

City of Salmon Arm  
Regular Council Meeting

Monday, May 26, 2025, 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)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the *Community Charter*, Council move In-Camera.
3. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**  
*We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*
4. **ADOPTION OF AGENDA**  
Motion for Consideration  
THAT: the Agenda be adopted as presented.
5. **DISCLOSURE OF INTEREST**
6. **CONFIRMATION OF MINUTES**
  - 6.1 Regular Council Meeting Minutes of May 12, 2025 6 - 15  
Motion for Consideration  
THAT: the Regular Council Meeting Minutes of May 12, 2025 be adopted as circulated.
7. **COMMITTEE REPORTS**
  - 7.1 Development & Planning Services Committee Meeting Minutes of May 20, 2025 16 - 18
  - 7.2 Community Heritage Commission Meeting Minutes of May 5, 2025 19 - 20
  - 7.3 Environmental Advisory Committee Meeting Minutes of May 6, 2025 21 - 22
8. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE** 23 - 26
9. **STAFF REPORTS**
  - 9.1 Director of Planning & Community Services – UBCM Grant Application - Community Emergency Preparedness Fund – Evacuation Route Planning 27 - 36

Motion for Consideration

THAT: Council authorize the submission of a grant application to the UBCM 2025 Community Emergency Preparedness Fund by the Columbia Shuswap Regional District for the purposes of public notification and evacuation route planning for the City of Salmon Arm;

AND THAT: Council authorize the Columbia Shuswap Regional District to receive, manage and report on any grant funds received on behalf of the City of Salmon Arm.

- 9.2      ALC Subdivision in the ALC File No.430 / ALC Application ID: 101309      37 - 61  
Legal: Lot 2, Section 19, Township 20, Range 9, W6M, KDYD, Plan 34801  
Civic: 4670 30 Avenue NE  
Owner: Andrew & Bonnie Den Biesen  
Agent: Owner

Motion for Consideration

THAT: Agricultural Land Commission Application No. 430 be authorized for submission to the Agricultural Land Commission.

- 9.3      IT Coordinator – Next Generation 911 (NG911)      62 - 63

Motion for Consideration

THAT: Council supports the Columbia Shuswap Regional District (CSRD) establishing a sustainable data transfer process and portal to receive updated addresses and data for use in supporting the Next Generation 911 (NG911) system and approves a funding contribution of up to \$43,665.00 for the project.

- 9.4      Manager of Utilities – Budget Amendment and Sole Source Purchase – Water Treatment Plant Low Lift Flygt Pump Rebuild      64 - 65

Motion for Consideration

THAT: the 2025 Budget contained in the 2025 – 2029 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$35,000.00 from the Water Major Maintenance Reserve Fund, for the rebuild of an existing 150 Hp Flygt low lift pump for the Water Treatment Plant;

AND THAT: the City's purchasing Policy No.7.13 be waived in the procurement of the Flygt materials to authorize the sole sourcing of same to Electric Motors & Pump Services Ltd (EMPS);

AND FURTHER THAT: the rebuild of the Flygt low lift pump be awarded to EMPS for the estimated amount of \$52,000.00 plus applicable taxes.

- 9.5      Manager of Utilities – Purchase Recommendation – Wastewater Treatment Plant – Return Activated Sludge Pump      66 - 67

Motion for Consideration

THAT: Council approve the purchase of the Wastewater Treatment Plant Return Activated Sludge Pump from Westcomm Pump & Equipment Ltd. for the quoted amount of \$27,758.00 plus taxes and shipping, as applicable;

AND THAT: the City's purchasing Policy No. 7.13 be waived in the procurement of the Return Activated Sludge Pump to authorize the sole sourcing of same to Westcomm Pump & Equipment Ltd.

- 9.6      Director of Engineering & Public Works – West Bay Connector Trail – Climate Risk Assessment      68 - 70

Motion for Consideration



THAT: Council approve the proposal from ISL Engineering and Land Services Ltd., dated May 2025, to undertake a Climate Risk Assessment for the West Bay Connector Trail at a total estimated cost of \$14,942.00 plus applicable taxes, and authorize staff to issue a notice to proceed;

AND THAT: the 2025 Budget contained in the 2025 – 2029 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$15,000.00 from the West Bay Connector Trail Reserve Fund, for the undertaking of the Climate Risk Assessment;

AND FURTHER THAT: the City's purchasing Policy No.7.13 be waived in the procurement to undertake a Climate Risk Assessment for the West Bay Connector Trail and to authorize the sole sourcing of same to ISL Engineering and Land Services Ltd.

- 9.7 Director of Planning & Community Services – Downtown Food Truck Application 71 - 72

Motion for Consideration

THAT: Council approve the temporary use of one (1) parking stall on Ross Street (adjacent to 310 Ross Street), for a mobile food truck, to Ricochet Tap House on May 30, 2025 from 3:30 p.m. to 9:30 p.m., subject to the mobile food vendor having a City business licence.

- 9.8 Manager of Roads & Parks – SASCU Sports Field at Little Mountain - Playground Replacement - Project Award 73 - 76

Motion for Consideration

THAT: Council approve the award, supply, installation and replacement of the playground equipment at SASCU Sports Fields at Little Mountain Park, to Green Roots Play Equipment Inc. in accordance with the quoted amount of \$120,317.00 plus taxes as applicable;

AND THAT: Council authorize a pre-approved contingency in the amount of \$8,000.00 (approximately 6.5%) to support the project.

**10. INTRODUCTION OF BYLAWS**

- 10.1 Zoning Amendment Bylaw No. 4722 (ZON-1306) 77 - 87  
Legal: Strata Lots 1 to 30, Section 18, Township 20, Range 9, W6M, EPS2062 (Carriage Lane)  
Civic: 481 Highway 97B NE  
Owner: N/A  
Agent: N/A

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4722 be read a first, second and third time.

- 10.2 Corporate Officer – Council Procedure Amendment Bylaw No. 4721 88 - 91

Motion for Consideration

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4721 be read a first, second and third time.

**11. RECONSIDERATION OF BYLAWS**

- 11.1 Tree Protection and Fee for Service Amendment Bylaws 92 - 97

Motion for Consideration

THAT: the bylaw entitled City of Salmon Arm Tree Protection Amendment

Bylaw No. 4719 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4720 be read a final time.

- 11.2 Zoning Amendment Bylaw No. 4693 (ZON-1305) 98 - 100  
Legal: Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP99304  
Civic: 1490 10 Avenue SW  
Owner: W. Laird  
Agent: W. Laird

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4693 be read a final time.

## 12. CORRESPONDENCE

- 12.1 Informational Correspondence
- 12.1.1 Calendar of Events 101 - 101
- 12.1.2 J. Beatty, Chair, Shuswap Climate Action Society - letter dated May 5, 2025 - BC Zero Carbon Step Code 102 - 103
- 12.1.3 K. Johnston - email dated May 14, 2025 - Lake Level Reporting 104 - 105
- 12.1.4 D. McKenna - email dated May 15, 2025 - New Multi-Use Pathway - Request for Additional Street Lights 106 - 106
- 12.1.5 T. Starkell, Administrative Services Manager, Salmon Arm Folk Music Society 107 - 107  
Request for Special Event Permit - 33rd Annual Roots and Blues Festival
- 12.1.6 L. Pukas - email dated May 19, 2025 - Parking Meter at Salmon Arm Marine Park 108 - 108
- 12.1.7 B. Syme, Salmon Arm Fair Parade Coordinator - letter dated May 6, 2025 - Salmon Arm Fair Parade Request 109 - 110  
Motion for Consideration  
THAT: Council refer the request for temporary road closures, use of City space and equipment to staff for review.
- 12.1.8 J. Hein - email dated May 20, 2025 - Wanting Salmon Arm to be a destination 111 - 111
- 12.1.9 Shuswap Watershed Council - Media Release - May 12, 2025 - Water Quality Grants 112 - 113
- 12.1.10 Shuswap Watershed Council - Spring 2025 Newsletter 114 - 118
- 12.1.11 B. Pages, Chair, North Coast Regional District - letter dated May 16, 2025 - PNG Proposed Increase of Natural Gas Delivery Rates 119 - 119

## 13. NEW BUSINESS

## 14. PRESENTATIONS

- 14.1 Presentation 4:00-4:15 (approximately) 120 - 157  
L. Fitt, Executive Director and J. Robbins, Tourism Marketing Coordinator, Salmon Arm Economic Development Society (SAEDS)  
2024 MRDT Annual Report

Motion for Consideration

THAT: Council authorize the submission of the 2024 MRDT Annual Performance Report to the Province.

**15. COUNCIL STATEMENTS**

**16. SALMON ARM SECONDARY YOUTH COUNCIL**

**17. NOTICE OF MOTION**

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

**19. OTHER BUSINESS**

- 19.1 Release from In-Camera 158 - 160  
Old Municipal Hall - Options and Invitation to Public Input Session

**20. QUESTION AND ANSWER PERIOD**

**21. DISCLOSURE OF INTEREST**

**22. HEARINGS**

- 22.1 Development Variance Permit Application No. VP-615 161 - 175  
Legal: Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392  
Civic: 30 2 Street SE  
Owner: G. & J. Giesbrecht  
Agent: G. Giesbrecht

Motion for Consideration

THAT: Development Variance Permit No. VP-615 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293 by waiving the requirement to install hydro and telecommunication underground along the frontage of Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392.

**23. STATUTORY PUBLIC HEARINGS**

**24. RECONSIDERATION OF BYLAWS**

**25. QUESTION AND ANSWER PERIOD**

**26. ADJOURNMENT**

## REGULAR COUNCIL

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

May 12, 2025, 1:30 p.m.  
Council Chambers of City Hall  
500 – 2 Avenue NE, Salmon Arm, BC

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

STAFF PRESENT: Chief Administrative Officer E. Jackson  
Chief Financial Officer P. Gramiak  
Director of Planning and Community Services G. Buxton  
Sr. Manager of HR & Communications H. Flinkman  
Corporate Officer R. West  
Deputy Corporate Officer B. Puddifant  
Executive Assistant M. Evans-Bunkis

Other Staff Present: Manager of Roads & Parks D. Gerow; Manager of Engineering J. Wilson; Deputy Fire Chief C. Guidos; Planner A. Jeffrey; Senior Planner C. Larson

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#### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:31 p.m.

#### 2. IN-CAMERA SESSION

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Cannon

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (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; 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 2:11 p.m. and recessed until 2:30 p.m.

#### **4. ADOPTION OF AGENDA**

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Flynn

THAT: the Agenda be adopted as presented with the addition of late item 9.7 Chief Financial Officer - 2024 Amended Audited Financial Statements.

Carried Unanimously

#### **5. DISCLOSURE OF INTEREST**

Councillor Flynn declared a conflict of interest relating to Item 9.5 - Blackburn Park Synthetic Turf Field, Project Award - as one of the applicants is a client of his firm.

Councillor Gonella declared a conflict of interest relating to Item 12.1.6 - Shuswap Agriculture Association Salmon Arm Fair Parade Request - as the Salmon Arm Folk Music Society rents the fairgrounds from Shuswap Agriculture Association for an annual festival.

#### **6. CONFIRMATION OF MINUTES**

6.1 Regular Council Meeting Minutes of April 28, 2025

**Moved by:** Councillor Cannon

**Seconded by:** Councillor Flynn

THAT: the Regular Council Meeting Minutes of April 28, 2025 be adopted as circulated.

Carried Unanimously

6.2 Special Council Meeting Minutes of May 5, 2025

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Cannon

THAT: the Special Council Meeting Minutes of May 5, 2025, be adopted as circulated.

Carried Unanimously

#### **7. COMMITTEE REPORTS**

7.1 Development & Planning Services Committee Meeting Minutes of May 5, 2025

7.2 Greenways Liaison Committee Meeting Minutes of April 3, 2025

7.3 Community Heritage Commission Meeting Minutes of April 7, 2025

7.4 Climate Resiliency Plan Steering Committee Meeting Minutes of April 16, 2025

**8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

**9. STAFF REPORTS**

9.1 Chief Administrative Officer – Environmental Advisory Committee, Agricultural Industry Membership Appointment

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Gonella

THAT: Council appoint Jed Wiebe as a member of the Agricultural Industry to the Environmental Advisory Committee for a period of two (2) years from June 1, 2025 to May 31, 2027.

Carried Unanimously

9.2 Fire Chief, Salmon Arm Fire Department - Sale of Bush Truck

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Wallace Richmond

THAT: Council authorize the sale of the 1986 GMC Hub Mini-Pumper Fire Engine, VIN #1GDHK34W0GJ510006 to Mike Rogers and Denice Rubner in the amount of \$7,500 plus applicable taxes.

Carried Unanimously

9.3 Manager of Engineering – 2019-48(4) WPCC Stage IV Upgrade-Owner's Project Manager - Award of Contract

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Cannon

THAT: Council approve the award of the WPCC Stage IV Upgrade-Owner Project Management role to Stantec Consulting Ltd. in accordance with the terms and conditions of their proposal for the quoted amount of \$262,532.15 plus GST as applicable;

AND THAT: Council authorizes a pre-approved contingency in the amount of \$27,467.85 (approximately 10%) to support the project.

Carried Unanimously

9.4 City Engineer – Active Transportation At-Grade Crossing CPKC Mile 60.81 – Preliminary Design Award

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Wallace Richmond

THAT: Council award Gentech Engineering Inc. as the Preferred Proponent for the Active Transportation At-Grade Rail Crossing Feasibility Study & Preliminary Design and authorize staff to negotiate an engineering services contract per the

terms of the Request for Proposal and Gentech Engineering Inc.'s proposal, quoted at \$39,345.00 plus taxes as applicable.

Carried Unanimously

- 9.5 Manager of Roads & Parks – Blackburn Park Synthetic Turf Field, Project Award  
Councillor Flynn declared a conflict and left the meeting at 2:58 p.m.

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Wallace Richmond

THAT: Council approve the award of the Blackburn Park Synthetic Turf Field construction to Lessard Excavating in accordance with the terms and conditions of the tender for the quoted amount of \$850,176.78 plus taxes as applicable;

AND THAT: Council authorizes a pre-approved contingency in the amount of \$149,823.22, up to the budgeted amount of \$1,000,000 to support project overruns and inclusion of optional items.

Carried Unanimously

- 9.6 Manager of Engineering – Zone 2 Pump Station Upgrade Design Modification - Award

Councillor Flynn returned to the meeting at 3:09 p.m.

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Cannon

THAT: Council approve the award of the Zone 2 Pump Station Upgrade Design Modification Award to WSP Canada Inc in accordance with the terms and conditions of their quotation letter for the quoted amount of \$138,830.00 plus GST as applicable;

AND THAT: Council authorizes a pre-approved contingency in the amount of \$14,000 (approximately 10%) to support the project.

Carried Unanimously

- 9.7 Chief Financial Officer - 2024 Amended Audited Financial Statements

**Moved by:** Councillor Flynn

**Seconded by:** Councillor Cannon

THAT: Council approve the Audited Financial Statements for the year ended December 31, 2024 as amended.

Carried Unanimously

## 10. INTRODUCTION OF BYLAWS

- 10.1 Manager of Engineering and Chief Financial Officer – Loan Authorization Bylaw No. 4718 – Zone 2 Pump Station

**Moved by:** Councillor Wallace Richmond  
**Seconded by:** Councillor Lindgren

THAT: The bylaw entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw No. 4718 be read a first, second and third time;

AND THAT: Approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$3,992,950 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station;

AND THAT: Council establish Monday, August 5, 2025 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from electors for the proposed borrowing of \$3,992,950 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station;

AND THAT: Council establish the Elector Response Form as shown on Appendix A for the proposed borrowing of \$3,992,950 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station;

AND FURTHER THAT: Council establish the fair determination of the total number of elector responses required as 1,480 for the proposed borrowing of \$3,992,950 for the purpose of undertaking the construction of the replacement Zone 2 Pump Station.

Carried Unanimously

#### 10.2 Tree Protection and Fee for Service Amendment Bylaws

**Moved by:** Councillor Lindgren  
**Seconded by:** Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Tree Protection Amendment Bylaw No. 4719 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4720 be read a first, second and third time.

Carried Unanimously

### 11. RECONSIDERATION OF BYLAWS

#### 11.1 Zoning Amendment Bylaw No. 4703 (ZON-1306)

SSMUH Rezoning

Legal: 1) South portion of Lot 11, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916

Civic: 1) 1231 1 Street SE

Owner: N/A

Agent: N/A

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Lindgren



THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4703 be read a final time.

Carried Unanimously

11.2 2024 Final Amended Budget and Reserve Fund Expenditures

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm 2024 to 2028 Financial Plan Amendment Bylaw No. 4717 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Growing Communities Reserve Fund Expenditure Bylaw No. 4704 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4705 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4706 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4708 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Fire Building and Equipment Reserve Fund Expenditure Bylaw No. 4709 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4710 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Development Cost Charge Water Reserve Fund Expenditure Bylaw No. 4711 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4712 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Cemetery Purchase and Development Reserve Fund Expenditure Bylaw No. 4713 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4714 be read a final time;

AND FURTHER THAT: the bylaw entitled City of Salmon Arm Development Cost Charge Reserve Fund – Highways – Expenditure Bylaw No. 4715 be read a final time.

Carried Unanimously

**12. CORRESPONDENCE**

12.1 Informational Correspondence

12.1.6 B. Syme, Salmon Arm Fair Parade Coordinator - letter dated May 6, 2025 -  
Salmon Arm Fair Parade Request

Councillor Gonella declared a conflict and left the meeting at 3:27 p.m.

**Moved by:** Councillor Flynn

**Seconded by:** Councillor Lindgren

THAT: Council refer the request for temporary road closures, use of City space and equipment to staff for review.

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Lindgren

THAT: the item be deferred to the Regular Council meeting of May 26, 2025 for review by Council.

Carried Unanimously

**13. NEW BUSINESS**

Councillor Gonella returned to the meeting at 3:33 p.m.

**15. COUNCIL STATEMENTS**

The meeting recessed at 3:40 p.m.

The meeting reconvened at 3:58 p.m.

**14. PRESENTATIONS**

14.1 Presentation 4:00-4:15 (approximately)

C. Semchuk, Emergency Program Coordinator, S. Coubrough, Manager, Protective Services (Regional Fire Chief) and T. Hansen, Emergency Program Coordinator, Columbia Shuswap Regional District

C. Semchuk, Emergency Program Coordinator, S. Coubrough, Manager, Protective Services (Regional Fire Chief) and T. Hansen, Emergency Program Coordinator, Columbia Shuswap Regional District, provided the 2025 Shuswap Emergency Program update and were available to answer questions from Council.

**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**

Councillor Flynn left the meeting at 4:47 p.m.

The meeting recessed at 4:47 p.m.

The meeting reconvened at 7:00 p.m.

**21. DISCLOSURE OF INTEREST**

**22. HEARINGS**

22.1 Development Variance Permit Application No. VP-612

Legal: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP47381  
Civic: 370 20 Street SE  
Owner: McMinn, C. & Scorgie, R.

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

C. McMinn and R. Scorgie, the applicants, outlined the application and were available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:05 p.m. and the Motion was:

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Cannon

THAT: Development Variance Permit No. VP – 612 be authorized for issuance varying the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP47381 (370 20 Street SE) as follows:

1. Section 6.4.8. - waive the sanitary main upgrade requirement along the east parcel line; and
2. Section 7.5.3. - waive the storm main upgrade requirement along the east parcel line on payment of cash-in-lieu of \$25,000.00.

Carried Unanimously

22.2 Development Variance Permit Application No. VP-616

Legal: Lot 6, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392  
Civic: 70 2 Street SE  
Owner: Duncan Walters  
Agent: Reg Walters

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:10 p.m. and the Motion was:

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Lavery

THAT: Development Variance Permit No. 616 be authorized for issuance for Lot 6, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 (70 2 Street SE) to facilitate the construction of an accessory building with an upper

floor dwelling unit, varying Zoning Bylaw No. 2303, Section 6.12.5 – reducing the interior side parcel line setback from 4.0 metres to 1.5 metres.

Carried Unanimously

## **23. STATUTORY PUBLIC HEARINGS**

### **23.1 Zoning Amendment Application No. ZON-1305**

Legal: Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP99304  
Civic: 1490 10 Avenue SW  
Owner/Agent: W. Laird

The Planning Official explained the Zoning Amendment application.

Submissions were called for at this time.

W. Laird, the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:17 p.m.

## **24. RECONSIDERATION OF BYLAWS**

### **24.1 Zoning Amendment Bylaw No. 4693 (ZON-1305)**

Legal: Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP99304  
Civic: 1490 10 Avenue SW  
Owner: W. Laird  
Agent: W. Laird

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4693 be read a third time;

AND THAT: Final Reading of the Bylaw be withheld subject to Ministry of Transportation and Transit approval.

Carried Unanimously

## **25. QUESTION AND ANSWER PERIOD**

## **26. ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 7:19 p.m.

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CORPORATE OFFICER

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MAYOR, A. HARRISON



## DEVELOPMENT AND PLANNING SERVICES

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

May 20, 2025, 8:00 a.m.  
Council Chambers of City Hall  
500 – 2 Avenue NE, Salmon Arm, BC

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

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

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#### 1. CALL TO ORDER

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

#### 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

#### 3. ADOPTION OF AGENDA

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Flynn

THAT: the Agenda be adopted as presented.

Carried Unanimously

**4. APPROVAL OF MINUTES**

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Gonella

THAT: the Development and Planning Services Committee Meeting Minutes of May 5, 2025 be approved.

Carried Unanimously

**5. DISCLOSURE OF INTEREST**

**6. REPORTS**

**6.1 Development Variance Permit Application No. VP-615**

Legal: Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392

Civic: 30 2 Street SE

Owner: G. & J. Giesbrecht

Agent: G. Giesbrecht

G. Giesbrecht, the owner and agent, outlined the application and was available to answer questions from the Committee.

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-615 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293 by waiving the requirement to install hydro and telecommunication underground along the frontage of Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392.

Carried Unanimously

**6.2 ALC Subdivision in the ALC File No.430 / ALC Application ID: 101309**

Legal: Lot 2, Section 19, Township 20, Range 9, W6M, KDYD, Plan 34801

Civic: 4670 30 Avenue NE

Owner: Andrew & Bonnie Den Biesen

Agent: Owner

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. 430 be authorized for submission to the Agricultural Land Commission.

Defeated

**Moved by:** Councillor Lavery  
**Seconded by:** Councillor Gonella

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. 430 not be authorized for submission to the Agricultural Land Reserve.

Carried Unanimously

**7. FOR INFORMATION**

**8. IN-CAMERA**

**9. ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 8:37 a.m.

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MAYOR, A. HARRISON



## COMMUNITY HERITAGE COMMISSION

### Minutes of a Meeting of the Community Heritage Commission

May 5, 2025, 1:00 p.m.  
Room 101  
500 2 Avenue NE, Salmon Arm, BC

MEMBERS PRESENT: Councillor D. Gonella, Chair; C. Malinowski; D. Chapman; M. Landers;

ABSENT: P. Kassa; L. Painchaud; L. Reimer;

STAFF PRESENT: Planner M. Paiement; Sr. Manager of HR & Communications H. Flinkman

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#### 1. CALL TO ORDER

Chair Gonella called the meeting to order at 1:13 p.m.

#### 2. INTRODUCTIONS AND WELCOME

#### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

#### 4. ADOPTION OF AGENDA

Moved by: M. Landers

Seconded by: D. Chapman

THAT: the Agenda be adopted with the addition of Item 10.1 - Historic Route Signs.

Carried Unanimously

#### 5. DISCLOSURE OF INTEREST

#### 6. CONFIRMATION OF MINUTES

##### 6.1 Community Heritage Commission Meeting Minutes of April 7, 2025

Moved by: C. Malinowski

Seconded by: D. Chapman

THAT: the Community Heritage Commission Meeting Minutes of April 7, 2025 be adopted as circulated.

Carried Unanimously

## **7. PRESENTATIONS**

### **7.1 City's Communications Team**

Answering questions about promoting heritage initiatives

Commission Members expressed their goal of maintaining awareness and the importance of heritage in the minds of the public. City Social Media accounts including Instagram, Facebook, LinkedIn and YouTube are available tools. Examples include an image and description when a new site is added to the heritage register or a video inviting the public to an upcoming event.

## **8. NEW BUSINESS**

## **9. OTHER BUSINESS**

### **9.1 Heritage Plaque Program - Installation Details**

There was consensus that heritage plaques be gifted to Property Owners (installation to be done by Property Owner). A package including the plaque, installation criteria, the statement of significance and the heritage register information guide will be compiled and owners will be notified when ready to pick up at City Hall.

Letters will be hand delivered to the properties that have not yet responded. If a property owner does not want to install the plaque, a letter will be mailed to an alternate recipient.

### **9.2 Heritage Register - Edits to #34 W.K. Smith House**

Deferred to June 2, 2025 meeting.

### **9.3 Heritage Conservation Awards - Procedures Document**

Deferred to June 2, 2025 meeting.

## **10. ROUNDTABLE UPDATES**

Committee members provided updates.

### **10.1 Historic Route Signs**

An update was provided by Staff. Instructions for installation of historic route signs will be more detailed including a map of the exact location.

## **11. NEXT MEETING**

The next meeting of the Community Heritage Commission is scheduled for June 2, 2025.

## **12. ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 2:01 p.m.

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CHAIR

**ENVIRONMENTAL ADVISORY COMMITTEE**  
**Minutes of a Meeting of the Environmental Advisory Committee**

May 6, 2025, 2:15 p.m.  
Room 100  
500 2 Avenue NE, Salmon Arm, BC

MEMBERS PRESENT: Councillor S. Lindgren, Chair  
J. Beatty, T. Elwood, J. Pattinson, J. Benson, P. Waelti, E. Murphy,  
C. Fennell, S. Johnson, K. Whitehead,  
ABSENT: A. Johnny, C. Thomas, H. Bruns, R. Wale  
CITY STAFF PRESENT: Director of Planning and Community Services, G. Buxton  
Manager of Engineering, J. Wilson  
Executive Assistant, M. Evans-Bunkis, Recorder

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**1. CALL TO ORDER**

Chair Lindgren called the meeting to order at 2:16 p.m.

**2. INTRODUCTIONS AND WELCOME**

**3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

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

**4. ADOPTION OF AGENDA**

**Moved by:** S. Johnson

**Seconded by:** P. Waelti

THAT: the Agenda be adopted as presented.

Carried Unanimously

**5. DISCLOSURE OF INTEREST**

**6. CONFIRMATION OF MINUTES**

6.1 Environmental Advisory Committee Meeting Minutes of January 7, 2025

**Moved by:** J. Beatty

**Seconded by:** S. Johnson

THAT: the Environmental Advisory Committee Meeting Minutes of January 7, 2025, be adopted as circulated.

Carried Unanimously

**7. PRESENTATIONS**

## **8. NEW BUSINESS**

### **8.1 Climate Resiliency Plan Steering Committee - Nominate an EAC Representative**

Sarah Johnson was elected to represent the EAC on the Climate Resiliency Plan Steering Committee. Ken Whitehead will act as her alternate.

## **9. OTHER BUSINESS**

### **9.1 Working Group - Update**

- Anti-idling signs are being worked on by City staff. An update will come to the next EAC meeting

**Moved by:** J. Pattinson

**Seconded by:** S. Johnson

THAT: the Environmental Advisory Committee recommend that Council invite Dr. Art Borkent to give a presentation about mosquito repellant programs at a future Regular Council Meeting.

Carried Unanimously

### **9.2 Climate Resiliency Plan - Update**

- The Climate Resiliency Plan Steering Committee held its first meeting in April
- There are plans to collect public feedback in the coming months - more information to come

### **9.3 Fire Smart Activity Day at Meadow Brae Farm**

- Planning for the Water Conservation event at Meadow Brae Farm is underway for Saturday, May 17
- Focus will be on fire safe education, shade/drought tolerant options and plants to attract pollinators

## **10. ROUNDTABLE UPDATES**

Committee members provided updates from their organizations.

## **11. NEXT MEETING**

The next meeting of the Environmental Advisory Committee is scheduled for June 3, 2025.

## **12. ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 3:40 p.m.

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CHAIR

## Rhonda West

**From:** Columbia Shuswap Regional District <listserv@civicplus.com>  
**Sent:** Thursday, May 22, 2025 1:19 PM  
**To:** Rhonda West  
**Subject:** CSRD Board Highlights Newsletter - May 2025



May 2025

### Board on the Road - Electoral Area C



As part of the CSRD's Annual Board on the Road program, the May Board meeting was hosted in Electoral Area C (Eagle Bay, White Lake, Sunnybrae, Tappen) at the White Lake Community Hall. Electoral Area C Director Marty Gibbons toured Directors around



various sites in the area, including the Sunnybrae Seniors Hall, the Tappen-Sunnybrae Fire Hall and the Llama Sanctuary in Tappen and the Eagle Bay Community Hall.



## Business by Area

### Ice Chiller Purchase

The Board voted to support the purchase of a new ice chiller at the Golden Curling Club to replace the broken unit. The replacement unit will be funded with \$143,713 from the Electoral Area A Community Works Fund, as well as a \$51,000 contribution from the Golden Curling Rink capital reserve. To ensure the upcoming winter curling season was not disrupted, the Board agreed to

move forward with replacement immediately. [View report.](#) [View press release.](#)

### Alternative Approval Process - Road Rescue Service

The CSRD has begun three separate public assent processes to determine whether taxpayers will support funding new road rescue services in Electoral Areas C and G (South Shuswap), the North Shuswap and Falkland. The three Road Rescue AAPs started May 22, 2025. The deadline for the CSRD to receive elector response forms is 4 PM on June 30, 2025.

To avoid any disruptions due to Canada Post job action, the CSRD is recommending residents return elector response forms by email or drop them off at the CSRD office. There is an after-hours mail slot available.

The CSRD is providing information specific to each AAP, as well as the Electoral Response Forms, on its website: [www.csr.bc.ca/assent](http://www.csr.bc.ca/assent)

### Sicamous & District Recreation Centre Service Review

The District of Sicamous initiated a statutory service review related to the management of the Sicamous Arena. Two meetings were held involving CSRD Board Chair Natalya Melnuchuk, Sicamous Mayor Colleen Anderson and Electoral Area E Director Rhona Martin. The participants did not arrive at a consensus for change. An impasse was declared and the service review was closed. [View report.](#)

### Short-term Rentals

The CSRD wrote a letter to the Province expressing concern over their ability to enforce bylaw compliance with approximately 1,500 short-term rentals (STR) in the district, as well as concerns STR's operating without compliance with zoning bylaws. In their response, the Ministry of Housing and Municipal Affairs said any enforcement of CSRD's zoning bylaws would be up to them and STR owners could apply for registration without gaining full compliance. The Board also listened to a presentation from a local resident regarding concerns with the CSRD's current Temporary Use process to allow for Short-Term Rentals.

The Board felt the issue needed a larger discussion, and it will be on the agenda for the Electoral Area Director's Meeting scheduled for May 27. The public is welcome to watch

and listen to the meeting, either in person at the CSRD Boardroom or through [Zoom](#). [View agenda](#).

## Administration bylaws

### Electoral Area G: Community Halls

#### Financial Contribution Service

Eligible voters in Electoral Area G (Blind Bay, Sorrento and Notch Hill) will be heading to the polls later this year to determine if they want to provide funding to help operate and maintain five community halls in the area. In Electoral Area G, this includes the Carlin Hall, Blind Bay Hall, Notch Hill Hall, Cedar Heights Hall and the Sorrento Hall (operated jointly by the Drop-In Society and Sorrento Hall Society).



A referendum date has not yet been set. It will be conducted before October 2025 to allow the contribution service to start in 2026. Agreements will also be put in place with each of the hall societies to ensure public accountability. More information will be provided on the CSRD website and social media as it becomes available. [View report](#).



## Land Use Matters

### Temporary Use Permits

The Board voted to approve five separate Temporary Use Permits (TUP) to allow for a short-term rental with proof of adequate insurance and registration of a 219 Land Title Act covenant releasing the CSRD for any damages. The TUPs are valid for three-years and will be issued for residences at:

- 629 Davidson Drive, Swansea Point
- 1-1038 Scotch Wharf Road, Scotch Creek
- 2302 Eagle Bay Road, Blind Bay
- 2252 Eagle Bay Road, Blind Bay
- 673 Swanshore Place, Swansea Point.

Detailed reports for these permits are available on the [agenda](#).



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

## Next Board Meeting

**Thursday, June 19, 2025**


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





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

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

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

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## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Planning & Community Services – UBCM Grant Application - Community Emergency Preparedness Fund – Evacuation Route Planning

Date: May 26, 2025

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### **Motion for Consideration:**

THAT: Council authorize the submission of a grant application to the UBCM 2025 Community Emergency Preparedness Fund by the Columbia Shuswap Regional District for the purposes of public notification and evacuation route planning for the City of Salmon Arm;

AND THAT: Council authorize the Columbia Shuswap Regional District to receive, manage and report on any grant funds received on behalf of the City of Salmon Arm.

### **Background:**

On April 17, 2025, staff at the Shuswap Emergency Program / Columbia Shuswap Regional District (SEP/CSRD) submitted a grant application to the UBCM Community Emergency Preparedness Fund to provide funds for evacuation route planning in the City of Salmon Arm. SEP/CSRD would manage the grant funds and the project, so a Council motion was not sought at the time.

The work under the grant funded project includes (more details are included in the attachments):

- Create evacuation route zones (estimated 20-25 zones required)
- Identify key evacuation routes for each zone
- Identify threats that would require site support for evacuation
- Identify high-risk neighbourhoods exposed to priority threats
- Model timelines for decision-making
- Create an operational evacuation route Guidance Document along with a one-page Quick Reference Guide for each zone

In order to proceed with this application, UBCM has requested that Council provide a resolution of support for the proposed activities and support for SEP/CSRD to receive and manage the grant funds on the City of Salmon Arm's behalf.

The proposed application is supported by staff as it advances the communities emergency preparedness for evacuation incidents.

**Legislative authority / plans / reports:**

	Official Community Plan		Master Plan
	Community Charter/LGA	<b>X</b>	Other ( <i>Emergency preparedness</i> )
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw		2025-2029 Financial Plan
			Long Term Financial Plan

**Financial Considerations:**

SEP / CSRD will apply for, receive, manage and report on the use of the grant funds, so there are no financial implications to the City, and no need to include any of the grant funds in a budget amendment.

**Alternatives & Implications:**

Council could not support the application. Emergency preparedness would remain unchanged.

**Communication:**

Prepared by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

**Attachments:**

- UBCM Grant Application
- Evacuation route planning project budget

# Community Emergency Preparedness Fund

## Public Notification and Evacuation Route Planning

### 2025 Application Worksheet

Please complete and return the worksheet with all the required attachments form by **April 25, 2025**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (604) 270-8226 ext. 220.

#### SECTION 1: Primary Applicant Information

First Nation or Local Government Name:  
Columbia Shuswap Regional District

File Number\*:  
LGPS-11862

*\*Refer to the LGPS Online Application Form submission confirmation email*

#### SECTION 2: Detailed Project Information

**1. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Please refer to Sections 4 and 6 of the *Program and Application Guide* for eligibility.

The City of Salmon Arm Evacuation Route Planning and Alertable Project consists of the following proposed benchmarks and activities:

Benchmark #1 – A selection process will be conducted to select a consultant for this Project. The consultant will be responsible for undertaking all proposed activities outlined in this application with the guidance and oversight of a Core Team which will comprise of SEP's two EPC's, key staff from the City of Salmon Arm (CoSA) and representatives from neighbouring First Nations – Neskonlith, Adams Lake Bands, Splatshin and Skwłāx te Secwepemcúlecw.

Benchmark #2 – The consultant will work closely with the Core Team to gather present and historical documents and data related to Hazard Risk and Vulnerability Analysis, Community Wildfire Resiliency Plan and Climate Resiliency Planning. An in-person meeting will be scheduled with the Core Team and First Nations representatives to review all perspectives, considerations and collaboration regarding evacuation planning.

Benchmark #3 – From the information gathered, the consultant will complete the following tasks:

- Create evacuation route zones (estimated 20-25 zones required)
- Identify key evacuation routes for each zone
- Identify threats that would require site support for evacuation

- Identify high-risk neighbourhoods exposed to priority threats
- Model timelines for decision-making

Following the provincial Evacuation Guidelines, an operational evacuation route Guidance Document will be developed along with a one-page Quick Reference Guide for each zone identifying evacuation considerations specific to that zone.

