

**City of Salmon Arm
Regular Council Meeting**

Monday, May 27, 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)(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 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**
We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.
- 4. ADOPTION OF AGENDA**
 Motion for Consideration
 THAT: the Agenda be adopted as presented.
- 5. DISCLOSURE OF INTEREST**
- 6. CONFIRMATION OF MINUTES**
 - 6.1 Regular Council Meeting Minutes of May 13, 2024 6 - 16
 Motion for Consideration
 THAT: the Regular Council Meeting Minutes of May 13, 2024 be adopted as circulated.
- 7. COMMITTEE REPORTS**
 - 7.1 Development and Planning Services Committee Meeting Minutes of May 21, 2024 17 - 19
 - 7.2 Active Transportation Advisory Committee Meeting Minutes of May 13, 2024 20 - 22
- 8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE** 23 - 26
- 9. STAFF REPORTS**
 - 9.1 Agricultural Land Commission Application No. ALC-423 27 - 41
 Non-Adhering Residential Use

Civic: 1240 60 Street NE
 Owner/Agent: J. & A. Franklin

Motion for Consideration

THAT: Agricultural Land Commission Application No. ALC-423 be authorized for submission to the Agricultural Land Commission.

- 9.2 City Engineer - Uptown to Downtown Connector 42 - 44

Motion for Consideration

THAT: the 2024 budget contained in the 2024-2028 Financial Plan Bylaw be amended to include an additional \$165,000 for the 16 Ave NE (10 Ave -16 St NE) - MUP project, to be funded from the Growing Communities Reserve Fund.

- 9.3 Chief Financial Officer - Paid On Call Firefighters Remuneration 45 - 50

Motion for Consideration

THAT: The following remuneration be approved for the Paid on Call Firefighters:

	2024	2025	2026
EFFECTIVE JANUARY 1, 2024			
Hourly Call-Out	\$23.50/hr	\$24.50/hr	\$25.50/h
Practice Hours (to a maximum of 2 hours)	\$23.50/hr	\$24.50/hr	\$25.50/h
Honorarium:			
Captain	\$1,800/yr (\$150.00/mon)	\$1,800/yr (\$150.00/mon)	\$1,800/y (\$150.00/mon)
Lieutenant	\$900/yr (\$75.00/mon)	\$900/yr (\$75.00/mon)	\$900/y (\$75.00/mon)
Standby Pay (Covers Whole Week):			
Duty Chief:			
Regular Weekend	\$156.25	\$156.25	\$156.25
Regular Weekend (July/August)	\$312.50	\$312.50	\$312.50
Long Weekend	\$312.50	\$312.50	\$312.50
Long Weekend (Double STAT)	\$468.75	\$468.75	\$468.75
Long Weekend (July/August)	\$625.00	\$625.00	\$625.00
Duty Crew:			
Regular Weekend	\$125.00	\$125.00	\$125.00
Regular Weekend (July/August)	\$250.00	\$250.00	\$250.00
Long Weekend	\$250.00	\$250.00	\$250.00
Long Weekend (Double STAT)	\$375.00	\$375.00	\$375.00
Long Weekend (July/August)	\$500.00	\$500.00	\$500.00
EFFECTIVE JUNE 1, 2024			
Part Time Department Maintenance	\$37.57/hr	\$38.70/hr	\$39.86/h

AND THAT:The 2024 Budget contained in the 2024 to 2028 Financial Plan be amended to increase the Fire Fighting Force budget by \$36,000, funded from

the Fire - Other Reserve to support the revised estimate of fire and practice hours and the increase in firefighter remuneration;

AND FURTHER THAT:The 2024 Budget contained in the 2024 to 2028 Financial Plan be amended to increase the Fire Standby Time budget by \$18,500, funded from the Fire - Other Reserve to support the increase in firefighter remuneration.

9.4 Manager of Roads and Parks - Klahani Park - Tennis Courts/Pickleball Lines Amendment 51 - 52

9.5 Manager of Roads and Parks - 2024 Gravel Manufacturing Program Award 53 - 54

Motion for Consideration

THAT: Council accept the quote submission received from Okanagan Aggregates Ltd. in accordance with the unit prices specified in Schedule 1 of the Request for Quotation for an estimated contractual amount of \$367,500 plus applicable taxes;

AND THAT:Council authorize the payment to Okanagan Aggregates Ltd. for the estimated contractual amount of \$367,500 plus applicable taxes and that same be recorded in the City's Inventory.

10. INTRODUCTION OF BYLAWS

10.1 Zoning Amendment Bylaw No. 4660 (ZON-1281) 55 - 76
2180 20 Avenue NE
Owner: A. & S. Sherman
Agent: M. LaRose
R-1 to R-4

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4660 be read a first, second and third time.

10.2 Zoning Amendment Bylaw No. 4658 (ZON-1292) 77 - 147
SSMUH
R-11 and R-14 Zones

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4658 be read a first and second time.

11. RECONSIDERATION OF BYLAWS

11.1 Industrial Revitalization Tax Exemption Bylaw No. 4661 148 - 167

Motion for Consideration

THAT: The Bylaw entitled City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4661 be read a final time.

11.2 Revitalization Tax Exemption Amendment Bylaw No. 4662 168 - 169

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Revitalization Tax Exemption Amendment Bylaw No. 4662 be read a final time.

11.3 Loan Authorization Bylaw No. 4618 and Zone 2 Pump Station Temporary Borrowing Bylaw No. 4664 170 - 179

Motion for Consideration

THAT: the Corporate Officer's Certificate regarding the City of Salmon Arm

Zone 2 Pump Station Loan Authorization Bylaw No. 4618 be received;

AND THAT: the bylaw entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw No. 4618 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Zone 2 Pump Station Temporary Borrowing Bylaw No. 4664 be read a first, second and third time.

12. CORRESPONDENCE

12.1 Informational Correspondence

12.1.1	Calendar of Events	180 - 183
12.1.2	J. and N. Sawada - Letter dated April 26, 2024 - Proposed Roundabout at 5 Avenue and 10 Street SW	184 - 185
12.1.3	M. Brock - Email dated May 21, 2024 - Parking on the Field - Demolition Derby	186 - 186
12.1.4	L. Critchlow - Letter dated May 16, 2024 - Concerns Regarding Mt. Ida Cemetery Care and Services	187 - 189
12.1.5	Premier David Eby - Letter dated May 15, 2024 - 2024 UBCM Convention Meeting Requests with Premier Eby and Provincial Cabinet Ministers and the Minister of Municipal Affairs Meeting Requests with Staff from Provincial Ministries, Agencies, Commissions and Corporations (MACC)	190 - 193
12.1.6	T. Mandewo, UBCM President - Letter dated May 8, 2024 - 2024 SILGA Resolution	194 - 195
12.1.7	Ministry of Agriculture and Food - Animal Health Act General Order Action to Prevent Spread of Invasives in Waterways	196 - 201

13. NEW BUSINESS

14. PRESENTATIONS

14.1	Presentation 4:00-4:30 (approximately) Lana Fitt, Economic Development Manager, Salmon Arm Economic Development Society 2023 MRDT Annual Report and Salmon Arm Economic Development Society 2023 Annual Report	202 - 237
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Motion for Consideration

THAT: Council authorize the submission of the 2023 MRDT Annual Performance Report to the Province.

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

19.1	Released from In-Camera Session THAT: pursuant to Section 147 of the <i>Community Charter</i> , Council appoint Gary Buxton as Deputy Chief Administrative Officer during the Chief	
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Administrative Officer's absence;

AND THAT: pursuant to Section 148 of the *Community Charter*, Council appoint Rhonda West as Corporate Officer and Barb Puddifant as Deputy Corporate Officer.

20. QUESTION AND ANSWER PERIOD

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

21. ADJOURNMENT

REGULAR COUNCIL

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

May 13, 2024, 1:00 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

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

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

Other Staff Present: Executive Assistant B. Puddifant; Manager of Planning & Building M. Smyrl; Engineer J. Wilson; Manager of Roads & Parks D. Gerow

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (g) litigation or potential litigation affecting the municipality; (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.

The meeting returned to Regular Session at 2:20 p.m. and recessed until 2:30 p.m.

Councillor Lindgren left the meeting at 2:20 p.m.

4. **ADOPTION OF AGENDA**

Moved by: Councillor Gonella

Seconded by: Councillor Flynn

THAT: the Agenda be adopted as presented.

Carried Unanimously

5. **DISCLOSURE OF INTEREST**

Councillor Flynn declared a conflict of interest relating to Item 22.2 - Variance Permit Application No. VP-601 and Item 23.1 and 24.1 - Zoning Bylaw Amendment Application No. ZON-1279 - as the owners are clients of his firm.

Councillor Wallace Richmond declared a conflict of interest relating to Item 14.1 - Shuswap Tourism Update and Overview of Strategic Plan - as her company has business relations with Shuswap Tourism.

Councillor Gonella declared a conflict of interest relating to Item 14.1 - Shuswap Tourism Update and Overview of Strategic Plan - as Shuswap Tourism is a sponsor of the Roots & Blues Festival.

Mayor Harrison declared a conflict of interest relating to Item 12.1.5 - Letter of Support - Salmon Arm Curling Club - as he is a member of the Salmon Arm Curling Club.

Councillor Cannon declared a conflict of interest relating to Item 12.1.5 - Letter of Support - Salmon Arm Curling Club - as she is a member of the Salmon Arm Curling Club.

6. **CONFIRMATION OF MINUTES**

6.1 Regular Council Meeting Minutes of April 22, 2024

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

THAT: the Regular Council Meeting Minutes of April 22, 2024 be adopted as circulated.

Carried Unanimously

6.2 Special Council Meeting Minutes of May 6, 2024

Moved by: Councillor Lavery

Seconded by: Councillor Gonella

THAT: the Special Council Meeting Minutes of May 6, 2024, be adopted as circulated.

Carried Unanimously

7. COMMITTEE REPORTS

- 7.1 Development & Planning Services Committee Meeting Minutes of May 6, 2024
- 7.2 Greenways Liaison Committee Meeting Minutes of April 11, 2024
- 7.3 Community Heritage Commission Meeting Minutes of April 15, 2024
- 7.4 Environmental Advisory Committee Meeting Minutes of May 7, 2024

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

For information.

9. STAFF REPORTS

- 9.1 Director of Planning & Community Services - Request for Concurrence for Rogers Telecommunications Cell Tower: 1710 & 1670 10 Avenue S.W.

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

THAT: the City of Salmon Arm has been consulted regarding the proposed installation of a telecommunications facility on Lot 1, Section 10, Township 20, Range 10, W6M, Plan 3759, as described in the information package (W4826) dated April 11, 2024;

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

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

Carried Unanimously

- 9.2 Deputy Corporate Officer – Public Art Advisory Committee – Terms of Reference

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Cannon

THAT: Council create a Public Art Advisory Committee to provide information and recommendations to Council on issues associated with public art in the City of Salmon Arm;

AND THAT: Council approve the Terms of Reference for the Public Art Advisory Committee dated May 13, 2024;

AND FURTHER THAT: Council directs Administration to advertise for three (3) Citizen-at-Large members who are knowledgeably engaged with public art in Salmon Arm.

Carried Unanimously

- 9.3 Director of Planning & Community Services – LCRB Special Event Licence - Demolition Derby

Moved by: Councillor Gonella

Seconded by: Councillor Cannon

THAT: The Council authorize the use of City lands for the following LCRB Special Event License for 2024:

1. Salmon Arm Demolition Derby Committee

Location: Fall Fair Grounds, 471 10 Avenue S.W.

One (1) Alcohol Serving Area and Hours of Licensed Operation

June 15, 2024, 12:00 p.m. – 7:00 p.m.

June 16, 2024, 12:00 p.m. – 4:00 p.m.

Carried Unanimously

- 9.4 Director of Engineering and Public Works - 10 Avenue SE Watermain Extra Work - Shoulder Widening

Moved by: Councillor Lavery

Seconded by: Councillor Flynn

THAT: The 2024 budget contained in the 2024-2028 Financial Plan Bylaw be amended to include \$70,000 for a 10 Avenue SE Shoulder Widening (30 Street SE to 33 St SE) project, to be funded from the Active Transportation Reserve;

AND THAT: Council approve the award of the 10 Avenue SE Shoulder Widening (30 Street SE to 33 St SE) project construction to D Webb Contracting Ltd, in accordance with the terms and conditions of the extra work in the amount of \$68,380.00 plus taxes as applicable.

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of the 10 Avenue SE Shoulder Widening (30 Street SE to 33 St SE) project to authorize sole sourcing of same to D Webb Contracting Ltd.

Carried Unanimously

- 9.5 Director of Engineering & Public Works – Auto Road Connector – FortisBC Gas Main

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: Council authorizes FortisBC Energy Inc. to proceed with the Class 4 Study and Estimate as related to the Auto Road Connector project for an estimated cost of \$125,000;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of the Class 4 Study and Estimate related to the Auto Road Connector project and to authorize the sole source of same to FortisBC Energy Inc.;

AND THAT: The Mayor and Corporate Officer be authorized to execute all contract documentation required to proceed with the work.

Carried Unanimously

9.6 Manager of Roads & Parks – Purchase Recommendation - Carpenter & Fabricator Service Trucks

Moved by: Councillor Lavery

Seconded by: Councillor Cannon

THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$68,000.00, which includes: additional funds, PST and miscellaneous costs for radio purchase/installation, contingency, GPS, etc. reallocated from the Equipment Replacement Reserve Fund and allocated as follows:

AND THAT: Council approve the purchase for the replacement of Unit #54, Carpenter Service Truck and Unit #84, Fabricator Service Truck, from TransCan Leasing Corp. for the quoted amount of \$239,857.00 plus taxes as applicable;

AND FURTHER THAT: Council authorize a pre-approved purchase contingency in the amount of \$7,000.00 (approximately 3% of the total budget) to support any unforeseen cost increases.

Carried Unanimously

9.7 Manager of Roads & Parks – Purchase Recommendation - New Tandem Axle Dump/Plow Truck and Replacement of Anti-Ice/Water Tank

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lavery

THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding for the New Tandem Dump/Plow in the amount of \$77,000.00, which includes contingency funding, allocated from:

- New Tandem Dump/Plow Reserve - \$5,000.00
- Contingency Reserve - \$72,000.00

AND THAT: Council approve the purchase for the new Tandem Axle Dump/Plow Truck and replacement Anti-Ice/Dust Control Tanker Unit #870, from R James Management Group for the quoted amount of \$427,586.32 plus taxes as applicable;

AND FURTHER THAT: Council authorize a pre-approved purchase contingency in the amount of \$21,000.00 (approximately 5% of the total truck budget) to support any unforeseen cost increases.

Carried Unanimously

- 9.8 Manager of Roads & Parks – Hillcrest Trail - Tree Clean-up
For information.

10. INTRODUCTION OF BYLAWS

- 10.1 Zoning Amendment Bylaw No. 4655 (ZON-1289)

SSMUH
R-13 (R-3), R-17 (R-7) and R-19 (R-9) Zones

Councillor Cannon left the meeting at 3:28 p.m. and returned at 3:33 p.m.

Moved by: Councillor Flynn
Seconded by: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4655 be read a first and second time.

Carried Unanimously

- 10.2 Zoning Amendment Bylaw No. 4656 (ZON-1290)

SSMUH
A-1, A-2 and A-3 Zones

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4656 be read a first and second time.

Carried Unanimously

- 10.3 Revitalization Tax Exemption Bylaws

- 10.3.1 Revitalization Tax Exemption Bylaw No. 4661

Moved by: Councillor Cannon
Seconded by: Councillor Flynn

THAT: The Bylaw entitled City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4661 be read a first, second and third time.

Carried Unanimously

- 10.3.2 Revitalization Tax Exemption Amendment Bylaw No. 4662

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Flynn

THAT: the Bylaw entitled City of Salmon Arm Revitalization Tax Exemption Amendment Bylaw No. 4662 be read a first, second and third time.

14. PRESENTATIONS

14.1 Presentation 4:00-4:30 (approximately)

Morgen Matheson, Manager, and Stephanie Goodey, Marketing Coordinator,
Shuswap Tourism & Film Commission
Shuswap Tourism Update and Overview of Strategic Plan

The meeting recessed at 3:52 p.m.

The meeting reconvened at 4:00 p.m.

Councillor Wallace Richmond declared a conflict and left the meeting at 4:00 p.m.

Councillor Gonella declared a conflict and left the meeting at 4:00 p.m.

Morgen Matheson, Manager, and Stephanie Goodey, Marketing Coordinator,
Shuswap Tourism & Film Commission, provided an update and overview of the
Shuswap Tourism Strategic Plan and were available to answer questions from
Council.

11. RECONSIDERATION OF BYLAWS

Councillor Wallace Richmond returned to the meeting at 4:35 p.m.

Councillor Gonella returned to the meeting at 4:35 p.m.

12. CORRESPONDENCE

12.1 Informational Correspondence

12.1.5 D. Shultz, President, Salmon Arm Curling Club - Letter dated May 1, 2024 -
Letter of Support - BC Community Gaming Grant

Mayor Harrison declared a conflict and left the meeting at 4:36 p.m. Deputy
Mayor Gonella assumed the Chair.

Councillor Cannon declared a conflict and left the meeting at 4:36 p.m.

Moved by: Councillor Flynn

Seconded by: Councillor Lavery

THAT: Council provide a letter of support to the Salmon Arm Curling Club for
their submission to the BC Community Gaming Grant funding program.

Carried Unanimously

12.1.3 The Maple Woods FireSmart Committee - Letter dated April 17, 2024 -
Proposed FireSmart Fuel Reduction/Clean-Up Activity

Mayor Harrison returned to the meeting at 4:39 p.m. and resumed the Chair.

Councillor Cannon returned to the meeting at 4:39 p.m.

Moved by: Councillor Flynn
Seconded by: Councillor Gonella

THAT: Council authorize the Maple Woods FireSmart Committee to conduct FireSmart Initiatives in coordination with the Shuswap Trail Alliance, within the City trail neighbouring the boundary of the MapleWoods as outlined on the diagram.

Carried Unanimously

12.1.4 A. Munro and C. Mead - Letter dated April 29, 2024 - Letter on Motor Vehicle Safety in Canoe

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Gonella

THAT: the letter from A. Munro and C. Mead dated April 29, 2024 regarding Motor Vehicle Safe in Canoe be submitted to the Traffic Safety Committee for review.

Opposed (2): Councillor Lavery, and Councillor Cannon

Carried

13. **NEW BUSINESS**

15. **COUNCIL STATEMENTS**

16. **SALMON ARM SECONDARY YOUTH COUNCIL**

17. **NOTICE OF MOTION**

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

19. **OTHER BUSINESS**

20. **QUESTION AND ANSWER PERIOD**

Moved by: Councillor Cannon
Seconded by: Councillor Flynn

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (g) litigation or potential litigation affecting the municipality; (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 at 5:06 p.m.

Carried Unanimously

7:00 P.M. MEETING RESUMES

21. DISCLOSURE OF INTEREST

Councillors Flynn and Wallace Richmond were not in attendance.

22. HEARINGS

22.1 Development Variance Permit Application No. VP-598

1241 – 25 Avenue SW

Owner: J. Bickle

Height requirements

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

J. Bickle, the owner, provided an overview of the project and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:04 p.m. and the Motion was:

Moved by: Councillor Lavery

Seconded by: Councillor Cannon

THAT: Development Variance Permit No. VP-598 be authorized for issuance for Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045, which will vary Zoning Bylaw No. 2303 as follows:

Section 13.7.1 - Maximum Height of Accessory Buildings, increasing the maximum permitted height of an accessory building from 6.0 m (19.7 ft) to 8.2 m (26.9 ft) as shown in Appendix 7 of the staff report dated May 6, 2024.

Carried Unanimously

22.2 Development Variance Permit Application No. VP-601

111 20 Street SE

Owner/Agent: Whitstone Development Ltd.

Fences and Retaining Wall Height

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

M. Wilson, Whitstone Development Ltd., was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:07 p.m. and the Motion was:

Moved by: Councillor Gonella
Seconded by: Councillor Cannon

THAT: Development Variance Permit No. VP-601 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP122647 to vary the provisions of Zoning Bylaw 2303 as follows:

Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 feet) to 4.3 m (14 feet) as shown on Appendix 4, attached to the staff report dated May 6, 2024.

Carried Unanimously

23. STATUTORY PUBLIC HEARINGS

23.1 Zoning Bylaw Amendment Application No. ZON-1279

950 30 Street SW & 3101 9 Avenue SW

Owner: 406900 BC Ltd.

Agent: Browne Johnson BC Land Surveyors (Melanie Howard)

A-3 and C-3 to A-3, C-3 and C-4

The Planning Official explained the Zoning Bylaw Amendment Application.

T. Welsh, 406900 BC Ltd., the owner, was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:13 p.m.

24. RECONSIDERATION OF BYLAWS

24.1 Zoning Amendment Bylaw No. 4615 (ZON-1279)

Moved by: Councillor Cannon

Seconded by: Councillor Lavery

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4615 be read a third time.

Carried Unanimously

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 7:16 p.m.

DEPUTY CORPORATE OFFICER

MAYOR, A. HARRISON

DEVELOPMENT AND PLANNING SERVICES

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

May 21, 2024, 8:00 a.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

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

ABSENT: Councillor L. Wallace Richmond
Councillor D. Gonella

STAFF PRESENT: Director of Engineering & Public Works R. Niewenhuizen
Executive Assistant B. Puddifant
Deputy Corporate Officer R. West
Manager of Planning & Building, M. Smyrl
Planner, M. Paiement

Other Staff present: Acting Chief Administrative Officer, G. Buxton
Planner, A. Jeffries

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. ADOPTION OF AGENDA

Moved by: Councillor Lindgren

Seconded by: Councillor Flynn

THAT: the Agenda be adopted as presented.

Carried Unanimously

4. APPROVAL OF MINUTES

4.1 Development and Planning Services Committee Meeting Minutes of May 6, 2024

Moved by: Councillor Lindgren
Seconded by: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of May 6, 2024 be approved.

Carried Unanimously

5. DISCLOSURE OF INTEREST

6. REPORTS

6.1 Zoning Bylaw Amendment Application No. 1285

Civic: 1281 - 15 Street SE
Owner/Agent: L. & C. Fitt

L. Fitt, the applicant, outlined the application and was available to answer questions from the Committee.

Moved by: Councillor Lavery
Seconded by: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 9, Section 12, Township 20, Range 10, W6M KDYD, Plan 9687 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).

Carried Unanimously

6.2 Temporary Use Permit Application No. TUP-19

Civic: 460 10 Avenue SW
Owner/Agent: Page, L. & D.

Moved by: Councillor Lindgren
Seconded by: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Temporary Use Permit Application No. TUP-19 be issued for Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414 for the temporary use of the subject property for a campground as shown in Appendix 5, subject to:

- i) The total number of tent or recreational vehicle sites on the subject property shall not exceed 150;
- ii) Approval of a Fire Safety Plan by the City's Fire Department;
- iii) Approval of a Security Plan by the RCMP;

iv) TUP-19 is valid for a two-week period during the Roots and Blues Festival for the years 2024, 2025 and 2026, with camping limited to a maximum seven day time period during the Roots and Blues Festival.; and

v) Agricultural Land Commission approval for Non-Farm Use.

Carried Unanimously

6.3 Agricultural Land Commission Application No. ALC-423

Non-Adhering Residential Use

Civic: 1240 60 Street NE

Owner/Agent: J. & A. Franklin

J. Franklin, the applicant, outlined the application and was available to answer questions from the Committee.

Moved by: Councillor Flynn

Seconded by: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-423 be authorized for submission to the Agricultural Land Commission.

Carried Unanimously

7. **FOR INFORMATION**

8. **IN-CAMERA**

9. **ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 8:19 a.m.

MAYOR, A. HARRISON

CITY OF SALMON ARM

Minutes of the Meeting of the **Active Transportation Advisory Committee** held by electronic means on Monday, **May 13, 2024** at 10:00 a.m.

PRESENT:

Councillor Tim Lavery	City of Salmon Arm, Chair
Camilla Papadimitropoulos	Citizen at Large
Blake Lawson	Citizen at Large
Tim Kubash	Citizen at Large
Jenn Bellhouse	Shuswap Trail Alliance
Craig Newnes	Downtown Salmon Arm
Adrian Bostock	Shuswap Cycling Club
Anita Ely	Interior Health
Marianne VanBuskirk	School District No. 83
Jenn Wilson	City of Salmon Arm, City Engineer
Chris Larson	City of Salmon Arm, Senior Planner
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Vic Hamilton	Salmon Arm Economic Development Society
Brian Browning	Citizen at Large

GUESTS:

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

1. Call to Order, Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval of Agenda and Additional Items

Addition of Item 8.a) – update on Trello information sharing platform

Moved: Camilla Papadimitropoulos

Seconded: Marianne VanBuskirk

THAT: the Agenda for the May 13, 2024 Active Transportation Advisory Committee was approved with addition.

CARRIED UNANIMOUSLY

4. Approval of minutes

Moved: Craig Newnes

Seconded: Camilla Papadimitropoulos

THAT: the Minutes of the February 5, 2024 Meeting of the Active Transportation Advisory Committee be approved as circulated.

CARRIED UNANIMOUSLY

5. Presentations

6. Old Business / Arising from Minutes

a) 20 Year AT Work Plan

Jenn Wilson, City Engineer, outlined the projects identified in the Active Transportation Master Plan and reviewed the Active Transportation road map and annual work plans. Jenn Wilson suggested that some of the projects identified could possibly be bundled and completed in conjunction with other City planned projects to reduce costs. The Committee will review the Master Plan, work plans and report prepared by Jenn Wilson and will assist in identifying priority projects and lower cost projects that could have a large impact on active transportation. Councillor Lavery stressed the importance of setting goals and targets to bring recommendations forward to Council and to present at the 2025 budget meetings. The Committee will provide input at the October 7, 2024 Committee Meeting.

Marianne VanBuskirk left the meeting at 10:13 a.m.

b) E-Scooter Pilot Program

Chris Larson, Senior Planner, outlined the process established for a municipal government to become part of the Provincial eScooter Pilot Program. If the City wishes to opt into this program, the City would legalize the use of eScooters under the Motor Vehicle Act. The Committee discussed the advantages/disadvantages of opting into the Pilot Program and decided that more information is needed prior to making recommendations. The Committee will review a possible recommendation to Council at the next meeting of the Committee.

7. New Business

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

a) Councillor Lavery provided an update on the Trello site that the Committee has been using to share information. Trello is no longer available as an information sharing platform. Councillor Lavery asked the Committee to provide any suggestions as an alternate form of information sharing for the Committee.

9. Next Meeting

The next meeting of the Active Transportation Advisory Committee will be October 7, 2024.

11. Adjournment

Moved: Craig Newnes

Seconded: Jenn Bellhouse

THAT: the May 13, 2024 meeting of the Active Transportation Advisory Committee be adjourned.

CARRIED UNANIMOUSLY

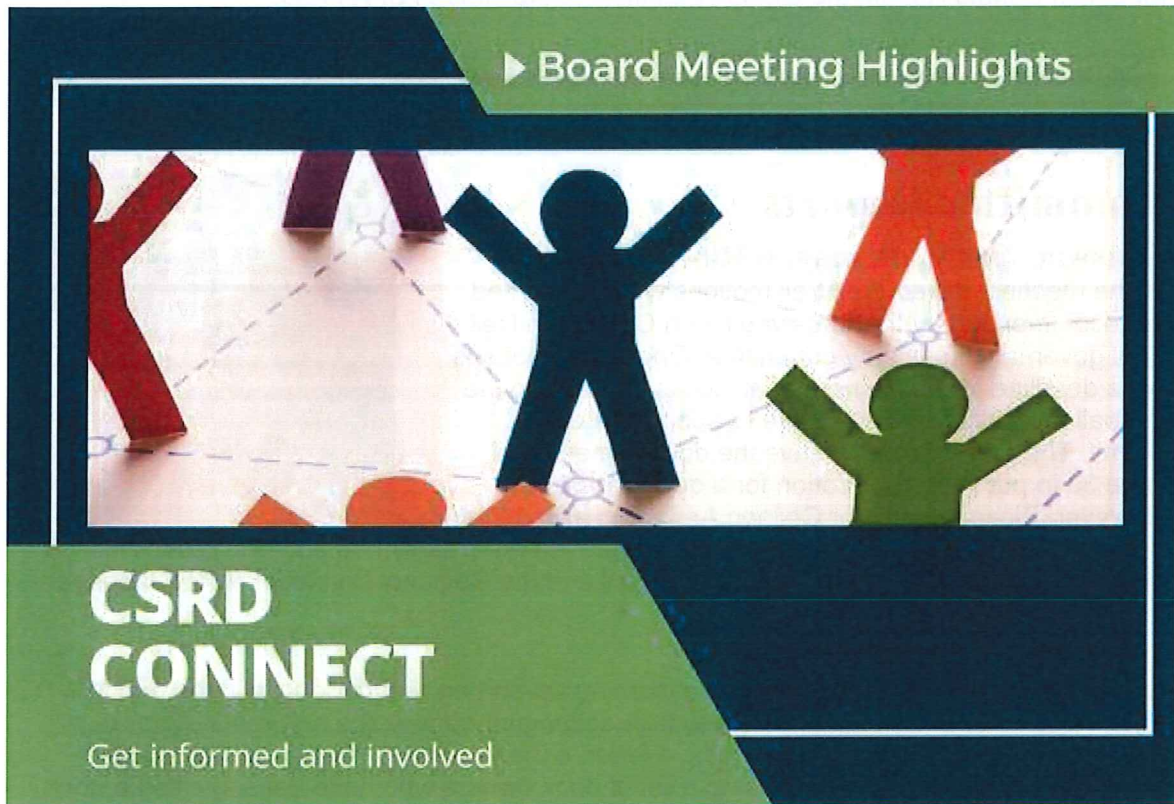
The meeting adjourned at 11:15 a.m.

Councillor Tim Lavery, Chair

Received for information by Council the day of , 2024

Rhonda West

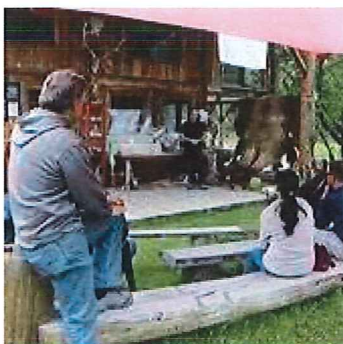
From: Columbia Shuswap Regional District <listserv@civicplus.com>
Sent: Thursday, May 23, 2024 9:32 AM
To: Rhonda West
Subject: [External] CSRD Connect - Meeting Highlights - May 2024



May 2024

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

Board on the Road



Golden & Electoral Area A

The eastern edge of the CSRD was featured in the 2024 Board on the Road with a visit to the Town of Golden and Electoral Area A.

The May 16, 2024 Regular CSRD meeting took place at the Town of Golden Council Chambers. The CSRD wishes to thank the Town of Golden for accommodating the meeting. Directors were also treated to a tour of the area, including stops at the Rocky Mountain Buffalo Ranch, the Golden Landfill and the Golden Skybridge.

The location for the 2025 Board on the Road is still to be determined.

Committee Reports

Shuswap North Okanagan Rail Trail

At the meeting, several rail trail motions were presented as recommended by the Shuswap North Okanagan Rail Trail governance advisory committee. One of the motions set a deadline for the owners of all docks adjacent to the rail trail properties on Mara Lake to apply for a dock permit. The original motion gave the dock owners until June 30 to put in an application for a dock permit.

However, Sicamous Mayor Colleen Anderson asked they be given an additional month. The Board approved an extension to July 31, 2024. This will now need to be approved by Splatstin Council and the Regional District of North Okanagan before moving forward.



A separate motion was also passed concerning seven non-tenured docks in the region. That motion was to ask the province to take action and remove the non-tenured docks. Another motion recommended sending a letter to the provincial Ministry of Water, Land and Resource Stewardship providing a list of dock owners who have not submitted a dock permit application. [View briefing note.](#)



Business General

2023 Annual Report

The 2023 Annual Report was received by the Board, who encouraged residents to check out the resources as a one-stop document to find out more about the CSRD.

A yearbook for 2023, the report reviews the work accomplished during that time and provides a comprehensive overview of the CSRD's services, financial data, programs and projects for our

constituents, Board Directors, staff, and volunteers throughout the region. [View news release.](#)

Structure Protection Unit purchase

The Board agreed to the purchase of a new crew-cab pick-up truck for a cost of \$80,831 to form part of the structure protection fleet. The truck will be used to pull the structure

protection trailers, which are filled with hoses and other sprinkler equipment designed to help protect homes and buildings in the event of wildfire. [View Board report.](#)

Delegations

City of Revelstoke: New Recreation Facility

Evan Parliament, Chief Administrative Officer and Sheanna Moore, Director of Finance, for the City of Revelstoke attended the CSRD meeting to provide information on development planning for the future of the Revelstoke Forum. The facility, which was built in 1960, is coming to the end of its life. The city is working to build funding reserves towards the development of a new multisport facility, which has implications for a cost-sharing agreement in Electoral Area B. Any decision on funding would be brought back to the Board at a future meeting. [View memorandum.](#)

Administration Bylaws

Kicking Horse Mountain Resort Fire Service Establishment

Following a successful petition process, the Board voted unanimously to establish a Kicking Horse Fire Suppression Service Area, which will ultimately lead to the development of the CSRD's 14th fire department in the region. To establish the taxation required to support the new fire service, the CSRD had to obtain the consent of 50 per cent of the electors within the proposed service area, who represented at least 50 per cent of the total assessed value of property in the area.



On April 22, 2024, the CSRD received approval from 267 of 395 property owners in the area, which represented 66 per cent of the total property assessment. Residents of the area will begin paying for the service in 2025.

An agreement has been reached for fire service to be provided by the Town of Golden until a full-service fire department can be established at Kicking Horse Mountain Resort. The resort owners will begin construction of a fire hall as soon as possible and a fire truck will be stationed on-site to service the area. Firefighter recruitment efforts for the new fire department will begin in early 2025. [View news release.](#)

Land-Use Matters



Electoral Area F: Non-Farm Use in the ALR

The owner of 6137 Squilax-Anglemont Road wanted to use a portion of the property for a campground to provide for up to 20 dry campsites (no water or sewer) along with an event venue including a stage and bar. The use had already been established on the property by the owners, however enforcement action was made by the Agricultural Land Commission (ALC) and CSRD. Following this, the owners have made this application for non-farm use. The proposed use does not comply with the zoning and OCP designation of the property.

The Board agreed with CSRD staff's recommendation for the ALC to refuse the application. The recommendation will be forwarded to the ALC, who will make a final determination on the application. [View Board report.](#)

For information and background reports for the other Development Services items discussed at this meeting, please see the [May 16, 2024 Board meeting agenda](#). If you have questions about a specific application, contact the planning department at plan@csrd.bc.ca

Next Board Meeting

Thursday, June 20, 2024


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





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

Please note: the CSRD Connect newsletter is not a substitute for the regional district's Board meeting minutes, which cover all agenda items. Minutes are available for public review at the [Agendas & Minutes](#) page of our website, www.csrd.bc.ca

Recordings of CSRD Board Meetings will be available until the date of the next Regular Board meeting, at which point they will expire. [View the meeting video.](#)

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REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planner I

Title: Non-Adhering Residential Use File No. ALC 423

Legal: The South ½ of the South ½ of the South East ¼ of Section 20, Township 20, Range 9, W6M, KDYD, Except Plan B949, 39285 and KAP70592

Civic: 1240 60 Street NE

Owner: J. & A. Franklin

Agent: Owner

Date: May 21, 2024

Executive Summary/Purpose:

The Agricultural Land Commission (ALC) is seeking a Council resolution with regard to the owner's request to have an accessory residence on the subject property. In 2021 the owners made an application to the ALC and indicated that the original farm house would be demolished once the new single family dwelling was constructed. The new single family dwelling is constructed and owners are now requesting to keep the original farm house and reducing the floor area to 90m² (968ft²) (Appendix 8).

Motion for Consideration:

THAT: Council authorize Agricultural Land Commission Application No. ALC 423 for submission to the Agricultural Land Commission.

Staff Recommendation:

That the motion for consideration be adopted.

Proposal:

The applicant has made a Non-Adhering Residential Use (NARU) application to the ALC requesting to retain the original farmhouse by converting it into a *rural detached dwelling* and reduce the square footage of the building (Appendix 5). Converting, and reducing the footprint of an existing *Single Family Dwelling* to a *Rural Detached Dwelling* requires ALC approval.

Background:

The subject property is located at 1240 60 Street NE as shown in Appendices 1 and 2. It is zoned A-2 (Rural Holding) and designated as Acreage Reserve in the Official Community Plan (OCP) (Appendices 3 and 4). The property is approximately 5.9ha in size and contains a single family dwelling, the original farm house, and two accessory buildings. The property is almost entirely within the Agricultural Land Reserve (ALR) as shown on Appendix 3 with the applicant proposing to have the ALC allow them to not decommission the original farmhouse. The applicant is

requesting to convert the SFD to a *Rural Detached Dwelling* by reducing the floor area in order to be compliant with ALC and City zoning regulations (Appendix 8). The Zoning Bylaw regulations allow for a rural detached dwelling up to 90m² (968ft²) in area.

The subject property has 3 class soils. The west end of the property has an improved soil rating 70% class 3(T) and 30% class 2(X) with topography and cumulative minor adverse characteristics being a limiting factor. The middle segment of the subject property has an improved soil rating 60% class 4(PM) and 40% class 5(TP) with stoniness, moisture, and topography being a limiting factor. A narrow strip of land by east end of the property has an improved soil rating of 80% class 6(TR) and 20% class 7(TR) with topography and shallow soil over bedrock being a limiting factor. Soil capability rating ranges from Class 1 to Class 7. The best agricultural lands are rated Class 1 because there is ideal climate and soil to allow the growth of the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture. The soil classification maps are enclosed as Appendices 6 and 7.

Adjacent zoning and land uses include the following:

North: Rural Holding (A-2) – Single Family Dwelling and Agriculture
South: Rural Holding (A-2) – Single Family Dwelling and Agriculture
East: Rural Holding (A-2) – Single Family Dwelling and Agriculture
West: Rural Holding (A-2) – Single Family Dwelling and Agriculture

Non Adhering Residential Use Application ALC No. 404

In 2021, the applicant made a NARU application (Application ID: 62300/ ALC No. 404). In that application the request was to live in the original farm house while constructing the new principal dwelling. After occupancy of the new principal dwelling was granted, the original farmhouse was to be demolished. Staff required the issuance of a Type B Permit with the issuance of the Building Permit for the new residential unit. Type B Permit was issued August 2021 by the City as an agreement to allow the owner to occupy the existing residence. The applicant provided a \$5,000.00 security deposit and the permit was valid for 1 year. The owner was required to decommission or demolish the existing unit before the security is returned.

Relevant Policy(ies):

OCP Section 7.3.16 supports either a conventional suite contained within a dwelling or a detached suite in the areas designated as Acreage Reserve.

Referral Comments:

Fire Department

No concerns.

Building Department

There is currently an open building permit on this property. The building permit will remain open until the Type B permit is closed and a demolition permit has been issued. Should the ALC support the application, a new building permit will be required. The new building permit would address the reduction in floor area to meet the 90m²/ (968.8ft²) permitted in the Zoning Bylaw.

Engineering Department

No concerns.

Planning Department

In considering the application, the following factors are considered: permitted uses, setbacks, and building area. The A2 zone allows for one *Rural Detached Dwelling* and one *Single Family Dwelling* per parcel. The original farmhouse is over the allowable size for a *Rural Detached Dwelling* (approximately 102m²/1100ft²). On the basis of the site plan provided, the owner would not require any additional zoning variances for the additional dwelling.

Given that the zoning allows for a *Rural Detached Dwelling*, staff are supportive of this application provided the applicant reduce the floor area as per the zoning regulations.

Agricultural Advisory Committee

The Agricultural Advisory Committee reviewed the application at their April 10, 2024 meeting and passed the following resolution:

THAT: The AAC supports ALC Application No. 423.

Conclusion

Type B Permits are regulated by the Zoning Bylaw and are used regularly to govern the demolition or decommissioning of existing residential units prior to the occupancy of a new unit on properties, which permit one residential unit only. Staff note that the tools in place to enforce the permits are sufficient and have no objections to the ALC implementing or enforcing ALC regulations in a similar manner.

Staff support the application being authorized for submission to the ALC for decision.

Prepared by: Planner I

Reviewed by: Manager of Planning and Building

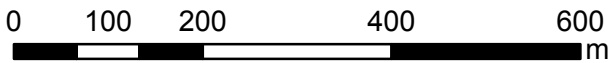
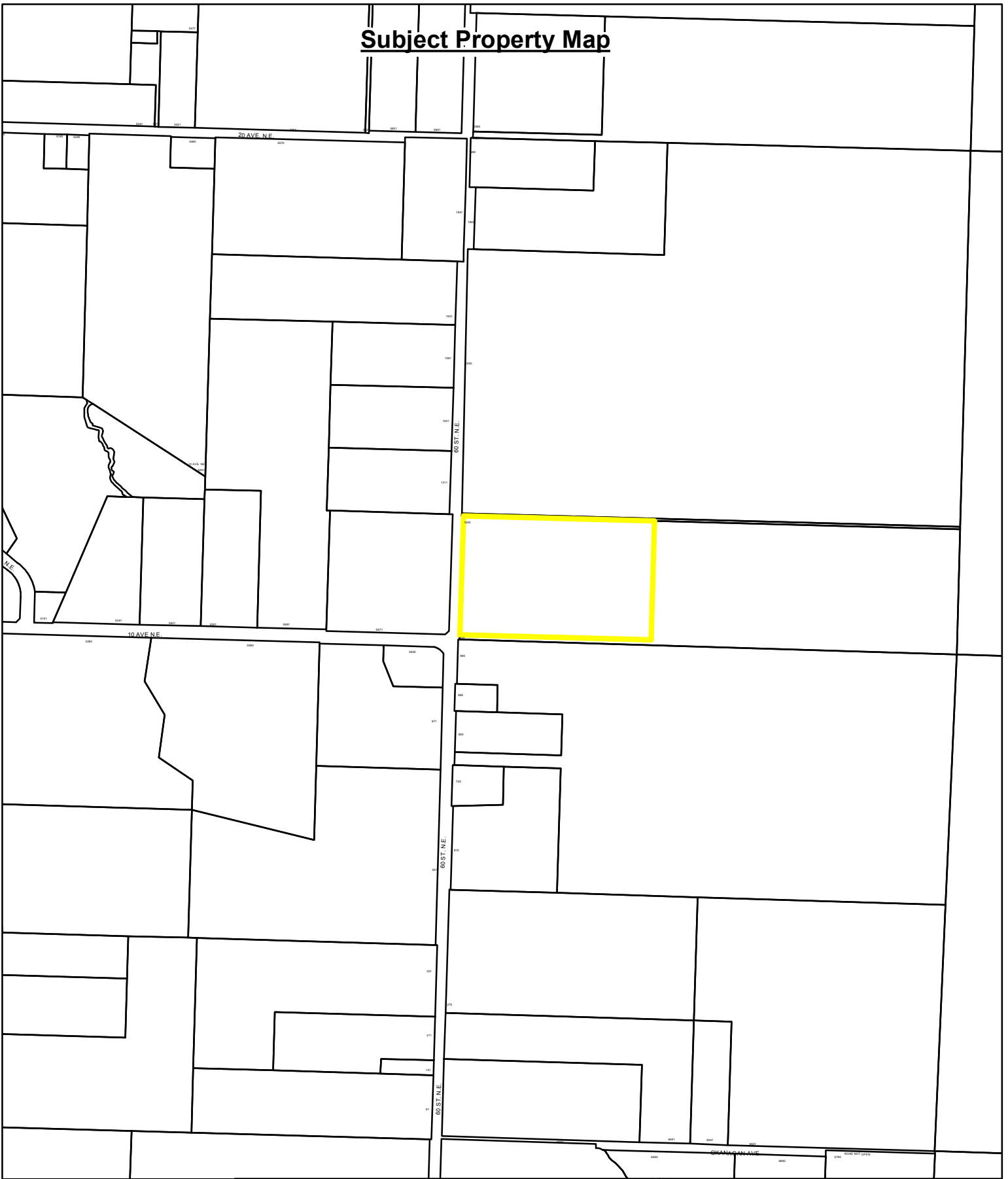
Reviewed by: Director of Planning & Community Services



Approved by: Chief Administrative Officer

Attachments:

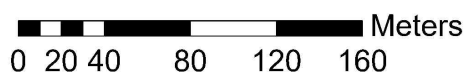
- Appendix 1 – Subject Property Map
- Appendix 2 – Ortho Map
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – ALC Application
- Appendix 6 – Unimproved Soil Map
- Appendix 7 – Improved Soil Map
- Appendix 8 – Site Plan

Subject Property Map



-  Subject Property
-  Parcels

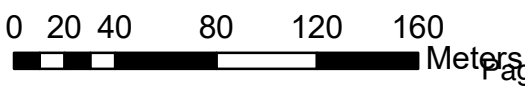
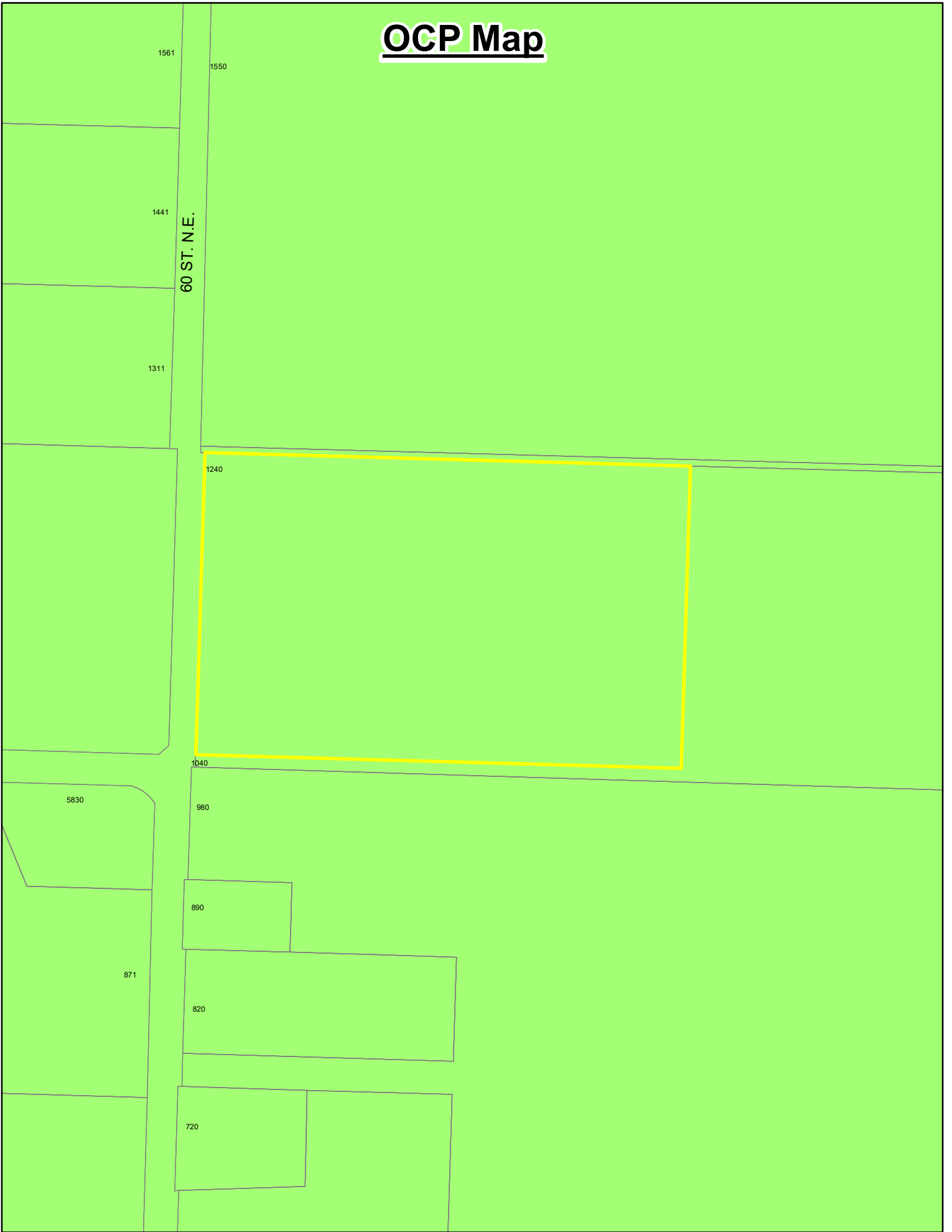
Ortho Map






 Subject Property

 Parcels

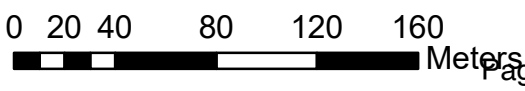
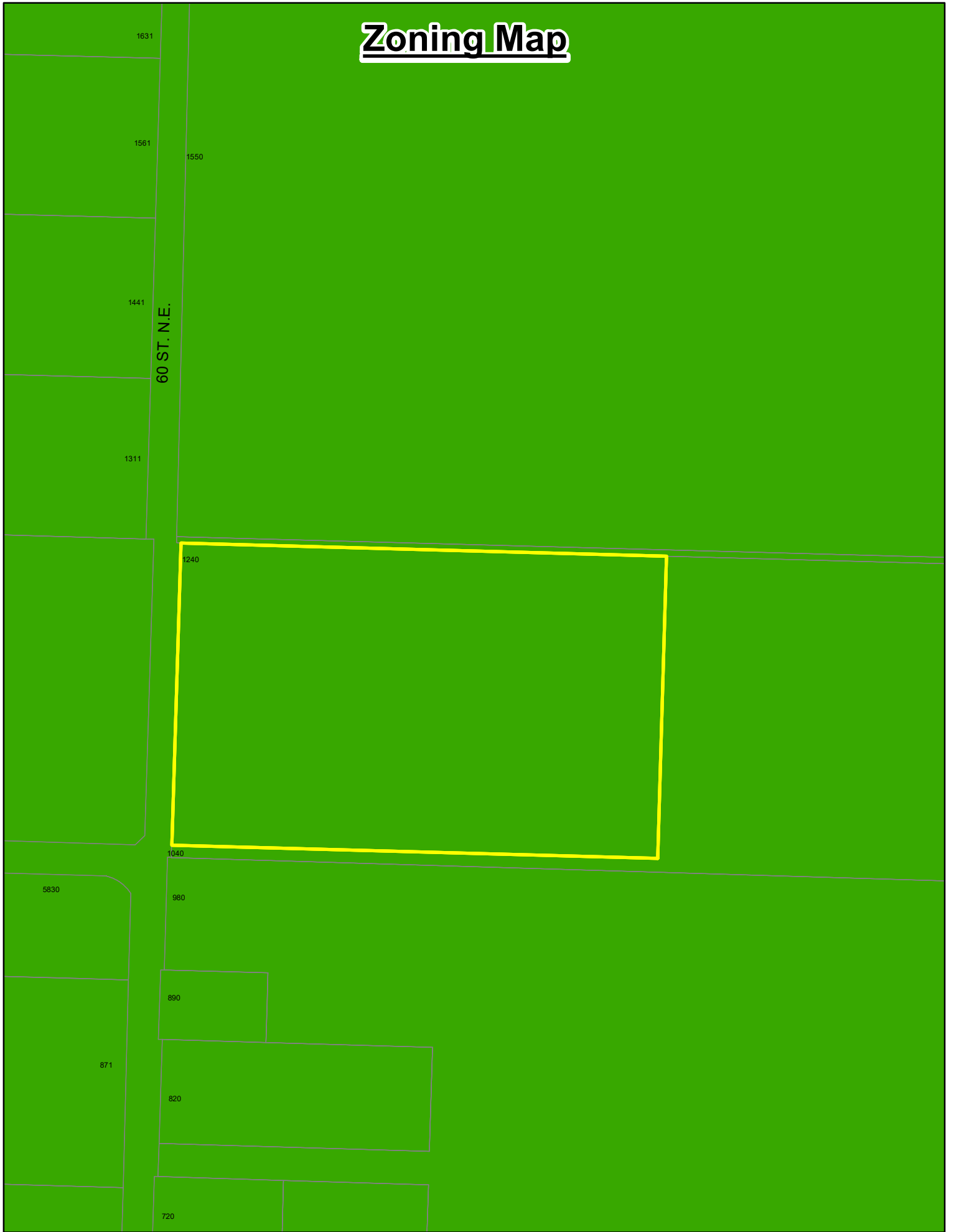
OCP Map



Legend

-  Subject Property
-  Acreage Reserve
-  Parcels

Zoning Map



Legend

-  Subject Property
-  A-2
-  Parcels



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 100023
Application Type: Non-Adhering Residential Use within the ALR
Status: Under Review by L/FNG
Applicant: Franklin et al.
Local/First Nation Government: City of Salmon Arm

1. Parcel(s) Under Application

Parcel #1

Parcel Type Fee Simple
Legal Description THE SOUTH 1/2 OF THE SOUTH 1/2 OF THE SOUTH EAST 1/4 OF SECTION 20 TOWNSHIP 20 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLANS B949 39285 AND KAP70592
Approx. Map Area 5.9 ha
PID 007-816-162
Purchase Date Jul 24, 2020
Farm Classification Yes
Civic Address 1240 60 St. NE
Certificate Of Title TITLE-CA8320871-PID-007-816-162.pdf

Land Owner(s)	Organization	Phone	Email	Corporate Summary
Ava Franklin	No Data	2508336454	avamarina@gmail.com	Not Applicable

Jayme Franklin No Data 2508328380 Jayme@franklinen Not Applicable
gineering.ca

2. Other Owned Parcels

Do any of the land owners added previously own or lease other parcels that might inform this application process? No

3. Primary Contact

Will one of the landowners or government contacts added previously be the primary contact? No

Type Third-Party Agent
First Name Vanessa
Last Name Linowski
Organization (If Applicable) Franklin Engineering
Phone 2508328380
Email Vanessa@franklinengineering.ca

4. Government

Local or First Nation Government: City of Salmon Arm

5. Land Use

Land Use of Parcel(s) under Application

Describe all agriculture that currently takes place on the parcel(s). The property has been established into a hay crop. This hayfield runs from the front West property line at the road up to about 40m from the back East property line. It is currently leased for hay production and harvest. As this is a relatively new crop, with no irrigation, continued extensive management is required to restore the productive yields of this property.

