

1. November 23, 2020 Council Agenda And Correspondence

Documents:

[NOVEMBER 23, 2020 AGENDA.PDF](#)  
[NOVEMBER 23, 2020 CORRESPONDENCE.PDF](#)

1.1. November 23, 2020 Arts And Culture Plan

Documents:

[SALMONARM\\_ALIVewithTHEARTSSTRATEGY\\_DRAFT\\_SEPT15-2020-2.PDF](#)



## AGENDA

### City of Salmon Arm Regular Council Meeting

Monday, November 23, 2020  
1:00 p.m.

*[Public Session Begins at 2:30 p.m.]*  
**Council Chambers of City Hall**  
**500 – 2 Avenue NE and by Electronic means**  
**as authorized by Ministerial Order M192**

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
3 - 14	6.	CONFIRMATION OF MINUTES 1. Regular Council Meeting Minutes of November 9, 2020
15 - 18	7.	COMMITTEE REPORTS 1. Development and Planning Services Committee Meeting Minutes of November 16, 2020
19 - 22	2.	Active Transportation Task Force Meeting Minutes of November 16, 2020
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
23 - 26	9.	STAFF REPORTS 1. Director of Engineering & Public Works – RCMP Cell Block Upgrade – Tender Award
27 - 30	2.	Director of Engineering & Public Works – Mosquito Control & Surveillance Program – Contract Extension
31 - 34	3.	Director of Corporate Services – Poverty Reduction Planning & Action Planning Grant Social Supports Inventory and Assessment RFP Award



9. **STAFF REPORTS - continued**
  - 34 – 36 4. Chief Financial Officer – Disposal of Surplus Equipment
  - 37 – 46 5. Chief Financial Officer – COVID-19 Safe Restart Grant – For Information
  - 47 – 48 6. Director of Engineering & Public Works – Water Pollution Control Centre Centrifuge Rebuild
  - 49 – 54 7. Director of Corporate Services – Mt. Ida & Shuswap Memorial Cemetery Operations and maintenance Contract
10. **INTRODUCTION OF BYLAWS**
  - 55 – 60 1. City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424 [Cemetery Rates] – First, Second and Third Readings
  - 61 – 70 2. City of Salmon Arm Highway Closure Bylaw No. 4422 - First, Second and Third Readings
  - 71 – 86 3. City of Salmon Arm Zoning Amendment Bylaw No. 4417 [South Central Electric Ltd.; 1140 17 Avenue SE; R1 to R8] – First and Second Readings
11. **RECONSIDERATION OF BYLAWS**
12. **CORRESPONDENCE**
  - 87 – 88 1. Informational Correspondence
13. **NEW BUSINESS**
14. **PRESENTATIONS / DELEGATIONS**
  - 89 – 98 1. Presentation 4:00 – 4:15 p.m. (approximately)  
Erin Viera, Program Manager and Paul Demenok, Chair, Shuswap Watershed Council – Shuswap Watershed Council Annual Update
  - 99 – 112 2. Presentation 4:15 – 4:30 p.m. (approximately)  
Patricia Huntsman, Patricia Huntsman Culture + Communication – Salmon Arm Arts and Culture Plan (*See City Website for Full Plan*)
15. **COUNCIL STATEMENTS**
16. **SALMON ARM SECONDARY YOUTH COUNCIL**
17. **NOTICE OF MOTION**
18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
19. **OTHER BUSINESS**
20. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>22.</b>	<b>HEARINGS</b>
	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
113 – 128	1.	Official Community Plan Amendment Application No. OCP4000-43 [Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC]
129 – 130	2.	Zoning Amendment Application No. ZON-1184 [Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6]
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
131 – 134	1.	City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 [OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] – Third Reading
135 – 138	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4411 [ZON-1184; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6] – Third Reading
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
139 – 140	<b>26.</b>	<b>ADJOURNMENT</b>

THIS PAGE INTENTIONALLY LEFT BLANK

Item 2.

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

THIS PAGE INTENTIONALLY LEFT BLANK

Item 6.1

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of November 9, 2020, be adopted as circulated.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers and by electronic means as authorized by Ministerial Order M192, at 1:30 p.m. and reconvened at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Monday, November 9, 2020.

### PRESENT:

Mayor A. Harrison  
 Councillor D. Cannon  
 Councillor K. Flynn  
 Councillor S. Lindgren (participated remotely)  
 Councillor T. Lavery (participated remotely)  
 Councillor L. Wallace Richmond (participated remotely)

Chief Administrative Officer C. Bannister  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Corporate Services E. Jackson  
 Director of Development Services K. Pearson  
 Chief Financial Officer C. Van de Cappelle (participated remotely)  
 Fire Chief B. Shirley  
 Recorder C. Simmons

### ABSENT:

Councillor C. Eliason

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0481-2020                      Moved: Councillor Cannon  
                                       Seconded: Councillor Flynn  
                                       THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
 Council returned to Regular Session at 2:05 p.m.  
 Council recessed until 2:30 p.m.

### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Mayor Harrison 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."

**4. REVIEW OF AGENDA**

Additional information under item 9.5 Regency Consultants Ltd. – letter dated November 4, 2020 – ALR Application 61443

Additional information under item 11.1/11.2 D. McGregor – email dated November 5, 2020 – Query of proposed zoning change to 1050 18 Street NE

Addition under item 12.2 C. Novakowski, Vice President, Salmon Arm Métis Association – email dated October 15, 2020 – Request for Mayor and Council

**5. DISCLOSURE OF INTEREST**

Councillor Lindgren declared a conflict of interest with item 12.1.7 as she is employed at the Storefront Alternate School, School District 83.

**6. CONFIRMATION OF MINUTES****1. Regular Council Meeting Minutes of October 26, 2020**

0482-2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of October 26, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY**7. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of November 2, 2020**

0483-2020

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of November 2, 2020, be received as information.

CARRIED UNANIMOUSLY**2. Shuswap Regional Airport Operations Committee Meeting Minutes of October 21, 2020**

0484-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of October 21, 2020, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS -- continued

3. Active Transportation Task Force Meeting Minutes of November 2, 2020

0485-2020

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of November 2, 2020, be received, as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Board in Brief -- October, 2020

Received for information.

9. STAFF REPORTS

1. Chief Administrative Officer -- Corporate Strategic Plan Update

0486-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council award the Strategic Planning Update Consulting Services Contract to Urban Systems Ltd. in the amount of \$45,000.00;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to include the Strategic Plan Update for \$45,000.00 funded from the Strategic Plan Update Reserve Account;

AND FURTHER THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the Strategic Planning Update Consulting Services Contract to authorize sole sourcing of same to Urban Systems Ltd.

CARRIED

Councillor Lindgren Opposed

3. Manager of Permits & Licensing -- Recommendation to Cancel Notice On Title -- P. & M. Klem

0487-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the notice filed on the property title of Lot 9, Plan KAP60529, Section 12, Township 20, Range 10, W6M, KDYD (1020 14 Avenue SE) pursuant to Section 57 of the Community Charter be cancelled.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

2. Fire Chief - Purchase of Aerial Ladder Platform Truck

0488-2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council approve the purchase of a 2021 Rosenbauer Aerial ladder platform truck for the purchase price of \$1,492,858.00 plus applicable taxes;

AND THAT: Council authorize an additional \$98,000.00 from Emergency Apparatus Reserve account towards the purchase.

CARRIED UNANIMOUSLY

4. Director of Development Services - Agricultural Land Commission Application No. ALC-398 [Charlton, S. & H./Browne Johnson Land Surveyors; 4270 10 Avenue SE; Exclusion]

0489-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Agricultural Land Commission Application No. ALC-398 be authorized for submission to the Agricultural Land Commission.

The Mayor called three times for input.

CARRIED UNANIMOUSLY

5. Director of Development Services - Agricultural Land Commission Application No. ALC-397 [Smith, R. & M.; 1281 70 Avenue NE; Inclusion and Exclusion]

0490-2020

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: Agricultural Land Commission Application No. ALC-397 be authorized for submission to the Agricultural Land Commission.

The Mayor called three times for input.

R. Smith, the applicant, outlined the application and was available to answer questions from Council.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 [OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] - Second Reading

0491-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Pursuant to Section 475 of the Local Government Act, Council has considered this Official Community Plan Amendment after appropriate consultation with affected organizations and authorities;

11. RECONSIDERATION OF BYLAWS – continued

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 [OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] – Second Reading – continued

AND THAT: Pursuant to Section 476 of the Local Government Act, Council has considered 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, Council has considered the proposed Official Community Plan 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 FURTHER THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 be read a second time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4411 [ZON-1184; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6] – Second Reading

0492-2020

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4411 be read a second time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4407 [ZON-1186; Neufeld, B.; 1831 22 Street NE; R-1 to R-8] – Final Reading

0493-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4407 be read a final time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Zoning Amendment Bylaw No. 4412 [ZON-1187; Wiens, R.; 2830 25 Street NE; R-1 to R-8] – Final Reading

0494-2020

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4412 be read a final time.

CARRIED UNANIMOUSLY

**11. RECONSIDERATION OF BYLAWS – continued**

5. City of Salmon Arm Zoning Amendment Bylaw No. 4414 [ZON-1188; Lamb, K. & G./1261694 BC Ltd.; 3510 20 Avenue NE; R-1 to R-8] – Final Reading

0495-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4414 be read a final time.

CARRIED UNANIMOUSLY

6. City of Salmon Arm Five Year Financial Plan Amendment Bylaw No. 4423 (2020 – 2024) – Final Reading

0496-2020

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Five Year Financial Plan Amendment Bylaw No. 4423 (2020 – 2024) be read a final time.

CARRIED UNANIMOUSLY

7. City of Salmon Arm Zoning Amendment Bylaw No. 4405 [ZON-1182; Cornerstone Christian Reformed Church/Roodzant, J.; 1191 22 Street NE; P-3 to C-6] – Second Reading

0497-2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4405 be read a second time.

CARRIED

Councillor Lavery Opposed

Councillor Wallace Richmond left the meeting at 3:47 p.m. and returned at 3:50 p.m.

**12. CORRESPONDENCE**

1. Informational Correspondence

5. M. Brock, Girl Guides of Canada, 2<sup>nd</sup> Salmon Arm Pathfinders – letter received November 3, 2020 – Use of Blackburn Park Gazebo

0498-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council approve the Salmon Arm Girl Guides to host their weekly meetings at the picnic shelter at Blackburn Park on Tuesdays from 6:00 p.m. to 8:30 p.m. until June 30, 2021, subject to following the guidelines of the Provincial Health Officer and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY



12. CORRESPONDENCE – continued1. Informational Correspondence – continued

Councillor Lindgren declared a conflict of interest and left the meeting at 4:06 p.m.

7. Storefront Alternate School, School District 83 – email dated November 4, 2020 – Art in Little Mountain

0499-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Council authorize the placement of carvings at Little Mountain park in consultation with City of Salmon Arm Staff.

CARRIED UNANIMOUSLY

Councillor Lindgren returned to the meeting at 4:09 p.m.

2. C. Novakowski, Vice President, Salmon Arm Métis Association – email dated October 15, 2020 – Request for Mayor and Council

0500-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council authorize the BC Métis Flag be raised for one day at City Hall on November 16, 2020, instead of the City of Salmon Arm Flag, in commemoration of Louis Riel Day in BC.

CARRIED

Councillor Flynn and Lavery Opposed

13. NEW BUSINESS14. PRESENTATIONS1. Matt Thompson, Urban Matters – Community Housing Strategy

Matt Thompson, Urban Matters presented the Community Housing Strategy and was available to answer questions from Council.

Councillor Flynn left the meeting at 4:23 p.m. and returned at 4:24 p.m.

Mayor Harrison left the meeting at 4:28 p.m.

Deputy Mayor Flynn assumed the Chair.

Mayor Harrison returned at 4:30 p.m. and reassumed the Chair.

0501-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council receive the Salmon Arm Housing Needs Report dated April 2020 and the Salmon Arm Community Housing Strategy dated August 2020 for information.

CARRIED UNANIMOUSLY

14. PRESENTATIONS – continued

2. Trish Dehnel, Community Energy Association – Community Energy Plan

Trish Dehnel, Community Energy Association presented the Community Energy Plan and was available to answer questions from Council.

0502-2020

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: Council receive the Community Energy and Emissions Plan dated November 2020.

CARRIED UNANIMOUSLY

3. Anne Morris - ICAN Cities Appeal

Anne Morris, Chair, Salmon Arm Ecumenical KAIROS Committee, presented on the ICAN Cities Appeal and was available to answer questions from Council.

0503-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the City of Salmon Arm join the ICAN Cities Appeal.

DEFEATED

Councillors Cannon, Flynn and Lavery Opposed

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

Council held a Question and Answer session with the members of the public present.

The Meeting recessed at 5:27 p.m.

The Meeting reconvened at 7:02 p.m.

**PRESENT:**

Mayor A. Harrison  
Councillor D. Cannon  
Councillor K. Flynn  
Councillor S. Lindgren (participated remotely)  
Councillor T. Lavery (participated remotely)  
Councillor L. Wallace Richmond (participated remotely)

**PRESENT:**

Chief Administrative Officer C. Bannister  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Corporate Services E. Jackson  
Director of Development Services K. Pearson  
Chief Financial Officer C. Van de Cappelle  
Recorder C. Simmons

**ABSENT:**

Councillor C. Eliason

**21. DISCLOSURE OF INTEREST****4. REVIEW OF AGENDA - continued**

Addition under item 23.1 S. Heggenstaller – letter received October 10, 2020 – VP-520, retaining wall

**22. PUBLIC INPUT - 2021 BUDGET****1. Salmon Arm Curling Club - Bob Genoway, Doug Murray and Donna Shultz - Request for Operating and Capital Funding**

Bob Genoway, Doug Murray and Donna Shultz provided an overview of the request for operating funding for three years and future capital funding for the replacement of the roof. They were available to answer questions from Council.

**2. W. H. Laird, Tech-Crete Processors Ltd. - Consideration of Sanitary Sewer Service to 13<sup>th</sup> Avenue SW Industrial Area**

Received for information.

Mayor Harrison called for further submissions on the 2021 Budget.

**23. HEARINGS**

1. Development Variance Permit Application No. VP-520 [Clark, I. & L./Green Emerald Estates/Arsenault, G.; 3181 Okanagan Avenue NE; Fences and Retaining Walls height]

0504-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-520 be authorized for issuance for Lot 3, Section 18, Township 20, Range 9, W6M, KDYD, Plan EPP78527, which will vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 ft) to 4.5 m (14.8 ft);

AND THAT: Issuance of Development Variance Permit No. VP-520 be withheld subject to an amendment, at cost of the applicant, to the Statutory Right of Way registered under CA6583185 to document the area of encroachment of the retaining wall over Statutory Right of Way Plan EPP78528; and should the City require access to the City sewer manhole, any removal or replacement costs for the wall, be the responsibility of the property owner.

The Director of Development Services explained the proposed Development Variance Permit Application.

Submissions were called for at this time.

S. Heggenstaller – letter received October 10, 2020 – VP-520, retaining wall

I. Clark, the owner, was available to answer questions from Council.

G. Arsenault, Green Emerald Estates, the applicant, provided an overview of the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:44 p.m. and the motion was:

CARRIED UNANIMOUSLY

**24. STATUTORY PUBLIC HEARINGS****25. RECONSIDERATION OF BYLAWS****26. QUESTION AND ANSWER PERIOD**

Council held a Question and Answer session with the members of the public present.

27. ADJOURNMENT

0505-2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of November 9, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:49 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council      the day of                      , 2020.

Item 7.1

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of November 16, 2020, be received as information.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers and by electronic means by Ministerial Order M192, on Monday, November 16, 2020.