The Guidance Document will provide trigger criteria for evacuation decision making (wildfire, flooding, hazmat, and “other” category), physical evacuation modeling data, decision timelines based on real time, detailed evacuation routes, assembly points, reception centres, traffic and security resources, and procedures if appropriate. It will include such factors as: traffic congestion; alternative transportation modes; designated routes; pinch points on highway routes and side roads, interdependent resources, and immediate community/stakeholder considerations. The document will identify the commercial farming situated within the CoSA and evacuation route plans for safe movement of livestock.

Consultant will be required to produce spatial maps and metadata as outlined in Appendix 2 of the UBCM 2025 Program and Application Guide.

Benchmark #4 - Draft Guidance Document and Zone Quick Reference Guides to be reviewed with Core Team and First Nations representatives. Final documents produced.

Benchmark #5 - The consultant will develop and facilitate a functional exercise where the Guidance and Quick Reference guides will be tested for inoperability. Key stakeholders, response agencies, neighbouring Emergency Programs and First Nations will be invited to participate in the training and exercise. The use of SEPs public notification system, Alterable, will be built into the exercise and included in the training.

- 2. Evidence and Rationale.** What is the rationale and evidence for undertaking this project? This may include evidence of local hazards (e.g., as identified in the local Emergency Plan); threat levels (e.g., as identified in Hazard, Risk, and Vulnerability Analysis; Community Wildfire Resiliency Plan; and/or flood risk assessments) and previous emergencies (e.g., evacuations that were ordered, notifications were issued).

In 1998, the City of Salmon Arm underwent the largest wildfire evacuation (Silver Creek Fire) in Canadian history at the time. As a result of this event, elected officials understood the synergies and benefits that an amalgamated approach to emergency management would provide. SEP was formed, consisting of Electoral Areas C, D, E, F, G, of the Columbia Shuswap Regional District (CSRD), the City of Salmon Arm and the District of Sicamous. SEP is administered through the CSRD, and has undertaken evacuation route planning for twenty high-risk communities within the CSRD boundaries. The CSRD found these guiding documents very helpful during past events (2023 Bush Creek and 2024 Hullcar Mt. wildfires). SEP's goal is to update the two member municipalities, and standardize evacuation route planning in SEPs coverage area.

- 3. Alignment with Recommended Content.** Refer to Table 1 in the *Program and Application Guide* and describe the extent to which the content identified in the guide will be included in the proposed project.

This Project is the next step in the standardization of evacuation route planning for SEP. Route planning for the CoSA has not been conducted since 1998. Since that time there has been significant development in outlying areas of the City and critical infrastructure

has been added. To ensure the efficient and safe evacuation of residents of Salmon Arm, detailed and current evacuation route planning must be undertaken. Work involved in this Project will update the CoSA's evacuation route plan to include route capacity, modes of transportation, traffic congestion and trigger points based on anticipated hazard progression which aligns with the recommendations outlined in the Application Guide.

**4. Engagement with First Nations and/or Indigenous Organizations.** In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.

- a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

All First Nations members of the Lakes Division - Adams Lake, Neskonlith, Splatsin and Skwax te Secwepemculecw.

- b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

All First Nations members of the Lakes Division - Adams Lake, Neskonlith, Splatsin and Skwax te Secwepemculecw will be engaged in the planning process. As Adams Lake and Neskonlith First Nations have reserve lands within the City's boundaries, they will be invited to participate in the training and final exercise.

- c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

As SEP enters the second year of Indigenous Engagement sessions, our relationship with our First Nations neighbours continues to strengthen. Through these engagement sessions, a commitment has been made to engage all partners in emergency planning. To this end, all emergency planning initiatives undertaken by SEP will include the collaboration, information sharing and engagement with our First Nations neighbours. SEP's First Nations neighbours will be invited to join the Core Team and participate as a contributing member of this Project. We will look to First Nations colleagues to help identify cultural values and seek advice from Indigenous Knowledge Holders and Elders who provide valuable information to include in evacuation planning.

The CSRD, including all staff and elected officials, participated in a Blanket Exercise in October of 2024. SEP hosted a two-day Indigenous Engagement workshop on October 16 and 17, which included an Indigenous Cultural Safety Training session.

☐ *If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.*

**5. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions and/or partners (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) you will engage with as appropriate to the project.

Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

SEP has over twenty designated Reception Centre locations throughout our coverage area, but due to proximity to suppliers, transportation, services and capacity size, our main facilities are located in Salmon Arm. If SEP was faced with an event requiring the evacuation of a large portion of Salmon Arm, our smaller rural facilities would not have the capacity to support evacuees. We would need to reach out to neighbouring municipalities such as Vernon and Kamloops to assist SEP as a Host Community. This planning process will take this into consideration and as part of this Project, SEP's consultants will be required to consult and engage with our neighbouring jurisdictions to determine their capacity and willingness to act as a Host Community.

☐ *If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.*

**6. Climate Change.** Describe how the proposed project will consider climate change in the project methodology and include the impacts of climate change in the Evacuation Route plan and/or Public Notification plan.

The selected consultant will be required to identify the potential climate change impacts that are relevant to the Shuswap region. Historical weather events, heat and rainfall, freshet and flooding, and the availability of wildfire fuels will be investigated to identify any hazards that have the potential to impact evacuation activities. For example, harvesting wildfires in steep slopes may lead to increased landslides or freshet run-off risks to communities. Evacuation routes will be assessed for potential vulnerability, and the methodology would include:

- Assess vulnerability: The project will assess the vulnerability of the population and infrastructure in the region to these climate change impacts. This could involve analyzing factors like demographics, resource access, transportation route corridors and critical infrastructure.
- Identify evacuation routes and shelter-in-place options: Based on the climate change impacts and vulnerability assessment, the project will highlight safe evacuation routes and shelter-in-place options that account for potential climate change impacts.
- Incorporate climate change scenarios into planning: The development of evacuation plans that consider more severe or frequent weather events or ensure that evacuation routes and shelters are assessed to identify any potential loss on the route. For example, a known pinch point of a single wooden bridge constructed with insufficient headboard for 1 in 200-year flooding.

By incorporating climate change considerations, increased weather event frequency, increased wildfires, and increased impacts from flooding and landslides into the methodology, the project can ensure that its evacuation plans are robust and resilient in the face of changing climate conditions.

**7. Large Scale ESS Planning.** Describe the extent to which the proposed project will consider large scale Emergency Support Services scenarios.

SEP has a well-developed and strong ESS Team with volunteers located throughout our coverage area. However, our Team relies heavily on Salmon Arm where our main Reception Centres are located, our equipment is stored (CSRD office) and the majority of our volunteers live. If Salmon Arm was evacuated, a smaller Reception Centre would be opened in Sicamous, however, we would need to rely heavily on neighbouring ESS Teams to support as Host Communities. As part of this Project, the consultant will be

required to work with the Shuswap ESS Director to create evacuation strategies and develop an evacuation route plan with these encumbrances in mind.

This Project will assist the Shuswap ESS Team with advance planning information. Zoning and the Quick Reference Guides will outline population density and identify pockets of vulnerable population (care homes, daycares, shelters, etc.) which can be used for training and exercising purposes.

**8. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

Conducting evacuation route planning for the CoSA will enhance and update SEPs existing Emergency Response and Recovery Plan. It will help to:

- updated hazard specific information contained in the HRVA

- create neighbourhood zones and specific considerations for evacuation planning - providing detailed information on managing an evacuation in the specific area, and how best to expediate Alerts and Orders when required.

- enhance existing mapping which will assist the EOC visually to identify alternate routes and any hazards.

These important additions will help SEP meet a main objective listed in the Emergency Response and Recovery Plan, which is “to save lives and reduce suffering”.

**9. Comprehensive, cooperative, regional approach and benefits.** Describe how your project will contribute to a comprehensive, cooperative, and regional approach to Public Notification and/or Evacuation Route Planning. What regional benefits will result from this project?

Over the past 10 years, the Shuswap area has been impacted by wildfires, flooding, debris flows and landslides, many of which have resulted in large evacuations. In 2023, the North Shuswap was devastated by the Bush Creek East wildfire, a multi-jurisdictional event impacting Adams Lake First Nations, Skwłax te Secwepemculecw, Thompson Nicola Regional District and the CSRD. During this lengthy activation, all four EOCs understood the importance of a cooperative and regional approach when dealing with evacuations. This included the sharing of evacuation plans, discussion of evacuation areas and the coordinated timing for releasing evacuation alerts and orders. From these events, SEP understands the importance of taking a cooperative and regional approach to evacuation planning, especially when dealing with route planning through neighbouring jurisdictions. As mentioned above, all emergency planning initiatives undertaken by SEP will include the collaboration, information sharing and engagement with all our neighbouring governing bodies.

**10. Additional Information.** Please share any other information you think may help support your submission.

**SECTION 3: Required Attachments**

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- ☐ Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- ☒ Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

For regional projects only:

- ☒ Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
- ☒ Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language

**SECTION 4: Signature** This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) it is understood that this project may be subject to a compliance audit under the program.

Name: Sean Coubrough	Title: Regional Fire Chief, Manager Protective Services
Signature*: <i>*A certified digital or original signature is required.</i>	Date: April 17, 2025

**Documents should be submitted as Word, Excel, or PDF files.  
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,  
Union of BC Municipalities by email: [cepf@ubcm.ca](mailto:cepf@ubcm.ca).**



**Please note “2025 PNERP” in the subject line.**

## Community Emergency Preparedness Fund

### Public Notification and Evacuation Route Planning

#### 2025 Program and Application Guide (Updated October 2024)

##### DETAILED BUDGET

Please

note: budget numbers are estimated on approximate number of hours at a consultant rate of \$150/hour. This may vary depending on selected consultants hourly rate. CSRD staff rate and in-kind rate is estimated at \$80/hour.

Benchmark #1 to be completed in the first month

Proposed Activity	Estimated Hours	Cost Estimate	Proposed Outcome	Performance Measures
Selection of consultant and meeting of core working group.		\$ -	Consultant selection process will be undertaken by the Shuswap Emergency Program. A consultant is selected, a meeting of a core team consisting of both EPCs and City of Salmon Arm staff will be held to determine a progress timeline.	Engagement of a Consultant Meeting of Core Team Creation of Timeline Review of
SEP In Kind Contribution	20	\$ 1,600.00	EPCs and City of Salmon Arm staff.	

Benchmark #2 to be completed in months 2 to 3

Information gathering and review of historical supporting documents.	15	\$2,250.00	Consultant will work with EPCs and City of Salmon Arm to identify and gather supporting historical documents. Consultant will also work with Neskonlith and Adams Lake First Nations to gather hazard and risk knowledge. On site community/neighbourhood assessments will be conducted.	Gather Historical Information Meet with City of Salmon Arm staff and First Nations Site Visit
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Benchmark #3 to be completed in months 3 to 9

Analysis and compile Evacuation Route Guidance Documents based on community evacuation priority, evacuation complexity and risk levels. Site Visits: TWO	138 Consultant hours, inclusive of travel time, meals, accommodation	\$ 20,700.00	Develop documentation. Summary Evacuation Plan/Toolkit that includes strategic principles and immediate actions for Senior Staff/EOC Director and EPC. Communication Strategy Plan/Toolkit. Compile community-specific evacuation route plans/toolkits based on community evacuation priority, evacuation complexity and risk levels. To include assessment of risk levels to provide trigger criteria for evacuation decision-making (wildfire, flooding, debris, and "other" category), including the anticipated speed of progression (referencing HRVA); physical evacuation modelling data; decision-based on real-time; identification and capacity of available and potential evacuation routes, assembly points, reception centres, traffic and security resources, available (multimodal) of evacuation methods, locally and regionally available resources, water evacuation processes and procedures if appropriate. Including such factors as: traffic congestion, alternative transportation modes, designated routes; pinch points on main routes and side roads, interdependent resources, and immediate community/stakeholder considerations. Metadata collection for specific features.	Creation of Zoning and Completion of Guidance Document
Climate Risk and Evacuation Vulnerability Assessment	25 Consultant hours	\$ 3,750.00	High-level Executive Summary/Infographic Summary document - Climate Risk and Evacuation Vulnerability Assessment will identify and evaluate climate-related hazards—such as extreme heat, flooding, wildfire, and landslides—that may impact evacuation planning in the region. Using existing data and future climate scenarios, the assessment will examine historical weather patterns and projected risks to identify vulnerabilities in both population and infrastructure. Particular attention will be given to transportation corridors, critical infrastructure, and areas prone to cascading hazards (e.g., increased landslide risk following wildfire). The methodology is non-engineering in nature and will rely on planning-level analysis to inform emergency preparedness and adaptation strategies.	Creation of High-level Executive Summary/Infographic Summary document - Climate Risk and Evacuation Vulnerability Assessment - linked to zones or specific locations as appropriate
Mapping	16 Consultant Hours	\$ 2,400.00	CSRD to review and work with consultant to produce spatial maps for transport, evacuation routes, and reception areas, etc. to be incorporated into the CSRDs mapping system.	Spatial Mapping
SEP In Kind Contribution	90	\$ 7,200.00	EPCs, GIS and City of Salmon Arm staff.	

Benchmark #4 to be completed in months 10

Final Review Meeting	16 Consultant Hours	\$ 2,400.00	Meeting to review draft documents - to include Core Team and First Nations representatives. Document amendment.	Complete and present Guidance Documents
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Benchmark #5 to be completed in months 11 and 12

Exercise - Development and Facilitation	35 Consultant Hours, inclusive of travel time, meals, accommodation	\$ 5,250.00	Consultant to develop and facilitate a Discussion Based Exercise providing training and testing of Evacuation Route Guidance Documents. Cost also include consultants travel, meals and accommodation and a final report including recommendations. Additional exercise costs include: facility rental, mileage, meals and refreshments for stakeholders, response agencies and First Nations to attend training.	Discussion Based Exercise
Exercise Costs	Facility Rental, food, refreshments and mileage	\$ 3,066.00	Facility rental - \$1,500 includes room rental and AV equipment. Food - estimated 30 participants x \$35 per person. Reimbursement of mileage for neighbouring First Nations and Emergency Program staff to attend estimated 300km at CSRD mileage rate. Honorarium for cultural keepers.	Discussion Based Exercise
SEP In Kind Contribution	260	\$ 20,800.00	Estimate 30 staff attending 8 hour exercise plus 20 hours of work required by EPCs and City staff to organize the Exercise.	
<b>GRANT REQUEST TOTAL</b>		<b>\$39,816.00</b>		
<b>CSRD In Kind Contribution Total</b>	370	\$ 29,600.00		
<b>PROJECT TOTAL</b>		<b>\$69,416.00</b>		



## REQUEST FOR DECISION

To: Development & Planning Services Committee

Title: ALC Subdivision in the ALC File No.430 / ALC Application ID: 101309

Legal: Lot 2, Section 19, Township 20, Range 9, W6M, KDYD, Plan 34801  
Civic: 4670 30 Avenue NE  
Owner: Andrew & Bonnie Den Biesen  
Agent: Owner

Date: May 20, 2025

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### **Executive Summary/Purpose:**

The owner has made application to the Agricultural Land Commission (ALC) proposing a two (2) lot subdivision in the Agricultural Land Reserve (ALR). The proposed sketch plan is attached as Appendix 1. The ALC application is enclosed as Appendix 2. ALC regulations require that a Council resolution be provided prior to the ALC consideration of the application.

### **Motion for Consideration:**

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. 430 be authorized for submission to the Agricultural Land Commission.

### **Staff Recommendation:**

THAT: The motion for consideration be defeated.

Alternate motions are provided in this report.

### **Proposal:**

To review an Agricultural Land Commission (ALC) application for a two (2) lot subdivision in the Agricultural Land Reserve (ALR).

### **Background:**

The subject property is located at 4670 30 Avenue NE, west of the Trans-Canada Highway (Appendix 3 & 4) and outside of the Urban Containment Boundary (UCB). It is zoned A-2 (Rural Holding Zone) and is designated Acreage Reserve in the City's Official Community Plan (OCP) as shown in Appendices 5 & 6. The property is approximately 9.5 hectares and is located entirely within the ALR (Appendix 7).

The subject property has unimproved soil capability of 70% Class 4, and 20% Class 2, affected by topography, soil moisture and cumulative minor adverse characteristics. The improved soil capability is 60% Class 2, and 40% Class 3, affected by topography, soil moisture and cumulative

minor adverse characteristics. A copy of both the Unimproved Soil Classes and Improved Soil Classes can be seen in maps attached as Appendix 8.

Adjacent zoning and land uses include the following:

North: Agriculture (A-2) – Single Family Residence and Agriculture  
South: Agriculture (A-2) – Single Family Residence and Agriculture  
East: Agriculture (A-2) – Single Family Residence and Trans-Canada Highway  
West: Agriculture (A-2) – Single Family Residence and Agriculture

The subject property is characterized by a steep slope that bisects the parcel from east to west. The eastern portion of the property lies at a lower elevation, while the western portion is situated at a higher elevation. The primary agricultural activities are concentrated on the elevated western half, which also contains a single-family dwelling (Appendix 9). Canoe Creek runs along the easternmost boundary of the property. These land features are demonstrated in Appendix 10.

**Relevant Policy(ies):**

The Official Community Plan No.4000 outlines several policies aimed at preserving agricultural land within the City. Policies from the OCP are provided below:

- Maintain the rural and agricultural character and land use pattern of open space, agriculture, forestry and rural/country residential lands outside the Urban Containment Boundary.
- Preserve land with agriculture potential in the ALR.
- In terms of growth management, the OCP specifically discourages subdivision outside of the Urban Containment Boundary as a means to maintain large parcels within the Rural areas and keep urban development contained.
- Maintain or enhance the configuration and size of parcels designated Acreage Reserve, Salmon Valley Agriculture and Forest Reserve through boundary (lot line) adjustments and/or consolidations; rezoning, subdivision and/or Agricultural Land Reserve exclusion applications are not encouraged.
- Applications to subdivide land in the ALR under Section 946 (514) (Subdivision to Provide Residence for a Relative) of the Local Government Act, should not be supported for parcels less than 8.0 ha.
- Applications to subdivide land outside the ALR, under Section 946 (514) of the Local Government Act (Subdivision to Provide Residence for a Relative), may be supported on parcels greater than 8.0 ha, as outlined in the City's Zoning Bylaw.

Staff note that OCP policy 7.3.29 does support subdivision in the Acreage Reserve area in the area situated west of both the Salmon River and the Trans Canada Highway (Gleneden), subject to certain criteria. The subject property is located outside of the Urban Containment Boundary and outside of the Gleneden area where subdivision in the ALR may be supported.

When reviewing a subdivision application, the City's OCP policies and zoning bylaw regulations are considered. In this instance, given the OCP policies noted above and the zoning regulations (i.e. location of proposal, subdivision policies and policies regarding subdivision for a relative applications), the proposed application could not be approved.

**Referral Comments:**

Fire Department  
No concerns.

Building Department  
No concerns.

Engineering Department  
Servicing requirements for Subdivision have been provided to the applicant and are attached as Appendix 11. This report includes the servicing requirements for the proposed subdivision for informational purposes. Should the application proceed to the ALC for consideration, it provides a comprehensive overview of the potential impacts of servicing on agricultural land.

Other  
N/A

Planning Department  
In considering the staff recommendation for ALC applications the policies contained in the OCP are considered and relevant sections of the OCP are included above in this report.

Specifically, the OCP discourages subdivision within the Acreage Reserve area, as outlined in policies 7.3.2 and 7.3.3. The OCP emphasizes the importance of preserving land outside the UCB, particularly land with agricultural potential. As subdivision within the ALR is not supported by the OCP, staff do not support forwarding this application to the ALC for their consideration. Should Council support the staff recommendation the application would not advance to the ALC.

Staff note that the surrounding land use of the subject property is exclusively agricultural, with parcels of comparable size. Both the current OCP and the draft OCP include policies aimed at limiting and discouraging subdivision within the Agricultural Land Reserve (ALR). The rationale for these policies is to limit the encroachment of residential development on land that is suitable for farming.

With regard to ALC applications, staff note that a Council motion is required in response and Council may provide one of these three options:

- 1 – Authorize the application to be submitted to the ALC with no comments;
- 2 – Authorize the application to be submitted to the ALC with comments (in support); or
- 3 – Not Authorize the application to be submitted to the ALC. In this instance the ALC will not consider the application.

In instance 1 and 2, above, the application would advance to the ALC for consideration and decision.

Should the Council authorize this application to advance to the ALC for a decision, it should be noted that City policies and regulations do not support the subdivision of the subject property.

**Financial Considerations:**  
N/A

**Committee Recommendations:**

The Agricultural Advisory Committee (AAC) reviewed the application at the March 12, 2025, meeting and passed the following resolution:

“THAT: The AAC does not support ALC Application No. 430.”

**Public Consultation:**

The City does not conduct public consultation for ALC applications.

**Alternatives & Implications:**

THAT: Agricultural Land Commission Application No. ALC 430 not be authorized for submission to the Agricultural Land Commission.

*Note: Adoption of this motion would result in the application not advancing to the ALC for a decision.*

Or

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

THAT: Agricultural Land Commission Application No. ALC 430 be authorized for submission to the Agricultural Land Commission and with following comments to the ALC:

(Comments may be added)

*Note: Similar to the Motion for Consideration, adoption of this motion would result in the application advancing to the ALC. Should the ALC support the application, a subdivision application could be made to the City; however, as noted in the above report, the subdivision could not be supported by the Approving Officer.*

Prepared by: Planner I

Reviewed by: Manager of Planning & Building

Reviewed by: Director of Planning & Community Services.

Approved by: Chief Administrative Officer

**Attachments:**

- Appendix 1 – Sketch Plan
- Appendix 2 – ALC Application
- Appendix 3 – Subject Property Map
- Appendix 4 - Ortho Maps
- Appendix 5 - OCP Map
- Appendix 6 – Zoning Map
- Appendix 7 – ALR Map
- Appendix 8 – Soil Classification Maps
- Appendix 9 – Site Photos
- Appendix 10 – Land Features Maps

- Appendix 11 – Engineering Referral Response

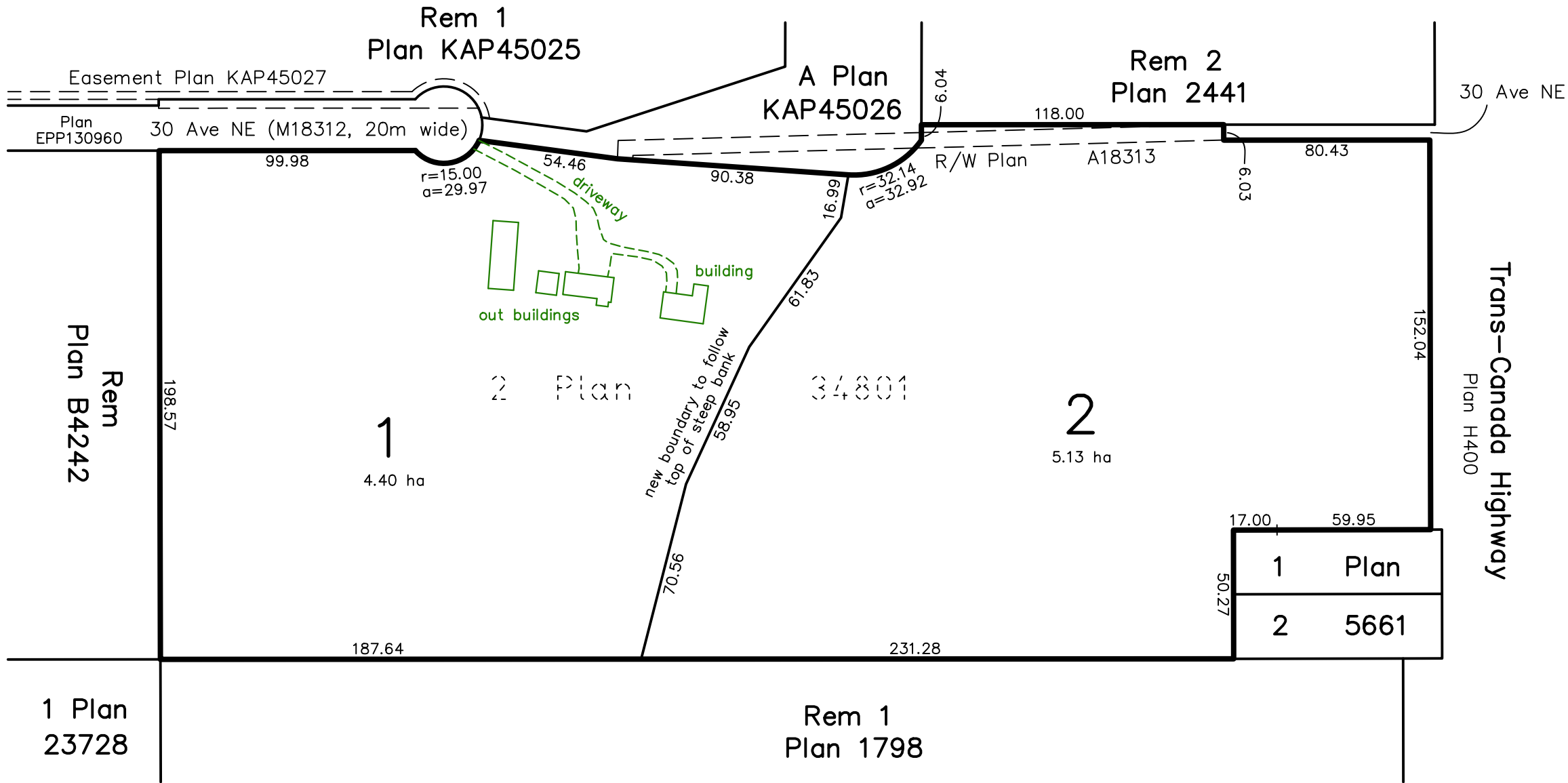
# Sketch Plan of Proposed Subdivision of Lot 2, Sec 19, Tp 20, Rge 9, W6M, KDYD, Plan 34801

Scale 1:2000 BCGS 82L.074

50 0 50 100 150 200

All distances are in metres.

The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:2000



Note: Subject parcel lies within the Agricultural Land Reserve

R1 Prepared: Jan 7, 2025

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. 250-832-9701  
File: 220-24





## Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 101309  
**Application Type:** Subdivide Land in the ALR  
**Status:** Submitted to L/FNG  
**Name:** DEN BIESEN et al.  
**Local/First Nation Government:** City of Salmon Arm

### 1. Parcel(s) Under Application

#### Parcel #1

**Parcel Type** Fee Simple  
**Legal Description** LOT 2 SECTION 19 TOWNSHIP 20 RANGE 9 WEST OF THE 6TH MERIDIAN  
KAMLOOPS DIVISION YALE DISTRICT PLAN 34801  
**Approx. Map Area** 9.53 ha  
**PID** 002-935-112  
**Purchase Date** Jan 15, 2007  
**Farm Classification** Yes  
**Civic Address** 4670 30th Ave NE  
**Certificate Of Title** recent TITLE-CA355362-PID-002-935-112.pdf

Land Owner(s)	Organization	Phone	Email	Corporate Summary
ANDREW DEN BIESEN	Not Applicable	2508336039	adenbiesen@hotmail.com	Not Applicable
BONNIE LYNN DEN BIESEN	Not Applicable	2508336039	adenbiesen@hotmail.com	Not Applicable

mail.com

## 2. Other Owned Parcels

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

## 3. Primary Contact

<b>Type</b>	Land Owner
<b>First Name</b>	ANDREW
<b>Last Name</b>	DEN BIESEN
<b>Organization (If Applicable)</b>	No Data
<b>Phone</b>	2508336039
<b>Email</b>	adenbiesen@hotmail.com

## 4. Government

**Local or First Nation Government:** City of Salmon Arm

## 5. Land Use

### Land Use of Parcel(s) under Application

**Describe all agriculture that currently takes place on the parcel(s).** 50% of the parcel is a haying operation.

**Describe all agricultural improvements made to the parcel(s).** The eastern portion below the ridge and west of Canoe Creek has been ditched for drainage in an attempt to dry out the area and make it usable. This was unsuccessful, leaving much of the area to wet to farm

**Describe all other uses that currently take place on the** No non-agricultural activity

parcel(s).

## Land Use of Adjacent Parcels

	Main Land Use Type	Specific Activity
North	Agricultural / Farm	Horse breeding, wetland and hay
East	Agricultural / Farm	highway and cattle ranching
South	Agricultural / Farm	There is a vacant lot, residential lot and a vinyard
West	Agricultural / Farm	Hay

## 6. Proposal

### Proposed Lot Areas

#	Type	Size
1	Lot	5.13
2	Lot	4.4

### What is the purpose of the proposal?

We are applying to subdivide off the land east of the ridge from the portion west of the ridge. Even with attempts to improve the farming capabilities of the land east of the ridge, portions remain to wet to farm.

### Why do you believe this parcel is suitable for subdivision?

Large areas of the land east, below the ridge are incompatible with farming due to the wetland. The lower eastern portion of the lot is not accessible from the upper portion due to a steep unstable slope that makes moving farm equipment unsafe. In order to get farm equipment to the area below the bank, Andrew would have to drive his farm equipment more than 3 kms, down 40th St NE onto a steep portion of 20th Ave NE before having to turn onto the Transcanada Highway and travel about 830 meters to once again cross traffic to enter the lot. This is a busy highway with large volumes of vehicles everyday. The uncontrolled intersection at 20th Ave NE and the Trans Canada Highway makes it difficult and unsafe to use for farm vehicles. There have been accidents on this stretch of highway involving farm equipment.

### Does the proposal support agriculture in the short or long term? Please

Subdividing off this area would allow for someone to possibly develop a home based agricultural business such as a market garden or fruit

explain.

stand.

**Proposal Map / Site Plan**

220-24 sketch 2024-11-14 R1 no air photo.pdf

**Are you applying for subdivision  
pursuant to the ALC Homesite  
Severance Policy?**

No

## 7. Optional Documents

Type	Description	File Name
Photo of the Application Site	Photos of the site in both summer and winter	Photos of lower portion of 4670 30th Ave NE.pdf
Other files that are related	sketch of subdivision with air photo	220-24 sketch 2024-11-14 R1 with air photo.pdf

**Subject Property Map**

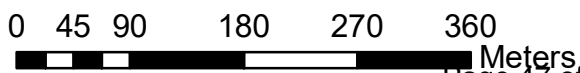
The map displays a red-outlined subject property located at the intersection of 30 Ave NE and 50 St NE. The property is situated between 40 St NE to the west and 60 St NE to the east, and between 20 Ave NE to the south and 30 Ave NE to the north. The map includes various lot numbers and street names, with the subject property highlighted in red.

**Streets and Roads:**

- 40 St NE
- 30 Ave NE
- 20 Ave NE
- Trans Canada Highway No. 1
- 50 St NE
- 60 St NE

**Lot Numbers:**

- 3740, 3500, 3440, 3400, 3380, 3000, 3020, 4201, 4202, 4203, 4204, 4205, 4206, 4207, 4208, 4209, 4210, 4211, 4212, 4213, 4214, 4215, 4216, 4217, 4218, 4219, 4220, 4221, 4222, 4223, 4224, 4225, 4226, 4227, 4228, 4229, 4230, 4231, 4232, 4233, 4234, 4235, 4236, 4237, 4238, 4239, 4240, 4241, 4242, 4243, 4244, 4245, 4246, 4247, 4248, 4249, 4250, 4251, 4252, 4253, 4254, 4255, 4256, 4257, 4258, 4259, 4260, 4261, 4262, 4263, 4264, 4265, 4266, 4267, 4268, 4269, 4270, 4271, 4272, 4273, 4274, 4275, 4276, 4277, 4278, 4279, 4280, 4281, 4282, 4283, 4284, 4285, 4286, 4287, 4288, 4289, 4290, 4291, 4292, 4293, 4294, 4295, 4296, 4297, 4298, 4299, 4300, 4301, 4302, 4303, 4304, 4305, 4306, 4307, 4308, 4309, 4310, 4311, 4312, 4313, 4314, 4315, 4316, 4317, 4318, 4319, 4320, 4321, 4322, 4323, 4324, 4325, 4326, 4327, 4328, 4329, 4330, 4331, 4332, 4333, 4334, 4335, 4336, 4337, 4338, 4339, 4340, 4341, 4342, 4343, 4344, 4345, 4346, 4347, 4348, 4349, 4350, 4351, 4352, 4353, 4354, 4355, 4356, 4357, 4358, 4359, 4360, 4361, 4362, 4363, 4364, 4365, 4366, 4367, 4368, 4369, 4370, 4371, 4372, 4373, 4374, 4375, 4376, 4377, 4378, 4379, 4380, 4381, 4382, 4383, 4384, 4385, 4386, 4387, 4388, 4389, 4390, 4391, 4392, 4393, 4394, 4395, 4396, 4397, 4398, 4399, 4400, 4401, 4402, 4403, 4404, 4405, 4406, 4407, 4408, 4409, 4410, 4411, 4412, 4413, 4414, 4415, 4416, 4417, 4418, 4419, 4420, 4421, 4422, 4423, 4424, 4425, 4426, 4427, 4428, 4429, 4430, 4431, 4432, 4433, 4434, 4435, 4436, 4437, 4438, 4439, 4440, 4441, 4442, 4443, 4444, 4445, 4446, 4447, 4448, 4449, 4450, 4451, 4452, 4453, 4454, 4455, 4456, 4457, 4458, 4459, 4460, 4461, 4462, 4463, 4464, 4465, 4466, 4467, 4468, 4469, 4470, 4471, 4472, 4473, 4474, 4475, 4476, 4477, 4478, 4479, 4480, 4481, 4482, 4483, 4484, 4485, 4486, 4487, 4488, 4489, 4490, 4491, 4492, 4493, 4494, 4495, 4496, 4497, 4498, 4499, 4500, 4501, 4502, 4503, 4504, 4505, 4506, 4507, 4508, 4509, 4510, 4511, 4512, 4513, 4514, 4515, 4516, 4517, 4518, 4519, 4520, 4521, 4522, 4523, 4524, 4525, 4526, 4527, 4528, 4529, 4530, 4531, 4532, 4533, 4534, 4535, 4536, 4537, 4538, 4539, 4540, 4541, 4542, 4543, 4544, 4545, 4546, 4547, 4548, 4549, 4550, 4551, 4552, 4553, 4554, 4555, 4556, 4557, 4558, 4559, 4560, 4561, 4562, 4563, 4564, 4565, 4566, 4567, 4568, 4569, 4570, 4571, 4572, 4573, 4574, 4575, 4576, 4577, 4578, 4579, 4580, 4581, 4582, 4583, 4584, 4585, 4586, 4587, 4588, 4589, 4590, 4591, 4592, 4593, 4594, 4595, 4596, 4597, 4598, 4599, 4600, 4601, 4602, 4603, 4604, 4605, 4606, 4607, 4608, 4609, 4610, 4611, 4612, 4613, 4614, 4615, 4616, 4617, 4618, 4619, 4620, 4621, 4622, 4623, 4624, 4625, 4626, 4627, 4628, 4629, 4630, 4631, 4632, 4633, 4634, 4635, 4636, 4637, 4638, 4639, 4640, 4641, 4642, 4643, 4644, 4645, 4646, 4647, 4648, 4649, 4650, 4651, 4652, 4653, 4654, 4655, 4656, 4657, 4658, 4659, 4660, 4661, 4662, 4663, 4664, 4665, 4666, 4667, 4668, 4669, 4670, 4671, 4672, 4673, 4674, 4675, 4676, 4677, 4678, 4679, 4680, 4681, 4682, 4683, 4684, 4685, 4686, 4687, 4688, 4689, 4690, 4691, 4692, 4693, 4694, 4695, 4696, 4697, 4698, 4699, 4700, 4701, 4702, 4703, 4704, 4705, 4706, 4707, 4708, 4709, 4710, 4711, 4712, 4713, 4714, 4715, 4716, 4717, 4718, 4719, 4720, 4721, 4722, 4723, 4724, 4725, 4726, 4727, 4728, 4729, 4730, 4731, 4732, 4733, 4734, 4735, 4736, 4737, 4738, 4739, 4740, 4741, 4742, 4743, 4744, 4745, 4746, 4747, 4748, 4749, 4750, 4751, 4752, 4753, 4754, 4755, 4756, 4757, 4758, 4759, 4760, 4761, 4762, 4763, 4764, 4765, 4766, 4767, 4768, 4769, 4770, 4771, 4772, 4773, 4774, 4775, 4776, 4777, 4778, 4779, 4780, 4781, 4782, 4783, 4784, 4785, 4786, 4787, 4788, 4789, 4790, 4791, 4792, 4793, 4794, 4795, 4796, 4797, 4798, 4799, 4800, 4801, 4802, 4803, 4804, 4805, 4806, 4807, 4808, 4809, 4810, 4811, 4812, 4813, 4814, 4815, 4816, 4817, 4818, 4819, 4820, 4821, 4822, 4823, 4824, 4825, 4826, 4827, 4828, 4829, 4830, 4831, 483



