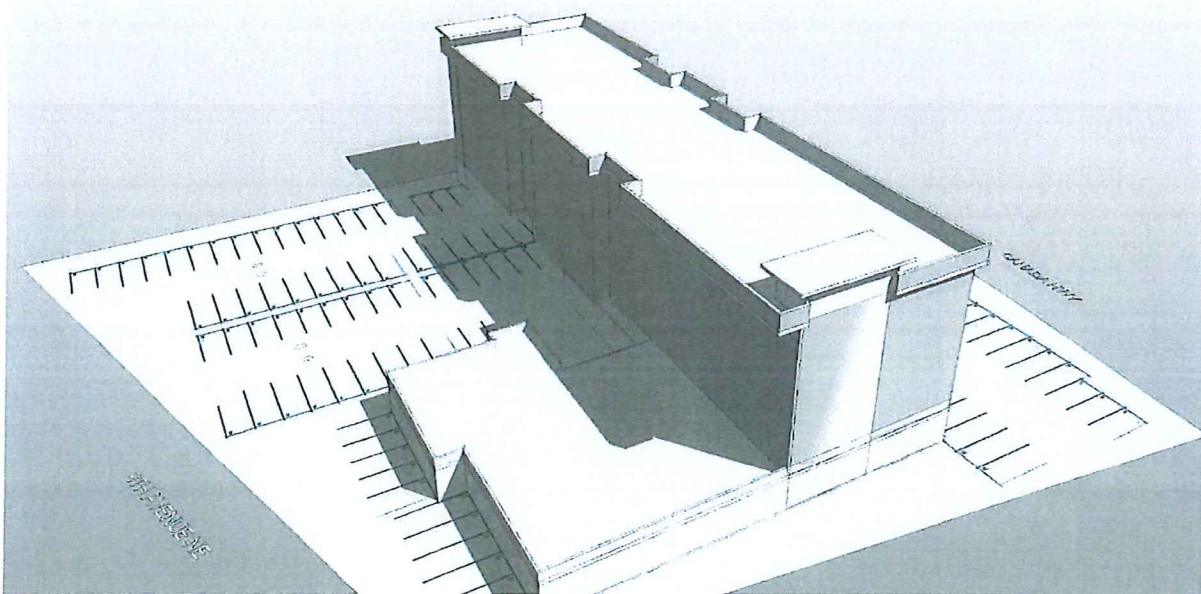


-  Subject Parcels
-  Commercial HWST
-  Residential High Density
-  Residential Medium Density
-  Institutional



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

DESIGN RATIONALE



2023.07.13

Prepared by:

IBA Architecture Inc.

2448 - 1055 W Georgia St., Vancouver BC, V6E 3P3
604 909 1267 | info@ibarch.ca | www.ibarch.ca

To be submitted to:

Planning Department
City of Salmon Arm



TABLE OF CONTENTS

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

1.0 OVERVIEW

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

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

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

2.0 PROJECT DESCRIPTION

The owner/developer of 1881 and 1821 9th Ave NE in Salmon Arm, BC wishes to merge the two properties and request a rezoning from C2 & R-1 to C-6. This will allow the developer to apply a development permit for a 6-storey apartment building on the adjoining property.

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

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

This site (both properties) is approximately 1.46 acres.

3.0 SITE AND PARKING ACCESS

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

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

4.0 ZONING AND OCP AMENDMENT

The current zone of the site is R-1 & C-2

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

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

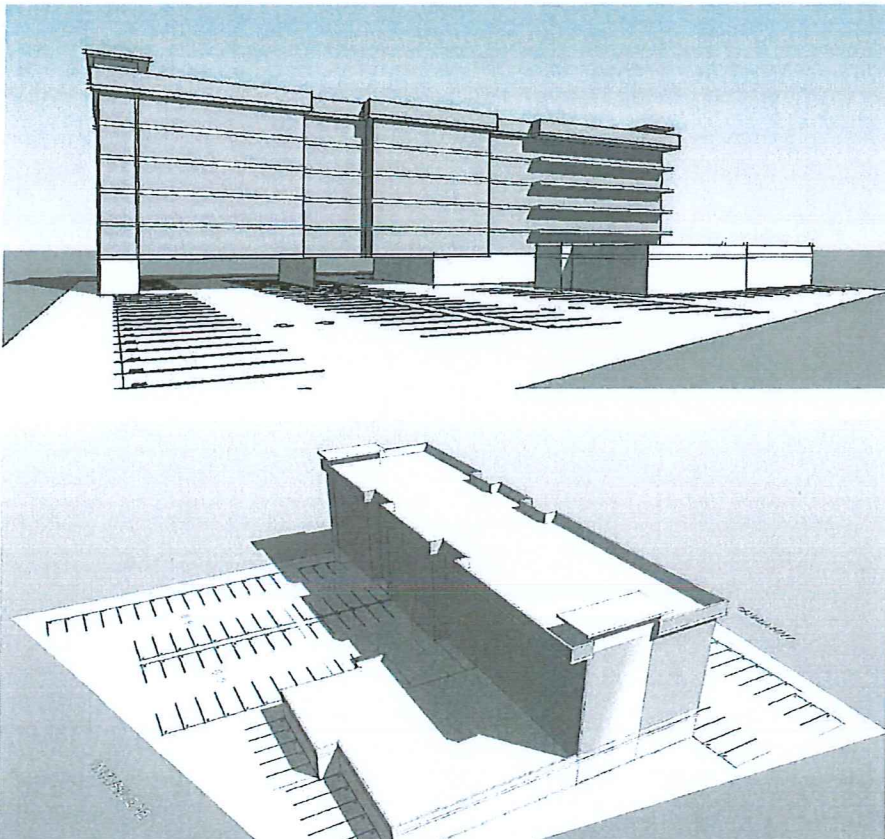
- The site will be more developable.
- The developer feels that an apartment project can be inspirational for other future developments nearby that benefit the neighbourhood.
- The proposed area of the units benefits the residents of the building. And satisfy the community's need for larger units with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

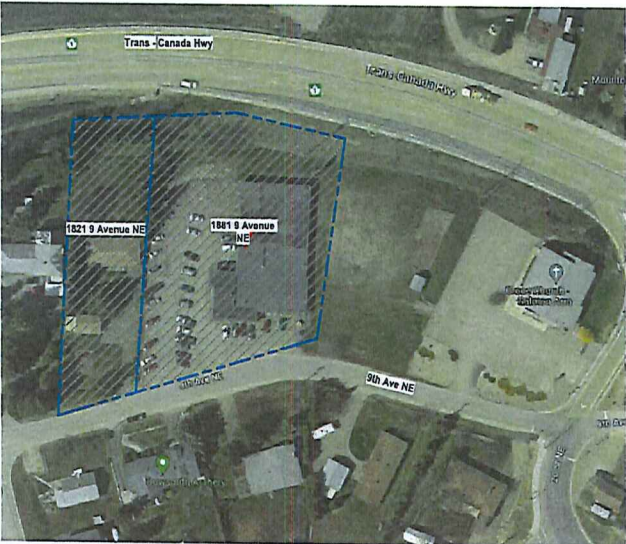
5.0 SUMMARY

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

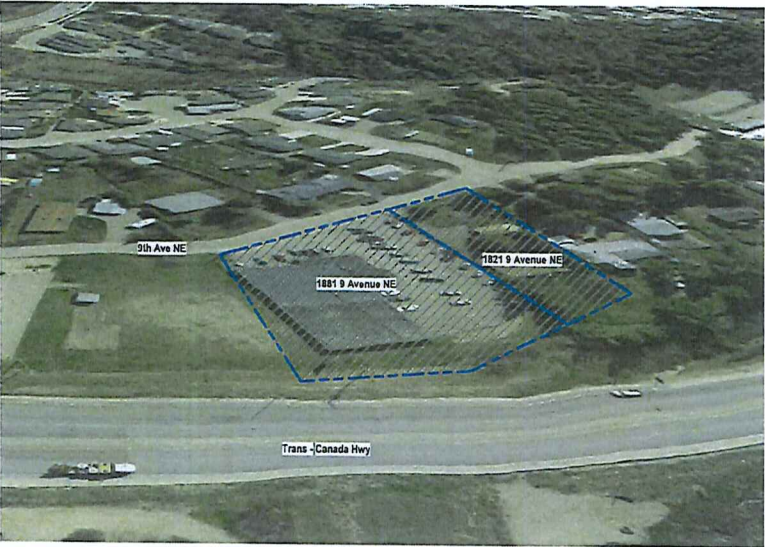
We look forward to your enthusiastic support and recognition for all the project brings to our community.

6.0 ARCHITECTURAL MASSES:

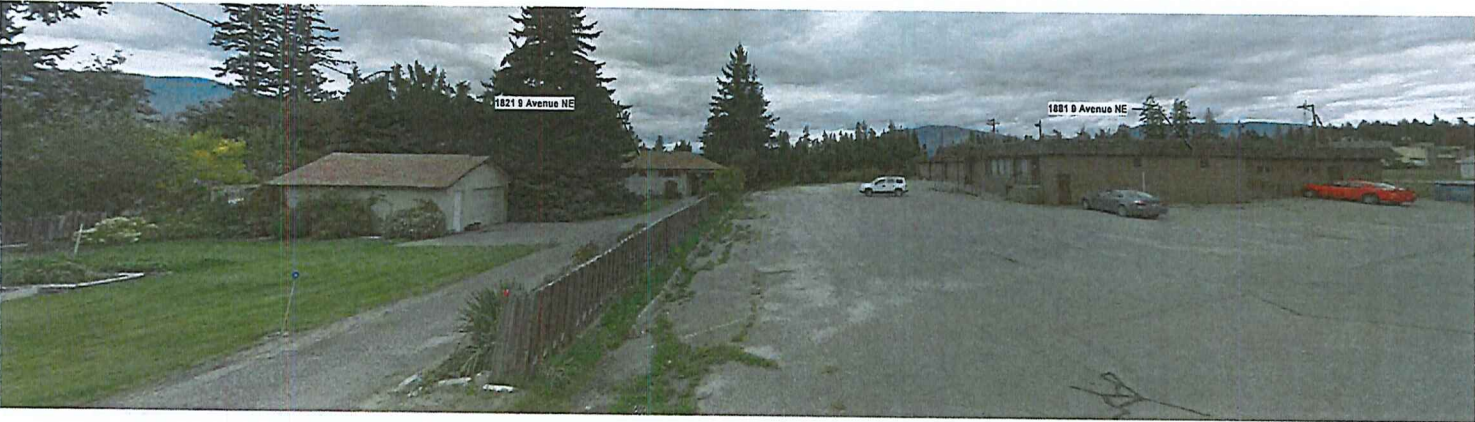




FROM TOP VIEW

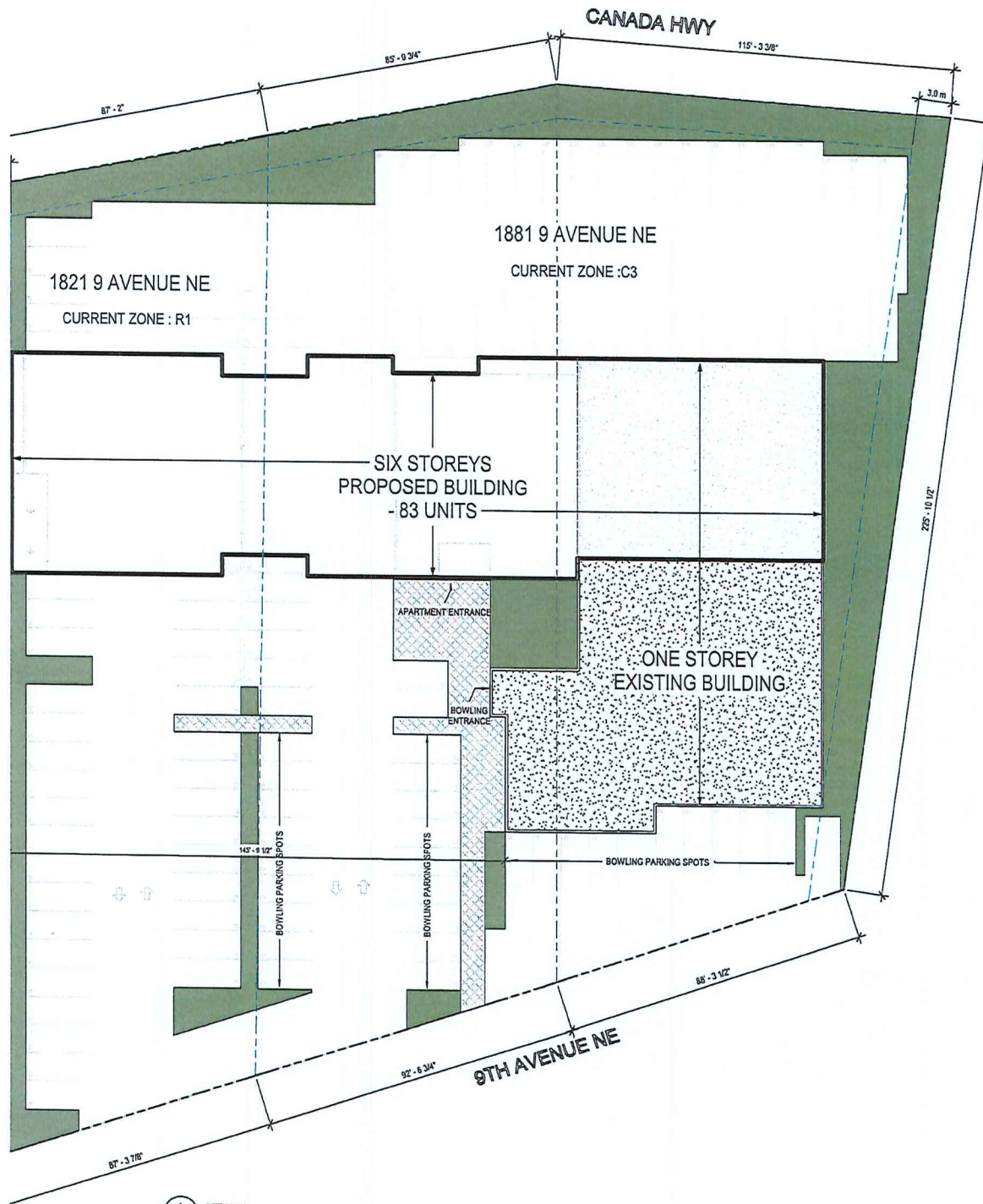


VIEW FROM SOUTH



VIEW FROM 9TH AVENUE NE

APPENDIX 5: PROPOSAL RATIONALE



Required Number of Parking spots:

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

Proposed Number of Parking Spots:

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

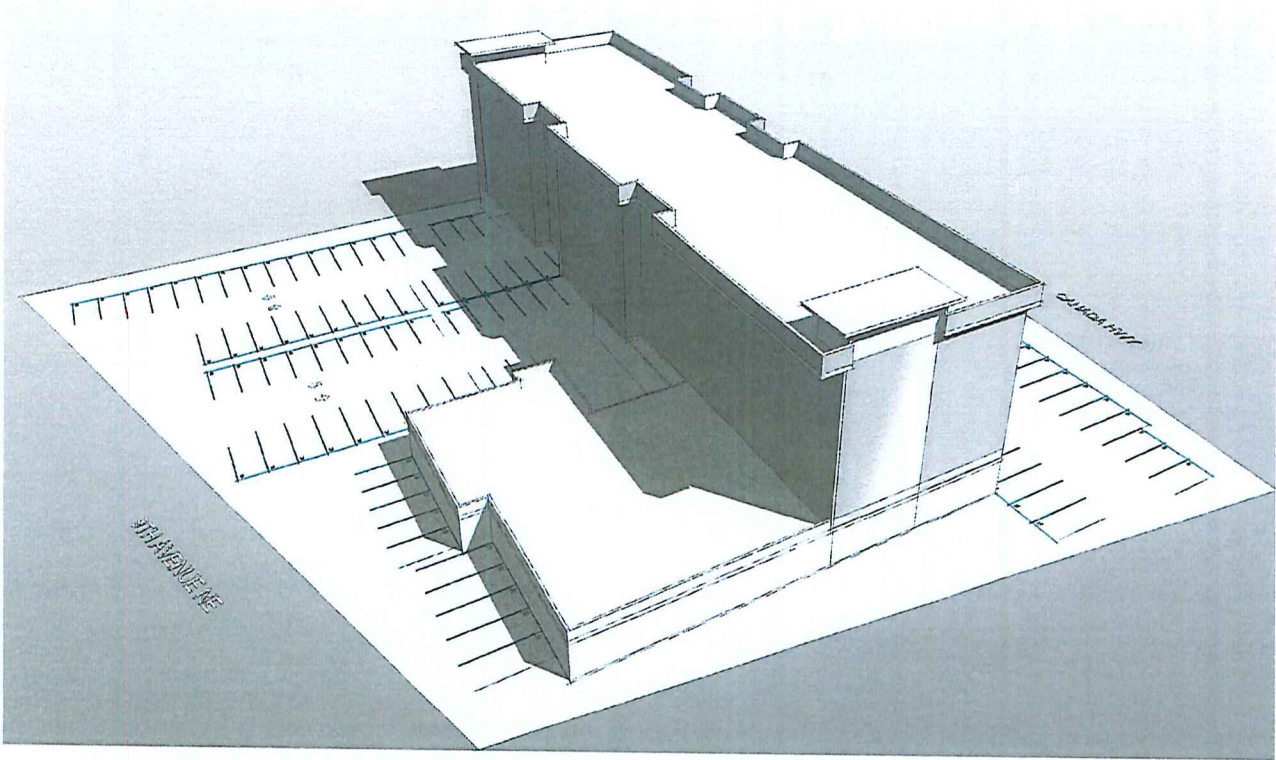
OCC LOAD FOR BOWLING BUILDING:

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

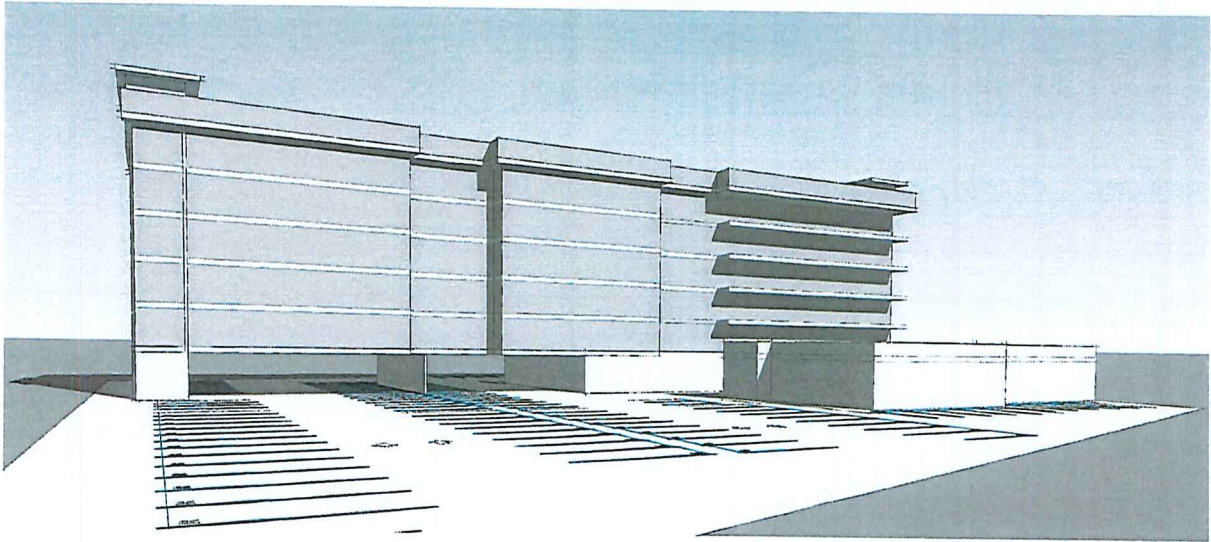
Note: This is the rough idea for the parking calculation of the existing building.

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





BIRD EYE VIEW



VIEW FROM 9TH AVE

0 10 20 30 40 50 60 70 80 90 100

SECTION 59 - CD-21 - COMPREHENSIVE DEVELOPMENT ZONE

Purpose

59.1 The CD-21 Zone is intended to accommodate pedestrian oriented tourist/recreation businesses, with upper floor dwelling units. The area zoned CD-21 is envisioned to be developed with a mixture of land uses in an integrated manner. Development within the CD-21 Zone shall be subject to a Development Permit as per the Official Community Plan.

Regulations

59.2 On a parcel zoned CD-21, no building or structure shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the CD-21 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

59.3 The following uses and no others are permitted in the CD-21 Zone:

- .1 art gallery;
- .2 commercial daycare facility;
- .3 craft making and sales;
- .4 farmers market;
- .5 health service centre;
- .6 high technology research and development;
- .7 home occupation;
- .8 library;
- .9 licensee retail store;
- .10 mobile food vending;
- .11 museum;
- .12 offices;
- .13 outside vending;
- .14 personal service establishment;
- .15 pub;
- .16 public use;
- .17 private utility;
- .18 public utility;
- .19 recreation facility - indoor;
- .20 recreation facility - outdoor;
- .21 restaurant;
- .22 retail store;
- .23 theatre;
- .24 upper floor dwelling units;
- .25 work/live studios; and
- .26 accessory use.

Maximum Height of Principal Buildings

59.4 The maximum height of principal buildings shall be 19.0 metres (62.3 feet).

Maximum Height of Accessory Buildings

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

SECTION 59 - CD-21 - COMPREHENSIVE COMMERCIAL ZONE - CONTINUED

Minimum Parcel Size or Site Area

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

Minimum Parcel or Site Width

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

Minimum Setback of Principal and Accessory Buildings

59.8 The minimum setback of the principal and accessory buildings from the:

- .1 Rear parcel line adjacent to a residential zone shall be 3.0 metres (9.8 feet)
- .2 Interior side parcel line adjacent to a residential zone shall be 3.0 metres (9.8 feet)
- .3 Refer to Section 4.9 for "Special Building Setbacks" which may apply

Outside Storage

59.9 Outside storage shall be screened as per Appendix III.

Parking and Loading

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

Comparison of Permitted Uses

The following uses and no others are permitted in the new CD-21 Zone:

- .1 art gallery;
- .2 commercial daycare facility #3637
- .3 craft making and sales;
- .4 farmers market;
- .5 health service centre;
- .6 high technology research and development; #4368
- .7 home occupation; #2782
- .8 library;
- .9 licensee retail store; #3223
- .10 mobile food vending; #4340
- .11 museum;
- .12 offices; #3426
- .13 outside vending; #2837
- .14 personal service establishment;
- .15 pub;
- .16 public use;
- .17 private utility; #3060
- .18 public utility;
- .19 recreation facility - indoor;
- .20 recreation facility - outdoor;
- .21 restaurant;
- .22 retail store; #4005
- .23 theatre;
- .24 upper floor dwelling units; #2554
- .25 work/live studios; #3167 and
- .26 accessory use.

Current C-6 - Permitted Uses

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



View of subject parcel northwest from 9 Avenue NE.



View of subject parcel northeast from 9 Avenue NE.



September 6, 2023

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

Dear Chris,

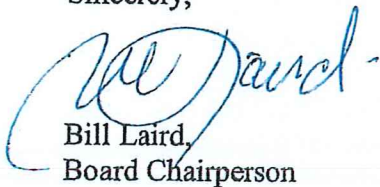
Re: OCP Amendment Application No OCP 4000-56

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

At this meeting, the SAEDS Board passed the following motion:
“That the SAEDS Board of Directors supports the proposed OCP Amendment, as the proposed development supports the community’s critical shortage of rental accommodation.” All in favour.

