

**City of Salmon Arm
Regular Council Meeting**

Monday, July 22, 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; (g) litigation or potential litigation affecting the municipality; (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 July 8, 2024 5 - 9
Motion for Consideration
THAT: the Regular Council Meeting Minutes of July 8, 2024 be adopted as circulated.
- 7. COMMITTEE REPORTS**
 - 7.1 Community Heritage Commission Meeting Minutes of June 17, 2024 10 - 14
- 8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
- 9. STAFF REPORTS**
 - 9.1 Director of Engineering and Public Works – City Hall Chairs - Budget Amendment 15 - 16
Motion for Consideration
THAT: the 2024 Budget contained in the 2024 to 2028 Financial Plan be amended to add additional funding to the City Hall Workstation Chairs project in the amount of \$15,000 to be funded from the Office Equipment and Furniture Reserve.

9.2	<p>Manager of Roads & Parks – Budget Amendment - Public Works Yard Maintenance Shop Vehicle Hoist</p> <p><u>Motion for Consideration</u></p> <p>THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$55,000, from the Public Works Building OH&S Upgrade Reserve for the replacement and installation of a hydraulic vehicular hoist in the mechanics maintenance shop at the Public Works Yard.</p>	17 - 18
9.3	<p>Director of Planning & Community Services – OCP Update and Engagement Summary Report</p>	19 - 81
9.4	<p>Director Engineering & Public Works – Uptown to Downtown Connector Multi-Use-Path Award to Preferred Proponent</p> <p><u>Motion for Consideration</u></p> <p>THAT: Council select EXO Contracting as the Preferred Proponent for the Uptown to Downtown Connector Multi-Use-Path and authorize staff to negotiate a construction contract per the terms of the Request for Proposal and EXO’s proposal, quoted at \$582,576.07 plus taxes as applicable.</p>	82 - 83
9.5	<p>City Engineer – 5 Avenue NE Sidewalk Replacement – Tender Award</p> <p><u>Motion for Consideration</u></p> <p>THAT: Council approve the award of the 5 Avenue Sidewalk Replacement project to Blackburn Excavating Ltd., in accordance with the terms and conditions of the tender in the amount of \$222,213.85 plus taxes as applicable.</p>	84 - 85
9.6	<p>Chief Administrative Officer – 2024-2034 Community Works Fund Agreement</p> <p><u>Motion for Consideration</u></p> <p>THAT: the Mayor and Corporate Officer be authorized to execute the Community Works Fund Agreement 2024 – 2034, between the City of Salmon Arm and the Union of British Columbia Municipalities.</p>	86 - 111
9.7	<p>Chief Administrative Officer – Food and Urban Agriculture Plan Update</p> <p><u>Motion for Consideration</u></p> <p>THAT: Council authorize submission of a grant application for a Food and Urban Agriculture Plan through the Public Health Agency of Canada’s Intersectoral Action Fund in the amount of \$100,000;</p> <p>AND THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to includes \$100,000 to develop a Food and Urban Agriculture Plan funded from the PHAC Intersectoral Action Fund grant.</p>	112 - 114
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14.1	Presentation 4:00-4:15 (approximately) J. Bellhouse, Executive Director, Shuswap Trail Alliance 2023 AGM Report and Presentation	192 - 221
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17.	NOTICE OF MOTION	
18.	UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS	
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20.	QUESTION AND ANSWER PERIOD	
21.	DISCLOSURE OF INTEREST	
22.	HEARINGS	
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23.1	Zoning Amendment Application No. ZON-1295 Text Amendment	223 - 225
24.	RECONSIDERATION OF BYLAWS	

24.1 Zoning Amendment Bylaw No. 4666
ZON-1295
Text Amendment

226 - 228

Motion for Consideration

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

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

REGULAR COUNCIL

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

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

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

ABSENT: Councillor D. Cannon

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Chief Financial Officer C. Van de Cappelle
Director of Planning and Community Services G. Buxton
Corporate Officer R. West
Deputy Corporate Officer B. Puddifant

Other Staff Present: Manager of Roads & Parks D. Gerow; Planner A. Jeffrey; Manager of Planning & Building M. Smyrl

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

Moved by: Councillor Lindgren
Seconded by: Councillor Lavery

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.

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 2:24 p.m. and recessed until 2:30 p.m.

4. ADOPTION OF AGENDA

Moved by: Councillor Gonella
Seconded by: Councillor Flynn

THAT: the Agenda be adopted as presented.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Councillor Wallace Richmond declared a conflict of interest relating to Item 14.2 - Request for MRDT Funding for BCHL All Star Weekend - as her company does business with the Salmon Arm Economic Development Society.

Councillor Gonella declared a conflict of interest relating to Item 14.2 - Request for MRDT Funding for BCHL All Star Weekend - as the Salmon Arm Folk Music Society has applied for MRDT funding in the past.

Mayor Alan Harrison declared a conflict of interest relating to Item 9.1 - Non-Farm Use File No. ALC-425 - as his brother is the agent on the application.

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of June 24, 2024

Moved by: Councillor Lavery
Seconded by: Councillor Gonella

THAT: the Regular Council Meeting Minutes of June 24, 2024 be adopted as circulated.

Carried Unanimously

7. COMMITTEE REPORTS

7.1 Development and Planning Services Committee Meeting Minutes of July 2, 2024

7.2 Shuswap Regional Airport Operations Committee Meeting Minutes of June 19, 2024

7.3 Downtown Parking Commission Meeting Minutes of June 18, 2024

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

Mayor Harrison declared a conflict and left the meeting at 2:34 p.m. Councillor Wallace Richmond assumed the Chair.

9.1 Planner - 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

Moved by: Councillor Gonella

Seconded by: Councillor Flynn

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

Carried Unanimously

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

Mayor Harrison returned to the meeting at 2:37 p.m. and resumed the Chair.

Councillor Lavery left the meeting at 2:43 p.m.

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lindgren

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.

Carried Unanimously

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

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

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Flynn

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.

Carried Unanimously

10. INTRODUCTION OF BYLAWS

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

Text Amendment

Moved by: Councillor Lavery

Seconded by: Councillor Wallace Richmond

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

Carried Unanimously

10.2 Fee for Service Amendment Bylaw No. 4667

Moved by: Councillor Gonella

Seconded by: Councillor Lindgren

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

Carried Unanimously

11. RECONSIDERATION OF BYLAWS

12. CORRESPONDENCE

12.1 Informational Correspondence

13. NEW BUSINESS

Moved by: Councillor Flynn

Seconded by: Councillor Gonella

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 at 3:05 p.m.

Carried Unanimously

14. PRESENTATIONS

The meeting returned to Regular Session at 3:35 p.m. and recessed until 3:45 p.m.

14.1 Presentation 3:45-4:15 (approximately)

C. Simms, Executive Director

Clinical Operations North Okanagan & Emergency Services Network

Interior Health: North Okanagan / Salmon Arm Health Services

Chris Simms, Executive Director, Clinical Operations North Okanagan & Emergency Services Network, Alicia Ponich, Director, Clinical Operations SLGH, Angela Szabo, Director, Clinical Operations, North Okanagan Community and Megan Thorne, Director, Clinical Operations, Mental Health & Substance Use, provided an overview of the North Okanagan and Salmon Arm Health Services and were available to answer questions from Council.

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

B. Christensen, General Manager, Salmon Arm Silverbacks
Request for MRDT Funding for BCHL All Star Weekend

Councillor Gonella declared a conflict on this item. (SAFMS has applied for the MRDT funding in the past.)

Councillor Wallace Richmond declared a conflict and left the meeting at 4:33 p.m.

Councillor Gonella declared a conflict and left the meeting at 4:33 p.m.

Brooks Christensen, General Manager, Salmon Arm Silverbacks and Alexandra Miede, Director of Business Operations, provided an overview of a request for MRDT Funding for the BCHL All Star Weekend in January, 2025 and were available to answer questions from Council.

Moved by: Councillor Flynn

Seconded by: Councillor Lavery

THAT: Council support, in principle, a cash contribution of \$5,000.00 from 2024 Council Initiatives and an in-kind contribution of up to \$10,000.00 in ice-time at Rogers Rink from the 2025 budget, subject to MRDT supporting the remaining \$35,000.00 commitment.

Carried Unanimously

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

There being no further business on the agenda, the meeting adjourned at 5:07 p.m.

CORPORATE OFFICER

MAYOR, A. HARRISON

CITY OF SALMON ARM

Minutes of the **Community Heritage Commission** Meeting held by in-person means on **Monday, June 17, 2024, at 2:00 p.m.**

PRESENT:

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

ABSENT:

Pat Kassa, R.J. Haney Heritage & Museum

The meeting was called to order at 2:02 p.m.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval / changes / additions to Agenda

Moved: Mary Landers

Seconded: Deborah Chapman

THAT: the Agenda for the June 17, 2024, Community Heritage Commission Meeting be approved.

CARRIED UNANIMOUSLY

4. Approval of Minutes of May 6, 2024 Community Heritage Commission Meeting

Moved: Linda Painchaud

Seconded: Deborah Chapman

THAT: the minutes of the Community Heritage Commission Meeting of May 6, 2024, be approved.

CARRIED UNANIMOUSLY

5. Old Business from Minutes

a) Historic Route Signs

City Staff provided confirmation that Haney can use the CHC route sign design for a sign on their property. This would be treated the same way as when a member of the public wants to buy a sign for decoration. It was clarified that the City would not maintain the sign.

The CHC discussed adding more statements of significance to the Heritage Register.

Moved: Deborah Chapman

Seconded: Mary Landers

THAT: the Community Heritage Commission consider the statements of significance for the following at the next meeting:

- A.D. Meek Filling Station
- Broadview School
- Mt. Ida Church
- Pidhirney House
- Laitinen House
- Peterson Barn
- Queest Lookout Tower
- Chinese Cook House
- J. P. Shaw Log Cabin
- Old Enderby Road

CARRIED UNANIMOUSLY

City Staff will find out where the Hedgman's Corner sign is and if it was ever installed.

b) Heritage Conservation Awards and Heritage Week Procedure Documents

Deferred to next meeting.

c) Plaque Program

The Plaque Committee met and discussed possible locations for future plaques. Some options included Salmar Classic Theatre, the old Downtown Activity Centre, Merchant's Block, Canoe United Church, and the Salvation Army. No final decisions were made. The Plaque Committee decided that a high quality design installed over a longer period of time was the best approach. It was suggested that the Plaque Committee look in files for previous research, talk with the Makerspace about 3D printing the plaques, and bring 3 design options to the September CHC meeting. City Staff will clarify if the CHC reserve money rolls over into the next budget cycle.

d) On This Spot App

Through email correspondence, Pat brought to the CHC's attention that an On This Spot meeting occurred in April/May with representatives from R.J. Haney Heritage and Museum, Downtown Salmon Arm, Shuswap Tourism, and Salmon Arm Economic Development Society (SAEDS). Salmon Arm Visitor's Services was invited but was unable to attend. The CHC was not invited. SAEDS apologized for forgetting to invite the CHC and reassured that the CHC would be invited to the next meeting in the fall. The consensus of the meeting was that the On This Spot app should keep going, however there is not a lot of energy or money to do anything this year. Deborah provided an update on costs. Andrew at On This Spot estimated he would charge \$150 per additional location added to the app if we do the research and provide the photos. The estimate is approximate and not carved in stone.

e) Membership

Terry Johnston has stepped down from the CHC. The Commission would like to thank Terry for his service and the knowledge he brought to many projects.

An advertisement was posted May 23rd for a Citizen at Large to fill the vacancy for the rest of the term expiring August 26, 2025. The deadline to apply was June 14th. No applications were received. The vacancy will be advertised again shortly. City Staff will notify CHC members when it is reposted so that they can share it with their networks.

6. New Business

a) Email regarding Wright/Lund Pond

Some members of the public have brought to City Staff's attention concerns about the name of a park with a pond in Canoe. The City's Parks and Recreation Master Plan identifies the park and pond at 4800 70 Avenue NE as "John Lund Park." Members of the community have explained that the pond is located on land that was owned and farmed by the Wright family and has been known as "Wright's Pond." Emails received by City Staff regarding this matter were shared with the CHC. A larger conversation was had about the process of naming streets and parks and consulting the families involved and affected. City Staff will have a discussion with the CAO and provide an update at the next meeting. The CHC agreed that these are conversations that need to continue to happen.

b) Email from the Okanagan Historical Society

The Okanagan Historical Society (OHS) has applied for the Community Anniversaries Canadian Heritage grant to support the events they are planning for their 100th anniversary. The grant providers have asked them to provide evidence that there is support for their celebration in each Municipality. The OHS is not asking the City for funding, but is asking the City to provide support for their events.

Moved: Mary Landers

Seconded: Deborah Chapman

THAT: the request be forwarded to Council with the recommendation from the Community Heritage Commission that Council provide a letter of support.

CARRIED UNANIMOUSLY

7. Other Business &/or Roundtable Updates

a) Okanagan Historical Society Lunch Session

Deborah discussed the Okanagan Historical Society Lunch Session that she attended where she represented the CHC and spoke about the Commission's ongoing projects. She said it went well and was a great opportunity for community outreach.

8. Next Meeting

Monday September 16, 2024, at 2:00 p.m.

9. Adjournment

Moved: Linda Painchaud

Seconded: Deborah Chapman

Minutes of the Community Heritage Commission Meeting of Monday June 17, 2024

THAT: the Community Heritage Commission Meeting of June 17, 2024, adjourn at 3:22 p.m.

CARRIED UNANIMOUSLY

David Gonella, Chair

Received for information by Council on the day of , 2024



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering and Public Works – City Hall Chairs - Budget Amendment

Date: July 22, 2024

Motion for Consideration:

THAT: the 2024 Budget contained in the 2024 to 2028 Financial Plan be amended to add additional funding to the City Hall Workstation Chairs project in the amount of \$15,000 to be funded from the Office Equipment and Furniture Reserve.

Background:

The workstation chairs at City Hall, purchased at the time the building was constructed in 2006, have exceeded their useful life with many irreparably broken. The City budgeted \$20,000 for chair replacement in the 2024 budget. Based on competitive pricing, this would allow for approximately 30 chairs to be replaced. However, after the completion of the office renovations, there will be 44 work stations.

Staff recommend a budget amendment to allow new chairs to be purchased for all 44 work stations. Any existing chairs that are still in good repair will be used in the boardrooms and fire halls.

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 Office Equipment Reserve has approximately \$67,000.00 which is sufficient to cover the additional budget request.

Alternatives & Implications:

Alternatively, the City could purchase the maximum number of chairs allowable within the current budget and request additional budget in subsequent years. This strategy would result in a slightly greater expense as the delivery charge would be incurred for each delivery.

Communication: N/A

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

Attachments: N/A



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Roads & Parks – Budget Amendment - Public Works Yard Maintenance Shop Vehicle Hoist

Date: July 22, 2024

Motion for Consideration:

THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$55,000, from the Public Works Building OH&S Upgrade Reserve for the replacement and installation of a hydraulic vehicular hoist in the mechanics maintenance shop at the Public Works Yard.

Background:

The City of Salmon Arm Public Works Yard Maintenance and Mechanics shop consist of three (3) bays, one which has a two post vehicular hydraulic hoist that is used to hoist the majority of our fleet to perform preventative maintenance and repairs. The hoist provides a stable and secure platform for lifting vehicles, reducing the risk of accidents and injuries.

During our most recent inspection of the hoist, it was determined that it has come to the end of its useful life. It is understood that it is over 30 years old and, unfortunately, when inquiring about repairs, the parts are no longer available. The only option presented to us was replacement. The hoist is used daily and is currently on a reduced weight lifting capacity.

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:

We are recommending that the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to reflect the additional funding needed in the amount of \$55,000 for the replacement of the vehicular hoist. Funds to be reallocated from the Public Works Building OH&S Upgrade Reserve which has an approximate balance of \$108,000.

The replacement of the hoist was originally planned for Phase II of the Public Works building renovation. With the proposed replacement this year, we are confident that it can be utilized when Phase II is completed.

Alternatives & Implications:

Should the budget amendment not be approved, our mechanics could utilize smaller floor jacks with jack stands. This would significantly reduce their progress and increase the risk of injury.

Communication: N/A

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

Attachments:
• N/A

INFORMATION ONLY

To: Mayor & Members of Council

Title: Director of Planning & Community Services – OCP Update and Engagement Summary Report

Date: July 22, 2024

Background:

Late in 2023, staff began the process of reviewing the Official Community Plan (OCP), with the design of the engagement plan and the selection of a consultant (Modus Planning, Design & Engagement) to assist in the engagement process. A four-stage process was designed and is being implemented (see below).



Phase 1 involved preparation and process design, and culminated in an online survey in early January and into February, the results of which were previously reported to Council.

Phase 2 involved:

- 3 “pop-up” promotional events
- A second (more detailed) online survey
- 4 stakeholder sessions
- 6 “go to them events” (targeted at hard to reach populations)
- Future’s Fair at the SASCU auditorium

Phase 2 activities reached about 1,325 unique individuals across the events, or about 8% of the City’s population. This is a very robust number to have reached. A detailed summary of the feedback is contained in the “Engagement Summary Report.” The Steering Committee was briefed on this at their July 9 meeting.

Staff have already begun the process of drafting the initial version of a revised OCP, based on the Summary Report and all the feedback that was provided. An initial draft is proposed to be ready for review in late August (prior to release to the community).

Phase 3 planned activities following that (August to November) include:

- Stakeholder Workshop
- Promotions
- Public Pop-ups
- Public Survey 3
- Webinar(s)
- OCPizza Nights
- Open House Events

Legislative authority / plans / reports:

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

Financial Considerations:

The project is on budget (and on time). The full budget in 2024 is \$200,000, of which \$125,000 is committed to the consultant.

Alternatives & Implications: (alternatives written in motion form)

1. For Information Only – No Motion Required.

Communication:

As noted above in the Phase 3 activities, there is a very robust plan for communicating both process and content regarding the OCP to the community in the months coming up.

Prepared by: Director of Planning & Community Services

Reviewed by:

Approved by: Chief Administrative Officer

Attachments:

- OCP Engagement Summary Report
- OCP Review Presentation

SALMON ARM OCP REVIEW

OCP Steering Committee Meeting

July 8, 2024

OCP Engagement Summary

Engagement Summary Report

- Shows a record of public and stakeholder engagement across phases
- Includes an overview of:
 - Why We Engaged
 - What We Did
 - Who We Heard From
 - What We Heard
 - Measuring Success



Phase 2 Snapshot

What We Did



**3 Public
Pop-ups**



**Futures
Fair Event**



**Public
Survey**



**6 Go-to-them
Events**



**4 Stakeholder
Sessions**
*(combined
workshop, 1x1)*

Promotions:

- Press release
- Newspaper ads
- Project newsletters
- Postcard and posters
- Social media posts and ads
- Direct outreach to organizations



Phase 2 Snapshot

Who We Heard From - Public

Community members, including:

- Youth
- Seniors
- Families
- Indigenous peoples
- People with disabilities
- Renters
- Newcomers



Participants across
engagement

Phase 2 Snapshot

Who We Heard From - Stakeholders

Community and government organizations with interests in:

- Agriculture*
- Parks, Recreation and Trails
- Local Business and Industry*
- Downtown Salmon Arm
- Environment
- Arts
- Food security
- Social services
- Education
- Health
- Heritage

Phase 2 Snapshot

What We Heard – Community Values

Natural beauty & access
to green spaces

Vibrant downtown and
local businesses

Safe, connected
community

Access to recreational
opportunities

Diverse economy and
industries

Opportunities and
support for all ages

Phase 2 Snapshot

What We Heard – Community Vision

- Inclusive, accessible, and safe
- Green, beautiful, and sustainable
- Vibrant
- Well-planned



Phase 2 Snapshot

What We Heard – Community Vision

- Age-friendly
- Healthy
- Connected
- Affordable



Phase 2 Snapshot

What We Heard – Cross-cutting Themes

Connectivity

- Safe and connected active transportation
- Expanded and accessible public transit
- Easy access to services and amenities

Balanced Growth

- Well-maintained infrastructure and facilities that support community growth
- Protected and enhanced natural areas, green spaces, trees and agricultural lands

Sustainability

- Reduced GHG emissions
- Improved climate resilience
- Improved water quality
- Food growing opportunities and access to local foods

Phase 2 Snapshot

What We Heard – Cross-cutting Themes

Safety and Wellbeing

- Improved emergency preparedness
- Celebration of diversity and improved sense of belonging
- Low-barrier social, cultural, and wellness services and supports

Affordability

- Affordable options for housing, transportation, recreation, and food
- Low unemployment

Community Vibrancy

- Vibrant downtown core and small businesses
- Plenty of arts and cultural spaces and celebrations
- Age-friendly public spaces and recreational opportunities

Discussion

Are there any questions?
What stands out to you?
What resonates with you?

OCP Engagement Process



Phase 3 Engagement Overview

Phase 3: Draft Plan (August – November)

This round of engagement focused on feedback on the draft OCP directions. It will include:

- Stakeholder Workshop
- Promotions
- Public Pop-ups
- Public Survey 3
- Webinar
- OCPizza Nights
- Open House Events

Discussion

Are there any questions?

CITY OF SALMON ARM

OFFICIAL COMMUNITY PLAN UPDATE

ENGAGEMENT SUMMARY REPORT - JULY 2024



ACKNOWLEDGEMENTS

The City of Salmon Arm acknowledges the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

MODUS respectfully acknowledges that our office is located on the unceded and occupied lands of the x^wməθk^wəy^əm (Musqueam), Skwxwú7mesh (Squamish) and səfilwətaʔ (Tseil-Waututh) Nations.

The City of Salmon Arm and MODUS extend gratitude to all community members, organizations and government agencies who shared their time, experience, and knowledge with the project team. A special thank you to the Community Ambassadors for helping to lead the engagement efforts, and to the community organizations who welcomed us into their programming.

DRAFT

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1. INTRODUCTION

The City of Salmon Arm is reviewing and updating its Official Community Plan (OCP). An OCP sets out a broad, long-range vision for the community. It guides land use decisions and includes supporting objectives and policies for a range of topics like housing, transportation, parks, agriculture, and community services, among others.

The current OCP was adopted in 2011 and is now being updated to ensure the Plan reflects community priorities and trends, and allows the City to adapt to challenges and opportunities that lie ahead.

Since January 2024, the project team (including City staff and consultant team) has been engaging with community members, organizations and interest holders

Distinct engagement processes are being undertaken directly with both the Adams Lake Indian Band and Neskonlith Indian Band to understand their priorities and visions for the future, and how their interests can best be respected in the revised OCP. The results of these engagement efforts are ongoing and are not represented here.

This document provides a summary of what we heard during the first two phases of the project. It highlights a wide variety of interests and perspectives from across Salmon Arm. At the end of each round of engagement, we will continue to update this document with a summary of what we have heard to date.

2. ENGAGEMENT SNAPSHOT

What We Did



Outreach & Promotions

- Press release
- Postcard and poster handouts
- Project newsletters
- Newspaper ads
- Social media posts
- Direct outreach to community organizations



Public Pop Ups

- Shaw Arena
- Okanagan Regional Library
- Earth Day Celebrations
- Downtown Farmer's Market
- Salmon Arm Youth Soccer Association
- 151 attendees



Combined Stakeholder Workshop

- March 13th
- 20 participants



Stakeholder Meetings

- SAEDS Industrial Park
- SAEDS Agricultural Advisory Committee
- SAEDS Agricultural Industry
- 30 participants



Futures Fair Event

- May 4th
- 71 attendees



'Go-to-them' Events

- Salmon Arm Secondary School Leadership Club
- Rise Up
- Family Resource Centre
- Shuswap Association for Community Living
- Canadian Mental Health Association
- Shuswap Immigration Services Society
- 117 participants



Public Survey

- Phase 1 Survey: January 5th to February 9th
- Phase 2 Survey: April 8th – May 13th
- 1,377 respondents

Cross-Cutting Themes

Across our many engagement activities, we heard a desire for...

Connectivity

- Safe and connected trails, sidewalks, and bike paths (improved active transportation)
- Expanded and accessible public transit network and service
- Easy access to services and amenities

Balanced growth

- Well-maintained infrastructure and facilities that supports community growth and change
- Protected and enhanced natural areas, green spaces, trees and agricultural lands

Sustainability

- Reduced greenhouse gas emissions
- Improved climate resilience
- Diverse food growing opportunities
- Access to healthy, local foods
- Improved water quality

Safety

- Celebration of diversity and improved sense of belonging
- Access to low-barrier social, cultural, and wellness services and supports
- Improved emergency preparedness

Affordability

- Affordable options for housing
- Affordable options for transportation and recreation
- Low unemployment

Community vibrancy

- Vibrant downtown core and small businesses
- Arts and cultural spaces and celebrations
- Age-friendly public spaces and recreational opportunities

3. WHAT WE DID

3.1. PHASE ONE

Phase One activities consisted largely of providing information to create interest and awareness about the review project, through the City's website and pop-up events. An initial online survey was also hosted on the website to understand the current level of community awareness of the OCP, and to determine how well the current OCP was (or was not) meeting community needs and objectives.

3.2. PHASE TWO

3.2.1. Background

In the second phase of engagement, the community was invited to share their hopes and ideas for the future of Salmon Arm. The feedback gathered will help inform the development of the Draft OCP; alongside other public and stakeholder input, technical studies and analysis, engagement with the Adams Lake Indian Band and Neskonlith Indian Band, and direction from Council.

Through Spring 2024, the project team hosted a series of engagement opportunities to build on what we heard in phase one and gather input on goals, objectives, and policy ideas for the OCP Update.

3.2.2. Combined Workshop

On March 13th, 2024, the project team hosted a workshop at Song Sparrow Hall. The workshop brought together twenty representatives in conversation, with interests ranging from agriculture and food, arts and culture, economic development, housing, environment and climate change, recreation and trails, and community and social services.

3.2.3. Stakeholder Meetings

With the support of the Salmon Arm Economic Development Society (SAEDS), three sessions were held with Industrial Park users and owners (June 13th), Agricultural landowners and producers (June 17th), and Downtown Salmon Arm (June 25th). These stakeholder sessions were focussed on the interests of the groups attending.

In addition to the session noted above a workshop-style session was held with the Agricultural Advisory Committee (June 23rd) to gather input specific to agricultural land uses, food security and issues facing producers.

3.2.4. 'Go-to-them' Engagement

The project team coordinated with community organizations to host events with equity-deserving groups, including youth, Indigenous peoples, people with disabilities, people with mental health challenges, renters, and more. The event format was tailored to organizations' needs and interests and included:

- Leadership Club Meeting at Salmon Arm Secondary School on April 26th
- Pop Up at the Rise Up Open House on May 2nd
- Staff Meeting at the Family Resource Centre on May 6th
- Pop up at the Shuswap Association for Community Living on May 9th
- Pop Up at the Canadian Mental Health Association on May 16th
- Lunch and Learn at the Shuswap Immigration Services Society on June 15th

3.2.5. Public Pop-ups

The project team, including Community Ambassadors, facilitated three public pop-up events at key events and locations in Salmon Arm. The pop-ups aimed to raise awareness of the OCP Update, gather input on community values and vision for the future, and encourage participation in the online survey and Futures Fair event. Pop-ups were held at:

- Earth Day Celebration, Ross St Plaza on April 20th
- Downtown Farmer's Market, Ross St Plaza on April 27th
- Salmon Arm Youth Soccer Association, Downtown Fields on May 1st

3.2.6. Futures Fair

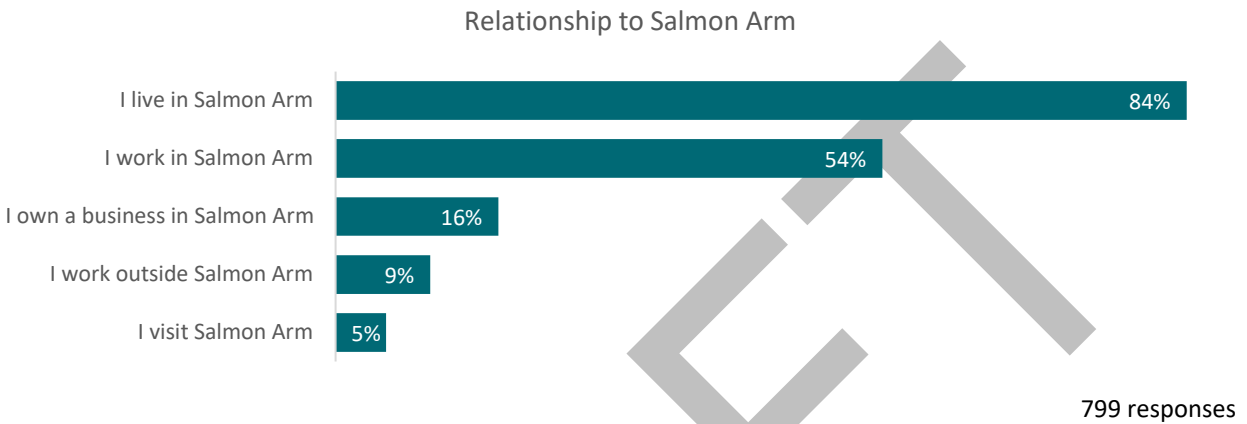
On May 4th, 2024, the project team hosted a Futures Fair event at the SASCU Recreation Centre. This interactive event included activities for the whole family to get involved. Over seventy community members dropped by to meet the project team, learn about the OCP Update, and share their ideas. Community members typically spent a half hour or more at the event and provided detailed feedback. Participants who completed an "event passport" by visiting all the activities were entered into a draw to win one of six \$50 grocery gift certificates.

3.2.7. Online Survey

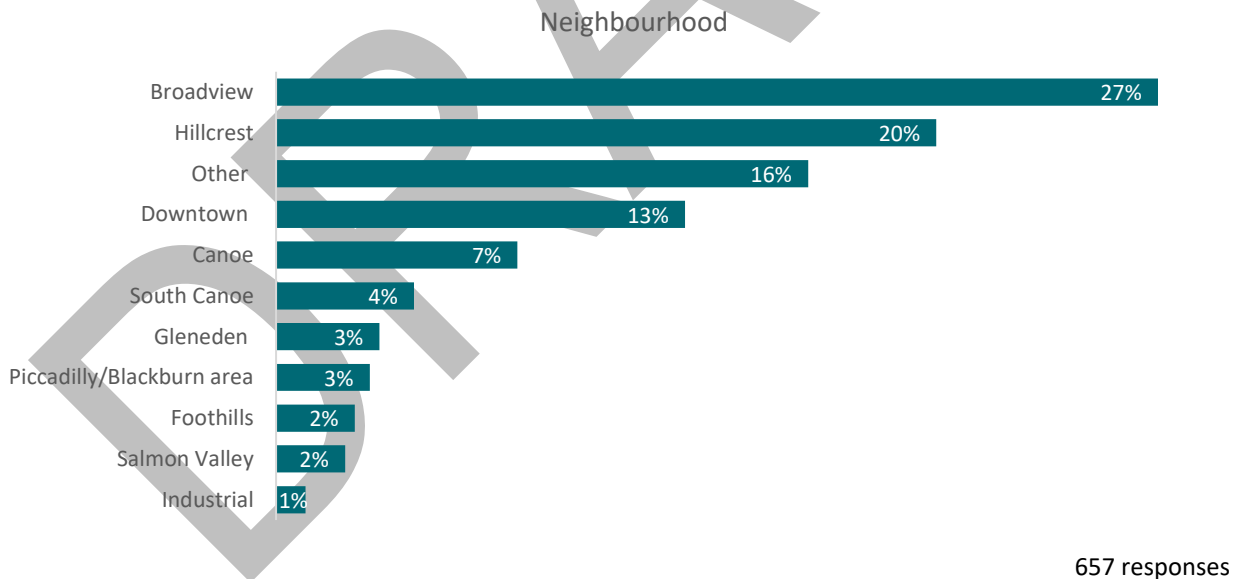
A public survey was available online from April 8th to May 13th on the City of Salmon Arm website. The survey gathered feedback on key OCP topic areas and received 960 responses. Participants who left their email addresses were entered into a draw to win one of six \$50 grocery gift certificates.

4. WHO WE HEARD FROM

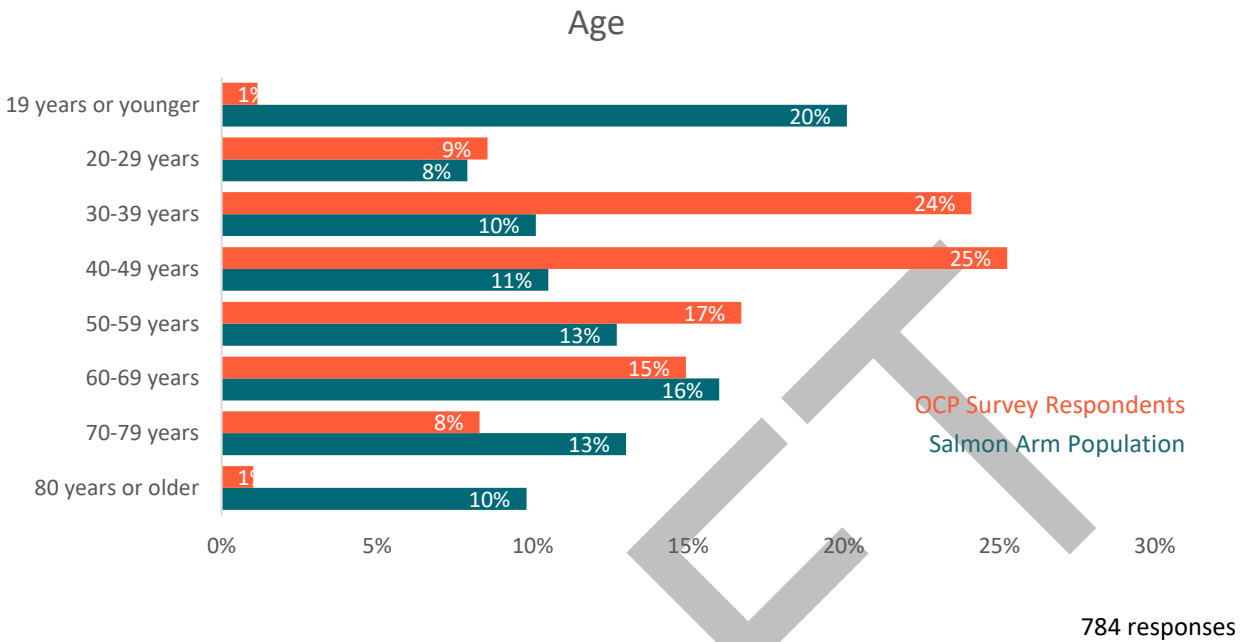
Through the online survey, the project team asked optional demographic questions to better understand who we are engaging in the OCP Update. The graphs on the following pages describe these results.



Most survey respondents (84%) live and work (54%) in Salmon Arm. We also heard from business owners (16%) and those who work outside Salmon Arm (9%) or visit the community (5%).