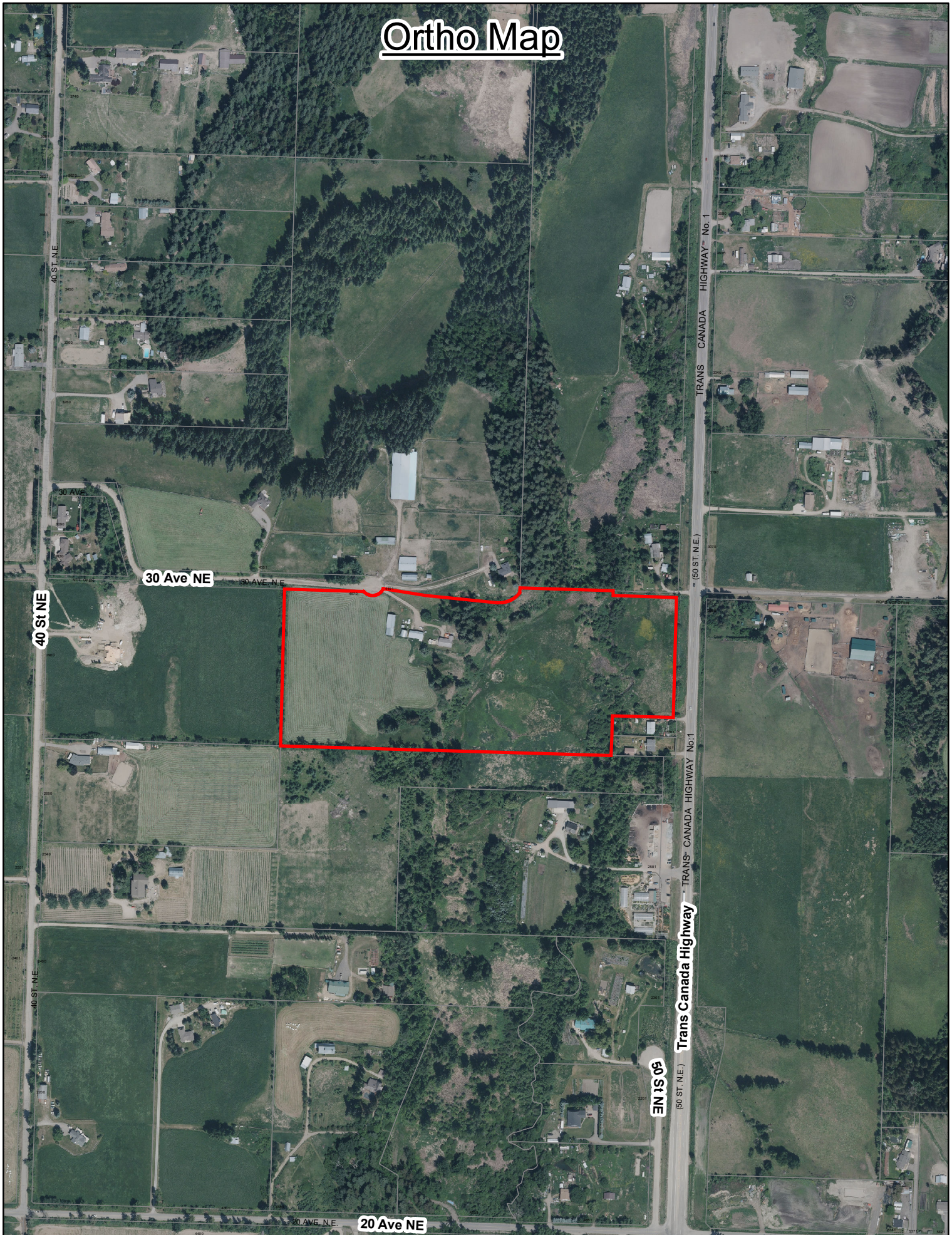
### Legend

Subject Property

## Parcels



# Ortho Map



0 45 90 180 270 360 Meters

## Legend



Subject Property



Parcels

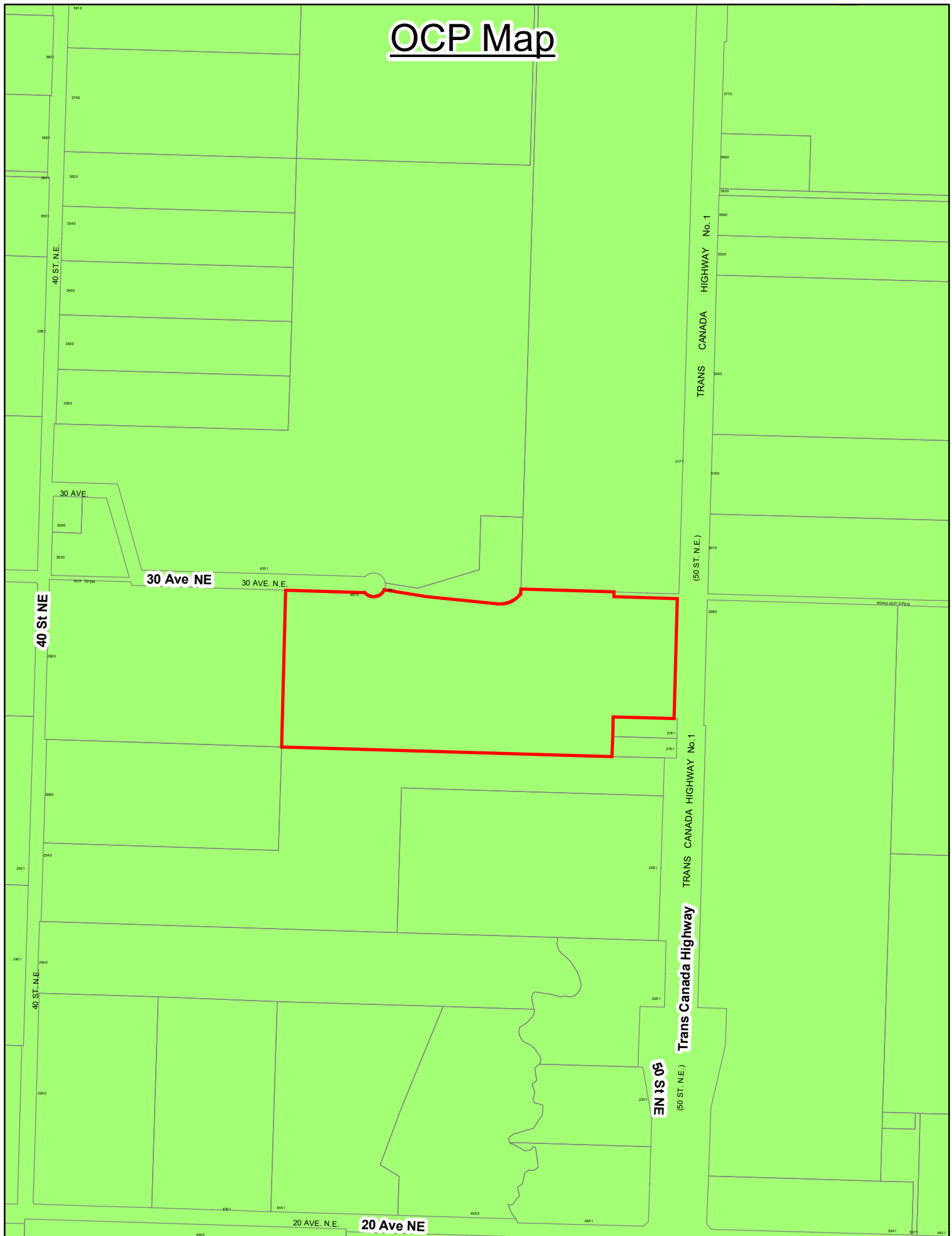


# Ortho Map





# OCP Map



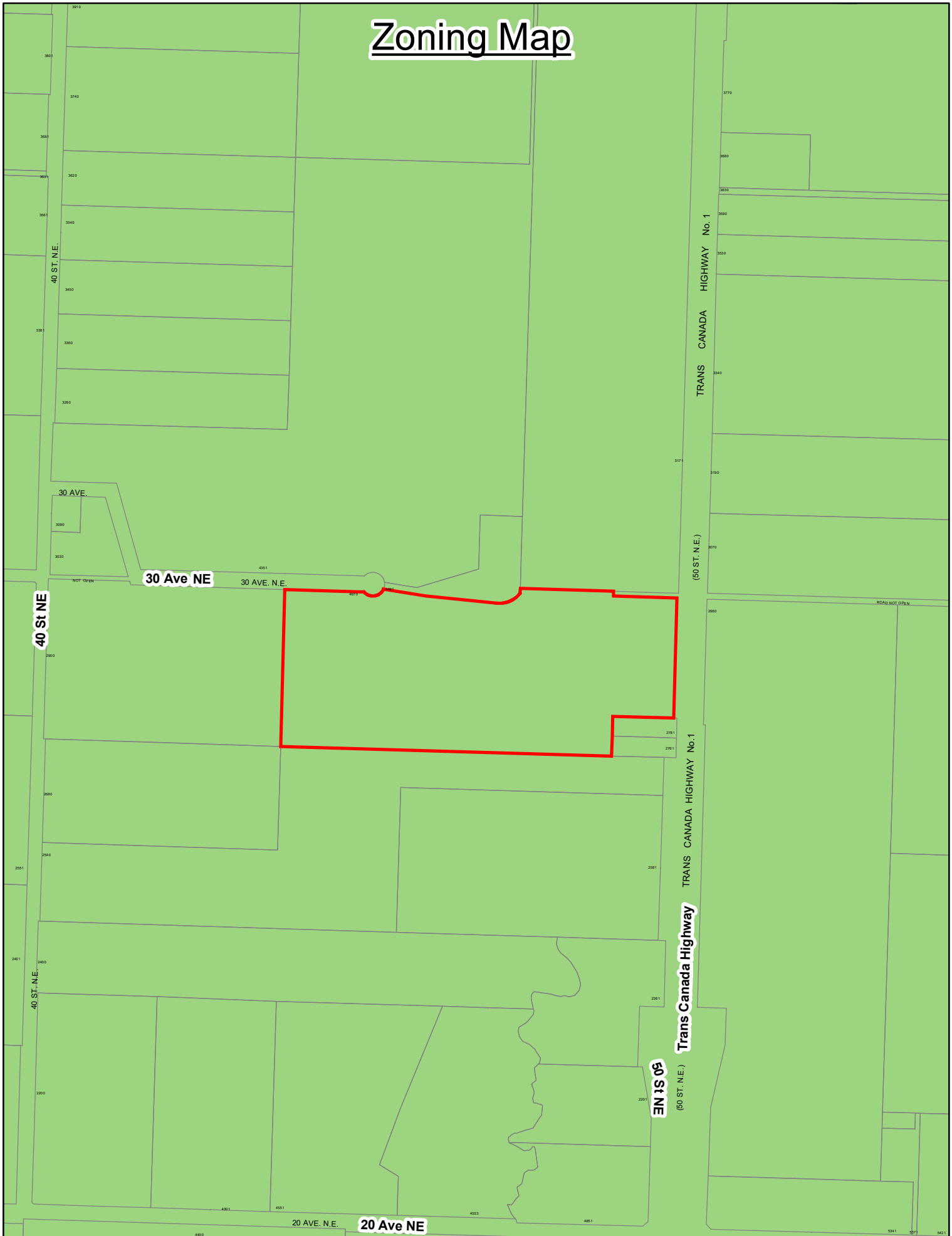
0 45 90 180 270 360 Meters

## Legend

 Subject Property  Parcels  Acreage Reserve



# Zoning Map



0 45 90 180 270 360 Meters

## Legend



Subject Property

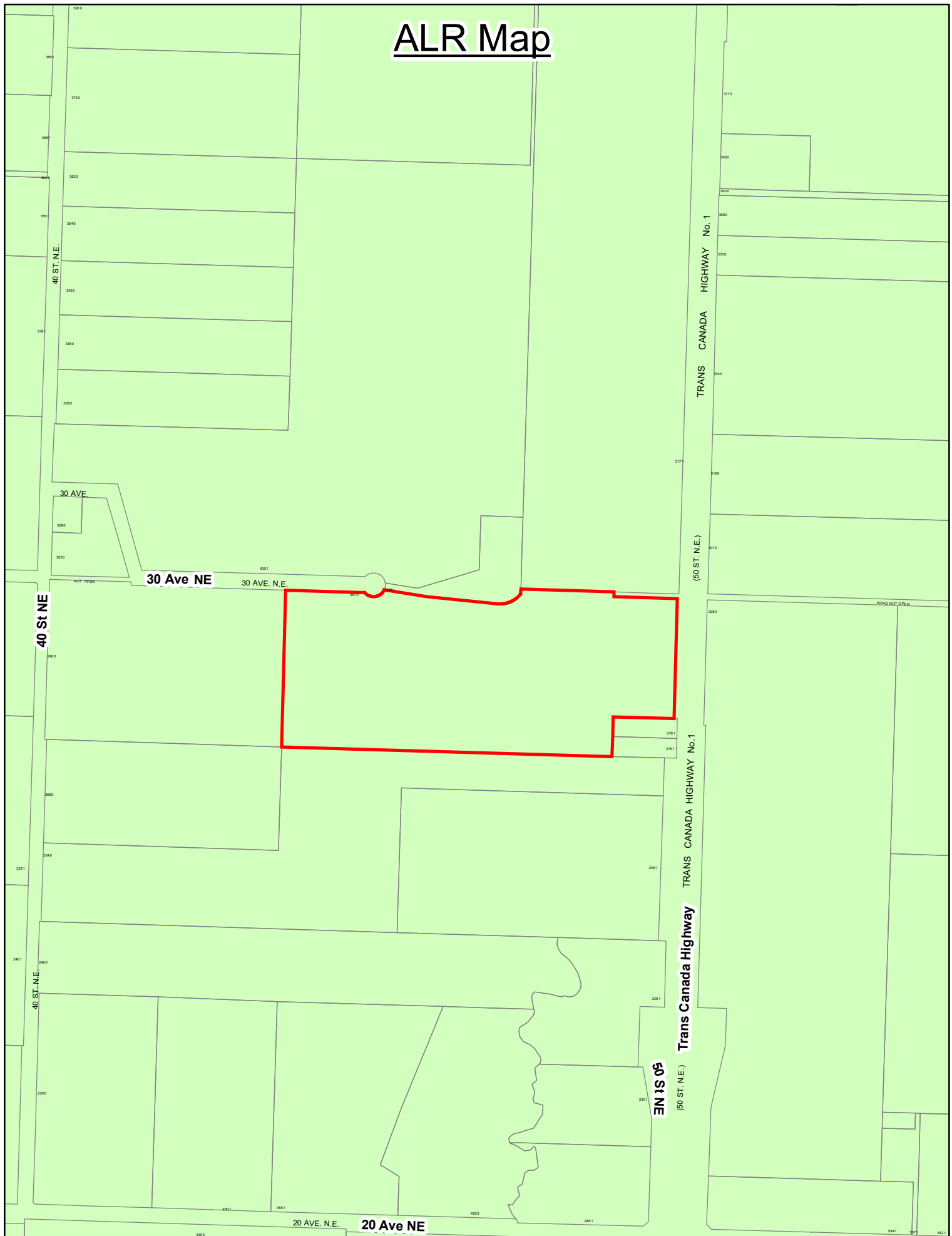


Parcels



A-2

# ALR Map



0 45 90 180 270 360  
Meters

## Legend



Subject Property

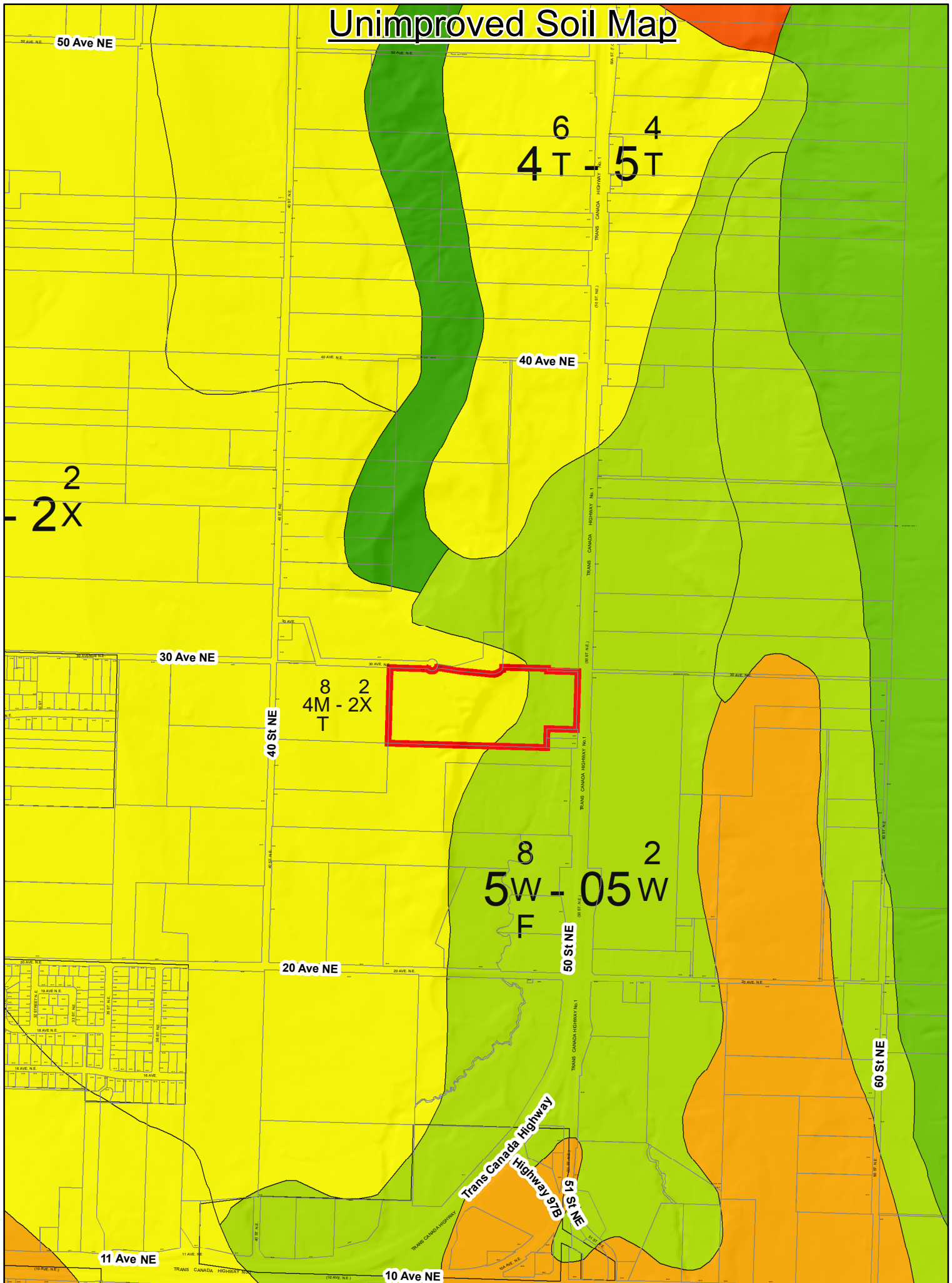


Parcels

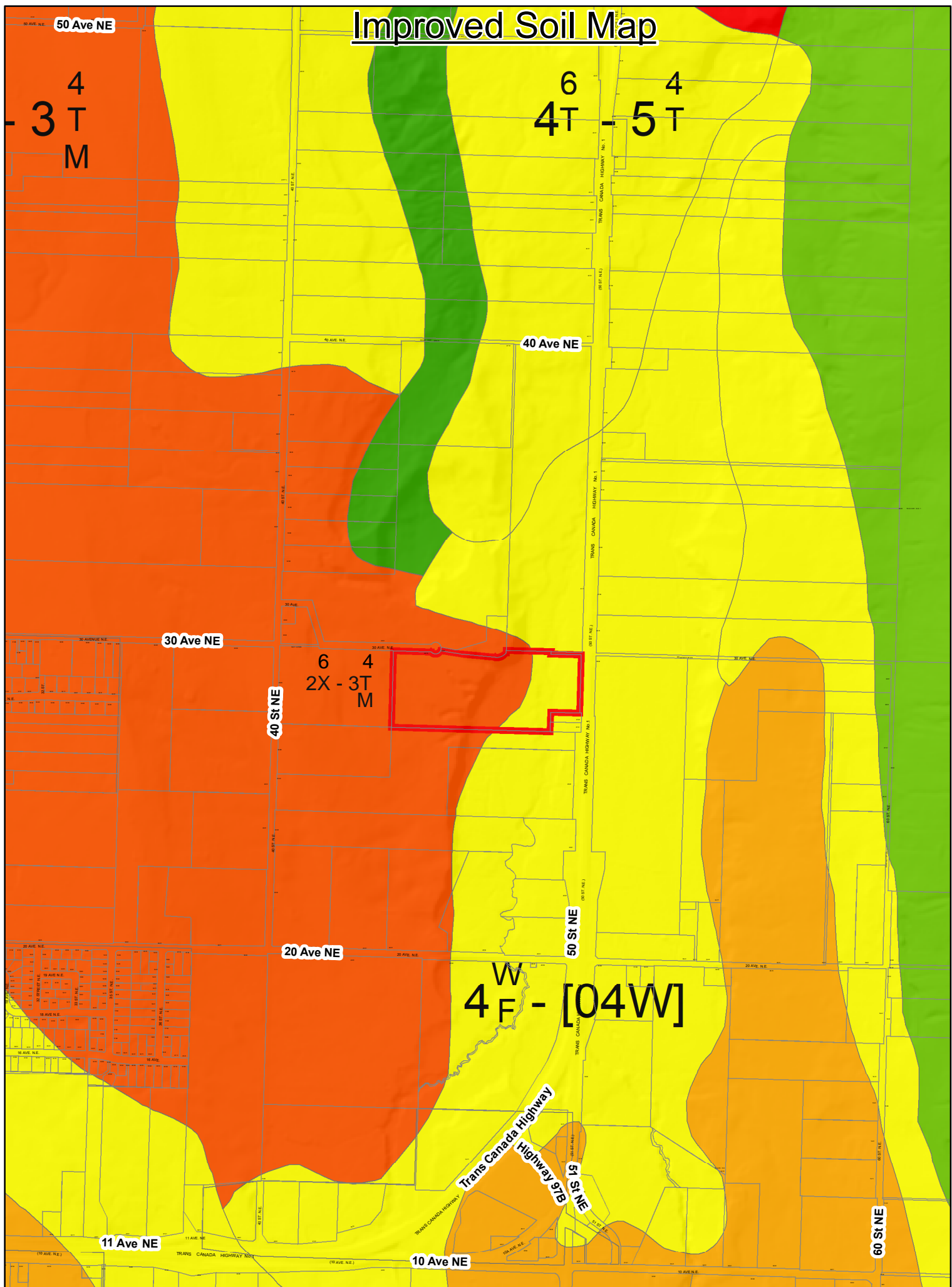


ALR

# Unimproved Soil Map



# Improved Soil Map







1. View of driveway onto subject property. Facing east.



2. View of the subject property from 30 Avenue NE. Facing southeast.





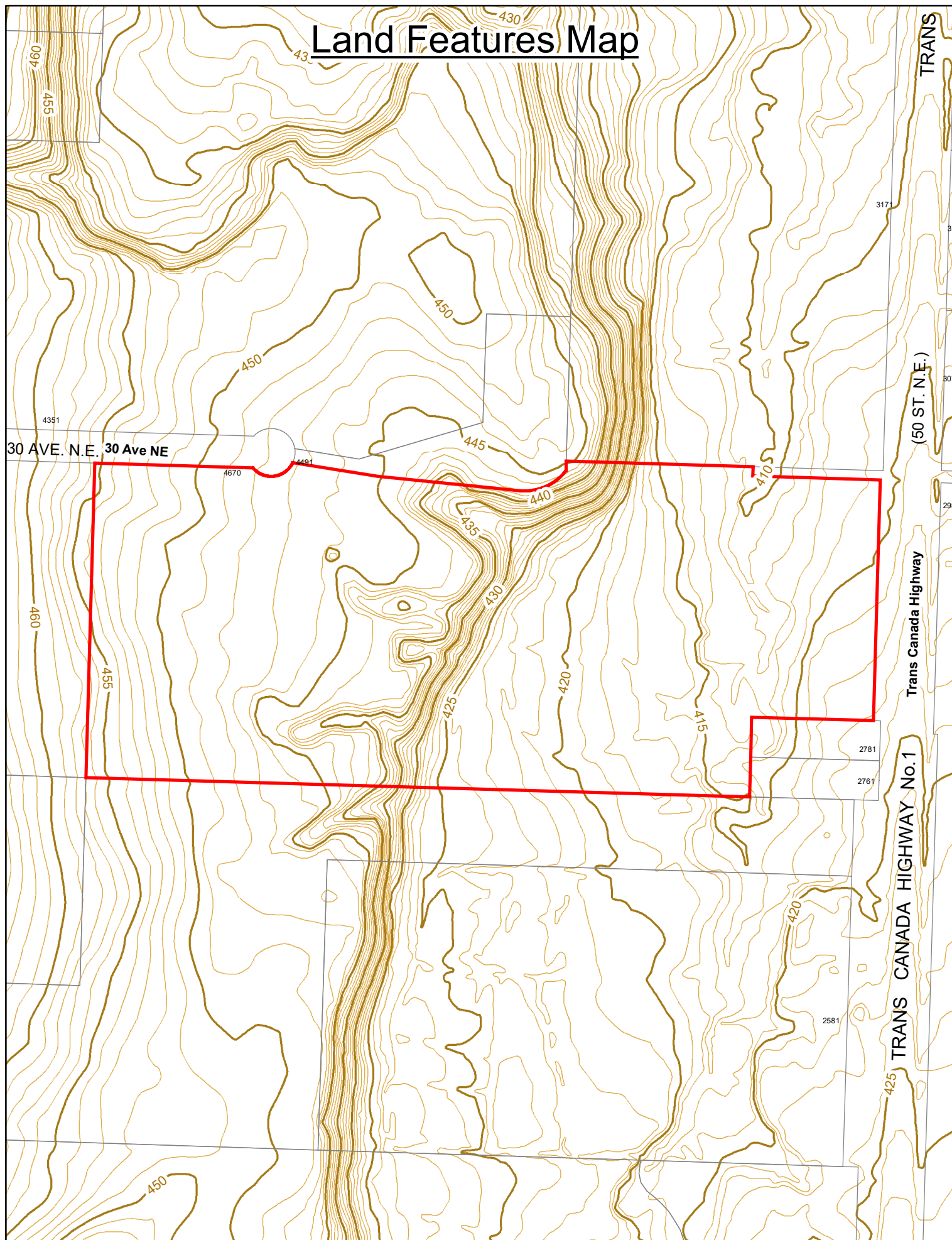
3. View of the subject property. Facing west.



4. View of the subject property. Facing south.



# Land Features Map



0 25 50 100 150 200 Meters

Page 57 of 175

## Legend

### Subject Property

Subject Property

Parcels

### Cont\_type

Major

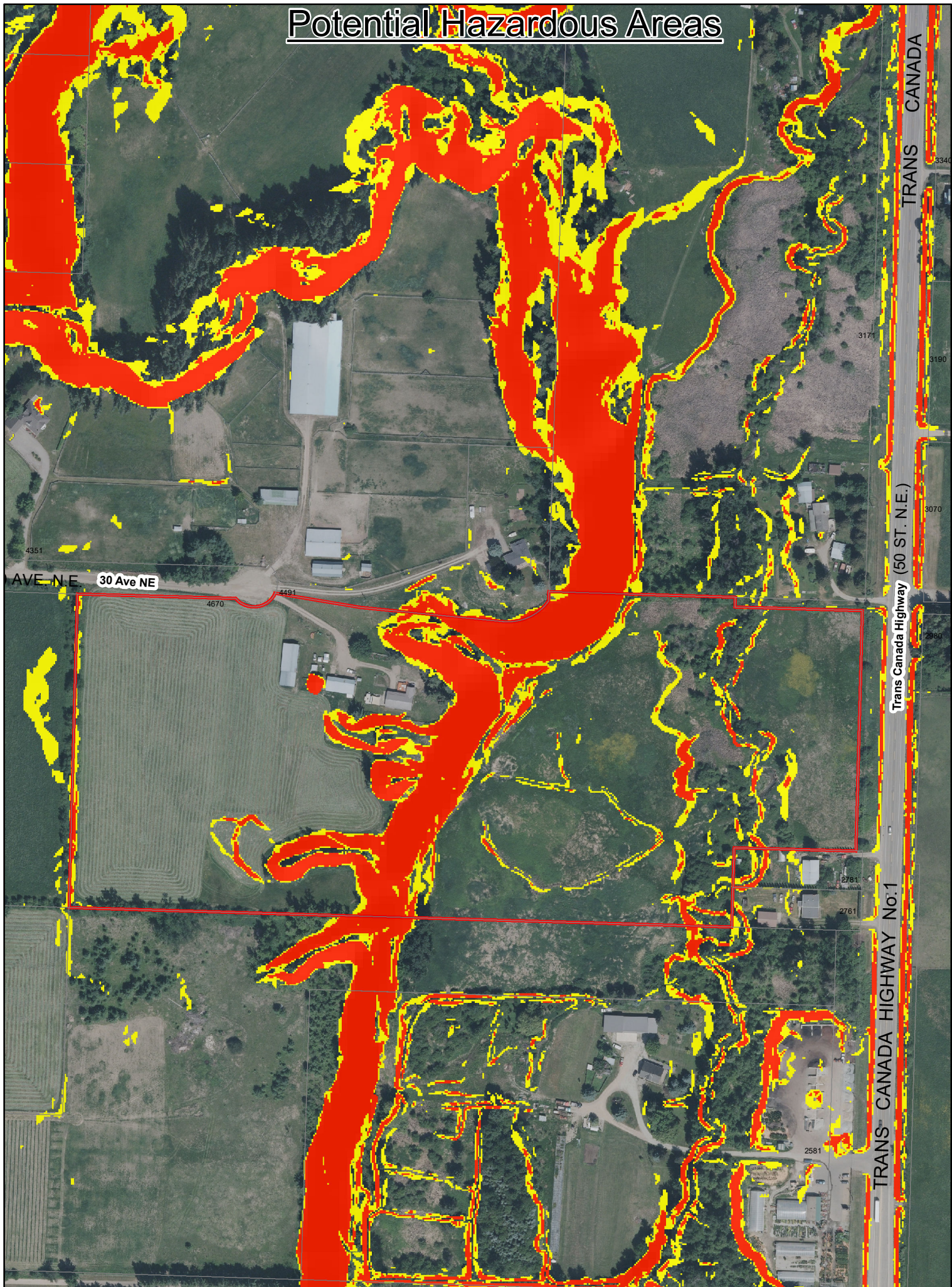
Major Depression

Minor

Minor Depression



# Potential Hazardous Areas





0 40 80 160 320 Meters

Page 58 of 175

Legend

	Parcels		Slope_1m 0 - 20
	Subject Property		20 - 30
			30 +



# Water Courses





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TO: Gary Buxton, Director of Planning  
DATE: April 16, 2025  
PREPARED BY: Mustafa Zakreet, Project Coordinator - Capital Works  
APPLICANT: B. Den Biesen & A. Den Biesen  
SUBJECT: AGRICULTURAL LAND COMMISSION APPLICATION FILE NO. ALC-430  
LEGAL: Lot 2, Section 19, Township 20, Range 9, W6M, KDYD, Plan 34801  
CIVIC: 4670 – 30 Avenue NE

---

Further to your referral dated January 22, 2025, we provide the following servicing information.

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

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4293. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. For the off-site improvements at the time of building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 30 Avenue NE, on the subject property's Northern boundary, is designated as a Rural Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 30 Avenue NE is currently constructed to an Interim Local Rural Road standard. Upgrading to the current Rural Local Road standard is required, in accordance with Specification Drawing No. RD-7 and RD-11. Upgrading may include, but is not limited to, road widening and street drainage. Owner / Developer is responsible for all associated costs.
3. The City does not plan to extend 30 Avenue NE across the property to the Trans-Canada Highway, as it was originally intended. The owner/applicant will be required to obtain approval from the Ministry of Transportation and Transit for any new access onto Highway 1 (Trans-Canada Highway) or provide an access easement to 30 Avenue NE on the western property boundary.
4. Trans-Canada Highway No.1 on the subject property's eastern boundary is a provincial controlled access highway. Additional dedication/improvements will be determined by the Ministry of Transportation and Transit.

## **SUBDIVISION APPLICATION FILE: ALC-430**

April 16, 2025

Page 2

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### **Water:**

1. The subject property fronts a 150mm diameter Zone 2C watermain Trans-Canada Highway No.1. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 19mm service from the watermain on 40 Street NE. Due to the age and size of the existing service, upgrading to a new metered service (minimum 25mm) is required, and a water meter to remain in a pit setter at its current location. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. The proposed parcel is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.

### **Sanitary:**

1. Records indicate that the existing parcel is currently serviced by a septic field. Any additional flow to the existing septic field or installation of a new septic filed is subject to approval by the Interior Health Authority.

### **Drainage:**

1. Sheet drainage over natural or landscaped areas is an acceptable means of dispersing stormwater from new development.

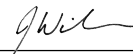
### **Geotechnical:**

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



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**Mustafa Zakreet, EIT**  
Project Coordinator - Capital Works



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**Jenn Wilson P.Eng.**  
City Engineer



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: IT Coordinator – Next Generation 911 (NG911)

Date: May 26, 2025

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### **Motion for Consideration:**

THAT: Council supports the Columbia Shuswap Regional District (CSRD) establishing a sustainable data transfer process and portal to receive updated addresses and data for use in supporting the Next Generation 911 (NG911) system and approves a funding contribution of up to \$43,665.00 for the project.

### **Background:**

The Canadian Radio-television and Telecommunications (CRTC) has mandated 911 network providers update their systems to support Next Generation 911 (NG911). NG911 will use spatial data (GIS data) for address point locations. All Local Government Authorities (LGAs), including municipalities, are required to provide this address point data as additional addresses are created.

The province provided \$45,000.00 in funding to each municipality to support the implementation of NG911. To date, staff have utilized \$1,335.00 of these funds to perform data cleanup and quality control analysis.

The City of Salmon Arm has been in discussions with the Columbia Shuswap Regional District (CSRD), the Town of Golden, the City of Revelstoke, and the District of Sicamous to determine how best to utilize the remaining funding. The CSRD has agreed to be an aggregator for address data from these neighbouring municipalities and will prepare a Request for Proposals to create a GIS portal for data submission from all five participating local governments.

The CSRD will use the consolidated funds to establish a sustainable data transfer process and portal where they receive updated addresses and ensure accurate and timely data is delivered to Telus for use with NG911.

As the NG911 will replace the current 911 system in 2027, staff recommend that the City contribute up to \$43,665.00 to the CSRD to complete the project. There are no ongoing costs anticipated, though there will be city staff requirements to maintain the data.

**Legislative authority / plans / reports:**

	Official Community Plan		Master Plan
	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw	X	2025-2029 Financial Plan
			Long Term Financial Plan

**Financial Considerations:****Alternatives & Implications:**

Council could not support the motion and direct staff to establish a GIS portal for address data submission to support the implementation of NG911.

**Communication:**

Prepared by: IT Coordinator  
Approved by: Chief Administrative Officer

**Attachments:**

- None



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Utilities – Budget Amendment and Sole Source Purchase – Water Treatment Plant Low Lift Flygt Pump Rebuild

Date: May 26, 2025

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### **Motion for Consideration:**

THAT: the 2025 Budget contained in the 2025 – 2029 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$35,000.00 from the Water Major Maintenance Reserve Fund, for the rebuild of an existing 150 Hp Flygt low lift pump for the Water Treatment Plant;

AND THAT: the City's purchasing Policy No.7.13 be waived in the procurement of the Flygt materials to authorize the sole sourcing of same to Electric Motors & Pump Services Ltd (EMPS);

AND FURTHER THAT: the rebuild of the Flygt low lift pump be awarded to EMPS for the estimated amount of \$52,000.00 plus applicable taxes.