Describe all agricultural There's a barn in the back NE corner of the property, which is accessed via a

improvements made to the parcel(s).

road up the North edge of the property and then switchbacks near the top to overcome the grade and bank to get up to the barn's elevation. The barn is in the back corner as this is the least desirable agricultural land (steep), as is the new primary residence. The lands to the West at the bottom of the parcel against 60th St. are less sloped and much better for farming.

Describe all other uses that currently take place on the parcel(s).

There is an old house built in 1930 and a new house built in 2021 currently located on the property. These are both accessed by an existing farm road which skirts the edge of the property along the North boundary.

Choose and describe neighbouring land uses

	Main Land Use Type	Specific Activity
North	Agricultural / Farm	Haskap/Residential
East	Residential	Residential/some grapes
South	Agricultural / Farm	and residential (cattle grazing)
West	Agricultural / Farm	Hay across 60th

6. Proposal

Selected Subtype: Additional Residence for Farm Use

What is the purpose of the proposal?

To retain the secondary dwelling on the property. The applicant recognizes that previous commitments were made to demolish the secondary dwelling upon construction of the primary dwelling (application approval date August 10, 2021). This commitment was based on the concurrent understanding of the ALCs policies on the matter, and the applicants understanding that the existing dwelling, constructed in 1930, was not suitable for long term living and would require extensive upgrades to become habitable. However, because of minor alterations made by the applicant during their time of residence in the dwelling during construction of the new primary dwelling, this understanding has since changed. Furthermore, new information has become available since submission of the previous application pertaining to the ALCs policy on allowable residential structures. The ALC information bulletin amendment effective December 31, 2021, states a property 40 ha or less, permits a principal residence with total floor area of 500 m2 or less and one additional

residence with a total floor area of 90 m² or less, if permitted by local government bylaw. Under the City of Salmon Arm local zoning bylaws, this property is zoned A-2 Rural Holding zone, which permits one (1) secondary suite or one (1) rural detached secondary suite per parcel. The applicant, upon ALC acceptance, will obtain a building permit from the City of Salmon Arm to adjust the floor area of the secondary residence to 90 m² in order to comply with the City of Salmon Arm and the ALCs policies. If this proposal to the ALC is unsuccessful, the original dwelling could be demolished, and the applicant would be permitted to re-construct a secondary dwelling up to 90m² on the property, as per ALC policy, without any required applications to the ALC. The applicant favors retaining the original house and altering the floor area as it is a more holistic sustainable approach and would result in a lower overall disturbance of the property. Viability of the existing residence was based on initial assumptions which were not investigated further because there was no ALC policy at the time of application for secondary dwellings. With no way to keep the existing residence, the applicant presented what they thought would be the most favorable scenario to the ALC in order to build a new home for their family. The applicants became aware of the upcoming ALC policy change after the original decision, and before the 90 day conditions time limit. Thus, further investigation into the viability of the existing residence was conducted and then found to be a worthwhile exercise in sustainability. Rebuilding the house would be cost-prohibitive and thus maintaining the original dwelling will allow for the farm use potential as well as contribute to the current housing crisis in the province of British Columbia.

What is the total floor area (m²) of the proposed additional residence? 90

Describe the necessity for an additional residence for farm use and how it will support agriculture in the short or long term.

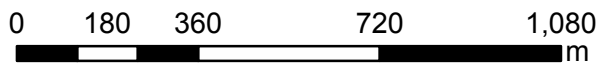
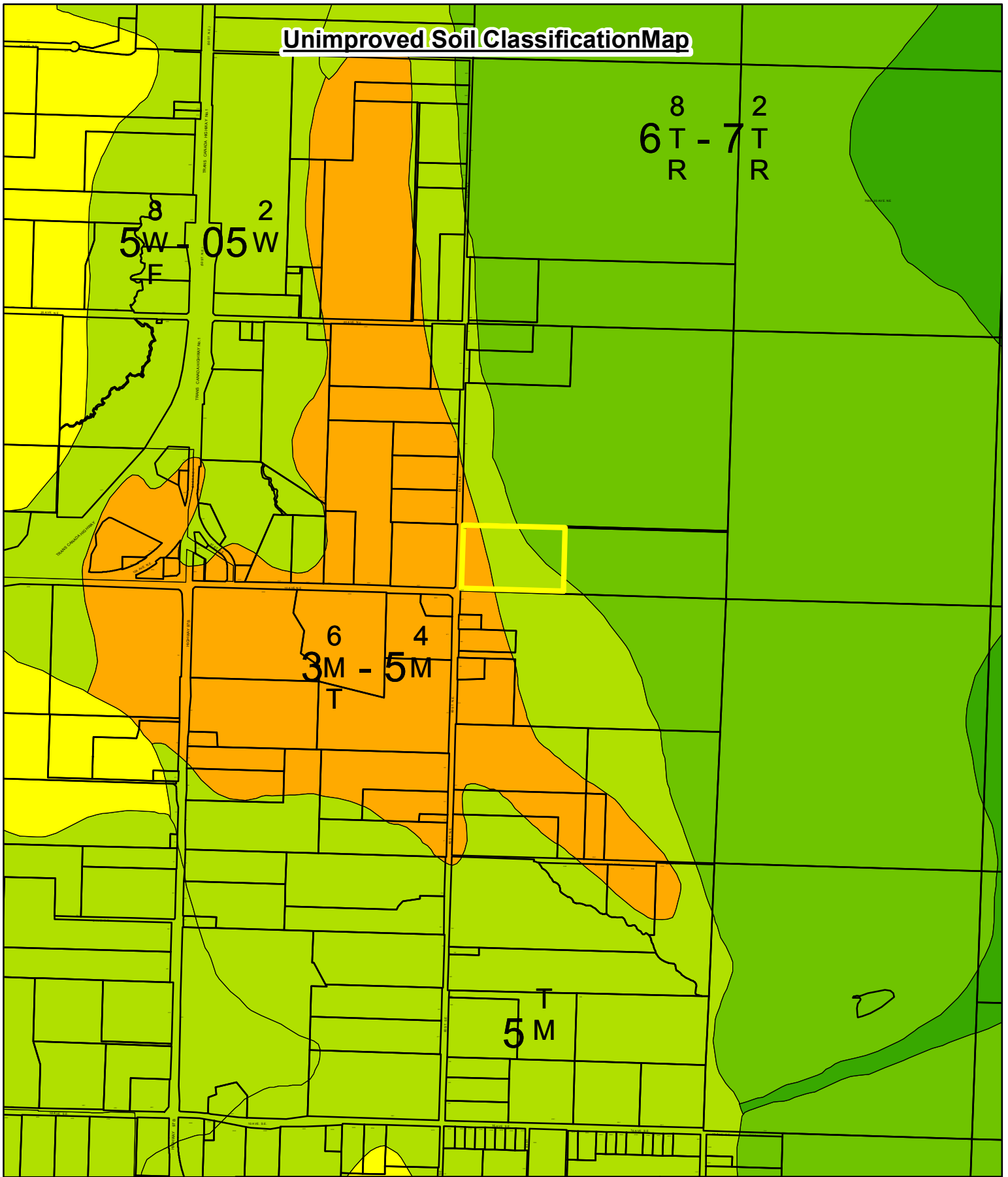
Re-establishment of the agricultural purpose of this property has actively been undertaken to restore the land to a productive hay crop. Careful placement of the new house has ensured the optimization of the arable land for crop devotion. As well, access has been maintained to follow the existing farm road along the North property boundary. Keeping the original residence will allow for potential agricultural tenancy for people who are interested in maintaining the crop land and or, ideally, further develop the farm. The applicants desire increased farming activities on the property but lack the manpower. Presently the field is leased to a neighbor who maintains and harvests the newly established hay. With approval from the ALC, the applicant would be able to actively search for permanent tenants who could take on land management.








Describe the rationale for the proposed location of the additional residence.	As this is a request to retain the original house as the secondary residence, no farmland will be disturbed. The extent of impact will be contained within the existing disturbance area. The new principal residence was constructed at the top of the property, in the steepest area, and is accessed via the existing farm road.
Provide the total area (m²) and a description of infrastructure necessary to support the additional residence.	614 m2 - refer to the attached site plan for details.
Describe the total floor area (m²), type, number, and occupancy of all residential structures currently located on the property.	There are two residential structures on this property. 1) The original house, which will be reduced to 90 m2, would be suited for one to three people to live in. 2) The new 327 m2 house holds 4 bedrooms where the applicant's family of five resides.
Proposal Map / Site Plan	20240213_1240 60th St_R8.pdf
Do you need to import any fill to construct or conduct the proposed non-adhering residential use?	No

7. Optional Documents

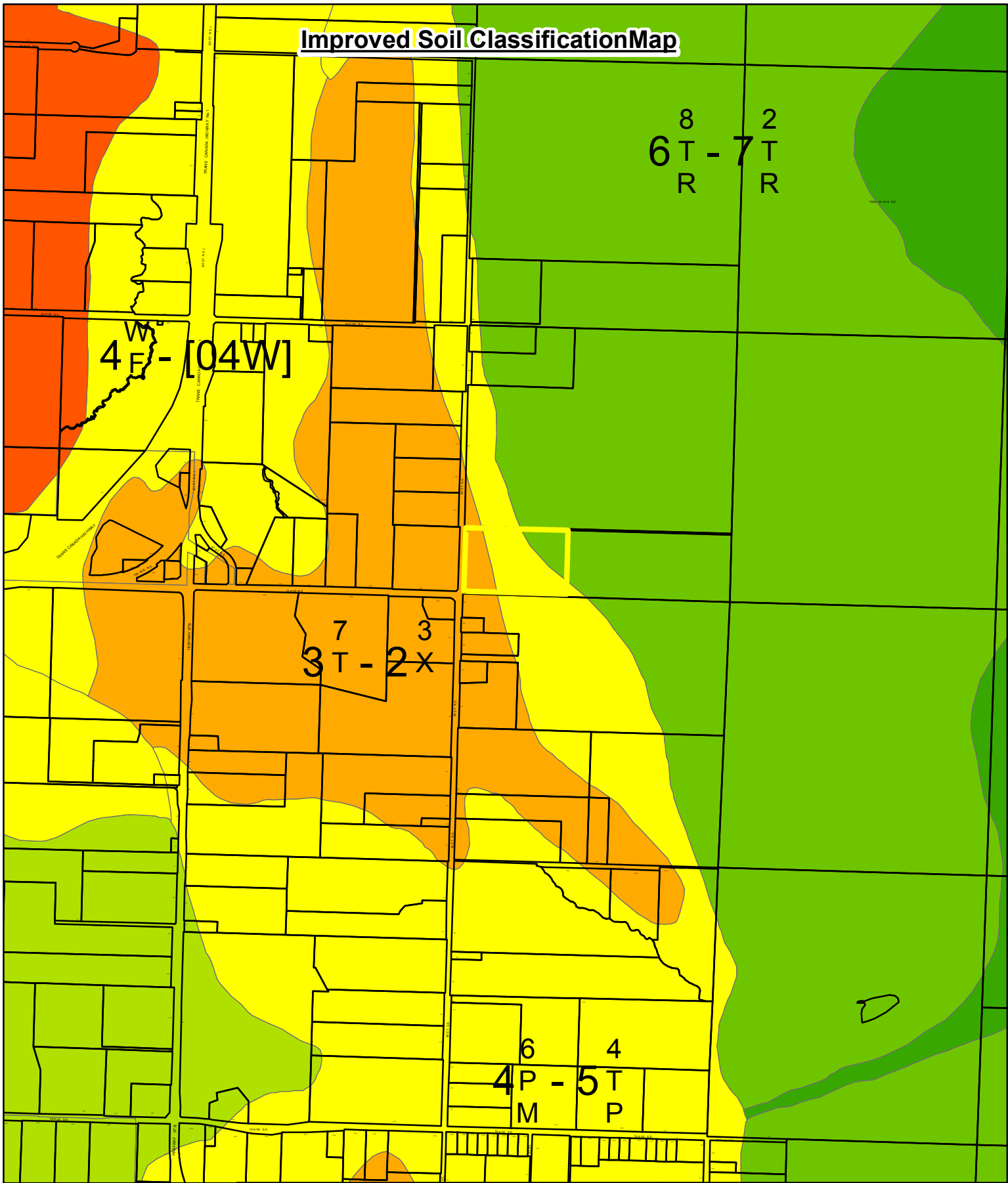
Type	Description	File Name
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Unimproved Soil Classification Map



- | | |
|--|---|
|  Subject Property |  CLASS 3 |
|  Parcels |  CLASS 4 |
| |  CLASS 5 |
| |  CLASS 6 |
| |  CLASS 7 |

Improved Soil Classification Map



- | | | |
|------------------|---------|---------|
| Subject Property | CLASS 1 | CLASS 5 |
| Parcels | CLASS 2 | CLASS 6 |
| | CLASS 3 | CLASS 7 |
| | CLASS 4 | |



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: City Engineer – Uptown to Downtown Connector

Date: May 27, 2024

Motion for Consideration:

THAT: the 2024 budget contained in the 2024-2028 Financial Plan Bylaw be amended to include an additional \$165,000 for the 16 Ave NE (10 Ave -16 St NE) - MUP project, to be funded from the Growing Communities Reserve Fund.

Background:

The 2024 Capital Budget included \$685,000 for the 16 Ave NE (10 Ave – 16 St NE) Multi-Use Path (MUP) project, known in the Active Transportation plan as the Uptown to Downtown Connector (PH 1). The City applied to the BC Active Transportation (BCAT) Grant for partial project funding (60%) and Council ear-marked \$440,000 of the Growing Communities Fund on October 3, 2023 to fund the project in event the grant was unsuccessful. The grant application was successful and \$411,000 has been allocated to the project from the BCAT grant.

The City issued a Request for Proposal for the detailed design of the project with an anticipated construction date of Summer 2024. Lawson Engineering Ltd. was the successful proponent and has completed the detailed design, Opinion of Probable Cost (OPC) and Tender package. Unfortunately, as has been common lately, the OPC came in significantly over budget, with an estimated construction cost of approximately \$780,000. Additional to the construction costs are engineering and material testing costs. The total project is estimated at \$850,000.

The MUP is an important connector identified in the Active Transportation Master Plan. In order to legally tender the work, the City must have the estimated funds available. As such, staff are recommending allocating \$165,000 from the Growing Communities Reserve Fund to the 16 Ave NE (10 Ave – 16 St NE) MUP project.

Legislative authority / plans / reports:

	Official Community Plan	x	Active Transportation Master Plan
	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw	x	2024-2028 Financial Plan
			Long Term Financial Plan

Financial Considerations:

The Growing Communities Reserve Fund has sufficient funding to cover the project and approximately \$275,000 would remain from the ear-marked funds to be reallocated at Council's discretion.

Alternatives & Implications:

Should the extra work not be awarded, the project will not be completed at this time potentially jeopardizing the grant funding.

Communication: N/A

Prepared by: Director of Engineering and Public Works
Reviewed by: Chief Financial Officer
Approved by: Chief Administrative Officer

Attachments: Location Map

**16 Ave NE (10 Ave – 16 St NE) Multi-Use Path
(Uptown to Downtown Connector – PH 1)**

Proposed Location



OVERALL PROJECT



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Chief Financial Officer – Paid on Call Firefighters Remuneration

Date: May 27, 2024

Motion for Consideration:

THAT: The following remuneration be approved for the Paid on Call Firefighters:

	2024	2025	2026
EFFECTIVE JANUARY 1, 2024			
Hourly Call-Out	\$23.50/hr	\$24.50/hr	\$25.50/hr
Practice Hours (to a maximum of 2 hours)	\$23.50/hr	\$24.50/hr	\$25.50/hr
Honorarium:			
Captain	\$1,800/yr (\$150.00/mon)	\$1,800/yr (\$150.00/mon)	\$1,800/yr (\$150.00/mon)
Lieutenant	\$900/yr (\$75.00/mon)	\$900/yr (\$75.00/mon)	\$900/yr (\$75.00/mon)
Standby Pay (Covers Whole Week):			
Duty Chief:			
Regular Weekend	\$156.25	\$156.25	\$156.25
Regular Weekend (July/August)	\$312.50	\$312.50	\$312.50
Long Weekend	\$312.50	\$312.50	\$312.50
Long Weekend (Double STAT)	\$468.75	\$468.75	\$468.75
Long Weekend (July/August)	\$625.00	\$625.00	\$625.00
Duty Crew:			
Regular Weekend	\$125.00	\$125.00	\$125.00
Regular Weekend (July/August)	\$250.00	\$250.00	\$250.00
Long Weekend	\$250.00	\$250.00	\$250.00
Long Weekend (Double STAT)	\$375.00	\$375.00	\$375.00
Long Weekend (July/August)	\$500.00	\$500.00	\$500.00
EFFECTIVE JUNE 1, 2024			
Part Time Department Maintenance	\$37.57/hr	\$38.70/hr	\$39.86/hr

AND THAT: The 2024 Budget contained in the 2024 to 2028 Financial Plan be amended to increase the Fire Fighting Force budget by \$36,000, funded from the Fire - Other Reserve to support the revised estimate of fire and practice hours and the increase in firefighter remuneration;

AND FURTHER THAT: The 2024 Budget contained in the 2024 to 2028 Financial Plan be amended to increase the Fire Standby Time budget by \$18,500, funded from the Fire - Other Reserve to support the increase in firefighter remuneration.

Background:

The City has reviewed its Paid on Call (POC) Firefighter remuneration rates in comparison to other BC communities with a volunteer brigade. While it is difficult to find a municipality of direct comparison with the same structure, population, etc. as the City, it is suffice to say that the City is in the fortunate position of having a “paid on call” fire force.

The City currently has four (4) full time and one (1) part time paid positions:

- Fire Chief (Management);
- Deputy Fire Chief (Management);
- Two (2) Firefighters (Exempt Employees); and
- Department Maintenance (Paid on Call).

The City strives to maintain reasonable (i.e. average) pay rates in keeping with other communities in BC and as a result a survey and review was undertaken (in this case the last one was in 2021). Although the City has implemented approved increase during this time, the City has fallen slightly below the average hourly pay. The City surveyed thirteen (13) communities and determined that the City’s Paid on Call Remuneration Package is comparable to the majority of the communities surveyed with the exception of the hourly pay rate and standby and duty crew rates. Standby and duty crew rates have not been adjusted since 2015.

Current Remuneration Package:

Hourly Call-Out	\$22.00/hr
Practice Hours (to a maximum of 2 hrs)	\$22.00/hr

Honorarium:

Captain	\$1,800.00/yr (\$150.00/mo.)
Lieutenant	\$900.00/yr (\$75.00/mo.)

Standby Pay: (covers entire week)

Duty Chief

Reg. Weekend	\$125.00
Reg. Weekend (July/August)	\$250.00
Lg. Weekend	\$250.00
Lg. Weekend (July/August)	\$500.00

Standby Pay: (covers entire week)

Duty Crew

Reg. Weekend	\$100.00
Reg. Weekend (July/August)	\$200.00
Lg. Weekend	\$200.00
Lg. Weekend (July/August)	\$400.00

Part Time Department Maintenance \$36.48/hr

Other Benefits:

- RRSP – Pursuant to a sliding scale to a maximum of \$250.00 annually per firefighter
- Life Insurance - \$30,000.00 coverage
- Contribution to the Annual Banquet
- 25% Discount at SASCU Recreation Centre
- Insurance on the Association’s equipment and gear at each Fire Hall
- On Duty Insurance Coverage for Accidental Death and Dismemberment - \$150,000.00 and Weekly Accident (disability) - \$1,000.00
- Off Duty Insurance Coverage for Accidental Death and Dismemberment - \$75,000.00 and Weekly Accident (disability) - \$500.00

Legislative authority / plans / reports:

	Official Community Plan		Master Plan (list actual plan)
	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw	X	2024-2028 Financial Plan
			Long Term Financial Plan

Financial Considerations:

Hourly Pay Rate:

The cost implications of increasing the hourly pay rates based on actual 2023 hours of 10,405 (fire and practice) are as follows:

	2024	2025	2026
Incremental Cost	\$15,607.50	\$10,405.00	\$10,405.00
Combined Cost	\$15,607.50	\$26,012.50	\$36,417.50

The incremental cost for an hourly pay rate increase to \$23.50 was part of the 2024 budget process based on average hours between 2020 and 2022 (8,884); resulting in an approved 2024 budget for the Fire Fighting Force of \$209,000.

The revised estimate based on 2023 hours (10,405) at the recommended hourly rate is \$245,000. The average annual hours over the past five (5) years has been approximately 9,200. It is recommended that the 2024 budget be increased by \$36,000 to support a projected increase in hours based on 2023, funded from a transfer from the Fire – Other Reserve. Should actual hours be less than 2023, the reserve will be utilized only for what is required.

It is recommended that the proposed hourly pay rates for call-outs and practices be phased over a three (3) year period to reduce the economic impact on the budget. This phased approach is balanced with the goal of retaining the firefighters and the “paid on call” system. Further, as POC wages are paid semi-annual (June and December), it is recommended that the hourly rates be increased effective January 1, 2024.

Standby and Duty Crew Pay Rates:

Standby and duty crew pay has not been updated since 2015. Not all municipalities surveyed pay standby/duty crew; however those that do, reflect hourly rates ranging from \$1.04 to \$5.00 depending on summer/winter and or weekday/weekend. The flat rate per week paid by the City results in comparative hourly rates ranging from \$0.60 to \$2.98.

It is recommended to increase the standby and duty crew weekly rates by 25% effective January 1, 2024, consistent with the BC CPI increases from 2016 through to 2023. This will result in comparative hourly rates ranging from \$0.74 to \$3.72. The approved 2024 budget for Standby Time is \$73,000. It is recommend that the 2024 budget be increased by \$18,500 to support the increase in pay, funded from the Fire – Other Reserve.

Part Time Departmental Maintenance:

The hourly rate for part-time POC maintenance assistance has been unchanged since 2021. It is proposed to increase the hourly rate 3% per year in 2024, 2025 and 2026; consistent with the average five (5) year BC CPI increase. The approved 2024 budget for Paid on Call Departmental Maintenance is \$40,000. Part time hours will be adjusted to accommodate the increase in hourly rate and therefor no budget adjustment is required. As POC maintenance assistance is paid bi-weekly as incurred, it is recommended that the rate change be effective June 1, 2024.

Tax Impact:

There is no tax impact for 2024 as the increases can be either absorbed within the existing budget or funded from reserve.

The tax impact of the recommended changes for 2025 and 2026 is as follows:

	2024	2025	2026
Total Hourly Rate Cost	\$15,607.50	\$10,405.00	\$10,405.00
Total Cost of Increase in Hours	35,743.50	-	-
Total Standby & Duty Crew Cost	18,268.75	-	-
Total Combined Cost	\$69,619.75	\$10,405.00	\$10,405.00
Absorbed within Existing Budget	(15,119.75)	-	-
Net Transfer from Reserve	(54,500.00)	-	-
Net Tax Rate Impact	-	\$64,905.00	\$10,405.00
Tax Rate Increase	0%	0.29%	0.05%

Alternatives & Implications:

Council could choose not to support the proposed remuneration changes and maintain the existing remuneration package. The risk of this alternative is that the City will fall farther behind in pay rates and potentially jeopardize the City’s ability to attract volunteer firefighters.

Council could also choose to adjust the hourly pay and standby/duty crew pay rates by some other variation. An additional financial review would be required to understand the impacts of any changes.

Communication:

Should Council support the recommended remuneration changes, the Fire Chief will advise the POC Firefighters accordingly.

Prepared by: Chief Financial Officer
Reviewed by: Fire Chief
Approved by: Chief Administrative Officer

Attachments:

- NA



INFORMATION ONLY

To: Mayor & Members of Council

Title: Manager of Roads & Parks - Klahani Park Tennis Courts - Pickleball Court Lines Amendment

Date: May 27, 2024

Background:

At the April 8, 2024 Regular Council meeting, council authorized a change in service level to add pickleball court lines within the existing Tennis Courts at Klahani Park. Information provided to council included the proposed lines to be installed with the courts orientated East/West. During the planning and organizing phase with the successful contractor, they are strongly recommending that the courts be orientated North/South for the following Reasons:

- Layout of courts orientated East/West would result in the removal and filling of the Tennis net post holes as they would be located in a heavy play area and could be a trip hazard. This would also impact the ‘multi-use’ aspect that we are striving for;
- The area around the existing courts are adequate for installation orientating North/South. The runback is approximately 12 feet behind each court and approximately 8 feet in between courts;
- The North/South orientation is much better suited for the sun in players eyes in the morning and evening;
- The tennis nets will not have to be removed at any time and could act as a court boundary in some playing situations; and
- The ‘line overlap’ would be better suited with this North/South orientation.

Due to the proposed changes we wanted to ensure council was notified. Staff fully support the recommendation provided by the contractor. There are no other changes to the additional pickleball courts other than the orientation.

Legislative authority / plans / reports:

	Official Community Plan	X	Master Plan (list actual plan)
	Community Charter/LGA	X	55+ Games
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw		2023-2027 Financial Plan
			Long Term Financial Plan

Financial Considerations:

None

Alternatives & Implications:

1. Information Only – No Motion Required.

Communication:

Prepared by: Manager of Roads & Parks
Reviewed by: Director of Engineering and Public Works
Approved by: Chief Administrative Officer

Attachments:

- None



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Roads & Parks – 2024 Gravel Manufacturing Program Award

Date: May 27, 2024

Motion for Consideration:

THAT: Council accept the quote submission received from Okanagan Aggregates Ltd. in accordance with the unit prices specified in Schedule 1 of the Request for Quotation for an estimated contractual amount of \$367,500 plus applicable taxes;

AND THAT: Council authorize the payment to Okanagan Aggregates Ltd. for the estimated contractual amount of \$367,500 plus applicable taxes and that same be recorded in the City's Inventory.

Background:

This contract encompasses the feeding, screening, crushing, blending, manufacturing, stockpiling and quality control testing of:

- 6,000m³ of 25mm Gravel;
- 7,000m³ of Winter Sand;
- 5,000m³ of Recycled Asphalt, and
- 2,000m³ of Recycled Concrete

All work and services will be undertaken at the City of Salmon Arm's (City) South Canoe Gravel Pit, located at 6641 – 10 Avenue SE, in accordance with Provincial Regulations and City of Salmon Arm Permit No. G-4-067 (Mines Act Permit, Sand & Gravel)

A Request for Quotation (RFQ) was provided publicly and on April 24, 2024, the City received quote submissions as follows:

Contractor	Sub-Total Price	Price Incl. Tax
Okanagan Aggregates Ltd.	\$ 367,500.00	\$ 385,875.00
Zappone Aggregate Processors	\$ 407,000.00	\$ 427,350.00

The last major gravel crushing program was undertaken in 2021 by Zappone Aggregate Processors, and previously in 2017 by Okanagan Aggregates Ltd. The cost of gravel crushing is inventoried and as it is utilized, charged out to various operational and maintenance functions, including charge-outs and capital projects. The charge-out rates are reviewed annually to ensure it is in keeping with the market and any profit realized is redirected to the Crushed Rock Inventory Reserve.

Manufacturing the City’s own gravel has several benefits, including but not limited to: 1) access to gravel on City owned property 24 hours a day, 365 days a year, especially in emergent situations; and 2) by mining the gravel pit, the City will eventually be in a position to advance Klahani Park in accordance with the Klahani Park Master Plan.

The quote documents have been reviewed by staff and are in order.

Based on the above, it is recommended that the 2024 Gravel Crushing Program be awarded to Okanagan Aggregates Ltd. in accordance with the unit prices specified in Schedule 1 of the RFQ for a total estimated amount of \$367,500 plus applicable taxes.

Legislative authority / plans / reports:

	Official Community Plan	X	Master Plan (Klahani Park Master Plan)
	Community Charter/LGA	X	Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw	X	2024-2028 Financial Plan
			Long Term Financial Plan

Financial Considerations:

Staff reviewed new material pricing subject to an update of the manufacturing costs and the cost per unit is going to be very similar to what we can purchase material for locally. However, creating our own supply of aggregates has other tangible benefits, such as enhanced quality control and having available inventory that can be accessed throughout the year.

Alternatives & Implications:

Should the contract not proceed, the City will be required to source third party material resulting in less flexibility, higher costs due to trucking and increased GHG emissions due to trucking distances.

Communication: N/A

Prepared by: Manager of Roads & Parks
 Reviewed by: Director of Engineering and Public Works
 Approved by: Chief Administrative Officer

Attachments: None



REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Senior Planner

Title: Zoning Bylaw Amendment Application No. 1281

Legal: Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP59398
Civic: 2180 20 Avenue NE
Owner: Sherman, A. & S.
Agent: LaRose, M.

Date: May 6, 2024

Executive Summary/Purpose:

The proposal is to rezone the parcel from R1 (Single Family Residential) to R4 (Medium Density Residential) in order to facilitate future medium density residential development.

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 24, Township 20, Range 10, W6M, KDYD, Plan KAP59398 from R1 (Single Family Residential Zone) to R4 (Medium Density Residential Zone).

Staff Recommendation:

The motion for consideration be adopted.

Proposal:

The subject parcel is located at 2180 20 Avenue NE (Appendix 1 & 2). The proposal is to rezone the parcel from R1 (Single Family Residential) to R4 (Medium Density Residential) in order to facilitate future medium density residential development.

Background:

The parcel is designated Medium Density Residential (MR) in the City's Official Community Plan (OCP), and zoned Single Family Residential (R1) in the Zoning Bylaw (Appendix 3 & 4). The subject property is located near the 20 Street and 20 Avenue NE intersection, in a residential area north of Bastion School. The property is adjacent to developed residential areas to the north, east, and south, with the adjacent residential land to the west having similar medium density residential development potential. The property has a topographic feature, a ravine which runs across the south portion of the parcel. This has not been designated as riparian or an environmentally sensitive area.

The surrounding land uses largely consist of single family residences, with school sites within 500 m to the east and south, and the uptown commercial area uses located further south. There are two R4 zoned parcels in the vicinity: a large assisted living complex and an adjacent parcel west down 20 Avenue NE, and a larger vacant site east along 20 Avenue NE. The surrounding residential lands will be subsumed within the new small-scale multi-family housing zone prior to July.

Land uses directly adjacent to the subject property include the following:

North: Single Family Residential	Zoned R1
South: Single Family Residential and Suite	Zoned R1 and R8
East: Single Family Residential	Zoned R1
West: Single Family Residential	Zoned A1 and R4

2180 20 Avenue NE is approximately 2.15 acres in size and currently contains a single family dwelling and accessory buildings. The proposal is to rezone the parcel to R4 (Medium Density Residential) in order to facilitate future medium density residential development. While no detailed plans have been submitted, a preliminary concept has been provided to illustrate the intent of the applicant (Appendix 5 - noting that this concept does not include reference to the topography or road network plan). Site photos are attached as Appendix 6.

Relevant Policies:

OCP:

This property is designated Medium Density Residential (MR) in the OCP which supports the requested R4 zoning. Staff note that this parcel is located in Residential Development Area A, meaning that this parcel is within the highest priority area for residential development. A multi-family development as proposed would trigger a Residential Development Permit application.

As previously noted, the subject property has a topographic feature, a ravine, running across the south portion of the parcel (Appendix 8). While this feature has not been designated as riparian or an environmentally sensitive area, it is identified on Map 6.1 as a steep slope. OCP Policy 11.3.17 suggests the consideration of acquisition of park land including such ravine features to add to the diversity of the local park network. This may be considered at later stages of development.

Road Network Plan:

As noted in the Engineering Services Report, the extension and construction of 19 Avenue NE to the west parcel line will be required to align with the City's advanced road network planning, providing municipal road access to the residential lands to the west (Appendix 8).

Zoning Regulations:

The current R4 zone (Appendix 9) permits a wide variety of housing types including different forms of multi-family development. Under the new small-scale multi-family housing zone changes, staff have undertaken revisions to the R4 zone to limit the lower density options that were historically permitted under that zone in order to support and encourage medium density development housing forms. At time of writing this report, it is anticipated that the R4 Zone will be split into at least 2 new zones including a zone that will support medium density multi-family building development. The proposed development concept shows a number of duplex and triplex buildings, which aligns with these anticipated changes and the potential zone.

Under the current medium density provisions which permit 16.2 units per acres, a total of 34 units would be permitted assuming a 2.15 acre parcel area. This may be increased up to 20.2 units per acre with the provision of noted amenities, which would allow for a total of 43 dwelling units assuming a 2.15 acre area for the subject parcel.

While considering these density provisions, staff have noted potential constraints on this development potential including the topography and the road network that are critical to address at the next stages of development, and expected to be detailed through the site planning required in the Residential Development Permit process.

Referral Comments:

Fire Department

Fire hydrant installation required as per Code. No other concerns.

Building Department

No concerns. Geotechnical reporting required.

Engineering Department

Appendix 7 attached details servicing requirements for future development on the assumption that this rezoning is approved. The applicant has been provided a copy of the Engineering Servicing Report.

The report notes that the extension and construction of 19 Avenue NE to the west parcel line will be required. Road upgrade improvements are required on 19 Avenue NE, 20 Avenue NE, and 22 Street NE.

Other

BC Hydro: No concerns. Right-of-way will be required.

Ministry of Transportation: Preliminary approval has been granted.

Planning Department

As the proposed R4 zoning of the subject parcel is consistent with the OCP Medium Density Residential land use designation for this property, the proposal is supported by staff. Staff note that the development concept provided aligns with anticipated changes to the R4 Zone.

Financial Considerations:

n/a

Committee Recommendations:

n/a

Public Consultation:

Pursuant to the *Local Government Act* bylaw amendment notices are mailed and hand delivered to occupiers and land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper. The notices advise of the date that Council is to consider first reading of the bylaw. Given that the subject property is within the Urban Containment Boundary,

the OCP designation is consistent with the proposed zoning and the purpose of the rezoning is to provide residential units, Council is prohibited from holding a Public Hearing on the bylaw.

Prepared by: Senior Planner

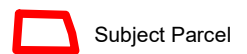
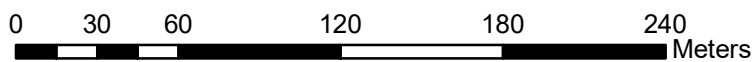
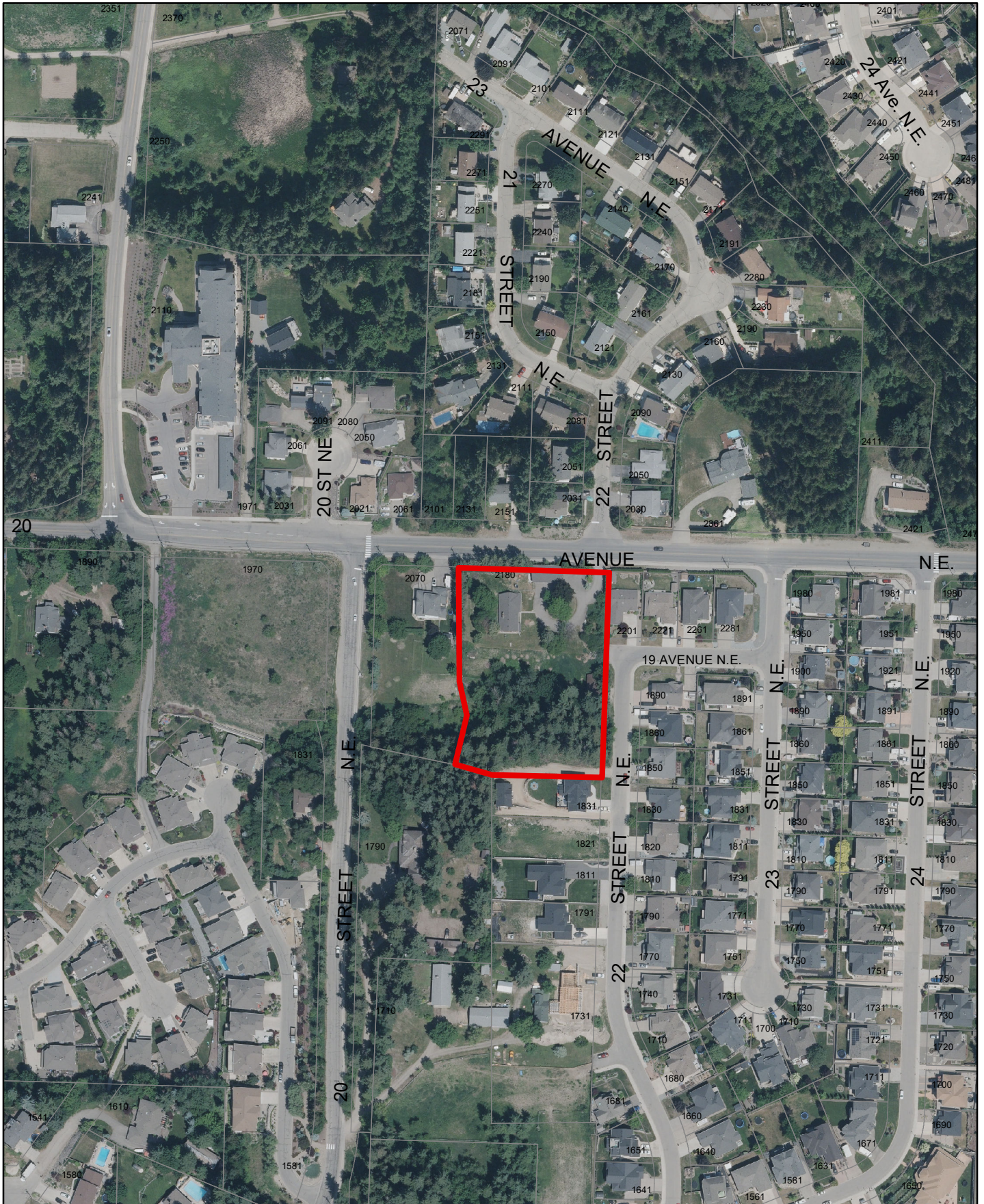
Reviewed by: Manager of Planning and Building

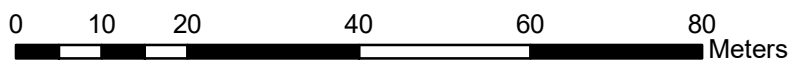
Reviewed by: Director of Planning & Community Services

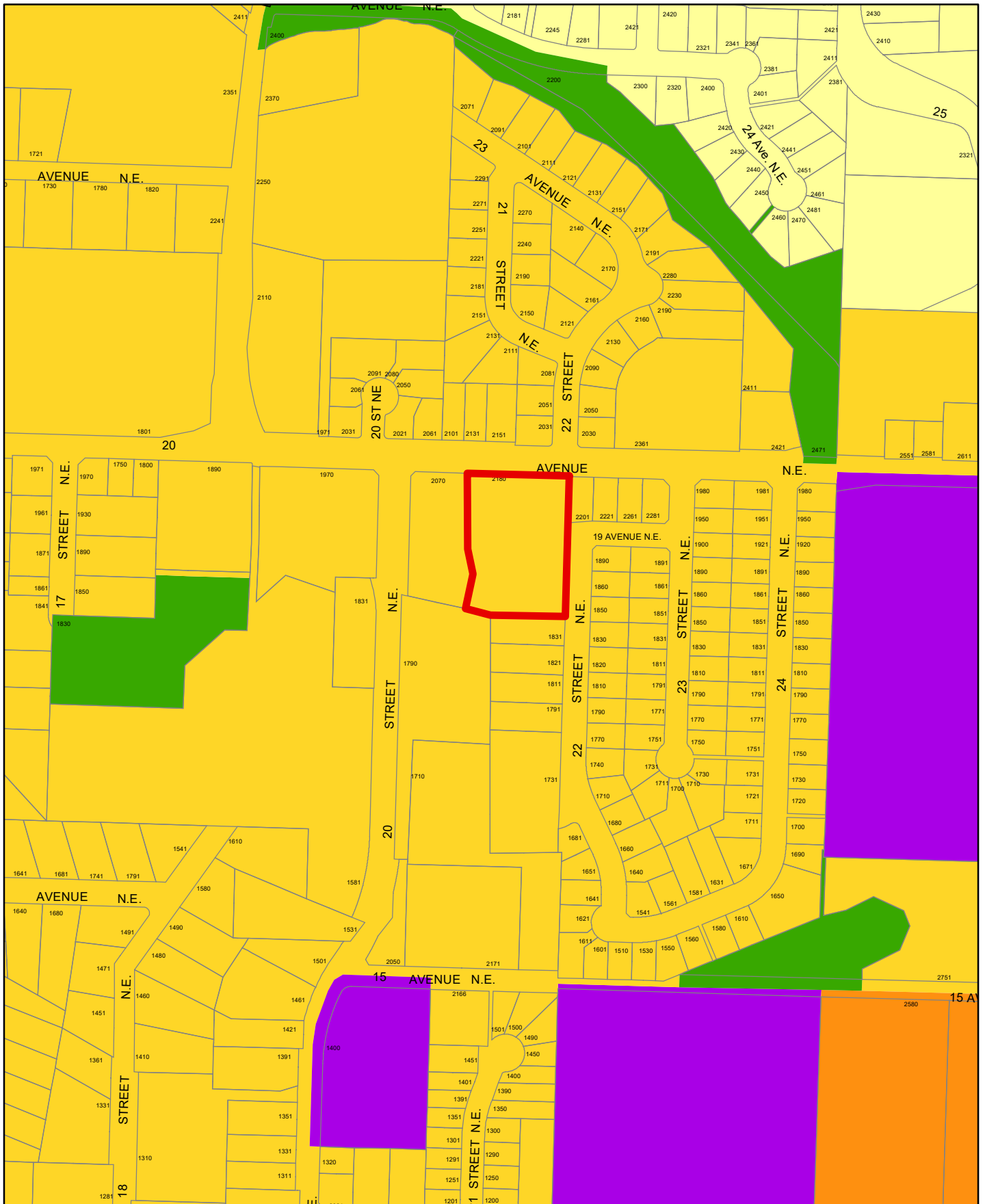
Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 - Location
- Appendix 2 – Parcel View
- Appendix 3 - OCP
- Appendix 4 – Zoning
- Appendix 5 – Development Concept
- Appendix 6 – Site Photos
- Appendix 7 – Engineering Report
- Appendix 8 – Ravine and Road Plan
- Appendix 9 – R4 Zone Regulations

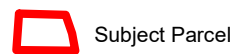
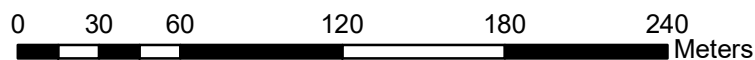
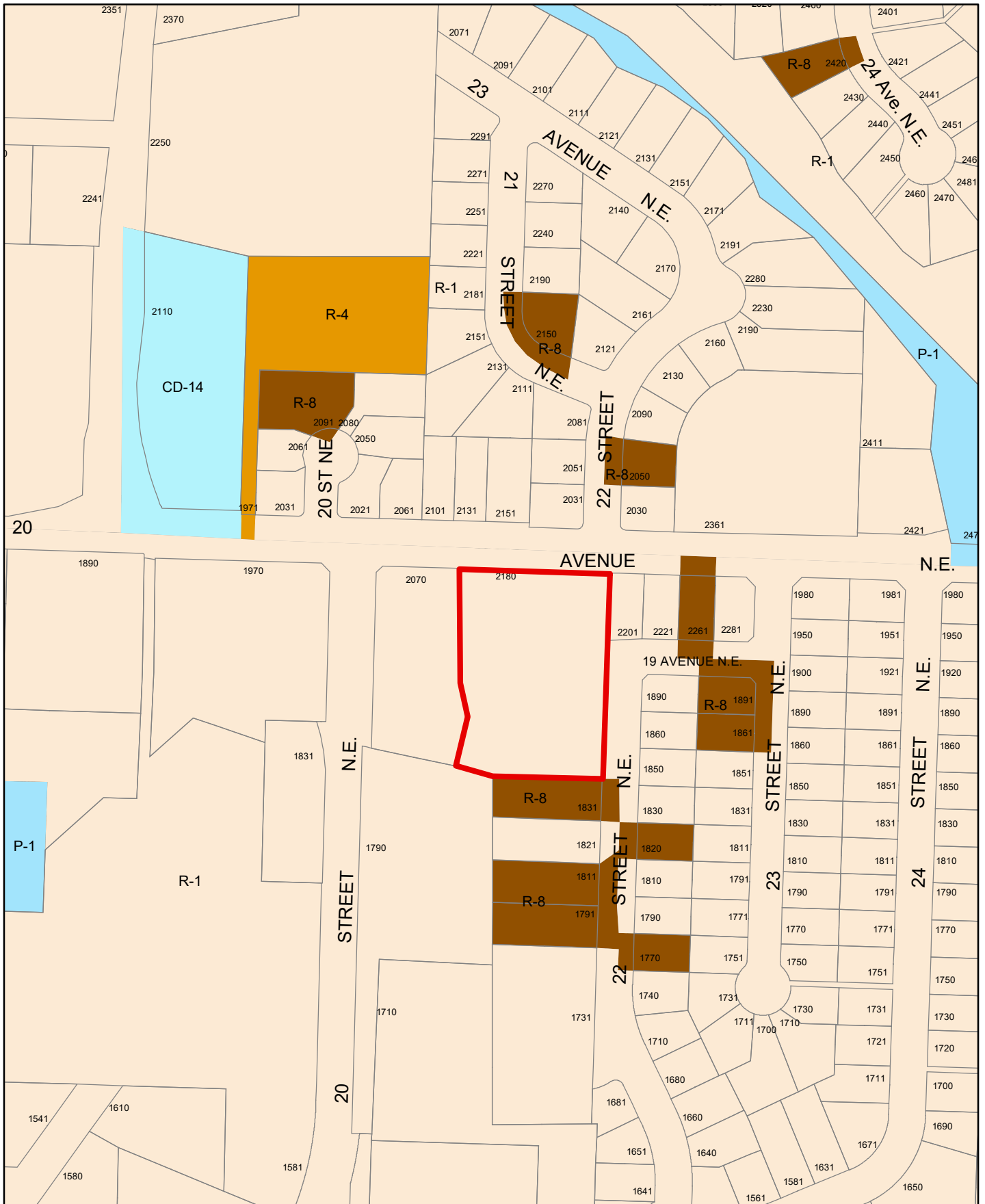






0 25 50 100 150 200
Meters

- | | | | |
|---|----------------|---|----------------------------|
|  | Subject Parcel |  | High Density Residential |
|  | Park |  | Medium Density Residential |
|  | Institutional |  | Low Density Residential |



Lot 1 Pl. 6775

Rem. Lot 2 Pl. 2927

Plan B6230

20th Street N.E.