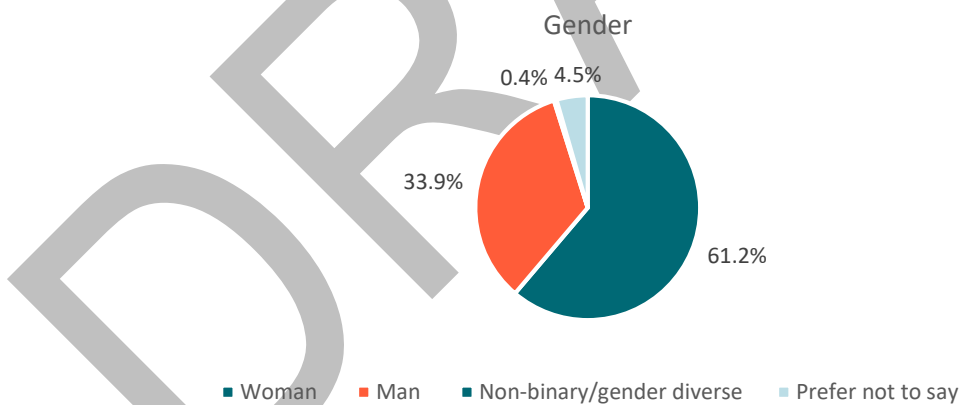


Of those that live in Salmon Arm, over a quarter (27%) live in Broadview, and about one-fifth (20%) live in Hillcrest. Other responses often referenced Okanagan, Uptown, Ranchero, and Raven neighbourhoods.



Survey respondents range in age: 10% are under 30, 49% are between 30 and 50, and 41% are over 50. Compared to Salmon Arm’s population, we heard from a higher percentage of people aged 30 to 50 and fewer people aged 19 or younger, and over the age of 70.

781 responses



Most survey respondents (61%) identify as a woman. This is higher than the percentage of women in the community (53%). About a third (34%) of survey respondents identify as a man; less than the percentage of men in the community (47%). In addition, 5% of survey respondents identify as gender diverse or prefer not to say.

Housing



763 responses

We heard most from homeowners (87%). This is relatively comparable to Salmon Arm’s demographics, in which 76% of the population own a home. We heard relatively less from renters, and those that live in supportive or co-op housing (15%), compared to the population (24%). Other responses include living with parents or having previously lived in Salmon Arm.

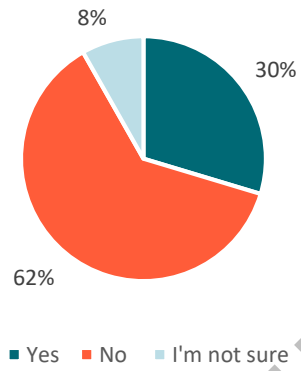
797 responses

Languages Spoken at Home



Most survey respondents (96%) speak English at home, which is reflective of the population (97% speak English at home). We also heard from community members who speak German, Secwepemc languages, Cantonese, Tagalog, French, Spanish, Russian, Mandarin, Japanese, Urdu, Portuguese and Italian.

Previous OCP Engagement



779 responses

Most survey respondents (62%) have not participated in an OCP Update before.

DRAFT

5. WHAT WE HEARD

The following section summarizes what we heard across engagement activities, organized by OCP topic. This includes the questions asked to the community, and the key themes that emerged in response. The themes are described in order from most to least often referenced.

5.1. COMMUNITY VALUES & VISION

Q: What do you value most about Salmon Arm today?

Survey respondents shared an appreciation for Salmon Arm today, and a desire to sustain current lifestyles while accommodating future growth. We heard community members value:

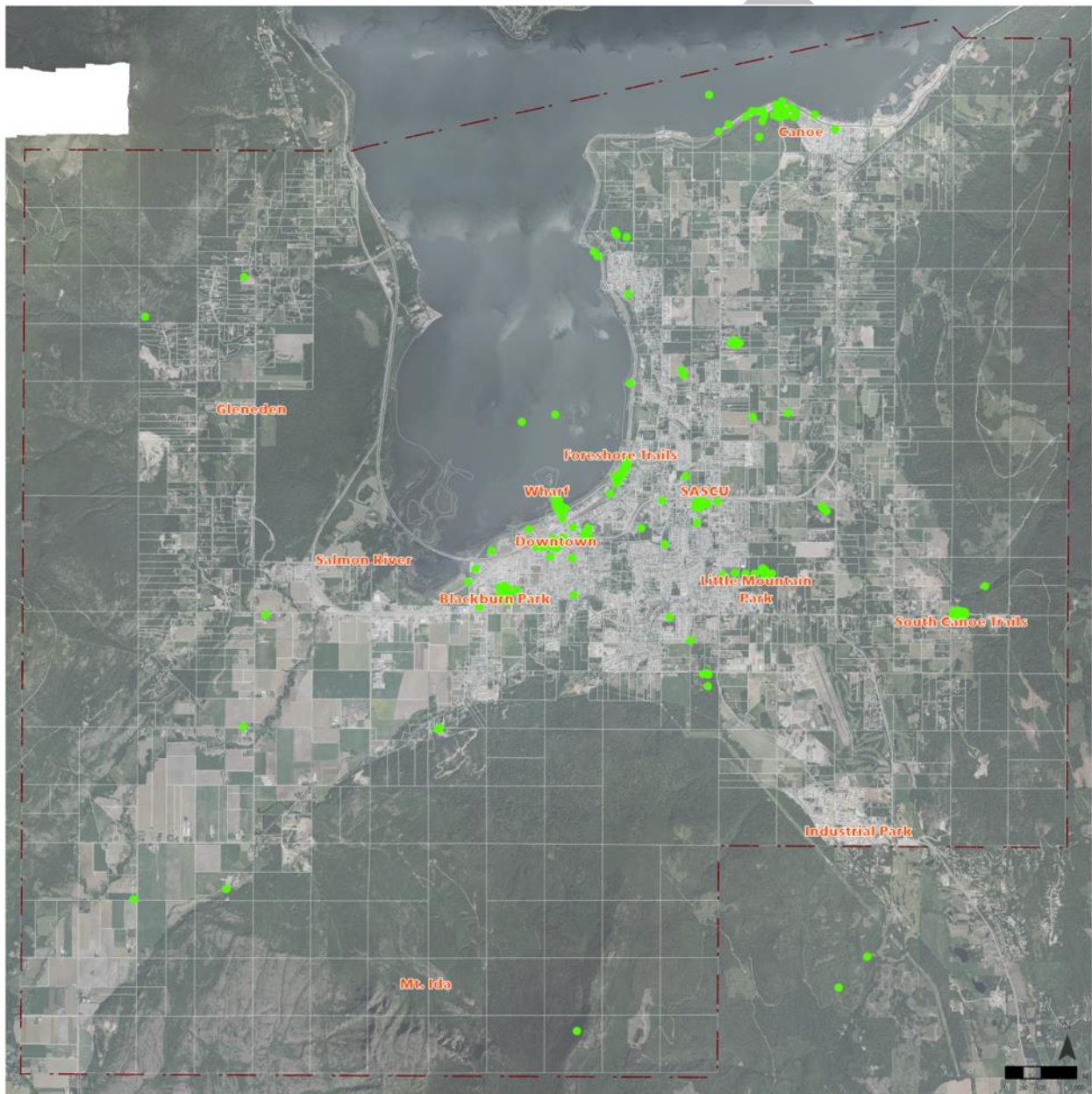
- The natural beauty and access to nature and green spaces
- A safe and connected community that supports one another
- Access to recreational activities, amenities, and services
- Vibrant downtown and local businesses
- A diverse economy and industries
- Age-friendly opportunities that support young families and seniors
- Relative affordability compared to other municipalities in BC



Q: Reflect on Salmon Arm today. Place a sticky dot to show a place you love to go to, you feel needs more attention, you think there should be growth or change, and should stay the same.

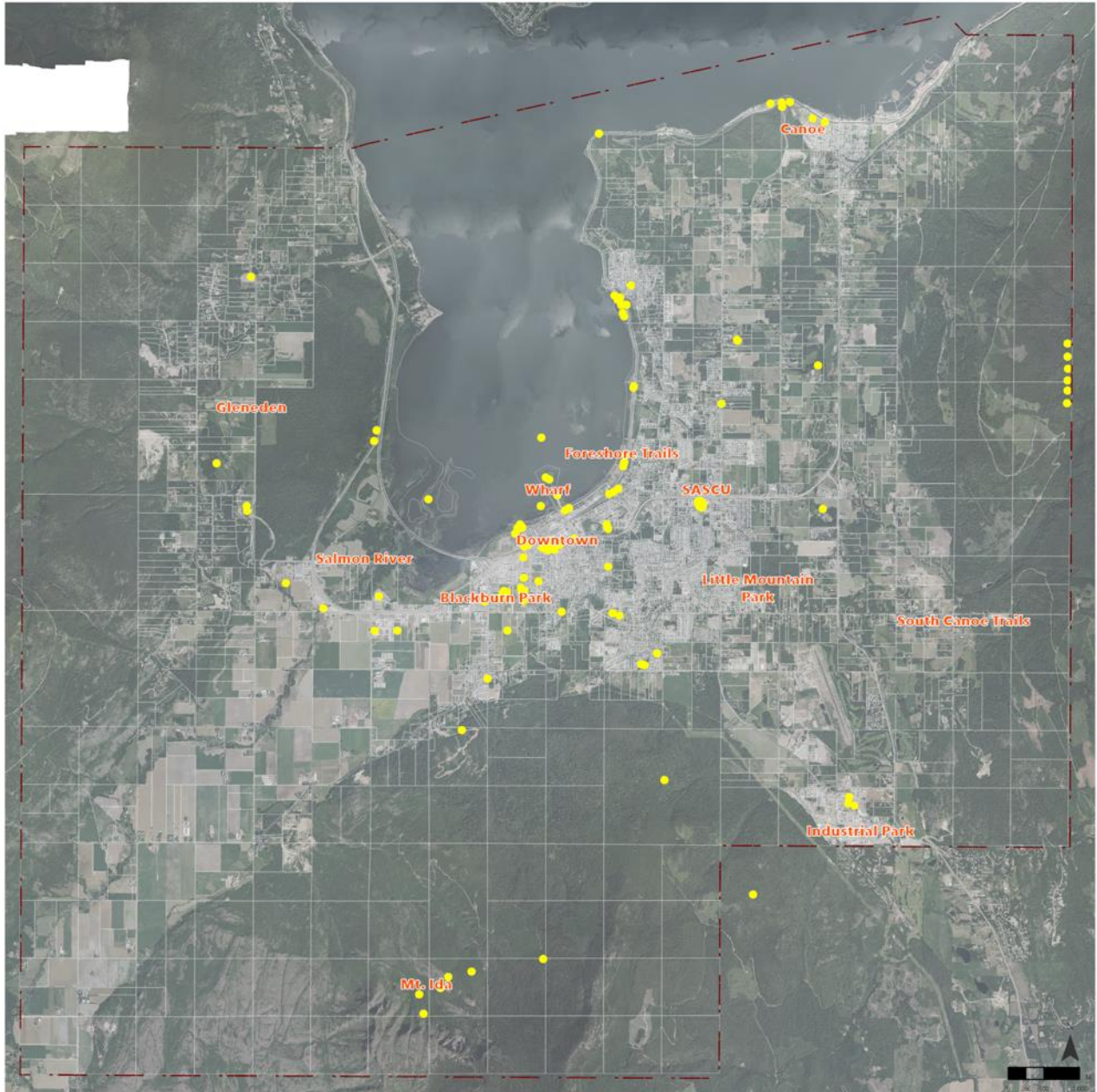
● Love to Go to

The map below shows community members' reflections on where they **love to go to** today. Common responses frequently cited recreational and natural areas such as Canoe Beach, Foreshore and Raven Trails, South Canoe Trails, Little Mountain Park, Blackburn Park, and the SASCU Recreation Centre. Many elements of Downtown were pointed out including Salmar Classic, local shops, and McGuire Lake Park.



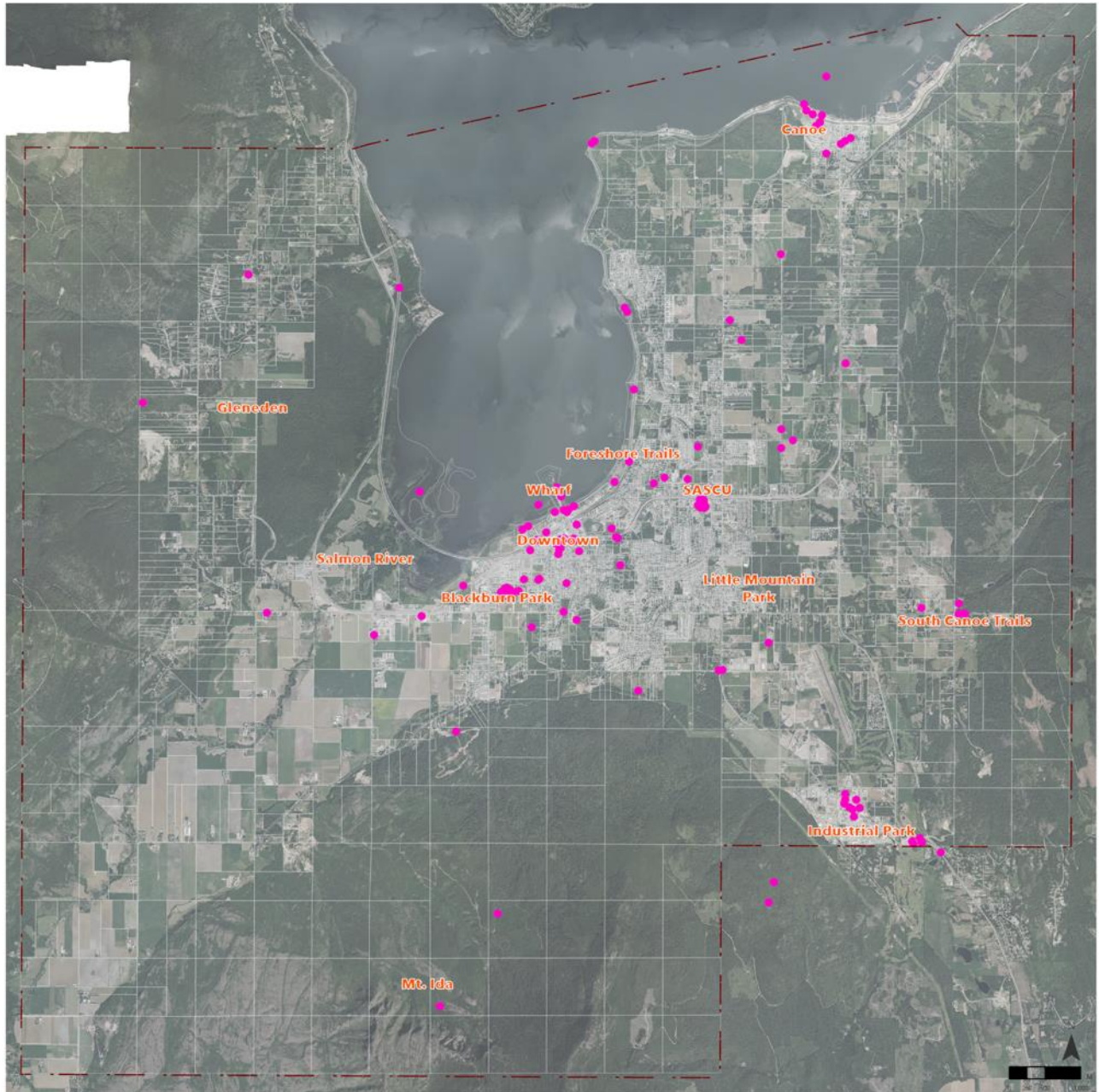
● Needs More Attention

The map below shows community members' reflections on where they feel **needs more attention** today. Some common responses include Mount Ida, the Foreshore and Raven Trails, Downtown, Shuswap Naturalist Park, Canoe, and the SASCU Recreation Centre.



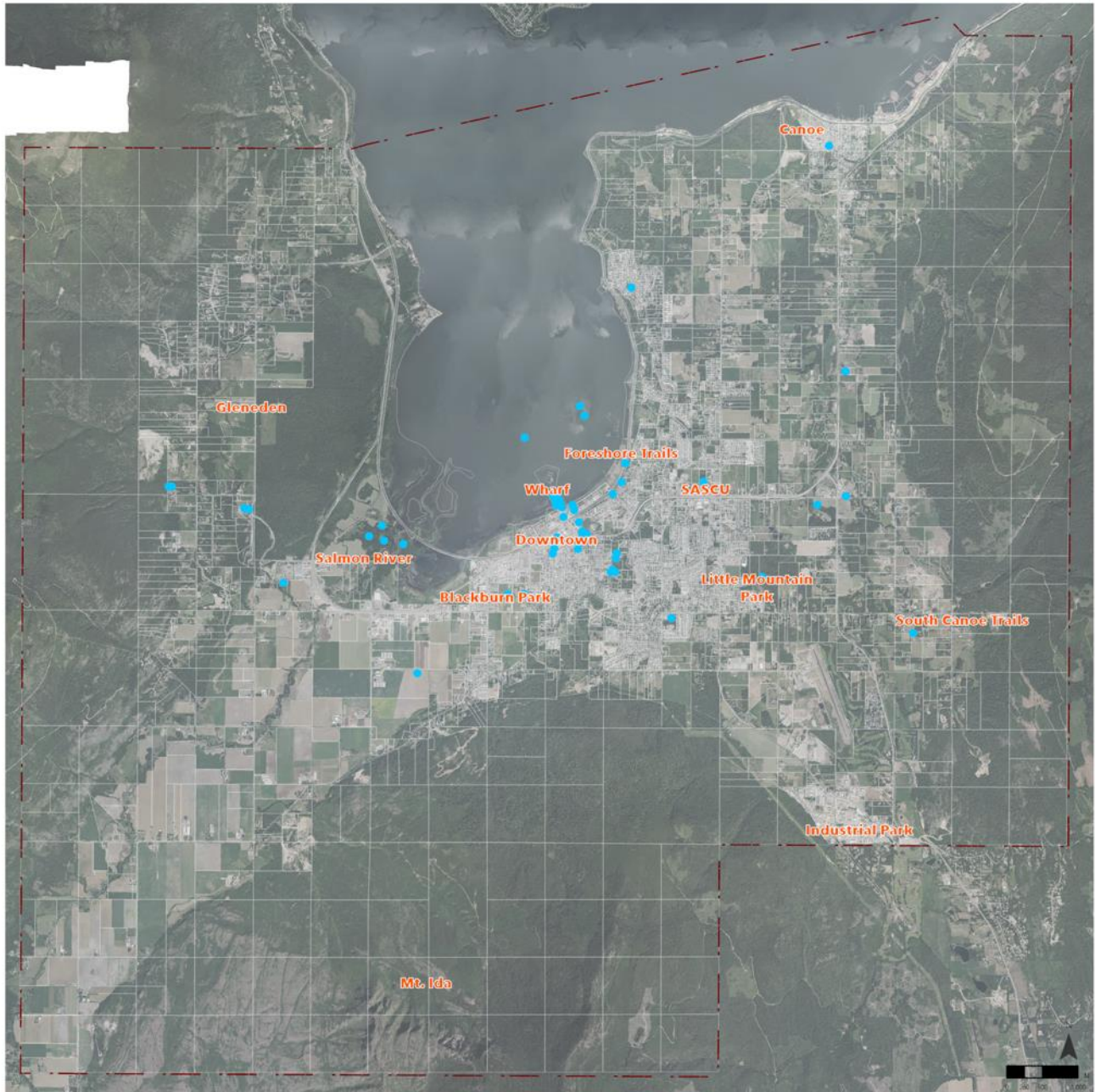
● **Should have growth or change**

The map above shows community members' reflections on where they feel **should grow or change** today. Some common responses include industrial areas, Blackburn Park, Downtown, the Foreshore and Raven Trails, South Canoe Trails, and Canoe.



● **Should stay the same**

The map above shows community members' reflections on where they feel **should stay the same** today. Some common responses include the Wharf, Salmon River, Shuswap Lake, and some parts of Downtown.



Q: Imagine it's 30 years from now, and we have successfully implemented the Official Community Plan. How would you describe Salmon Arm in the future?

Community members shared a vision of Salmon Arm that is:

- **Inclusive, accessible, and safe.** A community that supports one another and everyone feels safe and like they belong. There is a small-town feel, with access to recreational activities, amenities, and services.
- **Green, beautiful, and sustainable.** Community members enjoy and steward the natural environment. Natural and green spaces are protected, and the community is climate resilient.
- **Vibrant.** The economic, arts, and cultural landscape is bustling. Local businesses and artists are well supported, there are activities to do in the evening, and visitors feel the community's distinct charm.
- **Well-planned.** The community is well-balanced in its growth through comprehensive planning and community engagement. Infrastructure is well maintained and supports community growth. Community members feel like they can flourish and root themselves in Salmon Arm.
- **Age friendly.** There are adequate spaces and opportunities for children, youth, adults, and seniors. Community members feel like they can start a family here and age in place.
- **Healthy.** Community members enjoy a healthy lifestyle, supported by recreational opportunities, fresh and culturally appropriate foods, and places for social connection.
- **Connected.** The community is connected through safe trails, sidewalks, public transportation, and bike paths to decrease the need for car use. Amenities and services are easy to access.
- **Affordable.** It is affordable and attainable to live here (e.g. housing, recreation and social activities, food, transportation, etc.).

5.2. HOUSING, INFRASTRUCTURE AND GROWTH

5.2.1. Housing and Infrastructure Today

During Phase 1 engagement, survey respondents identified housing as a key issue that is not adequately addressed in the current OCP. Utilities and infrastructure were identified as one of the top four issues for those responding, both in terms of their importance and where the new OCP should focus.

Q: What does housing and infrastructure look like today?

Through the combined workshop, meetings, and one-on-one sessions in Phase 2 engagement, participants expressed support for infill housing, and a desire to encourage a range of housing while protecting and enhancing greenspace. In general, we heard a preference for infill housing at the lower end of the density spectrum, compared to higher-density housing types. Community members surfaced ongoing challenges with housing affordability and diversity (e.g. senior, supportive housing, affordable rentals) and aging infrastructure in need of upgrades to support current and future residents.

5.2.2. Housing and Infrastructure in the Future

Q: In 30 years, what does housing and infrastructure look like?

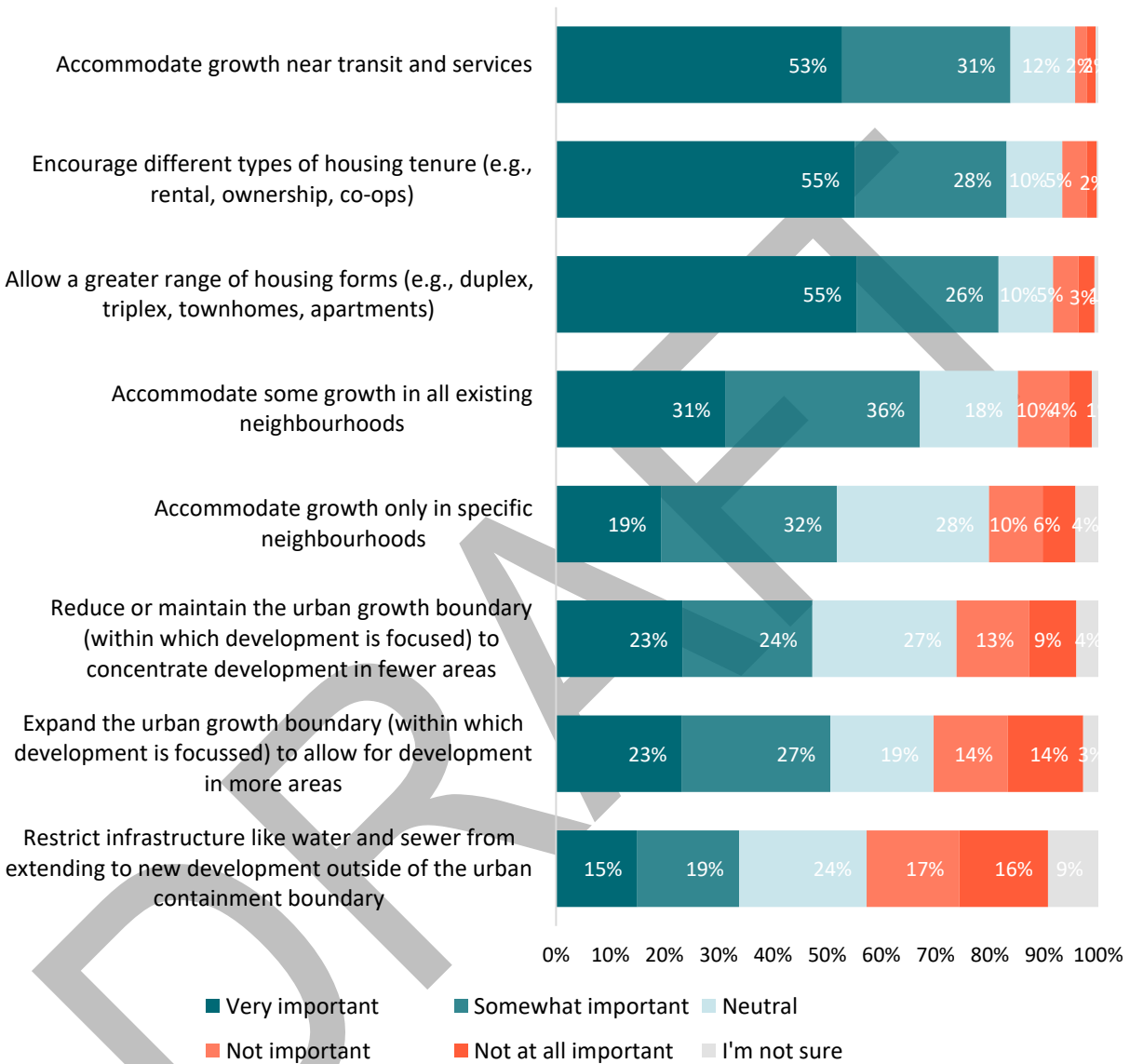
Community members shared a vision of:

- **Housing for all.** Diverse and affordable housing choices meet a range of needs (e.g. low-income housing, attainable rentals, first-time homeownership, housing for seniors, workers, and newcomers among others). Homes are family-friendly, allow community members to age in place, and there is zero homelessness.
- **Connected.** Housing is near services and amenities, connected by safe walking, cycling, and transit routes. Growth is concentrated in downtown and nearby neighbourhoods and limits sprawl.
- **Balanced.** Community growth is balanced with protected and enhanced green space, trees, natural areas, and agricultural land.
- **Sufficient.** Infrastructure is improved and maintained to support community growth (e.g. water, roads, childcare, schools, health services, etc.).
- **Sustainable.** Housing and infrastructure support sustainability and reduced greenhouse gas emissions (e.g. energy-efficient buildings).
- **Community.** Housing and infrastructure support a healthy and connected community and maintains a small-town feel.



5.2.3. Big Ideas for Housing and Infrastructure

Q: How important are each of the following actions for Salmon Arm?



Survey respondents ranked accommodating **growth near transit and services** as the most important action for Salmon Arm. We heard ideas related to this action like:

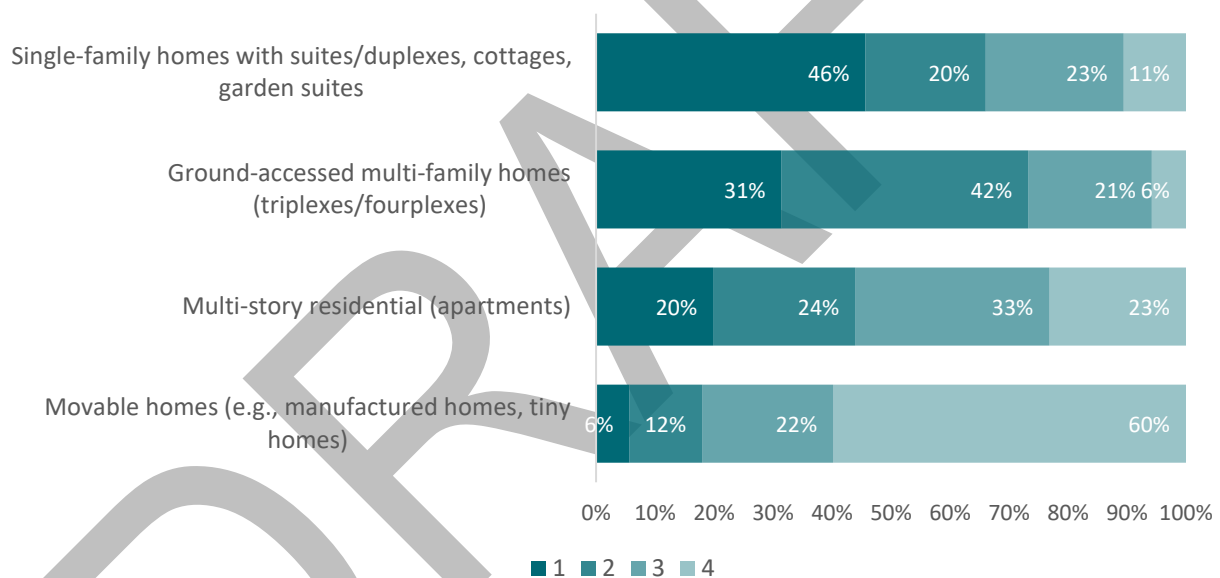
- Concentrating growth in downtown and nearby neighbourhoods
- Improving connections to housing, like increasing transit servicing and multi-use pathways
- Ensuring adequate infrastructure, services, and facilities to support community growth (e.g. sewage, water treatment, recreational facilities, medical services, etc.)

We also heard about the importance of encouraging **different types of housing tenure** and allowing a **greater range of housing forms**. Ideas included:

- Encouraging diverse housing options for families, seniors, and vulnerable populations (e.g. affordable rentals, co-housing, townhomes, apartments, gardens, and suites, etc.)
- Incentivizing additional units
- Allowing RVs and encouraging tiny homes
- Introducing residential parking permits

There were mixed opinions about the importance of **reducing or maintaining the growth boundary, extending the urban growth boundary, and restricting infrastructure outside the urban containment boundary**.

Q: What new types of housing forms should we prioritize? Please rank each housing type from most (1) to least (4) preferred.



Survey respondents and Futures Fair participants ranked single-family homes with suites and cottages as the most preferable new form of housing, followed by ground-access multi-family homes. Participants most often ranked movable homes as least preferred and there was mixed preference for apartments.

5.3. TRANSPORTATION AND ACCESSIBILITY

5.3.1. Transportation and Accessibility Today

During Phase 1 engagement, survey respondents identified transportation, and particularly active transportation modes, as an issue not adequately addressed in the current OCP. We also heard a desire for transportation and accessibility to be an area of focus in the new OCP.

Q: What does transportation and accessibility look like today?

Through the combined workshop, meetings and one-on-one sessions in Phase 2 engagement, participants shared support for the City's Active Transportation Plan, new underpass, and ongoing road maintenance. We also heard about the importance of reducing car dependency and improving safe, accessible, and reliable active and public transportation options (particularly to downtown). Community members identified the topography, highway, and rail corridor as challenges for active transportation and accessibility, and expressed concerns about the adequacy (both routes and frequency) of the current public transit system. There were some concerns about road safety, particularly in rural areas.

5.3.2. Transportation and Accessibility in the Future

Q: In 30 years, what does transportation and accessibility look like?

Community members shared a vision of a transportation system that is:

- **Connected.** It is easy to access jobs, schools, services and amenities by foot, bike, bus, or car. There is an expanded public transit network within Salmon Arm and to neighbouring communities. There is a network of trails, bike lanes, and continuous sidewalks. Services and amenities (e.g. corner stores, grocery stores, neighbourhood pubs) are available within neighbourhoods.
- **Efficient and reliable.** There is reliable, year-round transit service, with frequent service and extended hours.
- **Accessible.** Transportation options meet the needs of all ages and abilities; there is affordable transit, increased handyDART service, and wheelchair-accessible sidewalks. Transportation networks consider the challenging topography and offer plenty of rest areas. There is improved parking downtown.
- **Sustainable.** There is reduced car dependency and shifts to electric vehicles and car share programs.
- **Safe.** Transportation infrastructure supports safe active transportation, including dedicated bike lanes, bike parking, painted crosswalks, lighting on paths, safe highway crossings, and traffic calming.

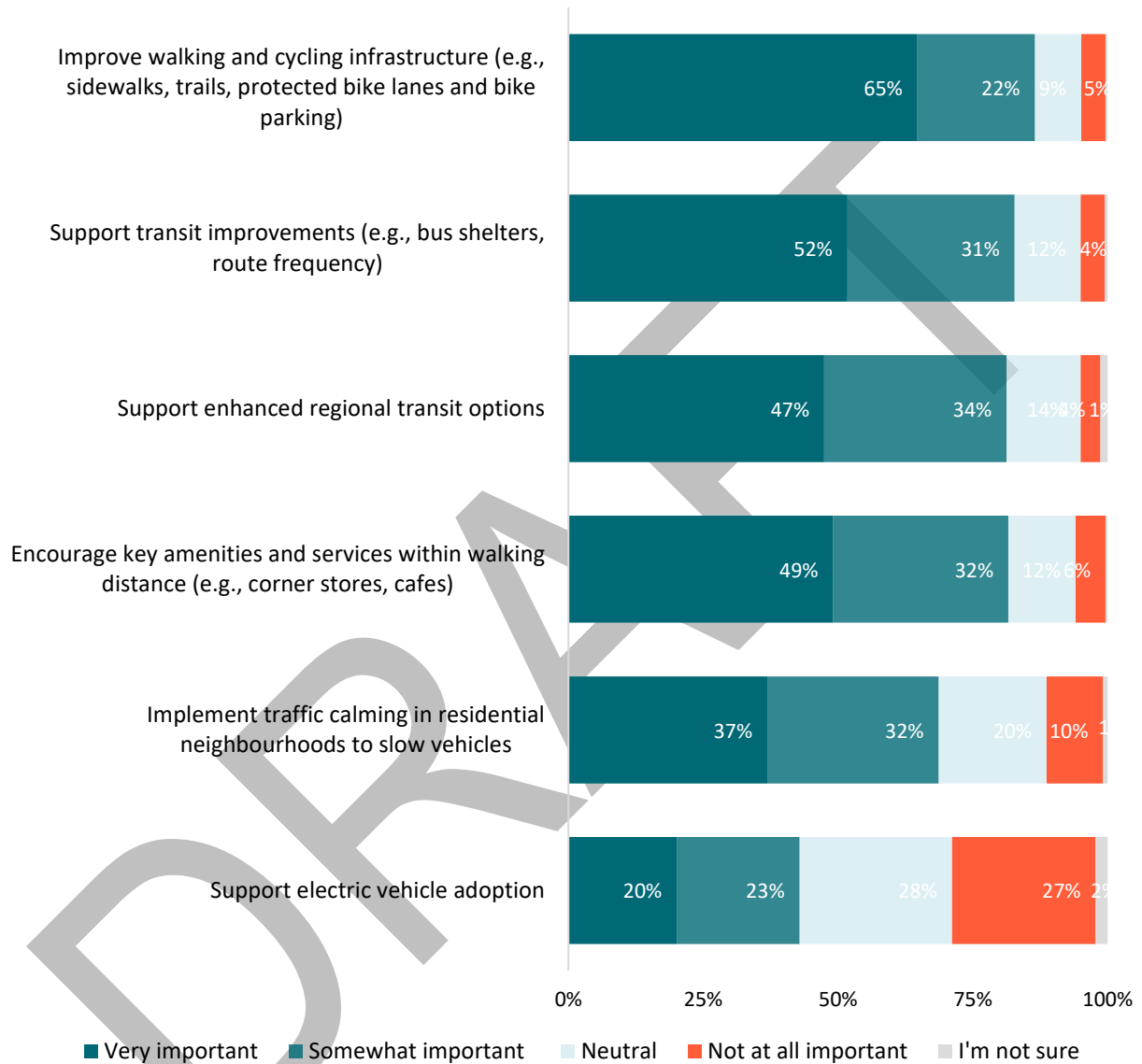
"Salmon Arm has free public transit for youth under 18 and seniors, has been rated the most walkable and bikeable" community in Canada."