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

Sincerely,

A handwritten signature in blue ink that reads "Bill Laird".

Bill Laird,
Board Chairperson

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

Hello,

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

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

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

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

Thank you,

Janelle

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

Environmental Health Officer
Healthy Community Development
Interior Health Authority
1440 14th Avenue, Vernon, BC V1B 2T1
Office: 250-549-5758
Cell: 250-540-8380
Email: janelle.rimell@interiorhealth.ca
www.interiorhealth.ca



Interior Health

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



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

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

Re: Proposed Bylaw for:

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

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

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

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

Table with 1 column and 2 rows: Local District Address, Salmon Arm Area Office, Bag 100, 850C 16th Street NE, Salmon Arm, BC V1E 4S4, Canada, Phone: (250) 712-3660 Fax: (250) 833-3380

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

A handwritten signature in cursive script that reads "Beth Bahm".

Beth Bahm
Development Officer



*Memorandum from the
Engineering and Public
Works Department*

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

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

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

General:

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

OCP4000-56 & ZON APPLICATION FILE: ZON-1275

August 29, 2023

Page 2

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

Roads / Access:

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

Water:

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

Sanitary:

OCP4000-56 & ZON APPLICATION FILE: ZON-1275

August 29, 2023

Page 3

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

Drainage:

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

Geotechnical:

OCP4000-56 & ZON APPLICATION FILE: ZON-1275

August 29, 2023

Page 4

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



Mustafa Zakreet, EIT
Engineering Assistant



Gabriel Bau P.Eng.
City Engineer

CITY OF SALMON ARM

BYLAW NO. 4624

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 February 26, 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 A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from MR (Medium Density Residential) to HC (Highway Service/Tourist Commercial), as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Official Community Plan Amendment Bylaw No. 4624**”.

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. 4625

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on February 26, 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:

SECTION 59 - CD-21 - COMPREHENSIVE DEVELOPMENT ZONE

Purpose

59.1 The CD-21 Zone is intended to accommodate pedestrian oriented tourist/recreation businesses, with upper floor dwelling units. The area zoned CD-21 is envisioned to be developed with a mixture of land uses in an integrated manner. Development within the CD-21 Zone shall be subject to a Development Permit as per the Official Community Plan.

Regulations

59.2 On a parcel zoned CD-21, no building or structure shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the CD-21 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

59.3 The following uses and no others are permitted in the CD-21 Zone:

- .1 art gallery;
- .2 commercial daycare facility;
- .3 craft making and sales;
- .4 farmers market;
- .5 health service centre;
- .6 high technology research and development;
- .7 home occupation;
- .8 library;
- .9 licensee retail store;
- .10 mobile food vending;

- .11 museum;
- .12 offices;
- .13 outside vending;
- .14 personal service establishment;
- .15 pub;
- .16 public use;
- .17 private utility;
- .18 public utility;
- .19 recreation facility - indoor;
- .20 recreation facility - outdoor;
- .21 restaurant;
- .22 retail store;
- .23 theatre;
- .24 upper floor dwelling units;
- .25 work/live studios; and
- .26 accessory use.

Maximum Height of Principal Buildings

59.4 The maximum height of principal buildings shall be 19.0 metres (62.3 feet).

Maximum Height of Accessory Buildings

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

Minimum Parcel Size or Site Area

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

Minimum Parcel or Site Width

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

Minimum Setback of Principal and Accessory Buildings

- 59.8 The minimum setback of the principal and accessory buildings from the:
- .1 Rear parcel line adjacent to a residential zone shall be 3.0 metres (9.8 feet)
 - .2 Interior side parcel line adjacent to a residential zone shall be 3.0 metres (9.8 feet)
 - .3 Refer to Section 4.9 for "Special Building Setbacks" which may apply

Outside Storage

59.9 Outside storage shall be screened as per Appendix III.

Parking and Loading

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

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. 4625**”

READ A FIRST TIME THIS DAY OF 2024

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

CITY OF SALMON ARM

BYLAW NO. 4626

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on February 26, 2024 at the hour of 7:00 p.m. was published in the , 2024 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 A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from R-1 (Single Family Residential Zone) to CD-21 (Comprehensive Development Zone); and

Rezone Parcel A (DD W51279), Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 Except Plan KAP46224 from C-3 (Service Commercial Zone) to CD-21 (Comprehensive Development 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. 4626**”

READ A FIRST TIME THIS DAY OF 2024

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

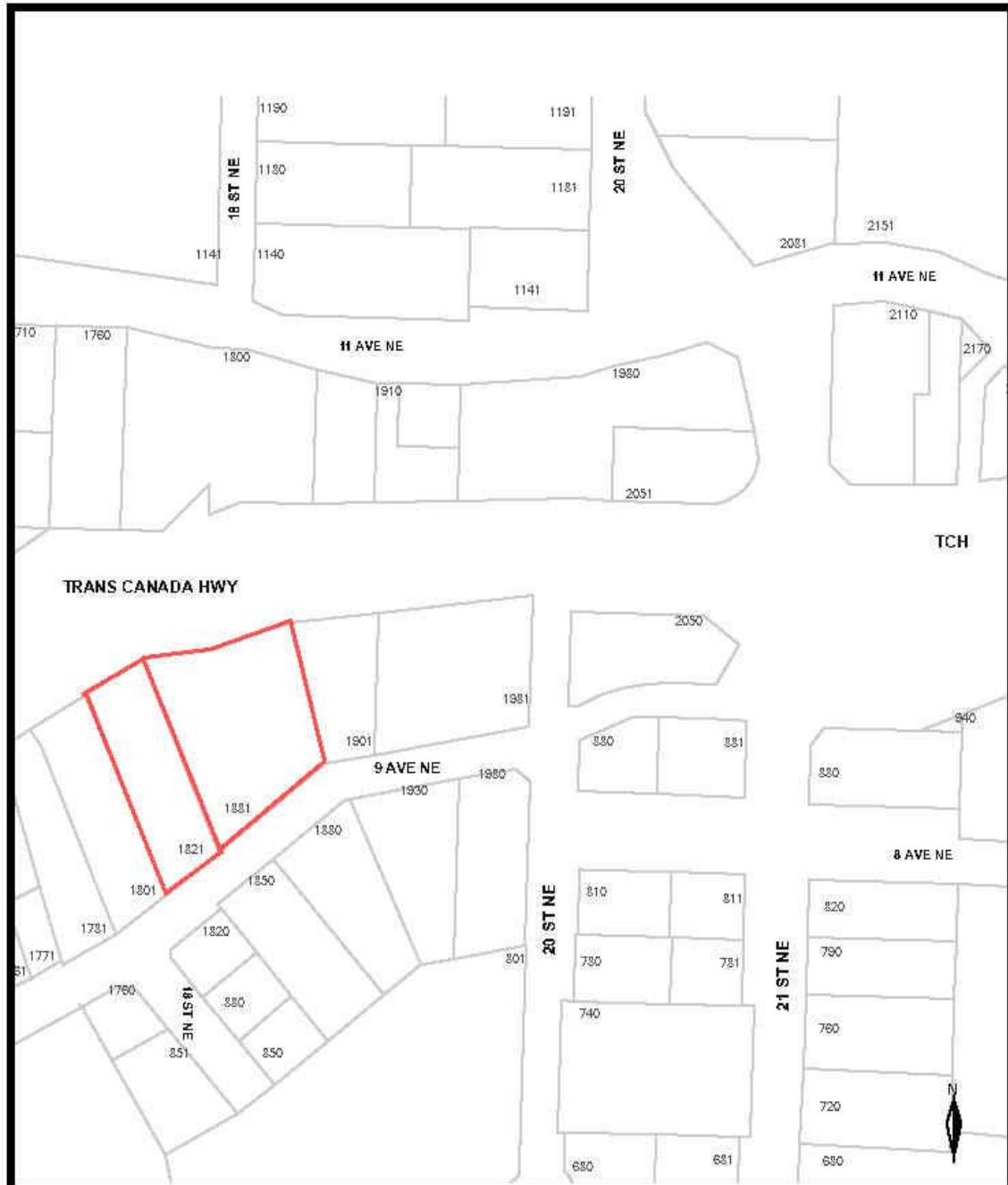
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"



CITY OF SALMON ARM

BYLAW NO. 4617

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

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	8	DAY OF	JANUARY	2024
READ A SECOND TIME THIS	8	DAY OF	JANUARY	2024
READ A THIRD TIME THIS	8	DAY OF	JANUARY	2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM
BYLAW NO. 4622

A bylaw to impose a Water Frontage Parcel Tax

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	8	DAY OF	JANUARY	2024
READ A SECOND TIME THIS	8	DAY OF	JANUARY	2024
READ A THIRD TIME THIS	8	DAY OF	JANUARY	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

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	8	DAY OF	JANUARY	2024
READ A SECOND TIME THIS	8	DAY OF	JANUARY	2024
READ A THIRD TIME THIS	8	DAY OF	JANUARY	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">• Water• Sewer	\$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	8	DAY OF	JANUARY	2024
READ A SECOND TIME THIS	8	DAY OF	JANUARY	2024
READ A THIRD TIME THIS	8	DAY OF	JANUARY	2024
ADOPTED BY THE COUNCIL		DAY OF		2024

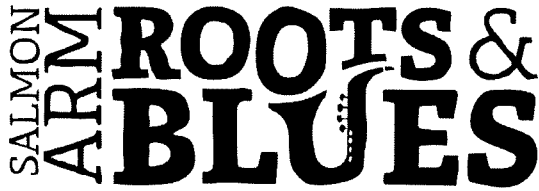
MAYOR

CORPORATE OFFICER

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



Salmon Arm Folk Music Society
PO BOX 21, Salmon Arm, BC V1E 4N2
541 3rd St SW, Salmon Arm, BC V1E 1S9
Phone: 250 833 4096
www.rootsandblues.ca
Email: info@rootsandblues.ca

December 22, 2023

His Worship Mayor Harrison,
Members of Council,
City Staff,
City of Salmon Arm,
Salmon Arm, BC

Dear Mayor Harrison, Council, and Staff,

RE: Permission to construct a storage building at 541 – 3rd Street SW (Roots and Blues office)

The Salmon Arm Folk Music Society, who are leasing this parcel from the City, would like your permission to construct a storage building of 26 X 116 feet (3,016 sq. ft.) as shown on the attached site plan.

As you know, the SAFMS has a great deal of equipment and furniture, such as stages, sound equipment, picnic tables, tents, etc. that are needed in order to be able to present the annual Roots and Blues Music Festival. Currently, we are storing those many items in a combination of locations including the city-owned Quonset hut on Highway 1, numerous storage containers, our office building, and outdoor areas in the yard.

We know that the Quonset will not be available for much longer and so we are planning ahead by wanting to construct a new storage building on the same parcel as the office. Given the P3 zoning, the interior side yard setback requirement is 3 metres (10 feet). But given the nature of the adjacent property, the Fall Fairgrounds, we are hoping to construct the building within 0.2 metres (8 inches) from the property line to maximize the maneuvering space between the office building and the new storage building. In other words, we are requesting a variance to reduce the side yard to 0.2 metres (8 inches).

We hope that you will see fit to approve the construction of this needed facility and, further, allow us to build it in the location shown on the site plan.

Thank you very much.

On behalf of the Salmon Arm Folk Music Society,

Bernd Hermanski, Board Director

From: Melinda Smyrl <m Smyrl@salmonarm.ca>
Sent: Friday, January 5, 2024 3:30 PM
To: Erin Jackson <er Jackson@salmonarm.ca>
Subject: RE: Permission to construct storage building

Hi Erin,

The proposal was reviewed by planning, building and engineering and we can provide the following comments:

1. Planning - The property is zoned P3 and as confirmed in the letter, the zoning requires a 3.0m setback along the west property line. If located as proposed a Development Variance Permit would need to be applied for and issued by Council. In addition to building setbacks, Accessory Buildings are limited to 6.0m (19.7ft) in height in the P3 zone.
A number of factors are taken into consideration when reviewing a variance, including – negative or positive impacts on adjacent properties and land uses. An elevation drawing and confirmation of building height would be helpful for that assessment.
2. Building Code – A building in that proximity of the property line could not have any widows or openings on that side of the building. Roof or building overhands could not project beyond the face of the building. There are addition requirements with regard to the building materials (i.e. non-combustible construction and non-combustible cladding).
3. Engineering - A Building Permit would trigger the requirements for frontage improvements as per the Subdivision and Development Services Bylaw, including the replacement of the existing sidewalk along 5 Ave SW with an offset 3m multi-use path (MUP), this will require quite a bit of fill since the site is low to the road and it may need some retaining wall where their building accesses onto 5th and the installation of 2 Davit Street Lights. Along 3 St SW the installation of 2 Post Top Street Lights would be required.

I hope that this is helpful and if you would like any follow up to the above please let me know.

January 9, 2024

RE: Salmon Arm skilled trades workers on HWY 1 Four-Laning Projects

Dear Mayor and Council, City of Salmon Arm,

Salmon Arm residents are playing an important role in building infrastructure projects as part of the HWY-1 Four-Laning program. BC Infrastructure Benefits (BCIB) is proud to provide them with skilled trades careers, and to help keep the economic benefits of this major project in your community.

BCIB is the BC Crown corporation that employs skilled tradespeople on many of BC's largest infrastructure projects. We implement the Province's Community Benefits Agreement (CBA), a collective agreement that includes progressive tools to benefit local communities and workers. BCIB projects include HWY 1 Four-Laning projects, such as the Kicking Horse Canyon Phase 4 Project, Ford Road to Tappen Valley Road, Chase Four-Laning Project, Salmon Arm West Project, Quartz Creek Bridge Project, Illecillewaet [Completed] and the upcoming Selkirk Mountain Project, Jumping Creek to MacDonald Snowshed Project and RW Bruhn Bridge Project.

BCIB works to grow and diversify the skilled trades workforce in BC. We do that by offering equitable job opportunities to Indigenous peoples, locals, women, and other underrepresented tradespeople on projects across BC. Thanks to our Priority Hiring system, Salmon Arm residents have an opportunity to work close to home with BCIB.

Those workers also get to work on more inclusive and respectful jobsites. We know retention can be an issue in the construction sector, with underrepresented workers often leaving because of challenging onsite cultures. BCIB works with contractors to make work environments more diverse and welcoming, so more people stay in construction. We're working to both recruit and retain the workforce needed to build the infrastructure BC communities need.

We are excited to give you an update on how local residents are benefiting. From our first project in 2019 until September 29, 2023, BCIB has:

- Hired **33 local workers living within Salmon Arm**. Together, they have worked a cumulative **28,769 craft hours**.
- Hired **383 local workers living within the Columbia-Shuswap Regional District**. Local residents represent **27% of HWY-1 Four-Laning workers**. Together, they have worked a cumulative **580,299 craft hours**.
- Hired **572 local workers** living within 100 KM of the HWY-1 Four-Laning projects between Kamloops and the Alberta border. Local residents represent **40% of workers**. Together, they have worked a cumulative **755,836 craft hours**.
- Across all BCIB projects, 90% of skilled employees have been British Columbians.
- Employed more Indigenous workers, on all our projects, than the provincial average. **15% of BCIB workers have been Indigenous**, while the provincial industry average is below 5%.

- Employed more female workers than the provincial average on all our projects. **10% of BCIB workers have been women**, more than double the provincial industry average of 4.5%. Women have worked 10% of the hours across projects.

BCIB is proud to provide career-building opportunities to people in your community. Please find attached a copy of the *Building Opportunity Here* report. It tells some of the stories we have heard from contractors, partners, and our employees, those who are helping to build infrastructure, careers, and a human legacy, close to home.

Please do not hesitate to be in touch if you, your staff, or your community is interested in learning more about BCIB's current infrastructure projects, career opportunities or community benefits.

Contact **Greg Johnson, BCIB Executive Director, Stakeholder & Community Relations** at gjohnson@bcib.ca / 778 875 1692

Or, for more information visit the [BCIB website](#).

Sincerely,



David Miller

Board Chair
BC Infrastructure Benefits (BCIB)



BCIB

Building
Opportunity
Here



Respectful
Onsite
Initiative



Zoe, Rock Truck Driver on the Quartz Creek Project, part of the Trans-Canada Highway 1 Four-Laning Program.

Building Opportunity Here

BCIB Report
2022/23

Taking BC's workforce to new heights: Growing and diversifying BC's skilled trades workforce.

BC Infrastructure Benefits (BCIB) is the progressive employer on some of BC's largest infrastructure projects. We recruit, support, and help to retain a diverse and skilled construction trades workforce — paving the way to lasting careers and a stronger economy.

Our role is to supply skilled workers to these projects and help expand the province's labour pool. Through the Priority Hiring of underrepresented workers, BCIB opens doors for Indigenous peoples, people of colour, women, 2SLGBTQ+, people with disabilities, and locals. Through culture change training, we help keep people in the sector. Through training and apprenticeship partnerships, we help workers progress in their careers.

We work with contractors, unions, project owners, and training organizations to fill good-paying, career-building jobs, building a stronger economy for all British Columbians. BCIB is building opportunity here.



BUILDING OPPORTUNITY AND A HUMAN LEGACY

At BCIB, our job is helping British Columbians build their careers closer to home. The infrastructure projects our workers build are critical to our economy, and the human legacy of skilled trades workers is just as important to the future of our province.

Last year, we employed nearly 2000 workers. That makes us one of the province's largest and fastest growing construction employers. Our employees worked on eight projects last year, including breaking ground on the Cowichan District Hospital Replacement Project.

We made sure each of these projects included career-building opportunities for apprentices, trainees, locals, Indigenous workers and equity-seeking people first. This helps create benefits for workers, their families, communities, and helps develop the skills to build tomorrow's workforce.

Across projects, the number of women and Indigenous peoples was more than double the industry average. Our statistics and figures are impressive, but they only tell part of the story.

Our employees have told us, loud and clear, how inclusivity and diversity are important but are rarely backed with action on other sites they have worked. In today's tight labour market, jobsite culture matters to people considering a career in the skilled trades. That's why BCIB is working with its union partners and contractors to change culture and make construction workplaces a more welcoming, respectful, and safer place for women, Indigenous people and others.

This report collects some of the stories we have heard from contractors, partners, and our employees who are building their careers and a human legacy, here at home.



DAVID MILLER
Board Chair



IRENE KERR
CEO



DARREN, Rock Truck Driver, Chase Creek Road to Chase West Project

“I was a truck driver for 30 plus years. This is the first job I’ve had where I’ve been able to have breakfast in the morning and I’m home every night, not missing out on a bunch of stuff.

“[The Community Benefits Agreement] has definitely worked for me, because I probably wouldn’t have gotten hired on this project without being local. I wouldn’t have been hired because a company that was awarded the contract would have brought in their entire own workforce. They might have hired a few outside people, but I probably wouldn’t have even considered applying for it without the CBA opportunity. I’ve taken the opportunity and run with it — and I feel I’ve developed myself into a valuable employee.”

DARREN, Rock Truck Driver on part of the Trans-Canada Highway 1 Four-Laning Program.



Ironworkers on the Quartz Creek Project, part of the Trans-Canada Highway 1 Four-Laning Program

“As an association whose members support unionized construction workers, CLR [Construction Labour Relations Association of BC] shares the same goals as BCIB. Namely, attracting and retaining qualified workers, promoting opportunities for apprenticeship development, ensuring healthy and safe working environments, opening up the construction industry to greater diversity, equity and inclusion, and the overall promotion of growth in well-paying union projects and the workers and families they support. CBAs are a vehicle to bring those goals to bear on public infrastructure projects, and CLR is pleased to partner with BCIB in ensuring the success of projects under these agreements.”

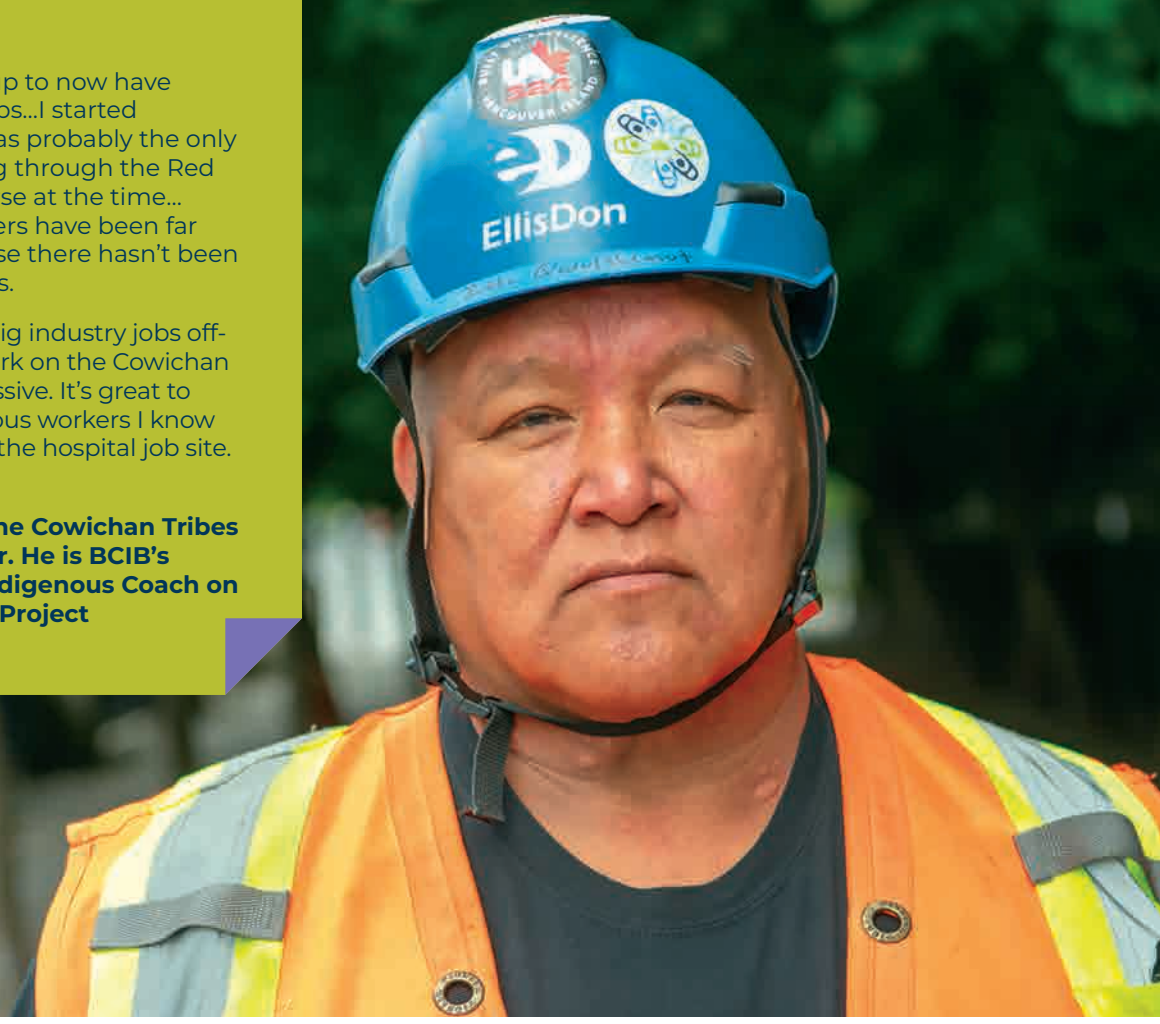
**KEN MCCORMACK, President and CEO,
Construction Labour Relations Association of BC**



“Indigenous tradesmen up to now have mostly worked labour jobs...I started plumbing in 1990 and was probably the only Indigenous person going through the Red Seal Journeyman course at the time... Skilled Indigenous workers have been far and few between because there hasn't been a lot of opportunity for us.