360'

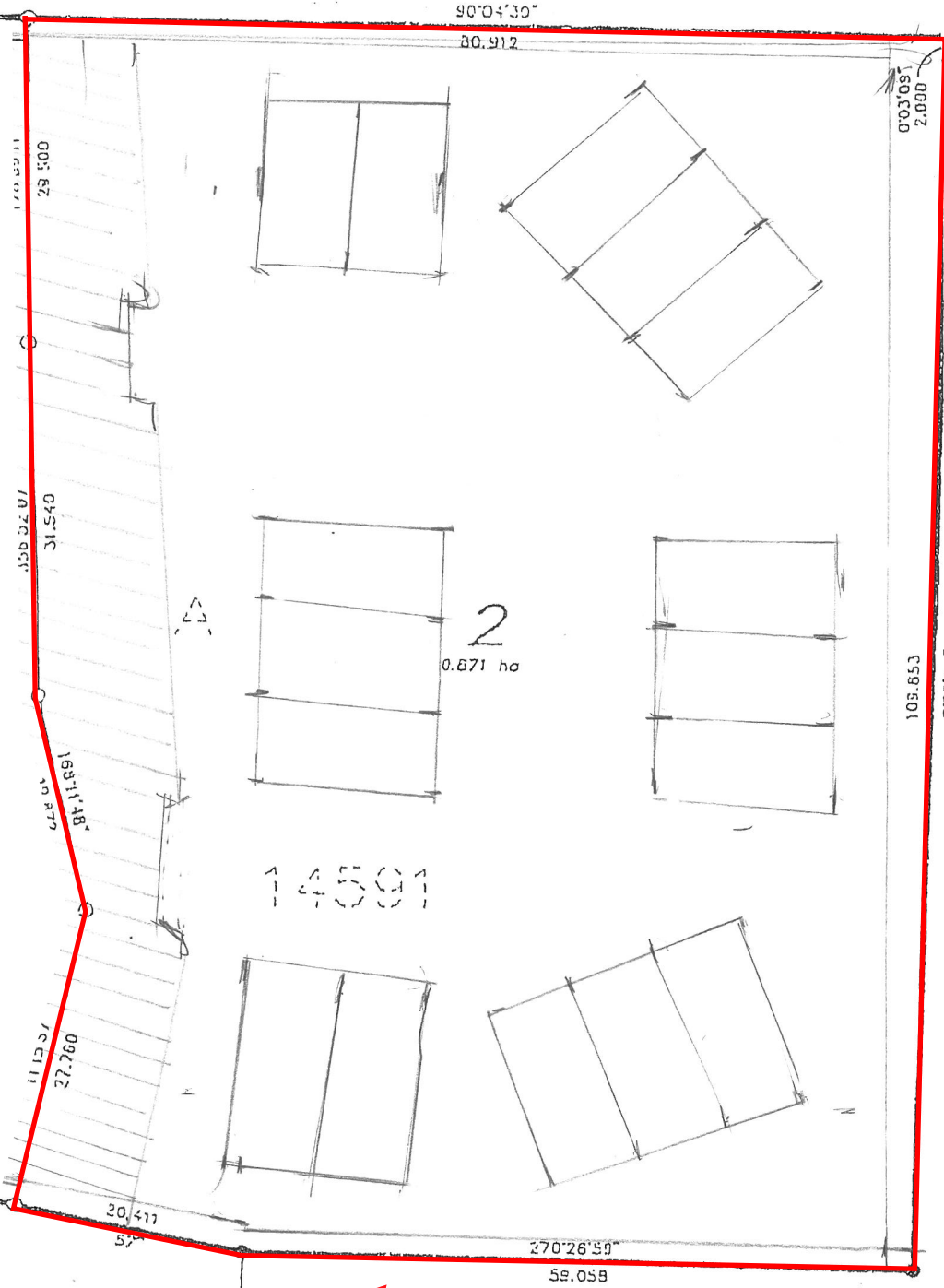
369'46"04" 94.939

15'

10'

15'

Parcel Z
Plan 6138



Subject Parcel

Rem. Lot 3
Plan 2927



View of subject parcel looking northwest from 22 Street NE.



View of subject parcel looking southwest from 20 Avenue NE.

TO: Gary Buxton, Director of Planning
DATE: March 12, 2024
PREPARED BY: Chris Moore, Engineering Assistant
SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1281**
OWNER: **A & S Sherman**, 2651-70th Street SE Salmon Arm, BC V1E 1X4
AGENT: **Mike LaRose**, #106 650-3 Street SW Salmon Arm, BC, V1E 1P6
LEGAL: Lot 2, S.24 T.20, R.10, W6M, KDYD, Plan KAP59398 (PID 023-795441)
CIVIC: **2180- 20th Ave NE**

Further to your referral dated February 8, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

Engineering Department does not have any concerns related to the Re-zoning and recommends that it be approved.

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.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1281

March 12, 2024

Page 2

8. At the time of subdivision / 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.
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 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 / building permit 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 / 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. 20 Avenue NE, on the subject property's northern boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 20 Avenue NE is currently constructed to an Interim Collector Road standard. Upgrading to the current Collector Road standard is required, in accordance with Specification Drawing No. RD-3. Upgrading may include, but is not limited to street lighting. Owner / Developer is responsible for all associated costs.
3. 22 Street NE, on the subject property's eastern 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 no additional road dedication is required (to be confirmed by a BCLS).
4. 22 Street NE is currently constructed to an Interim Local Road standard. Upgrading to the current Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to boulevard construction and street lighting. Owner / Developer is responsible for all associated costs.
5. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
6. As 20 Avenue NE is designated a Collector Road, accesses shall be designed by keeping to a minimum number. No vehicular accesses will be permitted onto 20 Avenue and the existing access shall be removed with the existing house (if retained) accessing on the new internal road. Owner Developer responsible for all associated costs.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1281

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7. Extension of 19 Avenue NE to the west property line is required to allow development of the property to the west. 19 Avenue NE extension shall be constructed in accordance with Specification Drawing No. RD-2. Owner / Developer is responsible for all associated costs.
8. Temporary dead-end roads at the limits of the subject property shall be terminated with temporary cul-de-sacs in accordance with Specification Drawing No. RD-11a.

Water:

1. The subject property fronts a 200mm diameter Zone 2 watermain on 20 Avenue NE and a 150mm diameter Zone 2 watermain terminates at the eastern property line on 19 Avenue NE. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 19mm service from the 200mm diameter watermain on 22 Street NE. 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
3. The proposed parcels are each 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.
4. Extension of a 150mm diameter Zone 2 watermain on 19 Avenue NE to the west property line will be required. Owner / Developer is responsible for all associated costs. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer on 20 Avenue NE and 22 Street NE. No upgrades will be required at this time.
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 22 Street NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1281

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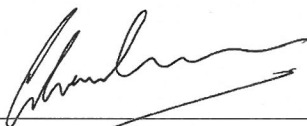
5. Extension of a 200mm diameter sanitary sewer from the existing sewer terminating on 20 Avenue NE will be required. Owner / Developer is responsible for all associated costs.

Drainage:

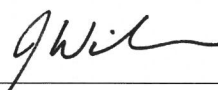
1. The subject property fronts a 200mm diameter storm sewer on 20 Avenue NE and 22 Street NE. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 150mm service from the storm sewer on 22 Street NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. Extension of a 200mm diameter storm sewer from the existing sewer terminating on 20 Ave NE will be required, to provide road drainage to the extension of 19 Avenue NE. Owner / Developer is responsible for all associated costs.
4. 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.
5. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
6. 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.

Geotechnical:

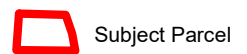
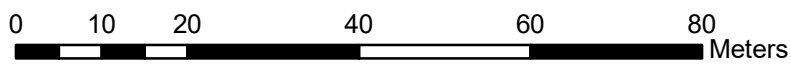
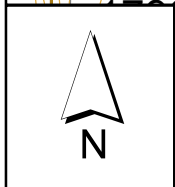
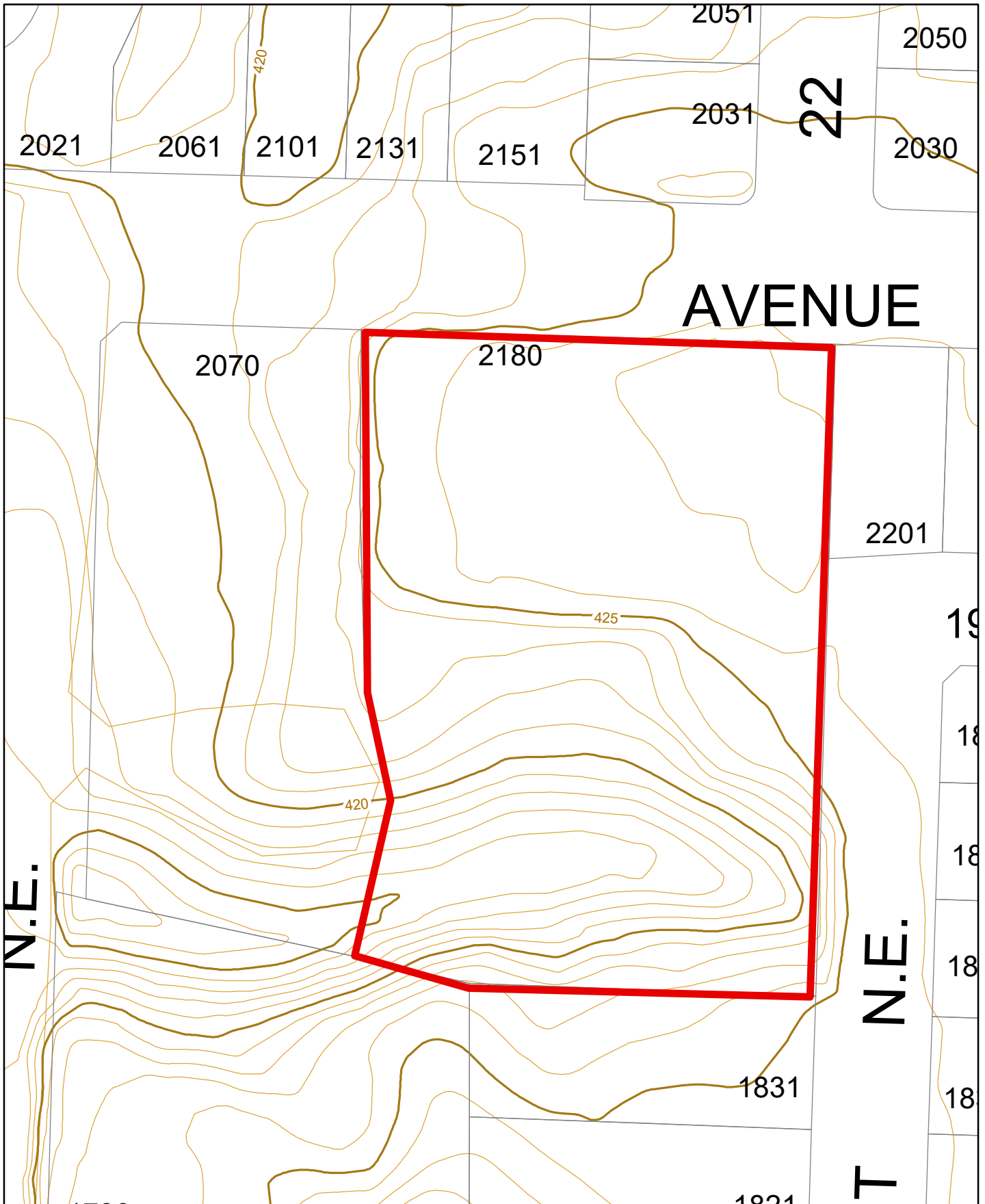
1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for: Category A (Building Foundation Design), Category B (Pavement Structural Design), is required.



Chris Moore
Engineering Assistant

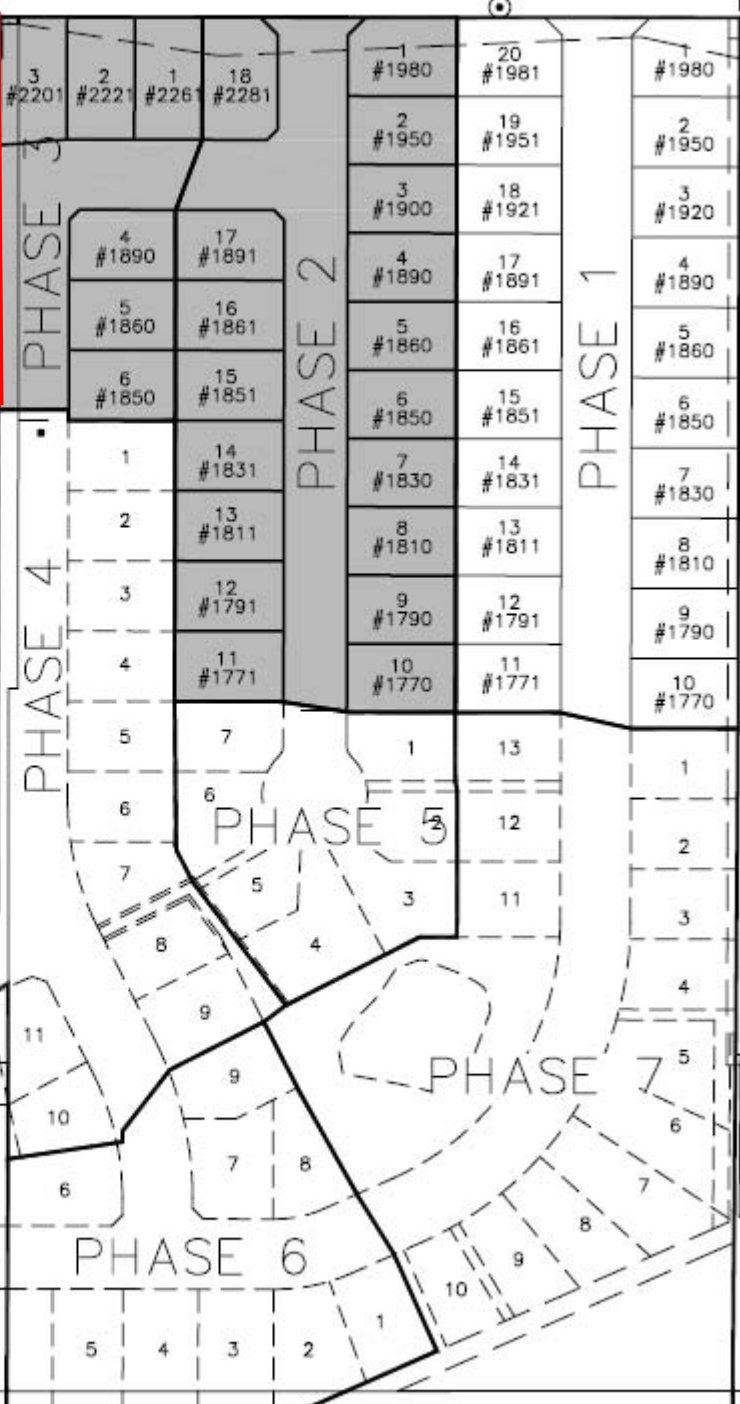


Jenn Wilson P.Eng.
City Engineer



20TH AVENUE N.E.

FH #0288



20TH STREET N.E.

FUTURE DEVELOPMENT

FUTURE DEVELOPMENT

15TH AVENUE N.E.

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)	<input type="checkbox"/> 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	<input type="checkbox"/> 3 units per hectare(1.2 units per acre) <input type="checkbox"/> 4 units per hectare(1.6 units per acre) <input type="checkbox"/> 7 units per hectare(2.8 units per acre)
3. Provision of below <i>grade</i> or parkade type parking for at least 50% of the required off street parking	<input type="checkbox"/> 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>welling unit</i>	<input type="checkbox"/> 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling units</i> in accordance with special agreement under Section 904 #3218	<input type="checkbox"/> 5 units per hectare (2.0 units per acre)

Maximum Floor Area Ratio

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

Parking

9.13 Parking shall be required as per Appendix I.

CITY OF SALMON ARM

BYLAW NO. 4660

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

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 24, Township 20, Range 10, W6M, KDYD, Plan KAP59398 located at 2180 20 Avenue NE, Salmon Arm, BC from R-1 (Single Family Residential 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. 4660**”

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

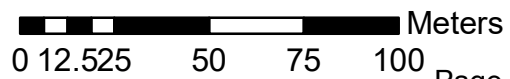
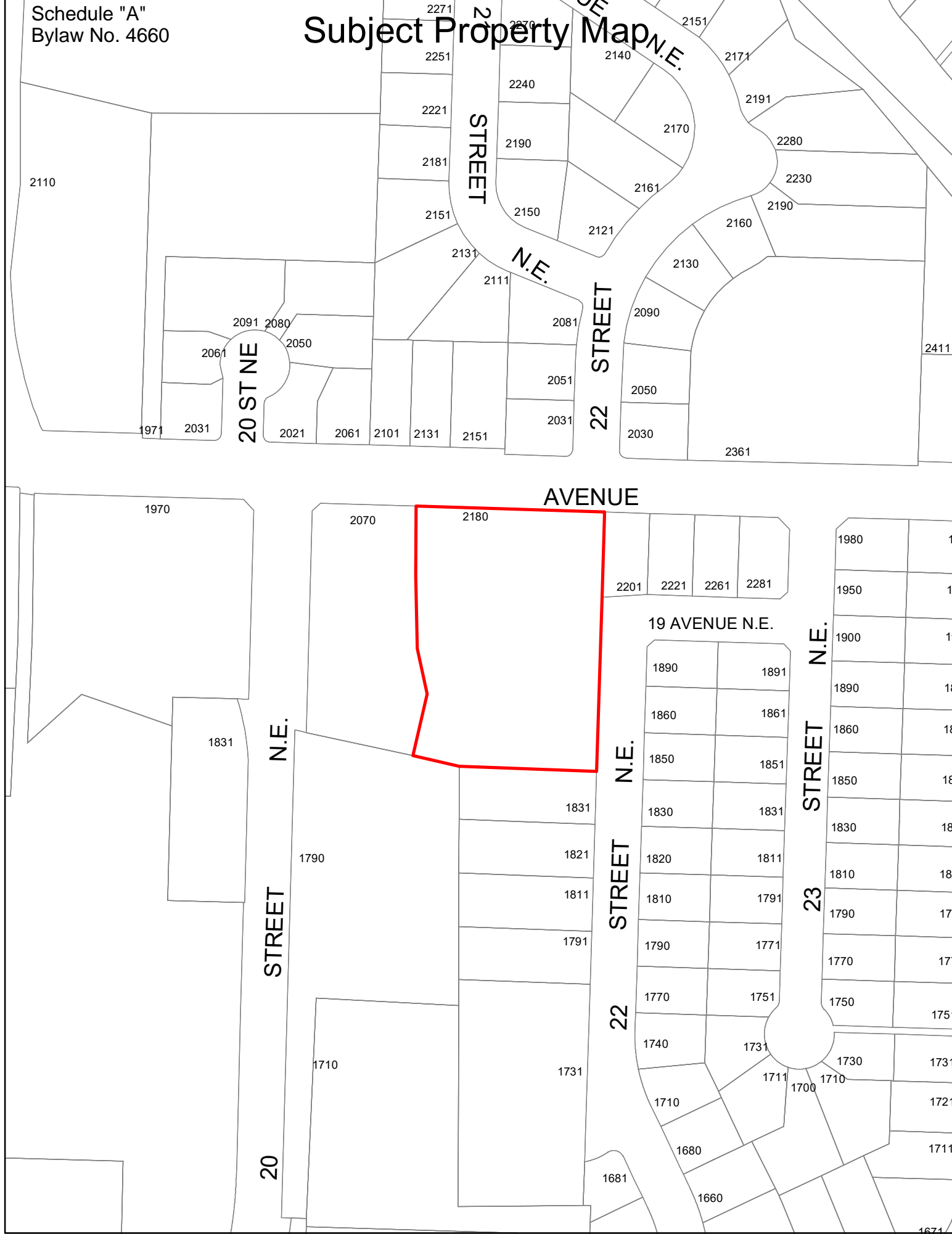
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Subject Property Map



Subject Property
Parcels



REQUEST FOR DECISION

To: Mayor & Members of Council

From: Planning Analyst & Manager of Planning and Building

Title: ZON 1292 (SSMUH) R-11 & R-14

Date: April 29, 2024

Executive Summary/Purpose:

Of the proposed Zoning Bylaw amendments related to the implementation of Small Scale Multi Unit Housing (SSMUH), the necessary amendments to the R-4- Medium Density Residential Zone are the most complex.

This report details the separation of the parcels currently zoned R4 zone into a proposed R11 and R14 zone. There are a few anomalous parcels that are proposed to be rezoned to P1 – Park and Recreation Zone and R-10 Residential Zone.

Motion for Consideration:

THAT: a bylaw be prepared that amends Zoning Bylaw No. 2303 by removing the R-4 Medium Density Residential Zone and adding the R-14 - Compact/ Strata Multi-Family Residential Zone and R-11 – Existing Compact/ Single Family Residential Zone;

AND THAT: the bylaw will have the effect of replacing the R-4 - Medium Density Residential Zone with R-14 - Compact/ Strata Multi-Family Residential; Zone R-11 – Existing Compact/ Single Family Residential Zone, P-1 – Park and Recreation Zone and R-10 – Residential Zone as identified on the table attached as Appendix 2, as attached to the staff report dated April 29, 2024.

Staff Recommendation:

That the motion for consideration be adopted.

Background:

SSMUH Policy Manual and Multi-Family Zoning

The *Housing Amendment Statute* implementation manual (the “Policy”) details the standards that must be considered by municipalities when making the necessary bylaw changes to meet the required densities across what is now single family residential zoning. In the case of Salmon Arm and similar municipalities, the Policy requires increasing density in single family dwelling (SFD) zones for up to four dwelling units.

Importantly, neither SSMUH legislation nor the Policy covers multi-family zoning and the unique R-4 mix of uses that have developed in Salmon Arm, that range from assisted living to rental

multi-family to medium density detached single family homes on very compact strata lots. That said, the Policy standards where applicable have been implemented in the proposed bylaw changes. Medium density strata lot developments with detached SFDs may incorporate secondary suites but have very limited yards to site an accessory dwelling unit. For reference the R-4 Zone is attached as Appendix 1. A draft version of the R-11 and R-14 zoning is attached as Appendix 2.

Salmon Arm Context and Scope of the R-4 Zone

There is a broad range of R-4 development within the Urban Containment Boundary (UCB) across the entire City. According to our GIS data, the ~140 total R-4 Zone parcels comprise of either:

- 1) **fee simple property** with no development or with an SFD (with or without a secondary suite), a rental duplex, large buildings with numerous rental units or seniors' living complexes; or
- 2) **strata property**, these developments contain strata lots, two lots in the case of a duplex but 50+ strata lots in the case of extensive developments such as those pictured.



Townhouse strata



Seniors' Residence



SFD Strata development

According to GIS data, a total of 972 ground-access strata lots within a range of housing types are zoned R-4 across over 40 strata developments (i.e. excluding R-5 Zone condo/apartment stratas). These cover the greatest extent of current R-4 lands but this zone also includes:

- 5 parcels dedicated or designated as “park” across 3 legal titles;
- 3 childcare operations, with or without attached dwelling unit(s);
- several fee simple parcels that comprised of the historic dwelling from which a multi-unit strata was developed from its previous parcel extents;
- ~10 rental multi-family developments;
- ~13 smaller fee simple parcels with a duplex or single family dwelling with limited space for accessory dwelling units (ADUs) but may readily develop secondary suites;
- ~16 larger fee simple properties with a dwelling (or duplex) and ample opportunity to develop either ADUs in a yard or an entire parcel redevelopment to multi-family; and
- ~20 vacant/undeveloped parcels, most with no associated development applications.

A complete map-book of all R-4 lands is included as Appendix 3.

While SSMUH is not applicable to the majority of current R-4 zoned parcels, it does apply to some and should be added to zoning to enable increased density where a parcel may be developed or

has infill potential. Existing vacant parcels shall continue to carry the opportunity for multi-family dwellings. Similarly, those with rental or strata multi-family developments can be rezoned to the primary R-4 succession zone: the R-14 zone. Finally, lands under current application with the City are shifted in the draft bylaw to the appropriate zone to enable the given proposal.

The draft bylaw lists the parcels by legal plan, address and PID (parcel identification), a unique nine digit number created by the Land Title Office and applied to every legal parcel in the Province. Maps are not required and have not been attached to the bylaw due to the number of parcels.

ANALYSIS

The permitted uses and associated zone provisions for those uses should be divided so as to apply SSMUH in a coherent manner. This is proposed to be done primarily via the “R-11 - Existing Compact/Single Family Residential Zone” and the “R-14 - Compact/Multi-Family Residential Zone.

A benefit of this approach is that the result can yield a clear purpose for each zone:

R-11 Purpose

The R-11 Zone provides zoning compliance for historically developed detached single family dwellings, primarily on strata lots, with minimal yards where secondary suites may be added within these dwellings. Where single family dwellings are on fee simple parcels, secondary suites and/or accessory dwelling units may be developed to a density governed by parcel area.

R-14 Purpose

The purpose of the R-14 Zone is to provide for ground-oriented attached dwellings, on strata lots or for rental occupancy, in row-houses, clusters or duplex building forms on lands designated in the OCP as medium and high density.

1. R-11 Zone looking back and going forward.

The proposed R-11 Zone will assure zoning conformance and not create “lawful non-conformance” for *existing* SFD R-4 developments; however, it will not be considered for future or further single family development on other lands. The reason being that the R-4 was not a single family dwelling zone. It is structured for multi-family in the way density and amenities are calculated. The details of why/how it has been used to develop strata-titled detached SFDs instead of fee simple detached dwellings is unclear but staff believe that this emerged over time in response to market demands.

Many municipal zoning bylaws have a “compact” single family residential zone, typically for smaller fee simple parcels. A compact single family zone can be analyzed and added (if needed) at the time of the larger Zoning Bylaw rewrite after completion of the OCP. SSMUH remains the focus of the current work.

2. Addressing driveway length and guest parking

In response to concerns raised about the proximity of garage doors to internal roads in current R-4 developments, the following provision has been added to the Amending Bylaw for R-14:

“Minimum clear driveway length for accessing any garage or carport shall be 5 metres (16.4 feet).”

This will enable a dwelling unit to be at the current 2m setback to a front strata line or access road; meanwhile, the driveway to either a garage or carport must be of adequate length to park a vehicle, the owners' or a guest's outside the enclosure.

Guest parking requirements of one space to every 10 dwelling units (or portion thereof) are proposed to be added to a future amendment to the Zoning Bylaw that will be before Council in June 2024.

3. Permitted R-4 Zone uses

Currently permitted R-4 uses, as excerpted from Bylaw 2303, include:

- *multiple family dwellings*
- *triplexes*
- *duplexes*
- *assisted living housing*
- *dining area*
- *bed & breakfast in a SFD, limited to two let rooms*
- *boarding home*
- *commercial daycare facility;*
- *family childcare facility*
- *group childcare*
- *single family dwelling (SFD)*
- *accessory use*
- *home occupation*
- *public use and public utility*

How are these uses to be allocated?

The attached Bylaw set out the following:

- SFD use segues into the R-11 Zone
- All duplex, triplex, and multi-family segue to the R-14 Zone
- Assisted living and dining area also shift to the R-14 Zone
- all three childcare categories to be permitted in both zones
- home occupation, bed & breakfast, boarders/boarding home (combined), accessory use carry through to both zones
- public use & public utility will shift to a frontend provision for "uses permitted in all zones"

Appendix 4 is a flowchart which provides a snapshot of how staff navigated the division of R-4 zoned properties. This is explained in more detail below and has informed the draft bylaw.

4. R-14 - Compact/Multi-Family Residential Zone

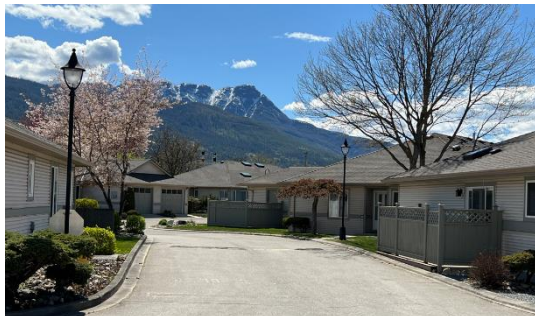
The R-14 serves as the successor for the majority of R-4 lands and includes:

- all the undeveloped (i.e. vacant) parcels with multi-family development potential
- all rental multi-family developments and assisted living and/or seniors' residences
- stratified lots with duplexes, triplexes and cluster/row homes (acknowledging that there are a few stratas with SFDs in the mix of primarily multi-family developments –these have been provided for in the bylaw)

R-14 will apply to ~90 parcels, many of which contain numerous strata lots within the greater (parent) parcel. It carries forward all the density, setback, height, parcel and amenity parameters and R-4 permitted uses - except for *single family residential*.

Parcel permeability requirements have not been implemented as this can be considered under Residential Development Permit application for multi family development. Also as pictured below, greenspace varies broadly by development type, location and other factors.

The photos below show recent and previous developments that will segue from R-4 to R-14:



Similar to the R-5 - High Density Residential Zone, SSMUH is not required and cannot readily be incorporated into a multi-unit zone.

5. R-11 - Existing Compact/Single Family Residential Zone

The proposed R-11 extracts the ~33 parcels with one or numerous detached single family dwellings from the larger set of R-4 lands. Where these are on fee simple lands, they may or may not have a secondary suite(s) constructed under a building permit, inspected and issued an occupancy permit. Generally these are on larger parcels and so may have infill SSMUH potential.

The current R-4 Zone enables a relatively high density of residential development - between 200 and 250 sq.m. per unit *depending upon what amenity is provided* (e.g. childcare, rental housing, accessibility, etc.). Given that permitted density has been calculated with internal strata roads and parking areas, landscaped common land, etc. rolled-in, this has increased the number of units that can be developed. The density permitted under SSMUH (and our proposed R-10 Zone), as excerpted below, is not dissimilar:

No more than 4 dwelling units are permitted per parcel of area between 280 and 4050 sq.m. (3014 sq.ft. and 1 acre), where the largest building is deemed the principal building.

Provisions have been added to the proposed R-11 Zone to allow density and small-scale units via one or more secondary suites and, in the case of fee-simple properties, accessory dwelling units (ADUs). This ADU ability has not been added to strata developments because there is virtually no yard at the front, side, or rear to construct another dwelling on an existing developed strata lot. Few stratas would allow this in any event as most prohibit any and all accessory buildings, even small vinyl/aluminum pre-fabricated yard sheds. The City does not and can not enforce strata bylaws or the Section 218 building schemes that are established by the original developers. The City relies on owners to be aware of what rules govern their particular strata.

If an R-11 strata has land and opportunity to add more density/detached dwellings, they may do this under the zone via a Development Permit and a Building Permit and create another strata lot. A fee simple R-11 property may add rental units in a yard where possible and as permitted by the density allowances in the yard. SSMUH is incorporated into this zone and will allow increased density.

The photos below show strata developments of SFDs that will segue from R-4 to R-11:



These photos show bare land strata lots accessed via an internal strata road within a single parcel.

Single family dwellings on small fee simple parcels

Parcel permeability requirements have not been implemented in the R-11 Zone because the sites have been developed with a significant extent of hard surfacing that would be rendered non-conforming in stratas. Fee simple SFD R-4 parcels typically have more permeable surfaces. (See examples proposed for R-11 at right).



Again, this zone is to lawfully accommodate existing development and will not be considered in future for further single family dwellings. When and if a compact parcel single family zone is contemplated in future, permeability may be considered at that time.

6. Additional R-4 changes for Council Consideration

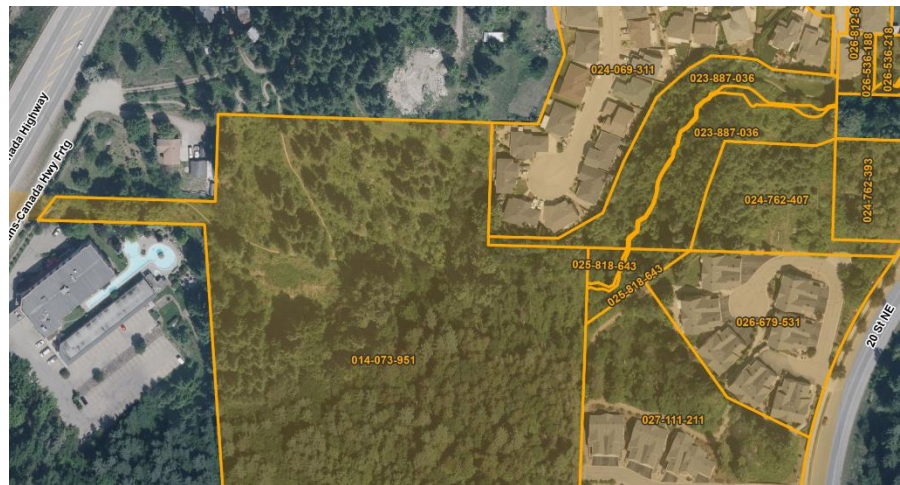
The opportunity remains to further rationalize the R-4 Zone as regards a small number of parcels that fit neither within the R-11 nor the R-14 Zone. Critically, these parcels would shift to the zone that is consistent with OCP designation and complies with the actual land use and parcel parameters.

P-1-Park and Recreation

These lands are in the Turner Creek area. They were dedicated as Park as a part of the development process. The surrounding developments are all zoned R-4 and so this zone also carried across the park lands.

The five “park” parcels shown in the adjacent photos and listed in the draft bylaw schedule are most accurately zoned under the existing P-1 Zone. Two are listed twice as they are not contiguous given a watercourse vested in the Crown divides them. There is also one to the south that is connected to 20th Street NE via a panhandle.

These are all OCP designated parks and are problematic to develop due to water-courses, riparian areas, geo-hazards and topography.



R-10 – Residential Zone

Finally, there are ten small properties that were historically shifted to R-4 Zone for various reasons:

- when two dwelling units were not permitted on a smaller parcel in the R-1/R-2/R-8 Zones;
- no other residential zone could apply to a given smaller area parcel; or
- property with the original older dwelling on a previously large parcel was left over when the land was developed into a strata property (as illustrated on the next page).



Original Dwellings



Given the proposed R-10 Zone changes, these properties would comply and are more consistent with R-10 than either the R-11 or the R-14. They are also subject to SSMUH thus where an owner has build-out space and wishes to add small scale units, they may do so in the R-10 zone. Some may only be able to add a secondary suite (above right) while others may do that as well as an accessory dwelling unit in a yard (above left).

Some street views below for a few of the other properties recommended to shift from R-4 to R-10 or R-11 and the explanation for the change.



The two examples at left each show an SFD on a fee simple parcel with public road frontage with strata SFDs alongside and behind the parcel.

This (top) photo is a street view of the ortho on the above right. It was the original dwelling which was zoned R-4 with the 53 unit strata was rezoning application. It has adequate yard to develop an ADU or to add secondary suites to the dwelling.



This (lower) photo shows a newer dwelling, constructed at the same time as the four SFDs in the strata behind it. Like the strata units, it has minimal yards and space and so – short of a complete demolition and redevelopment - it may add density via secondary suites only.

Shift to R-10 – Residential

These two parcels each have a duplex in the R-4 Zone. They are not a part of a multi-unit strata and have adequate yards and setbacks, thus are proposed to shift from the R-4 to the new R-10 Zone. They may accommodate additions or small suites so as to become a kind of fourplex under the SSMUH legislation.

**CONCLUSION**

The changes to R-4 are the last in the zone by zone residential adaptation to SSMUH. There is still policy and companion Zoning Bylaw and Subdivision and Development Servicing Bylaw work to complete, as well as a good deal of public and development industry education. Staff are working on revisions to the multi-family development permit guidelines to strengthen parcel permeability policy and mature tree retention and, if existing trees cannot be retained, then the viability of new trees.

Staff has endeavoured to approach the provincial mandate in a positive, logical, constructive manner. The next steps will be to provide public notice of the changes and receive any written correspondence that may or may not result in changes to the proposed zoning amendments.

As previously directed by Council, the changes are being implemented progressively with several zoning bylaws, each progressing to second reading. Advancing the proposed Bylaw to Council for first and second reading will place it on the agenda and continue the process in order to meet the June deadline,

Relevant Policy(ies):

Prior to the June 30, 2024 deadline zoning and other bylaws will be brought forward for Council's consideration that would be utilized by Council, staff and the public to review and approve Small Scale Multi Unit Housing (SSMUH).

Referral Comments:

In the drafting of the various bylaws related to SSMUH, planning staff consulted with other City departments.

Fire Department

N/A

Building Department

N/A

Engineering Department

N/A

Other

N/A

Planning Department

In closing, this aspect of SSMUH comprises relatively complex changes as compared to the changes in the single family residential zones. Advancing the attached proposed Bylaw to Council for first and second reading would place it on the agenda and continue the process in order to meet the June 30, 2024 deadline.

Financial Considerations:

N/A

Committee Recommendations:

N/A

Public Consultation:

The *Local Government Act* prohibits Council from holding a Public Hearing for bylaw amendments that are for the sole purpose of implementing bylaw amendments related to SSMUH. Notice will be given in two consecutive editions of the newspaper in advance of Council considering first reading of the proposed bylaw. It is expected that first reading will be considered that the May 13, 2024 Regular Council meeting.

Alternatives & Implications:

N/A

Prepared by: Planning Analyst & Manager of Planning and Building

Reviewed by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 – R-4 Medium Density Residential Zone
- Appendix 2 – Bylaw No. 4658 – R-11 and R-14 Zones (Draft)
- Appendix 3 – Rezoning Mapbook
- Appendix 4 – Flow Chart: Staff Considerations for Rezoning From R-4

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).

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

Minimum Parcel Width

9.8

- .1 The minimum *parcel width* shall be 30.0 metres (98.5 feet). #3740
- .2 Notwithstanding Section 9.8.1, the minimum *parcel width* for a *single family* lot shall be 10.0 metres (32.8 feet).
- .3 Notwithstanding Section 9.8.1, the minimum *parcel width* for a stacked *duplex* lot shall be 14.0 metres (45.9 feet).
- .4 Notwithstanding Section 9.8.1, the minimum *parcel width* for a side-by-side *duplex* lot shall be 20.0 metres (65.6 feet)).

Minimum Setback of Principal Buildings

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

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

Minimum Setback of Accessory Buildings

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

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

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

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)	<input type="checkbox"/> 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	<input type="checkbox"/> 3 units per hectare(1.2 units per acre) <input type="checkbox"/> 4 units per hectare(1.6 units per acre) <input type="checkbox"/> 7 units per hectare(2.8 units per acre)
3. Provision of below <i>grade</i> or <i>parkade</i> type parking for at least 50% of the required off street parking	<input type="checkbox"/> 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>welling unit</i>	<input type="checkbox"/> 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling units</i> in accordance with special agreement under Section 904 #3218	<input type="checkbox"/> 5 units per hectare (2.0 units per acre)

Maximum Floor Area Ratio

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

Parking

9.13 Parking shall be required as per Appendix I.

CITY OF SALMON ARM

BYLAW NO. 4658

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

WHEREAS pursuant to the December of 2023 amendments of the Local Government Act [RSBC 2015] Chapter 1, Council of the City of Salmon Arm is legislated to require enabling of small-scale multi-unit housing across serviced, single family residential zoned lands within the Urban Containment Boundary;

AND WHEREAS as required by the Province of British Columbia, written submissions were accepted but no Public Hearing was held;

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:
 - a) by replacing all references to *R-4 - Medium Density Residential Zone* in s. 4.5.5; s. 4.9.1 Home Occupations, 4.9.1 Special Building Setbacks; and in Table A1-1 Required Off-Street Parking Spaces with *R-14 - Compact/Strata Multi-Family Residential Zone*;
 - b) by deleting *R-4 - Medium Density Residential Zone* and adding the *R-11 - Existing Compact/Single Family Residential Zone* and the *R-14 - Compact/Strata Multi-Family Residential Zone* to the list of Zones in section 5.1;
 - c) by deleting section 9, the *R-4 - Medium Density Residential Zone*;
 - d) by inserting Schedule "A," attached hereto and forming a part of this Bylaw, as section 7, the *R-11 - Existing Compact/Single Family Residential Zone* and by rezoning all the parcels listed in Table "A" from R-4 to the R-11 Zone;
 - e) by inserting Schedule "B," attached hereto and forming a part of this Bylaw, as section 9, the *R-14 - Compact/Strata Multi-Family Residential Zone* and by rezoning all the parcels listed in Table "B" from R-4 to the R-14 Zone; and

- f) by rezoning all the parcels listed on Table "C" from the *R-4 - Medium Density Residential Zone* to the *P-1 - Park and Recreation Zone*; and
- g) by rezoning all the parcels listed on Table "D" from the *R-4 - Medium Density Residential Zone* to the *R-10 - Residential Zone*.

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. 4658**”

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"

SECTION 7 - R-11 - EXISTING COMPACT/SINGLE FAMILY RESIDENTIAL ZONE

Purpose

7.1 The R-11 Zone provides *zoning* compliance for historically developed detached *single family dwellings*, primarily on strata lots, with minimal yards where *secondary suites* may be added within these dwellings. Where single family dwellings are on fee simple *parcels*, *secondary suites* and/or *accessory dwelling units* may be developed to a density governed by *parcel* area.

The R-11 Zone will not be considered for future or further single family development on other lands.

Regulations

7.2 On a *parcel* zoned R-11, 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-11 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

7.3 The following uses and no others are permitted in the R-11 *Zone*:

- .1 *single family dwelling* with or without *secondary suite(s)*
- .2 *accessory dwelling unit(s)* on fee simple *parcels* in compliance with s. 4.2 of this Bylaw
- .3 *accessory use*
- .4 *bed and breakfast* in a *single family dwelling*, limited to two let rooms
- .5 *boarding home*
- .6 *family childcare facility*
- .7 *group childcare*
- .8 *commercial daycare facility*

Maximum Density and Number of Dwelling units

7.4 The maximum *density* shall be 40 *dwelling units* per hectare (16.2 per acre), calculated based upon *gross parcel area*.

Maximum Height of Principal Buildings

7.5 The maximum *height* of any *principal building* shall be 10 metres (32.8 feet).

Maximum Height of Accessory Buildings

7.6 The maximum *height* of an *accessory building*, including an *accessory dwelling unit*, shall be 6 metres (19.7 feet).

Maximum Parcel Coverage

7.7 The total maximum *parcel coverage* for all *buildings* shall be 55% of *parcel area*; whereby, within this cap, if permitted in this zone, up to 20% of *parcel area* may comprise *accessory buildings* containing one or more *accessory dwelling units*; and up to 10% may comprise all other *accessory buildings*.

Minimum Parcel Area

78 The minimum *parcel area* for a *single family dwelling* shall be 300 square metres (3,229.3 square feet).

Minimum Parcel Width

7.9 The minimum *parcel width* shall be 30 metres (98.5 feet); and, the minimum *parcel width* for a *single family strata lot* shall be 10 metres (32.8 feet).

Minimum Setback of Principal Building, Single Family Dwelling and Accessory Dwelling Unit

7.10 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-11* 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-11* shall be 1.2 metres (3.9 feet)
 - 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 parcel of not more than one storey in height shall be 1.5 metres (4.9 feet)
- .6 Minimum separation between residential *buildings* on the parcel of more than one storey in height shall be 3.0 metres (9.8 feet)
- .7 Notwithstanding the preceding, 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).

Refer to Section 4.9 for “Special Building Setbacks” which may apply.

Minimum Setback of Non- Residential Accessory Buildings

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

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
- .3 *Interior side parcel line* shall be 1.0 metre (3.3 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)

Refer to “Pound and Animal Control Bylaw” for special setbacks which may apply.

Parking

7.14 Required off-street parking shall be as prescribed in Appendix I.

TABLE "A"

List of Parcels Rezoned from R-4 to R-11

	PID	PLAN	New Zone	ADDRESS
1	029-972-116	PLAN EPS3551	R-11	1611 10 STREET SW
2	010-841-806	PLAN K687	R-11	2401 5 AVENUE NE
3	011-697-300	PLAN 1255	R-11	60 10 STREET SE
4	014-857-332	PLAN K771	R-11	1120 12 STREET NE
5	018-341-071	PLAN KAS1277	R-11	350 HUDSON STREET NW
6	018-879-241	PLAN KAS1479	R-11	420 HUDSON STREET NW
7	024-069-311	KAS2019	R-11	801 20 STREET NE
8	026-423-103	PLAN KAS2869	R-11	1231 10 STREET SW
9	026-515-351	PLAN KAS2927	R-11	551 17 STREET SE
10	026-536-188	PLAN KAP79770	R-11	630 20 STREET NE
11	026-536-218	PLAN KAP79770	R-11	631 21 STREET NE
12	027-006-255	PLAN KAS2977	R-11	151 BEATTY AVENUE NW
13	027-379-833	PLAN KAS3388	R-11	2850 7 AVENUE NE
14	027-503-801	PLAN KAS2527	R-11	881 16 STREET NE
15	029-776-228	PLAN EPP56717	R-11	800 9 AVENUE NE
16	029-776-236	PLAN EPP56717	R-11	830 9 AVENUE NE
17	029-776-244	PLAN EPP56717	R-11	801 8 AVENUE NE
18	029-776-252	PLAN EPP56717	R-11	831 8 AVENUE NE
19	029-898-901	PLAN EPS3413	R-11	1330 10 STREET SW
20	030-006-261	PLAN EPS3897	R-11	1341 30 STREET NE
21	030-567-262	PLAN EPS4414	R-11	361 10 STREET SE
22	030-199-000	PLAN EPS4235	R-11	1791 10 STREET SW
23	031-038-671	PLAN EPS6485	R-11	1151 8 AVENUE NE
24	031-051-201	PLAN EPP94805	R-11	931 12 STREET SE
25	031-500-072	PLAN EPP112221	R-11	2394 6 AVENUE SE
26	031-500-081	PLAN EPP112221	R-11	2374 6 AVENUE SE
27	031-500-099	PLAN EPP112221	R-11	2354 6 AVENUE SE
28	031-500-102	PLAN EPP112221	R-11	2344 6 AVENUE SE
29	031-500-111	PLAN EPP112221	R-11	2334 6 AVENUE SE
30	031-500-129	PLAN EPP112221	R-11	2314 6 AVENUE SE
31	031-500-137	PLAN EPP112221	R-11	2304 6 AVENUE SE
32	031-746-161	PLAN EPS8618	R-11	1840 10 STREET SW
33	009-164-243	PLAN 13789	R-11	2190 6 AVENUE NE
34	030-179-114	PLAN EPP72088	R-11	371 10 STREET SE

Schedule “B”

SECTION 9 - R-14 - COMPACT/MULTI-FAMILY RESIDENTIAL ZONE

Purpose

- 9.1 The purpose of the R-14 Zone is to provide for ground-oriented attached dwellings on strata lots or for rental occupancy, in rowhouses, clusters or duplex building forms on lands designated in the OCP as medium and high density.

Regulations

- 9.2 On a *parcel zoned R-14*, 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-14 Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 9.3 The following uses and no others are permitted in the R-14 Zone:
- .1 *multiple family dwellings*
 - .2 *triplexes*
 - .3 *duplexes*
 - .4 *assisted living housing with or without a dining area*
 - .5 *secondary suites*
 - .6 *boarding home*
 - .7 *commercial daycare facility*
 - .8 *group childcare*
 - .9 *family childcare facility*
 - .10 *home occupation*
 - .111 *accessory use*

Maximum Height of Principal Buildings

- 9.4 The maximum *height of any principal building* shall be 10 metres (32.8 feet), except where this may be increased up to 13 metres (42.7 feet) via the Development Permit process, subject to provision of an amenity listed in Table 9.1.

