

**City of Salmon Arm  
Regular Council Meeting**

**Monday, July 14, 2025, 1:00 p.m.**  
**Council Chambers of City Hall**  
**500 – 2 Avenue NE, Salmon Arm, BC**

	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b> <i>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.</i>	
<b>3. ADOPTION OF AGENDA</b> <u>Motion for Consideration</u> THAT: the Agenda be adopted as presented.	
<b>4. DISCLOSURE OF INTEREST</b>	
<b>5. CONFIRMATION OF MINUTES</b>	
5.1 Regular Council Meeting Minutes of June 23, 2025 <u>Motion for Consideration</u> THAT: the Regular Council Meeting Minutes of June 23, 2025 be adopted as circulated.	5 - 13
<b>6. COMMITTEE REPORTS</b>	
6.1 Development & Planning Services Committee Meeting Minutes of July 7, 2025	14 - 17
6.2 Agricultural Advisory Committee Meeting Minutes of June 11, 2025	18 - 20
<b>7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>	21 - 23
<b>8. PRESENTATIONS</b>	
8.1 Presentation 1:10-1:25 p.m. (approximately) Dr. A. Borkent, Mosquito Repellant Program	
<b>9. STAFF REPORTS</b>	
9.1 Director of Planning & Community Services – Downtown Food Truck Application <u>Motion for Consideration</u> 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 Sunday July 20, 2025 from 8:00 a.m. to 10:00 p.m., subject to the mobile food vendor having a City business licence.	24 - 25
9.2 Director of Planning & Community Services – LCRB Special Event Licence – Saratoga Cup Rugby Event	26 - 27

Motion for Consideration

THAT: Council authorize the use of SASCU Sports Complex and Field House at Little Mountain, 250 30 Street NE, for the following LCRB Special Event License for 2025:

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

August 9, 2025: 10:00 a.m. – 6:00 p.m.

August 10, 2025: 10:00 a.m. – 6:00 p.m.

- 9.3 Senior Planner – 2024 Local Government Climate Action Program Survey 28 - 59

Motion for Consideration

THAT: Council endorse the 2024 City of Salmon Arm Local Government Climate Action Program Survey, attached as Appendix 1 in the staff report dated July 14, 2025.

- 9.4 Manager of Roads & Parks – Purchase Recommendation – Replacement of Unit No. 23, Pickup Truck 60 - 61

Motion for Consideration

THAT: Council approve the purchase for the replacement of Unit #23, Roads & Transportation Supervisor Truck, from Metro Motors for the quoted amount of \$62,350.00 plus taxes as applicable.

- 9.5 Manager of Roads & Parks – Purchase Recommendation – NEW Crack Sealing Trailer, Melter Applicator 62 - 63

Motion for Consideration

THAT: Council approve the purchase for the NEW Crack Sealing Trailer, Melter Applicator from Industrial Machine Inc. for the quoted amount of \$104,620.00 plus taxes as applicable.

- 9.6 General Manager, Shuswap Recreation Society – Award & Budget Amendment – ROGERS Rink, Hucul Pond Dehumidifier Purchase and Installation 64 - 65

Motion for Consideration

THAT: Council approve the award of two (2) Dehumidifiers for Hucul Pond at ROGERS Rink to Yeti Refrigeration Inc., in accordance with the quotes received in the amount of \$ 94,597.00 plus taxes as applicable;

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, for added requirements intended for Installation of Dehumidifiers on Hucul Pond funded from ROGERS Rink – Major Maintenance Reserve.

- 9.7 Director of Planning & Community Services – Parking at Marine Park 66 - 70

- 9.8 Corporate Officer – Request for Amendment to Alternative Approval Process Elector Response Deadline 71 - 74

Motion for Consideration

THAT: Council establish Tuesday, September 2, 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.

**10. IN-CAMERA SESSION**

**11. INTRODUCTION OF BYLAWS**

- 11.1 Housing Agreement Bylaw No. 4734 75 - 83  
City of Salmon Arm and AR Broadview Holdings Ltd.  
1231 1 Street SE

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Housing Agreement Bylaw No. 4734 be read a first, second and third time.

**12. RECONSIDERATION OF BYLAWS**

**13. CORRESPONDENCE**

- 13.1 Informational Correspondence
- |        |   |           |
|--------|---|-----------|
| 13.1.1 | Calendar of Events  | 84 - 84   |
| 13.1.2 | Building Department - Statistics (June) and Permits (Yearly)  | 85 - 86   |
| 13.1.3 | J. Stewart - email dated June 24, 2025 - Wish List for Salmon Arm   | 87 - 88   |
| 13.1.4 | L. Nikmo - email dated June 27, 2025 - Proposals for former City Hall   | 89 - 89   |
| 13.1.5 | I. Hughes - email dated June 30, 2025 - Original District Hall  | 90 - 90   |
| 13.1.6 | J. Tronson - email dated July 7, 2025 - Mosquito Control  | 91 - 92   |
| 13.1.7 | D. Henningson - email dated July 6, 2025 - Mayors for Peace   | 93 - 105  |
| 13.1.8 | T. Faganello, ADM, Local Government Division, Ministry of Housing and Municipal Affairs<br>Preparing for Potential Seasonal Disaster Events | 106 - 108 |
| 13.1.9 | J. Broadwell, Downtown Salmon Arm - email dated July 9, 2025 - Beer Garden and Downtown concert   | 109 - 110 |

**14. NEW BUSINESS**

**15. COUNCIL STATEMENTS**

**16. NOTICE OF MOTION**

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

**18. OTHER BUSINESS**

- 18.1 Release from In-Camera  
The following motions were released from the June 23, 2025 In-Camera session:

Old Municipal Hall - Options

THAT: Council instruct staff to connect with Bernd Hermanski to investigate the possibility of the removal of the north piece of the old municipal hall.

Downtown Parking Commission

THAT: Council establish a select committee of the whole comprised of all Council members to consider parking matters in Salmon Arm, meeting as required.

**19. QUESTION AND ANSWER PERIOD**

**20. DISCLOSURE OF INTEREST**

**21. HEARINGS**

111 - 140

- 21.1 Development Variance Permit Application No. VP-604  
Legal: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP59726  
Civic: 350B 30 Street NE  
Owner: Broadview Evangelical Free Church and Shuswap Christian Education Society  
Agent: TA Structures (Kyllo, G.)

Motion for Consideration

THAT: Development Variance Permit No. VP-604 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP59726, as follows:

1. waive the requirement to upgrade 30 Street NE to the RD-4 Urban Arterial Road standard; and
2. waive the requirement to upgrade 2 Avenue NE to the RD-2 Urban Local Road standard.

**22. STATUTORY PUBLIC HEARINGS**

**23. RECONSIDERATION OF BYLAWS**

**24. QUESTION AND ANSWER PERIOD**

**25. ADJOURNMENT**



## REGULAR COUNCIL

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

June 23, 2025, 1:00 p.m.  
Council Chambers of City Hall  
500 – 2 Avenue NE, Salmon Arm, BC

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

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

Other Staff Present: Building Safer Communities Coordinator S. Zuidhof

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#### 1. CALL TO ORDER

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

**Seconded by:** Councillor Flynn

THAT: the Agenda be adopted as presented with the addition of Late Item 21.2 relating to Development Permit Application DP-460 received from two residents of Valley Vista.

Carried Unanimously

#### 4. DISCLOSURE OF INTEREST

Councillor Cannon joined the meeting at 1:02 p.m.

Councillor Gonella declared a conflict of interest relating to Item 8.1 - Salmon Arm Tourism - as Salmon Arm Economic Development Society has worked with his employer, Salmon Arm Folk Music Society.

Councillor Wallace Richmond declared a conflict of interest relating to Item 8.1 - Salmon Arm Tourism - as she has contract work with the Salmon Arm Economic Development Society.

Councillor Gonella declared a conflict of interest relating to Item 13.1.9 - Shuswap Agriculture Association - as the Salmon Arm Folk Music Society rents the fairgrounds from SAA for an annual festival.

Councillor Gonella declared a conflict of interest relating to Item 13.1.12 - Request for Parking Fee Exemption - as the Salmon Arm Folk Music Society sponsors a concert in the Wednesday on the Wharf program.

## **5. CONFIRMATION OF MINUTES**

5.1 Regular Council Meeting Minutes of June 9, 2025

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Gonella

THAT: the Regular Council Meeting Minutes of June 9, 2026 be adopted as circulated.

Carried Unanimously

## **6. COMMITTEE REPORTS**

6.1 Development & Planning Services Committee Meeting Minutes of June 16, 2025

6.2 Environmental Advisory Committee Meeting Minutes of June 3, 2025

6.3 Greenways Liaison Committee Meeting Minutes of June 12, 2025

6.4 Climate Resiliency Plan Steering Committee Meeting Minutes of May 28, 2025

## **7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

## **8. PRESENTATIONS**

Councillors Gonella and Wallace Richmond declared a conflict and left the meeting at 1:08 p.m.

8.1 Presentation 1:10-1:25 p.m. (approximately)

J. Robbins, Project Coordinator, Salmon Arm Economic Development Society  
Salmon Arm Tourism Two-Year Visitor Attraction Strategy

J. Robbins, Project Coordinator, Salmon Arm Economic Development Society, provided an overview of the Salmon Arm Tourism two-Year Visitor Attraction Strategy and was available to answer questions from Council.

## **9. STAFF REPORTS**

9.1 Building Safer Communities Coordinator – Plan H Grant Application – Anti Racism Strategy Implementation

Councillor Wallace Richmond returned to the meeting at 1:40 p.m.

Councillor Gonella returned to the meeting at 1:43 p.m.

Councillor Cannon declared a conflict of interest relating to this item as a family member is employed by the Shuswap Immigrant Services Society and left the meeting at 1:43 p.m.

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Lindgren

THAT: Council approve a Plan H grant application for the implementation and monitoring of a multi-sectoral Anti-Racism Strategy through the Healthy Public Policy Stream (Phase II of Project) for \$15,000 (BC Healthy Communities and the Ministry of Health);

AND THAT: the 2025 budget contained in the 2025 – 2029 Financial Plan Bylaw be amended to reflect an Anti Racism Strategy Implementation in the amount of \$15,000, funded from a Plan H Grant (BC Healthy Communities and the Ministry of Health).

Carried Unanimously

9.2 Corporate Officer – 2024 Annual Report

Councillor Cannon returned to the meeting at 1:46 p.m.

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Lindgren

THAT: Council receive the City of Salmon Arm 2024 Annual Report for information.

Carried Unanimously

9.3 Chief Financial Officer – 2026-2027 RCMP Funding (2026 Budget)

**Moved by:** Councillor Flynn

**Seconded by:** Councillor Wallace Richmond

THAT: the City of Salmon Arm approve, in principle, the April 1, 2026, to March 31, 2027, budget of \$6,348,294 under the Municipal Policing Contract of which the City is responsible for 90% thereof;

AND THAT: the City of Salmon Arm approve, in principle, the April 1, 2026, to March 31, 2027, budget of \$207,300 for guards and matrons.

Carried Unanimously

9.4 Chief Financial Officer – BC Transit Annual Operating Agreement 2025-2026

**Moved by:** Councillor Cannon  
**Seconded by:** Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute the 2025-2026 Annual Operating Agreement for Transit Services between the City of Salmon Arm and BC Transit.

Carried Unanimously

- 9.5 Chief Financial Officer – Zone 5 Booster Station (Bylaw No. 4502) – Long Term Financing

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

THAT: Council approve Long-term borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Fall Borrowing Session, for the Zone 5 Booster Station in the amount of \$2,225,000 as authorized through Bylaw No. 4502;

AND THAT: the Columbia Shuswap Regional District (CSRD) be requested to consent to our borrowing over a thirty (30) year term and include the borrowing in a Security Issuing Bylaw.

Carried Unanimously

## 10. IN-CAMERA SESSION

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Gonella

THAT: pursuant to Section 90(1)(d) the security of the property of the municipality; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the *Community Charter*, Council move In-Camera.

Carried Unanimously

## 11. INTRODUCTION OF BYLAWS

The meeting returned to Regular Session at 3:28 p.m. and recessed until 3:30 p.m.

### 11.1 Building Bylaw No. 4725

**Moved by:** Councillor Gonella  
**Seconded by:** Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Building Bylaw No. 4725 be read a first time;

AND THAT: Council direct staff to undertake appropriate public engagement regarding Building Bylaw No. 4725, including referral to and discussion with the

Environmental Advisory Committee (EAC) and the Shuswap Construction Industry Professionals (SCIP).

Carried Unanimously

## **12. RECONSIDERATION OF BYLAWS**

### **12.1 Ticket Utilization Amendment Bylaw No. 4731**

**Moved by:** Councillor Cannon

**Seconded by:** Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4731 be read a final time.

Carried Unanimously

## **13. CORRESPONDENCE**

### **13.1 Informational Correspondence**

#### **13.1.3 2025 UBCM Convention - Premier, Cabinet Ministers & MACC Staff Meeting Requests**

**Moved by:** Councillor Flynn

**Seconded by:** Councillor Wallace Richmond

THAT: Council authorize staff to request a meeting with:

i) the Honourable Mike Farnworth, Minister of Transportation and Transit on the topic of speed limit reduction on Highway 97B from 10 Avenue SE to the Highway 1 intersection and the re-surfacing of Trans Canada Highway #1 in the Salmon Arm downtown area; and

ii) the Honourable Garry Begg, Minister of Public Safety and Solicitor General on the topic of RCMP Rural Policing in Salmon Arm;

iii) the Honourable Lisa Beare, Minister of Education and Child Care on the topic of increased funding for schools and operations in Salmon Arm;

iv) the Honourable Ravi Kahlon, Minister of Housing and Municipal Affairs on the topic of providing an update on Salmon Arm's progress and housing continuum;

v) the Honourable Bowinn Ma, Minister of Infrastructure on the topic of upgraded pollution control centre;

vi) the Honourable Lana Popham, Minister of Agriculture and Food on the topic of support for local food producers and update on Zest Food Hub;

vii) the Honourable Spencer Chandra Herbert, Minister of Tourism, Arts, Culture and Sport on the topic of support for local events and introduction of Council members;

viii) the Honourable Randene Neill, Minister of Water, Land and Resource Stewardship on the topic of the City's Canoe Beach tenure application (5+ years);

ix) the Honourable Ravi Parmar, Minister of Forests on the topic of receiving an update related to the Community Forest Program.

at the 2025 Union of BC Municipalities (UBCM) Annual Convention.

Carried Unanimously

13.1.10 D. Colombe, Youth Advocate, Shuswap Family Resource Centre - letter dated June 8, 2025

SkateFest! Youth Event - September 6, 2025

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Gonella

THAT: Council approve Launch! and the Shuswap Family Resource Centre request to host SkateFest! Youth Event on September 6, 2025 at Blackburn Park from 10:00 a.m. to 8:00 p.m., including food truck, subject to the provision of adequate liability and booking the gazebo through the Shuswap Recreation Society.

Carried Unanimously

13.1.11 C. Boback, Admin. Services Manager, ORL - email dated June 17, 2025

Request for Letter of Support for UBCM Ministerial Meetings

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Flynn

THAT: Council provide a letter of support for 2025 UBCM Convention ministerial requests submitted by the Okanagan Regional Library.

Carried Unanimously

13.1.2 G. Lovegrove, Associate Professor, UBC - email dated May 21, 2025 - Valley Rail Planning Study

Request for Letter of Support

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Gonella

THAT: Council provide the UBC Okanagan Valley Rail research team a letter of support in principle to apply for a Federal grant application to Infrastructure Canada to initiate an Indigenous-led planning study for Okanagan Hydrail Based Mobility Project.

Carried Unanimously

- 13.1.12 A. Varnes, Program Manager, Wednesday on the Wharf - letter dated June 17, 2025 - Request for Parking Fee Exemption

Councillor Gonella declared a conflict and left the meeting at 4:06 p.m.

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Flynn

THAT: Council authorize a parking fee exemption for the sound technician's vehicle parked at Marine Peace parking lot for the purpose of the Wednesday on the Wharf live music concert series every Wednesday evening in July and August, 2025 at 6:45 p.m.

Carried Unanimously

- 13.1.9 S. Syme, Director, Shuswap Agriculture Association - letter dated June 13, 2025

Request for Funding Support - Grandstand Arena Repair Project

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Flynn

THAT: Council authorize funding in the amount of \$3,750.00 from Council Initiatives, to the Shuswap Agriculture Association to assist with the ongoing restoration of the Grandstand Arena.

Carried Unanimously

**14. NEW BUSINESS**

Councillor Gonella returned to the meeting at 4:27 p.m.

**15. COUNCIL STATEMENTS**

**Moved by:** Mayor Harrison

**Seconded by:** Councillor Wallace Richmond

THAT: Council approve the cost of entry and candy from Council Initiatives in an amount up to \$450 for the purpose of Council members participating in the 2025 Fair Parade on August 23, 2025.

Carried Unanimously

**16. NOTICE OF MOTION**

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

**18. OTHER BUSINESS**

**19. QUESTION AND ANSWER PERIOD**

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Flynn

THAT: pursuant to Section 90(1)(d) the security of the property of the municipality; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the Community Charter, Council move In-Camera.

Carried Unanimously

## **20. DISCLOSURE OF INTEREST**

The meeting returned to Regular Session and recessed at 5:15 p.m.

The meeting reconvened at 7:00 p.m.

## **21. HEARINGS**

- 21.1 Building Official – Section 57 Notice on Title - Building Bylaw No. 3939 - Lot 6, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599 - 4540 72 Avenue NE

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Wallace Richmond

THAT: Council direct the Corporate Officer to file in the Land Title office, pursuant to Section 57 of the *Community Charter*, a notice on title to that property legally described as Lot 6, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599 (PID 027-189-236) (4540 72 Avenue NE).

Carried Unanimously

- 21.2 Development Permit Application No. DP-460

Legal: Lot 11, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916

Civic: 1231 1 Street SE

Owner: AR Broadview Holdings Ltd.

Agent: Bluegreen Architecture Inc.

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

Cole Robillard, owner, was available to answer questions from Council.

Submissions were called for at this time.

Late submission from two residents of Vista Valley expressing concerns regarding increased traffic.

Following three calls for submissions and questions from Council, the Hearing closed at 7:15 p.m. and the Motion was:

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Flynn

THAT: Development Permit No. DP-460 be authorized for issuance for Lot 11, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916 (1231 1 Street SE)



in accordance with the site plan, elevation drawings, and landscape plan attached as Appendices 6 and 8 in the staff report dated June 16, 2025;

AND THAT: The following variances to Zoning Bylaw No. 2303 be approved as follows:

- i. Table A1-1 – Required Off-street Parking Spaces – reduce the number of parking spaces from 20 to 17; and
- ii. Section 4.12.1 (a) – Fences and Retaining Walls – increase the height of a retaining wall from 2.0 m to 4.6 m.

AND FURTHER THAT: Issuance of Development Permit No. 460 be withheld subject to:

- i. the Registration of a *Land Title Act* Section 219 Covenant on the Title of the subject parcel restricting residential use on the parcel to Rental Housing; and
- ii. the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscape estimate.

Carried Unanimously

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

There being no further business on the agenda, the meeting adjourned at 7:20 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

July 7, 2025, 8:00 a.m.  
Council Chambers of City Hall  
500 – 2 Avenue NE, Salmon Arm, BC

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

ABSENT: Councillor K. Flynn

STAFF PRESENT: Chief Administrative Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Planning & Community Services G. Buxton  
Senior Planner C. Larson  
Deputy Corporate Officer B. Puddifant

Other Staff present: C. Guidos, Deputy Fire Chief, H. Flinkman, Senior Manager of HR & Communications

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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

Mayor Harrison noted that Councillor Flynn is in conflict with Item 6.1 as the applicant is a client of his firm and for that reason Councillor Flynn will not be in attendance.

**Moved by:** Councillor Wallace Richmond

**Seconded by:** Councillor Gonella

THAT: the Agenda be adopted as presented.

Carried Unanimously

**4. APPROVAL OF MINUTES**

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of June 16, 2025 be approved.

Carried Unanimously

**5. DISCLOSURE OF INTEREST**

**6. REPORTS**

**6.1 Development Variance Permit Application No. VP-604**

Legal: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP59726

Civic: 350B 30 Street NE

Owner: Broadview Evangelical Free Church and Shuswap Christian Education Society

Agent: TA Structures (Kyllo, G.)

G. Kyllo, TA Structures, agent for the owner, outlined the application and was available to answer questions from the Committee.

T. Corless, Deacon of Building Management for the Broadview Evangelical Free Church, was available to answer questions from the Committee.

C. Meliefste, Kings Christian Education Society, was available to answer questions from the Committee.

Councillor Lindgren left the meeting at 8:28 a.m. and returned at 8:30 a.m.

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-604 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP59726, as follows:

1. waive the requirement to upgrade 30 Street NE to the RD-4 Urban Arterial Road standard; and
2. waive the requirement to upgrade 2 Avenue NE to the RD-2 Urban Local Road standard.

The main motion was split.

**Moved by:** Councillor Gonella  
**Seconded by:** Councillor Cannon

THAT: Development Variance Permit Application No. VP-604 be authorized for issuance as follows:

2. waive the requirement to upgrade 2 Avenue NE to the RD-2 Urban Local Standard.

**Amendment:**

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

THAT: Development Variance Permit Application No. VP-604 be authorized for issuance as follows:

2. waive the requirement to upgrade 2 Avenue NE to the RD-2 Urban Local Road Standard subject to the provision of road dedication to support the corner cut at 30 Street NE and 2 Avenue NE.

Carried Unanimously

**Moved by:** Councillor Gonella  
**Seconded by:** Councillor Cannon

THAT: Development Variance Permit Application No. VP-604 be authorized for issuance as follows:

1. waive the requirement to upgrade 30 Street NE to the RD-4 Urban Arterial Road standard.

**Amendment:**

**Moved by:** Councillor Lavery  
**Seconded by:** Councillor Lindgren

THAT: Development Variance Permit Application No. VP-604 be authorized for issuance subject to:

1. waive the requirement to upgrade 30 Street NE to the RD-4 Urban Arterial Road standard subject to the provision of road dedication to support the 30 Street NE multi use path.

Carried Unanimously

**Moved by:** Councillor Gonella  
**Seconded by:** Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit Application No. VP-604 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293 for the frontage of Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP59726 as follows:

1. waive the requirement to upgrade 30 Street NE to the RD-4 Urban Arterial Road Standard subject to the provision of road dedication to support the 30 Street NE multi use path; and
2. waive the requirement to upgrade 2 Avenue NE to the RD-2 Urban Local Road Standard subject to the provision of road dedication to support the 30 Street NE multi use path including the corner cut at 30 Street NE and 2 Avenue NE.

