

City of Salmon Arm
Regular Council Meeting

Monday, June 24, 2024, 1:30 p.m.

Council Chambers of City Hall

500 – 2 Avenue NE, Salmon Arm, BC

Pages

1. **CALL TO ORDER**

2. **IN-CAMERA SESSION**

Motion for Consideration

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (c) labour relations or other employee relations; (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98; 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 June 10, 2024

6 - 13

Motion for Consideration

THAT: the Regular Council Meeting Minutes of June 10, 2024 be adopted as circulated.

7. **COMMITTEE REPORTS**

7.1 Development and Planning Services Committee Meeting Minutes of June 17, 2024

14 - 16

7.2 Agricultural Advisory Committee Meeting Minutes of June 12, 2024

17 - 21

7.3 Community Heritage Commission Meeting Minutes of May 6, 2024

22 - 25

7.4 Environmental Advisory Committee Meeting Minutes of June 11, 2024

26 - 28

8. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

9. **STAFF REPORTS**

- 9.1 Director of Planning & Community Services - Non-Farm Use File No. ALC-424 29 - 48
 (ALC Application ID: 100178)
 Legal: Lot 2, Section 8, Township 20, Range 9, W6M, KDYD, Plan 2040, Except Plan KAP74809
 Civic: 2651 70 Street SE
 Owner: Sancha and Arthur Sherman
 Agent: Owner
- Motion for Consideration
 THAT: Agricultural Land Commission Application No. 425 be authorized for submission to the Agricultural Land Commission.
- 9.2 Senior Planner - 2023 Local Government Climate Action Program Survey 49 - 74
- Motion for Consideration
 THAT: the 2023 City of Salmon Arm Local Government Climate Action Program Survey, attached to this Development Services Department memorandum as Appendix 1, be received as information.
- 9.3 Fire Chief - Purchase Recommendation – Replacement of Wildland Engine 75 - 76
 Unit. No. 215
- Motion for Consideration
 THAT: the 2024 budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding for the replacement of Unit No. 215, Mini Pump/Bush Truck in the amount of \$9,000.00 allocated from Fire – Emergency Apparatus Reserve Fund;
- AND THAT: Council approve the purchase for the replacement of Unit No. 215 with a 2024 Ford Wildland Fire Engine from Rocky Mountain Phoenix Inc. in the amount of \$264,900.00 plus taxes.
- 9.4 Chief Financial Officer – 2024-2025 RCMP Funding (2025 Budget) 77 - 80
- Motion for Consideration
 THAT: the City of Salmon Arm approve, in principle, the 2024/2025 budget of \$5,929,654 under the Municipal Policing Contract of which the City is responsible for 90% thereof;
- AND THAT: the City of Salmon Arm approve, in principle, the 2024/2025 budget of \$244,836 for guards and matrons.
- 9.5 Corporate Officer – 2023 Annual Report 81 - 200
- Motion for Consideration
 THAT: Council receive the City of Salmon Arm 2023 Annual Report for information.
- 9.6 Director of Engineering & Public Works – Optiview UVT Sensor Replacement - 201 - 202
 Water Treatment Plant
- Motion for Consideration
 THAT: Council approve the purchase of a spare UV Optiview Sensor kit for the Water Treatment Plant from Ramtech Environmental Products, for the quoted price of \$18,129.30 plus applicable taxes and shipping;
- AND THAT: the City’s Purchasing Policy No. 7.13 be waived in the procurement of the Optiview Sensor to authorize the sole sourcing of same to Ramtech Environmental Products.
- 9.7 Chief Administrative Officer – School District #83 Field Use Agreement for 203 - 205
 Jackson Fields

Motion for Consideration

THAT: the Mayor and Corporate Officer be authorized to execute the Field Use Agreement – Jackson Fields (Lot 4, 150 1st Avenue SW), for the period of April 1, 2024 to October 15, 2029, with School District No. 83.

- 9.8 Manager of Roads & Parks – Property in Police and Municipality Possession – Public Auction 206 - 208

Motion for Consideration

THAT: Council authorize staff to prepare and host a silent auction in summer of 2024 to dispose of all unclaimed property in possession of the municipality that has exceeded 3 months in police possession and any excess unused City of Salmon Arm materials and equipment;

AND THAT: any property not successfully disposed of through the silent auction be sold at a City garage sale, if financially feasible, based on the number of items remaining;

AND THAT: any property not successfully disposed of through the garage sale be donated to a local thrift store;

AND THAT: any property not accepted by the thrift store be taken to the local landfill to be disposed of;

AND FURTHER THAT: the proceeds from the sale of unclaimed property be held for six (6) months from the date of sale and then transferred to general revenue.

- 9.9 Director of Planning & Community Services / Building Safer Communities Coordinator - PlanH Grant- BC Healthy Communities 209 - 212

Motion for Consideration

THAT: Council authorize submission of a grant application for the development of a multi-sectoral Anti-Racism Strategy through the Healthy Public Policy Stream of the BC Healthy Communities PlanH Grant program in the amount of \$15,000;

THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to include \$15,000 to develop a multi-sectoral Anti-Racism Strategy, funded from a PlanH Healthy Communities Grant;

AND FURTHER THAT: Council submit a letter in support of the City’s application.

- 9.10 Corporate Officer – Council Appointment to the Public Art Advisory Committee 213 - 214

Motion for Consideration

THAT: Council appoint three (3) Citizens-at-Large to the Public Art Advisory Committee for a two-year term starting September, 2024;

AND THAT: Council appoint a member of Council to serve as Chair of the Public Art Advisory Committee.

- 9.11 Chief Financial Officer – BC Transit Annual Operating Agreement 2024-2025 215 - 228

Motion for Consideration

THAT: The Mayor and Corporate Officer be authorized to execute the 2024-2025 Annual Operating Agreement for Transit Services between the City of Salmon Arm and BC Transit.

10. INTRODUCTION OF BYLAWS

11. RECONSIDERATION OF BYLAWS

- 11.1 Tree Protection Bylaw No. 4637 and Associated Bylaws 229 - 248
Ticket Information Amendment Bylaw No. 4638
Fee for Services Amendment Bylaw No. 4639
- Motion for Consideration
THAT: the bylaw entitled the City of Salmon Arm Tree Protection Bylaw No. 4637 be read a final time;
- AND THAT: the bylaw entitled the City of Salmon Arm Ticket Information Amendment Bylaw No. 4638 be read a final time;
- AND THAT: the bylaw entitled the City of Salmon Arm Fee for Services Amendment Bylaw No. 4639 be read a final time.
- 11.2 Zoning Bylaw Amendment Bylaw No. 4665 (ZON-1285) 249 - 265
Civic: 1281 - 15 Street SE
Owner/Agent: L. & C. Fitt
- Motion for Consideration
THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4665 be read a final time.
- 11.3 Development Procedure Bylaw No. 4640 266 - 285
- Motion for Consideration
THAT: the bylaw entitled City of Salmon Arm Development Procedure Bylaw No. 4640 be read a final time.
- 11.4 Zoning Amendment Bylaw No. 4653 (ZON-1288) 286 - 292
R-10 Zone
- Motion for Consideration
THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4653 be read a final time.
- 11.5 Official Community Plan Amendment Bylaw No. 4654 (OCP4000-58) 293 - 297
- Motion for Consideration
THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4654 be read a final time.
- 11.6 Zoning Amendment Bylaw No. 4655 (ZON-1289) 298 - 305
R-13, R-17 and R-19 Zones
- Motion for Consideration
THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4655 be read a final time.
- 11.7 Zoning Amendment Bylaw No. 4656 (ZON-1290) 306 - 314
A-1, A-2 and A-3 Zones
- Motion for Consideration
THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4656 be read a final time.
- 11.8 Zoning Amendment Bylaw No. 4658 (ZON-1292) 315 - 326
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 final time.

12. CORRESPONDENCE

12.1 Informational Correspondence

12.1.1	Calendar of Events	327 - 328
12.1.2	Grade 9 Jackson Secondary School - Salmon Arm Flag	329 - 339
12.1.3	D. Collinson - Email dated June 4, 2024 - Sanitary Extension to Highway 1 in Canoe	340 - 341
12.1.4	S. Ellis - Email dated June 18, 2024 - Dog Attack	342 - 342
12.1.5	Economic Trust of the Southern Interior (ETSI) - Fall Funding Intake	343 - 344
12.1.6	K. Neustaeter, Deputy Mayor, City of Kamloops Financial Impacts of Higher Level Government Policy Changes	345 - 365
12.1.7	Invitation to Attend 11th Annual Resource Breakfast Series	366 - 366
12.1.8	Honourable R. Kahlon, Minister of Housing - Bill 44 Small Scale Multi-Unit Housing (SSMUH) Requirements	367 - 368

13. NEW BUSINESS

14. PRESENTATIONS

14.1	Presentation 4:00-4:15 (approximately) R. Marshall, Executive Director, Community Futures Shuswap and C. Grover, Co-ordinator for the Shuswap of The Rural and Northern Immigration Pilot Rural and Northern Immigration Program of North Okanagan Shuswap	369 - 373
------	---	-----------

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

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

June 10, 2024, 1:30 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

COUNCIL PRESENT: Mayor A. Harrison
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond
Councillor D. Cannon
Councillor 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
Director of Planning and Community Services G. Buxton
Deputy Corporate Officer R. West

Other Staff Present: Planner M. Paiement

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

Moved by: Councillor Lindgren

Seconded by: Councillor Flynn

THAT: pursuant to Section 90(1)(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; (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; (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98; 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 2:17 p.m. and recessed until 2:30 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 9.1 - Lakeshore Road Slope Stabilization - Tender Award - as General Assembly is a client of his firm.

Councillor Gonella declared a conflict of interest relating to Item 22.1 - Temporary Use Permit No. TUP-19 - as he is employed by the Salmon Arm Folk Music Society.

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of May 27, 2024

Moved by: Councillor Gonella
Seconded by: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of May 27, 2024 be adopted as circulated.

Carried Unanimously

7. COMMITTEE REPORTS

7.1 Downtown Parking Commission Meeting Minutes of May 28, 2024

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

9.1 City Engineer – Lakeshore Road Slope Stabilization – Tender Award

Councillor Flynn declared a conflict and left the meeting at 2:38 p.m.

Moved by: Councillor Lavery
Seconded by: Councillor Lindgren

THAT: Council approve the award of the Lakeshore Road Slope Stabilization project to D Webb Contracting Ltd., in accordance with the terms and conditions of the tender in the amount of \$742,818.00 plus taxes as applicable.

Carried Unanimously

9.2 Chief Administrative Officer – Environmental Advisory Committee Terms of Reference

Councillor Flynn returned to the meeting at 2:45 p.m.

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: Council approve the Environmental Advisory Committee change in membership from thirteen (13) voting members to fourteen (14) voting members by adding the Salmon Arm Fish and Game Club and to revise the Terms of Reference to reflect the membership change.

Carried Unanimously

9.3 Chief Financial Officer – 2025 Budget Schedule

For information.

9.4 Corporate Officer – Bylaw Enforcement Officer and Business Licence Inspector Appointments

Moved by: Councillor Gonella
Seconded by: Councillor Lindgren

THAT: James Bartlett be appointed as Bylaw Enforcement Officer, in accordance with Section 36 of the *Police Act*;

AND THAT: such appointment be for the term of his contractual employment as Bylaw Enforcement Officer for the City of Salmon Arm;

AND FURTHER THAT: Gary Buxton be appointed as Business Licence Inspector in accordance with Section 154 of the *Community Charter* and District of Salmon Arm Business Licence Regulation Bylaw No. 3102.

Carried Unanimously

10. INTRODUCTION OF BYLAWS

10.1 Tree Protection Bylaw No. 4637 and Associated Bylaws

Ticket Information Amendment Bylaw No. 4638
Fee for Services Amendment Bylaw No. 4639

Moved by: Councillor Lindgren
Seconded by: Councillor Flynn

THAT: the bylaw entitled the City of Salmon Arm Tree Protection Bylaw No. 4637 be read a first, second and third time;

AND THAT: the bylaw entitled the City of Salmon Arm Ticket Information Amendment Bylaw No. 4638 be read a first, second and third time;

AND THAT: the bylaw entitled the City of Salmon Arm Fee for Services Amendment Bylaw No. 4639 be read a first, second and third time.

Carried Unanimously

10.2 Zoning Bylaw Amendment Bylaw No. 4665 (ZON-1285)

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

Moved by: Councillor Flynn
Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4665 be read a first, second and third time.

Carried Unanimously

11. RECONSIDERATION OF BYLAWS

11.1 Zoning Amendment Bylaw No. 4660 (ZON-1281)

2180 20 Avenue NE
Owner: A. & S. Sherman
Agent: M. LaRose
R-1 to R-4

Moved by: Councillor Cannon
Seconded by: Councillor Flynn

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4660 be read a final time.

Carried Unanimously

11.2 Development Procedure Bylaw No. 4640

Moved by: Councillor Cannon
Seconded by: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Development Procedure Bylaw No. 4640 be read a third time.

Carried Unanimously

11.3 Zoning Amendment Bylaw No. 4653 (ZON-1288)

R-10 Zone

Councillor Wallace Richmond joined the meeting at 3:22 p.m.

Councillor Lavery left the meeting at 3:22 p.m.

Moved by: Councillor Cannon
Seconded by: Councillor Flynn

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4653 be read a third time.

Carried Unanimously

11.4 Official Community Plan Amendment Bylaw No. 4654 (OCP4000-58)

Moved by: Councillor Flynn

Seconded by: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4654 be read a third time.

Carried Unanimously

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

R-13, R-17 and R-19 Zones

Councillor Lavery joined the meeting at 3:32 p.m.

Moved by: Councillor Lindgren

Seconded by: Councillor Gonella

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

Carried Unanimously

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

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

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lavery

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

Carried Unanimously

11.7 Zoning Amendment Bylaw No. 4658 (ZON-1292)

SSMUH

R-11 and R-14 Zones

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

THAT: Table "D" forming part of Zoning Amendment Bylaw No. 4658 be amended to remove the lot described as Plan EPP110768, PID 031-425-895 located at 2185 5 Avenue SE;

AND THAT: Table "B" forming part of Zoning Amendment Bylaw No. 4658 be amended to add the lot described as Plan EPP110786, PID 031-425-895 located at 2185 5 Avenue SE;

AND FURTHER THAT: Table "B" forming part of Zoning Amendment Bylaw No. 4658 be amended to add KAP782, PID 005-092-311, rezoning the subject property from R-1 to R-14.

Carried Unanimously

Moved by: Councillor Flynn
Seconded by: Councillor Cannon

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

Carried Unanimously

11.8 Zone 2 Pump Station Temporary Borrowing Bylaw No. 4664

Moved by: Councillor Cannon
Seconded by: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zone 2 Pump Station Temporary Borrowing Bylaw No. 4664 be read a final time.

Carried Unanimously

12. CORRESPONDENCE

12.1 Informational Correspondence

The meeting recessed at 3:39 p.m.

The meeting reconvened at 3:46 p.m.

13. NEW BUSINESS

14. PRESENTATIONS

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 Flynn
Seconded by: Councillor Cannon

THAT: pursuant to Section 90(1)(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; (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; (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98; of the Community Charter, Council move In-Camera at 4:09 p.m.

Carried Unanimously

20.1 Return to Regular Session

The meeting returned to Regular Session at 4:36 p.m. and recessed until 7:00 p.m.

Councillor Gonella left the meeting at 4:36 p.m.

Meeting Resumes at 7:00 p.m.

21. DISCLOSURE OF INTEREST

22. HEARINGS

22.1 Temporary Use Permit Application No. TUP-19

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

Following a motion from the floor, the Planning Official explained the proposed Temporary Use Permit Application.

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 Lindgren
Seconded by: Councillor Cannon

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

- 23. STATUTORY PUBLIC HEARINGS
- 24. RECONSIDERATION OF BYLAWS
- 25. QUESTION AND ANSWER PERIOD
- 26. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 7:05 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

June 17, 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 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
Director of Planning & Community Services G. Buxton
Corporate Officer R. West
Manager of Planning & Building, M. Smyrl

Other Staff present: Planner A. Jeffrey

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 21, 2024

Moved by: Councillor Lavery
Seconded by: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of May 21, 2024 be approved.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Councillor Gonella declared a conflict of interest relating to Item 7.1 - Reason for Decision - ALC Application No. 70055 - as he is employed by the agent in that application.

6. REPORTS

6.1 Non-Farm Use File No. ALC-424 (ALC Application ID: 100178)

Legal: Lot 2, Section 8, Township 20, Range 9, W6M, KDYD, Plan 2040, Except Plan KAP74809

Civic: 2651 70 Street SE

Owner: Sancha and Arthur Sherman

Agent: Owner

Moved by: Councillor Gonella

Seconded by: Councillor Cannon

THAT: Agricultural Land Commission Application No. 425 be authorized for submission to the Agricultural Land Commission.

Carried Unanimously

7. FOR INFORMATION

Councillor Gonella left the meeting at 8:14 a.m.

7.1 Agricultural Land Commission

Reason for Decision

ALC Application No. 70055

J., B. & St. Thompson/J. & L. DeDood/0847774 BC Ltd.

690 10 Avenue SW/550 10 Avenue SW/431 Foothill Road

For information.

8. IN-CAMERA

9. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 8:17 a.m.

MAYOR, A. HARRISON

CITY OF SALMON ARM

Minutes of the Agricultural Advisory Committee Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **June 12, 2024 at 3:30 p.m. (GoTo Meeting and in-person)**

Present

Councillor David Gonella, Chair

James Hanna

Scott Syme

Ken Jamieson

Mike Schroeder

Gary Buxton, City of Salmon Arm, Director of Planning and Community Services (non-voting)

Aubree Jeffery, City of Salmon Arm Planner (non-voting)

Lindsay Benbow, Ministry of Agriculture – (non-voting)

Noelle Anderson and Trevor Harrison, applicants ALC-425

Sherri-lee and Bradley Gagnon, applicants ALC-426

Regrets:

Melanie Bennett

Barrie Voth

Sarah Nicholls

Melinda Smyrl, City of Salmon Arm Manager of Planning & Building (non-voting)

1. Call to Order

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

2. Acknowledgment of Traditional Territory

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

3. Approval of Agenda

Moved: James Hanna

Seconded: Ken Jamieson

THAT: the Agricultural Advisory Committee Meeting Agenda of June 12, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes April 10, 2024

Moved: Mike Schroeder

Seconded: James Hanna

THAT: the Agricultural Advisory Committee Meeting Minutes of May 8, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

5. Disclosure of Interest

None noted.

6. New Business

6.1 ALC - 425 (ALC ID 10696) 1831 Highway 97B SE (Non Adhering Residential Use Application)- Anderson

Staff provided a summary of the application. The applicants also provided a short summary of their application.

Scott Syme left the meeting at 3:39 p.m. citing a potential conflict of interest with the applicant.

A question was asked of the applicants if they would need additional parking. The applicants replied that they did not need more parking. A question was asked of the applicants about the intent for the existing dwelling. The applicants replied that they intended to convert it into an office. A question was asked of the applicants if the arena would be covered. The applicants replied that it would not be covered as it would be too expensive to construct. A question was asked of staff regarding the process to convert the house to an office. Staff replied that for the City processes, this would require a building permit. A question was asked of staff if there were maximum setbacks for buildings, similar to ALC requirements. Staff replied that the Zoning Bylaw only contained minimum setbacks.

The Committee recommended to the applicants that they provide more detail to the ALC with respect to their application, to increase the likelihood it would be approved.

Moved: James Hanna

Seconded: Ken Jamieson

THAT: the AAC supports ALC No. 425

CARRIED UNANIMOUSLY

Scott Syme returned to the meeting at 3:52 p.m.

6.2 ALC - 426 (ALC ID 100842) 1550 30 Street SE - Gagnon

Staff provided a summary of the application. The applicants also provided a short summary of their application.

A question was asked of staff if the subject property was part of the industrial area in the OCP that was recommended for removal from the ALR. Staff replied that it was not. A question was asked of the applicant if a storage business was proposed. The applicants replied that the building was for a processing, packaging and distribution business and not for storage of unassociated materials. A question was asked of the applicants if they

intended to remove the storage containers already on site. The applicants replied that this likely would happen, but was not guaranteed. A question was asked of the applicants regarding the location of the building in the middle of the site. The applicants replied that the map provided indicated the building was located about 110 metres from the front property line and not in the middle of the site. A question was asked of the applicants regarding the amount of farming taking place at the site. The applicants responded that they were not currently any farm uses, and that the property was not suited for farming and would be far too expensive to make productive.

Some members of the Committee expressed concerns that the application and the use of the property at present were not very consistent with the principle of protecting farm lands from conversion to other uses.

Moved: James Hanna

Seconded: Ken Jamieson

THAT: the AAC supports ALC No. 426

CARRIED

Members David Gonella, James Hanna and Ken Jamieson were in support.
Members Scott Syme and Mike Schroeder were in opposition.

7. Official Community Plan Engagement (staff)

Staff provided a brief presentation of the OCP and the process by which it was being reviewed. The Committee was asked to consider three questions and provide input:
What is (and isn't) working well now in the agricultural sector?
What were some preferred objectives or outcomes for the agricultural sector?
What sorts of policies and programs could help achieve those objectives?
A summary of the notes is attached to these minutes.

8. Updates

8.1 Ministry of Agriculture – Projects and Grants (staff)

Ministry of Agriculture staff provided brief information on upcoming workshops, grants and opportunities, notably a grant process for planning around water related issues and agriculture.

8.2 Committee Updates (committee members)

None.

Mike Schroeder – Farmers Institute and SAEDS

SAEDS and the Institute were coordinating another OCP engagement session to be held later this week in the industrial area.

9. Next Meeting – July 10, 2024, 2024 3:30 p.m. to 5:00 p.m.

This meeting will be held if an ALC application is to be reviewed.

10. Adjournment

Moved: Scott Syme

Seconded: Ken Jamieson

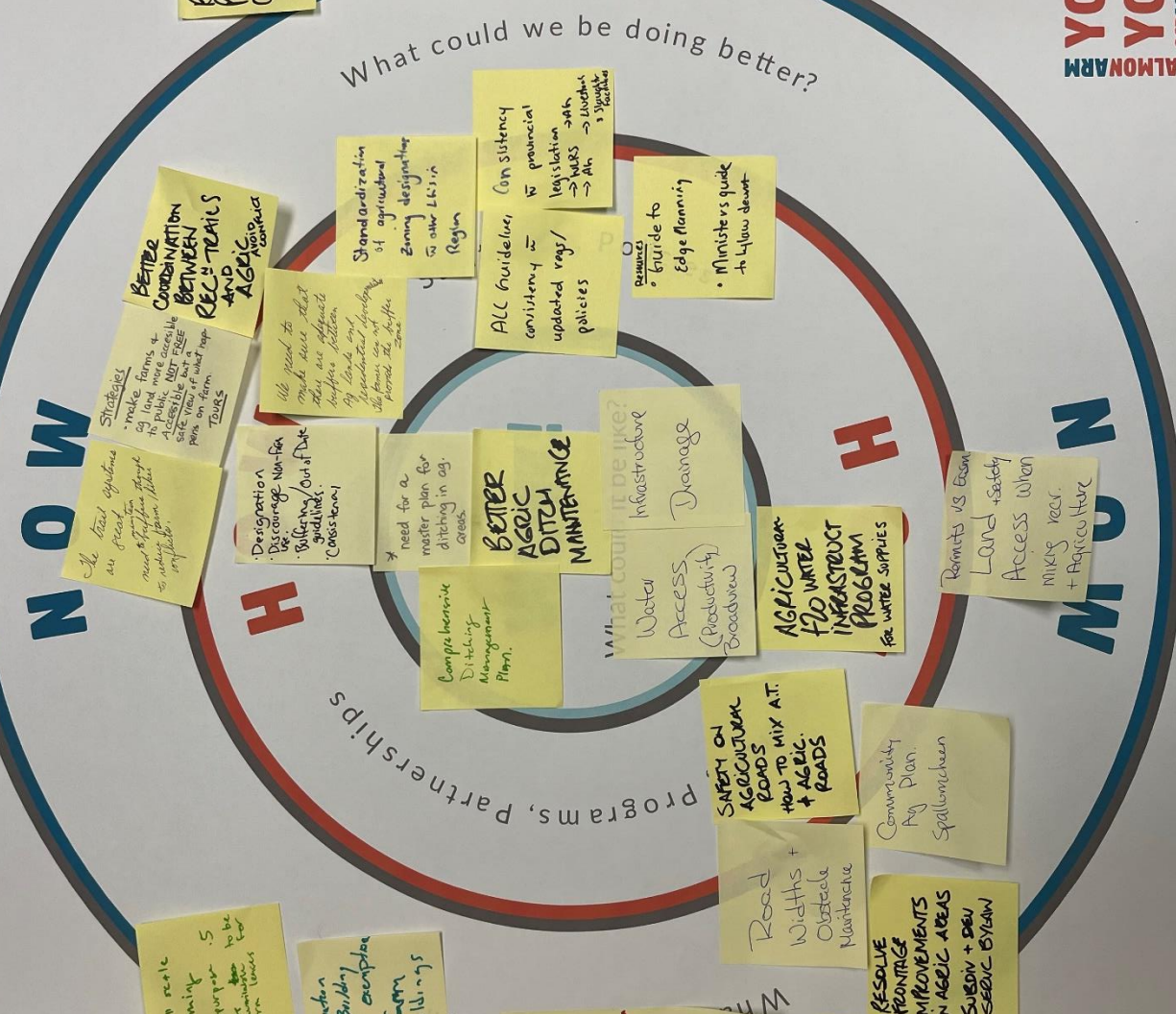
THAT: The Agricultural Advisory Committee Meeting of June 12, 2024 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 4:00 p.m.

" "_____
Councillor David Gonella, Chair

Received for information by Council on the __th day of _____, 2024.



BETTER PRODUCE COORDINATION ON POLICY
Better Comm. w/ producers (Group?)
Administrative Support for Furrow's Good SNAEDS

Farm Worker housing
Floods, Drought
Salmon River
Productivity & Damage
Non-farm uses in Ag Zones.
L.m.t.

What could we be doing better?

BETTER COORDINATION BETWEEN REC. TRAILS AND AG. ZONES

Strategies
- make farms to public more accessible
- as possible NOT FENCE
- some view of what happens on farm TOURS
- make trail systems more safe from liability
- making farms more safe from liability

We need to make sure that there are adequate buffers between agricultural lands and other zones

Standardization of agricultural zoning designations to our L.R. in Region

ALL guidelines consistency w/ updated regs/policies
Consistency w/ provincial legislation
-> WARS
-> AN
-> WARS
-> WARS
-> WARS

• Guide to Edge Planning
• Ministers guide to follow down

NOW

Designation of Recreational Non-Farm Buffers/Out of Use Guidelines (Consistent)
need for a master plan for ditching in ag areas

BETTER AGRIC DITCH MAINTENANCE

Water Access (Productivity) Broadview
Infrastructure Damage
What could it be like?

AGRICULTURE TO WATER INFRASTRUCTURE PROGRAM FOR WATER SUPPLIES

Permits vs Easement
Land + Safety Access when mixing Rec. + Agr. Here

M

Small scale farming
- equipment
- let the farmer have the equipment
- let the farmer have the equipment

Continuation of Building permit exemption for farm buildings

We are open to looking at other models or smaller buildings

Now - Doing Well!
- good process that has citizen input to Council (AMC)
- Some growth in ag-business in area
- seems to be a good support for farm

Good - Very supportive in theory of by Council
Good support w/ Council

Strategies
Signage as part of a public education plan to promote and support safety on roads and public awareness of agricultural activity
reduce the

Programs, Partnerships

SAFETY ON AGRICULTURAL ROADS HOW TO MIX AT. + AGRIC. ROADS

Community Ag Plan
Spallumcheen

Road Widths + Obstacle Maintenance

RESOLVE FRONTIER IMPROVEMENTS IN AGRIC AREAS SUBDIV + DEW SERVIC BYLAW

Share your ideas on a sticky!

Willing to engage

CITY OF SALMON ARM

Minutes of the **Community Heritage Commission** Meeting held by in-person means on **Monday, May 6, 2024, at 2:00 p.m.**

PRESENT:

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

ABSENT:

Terry Johnston

The meeting was called to order at 2:00 p.m.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval / changes / additions to Agenda

Moved: Linda Painchaud

Seconded: Mary Landers

THAT: the Agenda for the May 6, 2024, Community Heritage Commission Meeting be approved.

CARRIED UNANIMOUSLY

4. Approval of Minutes of April 15, 2024 Community Heritage Commission Meeting

Moved: Pat Kassa

Seconded: Cindy Malinowski

THAT: the minutes of the Community Heritage Commission Meeting of April 15, 2024, be approved.

CARRIED UNANIMOUSLY

5. Old Business from Minutes

a) Historic Route Signs

Linda is making a spreadsheet of all the Historic Route Signs with links to photos of them. CHC members provided an update on some of the missing signs they have been looking for. Deborah asked if Haney could use the Historic Route Sign design for a sign on their property identifying Old Enderby Road. They would pay for the sign themselves. City staff will confirm and provide a response at the next meeting. City staff notified the CHC

that it has been arranged for the Shady Lane sign to be moved to the correct location. Linda confirmed that the sign has now been installed at the correct location.

b) Heritage Conservation Awards and Heritage Week Procedure Documents

No update at this time. Deferred to next meeting.

c) Plaque Program

No update at this time. The committee will be meeting in a couple weeks. Deferred to next meeting.

d) On This Spot App

No update at this time. Deferred to next meeting.

e) Membership and Terms of Reference

City staff notified Citizens at Large members that their term expires August 26, 2025 and that in early July 2025 ads will be placed in the Observer, on the City website, and social media. If members would like to continue their work on the CHC they will have to reapply at this time. City staff will confirm if this is the same for the Haney appointments. The CHC Bylaw was discussed. The Chair will contact members who have been absent and provide an update at the next meeting.

The Chair asked if the CHC would like to review the Terms of Reference and add anything to it. CHC members decided to think about it and potentially do this in the fall. Some suggestions of new tasks included:

- A list of contractors who do heritage restoration (potentially collaborate with SCIP).
- Educate and inform local insurance companies about the difference between the Heritage Register and Heritage Designation.
- Educate and inform owners about what it means if their property or building gets put on the Heritage Register.
- Update the Strategic Plan (last updated in 2007) through a brainstorm session with representatives from a variety of groups in the city.

6. New Business

7. Other Business &/or Roundtable Updates

8. Next Meeting

Monday June 17, 2024, at 2:00 p.m.

9. Adjournment

Moved: Mary Landers

Seconded: Linda Painchaud

Minutes of the Community Heritage Commission of Monday May 6, 2024

THAT: the Community Heritage Commission Meeting of May 6, 2024, adjourn at 2:55 p.m.

CARRIED UNANIMOUSLY

David Gonella, Chair

Received for information by Council on the day of , 2024

CITY OF SALMON ARM

Minutes of the **Environmental Advisory Committee** Meeting held in person in Council Chambers at City Hall and by virtual means on Tuesday, **June 11, 2024** at 2:30 p.m.

PRESENT:

Councillor Sylvia Lindgren	City of Salmon Arm, Chair
Julia Beatty	Shuswap Climate Action
Janet Pattinson	Shuswap Naturalist Club
Judith Benson	Salmon Arm Bay Nature Enhancement Society (SABNES)
Pauline Waelti	Shuswap Environment Action Society (SEAS)
Luke Gubbels	Canoe Forest Products
Emily Murphy	Alternate, Canoe Forest Products
Hermann Bruns	Agricultural Industry
Alex Johnny	Adams Lake Indian Band
Sarah Johnson	Citizen at Large
Ken Whitehead	Citizen at Large
Jennifer Wilson	City of Salmon Arm, City Engineer
Rhonda West	City of Salmon Arm, Recorder

ABSENT:

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

GUESTS:

Daniel Hughes and class
Chelie Elsom

1. **Call to Order**

The meeting was called to order at 2:30 p.m.

2. **Introductions and Welcome**

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

Moved: Julia Beatty

Seconded: Luke Gubbels

THAT: the Environmental Advisory Committee Meeting Agenda of June 11, 2024 be approved with the addition of Item 8.1 – Wildfire Mitigation Program at Little Mountain and 8.2 – MOTI Non-Idle Signs.

CARRIED UNANIMOUSLY

5. Approval of Minutes from May 7, 2024

Moved: Luke Gubbels

Seconded: Ken Whitehead

THAT: the Minutes of the Environmental Advisory Committee Meeting of May 7, 2024 be approved.

CARRIED UNANIMOUSLY

6. Presentations

7. Old Business/Arising from Minutes

a) Education Plan for 2024 - working group update

The information pamphlet for the tree bylaw is complete and ready for print. The next item the working group will be focusing on is anti-idling followed by water conservation. The working group will meeting to review and understand priorities. Gary Buxton will be providing information on pesticides.

b) Student Voice

Students reflected on what they observed from last meeting.

Some observations included:

- How to connect students to environmental planning and action; hands on experience would be beneficial. For example, participation in local events such as earth day boosts pro-social behavior in youth; increase in events increases connections between youth and adults; ideas for initiatives include middle school participation in earth day celebration (science fair); planting native plants in community gardens.
- Youth holding a voice on the EAC; offer new perspectives; student would apply for a position on the committee; (term could start in September and once a month time commitment shouldn't be a problem);
- Public transportation improvement; free bus service; additional buses to serve local communities;
- Communication and messaging: spreading awareness through social media and online marketing; improved Instagram messaging as it is a popular program (reels and short form videos, stories and polls). Advertised through physical signage (QR codes, posters on pop-up booths). Hire a social media manager with expectations to include environmental content. Examples provided were City of Calgary and Portland, Maine. Email marketing benefits – it is direct and can be done on a regular basis. Target the right audience.

Committee members asked questions and provided additional ideas and suggestions on youth engagement.

8. New Business

Wildfire Mitigation at Little Mountain

Julia Beatty asked about the lack of consultation on the new prescription. Sylvia clarified that work done at Little Mountain was carried over from last year (no new prescription). Funding is based on prescriptions submitted to the Province. The work has to be done as prescribed by the Province.

Competing priorities remain an issue with respect to management of trees and the urban forest.

MOTI - Non-Idle Signs

There was no time to review this item.

9. Other Business & / or Roundtable Updates

10. Next Meeting - September 3, 2024 (tentative)

11. Adjournment

There being no further business, the Environmental Advisory Committee meeting of June 11, 2024 was adjourned.

The Meeting was adjourned at 3:57 p.m.

Councillor Sylvia Lindgren, Chair

Received for information by Council the day of , 2024.



REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planner I

Title: Non-Farm Use File No. ALC-424 (ALC Application ID: 100178)

Legal: Lot 2, Section 8, Township 20, Range 9, W6M, KDYD, Plan 2040, Except Plan KAP74809

Civic: 2651 70 Street SE

Owner: Sancha and Arthur Sherman

Agent: Owner

Date: June 17, 2024

Executive Summary/Purpose:

The Agricultural Land Commission (ALC) is seeking a Council resolution with regard to the owner's request to operate a Non-Farm Use activity in an accessory building on the subject property.

Motion for Consideration:

THAT: Agricultural Land Commission Application No. 425 be authorized for submission to the Agricultural Land Commission.

Staff Recommendation:

THAT: the motion for consideration be adopted.

Proposal:

The owner of 2651 70 Street SE is requesting a Non-Farm Use approval from the ALC in order to operate a Non-Farm Use activity in an accessory building on the subject property. ALC approval is needed in order to host events in a permanent structure. The ALC application is enclosed as Appendix 8.

Background:

The subject property is approximately 5.7ha (14ac) in area. It is within the Agricultural Land Reserve (ALR), designated Acreage Reserve in the Official Community Plan (OCP), outside the Urban Containment Boundary (UCB), and is zoned A2 - Rural Holding Zone (Appendices 2 to 6). The subject property is comprised of a single family dwelling and 3 accessory buildings.

The proposed Non-Farm Use would be conducted out of an accessory building constructed in 2023 for the dual purpose of a riding arena and an event space. The floor area of the accessory building is 406.5m² (4375.5ft²).

The subject property has two (2) classifications of soils. The northern portion of the property has an Improved Soil Capability Rating of 60% Class 4 (P) and 40% class 5 (T/P), affected by conditions of excess stoniness, soil moisture deficiency, and topography. The southern portion of the property has an improved soil capability rating of 60% class 6, and 40% class 7, with topography and shallow soil being conditions (Appendix 7). With regard to the Unimproved Soil Capability Rating, the northern portion of the subject property is 100% Class 5 affected by soil moisture deficiency conditions. The southern portion of the subject property has an unimproved soil rating of 60% class 6, and 40% class 7, being affected by topography and shallow soil conditions (Appendix 7),

Adjacent zoning and land uses include the following:

North:	Rural Holding (A-2) – ALR – Single Family Dwelling/ Home Occupation
South:	Agriculture Zone (A-1) - Residential
East:	Rural Holding (A-2) - ALR – Residential
West:	Rural Holding (A-2) - ALR – Residential

Non-Farm Use means any type of activity or structure that is not designated as a farm use. Typical Non-Farm Use applications include use of a permanent building when gathering for an event, Agri-tourism accommodations, and home occupation. Gathering for an event is a permitted Non-Farm Use in the ALR. The reason for this application is that the use of a permanent structure for events requires ALC approval.

Relevant Policy:

Policy L-22 from the Agricultural Land Commission Act designates “Gathering for an Event” in the ALR as a permitted Non-Farm Use so long as the events meets the conditions listed in the Use regulations. Conditions include; no more the 150 people in attendance and a maximum of 10 events per year. If a permanent building is used for the events, a Non-Farm Use application and approval by the ALC is necessary (Appendix 9).

Referral Comments:

Fire Department
No Concerns.

Building Department
No Concerns.

Engineering Department
No Concerns.

Planning Department
The ALC limits events to 10 per year. Should the ALC support the request to use the permanent building for events, the Planning Department has no issue with this as it is consistent with the Zoning Bylaw.

Agricultural Advisory Committee

The Agricultural Advisory Committee reviewed the application at their May 8, 2024 meeting and passed the following resolution:

THAT: The AAC supports ALC Application No. 424.

Conclusion:

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

Prepared by: Planner I

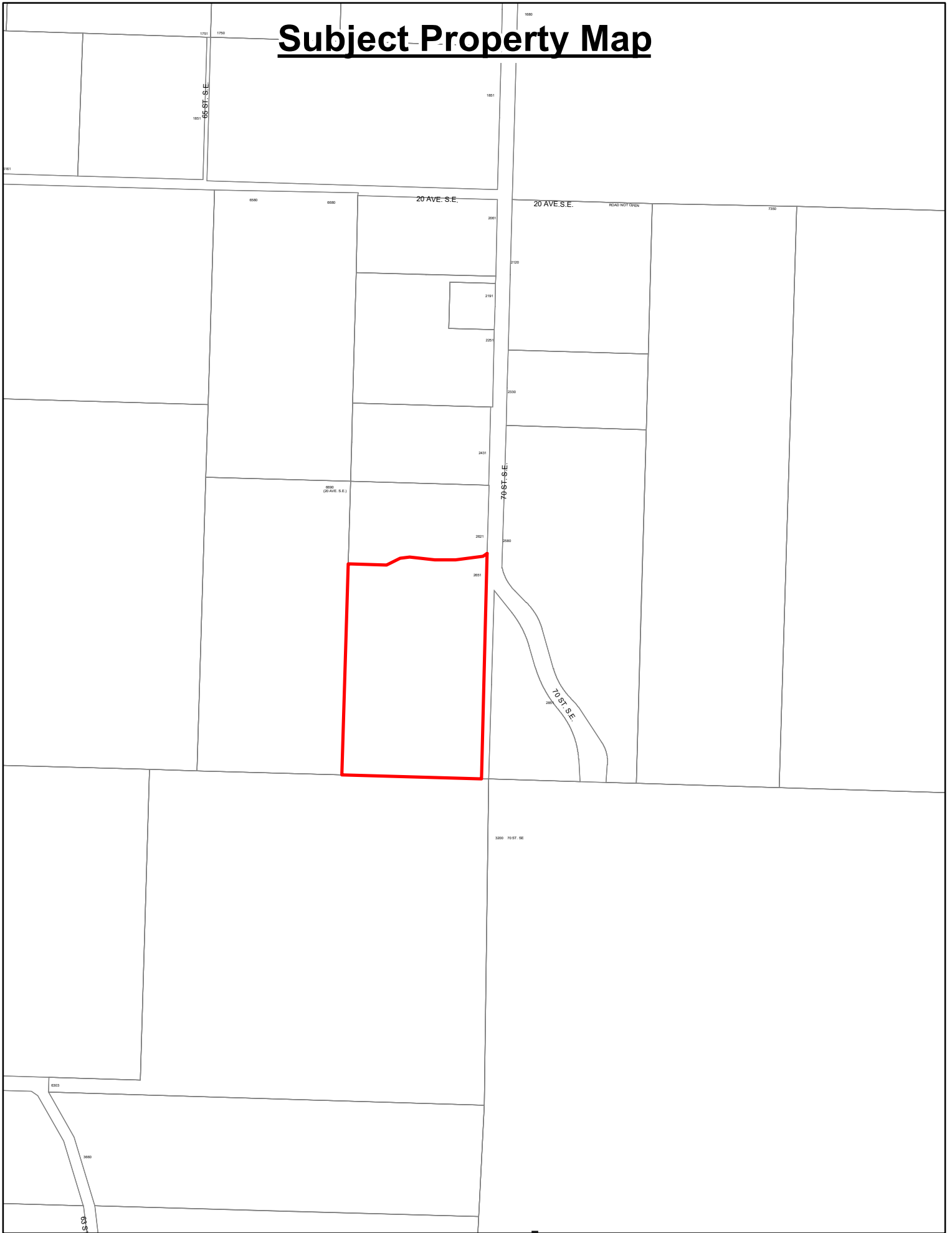
Reviewed by: Director of Planning and Community Services

Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 – Subject Property Map
- Appendix 2 - Ortho Map (Large Scale)
- Appendix 3 – Ortho Map (Small Scale)
- Appendix 4 – Official Community Plan Map
- Appendix 5 – Zoning Map
- Appendix 6 – ALR Map
- Appendix 7 – Unimproved and Improved Soil Map
- Appendix 8 – ALC Application
- Appendix 9 – Gathering For An Event Bulletin

Subject Property Map



0 45 90 180 270 360



Meters Page 32 of 373



Subject Property



Parcels

Ortho Map



0 15 30 60 90 120 Meters Page 33 of 373

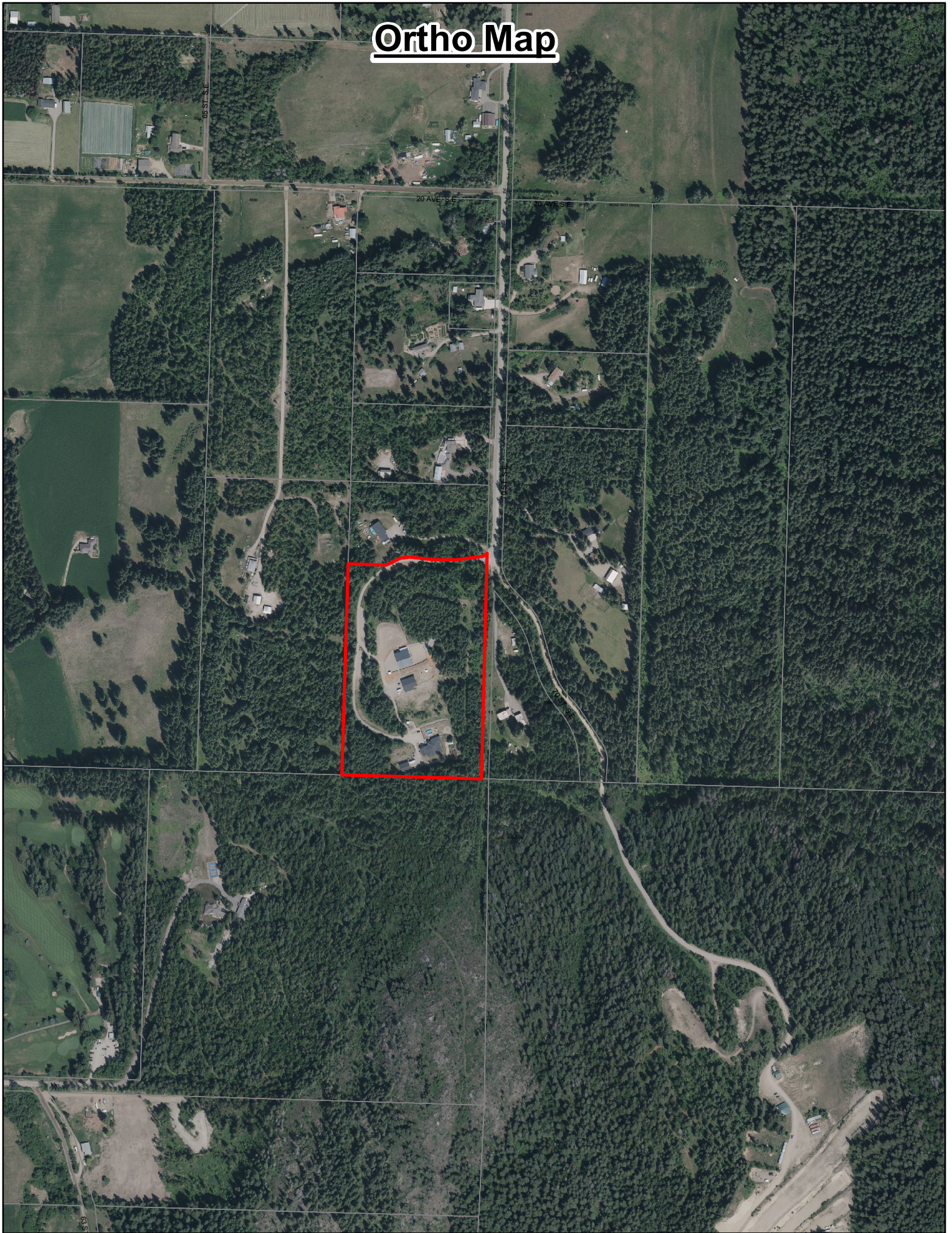


Subject Property



Parcels

Ortho Map



0 45 90 180 270 360

Meters

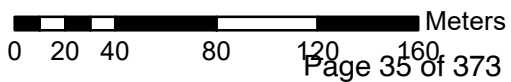
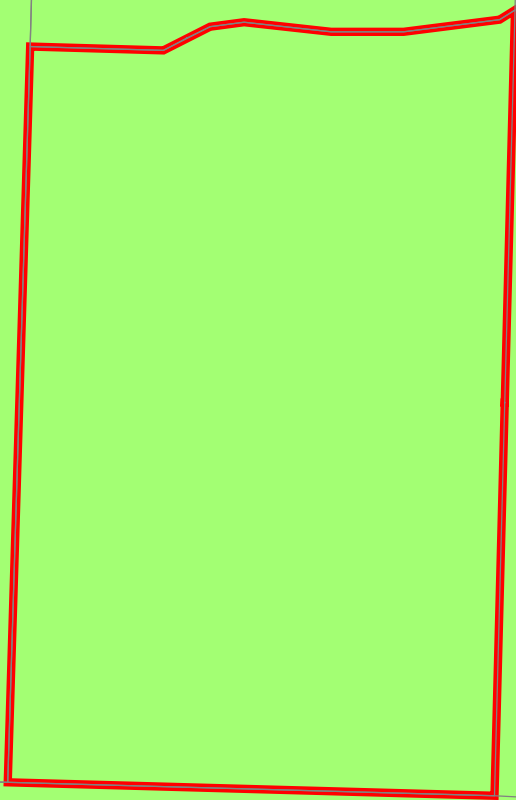


Subject Property




Parcels

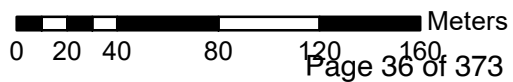
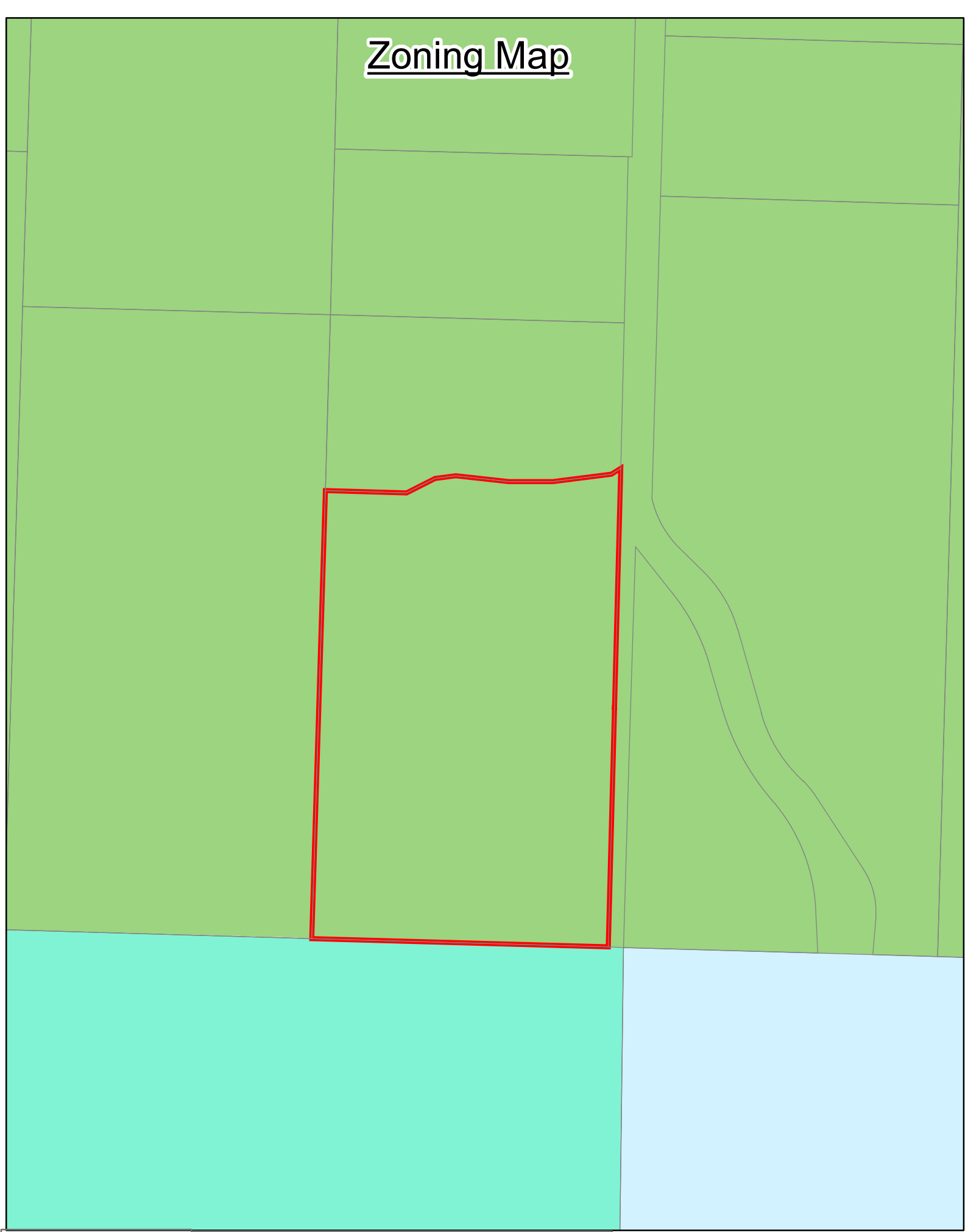
OCP Map








Legend

-  Parcels
-  Subject Property
-  Acreage Reserve

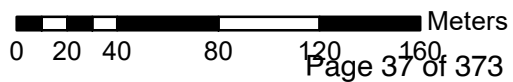
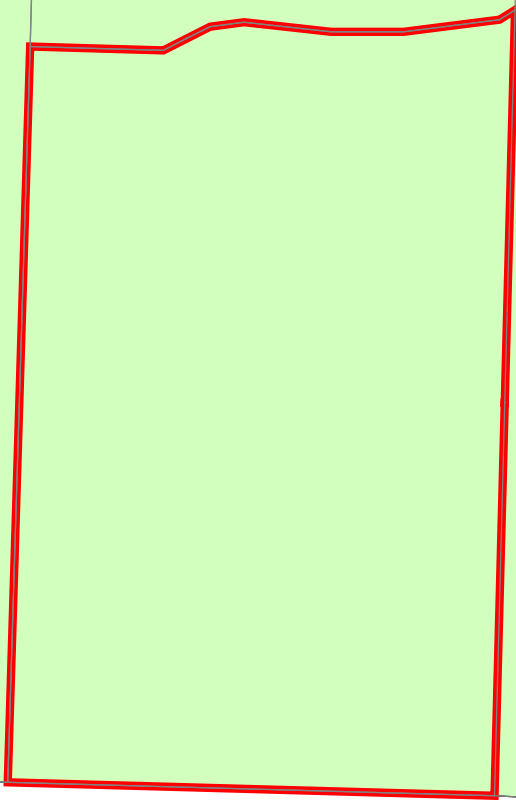
Zoning Map






Legend

- | | |
|--|---|
|  Parcels |  A-1 |
|  Subject Property |  A-2 |
| |  P-1 |

ALR Map

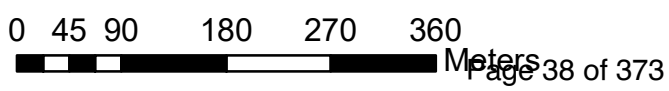
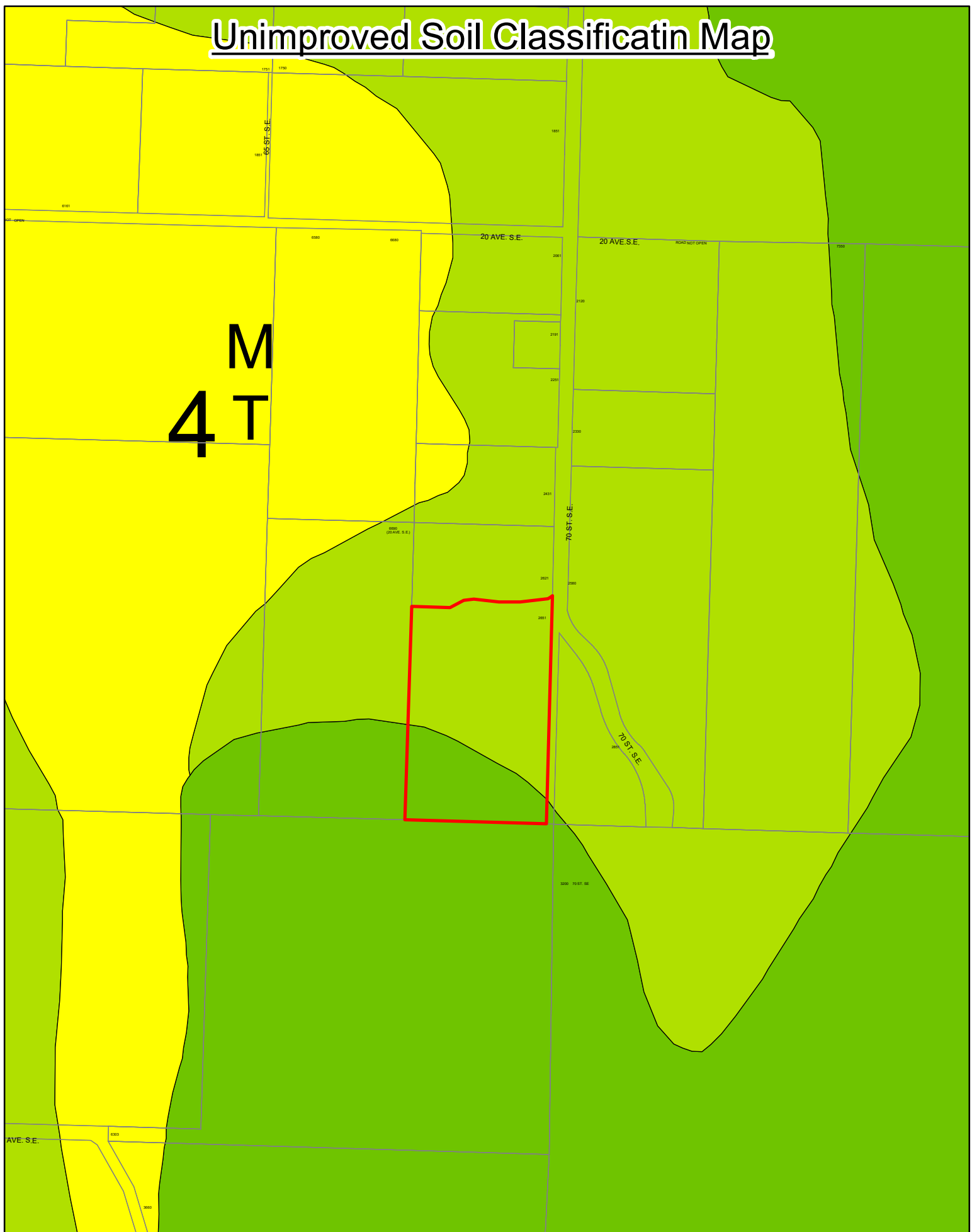





Legend

-  Parcels
-  Subject Property
-  ALR

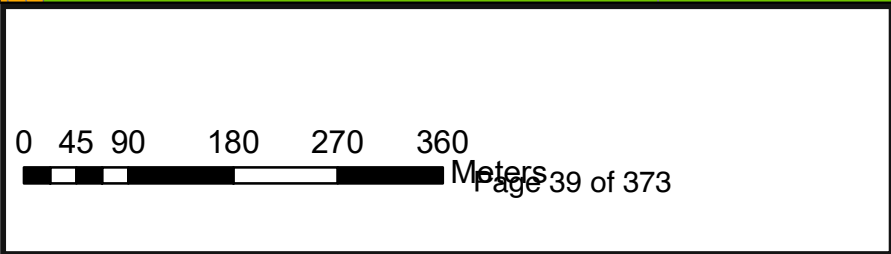
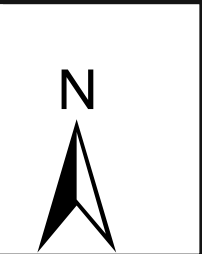
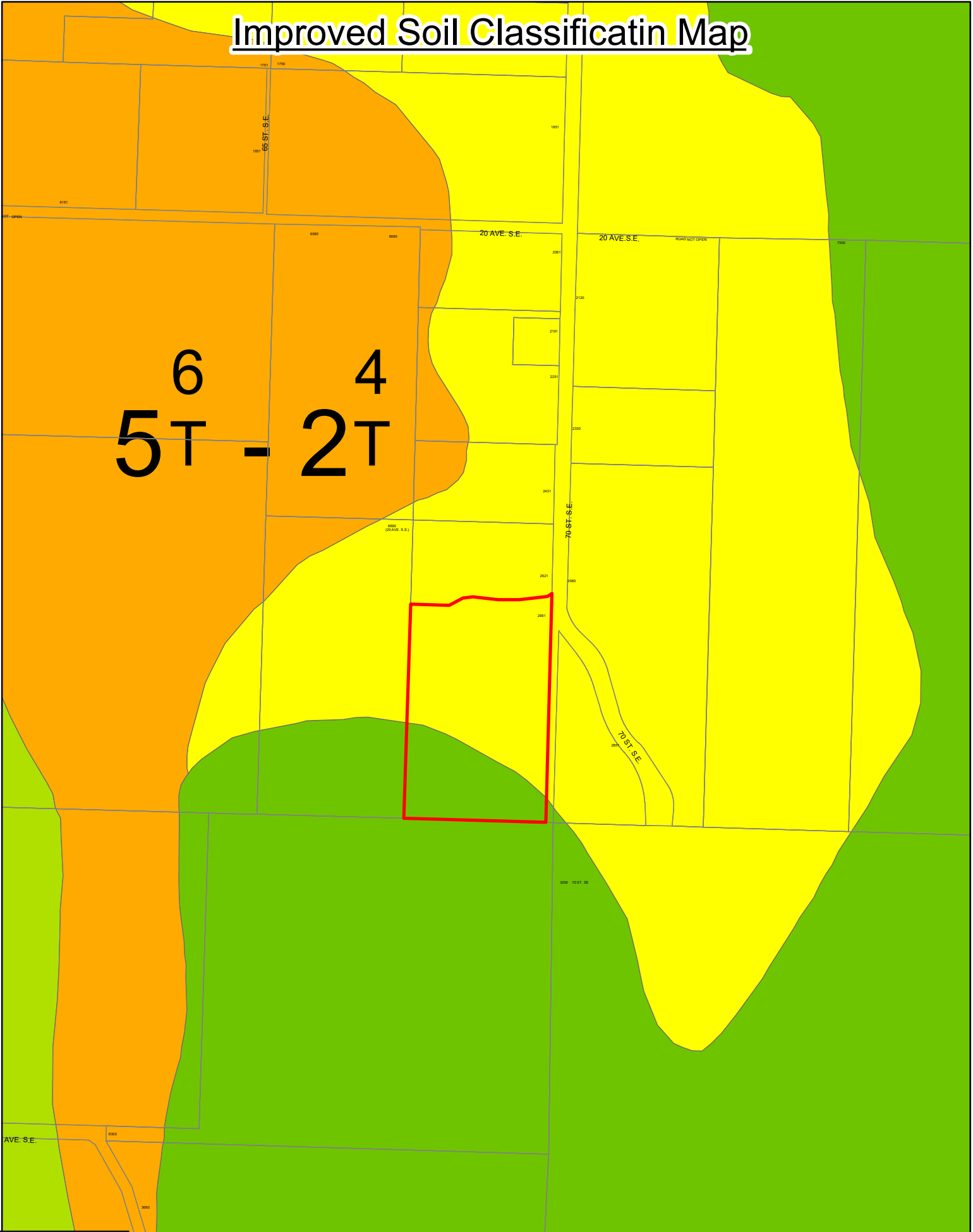
Unimproved Soil Classification Map




M
4 T



Legend	
	CLASS 4
	CLASS 5
	CLASS 6

Improved Soil Classification Map



Legend	
	CLASS 3
	CLASS 4
	CLASS 5



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 100178
Application Type: Non-Farm Uses within the ALR
Status: Submitted to L/FNG
Applicant: Sherman et al.
Local/First Nation Government: City of Salmon Arm

1. Parcel(s) Under Application

Parcel #1

Parcel Type Fee Simple
Legal Description LOT 2 SECTION 8 TOWNSHIP 20 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 2040 EXCEPT PLAN KAP74809
Approx. Map Area 5.73 ha
PID 011-264-683
Purchase Date May 5, 2012
Farm Classification Yes
Civic Address 2651 70th Street SE Salmon Arm, BC V1E 1X4
Certificate Of Title State of Title Certificate CA2522908.pdf

Land Owner(s)	Organization	Phone	Email	Corporate Summary
Arthur Sherman	No Data	2508336505	sancha222@hotmail.com	Not Applicable
Sancha Sherman	No Data	2508336587	sancha222@hotmail.com	Not Applicable

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? Yes

Type Land Owner
First Name Sancha
Last Name Sherman
Organization (If Applicable) No Data
Phone 2508336587
Email sancha222@hotmail.com

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). Horse rearing, cattle, chickens, vegetables, fruit, herbs and flowers - approx. 7 acres

Describe all agricultural improvements made to the Perimeter fencing
Minor outbuildings

parcel(s). Horse barn and riding arena
Improvements to soils

Describe all other uses that currently take place on the parcel(s). Primary Residence
Horsemanship Workshops and Education
Wedding Venue
Parking

Choose and describe neighbouring land uses

	Main Land Use Type	Specific Activity
North	Other	Private acreage in ALR, access to 70th Street SE
East	Other	Private acreage in ALR, and road access to Salmon Arm Fishing and Gaming Club
South	Other	Private acreage zoned A, mountain and dense tree terrain, with city easment leading to hydro towers, house a great distance away. Salmon Arm Fishing and Gaming also located behind us.
West	Other	Private acreage in ALR, dense tree line, house a great distance away.

6. Proposal

How many hectares are proposed for non-farm use? 0.80937 ha

What is the purpose of the proposal? The purpose of our proposal is to diversify our farm's activities while still maintaining our commitment to agriculture and community engagement. We're applying for non-farm use to adapt our riding arena into a dual-purpose building that can host weddings during the peak season from May to September, while continuing to offer horse educational activities for seniors and children year-round.

By hosting weddings, we aim to generate additional income to sustain our farm operations and support our local community. These events will not only provide a beautiful setting for couples to celebrate their special day but will also showcase the natural beauty of our farm, promoting

agritourism and supporting local vendors who provide goods and services for the weddings.

Furthermore, our proposal benefits agriculture by preserving our farm's land for productive use while generating revenue that can be reinvested into improving our agricultural practices. Additionally, by offering horse educational activities, we continue to educate the community about the importance of horses in agriculture and provide opportunities for people of all ages to connect with these magnificent animals.

Overall, our proposal aims to strike a balance between agricultural sustainability, community engagement, and economic viability, ensuring that our farm remains a valuable asset to both our local community and the agricultural industry as a whole.

While our proposal does not directly benefit agriculture, it indirectly supports the agricultural community by generating income for local businesses, including farmers who may provide produce and other goods for events hosted at our venue. Additionally, by preserving and beautifying the land, we uphold the natural beauty of the area, which can enhance the appeal of the region to visitors and residents alike.

Could this proposal be accommodated on lands outside of the ALR?

The proximity of our farm to urban areas, coupled with the natural beauty of our private mountain-side ALR-designated land, creates an enchanting setting perfectly suited for hosting weddings and horse workshops. Couples are drawn to the scenic backdrop and rural charm, which elevate their wedding experience and create lasting memories amidst the picturesque surroundings. Moreover, the ALR designation assures the suitability of our land for agricultural endeavors, from the gentle care of horses and chickens to the cultivation of vibrant vegetables, flowers, and fragrant herbs. This cohesive approach allows us to offer a diverse array of activities that not only enrich our agricultural operations but also foster community engagement and connection.

In essence, while elements of our proposal could potentially be adapted elsewhere, the distinct blend of agricultural vitality, event hosting, and community involvement that defines our farm is best preserved and nurtured within the protective embrace of ALR land.

Does the proposal support agriculture in the short or long

The proposal supports agriculture in both the short and long term. In the short term, hosting weddings and events provides immediate financial

term? support to our farm, contributing to its sustainability and allowing us to continue our agricultural activities. Additionally, the revenue generated from these events can be reinvested into our farm, improving infrastructure, acquiring equipment, and enhancing our agricultural practices.

Proposal Map / Site Plan Riding Arena - Event Use Building Permit (Aug. 9, 2023).pdf

Do you need to import any fill to construct or conduct the proposed Non-farm use? Yes

Soil and Fill Components

Describe the type and amount of fill proposed to be placed. Riding arena and parking: pit run, gravel crushed fines and sand

Briefly describe the origin and quality of fill. Original soil on property. Pit run, gravel crushed fines and sand provided by a local company: Little Projects Ltd.


Placement of Fill Project Duration It took us 5 years and we continue to improve our landscape with maintenance. We are complete on soil and fill components.

Fill to be Placed

Volume	1120 m ³
Area	1200 ha
Maximum Depth	0.4 m
Average Depth	0.5 m

7. Optional Documents

Type	Description	File Name
Professional Report	Occupancy Certificate from City of Salmon Arm	Occupancy Certificate.pdf

 <p>Agricultural Land Commission Act</p>	<p style="text-align: center;">ACTIVITIES DESIGNATED AS A PERMITTED NON-FARM USE:</p> <p style="text-align: center;">GATHERING FOR AN EVENT IN THE AGRICULTURAL LAND RESERVE</p>	<p style="text-align: right;">Policy L-22</p> <p style="text-align: right;">Amended October 2021 Amended April 2019 October 2016</p>
--	--	--

This policy is intended to assist in the interpretation of the [Agricultural Land Commission Act, 2002](#), (the “ALCA”) and, BC Regulation 30/2019 [Agricultural Land Reserve Use Regulation](#), (the “Use Regulation”). In case of ambiguity or inconsistency, the ALCA and Use Regulation will govern.

INTERPRETATION:

Gathering for an event is a permitted non-farm use in the Agricultural Land Reserve (ALR) and must not be prohibited by a local government bylaw as long as the event meets the conditions set out in the Use Regulation.

No more than 150 people may be in attendance and the event must be less than 24 hours in duration.

A maximum of 10 events of any type are permitted within a calendar year on a farm. For example, 5 weddings, 2 music concerts and 3 art shows. Where more than one farm business is being operated from a farm, the maximum 10 events applies. It is recommended that a record of events be maintained by the farmer including the type of event, date and number of attendees.

There is no requirement for these events to directly market or promote agricultural products grown on the farm and therefore are not considered agri-tourism events.

People hosting events must make every effort to avoid negative impacts to the use of agricultural land including but not limited to, damage to agricultural land and structures, noise that disturbs animals and livestock, trespass, vandalism, theft and blocking access to adjacent farm businesses.

Events may include weddings, private parties, corporate retreats, music concerts and concert series, music festivals, film and theatrical presentations, art shows, dance recitals, charitable and political fundraising events, dances, and sports events, so long as otherwise compliant with the Use Regulation. Any event that is not an agri-tourism event falls into this category.

The Use Regulation allows gathering for events in the ALR provided the land is assessed as “farm” under the [Assessment Act](#). If the assessment changes, the use is no longer permitted. The farm may be comprised of one or several parcels of land owned or operated by a farmer as a farm business. The farm parcels should be contiguous or in the same general geographic area.

Permanent facilities must not be constructed or erected for any event activity. Permanent facilities include, but are not limited to: buildings or permanent structures, hard surface parking areas, concrete pads, structural foundations, retaining walls, permanent tents (erected for more than 90 days) and permanent alteration to the landscape (fill, gravel, berms, hills, dugouts, amphitheatres). The conversion of existing buildings and the construction associated with bringing them up to public assembly building code is also deemed as the construction or erection of a permanent facility. If permanent facilities are required, an application and approval of the Agricultural Land Commission (the "Commission") is necessary.

For the purposes of this policy, parking areas must not be permanent (asphalt, concrete, gravel, etc) and parking must not interfere with the farm's agricultural productivity. All vehicles visiting the farm for the event must be parked on site (except for filming event days, where parking may also be supported on nearby private property and/or in accordance with local government regulations). To minimize impacting farm land, parking should be along field edges, adjacent to internal farm driveways and roads, and in farm yard areas or immediately adjacent to farm buildings and structures.

Personal family celebrations hosted by the farm owner where no fee is charged continue to be allowed.

This policy does not apply to agri-tourism activities. See Related Policies.

As per subsection 13(1)(e) of the Use Regulation, these conditions do not apply to alcohol production facilities (e.g. wineries, cideries, meaderies, breweries and distilleries) if the event(s) is held only in the ancillary food and beverage service lounge that has been developed in compliance with section 13(1)(b) of the Use Regulation or within the special event area under a special event area endorsement described in section 13(1)(c)(ii) of the Use Regulation. Section 17 of the Use Regulation and associated restrictions apply if the event(s) are held outside the lounge area or special event area. This means alcohol production facilities may host an unlimited number of events in their lounge area and special event area and an additional 10 events as per section 17 of the Use Regulation held outside the lounge area or special event area.