### **PRESENT:**

Mayor A. Harrison  
 Councillor T. Lavery (participated remotely)  
 Councillor L. Wallace Richmond (participated remotely)  
 Councillor D. Cannon (participated remotely)  
 Councillor S. Lindgren (participated remotely)  
 Councillor C. Eliason (participated remotely)  
 Councillor K. Flynn

Chief Administrative Officer C. Bannister  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Corporate Services E. Jackson  
 Director of Development Services K. Pearson  
 Chief Financial Officer C. Van de Cappelle  
 City Engineer J. Wilson  
 Recorder B. Puddifant

### **ABSENT:**

#### **1. CALL TO ORDER**

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

#### **2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Mayor Harrison 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. REVIEW OF THE AGENDA**

#### **4. DISCLOSURE OF INTEREST**

#### **5. REPORTS**

##### **1. Zoning Amendment No. ZON-1189 [South Central Electric Ltd. [1140 17 Avenue SE; R-1 to R-8]**

Moved: Councillor Cannon  
 Seconded: Councillor Lavery  
 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 rezoning Lot 29, Section 12, Township 20,

5. REPORTS - continued

1. Zoning Amendment No. ZON-1189 [South Central Electric Ltd. [1140 17 Avenue SE; R-1 to R-8] - continued

Range 10, W6M, KDYD, Plan EPP83069 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

Councillor Lindgren left the meeting at 8:06 a.m. and returned at 8:10 a.m.

2. Highway Closure Bylaw No. 4422 [City of Salmon Arm; Part of 17 Street SW]

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that the Bylaw entitled City of Salmon Arm Highway Closure Bylaw No. 4422 proceed to first, second and third readings;

AND THAT: final reading of the Bylaw be subject to compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter and Policy 3.16 (Notification).

CARRIED UNANIMOUSLY

6. PRESENTATIONS

1. J. Wilson, City Engineer - City of Salmon Arm Asset Management

Jennifer Wilson, City Engineer, outlined the City of Salmon Arm Asset Management Program and was available to answer questions from the Committee. Chelsea Van de Cappelle, Chief Financial Officer was also available to answer questions from the Committee.

7. FOR INFORMATION

8. CORRESPONDENCE

9. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of November 16, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:55 a.m.

---

Mayor Alan Harrison  
Chair

Minutes received as information by Council  
at their Regular Meeting of , 2020.

Item 7.2

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of November 16, 2020, be received as information.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

## CITY OF SALMON ARM

Minutes of the Meeting of the **Active Transportation Task Force** held by electronic means on Monday, **November 16, 2020** at 10:00 a.m.

### PRESENT:

Mayor Alan Harrison	City of Salmon Arm, Chair
Councillor Tim Lavery	City of Salmon Arm, Chair
Phil McIntyre-Paul	Shuswap Trail Alliance
Craig Newnes	Downtown Salmon Arm
Marianne VanBuskirk	School District No. 83
David Major	Shuswap Cycling Club
Joe Johnson	Greenways Liaison Committee
Kristy Smith	Social Impact Advisory Committee
Lana Fitt	Salmon Arm Economic Development Society
Blake Lawson	Citizen at Large
Steve Fabro	Citizen at Large
Kathy Atkin	Citizen at Large
Camilla Papadimitropoulos	Citizen at Large
Gary Gagnon	Citizen at Large
Chris Larson	City of Salmon Arm, Planner
Jenn Wilson	City of Salmon Arm, City Engineer
Barb Puddifant	City of Salmon Arm, Recorder

### ABSENT:

Anita Ely	Interior Health
Gina Johnny	Councillor, Adams Lake Indian Band
Louis Thomas	Councillor, Neskonlith Indian Band

### GUESTS:

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

#### 1. Call to Order, Introductions and Welcome

#### 2. Acknowledgement of Traditional Territory

Mayor Harrison 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

Item 7.a – Ministry of Transportation presentation – questions

The Agenda with above addition for the November 16, 2020 Active Transportation Task Force Meeting was approved by general consensus of the Task Force members.

**4. Approval of minutes from October 19, 2020**

The minutes of the Active Transportation Committee Meeting of November 2, 2020 were approved by general consensus of the Task Force Members.

**5. Presentations****6. Old Business / Arising from Minutes****a) ATTF sub group – new ideas and objectives**

Blake Lawson spoke regarding the organization of ideas and objectives presented by Task Force members. Ideas will be grouped into sub-categories such as Health Benefits, Implementation Plan, Engagement Process, Safety Considerations, future Technology, cost and funding opportunities, gaging the success of active transportation planning and general ideas for City policies.

David Major and Phil McIntyre-Paul volunteered to assist with compiling the ideas and objectives into an outline of a summary to present to Council.

The timeline for a presentation to Council was discussed. A brief summary will be available for review and discussion by the Task Force at the January 4, 2021 meeting. The objective will be to present to Council at the Regular Council Meeting on January 11, 2021.

Mayor Harrison outlined the process of achieving short, medium and long terms goals through City Council.

**7. New Business**

- a) Councillor Lavery spoke regarding the Ministry of Transportation presentation scheduled for the December 7, 2020 ATTF meeting. Councillor Lavery requested that Task Force members submit questions that members would like addressed by the Ministry via the Trello platform.

**8. Other Business &/or Roundtable Updates, Ideas and Questions****9. Next Meeting – December 7, 2020 – 10:00 a.m. to 11:30 a.m.**



**10. Adjournment**

The Active Transportation Task Force Meeting of November 16, 2020 be adjourned by general consensus of the Task Force Members.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:01 a.m.

---

Mayor Alan Harrison, Co-Chair

---

Councillor Tim Lavery, Co-Chair

Received for information by Council the                      day of                      , 2020.

## Item 9.1

**CITY OF SALMON ARM**Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Salmon Arm RCMP Detachment Cell Block Upgrade project in the amount of \$45,0000.00. This amount be transferred from the RCMP Prison Cell Retro Fit Reserve, current balance estimated at \$34,000.00 and the remainder funded from the RCMP Storage Building Construction Reserve, current balance estimated at \$84,000.00;

AND THAT: Council approve the award of the Salmon Arm RCMP Detachment Cell Block Upgrade project to 478868 BC Ltd dba McDiarmid Construction, in accordance with their tender price , in the amount of \$176,888.00 plus GST.

**Vote Record**

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



File: ENG 2020-80

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: November 13, 2020

SUBJECT: **RCMP CELL BLOCK UPGRADE – TENDER AWARD**

---

**STAFF RECOMMENDATION**

**THAT:** The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Salmon Arm RCMP Detachment Cell Block Upgrade project in the amount of \$45,000. This amount be transferred from the RCMP Prison Cell Retro Fit Reserve, current balance estimated at \$34,000.00 and the remainder funded from the RCMP Storage Building Construction Reserve, current balance estimated at \$84,000.00.

**AND THAT:** Council approve the award of the Salmon Arm RCMP Detachment Cell Block Upgrade project to 478868BC Ltd dba McDiarmid Construction., in accordance with their tender price, in the amount of \$176,888.00 plus GST;

---

**BACKGROUND**

The RCMP had previously conducted a study into design standards of cells, specifically a review of safeguards for handling, monitoring, and housing detainees to improve prisoner safety, providing optimum view of entire cell and removing blind spots and providing safe environments for members and guards.

In 2007 and once again in 2016 a review of Salmon Arm detachment cells were completed and requirements were put forth that must be incorporated within a cell block upgrade to be in compliance with RCMP Departmental Security. In 2017, Bernd Hermanski Architect Inc. was hired to provide architectural design services for the cell retrofit.


Tender and drawings were prepared to issue March of 2020, however due to COVID it was put on hold. On October 16, 2020, the City invited four (4) pre-qualified contractors. A mandatory site meeting was held on October 28, 2020 and on November 12, 2020 at 2:00pm, we received two (2) tender submissions as follows:

Company	Bid Price excluding GST
<b>478868 BC Ltd d/a McDiarmid Construction</b>	<b>\$ 176,888.00</b>
Lutz Consulting & Contracting	\$ 264,057.77
Capstone Renovations	Did Not Submit
Tamitik Builders	Did Not Submit

The approved budget for this project was \$142,000.00, this amount was based on an estimate done in 2018. Staff are recommending award of the RCMP Cell Block Upgrade to McDiarmid Construction, of Salmon Arm for a total quoted price of \$176,888.00, plus GST. In addition, the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding in the amount of \$45,000.00. This amount be transferred from the RCMP Prison Cell Retro Fit Reserve, current balance estimated at \$34,000.00 and the remainder funded from the RCMP Storage Building Construction Reserve, current balance estimated at \$84,000.00.

McDiarmid Construction is a local contractor who have successfully completed many city projects.

Respectfully submitted,

  
Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

THIS PAGE INTENTIONALLY LEFT BLANK

Item 9.2

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council award a two (2) year contract extension to Duka Environmental Services Ltd. for the 2021 & 2022 Mosquito Control and Surveillance Program as per the extension clause in the Request for Quotation at a rate of \$14,100.00 per year.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond





File: 5280-WNV 2021

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: November 09, 2020

SUBJECT: MOSQUITO CONTROL & SURVEILLANCE PROGRAM – CONTRACT  
EXTENSION

---

### **STAFF RECOMMENDATION**

**THAT: Council award a two (2) year contract extension to Duka Environmental Services Ltd. for the 2021 & 2022 Mosquito Control & Surveillance Program as per the extension clause in the Request for Quotation. Duka Environmental Services Ltd. have offered to hold their original pricing.**

---

### **BACKGROUND**

Since 2005, the City has conducted a West Nile Virus Vector Mosquito Abatement Program. The primary focus of this program is public education, mosquito habitat mapping, species identification, vector larval control, and adult mosquito surveillance. As part of the abatement of mosquitoes, larvaciding is performed where larvae are present in standing water, ponds and low lying areas and storm water catch basins.

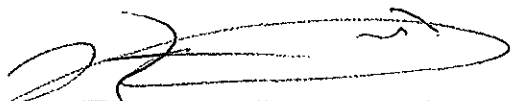
The goal of the annual mosquito control & surveillance program is to reduce the potential for widespread adult mosquito annoyance, and the possibility of mosquito-borne disease, for the benefit of residents, workers, and area visitors. This is achieved by the suppression of larval mosquito populations using an integrated pest management (IPM) approach for their surveillance, prevention, and control. This approach focuses on the timely detection and treatment of larval mosquito populations using biological methodologies and products. Where possible, and appropriate, physical, or cultural processes are recommended that reduce larval habitat and which will enhance, or conserve, natural mosquito predators. Where required, larval mosquito populations were controlled using the bio-rational larvicide products VectoBac 200G (*Bacillus thuringiensis* var. *israelensis*, PCP #18158) and VectoLex CG or WSP (*Bacillus sphaericus*, PCP # 28008, 28009).

Fifteen species of larval mosquitos were collected during the 2020 sampling: eleven *Aedes*, three *Culex* and one *Culiseta*. All of these mosquitos are capable, under the right conditions, of developing multiple generations during the season and causing reportable, and occasionally extreme annoyance, especially *Aedes*, which are noted as aggressive biters of man and animals. *Culex* and *Culiseta* mosquitos are also noted pests of man and animals and several species are highly competent vectors of disease such as West Nile virus (WNV). A total of 6 species, accounting for 56% of all larvae collected this season at Salmon Arm are competent vectors of WNV. Control of locally occurring *Aedes*, *Culex* and *Culiseta* populations not only prevents widespread adult mosquito nuisance for the benefit of residents, workers, businesses, and visitors, but also contributes to the protection of public health.

### **STAFF COMMENTS**

Duka Environmental Services Ltd. has provided services for this program the past three (3) years. Their cooperation and communication have made this program quite successful. We recommend securing the extension of this contract for two (2) additional years, expiring December 31, 2022, as per the extension clause in the original Request for Quotation at their quotes rate of \$14,100.00 per year.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works



THIS PAGE INTENTIONALLY LEFT BLANK

Item 9.3

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council award the Social Supports Inventory and Assessment Plan contract to SPARC BC for the quoted price of \$24,800.00.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond




---

TO: His Worship Mayor Harrison and Members of Council

DATE: November 17, 2020

SUBJECT: Poverty Reduction Planning & Action Planning Grant  
Social Supports Inventory and Assessment RFP Award

---

**MOTION FOR CONSIDERATION:**

THAT: Council award the Social Supports Inventory and Assessment Plan contract to SPARC BC for the quoted price of \$ 24,800.00.

**BACKGROUND:**

In July 2020, the City of Salmon Arm was notified that the application for funding in the amount of \$25,000.00 under the UBCM administered 2020 Poverty Reduction Planning & Action program was successful. The RFP, which closed on October 30, 2020, was advertised on BC Bid, the City's website and in the Salmon Arm Observer.

Six (6) proposals were received and evaluated by staff. All proposals met the minimum requirements identified in the mandatory criteria sections and were further ranked based on the following:

Criterion	Weight
A. METHODOLOGY	40
Descriptive narrative Explanation of how contract will be managed in accordance with key requirements	
B. PROPONENT PROFILE	40
Qualifications and experience References	
C. PRICE PROPOSAL	20
D. GRAND TOTAL = (A + B + C)	100

The price proposal for each of the proponents is identified below:

Proponent	Price (excluding GST)
Objective Research / Moorhouse & Associates	\$24,000.00
Veris Inc.	\$22,400.00
Think Ahead Business Solutions	\$21,000.00
Effect Change Management	\$22,495.00
Neuquinn Consulting	\$22,500.00
SPARC BC	\$24,800.00 (including honoraria of \$1,000)


Following a thorough evaluation, staff agreed that the proposal that best demonstrates an understanding of the requirements set out in the RFP document, including relevant experience is the Social Planning and Research Council of B.C. (SPARC BC). SPARC BC is an independent, non-partisan, registered charity that is located in Burnaby, BC.

Staff had the following comments regarding SPARC BC proposal:

- SPARC BC is presently working on a similar project for the City of Richmond;
- The team is well rounded and highly suitable for the project;
- Proposed timeline is suitable;
- The proposal was clear and easy to read; and
- Honoraria for persons with lived/living experience has been included in the fee.

It is recommended that Council award the Poverty Reduction Planning & Action contract to SPARC BC for the quoted price of \$ 24,800.00.

Respectfully submitted,



Erin Jackson  
Director of Corporate Services

cc. C. Van de Cappelle, Chief Financial Officer

THIS PAGE INTENTIONALLY LEFT BLANK

Item 9.4

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the following bids/offers be accepted for the sale of surplus equipment on a "where is, as is" basis:

<i>Equipment</i>	<i>Buyer</i>	<i>Bid Amount (plus GST and PST)</i>
2008 Jeep Compass S/N 1J8FF47W48D510424	Debbie McGregor of behalf of Jenna Elidoros	\$3,051.00
2014 Dodge Truck Box	583021 BC Ltd. dba Westside Used Auto parts	\$625.00

**Vote Record**

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

# CITY OF SALMON ARM

---

Date: November 17, 2020  
 To: Mayor Harrison and Members of Council  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: Disposal of Surplus Equipment

---

Motion for Consideration:

THAT: The following bids/offers be accepted for the sale of surplus equipment on a “where is, as is” basis:

<u>Equipment</u>	<u>Buyer</u>	<u>Bid Amount</u> <i>(plus GST and PST)</i>
2008 Jeep Compass S/N 1J8FF47W48D510424	Debbie McGregor on behalf of Jenna Elidoros	\$3,051.00
2014 Dodge Truck Box	583021 BC Ltd dba Westside Used Auto Parts	\$625.00

Background:

The following equipment is no longer required by the City Public Works Department and as a result has been advertised for sale through a sealed bid process with a minimum upset price:

- 2008 Jeep Compass S/N 1J8FF47W48D510424 \$ 2,000.00
- 2014 Dodge Truck Box \$ 300.00

2008 Jeep Compass

Two (2) bids were received on the 2008 Jeep Compass as follows:

- Debbie McGregor - \$3,051.00; and
- Kirk Graham - \$2,008.00.

It is recommended that Debbie McGregor’s offer of \$3,051.00 (plus taxes) be accepted.

2014 Dodge Truck Box

One (1) bid was received on the 2014 Dodge Truck Box as follows:

- Westside Used Auto Parts - \$625.00.

It is recommended that Westside Used Auto Parts offer of \$625.00 (plus taxes) be accepted.