"There are sidewalks and pathways connecting all major areas, separated bike lanes allow safe travel, and transit covers a larger amount of the city and runs more frequently so that more people use it"

"Salmon Arm is accessible without the need of a car. The city is walkable and supports different kinds of public transportation (e.g. busses, rental bikes, rental e-scooters, Ubers and maybe even funiculars or escalators on steep hills e.g. on Okanagan Ave E)"

5.3.3. Big Ideas for Transportation and Accessibility

Q: How important are each of the following actions for Salmon Arm?



Survey respondents most often selected **improving walking and cycling infrastructure** as the most important action, followed by supporting **transit improvements** and **enhanced regional transit options**. We heard ideas related to these actions, including:

- Improving connections between Uptown and Downtown
- Implementing the Active Transportation Plan:

- Ensuring complete sidewalks and trails, lit pathways, and safe highway and rail crossings
- Improving safe bicycle parking, separated, and connected bike lanes, and opportunities for bike/scooter rentals
- Promoting walkability within new developments and consolidating community services
- Advocating and collaborating for more frequent servicing and connections within Salmon Arm (e.g. school, employment) and to other communities (e.g. Sicamous, Vernon)
- Relaxing parking standards, particularly downtown

We also heard suggestions for **key amenities and services** outside the downtown core, including grocery stores, coffee shops, and pubs.

Supporting **electric vehicle adoption** was voted as the least important action overall by survey respondents. We heard some concerns about its cost of implementation and viability.

Some community members also shared concerns about the feasibility of active transportation due to weather and topography. We heard ideas to **improve road network and safety**, including:

- Reducing traffic speeds, implementing traffic calming measures and increasing signage
- Enforcing traffic laws
- Ensuring ongoing road repairs and maintenance
- Exploring new truck routes

Other ideas included encouraging more ride services like Uber and taxis.

5.4. PARKS, RECREATION, AND TRAILS

The community consistently highlighted the importance of parks, recreation, and trails during Phase 1 engagement. Parks, recreation and trails was identified as the most important section in the current OCP, and as a section that would need focus in the new document. It was also identified as the least effectively addressed area and frequently mentioned in general comments, particularly concerning the management and planning of recreation facilities. There is a clear desire in the community to ensure that parks, recreation and trails continue to be well-represented and addressed in the new OCP.

5.4.1. Parks, Recreation and Trails Today

Q: What do parks, recreation and trails look like today?

Through the combined workshop, meetings, and one-on-one sessions in Phase 2 engagement, we heard community members love the great trails, parks, and recreational amenities (e.g. tennis courts, playgrounds, off-leash dog areas, etc.). Community members shared the importance of parks and recreation opportunities for physical and mental wellbeing, and social connection. We also heard a need for improvements to existing amenities and facilities, like the baseball and soccer fields, as well as a desire for more facilities and/or improved capacity to accommodate community growth (e.g. pool, multi-use fields, skate rentals, track, pump track). There were some questions about the future of the wharf and maintaining boat access.

5.4.2. Parks, Recreation and Trails in the Future

Q: In 30 years, what does park, trails, and recreation look like?

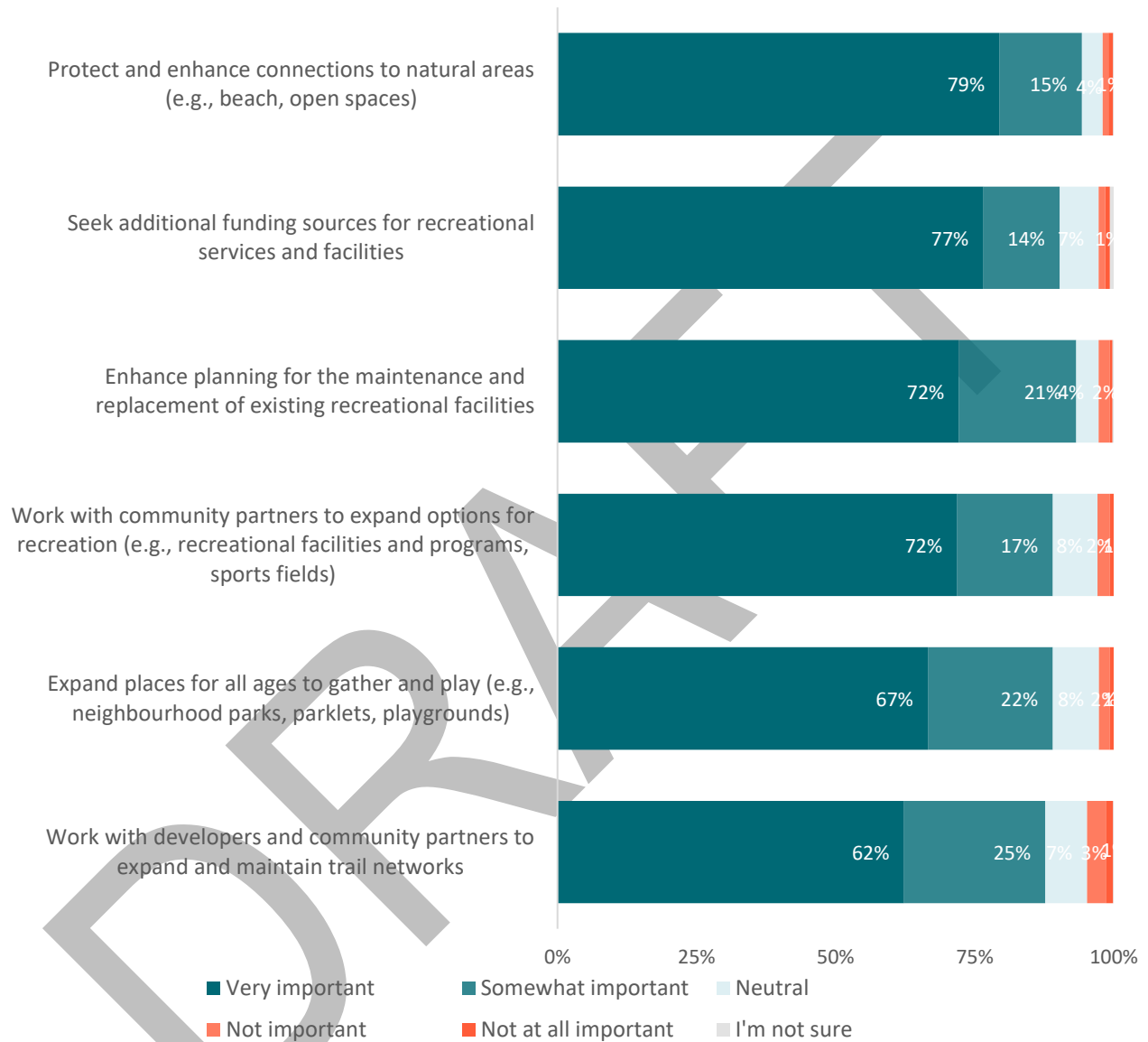
Community members shared a vision that is:

- **Accessible and diverse.** There are adequate and affordable recreational facilities and options year-round. People of all ages have access to activities they enjoy.
- **Welcoming.** Community members and visitors are welcomed and attracted to the city's state-of-the-art facilities. Salmon Arm hosts a variety of sporting and community events.
- **Connected.** There is easy access to parks, trails, and facilities, and an active network between communities and neighbourhoods. Active public spaces foster a strong sense of community.
- **Well maintained.** Facilities and infrastructure are well maintained and planned into the future to support use and longevity.
- **Green.** Natural and green spaces are well-kept and accessible throughout the city. Facilities are built sustainably to last a long time.
- **Healthy.** Community spaces are built to foster healthy connections and lifestyles. Walkability and bikeability are increased.



5.4.3. Big Ideas for Parks, Recreation and Trails

Q: How important are each of the following actions for Salmon Arm?



Survey respondents ranked protecting and enhancing **connections to natural areas** as the most important action. Across engagement, we heard ideas related to:

- Integrating greenspace into new developments (e.g. trails, parklets, parks)
- Purchasing land to expand the park network
- Establishing a community campground
- Improving connections to the lake

Seeking additional funding sources for recreational services and facilities was also ranked with a high level of importance. We heard ideas like:

- Encouraging user fees for sports groups to support upgrades
- Working with clubs and organizations to fundraise
- Advocating to senior government
- Providing funding for operations, not only capital

This was followed by enhancing planning for the **maintenance and replacement of existing recreational facilities** and working with community partners to **expand options for recreation**. Community members shared ideas to achieve these actions, including:

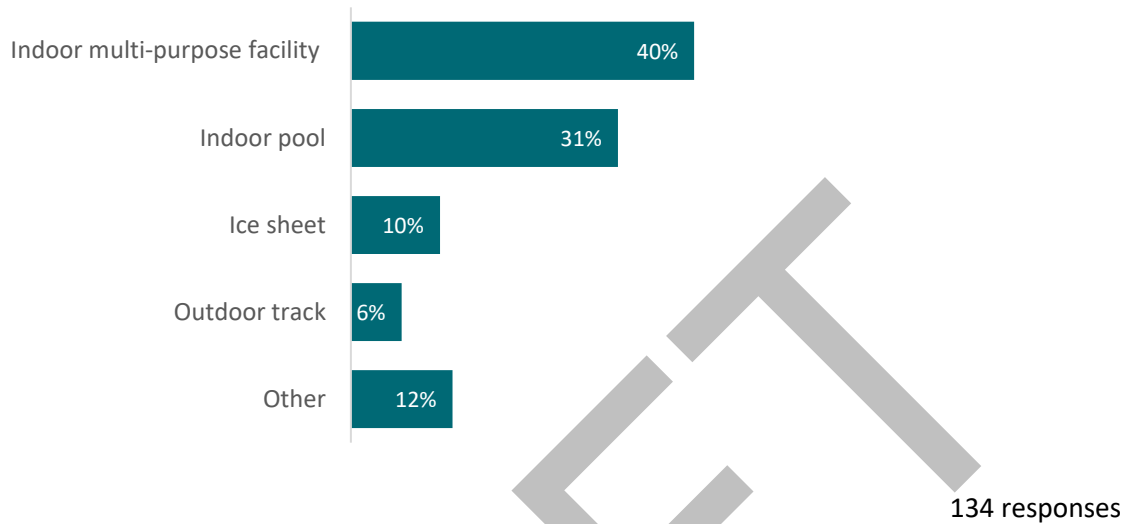
- Improving asset management to plan for facilities that align with community growth
- Conducting a public vote for a new recreational facility
- Building a multi-use facility that is accessible and year-round
- Upgrading existing facilities like the pool, pump track, soccer fields, basketball courts, indoor ice rink
- Diversifying recreational activities to provide more affordable programming options (e.g. swim lessons)

Many ideas were also shared on **expanding places for all ages** to gather and play and working with developers and community partners to **expand and maintain trail networks**:

- Ensuring safe spaces and diverse opportunities for children, adults, and seniors (e.g. gathering spaces, pump track, pool, playground, splash park, variety of classes)
- Improving park and trail lighting, mapping, and waste management
- Improving regional trail connections
- Mitigating potential conflicts with trails along agricultural lands

Other ideas included restricting ATV access from waterways and ensuring boat inspection to protect the lakes.

Q: What are your top priorities for new recreational facilities in Salmon Arm?



Futures Fair participants most often ranked an indoor multi-purpose facility as their top priority for new recreational facilities (40%), this was followed by an indoor pool (31%), a new ice sheet (10%), and outdoor track (6%). Other ideas included a combined multi-purpose sports facility with performing arts spaces, indoor play areas, trails and small neighbourhood parks.

5.5. ENVIRONMENT AND CLIMATE CHANGE

The Phase 1 engagement process identified environmental concerns and policies as some of the most important to community members, and as a topic the new OCP should focus on. The environment and climate change policies were frequently mentioned when survey respondents were asked about what the current OCP is missing. When asked to provide general comments on the current OCP, many respondents cited the need for enhanced policies to address the environment and climate change.

5.5.1. Environment and Climate Change Today

Q: What does environment and climate change look like today?

Through the combined workshop and one-on-one sessions in Phase 2 engagement, we heard about the importance of protecting Salmon Arm's healthy marshlands and natural areas, including addressing agricultural run-off into waterways. We also heard a need to develop a climate strategy and concerns about wildfire seasons.

5.5.2. Environment and Climate Change in the Future

Q: In 30 years, what does the environment and climate change look like?

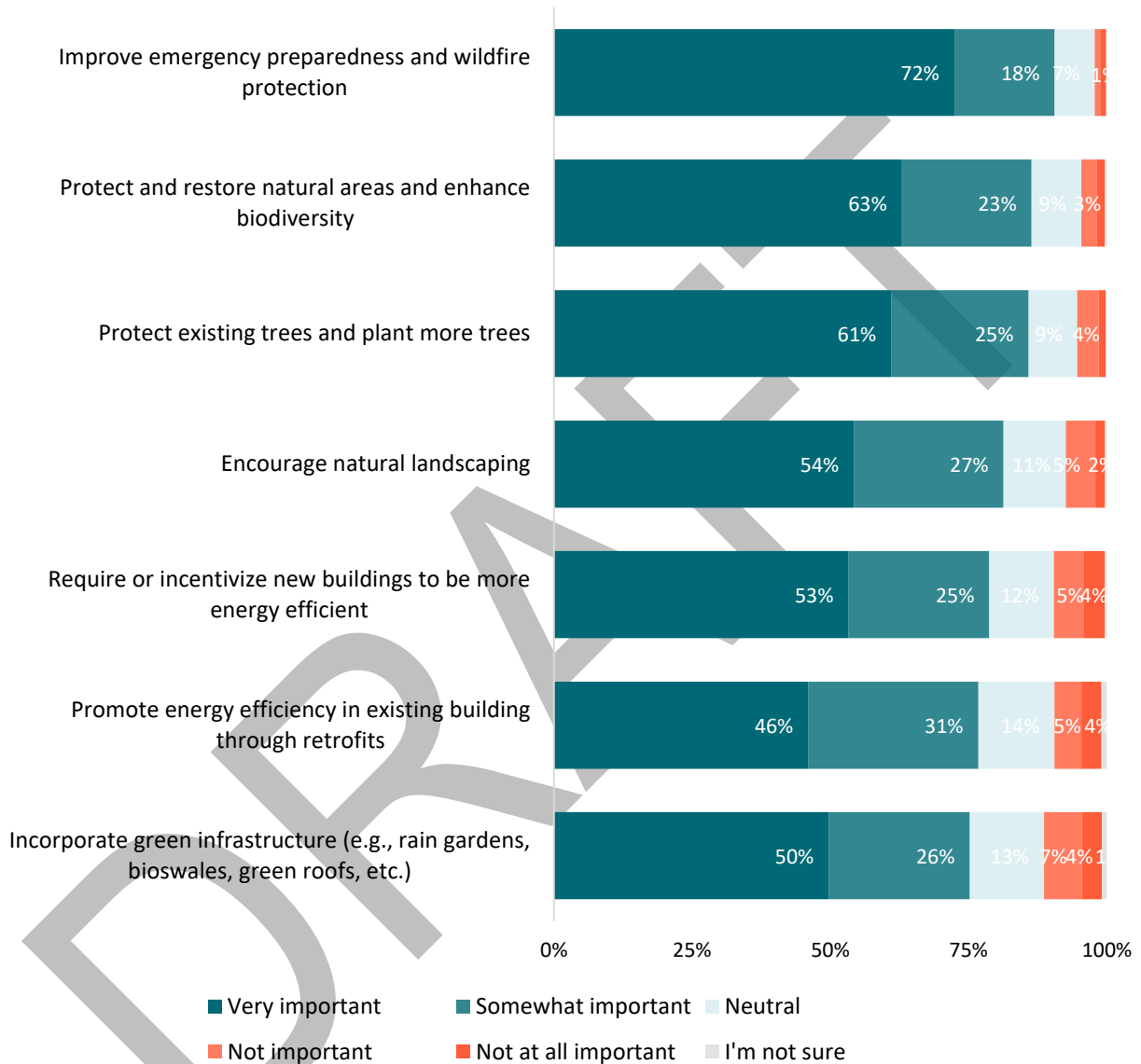
Community members shared a vision of Salmon Arm that is:

- **Abundant.** There are protected and enhanced natural areas, wildlife and networks of green spaces, with a healthy degree of biodiversity. Community growth is balanced with permeable areas and protected trees. There are more food-growing opportunities and climate-resilient plants and landscapes.
- **Safe and resilient.** The community is a safe place to be and there is no displacement from climate emergencies (e.g. wildfires). The City is progressive, forward and long-term thinking, and a leader in climate action
- **Energy efficient.** New developments are energy efficient. The City adopts solar energy, supports electric vehicles, has reduced greenhouse gas emissions and aims to achieve net-zero emissions.
- **Water-wise.** Local watersheds are protected, and there is improved water quality and removal of invasive species. Homes and businesses integrate rainwater collection, greywater systems and xeriscaping.
- **Connected.** There are improved walking, cycling and transit connections to reduce car dependency, particularly downtown.



5.5.3. Big Ideas for Environment and Climate Change

Q: How important are each of the following actions for Salmon Arm?



Survey respondents ranked **improving emergency preparedness and wildfire protection** as the most important action. Survey respondents placed a high level of importance on **protecting and restoring natural areas** and enhancing biodiversity, **protecting, and enhancing trees**, and encouraging **natural landscaping**. Community members shared ideas like:

- Incentivizing fire-smart homes and yards (e.g. fire-resistant plants)

- Supporting evacuation plans for vulnerable populations without access to transportation
- Advocating for improved forestry practices and Provincial wildfire plans
- Encouraging climate-resilient landscaping, like native species, drought, and fire-resistant species, food lawns, and xeriscaping
- Addressing invasive species
- Protecting and enhancing water quality and supply
- Protecting trees and green space, especially for cooling and air quality
- Tracking progress towards greenhouse gas reductions
- Protecting views to preserve natural beauty through new development

We also heard ideas to support **green development**, including:

- Incentivizing energy efficiency and passive design of buildings
- Encouraging the use of solar energy, geothermal, and greywater systems
- Promoting natural landscaping, green roofs, and reduced light pollution
- Encouraging density closer to services, amenities, and parks
- Improving active and public transportation connections
- Improving waste management

Some respondents shared concerns about the cost and viability of energy-efficient buildings and electric vehicles and questions about the local government's role in addressing climate change.

5.6. AGRICULTURE AND FOOD SECURITY

During Phase 1 engagement, about 75% of respondents to the survey indicated that rural and agricultural issues were ‘very important’ or ‘somewhat important’. When associated comments were provided, survey respondents indicated continued support for the protection of agricultural lands and support for agricultural producers, and suggested that more emphasis be given to issues related to food security in the updated OCP.

5.6.1. Agriculture and Food Security Today

Q: What does agriculture and food security look like today?

Through the combined workshop and stakeholder meetings in Phase 2 engagement, we heard about the importance of protected agricultural lands and supporting local food producers. We also heard about opportunities to improve food security through urban agriculture and community gardens.

5.6.2. Agriculture and Food Security in the Future

Q: In 30 years, what does agriculture and food security look like?

Community members shared a vision of a food system that is:

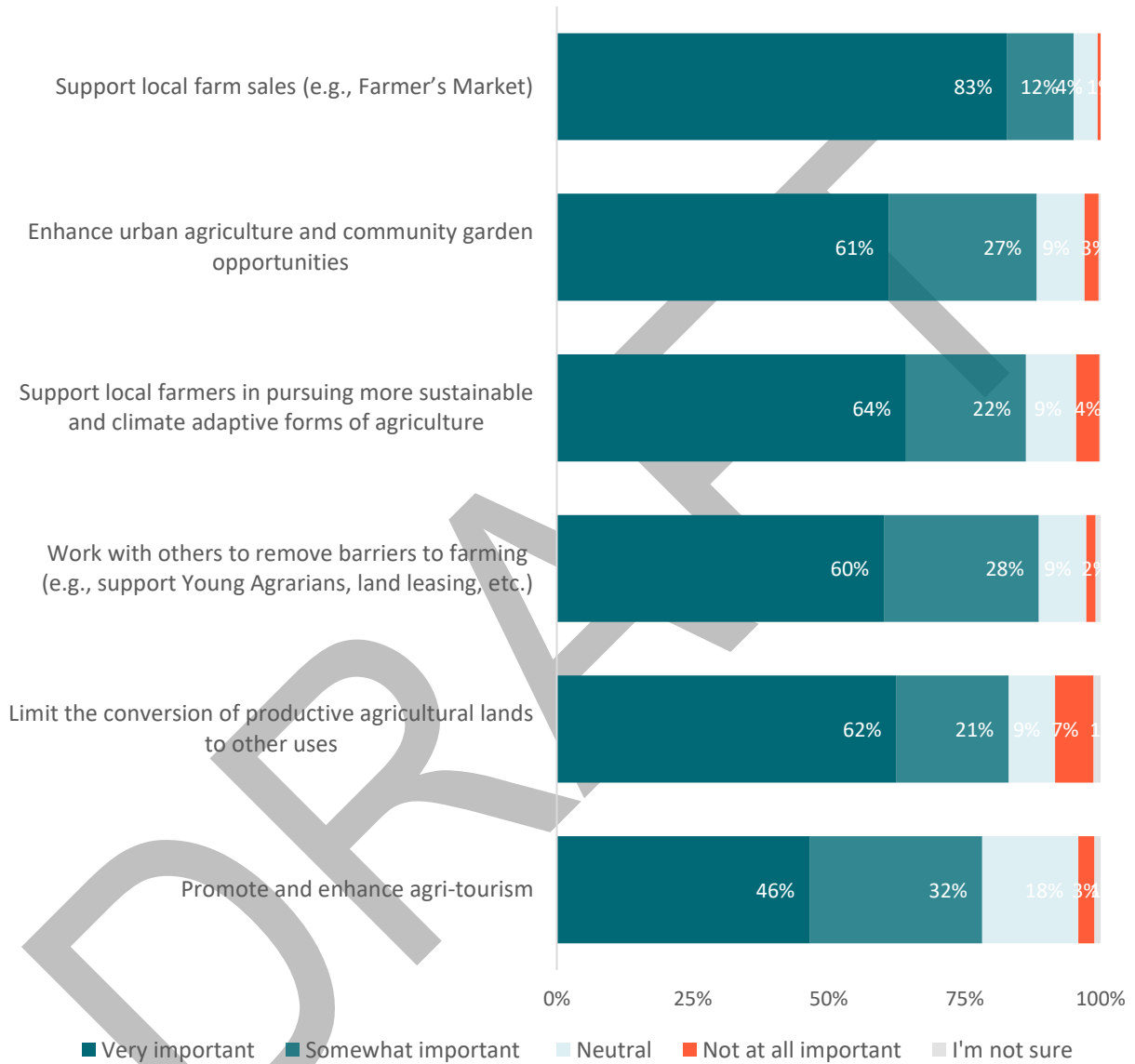
- **Local and accessible.** Local, healthy, and affordable food options are accessible to all. There are more farmer’s markets, and local farm products sold in stores and restaurants, and reduced reliance on food imports. Community members are food secure and can produce their own foods should they choose (e.g. gardens, backyard hens).
- **Abundant and diverse.** Food production is abundant and diverse; there are more community gardens, backyard bees and hens, green roofs, greenhouses, thriving farms and orchards, salmon-bearing ditches, and edible landscapes around town. Community members have year-round access to a variety of foods that meet their needs.
- **Supported.** Community members (farmers, youth, residents) are supported in growing local food. There are land matching and sharing programs, skills programs, teaching gardens, and community kitchens. Farming is viable, there are protected agricultural lands, and infrastructure to support food production (e.g. food sharing hub, processing options, agri-tourism and a supported food producer group).
- **Sustainable.** Food production is sustainable, there are more organic producers, climate-resilient crops, smart water use, reduced run-off, and use of renewable energy.

Other ideas included improving food safety standards and reducing government regulation in agriculture. There were some concerns about future agricultural productivity due to climate change and development pressures.



5.6.3. Big Ideas for Agriculture and Food Security

Q: How important are each of the following actions for Salmon Arm?



Survey and Futures Fair participants most often ranked **supporting local farm sales** as the most important action. We heard ideas for more markets, farm gate sales, and opportunities to connect farmers to local businesses, including food maps and promoting agri-tourism.

Enhancing urban agriculture opportunities also ranked with high importance. Across engagement, we heard ideas like:

- Encouraging home food gardens
- Removing restrictions on backyard chickens and bee-keeping
- Encouraging food growing throughout community parks
- Supporting community programming for growing and processing
- Encouraging more processing options and defining lands for processing (e.g. abattoir)

We heard ideas to support local farmers in pursuing **more sustainable agriculture**, including:

- Encouraging renewable energy
- Encouraging climate adaptive agricultural practices
- Improving decision-making related to water usage
- Improving infrastructure such as ditch maintenance and water access

Community members shared ideas to **remove barriers to farming** like:

- Expanding potable water infrastructure for agricultural uses (e.g. livestock)
- Exploring opportunities for expanding irrigation in the Salmon Valley
- Exploring opportunities for an agricultural college
- Investigating and responding to pest and noxious weed issues
- Seeking ways to minimize permitting delays
- Exploring creative solutions to workforce housing in urban and rural areas
- Supporting an organization to represent producers' interests (e.g. Farmer's Institute)

Ideas related to protecting agricultural land and the ALR included:

- Creating an inventory of lands which are suitable or non-suitable for agricultural uses
- Providing incentives to encourage farm uses
- Protecting agricultural land from development and providing buffer areas
- Coordinating with other levels of government to have consistent guidelines on policies and regulations related to ALR

5.7. JOBS AND THE LOCAL ECONOMY

Phase 1 engagement elicited limited feedback on economic issues given there is no current section in the OCP that directly addresses these issues. About 70% of respondents indicated that commercial and industrial policies were ‘very’ or ‘somewhat important’ in the OCP. Comments indicated continued support for the protection and expansion of industrial lands, and a continued focus on the downtown as the commercial centre of the community.

5.7.1. Jobs and the Local Economy Today

Q: What do jobs and the local economy look like today?

Through the combined workshop, meetings and one-on-one sessions in Phase 2 engagement, we heard Salmon Arm has a vibrant, walkable downtown core with many small businesses. There is an opportunity to continue to support local shops and expand options for youth (i.e. jobs, and public spaces). We also heard a desire to protect industrial lands, encourage a diversified economy, and expand commercial options and amenities in Canoe.

5.7.2. Jobs and the Local Economy in the Future

Q: In 30 years, what do jobs and the local economy look like?

Community members shared a vision of a local economy that is:

- **Supported.** There is low unemployment; community members of all ages and backgrounds have stable employment opportunities and earn a living wage. Small businesses thrive, there is workforce housing, and education and training opportunities for workers.
- **Sustainable.** The community supports sustainable economic development, including small businesses, low-emission industries, and clean technology.
- **Diverse.** There is a diverse economic base, including services, retail, tourism, manufacturing, food production and processing, and home-based businesses.
- **Connected.** Jobs, amenities, and services are well connected to housing by foot, bike, and transit.
- **Thriving.** A thriving local economy supports a vibrant community for those who live, work and visit Salmon Arm. Placemaking is well-considered and successfully implemented.

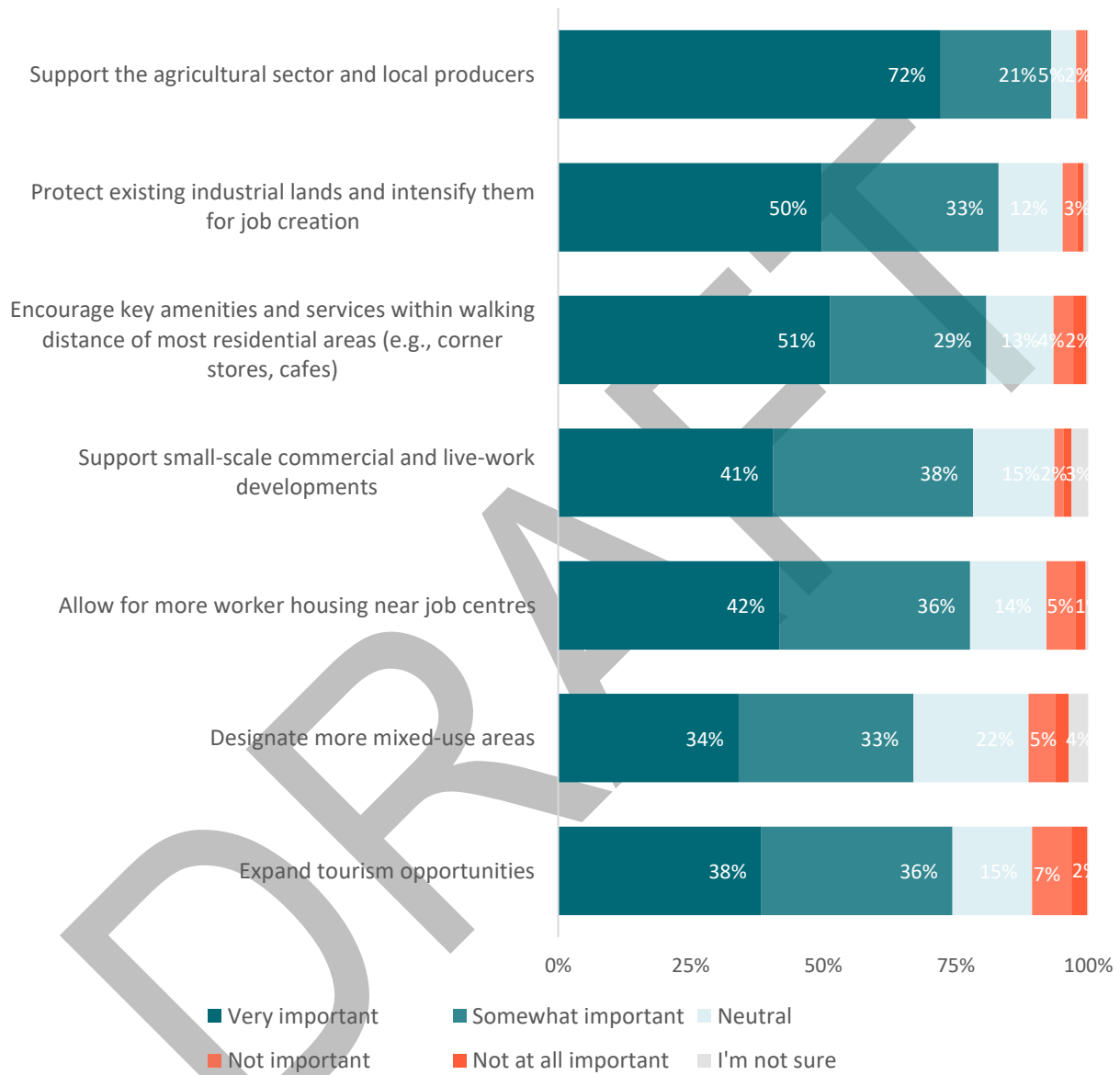


*“Booming city
full of
opportunities”*

*“A community with a range
of clean jobs exists.
Employees are able to
reach their worksite easily
without creating GHG
emissions and they can as
well, work in their homes
where possible”*

5.7.3. Big Ideas for Jobs and the Local Economy

Q: How important are each of the following actions for Salmon Arm?



Survey and Futures Fair participants ranked a high level of importance for supporting the agricultural sector. Protecting existing industrial lands and encouraging key amenities and services within walking distance also ranked with a high level of importance. Related to these, we heard suggestions to:

- Extending water and sewer services to the industrial parks

- Encouraging convenience stores, coffee shops, and restaurants in neighbourhoods, and particularly more commercial options in Canoe, Hillcrest and Raven areas
- Encouraging culturally diverse food options (e.g., restaurants, groceries)
- Improving connectivity and transit access to the industrial parks
- Encouraging residential density downtown to support commercial uses

We heard ideas to **support live-work options** and to **attract skilled labour**, including:

- Incentivizing live-work options downtown
- Increasing workforce housing and skills training opportunities
- Encouraging other types of industry to flourish (e.g. manufacturing)
- Encouraging companies to undertake the Labour Market Impact Assessment and hire temporary foreign workers

There were mixed levels of importance for **designating more mixed-use areas** and **expanding tourism opportunities**.

- Developing Ross Street parking for new commercial mixed-use
- Expanding commercial options near the waterfront
- Exploring wharf access and uses into the future
- Expanding entertainment options downtown, including a bowling alley and cinema
- Protecting the charm of downtown and ensure it remains a commercial focus

Ideas related to **developing policy and partnerships**, include:

- Reducing development cost charges in industrial areas
- Building partnerships with Local First Nations to build a strong community and economy together
- Reducing barriers to business approvals process
- Improving cohesion between city departments (e.g. City Council, planning, engineering)

5.8. ARTS, CULTURE, COMMUNITY HERITAGE

Participants in the Phase 1 engagement expressed support for policies continuing to support the arts, cultural and community heritage sector, with over 60% indicating that these issues were ‘very’ or ‘somewhat important’. Comments when provided, indicated support for community heritage programs and efforts made to date.

5.8.1. Arts, Culture, Community Heritage Today

Q: What does arts, culture, and community heritage look like today?


Through the combined workshop, meetings and one-on-one sessions in Phase 2 engagement, we heard the community’s appreciation for Salmon Arm’s community organizations, events, live music, art spaces, and Innovation Centre. We also heard a desire for more cultural representation and celebrations, a need for more inclusive and accessible public gathering spaces, as well as low-barrier and welcoming community services. There were some concerns about increasing crime and community safety, particularly in downtown and rural areas.

5.8.2. Arts, Culture, Community Heritage in the Future

Q: In 30 years, what does art, culture, and community heritage look like?