Carried Unanimously

**7. FOR INFORMATION**

**8. IN-CAMERA**

**9. ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 9:15 a.m.

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MAYOR, A. HARRISON

## AGRICULTURAL ADVISORY COMMITTEE

### Minutes of a Meeting of the Agricultural Advisory Committee

June 11, 2025, 3:30 p.m.  
Room 100  
500 2 Avenue NE, Salmon Arm, BC

MEMBERS PRESENT: Councillor D. Gonella, Chair; K. Jamieson; J. Hanna; M. Schroeder; B. Voth; S. Nicholls; S. Syme; M. Bennett; D. Heslop; L. Lecouffe;

STAFF PRESENT: Manager of Planning & Building M. Smyrl, Planner A. Jeffrey; Ministry of Agriculture E. Holmes

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#### 1. CALL TO ORDER

Chair Gonella called the meeting to order at 3:30 p.m.

#### 2. INTRODUCTIONS AND WELCOME

#### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

#### 4. ADOPTION OF AGENDA

**Moved by:** S. Syme

**Seconded by:** K. Jamieson

THAT: the Agenda be adopted as presented.

Carried Unanimously

#### 5. DISCLOSURE OF INTEREST

S. Syme declared a conflict of interest relating to item 8.1 - application ALC-432 - as he has worked with the applicant on other projects.

#### 6. CONFIRMATION OF MINUTES

6.1 Agricultural Advisory Committee Meeting Minutes of February 12, 2025

**Moved by:** M. Schroeder

**Seconded by:** S. Nicholls

THAT: the Agricultural Advisory Committee Meeting Minutes of February 12, 2025 be adopted as circulated.

Carried Unanimously

#### 7. PRESENTATIONS

## **8. NEW BUSINESS**

### **8.1 Application: ALC-432**

ALC ID: 104171  
3631 - 40 Street SE  
Owner: Kisser

S. Syme declared a conflict and left the room at 3:32 p.m.

Staff provided a summary of the application. The Committee discussed and asked the Applicant questions regarding the type of farming being done on site and future agriculture needs. The Applicant cited water availability and topography as limiting factors on expanding existing farming on the site.

D. Heslop joined the meeting at 3:42 p.m.

**Moved by:** J. Hanna

**Seconded by:** K. Jamieson

THAT: The Agriculture Advisory Committee supports application ALC-432

Carried Unanimously

### **8.2 AAC - New Member Introduction**

S. Syme returned to meeting at 3:40 p.m.

The Chair introduced two new members to the committee: Louise Lecouffee and Daniel Heslop.

## **9. OTHER BUSINESS**

### **9.1 Climate Resiliency Plan Steering Committee - Alternate Member**

L. Lecouffee volunteered to be the Alternate Member. S. Syme will continue as the regular member.

## **10. ROUNDTABLE UPDATES**

### **10.1 Ministry of Agriculture - Projects and Grants (staff)**

Ministry of Agriculture staff introduced a new Agriculture Water Grant program that will fund up to 100% of \$1000,000 or up to 50% of \$200,000 projects. Grant application intake is expected in July 2025. Staff will circulate more information.

### **10.2 Committee Member Update**

Salmon Valley Producers' Group to initiate the discussion with Shuswap Agriculture Association (SAA) about joining ranks to collaborate/advocate for local agriculture. S. Syme will request this topic be added to the June 12, 2025 SAA Agenda.

**11. NEXT MEETING**

The next meeting of the Agricultural Advisory Committee is scheduled for September 10, 2025 at 3:30 p.m. In the event an ALC application is received prior, staff will send a meeting request.

**12. ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 3:56 p.m.

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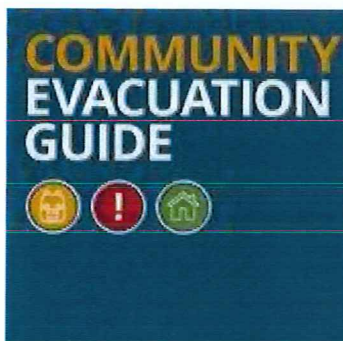
CHAIR



**From:** Columbia Shuswap Regional District <listserv@civicplus.com>  
**Sent:** Monday, June 23, 2025 3:22 PM  
**To:** Rhonda West  
**Subject:** CSRD Board Highlights Newsletter - June 2025



**June 2025**  
**Regular Board Meeting**



CSRD's new [community evacuation guide](#) on the CSRD website. [View report.](#)

## **Business General**

### **Evacuation Route Planning**

The Board voted to support a grant application to the UBCM 2025 Public Notification and Evacuation Route Planning Funding for \$39,816 to complete Evacuation Route Planning Guidance Documents for the City of Salmon Arm. This is a continuation of evacuation route planning done in Electoral Areas C, D, E, F and G. The maps from those efforts are available as part of the

## **Business By Area**

### **Alternative Approval Process - Field Fire & Rescue Service**

The CSRD will be starting an Alternative Approval Process to determine if the residents of Field are willing to accept the transfer of Field Fire & Rescue from Parks Canada to a CSRD-operated fire department and rescue service. The Board approved the Alternative Approval Process (AAP) to start June 26, 2025, with the deadline to submit elector response forms set for July 28, 2025, at 4 PM (PT).

As part of this initiative, there will be no additional taxation for the service to residents of Yoho National Park. All the operational and capital costs of providing the fire and rescue service will be paid to the CSRD through a financial contribution agreement with Parks Canada.

To avoid any disruptions due to potential Canada Post job action, the CSRD is recommending residents return elector response forms by email. The CSRD is providing information on AAP, as well as the Electoral Response Forms, on its website beginning June 26: [www.csrd.bc.ca/assent](http://www.csrd.bc.ca/assent). [View news release](#). [View report](#).

## Land Use Matters

### Electoral Area F: Development Permit No. 830-551

The Board approved the issuance of an Industrial Development Permit for the new Scotch Creek-Lee Creek Fire Hall. The site for the new building is located at 1435 Beatty Road in Scotch Creek.



This permit is needed to ensure that the design and landscaping plans for the building meet the policies and objectives of the Official Community Plan and Zoning bylaws.

The issuance of the Development Permit paves the way for the CSRD to obtain a building permit for the facility, with construction to begin later this year. [View news release](#). [View report](#).

*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)*

## Closed Meeting Releases

*The resolutions released from the June 19, 2025 Board Meeting are as follows:*

### Resignation from the Regional Accessibility Advisory Committee

THAT: the Board accept Jackie Paul's resignation from the Regional Accessibility Advisory Committee.

### Electoral Areas C, D, F and G: Dog Control Service Communications Plan

THAT: the Board approve the Dog Control Communications Plan as presented.



THAT: the Board will not be issuing refunds for paid dog tag fees.

The CSRD has decided to move all its dog control programs in Electoral Areas C, D, F, and G to an in-house model.

The Board decided in the closed meeting that the program would shift its operations to CSRD Bylaw Enforcement Officers. Moving forward, CSRD will only be enforcing the aggressive and dangerous dog control provisions of its bylaws. The CSRD is currently working to enhance bylaw enforcement staff training and equipment, with a formal revision of the dog control bylaws coming this fall.

The Board believes this is the most cost-effective way to manage the short timeline and limited program resources, while ensuring the focus of the dog control program remains on protecting public safety. [View news release.](#) [View Dog Control webpage.](#)

## Next Board Meeting

**Thursday, July 17, 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.csr.bc.ca](http://www.csr.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 – Downtown Food Truck Application

Date: July 14, 2025

---

### **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 Sunday July 20, 2025 from 8:00 a.m. to 10:00 p.m., subject to the mobile food vendor having a City business licence.

### **Background:**

On June 20, 2025, 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 8:00 a.m. to 10:00 p.m. on Sunday July 20, 2025. This is to celebrate the 3 year anniversary of the brewery and 1 year anniversary of the taphouse.

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 14 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: Director of Planning & Community Services – LCRB Special Event Licence – Saratoga Cup Rugby Event

Date: July 14, 2025

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### **Motion for Consideration:**

THAT: Council authorize the use of SASCU Sports Complex and Field House at Little Mountain, 250 30 Street NE, for the following LCRB Special Event License for 2025:

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

August 9, 2025: 10:00 a.m. – 6:00 p.m.

August 10, 2025: 10:00 a.m. – 6:00 p.m.

### **Background:**

The British Columbia Rugby Union (BCRU) will be hosting the Saratoga Cup in Salmon Arm on August 9-10, 2025, at the SASCU Sports Complex and Field House at Little Mountain. The fields have been booked for the event through the Shuswap Recreation Society. The Saratoga Cup is the championship tournament for the Okanagan, the Kootenays, and the Interior regions of BC.

As part of the tournament, Salmon Arm's Yeti Rugby Club is requesting to host a beer garden fieldside at Little Mountain. To obtain a liquor license, Yeti Rugby Club needs approval from the City as owner of the lands. Canooligans and Hideaway Liquor are helping to coordinate the event with Yeti Rugby Club.

Approximately 500 people are expected at the event. This includes 6-10 rugby teams and guests coming to watch the Men's and Women's Saratoga Cup championships. The proposed location for the beer garden would be between Fields 2 and 3, along the northern fence line of Little Mountain Sports Complex (as shown in the image below). An alternate location between Fields 2 and 3, along the southern fence line is also an option. The beer garden would be fenced off with snow fencing or a similar type of fencing. Rugby games are expected to run from 8:00 am to 5:00 pm on both days and the beer garden to operate from 10:00 am to 6:00 pm on both Saturday and Sunday.

**Legislative authority / plans / reports:**

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

**Financial Considerations:**

None.

**Alternatives & Implications:**

Council could refer the matter back to staff to review with the licence applicant.

**Communication:**

The applicant is undertaking all communications with respect to the application and the event.

Prepared by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

Attachments: None



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Senior Planner – 2024 Local Government Climate Action Program Survey

Date: July 14, 2025

---

### **Motion for Consideration:**

THAT: Council endorse the 2024 City of Salmon Arm Local Government Climate Action Program Survey, attached as Appendix 1 in the staff report dated July 14, 2025.

### **Background:**

The purpose of this report is to present the City's 2024 submission for the provincial *Local Government Climate Action Program* (LGCAP) to fulfill the public reporting requirements of this annual provincial grant.

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

#### *2008 British Columbia Climate Action Charter*

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

1. *Being carbon neutral in respect of their operations by 2012;*
2. *Measuring and reporting on their community's greenhouse gas emissions profile; and*
3. *Creating complete, compact, more energy efficient communities.*

While operations have not been carbon neutral for previous reporting years, the City has been annually measuring and reporting on emissions and has completed several projects to reduce emissions and create a more compact and efficient community.

#### *Reserve Accounts*

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



The City claimed a carbon tax rebate via CARIP from 2008 until 2021, intended towards expenditures that reduce greenhouse gas emissions. The funds received have been placed in a Climate Action Reserve which has directly financed various projects. This Climate Action Reserve fund (balance as of December 2024 - \$115,354) can support projects that allow the City to continue making progress towards carbon neutrality as determined through the budget process. Planned expenses in 2025 include:

- MUA/Glycol Loop Upgrade at the Shaw Centre - \$60,000
- Universal LED Street Lighting – Residential - \$25,000

Initiated in 2022, the LGCAP program funds have been placed in an LGCAP Reserve account to support climate initiatives. As of December 2024, the LGCAP Reserve balance was \$581,443. The funding allotment received in 2024 included both the 2025 and 2026 allotments. The annual allotment for all three years is therefore \$143,653 per year for 2024-2026.

Planned operating expenses in 2025 include:

- Climate Action Plan - \$40,000
- EV Readiness Assessment - \$75,000
- Transportation-Public Works Xeriscape Project - \$33,000

Planned capital expenses in 2025 include:

- Electric Remote Control Mower - \$60,000

#### *2008 Energy and Greenhouse Gas Emissions Study*

In October of 2008 the City received an Energy and Greenhouse Gas (GHG) Emissions Study, providing a description of initiatives that the City could undertake to reduce emissions and energy consumption and how the Climate Action Reserve may be best directed. The full report is available on the City's website. Over time, the City has acted on several of these recommendations for initiatives funded through the Climate Action Reserve.

#### *2010 Facility Reports*

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

#### *2010 – 2020: CARIP Reports*

As a participant in the CARIP program, the City completed annual reports detailing emissions and actions, posted on the City's website and provided to the Province in support of the City's application for the annual CARIP grant. Annual CARIP reports are available on the City's website. CARIP grants to the City were allocated to a reserve account and subsequently brought forward through the budget process for GHG emissions reduction projects. The CARIP program ended in 2021.

### *2019 Climate Emergency and Community Energy Association*

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

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

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

### *2025 – Climate Resiliency Plan*

The City initiated the development of a Climate Resiliency Plan in mid-2025 designed to address both the causes and impacts of climate change in our community. Aligned with the requirements of British Columbia's Emergency Management legislation, it is expected to detail mitigation strategies to reduce environmental impacts, lower greenhouse gas emissions, and adaptation actions to minimize the effects of severe climate-related events while reducing our community's vulnerability to these risks.

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

Announced on May 16, 2022, the Local Government Climate Action Program (LGCAP) provides funding to support the implementation of local climate action that reduces emissions and prepares communities for the impacts of a changing climate. As a signatory to the BC Climate Action Charter, the City is eligible for LGCAP funding subject to requirements primarily including GHG emissions reporting. As previously detailed, LGCAP funding is allocated to a reserve account for future emission reduction projects, similar to the previous CARIP / Gas Tax Grants, and managed through the budget process in the same way.

### *Corporate Emissions Inventory*

The City's corporate emissions inventory tracks energy consumption from corporate operations and quantifies the corresponding GHG emissions. The service areas and required scope of a corporate emissions inventory are defined by guidance documents produced by the Green Communities Committee – a partnership between the provincial government, the Ministry of Environment and the UBCM. The City's corporate emissions inventory was prepared by staff using these guidance documents, which are available on the BC Climate Action Toolkit website at [www.toolkit.bc.ca](http://www.toolkit.bc.ca). A summary of the City's 2024 inventory is shown in Table 1 below.

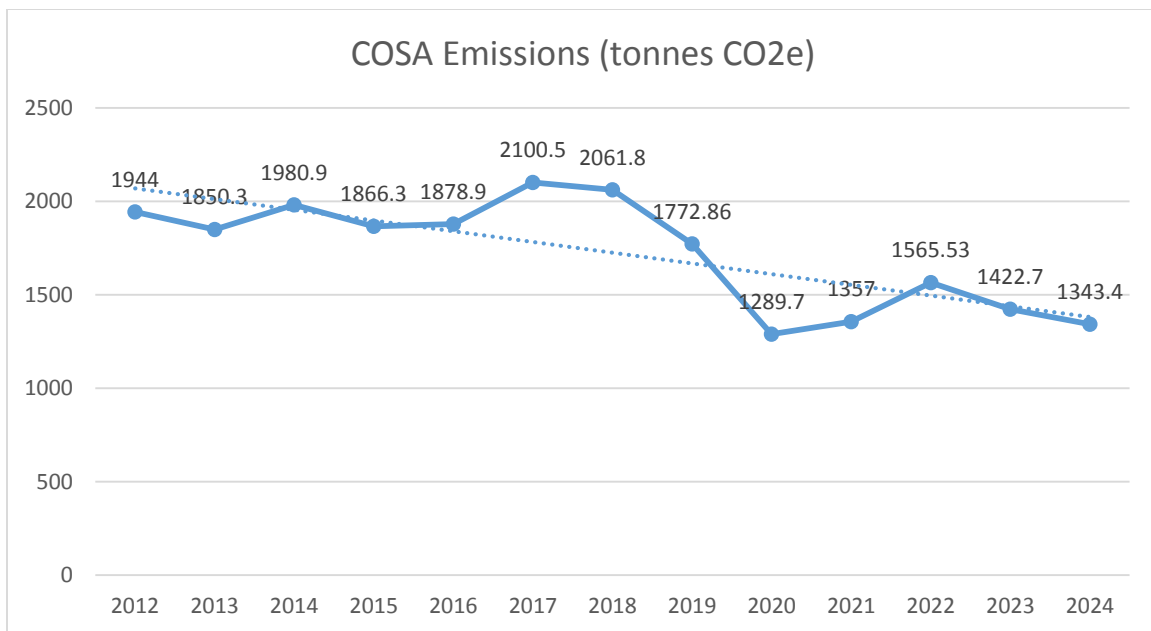
*Table 1. Summary of the 2024 City of Salmon Arm Corporate Emissions Inventory*

<b>Service Area</b>	<b>Emissions (tonnes CO<sub>2</sub>e)</b>
Administration and Governance	46
Drinking, Storm and Waste Water	416.2
Solid Waste Collection, Transportation and Diversion	133.4
Roads and Traffic Operations	323.4
Arts, Recreation, Parks and Cultural Services	738.7
Fire Protection	102.3
Organic Waste Diversion	-416.6

<b>Total</b>	<b>1343.4</b>
--------------	---------------

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

The total reported for 2024 represents the second lowest emissions total to date, following 2020, as illustrated in the graph below. The significant reduction in emissions initiated in 2020 can be most significantly attributed to the Organic Waste Diversion program and reduced service levels during the COVID pandemic. As well, the City has experienced generally milder annual temperatures in recent years.



#### *Trends*

Over 13 years of tracking and reporting, some observable trends can be noted. In terms of highlighting what has worked, staff note that:

- the average corporate GHG reduction over the past 5 years is approximately 29%;
- the Curbside Organic Waste Diversion provides the most significant emissions reduction;
- the conversion of street and facility lighting to LED lights has produced a reduction; and
- the introduction of electric and hybrid fleet vehicles has also contributed reductions.

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

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

It is important to note that an increasing population supports a trend towards increased service provision which generally equates to increased emissions. As previously noted, general emission

changes and annual fluctuations may be attributed to the climatic conditions, specifically snowfall and temperature (which affect heavy fleet equipment use).

#### *Carbon Neutrality*

The City's corporate operations produced a total of 1,760 tonnes CO<sub>2</sub>e in 2024. Including an offset of 416.6 tonnes from organics diversion, the City's total emissions are 1,343.4 tonnes CO<sub>2</sub>e. In order to be carbon neutral, the City would need to purchase 1,343.4 carbon offset credits from a provider of certified offsets.

Past quotes for carbon offset credits have ranged from \$16.00 to \$25.00 per tonne. To offset 1,343.4 tonnes CO<sub>2</sub>e to become carbon neutral for the 2024 reporting year would cost in the range of \$21,000 to \$33,600 (not including associated administrative costs). For the reporting years up to and including 2023, the City has not opted to purchase offset credits to achieve carbon neutrality, and staff have not recommended the purchase of such offsets.

#### *Provincial Context*

The Province has regularly published summary reports detailing Local Government Climate Actions under this program. The majority of participating local governments have not been carbon neutral, including Salmon Arm: for example 73% of 2018 CARIP participants (136 reporting local governments) were not carbon neutral. Staff have regularly monitored reports from comparable communities and have observed a somewhat predictable trend where communities with the coldest climates show relatively high emissions, while those in warmer climates report lower emissions. Of the carbon neutral communities, approximately one-third achieve carbon neutrality through their own actions (primarily landfill gas capture or through organic recycling programs), while approximately two-thirds purchase offsets (note that while the City contributes to the CSRD's landfill gas capture, the CSRD maintains all associated carbon credits).

#### *Climate Actions*

Local governments are required to report their emissions for the 2024 year to be LGCAP eligible and all provincial funding received is to be used towards climate actions. These climate actions are not strictly operational (with directly reduced GHG emissions) and may include corporate and community level initiatives and plans, such as building standard programs and upgrades, transportation plans and installations, community climate planning and related investments, and climate resilience planning and management.

Climate action projects and related initiatives completed in 2024 and expected in 2025 include:

#### *Ongoing Services and Climate Action Initiatives*

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

#### *Parks*

- Ongoing park enhancements (Klahani, Blackburn, and Canoe Beach Parks):
- Ongoing park washroom light LED upgrades

- Ongoing Park Tree Planting including BC Hydro Community ReGreening program, Canoe Beach, Blackburn, and Pileated Woods Tree Planting (2025)
- Wildfire Fuel Load Management projects:
  - Pileated Woods (2024)
  - Completing Little Mountain treatment (2025)
  - Park Hill prescription plan (2025)

#### Transportation

- Universal LED Street Lighting Project - Cobra Heads (2024)
- Ongoing greenways enhancements:
  - 2024: Sunset Ridge project, Lambs Hill construction, and Turner Creek repairs
  - 2025: SD 83 Jackson Campus, Byers View greenway connection
- Various sidewalk and Active Transportation upgrade projects including:
  - 16 Street/11 Avenue Sidewalk Replacement with Multi-Use Path (2025)
  - 10 Ave SW – multi use path west of Piccadilly (2024)
- Design Stage projects:
  - Lakeshore Road Improvements including multi-use path
  - Auto Road Connector project including multi-use path
  - West Bay Connector

#### Facilities

- Ongoing LED office conversions:
  - City Hall
  - Recreation Centre
- Rec Centre: heat exchanger, expansion tank, and gas valve (2025)
- Arenas: desuperheater and heat recovery, and control programming (2025)

#### Planning

- Complete Communities assessment (2024)
- Tree Protection Bylaw (2024)
- Official Community Plan update (2025)
- Climate Resiliency Plan (2025)
- EV Readiness Assessment (2025)

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

#### Legislative authority / plans / reports:

X	Official Community Plan	X	Climate Resiliency Plan
X	Corporate Strategic Plan		

The Official Community Plan contains current GHG policies. The new OCP is expected to update these policies to reflect current goals.

The Climate Resiliency Plan initiated in 2025 is expected to detail mitigation strategies.

The Corporate Strategic Plan provides five strategic drivers for the City, including protecting and enhancing the environment, reducing greenhouse gases and noting climate action initiatives as a short term priority.

**Financial Considerations:**

The purpose of this report is to present the submission for LGCAP to fulfill the public reporting and eligibility requirements of this annual provincial grant. The annual allotment for all three years (2024-2026) is \$143,653 per year. LGCAP program funding is to be fully allocated to support climate action initiatives.

**Alternatives & Implications:**

The purpose of this report is to present the submission for LGCAP to fulfill the public reporting and requirements of this annual provincial grant. Should Council opt out of the program or fail to meet the program conditions, the City would not be eligible to receive future grant funding.

**Communication:**

The LGCAP survey will be placed on the City's website to communicate the City's ongoing efforts to reduce GHG emissions.

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

**Attachments:**

- Appendix 1: 2024 LGCAP Survey
- Appendix 2: 2024 GHG Summary

## **LGCAP 2024 – City of Salmon Arm**

The Local Government Climate Action Program (the Program or LGCAP) aims to catalyze the efficient flow of financial resources, data and knowledge between Modern Treaty Nations, local governments, and the Provincial Government to allow for cost effective, impactful, locally implemented climate action. For more information about the Program you can refer to the [website](#).