### **Background:**

The City of Salmon Arm's Water Treatment plant was placed online in May 2009. The raw water from Shuswap Lake is pumped to the facility from a Low Lift Pump Station (LLPS), located on Canoe Beach, by two 150 Hp Flygt pumps. In 2012 the Financial Plan was amended for the purchase of a third pump which ensured redundancy for this critical site. Then in late 2013 the City capitalized on a significant discount for the purchase of a fourth pump from EMPS which enables staff to continuously rotate and service each pump once they reach their 12,000 to 15,000 hour run time limit. Additionally, the fourth pump purchase effectively extended the life expectancy of the other pumps while enhancing the redundancy of the LLPS.

Staff budgeted \$25,000 in the fall of 2024 to complete a rebuild on one of the pumps that had reached its hours limit. This estimate was based off of previous repairs; however upon full teardown and inspection of the pump by EMPS in February, 2025 a few expensive additional components were identified requiring replacement - specifically new power cables and machine repair of the rotor. The new estimate to repair is now \$51,790 plus applicable taxes.

EMPS is the authorized local provincial distributor for Flygt products, and all materials and parts must be sourced through them. Further, EMPS has established themselves as the primary company in the area to perform rebuilds on Flygt pumps and have been utilized by the City of Salmon Arm for over thirty years. As such, staff view this as a sole source project under Policy

No.7.13 whereby it is a non-competitive situation due to the proprietary nature of the work and the complexity involved in the repairs.

For these reasons, staff recommend amending the budget by an additional \$35,000 and authorizing EMPS to perform the required repairs.

**Legislative authority / plans / reports:**

	Official Community Plan		Master Plan
	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw	x	2025-2029 Financial Plan
			Long Term Financial Plan

**Financial Considerations:**

The Water Major Maintenance Reserve Fund may be utilized towards the following:

- Replacement of distribution mains
- Pump Station or treatment plant pump and equipment

As the proposed repairs align with pump station equipment, staff are recommending that the 2025 Budget contained in the 2025 – 2029 Financial Plan Bylaw be amended to reflect additional funding needed in the amount of \$35,000 for the repairs of the 150 Hp Flygt low lift pump. Funds to be reallocated from the Water Major Maintenance Reserve Fund.

**Alternatives & Implications:**

Should the budget amendment not be approved EMPS would be required to reassemble the pump and ship it back to Salmon Arm for storage and then budget for the repairs next year. The teardown, reassembly and shipping the pump back would likely expense out around \$7,500.

**Communication:**

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

Attachments:

- N/A



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Utilities – Purchase Recommendation – Wastewater Treatment Plant – Return Activated Sludge Pump

Date: May 26, 2025

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### **Motion for Consideration:**

THAT: Council approve the purchase of the Wastewater Treatment Plant Return Activated Sludge Pump from Westcomm Pump & Equipment Ltd. for the quoted amount of \$27,758.00 plus taxes and shipping, as applicable;

AND THAT: the City's purchasing Policy No. 7.13 be waived in the procurement of the Return Activated Sludge Pump to authorize the sole sourcing of same to Westcomm Pump & Equipment Ltd.

### **Background:**

During the City of Salmon Arm's Wastewater Treatment Plant (WWTP) Stage IIIA Upgrade in 1997, a Hidrostral E5K-L pump was installed to pump settled activated sludge (bacteria) to the head of the suspended growth reactors to treat the incoming wastewater. In 2004 the Stage IIIB Upgrade saw the addition of Secondary Clarifier #2 and the installation of another Hidrostral return pump. The original pump has close to 250,000 hours on it and is due for replacement. Utilizing an alternative pump would require engineering and complex modifications to the existing piping and mechanical connections. Therefore, staff feel the prudent approach is to purchase the exact duplicate Hidrostral pump for replacement.

Westcomm Pump & Equipment are the exclusive distributor in B.C. for Hidrostral Pumps and all replacement parts and equipment are required to be supplied through them. As such, staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of the equipment.

For these reasons, staff recommend purchasing the Hidrostral Return Activated Sludge Pump from Westcomm Pump & Equipment Ltd. for \$27,758.00 plus applicable taxes and shipping.



**Legislative authority / plans / reports:**

	Official Community Plan		Master Plan
	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw	x	2025-2029 Financial Plan
			Long Term Financial Plan

**Financial Considerations:**

The approved funding for this purchase is \$35,000 from the 2025 Sewer Capital budget.

**Alternatives & Implications:**

Should Council not approve the motion for consideration, the pump would be operated to failure at which time it would be necessary to take the associated secondary clarifier offline while the pump was rebuilt. These repairs would likely require extensive parts and time to complete. There would be a high probability that with only one secondary clarifier online, overloading of the tank could result in a violation of the conditions of our permit.

**Communication:** N/A

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

**Attachments:**

- None



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering & Public Works – West Bay Connector Trail – Climate Risk Assessment

Date: May 26, 2025

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### **Motion for Consideration:**

THAT: Council approve the proposal from ISL Engineering and Land Services Ltd., dated May 2025, to undertake a Climate Risk Assessment for the West Bay Connector Trail at a total estimated cost of \$14,942.00 plus applicable taxes, and authorize staff to issue a notice to proceed;

AND THAT: the 2025 Budget contained in the 2025 – 2029 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$15,000.00 from the West Bay Connector Trail Reserve Fund, for the undertaking of the Climate Risk Assessment;

AND FURTHER THAT: the City's purchasing Policy No.7.13 be waived in the procurement to undertake a Climate Risk Assessment for the West Bay Connector Trail and to authorize the sole sourcing of same to ISL Engineering and Land Services Ltd.

### **Background:**

On April 1, 2025, City staff received the final report, preliminary design and class C costing for the West Bay Connector Trail (WBCT) project from ISL Engineering and Land Services Ltd (ISL). The project cost for construction was estimated at \$57,689,441.00; this includes a 30% contingency and a 10% consulting & engineering estimate for the future detailed design and construction services.

At the March 10, 2025 Regular Council meeting, Council authorized a letter of support for the Shuswap Trail Alliance (STA) in conjunction with the Adams Lake Band, for its application to the Federal Active Transportation Grant Infrastructure Indigenous Stream to secure funding for the WBCT detailed design and construction. This acknowledged that the City of Salmon Arm (City) would utilize existing available reserve funds in the amount of \$500,000.00 as leverage for the Active Transportation funds to complete the WBCT final design and construction.

During the application process the STA made staff aware that as the total estimated project value of the WBCT exceeds \$10 million, the Climate Lens requirements of the Canada Active Transportation Fund (ATF) apply. This includes the mandatory preparation of a Climate Risk Assessment (CRA) Report that evaluates both climate adaptation and greenhouse gas (GHG)

mitigation strategies. The CRA must follow ISO 14091 standards and be informed by climate model ensembles using multiple scenarios, including the high-emissions scenario (RCP 8.5 or SSP5-8.5), over the entire lifespan of the asset.

Considering ISL's extensive knowledge and prior involvement in the project, staff feel that it is appropriate to engage them to prepare the CRA.

Staff have reached out to ISL, and they have submitted a detailed proposal to act as Prime Consultant for the CRA. ISL will lead the engagement and retain Arcadis Canada Inc. (ACI), a nationally recognized specialist in climate risk assessments, to carry out the technical components.

The ACI team will apply methodologies consistent with the Public Infrastructure Engineering Vulnerability Committee (PIEVC) Protocol High-Level Screening Guide and ISO 14091 standards. The approach is fully aligned with Infrastructure Canada's Climate Lens, which outlines a structured and project-specific framework emphasizing both risk reduction and emission mitigation.

The CRA will include the following components:

- **Define Scope** – Confirm geographic area, asset details, and design life of the WBCT
- **Identify Climate Hazards** – Use regional climate projections to identify potential hazards (e.g., flooding, extreme heat)
- **Assess Vulnerability** – Examine physical and socio-environmental factors affecting trail performance
- **Analyze Risk** – Determine likelihood and consequences of climate impacts using accepted risk matrices
- **Develop Adaptation Strategies** – Propose feasible measures to improve climate resilience
- **Develop Mitigation Strategies** – Identify opportunities to minimize GHG emissions associated with trail design, construction, and long-term use
- **Monitoring and Evaluation** – Recommend mechanisms for future monitoring and adjustment of adaptation plans

The ACI team brings experience from numerous CRA projects across Canada and their proposed scope of work includes project definition, data gathering, risk assessment, and the development of adaptation recommendations, culminating in a CRA report tailored to the WBCT. All findings and deliverables will be reviewed in close coordination with ISL through a series of structured Subject Matter Expert workshops and regular engagement checkpoints. ISL will manage the overall project, coordinate internal resources, and consolidate inputs to ensure alignment with ATF expectations.

The CRA is a required element of the WBCT's eligibility under the ATF. ISL and ACI have the proven capacity to deliver the CRA to the required standards and within the necessary timeline. Their methodology aligns with federal guidance, international best practices, and the project's need for long-term climate resilience and emissions mitigation.

Staff feel that it is important to proceed with preparing the CRA even if the ATF submission is not successful. Due to the size and scope of this project a CRA will most likely be required by any other Federal or Provincial grant opportunities.

**Legislative authority / plans / reports:**

X	Official Community Plan		Master Plan
	Community Charter/LGA		Other
	Bylaw/Policy	X	Corporate Strategic Plan
	Zoning Bylaw	X	2025-2029 Financial Plan
			Long Term Financial Plan

**Financial Considerations:**

The total proposed cost is \$14,942.00 plus applicable taxes, which includes:

- \$9,830.00 for ACI climate risk services
- \$4,512.00 for ISL coordination and oversight
- \$600.00 in provisional technical allowance for additional subject matter expertise

The CRA is a necessary and eligible expense under the ATF, and we have been advised that the CRA will need to be submitted as a necessary condition for agreement should the project be approved.

With the previous commitment from the WBCT reserve fund of \$500,000.00 for the ATF application there is approximately \$73,000.00 remaining in this reserve which is more than sufficient to undertake the development of the CRA.

**Alternatives & Implications:**

An alternative is to wait until the WBCT ATF submission has been approved and then initiate the development of a CRA.

**Communication:**

Prepared by: Director of Engineering & Public Works

Reviewed by: Chief Financial Officer

Approved by: Chief Administrative Officer

Attachments:

- None



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Planning & Community Services – Downtown Food Truck Application

Date: May 26, 2025

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### **Motion for Consideration:**

THAT: Council approve the temporary use of one (1) parking stall on Ross Street (adjacent to 310 Ross Street), for a mobile food truck, to Ricochet Tap House on May 30, 2025 from 3:30 p.m. to 9:30 p.m., subject to the mobile food vendor having a City business licence.

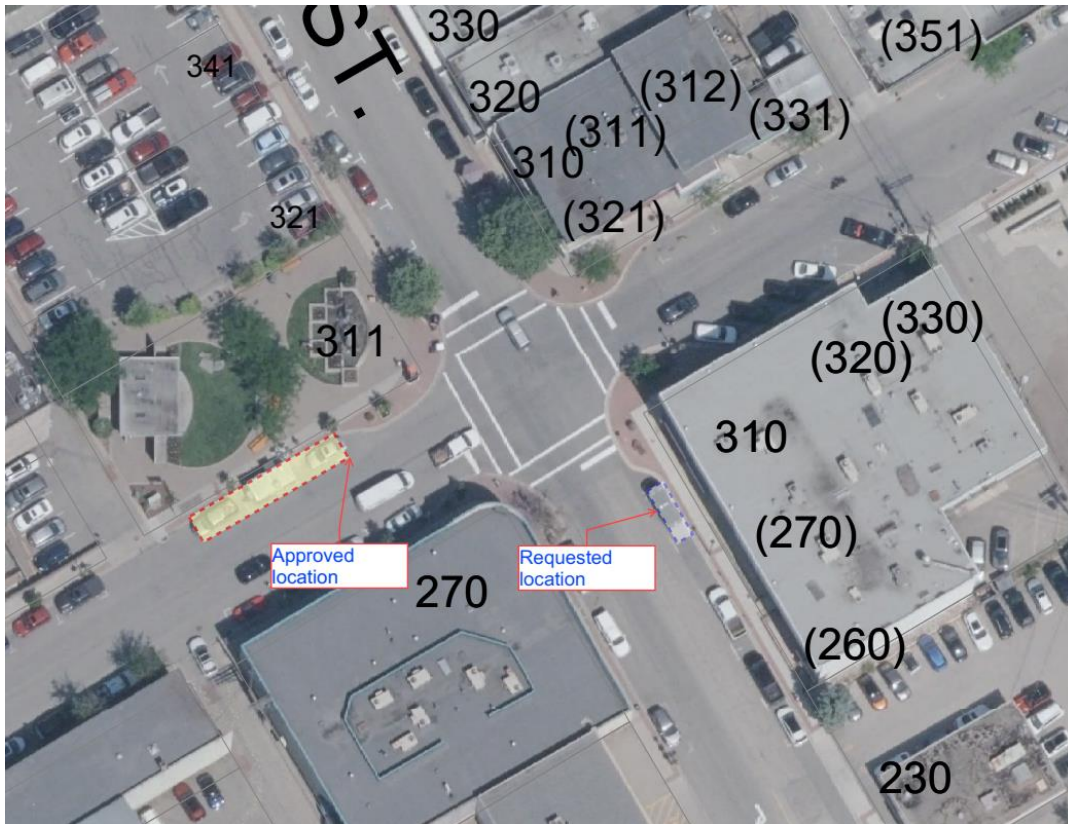
### **Background:**

On May 7, the City received a request from Downtown Salmon Arm, on behalf of Ricochet Tap House, to temporarily locate a food truck (mobile food vendor) in a parking stall adjacent to the Ricochet business at 310 Ross Street, at the intersection with Hudson Avenue (kitty corner to the Ross Street Plaza). The request is to occupy the single stall from 4:00 p.m. to 9:00 p.m. on Friday May 30, 2025.

The Mobile Food Vending Policy 3.19 deals with the location and approval of mobile food vending in the Downtown area, and the policy limits the location only to the three on street parking stalls on Hudson Avenue adjacent to the Ross Street Plaza (as shown in the attached map). The applicant is seeking to have the food truck located immediately adjacent to the Ricochet Tap House in a parking stall located on Ross Street. The application is therefore not consistent with Policy 3.19.

The application is, however, very close to the approved location, and the request is for a single stall for a time period of 4 hours for a special (one time) event. Staff therefore see no compelling reason that the request should not be approved. Requiring the applicant to locate the food truck in the approved location would simply make it much less convenient for those attending the event. The impact on adjacent businesses would be no different if the food truck was located in either the approved or requested parking stalls.

The staff recommendation provides for an additional half hour at the start and end of the requested hours, to allow for set up and take down work.



**Legislative authority / plans / reports:**

	Official Community Plan		Master Plan
	Community Charter/LGA		Other
X	Policy 3.19 (Mobile Food Vending)		Corporate Strategic Plan
	Zoning Bylaw		2025-2029 Financial Plan
			Long Term Financial Plan

**Financial Considerations:**

None.

**Alternatives & Implications:**

Council could not approve the application. The applicant would then need to make alternate arrangements with a nearby property owner to accommodate the food truck for the time period requested, or locate in the approved location.

**Communication:**

The applicant will be duly notified of Council's decision.

Prepared by: Director of Planning & Community Services

Reviewed by:

Approved by: Chief Administrative Officer

Attachments:

- None.



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Roads & Parks – SASCU Sports Field at Little Mountain - Playground Replacement - Project Award

Date: May 26, 2025

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### **Motion for Consideration:**

THAT: Council approve the award, supply, installation and replacement of the playground equipment at SASCU Sports Fields at Little Mountain Park, to Green Roots Play Equipment Inc. in accordance with the quoted amount of \$120,317.00 plus taxes as applicable;

AND THAT: Council authorize a pre-approved contingency in the amount of \$8,000.00 (approximately 6.5%) to support the project.

### **Background:**

The playground at SASCU Sports Fields at Little Mountain, located at 250 – 30 Street NE, is part of a well-used recreational facility. Spanning 2.24 hectares, the site includes three sports fields, a field house with dressing rooms, and a rentable upper-level space. A large parking lot is conveniently situated on the west side of the field house.

This facility experiences high usage, particularly during soccer and football seasons, as well as summer soccer camps. Families frequently visit the fields, and a nearby daycare brings children over to enjoy the playground equipment. After more than 25 years of operation, replacement of the aging playground structure is required.

The project involves several key components starting with the decommissioning, removal, and disposal of the existing structure, with the possibility of the City salvaging some or all of its parts. Following this, a new playground structure will be designed, supplied, and installed within a maximum area of 230 m<sup>2</sup>. The existing concrete curb and/or fencing along the perimeter will be utilized as the full extent of the site. The completed surface will feature Pour-in-Place Rubber for safety and durability. Additionally, appropriate signage, including the City's word mark and the park's address, will be installed. All work undertaken as part of this project will comply with relevant safety and code regulations.

A request for proposal was advertised on BC Bid and the City of Salmon Arm website. Each proponent was asked to submit two distinct options, allowing them the flexibility to present different layouts, attractions and features. After selecting the highest-rated proponent, the evaluation team then chose the option that best suited the park's needs.

On April 25, 2025, five (5) proposals were received as follows:

Company		Price excluding tax	Ranking
Green Roots Play Equipment Inc.	Option 1	\$ 117,238.00	1
	Option 2	<b>\$ 120,317.00</b>	
Swing Time Distributors Ltd.	Option 1	\$ 119,935.56	2
	Option 2	\$ 119,039.97	
Park N Play Design	Option 1	\$ 119,968.31	3
	Option 2	\$ 119,968.31	
CRS	Option 1	\$ 119,980.00	4
	Option 2	\$ 119,980.00	
Playquest	Option 1	\$ 119,296.20	5
	Option 2	\$ 119,296.20	

Every proposal met the majority of the required specifications outlined in the Request for Proposal, however, not all aligned with the desired standards for the rubber poured-in-place surface. The evaluation process considered several key factors, including the completeness and thoroughness of the submissions, relevant experience, ability to meet the specified timeline, technical expertise, project costs, and aesthetic compatibility with the park's overall atmosphere.

All proponents were assessed as highly competitive, with Green Roots Play Equipment Inc. receiving the highest evaluation. The proposals underwent a thorough review by an evaluation team.

Green Roots Play Equipment Inc. are out of North Saanich and have completed numerous playground projects for other municipalities as well as the City including Canoe Beach and Raven Park Playgrounds. The proposed completion date is mid to late September, 2025.

#### Legislative authority / plans / reports:

	Official Community Plan		Master Plan
	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw	X	2025-2029 Financial Plan
			Long Term Financial Plan

#### Financial Considerations:

The approved funding for this project is \$130,000.00 funded from the Growing Communities Fund Reserve.

A typical playground has a life expectancy of 20 to 25 years, depending on factors like material quality, maintenance practices, and environmental exposure. The current playground has reached the upper limit of its lifespan at around 25 years. Continuation of regular inspections,



preventative maintenance, and strategic upgrades ensure safety and longevity while maximizing the value of public infrastructure.

**Alternatives & Implications:**

If council does not approve the project award, the Playground will not be replaced at this time.

**Communication:**

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

**Attachments:**

- 3D rendering of proposed playground.





**Henderson®**  
Providing Playground Fun



**B312896R1**



Posts: Pastel Green  
Accents: Green  
Roto-Plastic: Grey  
HDPE-Plastic: Orange / White

## SASCU PLAYGROUND - OPTION 2

Brought to you by your local representative:

**GREEN ROOTS**   
PLAY EQUIPMENT INC.







## REQUEST FOR DECISION

To: Mayor & Council

Title: Rezoning No. 1306 – SSMUH Rezoning – 481 97B NE

Legal: Strata Lots 1 to 30, Section 18, Township 20, Range 9, W6M, EPS2062 (Carriage Lane)

Civic: 481 Highway 97B NE

Owner: NA

Agent: NA

Date: May 26, 2025

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### **Executive Summary/Purpose:**

To rezone Carriage Lane strata from R-6 (Mobile Home Park Residential Zone) to R-10 (Residential Zone) to align existing uses.

Bylaw No. 4701 was given third reading by Council at the April 14, 2025 Regular Council Meeting. Bylaw No. 4701 proposed to rezone the subject property from R-6 (Mobile Home Park) to R-14 (Compact Strata/Multi-Family Residential Zone). The R-14 zone does not permit single family dwellings, as the existing units are classified. After the April 14, 2025 Council meeting the error in the bylaw was found. This report and accompanying bylaw remedy the error.

### **Motion for Consideration:**

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4722 be read a first, second and third time.

### **Staff Recommendation:**

That the Motion for Consideration be adopted.

### **Proposal:**

This application is a City initiated file to rezone the Carriage Lane strata from R-6 (Mobile Home Park Residential Zone) to R-10 (Residential Zone) to reflect the current uses and bring the subject property into conformance with SSMUH legislation.

### **Background:**

The subject property developed over 10 years ago as a strata titled manufactured (modular) home development, totalling 30 strata parcels. The subject property is designated in the Official

Community Plan (OCP) as Residential Low Density and is zoned R-6 (Mobile Home Park Residential) (see Appendices 1 to 5).

Adjacent land uses are as follows:

North: Park (Haney Heritage Village & Park	Zoned P-1
South: Commercial Campground	Zoned C-5
East: Single family dwelling & Agriculture (ALR)	Zoned A-2
West: Single family dwellings & Agriculture (ALR)	Zoned A-2

Staff have reviewed the subject property and rezoning to R-10 aligns with SSMUH legislation and with the ultimate build out of the property with manufactured homes (modular units). Rezoning to R-10 would allow for accessory dwelling units such as suites to be developed on each parcel. The current R-6 zoning does not allow the existing modular units to develop accessory dwelling units.

**Relevant Policy(ies):**

N/A

**Referral Comments:**

Planning Department

Through the SSMUH bylaw amendment process staff endeavored to be as accurate as possible in assessing current uses on sites and aligning those uses with the appropriate zoning. Staff recognize that the bylaw amendments brought forward as part of the SSMUH requirements were swift and given the short timeframe minor rezoning of a similar nature may be necessary from time to time.

Given the rationale noted above and that the OCP designation supports the rezoning, staff support the rezoning of the subject properties.

**Financial Considerations:**

N/A

**Committee Recommendations:**

N/A

**Financial Considerations:**

N/A

**Committee Recommendations:**

N/A

**Public Consultation:**

The proposed rezoning is consistent with the OCP, within the Urban Containment Boundary and supports residential uses; therefore, a Statutory Public Hearing will not be held. First reading of the bylaw is expected at the May 26, 2025 Regular Council meeting. Council may consider up to three readings of the bylaw at that time. Notice of first reading of the bylaw will be mailed and hand delivered to all properties within 30m of the subject properties. Newspaper ads will be placed in two editions in advance of first reading of the bylaws.

**Alternatives & Implications:**

Should Council not rezone the subject properties then the current zoning would remain in effect. This would leave the Carriage Lane property inconsistent with the SSMUH legislation.

Prepared by: Manager of Planning and Building  
Reviewed by: Director of Planning & Community Services  
Approved by: Chief Administrative Officer

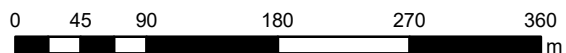
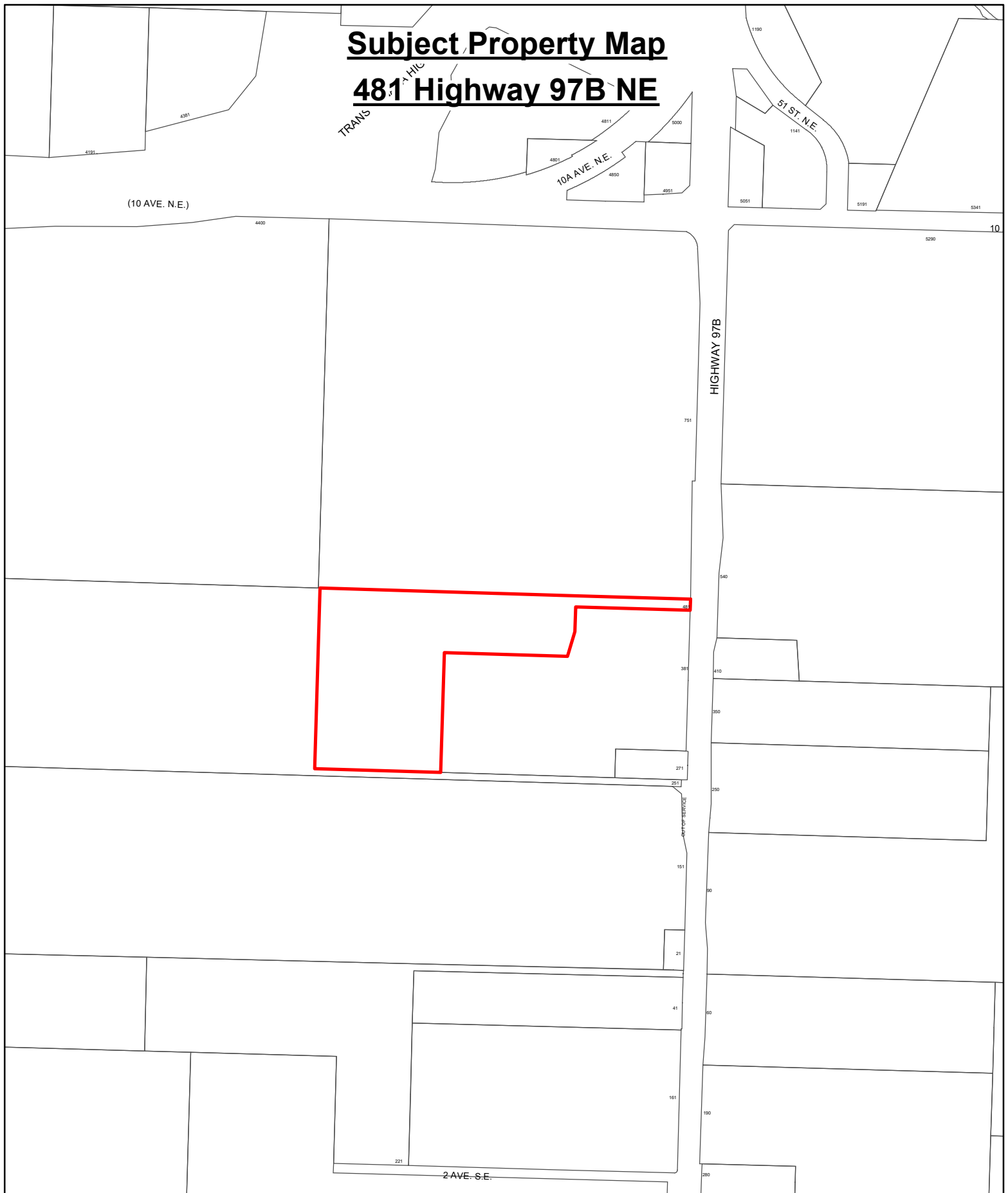
**Attachments:**



- Appendix 1 – Subject Property Map
- Appendix 2 – Ortho Map 1
- Appendix 3 – Ortho Map 2
- Appendix 4 – OCP Map
- Appendix 5 – Zoning Map



# Subject Property Map

## 481 Highway 97B NE

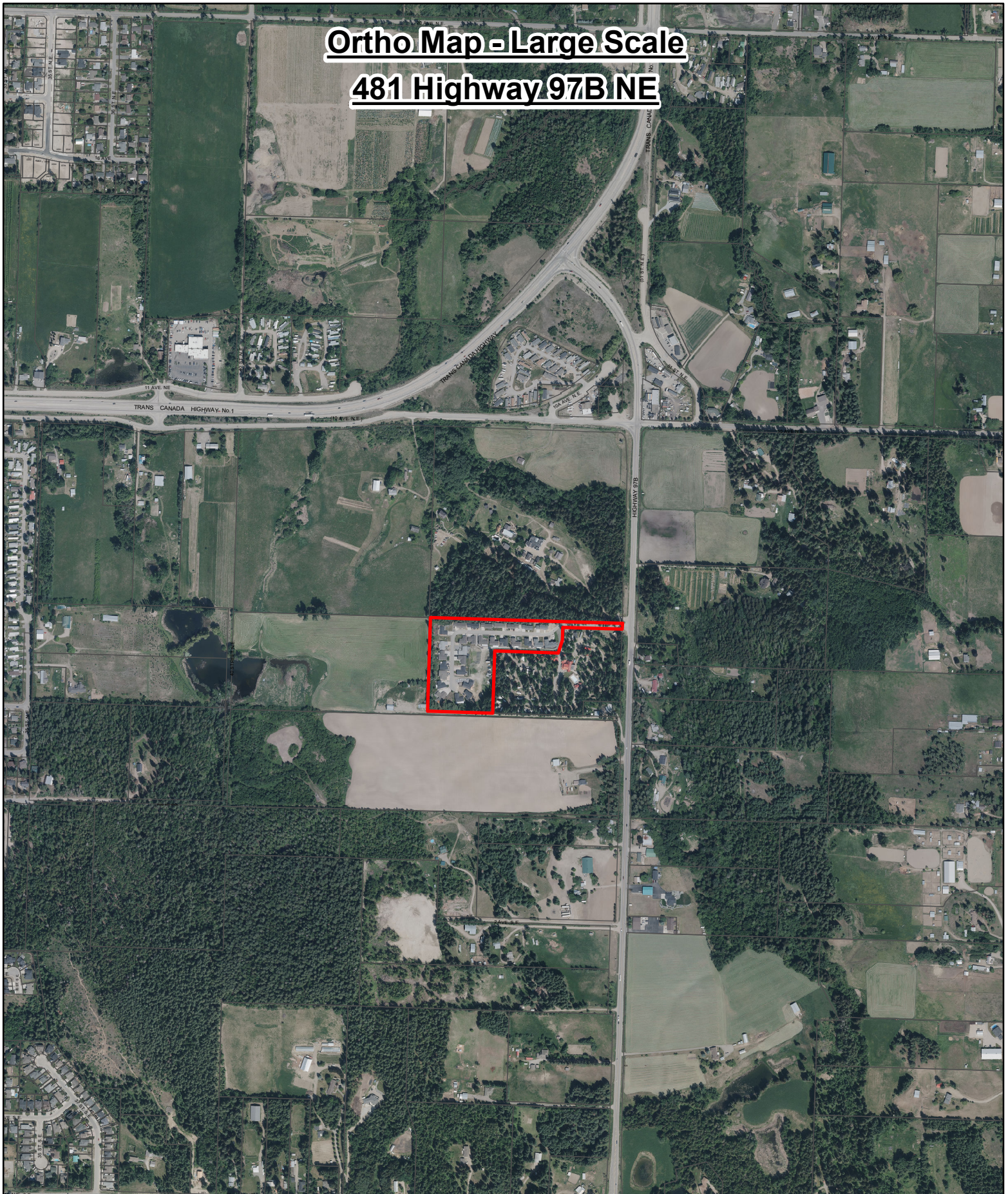


-  Subject Property
-  Parcels



# Ortho Map - Large Scale

## 481 Highway 97B NE



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m

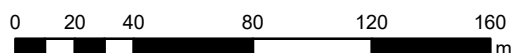
 Subject Property

 Parcels



# Ortho Map - Small Scale

## 481 Highway 97B NE



Subject Property

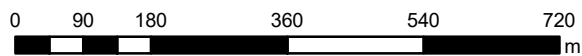
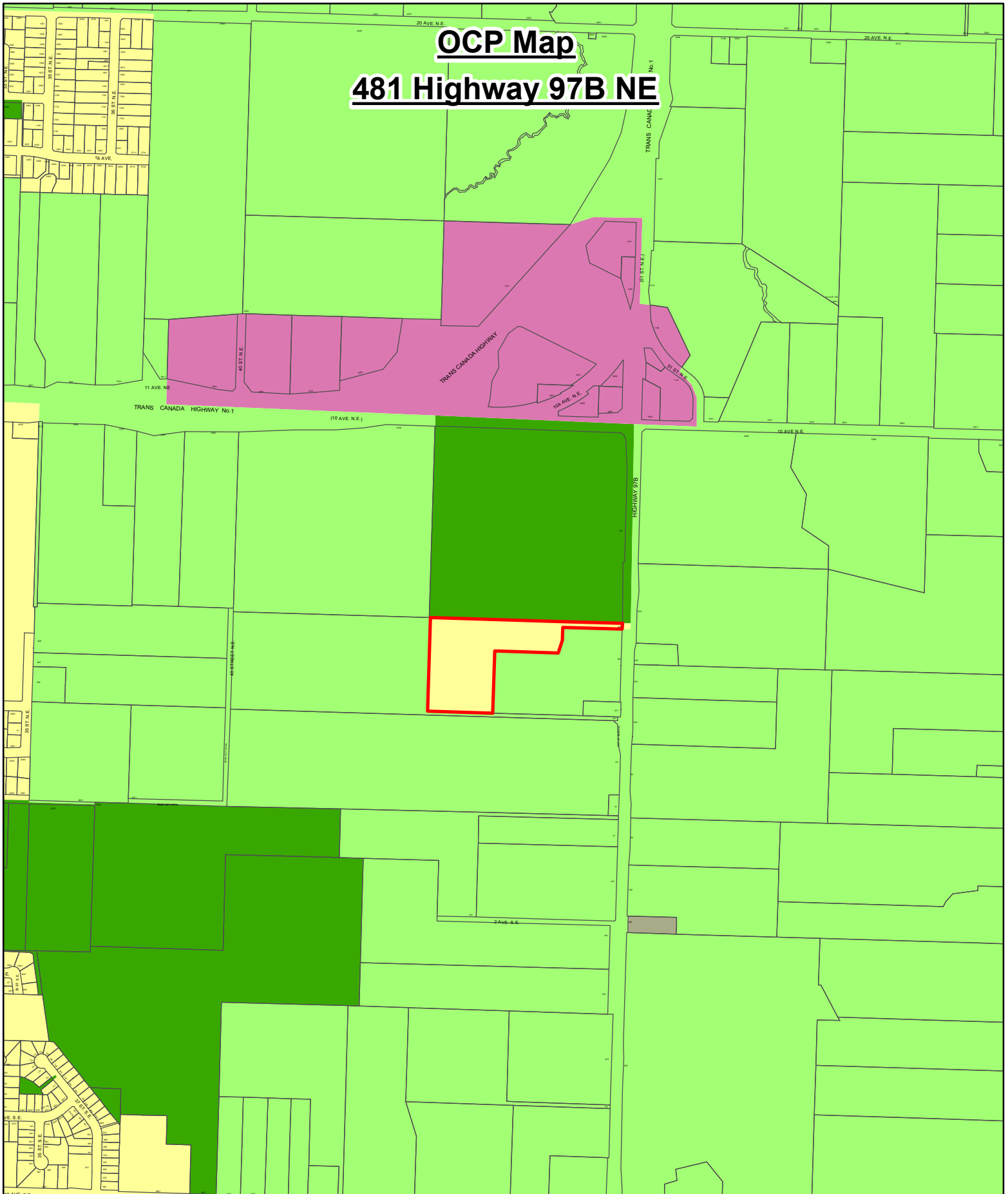











Parcels



# OCP Map

## 481 Highway 97B NE



	Subject Property		Acreage Reserve		Commercial - Highway Service / Tourist
	Parcels		Park		Industrial - Light
			Institutional		Industrial - Airside
			Residential - Low Density		

**Zoning Map**  
**481 Highway 97B NE**

The map displays a grid of land parcels. A large parcel in the center-right is highlighted with a red border. This parcel is adjacent to Highway 97B and Highway 97A. The map also shows other roads such as Highway 97C, Highway 97D, and Highway 97E. The title 'Zoning Map 481 Highway 97B NE' is prominently displayed at the top.



# CITY OF SALMON ARM

## BYLAW NO. 4722

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

---

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

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

Rezone Strata Lots 1 – 30, Section 18, Township 20, Range 9, W6M, KDYD, Strata Plan EPS2062 located at 481 Highway 97B NE, Salmon Arm, BC from R-6 (Mobile Home Park Residential Zone) to R-10 (Residential Zone) attached as Schedule "A".