“I've worked most of my big industry jobs off-reserve. The caliber of work on the Cowichan Hospital Project is impressive. It's great to see some of the Indigenous workers I know around here working on the hospital job site. It's really good.”

BUBBA, a member of the Cowichan Tribes and a Red Seal Plumber. He is BCIB's Cultural Advisor and Indigenous Coach on the Cowichan Hospital Project



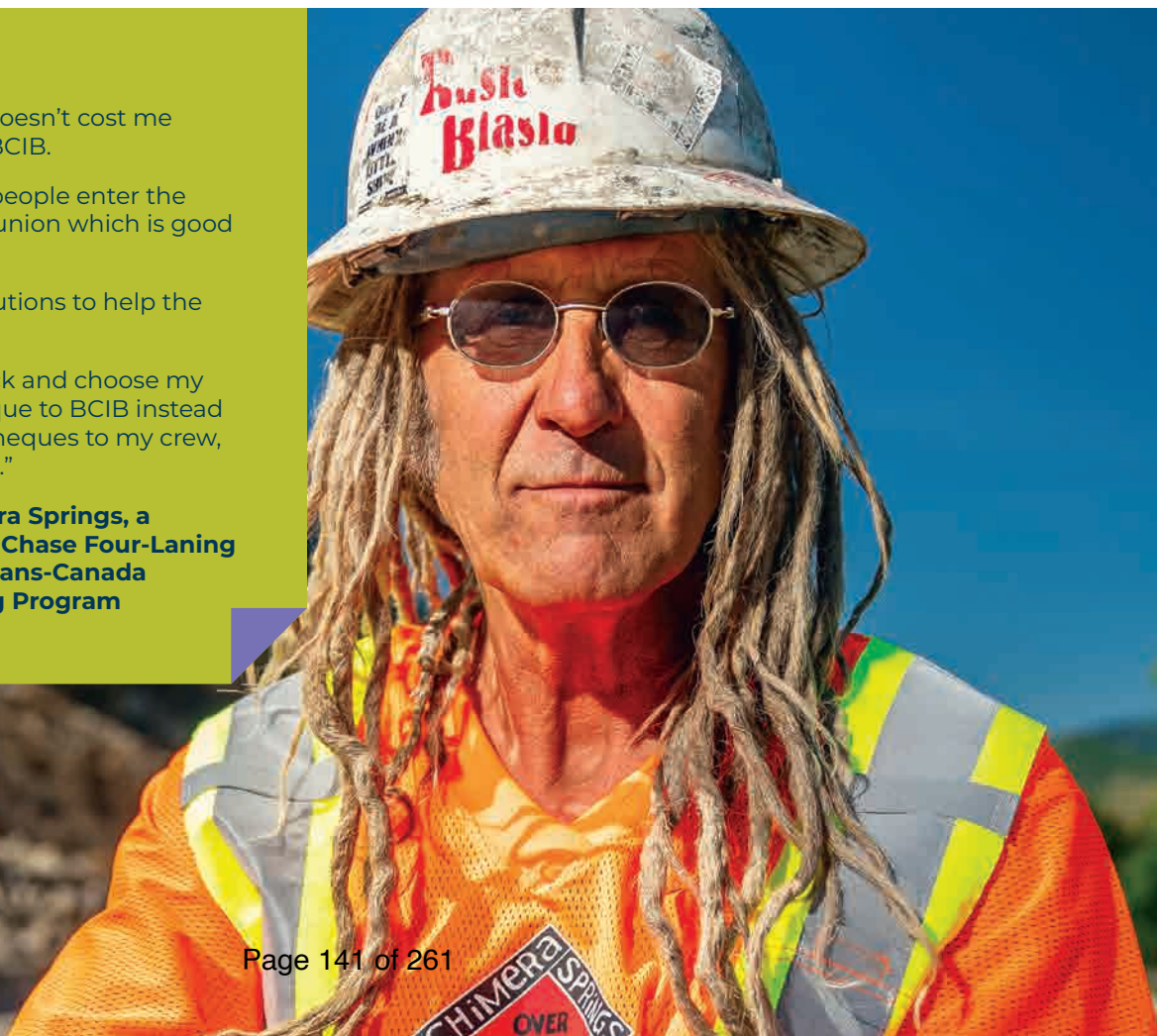
“As a sub-contractor, it doesn't cost me anything to work with BCIB.

“BCIB helps new tradespeople enter the workforce and join the union which is good for the workers.

“BCIB offers win-win solutions to help the project move forward.

“I can name hire; so, I pick and choose my crew. I pay one paycheque to BCIB instead of paying a dozen paycheques to my crew, so it's a smooth process.”

MIKE, owner of Chimera Springs, a sub-contractor on the Chase Four-Laning Projects, part of the Trans-Canada Highway 1 Four-Laning Program



“I’m closer to my colleagues on this project. They seem like family. I’ve been on this project for 2.5 years and I’m one of the longest standing employees. I want to see the job through.

“It’s different for me now because I’m planted in one job with one company. It’s starting to feel like a career and I never felt that before. Now with BCIB, I’m more comfortable and I’m more secure.”

ANDY, Rock Truck Driver on the Chase Creek Road to Chase West Project, part of the Trans-Canada Highway 1 Four-Laning Program and a member of the Adams Lake Band



“Joining the trades as a woman is a very good opportunity to obtain gainful employment. It will excite you, it will satisfy you and it will challenge you in ways that you never thought possible. To be happy in life all a person needs is three things: someone to love, something to do and something to look forward to. And our trade gives us all of that.

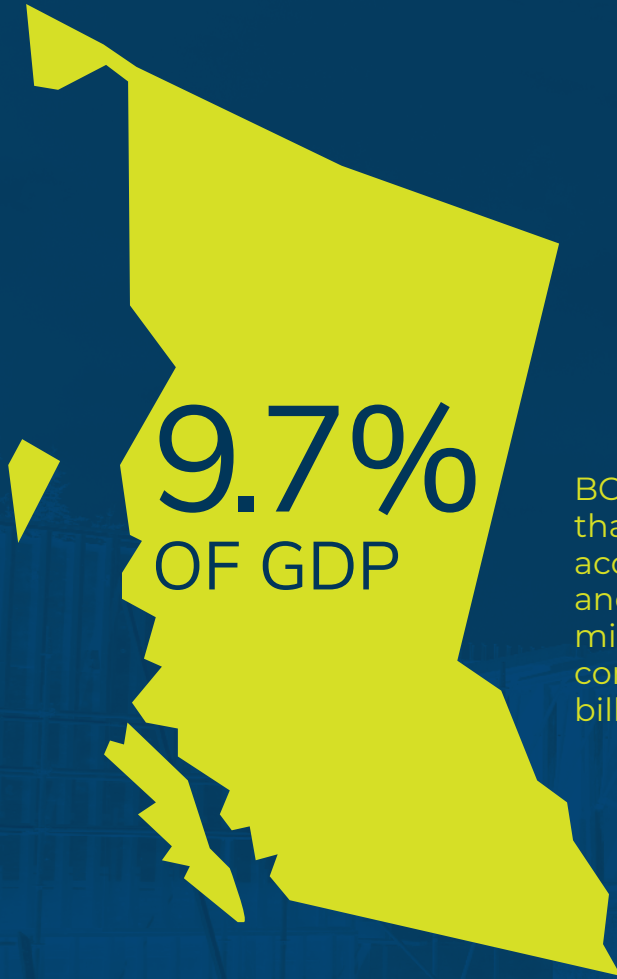
“I would be lying if I said it hasn’t been challenging at times. It has been. Over the last 20 years, people have tried to remove me from a project because they didn’t want a woman on their site.

“When I started working for BCIB on the Quartz Creek Project, for the first time in my career, I felt like I belonged. I felt like I didn’t have to prove myself. There was such a good group of individuals on the project. It helped rehabilitate me in so many different ways. And that was very, very good for me.”

BREEHA, Carpenter Journeyperson on the Quartz Creek Project, part of the Trans-Canada Highway 1 Four-Laning Program



KEY STATS AND FACTS¹



BC's construction industry has more than doubled since 2001. It now accounts for almost 10% of BC's GDP and employs nearly a quarter of a million workers. The value of proposed construction projects in BC is \$221 billion dollars.²

BCIB APPLICANTS BY THE NUMBERS

APPROXIMATELY

84%

of skilled tradespeople on CBA projects benefit from Priority Hiring including locals, and members of underrepresented groups (Indigenous peoples, locals, women, 2SLGBTQ+ people, persons with disabilities, and youth).

APPROXIMATELY

71%

of applicants have existing skills in the trades.

1. Statistics are from Fiscal 2022/23

2. BC Construction Association statistics pack, Spring 2023

BCIB ONSITE NUMBERS

91% of BCIB Employees on CBA projects live in BC.

75% of workers are local hires (living within 100 km of the jobsite).

9% of BCIB Employees were women, and they worked 10% of the hours. The BC construction industry average for women on job sites is 4.5%.

15% of BCIB Employees were Indigenous tradespeople, working 14% of the hours. The BC construction industry average for Indigenous peoples on job sites is less than 5%.

100% of women on CBA projects get paid the same rate as equally qualified men. In BC, women in the trades earn about 20% less than men.³

3. p. 54, Building a Better BC: Social and Economic Impacts of the Community Benefits Agreement
https://www.buildingabetterbc.ca/documents/BuildingaBetterBC_CBA_Report.pdf

“Performing structural work on the Broadway Subway Project was an honor. I helped put in the first piece of a bridge on night shift. It was one of those special moments where I thought, ‘This is going to be something I will remember for the rest of my life.’

“Working with BCIB was great. I was put to work right away. I always had a pay stub three days before pay. It was excellent. There was definitely a lot of camaraderie on the BCIB worksite. It was very inclusive. I saw a lot of different groups of people there working together in unison.”

KYLE, formerly an Ironworker Apprentice on the Broadway Subway Project. He also contributed to the Pattullo Bridge Replacement Project. Kyle is now a Red Seal Ironworker Journeyman.



“Every day of work on the Quartz Creek Project is good. The people are friendly and I like all the hours and the pay is good and the contract is long. I started in October 2021 and am still working. I hope to stay with BCIB for many more years. Angela, [the BCIB Site Representative] is a really nice person. If I have problem, I go to Angela. For example, she helped me find a hotel room with a kitchen. She does a good job helping all people onsite.

“I want to see where BCIB can take me. People that join this project can expect the workplace environment to be very, very, very good.”

BARRE, Labourer on the Quartz Creek Project, part of the Trans-Canada Highway 1 Four-Laning Program



“I have worked at organizations that claim to support Indigenous people. I am happy to now work at BCIB, an organization that actually walks the path to reconciliation.”

ROY WILLIAMS, Respectful Onsite Initiative and Indigenous Outreach Manager for BCIB



“I was mainly a stay-at-home mom until I came on to the Kicking Horse Project. I enjoy working close to home and being able to be around my family and you know, not have to be gone for so many days at a time. And I grew up here in Golden, so it's pretty exciting to see the difference in the highway and how it all comes together. Both my day shift and night shift crew all get along great. We work well and function well as a team and just have lots of fun.”

TRICIA, Red Circle Flagperson on the Kicking Horse Canyon, part of the Trans-Canada Highway 1, Four-Laning Project





Respectful Onsite Initiative

BCIB's Respectful Onsite Initiative (ROI) is a comprehensive approach to supporting workers. It is a commitment to building inclusive and respectful jobsites. It is key to recruiting and retaining a diverse workforce.

ROI is a suite of training programs including History Matters, BCIB's Indigenous Cultural Competency Training, and Justice, Equity, Diversity, and Inclusion (JEDI) training. ROI brings discussions about gender, race, sexism, and reconciliation to the jobsite. This training contributes to the Province's commitment to the *Declaration on the Rights of Indigenous Peoples Act*. With the support and participation of government, project owners and contractors, all employees participate in this training. ROI training is also offered to other organizations for a nominal fee.

Through education, we are building opportunity here, in BC, for workers and companies.

Opioid and addiction training

Opioid addiction and overdose hits construction harder than any other industry.

That's why BCIB provides its Employees with addiction and opioid awareness tools and training. A safer and more respectful industry includes mental health and addiction supports workers can use both on and off the job.



BCIB staff received Naloxone training from the Construction Industry Rehabilitation Plan (C.I.R.P)

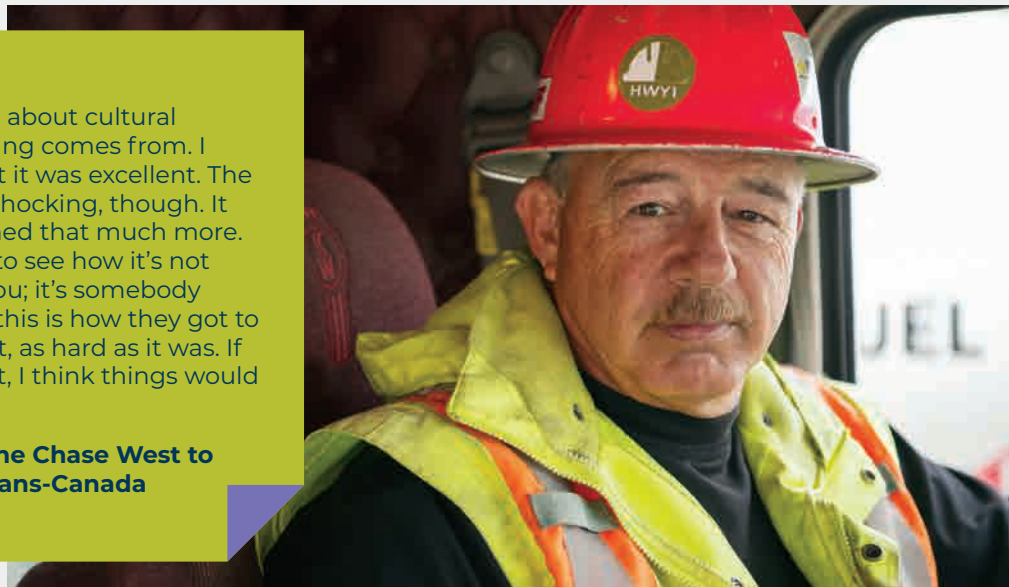


“I will admit, I was skeptical about the materials, the process, and the impact the presentations could have. Many companies do cultural and inclusivity awareness training as a quick add on. I was thankful for the opportunity to attend both the History Matters and JEDI training and be shown how purposeful, informative, and engaging the sessions are. The sessions and presenters truly are agents of change. If we are going to build an inclusive and welcoming workplace this training is a must. “

TONI WILLIAMS, Respectful Onsite Initiative trainer for BCIB and a member of the Cowichan Tribes

“ROI training offered a space to learn about cultural issues and that’s where understanding comes from. I really enjoyed the training. I thought it was excellent. The Indigenous history part was a little shocking, though. It was quite emotional. I’m glad I learned that much more. The training really opened my eyes to see how it’s not somebody reading out attacks on you; it’s somebody telling you that this is their life, and this is how they got to that point. It was nice to hear all that, as hard as it was. If more people would understand that, I think things would be a little easier.”

BOB, End Dump Truck Driver on the Chase West to Chase Creek Bridge, part of the Trans-Canada Highway 1 Four-Laning Project



“We teamed up with BCIB and they have this amazing initiative called the Respectful Onsite Initiative. The training has been immensely powerful. So after running it through 50 of our people, the feedback has been amazing. It’s really opened a lot of eyes to perspectives. Not everybody understands that people go through these things on a daily basis. So, to train them and to educate them is really powerful. So, we’re going to continue with that. And I think if you guys have interest in learning more about that, don’t come see me, but see BCIB. They definitely have a good thing going there.”

CRYSTAL ALSETH, Director of Employee Engagement at Emil Anderson Construction

Pattullo Bridge Replacement Project



Broadway Subway Project



BC Infrastructure Benefits Inc. is the employer for infrastructure projects under the Community Benefits Agreement (CBA).



Cowichan District Hospital Replacement Project

Illecillewaet

**HIGHWAY 1 FOUR-LANING PROGRAM
COMPLETED IN 2021**



Quartz Creek Bridge

HIGHWAY 1 FOUR-LANING PROGRAM



**Kicking Horse Canyon Phase 4
HIGHWAY 1 FOUR-LANING PROGRAM**



**Chase Four-Laning
HIGHWAY 1 FOUR-LANING PROGRAM**



bcib.ca

Rhonda West

From: Rhonda West
Sent: Friday, January 12, 2024 8:19 AM
To: Rhonda West
Subject: FW: Okanagan-Shuswap Transit Week Challenge - Jan 29 to Feb 4

[Get Outlook for iOS](#)

From: Shuswap Climate Action <shuswap.climate@telus.net>
Sent: Thursday, January 11, 2024 10:08:21 PM
To: Alan Harrison <aharrison@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>
Cc: Erin Jackson <ejackson@salmonarm.ca>; scouse5@icloud.com <scouse5@icloud.com>
Subject: [External] Okanagan-Shuswap Transit Week Challenge - Jan 29 to Feb 4

Hello City of Salmon Arm Mayor and Council,

I'm reaching out to invite you to join the Transit Week Challenge!

One of the best ways to reduce greenhouse gas (GHG) emissions in the community is to advance public transit and active transportation. We know that the City of Salmon Arm fully supports this as demonstrated by your endorsement of the Active Transportation Network Plan, which was guided by the good work of the city's Active Transportation Task Force. We also know that promoting public transit reduces car travel, diminishes traffic congestion and improves air quality while lowering our GHG emissions.

We were recently contacted by the Okanagan Transit Alliance (OTA), a non-profit group striving to ensure a "publicly managed transit system for the Okanagan that is safe, sustainable, accessible, and community-driven, that will meet the transportation needs of the growing region". When the OTA invited us, the Shuswap Climate Action Society, and several other community groups throughout the Thompson-Okanagan to participate in a Transit Week Challenge we were keen to support the event. Therefore, we are asking the public and particularly city councillors to also support the event and register with the Challenge. We would like to see as many in the community as possible take the bus for just one week, starting Monday January 29 to Sunday February 4. We are asking you, the mayor and council, and city staff to join us by participating in and helping promote this event here in the Shuswap.

Our goals? The main goal is to gather feedback from participants to learn and reflect on what's working well and what could be improved (please note: registering for the challenge does not indicate your support for the OTA or any of their goals). Participants will have an opportunity to interact with other transit riders in the city, become more familiar with our transit system, and share their experiences. We understand that folks may not be able to rely on transit 100%, or use transit at all, and that's okay. We wish to hear from everyone interested in improving transit within and between communities in the Shuswap. The OTA will email you just after the event to get your feedback. We will then summarize participant's comments and share them with you to bring attention to our transit system, highlight the needs of our community and bring positive change to increase ridership and encourage better service.

The OTA link to register is [here](#) but for more information you can also go to our [website](#) or please feel free to email us.

We look forward to your response.

Thank you.

Julia

Julia Beatty, Chair, and Janet Pattinson, Vice Chair.

Shuswap Climate Action Society

www.shuswapclimate.org



Shuswap Climate Action Society gratefully acknowledges we live within the unceded and unsurrendered traditional territory of the Secwépemc Nation.

Heritage BC



Dear Mayor and Council,

We are sending you this poster to celebrate Heritage Week, Layer by Layer, which takes place on February 19–25, 2024. Heritage Week is an annual event, established by the National Trust for Canada in 1973, that encourages Canadians to learn about and advocate for the heritage in their communities.

Heritage BC is a member-based non-profit that educates and builds awareness for heritage stewardship in the province, and every year we promote Heritage Week with posters, proclamations, and themed events to raise awareness for the importance of learning about our diverse heritage across the province.

As the leaders of your community, your initiative will play an important role in stewarding local heritage for future generations.

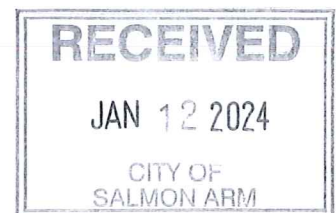
There are a few key things that you can do to promote awareness of and advocate for heritage.

- **Declare Heritage Week through a Municipal Proclamation**
Every year, the Provincial Government and local governments across BC make proclamations for Heritage Week, signaling the importance of the stewardship of heritage in this province. We have attached a template for your reference. Share your proclamation with us at info@heritagebc.ca.
- **Visit a Heritage Site, Museum, or Cultural Centre**
Consider a local government ‘field trip’ to a local heritage site, museum or heritage organization to learn more about your community’s history. Your visit can have a lasting impact on a small not-for-profit, and signal the value they bring to the community as stewards of history and heritage.
- **Learn About the Basics of Local Heritage Conservation**
Local Governments have the capacity to conserve local heritage in all its forms through tools outlined in the Local Government Act. Familiarize yourself with these important tools by reading the free one-pagers on our website: heritagebc.ca/heritage-quick-studies.
- **Support Your Heritage Commission**
Heritage BC offers workshops and webinars for members of local heritage committees. These workshops help educate volunteers who care about heritage conservation, so they can make better informed decisions in their work.
- **Become a Member**
For \$100 a year, a Government Membership to Heritage BC provides all staff planners and associated committee members with free access to our on-demand and live webinars, as well as discounts for heritage workshops and our annual conference. Promoting continuing education will create a strong foundation for the protection of your community’s unique heritage.

Have questions about what we do at Heritage BC? Learn more on our website, heritagebc.ca or reach out by email at info@heritagebc.ca. We would love to hear from you.

Thank you from all of us at Heritage BC!

Kirstin Clausen
Executive Director
604 417 7243
kclausen@heritagebc.ca



As a not-for-profit organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.



LAYER

by

Layer



Heritage Week

FEBRUARY 19 - 25, 2024

Heritage Week is an annual event that celebrates and showcases local heritage across the province. During Heritage Week, organizations around the province host local heritage events for their communities, and municipalities issue proclamations formalizing the week. Visit our website to learn more heritagebc.ca/heritage-week

HeritageBC



BRITISH COLUMBIA

Rhonda West

From: Rhonda West
Sent: Wednesday, January 17, 2024 1:12 PM
To: Rhonda West
Subject: FW: [External] Register for 2024 Housing Summit

From: Union of BC Municipalities <ubcm@ubcm.ca>
Sent: Wednesday, January 17, 2024 12:25 PM
To: Erin Jackson <ejackson@salmonarm.ca>
Subject: [External] Register for 2024 Housing Summit

To: Mayor and Council; Chair and Board
From: UBCM President Trish Mandewo
Re: Register for 2024 UBCM Housing Summit



I am writing to invite you and your Council or Regional District Board of Directors to attend a housing summit for local government in Vancouver at the Westin Bayshore on February 13-14.

Local governments can see firsthand how B.C.'s entrenched housing crisis is impacting our communities. While impacts vary from one community or region to the next, the bottom line is the same everywhere: there are too many people who can't find a home, or if they can, afford to keep it.

Last fall the province introduced a sweeping set of legislation aimed at increasing the supply of new homes in British Columbia. Most of the legislation was focused on the role of local governments in the housing system:

- Housing targets for specified local governments;
- Pre-zoning for multiple homes on single-family lots;
- Requirements for municipalities to update Official Community Plans every five years;
- A restructured development finance system;
- Increased density minimums in areas around public transit hubs with frequent service; and
- New rules to restrict short-term rentals.

The recent legislation represents a seismic shift in how B.C. communities are developed. In light of the speed with which the legislation was introduced, there is a need for local governments to gather to discuss the implications of these changes. As BC's population continues to surge largely due to federal immigration policy, British Columbians need solutions that work.