Maximum Height of Accessory Buildings

- 9.5 The maximum *height of any accessory building* shall be 6 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*.

Minimum Parcel Area

9.7

- .1 The minimum *parcel area* for a *duplex* shall be 600 square metres (6,458.6 square feet).
- .2 The minimum *parcel area* for all other uses shall be 900 square metres (9,687.8 square feet).
- .3 *Duplexes, triplexes and multiple family dwellings* may be subdivided into strata lots smaller than the preceding provided the *parcel* is comprehensively developed under a single Development Permit.

Minimum Parcel Width

9.8

- .1 The minimum *parcel width* shall be 30 metres (98.5 feet).
- .2 The minimum *parcel width* for a *duplex parcel* shall be 14 metres (45.9 feet).
- .3 Notwithstanding the preceding, *duplexes, triplexes and multiple family dwellings* may be subdivided into narrower strata lots provided the *parcel* is comprehensively developed under a single Development Permit.

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 *internal access route* shall be 2.0 metres (6.6 feet)
- .2 *Rear parcel line* shall be 5.0 metres (16.4 feet)
- .3 *Interior side parcel line*
 - adjacent to a *parcel zoned R-14* shall be 1.2 metres (3.9 feet)
 - 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 clear driveway length for accessing any garage or carport shall be 5 metres (16.4 feet).
- .6 Minimum separation between residential *buildings* on the same *parcel* of not more than one storey in height shall be 1.5 metres (4.9 feet)
- .7 Minimum separation between residential *buildings* on the same *parcel* of more than one storey in height shall be 3 metres (9.8 feet)

Refer to Section 4.9 for “Special Building Setbacks” which may apply.

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.

Maximum Density

9.11 The maximum permitted *density* based on the gross *parcel* area, shall be as follows:

- .1 40 *dwelling units* per hectare (16.2 per acre); or
- .2 50 *dwelling units* or *sleeping units* per hectare (20.2 per acre) for *Assisted Living Housing*; and

- .3 subject to providing the specified amenity(ies) listed in Table 9.1, permitted density may increase as specified up to a maximum of 50 *dwelling units* per hectare (20.2 per acre); and for the purposes of the R-14 Zone, *secondary suites* shall not be included in the calculation of *density*.

Parcel Specific Single Family Dwellings (detached)

- 9.12 To recognize zoning compliance, the following strata lot developments are permitted to retain existing detached single family dwellings:
- .1 231 - 20 Street NE, Plan EPP126010 (PID 031 983 855)
 - .2 2751 - 15 Avenue, NE, Plan EPS 8 (PID 027 455 327)
 - .3 111 Harbourfront Drive NW, PLAN KAS881 (PID 016 997 905)

Parking

- 9.13 Required off-street parking shall be as prescribed in Appendix I.

TABLE 9.1

AMENITY TO BE PROVIDED	ADDED DENSITY
1. Provision of each fully accessible dwelling unit (e.g. wheelchair access)	<input type="checkbox"/> 2 units per hectare (0.8 units per acre)
2. Provision of <i>commercial daycare facility</i> 7 to 10 children 11 to 15 children 16 or more children	<input type="checkbox"/> 3 units per hectare (1.2 units per acre) <input type="checkbox"/> 4 units per hectare (1.6 units per acre) <input type="checkbox"/> 7 units per hectare (2.8 units per acre)
2. Provision of below <i>grade</i> parking for at least 50% of the required off street parking	<input type="checkbox"/> 10 units per hectare (4.0 units per acre)
3. Provision of each rental <i>dwelling unit</i>	<input type="checkbox"/> 2 units per hectare (0.8 units per acre)
4. Provision of affordable rental <i>dwelling units</i> in accordance with special agreement under s. 483 of the Local Government Act	<input type="checkbox"/> 5 units per hectare (2.0 units per acre)

Table “B”

List of Parcels Rezoned from R-4 to R-14

	PID	Plan	New Zone	Address
1	002-015-421	PLAN 26408	R-14	700 30 STREET NE
2	002-206-854	PLAN SPK507	R-14	1451 1 AVENUE NE
3	002-943-867	PLAN 34598	R-14	120 8 AVENUE SW
4	004-628-373	PLAN 28133	R-14	141 10 AVENUE SE
5	004-687-612	PLAN 27921	R-14	3381 10 AVENUE SE
6	006-372-392	PLAN 14775	R-14	270 7 STREET SE
7	006-741-762	PLAN 22668	R-14	650 10 STREET SW
8	007-296-185	PLAN 9916	R-14	1121 TREET SE
9	007-388-586	KAS653	R-14	vacant land
10	007-388-586	KAS653	R-14	4490 13 STREET NE
11	007-388-586	KAS653	R-14	4431 LAKESHORE ROAD NE
12	008-134-243	PLAN 19112	R-14	1130 15 STREET SE
13	008-932-310	PLAN 14775	R-14	180 7 STREET SE
14	009-027-572	PLAN 14376	R-14	1181 20 STREET NE
15	009-491-856	PLAN 11757	R-14	541 30 STREET NE
16	009-634-151	PLAN 9916	R-14	1120 SHUSWAP STREET SE
17	009-634-207	PLAN 9916	R-14	1231 1 STREET SE
18	010-257-900	PLAN 5725	R-14	791 5 STREET SE
19	010-563-466	PLAN 4279	R-14	1520 10 STREET SW
20	010-853-006	PLAN 3538	R-14	4400 CANOE BEACH DRIVE NE
21	010-853-014	PLAN 3538	R-14	4600 CANOE BEACH DRIVE NE
22	011-071-672	PLAN 1923	R-14	350 NARCISSE STREET NW
23	011-250-895	PLAN 1980	R-14	7200 52 STREET NE
24	011-300-191	PLAN 1719	R-14	1281 20 AVENUE SW
25	011-333-405	PLAN 1978	R-14	1141 18 STREET NE
26	011-595-060	PLAN 1451	R-14	3110 2 AVENUE NE
27	012-412-031	PLAN 392	R-14	380 SHUSWAP STREET SE
28	012-412-066	PLAN 392	R-14	381 1 STREET SE
29	012-412-082	PLAN 392	R-14	351 1 STREET SE
30	013-450-859	PLAN K742	R-14	151 8 AVENUE SW

31	014-070-456	PLAN DD4342D	R-14	1741 10 STREET SW
32	014-073-951	PLAN B411	R-14	1470 TCH NE
33	014-079-640	PLAN DD12003	R-14	1280 LAKESHORE ROAD NE
34	014-079-658	PLAN B3820	R-14	1270 LAKESHORE ROAD NE
35	016-997-905	PLAN KAS881	R-14	111 HARBOURFRONT DRIVE NW
36	017-528-011	PLAN KAS969	R-14	600 10 STREET SW
37	017-800-943	PLAN KAS1054	R-14	1521 OKANAGAN AVENUE NE
38	018-189-661	PLAN KAS1227	R-14	1481 OKANAGAN AVENUE NE
39	018-509-495	PLAN KAS1340	R-14	870 10 STREET SW
40	018-607-829	PLAN KAS1372	R-14	900 5 AVENUE SW
41	018-674-356	PLAN KAS1402	R-14	780 10 STREET SW
42	018-686-257	PLAN KAP51918	R-14	3201 6 AVENUE NE
43	019-142-188	PLAN KAP54150	R-14	70 11 STREET SE
44	023-031-069	PLAN KAP54430	R-14	60 25 STREET SE
45	023-107-901	PLAN KAS1637	R-14	2101 6 AVENUE NE
46	023-114-134	PLAN KAS1638	R-14	171 17 STREET SE
47	023-195-321	PLAN KAS1666	R-14	51 25 STREET SE
48	023-291-681	PLAN KAS1708	R-14	20 25 STREET SE
49	023-466-138	PLAN KAS1780	R-14	40 25 STREET SE
50	023-625-210	PLAN KAS1835	R-14	101 20 STREET NE
51	023-657-138	PLAN KAS1847	R-14	2951 11 AVENUE NE
52	023-658-240	PLAN KAS1851	R-14	660 24 STREET NE
53	023-866-284	PLAN KAS1936	R-14	80 25 STREET SE
54	024-024-805	PLAN KAS2005	R-14	71 25 STREET SE
55	024-255-700	PLAN KAS2075	R-14	171 BEATTY AVENUE NW
56	024-467-847	PLAN KAP64066	R-14	1591 30 STREET NE
57	024-543-241	PLAN KAP64666	R-14	1141 20 STREET NE
58	024-762-393	PLAN KAP66620	R-14	551 21 STREET NE
59	025-681-401	KAS2541	R-14	1451 OKANAGAN AVENUE NE
60	025-764-039	KAP74189	R-14	1590 OKANAGAN AVENUE SE
61	025-764-055	KAP74189	R-14	1600 OKANAGAN AVENUE SE
62	025-818-643	KAP74649	R-14	491 20 STREET NE
63	025-818-643	KAP74649	R-14	491 20 STREET NE
64	026-188-350	KAS2758	R-14	2060 12 AVENUE NE

65	026-535-131	PLAN KAS2857	R-14	671 24 STREET NE
66	026-594-765	PLAN KAS2657	R-14	51 8 AVENUE SW
67	026-679-531	PLAN KAS2777	R-14	441 20 STREET NE
68	026-797-321	PLAN KAP81756	R-14	821 10 AVENUE SW
69	026-812-614	PLAN KAS 3079	R-14	660 20 STREET NE
70	032-183-879	PLAN EPP136050	R-14	981 12 STREET SE
71	027-111-211	PLAN KAS2777	R-14	341 20 STREET NE
72	027-341-682	PLAN KAS3369	R-14	1431 AUTO ROAD SE
73	027-455-327	PLAN EPS8	R-14	2751 15 AVENUE NE
74	027-748-341	PLAN EPS14	R-14	1070 1 STREET SE
75	028-197-941	PLAN EPS133	R-14	1596 OKANAGAN AVENUE SE
76	028-875-656	PLAN EPS740	R-14	1449 1 AVENUE NE
77	028-875-818	PLAN EPS625	R-14	780 20 STREET NE
78	030-387-540	PLAN EPS4629	R-14	121 HARBOURFRONT DRIVE NE
79	030-750-415	PLAN EPS5826	R-14	421 HUDSON STREET NW
80	030-750-601	PLAN EPS5686	R-14	2810 15 AVENUE NE
81	031-109-837	PLAN EPP82567	R-14	1061 1 STREET SE
82	031-743-854	PLAN EPP121728	R-14	2800 20 AVENUE NE
83	031-983-812	PLAN EPP126010	R-14	231 20 STREET NE
84	031-983-855	EPS9398	R-14	231 20 STREET NE
85	032-030-550	PLAN EPP121958	R-14	1180 OLD AUTO ROAD SE
86	032-030-550	PLAN EPP121958	R-14	1180 OLD AUTO ROAD SE
87	032-030-584	EPS9618	R-14	1180 OLD AUTO ROAD SE
88	012-412-007	PLAN 392	R-14	350 SHUSWAP STREET SE

TABLE “C”

List of Parcels Rezoned from R-4 to P-1

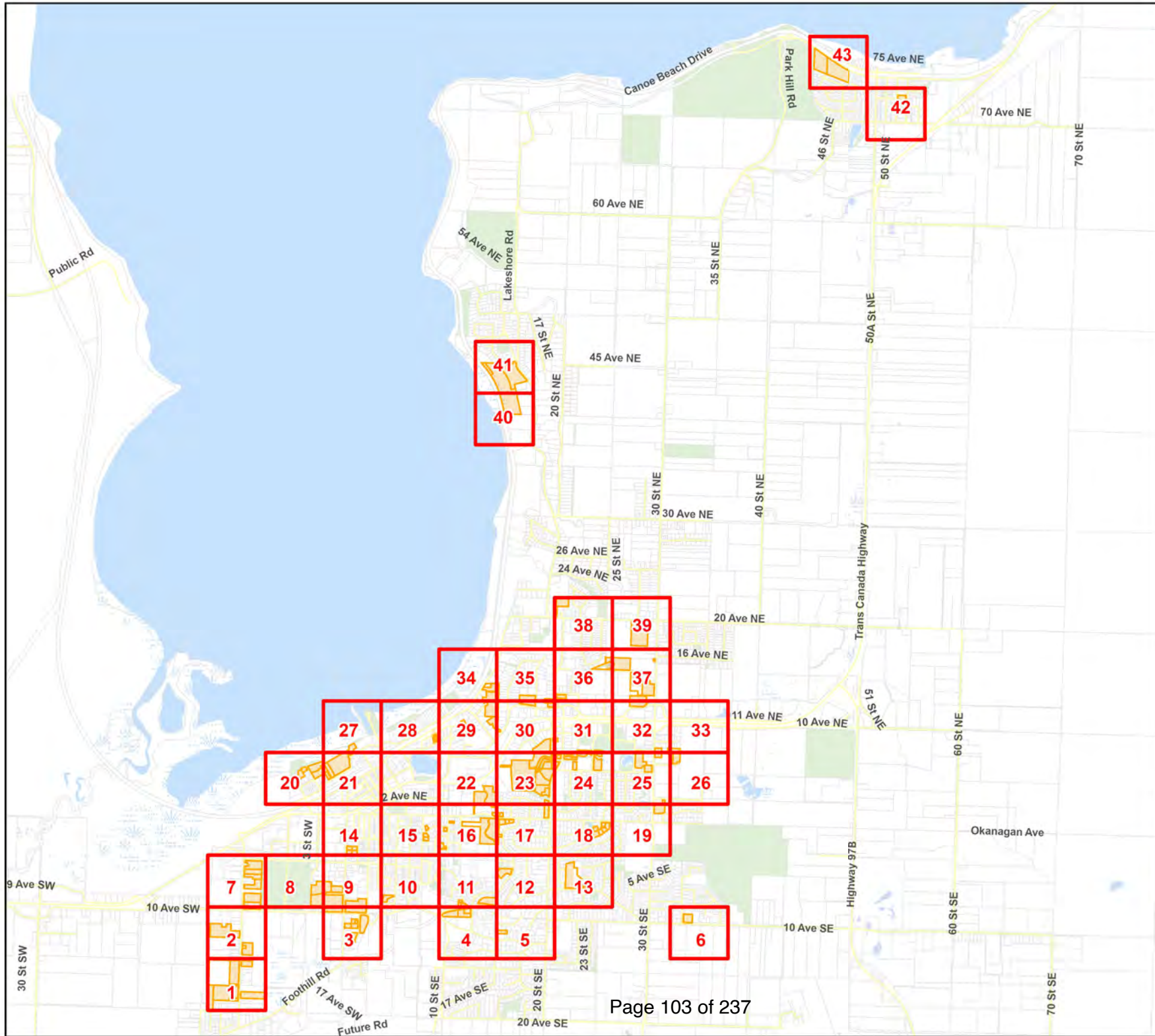
	PID	PLAN	NEW ZONE	OCP	ADDRESS
1	023-887-036	PLAN KAP59942	P-1	PARK	601 20 STREET NE
3	024-762-407	PLAN KAP66620	P-1	PARK	511 21 STREET NE
5	023-105-721	PLAN KAP54974	P-1	PARK	650 21 STREET NE

TABLE “D”

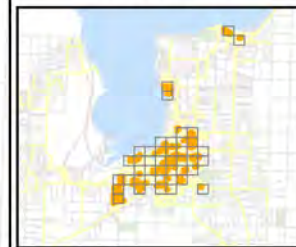
List of Parcels Rezoned from R-4 to R-10

	PID	PLAN	NEW ZONE	ADDRESS
1	029-787-424	PLAN EPP56722	R-10	1380 10 STREET SW
2	031-109-845	PLAN EPP82567	R-10	1081 1 STREET SE
3	001-992-007	PLAN 15603	R-10	980 1 AVENUE SE
4	031-425-895	PLAN EPP110768	R-10	2185 5 AVENUE SE
5	006-370-985	PLAN 17709	R-10	731 1 AVENUE SE
6	015-556-662	PLAN 42417	R-10	1300 LAKESHORE RD NE
7	027-759-288	PLAN EPP1245	R-10	1971 20 AVENUE NE
8	031-743-846	PLAN EPP121728	R-10	2790 20 AVENUE NE
9	029-912-016	PLAN EPP62930	R-10	1881 10 STREET SW

**Parcels Zoned R-4
Tile Index**



Overview Map



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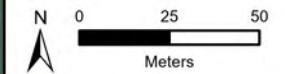
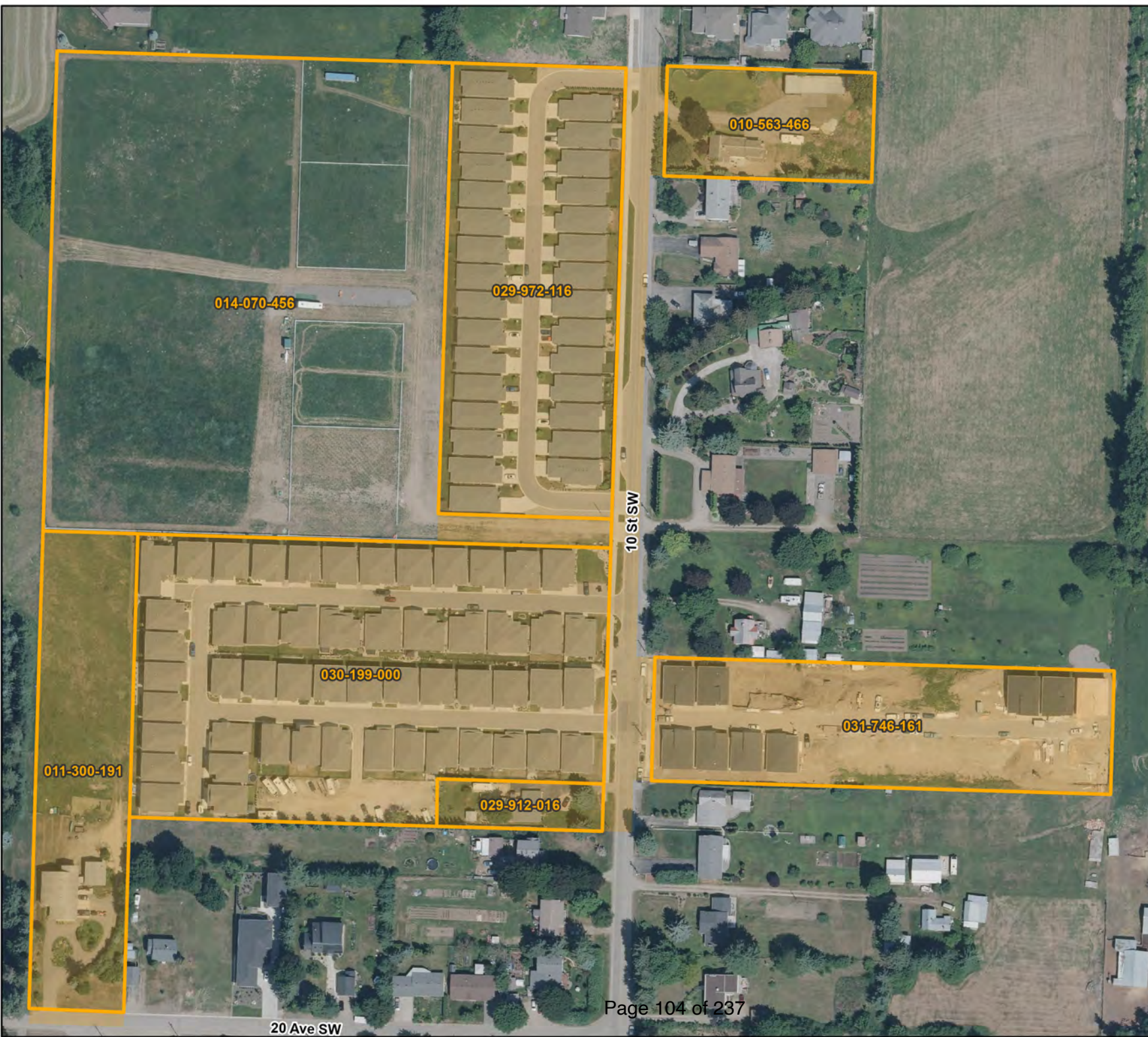
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Parcels Zoned R-4

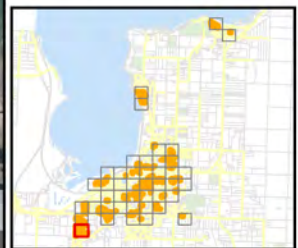
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Legend

- R-4 Parcels
- R-4 Zone



Overview Map



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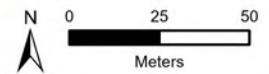
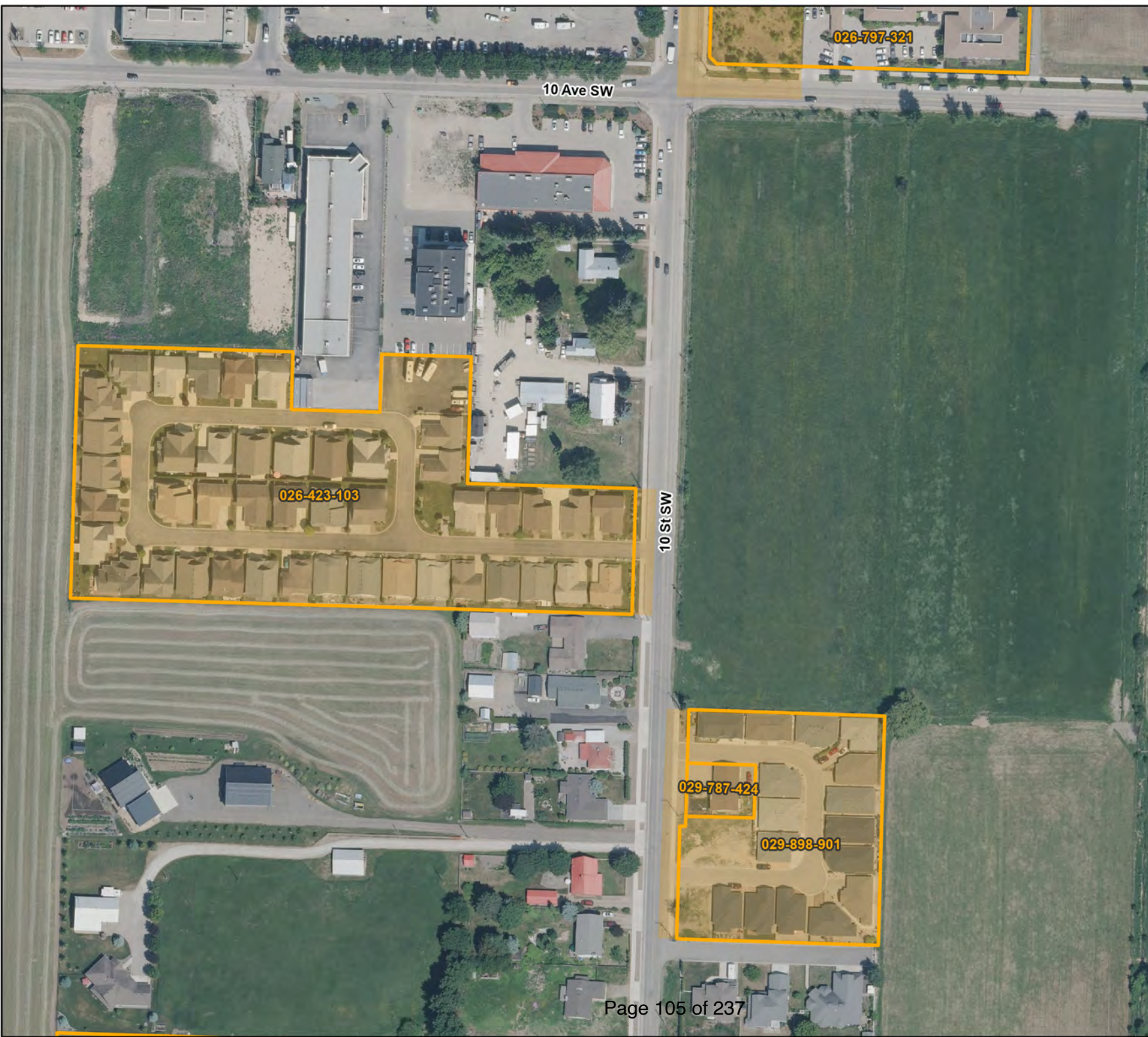
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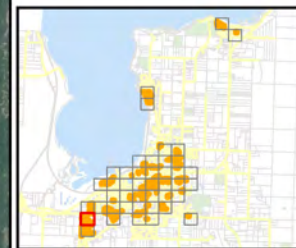
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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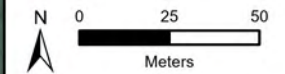
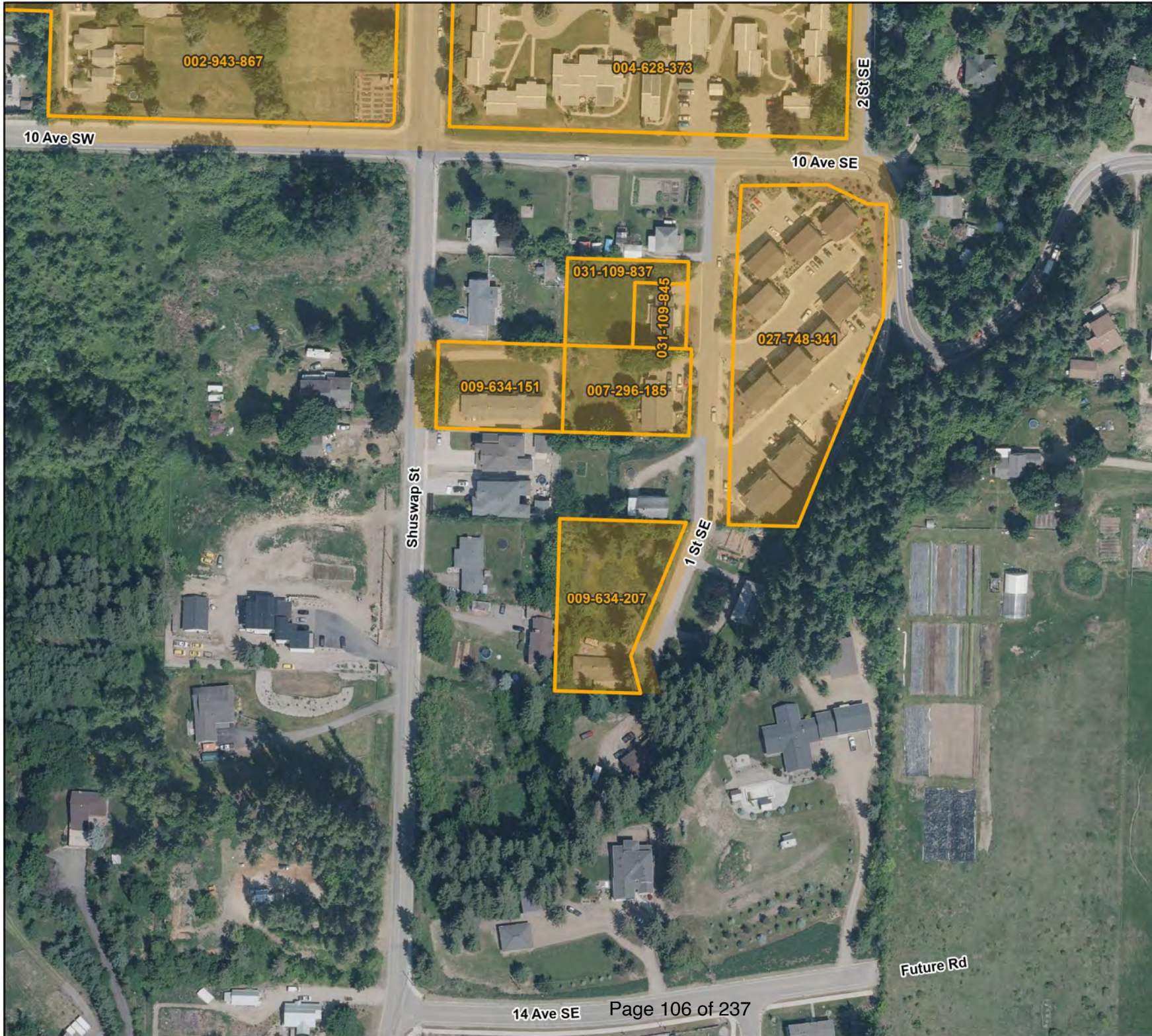
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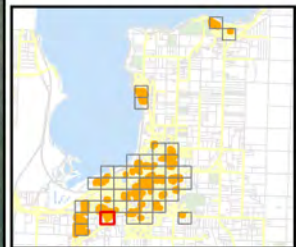
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Legend

- R-4 Parcels
- R-4 Zone



Overview Map



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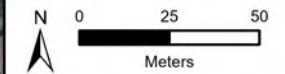
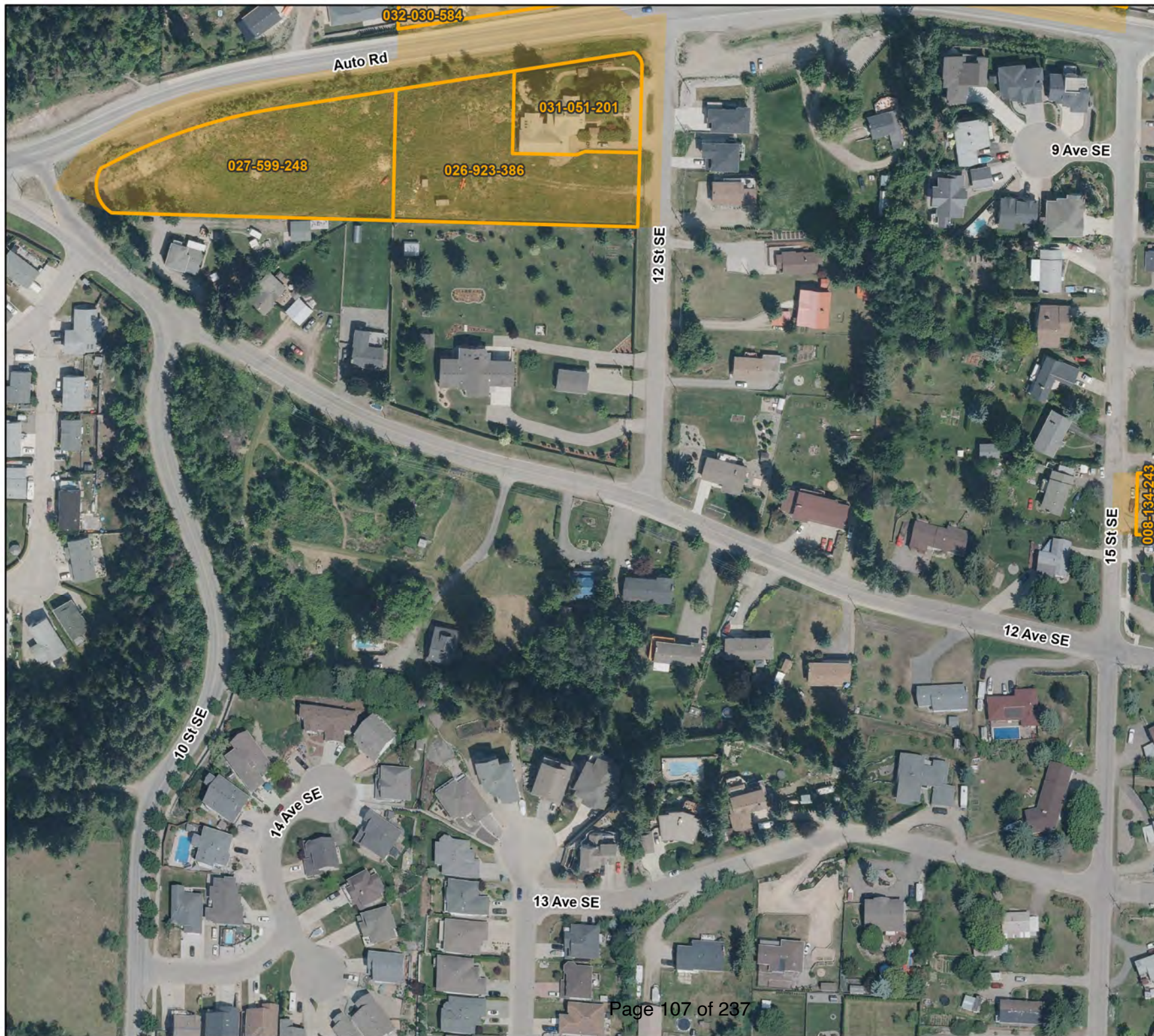
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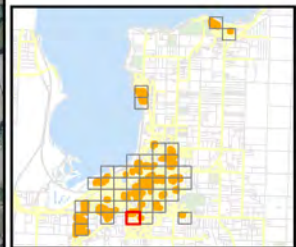
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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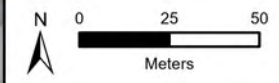
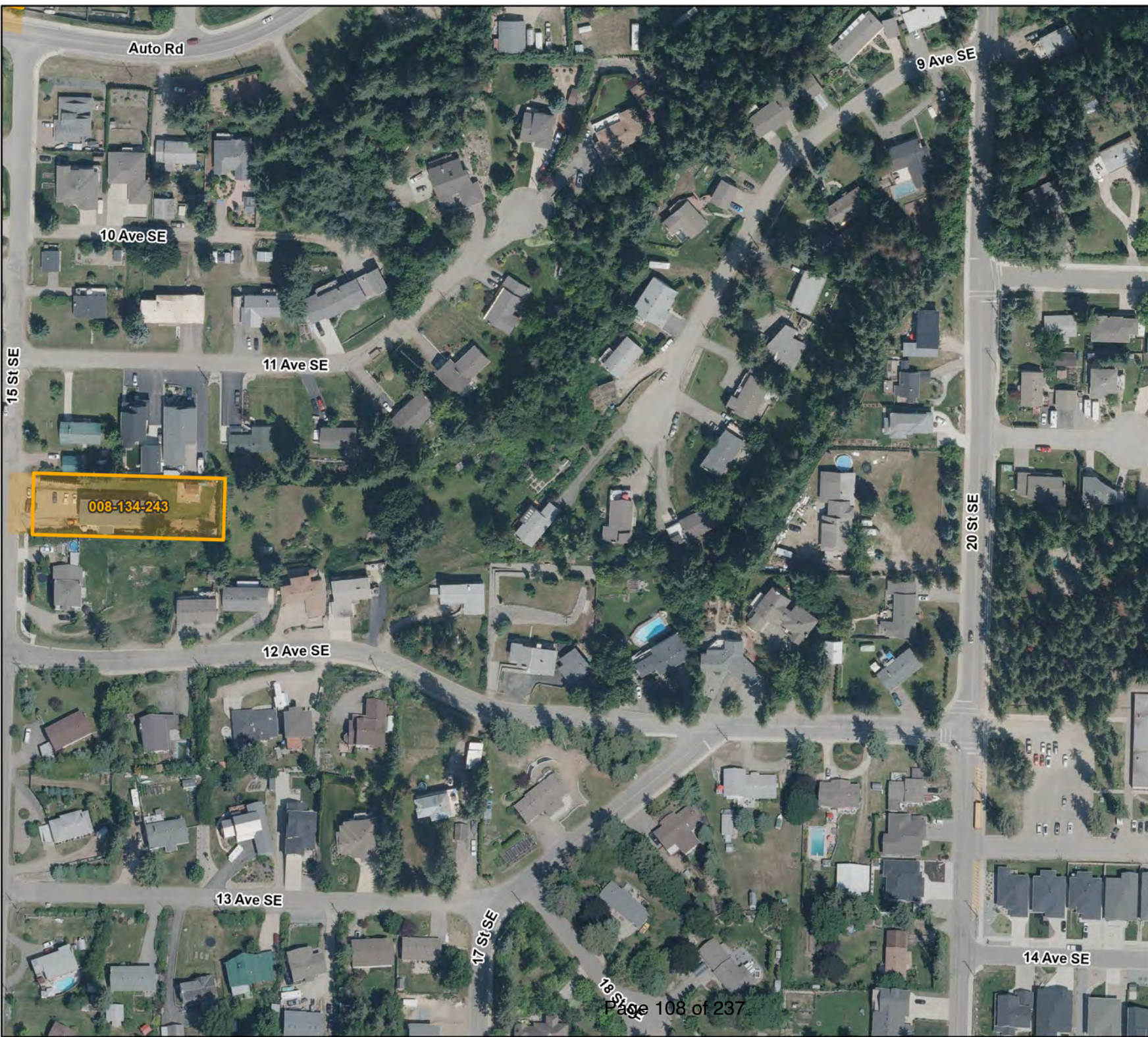
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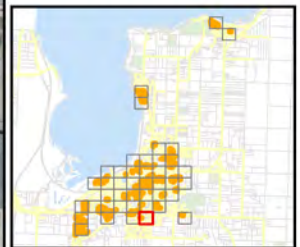
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Legend

-  R-4 Parcels
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Overview Map





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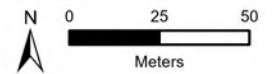
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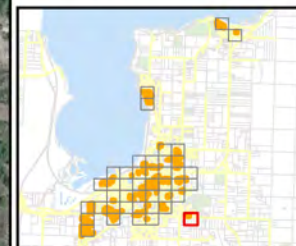
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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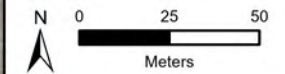
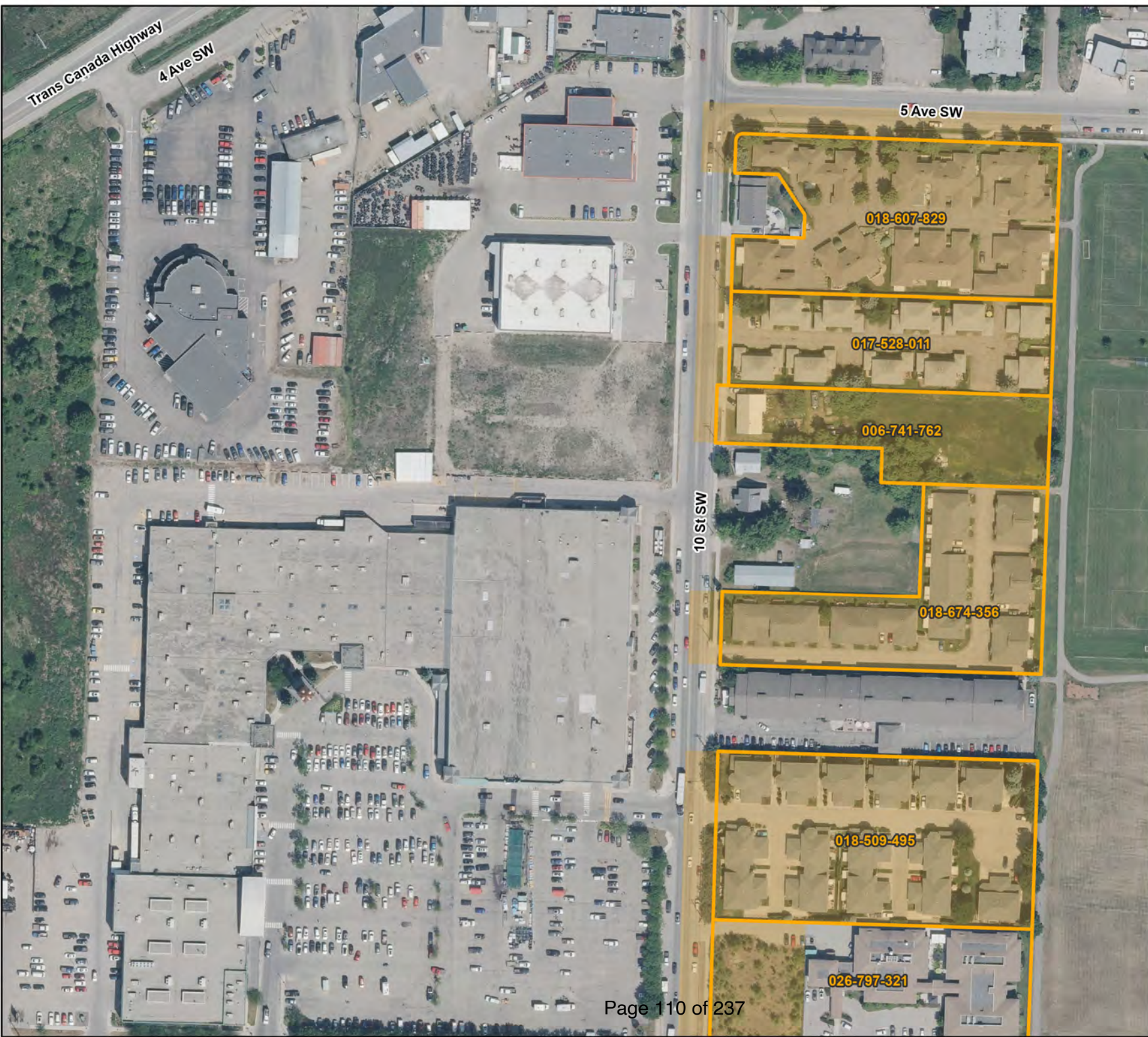
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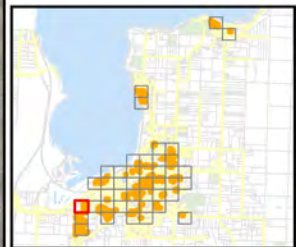
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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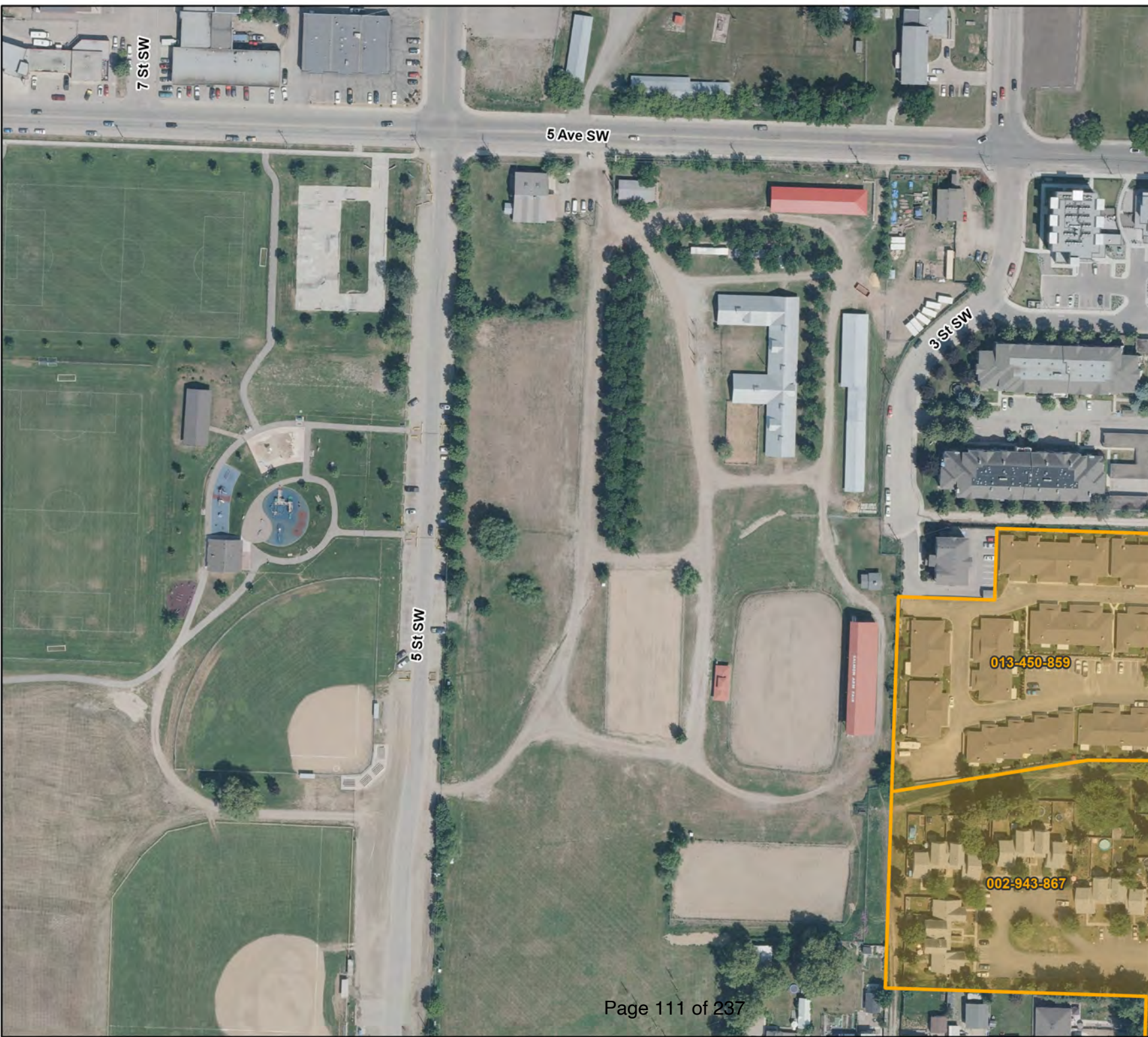
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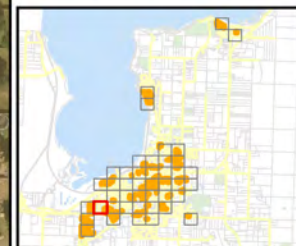
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Legend

- R-4 Parcels
- R-4 Zone



Overview Map



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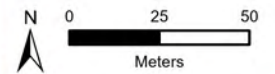
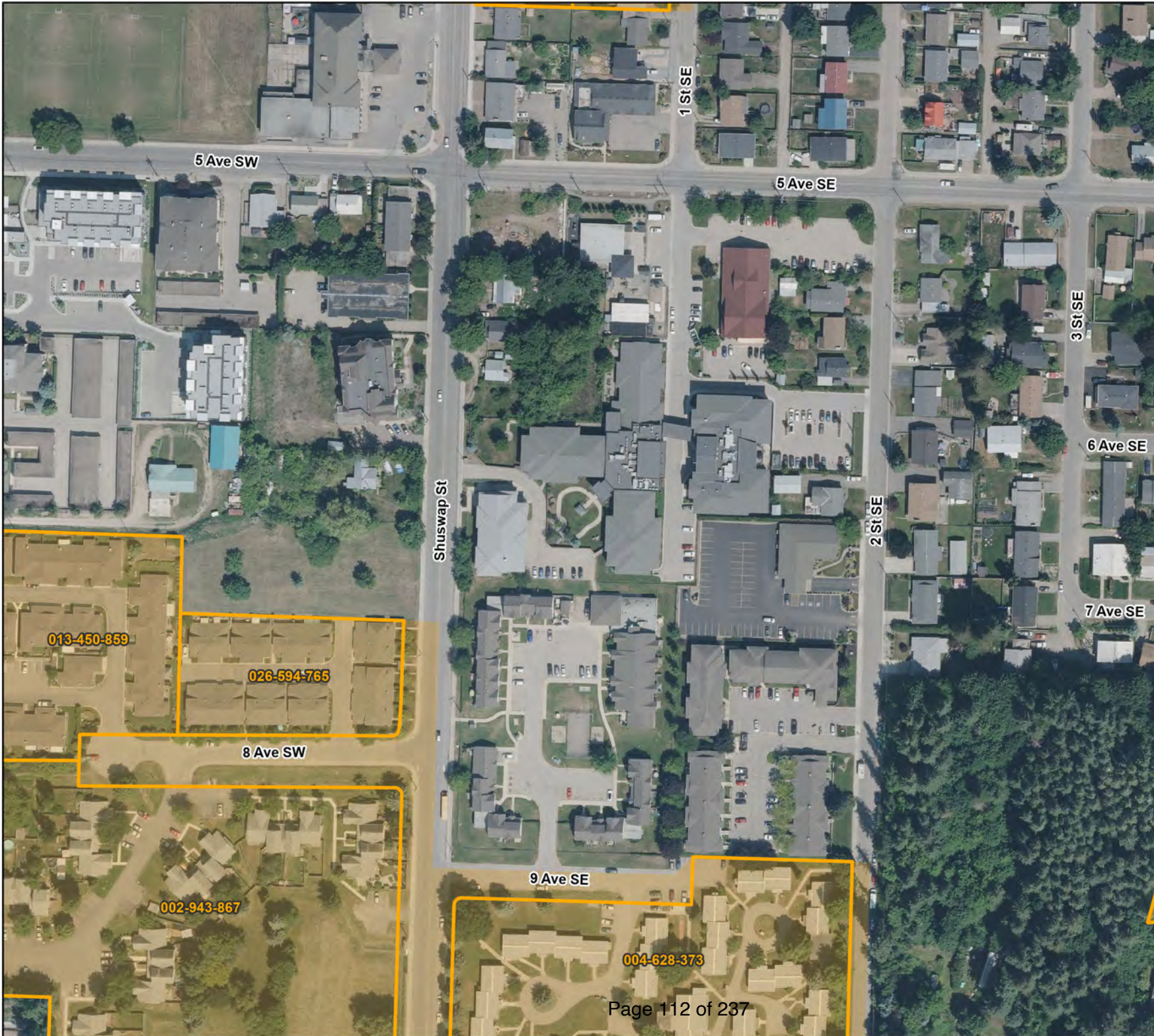
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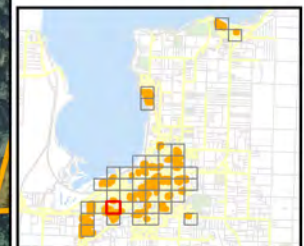
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Legend