  
 Chelsea Van de Cappelle, CPA

Item 9.5

## CITY OF SALMON ARM

Date: November 23, 2020

Chief Financial Officer – COVID-19 Safe Restart Grant – For Information

### **Vote Record**

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond






---

Date: November 16, 2020  
 To: Mayor Harrison and Members of Council  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: COVID-19 Safe Restart Grant

---

### FOR INFORMATION

Further to the letter from the Deputy Minister of the Ministry of Municipal Affairs and Housing received by Council at the Regular Council meeting of November 9, 2020 in regards to the City's receipt of a COVID-19 Safe Restart Grant (Appendix A), please find below further information on the grant and process.

The City was fortunate to receive \$3,598,000 in grant funding. As outlined in the letter, the funding is to assist local governments with increased operating costs and reduced revenues as a result of COVID-19. The letter outlines several eligible cost categories that the City may have as related to the pandemic. As confirmed with the Ministry of Municipal Affairs, eligible costs were left quite broad to provide latitude for local governments to address priorities that are being experienced locally. Further, the funding is applicable retroactively (costs or lost revenues experienced in 2020) as well as for ongoing and future costs. As such, there is no deadline to expend the funds.

As Council is aware, several strategies were actioned to minimize costs and lessen the impact of reduced revenues including a transfer from the 'Emergency' reserve of \$470,460 to reduce the 2020 tax rate increase for all classes to nil (Appendix B). At this time it is difficult to quantify the end result that the pandemic has had on the City's financial position and whether additional funding from the grant would be required.

Staff will have a better understanding of funding shortfalls and potential uses of the grant during the year-end process and final budget amendment for 2020 that would be brought forward in the Spring of 2021. However, at this time Staff can report the following:

*Please note these figures are not final (Year-end adjustments and reconciliations have not been completed) and represent only a moment in time. The amounts have not been finalized and are being provided as general information for Council.*

- Transfer from Emergency Reserve - \$470,460;
- COVID Leave – wages for staff when off for COVID testing etc. – approx. \$91,000;
- COVID Emergency Grants for Non-Profits – approx. \$8,000 of \$20,000 allotted;
- Metered Utility Penalties Waived – approx. \$4,500;

- Reduced Lessee Revenues:
  - Sea Dog Rentals – approx. \$20,000;
  - Rosa's Taco Stand – approx. \$470; and
  - Airport – North Okanagan Vertical Adventures – approx. \$3,800
- Reduced revenues as follows:
  - Parking Fees – approx. \$51,000 vs. budget \$89,000 (\$38,000 deficit);
  - Burning Permits – approx. \$4,000 vs. budget \$12,000 (\$8,000 deficit);
  - Traffic Fines – approx. \$500 vs. budget \$15,000 (\$14,500 deficit); and
  - Transit Revenues – approx. \$90,000 vs. budget \$162,000 (\$72,000 deficit);
- Shaw Centre – Operating Deficits – approx. \$477,000 vs. budget \$675,000;
- Community Centre – Operating Deficits approx. \$462,000 vs. budget \$679,000. Both the Shaw Centre and Community Centre are managed by the Shuswap Recreation Society and the City funds the net operating deficits. For a detailed explanation of reduced revenues and increased costs associated with the facilities related to COVID-19, it is recommended that they be brought forward by the Society.
- As a result of the hiring freeze and part/relief staff layoff, it is anticipated that the operating and maintenance accounts will see a reduction in costs as a result of reduced staff available to complete the work;
- Many conferences and training workshops throughout the budget were cancelled or virtual in 2020, as a result it is anticipated to see savings in these areas. An estimation is not available.
- Roots and Blues, Salmon Arm Children's Festival and Canada Day Celebrations did not occur, resulting in savings of approximately \$78,000.

As a result of the numerous accounts impacted and the uncertainty surrounding funding shortfalls, it is recommended that at least \$1 million of the grant funding remain in place until the completion of the 2020 year-end.

In regards to future expenditures (i.e. those impacting the 2021 Budget), it is recommended that they be discussed at the 2021 budget deliberations, similar to the format Council has taken with Community Works Grant funding. It is expected that staff will have some recommendations and it would likely prove the best use of discussion to review both Councils suggestions alongside those of staff.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA





November 2, 2020

Ref: 257671

Carl Bannister  
Chief Administrative Officer  
City of Salmon Arm  
Box 40  
Salmon Arm BC V1E 4N2

Dear Carl Bannister:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Salmon Arm** is the recipient of a **\$3,598,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2

Carl Bannister  
Page 2

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an "adjusted per-capita" amount. The flat amount is \$169,000, and the "adjusted per-capita" amount is \$308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of **19,299** to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: [Jennifer.Richardson@gov.bc.ca](mailto:Jennifer.Richardson@gov.bc.ca), or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna  
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch  
Tracy Tulak, Chief Financial Officer, City of Salmon Arm

Attachment: Example Calculation for a Municipality with 43,000 PeopleCity of Rockridge

Population	43,000
Adjusted Per Capita Funding	\$308.34 per adjusted population
Flat Funding Amount	\$169,000

Funding model

A      B						
Population Range		C=B-A	D	E = C (up tp 43,000)	F = E x D	F
From	to	Range	Adjustmen t Ratio	Rockridge Pop	Adjusted Pop Calc	Adjusted Pop
-	2,000	2,000	1	2,000	= 2,000 x 1	2,000
2,001	5,000	3,000	0.8	3,000	= 3,000 x 0.8	2,400
5,001	10,000	5,000	0.6	5,000	= 5,000 x 0.6	3,000
10,001	20,000	10,000	0.4	10,000	= 10,000 x 0.4	4,000
20,001	40,000	20,000	0.2	20,000	= 20,000 x 0.2	4,000
40,001	150,000	110,000	0.1	3,000	= 3,000 x 0.1	300
150,001	900,000	750,000	0.05	-	= 0 x 0.05	-
Sum				43,000		15,700 G=ΣF
					Per capita funding	\$308.34 H
					Funding per Adjusted Pop	4,840,938 I=GxH
					Flat Funding Amount	169,000 J
					Total Funding Amount	5,009,938 K=I+J

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).

<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>



# CITY OF SALMON ARM

To: Mayor Harrison and Members of Council  
 Date: May 7, 2020  
 Subject: 2020 Budget Analysis – COVID-19

## FOR DISCUSSION

Further to Council's request, please find summarized below information relative to Revenues and Expenses for 2020 in relation to the current COVID-19 pandemic.

Any surplus funds recognized as a result of projects postponed or cancelled will be set aside or 'parked' and will not be reallocated to any other projects. These surplus funds may be used to support the City's cash reserves, in anticipation of late collections of current year property taxes. All of the expenses listed below have been included in the 2020 budget and the actions contemplated in this memo will have no impact on the taxes payable or collected for the current year.

### Steps Already Taken

The following steps have all been recommended by staff and approved by Council:

- Hiring freeze – Savings approximately \$238,000;
- Part Time & Relief Staff Layoff – Savings approximately \$33,000 per month;
- 0% Property Tax Increase across all classes – Funded from 'Emergency' Reserve Account \$470,460; and
- Metered Utility Penalty Waived for first two bills of 2020 – Loss of revenue approximately \$4,500.

### Possible Future Steps

#### Expenses

The following expenses have been reviewed as potential items that may be 'parked' or removed, should there be a significant decrease in revenue collection that impacts the 2020 budget.

The following capital and major maintenance projects could be 'parked', resulting in funds still being available to complete the project(s) in the near future:

16 Avenue SE (1600 Blk) Replacement	\$ 30,000.00
Bump Out (5 Ave SE – 2 Ave SE)	40,000.00
10 St NE (8 Ave NE)	75,000.00
Okanagan Speed Calming	20,000.00
Asphaltic Overlays – Additional	200,000.00
Marine Park – Round-A-Bout Garden	25,000.00
Disk Golf Course	20,000.00
Beverage Recycling Canisters	5,000.00
Shuswap Middle School – Court Resurfacing	10,700.00
Natural Gas Services – Rap Attack Base	3,000.00
Ticket Spitter (Marine Park)	20,000.00
Total	\$ 448,700.00

The following events may/will not take place, arguably resulting in funding not being required:

Roots and Blues	\$ 52,900.00
Salmon Arm Children's Festival – Canada Day	8,200.00
Canada Day Celebrations	17,000.00
Total	\$ 78,100.00

Please be advised that both the Roots and Blues Festival and the Salmon Arm Children's Canada Day Festival have been cancelled by the organizer. The Canada Day Celebrations are organized by the City and moving forward with the event is yet to be determined

The following transfers to reserves could be removed/deferred or reallocated back to the 'Emergency' Reserve Account:

Civic Building – Carpet Replace/Re-Painting	\$ 30,000.00
Senior Centre – Drop In – Structural Eng.	15,000.00
Active Transportation	20,000.00
Food & Urban Agricultural Plan	5,000.00
20 Ave/20 St Intersection Realignment	59,630.00
Gateway Signage	10,000.00
Shuswap Memorial Cemetery – Development	10,000.00
Parks Preplan	25,000.00
McGuire Park – Japanese Garden	5,000.00
Blackburn Park – Upgrade Ball Diamonds	50,000.00
Total	\$ 229,630.00

The total amount of expenses listed above amount to \$756,430.00, not including the steps already taken to reduce expenses.

#### Contracts

The following operating and maintenance contracts could be reviewed, removed, or deferred; however, there are contractual obligations to consider.

	Budget	Paid to Date	Remaining
Shuswap Trail Alliance	\$ 44,000.00	\$ 11,000.00	\$ 33,000.00
Economic Development Society	340,000.00	170,000.00	170,000.00
Chamber of Commerce – Tourism	137,140.00	68,570.00	68,570.00
Senior Resource Centre	22,550.00	11,266.50	11,283.50
Haney Heritage Park	115,000.00	57,500.00	57,500.00
Salmon Arm Art Gallery	42,500.00	0.00	42,500.00
Total	\$ 701,190.00	\$ 318,336.50	\$ 382,853.50

#### Revenue

The City may see a decrease in revenue for items such as parking fees, burning permits, dog licenses, traffic fines, rental/lease fees, etc. A 15% decrease in these revenues would amount to approximately \$63,500.00.

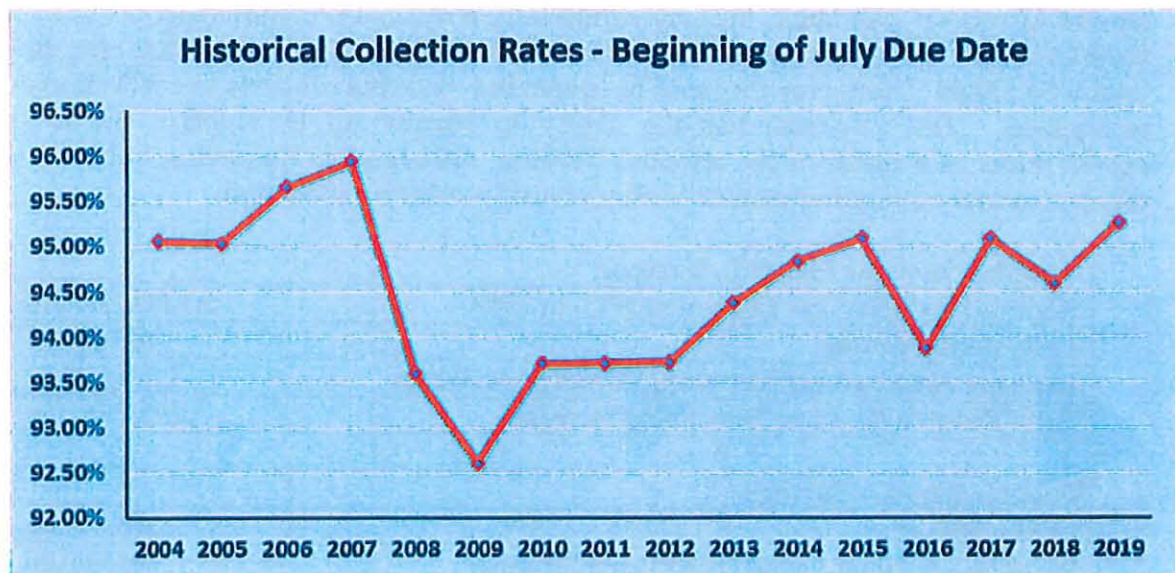


### Property Tax Collections

The historical average of Property Taxes Collected is 94.5%, based on the last sixteen (16) years. Based on the 2020 Municipal Property Taxation Levy (\$18,614,220.00), the following shows the possible impact to revenues, if property tax collections were delayed:

Additional 10% Uncollected Due to COVID-19	\$ 1,861,422.00
Additional 20% Uncollected Due to COVID-19	\$ 3,722,844.00

### Based on Beginning of July Due Date



### Outcomes from Hiring Freeze

There will be many cost savings as a result of the City implementing a hiring freeze for 2020. Staff are focused on essential operating and maintenance required for our parks, roads, and water and sewer functions. There will be less mowing and weed whacking in the parks, resulting in savings in our regular operating and maintenance budgets. A minimum approach was taken when planting flower beds and planters in the City, to reduce the staffing hours required to pull weeds and water planters that are not irrigated. Utilities will maintain their focus on essential repairs and maintenance and emergencies as they arise. Some capital projects or other projects that may not be essential (weed control, ditch maintenance, brushing, etc.) would see a decrease as a result of reduced staffing.



### Cash Flow

The Province has provided grace to municipalities by extending the School Tax remittance date to December 31, 2020. In 2019, the two (2) School Tax Payments due in July totaled \$2,914,972.41. Deferring these payments will allow the City to use the tax revenue collected to pay other government agencies on July 31, in the amount of \$2,819,175.00.

The Province has also allowed municipalities to borrow from reserve funds to address revenue shortfalls. Any money borrowed must be repaid within five years of borrowing. Over the past many years, the City (staff and elected officials) have worked extremely hard to develop reserve accounts to help fund future projects as recommended by staff and council. The City has a healthy balance in reserve accounts that can help to float the City through these extreme times, should property tax collections be lower than normally expected. Once the property taxes have been collected, these accounts would be replenished.

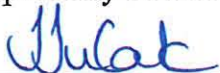
A Revenue Anticipation Borrowing Bylaw has also been adopted by Council, that allows the City to borrow up to \$1,000,000.00 to cover expenditures up to the property tax due date. Staff do not envision that this will be necessary. However, temporary borrowing from the City's Reserve Account may be required.

### Summary

In summary, if the Property Tax Collections were reduced by an additional 10% due to the current COVID-19 pandemic, the City would have a reduction in municipal tax revenue of \$1,861,422.00. The expenses detailed above that could be 'parked' for the current year total \$756,430.00. These projects could be 'unparked' once the property tax collections were recognized. The City also has the ability to borrow up to \$1,000,000.00 to cover expenditures as a result of the adopted Revenue Anticipation Borrowing Bylaw. This report assumes no requirement for further phased workforce reduction.

Possible Revenue Shortfall/Increase:	
Reduced Property Tax Collection (95% to 85%)	\$(1,860,000.00)
Fees/Rent/Permits	(63,500.00)
Revenue Anticipation Borrowing/Reserve Accounts	1,000,000.00
Total Possible Revenue (Shortfall)/Increase	(923,500.00)
Possible Expense Savings:	
Hiring Freeze	238,000.00
Part Time & Relief Layoff (based on 3 Months)	99,000.00
'Parked' Projects	756,430.00
Total Possible Expenses Savings	1,093,430.00
Surplus / (Deficit)	\$ 169,930.00

Respectfully Submitted,



Tracy Tulak, CPA, CMA  
 Acting Chief Financial Officer

Item 9.6

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council approve Mearl's Machine Works Ltd. of Kelowna, BC to complete the repairs to the original Pieralisi centrifuge at a cost of approximately \$20,000.00 - \$25,000.00;

AND THAT: the City's Purchasing Policy No. 7.13 be waived to authorize sole sourcing of same to Mearl's Machine Works Ltd.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

**CITY OF  
SALMON ARM**

File: 2020-xx

---

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Gerry Rasmuson, Utilities Manager  
DATE: November 18, 2020  
SUBJECT: Water Pollution Control Center Centrifuge Rebuild

---

**STAFF RECOMMENDATION**

**THAT:** Council approve the repairs to the original Peralisi centrifuge be completed by Mearl's Machine Works Ltd of Kelowna, at approximately \$20,000 - \$25,000;

**AND THAT:** The City's Purchasing Policy No. 7.13 be waived to authorize sole sourcing of same to Mearl's Machine Works Ltd.