Community members shared a vision of Salmon Arm that is:

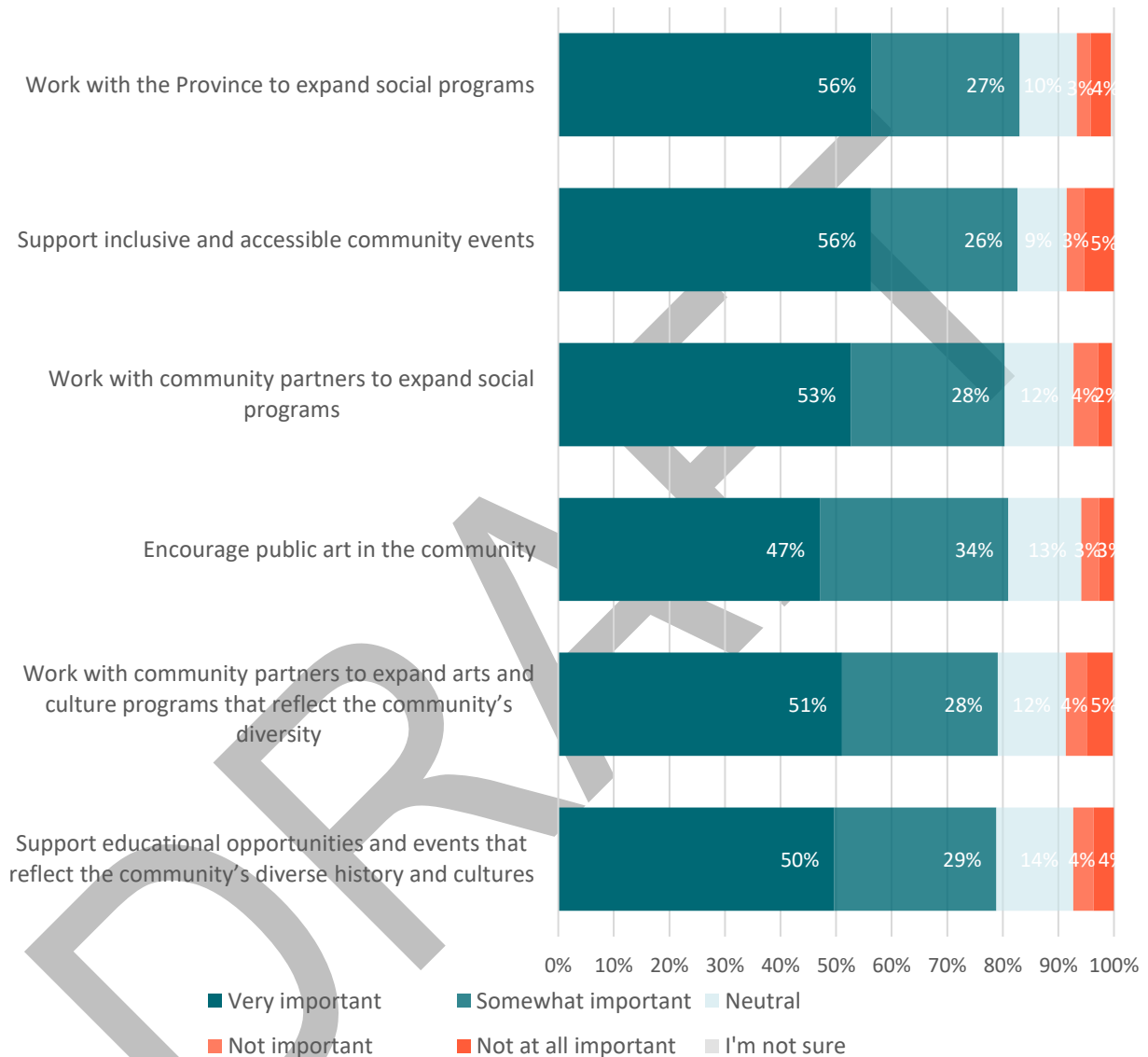
- **Vibrant.** Salmon Arm is a destination for arts and culture. There are plenty of community events and performances, and gathering spaces (e.g. First Nations cultural centre, performing arts centre, etc.). Local artists and community cultures are celebrated
- **Diverse and inclusive.** People feel safe and welcome. It is a community that celebrates all cultures, ages, abilities, and walks of life. There is respect and good relationships between Indigenous and non-Indigenous people, and a commitment to reconciliation from government.
- **Supported.** Everyone is housed and can access social, cultural, and wellness supports (e.g. mental health services, doctors, cultural centres, after-school care, etc.). There are opportunities for community members to be involved in planning decisions.
- **Honoured.** A diverse community heritage is represented through art and the built environment. There is increased public awareness of Secwepemc history and connection to the land.



“A rich tapestry of diverse cultures and a wide acceptance of diverse populations.”

5.8.3. Big Ideas for Arts, Culture, Community Heritage

Q: How important are each of the following actions for Salmon Arm?



Survey respondents ranked working with the **Province to expand social programs**, and to **support inclusive and accessible community events** as the most important actions. This was followed by working with **community partners to expand social programs** and encouraging **public art** in the community. Community members shared ideas, including:

- Expanding support for both Indigenous peoples and newcomers, including those dealing with mental health and substance use issues, housing and job insecurity

- Clearly articulating the City's role in social development
- Ensuring public spaces are accessible to diverse abilities, ages, and cultures
- Showcasing local artists through murals, music, and performances
- Updating the Performing Arts Theatre and expanding public art spaces and venues downtown
- Exploring an arts and culture district
- Integrating public art throughout the city

Expand **arts and culture programs** and **educational opportunities that reflect the community's diversity** were ranked with relative less importance. Still, many (79%) feel it is very or somewhat important. We heard ideas like:

- Building relationships with Secwepemc communities
- Increasing public education of the local Indigenous history
- Recognizing and acknowledging diverse histories to inform a better future
- Increasing education and awareness of different cultures

We heard ideas related to good governance, including:

- Integrating an equity lens throughout the OCP, and establishing social connection as a guiding principle
- Developing an Anti-Racism Strategy
- Diversifying Council and City staff makeup
- Committing to transparent decision-making and City planning
- Ensuring community safety and policing

3 MEASURING SUCCESS

The table below summarizes the measures of success identified by the project team, along with Phase 2 results. Overall, Phase 2 reached a high proportion and diverse cross-section of the Salmon Arm population, including those who do not typically participate in OCP processes. Participants also reported a high level of satisfaction with the engagement opportunities.

Measures of Success	OCP Update Phase 2 Engagement
Number of participants reached across engagement opportunities	1,325 community members (about 8% of population) participated in some form of Phase 2 engagement opportunities.
Number of participants who have not previously engaged	Most survey respondents (62%) have not previously engaged in an OCP Update.
Geographic distribution of participation and representation across demographics	<p>Most survey respondents (84%) are Salmon Arm residents, living in Broadview and Hillcrest neighbourhoods.</p> <p>61% of survey respondents identify as a woman, and 34% as a man.</p> <p>Most survey respondents (66%) are between the ages of 30 and 50 years; 10% of respondents are under the age of 30 and 9% over the age of 70 years.</p> <p>We heard less from youth under the age of 19, community members who live in Gleneden, Piccadilly/Blackburn, Foothills, Salmon Valley, Industrial neighbourhoods, as well as non-homeowners. Future engagement can aim to reach and engage these groups and ensure diverse voices through the OCP.</p>

Measures of Success	OCP Update Phase 2 Engagement
Participant satisfaction with engagement opportunities	<p>100% of respondents at the stakeholder workshop agree or somewhat agree they felt listened to, the discussions were useful, they learned something new, and the information provided was clear.</p> <p>100% of respondents at the Futures Fair event agree or somewhat agree they felt listened to, the discussions were useful, and the information provided was clear.</p> <p>89% of respondents at the Futures Fair event agree or somewhat agree they learned something new, while 6% were neutral and 6% disagree.</p>

4 NEXT STEPS

The project team extends our gratitude to all those who provided valuable feedback throughout the OCP Update in Phase One and Phase Two. The input gathered will inform the Draft Plan and how we engage with the community.

Future engagement on early draft policy directions is anticipated for Fall 2024. Stay connected to the process through the City’s project web page at www.salmonarm.ca/464/OCP2024.



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director Engineering & Public Works – Uptown to Downtown Connector Multi-Use-Path Award to Preferred Proponent

Date: July 22, 2024

Motion for Consideration:

THAT: Council select EXO Contracting as the Preferred Proponent for the Uptown to Downtown Connector Multi-Use-Path and authorize staff to negotiate a construction contract per the terms of the Request for Proposal and EXO’s proposal, quoted at \$582,576.07 plus taxes as applicable.

Background:

Historically, the City has issued Invitation to Tenders for construction projects that allows for an apples to apples comparison of construction pricing, but provides no flexibility in evaluation. The Uptown to Downtown Connector Multi-Use Path project is occurring in a high use area for pedestrians, especially school aged children, leading staff to request construction during summer months when school is not in session. Considering a tight construction schedule for completion, the City proceeded with a Request for Proposal (RFP) process that allowed for consideration of shorter completion times, and/or recommendations from bidders on alternatives during the evaluation process, including price. The evaluation criteria used in selection included Experience & Expertise (10%); Construction Schedule (10%); and Price (80%). The RFP process results in selection of a Preferred Proponent, at which point the proponent provides all necessary documents, and works with the City to enter into a construction contract.

A Request for Proposal was issued on May 31, 2024, closing June 28, 2024, and four (4) proposals were received and evaluated per the terms of the RFP. A summary of the proposals are as follows:

Company	Proposal Price (w/o Tax)	Proposal Evaluation Ranking
<i>Engineer’s OPC</i>	<i>\$ 790,132.00</i>	<i>N/A</i>
Blackburn Excavating Ltd.	\$ 1,641,227.00	4
EXO Contracting	\$ 582,576.07	1
General Assembly Excavating Ltd.	\$ 1,570,689.00	3
D. Webb Contracting Ltd.	\$ 1,434,721.00	2

After evaluation, EXO Contracting was determined to be the Preferred Proponent. Due to the discrepancies in the bid prices, staff and the Engineering consultant expended significant effort to be confident that EXO Contracting could complete the works as required. Based on our reviews, staff recommend selecting EXO Contracting as the Preferred Proponent and moving forward with negotiating a construction contract.

Legislative authority / plans / reports:

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

Financial Considerations:

In May of this year, Council approved a budget amendment to support the project to a total of \$850,000 which includes engineering and geotechnical work. The project can be completed within the approved budget based on the preferred proponent’s proposal.

Alternatives & Implications:

Should Council choose not to support the motion for consideration the project will not be completed at this time. It is important to note that the City was awarded \$411,000 in funding through the BC Active Transportation Infrastructure Grant for this project, with a deadline for completion of March 31, 2025.

Communication:

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

Attachments: None



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: City Engineer – 5 Avenue NE Sidewalk Replacement – Tender Award

Date: July 22, 2024

Motion for Consideration:

THAT: Council approve the award of the 5 Avenue Sidewalk Replacement project to Blackburn Excavating Ltd., in accordance with the terms and conditions of the tender in the amount of \$222,213.85 plus taxes as applicable.

Background:

The existing sidewalk on the north side of 5 Avenue NE between 24 Street & 30 Street is a combined roll-over curb sidewalk, which has reached the end of its useful life. In order to proceed with replacement of the existing sidewalk, the City undertook a public process seeking proposals from qualified and experienced civil engineering firms to prepare detailed design drawings, prepare construction tender documents, provide project management services, and submit record documents. The design project was awarded to Lawson Engineering Ltd in November 2023.

Along the 5 Avenue NE corridor, the Okanagan College campus, as a requirement of the building permit, is responsible for frontage improvements. The City has worked with the College to design roadside parking along the frontage, extending east to the intersection at 28 Avenue NE. The onstreet parking will provide for any overflow from the College parking lots during special events as well as additional spaces for overflow from City facility recreation/events as needed. The design adds approximately 12 parking stalls.

Upon completion of the design, Lawson provided a cost estimate for entire project from the College limits to 30 Street NE, which exceeded the City budget. As a result, the project was tendered with the 28 Street to 30 Street segment listed as optional work.

A tender was issued on BC Bid in June 2024 for the works with the tender closing on July 11, 2024. Four (4) compliant bids were received, as summarized below (all prices excluding taxes):

Contractor	Adjacent Okanagan College Segment Price	Optional Work Price (28 to 30 Street)	Total Price
Engineers Cost Estimate	\$206,137.50	\$218,815.00	\$424,952.50
Blackburn Excavating Ltd	\$222,213.85	\$249,826.13	\$472,075.98
General Assembly Excavating Ltd	\$287,668.10	\$249,527.19	\$537,195.29
Lessard Excavating Ltd	\$299,951.14	\$249,644.11	\$549,595.25

North Valley Contracting Ltd	\$369,900.00	\$347,991.00	\$717,891.00
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Lawson have reviewed the tender submissions and confirmed that Blackburn Excavating Ltd. were the lowest bid, and therefore recommend award pending available budget. The construction schedule for the project is to be substantially completed by September 31, 2024.

Legislative authority / plans / reports:

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

Financial Considerations:

The quoted price from Blackburn for the total scope is over the remaining project budget of \$315,000 (approved 2024 Budget of \$341,285 less engineering fees etc). Staff suggest award of the tender portion adjacent to Okanagan College to ensure continuity with their frontage works at a value of \$222,213.85 (excluding taxes).

Options for completion of the portion of sidewalk between 28 Street & 30 Street NE will be pursued separately and should a funding source be identified, a further report will be prepared for Council's consideration.

Alternatives & Implications:

Should the project not be awarded, the project will not be completed in 2024.

Communication:

N/A

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

Attachments: None



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Chief Administrative Officer – 2024-2034 Community Works Fund Agreement

Date: July 22, 2024

Motion for Consideration:

THAT: the Mayor and Corporate Officer be authorized to execute the Community Works Fund Agreement 2024 – 2034, between the City of Salmon Arm and the Union of British Columbia Municipalities.

Background:

The renewed 2024-2034 Canada Community-Building Fund (CCBF) will result in over \$3.5 billion in federal funding being directed to BC for local infrastructure investments. The Community Works Fund (CWF) is one of the funding streams of the CCBF. The CWF allocates funding to all local governments in BC based on a per capita formula that includes a funding floor. Local governments may direct the funding towards eligible projects as set out in the CWF agreement (see Appendix A, Schedule B) and are required to report annually on these projects and their outcomes.

The CWF allows local governments to make localized decisions on how to prioritize funds that align with the terms and conditions of their CWF Agreement with the Union of BC Municipalities.

Salmon Arm is expected to receive the following payments for 2024-2029:

- 2024/2025: \$ 948,226
- 2025/2026: \$ 948,226
- 2026/2027: \$ 948,226
- 2027/2028: \$ 986,155
- 2028/2029: \$ 986,155

Legislative authority / plans / reports:

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

Financial Considerations:

In order to receive their first payment under the renewed program, local governments must enter into a CWF Agreement with UBCM. It is recommended that the Mayor and Corporate Officer be authorized to execute the attached agreement. Grant funds have been included in the 2024 budget.

Alternatives & Implications:

N/A

Communication:

All communications regarding the funding will be in accordance with the Communications Protocol (see Appendix A – Schedule E).

Prepared by: Chief Administrative Officer

Attachments:

- 2024-2034 Community Works Fund Agreement

2024-2034 COMMUNITY WORKS FUND AGREEMENT

under the

**ADMINISTRATIVE AGREEMENT
ON THE CANADA COMMUNITY-BUILDING FUND**

This Agreement made as of _____, 202__,

BETWEEN:

City of Salmon Arm (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act RSBC 2006, c.1*, as represented by the President (the "UBCM")

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM.

2. SCHEDULES

The following annexes and schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

- Schedule A: Ultimate Recipient Requirements
- Schedule B: Eligible Project Categories
- Schedule C: Eligible and Ineligible Expenditures
- Schedule D: Program Reporting
- Schedule E: Communications Protocol
- Schedule F: Asset Management
- Schedule G: Housing Report

3. ROLE OF UBCM

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- a) receive CCBF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- b) report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and

- c) fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

- 4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2 Payments under section 4.1 are subject to UBCM receiving sufficient CCBF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the Prior Agreement.
- 4.3 Annual allocation is based on a formula set out in section 1.1 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$474,113, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and between November 15, 2024 and March 31, 2025.
- 4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 1.1 of Annex B of the Agreement due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.
- 4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

- 5.1 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT

- 6.1 The Local Government shall:
 - a) Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
 - b) Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).

- c) Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.
- d) Invest, in a distinct account, Community Works Fund funding it receives from UBCM in advance of it paying Eligible Expenditures.
- e) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on International Trade and applicable international trade agreements, and all other applicable laws.
- f) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within (5) years of the date of completion of the Eligible Project.
- g) Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CWF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.
- h) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and UBCM. Keep proper and accurate accounts and records relevant to the CWF program for a period of at least six (6) years after the termination of this Administrative Agreement.
- i) Ensure your actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third-Party.
- j) Ensure that the Local Government do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.
- k) Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
- l) Ensure that the Local Government will not, at any time, hold the Government of Canada, British Columbia, or UBCM, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Local Government, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that the Local Government will, at all times, compensate the Government of Canada, British Columbia, or UBCM, its officers, servants, employees, and agents for any claims or losses of any kind that any of the Local Government may suffer in relation to any matter related to CCBF funding or an Eligible Project.
- m) Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal infrastructure programs.
- n) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Administrative Agreement, will extend beyond such

expiration or termination.

7. TERM

This Community Works Fund Agreement will be effective as of April 1, 2024 and will be in effect until March 31, 2034 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any CCBF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2034 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

8. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

9. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

10. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

11. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

12. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director

525 Government Street

Victoria, British Columbia

V8V 0A8

Email: ccbf@ubcm.ca

Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

City of Salmon Arm

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

Mayor

Corporate Officer

Corporate Officer

General Manager, Victoria Operations

Signed by City of Salmon Arm on the _____
day of _____, 202__.

The Community Works Fund Agreement have been
executed by UBCM on the _____ day of
_____, 202__.

Schedule A – Definitions

“Affordable Housing” means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

“Administrative Agreement or Agreement” means the 2024-2034 Administrative Agreement on the Canada Community-Building Fund in British Columbia and UBCM.

“Asset Management” means an integrated process, bringing together skills, expertise, and activities of people; with information about a community’s physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

“Canada Community-Building Fund” (CCBF) means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Chief Financial Officer” means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

“Community Works Fund” means the fund provided from the Canada Community-Building Fund to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

“Community Works Fund Agreement” means this Agreement made between UBCM and Local Government.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Core Housing Need” means a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“Funding Agreement” means an agreement between British Columbia and UBCM and an Ultimate Recipient setting out the terms and conditions of the CCBF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).

“Gender Based Analysis Plus” (GBA Plus or GBA+) is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The “plus” in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders). GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

“Housing Needs Assessment” means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

“Housing Report” means the duly completed housing report to be prepared and delivered by British Columbia and UBCM to Canada annually by September 30, as described in Schedule G (Housing Report).

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

“Local Government” means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

“Oversight Committee” means the committee established to monitor the overall implementation of this Administrative Agreement as outlined in section 7 (Oversight Committee) of this Administrative Agreement.

“Party” means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

“Previous Agreements” means any agreements between Canada, British Columbia and UBCM for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

“Prior Community Works Fund Agreement” means the 2014-2024 Community Works Fund Agreement between this Local Government and the UBCM.

Third Party” means any person or legal entity, other than Canada, British Columbia and UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

“Sustainable Service Delivery” means ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible

manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

“Ultimate Recipient” means this Local Government

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government.
- (iii) TransLink, BC Transit, and Islands Trust

“Unspent Funds” means funds that have not been spent towards an Eligible Project or eligible costs in accordance with this Agreement or the Previous Agreements prior to the effective date of this Agreement.

SCHEDULE B - Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure
2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
3. Short-line rail – railway related infrastructure for carriage of passengers or freight
4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
6. Public transit – infrastructure which supports a shared passenger transport system which is

available for public use

7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems
9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy
11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
 - the construction of local government public parks and publicly-owned social housing.
12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
13. Recreational Infrastructure – recreational facilities or networks
14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage
15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes
16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
17. Fire halls – fire halls and fire station infrastructure – including fire trucks
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

SCHEDULE C - Eligible and Ineligible Expenditures

1. Eligible Expenditures

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
 - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
 - iii. training directly related to asset management planning; and
 - iv. long-term infrastructure plans.
- c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c) the arrangement is approved in advance and in writing by UBCM.

2. Ineligible Expenditures

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
 - i. highways;
 - ii. regional and local airports;
 - iii. short-line rail;

- iv. short-sea shipping;
 - v. disaster mitigation;
 - vi. broadband connectivity;
 - vii. brownfield redevelopment;
 - viii. cultural infrastructure;
 - ix. tourism infrastructure;
 - x. sport infrastructure; and
 - xi. recreational infrastructure.
- c) Fire Hall project expenditures incurred before April 1, 2021;
 - d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
 - e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
 - f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
 - g) purchase of land or any interest therein, and related costs;
 - h) legal fees;
 - i) routine repair or maintenance costs; and
 - j) costs associated with healthcare infrastructure or assets.

SCHEDULE D - Program Reporting

Ultimate Recipient Reporting

Ultimate Recipient requirements for program reporting under the CWF consist of the submission of an Annual Expenditure Report, and an outcomes report, which will be submitted to UBCM for review and acceptance. The reporting year is from January 1 to December 31. In addition to overall program reporting, specific asset management reporting and housing reporting obligations are described in Schedule F and G.

1. Ultimate Recipient Annual Expenditure Report

The Ultimate Recipient will provide UBCM an Annual Expenditure Report by June 1 of each year for the prior calendar year reporting which will include the following elements: unique project identifier, project title, project description, investment category, project start date, project end date, geo-location, total project cost, CCBF funding spent, closing balance, output indicator, and where applicable, a housing indicator and an outcomes indicator. A reporting template will be provided by UBCM.

The Annual Expenditure Report may also include a communications and signage report, and confirmation by the Ultimate Recipient's CFO that expenditures are eligible use of funds in accordance with the terms and conditions of this Agreement.

2. Audited Financial Report

The Ultimate Recipient must submit an Audited Financial Statement to British Columbia in order to receive funds in each reporting year.

2.1 Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by UBCM, as to:

- a) the accuracy of the information submitted in the Financial Report Table; and
- b) that CCBF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

2.2 Ultimate Recipient audit:

UBCM and Canada may perform an audit or of an Ultimate Recipient annually.

3. Housing Report

By September 30 each year British Columbia and UBCM will provide to Canada a report on housing as outlined in Schedule G (Housing Report).

4. Outcomes Report

By March 31 of each year, British Columbia and UBCM will provide to Canada an outcomes report that will outline the following program benefits:

- a) beneficial impacts on communities of completed Eligible Projects, supported by specific outcomes examples in communities;
- b) the impact of CCBF as a predictable source of funding;
- c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
- d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes (further details on this requirement may be found in Schedule G – Housing Report).

The outcomes report will present a narrative on how each program benefit is being met. A template and guidance document will be provided by Canada.

SCHEDULE E – Communications Protocol

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to the Parties and Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with our joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting our joint commitment to transparency.

1. Purpose

- 1.1 The Communications Protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under this Administrative Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Through collaboration, Canada, British Columbia and UBCM agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principle of transparent and open discussion.
- 1.3 Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada.

2. Joint communications approach

- a. British Columbia and UBCM agree to work in collaboration with Canada to develop a joint communications approach to ensure visibility for the program, the provision of upfront project information and planned communications activities throughout the year.

Canada will provide a “Communications Approach” template to be completed by British Columbia and UBCM. This approach will then be reviewed and approved by Canada as well as British Columbia and UBCM.

This joint communications approach will have the objective of ensuring that proactive communications activities are undertaken each year to communicate the annual allocations and key projects, as identified in the communications approach, located in both large and small communities by using a wide range of communications tools to ensure local visibility.

To accomplish this, Canada, British Columbia and UBCM agree to establish a communications subcommittee that will meet biannually. This committee will review and approve a communications plan at the beginning of each year.

- b. Canada, British Columbia and UBCM will work together on the initial annual joint communications approach, which will be finalized and approved by Canada's Co-Chair and British Columbia and UBCM agree that achievements under the joint communications approaches will be reported to the

Oversight Committee once a year.

- c. Through the communications subcommittee, British Columbia and UBCM agree to assess, with Canada, the effectiveness of communications approaches on an annual basis and, as required, update and modify the joint communications approach, as required. Any modifications will be brought to Canada's Co-Chair, British Columbia's Co-Chair and UBCM's Co-Chair, as appropriate for approval.
- d. If informed of a communications opportunity (ex. milestone event, news release) by an Ultimate Recipient, Canada, British Columbia and UBCM agree to share information promptly and coordinate participation in alignment with section 4.3, 4.5 and 5.2 of this communications protocol.
- e. Canada, British Columbia and UBCM agree to ensure the timely sharing of information, products (ex. news releases, media advisories), and approvals in support of communications delivery.

3. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes

- 3.1 British Columbia and UBCM to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. Canada, British Columbia and UBCM will each agree, in this joint communications approach, on the date this information will be provided. Through the creation of a sub-committee, Canada, British Columbia and UBCM will be required to enact a communications approach that will be assessed bi-annually through the sub-committee mechanism.

In this agreement the information will include, at a minimum:

- Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.

Canada will link to the UBCM's CCBF website where this information will be accessible to the general public.

- 3.2 British Columbia and UBCM agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada.
- 3.3 Canada, British Columbia and UBCM each agree that their joint communications approach will ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements (see 4.2 for full definition) for Eligible Projects.

4. Announcements and media events for Eligible Projects

- 4.1 At Canada's request, Canada, British Columbia and UBCM agree to coordinate an announcement regarding annual allocations of CCBF funding.

- 4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).
- 4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. Ultimate recipients, Canada, British Columbia and UBCM will have equal visibility through quotes and will follow the [Table of Precedence for Canada](#).
- 4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of British Columbia and UBCM, as appropriate, Canada and the Ultimate Recipient.
- 4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to other parties of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. British Columbia and UBCM, and, as appropriate, Canada and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and 5 working days with the draft news release to secure approvals and confirm the federal representative's quote.
- 4.6 For media events, each participant will choose its own designated representative. UBCM and Ultimate Recipients are responsible for coordinating all onsite logistics.
- 4.7 British Columbia and UBCM shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.
- 4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 4.9 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of the parties.
- 4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 4.11 Canada, British Columbia and UBCM and Ultimate Recipients agree to ensure equal visibility in all communications activities.

5. Program communications

- 4.1 Canada, British Columbia, UBCM and Ultimate Recipients may include messaging in their own communications products and activities with regard to the CCBF.

- 4.2 The party undertaking these activities will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the [Table of Precedence for Canada](#).
- 4.4 Canada, British Columbia and UBCM agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, British Columbia and UBCM or Ultimate Recipients, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 4 of Schedule E (Communications Protocol), Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

6. Operational communications

- 6.1 British Columbia, UBCM or the Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 6.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable.
- 6.3 British Columbia, UBCM and the Ultimate Recipient will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada, British Columbia and UBCM will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

7. Communicating success stories

- 7.1 British Columbia and UBCM to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

8. Advertising campaigns

- 8.1 Canada, British Columbia, UBCM or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Administrative Agreement. In the event of such a campaign, the sponsoring party or Ultimate Recipient agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

9. Digital Communications, Websites and webpages

- 9.1 Where British Columbia and UBCM produce social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.
- 9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable. The Canada wordmark or digital sign must link to Canada’s website, at www.infrastructure.gc.ca. The guidelines for how this recognition is to appear and language requirements are published on Canada’s website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

10. Project signage

- 10.1 Unless otherwise approved by Canada, British Columbia, UBCM or Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.
- 10.2 Where British Columbia, UBCM or an Ultimate Recipient decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 10.3 British Columbia, UBCM or the Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 10.4 British Columbia and UBCM to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approaches.

11. Communication Costs

- 11.1 The eligibility of costs related to communication activities that provide public information on this Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).

SCHEDULE F – Asset Management

Canada, British Columbia and UBCM agree that the measures contained in the Previous Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Ultimate Recipients in British Columbia and UBCM to enhance their community's sustainability.

Under the previous Agreement (2014-2024), local governments in BC demonstrated a commitment to improving asset management practices within their respective communities. As awareness and knowledge has grown, asset management practices and culture has matured. However, as noted in the *2022 Status of Asset Management in BC Report*, while moving in the right direction, there remains significant gaps and priority areas where local governments need to improve if they are to realize the full benefits of asset management.

Using the results from the *2022 Status of Asset Management in BC Report* as a guide, the Oversight Committee will develop and approve Asset Management Commitments, over the duration of this Agreement for ultimate recipients, consistent with the Asset Management for Sustainable Service Delivery: A BC Framework. Asset Management BC will be asked to provide expertise and input where appropriate.

All Ultimate Recipients will be required to meet the Asset Management Commitments. Asset Management Commitments may vary depending on whether the Ultimate Recipient is; a Local Government, a non-local government entity, Translink, and/or BC Transit. Asset Management Commitments will focus on strengthening asset management capacity over the term of the Agreement while continuing to recognize the varying capacities of Ultimate Recipients and the range of ongoing asset management activities.

The Oversight Committee will consider Asset Management Commitments under the following areas;

- Reporting on continuous improvement of Asset Management practices over the duration of the Agreement, including reporting through the Ministry of Municipal Affairs Local Government Data Entry (LGDE) System,
- Development and implementation of Long-term Financial Plans
- Ongoing Asset Management education and training, and
- Implementing asset management performance measurement.

SCHEDULE G – Housing Report

1. Housing Needs Assessments

- 1.1 By March 31, 2025, or as otherwise agreed upon by Canada and British Columbia, municipalities with a 2021 Census population of 30,000 or more are required to complete and make available to Canada a Housing Needs Assessment (HNA) prepared in accordance with provincial legislation and additional details provided, as agreed to by Canada and British Columbia, which together align with the information requirements, spirit and intent of the federal Housing Needs Assessment template and the guidance document.
- 1.2 HNAs should be used by British Columbia and UBCM in preparing the Project-Level Housing Report and the Housing Narrative in the CCBF Outcomes Report in order to identify housing pressures related to infrastructure. HNAs should also be used by municipalities to prioritize infrastructure projects that support increased housing supply where it makes sense to do so.
- 1.3 HNAs must be made publicly available on the municipal website and municipalities are to provide links to the page where the HNAs are posted to Canada for all Ultimate Recipients in their jurisdiction that have a 2021 Census population of 30,000 or more.
- 1.4 A separate HNA Guidance Document has been provided by Canada.

2. Project-Level Housing Report

By September 30 of each year, starting in 2025, British Columbia and UBCM will provide Canada a Housing Report in an electronic format deemed acceptable by Canada consisting of the following:

2.1 Methodology

British Columbia and UBCM will provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:

- Scope of the report and related rationale.
- Reporting process used to collect data from Ultimate Recipients.
- Identification of baseline data and other data sets used for the purposes of the report and which data has been excluded.
- How performance indicators were assessed in British Columbia.

2.2 Municipalities Identified for Project-Level Reporting

Criteria for Project-Level Reporting

Municipalities with a population of 30,000 or more, outside of the Metro Vancouver Region, that have housing pressures that can be addressed through closing infrastructure gaps or building capacity where it makes sense to do so, must:

- be included in Table 1 (below); and,
- provide project-level data on housing requirements to British Columbia and UBCM, for inclusion in the Housing Report that will be submitted by British Columbia and UBCM to Canada.

HNA and project-level reporting requirements can also be applied to other municipalities as agreed to by Canada, British Columbia and UBCM. Municipalities that do not meet these criteria may additionally be included at the discretion of British Columbia and UBCM, but are not required by Canada to include project-level data in the annual Housing Report.

British Columbia and UBCM will be expected to summarize project-level information from the municipalities identified by the above criteria to report to Canada annually.

The following table (**Table 1**) is to be used as a template to identify municipalities required to provide project-level reporting and to identify housing pressures related to infrastructure needs. Housing pressures should be consistent with needs and pressures identified by Ultimate Recipients in their HNAs. British Columbia and UBCM will provide an aggregate of this table to Canada in their annual Housing Report.

Ultimate Recipient	Project Level Reporting Criteria	Key Infrastructure-Related Housing Pressures
<i>Name of the municipality</i>	<i>Identify which criteria as noted above applies</i>	<i>Identify key housing gaps and needs that are related to infrastructure</i>

Table 1: Ultimate Recipients Identified for Project Level Reporting

2.3 Project-Level Housing Outcomes

For municipalities required to provide project-level reporting, British Columbia and UBCM are required to collect project-level data on housing outcomes and to complete the table below (Table 2) on an annual basis.

Table 2 is intended to link the housing pressures identified in Table 1 and in HNAs with outcomes supported by CCBF projects that can help Ultimate Recipients to address their specific housing pressures. More specifically, Table 2 is to be completed by Ultimate Recipients outlined in Section 1.2. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Ultimate Recipient	Project Title	Project Description	Investment Category	Housing Outcomes and Indicators
<i>As provided in program reporting (Schedule D)</i>	<i>As provided in Table 1</i>	<i>As provided in program reporting (Schedule D)</i>	<i>Provide a brief description of the project</i>	<i>Indicate which CCBF category the project falls under</i>	<i>Identify key housing outcomes and indicators (section 2.3) that will be used to measure success.</i>

Table 2: Project-Level Reporting on Housing Outcomes

2.3.1 Housing Outcome Indicators

For each of the projects listed in Table 2, British Columbia and UBCM shall report on the following core indicators, as relevant to each investment category.

- # of housing units supported or preserved; and
- # of affordable housing units supported or preserved.

Units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development (e.g., building social housing as part of brownfield remediation category, may include new units directly supported by CCBF funding).

3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, starting in 2026, British Columbia and UBCM shall provide Canada with a narrative report on program-level housing outcomes. This narrative report will be aligned with and incorporated into the annual CCBF Outcomes Report.

The housing narrative should outline how CCBF has supported housing supply and affordability pressures within British Columbia and UBCM's jurisdiction, over the reporting period, and measures taken between British Columbia, UBCM and Ultimate Recipients to improve housing supply and improve housing affordability for Canadians. It should also align with identified needs within Ultimate Recipients Housing Needs Assessments once they have been developed.

Further, British Columbia and UBCM must include in their Outcomes Report a narrative assessment of measures they have taken to improve housing outcomes through CCBF funded infrastructure projects. This should include:

- How Ultimate Recipients have prioritized specific infrastructure investments, where it made sense to do so, that support an increased supply of housing (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for affordable housing);
- How Ultimate Recipients are utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- Any measures taken to preserve and/or increase supply and mix of affordable housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and

This housing narrative must also include responses to the following questions:

- How many or what percentage of projects from the total CCBF project list contribute to an increase in housing supply and how many housing units were supported or preserved (as outlined in 2.3.1)?
- What percentage of total housing units supported or preserved are affordable?
- How many communities have published a new Housing Needs Assessment or an updated one within the last 5 years?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

4. Assessment of the Housing Reports and Compliance

4.1 Assessment of Housing Reports

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

4.2 Compliance

Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by Canada. Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for British Columbia, UBCM or Ultimate Recipient for future Infrastructure Canada programs.



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Chief Administrative Officer – Food and Urban Agriculture Plan Update

Date: July 22, 2024

Motion for Consideration:

THAT: Council authorize submission of a grant application for a Food and Urban Agriculture Plan through the Public Health Agency of Canada's Intersectoral Action Fund in the amount of \$100,000.

AND THAT: the 2024 Budget contained in the 2024 – 2028 Financial Plan Bylaw be amended to include \$100,000 to develop a Food and Urban Agriculture Plan funded from the PHAC Intersectoral Action Fund grant.