- R-4 Parcels
- R-4 Zone



Overview Map



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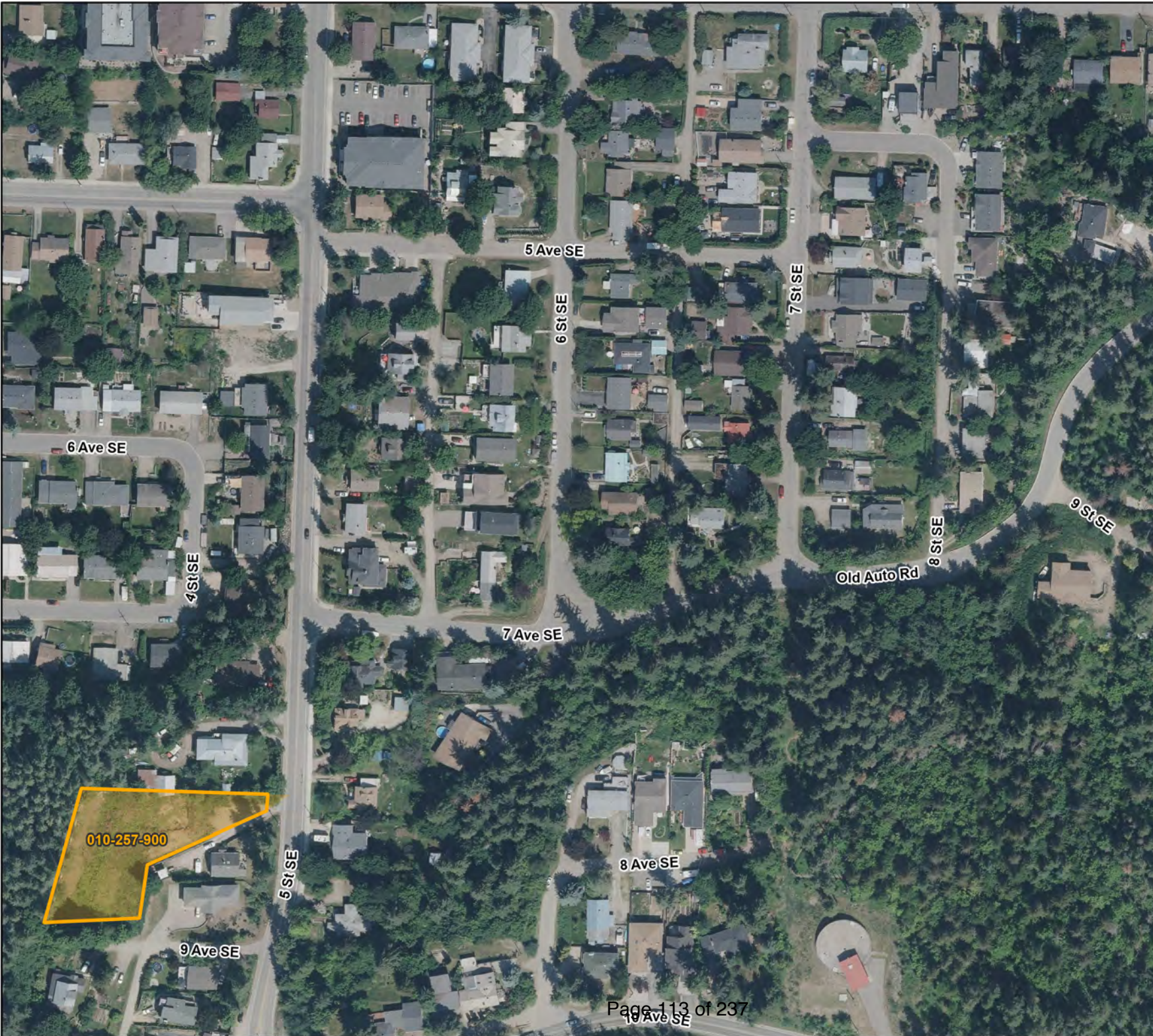
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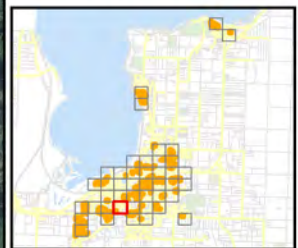
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Legend

- R-4 Parcels
- R-4 Zone



Overview Map



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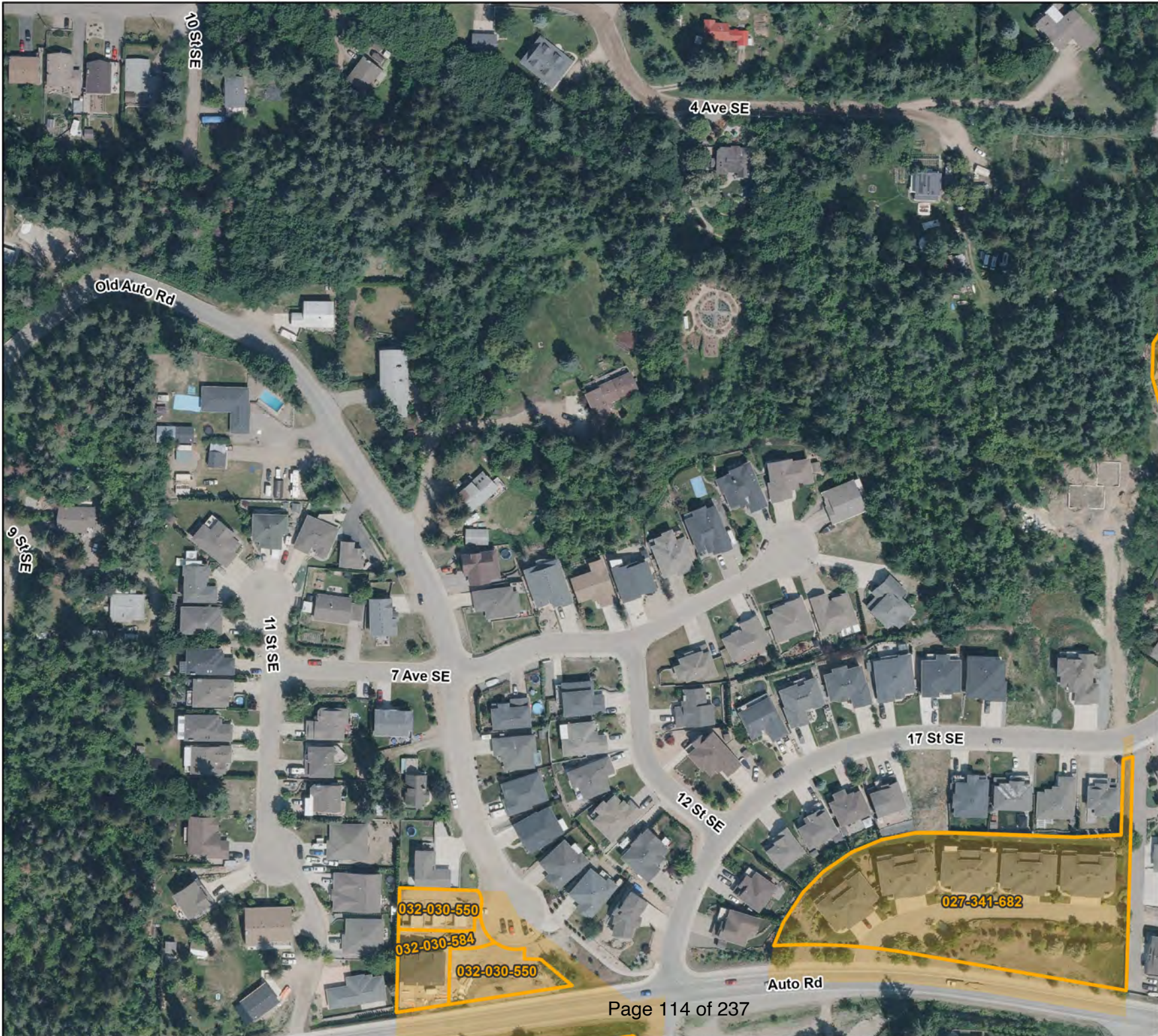
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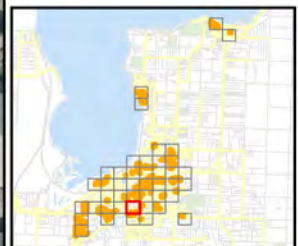
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- R-4 Parcels
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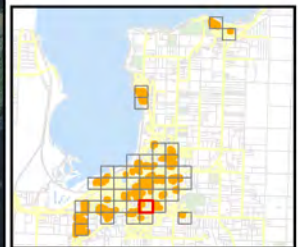
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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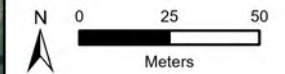
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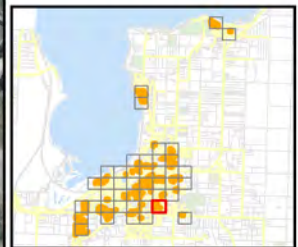
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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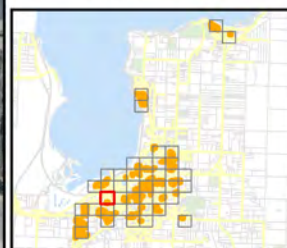
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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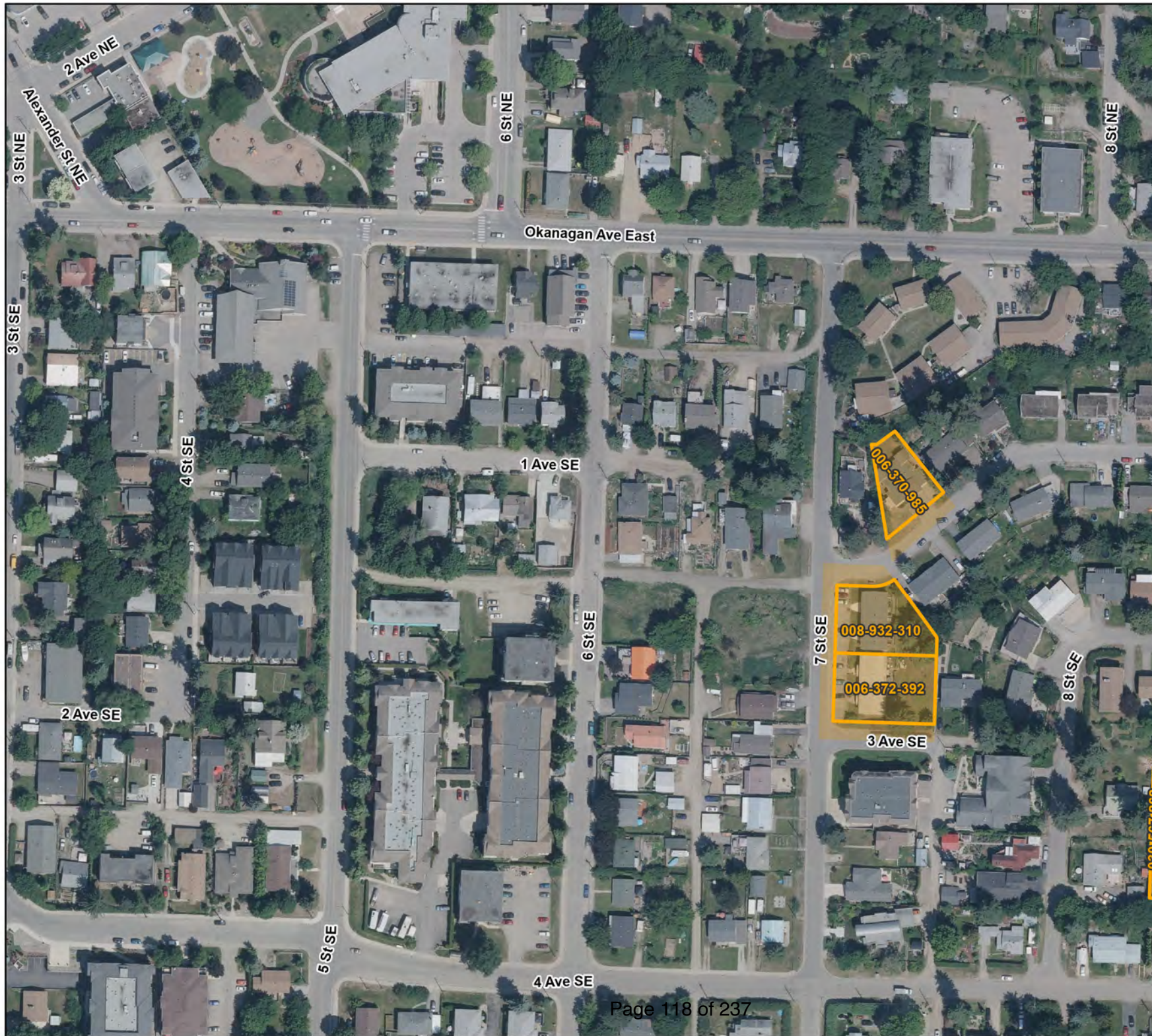


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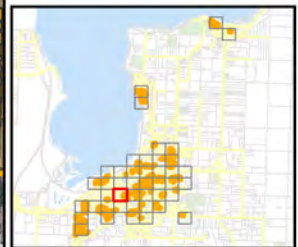
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Legend

- R-4 Parcels
- R-4 Zone

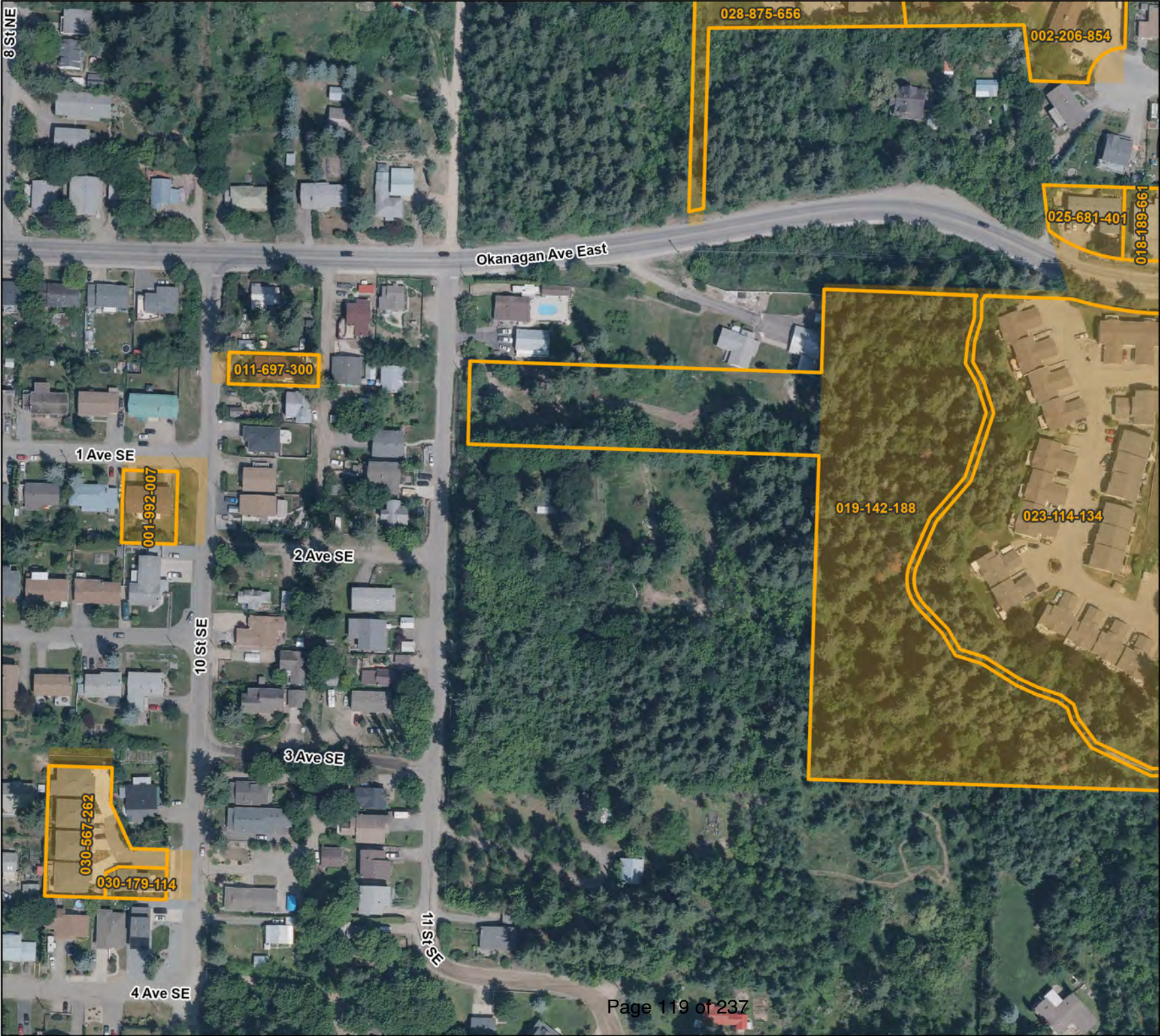


Overview Map



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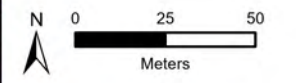


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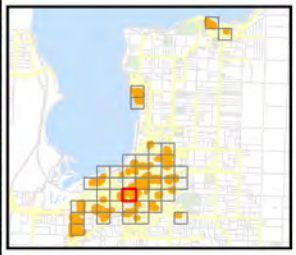
Page 16 of 43

Legend

- R-4 Parcels
- R-4 Zone



Overview Map



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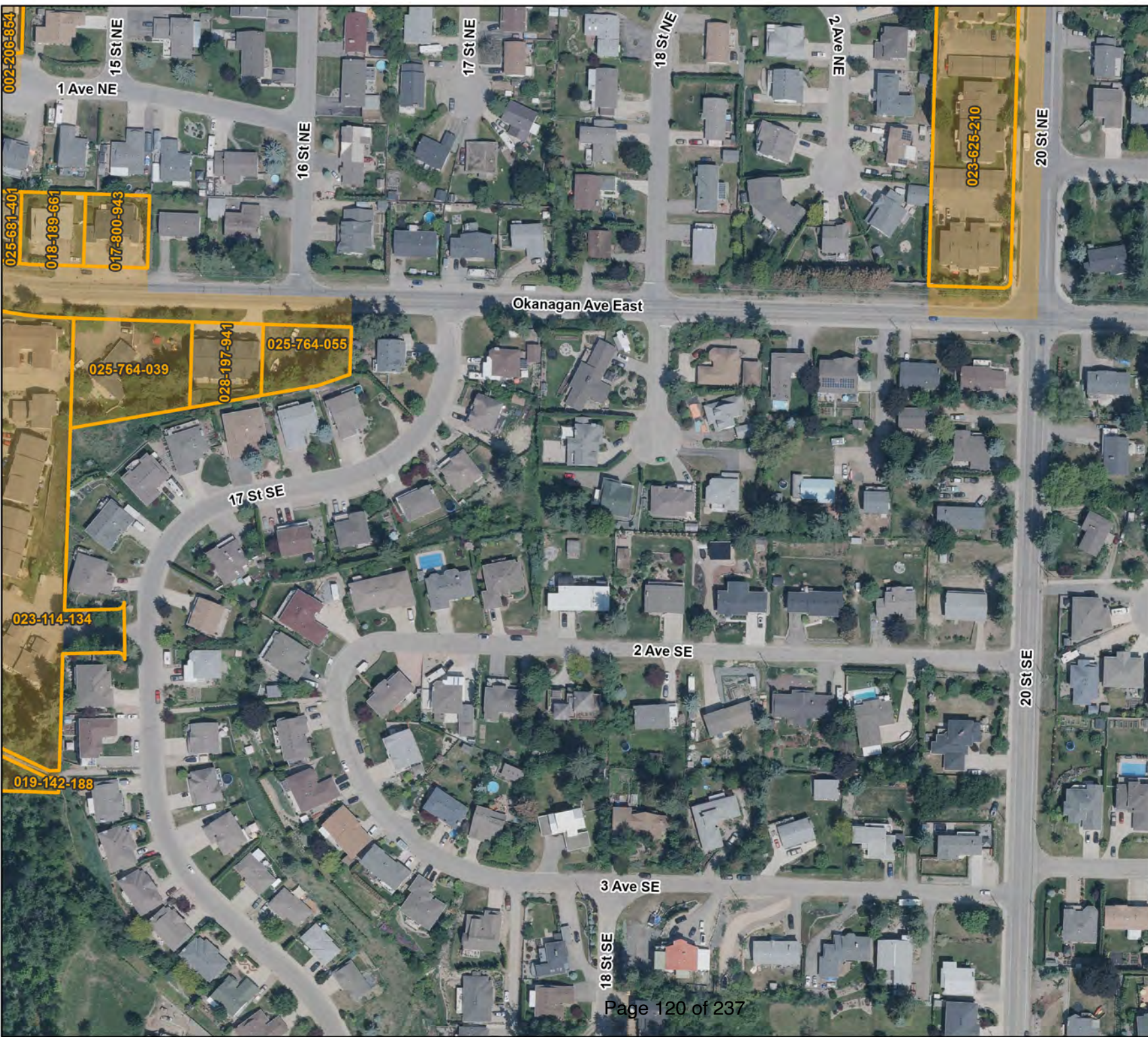
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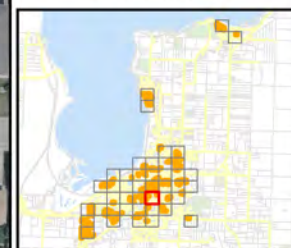
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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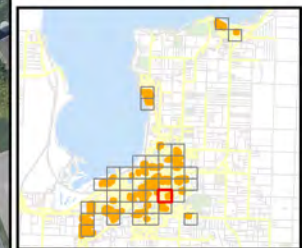
Page 18 of 43

Legend

- R-4 Parcels
- R-4 Zone



Overview Map



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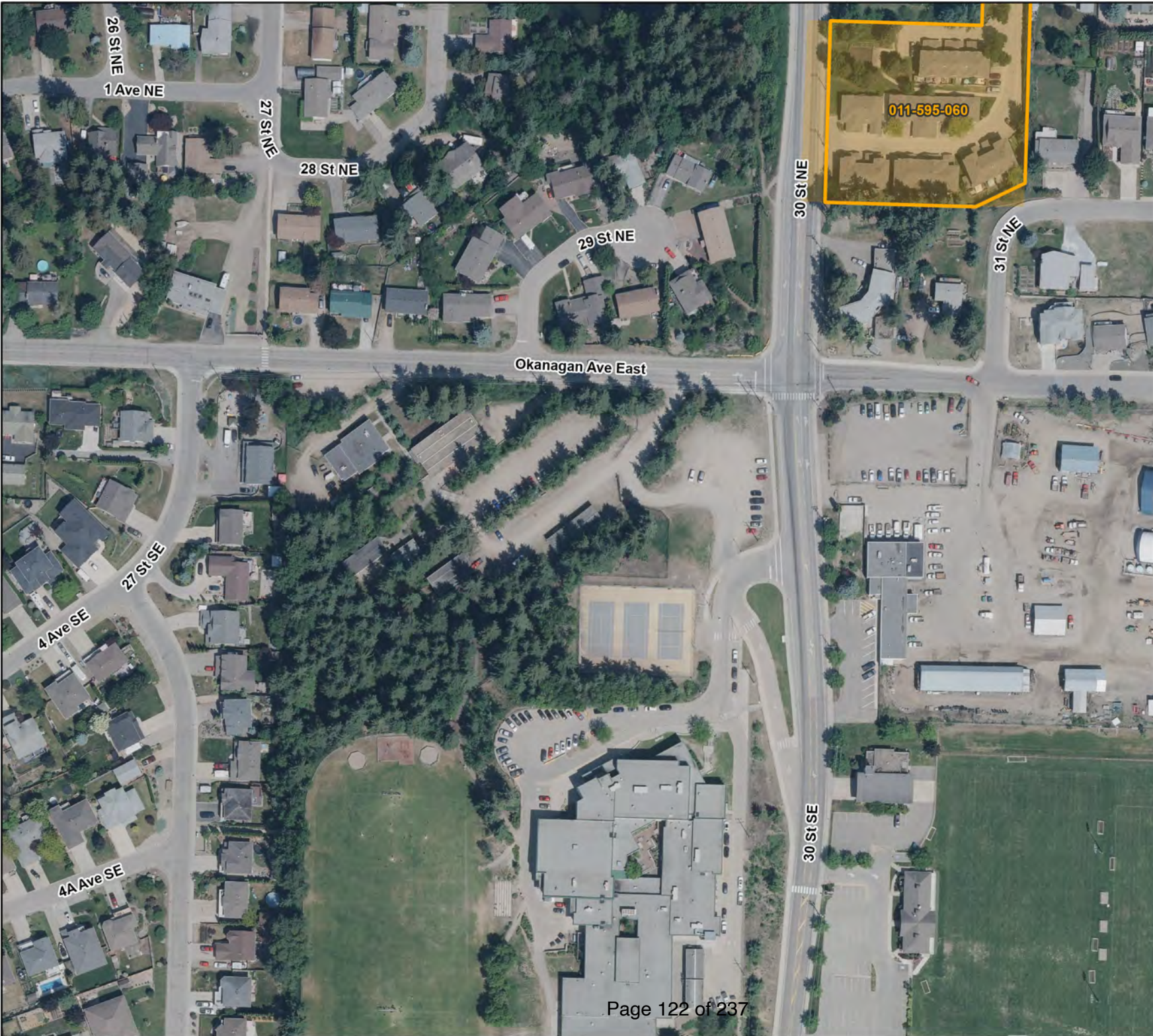
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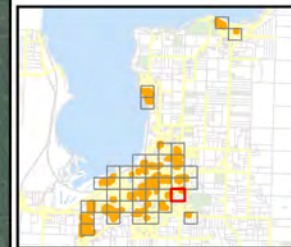
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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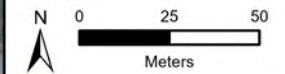
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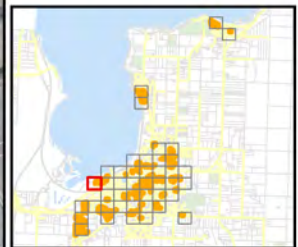
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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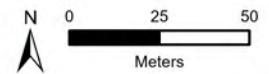
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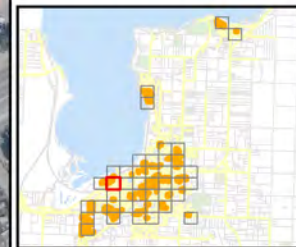
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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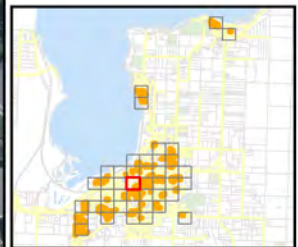
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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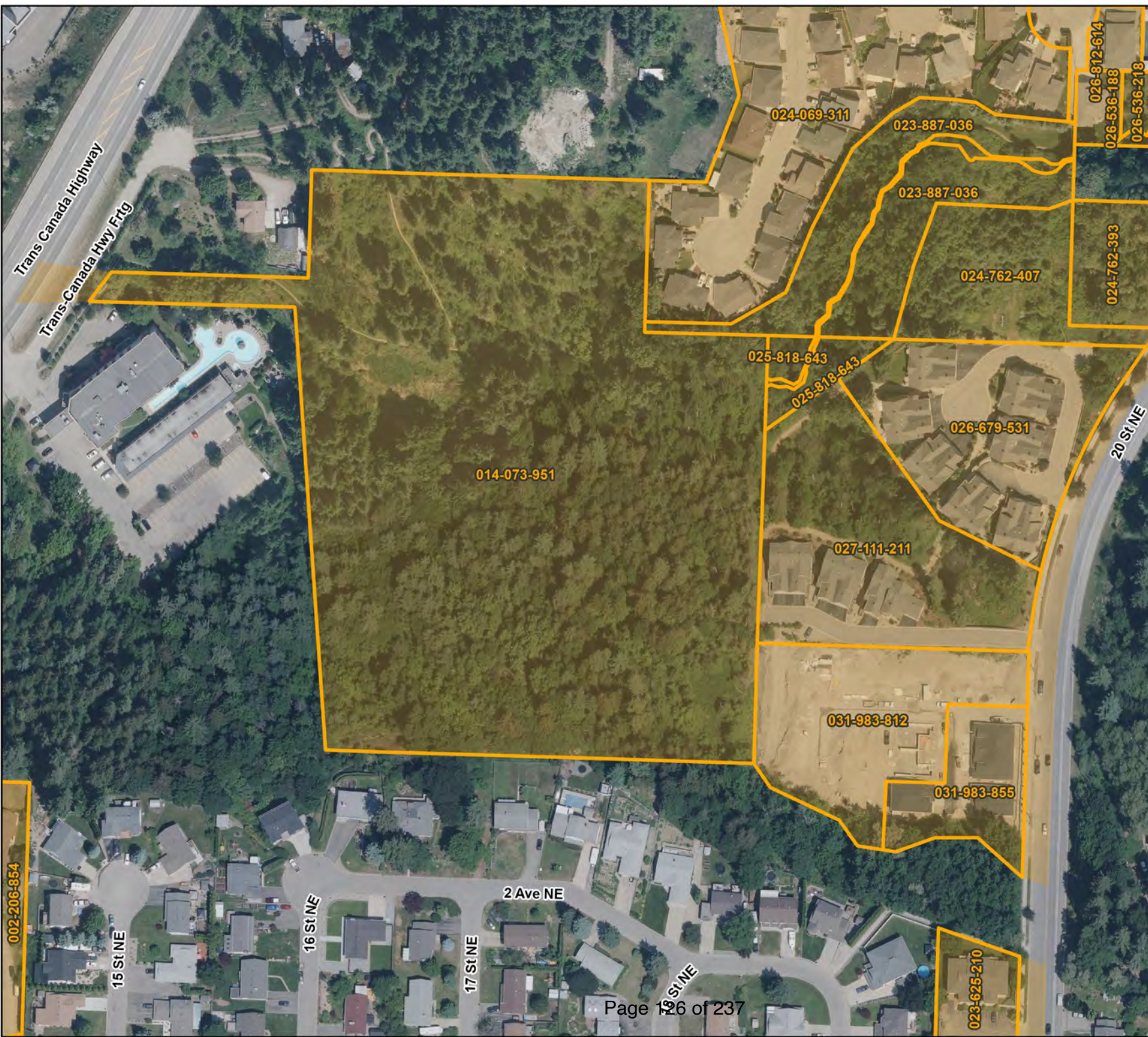
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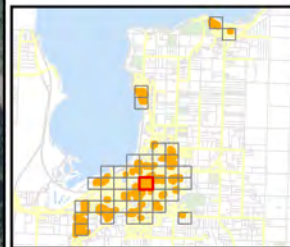
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Legend

- R-4 Parcels
- R-4 Zone



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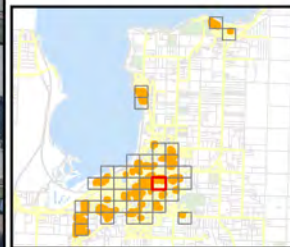
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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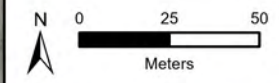
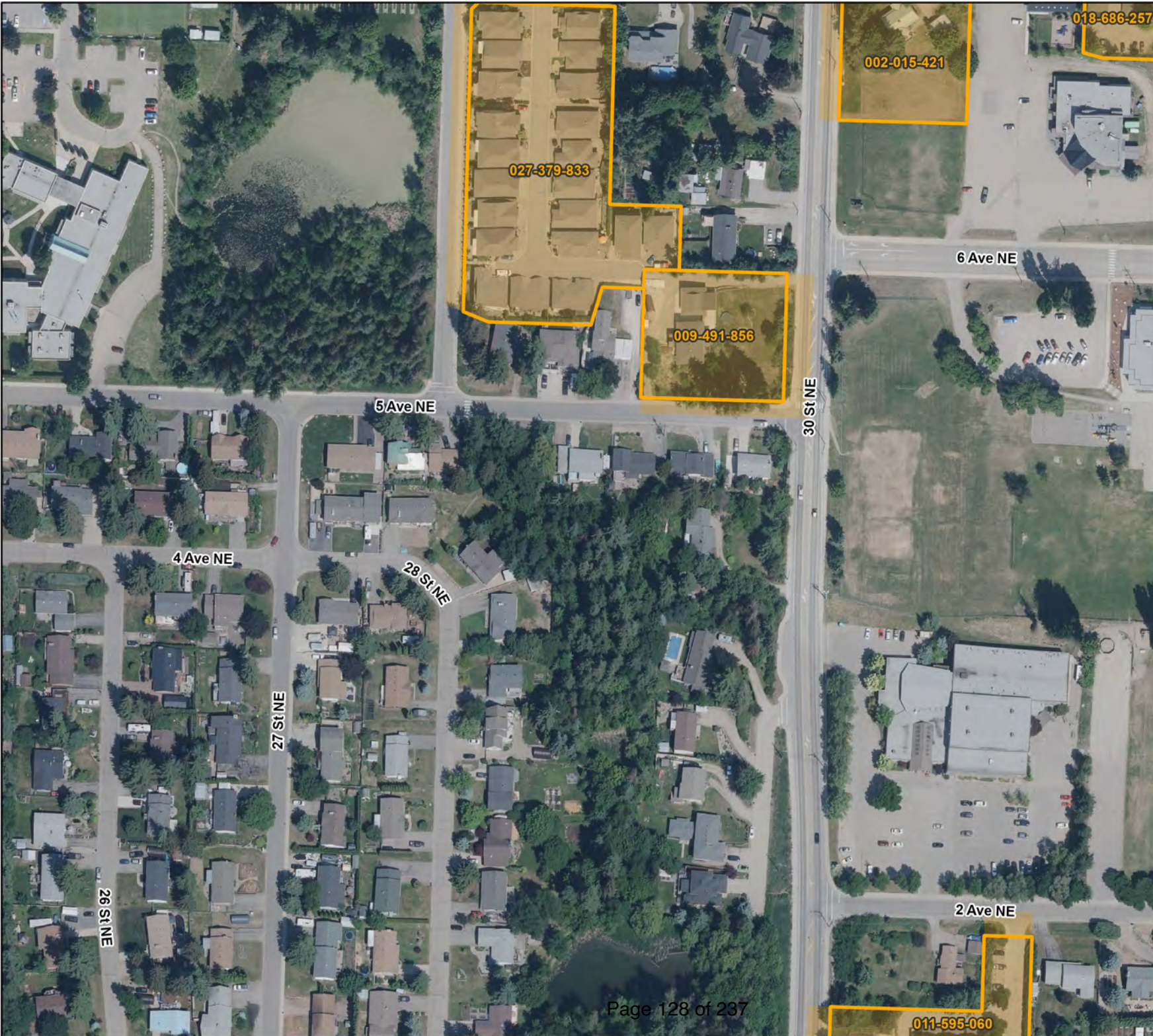
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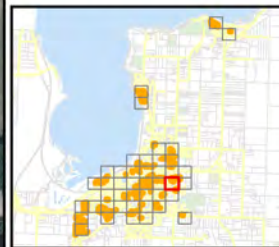
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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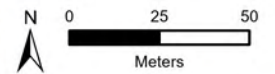
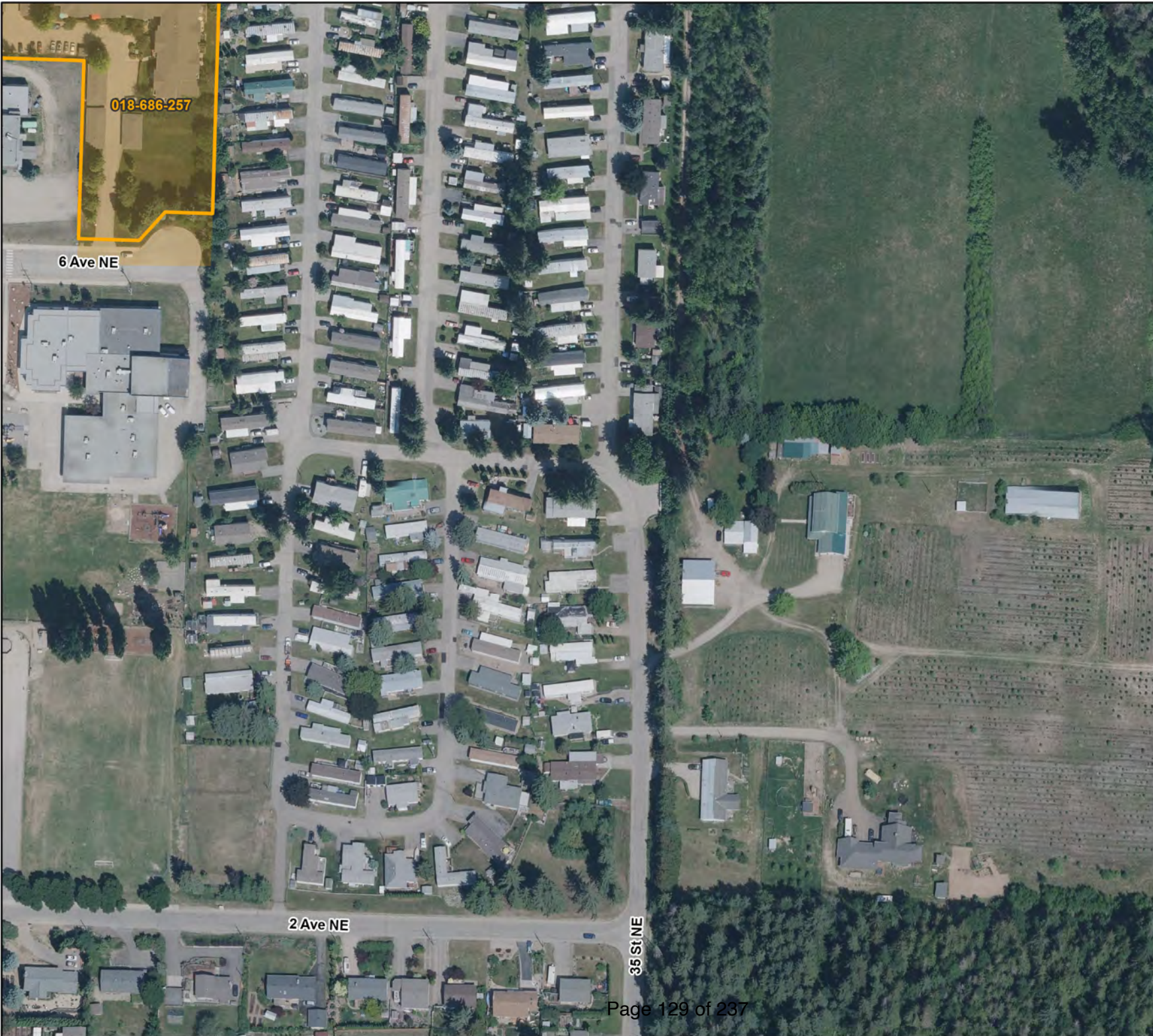
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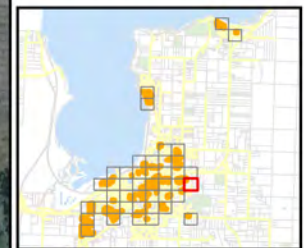
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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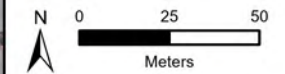
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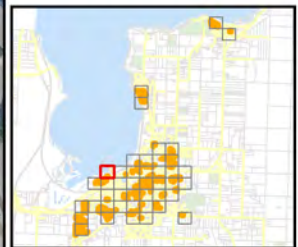
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Legend

- R-4 Parcels
- R-4 Zone



Overview Map



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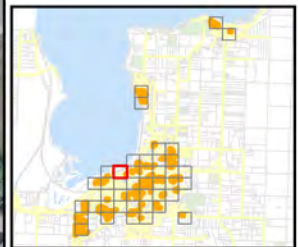
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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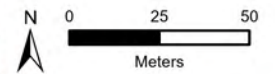
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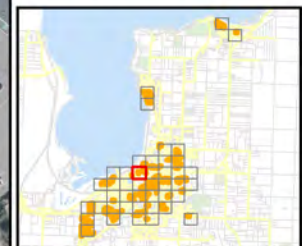
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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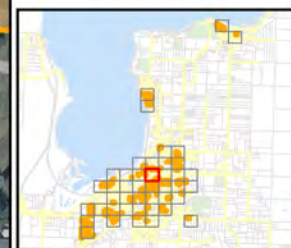
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map




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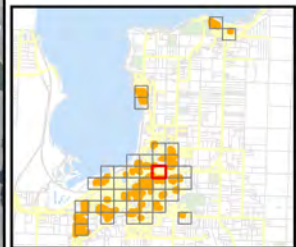
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Legend

-  R-4 Parcels
-  R-4 Zone

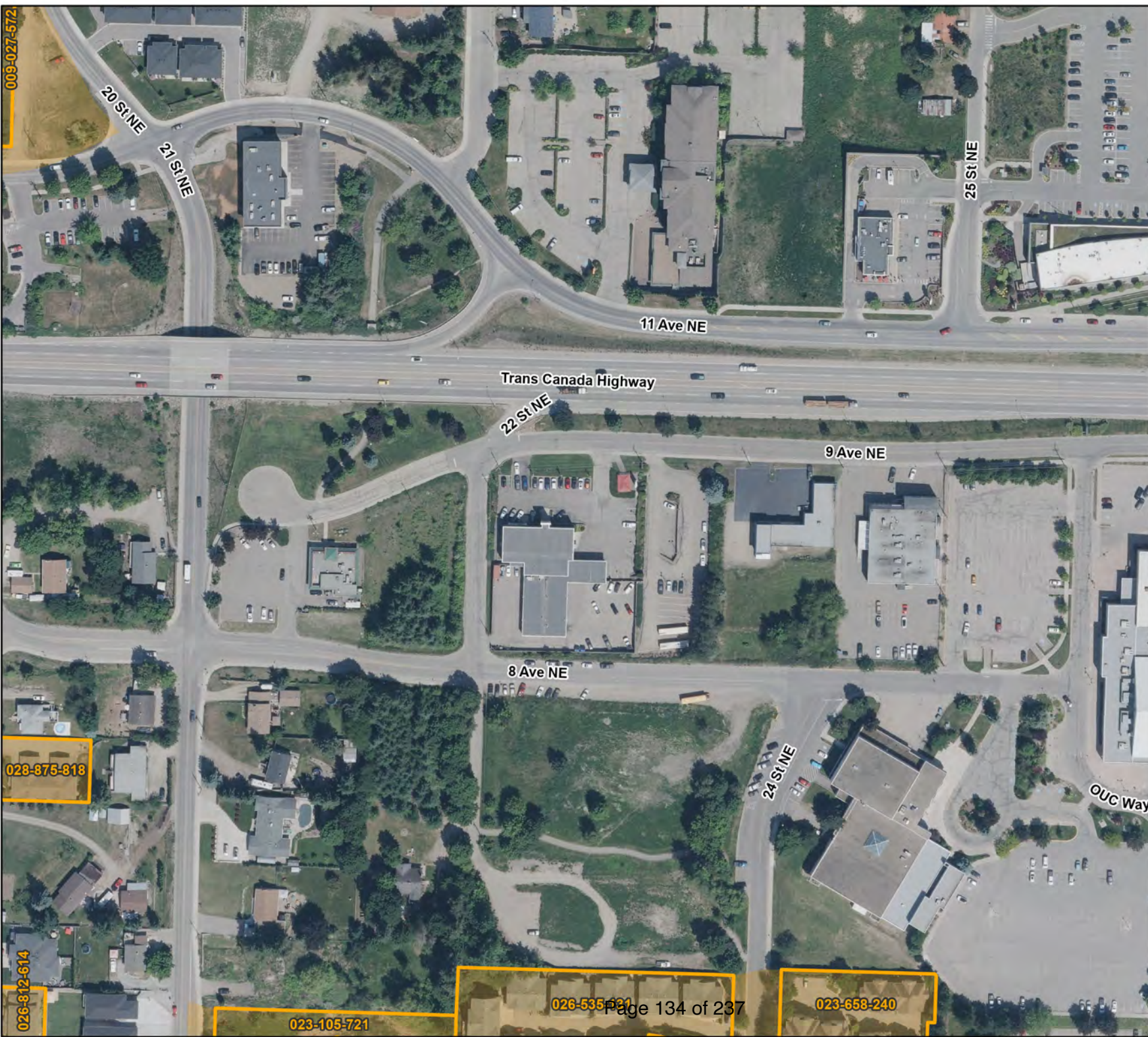


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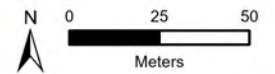
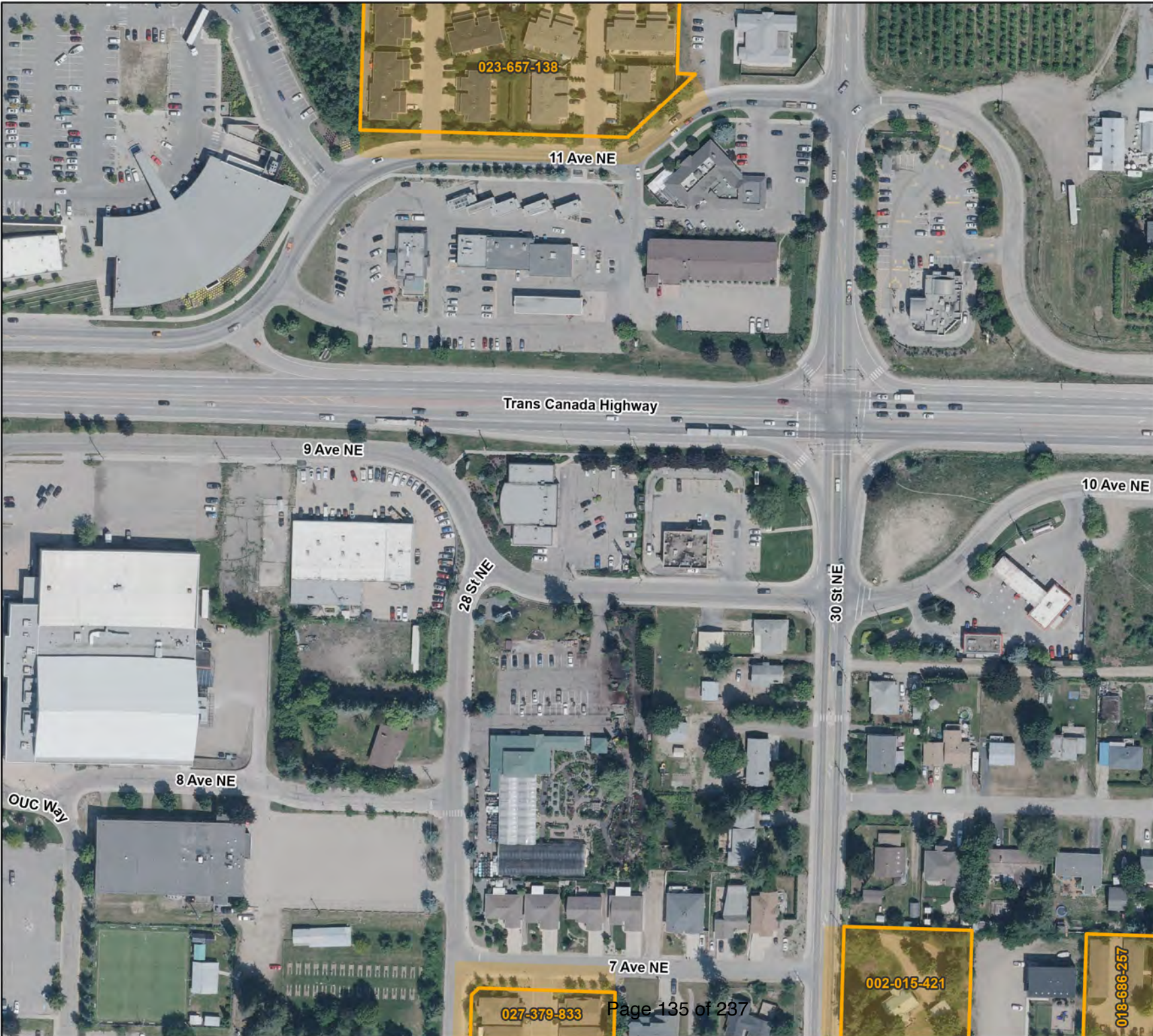
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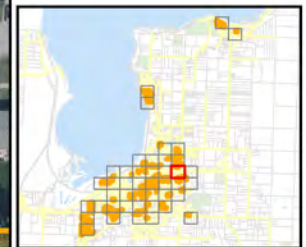
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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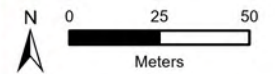
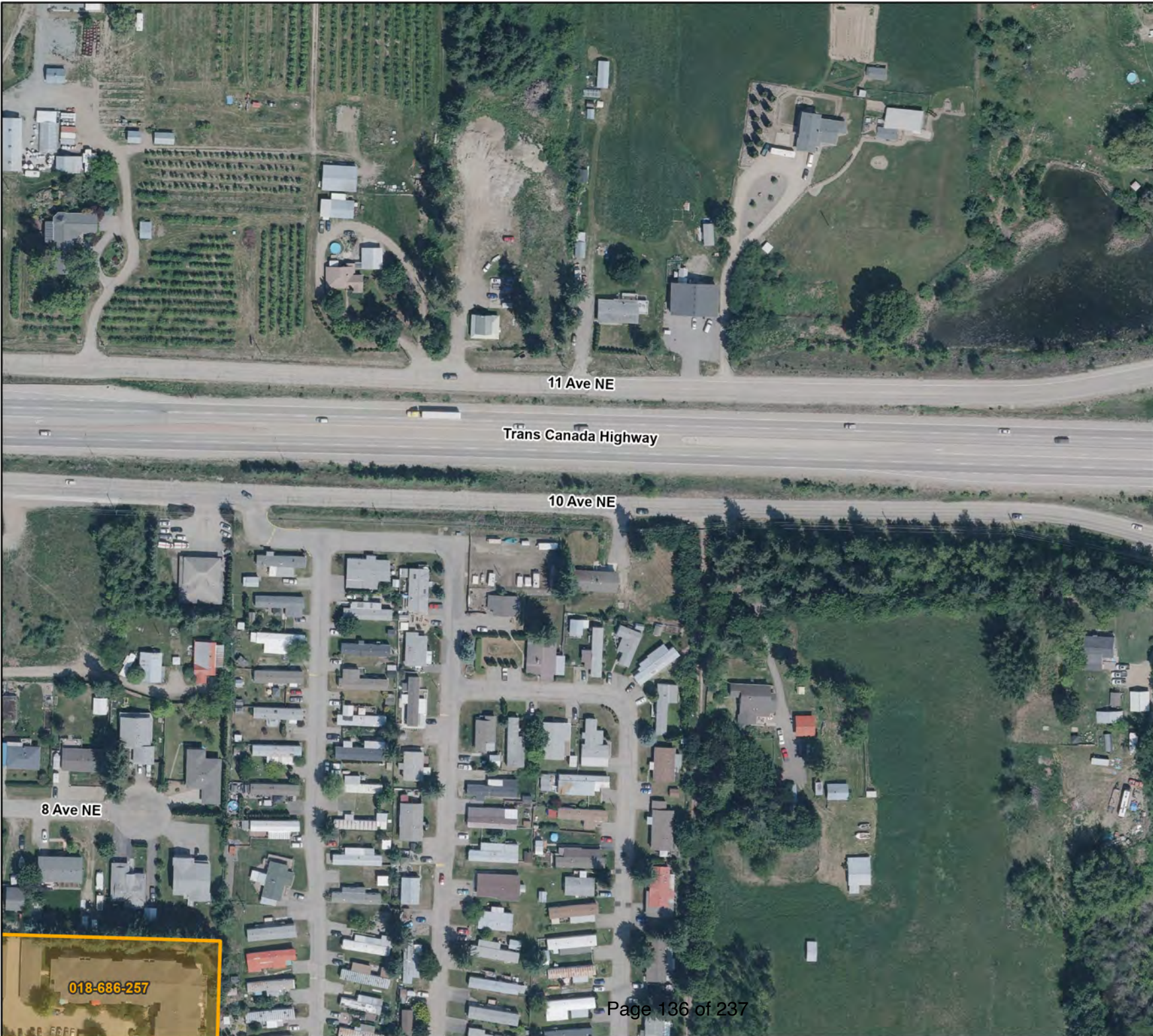
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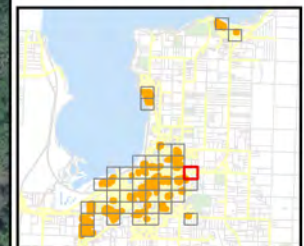
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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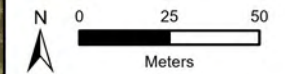
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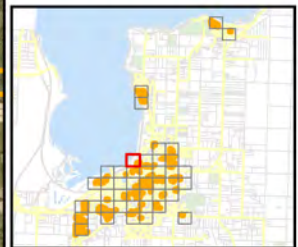
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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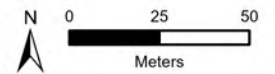
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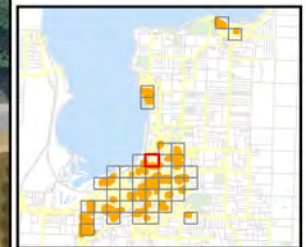
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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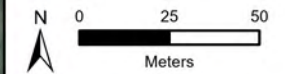
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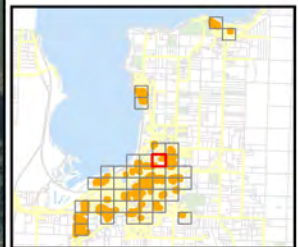
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Legend