### **What is climate action?**

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

### **The Survey**

#### **Climate Action Planning**

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

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

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

- 0

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

- No

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

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

**\*Question 3: Does your local government or Nation have a corporate climate action plan or other guiding document(s)?**

- Yes
- Standalone energy-related plan – 2020-11

**Please include a link to the document or webpage if available:**

Community Energy and Emissions Plan (2020):

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

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

- Lack of staff capacity or expertise.
- Lack of financial resources.
- Competing priorities.

### **Traditional Services Greenhouse Gas Emissions**

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

This requirement can be fulfilled using an established reporting framework of your choosing (CDP, GHG Protocol for Cities, etc.), including the LGCAP scope and



boundaries described in the [LGCAP Traditional Services Emissions Scope and Boundaries document](#). Contracted emissions must be accounted for regardless of which protocol your local government employs. Local governments with populations below 10,000 and Modern Treaty Nations are not required to report traditional services greenhouse gas emissions but are encouraged and supported to do so on a voluntary basis.

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

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

Please see the following resources for guidance:

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

**\*Question 5: For the 2024 calendar year, has your local government or Nation measured and reported associated traditional services GHG emissions?**

If your local government or Nation is only reporting traditional services inventory through this LGCAP survey, please select “Yes”.

- Yes

**\*If your local government or Nation measured 2024 traditional services GHG emissions, please report the GHG emissions from services delivered directly (in tonnes of carbon dioxide equivalent) from your scope 1 and 2 sources.**

886.3

**\*If your local government or Nation measured 2024 traditional services GHG emissions, please report the GHG emissions from contracted services (in tonnes of carbon dioxide**

873.7

**\*If your local government or Nation measured 2024 traditional services GHG emissions, please report the total GHG emissions from both directly delivered and contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.**

**This would be the sum of the two questions above.**

1760

**Optional: If your local government or Nation estimated fuel consumption and emissions from contracted services (because you were unable to obtain fuel consumption data directly from all contractors), please report the average percentage you applied to all contracts that was associated with fuel consumption (calculated from a sample of contracts and entered in the [Contracted Services Calculator](#) in the field 'Fuel % cost of overall contracted service cost').**

**This information will allow us to modify our [Contracted Emissions Calculator](#) to provide default percentages for small, medium and large communities.**

N/A

**\*If your local government or Nation measured 2024 traditional services GHG emissions, please report what protocol you used to measure emissions.**

- **LGCAP methodology (our guidance documents such as the [BC Best Practices Methodology for Quantifying GHG Emissions](#) and the [LGCAP Traditional Services Boundaries and Scope Guidance](#))**

**Optional: Please indicate how many tonnes of CO<sub>2</sub>e are associated with facilities.**

764.3

**Optional: Please indicate how many tonnes of CO<sub>2</sub>e are associated with mobile sources.**

725.7

**Please provide the link to the public report if available.**

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

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

The City of Salmon Arm's total emissions are 1343.4 (which is 1760 less 416.6 related to organics diversion)

### **Community-Wide Greenhouse Gas Emissions**

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

**The [Community Energy and Emissions Inventory](#) (CEEI) initiative provides a provincial**

framework for tracking and reporting energy and GHG emissions at a community-wide scale. It is published with a two-year lag, however, raw unprocessed data can be requested by local governments that wish to measure and report their community-wide emissions for the buildings, on-road transportation and municipal solid waste sectors ahead of publication.

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

**\*Question 6: For the 2024 calendar year, have community-wide GHG emissions been measured for your local government or Nation?**

- No

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

- No, community GHG emissions were not reported because the 2024 Provincial Community Energy and Emissions Inventory data has not been released.
- No, we do not measure and report community-wide emissions data due to lack of staff and technical capacity.

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

- No

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

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

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

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

**If your local government or Nation's targets don't conform to the target years noted above, please enter them here.**

As per OCP 4.6.3, target 6% reduction from 2007 level by 2020. This has been achieved. New targets to be determined in new OCP expected late 2025.

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

**For the purposes of our reporting, we're only asking about net-zero and carbon neutrality, but acknowledge that there are a variety of corporate targets.**

- **Net-zero refers to a jurisdiction or organization achieving a balance between greenhouse gas emissions produced and removed from the atmosphere (e.g. planting trees or using carbon capture technologies)**
- **Carbon neutral refers to an organization reducing emissions as much as practicable and then offsetting the remainder by purchasing offsets or other similar mechanisms**

**Please select all that apply.**

- No

**\*Question 9: Please select up to three supporting indicators that would be most valuable to your local government or Nation to advance climate action.**

Previously, the Province reported these indicators through the [Community Energy and Emissions Inventory](#) initiative. The Province could prioritize publishing these indicators again in the future.

- Housing type: Private dwellings by structural type
- Residential density: Population and dwelling units per square land area (km<sup>2</sup>)
- Commute by mode: Employed labour force by mode of commute

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

NA

### **Provincial Policy Alignment - Mitigation**

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

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

**For questions 10-13, please note the following regarding "Ongoing" initiatives. "Ongoing" includes initiatives that are either:**

- **Implemented in previous years and still active (e.g., an organics diversion project started in 2022 that continues to divert waste).**
- **Currently available or in effect in 2024 (e.g., supplementing Provincial energy efficiency incentive programs).**

**\*Question 10: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to the buildings sector.**

**This should not be limited to what your LGCAP funding supported.**

- Corporate

- Community

**\*Corporate buildings policies, programs and actions.**

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

**\*Community-wide buildings policies, programs and actions.**

- BC Energy Step Code adoption (Step 4 or higher).
- Zero Carbon Step Code adoption.

**Please enter the step for Part 3 buildings (Energy Step Code).**

Step 3

**Please enter the step for Part 9 buildings (Energy Step Code).**

Step 3

**Please enter the Emissions Level required for Part 3 buildings (Zero Carbon Step Code).**

EL-1

**Please enter the Emissions Level required for Part 9 buildings (Zero Carbon Step Code).**

EL-1

**\*Please highlight a community project(s) that was in-progress, ongoing or completed in the 2024 calendar year related to buildings.**

- LED lighting conversions

**\*Question 11: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to the transportation sector.**

**This should not be limited to what your LGCAP funding supported.**

- Corporate

**\*Corporate transportation policies, programs and actions.**

- Implemented zero-emission vehicle first procurement policy for all local government on and off-road vehicles purchases.
- Active transportation infrastructure investments.
- Electric vehicle purchases and electric equipment/machinery purchases (i.e. electric zambonis)

**\*Please highlight a community project(s) that was in-progress, ongoing or completed in the 2024 calendar year related to transportation.**

- 10 Ave SW – multi use path west of Piccadilly (2024)

**\*Question 12: Please indicate all other climate initiatives (excluding buildings, transportation, and adaptation and resilience) your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to community-wide and corporate action.**

**This section includes initiatives such as land-use planning, renewable energy projects, waste diversion, etc. This should not be limited to what your LGCAP funding supported.**

- Community

**\*Community-wide climate policies, programs and actions.**

- Complete, compact communities



- Organics diversion

**\*Complete, Compact Communities - Please select all that apply.**

See [Complete Communities Guide and Program](#) for supports advancing identified community goals through the creation of more complete, compact and energy efficient communities.

- Density bonuses
- Infill development
- Urban containment boundaries
- Community Development Plans

**\*Please highlight a community project(s) that was in-progress, ongoing or completed in the 2024 calendar year related to community-wide or corporate action.**

- Ongoing organic waste and residential yard waste diversion programs.

### **Provincial Policy Alignment - Resilience and Adaptation**

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

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

**\*Question 13 a): Please indicate all initiatives your local government or Nation had completed, ongoing or in-progress in the 2024 calendar year to adapt to and build resilience to climate impacts.**

**This should not be limited to what your LGCAP funding supported.**

- Corporate

- Community

**\*Corporate resilience and adaptation policies, programs and actions.**

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

**\*Community-wide resilience and adaptation policies, programs and actions.**

- Undertaking or completing a risk assessment at the community level.
- Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the community level.
- Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions.
- Collaboration with other communities on resilience planning/initiatives.
- Monitoring climate risks or impacts (floods, wildfire, etc.).
- Public engagement on climate risks and actions.
- Creation of policy/procedures to affect change (climate considerations into decision-making processes).

- Developing, acquiring, or already have hazard or climate risk mapping (e.g., floodplains), data or similar information.
- Utilizing natural assets/nature-based solutions.
- Developing emergency/hazard response plans.

**\*Please highlight one or more climate adaptation project(s) that were completed, ongoing or in-progress in the 2024 calendar year to reduce risk and increase resilience.**

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

- Wildfire Fuel Load Management projects:  
Little Mountain Park and Pileated Woods (2024)

**\*Question 13 b): Staff time for developing plans and assessments**

**How many full-time equivalent (FTE) staff are dedicated to developing the plans and assessments listed below? This includes plans and assessments done collaboratively with other local or Indigenous government partners.**

**Please estimate e.g., 100% time = 1.0; 50% time = 0.5; 25% time = 0.25.**

- Emergency management plans that address preparedness, response and/or recovery; also includes hazard specific response plans such as an extreme heat response plan
  - 0.25
- Hazard and climate risk assessments (e.g., Hazard, Risk and Vulnerability Assessment (HRVA), floodplain mapping, sea level rise risk assessment)
  - 0.25
- Hazard and climate risk reduction / adaptation plans (e.g., flood risk management plan, community wildfire protection plan, water supply management plans)
  - 0.25

**\*Question 13 c): Funding for developing plans and assessments**

**What is the annual budget allocated for the plans and assessments listed below? This includes plans and assessments done collaboratively with other local or Indigenous government partners.**

**Please estimate and round to the nearest thousand and enter numbers with no dollar sign or comma.**

- Not applicable

**\*Question 14 a): Has a climate risk and vulnerability or similar assessment been undertaken for your local government or Nation?**

**Please select all that apply.**

**If completed, please provide the year of completion in the textbox (YYYY).**

- No

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

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

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

- Yes, in asset management

**\*Question 15: Please select the most significant climate hazards and impacts faced by your jurisdiction and please specify the associated adaptation measures completed or in-progress in the 2024 calendar year, if any.**

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

**Textbox limit: 998 characters**

- Extreme heat and heat stress – Plan under development

- Wildfire – Fire Smart Programs
- Wildfire smoke - Fire Smart Programs
- Wind, rain, and other storm events - Fire Smart Programs
- Human health impacts - Wildfire Fuel Load Management Projects

**\*Question 16: What information do you need to know to be able to plan effectively for the future of your community, with respect to the hazards and impacts identified in Question 15?**

**Please select one or more of what you consider the most valuable types of information for planning.**

- Local knowledge
- Localized climate modelling and projected scenarios
- Assessment of potential community impacts
- Assessment of community vulnerabilities
- Risk assessment of hazards
- Mapping of climate change impacts and hazards
- Technical expertise to implement solutions
- Community/partner engagement and support
- Examples of actions taken by other communities

**\*Question 17: Please indicate all initiatives your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to collaborating with their neighbouring communities, businesses or community organizations, critical infrastructure providers and/or other partners.**

**Please select all that apply.**

- Emergency Management and Disaster Climate Risk Management related activities such as preparing, reviewing or revising hazard risk assessments, emergency/hazard response and/or hazard risks plans.

- Preparing, reviewing or revising a risk assessment or an emergency management plan.

**\*Question 18: Has your local government or Nation completed a natural asset inventory (an assessment of natural resources like forests, wetlands, and waterways for their ecosystem services and value)?**

- Yes

**Is your local government or Nation actively managing your natural assets based on this inventory?**

- No
- Planning to start soon

**If your local government or Nation is not actively managing natural assets, what are the primary reasons?**

**Please select all that apply.**

- Lack of capacity (staff, expertise, etc.)
- Lack of funding
- Cross-jurisdictional challenges (natural assets existing outside your jurisdictional boundary)

## **Equity**

**Certain populations are disproportionately affected/more vulnerable by climate hazards and impacts (e.g. people experiencing homelessness, low-income households, seniors/elders, people living alone).**

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

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

**Please select all that apply.**

- By engaging with equity seeking groups/frontline communities most impacted by climate policy and change.
- By designing and implementing climate actions that remove barriers to participation in planning and programs faced by equity seeking groups/frontline communities most impacted by climate change.

**Optional: Please highlight a climate initiative completed or in-progress in the 2024 calendar year that promotes equity and inclusion.**

NA

#### **LGCAP Funding**

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

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

**\*Question 20 a): How has your local government or Nation spent or committed its LGCAP funding received in March 2024?**

**This is the 3-years' upfront lump sum totaling: \$430,960**

**Instructions:**

- **Please select all that apply and indicate the total dollar value associated with each initiative.**
- **Please ensure the amount(s) entered below equals your local government or Nation's total LGCAP funding amount received in 2024 (noted above).**

- For the purposes of this question, "committed" funding refers to money that has been officially allocated or earmarked for specific projects with certainty, even if it has not yet been spent.
  - Please select “funds on hold” for any funding that was not spent or committed during the 2024 calendar year.
  - Format: no dollar sign, no comma and up to two decimal places.
- 
- Corporate
  - Funds on hold - \$222,960

### **Corporate Initiatives**

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

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

- Climate study - \$40,000
- Buildings initiatives
- Transportation initiatives

**\*Corporate buildings policies, programs and actions.**

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

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

- Other - Transportation-Public Works Xeriscape Project - \$33,000

**\*Corporate transportation policies, programs and actions.**

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



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

- Electric vehicle charging studies/planning – \$75,000
- Electric vehicle purchases and electric equipment/machinery purchases (i.e. electric zambonis) – \$60,000

**Funds on hold - How will funds be allocated?**

- No decision has been made.

**\*To expand upon your selection(s), please highlight the initiative(s) your local government or Nation's LGCAP funding received in March 2024 has gone towards**

Planned operating expenses in 2025 include:

- Climate Action Plan - \$40,000
- EV Readiness Assessment - \$75,000
- Transportation-Public Works Xeriscape Project - \$33,000

Planned capital expenses in 2025 include:

- Electric Remote Control Mower - \$60,000

**\*Question 20 b): How has your local government or Nation spent or committed its remaining LGCAP funding received in 2022 and 2023?**

**Based on our records, for your community, these funds total: \$176,664. (This is your community's total LGCAP funding received in 2022 and 2023 minus what was reported as spent in the last two LGCAP surveys.)**

- **Your community needs to report on this whether or not you've submitted an LGCAP Spending Forecast Form.**
- **You can see what your community has previously reported for LGCAP funding in the [LGCAP Raw Survey Data](#).**

**Instructions:**

- Please select all that apply and indicate the total dollar value associated with each initiative.
- Please ensure the amount(s) entered below equals your local government or Nation's total LGCAP funding amount that was previously reported as in reserve (noted above).
- It doesn't matter which year the previously reserved funds received in 2022 and 2023 were spent or committed in.
- Format: no dollar sign, no comma and up to two decimal places.
- Corporate

#### **Corporate Initiatives**

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

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

- Buildings initiatives
- Other - Universal LED Street Lighting Residential - \$25,000

**\*Corporate buildings policies, programs and actions.**

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

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

- Other - MUA/Glycol Loop at Rogers Rink - \$60,000

**\*To expand upon your selection(s), please highlight the initiative(s) your local government or Nation's LGCAP funding received in 2022 and 2023 has gone towards**

2022:

EV vehicle purchased for Bylaw Dept. (Hyundai Kona)

Charge station installed at City Hall (Staff use)

Wildfire Fuel Load Management (Little Mountain Park)

Water Conservation Policy and Plan

2023:

Climate Action Plan

Universal LED Street Light Conversion – Residential

Universal LED Street Light Conversion – Cobra

Shaw Centre – LED Concourse Lighting Upgrade

SASCU Centre – LED Racquet Court Lighting Upgrade

**\*Question 21 a): How much additional external funding for climate action were you able to invest by leveraging your 2024 LGCAP funds? This could include matching grants as well as private investment.**

**Format: no dollar sign, no comma, and up to two decimal places**

- 0

**\*Question 21 b): Please list the funding programs leveraged and associated funders (i.e. Investing in Canada Infrastructure Program, Canada/Province).**

**Please enter "NA" if no funds were leveraged.**

- NA

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

- Council Budget Process: staff prioritize and recommend based on local policies, Council consideration through the annual budget process.

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

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

- No

**Question 24: What is the value in the Program's continuity for your community and how does it support other priority initiatives for your local government or Nation (e.g. affordability, health, economic growth/resilience, etc.)?**

**Optional**

- This program facilitates data collection, public reporting, and projects which may otherwise not be completed. It provides an opportunity to communicate changes in policy and practices, as well as available resources to the community, and has provided direct funding for initiatives.

Service Area	Emissions (tonnes CO <sub>2</sub> e)												
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Admin and Governance	72	42.9	60.7	55.4	53.1	74.57	78.02	70.74	57.74	56.35	64.81	55.7	46
Drinking, Storm and Waste Water	462	403.4	455.8	427.9	405.4	451.26	427.23	418.35	324.6	328.2	352.87	334.5	416.2
Waste Collection	107	106.5	119.5	113.8	116.5	115	123.1	113.5	133	164.5	160.9	148.9	133.4
Roads and Traffic Operations	266	344.7	361.6	367.1	369	415.59	425.94	427.53	389.5	365.4	358.59	366.3	323.4
Arts, Rec, Parks and Cultural Services	932	858.3	877.3	806.7	843.2	932.53	904.44	875.82	742.94	790.33	909.32	826.9	738.7
Fire Protection	105	94.5	106	95.4	91.7	111.55	103.1	106.12	99.9	105.32	122.04	105.8	102.3
Subtotal	1944	1850.3	1980.9	1866.3	1878.9	2100.05	2061.8	2012.06	1747.7	1810.1	1968.53	1838.1	1760
Organic Diversion								-239.2	-458	-453.1	-403	-415.4	-416.6
Total	1944	1850.3	1980.9	1866.3	1878.9	2100.5	2061.8	1772.86	1289.7	1357	1565.53	1422.7	1343.4

Service Area	Emissions												
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Admin and Governance</b>													
City Hall	65	36.2	53	47.4	44.6	64.67	69.07	66.02	54.99	53	62.1	53.3	44
Fleet	7	6.7	7.7	8	8.5	9.9	8.95	4.72	2.75	3.35	2.71	2.4	2
<b>Total</b>	<b>72</b>	<b>42.9</b>	<b>60.7</b>	<b>55.4</b>	<b>53.1</b>	<b>74.57</b>	<b>78.02</b>	<b>70.74</b>	<b>57.74</b>	<b>56.35</b>	<b>64.81</b>	<b>55.7</b>	<b>46</b>
<b>Drinking, Storm and Waste Water</b>													
Water	130	148.1	165.8	161.2	145	159.84	134.93	126.9	67.2	70.8	97	87.96	81.2
Sewer (Treatment Plant)	153	125.6	156.7	146	135	157.77	167.97	167.19	140.7	149.5	150.09	135.7	136.1
Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52	10.9	10.49	9.83	8.5	11.16	13.5	11.9
Fleet	169	119	122.7	111.2	116.1	121.13	113.43	113.77	106.81	99.4	94.62	97.3	97.8
Contract Fleet*													89.2
<b>Total</b>	<b>462</b>	<b>403.4</b>	<b>455.8</b>	<b>427.9</b>	<b>405.4</b>	<b>451.26</b>	<b>427.23</b>	<b>418.35</b>	<b>324.6</b>	<b>328.2</b>	<b>352.87</b>	<b>334.5</b>	<b>416.2</b>
<b>Waste Collection and Diversion</b>													
Curbside Collection*	107	106.5	119.5	113.8	116.5	115	123.1	113.5	113.8	147.5	148.4	138	133.4
Biosolids*									15.3	14.7	9.8	7.5	Na
CSA Facility Collection*									3.9	2.2	2.7	3.4	Na
<b>Total</b>	<b>107</b>	<b>106.5</b>	<b>119.5</b>	<b>113.8</b>	<b>116.5</b>	<b>115</b>	<b>123.1</b>	<b>113.5</b>	<b>133</b>	<b>164.5</b>	<b>160.9</b>	<b>148.9</b>	<b>133.4</b>
<b>Roads and Traffic Operations</b>													
Lighting	18	16.4	20.2	19.8	20.3	20.77	20.97	21.48	8.8	7.82	5.71	5.1	4.3
Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52	10.9	10.49	9.83	8.5	11.16	13.5	11.9
Fleet	238	317.6	330.8	337.8	339.4	382.3	394.07	395.56	370.87	349.1	341.72	347.7	307.2
<b>Total</b>	<b>266</b>	<b>344.7</b>	<b>361.6</b>	<b>367.1</b>	<b>369</b>	<b>415.59</b>	<b>425.94</b>	<b>427.53</b>	<b>389.5</b>	<b>365.4</b>	<b>358.59</b>	<b>366.3</b>	<b>323.4</b>

<b>Arts, Rec, Parks and Cultural Services</b>													
Parks+cemetery+LMC	12	10.7	11.55	10.3	8.6	12.9	20.0	15.26	8.99	12.4	19.94	17.9	18.6
Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52	10.9	10.49	9.83	8.5	11.16	13.5	11.9
Arena and Recreation Centre*	810	761	759.7	695.1	740.8	829.34	801.31	784.76	646	692.23	789.52	706.56	623.5
Haney Heritage Village & Museum*	10	7	8.8	7.7	7.3	10.19	9.95	11.72	10.07	12.55	14.88	17.44	16.4
Art Gallery*	13	15	17.9	12.3	11.6	14.04	12.67	13.3	12.06	11.99	13.72	11.2	11.2
Fleet	77	53.9	68.75	71.8	65.6	53.54	49.61	40.29	55.99	52.66	60.1	60.3	57.1
<b>Total</b>	<b>932</b>	<b>858.3</b>	<b>877.3</b>	<b>806.7</b>	<b>843.2</b>	<b>932.53</b>	<b>904.44</b>	<b>875.82</b>	<b>742.94</b>	<b>790.33</b>	<b>909.32</b>	<b>826.9</b>	<b>738.7</b>
<b>Fire Protection</b>													
Fire Halls & Training Centre	72	63.5	74.2	63.7	59.8	80.37	75.18	72.69	68.8	69.73	82.99	67.5	63.3
Fleet	33	31	31.8	31.7	31.9	31.18	27.93	33.43	31.1	35.59	39.05	38.3	39
<b>Total</b>	<b>105</b>	<b>94.5</b>	<b>106</b>	<b>95.4</b>	<b>91.7</b>	<b>111.55</b>	<b>103.1</b>	<b>106.12</b>	<b>99.9</b>	<b>105.32</b>	<b>122.04</b>	<b>105.8</b>	<b>102.3</b>
<b>Sub Total</b>	<b>1944</b>	<b>1850.3</b>	<b>1980.9</b>	<b>1866.3</b>	<b>1878.9</b>	<b>2100.5</b>	<b>2061.8</b>	<b>2012.06</b>	<b>1747.7</b>	<b>1810.1</b>	<b>1968.53</b>	<b>1838.1</b>	<b>1760</b>
<b>In-House Portion</b>	<b>991</b>	<b>960.8</b>	<b>1075</b>	<b>1037.4</b>	<b>1002.7</b>	<b>1131.93</b>	<b>1114.77</b>	<b>1088.78</b>	<b>946.57</b>	<b>928.8</b>	<b>989.51</b>	<b>954</b>	<b>886.3</b>
<b>Contract Portion*</b>	<b>953</b>	<b>889.5</b>	<b>905.9</b>	<b>828.9</b>	<b>876.2</b>	<b>968.57</b>	<b>947.03</b>	<b>923.28</b>	<b>801.13</b>	<b>881.3</b>	<b>979.02</b>	<b>884.1</b>	<b>873.7</b>
<b>Organic Diversion</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-239.2</b>	<b>-458</b>	<b>-453.1</b>	<b>-403</b>	<b>-415.4</b>	<b>-416.6</b>
<b>Grand Total</b>	<b>1944</b>	<b>1850.3</b>	<b>1980.9</b>	<b>1866.3</b>	<b>1878.9</b>	<b>2100.5</b>	<b>2061.8</b>	<b>1772.86</b>	<b>1289.7</b>	<b>1357</b>	<b>1565.53</b>	<b>1422.7</b>	<b>1343.4</b>



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Roads & Parks – Recommendation for Purchase – Replacement of Unit No. 23, Pickup Truck

Date: July 14, 2025

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### Motion for Consideration:

THAT: Council approve the purchase for the replacement of Unit #23, Roads & Transportation Supervisor Truck, from Metro Motors for the quoted amount of \$62,350.00 plus taxes as applicable.