#### SEVERABILITY

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

#### ENACTMENT

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

#### EFFECTIVE DATE

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

CITATION

5. This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4722**”

READ A FIRST TIME THIS DAY OF 2025

READ A SECOND TIME THIS DAY OF 2025

READ A THIRD TIME THIS DAY OF 2025

ADOPTED BY COUNCIL THIS DAY OF 2025

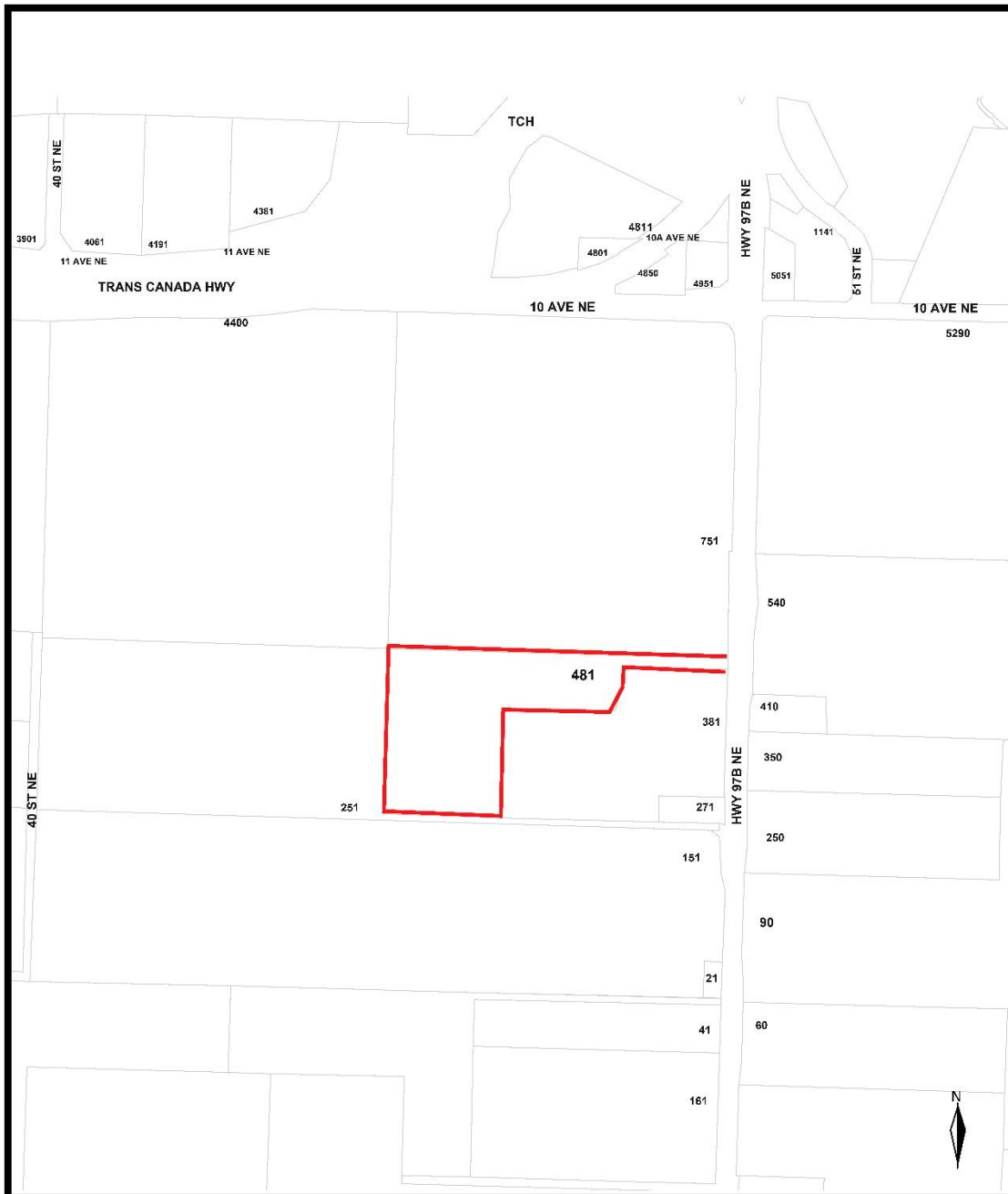
---

MAYOR

---

CORPORATE OFFICER

Schedule "A"





## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Corporate Officer – Council Procedure Amendment Bylaw No. 4721

Date: May 26, 2025

---

### Motion for Consideration:

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4721 be read a first, second and third time.

### Background:

Council Procedure Bylaw No. 4276 was originally adopted by Council on September 24, 2018. The bylaw has been amended on four (4) occasions with the last being on October 25, 2021. It is good practice to regularly review bylaws that connect governance and public transparency relating to business conducted at the City of Salmon Arm. Two amendments are proposed to Council:

Amendment #1 reflects a change to the start time for Regular Council meetings from 1:30 p.m. to 1:00 p.m. This allows more time for Council to conduct business and review agenda items. In addition, it is a well-known and understood start time for business by the community.

Amendment #2 reflects a change to the start time for presentations to Council. Moving presentations earlier in the agenda (approximately 1:30 p.m.) provides for a more accommodating time for presenters to come to Council. Many of the presentations that come before Council are from local agencies (Salmon Arm Economic Development Society, Downtown Salmon Arm, Salmon Arm RCMP Detachment, Interior Health etc.). An earlier start time for presentations would better accommodate the work schedule of presenters. Shifting presentations to earlier in the agenda results in the In-Camera session moving to the Item 10 position. There are no other changes to the agenda schedule.

Staff support the proposed amendments to Council Procedure Bylaw No. 4276 as they continue to provide openness and transparency in Council meetings and Council's decision-making process.

### Legislative authority / plans / reports:

	Official Community Plan		Master Plan
X	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan

	Zoning Bylaw		2025-2029 Financial Plan
			Long Term Financial Plan

**Financial Considerations:**

There are no financial implications related to the proposed amendments.

**Alternatives & Implications:**

- 1) Council could suggest additional amendments to the procedure bylaw.
- 2) Council could maintain status quo and make no changes to the current bylaw.

**Communication:**

Pursuant to advertising requirements in the *Community Charter*, a public notice of the proposed amendments will be advertised in the May 29, 2025 and June 5, 2025 editions of the Salmon Arm Observer.

Prepared by: Corporate Officer  
Approved by: Chief Administrative Officer

**Attachments:**

- Draft Council Procedure Amendment Bylaw No. 4721



## CITY OF SALMON ARM

### BYLAW NO. 4721

#### **A bylaw to amend “City of Salmon Arm Council Procedure Bylaw No. 4276”**

---

WHEREAS pursuant to the provisions of the *Community Charter*, Council shall, by bylaw, establish the procedures that are to be followed for the conduct of its business;

AND WHEREAS Council has adopted Procedure Bylaw No. 4276;

AND WHEREAS it is deemed desirable to amend the existing procedure bylaw;

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

“City of Salmon Arm Council Procedures Bylaw No. 4276” is hereby amended as follows:

1. PART 2 – COUNCIL MEETINGS – Time and Location of Meetings

Section 5(2) be amended by deleting 5(2)(b) that reads:

Regular Council meetings must begin at 1:30 p.m.;

And replacing it as follows:

Regular Council meetings must begin at 1:00 p.m.

2. PART 4 - COUNCIL PROCEEDINGS - Order of proceedings and business

Deleting Section 15(1) in its entirety and replacing it as follows:

1. Call to Order
2. Acknowledgement of Traditional Territory
3. Adoption of Agenda
4. Disclosure of Interest
5. Confirmation of Minutes
6. Committee Reports
7. Columbia Shuswap Regional District Update
8. Presentations / Delegations
9. Staff Reports
10. In-Camera Session
11. Introduction of Bylaws
12. Reconsideration of Bylaws
13. Correspondence
  - a. Informational Correspondence
14. New Business
15. Council Statements
16. Salmon Arm Secondary Youth Council
17. Notice of Motion

18. Unfinished Business and Deferred / Tabled Items
19. Other Business
20. Question and Answer Period
21. Disclosure of Interest
22. Hearings
23. Statutory Public Hearings
24. Reconsideration of Bylaws
25. Question and Answer Period
26. Adjournment

#### SEVERABILITY

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

#### ENACTMENT

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

#### EFFECTIVE DATE

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

#### CITATION

6. This bylaw may be cited as **"City of Salmon Arm Council Procedure Amendment Bylaw No. 4721"**

READ A FIRST TIME THIS	DAY OF	2025
READ A SECOND TIME THIS	DAY OF	2025
READ A THIRD TIME THIS	DAY OF	2025
ADOPTED BY COUNCIL THIS	DAY OF	2025

---

MAYOR

---

CORPORATE OFFICER



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Planning & Community Services – Tree Protection and Fee for Service Bylaw Amendments

Date: May 12, 2025

---

### Motion for Consideration:

THAT: the bylaw entitled City of Salmon Arm Tree Protection Amendment Bylaw No. 4719 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4720 be read a first, second and third time.

### Background:

The Tree Protection Bylaw No. 4637 was adopted by Council in June 2024. Since that time a couple of errors have been discovered. The two bylaws seek to correct these errors.

Amendment Bylaw No. 4719 amends the Tree Protection Bylaw No. 4637 by correcting the citation of three cross references in Sections 5.7 and 8.4. These sections should refer to tree cutting permitted as part of development, building or subdivision approvals, and they currently refer to the wrong sub-sections.

Amendment Bylaw No. 4720 amends the Fee for Service Bylaw No. 2498. The noted section in the Development Services part of the Bylaw provides for a \$500 cash in lieu amount for when development applicants cannot meet the current tree replacement ratio. The amount should be clarified that this is \$500 per tree and not \$500 per applicant or application.

### Legislative authority / plans / reports:

	Official Community Plan		Master Plan
	Community Charter/LGA		Other
X	Bylaw/Policy (Tree Protection Bylaw 4637)		Corporate Strategic Plan
	Zoning Bylaw		2025-2029 Financial Plan
			Long Term Financial Plan

### Financial Considerations:

None.

### Alternatives & Implications:

Council could refer the bylaws back to staff for further review.

**Communication:**

No communication is planned as these bylaws simply effect corrections.

Prepared by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

**Attachments:**

- Draft Tree Protection Amendment Bylaw No. 4719
- Draft Fee for Service Amendment Bylaw No. 4720



# CITY OF SALMON ARM

## BYLAW NO. 4719

### **A bylaw to amend City of Salmon Arm Tree Protection Bylaw No. 4637**

---

The Municipal Council of the City of Salmon Arm, in open meeting assembled, enacts that the City of Salmon Arm Tree Protection Bylaw No. 4637 be amended as follows:

1. That Section 5.7(a) be deleted in its entirety that reads:

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

- a) the removal of trees is to proposed to facilitate development of the parcel, in advance of an approval by the City under Sections 3 (g), (h) or (i) of this Bylaw;

and replacing Section 5.7(a) with the following:

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

- a) the removal of trees is to proposed to facilitate development of the parcel, in advance of an approval by the City under Sections 3 (j), (k) or (l) of this Bylaw;

2. That the first sentence of Section 8.4 be deleted that reads:

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

and replacing the first sentence of Section 8.4 with the following:

8.4 Where tree removal is permitted in accordance with Sections 3 (j), (k) or (l) of this Bylaw for the following applications:

#### SEVERABILITY

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

#### ENACTMENT

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

#### EFFECTIVE DATE

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

6. CITATION

This bylaw may be cited as “**City of Salmon Arm Tree Protection Amendment Bylaw No. 4719.**”

READ A FIRST TIME THIS 12 DAY OF MAY 2025

READ A SECOND TIME THIS 12 DAY OF MAY 2025

READ A THIRD TIME THIS 12 DAY OF MAY 2025

ADOPTED BY COUNCIL THIS DAY OF 2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

# CITY OF SALMON ARM

## BYLAW NO. 4720

### A bylaw to amend District of Salmon Arm Fee for Services Bylaw 2498

---

The Municipal Council of the City of Salmon Arm, in open meeting assembled, enacts that the District of Salmon Arm Fee for Services Bylaw No. 2498 be amended as follows:

1. That Schedule “B”, Appendix 2, Development Services, Section 5 be deleted in its entirety that reads:

<b>5.</b>	<b>Tree Cutting Permit Applications:</b>	
	1 – 5 Trees	\$50.00
	5 – 10 Trees	\$75.00
	10 – 20 Trees	\$100.00
	Over 20 Trees	\$250.00
	<b>Section 8.6 Required Trees Density Target Fee</b>	<b>\$500.00</b>

and replacing Schedule “B”, Appendix 2, Development Services, Section 5 with the following:

<b>5.</b>	<b>Tree Cutting Permit Applications:</b>	
	1 – 5 Trees	\$50.00
	5 – 10 Trees	\$75.00
	10 – 20 Trees	\$100.00
	Over 20 Trees	\$250.00
	<b>Section 8.6 Required Tree Density Target Fee (per tree required)</b>	<b>\$500.00</b>

#### SEVERABILITY

2. 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. If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and

the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

ENACTMENT

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

EFFECTIVE DATE

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

CITATION

6. This bylaw may be cited as “**City of Salmon Arm Fee for Services Amendment Bylaw No. 4720**”

READ A FIRST TIME THIS	12	DAY OF	MAY	2025
READ A SECOND TIME THIS	12	DAY OF	MAY	2025
READ A THIRD TIME THIS	12	DAY OF	MAY	2025
ADOPTED BY COUNCIL THIS		DAY OF		2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



# CITY OF SALMON ARM

## BYLAW NO. 4693

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on May 12, 2025 at the hour of 7:00 p.m. was published in the May 1, 2025 and May 8, 2025 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 by rezoning Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP99304 from C-3 (Service Commercial Zone) to C-6 (Tourist/Recreation Commercial Zone) attached as Schedule "A".

#### 2. SEVERABILITY

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

#### 3. ENACTMENT

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

#### 4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4693**”

READ A FIRST TIME THIS                      28            DAY OF            APRIL                      2025

READ A SECOND TIME THIS                      28            DAY OF            APRIL                      2025

READ A THIRD TIME THIS                      12            DAY OF            MAY                      2025

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE            16            DAY OF MAY, 2025

\_\_\_\_\_  
“T. KNIGHT”

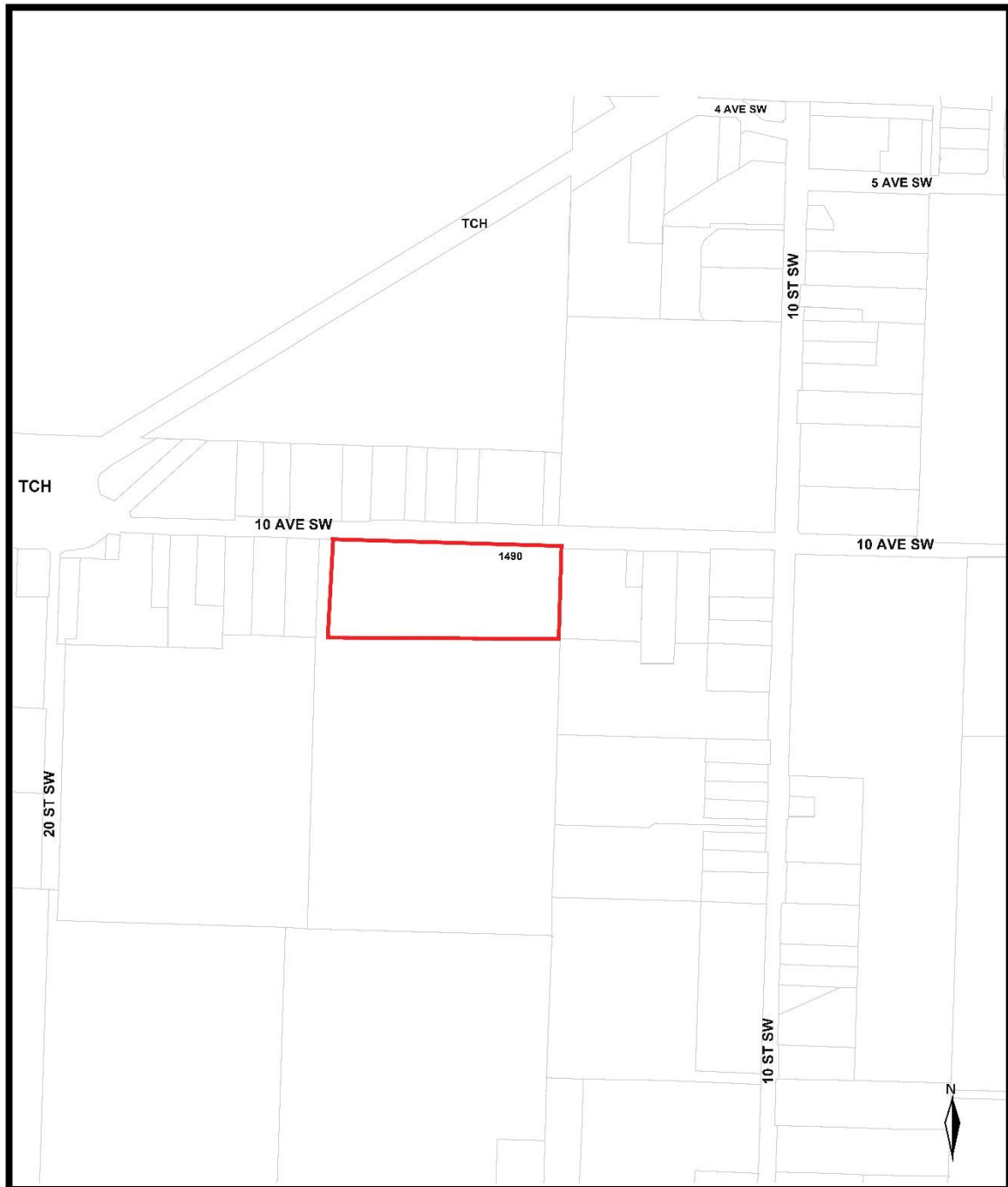
For Minister of Transportation & Transit

ADOPTED BY COUNCIL THIS                      DAY OF                      , 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**Schedule "A"**



**COMMUNITY EVENTS**

City Parks &amp; Spaces

**June****2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 <ul style="list-style-type: none"> <li>Jr Mountain Bike Group Rides &amp; Coaching (South Canoe)</li> <li>Travelling Tots Playgroup</li> </ul>	4	5 <ul style="list-style-type: none"> <li>Art in the Park (Klahani Park)</li> </ul>	6	7 <ul style="list-style-type: none"> <li>Downtown Farmers' Market</li> <li>Shuswap Trail Alliance Spring Trail Celebration (South Canoe)</li> </ul>
8	9	10 <ul style="list-style-type: none"> <li>Jr Mountain Bike Group Rides &amp; Coaching (South Canoe)</li> <li>Travelling Tots Playgroup</li> </ul>	11	12 <ul style="list-style-type: none"> <li>Art in the Park (William Baker Park)</li> </ul>	13	14 <ul style="list-style-type: none"> <li>Downtown Farmers' Market</li> <li>Shuswap Dragon Boat Festival (Wharf and Marine Peace Park)</li> </ul>
15	16	17 <ul style="list-style-type: none"> <li>Jr Mountain Bike Group Rides &amp; Coaching (South Canoe)</li> <li>Travelling Tots Playgroup</li> </ul>	18	19 <ul style="list-style-type: none"> <li>Art in the Park (Fletcher Park)</li> </ul>	20 <ul style="list-style-type: none"> <li>Sockeye Swim Meet (SASCU Rec Center)</li> </ul>	21 <ul style="list-style-type: none"> <li>Downtown Farmers' Market</li> <li>Sockeye Swim Meet (SASCU Rec Center)</li> </ul>
22 <ul style="list-style-type: none"> <li>Sockeye Swim Meet (SASCU Rec Center)</li> </ul>	23	24 <ul style="list-style-type: none"> <li>Travelling Tots Playgroup</li> </ul>	25	26	27 <ul style="list-style-type: none"> <li>SISS Gathering Together Festival for Canadian Multiculturalism Day (Ross Street &amp; Parking Lot)</li> </ul>	28 <ul style="list-style-type: none"> <li>Downtown Farmers' Market</li> </ul>
29 <ul style="list-style-type: none"> <li>Airport Appreciation Day</li> </ul>	30					



May 05, 2025

Dear Mayor and Council,

I saw a recent [Salmon Arm Observer article](#) that outlined some of the council's discussion on April 22 regarding recent changes to the building codes, specifically the BC Zero Carbon Step Code (ZCSC) which now requires a minimum of reporting under EL1- monitoring the energy requirements and emissions from buildings.

I'd like to address one statement in that article made by Gary Buxton the city planner, "At this point in time we haven't seen anyone move beyond EL-1," said Buxton, noting the further levels may increase construction costs."

There is a very prominent move to go beyond EL-1 of the ZCSC. Currently in BC there are nearly three dozen local communities that have adopted EL-3 or EL-4:

- These communities represent approximately **45% of the population of BC**. ([see this BC Hydro publication of Mar 10, 2025](#) – “BC Readies for the First ZCSC Requirement”)
- In the province’s most populated regional district, **62% of Metro Vancouver’s population** is covered by the ZCSC.
- Of the communities that have accelerated beyond EL-1, **all have adopted at least EL-3**.
- Stand.earth's [Safe Cites website](#) provides a summary of those BC communities that have instituted EL-3/EL-4 of the ZCSC.

The concerns raised about construction cost increases may not be supported. There are several sources that have demonstrated buildings meeting EL-3 and EL-4 don't have a significant construction cost increase and save the homeowner money on energy bills.

The Zero Emissions Initiative Centre (ZEIC) released the results of a [survey of BC building industry](#) members in October 2024 asking how new policies and building code changes would impact their industry. The results showed that these regulations in many cases have already been implemented and "have not materially driven increased construction costs or slowed down housing development."

Bruce Murdoch, owner of K-Country Homes in Cranbrook BC, shared his experience as a net-zero home builder with the Community Energy Association in an editorial he wrote titled [Lessons Learned at -40°C](#). He states, “I’m convinced more than ever that every builder can and should be building net-zero homes right now, even in our climate,”. Furthermore, he stated that he can keep his "building costs down to under \$300 per ft2, comparable to the price of a code-built home."

Mr. Murdoch has since added to this article the following comments:

"One cool thing we have learned is that in an airtight home with mechanical ventilation (an HRV) air moves around the house far more than we realized. So, when air is constantly on the move, that means heat and cooling is on the move too, which means we need fewer heating/cooling outlets





May 05, 2025

than was once considered standard. Fewer outlets=less cost. Had I not been so cautious in this case study home, we could have reduced the heating/cooling costs by about \$8,000."

"We have also learned how we can build an all-electric home with a 100-amp service. There is technology available called "load management" that prioritizes loads. That said, we always install 200 amps in case a homeowner wants to add a hot tub. BC Hydro and FortisBC have no problem supplying 200-amp services to homes, and it doesn't cost much more.

Where the load management system comes in particularly handy is for retrofits that are converting to electricity."

In the Salmon Arm 2020 Community Energy and Emissions Plan (CEEP) report, it stated buildings represent roughly 22% of community emissions. The two action areas recommended in the CEEP to reduce emissions in housing were to adopt policies for zero-emissions in all new buildings (EL-4 of the ZCSC) and introduce incentives for retrofitting existing buildings. If the city hopes to meet its GHG emission reduction target of 45% by 2030, reducing emissions from housing by adopting EL-4 of the ZCSC is a good first step in that direction.

Before closing, I'd like to also add that homes burning fossil fuels are at substantially greater risk of having poor indoor air quality. [Studies have demonstrated](#) that people living in homes with fossil burning appliances for cooking, water heating, space heating and cooling have increased risk of respiratory illness, cardiovascular disease, poor birth outcomes, and adverse childhood development. A new [study from Stanford University](#) links fossil fuel burning stoves to an almost doubling of increased cancer risk in exposed children versus that of adults. This makes electrifying homes essential for the health and wellbeing of homeowners.

The Shuswap Climate Action Society believes that the city could join the over 30 other BC communities who have adopted the ZCSC at EL-3 or EL-4. This not only saves homeowners money but makes homes cleaner and healthier and, if done correctly, doesn't make houses more expensive. The sooner the city can advance the ZCSC, the fewer homes will have to undergo expensive retrofits, and the more families will live happier, healthier and more affordable lives.

So, we urge the Salmon Arm City Council to consider, as part of your OCP and Climate Resiliency Plan commitments, adoption of the ZCSC EL-4, to address climate change, human health, and affordability for homeowners.

As always, we appreciate your consideration of this critical issue.

Julia Beatty, Chair  
Shuswap Climate Action Society  
[www.shuswapclimate.org](http://www.shuswapclimate.org)

c.c. Gary Buxton, Director of Planning and Community Services

## Rhonda West

---

**From:** Erin Jackson  
**Sent:** Friday, May 16, 2025 11:15 AM  
**To:** Rhonda West  
**Subject:** FW: Online Form Submittal: Mayor and Council

**From:** Rob Niewenhuizen <rniewenhuizen@salmonarm.ca>  
**Sent:** Thursday, May 15, 2025 12:21 PM  
**To:** [REDACTED]  
**Cc:** Erin Jackson <ejackson@salmonarm.ca>; Mayor and Council <Mayor\_and\_Council@salmonarm.ca>  
**Subject:** RE: Online Form Submittal: Mayor and Council

*Good afternoon Kent*

*Thank you for reaching out and sharing your concerns regarding Shuswap lake level monitoring.*

*The lake level readings provided on the City's website are based on monitoring conducted at the City's water treatment plant. These readings are shared as a courtesy to the public and are not intended to serve as formal or official lake monitoring data. While we strive to provide timely and accurate updates, the frequency of postings may vary and is dependent on operational capacity at the facility.*

*For more comprehensive data, we recommend referring to the **Provincial River Forecast Centre's** website (links below). The province maintains an extensive network of river and lake monitoring stations and are the authoritative source for hydrological information in the province.*

- [Current and forecast streamflows - Province of British Columbia](#)
- <https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/river-forecast-centre/current-and-forecast-streamflows>

*We understand that the loss of the Shuswap Lake Watch site has created a gap for many residents, and we appreciate your feedback. We will continue to share data as available, particularly during the spring freshet period, and will explore ways to improve the consistency of updates:*

*Best regards,*

**Robert Niewenhuizen | Director of Engineering & Public Works**  
Box 40 500 2 Avenue NE, Salmon Arm BC V1E 4N2  
P 250.803.4017 | E [Rniewenhuizen@salmonarm.ca](mailto:Rniewenhuizen@salmonarm.ca)



*We acknowledge that the City of Salmon Arm offices are located on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*





**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>

**Sent:** Wednesday, May 14, 2025 1:32 PM

**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; David Gonella <[dgonella@salmonarm.ca](mailto:dgonella@salmonarm.ca)>; Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Louise Wallace-Richmond <[lwallacerichmond@salmonarm.ca](mailto:lwallacerichmond@salmonarm.ca)>; Sylvia Lindgren <[slindgren@salmonarm.ca](mailto:slindgren@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>; Rhonda West <[rwest@salmonarm.ca](mailto:rwest@salmonarm.ca)>

**Subject:** Online Form Submittal: Mayor and Council

## Mayor and Council

First Name Kent

Last Name Johnston

Address:

Return email address:

Subject: Lake level reporting

Body

With the loss of the Shuswap Lake Watch online site a few years ago, many people with lake property are looking for a new source on lake levels. With the S.Arm water treatment plant being the only other source, I have found that they are very slow and inconsistent with posting daily readings. I have spoken directly to the manager there requesting daily updates and was told they would try. With the past two years having low lake levels it has not been a concern. This year the water appears higher. Is there any way that readings can be posted on a daily basis, especially during the April through June time period. Numerous lake properties are at low elevations and experience flooding when lake levels reach 348.5 meters or so. Thanks for your consideration.

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.*

## Rhonda West

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, May 15, 2025 3:18 PM  
**To:** Alan Harrison; David Gonella; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Erin Jackson; Rhonda West  
**Subject:** Online Form Submittal: Mayor and Council

### Mayor and Council

**First Name** Darlynn  
**Last Name** McKenna  
**Address:** *Field not completed.*  
**Return email address:**   
**Subject:** New multi user payhwat

**Body**  
Can you please put more street lights on this pathway from the 4 way stop by the police station down to 16th street NE. That stretch is extremely dark once the sun sets which affects safety for all users.

**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 Folk Music Society  
Mail: PO Box 21, Salmon Arm, BC V1E 4N2  
Location: 541 3rd St. SW, Salmon Arm, BC  
Phone: 250.833.4096 | Fax: 250.833.4097  
General Inquiries: [info@rootsandblues.ca](mailto:info@rootsandblues.ca)  
Sponsor: [sponsor@rootsandblues.ca](mailto:sponsor@rootsandblues.ca)  
Volunteer and Grants: [volunteer@rootsandblues.ca](mailto:volunteer@rootsandblues.ca)  
[www.rootsandblues.ca](http://www.rootsandblues.ca)

May 13, 2025

City of Salmon Arm  
Box 40  
100 - 30 Street SE  
Salmon Arm, BC V1E 4N2

Attention: Erin Jackson, CAO

RE: Special Event Permit – 33<sup>rd</sup> Annual ROOTSandBLUES Festival

Dear Erin,

On behalf of the Salmon Arm Folk Music Society (SAFMS), I am writing to formally request a letter from the City of Salmon Arm designating the ROOTSandBLUES Festival as an event of municipal significance. We require this letter to remain compliant with our Special Event Permit application.

If you require more information, please don't hesitate to contact us.

Thank you very much for your continued support of this important community event.

Sincerely,

A handwritten signature in cursive script that reads "Toni Starkell".

Toni Starkell  
Administrative Services Manager  
Salmon Arm Folk Music Society



## Rhonda West

---

**From:** noreply@civicplus.com  
**Sent:** Monday, May 19, 2025 11:28 AM  
**To:** Alan Harrison; David Gonella; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Erin Jackson; Rhonda West  
**Subject:** Online Form Submittal: Mayor and Council

### Mayor and Council

First Name Lelaine

Last Name Pukas

Address:

Return email address:

Subject: Parking Meter at Salmon Arm Marine Park

Body

My mother is 85 years old and participates in the Grey Grebes and OC6 paddling groups Monday - Thursday at 8am and 9am for one hour leaving from the Salmon Arm Marine Park wharf from May to September each year. There are approximately 37 senior citizens that participate in these paddling groups. In order to participate in the paddling groups without incurring parking fines, the seniors are expected to pay \$2 for 2 hours of parking at the meters in the Marine Park parking lot. They then have to return their tickets to their cars, and then are able to leave to go paddle. This requires the seniors to carry their money, reading glasses, paddles and other required gear and are often left with uncertainty as to whether they were successful in paying their parking. This is the only organized recreational group in Salmon Arm where the members are forced to pay for hourly parking at the venue. For example, parking at the arena is free, Little Mountain Park is free, as is Blackburn Park. For ease of use, the members would like to have available an annual parking pass for short term parking in the mornings when the paddling groups meet. This would ensure that parking revenue is still obtained by the municipality while also furthering the seniors' ease of use.

Would you like a response: Yes

#### Disclaimer

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



Shuswap Agriculture Association  
490 5<sup>th</sup> Ave SW  
Salmon Arm, BC  
E: [admin@salmonarmfair.com](mailto:admin@salmonarmfair.com)

Mr. Darin Gerow  
Manager of Roads & Parks  
City of Salmon Arm  
Box 40 500-2<sup>nd</sup> Ave NE  
Salmon Arm, BC V1E 4N2

May 6, 2025

Dear Sir,

**RE: Salmon Arm Fair Parade**

This is a request from the Shuswap Agriculture Association to hold the annual Salmon Arm Fair Parade, scheduled for Saturday, August 23<sup>rd</sup>, 2025, from approximately 9:00am to 12:00pm.

The parade route for 2025 will no longer be the same as previous years, as we have decided to detour away from any crossing of the highway, ensuring volunteer, participant and spectator safety from start to finish.

The assembly point for parade entries will be 10<sup>th</sup> Ave SW in front of Westgate Public Market and flow back as far as DeMilles Farm Market if need be. The parade will then move east on 10<sup>th</sup> Ave all the way to the intersection of 10<sup>th</sup> and Shuswap St. It will then turn left onto Shuswap St. and continue to 5<sup>th</sup> Ave SW. Turning left onto 5<sup>th</sup> Ave and then left again onto 3<sup>rd</sup> St SW where any entries that need to return to the fairgrounds can do so via back entrance off 3<sup>rd</sup> St. Other entries not wishing to return to fairgrounds can exit via turning right onto 3<sup>rd</sup> St and exit onto highway.

We would like permission to use the following areas on August 23<sup>rd</sup>, 2025:

- Vacant lot located on opposite side of road in front of DeMille's Farm Market for parade entries
- Gravel lot beside the soccer field, across from Memorial Arena and the Salvation Army- Lighthouse Community Ministries (deconstructing and offloading of parade floats)

We would request the following items for the volunteers who will be directing traffic at the intersections:

- Traffic signs, Hi Vis Vests, Directional paddles

Thank you in advance

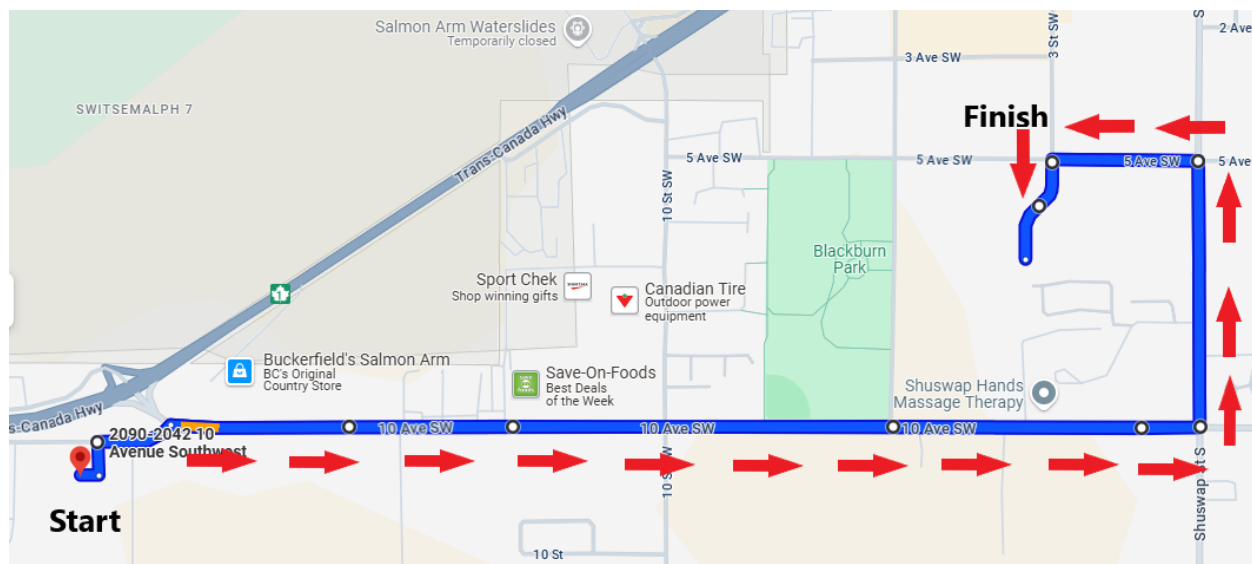
Sincerely,

Brittny Syme  
Salmon Arm Fair Parade Coordinator



Shuswap Agriculture Association  
490 5<sup>th</sup> Ave SW  
Salmon Arm, BC  
E: [admin@salmonarmfair.com](mailto:admin@salmonarmfair.com)

### Parade Route 2025



- The assembly point for parade entries will be 10<sup>th</sup> Ave SW in front of Westgate Public Market and flow back as far as DeMilles Farm Market if need be.
- The parade will then move east on 10<sup>th</sup> Ave all the way to the intersection of 10<sup>th</sup> and Shuswap St.
- It will then turn left onto Shuswap St. and continue to 5<sup>th</sup> Ave SW.
- Next turning left onto 5<sup>th</sup> Ave and then left again onto 3<sup>rd</sup> St SW where any entries that need to return to the fairgrounds can do so via back entrance off 3<sup>rd</sup> St.
- Other entries not wishing to return to fairgrounds can exit via turning right onto 3<sup>rd</sup> St and exit onto highway.

## Rhonda West

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, May 20, 2025 4:34 PM  
**To:** Alan Harrison; David Gonella; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Erin Jackson; Rhonda West  
**Subject:** Online Form Submittal: Mayor and Council  
**Categories:** FOLLOW UP

### Mayor and Council

**First Name** Janine  
**Last Name** Hein  
**Address:** [REDACTED]  
**Return email address:** [REDACTED]  
**Subject:** Wanting Salmon Arm to be a destination  
**Body** I know the counsel and residence would like Salmon Arm to be a destination, I believe we need to start with the TERRIBLE smell from the sewage. At No Frills, it is so disgusting, and all in that area towards the lake. Should we not be spending money on fixing this problem, before we spend any money on advertising our community or trying to get the notes for Oh Canada.  
**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.](#)

## MEDIA RELEASE

12 May 2025

For immediate release

### Shuswap Watershed Council awarding grants for water quality protection

The Shuswap Watershed Council (SWC) is awarding grant funding for projects that protect and improve water quality in the Shuswap watershed.