I am aware that we are providing short notice for this summit, but we can't wait until the next UBCM convention to gather local governments together.

UBCM members know the value of gathering in person for critical discussions, and so we are offering this event in person. We are also aware that the short timelines or cost of attending may be a barrier to some local governments, which is why we will also make this event available virtually. The cost to do so for UBCM will be considerable, but we believe it is critical to hear from as many members as possible over the two days of the event.

As our draft program is taking shape, there are key themes that will shape the summit agenda:

- The legislation's potential to increase housing supply and improve affordability;
- Areas where unintended consequences are apparent;
- Impacts of the legislation on staffing capacity and infrastructure;
- The diversity of housing needs among B.C. communities and the unique capacity constraints faced by smaller communities;
- The effect of the legislation on current local government policies aimed at increasing supply, safeguarding affordability and building complete communities;
- Gaps within the current legislative framework; and
- A common approach for local governments moving forward.

[Registration for the event is now open](#). I encourage all of BC's councils and boards to participate. If you have any questions, please contact UBCM's administration at ubcm@ubcm.ca.

Sincerely,



Councillor Trish Mandewo
UBCM President

Union of BC Municipalities | 525 Government Street, Victoria, V8V 0A8 Canada

[Unsubscribe ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by ubcm@ubcm.ca powered by



Rhonda West

From: Rhonda West
Sent: Thursday, January 18, 2024 11:13 AM
To: Rhonda West
Subject: FW: Seeking Letter of Support from City of Salmon for ETSI BC Regional Transportation Enhancement Grant

From: Juliana Buitenhuis <JBuitenhuis@okanagan.bc.ca>
Sent: Wednesday, January 17, 2024 1:35 PM
To: Erin Jackson <ejackson@salmonarm.ca>
Cc: Kristi Bauman <KBauman@okanagan.bc.ca>; Shelley Desautels <SDesautels@okanagan.bc.ca>
Subject: [External] Seeking Letter of Support from City of Salmon for ETSI BC Regional Transportation Enhancement Grant

Hello Erin,

Okanagan College is seeking a Letter of Support from Mayor and Council, City of Salmon Arm to support an application for the ETSI-BC Regional Transportation Enhancement fund. In partnership with Community Futures, Okanagan College will be requesting \$25,000 from the Planning and Partnership Development stream to analyze data and make recommendations to improve ground transportation within the Okanagan College areas of service, which include Salmon Arm, Revelstoke, Vernon, Penticton, Summerland Okanagan Falls and Oliver. The funds will be primarily used to contract staff and students to research, analyze and present data to ETSI BC, and the transportation providers within the study area. The project will run from February – October 2024.

The scope of the project will include identifying challenges and opportunities for students commuting to and from Okanagan College by comparing student data with public transportation schedules, which will be illustrated and analyzed using GIS mapping. Our focus will be on students; however, recommended solutions will positively affect the greater population by enhancing transportation options across and between multiple communities. Recommendations will not be limited to public transportation, and could include active transportation networks, carpooling and ride-share. We will also be looking at the transportation needs and barriers of people with disabilities. The GIS mapping data and research outcomes and will be available to all municipalities and transit authorities. In order to move this initiative forward, we are requesting a Letter of Support; no additional funding is required. If this is something you can provide, we are requesting your letter in by Friday, January 26. Okanagan College researchers may also look to connect with City of Salmon Arm staff to identify municipal needs, or areas of service that you would like our study to include.

If you have any further questions, please feel free to get in touch.

Thank you for your consideration,
Juliana

Juliana Buitenhuis (*she, her*)

Campus Administrator - South Okanagan, Similkameen
Okanagan College – Penticton Campus
Mobile: 250-460-1934
okanagan.bc.ca



Rhonda West

From: Erin Jackson
Sent: Friday, January 19, 2024 11:40 AM
To: Rhonda West
Subject: FW: [External] Shuswap Makerspace Youth Inclusion Program 2024 – Program Costs Application for Financial Support to the Shuswap Community Foundation.

From: Rick Hirtle <rick.hirtle@gmail.com>
Sent: Friday, January 19, 2024 11:38 AM
To: Erin Jackson <ejackson@salmonarm.ca>
Cc: Alan Harrison <aharrison@salmonarm.ca>
Subject: [External] Shuswap Makerspace Youth Inclusion Program 2024 – Program Costs Application for Financial Support to the Shuswap Community Foundation.

Hi Erin, my name is Rick Hirtle and I reached out to Alan by text this morning and he suggested I email you directly with a cc to him.

I am the Treasurer and Board member of the Shuswap Creative Makerspace Society and am helping with the fund raising. The Makerspace is applying to the Shuswap Community Foundation for a grant and the Application deadline closes January 31st. As part of the application process the Foundation is asking for letters of Support.

Alan suggested that this would possibly be put on Council's Monday Agenda for approval and action. I am hoping to have everything submitted by January 28th.

Summary of the proposed NEW program:

The *Shuswap Makerspace Youth Inclusion Program 2024 – Program Costs* is designed to **reduce the barriers of participation** for youth through a **reduction of the registration costs**. This program will focus on knowledge areas and experiences students may not get anywhere else. We plan to host groups of students during school professional development days and summer holidays at the Makerspace for a 2—6-hour program. The formats will vary, supporting class projects, as well as smaller groups of students (1-3).

Duration for all programs is approximately 9 am to 3:30 pm.

We plan to run the programs on PD days during the school year and then launch programs for the summer. We have dedicated trained volunteers and paid instructors, but we hope to coordinate some of our programs with the **school leadership programs** to assist them to provide some experience by helping run or instruct the programs.

Our approach is to secure funding for approximately 2/3 of the registration fees for the program for each child but have them responsible for approximately 1/3 being the equivalent to childcare. In this grant application we are asking for approximately 1/3 of the costs.

Please address it to:

Shuswap Creative Makerspace Society
Attn: Rick Hirtle
PO Box 130
Salmon Arm, Bc
V1E 4N2

Thank you very much for your help and if you have any questions please contact me by email or by cell at 250-517-0143.

Rick

F.S. (Rick) Hirtle FCPA, FCA



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

NCO i/c Salmon Arm Detachment
1980 11th Ave NE,
Salmon Arm, BC.
V1E 2V5

Mayor and Council, City of Salmon Arm

Your File - Votre référence

Our File - Notre référence

195-7

Date

January 4, 2024

RE: Salmon Arm RCMP Detachment
Quarterly Policing Report – October 1 to December 31, 2023

Dear Mayor and Council,

My report this quarter covers the time period from October 1 to December 31, 2023.

Detachment News

At the present time the detachment has one vacancy in the uniformed General Duty Section. That being said we do have 2 officers that are not fully operational. Additionally, we are awaiting the final security clearance for an administrative staff member and are completing another security clearance on an additional guard who is a contract employee to our Detachment.

Over this quarter the officers responded to over 1882 calls for service. Of these calls, 1395 were within the City of Salmon Arm. The call volume represents 74% of our total file workload. It is 130 reports over the 2022 Municipal call volume.

Over 2023 the Detachment responded to over 8187 calls for service in total. Of these calls for service, 73% were in the City Of Salmon Arm.

I included the crime hotspot map for property crime in the quarter. It once again shows that areas of heavy commerce and business are our highest call volume for property crime. Property crime is our most prolific crime type and in drilling down, the most numerous property crimes are mischief (Loss of enjoyment of property) and fraud.

As you can see from the statistic's sheet break and enter reports are down within the city but have increased in the rural areas. "Other Property Crime" has increased and this increase is due to an increase in Fraud, Criminal Code Mischief (Loss of Enjoyment of Property) and Theft Under \$5000. Mischief accounts for 47% of this 35% increase in property crime.

Canada

RCMP GRC 2823 (2002-11) WPT

Παγε 1 οφ/δε 3

In the year in review for 2023 statistics which is the last page I have included total by crime type. Again, our statistics are meant to give Council and the community an appreciation for where our local crime picture is trending.

In this quarter:

Officers continued to be busy in traffic law enforcement and logged:

- Over 185 Documented traffic stops in the quarter.
 - Which includes 37 high risk driving charges.
- Our local Highway Patrol unit has been busy in our area on the highway. Highway Patrol members issued 89 tickets and 9 warnings in our jurisdiction in the area of 30th, 6th Ave NE, 14th St.NE and Shuswap St. NE. Their focus in large part were traffic light, and Distracted Driving infractions.
- We had 26 collisions with damage over \$10,000 or injuries were reported within Salmon Arm within the quarter which are included in the general collisions reported on the statistic's sheet which down by 1 over 2022 numbers.

Community Communication / Engagement

Our office and members have had a focus on the unhoused situation within our city and have supported City By-Laws and Public Works extensively is moving people in to the newly commissioned shelter and publicizing its availability.

We have also assisted the Adams Lake Band in their efforts to deal with trespassing on their lands to the west of the city center.

I am please to report that the results of those efforts have resulted in substantial occupancy of the shelter with the hope of these people engaging additional social supports.

Investigative highlights this past quarter:

- Property Crime:
 - Reports of residential break are down while Property Crime is up generally as I mentioned before. Locally, thefts of property, fraud, and mischief have driven this increase. We hope to see this abate as new temporary social housing has opened up but I have asked officers to step up patrols in target areas in order to impact some of these issues.
 - Break and enter reports to business numbered 7 which is 6 lower than the same as the same quarter in 2022.
- Drug Seizures:
 - In one instance a drug seizure was made and over 3 kgs of suspected methamphetamine was seized in a roadside stop on the highway.
 - In an impaired driving investigation over 36 grams of Crack Cocaine was seized and a driver charged with impaired driving. In that instance just over \$2000 was seized as well.

Other Highlights:

The RCMP is moving forward with the testing of body worn cameras after the initial bidder was not successful they have moved on to the next prospective supplier.

The RCMP overall has also seen an increase in the number of applicants who are entering training which will aid in bolstering our membership in order to meet the continuing challenges we are facing in policing in this day and age.

Looking forward:

Our members continue to work with the By Law Department as well as the Fire Department by way of mutual support as issues arise within the community.

We look forward to continuing the positive and productive relationship we have with the City of Salmon Arm Elected Officials, City Management and Staff as we face the challenges that 2024 will have to offer us.

Yours in Service,

Scott A. West, S/Sgt

S/Sgt. Scott West

NCO i/c Salmon Arm Detachment



**SALMON ARM RCMP
MAYOR'S REPORT
QUARTER 4, 2022**

Salmon Arm Detachment

1980 11th Ave N.E.

Salmon Arm, BC

V1E 2V5

Telephone (250) 832-6044 Fax (250) 832-6842

City of Salmon Arm

500 2nd Ave N.E.

Salmon Arm, BC

V1E 4N2

December 31, 2023

Dear Mayor Alan Harrison,

RE: Quarterly Crime Statistics - October / November / December

CRIME CATEGORIES	CITY Q4 2022	CITY Q4 2023	RURAL Q4 2022	RURAL Q4 2023
Homicide / Attempted Homicide	0	0	0	0
Assaults	21	32	13	7
Sexual Offences	4	5	3	1
Robbery	1	0	0	0
Auto Theft	14	15	6	6
Break and Enters	19	8	1	11
Theft From Motor Vehicle	10	6	5	1
Drug Investigations	7	8	0	1
Motor Vehicle Collisions	40	46	39	28
Motor Vehicle Collisions W Fatality	0	1	2	0
Impaired Driving - CC	7	4	2	2
Impaired Driving - MVA (IRPs)	4	5	1	6
TOTAL PERSONS/VIOLENT CC	45	62	28	21
TOTAL PROPERTY CC	183	248	42	64
TOTAL OTHER CC	74	89	18	13
TOTAL CRIMINAL CODE (CC)	302	399	88	98

TOTAL CALLS FOR SERVICE	1215	1361	509	482
-------------------------	------	------	-----	-----

COMMUNITY	CITY Q4 2022	CITY Q4 2023	RURAL Q4 2022	RURAL Q4 2023
Files with youth negative contacts	7	0	1	0
Mental Health Related Calls	122	138	23	29
Files involving Alcohol / Drugs	159	262	61	45
Domestic Violence	7	10	7	5

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-832-6044.

Yours truly,

Scott West, S/Sgt., NCO I/C
Salmon Arm RCMP Detachment



**SALMON ARM RCMP
MAYOR'S REPORT
2023 Yearly Totals**

Salmon Arm Detachment

1980 11th Ave N.E.

Salmon Arm, BC

V1E 2V5

Telephone (250) 832-6044 Fax (250) 832-6842

As of December 2023

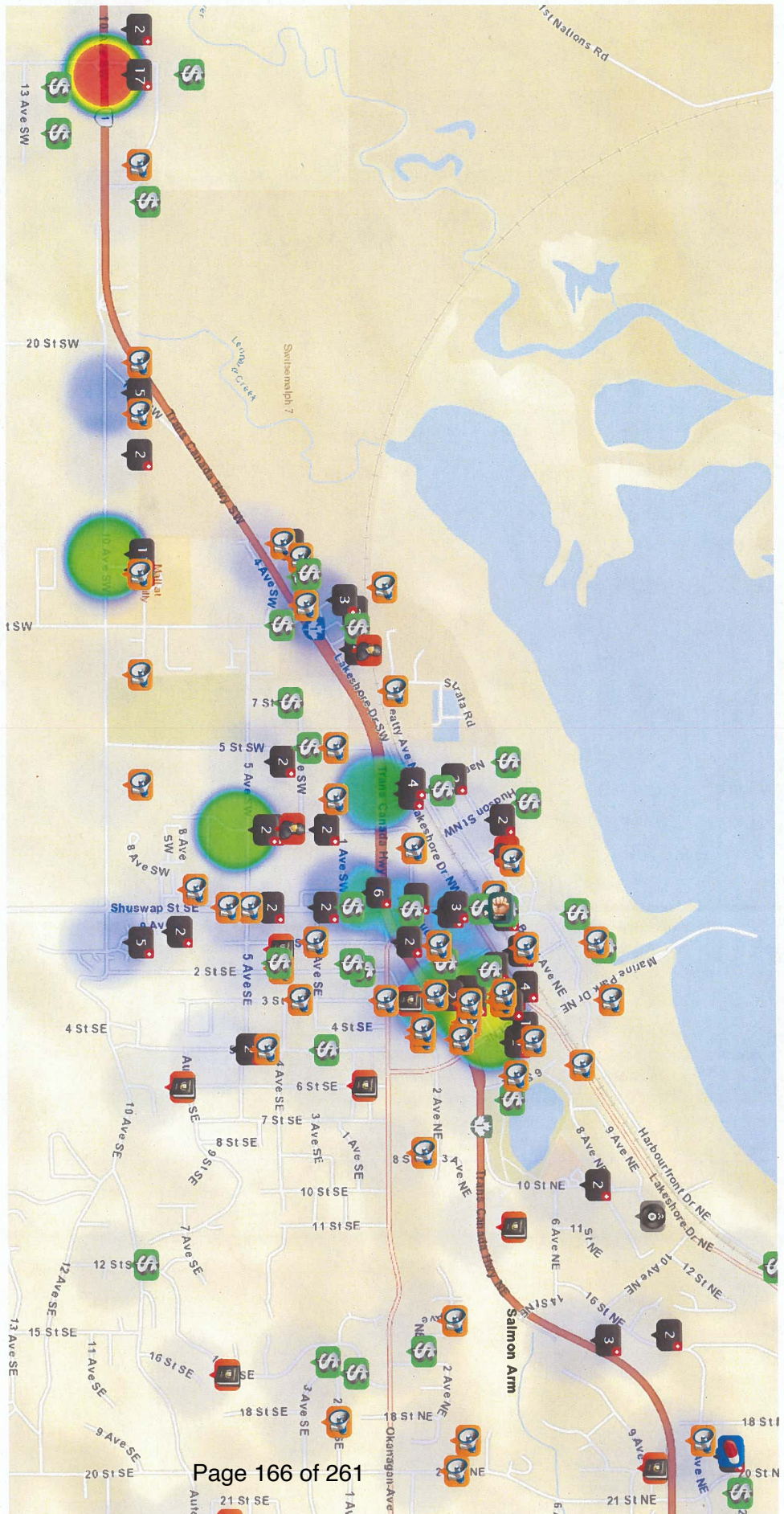
Dear Mayor Alan Harrison,

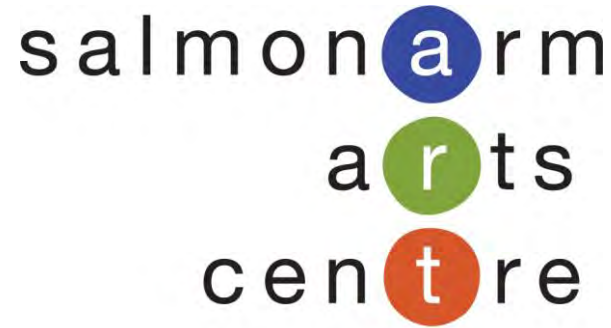
RE: Quarterly Crime Statistics - January / February / March

CRIME CATEGORIES	CITY 2022	CITY 2023		Percent Change	
Homicide	0	0	N/C		
Assaults	107	138	Up	29%	
Sexual Offences	34	19	Down	44%	
Robbery	2	1	Down	50%	
Auto Theft	49	48	Down	2%	
Break and Enters	86	54	Down	37%	
Theft From Motor Vehicle	58	86	Up	48%	
Drug Investigations	40	16	Down	60%	
Motor Vehicle Collisions	164	189	Up	15%	
Motor Vehicle Collisions W Fatality	2	1	Down	50%	
Impaired Driving - CC	26	19	Down	27%	
Impaired Driving - MVA (IRPs)	31	24	Down	22%	
TOTAL PERSONS/VIOLENT CC	245	297	Up	21%	
TOTAL PROPERTY CC	820	964	Up	17%	
TOTAL OTHER CC	454	291	Down	36%	
TOTAL CRIMINAL CODE	1519	1552	Up	2%	

TOTAL CALLS FOR SERVICE	5728	5990	Up	4.60%	
-------------------------	------	------	----	-------	--

COMMUNITY	CITY 2022	CITY 2023			
Files with youth negative contacts	21	13	Down	38%	
Mental Health Related Calls	515	662	Up	28.50%	
Files involving Alcohol / Drugs	763	896	Up	17.00%	
Domestic Violence	44	53	Up	20.40%	





for everyone

Shuswap District Arts Council **Annual Report for 2023**





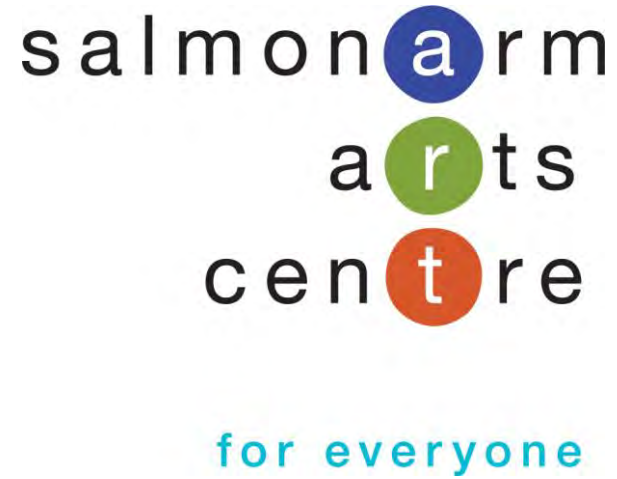
Compiled Financial Information

Shuswap District Arts Council

July 31, 2023

Shuswap District Arts Council Statement of Operations

Year ended July 31	2023	2022
Revenues		
Grants: BC Arts Council	\$ 53,000	\$ 57,500
Grants: City of Salmon Arm	49,929	43,638
Grants: Others	35,674	12,150
Grants: BC Direct Access (Gaming)	35,500	27,200
Education sponsorships	28,425	20,654
Endowment funds	24,232	28,323
WOW sponsorships	21,450	16,200
Grants: Canada Council	10,600	-
Education program	10,305	11,697
Exhibition donations	8,867	7,871
WOW donations	8,120	3,223
Exhibition revenues	6,390	6,624
Facilities rent	6,321	7,953
Grants: Shuswap Community Foundation	5,000	-
Grants: Canada Summer Jobs	4,185	2,843
Exhibition sponsorship	3,500	3,967
Memberships	3,175	2,785
Donation Revenue	1,854	-
Education donations	1,729	803
Operating	1,346	705
Community development	-	11,771
	319,602	265,907
Expenditures		
Administrative and miscellaneous	35,587	34,926
Amortization	4,630	3,980
Community development	32,137	39,115
Education	60,428	21,554
Education artist fees	10,092	29,709
Exhibition and event	96,518	73,540
Exhibition artist fees	14,845	3,667
Facilities	15,642	14,415
WOW	32,269	20,282
WOW artist fees	11,765	4,800
	313,913	245,988
Excess of revenues over expenditures before other income (item)	5,689	19,919
Other income (item)		
Loss on disposal of equipment and leaseholds	(759)	-
Excess of revenues over expenditures	\$ 4,930	\$ 19,919



EXHIBITIONS

A Cast of Characters



The Art of the Theatre Mask by Melody Anderson
spanning four decades of productions

January 28 to April 1, 2023

Opening Day Saturday, January 28, 11am to 1pm

Gallery Hours Tuesday to Saturday 11am to 4pm

Coffee Break and Curator's Talk Thursday, February 16 at 2pm

Theatre-Lovers Mixer Night Thursday, March 16, 6:30pm to 9:30pm

Artist's Talk and Fast-Mask Demo Saturday, April 1 at 1pm

Exhibition Sponsor Lois Higgins

salmon **a**rm
a **r**t
c **e**n **t**re





Salmon Arm Art Gallery Presents



All about cats and dogs

April 15 to June 30, 2023

An open members' exhibition for artists of all ages featuring our four-legged friends represented in a variety of mediums.

Opening Day Saturday, April 15, 11am to 1pm

Gallery Hours Tuesday to Saturday, 11am to 4pm

Coffee Break & Artists' Talk Thursday, May 18, 2pm

Vote! Best in Show for Cats and Dogs

Exhibition
Sponsor



salmon **a**rm
a **r**ts
c **e**ntre

70 Hudson Ave. NE - Salmon Arm, BC
250 832-1170 - www.salmonarmartscentre.ca

poster image by Wren Rathbone

Page 175 of 261
SALMON ARM







Le7Tmicw

Secwepemctsin,
meaning *good earth*

An exhibition of hope, these artists highlight acts of healing in the current climate crisis.