Local governments have the authority to regulate events with regard to structures and building occupancy (including determining if an existing farm building is appropriate for a gathering or requires upgrades for public assembly), parking, lighting, hours of operation, health and safety, noise, access for police, fire and emergency vehicles, etc. Local governments have the authority to require permits for events.

Events in excess of what is permitted under section 17 of the Use Regulation require an application pursuant to section 20(2) of the ALCA and approval of the Commission.

TERMS:

family event means an event attended by
(a) family members, and

(b) close personal friends or close business associates of family members

family member with respect to a person means

- (a) parents, grandparents and great grandparents,
- (b) spouse, parents of spouse and stepparents of spouse,
- (c) brothers and sisters,
- (d) children or stepchildren, grandchildren and great grandchildren, and
- (e) aunts, uncles, cousins, nephews and nieces

fee or other charge includes a gift in lieu of a fee or charge given in connection with the event

wedding means the ceremony of marriage or a marriage-like ceremony and/or the reception celebration

music festival means concert or concert series no more than 24 hours in duration

Unless defined in this policy, terms used herein will have the meanings given to them in the ALCA or the Use Regulation.

RELATED POLICY:

ALC Policy L-04 *Activities Designated as a Farm Use: Agri-Tourism Activities in the ALR*

REFERENCE:

Agricultural Land Reserve Use Regulation (BC Reg. 30/2019), Sections 1, 13, 14 and 17.

Definitions

Section 1 in this regulation:

“gathering for an event” means a gathering of people on agricultural land for the purpose of attending

(a) a wedding, other than a wedding to which paragraph (c) (ii) applies,

(b) a music festival, or

(c) an event, other than

(i) an event held for the purpose of agri-tourism activity, or

(ii) the celebration, by residents of the agricultural land and those persons whom they invite, of a family event for which no fee or other charge is payable in connection with the event by invitees;

Alcohol Production

Section 13(1) In this section:

(e) gathering for an event, if the event is held only in the lounge referred to in paragraph (b) or the special event area under a special event area endorsement referred to in paragraph (c), and, for this purpose, section 17 [gathering for an event] does not apply;

Non-farm uses that may not be prohibited

Section 14 The non-farm uses referred under this Division may not be prohibited

- (a) by a local government enactment, or*
- (b) by a first nation government law, if the activity is conducted on settlement lands.*

Gathering for an event

Section 17 The use of agricultural land for the purpose of gathering for an event is permitted and may not be prohibited as described in section 14 if all of the following conditions are met:

- (a) the event is conducted on agricultural land that is classified as a farm under the [Assessment Act](#);*
- (b) no permanent facilities are constructed or erected in connection with the event;*
- (c) parking for those attending the event*
 - i. is available on that agricultural land,*
 - ii. occurs only in connection with that event, and*
 - iii. does not interfere with the productivity of that agricultural land;*
- (d) no more than 150 people, excluding residents of the agricultural land and employees of the farm operation conducted on that agricultural land, are gathered on that agricultural land at one time for the purpose of attending the event;*
- (e) the event is of no more than 24 hours in duration;*
- (f) no more than 10 gatherings for an event of any type occur on that agricultural land within a single calendar year.*

Agricultural Land Commission Act, S.B.C. 2002, c. 36, Section 1.

Definitions

Section 1(1)

“agricultural land” means land that

- (a) is included in the agricultural land reserve under section 15 (1.1), 17(3.1) or 45(1) of this Act, or*
- (b) was included under a former Act as agricultural land or land in an agricultural land reserve,*

Unless the land has been excluded from the agricultural land reserve under this Act or from an agricultural land reserve under a former Act;

REQUEST FOR DECISION

To: His Worship Mayor Harrison and Members of Council

From: Senior Planner

Title: 2023 Local Government Climate Action Program Survey

Date: June 24, 2024

Executive Summary/Purpose:

The purpose of this report is to present the City's 2023 submission for the provincial *Local Government Climate Action Program* (LGCAP) to fulfill the public reporting requirements of this annual provincial grant.

Motion for Consideration:

THAT: the 2023 City of Salmon Arm Local Government Climate Action Program Survey, attached to this Development Services Department memorandum as Appendix 1, be received as information.

Background:

Under the Ministry of Environment and Climate Change Strategy, the LGCAP initiative began in 2022, building on the previous Climate Action Revenue Incentive Program (CARIP) program which was the key implementation program rolling out from the 2008 B.C. Climate Action Charter. These provincial programs are intertwined with the City of Salmon Arm's history of environmental actions and climate initiatives, as described below.

2008 British Columbia Climate Action Charter

Along with the majority of other local governments in the province, in 2008 the City voluntarily signed the B.C. Climate Action Charter, a non-legally binding agreement between the provincial government, the Union of British Columbia Municipalities (UBCM) and local governments that acknowledges that climate change is a reality and establishes a number of goals to address the issue going forward.

Reserve Accounts

There are two reserve accounts that the City has maintained to support climate action: the Climate Action Reserve and the LGCAP Reserve.

The City claimed a carbon tax rebate via CARIP from 2008 until 2021, intended towards expenditures that reduce greenhouse gas emissions. The funds received have been placed in a Climate Action Reserve which has directly financed various projects. This Climate Action Reserve

fund (balance as of December 2023 - \$110,049.81) can support projects that allow the City to continue making progress towards carbon neutrality as determined through the budget process. Planned expenses in 2024 include:

- MUA/Glycol Loop Upgrade at the Shaw Centre - \$60,000
- Climate Action Plan - \$16,000

Initiated in 2022, the LGCAP program funds have been placed in an LGCAP Reserve account to support climate initiatives. As of December 2023, the LGCAP Reserve balance was \$261,629.36, with 2024 expected funding to be an additional \$147,082.00. Planned expenses in 2024 include:

- Climate Action Plan - \$84,000
- EV Readiness Assessment - \$75,000
- Public Works Shop LED Light Conversion - \$5,000
- Public Works Xeriscape Project - \$33,000
- Universal LED Street Light Conversion – Residential - \$52,065
- Animal Control EV Vehicle - \$85,000

2010 Facility Reports

In June 2010, four specific facility energy studies were completed to analyze the public works building, recreation centre, arena, and RCMP building, the City's largest producers of GHG emissions. The arena and recreation centre produce roughly 40% of the City's emissions. Following the recommendations of these reports has guided efforts towards projects to enhance the efficiency of these facilities.

2010 – 2020: CARIP Reports

As a participant in the CARIP program, the City completed annual reports detailing emissions and actions, posted on the City's website and provided to the Province in support of the City's application for the annual CARIP grant. Annual CARIP reports from 2010 to 2020 are available on the City's website. The CARIP program ended in 2021.

2019 Climate Emergency and Community Energy Association

In September 2019 City Council declared a climate emergency and engaged the Community Energy Association (CEA) to prepare a Community Energy and Emissions Plan (CEEP), and also became a member of the CEA. The CEA has provided support to staff through the CARIP process, particularly through reviewing reporting details and highlighting updates in the CARIP program.

2019 FCM-ICLEI Partners for Climate Protection (PCP) Program

Also in 2019, aligned with CEA membership, the City joined the Federation of Canadian Municipalities (FCM) Local Governments for Sustainability (ICLEI) Partners for Climate Protection (PCP) Program. The PCP program supports municipalities in taking action against climate change by reducing emissions, and consists of a five-step Milestone Framework, recognizing efforts that make a significant contribution to reducing Canada's GHG emissions. The City has been recognized for achieving PCP Milestone 1 for corporate GHG emissions, which is the creation of a baseline inventory and forecast.

2022 – Present: Local Government Climate Action Program (LGCAP)

Announced on May 16, 2022, the Local Government Climate Action Program (LGCAP) provides funding to support the implementation of local climate action that reduces emissions and prepares communities for the impacts of a changing climate. As a signatory to the BC Climate Action

Charter, the City is eligible to LGCAP funding subject to requirements, including GHG emissions reporting.

Corporate Emissions Inventory

The City’s corporate emissions inventory tracks energy consumption from operations and quantifies the corresponding GHG emissions. The service areas and required scope of a corporate emissions inventory are defined by guidance documents produced by the Green Communities Committee – a partnership between the provincial government, the Ministry of Environment and the UBCM. The City’s corporate emissions inventory was prepared by staff using these guidance documents, which are available on the BC Climate Action Toolkit website at www.toolkit.bc.ca. A summary of the City’s 2023 inventory is shown in Table 1 below.

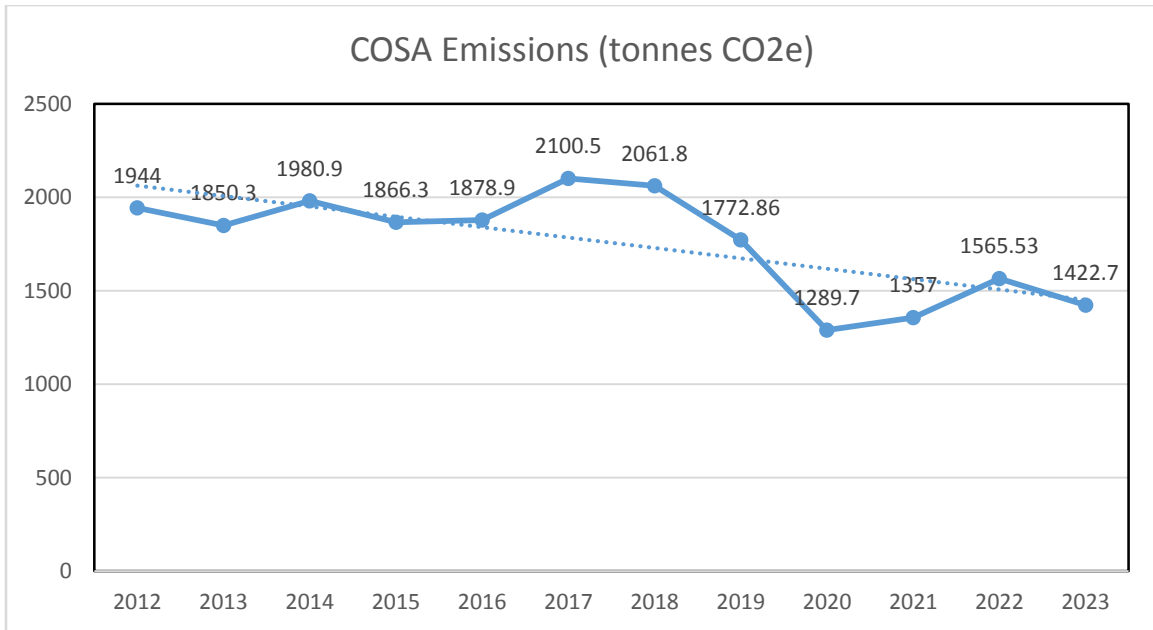
An expanded inventory is attached as Appendix 2. A detailed multi-department analysis could more accurately explain the annual variation in emissions, but in general changes may be attributed to weather (including snowfall and extreme temperature events), capital works projects, demand on programs and facilities (including pandemic-related fluctuating service demands), as well as improved efficiencies.

Table 1. Summary of the 2023 City of Salmon Arm Corporate Emissions Inventory

Service Area	Emissions (tonnes CO₂e)
Administration and Governance	55.7
Drinking, Storm and Waste Water	334.5
Solid Waste Collection, Transportation and Diversion	148.9
Roads and Traffic Operations	366.3
Arts, Recreation, Parks and Cultural Services	826.9
Fire Protection	105.8
Organic Waste Diversion	-415.4
Total	1422.7

* For context, the 2022 total was 1565.5, 2021 was 1357, and 2020 was 1289.7.

The total reported for 2023 represents the third lowest emissions total to date, following 2020 and 2021, as illustrated in the graph below. The significant reduction in emissions initiated in 2020 can be most significantly attributed to the Organic Waste Diversion program, as well as reduced municipal operations during the pandemic. Staff note that 2023 was a milder year in terms of temperature relative to 2022, as shown comparatively in Appendix 3.



Trends

With 12 years of tracking and reporting, some observable trends can be noted. In terms of highlighting what has worked, staff note that:

- the Curbside Organic Waste Diversion has resulted in the most significant emissions reduction;
- the conversion of street and facility lighting to LED lights has resulted in a reduction; and
- the introduction of hybrid fleet vehicles has also contributed to reductions.

Areas noted for improvement or future action towards emissions reduction include:

- the recreation centre and arena buildings mechanical / plant systems are the largest producers of emissions within the City and can be reduced with upgrades and life cycle replacements; and
- the operation of heavy equipment related to road maintenance, once the technology is available.

It is important to note that an increasing population supports a trend towards increased service provision which generally equates to increased emissions. As previously noted, general emission changes and annual fluctuations may be attributed to the climatic conditions, specifically snowfall and temperature (which affect heavy equipment use).

Carbon Neutrality

The City's corporate operations produced a total of 1,422.7 tonnes CO₂e in 2023. In order to be carbon neutral, the City would need to purchase 1,422.7 carbon offset credits from a provider of certified offsets.

Past quotes for carbon offset credits have ranged from \$16.00 to \$25.00 per tonne. To offset 1,422 tonnes CO₂e to become carbon neutral for the 2023 reporting year would cost in the range of \$22,000 to \$36,000 (not including associated administrative costs). For the reporting years up to and including 2022, the City has not opted to purchase offset credits to achieve carbon neutrality, and staff have not recommended the purchase of such offsets.

Provincial Context

The Province has regularly published summary reports detailing Local Government Climate Actions. The majority of participating local governments have not been carbon neutral, including Salmon Arm: approximately 70-to-75% of participants have not been carbon neutral. Staff have regularly monitored reports from comparable communities and have observed a somewhat predictable trend where communities with the coldest climates show relatively high emissions, while those in warmer climates report lower emissions. Of the carbon neutral communities, approximately one-third achieve carbon neutrality through their own actions (primarily landfill gas capture or through organic recycling programs), while approximately two-thirds purchase offsets (note that while the City contributes to the CSRD's landfill gas capture, the CSRD maintains all associated carbon credits).

Climate Actions

Local governments are required to report their emissions for the 2023 year to be LGCAP eligible and all of the provincial funding received is to be used towards climate action. The City has been measuring and publicly reporting on emissions and actions for several years now, as well as tracking related projects.

Ongoing Services and Climate Action Initiatives include:

- Ongoing Universal LED Street Lighting Project - Residential
- Ongoing Universal LED Street Lighting Project - Cobra Heads
- Ongoing Organic Waste Diversion program (weekly)
- Ongoing residential yard waste pick-up (bi-annual)
- Ongoing Water Conservation initiatives (universal metering implementation plan, source protection plan, education, implement staged water restrictions)
- Ongoing fleet vehicle replacements
- Ongoing Public Works small tool and equipment replacements

Projects completed in 2023 include:

- Road painting for bike lanes – 20 Street NE project
- Completion of Ross Street Underpass – May 2023
- City Hall - LED lighting conversions
- 2023 Sidewalk projects: 1.1 km new sidewalk, 80 km maintained
- 2023 Greenway Projects: 230 m new trails created, 230 m repaired, 43,790 m maintained

Future projects (2024 and beyond) include:

Parks

- Park washrooms light LED upgrades
- BC Hydro Community ReGreening grant program (new and replacement park trees)
- South Canoe – Bike Wash Station (2024)

Active Transportation

- Ongoing greenways enhancements:
 - School District Project - Jackson campus (2024)
 - Sunset Ridge project (2024)
 - Lambs Hill construction (2024)
 - Turner Creek repairs (2024)
- West Bay Connector Phase 1 (design stage)
- Various sidewalk upgrade projects and Active Transportation initiatives including:

- 16 Street/11 Avenue Sidewalk Replacement with Multi-Use Path (2024)
- 10 Ave SW – multi use path west of Piccadilly Mall (2024)
- Planning/design Lakeshore Road Improvements including multi-use path
- Planning/design Auto Road Connector project including multi-use path

Facilities

- Ongoing City office areas - LED office conversions
- Arena - Energy Conservation Measures (desuperheater and heat recovery, replacement of Makeup Air Unit, control programming)

Planning

- Complete Communities assessment
- Official Community Plan review process
- Climate Action Plan

The future projects listed are generally options and suggestions by City staff, subject to Council’s consideration through the annual budget process. LGCAP program funding is to be fully allocated to support climate action initiatives.

Referral Comments:

Planning Department

Staff have provided the 2023 City of Salmon Arm Climate Action Program Survey for information. The 2023 Climate Action Program Survey will be placed on the City’s website to communicate the City’s ongoing efforts to reduce GHG emissions.

Financial Considerations:

The purpose of this report is to present the submission for LGCAP to fulfill the public reporting and eligibility requirements of this annual provincial grant.

Prepared by: Senior Planner
 Reviewed by: Director of Planning & Community Services
 Approved by: Chief Administrative Officer

Attachments:

- Appendix 1: 2023 LGCAP Survey
- Appendix 2: 2023 GHG Summary
- Appendix 3: City Hall Energy Use



LGCAP SURVEY 2024

Introduction

Reaching [net-zero emissions](#) and adapting to a changing climate will require a whole-of-society approach. The Local Government Climate Action Program (the Program or LGCAP) aims to catalyze the efficient flow of financial resources, data and knowledge between Modern Treaty Nations, local governments, and the Provincial Government to allow for cost effective, impactful, locally implemented climate action. For more information about the Program, you can refer to the [website](#).

What is climate action?

For the purposes of this program, a climate initiative or action is one that reduces greenhouse gas (GHG) emissions (mitigation) and/or strengthens resilience to the impacts of climate change (adaptation). This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

Information collected will:

- Highlight local government and Indigenous climate leadership;
- Profile action by including local government and Modern Treaty Nation emissions, resilience and climate action performance data in the annual Climate Change Accountability Report;
- Help inform policy development and monitor progress on achieving provincial and local climate objectives; and
- Support provincial efforts to better collaborate with and support communities to advance climate action.

The survey was informed by:

- Feedback from local governments, Modern Treaty Nations and ministerial partners;
- National and international GHG reporting protocols; and
- The CDP (formerly [Carbon Disclosure Project](#), a global non-financial disclosure system).

Requirements

1. Reporting

1. Report on **at least one** project linked to objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#). If your community reports one initiative related

to one sector (e.g. buildings) you have satisfied this requirement. Funding for the project(s) does not need to come from this program.

2. For communities with populations of 10,000+ (based on 2020 BC Census data figures), measuring and reporting local government's traditional services emissions is required.
 3. Attest that funds will be allocated to climate initiatives before submitting your survey.
- Open-ended questions asking for one or more initiatives related to climate action may be highlighted in Provincial materials to acknowledge innovative local climate solutions. A template to submit climate action success stories for publication can be found on the [Local Government Climate Action Program webpage](#).

2. Deadline to submit the survey & attestation form

- The deadline for submitting your survey and attestation form is 4 PM PDT on July 31, 2024.

3. Posting the survey & attestation form publicly

- The design / format of the form can be changed, however, all information from required questions must be included.
- Optional questions and answers can be omitted.
- The deadline to post the survey and attestation form publicly is September 30, 2024.

Download a copy for your records!

Once submitted, you can download a copy of the completed survey and attestation form (PDF, Excel, and Word options). If you close this window before the download link appears, please reach out for a copy of your submission.

Support

If the survey is accidentally submitted, a submitted survey needs to be revised, or if you have any questions, please reach out to us at LGCAP@gov.bc.ca. We will be happy to help.

Thank you!

The LGCAP Team

The Survey

Climate Action Planning

Climate Action Plans are strategic roadmaps that identify how an organization will reduce their greenhouse gas (GHG) emissions (mitigation), increase their resilience to the impacts of climate change (adaptation), or a combination of both.

To answer the following questions, consider staff that contribute to activities that reduce greenhouse gas (GHG) emissions and/or strengthen resilience and the ability to adapt to climate-induced impacts. This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

*Question 1 a): How many staff in full time equivalents (FTEs) are dedicated to working specifically on climate action?

If a staff member is a climate action coordinator and works 100% on climate-related issues, add 1.0.

0

*Question 1 b): How many staff in full time equivalents (FTEs) are dedicated to working on climate action in other departments such as transportation or engineering?

For example: Can include staff in engineering, emergency management, transportation, waste management, etc. related to climate work but whose primary role is not working on climate action.

If a staff member works approximately 25% (please estimate) on climate-related issues, add 0.25.

Working on climate-related issues does not need to be written into the staff member's job description to be counted here.

0.5

*Question 2 a): Does your local government or Nation have a community-wide climate action plan or other guiding document(s)?

Yes

If yes, please select the type of plan(s) from the list.

In the textbox, indicate the date the plan was adopted/approved in format YYYY-MM. If you don't remember the month, you can enter "01" for January.

- Standalone energy-related plan
CEEP

Please include a link to the document or webpage if available.

CEEP - <https://www.salmonarm.ca/439/Climate-Action>

* Question 2 b): Does your local government or Nation have a corporate climate action plan or other guiding document(s)?

No

If not, please select one or more options from the list.

- No, but we are currently undertaking one and it will be completed in the next two years.

* Question 3: Has your local government or Nation declared a climate emergency?

Yes

* Question 4: Please select up to 3 challenges impeding the advancement of climate action in your community.

- Lack of staff capacity or expertise.
- Lack of financial resources.
- Lack of provincial or federal government support or collaboration.

Optional: Is local political support a challenge your local government faces that is impeding climate action?

No

Traditional Services Greenhouse Gas Emissions

Measuring traditional services emissions (defined in previous years as corporate emissions) is a Program requirement for all communities with a 2020 population of 10,000 and above (see population statistics

here). Traditional services GHG emissions are those produced by the delivery of local government or Modern Treaty Nation “traditional services” including:

- Fire protection,
- Solid waste management,
- Recreational / cultural services,
- Road and traffic operations,
- Water and wastewater management, and
- Local government administration.

Please see the following resources for guidance:

- [LGCAP Traditional Services Boundaries and Scope Guidance](#),
- [Scope Summary Document](#),
- [Traditional Services Inventory Reporting Tool](#),
- [Contracted Services Emissions Guidance](#),
- [Contracted Emissions Calculator](#),
- [BC Best Practices Methodology for Quantifying GHG Emissions](#), and
- [Emission Factors Catalogue](#).

* Question 5: For the 2023 calendar year, has your local government or Nation measured and reported associated traditional services GHG emissions?

Yes

If your local government or Nation measured 2023 traditional services GHG emissions, please report the GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent) from scope 1 and 2 sources.

954

If your local government or Nation measured 2023 traditional services GHG emissions, please report the GHG emissions from contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.

884.1

If your local government or Nation measured 2023 traditional services GHG emissions, please report the total GHG emissions from both directly delivered and contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.

This would be the sum of the two questions above.

1838.1

If your local government or Nation measured 2023 traditional services GHG emissions, please report what protocol you used to measure emissions.

Default reporting protocol

Optional: Please indicate how many tonnes of CO₂e are associated with facilities.

862.1

Optional: Please indicate how many tonnes of CO₂e are associated with mobile sources.

694.9

Please provide the link to the public report if available.

Optional

CEEP - <https://www.salmonarm.ca/439/Climate-Action>

Optional: Please provide any further comments you wish to share on traditional services emissions measurement and reporting here (e.g. system or approach used to measure traditional services emissions).

The City of Salmon Arm's total is 1422.7, which is 1838.1 less 415.4 related to organics diversion

Community-Wide Greenhouse Gas Emissions

B.C. Climate Action Charter signatories have committed to measuring and reporting their community-wide GHG emissions generated from all GHG sources (anthropogenic) within their community boundary.

The Community Energy and Emissions Inventory (CEEI) initiative provides a provincial framework for tracking and reporting energy and GHG emissions at a community-wide scale. It is published with a two-year lag; however, raw data can be requested by local governments that wish to measure and report their community-wide emissions for the buildings and solid waste sectors ahead of publication.

The Climate Action Secretariat (CAS) is aware that some local governments are developing their own community-wide GHG emissions inventories (separate from the provincial CEEI) . A better understanding of community-wide emissions measurement across B.C. will help CAS as we upgrade CEEI.

* Question 6: For the 2023 calendar year, have community-wide GHG emissions been measured for your local government or Nation?

No

If not, please select all that apply from the list.

- No, we do not measure and report community-wide emissions data due to lack of financial capacity.
- No, we do not measure and report community-wide emissions data due to lack of staff and technical capacity.

If not, has your community or Nation measured and reported community-wide emissions in the past?

No

* Question 7: Currently, the Province's legislated GHG emission reduction targets are 40% by 2030, 60% by 2040 and 80% by 2050, relative to 2007. Please state your local government or Nation's target(s).

Please enter "0" if no targets or baseline are established for the years given in the table.

	Reduction Percentage (format: e.g., 40)	Baseline Year (format: e.g., 2007)
2030	0	6%
2040	0	0
2050	0	0

If your local government or Nation's targets don't conform to the target years noted above, please enter them here. Format e.g.: target 2035 50% baseline 2010, target 2060 70% baseline 2010, ...

Target 6% reduction from 2007 levels by 2020. 2020 reduction from 2007 baselines was 17.5%.

* Question 8: Does your local government or Nation have net-zero or carbon-neutral emissions target(s)?

No

* Question 9: Please select up to three supporting indicators that would be most valuable to your local government or Nation to advance climate action (these indicators were previously reported through the Community Energy and Emissions Inventory initiative).

- Housing type: Private dwellings by structural type
- Residential density: Population and dwelling units per "net" land area
- Commute by mode: Employed labour force by mode of commute

Optional: Please provide any further comments you wish to share on community-wide emissions measurement and reporting here.

Provincial Policy Alignment - Mitigation

The [CleanBC Roadmap to 2030](#) is B.C.'s plan to meet provincial emissions reduction targets to be 40% below 2007 levels for 2030 and set us on course to reach net-zero emissions by 2050.

One requirement of this Program is that you must report on a minimum of one project linked to objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#) (CPAS). Funding does not need to come from this program. For questions 10-13, if your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement. That said, please select all that apply.

* Question 10: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2023 calendar year related to the **buildings sector**. This should not be limited to what your LGCAP funding supported.

Corporate

Corporate buildings policies, programs and actions.

- Highest efficiency standards for new space and water heating equipment.
- Efficiency upgrades/retrofits.

* Please highlight a community project(s) that was in-progress, ongoing or completed in the 2023 calendar year related to **buildings**.

Please enter NA if your community reported no buildings initiatives ongoing, completed or in-progress for 2023.

LED lighting conversions

* Question 11: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2023 calendar year related to the **transportation sector**. This should not be limited to what your LGCAP funding supported.

Corporate

Corporate transportation policies, programs and actions.

Implemented zero-emission vehicle first procurement policy for all local government on and off-road vehicles purchases.

Active transportation infrastructure investments.

* Please highlight a community project(s) that was in-progress or completed in the 2023 calendar year related to **transportation**.

Please enter NA if your community reported no transportation initiatives ongoing, completed or in-progress for 2023.

Road painting for bike lanes - 20 Street NE project

* Question 12: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2023 calendar year related to **community-wide and corporate action**. This should not be limited to what your LGCAP funding supported.

Corporate

Corporate climate policies, programs and actions

Other.

ongoing organic and residential yard waste diversion programs

* Please highlight a community project(s) that was in-progress, ongoing or completed in the 2023 calendar year related to **community-wide or corporate action**.

Please enter NA if your community reported no community-wide or corporate initiatives ongoing, completed or in-progress for 2023.

ongoing organic and residential yard waste diversion programs

Provincial Policy Alignment - Resilience and Adaptation

The goal of climate adaptation is to reduce risk and vulnerability associated with climate change impacts. To manage climate impacts, local governments and Nations are integrating climate adaptation principles into decisions and everyday activities.

One requirement of this Program is that you must report on at least one or more project(s) linked to one or more objectives from the [CleanBC Roadmap to 2030](#) and/or the [Climate Preparedness and Adaptation Strategy \(CPAS\)](#) in Questions 10-13. If your community reports one initiative related to one sector you have satisfied this requirement, but please select all that apply for Questions 10-13.

* Question 13: Please indicate all initiatives your local government or Nation had completed, ongoing or in-progress in the 2023 calendar year to adapt to and build resilience to climate impacts. This should not be limited to what your LGCAP funding supported.

Corporate

Corporate resilience and adaptation policies, programs and actions.

- Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the asset or project level.
- Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions.
- Collaboration with other communities on resilience planning/initiatives.
- Monitoring climate risks or impacts (floods, wildfire, etc.).
- Utilizing natural assets/nature-based solutions.
- Developing emergency/hazard response plans.

* Please highlight one or more climate adaptation project(s) that were completed, ongoing or in-progress in the 2023 calendar year to reduce risk and increase resilience. Please enter NA if your community reported no community-wide or corporate initiatives ongoing, completed or in-progress for 2023.

Please note that highlights for resilience actions may be shared with the Ministry of Emergency Management and Climate Readiness (EMCR) for them to use on [ClimateReadyBC](#) as part of their work on sharing info on climate resilience in BC. EMCR may follow up for more details if needed.

Wildfire Fuel Load Reduction - Little Mountain

* Question 14 a): Has a climate risk and vulnerability or similar assessment been undertaken for your local government or Nation?
Please select all that apply. In the textbox, please provide the link to the public assessment if available.

No

If not, please select one or more options from the list.

- No, we are not intending to undertake due to lack of financial capacity.
- No, we are not intending to undertake due to lack of staff and technical capacity.

* Question 14 b): Are you integrating climate risk into asset management, budgeting and climate action plans?

No

* Question 15: What are the most significant climate hazards and impacts faced by your jurisdiction and what is the timeframe of their expected impact on your community?
For each selection, please indicate if the timeframe of their expected impact is short, medium, long or not sure. (short [current/by 2025]; medium [2026-2050]; long [beyond 2050])

Extreme heat and heat stress

short

Extreme cold, snow and ice

short

Wildfire

short

Wildfire smoke

short

Wind, rain, and other storm events

short

Human health impacts

medium

* Question 16: What information do you need to know to be able to plan effectively for the future of your community, with respect to the hazards and impacts identified in Question 15? Please select one or more of what you consider the most valuable types of information for planning.

- Local knowledge
- Localized climate modelling and projected scenarios
- Assessment of potential community impacts
- Assessment of community vulnerabilities
- Risk assessment of hazards
- Mapping of climate change impacts and hazards
- Demographic information
- Projected development
- Adaptation planning information
- Technical expertise to implement solutions
- Community/stakeholder engagement and support
- Information on partnership opportunities
- Examples of actions taken by other communities

Optional: What resilience indicators are of most value to your local government or Nation?

* Question 17: Based on the hazards and impacts you indicated as most significant in Question 15, which groups are most vulnerable to the impacts of those climate hazards and impacts?

- Low-income households

- Indigenous Peoples
- Racialized communities
- Newcomers to Canada (immigrants and refugees)
- People experiencing homelessness
- Seniors
- Women and girls
- Persons with disabilities
- LGBTQIA2S+: Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, Two-Spirit, and additional sexual orientations and gender identities
- People living alone/isolated

* Question 18: Of the hazards and impacts identified in Question 15, please specify the associated adaptation measures completed or in-progress in the 2023 calendar year, if any.

If entering a hazard under "Other", please also write the hazard in the "Adaption measure" textbox.

Hazard	Adaptation measure
Extreme heat and heat stress	mapping to identify affected areas
Extreme cold, snow and ice	increased service levels
Water shortages	
Wildfire	fuel load mitigation programs
Wildfire smoke	indoor service provision
Overland flooding	
Coastal flooding, storm surge events and/or other coastal hazards	
Wind, rain, and other storm events	stormwater planning
Ecological impacts	
Human health impacts	
Cultural impacts	
Power outages	
Other	

Equity

Taking an equity-informed approach to climate action is about enhancing climate resilience for everyone in B.C., regardless of where and how they live and requires a just approach that integrates equity considerations into climate planning and adaptation responses.

* Question 19: How does your local government or Nation ensure equitable access to and distribution of climate action opportunities and benefits?

Please select all that apply.

- By collecting and analyzing disaggregated and/or spatial data on the impacts of climate policy and change.
- By engaging with equity seeking groups/frontline communities most impacted by climate policy and change.
- By designing and implementing climate actions that remove barriers to participation in planning and programs faced by equity seeking groups/frontline communities most impacted by climate change.
- There are no specific measures in place to ensure equitable access to and distribution of opportunities and benefits.

Optional: Please highlight a climate initiative completed or in-progress in the 2023 calendar year that promotes equity and inclusion.

Active Transportation Network planning and implementation offers a more equitable transportation system

LGCAP Year 2 Funding

The Program must be able to demonstrate the impact this funding has on greenhouse gas emissions reductions and resilience and adaptation in B.C. To substantiate the Program, we must develop a baseline understanding of where local governments and Nations are at with respect to climate action and track progress over time.

Please do your best to specify how much of your LGCAP funds was invested for each initiative undertaken without double counting.

* Question 20: What did/will your local government or Nation spend its LGCAP funding on for year two of the Program (2023)?

Please select all that apply and indicate the total dollar value associated with each initiative.

Please ensure the amount(s) entered for Question 20 equals your local government or Nation's total LGCAP funding received in 2023.

Corporate

Options listed below, titled "Corporate initiatives". This is better viewed in the online format in SimpleSurvey.)

Funds on hold

Funds on hold - How will funds be allocated?

No decision has been made.

Corporate Initiatives

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

Climate study

84000

Buildings initiatives

Corporate buildings policies, programs and actions.

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

Efficiency upgrades/retrofits.

65000

Transportation initiatives

Corporate transportation policies, programs and actions.

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

Implemented zero-emission vehicle first procurement policy for all local government on and off-road vehicles purchases.

2023

Implemented a zero-emission vehicle preference or requirement for contracted work from a service provider.

2023

Active transportation infrastructure investments.

0

Electric vehicle charging studies/planning.

75000

* Please highlight the initiative(s) your local government or Nation's LGCAP year two funding will support.

• Climate Action Plan - \$84,000 • EV Readiness Assessment - \$75,000 • Public Works Shop LED Light Conversion - \$5,000 • Public Works Xeriscape Project - \$33,000 • Universal LED Street Light Conversion – Residential - \$52,065 • Animal Control EV Vehicle - \$85,000

* Question 21 a): How much additional funding for climate action were you able to invest by leveraging your LGCAP funds? This could include matching grants as well as private investment.

Format: no dollar sign and up to two decimal places

0

* Question 21 b): Please list the funding programs leveraged and associated funders (i.e. Investing in Canada Infrastructure Program, Canada/Province).
Please enter "NA" if no funds were leveraged.

na

* Question 22: What is your internal decision criteria for spending LGCAP dollars?

Staff prioritize and recommend based on local policies. Council consideration through the annual budget process.

* Question 23: Does your local government or Nation use a formal framework to apply [a climate lens](#) on infrastructure planning and decision-making?

This could include the Provincial preliminary GHG assessment guidance, the Federal climate lens guidance, or another climate lens framework.

No

Question 24: What is the value in the Program's continuity for your community?

Optional

This program facilitates data collection and public reporting which may not otherwise be completed. It provides an opportunity to communicate changes in policy or available resources to local communities and helps fund projects that may not otherwise be completed.

Please note on posting the survey publicly:

- All information from required questions must be included.
- Optional questions and responses can be omitted.
- The Province will use the information for internal purposes only.
- When posting the survey publicly, the design / format of the form can be changed.

Local Government Climate Action Program Attestation Form

Instructions for the Attestor (CFO or equivalent staff person):

- Complete and sign this form by filling in the fields below.

I, the Chief Financial Officer, or equivalent position, attest to the following:

1. That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
2. That Local Government Climate Action Program funds for years 1 and 2 received in 2022 and 2023 will be spent by March 31, 2025.
3. That Local Government Climate Action Program funds for years 3-5 received in 2024 will be spent by March 31, 2028.
4. That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2024.

Attested by (first name, last name)

Professional title

Local government or Modern Treaty Nation

Date

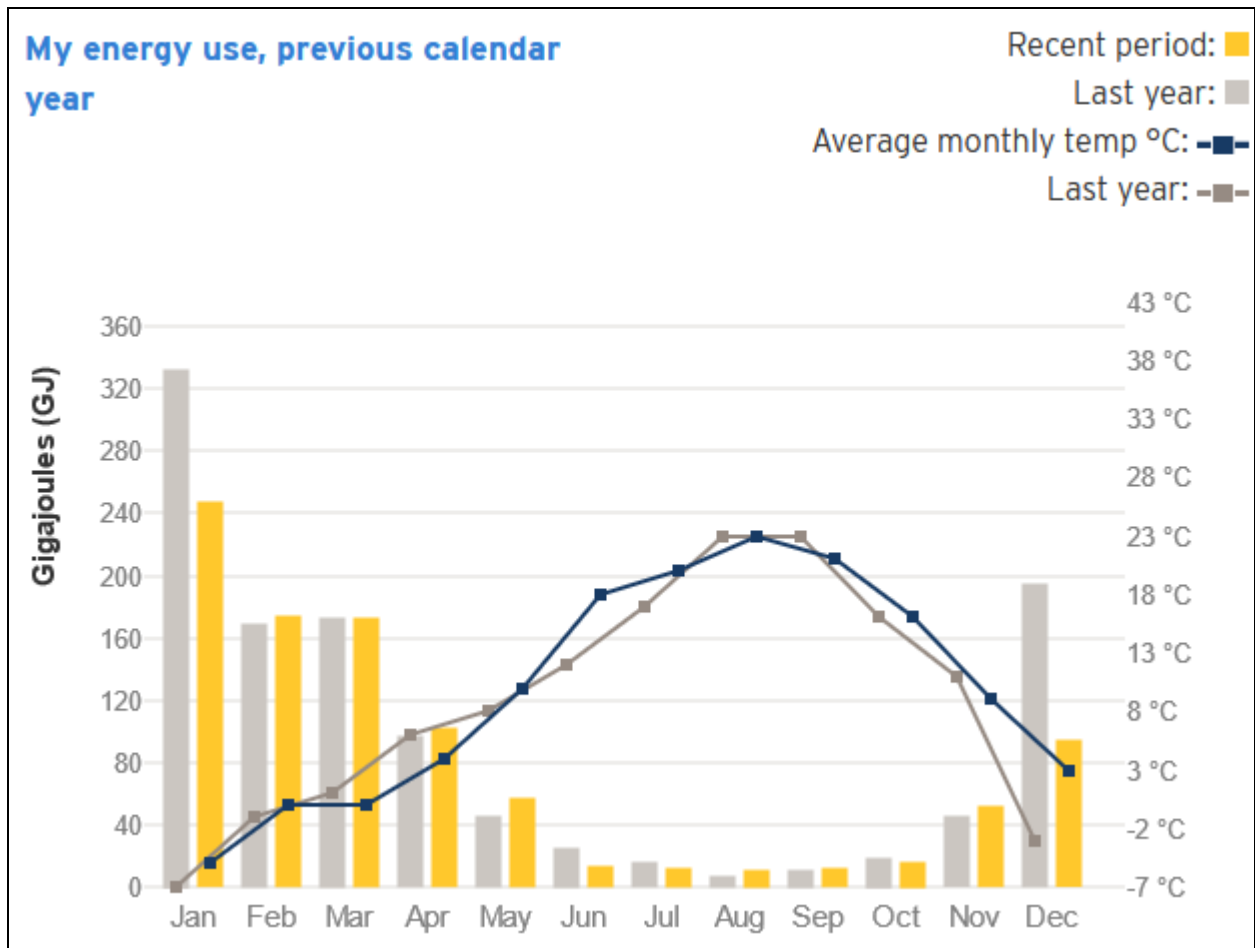
Attestor signature

Please note: We did hear feedback to allow for file upload e-signatures and have looked into this. Unfortunately, uploaded files do not appear on the final report, and they must be digitally drawn in SimpleSurvey.

If you require a redo for the digitally drawn signature, please click the trash can. If that doesn't work, please submit your survey then contact us at LGCAP@gov.bc.ca.

Service Area	Emissions (tonnes CO ₂ e)											
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Administration and Governance	72	42.9	60.7	55.4	53.1	74.57	78.02	70.74	57.74	56.35	64.81	55.7
Drinking, Storm and Waste Water	462	403.4	455.8	427.9	405.4	451.26	427.23	418.35	324.6	328.2	352.87	334.5
Waste Collection, Transport and Diversion	107	106.5	119.5	113.8	116.5	115	123.1	113.5	133	164.5	160.9	148.9
Roads and Traffic Operations	266	344.7	361.6	367.1	369	415.59	425.94	427.53	389.5	365.4	358.59	366.3
Arts, Rec, Parks and Cultural Services	932	858.3	877.3	806.7	843.2	932.53	904.44	875.82	742.94	790.33	909.32	826.9
Fire Protection	105	94.5	106	95.4	91.7	111.55	103.1	106.12	99.9	105.32	122.04	105.8
Subtotal	1944	1850.3	1980.9	1866.3	1878.9	2100.05	2061.8	2012.06	1747.7	1810.1	1968.53	1838.1
Organic Diversion	0	0	0	0	0	0	0	-239.2	-458	-453.1	-403	-415.4
Total	1944	1850.3	1980.9	1866.3	1878.9	2100.5	2061.8	1772.86	1289.7	1357	1565.53	1422.7

City Hall Energy Use Data – 2022 and 2023





REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Fire Chief - Purchase Recommendation – Replacement of Wildland Engine Unit. No. 215

Date: June 24, 2024

Motion for Consideration:

THAT: The 2024 budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding for the replacement of Unit No. 215, Mini Pump/Bush Truck in the amount of \$9,000.00 allocated from Fire – Emergency Apparatus Reserve Fund;

AND THAT: Council approve the purchase for the replacement of Unit No. 215 with a 2024 Ford Wildland Fire Engine from Rocky Mountain Phoenix Inc. in the amount of \$264,900.00 plus taxes.

Background:

In 2023, a survey was completed estimating the cost of a new type 5 wildfire engine replacing the current 1986 model. This type of engine is smaller than a standard fire engine primarily used for wildfire/brush fires and 4 wheel drive making them more versatile for accessing the back country.

As indicated during budget deliberations, as this is a smaller type apparatus, it is not subject to the Fire Underwriter requirements for replacement. However given the existing unit is 38 years of age, it is starting to have mechanical issues where parts are unavailable.

A Request for Proposal was sent to three manufacturers. Proposals received as follows:

Supplier	Commercial Emergency Equipment Co.	Rocky Mountain Phoenix Inc.	Safetek Emergency Vehicles
Price	\$ 242,065.00 plus taxes *Did not meet specifications	\$ 264,900.00 plus taxes	\$ 292,334.00 plus taxes

The lowest bid from Commercial Emergency Equipment did not meet specifications including scene lighting, hard suction hose, strainers and supply and installation of 2-way radio. Delivery time was also unreasonable, estimated at twelve (12) months.

Following a thorough review, the proposal from Rocky Mountain Phoenix Inc. meets the specifications and can be delivered within 120 days. Rocky Mountain Phoenix Inc. manufactures the apparatus in Alberta and has previously supplied fire apparatus to the City of Salmon Arm with excellent quality and service.

Staff recommend that the award of the purchase to Rocky Mountain Phoenix Inc. from Red Deer, Alberta.

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:

The approved 2024 budget for this purchase was \$275,000.00 from the Fire – Emergency Apparatus Reserve Fund. To proceed with the purchase from Rocky Mountain Phoenix Inc., a budget amendment is required in the amount of \$9,000.00. Therefore it is recommended that the 2024 budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding for the replacement of Unit No. 215, Mini Pump/Bush Truck from the Fire – Emergency Apparatus Reserve Fund.

Once the new unit is placed into service, the existing 1986 truck will be sold with an estimated salvage value of \$5,000.00.

Alternatives & Implications:

Should Council choose not to replace this truck, the existing unit will be utilized as long as operationally feasible. After which service levels will decrease.

Communication:

N/A

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

Attachments:

- None



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Chief Financial Officer – 2024-2025 RCMP Funding (2025 Budget)

Date: June 24, 2024

Motion for Consideration:

THAT: The City of Salmon Arm approve, in principle, the 2024/2025 budget of \$5,929,654 under the Municipal Policing Contract of which the City is responsible for 90% thereof.

AND THAT: The City of Salmon Arm approve, in principle, the 2024/2025 budget of \$244,836 for guards and matrons.

Background:

The City has received the RCMP Multi Year Financial Plan (MYFP) for 2025/2026 to 2029/2030 and must provide a letter of ‘approval in principle’ regarding the **2025/2026** budget as required by the Ministry of Public Safety and Solicitor General.

This ‘letter of approval in principle’ does not mean that Council endorses the budget set for the City of Salmon Arm (City), but rather, it is a budget allocation/planning tool used by the Federal Treasury Board. The Federal Treasury Board must have this letter in order to set aside sufficient financial resources to fund their share of the Municipal RCMP Contract costs.

The forecast presented for approval in principle is based on a contract strength of 21 members. Historical actual average FTE is approximately 17 members.

Legislative authority / plans / reports:

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

Financial Considerations:

The five (5) year forecast represents an increase in costs in each year as compared to the last five (5) year forecast received by the City. The 2025/2026 budget contains an increase of \$389,860 which is primarily attributed to increases associated with (amounts are approximate and at 100%):

- Wages – \$150,400;
- Pensions - \$45,750;
- Divisional Administration (Core Administration, Payments in Lieu of Leave, Health Services & Special Leaves) - \$71,820;
- Professional Services (including body worn cameras and training) - \$39,370;
- Fuel & Materials - \$48,140; and
- Machinery & Equipment - \$31,840.

In addition the RCMP vehicles replacement estimate has increased \$18,000. The City allocates funding to a Police Vehicle Replacement Reserve Fund annually and budgets for these replacements separately under capital expenditures.

The MYFP also outlines the annual Earned Retirement Benefit payment of \$23,073 as approved by Council in 2020 and the Green Timbers Accommodation payment of \$12,840 as per Provincial settlement agreements. It also includes a budget estimate of \$244,836 for 2025/2026 for Guards/Matrons (Prisoner Costs). Guards/Matrons are responsible for the monitoring and well-being of prisoners while in the care of the Police. The City is billed according to the MYFP for prisoner costs (based on actual prior year costs of Provincial, Federal and municipal prisoners). However, the City is only responsible for municipal prisoners and receives a reimbursement from the Province for those that are Federal and Provincial and therefore the actual costs to the City are less. None of the above noted payments are included in the 2025/2026 budget of \$5,929,654 as they are payments for which the City is 100% responsible. They are however included as separate items and included in the 2024 budget.

The recently settled collective agreement expired on March 31, 2023 and therefore the MYFP for 2025/2026 includes a non-contractual wage estimate of 3.5% for planning purposes. E-Division has recommended that contract partners build a contingency to mitigate the impact of future negotiated rates.

RCMP retroactive wage increases have not been included in the current (2024/2025) budget and is estimated by E Division to be \$4,050 per member (3.5% increase) for the period April 1, 2023 – December 31, 2023. At the end of 2023, the City accrued a liability equal to \$61,965 based on 17 members for retroactive wages and has set aside police budget savings to ensure funding is in place to address these retroactive wages.

The 2025/2026 forecast for the City's budget year 2025 equates to a 1.63% increase in taxes and has been adjusted to reflect the City's calendar year. Future years, 2026 through 2029, reflect approximate tax increases of 0.85%, 0.85%, 1.02% and 1.09% respectively. Note these increases do not reflect any budget reductions made by the City for vacancies or transfers from the RCMP Operating Reserve.

Alternatives & Implications:

If the 'letter of approval in principle' is not received, services could be reduced to our community due to a shortfall in funding from the Federal level to the Provincial level. It is therefore recommended that Council approve in principle the 2025/2026 policing budget of \$5,929,654 and guards/matrons budget of \$244,836.

Communication:

Should Council support the 2024/2025 budget in principle, the City will provide a response letter to Ms. Simmie Smith, Director of Strategic Services Section, Mr. Glen Lewis, Assistant Deputy Minister and Director of Police Services, and Sgt. Scott West, Detachment Commander.

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

Attachments:

- Policing Cost Budget Projections

**Policing Costs
Budget Projections - Next Five Years**

<i>Summary</i>	2024	2025	2026	2027	2028	2029
Police Fiscal Year						
Total Costs	\$ 5,539,794	\$ 5,929,654	\$ 6,089,064	\$ 6,327,763	\$ 6,594,408	\$ 6,873,968
Less: Vehicles	(132,000)	(150,000)	(156,000)	(162,000)	(168,000)	(174,000)
	<u>\$ 5,407,794</u>	<u>\$ 5,779,654</u>	<u>\$ 5,933,064</u>	<u>\$ 6,165,763</u>	<u>\$ 6,426,408</u>	<u>\$ 6,699,968</u>
CSA Cost @ 90%	\$ 4,867,015	\$ 5,201,689	\$ 5,339,758	\$ 5,549,187	\$ 5,783,767	\$ 6,029,971
No. of Members	21	21	21	21	21	21
Cost Per Member	<u>\$ 231,763</u>	<u>\$ 247,699</u>	<u>\$ 254,274</u>	<u>\$ 264,247</u>	<u>\$ 275,417</u>	<u>\$ 287,141</u>
<u><i>Status Quo</i></u>						
Per Member Increase	\$ 15,936.86	\$ 6,574.71	\$ 9,972.81	\$ 11,170.50	\$ 11,724.00	
No. of Members	21	21	21	21	21	21
Total Cost Increase	<u>\$ 334,674</u>	<u>\$ 138,069</u>	<u>\$ 209,429</u>	<u>\$ 234,581</u>	<u>\$ 246,204</u>	
Equivalent Tax Increase	1.49	0.62	0.93	1.05	1.10	
Total Cost Per Member	\$ 247,699	\$ 254,274	\$ 264,247	\$ 275,417	\$ 287,141	
No. of Members	21	21	21	21	21	21
Total Annual Cost	<u>\$ 5,201,689</u>	<u>\$ 5,339,758</u>	<u>\$ 5,549,187</u>	<u>\$ 5,783,767</u>	<u>\$ 6,029,971</u>	

City Calendar Year

City Calendar Year						
Total Costs						
Jan - March	\$ 1,252,698	\$ 1,384,949	\$ 1,482,414	\$ 1,522,266	\$ 1,581,941	\$ 1,648,602
April - June	1,384,949	1,482,414	1,522,266	1,581,941	1,648,602	1,718,492
July - Sept	1,384,949	1,482,414	1,522,266	1,581,941	1,648,602	1,718,492
Oct - Dec	1,384,949	1,482,414	1,522,266	1,581,941	1,648,602	1,718,492
	<u>\$ 5,407,543</u>	<u>\$ 5,832,189</u>	<u>\$ 6,049,212</u>	<u>\$ 6,268,088</u>	<u>\$ 6,527,747</u>	<u>\$ 6,804,078</u>
Less: Vehicles	(132,000)	(150,000)	(156,000)	(162,000)	(168,000)	(174,000)
	<u>\$ 5,275,543</u>	<u>\$ 5,682,189</u>	<u>\$ 5,893,212</u>	<u>\$ 6,106,088</u>	<u>\$ 6,359,747</u>	<u>\$ 6,630,078</u>
CSA Cost @ 90%	\$ 4,747,989	\$ 5,113,970	\$ 5,303,890	\$ 5,495,479	\$ 5,723,772	\$ 5,967,070
No. of Members	21	21	21	21	21	21
Cost Per Member	<u>\$ 226,095</u>	<u>\$ 243,522</u>	<u>\$ 252,566</u>	<u>\$ 261,689</u>	<u>\$ 272,561</u>	<u>\$ 284,146</u>
<u><i>Status Quo</i></u>						
Per Member Increase	\$ 17,428	\$ 9,044	\$ 9,123	\$ 10,871	\$ 11,586	
No. of Members	21	21	21	21	21	21
Total Cost Increase	<u>\$ 365,981</u>	<u>\$ 189,920</u>	<u>\$ 191,589</u>	<u>\$ 228,293</u>	<u>\$ 243,298</u>	
Equivalent Tax Increase	1.63	0.85	0.85	1.02	1.09	
Total Cost Per Member	\$ 243,522	\$ 252,566	\$ 261,689	\$ 272,561	\$ 284,146	
No. of Members	21	21	21	21	21	21
Total Annual Cost	<u>\$ 5,113,970</u>	<u>\$ 5,303,890</u>	<u>\$ 5,495,479</u>	<u>\$ 5,723,772</u>	<u>\$ 5,967,070</u>	



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Corporate Officer – 2023 Annual Report

Date: June 10, 2024

Motion for Consideration:

THAT: Council receive the City of Salmon Arm 2023 Annual Report for information.

Background:

The City of Salmon Arm 2023 Annual Report has been compiled, and made available for public inspection, pursuant to Section 98 of the *Community Charter*. The report highlights the City’s strategic goals, achievements, future priorities and financial position at the end of 2023.

The report was available for viewing on the City’s website on June 5, 2024 and hard copies available at the front counter of City Hall on June 10, 2024. As at June 21, 2024 no submissions have been received.

In addition, a notice was published in the Salmon Arm Observer on June 20, 2024 to advise that Council will consider submissions from the public about the report at the June 24, 2024 Regular Council meeting.

A copy of the 2023 Annual Report has been distributed to Mayor and Council.

Legislative authority / plans / reports:

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

Financial Considerations:

Alternatives & Implications:

Communication:

The 2023 Annual Report will be available on the City's website on a permanent basis.

Prepared by: Corporate Officer

Approved by: Chief Administrative Officer

Attachments:

- 2023 Annual Report

2023 Annual Report

For the fiscal period ending December 31, 2023





CITY OF SALMON ARM

The City of Salmon Arm 2023 Annual Report has been prepared by the Corporate Services & Financial Services Departments, pursuant to section 98 of the *Community Charter*.

Box 40 500 2 Avenue NE

Salmon Arm, BC

V1E 4N2

250.803.4000

cityhall@salmonarm.ca

 www.salmonarm.ca



@CityOfSalmonArm



@cityofsalmonarmbc



@SalmonArmBC



@SalmonArmBC



Secwépemc Landmarks Project, Sculpture Unveiling
R.J. Haney Heritage Village & Museum
September 21, 2023



Kayleigh Seibel Photography



Secwépemc Landmarks Project, Písell Sculpture
R.J. Haney Heritage Village & Museum
September 21, 2023



Kayleigh Seibel Photography

"Mayor & Council are grateful for the land on which the City of Salmon Arm is located, which is the traditional territory of the Secwépemc People, with whom we share these lands, and where we live & work together."





Western Grebe
Marine Peace Park Wharf
May 24, 2023
John G Woods



Table of Contents



Introductory Section

Territorial Acknowledgment.....	3
Message from the Mayor.....	6
Message from the Chief Administrative Officer.....	7
Meet Your Council.....	9
Meet the City Management.....	11
Organizational Chart.....	11
Our Vision & Values.....	14
Our Core Services	16
Our Support Services.....	17
Our Strategic Drivers.....	19
Community Profile	20
Who Does What?.....	23
Departmental Reports.....	27

Financial Section

Message from the Chief Financial Officer.....	42
Annual Budget	45
City Award	48
2023-2027 Financial Plan	50
Average Residential Taxes	52
Tax Exemptions	53
Community Grants	55
Funds Provided to other Agencies	56
Statement of Financial Information	57
Financial Statements	64
Management's Responsibility for Financial Reporting.....	65
Independent Auditor's Report	66
Financial Statements	
▪ Statement of Financial Position	68
▪ Statement of Operations	69
▪ Statement of Change in Net Financial Assets	70
▪ Statement of Cash Flows	71
Notes to the Financial Statements	72
▪ Schedules to Financial Statements (Unaudited)	
▪ Schedule 1 – Covid-19 Safe Restart Grant	99
▪ Schedule 2 – Growing Community Funds Grant	100
Financial Statistics.....	101
Photo Credits.....	116

Message from the Mayor



2023 was filled with both celebrations and challenges. In mid-August the wildfires in the North Shuswap erupted. Smoke engulfed our region. Our city welcomed hundreds of evacuees. Thank you to the many volunteers who did everything they could, to bring some comfort and calm to those fleeing the fire.

We also celebrated the completion of two major projects in our city. In May the Ross Street Underpass opened. We now have safe easy access to our waterfront. The Salmon River Bridge west highway project was also completed, concluding with the naming of the new, "Dr. Mary Thomas Bridge."

Housing and water infrastructure were our focus. Housing starts continue to be strong, with higher density units being started in the city core. Our focus is specifically on purpose -rental, with several larger rental projects underway. Residents have noticed extensive in-ground construction work, as we replace aging water pump stations and upsize water piping.

Despite the late summer wildfires and corresponding cancelling of key events, our residents pulled together to support one another. We live in a wonderful place. It is the people who live here who make Salmon Arm extra special!

Sincerely,

A handwritten signature in black ink, appearing to be 'Alan Harrison', written in a cursive style.

Alan Harrison, Mayor
City of Salmon Arm



Message from the CAO

As I reflect on the past year, I am incredibly proud of what the City accomplished in 2023. With clear direction from Council, and the dedicated efforts of staff and community partners, we were able to move forward on many important initiatives. This report showcases the City's strong financial position, the progress we are making on Council's Corporate Strategic Plan and the many core services we provide.

Notably, the much anticipated Ross Street Underpass was completed, effectively bringing the waterfront into downtown and significantly increasing safety. The Marshlands shelter was opened, providing year-round support for those experiencing homelessness in our community. We also began planning for the 2024 BC 55+ Games and the long-awaited Official Community Plan (OCP) review kicked off.

Staged water restrictions were implemented, and you did your part to conserve. We heard what you had to say and modified the program for 2024 so that food bearing plants could continue to be watered during all stages, acknowledging the importance of food security at a time when the cost of living has been steadily increasing.

Looking ahead, we will be working through the Small Scale Multi Unit Housing legislative changes intended to facilitate more options for housing in our community. This will also come with changes to how citizens can participate in zoning amendments as public hearings for rezonings will be discontinued for housing projects that are consistent with the City's OCP. These changes make participating in the OCP review even more important.

Planning is also underway for the Water Pollution Control Centre expansion. This critical infrastructure is nearing its capacity and is vitally important to the health of our community. We will share updates as the project progresses.

There is so much to celebrate in Salmon Arm. I hope you find this report informative, but invite you to reach out to staff with your questions, concerns and ideas. We want to hear from you and will ensure that there are opportunities to engage on the issues that are important to you.

Sincerely,



Erin Jackson, Chief Administrative Officer
City of Salmon Arm





Canoe Beach Expansion Project Completion

Canoe Beach

August 8, 2023



City of Salmon Arm

Meet Your Council (2022 - 2026)



Debbie Cannon

- Development & Planning Services Committee
- Columbia Shuswap Regional District (Rep. I Alt)
- First Nations Partnerships, West Bay Connector
- Shuswap Recreation Society
- Shuswap Watershed Council
- MIABC Voting (2nd Alt)
- Rail Trail Liaison (Alt)
- Salmon Arm Fall Fair Liaison



Tim Lavery

- Development & Planning Services Committee
- Active Transportation Advisory Committee
- Greenways Liaison Committee
- Downtown Parking Commission
- Housing Task Force
- Columbia Shuswap Regional District Rep. II
- Fire Smart Liaison



Kevin Flynn

- Development & Planning Services Committee
- Columbia Shuswap Regional District Rep. I
- Downtown Salmon Arm (DSA)
- MIABC Voting Delegate
- SEP Executive Committee Liaison



**Louise Wallace
Richmond**

- Development & Planning Services Committee
- District Arts Council
- Housing Task Force
- Social Impact Advisory Committee
- Shuswap Regional Airport Commission
- Kelowna Airport Committee
- MIABC Voting Delegate and Alternate (1st Alt)
- Okanagan Regional Library (Alt)



Sylvia Lindgren

- Development & Planning Services Committee
- Environmental Advisory Committee
- Okanagan College Regional Advisory Committee
- Okanagan Regional Library Board
- Salmon Arm Roots and Blues Festival Liaison
- Salmon Arm Bay Nature Enhancement Society



David Gonella

- Agricultural Advisory Committee
- Chamber of Commerce
- Community Heritage Commission
- Salmon Arm Museum/Heritage Association Advisory
- Shuswap Community Futures



Downtown Kick Off Party, Roots & Blues Festival

Alexander Street

August 15, 2023



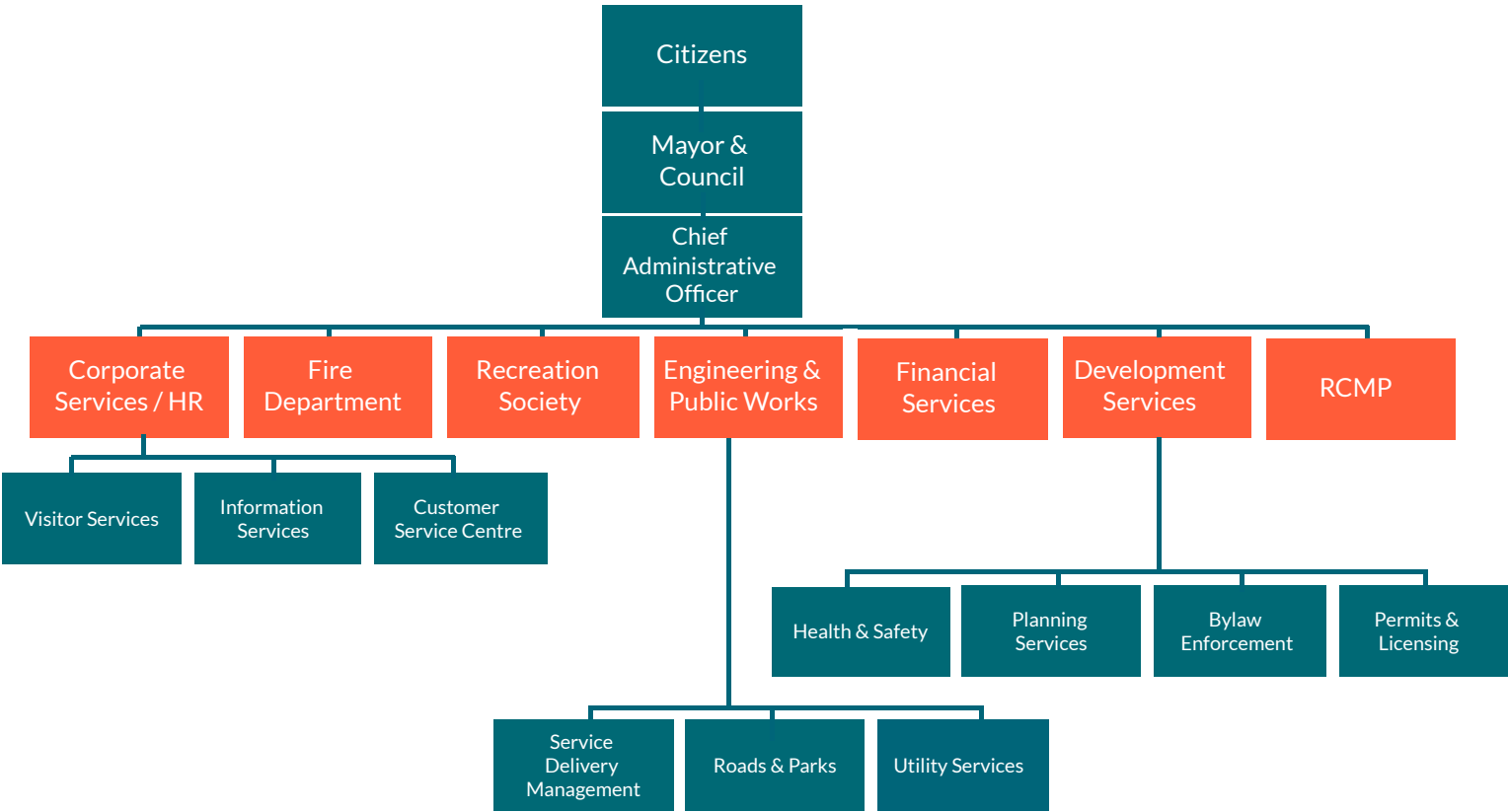
Vanessa Morris Photography

Meet Your City Management Team



(L-R) Chelsea Van de Cappelle (Chief Financial Officer), Rob Niewenhuizen (Director of Engineering & Public Works), Erin Jackson (Chief Administrative Officer), Brad Shirley (Fire Chief), Sue Wood (Director of Corporate Services)
 Missing: Gary Buxton (Director of Planning & Community Services)

Our Organizational Chart





60th Anniversary Celebration
R.J. Haney Heritage Village & Museum
July 10, 2023



Salmon Arm Observer, Lachlan Labere



25th Annual Spooktacular Event
R.J. Haney Heritage Village & Museum
October 21, 2023



Salmon Arm Observer, Lachlan Labere





Kenthen Thomas, Secwépemc Storyteller Series

Salmon Arm Arts Centre

August 12, 2023



Salmon Arm Arts Centre



Our Vision

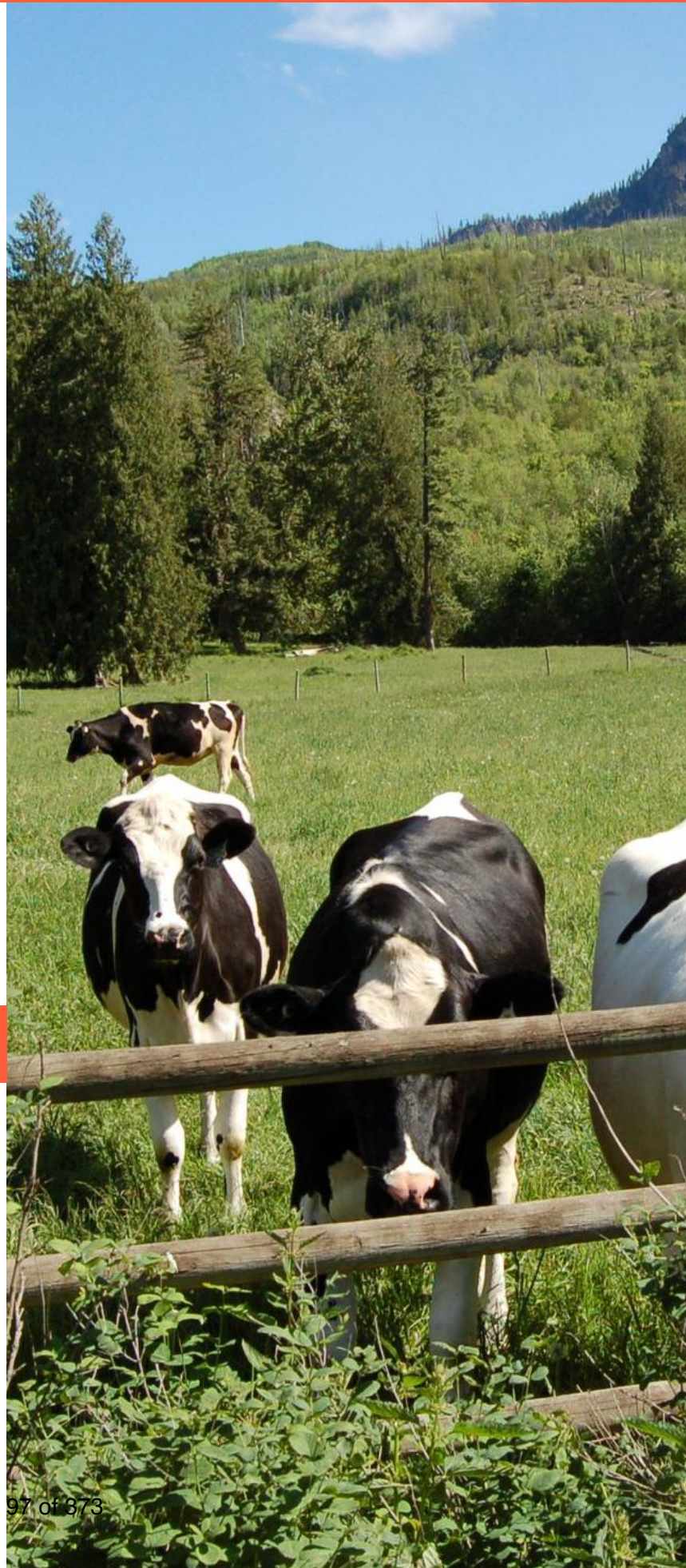
Salmon Arm is a community that has a comfortable, safe lifestyle and a vibrant feeling. The community deeply values the city's magnificent natural setting with its healthy ecosystems. The city is nestled between mountains and the shore of Shuswap Lake, offering beautiful scenery, greenery, rich agricultural land, and a desirable climate.

As the regional center of the Shuswap, Salmon Arm has an abundance of recreational, educational, commercial, tourism, health care, and cultural opportunities and services. The strong and growing economy supports varied employment and shopping, and innovative businesses and industry.

The community is spirited, diverse and inclusive, with housing for residents of all ages and needs. Everyone works together towards a shared vision of a good quality of life for all.

In the vibrant city center, people live, work, visit, meet, shop and spend time enjoying diverse artistic and cultural activities. Downtown's unique urban identity combines heritage preservation, a walkable environment, and high quality, mixed use developments.

Green space extends throughout the city, including active recreation sites and natural parks with trails. The city abounds with safe walking and cycling opportunities connecting neighborhoods, the city centre, natural areas and parks.



Our Values

- ✓ Commitment to pragmatic leadership
- ✓ Facilitate flexible and balanced planning processes
- ✓ Foster trusted relationships with our partners
- ✓ Respect what makes us unique
- ✓ Enable future generations to inherit a city that is vibrant, prosperous and sustainable
- ✓ Encourage citizen participation and input
- ✓ Ensure an efficient government
- ✓ Excellence in service delivery

Our Guiding Principles



We will support a prosperous, vibrant and welcoming community. We share in the pride of our community as a "Small City with Big Ideas".

We will ensure responsible stewardship of city resources. We are committed to the responsible management of our assets which include our infrastructure, finances, environment, recreation, health and safety.