The SWC's Water Quality Grant Program provides funding to assist farms, landowners and stewardship groups with projects that protect and improve water quality, with an emphasis on mitigating the risks associated with nutrient-loading from land to surface waters.

"Protecting water quality is one of the main objectives for the Shuswap Watershed Council," states Rhona Martin, Chair of the SWC. "The Shuswap has a rich agricultural heritage, and agriculture is a significant part of the economy here and contributes greatly to local food security. We want to support farms as they adopt new and improved practices that protect our water quality."

"We are targeting phosphorus with our grant program," explains Erin Vieira, program manager for the SWC. "Phosphorus is an important factor of water quality and soil health. It's needed for agriculture, but when excessive amounts of it flow from the landscape into water it can trigger an algal bloom in the lake. Our goal with the grant program is to help farms and other land stewards keep nutrients on the land and in the soil, not running off or leaching into nearby watercourses."

One of 2025 grant recipients, Trinity Dairies located along the Shuswap River near Enderby, is using grant funds to upgrade technology and nutrient management practices on-farm. These upgrades will increase the accuracy and efficiency of applying nutrients to cropland thereby reducing the risk of excessive amounts of nutrients leaching into the Shuswap River.

The other grant recipients for 2025 are Westwold View Farms who are also implementing some technology upgrades on farm; Owendale Farms (Lumby) where grant funds will be used to improve on-farm composting and the production of organic soil amendments; the Invasive Species of Council of BC who is working streambank restoration on Bessette and Duteau Creeks; and a hobby farm in Scotch Creek owned/operated by Michele Roane and Kurtis Bischoff who will use grant funds to build livestock exclusion fencing along a creek on farm and install off-stream watering for livestock.





The total value of grants being awarded by the SWC in 2025 is \$34,646 to the five recipients named above. The SWC grant funds will leverage other cash and in-kind contributions for a combined investment of \$79,495 into watershed protection and restoration. Since the Water Quality Grant Program began in 2020, the SWC has awarded 23 grants worth a total of \$267,774. The next round of intakes for the grant program will open in November.

“We are proud to support these innovative projects on farms to improve agricultural practices, build soil health, reduce the risk of nutrient run-off into the watershed and protect water quality,” Vieira says. “It is inspiring to see our grant recipients working to protect the environment now and for the future.”

-30-

About: The Shuswap Watershed Council is a watershed-based partnership that works on water quality in the Shuswap.

Contact: For more information, please contact Erin Vieira c/o the Fraser Basin Council in Kamloops at 250 314-9660 and visit [www.shuswapwater.ca](http://www.shuswapwater.ca).

Newsletter from the Shuswap Watershed Council - Spring 2025

[View this email in your browser](#)



Photo credit: Darren Robinson Photography / Shuswap Tourism

## Spring 2025 Newsletter from the Shuswap Watershed Council

### May is Invasive Species Action Month!

**Did you know?** Aquatic invasive species spread from one waterbody to another attached to boats, watercraft, and other gear. As we head into boating season, Invasive Species Action Month is a time to remind ourselves of important practices to prevent the spread of aquatic invasive species. If you have a boat or watercraft of any kind (kayak, paddleboard, etc.), please follow all these practices!

#### Clean-Drain-Dry.

- After removing it from the water, clean your boat or watercraft to remove mud, plant material, small aquatic life and other debris
- Drain all compartments onto dry land
- Ensure your watercraft is thoroughly dry before re-launching.

#### Pull your watercraft drain-plug

Pulling your watercraft drain-plug is one element of Clean-Drain-Dry. Travellers must pull out drain-plugs prior to travelling on any BC roads. This is a new order enacted by the Province of BC last spring.

#### Stop for watercraft inspection

Watercraft inspection stations are set up highway-side around BC and staffed by the BC Conservation Officer Service. Travellers with all kinds of watercraft must stop along their travel route into and around BC. This includes boats, kayaks, paddleboards, personal watercraft, and more. Watercraft will be inspected and decontaminated, if needed, free of charge. Watercraft inspection is mandatory, and failing to stop carries a heavy fine (\$345). Travellers into BC from out-of-province can contact the Conservation Officer Service by sending an email to [COS.Aquatic.Invasive.Species@gov.bc.ca](mailto:COS.Aquatic.Invasive.Species@gov.bc.ca).

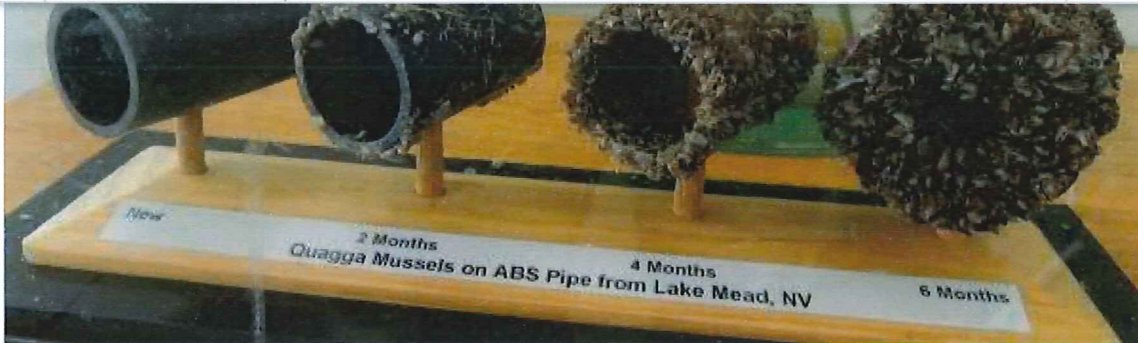


### A very short course on invasive Zebra & Quagga Mussels (ZQM)

- Considered the worst aquatic invasive species to have invaded North American waters
- Grow up to 3 cm long
- Have brown or cream-coloured propeller-shaped shells, and may have stripes
- Grow in clusters attached to hard surfaces underwater such as pipes, dock pilings, boat hulls and more
- No known presence of ZQM in BC but they have invaded lakes in Manitoba, Ontario and many states
- Move from one waterbody to another attached to boats and watercraft, and can survive out of water for up to 30 days
- It would only take one boat or watercraft with invasive mussels launching into a new waterbody to start a new infestation of mussels
- If they invade BC waters, it will cost up to \$129 million per year to manage infestations with no treatment to eradicate them.

Learn more about invasive ZQM here: [Stop the Spread of Invasive Mussels - Province of British Columbia](#)





## INVASIVE MUSSELS - WHAT IS AT RISK?



Invasive mussels pollute water with their excrement



Invasive mussels ruin beaches with their sharp shells and bad odour



Invasive mussels out-compete native species and destroy aquatic ecosystems



Tourism will drop as a result of ruined water quality, beaches, and native fish populations



Property values will decrease



Invasive mussels clog water intakes and other infrastructure. The cost of water treatment, hydro-electricity, and food will increase.

**shuswapwater.ca**



### A very short course on Whirling Disease

Whirling Disease infects young salmonid fishes (salmon, trout and whitefish) and creates a deformation in the spine, causing the fish to swim in a whirling pattern. The disease is caused by a parasite. It can cause high rates of mortality in infected fish.

There is no treatment for water bodies where the parasite that causes Whirling Disease is present.

Whirling Disease is not known to be present in the Shuswap, but it does occur in Yoho National

To avoid spreading Whirling Disease, follow Clean-Drain-Dry protocol including pulling watercraft drain-plug to travel and stop for watercraft inspection. Additionally, the Province of BC has established special fish handling and decontamination protocol for boaters and fishers in the Columbia River watershed. Learn more about Whirling Disease and the special protocol here: [Whirling disease - Province of British Columbia](#).

### **Shuswap Watershed Council awards five grants to Shuswap-area farms for water quality protection**

The SWC is pleased to announce that four Shuswap-area farms and one non-profit stewardship organization have been selected to receive grant funding through its Water Quality Grant Program.

The purpose of the grant program is to provide funding that assists farms, landowners and stewardship groups for projects that protect and improve water quality, with a special emphasis on mitigating the risks associated with excessive amounts of nutrients moving from land to water.

The total value of the grant funding being awarded in 2025 is \$34,646. Grant recipients are required to put up at least 50% of their project cost, to match the SWC grant.

The five grant recipients for 2025 are: Westwold View Farms (Westwold), Trinity Dairies (Enderby), Owendale Farms (Lumby), Michele Roane (hobby farm, Scotch Creek), and the Invasive Species Council of BC (project in Lumby).

For more information, see the SWC's media release: [SWC\\_MediaRelease\\_WaterQualityGrantsAwarded\\_12May2025\\_Final.pdf](#).

For more information on water quality, see recent reports published by the SWC: [Water Quality Research & Reports - Fraser Basin Council](#).

### **Safe Boating Week**

May 17th marks the first day of Safe Boating Week in Canada. This National campaign coincides with the May long weekend, as a timely opportunity to remind water recreationists about playing safe on the water.

The Shuswap is a wonderful place to play on the water. Whether you like to boat, fish, paddle, tow or float, please consider these safety tips whenever you head out on the water.



May 17th - 23rd is

# SAFE BOATING AWARENESS

week in Canada.



Wear a PFD or lifejacket every time you go out on the water



Never operate a watercraft under the influence of alcohol or drugs



Obtain your Pleasure Craft Operator Card. Take a boating course.



Be prepared for every outing on the water. Carry all required safety gear.



[shuswapwater.ca](http://shuswapwater.ca)

## About the Shuswap Watershed Council

The Shuswap Watershed Council is a watershed-based partnership of organizations that have an interest in or a responsibility for protecting water quality in the Shuswap watershed. Established in 2014, the SWC is a collaborative, non-regulatory group that focuses on strategic initiatives to protect, maintain, and enhance water quality and promotes safe recreation in the Shuswap.

[www.shuswapwater.ca](http://www.shuswapwater.ca)

[@ShuswapWater](#)



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**May 16, 2025**

BC Utilities Commission  
Suite 410, 900 Howe Street  
Vancouver, BC Canada V6Z 2N3  
Email: [Commission.secretary@bcus.com](mailto:Commission.secretary@bcus.com)

**Re: Pacific Northern Gas Proposed Increase of Natural Gas Delivery Rates**

Dear BC Utilities Commission,

On behalf of the Board of the North Coast Regional District (NCRD) I am writing to call for a comprehensive reset of Pacific Northern Gas (PNG) and an audit of the organization's operations and expenditures following the receipt of the correspondence sent by the Village of Telkwa, dated April 29, 2025.

As the current trend of PNG natural gas delivery rates for households continues to rise, families and residents of B.C. and the north coast are further driven towards the inability to cover the costs of necessities during the coldest parts of the year. This in addition to the indiscretion of PNG with regards to its operations on the projected two-hundred million (\$200,000,000) dollar expenditure on the new pipeline shows a lack of accountability for its economic loss on operational practices which should not be deferred to the people of B.C. to recover. For these reasons, the NCRD opposes any and all increases to PNG natural gas delivery rates.

Furthermore, the NCRD urges the B.C. Utilities Commission to conduct a thorough and transparent audit of PNG's financial practices and decision-making processes to review that fair and just rates are being provided to the communities of B.C. and the north coast.

Should you have any questions please contact NCRD staff.

Sincerely,

**Barry Pages**

*Chair*

*CC: Municipalities and Regional District of BC  
Hon. Laanas – Tamara Davidson, MLA, North-Coast Haida Gwaii  
Hon. Adiran Dix, Minister of Energy and Climate Solutions  
Hon. Brittny Anderson, Minister of State for Local Governments and Rural Communities*



730 2<sup>nd</sup> Avenue West  
Prince Rupert BC, V8J 1H3



**P:** 250.624.2002  
**TF:** 888.301.2002



**W:** [www.ncrdbc.com](http://www.ncrdbc.com)  
**F:** 250.627.8493



# **2024 MRDT Annual Performance Report**



# Table of Contents

**Executive Summary** ..... 4

**MRDT Program Structure**..... 6

**Governance**..... 9

**2024 MRDT Committee Membership**.....10

**Brand Positioning**.....11

**2024 Tourism Sector Review & Statistics** .....14

**2024 Project Summary Chart** .....19

**2024 Top Project Highlights .....20**

**2024 Events Portfolio.....22**

**2024 Financial Review .....25**

**Conclusion .....26**

**Appendix 2.1 Financial Report .....27**

**Appendix 2.2 Annual Performance Report .....31**



## Executive Summary

The City of Salmon Arm is located on the shores of Shuswap Lake, on the traditional territory of the Secwepemc Nation in British Columbia's Southern Interior. Salmon Arm began collecting the 2% Municipal and Regional District Tax (MRDT) in July 2017, to support the community's vision *that Salmon Arm and the broader Shuswap region will be recognized as an all-season destination of choice for visitors from around the world*. Salmon Arm Economic Development Society (SAEDS) is the third-party service provider, acting on behalf of the City to Salmon Arm to oversee the implementation of Salmon Arm's Five Year MRDT Action Plan. The following is a summary of activities completed, and lessons learned in 2024.

Reflecting on Salmon Arm's 2024 tourism economy, the key takeaways include a strong sense of City leadership/ownership regarding our tourism services, significant planning for the future of our tourism economy, and a deep sense of community spirit, volunteerism, and gratitude as we successfully hosted the 55+ BC Games. Not only were these games about athletic excellence at any stage of life, but also camaraderie, perseverance and lifelong fitness echoed by the dedication and commitment from the community at large. With over 2,500 registered participants and over 1,000 volunteers, we learned that Salmon Arm and the surrounding region is not only capable, but exceptional in its capacity to coordinate and deliver an extraordinary experience.

Total accommodation revenue in Salmon Arm in 2024 was just over \$18.57 Million. This is up from \$16.62 Million in 2023, \$16.16 Million in 2022, and \$13.4 Million in 2021. Since 2018, when Salmon Arm's MRDT Program was first implemented, total annual accommodation revenue has increased by 53.5%. This is exactly the economic trend we hoped the MRDT program would support for our community.

Leading into 2024, carry forward funds from the previous years totalled \$419,412. Total MRDT revenue received for 2024 was \$371,452, and total expenses were \$542,180, ending the year with carry forward funds of \$248,684.

### Project/Program Highlights from this past year include:

- **Event Support.** An increase in the number of MRDT supported events in 2024, with 68 events supported and 24 of those events receiving grant funding in 2024. This compares to 2023 which saw 44 events supported and 16 of those received MRDT grant funding. As well, successful hosting of the large-scale 55+ BC Games in Salmon Arm from September 10-14, 2024.
- **Visitor Services Support.** Completed projects with the assistance of a CERIP grant including 3 new city entrance signs, 3 interactive digital kiosks, the addition of 1 mobile kiosk and 22 unique tourism experience banners along the Trans-Canada Highway between 6<sup>th</sup> street and Shuswap street.
- **Visitor Marketing.** MRDT team implemented numerous digital marketing campaigns promoting shoulder and off-season visitor attraction including itinerary building, and the official launch of the new Shuswap Bird Trail Outpost via the BC Bird Trail and Seasonal Videos. We have now produced and launched Spring, Fall and Winter tourism attraction videos. These are on our Youtube channel and are also circulated through paid google ad campaigns.
- **Trail Support.** MRDT revenue supported the important work of Shuswap Trail Alliance in the planning and marketing of numerous area trails in 2024.

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



# MRDT Program Structure

The City of Salmon Arm was approved to begin collecting the 2% Municipal & Regional District Tax (MRDT) on June 1, 2017. This report presents the goals, objectives, tasks and measurables for 2024 operations.

A primary goal of the City of Salmon Arm's MRDT 5 Year Business Plan is to deliver a collaborative program, led by tourism industry stakeholders. Following is a report which details activities informed and directed by Salmon Arm's MRDT Committee, as well as those undertaken through partnership models.

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

## MRDT Committee Membership

Voting membership consists of seven members comprising:

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

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

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



## Salmon Arm's Tourism Model

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

The following principles guide the Salmon Arm MRDT governance process:

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



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

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



## Vision

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

## Mission

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

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

## Overall Goals, Objectives and Targets

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

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

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

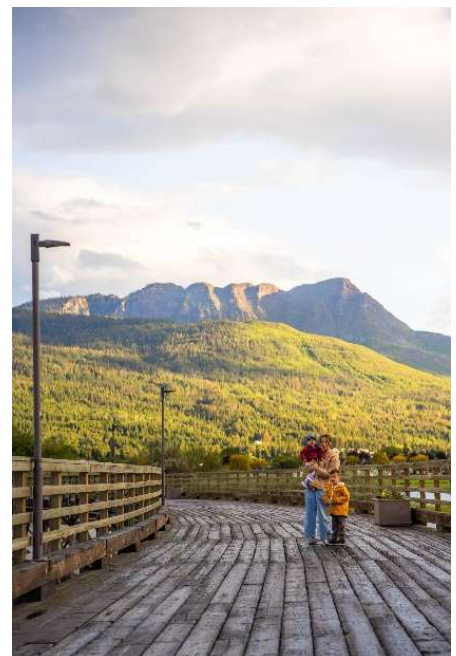
### Primary Program Goal

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

### Measurables

Identified as one of the four guiding principles of Salmon Arm's 2024 Tactical Plan is Return on Investment. We must ensure every dollar spent in the upcoming year will provide exceptional value back to Salmon Arm's tourism economy. Each of the initiatives detailed within the 2024 Tactical Plan included a matrix detailing how success will be measured. These vary by initiative; however, the primary success measurements for Salmon Arm's MRDT program include the following:

- Increased room revenue
- Increased occupancy rates





## Governance

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

### Agreement Among Partner Agencies

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

### Governance Structure

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

### About Salmon Arm Economic Development Society (SAEDS)

The Salmon Arm Economic Development Society is a non-profit society registered with the BC Corporate Registry. It was established on August 27, 2002, and has a 17-person Board of Directors comprised of 12 voting members and 5 non-voting members. The voting membership represents the major sectors of the local economy, including Tourism, Construction, Commercial, Manufacturing, Business Services, Health, Forestry, Agriculture, Education, and Technology, and 3 non-voting members representing City of Salmon Arm, Adams Lake Band, and Neskonlith Band.

The mandate of the Society is:

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

## 2024 MRDT Committee Membership

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

Voting Members	Accommodators & Broader Tourism
Shawna Mattson / Treena Coney	Prestige Harbourfront Resort
Elizabeth Frank	Viewpoint RV Park & Cottages
Jill Power/Clayton Tenorio	Comfort Inn & Suites
Rebecca Scott	Gym of Rock
Tovah Shantz	Shuswap Pie Company
Tammie Cassettari	Salmon Arm Golf Course
Jordan Salahub	Fairfield by Marriott
Non-Voting Members	Broader Tourism & Stakeholders
Sapphire Games	Visitor Centre
Erin Jackson	City of Salmon Arm
Jen Broadwell	Downtown Salmon Arm
David Knight	Shuswap Recreation Society
Jen Bellhouse	Shuswap Trail Alliance
Morgen Matheson / Stephanie Goodey	Shuswap Tourism
Susan Mackie	RJ Haney Heritage Village and Museum
Kevin Tobin	Salmon Arm Folk Music Society
Staff Contacts	
Lana Fitt	Salmon Arm Economic Development Society Executive Director
Caitlin Thompson / Jenna Robins (November 2024)	Salmon Arm Economic Development Society Projects Coordinator
Sarah Skogland	Salmon Arm Economic Development Society MRDT Administrator

# SALMON ARM

SMALL CITY, BIG IDEAS

## Brand Positioning

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



## Market Segments Overview

Travellers from within British Columbia and Alberta have been identified as a key market segment for the Thompson Okanagan Region, specifically those outdoor explorers, refined globetrotters and fun & sun families.

Top travel activities identified include nature experiences, water sports, high-intensity sports, cultural experiences and attractions, cuisine, guided tours, family-focused attractions and shopping.

Salmon arm has a unique opportunity to promote lake activities and the extensive trail network in our region, as well as identify and promote our unique tourism assets including our golf courses, local food and beverage flavours, and RJ Haney Heritage Village, which would be attractive to these market segments.

## Visitor Profile

Salmon Arm is a commercial centre for the Shuswap and the majority of traditional hospitality services such as accommodation, food and beverage, and retail are located within the City. As a destination, visitors come to Salmon Arm predominantly for outdoor adventure and events such as the Roots & Blues Festival and in shoulder and off-season hockey tournaments, snowmobiling, and Nordic skiing. Outside of major events, visitors commonly use Salmon Arm as a hub to activities in and around the Shuswap.

Telus Insights cellular visitor data obtained through membership with Thompson Okanagan Regional Association confirms summer visitation represents 49% of visitors to the Shuswap both domestic and international. The other three season visitation is distributed equally with Fall 21%, Spring 18% and Winter 12%.

As expected, BC residents represent the largest segment of domestic visitors to the Shuswap annually but in July almost as many visitors were from Alberta.





Traveller and Trip Characteristics





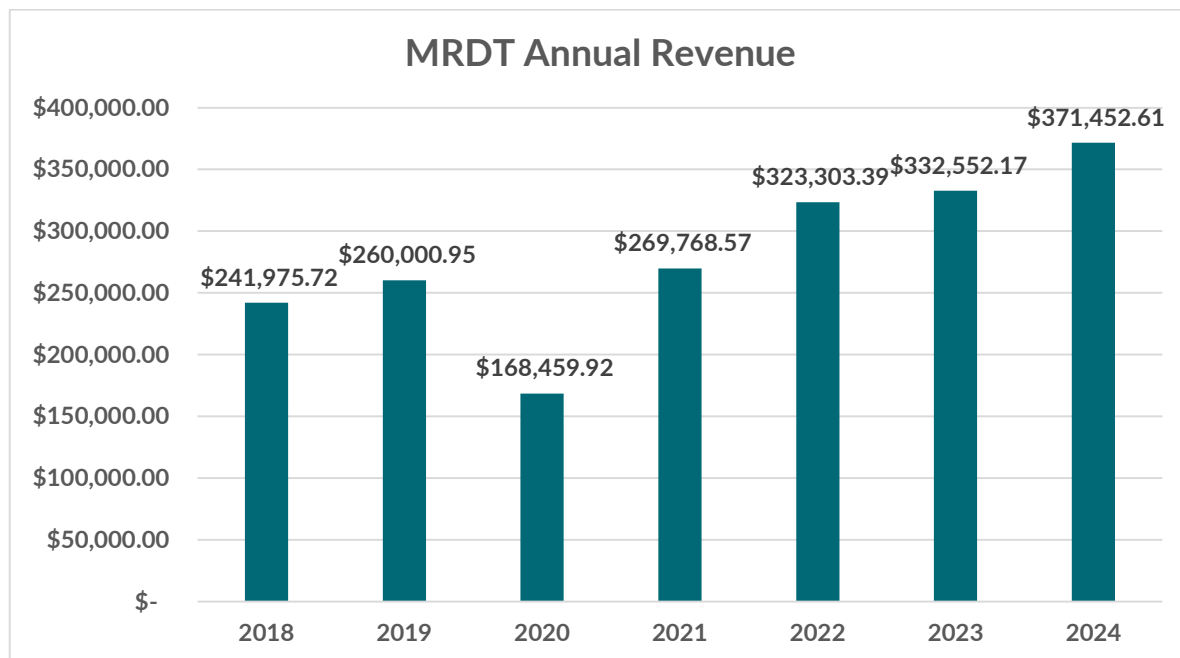
## 2024 Tourism Sector Review & Statistics

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

- In 2024, Salmon Arm's peak occupancy months were nearly equal between July (73.4%) and August (73%), which was a shift from 2023 and 2022 when our highest occupancy month was exclusively August. We also saw strong increases in June and September, expanding higher occupancy across several months in 2024.
- In 2024, Salmon Arm realized consistent growth in both Average Daily Rate (ADR) and occupancy, indicating that visitors are increasingly willing to pay more to stay in the area—contributing to higher MRDT revenues.
- August 2024 represented the highest MRDT revenue collection period in the history of Salmon Arm's MRDT Program.
- Events in Salmon Arm (including sports, conferences, cultural and entertainment) increased significantly year-over-year as follows:
  - 2022 24 MRDT supported events (10 of these events were granted funding)
  - 2023 44 MRDT supported events (16 of these events were granted funding)
  - 2024 68 MRDT supported events (24 of these events were granted funding)

There are three key data sets that we monitor for tourism trend tracking. These include: 1) MRDT revenue, 2) Hotel occupancy rates, and 3) Average daily rates (ADR), combined this data can present a clear picture of Salmon Arm's tourism economy.

Each of the charts following represent one of the three data sets described above.

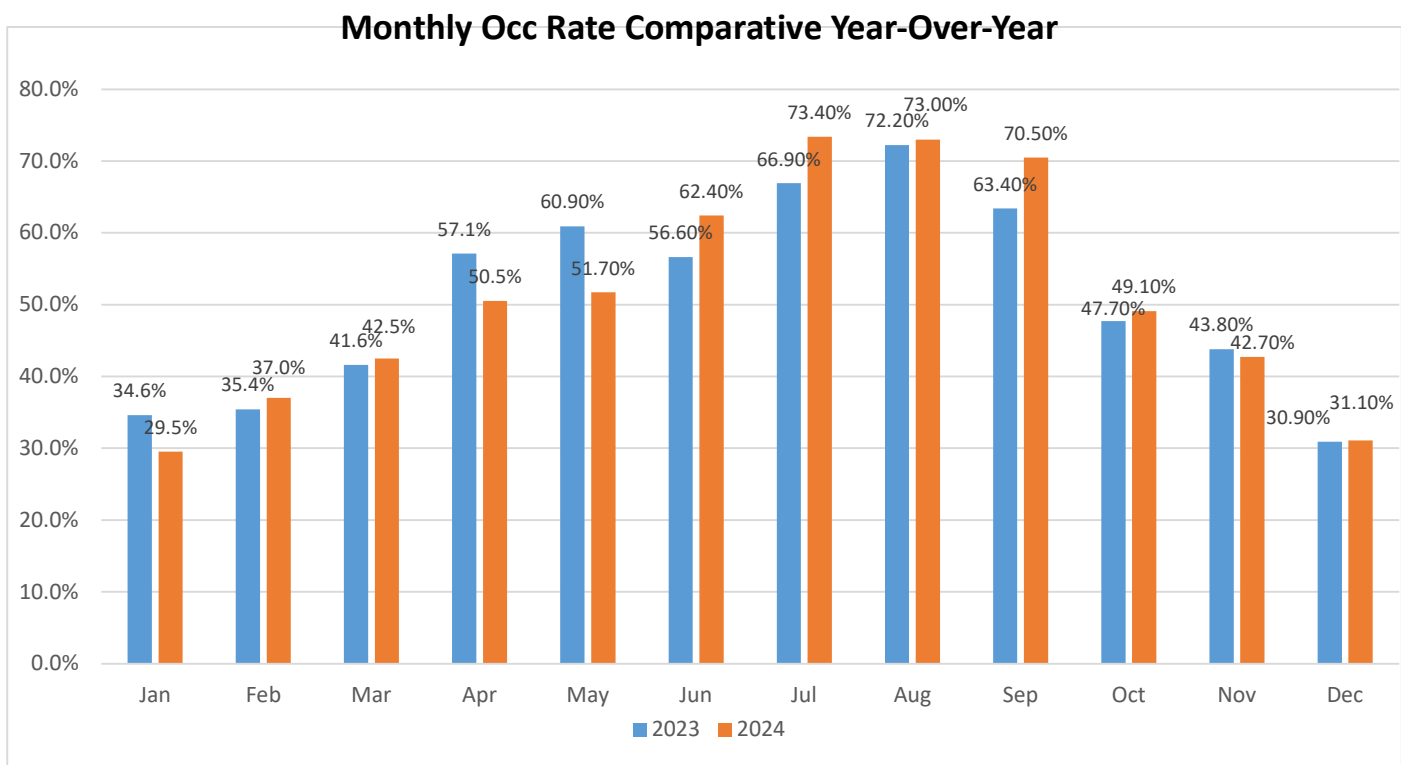


The chart above details MRDT receipts over the last 7 years, since Salmon Arm implemented the 2% MRDT. Please note, 2017 does not represent a full collection year as the program began in June of 2017, this is why 2017 is not represented on the chart.

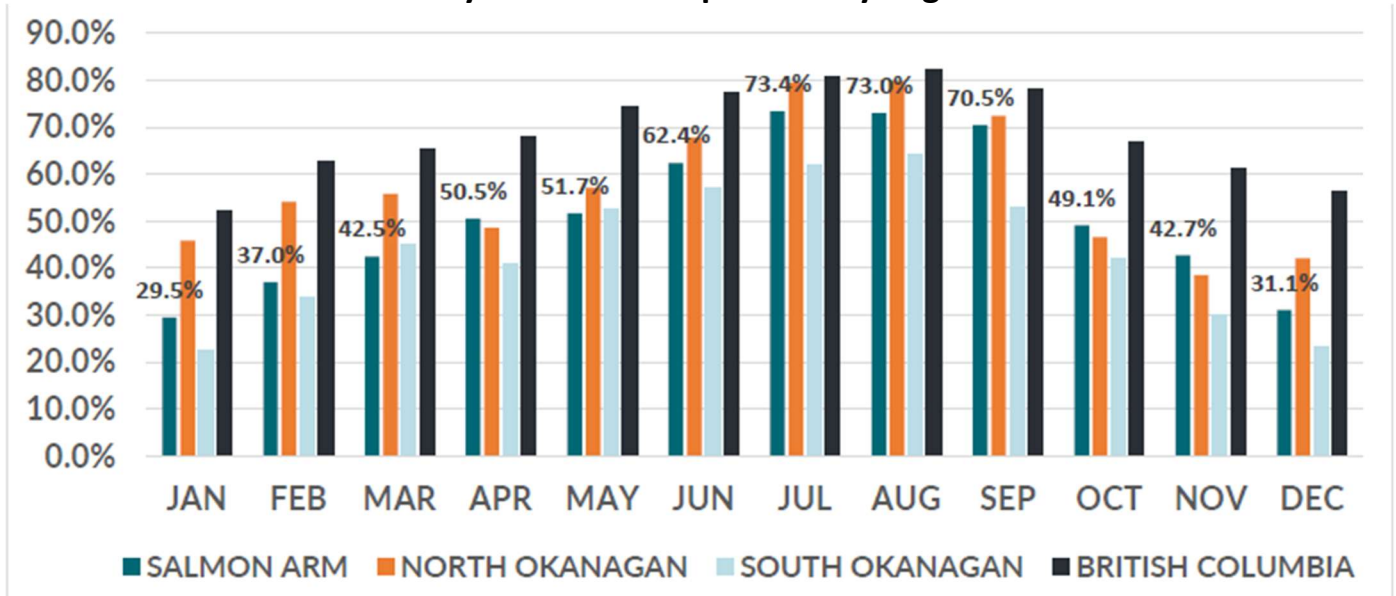
Excluding the sharp decrease experienced in 2020 because of the pandemic and related travel restrictions, Salmon Arm's accommodation revenue has been consistently trending upwards year over year.

We utilize 2018 as our benchmark year to measure change in our tourism economy, as this was Salmon Arm’s first full year of collecting the MRDT. We use this to measure the overall increase or decrease in accommodation revenue since implementing the program. If we compare 2024 accommodation revenue to our benchmark year of 2018, we have seen a 53.5% increase in accommodation revenue when comparing year-to-year.

In terms of Salmon Arm’s occupancy rate, it’s important to measure this data set in 2 ways, the first is year-over-year change and the second is comparing by region. In 2024, Salmon Arm’s average annual occupancy rate was 51%, up a full percentage point from 2023. 2024 saw increases by month in Feb and Mar, as well as June through September and December. Of note is the extension of our high occupancy months (traditionally just July and August) extend to June and September in 2024. September increase can be attributed to the 55+ BC Games.



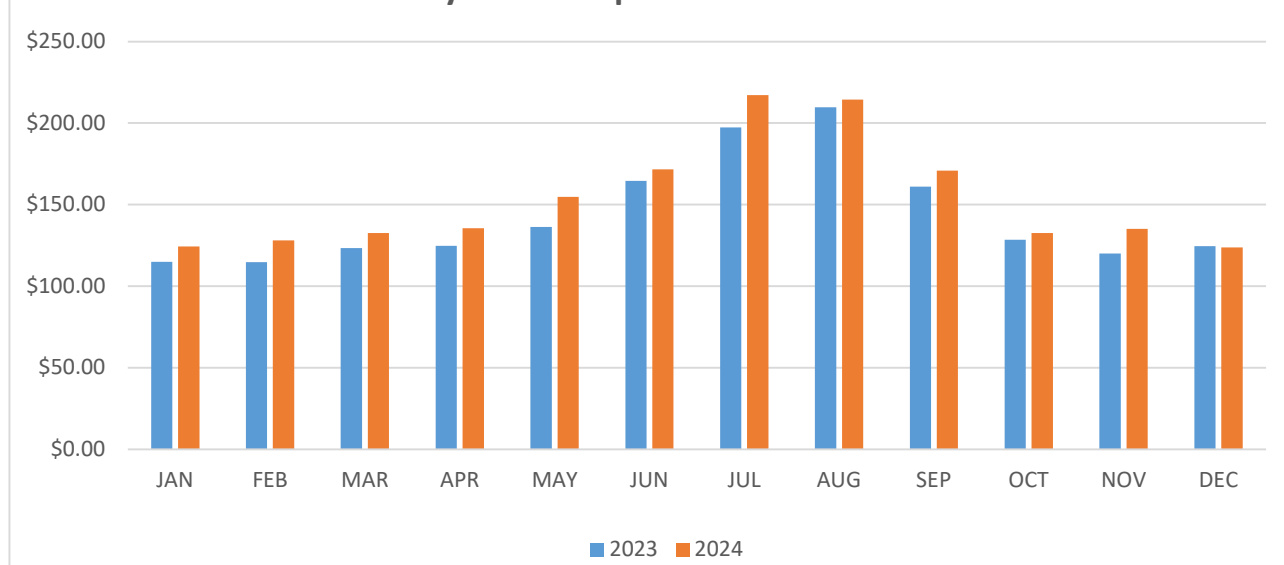
### Monthly Occ Rate Comparative by Region



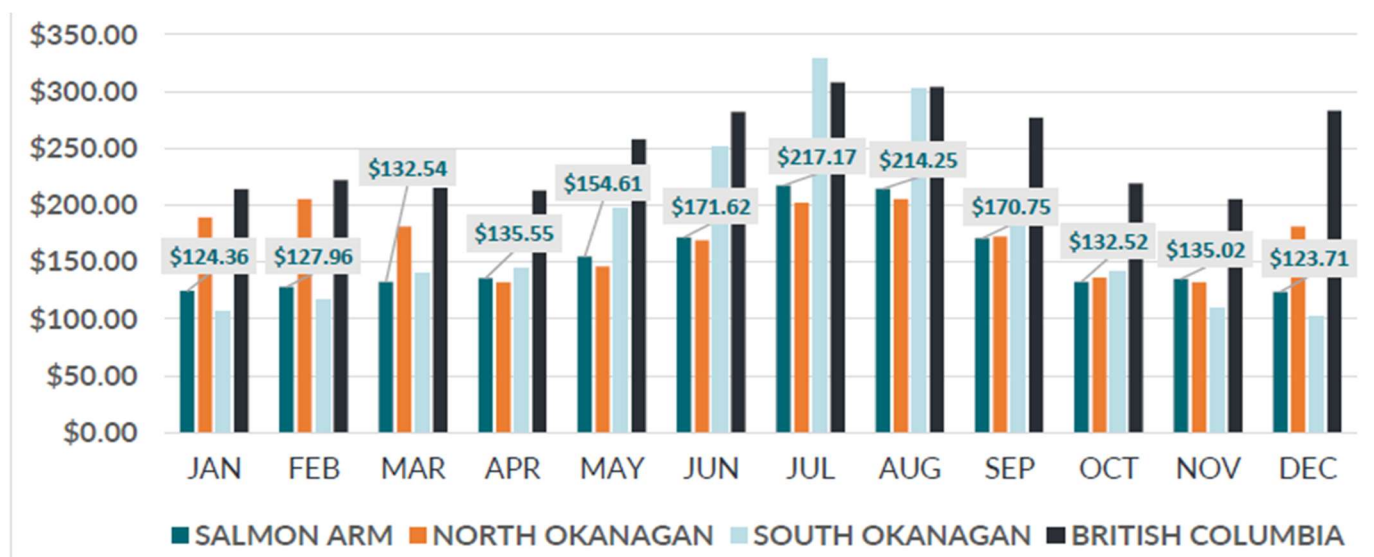
The chart above shows Salmon Arm's occupancy rates by month for 2024, compared to British Columbia, North Okanagan and South Okanagan. In 2024, Salmon Arm trended higher on average than the South Okanagan (apart from March) and lower on average than the North Okanagan region (except for April, October and November).