- R-4 Parcels
- R-4 Zone



Overview Map



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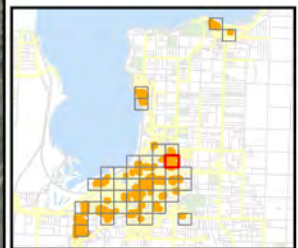
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Legend

- R-4 Parcels
- R-4 Zone



Overview Map




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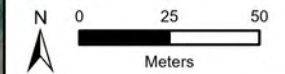
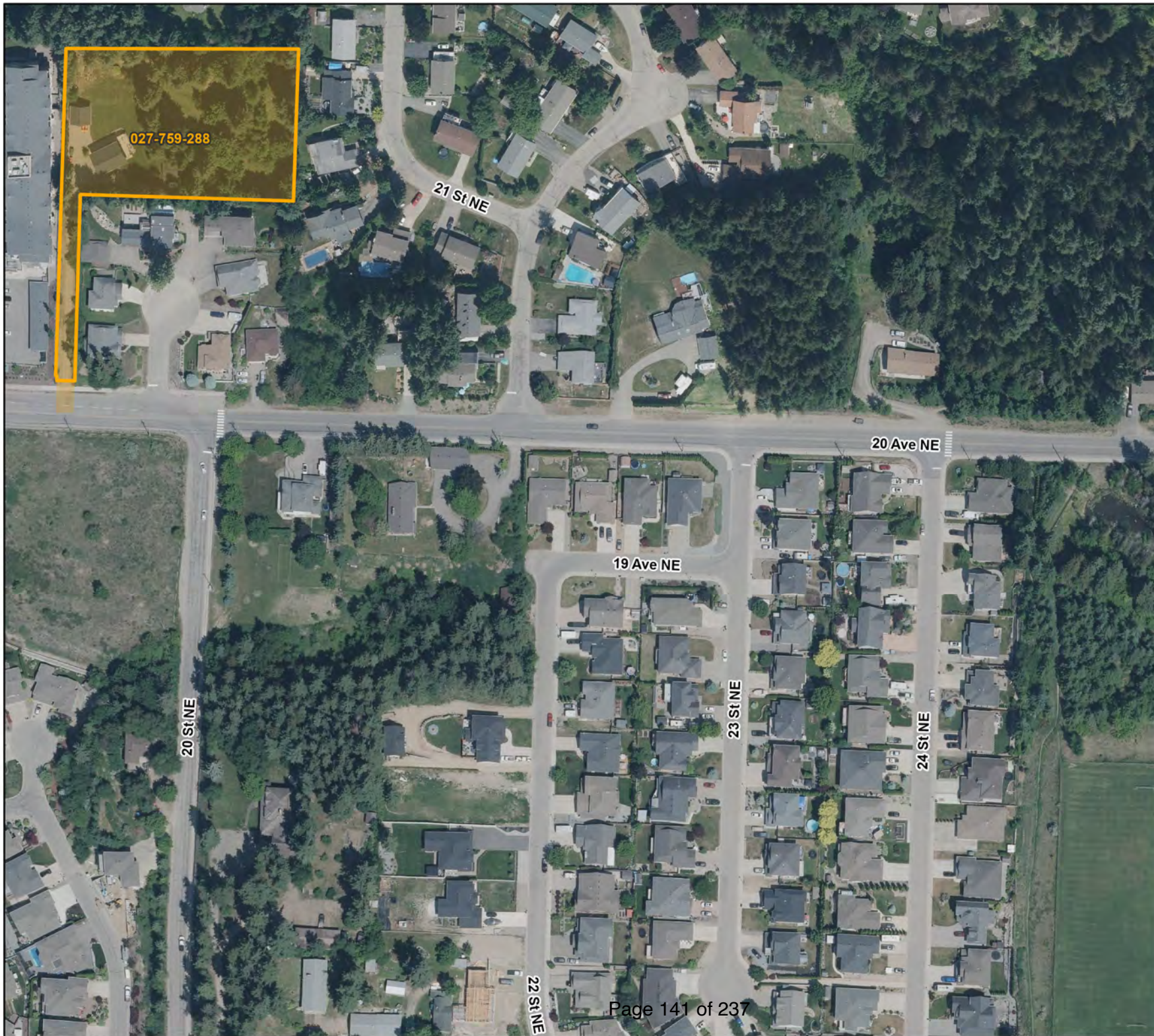
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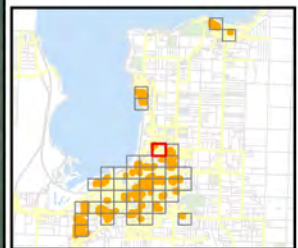
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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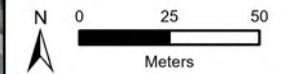
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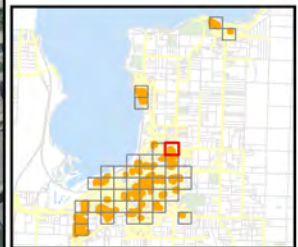
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Legend

- R-4 Parcels
- R-4 Zone



Overview Map





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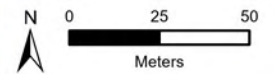
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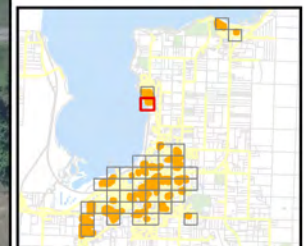
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map



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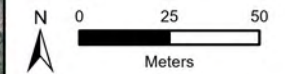
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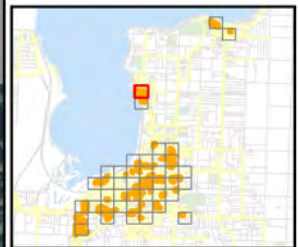
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Legend

- R-4 Parcels
- R-4 Zone



Overview Map



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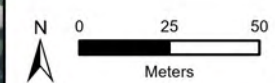
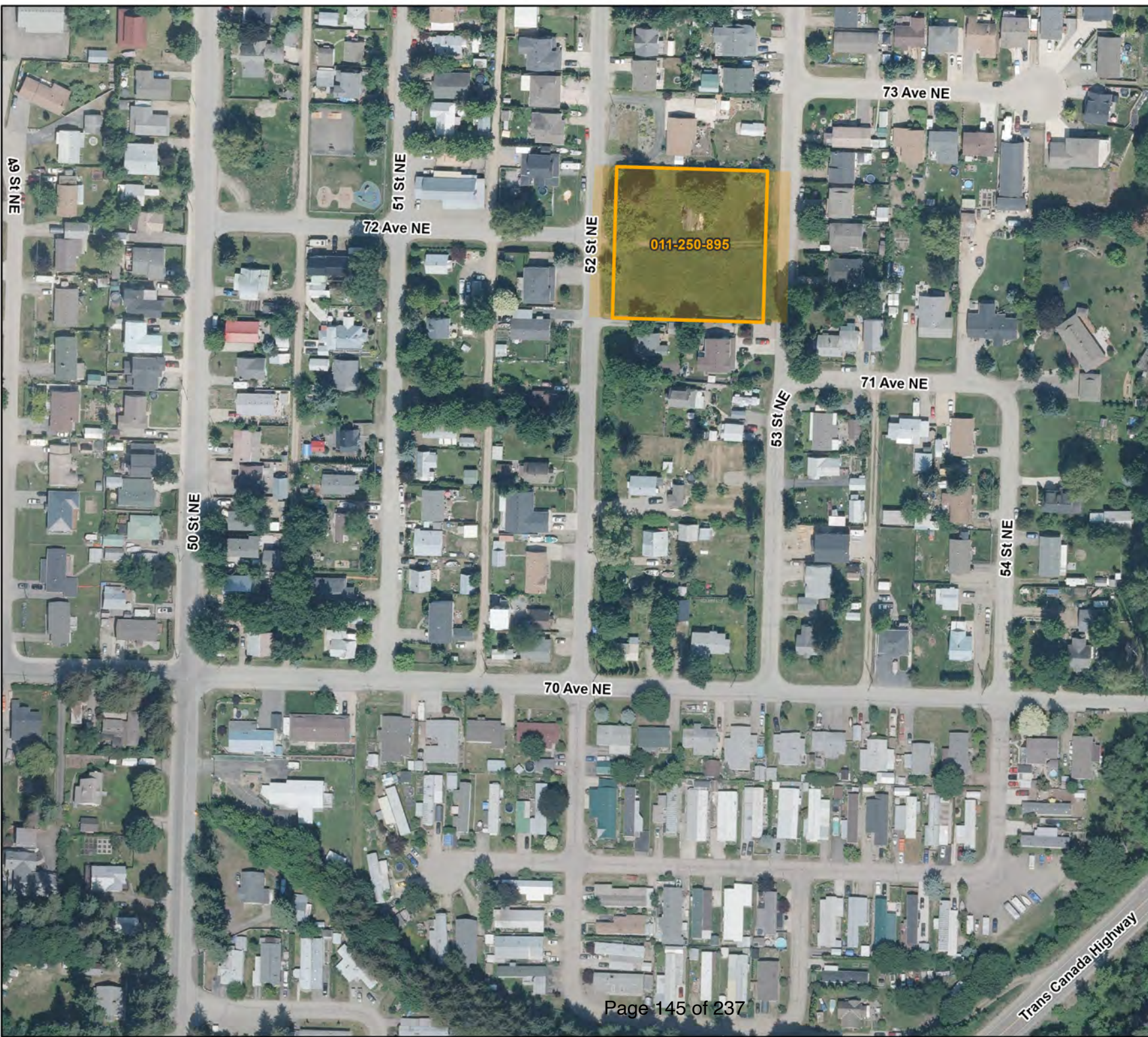
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Parcels Zoned R-4

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Legend

-  R-4 Parcels
-  R-4 Zone



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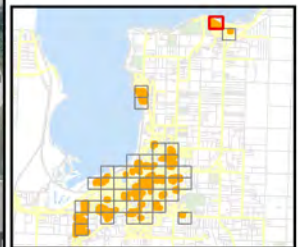
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Legend

-  R-4 Parcels
-  R-4 Zone



Overview Map

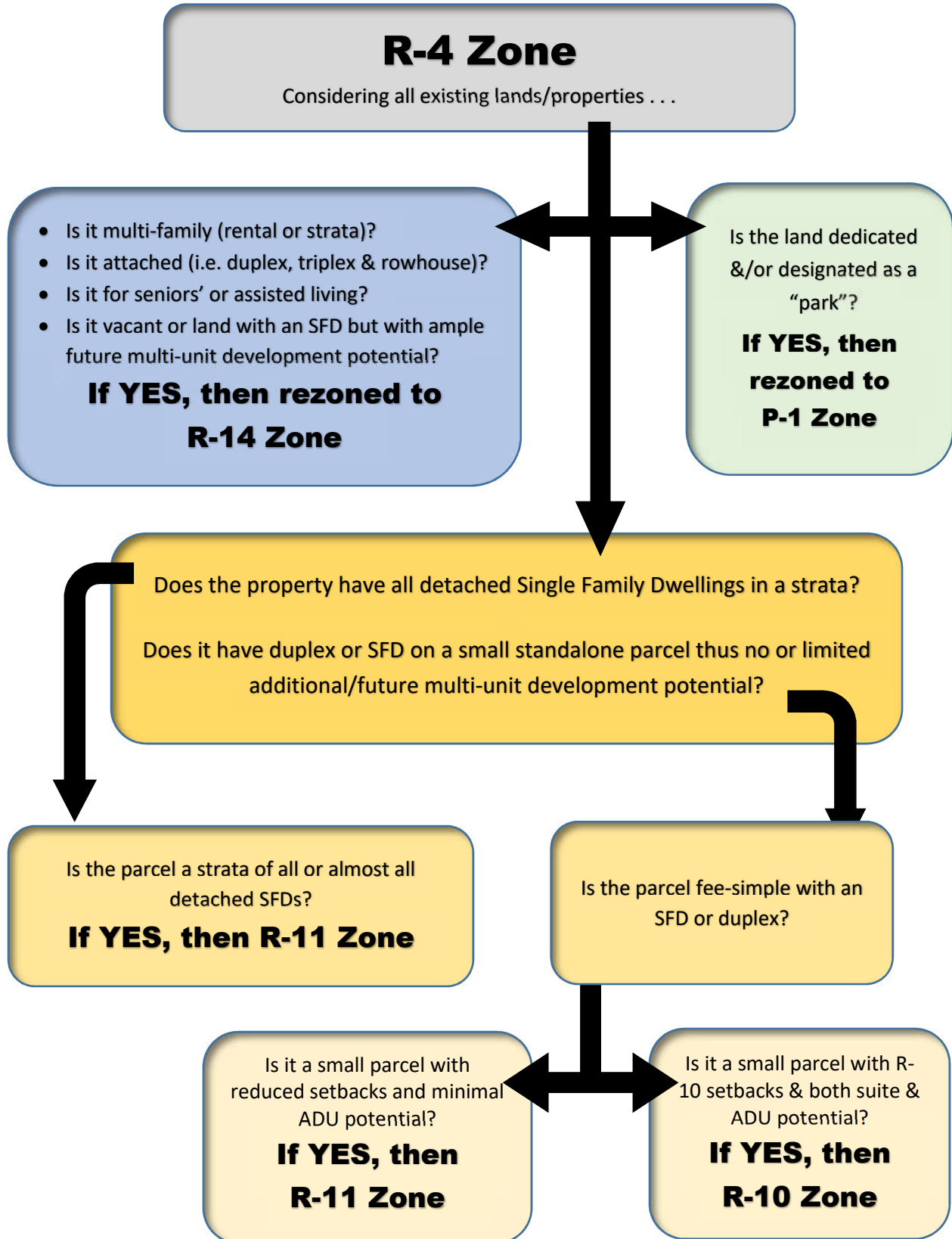


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Flow Chart: Staff Considerations for Rezoning from R4

This chart provides a summary of the process staff used to determine if a parcel should be rezoned to R-11, R-14, P-1 or R-10 and is provided for information.



CITY OF SALMON ARM

BYLAW NO. 4661

A bylaw to provide for an Industrial Revitalization Tax Exemption

WHEREAS the Council may, by bylaw, provide for an Revitalization Tax Exemption Program in accordance with Section 226 of the *Community Charter*;

AND WHEREAS Council wishes to establish an Industrial Revitalization Tax Exemption Program to encourage property investment and industrial revitalization in the Industrial Revitalization Area;

AND WHEREAS Council's objective is to stimulate and reinforce development initiatives in the Industrial Revitalization Area by promoting property investment;

AND WHEREAS Council has designated an Industrial Revitalization Area pursuant to the City of Salmon Arm's Official Community Plan;

AND WHEREAS the *Community Charter* provides that an Revitalization Tax Exemption Program bylaw may only be adopted after notice of the proposed bylaw has been given in accordance with Section 227 of the *Community Charter* and Council has given this notice;

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

INTERPRETATION

1. In this bylaw:

"Agreement" means an Industrial Revitalization Tax Exemption Agreement, as set out in Schedule "B" attached hereto and forming part of this Bylaw, between the owner of a property located in the Industrial Revitalization Area as set out on Schedule "A" attached hereto and forming part of this Bylaw;

"Assessed Value" will have the same meaning as set out in the *Assessment Act*;

"City" means the City of Salmon Arm;

“Corporate Officer” means the Corporate Officer of the City of Salmon Arm;

“Council” means the Council of the City of Salmon Arm;

“Owner” means the legal registered owner and any subsequent owner of the Property or any parts into which the Property is subdivided, and includes any person who is a registered owner in fee simple of the Property from time to time;

“Property” means the legally described improvements to which an Industrial Revitalization Tax Exemption is applied for and as legally described in the Agreement, but does not include new construction or alterations to an existing improvement on City owned lands;

“Industrial Revitalization Area” means an area designated and set out on Schedule “A” attached hereto and forming part of this Bylaw;

“Industrial Revitalization Tax Exemption” means an Industrial Revitalization Tax Exemption pursuant to an Industrial Revitalization Tax Exemption Certificate;

“Industrial Revitalization Tax Exemption Certificate” means an Industrial Revitalization Tax Exemption pursuant to this Bylaw.

2. There is established an Industrial Revitalization Tax Exemption Program which includes the following:

- a) Industrial Revitalization Tax Exemptions authorized under this Bylaw applies to:
 - i) the construction of a new improvement where the value of the new construction referred to in the building permit has a value in excess of \$300,000.00;
 - ii) the alteration of an existing improvement where the alteration referred to in the building permit has a value in excess of \$300,000.00, and

wherein the Property is located within the Industrial Revitalization Area as set out on Schedule “A” attached hereto and forming part of this Bylaw.

- b) Any construction of a new improvement or alteration of an existing improvement as outlined in Section 2 a) of this Bylaw undertaken prior to the application for an Industrial Revitalization Tax Exemption will not be eligible for consideration.
- c) The maximum Industrial Revitalization Tax Exemption authorized under this Bylaw must not exceed the increase in the assessed value of the improvements on the Property between:

- i) the calendar year before the construction or alteration began, as outlined under Section 2 a) of this Bylaw; and
 - ii) the calendar year in which the construction or alteration as outlined under Section 2 a) of this Bylaw is completed.
- d) The Property's assessed value of improvements must not be reduced below the amount assessed in the calendar year prior to construction or alteration, as outlined in Section 2 a) of this Bylaw, as a result of the Industrial Revitalization Tax Exemption.
- e) The maximum term of an Industrial Revitalization Tax Exemption is contingent on when the Industrial Revitalization Tax Exemption Certificate for the Property is issued by the City pursuant to this Bylaw and the Agreement:
- i) if the new construction or the alteration to an existing improvement as outlined in Section 2 a) of this Bylaw have commenced on or before October 31 and will be assessed on the subsequent year's assessment roll, then the Industrial Revitalization Tax Exemption Certificate will be issued for one (1) year and a subsequent Industrial Revitalization Tax Exemption Certificate will be issued for the next four (4) years plus a single renewal for a term of an additional five (5) years;
 - ii) if the new construction or the alteration to an existing improvement as outlined in Section 2 a) of this Bylaw have commenced and been completed on or before October 31 and will be assessed on the subsequent year's assessment roll, then the Industrial Revitalization Tax Exemption Certificate will be issued for five (5) years plus a single renewal for a term of an additional five (5) years;
- f) The amount of Industrial Revitalization Tax Exemptions authorized under this Bylaw to calculate the general municipal property tax payable (excluding specified area levies) is equal to any increase in the assessed value of improvements on the Property attributed to a building permit issued as a result of new construction or the alteration to an existing improvement as outlined in Section 2 a) of this Bylaw (hereinafter referred to as the Total Amount) and is as follows:
- i) Year 1 - 5 Total Amount
 - ii) Year 6 Total Amount less 20%
 - iii) Year 7 Total Amount less 40%
 - iv) Year 8 Total Amount less 60%

- | | | | |
|--|-----|---------|---|
| | v) | Year 9 | Total Amount less 80% |
| | vi) | Year 10 | Total Amount less 100% - No Industrial Revitalization Tax Exemption, the Property is fully taxable. |
3. The kinds of property that will be eligible for an Industrial Revitalization Tax Exemption under this Bylaw will be limited to property zoned Industrial.
 4. This Bylaw does not apply to a property unless:
 - a) the property is located in the Industrial Revitalization Area shown on Schedule "A" attached hereto and forming part of this Bylaw; and
 - b) the Owner of the property has entered into an Agreement with the City as set out in Schedule "B" attached hereto and forming part of this Bylaw.
 5. Where a property is partially within the Industrial Revitalization Area, this Bylaw shall apply where at least 50% of the property lies within the Industrial Revitalization Area.
 6. This Bylaw does not apply to any property owned by the City of Salmon Arm.
 7. Once the conditions established under this Bylaw and the Agreement as set out in Schedule "B" attached hereto and forming part of this Bylaw, have been met, an Industrial Revitalization Tax Exemption Certificate must be issued for the Property.
 8. The Industrial Revitalization Tax Exemption Certificate must, in accordance with the conditions established in this Bylaw and the Agreement set out in Schedule "B" attached hereto and forming part of this Bylaw, specify the following:
 - a) the amount of the Industrial Revitalization Tax Exemption or the formula for determining the Industrial Revitalization Tax Exemption;
 - b) the term of the Industrial Revitalization Tax Exemption;
 - c) the conditions on which the Industrial Revitalization Tax Exemption is provided; and
 - d) that a recapture amount is payable if the Industrial Revitalization Tax Exemption Certificate is cancelled and how that amount is to be determined.
 9. If an Owner wants to apply for an Industrial Revitalization Tax Exemption under the Bylaw, the Owner must apply to the Corporate Officer in writing and must submit the following with the application:

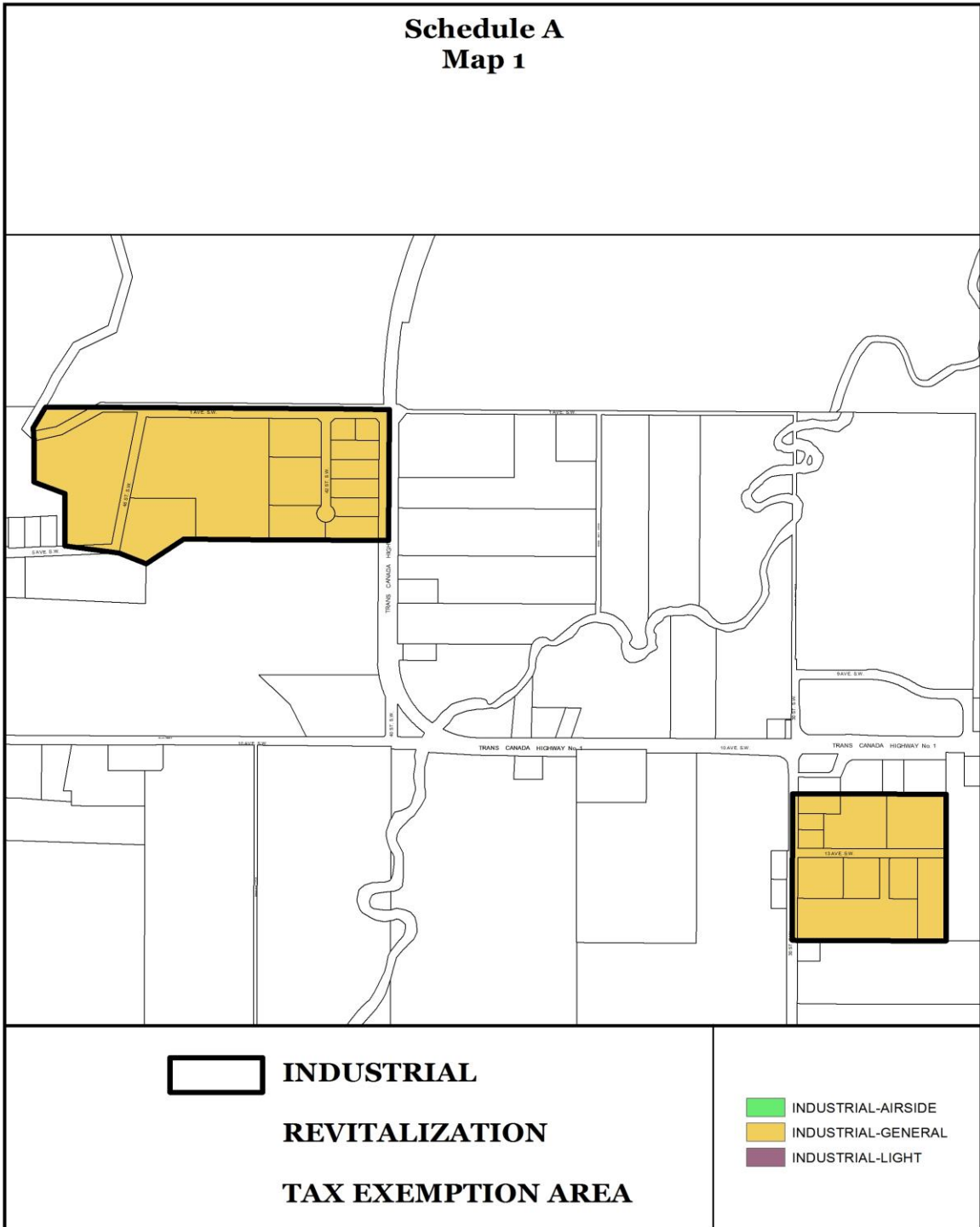
- a) a certificate that all property taxes assessed and rates, charges, and fees imposed on the Property have been paid and where property taxes, rates or assessments are payable by installments, that all installments owing at the date of the certificate have been paid; the provision for Development Cost Charge installments shall be pursuant to Section 933 of the *Local Government Act* and Regulation 166/84.
 - b) a completed written application as per Schedule "C" attached hereto and forming part of this Bylaw available in the Office of the Corporate Officer;
 - c) description of the construction or alteration as outlined in Section 2 a) of this Bylaw, that would be eligible under the Bylaw for an Industrial Revitalization Tax Exemption;
 - d) a non-refundable examination fee in the amount of \$200.00; and
 - e) a copy of the Agreement as set out in Schedule "B" attached hereto and forming part of this Bylaw, duly executed by and on behalf of the Owner.
10. In the event that the conditions under which an Industrial Revitalization Tax Exemption Certificate was issued are no longer met by the Owner, as set out in Section 10 of this Bylaw, the Owner must pay to the City a recapture amount of the foregone general municipal property taxes of the following applicable percentage of the total Industrial Revitalization Tax Exemptions obtained under this Bylaw:
- a) Years 1 to 10 50%
11. An Industrial Revitalization Tax Exemption Certificate will be cancelled if:
- a) the Industrial zoning is changed;
 - b) the Owner breaches any covenant or condition of this Bylaw or the Agreement set out in Schedule "B" attached hereto and forming part of this Bylaw;
 - c) the Owner has allowed the property taxes to go into arrears or to become delinquent; or
 - d) the property is put to a use that is not permitted in the Industrial zone.
12. This Bylaw encompasses all Agreements and Industrial Revitalization Tax Exemption Certificates authorized, in-progress and issued under City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4020.

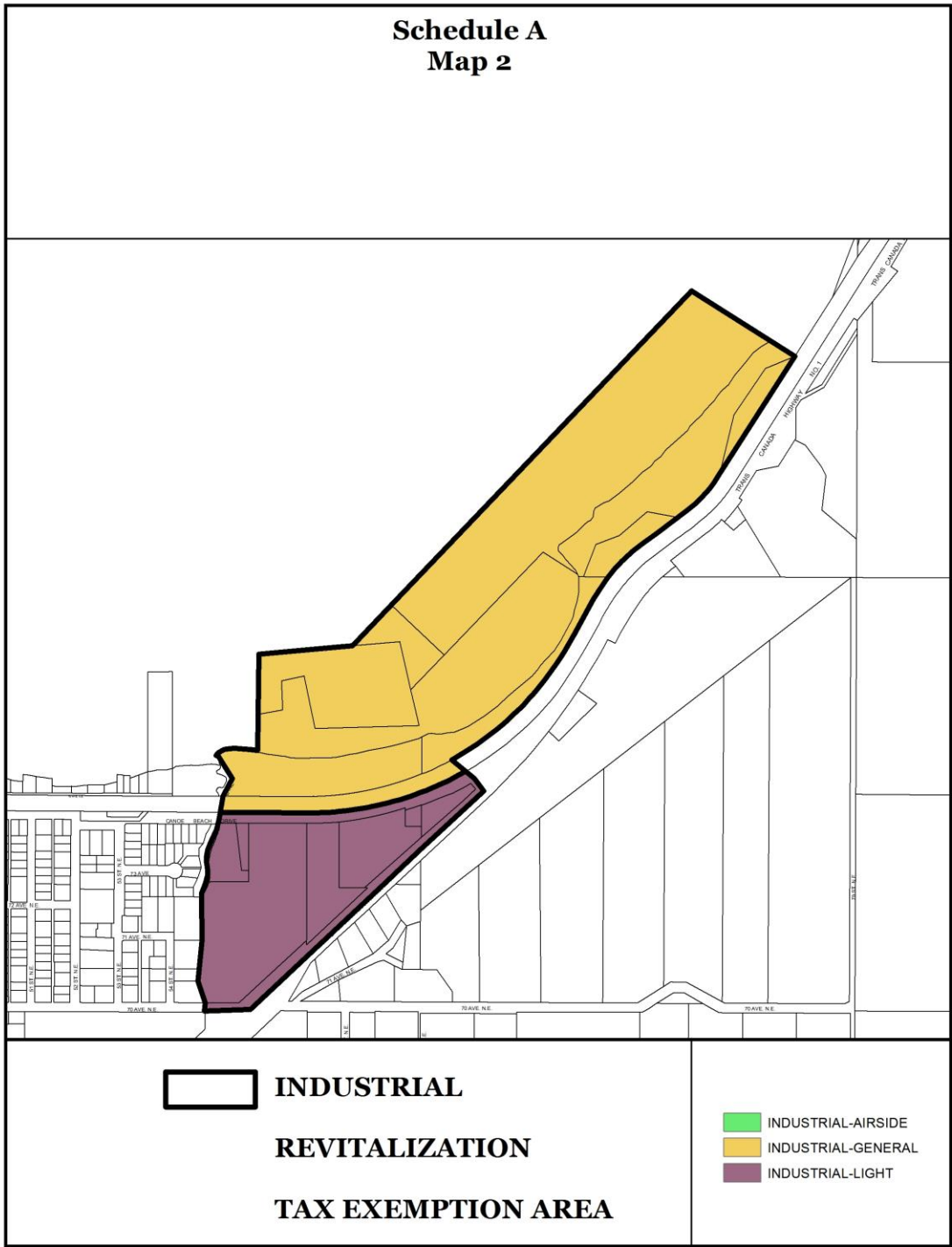
- 13. The Corporate Officer is hereby authorized to execute the documentation necessary to give effect to the provisions of this Bylaw, including the Agreement set out in Schedule "B" attached hereto and forming part of this Bylaw.
- 14. If any section or phrase of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, it shall be severed and the invalidity of the remaining provisions of this Bylaw shall not be affected.
- 15. 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.
- 16. This Bylaw shall come into full force and effect upon adoption of same.
- 17. This Bylaw shall have an expiration date of five (5) years from the date of adoption.
- 18. This Bylaw may be cited as "City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4661".

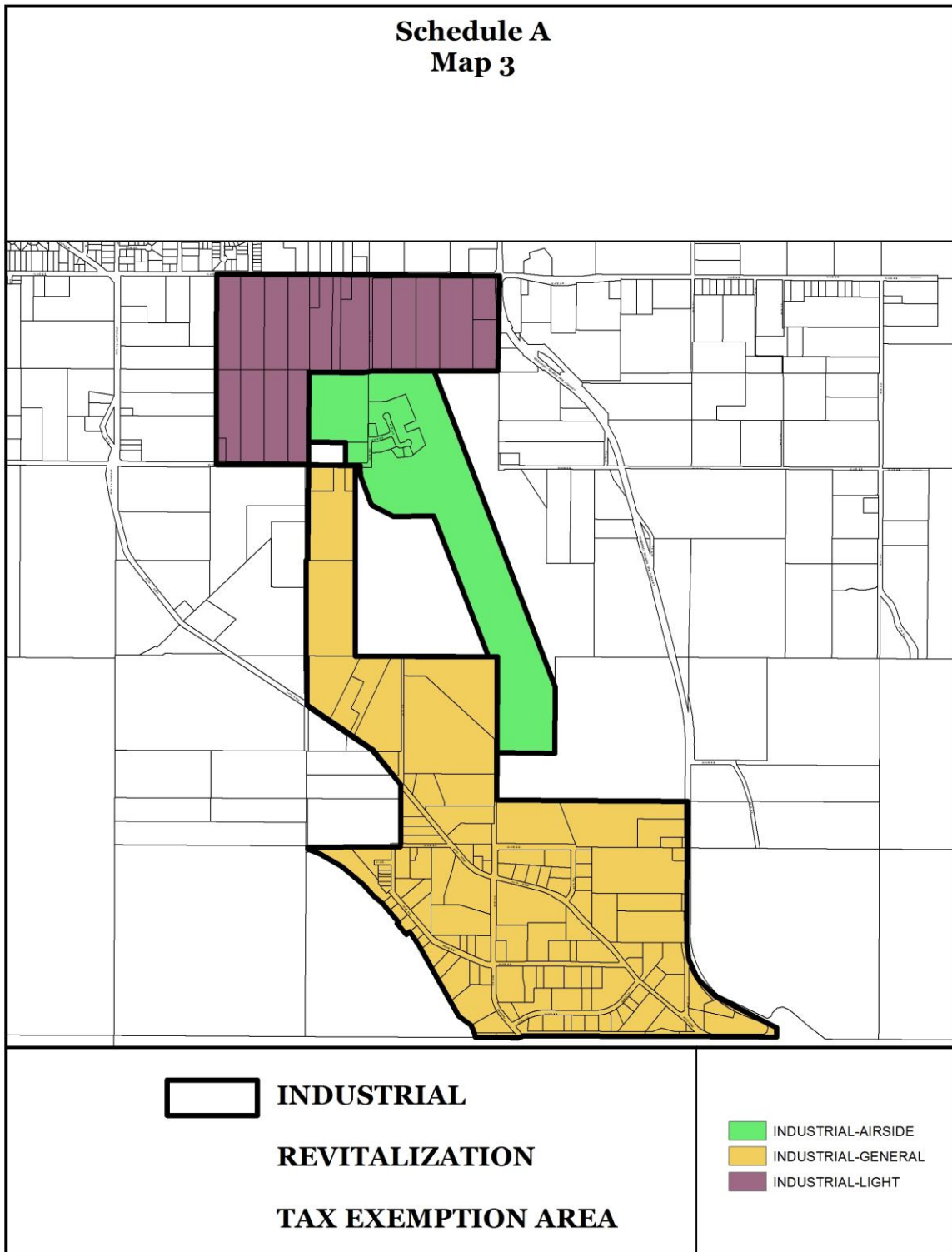
READ A FIRST TIME THIS	13	DAY OF	MAY	2024
READ A SECOND TIME THIS	13	DAY OF	MAY	2024
READ A THIRD TIME THIS	13	DAY OF	MAY	2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER







BYLAW NO. 4661

SCHEDULE "B"

Industrial Revitalization Tax Exemption Agreement

This Agreement dated for reference the _____ day of _____,

BETWEEN

Name and Address of Owner (hereinafter called the Owner)

OF THE FIRST PART

AND

City of Salmon Arm (hereinafter called the City)
500 - 2 Avenue NE
Box 40
Salmon Arm BC V1E 1V8

OF THE SECOND PART

WHEREAS the City has under the Bylaw defined in this Agreement established an Industrial Revitalization Tax Exemption Program for the purpose of encouraging Industrial Revitalization of an area of the municipality;

AND WHEREAS Council's objective is to stimulate and reinforce development initiatives in the Industrial Revitalization Area by promoting property investment within the Industrial zone and to reinforce the City's investment in infrastructure upgrades and beautification projects;

AND WHEREAS the Property that is the subject of this Agreement is located in an area designated by the City Council as an Industrial Revitalization Area legally described as _____ (hereinafter referred to as the Property);

AND WHEREAS the Owner is a registered Owner in fee simple of the Property defined in this Agreement;

AND WHEREAS this Agreement contains the terms and conditions respecting the provision of an Industrial Revitalization Tax Exemption under the Bylaw defined in this Agreement;

AND WHEREAS the Property that is subject of this Agreement is zoned Industrial and shall remain zoned Industrial for the duration of this Agreement;

AND WHEREAS the Owner and the City wish to enter into this Agreement.

THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements contained in this Agreement and the payment by the Owner to the City consideration in the amount of \$200.00 (Two Hundred) Dollars, the receipt and sufficiency of which are acknowledged by the City, the City and Owner covenant and agree with each other as follows:

DEFINITIONS

1. In this Agreement the following words have the following meanings:

"Agreement" means this Agreement, including the standard charge terms contained in this Agreement;

"Assessed Value" means the most recent assessed value of the Property as determined by the BC Assessment Authority in the area in which the Property is located; if such value is not available then the assessed value means the highest price in terms of money that the real property will fetch under all conditions requisite to a fair sale with the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus as estimated by a real estate appraiser accredited in the jurisdiction in which the Property is located;

"Bylaw" means "City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4661", in force from time to time;

"Council" means the Council of the City of Salmon Arm;

"Owner" means the legal registered owner and any subsequent owner of the Property or any parts into which the Property is subdivided, and includes any person who is a registered owner in fee simple of the Property from time to time;

"Property" means the legally described land and improvements to which an Industrial Revitalization Tax Exemption is applied for and as legally described in the Agreement;

TERM

2. The Owner covenants and agrees with the City that the term of this Agreement is:
 - a) five (5) years commencing on January 1 of the first calendar year after the calendar year that the Industrial Revitalization Tax Exemption Certificate is issued; and
 - b) a renewal term of an additional five (5) years at the election of the Owner.

RENEWAL

3. The Owner must make application to the City for a renewal by October 31 in the year prior to the year in which the Industrial Revitalization Tax Exemption is requested to qualify for a renewal for the additional five (5) years.

APPLICATION IMPROVEMENTS

4. The Industrial Revitalization Tax Exemption authorized under the Bylaw applies to:
 - a) construction of a new improvement where the value of the construction referred to in the building permit is in excess of \$300,000.00; or
 - b) alteration of an existing improvement, where the value of the alteration referred to in the building permit is in excess of \$300,000.00;

Any construction of a new improvement or alteration of an existing improvement as outlined in this Section that is undertaken prior to the application for an Industrial Revitalization Tax Exemption will not be eligible for consideration.

INDUSTRIAL REVITALIZATION TAX EXEMPTION CERTIFICATE

5.
 - a) Once the Owner has completed the construction of the new improvement or alteration of an existing improvement referred to in Section 4 of this Agreement and the City has issued an Occupancy Permit under the City's Building Regulation Bylaw, in force from time to time, in respect of the new improvement or alteration of an existing improvement, the City must issue an Industrial Revitalization Tax Exemption Certificate to the Owner of the Property if the Owner and the Property are otherwise in compliance with this Agreement.
 - b) An Industrial Revitalization Tax Exemption Certificate must, in accordance with the conditions established under the Bylaw and this Agreement, specify the following:
 - i) the amount of the Industrial Revitalization Tax Exemption or the formula for determining the Industrial Revitalization Tax Exemption;
 - ii) the term of the Industrial Revitalization Tax Exemption;
 - iii) the conditions on which the Industrial Revitalization Tax Exemption is provided; and
 - iv) that a recapture amount is payable if the Industrial Revitalization Tax Exemption Certificate is cancelled and how that amount is to be determined.

INDUSTRIAL REVITALIZATION TAX EXEMPTION

6. So long as an Industrial Revitalization Tax Exemption Certificate in respect of the Property has not been cancelled, the Property is exempt, to the extent, for the period and subject to the conditions provided in the Industrial Revitalization Tax Exemption Certificate, from general municipal property taxation (excluding specified area levies).
7. The maximum Industrial Revitalization Tax Exemption authorized under this Bylaw must not exceed the increase in the assessed value of the improvements on the Property between:
 - a) the calendar year before the construction or alteration began, as outlined in Section 4 of this Agreement; and
 - b) the calendar year in which the construction or alteration as outlined in Section 4 of this Agreement is completed.
8. The Property's assessed value of improvements must not be reduced below the amount assessed in the calendar year prior to new construction of an improvement or an alteration of an existing improvement, as outlined in Section 4 of this Agreement, as a result of the Industrial Revitalization Tax Exemption
9. The Industrial Revitalization Tax Exemption shall be an amount equal to any increase in assessed value of improvements on the Property attributed to the building permit issued as a result of the new construction of an improvement or the alteration of an existing improvement, as outlined in Section 4 of this Agreement.
10. The maximum term of an Industrial Revitalization Tax Exemption is contingent on when the Industrial Revitalization Tax Exemption Certificate for the Property is issued by the City pursuant to the Bylaw and the Agreement:
 - a) if the new construction or the alteration to an existing improvement as outlined in Section 4 of this Agreement have commenced on or before October 31 and will be assessed on the subsequent year's assessment roll, then the Industrial Revitalization Tax Exemption Certificate will be issued for one (1) year and a subsequent Industrial Revitalization Tax Exemption Certificate will be issued for the next four (4) years plus a single renewal for a term of an additional five (5) years;
 - b) if the new construction or the alteration to an existing improvement as outlined in Section 4 of this Agreement have commenced and been completed on or before October 31 and will be assessed on the subsequent year's assessment roll, then the Industrial Revitalization Tax Exemption Certificate will be issued for five (5) years plus a single renewal for a term of an additional five (5) years;

11. The amount of Industrial Revitalization Tax Exemptions authorized under this Bylaw to calculate the general municipal property tax payable (excluding specified area levies) is equal to any increase in the assessed value of improvements on the Property attributed to a building permit issued as a result of new construction or the alteration to an existing improvement as outlined in Section 4 of this Agreement (hereinafter referred to as the Total Amount) and is as follows:
 - i) Years 1 to 5 - Total Amount.
 - ii) Year 6 - Total Amount less 20%
 - iii) Year 7 - Total Amount less 40%
 - iv) Year 8 - Total Amount less 60%
 - v) Year 9 - Total Amount less 80%
 - vi) Year 10 - Total Amount less 100%
No Revitalization Exemption, the Property is fully taxable.

12. The Industrial Revitalization Tax Exemption Certificate may be cancelled by the City:
 - a) on the request of the Owner;
 - b) if the Industrial zoning is changed;
 - c) the Owner breaches any covenant or condition of the Bylaw or this Agreement;
 - d) the Owner has allowed the property taxes to go into arrears or to become delinquent; or
 - e) the Property is put to a use that is not permitted in the Industrial zone.

13. To maintain an Industrial Revitalization Tax Exemption, the Occupancy Permit or Building Permit Renewal must be issued within twenty-four (24 months) of the Industrial Revitalization Tax Exemption Application being approved.

RECAPTURE

14. In the event that the conditions under which an Industrial Revitalization Tax Exemption Certificate was issued are no longer met by the Owner, as set out in this Agreement, the Owner must pay to the City a recapture amount of the foregone general municipal property taxes of the following applicable percentage of the total Industrial Revitalization Tax Exemptions obtained under the Bylaw:
 - a) Years 1 to 10 50%

OWNERS OBLIGATIONS

15. The Owner must pay to the City the cost of all tie-ins of works and services associated with the new construction or alteration to existing improvements, to existing storm and sanitary sewers, water mains, water meters, driveways, and other municipal services prior to the issuance of an Industrial Revitalization Tax Exemption Certificate.
16. The Owner must comply with:
 - a) all enactments, laws, statutes, regulations and Orders of any authority having jurisdiction, including bylaws of the City; and
 - b) all federal, provincial, municipal and environmental licences, permits and approvals required under applicable enactments.

OBLIGATIONS OF CITY

17. The City must issue an Industrial Revitalization Tax Exemption Certificate to the Owner in respect of the Property once the Owner has applied for and obtained an Occupancy Permit from the City under the City's Building Regulation Bylaw, in force from time to time, in relation to the new construction or alteration to an existing improvement, so long as the Owner and the Property are otherwise in compliance with the Bylaw and this Agreement.

CITY'S RIGHTS AND POWERS

18. Nothing contained or implied in this Agreement prejudices or affects the City's rights and powers in the exercise of its functions or its rights and powers under any public and private statutes, bylaws, orders, or regulations to the extent the same are applicable to the Property, all of which may be fully and effectively exercised in relation to the Property as if this Agreement had not been executed and delivered by the Owner.

GENERAL PROVISIONS

19. The City of Salmon Arm Industrial Revitalization Tax Exemption Bylaw No. 4661 and amendments thereto form an integral part of this Agreement.
20. It is mutually understood, agreed and declared by and between the parties that Salmon Arm has made no representations, covenants, warranties, guarantees, promises, or agreements (oral or otherwise), expressed or implied, with the Owner other those expressly contained in this Agreement.
21. It is further expressly agreed that the benefit of all covenants made by the Owner herein shall accrue solely to the City and this Agreement may only be modified by agreement of the City with the Owner.
22. This Agreement shall enure to the benefit of and is binding on the parties and their respective heirs, executors, administrators, successors and assigns.

23. The Owner shall, on the request of the City, execute and deliver or cause to be executed and delivered, all such further transfers, agreements, documents, instruments, easements, statutory rights of way, deeds and assurances, and do and perform or cause to be done and performed, all such acts and things as may be, in the opinion of the City, necessary to give full effect to the intent of this Agreement.
24. Time is of essence of this Agreement.
25. This Agreement constitutes the entire agreement between the Owner and the City with regard to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written of the City with the Owner.
26. Any notice or other communication required or contemplated to be given or made by any provision of this Agreement shall be given or made in writing and either delivered personally (and if so shall be deemed to be received when delivered) or mailed by prepaid registered mail in any Canada Post Office (and if so, shall be deemed to be delivered on the sixth business day following such mailing except that, in the event of interruption of mail service notice shall be deemed to be delivered only when actually received by the party to whom it is addressed), so long as the notice is addressed as follows:

to the Owner at:

Name
Address

and

to the City at:

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

Attention: Corporate Officer

or to such other address to which a party hereto from time to time notifies the other parties in writing.