Leilani Ambrose | Lex Bryson | Jennifer Chernecki | Lisa Figueroa
Linda Franklin | Hop You Haskett | Sarah Hope | Frieda Martin
Jose Narbona | Clea Roddick | Valerie Rogers | Mary Thomas
Gordon Wallace | Members of Kamloops PrintMakers Society

July 8 to September 9, 2023

Opening Day Saturday, July 8, 11am to 1pm

Gallery Hours Tuesday to Saturday, 11am to 4pm

Coffee Break & Artists' Talk Thursday, July 20, 2pm

Secwepemc Storytelling with Kenthen Thomas

on Saturdays July 22 and August 12, 1pm

salmon **a**
arts
centre

70 Hudson Ave. NE • Salmon Arm, BC
250.832-1170 • www.salmonarmartscentre.ca

Linda Franklin, The Marrow of Nature

Exhibition
Sponsor



Page 178 of 261









Opening Day Saturday, September 23, 11am to 1pm
Gallery Hours Tuesday to Saturday, 11am to 4pm
Coffee Break & Artist Talk Thursday, October 19, 2pm

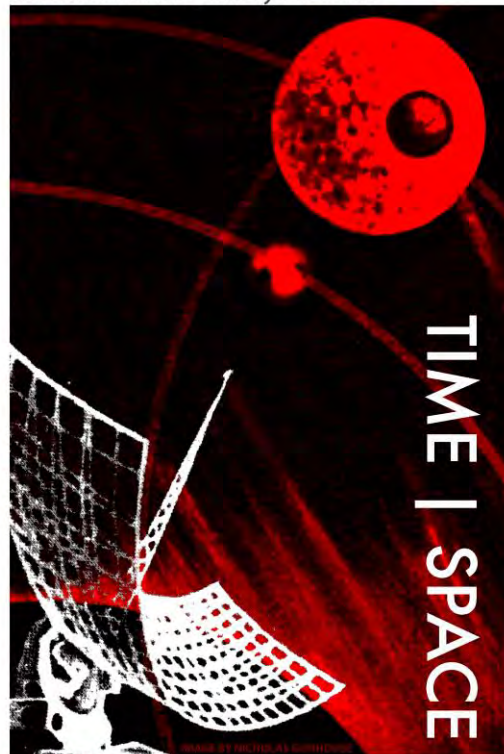
Cross-Cultural Storytelling Event
featuring Secwepemc Storyteller
Kenthen Thomas and Folklorist of
Afro-centric Experience Shayna Jones
Saturday, October 28 at 1pm

Pride Palace
open in Gallery
October 14 to 21
11am to 5pm

salmon arm
arts
centre







GUEST CURATED BY DAMEN ARCHARD | FEATURED ARTISTS:
ALISON BEAUMONT | NICHOLAS GUNHOUSE | SARAH HOPE | DARYL
KEHLER | PRASHI MAWALAGEDARA | JOSE NARBONA | LUIGI PULIDO | CLEA
RODDICK | UII SAVAGE | MARIA THOMAS | KORYN DE VRIES | HEATHER YIP

NOVEMBER 4 - DECEMBER 9, 2023

70 HUDSON AVE NE, SWITZMALPH | SALMONARMARTSCENTRE.CA

Opening Day **Saturday, November 4, 11am to 1pm**

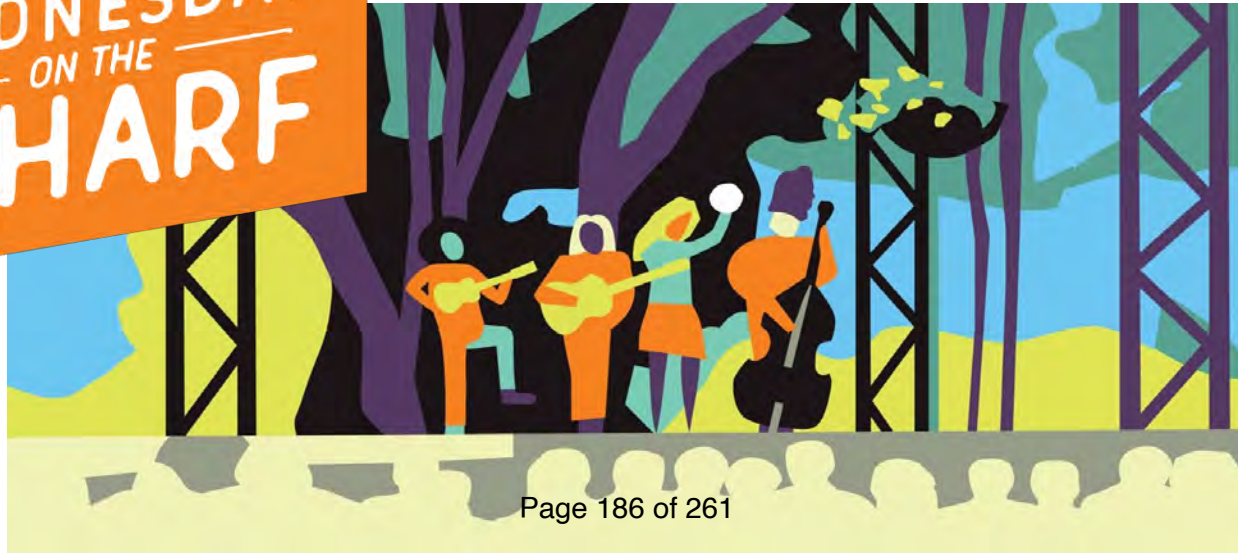
Gallery Hours **Tuesday to Saturday 11am to 4pm**

Coffee Break and Free Talk **Friday, November 16 at 2pm**



salmon **a**rm
a **r**ts
cen **t**re

WEDNESDAY
ON THE
WHARF









**WEDNESDAY
ON THE
WHARF**



LE VENT DU NORD
WED AUGUST 16
MOVED TO
SONG SPARROW HALL

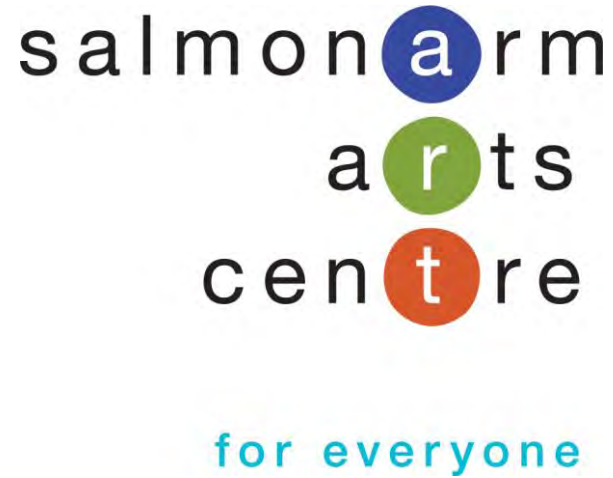
180 Lakeshore Drive NW
LIMITED SEATING
DOORS at 6pm MUSIC at 6.45pm







Sorry, this event has been cancelled



ARTS-BASED EVENTS and ACTIVITIES

Artist PRO-D Series

Salmon Arm Art Gallery staff lead a series of workshops to help artists develop their professional skills. Workshops are free for Salmon Arm Arts Centre members, or \$30 for non-members.

Monday, February 6 - 12pm to 3pm
Leaving the Frame Behind

Director/Curator Tracey Kutschker and guest artist Frieda Martin show five ways to prepare 2D works for exhibition without using a frame

Monday, February 27 - 12pm to 3pm
Supporting your Sculpture

Gallery Preparator Eric Kutschker shares manageable ways to securely support 3D works for installation in an art gallery.

Monday, March 20 - 12pm to 3pm
Photodocumenting your Artwork

Director of Communications Damen Archard shares techniques on getting the best photographs of your artwork. Participants can bring one small work to this session for practise.

Register by email: info@salmonarmartscentre.ca
www.salmonarmartscentre.ca @salmonarmartscentre

salmon arm
arts
centre









Carter Lorenz
Clara Anderson Music Award

Glitter Esquivias
Blair Borden Memorial Arts Award

Sergs Oriana
Marie Manson Virtual Artist Residency
Page 197 of 261



salmon arm
arts
centre

salmon arm PRIDE project

ARTS + AWARENESS FESTIVAL

LOUD
and
PROUD
celebration

**Saturday
October 14
4-10pm**
Hudson Avenue
Downtown
Salmon Arm

4:00
Celebration Opening
5:00
Our Name is Rich
7:00
Kimmortal
8:00
DJ Dance Party

Saturday, October 14

Loud and Proud
Celebration on Hudson Avenue, Downtown Salmon Arm featuring Caslake, Our Name is Rich, and Kimmortal. Grab a bite from on-site vendors. 4pm to 10pm

October 14 to 21

Intersection
Exhibition at Salmon Arm Arts Centre
Monday - Saturday - 11am to 5pm

October 14 to 21

Pride Palace Pop-Up Shop
Salmon Arm Arts Centre
Monday - Saturday - 11am to 5pm

October 6 to 22

Window Display Celebration
Downtown Salmon Arm

Sunday, October 15

Zine-Making Workshop
Salmon Arm Arts Centre - 1pm

Monday, October 16

Stitch & B*tch Knit Nite
Salmon Arm Arts Centre - 5pm

Tuesday, October 17

Gnome-Making Workshop
Salmon Arm Arts Centre - 6:30pm

Wednesday, October 18

Book Tasting and Author Reading
Salmon Arm Arts Centre - 6:30pm

Thursday, October 19

Film Night
Salmon Arm Arts Centre - 5pm

Friday, October 20

Drag Night Out at Harpur Farm
Tickets at harpurfarm.ca - 6pm

Sunday, October 22

All Ages Drag Brunch
Tickets at eventbrite.com - 10am

@salmonarmprideproject

@salmonarmartscentre

salmonarmartscentre.ca

OCT
14-
22
2023











Community Gathering Tent and Seating

Permission to plant three trees and/or shrubs at Arts Centre in connection with Tsrep



Looking Ahead: Exhibitions

January 27 to March 23, 2024

Environments for Reading - soft sculpture enclosures by six local multi-media artists plus six fibre-arts community collaborations

April 6 to June 22, 2024

Tsrep – Curated group exhibition on the displacement of Indigenous trees and shrubs in Salmon Arm Bay area

July 6 to August 31, 2024

Le7 en k Tucw? “How are you?” 24x24 open exhibition, all media, all ages.

September 13 to November 9, 2024

Fantastic Fungi – Curated group exhibition on the topic of mushrooms.

November 16 to December 14, 2024

Off the Wall fundraiser – previously loved works for sale, with live auction and special events.

**SHUSWAP DISTRICT ARTS COUNCIL
CONSTITUTION**

1 NAME

The name of the Society is the Shuswap District Arts Council.

2 PURPOSES

Its purposes are

1. to be the central coordinating body of the Shuswap arts community, providing leadership, liaison, service, strength and support;
2. to promote the arts in the community through its programmes;
3. to expand opportunities for enjoying and participating in the arts through its presentations and programmes;
4. to recognize the Indigenous cultural history of the community and surrounding lands, and to build relationships with Secwepemc communities through arts-based approaches;
5. to address urgent societal issues with arts-infused practices, and collaborate on community growth with arts-informed research.
6. to be an arts resource by providing information from all sources;
7. to be an arts advocate by representing the arts community to civic and provincial authorities and the wider community, informing them of its strengths and needs, seeking their understanding and enlisting their aid.

Revised and Ratified 1994

Proposed Revisions 2023

Shuswap District Arts Council 3-Year Strategic Plan 2023 to 2026

Four Strategic directions:

- 1. Create connections and collaborations:** Focus on collaborating with organizations to partner on programs, share resources and develop communication strategies to support outreach and fund development.
- 2. Address climate crisis:** Work toward being a zero-waste facility, develop experiential learning environment for education programs, and advocate for renewable energy changes to the Arts Centre.
- 3. Indigenous Engagement:** Identify Calls to Action that are specific and actionable for the Arts Council. Deepen relationships and facilitate projects based on local Indigenous leadership.
- 4. EDI and Anti-Racism work:** Take arts-based approaches to historical and community exploration of barriers to participation and exclusion within our community, use arts-infused research practices to explore ways to build more accepting environments, program contemporary work that explores, discusses and advances these themes.

2024

Cross Cultural Story Exchange

Intercultural storytelling and community conversations

June 2024

TOTE Fest

Salmon Arm Arts Centre will become co-presenters of Theatre On the Edge

July/August 2024

Wednesday On the Wharf

October 2024

Salmon Arm Pride Project

thank
you

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, January 22, 2024 at 7:00 p.m.**

1) Proposed Amendment to Official Community Plan Bylaw No. 4000:

Re-designate Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP77503 from LR (Low Density Residential) to MR (Medium Density Residential).

2) Proposed Amendment to Zoning Bylaw No 2303:

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).

Civic Address: 721 Harbourfront Drive NE

Location: East of Marine Park Drive NE on the North side of Harbourfront Drive NE

Present Use: Vacant lot

Proposed Use: Multi-Family Residential Development

Owner/Applicant: Sun Peaks Brewery Corporation Inc./W. Whelen

Reference: OCP4000-55/Bylaw No. 4601 and ZON-1273/ Bylaw No. 4602



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from January 9 to January 22, 2024 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. If you wish to attend virtually, a link to the virtual meeting is available in the Agenda section on our website at www.salmonarm.ca.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Sue Wood, Director of Corporate Services

January 10 and 17

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

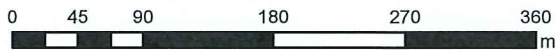
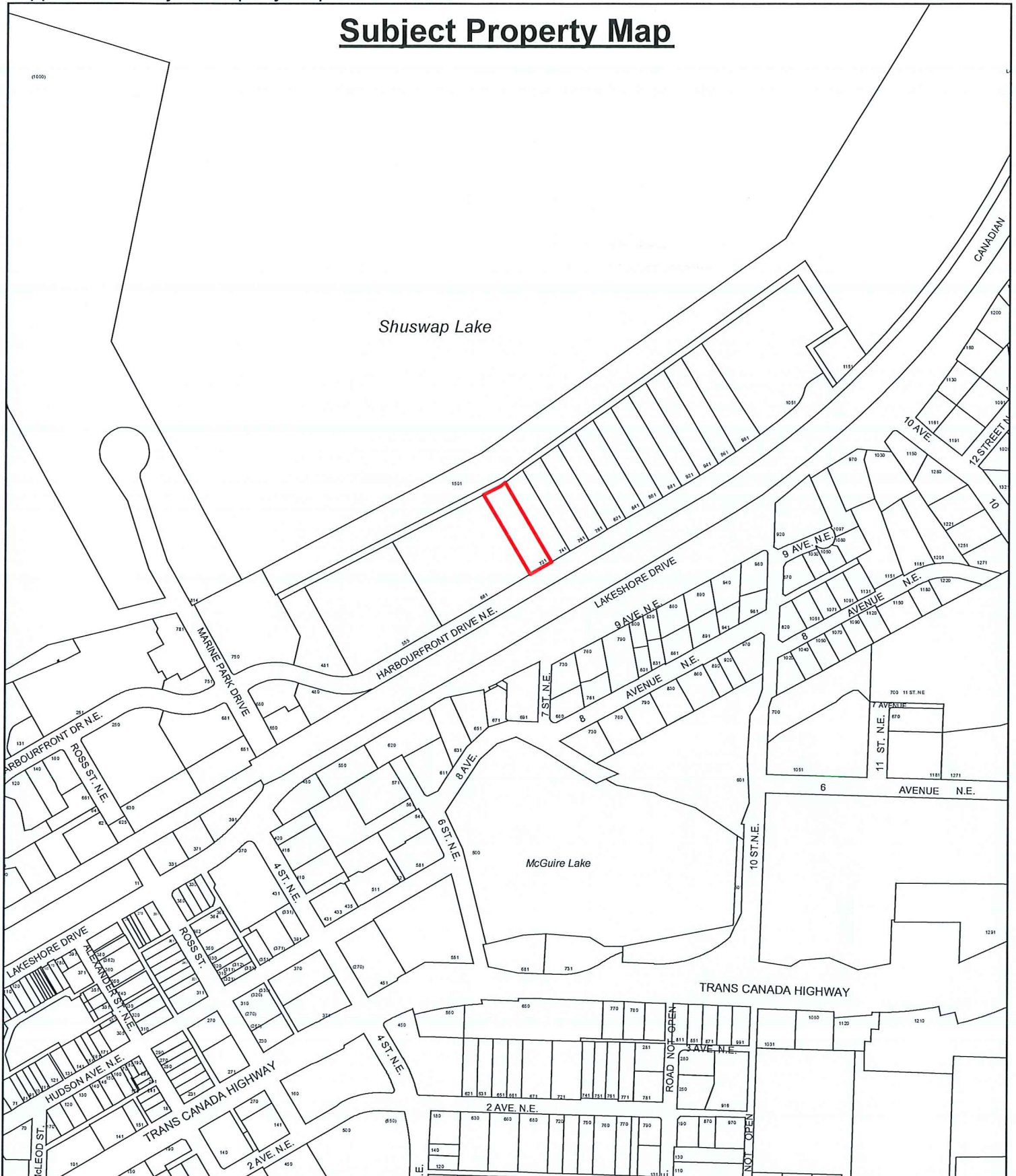


Reviewed by: Melinda Smyrl, MCIP, RPP
Manager of Planning and Building

Appendices:

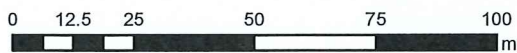
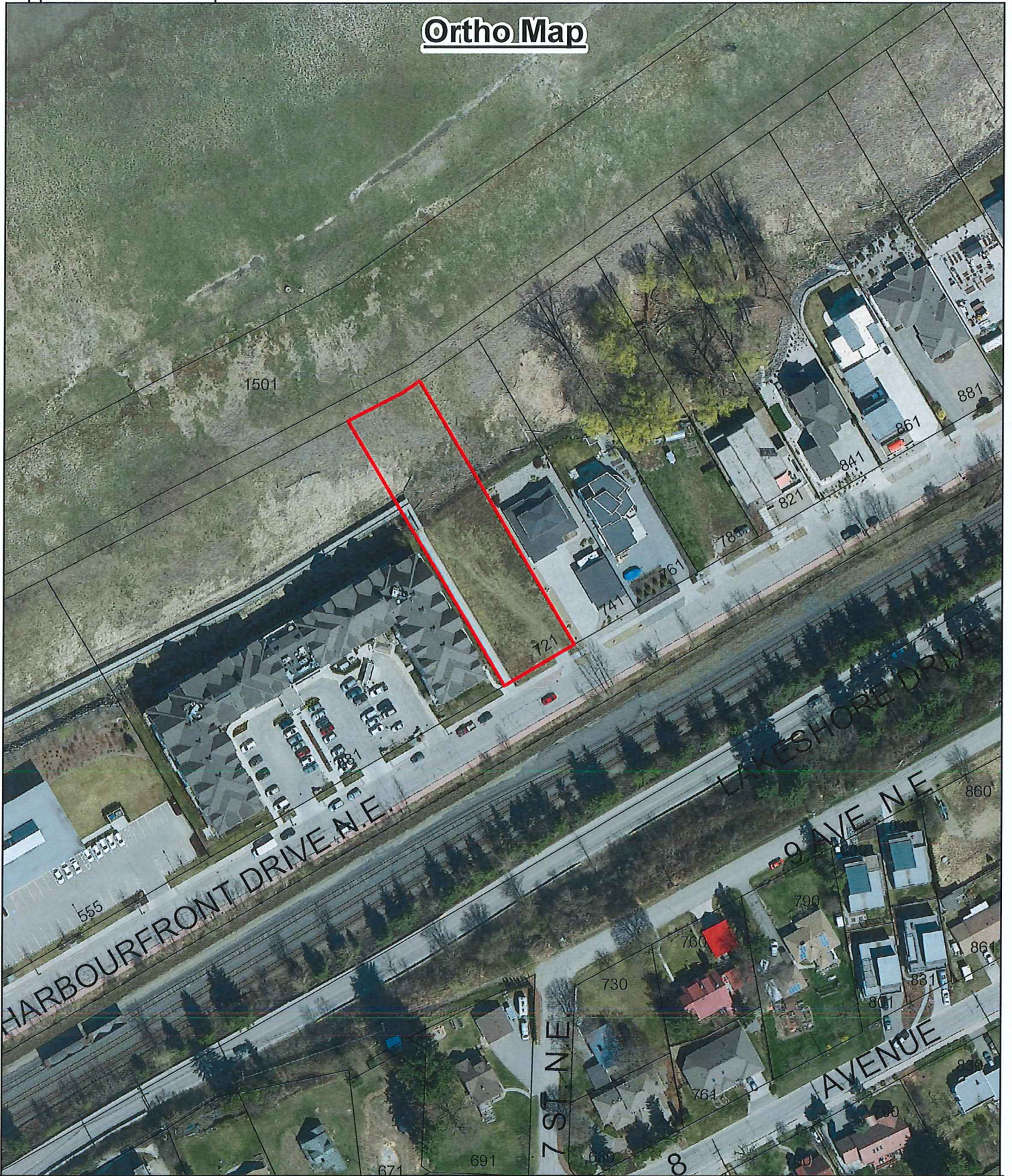
- Appendix 1 – Subject Property Map
- Appendix 2 – Ortho Map
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – Site Photos
- Appendix 6 – R-4 Zone
- Appendix 7 – Conceptual Site Plans & Floor Plans
- Appendix 8 – Adams Lake Indian Band Referral Response
- Appendix 9 – BC Archeological Branch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



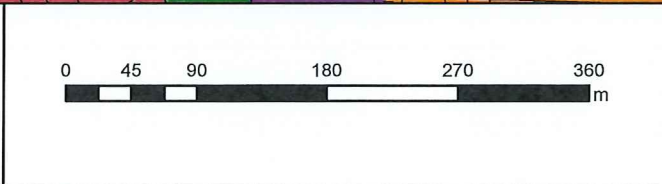
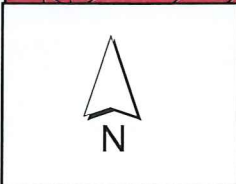
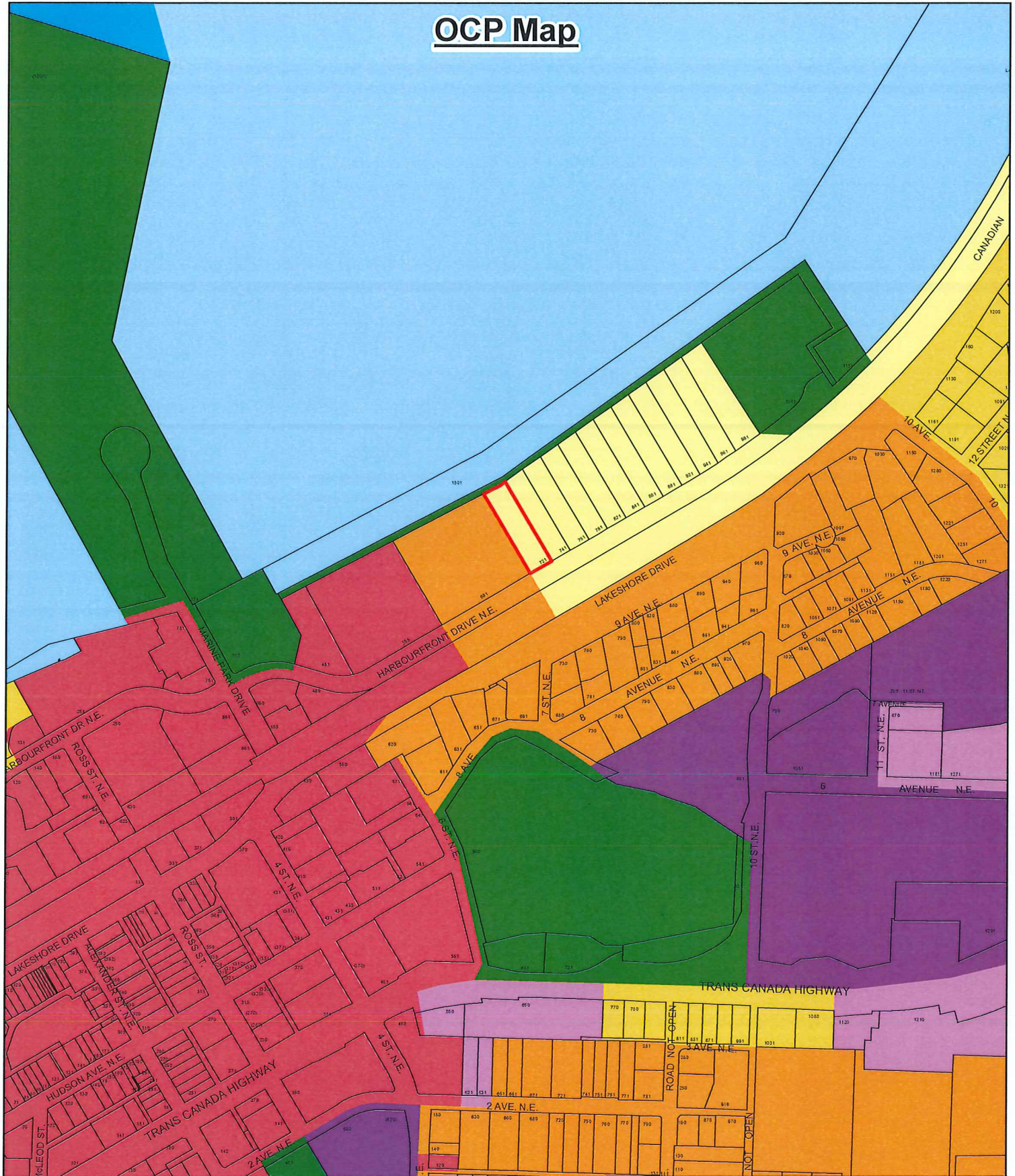
-  Subject Property
-  Parcels