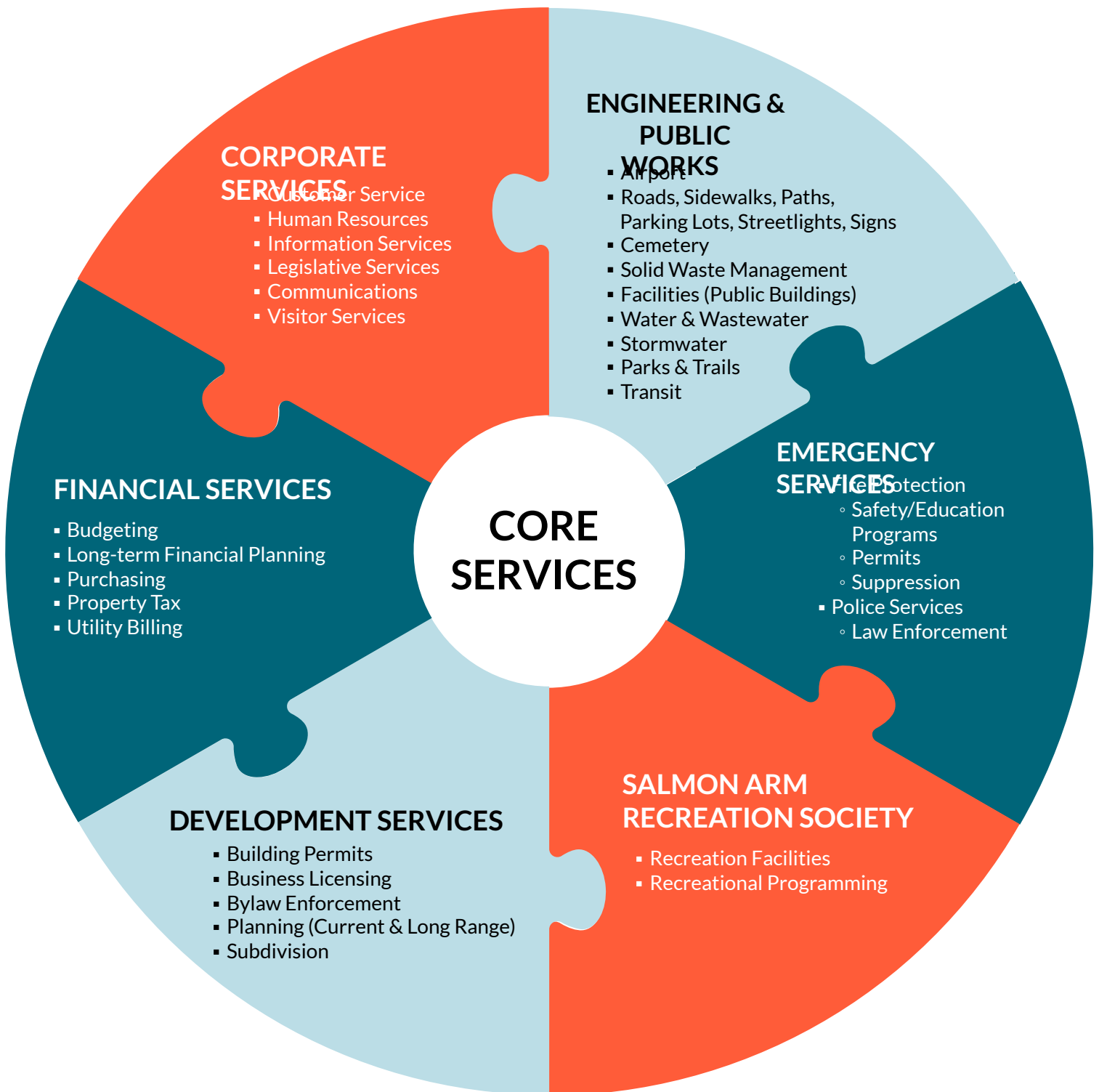
We will clarify expectations for ourselves and the community. Council and staff are committed to creating a common understanding with the community about where the city's time, energy and financial resources will be focused while balancing multiple interests and expectations.

We will convene community partners to leverage knowledge and expertise. We work nimbly to determine where the city may be better positioned to lead, or convene and support community partners who may be better equipped to provide leadership or implement projects outside the scope of core city services.

We will provide excellence in service delivery. We are committed to a high standard of service delivery in all areas of service while also aspiring to meet community needs and expectations within a framework that can realistically respond to growth and changes in society.



Our Core Services



In Salmon Arm, we're dedicated to delivering essential services that enhance community life. Our core services include Corporate Services, Engineering & Public Works, Financial Services, Emergency Services, and Salmon Arm Recreation. Corporate Services ensure smooth governance and administrative support, while Engineering & Public Works maintain crucial infrastructure. Financial Services manage resources for sustainable growth, and Emergency Services provide swift, reliable protection. Meanwhile, Salmon Arm Recreation offers diverse programs promoting health and community engagement. Together, these services form the foundation of our city, fostering progress and resilience.

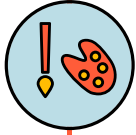
Our Support Services



Economic Development



Affordable Housing



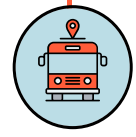
Arts & Culture



Heritage



Health Care/Hospital



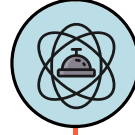
Regional Transportation



Regional Library



Emergency Planning



Senior Services



Education



Social Well-Being



Tourism

Salmon Arm is not just a city; it's a community thriving on diverse support services catering to all aspects of life. From robust economic development initiatives nurturing businesses to the provision of affordable housing ensuring everyone has a place to call home, the city is committed to fostering growth and inclusivity.

Moreover, its vibrant arts and cultural scene, rich heritage, and access to quality healthcare at the local hospital enhance residents' quality of life. With a well-connected regional transportation network and a comprehensive library system, knowledge and mobility are at everyone's fingertips. Additionally, meticulous emergency planning ensures safety during unforeseen events.

Tailored services for seniors, comprehensive education opportunities, and a focus on social well-being underline Salmon Arm's dedication to holistic community development. Lastly, the city's promotion of tourism showcases its unique charm, inviting visitors to experience the warmth and hospitality that define this remarkable locale.

#SMALLCITYBIGIDEAS



Five Strategic Drivers



PEOPLE

We will make Salmon Arm a great place to live.



PLACES

We will continue to foster our 'small city' lifestyle in the heart of the Shuswap.



ENVIRONMENT

We will protect and enhance our natural environment.



ASSETS

We will diligently invest in infrastructure which serves as the foundation of the community over the long term.



ECONOMY

We will support initiatives which encourage and enable economic prosperity.

Our Corporate Strategic Plan

The City of Salmon Arm's Corporate Strategic Plan provides a clear sense of what the community is striving for over the next ten (10) to fifteen (15) years, and it sets direction for policies that exist within the Official Community Plan. The main objective of the Corporate Strategic Plan is to translate the City's vision and policies into actions that are necessary to ensure tangible outcomes that provide real benefit to the community. Through a series of discussions with City Council and staff, as well as a comprehensive survey of residents and community organizations, five key themes emerged that drive the City towards its vision.

These strategic drivers represent several long term objectives that need to be achieved if Salmon Arm is to realize its community vision. The strategic drivers provide a balanced framework for ensuring that the City considers its investments and projects from a holistic perspective rather than unintentionally advancing one objective at the expense of another. Keeping these strategic drivers in mind during planning help the City balance aspirational objectives with operational considerations, and ensure that only those priorities deemed to be of the highest benefit to the community are undertaken. One of the main benefits of considering projects through the lens of multiple strategic drivers is that it brings more clarity to the issues at hand and allows greater collaboration between City Council, staff, and the community. Core Supplementary Service Achievements and goals are identified by their strategic drivers.

Please visit City Hall, the city website at salmonarm.ca or scan the QR code to view the Corporate Strategic Plan.



www.salmonarm.ca/292/Corporate-Strategic-Plan

Page 102 of 37

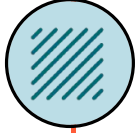




Community Profile



Elevation 358 m



Area 18,541 ha



Population 21,034

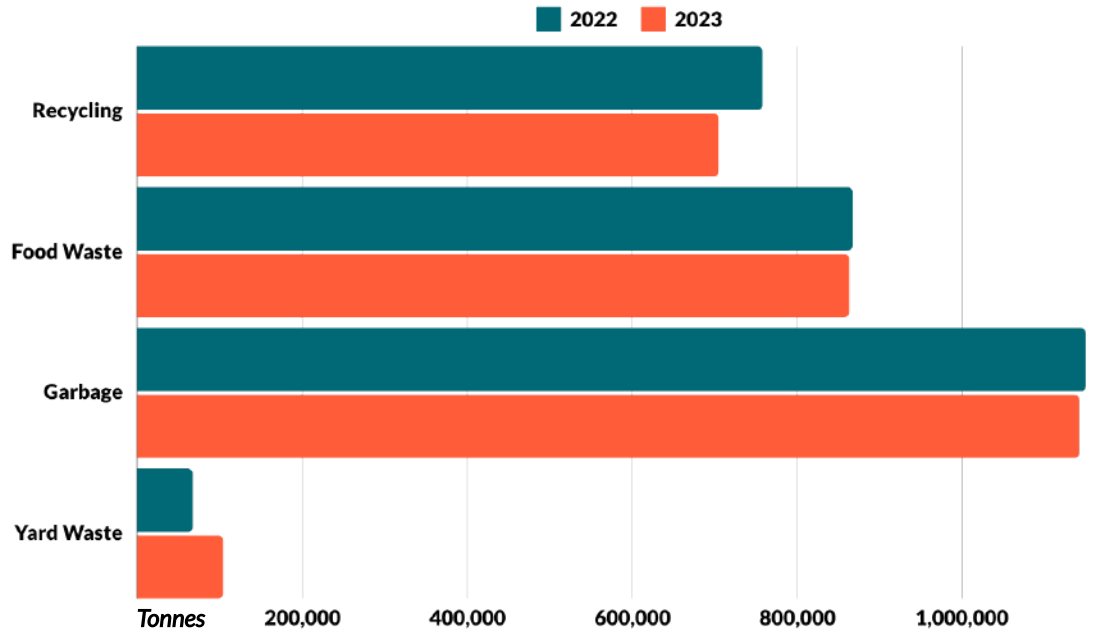


Voters List 15,619



Water Mains 205 km

Curbside Collection



Bylaw Services

- 703 incident reports in 2023 vs 671 in 2022



Downtown Parking Enforcement

- 818 tickets issued



Roads

- 13,695 tonnes of asphalt placed
- 150 km of line paint applied
- 31.2 km of crack seal applied
- 70 street lights converted from HPS to LED



Fields

- Open 189 days (April - October)
- Fields booked for 4,529 hours
- 16,064 visits per season



Rogers Rink

- 92,000 sq/ft w/ 1,500+ seating
- 2,100+ total capacity
- 4,500 bookings per year
- 280,000+ visitors per year



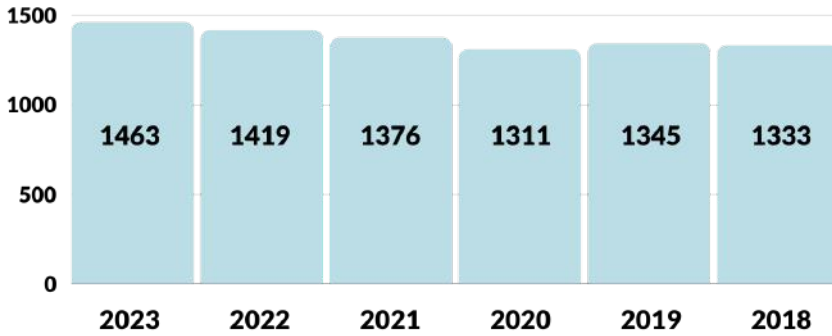
Surfaced Roads 447 km



Active Transportation 252 km



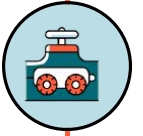
of Active Business Licenses



5,415 Sanitary Service Connections



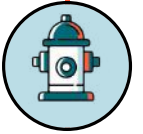
6,337 Water Service Connections



244 km Storm & Sanitary Mains



864 Water Hydrants



Fire Services



- 478 calls for service
- 5 engines, 3 tenders, 1 aerial ladder, 1 platform tower
- 1 rescue unit, 2 bush units, 3 admin vehicles

Parks



- 15,700 annual plants planted
- 370 hanging baskets planted & hung
- 12 city owned & maintained playgrounds



SASCU Recreation Centre

- 41,526 participants in dry land activities
- 82,921 visitors to Aquatic Centre
- 129,414 visitors to Rec Centre



Visitor Services

- 6,957 mobile outreach visitors
- 183 live chats, 304 QR Scans
- 1,510 visits to the Visitor Centre
- 4 DT Pillars, 2 Outdoor Kiosks & addition of Wharf Info Hub



Police Services

- 8,075 calls for service
- 5,990 within Salmon Arm
- 271 police-based victim services incidents
- 428 PBVS clients supported



Building Permits Issued 264



Value of Building Permits \$62,906,026



Wednesday On The Wharf Team Members

Salmon Arm Arts Centre

July 5, 2023



Salmon Arm Arts Centre



Who Does What?

MUNICIPAL GOVERNMENT	REGIONAL DISTRICT	PROVINCIAL GOVERNMENT	FEDERAL GOVERNMENT
<ul style="list-style-type: none"> ▪ Road Maintenance ▪ Snow Removal ▪ Water Supply ▪ Sewer/Storm Water Management ▪ Solid Waste Collection ▪ Parks, Trails and Playgrounds ▪ Cemetery ▪ Recreational Facilities ▪ Bylaws ▪ Municipal RCMP ▪ Fire Rescue ▪ Business Licenses ▪ Community Planning and Development ▪ City Hall ▪ Municipal Property Tax 	<ul style="list-style-type: none"> ▪ Solid Waste Management (landfill, recycling depot and transfer stations) ▪ Residential Services Outside City Boundaries ▪ Regional Parks and Recreation ▪ Rural Area Planning & Development ▪ 911 Operation ▪ Fire Dispatch ▪ Emergency Management 	<ul style="list-style-type: none"> ▪ Schools ▪ Provincial Parks ▪ Crown Land Resource Extraction ▪ Health Care ▪ Social Services ▪ WorkSafe ▪ ICBC ▪ Subsidized Housing ▪ Post-Secondary Education ▪ Highway Maintenance (including highways within city boundaries) ▪ Provincial Income Tax ▪ Provincial Property Tax ▪ Sales Tax ▪ Heritage Conservation 	<ul style="list-style-type: none"> ▪ Income Tax ▪ Employment Insurance ▪ Child Tax Benefits ▪ Student Loans ▪ Military ▪ National Parks ▪ International Travel ▪ Banking ▪ Criminal Law ▪ Foreign Affairs





Ross Street Underpass Opening Ceremony

September 21, 2023



City of Salmon Arm



Opening of the Dr. Mary Thomas Bridge

October 27, 2023



Salmon Arm Observer, Heather Black



Le7 Tmicw Exhibition

The Whole Earth is Connected By Hop You Haskett's
Salmon Arm Arts Center

July 9, 2023



Salmon Arm Observer, Rebecca Willson



cnéwelc: Follow a Trail

R.J. Haney Heritage Village & Museum
July 10, 2023



R.J. Haney Heritage Village & Museum



Outreach Event with Visitor Services



City of Salmon Arm

Departmental Report: Corporate Services



Appointed under the Community Charter, the Chief Administrative Officer (CAO) implements council's direction guided by the Corporate Strategic Plan and leads service excellence across city operations and programs by providing leadership and direction to Senior Managers.

Corporate Services: Corporate Services supports legislative procedures of council meetings and ensures decision-making and record keeping is followed and accessible under the *Freedom of Information and Protection of Privacy Act*. Legal and administrative services provided by this department include: the preparation and execution of leases, agreements and the development of bylaws, policies and procedures. This department manages insurance and is responsible for municipal elections, corporate document management and the city's Annual Report.

Human Resources: The Human Resources Department provides strategic direction, vision, and leadership to the city's management team and unionized employees, CUPE Local 1908. The Department is responsible for the recruitment and selection, performance management, disability management, labor relations, collective bargaining, health and safety, training and development.

Customer Service: As a first point of contact for information and support to the public, Customer Service at City Hall is a wealth of knowledge about the latest city services, operations and programming.

Information Services: The role of Information Services is to ensure reliable, stable and up-to-date technology systems to support municipal services and serve the public. This ever changing environment requires ongoing review for new and innovative technology solutions.

Geographic Information Services: Our spatial Geographic Information Systems (GIS) database provides support to all departments for reporting and map generation. In addition, a public interactive mapping system is available on the city's website with the capability to search for addresses, zoning and various utility services.

Visitor Services: The Visitor Services framework, implemented in 2021, provides an excellent visitor services experience by utilizing three key distribution channels – Bricks & Mortar (Visitor Centre at City Hall), Mobile Outreach (roving through the community during peak times & events) & Digital Outreach. In 2023, Visitor Services served 1,510 visitors at the Visitor Centre at City Hall and 6,957 visitors via mobile outreach. Digital Channels all reached new milestones & the strategy added 4 new downtown pillars and saw the addition of the Wharf Info Hub in Marine Peace Park. For the full 2023 Visitor Services Year End Report visit - <https://my.visme.co/v/ep3p8xem-x11mzyd>.



Achievement:
Implementation of council meeting management software

Goal: Privacy Management Policy



Achievement:
Public Art Policy

Goal: Accessibility Plan

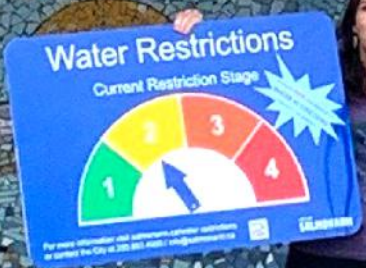


Achievement: Streamlining of 'Request for Use' of city spaces and facilities

Goal: Implementation of committee meeting management software

Montebello
FAMILY & MATERNITY CARE
DR. ALI SAFF
DR. E. G. GRIFFIN, INC.
DR. S. K. SINGH, M.D.
833-4677
RBC Dominion Securities
Montebello Dental Clinic
250-832-9915
Dr. Mike Cottler
Dr. Mike Cottler

Earth Day Gathering



Two people are on a stage. A woman on the left is holding a sign and speaking into a microphone. A man on the right is standing with his hands behind his back. There is a guitar and other musical equipment on the stage.

Departmental Report: Financial Services



The Financial Services division, led by the Chief Financial Officer, works as a strategic partner in the delivery of City services and programs. The division is responsible for overall financial administration for the City.

Financial Services: The Financial Services Department provides stewardship over the City's financial resources and provides financial expertise and information to Council, other departments and customers.

Financial planning, budgeting and reporting provided by the division include the coordination and preparation of the five-year financial plan, long term financial and capital plan, equipment, infrastructure and replacement plans, annual financial statements, other legislated municipal reporting and the development of financial bylaws, policies and procedures. The department also develops and implements financial controls which safeguard City assets.

The department's transactional responsibilities include purchasing and accounts payable, accounts receivable, payroll and benefit administration, property taxation, utility billing, grant administration, and treasury services (financing and investing).



Achievement: Completed detailed analysis and implementation of new Public Sector Accounting Standard 3280 – Asset Retirement Obligations.

Goal: Update/Establish financial policies to reflect modern practices (Purchasing Policy/Donation Policy)



Achievement: Completed implementation of technology to provide credit/debit paid parking payment options.

Goal: Investigate bill batch payments



Achievement: Streamlined the 'Public Budget Referral' process.

Goal: Investigate Online Property Tax Certificates



BC Housing 25 Bed Shelter
341 Fraser Avenue NW
December 21, 2023
Salmon Arm Observer, Lachlan Labere



Land Development
25 Avenue SW
Spring 2023
City of Salmon Arm



Departmental Report: Development Services



Development services consist of: 1) land use policy planning and development approvals; 2) building inspection and business licensing; 3) bylaw enforcement; and 4) health and safety. This department provides reports to city council and routinely interacts with the public, the development industry, numerous committees and higher-level government agencies.

Planning and Development: Planning staff continue to manage the flow of current planning activities, mostly involving development, subdivision, and land use proposals. Fifty eight planning applications were processed with many of those submitted to council for decisions (there were 90 in 2022). Seventeen of the applications were for zoning amendments. Fifty five new single-family lots were approved for registration through 14 subdivision applications, activity levels that were all lower than in 2022. Staff initiated preliminary background research for the pending Official Community Plan review taking place in 2024-2025. Staff also developed the Priority Planning and Development Review Policy which was approved by council, to expedite the review of applications for affordable and purpose-built rental housing. Reductions to city fees for affordable and rental housing were also approved by council. Planning staff were successful in obtaining a grant from UBCM to complete a review of the impacts of full development of the high density residential area in the OCP. Very late in the year, the province passed new legislation, that will require significant amendments to the Zoning Bylaw to allow additional development in single family residential zones. Planners continued with their support roles on the City's Agricultural Advisory, Greenways, Active Transportation Advisory Committees, Design Review Panel and Heritage Commission.

Bylaw Enforcement: 2023 saw a new Parks and Open Spaces Bylaw approved that provided new powers to assist in dealing with temporary structures built in parks, and a new Tree Preservation Bylaw was drafted but is not yet approved by Council. Bylaw staff continued to work closely with the RCMP, Interior Health and the Canadian Mental Health Association (CMHA) homeless outreach workers on homelessness issues and encampments. Additional staff also enabled a downtown parking enforcement program to operate in the summer months, with over 818 tickets issued (compared to the 856 for 2022). The department recorded an overall total of 703 incident reports which is up from 671 from 2022. Bylaw staff also participate on the Downtown Parking Commission.

Building Inspection: Building staff provide the construction industry with professional and timely service and plan and permit review. Their primary objective being to ensure the safety and structural integrity of new buildings. Inspection services range from building and plumbing to signage and business occupancy. The construction industry remained very strong in 2023, specifically in the residential sector. The total number of building permits issued in 2023 (264) was less than in 2022 (333); however the total value of construction was at a near record level at almost \$63 million. The residential sector accounted for \$38.7 million of the total.

Business Licensing: Business license applications are checked for compliance with city requirements, and business premises are inspected for fire prevention and public safety. The number of active licenses provides a barometer for commercial activity. The number of active business licenses increased year over year again in 2023, continuing the recent trend that has seen licensing numbers grow in parallel with the overall community. The city participates in the Okanagan-Similkameen intercommunity business licensing and information sharing program.

Health & Safety: The Health and Safety Program is responsible for developing and overseeing the overall safety program at the city to ensure that our work is conducted safely at all times, and is consistent with the requirements of the Workers Compensation Act and the Occupational Health and Safety Regulation. The department works closely both with WorkSafeBC and all managers and supervisors at the city to ensure safe work practices are followed.



Achievement: Worked with BC Housing on opening of Marshlands Shelter

Goal: Complete Community High Density Study Project



Achievement: Initiated Official Community Plan Review Process

Goal: Significantly advance review of Official Community Plan



Achievement: Approval of Priority Planning & Development Review Policy

Goal: Complete Zoning Bylaw Amendments required by Province



Shuswap Regional Airport Open House & Emergency Preparedness Expo
June 25, 2023



Salmon Arm Observer, Lachlan Labere

Departmental Report: Engineering Services



Engineering Services oversees road and utility construction and design, transportation planning (including vehicular and active transportation, parking and road construction), utility planning and environmental programs. The overall role of the department is to provide proactive planning, expansion, renewal, and maintenance advice. The department also prepares technical documents which accompany regulatory bylaws (such as water, sewer, subdivision and development servicing, highway and traffic control, etc.). The department plays an integral role through its Service Delivery Management responsibilities for the long-term planning of infrastructure design and costing, and managing the City's infrastructure to promote sustainability.

Transit Services: The Shuswap Regional Transit System is provided in partnership with BC Transit and the CSRD. The service is operated by Transdev Canada. The transit system is comprised of eight (8) buses which provide passenger service for five (5) fixed routes, as well as custom para-transit, and three (3) regional service routes which include Blind Bay, Sorrento, Eagle Bay and the Adams Lake Band, plus a taxi-supplemented service to minimize operation and maintenance costs. The City implemented free transit for students during the months of July and August.

Cemetery: The City currently maintains Baker Cemetery and Mt. Ida Cemetery with Shuswap Memorial Cemetery which opened in the summer of 2019. Baker Cemetery is no longer active and is located at 6670 Trans Canada Highway NE. Mt. Ida Cemetery is located at 2290 Foothill Rd SW. The Old Section of the cemetery was established in 1894. The cemetery is approximately 110 acres of which only nine acres are suitable for cemetery development. Shuswap Memorial Cemetery is located at 2700 20 Ave SE.

Shuswap Regional Airport (Salmon Arm) CZAM: The Shuswap Regional Airport is managed by the City and is a class Code 2B non-instrumental, 1,370 metre runway (resurfaced in 2023), servicing both commercial and private users. Airport services include 24/7 service and a terminal building (which includes commercial rental space) and the Salmon Arm Flying Club clubhouse. A new card lock aviation fueling station has been constructed along with new above ground fuel tanks which will enhance the services at the Airport.

Curbside Solid Waste and Recycling Collection: The City of Salmon Arm provides Solid Waste Curbside Collection Services to almost 6,900 homes within the City limits. These include single-family residential dwellings, mobile homes and other eligible dwellings. The City provides collection for four (4) material streams: Food Waste (Weekly), Recycling (bi-weekly), Yard Waste (semi-annually), Refuse (bi-weekly). The Curbside Collection Program is provided through our collection contractor, SCV Contractors. The City works in partnership with Recycle BC (formerly Multi Material BC) to administer the Curbside Recycling Program. The City aims to provide the most efficient and cost-effective collection methods for its residents while maintaining low levels of contamination in order to maximize the quantity and quality of recycled commodities.

Capital Works Program: The Engineering Department administers the annual Capital Works program consisting of replacement and expansion of water, sewer, drainage and transportation projects. In 2023, there were 66 active Capital Works projects managed by the Engineering Department valued at over \$32 million.

Service Delivery Management: Following the completion of the City's Service Delivery Management Policy, Framework and Strategy documents; a new Service Delivery Management division was created to advance the city's asset management priorities as identified within the Corporate Strategic Plan. The division is responsible for completing, overseeing, and implementing the City's Service Delivery Management Plans, which will include the full scope of municipal services as opposed to traditional asset management planning around core infrastructure. Service Delivery Management reviews how services are currently being provided to the community then evaluates and plans for potential risks of service interruption, such as: funding levels, changes in community needs, extreme weather events or asset conditions. Proactive planning and risk management helps to ensure sustainable delivery of city services and plays a key role in achieving the city's strategic goals and objectives.



Achievement: Commenced Auto Road Connector Detailed Design

Goal: Completion Ross Street Underpass



Achievement: Continuation of Ross Street Underpass construction

Goal: Source Protection Plan

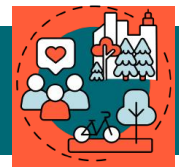


Achievement: Continuation of Lakeshore Road Project

Goal: Universal Water Meter Strategy



Departmental Report: Public Works



Public Works is comprised of Roads, Transportation, Parks and Utilities (including water and wastewater treatment facilities). The role of the department is to ensure that pro-active planning and maintenance of the city's infrastructure takes place to facilitate cost-effective and timely capital works programs that maximize benefits to the community. This department seeks to foster good communications with the community, with a view to working together to achieve the best balance between cost and benefit.

Roads, Transportation and Parks: This division provides a wide range of services to the community. The roads group looks after maintenance and construction of municipal roads, snow removal on roads and sidewalks, dust control, sidewalk maintenance, street lighting, traffic signage, bridge repair, storm drainage maintenance, rehabilitation of asphaltic roadways and traffic, and pedestrian safety. The department also looks after maintenance of city playing fields, wide-area mowing of major parks, boulevards and playing fields, planting, flower beds, hanging baskets, planter boxes, public washrooms, street trees, and garbage pickup in the parks.

Drainage: The City of Salmon Arm, under both the utilities and roads divisions, is responsible for the maintenance and ongoing development of the storm water collection system. The storm lines, ditches, catch basins, inlet/outlet structures, culverts, and retention ponds are maintained within the limits of available budgets, to ensure there are no issues with run-off water.

Utilities: The utilities division provides for the efficient treatment and delivery of high-quality water and the collection and treatment of sanitary sewer through a schedule of systematic new improvements, upgrades, and replacements. The water and sewer utilities have self-liquidating funds that must provide for their own revenues through fees, taxes and other charges to support the expenditures required to operate and maintain infrastructure into the future.

Sanitary Sewer System: The City of Salmon Arm's sanitary sewer collection system consists of 14 sewerage sub areas and 127 km of gravity and force main sanitary sewer pipes covering approximately 1,800 hectares. There are approximately 6,412 residential, commercial, industrial and institutional lots fronting onto the sanitary sewer system. There are seven (7) sewer lift stations that collect and pump sewerage to the Lakeshore Sewer Interceptor located on the foreshore where the main lift station, Wharf Street Pump Station, pumps the sewerage directly to the Water Pollution Control Centre (WPCC). The WPCC provides an enhanced tertiary level of treatment of wastewater, meeting the guidelines set by the Ministry of Environment to protect the public and the environment.

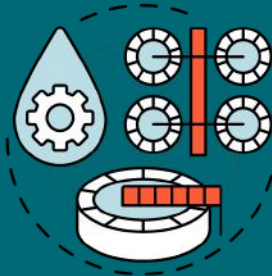
Water Treatment/Distribution System: The city's water is supplied by way of two (2) primary sources: East Canoe Creek at Metford Dam (approximately 10%) and Shuswap Lake at Canoe Beach (approximately 90%). The water supply consistently meets the Canadian Drinking Water Guidelines, BC Drinking Water Protection Act and the Safe Drinking Water Regulations.

The distribution system includes approximately 205 km of watermain, varying in diameter from 100 mm to 600 mm. The city's waterworks system provides water through gravity and pump systems. The waterworks system is complex and is comprised of eight (8) pressure zones, 861 hydrants, seven (7) pumping stations, fourteen (14) reservoirs and one (1) dam. There is a total storage capacity of 33,146 cubic meters servicing over 6,276 connections. Approximately 40% of the city's residential customers and 96% of all other connections are on water meters.



Achievement: Canoe Beach Phase I Expansion

Goal: Continued Conversion to LED Street Lights



Achievement: Zone 5 New Water Pump Station

Goal: Zone 2 New Water Pump Station Construction



Achievement: Pedestrian Crossing Safety Projects in partnership with ICBC

Goal: Blackburn Park Synthetic Field Construction



Salmon Arm Selkirk's Meet
February 26, 2023
Salmon Arm Selkirk's

Departmental Report: Recreation Services



The Shuswap Recreation Society, through a lease and operating agreement with the city, is responsible for providing recreational and leisure services at the Rogers Rink, the SASCU Recreation Centre and the Little Mountain Field House. The society's mandate is to provide diverse family and adult-oriented leisure activities with a view to promoting active living and quality of life in the community. The society strives to maximize the productivity of resources, provide good cost recovery of taxpayers dollars, and provide affordable recreational opportunities for the residents of Salmon Arm.

SASCU Recreation Centre: The recreation centre provides a wide range of services including pool and facility rentals, racquetball and squash, weight training and programming to promote the health and wellness of our citizens.

Aquatic Services: The aquatics division provides an indoor lap pool, tot pool, hot tub, and sauna. It has been a priority of the aquatics staff to create a warm and inviting atmosphere. In addition to swimming lessons, four (4) levels of aquafit taught by certified instructors and special swim programs are provided to individuals who require rehabilitation exercises. Our aquatics division is also a training center for water safety instructors, lifeguards and first aid (including automated external defibrillator training). This facility is also used by three competitive swimming clubs. This quality environment has led to competitive teams and individuals who consistently prove themselves in provincial competition.

Programming Services: The SASCU Recreation Centre provides various programs from preschool to seniors in addition to the facilitation of contractors who also provide recreational programming. Drop-in programs such as Motoring Munchkins, after school activities and adult pickle ball are very popular as are registered programs such as Babysitting, Home Alone Safety, Wiz Kids and volleyball. Each season the SASCU Recreation Centre publishes a digital 'Fun Guide' promoting the various programs and events for 'Salmon Arm Recreation' as well as providing contacts to organizations and participating private recreation providers. The programming department also provides scheduling for the various recreational facilities within the city.

Little Mountain Fieldhouse: The Little Mountain Fieldhouse is part of the Little Mountain Sports Field complex consisting of three (3) regulation size soccer fields next to Little Mountain Park. It is a great venue for meetings, birthday parties, small weddings or any other function at a reasonable rate. Little Mountain Fieldhouse is large enough to seat 60 people comfortably and is equipped with a full kitchen.

Access Program: The Shuswap Recreation Society also offers an Access Program which minimizes barriers for financially challenged members of the community.

Rogers Rink: Rogers Rink provides two (2) sheets of regulation sized ice during the winter season which converts to dry floor for the summer season. It has the capacity to handle events with in-house stage, ice decking, show power, chairs, tables, meeting rooms and dressing rooms. In addition to minor hockey, adult rec hockey, hockey schools, ringette, speed skating, figure skating, and lacrosse, Rogers Rink promotes a variety of community events and concerts. The evidence of Rogers Rink's commitment to providing quality events can be found in the successful production of: Annual host for Hockey BC High Performance Camps, including the U16 BC Cup, U17 Best Ever Program, and the U18 Female BC Cup; numerous concerts such as Brett Kissel, Blue Rodeo, Emerson Drive, Alice Cooper, Paul Brandt, Teri Clarke. National Ringette Competition; Female Hockey and Junior Curling Competitions; and Salmon Arm Homeshow. Rogers Rink is home to the Salmon Arm Silverbacks Junior 'A' hockey team. The Silverbacks have been providing fans with many years of exciting hockey action on the ice and home games have evolved into an eagerly anticipated social event for many Salmon Arm residents.



Achievement: Replaced roofing adjacent to courts

Goal: Replace diving board



Achievement: Installed new accessibility lift for pool

Goal: Replace lane ropes & storage reel



Achievement: Replaced Players Entrance Canopy

Goal: Upgrade to high efficiency lighting in racquet courts



150 Anniversary RCMP Musical Ride
Salmon Arm Fair Grounds
July 1, 2023



Salmon Arm Observer, Lachlan Labere

Departmental Report: Police Services



The Salmon Arm Royal Canadian Mounted Police (RCMP) Detachment is committed to ensuring the safety of the community. As the policing environment becomes more complex, preserving the peace, upholding the law and providing quality service is achieved by focusing on the strategic priorities set through consultation with city council and our community. The detachment provides specific programs and services to achieve these priorities, including: public education, enforcement, prevention and protection activities.

Salmon Arm is policed by the RCMP. The Staff Sergeant in charge of the Salmon Arm Detachment reports to the District Officer at the Royal Canadian Mounted Police Southeast District Headquarters, in Kelowna. The South East District RCMP Headquarters provides assistance and asset support to the Salmon Arm Detachment. RCMP Specialized response teams, Police Dog Services, RCMP Rotary and Fixed wing aircraft and additional investigative teams are deployed through this hub. The Salmon Arm Detachment is responsible for policing within the City of Salmon Arm as well as the regional area of Columbia Shuswap Regional District and three (3) First Nations Communities: Adams Lake Band, Neskonlith Band, and Little Shuswap Lake Band which are part of the Secwepemc Nation.

There are twenty six (26) regular member police officers who staff the Salmon Arm Detachment. Twenty one (21) of these officers are financially supported by the City of Salmon Arm. The remaining five (5) officers are financially supported by the provincial government. These members are supported in their duties by six (6) municipal employees, two (2) public service employees, a Police Based Victim Services unit, and volunteer Salmon Arm Citizens Patrol as well as Blind Bay Citizens Patrol.

Members of the Salmon Arm Detachment are involved in community policing initiatives, youth mentorship, and crime reduction with a mandate to enforce municipal bylaws, provincial statutes, and Federal Acts. In 2023, members and support staff handled 8,075 calls for service and investigations. In excess of 5,990 of these calls for service were within the City of Salmon Arm. The balance were calls for service in the Columbia Shuswap Regional District which this detachment of the RCMP serves.

The detachment encompasses three (3) sections: General Duty, which includes day to day policing, traffic enforcement and community policing measures; a Traffic Member position; and General Investigation Section, which targets specific crimes and individuals involved with drugs, major thefts and other high-profile cases. The Detachment has a close working relationship with many government agencies including Provincial and Federal Crown Counsel, Youth and Adult Probation Services, all Provincial Ministries, Work Safe BC, Interior Health Authority, the British Columbia Coroner's Service, City of Salmon Arm Bylaw Enforcement, and the SAFE Society. In strategic partnership with community groups and these agencies (and other agencies) the detachment worked together to achieve common goals.

Police-based Victim Services (PBVS) is based in the RCMP Detachment and consists of one position which is shared by two employees. The PBVS unit provides support and information to victims of crime, persons affected by family tragedies, supports victims through the court process, and refers clients to local Community-based Victim Services at the "Safe Society" as required. The PBVS unit responded to 271 incidents in the last fiscal year and supported 428 clients in that time.

Another important support to the local detachment is the Salmon Arm Citizens Patrol (SACP) and the Blind Bay Citizens Patrol (BBCP). These Citizen Patrol groups are comprised of a dedicated group of volunteers who act as extra sets of eyes and ears for the local RCMP Detachment. The groups patrol designated areas in Salmon Arm, Canoe and the Blind Bay areas. Both groups also staff the "Speed Watch" speed-display boards within their respective areas. SACP members also staff information booths at local events and venues, and are of assistance to local response teams during civil emergencies.



Achievement: 3.6% < Serious Collisions (2022 - 2023)

Goal: Continue work to reduce property crime trends in the area



Achievement: 37% < Business Break & Enter Complaints (2022 - 2023)

Goal: Continue with partners to protect & support local vulnerable populations

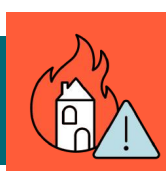


Achievement: 3% reduction Car and Truck Theft

Goal: Work to continue efforts in maintaining traffic safety



Departmental Report: Fire Services



The Salmon Arm Fire Department provides critical emergency fire services to the community and citizens and is committed to reducing life and property loss due to fire, and promoting public safety through public fire education and awareness.

The members of the Fire Department continued to serve the citizens of Salmon Arm with a commitment and dedication in protecting life, property, and business from the effects of fire and disasters. The response area in 2023 did not change and continues to include all areas within city boundaries as well contracted areas of both Adams Lake and Neskonlith band lands within City limits, as well a section of Kault Hill contracted from CSRD.

In 2023 there were sixty eight P.O.C. members working from the four fire halls and career staff consisting of the Fire Chief, Deputy Fire Chief and two firefighters. A team of eighteen members selected from each hall also form the departments Rescue Team, who train and respond to more technical responses. Apparatus replacement (Fire Trucks) continued with a new administration, quick response unit. Capital investments included year two of three of the departments Self Contained Breathing Apparatus replacement and secured funding for an expansion to Fire Hall # 2.

As training and preparation for emergency response is one of the most critical components of the fire service, training and maintaining skills relevant to our service level continued in 2023. Members train and are certified through a third party agency to the Full Service Level. Other training includes driving and pumping, air brakes, first aid, wildland firefighting, gas and hydro emergencies to name a few. Recruit training consisting of over 110 hours of instruction and evaluations continued in 2023 with nine members completing the requirements and graduating to full level service firefighters.

The Salmon Arm Firefighters Association continued to fundraise for local charities including the annual Christmas Toy Drive, donating to both the SAFE Society and Family Resource Center.

The operations at the Shuswap Regional Fire Training Center, continued in 2023. The City of Salmon Arm is a partner in this facility with CSRD electoral areas C, D, E, and F as well the District of Sicamous. Capital projects in 2023 included purchase of minor equipment and new classroom tables.

The FireSmart program continues to grow with the City working on both treatments and FireSmart education, including a number of home FireSmart assessments being completed.

As Prevention and Public Safety programs are critical to life safety and property prevention, a number of presentations at local community events and focus groups took place including Fire Prevention Week in partnership with the Office of the Fire Commissioner, Emergency Preparedness Week, Smoke alarm campaigns, and Fire Hall tours to a variety of groups and ages.



Achievement: Replaced 2/3 of self contained breathing apparatus

Goal: Complete Fire Hall # 2 addition



Achievement: Hired additional career firefighter

Goal: Complete self contained breathing apparatus replacement



Achievement: Replaced administration quick response vehicle

Goal: Replace Engine # 5 with Type 6 Wildland Engine

Message from the CFO



May 23, 2024

I am pleased to present the City's 2023 Annual Report which contains the audited financial statements and summary of the ongoing financial and operational activities of the City pursuant to Sections 98 and 167 of the Community Charter.

The Financial Services Division is responsible for the preparation of the financial statements. These statements are prepared in accordance with Canadian Public Sector Accounting Standards. Management is responsible for implementing and maintaining a system of internal controls for safeguarding assets and to provide reasonable assurance that reliable financial information is produced.

The financial statements are externally and independently audited by BDO Canada LLP, in accordance with Canadian generally accepted auditing standards. As expressed in the audit report, it is the opinion of BDO Canada' LLP that the City's financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2023, and the results of operations, change in net financial assets, and cash flows for the year ended.

The City continued to strengthen its financial position in 2023. The City's net financial assets reached \$36.8M (2022 -\$26.7M) driven by an increase in cash of \$1.7M and investments of \$10.1M, primarily related to the receipt of a \$6.1M Growing Communities Fund Grant from the Province of BC. Trade accounts receivable have decreased by \$2.5M due to the collection of third party contributions associated with the Ross Street Underpass project.

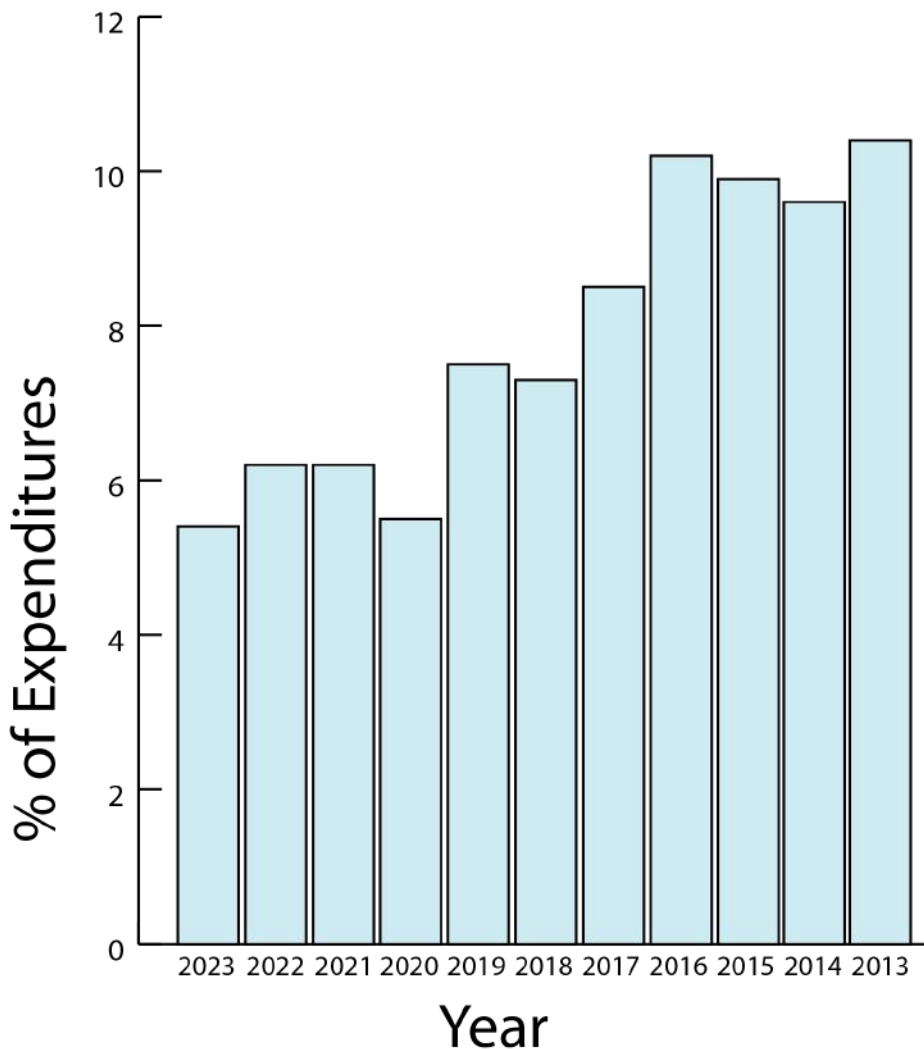
Effective January 1, 2023, the City adopted the new accounting standard PSAS 3280 Asset Retirement Obligations (ARO) and applied the standard using the modified retroactive approach with restatement of prior year comparative information. The standard requires the reporting of legal obligations associated with the retirement of tangible capital assets. The impact of adoption on the prior year Statement of Financial Position included the recording of an ARO liability of \$5.6M and a net increase of \$0.56M in tangible capital assets, resulting in a net decrease of \$5.1M to the accumulated surplus. For more detailed information on the restatement to the prior year financial information, refer to Note 3 in the financial statements.



Overall the City's investment in capital assets, less the cost of amortization, was \$9.0M resulting in a net increase in total tangible capital assets. The City recognizes the importance of diligently investing in infrastructure to support future capacity needs, minimize unexpected costs and emergency works and to reduce risks to health and safety. The City continues to practice good fiscal management of its debt. Repayments during the year of \$2.1M were offset by the issuance of new debt of \$2M attributed to the replacement of the Zone 5 Booster Station, resulting in a net reduction of \$0.11M. The City's debt capacity ratio continues to be approximately 30% of the prescribed limit.

Revenues for 2023 totaled \$57M (2022 - \$49.8M). The largest drivers of the increase were development and other contributions and return on investments, reflecting increases of \$3.4M and \$2.2M respectively. An increase in interest rates from 1.93% in 2022 to 5.07% in 2023 resulted in higher returns on the investment portfolio. Developer contributed assets were \$4.6M more than the prior year, due to the timing of completion of developer donated assets, which can vary from year to year.

Expenses for 2023 totaled \$37.9M (2022 - \$35.4M), an increase of \$2.5M. As budgeted, wages and benefits contributed to most of this increase across all departments. Other increases related to operating costs associated with FireSmart activities, funded by the Community Resiliency Investment Fund and the City's Building Safer Communities work, funded by Public Safety Canada. Amortization and interest costs also increased over the prior year. Increases in expenditures were offset in part by a reduction in repair and maintenance costs associated with the City's fleet, equipment, grounds and facilities.



This graph reflects that principle and interest payments on long term debt over the past ten (10) years are, on average, 7.5% of the total expenditures of the city.

The City ended the year with an increase of \$19.1M (2022 - \$14.5M) to accumulated surplus, representing a consolidated balance of \$287M. The City's surplus, inclusive of individual fund surpluses, was \$41.9M; representing reserves committed to fund future expenditures of \$37.9M and unappropriated surplus of \$4M. Unappropriated surplus is to be used only for extraordinary events, such as wildfires or flooding, consistent with financial best practices. The accumulated surplus is a key indicator of the City's overall financial ability to provide future services, consisting of both cash and non-cash components, and is equal to the sum of net financial assets and non-financial assets.

At the end of 2023, net operating surpluses (operating surplus less any year-end transfers to reserves and unexpended operating funds carried forward to 2024) for the following functions were:

- General Operating Net Year End Surplus - \$71,091 which is within 0.25% of actual and budgeted revenues and expenses;
- Regional Fire Training Centre Net Year End Surplus - \$11,953;
- Downtown Parking Specified Area Net Year End Surplus - \$31,374;
- Water Operating Fund Net Year End Surplus - \$66,817; and
- Sewer Operating Fund Net Year End Surplus - \$68,398.

Reserves for future expenditures have increased by \$1.5M. This increase is due to the reallocation of year-end operating surpluses for specific projects, unexpected challenges and opportunities such as leveraging senior government grant funding. The City's statutory reserves have increased by \$6.8M mainly due to the established of the Growing Communities Fund Reserve with a closing balance of \$5.5M. For more details on this government transfer, refer to Schedule 2 in the financial statements.

The Statistical section of the Annual Report shows five-year comparisons of key financial measurements. This section has been updated to reflect the restatement of prior year information. The results signify that the City continues to be in a good financial position and strives to be innovative and creative in terms of service delivery that reflects Council priorities and community expectations. The City continues to be accountable in spending, sensitive to public needs and aims to preserve community infrastructure while balancing the changing economic conditions of the community.

Sincerely,



Chelsea Van de Cappelle, CPA

Chief Financial Officer



Annual Budget

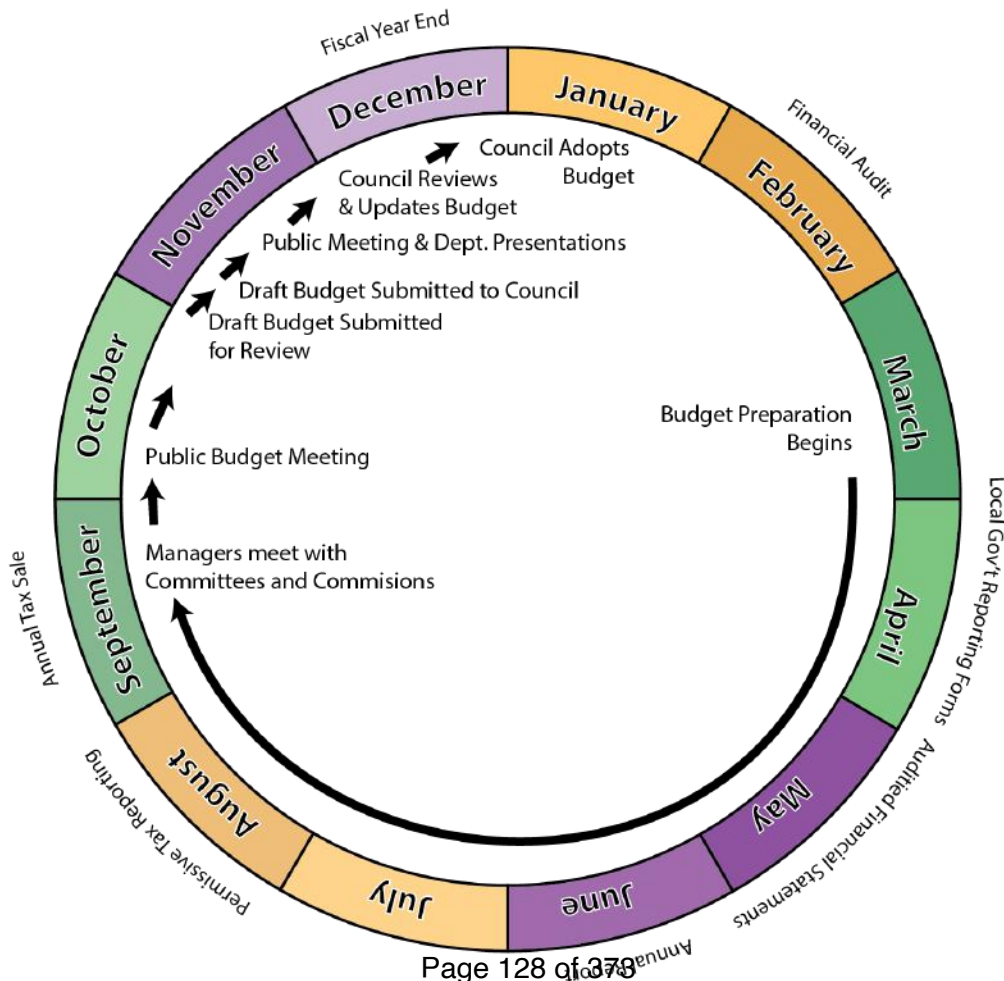


The City is responsible for the delivery of many services to both the residents and business community. The core services provided by the City are depicted in greater detail on page 16 of the annual report. These services account for the majority of the City's resources. Salmon Arm taxpayers also contribute to a number of regional services, such as the Shuswap Emergency Program, through the Columbia Shuswap Regional District. In the spring of each year, the City starts preparing for the development of the annual budget. Public input is sought through a participative meeting generally held in October. Council places great value on the public's input and resulting consultation. Council is presented with the next year's proposed budget in early December. After an extensive review by Council and staff, Council adopts that year's budget through bylaw approval typically in December or January.

The budget is a plan for the upcoming year, as well as a preplan for future years that reflects the goals, objectives and priorities of the community. The operating budget projects revenue and expenditures for the current operating year while the capital budget identifies the capital projects approved by Council. The budget focuses on the current year's operation and maintenance of the following general service areas: water and sewer systems, transportation network, parks and recreation, fire and policing services, airport, cemetery, environmental health and development and legislative services.

Solid progress has been made towards the ongoing development of the City's Service Delivery Management program. The challenge facing the community, like most municipalities, is that the City has significant infrastructure replacement obligations into the long-term. A sustainable infrastructure replacement funding model is necessary to ensure continued service and demonstrates a fair and equitable intergenerational funding approach.

The 2024 budget includes a 5.6% property tax increase for all property classes and new construction tax revenue of 1.18%. This additional taxation revenue will assist in funding operational increases as a result of inflationary pressures, wages and benefits, police services, and the renewal and replacement of infrastructure within protective services and transportation. The budget continues to prioritize safety while maintaining core service levels, with 27% of municipal taxes collected being allocated towards protective services. Consistent with Council's objective to maintain tax stability while maintaining equality between property classifications, the 2024 general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) has been equalized. This resulted in a shift of general municipal property taxes from Class 6 (Business) to Class 5 (Light Industry).



The 2024 budget also reflects a 30% increase to Water User Fees and a 10% increase to Sewer User Fees to address capital investments (replacements and upgrades), increased borrowing costs, increasing costs pertaining to labour, equipment and materials and to address diminishing reserves.

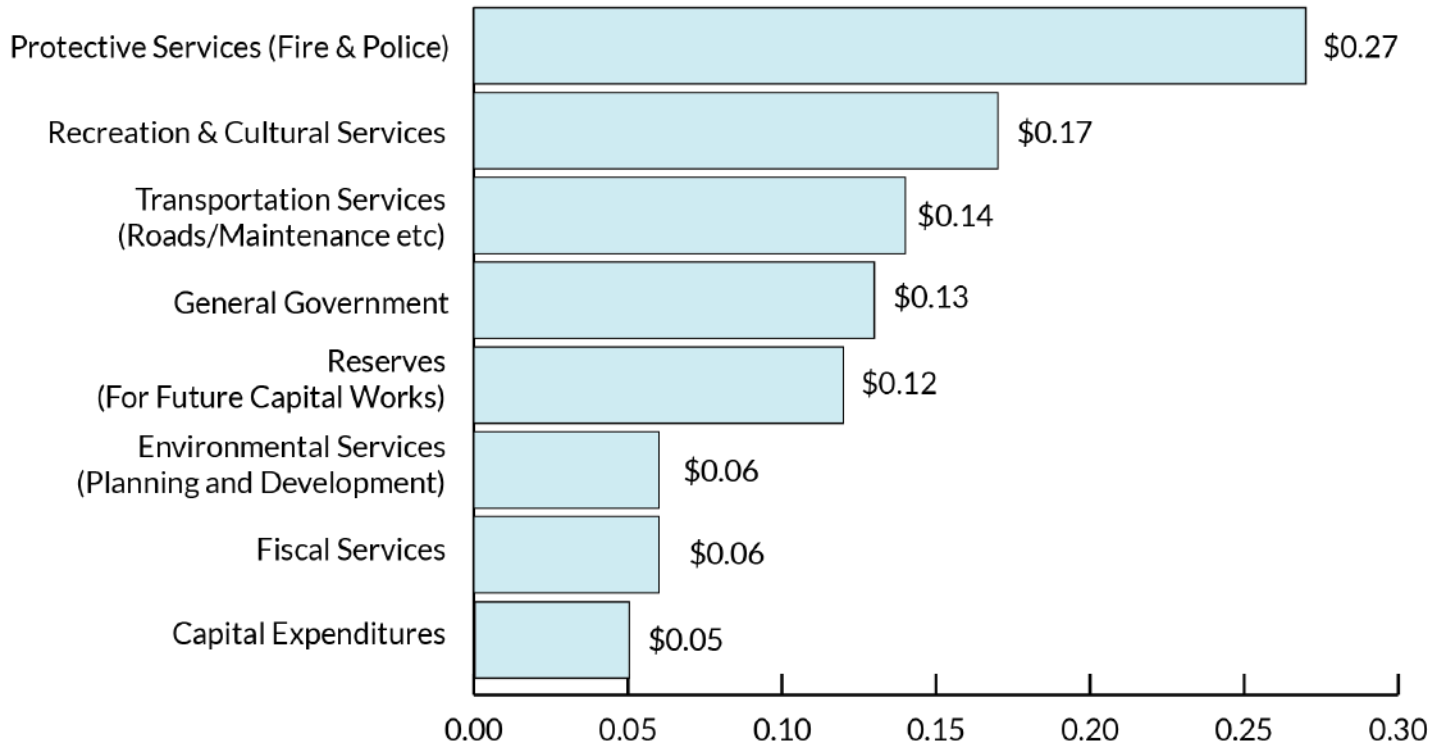
The current Canada Community-Building Fund program (Community Works Fund) expired on March 31, 2024, however the City is optimistic that a new renewed long-term agreement will be reached during the year. As a result, the City's budget includes anticipated grant funding of \$835K and has allocated \$3.7M of the total grant funds received towards various capital and operational projects such as:

- A new Public Sanitary Dump Station (\$520K);
- The expansion of Fire Hall No. 2 (\$500K); and
- The Lakeshore Road Stabilization project (\$409K).

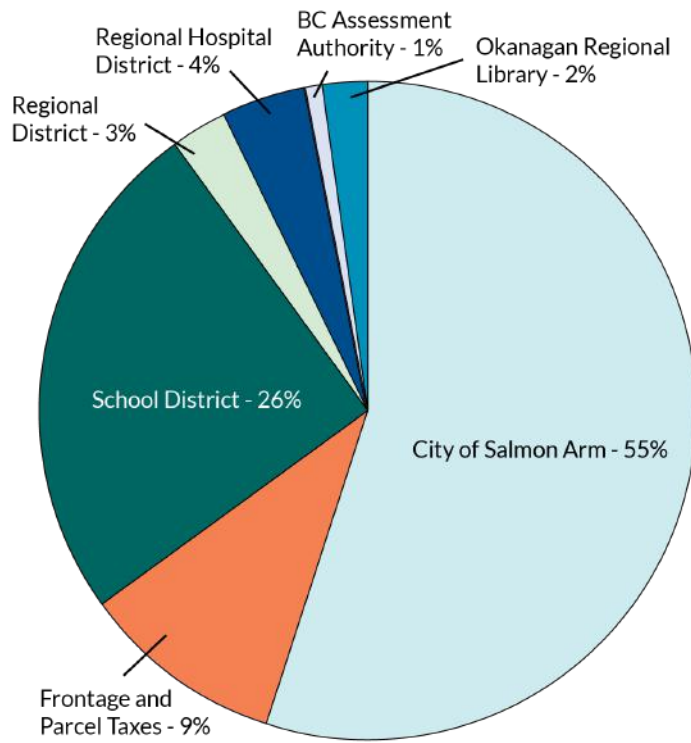
The City plans to utilize the remaining Provincial COVID-19 Safe Restart Grant received in 2020 and has allotted \$702K within the 2024 budget to offset operational expenditures and budget shortfalls. In March 2023, the City was fortunate to receive a one-time Provincial Growing Communities Fund Grant of \$6.1M to be utilized towards infrastructure and amenities that will increase the local housing supply.

Of this, \$4.7M has been allocated within the 2024 budget and \$735K earmarked for future projects. Other significant grants secured and included within the 2024 budget include:

- BC Active Transportation Infrastructure Grant Program (16 Ave NE - Multi-Use Path) - \$411K;
- Investing in Canada Infrastructure /CleanBC Communities Fund (Shaw Centre MUA Loop Upgrade) - \$310K;
- Building Safer Communities Fund - \$290K;
- Local Government Housing Initiative Program (Legislative Changes to Support Housing) - \$240K;
- UBCM Complete Communities Fund (Complete Community Study) - \$150K; and
- Local Government Climate Action Program - \$147K.



This graph reflects the portion of each municipal tax dollar that funds each function with the city's annual budget. For example \$0.14 of each dollar levied funds transportation services.



This graph reflects that only 55% of the residential property tax bill is retained by the city to fund the annual budget.

The capital budget includes the purchase of an accessible beach water access mat for Canoe Beach, the purchase of new self-contained breathing apparatus (SCBA) for the fire department, the construction of the replacement Zone 2 Pump Station, construction of a new public sanitary dump station, the rehabilitation of the Foreshore Main – phase 2, and various other important community projects.

The budget provides for one debenture borrowing, which was anticipated in the prior year and has been carried forward for completion in 2024. The borrowing, will allow for the construction of the replacement Zone 2 Pump Station, located at Canoe Beach (\$4.2M). This is one of two pump stations that feed the treated water from the Water Treatment Plant into the water system. As discussed in the prior year, the Zone 2 Pump Station has reached its anticipated useful life.

The use of long term debt and the accumulation of reserves to undertake certain projects is prudent and a combination of both funding mechanisms is a good strategy to maintain a healthy financial foundation. Long term debt should not be a means to finance all projects, however, the reality is that there are some City projects that cannot be undertaken unless long term debt is accessed.

The City continues to allocate funds annually to reserves for various projects, such as the Shoemaker/Auto Road extension, the construction of the West Bay Connector Trail, a Downtown Parkade, the replacement of the Wharf and the Waste Water Treatment Plant expansion as well as equipment replacement, major maintenance and operational activities. The City establishes reserves to undertake works once the funds required have been accumulated. The 2024 budget continues to reflect the allocation of predetermined amounts to reserves.

Many City staff members contribute to the budget development process each year. The onus is on senior staff to ensure the required financial and operational resources are utilized by each department for the intended purpose and that annual budget targets are met each year.



Award for Financial Reporting



Government Finance Officers Association

Canadian Award for Financial Reporting

Presented to

City of Salmon Arm

British Columbia

For its Annual
Financial Report
for the Year Ended

December 31, 2022

Christopher P. Morill

Executive Director/CEO

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the City of Salmon Arm for its annual financial report for the fiscal year ended December 31, 2022. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards. Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Canadian Award for Financial Reporting program requirements, and we will be submitting it to GFOA to determine its eligibility for another award.

"The Canadian Award for Financial Reporting recognizes excellence in governmental accounting and financial reporting and represents a significant accomplishment by a municipal government and its management" quotes GFOA. It recognizes and encourages excellence in reporting and producing high quality financial reports.

This is the sixteenth year in a row that the City has received this national award. The 2022 Annual Report can be viewed on the City's website at salmonarm.ca.



2023-2027 Financial Plan

Schedule "A" - Bylaw #4586

City of Salmon Arm 2023 - 2027 Financial Plan

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Consolidated Revenues					
Property and MRDT Taxes - Net	\$ 21,754,265	\$ 22,189,350	\$ 22,633,137	\$ 23,085,800	\$ 23,547,516
Frontage & Parcel Taxes	3,723,440	3,797,909	3,873,867	3,951,344	4,030,371
Sales of Service	9,157,585	9,340,737	9,527,552	9,718,103	9,912,465
Revenue From Own Sources	3,170,180	3,233,584	3,298,256	3,364,221	3,431,505
Rentals	343,435	350,304	357,310	364,456	371,745
Federal Government Transfers	255,620	260,732	265,947	271,266	276,691
Provincial Government Transfers	6,795,535	6,931,446	7,070,075	7,211,477	7,355,707
Other Government Transfers	236,258	240,983	245,803	250,719	255,733
Transfer From Prior Year Surplus	407,975	416,135	424,458	432,947	441,606
Transfer From Reserve Accounts	2,756,125	2,811,248	2,867,473	2,924,822	2,983,318
Total Consolidated Revenues	48,600,418	49,572,428	50,563,878	51,575,155	52,606,657
Consolidated Expenditures					
General Government Services	4,263,620	4,348,892	4,435,870	4,524,587	4,615,079
Protective Services	7,295,970	7,441,889	7,590,727	7,742,542	7,897,393
Transportation Services	5,756,430	5,871,559	5,988,990	6,108,770	6,230,945
Environmental Health Services	130,205	132,809	135,465	138,174	140,937
Environmental Development Services	3,351,420	3,418,448	3,486,817	3,556,553	3,627,684
Recreation and Cultural Services	5,377,310	5,484,856	5,594,553	5,706,444	5,820,573
Fiscal Services - Interest	1,352,725	1,379,780	1,407,376	1,435,524	1,464,234
Fiscal Services - Principal	1,364,760	1,392,055	1,419,896	1,448,294	1,477,260
Capital Expenditures	3,725,325	6,563,160	6,196,950	4,918,606	5,091,106
Transfer to Reserve Accounts	3,313,213	616,152	1,125,949	2,550,751	2,527,639
Transfer to Reserve Funds	7,260,520	7,405,730	7,553,845	7,704,922	7,859,020
Water Services	2,910,100	2,968,302	3,027,668	3,088,221	3,149,985
Sewer Services	2,498,820	2,548,796	2,599,772	2,651,767	2,704,802
Total Consolidated Expenditures	\$ 48,600,418	\$ 49,572,428	\$ 50,563,878	\$ 51,575,155	\$ 52,606,657

2023-2027 Financial Plan



Schedule "A" - Bylaw #4586

City of Salmon Arm 2023 - 2027 Financial Plan

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Capital Projects					
Finances Acquired					
General Operating Fund	\$ 2,189,925	\$ 4,887,360	\$ 5,157,650	\$ 3,581,150	\$ 3,746,150
Water Operating Fund	763,100	912,300	716,800	1,042,800	819,300
Sewer Operating Fund	772,300	763,500	322,500	294,656	525,656
Federal Government Grants	1,058,650	548,500	-	-	-
Provincial Government Grants	2,369,150	838,500	-	-	-
Prior Year Surplus	28,000	-	-	-	-
Reserve Accounts	10,749,380	3,460,500	1,365,000	842,500	1,447,500
Reserve Funds	2,694,920	2,737,000	3,523,500	1,226,000	1,296,500
Development Cost Charges	785,750	607,250	875,000	480,000	695,000
Short Term Debt	-	399,500	-	-	-
Long Term Debt	6,577,820	4,380,000	56,025,000	3,470,000	1,500,000
Developer Contributions	836,200	-	-	-	-
Total Funding Sources	28,825,195	19,534,410	67,985,450	10,937,106	10,030,106
Finances Applied					
Transportation Infrastructure	11,457,890	10,481,650	9,638,650	6,088,650	4,813,650
Buildings	8,932,330	430,000	555,000	330,000	130,000
Land	510,000	-	-	-	-
IT Infrastructure	70,000	120,000	20,000	20,000	20,000
Machinery and Equipment	1,415,850	1,204,500	2,363,500	746,000	936,500
Vehicles	518,500	265,000	655,000	95,000	145,000
Parks Infrastructure	775,980	1,553,460	764,000	370,000	445,000
Utility Infrastructure	5,144,645	5,479,800	53,989,300	3,287,456	3,539,956
Total Capital Expense	28,825,195	19,534,410	67,985,450	10,937,106	10,030,106
Departmental Summary					
General Government Services	564,300	250,000	100,000	100,000	100,000
Protective Services	1,120,850	502,000	292,000	167,000	617,000
Transportation Services	12,664,365	11,444,150	12,385,150	6,682,650	5,198,150
Environmental Health Services	29,715	555,000	255,000	70,000	60,000
Recreation and Cultural Services	1,840,610	1,253,460	914,000	580,000	465,000
Water Services	9,401,530	4,203,800	716,800	3,042,800	1,316,800
Sewer Services	3,203,825	1,326,000	53,322,500	294,656	2,273,156
Total by Department	\$ 28,825,195	\$ 19,534,410	\$ 67,985,450	\$ 10,937,106	\$ 10,030,106

Average Residential Taxes

The City of Salmon Arm acts as a collection agency for other taxing authorities and as a result your property tax notice reflects taxes collected for municipal purposes as well as taxes collected for these other authorities.

Allocation of 2024 Property Taxes Based on \$659,113 Average Residential Assessment					
Municipal Taxes	2024 Net Cost	%	2024 Tax	2023 Tax	\$ Change
General Government Services	\$ 2,898,402	12.92%	\$ 247.07	\$ 152.53	\$ 94.54
Protective Services (Fire and Police)	5,926,029	26.39%	504.65	490.38	14.27
Transportation Services (Roads/Maintenance etc)	3,202,052	14.27%	272.88	271.73	1.15
Environmental, Health and Development Services	1,348,330	6.01%	114.93	122.10	(7.17)
Recreation and Cultural Services	3,839,111	17.11%	327.19	295.28	31.91
Fiscal Services	1,423,976	6.35%	121.43	134.23	(12.80)
Capital Expenditures	1,046,210	4.66%	89.11	82.24	6.87
Reserves (For Future Capital Works)	2,757,840	12.29%	235.02	263.03	(28.01)
Total General Municipal	<u>\$ 22,441,950</u>	<u>100.00%</u>	\$ 1,912.28	\$ 1,811.52	100.76
Water Frontage (based on 60 taxable feet)			124.80	124.80	-
Sewer Frontage (based on 60 taxable feet)			118.80	118.80	-
Transportation Parcel Tax (flat rate per parcel)			150.00	150.00	-
Total City of Salmon Arm Taxes			\$ 2,305.88	\$ 2,205.12	\$ 100.76
Collections For Other Agencies					
School (Province of BC)			\$ 995.19	\$ 968.41	\$ 26.78
Columbia Shuswap Regional District			128.46	111.11	17.35
Columbia Shuswap Regional District - SIR Levy			4.75	4.66	0.09
Regional Hospital District			152.06	156.53	(4.47)
Okanagan Regional Library			72.11	69.25	2.86
B.C. Assessment Authority			22.87	22.18	0.69
Municipal Finance Authority			0.13	0.13	-
Total Other Agencies			\$ 1,375.57	\$ 1,332.27	\$ 43.30
Gross Property Taxes			\$ 3,681.45	\$ 3,537.39	\$ 144.06
Less: Home Owner Grant (\$1,045.00 if Over 65)			(770.00)	(770.00)	-
Net Property Taxes			\$ 2,911.45	\$ 2,767.39	\$ 144.06
Solid Waste Collection and Recycling			101.00	101.00	-
Net Amount Due			\$ 3,012.45	\$ 2,868.39	\$ 144.06

Tax Exemptions



Tax Exemptions Provided By Council For the Year Ended December 31, 2023

	Municipal Taxes	Other Taxes	Total Taxes
1. Properties Used for Public Worship*			
Broadview Evangelical Free Church	\$ 34,958	\$ 18,823	\$ 53,781
Canoe United Church	540	599	1,139
Church of Jesus Christ of Latter-day Saints in Canada	4,314	4,766	9,080
Cornerstone Christian Reformed Church	3,703	4,105	7,808
Deo Lutheran Church of Salmon Arm	1,688	1,867	3,555
First United Church	2,611	2,887	5,498
Five Corners Pentecostal Church	2,491	3,194	5,685
Lakeside Community Church	2,441	2,698	5,139
Little Mountain Bible Chapel	2,085	2,308	4,393
Mt Ida Congregation of Jehovah's Witnesses	3,292	3,637	6,929
Salmon Arm Mennonite Church	1,168	995	2,163
Seventh Day Adventist Church (British Columbia Conference)	2,696	2,978	5,674
Shuswap Community Church	8,144	8,986	17,130
St. Andrew's Presbyterian Church	2,776	2,783	5,559
St. John the Evangelist Anglican Church of Canada	2,053	2,271	4,324
St. Joseph's Catholic Church	3,721	4,108	7,829
The Salvation Army New Hope Community Church	1,231	1,367	2,598
	79,912	68,372	148,284
2. Properties Used for Charitable Purposes			
(SPCA) The British Columbia Society for the Prevention of Cruelty to Animals	4,076	2,084	6,160
Canadian Mental Health Association	60,747	37,170	97,917
Churches of Salmon Arm Used Goods Society	20,392	10,140	30,532
Gleneden Community Association	4,210	2,093	6,303
Good Samaritan Canada (Lutheran Social Service Organization) Inc	44,329	32,573	76,902
Nature Trust of BC	2,013	2,239	4,252
Royal Canadian Legion Branch 62	12,234	5,204	17,438
Salmar Community Association	39,338	17,053	56,391
Salmon Arm & Shuswap Lake Agricultural Association	109,511	54,920	164,431
Salmon Arm Elks Recreation Society	9,720	5,821	15,541
Salmon Arm Folk Music Society	2,966	1,960	4,926
Salmon Arm Masonic Holding Society	936	1,035	1,971
Salmon Arm Museum & Heritage Association	35,221	17,631	52,852
Salmon Arm Rescue Unit	4,792	2,388	7,180
Scout Properties (BC/Yukon)	1,039	1,152	2,191
Shuswap Area Family Emergency Society	3,825	2,813	6,638
Shuswap Association for Community Living	4,437	3,265	7,702
Shuswap Association for Rowing & Paddling	8,660	4,326	12,986
Shuswap Day Care Society	1,421	1,049	2,470
Shuswap District Arts Council	6,892	2,943	9,835
Shuswap Family Resource and Referral Society	17,929	7,769	25,698



Tax Exemptions

Tax Exemptions Provided By Council For the Year Ended December 31, 2023

	Municipal Taxes	Other Taxes	Total Taxes
Shuswap Housing Society	11,017	8,102	19,119
Shuswap Recreation Society	18,112	9,037	27,149
Shuswap Theatre Society	3,865	1,651	5,516
The Elks Recreation Children's Camp Society of BC	18,394	17,552	35,946
The Governing Council of the Salvation Army	9,066	4,529	13,595
	455,142	256,499	711,641
3. Properties Used for Senior Recreation Purposes			
Canoe Senior Citizen Association, Branch 92	2,953	1,472	4,425
Seniors' Fifth Avenue Activity Centre Association	10,137	5,026	15,163
	13,090	6,498	19,588
4. Properties Used for Recreation and Other Purposes			
Salmon Arm Curling Club	18,646	9,227	27,873
Salmon Arm Fish & Game Club	3,853	3,475	7,328
Salmon Arm Horseshoe Club	1,681	838	2,519
Salmon Arm Lawn Bowling Club	2,014	1,003	3,017
Salmon Arm Tennis Club	18,668	10,027	28,695
Shuswap Recreation Society	261,785	133,647	395,432
City of Salmon Arm	4,867	1,993	6,860
	311,514	160,210	471,724
Total Taxes Exempted by Council in 2023	\$ 859,658	\$ 491,579	\$ 1,351,237

* A portion is statutorily exempt.

Community Grants



The City of Salmon Arm supports voluntary non-profit organizations each year by allocating, through the Annual Budget process, a contribution to the Shuswap Community Foundation for distribution of cash grants within the community.

Summarized below is a listing of all grants awarded, both direct and indirect, through the City of Salmon Arm and the Shuswap Community Foundation.

Distributed Through the Shuswap Community Foundation

Shuswap Association for Community Living	- Customized Truck	\$ 4,500
Literacy Alliance of the Shuswap Society	- Unplug and Play Program	4,300
Rise Up Indigenous Wellness Society	- Rental Costs for Office Space	4,800
Salmon Arm & Shuswap Lake Agricultural Association	- Water, Sewer, and Frontage Tax	6,086
Salmon Arm Lawn Bowling Club	- Fencing Project	3,961
Salmon Arm Minor Hockey Association	- Tournament Costs	4,500
Salmon Arm Museum & Heritage Association	- Preserving Memories Exhibit	1,500
Salmon Arm Secondary Dry Grad Committee	- Alcohol Free Event for Grads	800
Shuswap Association of Writers	- Young Writers Program	2,000
Shuswap District Arts Council	- WOW - Gazebo Rental	1,100
Shuswap Food Action Society	- Manager Wages	2,500
Shuswap Music Festival	- Rental Costs for Virtual Performance	1,500
Shuswap Pipes n Drum	- Chanters	2,600
Shuswap Rowing and Paddling Club	- Shuswap Dragon Boat Festival Sponsorship	1,700
Shuswap Theatre Society	- Siding and Stair Replacement	4,000
The Canadian Red Cross Society	- Rental Assistance	4,500
Voice of the Shuswap Broadcast Society	- Antenna Space Rental	2,300
		52,647.00

Distributed Through the City of Salmon Arm

BC SPCA - Shuswap Branch	- Operating	12,000
BC Housing	- Water and Sewer Connections	7,745
Canadian Mental Health Association / BC Housing	- Development Cost Charge Subsidy	15,455
Fletcher Park Seniors' Resource Centre	- Operating	23,913
S.A.F.E. Society	- Victims Assistance Program	27,000
Salmon Arm Citizens on Patrol Society	- Operating	5,000
Salmon Arm Downtown Improvement Association	- Community Day Cleanup	500
Salmon Arm Elks #455	- Park Maintenance	10,262
Salmon Arm Folk Music Society	- Operating	52,000
Salmon Arm Lawn Bowling Club	- Greens Maintenance	18,677
Salmon Arm Museum and Heritage Association	- Building Insurance	5,082
	- Grounds Maintenance	1,484
Salmon Arm Senior Citizens' Association - Branch 109	- Landscaping Maintenance	4,121
Salmon Arm 55+ BC Games Society	- 55+ BC Games Contribution	60,000
School District No. 83	- Jackson Campus Grounds Maintenance	20,574
	- Jackson Campus Fieldhouse Maintenance	11,152
	- Safeway Fields Maintenance	18,711
Shuswap Community Foundation	- Endowment Fund	21,866
	- Emergency Response Fund	5,000
	- Unallocated Grant Funding	1,978
	- Operating	2,875
Shuswap Climate Action Society	- Xeriscaping Education	513
Shuswap District Art Council/Shuswap Art Gallery Assoc.	- Operating	46,427
	- Pride Festival	5,000
	- Building Maintenance	9,011
Shuswap Hut and Trail Alliance	- Operating	47,036
	- Shuswap Roundtable	1,500
		\$ 434,882
Total Contributions		487,529
Indirect Contributions		(122,273)
Direct Contributions		\$ 365,255



Funds Provided to Other Agencies

The City of Salmon Arm contracts with some outside agencies to provide services to the community.

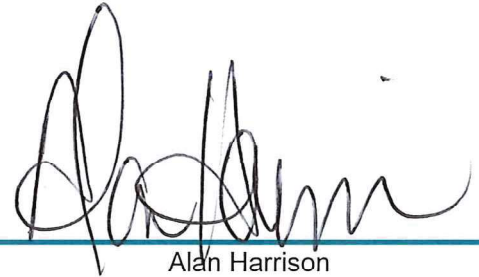
		2023	2024 (Budget)
Funds Provided to Other Agencies			
Adams Lake Indian Band	- BSCF Program	\$ 31,173	\$ 48,460
Downtown Salmon Arm	- Operating	211,733	220,200
Economic Development Society	- Operating	337,856	351,000
Economic Development Society	- MRDT Program	335,379	277,000
Okanagan Regional Library	- Operating	802,766	845,400
Regional District (See Below)	- Operating	1,202,187	1,428,982
Rise Up Indigenous Wellness	- BSCF Program	14,710	29,575
Shuswap Immigrant Services Society	- BSCF Program	11,088	25,920
Salmon Arm Museum and Heritage Association	- Operating	161,304	176,100
Shuswap Recreation Society - Little Mtn. Fieldhouse	- Operating	28,442	30,400
Shuswap Recreation Society - Memorial Arena	- Operating	609	2,900
Shuswap Recreation Society - Shaw Centre & Other Facility Services	- Operating	543,348	848,335
Shuswap Recreation Society - Shaw Centre & Other Facility Services	- Capital	74,851	609,740
Shuswap Recreation Society - Recreation Centre	- Operating	741,143	817,700
Shuswap Recreation Society - Recreation Centre	- Capital	133,770	346,870
Shuswap Resource and Referral Society (Shuswap Family Centre)	- BSCF Program	49,670	92,560
Shuswap Watershed Council	- Operating	40,000	-
		\$ 4,599,186	\$ 6,010,122
Regional District - (Detail)			
General Government		-	21,029
Administration & IT		171,482	198,911
911 Emergency Telephone Service		56,030	63,910
Feasibility Reserve		7,958	7,809
Solid Waste - Recycling		335,557	331,729
Solid Waste - Closure		-	78,091
Shuswap Search & Rescue		50,882	51,078
Shuswap Emergency Preparedness		147,594	147,648
Milfoil Control		118,685	125,142
Weed Control		4,134	4,321
Tourism Shuswap		150,323	182,012
Film Commission		9,361	12,375
Sterile Insect Control - Levy		56,890	58,522
Rail Trail Corridor		87,378	134,660
Sterile Insect Control - Parcel Tax		5,744	5,865
Adjustments		169	5,880
		\$ 1,202,187	\$ 1,428,982

Statement of Financial Information Approval For the Year Ended December 31, 2023

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.



Chelsea Van de Cappelle
Chief Financial Officer
May 30, 2023



Alan Harrison
Mayor
May 30, 2023

Statement of Employee Remuneration and Expenses

For the Year Ended December 31, 2023

A statement showing the gross remuneration, bonuses, gratuities and expenses paid to each employee whose total remuneration exceeded \$75,000.00 during the Year 2023.

Name	Position	Remuneration	Expenses	Total
Adams, Kenneth	Mechanic	\$ 83,840	\$ 20	\$ 83,860
Anderson, Reece	Operator III of Waste Water Treatment Plant	76,823	-	76,823
Arvay, Mervin	Utility Supervisor	100,527	608	101,134
Baker, Jason	Utility Person III	75,808	2,106	77,914
Bau Baiges, Gabriel	City Engineer	118,585	1,755	120,340
Buxton, Michael	Director of Planning & Community Services	105,491	5,980	111,471
Clarkson, Mary	Health, Safety & Human Resources Coordinator	83,940	1,645	85,585
Collens, Joseph	Mechanic	83,432	20	83,452
Frese, Hart	Chief Operator of Waste Water Treatment Plant	98,701	340	99,041
Gerow, Darin	Manager of Roads & Parks	118,016	1,910	119,926
Graham, Kirk	Supervisor of Roads & Transportation	102,662	1,543	104,204
Greencorn, Jamie	Roads & Transportation Sub Foreman	78,198	-	78,198
Guidos, Carmen	Fire Fighter	80,484	-	80,484
Hansen, Kevin	Supervisor of Parks & Facilities	102,440	2,582	105,022
Hay, Jonathan	Parks Sub Foreman	78,589	975	79,563
Jackson, Erin	Chief Administrative Officer	195,132	6,521	201,653
Larson, Chris	Senior Planner	88,834	1,947	90,780
Lebeter, Gary	Deputy Fire Chief	98,358	2,323	100,681
Moore, Christopher	Engineering Assistant II	91,597	-	91,597
Morland, Dan	Equipment Operator II	77,637	-	77,637
Niewenhuizen, Robert	Director of Engineering & Public Works	143,525	1,635	145,160
Patterson, Gregg	GIS Coordinator/IT Coordinator	96,657	2,272	98,929
Philps, Jason	Utility Sub Foreman	77,094	965	78,059
Rasmuson, John	Manager of Utilities	113,369	507	113,876
Roy, Maurice	Manager of Permits & Licensing	75,565	692	76,256
Shirley, Brad	Fire Chief	126,866	2,916	129,782
Smyrl, Melinda	Planner III/Manager of Planning & Building	92,072	1,134	93,206
Stalker, Doug	Operator III of Waste Water Treatment Plant	87,884	99	87,983
Stefanyk, Kyle	Equipment Operator IV	76,613	-	76,613
Tomson, Richard	Tradesman Certified Fabricator Millwright	77,301	-	77,301
Tulak, Devon	Operator II of Water Treatment Plant	83,292	2,626	85,918
Tulak, Tracy	Manager Financial Services	107,836	1,417	109,253
Turley, Samuel	Carpenter II	79,014	-	79,014
Van De Cappelle, Chelsea	Chief Financial Officer	138,356	4,421	142,777
Webb, Rick	Chief Operator of Water Treatment Plant	109,744	99	109,843
West, Rhonda	Deputy Corporate Officer	86,283	2,239	88,522
Wilson, Jennifer	Service Delivery Management Coordinator/City Eng	93,446	3,563	97,010
Wood, Susan	Director of Corporate Services	145,744	7,992	153,736
Employee Wages Over \$75,000		3,749,754	62,849	3,812,604
Employee Wages Under \$75,000		5,065,212	27,736	5,092,949
Volunteer Fire Department Wages		369,501	-	369,501
Total		\$ 9,184,468	\$ 90,585	\$ 9,275,053

Statement of Council Indemnities & Expenses

For the Year Ended December 31, 2023

A statement showing remuneration and expenses paid to each Elected Official during the Year 2023.

Name	Position	Remuneration	Expenses	Life & Health Benefit	Total
Harrison, Alan	Mayor	\$ 72,276	\$ 8,359	\$ 2,876	\$ 83,511
Cannon, Debbie	Councillor	28,824	6,966	2,866	38,656
Flynn, Kevin	Councillor	28,824	7,415	2,876	39,114
Gonella, David	Councillor	28,626	6,325	3,110	38,061
Lavery, Timothy	Councillor	28,824	-	2,876	31,700
Lindgren, Sylvia	Councillor	28,843	7,376	2,904	39,124
Wallace-Richmond, Louise	Councillor	28,626	18,092	2,876	49,594
Total		\$ 244,844	\$ 54,533	\$ 20,382	\$ 319,759

Reconciliation of Remuneration

For the Year Ended December 31, 2023

A reconciliation of the difference between wages and benefits listed on the Financial Statements and the total remuneration and expenses listed.

Description	Amount
Employee Remuneration and Expenses	\$ 9,275,053
Council Indemnity and Expenses	319,759
Revenue Canada Agency (Employers CPP and EI)	549,337
Pension	678,847
Workers' Compensation	275,420
Employer Health Tax	127,209
Other (including accrual versus cash basis and labour capitalized)	504,221
Wages and Benefits Per Financial Statements	\$ 11,729,846

Statement of Payments Made for the Provision of Goods and Services

For the Year Ended December 31, 2023

A statement of supplier accounts paid \$25,000 or more during the Year 2023.

Name	Amount
1056875 Alberta Ltd	\$ 33,210
478868 BC Ltd. a/o McDiarmid Construction	284,183
A & D Asphalt Solutions	136,496
Acera Insurance Services Ltd	27,929
All Phase Electric Ltd.	67,026
Allnorth Consultants Limited	32,737
Alumichem Canada Inc.	278,769
Andrew Sheret Limited	50,404
Associated Engineering (BC) Limited	39,725
ATS Traffic British Columbia	36,995
Avenue Machinery Corp	138,916
Avex Architecture Inc	32,629
BC - Employer Health Tax	127,209
BC Hydro & Power Authority	962,144
BC Transit	655,926
BDO Canada LLP	40,163
Bedroc Greenhouses Inc	27,177
Bernd Hermanski Architect Inc.	25,554
Big Rock Construction Company Ltd	1,610,377
Black Press Group Ltd.	37,953
Braby Motors Ltd.	126,797
Brooke Downs Vennard LLP in Trust	41,229
Canadian Pacific Railway Company	537,203
Canoe Procurement Group of Canada	313,163
CB Process Instrumentation & Controls	41,889
Centralsquare Canada SoftwareInc.	45,621
Centrix Control Solutions LP.	126,899
Chance's Bulk Unloading Ltd.	252,564
Cheap Garbage Service Ltd	29,764
Clear Tech Industries Inc.	29,735
Columbia Shuswap Regional District	223,704
Commissionaires BC	40,019
Cool Creek Energy Ltd	37,107
D Webb Contracting	136,544
Electric Motor and Pump Service Ltd.	127,219
ESRI Canada	38,013
Fletcher Paine Associates Ltd.	29,709
Fortis BC - Natural Gas	168,635
Fountain Tire	27,979
Fraser Basin Council	40,000
Fred Surridge Ltd.	70,695
Fulton & Company LLP	45,093
Gentech Engineering Inc	90,844
Great West Equipment	29,282
Grizzly Curb & Concrete Ltd.	39,855

Statement of Payments Made for the Provision of Goods and Services - Continued

For the Year Ended December 31, 2023

Name	Amount
Group Health Global - Trust	\$ 543,762
Hack Sales & Service Canada LP.	26,743
Home Building Centre	26,240
ICBC	107,329
Inskip Electric Ltd.	26,415
Ironman Directional Drilling Ltd	43,743
Kimco Controls Ltd.	122,245
Kingston Construction Ltd.	4,260,440
KS2 Management Ltd.	143,002
Kuster Michelle M	36,976
Lawson Engineering Ltd	25,833
Leko Precast Ltd	54,684
Letourneau Notary Corporation in Trust	1,239,369
Limb Master Tree Service	60,732
Line West Ltd	95,015
Lordco Parts Ltd.	40,646
MADA Contracting	122,727
Mcelhanney Ltd	81,692
Milestone Fabrication Ltd.	26,395
Mounce Construction Ltd	29,182
Municipal Insurance Association of BC	407,194
Municipal Pension Plan - Employers Portion	678,847
Okanagan Aggregates Ltd.	2,904,636
Okanagan Traffic Control Inc.	35,410
Onsite Engineering Ltd.	143,676
Petrovalue Products Canada Inc.	538,936
R.F. Binnie & Associates Ltd.	499,910
Ramtech Environmental Products	48,785
Receiver General for Canada	3,807,227
Receiver General for Canada - Employers CPP and EI	549,337
Rite-Way Fencing Inc.	32,221
Rocky Mountain Phoenix	392,610
Salmon Arm Economic Development Society	663,100
Salmon Arm Gravel Products Ltd.	67,386
Salmon Arm Janitorial Ltd.	91,883
Salmon Arm Museum & Heritage Association	161,304
Salmon Arm Ready Mix Ltd.	32,944
SCV Contractors	816,736
Sealtec Industries Ltd.	49,935
Shaw Business A Division of Shaw Telecom GP	44,062
Shaws Enterprises Ltd.	35,407
Sherwin Williams Company	31,607
Shuwap Family Resource Centre	27,235
Shuswap Recreation Society	271,648
Siteone Landscape Supply Ltd	27,734
SkySail Technologies	167,600

Statement of Payments Made for the Provision of Goods and Services - Continued

For the Year Ended December 31, 2023

Name	Amount
Source Office Furnishings	\$ 38,028
Stewart McDannold Stuart Barristers & Solicitors	50,208
Sybertech Waste Reduction Ltd.	43,290
Syme Structural Engineering Ltd	25,200
Telus Communications and Services Ltd.	64,451
Titan Sport Systems Ltd	43,860
Total Office Supply Ltd	37,948
Total Power Limited	47,467
Urban Matters CCC	45,383
Vadium Security Inc	80,777
Western Road Distribution Inc	71,395
W.H. Laird Holdings Ltd.	58,839
Wolseley Canada Inc.	87,655
Worksafe BC	275,420
WSP Canada Group Limited	274,014
Zappone Aggregate Processors	100,760
	<hr/>
Supplier Accounts Over \$25,000	28,320,319
Supplier Accounts Under \$25,000	2,141,559
	<hr/>
Total	<u>\$ 30,461,878</u>

Reconciliation of Payments Made for the Provision of Remuneration, Expenses, Goods and Services

For the Year Ended December 31, 2023

A reconciliation showing the gross remuneration and expenses paid to employees and suppliers during the Year 2023, compared to total expenses on the Consolidated Financial Statements.

Description	Amount
Employee Remuneration and Expenses	\$ 9,275,053
Council Indemnity and Expenses	319,759
Payments Made for the Provision of Goods and Services	30,461,878
Direct Grants or Contributions	365,255
	<hr/>
Total Disbursements	40,421,946
	<hr/>
Total Expenses Per Financial Statements	37,868,533
	<hr/>
Difference	2,553,413
Accretion, Not a Cash Expense	147,099
Amortization, Not a Cash Expense	9,260,517
Capital Purchases, Not Included in Expenses on Financial Statements	(12,882,046)
Decrease in Accounts Payable (Net of Taxes Payable)	(597,270)
Interest on Long-Term Debt, Not Included in Payments to Suppliers	1,421,334
	<hr/>
Variance (-0.26%)	\$ (96,954)
	<hr/> <hr/>

The variance occurs for the following reasons:

- The financial statements are prepared on an accrual basis and this report is on a cash basis
- GST is included in the payments made to suppliers, but is net of rebate in the financial statement total

Statement of Guarantee and Indemnity Agreements

The City of Salmon Arm has one (1) guarantee and indemnity agreement, outlined below.

The City has entered into an agreement to act as a loan gaurantor to assist the Salmon Arm Tennis Club in the financing of an Indoor Tennis Facility at 3440 Okanagan Avenue SE, Salmon Arm, BC. The outstanding balance at December 31, 2023 was \$712,133 (2022 - \$729,929). The loan bears interest at 4.47% (2022 - 4.47%) repayable in monthly instalments of \$4,156. The loan has a term of 25 years and is secured by the assets of the Tennis Club and an indemnity agreement from the City.

Statement of Severance Agreements

There was one (1) severance agreement under which payment commenced between the City of Salmon Arm and its non-unionized employees during the fiscal year 2023. This agreement represents 4.5 weeks of salary and benefits.

The City of Salmon Arm
Financial Statements
For the year Ended December 31, 2023

Contents

Management's Responsibility for Financial Reporting	65
Independent Auditor's Report	66-67
Financial Statements	
Statement of Financial Position	68
Statement of Operations	69
Statement of Change in Net Financial Assets	70
Statement of Cash Flows	72
Notes to the Financial Statements	72 - 98
Schedules to Financial Statements (Unaudited)	
Schedule 1 – Covid-19 Safe Restart Grant	99
Schedule 2 – Growing Community Funds Grant	100

Management's Responsibility for Financial Reporting

The accompanying financial statements of The City of Salmon Arm are the responsibility of management and have been approved by the Chief Financial Officer and Council.

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Certain amounts used in the preparation of the financial statements are based on management's best estimates and judgments. Actual results could differ as additional information becomes available in the future. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The City of Salmon Arm maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the City of Salmon Arm's assets are appropriately accounted for and adequately safeguarded.

The City of Salmon Arm's Chief Financial Officer and Council are responsible for ensuring that management fulfill its responsibilities for financial reporting and are ultimately responsible for reviewing and approving the financial statements.

Chief Financial Officer and Council members meet periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the consolidated financial statements and the external auditor's report.

The financial statements have been audited by BDO Canada LLP in accordance with Canadian generally accepted auditing standards. The independent auditor's report expresses their opinion on these financial statements. The auditors have full and free access to the accounting records and the Chief Financial Officer and Council of the The City of Salmon Arm.

DocuSigned by:

0B42A71EFB34499... _____ Chief Financial Officer

DocuSigned by:
Alan Harrison
0D7BCA622CBB464... _____ Mayor



Tel: 250 832 7171
Fax: 250 832 2429
www.bdo.ca

BDO Canada LLP
571 6th Street NE, Suite 201
Salmon Arm, BC, V1E 1R6

Independent Auditor's Report

To the Mayor and Council of The City of Salmon Arm

Opinion

We have audited the financial statements of the The City of Salmon Arm (the "City"), which comprise the statement of financial position as at December 31, 2023, and the statement of operations, change in net financial assets, and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2023, and its results of operations, its change in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements of Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Restated Comparative Information

Without modifying our opinion, we draw attention to Note 2 to the financial statements which describes that certain comparative information presented for the year ended December 31, 2022 has been restated.

Other Matter - Unaudited Information

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of the attached Schedules to the City's financial statements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.



Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

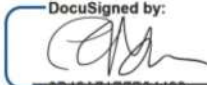
BDO Canada LLP

Chartered Professional Accountants

Salmon Arm, British Columbia
April 29, 2024

The City of Salmon Arm
Statement of Financial Position

As at December 31	Actual 2023	Restated 2022
Financial Assets		
Cash	\$ 2,513,927	\$ 819,278
Investments (Note 4)	83,969,856	73,854,610
Accounts Receivable		
Property Taxes	851,551	696,127
Trade	1,575,343	4,088,381
Water and Sewer Levies	398,912	362,950
Land Held for Sale	500,798	-
Inventories for Resale	114,537	87,264
M.F.A Debt Reserve (Note 5)	1,430,976	1,578,235
Loan Receivable (Note 6)	168,000	168,000
	91,523,900	81,654,845
Liabilities		
Accounts Payable and Accrued Liabilities	5,203,548	5,781,488
Assets Retirement Obligation (Note 7)	5,804,764	5,644,308
Deposits and Performance Bonds	1,935,502	2,331,351
Prepaid Property Taxes and Levies	3,867,491	3,590,627
Deferred Revenues (Note 8)	798,904	1,172,719
Deferred Development Cost Charges (Note 9)	13,934,150	13,076,954
M.F.A. Debt Reserve (Note 5)	1,430,976	1,578,235
Long Term Liability	161,512	184,585
Long-Term Debt (Note 10)	21,547,117	21,634,358
	54,683,964	54,994,625
Net Financial Assets	36,839,936	26,660,220
Non-Financial Assets		
Tangible Capital Assets (Note 11)	249,288,052	240,275,661
Inventories of Supplies	582,285	627,317
Prepaid Expenses	30,888	75,657
	249,901,225	240,978,635
Accumulated surplus (Note 12)	\$286,741,160	\$267,638,855

DocuSigned by:

 0842A71E9B34439...
 _____ Chief Financial Officer
 Chelsea Van de Cappelle, CPA

The accompanying notes to the financial statements and schedules are an integral part of these financial statements.

The City of Salmon Arm
Statement of Operations

For The Year Ended December 31	Budget 2023	Actual 2023	Restated Actual 2022
Revenues			
Taxation - Net (Note 13)	\$ 21,357,835	\$21,346,010	\$ 20,391,047
Transportation Parcel Tax (Note 13)	1,234,000	1,165,800	1,234,350
Frontage Tax (Note 13)	2,483,695	2,493,894	2,470,163
Government Transfers (Note 14)	10,915,505	9,669,318	9,241,931
Grants - Other	189,423	162,534	198,422
Sales of services	7,889,565	8,760,135	8,301,926
Licenses, Permits and Fines	825,300	941,083	930,887
Rentals, Leases and Franchises	734,935	1,042,709	1,056,610
Return on Investments	851,735	4,172,174	1,988,555
Penalties and Interest	202,500	260,748	235,473
Other Revenue	42,600	102,736	75,615
Development and Other Contributions	1,621,950	6,831,862	3,451,779
Gain on Disposal of Tangible Capital Assets	-	35,863	272,535
Loss on Asset Retirement Obligation Settlements	-	(14,028)	-
	<u>48,349,043</u>	<u>56,970,838</u>	<u>49,849,293</u>
Expenses			
General Government Services	4,941,795	5,884,312	5,441,992
Protective Services	7,151,435	6,401,453	6,044,078
Transportation Services	5,981,595	11,324,687	10,700,437
Environmental, Health and Development Services	3,423,975	3,351,517	2,686,337
Recreation and Cultural Services	4,195,065	4,071,576	4,134,749
Water and Sewer Services	5,100,535	6,834,988	6,360,666
	<u>30,794,400</u>	<u>37,868,533</u>	<u>35,368,259</u>
Annual Surplus	<u>17,554,643</u>	<u>19,102,305</u>	<u>14,481,034</u>
Accumulated Surplus, Beginning of Year	267,638,855	267,638,855	258,060,410
Adjustment on adoption of asset retirement obligations (Note 3)	-	-	(4,902,589)
Accumulated Surplus, Beginning of Year, As Restated	<u>267,638,855</u>	<u>267,638,855</u>	<u>253,157,821</u>
Accumulated Surplus, End of Year	<u>\$285,193,498</u>	<u>\$286,741,160</u>	<u>\$267,638,855</u>

The accompanying notes to the financial statements and schedules are an integral part of these financial statements.

The City of Salmon Arm
Statement of Change in Net Financial Assets

For The Year Ended December 31	Budget 2023	Actual 2023	Restated Actual 2022
Annual surplus	\$ 17,554,643	\$19,102,305	\$ 14,481,034
Acquisition of Tangible Capital Assets	(28,779,695)	(18,773,703)	(21,104,812)
Amortization of Tangible Capital Assets	-	9,260,517	8,639,516
Land Held for Resale	-	500,798	-
Disposal of Tangible Capital Assets	-	-	83,829
	(11,225,052)	10,089,917	2,099,567
Acquisition of Inventories of Supplies	-	(582,285)	(627,317)
Acquisition of Prepaid Expenses	-	(30,887)	(75,654)
Usage of Inventories of Supplies	-	627,317	661,777
Usage of Prepaid Expenses	-	75,654	305,491
Net Change in Net Financial Assets	(11,225,052)	10,179,716	2,363,864
Net Financial Assets, Beginning of Year	26,660,220	26,660,220	29,198,945
Adjustment on adoption of asset retirement obligations (Note 3)	-	-	(4,902,589)
Net Financial Assets, Beginning of Year as Restated	26,660,220	\$26,660,220	24,296,356
Net Financial Assets, End of Year	\$ 15,435,168	36,839,936	\$ 26,660,220

The accompanying notes to the financial statements and schedules are an integral part of these financial statements.

The City of Salmon Arm
Statement of Cash Flows

For the Year Ended December 31	Actual 2023	Restated 2022
Cash Flows from Operating Activities		
Annual Surplus	\$19,102,305	14,481,035
Items Not Involving Cash		
Actuarial Adjustments	(775,708)	(704,466)
Amortization Expense	9,260,517	8,639,516
Accretion Expense	147,099	143,033
Developer Contributed Tangible Capital Assets	(5,891,657)	(1,284,769)
(Gain) Loss on Disposal of Tangible Capital Assets	(35,863)	(272,535)
(Gain) Loss on Settlement of Asset Retirement Obligation	14,028	-
 Changes in Non-Cash Operating Items		
Accounts Receivable	2,321,652	(1,480,937)
Accounts Payable	(577,937)	168,281
Deferred Revenues	(373,815)	(7,206,197)
Deferred Development Cost Charges	857,196	901,629
Deposits and Performance Bonds	(395,849)	188,226
Inventories for Resale	(27,273)	4,901
Inventories of Supplies	45,033	34,462
Long Term Liability	(23,073)	(23,074)
Prepaid Expense	32,697	229,837
Prepaid Property Taxes and Levies	276,865	281,603
	23,956,217	14,100,545
 Cash Flows From Investing Activity		
(Increase) Decrease in Investments	(10,115,247)	3,489,509
 Cash Flows From Capital Activity		
Acquisition of Tangible Capital Assets	(12,882,046)	(19,283,649)
Proceeds on Disposal of Tangible Capital Assets	35,864	356,364
Tangible Capital Asset Additions due to Asset Retirement Obligation	59,995	62,293
Retirement of Asset Retirement Obligations	(48,601)	-
	(12,834,788)	(18,864,992)
 Cash Flows from Financing Activities		
Issuance of Long Term Debt	2,000,000	730,000
Repayment of Long Term Debt	(1,311,533)	(1,204,278)
	688,467	(474,278)
 (Decrease) Increase In Cash During Year	1,694,649	(1,749,216)
Cash, Beginning of Year	819,278	2,568,494
 Cash, End of Year	\$ 2,513,927	\$ 819,278

The accompanying notes to the financial statements and schedules are an integral part of these financial statements.

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

1. Summary of Significant Accounting Policies

Nature of Business	The City of Salmon Arm (the "City") is incorporated under the laws of British Columbia and is engaged in the operation of a municipality.
Basis of Presentation	It is the City's policy to follow Canadian generally accepted accounting principles. The financial statements include the accounts of all funds of the City. All inter fund transactions have been eliminated. The statements have been prepared in accordance with Public Sector Accounting Standards.
Accrual Accounting	The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or creation of a legal obligation to pay.
Revenue Recognition	<p>Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.</p> <p>As taxes recorded are initially based on management's best estimate of the taxes that will be received, it is possible that changes in future conditions, such as reassessments due to audits, appeals and court decisions, could result in a change in the amount of tax revenue recognized. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Sale of services and user fee revenues are recognized when the service or product is provided by the City.</p>

Financial Instruments

Cash and equity instruments quoted in an active market are measured at fair value (hierarchy level one - quoted market prices). All other financial instruments, are measured at cost or amortized cost. The carrying amount of each of these financial instruments is presented on the statement of financial position.

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations.

When investment income and realized and unrealized gains and losses from changes in the fair value of financial instruments are externally restricted, the investment income and fair value changes are recognized as revenue in the period in which the resources are used for the purpose specified.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

For investments measured at cost, the cost method records the initial investment at cost and earnings from such investments are recognized only to the extent received or receivable. When an investment is written down to recognize an impairment loss, the new carrying value is deemed to be the new cost basis for subsequent accounting purposes.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

Transaction costs are added to the carrying value for financial instruments measured using cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.

Grants and Government Transfers

When the City is the recipient, government transfers are recognized as revenue when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

When the City is the transferor, government transfers are recognized as an expense when they are authorized and all eligibility criteria have been met by the recipient.

Development Cost Charges

Development cost charges (DCC) collected to pay for capital costs due to development are recorded as deferred revenue. DCC's are recognized as revenue during the period in which the related development costs are incurred.

Deferred Revenue Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specified purpose.

Non-Financial Assets Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Tangible Capital Assets and Amortization Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all cost directly attributable to the acquisition or construction of the tangible capital asset, including transportation, site preparation, design, engineering, and legal fees. Contributed tangible capital assets are recorded at fair value at the time of contribution, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Buildings	10 to 50 years
Information Technology infrastructure	3 to 10 years
Machinery and Equipment	5 to 25 years
Parks Infrastructure	10 to 100 years
Transportation infrastructure	10 to 75 years
Utility infrastructure	20 to 70 years
Vehicles	10 to 25 years

Inventories Inventories are stated at cost. Cost is generally determined on a first-in, first-out basis. Inventories for resale are classified as financial assets. Inventories of supplies are classified as non-financial assets.

Intangible Assets Intangible assets include works of art and historic assets located throughout City Hall. They are not reflected in these financial statements.

Reserves Reserves for future expenditures are non-statutory reserves which represent an appropriation of surplus for specific purposes. Transfers to reserves for future expenditures represent amounts set aside to finance future projects and accumulations for specific purposes.

Statutory reserve funds are restricted by the Community Charter and associated Municipal Bylaws. Statutory reserve funds are funded 100% by cash and investments.

Long Term Debt Long term debt is recorded net of any sinking fund balances. Debt charges, including interest, are charged to current operations. Interest charges are accrued for the period from the date of the last interest payment to the end of the year.

Employee Future Benefits

The City participates in a multi-employer defined benefit pension plan, however, sufficient information is not available to use defined benefit accounting. Therefore, the City accounts for the plan as if it were a defined contribution plan. As such, no pension liability is included in the City's financial statements and contributions are recognized as an expense in the year to which they relate. All full-time employees are eligible to participate in the plan. Contributions are a defined amount based upon a set percentage of salary.

Asset Retirement Obligations

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

Liabilities are recognized for statutory, contractual, or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development, or normal operation of the assets. The liability is initially recorded at fair value, which is an amount that is the best estimate of the expenditure required to retire a tangible capital asset determined using present value calculation, and the resulting costs are capitalized as part of the carrying amount of the related tangible capital asset. This liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing, amount required to settle the obligation or the discount rate. The changes in the liability for the passage of time are recorded as accretion expense in the Statement of Operations and Accumulated Surplus and all other changes are adjusted to the tangible capital asset. This cost is amortized over the useful life of the tangible capital asset. If the related tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

Contaminated Sites

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the City accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation at this time, therefore no liability was recognized as at December 31, 2023.

Budget Figures

The budget figures are from the Annual Budget Bylaw adopted on or before May 15 of each year. They have been reallocated to conform to PSAS financial statement presentation. Subsequent amendments have been made by Council to reflect changes in the budget as required by law.

Use of Estimates

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Significant estimates in these financial statements include the valuation of accounts receivable, useful life and amortization of tangible capital assets, asset retirement obligations, and contingent liabilities.

Loan Guarantees

The City has guaranteed a loan to assist the Salmon Arm Tennis Club in the financing and construction of an Indoor Tennis Facility. When it is determined that a loss is likely, a provision for loss is recorded. The provision is determined using the best estimates available and taking into consideration the principal amount outstanding, any guaranteed accrued and unpaid interest, any amounts recoverable from the borrower and from the sale of assets pledged as security, and all known circumstances. The provision for loan losses is reviewed by management on an annual basis

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

2. Restatement of Prior Year Figures

During the current year, the City determined that revenues deferred from the Community Works Fund as at December 31, 2022, did not meet the eligibility criteria to be deferred. Previously, the City had publicly committed to spending the funds on specific projects, resulting in deferral until the project was fully spent and deferred funds were utilized. At December 31, 2022, all of the project spending was completed and no other commitments have been made for the funds. As a result, the deferred revenue was overstated and revenue was understated in fiscal 2022. This error has been corrected retroactively with restatement of prior periods. This correction had the following effect on the financial statements.

	2022
(Decrease) in Deferred Revenues	\$ (2,130,021)
Increase in Investment Revenues	130,031
Increase in Grant Revenues	1,999,990
Increase in Accumulated Surplus	2,130,021

3. Asset Retirement Obligations

Effective January 1, 2023, the City adopted the new Public Sector Accounting Handbook Standard, PS 3280 Asset Retirement Obligations. The standard requires the reporting of legal obligations associated with the retirement of tangible capital assets by public sector entities. The standard was adopted on the modified retroactive basis at the date of adoption. Under the modified retroactive method, the discount rate and assumptions used on initial recognition are those as of the date of adoption of the standard. The impact of adoption of this standard including the restatement described in Note 2 was as follows:

	2022 as Originally Presented	Restatement from Note 2	Restatement due to PS 3280 Transition	2022 Restated
Tangible capital assets - cost \$	\$ 387,995,449	\$ -	\$ 1,581,882	\$ 389,577,331
Accumulated amortization - tangible capital assets	148,287,926	-	1,013,744	149,301,670
Asset retirement obligation	-	-	5,644,308	5,644,308
Amortization of tangible capital assets	8,608,968	-	30,548	8,639,516
Accretion expense	-	-	143,033	143,033
Grant Revenue	7,241,941	1,999,990	-	9,241,931
Return on Investments	1,858,524	130,031	-	1,988,555
Deferred Revenue	3,302,740	(2,130,021)	-	1,172,719
Annual Surplus	12,524,594	2,130,021	(173,581)	14,481,034
Opening Accumulated Surplus	258,060,410	-	(4,902,589)	253,157,821

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

4. Investments

	2023	2022
Guaranteed Investment Certificate	\$ 2,000,000	\$ 3,140,534
MFA Pooled Investment Funds	82,301,031	70,973,018
Debenture Bonds	300,000	300,000
Less amounts held in trust (Note 18)	(631,175)	(558,942)
	\$83,969,856	\$ 73,854,610

Investments are carried at cost or amortized cost.

The guaranteed investment certificate earns interest at a fixed rate of 5.51% with a maturity date of February 2024.

MFA pooled investment funds earn rates of return that are based on the market performance of a basket of securities with no fixed rate of return. The 2023 annual rate of return was 5.07% (2022 - 1.93%).

Debenture bonds have a floating interest rate of interest per annum, with a maturity date of October 2083.

5. Reserves - Municipal Finance Authority

The City issues the majority of its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld as cash deposits by the Municipal Finance Authority as a Debt Reserve Fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the Municipal Finance Authority. These demand notes are contingent in nature.

The details of the cash deposits and demand notes at the year end are as follows:

	Demand Notes	Cash Deposits	Total
General Fund	\$ 478,582	\$ 327,241	\$ 805,823
Water Fund	369,407	195,453	564,860
Sewer Fund	38,575	21,718	60,293
Total Long Term Debt	\$ 886,564	\$ 544,412	\$ 1,430,976

6. Loan Receivable

The City has entered into a loan agreement with the Salmon Arm Tennis Club to assist in the financing of an Indoor Tennis Facility at 3440 Okanagan Avenue SE, Salmon Arm, BC. The outstanding balance at December 31, 2023 was \$168,000 (2022 - \$168,000). The loan bears interest at 0%, with monthly payments of \$583 re-commencing January 15, 2024 until December 2047.

December 31, 2023

7. Asset Retirement Obligations

The City's asset retirement obligation consists of the following obligations:

a) Buildings

The City owns and operates several buildings that are known to have asbestos and lead paint which represents a health hazard upon remediation, that creates a legal obligation to remove it. Following the adoption of PS 3280 - Asset Retirement Obligations, the City recognized an obligation relating to the removal of the asbestos and lead paint in these buildings as estimated at January 1, 2023. The buildings all have an estimated useful life of 10 to 50 years from the date of completion of construction, of which various numbers of years remain. Estimated costs have been discounted to the present value using a discount rate of 2.6% per annum (2022 - 2.6%).

b) Leases

The City has entered into various lease agreements for land use for parks, IT, and transportation infrastructure. The lease terms create legal obligations for the City to remove structures upon termination of the agreements. The lease terms range from 3 to 100 years. Following the adoption of PS 3280 - Asset Retirement Obligations, the City recognized an obligation relating to the removal structures as estimated at January 1, 2023. Estimated costs have been discounted to present value using a discount rate of 2.6% per annum (2022 - 2.6%).

c) Utility Infrastructure

The City owns underground pipes used for utility delivery that contain asbestos. There is a legal obligation to remove any portions of the pipes that are exposed. Following the adoption of PS 3280 - Asset Retirement Obligations, the City recognized an obligation relating to the removal of the asbestos pipes as estimated at January 1, 2023. The pipes all have an estimated useful life of 20 to 70 years from the date of completion of construction, of which various numbers of years remain. Estimated costs have been discounted to the present value using a discount rate of 2.6% per annum (2022 - 2.6%).

d) Other Hazardous Assets

The City owns several other assets that have a legal obligation to remediate due to hazardous substances. These assets include fuel tanks and transformers containing PCBs. Following the adoption of PS 3280 - Asset Retirement Obligations, the City recognized an obligation relating to the removal of the asbestos pipes as estimated at January 1, 2023. The assets all have an estimated useful life of 40 to 55 years from the date of completion of construction, of which various numbers of years remain. Estimated costs have been discounted to the present value using a discount rate of 2.6% per annum (2022 - 2.6%).

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

7. Asset Retirement Obligations (continued)

Changes in the asset retirement obligation in the year are as follows:

Asset Retirement Obligation	General	Sewer	Water	2023
Opening Balance	3,481,651	1,321,564	841,092	5,644,307
Additions	59,995	-	-	59,995
Settlements	(46,637)	-	-	(46,637)
Accretion Expense	90,870	34,361	21,868	147,099
Closing Balance	3,585,879	1,355,925	862,960	5,804,764

Asset Retirement Obligation	General	Sewer	Water	2022
Opening Balance	3,331,129	1,288,074	819,778	5,438,981
Additions	62,294	-	-	62,294
Settlements	-	-	-	-
Accretion Expense	88,229	33,490	21,314	143,033
Closing Balance	3,481,652	1,321,564	841,092	5,644,308

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

8. Deferred Revenue

	(Restated) 2022	Received	Recognized in Revenue	2023
BC Buildings Corporation	290,325	-	(290,325)	-
Recycling User Fee Rebate	256,193	266,120	(256,193)	266,120
Grants	295,378	158,714	(189,878)	264,214
Other	330,823	506,790	(569,043)	268,570
Total Deferred Revenue	1,172,719	931,624	(1,305,439)	798,904

Included in deferred revenue is a prepayment amount of \$Nil (2022 - \$290,325) received from British Columbia Buildings Corporation for future rental of the Law Courts facility to be used for annual rent payments.

9. Development Cost Charges

Development cost charges ("DCC's") are imposed by the City for the purposes of providing funds to pay the capital costs of providing, constructing, altering or expanding infrastructure, as well as acquiring and improving parkland. The funds are recorded as restricted revenues when received and are recognized as revenue when the related expenses are incurred.

	2022	Interest	Contribution from Developers	Transfers	2023
Drainage	\$2,216,604	\$111,187	\$71,406	\$ (200,000)	\$ 2,199,197
Parks	693,356	34,908	31,541	-	759,805
Water	4,160,566	209,515	169,821	(100,000)	4,439,902
Sewer	3,809,505	191,346	133,179	-	4,134,030
Highways	2,196,923	110,684	93,609	-	2,401,216
	\$13,076,954	\$657,640	\$499,556	\$ (300,000)	\$13,934,150

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

10. Long Term Debt

	Bylaw	Maturity Date	Interest Rate	Balance Outstanding 2023	Balance Outstanding 2022
General Fund					
Fire Hall and Little Mountain	3184	2023	2.250	\$ -	\$ 22,926
City Hall and Law Courts	3334	2034	5.950	5,349,407	5,708,016
City Hall and Law Courts	3479	2035	0.973	403,768	427,118
Blackburn Park	3569	2027	1.421	84,126	103,411
Underpass 20/21 Street	3758	2029	2.250	964,314	1,104,104
New Cemetery	4048	2040	2.750	782,959	816,277
Blackburn Park Improvement	4072	2035	2.750	339,961	362,456
Drainage Improvements	4244	2023	P - 1.0	-	167,000
Airport Taxiway Charlie	4289	2040	1.990	738,567	774,750
Ross Street Underpass	4500	2049	2.240	4,833,935	4,955,667
Property Acquisition	4249	2026	P - 1.0	424,000	530,000
				<u>\$ 13,921,037</u>	<u>\$ 14,971,725</u>
Water Fund					
Water	3458	2025	1.530	\$ 106,182	\$ 138,889
Water	3551	2026	1.530	217,469	284,455
Water	3576	2028	2.650	2,948,156	3,471,531
Water	3816	2030	1.280	895,132	1,006,305
Water	3793	2041	1.470	35,280	36,671
Water	4502	2026	P - 1.0	2,200,000	200,000
				<u>\$ 6,402,219</u>	<u>\$ 5,137,851</u>
Sewer Fund					
Sewer	3207	2023	2.250	\$ -	\$ 219,941
Sewer	4051	2035	2.750	1,223,861	1,304,841
				<u>1,223,861</u>	<u>1,524,782</u>
				<u>\$ 21,547,117</u>	<u>\$ 21,634,358</u>

The gross interest paid relating to the above noted debt was \$1,341,830 (2022 - \$1,261,464).

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

10. Long Term Debt (Continued)

Future principle requirements, not including sinking fund additions, on existing debt:

	General Fund	Water Fund	Sewer Fund	Total
2024	\$ 553,332	\$ 981,439	\$ 63,650	\$ 1,598,421
2025	553,332	981,439	63,650	1,598,421
2026	553,332	981,439	63,650	1,598,421
2027	553,332	928,212	63,650	1,545,194
2028	435,478	378,212	63,650	877,340
2029 and thereafter	4,272,531	162,750	445,550	4,880,831
	<u>6,921,337</u>	<u>4,413,491</u>	<u>763,800</u>	<u>12,098,628</u>
Actuarial Adjustment	6,999,700	1,988,728	460,061	9,448,489
Total Long Term Debt	<u><u>\$ 13,921,037</u></u>	<u><u>\$ 6,402,219</u></u>	<u><u>\$ 1,223,861</u></u>	<u><u>\$ 21,547,117</u></u>

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

11. Tangible Capital Assets

For the Year Ended December 31	Land	Buildings	Machinery and Equipment	Vehicles	Information Technology Infrastructure	Parks Infrastructure	Utility Infrastructure	Transportation Infrastructure	Work In Progress	2023 Total
Cost, Beginning of Year	\$40,127,936	\$ 75,999,495	\$13,016,014	\$ 5,880,340	\$ 2,237,562	\$ 12,864,330	\$ 78,313,488	\$ 141,262,077	\$ 19,876,089	\$ 389,577,331
Additions	433,200	967,469	839,745	301,680	34,325	54,824	1,885,596	5,869,964	8,386,900	18,773,703
Work In Progress Completed	-	1,446,448	32,336	-	-	217,605	1,049,680	19,753,372	(22,499,441)	-
Disposals	(500,798)	-	(81,653)	(85,329)	-	-	-	-	-	(166,982)
Assets Held for Resale	-	-	-	-	-	-	-	-	-	(500,798)
Balance, End of Year	40,060,338	78,413,412	13,806,442	6,096,691	2,271,887	13,136,759	81,248,764	166,885,413	5,763,548	407,683,254

Accumulated Amortization

Balance, Beginning of Year	-	29,564,124	4,982,372	3,509,491	1,645,224	6,729,171	30,715,082	72,156,206	-	149,301,670
Amortization	-	1,655,912	793,650	327,438	117,589	358,990	1,365,445	4,641,493	-	9,260,517
Disposals	-	-	(81,653)	(85,329)	-	-	-	-	-	(166,982)
Balance, End of Year	-	31,220,036	5,694,369	3,751,600	1,762,813	7,088,161	32,080,527	76,797,699	-	158,395,205
Net Book Value, End of Year	40,060,338	47,193,376	8,112,073	2,345,091	509,074	6,048,598	49,168,237	90,087,714	5,763,548	249,288,052

For the Year Ended December 31	Land	Buildings	Machinery and Equipment	Vehicles	Information Technology Infrastructure	Parks Infrastructure	Utility Infrastructure	Transportation Infrastructure	Work In Progress	(Restated) 2022 Total
Cost, Beginning of Year	\$40,190,839	\$ 75,008,416	\$10,580,656	\$ 5,833,638	\$ 2,087,218	\$ 11,686,620	\$ 76,916,114	\$ 138,120,162	\$ 7,555,145	\$ 367,978,808
Additions	20,926	236,401	2,614,516	273,200	150,344	17,703	543,454	3,099,536	13,550,046	20,506,126
Asset Retirement Obligations (Note 3)	-	547,311	-	-	-	364,518	645,370	24,683	-	1,581,882
Work In Progress Completed	-	207,367	-	-	-	795,489	208,550	17,696	(1,229,102)	-
Disposals	(83,829)	-	(179,158)	(226,498)	-	-	-	-	-	(489,485)
Balance, End of Year	40,127,936	75,999,495	13,016,014	5,880,340	2,237,562	12,864,330	78,313,488	141,262,077	19,876,089	389,577,331

Accumulated Amortization	-	27,595,748	4,441,826	3,429,050	1,532,899	6,193,672	28,980,666	67,910,753	-	140,084,614
Balance, Beginning of Year	-	1,587,700	719,704	306,939	112,325	341,620	1,328,534	4,242,694	-	8,639,516
Amortization	-	380,676	-	-	-	193,879	405,882	2,759	-	983,196
Asset Retirement Obligations (Note 3)	-	-	(179,158)	(226,498)	-	-	-	-	-	(405,656)
Disposals	-	-	4,982,372	3,509,491	1,645,224	6,729,171	30,715,082	72,156,206	-	149,301,670
Balance, End of Year	40,127,936	46,435,371	8,033,642	2,370,849	592,338	6,135,159	47,598,406	69,105,871	19,876,089	240,275,661

Tangible capital assets that were contributed by developers for various infrastructure projects were \$5,891,657 (2022 - \$1,284,769).

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

12. Accumulated Surplus

	2023	(Restated) 2022
Surplus		
Invested in Tangible Capital Assets	\$ 222,436,965	\$ 212,996,995
Accumulated General Surplus	35,367,367	34,271,019
Accumulated Water Surplus	3,631,331	2,589,246
Accumulated Sewer Surplus	2,883,919	3,317,811
	264,319,582	253,175,071
Unexpended Capital		
General Operating	1,198,665	1,465,062
Water Operating	1,704,331	927,523
Sewer Operating	1,470,651	872,716
	4,373,647	3,265,301
Statutory Reserves		
Cemetery Columbarium	79,261	75,527
Cemetery Development	172,818	164,677
Community Centre Major Maintenance	952,039	952,655
Emergency Apparatus	779,157	468,587
Equipment Replacement	2,245,973	1,959,917
Fire Department Building and Equipment	241,243	520,651
General Capital	1,237,476	1,068,153
Growing Communities Fund	5,522,684	-
Landfill Site Repurchase	244,822	233,288
Parks Development	560,289	517,529
Police Vehicle Replacement	259,678	247,919
Sewer Major Maintenance	3,710,109	3,351,893
Water Major Maintenance	2,042,382	1,637,687
	18,047,931	11,198,483
	\$ 286,741,160	\$ 267,638,855

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

13. Taxation

Taxation revenue comprises the following amounts raised less transfers to other governments:

	2023	2022
Taxes Collected:		
Property Taxes	\$ 35,225,116	\$ 33,241,163
Transportation Parcel Tax	1,165,800	1,234,350
Frontage Tax - Water	1,495,776	1,484,444
Frontage Tax - Sewer	998,118	985,719
1% Utility Tax	343,414	316,974
	39,228,224	37,262,650
Collections for Other Governments		
Province of BC (School Taxes)	10,152,228	9,345,759
BC Assessment Authority	246,463	227,169
Regional Hospital District	1,605,781	1,533,230
Columbia Shuswap Regional District	1,202,187	1,089,786
Okanagan Regional Library	802,766	766,363
Municipal Finance Authority	1,362	1,194
Downtown Improvement Area	211,733	203,589
	14,222,520	13,167,090
Net Taxes Available for Municipal Purposes	\$ 25,005,704	\$ 24,095,560

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

14. Government Transfers

	Budget 2023	Actual 2023	(Restated) Actual 2022
General Fund - Grants in Lieu of Taxes			
Federal Government	\$ 19,200	\$ 18,586	\$ 19,109
Province of British Columbia	35,000	29,649	35,176
Provincial Government Agencies	120,600	137,861	122,176
	<u>\$ 174,800</u>	<u>\$ 186,096</u>	<u>\$ 176,461</u>
General Fund - Operating Grants			
Federal Government and Province of British Columbia			
Arterial Street Lighting	\$ 3,100	\$ 3,076	\$ 3,076
Municipal Regional District Tax	240,000	337,994	323,189
Small Communities Protection	170,000	173,000	236,000
Traffic Fine Revenue Sharing	150,000	163,000	147,209
Destination BC	21,750	15,000	15,000
Poverty Reduction Grant	35,000	39,778	10,122
BC Active Transportation Planning	-	-	49,777
CRI FireSmart Community Funding	198,935	37,551	6,781
Canada Summer Jobs	-	7,040	6,577
Local Government Climate Action	147,000	147,082	149,921
Public Safety Canada - BSCF	253,120	230,179	17,685
Growing Communities Fund	6,089,000	6,089,000	-
UBCM Complete Communities	-	2,164	-
Community Works Fund	5,000	873,549	1,999,990
	<u>\$ 7,312,905</u>	<u>\$ 8,118,413</u>	<u>\$ 2,965,327</u>
General Fund - Capital Grants			
Federal Government and Province of British Columbia			
Community Works Fund	\$ 1,562,000	\$ -	\$ 5,574,516
BC Active Transportation Infrastructure	-	-	518,627
ICBC - Road Improvement Program	88,300	111,800	7,000
BC Rural Dividend	100,000	-	-
Canada Community Revitalization Fund	84,000	15,509	-
BC Air Access Program	1,237,500	1,237,500	-
Clean BC Communities	309,000	-	-
Local Government Climate Action Plan	47,000	-	-
	<u>\$ 3,427,800</u>	<u>\$ 1,364,809</u>	<u>\$ 6,100,143</u>
Total Operating Grants	7,487,705	8,304,509	3,141,788
Total Capital Grants	3,427,800	1,364,809	6,100,143
Total Grants	<u>\$ 10,915,505</u>	<u>\$ 9,669,318</u>	<u>\$ 9,241,931</u>
Total Federal Grants	\$ 1,923,320	\$ 1,144,863	\$ 7,617,877
Total Provincial Grants	8,992,185	8,524,455	1,624,054
Total Grants	<u>\$ 10,915,505</u>	<u>\$ 9,669,318</u>	<u>\$ 9,241,931</u>

December 31, 2023

15. Contingent Liabilities and Commitments

Pension Liabilities

The City of Salmon Arm and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2022, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The City of Salmon Arm paid \$678,847 (2022 - \$623,409) for employer contributions while employees contributed \$619,459 (2022 - \$571,317) to the plan in fiscal 2023.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

Columbia Shuswap Regional District

Columbia Shuswap Regional District (the "Regional District") debt is, under the provisions of the Local Government Act, a joint and several liability of the Regional District and each member municipality within the Regional District, including the City of Salmon Arm. The loan agreements with the Regional District and the Municipal Finance Authority provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the Authority's obligations with respect to such borrowing, the resulting deficiency becomes a liability of the member municipalities.

December 31, 2023

15. Contingencies Liabilities and Commitments - (continued)

Contractual Obligation

The City has entered into a contract with the Shuswap Recreation Society to manage the Recreation and Shaw Centres and is contingently liable for deficits incurred when expenses exceed revenues. The City provides an annual provision for the operation and maintenance of these facilities.

Other

The City is the defendant in various lawsuits. In the opinion of management, the overall estimation of loss is not determinable. These claims have not been provided for in the consolidated financial statements. Settlement, if any, made with respect to these actions, would be expected to be accounted for as a charge to expenditures in the period in which realization is known.

Equipment Leases

The City is the lessee of a postage machine valued at approximately \$14,363 excluding taxes. The lease terms are March 2019 to February 2024. The City has no equity in the leased equipment, and the lease payments are disclosed as operating expenses of the year in which they are paid.

Future annual lease payments are as follows:

2024	\$	<u>478</u>
------	----	------------

Guarantor Agreement

The City has entered into an agreement to act as a loan guarantor to assist the Salmon Arm Tennis Club in the financing of an Indoor Tennis Facility at 3440 Okanagan Avenue SE, Salmon Arm, BC. The outstanding balance at December 31, 2023 was \$712,133 (2022 - \$729,929). The loan bears interest at 4.47% (2022 - 4.47%) repayable in monthly instalments of \$4,156. The loan has a term of 25 years and is secured by the assets of the Tennis Club and an indemnity agreement from the City.

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

16. Commitments

The City has entered into various agreements and contracts for services for periods ranging from one to five years.

17. Budget

The City of Salmon Arm 2023 to 2027 Financial Plan Bylaw No. 4586 (Financial Plan Bylaw) was adopted by Council on May 1, 2023. The Financial Plan Bylaw was prepared utilizing a budget method consistent with Local Governments while the actual operating results have been prepared in accordance with the requirements of PSAS. The Financial Plan Bylaw was prepared on a modified accrual basis while the actual operating results utilizing PSAS requirements were prepared on a full accrual basis. The Financial Plan Bylaw projected the use of Reserve Fund transfers and prior year surpluses to balance the Financial Plan. PSAS requires that the actual operating results capitalize all tangible capital expenditures and that an amortization expense for tangible capital assets be included. The Financial Plan Bylaw expenses all tangible capital expenditures as opposed to including an amortization expense. As a result, the Financial Plan Bylaw figures presented in the Statements of Operations and Change in Net Financial Debt represent the Financial Plan Bylaw adopted by Council on May 1, 2023 with adjustments as follows:

Financial Plan Bylaw	\$	-
Add:		
Capital Grants		3,427,800
Capital Expenditures		28,779,695
Debt Repayment		1,364,760
Transfer to Reserve Accounts		3,300,588
Transfer to Reserve Funds		7,260,520
Transfer from DCC Reserve Funds		785,750
Other Development Contributions		836,200
Less:		
Transfer from Prior Year Surplus		(407,975)
Transfer from Reserve Accounts		(2,738,325)
Transfer to Capital Reserves Accounts		(25,054,370)
Budget Surplus as per Statement of Operations	\$	17,554,643

December 31, 2023

18. Trust Funds

Trust funds are not included in the City's Financial Statements. The City administers a Cemetery Maintenance Fund for the perpetual care and maintenance of the City owned and operated cemeteries. As at December 31, 2023, the Trust Fund balance is \$540,951 (2022 - \$479,900). The City holds investments on behalf of the Fire Training Centre. As at December 31, 2023, the Fire Training Centre investment balance is \$90,224 (2022 - \$79,043).

19. Financial Instrument Risk

The City is exposed to credit risk, liquidity risk, and interest rate risk from its financial instruments. This note describes the City's objectives, policies, and processes for managing those risks and the methods used to measure them. Further qualitative and quantitative information in respect of these risks is presented below and throughout these financial statements.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The City is exposed to credit risk through its cash, accounts receivable, and investments.

The City manages its credit risk by holding cash at federally regulated chartered banks with cash accounts insured up to \$100,000. The City measures its exposure to credit risk based on how long amounts have been outstanding, and historical experience regarding collections. The maximum exposure to credit risk at the financial statement date is the carrying value of its cash and accounts receivable. Accounts receivable arise primarily as a result of trade, taxes and utilities receivable. Based on this knowledge, credit risk of cash and accounts receivable are assessed as low.

The City manages exposure to credit risk for portfolio investments by ensuring adequate diversification and by maintaining its investments in the Municipal Finance Authority (MFA) which meets the investment requirements of Section 183 of the *Community Charter* of the Province of BC. As a result, the City has reduced exposure to market or value risk. The maximum exposure to credit risk on portfolio investments is outlined in Note 4.

Liquidity risk

Liquidity risk is the risk that the City will encounter difficulty in meeting obligations associated with financial liabilities. The Municipality is exposed to liquidity risk through its accounts payable and accrued liabilities, long-term debt and investments.

December 31, 2023

19. Financial Instrument Risk (Continued)

The City manages this risk by maintaining highly liquid investments, staggering maturity dates of investments, and by closely monitoring cash flow activities. Also to help manage the risk, the City has in place a planning, budgeting and forecasting process to help determine the funds required to support the normal operating requirements. The City's five-year financial plan is approved by the Mayor and Council, which includes operational activities and capital investments. The City measures its exposure to liquidity risk based on the results of cash forecasting and expected outflows and extensive budgeting.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The City is exposed to interest rate risk through its long-term debt and investments.

The City manages interest rate risk on its long-term debt by holding all debt through MFA at a fixed rate, with refinancing typically being completed at the five or ten year mark. Therefore, fluctuations in market interest rates would not impact future cash flows and operations relating to long-term debt. See Note 10 for interest rates and maturity dates for long term debt.

Investments that are subject to interest rate risk are MFA pooled investment funds (see Note 4). The risk is caused by changes in interest rates. As interest rates rise, the fair value of the MFA pooled investment funds notes decrease and, as interest rates fall, the fair value of these investments increase.

As a result of diversification by security type, only a portion of the overall investment portfolio is exposed to interest rate risk. As at December 31, 2023 the amount of the investment portfolio exposed was \$82,301,031 (2022 - \$70,973,018) per Note 4. To mitigate interest rate risk and market risk on its investments, the City holds its MFA long term pooled investment funds for 10 years or longer.

20. Segment Reporting

The City of Salmon Arm is a municipal government that provides a range of services to its citizens. The City is governed by an elected Council comprised of a Mayor and six (6) Councillors whose authority is set out in the Community Charter and Local Government Act. For management reporting purposes, the City's operations and activities are organized and reported by Fund. The General Fund has been further segmented for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these funds. Certain departments have been separately disclosed in the segmented information, along with the services they provide, as follows:

December 31, 2023

20. Segment Reporting (Continued)

General Government Services

Legislative Services, Information Services, Customer Service, Financial Services and Human Resources. Legislative Services is responsible for the statutory obligations under the Community Charter and Local Government Act and provides the legal and administrative support to City Council. It is responsible for recording resolutions, decisions and minutes of Council to allow the direction and policies of Council to be carried out. Legislative Services manages the City's property and liability insurance portfolio, freedom of information inquiries, municipal elections and referendums, the corporate document management system, City Policy Manual and completion of the City's Annual Report and Civic Calendar. The role of the Information Services is to provide reliable, stable and current technology systems to all City departments. Information Services maintains all servers, workstations, firewalls, printers, digital cameras, scanners, telephones, cellular phones, pagers, security systems, Geographic Information Systems (GIS) and the corporate website. Customer Service recognizes the importance of its customers and endeavours to provide quality services in a timely and efficient manner to reflect the growing and changing needs of our citizens. Customer Service representatives provide information and service in building inspection, cash payments, taxation, transit, pet and business licensing, etc. Financial Services provides financial expertise, information, guidance and advice on day-to-day operational matters to internal and external customers. Financial Services develops financial policies and procedures which assist Council and guide staff in shaping the direction of the City.

Financial Services provides accurate and full disclosure on the financial affairs of the City as set out in the Community Charter and Local Government Act. This information includes annual municipal reporting forms, operational and capital budgets, setting of annual property tax and water and sewer rates, annual financial statements, long term financial plan, investments, public bodies report, etc. Long term growth management strategies such as the Long Term Financial Plan, Five (5) Year Capital Plan, and the Long Term Equipment and Infrastructure Replacement Plans are developed and implemented to better plan for our community. Human Resources is responsible for all issues surrounding the employees of the City of Salmon Arm. It represents the City in union negotiations and is key in setting human resource policies and procedures. Human Resources encourages and coordinates staff development, training and recognition programs to better and more efficiently deliver services to the community and plays a major role in recruiting, transferring, promoting and retaining the best people for the job.

December 31, 2023

20. Segment Reporting (Continued)

Protective Services

Fire Prevention and Suppression, Police Protection, Bylaw Enforcement, Building Inspection, Business Licensing and Animal Control Services. The City provides community-based fire prevention and suppression services and responds to a geographical area of 183 square kilometres. It provides fire protection services to approximately 6,573 properties (residential, commercial, etc.) and inspection services to approximately 1,050 buildings. Fire Prevention and Suppression encompasses a Rescue Team designed, pursuant to WorkSafe BC, to provide rescue services to municipal employees who work in areas where identifiable hazards are present and manages the City Safety Program. The Police Department strives to provide a quality service to the community which includes calls for service, proactive enforcement and interaction with the community to gain insight into community concerns so that policing priorities may be set. Salmon Arm is policed by the Royal Canadian Mounted Police. Bylaw Enforcement encompasses all matters relating to the enforcement of City bylaws, and for the maintenance and accuracy of all files on matters relating to court actions on behalf of the City of Salmon Arm. Building Inspection addresses residential, commercial, institutional and industrial building construction within the City. The focus is to provide the public and the building industry with high quality service such that the structural integrity of the buildings constructed conform to the requirements of the BC Building Code and zoning, building and servicing bylaws and are safe for their intended purpose. Business Licensing is responsible for reviewing and issuing business licenses within the City. Business applications and premises are inspected to ensure that they are safe for the public and that they meet zoning bylaw requirements. Animal Control enforces the Animal Control regulations within the City and the issuance of dog licenses.

Transportation Services

This function is comprised of engineering, public works (transit, roadway systems, bridge repair, storm drainage, sidewalks, boulevards, street lighting, airport, downtown parking, etc.) utilities, parks, municipal facilities, marina/wharf, garage, vehicle and equipment fleet and cemeteries and provides a broad spectrum of services to the community. These services are provided in a participative fashion between City Council, the public, management and employees in a safe, effective, efficient and financially responsible manner. Transportation Services is responsible for the maintenance of over 224 kilometres (excluding the Trans Canada Highway and Highway 97B) of roadway, 80 kilometres of sidewalk, as well as, 112 kilometres of storm sewer complete with retention ponds and currently operates a +/- 145 unit municipal fleet of major vehicles and equipment.

Environmental, Health and Development Services

Development Services, Community Development Services and Public Health and Welfare Services. Development Services provides community planning, subdivision and development application facilitation. Taking into account various Council approved policies, bylaws, and procedures, it provides Council with professional advice on land use planning issues and is the coordinating department for the processing and approval of development applications to meet the community's objectives. It also provides advice to other City departments, community and business groups, developers, property owners, and citizens. It is responsible for the creation and recommendation of bylaws, policies and procedures to maintain the community's quality of life. Community Development Services provides services regarding environmental concerns, heritage matters, etc. Public Health and Welfare Services provides cemetery services to the citizens of the City.

December 31, 2023

20. Segment Reporting (Continued)

Recreational and Cultural Services

Recreational and Leisure Services (Multi-Use Facility, Auditorium and Pool), and Park and Wharf Services. Recreational and Leisure Services' mandate is to provide diverse family and adult oriented recreational activities with a view of promoting active living and quality of life in the community. The City strives to maximize the productivity of resources, to provide good cost recovery of the taxpayers' dollars and provide affordable recreational opportunities for the citizens of Salmon Arm. The Multi-Use Facility promotes community events and concerts, in addition to, hockey, ringette, speed skating, and figure skating. The Recreation Centre provides a wide range of services from pool and facility rentals, racquetball and squash, weight training, programming, etc. to promote the health and wellness of our citizens. Recreational programming such as scuba diving, summer French and music lessons, canoeing, babysitter courses, and summer soccer camps are all components of this function. The Parks and Wharf Services is proud to promote community pride in parks through the use and enjoyment of our many green spaces and natural amenities through carefully managed maintenance and improvement of park facilities. It projects a positive impression for citizens and visitors by ensuring that facilities, parks and playing fields are safe, clean and well-maintained while at the same time protecting the environment for future generations.

The City maintains five hundred seventy one (571) hectares of park land; this includes developed, natural, and passive parks, marinas, wharves, beaches, walking trails, lawn bowling, horseshoes and playing fields. Parks receive ongoing maintenance such as turf management, hanging flower baskets, downtown flower planters, irrigation systems, general park maintenance (bathrooms, garbage control), parkland design and construction, special events and sports field construction. The City works closely with community groups to achieve localized objectives such as neighbourhood parks where the efforts and contributions of local business owners, property owners, volunteers and the City come together to enhance and build new parks.

Utilities

The Utilities function, through a schedule of systematic new improvements, upgrades and replacements, strives to maintain and improve the efficient delivery and the high quality of water and sanitary sewer services to the community. It plays an integral role in maintaining the health, safety and well-being of the community. The Water and Sewer Utilities are self-liquidating funds which must provide for their own revenues through fees, taxes and other charges to support the expenditures required to operate and maintain infrastructure into the future.

December 31, 2023

20. Segment Reporting (Continued)

Water Utility Services

This Utility function provides for the delivery of safe drinking water to the citizens of Salmon Arm. The municipal water system consists of two main raw water sources, chlorine treatment systems for the water sources and an extensive water pumping, distribution and storage system. The City's water supply is by way of three (3) sources: East Canoe Creek at Metford Dam, Shuswap Lake at Canoe Beach and a minor water supply from Rumball Creek for irrigation at the Mt. Ida Cemetery. Treatment of the water sources (except Rumball Creek) is by primary disinfection with chlorine. The distribution system includes approximately 205 km of watermain varying in diameter from 100mm to 1000mm. The City waterworks system provides quality water through a gravity and pump system. The primary water sources are from Shuswap Lake - 97% and the Metford Dam - 3%. The waterworks system is relatively complex and is comprised of eight (8) zones, eight hundred sixty four (864) hydrants, eight (8) pumping stations, fourteen (14) reservoirs, and one (1) dam with a total storage capacity of 33,199 cubic metres and over 6,300 connections. The treatment process utilizes chlorination for the purposes of disinfection. The water supply consistently meets the Canadian Drinking Water Guidelines, BC Drinking Water Protection Act and the Safe Drinking Water Regulations.

Sewer Utility Services

The City provides effective collection and treatment of waste water to meet the guidelines set by the Ministry of Environment to protect the public and the environment. It operates both the treatment plant and seven (7) lift stations safely and at optimum efficiency. The sanitary sewer system has approximately 130 kilometres of mainline and 5,415 service connections.

The City of Salmon Arm
Notes to the Financial Statements

December 31, 2023

20. Segmented Reporting (Continued)

	General Government Services	Protective Services	Transportation Services	Environmental, Health, and Development Services	Recreation and Cultural Services	Sewer Utility Services	Water Utility Services	2023 Total
Revenue								
Taxation - Net	\$ 21,346,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,346,010
Transportation Parcel Tax	-	-	1,165,800	-	-	-	-	1,165,800
Frontage Tax	-	-	-	-	-	-	1,495,776	2,493,894
Grants	8,100,882	200,551	1,352,376	-	15,509	998,118	-	9,669,318
Grants - Other	-	-	92,184	2,250	68,100	-	-	162,534
Sales of Services	90,296	210,011	1,741,570	1,201,631	3,036	2,516,319	2,997,272	8,760,135
Licenses, Permits and Fines	13,884	816,104	-	111,095	-	-	-	941,083
Rentals, Leases and Franchises	873,580	45,320	34,554	-	43,655	24,000	21,600	1,042,709
Return on Investments	2,628,499	83,749	179,323	30,540	86,205	567,951	595,907	4,172,174
Penalties and Interest	219,793	-	-	-	-	18,514	22,441	260,748
Other Revenue	-	1,910	91,864	60	8,902	-	-	102,736
Developer and Other Contributions	201,590	-	4,468,555	-	60,670	922,945	1,178,102	6,831,862
Gains on Disposal of Tangible Capital Assets	9,648	-	26,215	-	-	-	-	35,863
Loss on Disposal on ARO Settlement	-	-	(14,028)	-	-	-	-	(14,028)
Total Revenue	33,484,182	1,357,645	9,138,413	1,345,576	286,077	5,047,847	6,311,098	56,970,838
Expenses								
Wages and Benefits	2,430,911	1,921,371	2,087,758	1,032,056	2,222,901	901,539	1,133,310	11,729,846
Insurance	251,767	29,317	99,191	120	61,297	47,505	38,016	527,213
Community Grants	332,542	-	-	-	-	-	-	332,542
Professional and Legal Fees	147,041	-	-	10,887	-	1,393	-	159,321
Utilities and Property Taxes	64,503	72,197	226,466	1,029	32,265	267,452	405,461	1,069,373
Repairs and Maintenance	-	78,952	1,348,701	26,662	702,801	373,116	529,126	3,059,358
Contracts	336,978	3,597,038	959,386	1,671,373	506,436	20,640	30,986	7,122,837
Operating Expenses	504,818	474,354	824,812	581,340	50,293	409,493	181,230	3,026,340
Collections for Other Governments	12,753	-	-	-	-	-	-	12,753
Amortization	1,042,621	228,224	5,577,155	-	435,734	870,353	1,106,430	9,260,517
Interest and Debt Issue Expenses	701,948	-	192,520	28,050	36,107	76,910	385,799	1,421,334
Accretion Expenses	58,430	-	8,698	-	23,742	34,361	21,868	147,099
Total Expenses	5,884,312	6,401,453	11,324,687	3,351,517	4,071,576	3,002,762	3,832,226	37,868,533
Net Surplus (Deficit)	\$ 27,599,870	\$ (5,043,808)	\$ (2,186,274)	\$ (2,005,941)	\$ (3,785,499)	\$ 2,045,085	\$ 2,478,872	\$ 19,102,305

The City of Salmon Arm

Notes to the Financial Statements

December 31, 2023

20. Segmented Reporting (Continued)

For the Year Ended December 31	General Government Services		Protective Services	Transportation Services	Environmental, Health, and Development Services	Recreation and Cultural Services	Sewer Utility Services	Water Utility Services	Restated 2022 Total
	\$	\$							
Revenue									
Taxation - Net	20,391,047	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20,391,047
Transportation Parcel Tax	-	-	-	1,234,350	-	-	-	-	1,234,350
Frontage Tax	-	-	-	-	-	-	-	1,484,444	2,470,163
Grants	2,934,945	-	153,990	6,152,996	-	-	-	-	9,241,931
Grants - Other	-	-	-	113,228	2,250	82,944	-	-	198,422
Sales of Services	55,070	-	92,214	1,637,206	1,142,626	187,219	2,363,413	2,824,178	8,301,926
Licenses, Permits and Fines	7,415	-	782,222	-	141,250	-	-	-	930,887
Rentals, Leases and Franchises	773,514	-	165,084	32,500	-	41,012	22,000	22,500	1,056,610
Return on Investments	1,113,561	-	66,573	112,350	15,185	37,967	272,736	370,183	1,988,555
Penalties and Interest	200,937	-	-	-	-	-	15,860	18,676	235,473
Other Revenue	20,000	-	1,190	52,951	56	1,418	-	-	75,615
Developer and Other Contributions	233,359	-	-	2,822,497	-	33,650	134,458	227,815	3,451,779
Gains (loss) on Disposal of Tangible Capital Assets	225,171	-	-	47,364	-	-	-	-	272,535
Total Revenue	25,955,019	1,261,273	1,261,273	12,205,442	1,301,367	384,210	3,794,186	4,947,796	49,849,293
Expenses									
Wages and Benefits	2,260,464	-	1,676,408	1,887,467	839,305	1,973,118	822,756	1,043,408	10,502,926
Insurance	232,905	-	26,617	82,528	131	58,134	43,703	35,288	479,306
Community Grants	276,671	-	-	-	-	-	-	-	276,671
Professional and Legal Fees	101,870	-	-	-	8,591	-	-	-	110,461
Utilities and Property Taxes	65,289	-	73,296	224,511	798	32,905	251,887	371,521	1,020,207
Repairs and Maintenance	-	-	64,081	1,473,932	28,061	929,461	265,920	481,108	3,242,563
Contracts	283,861	-	3,618,901	984,711	1,467,856	636,894	53,033	64,600	7,109,856
Operating Expenses	519,948	-	397,471	724,629	313,545	43,532	366,013	180,167	2,545,305
Collections for Other Governments	12,626	-	-	-	-	-	-	-	12,626
Amortization	1,005,287	-	187,304	5,116,862	-	408,943	842,688	1,078,432	8,639,516
Interest and Debt Issue Expenses	627,642	-	-	196,137	28,050	28,622	114,255	291,083	1,285,789
Accretion Expenses	55,429	-	-	9,660	-	23,140	33,490	21,314	143,033
Total Expenses	5,441,992	6,044,078	6,044,078	10,700,437	2,686,337	4,134,749	2,793,745	3,566,921	35,368,259
Net Surplus (Deficit)	\$ 20,513,027	\$ (4,782,805)	\$ (4,782,805)	\$ 1,505,005	\$ (1,384,970)	\$ (3,750,539)	\$ 1,000,441	\$ 1,380,875	\$ 14,481,034

The City of Salmon Arm
Schedule 1 - COVID-19 Safe Restart Grant
(Unaudited)

For the Year Ended December 31

In response to COVID-19, the Province of British Columbia provided COVID-19 Safe Restart Grants to support local governments with increased operating costs, lower revenues and fiscal pressures related to COVID-19. The City received \$3,598,000 in 2020.

The COVID-19 Safe Restart Grant is unconditional and has been accounted for as an unrestricted government transfer; recognized as revenue in the year received. The following schedule outlines how the City has utilized the grant funding.

	2023	2022
Interest Income	\$ 76,365	\$ 43,427
Revenue Shortfalls:		
General Government Services	(37,000)	(150,000)
Protective Services	(160,000)	-
Recreation and Cultural Services	(53,500)	-
Transportation Services	(322,900)	-
Expenditures:		
General Government Services	-	(82,838)
Community Grants	(23,200)	(90,046)
Recreation and Cultural Services	(169,136)	-
Protective Services	-	(125,000)
Transportation Services	(109,845)	(267,191)
Community Grant Returned	-	20,000
Net (Deficit)	(799,216)	(651,648)
Balance, Beginning of Year	1,544,620	2,196,268
Balance, End of Year	\$ 745,404	\$ 1,544,620

The City of Salmon Arm
Schedule 2 - Growing Communities Fund
(Unaudited)

For the Year Ended December 31

The Province of British Columbia distributed conditional GCF grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia. The City received \$6,089,000.00 in 2023.

The GCF Grant has been accounted for as an unrestricted government transfer; recognized in the year received. The grant has been placed to the credit of a dedicated reserve fund. The following schedule outlines how the City has utilized the grant funding.

	2023
Interest Income	\$ 158,684
Expenditures:	
Eligible One-Off Costs: Property Acquisition - Local Road Improvements	(725,000)
Net (Deficit)	(566,316)
Balance, Beginning of Year	6,089,000
Balance, End of Year (Note 12)	\$ 5,522,684

Work related to Housing Needs Reports and pre-zoning requirements:

2023 GCF Investments	Project Highlights
Property Acquisition - Local Road Improvements	Housing Needs Report - Re-routing of the intersection at 9 Ave NE and 30 St NE to support expansion of student housing at Okanagan College and existing lots at a higher density.



- Page 102 • Reporting Expenses by Function
 - Reporting Expenses by Object
- Page 103 • Revenues by Source and Type
- Page 104 • Taxable Assessments of Land and Improvements
 - Assessment Base by Property Class (General Net Taxable Values)
- Page 105 • Revenue Sources Sorted by Category
 - General Municipal Taxes as a Percentage of Operating Revenue
- Page 106 • Taxes Levied and Collected
 - 2023 Taxes by Jurisdiction
- Page 107 • Taxation Collection Rates
 - General Municipal Tax Rates
- Page 108 • Debenture Debt
- Page 109 • Debt Servicing Costs
 - Debt Per Capita
 - Debt Capacity Limits
- Page 110 • Statutory Reserve Funds and Statement of Surplus
- Page 112 • Capital Expenses and Funding Sources
- Page 113 • Comparative Demographic Statistics
- Page 114 • Principal Corporate Taxpayers and Percentage of Total Taxes 2023
- Page 115 • New Construction

Reporting Expenses by Function

Expenses by Function	2023	2022	2021	2020	2019
	(Restated)				
General Government Services	\$ 5,884,312	\$ 5,441,992	\$ 5,700,081	\$ 5,171,196	\$ 4,932,640
Protective Services	6,401,453	6,044,078	6,118,831	5,342,258	5,096,792
Transportation Services	11,324,687	10,700,437	9,695,360	9,436,810	9,319,785
Public Health Services	1,656,701	1,216,306	1,183,841	1,245,794	1,417,534
Development Services	1,694,816	1,470,032	1,422,508	1,269,852	1,304,274
Recreation and Cultural Services	4,071,576	4,134,749	3,712,276	3,311,274	3,274,365
Water Services	3,832,226	3,566,921	3,677,488	3,378,392	3,481,768
Sewer Services	3,002,762	2,793,745	2,799,791	2,583,576	2,493,051
	<u>\$ 37,868,533</u>	<u>\$ 35,368,259</u>	<u>\$ 34,310,176</u>	<u>\$ 31,739,152</u>	<u>\$ 31,320,209</u>

*The financial statements for the prior period presented for comparative purposes has been restated to reflect the adoption of PS 3280 Asset Retirement Obligations standard.

This table reflects total City expenses by function. For example, the City spent approximately \$11.3 million on transportation services, such as roads and infrastructure, as opposed to approximately \$6.4 million on protective services.

Reporting Expenses by Object

Expenses by Object	2023	2022	2021	2020	2019
	(Restated)				
Accretion Expense	\$ 147,099	\$ 143,033	\$ -	\$ -	\$ -
Amortization Expense	9,260,517	8,639,516	8,196,572	7,897,010	7,651,127
Collections for Other Governments	12,753	12,626	12,553	9,660	11,336
Community Grants	332,542	276,671	744,318	471,069	347,188
Contracts	7,122,837	7,109,856	7,104,560	6,491,767	6,410,890
Insurance	527,213	479,306	450,562	461,484	450,487
Interest and Debt Issuance Expense	1,421,334	1,285,789	1,264,431	1,321,824	1,407,574
Operating Expenses	3,026,340	2,545,305	2,114,271	1,831,490	1,775,578
Professional and Legal Fees	159,321	110,461	73,321	66,633	56,966
Repairs and Maintenance	3,059,358	3,242,563	2,786,974	2,616,415	2,636,338
Salaries, Wages and Benefits	11,729,846	10,502,926	10,468,937	9,529,379	9,494,136
Utilities and Property Taxes	1,069,373	1,020,207	1,093,677	1,042,421	1,078,589
	<u>\$ 37,868,533</u>	<u>\$ 35,368,259</u>	<u>\$ 34,310,176</u>	<u>\$ 31,739,152</u>	<u>\$ 31,320,209</u>

*The financial statements for the prior period presented for comparative purposes has been restated to reflect the adoption of PS 3280 Asset Retirement Obligations standard.

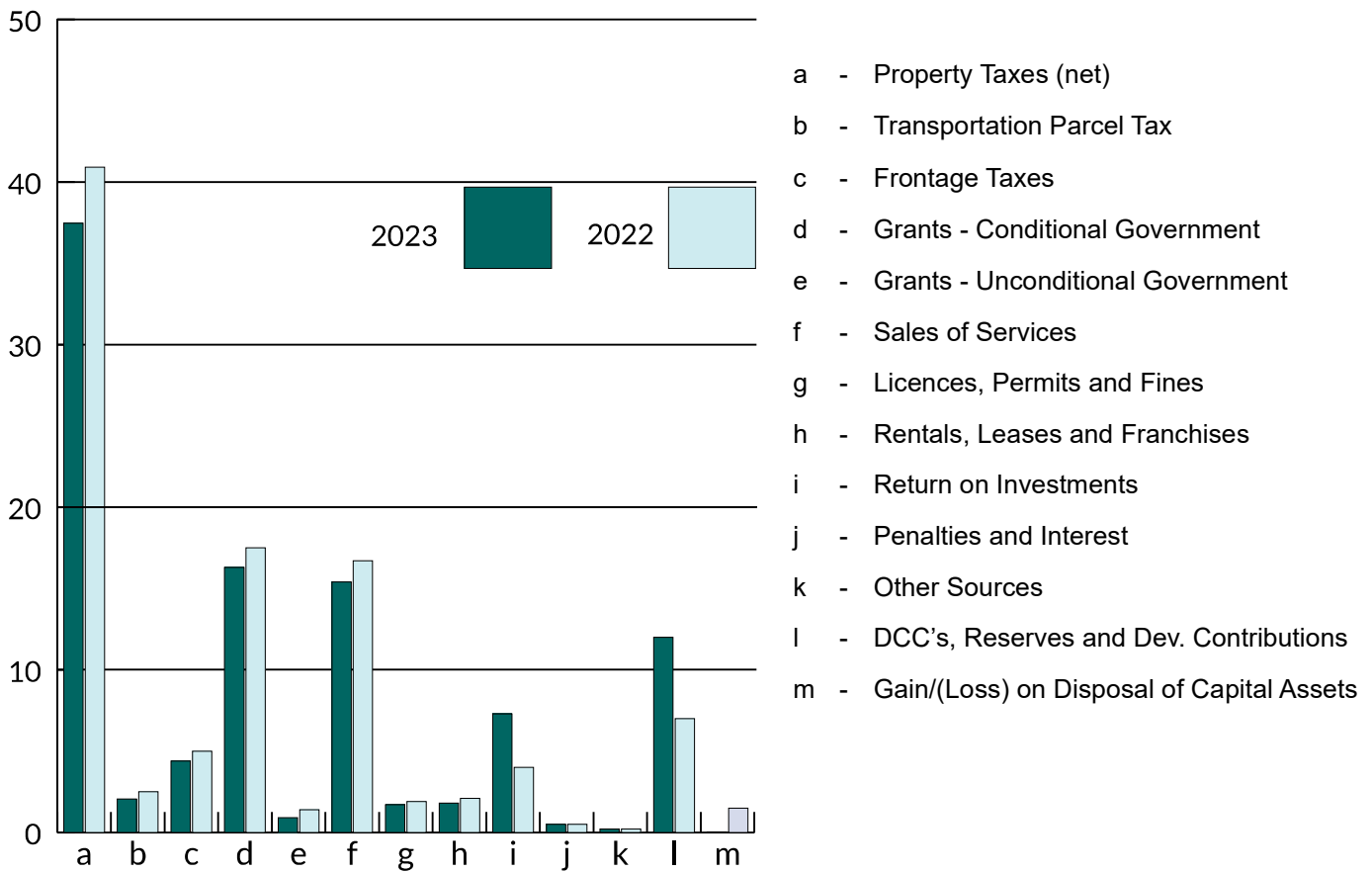
This table reflects total City expenses allocated by component within each City function. For example, of the total \$37.8 million expenses, the City spent \$1.4 million on interest and debt issuance expenses.

Revenues by Source and Type

Revenue Sources	2023	2022	2021	2020	2019
	(Restated)				
Property Taxes (net)	\$ 21,346,010	\$ 20,391,047	\$ 19,306,833	\$ 18,977,526	\$ 18,625,597
Transportation Parcel Tax	1,165,800	1,234,350	1,226,250	1,210,200	1,196,430
Frontage Taxes	2,493,894	2,470,163	2,438,988	2,422,956	2,395,891
Grants - Conditional Government	9,309,757	8,730,762	1,484,081	1,320,197	1,556,588
Grants - Unconditional Government	522,095	709,591	525,061	4,084,614	475,601
Sales of Services	8,760,135	8,301,926	8,124,053	7,135,252	7,343,176
Licences, Permits and Fines	941,083	930,887	876,199	834,915	842,439
Rentals, Leases and Franchises	1,042,709	1,056,610	961,933	1,022,172	1,066,107
Return on Investments	4,172,174	1,988,555	769,013	1,053,431	1,777,816
Penalties and Interest	260,748	235,473	256,844	170,626	198,527
Other Sources	102,736	75,615	42,964	66,786	62,888
DCCs, Reserves and Developer Contributions	6,831,862	3,451,779	5,381,703	616,619	2,233,115
Gain/(Loss) on Disposal of Capital Assets	21,835	272,535	(44,173)	2,617	245,571
	<u>\$ 56,970,838</u>	<u>\$ 49,849,293</u>	<u>\$ 41,349,749</u>	<u>\$ 38,917,911</u>	<u>\$ 38,019,746</u>

*The financial statements for the prior period presented for comparative purposes has been restated to reflect the restatement of prior year figures.

This table reflects the City’s various revenue streams. In the most recent year, the City saw an increase in Developer Contributions of \$3.38 million, trending up from a decrease in 2022.



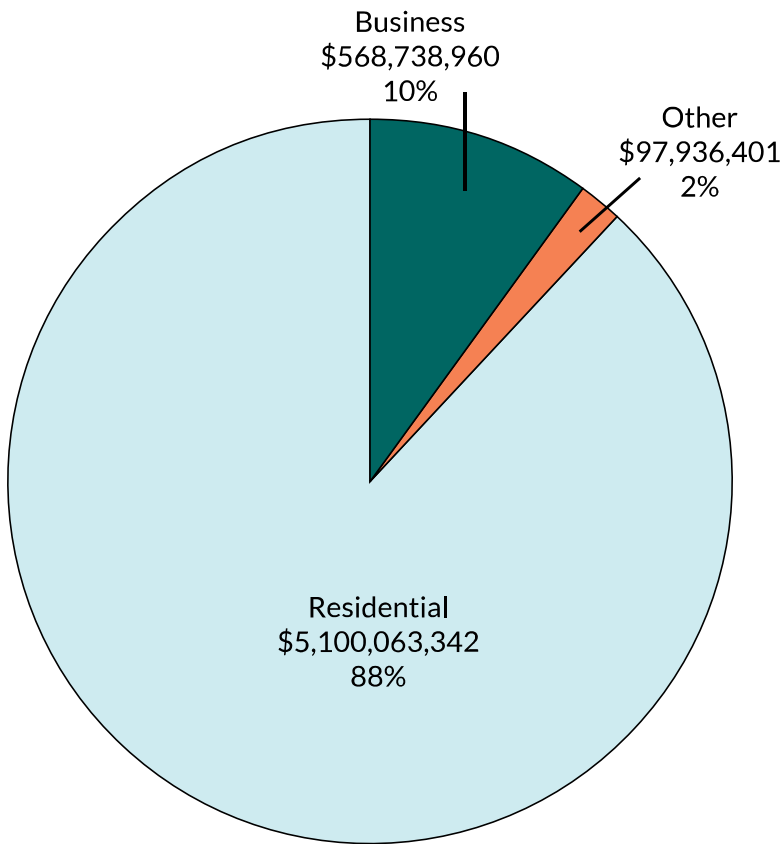
This graph reflects the percentage of the City’s various revenue streams to total revenue collected. In 2023, the City saw an increase in the percentage of revenue sourced from Developer Contributions and Return on Investments.

Taxable Assessments of Land and Improvements

Property Classifications	2023	2022	2021	2020	2019
Residential	\$ 5,100,063,342	\$ 4,389,647,127	\$ 3,306,334,994	\$ 3,162,771,292	\$ 3,055,539,749
Utilities	7,269,995	6,825,385	6,650,785	6,498,725	5,886,730
Supportive Housing	-	-	-	56	56
Major Industry	8,712,600	8,404,700	8,007,200	7,884,500	7,883,500
Light Industry	59,091,000	51,539,200	42,419,000	43,282,000	36,930,100
Business	568,738,960	530,999,347	468,788,661	471,228,150	444,465,459
Managed Forest Land	1,137,700	234,400	38,700	38,500	322,000
Recreation Non-Profit	12,758,100	12,067,000	9,832,600	8,011,000	7,344,300
Farm	8,967,006	8,909,356	8,784,593	8,761,326	8,749,307
	<u>\$ 5,766,738,703</u>	<u>\$ 5,008,626,515</u>	<u>\$ 3,850,856,533</u>	<u>\$ 3,708,475,549</u>	<u>\$ 3,567,121,201</u>

This table reflects the City’s assessment base by property class for the past five (5) years.

Assessment Base by Property Class (General Net Taxable Values)



Class	Assessed Value	% of Total
Residential	\$ 5,100,063,342	88
Business	568,738,960	10
Other	97,936,401	2
	<u>\$ 5,766,738,703</u>	<u>100</u>

Other Includes:

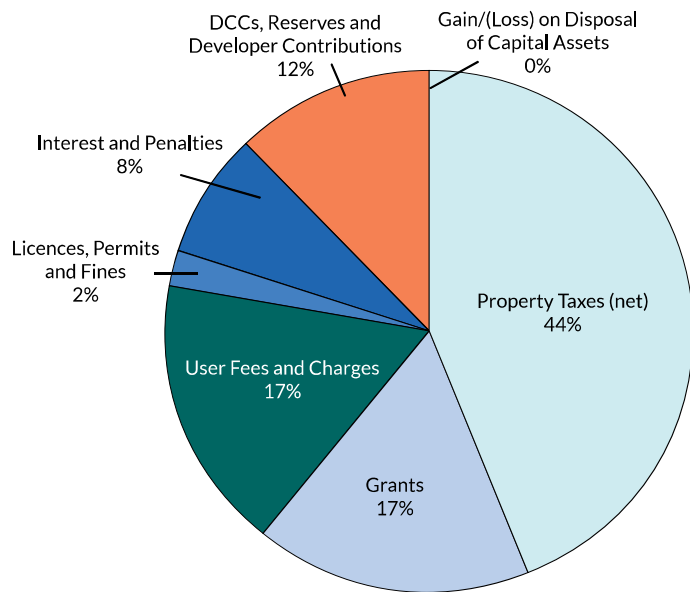
Utilities	\$ 7,269,995
Supportive Housing	-
Major Industry	8,712,600
Light Industry	59,091,000
Managed Forest Land	1,137,700
Recreation Non Profit	12,758,100
Farm	8,967,006
	<u>\$ 97,936,401</u>

This graph reflects that 88.4% of the assessment base in Salmon Arm is residential. Typically, business and industry provide the assessment base that is required to financially support services.

Revenue Sources Sorted by Category

Revenue	2023	2022	2021	2020	2019
	(Restated)				
Property Taxes (net)	\$ 25,005,704	\$ 24,095,560	\$ 22,972,071	\$ 22,610,682	\$ 22,217,918
Grants	9,831,852	9,570,384	2,009,142	5,404,811	2,032,189
User Fees and Charges	9,905,580	9,434,151	9,128,950	8,224,210	8,472,171
Licences, Permits and Fines	941,083	930,887	876,199	834,915	842,439
Interest and Penalties	4,432,922	2,093,997	1,025,857	1,224,057	1,976,343
DCCs, Reserves and Developer Contributions	6,831,862	3,451,779	5,381,703	616,619	2,233,115
Gain/(Loss) on Disposal of Capital Assets	21,835	272,535	(44,173)	2,617	245,571
	<u>\$ 56,970,838</u>	<u>\$ 49,849,293</u>	<u>\$ 41,349,749</u>	<u>\$ 38,917,911</u>	<u>\$ 38,019,746</u>

*The financial statements for the prior period presented for comparative purposes has been restated to reflect the restatement of prior year figures.



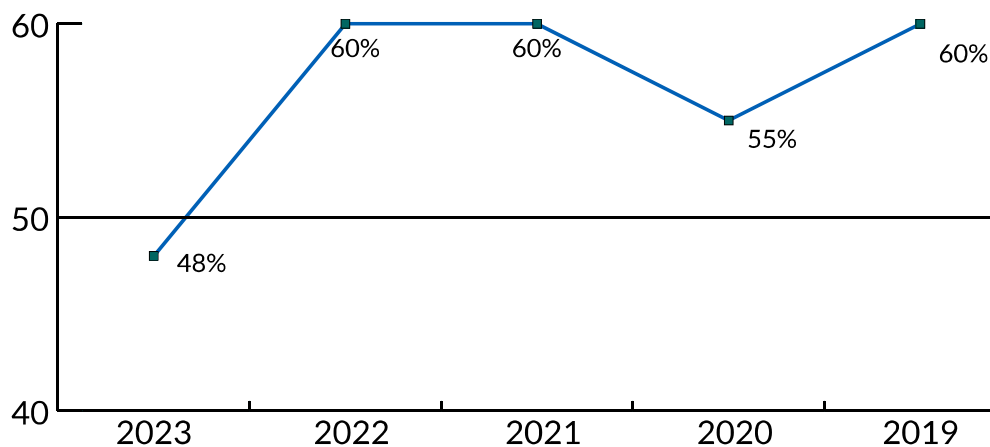
This table reflects the City's various revenue streams sorted by category. The City collected approximately \$9.9 million in user fees and charges for services such as rentals, parking and transit levies, airport fuel and oil sales, water and sewer user rates, and sanitation and recycling fees, etc.

This graph reflects the percentage of each revenue source by category.

General Municipal Taxes as a Percentage of Operating Revenue

Year	Tax Revenue	Total Revenue	% of Revenue
2019	18,242,112	30,479,863	60%
2020	18,603,542	33,729,265	55%
2021	18,934,889	31,410,125	60%
2022	20,034,082	33,565,856	60%
2023	20,983,006	43,304,613	48%

This table and graph reflects that in 2023, 48% of the City's general operating revenue to finance services was funded by property taxation.

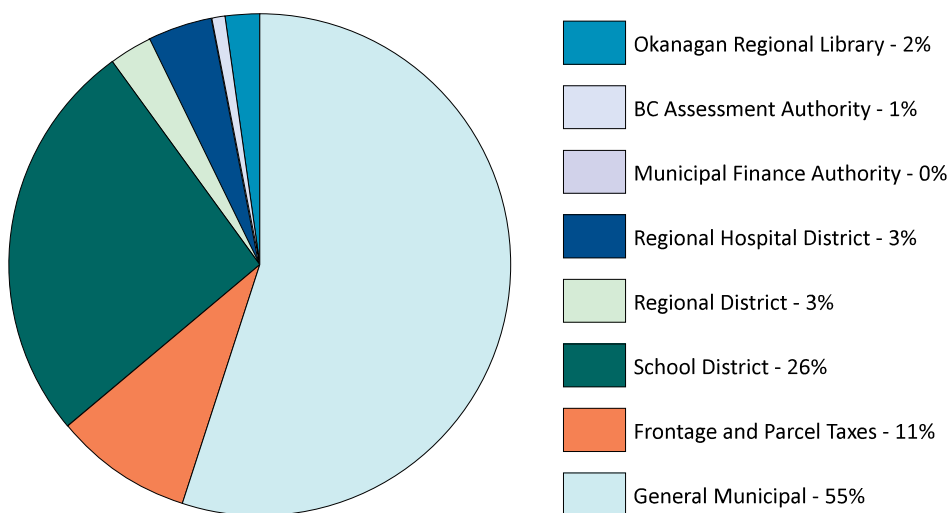


Taxes Levied and Collected

Jurisdictions	2023	2022	2021	2020	2019	2018
General Municipal	\$ 21,559,496	\$ 20,594,644	\$ 19,503,113	\$ 19,167,197	\$ 18,806,903	\$ 17,859,388
Frontage and Parcel Taxes	3,659,694	3,704,513	3,665,239	3,633,156	3,592,321	3,327,095
School District	10,152,228	9,345,759	8,895,657	7,332,380	8,166,378	8,045,387
Regional District	1,201,713	1,089,890	1,071,237	1,085,978	1,017,339	990,458
Regional Hospital District	1,604,925	1,533,201	1,549,289	1,536,753	1,240,110	996,794
Municipal Finance Authority	1,361	1,194	939	909	870	807
BC Assessment Authority	246,371	227,175	207,241	203,925	183,537	182,069
Okanagan Regional Library	802,436	766,274	756,217	764,703	757,311	712,274
	<u>39,228,223</u>	<u>37,262,651</u>	<u>35,648,932</u>	<u>33,725,001</u>	<u>33,764,769</u>	<u>32,114,272</u>
Total Current Taxes Levied	39,228,223	37,262,651	35,648,932	33,725,001	33,764,769	32,114,272
Current Taxes Collected	38,604,809	36,707,426	35,246,100	33,166,049	33,146,109	31,590,902
Percentage Collected	98.41%	98.51%	98.87%	98.34%	98.17%	98.37%
Outstanding at Beginning of Year	696,127	551,879	842,201	822,856	765,568	999,677
Arrears/Delinquent Collected	467,990	410,977	693,153	539,607	561,373	757,479
Percentage Collected	67.23%	74.47%	82.30%	65.58%	73.33%	75.77%
Total Tax Collections	<u>\$ 39,072,799</u>	<u>\$ 37,118,403</u>	<u>\$ 35,939,253</u>	<u>\$ 33,705,656</u>	<u>\$ 33,707,482</u>	<u>\$ 32,348,381</u>

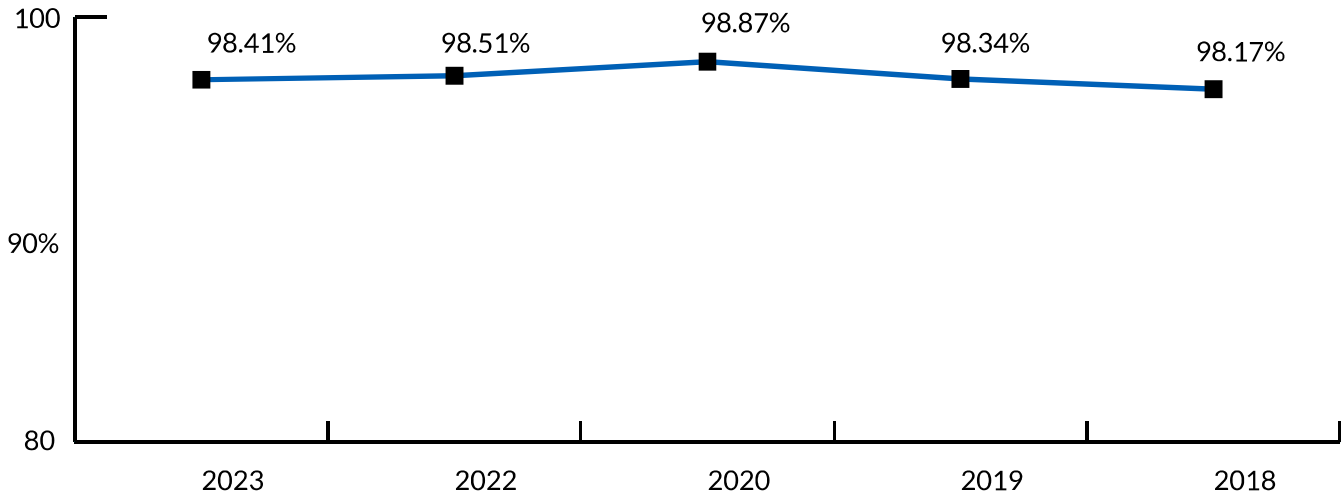
This table reflects the amount of taxes collected for general municipal purposes and for other jurisdictions (i.e. School District, Regional District, etc). The table also outlines the City's property taxation collection rates.

2023 Taxes by Jurisdiction



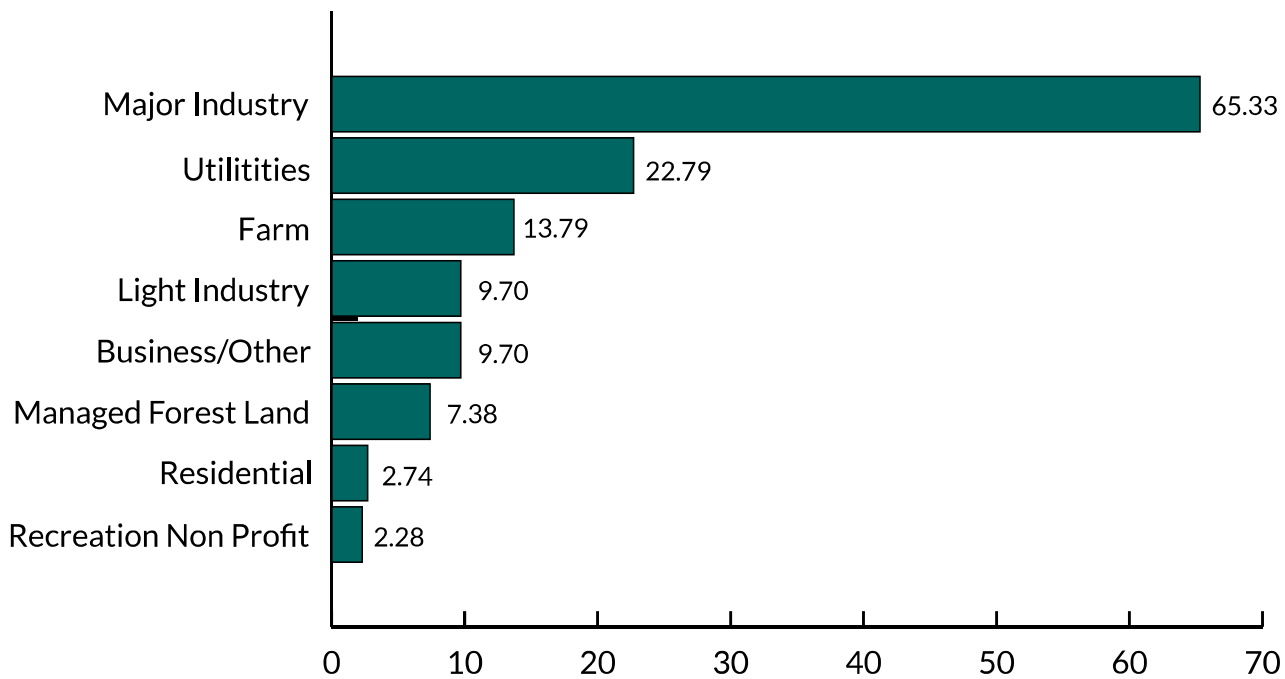
This graph reflects that of the total tax dollars (\$39.07 million) levied in 2023 by the City and other jurisdictions, only 55% (\$21.55 million) was for municipal services such as police, fire, roads, etc. and the remainder was for other jurisdictions.

Taxation Collection Rates



This graph reflects the percentage of property taxes collected in the year that the tax was levied.

General Municipal Tax Rates

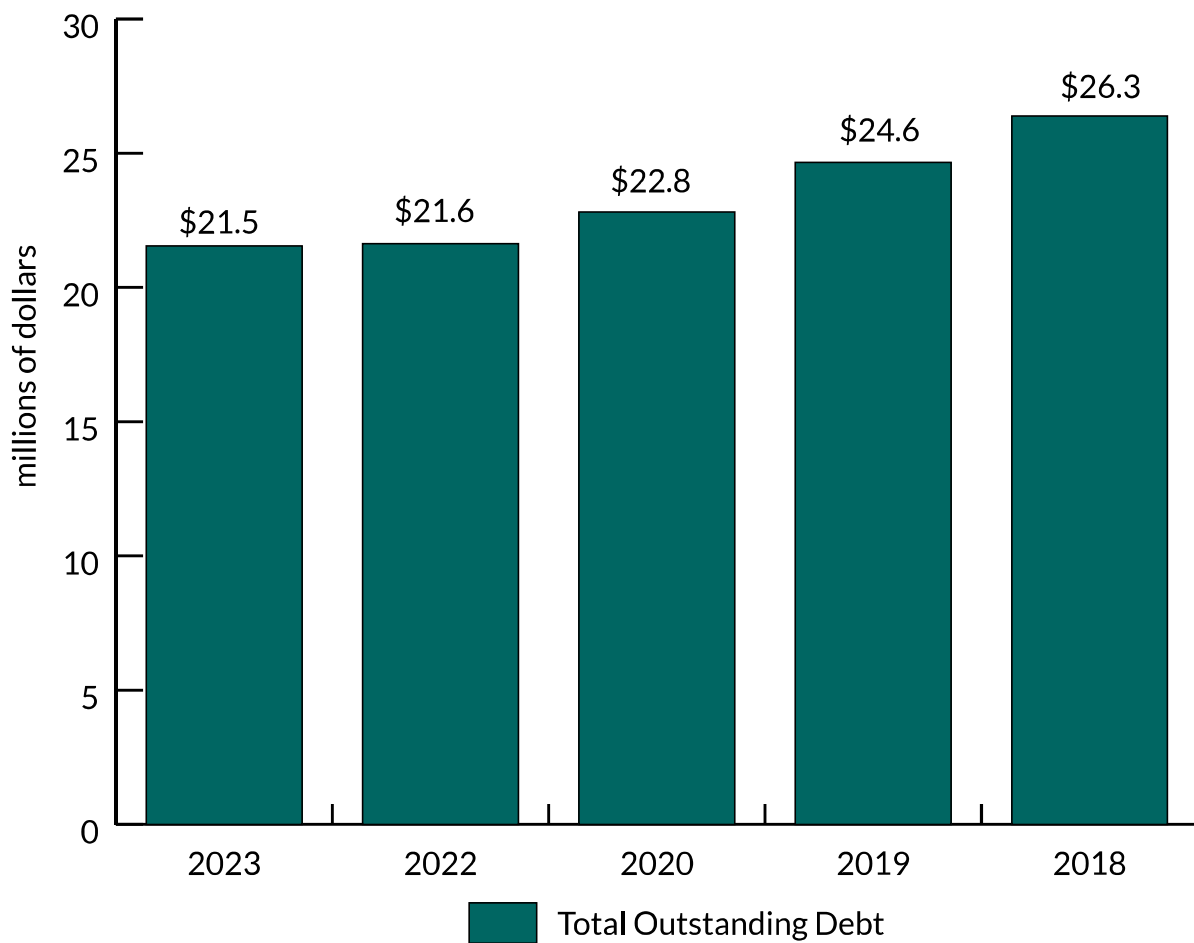


This graph reflects the tax rates that are charged on each \$1,000 of assessed property value for each classification of the property.

Debenture Debt

Gross Debt	2023	2022	2021	2020	2019
General	\$ 13,921,037	\$ 14,971,725	\$ 15,354,901	\$ 16,238,071	\$ 17,058,401
Water	6,402,219	5,137,851	5,645,712	6,326,782	6,979,375
Sewer	1,223,861	1,524,782	1,812,492	2,087,581	2,350,614
Total Outstanding Debt	<u>\$ 21,547,117</u>	<u>\$ 21,634,358</u>	<u>\$ 22,813,105</u>	<u>\$ 24,652,434</u>	<u>\$ 26,388,390</u>

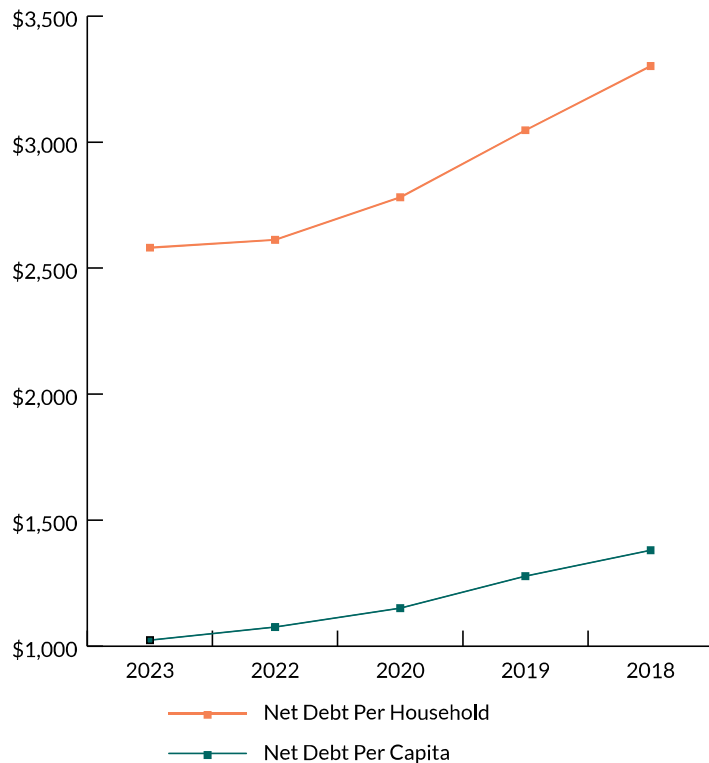
This table and graph reflects the long term debt outstanding at the end of each of the last five (5) years.



Debt Servicing Costs

Repayment Sources	2023	2022	2021	2020	2019
Property Tax Supported	\$ 1,688,031	\$ 1,502,602	\$ 1,479,865	\$ 1,454,369	\$ 1,585,159
Water Utility	817,237	722,522	723,783	756,957	821,157
Sewer Utility	227,598	264,943	264,943	264,943	264,943
Parks DCC Reserve	-	-	-	-	-
Total Debt Servicing Costs	\$ 2,732,866	\$ 2,490,066	\$ 2,468,591	\$ 2,476,269	\$ 2,671,259
Population	21,034	20,103	19,825	19,296	19,115
Net Debt Per Capita	\$ 1,024	\$ 1,076	\$ 1,151	\$ 1,278	\$ 1,381
Debt Service as a % of Total Expenses	4.8%	4.5%	5.0%	6.7%	6.6%
Debt Service as a % of Operating Expenses	5.4%	6.2%	6.4%	5.5%	7.5%
# of Households	8,347	8,283	8,203	8,090	7,992
Net Debt Per Household	\$ 2,581	\$ 2,612	\$ 2,781	\$ 3,047	\$ 3,302

Debt Per Capita



This graph reflects the equated amount of outstanding debt per individual and per household within the City.

Debt Capacity Limits

Debt Servicing	2023	2022	2021	2020	2019
Debt Servicing Limit	\$ 9,924,506	\$ 9,061,981	\$ 8,399,567	\$ 9,026,232	\$ 8,203,394
Debt Servicing Capacity Available	\$ 6,915,007	\$ 6,318,814	\$ 5,866,590	\$ 5,635,095	\$ 5,423,409

This table reflects the maximum debt servicing capacity as well as the remaining borrowing power available to the City to fund capital projects.

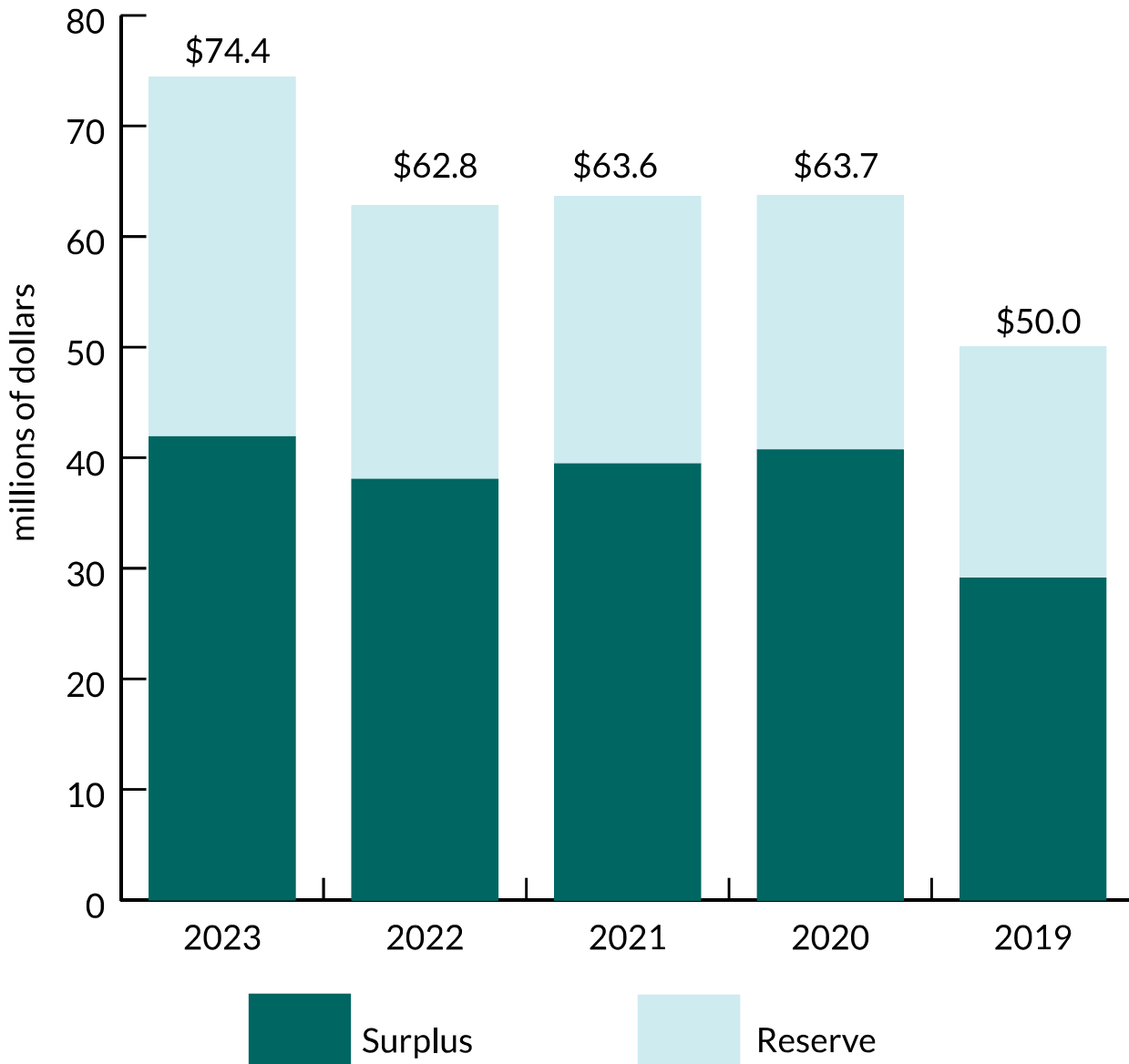
Statutory Reserve Funds and Statement of Surplus

Reserves and Surplus	2023	2022	2021	2020	2019
	(Restated)				
Statutory Reserve Funds, Development Cost Charges and Trust Funds					
Development Cost Charge - Drainage	\$ 2,199,197	\$ 2,216,604	\$ 2,080,540	\$ 1,940,799	\$ 1,791,915
Development Cost Charge - Parks	759,805	693,356	623,478	569,644	492,192
Development Cost Charge - Water	4,439,902	4,160,567	3,826,665	3,481,274	3,162,130
Development Cost Charge - Sewer	4,134,030	3,809,505	3,610,394	3,314,914	2,967,762
Development Cost Charge - Highways	2,401,216	2,196,922	2,034,248	1,851,290	1,664,852
Development Cost Charge - Underpass	-	-	-	87,380	86,630
Perpetual Care	536,306	475,474	438,521	410,933	387,207
Klahani Playground Equipment	4,645	4,426	4,340	4,332	4,295
Cemetery Columbarium	79,261	75,527	74,063	73,929	73,295
Cemetery Development	172,818	164,677	161,484	159,713	158,344
Community Centre Major Maintenance	952,039	952,655	803,391	727,048	686,116
Emergency Apparatus	779,157	468,587	1,750,812	1,532,834	1,201,942
Equipment Replacement	2,245,973	1,959,917	2,287,724	2,355,022	2,344,411
Fire Department Building and Equipment	241,243	520,651	460,729	297,267	288,243
General Capital	1,237,476	1,068,153	649,779	667,153	568,746
Growing Communities Fund	5,522,684	-	-	-	-
Landfill Site Repurchase	244,822	233,288	228,765	228,350	226,392
Parks Development	560,289	517,529	474,014	543,382	536,643
Police Vehicle Replacement	259,678	247,919	242,976	261,525	250,685
Sewer Major Maintenance	3,710,109	3,351,893	3,071,166	3,190,372	2,988,432
Water Major Maintenance	2,042,382	1,637,688	1,357,518	1,311,066	1,038,710
	<u>\$ 32,523,032</u>	<u>\$ 24,755,338</u>	<u>\$ 24,180,607</u>	<u>\$ 23,008,227</u>	<u>\$ 20,918,942</u>
Statement of Operating Surplus					
General Operating Fund - Surplus	\$ 35,367,367	\$ 32,141,002	\$ 33,450,581	\$ 34,609,375	\$ 23,440,337
Water Operating Fund - Surplus	3,631,331	2,589,247	2,668,521	2,731,215	2,508,966
Sewer Operating Fund - Surplus	2,883,919	3,317,811	3,319,463	3,355,897	3,161,160
	<u>\$ 41,882,617</u>	<u>\$ 38,048,060</u>	<u>\$ 39,438,565</u>	<u>\$ 40,696,487</u>	<u>\$ 29,110,463</u>
Total Reserves and Operating Surpluses	<u>\$ 74,405,649</u>	<u>\$ 62,803,398</u>	<u>\$ 63,619,172</u>	<u>\$ 63,704,714</u>	<u>\$ 50,029,405</u>
Statement of Annual and Accumulated Surplus					
Accumulated Surplus, Beginning of Year	\$ 267,638,855	\$ 258,060,410	\$ 251,020,837	\$ 243,842,078	\$ 237,142,541
Annual Surplus	19,102,305	14,481,034	7,039,573	7,178,759	6,699,537
Prior Period Adjustment	-	(4,902,589)	-	-	-
Accumulated Surplus, End of Year	<u>\$ 286,741,160</u>	<u>\$ 267,638,855</u>	<u>\$ 258,060,410</u>	<u>\$ 251,020,837</u>	<u>\$ 243,842,078</u>
Statement of Annual and Accumulated Surplus (Detail)					
Statutory Reserves	\$ 18,047,931	\$ 11,198,482	\$ 11,562,421	\$ 11,347,661	\$ 10,361,959
Unexpended Capital Reserves	4,373,646	3,265,301	2,049,209	2,915,736	7,250,477
Surplus	3,971,243	3,786,660	3,683,618	3,762,162	2,952,461
Reserve Accounts	37,911,374	36,391,417	35,754,947	36,934,325	26,607,615
Equity in Capital Assets	222,436,965	212,996,995	205,010,215	196,060,953	196,669,566
	<u>\$ 286,741,160</u>	<u>\$ 267,638,855</u>	<u>\$ 258,060,410</u>	<u>\$ 251,020,837</u>	<u>\$ 243,842,078</u>
Net Financial Debt (Detail)					
Financial Assets	\$ 91,523,900	\$ 81,654,845	\$ 85,404,697	\$ 83,699,354	\$ 71,830,421
Financial Liabilities	(54,683,964)	(54,994,625)	(56,205,752)	(54,209,320)	(51,744,822)
Net Financial Assets	36,839,936	26,660,220	29,198,945	29,490,034	20,085,599
Non-Financial Assets	249,901,224	240,978,635	228,861,465	221,530,803	223,756,479
Accumulated Surplus, End of Year	<u>\$ 286,741,160</u>	<u>\$ 267,638,855</u>	<u>\$ 258,060,410</u>	<u>\$ 251,020,837</u>	<u>\$ 243,842,078</u>

*The financial statements for the prior period presented for comparative purposes has been restated to reflect the restatement of prior year figures and the adoption of PS 3280 Asset Retirement Obligations standard.

This table reflects the balance in reserves that have been established by the City for future works, replacement of equipment (i.e. fire, police, public works, etc.), etc. It should be noted that a portion of the City's accumulated operating surplus is committed to undertake specific projects where an annual contribution is required before the works can be completed.

Statutory Reserve Funds and Statement of Surplus



This graph reflects the balance in the reserves and accumulated operating surpluses over the past five (5) years.

Capital Expenses and Funding Sources

Capital Expenditure Categories	2023	2022	2021	2020	2019
	(Restated)				
Capital Expenditures					
Land	\$ 433,200	\$ 20,926	\$ -	\$ -	\$ 751,251
Buildings	2,413,917	991,079	296,313	163,294	491,103
Machinery and Equipment	872,081	2,614,516	1,253,587	1,344,042	2,249,953
Vehicles	301,680	273,200	199,794	87,871	258,755
Information Technology	34,325	150,344	211,112	38,580	173,498
Parks Infrastructure	272,429	1,177,710	325,110	127,052	364,869
Utility Infrastructure	2,935,276	1,397,374	1,644,388	853,967	740,717
Transportation Infrastructure	25,623,336	3,141,915	5,848,891	2,742,272	4,127,758
Work In Progress	(14,112,541)	12,320,943	5,682,686	120,653	119,879
	<u>\$ 18,773,703</u>	<u>\$ 22,088,007</u>	<u>\$ 15,461,881</u>	<u>\$ 5,477,731</u>	<u>\$ 9,277,783</u>
Sources of Funds					
General Taxation, Water & Sanitary Sewer Revenue	\$ 3,656,231	\$ 3,772,830	\$ 3,818,395	\$ 3,556,982	\$ 2,639,151
Prior Year Surplus	228,718	63,570	56,792	-	75,000
Government Transfers & Grants	1,364,809	6,100,143	635,378	689,260	963,611
Non-Statutory Reserves	4,262,132	4,939,510	3,778,604	1,157,962	814,890
Statutory Reserve Funds	1,848,274	2,963,102	1,351,811	585,328	1,439,472
Contributions (DCC, Developer, Donation etc.)	6,486,665	3,229,110	5,445,984	414,083	2,324,870
Debt	2,000,000	730,000	-	-	6,092,000
Carry Forward - Expended	2,513,994	1,563,485	2,144,048	1,285,220	1,966,524
Carry Forward - Unexpended	(3,647,115)	(2,855,625)	(1,769,131)	(2,211,104)	(7,037,735)
Equity in Tangible Capital Assets	59,995	1,581,882	-	-	-
	<u>\$ 18,773,703</u>	<u>\$ 22,088,007</u>	<u>\$ 15,461,881</u>	<u>\$ 5,477,731</u>	<u>\$ 9,277,783</u>

*The financial statements for the prior period presented for comparative purposes has been restated to reflect the adoption of PS 3280 Asset Retirement Obligations standard.

This table reflects the City's annual capital expenses and funding sources over the past five (5) years.

Comparative Demographic Statistics

Miscellaneous Statistics	2023	2022	2021	2020	2019
Annual Estimated Population (Source: BC Statistics 2023, Salmon Arm)	20,583	20,615	20,081	19,644	19,365
Population Growth Rates	-0.16%	2.66%	2.22%	1.44%	1.31%
Unemployment Rate (Source: BC Statistics 2023, Thompson/Okanagan Region)	4.2%	5.3%	6.4%	8.6%	5.2%
Number of Full Time City of Salmon Arm Employees	119	109	108	103	106

Population Demographics	Total	Age Group				
		0 - 14	15 - 24	25 - 44	45 - 64	65+
2021	19,705	2,850	1,795	3,870	5,190	6,000
2016	17,905	2,650	1,760	3,375	5,190	4,930
Total Net Growth	1,800	200	35	495	-	1,070
Percent Growth	9.1%	7.0%	1.9%	12.8%	0.0%	17.8%
2021 Distribution by Age Group	100.0%	14.5%	9.1%	19.6%	26.3%	30.4%
2016 Distribution by Age Group	100.0%	14.8%	9.8%	18.8%	29.0%	27.5%

(Source: Statistics Canada, 2021 and 2016 Census)

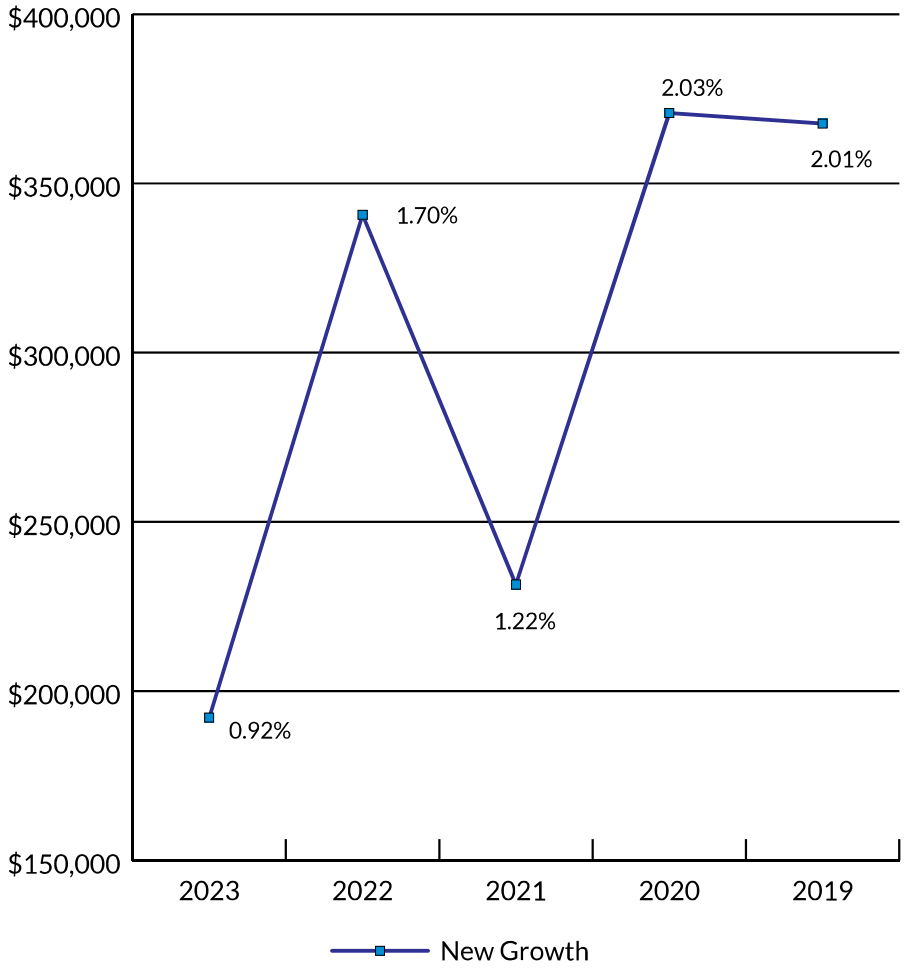
This table reflects the changes in key demographic statistics between the current and prior year.

Principal Corporate Taxpayers and Percentage of Total Taxes 2023

Property Owner	Tax Levy	Percentage
Salmon Arm Shopping Centres Ltd	516,519.45	1.317%
Piccadilly Place Mall Inc	435,652.82	1.111%
Canoe Forest Products Ltd	314,113.04	0.801%
RP Johnson Construction Ltd	309,867.80	0.790%
Huber Developments Ltd	191,289.13	0.488%
BC Gas Utility Ltd	189,615.58	0.483%
Canoe Forest Products Ltd	184,546.40	0.470%
Kaien Enterprises Ltd	164,340.64	0.419%
Canadian Pacific Railway Co	158,448.74	0.404%
790 16 Street NE Ltd	141,251.74	0.360%
USNR/Kockums Cancar Company	137,680.15	0.351%
Salmon Arm Savings And Credit Uion	128,129.62	0.327%
Salmon Arm Savings And Credit Uion	122,713.46	0.313%
BC Hydro & Power Authority	120,106.35	0.306%
Askew's Uptown Shopping Centre	119,557.52	0.305%
Lakeshore Village Ltd	105,986.38	0.270%
Westgate Building Ltd.	103,654.78	0.264%
389481 BC Ltd	97,505.02	0.249%
688192 BC Ltd	84,281.67	0.215%
Shuswap Development Ltd	80,103.76	0.204%
Shuswap Park Holdings (2013)	79,779.91	0.203%
BC Hydro & Power Authority	77,999.36	0.199%
BFM Holdings Ltd	76,835.09	0.196%
Salmik Holdings Ltd	76,147.21	0.194%
Lakeside Manor Developments Ltd	76,127.40	0.194%
0731010 BC Ltd	73,449.99	0.187%
Salmon Arm Developments Ltd.	73,249.14	0.187%
526761 BC Ltd	70,693.85	0.180%
Gmur, Daniel D	69,971.86	0.178%
Round Table Leasing Ltd.	67,080.12	0.171%
Dinoflex Holdings Inc	65,802.52	0.168%
Home Hardware Stores Ltd	63,217.25	0.161%
5201 - 48th Ave SE Holdings Ltd	60,689.74	0.155%
406900 BC Ltd	60,455.57	0.154%
Canoe Forest Products Ltd	60,418.98	0.154%
581835 BC Ltd	60,297.83	0.154%
Northern Plastics Ltd	58,933.43	0.150%
0731010 BC Ltd	56,369.00	0.144%
Stencil, Janina Z	55,689.51	0.142%
Rocstan Developments Ltd	55,164.63	0.141%
BC Gas Utility Ltd	55,147.98	0.141%
0803161 BC Ltd	54,713.69	0.139%
SRG West Arm Holdings Ltd.	53,775.33	0.137%
BC Telephone Co	53,690.95	0.137%
BC Hydro & Power Authority	53,489.31	0.136%
Edmar Holdings Ltd	51,135.28	0.130%
	<u>\$ 5,365,688.98</u>	<u>13.679%</u>
Current Taxes Levied 2023	\$ 39,228,223.73	
Tax Levy on Business	<u>\$ 5,365,688.98</u>	<u>13.678%</u>

This table reflects principal corporate taxpayers and the amount of property taxes that they pay on individual properties in relation to the total amount of property taxes levied in 2023.

New Construction



This graph reflects the new tax revenue that is generated each year as a result of new growth or construction in Salmon Arm. In 2023, the community derived new tax revenue of 0.92% or \$192,186.



Additional Photo Credits

Front Cover



Downtown Pillars Unveiling Ceremony

Ross Street Plaza

April 11, 2023



Alpine Wildbloom Images

Inside Cover



Gathering Together Festival

Ross Street Plaza

June 27, 2023



Salmon Arm Observer, Lachlan Labere

Corn Harvest



Salmon Arm

October 12, 2023



City of Salmon Arm

Back Cover



Osprey Carrying Fish

Salmon Arm Bay

July 3, 2023



John G Woods





REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering & Public Works – Optiview UVT Sensor Replacement - WTP

Date: June 24, 2024

Motion for Consideration:

THAT: Council approve the purchase of a spare UV Optiview Sensor kit for the Water Treatment Plant from Ramtech Environmental Products, for the quoted price of \$18,129.30 plus applicable taxes and shipping;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of the Optiview Sensor to authorize the sole sourcing of same to Ramtech Environmental Products.

Background:

The City of Salmon Arm's Water Treatment Plant was placed online in May 2009 to treat raw water from Shuswap Lake to meet the parameters specified under the Drinking Water Protection Act. The City incorporates a direct filtration process followed by Ultra Violet and Chlorine disinfection prior to distribution to the water network for consumption.

The initial phase of water treatment involves the addition of chemicals to enhance the coagulation/flocculation process in removing particulate. After this process the water passes through four filtration tanks prior to UV disinfection followed by chlorination. The water plant has two UV disinfection units that each utilize an Optiview Sensor to measure Ultra Violet Transmission (UVT - clarity of the water). This measurement is then used to calculate the power requirements for the UV bulbs to ensure adequate disinfection. The UV light must be intense enough to penetrate the cell walls of pathogenic bacteria; therefore the accuracy of the UVT sensor is critical in ensuring adequate disinfection occurs. The UVT sensors are proprietary to the Trojan UV models which are supplied by Ramtech Environmental Products. This purchase will provide the necessary redundancy to our disinfection process and ensure that the treated water meets the standards of the Drinking Water Protection Act.

Ramtech Environmental Products is the only authorized distributor for Trojan Technologies in Western Canada. The UV units were manufactured by Trojan Technologies and all replacement parts are required to be supplied through them and their local distributor. As such staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of the UV equipment and materials.

For this reason, staff recommends purchasing the UV Optiview Sensor kit from Ramtech Environmental Products for \$18,129.30 plus applicable taxes and shipping.

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:

The 2024 Capital budget for this purchase was approved at \$20,000, which is sufficient for the intended purchase.

Alternatives & Implications:

Currently there is a ten to twelve week delay to repair the subject sensor during which time plant capacity would be compromised. The consequences of the reduced capacity are seasonal and likely manageable through the winter, but could have safety risks if supply cannot be maintained during summer peak usage. Having a redundant sensor would eliminate any delay and associated capacity reduction; however, Council may accept this risk and choose not to support the motion.

Communication: N/A

Prepared by: Manager of Utilities
 Reviewed by: Director of Engineering & Public Works
 Reviewed by: Chief Financial Officer
 Approved by: Chief Administrative Officer

Attachments: N/A



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Chief Administrative Officer – School District #83 Field Use Agreement for Jackson Fields

Date: June 24, 2024

Motion for Consideration:

THAT: the Mayor and Corporate Officer be authorized to execute the Field Use Agreement – Jackson Fields (Lot 4, 150 1st Avenue SW), for the period of April 1, 2024 to October 15, 2029, with School District No. 83.

Background:

The City of Salmon Arm been has using the area shown on Appendix A as a youth soccer field under an agreement with School District No. 83 for many years. Previous agreements were renewed annually, however, the School District has now offered a five-year, non-exclusive License to Occupy, with the following key features:

- License fee is \$1.00 per term; and
- The City is responsible for general maintenance of the site, including mowing, weed trimming and managing the garbage and recycling bins.

This arrangement has been working well for the community and staff recommend continuing for a five-year term. The City has been working on expanding its inventory of jointly used fields, which will assist in rotating field use to ensure that the fields do not become stressed. This also provides more options for users.

In addition, it should be noted that the use of School District lands has been a critical element of planning for the 55+ BC Games.

Legislative authority / plans / reports:

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

Financial Considerations:

The cost of maintaining the fields is the only financial consideration and it has been built into the City's budget already.

Alternatives & Implications:

Council could choose not to renew this agreement and remove the field from the City's inventory or only renew for one-year.

Communication:

The SD will be informed of Council's decision.

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

Attachments:

- APPENDIX A - Diagram of License Area – Lot 4, 150 1st Avenue SW





REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Roads & Parks – Property in Police and Municipality Possession – Public Auction

Date: June 24, 2024

Motion for Consideration:

THAT: Council authorize staff to prepare and host a silent auction in summer of 2024 to dispose of all unclaimed property in possession of the municipality that has exceeded 3 months in police possession and any excess unused City of Salmon Arm materials and equipment;

AND THAT: any property not successfully disposed of through the silent auction be sold at a City garage sale, if financially feasible, based on the number of items remaining;

AND THAT: any property not successfully disposed of through the garage sale be donated to a local thrift store;

AND THAT: any property not accepted by the thrift store be taken to the local landfill to be disposed of;

AND FURTHER THAT: the proceeds from the sale of unclaimed property be held for six (6) months from the date of sale and then transferred to general revenue.

Background:

Section 67 of the *Community Charter* speaks to disposal of property in police possession and states how the Police and Municipality must proceed with property that has come into the custody and possession of the police force on behalf of a municipality. Further, how it may be disposed of and the how the proceeds from that disposal are dealt with.

The property may be disposed of by the municipality or by a person authorized by the Council. The property must be held before disposal and must not be disposed of until it has been in the possession of the police force for three (3) months, unless the property is a perishable article, the property has no apparent marketable value, or custody of the property involves unreasonable expenses or inconvenience.

The proceeds of any sale of property must be held for six (6) months from the date of sale and then may be dealt with as directed by Council.

The Public Works Department also gathers many unused or excess material and equipment that is no longer used or needed within operations. They are typically stored at the Public Works Yard using valuable space and are collected from improvements or replacements of city assets that still hold a financial value.

Staff are proposing to complete a silent auction style sale to take place in July 2024. This is similar to what has been completed in the past. All items have been inventoried, itemized and numbered. After the auction, staff will then select the highest bid, contact the owner and provide three (3) days where the successful bidder can collect their item(s). Any items that are not successfully disposed of through the silent auction, and if feasible, will be sold at a garage sale hosted late August 2024. If items still remain, they will be donated to a local thrift store, and further if not accepted will be taken to the landfill.

Legislative authority / plans / reports:

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

Financial Considerations:

Council approved \$22,400 in the 2024 budget to cover staff time, etc. to complete the inventorying, numbering, set-up, auction and after auction review and invoicing. The proceeds from the sale are proposed to be transferred to general revenue to offset the cost of conducting the auction.

Alternatives & Implications:

We currently are in possession of over 270 items to place in the auction. These items have been collected over the past four (4) years and have taken up significant space at our Public Works Yard. It is not feasible to host an auction each year as we do not know how many items will come to us and we typically do not have available staffing to complete the work. This year we are extremely lucky to have a part-time casual relief staff that is able to complete these specific duties.

Staff will review options of creating policy and procedure to bring to Council at a future date that will provide the authority and direction to staff with respect to the disposition of unclaimed property in the future.

Communication:

Prior to a sale or other disposal of property, the municipality must provide a Notice of Proposed Sale in accordance with Section 94 of the *Community Charter*, which states that the notice must be published in accordance with default publication requirements that includes a newspaper that is distributed weekly, in the area affected by the subject matter and in the municipality once each week for two (2) consecutive weeks.

In addition, we would utilize electronic means such as social media and the City's website and the notice will be posted at the customer service desk at City Hall.

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

Attachments: None



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Planning & Community Services / Building Safer Communities Coordinator - PlanH Grant- BC Healthy Communities

Date: June 24, 2024

Motion for Consideration:

THAT: Council authorize submission of a grant application for the development of a multi-sectoral Anti-Racism Strategy through the Healthy Public Policy Stream of the BC Healthy Communities PlanH Grant program in the amount of \$15,000;

THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to include \$15,000 to develop a multi-sectoral Anti-Racism Strategy, funded from a PlanH Healthy Communities Grant;

AND FURTHER THAT: Council submit a letter in support of the City's application.

Background:

Since 2012, PlanH has distributed more than 275 grants to Indigenous and local governments across British Columbia. The goal of the PlanH Program is to support Indigenous and local governments to advance policies, programs and strategies aimed at improving health equity, and well-being for all.

The City of Salmon Arm has never applied for a PlanH grant and support is prioritized for collaborative, multi-sectoral projects and applications from rural and smaller communities in British Columbia.

The Healthy Public Policy stream of the Plan H grant offers grants of up to \$15,000 each for upstream projects that seek to develop new or existing policies to improve the health and well-being of community members. Projects must use an equity lens to ensure their outcomes benefit those who have historically been excluded from local decision-making processes, or whose needs have not been adequately met by existing policies or procedures.

All projects must align with at least one of the provincial public health priorities with priority given to advanced Truth, Rights and Reconciliation, health equity, and anti-racism projects.

The application deadline for grant applications is **July 4, 2024**. Successful applicants must have projects completed by September 2025. School District 83 (SD83), the Shuswap Immigrant

Services Society (SISS) and the Interior Health Authority (IHA) are submitting letters of support to indicate their willingness to be part of this initiative.

Developing an anti-racism strategy entitled “Embracing Equity and Inclusivity,” with strong community partnerships, appears to match well with the outlined grant criteria.

Legislative authority / plans / reports:

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

The Hive program is a weekly afterschool program, created in September 2023 through the City’s Building Safer Communities Fund and partnership with SISS, to strengthen support for immigrant youth and teens. The strong partnerships of SD83, SISS, and the City continue to guide the development and implementation of this successful program. Numerous incidents of racism were identified and discussed at partnership meetings.

On January 19, 2023, the SD83 Board approved Policy 390, an Anti-Racism policy that provides codes of conduct to address racism and discrimination. Building on the creation of this policy and the identified need from the Hive program, an anti-racism strategy grant provides resources to build on the creation of this policy through community partner engagement, the development of an advisory group, and the research of wise practices. A final action plan will be developed and circulated to all partnering organizations.

Based on the above, staff recommends that a grant application be submitted under the PlanH Healthy Public Policy Stream to enhance the work of the current programs and partnerships of the Hive program.

Financial Considerations:

Staff recommend that the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to include \$15,000 to develop a multi-sectoral Anti-Racism Strategy, funded from a PlanH Healthy Communities Grant.

Alternatives & Implications:

Council could choose not to support submission of this grant application; however, eligible applicants are limited to the following:

- First Nations Bands
- First Nations Tribal Councils
- Métis Chartered Communities
- Municipalities
- Regional Districts
- Self-Governing First Nations

School Districts and non-profit organizations are not eligible to apply.
Communication:

No external communication is planned at this time.

Prepared by: Building Safer Communities Coordinator
Reviewed by: Director of Planning & Community Services
Reviewed by: Chief Financial Officer
Approved by: Chief Administrative Officer

Attachments:

- Draft Grant Support Letter

**BC Healthy Communities
Plan H Grant Application**

To the Plan H Grant Selection Committee,

The City of Salmon Arm would like to express our strong support for the Plan H Grant application for the development of a collaborative Anti-Racism Strategy entitled, “Embracing Equity and Inclusion.” This multi-sectoral strategy will include the following key partners: School District 83, Shuswap Immigrant Services Society, Interior Health and the City of Salmon Arm. It will address a critical need identified through the Hive after-school program, a program supporting immigrant youth and teens in Salmon Arm, which began through the Building Safer Communities Fund, guided through the City of Salmon Arm.

The City of Salmon Arm is deeply committed to promoting equity, inclusivity, and social justice within our community. We recognize the significance of creating a city where all individuals feel valued, respected, and empowered. The proposed Anti-Racism Strategy aligns perfectly with our organizational values and goals by seeking to build relationships across sectors, develop engagement objectives and strategies, research best practices, and co-develop an action plan with key partners.

The City recognizes that the cost of not participating in equity and inclusion initiatives can lead to increased social conflict and a reduction in a sense of belonging. It can also lead to missed opportunities to increase creativity, innovation and production and a devaluation of municipal values of respect, diversity and equality. Through collaboration among School District 83, Shuswap Immigrant Services Society, Interior Health and the City of Salmon Arm, this initiative has the potential to foster systemic change and promote community awareness about the impact of racism. By pooling resources, expertise, and perspectives, the partners involved can create meaningful strategies that address the root causes of discrimination and promote a culture of understanding and acceptance.

The Hive afterschool program has already proven its value in providing essential support services to immigrant youth and teens. Expanding this effort to include an Anti-Racism Strategy will further enhance its impact and contribute to a more cohesive and resilient community. This project exemplifies upstream and inclusive leadership in addressing systemic issues and advocating for social justice. Together, we can work towards building a community where diversity is celebrated, and every individual can thrive without fear of discrimination or prejudice.

Thank you for the opportunity to express our support for this important endeavor. We look forward to the positive impact that this collaborative Anti-Racism Strategy will undoubtedly have on continuing to build a healthy City of Salmon Arm.

Sincerely,

Alan Harris
Mayor
City of Salmon Arm



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Corporate Officer – Council Appointment to the Public Art Advisory Committee

Date: June 24, 2024

Motion for Consideration:

THAT: Council appoint three (3) Citizens-at-Large to the Public Art Advisory Committee for a two-year term starting September, 2024;

AND THAT: Council appoint a member of Council to serve as Chair of the Public Art Advisory Committee.

Background:

At the May 13, 2024 Regular Council Meeting, Council adopted the Terms of Reference for the Public Art Advisory Committee and directed Administration to advertise for three (3) Citizen-at-Large members who are knowledgeably engaged with public art in Salmon Arm.

The Citizen-at-Large positions were advertised in the newspaper, on the City website, social media and lobby area at City Hall. Three (3) applications were received from the following individuals:

- Sara Wiens
- Althea Mongerson
- Ian McTavish

In addition, the Shuswap District Arts Council appointed Tracey Kutschker as its representative to the Committee and the Salmon Arm Economic Development Society appointed Caitlin Thompson as its representative.

Legislative authority / plans / reports:

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

Financial Considerations:

None

Alternatives & Implications:

Council has the option to make Citizen-at-Large appointments to the Public Art Advisory Committee or to direct Administration to continue advertising for applications.

Communication:

Administration will send notification letters to those appointed to the Public Art Advisory Committee.

Prepared by: Corporate Officer

Approved by: Chief Administrative Officer

Attachments: None



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Chief Financial Officer – BC Transit Annual Operating Agreement 2024-2025

Date: June 24, 2024

Motion for Consideration:

THAT: The Mayor and Corporate Officer be authorized to execute the 2024-2025 Annual Operating Agreement for Transit Services between the City of Salmon Arm and BC Transit.

Background:

The Salmon Arm transit system is operated through agreements with BC Transit. The overarching agreement is a Transit Service Agreement (TSA) between the City and BC Transit. This agreement has no expiry date and will only be altered and re-signed when major changes to the transit service occur. The current TSA was signed in 2017.

The Annual Operating Agreement (AOA) is a sub-agreement between the City and BC Transit which specifies the overall annual funding commitments to reflect the yearly changes to operating costs. AOA's also set fares, service area, service hours and holiday service hours for the transit system and when executed is considered to be part of the TSA.

The Salmon Arm 2024/2025 BC Transit AOA for the Shuswap Regional Transit system covers conventional transit service (i.e. within the boundaries of the City of Salmon Arm, Electoral Area "C" and portions of Electoral Area "D" of the Columbia Shuswap Regional District and the Adams Lake Indian Band) and the custom transit/paratransit service (handyDART) as follows:

- **Conventional Transit Service:**
 - For the City of Salmon Arm conventional transit includes Route #21 West Loop, Route #22 College/Hillcrest, Route #23 Salmon Arm/Canoe, and Route #25 Shoppers Shuttle.
 - The conventional service area extends outside the City (i.e. Columbia Shuswap Regional District and Adams Lake Indian Band), however there is only one AOA between the City and BC Transit. For the CSRD transit services include Route #41 Enderby, Route #42 Eagle Bay/White Lake and Route #43 Sorrento. The CSRD funds their service areas as per their Service Establishment Bylaw No. 5091 and a Transit Service Agreement with the City (2023-2028). As a result, the CSRD is invoiced monthly by the City of Salmon Arm for their portion of the service costs. The Adams Lake Indian Band transit services include Route #24 Pierre's Point in

accordance with the Municipal Services Agreement (1999-2029). The Adams Lake Indian Band is also invoiced monthly by the City for their portion of the service costs.

- Custom/Paratransit Service:
 - handyDART is an accessible, door-to-door shared transit service for people with permanent or temporary disabilities that prevent them from using fixed-route transit service without assistance from another person. This service is provided within the City of Salmon Arm boundaries.

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

As required by the Provincial Operating Agreement, the AOA must be signed and returned to BC Transit no later than June 30, 2024.

Financial Considerations:

There are some minor changes in the 2024-2025 agreement under *Local Contributions and Reserves* that reflects a change to the Provincial Operating Contribution Agreement. The change allows the budgeted costs for BC Transit Management Services that appear in the AOA budget to be the cap for each system, and that each local government partner will pay either the lower amount of actual or budgeted costs.

Staff have reviewed the agreement along with the projected revenues and expenses associated with the 2024/2025 AOA and determined that the City’s 2024 budget does not require an amendment at this time. Should actual costs exceed the approved 2024 budget, funds will be transferred from the Transit Services Reserve which currently has approximately \$231,000.

Alternatives & Implications:

Should Council choose not to support the motion for consideration, continuation of transit services to the community would be at risk.

Communication:

Should Council support the motion for consideration, the agreement will be signed and forwarded to BC Transit as required.

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

Attachments:

- Annual Operating Agreement – April 1, 2024 – March 31, 2025

ANNUAL OPERATING AGREEMENT

between

City of Salmon Arm

and

British Columbia Transit

Effective
April 1, 2024

Information contained in Schedule 'C' Budget is subject to the *Freedom of Information & Protection of Privacy Act*. Consult with BC Transit prior to releasing information in these schedules to individuals or companies other than those who are party to this agreement.

CONTENTS

SECTION 1: DEFINITIONS..... 3

SECTION 2: INCORPORATION OF SCHEDULES..... 3

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT..... 3

SECTION 4: TERM AND RENEWAL..... 4

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT..... 4

SECTION 6: SETTLEMENT OF DISPUTES 4

SECTION 7: MISCELLANEOUS PROVISIONS..... 4

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES 5

SECTION 9: SAFE RESTART CONTRIBUTION..... 6

SECTION 10: GOVERNING LAW 6

SECTION 11: COUNTERPARTS..... 6

SECTION 12: NOTICES AND COMMUNICATIONS 7

SCHEDULE A: TARIFF AND FARES..... 9

 APPENDIX 1: TARIFF NOTES 9

 APPENDIX 2: TARIFF AND FARES 10

SCHEDULE B: SERVICE SPECIFICATIONS 11

SCHEDULE C: BUDGET 12

SCHEDULE D: PAYMENT SCHEDULE 13

ANNUAL OPERATING AGREEMENT

April 1, 2024 – March 31, 2025

BETWEEN: **City of Salmon Arm**
(the "Municipality")

AND: **British Columbia Transit**
(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

SECTION 1: DEFINITIONS

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "*Annual Operating Agreement*" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "*Transit Service Agreement*" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) "*Incurred*" means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter, the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2024, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2025, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
 - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA, including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For *Conventional Transit Service*:
 - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
 - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- b) For *Custom and Paratransit Transit Service*:
 - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - ii. the amount of any operating lease costs of the Authority for Custom Transit Service;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and
 - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

Reserve Funds

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a) **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
 - i. Any expenditure of monies from the Local Transit Fund will:
 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
 2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
 - ii. The Local Transit Fund may be used towards lease fees.
 - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart Program, the federal and provincial governments provided joint, non-recurring contributions to transit systems in British Columbia (the "Safe Restart Contribution") in 2020/21 and 2021/22.

The Authority applied the Safe Restart Contributions as follows:

- a) As an allocation towards the Municipality's share of eligible operating expenses in the fiscal year of the contribution;
- b) After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- c) The Authority will apply the remaining Local Transit Fund balance to reduce 2022/23 and future municipal invoices at the discretion of the Municipality as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution, the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to an average of 2.3% from April 1, 2020 through March 31, 2025.

SECTION 10: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

SECTION 11: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 12: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit
c/o Executive Assistant, Strategy and Public Affairs
PO Box 9861
520 Gorge Road East
Victoria, BC V8W 9T5

and to the Municipality at:

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

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2024.

City of Salmon Arm

British Columbia Transit

Vice President, Strategy and Public Affairs

Vice President, Finance and Chief Financial Officer

SCHEDULE A: TARIFF AND FARES

APPENDIX 1: TARIFF NOTES

City of Salmon Arm

Conventional Transit Service: Effective as of September 1, 2021

- a) Single Cash Fares:
 - i) Adult \$1.50
 - ii) Senior \$1.25
 - iii) Student \$1.25
 - iv) Child 12 and under Free
 - v) Accessible Transit Attendant Free
- c) Tickets (sheet of 10):
 - i) Adult \$13.50
 - ii) Senior/Student \$11.25
- d) Day Pass:
 - i) Adult \$3.75
 - ii) Student/Senior \$3.00
- e) Monthly Pass:
 - i) Adult \$45.00
 - ii) Senior \$36.00
 - iii) Student \$25.00
- f) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.
- g) CNIB Identification Card available from the local office of the CNIB.
- h) BC Transit Employee Bus Pass

Custom/Paratransit Service: Effective as of September 1, 2021

- a) Registered User \$1.75
- b) Registered User – Children 12 and under Free
- c) Companions \$1.75
- d) Attendant required for travel Free

Note: Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

Regional District Service: Effective as of September 1, 2021

Fare Zones:

- Zone 1 - From Salmon Arm to Tappen including Sunnybrae.
- Zone 2 - From Tappen to Sorrento including Blind Bay.
- Zone 3 - From Blind Bay to Eagle Bay.
- Zone 4 - Defined portions of Electoral Area "D" including Deep Creek and Silver Creek.

Fares, one way travel, all passengers:

- For travel in one zone - \$1.75
- Each additional zone - \$0.50
- Children 12 and under Free

SCHEDULE B: SERVICE SPECIFICATIONS

Shuswap Regional Transit Service

Effective April 1, 2018

The Local Transit Service Area for Shuswap transit service shall be: the corporate boundaries of the City of Salmon Arm and Electoral Area "C" and portions of Electoral Area "D" of the Columbia-Shuswap Regional District as defined in Bylaw No. 5091

The Annual Service Level for Shuswap transit service shall be **12,900** Revenue Service Hours

The Exception Days recognized annually for the Shuswap transit service are:

Exception Days	Service Level
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Truth and Reconciliation Day	Regular Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Year's Day	No Service
Family Day	No Service

SCHEDULE C: BUDGET

SHUSWAP PARA TRANSIT

	OFFICIAL AOA 2024/25
TOTAL REVENUE	166,419
TOTAL OPERATING COSTS	1,633,753
TOTAL COSTS (including Local Government Share of Lease Fees)	1,773,374
NET LOCAL GOVERNMENT SHARE OF COSTS	706,707



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Planning & Community Services – Tree Protection Bylaw No. 4637 and Associated bylaws

Date: May 13, 2024

Motion for Consideration:

THAT: the bylaw entitled the City of Salmon Arm Tree Protection Bylaw No. 4637 be read a first, second and third time;

AND THAT: the bylaw entitled the City of Salmon Arm Ticket Information Amendment Bylaw No. 4638 be read a first, second and third time;

AND FURTHER THAT: the bylaw entitled the City of Salmon Arm Fee for Services Amendment Bylaw No. 4639 be read a first, second and third time.

Background:

In 2022, Council referred the review of Tree Removal Bylaw No. 2305 to the Environmental Review Committee (EAC). Since that time, staff have been working on a draft bylaw (Tree Protection Bylaw No. 4637) to repeal and replace the Tree Removal Bylaw, which dates from 2003. A draft bylaw was presented on November 6, 2023, to the Development & Planning Services Committee, when the following motions were passed:

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

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

Since that time, the draft bylaw was reviewed by the EAC, and a number of amendments resulted, and the EAC made some suggestions around public engagement that were followed up.

On January 22, 2024, a revised version of the bylaw was presented to the regular Council meeting, indicating the changes that had been made to the bylaw. At the meeting, Council passed the following motion:

Work with SABNES for review of schedules "A" and "B" to draft tree bylaw to determine if there are more areas to be identified.

Staff are now ready to present Tree Preservation Bylaw No. 4637 to Council for approval, along with associated bylaws amending the Ticket Information Bylaw (Bylaw No. 4638) and the Fee for Service Bylaw (Bylaw No. 4639). A summary of the new bylaws is as follows:

Section 1 – Definitions: *The definition of “Wildlife Tree” has been removed, along with any other references to wildlife trees, as well as the deletion of Schedule B that previously itemized all of the wildlife trees, which was limited to a heronry in Foothill Park at the west end of Foothill Drive. The reason for the deletion is that trees that harbor birds and bird’s nests are already protected by Provincial or Federal legislation, including the Wildlife Act [B.C.] or the federal Migratory Birds Convention Act or the Species at Risk Act. There is no need for the City bylaw to mimic these other protections. The application form associated with the Tree Protection Bylaw will require applicants to confirm that there are no nests in the trees to be cut, and to obtain a report from a qualified environmental professional if there are.*

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

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

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

New subsections 3 (e), (f) and (g) have been added to provide further exemptions to the cutting of trees in residential areas as follows:

- e) on a parcel of land that is zoned for residential uses and is 1,500 square metres (16,145 square feet) or less in area, no more than three (3) trees in any calendar year;
- f) on a parcel of land that is zoned for residential uses and is larger than 1,500 square metres (16,145 square feet) in area, and up to 0.4 hectares (43,056 square feet) in area, no more than six (6) trees in any calendar year;
- g) on parcels zoned for residential use larger than 0.4 hectare, the removal of no more than 12 trees per hectare in any calendar year, to a maximum of 100 trees annually, regardless of the parcel size;

Sample tree meeting the bylaw definition



Smaller lots can cut up to 3 trees, larger parcels up to 6 trees (annually), and the largest lots can cut up to 12 trees per hectare to a maximum of 100 trees annually. This will allow for some annual tree cutting and landscaping without the need to obtain a permit, and will likely significantly reduce the potential permit workload on staff created by the bylaw. *In comparison to the draft bylaw that Council saw in January 2024, the numbers in 3(e) were lowered from 6 to 3, and the numbers in 3(f) were lowered from 10 to 6. Section 3(g) remains unchanged.*

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

Section 4.3 defines “Landscape” trees, and is identical to the previous bylaw. Additions could be made to this list at any time, by Council. These trees are protected from cutting. Staff have worked with SABNES and the Shuswap Naturalist Club, but no additional “Landscape” trees have been recommended for inclusion into Schedule A.

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

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

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

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

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

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

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

Section 8.1 and 8.2 allow for the City to direct the replacement of trees when trees are cut in violation of the bylaw, and provide standards for the planting of the replacement trees of a similar species. Section 8.3 allows for the variation in size or species when there may be potential interference with utilities. *Previous drafts of the bylaw seen by Council had a requirement that the replacement tree must be capable of growing to a height of 6m, but this has been increased to 9m in the current bylaw, and clarified that the species must be appropriate to the region.*

Section 8.4 addresses the removal of trees when done as part of a residential subdivision, development or building permit. The table in Section 8.4 specifies the number of trees that are required to remain on the parcel following the tree cutting and development. While the requirements do not prevent clearing, they do result in replanting in the required amounts, depending on the size of the property. Any trees planted need to be able to grow to a height of no less than 9 metres, and come from an approved species list. (Note that this provision relates

to residential development and not to non-residential development – e.g. commercial and industrial).

Section 8.6 provides the means by which the tree density can be maintained or achieved, and allows for double credit for trees retained on site, replanting in accordance with the required numbers or the payment of a fee (when allowed by the City) that would be deposited into a reserve fund for community wide tree planting. *The relevant fee in Bylaw No. 4639 has been increased from \$250 to \$500 since Council last saw this draft bylaw.*

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

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

Section 10 allows for tickets to be issued for infractions.

In the related MTI Bylaw No. 4638, the fines are proposed at \$500 (up from \$200) for cutting and \$250 (up from \$100) for damaging a tree (compared to the current bylaw). Other fines are new and include \$1,000 for cutting a Landscape tree, and \$750 for cutting trees in riparian or floodplain areas, and \$500 for failing to replace required trees. *The only change made to Bylaw No. 4638 since Council last saw the draft bylaw was to increase the fine amount for “Cut tree prior to issuance of development permit, subdivision approval or building permit” from \$250 to \$500 to be consistent with similar offences.*

The Fee for Service Bylaw No. 4639 amendment provides the new fees for permit applications, and these have been set low to encourage application and compliance, but do increase with the number of trees proposed to be cut. This bylaw also sets the fee for cash in lieu replacement at \$500 per tree. This is set high to encourage replanting rather than the provision of cash in lieu.

Legislative authority / plans / reports:

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

Financial Considerations:

Limited additional revenues will result from the adjusted fee schedule. The amounts cannot be accurately predicted at this time, but are not anticipated to be significant.

Alternatives & Implications:

Council could refer any or all of the bylaws back to staff with direction for further consideration or amendments.

Communication:

As noted above, this issue has previously been before DPSC or Council on November 6, 2023, and January 22, 2024, as well as numerous Environmental Advisory Committee meetings. These

meetings have resulted in related articles on the draft bylaw in the November 14, 2023, January 25 and February 20, 2024 editions of the Salmon Arm Observer. A number of questions and comments have come to staff as a result of these articles.

Staff also made a presentation on the draft bylaws to the Shuswap Construction Industry Professionals (SCIP) Board of Directors Meeting on January 25, 2024.

Finally, staff also hosted a Tree Bylaw public workshop at City Hall on February 20, 2024, between 3:00 p.m. and 7:00 p.m. Approximately 20 people attended the workshop and made mostly positive feedback and suggestions, some of which resulted in amendments to the draft bylaws.

Prepared by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

Attachments:

- City of Salmon Arm Tree Protection Bylaw No. 4637
- City of Salmon Arm Ticket Information Bylaw Amendment Bylaw No. 4638
- Salmon Arm Fee for Services Bylaw Amendment Bylaw No. 4639

CITY OF SALMON ARM

BYLAW NO. 4637

A bylaw to regulate the cutting down and protection of trees

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

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

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

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

1. DEFINITIONS

In this Bylaw:

“Boundary Tree” means a tree where the base of the tree trunk straddles a property line.

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

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

“City” means the City of Salmon Arm.

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

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

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

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

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

“Officer of the Municipality” means any officer or employee of the City of Salmon Arm appointed by the City’s Chief Administrative Officer;

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

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

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

“Watercourse” means:

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

2. APPLICATION

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

3. EXCEPTIONS

The following are exempted from the provisions of this Bylaw:

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

- e) on a parcel of land that is zoned for residential uses and is 1,500 square metres (16,145 square feet) or less in area, no more than three (3) trees in any calendar year;
- f) on a parcel of land that is zoned for residential uses and is larger than 1,500 square metres (16,145 square feet) in area, and up to 0.4 hectares (43,056 square feet / 1 acre) in area, no more than six (6) trees in any calendar year;
- g) on parcels zoned for residential use larger than 0.4 hectare (1 acre), the removal of no more than 12 trees per hectare in any calendar year, to a maximum of 100 trees annually, regardless of the parcel size;
- h) any tree required to be cut down or removed to comply with the provisions of the City's Property Maintenance Bylaw No. 3137, as amended from time to time;
- i) any tree required to be cut down or removed to comply with the provisions of the City's Traffic Bylaw No. 1971, as amended from time to time;
- j) any tree authorized to be cut down or removed under the provisions of a valid development permit issued by the City;
- k) any tree that is authorized to be cut down or removed to accommodate the construction of a building, structure, off-street vehicular parking area or driveway that is the subject of a building permit issued by the City in accordance with its bylaws;
- l) any tree authorized to be cut down or removed by an approval under the provisions of the City's Subdivision and Development Servicing Bylaw No. 4163, as amended from time to time;
- m) any tree required to be cut down or removed by the City Fire Department or the Province in conjunction with firefighting activity or as a fire prevention measure;
- n) any tree recommended to be cut down or removed to align with an Advanced Home Assessment report under the Firesmart Program, conducted by a formally trained assessor (Certified Tree Risk Assessor, Certified Arborist, Fire Department Official) within the home ignition zone.
- o) any tree required to be cut down or removed pursuant to the Sterile Insect Control Program of the Columbia Shuswap Regional District;
- p) any tree required to be cut down or removed to facilitate airport operations;
- q) emergency situations where a tree or limb of a tree has been damaged by natural causes, and the tree or limb is in imminent danger of falling and causing injury to persons or damage to property.

4. CUTTING OF TREES AND DAMAGE TO TREES

4.1 No tree may be cut, removed or damaged except where its' Owner holds a valid and subsisting Permit to do so, or where excepted subject to Section 3 of this Bylaw.

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

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

4.3 No Landscape Tree defined in Schedule "A" may be cut down or removed, except where its' Owner holds a valid and subsisting Permit to do so.

4.4 No tree on land with a slope in excess of thirty per cent (30%) may be cut down, removed or damaged under this section, unless a report from a an appropriate qualified geotechnical professional prepared at the Owner's expense, indicates that slope stability will not be negatively impacted or that increased soil erosion will not result.

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

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

5. PERMITS & CONDITIONS

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

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

5.3 The application for a Permit shall contain:

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

tree located within fifteen (15) metres of the Top of Bank of a Watercourse or within the Floodplain.

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

5.4 The Officer of the Municipality is hereby appointed to grant Permits issued pursuant to this Bylaw, and to enforce the provisions herein, except for applications to cut or remove a Landscape Tree defined in Schedule "A", where only Council may issue a Permit.

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

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

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

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

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

6. INSPECTIONS

6.1 When an application for a Permit is made under this bylaw, an Officer of the Municipality may inspect or cause an inspection and assessment to be made of any trees and the site on which they grow and may assess the location, size, condition and species of the trees.

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

7. STOP WORK ORDERS

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

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

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

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

8. REPLACEMENT TREES

8.1 The Officer of the Municipality may, through issuance of an Order, require that any Owner or person in violation of this Bylaw shall replace the tree or trees that have been cut, removed or damaged upon a violation of this Bylaw, with a tree of like or similar species that is suited to its' natural environment, be planted with a distance of no less than 2.0 metres between individual trees, and be of a species from an appropriate species listing provided by the City and capable of growing to a height of no less than 9.0m in height when mature. An Order issued requiring the replacement of trees may require that the Owner or applicant provide security to secure the costs of the tree planting and replacement work, and ensure that the trees are adequately maintained for a period of up to two (2) years.

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

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

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

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

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

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

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

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

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

8.5 Any tree provided as a replacement tree to maintain the required tree density pursuant to Section 8.4, shall have a minimum height of 2.0 metres when planted, be planted with a distance of no less than 2.0 metres between individual trees, and be of a species from an appropriate species listing provided by the City and capable of growing to a height of no less than 9.0m in height when mature.

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

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

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

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

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

9. RECONSIDERATION

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

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

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

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

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

9.5 A person may not request reconsideration to Council of any decision relating to tree replacement and tree density requirements imposed by the City as part of a development permit, building permit or subdivision approval, pursuant to Sections 8.4, 8.5, 8.6, 8.7 and 8.8 of this Bylaw.

10. OFFENCE & PENALTY

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

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

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

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

11. SEVERABILITY

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

12. ENACTMENT

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

13. EFFECTIVE DATE

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

14. REPEAL BYLAWS

Upon adoption of this bylaw, District of Salmon Arm Tree Removal and Protection Bylaw No. 2305 is hereby repealed in its entirety.

15. CITATION

This bylaw may be cited as “**City of Salmon Arm Tree Protection Bylaw No. 4637**”

READ A FIRST TIME THIS	10	DAY OF	JUNE	2024
READ A SECOND TIME THIS	10	DAY OF	JUNE	2024
READ A THIRD TIME THIS	10	DAY OF	JUNE	2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER

Schedule "A"
Landscape Trees

1. Willow, Poplar and Cottonwood trees within Marine Park and adjacent to the westerly boundary of Marine Park Drive on Statutory Right of Way Plan KAP 76224 and Lot 1, Plan KAP48068, Section 14, Township 20, Range 10.

CITY OF SALMON ARM

BYLAW NO. 4638

A bylaw to amend Bylaw 2760, the Ticket Information Utilization Bylaw.

WHEREAS the *Community Charter* empowers the City, by bylaw, to designate those bylaws for which Municipal Ticket Information may be used as a means of bylaw enforcement;

AND WHEREAS the *Community Charter* empowers the City, by bylaw, to designate those bylaws for which Municipal Ticket Information may be used as a means of bylaw enforcement;

AND WHEREAS the *Community Charter* empowers the Council, by bylaw, to authorize the use of any word or expression on a Municipal Ticket Information to designate an offence against a bylaw;

AND WHEREAS Council deems it expedient to authorize the use of Municipal Ticket Information for the enforcement of certain bylaws, to authorize the use of certain words or expressions to designate certain bylaw offences, and to set certain fine amounts;

AND WHEREAS Council desires to amend Bylaw 2760, the Ticket Information Bylaw for the City of Salmon Arm;

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

1. That Schedule 1, Section 15 Tree Removal and Protection Bylaw No. 2305 be amended to read "Tree Protection Bylaw No. 4637."
2. That Schedule 1, Section 15 Tree Protection Bylaw No. 4637 list of Designated Bylaw Enforcement Officers of:
 - Member of RCM Police
 - Bylaw Enforcement Officer
 - Planning Assistant

Be replaced with:

- Member of RCMP
- Bylaw Enforcement Officer
- Officer of the Municipality

3. That Schedule 16 be deleted in its entirety and replaced with the following:

SCHEDULE 16

BYLAW	SECTION	FINE
Tree Protection Bylaw 4637		
Cut tree without permit	4.1	\$500.00
Damage tree	4.2	\$250.00
Cut or damage Landscape tree	4.3	\$1,000.00
Cut tree on slope in excess of 30%	4.4	\$500.00
Cut tree within 15 metres of Top of Bank of Watercourse	4.5	\$750.00
Cut tree in Floodplain	4.6	\$750.00
Cut or damage trees in contravention of permit conditions	5.6	\$500.00
Cut tree prior to issuance of development permit, subdivision approval or building permit	8.4	\$500.00
Failure to replace trees as required by permit	8.4	500.00

5. SEVERABILITY

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

6. ENACTMENT

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

7. EFFECTIVE DATE

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

8. CITATION

This bylaw may be cited as “**City of Salmon Arm Ticket Information Amendment Bylaw No. 4638**”

READ A FIRST TIME THIS	10	DAY OF	JUNE	2024
READ A SECOND TIME THIS	10	DAY OF	JUNE	2024
READ A THIRD TIME THIS	10	DAY OF	JUNE	2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4639

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

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

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

1. That Schedule B", Appendix 2, Page 2, Development Services, Line 17 be deleted and replaced with the following:

17.	Tree Cutting Permit Application:	
	1 - 5 Trees	\$50.00
	5 - 10 Trees	\$75.00
	10 - 20 Trees	\$100.00
	Over 20 Trees	\$250.00
	Section 8.6 Required Tree Density Target Fee	\$500.00

2. SEVERABILITY

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

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 effective upon adoption of same.

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Fee for Service Amendment Bylaw No. 4639**”

READ A FIRST TIME THIS	10	DAY OF	JUNE	2024
READ A SECOND TIME THIS	10	DAY OF	JUNE	2024
READ A THIRD TIME THIS	10	DAY OF	JUNE	2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER



REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planner II

Title: Zoning Bylaw Amendment Application No. 1285

Legal: Lot 9, Section 12, Township 20, Range 10, W6M KDYD, Plan 9687
Civic: 1281 - 15 Street SE
Owner: L. & C. Fitt
Agent: Owner

Date: May 21, 2024

Executive Summary/Purpose:

To rezone the subject parcel from the R-7 (Large Lot Single Family Residential) Zone to the R-8 (Residential Suite) Zone to allow for a 2 lot subdivision.

Motion for Consideration:

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).

Staff Recommendation:

THAT: the Motion for Consideration be adopted.

Proposal:

This proposal is to rezone the subject parcel from the R-7 (Large Lot Single Family Residential) Zone to the R-8 (Residential Suite) Zone to allow for a 2 lot subdivision.

Background:

The subject parcel is located at 1281 15 Street SE (Appendices 1, 2 & 3). The subject parcel is designated Low Density Residential (LR) in the City's Official Community Plan (OCP) and zoned R-7 (Large Lot Single Family Residential) in the Zoning Bylaw (Appendices 4 & 5). The subject parcel is 0.2 ha (0.5 ac) in area and a single-family dwelling exists on the parcel.

A sketch plan, showing the existing single-family dwelling and the proposed 2 lot subdivision, is attached as Appendix 6. Site photos are attached as Appendix 7.

Adjacent land uses include the following:

North:	R-7 (Large Lot Single Family Residential)	Single-family dwelling
South:	R-8 (Residential Suite)	Single-family dwelling
East:	R-7 (Large Lot Single Family Residential)	Single-family dwelling
West:	R-7 (Large Lot Single Family Residential)	Single-family dwelling

Relevant Policy(ies):

Policy 8.3.25 of the OCP supports secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Policy 4.4.1 of the OCP supports new growth within the Urban Containment Boundary, including new development and subdivision.

Staff note that should the R8 zoning be adopted, after June 30, 2024 the subject property would be subsequently rezoned to R10.

Referral Comments:

Fire Department

No Fire Department concerns.

Building Department

N/A

Engineering Department

No rezoning concerns.

Planning Department

The 2 proposed lots meet the requirements of the R-8 Zone (Appendix 8), including setbacks. Because the proposed lot 2 (the lot with the existing house) is a corner parcel, different setbacks are permitted based on Section 13.12.5 (R-8 Zone - Minimum Setback of Principal Building) in the Zoning Bylaw. This section states that "... 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)." The exterior side parcel line setback, adjacent to 15 Street SE, is 4.47 m at the SE corner after road dedication. Section 4.18.2 (Road Dedication) in the Zoning Bylaw states that "[w]here land dedicated from a parcel for the purpose of a lane or highway widening... renders the setbacks of existing building or structures non-conforming to the requirements of the applicable zone, the setbacks shall be deemed to be conforming to the requirements of that zone."

Given that the proposed rezoning is consistent with the OCP staff are supportive of the application.

Financial Considerations:

None.

Committee Recommendations:

N/A

Public Consultation:

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw notices are mailed to land owners and occupiers within a 30 m radius of the application. Newspaper ads are placed in two editions of the local paper. The notices outline the purpose of the proposal. Pursuant to Section 464(2) and 467(2) of the *Local Government Act* a Public Hearing is not being held for this proposal. Written submissions received prior to First Reading of the Bylaw are posted on the City Website with the Bylaw and staff report.

Alternatives & Implications:

Given the lot area of the subject property (approximately 0.2ha) and the R7 zone requirements for minimum parcel area (0.133ha), if the bylaw is not adopted the subject property could not be subdivided.

Prepared by: Planner II

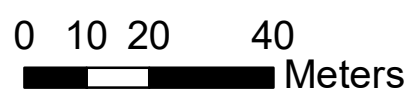
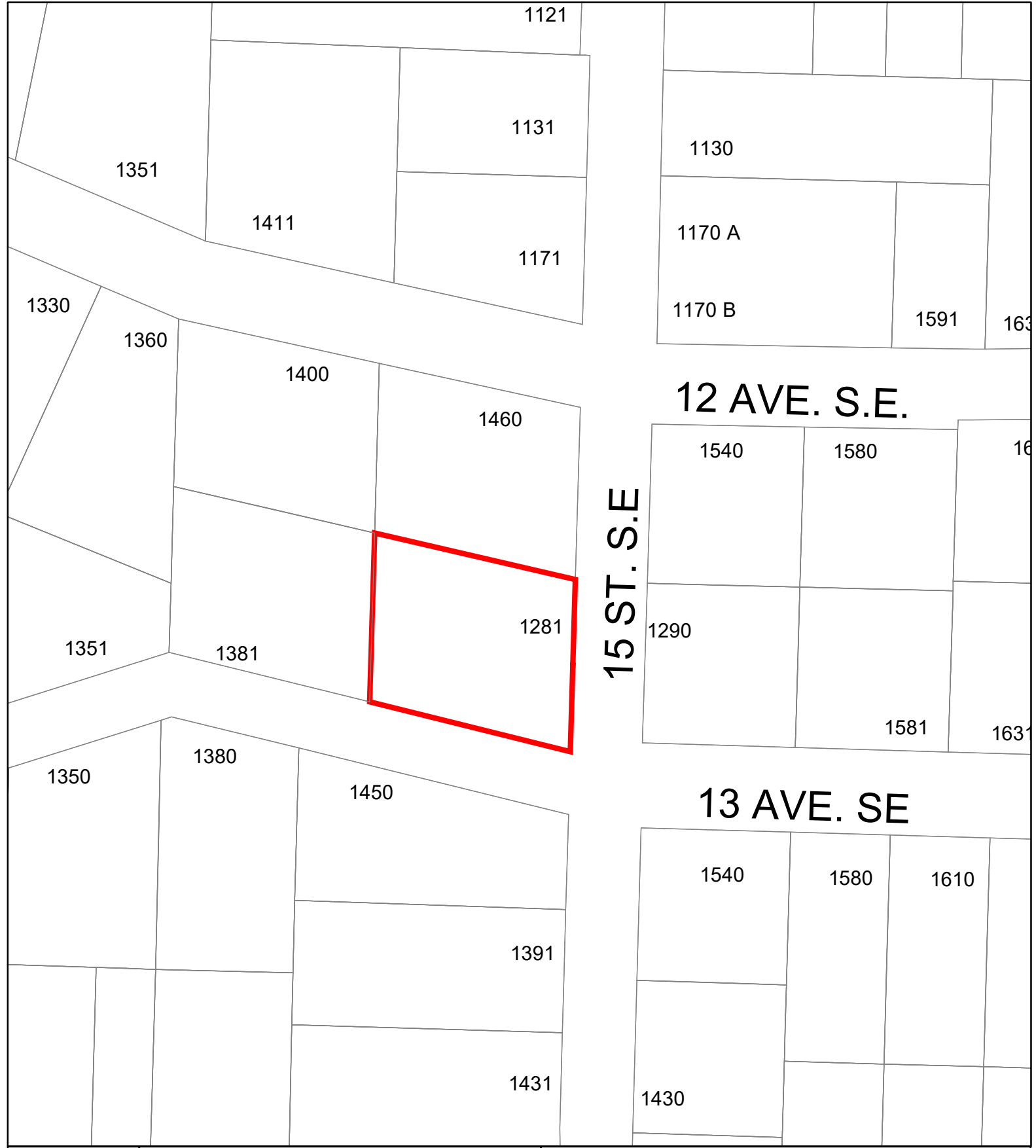
Reviewed by: Manager of Planning and Building


Reviewed by: Director of Planning and Community Services

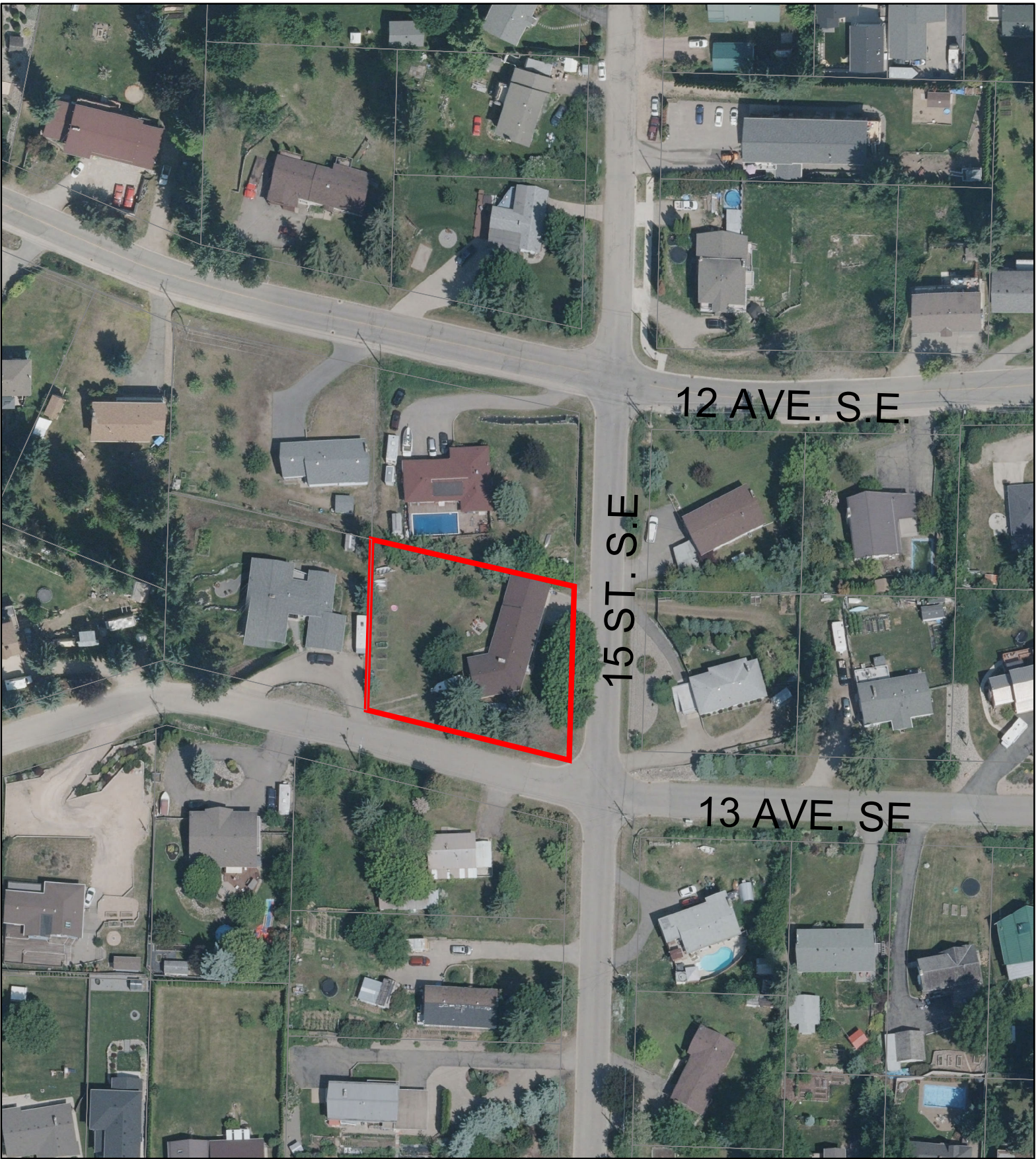
Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 – Location Map
- Appendix 2 – Ortho Map
- Appendix 3 – Subject Parcel
- Appendix 4 – OCP Map
- Appendix 5 – Zoning Map
- Appendix 6 – Sketch Plan
- Appendix 7 – Site Photos
- Appendix 8 – R-8 Zone



-  Parcels
-  Subject Parcel



12 AVE. S.E.



15 ST. S.E.

13 AVE. SE

N



0 10 20 40
Meters

-  Parcels
-  Subject Parcel

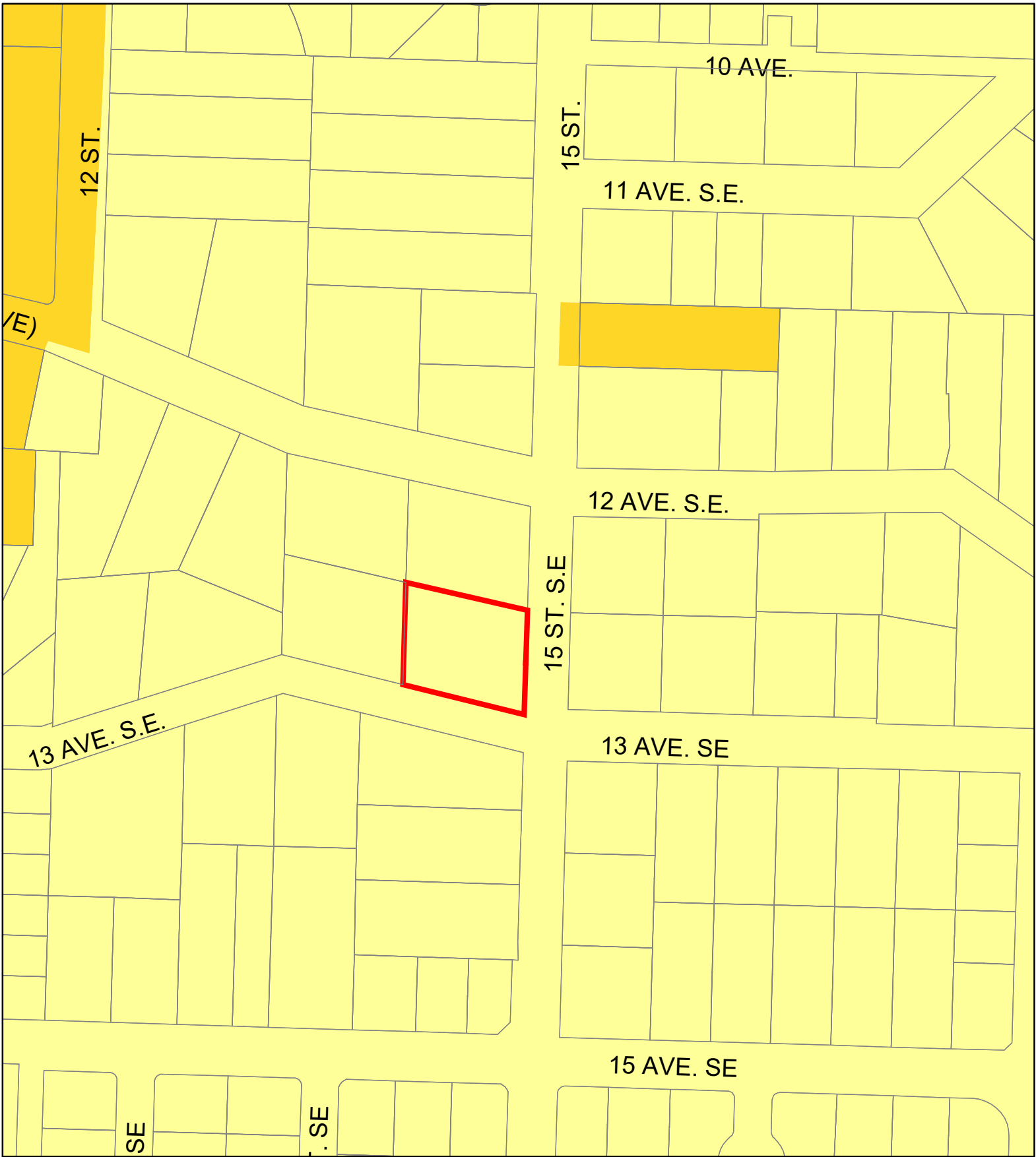






N

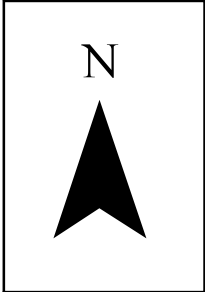
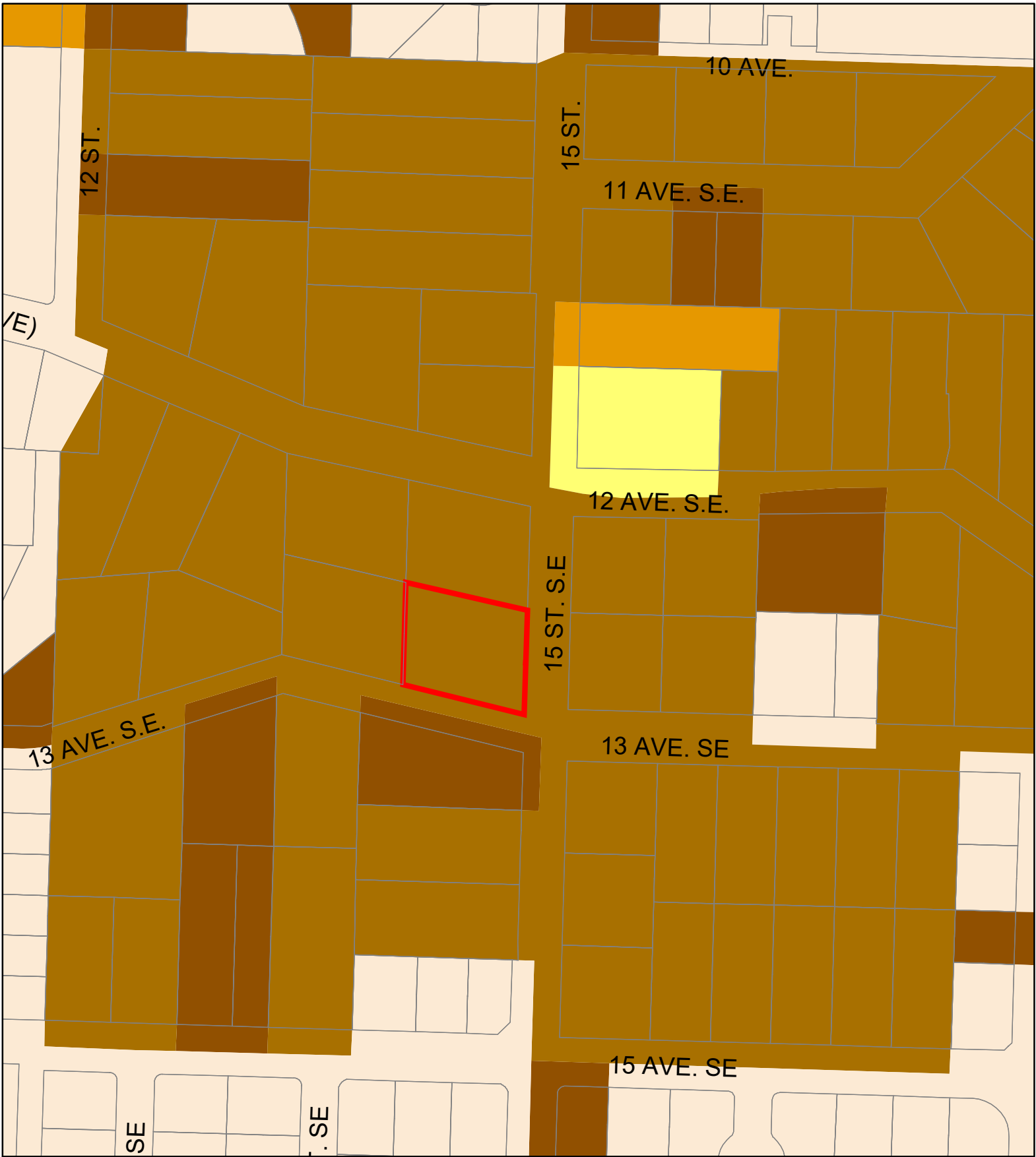


0 3 6 12
Meters

Parcels
Subject Parcel



-  Parcels
-  Residential - Low Density
-  Subject Parcel
-  Residential - Medium Density

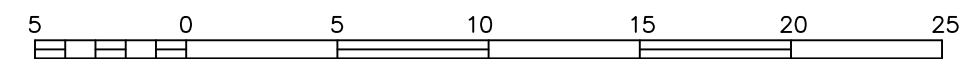


- | | | | | | | | |
|---|----------------|---|-----|---|-----|---|-----|
|  | Parcels |  | R-1 |  | R-4 |  | R-8 |
|  | Subject Parcel |  | R-2 |  | R-7 | | |

Sketch Plan of Proposed Subdivision of Lot 9, Sec 12, Tp 20, Rge 10, W6M, KDYD, Plan 9687

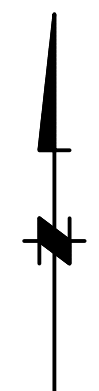
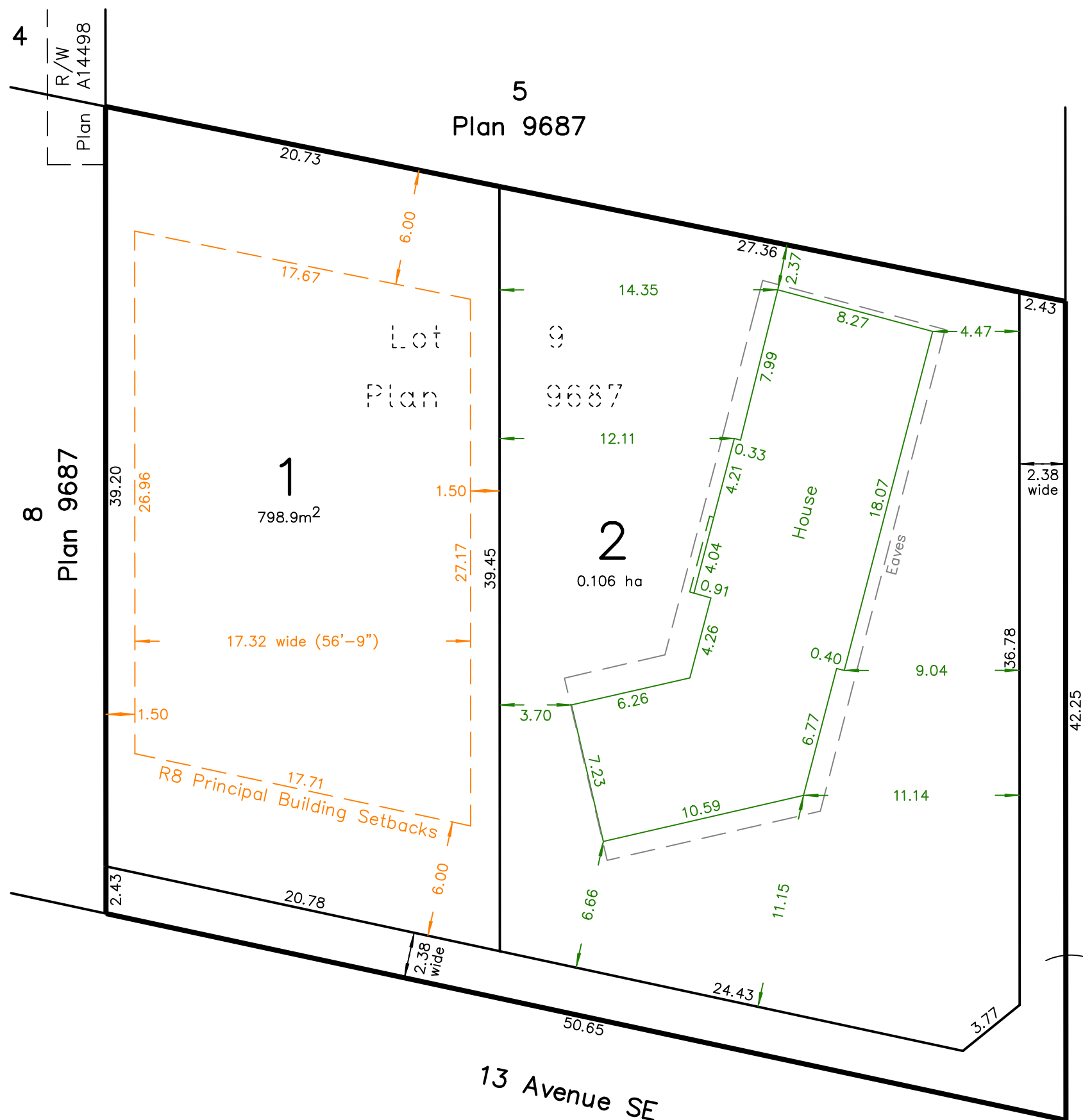
Scale 1:250

BCGS 82L.064



All distances are in metres.

The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:250



April 12, 2024 Option A

BROWNE JOHNSON LAND SURVEYORS
 B.C. AND CANADA LANDS
 SALMON ARM, B.C. 250-832-9701
 File: 68-24 Fb. 68-24.raw



Looking southeast from subject parcel.



Looking southwest from subject parcel.



View of subject parcel looking north from 13 Avenue SE.



View of subject parcel looking northeast from 13 Avenue SE.



View of subject parcel looking southwest from 15 Street SE.



View of subject parcel looking northwest from 15 Street SE.

SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE #3996

Purpose

13.1 The purpose of the R-8 Zone is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

Regulations

13.2 On a *parcel zoned R-8*, 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-8 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

13.3 The following uses and no others are permitted in the R-8 Zone:

- .1 *boarders*, limited to two;
- .2 *family childcare facility*; #3082
- .3 *group childcare*; #3082
- .4 *home occupation*;
- .5 *public use*;
- .6 *public utility*;
- .7 *single family dwelling*;
- .8 *accessory use*, including *secondary suite* or *detached suite*.

Maximum Number of Single Family Dwellings

13.4 One (1) *single family dwelling* shall be permitted per *parcel*.

Maximum Number of Secondary Suites

13.5 One (1) *secondary suite* or one (1) *detached suite* is permitted per *parcel*.

Maximum Height of Principal Building

13.6 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

13.7

- .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).
- .2 The maximum *height* of an *accessory building* containing a *detached suite* shall be 7.5 metres (24.6 feet).

Maximum Parcel Coverage

13.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for all *accessory buildings*, which may be increased to a maximum of 15% for all *accessory buildings* including those containing a *detached suite* provided the *accessory building* containing the *detached suite* has a lesser *building area* than the *single family dwelling*.
#4272

Minimum Parcel Area

13.9

- .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).
- .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:
 - .1 With lane or second *street* frontage 465.0 square metres (5,005.2 square feet)
 - .2 Without lane or second *street* frontage 700.0 square metres (7534.7 square feet)

Minimum Parcel Width

13.10

- .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).
- .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:
 - .1 With lane or second *street* frontage 15.0 metres (49.2 feet)
 - .2 Without lane or second *street* frontage 20.0 metres (65.6 feet)

SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED

Maximum Floor Area and Floor Area Ratio

13.11

- .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).
- .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

Minimum Setback of Principal Building

13.12 The minimum *setback* of the *principal building* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 Notwithstanding Sections 13.12.2 and 13.12.3., 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). #3426
- .6 Refer to Section 4.9 for “Special Building Setbacks” which may apply #2811

Minimum Setback of Accessory Buildings

13.13 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)
- .5 Refer to “Pound and Animal Control Bylaw” for special setbacks which may apply. #2811

Minimum Setback of a Detached Suite

13.14 The minimum *setback* of an *accessory building* containing a *detached suite* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 3.0 metres (9.8 feet)
- .3 *Interior side parcel line* shall be 2.0 metres (6.5 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)

Parking

13.15

- .1 Parking shall be required as per Appendix I.
- .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

Detached Suite

13.16 Refer to Section 4.2 for General Regulations.

CITY OF SALMON ARM

BYLAW NO. 4665

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 9, Section 12, Township 20, Range 10, W6M, KDYD, Plan 9687 located at 1281 15 Street SE, Salmon Arm, BC from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone) attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4665**”

READ A FIRST TIME THIS 10 DAY OF JUNE 2024

READ A SECOND TIME THIS 10 DAY OF JUNE 2024

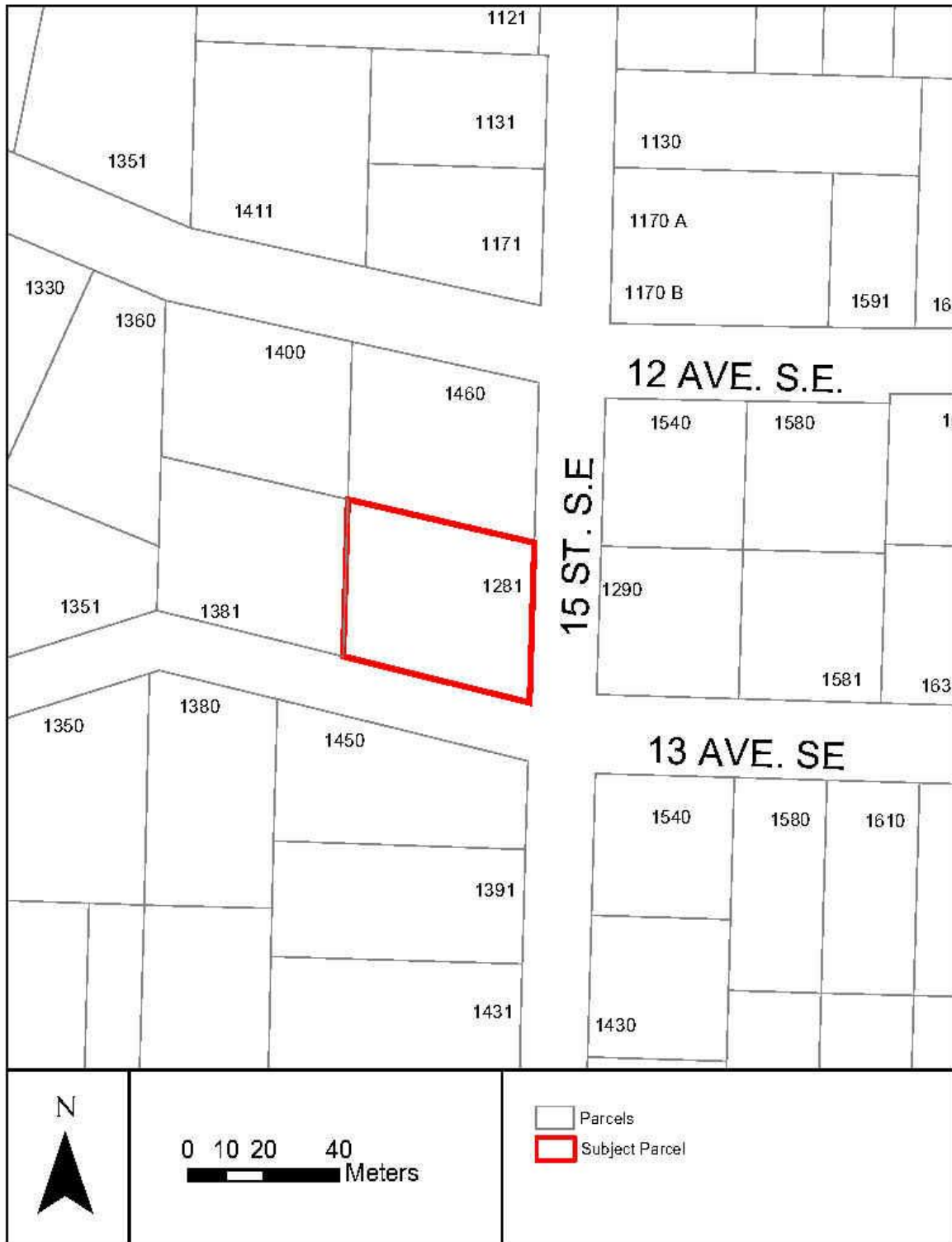
READ A THIRD TIME THIS 10 DAY OF JUNE 2024

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"



INFORMATION ONLY

To: Mayor & Members of Council

Title: Small Scale Multi Unit Housing (SSMUH) – Bylaw Amendments

Date: June 10, 2024

Background:

In December, 2023, the provincial government made changes to the *Local Government Act* in order to hasten housing supply throughout the Province. The legislation mandates changes to zoning bylaws that effectively allow for an additional two to four units on any lot zoned for a single family dwelling. The legislation also prohibits holding public hearings for residential rezoning applications that meet particular criteria. More background information can be found in the staff reports dated [January 15, 2024](#) and [February 8, 2024](#).

The legislative changes prompted a review and significant amendments to bylaws that govern development procedures and residential development, with the bylaw amendments to be completed by June 30, 2024. Amendments (or repeal) have been proposed for the following bylaws:

- Development Variance Permit Procedures Bylaw No. 3024
- Development Permit Procedures No. 2870
- Temporary Use Permit Procedures Bylaw No. 3548
- Zoning Bylaw No. 2303 and
- Official Community Plan No. 4000.

After a review of the existing bylaws and procedures, staff formulated a process for moving the bylaws through the adoption process. Staff proposed bringing each bylaw forward for first and second reading, pausing until all of the bylaws were at second reading and then bringing the bylaws forward for third reading as a single package. With regard to public notification, notice was published in two editions of the newspaper prior to Council consideration of first reading.

Since April, 2024 seven (7) bylaws have been given second reading:

- Development Procedures Bylaw No. 4640
- Zoning Amendment Bylaw No. 4642 - definitions for Height and Grade
- Zoning Amendment Bylaw No. 4653 - R-1, R-2 and R-8 to R-10
- OCP Amendment Bylaw No. 4654 - OCP Development Permit Area for Residential Infill
- Zoning Amendment Bylaw 4655 - R-3, R-7, and R-9 to R-13, R-17, and R-19
- Zoning Amendment Bylaw 4656 - A-1, A-2, A-3 and;
- Zoning Amendment Bylaw 4658 - R-4 to R-11 and R-14.

Given the tight timeframe to enact the bylaw amendments, the process included the pause at second reading so that if amendments were needed to any of the bylaws to ensure consistency, they could be addressed prior to third reading.

Amendments to the Bylaws to be considered prior to Third Reading

Between second and third reading of the bylaw there is an opportunity to address possible amendments to the bylaws by considering specific motions. Possible amendments may arise because of inconsistencies found in-between bylaws or changes brought about by at Council direction.

Staff note on May 31, 2024 the City received notice that Ministry of Transportation and Infrastructure (MOTI) approval on the bylaw amendments is no longer required (Attachment 1). The MOTI signature blocks appeared on the Zoning Amendment Bylaws at second reading but have since been removed based on the bulletin. Staff have been in discussions with local MOTI staff and have confirmed that their approval is not required for these bylaw amendments.

Two amendments are proposed and relate to lands currently zoned R-1 or R-4. The staff report dated April 29, 2024 had identified 2185 5 Avenue SE and 1150 12 Avenue SE to be rezoned to R-10. However, after discussions with the property owners, staff are recommending that Zoning Amendment Bylaw No. 4658 be further amended to read that those properties be rezoned from R-1 and R-4 to R-14 to align with future development plans that are currently under application review. Rezoning from R-1 and R-4 to R-14 renders the existing single family dwellings non-conforming and the owners are aware. A motion for Council’s consideration is outlined below.

No other changes are proposed to the bylaws currently at second reading.

Legislative authority / plans / reports:

X	Official Community Plan		Master Plan (list actual plan)
	Community Charter/LGA	x	Other (Small Scale Multi Unit Housing)
X	Bylaw/Policy		Corporate Strategic Plan
X	Zoning Bylaw		2023-2027 Financial Plan
			Long Term Financial Plan

Financial Considerations:

N/A

Alternatives & Implications:

Staff propose the following motion for Council’s consideration prior to third reading of Zoning Amendment Bylaw No. 4658:

THAT: Table “D” forming part of Zoning Amendment Bylaw No. 4658 be amended to remove the lot described as Plan EPP110768, PID 031-425-895 located at 2185 5 Avenue SE;

AND THAT: Table “B”, forming part of Zoning Amendment Bylaw No. 4658 be amended to add

the lot described as Plan EPP110786, PID 031-425-895 located at 2185 5 Avenue SE, rezoning the subject property from R-1 and R-4 to R-14;

AND FURTHER THAT: Table “B” forming part of Zoning Amendment Bylaw No. 4658 be amended to add KAP782, PID 005-092-311, located at 1150 12 Avenue SE, rezoning the subject property from R-1 to R-14.

Communication:

For more information on Small Scale Multi Unit Housing and the proposed bylaw amendments can be accessed via the City’s Website and the following link:

<https://www.salmonarm.ca/469/Infill-Housing-and-Single-Family-Residen>

The community will be able to access all of this information via the web site. All required forms and associated information will also be updated on the web site.

Staff are planning information sessions both with the development industry and with the real estate sector.

Further work remains to deal with associated issues related to the SSMUH legislation including:

- Bylaw amendments to deal with Short Term Rental (STR) accommodations;
- Amendments to the Subdivision and Development Servicing Bylaw No. 4163;
- Amendments to Multi Family Development Permit Guidelines for Form and Character in the Official Community Plan.

Prepared by: Manager of Planning & Building
Reviewed by: Director of Planning & Community Services
Approved by: Chief Administrative Officer

Attachments:

- Attachment 1: Ministry of Housing Policy Bulletin, dated May 2024

	<p>MINISTRY OF HOUSING POLICY BULLETIN</p> <p><i>Issued: May 2024</i></p>	<p>Local Government Housing Initiatives Small Scale Multi-Unit Housing Policy Update</p> <p>Controlled Access Highways Referrals, and Notification of Exempted Land and Bylaw Compliance with <i>Housing Statutes (Residential Development) Amendment Act, 2023</i></p>
---	---	--

Background

In the fall of 2023, *Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023* was passed to support the supply of significantly more homes, faster, in BC. These amendments to the *Local Government Act* and *Vancouver Charter* require local governments to update their zoning bylaws to allow an additional unit, such as a secondary suite or detached accessory dwelling unit, in zones restricted to only single-family housing, and three to six units of Small-Scale Multi-Unit Housing (SSMUH) on some single-detached or duplex residential lots, depending on their size and locations. The [SSMUH Policy Manual & Site Standards](#) have been released to support local governments in updating their bylaws.

SSMUH Policy Update

This policy bulletin has two parts:

- 1) Informing local governments that SSMUH-specific zoning bylaw amendments are exempt from having to receive approval from the Ministry of Transportation and Infrastructure (MOTI) before going before council or regional district board for adoption.
- 2) Recommendations on how local governments should notify the Minister of Housing of:
 - a) Lands exempted from the SSMUH legislative requirements and,
 - b) Bylaws which have been updated to be compliant with the SSMUH legislation.

Controlled Access Highway Referrals

Under s. 52 (3) of the *Transportation Act*, local governments must receive MOTI approval for zoning bylaw amendments and proposed developments within an 800-metre radius of a controlled access highway.

To ensure that local government compliance with SSMUH is not delayed by this approval process, a **Ministerial Regulation now exempts all zoning bylaws made for the purpose of SSMUH** (Section 481.3 of the *Local Government Act*) as long as they are limited to residential use and the density does not exceed the minimum required density under the SSMUH legislation and regulations.

To be eligible for this exemption, a bylaw amendment should only include updates to ensure compliance with the SSMUH requirements. Any bylaw amendments above and beyond the unit level density requirements for SSMUH that impact properties within 800 meters of a controlled access highways, will continue to be reviewed by local MOTI staff on a first come, first served basis.

Should you have any questions please send your enquiry to MOTI at dshousing@gov.bc.ca. Please see [Ministerial Regulation No. M114 here](#).

Notification of Exempted Lands and Compliance

The SSMUH legislation requires local governments to notify the Minister of Housing in writing that the final zoning bylaw or zoning bylaw amendment necessary for compliance with the SSMUH requirements has been adopted, as soon as is practicable after the last bylaw has been adopted. **The updated zoning bylaws must be adopted by June 30, 2024.**

Communities without any restricted zones **as of December 7, 2023**, that have not created any new restricted zones since then, are not required to notify the Minister. However, an email is still recommended to inform the Minister that the community is compliant with the SSMUH requirements.