---

**BACKGROUND**

The City of Salmon Arm's Water Pollution Control Center utilizes Peralisi centrifuges to dewater highly treated bio solids produced from the treatment process of the wastewater. This dewatering process is necessary to increase the handling ability of the valuable bio solids as well as reduce transportation costs. The original Peralisi Centrifuge was installed in 1997 and rebuilt in 2003 and then again in 2013. An additional redundant Peralisi centrifuge was purchased and installed in 2004 and then rebuilt in 2008 and again in 2018. The separation principle utilizes centrifugal force generated by rotating a stainless steel bowl and scroll at 3,500 revolutions per minute to separate the solids from the liquid.

Staff performs all routine daily maintenance on the centrifuges however since the bowl and scroll weigh 420 kg any major maintenance must be performed by a qualified and trained contractor. All consumable parts must be purchased directly from Peralisi's sole Distribution Representative. Fortunately, the recommended contractor who can perform this specialized work is based in Kelowna and have completed the work on the previous rebuilds for the City. It is for this reason staff recommend Mearl's Machine Works Ltd. of Kelowna be selected to complete the required rebuild. Their current estimate is \$21,000 however, certain parts requiring replacement may not be identified until the machine has been totally disassembled.

Respectfully submitted,



---

Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

Item 9.7

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute the Cemetery Operation and Maintenance Contract with MADA Contracting for the period of January 1, 2021 to December 31, 2025 for the amount of \$585,250.00.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



---

TO: His Worship Mayor Harrison and Members of Council  
DATE: November 17, 2020  
SUBJECT: Mt. Ida & Shuswap Memorial Cemetery Operations and Maintenance Contract

---

**MOTION FOR CONSIDERATION:**

THAT: the Mayor and Corporate Officer be authorized to execute the Cemetery Operation and Maintenance Contract with MADA Contracting for the period of January 1, 2021 to December 31, 2025 for the amount of \$585,250.00.

Background:

The City issued a Request for Proposals (RFP) seeking submissions from qualified contractors to provide for the operation and maintenance of the Mt. Ida Cemetery and the Shuswap Memorial Cemetery. Three (3) submissions were received by the closing date of Friday, November 6, 2020.

Under the terms of the Contract, the successful proponent will be required to complete the following:

- Ensure that the Cemeteries are open and available to the public during regular operating hours and that there is a qualified Caretaker available, if required, to answer public inquiries and assist with locating plots and niches;
- Conduct interments, including burial of human and cremated remains and placement of cremated remains into niches, ossuary or scattering garden in an appropriate manner and in accordance with applicable bylaws, laws and regulations;
- Provide plaque and memorial installations and maintenance programs;
- Clean and level headstones;
- Remove snow from all public areas except the main access road which is the responsibility of the City and for interments, as required;
- Maintain Cemetery buildings and storage areas on the grounds;
- Overall landscaping of the properties including cutting and maintenance of turf grass;
- Control litter; and
- Control pests.

In addition, the Contractor must provide all licenses, permits, tools, equipment, labour, uniforms and materials necessary to complete the works and services described above.

MADA Contracting has had the contract since 2015 and the 2020 rate was \$110,000.00 plus additional fees (Option B). There were 40 burial interments and 60 cremation interments included in the base rate for Option B. The fee for each interment over the included number was \$200.00 per burial interment and \$75.00 per cremated interment. There is also a \$50.00 charge for interments that are conducted on statutory holidays or weekends.

As of October 31, 2020, the City had not exceeded the included numbers of burial interments or cremation interments under the contract for this calendar year, however, there have been 18 statutory holiday / weekend interments at a total cost of \$900 over the contract price.

The following proposals were received at City Hall by the closing date and time and all were conforming:

#### Option A\*

Proponent	2021	2022	2023	2024	2025	Total:
JWAY Contracting Ltd.	\$ 871,412.00	\$ 890,427.00	\$ 904,227.00	\$ 928,499.00	\$942,299.00	\$ 4,536,864.00
Lorwal Golf & Turf Solutions Inc.	\$ 114,000.00	\$ 117,500.00	\$ 120,000.00	\$ 125,000.00	\$125,000.00	\$ 601,500.00
MADA Contracting	\$ 113,650.00	\$ 115,325.00	\$ 117,025.00	\$ 118,750.00	\$120,500.00	\$ 585,250.00

\* This option is all-inclusive. There are no maximum interments or additional fees for statutory holidays or weekends.

#### Option B\*\*

Proponent	2021	2022	2023	2024	2025	Total:
JWAY Contracting Ltd.	\$871,412.00	\$890,427.00	\$904,227.00	\$928,499.00	\$942,299.00	\$ 4,536,864.00
Lorwal Golf & Turf Solutions Inc.	\$105,000.00	\$107,000.00	\$110,000.00	\$112,500.00	\$112,500.00	\$ 547,000.00
MADA Contracting	\$ 111,650.00	\$ 113,325.00	\$ 115,025.00	\$ 116,750.00	\$118,500.00	\$ 575,250.00

\*\* This option is not all-inclusive.

For Option B, Lorwal Golf & Turf Solutions has included 20 burial interments and 60 cremated remains interments per year for the duration of the five (5) years. Interments over those numbers will be charged at \$500 per burial interment in 2021, 2022 and 2023 with an increase to \$600 in 2024 and 2025 and \$200 per cremation interment. The fee for interments on weekends and statutory holidays is \$150.00.



MADA Contracting (MADA) has specified that there are 40 burial interments and 70 cremation interments included in the base rate for Option B in 2021, with an increase to 75 cremation interments for 2022, 2023, 2024 and 2025. The fee for each interment over the included number is \$200.00 per burial interment and \$65.00 per cremated interment in 2020, 2021 and 2022 with an increase to \$75.00 in 2024 and 2025. There is also a \$65.00 charge for interments that are conducted on statutory holidays or weekends for 2021, 2022 and 2023 with an increase to \$75 in 2024 and 2025.

Review of historic data indicates that under Option B, the cost of selecting Lorwal Golf and Turf Solutions could be upwards of \$10,000 per year extra for interments over the included number and statutory holiday/weekend interments. Due to the higher number of included interments and the lower charge for statutory holiday/weekend interments, the anticipated cost over the base rate for MADA would be less than \$2,000 per year.

Historical data regarding the number of interments:

	2015	2016	2017	2018	2019	2020 YTD
Burial Interments	20	22	22	24	19	20
Cremation Interments	50	44	57	46	48	40
Niche Interments	9	10	8	12	11	8
Scattering Gardens	n/a	n/a	n/a	n/a	1	-
Total	79	76	87	82	79	68

MADA has provided the lowest price for Option A (all inclusive) and Lorwal Golf & Turf Solutions has provided the lowest cost for Option B (not including fees for interments over the number indicated and on statutory holidays/weekends). If the City selects the Lorwal Golf & Turf Solutions Option B proposal, it could end up paying over \$10,000/year in extra fees which makes the actual cost much higher. This level of risk is not deemed acceptable to staff as it may result in the City incurring \$50,000.00 or more of additional costs above the contract price over the five (5) year agreement.

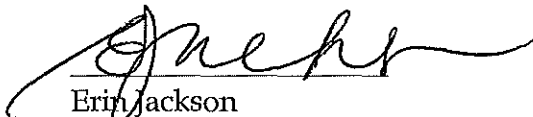
#### Recommendation:

It is recommended that Council award the contract for Cemetery Operation and Maintenance for the period of January 1, 2021 to December 31, 2025 to MADA Contracting in accordance with the RFP and in respect of the unit prices specified in Option A of the proposal received November 6, 2020, plus GST.

Due to the reality that many families have delayed interment as a result of the gathering restrictions that are in effect due to COVID-19 and the potential for increased deaths should Salmon Arm and surrounding areas see a surge in cases, it is prudent to mitigate the risk by selecting the fixed cost option.

MADA Contracting has been providing excellent service to the City for the past five (5) years and has extensive experience working in both the City of Armstrong /Township of Spallumcheen and City of Enderby cemeteries for many years. In addition, Mike Hodge, the designated contact and sole proprietor of MADA, has a background in the funeral home industry as a Crematorium Operator and Funeral Director Assistant, which provides him with the requisite skills to compassionately assist members of the public during their times of grief.

Respectfully Submitted,



Erin Jackson

Director of Corporate Services

cc. Chelsea Van de Cappelle, Chief Financial Officer  
Robert Niewenhuizen, Director of Engineering and Public Works



THIS PAGE INTENTIONALLY LEFT BLANK

Item 10.1

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424 be read a first, second and third time.

[Cemetery Rates]

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



---

Date: November 17, 2020  
To: Mayor Harrison and Members of Council  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Cemetery Rates

---

Recommendation:

THAT: Bylaw No. 4424 cited as the "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424" be given three readings.

Background:

In 2018 Lees & Associates and staff undertook a Cemetery Price Study to provide a benchmark for pricing of the City's current and future cemetery products and services. The study compared the City's current pricing with both regional municipalities (Penticton, Vernon, Nelson and Kamloops) and with the national average. At the time, the City's cemetery fees were priced below the regional average and in the majority of cases below the national average as well.

In 2019, Council approved a phased pricing approach to increase the existing fee structure in both 2019 and 2020 by 40% each year. This brought current offerings closer to the regional average, while addressing part of the risk of underpricing. There were also a number of new services being offered at the Shuswap Memorial Cemetery such as Family Vessels, Ossuary Interments, Memorial Wall Plaques, Scattering Garden Interments and Cremation Family Estate Lots. These services were increased in 2020 by 2.5% to address inflation.

For 2021, staff are proposing to increase Cemetery Rates by 1%. The 2019 BC CPI was 2.33%; however, inflation for 2020 from January to October averages 0.69%. Given the uncertainty in the economic environment as a result of COVID-19, staff are proposing a conservative increase of 1%. It is important that rates be reviewed annually and increased at least to address inflation to ensure that the City does not fall below the regional averages.

Attached (Appendix A) is a comparative of the proposed rate increases, associated required Care Fund contributions and impact users. The bylaw (Appendix B) proposes rates for both Mt. Ida and Shuswap Memorial Cemetery for 2021.

Respectfully Submitted,

A blue ink signature of Chelsea Van de Cappelle, which is a stylized, cursive script.

Chelsea Van de Cappelle, CPA

## Cemetery Rates

Proposed Rate Increase 40.00%  
 Estimated Inflationary Increase (BC CPI) 2.50%

Grave Space  
Ground Burial

	2020 Net Rate	2020 Care Fund	2020 Total Rate	2020 Care Fund %	2021 Net Rate	2021 Care Fund	2021 Total Rate	2021 Care Fund %	\$ Change
Adult Res	813.00	272.00	1,085.00	25.07%	821.00	275.00	1,096.00	25.09%	11.00
Adult Non-Res	1,074.00	358.00	1,432.00	25.00%	1,085.00	362.00	1,447.00	25.02%	15.00
Child/Infant Res	491.00	164.00	655.00	25.04%	496.00	166.00	662.00	25.08%	7.00
Child/Infant Non-Res	700.00	234.00	934.00	25.05%	707.00	236.00	943.00	25.03%	9.00
Cremation Res	335.00	112.00	447.00	25.06%	338.00	113.00	451.00	25.06%	4.00
Cremation Non-Res	452.00	151.00	603.00	25.04%	457.00	153.00	610.00	25.08%	7.00
Family Estate Res	1,230.00	410.00	1,640.00	25.00%	1,242.00	414.00	1,656.00	25.00%	16.00
Family Estate Non-Res	1,599.00	533.00	2,132.00	25.00%	1,615.00	538.00	2,153.00	24.99%	21.00

Cremation

Columbarium Niche Res	1,980.00	661.00	2,641.00	25.03%	2,000.00	668.00	2,668.00	25.04%	27.00
Columbarium Niche Non-Res	2,589.00	864.00	3,453.00	25.02%	2,615.00	873.00	3,488.00	25.03%	35.00
Family Vessel Res	4,997.00	1,666.00	6,663.00	25.00%	5,047.00	1,683.00	6,730.00	25.01%	67.00
Family Vessel Non-Res	6,495.00	2,166.00	8,661.00	25.01%	6,560.00	2,188.00	8,748.00	25.01%	87.00
Ossuary Res	315.00	105.00	420.00	25.00%	318.00	106.00	424.00	25.00%	4.00
Ossuary Non-Res	405.00	135.00	540.00	25.00%	409.00	136.00	545.00	24.95%	5.00
Scattering Res	155.00	52.00	207.00	25.12%	157.00	53.00	210.00	25.24%	3.00
Scattering Non-Res	200.00	67.00	267.00	25.09%	202.00	68.00	270.00	25.19%	3.00

Services

License Transfer Fee	94.00	-	94.00	0.00%	95.00	-	95.00	0.00%	1.00
----------------------	-------	---	-------	-------	-------	---	-------	-------	------

Interment (Open/Close)

Adult	1,021.00	-	1,021.00	0.00%	1,031.00	-	1,031.00	0.00%	10.00
Child/Infant	687.00	-	687.00	0.00%	694.00	-	694.00	0.00%	7.00
Cremation/Family Estate	456.00	-	456.00	0.00%	461.00	-	461.00	0.00%	5.00
Niche/Vessel/Ossuary	308.00	-	308.00	0.00%	311.00	-	311.00	0.00%	3.00
Scattering	308.00	-	308.00	0.00%	311.00	-	311.00	0.00%	3.00
Extra Depth	403.00	-	403.00	0.00%	407.00	-	407.00	0.00%	4.00

After 3:30pm/Weekends/Holidays

Adult	519.00	-	519.00	0.00%	524.00	-	524.00	0.00%	5.00
Child/Infant	519.00	-	519.00	0.00%	524.00	-	524.00	0.00%	5.00
Cremation/Family Estate	269.00	-	269.00	0.00%	272.00	-	272.00	0.00%	3.00
Niche/Vessel/Ossuary	162.00	-	162.00	0.00%	164.00	-	164.00	0.00%	2.00
Scattering	162.00	-	162.00	0.00%	164.00	-	164.00	0.00%	2.00

Disinterment (Open/Close)

Adult	1,567.00	-	1,567.00	0.00%	1,583.00	-	1,583.00	0.00%	16.00
Child/Infant	1,170.00	-	1,170.00	0.00%	1,182.00	-	1,182.00	0.00%	12.00
Cremation/Family Estate	588.00	-	588.00	0.00%	594.00	-	594.00	0.00%	6.00

After 3:30pm/Weekends/Holidays

Adult	519.00	-	519.00	0.00%	524.00	-	524.00	0.00%	5.00
Child/Infant	519.00	-	519.00	0.00%	524.00	-	524.00	0.00%	5.00
Cremation/Family Estate	269.00	-	269.00	0.00%	272.00	-	272.00	0.00%	3.00

MemorialsMarker Installation Permit

Flat Marker Memorial	105.00	35.00	140.00	25.00%	106.00	35.00	141.00	24.82%	1.00
Upright Monument Memorial	105.00	35.00	140.00	25.00%	106.00	35.00	141.00	24.82%	1.00
Columbarium Niche Plate	105.00	35.00	140.00	25.00%	106.00	35.00	141.00	24.82%	1.00
Memorial Wall Plaque	105.00	35.00	140.00	25.00%	106.00	35.00	141.00	24.82%	1.00
Community Memorial Wall Plaque	105.00	35.00	140.00	25.00%	106.00	35.00	141.00	24.82%	1.00

Granite Memorial Wall Plaque

Individual/Family	231.00	77.00	308.00	25.00%	233.00	78.00	311.00	25.08%	3.00
-------------------	--------	-------	--------	--------	--------	-------	--------	--------	------