### Background:

Unit #23, a 2015 Dodge Ram 1500 4x4 assigned to the City of Salmon Arm Public Works Department, is currently operated by the Supervisor of Roads & Transportation and has reached its anticipated useful life. Due to the City's robust preventative maintenance program, the vehicle remains in fair condition and can continue to serve as a part-time use additional vehicle within the fleet, which is presently under-resourced at certain times of the year.

A Request for Quotation (RFQ) specification document was created outlining the truck requirements necessary for City operations. Key highlights included: towing capacity, working box length, single cab configuration, and specific weight ratings. Additionally, the RFQ requested three powertrain options: fuel, hybrid, and electric.

The Request for Quotation was advertised on BC Bid for the Supply & Delivery of a 4x4 pickup truck and on June 12, 2025 one (1) submission was received as follows:

Company	Model	Sub-Total	Total Incl. Tax
Metro Motors Ltd.	2025 Ford F-150	\$62,350.00	\$72,084.88

The Metro Motors quote included pricing for the fuel powertrain option only. Upon follow-up, we learned that the full EV truck could not meet the specified requirements, specifically, the single cab configuration, towing capacity, and working box length. Additionally, we were informed verbally that a fully electric truck would be approximately \$80,000, with no confirmed availability at the time. The specifications outlined are intended to ensure the truck meets the operational requirements for year-round use.



The reason for the lack of bids from other suppliers remains unclear. The opportunity was posted through BC Bid, where it was made available to a wide range of potential vendors. Metro Motors has been a successful supplier for several previous equipment and vehicle purchases.

Staff recommend retaining the existing Unit 23, which remains in fair condition. Our current fleet is insufficient to effectively transport personnel within the city during the summer months when staffing levels are at their peak. Retaining Unit 23 helps reduce the need for additional capital expenditure on new resources.

**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 \$75,000 from the 2025 Machinery & Equipment Capital Budget. The existing unit will be retained to enhance the City's fleet.

**Alternatives & Implications:**

THAT: Council direct staff to re-tender the truck with reduced specifications that can be met with hybrid or EV options.

Re-tendering would likely require a budget amendment, as the market has indicated that both the EV and hybrid options will exceed the approved limit of \$75,000. Staff do not recommend this option as the specifications would not be practical for our operational needs.

**Communication:**

N/A

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

**Attachments:**

- None



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Manager of Roads & Parks – Purchase Recommendation – NEW Crack Sealing Trailer, Melter Applicator

Date: July 14, 2025

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### Motion for Consideration:

THAT: Council approve the purchase for the NEW Crack Sealing Trailer, Melter Applicator from Industrial Machine Inc. for the quoted amount of \$104,620.00 plus taxes as applicable.

### Background:

Asphalt roadways are susceptible to cracking due to ground movement, extreme weather conditions, and vehicle traffic. Crack sealing is the most cost-effective and proactive measure for preserving pavement. By preventing water intrusion into the road structure—which can lead to erosion or expansion during freezing, crack sealing helps reduce further deterioration and the formation of potholes.

Given the age of the City's road network and past investment in pavement maintenance, several segments require immediate crack sealing. The City has historically relied on external contractors with an annual budget of around \$50,000. However, securing contractors has become increasingly difficult due to competition with larger municipal programs and limited labour availability in the industry. Additionally, the quality of work done over the past five years has declined.

In response, City Council approved the acquisition of a crack sealing trailer and melter applicator as part of the 2025 budget deliberations. This equipment allows City staff to carry out crack sealing in-house. Improved heating controls, automated pumping, and modern safety features have made the system easier to operate. The process aligns closely with existing tasks performed by City crews, enabling efficient integration into maintenance operations.

A Request for Quotation was advertised on BC Bid for the Supply & Delivery of a Crack Sealing Trailer, Melter Applicator. On July 3, 2025, two (2) companies submitted as follows:

Company	Model	Sub-Total	Total Incl. Tax
Industrial Machine Inc	2025 Cimline Magma M1	\$104,620.00	\$117,174.40
Sealtech Industries Ltd.	2025 CRAFTCO SUPERSHOT 125D	\$107,748.75	\$120,678.60

Staff have reviewed the submissions and have selected the lowest priced quote that met the specifications defined in the Request for Quotation. Industrial Machine Inc. is based out of Acheson, Alberta and although have not supplied equipment to the City of Salmon Arm before, staff checked references and do not have any concerns about the recommended purchase. The estimated delivery time is 45 days.

**Legislative authority / plans / reports:**

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

**Financial Considerations:**

The approved funding for this purchase is \$120,000 from the 2025 Machinery & Equipment Capital Budget.

**Alternatives & Implications:**

Our preliminary research into Crack Sealing Trailers revealed no options currently available that incorporate green initiatives.

If this unit is not approved for acquisition, we anticipate continued increases in both operations and maintenance costs. Additionally, the deterioration of road infrastructure will likely accelerate.

With the onboarding of four (4) new year-round team members dedicated to winter maintenance operations, bringing crack sealing services in-house will support this transition and enhance overall efficiency.

**Communication:**

None

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

Attachments: N/A



To: Mayor & Members of Council

Title: General Manager, Shuswap Recreation Society – Award & Budget Amendment – ROGERS Rink, Hucul Pond Dehumidifier Purchase and Installation

Date: July 14, 2025

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**Motion for Consideration:**

THAT: Council approve the award of two (2) Dehumidifiers for Hucul Pond at ROGERS Rink to Yeti Refrigeration Inc., in accordance with the quotes received in the amount of \$ 94,597.00 plus taxes as applicable;

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, for added requirements intended for Installation of Dehumidifiers on Hucul Pond funded from ROGERS Rink – Major Maintenance Reserve.

**Background:**

The current dehumidifiers on Hucul Pond, located on the northernmost ice surface at ROGERS Rink were brought over from the Memorial Arena before its closure in 2001, repurposed, and installed in the new Arena the same year. These dehumidifiers are over 25 years old and well beyond their life expectancy. The dehumidifiers are a vital part of managing temperatures and humidity for best ice conditions as well as reduction of moisture build up inside of the facility throughout the season.

There were three (3) companies contacted for pricing and the ability to provide quotes on this project with only Yeti Refrigeration able to come back with a bid for this process.

<u>CONTRACTOR</u>	<u>PRICE (excl. Tax)</u>
Yeti Refrigeration	\$ 94,597.00
Fraser Valley Refrigeration	DID NOT SUMBIT
Care Systems	DID NOT SUMBIT

As the sole bid on this project, we recommend moving forward with awarding Yeti Refrigeration the contract for this project.

The Shuswap Recreation Society, in partnership with the City of Salmon Arm and Fortis BC, have been working together on improved Energy Conservation Measures at Rogers Rink to better the energy efficiency of the building. As part of this process, the dehumidifiers were identified as at the end of life and an important piece for humidity control inside of Hucul Pond.

The proposed budget amendment stems from the need to modify the size of the dehumidifiers. Initial budget estimates were based on similarly sized equipment. However, since the current units were repurposed from the Memorial Arena and were not specifically sized for this ice surface, calculations revealed that a larger unit would be more effective in this setting. As a result, a larger footprint is required, necessitating the replacement of the existing platforms. The additional costs will cover the engineering, manufacturing, and installation of the new platforms.

**Financial Considerations:**

The approved funding for this project is \$100,000 from the 2025 ROGERS Rink Capital Expenditure Budget.

**Alternatives & Implications:**

Council may choose not to proceed with the budget amendment at this time. In that case, we would either defer the purchase of the units until 2026 with a re-budget or opt to purchase smaller units that align with the existing approved budget.

**Communication:**

None.

Attachments:

- None

**INFORMATION ONLY**

To: Mayor & Members of Council

Title: Director of Planning & Community Services – Parking at Marine Park

Date: July 14, 2025

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**Background:**

On May 19, 2025, Council received correspondence from Lelaine Pukas regarding a request to accommodate seniors that participate in the Grey Grebes and OC6 paddling groups that enter the lake at Marine Park. The request was that some form of parking pass be provided.

Staff considered the request, and there is some administrative complexity in operating a series of passes to multiple people that are effective over a long period of time. As an alternative, staff recommend proceeding with the option of adjusting the parking signage and pay station settings to implement a 9:00 a.m. – 6:00 p.m. pay parking window (instead of the current 8:00 a.m. – 6:00 p.m. window – see current signage in image below). This would effectively provide a grace period in the morning for members of the public using the lot before 9:00 a.m. Bylaw Enforcement routes will also be adjusted to coincide with the new times. Also worth noting, the new pay station uses a pay-by-plate system, so users are no longer required to return to their vehicles to display a receipt.



Council also received a request on June 17, 2025, from the Shuswap District Arts Council requesting that a parking pass be provided to the person setting up the sound equipment for the Wednesday on the Wharf concert series in the summer. Given that this is for a single individual

at prescribed times and dates, issuing a permit in this case is much simpler and this request will be accommodated.

Under the Parks and Open Spaces Bylaw 4606, Section 3, where Council delegates some of their powers to the Parks Manager, the following applies to the Marine Park issues (as it is within a park):

3.2 The Parks Manager may or may not:

b) designate certain areas of a park or open spaces for a specific use and may prescribe certain rules and regulations for the use and may prescribe such times desired by the Parks Manager for such use;

c) issue a permit or approval for any event, procession, march, performance, ceremony, concert, gathering or meeting and may charge rent for the use of any park, open spaces or portion thereof as set down in the current City Fee for Services Bylaw No. 2498, as amended from time to time.

A similar provision in the Traffic Bylaw delegates decision making power to the Director (of Engineering and Public Works) for similar instances on public streets:

201. 4) to order the placing or erection of traffic control devices for the regulation, control or prohibition of the stopping, standing or parking of vehicles on a street;

This provision has been used in the past to issue permits for street parking related to special events (e.g. Roots and Blues on Alexander Street) and other unique circumstances.

**Legislative authority / plans / reports:**

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

**Financial Considerations:**

Adjusting the hours for parking fees in Marine Park will have an impact on parking revenues. Based on a brief analysis of parking fees at Marine Park in 2025, approximately 5% of the parking revenue is derived from short term parking that is initiated prior to 9:00 a.m. The 5% amounts to approximately \$325 of the overall revenue from Marine Park in the first 6 months of 2025 (which was \$5,920).

**Alternatives & Implications:**

1. Information Only – No Motion Required.

**Communication:**

The proposed direction will be communicated to those who sent letters to Council.

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

Attachments:

- Letter from L. Pukas dated May 19, 2025
- Letter from Shuswap District Arts Council dated June 17, 2025



## Rhonda West

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**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 District Arts Council  
70 Hudson Ave NE  
Salmon Arm, BC  
V1E 4P3  
T: 250 832 1170

June 17, 2025

Dear Mayor and Council,

This is a request from the Shuswap District Arts Council, presenter of the Wednesday on the Wharf live music concert series that runs every Wednesday evening in July and August at 6.45pm at Marine Peace Park, for a **parking fee exemption** for our sound provider's vehicle while parked in the paid lot at Marine Peace Park.

Wednesday on the Wharf has been bringing the community together through live music for more than 30 years. This all ages, by-donation event has an average of 350 attendees every week and is a principal summertime attraction. WOW fosters a sense of belonging and connection among residents and visitors alike, and adds vibrancy to our downtown. Downtown businesses benefit from the audiences who order take-out meals and bring them down to the park to enjoy every week.

Since losing access to the path that leads behind the gazebo, we have been working to streamline our venue and sound equipment load-in and load-out procedures. Our sound provider had been using the loading zone in front of the SABNES building, however as the lot is small, it was challenging to ensure that Sea Dog's operations were not impeded.

Near the end of the 2024 season, we were able to have an informal understanding with parking enforcement that after unloading in the lot closest to the SABNES building, our sound technician could park his truck and trailer in the paid lot without paying a fee. By moving his vehicle and trailer, we ensured that we would not impede Sea Dog's operations at the far end of free parking lot.

In order to make our operations as smooth and consistent as possible year to year, we would like to have a formal agreement in place. We are requesting an exemption for this one vehicle and trailer so that our sound provider has a guaranteed place to park every week, from approximately 3-10pm, and we can continue to offer visiting artists professional sound support in the most streamlined way possible. In addition, this exemption would give peace of mind to Sea Dog Rentals, as there would be no potential impediment to their business. Our sound provider can display a WOW TECH CREW sign on the vehicle dashboard to provide clarity.

Thank you for your consideration,

Astrid Varnes  
Program Manager, Wednesday on the Wharf



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Corporate Officer – Request for Amendment to Alternative Approval Process Elector Response Deadline

Date: July 14, 2025

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### **Motion for Consideration:**

THAT: Council establish Tuesday, September 2, 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.

### **Background:**

At the May 12, 2025 Regular Council meeting, Council established Monday, August 5, 2025 as the deadline for Elector Response Forms from electors under the Alternative Approval Process (AAP) for the borrowing of funds related to the construction of the replacement Zone 2 Pump Station and gave three readings to Zone 2 Pump Station Loan Authorization Bylaw No. 4718.

As part of the AAP, the Inspector of Municipalities must provide its approval for the loan authorization bylaw under the *Community Charter*. Once approval has been received from the Inspector, the AAP may begin. The Inspector provided their approval on July 8, 2025. As such, the deadline of August 5, 2025 will need to be updated.

Staff propose the following timeline in the AAP for Zone 2 Pump Station Loan Authorization Bylaw No. 4718:

- Advertise in the Salmon Arm Observer on July 24 and July 31
- August, 2025 – Elector Response Forms may be submitted
- September 2, 2025 at 4:00 p.m. – Deadline for receipt of Elector Response Forms

Should elector approval be obtained, the proposed bylaw may proceed to Council for adoption.

**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:**

The City intends to fund the project utilizing the temporary borrowing provisions of the *Community Charter*. Temporary borrowing may only be accessed once Council has adopted the loan authorization bylaw and necessary approvals.

**Alternatives & Implications:**

Council may establish a different date as the deadline for receipt of Elector Response Forms.

**Communication:**

Notice of the AAP will be:

- posted on the public notice board at City Hall;
- posted on the City's social media; and
- posted on the City's website

Prepared by: Corporate Officer

Approved by: Chief Administrative Officer

Attachments:

- Appendix A – Elector Response Form (single and multiple)

## CITY OF SALMON ARM

## Elector Response Form

By completing this elector response form I oppose the City of Salmon Arm's Council's intention to adopt Bylaw No. 4718 entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw, which authorizes the borrowing of up to \$3,992,950.00 to be repaid over a period not exceeding 30 years in order to finance the costs of construction of the replacement Zone 2 Pump Station and do all things necessary including acquire all such property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the construction of the replacement Zone 2 Pump Station, unless a vote is held.

Full name of elector

---

 (please print) (e.g. Donald Smith – not D. Smith)

Signature

---

Address

---

Choose one:

☐

I am a resident elector (see reverse for eligibility requirements)

☐

 I am a non-resident property elector who lives in another community and  
Owns property in the jurisdiction located at:

---

 (address) (see reverse for eligibility requirements)

The deadline for submitting this elector response form to the local government is 4:00 p.m. on September 2, 2025. The address is 500 2 Avenue NE, Box 40, Salmon Arm, BC V1E 4N2.

Phone: 250-803-4000

Facsimile: 250-803-4042

Email: [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca)

If submitting this form to the local government by facsimile, please ensure that the transmission was complete.

The City of Salmon Arm Council may proceed with the adoption of Bylaw No. 4718 entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw unless 1480 electors sign and submit a completed copy of this elector response form to the local government by the deadline.

A person must not sign more than one elector response form in relation to this alternative approval process. Additional information can be found on the reverse side of this form (\*or attached information sheet) about the subject of this alternative approval process as well as the elector qualifications.

Personal information you provide on this form is collected pursuant to the *Community Charter/Local Government Act* and will only be used for the purposes of this alternative approval process. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the FOIP Head, City Hall, 500 2 Avenue NE, Salmon Arm, BC V1E 4N2, phone 250-803-4036.

## CITY OF SALMON ARM

## Elector Response Form

By signing this elector response form I oppose the City of Salmon Arm's Council's intention to adopt Bylaw No. 4718 entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw, which authorizes the borrowing of up to \$3,992,950.00 to be repaid over a period not exceeding 30 years in order to finance the costs of construction of the replacement Zone 2 Pump Station and do all things necessary including acquire all such property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the construction of the replacement Zone 2 Pump Station, unless a vote is held.

The deadline for submitting this elector response form to the local government is 4:00 p.m. on September 2, 2025. The address is 500 2 Avenue NE, Box 40, Salmon Arm, BC V1E 4N2.

Phone: 250-803-4000

Facsimile: 250-803-4042

Email: [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca)

If submitting this form to the local government by facsimile, please ensure that the transmission was completed.

The City of Salmon Arm Council may proceed with the adoption of Bylaw No. 4718 entitled City of Salmon Arm Zone 2 Pump Station Loan Authorization Bylaw unless 1480 electors sign a completed copy of this elector response form that is submitted to the local government by the deadline.

A person must not sign more than one elector response form in relation to this alternative approval process. Additional information can be found on the reverse side of this form (or attached information sheet) about the subject of this alternative approval process as well as the elector qualifications.

Full Name (e.g. Donald Smith – not D. Smith)	Address of Resident Elector or Address of Property Owned by Non-resident Property Elector	Signature

Personal information you provide on this form is collected pursuant to the *Community Charter/Local Government Act* and will only be used for the purposes of this alternative approval process. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the FOIP Head, City Hall, 500 2 Avenue NE, Salmon Arm, BC V1E 4N2, phone 250-803-4036.



## REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Planner II – Housing Agreement Bylaw No. 4734 – City of Salmon Arm and AR Broadview Holdings Ltd. (1231 1 Street SE)

Date: July 14, 2025

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### **Motion for Consideration:**

THAT: the Bylaw entitled City of Salmon Arm Housing Agreement Bylaw No. 4734 be read a first, second and third time.

### **Background:**

At the June 16, 2025 Development and Planning Services Committee Meeting, the Committee reviewed and deliberated Development Permit Application No. DP-460. As part of the Application, the Committee recommended that a bylaw be prepared to enter into a Housing Agreement for market rental housing.

A Housing Agreement is a tool to include provisions that cannot be included as zoning requirements, as a contract between a property owner and the local government to help facilitate and secure desired forms of housing. A Housing Agreement can be used to govern the tenure of a development for rental and outlines terms such as length of time that the provisions of the agreement are in effect. A local government can only enter into a Housing Agreement by bylaw; the Housing Agreement itself is a contract. The terms of the Housing Agreement must be agreed to by both the landowner and the local government. Notice must be filed in the Land Title Office that the land is subject to a Housing Agreement, and this notice will appear on the title, binding the agreement to the property, and current and future owners.

The subject property has been approved for the construction of a multi-family townhouse development with 12 purpose built rental units. Development of the parcel is subject to the guidelines of the Residential Development Permit Area and has been considered through the Development Permit application process (DP-460). The proposal is consistent with the OCP and has therefore been supported by staff. Staff note that the proposed housing format is supported in the Housing Strategy and would add to the variety of housing types available for rental in the community. This proposal has received conditional approval from Council, subject to legally securing the rental housing element through a housing agreement and registration of a Section 219 covenant.

The City intends to enter into a housing agreement for rental housing, by bylaw, with the property owner in accordance with Section 483 of the *Local Government Act* and Section 219 of the *Land*

*Title Act.* The purpose of this agreement is to ensure that rental housing units are secured in alignment with the Zoning Bylaw provisions for density bonusing.

*Time Period - Term*

The provisions of the Housing Agreement include a time period for which the rental housing will be secured. The City's intent is to provide continued long-term rental housing. City staff consider "long-term" to be in perpetuity or for 25 years.

*Daily Amount*

The provisions of the Housing Agreement include a "Daily Amount" which can be charged should the agreement not be upheld. This is the enforcement component of the agreement. In this case, the amount is \$500 per day per unit.

While other housing agreements can be far more complex, detailing a mixture of obligations, rents, rates and tenures, this particular Housing Agreement is intended solely to secure rental housing.

**Legislative authority / plans / reports:**

*Local Government Act*

Under Section 483 of the *Local Government Act*, a Housing Agreement can permit terms and conditions regarding the housing units including the form of tenure. This section grants local governments the authority to impose requirements on the land. The agreement is to be registered as both a covenant under Section 219 of the *Land Title Act* and as a Housing Agreement under Section 483 of the *Local Government Act* as combined companion instruments to secure the rental units into the future.

There are several City policies that support the provision of rental housing including:

- Official Community Plan
- Zoning Bylaw
- Community Housing Strategy
- Priority Planning and Development Review Policy

x	Official Community Plan		Master Plan
x	Community Charter/LGA	x	Other: Community Housing Strategy
x	Bylaw/Policy: Priority Planning and Development Review Policy		Corporate Strategic Plan
x	Zoning Bylaw		2025-2029 Financial Plan
			Long Term Financial Plan

**Financial Considerations:**

Because this project is purpose-built rentals, the Building Permit could be advanced as a Priority Application under the City's Priority Planning and Development Review Policy. Under the City's Fee for Service Bylaw a 50% reduced rate would be provided for applicable Building Permit application fees and charges.