Background:

At the Regular Council meeting of January 22, 2024, Council unanimously adopted the following resolution:

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

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

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

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

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

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

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

Staff have been working with Liz Blakeway, Shuswap Food Action Society and Linda Boyd, Interior Health, to identify scope and funding sources for the completion of a plan. Through these discussions, the Public Health Agency of Canada’s (PHAC) Intersectoral Action Fund has been flagged as a promising opportunity.

This stream provides funding to support intersectoral policy action on the social determinants of health (SDOH) and community resilience. The current funding opportunity will support organizations with grants of between \$25,000 to \$250,000 (over two years) to deliver upstream interventions that address one or more of the SDOH and aspects of resilience in their communities. Development of a local food security strategy, which identifies the current status, community needs, and provides recommendations to address those needs is an eligible activity.

The application to the Fund is a 2-stage process: the Advanced Screening Form (first stage) and the full application (second stage). The first stage is due by July 25th, 2024. Liz Blakeway has generously offered support to assist in this process.

It is further recommended that a Food and Urban Agriculture committee be created to engage the community and inform the scope of the project. Staff will bring back more information and recommendations around this in the coming months.

Legislative authority / plans / reports:

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

Financial Considerations:

The City has not budgeted for this project in 2024. Should a grant application not be successful, the work will be delayed until such time that funding is available.

If the City is successful in a grant application under the PHAC Intersectoral Action Fund, examples of eligible project expenses include, but are not limited to:

- Project staff salaries and wages and contractor fees;
- Travel and accommodation-related expenses for project activities such as private vehicle mileage, air, train or bus fares or accommodation costs;
- Office supplies, printing and costs associated with meetings;
- Office/project equipment such as computers;
- Actual rental costs incurred and substantiated by a rental/lease agreement and/or costs incurred to rent space for off-site meetings, conferences, training (if space not available at project location);
- Fees for a third-party evaluation, data collection and analysis.

Alternatives & Implications:

Should Council opt to pass on this opportunity, staff can pause action or continue to look for other funding sources.

Communication:

No communication is required at this stage.

Prepared by: Chief Administrative 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	\$750.00
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 Electronic/Digital Version	\$40.00 + GST \$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
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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	8th	DAY OF	July	2024
READ A SECOND TIME THIS	8th	DAY OF	July	2024
READ A THIRD TIME THIS	8th	DAY OF	July	2024
ADOPTED BY THE COUNCIL		DAY OF		2024

MAYOR

CORPORATE OFFICER

COMMUNITY EVENTS

City Parks & Spaces

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Downtown Farmer's Market 9:00 am to 1:00 pm
4	5	6 Travelling Tots Playgroup 8:30 am Junior Mountain Bike Rides 5:00 pm	7 Storytime in the Park Series 9:30 am to 12:00 noon	8	9	10 Downtown Farmer's Market 9:00 am to 1:00 pm
11	12	13 Travelling Tots Playgroup 8:30 am Junior Mountain Bike Rides 5:00 pm	14 Storytime in the Park Series 9:30 am to 12:00 noon	15	16	17 Downtown Farmer's Market 9:00 am to 1:00 pm
18	19	20 Travelling Tots Playgroup 8:30 am Junior Mountain Bike Rides 5:00 pm	21	22	23 Salmon Arm Fair August 23-25	24 Downtown Farmer's Market 9:00 am to 1:00 pm Salmon Arm Fair Parade 9:00 am
25	26	27 Travelling Tots Playgroup 8:30 am Junior Mountain Bike Rides 5:00 pm	28	29	30	31 Downtown Farmer's Market 9:00 am to 1:00 pm

Jim Maybee
Sport Chair -Cycling
Salmon Arm BC 55+ Games 2024
#27 120 8th Ave SW
Salmon Arm, BC
V1E 1A5

Mayor Allan Harrison and Council

City of Salmon Arm
500 2nd Avenue NE
Salmon Arm, BC
V1E 4N2

Dear Mayor and Council ,

I am organizing three cycling events for the 55+ Games in Salmon Arm; the road race, time trial and hill climb on September 11, 12 and 13 respectively. Each of these events will be hosted on roads within the boundaries of Salmon Arm. I am looking for councils' support for using the roads in a safe, controlled manner. In order to do this we will need your approval of two items: Lane closures, and plan approval.

I have attached an event plan, and traffic plan with the assistance of Next Level Traffic Services. For the road race, which will be located on a loop around 30th st SW, Foothills Rd, Salmon Valley rd, and 10th Ave SW, we hope to close the right hand lane travelling in a clockwise direction. This will protect the riders from traffic as they travel in side-by side groups around the course. Vehicle traffic can get to anywhere around the course by simply travelling counter-clockwise in the other lane. (See traffic plan and event plan for maps) The road race is expected to be around 3 hours, so the lane closure would be about 4 hours total. The Time trial and hill climb are not mass start events, and racers are required to stay to the right side of the road, so no lane closures are needed. We will have traffic control in place for all the events.

I request that you please review this plan and approve it so that we may move forward with the event planning process. If you have any questions, and to speed up the process, I can be available for the meeting this is discussed at.

Thank you for your time,

Jim Maybee
[REDACTED]
[REDACTED]

55 + Games

Road Cycling - Road Race – Wednesday, September 11, 2024

Overview

The 55 + Games Road Race will be held on Wednesday, September 11, 2024 at 10am. The race will use a loop of Salmon River Road, 30th St SW and Foothills Rd SW, which is roughly 10kms. Racers will complete laps of the course to complete the total distance required by their age group, as follows:

Men 55-69 – 60kms - 6 laps

Men 70-79 – 50kms – 5 laps

Men 80+ - 40kms - 4laps

Women 55-69 – 50kms – 5 laps

Women 70+ - 40kms – 4 laps

Course

Racers will start just East of Demilles Farm Market, and head Eastward in a clockwise direction around the loop. This will ensure all right hand turns for the riders, minimizing the chances of getting lost on the course.

Traffic control will be needed for each intersection on the route. Ideally the lane used for racing would be closed to traffic. Any location on the route could be accessed by travelling in the opposite direction of the race, around the loop.

Barricades, and marshals with stop signs, will need to be located at each intersection. Barricades will block access to the lane from incoming traffic. Maps of the intersections can be found in appendix A.

The start/finish chute will be located just to the east of Demilles driveway and will require traffic to be blocked.

The road will be used for roughly three hours. After the race is over, barricades and sign will be removed by course marshals.

Pre Race Staging

Porta-poti's will be set up near the start finish area for the racers convenience. The start/finish area will feature a tech area with tools, a work stand, and possibly a tech for mechanical support prior to the race. There will be tents set up, providing cover for the water and food stations, as well as racer check in.

Timing And Results

Timing will be facilitated by using Zone 4 and their timing chips. This will provide immediate results to ensure a timely award ceremony. Back-up timing will be done by recording the finish line with a video camera, should there be any timing/placement issues for the racers.

The awards ceremony will take place as soon as all categories have finished and results are available. Awards will be presented to each age category and level.

Volunteers

We would prefer that course marshals/traffic control be hired to ensure the safety of our volunteers and racers. If they are not in the budget or available, we can use volunteers. It will take 9 marshals to direct traffic at the four major intersections and five feeder roads.

Roles:

- Course set-up/take-down
- Racers info table
- Timing/results
- Parking
- Course marshal
- Finish line/feed station

Road Cycling - Road Race

Equipment

Barricades x 15
pylons/delineators x 10
stop signs x 10

tables x 2
chairs x 4
pop-up tents x 4

clip boards x 10

laptop computer x 1
extension cords x 3 @25ft
battery backup /generator x 1
timing chips x 150
walkie-talkies x 5

port-a-poti x 3
water pumps

Supplies

flagging tape x 2 rolls orange
road chalk paint x 4 @white
pens x 10
water jugs
food (granola bars, bananas, oranges)

Road Cycling -Time Trial – Thursday, September 12, 2024

Overview

The 55 + Games Time Trial will be held on Thursday, September 12, 2024 at 10am. The race will use an out and back course that starts South of Salmon Arm West Elementary School, and turns around near 80 Ave SW. This provides for 16km of total distance. Racers are released from the start individually every 30 seconds. They are required to ride single file, unless passing.

Course

Racers will start just Southwest of Salmon Arm West Elementary and head south for 8kms, where they will turn around and head back north to the start/finish.

No road closures are required but traffic control will manage the start/finish line and turn around to maintain safety for the participants.

The road will be used for roughly two hours. After the race is over, barricades and signs will be removed by course marshals.

Pre Race Staging

Porta-poti's will be set up near the start finish area for the racers convenience. The start/finish area will feature a tech area with tools, a work stand, and possibly a tech for mechanical support prior to the race. There will be tents set up, providing cover for the water and food stations, as well as racer check in.

Racers will line up along the gravel section of 10ave SW near the school and will be called to the start line one by one.

Timing And Results

Timing will be facilitated by using Zone 4 and racer numbers. This will provide immediate results to ensure a timely award ceremony. Back-up timing will be done by recording the finish line with a video camera, should there be any timing/placement issues for the racers.

The awards ceremony will take place as soon as all categories have finished and results are available. Awards will be presented to each age category and level.

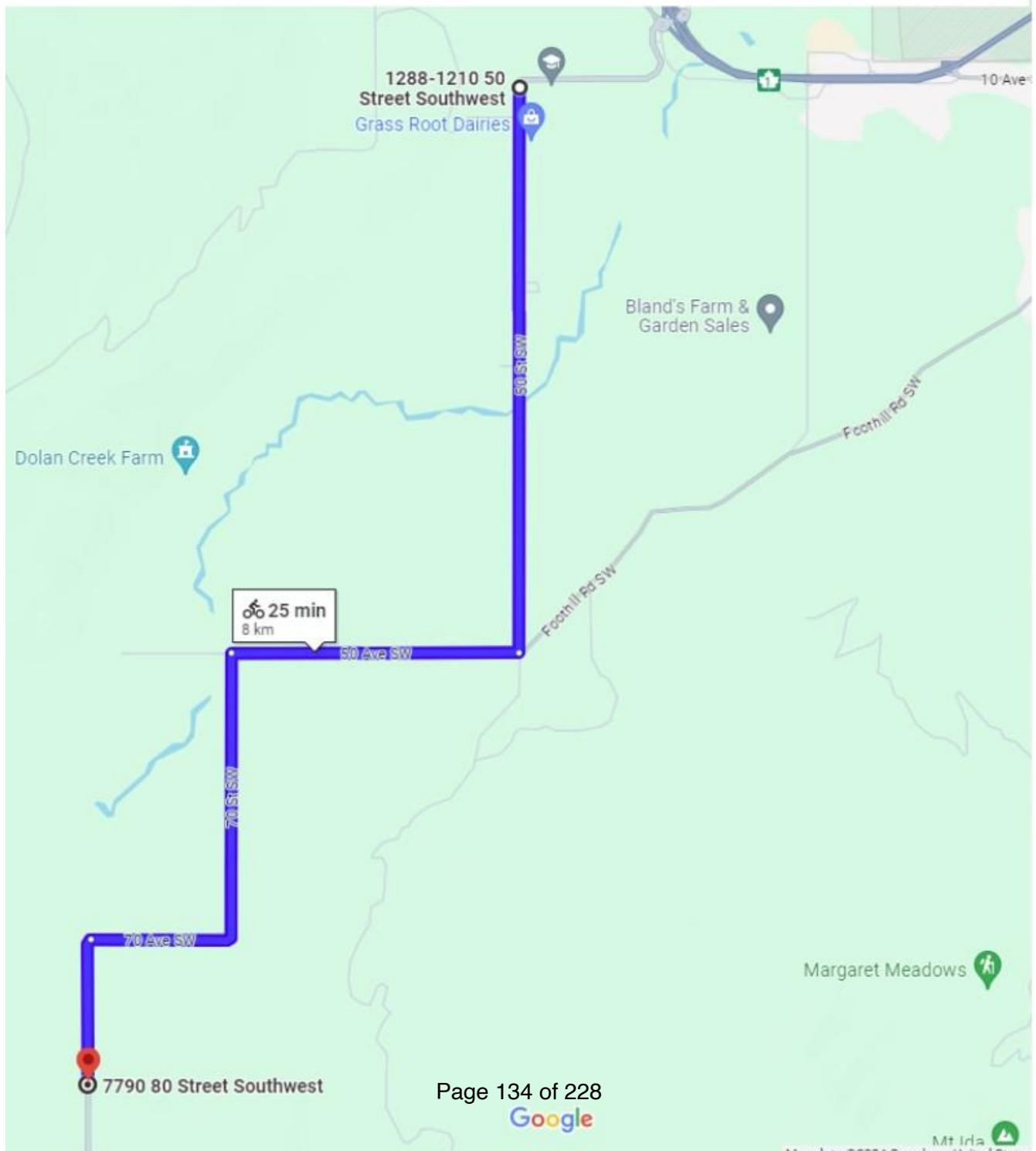
Volunteers

We would prefer that course marshals/traffic control be hired to ensure the safety of our volunteers and racers. If they are not in the budget or available, we can use volunteers. It will take 9 marshals to direct traffic at the four major intersections and five feeder roads.

Roles:

- Course set-up/take-down
- Racers info table
- Timing/results
- Parking
- Course marshal
- Finish line/feed station

BC 55+ Games - Cycling - Time Trail Course



Road Cycling -Hill Climb – Friday, September 13, 2024

Overview

The 55 + Games Hill Climb will be held on Thursday, September 13, 2024 at 10am. The race will use one way course that starts on 20th Ave NE, just above Highway 1. The course then turns right onto 40th St NE and continue for 1.7kms to where 40th Ave NE would be. This provides for 2km of total distance. Racers are released from the start individually every 30 seconds. They are require to ride single file, unless passing.

Course

he race will use one way course that starts on 20th Ave NE, just above Highway 1. The course then turns right onto 40th St NE and continue for 1.7kms to where 40th Ave NE would be.

No road closures are required but traffic control will manage the start/finish line and turn to maintain safety for the participants.

The road will be used for roughly two hours. After the race is over, barricades and signs will be removed by course marshals.

Pre Race Staging

Porta-poti's will be set up in the parking area for the racers convenience. The start area will feature a tech area with tools, a work stand, and possibly a tech for mechanical support prior to the race. There will be tents set up, providing cover for the water and food stations, as well as racer check in.

Racers will line up along the driveway of Trish Martin and, will be called to the start line one by one.

Timing And Results

Timing will be facilitated by using Zone 4 and racer numbers. This will provide immediate results to ensure a timely award ceremony. Back-up timing will be done by recording the finish line with a video camera, should there be any timing/placement issues for the racers.

The awards ceremony will take place as soon as all categories have finished and results are available. Awards will be presented to each age category and level.

Volunteers

We would prefer that course marshals/traffic control be hired to ensure the safety of our volunteers and racers. If they are not in the budget or available, we can use volunteers. It will take 9 marshals to direct traffic at the four major intersections and five feeder roads.

Roles:

- Course set-up/take-down
- Racers info table
- Timing/results
- Parking
- Course marshal
- Finish line/feed station



Category 1 - Traffic Management Plan

Cycling Events

Various Locations

Prepared For:

55 + BC Games

Prepared By:

Danielle Smith – SRN1497

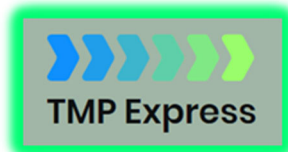


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1 Project Details

1.1 Traffic Management Overview

This site-specific Category 1 Traffic Management Plan has been developed for the intended use for the cycling events for the 55+ BC Games and Next Level Traffic Services. There will be 3 events: Time Trial, Road Race and Hill Climb. There are 3 different routes, and all cycling events will take on the roadway. The location of these events is indicated below in Fig 1.2.

The Traffic Management Plan is intended to outline the details of traffic control as well as reduce site-specific risks by identifying them for this project. The Traffic Management preparations for this project will include the traffic control plan, incident management plan, and implementation plan.

Scheduled Race Days:

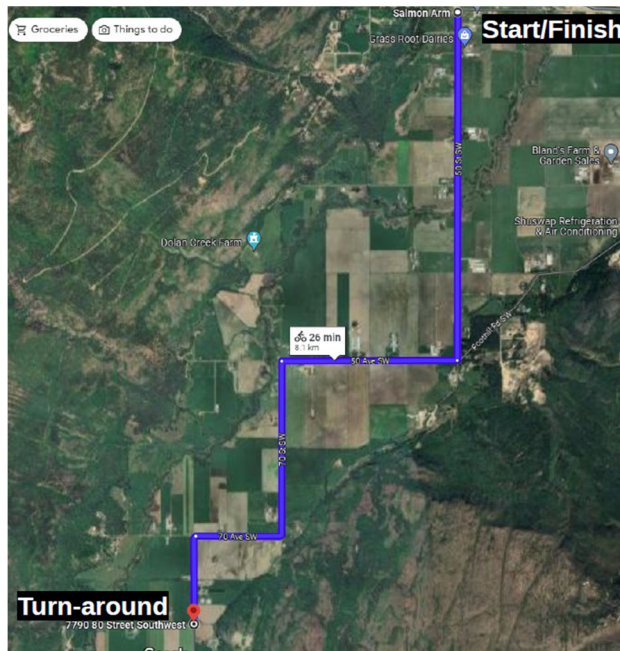
Wednesday September 12 – Time Trial - 9 am - 11am

Thursday September 11 – Road Race - 9 am - 1 pm

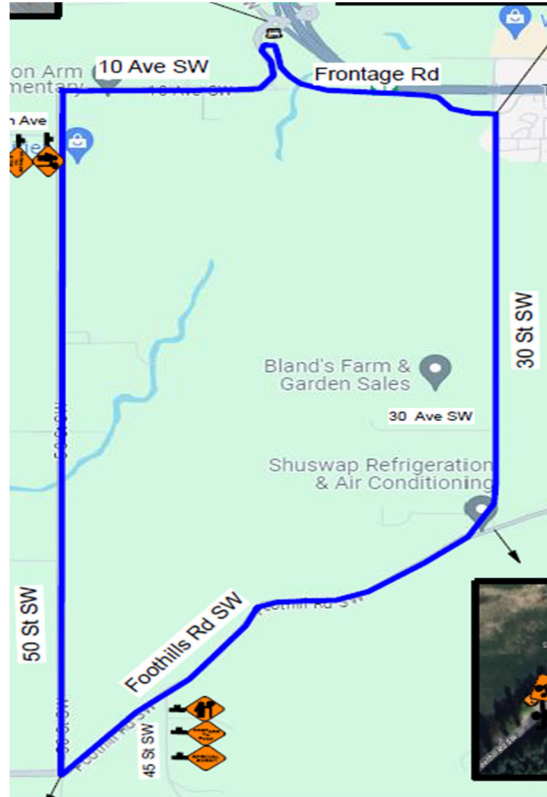
Friday September 13 – Hill Climb - 9 am - 11 am

Figure 1.2: Site Location

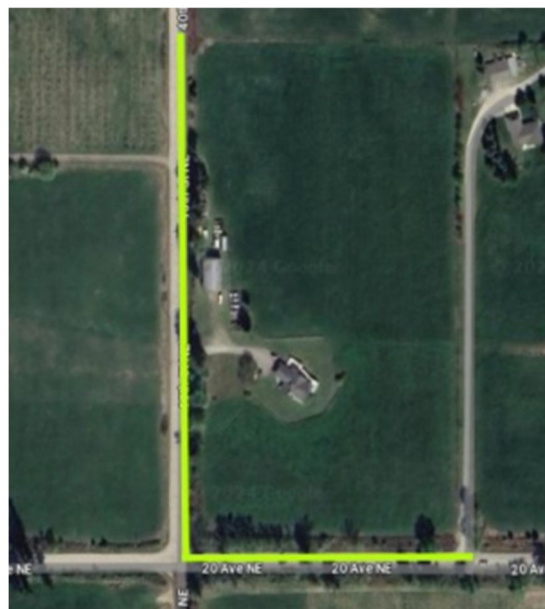
Time Trial



Road Race



Hill Climb



1.3 Project Contacts

Lists of Project Contacts

**Table 1
Project Contacts**

Event Coordinator	Jim Maybee	Cell: 250-517-9617
City of Salmon Arm	Box 40 500 2 Ave NE Salmon Arm, BC V1E 4N2	Office: 250-803-4000
Traffic Control Contractor	Tina Darbyshire 7284B Grindrod-Salmon Arm Hwy#97B Salmon Arm, BC V1E 2Y6	Cell: 250-517-7725

2. Traffic Control Plan

2.1 Traffic Control Plan

The Traffic Control Plan has been developed in accordance with the Ministry of Transportation and Infrastructure – Traffic Management Manual for Work on Roadways 2020 and the WorkSafeBC Occupation Health and Safety Regulations, Part 18: Traffic Control. The traffic control plan has been developed to protect the cyclist and warn vehicles of the special event in progress. The traffic plans reflect the cyclists’ routes as well as the closure for the Hill Climb event which will be a single lane alternating closure. Cyclist will use the lane and there will be signage on the roadway to warn traveling vehicles that a special event is in progress and prepare to stop. TCPs are to hold traffic when necessary. Each race will take place in 1 day. Signage shall be taken off the roadway after each event is over. Sign spacing shall be 40 m with a roadway speed of 50 km/h and 60 m with a roadway speed of 60 km/h. The set up and take down of the signs shall be conducted using the truck as a buffer while grabbing and placing of the signs.

Special Event (Custom Signage) - Required be placed in advance of the special event taking place. This is the primary warning sign to warn vehicles.

Prepare to Stop (C-029) – Sign to be used to warn traveling vehicles that they should be prepared to stop it may be necessary for a TCPs to hold traffic.

Traffic Control Person Ahead (C-001-1) – Sign shall be used in advance of the TCP to identify the presence on the roadway. The TCP sign shall not exceed 150 m of the posted sign. The sign shall be covered or removed when TCP is not actively on the roadway.

Single Lane Alternating Traffic (C-030-8) – Used in advance on a 2-way roadway where the usable roadway width has been reduced therefore restricted to single lane alternating traffic.

Road Closed Ahead (C-030-6A) – Provides an advance warning of a complete or partial road closure ahead.

Road Closed (R-012) – Sign is used to mark any roadway that has been temporarily closed to all public traffic.

No Straight Through (R-017-2) – Indicating to vehicles there is no access straight.

Delineators/Cones – The work zone area shall be closed off by highly visible delineators that close and restrict an area.

Barricade – Used as required at each end of the work activity.

2.2 Site Factors

Time Trial

Site Factor	50 St SW – 80 St SW
Road Alignment	Straight
Road Type	Undivided 2 lanes, rural area
Sight Distance	Intersections, commercial accesses, farmland
Approaches	Intersections, residential and commercial driveways
Regulated Speed	60 km
Average Daily Volumes	< 1000 vehicles/hr
Traffic Types	Local, emergency, tourism, business
Shoulder Types and Widths	No shoulder
Surrounding Land Uses	Residential and commercial
Residential Areas	Driveways
Weather Conditions	TBD

Road Race

Site Factor	10 Ave SW – Foothills Rd SW – Frontage Rd
Road Alignment	Straight, bends in road
Road Type	Undivided 2 lanes, rural area
Sight Distance	Intersections, commercial accesses, farmland
Approaches	Intersections, residential and commercial driveways, curves.

Regulated Speed	50 km and 60 km
Average Daily Volumes	< 1000 vehicles/hr
Traffic Types	Local, emergency, tourism, business
Shoulder Types and Widths	No shoulder
Surrounding Land Uses	Residential and commercial
Residential Areas	Driveways
Weather Conditions	TBD

Hill Climb

Site Factor	
Road Alignment	Straight
Road Type	Undivided 2 lanes, rural area
Sight Distance	Intersection
Approaches	Intersections and residential driveways
Regulated Speed	60 km
Average Daily Volumes	< 1000 vehicles/hr
Traffic Types	Local, emergency, tourism, business
Shoulder Types and Widths	No shoulder
Surrounding Land Uses	Residential
Residential Areas	Driveways
Weather Conditions	TBD

2.3 Equipment

All equipment/ materials required for the races will be removed off the roadway after each event.

3. Implementation Plan

The implementation plan is to help identify the responsibilities and duties of the Traffic Control Manager or Supervisor who will implement the Traffic Management Plan.

3.1 Traffic Control Supervisor

The Traffic Control Supervisor shall comply and must follow the duties and responsibilities that are outlined in section 5.1.1 of the Ministry Traffic Management Manual for Work on Roadways

2020. The Traffic Control Supervisor must also be trained and certified as outlined in the WorkSafeBC Occupational Health and Safety Regulations Part 18.

The Traffic Control Supervisor shall be responsible for:

- Must ensure that an effective traffic control is in place and implemented where traffic could pose a hazard to the workers.
- Ensuring that the traffic control is following the TMM 2020 regulations and updated as necessary.
- Ensuring that other TCPs on site are compliant with the WorkSafeBC part 18: Traffic Control.
- Daily closure set ups and logs are documented and updated as necessary.
- All traffic concerns are addressed and reported to the Manager or Site Supervisor.

- Ensures that TCPs on site are wearing the correct PPE clothing: CSA standard protective headwear that is high-visibility colour with retroreflective tape from front to back and on the sides, CSA complaint footwear, and wear Class 3 garments that apply with CSA and section 18 of the WorkSafeBC Part 18: Traffic Control and are carrying their active TCP certification.
- Ensuring that TCPs are all well equipped before shift starts.
- Ensuring that devices are set out on roadway and in place before work begins and removed off the roadway when no longer required.
- Ensuring that TCPs have a planned escape route and are clear of any hazards.
- Ensuring that there is a plan in place for TCPs breaks and hygiene relief.
- Directing the Incident Management Plan.
- Monitoring traffic and/or traffic delays.

3.2: Traffic Control Personnel:

The Traffic Control Personnel shall be in accordance with the Traffic Control Persons 5.1.2 of the Ministry Traffic Management Manual for Work on Roadways 2020.

Traffic Control Person(s) may be responsible for:

- Preparing, reviewing, and changing, if necessary, the traffic control plan.
- A competent understanding of the TMM 2020
- Must always carry their active TCP certification on them.
- Shall control and communicate with traffic/public effectively that can be understood by road users and pedestrians.
- Shall have an understanding and be familiar with the closure.
- TCPs maintain a safe positioning keeping themselves clear of hazards and planning and being prepared to use an escape route if necessary.

- Must never leave their post unless another certified TCP can replace them.
- Must be wearing correct PPE clothing: CSA standard protective headwear that is high-visibility colour with retroreflective tape from front to back and on the sides, CSA complaint footwear, and wear Class 3 garments that apply with CSA and section 18 of the WorkSafeBC Part 18: Traffic Control.
- Ensure that all traffic devices and signs are in place before the work begins and are removed when they are no longer required.

4. Incident Management Plan

The incident Management Plan defines the process for responding to unforeseen events or traffic incidents within the work zone and how to handle the events/ incidents and procedures for restoration of the traffic flow, contacting the city and public.

4.1: Incidents

Types of Incidents that could occur within work zone:

- Participate injury
- Motor vehicle accident
- Motor vehicle accident with injuries

Traffic Control Supervisor would be alerted immediately who would then contact with event coordinator, Jim Maybee. The Traffic Control Supervisor to verify and assess the incident. Evaluate if directly affecting the safety of other person(s), work area, traveling vehicles and pedestrians. Supervisor to alert emergency services as required and inform the City. Traffic Control Supervisor to communicate with the other TCPs to direct traffic from affected areas and keep a clear space for emergency vehicles. TCPs shall hold traffic on all approaches to allow for emergency vehicle access. TCPs to work with emergency vehicles and crews to restore traffic flow if necessary. Holding traffic may be required to clear incident. Placement of more devices and signs may be required to restore traffic flow.

The Traffic Control Supervisor to make note of the details of the incident and file a report to the City and 55 + Games Event Coordinator. Supervisor to determine the causes of the incident and plan a future preventative measure. A new procedure must then be implemented in the future to avoid a repeat incident.

A portable dynamic message sign may be applicable to warn travelling vehicles of the incident.

5. Contact List

5.1 Emergency Contacts

Agency/Assistance	Contact 1	Contact 2
City of Salmon Arm	250-803-4000	
BC Ambulance	250-833-0188 (Salmon Arm Office)	911
Fire and Rescue	250-803-4060 (Salmon Arm Office)	911
RCMP	250-832-6044 (Salmon Arm Office)	911

5.2 Non-Emergency Contacts

Agency/Assistance	Contact 1	Contact 2
WorkSafeBC	1-888-621-7233	
BC Hydro	604-576-7000	
Telus	1-866-558-2273	
CP Railway	1-800-704-4000	

5.3 Prime Contractor

Company	Name	Contact 1
55+ Games Event Coordinator	Jim Maybee	250-517-9617

6. Closure

The Traffic Management Plan has been prepared by TMP Express for the use for the Cycle Event and Next Level Traffic Services. From the event information collected, TMP Express developed the Traffic Management Plan to the best of knowledge and information available to TMP Express at the time of preparation.

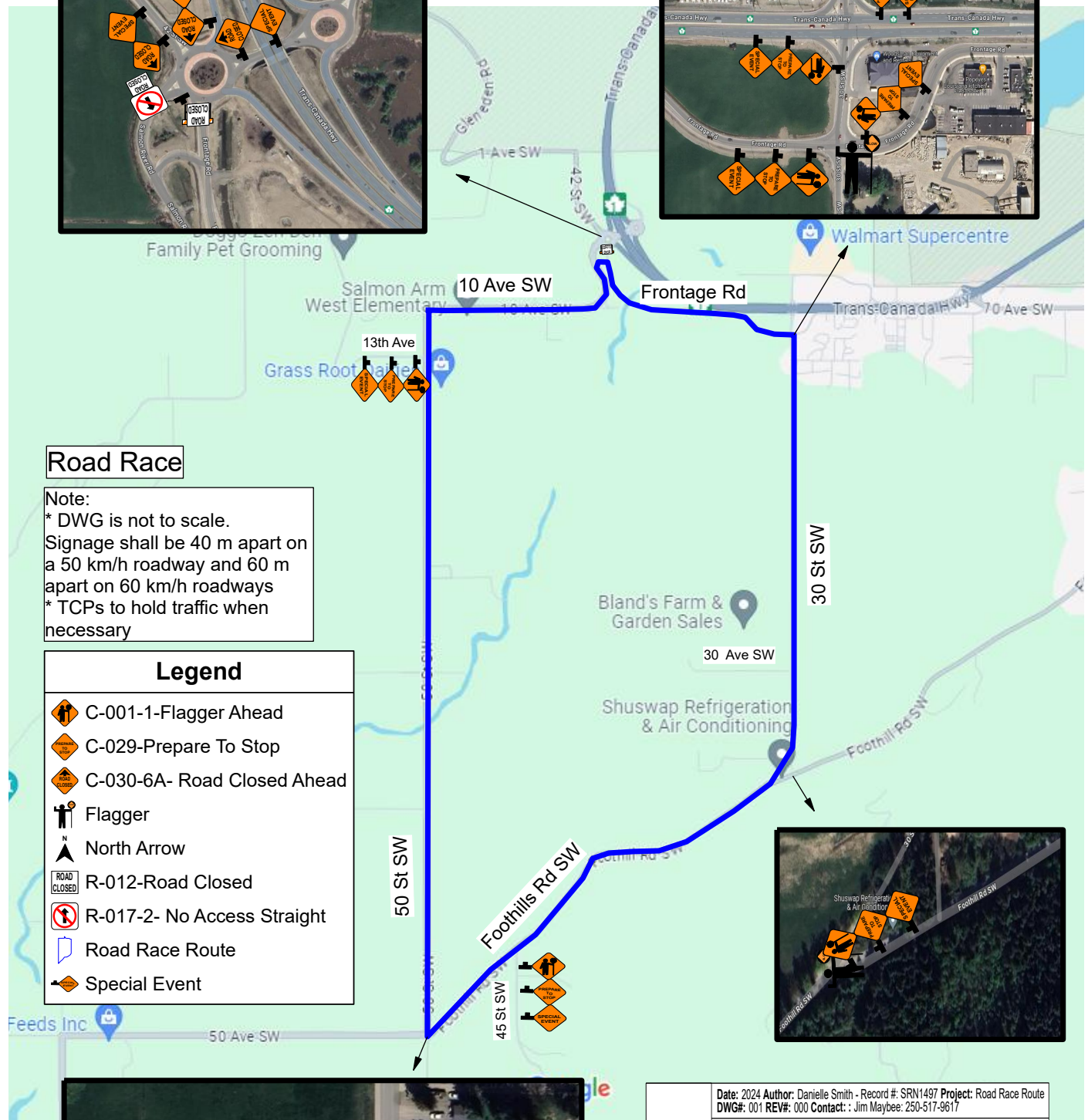
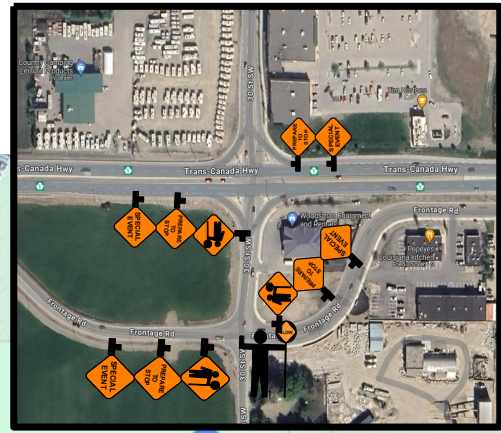
Prepared By:

X *Danielle Smith*

Danielle Smith
TMP Developer



Appendix A – TMP Drawings



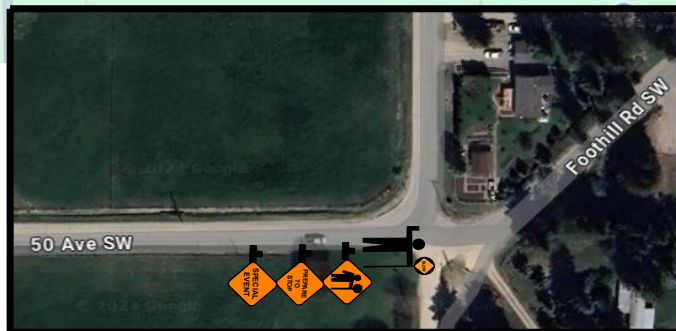
Road Race

Note:

* DWG is not to scale.
 Signage shall be 40 m apart on a 50 km/h roadway and 60 m apart on 60 km/h roadways
 * TCPs to hold traffic when necessary

Legend

- C-001-1-Flagger Ahead
- C-029-Prepare To Stop
- C-030-6A- Road Closed Ahead
- Flagger
- North Arrow
- R-012-Road Closed
- R-017-2- No Access Straight
- Road Race Route
- Special Event



Date: 2024 **Author:** Danielle Smith - Record #: SRN1497 **Project:** Road Race Route
DWG#: 001 **REV#:** 000 **Contact:** : Jim Maybee: 250-517-9617

Comments:
 For: 55+ Games
 City of Salmon Arm
 Address: Loop From 10 Ave SW - Foothills Rd SW - Frontage Rd
 Scope: Road Race Route
 Closure Description: Special Event
 This plan is based on a 50 km/h roadway speed
 Work to be completed: September 11, 2024
 Time to be completed: 9 am - 1 pm
 Road configuration will be restored at the end of each shift.
 All Specifications are based on the Road Management Manual 2020
 TCPs will assist pedestrians and cyclists when required.
 TCPs to be compliant with WSBC Part 18 and TMM 5.6