Cemetery ProductsGrave Liners

Single	507.00	-	507.00	0.00%	512.00	-	512.00	0.00%	5.00
Double	507.00	-	507.00	0.00%	512.00	-	512.00	0.00%	5.00
Cremation Vault - Double	133.00	-	133.00	0.00%	134.00	-	134.00	0.00%	1.00

	35,273.00	8,202.00	43,475.00		35,627.00	8,285.00	43,912.00		437.00
--	-----------	----------	-----------	--	-----------	----------	-----------	--	--------

## Notes:

\* 2019 BC CPI per Stats Canada = 2.33%

\* 2020 BC CPI per Stats Canada (up to October) = 0.69%

## Appendix B

GRAVE SPACE (RIGHT OF INTERMENT)		DESCRIPTION	RATE	2021 CARE FUND	TOTAL
<u>Ground Burial</u>					
Adult	Resident		\$ 821.00	\$ 275.00	\$ 1,096.00
	Non-Resident		1,085.00	362.00	1,447.00
Child/Infant	Resident		496.00	166.00	662.00
	Non-Resident		707.00	236.00	943.00
Cremation	Resident		338.00	113.00	451.00
	Non-Resident		457.00	153.00	610.00
* Family Estate - Cremation	Resident		1,242.00	414.00	1,656.00
	Non-Resident		1,615.00	538.00	2,153.00
<u>Cremation</u>					
Columbarium Niche	Resident		2,000.00	668.00	2,668.00
	Non-Resident		2,615.00	873.00	3,488.00
* Family Vessel	Resident		5,047.00	1,683.00	6,730.00
	Non-Resident		6,560.00	2,188.00	8,748.00
* Ossuary	Resident		318.00	106.00	424.00
	Non-Resident		409.00	136.00	545.00
* Scattering	Resident		157.00	53.00	210.00
	Non-Resident		202.00	68.00	270.00
<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			95.00	-	95.00
<u>Interment (Open/Close)</u>					
Adult	Weekday		1,031.00	-	1,031.00
	After Regular Hours		524.00	-	524.00
Child/Infant	Weekday		694.00	-	694.00
	After Regular Hours		524.00	-	524.00
Cremation/Family Estate - Cremation	Weekday		461.00	-	461.00
	After Regular Hours		272.00	-	272.00
Columbarium Niche/Vessel/Ossuary	Weekday		311.00	-	311.00
	After Regular Hours		164.00	-	164.00
Scattering	Weekday		311.00	-	311.00
	After Regular Hours		164.00	-	164.00
Extra Depth			407.00	-	407.00
<u>Disinterment (Open/Close)</u>					
Adult	Weekday		1,583.00	-	1,583.00
	After Regular Hours		524.00	-	524.00
Child/Infant	Weekday		1,182.00	-	1,182.00
	After Regular Hours		524.00	-	524.00
Cremation/Family Estate - Cremation	Weekday		594.00	-	594.00
	After Regular Hours		272.00	-	272.00
<u>MEMORIALS</u>					
<u>Marker Installation Permit</u>					
Flat Marker Memorial			106.00	35.00	141.00
Upright Monument Memorial			106.00	35.00	141.00
Columbarium Niche Plate			106.00	35.00	141.00
* Memorial Wall Plaque			106.00	35.00	141.00
* Community Memorial Wall Plaque			106.00	35.00	141.00
<u>Granite Memorial Wall Plaques</u>					
* Individual/Family Plaque	Plaque/Installation		233.00	78.00	311.00
<u>CEMETERY PRODUCTS</u>					
Grave Liners	Single		512.00	-	512.00
	Double		512.00	-	512.00
Cremation Vault	Cremation		134.00	-	134.00

\* Only Available at the Shuswap Memorial Cemetery  
All Cemetery Charges are Subject to GST at the Prescribed Rate

CITY OF SALMON ARM  
BYLAW NO. 4424

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, 2021.

5. CITATION

This bylaw may be cited as "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424."

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A" CEMETERY FEES

GRAVE SPACE (RIGHT OF INTERMENT)		DESCRIPTION	RATE	2021 CARE FUND	TOTAL
<b>Ground Burial</b>					
Adult	Resident		\$ 821.00	\$ 275.00	\$ 1,096.00
	Non-Resident		1,085.00	362.00	1,447.00
Child/Infant	Resident		496.00	166.00	662.00
	Non-Resident		707.00	236.00	943.00
Cremation	Resident		338.00	113.00	451.00
	Non-Resident		457.00	153.00	610.00
* Family Estate - Cremation	Resident		1,242.00	414.00	1,656.00
	Non-Resident		1,615.00	538.00	2,153.00
<b>Cremation</b>					
Columbarium Niche	Resident		2,000.00	668.00	2,668.00
	Non-Resident		2,615.00	873.00	3,488.00
* Family Vessel	Resident		5,047.00	1,683.00	6,730.00
	Non-Resident		6,560.00	2,188.00	8,748.00
* Ossuary	Resident		318.00	106.00	424.00
	Non-Resident		409.00	136.00	545.00
* Scattering	Resident		157.00	53.00	210.00
	Non-Resident		202.00	68.00	270.00
<b>SERVICE FEES</b>					
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			95.00	-	95.00
<b>Interment (Open/Close)</b>					
Adult	Weekday		1,031.00	-	1,031.00
	After Regular Hours		524.00	-	524.00
Child/Infant	Weekday		694.00	-	694.00
	After Regular Hours		524.00	-	524.00
Cremation/Family Estate - Cremation	Weekday		461.00	-	461.00
	After Regular Hours		272.00	-	272.00
Columbarium Niche/Vessel/Ossuary	Weekday		311.00	-	311.00
	After Regular Hours		164.00	-	164.00
Scattering	Weekday		311.00	-	311.00
	After Regular Hours		164.00	-	164.00
Extra Depth			407.00	-	407.00
<b>Disinterment (Open/Close)</b>					
Adult	Weekday		1,583.00	-	1,583.00
	After Regular Hours		524.00	-	524.00
Child/Infant	Weekday		1,182.00	-	1,182.00
	After Regular Hours		524.00	-	524.00
Cremation/Family Estate - Cremation	Weekday		594.00	-	594.00
	After Regular Hours		272.00	-	272.00
<b>MEMORIALS</b>					
<b>Marker Installation Permit</b>					
Flat Marker Memorial			106.00	35.00	141.00
Upright Monument Memorial			106.00	35.00	141.00
Columbarium Niche Plate			106.00	35.00	141.00
* Memorial Wall Plaque			106.00	35.00	141.00
* Community Memorial Wall Plaque			106.00	35.00	141.00
<b>Granite Memorial Wall Plaques</b>					
* Individual/Family Plaque	Plaque/Installation		233.00	78.00	311.00
<b>CEMETERY PRODUCTS</b>					
Grave Liners	Single		512.00	-	512.00
	Double		512.00	-	512.00
Cremation Vault	Cremation		134.00	-	134.00

\* Only Available at the Shuswap Memorial Cemetery  
All Cemetery Charges are Subject to GST at the Prescribed Rate

Item 10.2

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Highway Closure Bylaw No. 4422 be read a first, second and third time;

AND THAT: final reading of City of Salmon Arm Highway Closure Bylaw No. 4422 be subject to Compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond






---

To: His Worship Mayor Harrison and Members of Council

DATE: November 16, 2020

SUBJECT: Proposed Road Closure and Disposal – Part of 17 Street SW  
Applicant: City of Salmon Arm

---

#### **MOTION FOR CONSIDERATION**

**THAT:** City of Salmon Arm Highway Closure Bylaw No. 4422 proceed to first, second and third readings;

**AND THAT:** Final Reading of City of Salmon Arm Highway Closure Bylaw No. 4422 be subject to Compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter.

---

#### **STAFF RECOMMENDATION**

**THAT:** The motion for consideration be adopted.

---

#### **PROPOSAL**

The identified area in the Motion for Consideration is a section of 17 Street SW between 1771 – 10 Avenue SW and 921 – 17 Street SW (Appendix 1). The purpose of the road closure is to accommodate Trans Canada Highway (TCH) intersection works (Appendix 2). The new intersection design effectively eliminates the access to 17th and therefore the City needs the road closure to ensure that proper access onto 10 Ave can be maintained for City property. It is expected that the piece of road will be incorporated into the two adjacent properties, with the details of the realignment to be determined in the future. A copy of Bylaw No. 4422 including Reference Plan EPP106452 is attached (Appendix 3).

#### **BACKGROUND**

The area identified for the road closure is 0.221 ha (0.55 acres) in size to the east of the intersection of the TCH and 10 Avenue SW. The northern portion of 17 Street SW across First Nations lands has been officially closed for over a decade (July 2004), with the proposed closure of this section of City road right-of-way initiated to support the Ministry of Transportation and Infrastructure's highway intersection works. This City portion of closed road area will be consolidated into the adjacent parcels at some future point with the final configuration to be determined.

More specifically, the raising of title of the road and proposed land transfer, assuming the adoption of Bylaw No. 4422, would not be considered by the City's Approving Officer until the following conditions have been completed:

1. The subject lands being consolidated with adjacent parcels concurrently with the proposed subdivision;
2. Registration of a statutory right of way, as required by Telus, for the protection of existing infrastructure;

3. Registration of a statutory right of way, as required by Fortis BC, for protection of the existing gas main;
4. Registration of a statutory right of way, as required by BC Hydro, for the protection of existing infrastructure.

### COMMENTS

Staff and outside agencies have reviewed the proposal and provide the following:

#### Ministry of Transportation & Infrastructure

No comment at time of writing this report. Final Approval required.

#### Telus

Telus has existing infrastructure within the area of proposed road closure. No concerns subject to registration of a statutory right of way.

#### FortisBC

No concerns.

#### Fire Department

No concerns.

#### Engineering Department

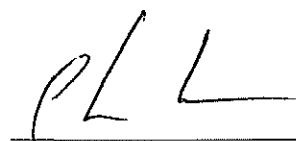
The Engineering Department supports the proposal.

#### Planning Department


This is one of several necessary steps to support MOTI's new intersection at 17 Street SW and the TCH. The plan and details for physically closing the road are not addressed in this report, nor are the future parcel line adjustments involving the City land and Buckerfields.

Staff are in support of the road closure and disposition as proposed for the following reasons:

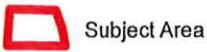
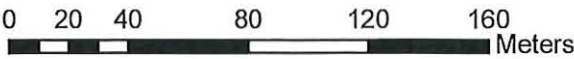
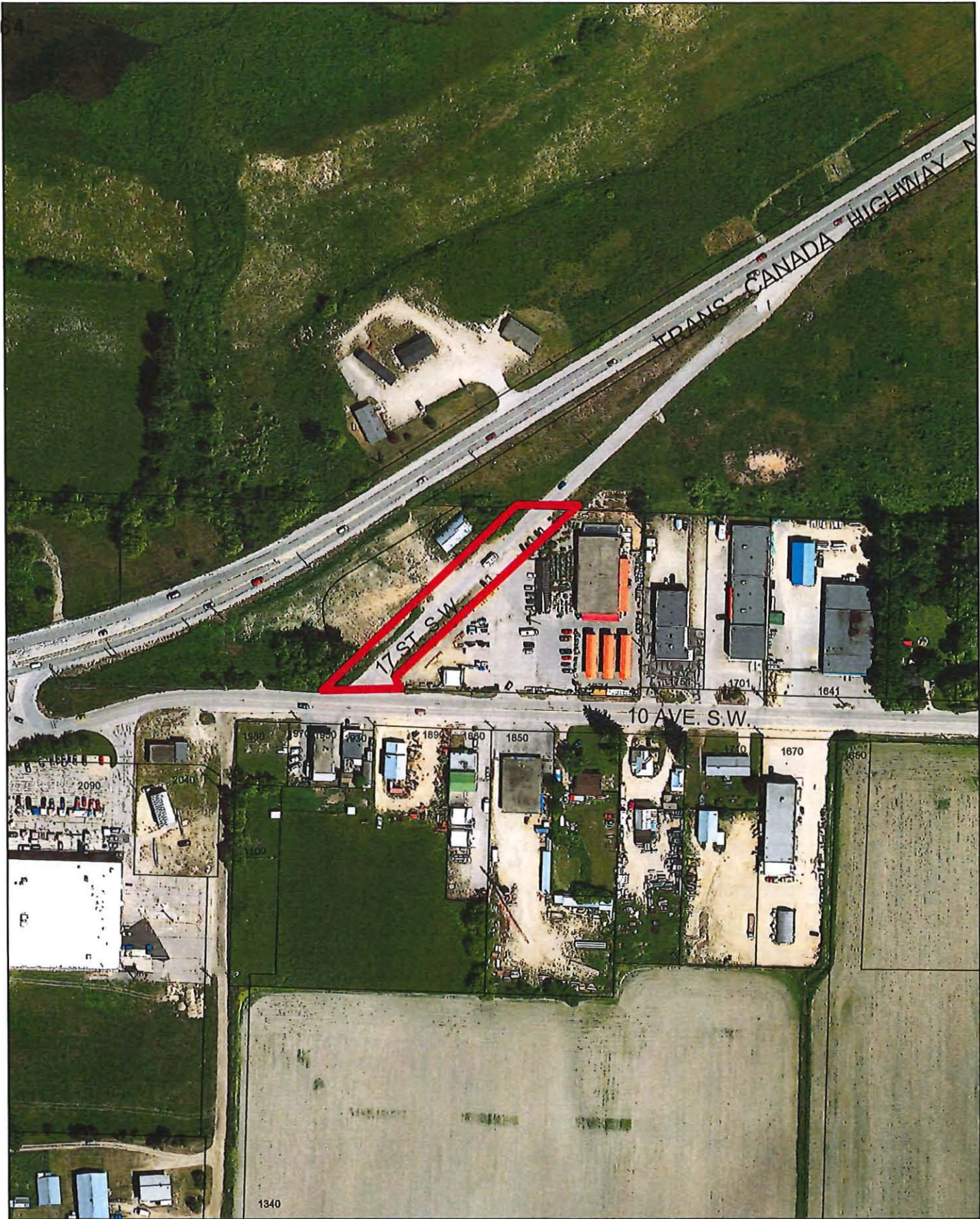
1. The dedicated road is not required for future road networks plans.
2. Staff is of the opinion that the proposal will benefit the potential of adjoining lands.
3. Staff understands that MOTI will address requisite consultation and complete the associated works to address the closed northern portion of 17 Street SW.



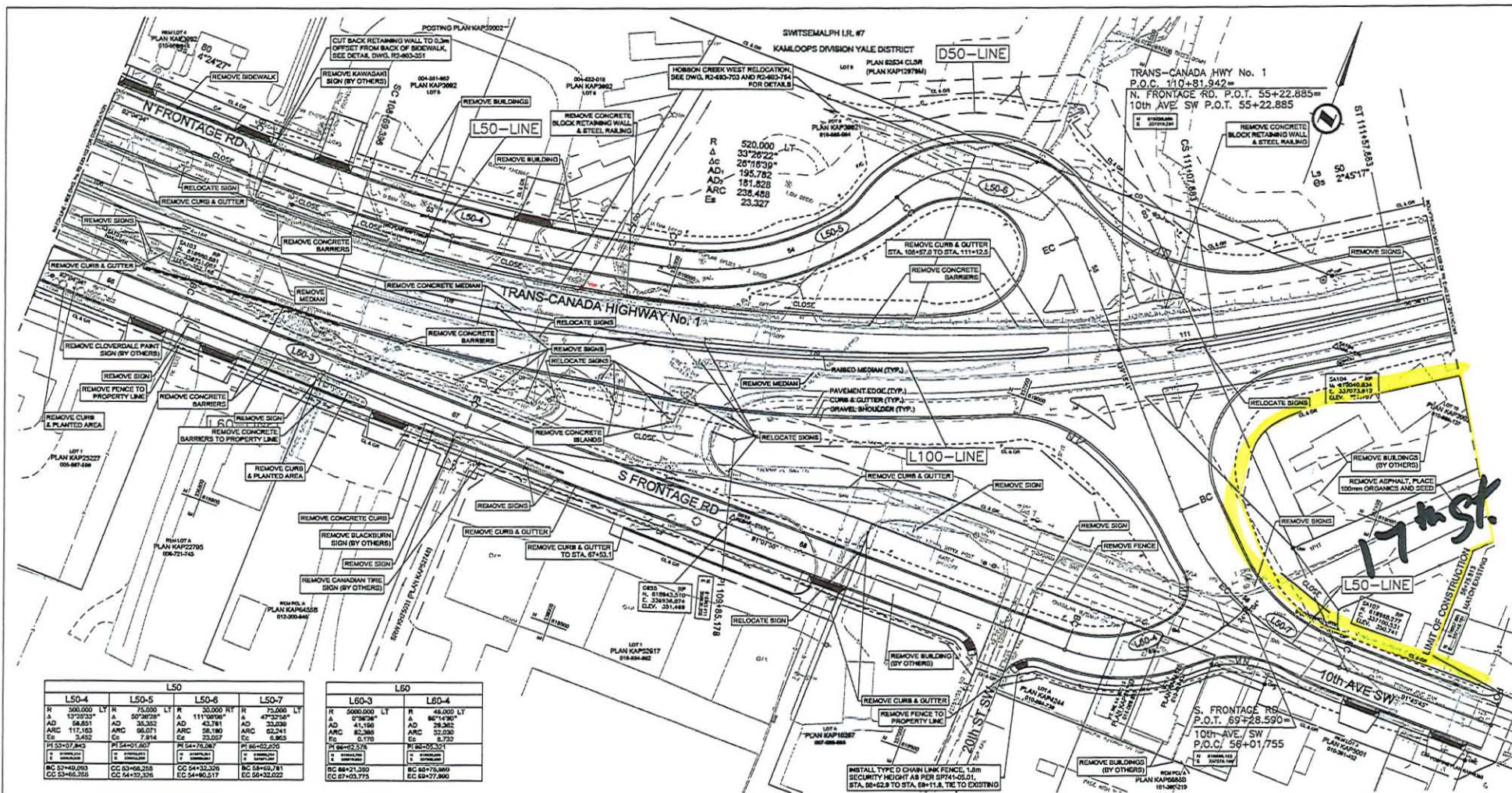
Prepared by: Chris Larson, MCIP, RPP  
Senior Planner

  
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services









L50			
L50-4	L50-5	L50-6	L50-7
R 300.000 A 13°29'33" AD 18.851 ARC 117.183 EC 3.402 PT 52+07.843 BC 52+49.003 CC 53+66.356	R 75.000 A 50°28'28" AD 35.362 ARC 58.071 EC 7.814 PT 54+10.203 BC 54+66.218 CC 54+70.375	R 111°09'08" A 47°32'56" AD 43.791 ARC 58.180 EC 23.241 PT 54+10.203 BC 54+32.326 CC 54+40.517	R 75.000 A 47°32'56" AD 43.791 ARC 58.180 EC 23.241 PT 54+10.203 BC 54+32.326 CC 54+40.517

L60			
L60-3	L60-4	L60-5	L60-6
R 300.000 A 13°29'33" AD 18.851 ARC 117.183 EC 3.402 PT 52+07.843 BC 52+49.003 CC 53+66.356	R 75.000 A 50°28'28" AD 35.362 ARC 58.071 EC 7.814 PT 54+10.203 BC 54+66.218 CC 54+70.375	R 111°09'08" A 47°32'56" AD 43.791 ARC 58.180 EC 23.241 PT 54+10.203 BC 54+32.326 CC 54+40.517	R 75.000 A 47°32'56" AD 43.791 ARC 58.180 EC 23.241 PT 54+10.203 BC 54+32.326 CC 54+40.517

FOR PROFILE  
SEE DWG. No. R2-693-202, 203, 209, 210 & 212

FOR PAVEMENT REMOVALS  
SEE DWG. No. R2-693-363

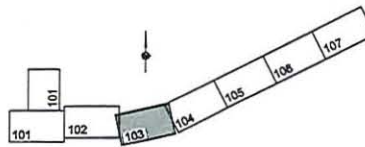
FOR GEOMETRICS & LANEING  
SEE DWG. No. R2-693-409

FOR DRAINAGE & UTILITIES  
SEE DWG. No. R2-693-703

DESIGN SPEED 80 km/h L100

DESIGN SPEED 50/40 km/h L50

DESIGN SPEED 50 km/h L60



CLEARING & GRUBBING  
TOTAL THIS SHEET 4.0625 ha

SCALE: 0 5 1:500 25m		MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE SOUTHERN INTERIOR REGION HIGHWAY ENGINEERING	
PLAN TRANS - CANADA HIGHWAY No. 1 30th ST SW to 10th ST SW - FOUR LANING 107+06.000 TO 111+75.000		DESIGNED: J. JONES DATE: 2019-10-23 QUALITY CONTROL: S. JONES DATE: 2019-10-23 QUALITY ASSURANCE: J. JONES DATE: 2019-10-23 DRAWN: D. JONES DATE: 2019-10-23	
REV	DATE	REVISIONS	SIGNATURE
A	2019-10-23	75% DETAIL DESIGN	
B	2019-10-23	100% DETAIL DESIGN	
PROJECT NUMBER: 2775		PROJECT NUMBER: 23457-0001	
SHEET NUMBER: 2		SHEET NUMBER: R2-693-103	

**CITY OF SALMON ARM****BYLAW NO. 4422**

Being a Bylaw to Close to Traffic, Remove the Dedication as Highway and Dispose of a Portion of Road, Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD

---

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 the 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 0.221 ha dedicated at the Kamloops Land Title Office by Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD which is shown outlined in bold black ("Closed Road") on the Reference Plan EPP106452 prepared by Joseph Charles Johnson, BCLS, Browne Johnson Land Surveyors, on October 28, 2020, 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;

AND WHEREAS the disposition of Closed Road will be to the registered owner of the adjacent property (legally described as Lot 10, Plan 3992 Except EPP79117, Sec. 15, Tp. 20, R. 10, W6M, KDYD and as Parcel A (Plan B5781) of Lot 3, Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD and will be consolidated into the adjacent property;

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 reduced copy of the Reference Plan EPP106452 (the "Plan").
2. The City of Salmon Arm is hereby authorized to dispose of and convey the Closed Road to the registered owner of the adjacent parcels.
3. The City of Salmon Arm hereby authorizes the closure to traffic and removal of the highway dedication of that portion of Road, comprising 0.221 ha dedicated at the Kamloops Land Title Office by Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD which is shown outlined in bold black ("Closed Road") on the Plan.
4. 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.
5. 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.
6. 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

7. 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

8. 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

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

CITATION

10. This Bylaw may be cited for all purposes as the **"City of Salmon Arm Highway Closure Bylaw No. 4422"**.

READ A FIRST TIME THIS DAY OF November , 2020

READ A SECOND TIME THIS DAY OF November , 2020

READ A THIRD TIME THIS DAY OF November , 2020

APPROVED PURSUANT TO SECTION 41 (3) OF THE COMMUNITY CHARTER ON THE  
DAY OF , 2020

---

For Minister of Transportation and Infrastructure

PUBLIC NOTICE OF INTENTION TO PROCEED ADVERTISED IN THE SALMON ARM  
OBSERVER ON THE \_\_ DAY OF November, 2020 AND THE \_\_ DAY OF November, 2020.

PUBLIC INPUT PROVIDED ON THIS DAY OF , 2020

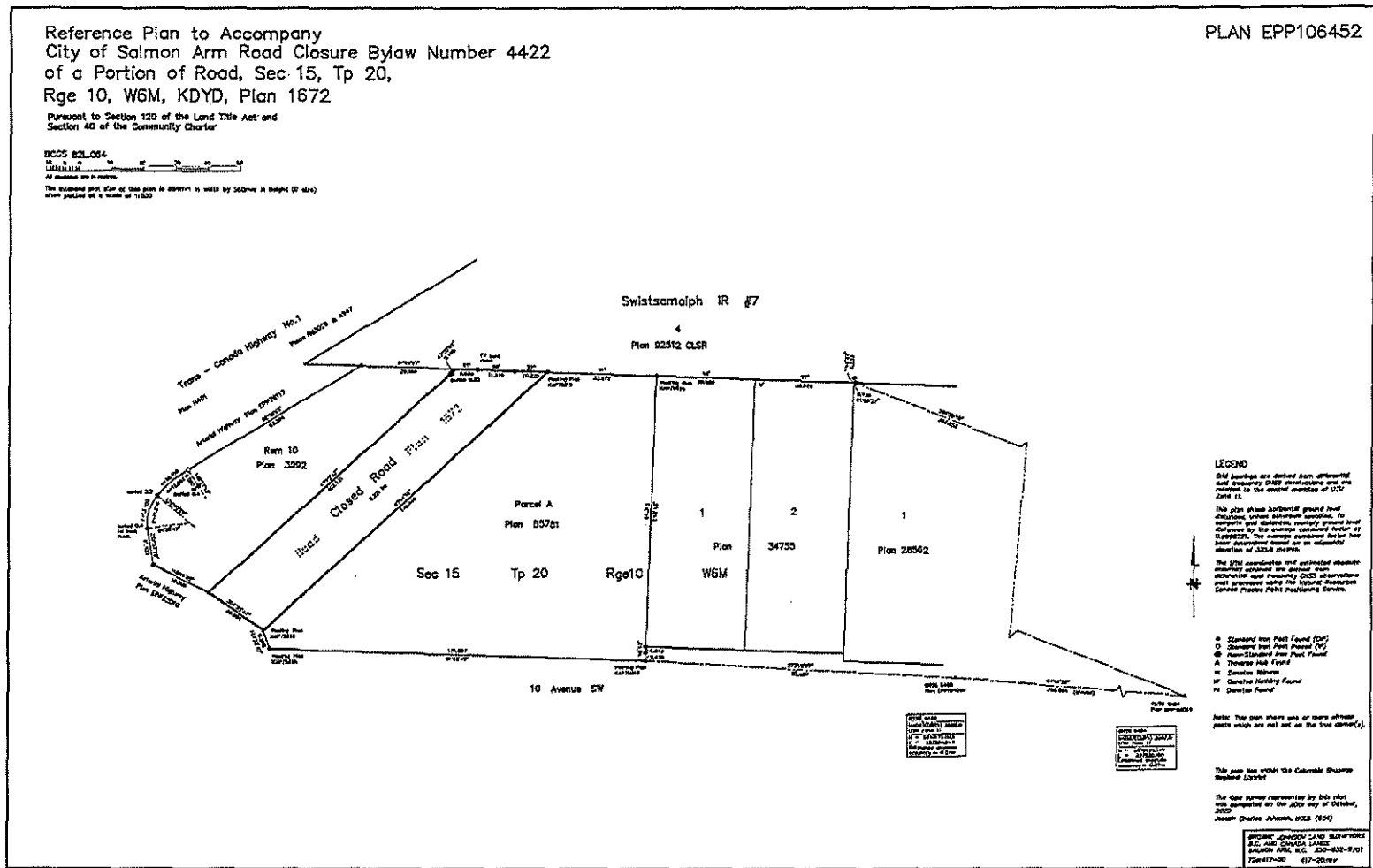
ADOPTED BY COUNCIL THIS DAY OF , 2020

---

MAYOR

---

CORPORATE OFFICER



SCHEDULE "A"



THIS PAGE INTENTIONALLY LEFT BLANK

Item 10.3

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4417 be read a first and second time.

[South Central Electric Ltd.; 1140 17 Avenue SE; R1 to R8]

### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

---

To: His Worship Mayor Harrison and Members of Council

Date: November 9, 2020

Subject: Zoning Bylaw Amendment Application No. 1189

Legal: Lot 29, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069

Civic: 1140 – 17 Avenue SE

Owner/Applicant: South Central Electric Ltd.

---

### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 29, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

---

### STAFF RECOMMENDATION

THAT the Motion for Consideration be adopted.

---

### PROPOSAL

The subject parcel is located at 1140 – 17 Avenue SE in the new Byersview Subdivision (Appendix 1 & 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a secondary suite within a new single family dwelling. Site photos are attached as Appendix 3.

### BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1, Single Family Residential in the Zoning Bylaw (Appendix 4 & 5). The neighbourhood is largely comprised of R-1 zoned parcels containing single family dwellings. There are four other lots in the subdivision with R-8 zoning for secondary suites in new houses. There are still many larger rural properties zoned A-2 to the south and west of Byersview. In 2019, a large A-2 zoned parcel to the east was rezoned to R-8 in preparation for a future, 40-lot subdivision.

The subject parcel has an area of 882 m<sup>2</sup> (.22 acres) and a parcel width of 19.86 m (65 ft). The size and width of the subject property can meet the conditions as specified within the proposed R-8 Zone.

The applicant wishes to construct a new house with a secondary suite on the lower level. Building plans have been submitted, see Appendix 6. The lower level floor plan indicates the proposed suite to be 80 m<sup>2</sup> (864 ft<sup>2</sup>) and the site plan shows a double car garage and a driveway with a width of 13.4 m (44 ft). Although the driveway width can easily accommodate an extra parking space for the suite, additional suite parking is shown on the site plan adjacent to the eastern parcel line. There is a 3 metre easement where the additional suite parking is proposed. The easement is for securing sanitary and storm services located on private property and the applicant has indicated this parking area will be of gravel to provide unobstructed access to the easement area.

Policy 8.3.25 of the OCP provides for the consideration of *secondary suites* in all residential designated areas subject to compliance with the Zoning Bylaw and the BC Building Code.

COMMENTSEngineering Department

No Engineering Department concerns.

Building Department

BC Building Code will apply. No concerns with proposed zoning.

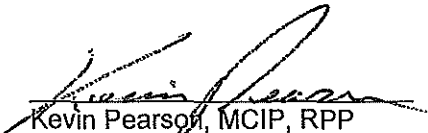
Fire Department

No response to date.

Planning Department

The proposed R-8 zoning is consistent with the OCP and therefore supported by staff. The plans provided indicate the requirements specified in the R-8 Zone are achievable, including the provision of onsite parking. Development of a dwelling with a secondary suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.