27. a) No amendment or waiver of any portion of this Agreement shall be valid unless in writing and executed by the parties to this Agreement; and

- b) Waiver of any default by a party shall not be deemed to be a waiver of any subsequent default by that party.
28. This Agreement is not intended to create a partnership, joint venture, or agency between the Owner and the City.
29. This Agreement shall be construed according to the laws of the Province of British Columbia.
30. A reference in this Agreement to the City or the Owner includes their permitted assigns, heirs, successors, officers, employees, and agents.
31. This Agreement is effective from and after the reference date in this Agreement, but only if this Agreement has been executed and delivered by the Owner executed by the City.
32. Unless otherwise expressly provided in this Agreement, the expense of performing the obligations and covenants of the Owner contained in this Agreement, and of all matters incidental to them, is solely that of the Owner.
33. The Owner represents and warrants to the City that:
- a) all necessary corporate actions and proceedings have been taken by the Owner to authorize its entry into and performance of this Agreement;
 - b) upon execution and delivery on behalf of the Owner, this Agreement constitutes a valid and binding contractual obligation of the Owner;
 - c) neither the execution and delivery, nor the performance, of this Agreement shall breach any other Agreement or obligation, or cause the Owner to be in default of any other Agreement or obligation, respecting the Property; and
 - d) the Owner has the corporate capacity and authority to enter into and perform this Agreement.

IN WITNESS WHEREOF the parties have affixed their hands and seals and where a party is a corporate entity, the corporate seal of that company has been affixed in the presence of its duly authorized officers effective the day and year first recited above.

SIGNED, SEALED AND DELIVERED BY THE
CITY OF SALMON ARM in the presence of:

Mayor

Witness

Corporate Officer

SIGNED BY THE OWNER OF THE ABOVE
NOTED PROPERTY in the presence of:

Witness

BYLAW NO. 4661

SCHEDULE "C"

Application for Industrial Revitalization Tax Exemption

Date _____ Receipt No. _____ Application No. _____

Property Owner/Applicant _____

Mailing Address _____

Telephone No. _____ Cell No. _____

Subject Property

Roll No. _____ Civic Address _____

Legal Description _____

Zoning Designation _____

Current Assessed Value _____ Business Licence No. _____

Description of Proposed Industrial Revitalization _____

Year(s) Applying For _____

Value of Construction _____ Building Permit No. _____

Note: Additional backup information may be required.

I certify that the above information is to my knowledge accurate and that I have received and read the Industrial Revitalization Tax Exemption Bylaw and applicable schedules.

Property Owner/Applicant

Date

Office Use:

Property Tax Account _____ Utility Account _____

Other Fees, Rates or Charges Outstanding _____

Notes To File _____

CITY OF SALMON ARM

BYLAW NO. 4662

A bylaw to Amend Revitalization Tax Exemption Bylaw No. 3741, 2008

WHEREAS the Council of the City of Salmon Arm has adopted Revitalization Tax Exemption Bylaw No. 3741, 2008;

AND WHEREAS it is deemed necessary to amend the bylaw;

NOW THEREFORE, the Council of the City of Salmon Arm, in open meeting assembled, enacts as follow;

1. THAT Section 8(d) be amended as follows:

- a) deleting “an examination fee in the amount of \$100.00” and replacing it with “a non-refundable examination fee in the amount of \$200.00”.

2. THAT Schedule B be amended as follows:

- a) Page 2, Paragraph 1 - deleting “in the amount of \$10.00 (Ten) Dollars” and replacing it with “in the amount of \$200.00 (Two-Hundred) Dollars.”
- b) Section 13 - deleting “To maintain a Revitalization Tax Exemption, the Occupancy Permit must be issued within twenty-four (24) months) of the revitalization tax exemption application being approved”

and replacing it with

“To maintain a Revitalization Tax Exemption, the Occupancy Permit or a Building Permit Renewal must be issued within twenty-four (24) months of the revitalization tax exemption application being approved”.

3. 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.

4. 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 Revitalization Tax Exemption Amendment Bylaw No. 4662”.

READ A FIRST TIME THIS	13	DAY OF	MAY	2024
READ A SECOND TIME THIS	13	DAY OF	MAY	2024
READ A THIRD TIME THIS	13	DAY OF	MAY	2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Chief Financial Officer – Loan Authorization Bylaw – Zone 2 Pump Station

Date: May 27, 2024

Motion for Consideration:

THAT: The Corporate Officer’s Certificate regarding the City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw No. 4618 be received;

AND THAT: the bylaw entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw No. 4618 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Zone 2 Pump Station Temporary Borrowing Bylaw No. 4664 be read a first, second and third time.

Background:

Council was presented with a report, January 22, 2024, which identified the need to replace and upgrade the Zone 2 Pump Station. The following table summarizes the total estimated costs to undertake construction of the Zone 2 Pump Station Upgrade, with the net costs to be funded by long term debt.

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

Elector Assent is required to undertake long-term borrowing. The City proceeded with obtaining assent through the Alternative Approval Process. Notice of the approval process was published in the newspaper on March 27 and April 3, 2024.

As outlined in the attached Corporate Officers Certificate the number of Elector Responses requesting Council not to proceed with the borrowing of \$4,226,850.00 for construction of the replacement Zone 2 Pump Station and related works does not meet the minimum requirements. As a result, Council may now adopt Loan Authorization Bylaw No. 4618.

Legislative authority / plans / reports:

	Official Community Plan	X	Master Plan (Water Master Plan)
X	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw		2024-2028 Financial Plan
			Long Term Financial Plan

Local governments may borrow long-term through a loan authorization bylaw for any of the purposes listed in section 179 of the *Community Charter*. Borrowing for capital projects is the most common reason for a loan authorization bylaw.

There are several steps in the process to undertake long-term borrowing:

1. Loan authorization bylaw drafted and council gives it three readings
2. Municipal council or electoral area director provide consent (if applicable)
3. Provincial review and statutory approval by the Inspector of Municipalities (6-8 weeks)
4. Approval of the electors (if applicable, 8-11 weeks)
- 5. Adoption of the bylaw by the council**
6. Challenge period (1 month)
7. Provincial review and certificate of approval by the Inspector of Municipalities (2-4 weeks)
8. Municipal council passes security issuing resolution and agreement (municipal borrowing only)
9. Regional district drafts security issuing bylaw and board gives it three readings and adoption
10. Challenge period for security issuing bylaw (10 days)
11. Provincial review of the security issuing bylaw and certificate of approval by the Inspector of Municipalities (2-4 weeks)
12. Security issuing by the Municipal Finance Authority

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.

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. At this time a further report will be brought forward to Council to pass a Security Issuing Resolution pursuant to Section 182 of the *Community Charter*. This will allow the City to access the long term bond market. Access to the long term bond market is undertaken by the Municipal Finance Authority (MFA) twice annually (Spring and Fall). Once the long term bond market is accessed, the interim financing will be paid in full.

Financial Considerations:

Under temporary borrowing, the City will be responsible for monthly interest (at a variable rate) only on any outstanding balance.

With respect to debt repayment funding, a number of options were explored to assess fairness and reasonableness and the economic impact to the water system users. As a significant replacement and upgrade project, the repayment will be funded by an increase to the water frontage parcel tax.

It is estimated that the water frontage parcel tax will increase by \$0.37, for a total of \$2.45 per taxable foot of frontage. For a parcel with 60 feet of taxable frontage, this equates to an additional \$22.20 per year in water frontage parcel taxes.

An amendment to the Water Frontage Parcel Tax Bylaw will be brought forward at a later date.

Alternatives & Implications:

Should Council choose not to proceed with final reading of the Loan Authorization Bylaw No. 4618, the project will be cancelled.

Communication:

NA

Prepared by: Chief Financial Officer
Approved by: Chief Administrative Officer

Attachments:

- Corporate Officer's Certificate
- City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw No. 4618
- City of Salmon Arm Zone 2 Pump Station Temporary Borrowing Bylaw No. 4664

CORPORATE OFFICER'S CERTIFICATE (Form CO1)

The City of Salmon Arm (the "Local Government")

The undersigned, Corporate Officer, as the person responsible for corporate administration of the Local Government under section 148 of the *Community Charter* (the *Charter*) or section 236 of the *Local Government Act*, hereby certifies as follows:

1. That Loan Authorization Bylaw No. 4618 (the "Loan Authorization Bylaw") was duly and properly enacted in accordance with the provisions of the applicable legislation at a duly constituted meeting of the Local Government in accordance with the requirements of the Local Government's applicable procedure bylaw and at which a quorum was present and acting throughout. **Attached is an adopted copy of the Loan Authorization Bylaw.**
2. That the Loan Authorization Bylaw has not been amended or repealed and is in full force and effect as at the date hereof.
3. That the Local Government has obtained the approval of the electors under section 180 of the *Charter* or section 407 of the *Local Government Act* for the adoption of the Loan Authorization Bylaw by one of the following methods:

Assent of the electors was obtained by a vote held on the day # day of month, year and the chief election officer published notice of the voting in accordance with (choose one):

section 94.1 [default] or 94.2 [bylaw] of the Charter.
Notice was published on date(s): day # of month, year & day # of month, year (please provide both dates of publication, unless notice was provided by 94.1(4)). **A copy of the notice is attached, or;**

An alternative approval process and for that purpose notice was published in accordance with (choose one):

section 94.1 [default] or 94.2 [bylaw] of the Charter.
Notice was published on date(s): 27 # of March, 2024 & 3 # of April, 2024 (please provide both dates of publication, unless notice was provided by 94.1(4)). The deadline for receiving elector response forms was 6 # of May, 2024. **A copy of the notice is attached, or;**

A **petition** in relation to a municipal local area service or in relation to a regional district electoral area service that was requested by the area electors and the petition contemplated the borrowing, or;

A **council initiative** in relation to a municipal local area service and for that purpose notice was published in accordance with (choose one):

section 94.1 [default] or 94.2 [bylaw] of the Charter.

Notice was published on date(s): 1 of April, 2022
& 2 of April, 2022 (please provide both dates of publication, unless notice was provided by 94.1(4)). The deadline for receiving the petition against was 15 of April, 2022. **A copy of the notice is attached.**

For municipal participating area that is all of the municipality, consent given in accordance with section 346 [consent on behalf of municipal participating area] of the Local Government Act.

4. No application has been made or action or proceeding brought to quash or to set aside the Loan Authorization Bylaw under section 623 of the *Local Government Act* or otherwise and the validity of the Loan Authorization Bylaw has not been attacked, questioned or adjudicated in any court and to the best of the knowledge of the undersigned no such action is pending or has been threatened and the undersigned knows of no objections to the validity of the Loan Authorization Bylaw.

DATED this 15 day of April, 2022.

_____ [signature]

Name: Rhonda West

Title: Corporate Officer

CITY OF SALMON ARM - PUBLIC NOTICE

Notice is hereby given that it is the intention of the City of Salmon Arm to enter into a non-exclusive Licence for Use and Occupation Agreement with the Shuswap Youth Soccer Association for a two (2) year term from May 1, 2024 to October 31, 2025 at a rate of \$1.00. The first licensed area is a portion of Little Mountain Park at 250 30 Street SE, Salmon Arm, BC and the second licensed area is a portion of the parking lot between 3 Street SW and the downtown fields. The licensed areas may only be used for the placement of a storage container for the licensees' assets.

For additional information and/or inquiries please contact the office of the undersigned

Rhonda West, Deputy Corporate Officer
City of Salmon Arm
500 – 2 Avenue NE, Box 40
Salmon Arm, BC V1E 4N2

NOTICE OF FIRST READING

NOTICE IS HEREBY GIVEN under Section 467 of the *Local Government Act*, that the Council of the City of Salmon Arm will consider first reading of "**Zoning Amendment Bylaw No. 4642**" during their Regular Council meeting to be held at **2:30 p.m. on Monday, April 8, 2024**. Council is authorized under Section 135 of the *Community Charter* and Section 480 of the *Local Government Act*, to give the Bylaw up to three readings at this meeting.

PURPOSE OF PROPOSED BYLAW

Proposed Text Amendment to Zoning Bylaw No. 2303 as follows:

1. Section 2 – Definitions

HEIGHT when determining the *height of buildings*, except for those *structures* listed in Section 4.4 (Height Exceptions), means the vertically measured distance between the lowest of the average levels of *grade* adjoining each exterior wall of a *building* prior to the start of constructions of the *building*, to the roof line of the *building* when roof line means the highest point on any roof top or edge or parapet forming the top line of the (roof) *building* silhouette.

Be replaced with:

HEIGHT when determining the height of buildings, except for those structures listed in Section 4.4 (Height Exceptions) and Section 4.12 (Fences and Retaining Walls), means the vertically measured distance between the average grade and the highest point of the structure of a non-sloping roof, or the mid-point of a sloping roof.

and

2. Section 2 – Definitions

GRADE means a natural or mechanically developed ground level elevation approved by the *Authority* for the purposes of measurement of a *building* or *structure's height* using the following criteria:

- Natural ground level shall be so common and usual, long and continued in its character by visible trees, shrubs, vegetation, and surrounding terrain and the nature of the soil itself to indicate no visible landfill or soils removal in recent years; or
- Mechanically developed ground level shall be an altered elevation of soils upon one or more parcels to obtain levelled, terraced, or sloped buildings sites, usually graded to blend with one another as shall be approved by the Approving Officer or Council through due process.

Be replaced with:

GRADE means the ground level elevation approved by the Authority for the purposes of measurement of a building or structure's height using the natural ground level (being the usual and continued in character by visible trees, shrubs, vegetation, and surrounding terrain and the nature of the soil itself to indicate no visible landfill or soils removal in recent years), or

means the ground level elevation approved by the Authority for the purposes of measurement of a building or structure's height using the mechanically developed ground levels shown on a site grading plan where required and approved by the Authority.

Reference: ZON-1286/ Bylaw No. 4642

HOW DO I GET MORE INFORMATION?

A copy of the Bylaw and staff report for the proposal can be viewed online on the City of Salmon Arm website at <https://www.salmonarm.ca/468/Bylaw-Notices>. The Bylaw and Staff Report can also be viewed in the Planning Department at City Hall, 500 2 Avenue NE, Salmon Arm, Monday to Friday (excluding statutory holidays) from **March 27, 2024 to April 8, 2024** between 8:30 a.m. and 4:00 p.m. Inquiries or written comments may be directed to planning@salmonarm.ca.

This notice is given as required by Section 467 of the *Local Government Act*.

The City 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

CITY OF SALMON ARM

Notice to Electors of an Alternative Approval Process

This notice is the second of two notices to advise electors in the City of Salmon Arm of the intention to adopt "*City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw Number 4618*".

The purpose of the bylaw is to borrow an amount not to exceed \$4,226,850.00 that will be repaid over a period not to exceed 30 (thirty) years to finance the cost for:

- the construction of the replacement Zone 2 Pump Station; and
- all things necessary in connection including acquiring all such property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction

It is estimated that the proposed borrowing will result in an estimated water frontage parcel tax increase of \$0.37, for a total of \$2.45 per taxable foot of frontage. For a parcel with 60 feet of taxable frontage, this equates to an additional \$22.20 per year in water frontage parcel taxes. The construction of the replacement Zone 2 Pump Station will increase the operating capacity for future demand of potable water for distribution to residents and users in the associated pressure zones. A copy of Bylaw No. 4618 and a summary of the proposal are available at City Hall during each business day of the week between 8:30 a.m. and 4:00 p.m.

The City of Salmon Arm Council proposes to borrow the money and undertake the construction of the replacement Zone 2 Pump Station unless, by 4:00 p.m. on May 6, 2024, at least 10 percent of the electors in the City of Salmon Arm sign an elector response form opposing the implementation of the proposal unless the municipal council holds a vote.

The number of elector responses required to prevent the City of Salmon Arm Council from proceeding unless a vote is held is estimated to be 1480. A report respecting the basis on which this determination is available upon request from the City of Salmon Arm.

Elector response forms must be in the form approved by the City of Salmon Arm, or an accurate copy of the form, and can be obtained in person during regular business hours from the City of Salmon Arm, City Hall, 500 2 Avenue NE, Salmon Arm, BC. The form can be downloaded from the City of Salmon Arm's website at: www.salmonarm.ca.

Only electors of the City of Salmon Arm are eligible to sign the elector response forms. There are two types of electors – resident electors and non-resident property electors.

Resident Elector: When signing an elector response form during an AAP, a resident elector must: be 18 years of age or older; be a Canadian citizen; have been a resident in British Columbia for at least six months; live in the City of Salmon Arm; 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.

Non-resident Property Elector: When signing an elector response form during an AAP, a non-resident property elector must: be at least 18 years of age; be a Canadian citizen; have been a resident in British Columbia for at least six months; have owned property in the jurisdiction for at least 30 days; own property in the City of Salmon Arm; 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 the 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 property elector provisions.**

Resident electors signing the elector response form must provide their name and address. Non-resident property electors must provide their name and the address of the property in relation to which they are entitled to register as a non-resident property elector. The City of Salmon Arm will not share the information on the form with anyone other than the Corporate Officer, or other person designated by the Corporate Officer.

For more information on elector qualifications, please contact the City of Salmon Arm or see the *Voter's Guide to Local Government Elections in B.C.*, available from the Ministry of Municipal Affairs or online at:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/voting-local-elections/voter-eligibility>. If this form is submitted to the City of Salmon Arm by facsimile, please ensure that the transmission was completed.

Council's consideration of final adoption of Bylaw No. 4618 may occur during the Regular Council meeting to be held at 2:30 p.m. on Monday, May 27, 2024 in Council Chambers, City Hall, 500 2 Avenue NE, Salmon Arm, BC.

For further information please contact the City of Salmon Arm at: Phone: 250.803.4000/ Fax: 250.803.4042/Email: cityhall@salmonarm.ca

CITY OF
SALMON ARM

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 22 DAY OF JANUARY 2024

READ A SECOND TIME THIS 22 DAY OF JANUARY 2024

READ A THIRD TIME THIS 22 DAY OF JANUARY 2024

APPROVED BY THE INSPECTOR PURSUANT TO SECTION 179 OF THE COMMUNITY

CHARTER THIS 1 DAY OF MARCH 2024

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4664

A bylaw to authorize temporary borrowings pending the sale of debentures

WHEREAS under the provisions of Section 181 of the *Community Charter*, Council may, where it has adopted a loan authorization bylaw, without further assent or approvals, borrow temporarily, by the issue of temporary securities or by pledging with the lender the issued and unsold debentures, money not exceeding the difference between the total amount authorized by the loan authorization bylaw and the amount already borrowed in relation to that bylaw;

AND WHEREAS the Council has adopted Bylaw No. 4618, cited as the "City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw No. 4618", authorizing the construction of the replacement Zone 2 Pump Station and related works and subsequent borrowing in the amount of \$4,226,850.00.

AND WHEREAS the sale of the said debentures has been temporarily deferred;

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

1. The Council is hereby authorized and empowered to borrow from the Municipal Finance Authority an amount or amounts not exceeding the sum of \$4,226,850.00, as the same may be required.
2. The form of the obligation to be given as an acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Chief Financial Officer.
3. The money so borrowed shall be used solely for the purpose set out in said Bylaw No. 4618.
4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. SEVERABILITY

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

6. ENACTMENT

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

7. EFFECTIVE DATE

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

8. CITATION

This bylaw may be cited as "City of Salmon Arm Zone 2 Pump Station Temporary Borrowing Bylaw No. 4664."

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

COMMUNITY EVENTS
City Parks & Spaces

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Red Dress Day Reflection and Remembrance Walk – McGuire Park	4
5	6	7 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	8	9	10 2024 Salty Dog Enduro – Klahani Park, May 10-12	11 Salty Street Fest Downtown Farmer’s Market Mother’s Day Children’s Carnival
12	13	14 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	15	16	17	18 Downtown Farmer’s Market
19 Vintage Car Club of Canada May Tour	20	21 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	22	23	24	25 Downtown Farmer’s Market
26	27	28 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	29	30	31	1

COMMUNITY EVENTS

City Parks & Spaces

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Downtown Farmer's Market / Sage Orienteering / Spring Trail Celebration
2	3	4 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	5	6 Grey Cup 2024 Van Tour – 3:00-7:00 p.m. D-Day Ceremony at Cenotaph – 8:00 a.m. to 1:00 p.m.	7 50 th Annual Sockeyes Swim Meet June 7-9	8 Downtown Farmer's Market / CrossFit Salmon Arm Competition at Canoe Beach
9	10	11 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	12	13 Art in the Park (William Baker Park) 9:30 a.m. to 12:30 p.m.	14	15 Downtown Farmer's Market / Salmon Arm Demolition Derby / Dragon Boat Festival / Theatre on the Edge Performance
16 Salmon Arm Demolition Derby Kids Fishing Derby	17	18 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	19	20 Art in the Park (Klahani Park) 9:30 a.m. to 12:30 p.m.	21	22 Downtown Farmer's Market
23	24	25 Travelling Tots Playgroup – 8:30 a.m. to 12:15 p.m. – Fletcher Park Junior Mountain Bike Rides – 5:00 p.m.	26	27 Art in the Park (Fletcher Park) 9:30 a.m. to 12:30 p.m. Multicultural Day Celebrations	28 Kickoff Summer Family Funday Event at Canoe Beach and Gazebo – 2:00-5:00 p.m.	29 Downtown Farmer's Market

[REDACTED]
Salmon Arm, BC
V1E 1L2
April 26, 2024

Mayor Alan Harrison and Members of Council
Box 40
500 2 Ave NE
Salmon Arm, BC. V1E 4N2

Re: Proposed Roundabout at 5 Ave and 10 St SW

Mayor and Council:

We are residents of Linden Court on 5 Ave SW and are writing to express our opposition to the proposed construction of a roundabout at 5 Ave and 10 St SW. for the following reasons:

- 1) Pedestrian Safety: You are aware that there are several condo/apartment buildings and townhomes on 5 Ave and 10th St and the residents use the crosswalk at the existing 4-way stop to access Piccadilly Mall and other businesses. With a roundabout, crossing for pedestrians becomes virtually non-existent and therefore unsafe, as vehicle traffic is not obliged to stop.
- 2) Accessibility: There would be no possibility for a person in a wheelchair and those with mobility issues to cross at the intersection.
- 3) Access to Properties: Access will be restricted with negative impact for the residential and business properties whose entrances become part of the roundabout. The 21 properties in Linden Court (a 55+ community) will have no left turn access in or out.
- 4) Destruction of trees: To facilitate construction, large trees will be removed from Linden Court and Bowers Funeral Home properties.
- 5) Loss of parking spaces on 5 Ave and 10 St.

- 6) Lack of consideration for the demographics of the area and the needs of the local residents many of whom are seniors, and many who don't drive.

Other Points:

- a) Normally roundabouts are installed at 4-way intersections. 10th and 5th is essentially a 3-way stop (the 4th entrance is to a business) which means that stops are already lessened by roughly 25%.
- b) The new access to 10th Ave off the Highway from the West means that there has already been a lessening of traffic exiting from the Highway onto 10th St.
- c) The "costs" of construction include: financial losses to the neighbouring businesses (including those in Piccadilly Mall), financial costs to the City for construction and to acquire land from Bowers and Linden Court and reinstate landscaping on those properties. There are also the costs to health and safety due to the impact of construction including noise, dust, inconvenience and stress.
- d) We have discussed this issue with a number of people and have yet to find anyone who favours a roundabout at this location.

What have you found in your cost/benefit analysis that we are missing?

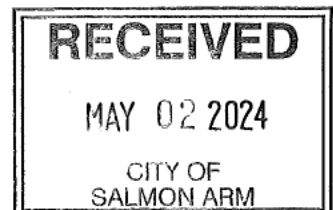
Thank you for your careful consideration of our concerns.

In appreciation of all the hard work you do on behalf of the citizens of Salmon Arm

Yours truly,



Jim and Norma Sawada



Rhonda West

From: Rhonda West
Sent: Wednesday, May 22, 2024 8:17 AM
To: Rhonda West
Subject: FW: [External] Parking on the field - Demo Derby

From: [REDACTED]
Sent: Tuesday, May 21, 2024 9:06:04 PM
To: Erin Jackson <ejackson@salmonarm.ca>
Subject: [External] Parking on the field - Demo Derby

Hi there,

Jim from the SA Fair gave me your email address.

I am writing to request that we be allowed to use the field (corner of 3rd Street & 5 Ave SW) for parking for the Demo Derby happening on June 15th & 16th (we would like to be able to set up on June 14th).

This request is late, and for that I apologize. There was some miscommunication among us & I understood that somebody else had arranged this already!

Please let me know what you need from me.

Thank you,
Maryann Brock
Girl Guides of Canada
250-833-5481



Virus-free. www.avg.com

Ms. No. 24

Spk. Gutellon
Concerned Citizens
Salmon Area
B.C.

Mayor & City Council
City of Salmon Area;

Dear Mayor;

Dear Mayor & Council, please
excuse the lack of ability to
express my concerns.

Mr. Jke Cemetery Care & Services.

This is due to people, robbing
grave sites of Moral Mementos
We witness the stealing of graves
of our loved ones. My personal
experience is I spend up to 50 years
just to bring flowers to my mother's grave
for Mother's Day and a couple days later
for her Birth Day. as well as for
my father's grave.

Now I have experienced them
not being left there till end of day.
I have tried to comply with your
Rules & when a what kind of change
left. I But Still they are Stolen.

How do I know? because I spoke
to one of your grounds men yesterday
he expressed that there are ones
he has seen taking them. But
he says nothing now does he stop
them.

I called your local dispatch
to complain. Page 187 of 287 Told to

(2)

make my complaint to you. This Person said, "They have posted rules of what can be placed." But don't control how long they must be left!

Your grounds men said he had witnessed a boy on bicycle gathering all speckles, Parkinher basket and riding off. Also sort of insinuated that maybe he had stolen but live up the hill steal them.

Your Yard Service ph at 250 803- put me thru to your employee Barb. - who said it was a police matter. (Really)

How can we call police when one is not there 24-7 days. She was not responsible for what happens and to write you.

This is blatant Grand Robbing. May I suggest, as we do to

to protect our personal possessions we Post Signs. Put up a camera at our gate. Signs that our property that says Grand Robber will be prosecuted. You are on camera.

This is an inconsiderable practice to leave unattended.

Signs will turn people away. even if you don't really follow up with a camera.

3

I sincerely trust that you and your council members will look into this matter of Grave Robbery.

I would also like to express the logic of only cut flowers in Summer from March - (when its still freezing) till Oct. Then in summer when its so hot a cut flower dies within hours if we cannot provide it with water. (This is not a logical rule). I do believe what can be done and when, should also be revisited with a bit more consideration

RECEIVED
MAY 17 2024
CITY OF
SALMON ARM

Truly,
A concerned citizen
Lynda (R. Yehlow)
at [redacted]



May 15, 2024

Dear Mayors and Regional District Chairs:

The 2024 Union of British Columbia Municipalities (UBCM) Convention will be held in Vancouver from September 16-20, 2024. As we prepare for the upcoming convention, my caucus colleagues and I are looking forward to meeting and working with you to continue building strong, sustainable and vibrant communities throughout our province.

We all have a role to play in finding ways to ensure our communities thrive, and UBCM provides a wonderful opportunity to listen to one another, share ideas and find new approaches. With local, provincial, federal and First Nations governments working together, we can continue to build a better BC for all.

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2024** and it is case sensitive. The deadline to submit your meeting requests is June 21, 2024. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

As well, further to invitations that were sent out by the Ministry of Municipal Affairs in April, I would like to remind you of two upcoming information sessions being held via Microsoft Teams on May 16 and 28, 2024. The content for each session will be identical, with ministry staff providing a technical overview of the meeting request process.

I look forward to once again being part of your convention, meeting with many of you and exploring ways that we can partner together to address the cost of living, public safety and other common issues.

Sincerely,


David Eby, KC
Premier

Office of the
Premier

Web Site:
www.gov.bc.ca

Mailing Address:
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Location:
Parliament Buildings
Victoria



May 15, 2024

Ref: 274670

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the process for requesting a meeting with me, or with provincial staff, during the upcoming 2024 UBCM Convention in Vancouver from September 16–20, 2024.

You will receive a separate letter from the Premier, Honourable David Eby, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to meet with me, please complete the online request form at: [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs by **June 21, 2024**. This year's invitation code is **MUNIMin2024** and is case sensitive. Meeting dates and times will be confirmed in late August. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible, in the online form, on the topics you wish to discuss. Providing information in advance gives me a better understanding of your delegation's interests and helps me prepare so our discussion can be more productive.

Ministry staff will email you shortly with the Provincial Appointment Book. This document lists all the ministry, agency, commission, and corporation staff available to meet with delegates at Convention and which topics, projects, or programs fall under their purview. Importantly, it will also provide details on how to submit an online staff meeting request. Ministry staff are also hosting identical information sessions on May 16 and May 28, 2024, via Microsoft Teams, providing a technical overview of the meeting request processes; invitations were sent in April.

This will be my second UBCM Convention as the minister responsible for local governments. I appreciated the opportunities to connect in person last year, and our conversations are always illuminating. I have also enjoyed meeting with many communities and regions since Convention, to hear more about your challenges and accomplishments. I look forward to continuing our collaborative work this summer and at Convention in September.

Sincerely,

Anne Kang
Minister of Municipal Affairs

pc: Honourable David Eby, Premier
Trish Mandewo, President, Union of BC Municipalities

Ministry of Municipal Affairs

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Parliament Buildings
Victoria BC V8V 1X4
<http://www.gov.bc.ca/muni>

Rhonda West

From: Barb Puddifant
Sent: Wednesday, May 15, 2024 2:08 PM
To: Rhonda West
Subject: FW: 2024 UBCM Convention – Provincial Appointment Book & MACC Staff Meeting Request Process
Attachments: 2024 UBCM Convention Provincial Appointment Book.pdf
Importance: High

From: MUNI UBCM Meeting Requests MUNI:EX <MUNI.UBCM.MeetingRequests@gov.bc.ca>
Sent: Wednesday, May 15, 2024 2:06 PM
Subject: [External] 2024 UBCM Convention – Provincial Appointment Book & MACC Staff Meeting Request Process
Importance: High

This message is being sent to all Union of BC Municipalities (UBCM) Member Municipalities, Regional Districts, and First Nations on behalf of the Ministry of Municipal Affairs.

Subject: 2024 UBCM Convention - Provincial Appointment Book and Ministry, Agency, Commission, and Corporation (MACC) Staff Meeting Request Process
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs/Chiefs and Chief Councillors
and cc: General Email/Administrative Support staff/Alternates
Attachments: One (1) plus message below

If you have received this message in error, please forward it to the appropriate person in your organization.

2024 UBCM Convention: September 16 – 20, 2024, Vancouver, B.C.

Further to the May 15, 2024 letter from the Honourable Anne Kang, Minister of Municipal Affairs, regarding the 2024 UBCM Convention, I am pleased to attach the **2024 Provincial Appointment Book (PAB)** for your use in requesting meetings with staff from provincial ministries, agencies, commissions, and corporations (MACC) available to meet with delegates at Convention.

To request a meeting with MACC staff, please complete the form located at:

<https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff>

Invitation code: **MACCStaff2024** (case sensitive)

The deadline to submit online meeting requests is **Wednesday, August 21**. Decisions regarding MACC staff meeting requests will be communicated by September 11 to the contact(s) identified on your meeting request form.

Requests for meetings with MACC staff can also be made on site at the Provincial Appointment Desk, during Convention at the following locations:

Monday, September 16

Vancouver Convention Centre, East Building - Lobby
8:30 am – 4:00 pm

Tuesday, September 17 - Thursday, September 19

Fairmont Waterfront Hotel, Concourse Level – Mackenzie Ballroom
8:30 am – 4:00 pm

We encourage you to submit your meeting requests through the online request form by **August 21**, as MACC staff availability may be limited on site.

If you have any questions, please contact the MACC Staff Meeting Coordinator, Sarah Staszkiel, by phone at: 778 405-1784, or the Assistant MACC Staff Meeting Coordinator, Casey Cathcart, by phone at: 778 405-3140. You may also reach out via email at: MUNI.UBCM.MeetingRequests@gov.bc.ca.

Thank you.

Regards,

Birgit Schmidt, Director, Operations and Client Relations
MUNI-UBCM Convention Coordinator
Local Government Division | Ministry of Municipal Affairs
Phone: 778 698-3260 | Email: Birgit.Schmidt@gov.bc.ca

Note: Contact information is provided by CivicInfo BC. To ensure you receive all relevant communications please ensure the contact information for your organization is updated regularly.

May 8, 2024

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

Dear Mayor Harrison:

Re: 2024 SILGA Resolution(s)

UBCM is in receipt of the attached resolution(s) endorsed by your Council. Your resolution(s) received endorsement at the 2024 SILGA Spring Convention.

As such, the resolution(s) will be included in UBCM Resolutions Book for the 2024 UBCM Convention in September.

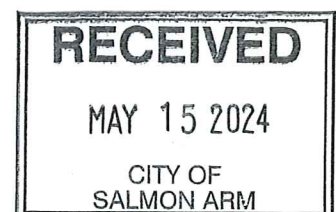
Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process, email: jjustason@ubcm.ca.

Sincerely,



Councillor Trish Mandewo
UBCM President

Enclosure



Funding Increase for Invasive Mussel Defense Program

Salmon Arm

Whereas it is widely acknowledged that the infiltration of invasive mussels in British Columbia waterways would have catastrophic environmental and economic impacts on local governments;

And whereas the primary mechanism for invasive mussels entering the province is on or in watercraft:

Therefore be it resolved that UBCM request the Province of British Columbia to increase funding for the Invasive Mussel Defense Program, introduce supportive legislation and update the Early Detection, Rapid Response Plan;

And be it further resolved that UBCM request the Province of British Columbia to work with the Government of Canada to support these efforts to prevent invasive mussel infestation in BC waterways by allocating significant, long-term funding.

Convention Decision:



Ministry of
Agriculture
and Food

Plant and Animal Health Branch
1767 Angus Campbell Rd
Abbotsford BC V3G 2M3
Ph: (604) 556-3003
Fax: (604) 556-3010
Toll Free: 1-800-661-9903

Animal Health Act - General Order WD2024-01

Person(s) and Place Subject to Order
<p>The following classes of persons are subject to this order</p> <ol style="list-style-type: none"> All persons within British Columbia.
<p>Contact information:</p>
<p>Location of premises this order relates to, if applicable:</p>
<p>Premises identification account number(s):</p> <p>Premises identification number(s):</p>
<p>Contact information of owner of premises, if different from above:</p>

THE INFORMATION REQUESTED ON THIS FORM IS COLLECTED AND MAY BE DISCLOSED UNDER THE AUTHORITY OF PART 2 AND 3 OF THE *ANIMAL HEALTH ACT*.

IF YOU HAVE ANY QUESTIONS ABOUT THE COLLECTION AND USE OF THIS INFORMATION, PLEASE CONTACT THE MINISTRY OF AGRICULTURE.

Date this order is issued: May 16, 2024

Date this order takes effect, if different: _____, 20____

Reference Number: WD2024-001

THE PERSON(S) SUBJECT TO THIS ORDER MUST COMPLY WITH THIS ORDER.

Reason for Order

The Chief Veterinarian reasonably believes the following: This order and the actions listed are believed necessary under s. 39(1)(a) of the *Animal Health Act* to address the fact that an animal is or may be affected by, or is at risk of being exposed to an animal affected by, a notifiable or reportable disease: to prevent the occurrence and spread of whirling disease. Based on the current risks associated with the detection of whirling disease in the Province since December 2023, this order is necessary to prevent and control the further introduction and spread of whirling disease in British Columbia.

Background information:

Whirling disease caused by *Myxobolus cerebralis* is a reportable disease in respect of finfish under Section 5(h) of the Reportable and Notifiable Disease Regulation under British Columbia's *Animal Health Act*. Whirling disease was confirmed in British Columbia in December 2023. The disease can have serious impacts on the health of finfish populations.

This Order is in Respect of the Following

Animal(s) (specific):

Identification #	Age	Sex	Species	Description

THE INFORMATION REQUESTED ON THIS FORM IS COLLECTED AND MAY BE DISCLOSED UNDER THE AUTHORITY OF PART 2 AND 3 OF THE *ANIMAL HEALTH ACT*.

IF YOU HAVE ANY QUESTIONS ABOUT THE COLLECTION AND USE OF THIS INFORMATION, PLEASE CONTACT THE MINISTRY OF AGRICULTURE.

Type of animal(s) generally:

Finfish

Premises:

Animal products/ by-products:

Things:

Boats and other watercraft

Actions which Must be Taken

Action:

A person must not transport a boat or other watercraft on a highway if the watercraft has a drainage hole in the lower hull or bilge that is blocked with a plug.

In this order, "highway" has the same meaning as in the *Transportation Act*, SBC 2004, c 24.

Date by which action must be complete, if applicable:

Completed? Y/N	Inspector Initial and Date
Notes:	

Other Conditions
Additional Comments
This order does not affect any federal rules or restrictions in place in British Columbia in relation to whirling disease.

Authority for Order
This order is issued pursuant to sections 39, 40 and 41 of the <i>Animal Health Act</i> .
Termination of Order
This Order terminates on the following date or in the following circumstances: refer to section 50(a) of the <i>Animal Health Act</i> . See Appendix A.

Contact Information
Name and contact information of inspector making order:
Theresa Burns, Chief Veterinarian Theresa.Burns@gov.bc.ca
Veterinarian or diagnostic laboratory contacted:


May 16, 2024

Chief Veterinarian

Date

THE INFORMATION REQUESTED ON THIS FORM IS COLLECTED AND MAY BE DISCLOSED UNDER THE AUTHORITY OF PART 2 AND 3 OF THE *ANIMAL HEALTH ACT*.

IF YOU HAVE ANY QUESTIONS ABOUT THE COLLECTION AND USE OF THIS INFORMATION, PLEASE CONTACT THE MINISTRY OF AGRICULTURE.

Orders

You have been issued an order. Failure to comply with an order is an offense under s. 81 of the *Animal Health Act*. If this order is posted, you must not remove, alter, or deface it. If an inspector believes that you are not adequately complying with this order, an inspector is authorized to enter into the place described in this document and take action to ensure this order is carried out. You are liable for all costs of any work that the inspector authorizes to be carried out to ensure compliance with this order.

You may request reassessment, reconsideration, or review of this order. A request must be in the form and manner required by the Chief Veterinarian.

Reassessment

You may request the issuing inspector to reassess the circumstances under which this order was made, assess the extent to which it has been complied with, and determine if it continues to be necessary. The inspector may decide to confirm, vary, or terminate this order.

Reconsideration

If you have additional relevant information which was not available when the inspector made the order you may request the issuing inspector to reconsider this order. The inspector may

- Vary, confirm, or rescind this order;
- Delay the date the order takes effect or suspend the order, if this will not be a risk to animal or public health; or,
- Reject your request if the information is not new or not relevant.

This order continues to be in effect while the inspector reconsiders it unless the inspector agrees in writing to suspend it. You will receive written reasons for the reconsideration decision. You may not request a second reconsideration.

Review

If you have completed a request for reconsideration you may request a review of this order. This review will be based on the existing record. The reviewer may

- Vary, confirm or rescind the order; or
- Delay the date the order takes effect or suspend the order, if this will not be a risk to animal or public health; or,
- Refer the matter back to the person who made the order, with or without directions.

The order continues to be in effect during the review. You will receive written reasons for this decision. You may not request further review under the *Animal Health Act*, but may have other recourse.

Appendix A

Section 50 of the *Animal Health Act* states

- 50** An order ceases to have effect on the date or in the circumstances stated in the order, or if no date or circumstances are stated, as follows:
- (a) If an order is served by posting the order, or notice of the order, in or on a place, on the date the order or notice is removed from the place by the minister or the inspector who made the order, or by a person acting under the direction of either of them;
 - (b) If an order is served by publishing the order, or notice of the order, on the date the inspector who made the order publishes a notice that the order has been terminated;
 - (c) If an order is made under section 41 (m) [*general orders*], on the date the person subject to the order provides evidence of compliance as required by the order;
 - (d) In any other case, on the date the inspector who made the order provides notice by any means to the person subject to the order that the order is terminated.

2023 MRDT Annual Performance Report



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Executive Summary

The City of Salmon Arm is located on the shores of Shuswap Lake, on the traditional territory of the Secwepemc Nation in British Columbia's Southern Interior. Salmon Arm began collecting the 2% Municipal and Regional District Tax (MRDT) in July 2017, to support the community's vision *that Salmon Arm and the broader Shuswap region will be recognized as an all-season destination of choice for visitors from around the world*. Salmon Arm Economic Development Society (SAEDS) is the third-party service provider, acting on behalf of the City to Salmon Arm to oversee the implementation of Salmon Arm's Five Year MRDT Action Plan. Following is a summary of activities completed and lessons learned in 2023.

Reflecting on Salmon Arm's 2023 tourism economy, the key takeaways include ever present community support, continuous business and resident pride, and infectious community spirit. In 2023, the Shuswap Region experienced devastating wildfires that not only affected visitors and community events but also local businesses and residents. The wildfires impacted travel to the region and to Salmon Arm, as well as the cancellation of the annual RootsAndBlues Festival. The impact on the tourism experience included smoke, forest devastations, highway closures and visitor travel restrictions to the area. The 'collateral damage' of natural disasters like wildfires during the high-tourism season is most notably our hospitality sector including our tourism operators and service providers. Interestingly, during the 2023 wildfires, Salmon Arm accommodators saw somewhat unchanged occupancy rates in many cases. This was due to the shift in overnight guests from visitors to evacuees during the wildfires.

Total accommodation revenue in Salmon Arm in 2023 was just over \$16.67 Million. This is up from \$16 Million in 2022, \$13.5 Million in 2021, and \$8.5 Million in 2020 (COVID). Since 2018, when Salmon Arm's MRDT Program was first implemented, total annual accommodation revenue has increased by 38%. This is exactly the economic trend we hoped the MRDT program would support for our community.

Leading into 2023, MRDT carry forward funds from previous years totalled \$596,203. Total MRDT Revenue for 2023 was \$339,352, and total expenses were \$516,143, ending the year with a net loss of \$176,791 and carry forward funds of \$419,412.

Project/Program Highlights from this past year include:

- **Event Support.** Sharp increase in the number of MRDT supported events in 2023, with 44 events supported and 16 of those events receiving grant funding; this compares to 2022 which saw 24 events supported and 15 of those received MRDT grant funding. As well, efforts continued in 2023 to plan the large-scale 55+ BC Games in Salmon Arm from September 10-14, 2024.
- **Visitor Services Support.** Completed projects include the installation of 4 downtown pillars, planning for 3 new city entrance signs, as well as the installation of 3 interactive digital kiosks and the addition of 1 mobile kiosk.
- **Visitor Marketing.** Completion of a new Two-Year Visitor Attraction Strategy. Design/print of visitor resources including Salmon Arm tear sheet map. As well, the MRDT team implemented numerous digital marketing campaigns promoting shoulder and off-season visitor attraction including itinerary building, and the official launch of the new Shuswap Bird Trail Outpost via the BC Bird Trail and Seasonal Videos. We now have produced and launched Spring, Fall and Winter tourism attraction videos. These are on our youtube channel and are also circulated through paid google ad campaigns.
- **Trail Support.** MRDT revenue supported the important work of Shuswap Trail Alliance in the planning, marketing, event hosting preparation, and signage for numerous area trails in 2023.

Although we can't predict major disruptions, such as natural disasters, supply chain, inflation, etc., we can see the data is forecasting a positive year ahead for travel, tourism and hospitality in BC and closer to home, in the Thompson Okanagan Region. We will continue to provide attractive itineraries, industry support, and event support as we grow our unique tourism offerings hand-in-hand with our local businesses and community partners. We will also work to establish workforce attraction strategies, and support the City's goals for attainable housing to attract the tourism workforce to Salmon Arm.



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MRDT Program Structure

The City of Salmon Arm was approved to begin collecting the 2% Municipal & Regional District Tax (MRDT) on June 1, 2017. This report presents the goals, objectives, tasks and measurables for 2023 operations.

A primary goal of the City of Salmon Arm's MRDT 5 Year Business Plan is to deliver a collaborative program, led by tourism industry stakeholders. Following is a report which details activities undertaken directly by Salmon Arm's MRDT Committee, as well as those supported with Salmon Arm's MRDT Funding but undertaken by partnership organizations.

- **City of Salmon Arm** – Applicant and recipient of MRDT funds received from Province of BC. As detailed within the City of Salmon Arm and Salmon Arm Economic Development Society Third Party Service Agreement, on a monthly basis the City of Salmon Arm disburses 100% of MRDT funds received to the Salmon Arm Economic Development Society for implementation of the Business Plan.
- **Salmon Arm Economic Development Society** – Third Party Service Provider.
- **MRDT Committee** - Tourism industry stakeholders participating in a committee of the Salmon Arm Economic Development Society with the mandate to direct and oversee all aspects of the MRDT program, with the support of the Economic Development Manager staff position.

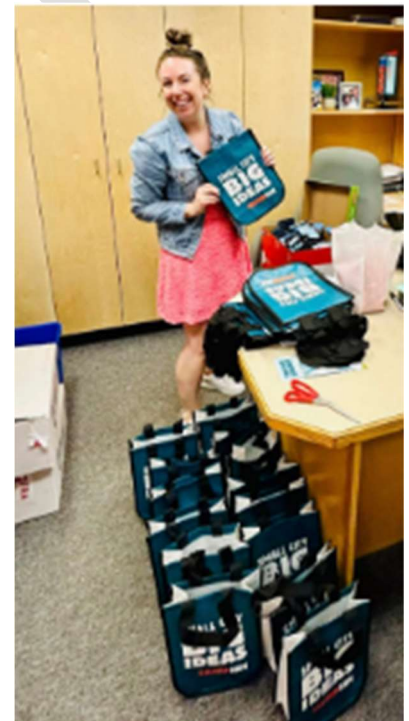
MRDT Committee Membership

Voting membership consists of seven members comprising:

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

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

- City of Salmon Arm
- Shuswap Tourism
- Shuswap Recreation Society
- Shuswap Trail Alliance
- Salmon Arm Visitor Centre
- Downtown Salmon Arm
- Salmon Arm Folk Music Society
- RJ Haney Heritage Museum



Salmon Arm's Tourism Model

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

The following principles guide the Salmon Arm MRDT governance process:

- Strong priority must be placed on the tourism industry leading decision making related to the MRDT Business Plan.
- A diverse tourism group, inclusive of both accommodators and broader tourism stakeholders is required, to ensure

informed decision making.

- Small operators need to be assured representation.
- Community partners are an imperative part of the MRDT Business Plan and must inform decision making related to the MRDT Business Plan.
- Administrative costs must be kept to a minimum to ensure the majority of MRDT revenues are flowing directly into the identified initiatives.
- The Salmon Arm MRDT governance model can perhaps be considered a hybrid between the formation of a new non-profit organization and operating under an existing organization, as the SAEDS Board has agreed to delegate decision making authority to an MRDT Committee. This governance model allows for industry leadership and decision making, while at the same time ensuring minimal administrative costs as it will be operating under an existing fiscally responsible and sustainable organization.

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



Vision

Salmon Arm and the broader Shuswap region will be recognized as an **all-season destination of choice** for visitors from around the world.

Mission

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

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

Overall Goals, Objectives and Targets

There are 4 guiding principles which form the foundation of Salmon Arm's MRDT Business Plan:

1. "Accommodator led" MRDT program with input and support from broader tourism stakeholders;
2. Support the implementation of specific local tourism initiatives which have been identified as gaps and high ROI opportunities;
3. Support and expand the work of multiple tourism stakeholder organizations across the broader Shuswap region;
4. Collaborative approach, ensuring a strong alignment with strategic plans of partner organizations, including Shuswap Tourism's Development Plan, Thompson Okanagan Tourism Association's Tourism Strategy, and Destination BC's Strategic Plan.

Each of the following goals and objectives of Salmon Arm's MRDT Business Plan will be guided by the overarching focus of **"shoulder and off-season development"** and **"working collaborative with partner organizations"**.

Primary Program Goal

Expand the tourism economy in Salmon Arm and the broader Shuswap Region, measured by increased accommodation occupancy rates.

Measurables

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

- Increased room revenue
- Increased occupancy rates



Governance

The City of Salmon Arm is the *Applicant* and *Designated Recipient* of the 2% MRDT funds. The City has delegated administration of the MRDT program to the Salmon Arm Economic Development Society (SAEDS) under a Third-Party Service Provider Agreement.

Agreement Among Partner Agencies

City of Salmon Arm	The City of Salmon Arm is lead applicant.
Salmon Arm Economic Development Society	The City of Salmon Arm has entered into a Third-Party Service Agreement with Salmon Arm Economic Development Society (SAEDS) to administer the MRDT revenue on its behalf, in accordance with the Business Plan.
SAEDS MRDT Committee	SAEDS has formed an MRDT Committee comprised of tourism stakeholders, which is tasked with overseeing the Business Plan implementation.
Community Partner Organizations	SAEDS will work closely with partner organizations including Shuswap Tourism, the City's Visitor Centre, Shuswap Trail Alliance and others, to ensure a collaborative and regionally aligned approach to the MRDT service delivery.

Governance Structure

MRDT revenue collected by Salmon Arm accommodators and applicable short-term vacation rentals is remitted to the Ministry of Finance, then transferred to the City of Salmon Arm, which then transfers the funds to Salmon Arm Economic Development Society for implementation of the Business Plan.