**Alternatives & Implications:**

Council may deliberate and determine an alternative way in which to proceed.

**Communication:**

Public notice requirements are not triggered by a proposed Housing Agreement.





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

Attachments:

- Appendix 1 – Housing Agreement Bylaw 4734

# CITY OF SALMON ARM

## BYLAW NO. 4734

### **A bylaw to authorize the City of Salmon Arm to enter into a housing agreement for rental housing for the lands known as 1231 1 Street SE, Salmon Arm, BC**

---

Whereas Section 483 of the *Local Government Act*, as amended, empowers the Council of the City of Salmon Arm to enter into a housing agreement;

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

1. The Mayor and Corporate Officer are authorized to execute the Housing Agreement substantially in the form attached to this Bylaw as "Schedule A", between the City of Salmon Arm and AR Broadview Holdings Ltd. (Inc. No. BC1280777) or other registered owners from time to time of the lands described as:

Parcel Identifier 009-634-207

Lot 11, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916

#### 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 Housing Agreement Bylaw No. 4734**”

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"

**TERMS OF INSTRUMENT - PART 2 SECTION 219 COVENANT**  
**(Housing Agreement)**

**WHEREAS:**

- A. The Owner is the registered owner of the property (the "Lands") situated, lying and being in the City of Salmon Arm, in the Province of British Columbia, described in Item 2 of Form C to which this Terms of Instrument (the "Agreement") is attached;
- B. Section 219 of the Land Title Act, RSBC 1996, c. 250 (the "Act") provides, inter alia, that there may be registered as a charge against title to land a covenant, whether of a negative or positive nature, in respect of the use of land or the use of a building erected or to be erected on land, in favour of a Municipality or the Crown;
- C. The Owner has applied to the City for a Development Permit and it is a condition of issuance by the City of that permit that the Owner enter into this Agreement with respect to the Land and the Owner has agreed to do so.

**NOW THEREFORE**, pursuant to Section 219 of the *Land Title Act* and in consideration of One Dollar (\$1.00) now paid by the City to the Owner, the receipt and sufficiency of which is hereby acknowledged, and of the premises herein contained, the parties covenant and agree as follows:

- 1. In this Agreement,
  - "Daily Amount" means \$500.00 per day per rental Dwelling Unit; "
  - "Dwelling Unit" means a single, self-contained residence usually containing cooking, eating, living, sleeping and sanitary facilities intended for residential occupancy;
  - "Rental Purposes" means an occupancy or intended occupancy which is or would be governed by a tenancy agreement as defined in section 1 of the *Residential Tenancy Act*;
  - "Strata Lot" means any lot created in accordance with the *Strata Property Act* as amended from time to time;
- 2. The Owner, for itself and its successors and assigns, covenants and agrees with the City, as a covenant running with the Lands, that the Owner will not:
  - (a) use the Dwelling Units in the building constructed on the Lands, or allow them to be used, except for Rental Purposes; or
  - (b) subdivide the Lands, including by registration of a strata plan for the creation of Strata Lots.
- 3. The covenants contained in this Agreement are and shall be deemed to be covenants running with the Lands pursuant to Section 219 of the Act and shall be binding upon the Owner and its successors in title to the Lands and shall enure to the benefit of the City and its successors, in perpetuity, and may only be modified or discharged pursuant to the provisions of Section 219 of the Act or pursuant to the provisions of an order of a Court of competent jurisdiction.
- 4. Notwithstanding anything contained herein, neither the Owner nor any future owner of the Land shall be liable under any of the covenants or agreements contained herein where such liability arises by reason of an act or omission occurring after the Owner or such future owner ceases to have any further interest in the Lands.

5. Wherever the masculine singular pronoun is used in this Agreement, same shall be deemed to include and mean the plural, feminine, or body corporate or body politic as the context may require.
6. The Owner hereby releases and forever discharges the City of and from any claim, cause of action, suit, demand, expenses, costs and legal fees whatsoever which the Owner can or may have against the City for any loss or damage or injury that the Owner may sustain or suffer arising directly or indirectly out of the approval of the subdivision, the issuance of a Building Permit or the use or occupation of the Lands.
7. The Owner covenants and agrees to indemnify and save harmless the City from any and all claims, causes of action, suits and demands whatsoever that anyone has, or may have in the future, as an owner occupier, tenant, visitor, invitee or user of the Lands, including without limitation, claims, causes of action, suits and demands for loss of life and/or injury to a person or property, that arises directly or indirectly out of the approval of the subdivision, the issuance of a Building Permit or the use or occupation of the Lands.
8. This Agreement is to be registered as a charge against the Lands and the Owner agrees to execute and deliver all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
9. If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and severable from the rest, and remaining parts will not be affected thereby and will be enforceable to the fullest extent permitted by law.
10. Nothing contained or implied in this Agreement shall prejudice or affect the City's rights and powers in the exercise of its functions pursuant to the Local Government Act of British Columbia or its rights and powers under all of its public and private statutes, bylaws, orders and regulations to the extent that same are applicable to the Lands, all of which may be fully and effectively exercised in relation to the Lands as if these covenant had not been executed and delivered by the Owner.
11. The Owner agrees that the City is entitled to obtain an order for specific performance of this Agreement and a prohibitory or mandatory injunction in respect of any breach by the Owner of this Agreement. Further, the Owner agrees that the foregoing provision is reasonable given the public interest in restricting the occupancy and disposition of the Rental Housing Units in accordance with this Agreement. The Owner agrees that should the Rental Housing Units ceased to be used in accordance with this Covenant, that it shall be restored to a rental residential use.
12. The Owner hereby grants to the City a rent charge under s. 219 of the *Land Title Act* (British Columbia), and at common law, securing payment by the Owner to the City of the Daily Amount at any time should the Owner be in default of its obligations under this Agreement. The Owner agrees that the City, at its option, may enforce payment of such outstanding amount in a court of competent jurisdiction as a contract debt, by an action for and order for sale, by proceedings for the appointment of a receiver, or in any other method available to the City in law or in equity.
13. Where there is a reference to an enactment of the Province of British Columbia in this Agreement, that reference includes a reference to any subsequent enactment of the Province of British Columbia of like effect and, unless the context otherwise requires, all statutes referred to in this Agreement are enactments of the Province of British Columbia.

14. The Owner represents and warrants to and covenants and agrees with the City that:
  - (a) it has the full and complete power, authority and capacity to enter into, execute and deliver this Agreement and to bind all legal and beneficial interests in the title to the Lands with the interest in land created hereby;
  - (b) upon execution and delivery of this Agreement and registration therefor, the interest in land created hereby will encumber all legal and beneficial interests in the title to the Lands;
  - (c) this Agreement will be fully and completely binding on the Owner in accordance with the terms hereto and the Owner will perform all of its obligations under this Agreement in accordance with the terms hereof; and
  - (d) the foregoing representations, warranties, covenants and agreements will have force and effect notwithstanding any knowledge on the part of the City, whether actual or constructive, concerning the status of the Owner, the Lands, or any other matter.
15. Any matter in dispute between the parties under this Agreement must be referred to a single arbitrator if the parties can agree on one, and otherwise to three arbitrators, one to be appointed by each of the parties and the third by those two so appointed, and the matter must be resolved in accordance with the provisions of the *Commercial Arbitration Act* of British Columbia.
16. In any action or proceeding concerning this Agreement, including any application seeking the specific performance of the Owner's obligations under this Agreement, the City will be entitled to be indemnified for its costs on a solicitor-and-own-client basis.
17. No alleged waiver of any breach of this Agreement is effective unless it is an express and specific waiver in writing, which will not operate as a waiver of any other breach of this Agreement.
18. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

# COMMUNITY EVENTS

City Parks & Spaces

# July

# 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> <ul style="list-style-type: none"> <li>Canada Day Stat Holiday – City Hall Closed</li> <li>Canada Day Festivities (Rogers Rink)</li> <li>Travelling Tots Playgroup (Fletcher Park)</li> </ul>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> <ul style="list-style-type: none"> <li>Downtown Farmers' Market</li> </ul>
<b>6</b>	<b>7</b>	<b>8</b> <ul style="list-style-type: none"> <li>Travelling Tots Playgroup (Fletcher Park)</li> </ul>	<b>9</b> <ul style="list-style-type: none"> <li>Storytime in the Park (Fletcher Park)</li> </ul>	<b>10</b>	<b>11</b>	<b>12</b> <ul style="list-style-type: none"> <li>Downtown Farmers' Market</li> <li>Shuswap Vintage Car Club Annual Car Show (Marine Park)</li> </ul>
<b>13</b>	<b>14</b>	<b>15</b> <ul style="list-style-type: none"> <li>Travelling Tots Playgroup (Fletcher Park)</li> </ul>	<b>16</b> <ul style="list-style-type: none"> <li>Storytime in the Park (Klahani Park)</li> </ul>	<b>17</b>	<b>18</b>	<b>19</b> <ul style="list-style-type: none"> <li>Downtown Farmers' Market</li> <li>Pickleball Kids Camp</li> </ul>
<b>20</b>	<b>21</b>	<b>22</b> <ul style="list-style-type: none"> <li>Travelling Tots Playgroup (Fletcher Park)</li> </ul>	<b>23</b> <ul style="list-style-type: none"> <li>Storytime in the Park (Kin Park)</li> </ul>	<b>24</b> <ul style="list-style-type: none"> <li>Roots and Blues Kick Off Concert (Downtown)</li> </ul>	<b>25</b> <ul style="list-style-type: none"> <li>Roots and Blues Festival (Fairgrounds)</li> </ul>	<b>26</b> <ul style="list-style-type: none"> <li>Downtown Farmers' Market</li> <li>Roots and Blues Festival (Fairgrounds)</li> </ul>
<b>27</b> <ul style="list-style-type: none"> <li>Roots and Blues Festival (Fairgrounds)</li> </ul>	<b>28</b>	<b>29</b> <ul style="list-style-type: none"> <li>Travelling Tots Playgroup (Fletcher Park)</li> </ul>	<b>30</b>	<b>31</b>		



**CITY OF SALMON ARM**  
**BUILDING DEPARTMENT REPORT**  
**JUNE 2025**

**LAST YEAR (2024)**  
**CURRENT MONTH      YEAR-TO-DATE**

**CURRENT YEAR (2025)**  
**CURRENT MONTH      YEAR-TO-DATE**

	NO.	VALUE	NO.	VALUE	# OF		NO.	VALUE	NO.	VALUE	# OF
					DWELLINGS						DWELLINGS
New Single Family Dwellings	1	430,000	10	5,180,000	10		2	1,000,000	13	7,341,000	13
Misc. Additions etc. to SFD's	4	113,315	25	1,728,349			2	23,500	17	974,791	
New Single Family Dwellings with suites	2	1,150,000	11	3,750,000	11		1	750,000	4	2,330,000	4
New Secondary/Detached Suites	-	-	9	2,026,608	9		2	257,500	6	1,047,500	6
New Modulars/MH's (Factory Built)	1	332,090	4	1,421,790	4		-	-	1	200,000	1
Misc. Additions etc. to Modulars/MH's	2	10,000	2	10,000			-	-	3	43,000	
MFD's (# Units)	-	-	3 (10)	2,500,000	10		2 (8)	2,200,000	4 (14)	6,828,000	14
Misc. Additions etc. to MFD's	-	-	1	38,000			-	-	-	-	
New Commercial	-	-	2 (140)	23,300,000			-	-	-	-	
Misc. Additions etc. to Commercial	-	-	3	127,005			1	85,000	8	745,600	
New Industrial	-	-	-	-			-	-	-	-	
Misc. Additions etc. to Industrial	-	-	1	35,000			-	-	1	450,000	
New Institutional	-	-	1	55,000	-		1	460,000	1	460,000	
Misc. Additions etc. to Institutional	-	-	1	10,000			-	-	1	580,000	
Signs	1	20,000	5	69,744			3	10,000	7	31,225	
Swimming Pools, Pool Buildings	1	150,000	1	150,000			-	-	-	-	
Demolitions	1	-	3	-			-	-	3	-	
Temporary Trailers, A & B Permits	1	-	1	-			-	-	1	-	
Misc. Special Inspections, etc.	2	-	16	-			4	-	15	-	
<b>TOTAL PERMITS ISSUED</b>	<b>16</b>	<b>2,205,405</b>	<b>99</b>	<b>40,401,496</b>	<b>44</b>		<b>18</b>	<b>4,786,000</b>	<b>84</b>	<b>21,031,116</b>	<b>38</b>

MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)

Farm building values not included

BUILDING PERMITS - YEARLY												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
2020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960	37,062,215	46,505,927	51,472,227	54,065,527
2021	3,180,132	5,500,747	9,538,939	14,603,678	21,402,310	29,030,210	33,528,039	37,494,801	41,729,005	46,006,620	50,263,120	53,739,370
2022	2,742,700	4,614,700	11,785,510	15,199,184	19,664,691	26,059,056	29,452,833	40,073,183	43,982,753	51,601,717	56,752,469	60,172,009
2023	3,950,582	5,205,782	8,532,882	12,340,016	16,985,808	23,285,030	40,678,657	46,388,414	50,736,914	59,507,376	62,245,626	62,906,026
2024	2,084,444	25,312,444	26,546,239	31,584,039	38,196,091	40,401,496	41,768,562	47,091,762	49,214,762	54,907,951	61,884,711	63,278,711
2025	912,500	1,435,000	3,617,625	10,387,125	16,245,116	21,031,116						

## Rhonda West

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, June 24, 2025 2:50 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 June

Last Name Stewart

Address:

Return email address:

Subject: Wish list

Body

I want to share a few things on my wish list for our city.

Thank you for the expanded beach area at Canoe Beach from the demolished cabins but could we please have a garbage can and a recycle bin at that end? Every trip I pick up broken glass so it would sure be nice if the city would rake the sand to keep visitors safe. Oh, and more recycle bins for the other part of the beach too (people want to recycle but facilities lack) and another swim raft or two please.

Please do your best to create more parking at the beach! It's our only city access to the water and parking is pretty impossible on very hot days. I'm very worried about the work on the pump station and what may be even temporary restriction of parking.

I wish the money that had been spent on the new bike and pedestrian path from the RCMP station to the high school had been invested in Canoe to keep people safe traveling to the beach. Poor Canoe seems to get forgotten in the planning.

I wish you would stop promising traffic circles and never delivering on them. Im-ple-men-tation! I understand the Broadview ones are too close to the highway, but what about the police station corner? Or Okanagan and 20th? Or 10th and 10th at Piccadilly? Or 10th and 5th?

I hope common sense prevails in the West Bay walkway debate. As much as I would dearly love to see it built, \$57 million seems incredibly extravagant. At what point do we just say sorry, it's not feasible? Regardless of where the grant money comes from, it's still from the taxpayer's pocket.

Thanks for your thoughtful consideration.

Would you like a response:

Yes

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## Rhonda West

---

**From:** noreply@civicplus.com  
**Sent:** Friday, June 27, 2025 10:07 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** Lisa  
**Last Name** Nikmo  
**Address:** *Field not completed.*  
**Return email address:** [REDACTED]  
**Subject:** Proposals for former city hall  
**Body** Dear Mayor and Council,

I am writing to you about the proposals for the former city hall.

I am in favour of preserving the part of the building that has historical value if it is financially feasible, but not if the financing comes through the sale of some of the land that is part of the lot the building sits on. I do not think selling land is a good strategy and would prefer the whole parcel to be turned into a park if the building is to be demolished. I have been a downtown office worker and the picnic table off the side of the former city hall was the only agreeable place to eat lunch in the downtown area (perhaps because it was the only picnic table), so I would strongly support the idea of turning the lot into a parklet with trees and picnic tables. There is very little green space in downtown Salmon Arm and I would love to see more, especially if the mature trees on the one side of the lot remain.

Yours respectfully,

Lisa Nikmo

**Would you like a response:** No

Disclaimer

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

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

**Sent:** June 30, 2025 3:20 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	Ineke
Last Name	Hughes
Address:	
Return email address:	
Subject:	Original District Hall
Body	<p>Please do not tear down this historical building, built in 1928.</p> <p>Remove the addition added later, subdivide the lot and sell the resulting unoccupied space. The money received from that sale would be designated for the repairs and updating necessary to allow the building to retain its heritage status, and allow it to once again be of value to the at large.</p> <p>Respectfully,</p>
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.*

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## Barb Puddifant

---

**From:** Rhonda West  
**Sent:** Monday, July 7, 2025 1:59 PM  
**To:** Barb Puddifant  
**Subject:** Fw: Online Form Submittal: Mayor and Council

---

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Saturday, July 5, 2025 1:02 PM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>; Rhonda West <rwest@salmonarm.ca>  
**Subject:** Online Form Submittal: Mayor and Council

### Mayor and Council

First Name Joanna  
Last Name Tronson  
Address: [REDACTED]  
Return email address: [REDACTED]  
Subject: Mosquito control  
Body Hey!

I'm just wondering if council has a statement/opinion on mosquito control.

If not, if it could be brought forward to council for consideration. My young family lives in gleneden and outdoor-living is prohibitive at the moment with the MASSIVE flux of mosquitoes we've had in the last weeks. Whole thankful for the spring rain, the little pests are taking a toll.

CSRD actively does *Bacillus Thuringiensis Israelensis* (BTI) application, and I plead that city consider the same.

<https://www.canada.ca/en/health-canada/services/consumer-product-safety/reports-publications/pesticides-pest-management/fact-sheets-other-resources/bacillus-thuringiensis-subspecies-israelensis.html>

Kindly,  
JoAnna

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.](#)



## Delegation Request Form

Last Name:	Henningson
First Name:	Donna
Group Name:	<i>Field not completed.</i>
Address:	<div></div> Summerland, B.C. V0H1Z4
Email Address:	<div></div>
Phone Number:	<div></div>
Subject of Presentation:	<p>"Mayors For Peace" - Salmon Arm joined this international organization May 2006. Might it recommit now to this worthy collaborative network?</p> <p>M4P is spearheaded by the Mayors of Hiroshima, Japan, and Nagasaki. It currently has 8,497 cities on record in 166 countries and regions. 113 of these cities are in Canada. Eleven are in: Grand Forks, Kamloops, Revelstoke, Armstrong, Salmon Arm, Sicamous, Princeton, Kelowna, Peachland, Penticton, Summerland.</p>
Please indicate if your presentation includes an audio/visual component:	Yes
Meeting date(s) requested first choice:	7/14/2025
Meeting date(s) requested second choice:	7/28/2025
Purpose of Presentation:	Other (Explain)
If other, please explain	Mayor and Council, please create a letter of support for Salmon Arm's ongoing involvement in M4P, and suggest how SA can be more active (ie citizen committee?). Cost is \$20 per year.

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

Greetings Mayor and Council:

Your community is listed as a member of the international network, “Mayors For Peace” (M4P, see [mayorsforpeace.org](http://mayorsforpeace.org)). The membership fee is 2,000 yen a year (approximately \$20 Cdn).

What better time than 2025 to recommit and spark renewed community involvement in such a worthy cause? While nation leaders struggle to negotiate and dodge violence and war, communities from the ground up through organizations such as M4P are networking through city-to-city connection around nuclear disarmament: youth peace education and leadership; webinars, internships, exchanges, conferences around culture, art, sports; collecting and sharing great examples of peace in action; the Japanese atomic experience (think 2024 Nobel Peace winners Nihon Hidankyo, the atomic bomb survivors who 80 years later continue to promote a better way forward). M4P gatherings share diverse global ideas for sustainable secure communities. New ideas (to us at least) from around the world. How to keep interest in M4P alive here for the long term?

What is M4P exactly? It started in June 24, 1982 with Mayors from the Japanese cities Hiroshima and Nagasaki. They formed “The World Conference of Mayors for Peace Through Inter-city Solidarity”, later to become M4P. (On August 6 and 9, 1945, the U.S. dropped two atomic bombs on these two cities and killed 210,000 people. Since then, August 6 is Hiroshima Day.) The M4P vision is a world without nuclear weapons, a world with safe and resilient cities. (Safety and security is, after all, within a community’s jurisdiction.) It is to promote a culture of peace.

Activities include: “hibakusha” a-bomb survivor testimony talks; sharing of “hibaku” tree seeds; children’s art competitions with the theme “Peaceful Towns”; Hiroshima – Nagasaki peace study courses at universities; shared ideas to reduce poverty and homelessness, and to increase food security. Activities also include petition drives to join TPNW (the Treaty on the Prohibition of Nuclear Weapons).

As of July 1, 2025, M4P has 8,497 city members in 166 countries and regions. The goal is at least 10,000. Canada has 113, of 344 in North America. This past month, the U.S. Conference of Mayors adopted a resolution urging membership in M4P. The M4P website includes a July 2025 Joint Appeal message from the Mayors of Hiroshima and Nagasaki, and a map of the top-10 member countries. The 11<sup>th</sup> General Conference of M4P is Aug 7-10 in Nagasaki. It commemorates 80 years since the bombing of Hiroshima and Nagasaki, and the start of the age of nuclear weapons. I welcome your thoughts to make M4P a vital part of your community and this region at this challenging time in the world. Thank you for your time and attention.

Donna M. Henningson, Summerland



***Mayors for Peace***

**mayorsforpeace.org**





# Webinar: Mayors for Peace

Thinking Globally; Acting Locally

February 23 at 7:00pm ET



Featuring Jackie Cabasso  
North American Coordinator  
Mayors for Peace





# **Youth leadership**

- **atomic bomb witness talks**
- **webinars, internships**
- **exchanges, conferences**

# **Mayors**

# **Hiroshima, Nagasaki**

**8:15 am August 6th, 9<sup>th</sup>, 1945**

**(210,000 deaths)**



- **No nuclear weapons  
(TPNW)**
- **Safe & resilient cities**
- **A culture of peace**

# **Goal: 10,000**

- 8,497 in 166 countries / regions**
- Canada? 113**
- BC Interior? 11**



# Let's work together!



*Mayors for Peace*

**mayorsforpeace.org**

Donna (Summerland) at  
[trainpeace2025@gmail.com](mailto:trainpeace2025@gmail.com)

If other, please explain

Mayor and Council, please create a letter of support for Salmon Arm's ongoing involvement in M4P, and suggest how SA can be more active (ie citizen committee?). Cost is \$20 per year.

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

June 23, 2025

Reference: 186798

Dear Chief Administrative Officers and Corporate Officers:

I am writing to share important information and contacts to support local governments in preparing for potential seasonal disaster events.

As we enter a time of year when emergencies such as wildfires, floods, and extreme weather can occur, I encourage you to review and update your Emergency Operations Plans (EOPs). It is essential that staff and elected officials are familiar with their roles and responsibilities to ensure a timely and coordinated response should an emergency arise.

Being prepared can make a significant difference in protecting people, property, and critical infrastructure. Proactive planning and clear communication channels help minimize impacts and support faster recovery.

To support your preparedness efforts, I have included an attachment with key resources and contacts that may assist your community in navigating emergency situations effectively.

I hope these resources are helpful and that your communities remain safe and protected during this challenging season.

Sincerely,



Tara Faganello  
Assistant Deputy Minister  
Local Government Division  
Ministry of Housing and Municipal Affairs

Attachment: Emergency Advisories and Resources

## Emergency Advisories and Resources

[Emergency Info BC](#) provides up-to-date, verified information on current wildfire and flood advisories across the province. The Ministry of Emergency Management and Climate Readiness (EMCR) has produced guidelines, templates, and forms that support communities and local governments [here](#) (including in relation to a declaration of a State of Local Emergency, where applicable, [here](#)).

- For assistance, the (EMCR) Emergency Coordination Centre can be reached at 1-800-663-3456. Additional contact details for funding programs and regional offices are available [here](#).

EMCR regional response staff are also in direct contact with local Emergency Program Coordinators to offer support and information for ongoing response efforts.

To facilitate timely decision-making and coordinated response during emergencies, it is important that staff clearly define the roles and responsibilities of key officials, including the Chief Administrative Officer (CAO) and Corporate Officer (CO).

Should your community be impacted by a flood, Disaster Financial Assistance (DFA) may be available to residents and the local government. Additional information about DFA are available [here](#).

## Electronic Meeting Flexibility

Local governments are encouraged to review their procedure bylaws to ensure they allow for the flexibility of council or board members to attend meetings virtually whether regular, committee, or special, if required. Guidance on adapting electronic meetings is available [here](#), with additional considerations for electronic meetings and public hearings provided [here](#).

- If you have questions about your procedure bylaw and electronic council or board meetings, please contact our Governance and Structure branch by phone at 250 387-4020 or email at [LGGovernance@gov.bc.ca](mailto:LGGovernance@gov.bc.ca).

## Interruption of Legislative Process

A legislative process such as a by-election, assent vote or alternative approval process may be underway when a natural disaster occurs. If this is the case, please reach out to the Governance and Structure branch as soon as possible to explore options.

- Governance and Structure branch can be reached by phone at 250 387-4020 or email at [LGGovernance@gov.bc.ca](mailto:LGGovernance@gov.bc.ca).

## Records Management

To maintain uninterrupted local government operations during and after an emergency, staff should establish and implement practices for securely storing and accessing key records. This includes bylaws, meeting minutes, planning documents, and other decision-making records. If not already in place, we encourage you to review your procedures and develop a comprehensive plan to safeguard these records in the event of an emergency.

For reference, the Local Government Management Association (LGMA) has provided a collection of records management resource documents available on the CivicInfo website [here](#) (including a sample Records Disaster Preparedness Plan) to help local governments to protect or recover critical documents and information that may be impacted by a disaster situation. Please note, these resources were created in 2021 so local governments can review the relevancy of the resources to suit their organizational needs. Additionally, the LGMA's updated [2024 Records and Information Management Manual for Local Government Organizations, Sixth Edition](#) may be a helpful reference tool.

- For questions or information about emerging best practices relating to records management, please contact the LGMA at [office@lgma.ca](mailto:office@lgma.ca).

## Mental Health Resources

Navigating local emergencies can sometimes impact staff mental health as you work to support your communities. The LGMA has a helpful Mental Health Resources for Local and First Nations Government page [here](#). Additionally, the BC Municipal Safety Association and BC Association of Clinical Counselors has launched Connection to Care, a collaborative mental health and wellness initiative. The program provides local governments workers access to free, anonymous, and confidential mental health support via a dedicated call-in service. Further information is available [here](#).



**From:** Jennifer B <[manager@salmonarmdowntown.com](mailto:manager@salmonarmdowntown.com)>  
**Sent:** Wednesday, July 9, 2025 3:40 PM  
**To:** Gary Buxton <[gbuxton@salmonarm.ca](mailto:gbuxton@salmonarm.ca)>; Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>  
**Subject:** Beer Garden @ R&B Downtown concert

Hi Gary and Alan,

Following our board meeting this morning, I felt it would be helpful to loop in the Mayor, as this request builds on previous discussions related to the Kick Off Concert on July 24.

As you're aware, Downtown Salmon Arm has submitted a request to allow businesses to extend their operations onto closed streets and sidewalks—provided all safety and accessibility considerations are met—for the duration of the concert/street closure.

Ricochet Brewing and Cahoots Kitchen would like to collaborate on hosting a licensed beer garden on the closed portion of McLeod Street, directly adjacent to the concert area. Notably, Cahoots Kitchen is the only business located on that block.

The Shuswap Brewer's Festival would take the lead in hosting the beer garden, including obtaining the required Special Event Liquor Permit. This involves a comprehensive list of safety and compliance measures such as ticketing, ID checks, and secure gating. **One of the key requirements for the permit is a letter of support from the City.**

Given the tight timelines, I am respectfully requesting permission – prior to the July 14 Council meeting - to move ahead with planning this component—pending all appropriate approvals and safety measures—in order for Ricochet Brewing and the Shuswap Brewer's Festival to operate a beer garden on Thursday, July 24 from 6:00–9:00 pm, in conjunction with Cahoots Kitchen and the ROOTSandBLUES Kick Off Concert.

Thank you for your consideration. Please don't hesitate to reach out if any additional details are needed.

Warm regards,  
Jen



**Jennifer Broadwell**  
Manager

[manager@salmonarmdowntown.com](mailto:manager@salmonarmdowntown.com)

250 Shuswap St NE  
PO Box 1928  
Salmon Arm, BC V1E 4P9  
(250) 832-5440

[salmonarmdowntown.com](http://salmonarmdowntown.com)

**ROOTS and BLUES KICK OFF CONCERT**

CAHOOTS BEER GARDEN

THURSDAY, JULY 24, 2025

ROAD CLOSURE #2: 4 - 10 PM



MOBILE STAGE



ROAD CLOSURE 1: 2 pm - 10 pm



ROAD CLOSURE 2: 4 pm - 10 pm



STREET BARRICADES



VEHICLE BARRICADE



ADDITIONAL WASHROOMS



CAHOOTS CONCERT PATIO  
3 - SIDED FENCING ATTACHED TO  
CAHOOTS KITCHEN TO CREATE SECURE  
AREA



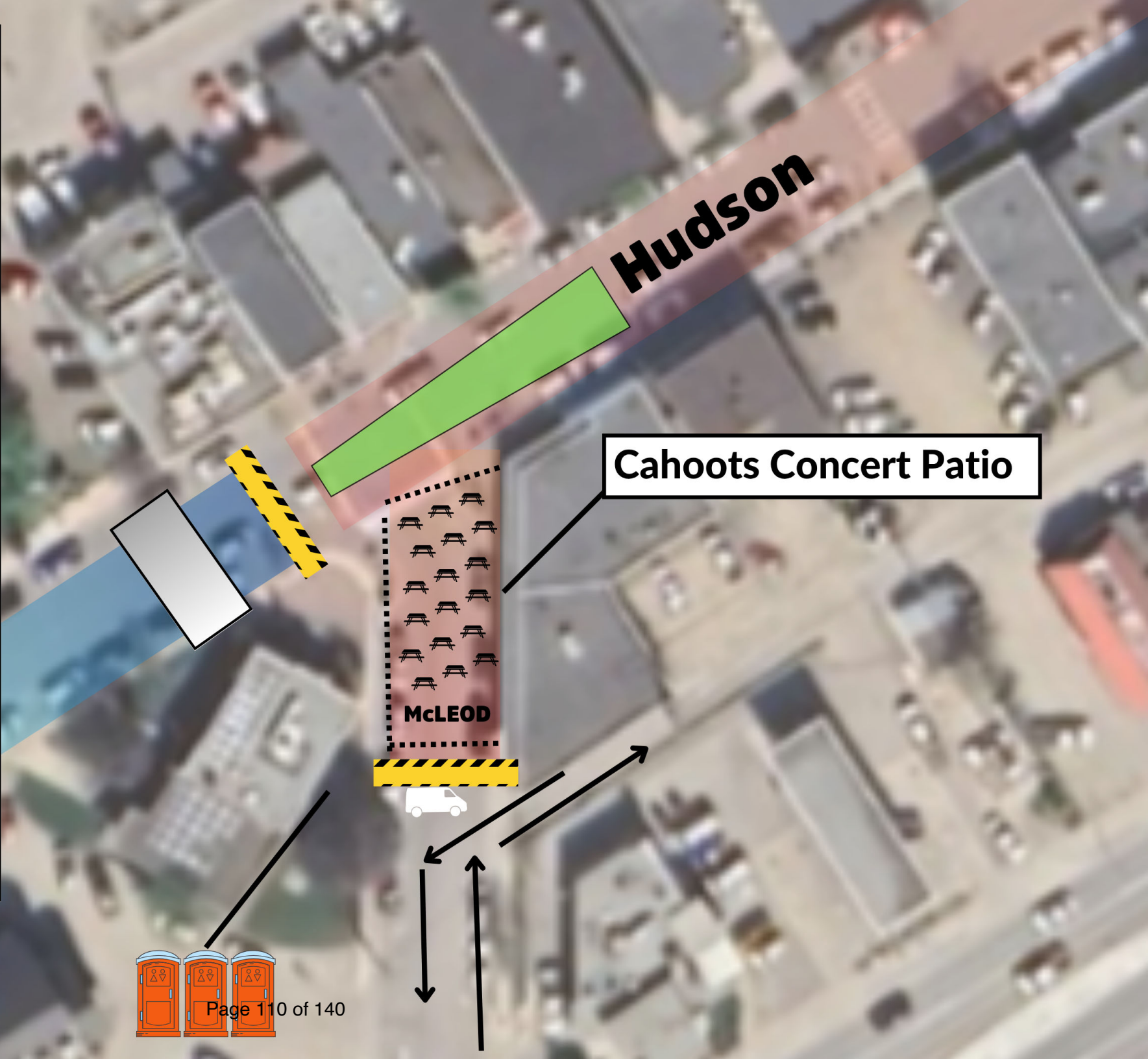
PICNIC TABLE SEATING



AUDIENCE



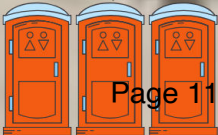
VEHICLE TRAFFIC



**Hudson**

**Cahoots Concert Patio**

**McLEOD**





## REQUEST FOR DECISION

To: Development & Planning Services Committee

Title: Development Variance Permit Application No. VP-604

Legal: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP59726  
Civic: 350B 30 Street NE  
Owner: Broadview Evangelical Free Church and Shuswap Christian Education Society  
Agent: TA Structures (Kyllo, G.)

Date: July 7, 2025

---

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

The applicant is requesting to waive the service (frontage) upgrades required through a Building Permit application to both 30 Street NE and 2 Avenue NE which front the subject parcel.

### **Motion for Consideration:**

THAT: the Committee recommends to Council that Development Variance Permit No. VP-604 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP59726, as follows:

1. waive the requirement to upgrade 30 Street NE to the RD-4 Urban Arterial Road standard; and
2. waive the requirement to upgrade 2 Avenue NE to the RD-2 Urban Local Road standard.

### **Staff Recommendation:**

The motion for consideration be defeated.

### **Proposal:**

The applicant is requesting to waive the service (frontage) upgrades required through a Building Permit application along both 30 Street NE and 2 Avenue NE which front the subject parcel.

### **Background:**

The subject parcel contains Kings Christian School and is located on the corner of 30 Street NE and 2 Avenue NE just south of South Broadview Elementary School and to the north of the Public Works Yard. The parcel has two road frontages (on 30 Street NE and 2 Avenue NE) and is just over 5 acres in area (Appendix 1). The subject property is designated Institutional in the City's

Official Community Plan (OCP) and similarly zoned P3 - Institutional Zone in Zoning Bylaw No. 2303 (Appendix 2 & 3).

30 Street NE is identified as a Bike Route in the OCP and further noted as a Priority Project in the Active Transportation Network Plan due to its position between schools, parks and residential areas within the community.

Adjacent land uses include the following:

North: School	Zoned P3
South: Residential uses	Zoned R10, R14, and R5
East: Mobile Home Park	Zoned R6
West: Small Scale Residential Use	Zoned R10

The applicant has made a Building Permit application for two new buildings. This triggers the provisions of the Subdivision and Development Servicing Bylaw No. 4293 (SDS) for frontage and service works.

Through this development, the applicant is required under the SDS to complete frontage works including upgrading the existing 30 Street NE frontage to the RD-4 standard (including a fire hydrant, street light, and multi-use path installation), and upgrading the 2 Avenue NE frontage to the RD-2 standard (including water-main, fire hydrant and street light installation). The cost estimates provided by the applicant's consulting Engineer total \$1,079,146.95 for these works. The Engineer's estimates are dated May 2024 and are included as a part of Appendix 5.

Table 1 provides a summary of the requirements of the SDS and the applicant's requests.

The fire flow requirements are specified within the SDS Bylaw, which details standards for development so those considering development may be informed in advance of the applicable standards. Schedule B, Part 1, Section 5.4.6 lists the Fire Flow Requirements as such:

Rural Areas	30 litres/sec
Single Family Dwelling / Mobile Home Parks / Duplex	60 litres/sec
Medium Density / Triplex / Fourplex	90 litres/sec
Commercial / Institutional / Apartments	150 litres/sec
Industrial	225 litres/sec

In addition to the frontage improvements, the City's servicing report in response to the Building Permit application noted that the subject parcel is located in an area identified for fire flow deficiency, that flow testing is required to confirm servicing is adequately sized to provide fire flows, and that the Owner/Developer is required to complete any subsequent upgrades necessary to meet these standards and is responsible for all associated costs.

Staff note that this application was initially submitted in July of 2024 under a different agent. This application proceeded through the application process including the distribution and collection of referrals as well as the drafting of a staff report, in preparation to advance the proposal to Council at the end of 2024. The application and associated materials were revoked in December by the agent. The application was subsequently transferred to a new agent, with finalized application materials submitted on May 2, 2025. As the new materials reflect the previously referred proposal, staff have been able to advance this to Council without an additional referral process.

**Relevant Policy(ies):**

Official Community Plan: 30 Street NE is identified as a Bike Route in the OCP.

Subdivision and Development Servicing Bylaw: the SDS Bylaw details the required frontage improvements applicable along 30 Street NE (RD-4) and 2 Avenue NE (RD-2).

Active Transportation Network Plan: 30 Street NE is identified as a Priority Project.

**Referral Comments:**

Fire Department

No concerns.

Building Department

No concerns.

Engineering Department

The Engineering Department has provided comments and alternatives which form the basis for the above staff recommendation to deny the requested variances. The Engineering Department comments are attached as Appendix 5.

As stated in these comments, the subject property is within the Urban Development Area of the SDS, which requires full upgrades of the roads, works, and services along the subject parcel's frontages. The City's servicing report in response to the Building Permit application noted these requisite upgrades. The RD-2 and RD-4 standards are attached (Appendix 5).

Planning Department

When considering servicing variance requests, 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 P3 Institutional. Given the OCP designation of Institutional, the land is intended for development as proposed.

Staff note that the subject parcel on 30 Street NE is situated close to a number of community facilities including churches, schools (South Broadview Elementary, King's Christian, and Shuswap Middle School), recreation facilities, parks and trail networks (Turner Creek and Little Mountain). The location is also at a prominent position within the City's transportation network between the uptown commercial area, recreation facilities, the industrial park and residential areas. As previously noted, 30 Avenue is identified as a Bike Route in the OCP and is identified in the City's Active Transportation Plan as a priority "Major Project" (Major Project I – 30 Street NE School Connector) for investment in new infrastructure. Improving routes near school sites has been noted in community engagement activities and within the City's plans, where these routes have been particularly prioritized in order to serve youth and support safe routes to schools.

Staff recognize that scope of requisite improvements is large relative to the proposed project; however, completely offsetting the cost of upgrading and constructing frontage works onto the City is problematic, placing additional financial burden on the City for the improvements in the future and increased costs on future developers of adjacent properties.

Servicing requirements are in place to support the parcels being developed and the population growth in an area, which increases the need for safety improvements and fire protection

infrastructure. The provision of safe routes to schools is a noted priority of the Active Transportation Plan and is a common community concern. As such, staff do not recommend the variances as requested by the applicant be granted.

While staff recommend denying the request, an alternative for consideration to support limited variances has been suggested, with staff support for:

- The request to waive the required water-main upgrade along 2 Avenue NE;
- The request to waive the fire flow requirement, subject to confirmation that fire protection standards are achieved by other means; and
- The request to waive the fire hydrant installation requirement on 30 Street NE, subject to confirmation that fire protection standards are achieved by other means.

Considering the support for the elements above, staff note that in order to achieve the institutional fire flow standard, extensive service upgrades of water mains extending beyond the subject parcel's frontage would have to be completed. Thus, if standards for adequate fire protection of the proposed development can be met through other means onsite, then the request to waive the fire flow requirement and the fire hydrant requirement of 30 Street NE is acceptable to staff. As the upgrade to the water main along the 2 Avenue NE frontage is unlikely to impact fire flow standards given the systemic upgrades required beyond this frontage, staff are supportive of the request to waive this upgrade.

Staff note that the variance under consideration only relates to the development currently being proposed. Future developments on the site will be required to be fully serviced to the applicable standards of the day.

#### **Financial Considerations:**

Waiving these requirements places additional financial burden on the City for the improvements in the future and increased costs on future developers of adjacent properties.

#### **Committee Recommendations:**

Not applicable.

#### **Public Consultation:**

Pursuant to the *Local Government Act* and the Development Procedures Bylaw notices are mailed to land owners within a 30m 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 July 14, 2025 at 7:00pm.

#### **Alternatives & Implications:**

Should Council wish to advance in alignment with these suggestions in whole or in part, staff recommend the following conditions be applied:

- That the fire hydrant on 2 Avenue NE be required to address the gap in fire hydrant coverage in the area. As this is a safety-related requirement concern, staff do not support waiving this requirement;



- That street lighting on 30 Street NE and 2 Avenue NE be required to address gaps in coverage. As this is a safety-related requirement, staff do not support waiving this requirement; and
- That any requisite right-of-way or dedication for future improvements along 30 Street NE and the corner cut at 30 Street NE and 2 Avenue NE be provided to the City.

Should Council wish to advance in alignment with the staff recommendations above, staff propose the following Motion for Consideration:

THAT: Development Variance Permit No. VP – 604 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293, for the frontages of Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP59726, as follows:

1. Waive the required Institutional Fire Flow Standard of 150 litres-per-second, subject to confirmation that fire protection standards are achieved;
2. waive the required fire hydrant on 30 Street NE as per the RD-4 Standard, subject to confirmation that fire protection standards are achieved; and
3. waive the required water-main upgrade on 2 Avenue NE as per the RD-2 Urban Local Road standard.

The alternative motion above assumes all other upgrades to the applicable standards are completed.

In considering the above motion, staff recognize that scope of requisite improvements in this case is still large relative to the proposed project. Should Council wish to advance any alternative option with further decreased service levels more supportive of the applicant's proposal, staff recommend the following conditions be required:

1. the provision of road dedication to support the 30 Street NE multi use path;
2. the provision of road dedication to support the corner cut at 30 Street NE and 2 Avenue NE, and
3. confirmation that fire protection standards are achieved.

Staff note that the variance under consideration only relates to the development currently being proposed. Future developments on the site will be required to be fully serviced to the standards of the day.

Prepared by: Senior Planner

Reviewed by: Manager of Planning and Building

Reviewed by: Director of Planning and Community Services

Approved by: Chief Administrative Officer

Table 1: DVP-604 – Applicant’s Proposal, Alternate and Staff Recommendations

<b>SDS Bylaw Requirements</b>	<b>Applicant’s Proposal</b>	<b>Staff Alternate Recommendation</b>	<b>Minimum Suggested Requirements</b>
<b>30 Street NE – RD-4 Standard</b>  -road widening and boulevard / Multi-Use Path  -fire hydrant  -street-lighting  -corner-cut	Waive all 30 Street NE frontage upgrade requirements.  Corner cut will be provided.  Request to waive dedication for MUP.	Deny request to waive all requirements.  Support the request to waive: 1) fire hydrant and 2) fire flow standard requirements subject to confirmation that fire protection standards are achieved.  Note need for improved street-lighting.  Note that MUP is a priority AT Project.	Recommend dedication for MUP along 30 Street and corner cut be required.  Confirmation that fire protection standards are achieved.
<b>2 Ave NE – RD-2 Standard</b>  -fire hydrant  -street-lighting  -water-main  -corner-cut	Waive all 2 Avenue NE road upgrade requirements.	Deny request to waive all requirements.  Support the request to waive the water-main upgrade.  Note that fire hydrant and meeting the fire protection requirement is a priority.  Note need for improved street-lighting.	Recommend dedication for corner cut be required.  Confirmation that fire protection standards are achieved.

Attachments:

- Appendix 1 - Location Map
- Appendix 2 – OCP Map
- Appendix 3 – Zoning Map
- Appendix 4 – Letter and Site Plans
- Appendix 5 – Engineering Review



# Ortho Map

Appendix 1

6 AVE. N.E.



2 AVE. N.E.

1st. AVE. N.E.

OKANAGAN AVE. E.

31 ST



0 15 30 60 90 120 Meters

Page 117 of 140

## Legend



Parcels

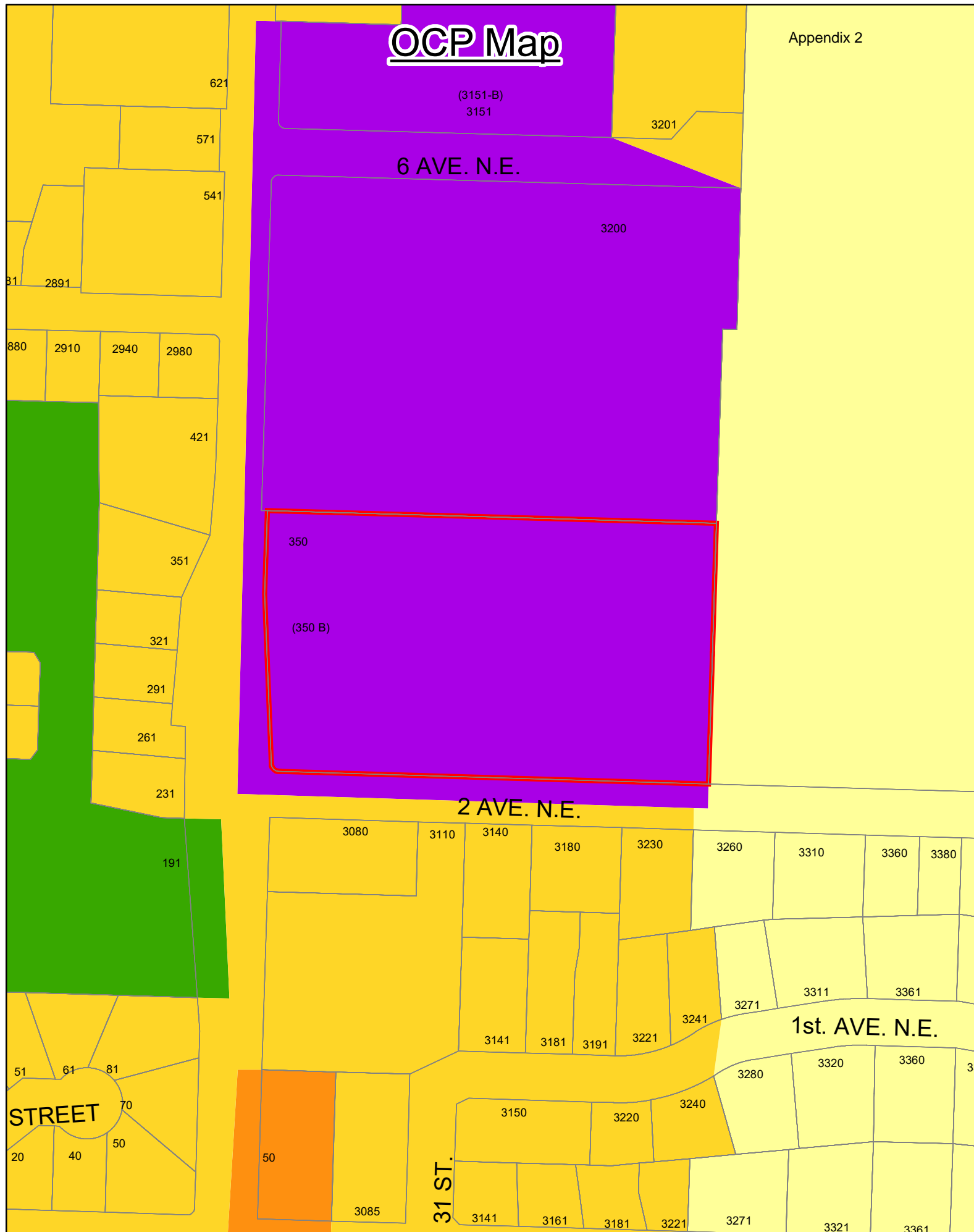


Subject Property



# OCP Map

Appendix 2



N



0 15 30 60 90 Meters

## Legend



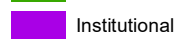
Parcels



Subject Property



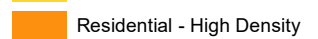
Park



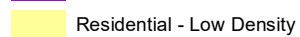
Institutional



Residential - Medium Density



Residential - High Density



Residential - Low Density

# Zoning Map

Appendix 3

6 AVE. N.E.

3200

350

(350 B)

2 AVE. N.E.

3080

3110

3140

3180

3230

3260

3310

3360

3380

34

191

1st. AVE. N.E.

3311

3361

339

3280

3320

3360

3390

3240

3220

3150

31 ST.

3141

3161

3181

3221

3271

3321

3361

33

OKANAGAN AVE. E.

3430

STREET

61

81

70

40

50

50

3085

## Legend

- Parcels
- Subject Property

- C-10
- P-1
- P-3
- R-5
- R-6
- R-10
- R-11
- R-14



0 15 30 60 90 120 Meters



**Re: Response to memorandum from the Engineering and Public Works Department, 1<sup>st</sup> October 2024. (with additional clarification to Item #2)**

Kings Christian School Annex Project  
350B 30<sup>th</sup> Street NE Salmon Arm, BC V1E 1J2  
Variance Permit Application File No. VP-604

March 14<sup>th</sup> 2025

Following the Variance Permit Application submitted on July 17th, 2024, by the Applicant, King's Christian School, the Salmon Arm Engineering and Public Works Department issued a memorandum outlining six (6) civil upgrades required for the construction of the modular classrooms, as referenced in the original Building Permit Application dated February 7th, 2024. The recommendations from the department are detailed in the document dated October 1st, 2024.

After careful consideration of these recommendations, the King's Christian School respectfully maintains that the scope and associated costs of the proposed civil upgrades are disproportionate to the project's scale. These upgrades would impose an unreasonable financial burden on the school. A third-party estimate by Gentech Engineering, dated May 16th, 2024, indicated that the original civil upgrade requirements would add approximately \$1.1 million to the total project cost, nearly tripling the overall budget. Should the City of City of Salmon Arm insist on further upgrades beyond the proposed compromises outlined below, the project will need to be cancelled due to insufficient funding.

The following summarizes the six (6) civil upgrade items, as per the October 1st, 2024, memorandum, and the school's corresponding proposals:

Item #	Civil Upgrade Requirement	King's Christian School Proposal
1	Install Street Lighting.	The school to continue with variance application to have this requirement waived due to the limited scope of work on the project.
2	Install an offset Multi-Use Path (MUP) on 30 Street NE.	The school to continue with variance application to have this requirement waived as no MUP's have been built adjacent to the school parcel. <u>May 21, 2025. To provide further clarification, the Broadview Evangelical Free Church Board expressed</u>

		<u>concerns that the costs and property impacts of providing the MUP under this requirement are not commensurate with the Building Permit application for the siting of a portable classroom building.</u>
3	Reduce the requirement to upgrade the existing 150mm watermain on 2 Avenue NE to 200m along the entire frontage.	The school agrees with the Engineering department's recommendation to waive the requirement upgrade.
4	Reduce the requirement to meet or exceed 150 l/s fire flows for Institutional Development.	The school to continue with variance application to have this requirement waived due to the limited scope of work. The unsprinklered buildings do not introduce burden on the existing infrastructure.
5	Fire Hydrant Installation.	The existing hydrant on the school property satisfies the requirement for the new hydrant along 2nd Avenue. The hydrant has undergone regular maintenance, and the school can provide supporting documentation.
6	Corner Cut Dedication.	The school agrees that the corner cut is a reasonable request and will proceed accordingly.

We appreciate your consideration of our proposed compromises and request that the City review these recommendations with a view to minimizing the financial impact on the school.

Thank you for your attention to this matter.

Sincerely,  
Greg Kylo  
President/CEO Twin Anchors Manufacturing LTD.

ATTACHED:

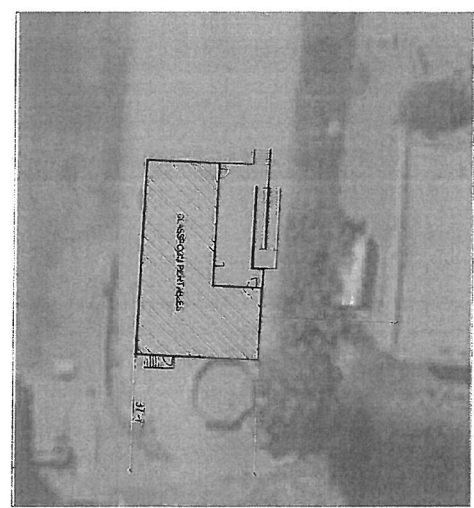
1. Site Plan



**RECEIVED**  
MAY 01 2025  
CITY OF SALT LAKE



**FULL SITE PLAN**  
SCALE: N/A



**PARTIAL SITE PLAN**  
SCALE: 1/8" = 1'-0"

**NOTE**  
THE FINAL LAYOUT OF THE CLASSROOM PORTABLES  
WILL BE DETERMINED BY THE

**PARTIAL SITE PLAN**

ITEM	DESCRIPTION	QUANTITY	UNIT
1.00	CLASSROOM PORTABLES	10	EA
2.00	STORAGE PORTABLES	2	EA
3.00	OFFICE PORTABLES	1	EA
4.00	RESTROOM PORTABLES	1	EA
5.00	WATER TANKS	1	EA
6.00	WATER PUMPS	1	EA
7.00	WATER PIPING	1	EA
8.00	WATER TREATMENT	1	EA
9.00	WATER DISTRIBUTION	1	EA
10.00	WATER STORAGE	1	EA

**PARTIAL SITE PLAN**

ITEM	DESCRIPTION	QUANTITY	UNIT
1.00	CLASSROOM PORTABLES	10	EA
2.00	STORAGE PORTABLES	2	EA
3.00	OFFICE PORTABLES	1	EA
4.00	RESTROOM PORTABLES	1	EA
5.00	WATER TANKS	1	EA
6.00	WATER PUMPS	1	EA
7.00	WATER PIPING	1	EA
8.00	WATER TREATMENT	1	EA
9.00	WATER DISTRIBUTION	1	EA
10.00	WATER STORAGE	1	EA

**e f c**  
FORWARD: LUTHER MORTIMER  
JAMES D. SHINE, JR.  
CITY OF SALT LAKE  
CITY ENGINEER  
DATE: 05/01/2025



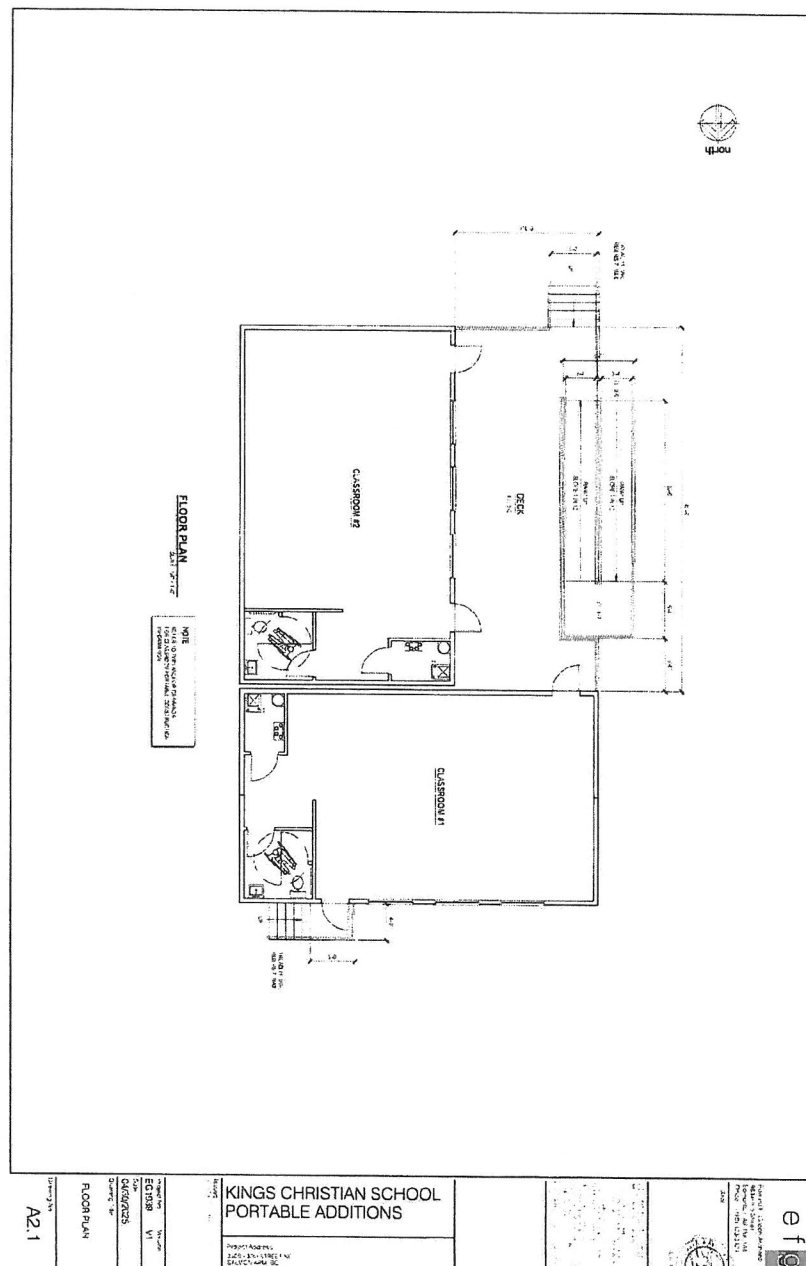
**KINGS CHRISTIAN SCHOOL  
PORTABLE ADDITIONS**

PROJECT ADDRESS:  
2008 - 300 STREET, NE  
SALT LAKE CITY, UT

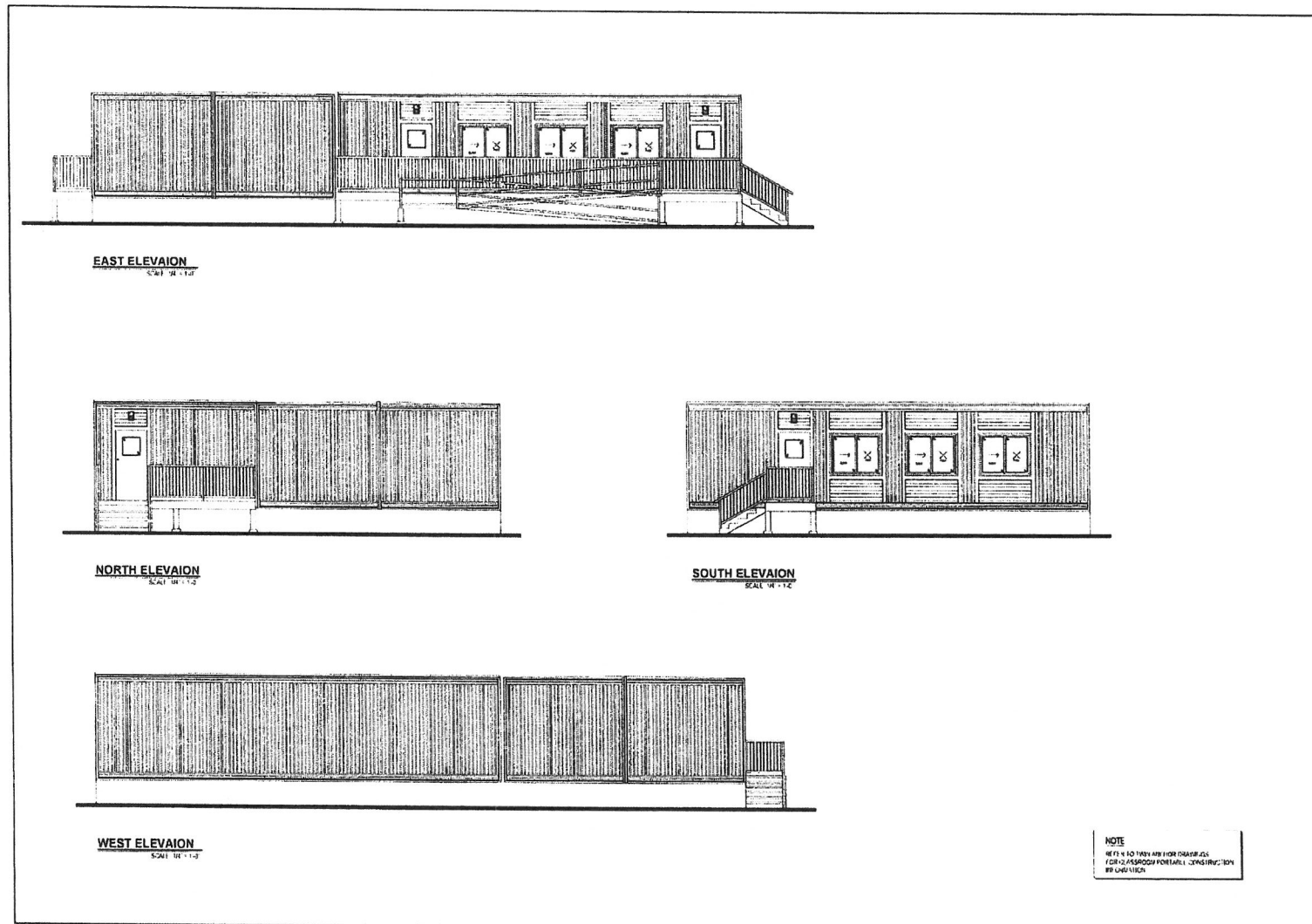
DESIGNED BY:  
JAMES D. SHINE, JR.  
CITY ENGINEER

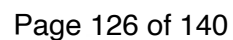
Project No.:  
E01938  
Date:  
04/30/2025

**SITE PLANS**  
Drawing No.:  
A1.1













*Memorandum from the  
Engineering and Public  
Works Department*

TO: Director of Development Services  
 DATE: 1 October 2024  
 PREPARED BY: Mustafa Zakreet, Engineering Assistant  
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 604**  
 OWNER: **Broadview Evangelical Free Church, and Shuswap Christian Education Society, - 350 – 30 Street NE, Salmon Arm, BC V1E 1J2**

LEGAL: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP59726  
 CIVIC: **350B – 30 Street NE**

Further to the request for variance dated 17 July 2024 the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variance:

The applicant is requesting that Council waive the following requirements of the Subdivision and Development Servicing Bylaw No. 4293 (SDSB).

## 1. Install Street Lighting

### Background:

The SDSB dictates the level of lighting that is required for all categories of road. Currently this section of 30 Street NE and 2 Avenue NE have minimal pole-mounted lights and lighting levels fall well below the required illumination standard (See picture, Figure 1). Moreover, leasing BC Hydro lights comes at a substantial annual cost, prompting the replacement of pole-mounted lights with City-owned lights wherever possible.

The subject property borders sidewalks frequently used by school children, making sufficient lighting crucial for safety reasons. The City has received several complaints about the inadequate illumination in the area, highlighting the need for improvement.



A cost estimate of **\$101,875** has been generated by Gentech Engineering (See Appendix #1) to install new street lights. However, the City Engineering Department disagrees with this estimate, as it assumes retaining the existing hydro pole lights and adding new street lights, which is not the standard approach.

Figure 1- Existing Hydro Pole Street Lights

If the variance request is denied, the City will request the installation of street lights to comply with the SDSB, ensuring necessary illumination standards are met.

**Recommendation:**

In the interest of both traffic and pedestrian safety, **the Engineering Department recommends that request to waive the requirement to Install Street Lighting be denied.**

**2. Install an offset Multi-Use Path (MUP) on 30 Street NE.**

**Background:**

30 Street NE is an Urban Arterial Road, requiring an offset MUP on both sides of the road to comply with current SDSB standards. One of the key objectives of the MUP is to get cyclists off motorized roads and to separate cyclists and pedestrians from motorists.

This route has been designated as a "Major Priority Project" in the City's Active Transportation Network Plan and is included in the Official Community Plan's "Cycle Network Plan." Its significance lies in its heavy usage by school children, pedestrians, cyclists, and motorists, making it an ideal candidate for Active Transportation (AT) upgrades that prioritize safety.

The existing sidewalk along the school frontage is substandard, failing to meet both the city's standards and road cross-section requirements (refer to Figure 2). Its deteriorated condition is evident in its age-related cracks, and it lacks essential features such as curbs and gutters, further emphasizing the need for upgrades to ensure safety and accessibility.



*Figure 2- Existing Sidewalk*

The City cross section standard for an urban Arterial road has an ultimate 25.0m road dedication (12.5m on either side of road centerline). The City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time and available records indicate that no additional road dedication is required. However the City will require a statutory right of way for an additional 2.5m beyond the current road dedication for the construction of a multi-use path to accommodate the construction multi-use-path.

For detailed cost estimates, please refer to Appendix 2.

**Recommendation:**

**The Engineering Department recommends that request to waive the requirement to install an offset Multi-Use Path be denied.**

Should Council decide to waive this requirement, it is important that the City still obtains the right of way over the property, as this will be necessary to construct a MUP in the future.



**3. Reduce the requirement to upgrade the existing 150mm watermain on 2 Avenue NE to 200mm along the entire frontage**

**Background:**

The minimum watermain size for institutional areas is 200mm, as specified in the SDSB. 2 Avenue and 30 Street NE are identified in the 2011 Water Study (Dayton & Knight, 2011) as having inadequate Fire Flows, with rates below the recommended minimum of 150 l/s, dropping below 90 l/s at the east end of the subject property



*Figure 3- watermains along the frontage*

Before any new development in the area, it is crucial to address the fire coverage and flow deficiencies.

Upgrading the existing infrastructure is necessary to ensure adequate fire protection; however, it is unlikely that the required main upgrade on 2 Avenue will result in the necessary fire flows and surrounding areas are designated medium to low density in the OCP requiring only a 150mm watermain

For detailed cost estimates, please refer to Appendix 2.

**Recommendation:**

**The Engineering Department recommends that request to waive the requirement upgrade the existing 150mm watermain on 2 Avenue NE to 200mm along the entire frontage be supported.**

**4. Reduce the requirement to meet or exceed 150 l/s fire flows for Institutional Development**

The minimum fire flows required for Institutional Development is 150 l/s. Meeting the required flows would likely require extensive system upgrades as none of the nearby mains achieve this flow. The 2011 Water Master Plan indicates fire flows are between 90 and 149 l/s in the majority of the zone, dropping below 90 l/s at the east side of the subject property.

The Engineering Department would recommend the developer be required to complete a Fire Hydrant Flow Test to confirm the fire flows in the area. If the fire flows required by the bylaw not be achieved, the fire department recommends engaging a fire protection engineer to evaluate the water flow requirements for the proposed development's sprinkler system, ensuring it meets the necessary standards for adequate fire protection.

**Recommendation:**

**The Engineering Department recommends that the request to reduce the requirement to meet or exceed 150 l/s fire flows for Institutional Development be supported subject to:**

1. Completion of a fire hydrant flow test.
2. Review and approval by the Fire Department.
3. Adequate fire hydrant spacing.
4. Engagement of a fire protection engineer to evaluate and confirm that the proposed development's sprinkler system meets necessary standards for adequate fire protection, as recommended by the Fire Department.

## 5. Fire hydrant Installation.

### Background:

There is currently large gaps in the fire hydrant coverage for the subject parcel.

- A 64-meter gap exists on the 100mm Zone 4 watermain on 2 Avenue NE
- A 30-meter gap exists on the 200mm and 300mm Zone 4 watermain on 30 Street NE.

Please refer to the adjacent figure, which illustrates the current fire hydrant coverage and spacing requirements for residential and institutional buildings. This visual representation highlights the gaps in coverage and the need for additional hydrants to meet fire protection standards.

For detailed cost estimates, please refer to Appendix 2.



Figure 4- Firehydrant spacing

### Recommendation:

#### The Engineering Department recommends:

- Deny the request to waive the requirement to install a fire hydrant on 2 Avenue NE, due to the existing 64-meter gap in coverage, which poses a risk to fire protection and public safety.
- Approve waiving the installation of a fire hydrant on 30 Street NE, as the 30-meter gap in coverage is relatively shorter and may be addressed through alternative fire protection measures.

## 6. Corner Cut Dedication

On arterial streets, a 5.0 meter x 5.0 meter corner cut is mandatory at all intersections. This dedication serves multiple purposes:

- Enhanced Visibility: Creates a clear line of sight for drivers, pedestrians, and cyclists, improving overall safety.
- Reduced Collision Risk: Allows drivers to navigate turns with ease, minimizing the risk of accidents.

Infrastructure Accommodation:  
Enables the installation of traffic signals, streetlights, and future infrastructure upgrades.

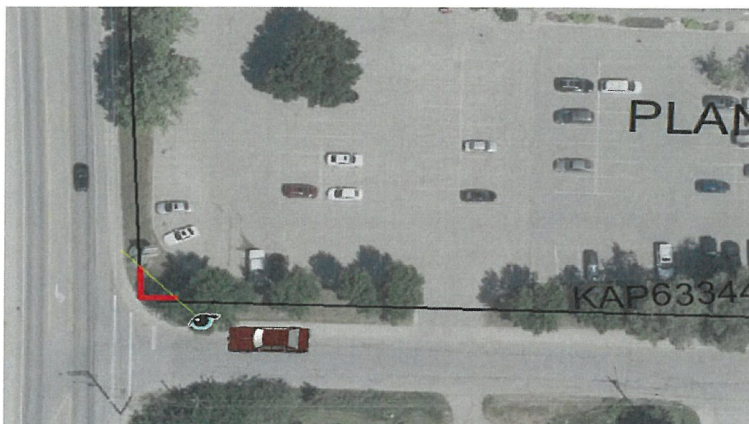


Figure 5- Corner Cut Required

### Recommendation:

**The Engineering Department strongly advises against waiving the corner cut dedication requirement, as it is essential for ensuring safety, accessibility, and efficient traffic flow. Denial of such requests will help maintain the integrity of our transportation network.**

The Engineering Department recognizes that the amount of frontage improvements is out of proportion to the scope of development proposed. While we cannot recommend waiving any of the requirements as they are all important improvements, we note the highest priority items are as follows:

- Adequate fire protection to protect persons and property
- Acquiring dedication and/or ROW to enhance safety and allow for installation of important active transportation infrastructure
- Improving lighting for pedestrian and active transportation user safety

**Mustafa Zakreet, EIT**  
Engineering Assistant

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



# Appendix 1

2.0	Div. 26	Electrical				
	26 56 01	Roadway Lighting				
2.01	1.9.1	Street Light Conduit RPVC 32e, c/w trench excavation, bedding, warning tape, backfill, wiring, connections & permits	Lineal Metre	310	\$ 75.00	\$ 23,250.00
2.02	1.9.1	Poles & Fixtures - 9m Davit Street Light	Each	1	\$ 9,500.00	\$ 9,500.00
2.03	1.9.1	Poles & Fixtures - 9m Davit Street Light c/w power base	Each	1	\$ 12,000.00	\$ 12,000.00
2.04	1.9.1	Poles & Fixtures - 5m Post Top Street Light	Each	4	\$ 6,500.00	\$ 26,000.00
2.05	1.9.1	Davit Concrete Pedestal	Each	2	\$ 2,000.00	\$ 4,000.00
2.06	1.9.1	Post Top Concrete Pedestal	Each	4	\$ 1,500.00	\$ 6,000.00
2.07	1.9.1	Junction Box	Each	1	\$ 750.00	\$ 750.00
Subtotal: Division 26 - Electrical						\$ 81,500.00
\$81,500 x 1.25 (Contingency)=						<b>\$101,875</b>



# Appendix 2

Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
1.0	Div. 03	Concrete				
	03 30 20	Concrete Walks, Curb and Gutter				
1.01	1.4.3, 1.4.4	Machine Placed or Hand Formed Curb & Gutter barrier - CGS1	Lineal Metre	130	\$ 175.00	\$ 22,750.00
1.02	1.4.3, 1.4.4	Machine Placed or Hand Formed Curb & Gutter rollover	Lineal Metre	8	\$ 150.00	\$ 1,200.00
1.03	1.4.3, 1.4.4	Machine Placed or Hand Formed Curb & Gutter median curb	Lineal Metre	85	\$ 150.00	\$ 12,750.00
1.04	1.4.5S	Concrete Sidewalk, In-fill strips and Walkways 150mm thickness, broomed finish, c/w ramps	Square Metre	5	\$ 325.00	\$ 1,625.00
1.05	1.4.5S	Concrete Sidewalk, In-fill strips and Walkways 180mm thickness, broomed finish, c/w ramps	Square Metre	6	\$ 425.00	\$ 2,550.00
	03 40 01	Pre-Cast Concrete				
1.06	1.4.3	Concrete Lock Block Wall all sizes of blocks	Per Block	180	\$ 525.00	\$ 94,500.00
Subtotal: Division 03 - Concrete						\$ 135,375.00
2.0	Div. 26	Electrical				
	26 56 01	Roadway Lighting				
2.01	1.9.1	Street Light Conduit RPVC 32ø, c/w trench excavation, bedding, warning tape, backfill, wiring, connections & permits	Lineal Metre	310	\$ 75.00	\$ 23,250.00
2.02	1.9.1	Poles & Fixtures - 9m Davit Street Light	Each	1	\$ 9,500.00	\$ 9,500.00
2.03	1.9.1	Poles & Fixtures - 9m Davit Street Light c/w power base	Each	1	\$ 12,000.00	\$ 12,000.00
2.04	1.9.1	Poles & Fixtures - 5m Post Top Street Light	Each	4	\$ 6,500.00	\$ 26,000.00
2.05	1.9.1	Davit Concrete Pedestal	Each	2	\$ 2,000.00	\$ 4,000.00
2.06	1.9.1	Post Top Concrete Pedestal	Each	4	\$ 1,500.00	\$ 6,000.00
2.07	1.9.1	Junction Box	Each	1	\$ 750.00	\$ 750.00
Subtotal: Division 26 - Electrical						\$ 81,500.00
3.0	Div. 31	Earthwork				
	31 11 01	Clearing and Grubbing				

## Kings Christian School Upgrades

May 2024

## Class C Cost Estimate

Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
3.01	1.4.1, 1.4.2	Clearing and Grubbing	Square Metre	1,200	\$ 7.50	\$ 9,000.00
3.02	1.4.2	Isolated Tree Clearing and Grubbing	Each	6	\$ 325.00	\$ 1,950.00
	<b>31 24 13</b>	<b>Roadway Excavation, Embankment and Compaction</b>				
3.03	1.8.4	Remove Ex. Asphalt or Concrete Pavement, Sidewalks, Utility Strips, Driveways all thicknesses, c/w off-site disposal	Square Metre	800	\$ 12.50	\$ 10,000.00
3.04	1.8.4	Remove Existing Asphalt or Concrete Curbs & Gutters c/w off-site disposal	Lineal Metre	150	\$ 15.00	\$ 2,250.00
3.05	1.8.5	Common Excavation off-site disposal	Cubic Metre	300	\$ 15.00	\$ 4,500.00
<b>Subtotal: Division 31 - Earthwork</b>						<b>\$ 27,700.00</b>
<b>4.0</b>	<b>Div. 32</b>	<b>Roads and Site Improvements</b>				
	<b>32 11 16.1</b>	<b>Granular Sub-Base</b>				
4.01	1.4.2S	Granular Sub-Base variable thickness for roads, sidewalks, and driveways	Cubic Metre	400	\$ 95.00	\$ 38,000.00
	<b>32 11 23</b>	<b>Granular Base</b>				
4.02	1.4.1S	Granular Base variable thickness for roads, sidewalks, and driveways	Cubic Metre	115	\$ 125.00	\$ 14,375.00
	<b>32 12 16</b>	<b>Hot-Mix Asphalt Concrete Paving</b>				
4.03	1.5.1S, 1.5.2	Asphalt Pavement - Lower Course # 1 50mm thickness	Square Metre	162	\$ 35.00	\$ 5,670.00
4.04	1.5.1S, 1.5.2	Asphalt Pavement - Upper Course # 1 (CoSA) 50mm thickness	Square Metre	630	\$ 40.00	\$ 25,200.00
4.05	1.5.1S, 1.5.2	Asphalt Pavement - Upper Course # 2 (CoSA) 50mm thickness	Square Metre	370	\$ 40.00	\$ 14,800.00
	<b>32 31 13</b>	<b>Chain Link Fences and Gates</b>				
4.06	1.5.1	Chain Link Fence 4 foot tall - black	Lineal Metre	90	\$ 85.00	\$ 7,650.00
	<b>32 91 21</b>	<b>Topsoil and Finish Grading</b>				
4.07	1.4.1S	Imported Topsoil 150mm thickness	Square Metre	1,450	\$ 15.00	\$ 21,750.00
	<b>32 92 19</b>	<b>Hydraulic Seeding</b>				
4.08	1.8.1	Hydraulic Seeding	Square Metre	750	\$ 3.00	\$ 2,250.00

## Kings Christian School Upgrades

May 2024

## Class C Cost Estimate

Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
	32 92 23	Sodding				
4.09	1.8.2	Nursery Sod	Square Metre	700	\$ 25.00	\$ 17,500.00
Subtotal: Division 32 - Roads and Site Improvements						\$ 147,195.00
5.0	Div. 33	Utilities				
	33 11 01	Waterworks				
5.01	1.8.1, 1.8.2	Watermain PVC C900 DR18 200ø, all depths, native backfill	Lineal Metre	210	\$ 350.00	\$ 73,500.00
5.02	1.8.3	In-Line Gate Valves 200ø	Each	5	\$ 2,950.00	\$ 14,750.00
5.03	1.8.3	Tee 200ø x 200ø x 150ø, c/w thrust block	Each	4	\$ 1,500.00	\$ 6,000.00
5.04	1.8.3	Tee 200ø x 200ø x 200ø, c/w thrust block	Each	1	\$ 1,750.00	\$ 1,750.00
5.05	1.8.3	Bends (11.25°, 22.5°, 45°, 90°) 200ø, c/w thrust block	Each	2	\$ 2,500.00	\$ 5,000.00
5.06	1.8.3	Reducer 200ø x 150ø, c/w thrust block	Each	1	\$ 1,250.00	\$ 1,250.00
5.07	1.8.4	Water Service Connections 25ø service pipe, c/w tie-in to existing service	Each	5	\$ 2,000.00	\$ 10,000.00
5.08	1.8.13	Watermain Tie-In to existing , c/w couplers	Lump Sum	5	\$ 6,000.00	\$ 30,000.00
5.09	1.8.14	Hydrant Assembly c/w 150ø gate valve & lead, all fully restrained	Each	1	\$ 12,500.00	\$ 12,500.00
		Other				
5.10		Utility Sleeve PVC SDR28 100ø, c/w end caps	Lineal Metre	12	\$ 75.00	\$ 900.00
Subtotal: Division 33 - Utilities						\$ 155,650.00
6.0		Other				
6.01		BC Hydro Civil Works (Allowance)	Lump Sum	1	\$ 75,000.00	\$ 75,000.00
6.02		Telecommunications Civil Works (Allowance)	Lump Sum	1	\$ 45,000.00	\$ 45,000.00
Subtotal: Other						\$ 120,000.00

## Kings Christian School Upgrades

May 2024

## Class C Cost Estimate

<i>Item No.</i>	<i>MMCD Ref.</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Amount</i>
<b>Summary of Cost Estimate</b>						
1.0	Div. 03	Concrete				\$ 135,375.00
2.0	Div. 26	Electrical				\$ 81,500.00
3.0	Div. 31	Earthwork				\$ 27,700.00
4.0	Div. 32	Roads and Site Improvements				\$ 147,195.00
5.0	Div. 33	Utilities				\$ 155,650.00
6.0		Other				\$ 120,000.00
<b>Subtotal: Construction</b>						<b>\$ 667,420.00</b>
7.0	Class C	Contingency (25%)				\$ 166,855.00
<b>Subtotal: Construction w/ Contingency</b>						<b>\$ 834,275.00</b>
8.0		Engineering				
		Design (5%)				\$ 41,713.75
		Field Services (6%)				\$ 50,056.50
		Records (2%)				\$ 16,685.50
		Materials Testing (QA) (3%)				\$ 25,028.25
		Geotechnical Investigation & Report (Allowance)				\$ 25,000.00
<b>Subtotal: Engineering</b>						<b>\$ 158,484.00</b>
9.0		Shallow Utility Design Contribution				
		BC Hydro (Allowance)				\$ 25,000.00
		Telecommunications (Allowance)				\$ 10,000.00
<b>Subtotal: Shallow Utility Design Contribution</b>						<b>\$ 35,000.00</b>

## Kings Christian School Upgrades

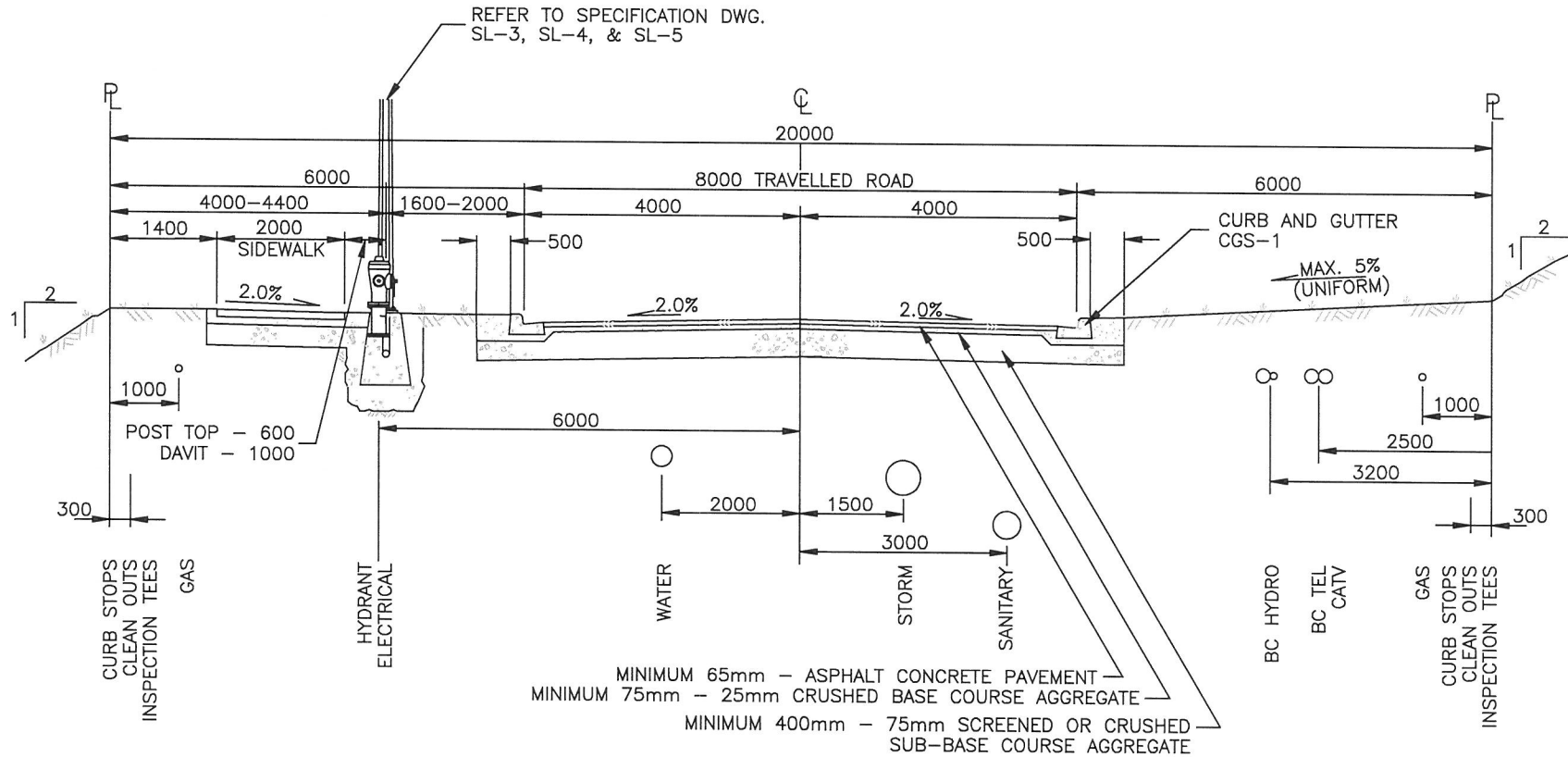
May 2024

## Class C Cost Estimate

<i>Item No.</i>	<i>MMCD Ref.</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Amount</i>
					<b>Subtotal</b>	<b>\$ 1,027,759.00</b>
					GST (5%)	\$ 51,387.95
					<b>Total</b>	<b>\$ 1,079,146.95</b>

Cost Estimate Notes:

- 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 and materials at the time of construction, thereby affecting the final cost.
- 3) Unless noted otherwise, prices do not include BC Hydro, Telecommunications, FortisBC, Legal Survey (BCLS) and property/right-of-way acquisitions.
- 4) Unless noted otherwise, prices do not include Geotechnical, Environmental and Archaeological studies, reviews, and approvals.
- 5) Unit Prices are estimated in 2024 Canadian Dollars for similar works and exclude taxes.



# NOTES:

- 1) All utility appurtenances to be set to designed boulevard grade.
- 2) Boulevards to be graded towards the Roadway (Maximum 5% and Minimum 2%)
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.

**CITY OF**  
**SALMON ARM**

No.	REVISION	Date
A	SDSB 4293 - ISSUED FOR APPROVAL	06/12/23

Page 138 of 140

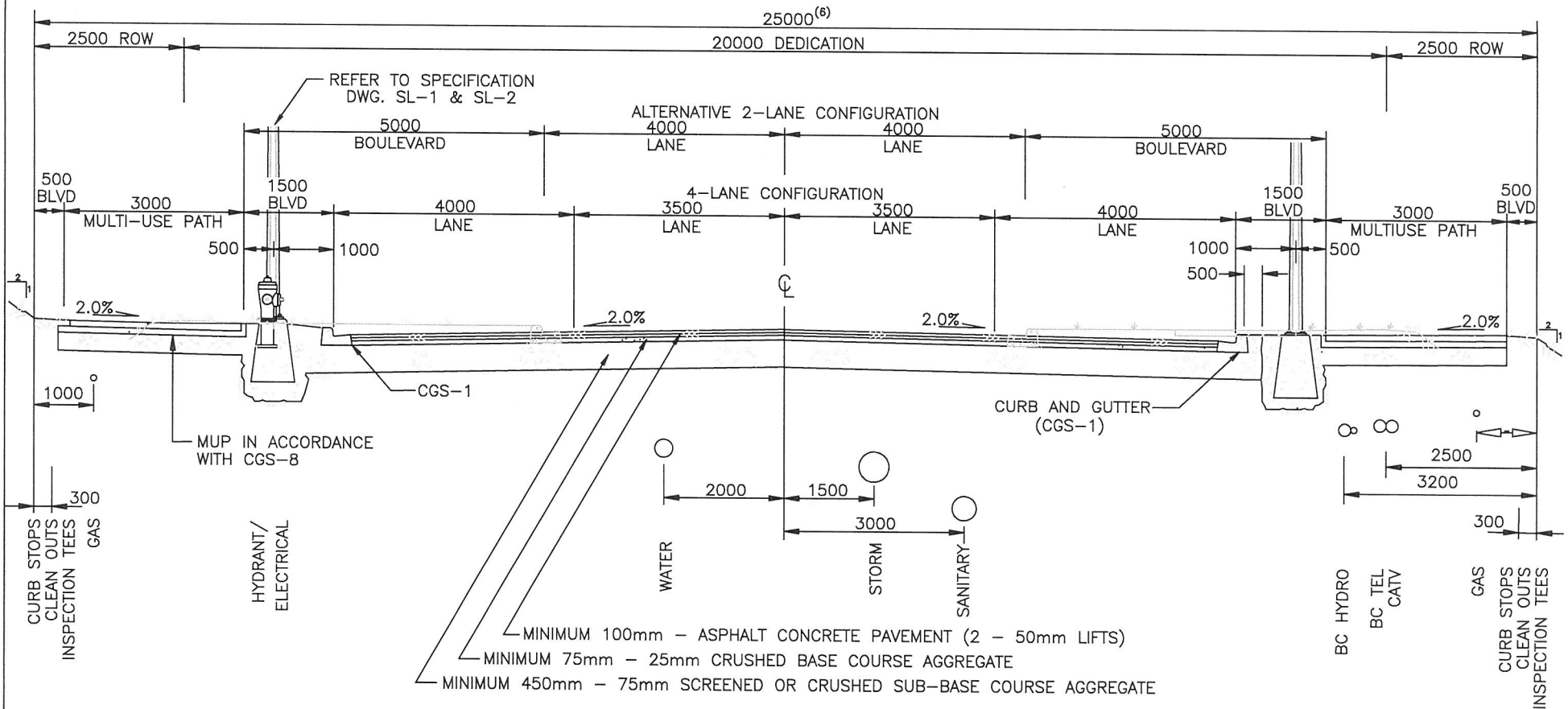
APPROVED



20m R/W Urban Local Road  
Cross-Section

SPECIFICATION  
DRAWING No.:

RD-02



## NOTES:

- 1) All utility appurtenances to be set to designed boulevard grade.
- 2) Boulevards to be graded towards the Roadway (Maximum 5% and Minimum 2%)
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.
- 5) Additional 3.5m x 3.5m ROW may be required for BC Hydro infrastructure.
- 6) Where 25.0m of dedication is not available, ROW shall be provided to supplement available dedication.

**CITY OF**  
**SALMON ARM**

No.	REVISION	Date
A	SDSB 4293 – ISSUED FOR APPROVAL	06/12/23

Page 139 of 140

APPROVED



25M R/W URBAN ARTERIAL  
ROAD CROSS-SECTION

SPECIFICATION  
DRAWING No.:

RD-04

EXCERPT FROM THE MINUTES OF THE DEVELOPMENT & PLANNING SERVICES  
COMMITTEE MEETING OF JULY 7, 2025

Development Variance Permit Application No. VP-604

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit Application No. VP-0604 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4293 for the frontage of Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP59726 as follows:

1. waive the requirement to upgrade 30 Street NE to the RD-4 Urban Arterial Road Standard subject to the provision of road dedication to support the 30 Street NE multi use path; and
2. waive the requirement to upgrade 2 Avenue NE to the RD-2 Urban Local Road Standard subject to the provision of road dedication to support the 30 Street NE multi use path including the corner cut at 30 Street NE and 2 Avenue NE.

Carried Unanimously