

**City of Salmon Arm
Regular Council Meeting**

Monday, July 8, 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)(d) the security of the property 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.
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 24, 2024 4 - 13
 Motion for Consideration
 THAT: the Regular Council Meeting Minutes of June 24, 2024 be adopted as circulated.
7. **COMMITTEE REPORTS**
 - 7.1 Development and Planning Services Committee Meeting Minutes of July 2, 2024 14 - 16
 - 7.2 Shuswap Regional Airport Operations Committee Meeting Minutes of June 19, 2024 17 - 20
 - 7.3 Downtown Parking Commission Meeting Minutes of June 18, 2024 21 - 24
8. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
9. **STAFF REPORTS**
 - 9.1 Planner - Non-Farm Use File No. ALC-425 (ALC Application ID: 100696) 25 - 50

Legal: Lot 5, Section 8, Township 20, Range 9, W6M, KDYD, Plan 1853,
Except Plan H251
Civic: 1831 Highway 97B SE
Owner: Noelle Anderson
Agent: Trevor Harrison

Motion for Consideration

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

- 9.2 Manager of Roads & Parks – Purchase Recommendation - Front Wheel Loader Replacement 51 - 52

Motion for Consideration

THAT: Council approve the purchase for the replacement of Unit #79, Front Wheel Loader from Westerra Equipment for the quoted amount of \$328,060.00 plus taxes as applicable.

- 9.3 Director of Engineering and Public Works – Renewal of Recycle Coach Web and Mobile App 53 - 55

Motion for Consideration

THAT: Council authorize the Mayor and Corporate Officer to execute the agreement with Municipal Media Inc. (d/b/a Recycle Coach) for the Recycle Coach residential waste management web and mobile app for the term August 1, 2024 to December 31, 2027.

10. INTRODUCTION OF BYLAWS

- 10.1 Zoning Amendment Bylaw No. 4666 (ZON-1295) Text Amendment 56 - 61

Motion for Consideration

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4666 be read a first and second time.

- 10.2 Fee for Service Amendment Bylaw No. 4667 62 - 72

Motion for Consideration

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4667 be read a first, second and third time.

11. RECONSIDERATION OF BYLAWS

12. CORRESPONDENCE

- 12.1 Informational Correspondence
- 12.1.1 Calendar of Events 73 - 73
 - 12.1.2 Building Department - Statistics (June) and Permits (Yearly) 74 - 75
 - 12.1.3 S. Williamson - Email dated June 29, 2024 - Transit Fare Evasions 76 - 76
 - 12.1.4 D. Grout - Email dated June 30, 2024 - Canada Day 77 - 77
 - 12.1.5 D. and L. Wilkinson - Email dated June 23, 2024 - Memorial Arena Replacement 78 - 79
 - 12.1.6 J. Broadwell, Manager, Downtown Salmon Arm - Letter dated June 19, 2024
City of Salmon Arm Cafe Patio Extension Policy 80 - 81
 - 12.1.7 MIABC Voting Delegate 82 - 83

- 13. NEW BUSINESS**
- 14. PRESENTATIONS**
 - 14.1 Presentation 3:45-4:15 (approximately) 84 - 105
C. Simms, Executive Director
Clinical Operations North Okanagan & Emergency Services Network
Interior Health: North Okanagan / Salmon Arm Health Services
 - 14.2 Presentation 4:15-4:30 (approximately) 106 - 107
B. Christensen, General Manager, Salmon Arm Silverbacks
Request for MRDT Funding for BCHL All Star Weekend
- 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 24, 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: Director of Engineering & Public Works R. Niewenhuizen
Chief Financial Officer C. Van de Cappelle
Director of Planning and Community Services G. Buxton
Corporate Officer R. West
Deputy Corporate Officer B. Puddifant

Other Staff Present: Fire Chief B. Shirley; Planner A. Jeffery; Manager of Planning & Building M. Smyrl; Senior Planner C. Larson; Manager of Roads & Parks D. Gerow

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

Moved by: Councillor Cannon
Seconded by: Councillor Flynn

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (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.

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 Lindgren

Seconded by: Councillor Cannon

THAT: the Agenda be adopted as presented.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Councillor Wallace Richmond declared a conflict of interest relating to Item 14.1 - Rural and Northern Immigration Program of North Okanagan Shuswap - as Community Futures is a client of her business.

Councillor Gonella declared a conflict of interest relating to Item 9.10 - Council Appointment to the Public Art Advisory Committee - as an applicant is an employee of the Salmon Arm Folk Music Society.

Councillor Gonella declared a conflict of interest relating to Item 14.1 - Rural and Northern Immigration Program of North Okanagan Shuswap - as R. Marshall is a Board Director for Councillor Gonella's employer, the Salmon Arm Folk Music Society.

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of June 10, 2024

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Cannon

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

Carried Unanimously

7. COMMITTEE REPORTS

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

7.2 Agricultural Advisory Committee Meeting Minutes of June 12, 2024

7.3 Community Heritage Commission Meeting Minutes of May 6, 2024

7.4 Environmental Advisory Committee Meeting Minutes of June 11, 2024

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

9.1 Director of Planning & Community Services - 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 Flynn

Seconded by: Councillor Lindgren

THAT: Agricultural Land Commission Application No. 424 be authorized for
submission to the Agricultural Land Commission.

Carried Unanimously

Amendment:

Moved by: Mayor Harrison

Seconded by: Councillor Cannon

THAT: Council include the following comments in the submission to the
Agricultural Land Commission (ALC):

- ALC conduct a site visit and contact neighbouring property owners for
input prior to making a decision.

Carried Unanimously

9.2 Senior Planner - 2023 Local Government Climate Action Program Survey

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

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.

Carried Unanimously

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

Moved by: Councillor Flynn

Seconded by: Councillor Cannon

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.

Carried Unanimously

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

Moved by: Councillor Gonella

Seconded by: Councillor Cannon

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.

Carried Unanimously

9.5 Corporate Officer – 2023 Annual Report

Moved by: Councillor Lavery

Seconded by: Councillor Gonella

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

Carried Unanimously

9.6 Director of Engineering & Public Works – Optiview UVT Sensor Replacement - Water Treatment Plant

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

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.

Carried Unanimously

9.7 Chief Administrative Officer – School District #83 Field Use Agreement for Jackson Fields

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

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.

Carried Unanimously

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

Moved by: Councillor Flynn

Seconded by: Councillor Lindgren

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.

Carried Unanimously

14. PRESENTATIONS

The meeting recessed at 3:55 p.m.

Councillor Wallace Richmond left the meeting at 3:55 p.m.

The meeting reconvened at 4:03 p.m.

Councillor Gonella declared a conflict and left the meeting at 4:03 p.m.

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

Rob Marshall, Executive Director, Community Futures and C. Grover, Co-ordinator for the Shuswap of The Rural and Northern Immigration Pilot, provided an overview of the Rural and Northern Immigration Program of North Okanagan Shuswap and were available to answer questions from Council.

Moved by: Councillor Lavery

Seconded by: Councillor Flynn

THAT: Council provide a letter of support for Community Futures Shuswap's application to offer a rural community immigration pilot program in the Shuswap North Okanagan region.

Carried Unanimously

9. STAFF REPORTS

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

Councillor Gonella returned to the meeting at 4:46 p.m.

After moving the motion, Councillor Cannon declared a conflict of interest as her daughter is a board member of the Shuswap Immigration Society. Councillor Cannon left the meeting at 4:48 p.m. and prior to the presiding member putting the matter to a vote.

Councillor Wallace Richmond returned to the meeting at 4:49 p.m.

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

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.

Carried Unanimously

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

Councillor Cannon returned to the meeting at 4:49 p.m.

Councillor Gonella declared a conflict and left the meeting at 4:49 p.m.

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

THAT: Council appoint Sara Wiens, Ian McTavish and Althea Mongerson as Citizens-at-Large to the Public Art Advisory Committee for a two-year term starting September, 2024.

Carried Unanimously

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

Councillor Gonella returned to the meeting at 4:51 p.m.

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lavery

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.

Carried Unanimously

10. INTRODUCTION OF BYLAWS

11. RECONSIDERATION OF BYLAWS

11.1 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 Cannon

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.

Carried Unanimously

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

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

Councillor Wallace Richmond declared a conflict of interest as the applicant is employed by a client of her business and left the meeting at 5:02 p.m.

Moved by: Councillor Gonella
Seconded by: Councillor Flynn

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4665 be read a final time.

Carried Unanimously

11.3 Development Procedure Bylaw No. 4640

Councillor Wallace Richmond returned to the meeting at 5:03 p.m.

Moved by: Councillor Flynn
Seconded by: Councillor Cannon

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

Carried Unanimously

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

R-10 Zone

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

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

Carried Unanimously

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

Moved by: Councillor Lindgren

Seconded by: Councillor Lavery

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

Carried Unanimously

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

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

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Flynn

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

Carried Unanimously

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

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

Moved by: Councillor Lavery

Seconded by: Councillor Lindgren

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

Carried Unanimously

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

SSMUH

R-11 and R-14 Zones

Moved by: Councillor Flynn
Seconded by: Councillor Gonella

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

Carried Unanimously

12. CORRESPONDENCE

12.1 Informational Correspondence

12.1.3 D. Collinson - Email dated June 4, 2024 - Sanitary Extension to Highway 1 in Canoe

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: the request for a Sanitary Extension to Highway 1 in Canoe be included as a specific referral for budget consideration.

Carried Unanimously

13. NEW BUSINESS

15. COUNCIL STATEMENTS

Moved by: Mayor Harrison
Seconded by: Councillor Cannon

THAT: Council approve the cost of entry and candy from Council initiatives in an amount up to \$450 for the purpose of Council members participating in the 2024 Fair Parade on August 24, 2024.

Carried Unanimously

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

There being no further business on the agenda, the meeting adjourned at 5:21 p.m.

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

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

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

ABSENT: Mayor A. Harrison

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Planning & Community Services G. Buxton
Deputy Corporate Officer B. Puddifant
Corporate Officer R. West
Manager of Planning & Building M. Smyrl
Planner, A. Jeffrey

1. CALL TO ORDER

Chair Councillor Gonella 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

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of June 17, 2024 be approved.

Carried Unanimously

5. DISCLOSURE OF INTEREST

6. REPORTS

6.1 Zoning Bylaw Amendment Application No. ZON-1295

Text Amendment

Moved by: Councillor Flynn

Seconded by: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared that amends Zoning Bylaw No. 2303 to address housekeeping amendments as follows:

- i. Add definitions for “*Conservation Area*” and “*Emergency Civic Use*”;
- ii. Modernize section 3.7 Penalty and Enforcement;
- iii. Adding a section for Uses Permitted in all Zones, that includes the following:

public use, public utility, emergency civic use, shelter use, conservation area and park use

- iv. Add required visitor/guest parking for multi-family dwellings, 1 per every 10 dwellings or portion thereof.

Carried Unanimously

6.2 Non-Farm Use File No. ALC-425 (ALC Application ID: 100696)

Legal: Lot 5, Section 8, Township 20, Range 9, W6M, KDYD, Plan 1853, Except Plan H251

Civic: 1831 Highway 97B SE

Owner: Noelle Anderson

Agent: Trevor Harrison

N. Anderson, the applicant, was available to answer questions from the Committee.

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-425 be authorized for submission to the Agricultural Land Commission.

Carried Unanimously

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

There being no further business on the agenda, the meeting adjourned at 8:11 a.m.

MAYOR, A. HARRISON

CITY OF SALMON ARM

Minutes of the **Shuswap Regional Airport Operations Committee** Meeting held in Room 100 at City Hall, Salmon Arm, BC on **Wednesday, June 19, 2024** at 3:00 p.m.

PRESENT:

Rhona Martin
John McDermott
Hammy McClymont
Doug Pearce
Sarah Langlois
Jayden Blower
Rob Niewenhuizen
Darin Gerow

CSRD
Lakeland Ultralights/Hangar Owner
Pilot/Hangar Owner
Salmon Arm Flying Club
NOVA/Skydive Salmon Arm
Airport Manager
City staff, Director of Engineering & Public Works
City staff, Manager of Roads & Parks

ABSENT:

Louise Wallace Richmond
Mark Olson
Steve Genn
Gord Newnes
Kent Milley
Jeremy Neufeld

City Councillor
Pilot/Hangar Owner
Salmon Arm Flying Club
Pilot/Hanger Owner
KS2 Management Ltd
RAP Attack

The meeting was called to order at 3:00 p.m. chaired by Rob Niewenhuizen.

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 of Agenda and Additional Items**

Moved: Doug Pearce

Seconded: Rhona Martin

THAT: the Shuswap Regional Airport Operations Committee Meeting Agenda of June 19, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

4. **Approval of Minutes of March 20, 2024 Shuswap Regional Airport Operations Committee Meeting**

Moved: Jayden Blower

Seconded: Doug Pearce

THAT: the minutes of the Shuswap Regional Airport Operations Committee Meeting of March 20, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

5. Approval of Minutes of June 11, 2024 Shuswap Regional Airport Safety Committee Meeting

Moved: Jayden Blower

Seconded: Doug Pearce

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of June 11, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

6. Airport Managers Update

- Annual maintenance to fuel facility is complete, this included tank and filter cleaning.
- Gate issues, breaker trips, City staff are looking into what is required for the repair
- The landscaping in the tie-down area is growing well and has cut down on the dust
- Flying Club completed some renovations to the terminal building. New laminate flooring and entrance door.
- NOVA complete some renovations to their office area in the terminal building,
- Asphalt along the north side of the terminal building parking lot is breaking up, City staff have been notified,
- City staff checked the perimeter fencing, some minor repair will be facilitated this fall,
- Some brushing and clearing has been completed in the OLS areas, additional work to be completed this fall,
- Tie-down area rehabilitation is finished and the grass is taking well.
- Summer traffic is up, lots of training at RAP Attack
- Wildlife issues; marmots are digging around the gas shack and in the field,
- Jayden attended an aviation fuel handling & quality control seminar in Vancouver.
- Proposal to install a fuel sales signage board adjacent to Taxiway Charlie. Pricing will be obtained; if budget is available, the signage will be purchased and installed this year.

7. Old Business / Arising from minutes

- a) RCMP – Tactical Vehicle Training
 - Rescheduled to the early fall
 - Tabled until further information is received from RCMP
- c) Wildlife Management Plan
 - Received a preliminary update memo from the Jeremy Ayott, plan will be finalized and reviewed by Airport manager and City Staff.
- d) 2024 May 16-20 Skydiving Boogie Event – review
 - Successful event, approx. 120 attendees and 600 jumps

- Event debrief with NOVA and Airport Management, only a few items to tweak for the scheduled September event
- Received MRDT funding for the event
- Canada Day skydiving skills event, smaller scale

8. New Business

a) NOVA request

- Improvements to area under the terminal building deck, install concrete pad or gravel,
- NOVA to discuss plan with Airport manager and City staff,
- Ensure that no underground utilities are covered by improvements.

a) 2024 Budget Update

a. Major Maintenance

- i. Fencing (CF),
 - City staff will repair an gap under the fence adjacent to the land fill,
- ii. Runway OLS Area Maintenance
 - Work will be scheduled for this fall
- iii. Hazard & Obstruction Beacon Electrical Repairs
 - RFP is being prepared and will be issued this summer, work is anticipated to commence later this summer
- iv. Weather Station (CF)
 - A contractor and material (fibre cable) have been secured work will be scheduled shortly,
- v. Tie Down Area Rehabilitation
 - Complete
- vi. Runway Brushing
 - Some work was completed this spring, additional work will be done this fall

b. Capital

- i. Gas Shack Replacement/Renovation (CF)
- ii. Runway Paving (BC Air Access Program CF)
 - Quotes for the installation of thermos plastic line work have been received and are being evaluated. Line work will be scheduled for later this summer
- iii. Electrical Service - Future lease lots
 - Engineering staff will be looking into this project in the fall

9. Other Business &/or Roundtable Updates

- a) Upcoming events - Aug 29 - Sept 2 Skydiving Boogie
 - NOVA is proposing to have an exhibition jump at Canoe Beach,

- Possibly three or four loads (16 jumpers) from their Cessna 182, approx. a 2.5 – 3 hour period,
- Only the most experienced jumpers will participate,
- Proper liability insurance will be in place,
- The City's risk management committee has forwarded this request to MIABC for review,
- NOVA to provide a more comprehensive even & safety plan to the City for review
- Comment from the committee, that both the Airport (CZAM) 122.9 and the on route 126.7 frequencies should be monitored during the event.

10. Next meeting – September 18, 2024

11. Adjournment

Moved: Rhona Martin

Seconded: Darin Gerow

THAT: the Shuswap Regional Airport Operations Committee Meeting of March 20, 2024 be adjourned.

The meeting adjourned at 4:00 p.m.

"R. NIEWENHUIZEN"

Rob Niewenhuizen
Director of Engineering & Public Works

Minutes received as information by Council
on the __ day of July, 2024

CITY OF SALMON ARM

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall and by electronic means on **Tuesday, June 18, 2024.**

PRESENT:

Candice Benner	DSA Representative, Chair
Tim Lavery	Councillor, City of Salmon Arm
Bill Laird	Member at Large
Vic Hamilton	Member at Large
Gerald Forman	DSA Representative
Claire Askew	DSA Representative
Morgen Matheson	DSA Representative
Rob Niewenhuizen	Director of Engineering & Public Works
Gary Buxton	Director of Planning & Community Services
Jenn Wilson	City Engineer
Travis Bartsch	City Bylaw Officer

ABSENT:

Regan Ready	Member at Large
Cathy Ingebrigston	Member at Large

GUEST:

The meeting was called to order at 8:02 a.m. by Chair, Candice Benner.

1. INTRODUCTIONS AND WELCOME

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. PRESENTATIONS:

No presentations.

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

Moved: Vic Hamilton

Seconded: Morgan Matheson

THAT: the Downtown Parking Commission Meeting Agenda of June 18, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

5. **APPROVAL OF MINUTES FROM MAY 28, 2024**

Moved: Vic Hamilton

Seconded: Morgan Matheson

THAT: the Minutes of the May 28, 2024 Downtown Parking Commission Meeting be approved.

CARRIED UNANIMOUSLY

6. **OLD BUSINESS ARISING FROM MINUTES**

- a) Conflict of interest – tabled from May 28, 2024 meeting
- Rob Niewenhuizen provided a briefing of the Committee Member Code of Conflict document.
 - Group discussion:
 - Concern was raised in regard to a perceived lack of process on how the Commission may have decided on previous matters, such as:
 - Placement of parking meters on the perimeter of the downtown core,
 - Decision against conducting a new parking survey,
 - Commission has been in place for a number of years and newer members may not have a full understanding of the decision making process to date.
 - New members may benefit from being provided the Terms of Reference to aid in on-boarding.
 - A copy of the DPC Establishment Bylaw 1844 will be provided. The Bylaw outlines the commission member duties and responsibilities.
- b) Downtown Parking Plan – Section 7.0 Bylaws and Policies – tabled from May 28, 2024 meeting
- Tabled to July meeting.

7. **NEW BUSINESS**

a) Second Harvest Food Bank parking pass request.

- As a result of client growth, additional volunteers are required to operate.
- Request is for the following:
 - 10 passes for Tuesday, between 09:00 and 12:00 hours – food preparation.
 - 5 passes for Wednesday between 10:00 and 14:00 hours – food distribution.
 - 5 passes for Wednesday between 14:00 and 18:00 hours – food distribution.

Moved: Bill Laird

Seconded: Vic Hamilton

THAT: City staff work with Second Harvest Food Bank to facilitate this parking pass request.

CARRIED UNANIMOUSLY

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

a) Hudson Ave NE, Parking & sightline concern (Warren Bell).

- Jenn Wilson provided technical information in regard to the placement of the angle parking.

Moved: Bill Laird

Seconded: Morgan Matheson

THAT: this matter be referred to the Traffic Safety Committee for its consideration.

CARRIED

Claire Askew opposed

9. **NEXT MEETING - Tuesday, July 16, 2024**

The next meeting of the Downtown Parking Commission will be Tuesday, July 16, 2024. The Chairperson will be Morgen Matheson.

10. ADJOURNMENT

Moved: Bill Laird

Seconded: Morgan Matheson

THAT: the Downtown Parking Commission Meeting of June 18, 2024 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 09:01 a.m.

T. BARTSCH

Travis Bartsch

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



REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planner I

Title: Agricultural Land Commission Application No. ALC 425 ID: 100696

Legal: Lot 5, Section 8, Township 20, Range 9, W6M, KDYD, Plan 1853, Except Plan H251
Civic: 1831 Highway 97B SE
Owner: Noelle Anderson
Agent: Trevor Harrison

Date: July 2, 2024

Executive Summary/Purpose:

The Agricultural Land Commission (ALC) is seeking a Council resolution for a Non-Adhering Residential Use (NARU) application, approval of which would allow the owners to occupy the existing farmhouse while constructing a new dwelling on the subject property.

Motion for Consideration:

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

Staff Recommendation:

That the motion for consideration be adopted.

Proposal:

The applicant is requesting permission from the ALC to occupy an existing dwelling while constructing a new dwelling on the subject property. Once construction of the new dwelling is complete, the existing dwelling would be decommissioned as a residence and converted to an office and storage space to be used in conjunction with the on-site operations. The subject property is within the Agricultural Land Reserve (ALR) and requires the issuance of a Non-Adhering Residential Use application (NARU).

Background:

The subject property is located at 1831 Highway 97B SE as shown in Appendix 1. The parcel is approximately 3.9 ha in size and contains a single family dwelling and accessory building. The property is entirely within the ALR, as shown on Appendix 5.

In addition to the farmhouse, the subject property also has a rural detached dwelling unit, a barn and horse stables. The ALC allows for a principle dwelling up to 500m² and a secondary dwelling

up to 90m². A third dwelling unit is not permitted under the ALC regulations or the Zoning Bylaw, unless one unit is deemed temporary and special approval from the ALC is required. The proposed site plan and ALC application are attached as Appendix 6 and site photos are attached as Appendix 7. Staff note that changes made to the ALC Regulations in 2019 require land owners to request specific permission for any residential unit in addition to the single residential and accessory dwelling unit permitted. An excerpt from the ALC Policy L-26 regarding these types of applications is attached as Appendix 8.

The subject property has unimproved soil capability of 70% Class 5, and 30% Class 4, affected by topography and soil moisture. The improved soil capability is almost completely 70% Class 5, and 30% Class 4, affected by topography, and the small portion of the north east corner with 60% Class 4 and 40% Class 5 being affected by stoniness, soil moisture, and topography. A copy of both the Unimproved Soil Classes and Improved Soil Classes can be seen in maps attached as Appendix 9.

Adjacent zoning and land uses include the following:

North: Agriculture (A-2) – Single Family Residence and Agriculture
South: Agriculture (A-2) – Single Family Residence
East: Agriculture (A-2) – Single Family Residence and Highway 97B
West: Park & Recreation Zone (P-1) – Golf Course

Type B Permits, issued by the City, are Second Dwelling Agreements that allow an owner to occupy an existing residence while constructing a second residence. The Agreement provides assurance that the existing unit will be decommissioned or demolished prior to occupancy of the new residence. In this instance, staff would require the issuance of a Type B Permit with the issuance of the Building Permit for the new residential unit. The applicant is required to provide a \$5,000.00 security deposit and the permit is valid for 1 year. The owner is required to decommission or demolish the existing unit before the security is returned.

Staff note that the tools that the City has in place to enforce the Type 'B' Permits are sufficient and have no objections to the ALC implementing or enforcing ALC regulations in a similar manner. Staff recognize that in the ALC's consideration of this application they may review factors such as the impact to arable agriculture lands and viability of farming areas after development occurs. Staff support a review of this application by the ALC.

Relevant Policy(ies)

N/A

Referral Comments:

Fire Department

No concerns

Building Department

No concerns.

Engineering Department

Engineering has no concerns with the ALC application. Attachment 10 is the Engineering response that outlines requirements applicable at the time of building permit.

Other
N/A

Planning Department

In considering this ALC NARU application, the following factors are considered: permitted uses, setbacks, and building area. The A2 zone allows for one Accessory Dwelling Unit (ADU) and one Single Family Dwelling per parcel. Given this, staff are supportive of this application. The issuance of a Type B permit of the time of Building Permit satisfies the City's concern with regard to the number of units on the property during and after construction.

Financial Considerations:

N/A

Committee Recommendations:

Agricultural Advisory Committee

The Agricultural Advisory Committee reviewed the application at the June 12, 2024 meeting and passed the following resolution:

“THAT: The AAC supports ALC Application No. 425.”

Public Consultation:

The City does not conduct public consultation for ALC applications.

Alternatives & Implications:

1) Council may authorize the application for submission to the ALC and wish to include comments. The following motion could be amended to include those comments.

THAT: Agricultural Land Commission Application No. ALC 425 be authorized for submission to the Agricultural Land Commission and provides the following comments to the ALC:

(Comments may be added)

2) Should Council not want the application to be authorized for submission to the ALC the following motion may be considered:

THAT: Agricultural Land Commission Application No. ALC 425 not be authorized for submission to the Agricultural Land Commission.

Should Council not authorize the application for submission to the ALC, the application will not be considered by the ALC for a decision.

Prepared by: Planner I

Reviewed by: Manager of Planning and Building

Approved by: Director of Planning & Community Services

Attachments:

- Appendix 1 – Subject Property Map
- Appendix 2 – Ortho Maps
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – ALR Map
- Appendix 6 – ALC Application and Site Plan
- Appendix 7 – Site Photos
- Appendix 8 – Excerpt of ALC Policy L-26
- Appendix 9 – Soil Classification Maps
- Appendix 10 – Engineering Referral Response

Subject Property Map

GRINDROD - SALMON ARM HIGHWAY

1391

1415

1541

1571

1650

1721

1831

55 ST. S.E.

5091

5453

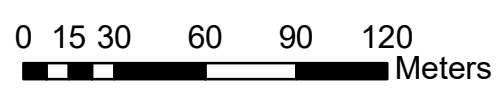
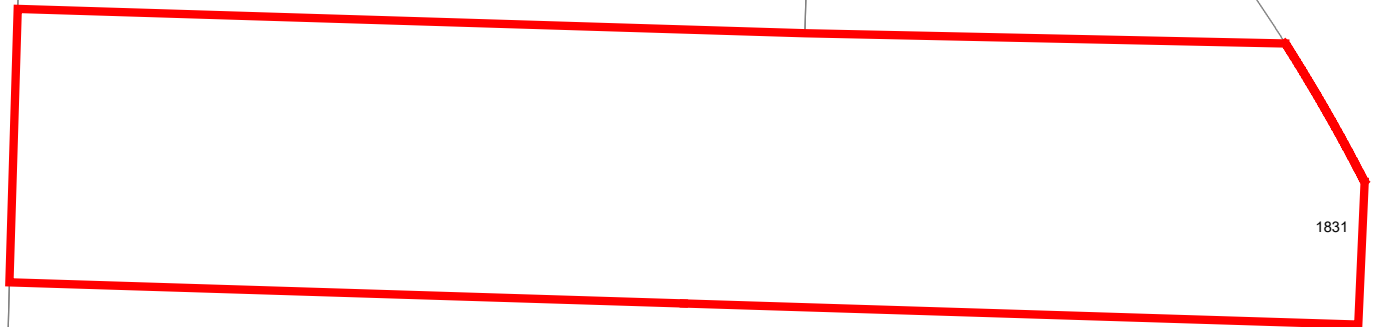
20 AVE. S.E.

5230



5330

5450

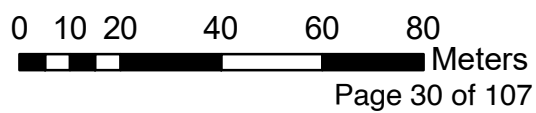
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Legend

-  Subject Property
-  Parcels

Ortho Map



Legend

-  Subject Property
-  Parcels



Ortho Map



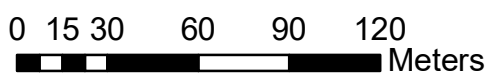
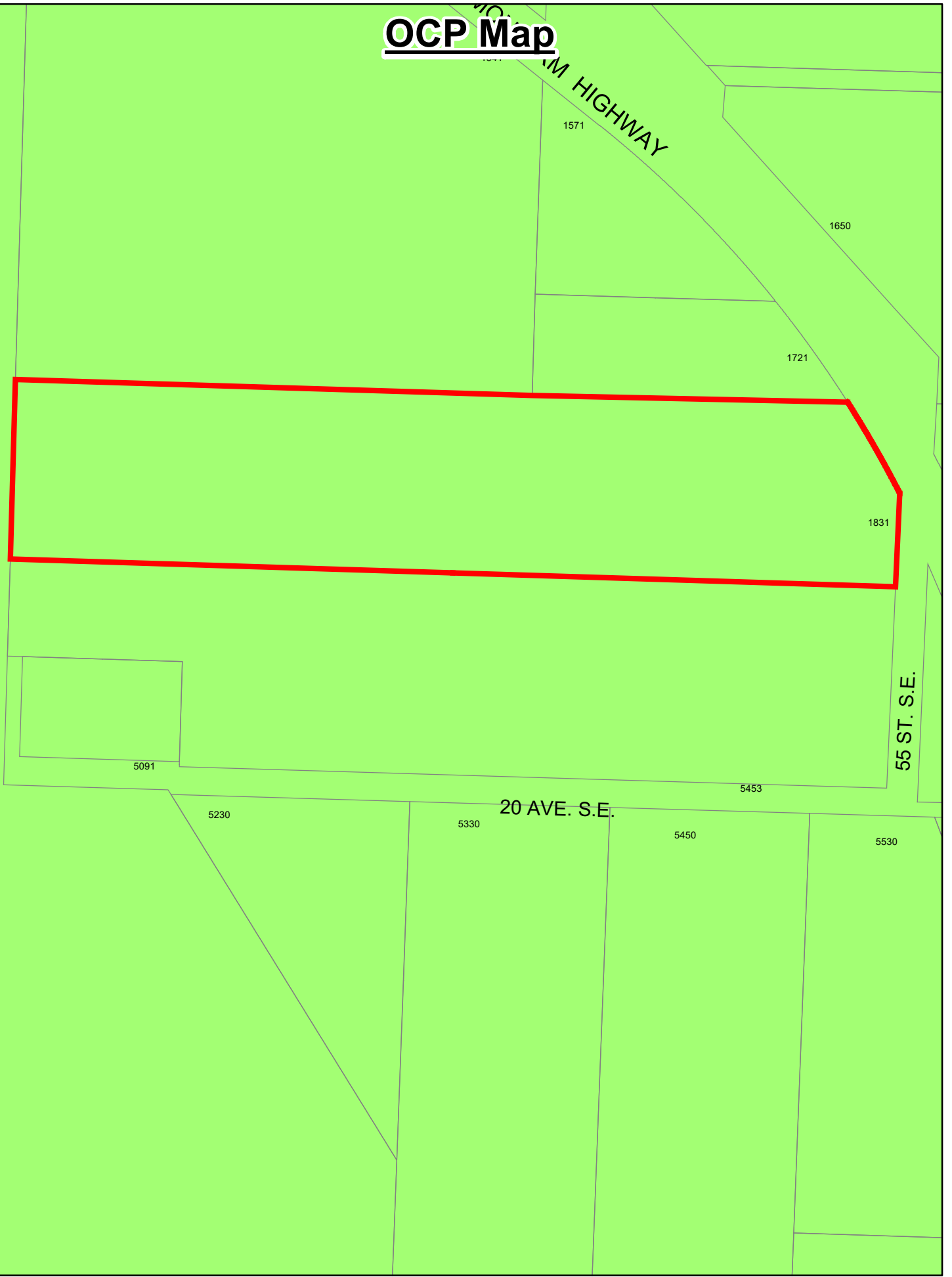
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Legend

-  Subject Property
-  Parcels

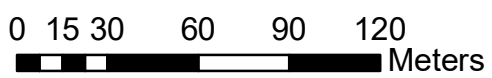
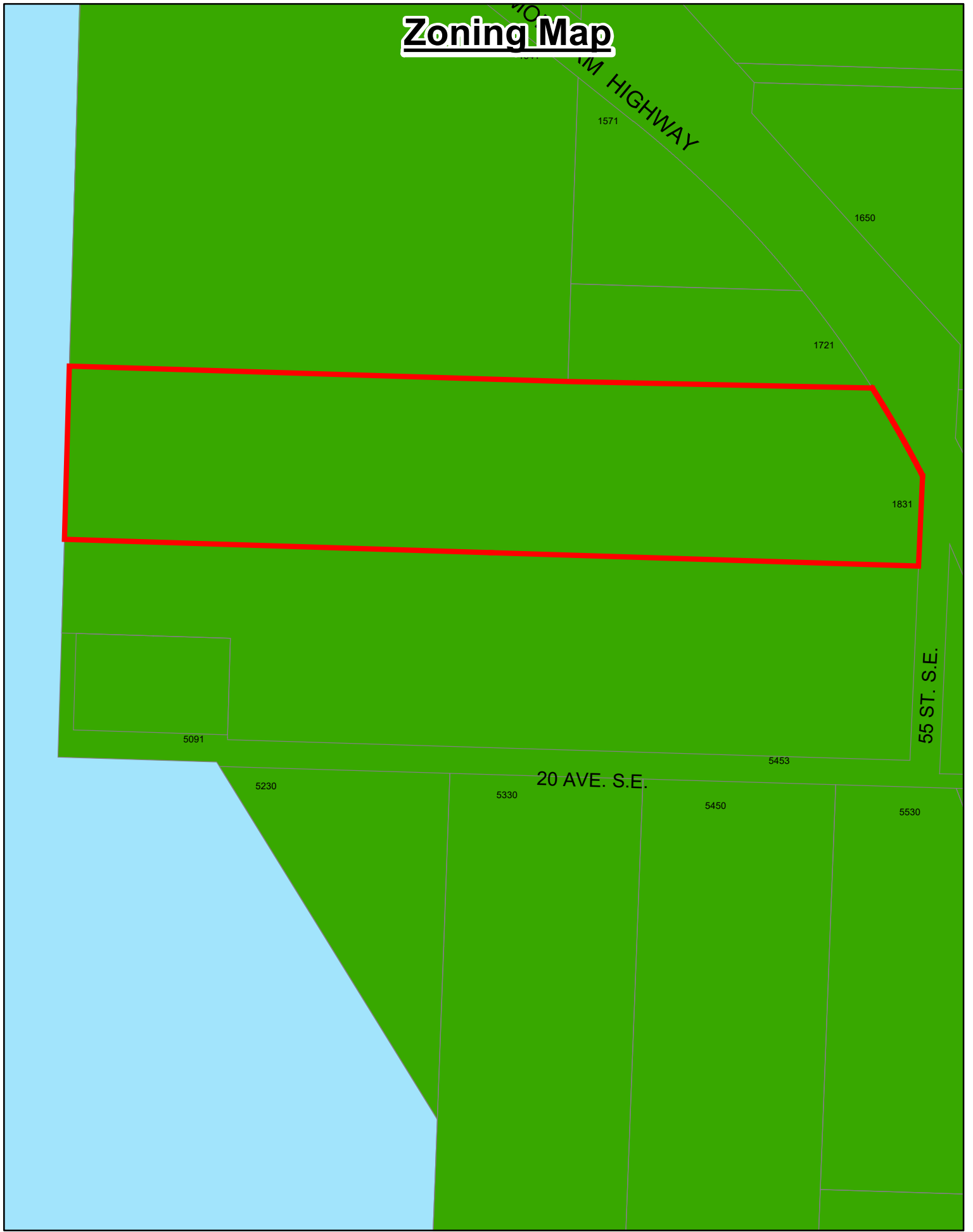
OCP Map







Legend

-  Subject Property
-  Parcels
-  Acreage Reserve

Zoning Map



Legend

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

ALR Map

GRANDROD - SALMON ARM HIGHWAY

1415

1541

1571

1650

1721

1831

5091

5453

55 ST. S.E.

20 AVE. S.E.

5230


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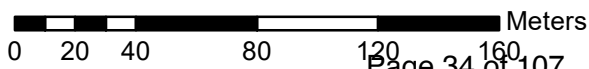
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Legend

 Parcels

 ALR

 Subject Property





Provincial Agricultural Land Commission - Applicant Submission

Application ID:	100696
Application Type:	Non-Adhering Residential Use within the ALR
Status:	Submitted to L/FNG
Applicant:	anderson
Local/First Nation Government:	City of Salmon Arm

1. Parcel(s) Under Application

Parcel #1

Parcel Type	Fee Simple
Legal Description	LOT 5 SECTION 8 TOWNSHIP 20 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1853 EXCEPT PLAN H251
Approx. Map Area	3.95 ha
PID	011-096-021
Purchase Date	Jul 14, 2023
Farm Classification	No
Civic Address	1831 55 st Se
Certificate Of Title	IMG_2821.png

Land Owner(s)	Organization	Phone	Email	Corporate Summary
Noelle anderson	No Data	6048320189	noellecanderson1@gmail.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 Noelle
Last Name anderson
Organization (If Applicable) No Data
Phone 6048320189
Email noellecanderson1@gmail.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). Hay crop, grazing

Describe all agricultural improvements made to the parcel(s). New livestock fencing, seeding of hay pasture,

Describe all other uses that Horse training and resale

currently take place on the parcel(s).

Home based business, equestrian facility (Healing Horse Ranch Equine assisted learning) that will facilitate programs for
 Seniors
 Children over age 12
 Persons with PTSD
 Persons with Autism
 Team Building and more

Choose and describe neighbouring land uses

	Main Land Use Type	Specific Activity
North	Residential	Chickens hobby farm
East	Residential	Acreage
South	Residential	Looks to be scrap yard old cars ect
West	Other	Salmon arm golf course (ninth hole)

6. Proposal

Selected Subtype: Additional Residence for Farm Use

What is the purpose of the proposal?

We would like to live in existing older home and build a new home above the pasture. It will allow us to monitor our program horses from the home. Could not use location of orig small farmhouse as there is water easement for neighbours water line that does not allow us to increase footprint. Would like to keep old home to use as office/ teaching space along with area for kids to eat ect.

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

210

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

We are requesting permit to live in existing house while building our new home.
 After new home is complete we hope to keep existing original small home as office/ teaching space for business.

Describe the rationale for the

Allows us to monitor livestock from new location. The location of old house

proposed location of the additional residence. not suitable for new build. Also easement for neighbours water line won't allow to build new home on existing spot.

Provide the total area (m²) and a description of infrastructure necessary to support the additional residence.

0

Describe the total floor area (m²), type, number, and occupancy of all residential structures currently located on the property.

60sqm is the mobile home used by ranch manager .
Current older house is approx 140 sq meters

Proposal Map / Site Plan

IMG_2826.png

Do you need to import any fill to construct or conduct the proposed non-adhering residential use?

No

7. Optional Documents

Type	Description	File Name
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highway 97B



subject property

approximate building site location - to be confirmed

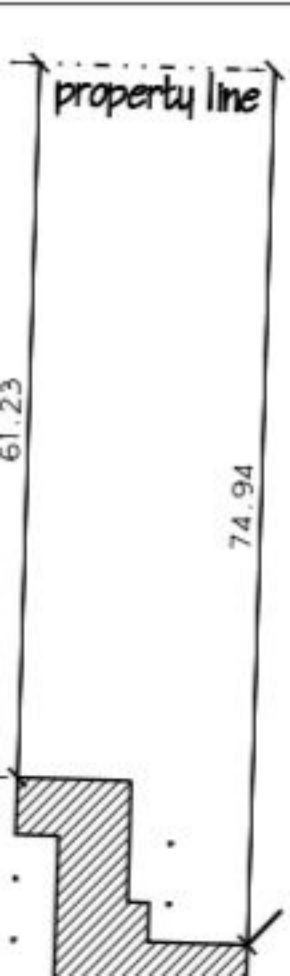
existing modular home to be repurposed as per owner

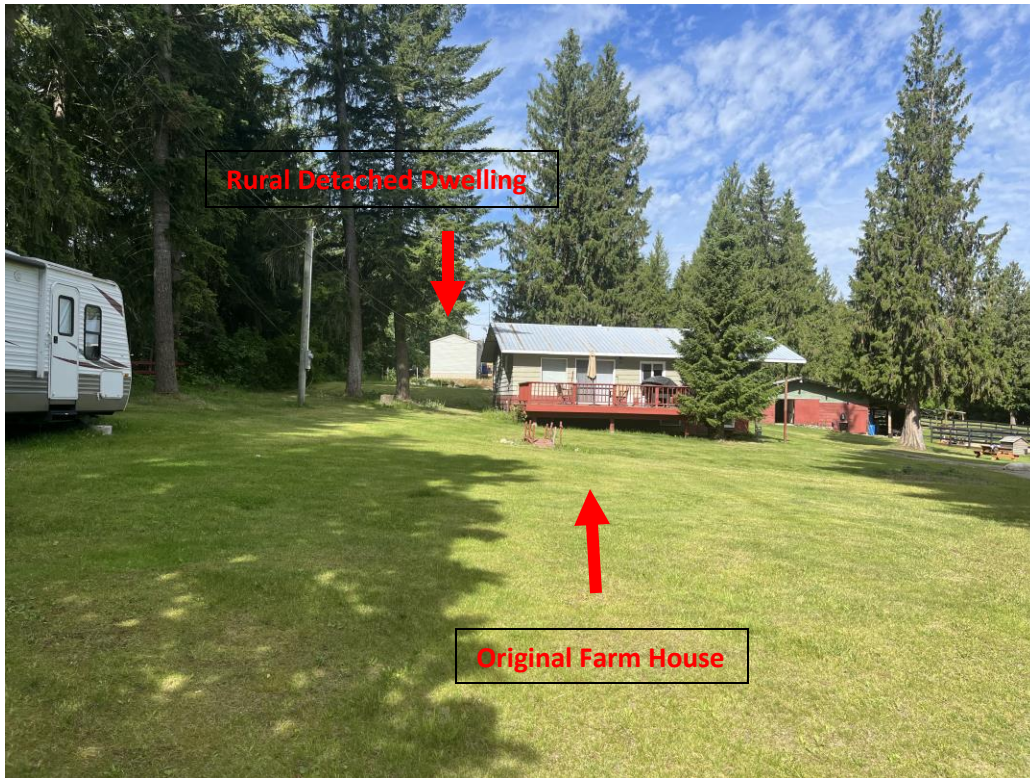
existing home to be repurposed into learning center / storage building - to be confirmed by owner

3	satellite overview
S1	not to scale



S1	- site plan & dev.info.
A1	- main floor plan
A2	- foundation plan
A3	- building sections & roof plan
A4	- front & right elevations
A5	- rear & left elevations





View from Highway 97B looking west.



Looking northwest from subject parcel.



Looking southwest from the view of the barn/stables on subject property.




Looking southwest: View of the rural detached dwelling.



View from the location of the proposed new principle dwelling.

Photos Taken June 26, 2024

 <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>
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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

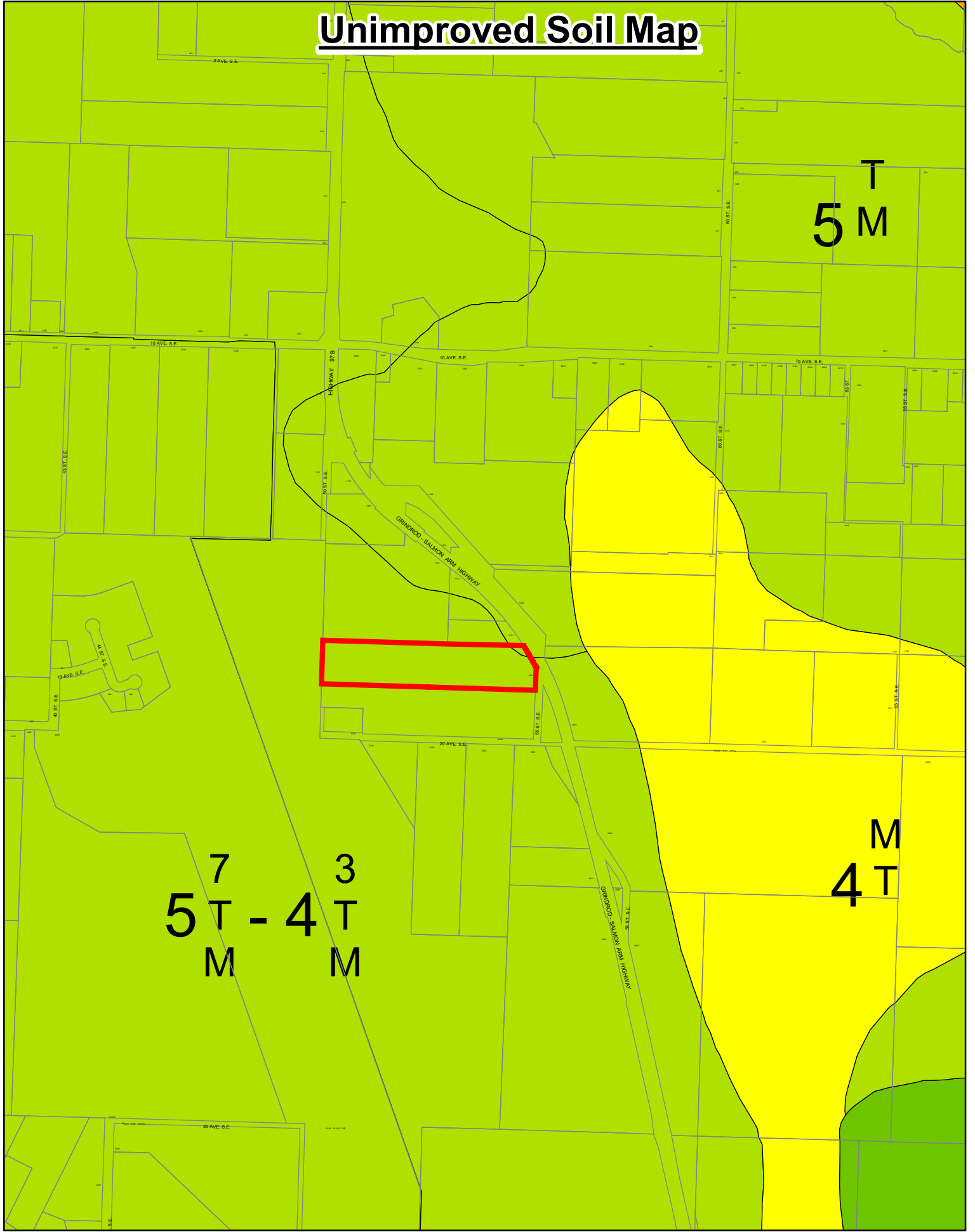
Section 1(1)

“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;

Unimproved Soil Map

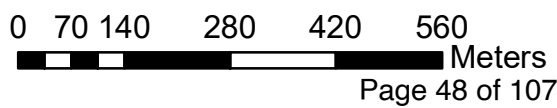
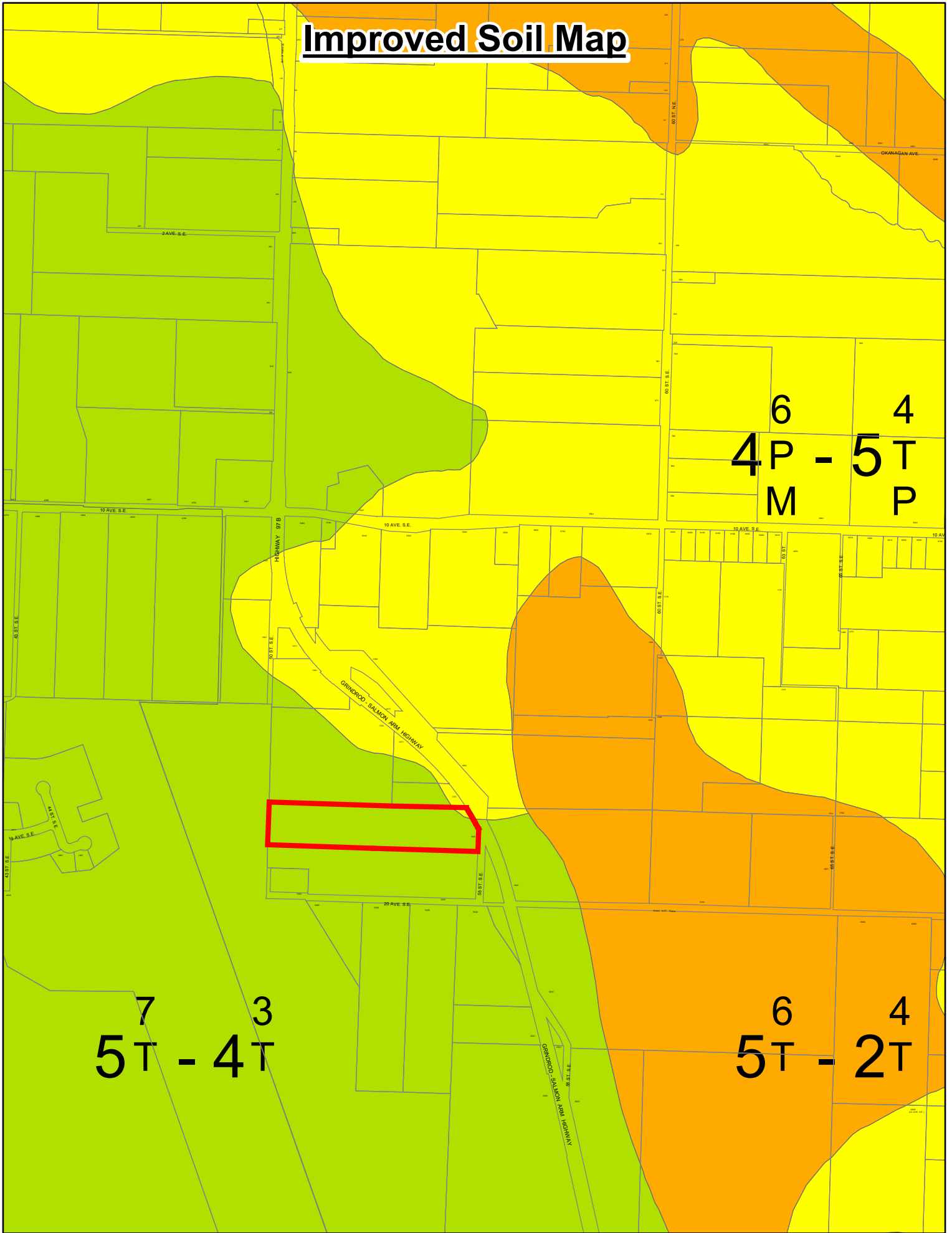


0 60 120 240 360 480
Meters

Legend

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

Improved Soil Map



Legend

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

TO:

DIRECTOR OF DEVELOPMENT SERVICES (Gary)
MANAGER OF PLANNING & BUILDING (Melinda)
PLANNING AND DEVELOPMENT OFFICER (Chris)
PLANNING AND DEVELOPMENT OFFICER (Morgan)
PLANNING AND DEVELOPMENT OFFICER (Aubree)
FIRE DEPARTMENT (Brad)
ENGINEERING & PUBLIC WORKS DEPARTMENT (Jenn/Candace.)
~~MINISTRY OF TRANSPORTATION & INFRASTRUCTURE (Via eDAS)~~
BC HYDRO, via email utilities group
FORTISBC, via email utilities group
TELUS, via email utilities group
SHAW CABLESYSTEMS, via email utilities group

SUBMIT FORM

PRINT

REFERRAL: AGRICULTURAL LAND COMMISSION APPLICATION FILE NO. ALC-425 / ID: 100696

Non-Adhering Residential Application – Building a New Principal Residence While Occupying an Existing Residence

DATE: May 21st, 2024
OWNER/APPLICANT: **Noelle Anderson**, 1831 – Hwy 97B SE, Salmon Arm, BC V1E 1X6
AGENT: Owner
LEGAL: Lot 5, Section 8, Township 20, Range 9, W6M KDYD, Plans 1853 except Plan H251
CIVIC: 1831– Hwy 97B SE

PROPOSAL: The applicant is proposing to occupy the farmhouse while constructing a new single-family dwelling. Once construction of the new single-family dwelling is complete, the existing single-family dwelling will be converted into an accessory use building. Allowing two residential units on a property at any given time (within the ALR) requires ALC permission via a Non-Adhering Residential Application.

OCP Land Use Designation: Acreage Reserve
Development Permit Area: Environmentally Sensitive Riparian Areas & Hazardous Areas - Floodplain
Current Zoning: A-2 (Rural Holding Zone)
Other: See attached Unimproved Soils Map
ALR: Yes
Previous/Associated Files: N/A
Planner Assigned to File: TBD

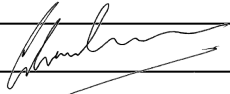
Please return your comments to planning@salmonarm.ca by June 15, 2024. Comments may be written in a separate e-mail and returned with this form or on the Response form provided.

COMMENTS for ALC-425:

Engineering has no objections to this application, however prior to the issuing of any building permit, the owner shall upgrade the water service to 25mm.

The existing service is currently in trespass over 1721 Hwy 97B and the new service shall either be protected by a registered easement or the watermain shall be extended to the property and a new service installed. Owner is responsible for all associated costs.

NAME:

A handwritten signature in black ink, appearing to be 'Shawn', is written over the top line of the name field and extends slightly into the date field.

DATE: 12-Jun-24



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Roads & Parks – Purchase Recommendation - Front Wheel Loader Replacement

Date: July 8, 2024

Motion for Consideration:

THAT: Council approve the purchase for the replacement of Unit #79, Front Wheel Loader from Westerra Equipment for the quoted amount of \$328,060.00 plus taxes as applicable.

Background:

The City of Salmon Arm Public Works Department Unit #79, 2007 Volvo L110E Front Wheel Loader is utilized throughout the year for loading trucks, yard maintenance, gravel pit operations, snow removal and snow blowing. The unit was purchased new, however, the motor was replaced under warranty 6,500 hours into its life. This major maintenance allowed the extension of the useful life of the unit until now. Our current Volvo is 40,000lb operating weight with a 5 cubic yard bucket. We based the Request for Quotation on a similar sized unit, as its current size is appropriate.

A Request for Quotation was advertised on BC Bid and City Webpage for the Supply & Delivery of a 40,000lb Front Wheel Loader. On May 30, 2024, ten (10) companies submitted with twelve (12) different options as follows:

Company	Model	Sub-Total	Total Incl. Tax
Westerra Equipment	2024 Develon DL320-7-US51	\$328,060.00	\$367,427.20
Inland Truck & Equip.	2024 Case 821G	\$334,645.00	\$374,802.40
Brandt Machinery	2024 John Deere 644G	\$339,000.00	\$379,680.00
SMS Equipment	2024 Komatsu WA380	\$342,500.00	\$383,600.00
Wajax Limited	2024 Hitachi ZW220-7	\$342,760.00	\$383,891.20
Finning Canada	2024 CAT 950GC	\$374,535.74	\$418,356.83
Great West Equipment	2024 Volvo L110H	\$385,606.75	\$431,879.56
Brandt Machinery	2024 John Deere 644P	\$425,000.00	\$476,000.00
Brandt Machinery	2024 John Deere 644X Hybrid	\$445,000.00	\$498,400.00
Leavitt Machinery	2022 Taylor 7-1035	\$548,560.00	\$614,387.20
Williams Machinery	2023 JCB 457ZX	\$323,060.00	\$361,827.20 *
Arctic Machinery	2024 XCMG XC958U	\$215,300.00	\$241,136.00 *

*These two quotes, although lower priced, did not meet the specifications set out within the Request for Quotation. They were missing one or more of the following specifications: No joystick/comfort control, could not supply a 4th hydraulic function or no locking differential. The specifications are required for successful, safe operations and operator comfort.

Staff have reviewed the submissions and have selected the lowest priced quote that met the specifications defined in the Request for Quotation. Westerra Equipment is based out of Kamloops and although have not supplied equipment to the City of Salmon Arm before, staff checked references and do not have any concerns with the recommended purchase. The estimated delivery time is 160 days.

Legislative authority / plans / reports:

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

Financial Considerations:

The approved funding for this purchase is \$450,000 from the 2024 Machinery & Equipment Capital Budget. The existing front wheel loader will be traded in for a value of \$37,000; the trade-in value is already included in the purchase price above.

Alternatives & Implications:

Staff reviewed methods for cleaner alternatives to conventional fossil fuels, however, due to the size, power and weight requirements of the equipment there were no feasible options. It should be noted that there was one bid from Brandt Machinery that labels the machine as a hybrid. From our research it appears there are electrified drivetrain components, specifically an electric variable transmission supplied on the loader, and could see some benefits with fuel consumption. Both the regular and x-series hybrid have the exact same engine.

Should this unit not be approved for purchase, the operations and maintenance costs are expected to keep rising. Furthermore, the cost of equipment and vehicles has been outpacing inflation each year. Delaying the replacement will likely lead to a higher replacement cost in following years.

Communication: N/A

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

Attachments: N/A



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering and Public Works – Renewal of Recycle Coach Web and Mobile App

Date: July 8, 2024

Motion for Consideration:

THAT: Council authorize the Mayor and Corporate Officer to execute the agreement with Municipal Media Inc. (d/b/a Recycle Coach) for the Recycle Coach residential waste management web and mobile app for the term August 1, 2024 to December 31, 2027.

Background:

The current three-year agreement (2021 to 2024) with Municipal Media Inc. expired as of June 30, 2024, with an extension for July being provided with no additional charge. They are honouring the current price of \$2,500 per year for the remainder of 2024 and have provided the following pricing for the years 2025 to 2027:

Year	Essentials Package	Increase from Current Price	Price increase per User
Aug 1, 2024 – Dec 31, 2024	\$ 1,042	None	None
2024 - 2025	\$ 3,500	\$ 1,000	\$0.21
2025 - 2026	\$ 3,750	\$ 1,250	\$0.26
2026 - 2027	\$ 4,000	\$ 1,500	\$0.32

The average pricing of \$3,750 for this new agreement is less than the price provided by Municipal Media Inc. in 2017, when the use of a waste management app was first proposed. At that time, the regular price was \$3,900 per year, however they reduced it to \$2,000 per year as an introductory rate. In consideration of the inflation that has occurred over the last 7 years, the proposed pricing represents significant value.

The use of the Recycle Coach app by City of Salmon Arm residents has grown significantly in the last 3 years, as shown in the table below. This increase represents an average growth rate of approximately 400 users per year.

On a per user basis, the price increase represents a range of \$0.21 to \$0.32, based on these user counts.

User Counts as of May 2024:

User Type	May 2024 Count	April 2021 Count	% Change
Mobile device app	3,907	3,175	23%
Web app	831	370	225%
Total User Count	4,738	3,545	34%

The City currently provides the curbside collection service to 6,908 households; having almost 5,000 users using the Recycle Coach app provides the City with the means to easily convey key information about the service to a large percentage of these households; ensuring that residents know their collection schedule, minimize contamination in recycling and food waste and other responsibilities, such as keeping bins secure from wildlife. It also provides residents with an easy way to report missed collections and other service-related problems. Without the Recycle Coach app, this type of resident support would have to be provided directly by staff through phone calls, emails and front counter interactions.

The City investigated other providers of similar web based applications. Currently there is only one other provider and to-date they have declined to provide pricing. Per previous conversations with the alternative provider, they are unable to provide competitive pricing especially with consideration of the initial work to set up the community-specific information.

Switching to a different service provider could also be detrimental to the user base, which has grown from approximately 700 in early 2019 to the current 4,738. There is the potential to lose many users in the process of implementing a new application, which would reduce the benefits that both the City and residents currently derive from the use of this tool.

In consideration of the value that this application is providing for the modest price increases proposed, staff recommend that we continue using the Recycle Coach application for the next 3.5 years.

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 annual pricing for the balance of 2024 fits within the approved 2024 budget, however, the budgets for 2025, 2026 and 2027 will need to be increased by \$1,000, \$1,250 and \$1,500 respectively to accommodate the annual price increases proposed in the agreement.

Alternatives & Implications:

If the agreement is not renewed the alternative is to rely on printed and online information to communicate curbside collection program and waste diversion information to residents receiving the service. Providing the information in this manner will be much less comprehensive than what the app is able to provide and the ease in which the information can be changed and communicated will be significantly reduced. Management of resident questions and problems would rely on front counter and phone support, rather than through the use of the app for residents to report problems and ask questions.

Communication:

The Recycle Coach app is a valued tool that allows the City to communicate important curbside collection program and waste diversion information to residents receiving the service and for residents to report problems or ask questions of the City or our collection contractor. Loss of such a tool will significantly reduce staff's ability to easily communicate this information.

Prepared by: Engineering Assistant
Reviewed by: City Engineer
Reviewed by: Director of Engineering and Public Works
Approved by: Chief Administrative Officer

Attachments: N/A



REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planning Analyst & Manager of Planning and Building

Title: ZON 1295 – Zoning Bylaw No. 2303 Text Amendments

Date: July 2, 2024

Executive Summary/Purpose:

Further to the previous staff reports regarding the small-scale multi-unit housing (SSMUH) legislation, this report covers some miscellaneous Zoning Bylaw changes to accord with new zone numbering and rationalizes the uses permitted in all zones. As most of these changes are not directly attributable to SSMUH, a public hearing will need to be held.

Motion for Consideration:

THAT: a bylaw be prepared that amends Zoning Bylaw No. 2303 to address housekeeping amendments as follows:

- ii) Add definitions for “*Conservation Area*” and “*Emergency Civic Use*”
- iii) Modernize section 3.7 Penalty and Enforcement
- iv) Adding a section for Uses Permitted in all Zones, that includes the following:
public use, public utility, emergency civic use, shelter use, conservation area and park use
- v) Add required visitor/guest parking for multi-family dwellings, 1 per every 10 dwellings or portion thereof.

Staff Recommendation:

That the Motion for Consideration be adopted.

Background:

The SSMUH changes had a significant impact on residential or “R” zones; these amendments would ordinarily be a part of a Zoning Bylaw repeal and replace - in its entirety. This was not the approach given the deadline. This last Zoning Bylaw No. 2303 amendment in the process is a relatively short administrative “clean up”.

The proposed bylaw adds a short provision to the administrative (General Regulations) section, included in most municipal zoning bylaws “uses permitted in all zones” and addresses zones cited in sections such as home occupations and temporary buildings. It also adds the necessary

provision in anticipation of provincial approval of City ticketing under Bylaw Notice Enforcement (BNE) legislation.

Zoning Bylaw amendments, in order of the attached draft bylaw, are summarized and explained in the following points:

1. Section “3.7 *Penalty*” is a required clause in all regulatory bylaws. It is proposed to be renamed and revised to be consistent with changes to the Offences Act (increased cap of \$50,000) and to enable Bylaw Notice Enforcement (BNE) ticketing, a clause is added that reads “a fine under the Local Government Bylaw Notice Enforcement Act if a bylaw notice is issued respecting the contravention.” This clause (or a similar one) will be required to be added to every bylaw that we will be issuing bylaw notices under in future. This minor change should be made to all subject bylaws to make the process less onerous later this year when Council will consider the BNE Bylaw itself.
2. Several clauses in s. 4, specifically *Home Occupations* need minor adjustments to cited zones from those deleted to the new or renamed zones. There is no change to the purpose or implication of these sections.
3. Section 4: *General Regulations and Prohibitions* is proposed to have any additional provision that lists uses permitted in all zones. This is common in municipal zoning bylaws to cover off certain land uses to avoid redundant rezoning applications and having to list these across each of the 36 zones contained in the Zoning Bylaw. The following uses (defined as indicated) are proposed to be permitted in all zones:
 - *public use* means land, buildings or facilities provided by a government or agency of government for public park and recreation, excluding offices;
 - *park use* means an area open to the public and permanently devoted to recreational uses, used for both passive and active forms of recreation, community or special events, and may include the limited retail sale of refreshments;
 - *public utility* means a system, work, building, plant, equipment or resources owned by a Municipality, Regional District, the Province of British Columbia, the Government of Canada, an Improvement District, Crown Corporation or other government agency for the provision of water, sewer, drainage, gas, electricity, transportation, communication services, fire hall, or public works storage but does not include a sanitary landfill or a recycling depot;
 - *emergency civic* use means a temporary land use arising from a provincial or local government declared state of emergency and may include but not be limited to emergency or medical facilities, camps, evacuation shelters;
 - *shelter* use means a dwelling managed and maintained by a non-profit society for the provision of temporary residential care and counselling of ten (10) or less persons leaving abusive relationships; and
 - *conservation area* means lands that may or may not be open to the public that remains in a natural states to protect and enhance biodiversity and natural eco-systems.

These uses are under the following umbrella:

- 1) a required service such as a pump station situated on a small parcel, easement, or a road dedication;
- 2) a desirable public good such as a park, greenway, playing field or natural protected area;
- 3) serve a critical emergency function; or
- 4) a land use that would be compromised if a part of an advertised public process.

Minor changes are also being made to the definitions of Park Use and Shelter.

4. *Table A1-1 Required Off-street Parking Spaces* is proposed to have a requirement added for on-site guest parking for multi-family developments. This is not in the Zoning Bylaw now therefore any guest parking is on the public street, on driveways where available, or provided on-site at the discretion of a developer. It is suggested to require one guest space for every 10 units (or portion thereof) for all developments with over six units.

While the changes are not major, they will assist in ensuring that uses and zones in the Zoning Bylaw are appropriately and consistently situated in the bylaw moving forward.

Financial Considerations:

N/A

Committee Recommendations:

N/A

Public Consultation:

Pursuant to the *Local Government Act* newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notice outlines the proposed bylaw amendments and advises those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on July 22, 2024.

Alternatives & Implications:

N/A

Prepared by: Planning Analyst & Manager of Planning and Building

Reviewed by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

CITY OF SALMON ARM

BYLAW NO. 4666

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

WHEREAS Council of the City of Salmon Arm has deemed changes to Zoning Bylaw No. 2303 are advisable as a result of changes to Province of British Columbia legislation;

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia was published in the July , 2024 and July , 2024 issues of the Salmon Arm Observer;

AND WHEREAS the said Public Hearing was duly held at the time and place above mentioned;

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:

a) Section 2 - Definitions - Add the following in alphabetical order:

CONSERVATION AREA means lands that may or may not be open to the public that remains in a natural state to protect and enhance biodiversity and natural eco-systems.

EMERGENCY CIVIC USE means a temporary land use arising from a provincial or local government declared state of emergency and may include but not be limited to emergency or medical facilities, camps, evacuation shelters, and similar.

b) Section 2 - Definitions - Delete the definitions of "Park" and "Shelter" and replace with the following:

PARK means an area open to the public and permanently devoted to recreational uses, used for both passive and active forms of recreation, community or special events, and may include the limited retail sale of refreshments;

SHELTER means a dwelling managed and maintained by a non-profit society for the provision of temporary residential care and counselling of ten (10) or less persons leaving abusive relationships;

- c) Section 3 – Administration - Replace 3.7 with the following:

3.7 Penalty and Enforcement

Any person who contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence against this Bylaw and is subject to:

- .1 a fine under the City Municipal Ticket Information Bylaw if any information respecting the contravention is laid by means of a ticket;
- .2 upon summary conviction, a fine not exceeding \$50,000 in addition to costs of prosecution;
- .3 a fine under the Local Government Bylaw Notice Enforcement Act if a bylaw notice is issued respecting the contravention; or
- .4 any combination of the above.

- d) Section 4 – General Regulations and Prohibitions - Revise 4.5.3 and 4.5.4 to replace all references to “R-1” with “R-10”; and to replace all references to “R-7” with “R-17”;

- e) Section 4 – General Regulations and Prohibitions - Add the following:

Uses Permitted in all Zones

4.21

The following uses are permitted in all zones and are not subject to minimum parcel area:

- .1 *public use;*
- .2 *public utility;*
- .3 *emergency civic use;*
- .3 *shelter use;*
- .3 *conservation area; and*
- .4 *park use.*

- f) by deleting public use, public utility and shelter use, from the lists of permitted uses under each zone; and

- g) by adding the following to “Table A1-1 Required Off-street Parking Spaces” under the heading of “Residential Requirements”:

Guest Parking- multi-family (applicable to all developments with over 6 units)

1 per every 10 dwelling units or portion thereof

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.

5. CITATION

This bylaw may be cited as “City of Salmon Arm Zoning Amendment Bylaw No. 4666”

READ A FIRST TIME THIS DAY OF 2024

READ A SECOND TIME THIS DAY OF 2024

READ A THIRD TIME THIS DAY OF 2024

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

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Planning and Building – Fee for Service Amendment Bylaw No. 4667

Date: July 8, 2024

Motion for Consideration:

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4667 be read a first, second and third time.

Background:

This report outlines and explains some recommended changes to the City of Salmon Arm Fee for Service Bylaw.

Firstly, proposed changes to Appendix 2 of City of Salmon Arm Fee Services Bylaw No. 2498, are in response to Development Procedure Bylaw No. 4640. These include:

- fee reductions for delegated applications;
- new fees provided for within Bylaw No. 4640;
- a small increase in subdivision fees; and
- additions/clarifications on refunds, renewals, extensions etc.

These changes do not entail a comprehensive bylaw review and are not an overall fee increase or adjustment for inflation.

Secondly, proposed changes to Appendix 3, Schedule “B” relates to the implementation of fees associated with private crossing agreements and the administration of those agreements.

The *Housing Amendment Statute* compelled changes in how we administer residential development which in turn triggered updating and consolidation of our development procedures and the repeal and replacement of several bylaws via proposed Development Procedure Bylaw No. 4640. The proposed amendments to the Fee for Services Bylaw are a companion and concordance to proposed Bylaw 4640. There is also an opportunity to rationalize and simplify the Development Service fee table within this Bylaw.

When establishing fees, legislation enables full cost recovery for municipalities but prohibits fees from becoming a revenue source. The current fees set out in the Development Service schedules to Bylaw 2498 are not based upon full cost recovery and are on the low end as compared to

similar fees in other municipalities across BC. In general development application fees in the lower mainland and in larger cities are higher (e.g. >\$10,000 for rezoning), while those in small communities and rural areas are lower and tend to be subsidized by general revenues. Salmon Arm's current fee for an OCP amendment is \$1,500 and rezoning is \$1,200, as compared to the City of Vernon, where the fees for same are \$2,100 and \$1,600, respectively. Our fees are within the typical range of the BC interior.

Again, this is not a wholesale review of fees across Bylaw 2498. Prior to embarking upon a fulsome fee review, staff would seek specific Council direction. This amendment will improve bylaw consistency, fee schedule clarity and make the revised Bylaw more comprehensive. Staff note that in the proposed amendment the pennies have been removed from the fees as this is easier to read and the HST has been updated.

Given the current Fee for Services Bylaw is over 30 pages long and most of the changes are to one table only (*Development Services fees in Schedule B Appendix 2*), the amending Bylaw is proposed to repeal and replace only that table. The revised, shifted, and new provisions included in the attached short draft bylaw with a three page appendix, are explained via the following points:

1. Multiple applications and/or multiple parcels in one application (i.e. "compound" applications)

The proposed amendment would clarify when more than one fee is charged versus when, for example, two parcels sharing a property line are a part of the same DP or rezoning and so may pay the given fee once. The recommended amendment states that combination applications shall be required to pay each attributable fee in full; however, where, contiguous lands are a part of the same bylaw, same DP, and one consideration process, a fee does not need to be paid for each parcel.

For example, a case where several parcels will be rezoned (even if more than one zone is proposed), the rezoning fee may be paid once as it will follow a single report, process and one amending bylaw. If this proposal requires an OCP change, that fee will also need to be paid. And if this proposal requires two DPs – one is a commercial building and the other is residential – then in this case, the DP fee must be paid twice. If a variance permit is also requested, the fee for that will be charged.

2. City legal fees related to development application

Our legal costs for review or preparation of development-related agreements for any of the applications listed in Development Procedure Bylaw 4640 and then the Appendix to the Fee for Services Bylaw should be borne by the applicant or the developer. These include but are not limited to the preparation and registration of restrictive covenants, easements, housing agreements, etc. While these costs may be directly assigned to developers, a provision in the Bylaw will provide certainty.

3. Fee reduction for delegated Development Permit (DP) applications

Currently all DP applications are set at \$1,000. This is proposed to be reduced to \$750 where delegated. Applications going to Council for consideration will remain \$1,000. Note that there are

cases where the development complies with the OCP policy (e.g. Riparian Area DPA), the DP is waived altogether and there is no charge. Reissuance, if lapsed, is delegated and set at \$500.

4. Fee reduction for delegated Development Variance Permit (VP) applications

Currently a VP application (except for a sign variance) is set at \$1,000 which is proposed to be reduced to \$750 where of “minor” scope as defined in the Development Procedures Bylaw and delegated. These will take less staff and Council time and will not incur the expense of a mail out.

Variances to the Sign Bylaw are currently reduced by 50% (i.e. \$500) and are not proposed to be delegated. Given the added work, mail out and required staff report for any sign variance, Planning Services recommend sign variances be set at \$750.

5. Fee for Temporary Use Permits (TUP) considered by Council vs. those delegated

Currently TUP applications are set at \$1,200 and \$900 for a maximum two-year renewal/extension. Under section 9.5 of Development Procedures Bylaw 4640, TUPs for temporary uses for an additional dwelling (as a new one is constructed), for seasonal building use or construction offices, are delegated to the Director. This is proposed to be reduced to \$750 where delegated. Applications going to Council for consideration will remain \$1,200. Renewal (or reissuance) is recommended to be set at a \$600 fee regardless of whether they are delegated or go before Council. TUPs may specify a period of less than two years, even so they may only be renewed and extended once.

6. Permit reissuance

Typically, these are all delegated to the Director and require significantly less staff time and so are proposed to be discounted to 50% (i.e. \$500) of the original fee. Under the Local Government Act, these permits are issued for two years only and can only be renewed once for a total of four years. Thereafter DPs and VPs be considered a new application and would be reviewed through the full process at the full Bylaw fee.

7. Liquor and Cannabis Regulation Branch Referrals

The Liquor and Cannabis Regulation Branch (LCRB) oversees provincial liquor and cannabis regulations/licenses and invites local government across the Province undertake the public consultation process for these licenses and comment upon license issuance. The LCLB provides detailed resolution templates that speak to public notice, hearing, etc. Unless the City opts out of the process, the City must follow the process.

Currently liquor primary referrals are delegated to staff (food primary do not get referred) and those for cannabis go before Council to be considered under our Policy 3.20. To that end, Bylaw 2498 currently does not set fees for any of these referrals except a business license fee of \$1,000 for cannabis which is intended to also be the application fee and is non-refundable if denied. Staff recommend adding the appropriate fees for this work.

The \$1,000 fee is proposed to apply to all LCRB cannabis applications and to be listed in Appendix 2. The annual license fee may remain as previously added to Bylaw 2498 under business license fees. The following is proposed to be added to Appendix #2:

<i>New Cannabis License (Council process)</i>	\$1,000
<i>New Liquor-Primary License (Delegated process)</i>	\$500
<i>Liquor or Cannabis License Amendment</i>	\$500
<i>Temporary Change to an existing liquor license</i>	\$250
<i>Occupant Load Approval (Bldg Inspector process)</i>	\$250

Since liquor-primary referrals are delegated, a fee of \$500 (50%) is proposed as this is consistent with the approach for other applications.

8. Subdivision application and related subdivision process fees

Subdivision related fees are currently stipulated in two schedules, Schedule A and under numbers 1, 6 and 7 of Schedule B, Appendix 2. All fees related to subdivision are suggested to be combined into one heading, as shown below, with some changes.

Strata conversion of previously occupied buildings which include residential (duplex or an apartment), commercial, or industrial buildings fees are currently only \$200 or \$500 depending upon category of use. These must all go to Council for approval and involve a good deal of staff work thus are proposed to be revised to a base fee of \$1,000 (same as Type B subdivision applications) plus \$200 per strata lot. While these are less frequent in Salmon Arm now, the SSMUH changes may result in more conversion applications. Legislation for residential conversions requires detailed consideration of six categories, for example the anticipated building life remaining, where tenants will live, BC Building Code and Zoning compliance. This process is involved thus the fee should reflect the work.

An increase in Type A subdivision application from \$500 to \$750 is also recommended. The increased complexity of the subdivision process, numerous referrals within and external to the City, and the overlays with provincial legislation mean subdivision applications take significant staff time. For a municipal fee comparison, Vernon’s fees are similar to ours but structured slightly differently while the City of Kelowna charges \$2,690 plus \$185 per parcel after the first lot for bare land subdivision.

Subdivision Applications	Fee
Type A Subdivision less than 3 proposed parcels; boundary adjustments road dedication/exchange; and parcel consolidation	\$750
Type B Subdivision - 3 or more proposed parcels	\$1,000
Preliminary Layout Review Extension	\$200
Building strata conversion base rate	\$1,000
Plus per proposed strata lot	\$200
Phased Multi-Family, Commercial, Industrial	\$1,000
Engineering Inspection per parcel	\$300 +GST
Final Approval - incl. subdivision plan signing fee	\$500

9. Fees for copies of bylaw, maps, ortho images, etc., document, data and download services

These fees, listed through this Appendix and in Schedule A, are proposed to be amalgamated under one heading in the revised Appendix 2. Document fees have been in the Bylaw since 1995 when it was adopted – before the internet. While they were and remain critical as it is citizens’ right to get a copy of any open agenda, minutes, all regulations, OCP/Zoning Maps, and so forth, local government websites and our open-source approach to data means these fees are rarely actually applied; nevertheless, if any person asks for a copy of any public document we must provide and may charge for it.

The Bylaw also sets fees for electronic versions (on CDs) of engineering standards, shape or “live” files. Much of this can be download off our website. Shape files (working GIS or CAD files that can be modified, often for engineering design) are now shared without a CD.

The stipulated fee amounts are not proposed to change. Section 194 of the Community Charter does not establish fees for documents (FIPPA legislation differs) but states that these must be made available to the public and can be charged for copies.

The amendment to Appendix 3, Schedule “B” deals with implementing an Agreement Administration Fee for agreements that are specific requests to utilize City owned lands for the purpose of providing access to private property. The rationale for the new fee is to provide some form of cost recovery for staff time spent on reviewing and administering these annual agreement renewals. The fee is proposed to be \$240 plus GST. This amount is based on the estimated time that it would take staff to review the agreement, inspect the property to ensure that the terms are being adhered to and for administration of the agreement renewal.

The changes to Fee for Services Bylaw 2498 will make for a more organized clearer bylaw going forward and will help make future fee review and changes easier to undertake.

Legislative authority / plans / reports:

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

Financial Considerations:

The adjustments to current fees and introducing new fees aligned with the Development Procedures Bylaw No. 4640 will ensure better cost recovery of the level of service provided.

Alternatives & Implications:

N/A

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 and Building
Reviewed by: Director of Planning and Community Services
Reviewed by: Chief Financial Officer
Approved by: Chief Administrative Officer

Attachments:

- Attachment 1: Draft Fee for Service Amendment Bylaw No. 4667

CITY OF SALMON ARM

BYLAW NO. 4667

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

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

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

1. Schedule "A", Statutory Fee Schedule, delete Section 3 and Section 5.
2. Schedule "B", Appendix 2, Page 2, Development Services, be deleted in its entirety and replaced with:

Development Services

1. General Notes	Fee
a) All Development Services fees shall be charged per application type as set out in this Schedule and shall not be discounted if combined or compounded unless expressly stated.	
b) Where parcels are contiguous and comprise one application, one permit, and one bylaw, the fee may be paid once.	
c) Development Services fees for applications pursuant to <i>Priority Planning and Development Review Policy</i> for purpose-built "Affordable Housing" shall be reduced 50%; and, where these comprise non-profit purpose "Affordable Housing", Development Services fees shall be waived.	
d) Requests for 50% fee refund must be in writing and shall be considered as provided for in Development Procedure Bylaw No. 4640, as amended; whereby, if referrals and/or Planning Services time have been undertaken, no refund shall be made.	
e) Requests for return of security or deposit monies must be in writing.	
f) City legal costs for review or preparation of development-related agreements for any of the applications listed herein and in Development Procedure Bylaw No. 4640, as amended, shall be charged to the applicant/ developer, including but not limited to the preparation and registration of restrictive covenants, easements, housing agreements, etc.	

2. Planning Applications		Fee
a)	Development Permit – Council Consideration	\$1,000.00
b)	Development Permit – Delegated Consideration	\$750.00
c)	Development Permit – One Time Renewal	\$500.00
d)	Development Variance Permit – Council Consideration	\$1,000.00
e)	Development Variance Permit – Delegated Consideration	\$750.00
f)	Development Variance Permit – Works & Services Consideration	\$1,200.00
g)	Development Variance Permit – Sign Bylaw Consideration	\$750.00
h)	Development Variance Permit – One Time Renewal	\$500.00
i)	Board of Variance	\$100.00
j)	Temporary Use Permit – Council Consideration	\$1,200.00
k)	Temporary Use Permit – Delegated Consideration	\$750.00
l)	Temporary Use Permit – One Time Renewal	\$600.00
m)	Zoning Bylaw Amendment	\$1,200.00
n)	Official Community Plan Bylaw Amendment	\$1,500.00
o)	OCP/Zoning Amendment Combined	\$2,000.00

3. Agricultural Land Reserve Application		Fee
a)	Non-Adhering Residential Use	\$450.00
b)	Soil Use to Place Fill and/or Remove Soil	\$750.00
c)	Non-Farm Use	\$750.00
d)	Subdivision (owner as applicant)	\$750.00
e)	Transportation, Utility and Recreational Uses (as per Policy 3.22)	\$1,500.00
f)	Subdivision Application (as per Policy 3.22)	\$750.00
g)	Legal Fees for Registration of Documents (as per Policy 3.22)	\$2,500.00
h)	Exclusion – Request for City Consideration as Applicant (fee per parcel) <i>Fee is non-refundable if request denied</i>	\$1,000.00

4. Subdivision Applications		Fee
a)	Type A Subdivision – less than 3 proposed parcels; boundary adjustments, road dedication/exchange and parcel consolidation	\$500.00
b)	Type B Subdivision – 3 or more proposed parcels	\$1,000.00
c)	Preliminary Layout Review Extension	\$200.00
d)	Building Strata Conversion Base Rate Plus per proposed Strata Lot	\$1,000.00 \$200.00
e)	Phased Multi-Family, Commercial, Industrial	\$1,000.00
f)	Engineering Inspection per Parcel	\$300.00 + GST
g)	Final Approval – Including Subdivision Plan Signing Fee	\$500.00

5. Tree Cutting Permit Applications

a)	1-5 Trees	\$50.00
b)	6-10 Trees	\$75.00
c)	11-20 Trees	\$100.00
d)	Over 20	\$250.00
	Section 8.6 Required Trees Density Target Fee	\$500.00

6. Miscellaneous Permits and Applications

Fee

a)	Contaminated Sites Profile (per form/per property)	\$100.00
b)	Campground Development - First 25 Camping Sites Each Additional Camping Site/Space	\$25.00 \$ 2.00
c)	Latecomer Agreement Processing - Flat Rate Plus per Parcel	\$500.00 \$100.00
d)	Sidewalk Vending (Downtown Improvement Area Levy) Per Licensed Site - see Sidewalk Vendor Bylaw - Schedule "A"	\$75.00
e)	Park Vending Sites (Downtown Improvement Area Levy)	\$75.00

7. Referral Processing

Fee

a)	Radio/Cellular Communication <ul style="list-style-type: none"> • Basic Exempt Consultation Report • Non-Exempt Consultation Report 	\$500.00 \$1,000.00
b)	Liquor Primary License - Delegated Consideration <ul style="list-style-type: none"> • Temporary Change to an Existing Liquor License • Occupant Load Approval - Building Inspection Consideration • Cannabis Retail License - Council Consideration • Liquor or Cannabis License Amendment - Delegated Consideration 	\$500.00 \$250.00 \$250.00 \$1,000.00 \$500.00

8. Document and File Copying

Fee

	Plot Plans	\$1.00 + GST
	Regular (8.5" x 11") per page	\$0.25 + GST
	Oversize (11" x 17") per page	\$1.00 + GST
	Zoning Bylaw	\$40.00 + GST
	Sign Bylaw	\$7.00 + GST
	Official Community Plan	\$40.00 + GST
	Subdivision and Development Servicing Bylaw	\$40.00 + GST
	Electronic/Digital Version	\$10.00 + GST
	AutoCad Engineering Standards - CD Rom	\$10.00 + GST
	Business Licenses (active) Print-Out	\$50.00 + GST
	GIS Custom Data (charge out rate per hour)	\$100.00 + GST

Maps**Fee**

	OCP Wall Maps @1:18000	\$9.00 + PST + GST
	Large Street Map - Tourist	\$9.00 + PST + GST
	Engineering Drawings A1 size per page	\$5.00 + PST + GST

Mapping Description	Ref. Map	Per tile	City Wide
Contour and Annotations	A	\$50.00 + GST	\$400.00 + GST
Building Envelope and Annotations	A	\$50.00 + GST	\$400.00 + GST
LiDAR Data	A	\$200.00 + GST	\$1,600.00 + GST
10 cm Orthographic Imagery	B	\$100.00 + GST	\$800.00 + GST
30 cm Orthographic Imagery	C	\$100.00 + GST	\$400.00 + GST

3. Add to Schedule "B", Appendix 3, Miscellaneous Fee Schedule the following:

16.	Agreement Administration Fee	\$240.00 + GST
-----	------------------------------	----------------

SEVERABILITY

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

ENACTMENTS

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

EFFECTIVE DATE

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

CITATION

7. This Bylaw may be cited as the "**City of Salmon Arm Fee for Service Amendment Bylaw No. 4667**".

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

MAYOR

CORPORATE OFFICER

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			

BUILDING PERMITS - YEARLY

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
2020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960	37,062,215	46,505,927	51,472,227	54,065,527
2021	3,180,132	5,500,747	9,538,939	14,603,678	21,402,310	29,030,210	33,528,039	37,494,801	41,729,005	46,006,620	50,263,120	53,739,370
2022	2,742,700	4,614,700	11,785,510	15,199,184	19,664,691	26,059,056	29,452,833	40,073,183	43,982,753	51,601,717	56,752,469	60,172,009
2023	3,950,582	5,205,782	8,532,882	12,340,016	16,985,808	23,285,030	40,678,657	46,388,414	50,736,914	59,507,376	62,245,626	62,906,026
2024	2,084,444	25,312,444	26,546,239	31,584,039	38,196,091	40,401,496						

Rhonda West

From: noreply@civicplus.com
Sent: Saturday, June 29, 2024 9:09 AM
To: Alan Harrison; David Gonella; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Erin Jackson; Rhonda West
Subject: [External] Online Form Submittal: Mayor and Council

Mayor and Council

First Name Stephen
Last Name Williamson
Address: [REDACTED]
Return email address: [REDACTED]
Subject: Transit Fare evasions

Body
As a Property Owner and resident of Salmon arm if have a question.
Translink has announced this last week, (down in Lower Mainland), that they are losing significant funds due to Fare Evasion on Public Transportation. They announced that they are going to try to stop this, as it affects Transit Budgets. Has the city of Salmon arm ever considered looking into how much fare evasion happens in Salmon arm with transit? I know the drivers are not allowed (Safety Concerns) to engage passengers with regards to paying or showing passes. There seems to be a fair number of people that get on the bus without showing Transit passes or paying the fare.

Would you like a response: Yes

Disclaimer

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

Rhonda West

From: noreply@civicplus.com
Sent: Sunday, June 30, 2024 8:25 AM
To: Alan Harrison; David Gonella; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Erin Jackson; Rhonda West
Subject: [External] Online Form Submittal: Mayor and Council

Mayor and Council

First Name Drew

Last Name Grout

Address:

[REDACTED]

Return email address:

[REDACTED]

Subject: Canadaday

Body

We moved to Salmon Arm in August of 2021. Unfortunately due to vacation scheduling we have been unable to it stay home in Salmon Arm on Canada Day this year guilt got the better of us and we decided we'd stay in Salmon Arm for Canada Day only to find there is absolutely nothing going on in Salmon Arm on Canada Day. If there is anything going on there certainly nothing referenced in local media.We find this very disappointing.

Would you like a response: Yes

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Rhonda West

From: noreply@civicplus.com
Sent: Sunday, June 23, 2024 4:58 AM
To: Alan Harrison; David Gonella; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Erin Jackson; Rhonda West
Subject: [External] Online Form Submittal: Mayor and Council

Mayor and Council

First Name DAVID & LAURA
Last Name WILKINSON
Address: [REDACTED]
Return email address: [REDACTED]
Subject: Memorial Arena Replacement
Body Dear Mayor & Council:

Unfortunately we were unable to attend the meeting about the future of the Memorial Arena. As long time tax payers in Salmon Arm & area, we would like to see the Memorial Arena project shelved or privately funded.

We are on the brink of an recession so taking out a large loan is not ideal for something that could be placed in the "I wish" category for now. Also, approx 20% want this project... what about the 80% who will never use the facility? We already pay for a lot of things we will never use and spending more money for the Arena can wait as Salmon Arm has a lot of needed projects (ie: pump house, roads, etc) before we support this.

I have lived in the Shuswap for 51 years and I didn't grow up with an indoor arena. Letting you all know the lack of this did not kill or harm me as the proponents want you to believe. If you want exercise so badly, we do own a pool plus tons of amazing outdoor spaces. People need to learn while a new memorial arena might be nice to have, it is NOT necessary to the tax base of Salmon Arm at this point.

We are begging council to consider the immense costs to the tax base. We are all tired of money flying out, can we not have a period of quiet sustainability?

We suggest that if the Memorial Arena is so badly needed, the groups who want it need to fund raise or find corporate sponsors, leave the tax payers out of it.

Thank you for considering our letter, please feel free to contact us should you require anything further.

Kind Regards,

David & Laura Wilkinson

Would you like a response: Yes

Disclaimer

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June 19, 2024

City of Salmon Arm
Mayor Alan Harrison and City Council
Box 40
500 2 Avenue NE
Salmon Arm, BC V1E 4N2
(250) 803-4041

RE: City of Salmon Arm Café Patio Extension Policy

Dear Mayor Harrison and Council,

On behalf of the Downtown Salmon Arm Business Improvement Association, I am writing to express our unwavering gratitude and support for the current Café Patio Extension Policy. As an association dedicated to creating a vibrant destination where commerce thrives, and community pride and collaborations are valued, we believe this program is essential to achieving our mission.

The Café Patio program has significantly enhanced the operational capacity of eateries in our downtown community, contributing to the vibrancy and unique personality of the downtown core. These structures are more than just extensions of our businesses; they symbolize our commitment to providing value to both residents and visitors, ensuring they have varied and enjoyable ways to spend their time in Salmon Arm.

We acknowledge the loss of a parking stall when patios are installed. Since the summer parking enforcement commenced this year, DSA staff have started cataloguing parking vacancies on Alexander Street, Hudson Avenue, Lakeshore Drive, as well as the Inner Core and Ross Street parking lots. We have consistently found available parking spaces at each of these locations, even during busy morning and afternoon hours. This confirms that the enforcement is effective at eliminating parking congestion in downtown. Fortunately, this enforcement period conveniently aligns with the café patio season, demonstrating there is parking and seating available to accommodate all visitors to our downtown area.

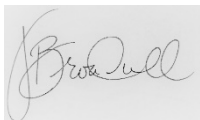
DOWNTOWN SALMON ARM
250 SHUSWAP STREET NE, PO BOX 1928
SALMON ARM, BRITISH COLUMBIA V1E 4P9

We understand there has been a request from the Downtown Parking Commission to review the current bylaw regarding the Café Patio Policy. We trust city staff will approach this review with the thoroughness and consideration it deserves. However, we strongly discourage any amendments that would mandate the operational hours of café patio applicants, particularly when non-daytime operations are integral to their existing business plans. The creation, maintenance, storage, and annual re-erection of these patios represent a significant investment for our business partners, and any changes to operational requirements could undermine this investment. The only way to foster an after-business-hours culture downtown is to provide it with the support it requires.

DSA values this program from the City of Salmon Arm and the time and commitment our business partners have invested in it. We believe it is a vital component of our downtown's appeal and success, fostering a dynamic and welcoming environment for all.

Thank you for considering our position on this matter. We look forward to continuing our collaboration with the city to ensure the ongoing success of the Café Patio Program and the vibrancy of downtown Salmon Arm.

Sincerely,

A handwritten signature in black ink, appearing to read "J Broadwell", is placed over a light grey rectangular background.

Jennifer Broadwell
Manager

Rhonda West

From: Rhonda West
Sent: Tuesday, July 2, 2024 2:19 PM
To: Rhonda West
Subject: FW: MIABC Voting Delegate

From: Claudia Chan <cchan@miabc.org>
Sent: Friday, June 21, 2024 4:16 PM
To: Erin Jackson <ejackson@salmonarm.ca>
Subject: [External] MIABC Voting Delegate

Hi Erin,

The Municipal Insurance Association of BC's (MIABC's) 37th Annual General Meeting (AGM) is scheduled to take place on Tuesday, September 17th in Vancouver in conjunction with the UBCM Convention. Each member's council (or board as the case may be) decides who will act as the voting delegate on behalf of the member at the AGM. At the AGM, voting delegates will:

- Hear reports from the MIABC Board Chair and Committee Chairs
- Vote on resolutions
- Elect Board Directors

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), the following voting delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or alternates, please forward a resolution of your Council/Board directing these changes to miunes@miabc.org no later than Monday, August 2, 2024. The voting delegate's duties include:

- Reviewing resolutions
- Gathering feedback from their council or board
- Attending the AGM

Every year, several weeks before the MIABC's Annual General Meeting (AGM), we send voting delegates a copy of the AGM booklet. This booklet provides background information and details on the resolutions to be voted on at the meeting. The resolutions concern the terms of our property and liability insurance programs and our governing document, the Reciprocal Insurance Exchange Agreement. This year the AGM Booklet with future voting information will be distributed on Tuesday, August 16th, 2024.

Voting Delegate: Councillor Kevin Flynn
Email address: kflynn@salmonarm.ca

Alternate #1: Councillor Louise WallaceRichm
Email address: lwallacerichmond@salmonarm.ca

Alternate #2: Councillor Debbie Cannon
Email address: dcannon@salmonarm.ca

Best Regards,



Claudia Chan (She/Her/Hers)
Manager of Digital Strategy and Technology
Tel: 604.449.6345 | Fax: 604.683.6244 | cchan@miabc.org


**MUNICIPAL
INSURANCE
ASSOCIATION
OF BRITISH
COLUMBIA**

Municipal Insurance Association of B.C.

200 - 429 West 2nd Ave.
Vancouver, BC V5Y 1E3
www.miabc.org



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 Think about the environment before printing this e-mail.

A large, stylized salmon logo is centered in the background. It features a dark blue circle at the top, representing the head, and a large, curved shape below it representing the body, with a lighter blue oval inside. The entire logo is rendered in shades of blue against the dark blue background.

Interior Health: North Okanagan

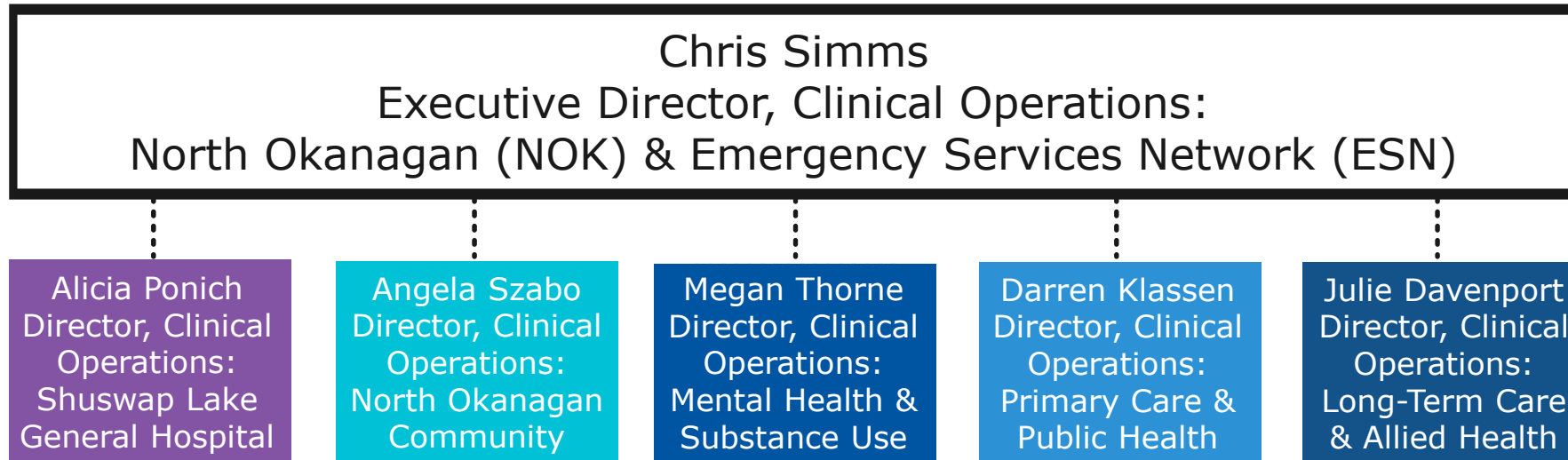
Salmon Arm Health Services
July 8, 2024

Land Acknowledgement

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territory of the Secwépemc Nation where we live, learn, collaborate and work together.



Leadership in Salmon Arm





Shuswap Lake General Hospital (SLH)

SLH Overview of Inpatient Beds

- **Level 4 – General medical/ Surgical (Max capacity 24)**
 - Census 20 funded beds
 - Four private rooms, one semi-private, four quad rooms
- **Level 2 – General medical/Surgical (Max capacity 22)**
 - Census 17 funded beds
 - One private, one semi-private, four quad rooms
- **Maternity – capacity to support off service admissions (Max capacity 5)**
 - Three funded beds
 - Two Labour and Delivery rooms
 - Three postpartum private rooms
- **High Acuity Unit/Cardiac Care Unit (Max capacity 3)**
 - Three funded beds; two of which are isolation rooms
 - Bed spaces can be utilized for off service med/surg in consultation with internal medicine on service
- **Emergency Department**
 - 11 stretchers
 - Room 8 secure room
 - Room 7 isolation
 - Two trauma Rooms
 - Two BC Emergency Health Services Offload spaces



SLH Overview of Out-patient Services

- Ambulatory Care Unit
- Cancer Centre
- Physiotherapy and Occupational Therapy
- Liver Clinic
- Nutrition Services: Diabetes Educator, Speech Language Pathologist, etc.
- Respiratory Clinic
- Pain Clinic
- Cardiology
- Pre-Surgical Screening



Current Key Initiatives

- Review of Health Human Resources
- Emergency Department Surge Plan
- Emergency Department Inventory
- Expansion of Ambulatory Care Unit Services
- Implement Acute Community Discharge Collaboration (ACDC)



SLH Supporting our People

- Staffing Recruitment Strategy
- Creation of Staffing Recruitment Video
- Health Care Aids in Acute Care
- Wellness Warriors Committee



A large, faint, stylized graphic of a human figure with arms outstretched, centered in the background. The figure is composed of dark blue shapes against the lighter blue background.

Home & Community Care Services

Who we are:

Registered Nurses (RNs), Licensed Practical Nurses (LPNs), Physiotherapists, Occupational Therapists, Community Health Workers, Social Workers, Respiratory Therapists, Rehab assistants, Home Support Schedulers, and Administrative Support Staff.

Our programs:

- Ambulatory Nurse Clinic
- Palliative Care Services
- Home-based Seniors Care
- Home Support Services
- Community Bath Program
- Adult Day Services
- Access and Flow Support



Home & Community Care Program Overview

Ambulatory Nurse Clinic

With the support of specialty trained nurses in wound care, our team of RNs & LPNs provide care in a clinic setting or home:

- to heal acute wounds
- to treat chronic wounds
- to teach clients how to manage independently.

We have a 4-bed clinic in Salmon Arm and a satellite clinic in Sicamous.

Palliative Care Services

Supporting clients with life limiting illnesses and to assist with end-of-life care whether it is in the home, hospice beds, or in hospital. Team based care approach to provide pain and symptom management, and to relieve suffering. We also have nurses that provide support to those that chose to have medical assistance in dying (MAiD) at home or in hospice. This team meets weekly with community partners such as physicians, hospice society, community paramedics, regional palliative nurse specialists, and Bastion Place staff to share information, and to coordinate the care.



Home & Community Care Program Overview

Home- based Seniors Care

Seniors needing support in home – client and home assessments to promote independence and assist with aging in place.

Support includes assistance with personal care, chronic wound and catheter care, caregiver support and education for dementia care, and waitlisting for assisted living and long-term care facilities.

Home Support Services

Services that provide in home care for clients on a short term or long-term basis. Services offered include:

- personal care
- medication assistance
- meal assistance
- end of life care
- caregiver respite
- promoting physical activity



Home & Community Care Program Overview

Adult Day Services

Day programs with seniors to promote socialization and for caregiver respite.

Programs include:

- Activities
- Meals
- Nursing oversight
- Family and client education
- Access to the Community Bath Program

Community Bath Program

5 day per week program for clients needing shower or bath assistance outside of the home.

This provides an option for those who do not have a safe bathing environment in the home or for those that are unhoused.



Access & Flow Support

- We are involved with clients as they transition to and from locations such as acute care, short stay rehab beds, facility respite beds, hospice, and home.
- Nurses based in the hospital assist by connecting patients to home health or other community programs.
- Nurses also identify existing home and community care patients so that their care in hospital is as seamless as possible.



A large, stylized graphic of an eye is centered on the page. The eye is composed of several overlapping, semi-transparent shapes in shades of blue and teal. The iris is a dark blue circle, and the pupil is a lighter blue circle. The eyelids are formed by curved, overlapping shapes that create a sense of depth and movement. The overall effect is a modern, abstract representation of an eye.

Mental Health & Substance Use Services (MHSU)

MHSU Services Overview

- Counselling & Treatment
- Treatment Support & Recovery
- Seniors Mental Health
- Crisis and Intake Services
- Psychiatry Services
- Opioid Agonist Treatment
- Nurse Prescriber
- Integrated Treatment Teams
- Integrated Child & Youth Teams



Future State

- Expand nurse prescriber program
- Expand outreach-based services including development of a small Intensive Case Management team
- Enhance collaboration with community partners
- Identify a space that is appropriate to support the MHSU programs



A large, faint, light blue graphic of a person with their arms raised in a 'V' shape, centered on the page. The person's head is represented by a solid dark blue circle.

Primary Care & Public Health Services

Primary Care & Public Health Overview

Primary Care Goals

- Narrow patient attachment gap
- Implement team-based care
- Enhance same-day access

Actualized by:

- System-wide improvements
- Local provider partnerships
- Primary Care Network implementation

Public Health Goals

- Maternal, Child, and Family Health
- Healthy Schools
- Communicable Disease Prevention

Actualized by:

- Public Health Nurses
- Community contracts
- Immunization campaigns



Primary Care & Public Health Initiatives

Accomplishments in Primary Care

- 3 FTE Nurse Practitioners
- Enhancements to same-day access
- Provincial Attachment System

Upcoming Initiatives

- Primary Care Network Teams
- Adam's Lake Band Clinic (Pierre's Point)

Accomplishments in Public Health

- Weekly Outreach to Lighthouse & Marshlands
- Salmon Arm Secondary - Sullivan outreach clinic
- High School Immunization Catch-up Campaign

Upcoming Initiatives

- Sexual and Reproductive Health Clinic planning
- Immunization Action Plan



QUESTIONS?



Thank you!

Let us know what else you
would like to know about
Healthcare Services in
Salmon Arm.



Brooks Christensen
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July 4, 2024

Re: Request for MRDT Funding for BCHL All Star Weekend Hosted by the Salmon Arm Silverbacks

Dear Alan Harrison, City Council, and MRDT,

I hope this letter finds you well. We are writing to formally request funding support from the Municipal and Regional District Tax (MRDT) and the City of Salmon Arm for the upcoming BCHL All Star Weekend, which will be hosted by the Salmon Arm Silverbacks in January 2025. This prestigious event, an annual highlight in the BCHL calendar, has been hosted by Penticton, BC, for the past two years and has become a significant attraction for hockey fans, players, and the broader community.

The BCHL All Star Weekend is a celebrated three-day event that brings together top prospect and all-star players, as well as alumni from across the league. The event includes exciting on-ice games and various community interaction opportunities, fostering a vibrant atmosphere that benefits both participants and local businesses.

We are thrilled that Salmon Arm has been conditionally awarded the privilege to host the BCHL All Star Weekend in 2025. However, this opportunity is contingent upon our ability to match the \$50,000 funding commitment that the City of Penticton has provided in previous years and in their current bid. This funding is crucial to ensuring the event's success and enabling us to deliver an experience that meets and exceeds the high standards set by previous hosts.

The benefits of hosting the BCHL All Star Weekend in Salmon Arm are manifold:

1. **Economic Impact:** The influx of visitors, including players, families, fans, and media, will significantly boost local businesses, including hotels, restaurants, and retail stores. There has been a reflection of \$250,000 in economic impact to the City of Penticton in previous years hosting this event.
2. **Community Engagement:** The event will provide numerous opportunities for community interaction, including meet-and-greet sessions, autograph signings, and hockey clinics, fostering a sense of pride and unity among residents.
3. **Youth Inspiration:** Showcasing top-level hockey talent will inspire young athletes in our community, promoting physical activity and sportsmanship.

We believe that with your support, we can make the 2025 BCHL All Star Weekend an unforgettable experience for all attendees and a proud moment for the community of Salmon Arm. We respectfully request MRDT/ City of Salmon Arm funding of \$50,000 to help us achieve this goal. Your contribution will be pivotal in ensuring the successful execution of the event and maximizing its positive impact on our community.

Thank you for considering our request. We are eager to discuss this opportunity further and answer any questions you may have. As discussed, we are available to present in person on Monday, July 8th to provide additional information and answer any questions.

Warmest regards,

Brooks Christensen
General Manager
Salmon Arm Silverbacks