About Salmon Arm Economic Development Society (SAEDS)

The Salmon Arm Economic Development Society is a non-profit society registered with the BC Corporate Registry. It was established on August 27, 2002 and has a 17-person Board of Directors comprised of 12 voting members and 5 non-voting members. The voting membership represents the major sectors of the local economy, including: Tourism, Construction, Commercial, Manufacturing, Business Services, Health, Forestry, Agriculture, Education, and Technology, and 5 non-voting members representing City of Salmon Arm, Columbia Shuswap Regional District, Salmon Arm Chamber of Commerce, Adams Lake Band, and Neskonlith.

The mandate of the Society is:

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

2023 MRDT Committee Membership

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

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

Strategies and Key Actions

Following is a list of the key strategies which were identified as the community priorities for Salmon Arm's MRDT program in 2023.

Salmon Arm's 2023 Tactical Plan is based on the following foundational principals:

1. **Flexibility.** The plan will ensure the ability to pivot quickly in order to respond to this ever-changing situation.
2. **Support.** The plan will broadly support the needs of all tourism businesses.
3. **Communication.** The plan will ensure open communication with industry and partners. In such challenging times, Salmon Arm's MRDT Program is a conduit for information sharing and support for our tourism businesses. It is essential that we ensure strong lines of communication with our tourism businesses.
4. **Return-on-Investment.** The plan will ensure every dollar spent in 2023 will provide exceptional value back to Salmon Arm's tourism economy.



SALMON ARM

SMALL CITY, BIG IDEAS

Brand Positioning

Salmon Arm is a small city with big ideas whose combination of beauty and forward thinking attracts young explorers, entrepreneurs and families of all ages. They're seeking a welcoming place that's open to innovative ways to build a life where they can do more, live more and make more of a difference. In a spectacular setting ideally situated on a key transportation crossroads, Salmon Arm offers authentic community, varied activity, real prosperity, and true opportunity.

Our wordmark embodies the many contrasts of our city like innovation and playfulness, quiet and cutting-edge, opportunity and lifestyle, nature and business, and technology and arts.



Salmon Arm is part of the Shuswap Region and actively participates as a member community in the *Shuswap Tourism* function administered by the Columbia Shuswap Regional District. Shuswap Tourism also has a highly successful Shuswap Brand.

Further details on the Shuswap Brand are below and available on the newly launched website [HERE](#).

OUR STORY

"The Shuswap? That's that place where you go houseboating, right?" Right!

But only partially right. Houseboating's only part of our story. You see, for decades, the Shuswap region has been synonymous with houseboating. But our real story, the one we live and breathe, is comprised of real people in an incredible place, living rich and simple and authentic lives.

We shop for groceries, take the kids to games, go for walks in the woods and travel to other places. We like to go to the lake, we like to have concerts, we possess a rich heritage and we may or may not use umbrellas when it rains. We have incredible wineries, access to a myriad of recreational opportunities, host a top-notch major festival and hey, even the salmon fight their way back here year after year. These are all parts of our story.

But you might find the best part of our story is sharing a cup of tea, or a piece of pie, or digging carrots and hearing about what's happening (or



not happening) in the community as of late. Or you might get the best part of a Shuswap experience leaning on a fence post, or leaning on a speaker, or leaning on a café counter. Or you might find the best part of our story when you free your soles, swap your shoes, kick up your heels and take a step in our direction, in search of another simple spectacular Shuswap adventure.





SHUSWAP
Beautiful, Casual, Down-to-earth.



SHUSWAP
Beautiful, Casual, Down-to-earth.

Geographic Market

A primary market of “close to home” travellers from within British Columbia and Alberta has been identified for the Thompson Okanagan Region. More information can be found [HERE](#) as per the 2023 Market Profiles Data.

In alignment with Thompson Okanagan Tourism Association and Destination BC’s target markets, the following Explorer Quotient Audience has been identified for the Shuswap Region:

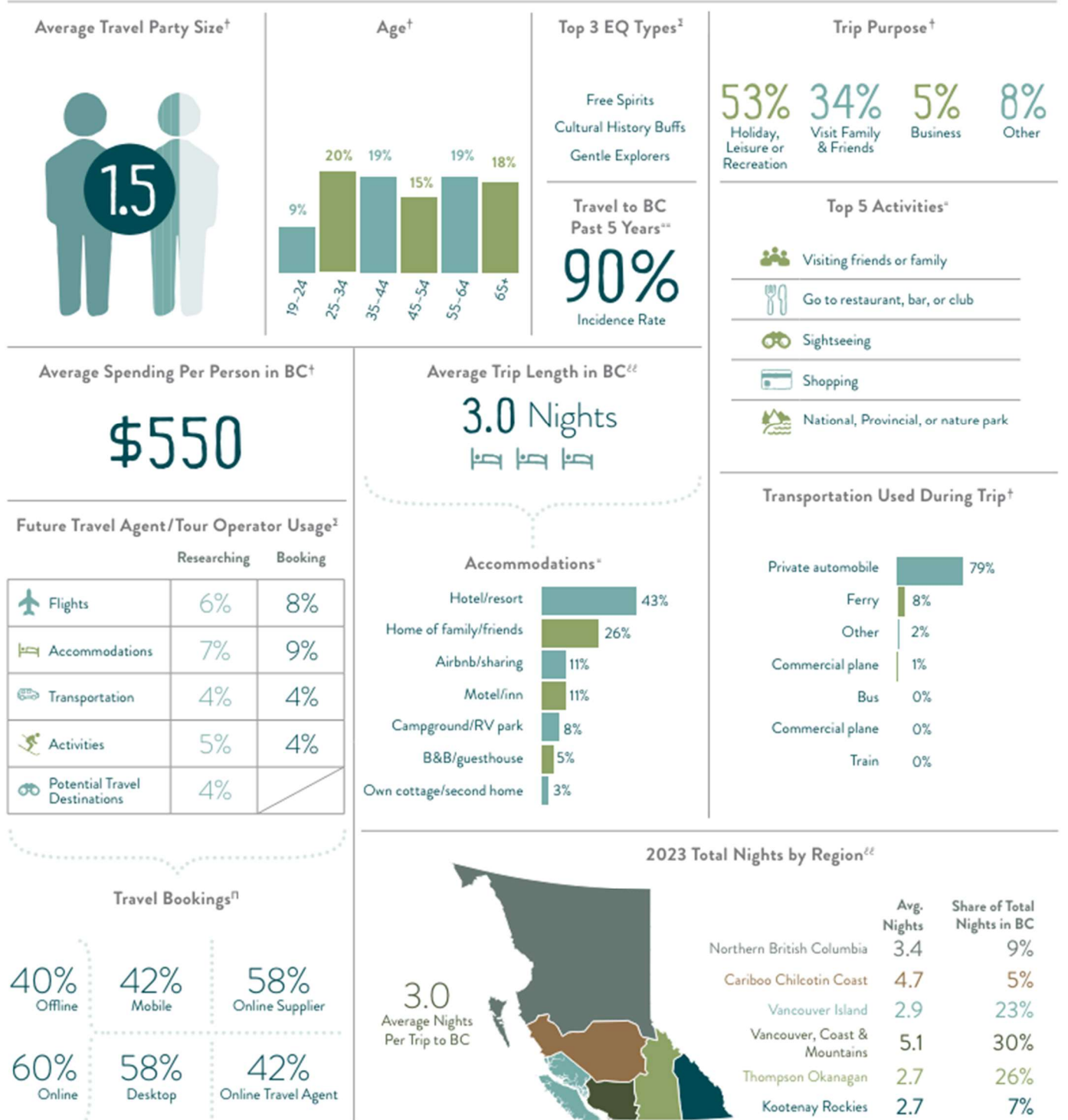
Explorer Quotient Audience (Profiles identified by Canadian Tourism Commission).

Explorer Quotient Audience

- **Gentle Explorers**– Middle-class families with children at home; higher rates of 4+ persons at home. Gentle explorers are primarily defined by their reluctance to venture far beyond the comfort of home. They travel “on condition” demanding the very best and most comfortable environments for themselves when they must do so.
- **Free Spirits** – Highly social and open-minded. Their enthusiasm for life extends to their outlook on travel. Experimental and adventurous, they indulge in high-end experiences that are shared with others. These higher-than-average income earners tend to be full-time workers if they are not still students. 80% of the Free Spirits are in the 18-54 demographic. These travellers are more likely than most to be interested in shopping, dining and other food related activities, entertainment and performing arts, water-based outdoor activities, festival, events and spectator sports, outdoor and nature experiences (among others).
- **Cultural Explorers** – defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the places they visit. With a higher-than-average education and average household income, 43% of these travellers are between the ages of 35-54. Similar to Free Spirits, Cultural Explorers are likely to find many activities appealing to do on a long-haul vacation including nature and outdoor experiences, sightseeing, water-based outdoor activities, and festivals, events and spectator sports (among others).



Traveller and Trip Characteristics



2023 Tourism Sector Review & Statistics

The most notable changes in our visitor market include the following:

- According to STR data collected from hotels, across British Columbia accommodators had an 81% occupancy rate in July 2023, which is a slight increase of 2% from July 2022.
- More specifically in our region, Thompson Okanagan accommodators realized a 77% occupancy rate in July 2023, which is a 4% decrease when compared to July 2022.
- In 2023, Salmon Arm’s peak occupancy month was August (93%), which was a shift from 2022 when our highest occupancy month was July (87%).
- At the same time, a notable change in the accommodations industry shows the ADR (or Average Daily Rate) in our region has actually dropped slightly (depending on the time of year), this may be a competitive strategy, due to smoke/wildfires, as well as hotels trying to attract more visitors to our region as a more affordable place to stay. The ADR in the Thompson-Okanagan decreased by 4% in July 2023, when compared to rates in July 2022.
- Hotels may be seeing June as an ideal time to capitalize, and based on lower occupancy but growing demand, they have increased their ADR in June 2023.
- Events in Salmon Arm (including sports, conferences, cultural and entertainment) increased significantly year-over-year as follows:
 - 2021 there were 3 MRDT supported events
 - 2022 there were 24 MRDT supported events (10 of these events were granted funding)
 - 2023 there were 44 MRDT supported events (16 of these events were granted funding)

The below chart details MRDT receipts/accommodation trends over the last 7 years since Salmon Arm implemented the 2% MRDT. Please note, 2017 does not represent a full collection year as the program began in June of 2017.

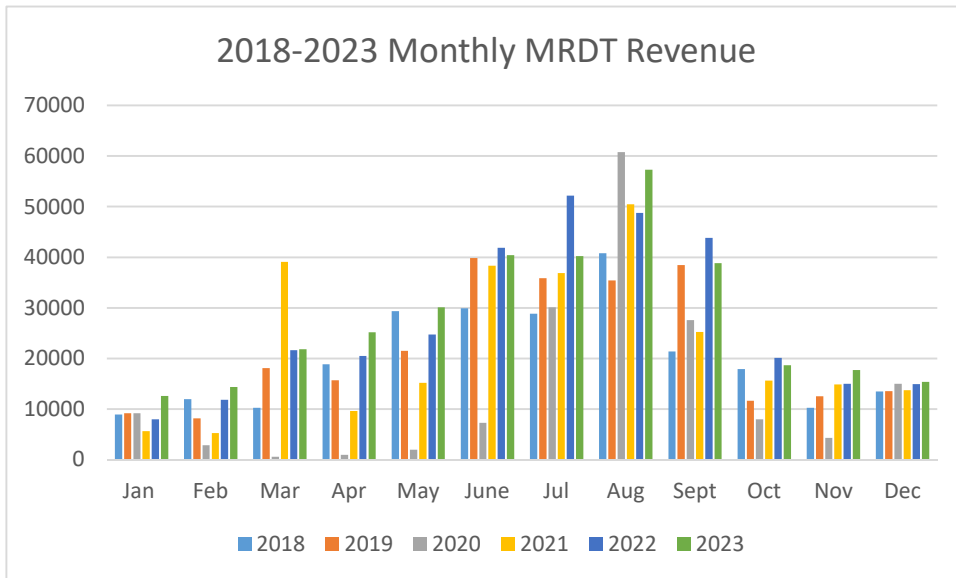
Excluding the sharp decrease experienced in 2020 as a result of the pandemic and related travel restrictions, Salmon Arm’s accommodation revenue has been consistently trending upwards year over year. This is exactly the economic trend we hoped the MRDT program would support for our community. 2021 to 2022 saw a 21% increase in tourism revenue and 2022 to 2023 saw a further 2% increase year over year.

We utilize 2018 as our benchmark year, our first full year of collecting the MRDT in Salmon Arm. We use this to measure the overall increase or decrease in accommodation revenue since implementing the program. If we compare 2023 accommodation revenue to our benchmark year of 2018, we have seen a 38% increase in accommodation revenue when comparing year-to-year.

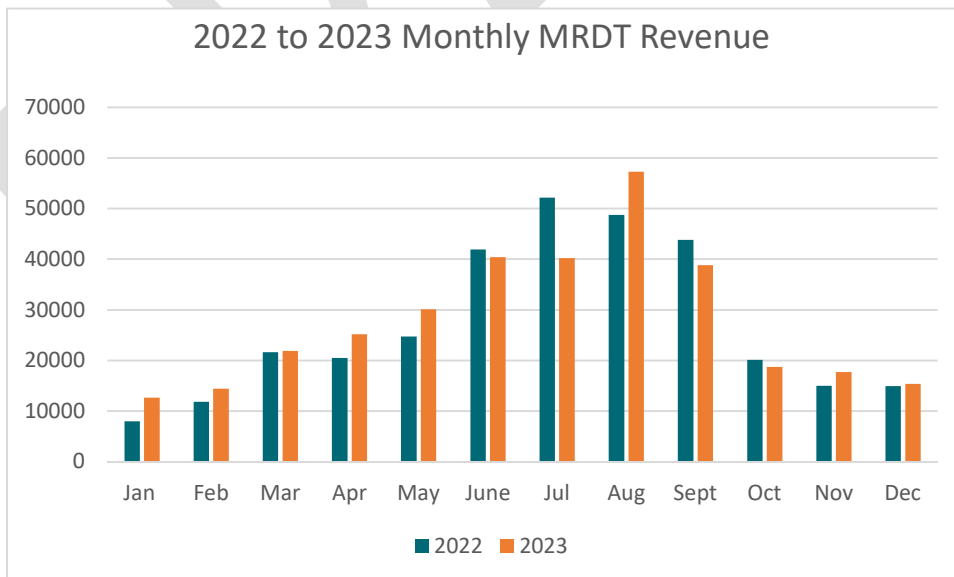
Accommodation Statistics



Salmon Arm’s tourism economy remains highly seasonal. The chart below represents Salmon Arm’s monthly MRDT revenue collected from 2018 – 2023. With a few anomalies, you can see a clear mid-year summer season peak and sharp declines at the start and ends of each year.



Examining Salmon Arm’s 2023 monthly MRDT revenue in particular, reveals August as the highest accommodation sales in 2023 following a very strong and comparable June and July. However, when comparing Salmon Arm’s monthly accommodation sales changes in 2022 to 2023, we can see that Jan- May 2023 was much stronger than this same period in 2022, as were November and December. Increasing shoulder season revenue is a primary goal of the MRDT program.



What were our challenges in 2023?

Natural Disaster Impacts:

- Forest fires in BC, and our region specifically, were amongst the most notable impacts in 2023. When speaking with tourism businesses and accommodators (during the annual business walks survey) it was notable that the biggest challenge during a climate crisis is communication with tourists. For example, knowing when it is safe to travel, knowing that a business is open and that visitors are welcome. This highlights the need for business readiness in the tourism sector in all communities. Provincial messages and media coverage regarding 'where it was safe to travel' were not always clear to tourists, and at times, created confusion that affected travel.

Worker shortages:

- Most tourism-related businesses in BC, including Salmon Arm (i.e., accommodators) struggled to attract and retain staff for the busiest months. With an increased demand on service providers, this impacted daily operations and hours.

Cost Pressures/Increases:

- Tourism business noted significant increases to operating costs, due to higher inflation rates, upward wage/salary pressure, increased energy costs and steeply rising operating costs.
- Increased fuel costs have an effect on shipment and delivery costs, as well as the sourcing of products and good, which impacts the bottom-line of the business. Often, these increased costs impact the sales pricing which spills over to the tourists/consumers.

Transportation Challenges & Travel:

- Across the province there were multiple highway construction projects in 2023 to support infrastructure upgrades. This includes the ongoing highway construction projects on either side of Salmon Arm to widen the Trans Canada Hwy.
- Fuel costs rose, and fluctuated, throughout 2023. For example, the average cost of fuel in BC in August 2023 was 2.069 per litre compared to 1.656 in 2022 (25% increase). In September of 2023, fuel prices rose to over 2.036 per litre, which is a 30% increase compared to September of 2022.

Source: [Vancouver, BC Average Retail Price for Regular Unleaded Gasoline at Self Service Filling Stations Monthly Trends: Canada Consumer Price Index | YCharts](#)



2023 Project Summary Chart

Destinations & Product Experience Management	
Data Collection, Distribution, Trend Identification	Compiled visitor statistics to support targeted marketing efforts.
Shuswap Trail Planning and Marketing	Expanded trail-based experiences, marketing and trail signage.
Marketing	
Expand Visitor Information	Expanded distribution of visitor information in strategic locations where visitors gather.
Expand Digital and Print Marketing Campaigns	Launched digital and print marketing campaigns including web page development, video development & distribution, blogs, travel itineraries.
Events (Sports Tourism, Agri-Tourism, Cultural Festivals, Conferences/Conventions/Seminars)	
Event Support & Expansion	Provided support to existing community events to expand the number of attendees & number of event days. Expanded the number of destination events occurring in Salmon Arm.
Shuswap Trail Planning and Marketing	Expanded trail-based marketing and trail signage.
Visitor Services	
Visitor Services Support	Mobilized and support visitor services programming and resources.
Destination & Product Recovery, Resiliency and Growth	
Trail Planning Support	Expanded trail-based marketing campaigns and support planning for future high tourism potential trail development.
Strategic Planning	Ensured a collaborative approach and alignment with plans of partner organizations, Salmon Arm's MRDT program will support a strategic planning process (i.e., establishing a partnership framework, defining how tourism organizations work together considering such factors as financial contribution and organizational branding).
Industry Readiness Support	Supported Salmon Arm tourism businesses in recovery and planning efforts.

2023 Top Project Highlights

Visitor Services Support

- Supplied high value print materials to promote visitor activities and experiences. This included updated tear-away maps.
- Merchandise sourced, designed & distributed locally targeting seasonal interests and sustainable items.
- Supplied swag bags & giveaways to local events targeting out of town visitors.
- Coordinated Visitor Services support at high value events.

Signage, Pillars & Interactive Kiosk Project

- Installation of 4 new downtown pillars.
- RFP process & project management for Salmon Arm's Entrance Signage (3 signs).
- Software development progress for interactive kiosks (4 units) & installation/wrapping of 3 permanent units (Shaw Centre, Ross St Plaza & Marine Peace Park).
- Beginning branded Bus Shelter Wrapping project (design & locations).

Marketing

- Strategically planned blog and asset development work, including marketing support/photography/videography at high value attractions and events (i.e. RJ Haney 60th Anniversary, Salty Street Fest, Loud & Proud, Influencer shopping/exploration campaigns & Westgate Public Market)
- Placemaking at Shaw Centre window wrapping
- Small City, Big Winter video production and distribution campaign
- Spring seasonal video production and distribution campaign



Event Support

- In 2023, there were 44 event supported, 16 of which received MRDT grant funding.
- At targeted events, participants also received Downtown Dollars, via the Big Spend program in partnership with Downtown Salmon Arm. In 2023, we distributed close to \$4,000 Downtown Dollars directing visitors downtown.
- Bid submission prepared for FCM Conferences in partnership with the City of Salmon Arm.

Overnight Stay Package

- Worked with Shuswap Tourism and Sicamous Ec. Dev. Corp. to develop the new overnight stay experience package.
- Collaboration to completely re-brand and re-strategize former "renew in the shu" package.
- Research & data analytics to determine time of year, length of stay, targeted visitor profiles.
- Development of marketing strategy to offer discount on average daily room rates from May 15, 2024 to June 15, 2024 and Sept 15, 2024 to Oct 15, 2024.
- Development of photography and video assets to target audiences in 2024, to sell overnight stay attraction packages

Stakeholder & Community Engagement

Committees & Re-Occurring Group Meetings

- Shuswap Arts Roundtable
- Shuswap Tourism Advisory Committee (Voting Member)
- 55+ BC Games Nominations Committee
- RJ Haney Advisory Committee
- 55+ BC Games Board of Directors
- TOTA Roundtable Discussion
- Wildfire Recovery (Tourism & Hospitality Task Force)

Conferences/Trade Shows/Training

- TOTA Summit: Biospherology Master Class (Kamloops)
- 2023 BC Tourism & Hospitality Conference (Prince George)
- 2023 Event Planning Forum (Salmon Arm)
- BC Winter Games (Vernon)
- 55+ BC Games (Abbotsford)
- CoStar Hospitality Outlook in Western Canada (Webinar)
- TOTA Tourism Summit (Penticton)

Community Networking & Special Events

- Event Planning Forum
- State of the City
- CMP Open House
- Chamber BAB Women's Week Event
- Visitor Services Staff Orientation
- RJ Haney Strategic Planning Session
- Business Forum
- Loud & Proud Celebration
- Guinness World Record Christmas Event

Consortiums & Partnerships

- Shuswap Trail Alliance projects, trail event preparation support, trail marketing, trail-based experiences, trail kiosk and Shuswap Trail Guide project including full page of Salmon Arm visitor marketing
- BC Bird Trail project and launch of Shuswap Outpost in collaboration with Shuswap Tourism and Sicamous Ec. Dev. Corp, including local birding photography and two-day itinerary development. Lengthy consultation process with subject matter experts to inventory birding locations, accessibility, seasonality, mapping and bird species.

55+ BC Games

- In 2022, we partnered with the City of Salmon Arm and the Shuswap Recreation Society to submit the bid to host the 55+ BC Games. In the fall of 2022, we successfully won the bid.
- We formed a Nomination Committee, and in 2023 worked on recruitment of the Board of Directors. The Board was formed, and both Caitlin (VP) and Lana (FOG) are members of this board.



- Planning was underway, including sports selection, sports presentations, games promotions, volunteer recruitment and supporting the board recruit chairs.
- Planning the games is an immense undertaking and a high value economic impact potential both locally and regionally.

Cultural Masterplan & District Development

- As part of the development of the Cultural Masterplan, SAEDS teamed up with the project partners and stakeholders to investigate the potential for district development, brand placemaking and other goals that align with both our Destinations Development Project and Two-Year Visitor Attraction Strategies.
- We co-presented at the Cultural Masterplan Open House; this time hosted at the Art Gallery.
- We also teamed up with the marketing firm Partner & Hawes to present case studies on district development, and collect public engagement.

Two-Year Visitor Attraction Strategy

- RFP process to select marketing agency to develop a two-year visitor attraction strategy.
- Immersion trip itinerary development for marketing firm, interviews and stakeholder engagement session.
- Re-occurring meetings, consultation and visitor data analysis.
- Two-Year Visitor Attraction Strategy completed and received on time.



*A complete list of all tactics can be reviewed in *Appendix 2.2*

2023 Supported Events

Event listed below represent all the events documented that received support, in some way, in 2023. Event support can include swag, marketing, coordination, resources, networking, MRDT Funding, Downtown Dollars and more! Events highlighted below in blue received MRDT Grant Funding.

2023 Total: 44 Events Supported / 16 Events Received Funding

- 75% increase in the number of events we directly supported
- 60% increase in the number of events that were successful in receiving funding

Dates	Event
January 7, 2023	Moonlight Poker Run
January 28-29	BC Track Attack Championships
February 4, 2023	SAMHA U7 Tournament #1183
February 4-11, 2023	U18 Canadian Championships in Timmins
February 18-19	Salmon Arm Winter Fun Festival
February 24, 2023	Askews Shuswap Splash, Selkirk Swim Meet
	BC Heritage Week
March 11, 2023	Snowblazers SunShine Poker Run
March 15, 2023	Chamber of Commerce - Business After Business Event
March 16-18	Ringette BC Tournament
March 18, 2023	U18 AA Tier 1 Provincials
April 14-16, 2023	Junior Tennis Tournament
April 21, 2023	Earth Day Event (Song Sparrow)
April 28-30, 2023	Salmon Arm Silverbacks Spring ID Camp
April 28, 2023	BC Backyard Ultra
April 29, 2023	Hit2fit Boxing for Wellness
April 29, 2023	Motown Review at Song Sparrow Hall
May 3, 2023	Wellness Fair
May 6, 2023	Bollywood Bang
May 11-13	Senior Citizens' Association of BC AGM
May 12-14, 2023	Shuswap Relaunch Gala
May 13, 2023	Salty Street Festival
May 12-14, 2023	Salty Dog Enduro
May 19-21	Words on the Lake Writer's Festival
May - June	RJ Haney "cnewelc: Follow a Trail"
June 23-24, 2023	Shuswap Ultra
June 24, 2023	Shuswap Dragon Boat Festival
June 27, 2023	Gathering Together

June 17, 2023	Grant Lawrence & Friends
July 1-3, 2023	Musical Ride
July 8-9, 2023	Interior Team Tennis Playoffs
July 8, 2023	Grand Opening at RJ Haney
September 16, 2023	Shuswap Brewer's Festival
10-Sep	Harvest Celebration
Sept 9-11, 2023	Fall Fair
30-Sep	Fly Hills ATV Poker Run
Unknown	Women's Conference
October 13, 2023	Pride Project (Loud & Proud)
October 21 & 22, 2023	Spooktacular
October 28, 2023	Locarno Music event
November 25, 2023	Downtown Light Up Christmas Event
Dec 1-3, 2023	Minor Hockey League
December 1, 2023	Tech Happy Hour
Dec 14-16, 2023	SAS - Senior Boys and Girls Basketball Teams

2023 Financial Review

January 1 – December 31, 2023

2022 Carry Fwd Funding	\$ 596,203
MRDT Revenue	\$ 305,406
OAP	\$ 27,146
Other Revenue: Events	\$ 6,800
City of Salmon Arm Contributions to Shuswap Tourism	\$ 150,323
Total Revenue & Carry Fwd	\$ 1,085,878

MRDT Expenses	\$ 516,143
Shuswap Tourism Expenses	\$ 150,323
Total Expenditures	\$ 666,466
Ending Surplus	\$ 419,412
Less: Project Reserves	\$ 65,958
Unallocated Surplus	\$ 353,454

A full accounting of 2023 MRDT Revenue and Expenses is attached as *Appendix 2.1, Financial Report*

Conclusion

Excluding the sharp decrease experienced in 2020 as a result of the pandemic and related travel restrictions, Salmon Arm's accommodation revenue has been consistently trending upwards year-over-year. This is exactly the economic trend we hoped the MRDT program would support for our community. 2021 to 2022 saw a 21% increase in tourism revenue and 2022 to 2023 saw a further 2% increase year over year. When comparing 2018 MRDT revenue (our first full year of collecting the MRDT in Salmon Arm) to 2023 MRDT revenue, we have seen a 38% increase in accommodation revenue when comparing year-over-year.

The first quarter of 2023 saw a strong sports related events continuing to grow in Salmon Arm; including the planning of the 2024 55+ BC Games. In 2023, we were proud to see both Lana Fitt and Caitlin Thompson from the SAEDS team, join the 2024 Salmon Arm 55+ BC Games board of directors. We continued to build strategic event support resources, event attraction and tourism marketing in meaningful ways in collaboration with local experts. Notably, we worked closely with the incredible Visitor Services staff members, and we are very grateful for their expertise and willingness to partner.

SAEDS, the MRDT Committee and partner organizations including the City of Salmon Arm, Visitor Services, Shuswap Tourism, and Downtown Salmon Arm, worked diligently to support provincial tourism messaging related to safety, growth and opportunity led by Destination BC. We also worked diligently to support needs of our local tourism operators in all ways possible through remaining post-pandemic recovery, as well as new challenges encountered during the 2023 wildfires. We are very proud of our tourism operators. They are truly resilient, supportive and innovative; which was displayed in the most difficult times that affected many in 2023 who were forced to pivot their businesses once again, this time in response to the wildfires.

Tasks completed in 2023 mirror the strategic direction, vision, goals and objectives presented in Salmon Arm's Five-Year MRDT Business Plan. The Five-Year Plan is a community developed program which was prepared with extensive consultation and is reflective of strong accommodator and broader tourism industry support. Both the broader Five-Year Plan and the 2023 Tactical Plan align with goals and objectives within the Shuswap Tourism Development Plan, Thompson Okanagan Tourism Association Strategy and Destination BC Strategy. Our community continues to prioritize a collaborative approach to growing our tourism economy as represented in this *Annual Performance Report*.

Appendix 2.1 Financial Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually in the form of a Financial Report **by May 31 of each year**.

The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes. The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan. The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.

Designated Recipient:	City of Salmon Arm
Designated Accommodation Area:	City of Salmon Arm
Date Prepared:	May 10, 2024
MRDT Repeal Date (if applicable):	May 31, 2027
Total MRDT Funds Received:	\$332,552.17
Year Ending:	2023

Section 1: MRDT Budget Variance Report

Designated recipients **must** complete the table as provided below. Refer to Appendix 2.3 for further expense line item descriptions.

Revenues (MRDT and Non-MRDT)	Current Year		
	Budget \$	Actual \$	Variance
Starting Carry Forward (All Net Assets - Restricted and Unrestricted) – Should match ending C/F from previous annual financial report	520,952	596,203	75,251
General MRDT (net of admin fees)	220,000	305,406	85,406
MRDT from online accommodation platforms (OAP)	20,000	27,146	7,146
Local government contribution		150,323	150,323
Stakeholder contributions (i.e. membership fees)			
Co-op funds received (e.g. DBC coop, DMO-led projects)			
Grants - Federal			
Grants - Provincial			
Grants/Fee for Service - Municipal			
Retail Sales			
Interest			
Other: Event Revenue		6,800	6,800
Total Revenues (Excluding Carry Forward)	240,000	489,675	249,675

Expenses (MRDT & Non-MRDT)	Budget \$	Actual \$	Variance
Marketing			
Marketing staff – wage and benefits	37,672	37,500	-172
Media advertising and production	98,000	1,594	-96,406
Website - hosting, development, maintenance			
Social media			
Consumer shows and events	12,000		-12,000
Collateral production and distribution	41,500	38,730	-2,770
Travel media relations			
Travel trade			
Consumer-focused asset development (imagery, video, written content)			
Other (please describe): Shuswap Tourism Led Projects			
<i>Subtotal</i>	189,172	77,824	-111,348
Destination & Product Experience Management			
Destination and product experience management staff – wage and benefits			
Industry development and training			
Product experience enhancement and training	68,000	47,000	-21,000
Research, evaluation, analytics,	37,500		-37,500
Other (please describe):			
<i>Subtotal</i>	105,500	47,000	-58,500
Visitor Services			
Visitor Services – wage and benefits			
Visitor Services operating expenses	294,503	216,951	-77,552
Other (please describe):			
<i>Subtotal</i>	294,503	216,951	-77,552
Meetings, Conventions, Events and Sport			
Staff – wage and benefits	57,227	59,573	2,346
Meetings, conventions, conferences, events, sport etc.	57,500	56,322	-1,178
<i>Subtotal</i>	114,727	115,895	1,168
Administration			
Management and staff unrelated to program implementation - wage and benefits	45,000	45,000	
Finance staff – wage and benefits		1,057	1,057
Human Resources staff – wages and benefits			
Board of Directors costs			
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)			
Office lease/rent	7,500	9,498	1,998
General office expenses	4,550	2,918	-1,632
<i>Subtotal</i>	57,050	58,473	1,423

Expenses (MRDT & Non-MRDT)	Budget \$	Actual \$	Variance
Affordable Housing			
Funded by OAP Revenue			
Funded by General MRDT Revenues (if applicable)			
<i>Subtotal</i>			
Other			
All other wages and benefits not included above			
Other activities not included above: Shuswap Tourism Program Expendures		150,323	150,323
<i>Subtotal</i>			
Total Expenses	760,952	666,466	-94,486
Total Revenue Less Total Expenses (Surplus or Deficit)	-520,952	-176,791	344,161
Ending Carry Forward (Previous Year C/F plus Surplus or Deficit – Restricted and Unrestricted)	0	\$419,412	\$344,161

Section 2: Actual Spending by Market – LEISURE ONLY

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC	77,824	100%
Alberta		
Ontario		
Other Canada <i>(please specify)</i>		
Washington State		
California		
Other USA <i>(please specify)</i>		
Mexico		
China		
UK		
Germany		
Australia		
Japan		
Other International <i>(Please specify)</i>		
Total	77,824	100%

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional District Tax. **Form MUST be signed by the Designated Recipient, not the service provider.**

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
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Date	Designated Recipient's Authorized Signing Authority Signature
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Appendix 2.2 Annual Performance Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually. As such, all designated recipients (or the designated recipient's service provider), are required to complete the following Annual Performance Report as well as a Financial Report (refer to Appendix 2.1) **by May 31 of each year.**

All designated recipients are required to fill in the sections below.

Only those designated recipients that receive the three percent tax rate will be required to report out on additional metrics (as indicated below).

Designated Recipient:	City of Salmon Arm
Report Completed:	10 - May - 2024
Designated Accommodation Area:	City of Salmon Arm
Reporting period:	Jan 1- Dec 31, 2023

DRAFT

1. Effective tourism marketing, programs and projects
 MRDT-funded tourism marketing, programs and projects maximize the potential for increased visitation and growth in tourism business activity, employment and incremental tourism revenue.

Mandatory Metric	Designated Recipient Response
MRDT Revenue	Jan 1, 2023 – Dec 31, 2023 total MRDT Funds Received = \$332,552.
MRDT activities, tactics, investment efforts and outcomes (as per your One-Year Tactical Plan)	<p>Major Category: Visitor Services Activity Title: Visitor Services Support Tactics: To mobilize and support visitor services programming and resources. Partners/Stakeholders: City of Salmon Arm, Shuswap Tourism, Visitor Services, Downtown Salmon Arm Description: Addressing visitor information gaps at the community level has been an identified challenge that the community has been working to solve over the last several years. However, the impacts of the pandemic and related shifts in traveler trends have accelerated this initiative to an immediate priority, in order to ensure the recovery and resiliency of the tourism sector.</p> <p>Output Measures:</p> <ul style="list-style-type: none"> • Print Collateral - Kiosk print collateral distribution at existing visitor kiosks and through the visitor services team, to support visitor access to print materials. Supply of high value targeted visitor information resources. Tourism Tear away map, showing downtown mapping/attractions, as well as broader street map and directory. • Welcome, wayfinding signage, billboards & pillars – A continuation of signage projects started in 2020, including updated signage decals, design and strategic plans for welcome entrance signage and collaborative projects on existing billboards. This also included the full design, fabrication and installation of 4 downtown pillars, as well as removal/demolition coordination and installation. • Interactive/digital visitor information kiosks sourcing and installation – Completed software development, graphic design, brand wrapping, page designs, itineraries, installation and implementation of three digital kiosks, and one mobile kiosk unit. <p>Outcome Measures:</p> <ul style="list-style-type: none"> • Increase visitor awareness and participation in tourism experiences. • Extend the duration of visitor stays. • Increase room occupancy rates.

Major Category: Destination & Product Experience Management

Activity Title: Shuswap Trail Improvements, Planning & Marketing, Research & Evaluation

Tactics: Expand trail-based marketing campaigns, improve existing trails for expanded trail-based visitor experiences, and support planning for future "high-tourism potential" trail development. Data Collection, Trend Identification and Data Distribution

Partners/Stakeholders: Shuswap Trail Alliance (in collaboration with Shuswap Tourism and regional trail partners) and RJ Haney Heritage Village.

Description:

Output Measures:

- **Three high-visitor attraction trail-based priority projects:** Trail Marketing Campaigns – greenways signage and expanded mapping; Trail Marketing Campaigns – expanded marketing for specific trail-based experiences; Identification and planning for high tourism potential trail development.
- **Shuswap Trail Guide re-design and reprint** – including the new additional Salmon Arm content and a Salmon Arm trail focused marketing page
- **Annual Data Subscription** - In addition to information purchased through the Symphony Tourism Date, we also geo-fenced and received a deeper dive into 9 locations in Salmon Arm (helping inform the Digital Kiosk Locations) and narrowing this project down to three top locations. Purchased STR (hotel occupancy and ADR data for Salmon Arm accommodators).
- **RJ Haney Strategic Planning** - Strat plan was commissioned and completed by RJ Haney Heritage Village. SAEDS staff also joined Haney Heritage Committee (monthly Meetings). On-going support to Haney as well as activations for marketing such as Instagram reels, photographer for the 60th anniversary and in-person support at event. Attended and supported Visitor Services summer training tours, in support of RJ Haney summer staff storytelling training. Additionally, attended RJ Haney AGM, and provided questionnaire results to inform strategic planning session.
- **Marketing Strategic Planning** – Through RFP process, SAEDS hired marketing consultant firm. Completed Two-Year Visitor Attraction Strategy; including immersion trip itinerary and hosting, stakeholder engagement sessions, targeted meetings/interviews. Completed ongoing analysis of tourism assets, growth opportunities, asset inventory, etc.

Outcome Measures:

- Support for tourism business sustainability and tourism business growth through informed decision making
- Compile data and identify trends to attract visitors to Salmon Arm during shoulder season months
- Circulation of data and relevant statistics via reports to tourism stakeholders in MRDT Meetings
- Expanded visitor awareness of trail experiences in Salmon Arm and the Shuswap region
- Expanded visitor access to trail maps, guides, and online information
- Expanded trail-based visitor experiences
- Expanded trail-based tourism visitations

Major Category: Marketing

Activity Title: Expanded Visitor Information & Attraction

Tactics: To create (or expand distribution of) print collateral and digital marketing for visitor attraction, and strategize effective marketing campaigns using a variety of mechanisms to best fit the project and targeted audience.

Partners/Stakeholders: Shuswap Tourism, Salmon Arm Visitor Services, Downtown Salmon Arm.

Description: Growing Salmon Arm and the Shuswap region into a four-season destination requires the development and use of high-quality promotional materials in strategic ways to share and promote visitor experiences that highlight key local assets and experiences. Throughout 2023, following DBC marketing guidelines, various marketing tactics were undertaken focused on a close-to-home audience. A summary of marketing tactics is included below.

Output Measures:

- **Event Marketing** - Event Planners Forum held February 2023. Event Planners Facebook group created and managed. Cross-marketed and promoted all events supported by MRDT, as well as those events that attract visitors and are not part of the event funding. Intentional marketing, photography, videography, blogs and asset development for many events including Salty St Fest, Pride (Loud & Proud), RJ Haney events, Dragon Boat Festival, and influencer activations at events and promoting tourism resources (i.e., Pillars).
- **Advance Digital Presence of Salmon Arm Tourism Businesses** – Itinerary dispersion and new itinerary development to showcase and support more variety in shoulder-season businesses and activities. Particularly, the at Westgate Public Market (all the various businesses, food, beverages and activities) as well as alternative shopping in Salmon Arm. This was captured in video/reels, photography and digital content and distributed in targeted marketing campaigns.
- **Asset Development (Blogs, Photography, Videography)** - In addition to planned blog and asset work, we were also able to adapt to new events and support them as needed. For example, we supported the re-emergence of the Dragon Boat Festival, and photography for the RJ Haney 60th Anniversary event which represents Salmon Arm’s only museum and heritage park attraction. Other asset development included: Big Winter video, Valentine's Shopping Blog, Pride Events Blog, 55+ BC Games, Pillars, West Gate Public Market (featuring Shuswap Cider & Gym of Rock), RJ Haney Photoshoot, Fall/Cozy Shuswap Chill Overnight stay package itinerary and video & video campaign to promote future overnight stay discount in the spring and fall.
- **Media Advertising & Production** – Spring focused itinerary, video content campaign development.

Continued on next page...

- **Seasonal Package Campaign** – In collaboration with Shuswap Tourism and Sicamous Economic Development Corp. created an experience package including an overnight stay discount in Salmon Arm during the Spring & Fall (to launch marketing in 2024). Shoulder season attraction targeted May 15-June 15 and Sept 15 to Oct 15.
- **Marketing Support for Industry** – The Big Connect “Event Planners Forum” event to support event planners, venues and community stakeholders. This included a half-day session resulting in redefining the purpose and use of local/regional event calendars, marketing strategies, resource sharing and joint-list of events in 2023 to cross-market and collaborate as a community.
- **In person Marketing & Networking Opportunities** – This included an overnight night package collaboration with the Prestige Harbourfront Resort as part of the 2023 BC Tourism & Hospitality event in Prince George. Additionally, coordinating and hosting Salmon Arm booth at 2023 Abbotsford 55+ BC Games Village. Attended TOTA Summit: Biospherology Master Class (Kamloops), BC Winter Games (Vernon), CoStar Hospitality Outlook in Western Canada (Webinar) and TOTA Summit (Penticton).
- **Collateral Production & Distribution & Merch Items** – Reusable event swag/participant bags and distribution at events, Salmon Arm postcard graphic, various high value multi-season durable swag/merch items including sunglasses, toques and lanyards used for events and by Visitor Services (kiosks, booths, tents and tourism activations as giveaways).
- **Placemaking SCBI Brand Expansion** including bus shelter wrapping project.
- **Marketing Consortiums** – Development and partnership with Shuswap Tourism and Sicamous Ec. Dev. Corp. on BC Bird Trail Shuswap Outpost. As well as supported Shuswap Tourism with Taste Experience (Cidery & Demills Farm Market). BC Bird Trail Video creation for website marketing, development of multi-day itinerary.
- **District Development Project** - Delivered public presentation at Cultural Masterplan Open House at Art Gallery in Partnership with the Arts District Council and City of Salmon Arm. Also, organized additional presentation of Districts Case Studies by Partner & Hawes.

Outcome Measures:

- Expanded visitor awareness of four-season product and experience availability in Salmon Arm and the Shuswap region
- Increased room occupancy rates during shoulder seasons
- Itinerary development

	<p>Major Category: Meetings, Conventions, Events & Sports</p> <p>Activity Title: Destination Event Expansion</p> <p>Tactics: Provide support to existing community events to expand the number of attendees and number of event days. Expand the number of destination events occurring in Salmon Arm.</p> <p>Partners/Stakeholders: Shuswap Tourism, Visitor Services, City of Salmon Arm, and variety of NPO's</p> <p>Description: Event support includes all logistics related to event planning and co-ordination. The Event Coordinator supported planning leading up to events, marketing events, as well as providing on-site support as needed. SAEDS also created and maintained special event tracking. 2023 saw increased events in Salmon Arm. We capitalized on attendance and provided targeted participant welcome packages, gifts, incentives, and event support.</p> <p>Output Measures:</p> <ul style="list-style-type: none"> • Event Grant Fund – Steep increase in 2023 in event applications received and event hosting in Salmon Arm. 2023 saw 42 Events Supported, and 16 of these events receiving MRDT funding (75% increase in the number of events we directly impacted or worked with, and a 60% increase in the number of events that were successful in receiving funding). • Submitting Community Bids to Host Targeted Events & Event Attraction – Submitted bid package, in partnership with the City of Salmon Arm, to host the 2025 or 2026 FCM Conference. • The Big Spend - Downtown Dollars Program for event attendees in partnership with Downtown Salmon Arm using this program to direct visitors to downtown Salmon Arm businesses. \$4000 Downtown Dollars distributed in 2023. Adding Downtown Dollars into giveaways, contests, event swag bags, and for event prizes. Downtown Dollars certificates can be used at any participating business in downtown Salmon Arm. • Event Hosting Resource Development – Supported the Art Gallery/Art District Council with ability to host events through their event resource development, additionally supported resource development to host events at RJ Haney and throughout the community. • Event Planning and Coordination Support – Coordination with Downtown Salmon Arm, Shuswap Tourism, Visitor Services and other stakeholders to support event needs and resources at events. • Support 2024 55+ BC Games – In partnership with City of Salmon Arm, Shuswap Recreation, BC Games Committee, Visitor services, and Downtown Salmon Arm supported strategic planning efforts towards planning of the 2024 games in Salmon Arm including selecting sports by the Fall/Winter of 2023. Presentations to community groups (such as BC Seniors AGM), forming a society to plan the games and recruiting the Board of Directors. <p>Outcome Measures:</p> <ul style="list-style-type: none"> • Surpassed goal of 5% event attendee increases for existing events and supported new events (actual metrics in 2023 show a 75% increase in the number of events, and a 60% increase in the number of events that were successful in receiving MRDT funding) • Increased room occupancy rates • Increased number of events hosted in Salmon Arm
Key Learnings	<ul style="list-style-type: none"> • Natural disasters - specifically forest fires, were amongst the most notable impacts in 2023 in BC, and in the Thompson Okanagan Region in particular. This highlights the

	need for business readiness and emergency communications plans in the tourism sector in all communities. <ul style="list-style-type: none"> • Worker shortages has strongly impacted the sustainability and growth of our local tourism businesses. • Cost pressures/increases are negatively impacting local tourism business including significant increases to operating costs, upward wage/salary pressure, increased energy costs and steeply rising food costs.
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2. Effective local-level stakeholder support and inter-community collaboration

Designated recipients are responsible for engaging with key stakeholders, establishing local-level support, and seeking out efficiencies through collaborative activities to inform appropriate decision-making regarding investments.

Mandatory Metric	Designated Recipient Response
Extent of Local-level Stakeholder Engagement	Throughout 2023, Salmon Arm Economic Development Society undertook diverse community engagement activities to ensure stakeholders remained informed of the progress of the community's MRDT program. <p>The following community engagement activities were undertaken:</p> <ul style="list-style-type: none"> • One-on-one targeted business outreach • E-Newsletters • Social media posts, blogs, press releases • Community presentations • AGM Board presentation (Salmon Arm Economic Development Society) • Open house events • Industry networking events • Tourism Round-Table Meetings • Webinars, Zoom meetings

Mandatory Metric	Designated Recipient Response

<p>Community Collaboration</p>	<p>Throughout 2023, Salmon Arm Economic Development Society prioritized community collaboration as a key objective in the community’s MRDT program. Driven by necessity as well as opportunity, SAEDS worked closely with our community partners to support local businesses, responding effectively and efficiently to emergency needs. Collaborating on key message delivery, including ever-changing safety/emergency travel restrictions during climate related events and supportive government programs, served to amplify messaging and avoid confusion.</p> <p>Salmon Arm relies on a unique model of tourism service delivery which is based on a collaborative multi-agency approach. This approach is reflected in the foundation of the 5-Year MRDT Business Plan and the closely linked to the Tactical Plans. Throughout Salmon Arm and the broader region, there are a number of organizations that have worked together to build the local tourism economy. These partners include local and regional governments, established tourism functions, economic development organizations, community NPO’s, Visitor Centres and many others.</p> <p>Salmon Arm’s MRDT delivery model has been developed in a manner which ensures the MRDT program is led by the tourism industry, with established supports, communication and accountability measures to ensure its success.</p> <p>The MRDT Committee is comprised of 7 voting members (4 accommodators and 3 broader tourism stakeholders) as well as 6 non-voting members which include appointed representatives from partner organizations.</p> <p>In 2023, communication and joint planning and programing was undertaken with the following community organizations:</p> <ul style="list-style-type: none"> • The MRDT Committee • Downtown Salmon Arm • Shuswap Tourism • Shuswap Trail Alliance • Shuswap Recreation Society • RJ Haney Heritage Village • Tourism and Visitor Services
<p>3. Marketing Efforts Are Coordinated and complementary to provincial marketing strategies and tactics: Designated recipients are responsible for ensuring their marketing efforts complement and do not duplicate those of Destination British Columbia to avoid overlap at the community level and dilution of BC’s marketing message in key domestic and international markets.</p>	
<p>Mandatory Metric</p>	<p>Designated Recipient Response</p>
<p>Provincial Alignment</p>	<p>The <i>2023 Tactical Plan</i> directly aligns with the <i>City of Salmon Arm’s Five-Year MRDT Business Plan</i>. The Business Plan was prepared in strategic alignment with the Salmon Arm Economic Development Society Action Plan, the Shuswap Tourism Strategy, goals and objectives defined by the Thompson Okanagan Tourism Association (TOTA) and Destination BC. Defined areas of alignment include the focus on shoulder and off-season tourism development, new experience development and identified target markets.</p> <p>Target markets defined within the <i>City of Salmon Arm’s Five-Year MRDT Business Plan</i> are reflective of the target markets within the Shuswap Tourism Development Plan and further, the target markets of both TOTA and Destination BC.</p>

4. Fiscal prudence and accountability	
All designated recipients must be accountable, transparent, and make fiscally prudent investments in community tourism marketing.	
Mandatory Metric	Designated Recipient Response
Effective Financial Management	As detailed in Appendix 2.1, Financial Report, Salmon Arm Economic Development Society operated within the approved 2023 tactical plan budget.
Streamlined Administrative Costs	Administrative Costs for 2023 totaled \$58,473 or 11% of total annual MRDT expenses.
Leveraging of Other Marketing Funds	<p>On an annual basis, the City of Salmon Arm contributes funding to Shuswap Tourism under a service agreement with the Columbia Shuswap Regional District.</p> <p>MRDT leveraged grant funding from BC's Community Economic Recovery Infrastructure Fund to support wayfinding signage, information pillars, anchor tourism asset signage and information kiosks. The initial grant was received in 2021, however these projects continued into 2023 and are reflected in both Carry Forward Funds and Project Expenses.</p> <p>MRDT funds supported Shuswap Trail Alliance projects which also leverage funds from other funding sources as detailed on the tactic sheet above.</p>

By signing this form, you certify the accuracy and completeness of the information provided above.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature