

City of Salmon Arm
Regular Council Meeting

Tuesday, November 14, 2023, 1:30 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

Pages

1. **CALL TO ORDER**
2. **IN-CAMERA SESSION**
Motion for Consideration
THAT: pursuant to Section 90(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; Section 90(c) labour relations or other employee relations and Section 90(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; of the *Community Charter*, Council move In-Camera.
3. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**
We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.
4. **ADOPTION OF AGENDA**
Motion for Consideration
THAT: the Agenda be adopted as presented.
5. **DISCLOSURE OF INTEREST**
6. **CONFIRMATION OF MINUTES**
 - 6.1 Regular Council Meeting Minutes of October 23, 2023 7 - 18
Motion for Consideration
THAT: the Regular Council Meeting Minutes of October 23, 2023, be adopted as circulated.
7. **COMMITTEE REPORTS**
 - 7.1 Development and Planning Services Committee Meeting Minutes of November 6, 2023 19 - 21
 - 7.2 Shuswap Regional Airport Operations Committee Meeting Minutes of October 11, 2023 22 - 24
 - 7.3 Shuswap Regional Airport (Salmon Arm) Commission Meeting Minutes of October 24, 2023 25 - 27
 - 7.4 Active Transportation Advisory Committee Meeting Minutes of November 6, 2023 28 - 30

7.5	Greenways Liaison Committee Meeting Minutes of October 19, 2023	31 - 50
7.6	Environmental Advisory Committee Meeting Minutes of November 7, 2023	51 - 52
8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE	53 - 56
	CSRD Connect - Board Meeting Highlights October, 2023	
9.	STAFF REPORTS	
9.1	Chief Administrative Officer - Active Transportation Advisory Committee, Citizen at Large membership appointment	57 - 57
9.2	Chief Financial Officer - Council Benefits	58 - 67
9.3	Chief Financial Officer and Director of Corporate Services - Occupancy Agreement - RCMP Detachment - 1980 11 Avenue NE <u>Motion for Consideration</u> THAT: Council authorize the Mayor and Corporate Officer to execute an Occupancy Agreement with His Majesty the King in Right of Canada as represented by the Minister Responsible for the Royal Canadian Mounted Police (RCMP) for their use of the building and land located at Lot 1, Plan KAP60780 Section NE 24-20-10-W (1980 11 Avenue NE) for the ten (10) year term of December 10, 2023 to December 9, 2033; AND THAT: the RCMP may renew the Occupancy Period for Three (3) additional renewal periods of Five (5) years.	68 - 69
9.4	Chief Administrative Officer - FortisBC Energy Inc. Operating Agreement <u>Motion for Consideration</u> THAT: Council approves the City entering into an Operating Agreement with FortisBC Energy Inc. as per the general terms and conditions of the agreement attached to the Report of the Chief Administrative Officer; AND THAT: the Mayor and Corporate Officer be authorized to execute all documents necessary to complete the transaction.	70 - 96
9.5	Director of Engineering & Public Works - Budget Transfer to Residential LED Street Lighting <u>Motion for Consideration</u> THAT: The 2023 Budget contained in the 2023 - 2027 Financial Plan Bylaw be amended to reflect additional funding for the Residential Universal LED Street Lighting project in the amount of \$44,000.00 reallocated from the following operational budgets: • Overhead Lighting - Hydro - \$25,700.00; and • Ornamental Lighting - Hydro - \$18,300.00.	97 - 98
9.6	Director of Engineering & Public Works - Tender Award - Lift Stations - Programmable Logic Controllers Communication Upgrade <u>Motion for Consideration</u> THAT: The 2023 Budget contained in the 2023 - 2027 Financial Plan Bylaw be amended to include additional funding for the Programmable Logic Controllers (PLC) Communication Upgrade project in the amount of \$10,000.00, reallocated from the Sewer Extensions and Replacements operational budget; AND THAT: Council approve the award of services for the PLC Communication	99 - 100

Upgrade for four Lift Stations (Blackburn Park, 10 Ave, Mosquito Park and Wharf Street) to Centrix Control Solution Limited Partnership for a total amount of \$151,400.00 plus taxes as applicable;

AND FURTHER THAT: Council authorize a pre-approved contract contingency in the amount of \$8,600.00 (approximately 5.7% of the project cost) to support the project.

- 9.7 Director of Engineering & Public Works - Auto Thermophilic Aerobic Digester Foul Air System Repairs - Wastewater Plant 101 - 103

Motion for Consideration

THAT: Council approve the purchase of a replacement fan set for the Wastewater Treatment Plant from HEE-Duall Environmental Technologies, for the quoted amount of \$31,000.00 USD plus applicable taxes and shipping;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to HEE-Duall Environmental Technologies;

AND THAT: The 2023 Budget contained in the 2023 - 2027 Financial Plan Bylaw be amended to redirect \$20,000.00 from Sewer WPCC - Hypo Tank Capital project to WPCC - Auto Thermophilic Aerobic Digester Four Air System Repairs.

10. INTRODUCTION OF BYLAWS

- 10.1 Cemetery Management Amendment Bylaw No. 4613 (2024 Cemetery Rates) 104 - 107

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4613 be read a first, second and third time.

- 10.2 Official Community Plan Amendment Bylaw No. 4605 108 - 136
1821 9 Avenue NE
Owners: 1026082 B.C. Ltd./Lakeside Bowling Ltd.
Agent: IBA Architecture Inc.
MR to HC

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4605 be read a first time.

- 10.3 Zoning Amendment Bylaw No. 4606 137 - 139
(see Item 10.2 for Staff Report)
1821 and 1881 9 Avenue NE
Owners: 1026082 BC Ltd./Lakeside Bowling Ltd.
Agent: IBA Architecture Inc.
R-1 to C-6/C-3 to C-6

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4606 be read a first time;

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval and adoption of Official Community Plan Amendment Bylaw No. 4605.

- 10.4 Fee for Service Amendment Bylaw 4614 (2024 Water and Sewer Rates) 140 - 179
Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4614 be read a first, second and third time.

11. RECONSIDERATION OF BYLAWS

- 11.1 Road Closure Bylaw No. 4589 180 - 185
Portion of 42 Street SW

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Road Closure Bylaw No. 4589 be read a final time.

- 11.2 Zoning Amendment Bylaw No. 4598 186 - 189
L. & L. Kiehlbauch
280 25 Street NE
R-1 to R-8

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4598 be read a final time.

12. CORRESPONDENCE

- 12.1 Informational Correspondence
- 12.1.1 Calendar of Events 190 - 191
 - 12.1.2 Building Department - Statistics (October 2023) and Permits 192 - 193
(Yearly)
 - 12.1.3 K. Leinweber, Lewiston Ultra Events - Letter dated October 16, 2023 194 - 199
- 2024 BC Backyard Ultra
 - 12.1.4 K. Hansen, Executive Director, Shuswap Association for Community 200 - 203
Living - Letter dated November 9, 2023 - Request for Letter of
Support
 - 12.1.5 T. Lake, BCCPA, CEO - Letter dated October 19, 2023 - Request 204 - 206
for Letter of Support - Health Care Assistant Training Program - item
deferred from the October 23, 2023 Council Meeting
 - 12.1.6 S. Zuidhof, Building Safer Communities Project Coordinator, City of 207 - 207
Salmon Arm - Email dated November 9, 2023 - Request Letter of
Support for application to the Youth Employment Skills & Services
Grant
 - 12.1.7 J. McConnell, Shuswap Vintage Car Club - Letter dated November 208 - 209
8, 2023 - Vintage Car Club of Canada 2024 Tour
 - 12.1.8 M. Piciacchia, Manager, Indigenous Relations and Government 210 - 211
Affairs, CPKC - Letter dated October 12, 2023 - CPKC Holiday Train
 - 12.1.9 K. Barron, Planning Section Head, BC Parks - Email dated October 212 - 212
24, 2023 - Proposed Renaming of Enderby Cliffs Provincial Park
 - 12.1.10 H. Hachigian, Assistant Professor, Royal Roads University - Email 213 - 213
dated November 2, 2023 - Ownership Matters: Building Community
Wealth in Canada - Invitation to Speaker Series
 - 12.1.11 Shuswap Watershed Council - Media Release dated October 11, 214 - 215

2023 - Shuswap Watershed Council releases updated report on nutrients and water quality and announces grant program opening in December

- | | | |
|---------|---|-----------|
| 12.1.12 | J. Simpson, Chair, Shuswap Watershed Council - Letter dated November 2, 2023 - New Measures and more resources needed to prevent an invasion of Zebra or Quagga Mussels to BC | 216 - 219 |
| 12.1.13 | Honourable L. Popham, Minister of Tourism, Arts, Culture and Sport - Letter dated October 26, 2023 - UBCM Convention Meeting | 220 - 221 |
| 12.1.14 | Honourable B. Ma, Minister of Emergency Management and Climate Readiness - Letter dated November 2, 2023 - UBCM Convention Meeting | 222 - 223 |
| 12.1.15 | Honourable M. Dean, Minister of Children and Family Development - Email dated October 31, 2023 - Adoption Awareness Month | 224 - 225 |

13. NEW BUSINESS

14. PRESENTATIONS

- | | | |
|------|---|-----------|
| 14.1 | Presentation 4:00-4:15 (approximately)
Shelley Desautels, Executive Director, Salmon Arm Chamber of Commerce - Q3 Report | 226 - 234 |
|------|---|-----------|

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

- 19.1 Councillor Lavery - Wildfire Mitigation Information Session
- Motion for Consideration
- WHEREAS 2023 was a record breaking year for forest fires in British Columbia, specifically in the Kamloops Fire Centre, with many fires directly impacting communities in close proximity to the City of Salmon Arm (CSA);
- AND WHEREAS wildfire activity is not expected to decrease in the coming years, and as a result there are heightened concerns about protecting CSA owned, crown, private, agricultural and First Nations lands from Wildfires and a desire by residents to get updated FireSmart information, ask questions and provide input;
- THEREFORE BE IT RESOLVED that Council direct staff to organize an evening Wildfire mitigation information session in the spring of 2024 to address the above with topics including but not being limited to:
- Clear delineation of implications for different land tenures;
Plans for fuel load mitigation on city-owned properties following current prioritized assessments;
FireSmart education and options for individual property owners, neighbourhoods, stratas and builders and developers;
Updates on provincial wildfire approaches; and
Other initiatives residents can take to address wildfire-related climate change.

20. QUESTION AND ANSWER PERIOD

7:00 PM: MEETING RESUMES

21. DISCLOSURE OF INTEREST

22. HEARINGS

23. STATUTORY PUBLIC HEARINGS

- 23.1 Zoning Amendment Application No. ZON-1270 235 - 249
Owner: W. Cockrill & J. Weed
Agent: Gentech Engineering
2391 26 Avenue NE
R-1 to R-8
- 23.2 Zoning Amendment Application No. ZON-1276 250 - 272
Owner: D. & P. Wiens
Agent: Green Emerald Investments Inc.
1591 10 Avenue SW
R-1 to C-6
- 23.3 Zoning Amendment Application No. ZON-1277 273 - 285
Owner: J. Pannu
20 20 Street NE
R-1 to R-8

24. RECONSIDERATION OF BYLAWS

- 24.1 Zoning Amendment Bylaw No. 4595 286 - 288
Owner: W. Cockrill & J. Weed
Agent: Gentech Engineering
2391 26 Avenue NE
R-1 to R-8

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4595 be read a third and final time.

- 24.2 Zoning Amendment Bylaw No. 4603 289 - 291
Owner: D. & P. Wiens
Agent: Green Emerald Investment Inc.
1591 10 Avenue SW
R-1 to C-6

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4603 be read a third time.

- 24.3 Zoning Amendment Bylaw No. 4607 292 - 294
Owner: J. Pannu
20 20 Street NE
R-1 to R-8

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4607 be read a third time.

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

REGULAR COUNCIL

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

October 23, 2023, 1:30 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

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

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

Other Staff Present: City Engineer, G. Bau; Planner, C. Larson; Planner, M. Paiement;
Eng. Assistant, J. Mills

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

Council moved In-Camera at 1:32 p.m.
Council returned to Regular Session at 2:35 p.m.
Council recessed until 2:38 p.m.

Moved by: Councillor Lindgren
Seconded by: Councillor Cannon

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (d) the security of the property of the municipality; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (g) litigation or potential litigation affecting the municipality; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; of the *Community Charter*, Council move In-Camera.

Carried Unanimously

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. ADOPTION OF AGENDA

Moved by: Councillor Cannon

Seconded by: Councillor Lindgren

THAT: the Agenda be adopted as presented with the addition of Late Item 22.16
Salmon Arm Minor Baseball - Request for Funding - Baseball Field Maintenance

Carried Unanimously

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of October 10, 2023

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

THAT: the Regular Council Meeting Minutes of October 10, 2023, be adopted as circulated.

Carried Unanimously

7. COMMITTEE REPORTS

Council reviewed the Committee Meeting Minutes and business arising.

7.1 Development and Planning Services Committee Meeting Minutes of October 16, 2023

7.2 Community Heritage Commission Meeting Minutes of October 3, 2023

7.3 Downtown Parking Commission Meeting Minutes of October 17, 2023

7.4 Environmental Advisory Committee Meeting Minutes of October 3, 2023

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

9.1 Director of Engineering & Public Works - Biosolids Collection & Disposal Contract Extension

Councillor Flynn declared a conflict on this item. (the applicant is a client of his firm and left the meeting at 2:43 p.m.)

Moved by: Councillor Lavery
Seconded by: Councillor Lindgren

THAT: the contract for the collection and disposal of biosolids from the Water Pollution Control Centre be extended to SCV Waste Solutions for a period of one (1) year, from January 1, 2024 to December 31, 2024, at a bin rental cost of \$110/month, and a fee per collection of \$156.00.

Carried Unanimously

9.2 Director of Engineering & Public Works - Universal Water Metering - Implementation Plan Option Decision

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

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Gonella

THAT: Council authorize staff to finalize the implementation plan for the Universal Water Metering Program with Option B, as outlined in the Econics Memorandum "Options for Universal Metering in the City of Salmon Arm" dated March 24, 2023. This option represents a gradual implementation of Universal Water Metering over a ten (10) year period.

Moved by: Councillor Flynn
Seconded by: Councillor Gonella

THAT: this item be deferred to the November 27, 2023 Council Meeting with further options for discussion.

Opposed (1): Councillor Lindgren

Carried

9.3 Director of Corporate Services - Inner Core Parking Lot Lease & Avon Parking Lot Lease

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Lavery

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with WH Laird Holdings Ltd. for the City to use Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP4908 (327 Alexander Street NE) for the term of January 1, 2024 to December 31, 2025 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

Carried Unanimously

9.4 Chief Administrative Officer - Environmental Advisory Committee - Agricultural Industry Membership Appointment

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: Council appoint Hermann Bruns as the representative of the Agricultural Industry to the Environmental Advisory Committee with the term of membership expiring May 31, 2025.

Opposed (3): Mayor Harrison, Councillor Lavery, and Councillor Wallace Richmond

Carried

9.5 Director of Planning & Community Services - Community Shelter Development Cost Charges

341-361 Fraser Avenue NW

Moved by: Councillor Flynn

Seconded by: Councillor Wallace Richmond

THAT: Council authorize an additional contribution of \$3,486.52, for a total of \$15,454.93, funded from the COVID 19 Safe Restart Grant reserve, to offset the waived Development Cost Charges for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue NW, and the 2023-2027 Financial Plan Bylaw be amended to reflect the same.

Carried Unanimously

9.6 Director of Engineering & Public Works - Municipal Facilities Solid Waste Collection and Disposal Services Contract Extension

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

THAT: the contract for the collection and disposal of solid waste for the City of Salmon Arm's municipal facilities, including garbage, recycling and food waste, be extended to Waste Connections of Canada for a period of two (2) years, from January 1, 2024 to December 31, 2025.

Carried Unanimously

9.7 Chief Administrative Officer - Community Land Trust

Councillor Cannon left the meeting at 3:53 p.m. and returned at 3:55 p.m.
Councillor Lindgren left the meeting at 3:59 p.m. and returned at 4:00 p.m.

Moved by: Councillor Flynn

Seconded by: Councillor Wallace Richmond

THAT: Council authorize staff to explore the feasibility of a Community Land Trust in partnership with Salmon Arm Economic Development Society.

Carried Unanimously

9.8 Director of Planning & Community Services - Official Community Plan (OCP) Engagement RFP Award

Moved by: Councillor Lavery
Seconded by: Councillor Wallace Richmond

THAT: Council approve the award of RFP 2023-061 for the OCP Public Engagement Program to Modus Planning Design & Engagement Inc. in the amount of \$124,965.00 (plus applicable taxes);

AND THAT: Council authorize a pre-approved contract contingency in the amount of \$75,035.00 (approximately 60% of project cost) to support the project;

AND FURTHER THAT: the Mayor and Corporate Officer be authorized to execute all contract documentation required for the project.

Carried Unanimously

10. INTRODUCTION OF BYLAWS

10.1 Zoning Amendment Application No. ZON-1270

2391 26 Avenue NE
Owner: W. Cockrill & J. Weed
Agent: Gentech Engineering
R-1 to R-8

Moved by: Councillor Gonella
Seconded by: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4595 be read a first and second time.

Carried Unanimously

10.2 Zoning Amendment Application No. ZON-1276

1591 10 Avenue SW
Owner: D. & P. Wiens
Agent: Green Emerald Investments Inc.
R-1 to C-6

Moved by: Councillor Cannon
Seconded by: Councillor Flynn

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4603 be read a first and second time;

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

Carried Unanimously

10.3 Zoning Amendment Application No. ZON-1277

20 20 Street NE
Owner: J. Pannu
R-1 to R-8

Moved by: Councillor Lavery
Seconded by: Councillor Flynn

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4607 be read a first and second time;

AND THAT: Final reading of the bylaw be withheld subject to:

- i. confirmation that the proposed secondary suite in the existing single-family dwelling meets Zoning Bylaw and BC Building Code requirements; and
- ii. Ministry of Transportation and Infrastructure approval.

Carried Unanimously

11. RECONSIDERATION OF BYLAWS

11.1 Permissive Tax Exemptions - New Applications - 2024/2025

Moved by: Councillor Lindgren
Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Tax Exemption Bylaw No. 4604 be read a final time.

Carried Unanimously

11.2 Parks and Open Spaces Bylaw No. 4609

Moved by: Councillor Gonella
Seconded by: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Parks and Open Spaces Bylaw No. 4609 be read a final time.

Carried Unanimously

11.3 Traffic Amendment Bylaw No. 4610

Moved by: Councillor Lindgren
Seconded by: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Traffic Amendment Bylaw No.4610 be read a final time.

Carried Unanimously

11.4 Ticket Information Amendment Bylaw No. 4611 (see Item 11.3 for Staff Report)

Parks and Open Spaces Bylaw - Fines

Moved by: Councillor Gonella

Seconded by: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Ticket Information Amendment Bylaw No. 4611 be read a final time.

Carried Unanimously

12. CORRESPONDENCE

The meeting recessed at 4:15 p.m.

The meeting reconvened at 4:21 p.m.

12.1 Informational Correspondence

- 12.1.2 S. Zuidhof - Email dated October 16, 2023 - Request for Letter of Support - Foundry Center

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lindgren

THAT: Council provide a Letter of Support to the Foundry Expansion Team (Shuswap Children's Association, Rise Up Indigenous Wellness, the Division of Family Practice, Canadian Mental Health Association and Shuswap Family Centre) for the establishment of a Foundry Center in Salmon Arm.

Carried Unanimously

- 12.1.4 D. Dunlop, Executive Director, CMHA - Letter dated October 5, 2023 - Request for Letter of Support for Rental Housing Development under CHF Program

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

THAT: Council provide the Canadian Mental Health Association a Letter of Support, in principle, for their application for funding through the Community Housing Funds program for a proposed affordable rental housing project located at 1141 18 Street NE.

Carried Unanimously

- 12.1.3 T. Lake, BCCPA, CEO - Letter dated October 19, 2023 - Request for Letter of Support - Health Care Assistant Training Program

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: Council provide the BC Care Providers Association (BCCPA) a Letter of Support in principle for their applications for Health Care Assistant training programs in Nanaimo/Duncan and Vernon/Salmon Arm.

Moved by: Councillor Lavery
Seconded by: Councillor Lindgren

THAT: This item be deferred to the November 14, 2023 Council Meeting, pending further information from staff of how this proposal fits into the local education program.

Opposed (3): Mayor Harrison, Councillor Flynn, and Councillor Cannon

Carried

13. NEW BUSINESS

14. PRESENTATIONS

15. COUNCIL STATEMENTS

Moved by: Councillor Lindgren
Seconded by: Councillor Cannon

THAT: Council approve Councillor Lindgren's attendance to the Southern Interior Local Management Association Budget 101 training session offered in Kamloops on November 17, 2023, with registration and travel expenses funded from Council expenses.

Carried Unanimously

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

17.1 Councillor Lavery - Wildfire Mitigation Information Session

WHEREAS 2023 was a record breaking year for forest fires in British Columbia, specifically in the Kamloops Fire Centre, with many fires directly impacting communities in close proximity to the City of Salmon Arm (CSA);

AND WHEREAS wildfire activity is not expected to decrease in the coming years, and as a result there are heightened concerns about protecting CSA owned, crown, private, agricultural and First Nations lands from Wildfires and a desire by residents to get updated FireSmart information, ask questions and provide input;

THEREFORE BE IT RESOLVED that Council direct staff to organize an evening Wildfire mitigation information session in the spring of 2024 to address the above with topics including but not being limited to:

Clear delineation of implications for different land tenures;
Plans for fuel load mitigation on city-owned properties following current prioritized assessments;
FireSmart education and options for individual property owners, neighbourhoods, stratas and builders and developers;
Updates on provincial wildfire approaches; and
Other initiatives residents can take to address wilfdfire-related climate change.

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

Council returned to In-Camera session at 4:54 p.m.

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (d) the security of the property of the municipality; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (g) litigation or potential litigation affecting the municipality; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; of the Community Charter, Council move In-Camera.

Carried Unanimously

20.1 Council returned to Regular Session at 5:25 p.m.

The meeting recessed until 7:00 p.m.

7:00 PM: MEETING RESUMES

21. DISCLOSURE OF INTEREST

22. PUBLIC INPUT - 2024 BUDGET

22.1 Notice of Public Budget Meeting

22.2 Salmon Arm Slo Pitch League

Presenter: Sheena Haines

Request for Improvement/Upgrades to Canoe Ball Fields

S. Haines provided an overview of the funding request from the Salmon Arm Slo Pitch League and was available to answer questions from Council.

22.3 Jim & Wendy Neustaeter

Presenter: Jim Neustaeter

Request for Re-alignment of alley behind Beatty Avenue (300 Block)

J. Neustaeter provided an overview of the funding request and was available to answer questions from Council.

22.4 Citizens of the Ridge & Foothill Road

Presenter: Jerry Emmel

Request for sidewalk installation - 10 Street SW

J. Emmel provided an overview of the funding request from the Citizens of the Ridge & Foothill Road and was available to answer questions from Council.

- 22.5 Salmon Arm Citizens Patrol Society
Request for Grant in Aid for 2024
- 22.6 TechCrete Processors Ltd.
Presenters: Property Owners - 13 Avenue SW
Request for Sanitary Sewer Service - 13 Avenue SW Industrial Area (7 properties)
B. Laird provided an overview of the funding request and were available to answer questions from Council.
- 22.7 C. Day
Request for Dog Park
- 22.8 BC SPCA - Shuswap Centre
Request for Operational Funding
- 22.9 Salmon Arm Horseshoe Club
Presenter: Kim Planidin
Request for Funding - Clubhouse Renovations
K. Planidin provided an overview of the funding request from the Salmon Arm Horseshoe Club and was available to answer questions from Council.
- 22.10 Salmon Arm Fish and Game Club
Presenter: Neil Wuolle
Request for Funding - Road Grading and Dust Control Measures
N. Wuolle provided an overview of the funding request from the Salmon Arm Fish and Game Club and was available to answer questions from Council.
- 22.11 Salmon Arm Lawn Bowling Club
Presenters: Tony Gay and Dan Quilty
Request for Funding - Equipment Upgrade
T. Gay and D. Quilty provided an overview of the funding request from the Salmon Arm Lawn Bowling Club and were available to answer questions from Council.
- 22.12 Shuswap Youth Soccer Association
Presenter: Jayme Franklin
Request for Funding - Artificial Multi-Sport Field
J. Franklin provided an overview of the funding request from the Shuswap Youth Soccer Association and was available to answer questions from Council.
- 22.13 Harbourfront Drive NE Resident (Anonymous)
Request for Landscape Enhancements to Harbourfront Drive
- 22.14 Salmon Arm Downtown Improvement Association

Presenter: Jennifer Broadwell
Request for Additional Bylaw Enforcement Personnel

J. Broadwell provided an overview of the funding request from the Salmon Arm Downtown Improvement Association and was available to answer questions from Council.

22.15 PLAY Shuswap Physical Literacy Association

Request for Operational Funding

22.16 Salmon Arm Minor Baseball

Request for Funding - Baseball Field Maintenance

23. HEARINGS

24. STATUTORY PUBLIC HEARINGS

24.1 Zoning Amendment Application No. ZON-1272

D. & D. Dochstader
1451 Shuswap Street SW
R-1 to R-8

The Planning Official explained the proposed Zoning Amendment Application.

D. Dochstader, the applicant, was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 8:16 p.m.

24.2 Zoning Amendment Application No. ZON-1274

L. & L. Kiehlbauch
280 25 Street NE
R-1 to R-8

The Planning Official explained the proposed Zoning Amendment Application.

L. Kiehlbauch, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 8:20 p.m.

25. RECONSIDERATION OF BYLAWS

25.1 Zoning Amendment Bylaw No. 4597

D. & D. Dochstader
1451 Shuswap Street SW
R-1 to R-8

Moved by: Councillor Flynn
Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4597 be read a third time;

AND THAT: final reading of the bylaw be withheld subject to road dedication, approximately 101m² in area, being provided as per the drawing in Appendix 10 of the staff report dated September 19, 2023.

Carried Unanimously

25.2 Zoning Amendment Bylaw No. 4598

L. & L. Kiehlbauch
280 25 Street NE
R-1 to R-8

Moved by: Councillor Lavery
Seconded by: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4598 be read a third time;

AND THAT: final reading of the bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

Carried Unanimously

26. QUESTION AND ANSWER PERIOD

27. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 8:21 p.m.

CORPORATE OFFICER, S. WOOD

MAYOR, A. HARRISON

DEVELOPMENT AND PLANNING SERVICES

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

November 6, 2023, 8:00 a.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

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

ABSENT: Councillor D. Cannon

STAFF PRESENT: Director of Corporate Services S. Wood
Director of Engineering & Public Works R. Niewenhuizen
Executive Assistant B. Puddifant
Senior Planner C. Larson
Manager of Planning & Building, M. Smyrl

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. ADOPTION OF AGENDA

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Gonella

THAT: the Agenda be adopted as presented.

Carried Unanimously

4. APPROVAL OF MINUTES

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: the Minutes of the Development and Planning Services Committee Meeting of October 16, 2023 be approved.

Carried Unanimously

5. DISCLOSURE OF INTEREST

6. REPORTS

6.1 Draft Tree Protection Bylaw

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: the Development and Planning Services Committee recommends that the draft Tree Protection Bylaw be forwarded to the Environmental Advisory Committee for recommendations on possible public engagement and consultation options;

AND THAT: the draft Tree Protection Bylaw be forwarded to Council for consideration once the Environmental Advisory Committee has provided its' recommendations.

Carried Unanimously

6.2 Official Community Plan Amendment Application No. OCP4000-56

1821 9 Avenue NE
Owners: 1026082 B.C. Ltd./Lakeside Bowling Ltd.
Agent: IBA Architecture Inc.
MR to HC

R. Bestoon, IBA Architecture Inc., the agent, outlined the application and was available to answer questions from the Committee.

Moved by: Councillor Flynn
Seconded by: Councillor Gonella

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from MR (Medium Density Residential) to HC (Highway Service/Tourist Commercial).

Carried Unanimously

6.3 Zoning Amendment Application No. ZON-1275

(see Item 6.2 for Staff Report)

1821 and 1881 9 Avenue NE
Owners: 1026082 BC Ltd./Lakeside Bowling Ltd.
Agent: IBA Architecture Inc.
R-1 to C-6/C-3 to C-6

R. Bestoon, IBA Architecture Inc., the agent, was available to answer questions from the Committee.

Moved by: Councillor Flynn
Seconded by: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by:

1. rezoning Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from R-1 (Single Family Residential Zone) to C-6 (Tourist/Recreational Commercial Zone);

2. rezoning Parcel A (DD W51279), Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 Except Plan KAP46224 from C-3 (Service Commercial Zone) to C-6 (Tourist/Recreational Commercial Zone);

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

Carried Unanimously

7. FOR INFORMATION

8. IN-CAMERA

9. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 8:55 a.m.

MAYOR, A. HARRISON

CITY OF SALMON ARM

Minutes of the **Shuswap Regional Airport Operations Committee Meeting** held in Council Chambers at City Hall, Salmon Arm, BC on **Wednesday, October 11, 2023** at 3:00 p.m.

PRESENT:

Louise Wallace Richmond
Rhona Martin
Jayden Blower
John McDermott
John Hansen
Hammy McClymont
Darin Gerow
Rob Niewenhuizen

Councillor, City of Salmon Arm
Director, CSRD
Airport Manager
Lakeland Ultralights
Pilot/Hangar Owner
Pilot/Hanger Owner
City staff, Manager of Roads & Parks
City staff, Director of Engineering & Public Works

ABSENT:

Gord Newnes
Jeremy Neufeld
Mark Olson
Doug Pearce

Pilot/Hangar Owner
RAP Attack
Pilot/Hanger Owner
Salmon Arm Flying Club

GUESTS:

The meeting was called to order at 3:00 p.m. chaired by Louise Wallace Richmond.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval of Agenda and Additional Items

Moved: Jayden Blower

Seconded: John McDermott

THAT: the Shuswap Regional Airport Operations Committee Meeting Agenda of October 11, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes of June 21 and August 17, 2023 Shuswap Regional Airport Operations Committee Meetings

Moved: Jaydon Blower

Seconded: John McDermott

THAT: the minutes of the Shuswap Regional Airport Operations Committee Meetings of June 21 and August 17, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

5. Approval of Minutes of June 13, 2023 Shuswap Regional Airport Safety Committee Meeting

Moved: Jaydon Blower

Seconded: John McDermott

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of June 13, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

6. Airport Managers Update

- Terminal Building Tree removal completed by City Staff
- Unauthorized vehicle signage has been installed off airfield side
- Hazard beacon (4x) were reviewed by Inskip, a maintenance and upkeep report provided. Budget to have required work completed in 2023 or 2024
- New runway lights functioning well
- AWAS working
- New complaint form created
- Air Cadets sea-can still not moved, Jayden to follow up
- Rocky Mountain Ranger painted their trailer
- Fuel sales:
 - Jet up possibly a three year high
 - Av Gas down slightly
- Perimeter fencing repaired
- Staked out brushing areas for fall removal

7. Old Business /Arising from minutes

- a) Future lease sites survey - update
- Rob Niewenhuizen provided an update on progress of Legal Surveys, next step will require a report to City Council to approve new lease lots.
 - Hope to have approvals completed by spring
 - The 2024 includes a request for electrical servicing to new lots
 - Staff will look into gas servicing
- b) Shuswap Regional Airport & Emergency Expo, June 25, 2023
- John McDermott provided an update on the event
 - Very successful with great attendance
 - Will meet with Shuswap Emergency Program to review and discuss
- c) Skydiving Boogie event, September 1 - 4
- Jayden Blower provided a summary of the event
 - Very successful, with no concerns or issues

8. New Business

- a) 2024 Budget Review
- Rob Niewenhuizen provided an overview of the proposed draft budget

Moved: Rhona Martin

Seconded: John Hansen

THAT: the Airport Operations Committee supports the proposed 2022 Shuswap Regional Airport Budget as presented.

9. Other Business &/or Roundtable Updates

- **Runway repaving closure - Financial relief for airport businesses affected by the closure; City staff were in contact with Rick Scott NOVA, process would be to write a letter/email requesting relief to City Council.**

10. Next meeting - Wednesday, November 15, 2023

11. Adjournment

Moved: Rhona Martin

Seconded: Hammy McClymont

THAT: the Shuswap Regional Airport Operations Committee Meeting of September 20, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:00 p.m.

Rob Niewenhuizen AScT
Director of Engineering & Public Works

Minutes received as information by Council
on the day of , 2023

CITY OF SALMON ARM

Minutes of the **Shuswap Regional Airport (Salmon Arm) Commission** Meeting held in Room 100, City Hall, on Tuesday, October 24, 2023.

PRESENT:

Louise Wallace Richmond	Councillor, City of Salmon Arm
Martin Gibbons	CSRD (Area "C")
Rhona Martin	CSRD (Area "E")
Natalya Melnychuk	CSRD (Area "G")
Tim Auger	Salmon Arm Flying Club
Chelsea Van de Cappelle	Chief Financial Officer, City of Salmon Arm
Robert Niewenhuizen	Director of Engineering & Public Works, City of Salmon Arm

ABSENT:

Dean Trumbley	CSRD (Area "D")
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The meeting was called to order at 3:03 p.m.

1. Selection of Chairperson

Moved: Rhona Martin

Seconded: Tim Auger

THAT: Louise Wallace Richmond act as Chairperson for the Shuswap Regional Airport (Salmon Arm) Commission.

CARRIED UNANIMOUSLY

2. Acknowledgement of Traditional Territory

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

3. Approval/changes/additions to Agenda

Addition of Item 6.1 – Kelowna Regional Airport Advisory – update

Addition of Item 6.2 – Virtual Meetings

Addition of Item 6.3 - Medivac Services

Addition of Item 6.4 – Runway Re-paving Project – update

Moved: Natalya Melnychuk

Seconded: Rhona Martin

THAT: the Agenda for the October 24, 2023 Shuswap Regional Airport (Salmon Arm) Commission meeting be approved with additions.

CARRIED UNANIMOUSLY

4. Approval of minutes from December 1, 2022

Moved: Tim Auger

Seconded: Natayla Melnychuk

THAT: The minutes of Shuswap Regional Airport (Salmon Arm) Commission Meeting of December 1, 2022, be approved as circulated.

CARRIED UNANIMOUSLY

5. 2024 Budget

Robert Niewenhuizen, Director of Engineering & Public Works and Chelsea Van de Cappelle, Chief Financial Officer explained the proposed 2024 Operating Budget.

Moved: Natayla Melnychuk

Seconded: Rhona Martin

THAT: The 2024 Budget be accepted as presented.

CARRIED UNANIMOUSLY

6. Other Business

1. Kelowna Regional Airport Advisory – update
Councillor Wallace Richmond provided an update on the Kelowna Regional Airport Advisory including operations, projects and planned initiatives.
2. Virtual Meetings
The Commission members discussed providing a virtual meeting option moving forward and the members preference for an early morning meeting (i.e. 8:00 a.m.) versus an afternoon meeting. Chelsea Van de Cappelle and Rob Niewenhuizen confirmed that staff could accommodate these requests.
3. Medivac Services
Director Martin requested an update on the number of medivacs from the airport in 2023. Rob Niewenhuizen will circulate this information to the Commission members once confirmed.
4. Runway Re-paving Project – update
Rob Niewenhuizen provided an update on the Runway Paving Project.

7. **Adjournment**

Moved: Rhona Martin

Seconded: Natalyna Melnychuk

THAT: The Shuswap Regional Airport (Salmon Arm) Commission meeting of October 24, 2023, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 3:25 p.m.

Louise Wallace Richmond
Chairperson

Received for information by Council the day of , 2023.

CITY OF SALMON ARM

Minutes of the Meeting of the **Active Transportation Advisory Committee** held by electronic means on Monday, **November 6, 2023** at 10:00 a.m.

PRESENT:

Councillor Tim Lavery	City of Salmon Arm, Chair
Camilla Papadimitropoulos	Citizen at Large
Blake Lawson	Citizen at Large
Brian Browning	Citizen at Large
Jen Bellhouse	Shuswap Tail Alliance
David Major	Shuswap Cycling Club
Janelle Rimmel	Interior Health
Vic Hamilton	Salmon Arm Economic Development Society
Craig Newnes	Downtown Salmon Arm
Marianne VanBuskirk	School District No. 83
Chris Larson	City of Salmon Arm, Senior Planner
Jenn Wilson	City of Salmon Arm, Service Delivery Management Coordinator
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Citizen at Large

GUESTS:

The meeting was called to order at 10:02 a.m.

1. Call to Order, Introductions and Welcome

2. Acknowledgement of Traditional Territory

Councillor Lavery read the following statement: "We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together."

3. Approval of Agenda and Additional Items

Addition of Item 7.i - Vision Zero Grant

The Agenda for the November 6, 2023 Active Transportation Advisory Committee was approved with the addition by general consensus.

4. Approval of minutes

5. Presentations

6. Old Business / Arising from Minutes

7. New Business

- a) Terms of Reference – Review
Councillor Lavery reviewed the Terms of the Reference with the committee members and answered any questions.
- b) Committee Member Code of Conduct review
Councillor Lavery reviewed the Committee Member Code of Conduct. A Code of Conduct will be provided to each committee member for review and signature.
- c) High Level update from Staff on Active Transportation Projects
Jenn Wilson, Service Delivery Management Coordinator, and Chris Larson, Senior Planner, provided an update on current and proposed active transportation projects.
- d) Budget Process – Update
Councillor Lavery outlined the City budget process, availability of Active Transportation grants, how funds are earmarked for certain projects with final approval by Council.
- e) Initial priorities of the ATAC
The Committee discussed options that could possibly be a priority for the Committee to focus on; transportation safety, education, speed limits, community engagement, etc.
- f) Sub-groups – interest in/ viability
The Committee discussed the value of organizing working groups to assist with the focus of the Committee and positive outcomes.
- g) Items for next ATAC Meeting – December 11, 2023
 - 2024 Meeting Schedule
 - avenues for information sharing information with the public; city website, social media
 - working group priorities
- h) New Trello board for Active Transportation content – in the works
Councillor Lavery provided an overview of the ATAC Trello board.

7. New Business - continued

i) Vision Zero Grant

The Committee discussed funding available through Vision Zero BC to assist with funding projects aimed at improving road user safety. Jenn Wilson will review the grant options available and discuss with the Committee at the next meeting.

8. Other Business &/or Roundtable Updates, Ideas and Questions

9. Next Meeting

The next meeting of the Active Transportation Advisory Committee will be December 11, 2023.

11. Adjournment

Moved: Camilla Papadimitropoulos

Seconded: Craig Newnes

THAT: the Active Transportation Advisory Committee Meeting of November 6, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 11:26 a.m.

Councillor Tim Lavery, Chair

Received for information by Council the day of , 2023.

CITY OF SALMON ARM

Minutes of the Greenways Liaison Committee (GLC) Meeting held online and in City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, (GoTo Meeting) on **Thursday, October 19, 2023** at 3:30 p.m.

PRESENT:

Brian Browning, Shuswap Trail Alliance
Joe Johnson, Citizen at Large
Steve Fabro, Citizen at Large
Rob Bickford, Citizen at Large
Tim Lavery, Chair

Adrian Bostock, Shuswap Trail Alliance (non-voting)
Chris Larson, City of Salmon Arm, Senior Planner, Recorder
Gary Buxton, Director of Planning & Community Services

REGRETS:

Janelle Rimell, Interior Health Representative
Chris Stromgren, Shuswap Trail Alliance
Darin Gerow, City of Salmon Arm, Manager of Roads & Parks

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

1. 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.

2. Introductions

3. Presentations

4. Approval of Agenda and Additional Items

Moved: Joe Johnson

Seconded: Steve Fabro

THAT: the Agenda of the Greenways Liaison Committee Meeting of October 19, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

5. Approval of Minutes of Previous Greenways Liaison Committee Meeting

Moved: Brian Browning

Seconded: Steve Fabro

THAT: the minutes of the Greenways Liaison Committee Meeting of September 14, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

6. Old Business /Arising from minutes

• GLC Membership Term

It was noted that the current GLC membership term ends at the end of 2023. The process for recruitment was noted.

7. New Business

• 2024 Greenways Budget

Noting some important carry-forward projects, 3 projects were discussed for the 2024 Greenways Budget:

1. Lambs Hill Subdivision Trail Upgrade (\$22,000)
2. Appledoorn – Sunset Ridge Subdivision (\$13,000)
3. Turner Creek Trail repairs (\$4,000)

Moved: Joe Johnson

Seconded: Rob Bickford

THAT: the Greenways Liaison Committee supports the 2024 Budget Proposed Greenway Projects.

CARRIED UNANIMOUSLY

• Nyland Park Greenway

From a public inquiry, a greenway within Nyland Park in the Gleneden area has been noted as in need of maintenance. Depending on the scope of work required, this may need to be a future budget item. The STA will assess and report back.

• Foreshore Dog Monitoring 2023 Report

This annual report notes some slip in compliance. It is expected that the Foreshore Monitoring Group will reconvene. Report recommendations discussed.

Moved: Joe Johnson

Seconded: Steve Fabro

THAT: the Greenways Liaison Committee supports the recommendations of the 2023 Foreshore Trail Dog Monitoring Report.

CARRIED UNANIMOUSLY

8. Other Business &/or Updates

- **STA Update - Planning and Projects (attached)**

Project update provided. The South Canoe Bike Wash station is underway. Global signage is ongoing. MRDT funding has been a positive force. Planning for the West Bay Connector is ongoing.

- **South Canoe Update**

In the Parking lot, “No Parking” signs have been placed on the gate to the gazebo area to maintain emergency access. A Master Plan for South Canoe has been distributed for comment, which incorporates AT concerns. South Canoe Advisory group and Bike Club to review. New trails are proposed for next season including bike and equestrian trails (attached).

- **Park Hill Update**

Planning for Fall work day is underway, with a connection to the adjacent residential subdivision planned.

- **Active Transportation**

Initial meeting of the ATAC is upcoming on November 6, 2023.

9. Next meeting - December 7, 2023

10. Adjournment

Moved: Joe Johnson

Seconded: Steve Fabro

THAT: the Greenways Liaison Committee Meeting of October 19, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:16 p.m.

Councillor T. L., Chair

Received for information by Council on the day of , 2023.

2024 Budget

Proposed Greenway Projects

- Lambs Hill Subd Trail Connection Construction – \$22,000
- Appledorn Subd Trail Connection Construction - \$13,000
- Turner Creek Trail Repairs (Okanagan – 6 Ave) - \$4,000

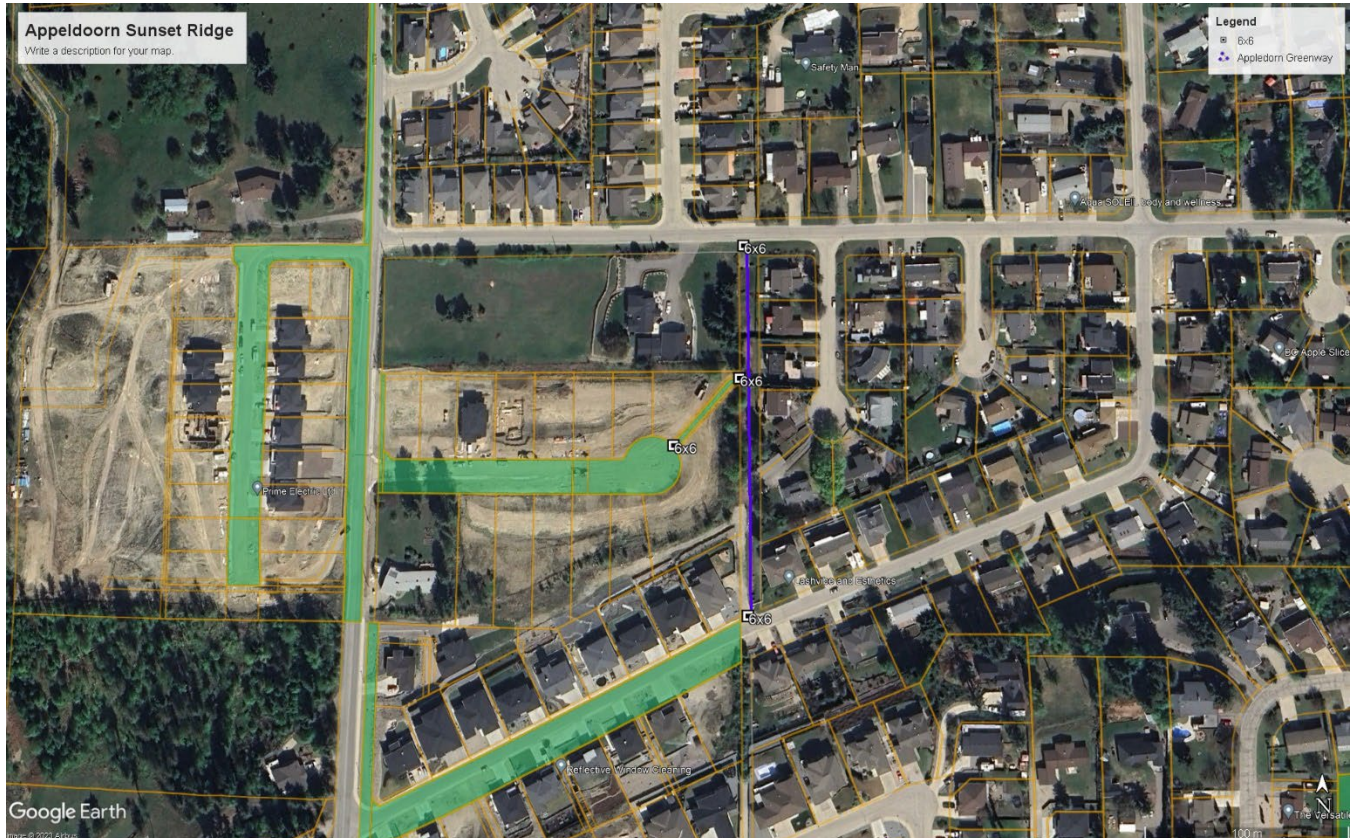
#2-481 7th Street SW, Salmon Arm, BC V1E 1S9, Phone: 250-832-0102

www.shuswaptrails.com

Quote for Appeldoorn Sunset Ridge Trail Upgrade

Prepared by: Adrian Bostock, The Shuswap Trail Alliance

P 250 253 6938 E adrian@shuswaptrails.com



Updated Version: 2023 10 05

To: City of Salmon Arm (Contact: Darin Gerow)

Purpose: The Appeldoorn Subdivision project creates a link between 15th Ave SE and 17th Ave SE.

Scope of work/Deliverables:

1. **Corridor Brushing:** Clearing the trail corridor to ensure a safe route for pedestrians and cyclists. Removal of debris, vegetation.
2. **Material Placement:** The placement of $\frac{3}{4}$ minus crush along the route to make a sustainable tread
3. **Sign Post Installation:** Installation of greenway signage to guide and inform trail users,



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Project Budget Summary:

Appledorn Ridge Capping 2024					
Project Costing Updated: 2023 10 06					
Item	Qty	Rate	per	Budget	Notes
Project Management & Technical					
Project Coordination	7	\$61.79	hr	\$432.55	
Route Development & Design	4	\$61.79	hr	\$247.17	
Sign Layout/Coordination: STA	1	\$61.79	hr	\$61.79	in-house layout and coordination
Project Management Total	6%			\$741.51	
Labour					
Field Coordinator	56	\$47.19	hr	\$2,642.47	
Cooridor Brushing	2	\$37.08	hr	\$74.15	
Rough Grading and Material Removal	8	\$61.79	hr	\$494.34	
Material Placement	32	\$37.08	hr	\$1,186.42	
Clean Up and Removal	8	\$37.08	hr	\$296.60	
Sign Post install	4	\$37.08	hr	\$148.30	
Labour Total	38%			\$4,842.29	
Administration					
Bookkeeping		\$61.79	hr	\$0.00	
Insurance		\$20.00	day	\$0.00	
Other Expenses (Office) - GST PST Included				\$0.00	.2% x project budget
Workshop		\$72.00	day	\$0.00	
Administration Total	0%			\$0.00	
Equipment					
	Build Out	7	days		
Truck	140	\$0.68	km	\$95.20	
Skid Steer	1	\$800.00	week	\$800.00	(includes fuel)
Dumper	1	\$900.00	week	\$900.00	
Compacter	1	\$500.00	week	\$500.00	
Excavator	1	\$275.00	day	\$275.00	
Power Tools (Chainsaw, brushsaw, hedge t	1	\$25.00	day	\$31.25	per saw (includes fuel)
Pump and Hoses	4	\$50.00	day	\$200.00	includes hoses, nozzles, fittings
Hand Tools - Daily	7	\$15.00	day	\$105.00	for hand tools (combined)
Safety - Daily	7	\$10.00	day	\$70.00	includes spill kit and PPEs
Field Phones (Cell) - Daily	14	\$3.50	day	\$49.00	per unit
Equipment Total	24%			\$3,025.45	
Materials					
Geo textile	300.00	\$3.65	square	\$1,095.00	
Staples for Geo Text used	400.00	\$0.09	each	\$36.00	
3/4- crush	5.00	\$260.00	load	\$1,300.00	12 yards a load
Water Use	1.00	\$150.00	each	\$150.00	permit
Signs - Type 3 (6x6)	4	\$111.26	sign	\$445.04	based on one 6"x16" sign plate/post
Materials Total	24%			\$3,026.04	
Sub-Total				\$11,635.29	
Contingency	10%			\$1,163.53	
MINUS GST - 50% rebate					MINUS GST - 50% rebate
Project Total				\$12,798.81	
Overall Average cost/meter					
	metres			budget cost/metre	
	200			\$63.99	

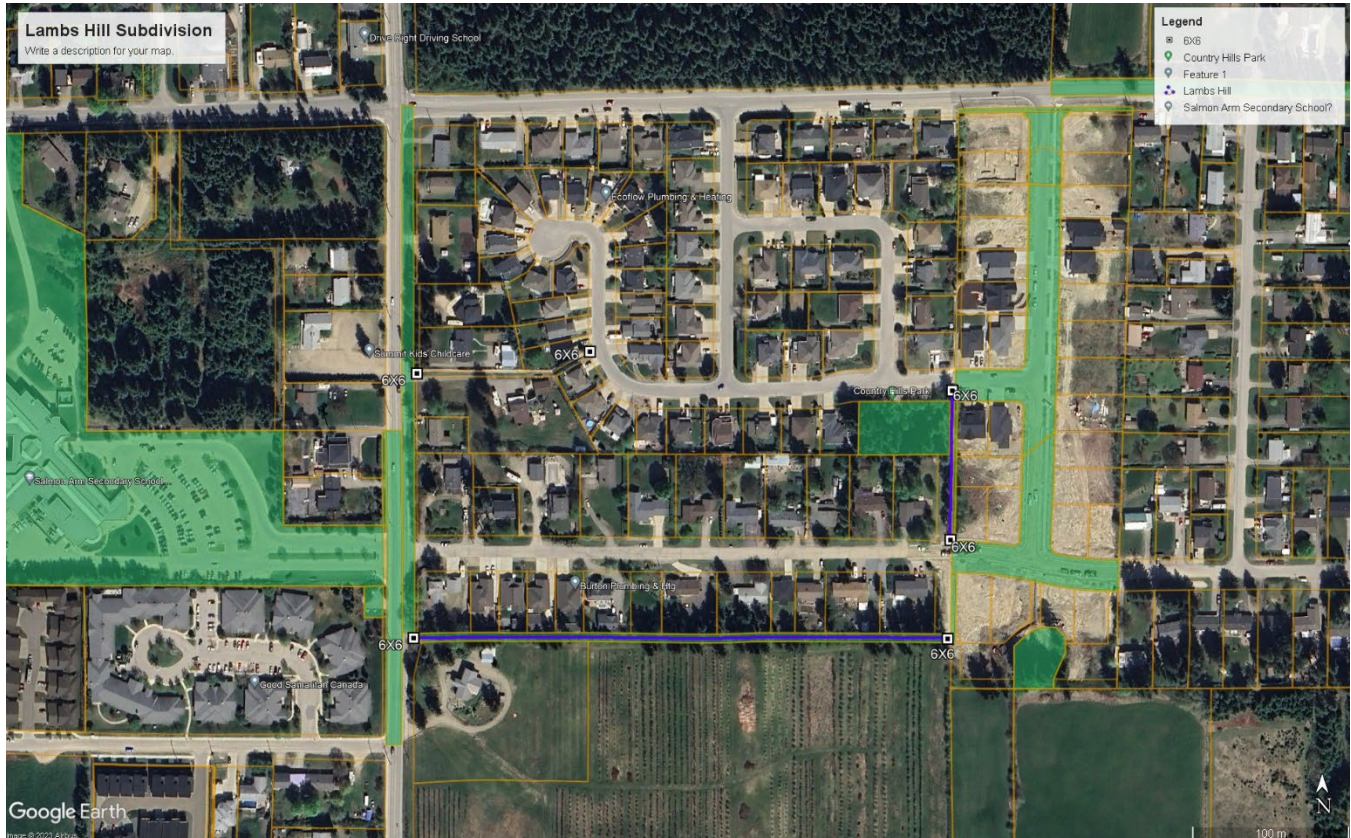
#2-481 7th Street SW, Salmon Arm, BC V1E 1S9, Phone: 250-832-0102

www.shuswaptrails.com

Quote for Lambs Hill Trail Upgrade

Prepared by: Adrian Bostock, The Shuswap Trail Alliance

P 250 253 6938 E adrian@shuswaptrails.com



Updated Version: 2023 10 05

To: City of Salmon Arm (Contact: Darin Gerow)

Purpose: to upgrade the 350m of Lambs Hill Trail to Type 2 trail standard, $\frac{3}{4}$ minus Crush tread.

Scope of work/Deliverables:

The Lambs Hill Subdivision to 30th Ave NE project creates link between the Lambs Hill Subdivision and 30th Ave NE, providing off connection from a growing residential area to the Sullivan School a bus stop.

1. **Corridor Brushing:** Clearing and maintaining the designated path to ensure a safe and navigable route for pedestrians and cyclists.
2. **Clean Up and Removal:** The removal of debris, vegetation,
3. **Material Placement:** placement of $\frac{3}{4}$ minus crush along the route, for all weather surface durability.



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www.shuswaptrails.com

Project Budget Summary:

Lambs Hill Trail Upgrade 2024					
Project Costing Updated: 2023 10 05					
Item	Qty	Rate	per	Budget	Notes
Project Management & Technical					
Project Coordination	11	\$61.79	hr	\$679.72	
Sign Layout/Coordination: STA	1.5	\$61.79	hr	\$92.69	in-house layout and coordination
Project Management Total	4%			\$772.41	
Labour					
Field Coordinator	88	\$47.19	hr	\$4,152.46	
Corridor Brushing	8	\$37.08	hr	\$296.60	
Material Placement	112	\$37.08	hr	\$4,152.46	
Clean Up and Removal	16	\$37.08	hr	\$593.21	
Sign Installation	6	\$37.08	hr	\$222.45	
Labour Total	44%			\$9,417.18	
Administration					
Bookkeeping		\$61.79	hr	\$0.00	
Insurance		\$20.00	day	\$0.00	
Other Expenses (Office) - GST PST Included				\$0.00	.2% x project budget
Workshop		\$72.00	day	\$0.00	
Administration Total	0%			\$0.00	
Equipment					
	Build Out	11	days		
Truck	220	\$0.68	km	\$149.60	
Skid Steer	2	\$800.00	week	\$1,600.00	
Dumper	2	\$900.00	week	\$1,800.00	
Compacter	2	\$500.00	week	\$1,000.00	
Power Tools (Chainsaw, brushsaw, hedge t	3	\$25.00	day	\$75.00	per saw (includes fuel)
Pump and Hoses	7	\$50.00	day	\$350.00	includes hoses, nozzles, fittings
Hand Tools - Daily	11	\$15.00	day	\$165.00	for hand tools (combined)
Safety - Daily	11	\$10.00	day	\$110.00	includes spill kit and PPEs
Field Phones (Cell) - Daily	22	\$3.50	day	\$77.00	2 per day
Equipment Total	25%			\$5,326.60	
Materials					
Geo textile -	350	\$3.21	M2	\$1,123.50	
Staples for Geo Text used @ .09 cents each	700	\$0.09	each	\$63.00	
3/4- crush	5	\$260.00	load	\$1,300.00	12 yards
Water Use	1	\$150.00	each	\$150.00	permit
Signs - Type 2 (19x23)	6	\$203.60	sign	\$1,221.60	
Materials Total	18%			\$3,858.10	
Sub-Total				\$19,374.28	
Contingency	10%			\$1,937.43	
MINUS GST - 50% rebate					MINUS GST - 50% rebate
Project Total				\$21,311.71	
	metres			budget cost/metre	
Overall Average cost/meter	350			\$60.89	

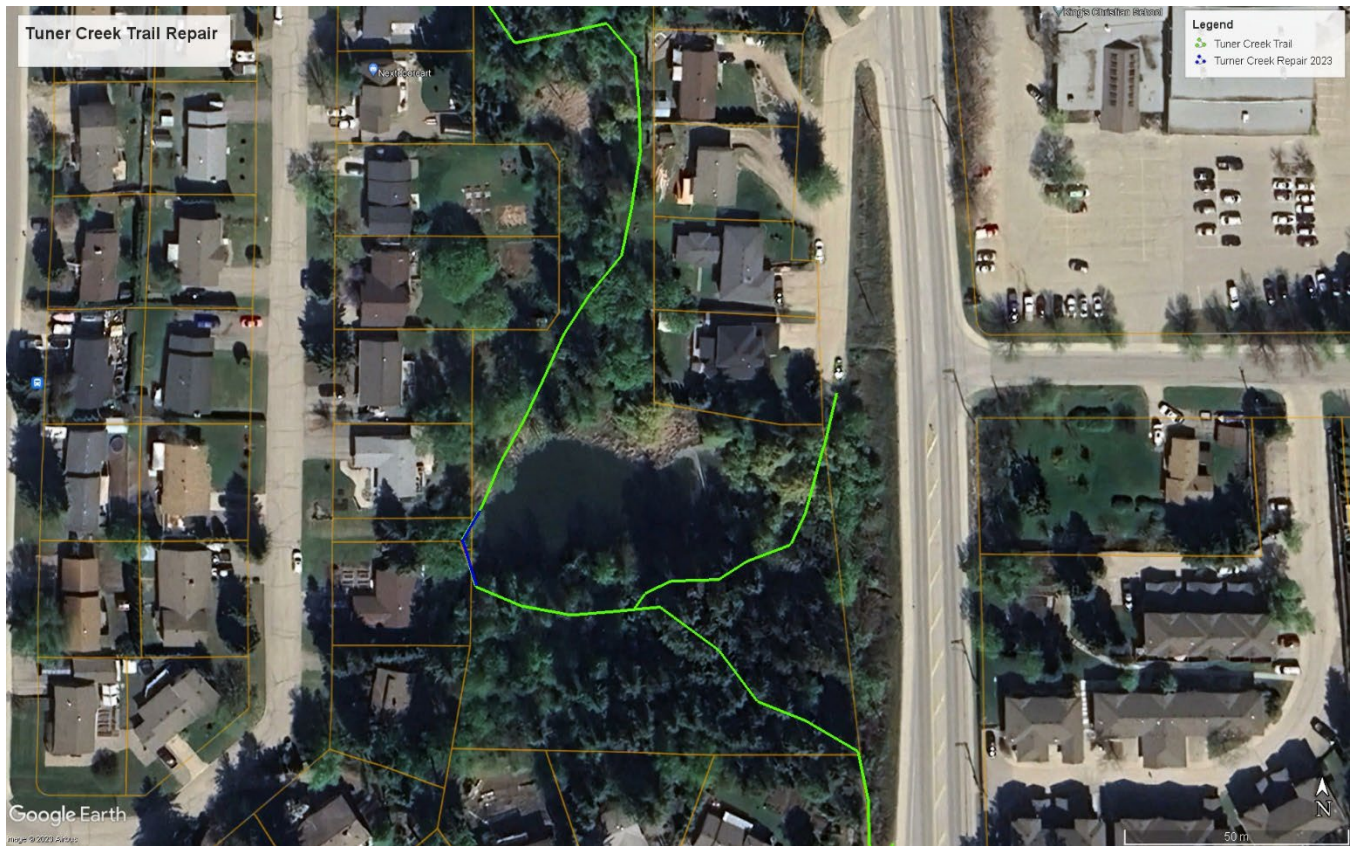


#2-481 7th Street SW, Salmon Arm, BC V1E 1S9, Phone: 250-832-0102

www.shuswaptrails.com

Quote for Tuner Creek Trail Repair

Prepared by: Adrian Bostock, The Shuswap Trail Alliance P 250 253 6938 E adrian@shuswaptrails.com



Updated Version: 2023 10 05

To: City of Salmon Arm (Contact: Darin Gerow)

Purpose: The Appeldoorn Subdivision project creates a link between 15th Ave SE and 17th Ave SE.

Scope of work/Deliverables:

1. **Material Placement:** raise trail with 3inch clean fill and $\frac{3}{4}$ minus crush to create a dry and substainble tread for this well used greenway





#2-481 7th Street SW, Salmon Arm, BC V1E 1S9, Phone: 250-832-0102

www.shuswaptrails.com

Project Budget Summary:

Turner Creek Repair 2024					
Project Costing Updated: 2024 10 06					
Item	Qty	Rate	per	Budget	Notes
Project Management & Technical					
Project Coordination	2	\$61.79	hr	\$123.59	
Planning Documents & Approvals	8	\$61.79	hr	\$494.34	section 11
Project Management Total	17%			\$617.93	
Labour					
Material Placement	16	\$37.08	hr	\$593.21	
Labour Total	16%			\$593.21	
Administration					
Bookkeeping		\$61.79	hr	\$0.00	
Insurance		\$20.00	day	\$0.00	
Other Expenses (Office) - GST PST Included				\$0.00	.2% x project budget
Workshop		\$72.00	day	\$0.00	
Administration Total	0%			\$0.00	
Equipment					
	Build Out	2	days		
Truck	40	\$0.68	km	\$27.20	
Skid Steer	2	\$200.00	day	\$400.00	(includes fuel)
Dumper	2	\$225.00	day	\$450.00	
Compacter	2	\$125.00	day	\$250.00	
Pump and Hoses	2	\$50.00	day	\$100.00	includes hoses, nozzles, fittings
Hand Tools - Daily	2	\$15.00	day	\$30.00	for hand tools (combined)
Safety - Daily	2	\$10.00	day	\$20.00	includes spill kit and PPEs
Field Phones (Cell) - Daily	4	\$3.50	day	\$14.00	per unit
Equipment Total	35%			\$1,291.20	
Materials					
Geo textile -	50.00	\$3.21	M2	\$160.50	
Staples for Geo Text used @ .09 cents eac	100.00	\$0.09	each	\$9.00	
3- inch rip rap	1.00	\$260.00	load	\$260.00	
3/4- crush	1.00	\$260.00	load	\$260.00	
Water Use	1.00	\$150.00	each	\$150.00	
Materials Total	23%			\$839.50	
Sub-Total				\$3,341.83	
Contingency 10%				\$334.18	
MINUS GST - 50% rebate					MINUS GST - 50% rebate
Project Total				\$3,676.02	
metres budget cost/metre					
Overall Average cost/meter	50			\$73.52	

Shuswap Hut and Trail Alliance Society

PROJECT LIST as of Oct 17, 2023

FILTERS USED :

Client In : The City of Salmon Arm

Pending City of Salmon Arm Greenway Projects: 2023

PROJECT	CLIENT - COMPANY\NAME	PARTNER FUNDING	STA FUNDED	In-KIND	STATUS
2308 - Salmon Arm Spring Maintenance 2022	The City of Salmon Arm - Darin Gerow	\$15,308.61			In Progress
2325 - Salmon Arm Global Signage	The City of Salmon Arm - Darin Gerow	\$1,550.70			In Progress
2331 - Salmon Arm Grayway Uptown Loop	The City of Salmon Arm - Darin Gerow				Pending
TBD - Bike Wash Station	The City of Salmon Arm - Darin Gerow	TBD			In Progress
2341 - Trail Inventory Development	The City of Salmon Arm - Darin Gerow	\$3,018.68			In Progress

2023 Project Total

\$19,877.99	\$ -	\$ -
Combined Value		
<u>\$19,877.99</u>		

Additional Pending Projects of Note for Salmon Arm: 2023

PROJECT	CLIENT - COMPANY\NAME	PARTNER FUNDING	STA FUNDED	IN-KIND	STATUS
1846 Secwepemc Landmarks	BCRDP				
2377 - Rob Nash Memorial Shelter	STA - The Shuswap Trail Alliance	\$11,078.46	\$113.22	\$3,580.00	In Progress
2148 - Secwepemc Landmarks Concept-Phase 2-CERIP	CSRD - The Columbia Shuswap Regional District	\$22,642.61			In Progress
2152 - Secwepemc Landmarks Concept - Phase 2 - TOTA	CSRD - The Columbia Shuswap Regional District	\$13,596.58			In Progress
2158 - Secwepemc Landmarks Trailhead Posts Install	SASCU	\$752.96		\$116.04	In Progress
2306 - Larch Hill Non-winter Advisory & Planning	STA - The Shuswap Trail Alliance		\$754.23	\$403.95	In Progress
2307 - Salmon Arm Planning (General) 2022	STA - The Shuswap Trail Alliance		\$3,302.82	\$1,673.02	In Progress

GROUPED BY

Shuswap Hut and Trail Alliance Society

PROJECT LIST as of Oct 17, 2023

2316 - South Canoe Upgrades, Planning, Voly-General 2022	STA - The Shuswap Trail Alliance	\$8,505.41	\$17,890.64	In Progress	
2316a - South Canoe Winter Grooming	STA - The Shuswap Trail Alliance	\$419.14	\$326.56	In Progress	
2320 - Shuswap Trails Roundtable	STA - The Shuswap Trail Alliance	\$3,579.19	\$1,628.28	\$534.47	In Progress
2321 - Rubberhead - General 2022	STA - The Shuswap Trail Alliance		\$1,122.54	\$2,341.28	In Progress
2338 - Salmon Arm - West Bay Connector Plan	STA - The Shuswap Trail Alliance	\$305,660.00	\$843.74	\$168.56	In Progress
2352 - Secwepemc Landmarks PEF	BC Parks	\$10,000.00			In Progress
2364 - Kela7scen (Mt. Ida) Planning	STA - The Shuswap Trail Alliance		\$992.70	\$376.08	In Progress
2366 - Salmon Arm - Active Transportation Task Force	STA - The Shuswap Trail Alliance		\$457.23	\$153.89	Pending
MRDT - Online App & Website Update 2023	MRDT - Lana Fitt	\$5,500.00		\$46.61	In Progress
MRDT - South Canoe Bike Washing Station	MRDT - Lana Fitt	\$2,500.00			In Progress
MRDT - South Canoe Mater Plan Update	MRDT - Lana Fitt	\$5,000.00		\$707.08	In Progress
MRDT - South Canoe/LHT/Rubberhead Trail System readiness 2023	MRDT - Lana Fitt	\$15,000.00		\$2,915.58	In Progress
MRDT - MRDT - Larch Hills Traverse/Rail Trail Plan	MRDT - Lana Fitt	\$8,200.00			In Progress
SCF South Canoe Bike Washing Station	SCF - Shuswap Community Foundation	\$4,000.00	\$1,000.00		In Progress
2023 Additonal Projects of Note Total		\$407,509.80	\$18,139.31	\$31,233.76	
Combined Value		\$456,882.87			

Completed City of Salmon Arm Greenway and Projects of Note: 2023

PROJECT	CLIENT - COMPANY\NAME	PARTNER FUNDING	STA FUNDED	In-KIND	STATUS
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GROUPED BY

Shuswap Hut and Trail Alliance Society

PROJECT LIST as of Oct 17, 2023

2270 - Trail Guide Reprint	MRDT/Shuswap Tourism	\$23,945.00	\$204.44	\$1,510.25	Complete
2337 - Foreshore (Raven) Trail Dog Monitoring	The City of Salmon Arm - Darin Gerow	\$2,316.70			Completed

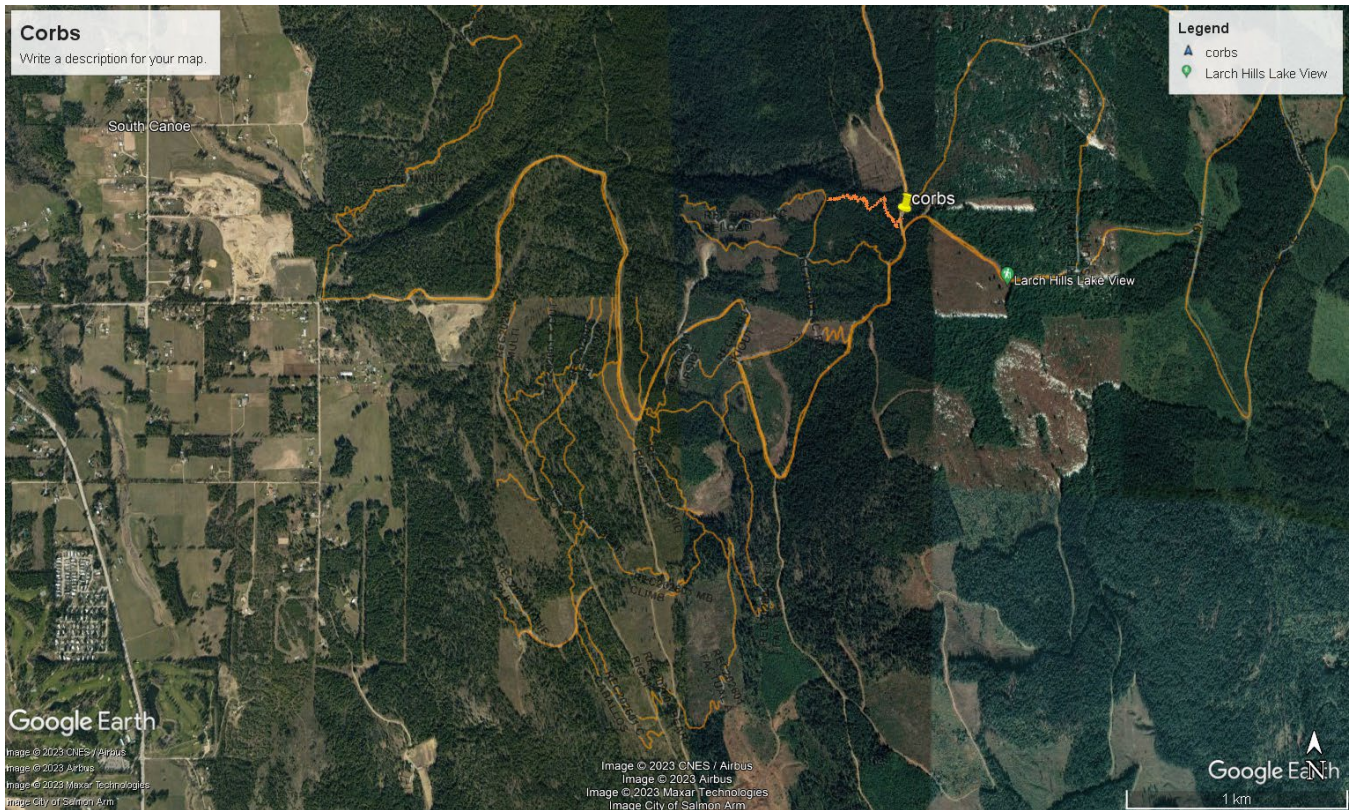
2023 Completed Projects Total	\$26,261.70	\$204.44	\$1,510.25
Combined Value	\$27,976.39		

Total Combined Value 2023	\$504,737.25
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GROUPED BY

Proposed Future Trails, Mountain Bike Trails

Corbs



Trail Name	Use	Trail length (m)	Trail Type	Trail Rating	elevation gain / loss	Grade	Trail PoC Coordinates		Trail PoT Coordinates	
							Lat	Long	Lat	Long
Corbs	MTB	631	3	more difficulty	70	0.11	50° 41.748'N	119° 10.108'W	50° 41.787'N	119° 10.374'W

South Canoe Master Plan Update Costing Estimates

Area	Metres	User	Planning / Layout	First Nations Review	construction	Equipment	Materials	Contingency (10%)	Total	Cost/metre
Corbs	631	MTB	\$1,728.94	\$5,000.00	\$9,465.00	\$346.00	\$222.52	\$1,676.25	\$18,438.71	\$29.22

Purpose: The Upper KC (Corbs) trail aims to have an overall grade of 8%, This gradient ensures a smooth flow as riders navigate through the trail, maintaining a good pace while still allowing them to handle the twists, turns, and features of the trail with confidence by creating a balance between speed and control.

Upper KC flow trail is designed to offer a dynamic and varied riding experience. It features a combination of banked turns, jumps, berms, and rollers strategically placed along the route to enhance the flow and excitement.

Background: It is proposed that this trail is constructed by the Wildfire Rap Attack based out of Salmon Arm BC, as a memorial for Mark Corbett. Mark Corbett was a long-time member of the Rap Attack team as well as an avid mountain biker and Ski Guide.

Proposed scope of work:

A flow trail is a type of mountain biking trail crafted to optimize the flow and rhythm of the ride, allowing riders to maintain momentum and enjoy a smooth and fluid descent, designed to accommodate a wide range of riders, from beginners to experienced riders. Flow trails features well-shaped berms (banked turns), rollers, jumps, which are strategically placed to maintain a continuous flow and momentum throughout the trail.

The surface of a flow trail is typically smooth and packed, minimizing bumps and obstacles that could disrupt the flow of the ride. The trail may incorporate natural elements like rocks and roots to add some technical challenge and maintain a connection with the surrounding environment.

Timeline: 2024

Sweet Tears Lower



Trail Name	Use	Trail length (m)	Trail Type	Trail Rating	elevation gain / loss	Grade	Trail PoC Coordinates		Trail PoT Coordinates	
							Lat	Long	Lat	Long
Sweet Tears (lower)	MTB	450	2	more	44	0.10	50° 41' 53"N	110° 10' 42"W	50° 41' 26"N	110° 10' 54"W
South Canoe Master Plan Update Costing Estimates										
Area	Metres	User	Planning / Layout	First Nations Review	construction	Equipment	Materials	Contingency (10%)	Total	Cost/metre
Sweet Tears (lower)	450	MTB	\$1,233.00	\$5,000.00	\$6,750.00	\$252.00	\$222.00	\$1,345.70	\$14,802.70	\$32.89

Proposed scope of work:

Construct a blue rated dual direction trail to link Upper Schizo / Flipside to Lumpys / Coffee Time / Sweetteards and eliminate the road access used Currently

Blue Rated Jump Line linking the Mo Buddah DH with lower Rd 3

Timeline: 2025

Mo Buddah Lower



Trail Name	Use	Trail length (m)	Trail Type	Trail Rating	elevation gain / loss	Grade	Trail PoC Coordinates		Trail PoT Coordinates	
							Lat	Long	Lat	Long
Mo Buddah (lower)	MTB	750	3	more	60	0.08	50° 40' 22.7"N	110° 40' 00.0"W	50° 40' 22.4"N	110° 41' 20.0"W
South Canoe Master Plan Update Costing Estimates										
Area	Metres	User	Planning / Layout	First Nations Review	construction	Equipment	Materials	Contingency (10%)	Total	Cost/metre
Lower mobuddah	750	MTB	\$2,055.00	\$5,000.00	\$11,250.00	\$420.00	\$222.00	\$1,894.70	\$20,841.70	\$27.79

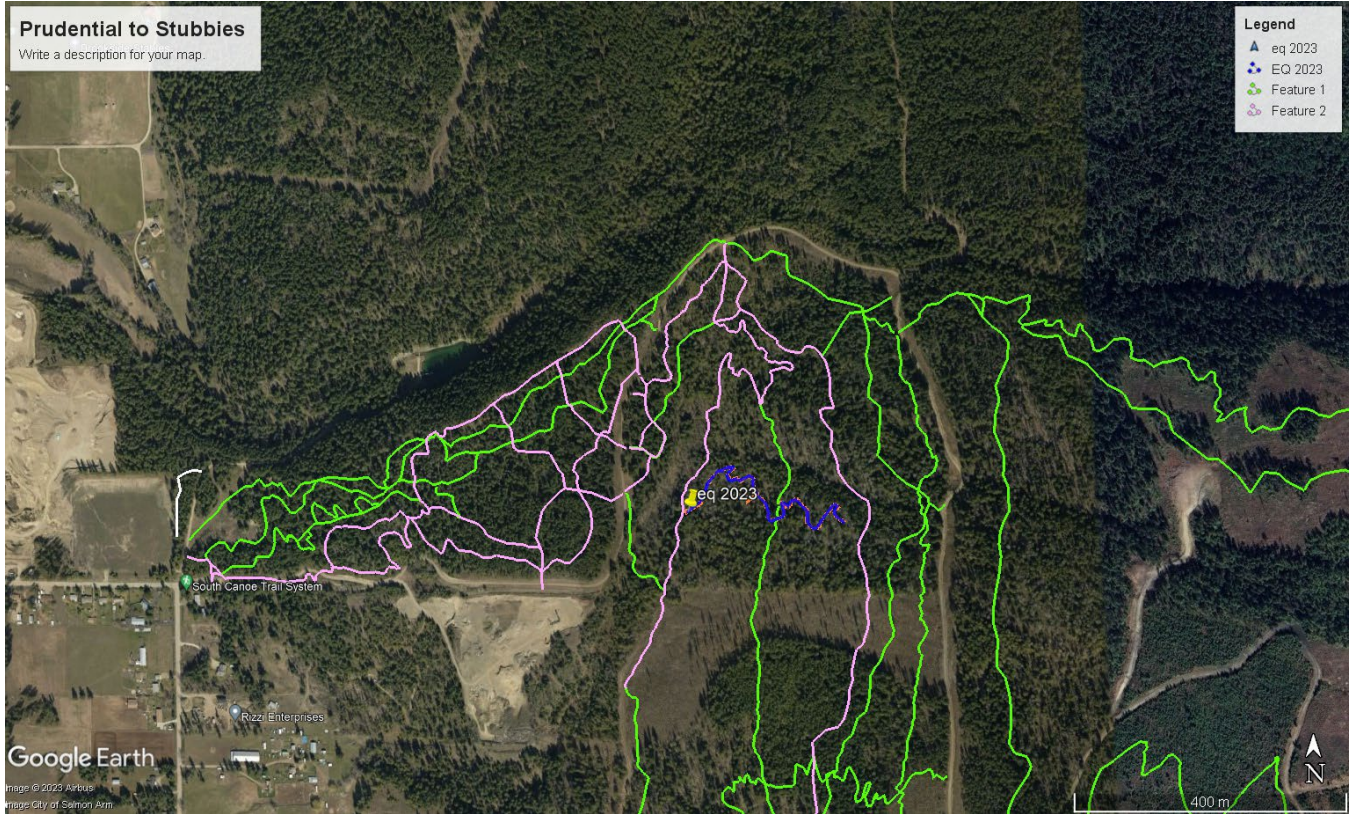
Proposed scope of work: Blue Rated Jump Line lining Mo Buddah to Rd 3. The Blue Rated Jump Line Project encompasses the design, construction, catering to intermediate to advanced riders. Features will include tabletops, berms.

Timeline: TBD

DRAFT

Proposed Future Trails, EQ and Multi Use Trails

Prudential to Stubbies



Trail Name	Use	Trail length (m)	Trail Type	Trail Rating	elevation gain / loss	Grade	Trail PoC Coordinates		Trail PoT Coordinates	
							Lat	Long	Lat	Long
Prudential to Stubbies	EQ	660	3	more difficult	62	0.09	50° 41.625'N	119° 11.248'W	50° 41.630'N	119° 11.481'W

South Canoe Master Plan Update Costing Estimates

Area	Metres	User	Planning / Layout	First Nations Review	constuction	Equipment	Materials	Contingency (10%)	Total	Cost/metre
Prudential to Stubbies	660	EQ	\$1,808.40	City	\$6,600.00	\$369.60	\$444.00	\$922.20	\$10,144.20	\$15.37

Proposed Scope of Work:

1. **Project Overview:** The project aims to create an equestrian trail linking Prudential and Stubbies, establishing a mid-length loop entirely within the City of Salmon Arm's property. The primary objective is to provide a safe and enjoyable trail experience for horseback riders. Several key considerations and concerns have been identified for this project.

2. Trail Design and Construction:

- Survey and Mapping: Conduct a survey of the proposed trail route and create detailed maps, including topography, existing infrastructure, and potential obstacles.
- Trail Alignment: Design an appropriate trail alignment that ensures the safety and comfort of equestrian users.
- Surface Preparation: Clear and brush out the trail to accommodate horse traffic. Ensure the trail is walkable and safe for equestrians.

3. Trail Safety and Crossings:

- Prudential Dual-Direction Multi-Use Trail: Address concerns related to increased equestrian traffic on Prudential, which is a dual-direction multi-use trail. Implement measures to ensure safe interactions between equestrians and other users.
- Trail Crossing (X-Cut): Design and implement a safe trail crossing where necessary, considering both equestrian and Mountain Bike safety.

4. Signage and Wayfinding:

- Install clear and informative signage along the trail to guide equestrian riders and other trail users.
- Ensure that trail markers are visible and informative.

Timeline: 2024.

CITY OF SALMON ARM

Minutes of the **Environmental Advisory Committee** Meeting held in person in Council Chambers at City Hall and by virtual means on Tuesday, **November 7, 2023** at 2:30 p.m.

PRESENT:

Councillor Sylvia Lindgren	City of Salmon Arm, Chair
Julia Beatty	Shuswap Climate Action
Janet Pattinson	Shuswap Naturalist Club
Pauline Waelti	Shuswap Environment Action Society (SEAS)
Sarah Johnson	Citizen at Large
Ceran Caner	Citizen at Large (alternate)
Luke Gubbels	Canoe Forest Products
Jennifer Wilson	City of Salmon Arm, Service Delivery Coordinator
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Christina Thomas	Adams Lake Indian Band
Travis Elwood	Neskonlith Indian Band
Hermann Bruns	School District No. 83
Carmen Fennell	Agricultural Industry
Sharon Bennett	Citizen at Large
Janet Aitken	Citizen at Large
	Salmon Arm Bay Nature Enhancement Society (SABNES)

GUESTS:

Chelie Elsom
Gavin King

The meeting was called to order at 2:35 p.m.

1. **Introductions and Welcome**

2. **Acknowledgement of Traditional Territory**

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

3. **Jeff Lipsett and John McLeod – tribute**

The Committee members spoke regarding the valuable contributions of Jeff Lipsett as the Committee representative of the Forest Industry from the mid 1990's to 2017 and John McLeod as the Committee representative of the Agricultural Industry from 2010 to 2021.

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

Addition of Item 8 a. – Draft Tree Protection Bylaw review

Moved: Luke Gubbels

Seconded: Janet Pattinson

THAT: the Environmental Advisory Committee Meeting Agenda of November 7, 2023 be approved with addition.

CARRIED UNANIMOUSLY

5. Approval of Minutes from October 3, 2023

Moved: Luke Gubbels

Seconded: Janet Pattinson

THAT: the Minutes of the Environmental Advisory Committee Meeting of October 3, 2023 be approved.

CARRIED UNANIMOUSLY

6. Presentations

Gavin King, Air Quality Meteorologist, Ministry of Environment and Climate Change Strategy, outlined sources of pollution, variations in air quality based on environment, receptors and time, site location for a proposed Mobile Air Monitoring Laboratory and means of identifying main pollutants.

7. Old Business/Arising from Minutes

a) Climate Action Plan RFP Development

Jennifer Wilson requested that the Committee review RFPs and provide input on items for potential identification in a City of Salmon Arm RFP for a Low Carbon Resiliency Plan.

Sarah Johnson left the meeting at 3:22 p.m. and the meeting was adjourned due to lack of quorum.

Councillor Sylvia Lindgren, Chair

Received for information by Council the day of , 2023.



October 2023

The Columbia Shuswap Regional District's E-newsletter is integrated directly with our website's [sign-up function](#). We hope you find the information useful. Please email communications@csrdb.ca with any comments or suggestions.

Committee Reports

Shuswap Emergency Program Executive



The Board approved three motions as referred by the committee.

- The Board directed staff to create a report on the Lower East Adams Lake and Bush Creek East Wildfire Response and prepare recommendations.
- The Board authorized a pre-Christmas honorarium for Emergency Support Services (ESS) volunteers.
- The Board will write a letter to Provincial ministries recommending a review of ESS remuneration.

Business General

Greenhouse Gas Reduction Strategy

The [CSRDB's plan](#) is for a 40% reduction target by 2030.

This is to be achieved through the electrification of the CSRD's vehicle fleet, and equipment replacement for CSRD firehalls and recreational facilities. Provincial grant funding can be available for the conversion to electric vehicles.



Sicamous Recycling Depot

The Sicamous Return-It Depot will be remaining at its current location at 322 Finlayson Street thanks to a cooperative agreement with the District of Sicamous for the zoning of the site. The Board approved a three-year contract term with the option for a two-year extension for [operation of CSRD recycling services](#) at that location.

Business by Area

North Shuswap Parallel Trail Grant Application

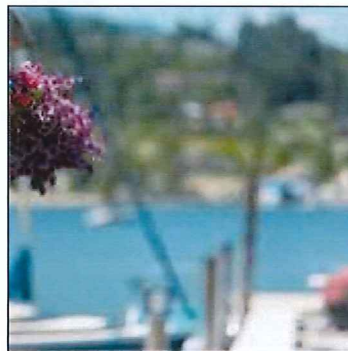
The Board approved a [\\$500,000 Active Transportation Grant Application](#) for the development of Phase 1 of the North Shuswap Parallel Pathway - Ross Creek Park to Lakeview Park. Also approved was the use of up to \$125,000 from the Electoral Area F Community Works Fund as a CSRD contribution to the project. Electoral Area F Director Jay Simpson provided support for the project.

Kicking Horse Mountain Resort Fire Services Establishment

After more than 20 years, plans for the creation of a fire department at Kicking Horse Mountain Resort moved forward with Board approval of [four recommendations](#) involving the construction of a fire hall and the establishment of fire services. The partnership would see the CSRD establish a fire suppression service area in 2025. Until then, the Town of Golden would provide an interim fire suppression service to the resort on behalf of the CSRD. During this interim period, the CSRD would conduct some pre-taxation for capital equipment, while resort owner, Resorts of the Canadian Rockies, would build a suitable firehall building. All motions passed unanimously. The establishment of fire services will require eligible voters to participate in an assent process in 2024 to authorize taxation for the service.



Land Use Matters



Electoral Area E: OCP Amendment Number 840-03, Zoning Amendment Number 841-07

The applicant is proposing to [redesignate the property](#), located at 3410 Oxbow Frontage Road, from Industrial (ID) to Resort (RT) and rezone the property from Industrial 2 (ID2) to CDE8 – Comprehensive Development E8 to create a mixed-use resort near Yard Creek in Electoral Area E.

While there was significant community support at a public hearing, CSRD staff were recommending denial of the proposal at third reading because the amending bylaws are inconsistent with the Resort, Residential, and Industrial policies in Electoral Area E Official Community Plan. The subject property is located in an established industrial area and, as such, the staff do not believe it is suitable for resort or residential use.

The CSRD Board, however, voted to deny the staff recommendation and approve third reading. The application will now be forwarded to the Ministry of Transportation and Infrastructure for approval before returning to the Board for final adoption.

For information and background reports for the other Development Services items

discussed at this meeting, please see the October 19, 2023 [Board Meeting Agenda](#). If you have questions about a specific application, contact the planning department at plan@csr.bc.ca


Next Board Meeting Thursday, November 16, 2023


The Regular CSRD Board Meeting will be held in the CSRD Boardroom, at 555 Harbourfront Drive NE, Salmon Arm. The Regular Board meeting public session generally starts 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 also 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

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CITY OF
SALMON ARM

TO: Mayor Harrison & Members of Council
DATE: November 6, 2023
FROM: Erin Jackson, Chief Administrative Officer
PREPARED BY: Barb Puddifant, Executive Assistant
SUBJECT: Active Transportation Advisory Committee (the "ATAC") - Citizen at Large membership appointment

Background:

At the October 10, 2023 Regular Council Meeting, Council approved the amended Terms of Reference for the ATAC with respect to the Citizen at Large membership. Staff was directed to re-advertise for a Citizen at Large for 1 member who uses mobility devices, or has experience with those who use a mobility device.

This Citizen at Large position was advertised in the newspaper, on the City website, social media and in the lobby of City Hall. One (1) application was received by the November 3, 2023 closing date, from the following individual:

Tim Kubash

This applicant has identified himself as a person who uses a mobility device.

It is recommended that Council appoint this applicant as a Citizen at Large for a two year term.

Respectfully submitted,



Erin Jackson
Chief Administrative Officer

To: His Worship Mayor Harrison and Members of Council
 Date: October 27, 2023
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Council Benefits

Background

At the Regular Council Meeting of March 13, 2023, the following motion was carried:

That Council direct staff to review the current benefit package and report back with options and cost implications for Council’s consideration, with a focus on comparing Elected Officials benefits against those of Exempt City Staff, specifically in the areas of out of country coverage, dental and extended health benefits.

Council’s current group benefit package is provided through UBCM’s Benefit Plan with Pacific Blue Cross (PBC). The Exempt City Staff benefit package is provided through GroupHealth.

Benefit Comparison

Provided below is a brief comparison of some of the benefits between the two plans. The GroupHEALTH quotes were based on matching the Exempt City Staff plan, except for the following deviations:

- As elected officials normally do not receive a salary, the life insurance is a flat benefit of \$50,000 rather than a multiple of salary; and
- The long-term disability coverage is not included.

Further plan details have been provided under separate cover.

Benefit	Pacific Blue Cross (UBCM) (2023)	GroupHEALTH (2023)	Comments
Life Insurance	\$25,000	\$50,000	Note: Maximum is established by Council Remuneration & Expense Bylaw. GroupHEALTH is a flat benefit amount.
Premium per \$1,000	\$0.045 - \$2.18 Varies based on age, gender and smoker status	\$0.298	
Termination Age	65 or when term of office expires	70 or earlier retirement	
Extended Health	\$50,000	No Lifetime Maximum	Lifetime Maximum
Deductible	\$25 Single/\$25 Family	\$25 Single/\$25 Family	
Premium	\$49.38 Single/ \$111.09 Family	\$285.00 Single/ \$296.33 Family	

Benefit	Pacific Blue Cross (UBCM) (2023)	GroupHEALTH (2023)	Comments
Eligible Reimbursement	80%	80%	In Province/Country
Professional Fees	\$300	\$500 except: \$400 for massage therapist/orthotherapist, physio/PRT, \$300 for chiro/naturopath	Per practitioner per year
Vision Care - Eye Exams	\$100/24 months	\$75/24 months	
Vision Care - Supplies	\$300/24 months	\$500/24 months - adults \$500/12 months - <19yr	
Travel Coverage	60 Day Duration	180 Day Duration/60 Day Duration (retirees)	
- Emergency Expenses	100% (up to extended health lifetime maximum - \$50,000)	100% (up to \$5M per trip)	
Travel Coverage Cont.	Out of province claims must be claimed first through MSP.	Out of province claims must be claimed first through MSP. Includes Travel Insurance and Out of Province Emergency Assistance, Travel Cancellation Insurance and WorldCare Medical Second Opinion.	
- Eligible Expenses	Local emergency ambulance service to hospital, emergency hospital stay, physician charges, prescription drugs, nursing services, air ambulance (if pre-approved by PBC)	Hospitalization, physician fees, nursing fees, chiropractor, podiatrist or physiotherapist fees, dentist fees (max \$1,000/trip), prescription drugs, local emergency ambulance service to hospital, repatriation of deceased individual, transportation by plane of medical escort, living expenses and transportation of a close relative and various others.	
- In-Eligible Expenses	Continuous/routine medical care, non-emergent doctor's charges/diagnostic procedures, follow-up visits, repatriation of deceased individual, baggage loss, trip cancellation, elective or pre-arranged and various others.	Continuous/routine/chronic medical care, non-emergent doctor's charges/diagnostic procedures, follow-up visits, elective or pre-arranged and various others.	
Termination Age	When term of office expires	85 or earlier retirement	
Dental	No Annual Maximum	No Annual Maximum	
Deductible	N/A	N/A	
Premium	\$47.54 Single/ \$123.31 Family	\$231.51 Single/ \$231.51 Family	
Basic & Routine	80%	100%	

Major Restorative	50%	60%	
Orthodontics	None	50%	
Recall Exams	Twice per year	Twice per year	
Termination Age	When term of office expires	85 or earlier retirement	

Financial Comparison

The current cost of the benefits package with PBC is \$19,690 per year. This does not include costs associated with Life Insurance, as the amounts vary depending on a number of factors. Should Council proceed with a policy with GroupHEALTH comparative to the Exempt City Staff policy, the annual cost of benefits would increase to \$44,339, an increase of \$24,649 per year (Appendix A).

Other Considerations

The UBCM/PBC plan can be terminated at Councils discretion, without penalty. However should Council elect to join at a later time:

- there must be a minimum of 3 members;
- the current block rates would apply while new claims experience accrues. Presently the City’s premium rates are lower than the block rates for the elected official program due to lower costs over the last few years.

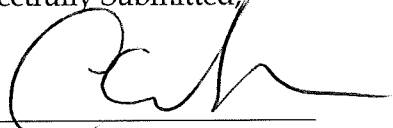
Oct 1 – Sept 30, 2024	2024 Rates	2024 Block Rates	Difference
Extended Health - Single	\$ 54.56	\$ 69.63	\$ 15.07
Extended Health - Family	122.75	156.94	34.19
Dental - Single	51.11	61.27	10.16
Dental - Family	132.56	160.40	27.84

In relation to Travel Coverage, UBCM recommends that members purchase additional travel coverage. However, there is no ability to purchase additional coverage (i.e. extended health, dental, etc.) under the UBCM group plan. Members would need to purchase private coverage.

Council would also have the ability to terminate the GroupHEALTH plan, without penalty, with 30 days’ notice to the insurer. This would not affect the Exempt Staff coverage. The insurer for GroupHEALTH also expects that all of Council will participate and the quote provided reflects this.

If Council would like to review any other items included in the Council Remuneration and Expense Bylaw, staff will require direction to do so.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA
 Chief Financial Officer

City of Salmon Arm
 Analysis of Elected Official Benefits
 Health & Dental

Appendix A

	Single		Family		
	Monthly	Annual	Monthly	Annual	
Current - PBC					
2023 Health	\$ 49.38	\$ 592.56	\$ 111.09	\$ 1,333.08	\$ 9,331.56
Dental	\$ 47.54	\$ 570.48	\$ 123.31	\$ 1,479.72	\$ 10,358.04
	\$ 96.92	\$ 1,163.04	\$ 234.40	\$ 2,812.80	

7 Elected Officials with Couple or Family Coverage	\$ 19,689.60
0 Elected Official with Single Coverage	-
Total Current Annual Cost	<u><u>\$ 19,689.60</u></u>

	Single		Family		
	Monthly	Annual	Monthly	Annual	
Proposed - GroupHEALTH					
2023 Health	\$ 285.00	\$ 3,420.00	\$ 296.33	\$ 3,555.96	\$ 24,891.72
Dental	\$ 231.51	\$ 2,778.12	\$ 231.51	\$ 2,778.12	\$ 19,446.84
	\$ 516.51	\$ 6,198.12	\$ 527.84	\$ 6,334.08	

7 Elected Officials with Couple or Family Coverage	\$ 44,338.56
0 Elected Official with Single Coverage	-
Total Annual Cost	<u><u>\$ 44,338.56</u></u>

Additional Cost \$ 24,648.96

CITY OF SALMON ARM

BYLAW NO. 4578

A bylaw to provide for the remuneration and expenses for members of Council

WHEREAS Council may, by bylaw, provide for remuneration to Council members for discharge of duties of office and for payment of expenses incurred when Council members represent the municipality, engage in municipal business, or attend a meeting, course or convention.

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

1. DEFINITIONS

1. "Council" means the Mayor and Councillors.
2. "Annual" means the 12 month period, January - December.
3. "Consumer Price Index" means the British Columbia, All-Items Consumer Price Index, as reported by Statistics Canada.
4. "Incidental Expenses", except as provided for within this bylaw, shall include but is not limited to:
 - a) Business use of personal vehicle or other transportation costs within City of Salmon Arm boundaries;
 - b) Meals within City of Salmon Arm boundaries;
 - c) Home office materials and supplies such as stationary, printer paper, toner, etc.; except City of Salmon Arm Business Cards; and
 - d) Home office internet access connections and phone costs.
5. "Per Diem" means an allowance paid to cover all daily expenses including but not limited to: meals, gratuities, dry cleaning and phone/internet costs.
6. "Technology Allowance" means an allowance provided to mitigate the cost of technology (hardware, software and service provision) incurred by Council when conducting City business.

2. REMUNERATION

1. Annual remuneration for the Mayor for the discharge of duties of office, inclusive of incidental expenses, shall be \$72,276.00, paid on a monthly basis.

2. Annual remuneration for the Deputy Mayor for the discharge of duties of office, inclusive of incidental expenses, shall be \$29,419.00, paid on a monthly basis.
3. Annual remuneration for each Councillor for the discharge of duties of office, inclusive of incidental expenses, shall be \$28,626.00, paid on a monthly basis.
4. Effective January 1, 2024, the annual remuneration paid to the Mayor, Deputy Mayor and each Councillor shall be adjusted by the previous year's change in the Consumer Price Index for the 12 month period, January - December. If the application of the Consumer Price Index results in a decrease, there will be no change in remuneration.
5. The calculation of remuneration in subsections 2.1 to 2.4 shall be rounded up or down to the nearest one (1) dollar.
6. Any member of Council eligible for retroactive or prorated compensation shall be adjusted accordingly.

3. BENEFITS

1. Accident Insurance Coverage shall be provided for all Council members, and all premiums associated with coverage shall be paid for by the City.
2. Council members are eligible, at their option, to participate in the following benefits, all premiums associated with coverage shall be paid for by the City:
 - a) Group Life Insurance coverage up to a maximum of \$25,000.00;
 - b) Dental Benefit coverage will be provided, if the majority of eligible Council members participate; and
 - c) Extended Health Benefit coverage will be provided, if the majority of eligible Council members participate.

4. REIMBURSEMENT OF EXPENSES

To ensure fiscal responsibility and optimization of taxpayer dollars, Council will utilize the most cost effective mode of travel and accommodation alternative.

Council members will be reimbursed for expenses when representing the City, engaging in City business or attending meetings, courses or conventions when:

- a) Outside City of Salmon Arm boundaries;
- b) Attendance is authorized by Council, given by resolution where required; and
- c) As provided for within the annual budget.

Alcoholic beverages are not eligible for reimbursement.

1. Transportation

- a) Council members will be reimbursed based on the actual method of travel chosen (personal vehicle, plane, train and ferry).
- b) Council members will be reimbursed for the use of a personal vehicle. The rate per-kilometre will be the same rate as that paid by the Province of British Columbia per kilometre.
- c) Council members will be reimbursed for air travel based on actual economy airfare rates.
- d) All other transportation expenses such as taxi/bus fares, train, ferry, parking fees (except for valet) and related charges will be reimbursed as necessarily incurred and supported by receipt.

2. Accommodation

- a) Accommodation costs may be claimed on the basis of actual costs, including associated parking levies and phone/internet charges relative to municipal business, including applicable taxes and supported by receipts.

3. Daily Expenses / Per Diem

- a) A per diem allowance shall be paid for approved activity day(s) as follows:

\$ 150.00 per day

Four (4) continuous hours or more in duration

- b) When travel occurs the day before or after a SILGA, FCM or UBCM conference or other approved activity day(s), the per diem allowance for these travel days shall be:

\$ 75.00 per day	For departure after 12 noon
\$ 150.00 per day	For departure before 12 noon

- c) For trips of less than four continuous hours, Council members will be reimbursed based on actual expenses, including meals, supported by receipt.
- d) Time calculated for the per diem shall include travel time to and from the activity with the starting point being the City of Salmon Arm.
- e) For travel expenses incurred in the United States (U.S.), the per diem will be paid in the equivalent U.S funds.

4. Registrations

- a) Registration fees for seminars, meetings, courses, conventions etc. will be paid in full for each authorized and approved member of Council, in advance and directly to the sponsoring organization where time permits.
- b) Registration fees for recreational, social or other personal activities held during approved events are not eligible for reimbursement.
- c) Partner Registration Fees:
- i. Only partner conference registration fees are eligible for reimbursement.
 - ii. Partner registration fees for attendance at functions hosted within the City of Salmon Arm boundaries are eligible for reimbursement.
 - iii. Partner registration fees for recreational or social activities or meals are not eligible for reimbursement.

5. Technology

- a) Each member of Council, when requested, shall be provided with a Technology Allowance in the amount of \$2,500.00 during each term of office.

6. Other Expenses

As provided within the annual budget:

- a) The Mayor and Deputy Mayor, when attending on behalf of the Mayor, will be reimbursed for expenses incurred for the hosting of guests of the City, or to promote the interests of the City.
- b) Prior Council approval is not required for the Mayor to attend day sessions (meetings, seminars, luncheons, ceremonial events, etc.) where no overnight provision is required. Eligible expenses include:
 - i. Mileage, in accordance with Section 4.1
 - ii. Per Diem, in accordance with Section 4.3; and
 - iii. Registration Fees, in accordance with Section 4.4.

7. Combining Business Travel with Personal Travel

- a) A Council member wishing to combine business travel with personal travel may do so at their own expense. The Council member will be required to pay any additional expenses that are not associated with the business travel.

8. Travel Advance

- a) A Travel Advance may be provided, up to a maximum of 80% of the estimated travel costs, as approved by the Chief Administrative Officer (CAO) or Chief Financial Officer (CFO), or designate.
- b) A Travel Advance request must be submitted via a Travel Expense Voucher.
- c) Travel expense claims must be submitted with seven (7) days of return and advances must be offset. Unaccounted for advance funds must be returned to the City within seven (7) days.

9. Expense Claims

- a) Travel expense claims must be approved by CAO or CFO, or designate;
- b) All travel expense claims must be submitted via a Travel Expense Voucher within seven (7) days of return;
- c) All applicable receipts must be attached to the Travel Expense Voucher.

5. SEVERABILITY

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

6. ENACTMENT

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

7. REPEALS BYLAWS

Upon adoption of this bylaw, Bylaw No. 3834, cited as "City of Salmon Arm Council Members Remuneration and Expense Bylaw No. 3834", and all amendments thereto, are hereby repealed.

8. EFFECTIVE DATE

This bylaw shall come into full force and effect on adoption thereof.

9. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm Council Members Remuneration and Expense Bylaw No. 4578".

READ A FIRST TIME THIS	11 th	DAY OF	APRIL	2023
READ A SECOND TIME THIS	11 th	DAY OF	APRIL	2023
READ A THIRD TIME THIS	24 th	DAY OF	APRIL	2023
ADOPTED BY COUNCIL THIS	24 th	DAY OF	APRIL	2023

"A. HARRISON"

MAYOR

"S. WOOD"

CORPORATE OFFICER

To: His Worship Mayor Harrison and Members of Council
Date: November 14, 2023
Subject: Occupancy Agreement - RCMP Detachment – 1980 11 Avenue NE

MOTION FOR CONSIDERATION:

THAT: Council authorize the Mayor and Corporate Officer to execute an Occupancy Agreement with His Majesty the King in Right of Canada as represented by the Minister Responsible for the Royal Canadian Mounted Police (RCMP) for their use of the building and land located at Lot 1, Plan KAP60780 Section NE 24-20-10-W (1980 11 Avenue NE) for a ten (10) year term of December 10, 2023 to December 9, 2033;

AND THAT: the RCMP may renew the Occupancy Period for Three (3) additional renewal periods of Five (5) years.

Background:

The City is responsible for 'Accommodations' for the Municipal Police Unit (RCMP) and that obligation is included in the current Municipal Police Unit Agreement dated April 1, 2012 through to March 31, 2032.

The City entered into an Occupancy Agreement with the Royal Canadian Mounted Police (RCMP) on December 10, 1998 for a ten year term followed by three additional five year renewals. This agreement included Capital Cost Lease Rates in relation to the new building construction. These obligations have been fulfilled and are not included in the proposed current agreement.

The proposed agreement includes minimal changes reflecting the current process for capital and operating budgets, major expense requests, cost sharing and operating expectations.

Financial Implications:

The proposed occupancy agreement articulates the cost sharing responsibilities between the RCMP and Municipality as it relates to municipal and non-municipal RCMP use within the detachment building. The calculation of shared expenses associated with the use of the detachment building is defined by the following:

Annual Operating Expenses x (Non-Municipal RCMP Establishment / (Non-Municipal + Municipal Establishment)) = Occupancy Costs

The annual operating expenses are defined more specifically within the agreement and are the same as the previous agreement except for the addition of common area furnishings. The current ratio of Non-Municipal Staff to Total Staff for 2023 was as follows:

	No. of Employees	Fulltime Equivalent	Total
<u>Municipal</u>			
Municipal Members	20	100%	20.000
Court Liason	2	100%	2.000
Office Staff - Fulltime	4	100%	4.000
			26.0000
<u>Federal and Provincial</u>			
Provincial Members	5	100%	5.0000
Federal Support	2	100%	2.0000
			7.0000
			33.0000
Ratio of Federal and Provincial Staff to Total Staff Complement		(7/33)	21.2121 %

Going forward the addition of the 21st Municipal RCMP Member will change the calculation, reducing the staffing ratio to 20.5882% (7/34) and reducing the RCMP cost recovery.


Based on the above, there is not anticipated to be a significant change in the operating cost recovery from the RCMP. For reference, the estimated operating cost recovery from the RCMP for 2023 was \$26,759.82 (\$126,153.57 x 21.21%).


Major maintenance and capital costs incurred (i.e. roof replacement, building expansion) will continue to be cost shared, subject to mutual agreement with the RCMP.

The more significant change is that related to the recovery of the capital costs of construction of the RCMP detachment since 1998. With the expiry of the previous agreement, the capital costs have now been fully paid. As a result, going forward the City will see a reduction in revenues of \$35,838.72 (\$168,954.15 x 21.21%) per year.

Staff have reviewed the agreement and following some change requests that were agreed to by both parties, recommend executing the agreement. Should this agreement be approved by Council, staff will advertise in accordance with the *Community Charter*.

Respectfully Submitted,


 Chelsea Van de Cappelle
 Chief Financial Officer, CPA


 Sue Wood
 Director of Corporate Services

TO: His Worship Mayor Harrison and Members of Council

DATE: October 31, 2023

SUBJECT: FortisBC Energy Inc. Operating Agreement

MOTION FOR CONSIDERATION:

THAT Council approves the City entering into an Operating Agreement with FortisBC Energy Inc. as per the general terms and conditions of the agreement attached to the Report of the Chief Administrative Officer;

AND THAT the Mayor and Corporate Officer be authorized to execute all documents necessary to complete the transaction.

BACKGROUND:

FortisBC and the City of Salmon Arm are parties to an existing operating agreement that will expire on December 31, 2023. Under a certificate of public convenience and necessity (CPCN) issued by the BC Utilities Commission (BCUC), FortisBC was granted the right to construct and operate gas distribution facilities within the City of Salmon Arm. The attached operating agreement has been drafted in order to clarify and settle the terms and conditions under which FortisBC will exercise its rights to use public places in conducting the business of distributing gas within the municipality.

This Operating Agreement is based on a province-wide Operating Agreement template that received the approval of the BCUC on April 1, 2014. The intention of the template agreement is to ensure that all BC local government operating agreements expiring after April 2014 will be based on the pre-approved BCUC template agreement.

In addition to details regarding the terms and conditions under which FortisBC may use City of Salmon Arm public places in conducting the business of distributing gas within the municipality, the agreement also allows FortisBC to collect and distribute to the City a fee

amounting to three (3%) percent of its gross revenues for the provision and distribution of all gas consumed within the boundary of the municipality, excluding all compressed natural gas and liquefied natural gas, and all gas consumed by customers from whom the BCUC has not allowed FortisBC to collect the fee.

LEGISLATIVE AUTHORITY:

Under the authority granted by section Community Charter, S.B.C. 2003, a municipal council may, by resolution, adopt and enter into a licensing and operating agreement. The FortisBC Operating Agreement falls within the ambit of this provision.

FINANCIAL/BUGETARY CONSIDERATIONS:

The FortisBC Operating Agreement includes an operating fee whereby FortisBC agrees to pay the City 3% of the gross revenues received by FortisBC for the provision and distribution of all gas consumed within the boundary limits of the City of Salmon Arm during the prior calendar year, with some exclusions that were not specified in the expiring agreement. The addition of these exclusions is for clarity only, and does not represent a change to the fees the City will collect, as compressed natural gas, liquefied natural gas and gas consumed by customers from whom the BCUC has not allowed FortisBC to collect the fee have never been included.

Gas consumption has varied over the last ten years, resulting in annual operating fees ranging from \$179,259.75 to \$362,497.68. As all future operating fees are based on FortisBC's gross revenues for the provision and distribution of gas consumed within the City (with exclusions), it is impossible to estimate what the impact will be in 2024.

<i>History</i>			Increase from
			<u>Prev. Year</u>
2023	YTD	\$ 362,497.68	34.18%
2022	Actual	270,151.96	17.22%
2021	Actual	230,464.66	3.51%
2020	Actual	222,642.30	6.73%
2019	Actual	208,612.21	-3.96%
2018	Actual	217,210.14	21.17%
2017	Actual	179,259.75	-13.02%
2016	Actual	206,093.63	-16.41%
2015	Actual	246,558.69	14.24%
2014	Actual	215,827.58	-5.91%

Staff have had the agreement reviewed by legal counsel and recommend executing it.

Respectfully Submitted,



Erin Jackson
Chief Administrative Officer

Appendix A - FortisBC Operating Agreement

OPERATING AGREEMENT

THIS OPERATING AGREEMENT (the "Agreement") made this _____ day of _____, 2023.

BETWEEN:

THE CITY OF SALMON ARM, a municipal corporation incorporated under the laws of the Province of British Columbia

(hereinafter called the "**Municipality**")

OF THE FIRST PART

AND:

FORTISBC ENERGY INC., a body corporate duly incorporated under the laws of the Province of British Columbia, formerly known as Terasen Gas Inc., and having its registered office in the City of Vancouver, in the Province of British Columbia

(hereinafter called "**FortisBC**")

OF THE SECOND PART

RECITALS:

- A. Whereas by a certificate of public convenience and necessity (CPCN), FortisBC was granted the right to construct and operate gas distribution facilities within the Municipality;
- B. And whereas pursuant to the Community Charter, S.B.C. 2003, a Municipal council may, by resolution adopt and enter into a licensing and operating agreement;
- C. And whereas FortisBC and the Municipality are the parties to a Franchise or Operating Agreement dated the 1st day of January, 2003 which has or will expire on December 31, 2023;
- D. And whereas FortisBC and the Municipality wish to enter into this Agreement to clarify and settle the terms and conditions under which FortisBC shall exercise its rights to use Public Places in conducting its business of distributing Gas within the Municipality.

NOW THEREFORE THIS AGREEMENT WITNESSES that the parties covenant and agree as follows:

1. DEFINITIONS

For the purposes of this Agreement:

- (a) “Boundary Limits” means the boundary limits of the Municipality as they exist from time to time and that determine the area over which the Municipality has control and authority;
- (b) “BCUC” means the British Columbia Utilities Commission or successor having regulatory jurisdiction over natural gas distribution utilities in British Columbia;
- (c) “CPCN” means a Certificate of Public Convenience and Necessity granted by the BCUC which allows FortisBC to operate, maintain and install Company Facilities for the distribution of Gas within the Municipality;
- (d) “Company Facilities” means FortisBC’s facilities, including pipes, buildings, structures, valves, signage, storage facilities, machinery, vehicles and other equipment used to maintain, operate, renew, repair, construct and monitor a natural Gas Distribution and transmission system;
- (e) “Distribution Pipelines” means pipelines operating at a pressure less than 2071 kilopascals (300 psi);
- (f) “FortisBC Employees” means personnel employed by or engaged by FortisBC including officers, employees, directors, contractors, and agents;
- (g) “Gas” means natural gas, propane, methane, synthetic gas, liquefied petroleum in a gaseous form or any mixture thereof;
- (h) “Gas Distribution” means fixed equipment, structures, plastic and metal lines and pipe, valves, fittings, appliances and related facilities used or intended for the purpose of conveying, testing, monitoring, distributing, mixing, storing, measuring and delivering Gas and making it available for use within the Municipality;
- (i) “Highway” means street, road, lane, bridge or viaduct controlled by the Municipality or Provincial Government of British Columbia;
- (j) “Mains” means pipes used by FortisBC to carry gas for general or collective use for the purposes of Gas Distribution;

- (k) “Municipal Employees” means personnel employed by or engaged by the municipality, including officers, employees, directors, contractors and agents;
- (l) “Municipal Facilities” means any facilities, including highways, sidewalks, conduits, manholes, equipment, machinery, pipes, wires, valves, buildings, structures, signage, bridges, viaducts and other equipment within the Public Places used by the Municipality for the purposes of its public works or municipal operations;
- (m) “Municipal Supervisor” means the Municipal Engineer or other such person designated by the Municipality to receive notices and issue approval as set out in this Agreement;
- (n) “New Work” means any installation, construction, repair, maintenance, alteration, extension or removal work of the Company Facilities in Public Places except;
 - (i) routine maintenance and repair of the Company Facilities that does not involve any cutting of asphalted road surface;
 - (ii) installation or repair of Service Lines whether or not such installation or repair involves cutting of asphalted road surface; or
 - (iii) emergency work;but notwithstanding such exceptions, New Work shall include any installation, construction or removal of the Company Facilities in Public Places that are planned to disturb underground Municipal Facilities;
- (o) “Pipeline Markers” means post, signage or any similar means of identification used to show the general location of Transmission Pipelines and distribution pipelines or FortisBC Rights of Way;
- (p) “Planned Facilities” means those facilities not yet constructed but which have been identified by way of documented plans for the works of the Municipality, for works of third parties, where such works are identified by documented plans approved by the Municipality, or for works of FortisBC submitted to the Municipality subject to Municipal approval;
- (q) “Public Places” means any public thoroughfare, highway, road, street, lane, alley, trail, square, park, bridge, right of way, viaduct, subway, watercourse or other public place in the Municipality;

- (r) “Service Line” means that portion of FortisBC’s gas distribution system extending from a Main to the inlet of a meter set and, for the purposes of this Agreement, includes a service header and service stubs;
- (s) “Transmission Pipeline” means a pipeline of FortisBC having an operating pressure in excess of 2071 kilopascals (300 psi); and
- (t) “Utilities” means the facilities or operations of any water, waste water, sewer, telecommunications, energy, cable service or similar service provider located in Public Places within the Municipality.

2. INTERPRETATION

For the purposes of interpreting this Agreement:

- (a) the headings are for convenience only and are not intended as a guide to interpretation of this Agreement;
- (b) words in the singular include the plural, words importing a corporate entity include individuals, and vice versa;
- (c) in calculating time where the agreement refers to “at least” or “not less than” a number of days, weeks, months or years, the first and last days must be excluded and where the agreement refers to “at least” or “not less than” a number of days, Saturdays, Sundays and holidays must be excluded;
- (d) the word “including”, when following any general term or statement, is not to be construed as limiting the general term or statement to the specific items or matters, but rather as permitting the general term or statement to refer to all other items or matters that could reasonably fall within the broadest possible scope of the general term or statement.

3. OBLIGATION TO ACT IN GOOD FAITH

FortisBC and the Municipality acknowledge and agree that they will act in good faith, in carrying out the terms and conditions of this Agreement and within reasonable time frames, carry out the obligations under this Agreement.

FortisBC and the Municipality will at all times carry out all work and operations with the due care and attention that is necessary to safeguard the interests of the public, their own employees, and the other party’s employees.

4. FORTISBC RIGHTS TO ACCESS & USE PUBLIC PLACES

The Municipality hereby acknowledges FortisBC's rights to:

- (a) develop, construct, install, maintain or remove Company Facilities on, over, in and under Public Places in the Municipality;
- (b) enter on Public Places from time to time as may be reasonably necessary for the purpose of maintaining, repairing, or operating the Company's Facilities;
- (c) place pipeline identification markers within Public Places where a Transmission Pipeline or Distribution Pipeline crosses or is otherwise within a Public Place;

subject to terms and conditions defined in this Agreement.

5. FORTISBC COMPLIANCE WITH STANDARDS FOR USE OF PUBLIC PLACES

5.1 Non-discriminatory Standards for FortisBC

In its use of Public Places, FortisBC shall comply with all Federal and Provincial laws, regulations and codes and shall comply with all Municipal bylaws, standards and policies except that FortisBC shall not have to comply with such Municipal bylaws, standards and policies that:

- (a) conflict with terms of this Agreement or limit any rights or concessions granted to FortisBC by the Municipality under this Agreement; or
- (b) conflict with other legislation governing FortisBC.

Further, where the Municipality has established requirements and standards for work in Public Places, the Municipality shall apply them in a fair, reasonable and non-discriminatory manner consistent with the manner that the Municipality establishes requirements on other Utilities.

5.2 Provide emergency contacts.

FortisBC will provide the Municipality with a 24 hour emergency contact number which the Municipality will use to notify FortisBC of emergencies including; gas leaks, third party accidents around work sites, ruptures of gas lines, and other potentially hazardous situations.

5.3 Assist with facility locates

FortisBC will, at no cost to the Municipality, provide locations of its Company Facilities within a time frame as may be reasonably requested by the Municipality unless the reason for the request is the result of an emergency; in which case the information shall be provided forthwith. FortisBC shall provide gas locations from FortisBC records. FortisBC shall perform on site facility locates in accordance with the *Safety Standards Act – Gas Safety Regulations* Section 39.

6. FORTISBC WORK OBLIGATIONS:

6.1 Notices - General Requirements

6.1.1. Notice for New Work

For New Work, FortisBC shall give notice to the Municipality or such officer or official thereof who has been designated from time to time by the Municipality that it intends to perform such New Work. The Notice shall include:

- (a) a plan and specifications showing the proposed location and dimensions of the New Work;
- (b) FortisBC's plans for the restoration of the Public Place affected by the New Work if FortisBC's restoration plans are different from those set out in Section 6.4.2 of this Agreement;
- (c) the name of a FortisBC representative who may be contacted for more information;
- (d) projected commencement and completion dates; and
- (e) such other information relevant to the New Work as the Municipality may reasonably request from time to time.

6.1.2. Exception for Emergency

Where FortisBC is required to carry out work urgently in the interests of public safety or health or to preserve the safety of property and Company Facilities, FortisBC shall not be required to give prior notice but shall do so as soon as possible thereafter.

6.1.3. Municipal Approval for New Work

The Municipality may object to the New Work on the following grounds:

- (a) the proposed location of the New Work conflicts with existing Municipal Facilities, existing third party facilities or Planned Facilities; or
- (b) the proposed location or design of the New Work is likely to compromise public safety or does not conform with Municipal bylaws, standards or policies; or
- (c) in instances where FortisBC can delay the New Work without compromising the supply, capacity or safety of its Gas Distribution System or its customers' need for gas service and the Municipality intends within the next 3 months to undertake work in the same location and wishes to co-ordinate both work;

by providing FortisBC with notice of its objections, provided such objections are reasonable, no more than 10 days after receiving FortisBC's notice of New Work. If the Municipality has not provided such notice of its objections to FortisBC, or in the case of large and complex New Work, the Municipality has not provided FortisBC with a notice to extend the time to reply to FortisBC until a stated time, the Municipality shall be deemed to have granted its approval of the New Work. The Municipality shall not otherwise withhold or delay its approval.

In addition, the Municipality may request FortisBC to provide the public with notice of the New Work.

6.1.4. Work Not to Proceed

If the Municipality has notified FortisBC of its objections or has requested a time extension, no more than 10 days after receiving FortisBC's notice of New Work, FortisBC shall not proceed with the New Work until FortisBC and the Municipality have agreed upon a resolution to the Municipality's objections. If the Municipality and FortisBC are unable to agree, then the matter shall be resolved in accordance with Section 17 (Resolution of Disputes).

6.2 Notice of Service Lines

FortisBC shall provide the Municipality with notice of its intent to install, remove or repair Service Lines no less than three (3) days prior to commencement of such work. FortisBC's request for the location of the Municipality's Utilities shall be deemed to be a notice of FortisBC's intent to install, remove or repair Service Lines. The Municipality may object to such work on the same grounds as set out in Subsection 6.1.3 (a) and (b) above by providing FortisBC with notice of its objections within two (2) days of receiving FortisBC's notice. If the Municipality has not provided such notice of its objections to FortisBC, the Municipality shall be deemed to have granted its approval of the

installation, removal or repair of the Service Lines. The Municipality shall not otherwise withhold or delay its approval.

6.3 FortisBC to Obtain Locate Information

Prior to conducting any New Work, FortisBC shall locate other Utilities and satisfy itself that it is clear to proceed.

6.4 Work Standards

All work carried out by FortisBC shall be carried out in accordance with sound engineering practices.

6.4.1. Specific Work Requirements Remove Materials

FortisBC shall keep its work sites clean and tidy. FortisBC shall remove all rubbish and surplus material from Public Places upon completion of its work.

The Company shall not leave any part of its gas system in such a state as to constitute a nuisance or a danger to the public through neglect, non-use and want of repair.

6.4.2. Restore Surface and Subsurface

Where FortisBC has performed any operations or New Work in a Public Place, FortisBC shall restore without unreasonable delay and return such Public Place, as much as reasonably practical, to the condition and use which existed prior to such activity. The restoration will be in accordance with the specifications set out by the Municipality. Such specifications may include the degree and nature of compaction, subsurface structure, surface finish and landscaping required.

Without limiting the generality of this section and by way of example only, the Municipality may require FortisBC to restore asphalt and concrete surfaces with a permanent repair or a temporary repair. Should a temporary repair be directed, FortisBC or the Municipality at its discretion will subsequently construct a permanent repair in accordance to its usual maintenance/replacement schedule for that area. The cost of permanent and temporary repairs to remediate Highway surfaces will be at the expense of FortisBC proportional to the surface area affected by the New Work.

Where FortisBC is required to cut pavement on a Public Place such cuts and restoration will be limited to less than 1.5 meters unless at the discretion of FortisBC a larger excavation is warranted due to the depth or size of the pipe or requirements of the Workers' Compensation Board or other relevant Provincial or Federal regulations.

FortisBC will be responsible for any repairs and maintenance of the surface repair for a period of three (3) years. However, where pavement restoration has been conducted by the Municipality, whether or not such work was undertaken to repair cuts on FortisBC's behalf, FortisBC shall not be responsible for the repairs or maintenance of the surface repair.

6.4.3. Repair Damage to Municipal Facilities

To the extent that any of the work being done by FortisBC results in damage to Municipal Facilities or Public Places, other than the usual physical disruption to Public Places caused by the installation of Company Facilities that FortisBC shall restore in accordance with Section 6.4.2 above, FortisBC will, as soon as reasonably possible, report such damage and reimburse the Municipality for its costs arising from such damage calculated in accordance with Section 14.1 below. Where such damage results directly from inaccurate or incomplete information supplied by Municipality, and FortisBC has complied with all applicable laws and regulations, and with instructions supplied by the Municipality, then the cost of repairing damaged Municipal Facilities or Public Places will be at the expense of the Municipality.

6.5 Conformity Requirement

The New Work must be carried out in conformity with FortisBC's notice of New Work except that FortisBC may make in-field design changes when carrying out the New Work to accommodate field conditions which could not have been reasonably foreseen by FortisBC. If such in-field conditions materially impact FortisBC's plans for restoration or materially change the impact of FortisBC's work on Municipal Facilities, other than in respect of projected commencement and completion dates, FortisBC shall notify the Municipality of the changes and the reasons for them as soon as reasonably possible.

6.6 Non-Compliance

If Company Facilities located in Public Places are later found not to be located in compliance with FortisBC's notice of New Work provided in accordance with Section 6.1 and 6.5, then any alteration or upgrading required to bring them into compliance with such notice will be at the expense of FortisBC provided that the work has not been altered, damaged or modified by the Municipality or a third party.

7. COMPANY FACILITY CHANGES REQUIRED BY THE MUNICIPALITY

7.1 Notice of Closure of Public Places

Before any Public Places containing Company Facilities may be legally closed or alienated by the Municipality, the Municipality shall as soon as reasonably possible notify FortisBC of its intent to close or alienate such Public Places and either:

- (a) grant FortisBC a registered statutory right of way in a form satisfactory to FortisBC so as to maintain FortisBC's right to use the land; or
- (b) request FortisBC to remove and (if possible and practicable) relocate those Company Facilities affected by such closure or alienation at the sole cost of the Municipality.

If the Public Places are expropriated by an expropriating authority and FortisBC is required to remove the Company Facilities then the Municipality shall as soon as reasonably possible notify FortisBC of the expropriation. This provision is applicable when the Municipality receives official notice of expropriation or otherwise becomes aware of expropriation through communications with the expropriating authority.

8. FACILITY CHANGES REQUIRED

8.1 By FortisBC

FortisBC may provide Notice to the Municipality that it requires Municipal Facilities to be altered, changed, temporarily shut-down, temporarily by-passed, or relocated to accommodate its requirements. The Municipality will comply with FortisBC's requests to the extent it is reasonably able to do so and with reasonable speed and dispatch after receipt of written request. FortisBC agrees to pay for all of the costs for changes to the affected Municipal Facilities.

8.2 By the Municipality

The Municipality may provide Notice to FortisBC that it requires Company Facilities to be altered, changed or relocated to accommodate its requirements. FortisBC will comply with the Municipality's requests to the extent it is reasonably able to do so and with reasonable speed and dispatch after receipt of written request. The Municipality agrees to pay for all of the costs for changes to the affected Company Facilities. This section 8.2 is an agreement between the

Municipality and FortisBC for the purpose of section 76(1)(c) of the *Energy Resource Activities Act*.

9. JOINT PLANNING, COOPERATION AND COORDINATION

9.1 Conduct of Construction and Maintenance Activities

The Municipality and FortisBC agree to use reasonable efforts in carrying out their construction and maintenance activities in a manner that is responsive to the effect that it may have on the other party, as well as other users of Public Places. Such reasonable efforts include attending the planning meetings described in Section 9.2 below and reducing as much as is practical, the obstruction of access to Public Places, and interference with the facilities and activities of others in Public Places.

9.2 Communication and Coordination Activities

At the initiation of the Municipality, representatives of the Municipality, FortisBC and other affected Utilities and third parties will meet each year, prior to the construction season, to discuss the parties' anticipated construction activities for that year. Such discussions will include

- (a) the use of common trenching, common utility access facilities and such other common facilities as may be commercially reasonable and comply with operating and safety standards; and
- (b) the consolidation of planned maintenance work where pavement must be cut in order to avoid multiple excavations.

9.3 Municipal Planning Lead

During such annual planning meetings, the Municipality shall lead the planning process for all Utilities and third parties with Planned Facilities in Public Places.

10. MUTUAL INDEMNITY

10.1 Indemnity by FortisBC

- 10.1.1.** FortisBC indemnifies and protects and saves the Municipality harmless from and against all claims by third parties in respect to loss of life, personal injury

(including, in all cases, personal discomfort and illness), loss or damage to property caused by FortisBC in:

- (a) placing, constructing, renewing, altering, repairing, maintaining, removing, extending, operating or using the Company's Facilities on or under any Public Places;
- (b) any breach of this Agreement by FortisBC;

except to the extent contributed by negligence or default of the Municipality or the Municipal Employees.

10.1.2. This indemnity expressly extends to all acts and omissions of FortisBC Employees.

10.2 Indemnity by the Municipality

10.2.1. The Municipality indemnifies and protects and saves FortisBC harmless from and against all claims by third parties in respect to loss of life, personal injury (including, in all cases, personal discomfort and illness), loss or damage to property to the extent caused by the Municipality in:

- (a) placing, constructing, renewing, altering, repairing, maintaining, removing, extending, operating or using the Municipal Facilities on or under any Public Places;
- (b) any breach of this Agreement by the Municipality;

except to the extent contributed by the negligence or default of FortisBC or FortisBC Employees.

10.2.2. This indemnity expressly extends to all acts and omissions of Municipal Employees.

10.3 Limitations on Municipality's Liability

All property of FortisBC kept or stored on the Public Places will be kept or stored at the risk of FortisBC. For further certainty, FortisBC acknowledges that the Municipality has made no representations or warranties as to the state of repair or the suitability of the Public Places for any business, activity or purpose whatsoever. FortisBC accepts its use of Public Places on an "as is" basis.

11. OPERATING FEE

11.1 Fee Calculation

11.1.1. FortisBC agrees to pay to the Municipality a fee of three percent (3%) of the gross revenues (excluding taxes) received by FortisBC for provision and distribution of all gas consumed within the Boundary Limits of the Municipality, excluding all compressed natural gas and liquefied natural gas distributed from fueling stations, the provision and delivery of all liquefied natural gas, and all gas consumed by customers from whom the BCUC has not allowed FortisBC to collect the fee, and provided that the Municipality is permitted by law to charge such a fee. Such amount will not include any amount received by FortisBC for gas supplied or sold for resale.

11.1.2. The Municipality will provide FortisBC with thirty (30) days prior written notice of any boundary expansion so that existing and new customers in the expanded area can be included as a part of the annual payment fee.

11.1.3. FortisBC will be responsible for adding those existing and new customers within the new Municipal boundary upon receipt of such notice from the Municipality and the revised calculation of the fee will commence effective the date that is the later of the date of actual boundary change or thirty (30) days after the notification under section 11.1.2.

11.2 Payment Date and Period

Payments by FortisBC to the Municipality will be made on the first day of March of each year of the Agreement in respect of the amount received by FortisBC during that portion of the term of this Agreement which is in the immediately preceding calendar year. By way of example only, payment made on March 1, 2024 will be the amount received during the 2023 calendar year.

11.3 BCUC Decision or Provincial Legislation

In the event that a decision by the BCUC, other than periodic rate changes as a result of commodity, delivery or margin increases or decreases, or new legislation by the Provincial Government, impacts the operating fee being paid to the Municipality so as to increase it or decrease it by more than 5% annually at the time of the decision or in subsequent years, the parties shall negotiate a new operating fee formula which best reflects the revenue stream received by the Municipality under this Agreement. For greater certainty, the parties acknowledge that a change to the BCUC's decision that FortisBC shall provide the agency billing and collections service for marketers on a mandatory basis, as set out in the "Business Rules for

Commodity Unbundling dated June 5, 2003 as set out in Appendix A to Letter No. L-25-03, may impact the operating fee being paid to the Municipality.

12. OTHER APPROVALS, PERMITS OR LICENSES

Except as specifically provided in this Agreement, the Municipality will not require FortisBC to seek or obtain approvals, permits or licenses. The Municipality will not charge or levy against FortisBC any approval, license, inspection or permit fee, or charge of any other type, that in any manner is related to or associated with FortisBC constructing, installing, renewing, altering, repairing, maintaining or operating Company Facilities on any Public Places or in any manner related to or associated with FortisBC exercising the powers and rights granted to it by this Agreement (other than for repair of damage to the Municipal Facilities or Public Places in accordance with Section 14).

If the Municipality does charge or levy fees or costs against FortisBC (other than for repair of damage to the Municipal Facilities or Public Places in accordance with Section 14) then FortisBC may reduce the annual operating fee payable to the Municipality under Section 11 by an amount equal to such charges, fees or costs or in the event no annual operating fee is payable, FortisBC will not be required to pay such charges or fees or costs.

13. MUNICIPAL OBLIGATIONS

13.1 Municipal Work

13.1.1. Before the Municipality undertakes any construction or maintenance activity which is likely to affect a part of the Company Facilities, excluding routine maintenance and repair that does not involve any cutting of asphalted road surface, it must give FortisBC notice not less than 10 days before commencing such construction or maintenance activity.

Before the Municipality undertakes routine maintenance and repair that does not involve any cutting of asphalted road surface and is likely to affect Company Facilities, it must give FortisBC notice not less than 3 days before commencing such construction or maintenance activity.

13.1.2. Where the Municipality is required to carry out work urgently in the interests of public safety or health or to preserve the safety of property and Municipal

Facilities, the Municipality shall not be required to give prior notice but shall do so as soon as possible thereafter.

- 13.1.3.** FortisBC will be entitled to appoint at its cost a representative to inspect any construction or maintenance activity undertaken by the Municipality. The provisions of this section do not relieve the Municipality of its responsibilities under the *Safety Standards Act*, *Energy Resource Activities Act*, and successor legislation, regulations thereunder, or the requirements of the BC Workers' Compensation Board.
- 13.1.4.** In addition, the Municipality shall provide Notice to FortisBC of any work planned that will be adjacent to, across, over or under a Transmission Pipeline or within a right-of-way for a Transmission Pipeline. To the extent that FortisBC requires that permit be issued for construction or other activities within a Transmission Pipeline right-of-way, the Municipality will submit an application for such a permit in sufficient time for the application to be reviewed and approved by FortisBC prior to the commencement of the construction or other activity.
- 13.1.5.** The Municipality shall assist FortisBC in FortisBC's efforts to reduce instances of residences being built over gas lines and other similarly unsafe building practices by third parties.
- 13.1.6.** The Municipality shall not interfere with Transmission Pipeline markers.
- 13.1.7.** The Municipality shall provide notice to FortisBC of any damage caused by the Municipality to Company Facilities or Transmission Pipeline Markers as soon as reasonably possible. To the extent that any of the work being done by the Municipality results in damage to the Company Facilities, the Municipality will report such damage and pay FortisBC its costs arising from such damage in accordance with Section 14.1 below. Where such damage results directly from inaccurate or incomplete information supplied by FortisBC, and the Municipality has complied with all applicable laws and regulations, and with instructions supplied by FortisBC, then the cost of repairing the damaged Company Facilities will be at the expense of FortisBC.
- 13.1.8.** The Municipality shall notify FortisBC of any new bylaws, standards or policies adopted or passed by the Municipality that are likely to affect FortisBC's operations in Public Places.

14. COSTS AND PAYMENT PROCEDURES

14.1 Definition of Costs

Wherever one party is required to pay the other party Costs as a result of damage caused by one party to the other's property, the Costs shall be:

- (a) all direct expenses and disbursements incurred to restore such property to as good a state of repair as had existed prior to the damage;
- (b) reasonable administration and overhead charges on labour, equipment and materials;
- (c) such taxes as may be required in the appropriate jurisdiction;
- (d) in the case of loss of gas or re-lights, the cost of the commodity as determined by the length of time that the gas is leaking, size of pipe and hole and the pressure; and
- (e) in the case of water, electrical or sewer, cost of supplying alternate service.

14.2 Cost Claim Procedures

14.2.1. Wherever one party is claiming Costs of the other party in regard to any work or issue arising under this Agreement the claiming party shall:

- (a) provide an invoice to the other party no later than one year after incurring Costs;
- (b) provide detailed descriptions of the cost items;
- (c) provide the time period the invoice covers;
- (d) provide a minimum of 21 day terms for payment of the invoice; and
- (e) provide for late payment interest at the rate consistent with the party's policy for charging for late payments, which rate must be reasonable;

14.2.2. The party claiming Costs shall have no right of set off for these invoices against any amounts otherwise payable to the other party, except to the extent so approved in writing by the other party.

14.3 Cost Verification Procedures

14.3.1. Wherever either party is the recipient of or is claiming Costs and or fees that party may at its own discretion request from the other party:

- (a) Certification by an officer or designated representative verifying the calculations and computations of the Costs and or fees, or
- (b) An internal review or audit of the calculations and computations of the Costs and or fees, with the internal review or audit to be carried out by a person appointed by the party being asked to provide the review; or
- (c) An independent external audit of the calculations and computations of the costs and fees, with the independent external auditor being a Chartered or a Certified General Accountant in British Columbia appointed by the party requesting the external audit;

14.3.2. The costs of this cost verification process shall be borne by the party who is required to supply the information except as otherwise specified providing the frequency of such requests does not exceed once per calendar year. For all future cases which occur in that calendar year, the costs of such further verifications shall be at the expense of the requester.

Where the independent external audit finds and establishes errors representing a variance greater than 2% of the originally calculated value in favour of the party claiming Costs, the costs shall be at the expense of the party supplying the information. Once an error has been verified, payment or refund of the amount found to be in error will be made within 21 days.

15. START, TERMINATION AND CONTINUITY

15.1 Municipal Authority to Enter into Agreement

Prior to entering into this Agreement the Municipality will complete all procedures, obtain all consents and enact and bring into force all resolutions required under the *Community Charter*, and amendments thereto, and all other applicable legislation, to approve and authorize this Agreement.

15.2 Agreement Not Binding Until Approved by BCUC

15.2.1. This Agreement will not come into effect and does not bind the parties until FortisBC has obtained such approvals of this Agreement, or its terms, as may be

required under the *Utilities Commission Act*. Upon executing this Agreement FortisBC shall make reasonable efforts to fulfill this condition. If this condition is not fulfilled or waived within one (1) year of the date of execution of this Agreement, then the obligation on FortisBC to make reasonable efforts to fulfill this condition will terminate, and neither party will have any further obligation to the other under this Agreement.

15.3 Termination of Franchise Agreement

If not already terminated or expired, any franchise and operating agreement between the Municipality and FortisBC is terminated upon the effective date of this Agreement as referred to in section 15.2 of this Agreement.

15.4 Term of Agreement

This Agreement will have a term of 20 years from the date that it comes into effect and after the initial term shall continue indefinitely unless terminated in accordance with Section 15.5 below.

15.5 Termination of Agreement

15.5.1. This Agreement may be terminated by the Municipality upon the occurrence of any of the following events:

- (a) FortisBC admits its inability to pay its debts generally as they become due or otherwise acknowledges its insolvency;
- (b) FortisBC starts proceedings or takes any action to commence or executes an agreement to authorize its participation in any proceeding:
 - (i) seeking to adjudicate it bankrupt or insolvent;
 - (ii) seeking liquidation, reorganization, arrangement, protection, relief or composition of it or any of its property or debt or making a proposal with respect to it under any law relating to bankruptcy, insolvency, reorganization or compromise of debts or other similar laws; or
 - (iii) seeking the appointment of a receiver, trustee, agent, custodian or other similar official for it or for any substantial part of its assets or if a creditor seeks the appointment of a receiver, trustee, agent, custodian or other similar official for any substantial part of its assets; and such proceeding is not dismissed, discharged, stayed or restrained within 20 days of the Municipality becoming aware of it.

15.5.2. Either party may terminate if other breaches any term, provision, obligation hereunder and such breach, is a material major breach, and has not been cured within sixty (60) days of receipt of Notice of such breach. A Party will not be considered to be in default if such matter is in dispute or has been referred to commercial arbitration, the outcome of which is pending, or is being resolved in good faith compliance with the dispute resolution and arbitration processes of this Agreement.

15.5.3. After the initial twenty (20) year term of this Agreement, either party may terminate this Agreement by giving the other not less than one (1) year's notice of termination.

15.6 Amendments and Waivers

This Agreement may be amended only by an agreement in writing signed by the parties. No waiver of any provision nor consent to any exception to the terms of this Agreement shall be effective unless in writing and signed by the parties to be bound, and then only to the specific purpose, extent and instance so provided. No waiver, delay or failure to exercise any rights under this Agreement shall be construed as a continuing waiver of such right or as a waiver of any other right under this Agreement.

The parties agree to meet to discuss the operations of the Agreement within thirty (30) days of either party making the request. Such a meeting will determine whether any amendments are required to this Agreement and the parties shall discuss any proposed amendments with a view to maximizing the benefit of the relationship.

15.7 Negotiations on Termination or Expiry of this Agreement

Upon one party giving Notice to the other of termination of this Agreement, the parties shall negotiate in good faith to enter into a new agreement with respect to the terms and conditions under which FortisBC may use the Public Places. In the event that such negotiations break down and in the opinion of one or other of the parties acting in good faith that settlement is unlikely, either party may give Notice to the other of its intention to apply to the BCUC to seek resolution of the terms and conditions applicable to FortisBC's continued operations and construction activities within the Municipality.

15.8 Continuity In The Event No Agreement Is Settled

Upon termination of this Agreement, if a new agreement has not been ratified or if the BCUC has not imposed the terms and conditions under which FortisBC may use the Public Places, the following provisions will apply:

- (a) The Company Facilities within the boundary limits of the Municipality both before and after the date of this Agreement, shall remain FortisBC's property and shall remain in the Public Places.
- (b) The Company Facilities may continue to be used by FortisBC for the purposes of its business, or removed from Public Places in whole or in part at FortisBC's sole discretion.
- (c) FortisBC may continue to use Public Places within the Municipality for the purposes of its business. FortisBC's employees, may enter upon all the Public Places within the Boundary Limits of the Municipality to maintain, operate, install, construct, renew, alter, or place Company Facilities; provided that FortisBC continues to operate in a manner consistent with the terms and conditions of this Agreement as if the term had been extended except with respect to the payment of the operating fee.
- (d) FortisBC will with the support of the Municipality take such steps necessary to seek BCUC approvals of the extension of terms and conditions including payment of the operating fee under the terminated agreement during negotiations of a new agreement.
- (e) Should FortisBC no longer be authorized or required to pay the operating fee under any Agreement between it and the Municipality or by any order of the BCUC, the Municipality shall be free to apply such approval, permit and licence fees, charges and levies it is legally entitled to collect.

16. ACCOMMODATION OF FUTURE CHANGES

16.1 Outsourcing of Infrastructure Management

In the event that the Municipality assigns the task of infrastructure management to a third party the Municipality will ensure that:

- (a) its contracts for such infrastructure management contain provisions that will allow the Municipality to meet its obligations under and to comply with the terms and conditions of, this Agreement, and
- (b) FortisBC will accept the appointment of such third party as the Municipality's agent or subcontractor to enable such third party to deal directly with FortisBC so as to enable the Municipality to comply with the terms, obligations and conditions of this Agreement.

16.2 Changes to the Community Charter

In the event that the provisions of the *Community Charter* or other legislation affecting the rights and powers of municipalities change in such a way as to materially, in the opinion of the Municipality, affect municipal powers in respect to matters dealt with in this Agreement,

- (a) the Municipality may within one year of the change coming into effect propose new agreement terms with respect to only those specific changes and FortisBC agrees to negotiate such terms; and
- (b) failing satisfactory resolution of the terms of the Agreement either of the parties may seek resolution through the Dispute Resolution Process, Section 17.

16.3 Changes to the Utilities Commission Act

In the event that the provisions of the *Utilities Commission Act* or other legislation affecting the rights and powers of regulated Utilities change in such a way as to materially, in FortisBC's opinion, affect FortisBC's powers in respect to matters dealt with in this Agreement,

- (a) FortisBC may within one year of the change coming into effect propose new agreement terms with respect to only those specific changes and the Municipality agrees to negotiate such terms; and
- (b) failing satisfactory resolution either of the parties will seek resolution through the Dispute Resolution Process, Section 17.

17. DISPUTE RESOLUTION

17.1 Mediation

Where any dispute arises out of or in connection with this Agreement, including failure of the parties to reach agreement on any matter arising in connection with this Agreement, the parties agree the dispute shall be mediated pursuant to the National Mediation Rules of the ADR Institute of Canada, Inc.

17.2 Referral to the BCUC or Arbitration

If the parties fail to resolve the dispute through mediation, the unresolved dispute shall be referred to the BCUC if within its jurisdiction. If the matter is not within the jurisdiction of the BCUC, such unresolved dispute shall be referred to, and finally resolved by arbitration under the

Arbitration Rules of the ADR Institute of Canada, Inc. Unless the parties agree otherwise the arbitration will be conducted by a single arbitrator.

17.3 Additional Rules of Arbitration

The arbitrator shall issue a written award that sets forth the essential findings and conclusions on which the award is based. The arbitrator will allow discovery as required by the *Commercial Arbitration Act* of British Columbia in arbitration proceedings.

17.4 Appointment of Arbitrator

If the arbitrator fails to render a decision within thirty (30) days following the final hearing of the arbitration, any party to the arbitration may terminate the appointment of the arbitrator and a new arbitrator shall be appointed in accordance with these provisions. If the parties are unable to agree on an arbitrator or if the appointment of an arbitrator is terminated in the manner provided for above, then any party to Agreement shall be entitled to apply to a judge of the British Columbia Supreme Court to appoint an arbitrator and the arbitrator so appointed shall proceed to determine the matter *mutatis mutandis* in accordance with the provisions of this Section.

17.5 Award of Arbitrator

The arbitrator shall have the authority to award:

- (a) money damages;
- (b) interest on unpaid amounts from the date due;
- (c) specific performance; and
- (d) permanent relief.

17.6 Cost of Arbitration

The costs and expenses of the arbitration, but not those incurred by the parties, shall be shared equally, unless the arbitrator determines that a specific party prevailed. In such a case, the non-prevailing party shall pay all costs and expenses of the arbitration, but not those of the prevailing party.

17.7 Continuation of Obligations

The parties will continue to fulfill their respective obligations pursuant to this Agreement during the resolution of any dispute in accordance with this Section 17, provided that, neither party shall proceed with any work or activity or take any further action which is the subject matter of the dispute.

18. GENERAL TERMS & CONDITIONS

18.1 No Liens

FortisBC will do its best to not allow, suffer or permit any liens to be registered against the Company Facilities located in Public Places as a result of the conduct of FortisBC. If any such liens are registered, FortisBC will start action to clear any lien so registered to the Public Place within ten (10) days of being made aware such lien has been registered. FortisBC will keep the Municipality advised as to the status of the lien on a regular basis. In the event that such liens are not removed within ninety (90) days of the registration of such lien, FortisBC will pay them in full or post sufficient security to ensure they are discharged from title.

18.2 Corporate Authority

FortisBC now warrants, represents and acknowledges that:

- (a) it has the full right, power and authority to enter into this Agreement;
- (b) it is a corporation, duly organized, legally existing and in good standing under the laws of its jurisdiction of incorporation or continuance and is lawfully registered and licensed to do business in British Columbia.

18.3 Representations

Nothing in this Agreement shall be deemed in any way or for any purpose to constitute either party as the legal representative, agent, partner or joint venturer of the other, nor shall either party have the right or authority to assume, create or incur any liability or any obligation of any kind, express or implied, against, in the name of, or on behalf of the other party.

18.4 Assignments and Enurement

This Agreement and any rights or obligations under it are not assignable by either party, without the prior written consent of the other party hereto, such consent not to be unreasonably withheld. This Agreement shall be binding upon, enure to the benefit of, and be enforceable by, the successors and permitted assigns of the parties hereto.

18.5 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.

18.6 General

This Agreement is subject to the laws of Province of British Columbia and the applicable laws of Canada, and nothing in this Agreement will be deemed to exclude the application of the provisions of such laws, or regulations thereunder.

18.7 Entire Agreement

This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter herein contained and supersedes all prior agreements and undertakings with respect thereto.

18.8 Severability

If any provision of this Agreement is held invalid by any court, governmental agency or regulatory body, the other provisions to the extent permitted by law shall remain in full force and effect. To the extent permitted by applicable law, the parties hereby waive any provision of law that renders any provision hereof prohibitive or unenforceable in any respect.

18.9 Force Majeure

Neither party shall be liable to the other for temporary failure to perform hereunder, if such failure is caused by reason of an Act of God, labour dispute, strike, temporary breakdown of facilities, fire, flood, government order or regulations, civil disturbance, non-delivery by program suppliers or others, or any other cause beyond the parties' respective control.

18.10 Notice

Any notice or other written communication required, or permitted to be made or given pursuant to this Agreement (the "Notice") shall be in writing and shall be deemed to have been

validly given if delivered in person or transmitted electronically and acknowledged by the respective parties as follows:

A) if to the Municipality:

THE CITY OF SALMON ARM
P.O. Box 40
Salmon Arm, BC V1E 4N2

(B) If to FortisBC:

FORTISBC ENERGY INC.
16705 Fraser Highway
Surrey, B.C. V4N 0E8
Attention: Vice President, Regulatory Affairs

THE CITY OF SALMON ARM
by its authorized signatories

Authorized Signatory

Authorized Signatory

FORTISBC ENERGY INC.
by its authorized signatories

Authorized Signatory

Authorized Signatory

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Cory Day, Capital Works Supervisor
DATE: November 14, 2023
SUBJECT: **BUDGET TRANSFER TO RESIDENTIAL LED STREET LIGHTING**

STAFF RECOMMENDATION

THAT: The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding for the Residential Universal LED Street Lighting project in the amount of \$44,000 reallocated from the following operational budgets:

- Overhead Lighting – Hydro - \$25,700; and
- Ornamental Lighting – Hydro - \$18,300.

BACKGROUND

Overhead Lighting Hydro Fund:

The 2023 Budget included \$170,000 in funding for BC Hydro electricity costs for the cobra head streetlights. All of the City owned cobra head fixtures have been replaced with LED fixtures, and BChydro has completed its conversion of their lease lights to LED's. As a result, the City is benefiting from electrical cost savings. Overall, around 800 cobra head fixtures have been converted to LED's.

Due to the electricity cost savings, projected remaining funds in the Overhead Street Lighting Hydro fund this year are in excess of \$25,700.00.

Ornamental Lighting Hydro Fund:

Similar to the Overhead Lighting budget item, the 2023 Annual Budget included \$60,000 in funding for BC Hydro electricity costs for Ornamental Lighting. Due to the continued annual LED conversions, projected remaining funds in the Ornamental Street Lighting Hydro fund this year are in excess of \$18,300.00.

Budget Transfer:

Staff recommends transfer of the above funds to the Residential Universal LED Street Lighting project for purchase of replacement light fixtures. Based on previous year's costs and anticipated fall 2023 supply and installation prices, the budget transfer funding would allow the purchase of 110 streetlights.

UNIVERSAL LED STREET LIGHTING – BUDGET CONSOLIDATION

Page 2

Recommended budget transfer from:

Overhead Lighting – Hydro

– Total funds \$25,700.00

Ornamental Lighting – Hydro


– Total funds \$18,300.00

Total - \$44,000.00

STAFF COMMENTS

To address road safety and maintain high level of service for road users, Staff recommend amending the Universal LED Street Lighting - Residential fund to reflect additional funding reallocated from the Overhead Lighting and Ornamental Lighting Hydro operating budgets.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

Cc Chelsea Van de Cappelle, CFO

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TO: His Worship Mayor Harrison and Members of Council
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works
 PREPARED BY: Cory Day, Capital Works Supervisor
 DATE: November 14, 2023
 SUBJECT: **TENDER AWARD – LIFT STATIONS–PLC COMMUNICATION UPGRADE**

STAFF RECOMMENDATION

- THAT:** The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to include additional funding for the PLC Communication Upgrade project in the amount of \$10,000, reallocated from the Sewer Extensions and Replacements operational budget;
- AND THAT:** Council approve the award of services for the PLC Communication Upgrade for four Lift Stations (Blackburn Park, 10 Ave, Mosquito Park and Wharf Street) to Centrix Control Solution Limited Partnership for a total amount of \$151,400.00 plus taxes as applicable;
- AND THAT:** Council authorize a pre-approved contract contingency in the amount of \$8,600 (approximately 5.7% of project cost) to support the project.

BACKGROUND

The City of Salmon Arm sanitary lift stations utilize a Supervisory Control and Data Acquisition (SCADA) system to acquire data and control equipment. The heart of the SCADA system is the Programmable Logic Controllers (PLC's) which report the operating status of the lift stations to the central computer systems. This equipment, which is used to notifying staff of any alarms or fault conditions, respond to inputs from the Operators, and display trend results, is approaching a state of obsolescence and will no longer be repairable after 2023.

Over the last seven years, the City has undertaken the sourcing, upgrading and programming of the City's SCADA network and associated hardware/software at the Water Treatment Plant (WTP), Wastewater Pollution Control Centre (WPCC) and related infrastructure. Continuing this work, on September 27, 2023, a Request for Proposals was publically posted to BC Bid, in which the City sought proposals for upgrading the following four sanitary lift stations: Blackburn Park, 10 Ave, Mosquito Park and Wharf Street.

On Thursday October 19, 2023 the following compliant proposals were received:

Company	Proposal Amount (excluding applicable taxes)
Centrix Control Solution Limited Partnership	\$ 151,400.00
KJ Controls Ltd	\$ 212,366.06

STAFF COMMENTS

Current funds allocated for the project in the 2023 Annual Budget of \$150,000.00 are not sufficient to cover the cost for the project, and staff recommends an amendment for \$10,000 in additional funding to cover the shortfall. The additional funding would support a contract contingency to cover any unanticipated cost increases to electronic equipment, additional unforeseen part replacements, etc. There are funds available in the Sewer Extensions and Replacements operational budget which can be reallocated.

Staff recommend that Council approve the award of services to Centrix Control Solution Limited Partnership for a total amount of \$151,400.00 plus taxes as applicable, for the Lift Stations - PLC Communication Upgrade project. Previous work conducted by Centrix on existing City assets has been to the satisfaction of staff.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Gerry Rasmuson, Manager of Utilities and Hart Frese, Chief Operator
DATE: November 14, 2023
SUBJECT: **ATAD FOUL AIR SYSTEM REPAIRS – WASTEWATER PLANT**

STAFF RECOMMENDATION

THAT: Council approve the purchase of a replacement fan set for the Wastewater Treatment Plant from HEE-Duall Environmental Technologies, for the quoted amount of \$31,500.00 USD plus applicable taxes and shipping;

AND THAT: The City’s Purchasing Policy No.7.13 be waived in procurement of these works and services to authorize the sole sourcing to HEE-Duall Environmental Technologies.

AND THAT: The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to redirect \$20,000 from Sewer WPCC – Hypo Tank Capital project to WPCC – ATAD Foul Air System Repairs;

BACKGROUND

During the City of Salmon Arm’s Wastewater Treatment Plant Stage IIIB upgrade in 2004, two extensive odour collection and treatment systems were installed. One system sourced a higher volume of air with a lower concentration of odourous compounds while the other system treated a lower volume of air with a much higher concentration of odourous compounds. The latter system requires multiple stages of treatment to complete odour removal including a primary stage which utilizes a bioscrubber which is then followed by an ozone contact reactor and finally a four stage wet scrubber with a dilution fan. The air is collected from sealed tanks by two fans paired to the wet scrubber and designed to resist the corrosive and damp environment and built for the specific service conditions. Staff had initially planned on rebuilding one of the fans this year and then one next year. However upon initiation of the project and further inspection after teardown, staff discovered cracks in the fan housings of both units and deemed them unrepairable.

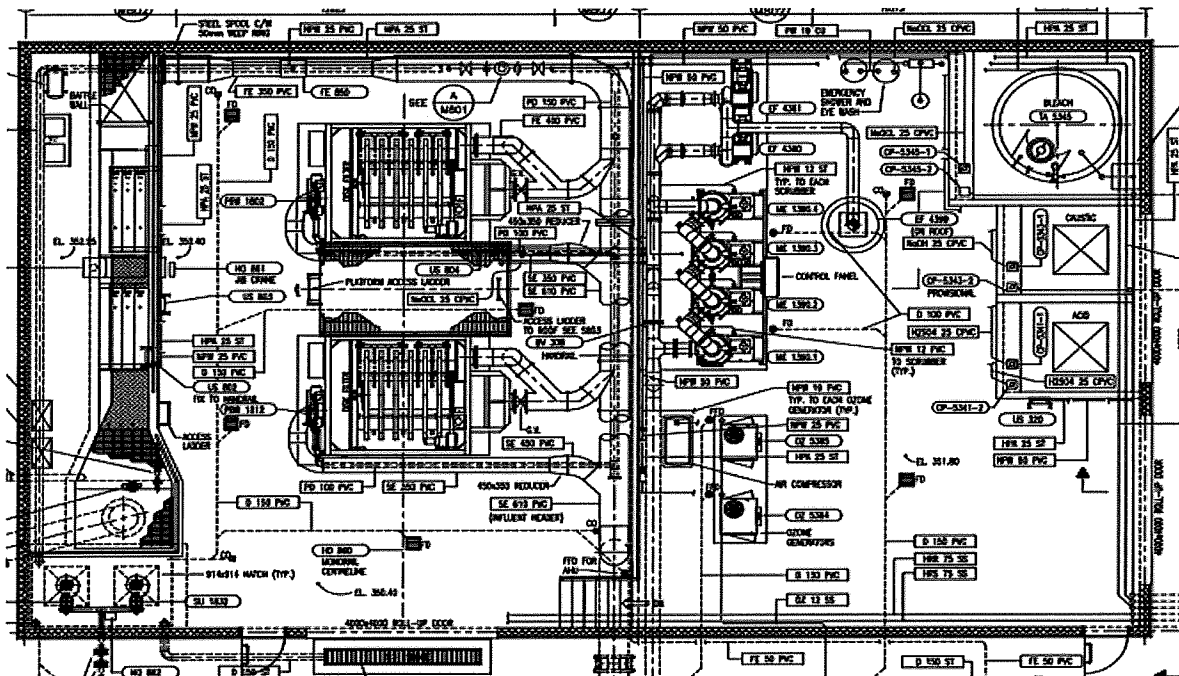
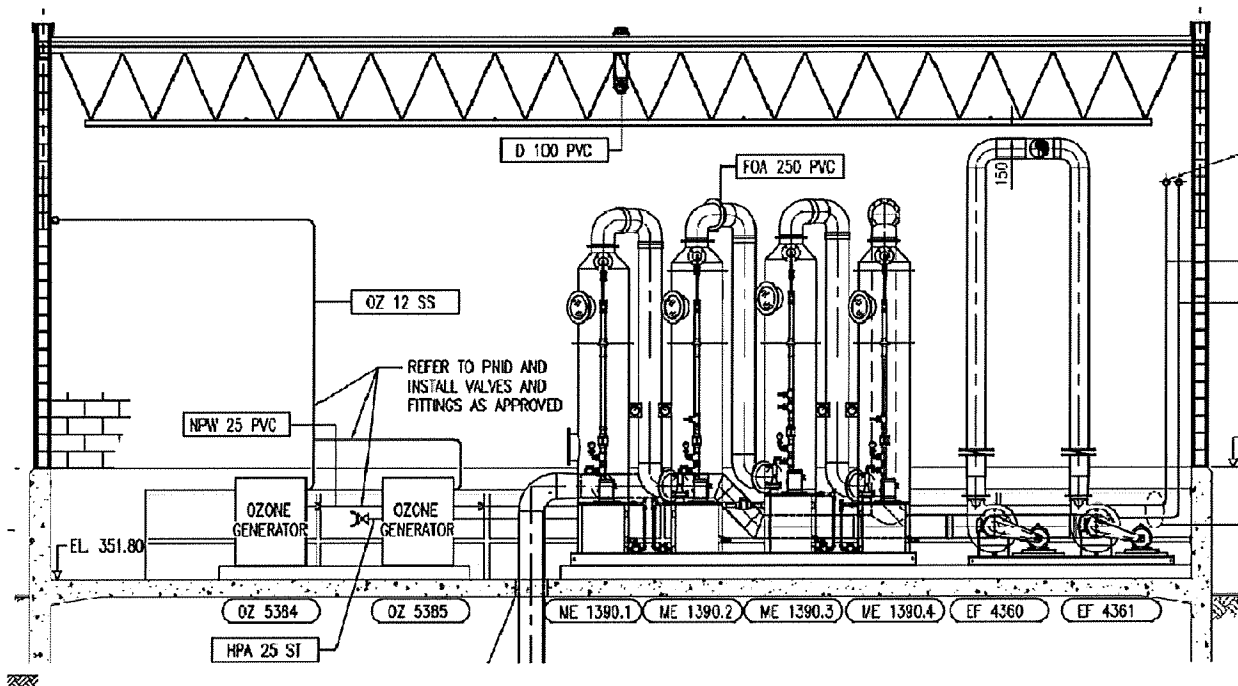
The Stage IIIB Upgrade in 2003 consisted of 3 contracts: Supply Contract No.14.139.2A, Contract No.14.139.2B Clarifier and WBS/TWBS Pumping Improvements, and Contract No.14.139.2C Filtration, UV & ATAD Foul Air Odour Treatment Systems. The Supply Contract enabled the City to purchase major equipment directly from the manufacturer and thereby eliminating contractors mark up. In the contract, the City purchased the scrubber package including fans directly from Met-Pro Duall (now HEE-Dual) for the amount of \$211,921.43 CAN. The original Contract 14.139.2C Filtration, UV & ATAD Foul Air Odour Treatment Systems which included the buildings

WASTEWATER TREATMENT PLANT – ATAD FOUL AIR SYSTEM REPAIRS

Page 2

and installation of the pre-purchase equipment was estimated to be over budget and therefore the filtration, UV disinfection and odour control building was drastically reduced in size as well as deletion of a truck bay and other ancillary works. Basically the building was built around the equipment supplied and consequently any attempts to install an alternative manufacture would require additional engineering and possible building and piping modifications.

Fans to be replaced are EF 4360 and EF 4361, shown in the sketch below.



STAFF COMMENTS

HEE-Duall Environmental Technologies is the manufacturer of the chemical scrubber and the associated equipment including the paired fans. Hee-Duall does not have a Canadian distributor and investigating other options would ultimately take this project to a whole new level requiring engineering and design. As such staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of the scrubber equipment and materials and the most prudent approach for the City.

The budget for replacing the initial damaged fan is \$30,000, however an amendment of \$20,000 for the purchase, installation and commissioning of both paired fans will be required to complete this project. Staff has determined that utilizing smaller portable tanks is a better option therefore the Capital budget of \$20,000 for new WPCC – Hypo tanks is no longer required. Staff recommends purchasing the fans from HEE-Duall for \$32,948.47 USD (approximately \$45,000 CAD based on the USD/CAD exchange rate of 1.36) plus applicable taxes and shipping (estimate \$1500).

Respectfully submitted,



Robert Niewenhuizen, AScT
Director of Engineering and Public Works

cc. Chelsea Van de Cappelle, CFO

To: His Worship Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer
Date: October 31, 2023
Subject: Cemetery Management Amendment Bylaw - 2024 Cemetery Rates

Recommendation:

THAT: Bylaw No. 4613 cited as the "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4613" be given three readings.

Background:

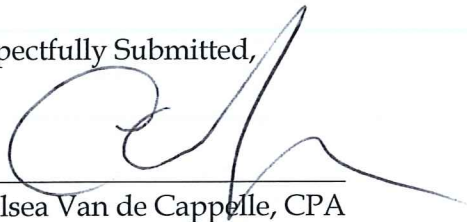
The City undertook a Cemetery Price Study in 2018 and increased fees to bring cemetery offerings closer to regional averages and to address underpricing risks. The City's strategy has since been to increase fees as required to address inflation.

An internal review of current pricing was recently completed comparing the City with other regional municipalities (Penticton, Vernon, Nelson, and Kamloops) and determined that the City's cemetery fees are generally within range or below the regional average. It is important to note that no two cemeteries are the same and therefore direct comparisons should be used on a benchmark basis.

It is recommended to increase all other cemetery rates by 4%; which is consistent with current BC CPI inflationary increases (3.66% Jan - Sept).

Attached (Appendix A) is a comparative of the proposed rate changes, associated required Care Fund contributions and impact to users. The bylaw proposes rates for both Mt. Ida and Shuswap Memorial Cemetery for 2024. It is recommended that the fees for each cemetery be increased as recommended, effective January 1, 2024.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

Cemetery Rates

Appendix A

	2023			Care Fund %	2024			Care Fund %	\$ Change
	Net Rate	Care Fund	Total Rate		Net Rate	Care Fund	Total Rate		
Proposed Rate Increase	6.25%				4.00%				
Estimated Inflationary Increase (BC CPI)	6.27%				3.66%				
Non-Resident Premium	35.00%				35.00%				
Grave Space									
<u>Ground Burial</u>									
Adult Res	1,350.00	450.00	1,800.00	25.00%	1,404.00	468.00	1,872.00	25.00%	72.00
Adult Non-Res	1,822.50	607.50	2,430.00	25.00%	1,895.25	631.75	2,527.00	25.00%	97.00
Child/Infant Res	600.00	200.00	800.00	25.00%	624.00	208.00	832.00	25.00%	32.00
Child/Infant Non-Res	810.00	270.00	1,080.00	25.00%	842.25	280.75	1,123.00	25.00%	43.00
Cremation Res	450.00	150.00	600.00	25.00%	468.00	156.00	624.00	25.00%	24.00
Cremation Non-Res	607.50	202.50	810.00	25.00%	631.50	210.50	842.00	25.00%	32.00
Family Estate Res	1,354.50	451.50	1,806.00	25.00%	1,408.50	469.50	1,878.00	25.00%	72.00
Family Estate Non-Res	1,828.50	609.50	2,438.00	25.00%	1,902.00	634.00	2,536.00	25.00%	98.00
<u>Cremation</u>									
Columbarium Niche Res	2,182.50	727.50	2,910.00	25.00%	2,269.50	756.50	3,026.00	25.00%	116.00
Columbarium Niche Non-Res	2,946.75	982.25	3,929.00	25.00%	3,064.50	1,021.50	4,086.00	25.00%	157.00
Family Vessel Res	5,505.75	1,835.25	7,341.00	25.00%	5,726.25	1,908.75	7,635.00	25.00%	294.00
Family Vessel Non-Res	7,432.50	2,477.50	9,910.00	25.00%	7,729.50	2,576.50	10,306.00	25.00%	396.00
Ossuary Res	346.50	115.50	462.00	25.00%	360.00	120.00	480.00	25.00%	18.00
Ossuary Non-Res	468.00	156.00	624.00	25.00%	486.75	162.25	649.00	25.00%	25.00
Scattering Res	171.00	57.00	228.00	25.00%	177.75	59.25	237.00	25.00%	9.00
Scattering Non-Res	231.00	77.00	308.00	25.00%	240.00	80.00	320.00	25.00%	12.00
<u>Services</u>									
License Transfer Fee	104.00	-	104.00	0.00%	108.00	-	108.00	0.00%	4.00
Administration Fee	60.00	-	60.00	0.00%	62.00	-	62.00	0.00%	2.00
<u>Interment (Open/Close)</u>									
Adult	1,124.00	-	1,124.00	0.00%	1,169.00	-	1,169.00	0.00%	45.00
Child/Infant	757.00	-	757.00	0.00%	787.00	-	787.00	0.00%	30.00
Cremation/Family Estate	503.00	-	503.00	0.00%	523.00	-	523.00	0.00%	20.00
Niche/Vessel/Ossuary	339.00	-	339.00	0.00%	353.00	-	353.00	0.00%	14.00
Scattering	339.00	-	339.00	0.00%	353.00	-	353.00	0.00%	14.00
Extra Depth	444.00	-	444.00	0.00%	462.00	-	462.00	0.00%	18.00
<u>After 3:30pm/Weekends/Holidays</u>									
Adult	572.00	-	572.00	0.00%	595.00	-	595.00	0.00%	23.00
Child/Infant	572.00	-	572.00	0.00%	595.00	-	595.00	0.00%	23.00
Cremation/Family Estate	296.00	-	296.00	0.00%	308.00	-	308.00	0.00%	12.00
Niche/Vessel/Ossuary	179.00	-	179.00	0.00%	186.00	-	186.00	0.00%	7.00
Scattering	179.00	-	179.00	0.00%	186.00	-	186.00	0.00%	7.00
<u>Disinterment (Open/Close)</u>									
Adult	1,727.00	-	1,727.00	0.00%	1,796.00	-	1,796.00	0.00%	69.00
Child/Infant	1,289.00	-	1,289.00	0.00%	1,341.00	-	1,341.00	0.00%	52.00
Cremation/Family Estate	648.00	-	648.00	0.00%	674.00	-	674.00	0.00%	26.00
<u>After 3:30pm/Weekends/Holidays</u>									
Adult	572.00	-	572.00	0.00%	595.00	-	595.00	0.00%	23.00
Child/Infant	572.00	-	572.00	0.00%	595.00	-	595.00	0.00%	23.00
Cremation/Family Estate	296.00	-	296.00	0.00%	308.00	-	308.00	0.00%	12.00
<u>Memorials</u>									
<u>Marker Installation Permit</u>									
Flat Marker Memorial	115.50	38.50	154.00	25.00%	120.00	40.00	160.00	25.00%	6.00
Upright Monument Memorial	115.50	38.50	154.00	25.00%	120.00	40.00	160.00	25.00%	6.00
Columbarium Niche Plate	115.50	38.50	154.00	25.00%	120.00	40.00	160.00	25.00%	6.00
Memorial Wall Plaque	115.50	38.50	154.00	25.00%	120.00	40.00	160.00	25.00%	6.00
Community Memorial Wall Plaque	115.50	38.50	154.00	25.00%	120.00	40.00	160.00	25.00%	6.00
<u>Granite Memorial Wall Plaque</u>									
Individual/Family	254.25	84.75	339.00	25.00%	264.75	88.25	353.00	25.00%	14.00
<u>Cemetery Products</u>									
<u>Grave Liners</u>									
Single	559.00	-	559.00	0.00%	581.00	-	581.00	0.00%	22.00
Double	559.00	-	559.00	0.00%	581.00	-	581.00	0.00%	22.00
Cremation Vault - Double	147.00	-	147.00	0.00%	153.00	-	153.00	0.00%	6.00
	40,775.75	9,646.25	50,422.00		42,405.50	10,031.50	52,437.00		2,015.00

Notes:

* 2022 BC CPI per Stats Canada (up to Sept) = 6.27%

* 2023 BC CPI per Stats Canada (up to Sept) = 3.66%

CITY OF SALMON ARM
BYLAW NO. 4613

A bylaw to amend "City of Salmon Arm Cemetery Management Bylaw No. 4280"

WHEREAS it is deemed desirable and expedient to amend the fees imposed by "Cemetery Management Bylaw No. 4280";

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

1. Schedule "A" of Bylaw No. 4280 is hereby repealed in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

This bylaw shall come into full force and effect on January 1, 2024.

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Cemetery Management Amendment Bylaw No. 4613.**"

READ A FIRST TIME THIS	DAY OF	2023
READ A SECOND TIME THIS	DAY OF	2023
READ A THIRD TIME THIS	DAY OF	2023
ADOPTED BY COUNCIL THIS	DAY OF	2023

MAYOR

CORPORATE OFFICER

SCHEDULE "A" CEMETERY

<u>GRAVE SPACE</u> <u>(RIGHT OF INTERMENT)</u>	<u>DESCRIPTION</u>	<u>2024</u>		
		<u>RATE</u>	<u>CARE FUND</u>	<u>TOTAL</u>
<u>Ground Burial</u>				
Adult	Resident	\$ 1,404.00	\$ 468.00	\$ 1,872.00
	Non-Resident	1,895.25	631.75	2,527.00
Child/Infant	Resident	624.00	208.00	832.00
	Non-Resident	842.25	280.75	1,123.00
Cremation	Resident	468.00	156.00	624.00
	Non-Resident	631.50	210.50	842.00
Family Estate - Cremation	Resident	1,408.50	469.50	1,878.00
	Non-Resident	1,902.00	634.00	2,536.00
<u>Cremation</u>				
Columbarium Niche	Resident	2,269.50	756.50	3,026.00
	Non-Resident	3,064.50	1,021.50	4,086.00
Family Vessel	Resident	5,726.25	1,908.75	7,635.00
	Non-Resident	7,729.50	2,576.50	10,306.00
Ossuary	Resident	360.00	120.00	480.00
	Non-Resident	486.75	162.25	649.00
Scattering	Resident	177.75	59.25	237.00
	Non-Resident	240.00	80.00	320.00
<u>SERVICE FEES</u>				
Regular services rendered Monday to Friday 8:00am until 3:30pm.				
After 3:30pm on weekdays, weekends and statutory holidays are subject to an additional charge over the weekday interment fee.				
License Transfer Fee		108.00	-	108.00
Administration Fee		62.00	-	62.00
<u>Interment (Open/Close)</u>				
Adult	Weekday	1,169.00	-	1,169.00
	After Regular Hours	595.00	-	595.00
Child/Infant	Weekday	787.00	-	787.00
	After Regular Hours	595.00	-	595.00
Cremation/Family Estate - Cremation	Weekday	523.00	-	523.00
	After Regular Hours	308.00	-	308.00
Columbarium Niche/Vessel/Ossuary	Weekday	353.00	-	353.00
	After Regular Hours	186.00	-	186.00
Scattering	Weekday	353.00	-	353.00
	After Regular Hours	186.00	-	186.00
Extra Depth		462.00	-	462.00
<u>Disinterment (Open/Close)</u>				
Adult	Weekday	1,796.00	-	1,796.00
	After Regular Hours	595.00	-	595.00
Child/Infant	Weekday	1,341.00	-	1,341.00
	After Regular Hours	595.00	-	595.00
Cremation/Family Estate - Cremation	Weekday	674.00	-	674.00
	After Regular Hours	308.00	-	308.00
<u>MEMORIALS</u>				
<u>Marker Installation Permit</u>				
Flat Marker Memorial		120.00	40.00	160.00
Upright Monument Memorial		120.00	40.00	160.00
Columbarium Niche Plate		120.00	40.00	160.00
Memorial Wall Plaque		120.00	40.00	160.00
Community Memorial Wall Plaque		120.00	40.00	160.00
<u>Granite Memorial Wall Plaques</u>				
Individual/Family Plaque	Plaque/Installation	264.75	88.25	353.00
<u>CEMETERY PRODUCTS</u>				
Grave Liners	Single	581.00	-	581.00
	Double	581.00	-	581.00
Cremation Vault	Cremation	153.00	-	153.00

Only Available at the Shuswap Memorial Cemetery

All Cemetery Charges are Subject to GST at the Prescribed Rate

TO: His Worship Mayor Harrison and Members of Council

DATE: October 10, 2023

SUBJECT: Official Community Plan Amendment Application No. 4000-56
Zoning Amendment Application No. 1275

Legal: Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888, and Parcel A (DD W51279), Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 Except Plan KAP46224
Civic: 1821 & 1881 9 Avenue NE
Owners: 1026082 BC Ltd., INC.No. BC1026082, and A Lakeside Bowling Ltd., INC.No. BC1000304 (Chahal, P.)
Agent: IBA Architecture INC. (Bestoon, R.)

STAFF RECOMMENDATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from MR (Medium Density Residential) to HC (Highway Service/Tourist Commercial);

AND THAT: Pursuant to Section 475 of the Local Government Act, Council shall consider this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;

AND THAT: Pursuant to Section 476 of the Local Government Act, Council shall consider this Official Community Plan amendment after required consultation with School District No. 83;

AND THAT: Pursuant to Section 477 (3) (a) of the Local Government Act, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm; and
- 2) The Liquid Waste Management Plan of the City of Salmon Arm.

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by:

- 1) rezoning Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from R-1 (Single Family Residential) to C-6 (Tourist/Recreational Commercial); and
- 2) rezoning Parcel A (DD W51279), Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 Except Plan KAP46224 from C-3 (Service Commercial) to C-6 (Tourist / Recreational Commercial);

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

PROPOSAL

The two subject parcels combined are approximately 1.6 acres in area on 9 Avenue NE, south of the Trans Canada Highway (see Appendix 1 and 2). The western parcel (1821 9 Avenue NE) is designated Medium Density Residential (MDR) in the City's Official Community Plan (OCP) and zoned C-3 (Service Commercial) in the Zoning Bylaw, while the eastern parcel (1881 9 Avenue NE) is designated Commercial – Highway Service / Tourist (HC) and zoned C-3 (Service Commercial) (Appendix 3 and 4). The purpose of this application is to rezone the subject parcels to allow potential future commercial and residential use, as shown in the attached development concept (Appendix 5). C-6 zone regulations are attached (Appendix 6).

BACKGROUND

The subject parcels are located within the corridor east of the City Centre to 30 Street NE as identified in the OCP, an area characterized by residential, commercial and institutional uses. The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-1) and Commercial (C-3) zones. Adjacent zoning and land uses include the following:

North:	TCH, R-1, R-5, and C-6	Commercial and Residential
East:	R-1 and P-3	Vacant Commercial and Institutional
West:	R-1	Single Family Dwellings
South:	C-3	Single Family Dwellings

The subject parcels currently contain a single family dwelling, accessory buildings, restaurant and a bowling alley, as shown in aerial images and site photos attached (Appendix 7). Staff note that Single Family Dwelling is not a permitted use in the proposed C-6 zone; therefore, should the bylaw be adopted the existing dwelling would be deemed legally non-conforming; the use could continue (unless discontinued for 6 months), but not be expanded on the site.

OCP POLICY

The proposed COP redesignation (from MDR) of 1821 9 Avenue NE would extend the Commercial – Highway Service / Tourist (HC) from the adjacent parcel, and so would create a contiguous OCP designation across the two subject parcels. 1821 9 Avenue NE is adjacent to the Trans Canada Highway and has reasonable highway access. Further, the particular development proposal outlined in the rezoning results in the creation of multi family housing. The amendment to the OCP is therefore supported by staff. The proposed zoning amendment aligns with the proposed HC (Highway Service / Tourist Commercial) designation in the OCP. The amendment would align with the Commercial Objectives and Policies listed in OCP Section 9, including supporting commercial uses within the primary commercial areas of the City.

Development of the parcel as proposed would be subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area.

Local Government Act

Pursuant to Sections 475 and 476 of the *Local Government Act* (consultation during OCP development and amendments) the proposed OCP amendments were referred to the following external organizations:

Adams Lake Band	Comments provided to applicant
Neskonlith Band	No response to date
Economic Development Society	Appendix 8
Interior Health	Appendix 9
School District 83	No response to date

A formal response was received from the Title and Rights Department of the Adams Lake Band and has been provided to the applicant for their information and potential action moving forward. Subsequently, the City inquired via Data Request to the Archeological Branch of British Columbia as to any Provincial

records of known archeological sites related to the subject parcel. It is the responsibility of the proponent to proceed under the *Heritage Conservation Act* accordingly.

The Salmon Arm Economic Development Society recognizes the importance of rental housing and supports the application.

Interior Health is supportive of the proposal noting that it provides density and housing diversity, as well as additional rental units consistent with the Community Housing Strategy.

COMMENTS

Ministry of Transportation and Infrastructure

Preliminary approval has been granted with conditions as of August 22, 2023 (Appendix 10). No direct highway access will be permitted, storm water must be addressed on site, and there are building setback requirements relative to the Trans Canada Highway. The conditions have been provided to the applicant.

Engineering Department

No concerns with OCP or rezoning amendments. Servicing requirements for development have been provided to the applicant. The location of storm and sewer mains over the subject parcels have been noted as potential challenges relative to the development concept. Comments attached (Appendix 11).

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning.

Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw, notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper and the applicant is required to post a Notice of Development Sign on the subject property in advance of the Public Hearing. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on November 27, 2023.

Planning Department

The surrounding neighbourhood has been undergoing slow development, with a mix of older single family housing, moving towards newer residential and mixed use development. This proposal would increase the amount of potential commercial land base within the City, and offers a shift from the vehicle-oriented service and storage commercial uses of the C-3 zone, to the C-6 zone which offers more options for mixed commercial uses with residential use above.

Aligned with the mixed use development concept proposed, the C-6 Zone has a number of more flexible regulations relative to the C-3 Zone. These include a more permissive maximum height allowance (19 m versus 10 m in C-3), and more lenient setback requirements (including no front setback requirement versus 6 m in C-3). These are in keeping with the intent of the C-6 Zone to accommodate pedestrian oriented businesses with a mixture of residential land uses in an integrated manner

Residential density under this Commercial land use designation and the C-6 Zone is permitted in alignment with the High Density regulations. Based on a parcel area of 1.6 acres, 64 dwelling units would be permitted, with potential for a maximum of 84 dwelling units through the provision of amenities as specified by the R-5 Zone.

The intent for the subject parcel under application is described and illustrated by a development concept attached as Appendix 5. Future development of the parcel would be subject to the guidelines of the

Highway Service / Tourist Commercial Development Permit Area (provided to applicant), with a future development proposal including building elevations and landscape plans subject to detailed review through a form and character Development Permit application.

Staff note some concerns with respect to the concept proposed, including the position of a storm water service main through the subject parcel, a sanitary sewer within the north portion of the subject parcels, as well as the topography on the site, particularly the slope towards the north parcel line adjacent the Trans Canada Highway. These concerns would need to be addressed through the Development Permit application process.

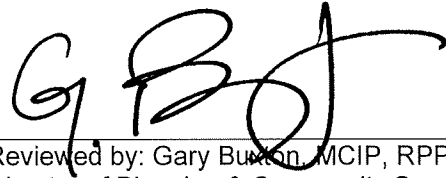
CONCLUSION

The subject parcels are considered by staff to be well-suited for the proposed Commercial – Highway Service / Tourist (HC) and C-6 uses, being within close proximity to the Trans Canada Highway as well as transportation routes including the City's Greenway Network, and community facilities including the recreation centre, schools, and the uptown commercial area.

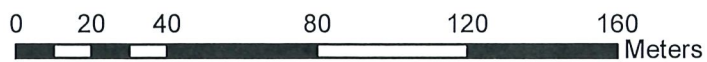
The OCP land use designation requested and the proposed C-6 zoning of the subject parcels is generally consistent with OCP and is therefore supported by staff.

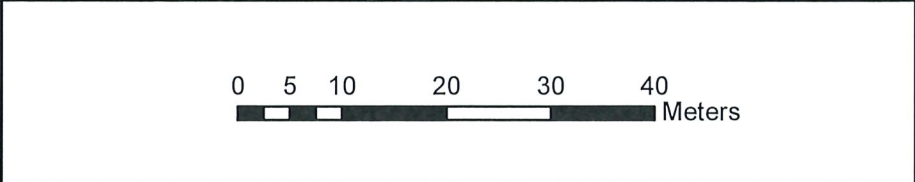
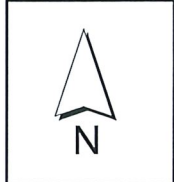


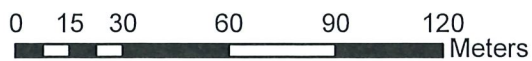
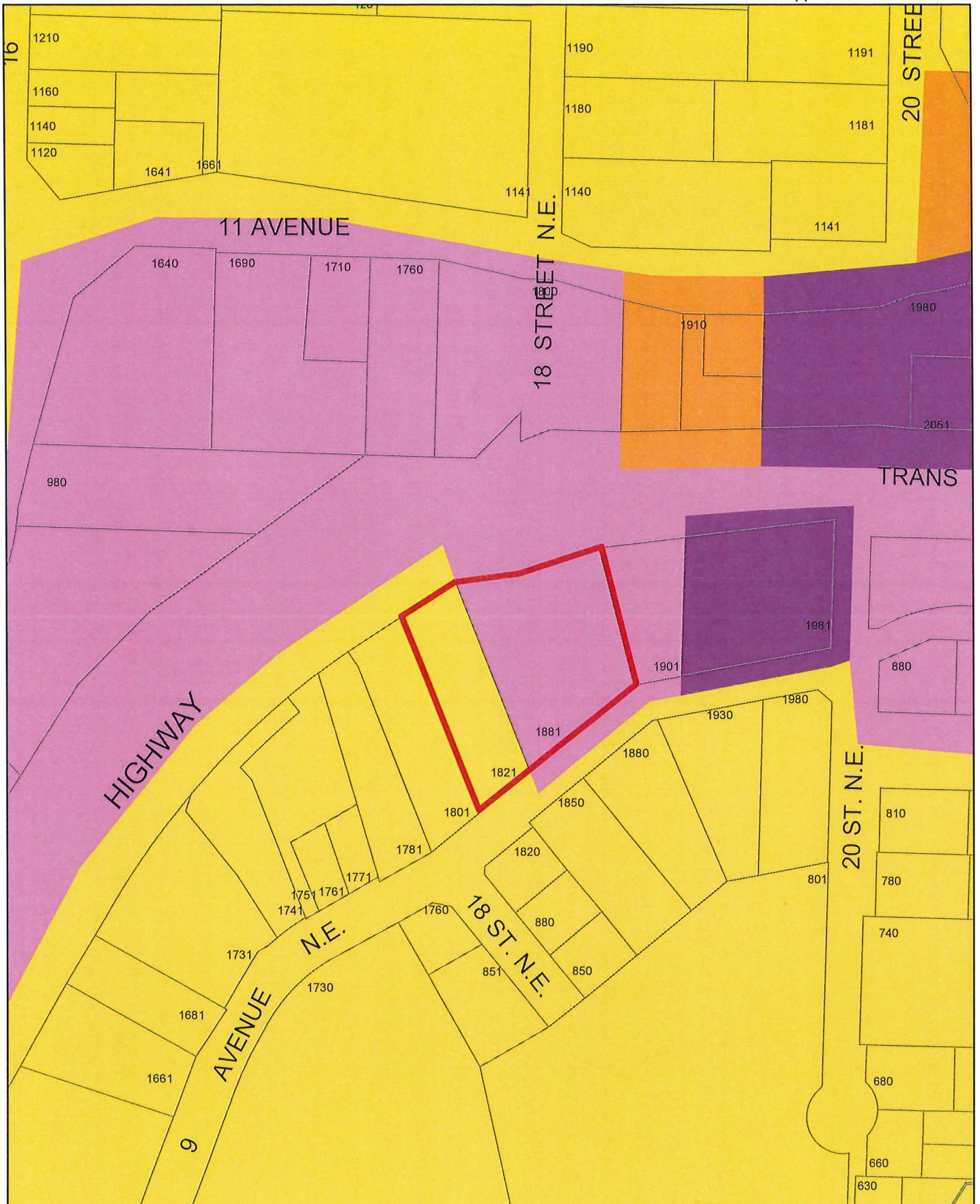
Prepared by: Chris Larson, MCIP, RPP
Senior Planner



Reviewed by: Gary Burton, MCIP, RPP
Director of Planning & Community Services







Subject Parcels



Commercial HWST



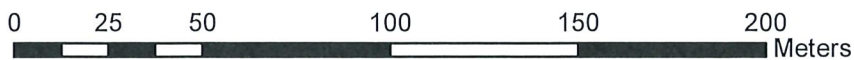
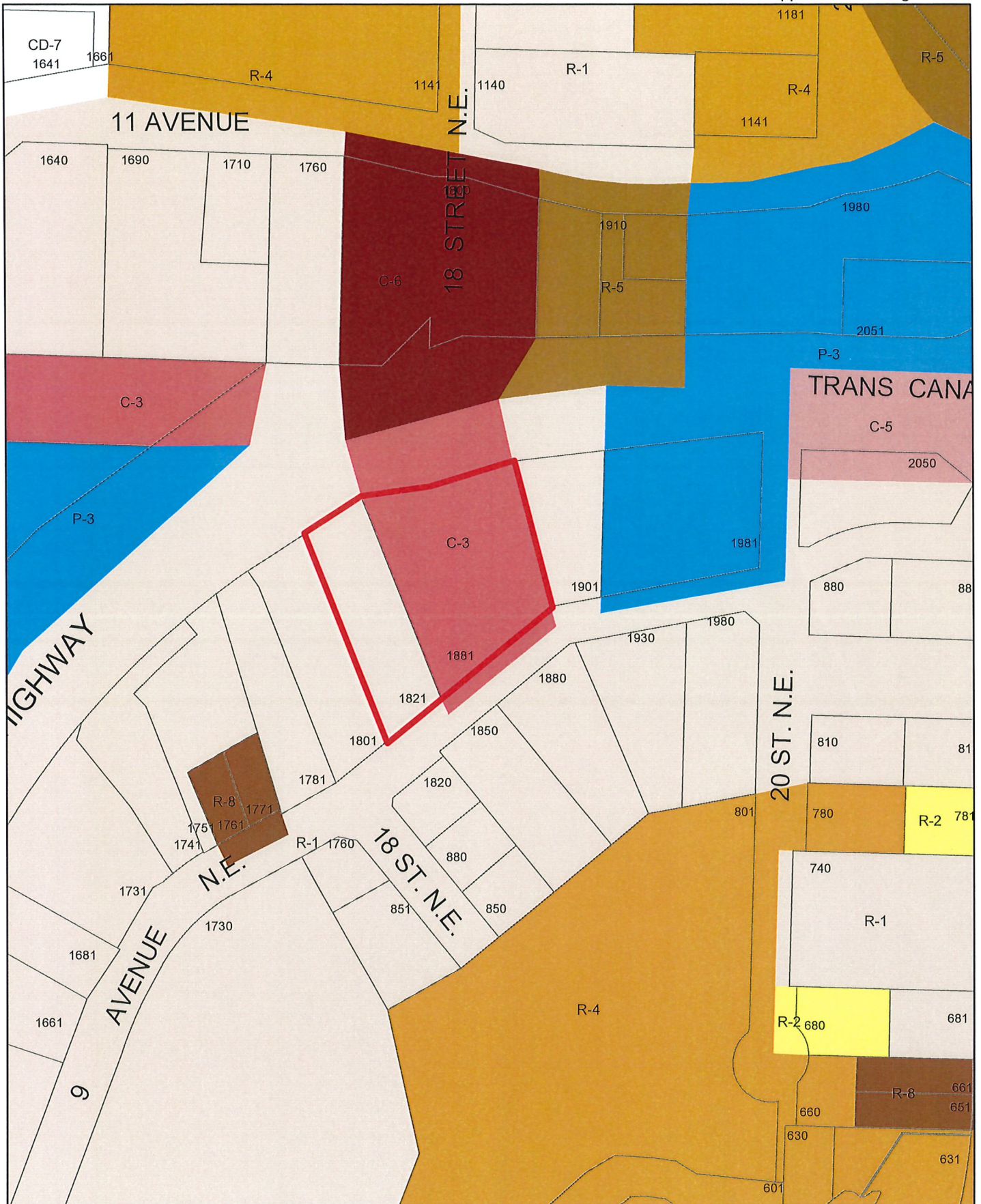
Residential High Density



Residential Medium Density



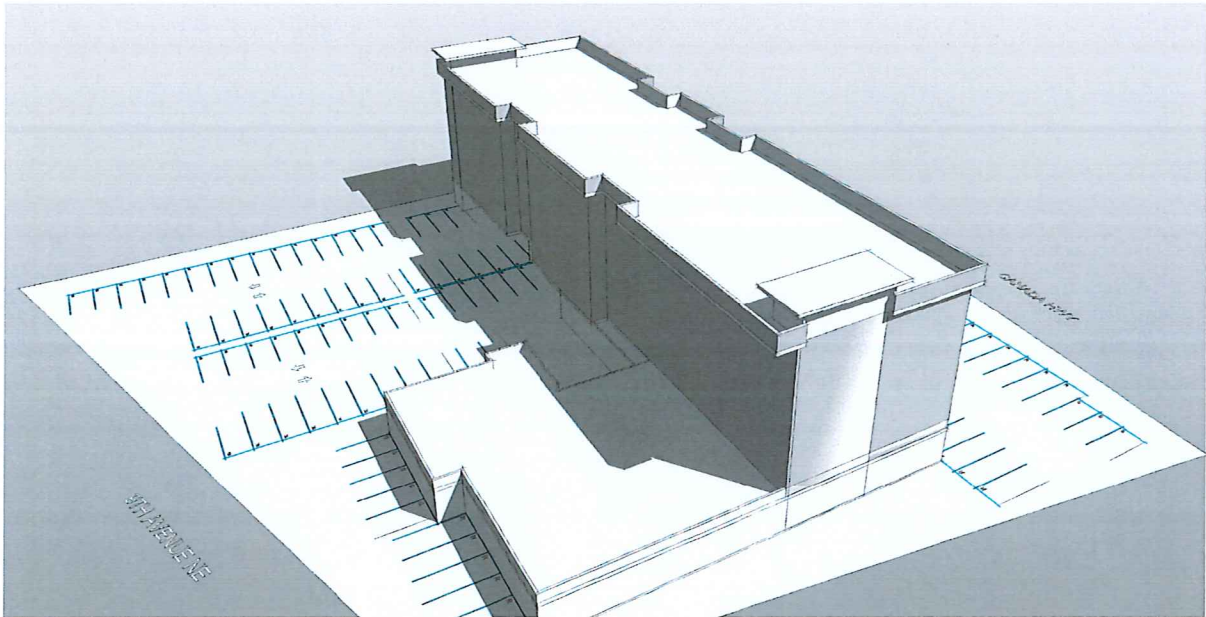
Institutional



 Subject Parcels

**1881 & 1821 9 AVE NE SALMON ARM,
DEVELOPMENT PERMIT APPLICATION**

DESIGN RATIONALE



2023.11.06

Prepared by:

IBA Architecture Inc.

2448 - 1055 W Georgia St., Vancouver BC, V6E 3P3
604 909 1267 | info@ibarch.ca | www.ibarch.ca

To be submitted to:

Planning Department
City of Salmon Arm



TABLE OF CONTENTS

- 1.0 OVERVIEW
- 2.0 PROJECT DESCRIPTION
- 3.0 SITE AND PARKING ACCESS
- 4.0 ZONING AND OCP AMENDMENT
- 5.0 SUMMARY
- 6.0 ARCHITECTURAL RENDERINGS

1.0 OVERVIEW

The proposed conceptual drawing of the rental apartment development thoroughly addresses the main goals pursued by the City of Salmon Arm for these land uses. Strategies have been considered for minimizing the impact of the development on the natural environment, topography, open space, and visual character of City of Salmon Arm.

The OCP Land use Designation was adopted accordingly, and the aimed Zoning: C-6 accepts that the form and character may include *multiple apartment* units.

We believe that the conceptual apartment will address all significant elements of the OCP and are deemed to be affordable forms of housing in the Salmon Arm area market.

2.0 PROJECT DESCRIPTION

The owner/developer of 1881 and 1821 9th Ave NE in Salmon Arm, BC wishes to merge the two properties and request a rezoning from C3 & R-1 to C-6. This will allow the developer to apply for a development permit for a 6-storey apartment building on the adjoining property.

Regarding the current status of the property, there is a bowling building located at 1881 9th Ave and a single-family house situated at 1821 9th Ave.

This rental apartment complex is located on 9th Ave NE and features around 70-80 residential units situated above the bowling alley building. The apartments come in various configurations, including one-bedroom and two-bedroom units, designed to complement the surrounding topography and road/grading.

This site (both properties) is approximately 1.46 acres.

3.0 SITE AND PARKING ACCESS

The site design complies with the C-6 zoning bylaw.

Regarding parking, surface parking spots have been provided, with a minimum driveway length of 7.5 m and provisions for visitors' on-site parking as per the Parking and Loading zoning bylaw.

4.0 ZONING AND OCP AMENDMENT

The current zone of the site is R-1 & C-3.

The developer of this site decided to submit a rezoning application to C-6.

We recommend that the city of Salmon Arm allow for the rezoning of this site to C-6 for the following reasons:

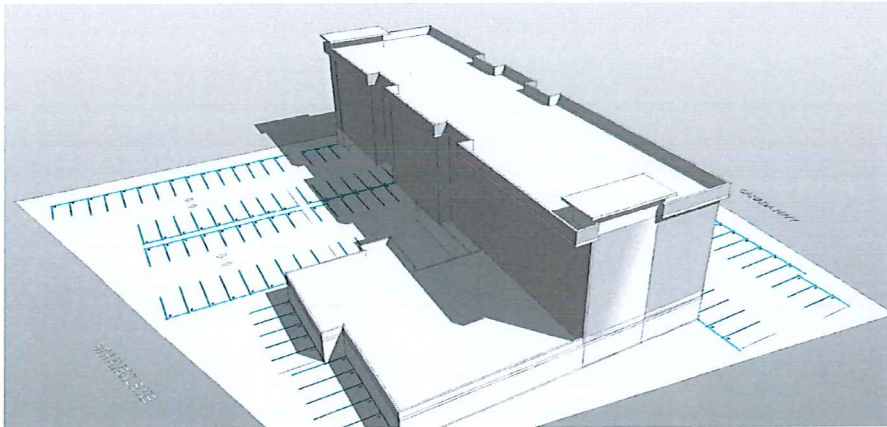
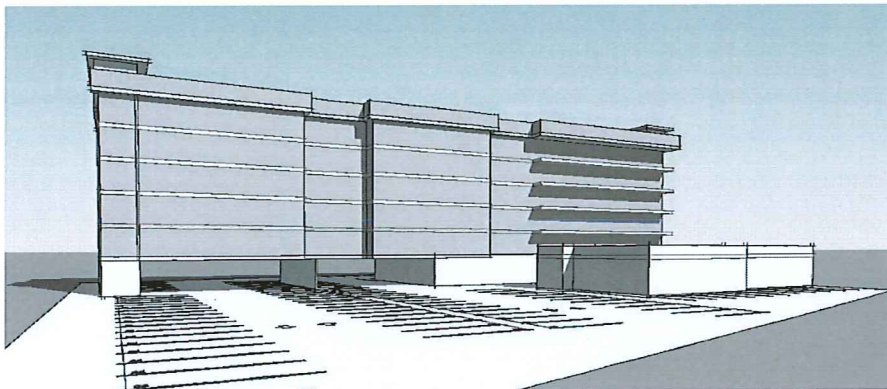
- The site will be more developable.
- The developer feels that an apartment project can be inspirational for other future developments nearby that benefit the neighbourhood.
- The proposed area of the units benefits the residents of the building. And satisfy the community's need for larger units with several bedrooms.

5.0 SUMMARY

The project owner and design team believe that rezoning these two properties will enable the developer to construct an appealing project that can serve as inspiration for other developers. This will also benefit the neighborhood and the city of Salmon Arm.

We look forward to your enthusiastic support and recognition for all the project brings to our community.

6.0 ARCHITECTURAL MASSES:





IBA ARCHITECTURE INC.
DESIGN | DEVELOPMENT CONSULTING

104 - 104 GEORGINA STREET, VANCOUVER, BC V6P 1P5
PHONE: 604.681.1111
WWW.IBAARCH.COM

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FROM TOP VIEW



VIEW FROM NORTH



VIEW FROM 9TH AVENUE NE

NO.	DATE	BY	DESCRIPTION
			PREVIOUS EDITIONS

**ISSUED FOR
DEVELOPMENT
PERMIT**

PROJECT
1881 APARTMENTS

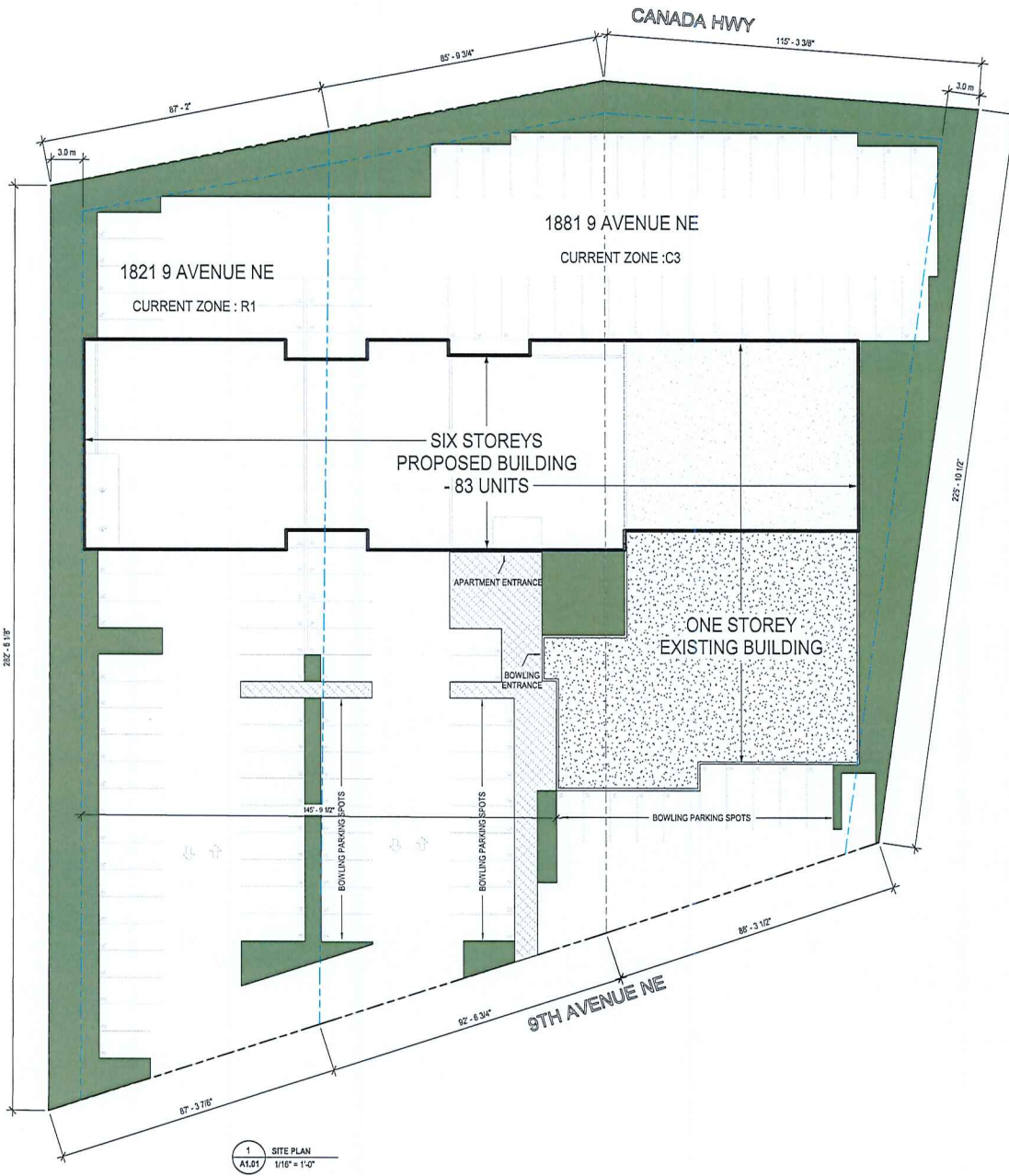
ADDRESS
**1881 & 1821 9TH AVE NE,
SALMON ARM BC**

SHEET TITLE
CONTEXT

A1.00

DESIGNED: IBA DRAWN: IBA
SCALE: 1/12" = 1'-0" FILE: A22-02

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1 SITE PLAN
A1.01 1/16" = 1'-0"

Required Number of Parking spots:

- 1- 1.25 per dwelling Unit
- 2- 27 parking spots

Proposed Number of Parking Spots:

- 28 Parking Spots for Bowling Center
- 104 Parking spots for upper floor units - apartments

OCC LOAD FOR BOWLING BUILDING:

- 1 Person per 9.3 SQM
- 11,000 SQFT - %25 for circulation = 8250 sqft (766 SQM)
- 766 / 9.3 = 82 person
- 3 parking spots per person required
- 82/3 = 27 parking spots

Note: This is the rough idea for the parking calculation of the existing building.



IBA ARCHITECTURE INC.
DESIGN | DEVELOPMENT | CONSULTING

1141 - 1149 GEORGE STREET, VANCOUVER, BC V6E 2P5
PHONE: 604.681.0000
WWW.IBAARCHITECT.COM

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NO.	DATE	BY	DESCRIPTION
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ISSUED FOR
CLIENT REVIEW

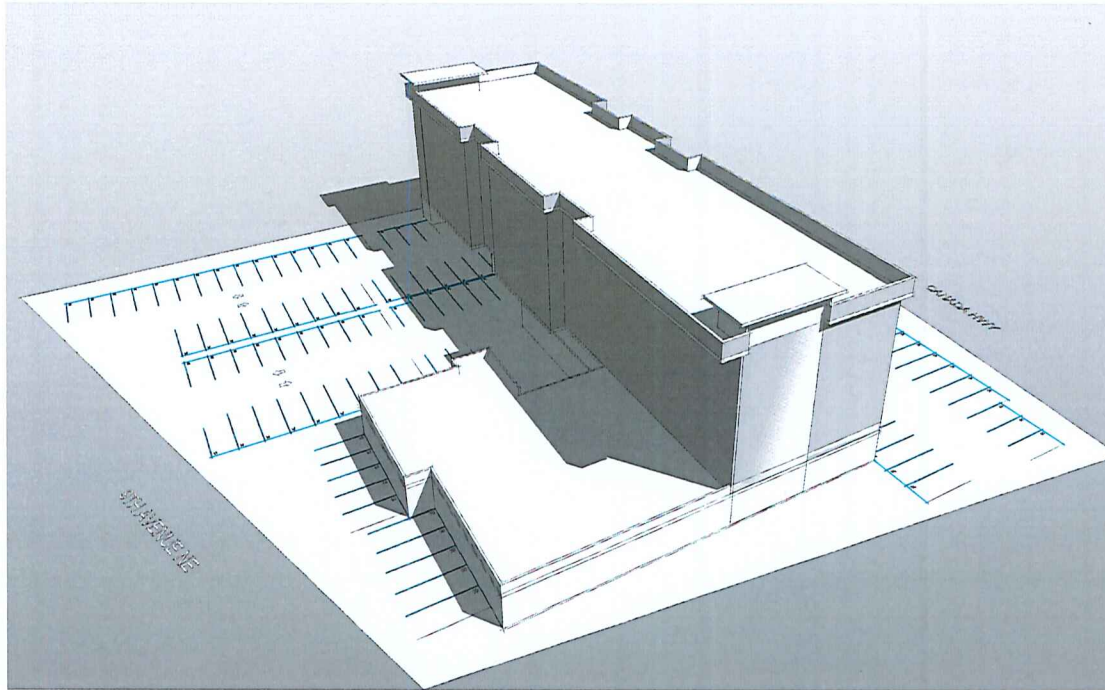
PROJECT
1881 APARTMENTS

ADDRESS
1881 & 1821 9TH AVE NE,
SALMON ARM BC

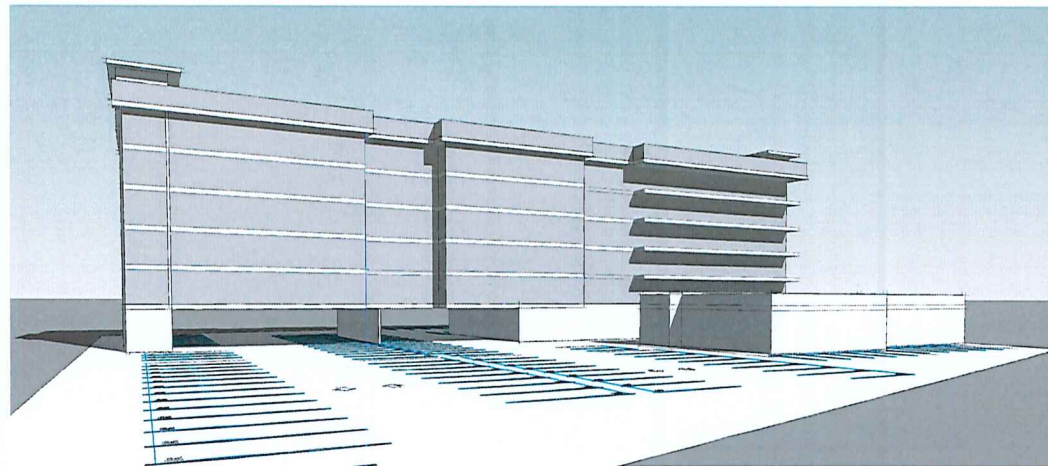
SHEET TITLE
SITE PLAN

A1.01

DESIGNED: Designer DRAWN: Author
SCALE: 1/16" = 1'-0" FILE: A22-02
© 1999 IBA Architecture
1141-1149 GEORGE STREET VANCOUVER BC V6E 2P5
APARTMENTS 1881 P.A.S. REV D CAD015819
Ave NE Salmon Arm British Columbia



BIRD EYE VIEW



VIEW FROM 9TH AVE



IBA ARCHITECTURE INC.
DESIGN | DEVELOPMENT | CONSULTING

1811 18TH AVENUE STREET, VANCOUVER, BC V6E 1P5
PHONE: 604.681.1111
WWW.IBAARCHITECT.COM

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NO.	DATE	BY	DESCRIPTION
			PRELIM + ISSU

ISSUED FOR
BUILDING PERMIT

PROJECT

1881 APARTMENTS

ADDRESS

**1881 & 1821 9TH AVE NE,
SALMON ARM BC**

DRAWING TITLE

PERSPECTIVES

A1.02

DESIGNED: Designer DRAWN: Author
SCALE: FILE: A22-02

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1881 APARTMENTS PROJECT
1881 & 1821 9TH AVE NE, SALMON ARM BC
VANCOUVER, BC V6E 1P5

SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE**Purpose**

20.1 The C-6 Zone is intended to accommodate pedestrian oriented tourist/recreation businesses. The area zoned C-6 is envisioned to be developed with a mixture of land uses in an integrated manner and is intended to cater to the resident and tourist alike with a small shop and resort atmosphere. *Development* within the C-6 Zone shall be subject to a *Development Permit* as per the *Official Community Plan*.

Regulations

20.2 On a *parcel zoned C-6*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-6 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

20.3 The following uses and no others are permitted in the C-6 Zone:

- .1 art gallery;
- .2 banking kiosk;
- .3 boat and marine sales, repair and rental, including outside covered or screened storage;
- .4 *commercial daycare facility* #3637
- .5 convention centre;
- .6 craft making and sales;
- .7 farmers market;
- .8 *health service centre*;
- .9 *high technology research and development*; #4368
- .10 *home occupation*; #2782
- .11 *hotel*;
- .12 library;
- .13 *licensee retail store*; #3223
- .14 *mobile food vending*; #4340
- .15 motel;
- .16 museum;
- .17 night club;
- .18 *offices*; #3426
- .19 *outside vending*; #2837
- .20 parkade/off-street parking, in Areas "A", "B" and "C" [Waterfront Area] as shown on Schedule "C" attached hereto and forming part of this bylaw. #3163
- .21 *personal service establishment*;
- .22 pub;
- .23 *public use*;
- .24 *private utility*; #3060
- .25 *public utility*;
- .26 *recreation facility - indoor*;
- .27 *recreation facility - outdoor*;
- .28 *resort accommodation*; #3517
- .29 *restaurant*;
- .30 *retail store*; #4005
- .31 theatre;
- .32 *upper floor dwelling units*; #2554
- .33 *work/live studios*; #3167 and
- .34 *accessory use*.

SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED**Accessory Uses**

20.4

- .1 Outside storage and *warehouse* facilities are only permitted within Area "B" as shown on Schedule "C" attached to and forming part of this Bylaw. #2554, #3426

Maximum Height of Principal Buildings

20.5 The maximum *height* of *principal buildings* shall be 19.0 metres (62.3 feet). #2748

Maximum Height of Accessory Buildings

20.6 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.7 feet).

Minimum Parcel Size or Site Area

20.7 The minimum *parcel* size or *site* area shall be 325.0 square metres (3,498.4 square feet).

Minimum Parcel or Site Width

20.8 The minimum *parcel* or *site* width shall be 10.0 metres (32.8 feet).

Minimum Setback of Principal and Accessory Buildings

20.9 The minimum *setback* of the *principal* and *accessory buildings* from the:

- | | | |
|----|---|-----------------------|
| .1 | <i>Rear parcel line</i> adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |
| .2 | <i>Interior side parcel line</i> adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |

Outside Storage

20.10 Outside storage shall be screened as per Appendix III.

Parking and Loading

20.11 Parking and loading shall be required as per Appendix I.



View of subject parcel northwest from 9 Avenue NE.



View of subject parcel northeast from 9 Avenue NE.



September 6, 2023

City of Salmon Arm
Chris Larson
PO Box 40
Salmon Arm BC, V1E 4N2

Dear Chris,

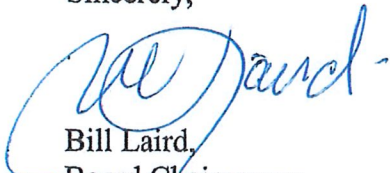
Re: OCP Amendment Application No OCP 4000-56

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to amend the OCP designation of the property located at 1821 – 9th Avenue NE from medium density residential to highway service/tourist commercial.

At this meeting, the SAEDS Board passed the following motion:
“That the SAEDS Board of Directors supports the proposed OCP Amendment, as the proposed development supports the community’s critical shortage of rental accommodation.” All in favour.

We thank you for the opportunity to comment on this proposed OCP bylaw amendment.

Sincerely,



Bill Laird,
Board Chairperson

From: HBE [IH] <HBE@interiorhealth.ca>
Sent: September 13, 2023 3:27 PM
To: Kathy Frese
Subject: FW: [External] OCP4000-56 BYLAW4605 / 1821 - 9 AVENUE NE - Referral
Attachments: OCP4000 -56 External Agencies Referral PKG.pdf

Hello,

Thank you for the opportunity to provide comments for Council and staff consideration regarding the two properties 1881 and 1821 9 Ave N.E.

Housing is a key determinant of health. It has significant influence on our physical and mental health, social well-being and indirectly influences many other determinants of health. Healthy housing is attainable, stable, high quality, and in a location and community that meets our needs and supports health and well-being. In reviewing the proposed land use changes for the two properties, this would align with providing more density and housing diversity (Strategy Area #1) and adding additional rental units to meet the rental needs of the community (Strategy Area #2) and thus meeting the objectives in the [Salmon Arm Community Housing Strategy](#).

Interior Health is pleased to see more purpose built rental units being built to help to meet Salmon Arm residents' needs for rental housing supply and as such, we are in support of the proposed changes.

If you have any questions, please let me know: 250-549-5758.

Thank you,

Janelle

Janelle Rimell, B.Sc, B.Tech, C.P.H.I.(C) (she/her)

Environmental Health Officer
Healthy Community Development
Interior Health Authority
1440 14th Avenue, Vernon, BC V1B 2T1
Office: 250-549-5758
Cell: 250-540-8380
Email: janelle.rimell@interiorhealth.ca
www.interiorhealth.ca



Interior Health

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dăkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tšilhqot'in Nations where we live, learn, collaborate and work together.



City of Salmon Arm
500 2nd Avenue NE
PO Box 40
Salmon Arm, BC V1E 4N2
Canada

Your File #: ON-1275 BL4606
eDAS File #: 2023-03966
Date: Aug/22/2023

Re: Proposed Bylaw for:

- **PID: 009-633-405, PARCEL A (DD W51279) SECTION 13 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 9888 EXCEPT PLAN KAP46224**
- **PID: 007-926-669, LOT A SECTION 13 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 9888**

The Ministry of Transportation and Infrastructure has received and reviewed your referral dated August 18, 2023 to amend the OCP from MR (Medium Density Residential) and HC (Highway Service/Tourist Commercial) to HC (Highway Service/Tourist Commercial) for 1821 – 9 Avenue NE only, and Zoning from R-1 (Single Family Residential – 1821 9 Ave NE) and C-3 (Service Commercial – 1881 9 Ave NE) to C-6 (Tourist/Recreation Commercial Zone) for both properties.

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*, subject to the following conditions:

1. No direct access to the Trans-Canada Highway is permitted. All access is to be via the municipal side road network (9 Avenue NE).
2. No storm drainage shall be directed towards the Trans-Canada Highway. This would include but is not limited to collection/run-off of the internal road system or development run-off. All surface and subsurface drainage/storm water from the development is to be dealt with onsite.
3. Buildings or structures adjacent to the Trans-Canada Highway are to be set back from the property line, a minimum of 4.5 metres. If buildings or structures are proposed within the 4.5m setback from the Trans-Canada Highway dedication, the land owner is encouraged to contact the ministry as additional permitting is required and may not be supported.

Local District Address
Salmon Arm Area Office Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada Phone: (250) 712-3660 Fax: (250) 833-3380

If you have any questions please feel free to call Beth Bahm at (778) 576-1114.
Yours truly,



Beth Bahm
Development Officer



*Memorandum from the
Engineering and Public
Works Department*

TO: Gary Buxton, Director of Planning
 DATE: August 29, 2023
 PREPARED BY: Mustafa Zakreet, Engineering Assistant
 APPLICANT: 1026082 BC Ltd. and Lakeside Bowling Ltd.
 SUBJECT: OFFICIAL COMMUNITY PLAN & ZONING AMENDMENT APPLICATION
 NO. OCP4000-56 & ZON-1275
 LEGAL: Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 and
 Parcel A (DD W51279) Section 13, Township 20, Range 10, W6M, KDYD,
 Plan 9888 Except Plan KAP46224
 CIVIC: **1821 & 1881 – 9 Avenue NE**

Further to your referral dated August 18, 2023, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning and OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

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

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4293. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control (ESC) measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the off-site improvements at the time of building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work.

OCP4000-56 & ZON APPLICATION FILE: ZON-1275

August 29, 2023

Page 2

These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads / Access:

1. 9 Avenue NE, on the subject property's southern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 2.38m of additional road dedication is required (to be confirmed by a BCLS).
2. 9 Avenue NE is currently constructed to a Rural Paved Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-02. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. Trans-Canada Highway on the subject property's northern boundary is a provincial controlled access highway. Additional dedication/improvements will be determined by Ministry of Transportation.

Water:

1. The subject property fronts a 100mm diameter Zone 2 watermain on 9 Avenue NE. Upgrading this watermain to 200mm diameter across the frontage of the property is required.
2. Since the subject property fronts onto an undersized water main the Owner / Developer's authorized engineer is to complete a flow test on the closest fire hydrant to confirm the existing watermain servicing the development is adequately sized to provide fire flows in accordance with the requirements of the Subdivision and Development Servicing Bylaw No 4293. Where the City water distribution system has insufficient capacity to meet the required fire flow, the Owner / Developer will be required to make the necessary upgrades to meet these standards. Owner / Developer is responsible for all associated costs.
3. Records indicate that 1881 & 1821 9 Avenue NE are each serviced by an unknown diameter size service from the 100mm diameter watermain on 9 Avenue NE. Due to age/size of the existing services, upgrading to a new single metered service (minimum 25mm) is required in accordance with Specification Drawing No. W-11. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.
5. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the commercial density spacing requirements of 90 meters.

Sanitary:

OCP4000-56 & ZON APPLICATION FILE: ZON-1275

August 29, 2023

Page 3

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1. The subject property fronts a 150mm diameter sanitary sewer on 9 Avenue NE. Upgrading this sanitary sewer to 200mm diameter across the frontage of the property is required. Since this upgrade is premature at this time, a 100% cash in lieu payment towards future upgrading may be accepted. Owner / Developer is responsible for all associated costs. In addition, the subject property fronts 200mm diameter sanitary sewer along the north and east property lines. An additional 3m right of way is required for the main along the north property line. No construction will be permitted over the sanitary right-of-way, however the sanitary sewer and right of way may be relocated, subject to achieving minimum grades. Owner / Developer is responsible for all associated costs.
 2. The subject property is be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
 3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
 4. Records indicate that the 1881-9 Avenue NE property is serviced by an unknown size service from the sanitary sewer on 9 Avenue NE, and the 182-9 Avenue NE property is serviced by an unknown size service from the sanitary sewer main along the north property line. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property fronts a 300mm diameter storm sewer on 9 Avenue NE that runs along the west property line. No Construction is permitted over the storm right-of-way; therefore, relocating the storm main out of the development zone is required.
2. The subject property is in an area with no current storm capacity concerns according to the Stormwater Master Plan Study (April 2020)
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4293, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The subject property shall be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. Discharge into the Storm sewer shall be restricted to predevelopment flows. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Geotechnical:

OCP4000-56 & ZON APPLICATION FILE: ZON-1275

August 29, 2023

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



Mustafa Zakreet, EIT
Engineering Assistant



Gabriel Bau P.Eng.
City Engineer

CITY OF SALMON ARM

BYLAW NO. 4605

A bylaw to amend "City of Salmon Arm Official Community Plan Bylaw No. 4000"

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on December 11, 2023 at the hour of 7:00 p.m. was published in the _____ and _____, 2023 issues of the Salmon Arm Observer;

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from MR (Medium Density Residential) to HC (Highway Service/Tourist Commercial), as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Official Community Plan Amendment Bylaw No. 4605**”.

READ A FIRST TIME THIS DAY OF 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2023

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER



CITY OF SALMON ARM

BYLAW NO. 4606

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on December 11, 2023 at the hour of 7:00 p.m. was published in the _____, 2023 and _____ 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 from R-1 (Single Family Residential Zone) to C-6 (Tourist/Recreational Commercial Zone); and

Rezone Parcel A (DD W51279), Section 13, Township 20, Range 10, W6M, KDYD, Plan 9888 Except Plan KAP46224 from C-3 (Service Commercial Zone) to C-6 (Tourist/Recreational Commercial Zone)

attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4606**”

READ A FIRST TIME THIS DAY OF 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2023

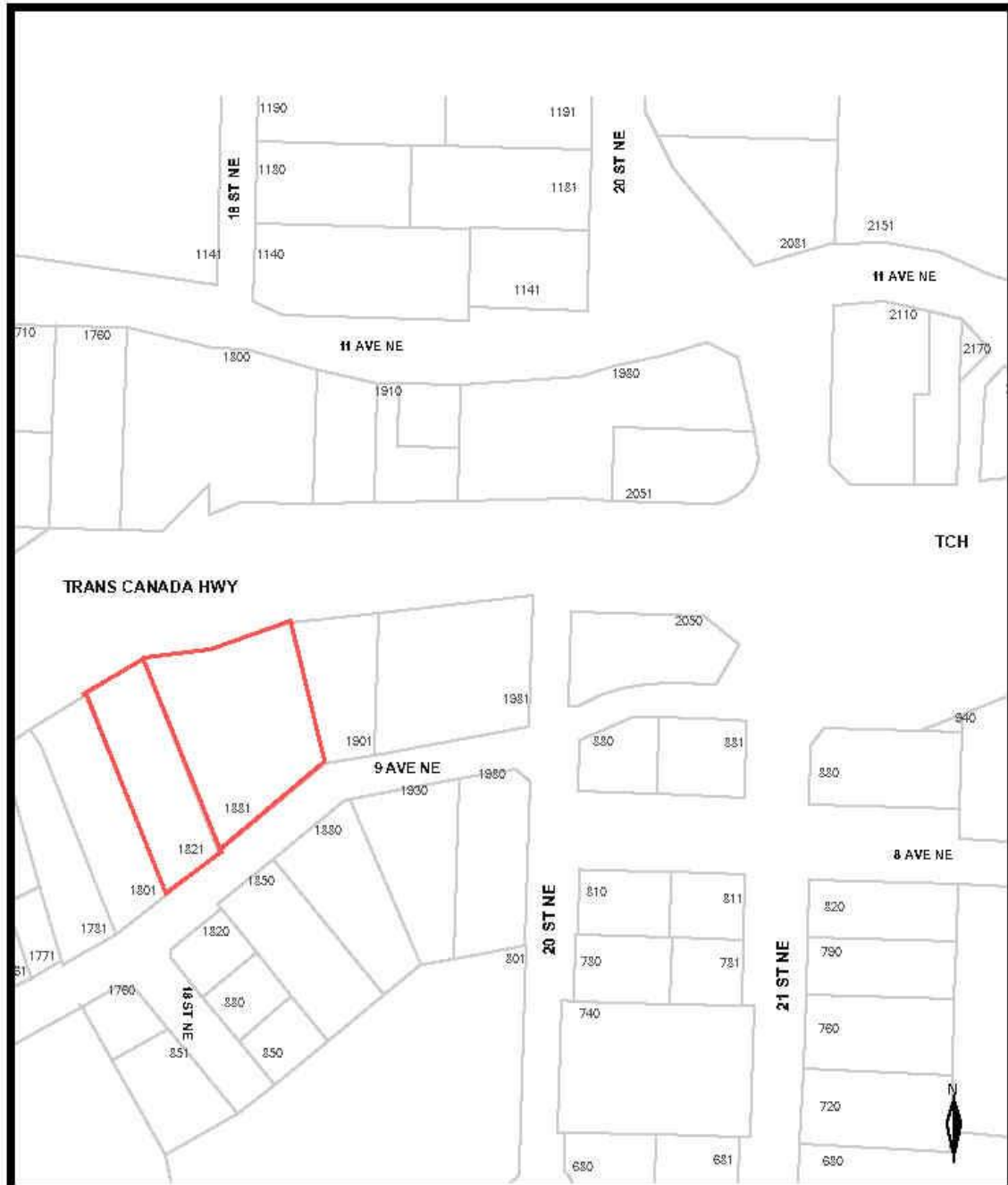
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER

Schedule "A"



To: His Worship Mayor Harrison and Members of Council
Date: October 25, 2023
From: Chelsea Van de Cappelle, Chief Financial Officer
Subject: Fee for Service Amendment – Water & Sewer User Rates

Recommendation:

THAT: Bylaw No. 4614 cited as “City of Salmon Arm Fee for Service Amendment Bylaw No. 4614” be given 3 readings.

Background:

The 2024 Budget Presentation is scheduled for December 4 & 5, 2023. In order to proceed with the annual billing of water and sewer user fees in early December, it is necessary for Council to review and establish the user fees in advance of budget discussions.

User fees are collected to operate and maintain components of the water and sewer systems including replacement, new and upgraded major infrastructure. Frontage taxes are comprised of a capital debt repayment component plus 10% for preventative maintenance of the utilities infrastructure.

The frontage tax rates have been analyzed and continue to be sufficient to support current capital debt repayment needs. As a result, no change is recommend for 2024.

An analysis of the water and sewer user fees in comparison with cost projections indicate that the existing rates will not be sufficient. The recommended increase to Water User Fees is 30% and Sewer User Fees is 10% for 2024.

The recommended increase is required to address capital investments (replacements and upgrades), increased borrowing costs, increasing costs pertaining to labour, equipment and materials and to address diminishing reserves. Historically, user fee increases have been relatively infrequent or low and for the most part have been absorbed as a result of development. However to ensure responsible stewardship of City assets, more significant increases are necessary.

Attached as supplemental support are the “draft” 2024 Water and Sewer Utility budgets which include the recommended user fee increases. In an effort to manage the user fee increases staff have reviewed project prioritization using a risk matrix and as a result the following projects were deferred to be addressed in a future year:

Water - \$40,000

- Capital - 9 Ave SE Renewal Upgrade - \$40,000

Sewer - \$485,000

- Studies – Bylaw No. 1410 Update - \$5,000
- Capital – WPCC – Automatic Security Access Gate - \$30,000
- Capital – Wharf Street Natural Gas Generator - \$125,000
- Capital – Camera & Crawler - \$75,000
- Capital – Forecmain Replacement (Mosquito Lift Station – Canoe Beach) - \$250,000

Future Water Expenditures:

The Water Asset Management planning process has significantly advanced allowing a draft projection of the water funding requirements over a twenty (20) year planning horizon based on preliminary ‘useful life’ estimates for infrastructure. More detailed condition assessments will be prioritized for assets that are nearing the end of their anticipated useful life and those deemed critical.

The total value of water assets are listed below in Table 1 based on 2022 estimated replacement costs. Using the Anticipated Useful Life of each asset divided by the Current Replacement Cost (CRC) it is possible to estimate the amount of funding required to sustainably fund the replacement of the City’s assets.

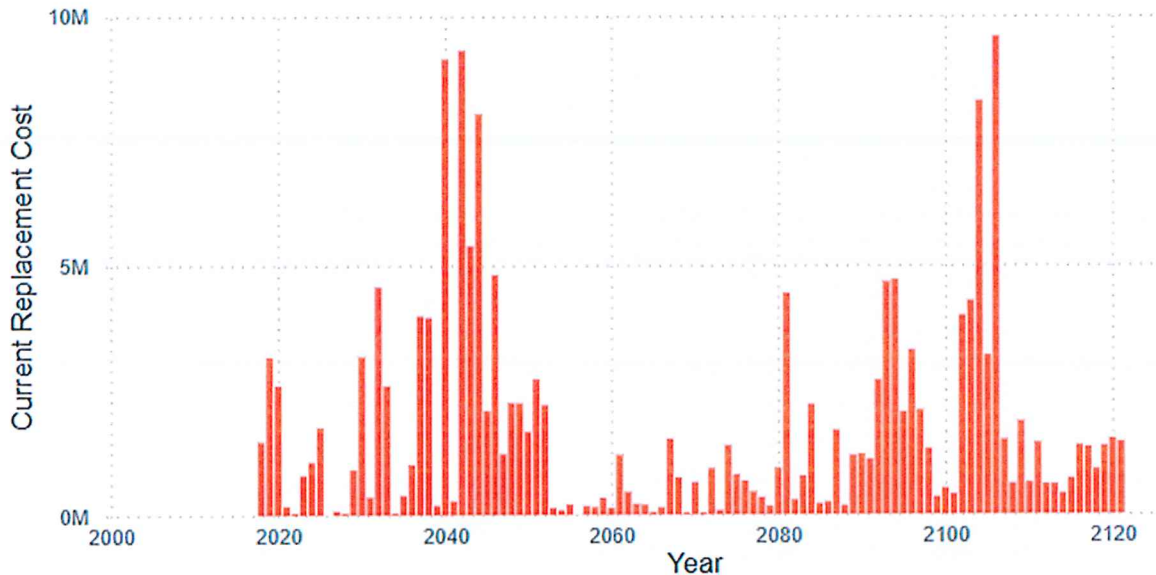
For example, if the water treatment plant is valued at \$40M and is anticipated to last 40 years, it would be necessary for the City to put away \$1M each year into reserve to avoid future borrowing or rate increases above the rate of inflation. The estimated Annual Replacement Funding for water assets is \$3.5M. The annual reinvestment rate does not include capacity building projects (upgrade/new), inflation or investment returns.

Table 1: Current replacement costs and annual replacement funding for water assets

Asset Type	Total Value	Annual Replacement Funding
Hydrants	\$8,440,000	\$115,000
Water main	\$142,600,000	\$2,280,000
Pump Stations	\$14,100,000	\$280,000
Treatment Plant	\$40,600,000	\$540,000
Reservoirs	\$21,350,000	\$285,000
Total	\$227,090,000	\$3,500,000

Overall, the City’s water infrastructure is starting to reach its anticipated useful life. Not all will require replacement on schedule (where possible, condition assessments will be used to delay investments until truly necessary); however, the scale of potential replacements is significant. Specifically there was incredible investments into water infrastructure between 1966 and 1970 that will be potentially aging out within the planning horizon. Figure 1 below illustrates the anticipated annual expenditures for the replacement of water mains.

Figure 1: Anticipated annual water main replacement cost



The current replacement cost estimates below are based on 2022 Class ‘D’ per metre unit rates.

Date Range	Pre 1950	1951 - 1955	1956 - 1960	1961 - 1965	1966 - 1970
Kilometers	7.0	2.6	5.4	8.1	27.7
Estimate	\$4.8M	\$1.6M	\$3.8M	\$6.3M	\$22.8M

In conjunction with the City’s Water Master Plan and Asset Management plan, some significant short to medium term capacity building projects of note are listed below:

- Zone 2 Pump Station, estimated cost at \$5.3M;
- Zone 5 Watermain Extension/Upgrade, estimated construction cost at \$2.7M;
- Zone 2 Reservoir Reconstruction, estimated construction cost at \$1.75M;
- 20 Ave NE Watermain Extension \$0.4M; and
- 30 Street SW Watermain Extension \$0.8M.

Future Sewer Expenditures:

The Sanitary Asset Management planning process has significantly advanced and similar to Water, has allowed for a draft projection of sewer funding requirements over a twenty (20) year planning horizon. More detailed condition assessments will be prioritized for assets that are nearing the end of their anticipated useful life and those deemed critical. This will adjust the anticipated required expenditures.

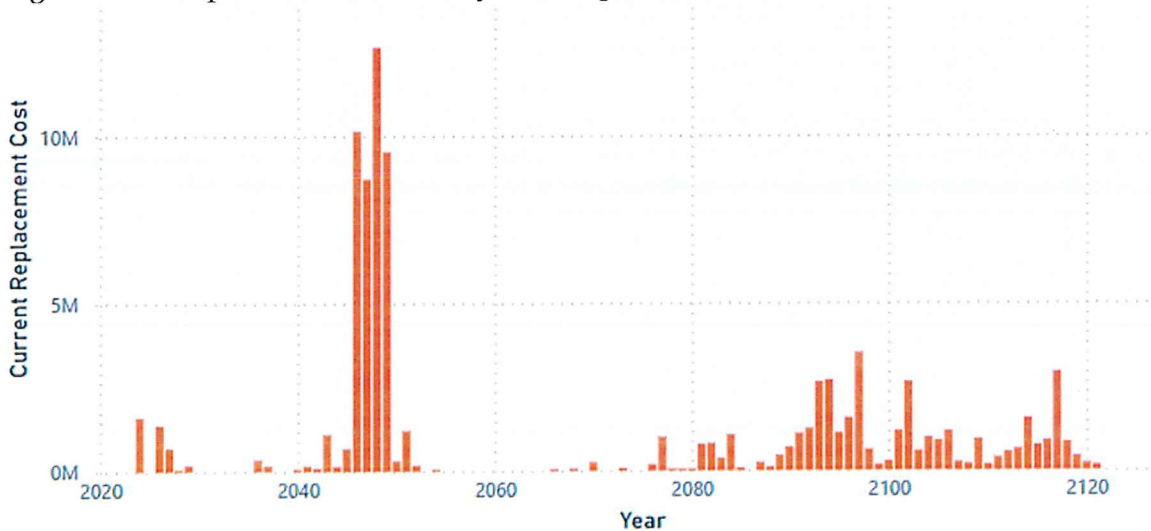
The total value of sanitary assets are listed below in Table 2 based on 2022 estimated replacement costs. Using the Anticipated Useful Life of each asset divided by the Current Replacement Cost (CRC) it is possible to estimate the amount of funding required to sustainably fund the replacement of the City’s assets. See example above. The estimated Annual Replacement Funding for sanitary assets is \$2.29M. The annual reinvestment rate does not include capacity building projects (upgrade/new), inflation or investment returns.

Table 2: Current replacement costs and annual replacement funding for sanitary assets

Asset Type	Total Value	Annual Replacement Funding
Sanitary Forcemain	\$5,280,000	\$63,710,000
Sanitary Gravity Main	\$82,900,000	\$1,030,000
Lift Stations	\$8,500,000	\$141,670
Treatment Plant	\$52,410,000	\$1,050,000
Total	\$149,090,000	\$2,290,000

Unlike the water system, the majority of the sanitary sewer infrastructure is not expected to age out over the twenty (20) year project horizon having been installed in the 1970’s and newer. However there are upgrades required to increase capacity due to development; as well as some infrastructure that is not performing up to anticipated useful life and will require ‘early’ replacement (i.e. Sanitary Foreshore Main). Figure 2 below illustrates the anticipated annual expenditures for the replacement of sewer mains.

Figure 2: Anticipated annual sanitary main replacement cost



The current replacement cost estimates below are based on 2022 Class 'D' per metre unit rates.

Date Range	2024-2025	2026-2030	2031-2040
Kilometers	0.7	2.8	0.9
Estimate	\$1.6M	\$2.3M	\$0.6M

The City completed its Sanitary Sewer Master Plan in 2016. As part of this process a risk evaluation was completed on the City's 125 km of sanitary sewer mains. Findings estimate that 1,200 metres of clay tile pipe will have exceeded its useful life in 2034. In addition, promoted by growth, the City will need to address system capacity constraints resulting in capital upgrades to gravity mains, pump stations and forcemains, etc.

Some significant capacity building future projects on the horizon include:

- Water Pollution Control Centre (WPCC) - Stage IV Upgrade, estimated construction cost at \$67M;
- Wharf Street Lift Station Upgrade; estimated cost at \$1.5M; and
- Auto Road Connector Sani Trunk Main; estimated at \$0.3M.

The WPCC is quickly reaching its design capacity of 15,000 people, after which a deterioration in effluent quality can be expected. Annual testing programs indicated that the deterioration of effluent has started. Planning for the Stage IV Upgrade has been ongoing, with both the Site Selection Study and pilot of preferred treatment process completed. The next steps include updating the City's financial plan, updating the Liquid Waste Management Plan, completing detailed design and construction. Current preliminary estimates indicate the Stage IV upgrade will cost upwards of \$67M and is likely to have a significant impact on the City's debt position.

Long Term Replacement Funding:

The simplified sustainable infrastructure replacement funding model described above demonstrates an intuitive approach to fair and equitable intergenerational funding. Taxation and user fees are smoothed as much as possible since funding is spread across the life of the asset. As noted, this model does not consider investment returns, which can have a compounding impact on funding, reducing the need for tax/user fee driven funding for replacement.

The current annual allocations to Major Maintenance Reserves are significantly below that estimated for sustainable replacement of assets. For simplicity, the amounts referenced below assume that annual replacement funding was initiated at the start of the assets useful life.

Table 3: Estimated annual replacement funding gap

Utility Fund	Current Actual Funding (Annual Reserve Transfer)	Sustainable Funding (Simplified)	Funding Gap
Water Fund	\$100,000	\$3,500,000	(\$3,400,000)
Sewer Fund	\$200,000	\$2,290,000	(\$2,190,000)

For illustrative purposes, to accomplish these annual reserve transfers assuming no other changes to the budget, the Water Utility Rates would need to increase by 154% or 1.54X and the Sewer Utility Rates by 97%. The impacts on the user fees is estimated below:

Residential - Flat Rate User:

Utility Fee	2023	2024	Difference
Water Fund	\$ 306.60	\$ 778.77	\$ 472.17
Sewer Fund	350.30	690.10	339.80
Total	\$ 656.90	\$ 1,468.87	\$ 811.97

As cited in previous reports to Council the use of long term debt and the accumulation of reserves to undertake certain projects is prudent and a combination of both funding mechanisms is a good strategy to maintain a healthy financial foundation. In order to accomplish this, the City must continue to transfer to reserves to ensure sufficient funding is in place to minimize future borrowing costs.

Staff intend to review and set the utility user fees for the next few years in 2024 and will bring forward options for rate increase phasing to reduce the funding gap for sustainable asset replacements for Councils consideration.

Financial Impact:

The impact of the recommended water and sewer user fee increases is as follows:

Residential - Flat Rate User:

Utility Fee	2023	2024 (rounded to the nearest \$1)	Difference
Water Fund	\$ 306.60	\$ 399.00	\$ 92.40
Sewer Fund	350.30	385.00	34.70
Total	656.90	784.00	127.10
Discount (10%)	(65.70)	(78.40)	(12.70)
Net Total	\$ 591.20	\$ 705.60	\$ 114.40

The annual increase to a residential user is \$127.10 in 2024.

Average Commercial Metered Rate User:

Water meters are read and billed bi-monthly. There is a fixed fee which varies depending on the water meter size plus a charge for each cubic meter of water consumed. The sewer billing is based on water consumption and a fixed fee for meter size.

All metered users are charged for the use of the sanitary sewer system on the basis of the quantity of water discharged into the system. The quantity of water discharged is deemed to be 100% of the water delivered by the water system to a parcel of real property.

The amounts noted below are based on an estimated average commercial consumption billing for 2022. Actual metered billings vary by account due to consumption and meter size.

Utility Consumption	2023 (rounded to the nearest \$1)	2024 (rounded to the nearest \$1)	Difference
Water Fund	\$ 328.00/year	\$ 427.00/year	\$ 99.00
Sewer Fund	381.00/year	419.00/year	38.00
Total	\$ 709.00	\$ 846.00	\$ 137.00

The proposed increase in user fees will result in new water and sewer revenue of approximately \$851,900 and \$256,600, respectively.

For the most part, the Utility Funds are funding approximately \$1,000,000 in infrastructure upgrades from water/sewer revenues, roughly 10% of the annual capital infrastructure program. This reflects that user fees and frontage taxes are not 'only' funding maintenance and debenture payments, but are also contributing to capital infrastructure thus reducing the need to borrow funds.

We respectfully recommend that Schedule C and D of the Fee for Service Bylaw No. 2498 be amended to reflect the new 2024 Water and Sewer User Fees.

Respectfully Submitted/



Chelsea Van de Cappelle, CPA
Chief Financial Officer

cc: Jen Wilson, Service Delivery Management Coordinator

CITY OF SALMON ARM

BYLAW NO. 4614

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

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

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

1. Schedule "C" - Water Rates of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Schedule "C" - Water Rates, attached hereto and forming part of this Bylaw.

Schedule "D" Sewer Rates of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Schedule "D" - Sewer Rates, attached hereto and forming part of this Bylaw.

SEVERABILITY

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

ENACTMENTS

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

EFFECTIVE DATE

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

CITATION

5. This Bylaw may be cited as the "**City of Salmon Arm Fee for Service Amendment Bylaw No. 4614**"

READ A FIRST TIME THIS	DAY OF	2023
READ A SECOND TIME THIS	DAY OF	2023
READ A THIRD TIME THIS	DAY OF	2023
ADOPTED BY THE COUNCIL	DAY OF	2023

MAYOR

CORPORATE OFFICER

2024
WATER RATES

<u>CLASSIFICATION OF PREMISES</u>		<u>EQUIVALENT MONTHLY GALLONAGE</u>	<u>2023 MONTHLY CHARGE</u>	<u>2023 ANNUAL CHARGE</u>	<u>2024 MONTHLY CHARGE</u>	<u>2024 ANNUAL CHARGE</u>
1	<u>Dwellings</u>					
a	Private Dwellings	8,600	\$ 25.55	\$ 306.60	\$ 33.25	\$ 399.00
b	Apartments & Suites - each	4,300	\$ 12.78	\$ 153.30	\$ 16.58	\$ 199.00
c	Boarding or Lodging - per sleeping room	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
d	Residence combined with Corner Store or combined with Office or Business	8,600	\$ 25.55	\$ 306.60	\$ 33.25	\$ 399.00
2	<u>Offices</u>					
a	For first 1,000 sq. ft. of floor area	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
b	For each 1,000 sq. ft. or portion thereof	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
3	<u>Rental Accommodation</u>					
a	Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
b	Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services Trailer Park, Mobile Home Park	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
c	Each occupiable permanent space	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
d	Each occupiable travel trailer space	1,400	\$ 4.29	\$ 51.45	\$ 5.58	\$ 67.00
e	Each occupiable tenting space	700	\$ 2.14	\$ 25.65	\$ 2.75	\$ 33.00
4	<u>Stores</u>					
a	Barber Shop - per chair	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
b	Beauty Salon and/or Hairdresser - per chair	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
c	Dry Cleaner	21,000	\$ 63.99	\$ 767.85	\$ 83.17	\$ 998.00
d	Laundry - other than steam or coin op.	21,000	\$ 63.99	\$ 767.85	\$ 83.17	\$ 998.00
e	Coin operated or laundromat per unit	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
f	Steam Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets	57,000	\$ 171.58	\$ 2,059.00	\$ 223.08	\$ 2,677.00
g	Other - first 1,000 sq. ft. of floor area	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
h	Each 1,000 sq. ft. or portion thereof	1,920	\$ 5.66	\$ 67.90	\$ 7.33	\$ 88.00
5	<u>Eating Establishments and Liquor Outlets</u> Includes Restaurants, Coffee Shop, Dining Rooms Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a	First 20 seats	9,000	\$ 26.73	\$ 320.70	\$ 34.75	\$ 417.00
b	Each Additional seat	360	\$ 1.07	\$ 12.80	\$ 1.42	\$ 17.00
c	Banquet Room	9,000	\$ 26.73	\$ 320.70	\$ 34.75	\$ 417.00
6	<u>Other Commercial Premises</u>					
a	Bowling Alley - per alley	700	\$ 2.14	\$ 25.65	\$ 2.75	\$ 33.00
b	Bowling Green - per green	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
c	Bus Depot	13,000	\$ 38.04	\$ 456.45	\$ 49.42	\$ 593.00
d	Car Wash - first bay (minimum charge)	36,000	\$ 105.84	\$ 1,270.10	\$ 137.58	\$ 1,651.00
e	Each additional bay	6,000	\$ 17.65	\$ 211.85	\$ 22.92	\$ 275.00
f	Commercial Farm	21,000	\$ 63.99	\$ 767.85	\$ 83.17	\$ 998.00
g	Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
h	Fruit Stand	14,000	\$ 42.34	\$ 508.05	\$ 55.00	\$ 660.00
i	Funeral Parlour - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
j	Garage or Service Station or Keylock Station - first bay (minimum charge)	8,600	\$ 25.55	\$ 306.60	\$ 33.25	\$ 399.00

**2024
WATER RATES**

CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2023		2024	
		MONTHLY CHARGE	ANNUAL CHARGE	MONTHLY CHARGE	ANNUAL CHARGE
k Each additional bay	1,400	\$ 4.29	\$ 51.45	\$ 5.58	\$ 67.00
l Theatre	14,000	\$ 42.34	\$ 508.05	\$ 55.00	\$ 660.00
m Warehouse - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
n Other - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
7 Industrial Premises					
a Abattoir	21,000	\$ 63.99	\$ 767.85	\$ 83.17	\$ 998.00
d Stockyard - per acre	4,300	\$ 12.78	\$ 153.30	\$ 16.58	\$ 199.00
e Other - for each 1,000 sq. ft. of floor area	2,900	\$ 8.48	\$ 101.80	\$ 11.00	\$ 132.00
8 Public, Institutional and Non-Commercial Premises					
a Church	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
Club Room Licenced (see Eating Establishments and Liquor Outlets)					
b Club Rooms - Unlicenced	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
c Court House	13,000	\$ 38.04	\$ 456.45	\$ 49.42	\$ 593.00
d Curling Rink, Skating Rink, Arena	28,500	\$ 84.67	\$ 1,016.05	\$ 110.08	\$ 1,321.00
e Meeting Hall, Public Hall	5,700	\$ 17.07	\$ 204.80	\$ 22.17	\$ 266.00
f Fall Fair Grounds (Annually)		\$ 160.95	\$ 1,931.40	\$ 209.25	\$ 2,511.00
9 Schools and Hospitals					
a Hospital, per patient bed	8,600	\$ 25.55	\$ 306.60	\$ 33.25	\$ 399.00
b School, per classroom	8,600	\$ 25.55	\$ 306.60	\$ 33.25	\$ 399.00

METERED WATER RATES

Water rates are applicable to all metered water users within the City of Salmon Arm

The user rate is a combination of A and B

A Base Rate (Based on connection size)

	<u>2023</u>	<u>2024</u>
5/8 or 3/4 inch	\$ 23.30	\$ 30.00
1 inch	\$ 33.85	\$ 44.00
1-1/2 inch	\$ 47.90	\$ 62.00
2 inch	\$ 61.95	\$ 81.00
3 inch	\$ 111.15	\$ 144.00
4 inch	\$ 158.05	\$ 205.00
Larger Meters - Base rate to be determined by Council		

B Per gallon charge (per 1000 gals or part thereof)

	<u>2023</u>	<u>2024</u>
First 80,000 gallons	\$2.64	\$ 3.00
Next 80,000 gallons	\$2.98	\$ 4.00
Next 80,000 gallons	\$3.25	\$ 4.00
Next 80,000 gallons	\$3.51	\$ 5.00
Next 80,000 gallons	\$3.95	\$ 5.00
All over 400,000 gallons	\$4.37	\$ 6.00
C Meter testing charge	\$152.93	\$ 199.00

Notes:

- 1 Where there is more than one meter on a property, the base rate is charged for each meter.
- 2 Where any meter is unable to be read or where any water meter fails to register or to properly indicate the quantity of water used or consumed, consumption of water shall be estimated and an account shall be rendered to the customer. When estimating the account, due consideration shall be given to seasonal variations and any other factors which may affect the consumption of water.
- 3 If a meter cannot be read for two consecutive billing periods, charges as per item 2 above shall apply and/or the flat rate according to this bylaw shall apply retroactive to the beginning of the period covered

**2024
WATER RATES**

by the first missed reading and shall continue to be so charged until the City of Salmon Arm is advised by the property owner that the meter is again in service.

- 4 No complaint of an error in any charge for water rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such water rates or charges were made. After the termination of this period, all such water rates or charges shall be deemed to have been properly and correctly made.
- 5 All meters are owned by the City. They will be supplied for installation for the fee as set out in the bylaw. Installation of the meter is the responsibility of the property owner and must be done in such a manner as to meet all City standards and specifications. Meter installations shall be located in a convenient and safe place, readily accessible for meter readings, inspection, repair or removal.
- 6 Meters will be tested upon request, provided that a fee is paid in advance. Such fee is to be refunded if the meter is found to be registering incorrectly, otherwise the fee shall become the property of the City.
- 7 The City shall maintain and repair all meters which are the property of the City, but where replacements or repairs, except through ordinary wear, or rendered necessary by the acts, neglect or carelessness of the owner or occupant of any premise, any expense caused to the City shall be chargeable to and paid by the owner of such premise.
- 8 The use of bypasses is strictly prohibited without prior approval of the City of Salmon Arm. Anyone using a bypass without authorization is subject to fines and penalties as set out in Section 27 of By-Law No. 1274 - Regulation of Waterworks.

ALL WATER USER RATES ARE GST EXEMPT

**2024
SEWER RATES**

<u>CLASSIFICATION OF PREMISES</u>		<u>EQUIVALENT MONTHLY GALLONAGE</u>	<u>2023 MONTHLY CHARGE</u>	<u>2023 ANNUAL CHARGE</u>	<u>2024 MONTHLY CHARGE</u>	<u>2024 ANNUAL CHARGE</u>
1	<u>Dwellings</u>					
a	Private Dwellings	8,600	\$ 29.19	\$ 350.30	\$ 32.08	\$ 385.00
b	Apartments & Suites - each	4,300	\$ 14.59	\$ 175.10	\$ 16.08	\$ 193.00
c	Boarding or Lodging - per sleeping room	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
d	Residence combined with Corner Store or combined with Office or Business	8,600	\$ 29.19	\$ 350.30	\$ 32.08	\$ 385.00
2	<u>Offices</u>					
a	For first 1,000 sq. ft. of floor area	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
b	For each 1,000 sq. ft. or portion thereof	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
3	<u>Rental Accommodation</u>					
a	Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
b	Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services Trailer Park, Mobile Home Park	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
c	Each occupiable permanent space	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
d	Each occupiable travel trailer space	1,400	\$ 4.80	\$ 57.55	\$ 5.25	\$ 63.00
e	Each occupiable tenting space	700	\$ 2.40	\$ 28.75	\$ 2.67	\$ 32.00
4	<u>Stores</u>					
a	Barber Shop - per chair	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
b	Beauty Salon and/or Hairdresser - per chair	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
c	Dry Cleaner	21,000	\$ 72.80	\$ 873.55	\$ 80.08	\$ 961.00
d	Laundry - other than steam or coin op.	21,000	\$ 72.80	\$ 873.55	\$ 80.08	\$ 961.00
e	Coin operated or laundromat per unit	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
f	Steam Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets	57,000	\$ 194.68	\$ 2,336.15	\$ 214.17	\$ 2,570.00
g	Other - first 1,000 sq. ft. of floor area	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
h	Each 1,000 sq. ft. or portion thereof	1,920	\$ 6.43	\$ 77.15	\$ 7.08	\$ 85.00
5	<u>Eating Establishments and Liquor Outlets</u> Includes Restaurants, Coffee Shop, Dining Rooms Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a	First 20 seats	9,000	\$ 30.25	\$ 362.95	\$ 33.25	\$ 399.00
b	Each Additional seat	360	\$ 1.14	\$ 13.70	\$ 1.25	\$ 15.00
c	Banquet Room	9,000	\$ 30.25	\$ 362.95	\$ 33.25	\$ 399.00
6	<u>Other Commercial Premises</u>					
a	Bowling Alley - per alley	700	\$ 2.40	\$ 28.75	\$ 2.67	\$ 32.00
b	Bowling Green - per green	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
c	Bus Depot	13,000	\$ 43.80	\$ 525.55	\$ 48.17	\$ 578.00
d	Car Wash - first bay (minimum charge)	36,000	\$ 121.40	\$ 1,456.75	\$ 133.50	\$ 1,602.00
e	Each additional bay	6,000	\$ 20.26	\$ 243.10	\$ 22.25	\$ 267.00
f	Commercial Farm	21,000	\$ 72.80	\$ 873.55	\$ 80.08	\$ 961.00
g	Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
h	Fruit Stand	14,000	\$ 48.69	\$ 584.25	\$ 53.58	\$ 643.00
i	Funeral Parlour - for each 1,000 sq. ft. of floor area or any portion thereof Garage or Service Station or Keylock	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00

**2024
SEWER RATES**

<u>CLASSIFICATION OF PREMISES</u>		<u>EQUIVALENT MONTHLY GALLONAGE</u>	<u>2023 MONTHLY CHARGE</u>	<u>2023 ANNUAL CHARGE</u>	<u>2024 MONTHLY CHARGE</u>	<u>2024 ANNUAL CHARGE</u>
j	Station - first bay (minimum charge)	8,600	\$ 28.91	\$ 346.90	\$ 31.83	\$ 382.00
k	Each additional bay	1,400	\$ 4.80	\$ 57.55	\$ 5.25	\$ 63.00
l	Theatre	14,000	\$ 48.69	\$ 584.25	\$ 53.58	\$ 643.00
m	Warehouse - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
n	Other - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
7	<u>Industrial Premises</u>					
a	Abattoir	21,000	\$ 72.80	\$ 873.55	\$ 80.08	\$ 961.00
d	Stockyard - per acre	4,300	\$ 14.59	\$ 175.10	\$ 16.08	\$ 193.00
e	Other - for each 1,000 sq. ft. of floor area	2,900	\$ 9.79	\$ 117.50	\$ 10.75	\$ 129.00
8	<u>Public, Institutional and Non-Commercial Premises</u>					
a	Church	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
	Club Room Licenced (see Eating Establishments and Liquor Outlets)					
b	Club Rooms - Unlicenced	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
c	Court House	13,000	\$ 43.80	\$ 525.55	\$ 48.17	\$ 578.00
d	Curling Rink, Skating Rink, Arena	28,500	\$ 97.38	\$ 1,168.60	\$ 107.08	\$ 1,285.00
e	Meeting Hall, Public Hall	5,700	\$ 19.49	\$ 233.90	\$ 21.42	\$ 257.00
f	Fall Fair Grounds (Annually)		\$ 97.00	\$ 1,164.00	\$ 106.67	\$ 1,280.00
9	<u>Schools and Hospitals</u>					
a	Hospital, per patient bed	8,600	\$ 29.19	\$ 350.30	\$ 32.08	\$ 385.00
b	School, per classroom	8,600	\$ 29.19	\$ 350.30	\$ 32.08	\$ 385.00

SEWER ON METERED WATER PROPERTIES

Sewer rates applicable to all metered water users that have a sewer connection within the City of Salmon Arm

The user rate is a combination of A and B

A	Base Rate (Based on connection size)		
		<u>2023</u>	<u>2024</u>
	4 inch	\$ 29.90	\$ 33.00
	6 inch	\$ 109.45	\$ 120.00
	8 inch	\$ 153.30	\$ 169.00
	Larger connections - Base rate to be determined by Council		
B	Per gallon charge (per 1000 gals or part thereof based on metered water)		
		<u>2023</u>	<u>2024</u>
	First 80,000 gallons	\$3.12	\$ 3.00
	Next 80,000 gallons	\$3.40	\$ 4.00
	Next 80,000 gallons	\$3.71	\$ 4.00
	Next 80,000 gallons	\$4.04	\$ 4.00
	Next 80,000 gallons	\$4.52	\$ 5.00
	All over 400,000 gallons	\$5.02	\$ 6.00

Notes:

- Rates will be billed bi-monthly and are subject to the same penalty dates and provisions as the metered water billings.
- No complaint of an error in any charge for sewer rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such sewer rates or charges were made. After the termination of this period, all such sewer charges shall be deemed to have been properly and correctly made.
- Property owners wishing to qualify for an irrigation credit must install a secondary meter to record water used for irrigation. Water gallonage that is subject to sewer charges will be calculated by deducting consumption at the secondary meter from that at the primary meter.

ALL SEWER USER RATES ARE GST EXEMPT

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**City of Salmon Arm
Sewer Revenue Fund
2024 Final Budget**

	<u>2024 Final Budget</u>	<u>2023 Final Budget</u>	<u>Variance Final Budget</u>
<u>Revenue</u>			
Sales of Service	\$ 2,742,250	\$ 2,475,400	\$ 266,850
Revenue From Own Source	191,685	107,200	84,485
Grants	-	-	-
Transfer From Reserves	119,750	382,220	(262,470)
Transfer From General Operating	2,004,000	990,000	1,014,000
	<u>\$ 5,057,685</u>	<u>\$ 3,954,820</u>	<u>\$ 1,102,865</u>

Expenditures

Administration	\$ 743,950	\$ 711,850	\$ 32,100
Sewage Collection Systems	298,200	311,200	(13,000)
Sewage Lift Stations	107,700	100,000	7,700
Sewage Treatment and Disposal	1,202,550	1,140,950	61,600
Studies and Assessments	129,750	154,820	(25,070)
Major Maintenance	100,000	80,000	20,000
Fiscal Services	113,150	232,570	(119,420)
Transfer To Reserves	313,615	451,130	(137,515)
Capital Expenditures	2,048,770	772,300	1,276,470
	<u>5,057,685</u>	<u>3,954,820</u>	<u>1,102,865</u>
Surplus (Deficit) For The Year	-	-	-
	<u>\$ 5,057,685</u>	<u>\$ 3,954,820</u>	<u>\$ 1,102,865</u>

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**City of Salmon Arm
Sewer Revenue Fund
2024 Final Budget**

	2024 Final Budget	2023 Final Budget	Variance Final Budget
Revenue			
Sales of Service			
90 1410 1100 User Fees - Flat Rate	\$ 2,035,000	\$ 1,818,000	\$ 217,000
90 1410 1200 User Fees - Metered	750,000	685,000	65,000
90 1410 1225 User Fees - ALB	35,750	29,900	5,850
90 1410 1250 Discounts	(159,000)	(135,000)	(24,000)
90 1410 1300 Sewer Connections	50,000	50,000	-
90 1410 1500 Sewer Levy - CSA	30,000	27,000	3,000
90 1410 9000 Other	-	-	-
90 1430 0010 Custom Work	500	500	-
Total Sales of Service	<u>2,742,250</u>	<u>2,475,400</u>	<u>266,850</u>
Other Revenue From Own Sources			
90 1510 1020 Interest Inc. - Future Expenditure	3,745	1,565	2,180
90 1510 1200 Interest Inc. - PLC & Radio Upgr	2,685	1,315	1,370
90 1510 1300 Interest Inc. - Trickling Filter	5,340	2,620	2,720
90 1510 1400 Interest Inc. - Debt Bylaw 4051	59,135	28,995	30,140
90 1510 1500 Interest Inc. - Trickling Filter Const.	5,070	3,110	1,960
90 1510 1600 Interest Inc. - Asset Management	1,115	545	570
90 1510 1700 Interest Inc. - TCH Twinning Project	21,100	10,345	10,755
90 1510 1800 Interest Inc. - PW Building Renovations	3,695	3,905	(210)
90 1550 0000 Return on Investment	46,100	15,800	30,300
90 1560 0000 Interest and Penalties	19,700	15,000	4,700
90 1570 0000 Lease Rental	24,000	24,000	-
90 1590 0000 Other	-	-	-
Total Other Revenue From Own Sources	<u>191,685</u>	<u>107,200</u>	<u>84,485</u>
Unconditional Transfers From Other Gov't			
90 1630 0000 Other	-	-	-
Total Uncond. Trans. From Other Gov't	<u>-</u>	<u>-</u>	<u>-</u>
Transfer From Other Funds			
Transfer From Reserves			
90 1920 0005 Prior Years' Surplus (CF)	105,000	119,820	(14,820)
90 1920 0010 Future Expenditure Reserve	-	-	-
90 1920 1300 Trickling Filter Heads	-	131,400	(131,400)
90 1920 1500 Trickling Filter Construction	-	116,000	(116,000)
90 1920 1600 Asset Management Reserve (CF)	14,750	15,000	(250)
Total Transfer From Reserves	<u>119,750</u>	<u>382,220</u>	<u>(262,470)</u>

	2024 Final <u>Budget</u>	2023 Final <u>Budget</u>	Variance Final <u>Budget</u>
General Operating			
90 1922 0100 Sewer Frontage Tax	1,004,000	990,000	14,000
Growing Communities Fund Reserve	1,000,000	-	1,000,000
Total Transfer From General Operating	<u>2,004,000</u>	<u>990,000</u>	<u>1,014,000</u>
Total Transfer From Other Funds	2,123,750	1,372,220	751,530
Total Revenue	<u>\$ 5,057,685</u>	<u>\$ 3,954,820</u>	<u>\$ 1,102,865</u>

City of Salmon Arm
Sewer Revenue Fund
2024 Final Budget

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	<u>2024 Final Budget</u>	<u>2023 Final Budget</u>	<u>Variance Final Budget</u>
Sewage Collection And Disposal			
Administration			
90 2129 0001	\$ 142,000	\$ 128,500	\$ 13,500
90 2129 0010	366,000	366,000	-
90 2129 0020	500	500	-
90 2129 0035	500	1,000	(500)
90 2129 0050	900	900	-
90 2129 0055	750	750	-
90 2129 0060	2,100	2,100	-
90 2129 0070	500	500	-
90 2129 0100	5,000	5,000	-
90 2129 0101	64,200	59,700	4,500
90 2129 0115	500	500	-
90 2129 0120	5,000	5,000	-
90 2129 0160	2,500	2,500	-
90 2129 0161	1,500	1,500	-
90 2129 0165	2,500	2,000	500
90 2129 0190	-	-	-
90 2129 0191	-	-	-
90 2129 0192	-	-	-
90 2129 0201	12,000	9,500	2,500
90 2129 0202	3,700	3,000	700
90 2129 0211	3,900	3,900	-
90 2129 0300	200	200	-
90 2129 0301	4,000	4,000	-
90 2129 0304	500	500	-
90 2129 0315	3,000	3,000	-
90 2129 0311	-	-	-
90 2129 0325	-	-	-
90 2129 0330	23,000	23,000	-
90 2129 0500	47,500	45,600	1,900
90 2129 0700	7,200	7,000	200
90 2129 0900	-	-	-
Total Administration	<u>699,450</u>	<u>676,150</u>	<u>23,300</u>
GIS Maintenance			
90 2131 0101	19,400	16,500	2,900
90 2131 0102	-	-	-
90 2131 0104	-	-	-
90 2131 0105	-	-	-
Total GIS Maintenance	<u>19,400</u>	<u>16,500</u>	<u>2,900</u>

**City of Salmon Arm
Sewer Revenue Fund
2024 Final Budget**

	<u>2024 Final Budget</u>	<u>2023 Final Budget</u>	<u>Variance Final Budget</u>
Asset Management			
90 2141 0001	18,100	16,200	1,900
90 2141 0101	2,000	2,000	-
90 2141 0102	-	-	-
90 2141 0104	5,000	1,000	4,000
90 2141 0105	-	-	-
	<u>25,100</u>	<u>19,200</u>	<u>5,900</u>
	<u>743,950</u>	<u>711,850</u>	<u>32,100</u>
Sewage Collection Systems			
Manholes			
90 2410 2001	24,000	24,000	-
90 2410 2002	6,000	6,000	-
90 2410 2004	1,200	1,200	-
90 2410 2005	7,000	7,000	-
	<u>38,200</u>	<u>38,200</u>	<u>-</u>
Mains			
90 2410 3001	75,000	73,000	2,000
90 2410 3002	50,000	40,000	10,000
90 2410 3004	3,000	8,000	(5,000)
90 2410 3005	5,000	5,000	-
	<u>133,000</u>	<u>126,000</u>	<u>7,000</u>
Brush Removal			
90 2410 4001	2,000	2,000	-
90 2410 4002	2,000	2,000	-
90 2410 4004	5,000	5,000	-
90 2410 4005	500	500	-
	<u>9,500</u>	<u>9,500</u>	<u>-</u>
Services			
90 2410 5001	40,000	40,000	-
90 2410 5002	18,000	18,000	-
90 2410 5004	2,500	2,500	-
90 2410 5005	7,000	7,000	-
	<u>67,500</u>	<u>67,500</u>	<u>-</u>

**City of Salmon Arm
Sewer Revenue Fund
2024 Final Budget**

	<u>2024 Final Budget</u>	<u>2023 Final Budget</u>	<u>Variance Final Budget</u>
Service Connections			
90 2410 6001	-	-	-
90 2410 6002	-	-	-
90 2410 6004	50,000	50,000	-
90 2410 6005	-	-	-
Total Service Connections	<u>50,000</u>	<u>50,000</u>	<u>-</u>
Extensions & Replacements			
90 2410 7001	-	-	-
90 2410 7002	-	-	-
90 2410 7004	-	20,000	(20,000)
90 2410 7005	-	-	-
Total Extensions & Replacements	<u>-</u>	<u>20,000</u>	<u>(20,000)</u>
Total Sewage Collection System	<u>298,200</u>	<u>311,200</u>	<u>(13,000)</u>
Sewage Lift Stations			
Blackburn Park Lift Station			
90 2420 2001	7,000	6,000	1,000
90 2420 2002	3,000	2,000	1,000
90 2420 2004	2,000	2,000	-
90 2420 2005	1,000	1,000	-
90 2420 2006	5,000	5,000	-
90 2420 2007	500	500	-
Total Blackburn Park Lift Station	<u>18,500</u>	<u>16,500</u>	<u>2,000</u>
Wharf Street Lift Station			
90 2420 3001	3,000	3,000	-
90 2420 3002	1,800	1,800	-
90 2420 3004	4,000	4,000	-
90 2420 3005	5,000	5,000	-
90 2420 3006	18,000	18,000	-
Total Wharf Street Lift Station	<u>31,800</u>	<u>31,800</u>	<u>-</u>

**City of Salmon Arm
Sewer Revenue Fund
2024 Final Budget**

	<u>2024 Final Budget</u>	<u>2023 Final Budget</u>	<u>Variance Final Budget</u>	
10 Ave SW Lift Station				
90 2420 4001	10th Ave SW Lift Stn - Lab.	6,000	5,500	500
90 2420 4002	10th Ave SW Lift Stn - Equip.	1,500	1,500	-
90 2420 4004	10th Ave SW Lift Stn - Contr.	2,000	2,000	-
90 2420 4005	10th Ave SW Lift Stn - Mats.	800	800	-
90 2420 4006	10th Ave SW Lift Stn - Hydro	700	700	-
90 2420 4007	10th Ave SW Lift Stn - Nat. Gas	500	500	-
	Total S.A. West Lift Station	<u>11,500</u>	<u>11,000</u>	<u>500</u>
Canoe Beach Lift Station				
90 2420 5001	Canoe Beach Lift Stn - Lab.	3,600	2,600	1,000
90 2420 5002	Canoe Beach Lift Stn - Equip.	1,000	1,000	-
90 2420 5004	Canoe Beach Lift Stn - Contr.	1,000	1,000	-
90 2420 5005	Canoe Beach Lift Stn - Mats.	5,000	300	4,700
90 2420 5006	Canoe Beach Lift Stn - Hydro	-	-	-
	Total Canoe Beach Lift Station	<u>10,600</u>	<u>4,900</u>	<u>5,700</u>
Clares Cove Lift Station				
90 2420 6001	Clares Cove Lift Stn - Lab.	5,000	6,000	(1,000)
90 2420 6002	Clares Cove Lift Stn - Equip.	1,500	1,500	-
90 2420 6004	Clares Cove Lift Stn - Contr.	2,000	2,000	-
90 2420 6005	Clares Cove Lift Stn - Mats.	300	300	-
90 2420 6006	Clares Cove Lift Stn - Hydro	1,500	1,500	-
90 2420 6007	Clares Cove Lift Stn - Nat. Gas	500	500	-
	Total Clares Cove Lift Station	<u>10,800</u>	<u>11,800</u>	<u>(1,000)</u>
Mosquito Lift Station				
90 2420 7001	Mosquito Lift Stn - Lab.	6,800	6,800	-
90 2420 7002	Mosquito Lift Stn - Equip.	2,000	2,000	-
90 2420 7004	Mosquito Lift Stn - Contr.	2,000	2,000	-
90 2420 7005	Mosquito Lift Stn - Mats.	500	500	-
90 2420 7006	Mosquito Lift Stn - Hydro	5,000	5,000	-
90 2420 7007	Mosquito Lift Stn - Nat. Gas	500	-	500
	Total Mosquito Lift Station	<u>16,800</u>	<u>16,300</u>	<u>500</u>

**City of Salmon Arm
Sewer Revenue Fund
2024 Final Budget**

	<u>2024 Final Budget</u>	<u>2023 Final Budget</u>	<u>Variance Final Budget</u>
Captains Cove Lift Station			
90 2420 8001 Captains Cove Lift Stn - Lab.	4,700	4,700	-
90 2420 8002 Captains Cove Lift Stn - Equip.	1,000	1,000	-
90 2420 8004 Captains Cove Lift Stn - Contr.	1,000	1,000	-
90 2420 8005 Captains Cove Lift Stn - Mats.	300	300	-
90 2420 8006 Captains Cove Lift Stn - Hydro	700	700	-
Total Captains Cove Lift Station	<u>7,700</u>	<u>7,700</u>	<u>-</u>
Total Sewage Lift Station Maint.	<u>107,700</u>	<u>100,000</u>	<u>7,700</u>
Sewage Treatment and Disposal			
Monitor and Testing			
90 2525 1001 Monitor & Testing - Lab.	60,000	55,000	5,000
90 2525 1002 Monitor & Testing - Equip.	-	-	-
90 2525 1003 Monitor & Testing - Alarms	-	-	-
90 2525 1004 Monitor & Testing - Contr.	60,000	60,000	-
90 2525 1005 Monitor & Testing - Mats.	18,000	15,000	3,000
Total Monitor and Testing	<u>138,000</u>	<u>130,000</u>	<u>8,000</u>
SCADA			
90 2525 2001 SCADA - Lab.	300	300	-
90 2525 2002 SCADA - Equip.	200	200	-
90 2525 2004 SCADA - Contr.	11,000	1,000	10,000
90 2525 2005 SCADA - Mats.	300	300	-
Total SCADA	<u>11,800</u>	<u>1,800</u>	<u>10,000</u>
Biosolids Handling			
90 2530 1001 Biosolids Handling - Lab.	-	-	-
90 2530 1002 Biosolids Handling - Equip.	-	-	-
90 2530 1004 Biosolids Handling - Contr.	40,000	30,000	10,000
90 2530 1005 Biosolids Handling - Mats.	140,000	130,000	10,000
Total Biosolids Handling	<u>180,000</u>	<u>160,000</u>	<u>20,000</u>
Grass and Weed Control			
90 2535 1001 Grass & Weed Control - Lab.	7,000	7,000	-
90 2535 1002 Grass & Weed Control - Equip.	2,000	2,000	-
90 2535 1004 Grass & Weed Control - Contr.	1,000	1,000	-
90 2535 1005 Grass & Weed Control - Mats.	350	350	-
Total Grass and Weed Control	<u>10,350</u>	<u>10,350</u>	<u>-</u>

**City of Salmon Arm
Sewer Revenue Fund
2024 Final Budget**

	<u>2024 Final Budget</u>	<u>2023 Final Budget</u>	<u>Variance Final Budget</u>
Waste Water Pollution Control Center			
90 2540 0055	2,600	1,200	1,400
90 2540 0110	7,600	7,600	-
90 2540 0115	1,000	1,000	-
90 2540 0120	2,200	500	1,700
90 2540 0160	2,500	2,500	-
90 2540 0165	2,500	2,000	500
90 2540 0170	10,000	10,000	-
90 2540 0301	40,000	40,000	-
90 2540 0310	1,000	1,000	-
90 2540 1001	350,000	325,000	25,000
90 2540 1002	5,000	5,000	-
90 2540 1004	50,000	50,000	-
90 2540 1005	80,000	80,000	-
90 2540 1006	213,000	213,000	-
90 2540 1007	30,000	25,000	5,000
90 2540 1008	-	10,000	(10,000)
90 2540 1011	15,000	15,000	-
90 2540 1012	50,000	50,000	-
Total Waste Water Pollution Control	<u>862,400</u>	<u>838,800</u>	<u>23,600</u>
Total Sewage Treatment & Disposal	<u>1,202,550</u>	<u>1,140,950</u>	<u>61,600</u>
Studies and Assessments			
90 2545 7004	100,000	100,000	-
90 2545 9004	10,000	10,000	-
90 2545 9044	-	9,820	(9,820)
90 2545 9064	-	15,000	(15,000)
90 2545 9070	14,750	15,000	(250)
90 2545 9080	5,000	5,000	-
Total Studies and Assessments	<u>129,750</u>	<u>154,820</u>	<u>(25,070)</u>
Major Maintenance			
90 2550 0010	-	30,000	(30,000)
90 2550 0020	50,000	-	50,000
90 2550 0030	-	30,000	(30,000)
90 2550 0050	-	20,000	(20,000)
WPCC - Primary Tank Piping Upgrade	50,000	-	50,000
Total Major Maintenance	<u>100,000</u>	<u>80,000</u>	<u>20,000</u>

**City of Salmon Arm
Sewer Revenue Fund
2024 Final Budget**

	<u>2024 Final Budget</u>	<u>2023 Final Budget</u>	<u>Variance Final Budget</u>
Fiscal Services			
90 2812 0900 Interest - # 3207 (Cdn)	-	32,380	(32,380)
90 2812 1000 Interest - # 4051 (Cdn)	49,500	49,500	-
90 2813 0900 Principal - # 3207 (Cdn)	-	87,040	(87,040)
90 2813 1000 Principal - # 4051 (Cdn)	63,650	63,650	-
Total Fiscal Services	<u>113,150</u>	<u>232,570</u>	<u>(119,420)</u>
Transfer To Own Reserves and Funds			
Transfer To Reserve Accounts			
90 2825 1000 Future Expenditure	11,730	1,330	10,400
90 2825 1800 Public Works Bldg - Renovation	-	-	-
90 2825 1900 WPCC Stage IV Expansion	100,000	347,400	(247,400)
90 2828 1020 Interest - Future Expenditure	3,745	1,565	2,180
90 2828 1200 Interest - PLC & Radio Upgrade	2,685	1,315	1,370
90 2828 1300 Interest - WPCC Trickling Filter Headers	5,340	2,620	2,720
90 2828 1400 Interest - Debt Bylaw 4051	59,135	28,995	30,140
90 2828 1500 Interest - Trickling Filter Constr.	5,070	3,110	1,960
90 2828 1600 Interest - Assest Managment	1,115	545	570
90 2828 1700 Interest - TCH Twinning Project	21,100	10,345	10,755
90 2828 1800 Interest - PW Building Renovations	3,695	3,905	(210)
Total Transfer To Reserve Accounts	<u>213,615</u>	<u>401,130</u>	<u>(187,515)</u>
Transfer To Reserve Funds			
90 2830 1000 Sewer Major Maintenance	100,000	50,000	50,000
Total Transfer To Reserve Funds	<u>100,000</u>	<u>50,000</u>	<u>50,000</u>
Total Transfer To Reserves	<u>313,615</u>	<u>451,130</u>	<u>(137,515)</u>
Capital Expenditures			
Controls and Alarms	-	5,000	(5,000)
SCADA	-	5,000	(5,000)
WPCC - Plant Improvements	15,000	15,000	-
Clares Cove Lift Station - Genset & Kiosk	153,000	200,000	(47,000)
Foreshore Main Rehabilitation - Phase 2	240,770	-	240,770
Canoe Beach Drive (50 - 52 St NE) Replacement	-	229,300	(229,300)
Lift Stations - PLC Communication Upgrades (CF)	-	85,000	(85,000)
WPCC - PLC Communication Upgrades (CF)	-	85,000	(85,000)
Sanitary Dump Station (20 St SW) - Design (CF)	-	30,000	(30,000)
Ross Street Sanitary Extension (CF)	-	35,000	(35,000)
Mosquito Park Generator	-	50,000	(50,000)
10 Ave Lift Station - Spare Pump	-	18,000	(18,000)

**City of Salmon Arm
Sewer Revenue Fund
2024 Final Budget**

	<u>2024 Final Budget</u>	<u>2023 Final Budget</u>	<u>Variance Final Budget</u>
Canoe Beach Grinder Pump	-	15,000	(15,000)
Sewer Main Extensions & Upgrades	20,000	-	20,000
WPCC - Stage IV Upgrade - Design (CF)	1,000,000	-	1,000,000
WPCC - Secondary Clarifier Mechansim	300,000	-	300,000
Sanitary Dump Station (20 St SW) - Construction	80,000	-	80,000
4 Ave SE (TCH - 10 St SW)	220,000	-	220,000
TCH Main (McLeod - 200 1 Ave SW)	-	-	-
Okanagan Ave Sanitary Replacement - Design	20,000	-	20,000
Total Capital Expenditures	<u>2,048,770</u>	<u>772,300</u>	<u>1,276,470</u>
Total Transfer Own Reserves & Funds	<u>2,362,385</u>	<u>1,223,430</u>	<u>1,138,955</u>
Total Expenditures	<u><u>\$ 5,057,685</u></u>	<u><u>\$ 3,954,820</u></u>	<u><u>\$ 1,102,865</u></u>

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City of Salmon Arm
Sewer Capital Expenditures
2024 Final Budget

Project		Total Expenditure	Sewer Revenue	Reserve For Unexp.	Major Maint. Res.	Reserve Account	Long Term Debt (Subject to Ministry Approval)	DCC Sewer
Canoe Beach Drive (50 - 52 St NE) Replacement (CF)	R	\$ 385,510	\$ -	\$ 385,510	\$ -	\$ -	\$ -	\$ -
WPCC - Stage IV Upgrade - Design (CF)	U	7,039,270	1,000,000	639,270	300,000	100,000	5,000,000	
Clares Cove Lift Station Upgrades (prev. Genset & Kiosk) (CF)	N	250,000	153,000	87,000				
Foreshore Main Rehabilitation - Phase 2 (CF)	R	1,600,000	240,770	59,230	1,300,000	65,000		10,000
Lift Stations - PLC Communication Upgrades (CF)	U	150,000	-	85,000				
TCH West Sanitary Extension (MoTI Project) - 30 Street (CF)	U	60,000	-					
TCH West Sanitary Extension (MoTI Project) - 9 Avenue (CF)	U	60,000	-					
Sanitary Dump Station (20 St SW) - Design (CF)	N	20,000	-	20,000				
Ross Street Sani Crossing (320 Ross St) (CF)	R	30,000	-	30,000				
Ross Street Sanitary Extension (CF)	U	35,000	-	35,000				
WPCC - PLC Communication Upgrades (CF)	U	85,000	-	85,000				
Sewer Main Extensions & Upgrades	N/U	20,000	20,000					
WPCC - Plant Improvements	N	15,000	15,000					
WPCC - Secondary Clarifier Mechanism	R	600,000	300,000		300,000			
Sanitary Dump Station (20 St SW) - Construction (SWR/TRN)	N	80,000	80,000					
4 Ave SE (TCH - 10 St SW) (SWR/Storm)	R	220,000	220,000					
TCH Main (McLeod - 200 1 Ave SW)	R	81,000	-		81,000			
Okanagan Ave Sanitary Replacement - Design	R	20,000	20,000					
		\$ 10,750,780	\$ 2,048,770	\$ 1,426,010	\$ 1,981,000	\$ 285,000	\$ 5,000,000	\$ 10,000

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**City of Salmon Arm
Water Revenue Fund
2024 Final Budget**

	2024 Final Budget	2023 Final Budget	Variance Final Budget
<u>Revenue</u>			
Sales of Service	\$ 3,746,200	\$ 2,925,000	\$ 821,200
Revenue From Own Source	273,105	181,070	92,035
Grants	-	-	-
Transfer From Reserves	121,500	105,950	15,550
Transfer From General Operating	2,506,695	1,493,695	1,013,000
	<u>\$ 6,647,500</u>	<u>\$ 4,705,715</u>	<u>\$ 1,941,785</u>

Expenditures

Administration	\$ 875,900	\$ 838,300	\$ 37,600
Purification and Treatment	582,250	566,100	16,150
Service of Supply	181,550	153,650	27,900
Transmission and Distribution	667,000	675,500	(8,500)
Pumping Station Maintenance	449,150	442,400	6,750
Studies and Assessments	181,500	209,150	(27,650)
Major Maintenance	88,500	25,000	63,500
Fiscal Services	944,845	842,245	102,600
Transfer To Reserves	234,305	190,270	44,035
Capital Expenditures	2,442,500	763,100	1,679,400
	<u>6,647,500</u>	<u>4,705,715</u>	<u>1,941,785</u>
Surplus (Deficit) For The Year	-	-	-
	<u>\$ 6,647,500</u>	<u>\$ 4,705,715</u>	<u>\$ 1,941,785</u>

City of Salmon Arm
Water Revenue Fund
2024 Final Budget

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	2024 Final Budget	2023 Final Budget	Variance Final Budget
Revenue			
Sales of Service			
50 1410 1100	\$ 2,418,000	\$ 1,827,000	\$ 591,000
50 1410 1200	1,077,000	859,000	218,000
50 1410 1225	82,000	62,000	20,000
50 1410 1230	21,100	11,000	10,100
50 1410 1250	(188,000)	(140,000)	(48,000)
50 1410 1300	140,000	140,000	-
50 1410 1400	4,000	4,000	-
50 1410 1500	130,100	100,000	30,100
50 1410 1600	41,000	41,000	-
50 1410 1700	1,000	1,000	-
50 1410 1800	20,000	15,000	5,000
50 1410 9000	-	-	-
50 1430 0010	-	5,000	(5,000)
	<u>3,746,200</u>	<u>2,925,000</u>	<u>821,200</u>
Other Revenue From Own Sources			
50 1510 1020	13,580	8,185	5,395
50 1510 1040	39,020	19,130	19,890
50 1510 1080	840	410	430
50 1510 1090	10,095	5,075	5,020
50 1510 1100	-	-	-
50 1510 1110	3,665	3,905	(240)
50 1510 1120	5,085	1,995	3,090
50 1510 1130	4,100	1,510	2,590
50 1510 1140	120	60	60
50 1550 0000	47,500	15,300	32,200
50 1560 0000	24,100	17,500	6,600
50 1570 0000	120,000	103,000	17,000
50 1580 0000	5,000	5,000	-
50 1590 0000	-	-	-
	<u>273,105</u>	<u>181,070</u>	<u>92,035</u>
Conditional Transfers From Other Gov't			
50 1630 0000	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>

City of Salmon Arm
 Water Revenue Fund
 2024 Final Budget

	<u>2024</u> <u>Final</u> <u>Budget</u>	<u>2023</u> <u>Final</u> <u>Budget</u>	<u>Variance</u> <u>Final</u> <u>Budget</u>
Transfer From Other Funds			
Transfer From Reserves			
50 1920 0005	77,000	56,700	20,300
50 1920 0010	30,000	34,250	(4,250)
50 1920 1080	14,500	15,000	(500)
	<u>121,500</u>	<u>105,950</u>	<u>15,550</u>
General Operating			
50 1922 0100	1,505,000	1,492,000	13,000
50 1922 0200	1,695	1,695	-
	1,000,000	-	1,000,000
	<u>2,506,695</u>	<u>1,493,695</u>	<u>1,013,000</u>
	<u>2,628,195</u>	<u>1,599,645</u>	<u>1,028,550</u>
	<u>\$ 6,647,500</u>	<u>\$ 4,705,715</u>	<u>\$ 1,941,785</u>

**City of Salmon Arm
Water Expense Fund
2024 Final Budget**

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	2024 Final Budget	2023 Final Budget	Variance Final Budget
Administration			
50 2129 0001 Wages & Benefits	\$ 185,300	\$ 167,500	\$ 17,800
50 2129 0010 General Administration Charge	366,000	366,000	-
50 2129 0020 Travel	500	500	-
50 2129 0035 Courier	2,000	2,000	-
50 2129 0050 Cellular	4,000	3,600	400
50 2129 0060 Telemetry and Alarms	2,600	2,600	-
50 2129 0065 Wireless Communication - SCADA	-	-	-
50 2129 0070 Advertising	3,000	3,000	-
50 2129 0100 Legal Services	-	-	-
50 2129 0101 Wages & Benefits - Engineers	128,500	119,400	9,100
50 2129 0110 Water Licences and Permits	9,200	9,200	-
50 2129 0115 Memberships & Dues	1,200	1,000	200
50 2129 0120 Office Supplies	5,000	5,000	-
50 2129 0160 Staff Training	3,500	3,500	-
50 2129 0161 Organizational Culture/Risk Assessment Sessions	1,500	1,500	-
50 2129 0165 Conferences & Seminars	2,500	2,000	500
50 2129 0191 Labour Management - Lab.	-	-	-
50 2129 0192 Labour Management - Equip.	-	-	-
50 2129 0200 Recruitment Expense	-	-	-
50 2129 0201 Meter Readings & Inventory - Lab.	12,000	9,500	2,500
50 2129 0202 Meter Readings & Inventory - Equip.	3,700	3,000	700
50 2129 0211 On Call Allowance	3,900	3,900	-
50 2129 0300 Miscellaneous	500	500	-
50 2129 0301 Safety Labour	4,000	4,000	-
50 2129 0304 Safety Equipment	500	500	-
50 2129 0315 Small Tools and Equipment	5,000	5,000	-
50 2129 0325 Inventory Adjustments	-	-	-
50 2129 0330 Utility Related Software	23,000	23,000	-
50 2129 0500 Insurance	22,500	21,700	800
50 2129 0601 Water Conservation/Education - Lab.	20,000	19,700	300
50 2129 0602 Water Conservation/Education - Equip.	-	-	-
50 2129 0604 Water Conservation/Education - Contr.	15,000	15,000	-
50 2129 0605 Water Conservation/Education - Mats.	-	-	-
50 2129 0700 Vehicle Allocation - Foreman	10,500	10,000	500
Total Administration	835,400	802,600	32,800
GIS Maintenance			
50 2131 0101 GIS Maintenance - Lab.	19,400	16,500	2,900
50 2131 0102 GIS Maintenance - Equip.	-	-	-
50 2131 0104 GIS Maintenance - Contr.	-	-	-
50 2131 0105 GIS Maintenance - Mats.	-	-	-
Total GIS Maintenance	19,400	16,500	2,900

**City of Salmon Arm
Water Expense Fund
2024 Final Budget**

	2024 Final <u>Budget</u>	2023 Final <u>Budget</u>	Variance Final <u>Budget</u>	
Asset Management				
50 2141 0001	Wages & Benefits - Asset Management	18,100	16,200	1,900
50 2141 0101	Asset Management - Lab.	2,000	2,000	-
50 2141 0102	Asset Management - Equip.	-	-	-
50 2141 0104	Asset Management - Contr.	1,000	1,000	-
50 2141 0105	Asset Management - Mats.	-	-	-
	Total Asset Management	<u>21,100</u>	<u>19,200</u>	<u>1,900</u>
	Total Administration	<u>875,900</u>	<u>838,300</u>	<u>37,600</u>
Purification and Treatment				
Water Treatment Plant				
50 2540 0050	Water Treatment Plant - Telephone	500	500	-
50 2540 0055	Water Treatment Plant - Cellular	2,000	700	1,300
50 2540 0110	Water Treatment Plant - Licenses and Permits	-	-	-
50 2540 0115	Water Treatment Plant - Memberships and Dues	1,100	1,100	-
50 2540 0120	Water Treatment Plant - Photocopier Costs	500	500	-
50 2540 0125	Water Treatment Plant - Office Supplies	2,200	500	1,700
50 2540 0160	Water Treatment Plant - Staff Training	2,500	2,500	-
50 2540 0165	Water Treatment Plant - Conferences & Seminars	2,500	2,000	500
50 2540 0170	Water Treatment Plant - Communications	-	-	-
50 2540 0301	Water Treatment Plant - Standby Pay - Lab.	41,000	41,000	-
50 2540 0310	Water Treatment Plant - Small Tools	1,000	1,000	-
50 2540 1001	Water Treatment Plant - Lab.	205,000	200,000	5,000
50 2540 1002	Water Treatment Plant - Equip.	6,000	6,000	-
50 2540 1004	Water Treatment Plant - Contr.	35,000	35,000	-
50 2540 1005	Water Treatment Plant - Mats.	35,000	35,000	-
50 2540 1006	Water Treatment Plant - Hydro	49,000	49,000	-
50 2540 1007	Water Treatment Plant - Nat. Gas	14,000	10,000	4,000
50 2540 1010	Water Treatment Plant - Ins.	15,500	15,000	500
50 2540 1011	Water Treatment Plant - W/S	16,000	16,000	-
50 2540 1012	Water Treatment Plant - Chemicals	80,000	75,000	5,000
	Total Water Treatment Plant	<u>508,800</u>	<u>490,800</u>	<u>18,000</u>
UV Building (Metford Dam)				
50 2540 2001	UV Building (Metford Dam) - Lab.	30,000	30,000	-
50 2540 2002	UV Building (Metford Dam) - Equip.	5,000	5,000	-
50 2540 2004	UV Building (Metford Dam) - Contr.	3,000	3,000	-
50 2540 2005	UV Building (Metford Dam) - Mats.	10,000	10,000	-
50 2540 2006	UV Building (Metford Dam) - Hydro	6,500	6,500	-
50 2540 2010	UV Building (Metford Dam) - Ins.	200	200	-
50 2540 2012	UV Building (Metford Dam) - Chemicals	-	-	-
	Total UV Building (Metford Dam)	<u>54,700</u>	<u>54,700</u>	<u>-</u>

**City of Salmon Arm
Water Expense Fund
2024 Final Budget**

	2024 Final Budget	2023 Final Budget	Variance Final Budget
Chlorination			
50 2410 0101 Chlorination - Lab.	4,000	4,000	-
50 2410 0102 Chlorination - Equip.	750	600	150
50 2410 0104 Chlorination - Contr.	1,000	2,000	(1,000)
50 2410 0105 Chlorination - Mats.	3,000	4,000	(1,000)
50 2410 0112 Chlorination - Chemicals	10,000	10,000	-
Total Chlorination	<u>18,750</u>	<u>20,600</u>	<u>(1,850)</u>
Total Purification and Treatment	<u>582,250</u>	<u>566,100</u>	<u>16,150</u>
Service of Supply			
SCADA System			
50 2415 0051 SCADA System - Lab.	250	250	-
50 2415 0052 SCADA System - Equip.	100	100	-
50 2415 0054 SCADA System - Contr.	12,500	2,500	10,000
50 2415 0055 SCADA System - Mats.	1,500	1,500	-
Total SCADA System	<u>14,350</u>	<u>4,350</u>	<u>10,000</u>
Monitoring and Testing			
50 2415 0101 Monitoring & Testing - Lab.	15,000	15,000	-
50 2415 0102 Monitoring & Testing - Equip.	2,750	2,750	-
50 2415 0103 Monitoring & Testing - Alarms	-	-	-
50 2415 0104 Monitoring & Testing - Contr.	16,000	16,000	-
50 2415 0105 Monitoring & Testing - Mats.	6,000	6,000	-
Total Monitoring and Testing	<u>39,750</u>	<u>39,750</u>	<u>-</u>
Brush Removal			
50 2415 0201 Brush Removal - Lab.	2,100	2,100	-
50 2415 0202 Brush Removal - Equip.	2,000	2,000	-
50 2415 0204 Brush Removal - Contr.	5,000	5,000	-
50 2415 0205 Brush Removal - Mats.	1,000	1,000	-
Total Brush Removal	<u>10,100</u>	<u>10,100</u>	<u>-</u>
Kault Hill Tower			
50 2415 0251 Kault Hill Tower - Lab.	1,000	500	500
50 2415 0252 Kault Hill Tower - Equip.	800	800	-
50 2415 0254 Kault Hill Tower - Contr.	500	600	(100)
50 2415 0255 Kault Hill Tower - Mats.	200	200	-
50 2415 0256 Kault Hill Tower - Hydro	500	500	-
Total Kault Hill Tower	<u>3,000</u>	<u>2,600</u>	<u>400</u>
	<u>67,200</u>	<u>56,800</u>	<u>10,400</u>

**City of Salmon Arm
Water Expense Fund
2024 Final Budget**

	2024 Final Budget	2023 Final Budget	Variance Final Budget
Reservoir Maintenance			
Mcleod Reservoir (Zone II) Maintenance			
50 2420 0101	4,000	4,000	-
50 2420 0102	1,000	1,000	-
50 2420 0104	1,500	1,500	-
50 2420 0105	500	500	-
50 2420 0106	150	150	-
Total Mcleod Reservoir Maintenance	<u>7,150</u>	<u>7,150</u>	-
Broadview Reservoir (Zone III & IIIA) Maintenance			
50 2420 0201	5,400	5,400	-
50 2420 0202	1,000	1,000	-
50 2420 0204	2,000	2,000	-
50 2420 0205	1,000	1,000	-
50 2420 0206	5,000	5,000	-
Total Broadview Reservoir Maintenance	<u>14,400</u>	<u>14,400</u>	-
Homely Reservoir (Zone I) Maintenance			
50 2420 0301	6,300	6,300	-
50 2420 0302	1,500	1,500	-
50 2420 0304	12,000	2,000	10,000
50 2420 0305	1,500	1,500	-
50 2420 0306	5,000	5,000	-
Total Homely Reservoir Maintenance	<u>26,300</u>	<u>16,300</u>	10,000
Metford Reservoir (Dam Zone IV) Maintenance			
50 2420 0401	11,500	10,000	1,500
50 2420 0402	5,000	5,000	-
50 2420 0404	10,000	4,000	6,000
50 2420 0405	1,000	1,000	-
50 2420 0406	-	-	-
Total Metford Reservoir Maintenance	<u>27,500</u>	<u>20,000</u>	7,500
Little Mountain Reservoir (Zone IV) Maintenance			
50 2420 0501	4,500	4,500	-
50 2420 0502	2,000	2,000	-
50 2420 0504	2,000	2,000	-
50 2420 0505	600	600	-
50 2420 0506	650	650	-
Total Little Mountain Reservoir Maint.	<u>9,750</u>	<u>9,750</u>	-

**City of Salmon Arm
Water Expense Fund
2024 Final Budget**

	2024 Final Budget	2023 Final Budget	Variance Final Budget	
2020 Reservoir (Zone V) Maintenance				
50 2420 0601	2020 Res Maint - Lab.	6,000	6,000	-
50 2420 0602	2020 Res Maint - Equip.	2,000	2,000	-
50 2420 0604	2020 Res Maint - Contr.	1,000	1,000	-
50 2420 0605	2020 Res Maint - Mats.	500	500	-
50 2420 0606	2020 Res Maint - Hydro	250	250	-
	Total 2020 Reservoir Maintenance	<u>9,750</u>	<u>9,750</u>	-
Skelton Reservoir (Zone 1) Maintenance				
50 2420 0701	Skelton Res Maint - Lab.	5,500	5,500	-
50 2420 0702	Skelton Res Maint - Equip.	900	900	-
50 2420 0704	Skelton Res Maint - Contr.	1,000	1,000	-
50 2420 0705	Skelton Res Maint - Mats.	1,000	1,000	-
50 2420 0706	Skelton Res Maint - Hydro	1,500	1,500	-
	Total Skelton Reservoir Maintenance	<u>9,900</u>	<u>9,900</u>	-
Park Hill Reservoir (Zone 1) Maintenance				
50 2420 0801	Park Hill Res Maint - Lab.	5,500	5,500	-
50 2420 0802	Park Hill Res Maint - Equip.	900	900	-
50 2420 0804	Park Hill Res Maint - Contr.	1,000	1,000	-
50 2420 0805	Park Hill Res Maint - Mats.	1,000	1,000	-
50 2420 0806	Park Hill Res Maint - Hydro	1,200	1,200	-
	Total Park Hill Reservoir Maintenance	<u>9,600</u>	<u>9,600</u>	-
	Total Reservoir Maintenance	<u>114,350</u>	<u>96,850</u>	<u>17,500</u>
	Total Service of Supply	<u>181,550</u>	<u>153,650</u>	<u>27,900</u>
Transmission and Distribution				
Main Repair				
50 2430 0101	Main Repair - Lab.	46,000	44,000	2,000
50 2430 0102	Main Repair - Equip.	18,000	18,000	-
50 2430 0104	Main Repair - Contr.	15,000	15,000	-
50 2430 0105	Main Repair - Mats.	7,500	7,500	-
	Total Main Repair	<u>86,500</u>	<u>84,500</u>	<u>2,000</u>
Service Connection Maintenance				
50 2430 0201	Service Connection Maint. - Lab.	50,000	-	50,000
50 2430 0202	Service Connection Maint. - Equip.	15,000	-	15,000
50 2430 0204	Service Connection Maint. - Contr.	50,000	140,000	(90,000)
50 2430 0205	Service Connection Maint. - Mats.	25,000	-	25,000
	Total Service Connection Maintenance	<u>140,000</u>	<u>140,000</u>	-

**City of Salmon Arm
Water Expense Fund
2024 Final Budget**

	2024 Final Budget	2023 Final Budget	Variance Final Budget
Service Repair			
50 2430 0301	67,000	67,000	-
50 2430 0302	26,000	26,000	-
50 2430 0304	5,000	5,000	-
50 2430 0305	7,000	5,000	2,000
Total Service Repair	<u>105,000</u>	<u>103,000</u>	<u>2,000</u>
Extensions & Replacements			
50 2430 0401	-	-	-
50 2430 0402	-	-	-
50 2430 0404	-	20,000	(20,000)
50 2430 0405	-	-	-
Total Extensions & Replacements	<u>-</u>	<u>20,000</u>	<u>(20,000)</u>
Line Flushing & Preventative Maintenance			
50 2430 0501	50,000	57,500	(7,500)
50 2430 0502	10,000	12,000	(2,000)
50 2430 0504	2,000	2,000	-
50 2430 0505	3,000	3,000	-
Total Line Flushing & Prev. Maintenance	<u>65,000</u>	<u>74,500</u>	<u>(9,500)</u>
Cross Connection Control Maintenance			
50 2430 0601	-	-	-
50 2430 0602	-	-	-
50 2430 0604	20,000	20,000	-
50 2430 0605	-	-	-
Total Cross Connection Control Maintenance	<u>20,000</u>	<u>20,000</u>	<u>-</u>
Meter Repair			
50 2430 0701	26,000	26,000	-
50 2430 0702	4,500	4,500	-
50 2430 0704	1,000	1,000	-
50 2430 0705	20,000	20,000	-
Total Meter Repair	<u>51,500</u>	<u>51,500</u>	<u>-</u>
Hydrant Maintenance - ICBC Recoverable			
50 2430 0751	-	-	-
50 2430 0752	-	-	-
50 2430 0754	-	-	-
50 2430 0755	-	-	-
Total Hydrant Maintenance - ICBC Recoverable	<u>-</u>	<u>-</u>	<u>-</u>

**City of Salmon Arm
Water Expense Fund
2024 Final Budget**

	2024 Final Budget	2023 Final Budget	Variance Final Budget
Hydrant Maintenance			
50 2430 0801 Hydrant Maintenance - Lab.	75,000	80,000	(5,000)
50 2430 0802 Hydrant Maintenance - Equip.	12,000	13,000	(1,000)
50 2430 0804 Hydrant Maintenance - Contr.	1,000	1,000	-
50 2430 0805 Hydrant Maintenance - Mats.	9,000	9,000	-
Total Hydrant Maintenance	<u>97,000</u>	<u>103,000</u>	<u>(6,000)</u>
Hydrant Protection			
50 2430 0811 Hydrant Protection - Lab.	20,000	20,000	-
50 2430 0812 Hydrant Protection - Equip.	7,000	7,000	-
50 2430 0814 Hydrant Protection - Contr.	1,000	1,000	-
50 2430 0815 Hydrant Protection - Mats.	500	500	-
Total Hydrant Protection	<u>28,500</u>	<u>28,500</u>	<u>-</u>
Hydrant Flow Testing			
Hydrant Flow Testing - Lab.	18,000	-	18,000
Hydrant Flow Testing - Equip.	3,000	-	3,000
Hydrant Flow Testing - Contr.	1,000	-	1,000
Hydrant Flow Testing - Mats.	1,000	-	1,000
Total Hydrant Flow Testing	<u>23,000</u>	<u>-</u>	<u>23,000</u>
Valve Maintenance			
50 2430 0901 Valve Maintenance - Lab.	36,000	36,000	-
50 2430 0902 Valve Maintenance - Equip.	8,000	8,000	-
50 2430 0904 Valve Maintenance - Contr.	1,000	1,000	-
50 2430 0905 Valve Maintenance - Mats.	5,000	5,000	-
50 2430 0906 Value Maintenance - Hydro	500	500	-
Total Valve Maintenance	<u>50,500</u>	<u>50,500</u>	<u>-</u>
Total Transmission and Distribution	<u>667,000</u>	<u>675,500</u>	<u>(8,500)</u>
Pump Station Maintenance			
1860 Pump Station (Zone IV) Maintenance			
50 2435 0101 1860 Pump Stn Maint - Lab.	13,000	13,000	-
50 2435 0102 1860 Pump Stn Maint - Equip.	2,200	2,200	-
50 2435 0104 1860 Pump Stn Maint - Contr.	5,000	5,000	-
50 2435 0105 1860 Pump Stn Maint - Mats.	2,000	2,000	-
50 2435 0106 1860 Pump Stn Maint - Hydro	50,000	50,000	-
50 2435 0107 1860 Pump Stn Maint - Nat. Gas	-	-	-
50 2435 0111 1860 Pump Stn Maint - W/S	100	100	-
Total 1860 Pump Station Maintenance	<u>72,300</u>	<u>72,300</u>	<u>-</u>
2020 Pump Station (Zone V) Maintenance			

**City of Salmon Arm
Water Expense Fund
2024 Final Budget**

	2024 Final Budget	2023 Final Budget	Variance Final Budget
50 2435 0201	7,000	7,000	-
50 2435 0202	2,000	1,200	800
50 2435 0204	2,000	1,000	1,000
50 2435 0205	1,000	1,000	-
50 2435 0206	25,000	17,500	7,500
Total 2020 Pump Station Maintenance	<u>37,000</u>	<u>27,700</u>	<u>9,300</u>
Canoe Pump Station (Zone I & II) Maintenance			
50 2435 0301	30,000	30,000	-
50 2435 0302	1,700	1,700	-
50 2435 0304	20,000	20,000	-
50 2435 0305	5,000	5,000	-
50 2435 0306	230,000	230,000	-
50 2435 0307	350	350	-
Total Canoe Pump Station Maintenance	<u>287,050</u>	<u>287,050</u>	<u>-</u>
ALIB/NIB Gleneden Pump Station Maintenance			
50 2435 0601	20,000	20,000	-
50 2435 0602	5,000	5,000	-
50 2435 0604	5,000	5,000	-
50 2435 0605	2,000	2,000	-
50 2435 0606	9,000	9,000	-
50 2435 0608	-	-	-
50 2435 0612	-	-	-
Total ALIB/NIB Gleneden Pump Stn Maintenance	<u>41,000</u>	<u>41,000</u>	<u>-</u>
Gleneden/Nyland Pump Station Maintenance			
50 2435 0701	5,200	5,200	-
50 2435 0702	1,100	1,100	-
50 2435 0704	2,000	4,550	(2,550)
50 2435 0705	500	500	-
50 2435 0706	3,000	3,000	-
50 2435 0712	-	-	-
Total Gleneden/Nyland Pump Stn Maintenance	<u>11,800</u>	<u>14,350</u>	<u>(2,550)</u>
Total Pump Station Maintenance	<u>449,150</u>	<u>442,400</u>	<u>6,750</u>
Studies and Assessments			
50 2450 1024	10,000	10,000	-
50 2450 1104	-	28,340	(28,340)
50 2450 2304	7,000	9,560	(2,560)
50 2450 2404	-	16,250	(16,250)
50 2450 2410	14,500	15,000	(500)

**City of Salmon Arm
Water Expense Fund
2024 Final Budget**

	2024 Final Budget	2023 Final Budget	Variance Final Budget
50 2450 2420 Water Mater Plan Update (CF)	70,000	100,000	(30,000)
50 2450 2430 Dam Safety Review (CF - Res)	30,000	30,000	-
Water Rate Assessment - Universal Water Metering	50,000	-	50,000
Total Assessments and Studies	<u>181,500</u>	<u>209,150</u>	<u>(27,650)</u>
Major Maintenance			
50 2550 0010 WTP - Sani Lift Station Pump Repair	-	10,000	(10,000)
50 2550 0020 WTP - Turbidity Meter Replacements	-	15,000	(15,000)
Large Water Meter Replacements	50,000	-	50,000
Pit Set Water Meter Replacements	25,000	-	25,000
WTP - Pump Replacements	13,500	-	13,500
Total Major Maintenance	<u>88,500</u>	<u>25,000</u>	<u>63,500</u>
Fiscal Services			
Interest Payments			
50 2812 0800 Interest - # 3458 (Cdn)	7,750	7,750	-
50 2812 0900 Interest - # 3551 (Cdn)	16,300	16,300	-
50 2812 1000 Interest - # 3576 (Cdn)	341,100	238,500	102,600
50 2812 1100 Interest - # 3816 (Cdn)	26,200	26,200	-
50 2812 1300 Interest - # 3793 (Cdn)	710	710	-
50 2812 1500 Interest - # 4502 (Cdn)	66,875	66,875	-
Interest - # (Cdn) (Zone 2 Pump Station)	-	-	-
Total Interest Repayments	<u>458,935</u>	<u>356,335</u>	<u>102,600</u>
Principal Payments			
50 2813 0800 Principal - # 3458 (Cdn)	17,465	17,465	-
50 2813 0900 Principal - # 3551 (Cdn)	35,765	35,765	-
50 2813 1000 Principal - # 3576 (Cdn)	302,235	302,235	-
50 2813 1100 Principal - # 3816 (Cdn)	75,000	75,000	-
50 2813 1300 Principal - # 3793 (Cdn)	985	985	-
50 2813 1500 Principal - # 4502 (Cdn)	54,460	54,460	-
Principal - # (Cdn) (Zone 2 Pump Station)	-	-	-
Total Principal Repayments	<u>485,910</u>	<u>485,910</u>	<u>-</u>
Total Fiscal Services	<u>944,845</u>	<u>842,245</u>	<u>102,600</u>
Transfer To Own Reserves and Funds			
Transfer To Reserve Accounts			
50 2825 1020 Reserve For Future Expenditure	7,800	-	7,800
50 2825 1120 Reserve For HWY 97B Watermain	25,000	25,000	-
50 2825 1130 Reserve For WTP - Genset	25,000	25,000	-
50 2825 1110 Reserve For Public Works Bldg - Renovation	-	-	-
50 2828 1020 Interest - Future Expenditure	13,580	8,185	5,395
50 2828 1040 Interest - Homely Reservoir	39,020	19,130	19,890

**City of Salmon Arm
Water Expense Fund
2024 Final Budget**

	2024 Final Budget	2023 Final Budget	Variance Final Budget
50 2828 1080 Interest - Asset Management	840	410	430
50 2828 1090 Interest - TCH West (MoTI Project)	10,095	5,075	5,020
50 2828 1110 Interest - PW Bldg Renovation	3,665	3,905	(240)
50 2828 1120 Interest - HWY 97B Watermain	5,085	1,995	3,090
50 2828 1130 Interest - WTP Genset	4,100	1,510	2,590
50 2828 1140 Interest - Canoe Beach WM	120	60	60
Total Transfer To Reserve Accounts	<u>134,305</u>	<u>90,270</u>	<u>44,035</u>
 Transfer To Reserve Funds			
50 2830 1000 Water Major Maintenance Reserve	100,000	100,000	-
Total Transfer To Reserve Funds	<u>100,000</u>	<u>100,000</u>	<u>-</u>
Total Transfer To Reserves	<u>234,305</u>	<u>190,270</u>	<u>44,035</u>
 Capital Expenditures			
Controls & Alarms	-	5,000	(5,000)
Fire Hydrant Infill Program	25,000	25,000	-
Mainline Valve Installation Program	25,000	25,000	-
SCADA	-	5,000	(5,000)
Water Meter Installation Program	15,000	15,000	-
Water Main Extensions & Upgrades	20,000	-	20,000
WTP (Shus. Lake) - Plant Improvements	15,000	15,000	-
8 Ave NE Upgrade	-	163,100	(163,100)
10 Ave SE (30 -33 St SE) Upgrade	318,500	335,000	(16,500)
20 Ave NE (36 Ave NE) Watermain Upgrade	-	75,000	(75,000)
Zone 2 - Pump Station - Construction	1,000,000	-	1,000,000
WTP - Hypo Tank Replacement	80,000	-	80,000
Sanitary Dump Station	100,000	-	100,000
4 Ave SW (1250 - 10 St SW) Water Main Upgrade	-	-	-
97B Water Main Upgrade (Phase 1 & 2)	720,000	-	720,000
WTP Generator - Portable	124,000	-	124,000
WTP Optiview UVT Sensor Replacement	-	-	-
Zone 4 PS - New Pump VFD	-	-	-
Neptune R900 Belt Clip Transceiver (New)	-	-	-
WTP (Shus. Lake) - Particle Counters	-	40,000	(40,000)
WTP (Shus. Lake) - UV Hydraulic Cylinder	-	25,000	(25,000)
WTP & Zone 1 Pump St - Air Break/Pole	-	35,000	(35,000)
Total Capital Expenditures	<u>2,442,500</u>	<u>763,100</u>	<u>1,679,400</u>
Total Transfer To Own Reserve & Funds	<u>2,676,805</u>	<u>953,370</u>	<u>1,723,435</u>
Total Expenditures	<u>\$ 6,647,500</u>	<u>\$ 4,705,715</u>	<u>\$ 1,941,785</u>

City of Salmon Arm
 Water Capital Expenditures
 2024 Final Budget

Project		Total Expenditure	Water Revenue	Reserve For Unexp.	Other Contribution	Long Term Debt	Major Maint. Res.	DCC Water	Reserve
TCH Watermain Improvement (MoTI Project) (CF)	U	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 40,000
20 Ave NE at Lakeshore - Upgrade (CF)	U	848,000	-	448,000	-	-	200,000	-	200,000
8 Ave NE Upgrade (CF)	U	300,000	-	283,800	16,200	-	-	-	-
10 Ave SE (30 - 33 St SE) Upgrade (CF)	U	525,000	318,500	206,500	-	-	-	-	-
20 Ave NE (36 Ave NE) Watermain Upgrade (CF)	U	75,000	-	75,000	-	-	-	-	-
30 St SE (20 Ave SE) Watermain Upgrade (CF)	U	405,000	-	-	-	-	405,000	-	-
Zone 2 - Pump Station - Construction (CF)	R	5,341,850	1,000,000	-	-	4,226,850	-	115,000	-
Fire Hydrant Infill Program	N	25,000	25,000	-	-	-	-	-	-
Mainline Valve Installation Program	N	25,000	25,000	-	-	-	-	-	-
Water Meter Installation Program	N	15,000	15,000	-	-	-	-	-	-
Water Main Extensions & Upgrades	N	20,000	20,000	-	-	-	-	-	-
WTP (Shus. Lake) - Plant Improvements	N	15,000	15,000	-	-	-	-	-	-
WTP - Hypo Tank Replacement	R	80,000	80,000	-	-	-	-	-	-
Sanitary Dump Station	N	100,000	100,000	-	-	-	-	-	-
4 Ave SW (1250 - 10 St SW) Water Main Upgrade	U	90,000	-	-	-	-	90,000	-	-
9 Ave Water Main Upgrade (Phase 1 & 2)	U	900,000	720,000	-	-	-	-	-	180,000
WTP Generator - Portable	N	280,000	124,000	-	-	-	-	-	156,000
WTP Optiview UVT Sensor Replacement	R	20,000	-	-	-	-	-	-	20,000
Zone 4 PS - New Pump VFD	R	125,000	-	-	-	-	-	-	35,000
Neptune R900 Belt Clip Transceiver (New)	N	15,000	-	-	-	-	-	90,000	15,000
		\$ 9,244,850	\$ 2,442,500	\$ 1,013,300	\$ 16,200	\$ 4,226,850	\$ 695,000	\$ 205,000	\$ 646,000

DRAFT

To: His Worship Mayor Harrison and Council
Date: September 13, 2023
Subject: Road Closure Bylaw No. 4589
A portion of 42 Street S.W., dedicated on Plan 27888, shown on Reference Plan EPP132032
Applicant: ABC Storage

MOTION FOR CONSIDERATION:

THAT: the Bylaw entitled City of Salmon Arm Road Closure Bylaw No. 4589 be read a first, second and third time;

AND THAT: Final reading of City of Salmon Arm Road Closure Bylaw No. 4589 be subject to:

- 1) Compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter; and
- 2) Payment of no less than \$9,648.91 to the City of Salmon Arm prior to December 31, 2023.

STAFF RECOMMENDATION:

THAT: The motion for consideration be adopted.

PROPOSAL:

The owner of Lot 1, Township 20, Range 10, W6M, Plan KAP 48302 (ABC Storage) at 431 42 Street S.W. wrote to Council in January 2023 offering to purchase a portion of the 42 Street SW road right of way that had been fenced and removed from public travel (Appendix 1). The area fenced was approximated at that time at 112 square metres, and the amount of \$5,904.87 was based on a pro-rated amount of the assessed value of the land.

BACKGROUND:

Until the recent Trans Canada Highway upgrades, 42 Street SW was an industrial cul de sac, accessed from 1 Avenue SW. The cul de sac was required to allow adequate turning movements. Since the highway improvements have been completed, 42 Street SW is now connected directly to the new highway intersection and roundabout, and forms the principal access into the Gleneden area. The cul de sac is no longer required for traffic movements, and so that portion of the cul de sac bulb that has been fenced by the applicant can be closed and disposed of, with no impact on traffic movements.

At the time of the initial application, it was believed that the portion of road behind the new fence was about 112 square metres in area. With the preparation of a land survey plan, the area behind the fence and proposed to be closed is 183.3 square metres.

The current area of the parcel adjacent to the cul de sac is 7,390.22 square metres, and has a 2023 Assessed value of \$389,000. This yields a per square metre land value of \$52.64. If this amount per square metre is applied to the proposed area to be closed and disposed of, at 183.3 square metres, the cost would be = **\$9,648.91**.

The required public notices and advertising would be conducted prior to the sale of the closed portion of road to the adjacent land owner and consolidated with the adjacent parcel. All costs related to the survey and the transfer would be borne by the applicant. Disposition of the closed portion of road only makes sense if it is consolidated with the adjacent parcel, so an offer for sale is not proposed.



Gary Buxton
Director of Planning & Community Services

CITY OF SALMON ARM

BYLAW NO. 4589

Being a Bylaw to Close to Traffic, Remove the Dedication as Highway and Dispose of a Portion of Road, a portion of 42 Street SW, dedicated on Plan 27888, shown on Reference Plan EPP132032.

WHEREAS, pursuant to Section 40 of the *Community Charter*, SBC, 2003 Chapter 26, and amendments thereto, Council may, by bylaw, close a portion of highway to traffic and remove the dedication of a highway, if prior to adopting the bylaw, Council publishes notice of its intention in a newspaper and posts the notice in public notice posting place, and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Provincial Government's right of resumption under Section 35(8) of the *Community Charter*, SBC, 2003, Chapter 26 and amendments thereto, in relation to a highway or portion of a highway that was vested in a municipality pursuant to Section 35(1) of this Act, is cancelled if the Corporate Officer of the municipality files with the Land Title Office a statement certifying that the highway closure and removal of dedication complies with the Regulation of the Minister of Transportation B.C. Regulation 245/2004 (June 4, 2004) as amended by B.C. Regulation 18/2008 (January 25, 2005), made under the authority of the *Community Charter*, Section 35(10)(b);

AND WHEREAS the Council deems it expedient to close to traffic, remove the dedication of highway and dispose of that portion of Road, comprising a 183.3 m² portion of 42 Street SW, dedicated at the Kamloops Land Title Office by Plan 27888 which is shown outlined in bold black ("Closed Road") on the Reference Plan EPP132032 prepared by Browne Johnson Land Surveyors, a reduced copy of which is attached hereto (the "Plan");

AND WHEREAS notices of the Council's intention to close the portion of highway to traffic, to remove its dedication as highway, and to dispose of it were published in a newspaper and posted in the public notice posting place;

AND WHEREAS the Council does not consider that the closure of the portion of highway will affect the transmission or distribution facilities or works of utility operators;

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

1. Attached to this Bylaw, as Schedule "A" and forming part of this Bylaw is a copy of the Reference Plan EPP132032 (the "Plan").
2. The City of Salmon Arm hereby authorizes the closure to traffic and removal of the highway dedication of that portion of of Road, comprising 183.3 m² dedicated at the Kamloops Land

title Office by Plan 27888 which is shown outlined in bold black (“Closed Road”) on the Reference Plan 132032.

3. On deposit of the Plan and all other applicable documentation for the removal of the highway dedication, in the Kamloops Land Title Office, the highway dedication of that portion of the road is cancelled.
4. The Mayor and Corporate Officer are hereby authorized to execute such conveyances, deeds, maps, plans, receipts and documents on behalf of the City of Salmon Arm as may be necessary for the purposes aforesaid and to affix the Corporate Seal of the City of Salmon Arm thereto.
5. The Council shall, before adopting this Bylaw, cause public notice of its intention to do so to be given by advertisement once each week for two consecutive weeks in a newspaper published or circulated in the City of Salmon Arm, and has provided an opportunity for persons who consider they are affected by the closure and disposition of the Closed Road to make representations to Council.

SEVERABILITY

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

ENACTMENTS

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

EFFECTIVE DATE

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

CITATION

9. This Bylaw may be cited for all purposes as the “City of Salmon Arm Road Closure Bylaw No. 4589”.

READ A FIRST TIME THIS 10 DAY OF OCTOBER 2023

READ A SECOND TIME THIS 10 DAY OF OCTOBER 2023

READ A THIRD TIME THIS 10 DAY OF OCTOBER 2023

PUBLIC NOTICE OF INTENTION TO PROCEED ADVERTISED IN THE SALMON ARM OBSERVER ON THE 25th DAY OF OCTOBER, 2023 AND THE 1st DAY OF NOVEMBER, 2023.

APPROVED PURSUANT TO SECTION 41 (3) OF THE COMMUNITY CHARTER ON THE 23rd DAY OF OCTOBER, 2023

“B. BAHM”

For Minister of Transportation and Infrastructure

ADOPTED BY COUNCIL THIS _____ DAY OF _____ 2023

MAYOR

CORPORATE OFFICER

PLAN EPP132032

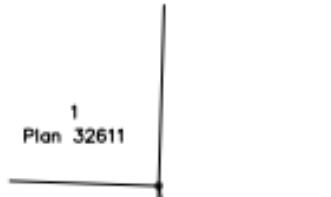
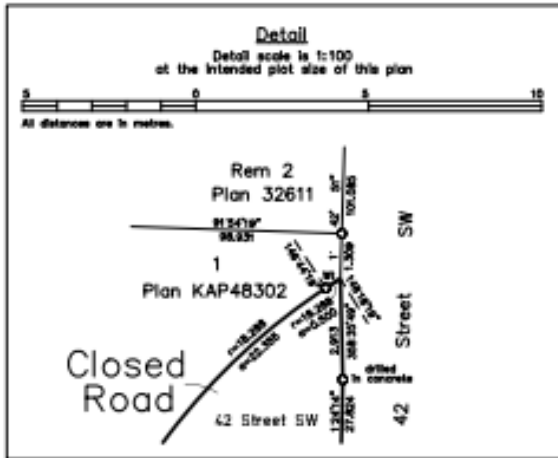
Reference Plan to Accompany
 City of Salmon Arm Road Closure
 Bylaw No. 4589
 of a Portion of 42 Street SW
 Dedicated on Plan 27888, Sec 16,
 Tp 20, Rge 10, W6M, KDYD

Pursuant to Section 120 of the Land Title Act
 and Section 40 of the Community Charter

BCGS 82L.064



All distances are in metres.
 The intended plot size of this plan is 432mm in width by 560mm in height (C size)
 when plotted at a scale of 1:500



LEGEND

Grid bearings are derived from differential dual frequency GNSS observations and are referred to the central meridian of UTM Zone 11.

This plan shows horizontal ground level distances, unless otherwise specified. To compute grid distances, multiply ground level distances by the average combined factor of 0.99988023. The average combined factor has been determined based on an ellipsoidal elevation of 338.8 metres.

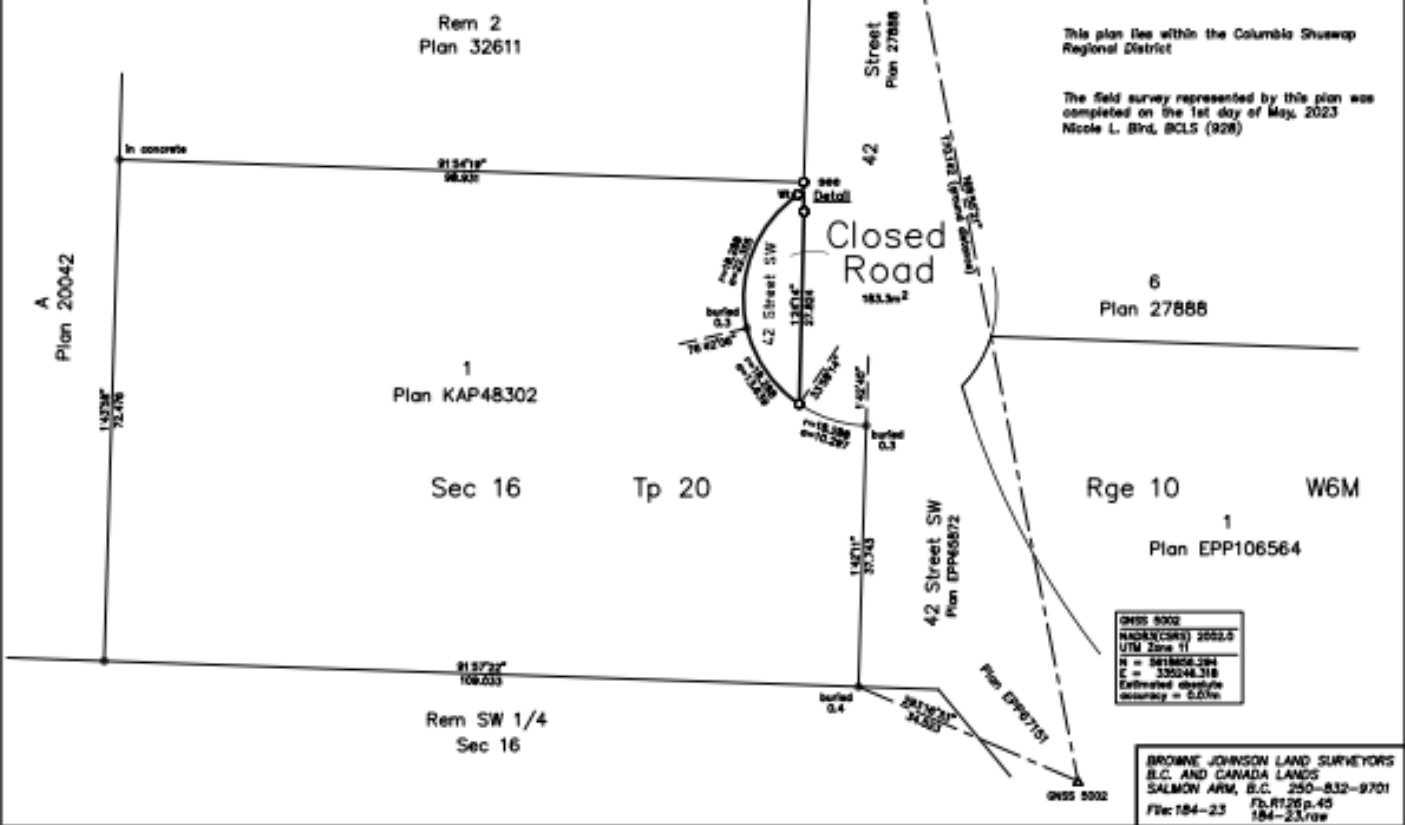
The UTM coordinates and estimated absolute accuracy achieved are derived from differential dual frequency GNSS observations post processed using the Natural Resources Canada Precise Point Positioning Service.

- Standard Iron Post Found (OIP)
- Standard Iron Post Placed (PIP)
- ▲ Traverse Hub Placed
- W Denotes Witness

Note: This plan shows one or more witness posts which are not set on the true corner(s).

This plan lies within the Columbia Shuswap Regional District

The field survey represented by this plan was completed on the 1st day of May, 2023
 Nicole L. Bird, BCLS (928)



24. STATUTORY PUBLIC HEARINGS

24.2 Zoning Amendment Application No. ZON-1274

L. & L. Kiehlbauch
280 25 Street NE
R-1 to R-8

The Planning Official explained the proposed Zoning Amendment Application.

L. Kiehlbauch, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 8:20 p.m.

CITY OF SALMON ARM

BYLAW NO. 4598

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on October 23, 2023 at the hour of 7:00 p.m. was published in the October 11, 2023 and October 18, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 10, Section 13, Township 20, Range 10, W6M, KDYD, Plan 23374 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4598**”

READ A FIRST TIME THIS 10 DAY OF OCTOBER 2023

READ A SECOND TIME THIS 10 DAY OF OCTOBER 2023

READ A THIRD TIME THIS 23 DAY OF OCTOBER 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE 25th DAY OF October, 2023

“T. KNIGHT”

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER

Schedule "A"



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Downtown Winter Market, 10:00 am – 1:00 pm
5	6	7	8	9	10	11 Remembrance Day Ceremonies and Parade of Veterans @ 11:00 a.m. @ Cenotaph; Parade @10:30 from Legion to Cenotaph via Lakeshore Drive & Alexander Street
12	13 City Hall Closed observing November 11, 2023 Remembrance Day	14	15	16	17	18 Downtown Winter Market, 10:00 am – 1:00 pm
19	20	21	22	23	24	25
26	27	28	29	30		

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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		



October 16, 2023

To: Mayor & Council of Salmon Arm/City Council Approval

RE: 2024 BC BACKYARD ULTRA, hosted under Lewiston Ultra Events

I am forwarding Letter of Request to Mayor & Council of Salmon Arm for City Council Approval for the BC BACKYARD ULTRA, April 26, 2024, hosted under Lewiston Ultra Events.

We request to host the third annual BC Backyard Ultra on Friday, April 26 with the potential to go through the weekend. The event will give back to community, Shuswap Trail Alliance and support tourism in the shoulder season. The event would host 80-100 runners and would be staged (start/finish) at Little Mountain Park and the Field House parking lot. We would ensure parking spaces are available for public users & Little Mountain Park would remain open to the public during the event.

I understand there is potential for the soccer fields to be in use and I am hoping we can share space, once again. I understand it is a busy time. I am hoping to communicate with Chad Forman (Soccer Management) to engage a plan that works for all users. I suggest BC Backyard Ultra use the lower parking lot (near the childcare business) and leave the upper main lot vacant for soccer (there is also additional parking across the street at the high school, which is free on the weekends). BC Backyard Ultra would be staged in the upper smaller lot and vehicle access and soccer use would be closed, in this area only. Once again, we are requesting use of the grassy area on the far end of the field and entrance off the smaller upper lot for staging.

A portion of the BC Backyard Ultra daytime route runs through private property. Lewiston Ultra Events has maintained communication with the landowner and does not foresee issue with using the existing private connector and will have signed agreement in place, prior to the event. We are also exploring the idea of a new route that would include lands owned by Little Mountain Farm and are in conversation with Bill (landowner).

Two weeks prior to BC Backyard Ultra, we will post signage at each entrance notifying users of the event and include a sample of the trail marking they can expect to see on the trail system. I also plan to go door to door again and hand deliver an event description letter and introduce myself to those living around Little Mountain Park. It is very important to Lewiston Ultra Events that we engage with community and have the support to host these events annually in a shared backyard.

The BC Backyard Ultra is an approved Backyard Event, by series owner & Godfather in the trail running world, Lazarus Lake (also owner/host of Barkley Marathon, Barkley Fall Classic, Big's Backyard Ultra & Run Across Tennessee).

THE BACKYARD FORMAT

- The BC Backyard Ultra is an approved **SILVER TICKET** race with the winner qualifying At-Large entrants and claiming a spot on the Canadian National Team for Big Dog's Backyard Ultra World Championship
- The Backyard approved format is a 4.167-mile [6.71 km] loop within the Little Mountain Park trail system that will begin on the hour, every hour.





- The last runner must complete one additional loop, a victory loop, to be named the winner. All other runners DNF [Did Not Finish]. The winner will be given the opportunity to join 14 other runners on the Canadian National Team and compete in the World Championships.
- This BC Backyard Ultra is an event for **everyone**. Some runners will complete a few laps and set a new personal record while others will try for the last runner standing.

THE BACKYARD SCHEDULE/SET UP

- The BC Backyard Ultra would start at 8am on Friday, April 26, 2024. There is potential for the event to run for 72 hours but 35-50 hours is what I would expect (I have secured an elite field from across Canada as I am hoping to get at least 40 hours/40 laps out of the event and continue to make a mark for the BC Backyard Ultra and Salmon Arm in the Backyard series)
- Set up for the BC Backyard is minimal and the request for volunteers is also minimal. We would have a few tents, additional lighting, portable firepits, porta potties, etc
- Racers are to be self sufficient. We would ask to use the back part of the soccer field so that racers may bring their own pop up tent (they share) and have their own staging/rest area. I would expect to have approx. 20-30 tents set up and confirm that this would not be on the field/playing area and would be on the grassy area near the fence and as far behind the net as possible
- I am hoping to use the overflow lot for BC Backyard Ultra parking. The event will be busy at the start for the first 6-8 hours and then will quiet down. It will get busy again as the field goes to the final 5 runners; people will come back out to support and be part of the event
- We are hoping to work with the City of Salmon Arm to ensure sprinklers are turned off, usage of pylons & power, no parking signs as well as access to the washrooms/showers at the Field House
- The event will comply with noise bylaw
- The course will be marked with stakes & flagging tape that will be removed immediately after the event
- 2-3 porta potties and most likely a handwashing station will be including in the start/finish line staging area
- All garbage/waste generated by the event will be removed; Lewiston Ultra Events is a sustainable event and does not produce much waste
- City of Salmon Arm Emergency Services will be notified of the event. We will have First Aid volunteers on site and are approximately 3KM from the Shuswap Lake general hospital
- Lewiston Ultra Events will respect and work with those at the Field House as well as soccer management and other users of the facility and park





I believe I have maintained consistent and positive communication with Lewiston Ultra Event stakeholders; we are waiting to receive an updated letter of support from Shuswap Tourism, Shuswap Trail Alliance, Salmon Arm Economic Development, Salmon Arm Chamber of Commerce for the event and will forward, once received.

Insurance will be maintained for 2024 and confirmation documents will be forwarded prior to the event.

Please let me know if further information is required.

In community,

Kara Leinweber



Rhonda West

From: Alan Harrison
Sent: Tuesday, September 12, 2023 8:00 AM
To: Erin Jackson
Cc: Rhonda West
Subject: Fw: noreply - ultra

Hi Erin and Rhonda,

Is this one for our next informational correspondence?

Thank you,

Alan

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: September 3, 2023 11:34 AM
To: Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>
Subject: [External] Online Form Submittal: Mayor and Council

Mayor and Council

First Name	Jodi
Last Name	B[REDACTED]
Address:	[REDACTED]
Return email address:	[REDACTED]
Subject:	Backyard Ultra marathon

Body

Please do not allow the Backyard Ultra marathon to run in the same location in 2024. I live in a house right below the pathway that runs along the Field of Dreams playing fields. The event organizers set-up their music/microphone system in the parking lot right there, and are really loud and aggravating for almost 2 days.

The first day, I was away working for almost 12 hours, but the 4 hours I was home that day were really annoying. I was home for longer the second day, and it drove me mad. And I can't even imagine what my dog and my sister's cats upstairs must have endured, being stuck here the whole time. There are a lot

of other pets on our street too.

The race also interrupted the normal Saturday soccer stuff that weekend, and I imagine made it very difficult for players and coaches and parents to hear one another. Some of the matches had to move over to SMS, and it seemed very confused and chaotic.

I know the race is for a good cause, but it's too disruptive, especially when it's literally right in our backyards. Maybe they can find a new location for 2024, away from residential areas? Although I have no idea where that might be. I was thinking the park out near Sorrento, but I'm not sure how that's been impacted by the fires this year.

In any case, please don't issue them a permit for 2024 and beyond. Thank you.

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.](#)



SHUSWAP YOUTH SOCCER ASSOCIATION

351 3 St SW, Salmon Arm, BC V1E 1V4

PHONE 250.833.5607

www.shuswapsoccer.com

Attn: Shuswap Rec Society and City of Salmon Arm.

I would like to address some concerns with the location and dates of the proposed BC Backyard Ultra.

For two years in a row Salmon Arm City Council has given permission for the use of Little Mountain Sports Fields and Parking Lot to the BC Backyard Ultra. You can imagine our disappointment as this keeps happening within soccer's very short priority field booking window.

The weekend in question is Shuswap Youth Soccer's opening weekend for our community program. Opening Soccer Saturday in Salmon Arm has over 1000 participants, and over 3000 people in attendance throughout the city and requires every ounce of volunteer and staff efforts to coordinate.

Allowing the BC Backyard Ultra to use Little Mountain at this time puts unnecessary pressure on Staff and Volunteers, as well as being an inconvenience to hundreds of people trying to find parking or having to adjust their plan to get their children all over the city for their first soccer Saturday of the year.

In addition to this, SYSA Staff, Shuswap Rec Staff, and City of Salmon Arm staff are asked to spend way too much time and effort to help an event that has less than 100 participants and brings in very little to the community. I have no problem with the event itself, but amount of effort put into this event from the Rec Society and City of Salmon Arm Staff is not proportionate to the size of the event.

Opening Soccer Saturday is an event organized and paid for by our community, for our community. If the Recreation Society and City have resources to spare for this weekend, we would love to have the extra hands and support, rather than be asked once again to make accommodations for an event that does not need to be tied to the sports fields in any way.

If you have any questions about our programs or the difficulties this event causes please feel free to reach out.

Chad Forman
Operations Manager
Shuswap Youth Soccer Association



November 9, 2023

City of Salmon Arm
500 2 Ave. NE
Salmon Arm, BC V1E 4H2

Re: Request for Letter of Support

Attention: Mayor Harrison and Council

Shuswap Association for Community Living has applied for a federal grant through the Rural Transit Solutions Fund (RTSF) - Capital Projects Stream and I'm writing to request a letter of support.

Earlier this year, SACL had a customized wheelchair accessible minivan stolen from our parking lot and destroyed. This van had been generously donated by a community member only a few weeks before and unfortunately, insurance money covered only a small fraction of the replacement cost.

The RTSF requires a letter of support within the next week; specifically, "a letter of support from the Municipality of Salmon Arm confirming that the community is supportive of the transit initiative outlined in this project and that it does not pose a conflict with any other municipal transit services offered by Salmon Arm".

The van we hope to purchase with this grant would be used solely for individuals we serve during their support hours while reducing barriers for those who require wheelchairs for transport. SACL has proudly served the Shuswap for 60 years and believe this is a project the city will support.

I have attached the suggested template from the RTSF and details of our project from the grant application. Thank you in advance for your consideration.

With appreciation,

A handwritten signature in blue ink, appearing to read 'KHansen'.

Karen Hansen
Executive Director
Shuswap Association for Community Living

Project Details



Project Rationale



*** Please choose your project type (select all that apply) (required)**

Other - please specify

*** If other is selected, then specify (required)**

We plan to purchase a wheelchair accessible mini-van to be used for our program's services

*** Please describe the project you are undertaking. (For example, what capital assets do you propose to purchase, and how will they be used to advance community transit solutions?) (required)**

We plan to purchase a wheelchair accessible mini-van to be used for our program's services. Our wheelchair van was stolen in March 2023 and destroyed. We support individuals who use wheelchairs and are unable to provide them with transportation without a wheelchair van. The public transit in Salmon Arm is limited, especially for wheelchair users.

*** Does your proposed project plan address specific challenges outlined in your Municipal Plan or alternate local community planning documentation? (required)**

*** Does the project intend to link more than one Census Metropolitan Area (CMA) or Census Agglomeration (CA) with population of 50,000? (required)**

No

*** Does the project intend to cross Province/Territory boundaries? (required)**

No

*** Does the project intend to cross international boundaries? (required)**

No

*** Is your project intended for daily use? (i.e. The proposed transit solution intends to offer a same-day return service.) (required)**

Yes

*** Please describe the current level of access to public transportation options in the community. ⓘ (required)**

Public transit in Salmon Arm is slowly improving but runs limited hours (no evenings) and does not travel beyond the city limits. There is one wheelchair accessible taxi in town and it's not always in circulation. Our services extend beyond Salmon Arm city limits and ranges from Sorrento, Vernon and Revelstoke.

*** Will your project serve Indigenous populations? (required)**

Yes

*** If yes, select all that apply (required)**

First Nations

Métis

*** How will this project be developed with Indigenous peoples? Please explain. (required)**

We support Indigenous peoples and have a number of Indigenous staff - all will benefit from a vehicle.

*** Describe the direct and ongoing benefits that this project will bring to Indigenous people: (required)**

Having a wheelchair van allows our agency to continue to support those who require wheelchairs for mobility in and around our community. We are unable to attend cultural celebrations that happen outside of city limits - in the last year, our staff support individuals to attend Pow Wows in Enderby, BC and Kamloops, BC.

*** Please describe the community population, including any vulnerable populations, that is expected to use the proposed service. ⓘ (required)**

All persons we support have been referred by Community Living British Columbia (CLBC). The majority of people receiving services are 19 or over, although services have been provided to youth and their families on occasion. SACL supports approximately 100 people, some in multiple services.

*** Please explain any benefits that are expected for the local community from the rural transit solution. As applicable, include quality of life, safety and security, and/or access to employment opportunities. (required)**

A wheelchair van can be used in any of our services: Employment, Community Inclusion, Supported Living, Outreach, etc. Having an accessible van allows us to accept wheelchair bound individuals into our service when transportation is required. We serve adults who range from 19-67 years old; our fastest growing demographic is youth from 19-30 years old. Everyone we support has a Person

Centered Plan that drives the services for an individual; such plans focus on increased independence and personal growth and are implemented with strategies that allow persons supported to successfully increase their skills, their networks, and their involvement in their community. SACL's Community Employment Services offers Job Development and Employment Support to people with Developmental Disabilities as well as to those covered under Personal Support Initiatives (high functioning people on the autism spectrum).

*** Please explain how the rural transit solution is expected to contribute to the economy of the community. ⓘ (required)**

a wheelchair van for SACL will not contribute to community transit; however, we have the ability to loan accessible vehicles to other organizations/individuals who require one. Prior to receiving our van that was stolen, we'd often partnered with another agency when we needed an accessible vehicle for important medical appointments.

*** Please explain how the project will be managed. (required)**

fundraising will be overseen by the Executive Director

*** Please explain how the success of the project will be measured. (required)**

Our programs will benefit from a wheelchair van and we can increase contracts for those who need accessible transportation

*** Please explain the strategies being considered that will ensure that the transit solution is sustained beyond the proposed capital purchases. (required)**

Maintenance are kept for all agency vehicles; we had budgeted for insurance & maintenance for our previous van that was stolen. Those budget lines are still available for the purchase of a replacement vehicle.

*** Please explain how the proposed system will include measures to encourage more people to use public transit. ⓘ (required)**

Transit training is part of the work that we do. Ideally, we teach people to be independent so work on those skills with a number of individuals we support. However, due to the distance of some supports and the needs of individuals, transit isn't always an option.



October 19, 2023

Mayor Alan Harrison
City of Salmon Arm
500 2 Avenue NE
Salmon Arm, BC V1E 4N2

Via email: aharrison@salmonarm.ca

RE: Request for Letter of Support - Health Care Assistant Training Program

Dear Mayor Harrison,

I hope this message finds you well. I am writing to you today on behalf of the BC Care Providers Association (BCCPA) to discuss our Health Care Assistant (HCA) Training Program.

BCCPA has a history of submitting applications for HCA training programs throughout British Columbia, with a special focus on regions that have experienced challenges due to downturns in the forestry sector and healthcare worker shortages. This year, we plan to submit two new applications in the communities of Nanaimo/Duncan, and Vernon/Salmon Arm.

As the Mayor of Salmon Arm, your endorsement could make a significant impact on the success of our application. Government authorities heavily consider the insights and support from local municipalities when evaluating such programs. Your letter of support would play a pivotal role in demonstrating the necessity of our training program in Salmon Arm, as well as the local impacts of the economic downturn in the Forestry sector.

By way of background, BCCPA is the leading voice for B.C.'s continuing care sector. Our membership base includes over 450 long-term care, assisted living, home health, independent living and commercial members from across British Columbia. Our members support more than 19,000 seniors annually in long-term care and assisted living settings and 6,500 independent living residents.

If you believe that a template letter would be helpful, we are more than happy to provide one for your convenience. Additionally, I am available to answer any questions you may have about our program, its objectives, or any other related inquiries.

Metrotower 1 | 1424-4710 Kingsway, Burnaby, BC V5H 4M2

bccare.ca | engageseniors.ca



Sincerely,

Terry Lake
BCCPA, CEO
Former Mayor of Kamloops

cc: Erin Jackson, Chief Administrative Officer, ejackson@salmonarm.ca

About BCCPA's HCA Training Program

With funding provided by the government, BC Care Providers Association (BCCPA) will be training a cohort of sixteen students (16) in the Salmon Arm/Vernon region. Students enrolled in the program will receive skills training through the provincially approved health care assistant curriculum, as delivered by Discovery Community College. As with our previous cohorts, the student's tuition will be fully funded (\$10,000 value), and they will also be eligible for some financial support to cover the cost of transportation, childcare and other expenses (up to \$5,000). Training is slated to commence in February 2024, with graduation expected in November 2024.

Barb Puddifant

From: Carly Hall <CHall@okanagan.bc.ca>
Sent: Thursday, November 9, 2023 8:34 AM
To: Barb Puddifant
Cc: Joan Ragsdale
Subject: RE: [External] BC Care Providers Association request for Letter of Support

Good morning Barb,

I'm the Dean, Health and Social Development for Okanagan College and Joan has kindly forwarded your message to me. Thank you for reaching out about this.

Okanagan College offers a Health Care Assistant (HCA) Program at the Salmon Arm campus every year. This program has a capacity for 20 students, however, we haven't always been able to fill all the seats. I believe this program is meeting the community needs for qualified HCAs and I would view an additional program as duplication.

Please feel free to let me know if you have any additional questions. Thanks again for reaching out to OC.

Carly



Carly Hall, RN, BSN, MEd (she | her)
Dean, Health and Social Development
Okanagan College
Phone: 250-762-5445 (Local 4334)
Email: chall@okanagan.bc.ca

Email: November 9, 2023

To Mayor Alan Harrison and members of the Council of Salmon Arm,

I am writing to respectfully request your support for YESS Funding for the new youth employment program in Salmon Arm entitled “Launch” through the Shuswap Family Center. This new initiative was developed through the Building Safer Communities Fund after youth, families and service providers identified a critical gap in support for youth who encounter systemic barriers to employment, including early school leavers, recent immigrant youth, those from racialized community groups, youth living with disabilities, and those in low-income households. This is a collaborative project including partners such as School District 83, Rise Up, Adams Lake Indian Band, Essie’s Place, Shuswap Children’s Association and the Shuswap Immigrant Services Society.

Securing funding through the Youth Employment Skills and Services Grant would allow the Launch program to reduce essential pre-employment barriers for youth in Salmon Arm (such as the costs of transportation, accommodations, child care or education) and provide another four years of sustainability to this program. It would also allow the Shuswap Family Center to provide training, coaching and direct support to local employers to increase their capacity to support youth facing barriers.

Your endorsement would not only emphasize the need and significance of this project but also show strong collaboration across the sectors in Salmon Arm.

Thank you for your attention and consideration.

Sincerely,

Sarah Zuidhof | Building Safer Communities Project Coordinator

Box 40 500 2 Avenue NE, Salmon Arm BC V1E 4N2

P 250.803.8393 | E szuidhof@salmonarm.ca



Dear Mr. Mayor;

November 8, 2023

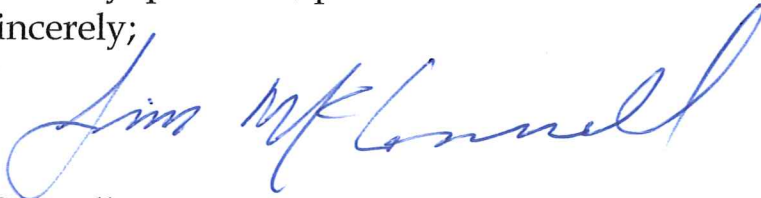
Hi Alan;

The Vintage Car Club of Canada is having it's 2024 May tour in the North Okanagan next year and we will have about 100 cars arriving in Salmon Arm on May 19, for road tours and a visit to Haney Heritage Village, plus White Post Auto Museum.

We would like a letter of welcome from the Mayor, to be included in our information booklet. I have included a copy of Colin Basran's letter from the 2016 tour in Kelowna, as an example.

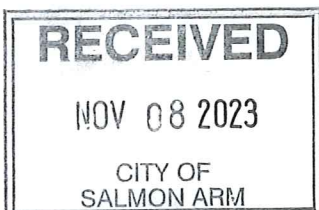
If you have any questions, please call me at 250 832 6385

Yours Sincerely;

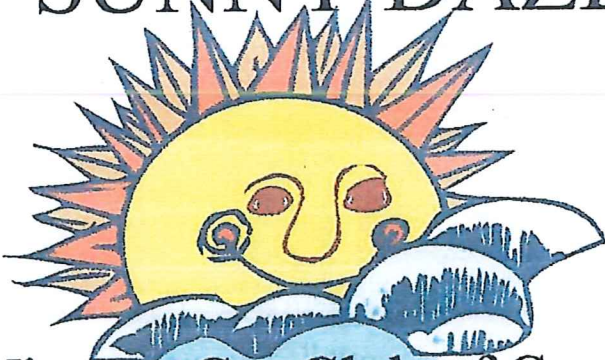


Jim McConnell

Member of the Shuswap Vintage Car Club



SUNNY DAZE



Vintage Car Club of Canada

MAY 2024 TOUR

The North Okanagan Chapter, hosting
with the Okanagan and Shuswap Chapters presenting
Sunny Daze in the Okanagan Fri. May 17 to Mon. May 20, 2024

Advance Registration Form

Driver's Name: _____

Passenger Name(s): _____

Note any under 12 yrs . Note Dietary issues or Allergies

Mailing address: _____

Phone: Home _____ Mobile _____ E-mail _____

VCCC Chapter _____

Tour Vehicle info:

Make & model: _____ Year _____ Body style _____

_____ Km tour vehicle will drive to event main venue site:

Vernon Prestige Lodge, 3914 32nd St, Vernon, BC.

Advance Registration Information:

At this date we do not know the final Registration fee. We ask for an advance registration deposit of **\$50.00 per vehicle**. Once the final fee is set you will be contacted and advised of the full Registration Fee and be asked to make up the difference or choose to withdraw your registration. If you wish to withdraw you will be entitled to a full refund of your deposit.

Please make cheque payable to:
VCCC 2024 May Tour



Mail Reg. form and cheque to:
**W. Oldenborger
51 Rangeview Rd
Lumby, BC V0E 2G5**



October 12, 2023

Councillor Louise Wallace-Richmond
City of Salmon Arm
500 - 2nd Avenue NE
PO Box 40
Salmon Arm, BC V1E 4N2

via email: lwallacerichmond@salmonarm.ca

Dear Councilor Wallace-Richmond:

The CPKC Holiday Train (formerly the CP Holiday Train) is returning to Canoe to celebrate its 25th season of visiting communities across the CPKC network and helping those in need. The 2023 Holiday Train is scheduled to stop in Canoe on Friday, December 15. Thanks to the generous support of great communities like yours, the Holiday Train has raised over \$22.5 million and over 5.1 million pounds of food since 1999 to help people struggling with food insecurity. With your help, we can continue to raise food, money and awareness for people facing hunger issues across North America.

FOOD BANK/FOOD SHELF DONATION

In our messaging leading up to your stop and at the event itself, CPKC will encourage community members to make donations to the local food bank of your choice. In the past, your chosen organization was Salvation Army Care and Share Center. If this has changed, please let us know which organization you would like to support this year by Wednesday, October 11. If we do not hear from you by this date, we will liaise with the recipient we donated to last time we visited.

CPKC HAS HEART

CPKC Has Heart is our community investment program aimed at improving the heart health of men, women and children in communities across North America. Heart disease can affect anyone regardless of age or gender.

Prevention is key to eliminating the effects of heart disease, and one of the ways we hope to help is by spreading the message of the importance of quality nutrition. We encourage those attending Holiday Train events to make a monetary donation or donate heart healthy food items, because regardless of circumstance, we believe that everyone should have access to healthy, nutritious food.

HOSTING A SAFE AND FUN EVENT

Safety is always our top priority, and our goal is to continue to make the Holiday Train event safe and fun for everyone. To this end, we ask your office to manage any road or crossing blockages related to this event, including marking a safe perimeter around the Holiday Train for the duration of the show.

We have found that something as simple as “Do Not Cross” tape works well for this purpose, although our preference, if possible, would be to erect barricades that clearly mark out the area. This offers a safe zone for lowering the stage door, provides a clear space for people to board and leave the train and helps to prevent people from trying to cross through the train. Additionally, police or security presence at the event and at nearby crossings is encouraged to help ensure safe passage for the train into and out of the event.