When considering year-over-year changes in our monthly average daily rates year-over-year (chart below), we can see 2024 ADR is trending slightly higher than 2023. 2023 annual average daily rate for Salmon Arm properties was \$143.26, whereas 2024 increased by 7% to \$153.34.

### Monthly ADR Comparative Year-over-Year



## Monthly ADR by Region



Looking at our Average Daily Rate (ADR) compared to our regional/provincial market, we can see that Salmon Arm's ADR is trending similar to that of South Okanagan in the shoulder and off-seasons but lower in peak summer months. When comparing Salmon Arm to North Okanagan ADR, we are lower in the off-season, closer in the shoulder season, and higher in the peak summer season.

### What were our challenges in 2024?

#### Natural Disaster Impacts & Visitor sentiment

- Forest fires in BC, and our region specifically, were amongst the most notable impacts in 2023 and unfortunately played a role in visitor sentiment. Media messaging around wildfire risk in British Columbia was a contributing factor to visitor sentiment when booking holidays in the region. This resulted in some of the largest annual events like Roots and Blues changing their traditional event dates from August to July to mitigate risk of any anticipated natural disaster events. This highlights the need for business readiness in the tourism sector to communicate with their respective patrons about their operations being open for business in the event that there is confusion regarding different areas of the province being affected by wildfire other than Salmon Arm. Provincial messages and media coverage regarding 'where it was safe to travel' were not always clear to tourists, and at times, created confusion that affected travel. The overall visitor sentiment and caution around the potential risk for wildfire resulted in more venues receiving bookings into the shoulder season of May/June and September – November to avoid the potential for smoke while still being able to enjoy the beauty of our community and region.

#### Worker shortages:

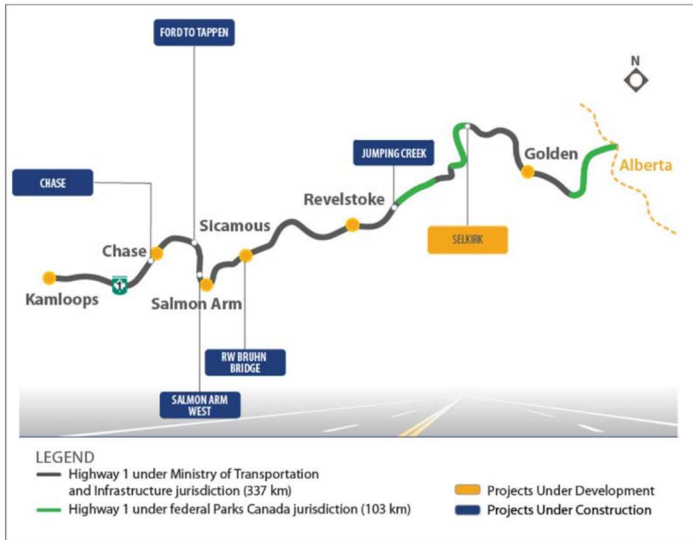
- Most tourism-related businesses in BC, including Salmon Arm (i.e., accommodators) struggled to attract and retain staff for the busiest months. With increased demand on service providers, this impacted daily operations and hours. Sentiment from tourism operators highlighted the need for more cost-effective housing for the attraction of workers.

#### Cost Pressures/Increases:

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

#### Transportation Challenges & Travel:

- Across the province there were multiple highway construction projects in 2024 to support infrastructure upgrades. This includes the ongoing highway 1 – Kamloops to Alberta – four laning [LINK HERE](#) construction project to the east and west sides of Salmon Arm.





## 2024 Project Summary Chart

Destinations & Product Experience Management	
Data Collection & Distribution	Compiled visitor statistics to support targeted marketing efforts.
Cultural Planning	Supported the implementation of the City's Cultural Master Plan and cultural districts initiative.
Shuswap Trail Planning and Marketing	Expanded trail planning and marketing.
Implementation of Marketing Strategy	Completed asset development identified in the 2-Year Visitor Attraction Marketing Strategy
Industry Readiness	Supported tourism workforce needs and workforce housing challenges. Provided emergency planning support, and business retention expansion (BRE) support.
Marketing	
Expand Visitor Information	In partnership with the Salmon Arm Visitor Services Team, expanded distribution of visitor information in strategic locations where visitors gather.
Expand Digital and Print Marketing Campaigns	Launched digital and print marketing campaigns including social media, web page development, video development and distribution, blogs, travel itineraries.
Meetings, Conventions, Events & Sports	
Event Support & Expansion	Provided support to existing community events to expand the number of attendees and number of event days. Expanded the number of destination events occurring in Salmon Arm.
Visitor Services	
Visitor Services Support	Supported Salmon Arm visitor services and support gap-filling in visitor amenities/place making.

# 2024 Top Project Highlights

## Visitor Services Support

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

## Signage, Banners & Interactive Kiosk Project (CERIP Funding Support)

- Kiosks went live at 3 permanent locations and use of Mobile Kiosk throughout the community.
- Salmon Arm entrance signage completed (3 signs).
- Bus shelter wrapping project completed.
- 22 unique tourism banners installed on HWY 1 TCH between 6<sup>th</sup> ave and Shuswap st.

## Marketing

- Kelowna Airport advertising campaign.
- HWY 1 TCH updating of billboards.
- Rogers Rink rebranding on building.
- Stay & Save shoulder season campaign in May/June and September/October.
- Hwy 1 TCH 22 unique Banners between 6<sup>th</sup> ave and Shuswap st.

## Event Support

- In 2024, there were 68 events supported, 24 of which received MRDT grant funding.
- At targeted events, participants also received Downtown Dollars, via the Big Spend program in partnership with Downtown Salmon Arm. In 2024, we distributed \$6,410 Downtown Dollars directing visitors downtown.
- Hosted 55+ BC Games September 10 – 14, 2024
- Created a new event funding stream “SA Green” to support those events with a commitment to sustainable hosting models.

## Overnight Stay Package

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

### Stakeholder & Community Engagement

- Shuswap Tourism Advisory Committee (Voting Member)
- RJ Haney Advisory Committee
- 55+ BC Games Board of Directors
- TOTA Roundtable Discussion

### Consortiums & Partnerships

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

### 55+ BC Games

- The largest ever sports event held in Salmon Arm.
- The smallest host city in the event's history, leaving the largest legacy fund.
- Occupancy was 90% for local Accommodators during the games September 10-14, 2024.
- ADR was \$170 during this period resulting in an estimated Accommodations spend of \$619,650.
- Total Value of in-kind/cash contribution \$637,111.
- The average length of stay for visitors was 4.5 days
- An incredible social capital investment estimate of 25,400 hours from our 1,000+ volunteers
- Largest Legacy Fund left to a community in the history of this



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

## 2024 Events Portfolio

In 2024, as part of the MRDT event fund program, Salmon Arm significantly expanded its support for local events. The data below highlights the growth in both event support and funding:

- 68 Events Supported (up from 44 in 2023)
- 24 Events Funded (up from 16 in 2023)

This increase allowed for a broader range of events across Arts and Culture, Sport, Conferences, and SAGreen categories. The new SAGreen Event Fund, launched as a pilot program in 2024, encouraged event planners to integrate sustainability into their event practices. The MRDT Committee funded 5 SAGreen events, in addition to supporting traditional MRDT events.

Support for these events included resources such as swag, marketing, coordination, networking, MRDT funding, Downtown Dollars, and more. Events highlighted in yellow below received MRDT Event Funding and Events highlighted in green below received SAGreen Event Funding, all the listed events received MRDT Support.

Dates	Event
Jan 27 (1 day)	SHE WOLF - FEMININE EMPOWERMENT SUMMIT
Feb 4 (6 days)	Curl BC U18 Curling Champions
Feb 9 (3 days)	Askews Shuswap Splash 2024
Feb 14 (5 days)	2024 BC U21 and Stick Curling Championships
Feb 16 (3 days)	Salmon Arm Minor Hockey Female Hockey Festival
Feb 24 (1 day)	Coldest Night of the Year
Mar 1 (3 days)	BC Provincial Championships (Larch Hills)
Mar 16 (7 days)	BC Hockey U15 Tier 2 Provincials
April 9 (1 day)	SASS Job Fair
April 19 (1 day)	Days of Bulgaria Festival
April 17 <sup>th</sup>	BC Cup Hockey
April 17 <sup>th</sup>	The Tech Meet Up
April 20th (1 day)	Earth Day Gathering (SAGreen)
April 20 (1 night)	Delhi 2 Dublin Dance Party
April 26 (2-3 days)	BC Backyard Ultra
April 26 (3 days)	Salmon Arm Silverbacks Spring ID Camp
May 4 (1 day)	The Chic Experience mini retreat (SAGreen)
May 6 – 31	Amazing Race (Storefront School)
May 10 (3 days)	Salty Dog Enduro
May 11 (1 day)	Salty Bike Fest (paid Event Organizer – Shelley Desautels)
May 17 (4 days)	Skydive Salmon Arm's Mayhem Boogie
May 17 (3 days)	Words on the Lake Writers Festival
May 26 (1 day)	Dancing Grebes at the Wharf

May 26 (1 day)	Birding for Families
May 30	Spencer Moores The Cahoots Kitchen - vancouver Food event
May 30	TOTA Golf Tournament
May 31 (3 days)	Agility Association of Canada BC-Yukon-Vancouver Island Regional Championship
June 1 (1 day)	Shuswap Trail Alliance Appreciation Event & Concert (SAGreen)
June 6 (1 day)	Grey Cup 2024 Van Tour
June 7 (1 day)	55+ BC Games Torch Lighting Ceremony
June 8 (1 day)	Good Day Lemonade Event (Prestige)
June 8 - 9 (2 day)	50th annual Salmon Arm Sockeyes summer swim meet
June 15 (2 days)	Demolition Derby, Swap Meet & Show N Shine
June 14 (3 days)	Theatre on the Edge (TOTE) Festival
June 15 (1 day)	Shuswap Dragon Boat Festival
June 27 (1 day)	Gathering Together Multi Cultural Festival
July 6-7 (2 days)	Interior Team Tennis Playoffs
July 8 (1 day)	Harbour Front Car Show
July 20 (1 day)	Legion #62 Poker Run
Aug 30 - Sept 2 (4 days)	Skydive Salmon Arm's Supernova Boogie
Aug 30 - Sept 2 (4 days)	SASCU Tennis Open
Sept 8 (1 day)	Shorebirds walk with Don Cecile and John Woods along the Salmon Arm Foreshore
Sept 10 (5 days)	55+ BC Games (SAGreen)
Sept 12 (1 day)	Evening Reception 7pm to 9pm- Fantastic Fungi Exhibition (SA Art Gallery)
Sept 14 (1 day)	Shuswap Brewers Fest
Sept 14 (1 day)	La Forastera Flamenco
Sept 28 (1 day)	The Shuswap Family Expo
Sept 28 (1 day)	Fly Hills ATV/Dirt Bike Poker Run
Sept 29 (1 day)	Kym Gouchie - Fall Concert series Song Sparrow Hall
Sept 30 (1 day)	Truth & Reconciliation event at Art Gallery
Oct 5 (1 day)	Wows & Vows wedding expo
Oct 6 (1 day)	Ride Don't Hide - Larch Hills Gravel Ride (SAGreen)
Oct 12 (1 day)	Whizbang Boxing BC Interior Amateur Boxing Series
Oct 17 (1 day)	The Coffee Break & Artist Talks - 2pm to 4pm Fantastic Fungi (SA Art gallery)
Oct 18-19 (2 days)	Salmon Arm Pride Project - Loud & Proud Celebration Song Sparrow
Oct 19-20 (2 day)	The 26th Annual Spooktacular (RJ Haney)
Oct 24 (1 day)	SILGA Meeting (City Hall)
Oct. 30 (1 day)	2024 Business Forum (SAEDS initiative)
Nov 8 (1 day)	The AC/DC Tribute Concert (Salmar theatre)
Nov 15 - 16 (2 days)	The Chic experience Salmon Arm Retreat
Nov 16 (1 day)	Dancing with the Shuswap Stars (Hospice Fundraiser)
Nov 16 (1 day)	Warren Miller Movie Night



Nov 23 (1 day)	Monkey Dragon featuring Adam Shaikh & Buckman Coe
Dec 6 & 7 (2 days)	Santa's Yuletide Village
Dec 12 (3 days)	Salmon Arm Invitational (SAS Basketball)
Dec 14 (1 Day)	Shuswap Carol

## 2024 Financial Review

January 1 – December 31, 2024

2023 Carry Fwd Funding	\$ 419,412
MRDT Revenue	\$ 331,380
OAP	\$ 40,073
City of Salmon Arm Contributions to Shuswap Tourism	\$ 182,012
Total Revenue & Carry Fwd	\$ 972,877

MRDT Expenses	\$ 542,180
Shuswap Tourism Expenses	\$ 182,012
Total Expenditures	\$ 724,192
Ending Surplus	\$ 248,684

A full accounting of 2024 MRDT Revenue and Expenses is attached as *Appendix 2.1, Financial Report*

## Conclusion

Excluding the sharp decrease experienced in 2020 as a result of the pandemic and related travel restrictions, Salmon Arm's accommodation revenue has been consistently trending upwards year-over-year. This is exactly the economic trend we hoped the MRDT program would support for our community. 2023 to 2024 saw an 11% increase in MRDT revenue. When comparing 2018 MRDT revenue (our first full year of collecting the MRDT in Salmon Arm) to 2024 MRDT revenue, we have seen a 53.5% increase in accommodation revenue when comparing year-over-year.

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

SAEDS, the MRDT Committee and partner organizations including the City of Salmon Arm, Visitor Services, Shuswap Tourism, and Downtown Salmon Arm, worked diligently to support provincial tourism messaging related to safety, growth and opportunity led by Destination BC. We also worked diligently to support the needs of our local tourism operators in all ways possible, including the recent challenges of traveler sentiment about wildfires and natural disasters.

Tasks completed in 2024 mirror the strategic direction, vision, goals and objectives presented in Salmon Arm's Five-Year MRDT Business Plan. The Five-Year Plan is a community developed program which was prepared with extensive consultation and is reflective of strong accommodator and broader tourism industry support. Both the broader Five-Year Plan and the 2024 Tactical Plan align with goals and objectives within Thompson Okanagan Tourism Association Strategy and Destination BC Strategy. Our community continues to prioritize a collaborative approach to growing our tourism economy as represented in this *Annual Performance Report*.

## Appendix 2.1 Financial Report

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

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

Designated Recipient:	City of Salmon Arm
Designated Accommodation Area:	City of Salmon Arm
Date Prepared:	10-May-24
MRDT Repeal Date (if applicable):	31-May-27
Total MRDT Funds Received:	\$371,453
Year Ending:	2024

### Section 1: MRDT Budget Variance Report

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

Revenues (MRDT and Non-MRDT)	Budget \$	Actual \$	Variance
Starting Carry Forward (All Net Assets, Restricted and Unrestricted) - Should match ending C/F from previous annual financial report	\$ 470,659	\$ 419,412	-\$ 51,247
General MRDT (net of admin fees)	\$ 260,000	\$ 331,380	\$ 71,380
MRDT from online accommodation platforms (OAP)	\$ 20,000	\$ 40,073	\$ 20,073
Local government contribution		\$ 182,012	\$ 182,012
Stakeholder contributions (i.e. membership dues)			
Co-op funds received (e.g. DBC co-op, CTO, DMO-led projects)			
Grants - Federal			
Grants - Provincial			
Grants/Fee for Service - Municipal			

Retail Sales			
Interest			
Other (please describe): Event Revenue	\$ 7,000		-\$ 7,000
<b>Total Revenues (excluding Carry Forward)</b>	\$ 287,000	\$ 553,465	\$ 266,465
<b>Expenses (MRDT and Non-MRDT)</b>	<b>Budget \$</b>	<b>Actual \$</b>	<b>Variance</b>
<b>Marketing</b>			
Marketing staff – wage and benefits	\$ 130,775	\$ 125,367	-\$ 5,408
Media advertising and production	\$ 51,000	\$ 1,025	-\$ 49,975
Website - hosting, development, maintenance			
Social media			
Consumer shows and events			
Collateral production and distribution	\$ 73,300	\$ 31,364	-\$ 41,936
Travel media relations	\$ 10,000	\$ -	-\$ 10,000
Travel trade			
Consumer focused asset development (imagery, written content, video)	\$ 35,000	\$ 19,990	-\$ 15,010
Other (please describe):			
<b>Subtotal *</b>	<b>\$ 300,075</b>	<b>\$ 177,746</b>	<b>-\$ 122,329</b>
<b>Destination &amp; Product Experience Management</b>			
Destination and Product Experience Management Staff – wage and benefits			
Industry development and training	\$ 138,400	\$ 152,810	\$ 14,410
Product experience enhancement and training			
Research, evaluation and analytics	\$ 7,500	\$ 5,389	-\$ 2,111
Other (please describe):			
<b>Subtotal</b>	<b>\$ 145,900</b>	<b>\$ 158,199</b>	<b>\$ 12,299</b>
<b>Visitor Services</b>			
Visitor Services - wage and benefits			
Visitor Services operating expenses	\$ 138,134	\$ 30,211	-\$ 107,922
Other (please describe):			
<b>Subtotal</b>	<b>\$ 138,134</b>	<b>\$ 30,211</b>	<b>-\$ 107,922</b>
<b>Meetings and Conventions</b>			
Staff - wage and benefits			
Meetings, conventions, conferences, events, sport, etc.	\$ 113,570	\$ 106,445	-\$ 7,125
<b>Subtotal</b>	<b>\$ 113,570</b>	<b>\$ 106,445</b>	<b>-\$ 7,125</b>
<b>Administration</b>			



Management and staff unrelated to program implementation - wages and benefits	\$ 45,000	\$ 45,000	\$ -
Finance staff – wages and benefits			
Human Resources staff – wages and benefits			
Board of Directors costs			
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)			
Office lease/rent	\$ 9,730	\$ 15,126	\$ 5,396
General office expenses	\$ 5,250	\$ 9,453	\$ 4,203
<b>Subtotal</b>	<b>\$ 59,980</b>	<b>\$ 69,579</b>	<b>\$ 9,599</b>
<b>Affordable Housing (if applicable)</b>			
Funded by OAP Revenue			
Funded by General MRDT Revenues (if applicable)			
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other</b>			
All other wages and benefits not included above			
Other activities not included above (please describe): Shuswap Tourism Program Expenditures		\$ 182,012	\$ 182,012
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 182,012</b>	<b>\$ 182,012</b>
<b>Total Expenses</b>	<b>\$ 757,659</b>	<b>\$ 724,192</b>	<b>-\$ 33,466</b>
<b>Total Revenue Less Total Expenses (Surplus or Deficit)</b>	<b>-\$ 470,659</b>	<b>-\$ 170,728</b>	
<b>Ending Carry Forward (Previous Year C/F plus Surplus or Deficit – Restricted and Unrestricted)</b>	<b>\$ 0</b>	<b>\$ 248,684</b>	

## Section 2: Actual Spend by Market - Leisure activities to draw visitation.

Do not include in-destination expenses such as visitor servicing, administration, events or industry training, etc.

\*This table should not exceed total marketing expenses.

Geographic Market	MRDT \$ by Market	% of Total \$ by Market
BC	\$ 133,309	75%
Alberta	\$ 26,661	15%
Ontario		0%
Other Canada (please specify)		0%
Washington State	\$ 17,776	10%
California		0%

Other USA ( <i>please specify</i> )		0%
Mexico		0%
China		0%
UK		0%
Germany		0%
Australia		0%
Japan		0%
Other International ( <i>Please specify</i> )		0%
<b>Total</b>	\$ 177,746	100%

## Appendix 2.2 Annual Performance Report

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

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

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

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

<b>Major Category</b> Visitor Services Tactic	
<b>Activity Title</b> Visitor Services Support	
<b>Tactics</b> To mobilize and support visitor services programming and resources.	
<b>Partners</b> City of Salmon Arm, Shuswap Tourism, Visitor Services, Downtown Salmon Arm	
<b>Implementation:</b> <ol style="list-style-type: none"> <li><b>Signage &amp; Kiosks - Community promotion &amp; visitor information signage</b> *Completed with financial contribution from the CERIP Grant Fund <ul style="list-style-type: none"> <li>Event signage</li> <li>Billboards</li> <li>Banners</li> <li>Updates to wayfinding signage</li> <li>Updates to Pillars</li> <li>Digital Kiosks &amp; wrapping</li> <li>Bus Shelter wrapping</li> <li>Entrance/Welcome signage</li> </ul> </li> <li><b>Visitor Amenities - Planning &amp; support for identified visitor amenities</b> <ul style="list-style-type: none"> <li>BC Bird Trail (Shuswap Outpost) related visitor amenities</li> <li>Mobile Outreach (wooden kiosks and racking)</li> </ul> </li> <li><b>Place making - Supporting the creation of public gathering, attraction &amp; retention tools, creating unique visitor experiences</b> <ul style="list-style-type: none"> <li>Selfie stations, use of marketing strategies to increase engagement</li> </ul> </li> </ol>	
<b>Timeline</b> 2024	
<b>Sources of funding</b> MRDT Revenue, CERIP Grant	
<b>Budget</b> \$138,134	
<b>Performance Measures</b> <ul style="list-style-type: none"> <li>Supported the City of Salmon Arm in the implementation of the Visitor Services Strategy.</li> <li>Expanded visitor information available at strategic locations in the City of Salmon Arm to support trip planning.</li> </ul>	<b>Outcomes:</b> <ul style="list-style-type: none"> <li>Increased visitor awareness and participation in tourism experiences.</li> <li>Extended the duration of visitor stays.</li> <li>Increased room occupancy rates.</li> </ul>

<b>Major Category:</b> Destination & Product Recovery, Resiliency and Growth
<b>Activity Title:</b> Industry Readiness Support, Cultural Planning, Trail Planning & Marketing, Research & Evaluation
<b>Tactics:</b> <ol style="list-style-type: none"> <li>1. Expanded trail-based marketing campaigns and supported planning for future "high-tourism potential" trail development.</li> <li>2. Supported community cultural planning efforts.</li> <li>3. Focused on business support/industry readiness for tourism businesses.</li> <li>4. Data collection, trend identification and data distribution.</li> </ol>
<b>Partnerships:</b> Shuswap Trail Alliance, Visitor Services, Salmon Arm Arts District Council, City of Salmon Arm
<b>Implementation:</b> <ol style="list-style-type: none"> <li>1. <b>Industry Readiness</b> <ul style="list-style-type: none"> <li>• Provided targeted business development assistance to support post-pandemic recovery/wildfire recovery, resiliency, and growth.</li> <li>• Hosted the Big Connect Event Planners Forum (training topics for local event planners such as local resources, venues, catering/food options, event funding opportunities, other event support programs, guest speakers)</li> </ul> </li> <li>2. <b>Cultural Planning</b> <ul style="list-style-type: none"> <li>• Supported the implementation of the City's Cultural Master Plan</li> </ul> </li> <li>3. <b>Research, Evaluation and Analytics - Collecting and analyzing visitor data to assist in targeted marketing efforts and recovery/resiliency response</b> <ul style="list-style-type: none"> <li>• STR Annual Subscription (Monthly Multi-Segment Destination Report/ Monthly Destination Trend)</li> <li>• Wildfire and Climate Readiness (Strategic planning session with partners and stakeholders to review the communications, recovery, alerts, from a visitors and tourism)</li> </ul> </li> <li>4. <b>Two Year Visitor Attraction Marketing Strategy Implementation</b> <ul style="list-style-type: none"> <li>• Implemented the two-year visitor attraction strategy</li> <li>• Asset Development (Photography and Video)</li> </ul> </li> <li>5. <b>Workforce attraction initiatives</b> <ul style="list-style-type: none"> <li>• Supported SAEDS staff and local stakeholders workforce attraction/retention goals related to tourism, services, experience &amp; hospitality industries</li> </ul> </li> <li>6. <b>Trail Tactics - Shuswap Trail Alliance</b> <ul style="list-style-type: none"> <li>• Expanded trail-based marketing campaigns and supported planning for future "high-tourism potential" trail development.</li> </ul> </li> </ol>
<b>Timeline:</b> 2024
<b>Sources of Funding:</b> MRDT Revenue
<b>Performance Measures</b> <ul style="list-style-type: none"> <li>• Compiled data and identified trends</li> <li>• Circulated reports to tourism stakeholders</li> <li>• Expanded visitor awareness of trail experiences in Salmon Arm and the Shuswap region</li> <li>• Expanded trail-based tourism visitations</li> </ul>
<b>Outcome</b> <ul style="list-style-type: none"> <li>• Supported tourism business sustainability and tourism business growth through informed decision making</li> <li>• Enhanced trail-based visitor/event attraction and increase event hosting capabilities</li> </ul>
<b>Budget</b> \$145,900



<b>Major Category</b> Marketing	
<b>Activity Title</b> Expanded Visitor Information & Attraction	
<b>Tactics</b> To create (or expand distribution of) print collateral and digital marketing for visitor attraction, and strategize effective marketing campaigns using a variety of mechanisms to best fit the project and targeted audiences.	
<b>Partners</b> Shuswap Tourism, Visitor Services	
<b>Implementation</b> <p><b>Media Advertising &amp; Production - Digital and print visitor attraction campaigns</b></p> <ul style="list-style-type: none"> <li>BC Bird Trail Outpost (Annual Maintenance Fee cost-sharing model split between Shuswap Tourism &amp; District of Sicamous Development Corp.)</li> <li>Development of marketing materials</li> </ul> <p><b>Collateral Production &amp; Distribution - Event listings, itineraries, anchor asset map publication and distribution</b></p> <ul style="list-style-type: none"> <li>Tearaway map updates</li> <li>Small City, Big Ideas branded merchandise</li> </ul> <p><b>Media Fam Tours</b></p> <ul style="list-style-type: none"> <li>Itinerary focused media FAM tours (BC Bird Trail, Agri-Tourism, Culture and Arts, Food)</li> </ul> <p><b>Consumer-focused Asset Development - Written content, photography, videography</b></p> <ul style="list-style-type: none"> <li>Spring 2024 influencer campaign, with overnight stay component</li> <li>Blog writing &amp; posting</li> <li>Social media ideation &amp; story assets</li> <li>Fall 2024 overnight stay attraction campaign</li> </ul> <p><b>Experience Package Facilitation &amp; Campaign Development</b></p> <ul style="list-style-type: none"> <li>Facilitated collaboration among businesses to promote package development.</li> <li>Overnight-stay package ("Stay &amp; Save in the Shuswap" overnight stay package with website/page, paid advertisements, contribution to discount at hotels based on overnight stays, 20% discount at the ADR, partnership with Sicamous Ec. Dev. with support from Shuswap Tourism)</li> <li>Spring Influencer Campaign to promote "Stay &amp; Save"</li> <li>Video advertising for "Fall Promo" campaign</li> </ul>	
<b>Timeline</b> 2024	
<b>Sources of Funding</b> MRDT Revenue & Partner Contributions from Shuswap Tourism and District of Sicamous Development Corporation for Consortiums.	
<b>Budget</b> \$ 300,075	
<b>Performance Measures</b> <ul style="list-style-type: none"> <li>Developed/updated video, print, digital collateral.</li> <li>Identified top digital platforms based on EQ and other visitor metrics and distributed marketing content and materials.</li> </ul>	<b>Outcomes</b> <ul style="list-style-type: none"> <li>Expanded visitor awareness of four-season product, shoulder-season tourism opportunities and experiences available in Salmon Arm and the Shuswap region.</li> <li>Increased room occupancy rates in 2024.</li> </ul>

<b>Major Category</b> Event Support, Sport Tourism, Agri-Tourism, Conference/Convention/Seminars/Cultural Festivals
<b>Activity Title</b> Event Expansion
<b>Tactics</b> Provide support to existing community events to expand the number of attendees and number of event days. Expand the number of destination events occurring in Salmon Arm.
<b>Partners</b> Visitor Services, Downtown Salmon Arm, City of Salmon Arm, Salmon Arm 2024 55+ BC Games Society
<b>Implementation</b> <b>Event Planning and Co-ordination - Resources/community assets/contacts/organization templates</b> <ul style="list-style-type: none"> <li>• Community event hosting assets</li> <li>• Event hosting resource development</li> <li>• General event support</li> <li>• Event funding application process</li> <li>• Pre-event logistics</li> <li>• Event marketing</li> <li>• Volunteer management</li> </ul> <b>Event Grant Financial Support – MRDT Program Implementation</b> <ul style="list-style-type: none"> <li>• Administer grant application process, logistics, communications, committee meetings</li> </ul> <b>Event Hosting Marketing Support</b> <ul style="list-style-type: none"> <li>• Marketing efforts to increase and target visitor attraction</li> <li>• Marketing to event attendees (i.e., Itineraries, pre &amp; post visits, upcoming events/stay another day opportunities)</li> <li>• The Big Spend program (partnership with Downtown Salmon Arm)</li> </ul> <b>A Green Event Fund Program</b> <ul style="list-style-type: none"> <li>• SA Green event certified criteria establishment</li> <li>• Developed criteria and process for even fund application</li> <li>• Support the expansion, attraction and development of sustainable eco-minded events</li> <li>• Environmentally conscious opportunities to improve events, reduce waste and leverage local businesses/services (i.e., zero waste events, recycling or composting options, water access options)</li> </ul> <b>Salmon Arm 2024 55+ BC Games Event Support</b> Unique, one-time event support to enhance marketing opportunities in 2024 during the 4-day games (approx. 2,500 athletes, majority travelling from outside of Salmon Arm and the Shuswap Area to stay overnight and compete). Supported marketing and visitors' resources such as the event guide, photography/videography, event promotions, local resources/signage, transportation.
<b>Bid Submissions</b> BCHL Bid Submission Support
<b>Timeline</b> 2024
<b>Sources of Funding</b> MRDT Revenue, DSA
<b>Total Budget</b> \$113,570
<b>Performance Measures</b> <ul style="list-style-type: none"> <li>• Attraction of at least two new annual or semi-annual events/reoccurring</li> </ul> <b>Outcome</b> <ul style="list-style-type: none"> <li>• Event hosting growth/increase to number of new and existing events supported.</li> <li>• Increased room occupancy rates.</li> </ul>

2. Effective local-level stakeholder support and inter-community collaboration

Designated recipients are responsible for engaging with key stakeholders, establishing local-level support, and seeking out efficiencies through collaborative activities to inform appropriate decision-making regarding investments.

Mandatory Metric	Designated Recipient Response
Extent of Local-level Stakeholder Engagement	<p>Throughout 2024, Salmon Arm Economic Development Society undertook diverse community engagement activities to ensure stakeholders remained informed of the progress of the community's MRDT program.</p> <p>The following community engagement activities were undertaken:</p> <ul style="list-style-type: none"><li>• One-on-one targeted business outreach</li><li>• E-Newsletters</li><li>• Social media posts, blogs, press releases</li><li>• Community presentations</li><li>• AGM Board presentations</li><li>• Open house events</li><li>• Industry networking events</li></ul>

Mandatory Metric	Designated Recipient Response
<b>Community Collaboration</b>	<p>Salmon Arm Economic Development Society continued to prioritize community collaboration as a key objective in the community's MRDT program. Driven by necessity as well as opportunity, SAEDS worked closely with our community partners to support local businesses, responding effectively and efficiently to emergency needs. Collaborating on key message delivery, including ever-changing safety/emergency travel restrictions during climate related events and supportive government programs, served to amplify messaging and avoid confusion.</p> <p>Salmon Arm relies on a unique model of tourism service delivery which is based on a collaborative multi-agency approach. This approach is reflected in the foundation of the 5-Year MRDT Business Plan and the closely linked to the Tactical Plan. Throughout Salmon Arm and the broader region, there are a number of organizations that have worked together to build the local tourism economy. These partners include local and regional governments, established tourism functions, economic development organizations, community NPO's, Visitor Centres and many others.</p> <p>Salmon Arm's MRDT delivery model has been developed in a manner which ensures the MRDT program is led by the tourism industry, with established supports, communication and accountability measures to ensure its success.</p> <p>The MRDT Committee is comprised of 7 voting members (4 accommodators and 3 broader tourism stakeholders) as well as 6 non-voting members which include appointed representatives from partner organizations.</p> <p>In 2024, communication and joint planning and programing was undertaken with the following community organizations:</p> <ul style="list-style-type: none"> <li>• The MRDT Committee</li> <li>• Downtown Salmon Arm</li> <li>• Shuswap Tourism</li> <li>• Shuswap Trail Alliance</li> <li>• Shuswap Recreation Society</li> <li>• RJ Haney Heritage Village</li> <li>• Tourism and Visitor Services</li> <li>• Salmon Arm Art District Council</li> </ul>

**3. Marketing Efforts Are Coordinated and complementary to provincial marketing strategies and tactics:**  
Designated recipients are responsible for ensuring their marketing efforts complement and do not duplicate those of Destination British Columbia to avoid overlap at the community level and dilution of BC's marketing message in key domestic and international markets.

Mandatory Metric	Designated Recipient Response
<b>Provincial Alignment</b>	<p>The <i>2024 Tactical Plan</i> and related outputs directly aligned with the <i>City of Salmon Arm's Five-Year MRDT Business Plan</i>. The Business Plan was prepared in strategic alignment with the Salmon Arm Economic Development Society Action Plan, the Shuswap Tourism Strategy, goals and objectives defined by the Thompson Okanagan Tourism Association (TOTA) and Destination BC. Defined areas of alignment include the focus on shoulder and off-season tourism development, new experience development and identified target markets.</p> <p>Target markets defined within the <i>City of Salmon Arm's Five-Year MRDT Business Plan</i> are reflective of the target markets within the Shuswap Tourism Development Plan and further, the target markets of both TOTA and Destination BC.</p>

**4. Fiscal prudence and accountability**  
All designated recipients must be accountable, transparent, and make fiscally prudent investments in community tourism marketing.

Mandatory Metric	Designated Recipient Response
<b>Effective Financial Management</b>	As detailed in Appendix 2.1, Financial Report, Salmon Arm Economic Development Society operated within the approved 2024 tactical plan budget.
<b>Streamlined Administrative Costs</b>	Administrative Costs for 2024 totaled \$69,579 or 12% of total annual MRDT expenses.
<b>Leveraging of Other Marketing Funds</b>	<p>On an annual basis, the City of Salmon Arm contributes funding to Shuswap Tourism under a service agreement with the Columbia Shuswap Regional District.</p> <p>MRDT leveraged grant funding from BC's Community Economic Recovery Infrastructure Fund to support wayfinding signage, information pillars, anchor tourism asset signage and information kiosks. The initial grant was received in a prior year, however these projects continued into 2024 and are reflected in both Carry Forward Funds and Project Expenses.</p>

By signing this form, you certify the accuracy and completeness of the information provided above.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature



## OLD MUNICIPAL HALL OPTIONS 31 Hudson Avenue NE, Salmon Arm



The City is seeking public feedback on the future of the building / property. An **input session** will be held in Council Chambers, City Hall on **Tuesday, June 17 between 6:00 and 7:30 p.m.** both in person and virtually. Virtual attendance details and background information are below.

GoTo meeting link is below. Please join from your computer, tablet or smartphone.

<https://meet.goto.com/931301501>

**You can also dial in using your phone.**

**Canada: +1 (647) 497-9373**

**Access Code: 931-301-501**

*Get the app now and be ready when your first meeting starts:*

**<https://meet.goto.com/install>**

If you can't make the meeting, you can submit your comments directly to: [gbuxton@salmonarm.ca](mailto:gbuxton@salmonarm.ca).