Trial Time

Start/Finish

10 Ave SW

13th Ave

50 St SW

30 Ave SW

Note:

- * DWG is not to scale.
- * Signage shall be 40 m apart on a 50 km/h roadway an 60 m on 60 km/h roadway
- * TCPs to hold traffic when necessary

Legend

- C-001-1-Flagger Ahead
- C-029-Prepare To Stop
- Flagger
- North Arrow
- Special Event
- Time Trial Route

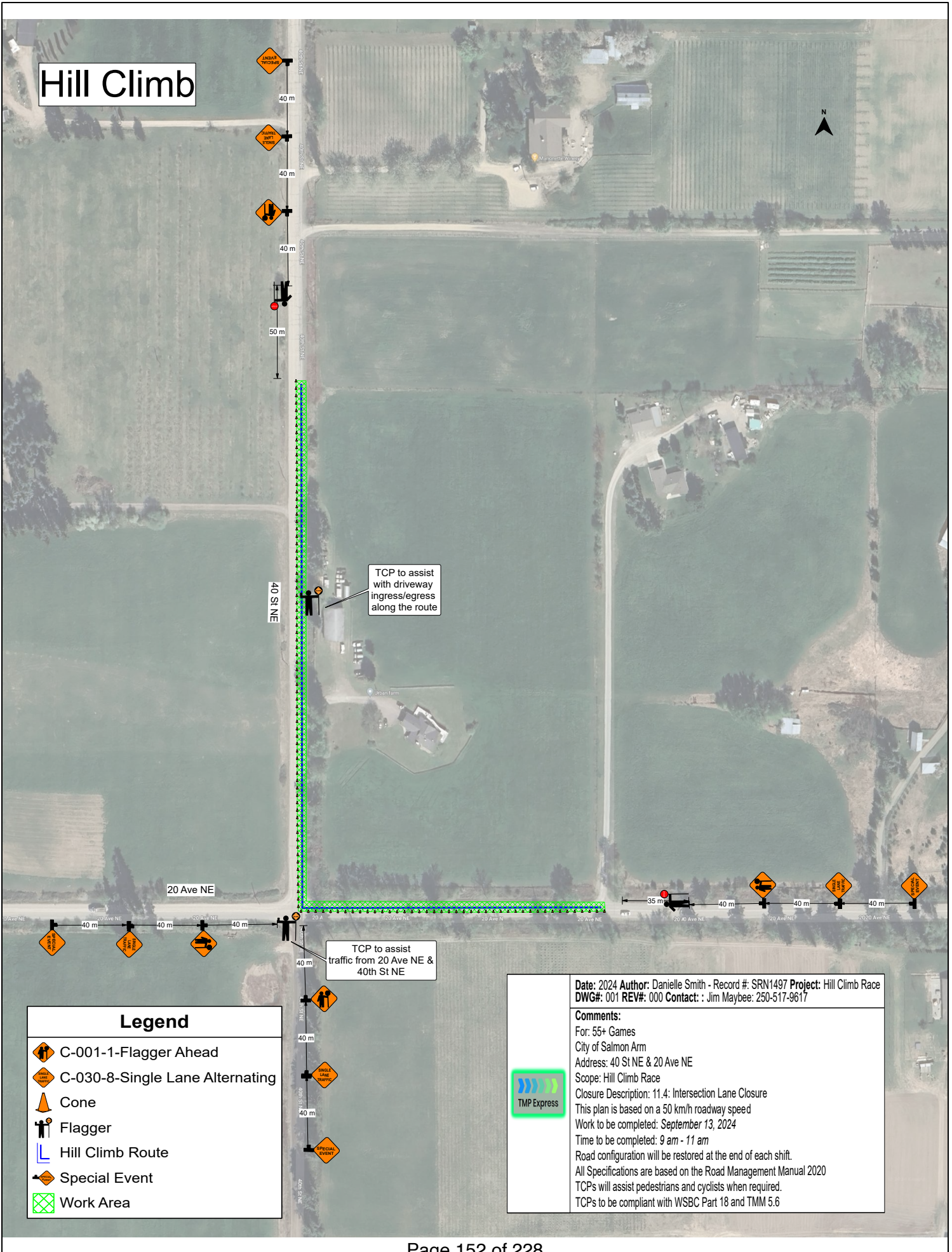
Date: 2024 **Author:** Danielle Smith - Record #: SRN1497 **Project:** Time Trail Route
DWG#: 001 **REV#:** 000 **Contact:** : Jim Maybee: 250-517-9617

Comments:

For: 55+ Games
 City of Salmon Arm
 Address: 50 St SW to 80 ST SW
 Scope: Time Trial Route
 Closure Description: Special Event
 This plan is based on a 50 km/h roadway speed
 Work to be completed: September 12, 2024
 Time to be completed: 9 am - 11 am
 Road configuration will be restored at the end of each shift.
 All Specifications are based on the Road Management Manual 2020
 TCPs will assist pedestrians and cyclists when required.
 TCPs to be compliant with WSBC Part 18 and TMM 5.6



Hill Climb



Legend	
	C-001-1-Flagger Ahead
	C-030-8-Single Lane Alternating
	Cone
	Flagger
	Hill Climb Route
	Special Event
	Work Area

Date: 2024 **Author:** Danielle Smith - Record #: SRN1497 **Project:** Hill Climb Race
DWG#: 001 **REV#:** 000 **Contact:** : Jim Maybee: 250-517-9617

Comments:
 For: 55+ Games
 City of Salmon Arm
 Address: 40 St NE & 20 Ave NE
 Scope: Hill Climb Race
 Closure Description: 11.4: Intersection Lane Closure
 This plan is based on a 50 km/h roadway speed
 Work to be completed: *September 13, 2024*
 Time to be completed: 9 am - 11 am
 Road configuration will be restored at the end of each shift.
 All Specifications are based on the Road Management Manual 2020
 TCPs will assist pedestrians and cyclists when required.
 TCPs to be compliant with WSBC Part 18 and TMM 5.6



Appendix B – Category Assessments

3.3 Project Category Determination

A structured process is used to determine the Project Category.

- | | |
|--|--|
| 1. Initial Category Assessment | Assess the roadway and traffic features. |
| 2. Risk Analysis | Identify the project-specific risks. |
| 3. Final Category Determination | Combine the initial project assessment with the risk analysis to determine the final project category. |

Project Categories are defined as:

- **Category 1** - minimal impact on the travelling public, are typically located on simple terrain, and involve two-lane highways or roads, often with lower speeds and traffic volumes.
- **Category 2** - may be located on higher-speed or higher-volume corridors and involve some complexity. Impacts on the travelling public may be moderate because of the roadway characteristics or the type of work.
- **Category 3** - complex and have a significant impact on the travelling public because of factors such as higher volumes and speeds, project duration, active night work, mountainous terrain, and/or a requirement for lane closures and/or detours.

3.3.1 Initial Project Category Assessment

The initial project category assessment considers road and traffic characteristics, as well as specific work activities.

[Table 3.1: Initial Project Category Assessment](#) on the following pages is used to determine the initial project category.

The total point value calculated at the end of Table 3.1 indicates that the project is initially assessed as a Category 1, 2, or 3.

Table 3.1: Initial Project Category Assessment

Traffic Consideration	Value	Point Value	Score
Posted or Statutory Speed Regular posted speed limit of the roadway	≤ 50 km/hr	1 point	3
	60 - 70 km/hr	3 points	
	≥ 80 km/hr	4 points	
Traffic Volume Traffic volume (both directions) in peak hours	< 1,000 vehicles/hr	1 point	1
	1,000 to 3,000 vehicles/hr	3 points	
	> 3,000 vehicles/hr	4 points	
Lanes Number of lanes in both directions (including auxiliary lanes)	2 lanes	0 point	0
	3 lanes	2 points	
	4 lanes or more	3 points	
Encroachment Location of work	Off roadway	0 point	0
	Shoulder work/partial lane closure	3 points	
	Full lane closure, ramp closure, or intersection closure	4 points	
Detours	No detour during construction	0 point	0
	Detour traffic on temporary roadway during construction next to work zone.	3 points	
	Detour route during construction takes traffic off regular route away from work zone; requires detour signing	4 points	
Duration of Work	Short-duration work (no more than one day-time shift).	1 point	1
	Long-duration work (less than 2 weeks)	2 points	
	Long-duration work (2 or more weeks)	4 points	
Allowable Delays Delay time plus time to travel through work zone in minutes	< 20 minutes	1 point	1
	≥ 20 minutes	3 points	
	No allowable delay	4 points	

Traffic Consideration	Value	Point Value	Score
Time of Day Time of day that work will occur	Day-time only work	1 point	1
	Active day-time work, with traffic control devices in place at night	3 points	
	Active night-time work	4 points	
Vertical Alignment	Flat terrain	0 point	1
	Rolling terrain	1 point	
	Mountainous terrain	2 points	
Horizontal Alignment	Tangent	0 point	0
	Horizontal curves, no curve advisory speeds	1 point	
	Horizontal curves, with curve advisory speeds	2 points	
Intersections	No intersections or stop-controlled intersection(s)	0 point	0
	Signalized intersection(s) with no left or right turn phases, or single lane roundabout	2 points	
	Signalized intersection(s) with left or right turn phase(s), or multi-lane roundabout	4 points	
	Interchange(s)	5 points	
Runaway Lanes	No runaway lanes	0 point	0
	Runaway lanes in or near the work zone; they will not be blocked at any time during course of work	1 point	
	Runaway lanes in or near work zone; they may be blocked by work or queues during course of work	4 points	
Pedestrians and Cyclists	No pedestrians or cyclists	0 point	2
	Possible pedestrians and cyclists	2 points	
	Designated cycle route, sidewalk or multi-use pathway	3 points	

Traffic Consideration	Value	Point Value	Score
HOV or Bus Lane	No HOV or bus lane	0 point	0
	HOV or bus lane	4 points	
Counter-Flow Lane	No counter-flow lane	0 point	0
	Counter-flow lane	4 points	
Total Score			10
Category 1			< 16
Category 2			16 to 25
Category 3			> 25
Initial Project Category			Cat 1

3.3.2 Project Risk Analysis

A project risk analysis is the process of reviewing site-specific characteristics and considering the likelihood and consequence of each item listed. It is able to highlight potential hazards that are not captured in the Initial Project Category Assessment.

Each project has a unique combination of site-specific characteristics, and the risk analysis considers potential hazards associated with the specific project and/or location.

Table 3.2: Project Risk Analysis on the following pages is used to determine whether each potential hazard creates a low, medium, or high risk for the project and location.

The total point value calculated at the end of Table 3.2 indicates that the project is assessed as a low-risk, medium-risk, or high-risk project.

Combining the results of the initial project category assessment and the risk analysis will determine the final project category (see [Section 3.3.3: Final Project Category Determination](#)).

Table 3.2: Project Risk Analysis

The Project Risk Analysis is a general guideline, applicable to most projects. If significant project-specific hazards are not included in the risk analysis below, the Evaluator may consider increasing the final risk rating. This modification and the justification for it should be documented.

All high-risk, project-specific hazards should be addressed and mitigated in the Traffic Management Plan.

Item	Risk	Definition	Point Value	Score
Falling object	Low	Potential of falling object through course of work (i.e., overhead works, slung loads, or equipment boom/bucket work)	1 point	1
	Medium	Working within a known avalanche or rock fall area; no recent evidence of activity	2 points	
	High	Recent evidence of rock or material entering work site or overhead work that may impact travelling public or worker safety (i.e., overhead structures) Vehicle queues may back into a rock fall or avalanche area	3 points	
Nature of work activity	Low	Work activity is not expected to create a significant hazard	1 point	1
	Medium	Work activity will create excessive dirt, dust, or gravel on the road surface, and will thereby create a potential hazard	2 points	
	High	Work activity such as blasting, scaling, or excavation < 2 metres from active travelling lanes will create a potential hazard	3 points	
Removal of safety devices	Low	No removal of safety devices	1 point	1
	Medium	Removal of safety devices such as pavement markings, signage, traffic signal, or reflectors	2 points	
	High	Removal of containment devices, such as barrier, guard rail, crash attenuators, fencing, etc.	3 points	
Equipment movement through work zone	Low	Minimal conflict with traffic (e.g., work commencing off travelled roadway)	1 point	1
	Medium	Conflict with normal traffic flow; no queuing or traffic stoppages	2 points	
	High	Conflicts with normal traffic; may create queuing and require traffic stoppages. Difficult for equipment to enter and exit site	3 points	

Item	Risk	Definition	Point Value	Score
Roadway surface condition during construction	Low	Roadway surface is maintained	1 point	1
	Medium	Roadway surface, such as milling and grinding (consistent surface), creates a hazard for road users	2 points	
	High	Roadway surface is inconsistent, with multiple changes or work tasks (manholes, culvert installation, etc.)	3 points	
Storage of equipment and material	Low	Stored outside the shoulder	1 point	1
	Medium	Stored on the shoulder but outside travelled roadway	2 points	
	High	Stored on shoulder but encroaching on travelled roadway	3 points	
Load restrictions as a result of construction	Low	No load restrictions	1 point	1
	Medium	Narrow lanes restrict wide loads	2 points	
	High	Overweight/overheight vehicles restricted (may result in structural damage)	3 points	
Lane widths	Low	Maintain existing lane widths	1 point	1
	Medium	n/a	n/a	
	High	Lane width not maintained throughout work zone, or Single-lane alternating traffic	3 points	
Work zone or queues block access (active or inactive site)	Low	None	1 point	1
	Medium	Side street or business access	2 points	
	High	Major public facility and/or major secondary roadway	3 points	
Transit access	Low	No transit or school bus stops	1 point	1
	Medium	Community shuttle or school bus stops	2 points	
	High	Express transit or major bus route	3 points	
Impacts of special events	Low	No known event	1 point	1
	Medium	Moderate public event with attendance under 5,000	2 points	
	High	Major public event with attendance over 5,000 or moderate public event (under 5,000) with no alternative access or route	3 points	

Item	Risk	Definition	Point Value	Score
Overlapping work	Low	No overlapping work	1 point	1
	Medium	Another work site within 3 km; traffic control for the projects could impact one another	2 points	
	High	Work sites adjacent or overlapping	3 points	
Emergency facility (ie. hospital, police, ambulance, and fire stations)	Low	No emergency facility near work site	1 point	1
	Medium	24-hour manned emergency facility	2 points	
	High	Volunteer-staffed emergency facility; consider responder access through work zone to the facility, and emergency response from facility through the work zone	3 points	
Total Score				13
Low Risk				< 23
Medium Risk				23 to 28
High Risk				> 28
Project Risk				Low

3.3.3 Final Project Category Determination

The matrix in [Table 3.3: Final Project Category Determination](#) should be used to make the final project category determination.

It combines the initial project category assessment with the results of the risk analysis to identify a final project category based on roadway and traffic characteristics and risks.

It may be appropriate to increase the final category level for high-risk projects to reflect the complexity or hazards associated with the work.

Table 3.3: Final Project Category Determination

		Initial Project Category Assessment		
		1	2	3
Project Risk	Low	Category 1	Category 2	Category 3
	Medium	Category 1	Category 2	Category 3
	High	Category 2	Category 3	Category 3

The final project category determination should be used to identify required and recommended sub-plans and special conditions addressed in the Traffic Management Plan.

This process is a guide and may not capture all components of the project which should be considered when determining the Project Category.

3.3 Project Category Determination

A structured process is used to determine the Project Category.

- | | |
|--|--|
| 1. Initial Category Assessment | Assess the roadway and traffic features. |
| 2. Risk Analysis | Identify the project-specific risks. |
| 3. Final Category Determination | Combine the initial project assessment with the risk analysis to determine the final project category. |

Project Categories are defined as:

- **Category 1** - minimal impact on the travelling public, are typically located on simple terrain, and involve two-lane highways or roads, often with lower speeds and traffic volumes.
- **Category 2** - may be located on higher-speed or higher-volume corridors and involve some complexity. Impacts on the travelling public may be moderate because of the roadway characteristics or the type of work.
- **Category 3** - complex and have a significant impact on the travelling public because of factors such as higher volumes and speeds, project duration, active night work, mountainous terrain, and/or a requirement for lane closures and/or detours.

3.3.1 Initial Project Category Assessment

The initial project category assessment considers road and traffic characteristics, as well as specific work activities.

[Table 3.1: Initial Project Category Assessment](#) on the following pages is used to determine the initial project category.

The total point value calculated at the end of Table 3.1 indicates that the project is initially assessed as a Category 1, 2, or 3.

Table 3.1: Initial Project Category Assessment

Traffic Consideration	Value	Point Value	Score
Posted or Statutory Speed Regular posted speed limit of the roadway	≤ 50 km/hr	1 point	3
	60 - 70 km/hr	3 points	
	≥ 80 km/hr	4 points	
Traffic Volume Traffic volume (both directions) in peak hours	< 1,000 vehicles/hr	1 point	1
	1,000 to 3,000 vehicles/hr	3 points	
	> 3,000 vehicles/hr	4 points	
Lanes Number of lanes in both directions (including auxiliary lanes)	2 lanes	0 point	0
	3 lanes	2 points	
	4 lanes or more	3 points	
Encroachment Location of work	Off roadway	0 point	0
	Shoulder work/partial lane closure	3 points	
	Full lane closure, ramp closure, or intersection closure	4 points	
Detours	No detour during construction	0 point	0
	Detour traffic on temporary roadway during construction next to work zone.	3 points	
	Detour route during construction takes traffic off regular route away from work zone; requires detour signing	4 points	
Duration of Work	Short-duration work (no more than one day-time shift).	1 point	1
	Long-duration work (less than 2 weeks)	2 points	
	Long-duration work (2 or more weeks)	4 points	
Allowable Delays Delay time plus time to travel through work zone in minutes	< 20 minutes	1 point	1
	≥ 20 minutes	3 points	
	No allowable delay	4 points	

Traffic Consideration	Value	Point Value	Score
Time of Day Time of day that work will occur	Day-time only work	1 point	1
	Active day-time work, with traffic control devices in place at night	3 points	
	Active night-time work	4 points	
Vertical Alignment	Flat terrain	0 point	1
	Rolling terrain	1 point	
	Mountainous terrain	2 points	
Horizontal Alignment	Tangent	0 point	1
	Horizontal curves, no curve advisory speeds	1 point	
	Horizontal curves, with curve advisory speeds	2 points	
Intersections	No intersections or stop-controlled intersection(s)	0 point	0
	Signalized intersection(s) with no left or right turn phases, or single lane roundabout	2 points	
	Signalized intersection(s) with left or right turn phase(s), or multi-lane roundabout	4 points	
	Interchange(s)	5 points	
Runaway Lanes	No runaway lanes	0 point	0
	Runaway lanes in or near the work zone; they will not be blocked at any time during course of work	1 point	
	Runaway lanes in or near work zone; they may be blocked by work or queues during course of work	4 points	
Pedestrians and Cyclists	No pedestrians or cyclists	0 point	2
	Possible pedestrians and cyclists	2 points	
	Designated cycle route, sidewalk or multi-use pathway	3 points	

Traffic Consideration	Value	Point Value	Score
HOV or Bus Lane	No HOV or bus lane	0 point	0
	HOV or bus lane	4 points	
Counter-Flow Lane	No counter-flow lane	0 point	0
	Counter-flow lane	4 points	
Total Score			11
Category 1			< 16
Category 2			16 to 25
Category 3			> 25
Initial Project Category			Cat 1

3.3.2 Project Risk Analysis

A project risk analysis is the process of reviewing site-specific characteristics and considering the likelihood and consequence of each item listed. It is able to highlight potential hazards that are not captured in the Initial Project Category Assessment.

Each project has a unique combination of site-specific characteristics, and the risk analysis considers potential hazards associated with the specific project and/or location.

[Table 3.2: Project Risk Analysis](#) on the following pages is used to determine whether each potential hazard creates a low, medium, or high risk for the project and location.

The total point value calculated at the end of Table 3.2 indicates that the project is assessed as a low-risk, medium-risk, or high-risk project.

Combining the results of the initial project category assessment and the risk analysis will determine the final project category (see [Section 3.3.3: Final Project Category Determination](#)).

Table 3.2: Project Risk Analysis

The Project Risk Analysis is a general guideline, applicable to most projects. If significant project-specific hazards are not included in the risk analysis below, the Evaluator may consider increasing the final risk rating. This modification and the justification for it should be documented.

All high-risk, project-specific hazards should be addressed and mitigated in the Traffic Management Plan.

Item	Risk	Definition	Point Value	Score
Falling object	Low	Potential of falling object through course of work (i.e., overhead works, slung loads, or equipment boom/bucket work)	1 point	1
	Medium	Working within a known avalanche or rock fall area; no recent evidence of activity	2 points	
	High	Recent evidence of rock or material entering work site or overhead work that may impact travelling public or worker safety (i.e., overhead structures) Vehicle queues may back into a rock fall or avalanche area	3 points	
Nature of work activity	Low	Work activity is not expected to create a significant hazard	1 point	1
	Medium	Work activity will create excessive dirt, dust, or gravel on the road surface, and will thereby create a potential hazard	2 points	
	High	Work activity such as blasting, scaling, or excavation < 2 metres from active travelling lanes will create a potential hazard	3 points	
Removal of safety devices	Low	No removal of safety devices	1 point	1
	Medium	Removal of safety devices such as pavement markings, signage, traffic signal, or reflectors	2 points	
	High	Removal of containment devices, such as barrier, guard rail, crash attenuators, fencing, etc.	3 points	
Equipment movement through work zone	Low	Minimal conflict with traffic (e.g., work commencing off travelled roadway)	1 point	3
	Medium	Conflict with normal traffic flow; no queuing or traffic stoppages	2 points	
	High	Conflicts with normal traffic; may create queuing and require traffic stoppages. Difficult for equipment to enter and exit site	3 points	

Item	Risk	Definition	Point Value	Score
Roadway surface condition during construction	Low	Roadway surface is maintained	1 point	1
	Medium	Roadway surface, such as milling and grinding (consistent surface), creates a hazard for road users	2 points	
	High	Roadway surface is inconsistent, with multiple changes or work tasks (manholes, culvert installation, etc.)	3 points	
Storage of equipment and material	Low	Stored outside the shoulder	1 point	1
	Medium	Stored on the shoulder but outside travelled roadway	2 points	
	High	Stored on shoulder but encroaching on travelled roadway	3 points	
Load restrictions as a result of construction	Low	No load restrictions	1 point	1
	Medium	Narrow lanes restrict wide loads	2 points	
	High	Overweight/overheight vehicles restricted (may result in structural damage)	3 points	
Lane widths	Low	Maintain existing lane widths	1 point	3
	Medium	n/a	n/a	
	High	Lane width not maintained throughout work zone, or Single-lane alternating traffic	3 points	
Work zone or queues block access (active or inactive site)	Low	None	1 point	1
	Medium	Side street or business access	2 points	
	High	Major public facility and/or major secondary roadway	3 points	
Transit access	Low	No transit or school bus stops	1 point	1
	Medium	Community shuttle or school bus stops	2 points	
	High	Express transit or major bus route	3 points	
Impacts of special events	Low	No known event	1 point	1
	Medium	Moderate public event with attendance under 5,000	2 points	
	High	Major public event with attendance over 5,000 or moderate public event (under 5,000) with no alternative access or route	3 points	

Item	Risk	Definition	Point Value	Score
Overlapping work	Low	No overlapping work	1 point	1
	Medium	Another work site within 3 km; traffic control for the projects could impact one another	2 points	
	High	Work sites adjacent or overlapping	3 points	
Emergency facility (ie. hospital, police, ambulance, and fire stations)	Low	No emergency facility near work site	1 point	1
	Medium	24-hour manned emergency facility	2 points	
	High	Volunteer-staffed emergency facility; consider responder access through work zone to the facility, and emergency response from facility through the work zone	3 points	
Total Score				17
Low Risk				< 23
Medium Risk				23 to 28
High Risk				> 28
Project Risk				Low

3.3.3 Final Project Category Determination

The matrix in [Table 3.3: Final Project Category Determination](#) should be used to make the final project category determination.

It combines the initial project category assessment with the results of the risk analysis to identify a final project category based on roadway and traffic characteristics and risks.

It may be appropriate to increase the final category level for high-risk projects to reflect the complexity or hazards associated with the work.

Table 3.3: Final Project Category Determination

		Initial Project Category Assessment		
		1	2	3
Project Risk	Low	Category 1	Category 2	Category 3
	Medium	Category 1	Category 2	Category 3
	High	Category 2	Category 3	Category 3

The final project category determination should be used to identify required and recommended sub-plans and special conditions addressed in the Traffic Management Plan.

This process is a guide and may not capture all components of the project which should be considered when determining the Project Category.

3.3 Project Category Determination

A structured process is used to determine the Project Category.

- | | |
|--|--|
| 1. Initial Category Assessment | Assess the roadway and traffic features. |
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Project Categories are defined as:

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- **Category 3** - complex and have a significant impact on the travelling public because of factors such as higher volumes and speeds, project duration, active night work, mountainous terrain, and/or a requirement for lane closures and/or detours.

3.3.1 Initial Project Category Assessment

The initial project category assessment considers road and traffic characteristics, as well as specific work activities.

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The total point value calculated at the end of Table 3.1 indicates that the project is initially assessed as a Category 1, 2, or 3.

Table 3.1: Initial Project Category Assessment

Traffic Consideration	Value	Point Value	Score
Posted or Statutory Speed Regular posted speed limit of the roadway	≤ 50 km/hr	1 point	3
	60 - 70 km/hr	3 points	
	≥ 80 km/hr	4 points	
Traffic Volume Traffic volume (both directions) in peak hours	< 1,000 vehicles/hr	1 point	1
	1,000 to 3,000 vehicles/hr	3 points	
	> 3,000 vehicles/hr	4 points	
Lanes Number of lanes in both directions (including auxiliary lanes)	2 lanes	0 point	0
	3 lanes	2 points	
	4 lanes or more	3 points	
Encroachment Location of work	Off roadway	0 point	4
	Shoulder work/partial lane closure	3 points	
	Full lane closure, ramp closure, or intersection closure	4 points	
Detours	No detour during construction	0 point	0
	Detour traffic on temporary roadway during construction next to work zone.	3 points	
	Detour route during construction takes traffic off regular route away from work zone; requires detour signing	4 points	
Duration of Work	Short-duration work (no more than one day-time shift).	1 point	1
	Long-duration work (less than 2 weeks)	2 points	
	Long-duration work (2 or more weeks)	4 points	
Allowable Delays Delay time plus time to travel through work zone in minutes	< 20 minutes	1 point	1
	≥ 20 minutes	3 points	
	No allowable delay	4 points	

Traffic Consideration	Value	Point Value	Score
Time of Day Time of day that work will occur	Day-time only work	1 point	1
	Active day-time work, with traffic control devices in place at night	3 points	
	Active night-time work	4 points	
Vertical Alignment	Flat terrain	0 point	1
	Rolling terrain	1 point	
	Mountainous terrain	2 points	
Horizontal Alignment	Tangent	0 point	1
	Horizontal curves, no curve advisory speeds	1 point	
	Horizontal curves, with curve advisory speeds	2 points	
Intersections	No intersections or stop-controlled intersection(s)	0 point	0
	Signalized intersection(s) with no left or right turn phases, or single lane roundabout	2 points	
	Signalized intersection(s) with left or right turn phase(s), or multi-lane roundabout	4 points	
	Interchange(s)	5 points	
Runaway Lanes	No runaway lanes	0 point	0
	Runaway lanes in or near the work zone; they will not be blocked at any time during course of work	1 point	
	Runaway lanes in or near work zone; they may be blocked by work or queues during course of work	4 points	
Pedestrians and Cyclists	No pedestrians or cyclists	0 point	2
	Possible pedestrians and cyclists	2 points	
	Designated cycle route, sidewalk or multi-use pathway	3 points	

Traffic Consideration	Value	Point Value	Score
HOV or Bus Lane	No HOV or bus lane	0 point	0
	HOV or bus lane	4 points	
Counter-Flow Lane	No counter-flow lane	0 point	0
	Counter-flow lane	4 points	
Total Score			15
Category 1			< 16
Category 2			16 to 25
Category 3			> 25
Initial Project Category			Cat 1

3.3.2 Project Risk Analysis

A project risk analysis is the process of reviewing site-specific characteristics and considering the likelihood and consequence of each item listed. It is able to highlight potential hazards that are not captured in the Initial Project Category Assessment.

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Table 3.2: Project Risk Analysis on the following pages is used to determine whether each potential hazard creates a low, medium, or high risk for the project and location.

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Table 3.2: Project Risk Analysis

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Item	Risk	Definition	Point Value	Score
Falling object	Low	Potential of falling object through course of work (i.e., overhead works, slung loads, or equipment boom/bucket work)	1 point	1
	Medium	Working within a known avalanche or rock fall area; no recent evidence of activity	2 points	
	High	Recent evidence of rock or material entering work site or overhead work that may impact travelling public or worker safety (i.e., overhead structures) Vehicle queues may back into a rock fall or avalanche area	3 points	
Nature of work activity	Low	Work activity is not expected to create a significant hazard	1 point	1
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Item	Risk	Definition	Point Value	Score
Roadway surface condition during construction	Low	Roadway surface is maintained	1 point	1
	Medium	Roadway surface, such as milling and grinding (consistent surface), creates a hazard for road users	2 points	
	High	Roadway surface is inconsistent, with multiple changes or work tasks (manholes, culvert installation, etc.)	3 points	
Storage of equipment and material	Low	Stored outside the shoulder	1 point	1
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	High	Overweight/overheight vehicles restricted (may result in structural damage)	3 points	
Lane widths	Low	Maintain existing lane widths	1 point	3
	Medium	n/a	n/a	
	High	Lane width not maintained throughout work zone, or Single-lane alternating traffic	3 points	
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	Medium	Side street or business access	2 points	
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	High	Express transit or major bus route	3 points	
Impacts of special events	Low	No known event	1 point	1
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	High	Major public event with attendance over 5,000 or moderate public event (under 5,000) with no alternative access or route	3 points	

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Emergency facility (ie. hospital, police, ambulance, and fire stations)	Low	No emergency facility near work site	1 point	1
	Medium	24-hour manned emergency facility	2 points	
	High	Volunteer-staffed emergency facility; consider responder access through work zone to the facility, and emergency response from facility through the work zone	3 points	
Total Score				17
Low Risk				< 23
Medium Risk				23 to 28
High Risk				> 28
Project Risk				Low

3.3.3 Final Project Category Determination

The matrix in [Table 3.3: Final Project Category Determination](#) should be used to make the final project category determination.

It combines the initial project category assessment with the results of the risk analysis to identify a final project category based on roadway and traffic characteristics and risks.

It may be appropriate to increase the final category level for high-risk projects to reflect the complexity or hazards associated with the work.

Table 3.3: Final Project Category Determination

		Initial Project Category Assessment		
		1	2	3
Project Risk	Low	Category 1	Category 2	Category 3
	Medium	Category 1	Category 2	Category 3
	High	Category 2	Category 3	Category 3

The final project category determination should be used to identify required and recommended sub-plans and special conditions addressed in the Traffic Management Plan.

This process is a guide and may not capture all components of the project which should be considered when determining the Project Category.

Rhonda West

From: noreply@civicplus.com
Sent: Wednesday, July 3, 2024 6:07 PM
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 Pam

Last Name Tate

Address:

Return email address:

Subject: Road from Lakeside Pines to Canoe Beach Drive

Body

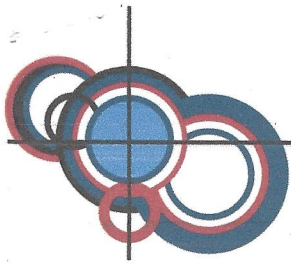
The Development of 60 Duplex units that was given approval by Council for Canoe on Canoe Beach Drive I gather is now not going ahead as planned. Am I surprised no, 600+ is not affordable housing by any means, it's to bad the some people in Canoe thought a Mobile Home Park was beneath them, and petitioned not to have another one here. My issue is the Road infrastructure here in Canoe. The Developer was to build the road from Lakeside Pines 45th St to Canoe Beach Drive and now that will not happen, so what is the City now going to do? At this point there is only one exit from the West down 70th Ave to 50th St, this is not safe or acceptable with the number of homes that been built in the last few years. If there were a fire it would bedlam here in Canoe. Council needs to make this a priority and spend some money in Canoe.

Would you like a response: Yes

Disclaimer

Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.

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



June 10, 2024

Mayor Harrison and Members of Council
City of Salmon Arm
PO Box 40
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and Members of Council:

Subject: BC Community Capital Project Gaming Grant – Roof Replacement and Gutter System Installation

The Salmon Arm Curling Club (SACC) was recently successful in obtaining a grant from PacifiCan Economic Development Canada in the amount of \$144,500 to assist with the replacement of our building roof. With this grant and the Club's contribution we were able to replace approximately 75% of the building's roof in 2023. The SACC is now in the process of preparing a grant application to the BC Community Capital Project Gaming Grant Program for the remaining 25% of the roof replacement and a gutter system complete with downspouts. If approved the BC Community Capital Project Gaming Grant will provide up to 50% of the total cost of this project which is estimated at \$54,000.00. The SACC will be responsible for the remaining 50%.

The Salmon Arm Curling Club owns the building it currently occupies but as it is located on public land the required criteria of this capital project grant application is authority from the City of Salmon Arm for the SACC to proceed with this roof replacement project and a statement that the SACC will be in management and control of the resulting asset for a minimum of 10 years from the date of application. (See Page 24 of the 2024 Capital Projects Grant Guidelines attached.)

As the current lease agreement between the City and The Salmon Arm Curling Club expires on December 31, 2026, we are requesting that the City provide us with a letter of approval to proceed with the remaining roof replacement and gutter installation along with a statement that the SACC will continue to manage and control this facility for the next 10 years – until August 2034. The current lease agreement indicates that it is the SACC's responsibility to maintain the building (both inside and out) in good order and repair. This lease agreement also indicates that should anything occur, that would result in the SACC not being able to manage or maintain their facility, the facility will become the property of the City of Salmon Arm at no cost.

A little history –

The SACC built and began operating their current facility in 1979 following a fire at the Club's previous location (present location of the SASCU Credit Union on Lakeshore Drive) that completely destroyed the building and its contents. The new building and facility located on 28 Street NE was constructed by the SACC on City-owned lands. Over these past 45 years, the City and the SACC have had an extremely good working relationship. The SACC's vision is to continue to provide an accessible facility that encourages participation of all ages and skills in a sport whose roots lie in sportsmanship and fellowship; and to remain a significant and vibrant venue providing recreation for the residents of Salmon Arm and area for many, many more years to come.

The deadline to apply for this grant is August 15, 2024.

Should you require any further information, please do not hesitate to contact me via telephone at 250-804-6762 or email at dshultzhr@gmail.com.

Thank you.

Yours truly,

A handwritten signature in black ink, appearing to read 'Donna Shultz', written in a cursive style.

Donna Shultz,
President

c.c. SACC Board of Directors
SACC General Manager

Required Information

State of Title or License to Occupy

The applicant must demonstrate that the project has the authority to proceed.