Ortho Map



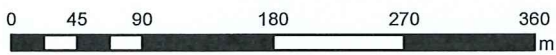
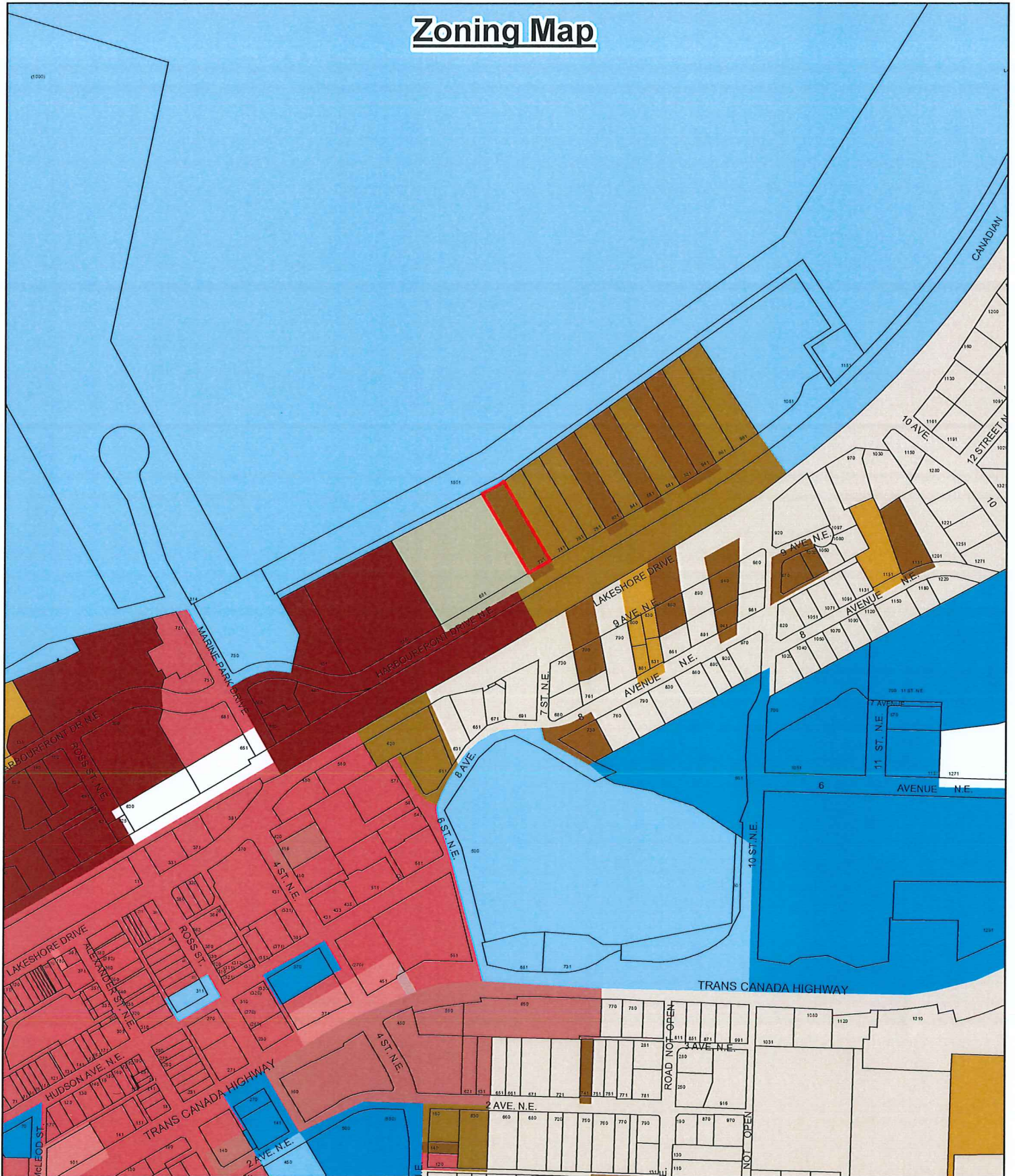
-  Subject Property
-  Parcels

OCP Map



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

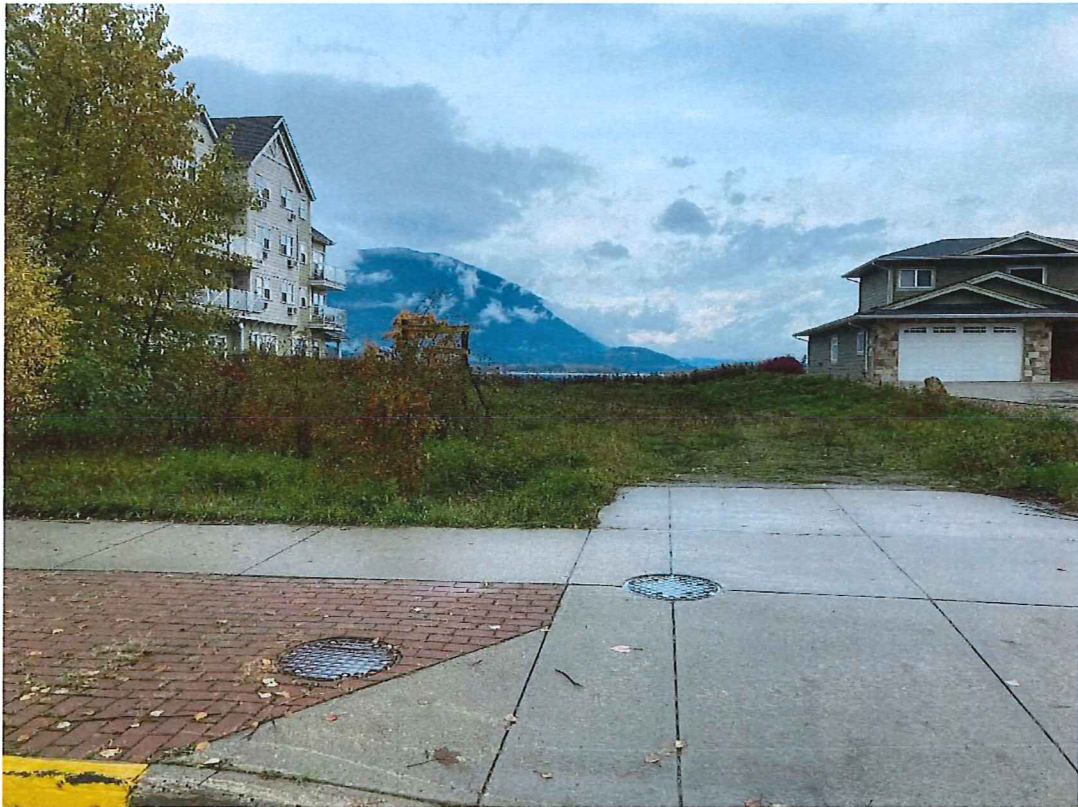
Zoning Map



	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

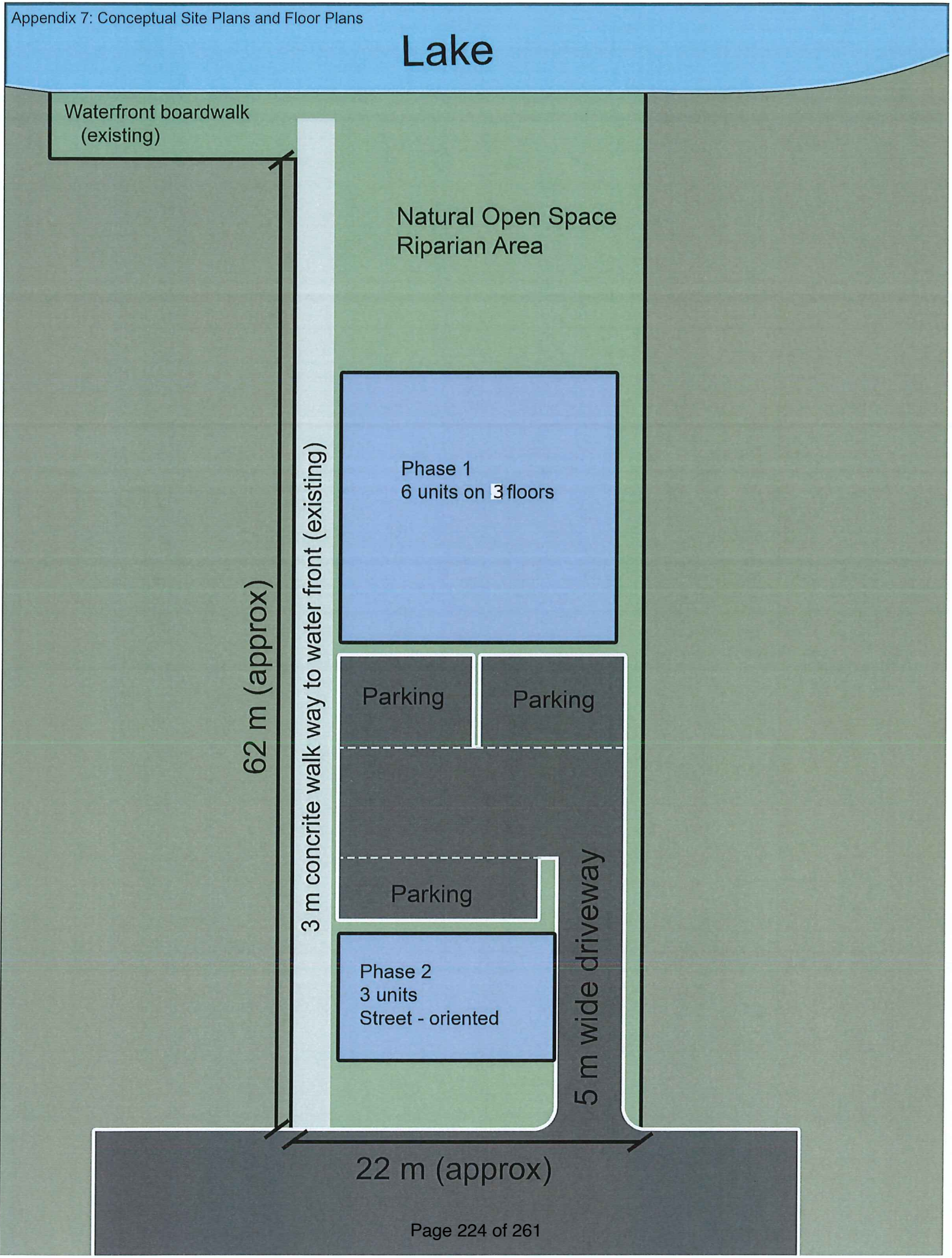
Phase 2
3 units
Street - oriented

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

LAKESIDE MANOR
RETIREMENT
RESIDENCE

3.0 m hard surface path way to waterfront

NATURAL
OPEN SPACE
RIPARIAN
AREA

BUILDING/
PARKING/
GARDEN
AREA

17.4 m

EXISTING
HOUSE
2-STORY

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

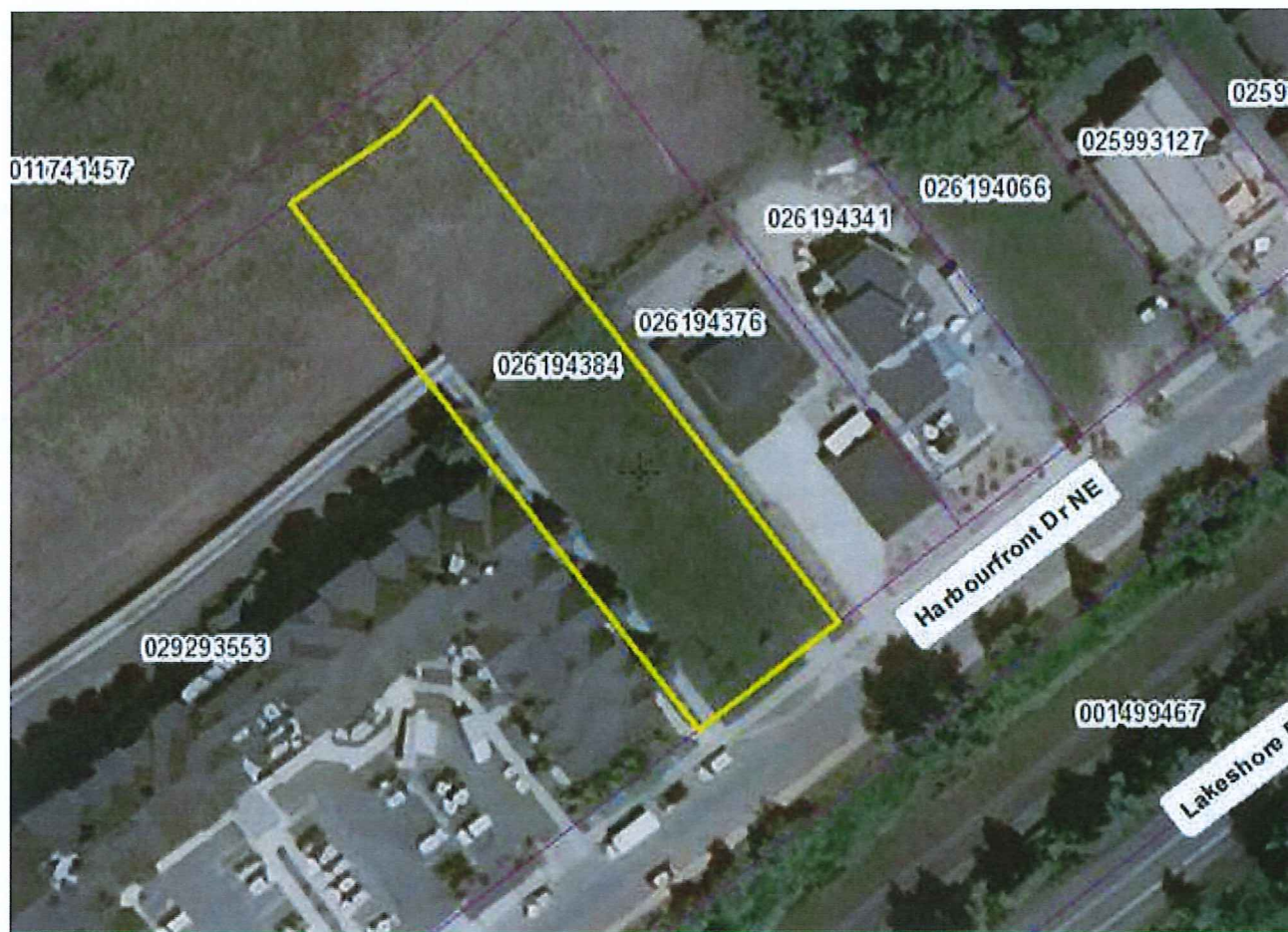
An eligible consulting archaeologist is one who can hold a Provincial heritage permit to conduct archaeological studies. To verify an archaeologist's eligibility, ask an archaeologist if he or she can hold a permit in your area, or contact the Archaeology Branch (250-953-3334) to verify an archaeologist's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

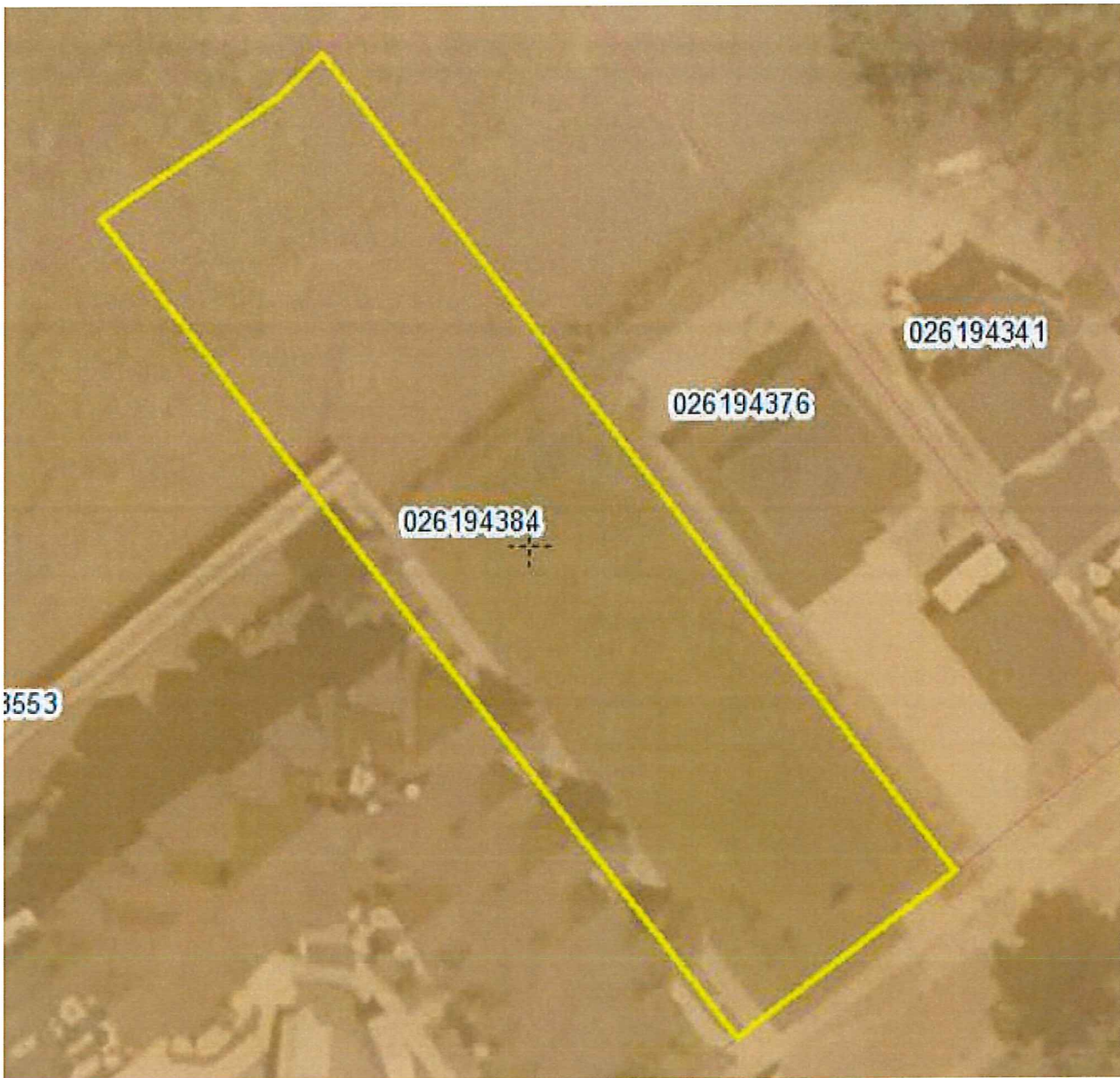
Questions?

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

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

Warm regards,
Erin



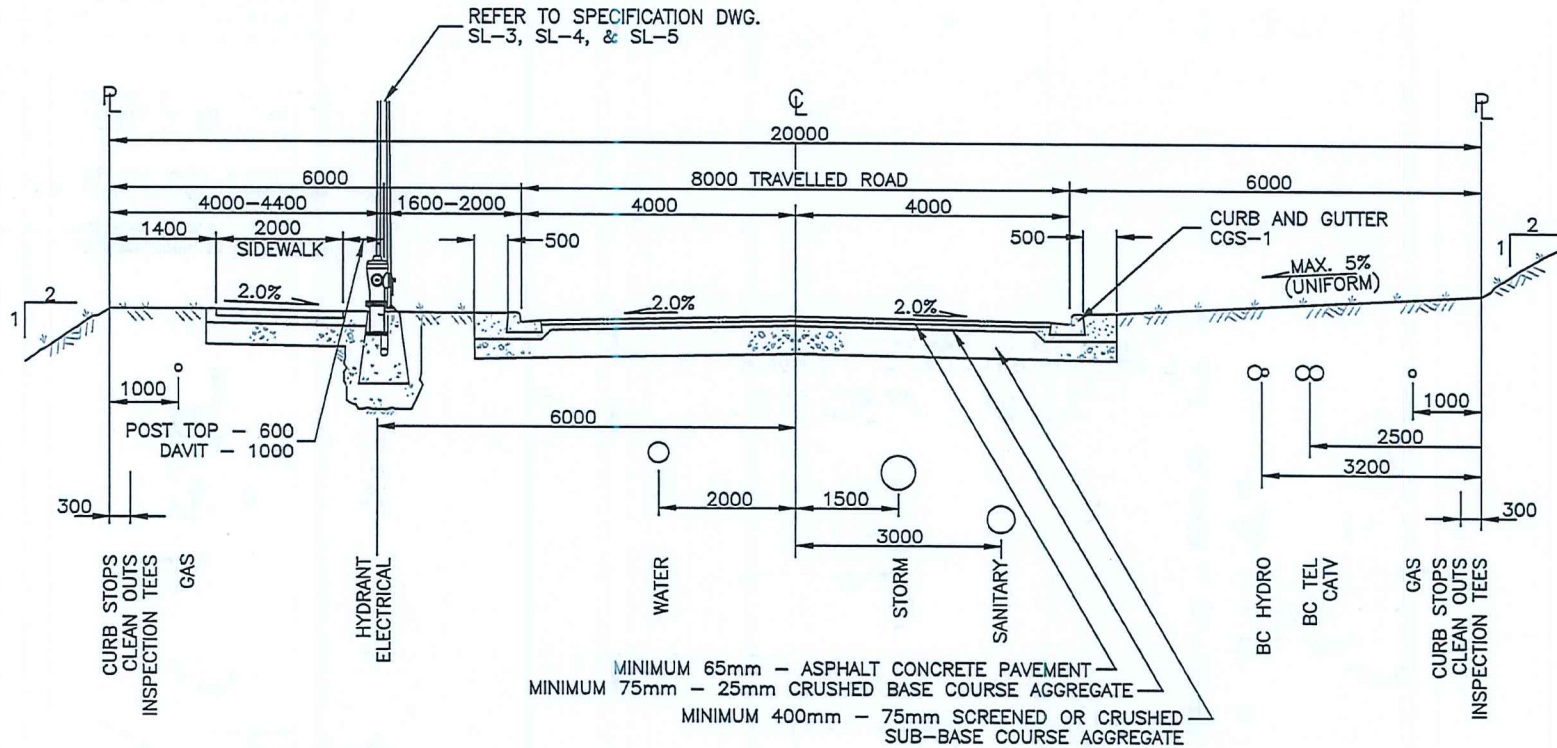


Please note that subject lot boundaries (yellow) and areas of archaeological potential (brown = high potential) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change. Archaeological site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

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

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

Terms and Conditions Accepted	Yes
Name	Melinda Smyrl
Email	msmyrl@salmonarm.ca
I am a	Local Government Representative
Affiliation	City of Salmon Arm
Address	500 2 Avenue NE
City	Salmon Arm
Province	BC
Postal Code	V1E 4N2
Phone Number	250-803-4011
Information Requested	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.