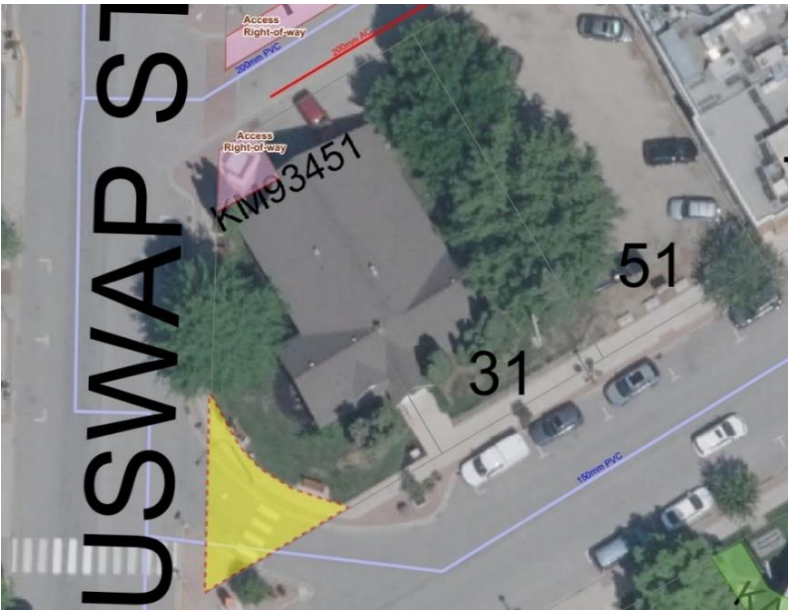
### BACKGROUND

The building was constructed in 1928 and was the City's first municipal hall until 1970 when it was occupied by the public library and subsequently the Columbia Shuswap Regional District. In 1974, it was leased to the Shuswap Lake Senior Citizens Society until the Society moved to its' current location, leaving the structure vacant. The building is currently not occupied due to concerns with the safety of the structure.

The site is currently zoned as P-3 Institutional Zone, and is about 850 square metres or 9,200 square feet in size. A portion of the site consists of the intersection of Shuswap Street and Hudson Avenue (yellow area) and so can't be used or developed. The frontage on Hudson Avenue is about 23.5m or 77 feet. The developable area of the lot is about 750 square metres or 8,100 square feet.

A 2024 hazardous materials report revealed the presence of asbestos, lead paint and crystalline silica that would need to be addressed in any redevelopment or renovation.

A 2023 structural assessment described the condition as “poor,” with 3 structural deficiencies including the lateral displacement of the south wall of the arched ceiling room in the original building, the deterioration of the North Wing exterior walls, and differential foundation movement.



Four options and cost estimates for the repair or replacement of the building were proposed:

Option 1 – Full Replacement	\$940,000 - \$1,400,000
Option 2 – Partial Replacement	\$967,000 - \$1,465,000
Option 3 – Repair and Revitalization	\$700,000 - \$1,050,000
Option 4 – Interim Repair	\$96,000 - \$144,000

Demolition of the building is estimated to cost about \$100,000.

The City has drafted the following options to start the discussion, but Council is open to hearing any ideas on how the community sees this property being used in the future.

### FUTURE OPTIONS

#### Create new open space / parklet

Demolish the existing building and then to redevelop the vacant space as a parklet, plaza or public gathering space (something akin to the Ross Street Plaza). It could be redeveloped at a later date when there is a future purpose for the space determined. An approximate cost is \$150,000.

PROs	CONs
Relatively low cost	Additional maintenance expenses
Relatively low effort	Additional bylaw enforcement monitoring
Creates new gathering space	
Consistent with current policy	
Asset is retained	

### Lease the building “as is”

Minimum expenses in the \$100,000 to \$150,000 range would be needed to allow occupancy of the building. A tenant would need a structural engineer to supervise any renovation work and bring sufficient resources to both renovate and maintain/operate the renovated building. Use of the building by the public would need to be addressed in any lease.

PROs	CONs
<i>Relatively inexpensive</i>	<i>Costs not certain</i>
<i>Program space (re)created</i>	<i>Low usability space</i>
<i>Maintains some heritage elements</i>	<i>Ongoing maintenance, repairs and operational expenses</i>

### Renovate the Building

The costs for a complete renovation would likely exceed \$1.5 million. Many facility renovation projects of old buildings turn out to be much more complex and costly once the work has started and the full extent of the issues revealed. These issues could be moderated and managed with a more in depth investigation and detailed plan for the renovation. The City currently has no proposed use for a renovated building.

PROs	CONs
<i>Program space (re)created</i>	<i>Costs not certain</i>
<i>Maintains some heritage elements</i>	<i>Costs likely to only escalate</i>
	<i>Low usability space</i>
	<i>Relatively small space</i>
	<i>Ongoing maintenance, repairs and operational expenses</i>

### Redevelop the property

This would involve demolition of the current facility and redevelopment of a new building on the site. A 4 storey residential/commercial mixed-use building would likely cost in excess of \$4 million. A simpler commercial or institutional building could cost less than \$2 million. The City currently has no facility plan to outline a proposed purpose or use for a new building. The City has no reserves to fund such a project.

PROs	CONs
<i>Brand new purpose built space</i>	<i>Would require rezoning</i>
<i>Potential rental revenue from institutional / commercial space</i>	<i>Significant capital expense</i>
<i>Potential sales revenue from residential units</i>	<i>Significant financial risk</i>
<i>Maximizes land asset</i>	<i>Additional staffing (project management) needed</i>
	<i>No clear purpose for a new building</i>
	<i>Loss of heritage resources</i>
	<i>Parking deficiency / concerns</i>

### Demolish building and sell the site

This simply involves demolishing the building, rezoning the property for commercial purposes and then listing the property for sale. This could generate between \$400,000 and \$500,000 in revenue.

PROs	CONs
<i>Relatively easy and quick</i>	<i>Loss of heritage value</i>
<i>Sales revenue</i>	<i>Asset is permanently gone</i>
<i>Asset is “utilized”</i>	
<i>Site is developed</i>	
<i>Increased assessment / taxation</i>	



## REQUEST FOR DECISION

To: Development & Planning Services Committee

Title: Development Variance Permit Application No. VP-615

Legal: Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392  
Civic: 30 2 Street SE  
Owner: G. & J. Giesbrecht  
Agent: G. Giesbrecht

Date: May 20, 2025

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### **Executive Summary/Purpose:**

The applicant is requesting to waive servicing upgrades that would be triggered by a Building Permit for the proposed duplex with suites.

### **Motion for Consideration:**

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-615 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293 by waiving the requirement to install hydro and telecommunication underground along the frontage of Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392.

### **Staff Recommendation:**

THAT: The motion for consideration be supported.

### **Proposal:**

The applicant is requesting to waive servicing upgrades (underground hydro and telecommunications) that would be triggered by a Building Permit for the proposed duplex with suites. A letter submitted by the applicant in support of their application is attached as Appendix 7.

### **Background:**

The subject property is located at 30 2 Street SE (Appendices 1, 2 & 3). The subject property is designated High Density Residential (HR) in the City's Official Community Plan (OCP) and zoned R-5 (High Density Residential) in the Zoning Bylaw (Appendices 4 & 5). The subject property is approximately 465 m<sup>2</sup> (0.11 ac) in area and is currently vacant. Site photos are attached as Appendix 6.

Adjacent land uses include the following:

North:	Single-Family Dwelling	C-2 (Town Centre Commercial)
South:	Single-Family Dwelling	R-10 (Residential)
East:	Single-Family Dwelling	R-10 (Residential)
West:	Single-Family Dwelling	R-10 (Residential)

The applicant has submitted a Building Permit application for a duplex with suites. This triggers the provisions of the Subdivision and Development Servicing (SDS) Bylaw No. 4293 for frontage and service works.

The SDS Bylaw requires that overhead hydro and telecommunication distribution lines are relocated underground across the frontage of the subject property. The motivation for undergrounding the wires is primarily aesthetic. However, underground wires are less susceptible to damage from environmental or human factors, resulting in less interruption of service. Additionally, underground hydro systems exhibit longer lifespans and enhanced safety measures.

The cost estimate for this requirement to underground the utilities submitted by Lawson Engineering is \$26,520 for Hydro and Telus (Appendix 8).

**Relevant Policy(ies):**

The SDS Bylaw identifies the requisite service levels.

**Referral Comments:**

Fire Department

No concerns.

Building Department

No concerns.

Engineering Department

The Engineering Department has provided comments which form the basis for the staff recommendation to support the requested variance. The Engineering Department comments are attached as Appendix 8.

Staff have generally been supportive of variances to the requirement to underground existing hydro and telecommunication lines, particularly in instances where there is little chance of being undergrounded for substantial sections. This is in part because there is less chance of service disruption if all wires are consistently above or below ground. The section of 2 Street SE between Okanagan Avenue and 2 Avenue SE features completely overhead lines, with little potential for the remainder to be undergrounded through future development.

Other

Telus does not object to the variance but have requested to have the service installed lateral from the pole along the south lot line. If variance is not supported by Council, underground conduit is available on the north side of 2 St SE. Telus comments are attached as Appendix 9.



### Planning Department

When considering servicing variances a number of factors are taken into consideration, including physical or legal constraints, scale of proposed development, and growth potential in the area. The subject property is within the Urban Containment Boundary and zoned R-5 (High Density Residential). Given the OCP designation of High Density Residential (HR), the land is intended for development as proposed.

The SDS Bylaw is structured so that should a subdivision or Building Permit be applied for, there is an opportunity for the City to evaluate existing infrastructure and require service levels be brought to current standards. In the staff analysis of a servicing variance, the timing and location of capital projects and the development potential of adjacent lands are considered. Staff note that the development of duplex with suites is supported by zoning and is development encouraged by Small Scale Multi Unit Housing (SSMUH) legislation. Staff acknowledge that the cost of the proposed work is substantive and would impact the economics of the housing being proposed.

### **Financial Considerations:**

Waiving servicing requirements may place additional financial burden on the City for the improvements in the future.

### **Committee Recommendations:**

N/A

### **Public Consultation:**

Pursuant to the Local Government Act and City of Salmon Arm Development Procedures Bylaw notices are mailed to landowners within a 30 m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on May 26, 2025 at 7:00pm.

### **Alternatives & Implications:**

Council could defeat the variance request and require the installation of hydro and telecommunication underground along the frontage of the subject property.

Prepared by: Planner II

Reviewed by: Manager of Planning & Building

Reviewed by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

### **Attachments:**

- Appendix 1 – Location Map
- Appendix 2 – Ortho Map
- Appendix 3 – Subject Property
- Appendix 4 – OCP Map
- Appendix 5 – Zoning Map
- Appendix 6 – Site Photos
- Appendix 7 – Letter of Rationale
- Appendix 8 – Engineering comments & Cost Estimate
- Appendix 9 – Telus comments



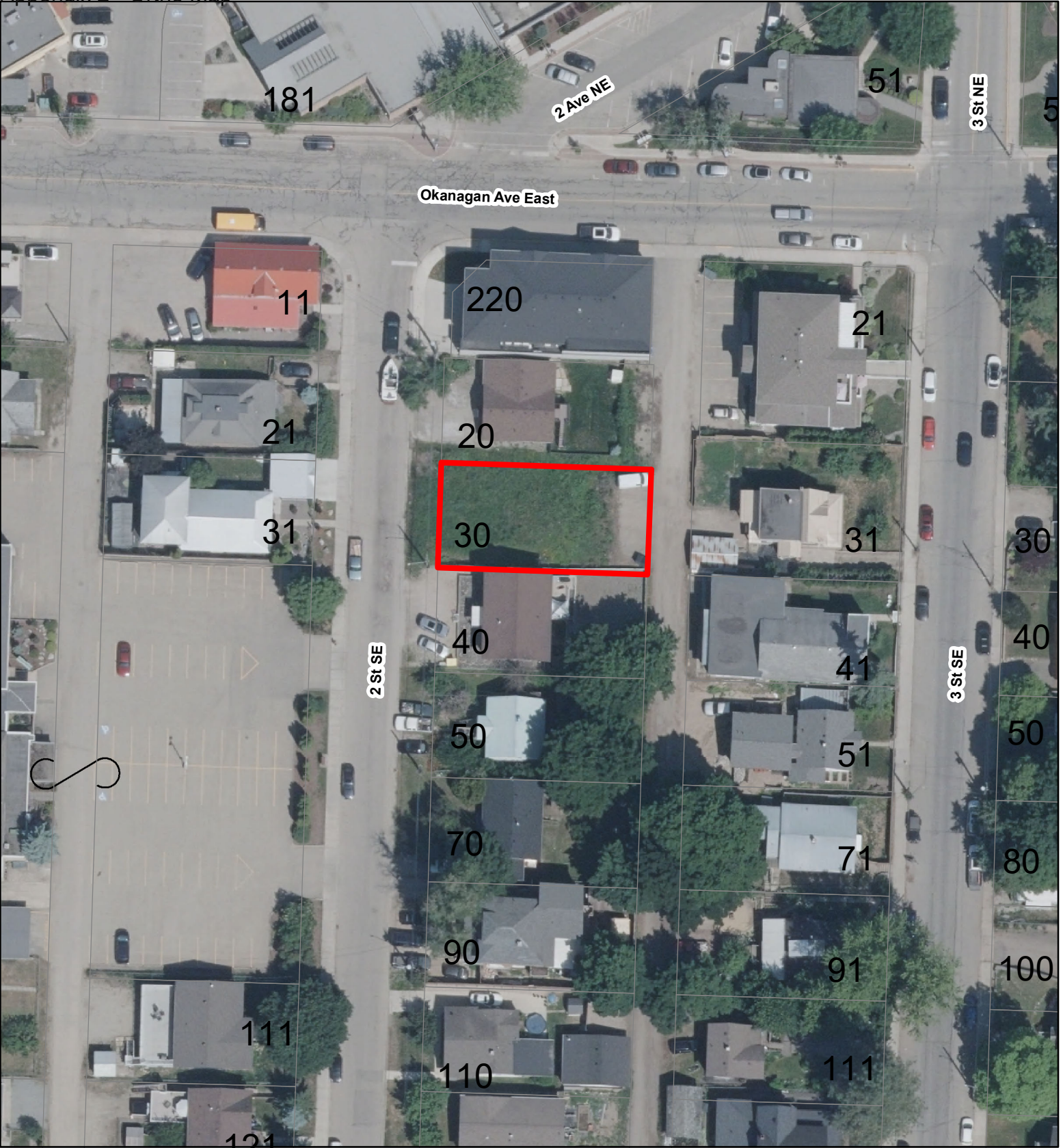
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Subject Parcel

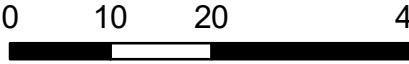
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Page 164 of 175







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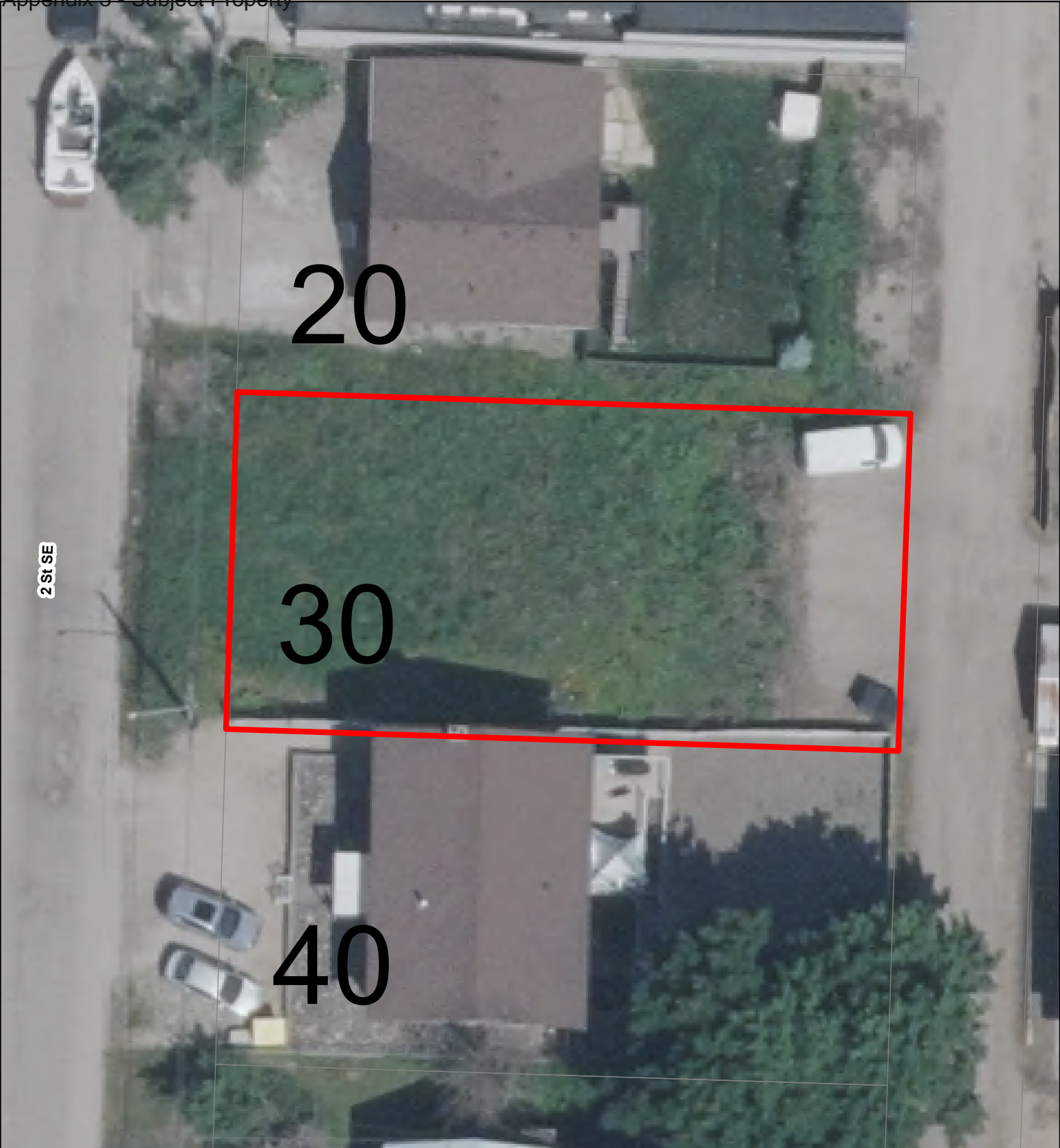
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 Subject Parcel

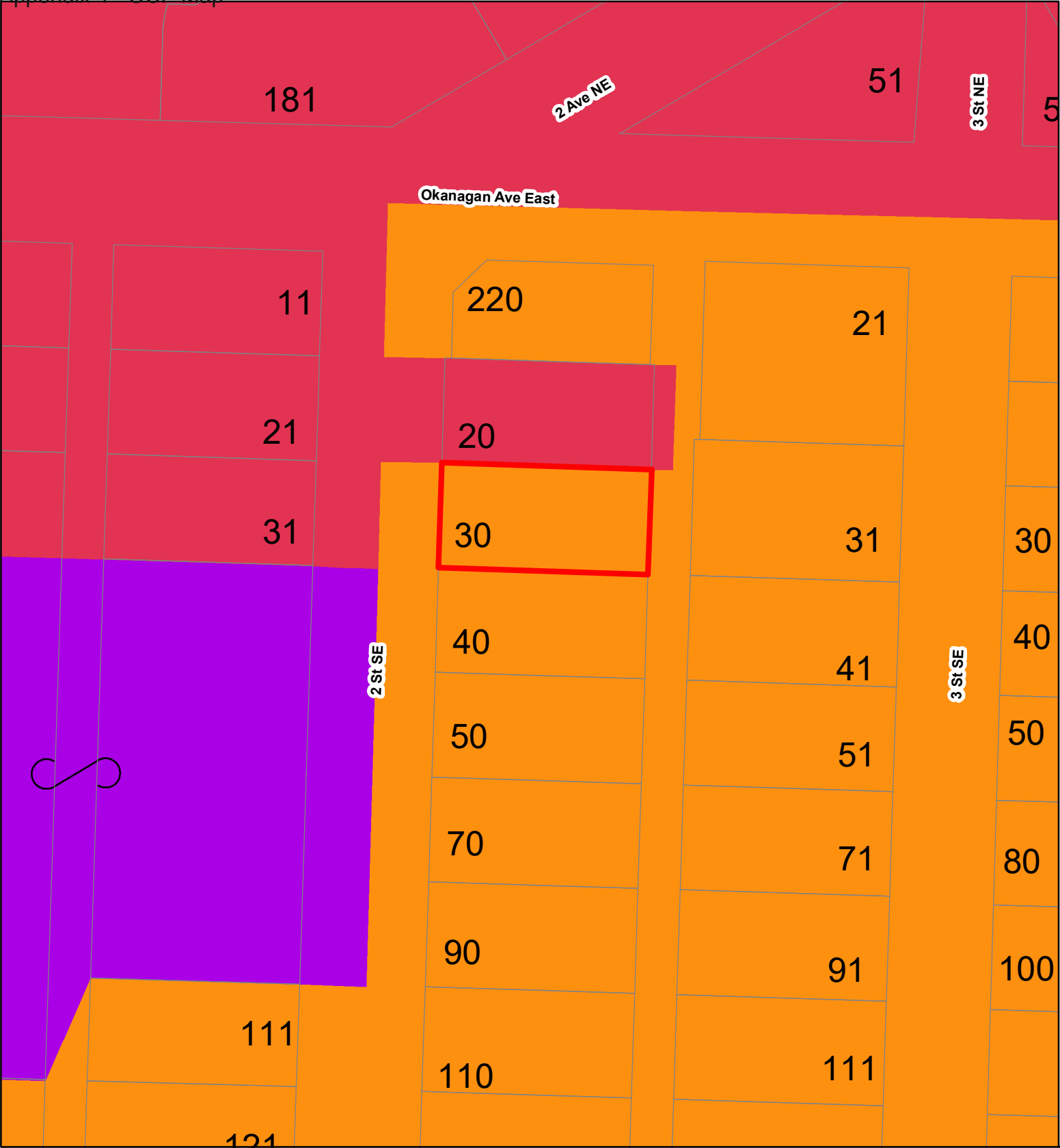
 Parcels

Page 165 of 175

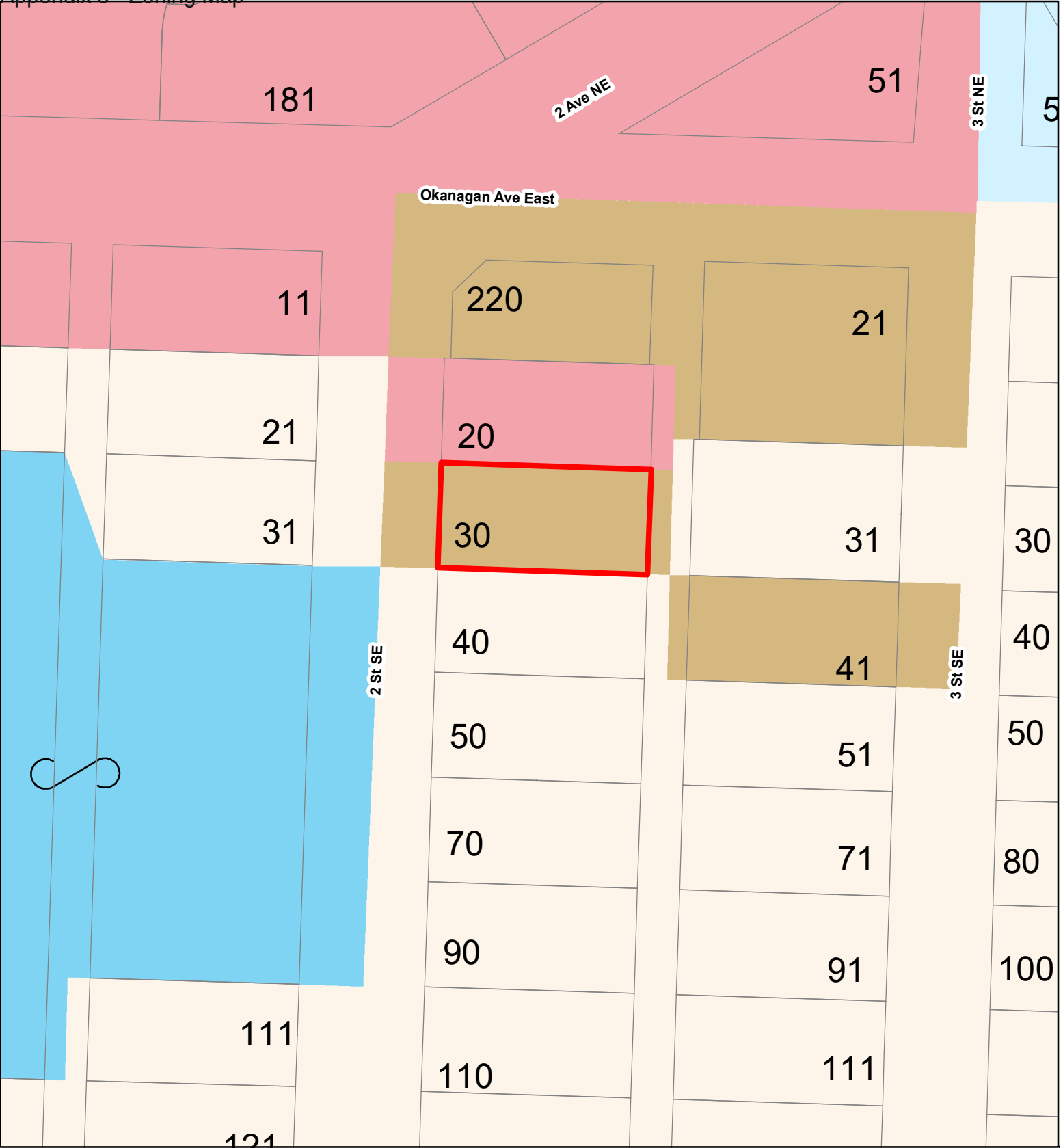




-  Subject Parcel
-  Parcels







N

0 10 20 40 Meters

Parcels

Subject Parcel

C-2

P-1

P-3

R-5

R-10

Photos Taken: April 8, 2025



View of subject property facing east from 2 Street SE.



View of subject property facing west from lane.

January 20, 2025

Hello,

I am writing this in reply to the memorandum that was prepared for building permit 17917B on Dec 19, 2024. I would like to request a variance for the underground hydro and telecommunications that was requested in paragraph 2 of the roads/access section. This is an upgrade in accordance with the specification drawing no. RD-2 as per the current Urban Local road standard. As a small-scale developer, the cost of the doing this makes it harder to build the 4 rental units that will be going in on this site. My understanding is that this is \$20,000.00 + to make this happen. It will not do anything for esthetics as the rest of the street is currently overhead lines and will most likely be staying that way for the foreseeable future. To have the entire street overhead and then to dip underground for 15m and back overhead seems a bit redundant. I am working hard at bringing more affordable rental units to the market in Salmon Arm and would like to ask that this could be varied to help keep costs down.

Thanks!

Gavin Giesbrecht





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TO: Gary Buxton, Director of Development Services  
DATE: April 2<sup>nd</sup>, 2025  
PREPARED BY: Mustafa Zakreet, Project Coordinator - Capital Works  
SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 615**  
Owner: **Gavin Giebrecht**  
AGENT: **Owner**  
LEGAL: Lot 3, Block, 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392  
CIVIC: **30 – 2<sup>nd</sup> Street SE**

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Further to the request for variance dated January 24, 2025; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances.

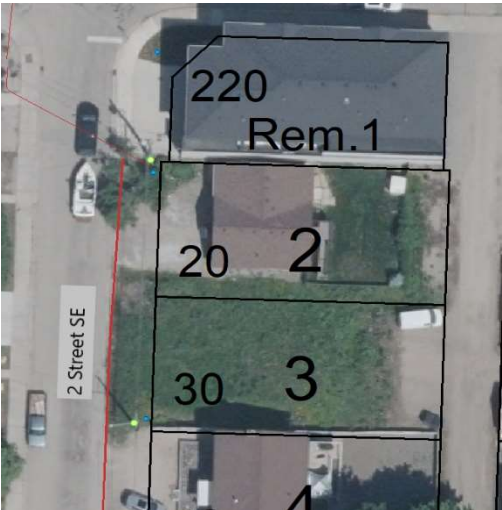
**The applicant is requesting that Council waive the requirements of the Subdivision and Development Servicing Bylaw No. 4293 (SDSB) to install Hydro and Telecommunication underground on 2<sup>nd</sup> Street SE.**

**Background:**

A building permit application for the subject parcel was submitted in November 21<sup>st</sup> 2024. The SDSB requires full upgrade of the roads, works and services within the property's frontages. This helps to bring the existing City roads closer to the current approved standards.

The upgrade of 2 Street SE and the rear lane to current standards include, curb & gutter, boulevard construction, street drainage and underground hydro and telecommunications.

Lawson Engineering has been engaged by the owner to design the required offsite works, and a design submission has been made. The City's public works crew will undertake the construction of the offsite works, with an estimated cost of \$81,460, which include a 25% contingency.



*Figure 1*

Please note that the design and estimate do not include the undergrounding of existing hydro and Telus overhead lines, as the applicant has requested a variance from this specific requirement.

## **Waive the requirement to put Hydro and Telecommunication underground**

The SDSB requires that overhead Hydro and Telecommunication distribution lines are relocated underground across the frontage of the subject property. The primary motivation for undergrounding the wires is often perceived to be aesthetic. However, underground wires are less susceptible to damage from environmental or human factor resulting in less interruption of service. Additionally, underground hydro systems exhibit longer lifespans and enhanced safety measures.

Staff have generally been supporting variances to the requirement to underground existing Hydro and TELUS where lines have little chance of being undergrounded for substantial sections (There is less chance of service disruption if all wires are consistently above or below ground rather than piece-meal).

The section of 2 Street SE between Okanagan Avenue and 2 Avenue SE features completely overhead lines, with little potential for the remainder to be undergrounded through future development, including the subject property.



The cost estimate for this requirements submitted by Lawson Engineering is \$26,520 for Hydro and Telus (Please see Appendix B).

### **Recommendation:**

**The Engineering Department recommends that the requested variance to waive the requirement to install Hydro underground along the frontage of the subject property on 2 Street SE be approved.**



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**Mustafa Zakreet, EIT**

Project Coordinator - Capital Works



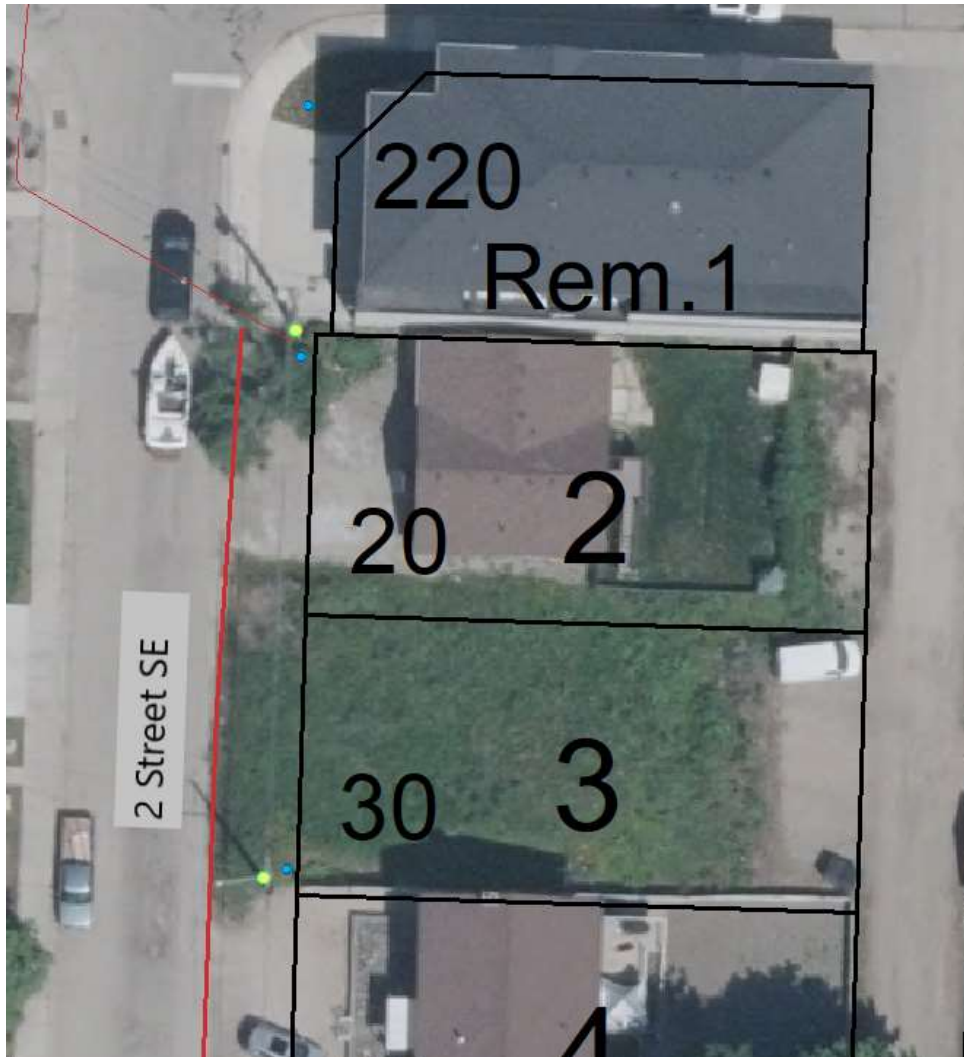
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**Jennifer Wilson, P.Eng**

Manager of Engineering



**Appendix A- The location of the overhead Hydro and Telus**



## Appendix B Hydro and Telus Cost Estimate



2025-03-17

PENN-BRECHT CONSTRUCTION  
30 2 STREET SE  
CLASS 'C' OPINION OF PROBABLE COSTS - HYDRO/TEL VARIANCE  
2025-03-17

Item No.	MMCD REF.	DESCRIPTION OF WORK	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT \$
<b>1.0 DIVISION 01 - GENERAL REQUIREMENTS</b>						
1.1	01 53 01	Mobilization / De-mobilization	LS	1	2,500.00	2,500.00
1.2	01 55 01	Traffic Control & Traffic Management	LS	1	2,400.00	2,400.00

**SUB-TOTAL DIVISION 01** \$ 4,900.00

<b>3.0 DIVISION 26 - ELECTRICAL</b>						
3.1	31 24 13	Supply & Install Underground Hydro/Tel Servicing c/w Conduit, Conductor, Pillaster (x2) & Power Pole (Allowance)	LS	1	\$ 15,500.00	\$ 15,500.00

**SUB-TOTAL DIVISION 32** \$ 15,500.00

**SUMMARY**

DIVISION 01 - GENERAL REQUIREMENTS				\$ 4,900.00
DIVISION 26 - ELECTRICAL				\$ 15,500.00
<b>SUB TOTAL</b>				<u>\$ 20,400.00</u>
A. CONTINGENCY (30%)				<u>\$ 6,120.00</u>
<b>TOTAL</b>				<u><b>\$ 26,520.00</b></u>

1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.

2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction thereby affecting the final cost.

**TO:**

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

**SUBMIT FORM**

**PRINT**

**REFERRAL:**

**VARIANCE PERMIT APPLICATION FILE NO. VP- 615**

DATE: January 24, 2025  
 OWNER: Gavin Giebrecht, - 982 Ridgewood Drive, Enderby, BC V4T 4N3  
 APPLICANT/AGENT: **Owner**  
 LEGAL: Lot 3, Block, 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392  
 CIVIC: **30 2 Street SE**

**PROPOSAL:**

This proposal is requesting a variance to the Subdivision and Development Servicing Bylaw No.4293: TABLE 1: Service Levels for Subdivision and Development (1). See letter of purpose for more detail on the requested variance.

OCP Designation: HR (High Density Residential)  
 OCP Designation Request: n/a  
 Development Permit Area: Environmentally Sensitive Riparian Areas  
 Current Zoning: R-5 (High Density Residential Zone)  
 ALR: No  
 Previous Files: DP-462 & VP-611  
 Associated File: Building Permit Application No.17917  
 Planner Assigned to File: TBA

Please return your comments to [planning@salmonarm.ca](mailto:planning@salmonarm.ca) at a suitable time, ideally, within 14 days in a separate e-mail returned with this form or on the Response form provided.

Thank you.

**COMMENTS for VP-615:**

Sorry for the late reply. TELUS doesn't have an objection to not undergrounding the frontage of the property but we would like to at least have the service lateral off of the pole on the south lot line.

Alternately, TELUS does have underground to the pole to the north of the service pole so it would be possible to continue the existing conduit down the street.

**SIGNATURE & DEPARTMENT/ AGENCY:**



ENGINEERING TECHNOLOGIST, TELUS

**DATE:**

**11-Feb-25**