- If the land or facility is owned by the applicant:
 - The applicant must provide a certificate of title that indicates the name of the applicant and the legal description of the land or facility. Alternatively, the most recent BC Property Assessment for the land or facility that includes the name of the applicant is also acceptable.
- If the project is located on land that is leased to the organization:
 - The applicant must provide a recent document of permission for the project to proceed from the owner of the land or facility. The document of permission must be dated and signed by the owner and reference the specific project and the specific property described in the application. Letters should be recent (signed and dated within 6 months at the time of application).
 - A signed copy of the lease is required. The term of the lease must demonstrate that the applicant is in control of the land or facility for a minimum of 10 years from the date of the application.
 - If the signed copy of the lease is for a term less than 10 years, a letter of commitment signed by the owner and the applicant is required that demonstrates a firm commitment to renew the lease for an additional term. The lease and the letter of commitment must demonstrate the applicant is in control of the land or facility for a minimum of 10 years from the date of the application. Letters should be recent (signed and dated within 6 months at the time of application).



- If the project is located on public land:
 - Provide a document that authoritatively demonstrates that the applicant has the authority to proceed and will be in management and control of the resulting asset for a minimum of 10 years from the date of the application.
 - Letters of support are not sufficient. The document must demonstrate that a final and irrevocable approval to proceed with the specific project has been granted to the applicant from the controlling body (e.g. minutes of council meeting showing motion and approval, letter dated and signed by the authority for the land or facility that references the specific project and the specific property described in the application). Letters should be recent (signed and dated within 6 months at the time of application).

NOTE: If the applicant's project is located on land it does not have proper authority to use, then it is not eligible for a Capital Project Grant.

If an acquisition project requires permission from a landowner to proceed (e.g. installation of an acquisition into a facility or publicly owned asset), the applicant must demonstrate the above conditions are met.

Environmental Efficiency

The applicant should describe how any climate action or energy-efficient features have been built into the project to reduce the organization's greenhouse gas emissions, lower the organization's long-term operational costs and/or improve the use of the organization's human and/or technological resources (e.g. reduced resource consumption).

NOTE: Applicants may use the text box or attach a document (1-2 pages in length maximum).

Rhonda West

From: noreply@civicplus.com
Sent: Thursday, July 11, 2024 10:53 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 Vivian
Last Name Morris
Address: [REDACTED]
Return email address: [REDACTED]
Subject: rotting benches and picnic tables

Body
To the Mayor and Council.
Years ago we donated two picnic benches to the foreshore trail and several sitting benches to Little Mountain Park. All of these donations are in a state of disrepair. The benches in the park, decades old, are rotten and gone. The picnic tables are headed in the same direction. Wood structures need to be maintained. The picnic tables need to be restored by being sanded and stained. If they had been stained semi-annually the sanding would not be necessary. Aside from these donated items you also have the wooden walkway rotting. Please consider regular maintenance of wooden structures. In the long run, we will save money.
It is disheartening to see our gifts in such a state.

Regards,

Vivian and Duncan Morris

Would you like a response: Yes

Disclaimer

Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.

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

Salmon Arm BC 55+ Games

CITY OF SALMON ARM
Box 40
500 2nd Ave. NE
Salmon Arm, B.C. V1E 4N2

July 13, 2024

Re: Request for temporary placement of C Can at South Canoe Trail Head
Parking Lot

Attn: Darin Gerow

Dear Darin

As we have discussed, the Venue Operation Directorate for the 2024 Salmon Arm BC 55+ Games, respectively request the City of Salmon Arm consider the following request required to accommodate the storage of sport Equipment at the site of the Mountain Bike Competition:

1. In order to provide the safe storage of Sport and Volunteer equipment, (Mountain Bike Race), we request permission to temporarily place a 10' x 20' C Can at the South Canoe Trail System parking Lot. This storage unit will be placed on Monday Sept 9th and removed on Monday Sept 16th. The exact location of the placement will be at the discretion of the City.

Please don't hesitate to reach out to us if you have any questions and/or further detail is required.

Respectively

Glen Ritchie
Co-Chair
Venue Operations Directorate

Rhonda West

From: noreply@civicplus.com
Sent: Saturday, July 13, 2024 11:55 PM
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 Joanne
Last Name Rowell-Wong
Address: [REDACTED]
Return email address: [REDACTED]
Subject: Request for Sanitary LAS for East of TCH in Canoe
Body July 4, 2024

To the Mayor of Salmon Arm and City Council,

This letter is a request to have the City of Salmon Arm move forward with a City Council meeting for a longstanding request for a local area service (LAS) across the TCH at Canoe to provide needed sanitary services to area residents and businesses.

Since 2019 Joanne Rowell-Wong of Cedar Crescent Manufactured Home Park(MHP) has been working with Jen Wilson and others in planning and engineering moving through the departments for an LAS request. Considerable city time and money has been spent on this including engineering plans that Jessica Johnson from Lawson engineering has from you to explore this service. We have had city legal and finance spend over a year looking at it as well. As you know, there are 6 parties interested so far, which is more than 50 percent of the parties city hall has identified. We are at the juncture where we are ready to move forward with counsel for approval.

Since the beginning of this project, Joanne has indicated that there is a significant need to upgrade the services in her manufactured park since it was built in 1972. There is not the land available to install new septic systems if there is failure. She has explored a private service but is unable to obtain easements. She has worked with city hall through covid to identify neighbours along with Deanne from Bruce Coach. Nikki Pettit from Hidden Valley is experiencing the same issues and is pump dependant at this point for some of her system. This is very low income housing that could be lost upwards of 75 people are impacted. These are existing homes and infrastructure that emergently need to be preserved.

We have a need to move forward with the process of an amortized loan that would allow us to pay for the necessary upgrade to keep these homes.

We and the parties interested have plans for commercial and residential expansion that will add to the tax base significantly and add very low income homes: a strong city mandate. This type of housing forms a small part of the current projects that the City of Salmon Arm is spending time on and approving. It has been a mandate to provide housing for elderly, marginalized and very low income families and this type of housing is that product. One of the other parties, Kevin Forsyth of CB3 Sports needs to make a decision shortly about temporary vs full septic project which would take him out of the equation. He has big plans for his property to generate income which will benefit the city. This would be a terrible loss to the viability of the project to move this forward with property owners who are willing to pay. Time is of the essence here.

I have worked with and been encouraged to move forward by Jen Wilson over the past 5 years with the process and we need to emphasize that affordable housing will be lost if this is not moved forward.

We need a planning/engineering partner willing to move forward with this project that has already been underway for many years so that we can get approval urgently as the project requires.

Nikki is in contact with our local representative and she has reached out to Mayor Harrison regarding this issue.

Let us know from your perspective how to move this project forward. Thank you for what you have done up to now and we look forward to a partnership with the City and Engineering to preserve and create new low income housing and business in

Canoe.

Sincerely,

Joanne Rowell-Wong Cedar Crescent MHP
Nikki Pettit Hidden Valley MHP
Kevin Forsyth C3 Powersports
Deanne Collinson Bruce Coach
Stephen and Niki Johnson Salmon Arm Go Carts
Barry Siebenga BigSteelBox

Would you like a response:	Yes
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Email not displaying correctly? [View it in your browser.](#)

Rhonda West

From: noreply@civicplus.com
Sent: Tuesday, July 16, 2024 9:47 PM
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 Matthew
Last Name Rampton
Address: [REDACTED]
Return email address: [REDACTED]
Subject: 7 am noise by law in Summer

Body

Dear Mayor and Council men and Women.
My name is Matt Rampton and I have been a contractor in the landscape construction business in Salmon Arm for 18 years. I am very proud to be a business person in this community!
I am writing this letter to Ask the Mayor and Council members to consider changing the noise bylaw from 7 am to 6 am for the summer season from Approximately June 20 September 20. I have asked many contractors in our area and everyone said that this would be very helpful. I also know that on my team that this would make a very happy crew. It is very tough to work past 2-3 pm on our hot summer days and starting at 6 am without neighbours of our projects being upset because the noise bylaw is 7 am would be very helpful.
Hopefully this could be implemented for next season and going forward.
We have heard that Kelowna and Vernon and Penticton have already done this or are considering it also.
If I need to go to a council meeting to present a further case that is no problem.
Thank you very much for your time.
Matt
Rampton Rockworks.

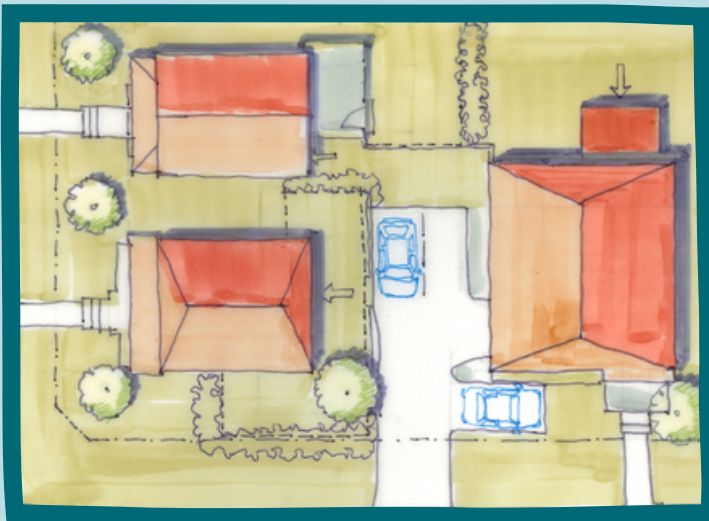
Would you like a response: Yes

Disclaimer
Written and email correspondence addressed to Mayor and Council may become

SSMUH

SMALL SCALE MULTI-UNIT HOUSING

**INFORMATION SESSION FOR
DEVELOPMENT & REAL ESTATE
INDUSTRY PROFESSIONALS**



Join us for a short presentation on the City's bylaw amendments to implement the provincial Small Scale Multi-Unit Housing legislation.

Please **RSVP** by emailing planning@salmonarm.ca

**CITY OF
SALMON ARM**

**CHOOSE FROM
1 OF 2 SESSIONS!**



Wednesday July 31, 2024



**Council Chambers at City Hall
500 2 Avenue NE**



10:30am-12pm or 6:30-8pm



SILGA SCOOP

2024 Summer Edition



Meet your 2024-25 SILGA Board

L-R TNRD Director Tricia Thorpe, Princeton Mayor Spencer Coyne, Peachland Councillor Keith Thom, Oliver Councillor and SILGA Past President Aimee Grice, Kelowna Councillor Gord Lovegrove, Salmon Arm Councillor and SILGA President Louise Wallace Richmond, Kamloops Councillor Stephen Karpuk, Merritt Councillor Adam Etchart, Kamloops Councillor and SILGA 1st VP Bill Sarai, West Kelowna Councillor and SILGA 2nd VP Tasha Da Silva. Missing Penticton Councillor Isaac Gilbert.

UBCM Minister Meeting Requests (Based on 2024 SILGA Resolutions)

Mental Health – Complex Care Facilities Implementation and Four Pillars Funding

Housing – Increased Funding for the Implementation of the Provincial Housing Development Requirements

Transportation – Resource Roads and Highway Maintenance Contracts

Labour – Legislation Changes to Address Bullying and Harassment by Local Elected Officials and the Public

Municipal Affairs - A Regional Update on the Required Changes to Local Bylaws and OCP as a Result of the Zoning Changes.

SILGA made history! Our opening ceremonies, held on the lands of the T'kémłúps te Secwépemc, was the first time in BC local government history that an opening ceremony was held on First Nations lands.



Keynote Speaker Nikki Fraser, TteS Councillor

Two SILGA executive members are running for the UBCM board as Directors at Large – Aimee Grice, Olver Councillor and Keith Thom, Peachland Councillor.

It's important to have regional voices on the UBCM Board – please get out and vote!



SILGA Community News

TNRD - Loon Lake Firehall Rebuild

The small community of Loon Lake, north of Cache Creek, celebrated the rebuilding of their firehall on June 8th. Their original firehall was destroyed in 2017 by the Elephant Hill wildfire.



Shuswap North Okanagan Rail Trail Enderby-Splatsin section

May 10th marked the opening of the first phase (2 km section) of a 50-kilometre, non-motorized greenway trail for walking and cycling along the former rail corridor between the communities of Sicamous and Armstrong.



Kamloops – TNRD Hazardous Waste Facility

A new year-round residential household hazardous waste drop-off facility servicing Kamloops and the TNRD free of charge is now a reality. This is exciting to be able to offer this important service year-round as previously the City and the TNRD hosted one-off “round-up” events once a year.



What is the best way for you to receive SILGA information?
Please go to our Survey Monkey survey and provide feedback to us. Thanks!

<https://www.surveymonkey.com/r/83HZV23>

And remember, keep sending in your community stories to SILGA for inclusion in the next newsletter.



UNION OF BRITISH COLUMBIA MUNICIPALITIES RESOLUTION REGARDING BC HYDRO PROJECTS – ESTABLISHMENT OF FUNDING FOR CLIMATE ACTION ECOSYSTEM RESTORATION

WHEREAS the *BC Hydro and Power Authority Act* and associated statutes references other Acts within its scope, including the *Climate Change Accountability Act* and *Environmental Management Act*. Various communities have experienced that their operations do not fully comply with these Acts or the Provincial Government's Nature-Based 2030 Climate Change targets to protect land, preserve nature, and reverse diversity loss. Moreover, the Authority does not allocate a budget for adequate eco-restoration in areas where its activities have harmfully impacted biodiversity. Financial support is crucial to the success of hydro projects and the realization of provincial climate change targets;

AND WHEREAS to prepare the Province for the impacts of climate change, it is essential that BC Hydro collaborates with local governments, stakeholders, and landowners. The *BC Hydro Power and Authority Act* must also prioritize ecosystem retention in its mandate to provide affordable power while minimizing environmental impact, restoring biodiversity and in the process support local governments' Climate Action Plans;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities recommend the Provincial Government mandate an amendment to the *BC Hydro and Power Authority Act* to incorporate a budget for Climate Change Ecosystem Restoration as well as technologies that support tree retention and/or re-planting in all its projects, thus demonstrating the Provincial Government's commitment to its Nature-Based 2030 Climate Change targets.



The Shuswap TRAIL ALLIANCE



Mara Lookout Trailhead

2023 Shuswap Trail Alliance AGM Report: Executive Director

Prepared by: Jen Bellhouse

Updated: May 24, 2024

Weytkp – you are in Secwépmc Territory. The Shuswap Trail Alliance exists as a collaboration of partners working together to create purpose built, sanctioned, and sustainable trails throughout the Shuswap region. Our vision is Connected Trails, Healthy Communities and through thoughtful collaboration, we develop, operate, maintain, and promote non-motorized trails throughout the Shuswap. Our core values include Proactive Collaboration, Cultural Respect, Community Building, and Care for the Land. Each year, leadership partners throughout the region work together on diverse projects toward this vision leaning on the Shuswap Trail Alliance for support. It is a vision driven by values at the core of which is the idea of weaving it green (our communities and land) for generations to come in a spirit of respect, cooperation, and stewardship - often referred to as the Shuswap Trail Protocol. This protocol is based on the Secwépmc concept of Y'icwetsutce – taking care of the land – that forms the guiding foundation of the Shuswap Regional Trails Strategy.



Secwépmc Landmarks RG Haney Heritage Village and Museum

Introduction

The 2023 season was a very successful year for the Shuswap Trail Alliance, and back to full pre-pandemic operations. Staff attended in-person events and meetings and created new relationships while continuing to maintain existing ones.

Many projects were completed in 2023, due to the ongoing commitment of more than 50 partner organizations, including all orders of government (Secwépmc, Provincial, Regional, Municipal), sector organizations (health, education, environment), community leadership, funding agencies, and many volunteers. The diverse list of projects includes maintenance of old trails, development of new trails, wayfinding signage, invasive weed mechanical treatments, small plans for short greenway connectors and comprehensive plans for entire sub-regions, strategic planning for improved pedestrian and cycling within our communities and complex recreational access plans for the backcountry.

Planning Highlights 2023

In 2023 the Shuswap Trail Alliance wrapped up the last of the planning projects funded through the BC Rural Dividend Program grant that was received in 2020. The planning projects were based in Chase, the East Shuswap, Enderby/Mabel Lake area, Hunakwa Lake Provincial Park, and the District of Sicamous. These plans continue to build a foundation for economic growth and improved community vibrancy through the creation of a region-wide destination recreational trails system providing social and economic benefit to all the rural communities of the Shuswap lakes region, including Secwépemc First Nations and regional/municipal communities.

Other planning projects completed, or in progress, include the Larch Hills Traverse to Rail Trail Connection, South Canoe Master Plan update, Glenemma Trail Plan, South Shuswap Destination Trail Planning Framework, Kela7scen Recreation Access Plan working group, continued support for Skimikin Lake planning, Highlands Drive, Summerside Estates, environmental screenings for Reinecker Creek West, and Mallory Ridge Trail Planning. We continued to support the City of Salmon Arm's Active Transportation Advisory and Official Community Plan (OCP) Steering Committees and look forward to continuing to support the City through these important initiatives.

New Trails Built in 2023

New trails built in 2023 included the new Cliff Ave Greenway trail in Enderby, a new equestrian trail at Skimikin (in partnership with the BC Back Country Horsemen), a new junior loop and reroute of Flying Nun at South Canoe, and the completion of the Sorrento Blind Bay accessible trail.

Existing trails continued to see upgrades and improvements in 2023 including the completion of the historic Mara Lookout trail, which included new bridges, boardwalks, and a new outhouse. A new outhouse was also installed at the Eagle Pass trailhead, and trail improvements and gravel capping were completed on the Mabel Lake and Lusk Lake trails in the RDNO Area F.

New infrastructure, in the way of a bike wash station, was also installed at the South Canoe trailhead in partnership with the City of Salmon Arm, MRDT, and Shuswap Community Foundation.



Environmental Stewardship

The Shuswap Trail Alliance again partnered with the Columbia Shuswap Invasive Species Society (CSISS), in 2023, to mechanically remove Yellow Flag Iris at White Lake, Little White Lake, Gardom Lake and along the Turner Creek Trail.

2023 Wildfire Impacts

The 2023 Bush Creek East wildfire impacted several trails in the region including Mt. Baldy and the Scotch Creek/Hlina trails, which the STA maintains in partnership with the CSRD. Tsútswecw Park trails were also impacted by the wildfire, but they are managed by BC Parks.

Wildfire impact assessments were conducted on Mt. Baldy and the Scotch Creek/Hlina trails, by Forsite, in the fall of 2023 and restoration planning and implementation are a top priority for 2024 and 2025.

Rail Trail Progress

The Shuswap Trail Alliance is privileged to continue supporting the joint partners of the Splatsin te Secwépemc Shuswap North Okanagan Rail Trail between Sicamous and Armstrong. The Rail Trail is a joint project of the Splatsin te Secwépemc, Regional District of North Okanagan (RDNO) and the Columbia Shuswap Regional District (CSRD) with assistance from the Province of BC and Government of Canada. The Shuswap Trail Alliance is providing the joint rail trail partners technical, administrative, and grant development support.

This past year was a major milestone in the rail trail's development with \$15 million successfully raised through Federal and Provincial grant programs, partner funding, community donations, and sponsorships, trail construction is underway. Current funding is sufficient to build the rail trail between km 0.0 (Sicamous) and km 42.6 (Stepney X Road), as well as the section parallel to the existing railway between km 49 (Lansdowne Road) and km 50 (Armstrong). Fundraising now shifts to the final 6.5 km section between km 42.6 and km 49 which includes a pedestrian overpass of Hwy 97A.

Rock scaling along Mara Lake was completed in 2023. And the Enderby-Splatsin pilot section within the City of Enderby from km 35.8 to km 37.8 was completed in November 2023. Construction is now underway on the Rail Trail between km 1.5 and 4.5 (Sicamous-Mara Lake), with the addition of km 0.5-1.5 to be added now that District of Sicamous zoning has been finalized and will continue south of km 4.5 to km 42.6 (Stepney X Rd). Also, the section between km 49 (Lansdowne Rd) to km 50 (Armstrong) will be completed. Timing is pending on the sections within the Agricultural Land Reserve south of Mara Lake as the rail trail partner owners await final direction from the Agricultural Land Commission.

Construction work is planned to continue through 2024 and 2025. The Splatsin Development Corporation's Yucwmenlúcwu (Caretakers of the Land) are acting as primary construction contractor.

The Rail Trail partners are currently working with technical consultants to finalize designs. Splatsin archaeologists have been working ahead of the pending construction contracts to ensure impact assessments are completed and areas of significance are protected.

The rail trail remains closed to the public during construction and will not be open until safe access is finalized. Please obey all signs. For more details refer to the written directors report or the rail trail website.

Watch for updates and visit www.shuswapnorthokanaganrailtrail.ca for more information and to make donations.



Shuswap North Okanagan Rail Trail Construction

Secwépemc Landmarks and Trailhead Project

The Shuswap Trail Alliance continued to support the administration of the Secwépemc Landmarks and Trailhead Signage project, at the direction of the four Secwépemc Lakes Communities. The purpose of the Secwépemc Landmarks Project is to create awareness of Secwépemc traditional territory through the installation of approximately 100 trailhead posts, 16 Secwépemc Landmark sculptures, and 16 connected interpretive panels that feature Secwépemc place names and oral histories from the Secwépemc Lakes Elders Advisory Committee in the Shuswap Lakes region of Secwépemcúlecw.

The unveiling ceremony for the Tsúq̓w7e sculpture at the Chase Memorial Park was held in May of 2023 and was well attended. 2023 also saw the installation, and unveiling ceremony, of the Písell sculpture at RG Haney Heritage Village and Museum. The project is supported by funding from the Adams Lake, Little Shuswap, Neskonlith, Splotsin, BC Rural Dividend Program, the Heritage Branch, City of Salmon Arm, Village of Chase, the STA, the BC Community Economic Recovery Infrastructure Program (CERIP) and the TOTA/Ministry of Tourism StrongerBC program.

Trailhead posts, carved by students under the guidance of indigenous artists, have been installed in around 75 locations of the 100 and some odd posts that will put in place. A very special word of gratitude to the project coordinating team of former Adams Lake Councillor Shelley Witzky, Project Coordinator Libby Chisholm, Storyboard Assistant Dorry William, Technical Advisor David Jacob Harder, and the Knowledge Keepers circle of elders from the four Secwépemc Lakes Communities.

More information on the Secwépemc Landmarks project can be found here:
<https://shuswaptrails.com/points/>.

Fundraising

The annual STA Fundraiser returned to an online silent auction, without the trails party, for 2024 and raised close to \$50,000. Huge thanks to the extraordinary and adaptive volunteer planning committee with whom we could not have pulled this off. Funds will be leveraged with matching grants, donations, in-kind contributions, dedicated community project budgets, and an extraordinary contribution of volunteer time to grow local greenway trails throughout the region. A new BC Trails Day Celebration, featuring Shred Kelly, is taking place at the South Canoe trailhead on June 01, 2024.

Along with the project partners who resourced projects in 2023, the Shuswap Trail Alliance receives annual operational grants from the Columbia Shuswap Regional District Areas C, D, E, and F, the City of Salmon Arm, the District of Sicamous, the Regional District of North Okanagan Area F, the City of Enderby, and the Village of Chase. These operational agreements were all renewed on four-year terms for 2024-2027. These grants create an operational foundation for the Shuswap Trail Alliance ensuring stability for the organization.

Sponsors

The Barley Station Brewpub continues to support trails in the Shuswap with the Shuswap Trail Ale IPA; 10 cents of every IPA sold gets donated to the STA. Cooper Rentals, formerly Warner Rentals, became our newest corporate sponsor in 2023 with a cash donation and a discount applied to all future equipment rentals.

The anonymous donations, facilitated through CanadaGives, continued in 2023 and funds which were used to help with trail projects in some of our smaller communities that don't have the same access to resources. The Shuswap Trail Alliance board is looking at the next set of projects to fund, and funds will be leveraged for 5 planning projects if the grant that was applied for in early 2024 is successfully obtained. We totally respect the anonymity of the donor, but if you do happen to read this – thank you, we are incredibly grateful for your support and excited to be able to initiate these extra projects.

(See “At a glance” and Sponsors pages below for a full acknowledgement of all our funding partners.)



Promotion of trails

Throughout the year promotion of trails included the design of new maps, the update of guides, trail reports, communications on closures and openings, Facebook and e-bulletin posts, news releases, and of course, the strategic efforts of Shuswap Tourism.

The 9th Edition of the Shuswap Trails Guide, funded in partnership by the MRDT and Shuswap Tourism, was fully updated in 2023 and is now available on a brochure stand near you.

Recreational Access Management

2023 continued to provide opportunities to work on the management of recreational activities within the landscape. The Kela7scen (Mt. Ida) working group continued to meet in 2023 to discuss the care for the mountain, while waiting for direction from the local Indigenous Communities. The Skimikin Lake Rec Site working group met several times in 2023 to collaborate on management of motorized and equestrian trails and the South Canoe Trail Advisory continues to be active. The Owlhead/Cummings/Blue Lake/Hunters Range working group was brought back together and started meeting again in early 2024.

The STA and Shuswap Trail Strategy continue to advocate a collaborative, structured adaptive decision-making approach that includes use of Cumulative Effects Assessment. For more background, please visit our website at www.shuswaptrails.com.

Shuswap Regional Trails Roundtable

The Roundtable is an example of how a collaborative approach can be used to plan, develop, and maintain recreational trails in a sustainable and effective way, while ensuring the participation and inclusion of all stakeholders. The Roundtable met in person in October, after several years of Zoom meetings. The Roundtable continues to meet annually in early winter and has a working group of leadership that meets quarterly. The Roundtable is made up of Indigenous, municipal, regional, and provincial government staff and elected officials, leadership from motorized and non-motorized recreation groups, Shuswap Tourism, Environmental Stewardship and Naturalist organizations, industry, business, public sector, Interior Health, School District 83 and many and more. Collaborative recreation access management working groups supported through the Roundtable include the South Canoe, Skimikin, Glenemma, South Shuswap Destination Trail Planning Framework, Salmon Arm Greenway Liaison Committee, Larch Hills Non-Winter, Joss Pass Mountain, Owlhead/Cummings/Blue Lake/Hunters Range, Kela7scen, and the West Bay Connector Trail.



2023 Shuswap Trails Roundtable – Splatsin Centre

The Shuswap Trail Alliance Board

The board continues to oversee the organization's governance and ensure that the structure is current and responsive to the needs of our regional partners. Highlights of the board's work over the past year included an annual review of all policies including Occupational Health and Safety, HR Management, Sponsor Recognition, Employment Equity, Anti-harassment, Covid Vaccination and more.

Along with improved regional representation, growth of the Legacy Fund, new opportunities for long-term financial stability, capital equipment replacements, and HR support for the management team and annual trail crews continue to drive the monthly board agenda and working sub-committees. Sub-committees of the board include HR, Financial Sustainability, Policy and Governance, and Youth Engagement.

Early in 2023 the board participated in a facilitated strategic planning session which included updating the mission, vision, and value statements along with updating the organization's strategic priorities. The HR Committee, with support from the same facilitator, undertook STA leadership succession planning. The resulting document encompasses emergency succession plans and departure-defined succession plans that are designed to help the organization transition to a new successful leader if one is needed. This is another example the board planning for long-term sustainability of the Shuswap Trail Alliance.

2024 priorities

The Shuswap Trail Alliance 2024 priorities include the completion of new/restored trails throughout the region including Glenemma Trail Project, Loftus Lake Fen Accessible trail construction, and Reinecker Creek West reroute and bridge repair, and wildfire restoration in partnership with the CSRD, Rubberhead Jump Line Construction with funds from the Destination Development Fund, Turner Creek upgrades and Sunset Ridge trail construction in partnership with the City of Salmon Arm, continuation of the Sicamous-to-Armstrong Rail-Trail capital development; support for the Secwépemc Landmarks project; community consultations, Secwépemc direction, and finalization of drafts for the South Shuswap Destination Trail plan; support for the West Bay Trail Corridor consultations and planning; support for a renewed comprehensive management plan for the Kela7scen (Mt Ida) area with Secwépemc leadership; and continued partnership with CSISS for the mechanical treatment of invasive species in the Shuswap. Plus of course, support for ongoing trail maintenance and care throughout the region!

The summer team will also support ongoing environmental stewardship efforts through our partnership with the Columbia Shuswap Invasive Species Society, SABNES, and the Shuswap Regional Trails Roundtable. Trail screening and adaptive planning will continue as a formative part of our trail planning process, and we will persist with advocacy for a more collaborative structured decision-making approach to land management that includes Cumulative Effects Assessments.

Priorities in 2024...currently 60+ active projects with targets in all sub-regions of the Shuswap:

Advance Regional Trail Strategy, Roundtable, and Access Management Priorities	Support the Secwépemc Landmarks and Trailhead Sign project	Complete Loftus Lake
Complete the South Shuswap Destination Trail Concept Plan	Complete Chase Creek Falls Upgrade	Rubberhead Jump Line
Continue supporting Owlhead Bike Park	Reinecker Creek West Reroute	Work with BC Parks for a new Herald's Park kiosk
Complete CSRD trail projects	Complete City trail projects	Maintain annual trail maintenance schedule & trail reporting system
Support inter-jurisdictional development of the Sicamous – Armstrong Rail Trail	Support volunteer trail stewardship, engagement, and training	Continue ongoing trail planning & capital project targets with regional partners

2023 Financial Statement Note

To note in 2020 a large BCRDP grant was recorded as income for that fiscal, while the bulk of the funds were spent in 2022 and 2023. This has resulted in the 2022 and 2023 Shuswap Trail Alliance financial statements showing a small deficit, which is not an accurate reflection of either year. This error has been corrected moving forward and all unspent grant funds have been moved to deferred revenue, which will allow for an accurate representation moving forward. Please see the 5-year comparative income statement.

Acknowledgements

Please join in a very big expression of gratitude to the Shuswap Trail Alliance management team who work with all the partners and projects on the day-to-day level, –Adrian Bostock (Project Operations Manager and Stewardship), Hannah Treleaven (Maintenance/Stewardship Coordinator), James Eagan (Bookkeeper), Hanka Mosher (Business Coordinator), Libby Chisholm (Secwépemc Landmarks and Trailhead Sign Project Coordinator), Alex de Chantal (Rail Trail Campaign Fund Coordinator), Phil McIntyre-Paul (Senior Consultant), and myself (Jen Bellhouse, Executive Director). We were joined by a determined and field-smart trail project crew who tirelessly worked through the elements to build and maintain trails in the Shuswap.

As well, we were blessed with contract support for various projects from talented professionals including Sylvia McMahan, Jeremy Ayotte, “Clever” Trevor Timmer, and a host of local vendors, contractors, consultants, and businesses. And of course, there’s the board, the sub-committees, and the annual fundraising team who contribute their time, talents, and wisdom!

Together, the management team, trail crew, board, sub-committees, contractors, vendors, and volunteers support and complement the work of all the community leadership, volunteers and partners tirelessly making Shuswap trails happen.

Sincere acknowledgement also needs to go to the lead jurisdictional partners, land managers, and staff who form the wider circle of leadership that drives the Shuswap Trail story forward – Secwépemc band departments, Recreation Sites and Trails BC, BC Parks, CSRD Areas C/D/E/F (including Parks, Tourism, and GIS), RDNO Area F, Salmon Arm, Sicamous, Enderby, Chase, and - we're excited to be growing the relationship to include - Armstrong, Spallumcheen, and the wider RDNO/North Okanagan governments as we work together to realize the Sicamous-to-Armstrong Rail-Trail.

And finally – to the trail stewards – the organizations and volunteers and community leaders who walk, ride, paddle, roll, and slide their way through the landscape caring for the trails and pathways that allow us to be present in the land, move through our communities, and connect with each other – this story of collaboration is a team effort and only as good as the remarkable commitment each of you make every day. While we know there's much more journey ahead, please celebrate the distance we have come.

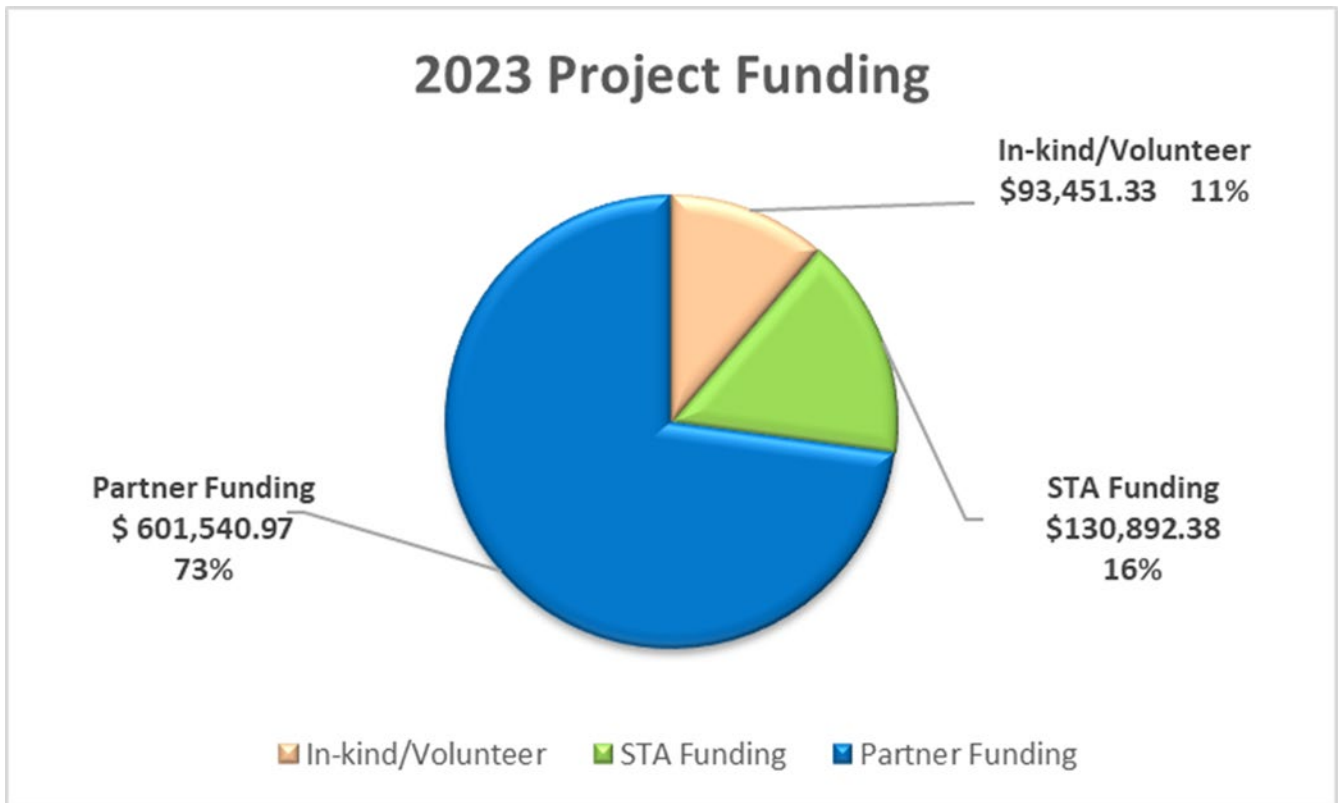
Thank you to everyone who is working so hard to make the Shuswap a healthier, more connected, more just place to live. **Kukstemc (thank you).**

2023 At-a-Glance...

2023 Leveraged Resources...

BC Rural Dividend Program (MFLNRO)	Backcountry Horsemen of BC – Shuswap & North Ok.	BC Parks	Canada Summer Jobs	Community Fundraising	CSRD Parks Area C, D, E, F	City of Salmon Arm
City of Enderby/RDNO Area F Parks	Columbia Shuswap Invasive Species Soc.	District of Sicamous	North Shuswap Lions Club	Recreation Sites and Trails BC	Salmon Arm MRDT Funding (Hotel Tax)	School District 83
Shuswap Cycling Society	Shuswap Community Foundation	Shuswap Naturalist Club	SI Dressage Association	Shuswap Tourism	Village of Chase	And Community, Volunteers, In-kind

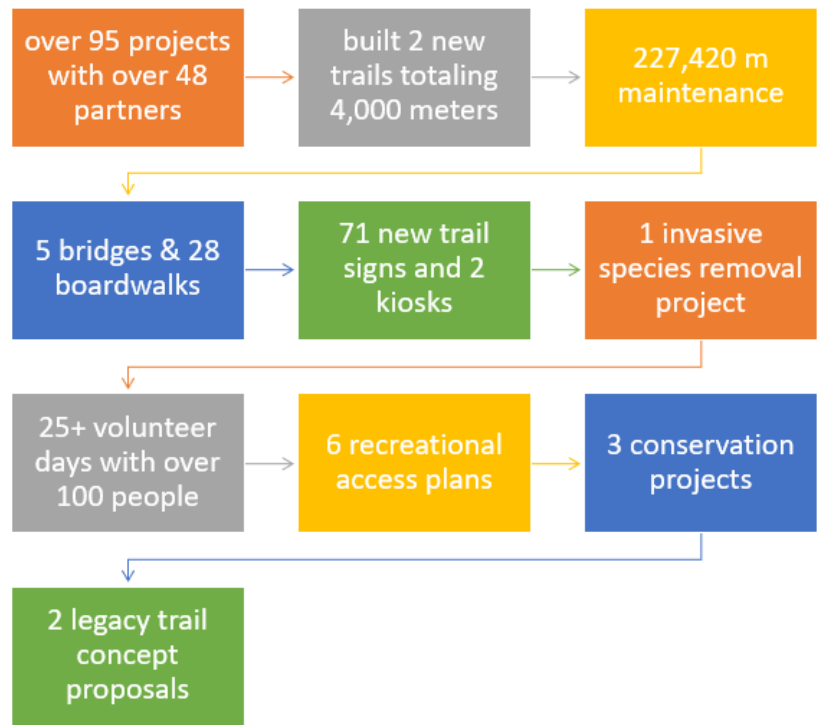
Total Leveraged Value in 2022: \$825,884.68



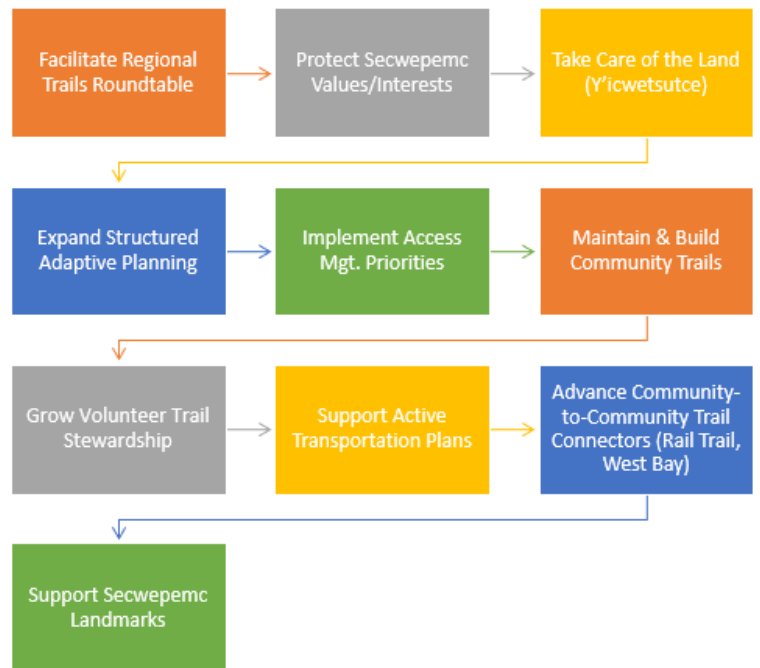
The outcome ~ with partners ~ since 2006. .



And in 2023 we worked on...



2024 - 2027
Priorities...



Again, thank you – to everyone working together to grow the Shuswap Trails vision and legacy and make our communities healthier places to live, work, and play. To support the ongoing Shuswap Trails efforts consider donating, contributing to the legacy endowment, or coming out to a volunteer trail day. For more visit www.shuswaptrails.com.

And for further background, visit the following website pages:

[Shuswap Trails](#) – the online trail guide for Shuswap Trails and our primary website for public and promotional purposes and the administrative site for the Shuswap Trail Alliance. (Note: both the STA and Shuswap Trails websites are two halves of a whole, and accessible from each.)

[Shuswap Regional Trails Strategy & Roundtable](#)

[Shuswap Trail Standards & Resources](#) – includes the regionally developed Shuswap Trail Design, Signage, Environmental Trail Screening, Volunteer Trail Stewardship, and Guided Trail Program standards, guidelines, resources, and forms. (Note: all design and sign standards are based on Provincial standards and best-practices guidelines.)

Shuswap Hut and Trail

PROJECT LIST Updated
1/12/2024 JB

FILTERS USED :

Project Status In : Active, Completed

PROJECT	PARTNER FUNDING	STA FUNDED	IN-KIND	Status	CLIENT - COMPANY/NAME	NEW m	FIX m	MAINTAIN m	PLAN m	SIGN #
2046a	Mara Lookout-Overhead Trail	\$11,319.22	\$1,954.60	Complete	BCRDP - BC Rural Dividend Program			4000		
2046b	Eagle Pass Mountain and Twin Lakes Trail	\$10,273.71	\$1,242.05	Complete	BCRDP - BC Rural Dividend Program		4000	4000		4
2056b	District of Sicamous Recreational Trail Development Plan (BCRDP)	\$2,735.98	\$941.22	Complete	BCRDP - BC Rural Dividend Program					
2056c	Bayview Trail System Proposal & Update (BCRDP)	\$2,399.26	\$987.11	Complete	BCRDP - BC Rural Dividend Program				8627	
2056e	Enderby-Mabel Lake Road Sub-region Trail Plan (BCRDP)	\$278.30	\$26.73	Complete	BCRDP - BC Rural Dividend Program				6500	
2056f	Hunakwa Lake North Access Portage Trail Plan (BCRDP)	\$347.67	\$35.37	Complete	BCRDP - BC Rural Dividend Program					
2148	Secwepemc Landmarks Concept-Phase 2-CRIP	\$28,909.05		In progress	CSRD - The Columbia Shuswap Regional District					
2150	Mara Lookout Restoration (FEP)	\$120,045.20	\$4,247.49	Complete	FEP - Forest Employment Program		705	8150		8
2152	Secwepemc Landmarks Concept - Phase 2-TOTA	\$32,090.25		In progress	CSRD - The Columbia Shuswap Regional District					
2158	Secwepemc Landmarks Trailhead Posts Install	\$920.37	\$176.61	In progress	SASCU					
2200	South Shuswap Destination Trail Plan	\$2,233.17		In progress	CSRD - The Columbia Shuswap Regional District					
2226	STA Rail Trail Support Services 2022-23 Budget	\$44,266.04		Complete	CSRD - The Columbia Shuswap Regional District					
2230	Mallory Ridge Trail Assessments	\$3,235.63		In progress	STA - The Shuswap Trail Alliance				17200	
2257	ALIB (Adams Lake Indian Band) Legacy Fund	\$646.76		In progress	Adams Lake Indian Band - Dave Nordquist					
2258	Secwepemc Landmarks-Little Shuswap Legacy funds	\$711.75		In progress	Little Shuswap - Diana Thomas					
2270	MRDT Trail Guide Update 2023	\$18,945.00	\$1,123.28	Complete	Salmon Arm Economic Development Society (MRDT) - Lana Fitt					
2270	CSRD Trail Guide Update 2023	\$4,848.75		Complete	CSRD - The Columbia Shuswap Regional District					
2305	Highlands Drive	\$474.30		Complete	CSRD - The Columbia Shuswap Regional District					
2306	Larch Hill Non-Winter Advisory & Plan	\$1,187.67	\$580.56	Complete	STA - The Shuswap Trail Alliance					
2307	City of Salmon Arm Planning (General) 2023	\$3,838.74	\$1,961.00	Complete	STA - The Shuswap Trail Alliance					
2308	Salmon Arm Spring Maintenance	\$15,487.29		Complete	The City of Salmon Arm - Darin Gerow			43790		
2309	North Shuswap Parallel Trail BCAT Grant	\$1,751.49		Complete	CSRD - The Columbia Shuswap Regional District					
2310	Mabel Lake Trail Improvements	\$17,022.69		Complete	Regional District North Okanagan - Daniel Nash		1794			
2311	CSRD Planning General 2023	\$5,220.95	\$2,293.03	Complete	STA - The Shuswap Trail Alliance					
2312	Reinecker Environmental Screening	\$1,769.70		Complete	CSRD - The Columbia Shuswap Regional District					
2313	Trail Crew - General 2022 (materials, tools, planning etc.)	\$37,056.09	\$9,696.19	Complete	STA - The Shuswap Trail Alliance					
2314	Volunteer Other - General (YE Dup-Admin, Board)		\$10,811.93	In progress	STA - The Shuswap Trail Alliance					
2315	Rubberhead Trail Inventory	\$2,575.04		Complete	Shuswap Cycling Club - David Major					
2316	South Canoe Upgrades, Planning, Voly-General 2023	\$1,250.00	\$9,736.76	In progress	STA - The Shuswap Trail Alliance					
2316a	South Canoe Winter Grooming	\$607.84	\$3,946.25	In progress	STA - The Shuswap Trail Alliance					
2316b	South Canoe Skills Park	\$190.70	\$103.20	Complete	STA - The Shuswap Trail Alliance					
2317C	Area C - CSRD Spring Maintenance	\$8,022.74	\$101.69	Complete	CSRD - The Columbia Shuswap Regional District		15	38757		
2317D	Area D - CSRD Spring Maintenance	\$3,989.99		Complete	CSRD - The Columbia Shuswap Regional District			3600		
2317E	Area E - CSRD Spring Maintenance	\$2,103.48		Complete	CSRD - The Columbia Shuswap Regional District			4900		
2317F	Area F - CSRD Spring Maintenance	\$3,583.03		Complete	CSRD - The Columbia Shuswap Regional District			12400		
2317G	Area G - CSRD Spring Maintenance	\$4,001.60		Complete	CSRD - The Columbia Shuswap Regional District			7883		
2318	Secwepemc Landmarks/BC Hydro	\$1,831.02		In progress	BC Hydro					
2320	Shuswap Regional Trail Strategy Roundtable 2023	\$9,112.94	\$4,342.14	Complete	STA - The Shuswap Trail Alliance					
2321	Rubberhead - General 2023	\$65.00	\$1,648.58	Complete	STA - The Shuswap Trail Alliance					
2322	Rubberhead Post Install 2023	\$2,421.53	\$2,474.87	Complete	Shuswap Cycling Club - David Major					12
2323E	Area E-CSRD Fall Maintenance	\$1,077.22		Complete	CSRD - The Columbia Shuswap Regional District			38757		
2323C	Area C-CSRD Fall Maintenance	\$3,224.97		Complete	CSRD - The Columbia Shuswap Regional District			4900		
2323G	Area G-CSRD Fall Maintenance	\$697.18		Complete	CSRD - The Columbia Shuswap Regional District			7883		
2323	CSRD Trail Inventory Development	\$1,545.46		Complete	CSRD - The Columbia Shuswap Regional District					
2324	Chase Creek Falls Trail Improvements	\$9,021.35		In progress	Skwaxw Secwepemc/lewo - Nola Markey					
2325	Salmon Arm Global Sign Maintenance 2023	\$3,872.55		Complete	The City of Salmon Arm - Darin Gerow					
2326	Rail Trail Support 2023	\$26,328.95		In progress	CSRD - The Columbia Shuswap Regional District					
2326a	Rail Trail - Gate Inspection & Fence Repair	\$912.58		Complete	CSRD - The Columbia Shuswap Regional District					
2327	Regional Collaboration	\$7,010.72	\$1,516.44	Complete	STA - The Shuswap Trail Alliance					
2328	Stewardship Program - General 2023	\$3,525.50	\$1,804.03	Complete	STA - The Shuswap Trail Alliance					
2329	Cliff Avenue	\$7,837.37	\$1,025.86	Complete	STA - The Shuswap Trail Alliance	350			350	
2330	Sicamous Tourism 4x4 Kiosk	\$6,572.80		Complete	District of Sicamous - Carly Procyshyn					
2331	2331 - Cliff Ave Retaining Wall	\$1,714.32	\$415.51	Complete	City of Enderby - Kurt Inglis	300				
2332	2332 - District of Sicamous Bike Park	\$2,368.86		Complete	District of Sicamous - Carly Procyshyn					
2333	2333 - Lusk Lake Road	\$3,204.48		Complete	Regional District North Okanagan - Daniel Nash					
2334	2334 - Chase General 2023	\$515.39	\$164.89	Complete	STA - The Shuswap Trail Alliance					
2335	2335 - Reinecker PFR	\$3,180.76		Complete	CSRD - The Columbia Shuswap Regional District					
2336	Skimikin Equestrian Trail	\$54,438.46		In progress	Back Country Horsemen - Back Country Horsemen Shuswap Chapter	3350				
2337	Foreshore (Baven) Trail Dog Monitoring	\$2,316.70		Complete	The City of Salmon Arm - Darin Gerow					
2338	Salmon Arm - West Bay	\$947.49	\$199.05	Complete	STA - The Shuswap Trail Alliance					
2339	LHT - General (voly) 2023	\$1,270.00	\$2,315.15	Complete	STA - The Shuswap Trail Alliance					
2340	South Canoe Wash Station	\$3,791.84		Complete	SCF - Shuswap Community Foundation					
2341	CoSA Trail Inventory Development	\$2,723.69		Complete	The City of Salmon Arm - Darin Gerow					
2342	BC Parks - Planning General (voly) 2023	\$3,452.52	\$2,181.13	Complete	STA - The Shuswap Trail Alliance					
2343	White Lake West Lakeshore Trail Proposal 2023	\$3,818.84		In progress	BC Parks - BC Parks, Ministry of Environment and Climate Change Strategy					
2345	East Shuswap Planning and volunteer	\$924.43	\$415.01	Complete	STA - The Shuswap Trail Alliance					
2346	Mountain Bike Academy Support	\$1,046.98	\$380.76	Complete	Jackson MTB Academy - Chris Strangren					
2347	Glenemma Signage STA	\$9,485.96	\$2,190.80	In progress	STA - The Shuswap Trail Alliance					47
2347	Glenemma Trail Plan CSRD	\$7,085.33		In progress	CSRD - The Columbia Shuswap Regional District				1200	
2349	Secwepemc Landmarks-Emergency Recovery Fund	\$5,000.00	\$215.02	complete	SCF - Shuswap Community Foundation					
2351	OCR Steering Committee	\$173.53	\$50.82							
2352	Secwepemc Landmarks BC Parks	\$4,987.59		In progress	BC Parks - BC Parks, Ministry of Environment and Climate Change Strategy					
2353	Area F Parks Plan Support	\$559.39		Complete	Regional District North Okanagan (RDNO) - Ian Wilson					
2355	Somerto Blind Bay Park	\$2,273.60		Complete	CSRD - The Columbia Shuswap Regional District					
2356	PLAY Shuswap	\$928.58	\$271.86	Complete	STA - The Shuswap Trail Alliance					
2357	Skimikin Trail Posts Install	\$155.13								
2360	District of Sicamous General Planning 2023	\$938.35	\$297.87	Complete	STA - The Shuswap Trail Alliance					
2361	Junior Trail Camp	\$73.92	\$385.20	Complete	STA - The Shuswap Trail Alliance					
2364	Kelazsen (Mt. Ida) Planning	\$1,834.47	\$472.33	Complete	STA - The Shuswap Trail Alliance					
2365	Yellow Flag Iris	\$4,080.03		Complete	CSIS - The Columbia Shuswap Invasive Species Society					
2366	Salmon Arm Active Transportation Task Force	\$703.80	\$251.81	Complete	STA - The Shuswap Trail Alliance					
2368	2023 Skimikin Trail Work	\$5,285.83		Complete	Recreation Sites and Trails BC - Ministry of Forests, Lands and Natural Resource Operations					
2369	Senior Consultant STA Misc. Projects (Phil)	\$12,743.97	\$4,318.71	Complete	STA - The Shuswap Trail Alliance					
2372	CSRD Winter Maintenance	\$17,705.62		Complete	CSRD - The Columbia Shuswap Regional District					
2375	Shuswap Tourism Advisory Committee	\$519.26	\$512.45	Complete	STA - The Shuswap Trail Alliance					
2376	Swimwajuh Nature Trail	\$1,718.08	\$684.20	Complete	STA - The Shuswap Trail Alliance			1400		
2377	Rob Nash Memorial Shelter 2023	\$11,367.85		Complete	STA - The Shuswap Trail Alliance					
2378	Rose Swanson Trail Assessment	\$2,717.40	\$568.59	Complete	ASTS - Armstrong Spallumcheen Trail Society				41403	
2379	Summer Side Estates Assessment	\$507.40								
2380	Loftus Lake Fen Trail	\$11,086.84								
MRDT	MRDT - MRDT - Larch Hills Traverse/Rail Trail Plan	\$9,000.00	\$772.45	Complete	Salmon Arm Economic Development Society (MRDT) - Lana Fitt				3300	
2304	MRDT Online App & Website Update 2023	\$5,500.00	\$693.98	Complete	Salmon Arm Economic Development Society (MRDT) - Lana Fitt					
2302	MRDT South Canoe Bike Washing Station	\$2,500.00	\$75.48	Complete	Salmon Arm Economic Development Society (MRDT) - Lana Fitt					
2301	MRDT South Canoe Trail System readiness 2023	\$15,000.00	\$4,626.97	Complete	Salmon Arm Economic Development Society (MRDT) - Lana Fitt			47000		
2303	MRDT South Canoe Network Master Plan 2023	\$5,000.00	\$1,446.48	Complete	Salmon Arm Economic Development Society (MRDT) - Lana Fitt				6066	
\$601,540.97						4000	6514	227420	84646	71
Total combined value										
\$825,884.68										

**Shuswap Hut and Trail Alliance
Society
Client Information Package
For the Year Ended December 31, 2023**

Contact Information

**Angie Spencer, CPA, CA
BDO Canada LLP
Chartered Professional Accountants
Ph: 250-832-7171 Fax: 250-832-2429
aspencer@bdo.ca**

**Shuswap Hut and Trail Alliance Society
Financial Statements
For the Year Ended December 31, 2023
(Unaudited)**

Contents

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Statement of Changes in Net Assets	4
Statement of Operations	5
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Independent Practitioner's Review Engagement Report

To the Members of Shuswap Hut and Trail Alliance Society

We have reviewed the accompanying financial statements of Shuswap Hut and Trail Alliance Society (the "Society") that comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion

In common with many not-for-profit organizations, the Society derives revenue from cash and in-kind donations and fundraising activities, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to donations, in-kind donations, deferred revenue, excess of revenues over expenses, and cash flows from operations for the years ended December 31, 2023 and 2022, current assets as at December 31, 2023 and 2022, and net assets as at January 1 and December 31 for both the 2023 and 2022 years. Our review conclusion on the financial statements for the year ended December 31, 2022 was modified accordingly because of the possible effects of this limitation in scope.



Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of the Society as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year

BDO Canada LLP

Chartered Professional Accountants

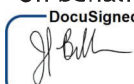
Salmon Arm, British Columbia
April 23, 2024

Shuswap Hut and Trail Alliance Society Statement of Financial Position (Unaudited)

As at December 31	2023	2022
Assets		
Current		
Cash (Note 2)	\$ 360,598	\$ 449,390
Accounts receivable (Note 3)	77,766	74,397
Prepaid expenses	16,853	17,470
	455,217	541,257
Equipment (Note 4)	40,820	32,786
Long-term investment (Note 5)	75,860	50,000
	\$ 571,897	\$ 624,043
Liabilities and Net Assets		
Current		
Accounts payable and accrued liabilities (Note 6)	\$ 57,898	\$ 26,645
Deferred revenue (Note 7)	96,324	167,689
	154,222	194,334
Net Assets		
Invested in capital assets	40,820	32,786
Available	376,855	396,923
	417,675	429,709
	\$ 571,897	\$ 624,043

On behalf of the Board:

DocuSigned by:



C178E488D5C0475...

Director

DocuSigned by:



6FD4F0AF0076400...

Director

Shuswap Hut and Trail Alliance Society
Statement of Changes in Net Assets
(Unaudited)

For the year ended December 31	Invested in Capital Assets	Available	2023 Total	2022 Total
Balance, beginning of the year	\$ 32,786	\$ 396,923	\$ 429,709	\$ 444,562
Excess (deficiency) of revenues over expenses	(11,356)	(678)	(12,034)	(14,853)
Purchase of capital assets	19,390	(19,390)	-	-
Balance, end of the year	\$ 40,820	\$ 376,855	\$ 417,675	\$ 429,709

Shuswap Hut and Trail Alliance Society
Statement of Operations
(Unaudited)

For the year ended December 31	2023	2022
Revenue		
Local grant and subsidy	\$ 445,163	\$ 502,206
Donations - In-kind contributions (Note 8)	41,396	51,149
- Cash donations	50,342	53,355
Fundraising	59,967	29,662
Grants	219,389	163,626
Interest	4,741	1,202
Membership dues and fees	7,180	7,715
Other trail services	76,817	4,114
	904,995	813,029
Expenses		
Amortization	11,356	11,627
Community consultations	34,868	17,302
Coordination and management	173,767	176,771
Insurance	15,315	14,622
Marketing	4,373	3,836
Office	31,780	19,930
Professional development	2,320	3,074
Professional fees	25,225	22,408
Project costs (Note 8)	548,754	511,453
Rent and utilities	18,717	12,725
Repairs and maintenance	12,064	11,560
Sponsorship and fundraising	24,813	4,077
Supplies	4,994	6,229
Telephone	3,651	3,314
Website design	5,032	8,954
	917,029	827,882
Deficiency of revenues over expenses	\$ (12,034)	\$ (14,853)

The accompanying notes are an integral part of these financial statements.

Shuswap Hut and Trail Alliance Society
Statement of Cash Flows
(Unaudited)

For the year ended December 31	2023	2022
Cash flows from operating activities		
Cash receipts from grants, donations, fundraising and memberships	\$ 361,897	\$ 259,533
Cash receipts from municipal and regional funding	444,212	508,335
Cash paid to suppliers and employees	(854,392)	(768,550)
Interest received	4,741	1,202
	<u>(43,542)</u>	<u>520</u>
Cash flows from investing activities		
Purchase of equipment	(19,390)	-
Purchase of investments	(75,860)	(50,000)
Proceeds on disposal of investments	50,000	-
	<u>(45,250)</u>	<u>(50,000)</u>
Net decrease in cash	(88,792)	(49,480)
Cash, beginning of the year	449,390	498,870
Cash, end of the year	\$ 360,598	\$ 449,390

The accompanying notes are an integral part of these financial statements.

Shuswap Hut and Trail Alliance Society

Notes to Financial Statements

(Unaudited)

December 31, 2023

1. Significant Accounting Policies

Nature and Purpose of Organization	<p>Shuswap Hut and Trail Alliance Society (the "Society") is a not-for-profit organization. The purpose of the Society is to develop, operate, maintain, and promote a network of non-motorized trails, waterway and hut-to-hut routes throughout the Shuswap watershed region in the Province of British Columbia for educational, recreational, economic, and environmental benefit to the public, and to do so collaboratively through community partnerships.</p> <p>The Society is a registered charity under the Income Tax Act and, as such, is exempt from income tax and may issue income tax receipts to donors.</p>
Basis of Accounting	<p>The financial statements have been prepared by management using Canadian accounting standards for not-for-profit organizations.</p>
Revenue Recognition	<p>The Society follows the deferral method of accounting for contributions.</p> <p>Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured.</p>

Shuswap Hut and Trail Alliance Society
Notes to Financial Statements
(Unaudited)

December 31, 2023

1. Significant Accounting Policies (continued)

Capital Assets

Purchased tangible capital assets are stated at cost less accumulated amortization. Contributed tangible capital assets are recorded at fair value at the date of contribution and are amortized, unless fair value is not determinable in which case contributed tangible capital assets are recorded at nominal value at the date of contribution. Expenditures for repairs and maintenance are expensed as incurred. Betterments that extend the useful life of the tangible capital asset are capitalized.

Amortization based on the estimated useful life of the asset is calculated as follows:

	Method	Rate
Furniture	Declining balance	20%
Small tools and equipment	Declining balance	20%
Vehicles	Declining balance	30%

When a tangible capital asset no longer has any long-term service potential to the Society, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations. Any unamortized deferred contribution amount related to the tangible capital asset is recognized in revenue in the statement of operations, provided that all restrictions have been complied with.

When a tangible capital asset is disposed of, the difference between the net proceeds on disposition and the net carrying amount is recognized in the statement of operations. Any unamortized deferred contribution amount related to the tangible capital asset disposed of is recognized in revenue in the statement of operations, provided that all restrictions have been complied with.

In-Kind Contributions

Contributed assets, materials and services which are used in the normal course of the Society's operations and would otherwise have been purchased are recorded at their fair value at the date of contribution, if fair value can be reasonably estimated.

Shuswap Hut and Trail Alliance Society
Notes to Financial Statements
(Unaudited)

December 31, 2023

1. Significant Accounting Policies (continued)

Financial Instruments Financial instruments are recorded at fair value at initial recognition.

In subsequent periods, equities traded in an active market and derivatives are reported at fair value, with any change in fair value reported in income. All other financial instruments are reported at cost or amortized cost less impairment. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items measured at fair value and charged to the financial instrument for those measured at amortized cost.

Financial assets are tested for impairment when indicators of impairment exist. When a significant change in the expected timing or amount of the future cash flows of the financial asset is identified, the carrying amount of the financial asset is reduced and the amount of the write-down is recognized in net income. A previously recognized impairment loss may be reversed to the extent of the improvement, provided it is not greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously, and the amount of the reversal is recognized in net income.

Use of Estimates The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Significant estimates include valuation of accounts receivable, amortization of capital assets and completeness of accounts payable and accrued liabilities.

Shuswap Hut and Trail Alliance Society
Notes to Financial Statements
(Unaudited)

December 31, 2023

2. Cash

The Society has available a line of credit of \$50,000 bearing interest at 10.20% as at December 31, 2023. As of year-end, there was no amount withdrawn from the line of credit.

3. Accounts Receivable

	2023	2022
Grant	\$ 74,412	\$ 73,461
Other government receivable	3,354	936
	\$ 77,766	\$ 74,397

4. Equipment

	2023		2022	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Small tools and equipment	\$ 50,218	\$ 39,816	\$ 50,218	\$ 37,216
Vehicles	59,832	29,875	40,442	21,234
Furniture	1,000	539	1,000	424
	\$ 111,050	\$ 70,230	\$ 91,660	\$ 58,874
Net book value		\$ 40,820		\$ 32,786

5. Long-Term Investment

The long-term investment is comprised of two term deposits which earn interest of 3.65% and mature November 2026.

6. Accounts Payable and Accrued Liabilities

Included in accounts payable and accrued liabilities are government remittances payable of \$6,390 (2022 - \$6,960).

Shuswap Hut and Trail Alliance Society
Notes to Financial Statements
(Unaudited)

December 31, 2023

7. Deferred Revenue

Deferred revenue represent unspent resources externally restricted in the current period that are related to expenses of a subsequent period. Deferred revenue balances are as follows:

	2023	2022
Opening balance	\$ 167,689	\$ 167,028
Contributions received:		
Membership	4,740	5,400
Other deferred revenue - Event	3,170	26,888
Other deferred revenue - Projects	73,022	52,225
Total contributions received	80,932	84,513
Contributions recognized:		
Membership	(5,440)	(5,795)
Other deferred revenue - Event	(25,128)	(6,140)
Other deferred revenue - Projects	(121,729)	(71,917)
Total contributions recognized	(152,297)	(83,852)
Total deferred revenue	\$ 96,324	\$ 167,689

8. In-Kind Contributions and Expenses

The work of the Society is significantly dependent upon the voluntary services of members and on the donations of materials and services of supporters. Management has determined the value of contributions in-kind to be \$41,396 (2022 - \$51,149). This amount has been recorded as revenue and is included in project cost expenses in these financial statements.

9. Salaries, Honoraria, and Benefits

The Society Act of British Columbia requires certain information to be reported with regards to remuneration to employees, contractors and directors. There are no employees with remuneration over \$75,000 for the 2023 and 2022 year-ends.

No honoraria were paid to members of the Board of Directors for the 2023 and 2022 year-ends.

Shuswap Hut and Trail Alliance Society
Notes to Financial Statements
(Unaudited)

December 31, 2023

10. Commitments

The Society has entered into a lease for office space, maturing December 2027. The minimum annual payments are

2024	18,390
2025	18,752
2026	19,134
2027	19,483
	<hr/>
	\$ 75,759

11. Economic Dependence

Approximately 68% (2022 - 74%) of the Society's cash revenue comes from government agencies.

12. Financial Instruments

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Society's financial instruments that are exposed to concentrations of credit risk relate primarily to its accounts receivable and from all of its bank accounts being held at one financial institution. The majority of the Society's receivables are from government sources.

Liquidity risk

Liquidity risk is the risk that the Society will encounter difficulty in meeting its obligations associated with financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the Society will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value, which is less than what they are worth; or may be unable to settle or recover a financial asset. The Society is exposed to this risk mainly in respect of its accounts payable.

The Society's approach to managing liquidity is to ensure, as far as possible, that it will always have sufficient cash flows to fund its operations and to meet its liabilities when due, under both normal and stressed conditions. The Society maintains a portion of its invested assets in liquid securities.

Shuswap Hut and Trail Alliance Society
Statement of Operations
For the years ended December 31

	2023	%	2022	%	2021	%	2020	%	2019	%
Revenue										
Local grant	\$ 445,163	\$ 49.2	\$ 502,206	\$ 61.8	\$ 442,956	\$ 55.4	\$ 339,716	\$ 45.5	\$ 340,690	\$ 50.2
In-kind contributions	41,396	4.6	51,149	6.3	57,448	7.2	85,991	11.5	103,689	15.3
Cash donations	50,342	5.6	53,355	6.6	61,524	7.7	60,691	8.1	33,291	4.9
Fundraising	59,967	6.6	29,662	3.6	34,796	4.3	53,337	7.1	60,410	8.9
Provincial/Federal	136,876	15.1	52,803	6.5	60,288	7.5	126,006	16.9	119,331	17.6
Other grants	82,513	9.1	110,824	13.6	93,585	11.7	23,000	3.1	13,500	2.0
Interest	4,741	0.5	1,202	0.1	247	0.0	299	-	2,822	0.4
Government subsidy	-	0.0	-	0.0	-	0.0	7,535	1.0	-	0.0
Membership dues and fees	7,180	0.8	7,715	0.9	7,912	1.0	6,161	0.8	4,890	0.7
Other trail services	76,817	8.5	4,114	0.5	41,301	5.2	43,891	5.9	-	0.0
	904,995	100.0	813,030	100.0	800,057	100.0	746,627	100.0	678,623	100.0
Expenses										
Amortization of property, plant and equipment	11,356	1.3	11,627	1.4	10,765	1.3	8,441	1.1	6,347	0.9
Community Consultations	34,868	3.9	17,302	2.1	13,831	1.7	18,041	2.4	16,841	2.5
Bad debt	173,767	19.2	176,771	21.7	178,446	22.3	121,803	16.3	123,344	18.2
Insurance	15,315	1.7	14,622	1.8	12,424	1.6	14,113	1.9	13,254	2.0
Marketing	4,373	0.5	3,836	0.5	10,718	1.3	3,003	0.4	2,214	0.3
Office	31,780	3.5	19,930	2.5	14,339	1.8	9,456	1.3	8,534	1.3
Professional development	2,320	0.3	3,074	0.4	3,087	0.4	513	0.1	5,948	0.9
Professional fees	25,225	2.8	22,408	2.8	18,873	2.4	15,919	2.1	5,915	0.9
Project costs	548,754	60.6	511,453	62.9	329,606	41.2	384,659	51.5	414,498	61.1
Rent and Utilities	18,717	2.1	12,725	1.6	12,841	1.6	14,400	1.9	11,743	1.7
Repairs and maintenance	12,064	1.3	11,560	1.4	7,370	0.9	7,420	1.0	6,244	0.9
Sponsorship and fundraising	24,813	2.7	4,077	0.5	3,387	0.4	18,417	2.5	20,900	3.1
Supplies	4,994	0.6	6,229	0.8	6,062	0.8	2,550	0.3	2,211	0.3
Telephone	3,651	0.4	3,314	0.4	3,770	0.5	3,997	0.5	3,299	0.5
Website design	5,032	0.6	8,954	1.1	35,444	4.4	2,070	0.3	1,469	0.2
	917,029	101.3	827,882	101.8	660,963	82.6	624,802	83.7	642,761	94.7
Income (loss) from operations	(12,034)	(1.3)	(14,852)	(1.8)	139,094	17.4	121,825	16.3	35,862	5.3
Gains/loss on disposal of assets	-	0.0	-	0.0	-	0.0	3,000	0.4	718	0.1
Net income (loss) for the year	\$ (12,034)	\$ (1.3)	\$ (14,852)	\$ (1.8)	\$ 139,094	\$ 17.4	\$ 124,825	\$ 16.7	\$ 36,580	\$ 5.4

Prepared solely for internal purposes without audit or review from information provided by management.

June 10, 2024

John MacLean, Chief Administrative Officer
Columbia Shuswap Regional District
555 Harbourfront Drive NE, Box 978
Salmon Arm, BC V1E 4P1
Email: jmaclean@csrd.bc.ca

Dear John,

I wish to inform you that Council for the City of Salmon Arm has made the decision to withdraw from Shuswap Tourism, effective January 1, 2025.

This decision has not been arrived at lightly, and we are hopeful that there will be opportunities in the future to collaborate with the Columbia Shuswap Regional District on regional marketing initiatives, on a case-by-case basis.

Please contact Erin Jackson at 250-803-4029 or ejackson@salmonarm.ca if there is anything further required to terminate the City's participation.

Thank you to the CSRD and the Shuswap Tourism team for the many years of providing this service on behalf of Salmon Arm.

Sincerely,



Alan Harrison
Mayor



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 11, 2024 and July 14, 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 8th DAY OF July 2024

READ A SECOND TIME THIS 8th DAY OF July 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