Members of the CPKC Police Service will be on hand to help manage crowds, but we do appreciate your continued support – including the involvement of your local enforcement officials – in keeping the Holiday Train event in your community a safe one.

SOCIAL MEDIA

We use social media to inform and invite community members to the event and encourage food bank donations. Follow us on Facebook, Twitter and Instagram and share our message by using #CPKCHolidaytrain and #HealthyDonations.

EVENT INFORMATION

We will be in touch with you starting late October to discuss additional event information such as the exact stop location, promoting the event and confirmation you will be able to join us on stage to help present a donation to your chosen charitable organization. At this time, we are considering a possible VIP rider program and expect to be in a position to provide details in early October.

Your CPKC contacts for this year’s Holiday Train are Christine Brown and Brenda Land. They can be reached at holidaytrain@cpkcr.com.

I look forward to your community’s participation in this year’s CPKC Holiday Train.

Sincerely,



Mark Piciacchia
Manager, Indigenous Relations and Government Affairs
CPKC

From: Barron, Katrina ENV:EX <Katrina.Barron@gov.bc.ca>
Sent: Tuesday, October 24, 2023 9:05 AM
To: Sue Wood <swood@salmonarm.ca>
Subject: [External] Proposed Renaming of Enderby Cliffs Provincial Park

Good morning,

BC Parks is working with Splat-sin on the proposed renaming of Enderby Cliffs Provincial Park to Tplaqín / Enderby Cliffs Park.

Enderby Cliffs Provincial Park is a 2299-hectare Class A Park, situated northeast of the City of Enderby. The park conserves prominent rock cliffs, scattered stands of old-growth Douglas-fir and larch, along with sagebrush and rabbit brush which occur at uncommonly high elevations in the park. Additional information on the park's location and features can be found on the park web page <https://bcparks.ca/enderby-cliffs-park/>.

The proposed new name requires an amendment to the Protected Areas of British Columbia Act. As part of the amendment process, we are informing your organization of the proposed name change to Tplaqín / Enderby Cliffs Park and inviting any comments from your organization, please respond by November 24, 2023.

I've included a KML file for context.

Kind regards,

Katrina Barron
Planning Section Head, Okanagan
BC Parks | Ministry of Environment and Climate Change Strategy
Work: (250) 554-7111 | Katrina.Barron@gov.bc.ca

I acknowledge with gratitude and respect that I live, work and play in the traditional territory of the Sylix-speaking Peoples



Barb Puddifant

From: Heather Hachigian <Heather.Hachigian@royalroads.ca>
Sent: Thursday, November 2, 2023 10:44 PM
Subject: [External] Ownership Matters: Building Community Wealth in Canada - Invitation to Speaker Series

Good Evening Mayor, Council, and Senior Staff,

In the face of the concurrent challenges of climate change, rising inequality, and divisive political discourse, local governments around the world are engaging in transformative approaches to local economic development by building wealth within their communities. A key economic structure to keeping this wealth in communities is ownership, as it is the ownership of wealth-generating assets like real estate, infrastructure, and local businesses that can further perpetuate these challenges or can be leveraged by communities to fundamentally address them.

With a foreword by Lisa Helps, former Mayor of Victoria and Housing Solutions Advisor in the Premier's Office, [Ownership Matters: Building Community Wealth in Canada](#) identifies opportunities for governments at all levels in Canada to make changes required to help create the economies and communities we all need for the future. We invite you to read the report and share it with your networks.

We are also hosting a speaker series on Ownership Matters: Building Community Wealth, with the first speaker series taking place on **Friday, November 17th, from 10 am - 11 am (Pacific Time)**. It will introduce the concept of community ownership within the broader community wealth building frame and showcase innovative examples of community ownership of wealth-generating assets in Canada.

The speaker series will lead to an in-person event on community wealth building and community ownership in Victoria, BC, in May 2024.

You can find details and register for one or more of the online speaker series here:
<https://ownershipmatters.ca/speaker-series>.

Thank you for taking the time to review the report and invitation.

Kind regards,
Heather

Heather Hachigian, PhD, Assistant Professor
School of Business | Royal Roads University
2005 Sooke Road, Victoria, BC Canada V9B 5Y2 | royalroads.ca

Royal Roads acknowledges the campus is located on the traditional Lands of the Lekwungen-speaking Peoples, the Songhees and Esquimalt Nations.

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MEDIA RELEASE

11 October 2023

FOR IMMEDIATE RELEASE

Shuswap Watershed Council releases updated report on nutrients and water quality and announces grant program opening in December

The Shuswap Watershed Council (SWC) has just released an update to a report it originally published in 2020 summarizing the results of a multi-year water quality research partnership with UBC Okanagan.

The report explains two separate research projects to better understand the inputs of nutrients to Shuswap and Mara Lakes.

“Nutrients such as phosphorus and nitrogen are an important factor of water quality,” explains Erin Vieira, program manager for the SWC. “We tend to think of nutrients as a good thing – and they are if they’re balanced in an ecosystem. But, too many nutrients in a lake can trigger an algal bloom and that can pose a health risk, and it can impact our enjoyment of the lake and the tourism economy.”

The primary research objectives were to determine the sources of nutrients in the Shuswap watershed, and to understand historic nutrient conditions in the lake and how they’ve changed over the past couple centuries.

The first research project, completed in 2019, developed a “phosphorus budget” for the Shuswap River and Salmon River. To do this, the research team at UBC Okanagan collected and analyzed water samples from 100 different sites on the two rivers. The results of the study illustrated that the settled valley bottoms where agriculture is the predominant land use are the biggest contributors of nutrients to the rivers, whereas the headwaters of the rivers are very low in nutrients. This research was summarized in the SWC’s original summary report published in early 2020.

The updated report covers the results of a second research project, completed in 2021. It involved the collection and analysis of a sediment core from the bottom of Mara Lake. Using paleolimnology – a type of science that studies fossils in sediments to understand past environmental conditions – the research team learned that nutrient levels in Mara Lake have been on the rise for 40 years.

“We’re at a point where excessive nutrients flowing into the lakes is a serious threat to water quality. There have been two large algal blooms in Salmon Arm Bay recently: in 2020 and again in 2022. We are



working on some solutions but we also need support and innovation from residents and the Provincial government,” says Jay Simpson, Chair of the SWC.

For its part, the SWC offers incentives and education to help residents reduce their impacts on the watershed, including their ‘nutrient footprint’. The SWC has a Water Quality Grant Program that provides financial assistance to farms and stewardship groups in the Shuswap for projects that mitigate nutrient loss to surface water such as the development of wetlands, riparian enhancements, regenerative agriculture practices, livestock fencing and off-stream watering, small flood protection works, nutrient storage, and more.

“Our Water Quality Grant Program opens for applications on an annual basis. The next intake will begin in December,” says Vieira.

The SWC also published a Phosphorus Action Plan last year that makes recommendations to residents and to industries such as agriculture and forestry about how to improve nutrient management so that soils retain them, rather than washing away downstream to the lakes.

As for regulating sources of nutrients, that responsibility lies with the Provincial and Federal governments.

“We’ve made the authorities aware of our concerns about the algal blooms and about the research we’ve done,” says Simpson.

For more information and to read the updated report on nutrients and water quality published by the Shuswap Watershed Council, visit their website: www.shuswapwater.ca.

-30-

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

Contact: For more information, please contact Erin Vieira or Alex de Chantal c/o the Fraser Basin Council in Kamloops at 250 314-9660 and visit www.shuswapwater.ca.

Hon. Nathan Cullen
BC Minister of Land, Water and Resource Stewardship
LWRS.Minister@gov.bc.ca

Hon. George Heyman
BC Minister of Environment & Climate Change Strategy
ENV.Minister@gov.bc.ca

MLA Kelly Greene
Parliamentary Secretary for Fisheries and Aquaculture
Kelly.Greene.MLA@leg.bc.ca

MLA Fin Donnelly
Parliamentary Secretary for Watershed Restoration
Fin.Donnelly.MLA@leg.bc.ca

2 November 2023

Re: New measures and more resources needed to prevent an invasion of Zebra or Quagga Mussels to British Columbia

Dear Ministers,

I am writing on behalf of the Shuswap Watershed Council to express our extreme concern once again about the threats posed by invasive Zebra and Quagga Mussels (ZQM) to BC waters. Our concern has only heightened in recent months with the release of the economic impact report¹ and with the recent discovery of Quagga Mussels in the Snake River at Twin Falls, Idaho. We are calling upon your Ministries to respond with urgency and with new measures to prevent a potentially catastrophic spread of invasive mussels to the Shuswap and to BC.

The Shuswap truly is a treasure, and so much will be lost if ZQM were to establish here. The cost of dealing with a ZQM infestation is now estimated at \$64 - \$129 million annually in BC. The economic impact report shows that every major population centre and agricultural region in the province is at risk of a moderate-to-high infestation based on water chemistry, and that there will be impacts to hydro-electric facilities, water treatment facilities and water intakes, irrigation infrastructure and food production, and losses to tourism and property values. This would be a huge burden to tax payers and property owners, yet that number doesn't take into account priceless attributes unique to the Shuswap such as the lake ecosystem or enjoyment of the lakes and beaches by residents and visitors.

¹ *Potential Economic Impact of Zebra and Quagga Mussels in BC*. BC Ministry of Water, Land and Resource Stewardship. May 2023.



Fortunately, BC is still invasive mussel-free but with the newest detection in Idaho – with which we share a border and the trans-boundary Columbia River system – many of us are concerned that it's not a matter of *if*, but *when* invasive mussels will spread to BC if new prevention measures aren't put in place.

We are very appreciative of the good work done by Conservation Officers and Provincial staff on watercraft inspection. Additionally, there are several organizations in BC including ourselves working to educate watercraft owners about the importance of 'Clean-Drain-Dry'.

However, we are quite concerned about gaps in the Invasive Mussel Defence Program (IMDP). Additionally, there are other measures that could be enacted by the Province to stop the spread of invasive mussels. I would like to re-iterate our calls-to-action² for your Ministries to better protect the Shuswap – and all of BC – from invasive mussels:

1. It is of utmost importance that the IMDP be expanded such that all routes into BC from Alberta and the USA have a watercraft inspection and decontamination station and that all watercraft coming into BC be inspected. Staffing at the inspection stations should be increased so that the stations can be operational year-round, 24 hours/day. It will take just a single infested watercraft launching into BC waters to start a new population of invasive mussels here. Every year, infested watercraft arrive at our Provincial borders³. The IMDP is the first line of defense to protect BC's waters, but in 2022 and 2023 there were only six permanent stations and two roving stations set up around the Provincial border⁴. This presents a significant gap in the defense, as travellers with watercraft can enter BC via unchecked routes or outside of inspection station operating hours.

2. Introduce 'pull-the-plug' legislation, requiring all watercraft to have their drain plugs removed prior to travelling on BC roads.

3. Review and update the *Provincial ZQM Early Detection and Rapid Response Plan for British Columbia* (published February 2015). As part of this, new methods for eradicating ZQM from waterbodies should be researched and considered for use in BC. Additionally, we believe there would be great value in carrying out a mock response and quarantine exercise on a BC lake.

4. Advocate for new containment measures in Manitoba and Ontario which already have ZQM infestations. The federal Department of Fisheries and Oceans needs to take strong action and fully enact the *Aquatic Invasive Species Regulation*. Our prevention efforts in the west must be met with robust containment measures in eastern and central Canada. Watercraft should not be able to leave watersheds known to have ZQM infestations without being inspected, decontaminated, and issued a quarantine period if necessary.

² These calls-to-action were previously stated in a letter to the Ministry (WLRS) in November 2022.

³ The IMDP Final Report for 2022 reported that 13 watercraft entering BC were confirmed to have adult invasive mussels; the 2023 Summer Status Report reported that 10 watercraft entering BC were confirmed to have adult mussels (this is not a year-end statistic).

⁴ Since 2020, the number of watercraft inspection stations has declined significantly; in 2019 and 2020, the IMDP had a peak level of 12 inspection stations.



We have previously shared our concerns, and these calls-to-action, with the Ministers' offices and with your federal counterparts on several occasions. Unfortunately, we have not been satisfied with the responses we have received from provincial and federal offices to-date. Furthermore, we are not alone in our concerns and requests: in addition to our own calls-to-action, we are in support of recent correspondence and calls-to-action sent to you by our fellow stewards in the Okanagan, the Okanagan Basin Water Board⁵.

The threat of invasive mussels will not go away. Every year, mussels get closer and closer to BC. More action and resources are urgently and immediately needed from the Province – who has the responsibility and mandate for invasive species – to prevent the spread of ZQM into BC. The investment to expand the Provincial IMDP and enact new measures is well worth it to protect our waters and would be a small fraction of the cost of dealing with the impacts of a ZQM invasion.

We would be pleased to meet with you to further discuss these requests and how we can work together to better protect BC's waters from invasive mussels.

Sincerely,

Jay Simpson
Chair, Shuswap Watershed Council
Director, Columbia Shuswap Regional District Area 'F' North Shuswap
250 517-9578 | jsimpson@csrd.bc.ca

CC:

- Shuswap MLA: Greg Kylo
- North Okanagan – Shuswap MP and Associate Shadow Minister for Fisheries, Oceans and the Coast Guard: Mel Arnold
- Shadow Minister for Water, Land and Resource Stewardship: Lorne Doerkson
- Shadow Minister for Environment and Climate Change Strategy: Renee Merrifield
- Columbia Shuswap Regional District Chair: Kevin Flynn
- Thompson-Nicola Regional District Chair: Barbara Roden
- Regional District of North Okanagan Chair: Kevin Acton
- Secwepemc Kukpi7s: Lynn Kenoras-Duck Chief (Adams Lake Indian Band), James Tomma (Skwlax te Secwepemculecw), Irvine Wai (Neskonlith), and Megan Nicholas, Executive Secretary (Splatsin)
- Shuswap Mayors: Alan Harrison (Salmon Arm), Colleen Anderson (Sicamous), David Lepsoe (Chase)
- Okanagan Basin Water Board Chair: Sue McKortoff
- Shuswap Waterfront Owners Association
- Columbia Shuswap Invasive Species Society
- Thompson Okanagan Tourism Association
- Shuswap Chambers of Commerce: Salmon Arm, Sicamous, South Shuswap, North Shuswap

⁵ "Call for immediate action to prevent invasive mussels introduction to BC". Letter sent by Okanagan Basin Water Board to Provincial Ministers (WLRs and ENV), October 18th, 2023.



About the Shuswap Watershed Council

The Shuswap Watershed Council (SWC) was established in 2014 as a watershed-based partnership of several organizations with an interest or responsibility for protecting water quality. There are up to 22 members that represent three regional districts, two municipalities, the Secwepemc Nation, three Provincial government agencies, and Shuswap communities. The SWC is a collaborative, non-regulatory group that focuses on strategic initiatives to protect, maintain, and enhance water quality and promote safe recreation in the Shuswap. The SWC works alongside organizations that have regulatory roles in managing the Shuswap watershed, complementing their work and carefully avoiding duplication.



Ref: 49671

October 26, 2023

Their Worship Mayor Alan Harrison
and Members of Council
City of Salmon Arm
500-2 Avenue NE
Salmon Arm, BC V1E 4N2
Email: cityhall@salmonarm.ca

Dear Mayor Harrison and Councillors:

Thank you for taking the time to meet with me during this year's Union of British Columbia Municipalities (UBCM) Annual Convention.

The UBCM Convention provides an opportunity for us to come together to discuss priority issues in your community. We appreciated the topics you raised during our meeting, including hosting the 2024 55+ BC Games and implementing the "Alive with the Arts" arts and culture plan.

I know that your community has been eager to host a seniors and youth sporting events, and I am pleased to see that you were successful in securing what promises to be an incredible celebration of sport, arts, and culture for British Columbians of all ages. Please pass on my heartfelt thanks to all those involved in planning the event, as well as to your volunteers. As someone who has participated in sports throughout my life, I know firsthand the countless hours and dedication required.

You referenced in our meeting the challenges you are facing to secure required permissions to hold the rowing event. As this falls under the purview of the Ministry of Water, Land and Resource Stewardship, I have asked staff from that Ministry to follow up with you to assist you and the BC Seniors Games Society in securing the necessary permissions.

Additionally, staff from the Ministry of Tourism, Arts, Culture and Sport will be sure to bring forward the example of the Roots and Blues Festival and the impact of this year's wildfire season into any wildfire recovery discussions related to the Tourism and Arts and Culture sectors. I would encourage your Chief Administrative Officer to continue to keep your local and regional tourism organizations informed of any new developments. Ministry staff will also seek to keep this top of mind in future discussions.

.../2

Mayor Harrison and Councillors
Page 2

I am grateful for the ongoing collaboration and partnerships between the Provincial Government and municipalities as we continue to support British Columbians. With persistent dedication and collective effort, we continue to respond to the needs and changing circumstances in our communities.

Thank you again for your interest and engagement with us as part of the UBCM Annual Convention.

Sincerely,



Lana Popham
Minister of Tourism, Arts, Culture and Sport



BRITISH
COLUMBIA

November 2nd, 2023

Reference: 640138

His Worship Alan Harrison
Mayor
City of Salmon Arm
Email: aharrison@salmonarm.ca

Dear Mayor Alan Harrison:

I am writing to follow-up on our meeting at this year's Union of BC Municipalities (UBCM) Convention on September 20th, 2023. Thank you for the opportunity to hear first-hand from your delegation about the matters of importance to you and your community, including your recent experiences managing the wildfire season and the devastating impacts it had on communities in the Shuswap. We also discussed the challenges and opportunities for improvement you've brought forward, and your thoughts on emergency management legislation.

I am pleased to share that Bill 31, the *Emergency and Disaster Management Act*, was passed in the legislature on November 1st, 2023 and is now awaiting Royal Assent. To see the *Act*, please visit: <https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/42nd-parliament/4th-session/bills/first-reading/gov31-1>. As part of the phased implementation of the proposed legislation, the Province is developing various regulations that are anticipated to be introduced following royal assent and through 2025. Broad engagement is currently underway on the development of regulations for local authority emergency management and post-emergency financial assistance.

I encourage the City of Salmon Arm to consider participating in the engagement process. Your feedback and insights will help inform the development of the new regulations, much like input from local authorities helped shape the draft statute. Please visit our engagement website (<https://engage.gov.bc.ca/emergencymanagementregulations>) to learn more as there are various ways you can participate:

- Provide a written submission by December 31st, 2023.
- Sign-up to join a virtual workshop for local authorities, which will be full-day sessions with a half-day dedicated to each regulation.
- Read and respond to blog posts about post-emergency financial assistance (currently known as disaster financial assistance or DFA), and encourage your constituents to take part.

Page 1 of 2

In addition to the engagement opportunities, we are also continuing to work with the UBCM Community Safety Committee, and directly with local authorities, on the development of the new regulations and the implementation of the proposed legislation.

Questions about the proposed legislation or regulations can be directed to EMCR's policy and legislation team at modernizeEM@gov.bc.ca.

Finally, I want to thank you for the discussion regarding the Premier's Expert Task Force on Emergencies. At a high level, the task force will begin work immediately and provide action-oriented recommendations on enhancing emergency preparedness and response in advance of the 2024 wildfire season. The task force will engage with front-line workers, First Nations, local governments and key industries that experienced challenges during the 2023 wildfire season – and the task force's recommendations will be informed by these engagements.

Again, thank you and your delegation for taking the time to meet.

Sincerely,



Bowinn Ma
Minister of Emergency Management
and Climate Readiness

CC: David Gonella, Councillor, City of Salmon Arm
Debbie Cannon, Councillor, City of Salmon Arm
Kevin Flynn, Councillor, City of Salmon Arm
Louise Wallace-Richmond, Councillor, City of Salmon Arm
Sylvia Lindgren, Councillor, City of Salmon Arm
Erin Jackson, CAO, City of Salmon Arm
Greg Kylo, MLA, BC United
Grant Holly, Executive Lead, Policy, Legislation and Engagement, Ministry of
Emergency Management and Climate Readiness

Barb Puddifant

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Tuesday, October 31, 2023 11:37 AM
To: Barb Puddifant
Subject: [External] Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

VIA E-MAIL
Ref: 282965

Your Worship Mayor Alan Harrison and Council
Salmon Arm
E-mail: cityhall@salmonarm.ca

Dear Mayor Harrison and Council:

As Minister of Children and Family Development, I am once again honoured to declare that November will be recognized as Adoption Awareness Month, and I invite you to celebrate with me and help raise awareness for children and youth still waiting for permanent families.

Adoptive families make a difference in the lives of children and youth by providing care, stability, and a sense of belonging. This month, the province is celebrating the families that give children and youth love and support as permanent members of their family. These families ensure that children and youth have a strong foundation to build their lives and stay connected to their community and culture.

November is also about recognizing that there are children who are still in need of permanent homes. Every child deserves the love and support of a nurturing family. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia, including:

- The [Ways to Adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country;
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application; and
- [The Adoptive Families Association of British Columbia](#) website provides information and support services for families who wish to adopt now or in the future.

Please join me in celebrating November as Adoption Awareness Month. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean

Minister

Sent on behalf of the Minister by:



This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

CHAMBER OF COMMERCE
SALMON ARM
In Business. For Business.

Q3 Report

Message from our

President

President's Address:



I hope this message finds you well.

On behalf of the Salmon Arm & District Chamber of Commerce, I wanted to take a moment to express our sincere appreciation for the collaboration and support we have received from the City of Salmon Arm. We continue to work with our representative David Gonella and appreciate all the support from him and council.

We're all set to roll out some key events that will bring us closer together in the coming months including our Business Forum on November 1st, in partnership with Community Futures and Salmon Arm Economic Development Society. This year the Chamber has been hosting these fantastic monthly "Business After Business" gatherings in our community. They're not just about showcasing our amazing local businesses but also offer a fantastic opportunity to connect, network, and make new friends.

Once again, thank you for your ongoing support. If there's anything we can do or if you have any ideas for more ways to work together, please don't hesitate to reach out.

Candace Hosseini

President, 2023-2024

Salmon Arm & District Chamber of Commerce

Advocacy

- Letters to government officials requesting funding for businesses impacted by wildfires and travel restrictions to our area.
- Kickstart of our Policy and Advocacy Committee which will work to better understand the needs of our business community
 - Business Walks - Planned for winter of 2024



Membership

Statistics

**Total Chamber Members at
September 30, 2023**

19

5

8.7% growth from 2022

6 member growth in Q3

2023 Membership Goals = 225



Welcome to the team

Courtney Rudin, Membership Specialist



- **Connect with members and non-members to check-in**
- **Fulfill the membership goals of the Chamber**
- **Help us better understand the needs of our business community**

Q3

Update **EVENTS**

- Business After Business - Monthly
 - **July** - Arbor Lodge Independent Living
 - **August** - Marionette Winery
 - **September** - Jungle Mania

PROJECTS STARTED

- Sip the Shu

COMMUNITY COMMITTEE INVOLVEMENT

- Shuswap Workforce Council

Upcoming

EVENTS

- Business After Business - Monthly (2nd Tuesday of the Month)
 - **November** - Community Futures
- **December 12** - Christmas Party

**BUSINESS AFTER BUSINESS EVENTS ARE ALMOST
ALL BOOKED FOR 2024**



Sip the

Shu

rogram to encourage the community to visit local beverage vendors

- Must be a member to participate
- 4 local companies - Ricochet Brewing, Shuswap Highland Stills, Marionette Winery & Shuswap Cider
- Visit each location and make a purchase to receive your stamp
- Return completed passport cards to be entered into a prize pack valued around \$1,000 of Chamber member items
- Runs until December 15th

SUPPORT LOCAL



CHAMBER OF COMMERCE
SALMON ARM
In Business. For Business.

THANK YOU

Shelley Desautels - Executive Director
admin@sachamber.bc.ca
250-832-6247

Located in the Community Futures Building
101 - 160 Harbourfront Drive.

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Tuesday, November 14, 2023 at 7:00 p.m.

1) **Proposed Amendment to Zoning Bylaw No 2303:**

Proposed Rezoning of Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1500 Except Plans 1948 and EPP119501 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 2391 26 Avenue NE

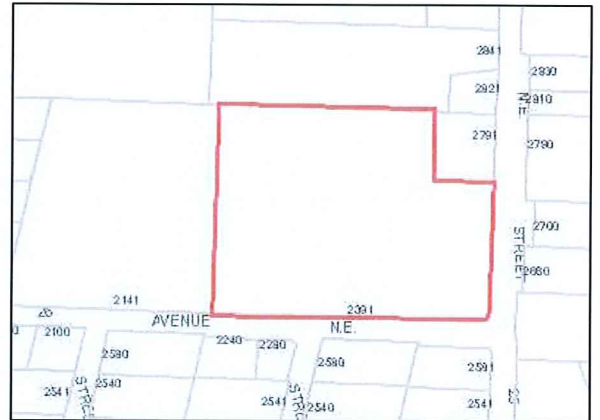
Location: East of Lakeshore Road NE in the Northwest Corner of 26 Avenue NE and 25 Street NE

Present Use: Single Family Dwelling

Proposed Use: To permit future option for construction and use of a Secondary suite

Owner / Agent: J. Weed & E. Cockrill

Reference: ZON-1270/ Bylaw No. 4595



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from November 1 to November 14, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. If you wish to attend virtually, a link to the virtual meeting is available in the Agenda section on our website at www.salmonarm.ca.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Sue Wood, Director of Corporate Services

November 1 and 8 Observer

To: His Worship Mayor Harrison and Members of Council

Date: September 28, 2023

Subject: Zoning Bylaw Amendment Application No. 1270

Legal: Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1500
Except Plans 1948 and EPP119501
Civic: 2391 – 26 Avenue NE
Owner: Cockrill, W. & Weed, J.
Agent: Gentech Engineering

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council’s consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1500 Except Plans 1948 and EPP119501 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

This proposal is to rezone the subject parcel to R-8 (Residential Suite) to permit the future option for construction and use of a *secondary suite*. A subdivision application has been submitted which would split the parcel into 13 new parcels (Appendix 1). The existing and proposed parcels meet the conditions of the proposed R-8 Zone to accommodate either a *secondary suite* or a *detached suite*.

BACKGROUND

The subject parcel is located at 2391 – 26 Avenue NE (Appendix 2 and 3), is approximately 6 acres in area, and contains a single family dwelling and accessory buildings. As with other large parcels in this area, the subject parcel has long been envisioned as supporting additional residential development. The parcel is designated Low Density Residential and is within Residential Development Area A in the City’s Official Community Plan (OCP), the area of highest priority for residential development within the City (Appendix 4). The parcel is currently zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 5).

The subject parcel is located in an area largely comprised of R-1, R-7, R-8 and A-2 zoned parcels containing single family dwellings and accessory buildings (including suites). There are presently 8 R-8 zoned parcels within the vicinity of the subject parcel. Properties further north of this area have A-2 zoning that also allows for secondary suites. Site photos are attached as Appendix 6.

Unrelated to this application, staff note that a portion of this site was recently subject to tree removal contrary to City bylaws. This is being formally addressed through the Bylaw Enforcement process.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property as well as the proposed parcels all have potential to easily meet the conditions for the development of a *secondary suite* (or *detached suite* where applicable),

including sufficient space for an additional off-street parking stall. *Detached Suites* are permitted on single fronting parcels greater than 700 square metres in area which are 14 metres or greater in width.

COMMENTS

Engineering Department

No objections to the proposed rezoning. Comments provided to applicant and attached as Appendix 7.

Building Department

No concerns. Building Permit application required for development.

Fire Department

Fire hydrant(s) and turn around required.

Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper and the applicant is required to post a Notice of Development Sign on the property in advance of the statutory Public Hearing. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on November 14, 2023.

Planning Department

The proposed zoning and future subdivision aligns with the existing development to the south of 26 Avenue NE, and would substantially align with pre-plan concepts for residential development extending over adjacent lands to the north (Appendix 8).

The future development as proposed is an important step in the development of this portion of Residential Development Area A, in particular the residential area bound within 26 Avenue NE, 25 Street NE and 30 Avenue NE. The development concept including the rezoning and subdivision meets the OCP's Low Density Residential policies. This area has been designated for residential use for decades, with road network concepts (or pre-plans) proposed, but not yet constructed. The access road for the proposed development would be an extension of 23 Street NE from the south to north parcel lines, forming a dedicated and constructed roadway, and a future option for connection to provide access for the development of new parcels within the land-locked residential area to the north.

The attached road network concept developed in the 1990s presents one option for this residential area, with the details of the actual future road network to be determined subject to development of adjacent parcels and intent of individual owners. Through the subdivision process and guided by road network concepts, the *Land Title Act* requires the Approving Officer to consider necessary and reasonable access to land situated beyond the subject parcel to secure access to other properties. As road access is required for the creation of any new parcel, staff note the importance of a future road network within this area to support future development through the enabling of efficient subdivision of residential lands. While there is no current application over adjacent lands, a future road network is required to provide access (and emergency access) to the lands beyond the subject parcel, and is a key element of the proposal.

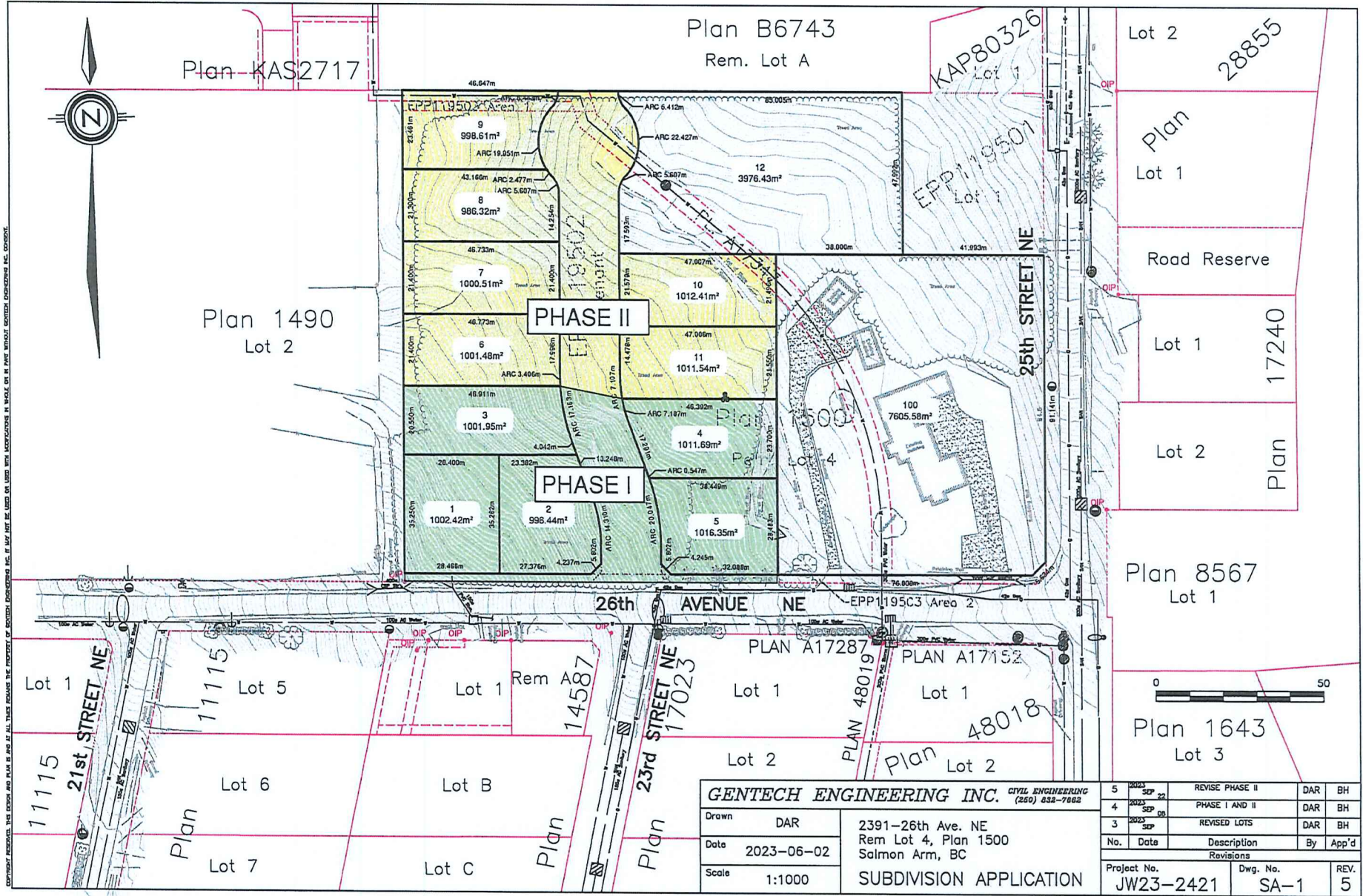
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The large subject parcel is well suited to R-8 development and the proposed parcels have more than sufficient area to meet all R-8 zone requirements including the provision of onsite parking. Any development of a single family dwelling or secondary suite requires a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, MCIP, RPP
Senior Planner



Reviewed by: Gary Buxton, MCIP, RPP
Director of Planning & Community Services



GENTECH ENGINEERING INC. CIVIL ENGINEERING
(250) 832-7082

Drawn DAR

Date 2023-06-02

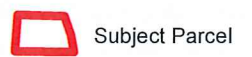
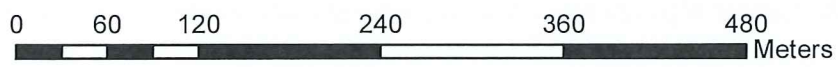
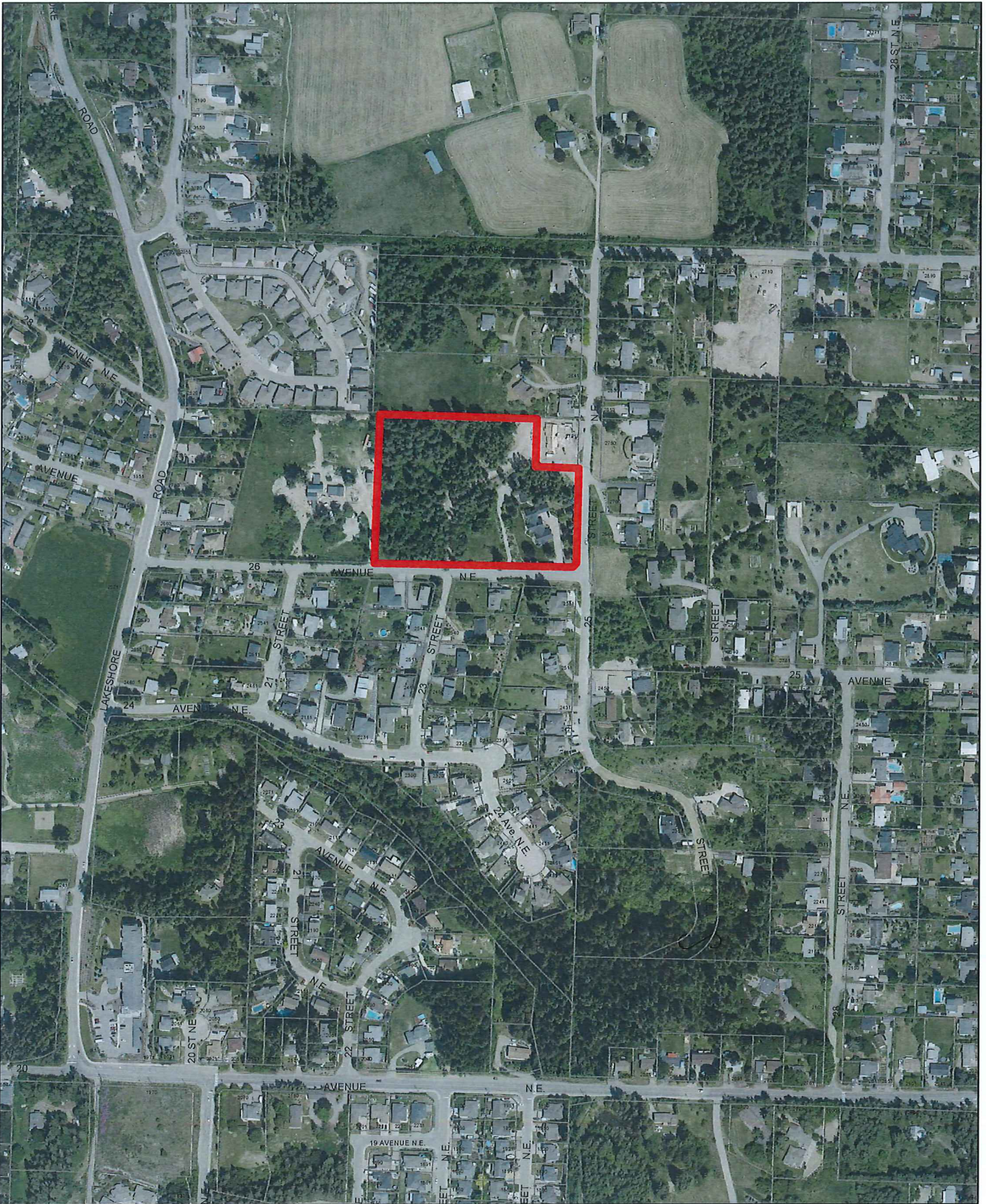
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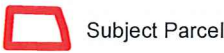
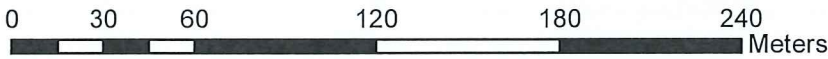
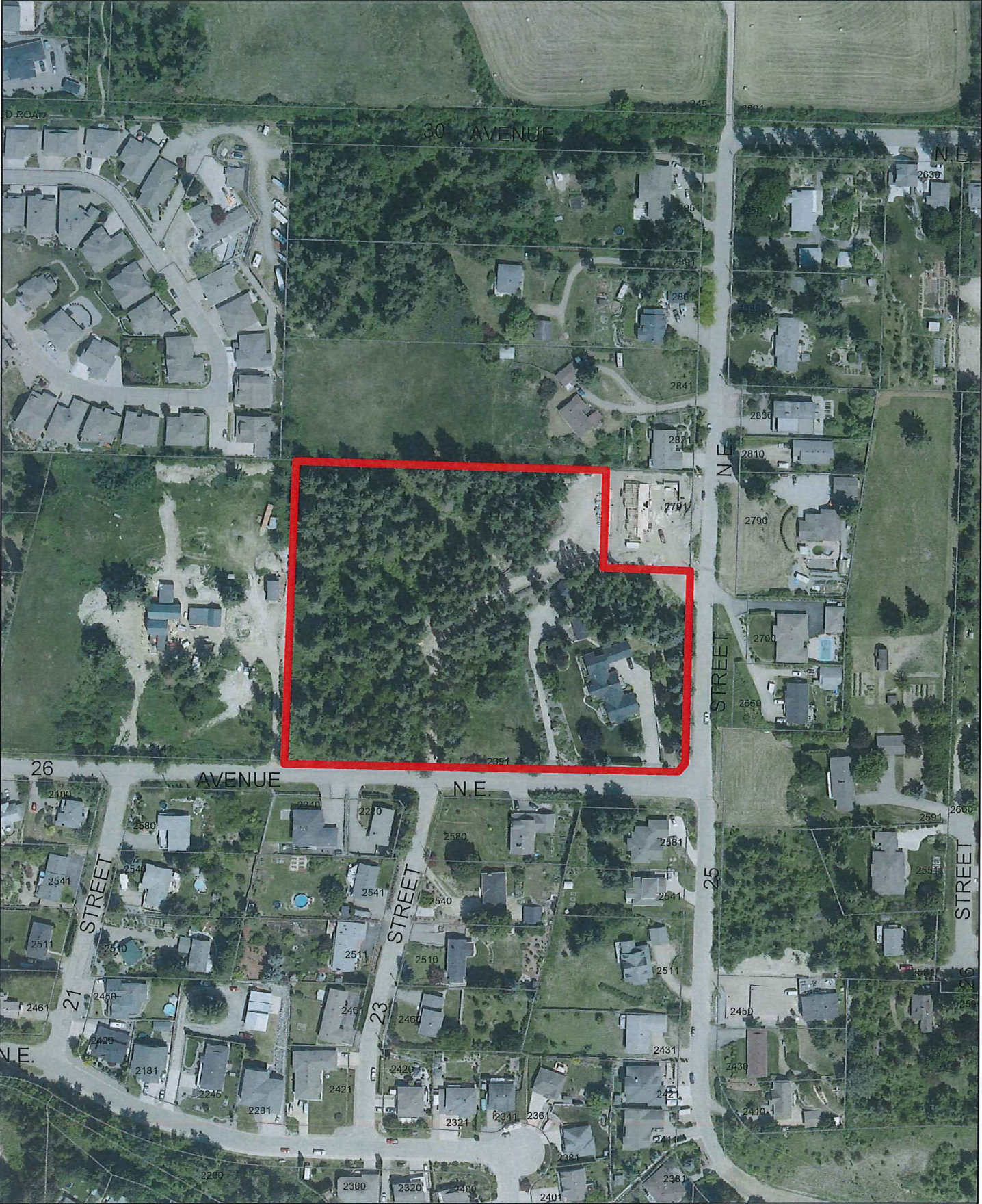
2391-26th Ave. NE
Rem Lot 4, Plan 1500
Salmon Arm, BC

SUBDIVISION APPLICATION

5	2023 SEP 22	REVISE PHASE II	DAR	BH
4	2023 SEP 05	PHASE I AND II	DAR	BH
3	2023 SEP 05	REVISED LOTS	DAR	BH
No.	Date	Description	By	App'd
Revisions				
Project No. JW23-2421			Dwg. No. SA-1	REV. 5

Appendix 1: Proposed Subdivision





Subject Parcel



View of subject parcel northeast along 26 Avenue NE.



View of subject parcel northwest along 26 Avenue NE.

CITY OF SALMON ARM

*Memorandum from the
Engineering and Public
Works Department*

TO: Gary Buxton, Director of Planning
 DATE: August 23, 2023
 PREPARED BY: Mustafa Zakreet, Engineering Assistant
 APPLICANT: J. Weed & E. Cockrill
 SUBJECT: SUB-23.13
 LEGAL: Lot 4, Section 24, Township 20, Range 10, W6M KDYD, Plan 1500 Except Plans 1948 and EPP 119501
 CIVIC: 2391 – 26 Avenue NE

Further to your referral dated July 5, 2023, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning, but are requirements as a condition of Subdivision.

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

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4293. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control (ESC) measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of subdivision the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

SUBDIVISION APPLICATION FILE: 23-13

August 23, 2023

Page 2

9. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4293. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.
10. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads / Access:

1. 25 Street NE, on the subject property's eastern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 25 Street NE is currently constructed to an Interim Rural Paved Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. 26 Avenue NE, on the subject property's southern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 2.38m of additional road dedication is required (to be confirmed by a BCLS).
4. 26 Avenue NE is currently constructed to an Interim Rural Paved Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
5. A 3.0m by 3.0m corner cut is required to be dedicated at the intersection of 26 Avenue NE and 25 Street NE, and at the intersection of 26 Avenue NE and any proposed Road.
6. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
7. Temporary dead-end roads internal to the subdivision may be terminated with a paved temporary T-turn around in accordance with Specification Drawing No. RD-13. Temporary dead-end roads at the limits of the subject property shall be terminated with temporary cul-de-sacs in accordance with Specification Drawing No. RD-11a (attached).

SUBDIVISION APPLICATION FILE: 23-13

August 23, 2023

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8. The proposed road changes the original conceptual design, and subdivision approval is subject to providing access from the proposed road to 2141 26 Avenue NE, or proving an access road from 26 Avenue NE can be achieved in accordance with the Subdivision and Development Servicing Bylaw 4293.

Water:

1. The subject property fronts a 100mm diameter Zone 2 watermain on 26 Avenue NE, partially fronts a 100mm diameter Zone 3 watermain on 25 Street NE, and a 300mm diameter Zone 2 watermain in a right of way (ROW) crosses the subject property. Upgrading the 100mm diameter watermain to 150mm diameter across the frontage of the property on 26 Avenue NE is required.
2. The 300mm diameter Zone 2 watermain is to be relocated to within the proposed 23 Street NE.
3. An additional 3m right of way is required for the watermain running along the northern property line (total width 6m).
4. Records indicate that the existing property is serviced by a 19mm service from the Zone 2 watermain. Due to the size of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
5. Each proposed parcel is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
6. The subject property is located within an area of identified fire flow deficiency, according to the 2011 Water Study (OD&K 2012). The Owner / Developer's authorized engineer is to complete a flow test on the closest fire hydrant to confirm the existing watermain servicing the subdivision is adequately sized to provide fire flows in accordance with the requirements of the Subdivision and Development Servicing Bylaw No 4293. Where the City water distribution system has insufficient capacity to meet the required fire flow, the Owner / Developer will be required to make the necessary upgrades to meet these standards. Owner / Developer is responsible for all associated costs.
7. Fire protection requirements to be confirmed with the Building Department and Fire Department.
8. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the low density spacing requirements of 150 meters.

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer on 25 Street NE and a 150mm diameter sanitary sewer terminates at the intersection of 23 Street NE and 26 Avenue NE on the subject property's southern boundary. Since this sewer is below the

SUBDIVISION APPLICATION FILE: 23-13

August 23, 2023

Page 4

minimum required diameter for sanitary sewers, Owner / Developer's engineer will be required to prove that there is sufficient downstream capacity within the existing sanitary sewer to receive the proposed discharge from the development. If there is insufficient capacity, upgrading of the existing sanitary sewer system will be required.

2. Extension of a sanitary sewer along the frontage on 26 Avenue is not required at this time as there are no other benefitting properties. However, extending the sanitary main to the furthest end of the proposed 23 Street NE is a required.
3. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
4. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 26 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property does not currently front onto a City storm sewer. Extension of the City Storm system to and along the frontages of the subject property will be required to accommodate the required road drainage. Owner / Developer is responsible for all associated costs.
2. Records indicate that the existing property is not currently serviced by a storm service. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. Each proposed parcel shall be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
6. 2791 25 Street NE storm water currently discharges onto the subject property. This property shall be serviced by a storm service connection adequately sized (minimum 150mm) connecting to the City's storm system.

SUBDIVISION APPLICATION FILE: 23-13

August 23, 2023

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Geotechnical:

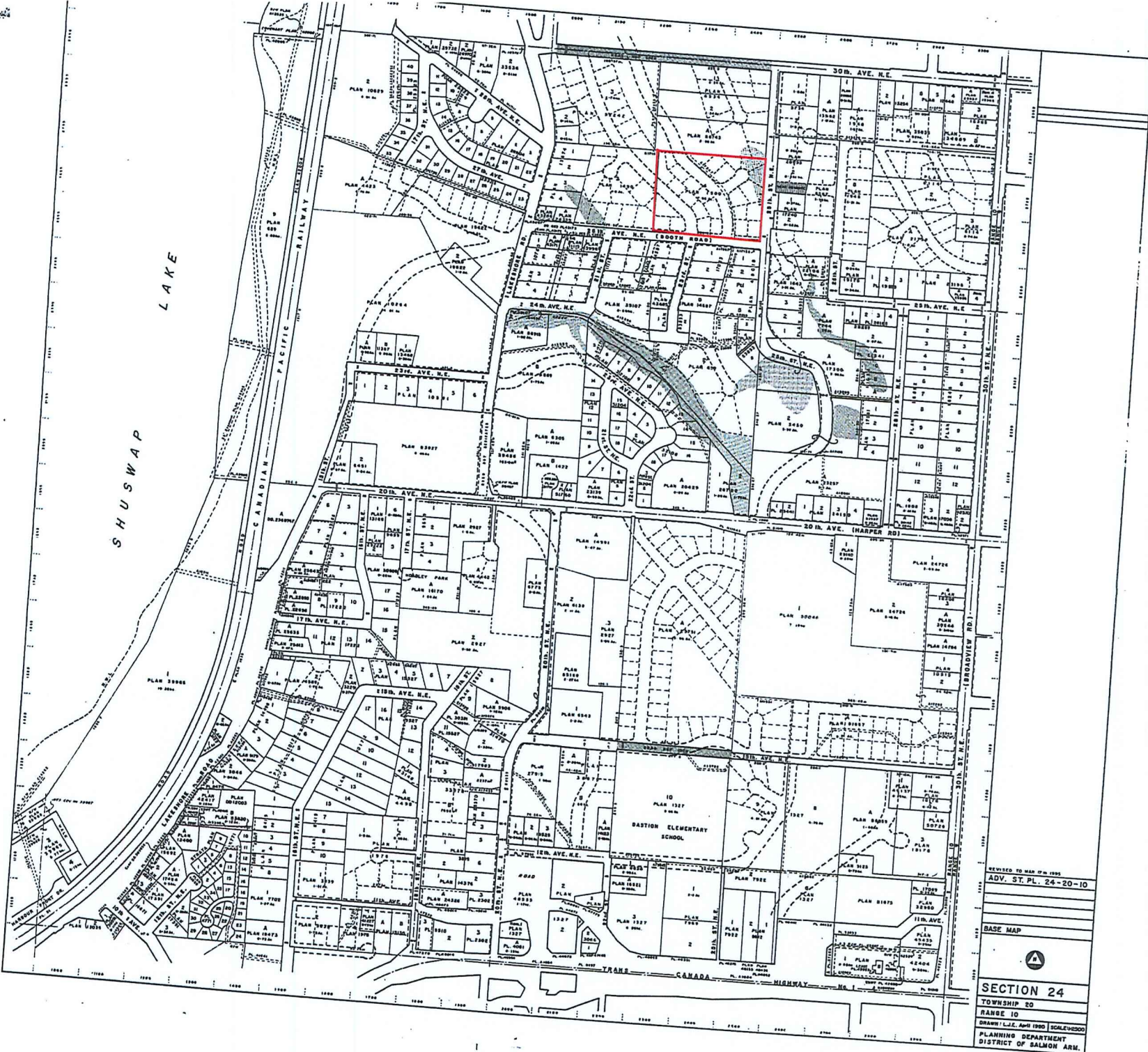
1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for: Category A (Building Foundation Design), Category B (Pavement Structural Design), Category C (Landslide Assessment), is required.



Mustafa Zakreet, EIT
Engineering Assistant



Gabriel Bau P.Eng.
City Engineer



CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Tuesday, November 14, 2023 at 7:00 p.m.

1) **Proposed Amendment to Zoning Bylaw No 2303:**

Proposed Rezoning of Lot 2, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309 Except Plan 10420 from R-1 (Single Family Residential Zone) to C-6 (Tourist/Recreation Commercial Zone).

Civic Address: 1591 10 Avenue SW

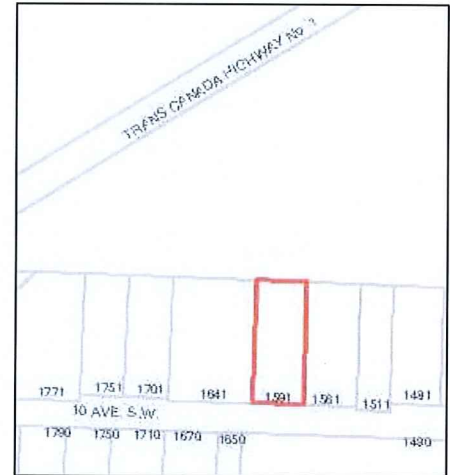
Location: West of 10 Street SW on the North side of 10 Avenue SW

Present Use: Single Family Dwelling

Proposed Use: To consolidate subject parcel with adjacent parcels for potential future commercial use

Owner / Agent: D. & P. Wiens/Green Emerald Investment Inc.

Reference: ZON-1276/ Bylaw No. 4603



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from November 1 to November 14, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. If you wish to attend virtually, a link to the virtual meeting is available in the Agenda section on our website at www.salmonarm.ca.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Sue Wood, Director of Corporate Services

November 1 and 8 Observer

TO: His Worship Mayor Harrison and Members of Council

DATE: September 28, 2023

SUBJECT: Zoning Amendment Application No. 1276

Legal: Lot 2, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309 Except Plan 10420

Civic: 1591 10 Avenue SW

Owners: Wiens D. & P.

Agent: Green Emerald Investments Inc. (Arsenault, G.)

MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309 Except Plan 10420 from R-1 (Single-Family Residential) to C-6 (Tourist / Recreational Commercial);

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is approximately 0.7 acres in area on the commercial corridor of 10 Avenue southwest south of the Trans Canada Highway, between Westgate Market to the west and the Mall at Piccadilly to the east (see Appendix 1 and 2). The parcel is designated Commercial – Highway Service / Tourist (HC) in the City's Official Community Plan (OCP) and zoned R-1 (Single-Family Residential) in the Zoning Bylaw (Appendix 3 and 4). The purpose of this application is to rezone the subject parcel to allow for consolidation with the adjacent parcels and potential future commercial use, as shown in the attached development concept (Appendix 5). C-6 zone regulations are attached (Appendix 6).

BACKGROUND

The subject property is located within the commercial corridor west of the City Centre to 30 Street SW as identified in the OCP, an area characterized by residential, commercial and institutional uses. The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-1) and Commercial (C-3) zones. Adjacent zoning and land uses include the following:

North:	IR	First Nations reserve lands
East:	C-6	Commercial
West:	C-3	Commercial
South:	C-3	Commercial (rural residential / agricultural use)

The subject property currently contains a single-family dwelling, as shown in site photos attached (Appendix 7).

OCP POLICY

The proposed zoning amendment aligns with the HC (Highway Service / Tourist Commercial) designation in the OCP. The amendment would align with the Commercial Objectives and Policies listed in OCP, including supporting commercial uses within the primary commercial areas of the City.

The future development of the parcel would be subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area.

COMMENTS

Ministry of Transportation and Infrastructure

Preliminary approval has been granted as of August 15, 2023 (Appendix 8).

Engineering Department

No concerns with rezoning. Servicing requirements for future development have been provided to the applicant. Comments attached (Appendix 9).

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning.

Adams Lake Band

A formal response was received from the Title and Rights Department of the Adams Lake Band and has been provided to the applicant for their information and potential action moving forward. Subsequently, the City inquired via Data Request to the Archeological Branch of British Columbia as to any Provincial records of known archeological sites related to the subject parcel. It is the responsibility of the proponent to proceed under the *Heritage Conservation Act* accordingly.

Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw, notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on November 14, 2023.

Planning Department

The surrounding neighbourhood has been undergoing slow redevelopment, moving from a mix of older single family housing and commercial development, towards newer commercial and mixed use development.

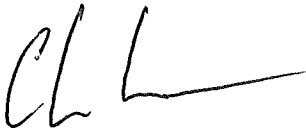
Staff note that this proposal would offer a modest increase to the amount of commercial land base within the City, and offer a shift from the vehicle-oriented service and storage commercial uses of the C-3 zone, to the C-6 zone which offers more options for mixed commercial uses with residential use above.

Aligned with the mixed use development concept proposed, the C-6 Zone has a number of more flexible regulations relative to the C-3 Zone. These include a more permissive maximum height allowance (19 m versus 10 m in C-3), and more lenient setback requirements (including no front setback requirement versus 6 m in C-3). These are in keeping with the intent of the C-6 Zone to accommodate pedestrian oriented businesses and upper level dwellings with a mixture of land uses in an integrated manner

The future intent for the subject parcel under application is illustrated by a development concept attached as Appendix 5. Future development of the parcel would be subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area (provided to applicant), with future development requiring detailed review through a form and character Development Permit application.

CONCLUSION

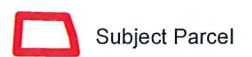
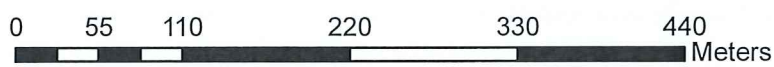
The OCP HC designation supports the proposed C-6 zoning. The subject parcel is considered by staff to be well-suited for the proposed C-6 uses, well aligned with current development along the 10 Avenue SW corridor, being within close proximity to the Trans Canada Highway as well as the Westgate and Piccadilly commercial areas. The proposed C-6 zoning of the subject property is consistent with OCP and is therefore supported by staff.

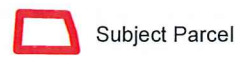
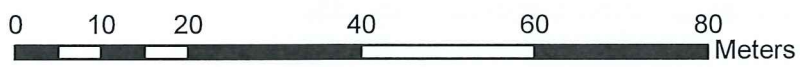


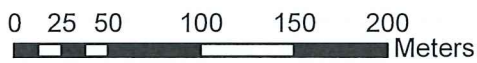
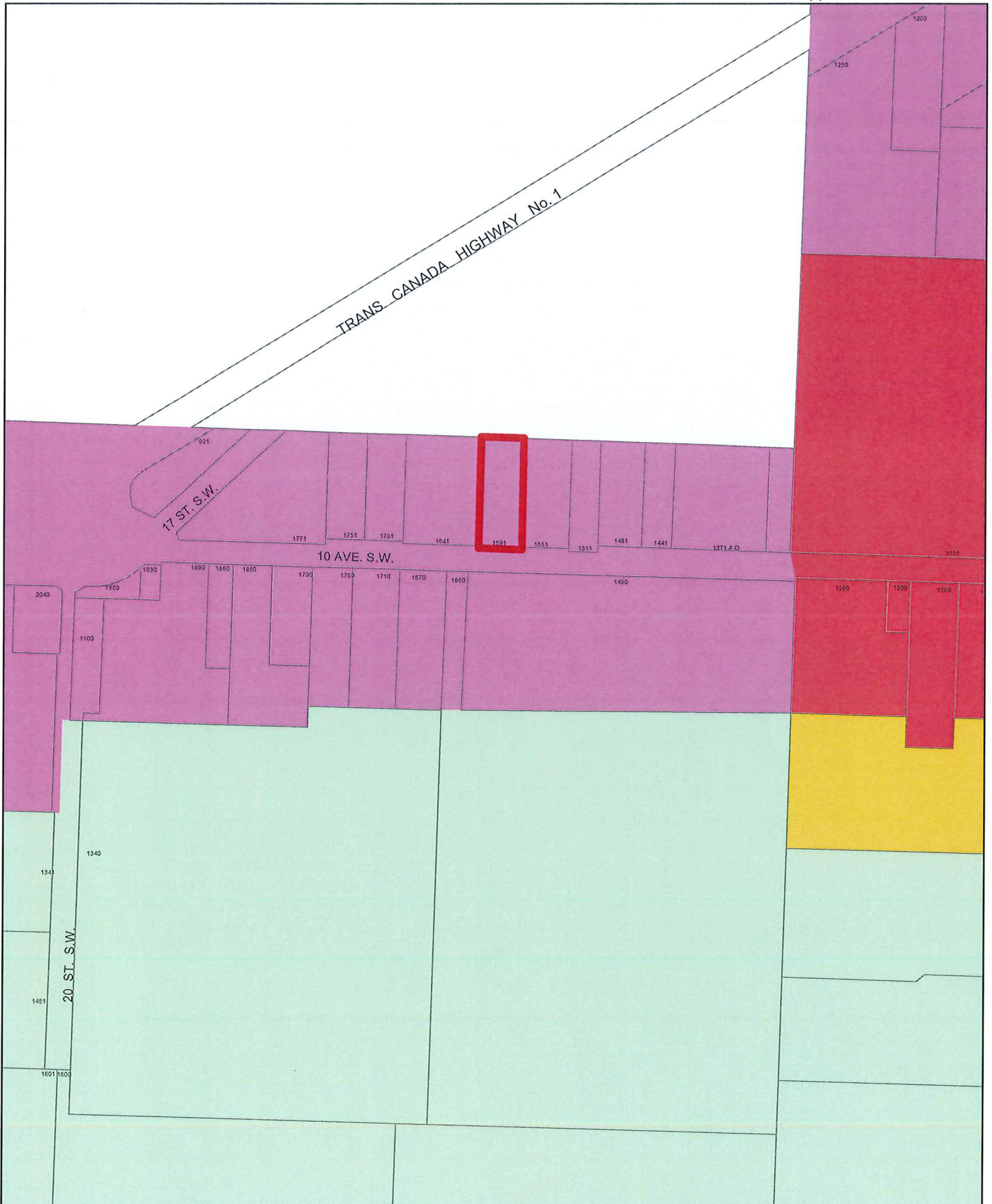
Prepared by: Chris Larson, MCIP, RPP
Senior Planner



Reviewed by: Gary Buxton, MCIP, RPP
Director of Planning & Community Services







Subject Parcel



Commercial City Centre



Salmon Valley Agriculture



Commercial Highway/Tourist



Medium Density Residential

Salmon Arm Three Robins Supportive Living Apartment

Appendix 5: Development Concept



June 23, 2022
Terry Collier, MSc.

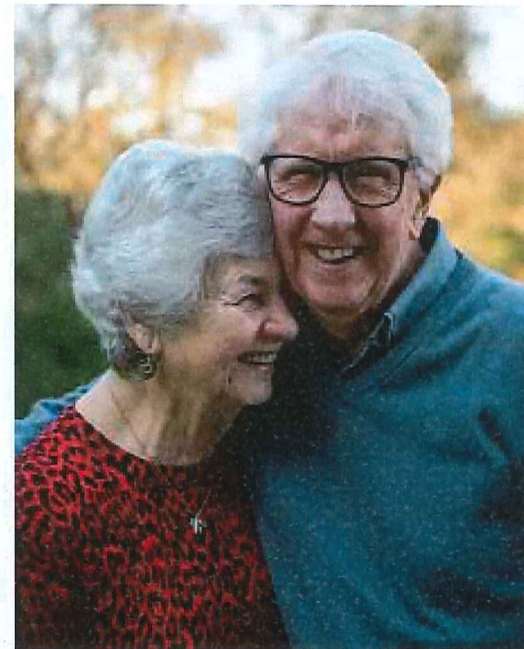


AN INTRODUCTION TO THREE ROBINS Our Philosophy for Aging in Place

Three Robins properties with their new fully equipped amenities rooms and suites offers an aging in place strategy for seniors. What makes Three Robins unique is the availability of optional services when needed. Each apartment has a full kitchen including in-suite laundry facilities to allow for maximum independence. Residents pay for the supportive services when needed, versus bundled services (housekeeping, meals, etc.) that often are not required when moving into a new senior's apartment. As your needs change, you can contact our on-site manager and get additional information on the services you may require.

By offering a resident volunteer program, residents can engage in supporting the community's functional programming and fellow residents as they choose. Three Robins is a perfect alternative for seniors who are looking for supportive lifestyle services but not prepared to pay or participate in a traditional Independent Supportive Living property.

Three Robins is not restrictive by its nature and therefore, there are no mandatory services or age restrictions. Aging in place occurs organically as the services are available when you require them. Having a more affordable option allows residents to save their funds now for unexpected costs in the future. Our goal is to have residents at Three Robins properties as their needs change from active adult, supportive living, and light assisted living (medication assistance/bathing/dressing).





The Concept

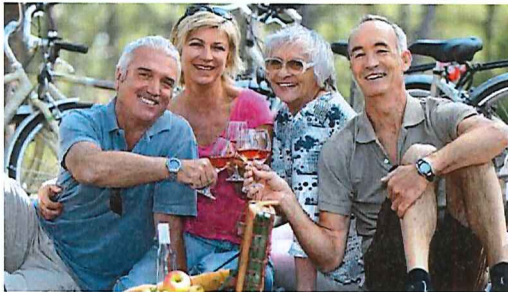
- 89 suites
- Amenities on the main floor with 12,611 Commercial Space
- 10% of the suites deemed affordable (50% off of market rental rates)

Projected Monthly Rental Suite Salmon Arm

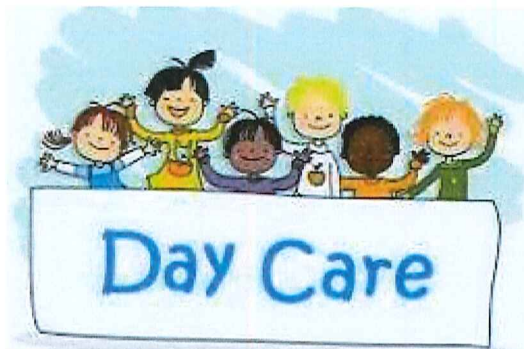
Bachelor /Studio \$ 1495 One bedroom \$1895

Two Bedroom \$2295 Two Bedroom & Den \$2995

- Life Style amenities with aging in place design (walker accessible)
- Total Staff 3 (General Manager, Leasing Rec Manager, Maintenance Manager)
- 24 hour emergency call program, recreation and on-site management and maintenance
- 8000 sq. ft. of amenity space that can be converted to suites after seniors apartment strategy has been completed. The concept is to revert after 40 years to market apartments



Social Programing proposed to increase Community Integration



- Daycare
- Elder care (respite day program)
- Meals on Wheels
- Seniors Drop in Center
- Walk in Clinic



Attention Caregivers

The "Reach Out for Respite" program was designed just for you!

Site
10th Avenue
Between EMCO Salmon Arm – Salmon Arm
Fireplace Ltd.

Appendix 5: Development Concept



COMMERCIAL = 12,611 S.F.

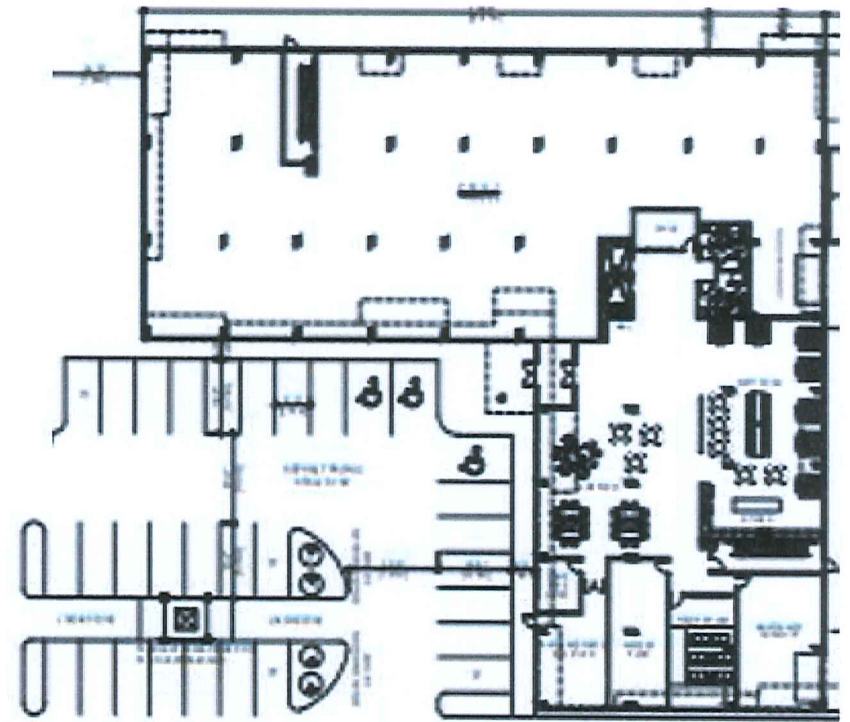
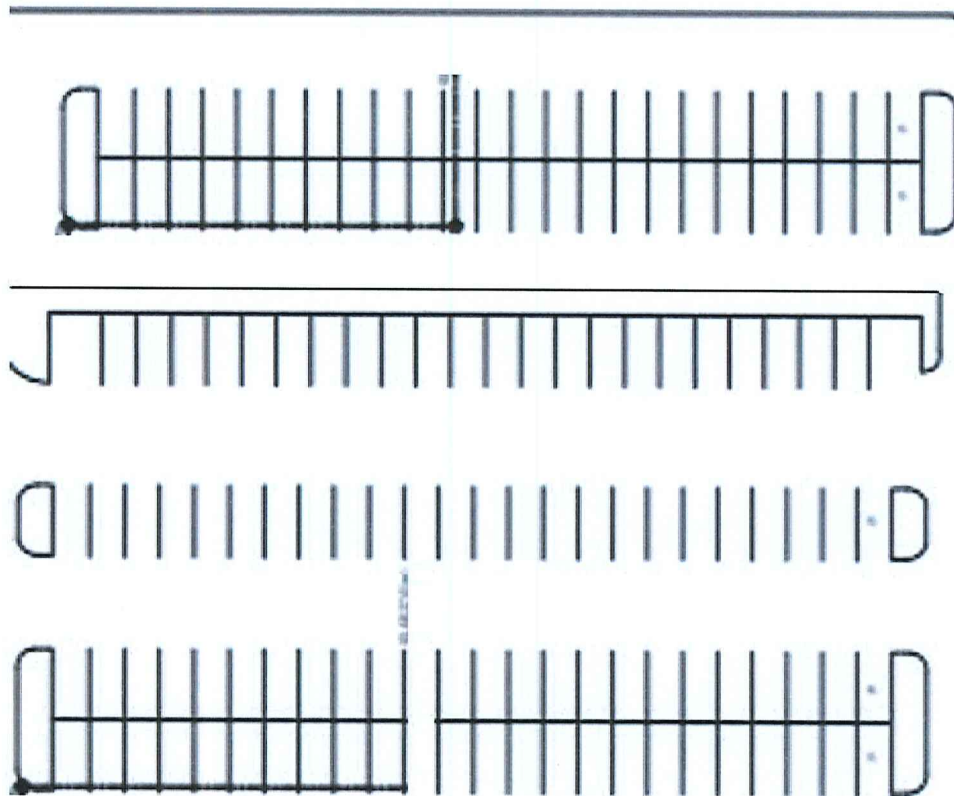
BUILDING AREA

MAIN	= 20,184 S.F.
TYPICAL 18,588X4	= 74,352 S.F.
SIXTH	= 17,769 S.F.
<hr/>	
TOTAL	= 112,305 S.F.
PARKADE	= 20,184 S.F.

SUITE COUNT

1 BED+DEN	- A = 10 (695 S.F.)
1 BED+DEN	- A1= 05 (784 S.F.)
2 BEDROOM	- B = 10 (801 S.F.)
2 BED+DEN	- B1= 10 (910 S.F.)
2 BEDROOM+SUNROOM	- B2 = 10 (1,128 S.F.)
2 BED+DEN+SUNROOM	- C = 24 (1,239 S.F.)
2 BEDROOM+SUNROOM	- D = 10 (1,139 S.F.)
<hr/>	
TOTAL	= 79

Site Plan



Purpose

20.1 The C-6 Zone is intended to accommodate pedestrian oriented tourist/recreation businesses. The area zoned C-6 is envisioned to be developed with a mixture of land uses in an integrated manner and is intended to cater to the resident and tourist alike with a small shop and resort atmosphere. *Development* within the C-6 Zone shall be subject to a *Development Permit* as per the *Official Community Plan*.

Regulations

20.2 On a *parcel zoned C-6*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-6 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

20.3 The following uses and no others are permitted in the C-6 Zone:

- .1 art gallery;
- .2 banking kiosk;
- .3 boat and marine sales, repair and rental, including outside covered or screened storage;
- .4 *commercial daycare facility #3637*
- .5 convention centre;
- .6 craft making and sales;
- .7 farmers market;
- .8 *health service centre*;
- .9 *high technology research and development; #4368*
- .10 *home occupation; #2782*
- .11 *hotel*;
- .12 library;
- .13 *licensee retail store; #3223*
- .14 *mobile food vending; #4340*
- .15 motel;
- .16 museum;
- .17 night club;
- .18 *offices; #3426*
- .19 *outside vending; #2837*
- .20 parkade/off-street parking, in Areas "A", "B" and "C" [Waterfront Area] as shown on Schedule "C" attached hereto and forming part of this bylaw. *#3163*
- .21 *personal service establishment*;
- .22 pub;
- .23 *public use*;
- .24 *private utility; #3060*
- .25 *public utility*;
- .26 *recreation facility - indoor*;
- .27 *recreation facility - outdoor*;
- .28 *resort accommodation; #3517*
- .29 *restaurant*;
- .30 *retail store; #4005*
- .31 theatre;
- .32 *upper floor dwelling units; #2554*
- .33 *work/live studios; #3167 and*
- .34 *accessory use*.

SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED**Accessory Uses**

20.4

- .1 Outside storage and *warehouse* facilities are only permitted within Area "B" as shown on Schedule "C" attached to and forming part of this Bylaw. #2554, #3426

Maximum Height of Principal Buildings20.5 The maximum *height* of *principal buildings* shall be 19.0 metres (62.3 feet). #2748**Maximum Height of Accessory Buildings**20.6 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.7 feet).**Minimum Parcel Size or Site Area**20.7 The minimum *parcel* size or *site* area shall be 325.0 square metres (3,498.4 square feet).**Minimum Parcel or Site Width**20.8 The minimum *parcel* or *site* width shall be 10.0 metres (32.8 feet).**Minimum Setback of Principal and Accessory Buildings**20.9 The minimum *setback* of the *principal* and *accessory buildings* from the:

- | | | |
|----|---|-----------------------|
| .1 | <i>Rear parcel line</i> adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |
| .2 | <i>Interior side parcel line</i> adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |

Outside Storage

20.10 Outside storage shall be screened as per Appendix III.

Parking and Loading

20.11 Parking and loading shall be required as per Appendix I.



View of subject parcel looking northeast along 10 Avenue SW.



View of subject parcel looking northwest along 10 Avenue SW.



Your File #: ZON-1276
BYLAW 4603
eDAS File #: 2023-03843
Date: Aug/15/2023

City of Salmon Arm
500 2nd Avenue NE
PO Box 40
Salmon Arm, BC V1E 4N2
Canada

**Re: Proposed Bylaw ZON-1276 for:
LOT 2, 15-20-10 PLAN 4309 EXCEPT PLAN 10420**

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

If you have any questions please feel free to call Tara Knight at (778) 824-0043.
Yours truly,

Tara Knight
Development Officer

Local District Address
Salmon Arm Area Office Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada Phone: (250) 712-3660 Fax: (250) 833-3380



*Memorandum from the
Engineering and Public
Works Department*

TO: Gary Buxton, Director of Planning
 DATE: August 29, 2023
 PREPARED BY: Mustafa Zakreet, Engineering Assistant
 APPLICANT: D. & P. Wiens – PO Box 550, Sorrento, BC V0E 2W0
 SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON- 1276
 LEGAL: Lot 2, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309 Except Plan 10420
 CIVIC: 1591 – 10 Avenue SW

Further to your referral dated August 11, 2023, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning ; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

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

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4293. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control (ESC) measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

ZONING AMENDMENT APPLICATION FILE NO. ZON- 1276

August 29, 2023

Page 2

9. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4293. These plans must be prepared by a qualified professional engineer.
10. For the off-site improvements at the time of building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads / Access:

1. 10 Avenue SW, on the subject property's southern boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. Available records indicate that no additional road dedication is required (to be confirmed by BCLS). The City requires a statutory right of way for an additional 2.5m beyond the current road dedication for the construction of a multi-use path, to be constructed at the applicant/developers cost.
2. 10 Avenue SW is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the current Urban Two Lane Arterial Road standard is required, in accordance with Specification Drawing No. RD-04. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, multiuse path, boulevard construction, street lighting, street drainage. Owner / Developer is responsible for all associated costs. The hydro is three-phase along the subject property's frontage and therefore exempt from the requirement to place underground; however, the relocation of the poles may be necessary to accommodate the required infrastructure. Owner / Developer will be responsible for all associated costs. As 10 Avenue SW is designated as an Arterial Road, accesses shall be designed by keeping to a minimum number. Only one driveway access will be permitted onto 10 Avenue SW. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

Water:

1. The subject property fronts a 200 mm diameter Zone 1 watermain on 10 Avenue SW. No upgrades will be required.
2. The proposed development is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11) adequately sized to satisfy the proposed use at the development stage. A Radio Frequency (RF) Water meter will be supplied by the City at the time of development, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 12.5mm service from the 200mm diameter watermain on 10 Avenue SW. Due to size of the existing service, upgrading to a new

ZONING AMENDMENT APPLICATION FILE NO. ZON- 1276

August 29, 2023

Page 3

metered service (minimum 25mm) is required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs

4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary:

1. The subject property fronts a 300 mm diameter sanitary sewer on 10 Avenue SW. No upgrades will be required at this time.
2. The proposed development is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
4. Records indicate that the existing property is serviced by a 100mm size service from the sanitary sewer on 10 Ave SW. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property fronts a 1500 mm diameter storm sewer on 10 Ave SW. No upgrades will be required at this time.
2. The subject property is in an area with current storm capacity concerns according to the Stormwater Master Plan Study (April 2020). It is anticipated that stormwater will require control to the five (5) year pre-development flows. Owner / Developer's engineer shall review downstream capacity within the existing City Storm System to receive the proposed discharge from the development and upstream contributing drainage areas.
3. Records indicate that the existing property is currently not serviced by a storm sewer service.
4. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4293, Schedule B, Part 1, Section 7 shall be provided.
5. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
6. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be

ZONING AMENDMENT APPLICATION FILE NO. ZON- 1276

August 29, 2023

Page 4

required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Geotechnical:

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



Mustafa Zakreet,EIT
Engineering Assistant



Gabriel Bau P.Eng.
City Engineer

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the **Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Tuesday, November 14, 2023 at 7:00 p.m.**

1) **Proposed Amendment to Zoning Bylaw No 2303:**

Proposed Rezoning of Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 23814 Except Plans KAP55273 and EPP118532 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 20 20 Street NE

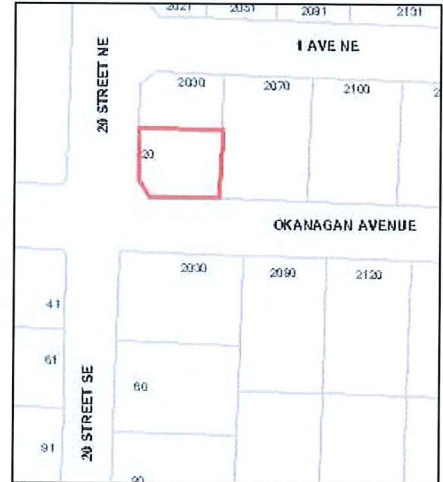
Location: Northeast corner of Okanagan Avenue and 20 Street NE

Present Use: Single Family Dwelling

Proposed Use: To permit a secondary suite in the existing single family dwelling

Owner / Agent: J. Pannu

Reference: ZON-1277/ Bylaw No. 4607



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from November 1 to November 14, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. If you wish to attend virtually, a link to the virtual meeting is available in the Agenda section on our website at www.salmonarm.ca.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Sue Wood, Director of Corporate Services

November 1 and 8 Observer

To: His Worship Mayor Harrison and Members of Council
Date: October 10, 2023
Subject: Zoning Bylaw Amendment Application No. 1277
Legal: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan
23814 Except Plans KAP55273 and EPP118532
Civic: 20 – 20 Street NE
Applicant/Owner: J. Pannu

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council’s consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 23814 Except Plans KAP55273 and EPP118532 from R-1 (Single-Family Residential Zone) to R-8 (Residential Suite Zone).

AND THAT: final reading of the bylaw be withheld subject to:

- i. confirmation that the proposed *secondary suite* in the existing *single-family dwelling* meets Zoning Bylaw and BC Building Code requirements; and
 - ii. Ministry of Transportation and Infrastructure approval.
-

STAFF RECOMMENDATION

THAT: The Motion for Consideration be adopted.

PROPOSAL

This proposal is to rezone the subject parcel from the R-1 (Single-Family Residential) Zone to the R-8 (Residential Suite) Zone to permit a *secondary suite* in the existing *single-family dwelling*.

BACKGROUND

The subject parcel is located at 20 – 20 Street NE (Appendix 1, 2 & 3) at the intersection of Okanagan Avenue and 20 Street. The parcel is 790.83 m² (0.20 ac) in area and contains an existing single-family dwelling. The subject parcel is designated Medium Density Residential in the City’s Official Community Plan (OCP), and zoned R-1 (Single-Family Residential) in the Zoning Bylaw (Appendix 4 & 5). A survey plan and floor plans are attached as Appendix 6 and 7. Site photos are attached as Appendix 8.

Policy 8.3.25 of the OCP supports *secondary suites* in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and parcel width, the subject property has potential to meet the conditions for the development of a *secondary suite*, including sufficient space for an additional off-street parking stall. It should be noted that only one *secondary suite* is permitted and must be limited to 90.0 m² (968.8 ft²) in area.

Adjacent land uses include the following:

North:	R-1 (Single-Family Residential)	Vacant
South:	R-1 (Single-Family Residential)	Single-family dwelling
East:	R-1 (Single-Family Residential)	Single-family dwelling
West:	R-4 (Medium Density Residential)	Multi-family dwellings

COMMENTS

Engineering Department
No Engineering concerns.

Fire Department
No Fire Dept. concerns.

Ministry of Transportation and Infrastructure
Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the Transportation Act.

Public Consultation
Pursuant to the Local Government Act and the Zoning Bylaw, notices are mailed to land owners within a 30 m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on November 14, 2023.

Planning Department
Any development will require a building permit and will be subject to applicable Development Cost Charges, as well as meeting Zoning Bylaw and BC Building Code requirements. Staff note that only one *secondary suite* with a maximum area of 90.0 m² (968.8 ft²) is permitted.

CONCLUSION

The subject parcel has sufficient area to meet all R-8 Zone requirements for a *secondary suite*, including the provision of onsite parking. The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff.

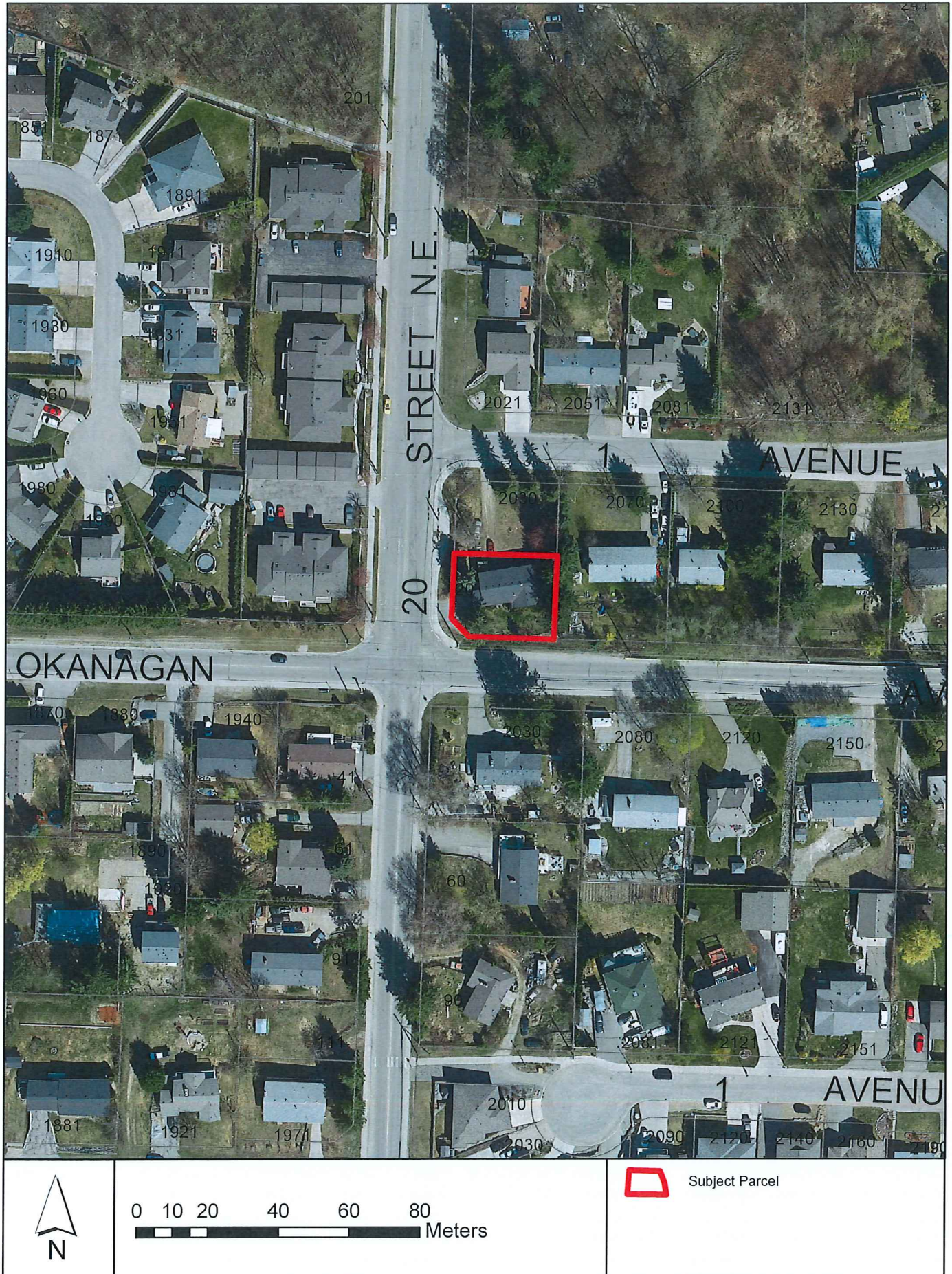


Prepared by: Morgan Paiement
Planner I



Reviewed by: Gary Buxton, MCIP, RPP
Director of Planning & Community Services

Appendices:
Appendix 1: Location Map
Appendix 2: Ortho Map
Appendix 3: Subject Property
Appendix 4: OCP Map
Appendix 5: Zoning Map
Appendix 6: Survey Plan
Appendix 7: Floor Plans
Appendix 8: Site Photos



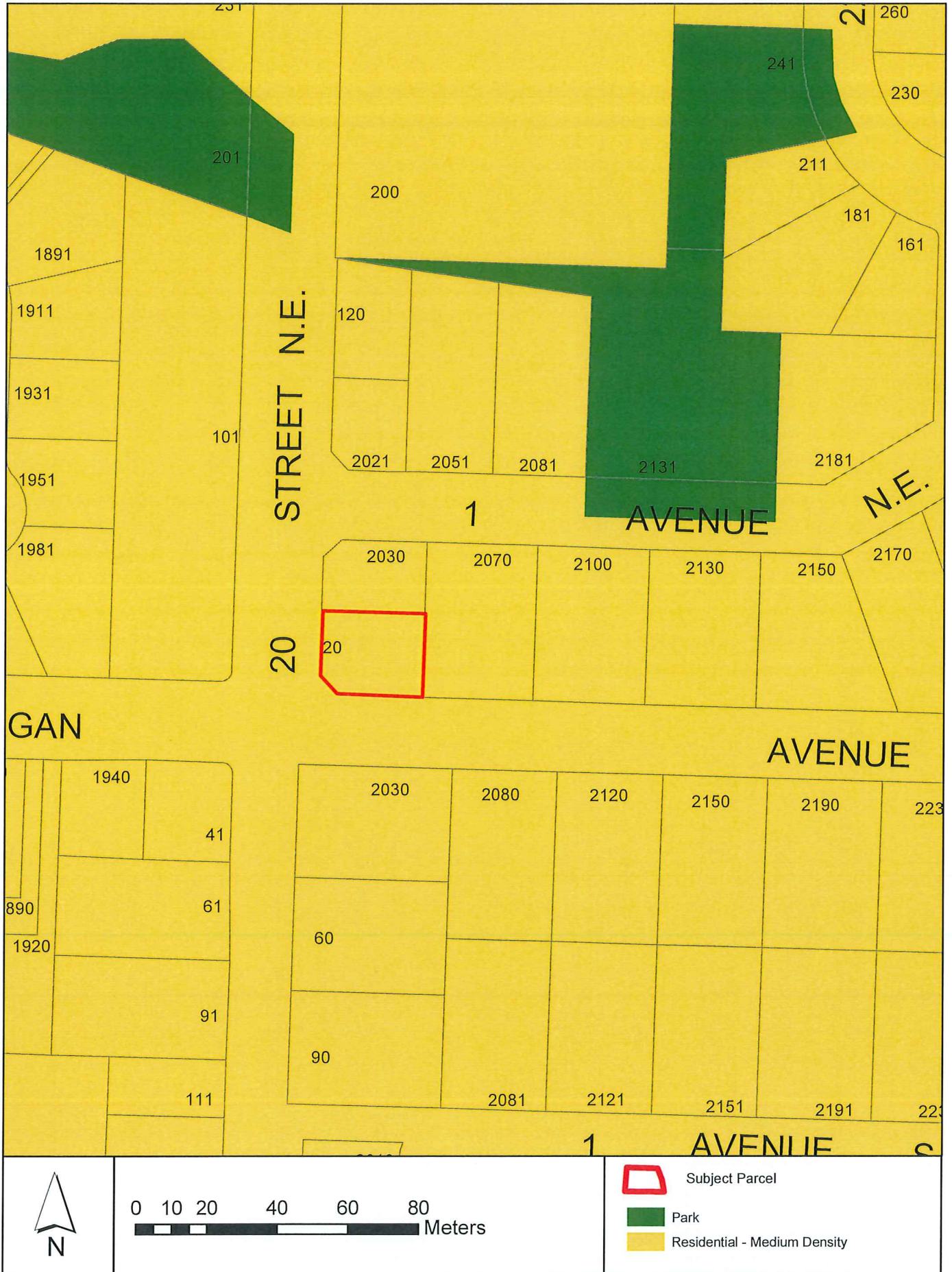


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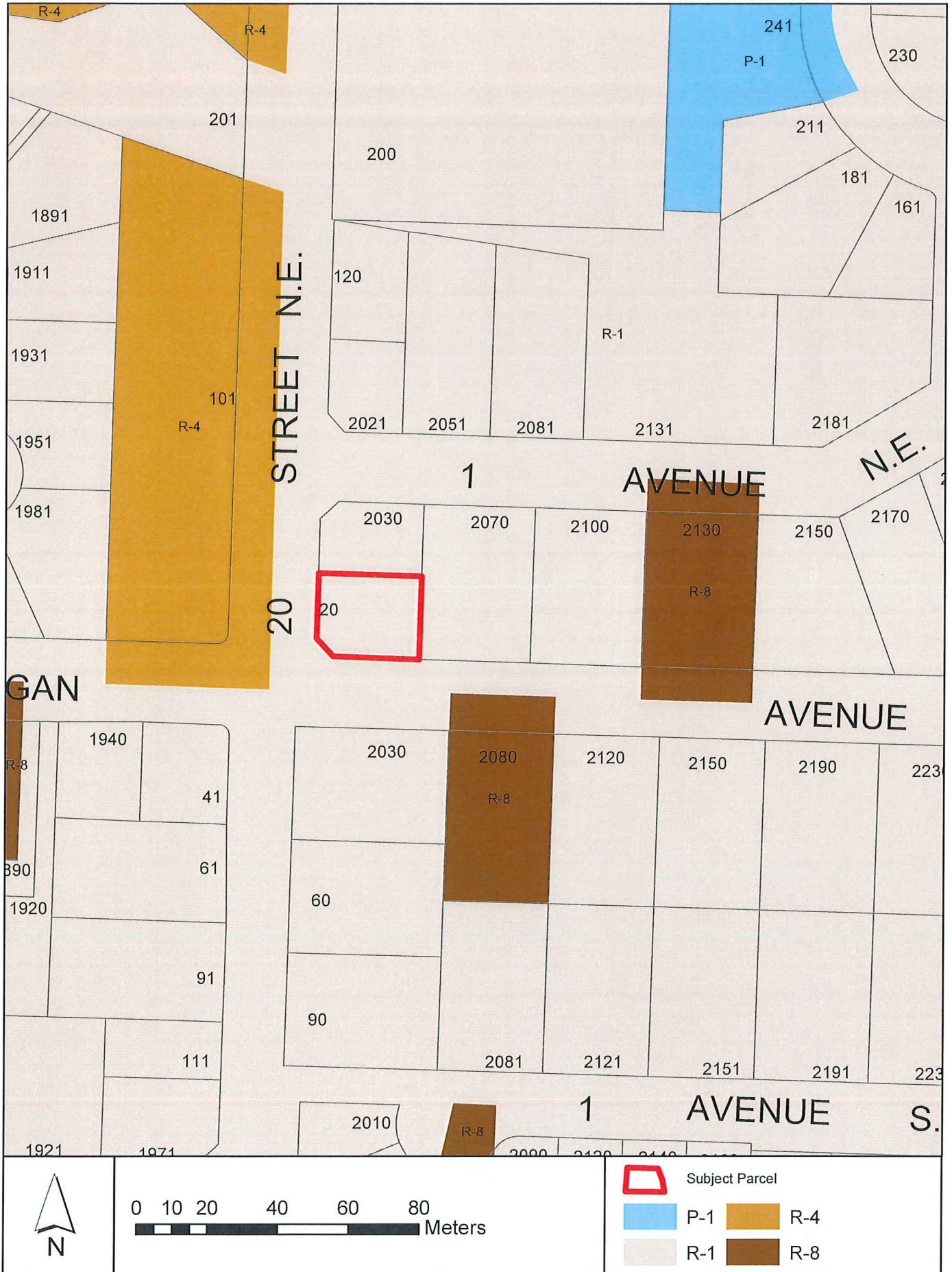


Subject Parcel

Appendix 4: OCP Map

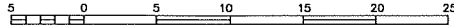


Appendix 5: Zoning Map

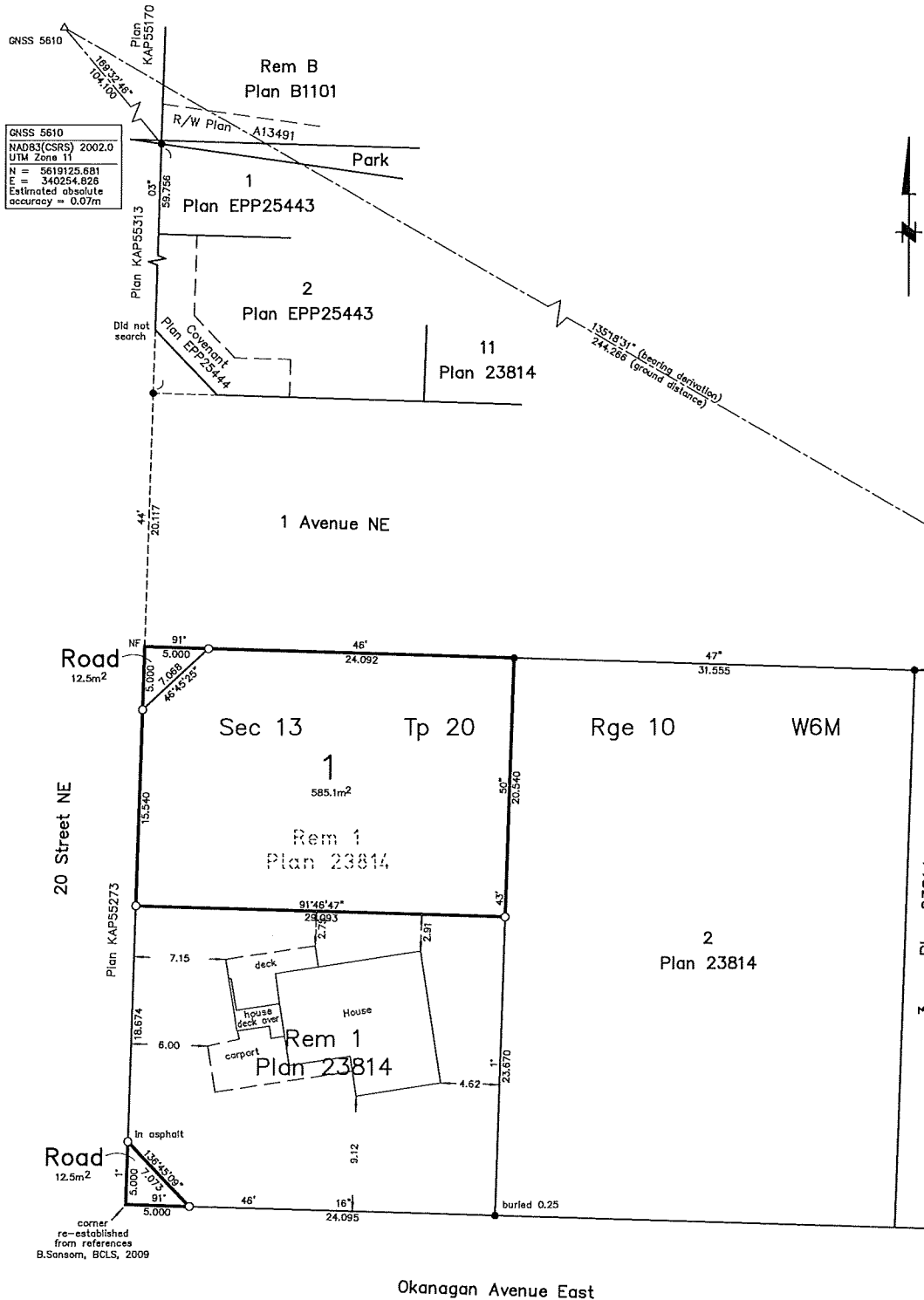


Subdivision Plan of Part of
 Lot 1, Sec 13, Tp 20, Rge 10,
 W6M, KDYD, Plan 23814 Except Plan KAP55273

BCGS 82L.074 and 82L.064



All distances are in metres.
 The intended plot size of this plan is 432mm in width by 560mm in height (C size)
 when plotted at a scale of 1:250



GNSS 5610
NAD83(CSR5) 2002.0
UTM Zone 11
N = 5619125.681
E = 340254.826
Estimated absolute accuracy = 0.07m

GNSS 5602
NAD83(CSR5) 2002.0
UTM Zone 11
N = 5618952.058
E = 340426.588
Estimated absolute accuracy = 0.07m

LEGEND

Grid bearings are derived from differential dual frequency GNSS observations and are referred to the central meridian of UTM Zone 11.

This plan shows horizontal ground level distances, unless otherwise specified. To compute grid distances, multiply ground level distances by the average combined factor of 0.9998448. The average combined factor has been determined based on an ellipsoidal elevation of 435.6 metres.

The UTM coordinates and estimated absolute accuracy achieved are derived from differential dual frequency GNSS observations post processed using the Natural Resources Canada Precise Point Positioning Service.

- Standard Iron Post Found (OIP)
- Standard Iron Post Placed (IP)
- △ Traverse Hub Placed
- NF Denotes Nothing Found

A covenant in the name of the City of Salmon Arm pursuant to Section 219 of the Land Title Act is a condition of approval for this subdivision.

This plan lies within the jurisdiction of the Approving Officer for the City of Salmon Arm

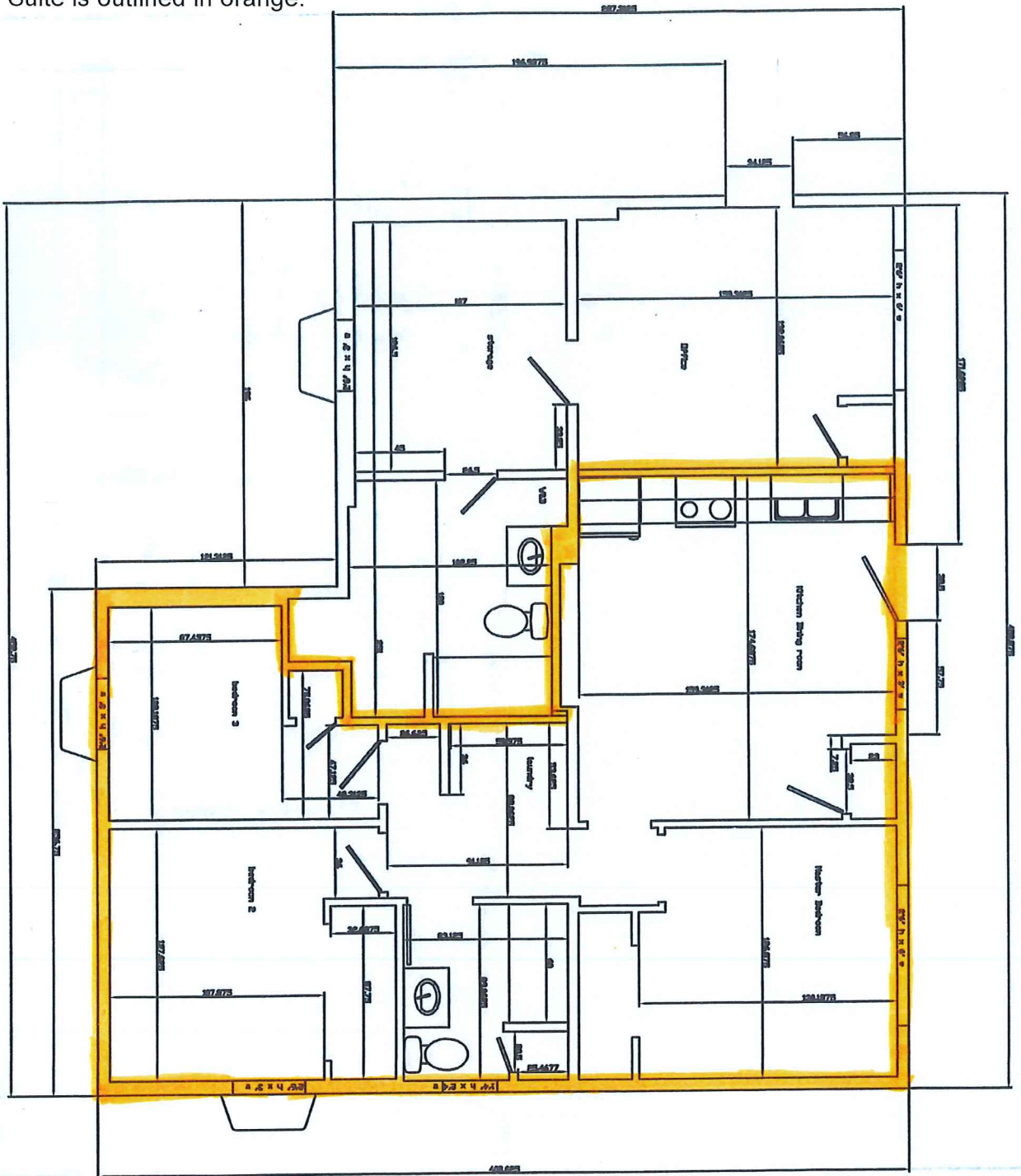
This plan lies within the Columbia Shuswap Regional District

The field survey represented by this plan was completed on the 8th day of October, 2021
 Nicole L. Bird, BCLS (928)

BROWNE JOHNSON LAND SURVEYORS
 B.C. AND CANADA LANDS
 SALMON ARM, B.C. 250-832-9701
 File: 231-21 (288-09) 231-21.raw

Basement

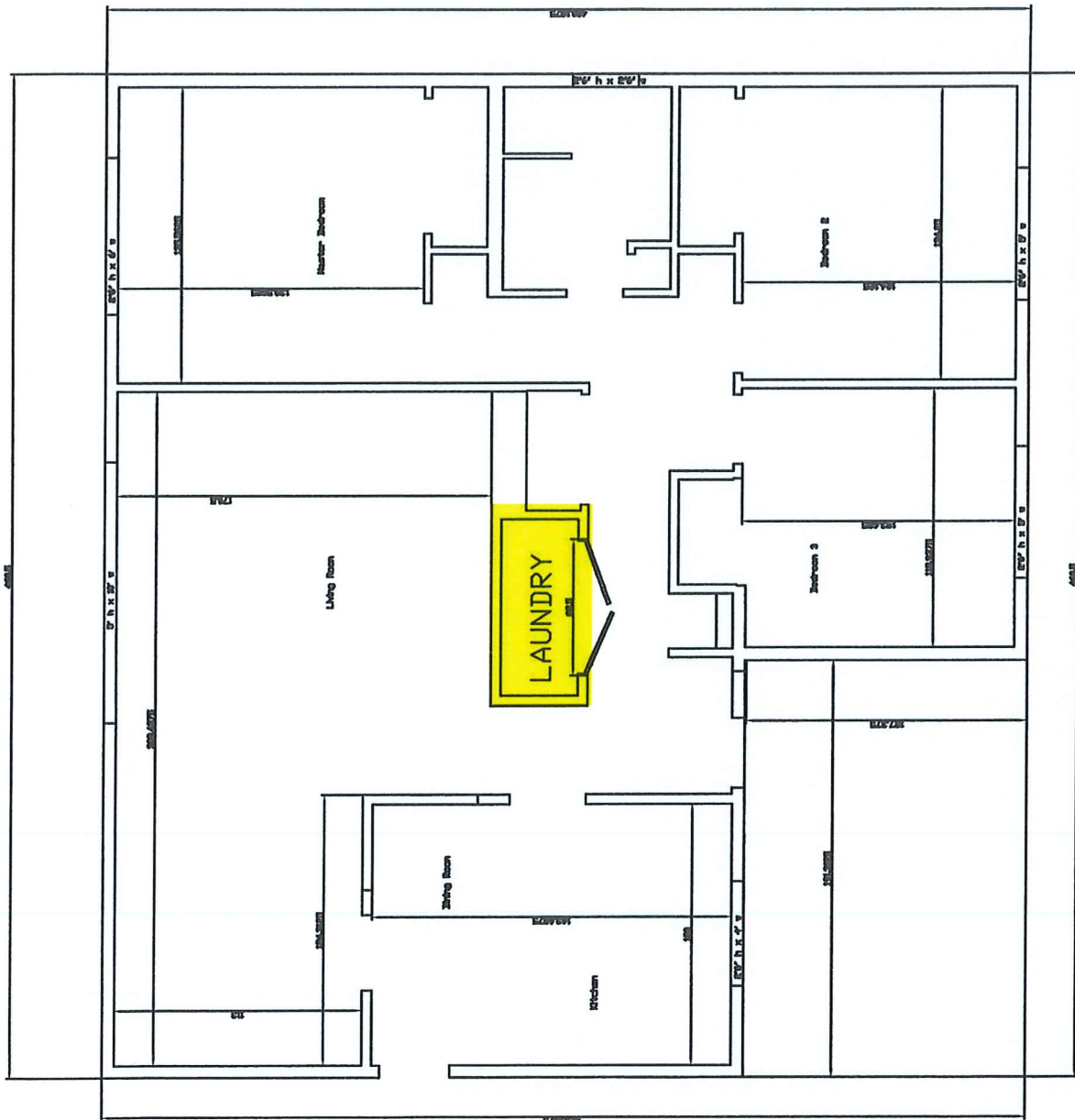
Suite is outlined in orange.



Suite

Main Floor

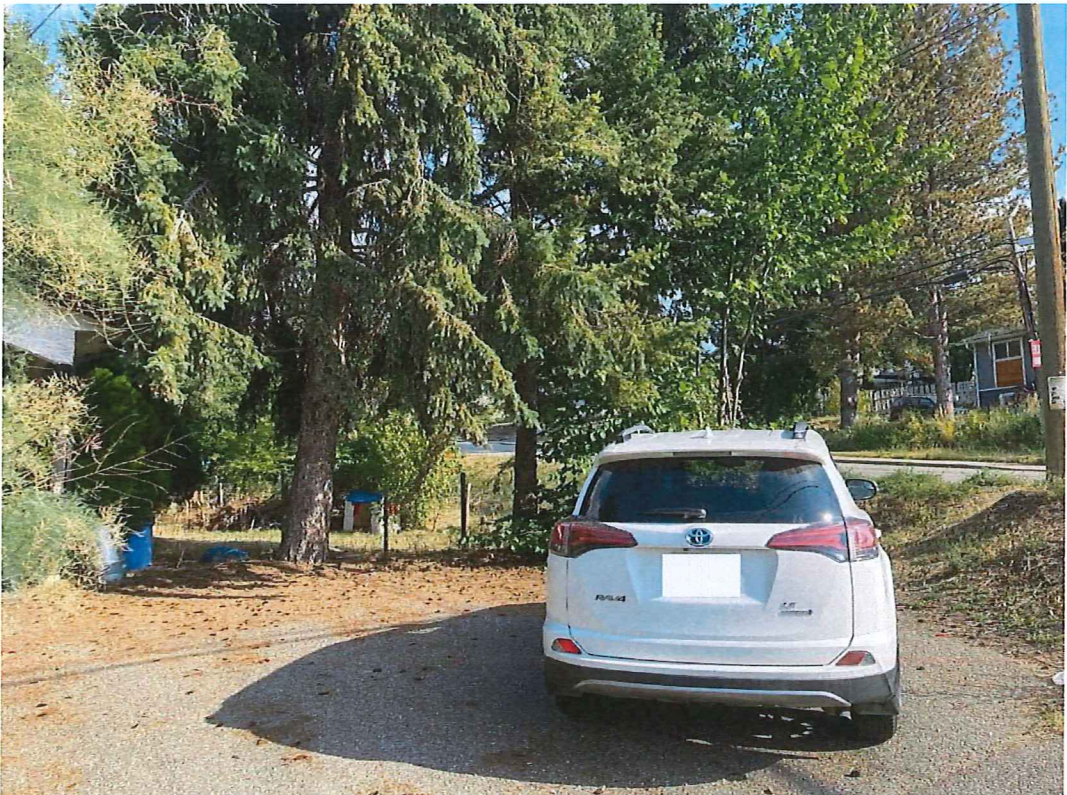
Former stairwell to become laundry closet (highlighted in yellow).
No other changes to Main Floor.



Appendix 8: Site Photos



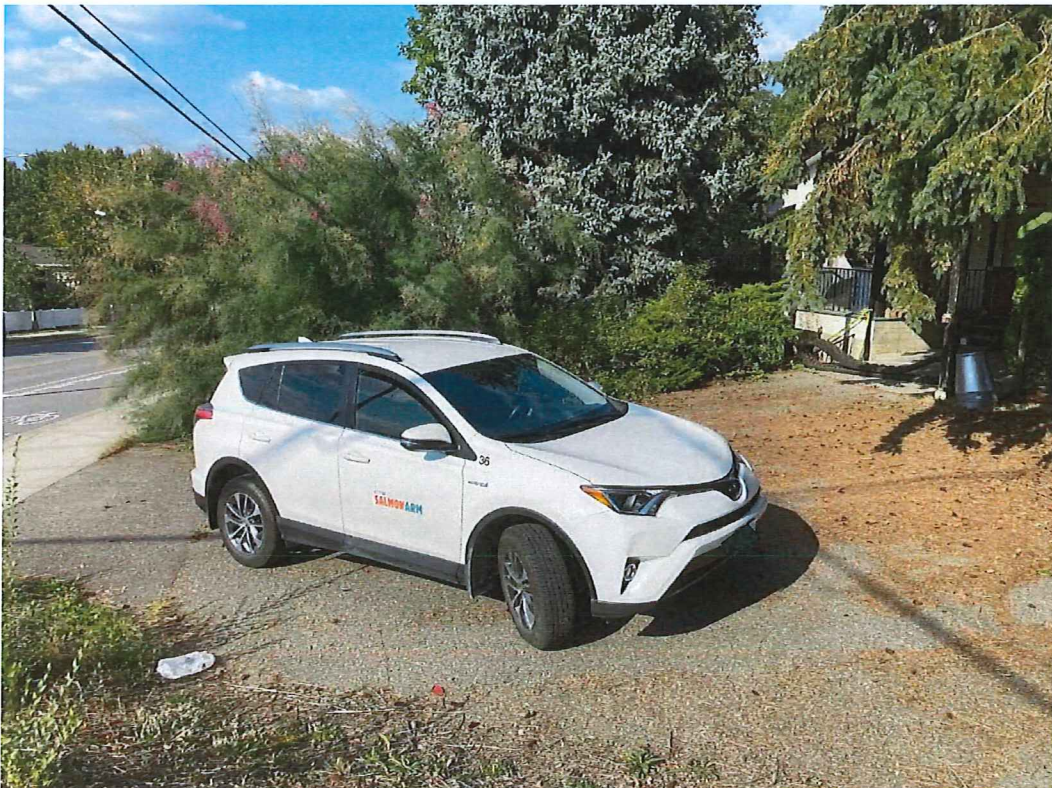
Subject Property looking east from 20 Street NE.



Subject property looking southeast from 20 Street NE.



Subject property looking east from 20 Street NE.



Subject property looking north from Okanagan Ave E.

CITY OF SALMON ARM

BYLAW NO. 4595

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on November 14, 2023 at the hour of 7:00 p.m. was published in the November 1, 2023 and November 8, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1500 Except Plans 1948 and EPP119501 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

CITY OF SALMON ARM

BYLAW NO. 4603

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on November 14, 2023 at the hour of 7:00 p.m. was published in the November 1, 2023 and November 8, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309 Except Plan 10420 from R-1 (Single Family Residential Zone) to C-6 (Tourist/Recreation Commercial Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4603**”

READ A FIRST TIME THIS 23 DAY OF OCTOBER 2023

READ A SECOND TIME THIS 23 DAY OF OCTOBER 2023

READ A THIRD TIME THIS DAY OF 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2023

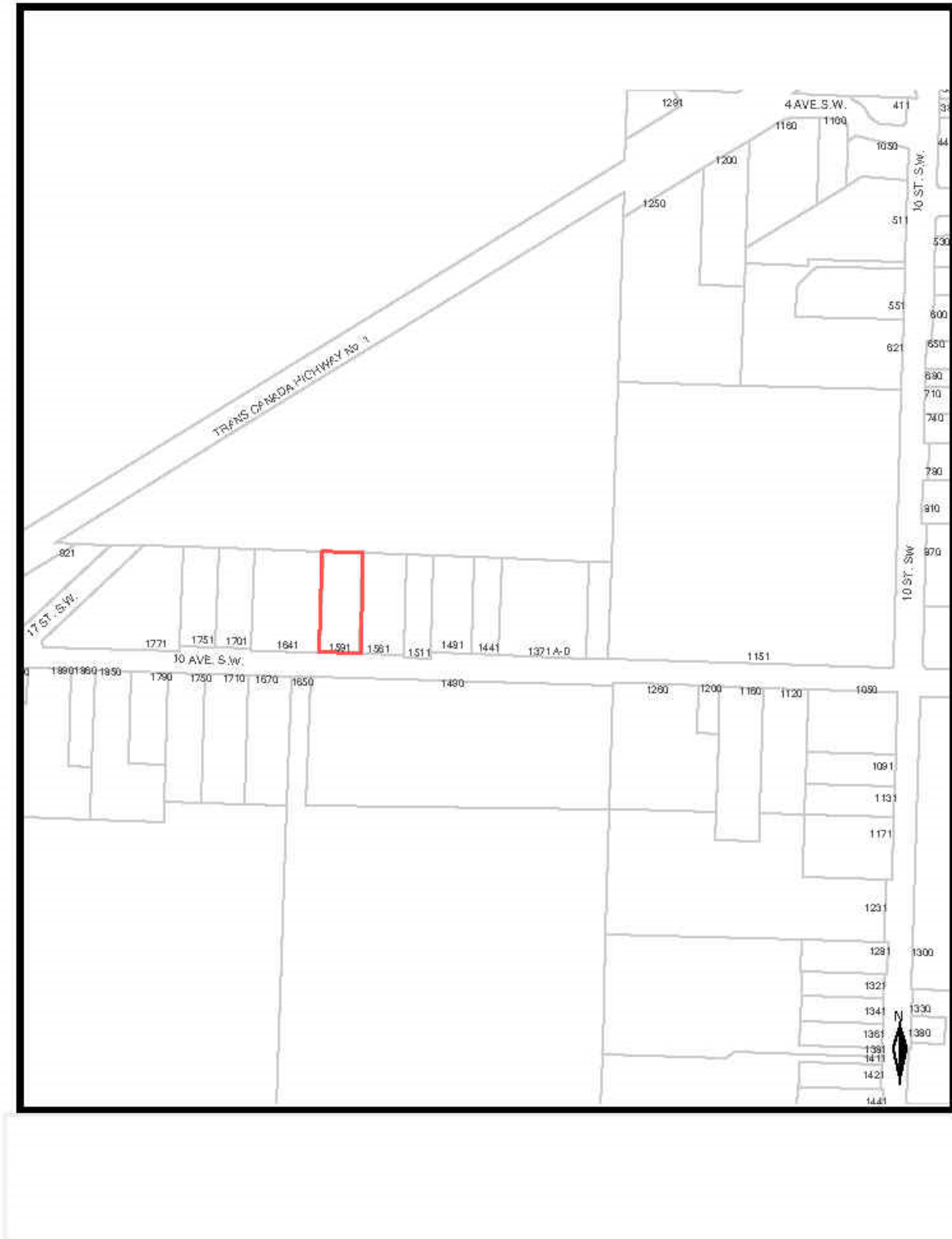
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER

Schedule "A"



CITY OF SALMON ARM

BYLAW NO. 4607

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on November 14, 2023 at the hour of 7:00 p.m. was published in the November 1, 2023 and November 8, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 23814 Except Plans KAP55273 and EPP118532 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4607**”

READ A FIRST TIME THIS 23 DAY OF OCTOBER 2023

READ A SECOND TIME THIS 23 DAY OF OCTOBER 2023

READ A THIRD TIME THIS DAY OF 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2023

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER

Schedule "A"