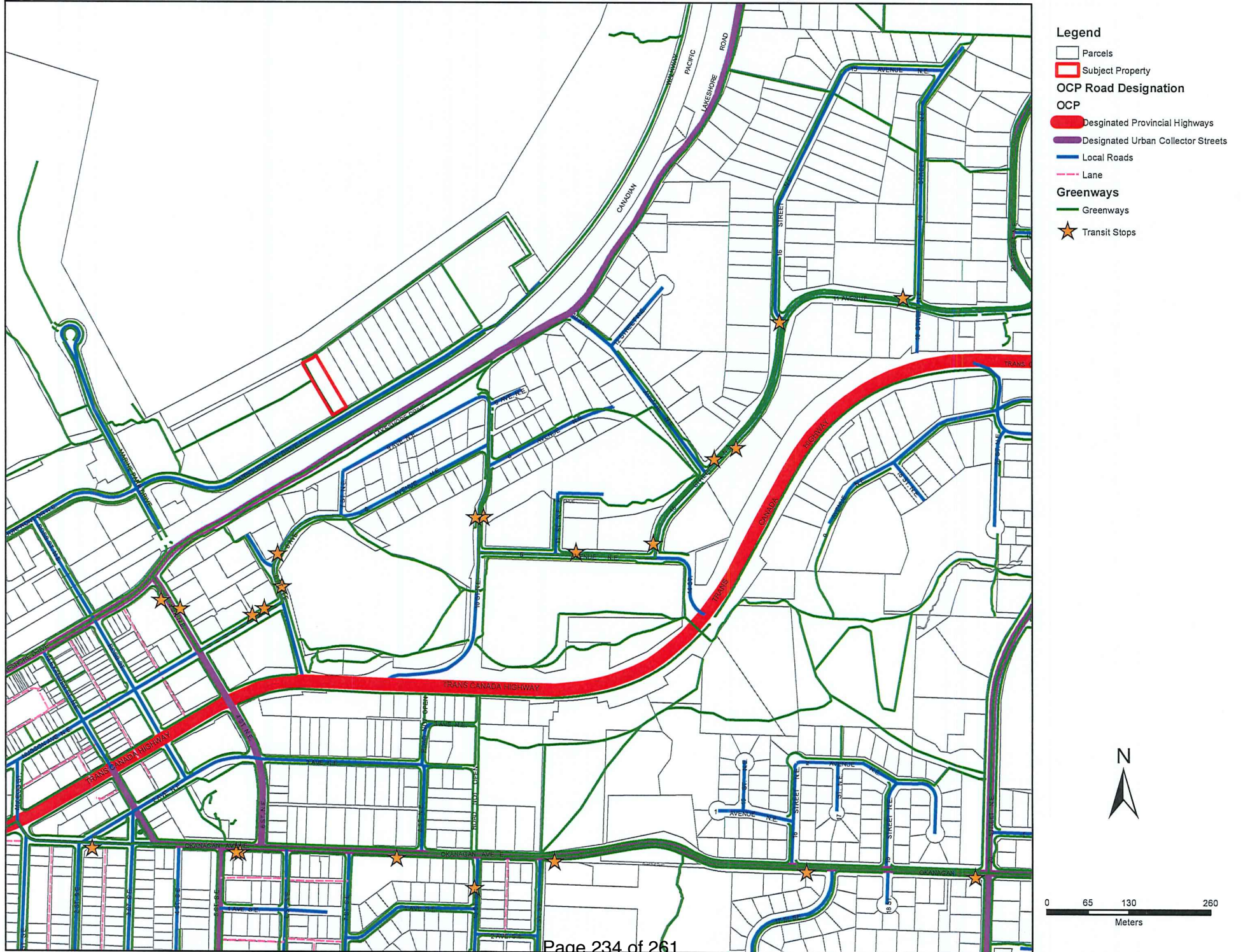
CITY OF SALMON ARM

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

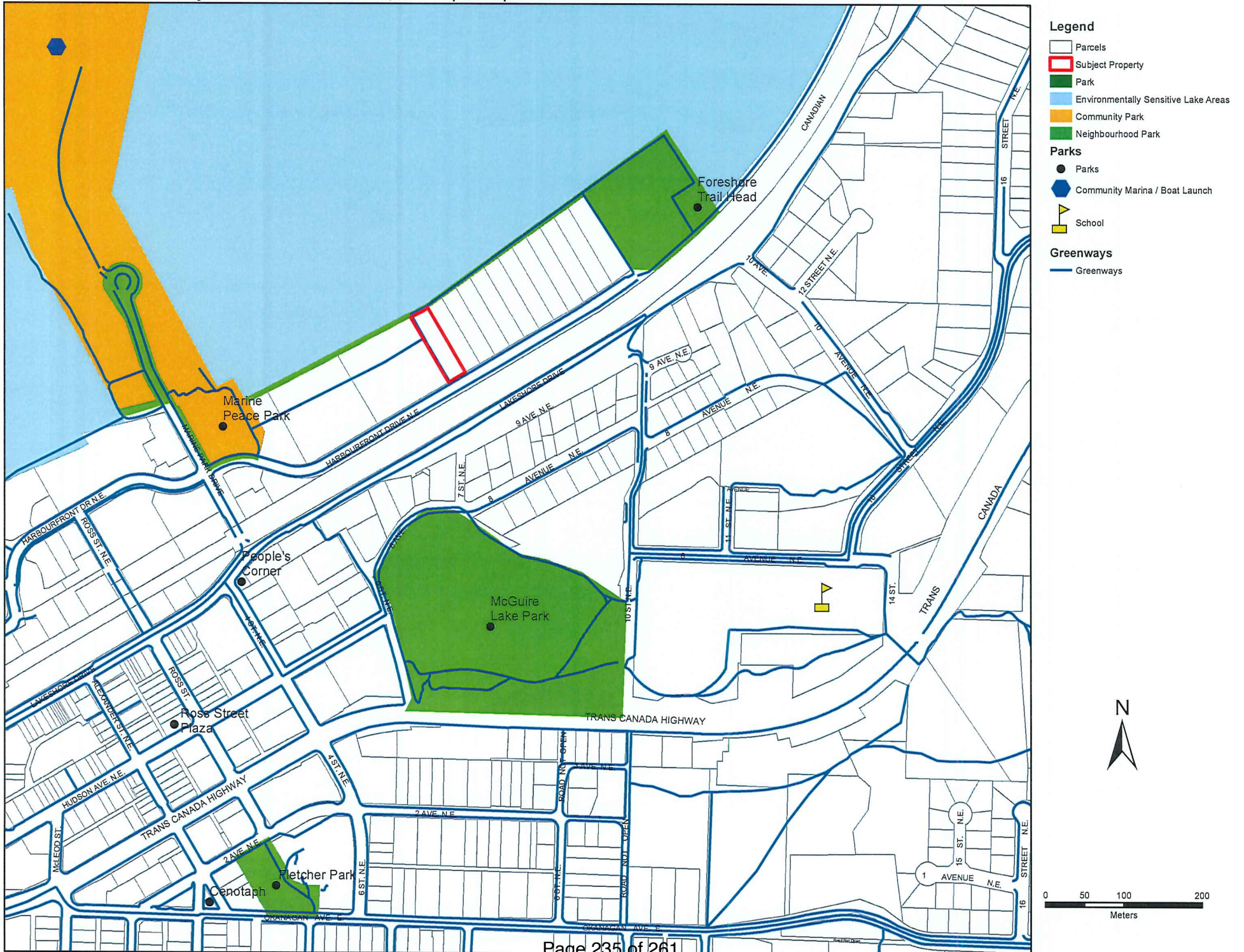
APPROVED 	20m R/W Urban Local Road Cross-Section
SPECIFICATION DRAWING No.:	RD-02

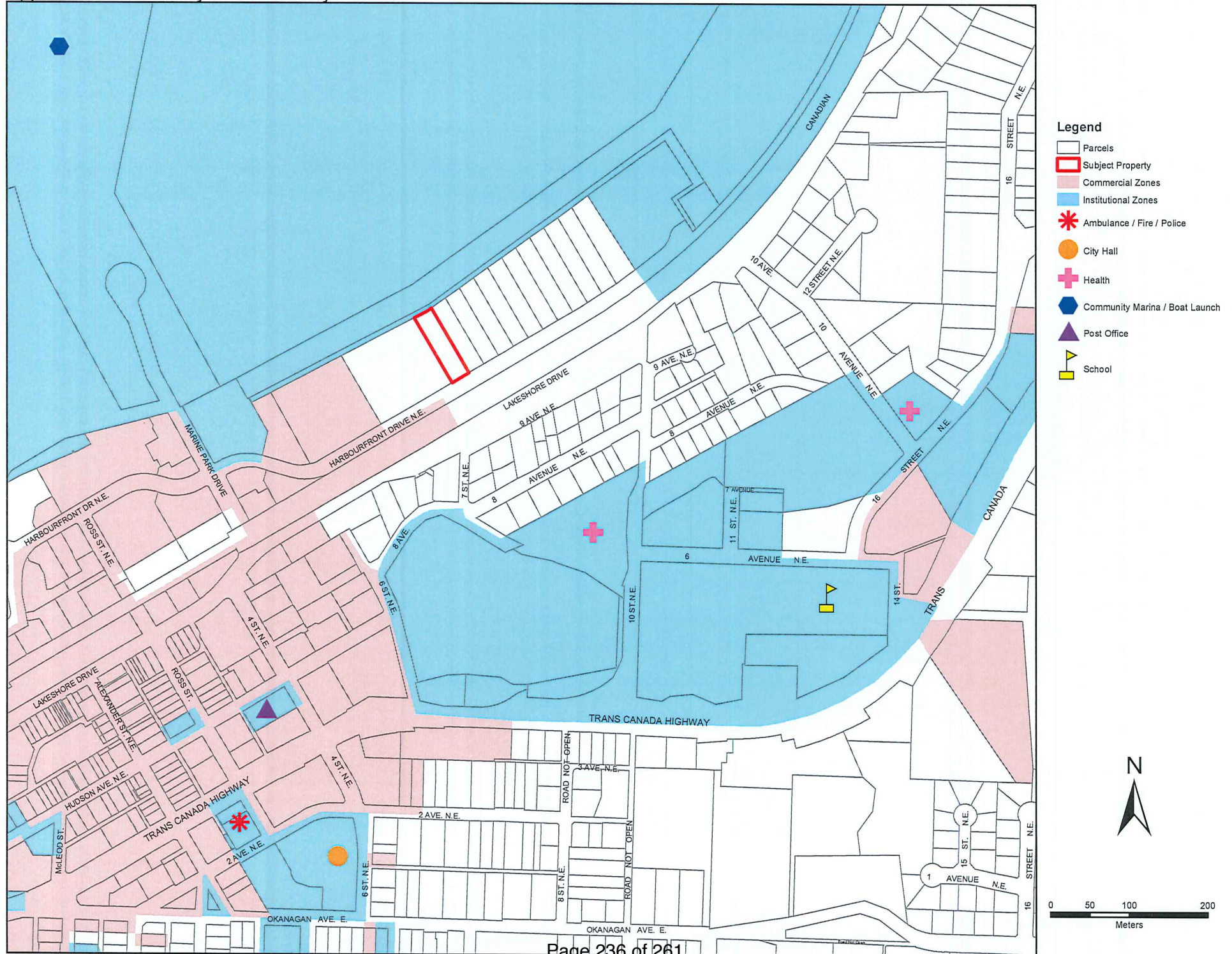
Adopted by Council June 2, 2023

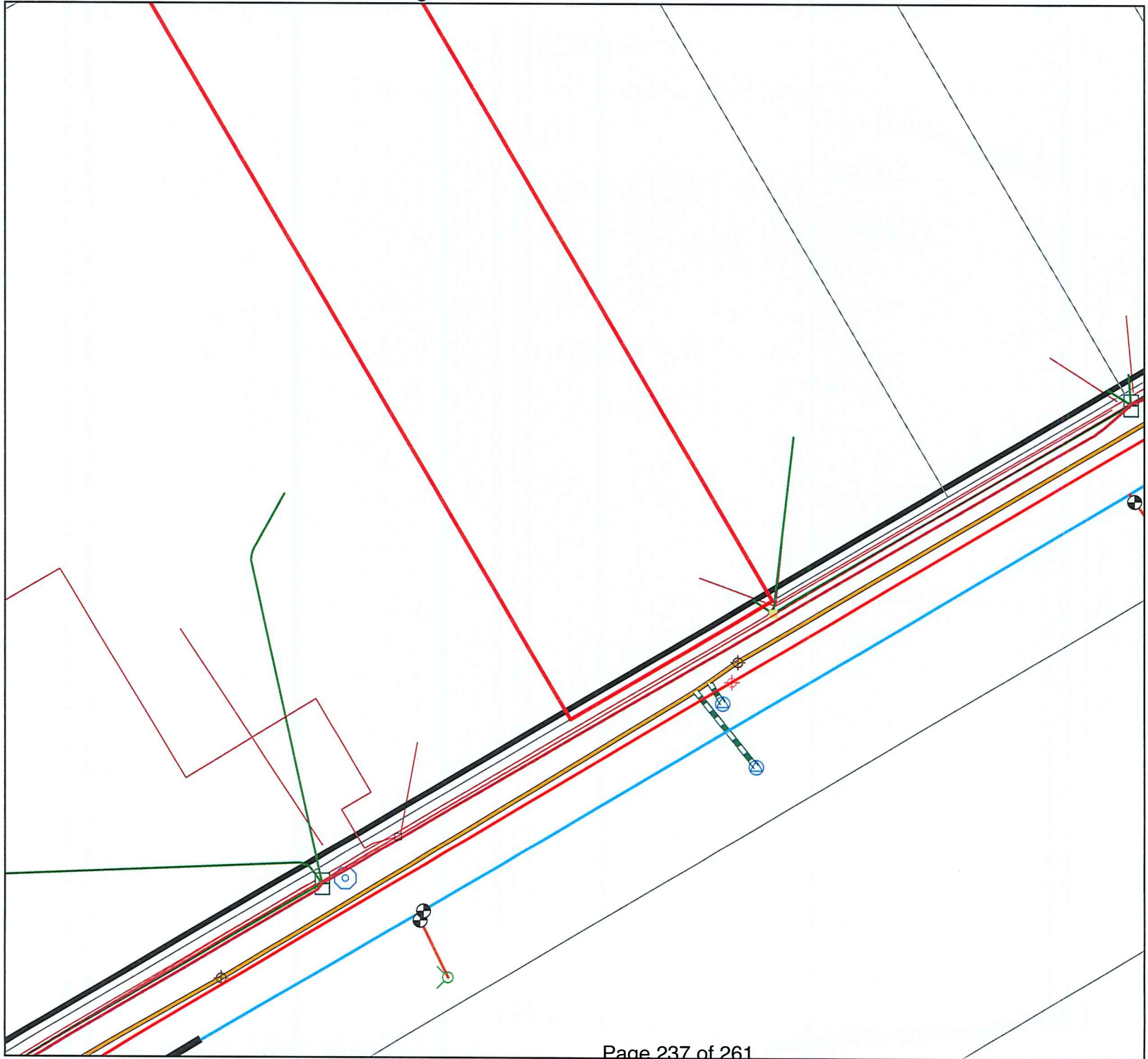
Appendix 11: Proximity to Transportation Routes



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
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the **Council Chambers at City Hall**, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, January 22, 2024 at 7:00 p.m.**

1) **Proposed Amendment to Zoning Bylaw No 2303:**

Proposed Rezoning of Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 30197 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 1721 11 Avenue SE

Location: South of Auto Road SE and East of 15 Street SE on the North side of 11 Avenue SE

Present Use: Single Family Dwelling

Proposed Use: To permit future option for construction and use of secondary suites

Owner / Agent: R. Cameron/M. Skjerpen

Reference: ZON-1278/ Bylaw No. 4612



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from January 9 to January 22, 2024 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. If you wish to attend virtually, a link to the virtual meeting is available in the Agenda section on our website at www.salmonarm.ca.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Sue Wood, Director of Corporate Services

January 10 and 17 Observer

To: His Worship Mayor Harrison and Members of Council

Date: November 28, 2023

Subject: Zoning Bylaw Amendment Application No. 1278

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

MOTION FOR CONSIDERATION

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

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

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

BACKGROUND

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

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

Surrounding land uses include:

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

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

Secondary Suites

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

COMMENTS

Engineering Department

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

Fire Department

No concerns.

Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper and the applicant is required to post a Notice of Development Sign on the property in advance of the statutory Public Hearing. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on January 22, 2024.

Planning Department

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

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

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

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

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

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

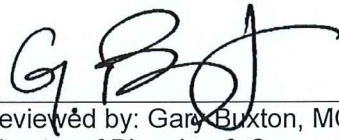
The attached Proposed Subdivision Sketch Plan (Appendix 1) also includes the incorporation of an area of closed road at the northwest corner of the parcel. This road disposal / land acquisition is generally supported by staff and is to be addressed through a future separate process that will require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

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

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



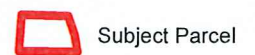
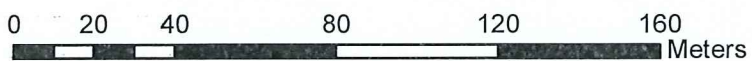
Prepared by: Chris Larson, MCIP, RPP
Senior Planner

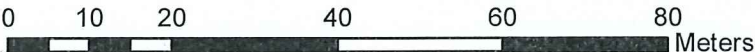
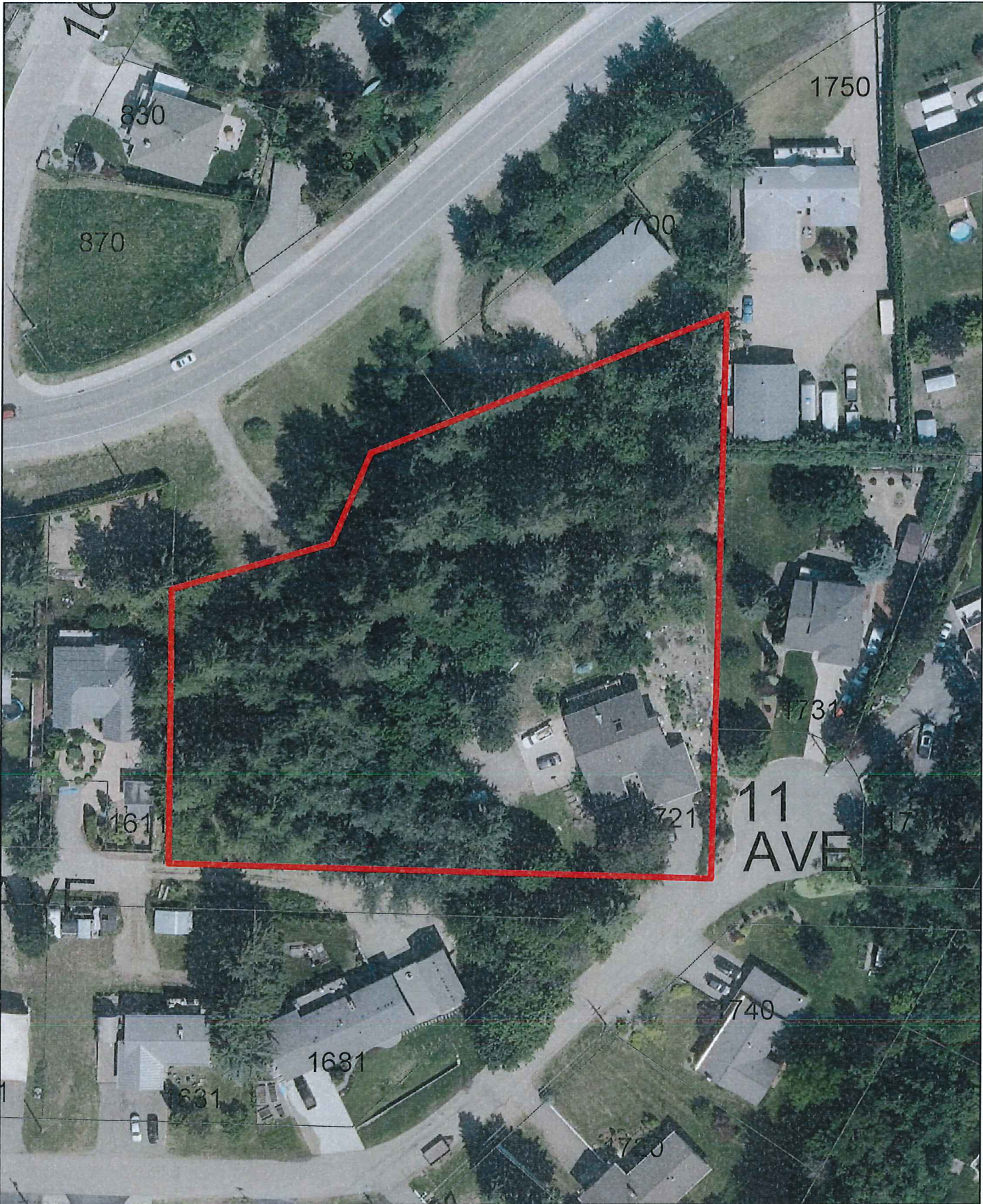



Reviewed by: Gary Buxton, MCIP, RPP
Director of Planning & Community Services

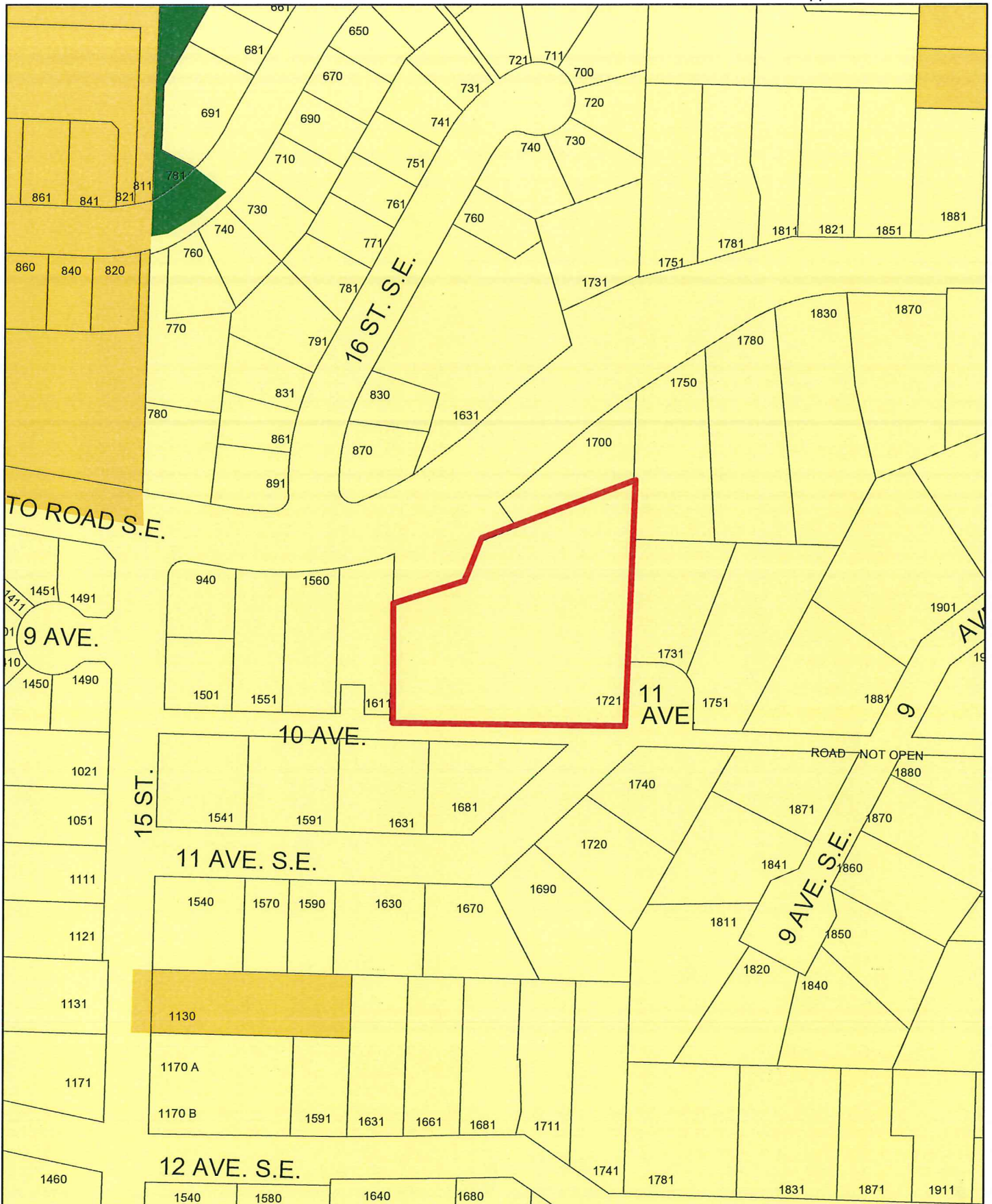


Reviewed by: Melinda Smyrl, MCIP, RPP
Manager of Planning & Building





 Subject Parcel



TO ROAD S.E.

9 AVE.

10 AVE.

11 AVE. S.E.

12 AVE. S.E.

15 ST.

9 AVE. S.E.

ROAD NOT OPEN

0 15 30 60 90 120 Meters

North Arrow

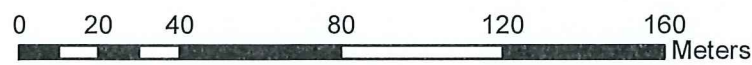
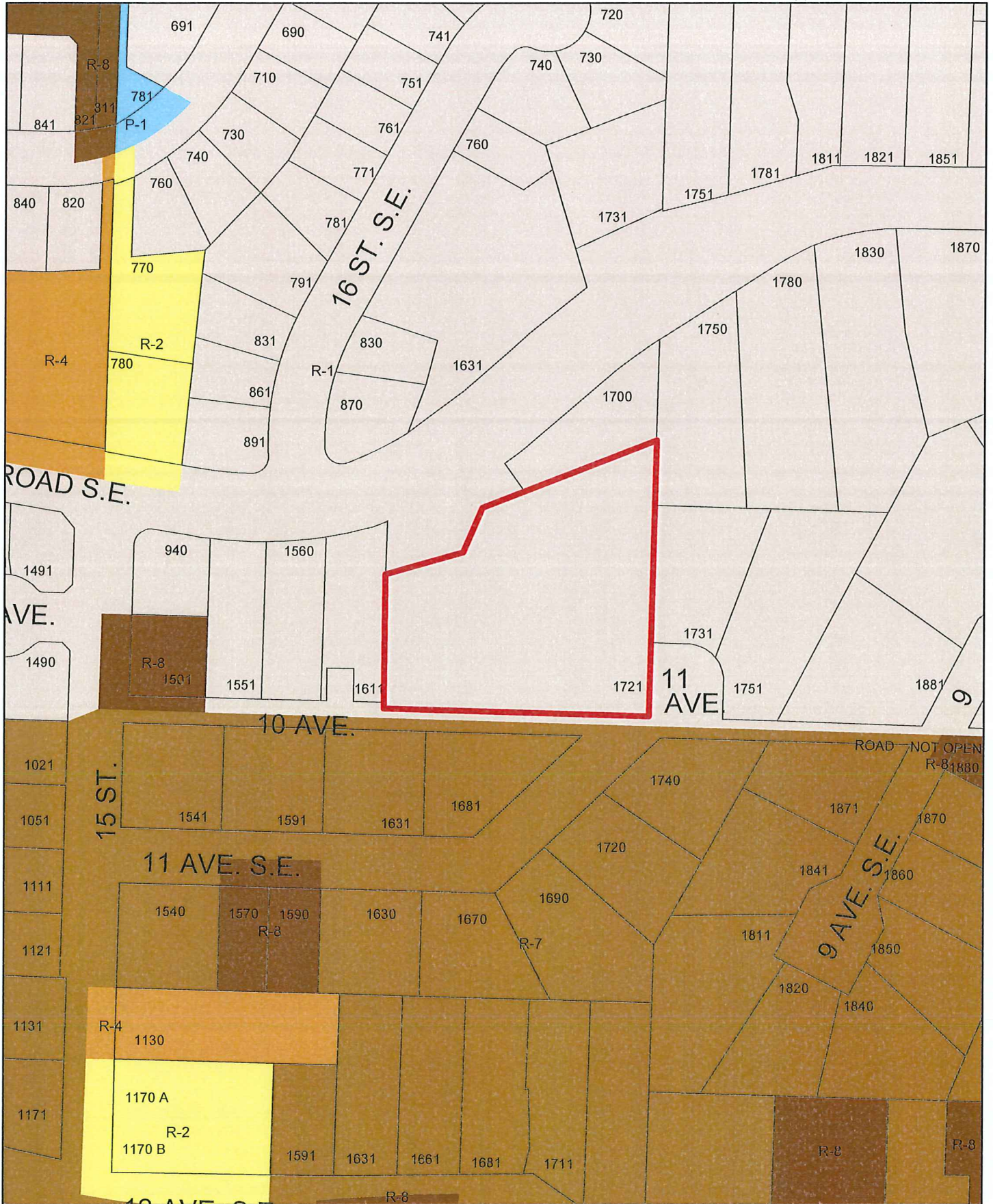
Subject Parcel

Park

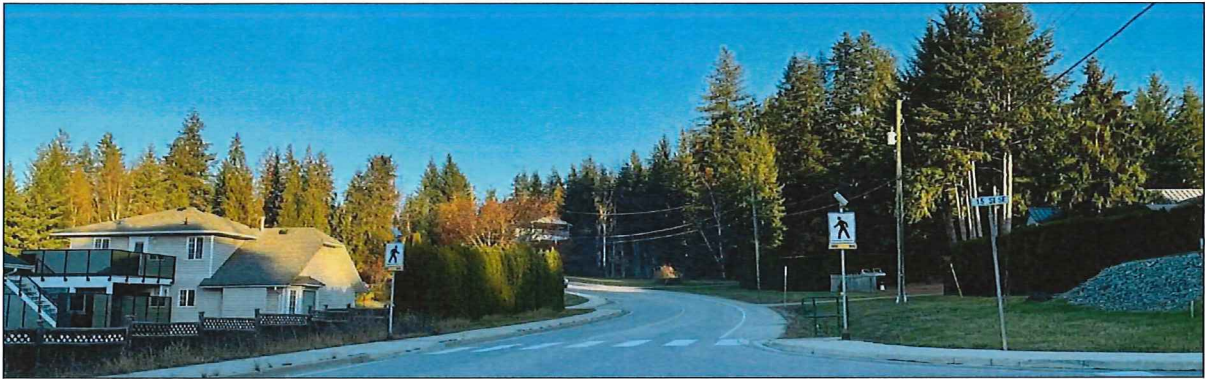
Residential Medium Density

Residential Low Density

Page 245 of 261



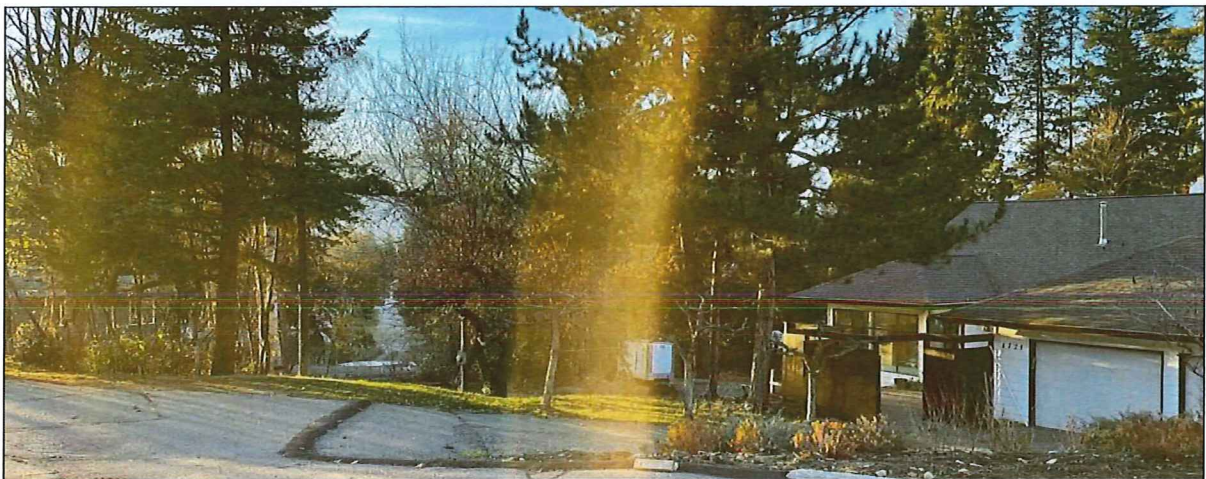
 Subject Parcel



View east along Auto Road, subject parcel at center.



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



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

CITY OF SALMON ARM

*Memorandum from the
Engineering and Public
Works Department*

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

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

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

General:

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

SUBDIVISION APPLICATION FILE: 23-19

November 14, 2023

Page 2

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

10. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads / Access:

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

SUBDIVISION APPLICATION FILE: 23-19

November 14, 2023

Page 3

Water:

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

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer on Auto Road SE and a 150mm diameter sanitary sewer on 10 Avenue SE. Extending a 200mm diameter sewer main along the frontage of the subject property on 10 Avenue SE to service the proposed lots will be required. Since the existing sewer on 10 Avenue SE does not meet the minimum diameter, owners' Engineer is to prove that the existing sewer has sufficient capacity for the proposed development, or upgrading to 200mm diameter will be required.
2. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016)
4. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on Auto Road SE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

SUBDIVISION APPLICATION FILE: 23-19

November 14, 2023

Page 4

Drainage:

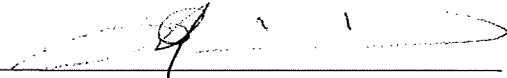
1. The subject property fronts a 600mm diameter storm sewer on Auto Road SE, a 200mm diameter storm sewer along the eastern boundary of the property, and a 250mm diameter storm sewer on 10 Avenue SE. Since no additional connections to the 200mm main sewer are expected, upgrading of this sewer to 250mm will not be required. However, an additional 3m right of way for the storm sewer along the eastern boundary of the property will be required.
2. The subject property is in an area with no current storm capacity concerns according to the Stormwater Master Plan Study (April 2020).
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4293, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
6. Records indicate that the existing property is not currently serviced with a City Storm service. Storm water from the existing dwelling is also to be addressed in the ISMP.

Geotechnical:

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

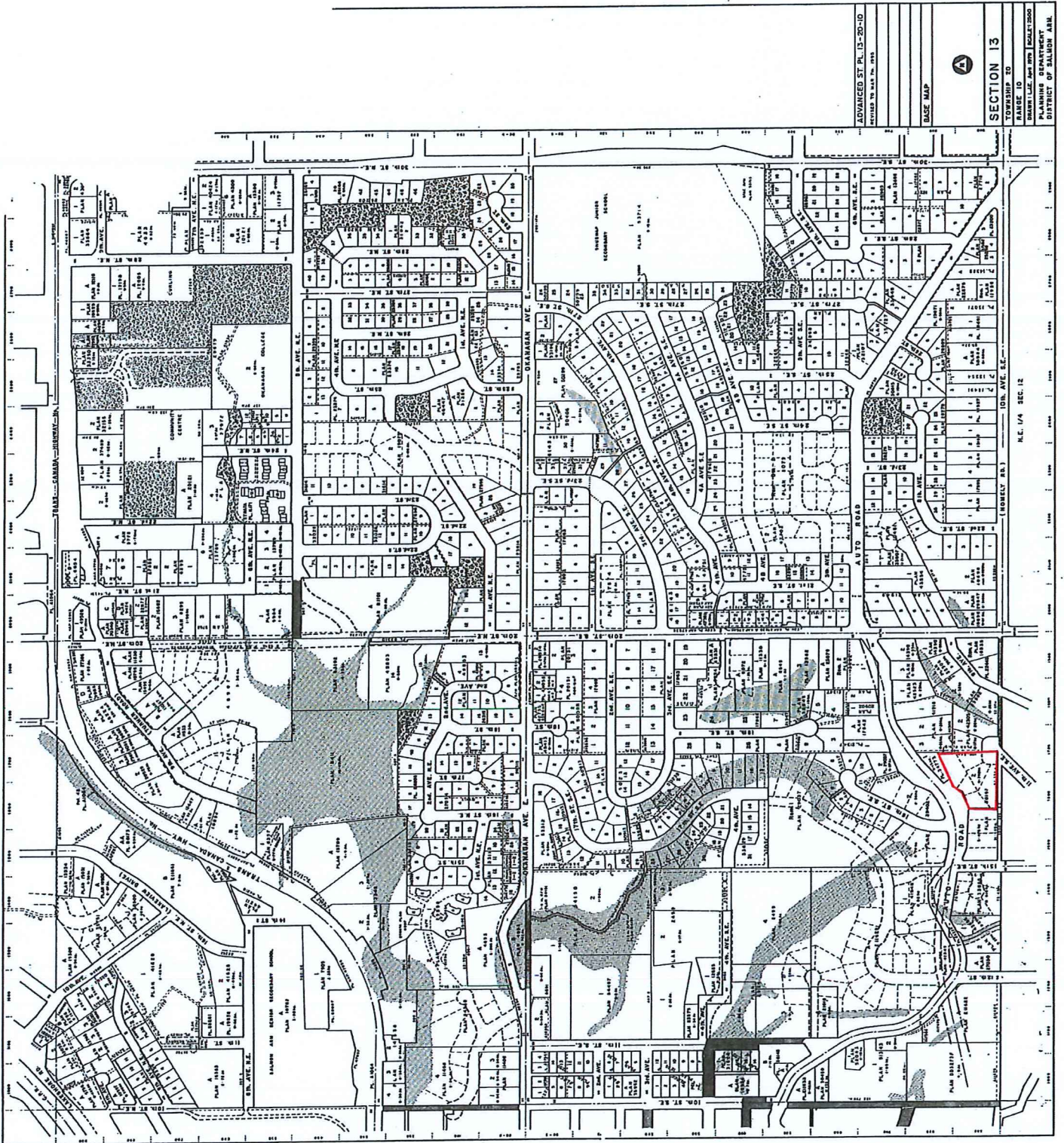


Mustafa Zakreef, EIT
Engineering Assistant



Robert Niewenhuizen
Director of Engineering & Public Works

Appendix 8: Administrative Plan



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

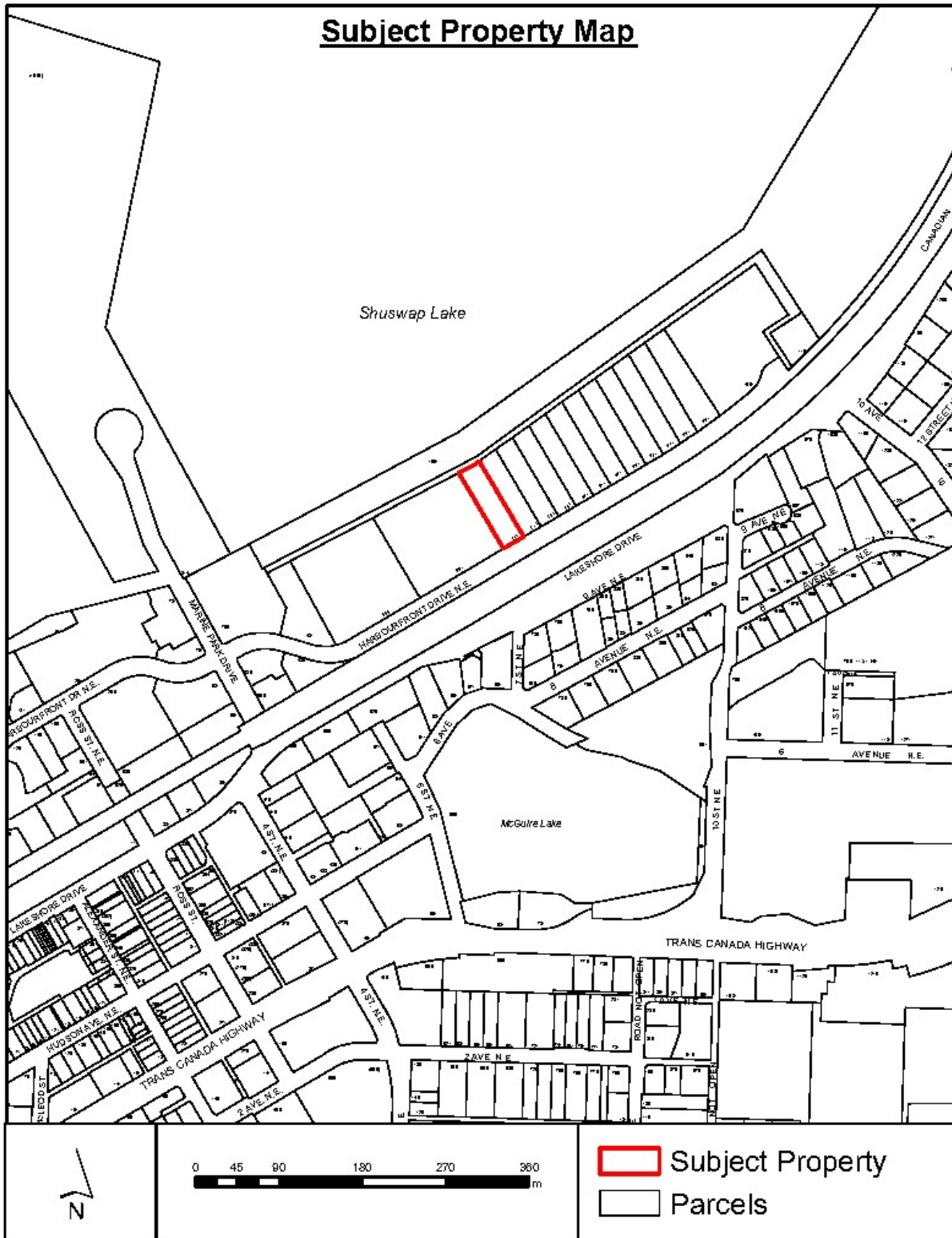
READ A SECOND TIME THIS 8 DAY OF JANUARY 2024

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"

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 8 DAY OF JANUARY 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

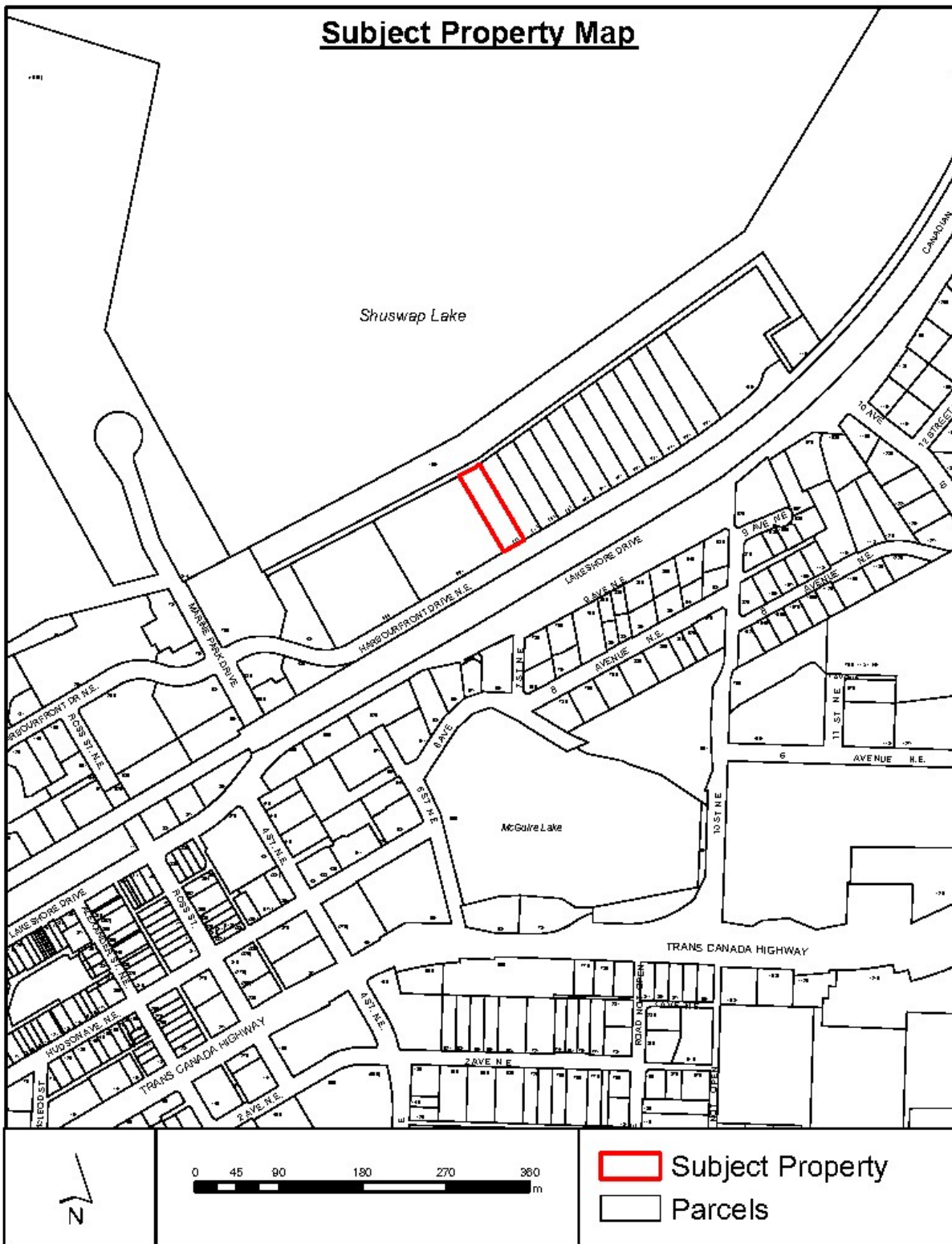
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"



CITY OF SALMON ARM

BYLAW NO. 4612

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on January 22, 2024 at the hour of 7:00 p.m. was published in the January 10 and January 17, 2024, issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 30197 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone)

attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4612**”

READ A FIRST TIME THIS	11	DAY OF	DECEMBER	2023
READ A SECOND TIME THIS	11	DAY OF	DECEMBER	2023
READ A THIRD TIME THIS		DAY OF		2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER

Schedule "A"