When notifying the Minister of Housing that the zoning bylaw is compliant with the SSMUH legislation, local governments should attach a copy of the bylaw or provide a hyperlink to the bylaw(s). **Local governments that have applied for an extension to the SSMUH compliance deadline for part of their community are still required to provide notice of compliance for areas of their community not included in their extension request.**

Exempted Lands

Local governments must also notify the Minister of Housing of the lands in restricted zones that have been *exempted* from the SSMUH requirements. Local governments must identify the location(s) of any exempted land(s) and the legislative provisions supporting the exemptions. Reports prepared by a qualified professional on behalf the local government should accompany exemptions based on hazardous conditions that cannot be practicably mitigated.

The recommended approach for informing the Minister of Housing of which lands have been exempted is to submit a map identifying the area or parcels, for example:

- Service area maps showing which areas of your community have and do not have access to a water or sewer system operated by a local government;
- Maps and schedules from an official community plan that identify development permit areas subject to hazardous conditions, or designated heritage properties and areas;
- Maps and/or descriptions from an engineering report identifying and describing hazardous conditions;
- Maps appended to bylaws such as those for heritage designation bylaws which identify the applicable area.

Alternatively, a list of the property addresses or parcel identification numbers of the exempted parcels can be provided.

How to Notify the Minister

Notices of compliance and exemptions can be sent by email to PLUM@gov.bc.ca with the subject line “[Local Government Name] SSMUH [Compliance and/or Exemption] Notification”. Alternatively, the notifications can be mailed or delivered to: Planning & Land Use Management Branch, PO Box 9841, STN PROV GOVT, Victoria BC, V8W 9T2.

For further details on the criteria for exemptions, please review pages 11-12 of the [SSMUH Provincial Policy Manual and Site Standards](#), section 481.4 of the [Local Government Act](#) and the [Local Government Zoning Bylaw Regulation](#).

CITY OF SALMON ARM

BYLAW NO. 4640

**A bylaw to establish procedures for the processing of land use and development applications
in the City of Salmon Arm**

WHEREAS pursuant to s. 460 of the *Local Government Act*, the City of Salmon Arm must, by bylaw, establish procedures by which owners of land may apply to amend land use bylaws and apply for permits required under Part 14 of the Act;

AND WHEREAS Council may, pursuant to Part 5, Division 5 of the *Liquor Control and Licensing Act* and s. 33 of the *Cannabis Control and Licensing Act*, impose fees and prescribe processes and delegated authority for providing comments or recommendations on license applications made under that Act;

AND WHEREAS Council may, pursuant to Part 5, Division 6 of the *Community Charter*, delegate its powers, duties and functions to its officers, employees and members, and must, in certain cases, provide for the reconsideration by the Council of decisions of its delegates;

AND WHEREAS, pursuant to s. 468 of the *Local Government Act*, Council may require the posting of notification signs on lands that are subject to a proposed development;

AND WHEREAS the City may require that an Applicant for a permit under Part 14 of the *Local Government Act* provide security in a form and manner satisfactory to the City;

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

1. PURPOSE & SCOPE

1.1 The purpose of this Bylaw is to establish procedures for applications and referrals including the establishing of forms, procedures, and delegated authorities.

1.2 This Bylaw applies to the following applications, permits and referrals to the *City*:

- a) amend any OCP Bylaw and/or Zoning Bylaw in effect;
- b) issue and amend a Development Permit;
- c) issue and amend a Development Variance Permit (DVP);
- d) issue and amend a Temporary Use Permit (TUP);
- e) enter into a housing agreement;
- f) obtain comments on a liquor license or endorsement application or amendment;
- g) issue and amend a liquor license and related sidewalk patio permit;
- h) obtain comments on a cannabis license application or amendment;
- i) strata title conversion of a previously occupied building;
- j) floodplain exemptions under s. 524(5) of the *Local Government Act*;
- k) enter into, amend and/or discharge a registered legal agreement;

- l) obtain comments on telecommunication tower application; and
- m) minor referrals from other levels of government, agencies or other organizations.

2. DEFINITIONS

All words or phrases used in this Bylaw have their normal or common meaning except where they are changed, modified, or expanded by the following definitions, and are generally shown in italics for ease of reference:

"ACT" means the *Local Government Act* [R.S.B.C. 2015] Ch. 1.

"APPLICANT" means the registered owner of real property or any agent authorized, in writing, by the registered owner to act on their behalf.

"APPROVING OFFICER" means the *City Approving Officer*, as set out in the *Land Title Act*.

"CITY" means the City of Salmon Arm, a local government in the Province of British Columbia.

"COUNCIL" means Mayor and Council of the City of Salmon Arm.

"DIRECTOR" means the person holding the senior office responsible for planning and development for the City of Salmon Arm.

"HOUSING AGREEMENT" means an agreement made pursuant to Part 14, Division 5 of the Act.

"IN WRITING" means an email, fax, or letter hand delivered or sent via post or courier.

"OFFICIAL COMMUNITY PLAN" or *"OCP"* means the Official Community Plan Bylaw No. 4000, in effect as adopted by the City of Salmon Arm, as amended or superseded.

"QUALIFIED ENVIRONMENTAL PROFESSIONAL" means an applied scientist or technologist who practices in a relevant applied science or technology field including, but not limited to agrology, forestry, biology, engineering, geomorphology, geology, hydrology, hydrogeology or landscape architecture, whether acting alone or together with another qualified environmental professional, if:

- (a) the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an act, acting under that association's code of ethics and subject to disciplinary action by that association;
- (b) the individual's area of expertise is recognized in the Assessment Methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal; and
- (c) that the individual is acting within their area of expertise.

"QUALIFIED PROFESSIONAL" means a professional engineer, geoscientist, architect, biologist, or other professional licensed to practice in British Columbia having relevant expertise to the matter to be considered or evaluated, and includes a qualified environmental professional as defined in this Bylaw.

“SUBDIVISION AND DEVELOPMENT SERVICING BYLAW” means the City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4293, as amended or superseded.

“TEMPORARY USE PERMIT” OR “TUP” means a temporary approval issued under Part 14, Division 8 of the Act.

3. ADMINISTRATION & INTERPRETATION

- 3.1 This Bylaw shall be administered by the Corporate Officer and the *Director*, as specified.
- 3.2 The provisions of this Bylaw are severable; if any provision is for any reason held to be invalid by the decision of a court of lawful jurisdiction, such decision shall not affect the validity of the remaining provisions of this Bylaw.

4. FORMS, SUPPORTING INFORMATION & APPLICATION

- 4.1 The Corporate Officer shall prescribe, and may from time to time modify, the form of application for each category of application within the scope of this Bylaw; and in so doing, may prescribe different forms for different categories of applications based on the nature or complexity of the application; whereby, such forms may require, but not be limited to, the following:

- a) name and contact information of owner and any agents delegated on their behalf;
- b) disclosures such as reasons for the application and condition upon lands;
- c) copy of current certificate of title, including applicable encumbrances on title;
- d) site profiles, soils and geotechnical reports,
- e) traffic impact reports;
- f) site and development plans, surveys, surveyor site certificates; and
- g) information pertinent or specific to an application listed in s. 1.2 of this Bylaw.

4.2 Additional Supporting Information for Application

The *Director* is delegated the authority to determine and require development review and approval information prepared at the Applicant's expense, including a report prepared and certified by a *qualified professional* that:

- a) addresses the potential impacts of the proposed activity or development upon land use, traffic, riparian areas or the more broad environment impacts, analysis of tree removal and replanting; utilities and any other *City* services and facilities;
- b) establishes trail design, estimates costs, and undertakes development within a road dedication, a right of way, or an amenity area such as a park;
- c) identifies and defines the context, scope, magnitude and significance of the anticipated impacts of the activity or development on the community;
- d) provides recommendations for conditions or requirements that may be imposed to mitigate or ameliorate any anticipated negative impacts; and

e) provides recommendations and estimated costs for modifications to the proposed development, construction of works or other measures to mitigate or ameliorate any anticipated impacts.

4.3 An application will not be accepted until an *Applicant* has provided the information listed on the form applicable to that category, and required supporting information; incomplete applications will not be accepted and the *Applicant* will be notified of the deficiencies.

4.4 Notwithstanding Section 4.3, if, in the opinion of the *Director*, the content of an application is sufficient to proceed with a review, it may be accepted.

4.5 Change of Ownership

If there is a change of registered owner on title of property or land that is the subject of an application, the *Director* may require an updated state of title certificate and authorization in writing to proceed from the owner.

4.6 Form of Permits

The *Director* shall prescribe the form of permits and in so doing may prescribe different forms for different categories of permits.

5. APPLICATION FEE

5.1 Prior to acceptance of an application or processing a referral, the *Applicant* must pay to the *City*, all applicable fees in the amount prescribed in Fee for Service Bylaw No. 2498, as amended or superseded.

5.2 In addition to any fees payable, *City* legal costs for review or preparation of development related agreements for any applications shall be borne by the *Applicant*, including but not limited to the preparation and registration of restrictive covenants, easements, and housing agreements.

6. FEE REFUND

6.1 Where an application is withdrawn, in writing, by the *Applicant* or has lapsed due to inactivity prior to processing, referrals, issuance of notices, or preparation of a staff report, the *Applicant* shall be refunded 50% of the fees paid.

6.2 Where an application or referral has been processed in part and has lapsed due to inactivity or is incomplete and thus cannot be formally assessed, no refund shall be made.

6.3 Any deposits paid for security of works such as landscaping, will be returned in the case of applications that did not proceed.

7. LAPSE OF INACTIVE APPLICATIONS

7.1 Where the *Director* has determined that an application is incomplete and has requested information, including professional reports or assessments that are required to complete the application process, and the *Applicant* does not provide the required additional information within 12 months, then the application will be deemed to have lapsed; and, if any portion of the fee is refundable, the *City* shall provide the refund to the *Applicant*.

- 7.2 Within one year of the date of submission of any complete application within the scope of this Bylaw, if the file has been inactive for a period of over one year due to inaction on the part of the *Applicant*, it will be deemed to be abandoned and lapsed and the *Applicant* will be notified in writing that the application will be closed in 60 days from the time of notification.
- 7.3 Where a bylaw amendment application is made, in conformance with this Bylaw, and the bylaw that is the subject of the application has not received first reading or further readings within one year following, the application will be deemed inactive and the *Applicant* will be notified *in writing* that the application will be closed in 60 days from the time of notification.
- 7.4 Despite the foregoing, prior to the lapse of an application the *Applicant* may submit a written request for a one-time six month extension, at the discretion of the *Director*.
- 7.5 If any application is deemed to have lapsed under this section, a new application and fee are required if the *Applicant* wishes to proceed with the activity or development.

8. REFUSALS & REAPPLICATION

- 8.1 The *Director* will notify an *Applicant* in writing within 15 days of a decision by *Council* to deny or refuse an application under this bylaw.
- 8.2 The *Director* will provide an *Applicant* with written reasons within 15 days for the denial or refusal of an application or decision that is delegated under this Bylaw.
- 8.3 Re-application for any application within the scope of this Bylaw, that has been denied or refused shall not be made within six months of the date of refusal, qualifying that as set out in the *Act*, an *Applicant* may request of *Council* to vary this limit by submitting, in writing, a detailed statement explaining their reasons for re-application.

9. DELEGATION OF APPROVALS, AGREEMENTS, & OTHER POWERS

9.1 Development related agreements

The *Council* delegates to the Approving Officer, the Corporate Officer and the Mayor all the powers, duties and functions of *Council* in respect to the approval, release, amendment and execution of the following development related agreements:

- a) housing agreements;
- b) easement agreements under s. 181 and 182 of the *Land Title Act*;
- b) statutory right-of-way agreements under s. 218 of the *Land Title Act*; and
- c) covenant agreements under s. 219 of the *Land Title Act*.

9.2 Strata Conversion Signing Authority

In accordance with the *Strata Property Act*, *Council* delegates to the Approving Officer, the power to approve an application to execute legal plans and deposit a strata plan for the conversion of a previously occupied commercial or industrial building.

9.3 Development Permit Authority

Council delegates to the *Director* all the powers, duties and functions of the *Council*, regarding development permits issued in respect of:

- a) development permit areas designated for the protection of riparian areas, the environment, its ecosystems and biological diversity specified in the designation of the development permit area;
- b) development permit areas designated for the protection of development from flooding, torrents of debris, erosion, land slip, rock falls, subsidence, or another hazard specified in the designation of the development permit area; and
- c) development permit areas designated for form and character where up to four accessory dwelling units are proposed within three buildings or less on a single parcel, provided no variance is required (except as in accordance with Section 9.4 of this Bylaw) and the permit is not a part of an application that is conditional on *Council* approval for a related application.

9.4 Minor Development Variance Permit Authority

Pursuant to s. 498.1 of the *Act*, *Council* delegates to the *Director*, the authority to issue, deny and perform related duties for the administration of development variance permits which are deemed to be minor; where, the criteria for determining if an application is minor shall be as follows:

- a) the variance must be for an individual property or development;
- b) the variance is not a part of an application that is conditional on *Council* approval for a related application;
- c) the variance is consistent with any applicable OCP policy;
- d) the variance is a one-time renewal of a lapsed approved application;
- e) building setback variance to a parcel line would result in a reduction of no more than 20% of the required setback;
- f) building height variance would permit an increase of no more than 15% above the height limit;
- g) a screening and landscaping requirement that does not serve a purpose in the context;
- h) a sign variance would permit an increase in sign size of no more than 20% above the size limit;
- i) off-street parking space requirements would result in a reduction of no more than 20% of the required amount of stalls on residential lands and no more than 10% of the required amount of stalls on institutional, industrial or commercial lands; and
- j) shall not vary any provision of the *Subdivision and Development Servicing Bylaw* in effect.

9.5 Temporary Use Permit Authority

Council delegates to the *Director* all the powers, duties and functions of the *Council*, regarding consideration of *Temporary Use Permits* for the following:

- a) temporary or seasonal buildings and structures related to agriculture use on land excluded from the Agriculture Land Reserve;
- b) temporary residential building for use as a new dwelling is constructed; or
- c) placement of a temporary construction office building or trailer for the purposes of on-site management and/or site security during construction approved through a valid Building Permit.

9.6 Referrals

The *Council* hereby delegates to the *Director*, the authority to submit responses to referrals relating to the following:

- a) land use referrals for lands beyond and not contiguous to *City* boundaries that do not require *Council* resolution; and
- b) permit issuance, renewal and amendment in respect of Aggregate & Mining referrals and the *Mines Act*; and
- c) issuance of new licenses and temporary licenses in respect of Liquor License referrals;
- d) amendment and renewal of existing licenses in respect of Liquor License referrals; and
- e) in accordance with *Council* Policy 3.2, only amendment and renewal, in respect of Cannabis License Referrals.

10. RECONSIDERATION OF DELEGATED DECISION

10.1 Any *Applicant* who is dissatisfied with a delegated decision pursuant to any applicable provisions of this Bylaw is entitled, at no charge, to have the decision reconsidered by the *Council* through the process prescribed in this section.

10.2 Requests for reconsideration must be made within 14 days of the date on which the decision is communicated to the *Applicant* by delivering, to the Corporate Officer, a written submission setting out the following:

- a) name of the delegate who made the decision, date and nature of the decision;
- b) reason(s) why the decision should be reconsidered by *Council* including the grounds on which the *Applicant* considers the decision to be inappropriate;
- c) the remedy sought by the *Applicant* for consideration by *Council*; and
- d) copies of any materials or information considered relevant by the Applicant.

10.3 Notwithstanding s. 10.2, if the *Applicant* wishes to submit new or additional information, they must first submit this information to the delegated authority for reconsideration of the decision and if no change is made, may then advance the matter to *Council* for reconsideration.

10.4 Upon receipt of a written request for Council's consideration the Director shall prepare a report to Council attaching the application and setting out the reasons for the decision:

- a) place the request on the agenda of a regular *Council* meeting held within 60 days of a complete reconsideration request submission;
 - b) give notice of each reconsideration by the *Council* in accordance with any notice requirements that applied to the original application or referral; and
 - c) deliver to each *Council* member, a copy of the materials that were considered by the delegate in making the decision to be reconsidered.
- 10.5 In reconsidering a delegated decision, the *Council* shall:
- a) hear from the *Applicant*, delegate, and any other person deemed by the *Council* to have an interest in the decision; and
 - b) either confirm the decision or set aside the decision and substitute a decision of the *Council*.

11. PERFORMANCE SECURITY

- 11.1 Security required in respect of a permit shall be in the form of cash or an irrevocable letter of credit that remains effective for the term and applies to the conditions specified in the permit; and further, such letter shall be unconditional; shall renew automatically; and shall be in a form approved by the *Director*.
- 11.2 The amount of the security shall be approved by *Council* or the authorized delegate and shall be based upon 125% of the total itemized cost estimate provided by a registered professional engineer or a *qualified professional* retained by the *Applicant* to secure the following:
- a) completion of geotechnical works necessary to protect the site from hazardous conditions;
 - b) installation of permanent fencing and signage for the protection of the natural environment;
 - c) installation of tree protection and other temporary measures or fencing;
 - d) installation, maintenance, and monitoring of replacement trees;
 - e) implementation of specific plant and wildlife mitigation measures and habitat enhancement for an environmentally sensitive area; and
 - f) installation, maintenance and monitoring of physical works within a streamside protection and enhancement area.
- 11.3 The security may be used by the *City* as follows:
- a) to complete the works required to satisfy any or all of the permit terms, requirements and conditions;
 - b) to ameliorate the effects of a contravention or non-compliance of a permit;
 - c) to remediate an unsafe condition; and
 - d) to restore damage to the environment that has resulted from a breach of a permit.
- 11.4 Where a development permit is required for the form and character of multi-family, commercial and industrial developments, including a requirement to undertake

landscaping works, including soft planting and hard landscaping (such as pavers, brick, concrete, retaining walls, fences, etc.), a security deposit, may be used by the *City* to undertake and complete the works required to satisfy the terms, requirements and conditions or to ameliorate the effects of the contravention or non-compliance of a permit.

- 11.5 Upon completion of the works and any required warranty period, authorization of the release and return of the security is delegated to the *Director*.

12. PUBLIC NOTICE

12.1 Written Notice to surrounding properties

At minimum ten days prior to a public hearing where or when the *Council* decision is on the meeting agenda, where required or allowed by the Act, the *City* shall mail or otherwise deliver notice to owners and occupiers of all parcels any part of which is within 30 metres of the subject application, advising of any of the following:

- a) the holding or the waiver of a public hearing for any land use amendment where the *Act* requires or allows, and such notice shall comply with Section 466 or Section 467 of the *Act*;
- b) issuance of a Development Variance Permit where considered by *Council*;
- c) issuance of a Development Permit where considered by *Council*;
- d) issuance of a Temporary Use Permit where considered by *Council*.

12.2 Posting of a development notice sign

In respect of an application for a Zoning Bylaw, OCP Bylaw Amendment, or Temporary Use Permit, the *Applicant* must, at their cost, erect a sign on the parcel of land which is the subject of the application. Said sign shall comply with the requirements set out in this Bylaw in Schedule 'A' attached hereto and forming a part of this Bylaw, all in accordance with the following:

- (a) each sign must be erected no less than ten days before the *Council* considers the matter; and
- (b) the *Applicant* must keep all signs in place continuously and in good repair until the close of the public hearing or the date that *Council* considers the matter; and
- (c) must remove all signs within seven business days following the third reading or refusal of the bylaw by *Council*.

- 12.3 The text of each sign shall be as illustrated on Schedule 'A' and as reviewed and approved by the *Director* who may at their discretion, require additional information and content be placed on the development sign.

- 12.4 Failure to install or maintain required signs may result in the postponement of any consideration of the application, and any notification costs incurred by the *City* as a result of such failure shall be the responsibility of the *Applicant*.

- 12.5 The *Applicant* must ensure that all signs are updated throughout the application process to reflect any amendments to the proposal, and that revision to the content of the development signs is undertaken in accordance with the requirements of Schedule 'A'.

- 12.6 In the case of an application in respect of two or more adjoining parcels, the *Director* may specify the required number and location of signs by this Bylaw.
- 12.7 If no public hearing is required or to be held, no sign is required to be posted.

13. PERMITS ISSUED BY COUNCIL OR THEIR DELEGATE

- 13.1 If authorized by Council, or their delegate, the Planning and Community Services Department will complete the Development Variance Permit and forward it to the Corporate Officer for issuance on behalf of the Municipality. Permits shall be in the form attached hereto as Schedule "B".
- 13.2 If authorized by Council, or their delegate, the Planning and Community Services Department will complete the Development Permit and forward it to the Corporate Officer for issuance on behalf of the Municipality. Permits shall be in the form attached hereto as Schedule "C".
- 13.3 The Corporate Officer shall file in the Land Title Office a notice in the form of Schedule "C" attached hereto, that the land described in the notice is subject to a development permit.
- 13.4 A copy of all Permits issued by the Municipality shall be retained by the Planning and Community Services Department who shall make the same available for perusal by any member of the public upon request during normal business hours.
- 13.5 Council may issue more than one Permit for an area of land and the land shall be developed strictly in accordance with the permit or permits, issued, which shall also be binding on the City of Salmon Arm.

14. CITATION

This Bylaw may be cited for all purposes as "City of Salmon Arm Development Procedure Bylaw No. 4640".

15. TRANSITION

- 15.1 Upon adoption of this Bylaw, the following *City* Bylaws and all amendments thereof are repealed:
- a) Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 3548;
 - b) Development Variance Permit Procedure Bylaw No. 3024; and
 - c) Development Permit Procedure Bylaw No. 2870.
 - d) Zoning Bylaw No. 2303, Sections 3.8 Public Hearing, 3.9 Bylaw Amendments and 4.14 - Posting of Notice.
- 15.2 The processing of any application made after the date of adoption of this Bylaw shall be continued and dealt with by the *Council* in accordance with the provisions of this Bylaw.

16. 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.

17. 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.

18. EFFECTIVE DATE

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

READ A FIRST TIME THIS	22	DAY OF	APRIL	2024
READ A SECOND TIME THIS	22	DAY OF	APRIL	2024
READ A THIRD TIME THIS	10	DAY OF	JUNE	2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER

Schedule 'A'

DEVELOPMENT NOTICE SIGN REQUIREMENTS


Development signs must be installed and retained on the parcel in accordance with the following specifications and as illustrated below:



- a) 2.4 by 1.2 metres (8 x 4ft) in area;
- b) constructed of 1.3cm (1/2") plywood or other durable material;
- c) comprised of black letters on a white background;
- d) lower edge of sign a minimum of 1.2 metres (4ft) above ground level;
- e) installed within 3 metres (10ft) of the abutting road at the mid-point of the subject parcel frontage;
- f) securely fixed to withstand wind and weather;
- g) located so as to be visible and legible from the abutting road on each principal and secondary road frontage of the parcel, except that parcels smaller than one hectare require only one sign;
- h) not create a hazard or interfere with pedestrian and vehicular traffic; and
- i) not obstruct visibility of oncoming traffic from roads, walkways and driveways.

DEVELOPMENT APPLICATION

SUBJECT PROPERTY



Proposal: _____

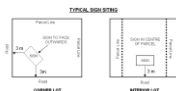
To Permit: _____

Address: _____

Lot: _____ Plan: _____

Public Hearing Details: _____

For more information visit www.salmonarm.ca or email planning@salmonarm.ca or call Development Services 250.803.4010



Schedule 'B'

DEVELOPMENT VARIANCE PERMIT

Local Government Act (Part 14)

PERMIT NUMBER: VP-

Bylaw No. 4640

SCHEDULE "B"

TO: **(Property Owner)** _____

For Location at: **(CIVIC ADDRESS) (PID: _____)**

1. This Development Variance Permit is issued subject to compliance with all applicable City of Salmon Arm Bylaws except as specifically varied by the Permit.
2. This Development Variance Permit applies to, and only to, (legal description),
3. The City of Salmon Arm
 - _____ Zoning Bylaw No. 2303
 - _____ Subdivision and Development Servicing Bylaw No. 4293
 - _____ Sign Bylaw No. 2880
 - _____ Required under Development Permit Areas (Official Community Plan Bylaw No. 4000)

is hereby varied as follows:

THAT: Development Variance Permit No. _____ be authorized for issuance to vary the provisions of Zoning Bylaw No. 2303 as follows:

4. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
5. This Permit is not a Building or Sign Permit.
6. Notice shall be filed in the Land Title Office that the land described herein is subject to this Permit.
7. The terms of the Permit or any amendment to it are binding on all persons who acquire an interest in the land affected by the Permit.
8. **If the holder of a land use permit does not substantially start any construction with respect to which the permit was issued within 2 years after the date it is issued, the permit lapses.**

AUTHORIZING RESOLUTION ADOPTED BY COUNCIL on the _____ day of _____, 2024.

ISSUED this _____ day of _____, 2024.

CORPORATE OFFICER

Schedule 'C'

DEVELOPMENT PERMIT
Local Government Act (Part 14)

Bylaw No. 4640
SCHEDULE "C"

PERMIT NUMBER: **DP-XXX**

TO: **NAME**

RE: **ADDRESS (PID:_____)**

1. This Development Permit is issued subject to compliance with all applicable City of Salmon Arm By-Laws except as specifically varied by this Permit.
2. This Development Permit applies to, and only to (legal description), and any and all buildings, structures and other development thereon.
3. The City of Salmon Arm
 - _____ Zoning Bylaw No. 2303
 - _____ Subdivision and Development Servicing Bylaw No. 4293
 - _____ Sign Bylaw No. 2880
 - _____ Required under Development Permit Areas (Official Community Plan Bylaw No. 4000)

Development Permit No. _____ be authorized for issuance for _____ (Legal Description)
_____ Attached as Appendix X of the staff report dated _____

4. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
5. This Permit is **not** a Building or Sign Permit.
6. Notice shall be filed in the Land Title Office that the land described herein is subject to this Permit.
7. The terms of the Permit or any amendment to it are binding on all persons who acquire an interest in the land affected by the Permit.
8. **If the Permittee or its successor(s) in title does not substantially commence any construction with respect to which this permit was issued within 2 years after the date it was issued, the Permit shall lapse.**
9. Security in the amount of _____ has been deposited as per Council's direction, in conjunction with subsection 10 of District of Salmon Arm Development Permit Procedure Bylaw No. 2870.

AUTHORIZING RESOLUTION ADOPTED BY COUNCIL on the _____ day of _____, 2024.
ISSUED this _____ day of _____, 2024.

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4653

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, primarily single family residential zoned lands within the Urban Containment Boundary;

AND WHEREAS as required by the Province of British Columbia 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 deleting the definition of "detached suite" in Section 2 and adding the following in alphabetic order:

ACCESSORY DWELLING UNIT means a *dwelling unit* constructed in accordance with the BC Building Code that is contained within an accessory *building* or a part of a *building*, that is accessory to a *principal use dwelling*, and shall not include a *mobile home*, *manufactured home*, travel trailer, recreational vehicle, or a storage container;
 - b) by replacing the definition of "duplex" in Section 2 with the following:

DUPLEX means any *building* divided into two *dwelling units* sharing at least one heated wall or floor, whether strata titled or one real estate entity;
 - c) by replacing the definition of "detached suite" in Section 2 with the following:

SECONDARY SUITE means a self-contained *dwelling unit* within but accessory to a *principal use single family dwelling* or *duplex* sharing at least one heated wall or floor; comprising of one real estate entity with shared utility services; having a separate entrance to the exterior or a shared space; and having an Occupancy Certificate attesting compliance to the BC Building Code.
 - d) by replacing the definition of "dwelling unit" in Section 2 with the following:

DWELLING UNIT means accommodation in a *building* providing interconnected spaces that include bedroom(s), bathroom(s), and one kitchen all intended for the permanent or long term domestic residential use of one *family*.

- e) by adding the following to Section 2 in alphabetic order:
- *PERMEABLE SURFACE* means a porous material that enables stormwater to be absorbed and percolated into subsurface soils, such that it will not run-off, collect, or pool in the course of normal storm events.
- f) by deleting the definition of “suite;”
- g) by adding the following to Section 2 in alphabetic order:
- SHORT TERM RENTAL* means the rental of any *dwelling unit* or part thereof for periods of 29 days or less.
- h) by replacing all references to “detached suite” with “accessory dwelling unit;”
- i) by replacing Section 4.2 *Accessory Dwelling Unit* with the following:

Accessory Dwelling Unit

4.2

- .1 No accessory *building* or *structure* shall be used as a *dwelling unit* except for an approved *Accessory Dwelling Unit*.
- .2 An *Accessory Dwelling Unit* entrance shall be accessible via an unobstructed minimum 1.2 metre wide (4 feet) and 2.1 metre (7 feet) high illuminated, constructed pedestrian walkway from the public road and from the off-street parking space(s).
- .3 An *Accessory Dwelling Unit* address shall be identified and visible from the public road frontage.
- .4 An *Accessory Dwelling Unit* shall be oriented and appropriately screened with landscaping or solid fencing to provide privacy in relation to neighbouring properties.
- .5 An *Accessory Dwelling Unit* shall be appropriately serviced.
- .6 No *Accessory Dwelling Unit* shall be used for *short term rental* or *bed and breakfast*.
- .7 Subdivision and strata subdivision of an *Accessory Dwelling Unit* is prohibited.

- j) by adding the following as Section 4.14

Permeable Lot Coverage

4.14 For the purposes of this Bylaw and the calculation of minimum permeable lot coverage, measured horizontally, the following surfaces or finishes are not permeable:

- .1 buildings and roofed structures, with the exception of those with green roofs that reduce storm water discharge by more than 25% (by both rate and quantity);
- .2 asphalt, concrete, grouted pavers, and similar hard surfacing;
- .3 non-permeable artificial turf;
- .4 tongue in groove and vinyl or fibreglass decking;

And for clarity, structures designed to retain water such as swimming pools, reflecting pools and ornamental ponds, shall be considered permeable.

- k) by revising Section 5.1 to remove references to R1, R2 and R8 zones from Columns I and II;
- l) by adding to Section 5.1 R-10, under Column I, and Residential Zone, under Column II;
- m) by replacing Sections 6, 7 and 13 with Schedule "A," the R-10 - Residential Zone, attached hereto and forming a part of this Bylaw;
- n) revising Bylaw 2303 Scheduled Zoning Maps for all R-1, R-2 and R-8 Zone lands to become R-10 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. 4653**”

READ A FIRST TIME THIS 22 DAY OF APRIL 2024

READ A SECOND TIME THIS 22 DAY OF APRIL 2024

READ A THIRD TIME THIS 10 DAY OF JUNE 2024

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"

SECTION 6 – R-10 - RESIDENTIAL ZONE

Purpose

- 6.1 The purpose of the R-10 Zone is to permit ground-oriented small scale residential use comprising of *single family dwellings* and *duplexes*, either with or without *secondary suites*, and detached *accessory dwelling units*, developed up to a maximum density that is based upon *parcel area*.

Regulations

- 6.2 On a *parcel zoned R-10*, 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-10 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 6.3 The following uses and no others are permitted in the R-10 Zone:
- .1 *single family dwelling with or without secondary suite(s)*;
 - .2 *duplex with or without secondary suite(s)*;
 - .3 *accessory dwelling unit(s)* in compliance with s. 4.2 of this Bylaw;
 - .4 *accessory use*;
 - .5 *bed and breakfast* limited to two let rooms within a *principal single family dwelling only*;
 - .6 *boarders*, limited to a maximum of two;
 - .7 *family childcare facility* within a *principal single family dwelling only*;
 - .8 *group childcare* within a *principal single family dwelling only*;
 - .9 *home occupation*;

Maximum Number of Buildings and Dwellings Units

- 6.4 No more than two *dwelling units* are permitted on a *parcel* of area 4050 square metres (1 acre) or more, where the largest *building* is deemed the *principal building*; and
- No more than three *dwelling units* are permitted per *parcel* of area less than 280 square metres (3014 square feet), where the largest *building* is deemed the *principal building*; and
- No more than four *dwelling units* are permitted per *parcel* of area between 280 and 4050 square metres (3014 square feet and 1 acre), where the largest *building* is deemed the *principal building*.

Maximum Height of Principal Building

- 6.5 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

- 6.6
- .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).
 - .2 Subject to increased setbacks, the maximum *height* of an *accessory building* containing one or more *accessory dwelling units* shall be 7.5 metres (24.6 feet).

Maximum Building Parcel Coverage

6.7 The total maximum *parcel coverage* for all *buildings* shall be 45% of *parcel area*; whereby, within this cap, up to 20% of *parcel area* may comprise *accessory buildings* containing one or more *accessory dwelling units*; and up to 10% may comprise any and all other *accessory buildings*.

Permeable Surface Parcel Coverage

6.8 Water permeable surfaces, as regulated in Section 4 of this Bylaw, shall cover at minimum 40% of the *parcel area*.

Minimum Parcel Area

6.9 The minimum *parcel area* for the purposes of subdivision shall be 450 square metres (4,843.9 square feet).

Minimum Parcel Width

6.10 The minimum *parcel width* shall be 14 metres (45.9 feet).

Minimum Setback of Principal Building

6.11 The minimum *setback* of the *principal building* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 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).
- .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply

Minimum Setback of any Accessory Dwelling Unit

6.12 The minimum *setback* of any building with one or more *accessory dwelling unit(s)* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 3.0 metres (9.8 feet) where 6.0 metres or less in *height*
- .3 *Rear parcel line* shall be 6.0 metres (9.8 feet) where 6.0 to 7.5 metres in *height*
- .4 *Interior side parcel line* shall be 2.0 metres (6.5 feet) where 6.0 metres or less in *height*
- .5 *Interior side parcel line* shall be 4.0 metres (6.5 feet) where 6.0 to 7.5 metres in *height*
- .6 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .7 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)

6.13 The minimum separation between buildings with dwelling units upon a parcel shall be 3.0 metres (9.8 feet).

Minimum Setback of Accessory Buildings

6.14 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)
- .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

Parking

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

CITY OF SALMON ARM

BYLAW NO. 4654

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended to add Section 8.5 as shown on 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 Official Community Plan Amendment Bylaw No. 4654**".

READ A FIRST TIME THIS	22	DAY OF	APRIL	2024
READ A SECOND TIME THIS	22	DAY OF	APRIL	2024
READ A THIRD TIME THIS	10	DAY OF	JUNE	2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER

Schedule "A"

8.5 Infill Residential Development Permit Area

Designation

Pursuant to Section 488(1)(f) of the *Local Government Act*, all land within the Low, Medium and High Density Residential designated areas shown on Map A-1 Land Use, is designated "Infill Residential Development Permit Area" and shall require a Development Permit for cases where three (3) or four (4) detached dwelling units are proposed to be developed on a single parcel where permitted by the Zoning Bylaw.

Objectives

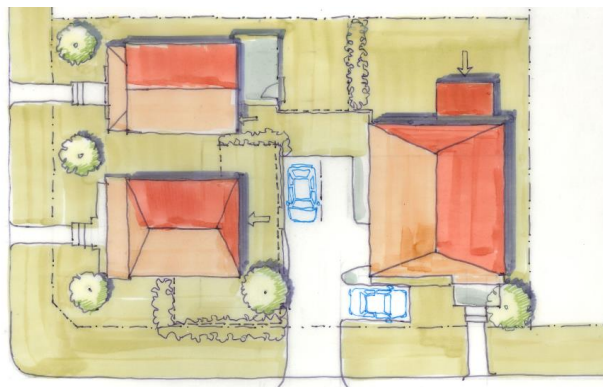
- 8.5.1 To positively contribute to and integrate quality higher density ground-oriented housing within the context, scale and fabric of the streetscape in mainly large-lot residential neighbourhoods.
- 8.5.2 To secure well-considered landscaping and site planning that provides quality private outdoor living space for each dwelling unit; provides a clear transition between the private and public realm; and protects and preserves mature trees.
- 8.5.3 To ensure that building design including massing, cladding materials and window placement are well considered and contribute positively to the neighbourhood without unduly compromising the privacy of adjacent dwelling units and properties.
- 8.5.4 To secure clearly identified and accessible pedestrian and emergency services access to all dwelling units as well as the provision of adequate servicing, on-site parking and safe vehicle access from the public road.

Submission Requirements

For required drawing submissions, see s. 8.4.5 of the OCP. This Infill Residential Development Permit Area shall have the same requirements.

Streetscape and Site Concept Guidelines

- 8.5.5 Respect and be generally consistent with the area streetscape by considering surrounding building

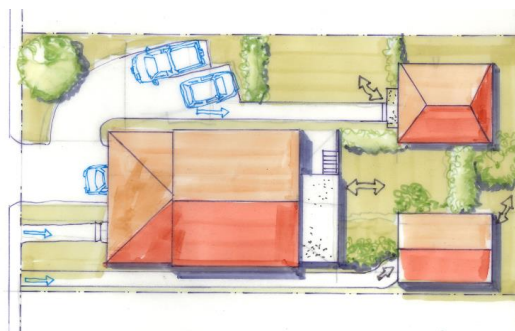


heights, scale, and setbacks - despite build-out limits allowed by zoning. For example, limit significant height differences between proposed and existing development by stepping down dwelling massing to reflect the scale of surrounding homes.

8.5.6 Overall design should respond to site characteristics; for example, taking advantage of views, topography and solar/wind orientation. Consider the location of adjacent pedestrian/trail/ cycling networks.

8.5.7 Individual dwellings must not comprise of identical repeated designs; instead, they should be distinct in massing with some variation of unit size and façade design - all while achieving cohesion on the overall parcel.

8.5.8 Infill dwellings should improve upon and reflect the attributes of adjacent homes (e.g.: roof styles, porches, entrance features, materials). Where a neighbourhood may contain neglected properties, the development should set an improved standard for infill going forward.



8.5.9 Individual dwelling units should face and have entrances oriented to and visible from a fronting street wherever possible. In the case of parcels with flanking or double frontages, building design should also address these streets through the orientation of entries and windows.

Landscape and Site Plan and Guidelines

8.5.10 Design the site and locate buildings so as to protect mature trees, where possible; and, if trees cannot be protected or if there are no trees, ensure that adequate space will protect root systems and allow shade trees to reach mature size.

8.5.11 Consider landscaping strategically, for example: to frame building entrances; soften edges; screen parking and waste bins; break up long building elevations; enhance privacy; and manage snow and storm water storage.

8.5.12 Maximize permeable surfaces across the entire parcel. Developments with extensive nonporous concrete, asphalt, and solid roofs will not be supported.

8.5.13 Use low fencing, gates, landscaping and a modest change in grade to define transitions from the public right of way to the private realm.

8.5.14 Link unit entrances to public sidewalks and parking via an accessible path of a minimum 1.2 metres width, and be adequately illuminated for pedestrian safety but not cast nuisance light into other dwellings and yards (see figure 8.5).

8.5.15 Design and delineate a semi-private sheltered or recessed transition space at the front door of each dwelling unit. Carefully consider unit way-finding to minimize confusion for visitors (or emergency services).

8.5.16 Design each dwelling unit to have direct access to its own designated private outdoor amenity space that maximizes sun and daylight and can be used year-round.

8.5.17 Maximize the privacy of units on site and on neighbouring properties by minimizing “overlook” and direct sight lines between dwellings through strategies such as:

- off-set window locations in facing walls;
- consider dormers or clerestory windows for light;
- use of landscaping or screening;
- locate doors and patios to minimize potential noise and nuisance between units; and
- setback, angle or articulate facades where windows may compromise privacy.



Figure 8.5
Down-lights & signs at
access path to units

Building Design Guidelines

8.5.18 Ensure that each building is unique, but the development remains cohesive, sharing an architectural style, proportions, and material palette.

8.5.19 Consider focal points at entrances, generous glazing, porches and other architectural features to emphasize the ground floor as the highest design priority.

8.5.20 Avoid blank monolithic walls by incorporating windows and articulating the façade with well- proportioned recesses/projections, reinforced by building material changes and with two or at most three durable, quality exterior cladding materials. Vinyl siding is discouraged.

Servicing, Access and Parking Guidelines

8.5.21 Ensure that vehicle access is via one shared driveway off the secondary street or lane, where available, and minimize the impact of headlights shining into unit windows. Where vehicle access is only available via the primary street, provide for safe access/egress, eliminating the need for vehicles to back onto the public road (see figure 8.5).

8.5.22 Ensure that on-site parking is integrated in one common area or structure, preferably enclosed or screened, to eliminate the need to access parking and garages within individual units.

- 8.5.23 Minimize internal vehicle circulation. Where it is necessary, consider that it may serve as additional shared amenity space using strategies such as quality permeable materials (e.g. interlocking, permeable pavers), providing useable gathering and playing areas (and not large, monolithic paved areas).
- 8.5.24 Ensure the common utility and water service location is protected and remains accessible for service providers.
- 8.5.25 Ensure the site provides for combined solid waste pick-up/bin storage that is enclosed or otherwise screened from view.

CITY OF SALMON ARM

BYLAW NO. 4655

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 enabled small-scale multi-unit housing across serviced, single family residential zoned lands within the Urban Containment Boundary and a more limited increase in housing outside of this boundary or on larger parcels;

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 Section 8, the *R-3 Waterfront Residential Zone*, with Schedule "A," attached hereto and forming a part of this Bylaw;
 - b) by replacing Section 12, the *R-7 Large Lot Single Family Residential Zone*, with Schedule "B," attached hereto and forming a part of this Bylaw;
 - c) by replacing Section 14, the *R-9 Estate Residential Zone* with Schedule "C," attached hereto and forming a part of this Bylaw;
 - d) by revising all Bylaw citations, including upon the *Scheduled Zoning Map*, as follows:

R-3 – Waterfront Residential	to	R-13 – Lakeshore Residential
R-7 – Large Lot Single Family Residential	to	R-17 – Large Parcel Residential
R-9 – Estate Residential	to	R-19 – Estate Residential
 - e) by revising Section 5.1 to remove references to R3, R7 and R9 Zones from Columns I and II and add R-13, R-17 and R-19 under Column I, and remove Waterfront Residential, Large Parcel Residential, and Estate Residential under Column II;

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. 4655**”

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	10	DAY OF	JUNE	2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER

Schedule "A"

SECTION 8 – R-13 – LAKESHORE RESIDENTIAL ZONE

Purpose

8.1 The R-13 *Zone* provides for a limited number of serviced Shuswap Lake fronting properties accommodating cabins or dwellings, with or without one secondary suite, on the west side of Canoe.

Regulations

8.2 On a *parcel zoned* R-13, 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-13 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

8.3 The following uses and no others are permitted in the R-13 *Zone*:

- .1 *single family dwelling with or without one secondary suite*
- .2 *boarders*, limited to a maximum of two
- .3 *accessory use*
- .4 *home occupation*

Maximum Number of Buildings and Dwellings Units

8.4 No more than one *single family dwelling* with or without a *secondary suite* is permitted on a *parcel*.

Maximum Height of Principal Building

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

Maximum Height of Accessory Buildings

8.6 The maximum *height* of an accessory *building* shall be 6 metres (19.7 feet).

Maximum Building Parcel Coverage

8.7 The total maximum *parcel coverage* for all *buildings* shall be 45% of *parcel area* of which no more than 10% may comprise any and all *accessory buildings*.

Permeable Surface Parcel Coverage

8.8 *Permeable surfaces*, as regulated in s. 4.14 of this Bylaw, shall cover at minimum 40% of *parcel area*.

Minimum Parcel Area

8.9 The minimum *parcel area* shall be 400 square metres (4,305.7 square feet).

Minimum Parcel Width

8.10 The minimum *parcel width* shall be 12 metres (39.4 feet).

Minimum Setback of Principal Building

8.11 The minimum *setback* of the *principal building* from the:

- .1 *Front parcel line* shall be 3.0 metres (9.8 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)

Refer to Section 4.9 of this Bylaw for "Special Building Setbacks" which may apply

Minimum Setback of Accessory Buildings

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

- .1 *Front parcel line* shall be 3.0 metres (9.8 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)

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

Parking

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

Schedule "B"

SECTION 12 – R-17 – LARGE PARCEL RESIDENTIAL ZONE

Purpose

- 12.1 The R-17 Zone provides for ground-oriented residential uses comprising of *single family dwellings* and *duplexes*, *secondary suites*, and *accessory dwelling units*, on large serviced *parcels* within the Urban Containment Boundary.

Regulations

- 12.2 On a *parcel zoned* R-17, 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-17 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 12.3 The following uses and no others are permitted in the R-17 Zone:
- .1 *single family dwelling* with or without *secondary suite(s)*;
 - .2 *duplex* with or without *secondary suite(s)*;
 - .3 *accessory dwelling unit(s)* in compliance with s. 4.2 of this Bylaw;
 - .4 *accessory use*;
 - .5 *bed and breakfast* limited to three let rooms within a *principal single family dwelling only*;
 - .6 *boarders*, limited to a maximum of two;
 - .7 *family childcare facility* within a *principal single family dwelling only*;
 - .8 *group childcare* within a *principal single family dwelling only*;
 - .9 *home occupation*;

Maximum Number of Buildings and Dwellings Units

- 12.4 No more than four *dwelling units* are permitted per *parcel*, where the largest *building* is deemed the *principal building*.

Maximum Height of Principal Building

- 12.5 The maximum *height* of the *principal building* shall be 10 metres (32.8 feet).

Maximum Height of Accessory Buildings

- 12.6
- .1 The maximum *height* of an *accessory building* shall be 6 metres (19.7 feet).
 - .2 The maximum *height* of an *accessory building* containing one or more *accessory dwelling units* shall be 7.5 metres (24.6 feet).

Maximum Building Parcel Coverage

- 12.7 The total maximum *parcel coverage* for all *buildings* shall be 40% of *parcel area*; whereby, within this cap, up to 15% of *parcel area* may comprise *accessory buildings* containing one or more *accessory dwelling units*; and up to 10% may comprise any and all other *accessory buildings*.

Permeable Surface Parcel Coverage

- 12.8 *Permeable surfaces*, as regulated in s. 4.14 of this Bylaw, shall cover at minimum 50% of *parcel area*.

Minimum Parcel Area

12.9 The minimum *parcel area* shall be 1330 square metres (14,316 square feet).

Minimum Parcel Width

12.10 The minimum *parcel width* shall be 22 metres (72.2 feet).

Minimum Setback of Principal Building

12.11 The minimum *setback* of the *principal building* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 2.0 metres (6.6 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)

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

Minimum Setback of any Accessory Dwelling Unit

12.12 The minimum *setback* of any building with one or more *accessory dwelling unit(s)* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 4.0 metres (13.1 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 *Parcel line* adjacent to a lane 2.0 metres (6.6 feet)

Minimum Setback of Accessory Buildings

12.13 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

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

Schedule "C"

SECTION 14 – R-19 – ESTATE RESIDENTIAL ZONE

Purpose

14.1 The R-19 *Zone* provides for residential uses comprising of a *single family dwelling* and either a *secondary suite* or *accessory dwelling unit*, on a fully serviced *parcel* of one acre or larger.

Regulations

14.2 On a *parcel zoned* R-19, 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-19 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

14.3 The following uses and no others are permitted in the R-19 *Zone*:

- .1 *single family dwelling*
- .2 *secondary suite* or *accessory dwelling unit* in compliance with s. 4.2 of this Bylaw
- .3 *accessory use*
- .4 *bed and breakfast* limited to three let rooms within a *principal single family dwelling only*
- .5 *boarders*, limited to a maximum of two
- .6 *family childcare facility* within a *principal single family dwelling only*
- .7 *home occupation*

Maximum Number of Buildings and Dwellings Units

14.4 No more than two *dwelling units* are permitted on a *parcel*, where the largest *building* is deemed the *principal building*.

Maximum Height of Principal Building

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

Maximum Height of Accessory Buildings

14.6 The maximum *height* of any *accessory building*, including an *accessory dwelling unit*, shall be 7.5 metres (24.6 feet).

Maximum Building Parcel Coverage

14.7 The total maximum *parcel coverage* of *principal and accessory buildings* shall be 15% of *parcel area*.

Permeable Surface Parcel Coverage

14.8 *Permeable surfaces*, as regulated in s. 4.14 of this Bylaw, shall cover at minimum 60% of *parcel area*.

Minimum Parcel Area

14.9 The minimum *parcel area* shall be 0.4 hectares (0.99 acre).

Minimum Parcel Width

14.10 The minimum *parcel width* shall be 45 metres (147.6 feet).

Minimum Setback of all Buildings

14.11 The minimum *setback* of a *principal and any accessory building* from all *parcel line* shall be 6.0 metres (19.7 feet).

Refer to Section 4.9 for “Special Building Setbacks” and to “Pound and Animal Control Bylaw” for any special setbacks which may apply.

Parking

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

CITY OF SALMON ARM

BYLAW NO. 4656

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 enabled small-scale multi-unit housing across serviced, single family residential zoned lands within the Urban Containment Boundary and a more limited increase in housing outside of this boundary or on larger parcels;

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 section 34, the *A-1 Agricultural Zone*, with Schedule "A," attached hereto and forming a part of this Bylaw;
 - b) by replacing section 35, the *A-2 Rural Holding Zone* with Schedule "B," attached hereto and forming a part of this Bylaw;
 - c) by replacing section 36, the *A-3 Small Holding Zone* with Schedule "C," attached hereto and forming a part of this Bylaw;

2. SEVERABILITY

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

3. ENACTMENT

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

Schedule "A"

SECTION 34 - A-1 - AGRICULTURE ZONE

Purpose

- 34.1 The A-1 Zone is intended to identify and preserve land with good agricultural or forestry potential. *Development* on land located in the A-1 Zone will respect the rural nature of the area.

Regulations

- 34.2 On a *parcel zoned A-1*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-1 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 34.3 The following uses and no others are permitted in the A-1 Zone:
- .1 *agriculture*;
 - .2 *single family dwelling*;
 - .3 *one secondary suite* or one *rural accessory dwelling unit* (refer to the Agricultural Land Commission Act and Regulations for limitations in the Agricultural Land Reserve);
 - .4 *bed and breakfast*, limited to three let rooms in the *principal dwelling*;
 - .5 *boarders*, limited to two;
 - .6 *equestrian facility*;
 - .7 *equestrian facility campsite*;
 - .8 *family childcare facility*;
 - .9 *group childcare*;
 - .10 *home occupation*;
 - .11 *intensive agriculture*;
 - .12 *silviculture*;
 - .13 *outdoor recreation*;
 - .14 *kenne*l;
 - .15 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Dwelling Units

- 34.4 The maximum number of *dwelling units* shall be two per *parcel* comprising of the *principal use dwelling* and one *secondary suite* or one *rural accessory dwelling unit*.

Maximum Residential Building Area

- 34.5 The maximum combined gross floor area of the principal use single family dwelling with or without a secondary suite shall be no greater than 500 square metres (5,382ft²) and a rural accessory dwelling unit shall be no greater than 90 square metres (968ft²).

Refer to ALR Regulation for maximum residential total floor area and how this is calculated. ALC Regulations for residential floor area apply regardless of ALR Status.

Maximum Height of Principal Residential Building

- 34.6 The maximum *height* of a residential *building* shall be 10 metres (32.8 feet).

Maximum Height of Non-Residential Buildings

34.7 The maximum *height* of rural accessory *buildings*, with or without a *rural accessory dwelling unit*, shall be 12 metres (39.4 feet).

Minimum Parcel Size

34.8 The minimum *parcel* size shall be 8 hectares (19.8 acres).

Minimum Parcel Width

34.9 The minimum *parcel width* shall be 150 metres (492.1 feet).

Minimum Setback of Non-Agricultural Use Principal and Accessory Buildings

34.10 The minimum *setback* of *principal* and rural accessory *buildings* intended to accommodate non-agricultural uses from the:

- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 3.0 metres (9.8 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

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

Minimum Setback of Rural Accessory Dwelling Unit

34.11 The minimum *setback* of a *rural accessory dwelling unit* from all *parcel* lines shall be 6.0 metres (19.7 feet).

Minimum Setback of Agricultural Use Buildings or Structures

34.12 The minimum *setback* of *buildings* and *structures* intended to accommodate agricultural uses from the:

- | | | |
|----|--|--------------------------|
| .1 | <i>Front parcel line</i> shall be | 30.0 metres (98.4 feet) |
| .2 | <i>Rear parcel line</i> shall be | 15.0 metres (49.2 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 15.0 metres (49.2 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 30.0 metres (98.4 feet) |
| .5 | <i>Any single family dwelling</i> shall be | 15.0 metres (49.2 feet) |
| .6 | <i>Any watercourse</i> or body of water shall be | 30.0 metres (98.4 feet) |

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

Minimum Setback of Kennels

34.13 The minimum *setback* of *kennels* from all *parcel* lines shall be 30 metres (98.4 feet).

Minimum Setback of Feed Lots

34.14 The minimum *setback* of feed lots from:

- | | | |
|----|--|---------------------------|
| .1 | any <i>highway</i> right-of-way shall be | 100.0 metres (328.1 feet) |
| .2 | any <i>parcel</i> not zoned A-1 shall be | 65.0 metres (213.3 feet) |

Sale of Agricultural Products

34.15 The retail sale of agricultural products produced on the *parcel* is permitted provided the maximum *floor area* of the retail sale stand does not exceed 40 square metres (430.5 square feet).

Parking

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

Schedule “B”

SECTION 35 – A-2 – RURAL HOLDING ZONE

Purpose

35.1 The A-2 Zone is intended to provide predominantly residential *parcels* and small-scale agriculture in a rural setting.

Regulations

35.2 On a *parcel zoned A-2*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-2 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

35.3 The following uses and no others are permitted in the A-2 Zone:

- .1 *agriculture*;
- .2 *single family dwelling*;
- .3 *one secondary suite* or one *rural accessory dwelling* (refer to the Agricultural Land Commission Act and Regulations for limitations in the Agricultural Land Reserve);
- .4 *bed and breakfast*, limited to three let rooms;
- .5 *boarders*, limited to two;
- .6 *equestrian facility*;
- .7 *equestrian facility campsite*
- .8 *family childcare facility*;
- .9 *group childcare*;
- .10 *home occupation*;
- .11 *kenne*l;
- .12 *outdoor recreation*;
- .13 *silviculture*;
- .14 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Dwelling Units

35.4 The maximum number of *dwelling units* shall be two per *parcel* comprising of the *principal use dwelling* and one *secondary suite* or one *rural accessory dwelling unit*.

Maximum Residential *Building Area*

35.5 The maximum combined gross floor area of the principal use single family dwelling with or without a secondary suite shall be no greater than 500 square metres (5,382ft²) and a rural accessory dwelling unit shall be no greater than 90 square metres (968ft²).

Refer to ALR Regulation for maximum residential total floor area and how this is calculated. ALC regulations for residential floor area apply regardless of ALR Status.

Maximum Height of Principal Residential Buildings

35.6 The maximum *height* of a residential *building* shall be 10 metres (32.8 feet).

Maximum Height of Non-Residential Buildings

35.7 The maximum *height* of accessory *buildings*, with or without a *rural accessory dwelling unit*, shall be 12 metres (39.4 feet).

Minimum Parcel Size

35.8 The minimum *parcel* size shall be 4 hectares (9.9 acres).

Minimum Parcel Width

35.9 The minimum *parcel width* shall be 100 metres (328.1 feet).

Minimum Setback of Non-Agricultural Use Principal and Accessory Buildings

35.10 The minimum *setback* of *principal* and rural accessory dwelling unit *buildings* intended to accommodate non-agricultural uses from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 3.0 metres (9.8 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)

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

Minimum Setback of Rural Detached Suites

35.11 The minimum *setback* of a *rural accessory dwelling unit* from all *parcel* lines shall be 6.0 metres (19.7 feet).

Minimum Setback of Agricultural Use Buildings or Structures

35.12 The minimum *setback* of *buildings* and *structures* intended to accommodate agricultural uses from the:

- .1 *Front parcel line* shall be 30.0 metres (98.4 feet)
- .2 *Rear parcel line* shall be 15.0 metres (49.2 feet)
- .3 *Interior side parcel line* shall be 15.0 metres (49.2 feet)
- .4 *Exterior side parcel line* shall be 30.0 metres (98.4 feet)
- .5 Any *single family dwelling* shall be 15.0 metres (49.2 feet)
- .6 Any *watercourse* or body of water shall be 30.0 metres (98.4 feet)

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

Minimum Setback of Kennels

35.13 The minimum *setback* of *kennels* from all *parcel* lines shall be 30 metres (98.4 feet).

Sale of Agricultural Products

35.14 The retail sale of agricultural products produced on the *parcel* is permitted provided the maximum *floor area* of the retail sale stand is 40 square metres (430.5 square feet).

Parking

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

Schedule "C"

SECTION 36 - A-3 - SMALL HOLDING ZONE

Purpose

36.1 The A-3 *Zone* is intended to provide for the creation of two hectare *parcels* in areas specified in the *Official Community Plan* where further urbanization and servicing is not anticipated and where the Agricultural Land Commission (ALC) has either excluded the area from the Agricultural Land Reserve or where the ALC has agreed to the A-3 Zoning).

Regulations

36.2 On a *parcel zoned A-3*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-3 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

36.3 The following uses and no others are permitted in the A-3 *Zone*

- .1 *agriculture*;
- .2 *single family dwelling*;
- .3 *one secondary suite* or one *rural accessory dwelling* (refer to the Agricultural Land Commission Act and Regulations for limitations in the Agricultural Land Reserve);
- .4 *bed and breakfast*, limited to three let rooms;
- .5 *boarders*, limited to two;
- .6 *family childcare facility*;
- .7 *group childcare*;
- .8 *home occupation*;
- .9 *silviculture*;
- .10 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Dwelling Units

36.4 The maximum number of *dwelling units* shall be two per *parcel* comprising of the *principal use dwelling* and one *secondary suite* or one *rural accessory dwelling unit*.

Maximum Residential Building Area

36.6 The maximum combined gross floor area of the principal use single family dwelling with or without a secondary suite shall be no greater than 500 square metres (5,382ft²) and a rural accessory dwelling unit shall be no greater than 90 square metres (968ft²).

Refer to ALR Regulation for maximum residential floor area and how this is calculated. ALC Regulations for residential floor area apply regardless of ALR Status.

Maximum Height of Principal Residential Building

36.7 The maximum *height of the single family dwelling* shall be 10 metres (32.8 feet).

Maximum Height of Non-Residential Buildings

36.8 The maximum *height* of accessory *buildings*, with or without an *accessory dwelling unit*, shall be 12 metres (39.4 feet).

Minimum Parcel Size

36.9 The minimum *parcel* size shall be 2 hectares (4.9 acres).

Minimum Parcel Width

36.10 The minimum *parcel width* shall be 50 metres (164.0 feet).

Minimum Setback of Non-Agricultural Use Principal and Accessory Buildings

36.11 The minimum *setback* of *principal* and accessory *buildings* intended to accommodate non-agricultural uses from all *parcel* lines shall be 6 metres (19.7 feet).

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

Minimum Setback of Agricultural Use Buildings or Structures

36.12 The minimum *setback* of *buildings* and *structures* intended to accommodate agricultural uses from the:

- | | | |
|----|--|-------------------------|
| .1 | <i>Front parcel line</i> shall be | 30.0 metres (98.4 feet) |
| .2 | <i>Rear parcel line</i> shall be | 15.0 metres (49.2 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 15.0 metres (49.2 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 30.0 metres (98.4 feet) |
| .5 | <i>Any single family dwelling</i> shall be | 15.0 metres (49.2 feet) |
| .6 | <i>Any watercourse</i> or body of water shall be | 30.0 metres (98.4 feet) |

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

Sale of Agricultural Products

36.13 The retail sale of agricultural products produced on the *parcel* is permitted provided the maximum *floor area* of the retail sale stand is 40 square metres (430.5 square feet).

Parking

36.14 Required off-street parking shall be as prescribed in 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	27	DAY OF	MAY	2024
READ A SECOND TIME THIS	27	DAY OF	MAY	2024
READ A THIRD TIME THIS	10	DAY OF	JUNE	2024
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
89	031-425-895	PLAN EPP110786	R-14	2185 5 AVENUE SE
90	005-092-311	KAP782	R-14	1150 12 AVENUE 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	006-370-985	PLAN 17709	R-10	731 1 AVENUE SE
5	015-556-662	PLAN 42417	R-10	1300 LAKESHORE RD NE
6	027-759-288	PLAN EPP1245	R-10	1971 20 AVENUE NE
7	031-743-846	PLAN EPP121728	R-10	2790 20 AVENUE NE
8	029-912-016	PLAN EPP62930	R-10	1881 10 STREET SW

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 Bike Demo
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	29 Downtown Farmer's Market

COMMUNITY EVENTS

City Parks & Spaces

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CANADA DAY	2 Travelling Tots Playgroup Jr. Mountain Bike Rides	3 Storytime in the Park Series	4	5	6 Downtown Farmer's Market
7	8	9 Travelling Tots Playgroup Jr. Mountain Bike Rides	10	11	12	13 Vintage Car Club Event Downtown Farmer's Market
14	15	16 Travelling Tots Playgroup Jr. Mountain Bike Rides	17	18	19	20 Downtown Farmer's Market
21	22	23 Travelling Tots Playgroup Jr. Mountain Bike Rides	24 Storytime in the Park Series	25 Roots and Blues Kickoff Concert	26 ROOTS & BLUES FESTIVAL JULY 26-28	27 Downtown Farmer's Market
28	29	30 Travelling Tots Playgroup Jr. Mountain Bike Rides	31 Storytime in the Park Series			

Rhonda West

From: Barb Puddifant
Sent: Friday, June 7, 2024 11:30 AM
To: Rhonda West
Subject: FW: Salmon Arm Flag
Attachments: 20240607112552961.pdf

From: Jaidyn Danyluk [REDACTED]
Sent: Friday, June 7, 2024 11:27 AM
To: Barb Puddifant <bpuddifant@salmonarm.ca>; Alan Harrison <aharrison@salmonarm.ca>
Cc: Ryon Ready [REDACTED]
Subject: [External] Salmon Arm Flag

Dear Mayor and council of Salmon Arm,

We are High school student in grade 9 at Jackson Secondary school. We are writing to inform you about our cities flag. I do realise that this is the millionth time you have received a letter, but the flag has yet to change. We have been studying flags this semester in social studies and have noticed some problems in our current Salmon Arm flag.

When designing a flag there are five rules to follow.

1. Keep it simple
2. It should be symbolic
3. Unique
4. 2-3 simple colors
5. And NO WORDS

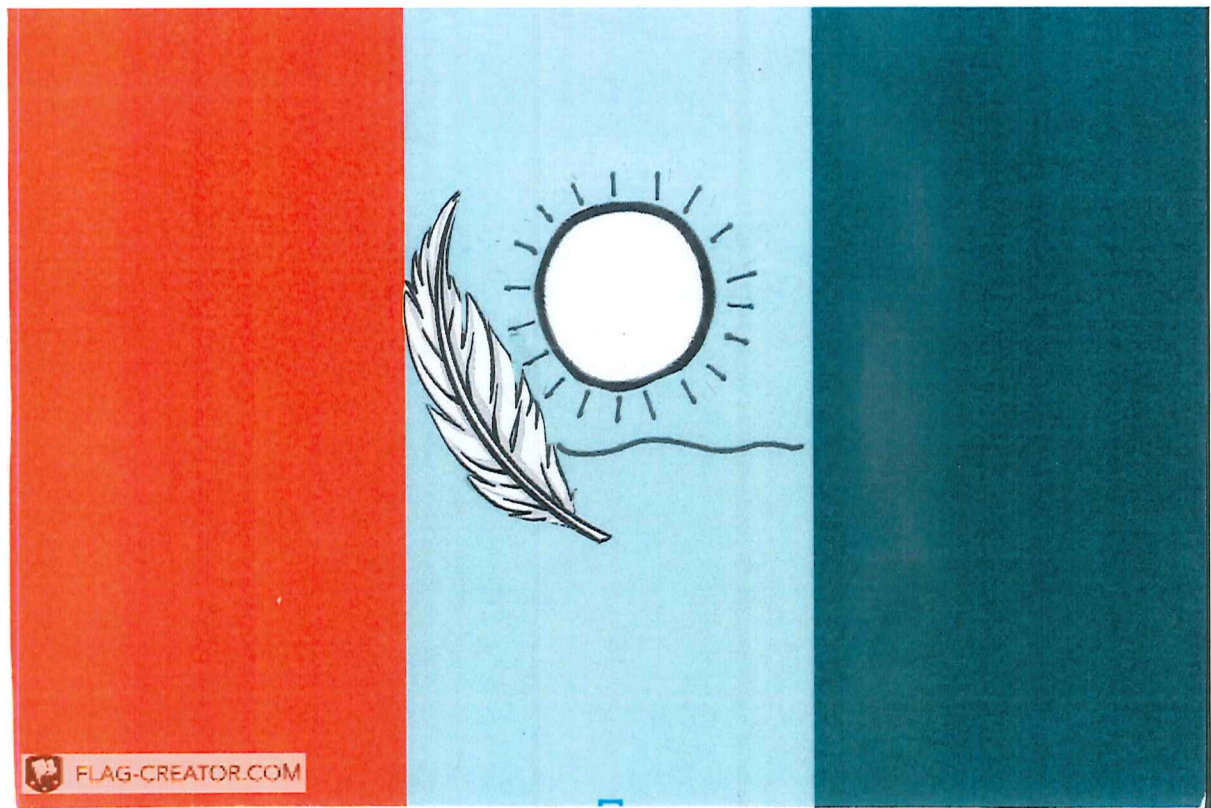
The problem with our current flag is it's not unique, it does not symbolise anything, (except for the colours, but that doesn't count), Its simple but boring, and the only thing on the flag in words, which is not allowed.

We have created a design that represents our city very well and follows every single rule. It is simple with only a few important aspects. We kept your current colours which represent the salmon in salmon orange, Mount Ida in Ida blue, and the lake in Lakeshore blue. We also added a feather, waves and a sun to represent the indigenous people, our beautiful lake, and our wonderful sun in our hot summers. And most importantly, we have no words.

We also noticed that when the city was rebranding and changed the flag, it made it even worse. The old salmon arm flag still had words, but it wasn't just all words. At least it had some symbolism. We don't understand why our city flag has the match the cities branding. Thank you so much for your time.

Please find attached at the top our flag redesign.

Sincerely Jaidyn Danyluk, Mackenzie Bostock and Stella Bollans



Rhonda West

From: Barb Puddifant
Sent: Friday, June 7, 2024 11:36 AM
To: Rhonda West
Subject: FW: City Flag
Attachments: Screenshot 2024-06-07 11.07.39.png

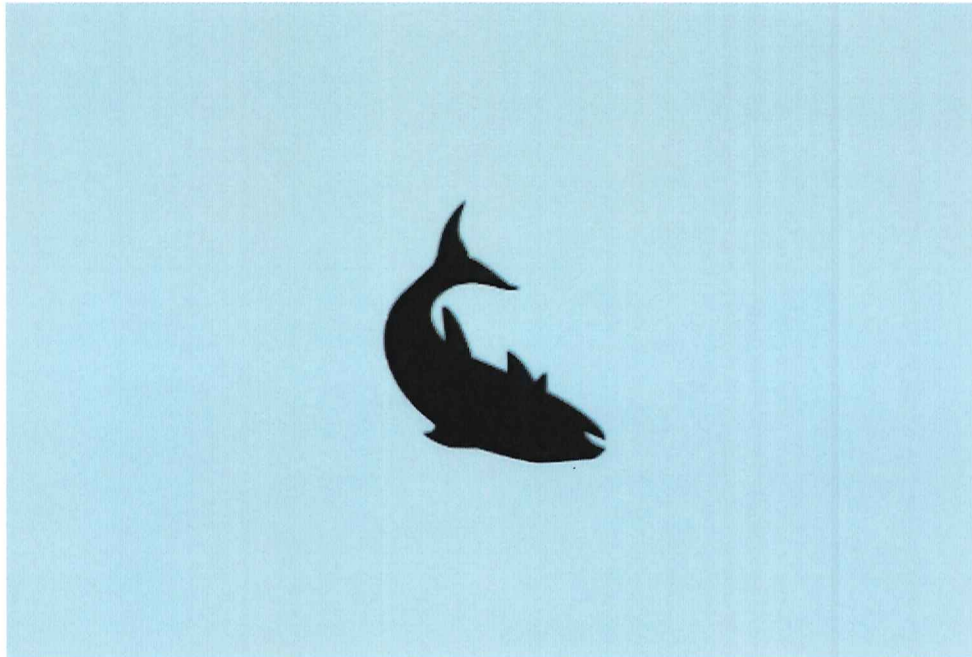
From: Anya Thurgood [REDACTED]
Sent: Friday, June 7, 2024 11:32 AM
To: Barb Puddifant <bpuddifant@salmonarm.ca>; aharisson@salmonarm.ca
Cc: Ryon Ready [REDACTED]
Subject: [External] City Flag

Dear mayor and council,

I am emailing you about our city flag. Our flag does match our city branding but that is not how it should be. Our flag should be unique and simple and have meaning to the town's people. Our socials teacher Mr. Ready has been teaching us about flags and our final project on flags is to redesign the Salmon Arm flag. We learned that flags shouldn't have words on them and that is all that is on ours. Please consider changing our flag or having a vote. Thank you so much for taking the time to read my email.

Thanks,

Anya



Rhonda West

From: Barb Puddifant
Sent: Friday, June 7, 2024 1:02 PM
To: Rhonda West
Subject: FW: Student Flag Redesign
Attachments: Screenshot 2024-06-07 11.11.32.png

From: Melissa Neil [REDACTED]
Sent: Friday, June 7, 2024 11:38 AM
To: Barb Puddifant <bpuddifant@salmonarm.ca>; Alan Harrison <aharrison@salmonarm.ca>
Cc: Ryon Ready [REDACTED]
Subject: [External] Student Flag Redesign

Dear Mayor and Council of Salmon Arm,

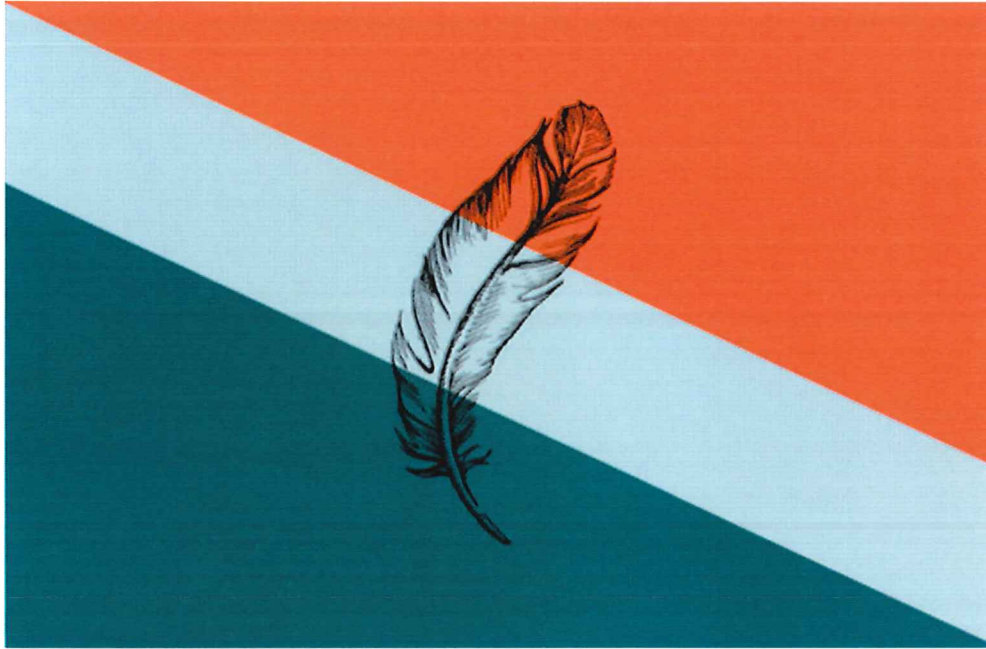
I am a grade 9 student at J.L. Jackson High School. We have been learning about flags and good design principles all semester, and as an end-of-year project, we had to redesign the Salmon Arm flag.

The current flag does not line up with the principles that we have learned, as flags are not supposed to have text, and are supposed to have accurate symbolism to the place they represent.

My redesign embodies these principles, as well as incorporates the design that the city previously selected. The background is comprised of the three colors that make up the current flag, as well as the city's branding. The feather in the foreground represents our city's Indigenous history and peoples.

The city has taken great steps to represent said people and it would make sense that the flag would embody these important criteria.

Thank you for your time,
Melissa Neil



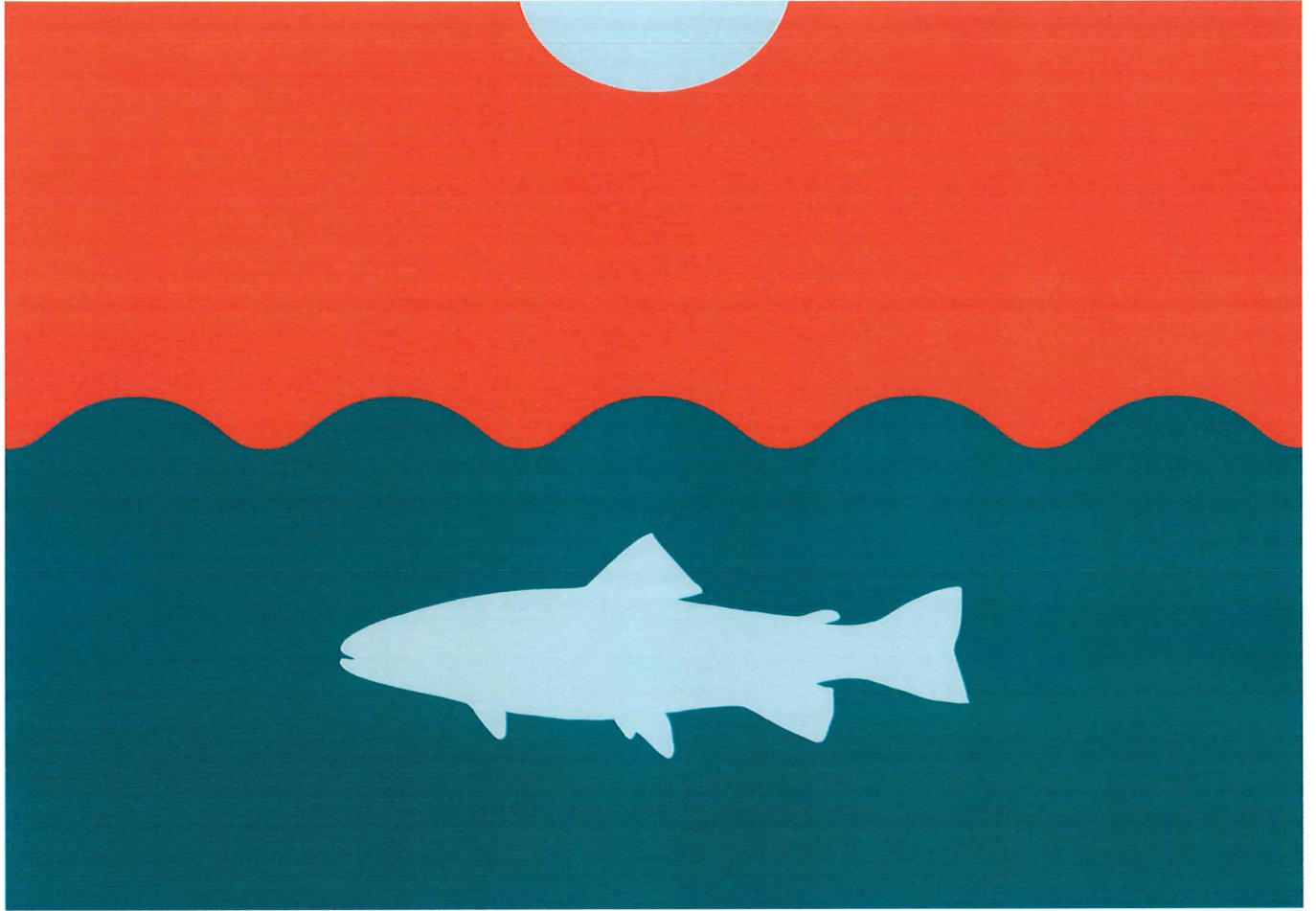
Rhonda West

From: Barb Puddifant
Sent: Friday, June 7, 2024 1:03 PM
To: Rhonda West
Subject: FW: flag redesign
Attachments: Untitled design (1).png

From: Pete Foulge [REDACTED]
Sent: Friday, June 7, 2024 11:51 AM
To: Barb Puddifant <bpuddifant@salmonarm.ca>; aharisson@salmonarm.ca
Cc: Ryon Ready [REDACTED]
Subject: [External] flag redesign

Dear mayor Harrison and city council of Salmon Arm

I am writing to you about our city flag. I know this is the umpteenth time you are hearing about this, but our flag needs to be changed. Our branding is great, but a flag should not just be the branding of our city, it should be on its own. No other respected flags do this, even other city flags, especially provinces and countries. It can include parts of said branding like the colors as what I have included in my flag. In My flag I include all our city's colors and I of course include some salmon, the wave on the blue part is to represent the part of the lake we reside on. The circle at the top is to represent the sun of our beautiful British Columbia. We have been studying flags with our socials teacher who is passionate about flags and has been pestering you to change the flag for 4 years.



Rhonda West

From: Barb Puddifant
Sent: Friday, June 7, 2024 1:03 PM
To: Rhonda West
Subject: FW: Flag redesign
Attachments: Screenshot 2024-06-07 11.53.56.png

From: Daylen Zachary [REDACTED]
Sent: Friday, June 7, 2024 11:55 AM
To: Barb Puddifant <bpuddifant@salmonarm.ca>; aharisson@salmonarm.ca
Cc: Ryon Ready [REDACTED]
Subject: [External] Flag redesign

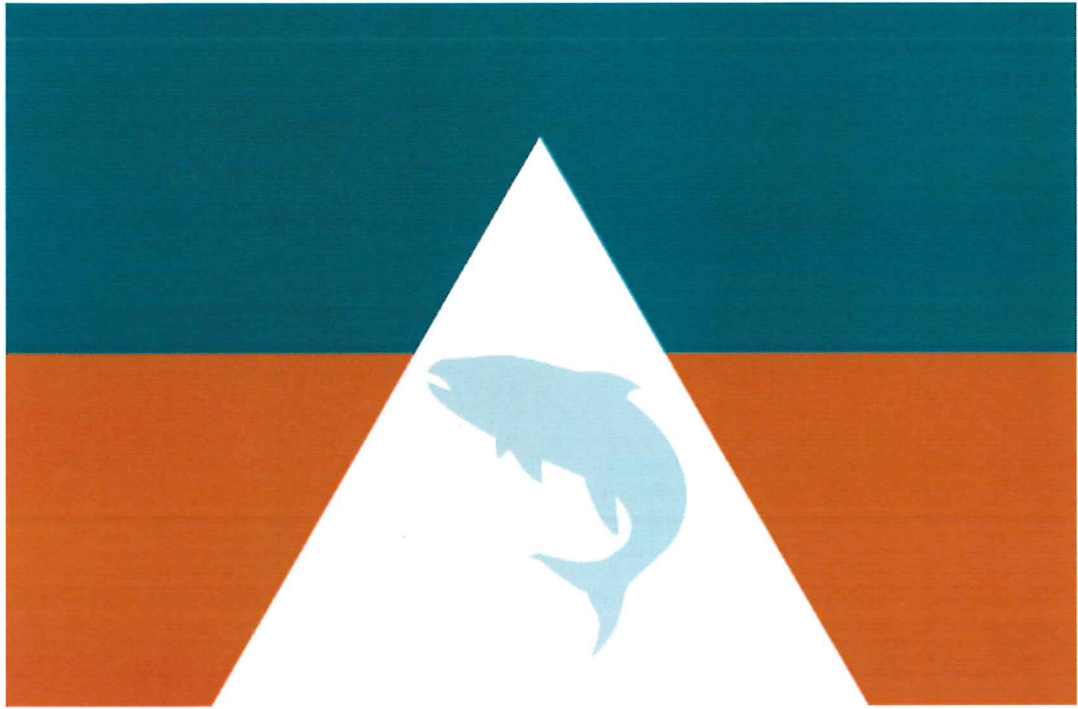
Dear Mayor and Council

I am writing to you concerning the redesign of our cities flag. In Sciences Humaines 9 this year we are learning about what makes a good flag. We've learned that a good flag shouldn't have words on it, which our community flag does have words.

Below I have attached my own redesign of the flag. My flag still includes all the colours that the original flag has. I symbolised what are flag says with graphic design. The white triangle represents that our ides are as grand as the mountains that surrounds us. The Salmon, is weel, because we live in Salmon Arm. I hope you take my flag into consideration.

Thank you for your time.

Daylen Zachary



Rhonda West

From: Alan Harrison
Sent: Thursday, June 6, 2024 8:00 AM
To: Rhonda West
Subject: Fw: [External] Online Form Submittal: Mayor and Council

Categories: REGULAR COUNCIL MEETING

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: June 4, 2024 1:50 PM

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

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

Mayor and Council

First Name Deanne

Last Name Collinson

Address:

Return email address:

Subject: Sanitary extension to Highway 1 in Canoe

Body

I have joined with a group of property owners in the Canoe area, to petition the city for an LSA sanitary extension. Many of us in that area were hoping that the golf course development planned for the Canoe area would prompt council and city staff to begin the process of budgeting for a sanitary extension. Those of us who petitioned for this have development plans in mind - both commercial and residential, that could add much needed rental housing, commercial opportunities and space for industrial/commercial development. All of us are still on septic systems, which will all have to be upgraded if we plan to develop. These systems are neither sustainable nor environmentally sound, especially in our area, so close to the lake and creeks. The systems presently in use in a number of the residential areas, are starting to fail, and that is absolutely undesirable for all concerned. It seems a colossal waste of money, labour and materials to re-do these septic systems,

when in fact, connecting to sanitary, just across the highway would be a long term, environmentally prudent and more cost efficient solution, when amortized over time, and cost shared among all of us named in the petition. I urge Council and staff to review this solution. We have had numerous communications regarding this LSA, dating back over 4 years. Staff members are still saying that it is not a priority for the city, and the desire is not there to do anything about it. I feel this response is very short sighted, and urge council to consider the environmental effects of failing septic systems at large in at least one of the multiple family complexes in the area.

Would you like a response:

Yes

Disclaimer

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

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

Rhonda West

From: Rhonda West
Sent: Wednesday, June 19, 2024 7:57 AM
To: Rhonda West
Subject: FW: [External] Dog attack

From: Sada Ellis <[REDACTED]>
Sent: June 18, 2024 1:17 PM
To: Alan Harrison <aharrison@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>
Subject: [External] Dog attack

Dear Mayor and council members,

On the evening of June 14th, at 6:15pm, my husband was out running at South Canoe trail system and was attacked by a German Shepherd on the FSR below lower triangle. He respectfully approached two women on horses and slowed to a walk. He yelled hello, to indicate he was behind them, and that's when the dog turned and charged him. My husband was bit from behind and the dog then let go and returned to its owner's call.

I am bringing this to your attention because collectively, we have had multiple encounters with unleashed, unpredictable dogs on our local trails. Just two days ago, I was charged by two off-leash dogs at the top of Mo Buddha at SC, and, being fresh out of my husband's latest experience, it scared the living daylights out of me. Then I found out that that same day, my husband, while out running at South Canoe again, was followed and nipped at multiple times by a herding dog with no owner in sight. There are also a number of friends reporting the same frightening encounters on my community social media post. Had this been a child, the dog could have bitten their face or neck, and things could have looked much worse.

I have reported the incident to the city, and bylaw officer Debbie Wood will be in contact with the owner, who is taking responsibility and will be seeking behavioural help, and has indicated they will muzzle their dog.

I am of the mind that, for the safety of those using local recreational trails, all dogs should be required to be on a leash. It's important for the public to be aware of this incident, and that steps be taken to discuss the updating and modification to the Salmon Arm city bylaw to implement leash-only trail use.

Looking forward to your careful consideration and reply.

Regards,

Sada Ellis



Joint Regional Advisory Committee Meeting Summary Fall Funding Intake

January 9, 2024 – At the Joint Regional Advisory Committee (RAC) meeting for ETSI-BC, held on December 8, 2023 by Zoom, the RACs recommended 27 projects, representing \$522,250 in grant funding. These projects had a total value of \$2.1 million in our region.

ETSI-BC Fall Funding Intake Approvals by Region

	\$ Approved	% of Total
Columbia-Kootenay	\$243,250	46%
Thompson-Okanagan	\$264,000	51%
Both Regions	\$15,000	3%
TOTAL	\$522,250	100%

These projects help build and diversify the region's economy, as part of the ETSI-BC Fall Funding Intake, focused on two of its core Funding Streams: *Building Economic Development Capacity*, and *Innovating & Advancing Key Sectors*. Project partners include local governments, First Nations, industry groups, Chambers of Commerce, Community Futures, and non-profit organizations in BC's Southern Interior.

Projects approved in this Funding Intake will be carried out by three First Nations and in communities in all nine Regional Districts in the ETSI-BC service area, including the Central Okanagan, Central Kootenay, Columbia Shuswap, East Kootenay, Fraser Valley, Kootenay Boundary, North Okanagan, Okanagan Similkameen, and Thompson-Nicola Regional Districts. More information about this funding can be found on our [News page](#).

In December 2023, an additional \$608K in funding was also announced by ETSI-BC as part of the *Regional Transportation Enhancement (RTE)* Funding Program. The total number of projects recommended by RACs in 2023 was 48, amounting \$954,100 in ETSI-BC funding, on projects worth over \$3.2 million. All projects recommended by the RACs in 2023 were approved by the ETSI-BC Board.

Overall in 2023, 104 projects worth over \$6 million have been approved by ETSI-BC including all its Funding Streams, and these initiatives are projected to help create or maintain over 7,000 jobs in the BC Southern Interior," says CEO, Laurel Douglas. "We are so proud of the transformative value this funding has on our communities, and thank the RAC members for their important role in the approval process."

Since re-launching as ETSI-BC in April 2021, the regional economic trust has approved \$7.7 million in grant funding in support of its Strategic Pillars. This funding has supported projects valued at over \$17 million that have helped create or maintain almost 18,000 jobs in the region.

"On behalf of the ETSI-BC Board, I am delighted to share this news," said Sharon Shepherd, ETSI-BC Board Chair. "These initiatives will help enhance economic development capabilities within our communities, foster innovation, and facilitate progress in critical sectors of our regional economy."

The following is a list of Core projects recommended for funding by the RACs in December 2023. A link to the list of successful [2023 RTE projects can be found here](#).

ETSI-BC APPROVED *Fall Funding Intake* PROJECTS as of December 12, 2023

PROJECT PARTNER	PROJECT NAME	ETSI-BC FUNDING
Big White Mountain Chamber of Commerce	Business Walk and Shop Local Program	\$5,750
Boundary Country Regional Chamber of Commerce	Grand Forks Ambassador Program	\$15,000
Columbia Valley Chamber of Commerce	Downtown Street Closure Feasibility	\$3,000
Community Futures Central Kootenay	Climate Resilient Kootenay Businesses	\$30,000
Community Futures North Okanagan	North Okanagan Community Health Clinic	\$15,000
Creston Valley Tourism Society	Creston Valley Tourism Society 5-Year Plan & MRDT Consultation	\$15,000
Fields Forward Society	Business Development & Marketing Incubator	\$35,000
Foresight Cleantech Accelerator Centre	Feasibility of Small Diameter Logging & Slash Bundling Technology	\$29,500
Greater Trail Community Skills Centre	EcoRenovate: Building a Sustainable Future Awareness Campaign	\$15,000
Kamloops Food Policy Council	Strengthening the Kamloops Regional Food Supply Chain	\$28,000
Kelowna Chamber of Commerce	Southern Interior Regional Economic Summit II	\$50,000
Kimberley & District Chamber of Commerce	Kimberley BC Business Retention and Expansion Survey	\$15,000
Kootenay Rockies Tourism Association	Building Regional Cannabis Trails	\$15,000
Lower Columbia Initiatives Corporation	Southern Interior Food Distribution Model Expansion and Implementation	\$35,000
Merritt & District Chamber of Commerce	Chamber of Commerce 3-year Strategic and Tactical Plan	\$10,000
North Bend Community Association	North Bend Hall -- Community Space Preservation	\$15,000
Okanagan Circular Society	OCS Community Solar Initiative	\$40,000
Outdoor Recreation Council of British Columbia	Outdoor Recreation Communities Toolkit	\$15,000
Regional District Okanagan Similkameen	Naramata Community Revitalization Plan	\$15,000
Rotary Club of Castlegar Sunrise	Ecolink Castlegar to Selkirk	\$11,000
Salmon Arm & District Chamber of Commerce	Strategic Vision for the Salmon Arm Chamber of Commerce	\$5,000
Salmon Arm Folk Music Society	Strategic Planning Roots and Blues	\$10,000
Shuswap Economic Development Society	Shuswap Economic Development Office and Workhub	\$25,000
Skwłāx te Secwepemcúlecw - Little Shuswap Lake Band	Skwłāx te Secwepemcúlecw Business Park Recovery & Expansion	\$15,000
Slocan Valley Chamber of Commerce	New Denver Visitor centre feasibility study	\$15,000
Trails to The Boundary Society	Social Enterprise Opportunities for Rural Economic Development	\$15,000
Westbank First Nation and Okanagan Indian Band	Connected Communities Campaign	\$25,000



June 11, 2024

B.C. Municipalities and Regional Districts

CR-6871

RE: Support for Downloading Costs on Municipalities

Dear Municipalities of BC,

Kamloops City Council recently received a report titled "The Financial Impacts of Higher-Level Government Policy Change" at a May 28, 2024, Council meeting. The report highlighted a number of significant costs that have been downloaded to the municipality due to changes in policies or lack of Provincial action. It is attached for your reference.

Next steps are necessary in order to create a call to action for all provincial party leaders in British Columbia as the election approaches.

It is also crucial that we bring these costs to the attention of our constituents as they grapple with significant increases to taxation at the local level and seek to bring responsibilities and associated costs back into appropriate scope for all levels of Canadian government. We are therefore urging fellow municipalities in British Columbia to perform a similar evaluation of the costs of higher-level government policy changes on your communities so that we can effectively bolster the advocacy already happening through UBCM in concrete terms.

Through our collective strength, and as one unified voice committed to seeing positive change in our communities, we can make a difference for the citizens who have chosen to make British Columbia home.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katie Neustaeter'.

Councillor Katie Neustaeter
Deputy Mayor, City of Kamloops

cc: Council
David Hallinan, Corporate Services Director, City of Kamloops

ADMINISTRATIVE REPORT TO COUNCIL

ON

FINANCIAL IMPACTS OF HIGHER-LEVEL GOVERNMENT POLICY CHANGE

PURPOSE

The purpose of this report is to provide Council with information pertaining to the impact that various changes at senior levels of government have had on City operations and budgets over the past five years.

COUNCIL STRATEGIC PLAN

This report supports Council's strategic priorities and areas of focus regarding:

- **Safety and Security**
 - Safety: We prioritize the safety of our community for residents, businesses, and visitors.
 - Housing: We proactively create opportunities to increase the inventory of diverse housing supply so that residents can access and move throughout the housing continuum.
 - Social Supports: We intentionally collaborate with key partners to create innovative solutions that respond to and address the community's needs.
 - Emergency Preparedness and Response: We build community resiliency, mitigate the impacts of emergency events, streamline response, and ensure our protective services align with evolving needs.
- **Governance and Service Excellence**
 - Asset Management: We plan for the development, improvement, repair, and replacement of our infrastructure.
 - Fiscal Responsibility: We are accountable to Kamloops residents and businesses in providing effective management, best value, and responsible use of tax dollars.
 - Service Excellence: We promote the continuous development of staff and encourage innovation in process and service delivery.
- **Livability and Sustainability**
 - Healthy Community: We foster an environment that supports and promotes healthy living through community, recreation, and social connection.
 - Inclusivity: We reduce barriers for underrepresented groups to bring inclusivity, diversity, and fairness to our community.
 - Climate Action: We practice discipline in our environmental responsibility by enhancing the City's resiliency and capacity for mitigating climate change. We actively implement actions to reduce our environmental impacts.
- **Economic Health**
 - Business Development: We ensure our efforts and investments are measurable and accountable.
 - Economic Strength: We build strategies to increase our competitive advantage, cultivate growth, and support our residents.

SUMMARY

On January 9, 2024, Council requested staff bring forward a summary of the City's costs associated with senior levels of government downloading services onto municipalities. The issue of downloading is complex and has become muddled by the impact of the various services that are expected to be provided by various levels of government. Services such as medical response become less clear when the interdependence between policing, fire, and ambulance services are called upon to address an emergency.

Other conditions are very clear and easily identified, as the relationship between federal and provincial responsibilities and those of local governments is easily distinguishable. Growing centres face increasing demands for service delivery to address growing social and health needs related to poverty, homelessness, and medical support. At the same time, the financial challenges facing all levels of government require alignment to provide services effectively. This report will focus on the different forms of downloading in six key focus areas:

- gaps in service delivery - areas where policy and/or service delivery should fall under federal or provincial jurisdiction
- senior government services shortfalls - areas where service is delivered by senior government and there are gaps in the service level addressed by the local government
- legislative and regulatory framework - changes to senior government legislative and regulatory framework that impacts municipal budgets
- property taxation policy and partnering - changes by senior government to property tax policy that impacts the City's ability to collect or increase taxes and partnering on infrastructure upgrades
- emerging service - areas of emerging service need that have resulted in an expanded mandate or increased cost on local governments
- future impacts - changes that are either known or are still in a phase of materializing with an impact on local governments

RECOMMENDATION:

For information only.

DISCUSSION

Senior levels of government have been shifting services or costs onto local governments for many years. The period of review of this report is from the beginning of 2019 through the end of 2023. As a starting point, since 2019, both levels of senior government have continued to introduce changes to policy, legislation, and regulatory compliance during a period of considerable challenges in the employment market, the social environment, and the economy. As these impacts ripple through municipalities across the province, the impact is being felt at the local government level in the delivery of services and the need to adapt to address these changes is being felt by City operations and residents.

Many of the impacts being felt at the local level are attributed to changes initiated by the federal or provincial governments and gaps in the ability to deliver the requested services are becoming increasingly evident.

Several of the policy changes in effect have yet to impact the City financially; however, these changes are expected to affect the organization's future financial position.

Gaps in Service Delivery

Shelters, Social Housing, and Affordable Housing

In support of responding to the housing crisis and increasing homelessness, the following is a list of City-owned properties currently being leased or previously leased at a nominal fee (\$1) to the Province to provide shelter services, social housing, or affordable housing.

- Shelter Services
 - Memorial Arena and Kamloops Curling Club - leased during the pandemic (2020/2021) to provide up to 90 temporary shelter beds (\$250,000 lost revenue).
 - Kamloops Yacht Club - leased to provide 20 temporary winter shelter beds winter 2021/2022 and 2022/2023 (\$24,000 lost revenue).
 - Stuart Wood School - leased through joint approvals by the City and Tk'emlúps te Secwépemc to provide temporary winter shelter in winter 2017/2018 and 2021/2022 and served as a temporary shelter on an ongoing basis since November 2022 with a current lease to April 2024 (likely to be further extended).
 - 600 Kingston Avenue - leased for \$1 in 2021 to provide a 41-bed temporary shelter (Moir House) through to end of 2026.

- Supportive Housing
 - Idle City property located at 785, 805, 807, and 809 Mission Flats Road - leased to BC Housing for \$1 in 2018 to provide 54 temporary supportive housing units (ongoing) (the City's cost to acquire adjacent property (773 Mission Flats Road) and demolish older dwelling to accommodate displaced public works operations - \$727,000).
 - 317 Tranquille Road - long-term (60 years) lease to provide 58 supportive housing units (Spero House) (City cost to acquire and demolish the existing building - \$1.4 million).

- Subsidized Affordable Housing:
 - City property located at 445 5th Avenue and 527, 533, and 537 St. Paul Street was provided under a long-term lease (60 years) to provide 60 subsidized affordable rental housing units (Diversity Flats) (City cost to acquire the property - \$1.41 million).
 - City property located at 975 Singh Street was provided under a long-term lease (60 years) to provide 31 housing units for Indigenous youths and Elders (Kikekyelc: A Place of Belonging).
 - City property located at 440 MacKenzie Avenue was provided under a long-term lease (60 years) to provide 43 housing units for seniors.

The City’s total expenditures to accommodate the housing projects identified above is approximately \$3.537 million.

Housing Regulations (Bill 44 or 46)

The City works in partnership with the provincial government and BC Housing through a memorandum of understanding to support the planning, development, operations, and communications for future shelter, social housing, and subsidized affordable housing sites.

In 2023, the Province began issuing non-market and market housing targets to municipalities, including the City of Kamloops. Non-market housing is primarily achieved through provincial and federal funds, and market housing relies on investment and development by private landowners and developers.

Zoning changes required under Bill 44 to allow increased densities in urban areas will require significant infrastructure upgrades, which have not been accounted for in the Development Cost Charges Bylaw.

The Province also looks to the City to cover the costs for servicing and off-site improvements to assist in moving specific Province-led housing projects forward.

In summary, the costs in areas where policy and/or service delivery should fall under federal or provincial jurisdiction and where current gaps exist have negatively impacted the municipality either from a reduction in revenue, or the City costs to acquire property to support these forms of initiatives, along with recognizing the impact due to the loss of access and revenues on assets that are held for other civic purposes.

Gaps in Service Delivery	
Summary of Identified Costs	
Lost Revenue	\$274,000
Costs	\$3,537,000
Total	\$3,811,000

Senior Government Services Shortfall

This category impacts City service delivery and costs but is also difficult to quantify because they impact services in different ways and can be difficult to track. Costs that can be identified have been indicated.

Many of these cost impacts had been experienced by the local government; however, the COVID-19 pandemic placed a brighter spotlight on the growing opioid epidemic and the challenges in overall access to housing access and market affordability. Senior levels of government’s response to these crises has been felt on the front lines of many municipalities, including Kamloops.

Mental Health and the Toxic Drug Crisis

Kamloops Fire Rescue Medical Response

In addition to fire suppression, Kamloops Fire Rescue firefighters provide pre-hospital care as first responders to medical calls. Kamloops Fire Rescue's response to medical calls is approximately 66% of their annual calls for service. In the last three years, medical responses have increased by 57% between 2021 (4,600) and 2023 (7,200). Of the total annual medical calls, overdose/poisoning responses have increased by 57% between 2021 (540) and 2023 (845).

For 2023 medical responses, Kamloops Fire Rescue arrived on scene 75% of the time and an average of 4 minutes and 42 seconds before BC Emergency Health Services. Given an average call duration of 26 minutes for Kamloops Fire Rescue's medical responses, the 2,600 additional responses put significant pressure on existing crews and resources.

The 2023 budget for fire suppression and medical response was \$21.6 million. Given the large portion of response calls that are medical in nature, there is an implicit cost related to the increase in on-scene time due to delays in BC Emergency Health Services responses.

Overtime costs have increased by approximately 58% (\$180,000) since 2020, and sick leave hours have increased by 31% (4,800 hours) over the same period. Several factors contributed to these increases, but there is a correlation between the increased call volume, member fatigue, and rising leaves taken.

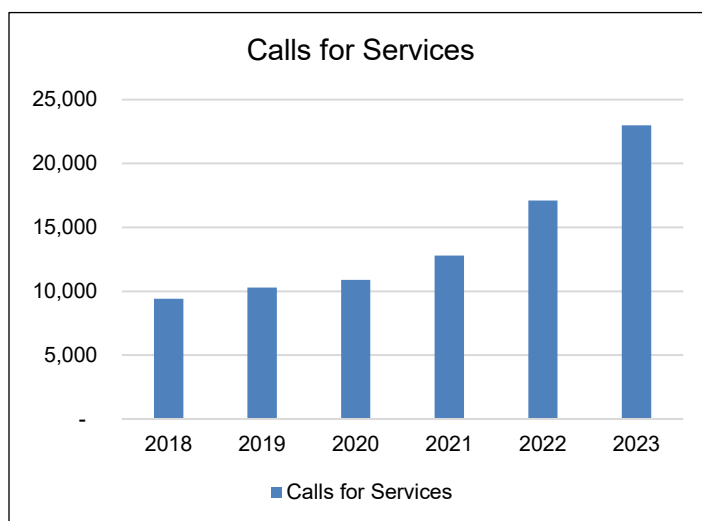
The City incurs a range of costs, including supplying medical supplies and Naloxone costs of about \$1,000 per year, as these supplies are consumed through these forms of Kamloops Fire Rescue responses.

In addition to the increase in overall operating costs, an additional complication is the potential risk of delayed responses to other calls or a future need for increased staffing to meet rising demand. Medical response is a value-added service that Kamloops Fire Rescue provides as the primary responsibility for pre-hospital care lies with the Province through BC Emergency Health Services.

Community Services

Leading up to 2019, it became apparent that social issues were increasing at the community level, and traditional Bylaw Officers lacked the skills to respond to these types of incidents safely. In response, the division was rebranded to Community Services, and Bylaw Officer positions were transitioned to Community Service Officers. This reorganization was intended to provide augmented services to support bylaw enforcement and to partner with the RCMP to introduce a greater combined presence within the city.

In 2018, 9,400 bylaw-related calls for service were received. Under the Community Services model, this has sharply increased each year, with 23,000 calls for service received in 2023. Of these calls, 24% were classified as social related.



This growth in call volume is attributed to residents’ increased awareness of the supports provided by Community Services and a continuation of the rising social issues that precipitated the creation of the department in the first place.

To respond to this rising call volume, Community Services has added six new full-time equivalents over the past five years, with those additional salaries and wages adding approximately \$860,000 to the budget annually. Community Services Officers receive a higher level of training (up to \$20,000) and equipment profile (up to \$20,000) than previously required, and more vehicles (five at approximately \$90,000 once fully outfitted each plus operating costs) have been required to support the increased officer numbers and call volume. The cost for homeless camp cleanup is a specific cost that has increased \$140,000 from 2018 levels.

Community Services Budget and Staff Levels¹

	2019	2020	2021	2022	2023
Salaries and Wages	\$2,581,000	\$2,851,000	\$2,975,000	\$2,775,000	\$3,788,000
Other	1,152,000	1,345,000	1,045,000	966,000	896,000
Total	\$3,733,000	\$4,196,000	\$4,020,000	\$3,741,000	\$4,684,000
Full-Time Equivalents	28.9	30.9	30.9	31.3	38.0

In fall 2022, BC’s Attorney General and the Minister of Public Safety and Solicitor General commissioned the Transforming Policing and Community Safety in British Columbia report. The report contained many recommendations to address the gaps in the system around the care of people with mental health and substance use needs involved in the criminal justice system. Central to this was the understanding of the need to increase non-police resources to address mental health and substance use issues.

An additional impact of the rising call volume and the resulting Community Service Officer resource constraints led to a temporarily reduced focus on parking enforcement in the key business corridors. Parking ticket revenues in 2021 decreased by approximately \$40,000 and by a further \$5,000 in 2022. Once additional Community Service Officer resources were added as part of the 2023 supplemental budget process, Community Services Officers were able to refocus on enforcement, and revenue returned to historical levels.

¹ Combined custody of prisoners, Community Services, and parking budgets. The salaries and wages decrease in 2022 is attributable to a realignment of budgets and positions to the new model.

On-Street and Off-Street Parking and Ticket Revenue

	2019	2020	2021	2022	2023
Parking Revenue	\$2,000,900	\$1,111,700	\$1,432,300	\$1,468,200	\$1,482,700
Ticket Revenue	166,400	105,900	62,500	56,300	113,100
Total	\$2,167,300	\$1,217,600	\$1,494,800	\$1,524,500	\$1,595,800

Parking revenue was significantly impacted by COVID-19 measures and has been slow to recover. This is partially a result of changes in demand due to an increase in remote office workers and the effects of reduced enforcement due to Community Service Officers' capacity constraints.

Contracted Security

During the transition period to the Community Services model, the need to supplement the emerging program with private security services was identified. These security firms were engaged to support and minimize community impacts brought on by an increase in social conditions caused by the COVID-19 pandemic, opioid crisis, and lack of safe and secure housing for marginalized people.

While the City implemented these supports, funding was provided received through provincial Strengthening Communities' Services Program grants provided for security services in the city's key commercial corridors. This funding package expired in summer 2023. To keep this important support in place, the City approved using \$450,000 from the Gaming Reserve to maintain this service until the end of 2023.

The costs for security services over the past three years were \$689,000 in 2021, \$1.023 million in 2022, and approximately \$1.177 million in 2023. These costs were offset by grant funding totalling \$1.650 million over the same period. Security is still utilized in park areas and overnight; however, Community Services now has capacity to reduce usage.

Continuing security costs for 2024 are estimated at \$75,000 per month to provide ongoing patrols at transit exchanges, parkades, and surface lots and to perform washroom lockups and night patrols in the parks.

Having initiatives being funded by non-taxation-based revenues (e.g. the Gaming Fund) creates a challenge for the organization in that these funds have traditionally been used to introduce specific projects or initiatives that are completed in a short-term period. With these funds being diverted, it limits the introduction of broader community-based amenities or initiatives that would be added with these non-taxation forms of funding.

Homelessness

On March 2, 2021, Council directed staff to create comprehensive short-, medium-, and long-term plans for preventing and alleviating street issues. One of the medium-term options proposed in the original Notice of Motion was to identify daytime space for street-involved

individuals. In July 2021, Council authorized Administration to enter into a short-term facility use permit with the Kamloops Aboriginal Friendship Society and The Mustard Seed to provide The Gathering Place, a seasonal outdoor day space for people experiencing homelessness that was operated in a City-owned parking lot at 48 Victoria Street West. Council authorized the seasonal day space for unhoused individuals at 48 Victoria Street West again in 2022, 2023 and 2024. This initiative operates from April or May to October and is funded through the federal Reaching Home program.

In March 2023, Council approved \$450,000 in funding from the Gaming Reserve to support social-related initiatives beyond the August 2023 conclusion of the Strengthening Communities' Services Program funding. This funding was to continue operating the Envision Outreach Shuttle, the Community Service Officers Outreach Response Program, and the Clean Team through the end of the year.

In November 2023, for the 2024 budget, Council approved \$682,000 in annual funding (the initial year from the Gaming Reserve) to support the Community Service Officers Outreach Response Program (\$422,000) and the Clean Team (\$260,000) on an ongoing basis. The Envision Outreach Shuttle is now supported by funding from the federal Reaching Home program.

Social and Community Development Section

In 2009, Council adopted the Kamloops Social Plan, which resulted in the creation of the Social and Community Development Section to address community needs through the provision of programs and services to support community well-being and an inclusive, accessible, healthy community.

This portfolio puts particular emphasis on supports for vulnerable demographic groups, including, among others, seniors, children and youth, low-income families, Indigenous people, people with disabilities, and people experiencing homelessness. All municipalities have undertaken a social planning and community development function.

For many years through this portfolio, the City has provided affordable access to recreation and transportation; programs for youth, seniors, people with disabilities, and low-income families; food security initiatives; engagement with neighbourhood associations and support for community development initiatives; social and community development grants to community -based programs in alignment with Council and community priorities; coordination and support for community partners in addressing social issues; and social plans in the areas of food security, youth homelessness, childcare, affordable housing, accessibility and inclusion, and housing needs.

Over the past decade, new and growing social issues and community needs have arisen that municipalities, government agencies, and community partners are responding to. These include, among others:

- the toxic drug supply crisis
- the housing crisis and an increasing scale of homelessness
- limited access to and availability of childcare spaces
- increasing food insecurity

These issues are compounded by strains on our health care system and social safety net, climate change impacts, and demographic transitions. While housing, childcare, health care, and social services fall under the jurisdiction of senior government, these emerging social and community needs require municipalities to respond to address gaps where provincial and federal partners are not meeting them. This has resulted in the growth of social planning and community development portfolios in municipalities across the province and the country.

Prior to 2021, the City's Social and Community Development Section included five staff: a supervisor, two union coordinators, one union coordinator specifically for the Emergency Support Services program, and a project manager to support administration of the federal Reaching Home program.

In 2021, with escalating social issues creating increased impacts in the community, a new management position was created to provide oversight, direction, and additional capacity to the portfolio and to support relationship-building and partnership development with senior government agencies, including BC Housing, Interior Health, the Ministry of Social Development and Poverty Reduction, and the Ministry of Mental Health and Addictions. An additional Reaching Home project manager position was also created to support the program's increasing scale.

In 2022, a new supervisor position, predominantly funded through the federal Reaching Home program, was created to provide oversight and management support for the expanding program and to address new responsibilities given to the City as the local administrator of the program, including the development of a coordinated access and assessment system and a homelessness information management system. This new supervisory role also increased capacity to support the Emergency Support Services program, which is being activated with increasing frequency and duration to support regional evacuees fleeing the increasing number and scale of wildfires and floods.

Social and Community Development Section 2019–2023

The federal Reaching Home program funds the Social and Community Development Section. Most of the Reaching Home funds are provided to community programs and services to prevent and reduce homelessness in Kamloops, with the City utilizing an allocated portion for program administration, staffing, and specific projects like the Point-in-Time Count or extreme weather supplies for unhoused individuals.

The following table does not include salaries and wages for the Emergency Support Services program staff, which come from a different program. The federal government invested significant additional funds into the Reaching Home program during the COVID-19 pandemic.

	2019	2020	2021	2022	2023
Salaries and Wages	\$131,000	\$163,000	\$405,000	\$388,000	\$582,000
Community Programs and Services (Reaching Home, Service Agreements, Social and Community Development Grants)	1,219,000	2,211,000	4,664,000	2,258,000	2,577,000
Grant Funding	(569,000)	(1,426,000)	(4,036,000)	(1,640,000)	(1,874,000)
Total	\$781,000	\$948,000	\$1,033,000	\$1,006,000	\$1,285,000
Full-Time Equivalents (not including Reaching Home and Emergency Support Services program staff)	3.0	3.0	4.0	4.0	4.0
Full-Time Equivalents (including Reaching Home and Emergency Support Services program staff)	5.0	5.0	7.0	8.0	8.0

The ownership of the services identified under senior government services shortfalls can be described as shared between all three levels of government. These services, specifically the ability to clearly delineate where one level of government’s responsibility starts and another’s ends, are muddy at best. The service that best shows this is emergency/medical response. It is commonplace to see multiple first responders dealing with a situation, so while the local government incurs some of these costs, it is reasonable that those costs would be incurred regardless of the nature of the situation being responded to.

Government Shortfalls	
Summary of Identified Costs	
Overtime Costs	\$400,000
Medical Supplies	\$5,000
Camp Cleanup	\$210,000
Community Service Officers	\$813,000
Security	\$1,239,000
Community Programs	\$787,000
Total	\$3,454,000

Legislative and Regulatory Framework

Municipalities are often impacted by senior government policy and legislation that result in increased spending by municipalities. While not directly considered downloading, these collectively require the City to increase its budgets or staffing. In a number of these circumstances, a stronger consultation process would improve coordination and help municipalities minimize additional costs.

Response to Emergency Situations

Kamloops is centrally located in BC's Interior. In many circumstances, it becomes the destination for many other Interior residents during periods of local evacuation orders. Over the past number of years, Kamloops has been relied on as a host community for displaced residents from Merritt, Williams Lake, and Lytton.

With the changes to the *Emergency and Disaster Management Act* and a new potential requirement to be a host community, these services are necessary for evacuees, and supplying them is very impactful to the corporation's ability to maintain its brand of Canada's Tournament Capital.

Many City facilities become unavailable during host community activations to support many of the displaced residents or responding agencies. As these types of events become more frequent, the City is expected to experience a larger financial impact and that there will be less access for sports organizations and residents. In many circumstances, a number of these residents chose to remain in the city after many of the displaced people have returned home.

The Province covers some of these expenses; however, some costs, such as technology access and lost revenues, are not covered while the facility is unavailable. Potentially adding to the situation is the impact on reputation as the public becomes increasingly aware of the impacts that, for example, wildfires have on evacuation and air quality. Areas where these conditions exist become less desirable, and tourists and visitors are booked elsewhere where there is a greater level of comfort that these conditions will not impact their plans or events.

Adding to the delay in resuming normal City activities is that staff time is required to clean and prepare the facility to support program delivery.

Bail Reform

Kamloops RCMP experienced an increase in calls for service from 45,000 in 2019 to almost 47,000 in 2022. Of those calls for service, criminal code offences increased by 3,500 over the same period. Many of these calls were related to mental health issues, addiction issues, and level of homelessness are a common theme with many missing person files. These investigations are challenging as those closest to these missing individuals are often difficult to locate. These investigations can be costly and resource intensive.

In response to rising case files per member, Council authorized an increase in the number of authorized RCMP members. For 2024, the budgeted target is 138 members, an increase of nine members over the previous budget level of 129. At the current estimated cost of \$225,000 per member, this equates to a \$2.0 million budget increase.

This increased amount does not account for the municipal support employees and facilities requirements needed to support a growing RCMP contingent. It should be noted that rapid population growth in Kamloops would have resulted in the need for additional policing resources regardless, but the timing was accelerated due to the rising caseload.

Changing Policies Towards Substance Use and Safe Supply Access

These policies impact the overdose crisis and the overall community. They add to the cost of delivering City services across multiple departments, as outlined in the medical response section.

WorkSafeBC Regulation Changes

Mental Health/Psychological

In 2012, WorkSafeBC introduced amendments to the *Workers Compensation Act* recognizing the impact of traumatic workplace events. These types of events have grown over the years as the impacts of mental health and psychological conditions are becoming more prevalent in the workplace, increasing psychological injuries.

The cost of a psychological injury in 2021 was \$220,270, which is five times more than a physical injury. As the number of accepted psychological injuries is increasing, the City has responded by providing various resources around mental health through benefits and an employee and family assistance program.

In support of these changing developments, the City has developed a wellness committee that focuses on mental and physical health. Through this committee, the City completes a Workplace Mental Health Essentials Canada to review where the city is currently at regarding mental health and to provide some guidance on the next steps to become a psychologically safe workplace.

Asbestos Certification and Licensing

WorkSafeBC introduced more stringent requirements for additional training with asbestos, which led to increased training for staff and contractors. These are all positive changes from a safety perspective but come with a cost to the City. The regulation changes required any City staff who handle asbestos or oversee contractors who handle asbestos to take additional training.

Of the staff who handle asbestos, 38 have achieved in level 1 certification at a total cost of \$4,500, and two staff have achieved level 3 certification at a total cost of \$3,000. Level 1 training is one full day, level 2 training is three full days, and level 3 training is one full day. Completion of levels 1 and 2 is a prerequisite for level 3.

In these circumstances, there is an additional cost to the City, either for employees who, while receiving training, are not available to deliver on City services or for contractors who, with training, pass this time on to the City as part of the overall cost to deliver the work that they are undertaking.

Traffic Control

The updated Traffic Management Manual (2020) required flashing arrow boards to be added to the tops of 25 City vehicles. Each of these arrow boards costs approximately \$3,000, for a total spend of \$75,000. Another requirement with the new regulations is the use of portable traffic signals. The City needed to purchase two portable traffic signals for \$57,500 each. In addition to these capital costs, any projects which require traffic control are seeing cost increases due to the new regulatory requirements.

Adding to overall safety awareness, in 2021, the change in requirements to provide a more stringent level of traffic control led to an increase in training requirements for training, staff time on site for assessments, and overall projects costs. These are all positive changes from a safety perspective but come with a cost to the City.

Other Financial Impacts

Employer Health Tax

Effective January 1, 2020, the provincial government introduced the employer health tax as a replacement for the previous premium-based BC Medical program. The BC Medical premium was a fixed amount per person, or couple as opposed to a percentage allocation based on total payroll. The City’s annual payroll is more than the \$1.5 million threshold that results in the provincially mandated tax rate of 1.95% of gross salaries and wages.

	2019	2020	2021	2022	2023
BC Medical	\$516,800				
Employer Health Tax	-	\$1,224,336	\$1,295,694	\$1,391,639	\$1,440,000
Difference Over 2019	-	\$707,536	\$778,894	\$874,839	\$923,200

When introduced in 2020, organizations with an annual payroll of less than \$500,000 were exempt from paying the employer health tax. As a result, many of the larger organizations, such as municipalities, were placed in the position of carrying the cost burden of these smaller businesses. This impact is expected to continue and to grow, proposed legislation changes for 2024 are expected to see the exemption limit double to organizations with an annual payroll of less than \$1.0 million.

Provincially Legislated Five Paid Sick Days

In addition to the number of sick days identified in the City of Kamloops collective agreement with CUPE Local 900, at the start of 2022, the Province legislated five sick days for staff who are not part of the union. The cost to the City in 2023 was \$24,467.

BC Carbon Tax

Since 2008, the provincial carbon tax has been applied to the purchase or use of fossil fuels, such as gasoline, diesel, natural gas, heating fuel, and propane. The carbon tax is collected at the fuel’s point of retail consumption. In 2008, the BC carbon tax rate was calculated based on

\$10 per tonne of carbon dioxide equivalent emissions (tCO₂e) produced at combustion. In 2023, the rate used by the Province and the federal government is \$65/tCO₂e.

Carbon Tax Rate by Fuel Type by Year

Fuel Type	2019	2020	2021	2022	2023
Gasoline (\$/L)	\$0.089	\$0.089	\$0.099	\$0.110	\$0.143
Diesel (\$/L)	\$0.102	\$0.102	\$0.117	\$0.130	\$0.169
Natural Gas (\$/GJ)	\$1.99	\$1.99	\$2.31	\$2.56	\$3.24

Gov.BC.ca/Assets/Download/2B773FE65B2E4370A4369A92311CA780

Carbon Tax Cost on Operations by Fuel Type by Year

Fuel Type	Average Consumption /Year*	2019	2020	2021	2022	2023
Gasoline \$/L	400,000 L	\$35,600	\$35,600	\$39,600	\$44,000	\$57,200
Diesel \$/L	930,000 L	\$94,860	\$94,860	\$108,810	\$120,900	\$157,170
Natural Gas \$/GJ	81,433 GJ	\$162,072	\$162,072	\$188,110	\$208,468	\$263,843
Total Carbon Tax Estimate		\$292,532	\$292,532	\$336,520	\$373,368	\$483,213

*Average consumption volume has been kept flat to show the impacts of the change in the carbon tax on operations.

Based on the estimates in the table above, carbon tax represents \$483,213 of the \$3,329,400 paid for fossil fuels used in the delivery of municipal services in 2023. These carbon tax expenses are partially offset by the \$325,000 of revenue the City receives through the Local Government Climate Action Program.

The Local Government Climate Action Program replaced the former Climate Action Revenue Incentive Program that was retired in 2021 and effectively reimbursed 100% of the carbon tax paid by municipalities for publicly reporting their annual greenhouse gas emissions.

This taxation impact on the City is expected to grow and increase as planned increases have already been identified at the provincial and federal government levels. As of April 1, 2024, the carbon tax rate increased by 23.0% from \$65 to \$80 per tonne.

Various Permitting (or Licensing)

Part of the ongoing relationship between City staff and other ministries of both governments or other government agencies is working within the regulatory and compliance requirements that are in place. Many of the requirements result in the need to secure “permission” before performing specific project works.

In many of these situations, delays are encountered in securing the completed permit in a timely manner. In some instances, these delays extend over many months and even years and, as a result, increase the project’s costs due to these delays. In addition to this cost increase, there is a domino effect where the delay in one year will impact future years’ project timing, priorities, funding, and access to resources.

The financial impact of these forms of delays is difficult to measure as inflationary impact due to supply and demand, supply chain issues, and contractor availability all contribute to cost increase caused by permitting delays.

Regulations

Enhanced enforcement of regulations has led to higher project costs as we comply with building permitting, the *Heritage Conservation Act*, and the *Wildlife Act*.

Changes to existing regulations affect our ongoing operations, as staff need to ensure compliance with the regulations and change existing capital plans where they no longer fit the regulations. Changes in regulations for things like wastewater, organic matter, drinking water, and privacy require a lot of internal and external resources to ensure we are continually compliant. In cases such as the Commercial Vehicle Safety Enforcement hour of work regulation changes, it affects how we can meet our service level within our approved staffing.

While many of the regulatory changes are resulting in a positive impact on City operations, particularly those that help provide a safer working environment for the nearly 1,000 employees, others do not. Introduction of the employer health tax and the bc carbon tax add to the City’s overall costs, and while they are intended to provide a greater value to the Province, they leave little being returned to the municipality.

Legislative and Regulatory Framework	
Summary of Identified Costs	
RCMP	\$2,030,000
Asbestos Training	\$185,000
Traffic Management	\$132,500
Employer Health Tax	\$3,284,469
Provincially Mandated Five Paid Sick Days	\$24,467
BC Carbon Tax	\$206,581
Total	\$5,863,017

Property Taxation Policy and Partnering

Supportive Housing Exemption

In addition to statutory and permissive exemptions, eligible properties designated as supportive housing (Class 3) are assessed at a nominal value and are effectively exempt from property taxes.

The Province created this property class pursuant to the *Small Business and Revenue Statutes Amendment Act, 2008*. This exemption is applied to 19 Class 3 properties. It is difficult to project what the assessed value and corresponding taxes of these properties would be.

Provincial Partnership in Municipal Upgrades

In many instances when City infrastructure is being revitalized, such as work recently completed on the Victoria Street West corridor, partnerships with Crown agencies or private companies result in increased costs to the City. Many of these agencies benefit from activities like installing infrastructure underground instead of maintaining it overhead or relocating their infrastructure to provide easier access. In many of these situations, there is no fair consideration of the value the third party provides. In these situations, the City identifies an overall fully funded budget to deliver the project uninterrupted.

This situation also exists when Crown agencies upgrade their infrastructure and restore the location. However, rather than restoring the area to a preferred standard, these agencies restore to a like-for-like deliverable instead. For example, instead of installing curb, gutter and sidewalk to current design standards, they replace it to the same standard curb as the existing outdated infrastructure.

Emerging Services

Implementation of Surrey Policing Service

Kamloops is a large municipality in relation to the surrounding communities and as a result, the city has the largest comparative contingent of RCMP members in the Thompson region. This allows for additional specialty members, such as a dog team, identification and forensic specialists, and emergency response team members. The Kamloops RCMP Detachment also has two provincially funded forensic members.

These specialty members are expected to cover the entire Thompson region and are often tasked outside the community to support smaller municipalities and rural areas. There is currently no cost-sharing initiative to support this central resource, so the City bears an outsized portion of the carrying costs for these shared resources.

The City of Surrey is transitioning from the RCMP to a municipal police force. Surrey has had the largest RCMP contingent in the province, so its departure will have a significant, although currently unknown, impact on ongoing operations. For example, ticket revenue for the province is pooled and paid to member communities through a pro-rata allocation based on member full-time equivalents. Surrey's pending transition from the RCMP will decrease the RCMP's total full-time equivalents and likely reduce the total ticket revenue collected and distributed. The City has already experienced a \$100,000–\$150,000 per year reduction in ticket revenue.

On the contract cost side, the impacts of Surrey's departure on divisional overhead, recruitment, and training expenses remain unknown. These costs are also allocated based on the full-time equivalents model, with an expectation that with fewer province-wide full-time equivalents to allocate against, the City would see an increase in the cost per member.

Future Impacts

Orphan Dikes

During flooding, mainly in the 1970s, many dikes were constructed on an emergency basis and not to applicable standards. Responsibility for these dikes was never established, and they became known as orphan dikes. In 2020, the Province contracted a consultant to assess all orphan dikes in BC.

The estimated cost to upgrade the orphan dikes within Kamloops' jurisdiction was \$115 million. We can assume that the cost has drastically increased with the inflation of construction services. If the Province continues with the strategy of assigning responsibility for orphan dikes to local governments, the cost and liability of this assignment would be immense.

Dams (Inherited)

During its amalgamation, the City of Kamloops inherited several small dams operated by the BC Fruitlands Irrigation District. The City has never used or operated these dams but is responsible for their liability.

The current cost estimate for decommissioning these dams is \$5 million, and this estimate is included in both the 2027 and 2028 water utility capital budgets. There are ongoing discussions with the Province and Tk'emlúps te Secwépemc to find more cost-effective and less environmentally disruptive options.

Childcare

As the demand on working parents increases, local governments have started to be drawn into the area of childcare. As Kamloops continues to grow, there is a need to support current municipal employees, other residents, and future residents. This concern may materialize in several ways. Subsidized childcare services may be provided, property or venues may be identified and provided, or local government may take on the responsibility of filling the gaps in the marketplace. Any costs associated with childcare are unknown until the details and nature of the programs and responsibilities are known.

With the ChildCareBC New Spaces Fund, 100% of project costs are covered if the applicant and landowner is a local government, Indigenous organization or governing entity, or a public body such as a health authority, board of education, post-secondary institution, or Crown Corporation. However, only 90% of project costs are covered if the applicant and landowner is a non-profit entity or independent school. This places additional pressure on the City to sponsor applications and provide land.

Sustainability

In March 2021, the Province redefined and introduced new 2030 emissions targets within four target sectors to meet provincial greenhouse gas targets. Many of these targets transcend the service activities of the municipality.

These changes to the provincial emissions targets align with the federal 2030 Emissions Reduction Plan. The plan reflects input from provinces, territories, Indigenous Peoples, the Net-Zero Advisory Body, and interested Canadians on what is needed to reach Canada's more ambitious climate target of 40%–45% emissions reductions by 2030.

In October 2023, amendments to the *Zero-Emission Vehicles Act* implemented accelerated sales targets for new light-duty vehicles sold in BC, which were initially announced in the CleanBC Roadmap to 2030, so that 26% of light-duty (cars and trucks) vehicle sales in the province are zero-emission vehicles, 90% by 2030, and 100% by 2035.

The *Canadian Net-Zero Emissions Accountability Act* sets out Canada’s commitment to achieving net-zero emissions by 2050. The act ensures transparency and accountability as the government works to deliver on its targets and requires public participation and independent advice to guide the Government of Canada’s efforts.

While there are currently revenue streams providing funding to either the federal or provincial governments through the carbon tax, the level of revenues that are anticipated to be collected is greatly outpacing the amount of funding being provided back to local governments to support the implementation of these program and help achieve the emissions targets. This shortfall in funding is going to be required to meet the targets, and unless there is a change in the funding allocation from higher levels of government, it is going to fall on the local governments to identify funding opportunities.

BC Carbon Tax

In 2024, the BC carbon tax as a component to consumable fuels is expected to increase to \$0.1761 per litre for gasoline and \$0.1525 per m³ of natural gas consumption. Under the current government, this form of taxation is expected to triple by 2030. For this impact, average consumption volume has been kept flat to show the impacts of the change in the carbon tax on operations.

BC Carbon Tax Rates

	2024	2025	2026	2027	2028
Gasoline \$/L	0.1761	0.2091	0.2422	0.2752	0.3082
Diesel \$/L	0.2074	0.2462	0.2851	0.3239	0.3628
Natural Gas \$/GJ	4.0951	4.8631	5.6311	6.3991	7.1671

BC Carbon Tax Cost on Operations

	Estimated Volumes	2024	2025	2026	2027	2028
Gasoline L	400,000	\$70,440	\$83,640	\$96,880	\$110,080	\$123,280
Diesel L	905,000	\$187,697	\$222,811	\$258,016	\$293,170	\$328,325
Natural Gas GJ	84,378	\$336,324	\$399,398	\$462,473	\$525,548	\$588,622
Total Carbon Tax Estimate		\$664,901	\$789,489	\$914,248	\$1,038,878	\$1,163,507

Occupational First Aid

The requirement for the number of staff trained in Level 1 and Level 2 first aid will change at the end of 2024. This change will require the City to train more staff in Level 1 first aid. In 2024,

there are 16 first aid courses scheduled, each costing \$1,200, for a total of \$19,200. The training requirements will continue in future years.

Future Impacts	
Summary of Potential Costs	
Orphan Dikes	\$115,000,000
Dams	\$5,000,000
BC Carbon Tax	\$2,194,548
First Aid	\$19,200
Total	\$122,213,748

SUMMARY

Policy changes at both senior levels of government over the past five years have resulted in many impacts on local governments. In addition to these changes, the overall social and economic environments have added new challenges that are needing to be addressed by local governments. In some situations, the relationship between cause and effect is apparent and obvious, while in other situations, the impact is more challenging to identify and quantify.

As local government service delivery is placed on the front line to address the community’s concerns, municipalities must find ways to meet new or changed regulatory requirements and address the growing gaps in services of other levels of government.

The following table summarizes the costs for each impact area from higher-level government policy changes or the expanded role that the City has had to undertake. The costs that the City has been able to quantify are included; however, as noted throughout the report, many significant impacts are not possible to quantify.

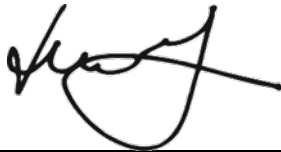
Identified Costs	
Gaps in Service Delivery	\$3,811,000
Senior Government Services Shortfalls	\$3,454,000
Legislative and Regulatory Framework	\$5,863,017
Property Taxation Policy and Partnering	Unknown
Emerging Service	Unknown
Future Impacts	\$122,213,748
Total	\$135,341,765

These costs have created and are likely going to continue to create an ongoing financial challenge for the City and provide opportunities to build partnerships with senior government to

explore improved co-operation and coordination and expand access to funding provide stable and predictable funding solution that does not lie solely on the municipal tax-payer.



D. Hallinan, FCPA, FCMA
Corporate Services Director



Approved for Council

DR/kjm

Concurrence: J. Luison, Civic Operations Assistant
Director
C. Mazzotta, MA, Assistant Community and
Culture Director
M. Kwiatkowski, P. Eng. Development,
Engineering and Sustainability Director

Author: D. Rutsatz, CPA, CGA, Financial Planning
and Procurement Manager

Reviewed by: L. Hill, BCom, CPA, CMA, Financial
Services Manager
M. Helfrich, CPA, CA, Business Operations
Manager



June 6, 2024

Mayor and Council
City of Salmon Arm
500 - 2 Avenue NE, P.O. Box 40,
Salmon Arm, BC, V1E 4N2

Dear Mayor and Council,

Re: Invitation to the 11th Annual Resource Breakfast Series – September 17, 18, 19, 2024

It is my pleasure to invite you to the 11th Annual Resource Breakfast Series scheduled for September 17, 18, and 19, 2024 at the Terminal City Club in Vancouver, BC. The Resource Breakfast Series promises an exceptional experience, bringing together Resource Ministers, Local Government Representatives, and natural resource sector leaders for insightful discussions on the latest news, advancements, and future strategies in BC's natural resource sectors.

Event Details:

Date:	September 17, 18, and 19	Location:	Terminal City Club, Vancouver
Time:	7:00 – 8:30 am	Dress Code:	Business Casual
Style:	Plated Breakfast	Price:	\$31.00 + tax per breakfast

Registration: <https://www.eventbrite.ca/e/11th-annual-resource-breakfast-series-tickets-866938184447>

Continuing its tradition of fostering a welcoming atmosphere, the annual Resource Breakfast Series remains a cornerstone event, facilitating meaningful exchanges. Through engaging presentations, attendees will gain valuable insights into the newest resource initiatives and developments. Speaker announcements to follow shortly.

This exclusive event is reserved for elected officials and sponsoring companies, ensuring a focused and intimate atmosphere for meaningful discussions. While the series operates independently from the UBCM convention, it provides a platform for Local Area Government, Provincial Government officials, and invited sponsors to engage in insightful conversations about BC's natural resource sector. General tickets are not available for purchase.

We look forward to seeing you at the 11th Annual Resource Breakfast Series. Please reach out to events@c3alliance.ca if you have any questions.

Sincerely,

Sarah Weber, P.Geo., MBA
President & CEO, C3 Alliance



BRITISH COLUMBIA

June 14, 2024

Ref. 68598

Dear Mayors and Chairs:

As you know, last fall, we passed legislation requiring local governments to update their zoning bylaws to make it easier to build Small Scale Multi-Unit Housing (SSMUH), like town homes, multiplexes, and laneway houses. These changes support our government's work to tackle the housing crisis and build more homes faster. We know local governments in BC have been working hard to comply.

I would like to remind you that the deadline for local governments to amend their zoning bylaws to comply with the new SSMUH requirements is fast approaching. All local governments are required to notify the Minister of Housing that they have amended their bylaws in accordance with the SSMUH requirements in Bill 44: *Housing Statutes (Residential Development) Amendment Act, 2023*, legislation by June 30, 2024. Direction on notification can be found on the Ministry website [here](#).

While the compliance date for zoning bylaw amendments is June 30, 2024, the requirements must be applied to all zones that met the definition in the legislation of a restricted zone on the date the legislation came into force, which was December 7, 2023. In preparing, amending, or adopting a zoning bylaw to permit the use and density required by the SSMUH legislation, a local government must consider any applicable guidelines for SSMUH, including the Provincial Policy Manual and Site Standards and any subsequent policy bulletins issued by the Province. These guidelines were developed to ensure that SSMU projects are viable so more homes will be available in our communities for people. Current and future resources can be found online at: [Local government housing initiatives - Province of British Columbia](#). Of note, the legislation also states that local governments must not unreasonably prohibit or restrict the use or density of use required by Bill 44 for SSMUH.

.../2

I would also like to remind you that the Province encourages local governments to allow for strata-titled SSMUH at every opportunity. This will increase opportunities for home ownership while still adding to the supply of rental housing in the secondary rental market.

Similarly, policy recommendations for parking contained in the [Provincial Policy Manual and Site Standards](#) highlight the influence of onsite vehicular parking requirements on the viability of SSMUH housing forms. Local governments should seek to minimize parking requirements when updating their zoning bylaws, and where appropriate, consider removing parking requirements for residential zones altogether.

Finally, if you have applied for an extension to the compliance date for the SSMUH requirements, please be assured the Ministry of Housing is processing applications, and decisions will be communicated as they are made. Local governments that have applied for an extension for part of their community are still required to adopt an amended zoning bylaw for all areas for which they have not requested an extension by June 30, 2024.

I look forward to our continued work together to ensure that all British Columbians have access to the homes that they need.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ravi Kahlon', with a stylized, cursive flourish.

Ravi Kahlon
Minister of Housing

pc: Chief Administrative Officers
City Managers



June 19, 2024

Mayor and Council, City of Salmon Arm;

The following information is time sensitive and we appreciate the addition of this package to the Council in their June package. Our apologies for the very short timeframe. Community Futures Shuswap is vying to be one of 15 communities in Canada to offer a Rural Community Immigration Pilot program building on the success of the last two year pilot in our region.

I have taken the liberty to provide history, results and our request for funding and a letter of support (template attached). We must submit our application by June 28th. Thank you in advance for your assistance in obtaining this beneficial program for our region.

Rural and Northern Immigration program of North Okanagan Shuswap

The Rural and Northern Immigration Pilot (RNIP) is a community-driven program designed to spread the benefits of economic immigration to rural communities by creating a path to permanent residence for skilled foreign workers who want to work and live in the regions. The Pilot supports immigration into rural communities and matches new immigrants with permanent full time job vacancies while promoting a welcoming community and connecting newcomers to members of the community and settlement services.

History

Established in late 2019 by the Community Futures North Okanagan in response to an Expression of Interest from the Ministry of Immigration, Refugees, Citizenship. (IRCC) The North Okanagan was chosen to be one of 11 communities in all Canada to pilot this program. The Shuswap was added in 2022. The pilot has been so successful, IRCC extended the program deadline to July 31st.

The communities determined what skills their businesses could not find amongst Canadians and then assisted qualified companies and skilled workers to exchange offers of employment. The focus is on immigrants that will stay in the community long term and contribute to the mosaic and culture. The Community Recommendation enabled the immigrants and their immediate families to apply for Permanent Residency. We work closely with immigration, family and employment services to welcome and support these families when they arrive.

The Shuswap area within this program included Salmon Arm, Chase, Sicamous, Area C, G and D. The program processed the last application within this pilot the week ending June 14th.

The project has far exceeded its milestones, has met all budgetary and reporting requirements and has had a strong impact on the local labour crisis in the region.



In the past 20 months within Salmon Arm and just the partial Shuswap region, RNIP has supported 108 immigrants and 53 companies found the workers they needed. 91 workers live and work in Salmon Arm with their families. The program overall (North Okanagan/Shuswap) has issued 1034 Recommendations to immigrants, who along with their families have settled here and 507 companies found the workers they needed. All in 5 years and during Co-vid. Here is the link to our website;

[Home - RNIP North Okanagan Shuswap](#)

The accompanying family of the RNIP applicants create a secondary labour pool for many regional employers experiencing labour shortages further assisting with local workforce gaps. 54 accompanying spouses and 20 children have been part of RNIP in the greater Salmon Arm area.

Who Benefits

The results of this program are direct, immediate and the intent is purely to assist local companies to grow, expand or maintain their business. It is measurable; we can see monthly which employer, community and job skill has been satisfied. We have a proven track record of exceeding the program goals with experienced staff.

Attached is a sample of the skilled jobs our program has helped to provide in the most recent months.

Immediacy

The pilot has ended, IRCC has issued an Expression of Interest for a new pilot to begin this fall. We have until **June 28** to respond. We must identify funding support for the next 3 years to continue. IRCC does not fund the community operations. Fee for service is not part of the model. The past two years were funded by Community Futures and it's Western Canadian Economic Development (Pacific Can) partners as well as the Province of B.C. and the Salmon Arm Economic Development. Also the Ministry of Poverty Reduction and Social Development and ETSI-BC.

There is no funding available from the Province, ETSI-BC or PacificCan (Federal) going forward.

The new pilot will allow us to expand our boundaries to include Areas C, D, E, F and G. We have employers banking on this program continuing in this expanded boundary who cannot find Canadians to fill or stay in their advertised positions.

We will meld our application with the North Okanagan Community Futures for a stronger application to IRCC demonstrating a strong, well supported geographic region with many small towns, villages and communities represented. Each Community Future region must find it's own funding.

The rigorous competition requires we show not only financial support, but supports for immigrants upon their arrival such as suitable housing, healthcare and social services like SISS. We think of it as the



“Community Hug” that begins with approving the Recommendation, on the ground knowledge from our staff, working for vetted and trained employers. As well as other supports and friendships through SISS. The successful 15 RCIP projects must demonstrate this level of commitment from the region in our application.

Request

We anticipate funding partners for RCIP Shuswap to include SAEDS, SEDS, CSRD, City of Salmon Arm and Community Futures Shuswap. We are making these asks simultaneously and quickly. Our total annual cash budget requirement is \$67,500 and our ask of the City of Salmon Arm will be \$25,000 annually for 3 years. The program budget is \$113,500 both cash and in kind contributions.

We need two things from Council.

1. An annual commitment of \$25,000 for three years and/or
2. A letter of support for the application to be a RCIP community

The RCIP Shuswap Budget breakdown is attached.

Thank you for your consideration of our request to benefit local companies.

Caroline Grover

Coordinator

Rural and Northern Immigration Pilot Project
Community Futures Shuswap
Salmon Arm & Shuswap, British Columbia, Canada
<https://rnipnorthokanaganshuswap.ca/>
T: 250-803-0156 Ext. 104
E: cgrover@futureshuswap.com

Attachments: Template for Support Letter for RCIP
 Budget RCIP Shuswap
 Jobs/Industry sector satisfied in RNIP



Industry Sectors and Jobs

A sampling of 75 jobs filled in the past 11 months;

Food Services; chefs, cooks, food production	11 jobs
Accounting and Administration	14 job
Hospitality	7 jobs
Managers; restaurant, hotel, retail	7 jobs
Residential Support Workers	5 jobs
Early Childhood Educators	5 jobs
Healthcare and Pharmacists	5 jobs
Construction and Trades, Engineers	8 jobs

And a variety of other jobs in forestry, warehousing, delivery and more

Budget RCIP Annually

Item -	Total Annual in kind	Cash Needs	Funded by
Office rent, communications, stationery and equipment	36,000		CF Shuswap
Office Admin Support	10,000		CF
Co-ordinator Wage & employment costs (22 hour/wk)		50,000	*
Mileage and Incidentals		8,500	*
Marketing		6,500	*
Tracking Software	3,600		CF
Contingency		2,500	
TOTAL	46,000	67,500	113,500

* Requests: CF Shuswap 15,000 cash, City SA 25,000, CSRD 20,000, SAEDS 2,500, SEDS 5,000 for a total of \$67,500

Based on 10 applicants per month x 12 months is 120 immigrants annually.
Based on initial pilot we anticipate 60% will be Salmon Arm businesses or 72 jobs filled annually.

Your Logo HERE

DATE:

RE: Application for the Rural Community Immigration Pilot

To Whom It May Concern;

On behalf of (Your Organization), I am pleased to offer a letter of support for the new application for the Rural Community Immigration Pilot in the Shuswap North Okanagan region. The program goals of strengthening the local economy and supporting the development of the workforce align with the economic goals in the Shuswap region.

The region has been challenged with attracting and retaining a stable workforce due to circumstances including attrition due to above average rates of retirement, the rural location and growing competition for skilled labour. We believe this new Pilot would assist with not only filling gaps in the labour market, but will enhance the area with new immigrants who contribute in many ways to the social and cultural fabric of our community. The results of the RNIP pilot just ended have been impressive and has benefited our region tremendously in terms of filling open jobs, allowing companies to grow with the skilled, reliable immigrants and introduced companies to the benefits of immigration. All with local support on the ground from RNIP staff who knows our local market conditions.

The community has support systems in place to welcome and assist newcomers to settle in the region. These services will connect foreign nationals to community resources, orient them to the Shuswap area, provide language services as well as housing supports.

(Your Organization) fully supports the efforts of Community Future Shuswap to be awarded and manage the Rural Community Immigration Pilot based on their strong results with RNIP and their partnerships with other organizations in order to make the Pilot a success.

We commit to funding this program in part annually as a partner and will assist to market this pilot to our business community.

Sincerely,

Signature

Name, Organization, Role