Report by: Denise Ackerman, Planner



Kevin Pearson, MCIP, RPP  
Director of Development Services



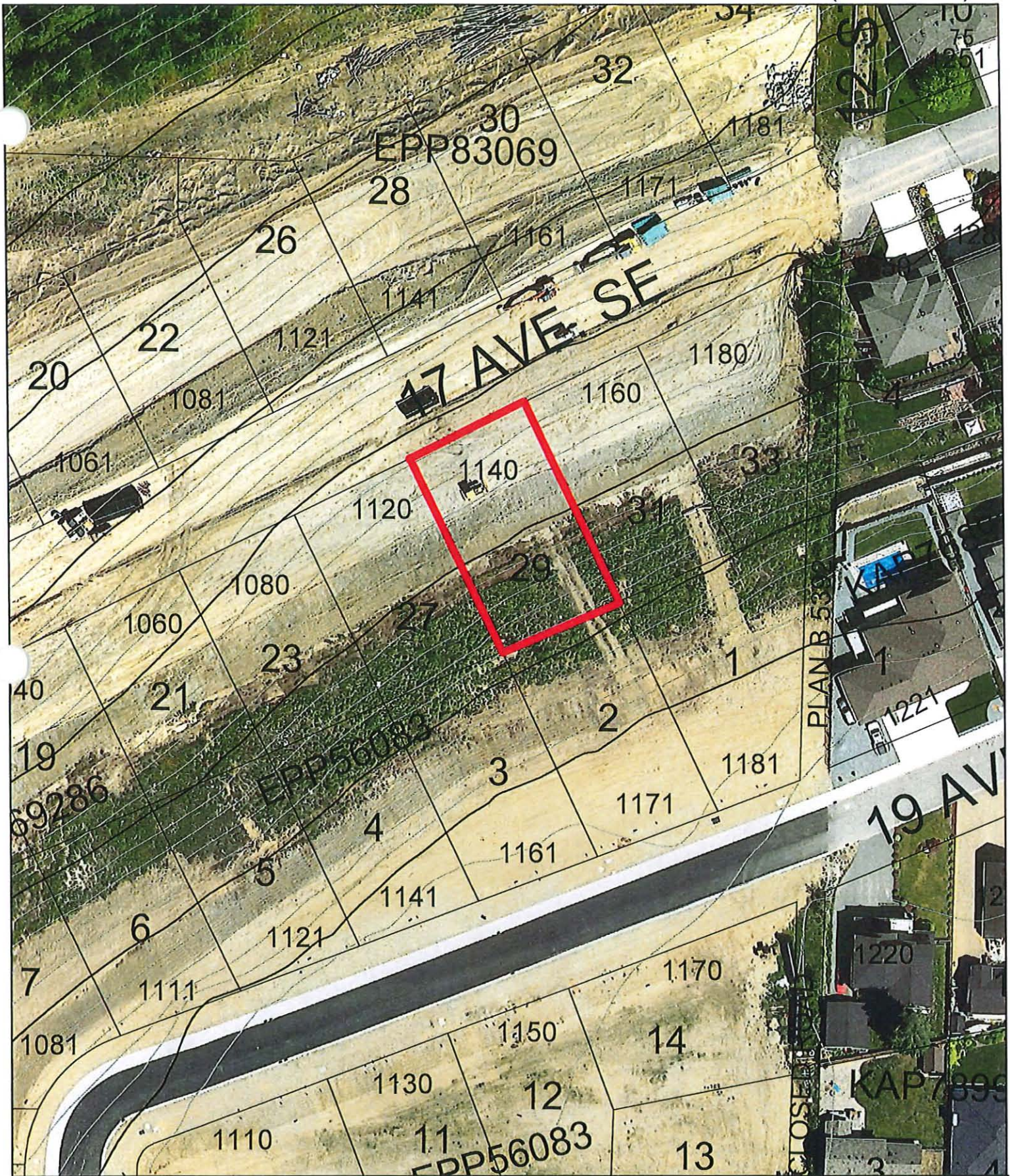


0 15 30 60 90 120  
Meters



Subject Parcel



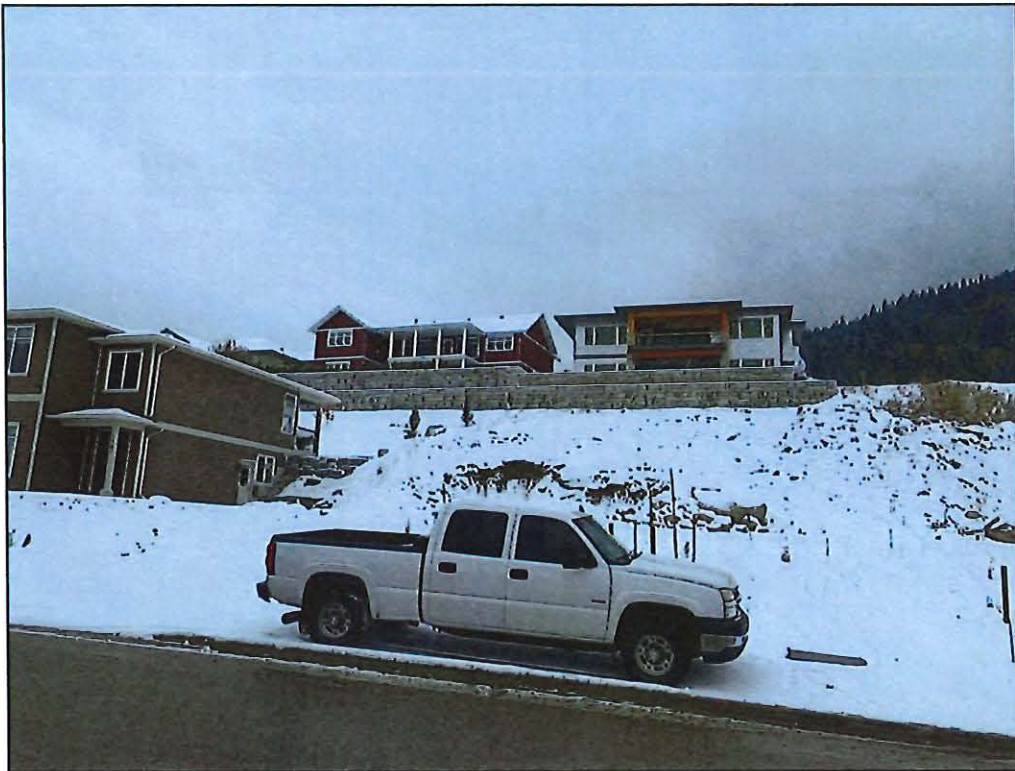


0 4.5 9 18 27 36 Meters

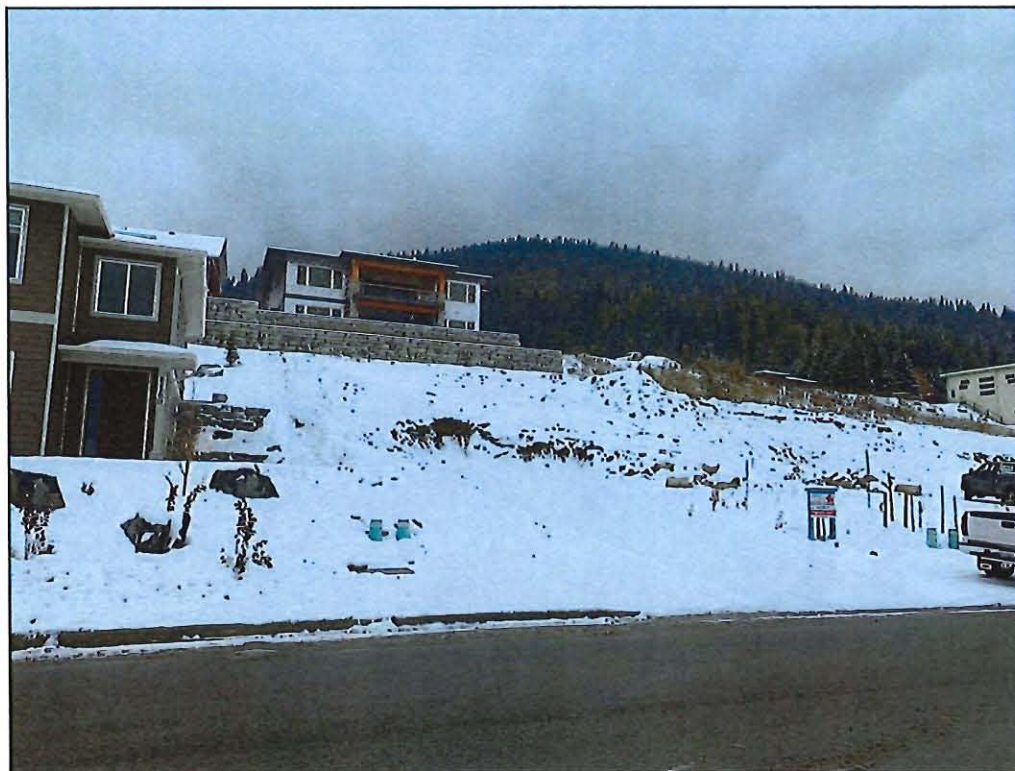


Subject Parcel





View of subject property looking south.



View of subject property looking southwest.



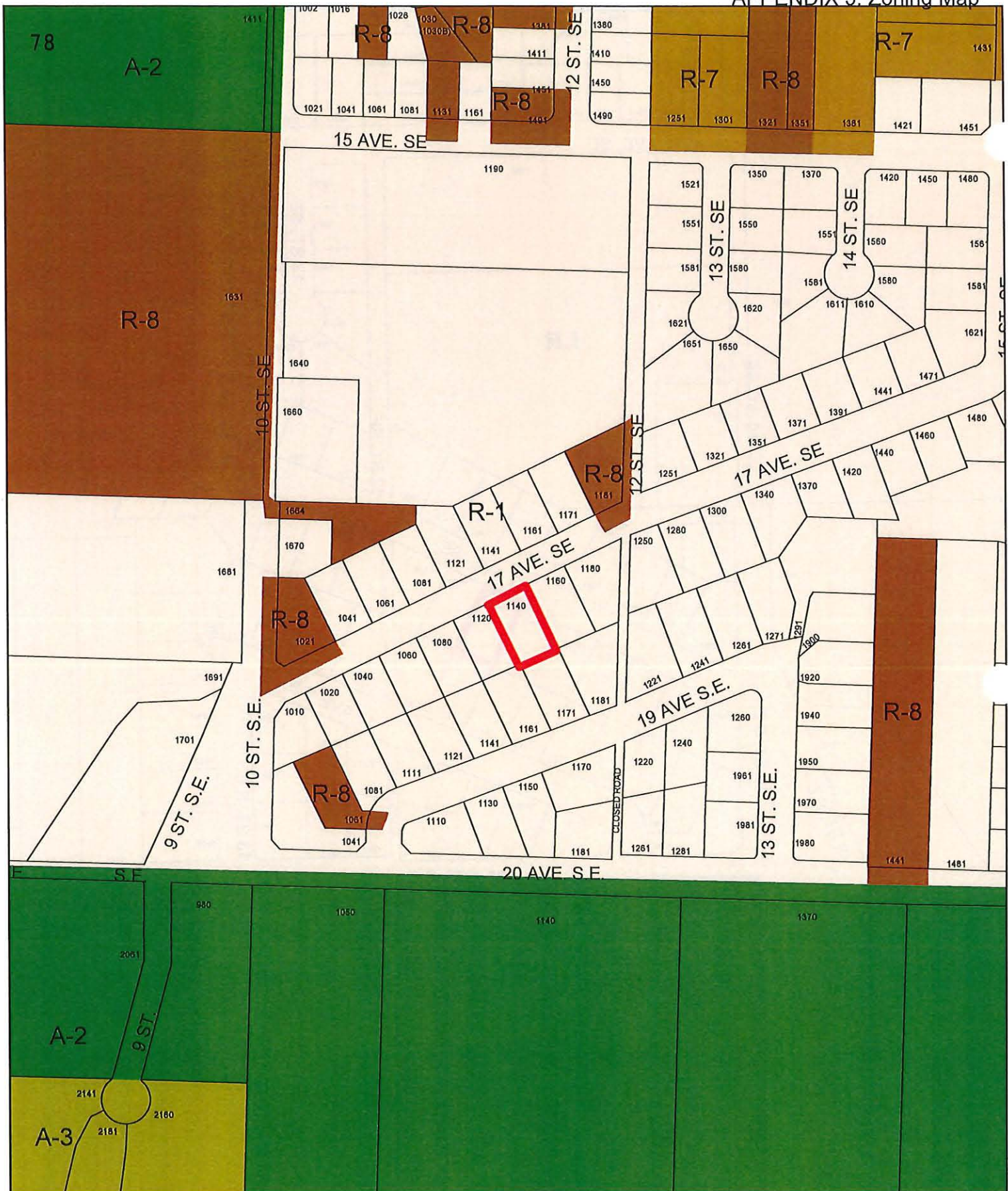


0 12.5 25 50 75 100  
Meters



AR Acreage Reserve





Subject Parcel

0 12.5 25 50 75 100  
Meters



R-1 Single Family Residential



A-2 Rural Holding



A-3 Small Holding



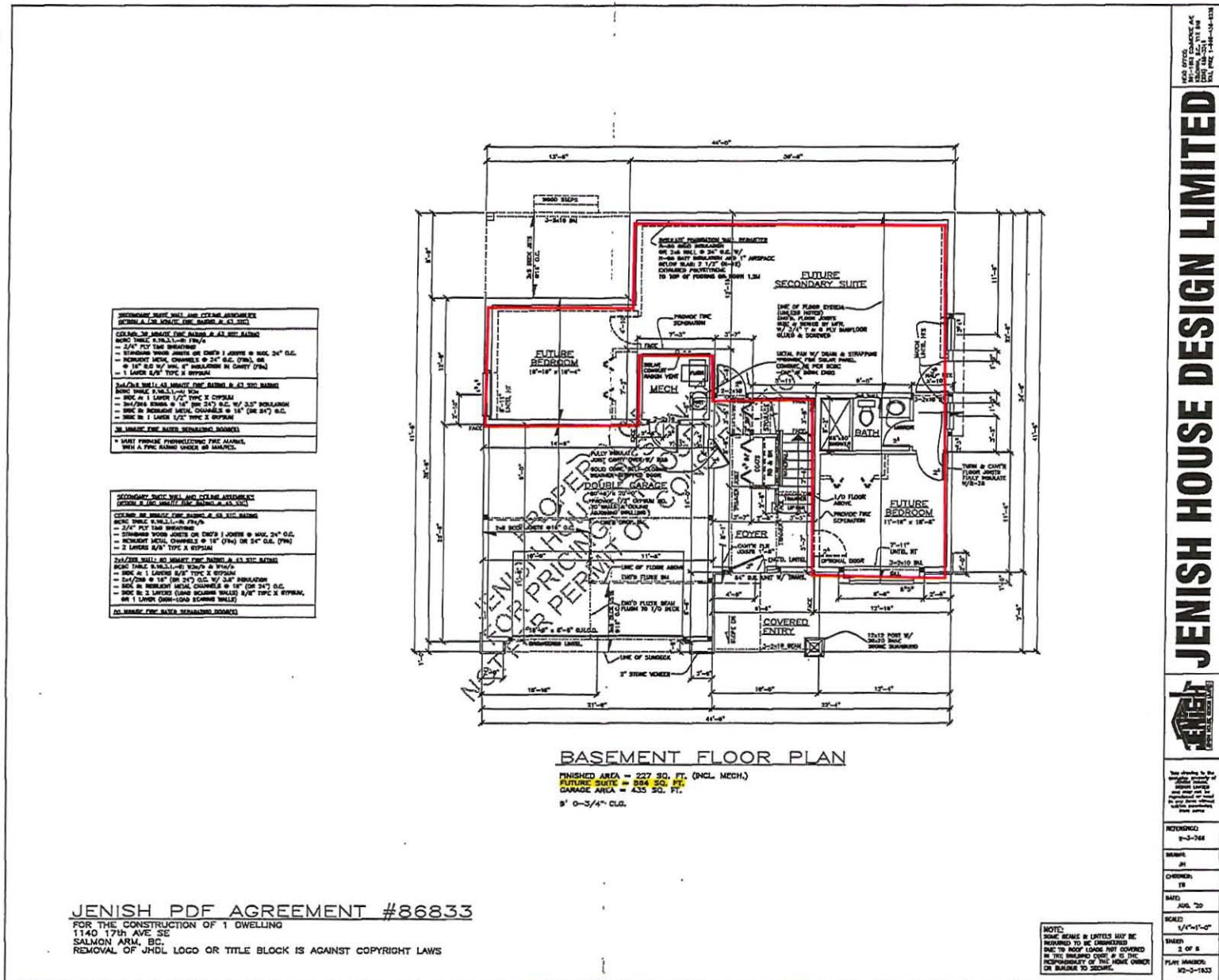
R-8 Residential Suite

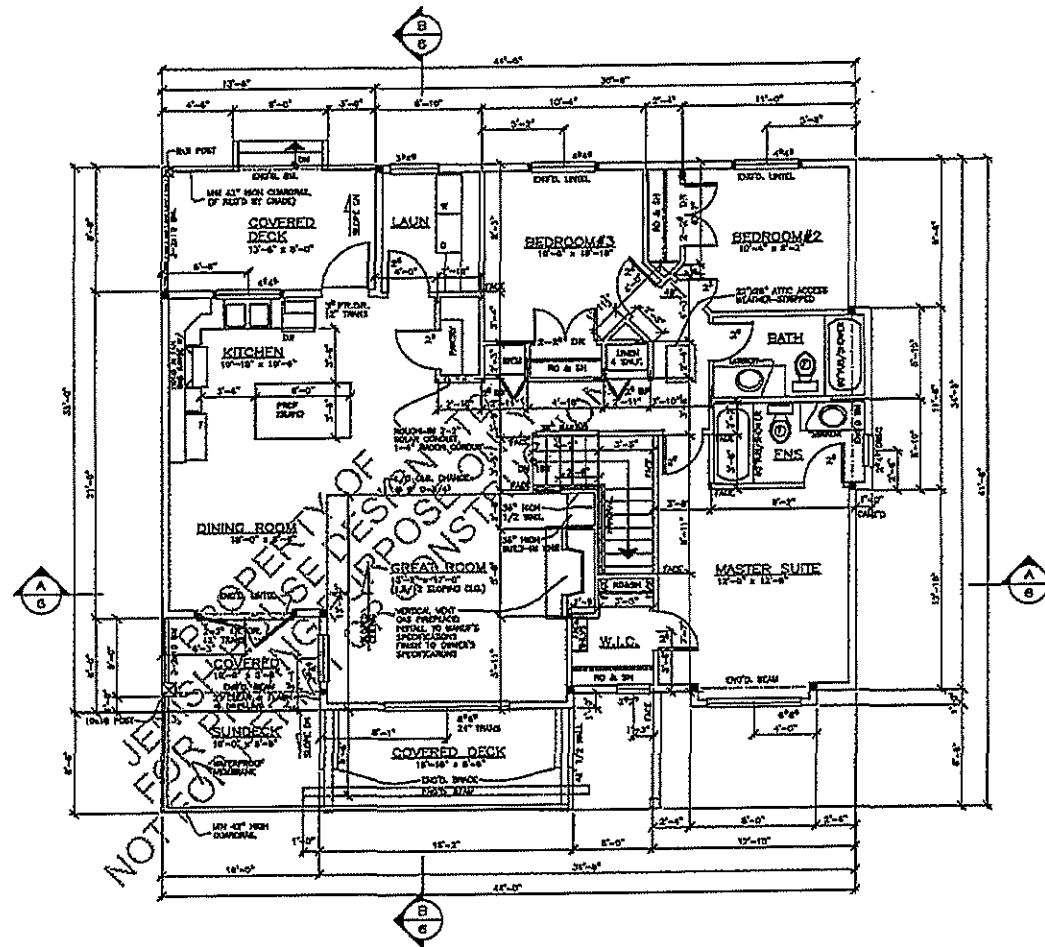


R-7 Large Lot Single Family Residential









# MAIN FLOOR PLAN

FINISHED AREA = 1374 SQ. FT.  
9" 0-3/4" C.L.O.

JENISH PDF AGREEMENT #86833

FOR THE CONSTRUCTION OF 1 DWELLING  
1140 17th AVE SE  
SALMON ARM, BC  
REMOVAL OF JHDL LOGO OR TITLE BLOCK IS AGAINST COPYRIGHT LAWS

NOTE:  
SOME ROOMS & DETAILS MAY BE  
REQUIRED TO BE ENGINEERED  
DUE TO LOADS NOT COVERED  
BY THE BUILDING CODE & IS THE  
RESPONSIBILITY OF THE HOME OWNER  
OR BUILDER TO SECURE.

100% SPEED  
JENISH HOUSE DESIGN LTD.  
1140 17th AVE SE  
SALMON ARM, BC  
V2E 1B8  
TEL: 250-333-1000  
FAX: 250-333-1001

**JENISH HOUSE DESIGN LIMITED**

APPENDIX 6: Building Plans

81

REVISED	2-3-2006
DRAWN	JH
CHECKED	JH
DATE	NOV. 20
SCALE	1/4" = 1'-0"
SHEET	3 OF 6
PLAN NUMBER	202-3-1033

**JENISH HOUSE DESIGN LIMITED**



This drawing is the  
 property of the  
 State of New York  
 and may not be  
 reproduced or used  
 in any form without  
 written permission  
 from D&W

REF ID: A66666  
II-3-766

10

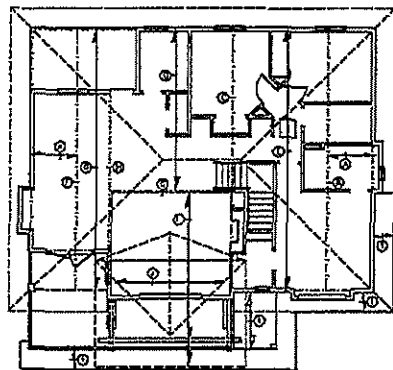
**CLAPNET**  
VII

DATE  
AUG 70

AS NOTED

4 of 4

PLATE NUMBER  
22-3-1633



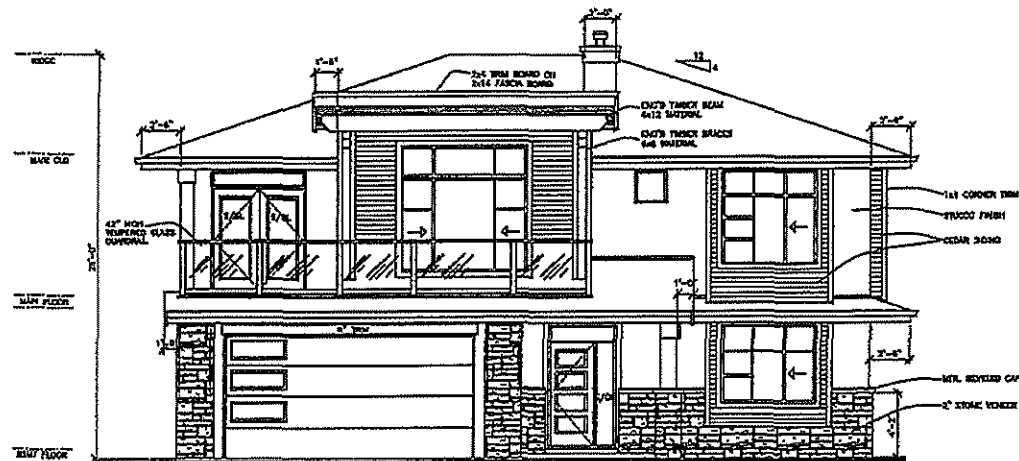
- MAIN ROOF**
- ① JACK TRUSSES @ 21' O.C.
  - ② HP BRIDGE TRUSS
  - ③ BRIDGE TRUSS
  - ④ BRIDGE TRUSS
  - ⑤ BRIDGE TRUSS
  - ⑥ BRIDGE TRUSS
  - ⑦ BRIDGE TRUSS
  - ⑧ BRIDGE TRUSS
  - ⑨ BRIDGE TRUSS
  - ⑩ BRIDGE TRUSS
  - ⑪ BRIDGE TRUSS
  - ⑫ BRIDGE TRUSS
  - ⑬ BRIDGE TRUSS
  - ⑭ BRIDGE TRUSS
  - ⑮ BRIDGE TRUSS
  - ⑯ BRIDGE TRUSS
  - ⑰ BRIDGE TRUSS
  - ⑱ BRIDGE TRUSS
  - ⑲ BRIDGE TRUSS
  - ⑳ BRIDGE TRUSS
  - ㉑ BRIDGE TRUSS
  - ㉒ BRIDGE TRUSS
  - ㉓ BRIDGE TRUSS
  - ㉔ BRIDGE TRUSS
  - ㉕ BRIDGE TRUSS
  - ㉖ BRIDGE TRUSS
  - ㉗ BRIDGE TRUSS
  - ㉘ BRIDGE TRUSS
  - ㉙ BRIDGE TRUSS
  - ㉚ BRIDGE TRUSS
  - ㉛ BRIDGE TRUSS
  - ㉜ BRIDGE TRUSS
  - ㉝ BRIDGE TRUSS
  - ㉞ BRIDGE TRUSS
  - ㉟ BRIDGE TRUSS
  - ㊱ BRIDGE TRUSS
  - ㊲ BRIDGE TRUSS
  - ㊳ BRIDGE TRUSS
  - ㊴ BRIDGE TRUSS
  - ㊵ BRIDGE TRUSS
  - ㊶ BRIDGE TRUSS
  - ㊷ BRIDGE TRUSS
  - ㊸ BRIDGE TRUSS
  - ㊹ BRIDGE TRUSS
  - ㊺ BRIDGE TRUSS
  - ㊻ BRIDGE TRUSS
  - ㊼ BRIDGE TRUSS
  - ㊽ BRIDGE TRUSS
  - ㊾ BRIDGE TRUSS
  - ㊿ BRIDGE TRUSS
- UPPER ROOF**
- ① JACK TRUSSES @ 21' O.C.

ROOF FRAME PLAN

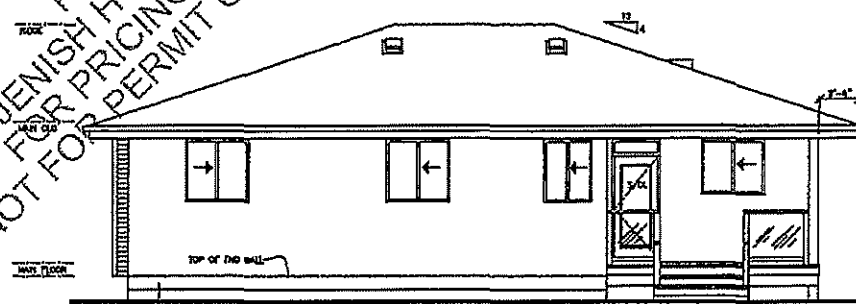
SCALE: 1/8" = 1'-0"

\* THINGS LAYING TO BE OFFERED, VIEWED & ENGINEERED BY THOSE MANUFACTURER

\* PROVIDE FOR FURTHER LOCATION OF  
110 30.7L ICE MAKER BOARD PANEL.



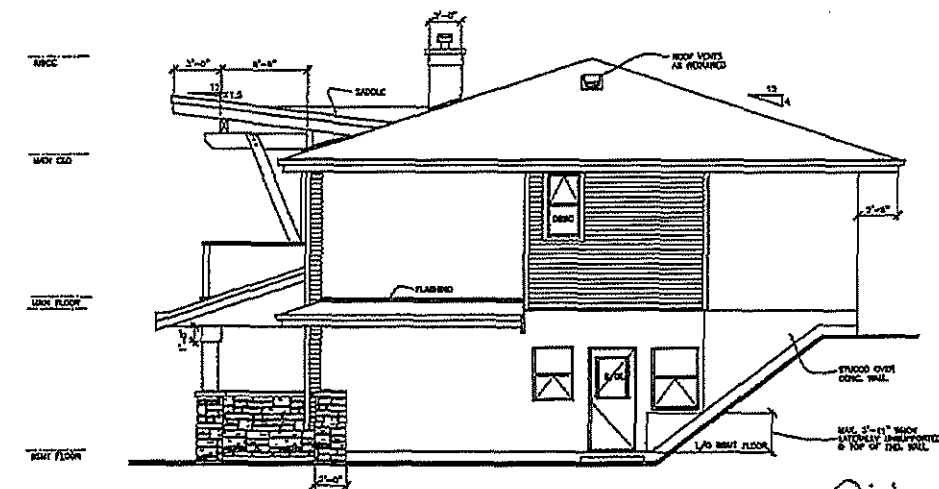
FRONT ELEVATION



REAR ELEVATION

JENISH PDF AGREEMENT #86833

FOR THE CONSTRUCTION OF 1 DWELLING  
1140 17th AVE SE  
SALMON ARM, BC.  
REMOVAL OF JHDL LOGO OR TITLE BLOCK IS AGAINST COPYRIGHT LAWS



## CITY OF SALMON ARM

### BYLAW NO. 4417

#### 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 as authorized by Ministerial Order M192, British Columbia, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 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 29, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069 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. 4417"

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

\_\_\_\_\_  
MAYOR

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





## INFORMATIONAL CORRESPONDENCE - NOVEMBER 23, 2020

- |     |   |   |
|-----|---|---|
| 1.  | K. Burgess, Canoe Traffic-Calming Work Group Leader - email received November 2020 - Traffic Safety in Canoe  | A |
| 2.  | H. Zieber - letter dated November 6, 2020 - Taxes Used to Support Groups  | N |
| 3.  | D. Duford - email dated November 9, 2020 - Santa Tour   | A |
| 4.  | T. and J. Verwijst - email dated November 12, 2020 - City Rat Problem   | A |
| 5.  | R. Parenteau, Manager, Shuswap Community Foundation - letter dated November 4, 2020 - Memorial Walkway  | A |
| 6.  | Interior Health - newsletter dated November 2020 - Healthy Communities  | N |
| 7.  | Canadian Pacific Railway - Virtual CP Holiday Train December 12, 2020   | N |
| 8.  | K. Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing - letter dated November 9, 2020 - 2020 UBCM Annual Convention                                  | N |
| 9.  | K. Richter, Acting Deputy Minister, Ministry of Transportation and Infrastructure - letter dated November 10, 2020 - UBCM Convention 2020                             | N |
| 10. | S. Dhaliwal, Assistant Deputy Minister, Ministry of Citizens' Services - letter dated November 10, 2020 - 2020 Grant-in-Lieu of Property Tax Payment                  | N |
| 11. | N. Schmidt, Manager of Operations, Planning Institute of British Columbia - email dated November 9, 2020 - PIBC - Certified Institute of Planners, Christopher Larson | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

THIS PAGE INTENTIONALLY LEFT BLANK

Item 14.1

## CITY OF SALMON ARM

Date: November 23, 2020

### Presentation 4:00 p.m. (approximately)

**NAME:** Erin Viera, Program Manager and Paul Demenok, Chair, Shuswap Watershed Council

**TOPIC:** Shuswap Watershed Council Annual Update

#### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

# ANNUAL HIGHLIGHTS REPORT

Including Overview of Achievements since 2016

Photo Credit: Megan Ludwig

APRIL  
2019  
—  
MARCH  
2020

shuswapwater.ca

## Who We Are

### About the Shuswap Watershed Council

The SWC was established in 2014 as a watershed-based partnership of several organizations to enhance water quality and safe recreation in the Shuswap. There are 18 members that represent three regional districts, two municipalities, the Secwepemc Nation, two provincial government agencies, and Shuswap communities. The SWC is a collaborative, non-regulatory group. It works alongside organizations that have regulatory roles in managing the Shuswap watershed, complementing their work and carefully avoiding duplication.

### Staff

The Fraser Basin Council, a provincial non-government organization, provides contract staff services to the Shuswap Watershed Council.

### Our Vision

Enhanced water quality that supports human and ecosystem health and the local economy in the Shuswap watershed.

## What We Do

### Our Objectives

The SWC's primary objective is to maintain and enhance water quality in the Shuswap watershed by working with water quality monitors and advocating for good practices to prevent water quality degradation. Its other objectives are to coordinate and report on water quality in the Shuswap; to inform residents and visitors about water quality, and to encourage and promote safe boating and water-based recreation.

### The Work

The SWC's work is guided by its five-year plan for 2016–2021.

2019 was the fourth year of program operations for the SWC. In this Annual Report you'll find the highlights of the SWC's work on water quality monitoring and research, invasive mussel prevention, safe recreation, and a summary of expenditures. This report also includes an overview of the SWC's achievements since 2016, as it nears completion of its first five-year plan.





**Paul Demenok**  
Columbia Shuswap  
Regional District Area C  
—South Shuswap

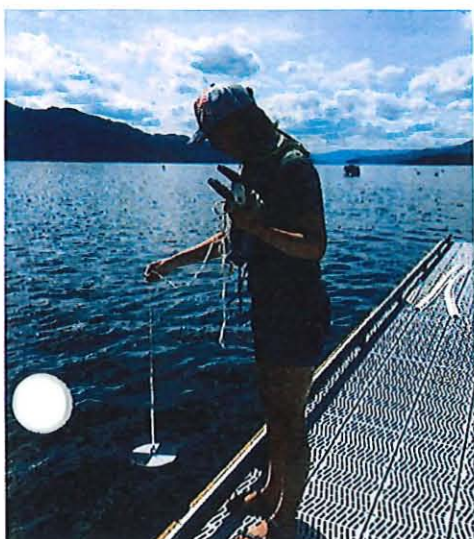
## Message from the Chair

As residents and visitors, we are very fortunate to be able to enjoy and use the clean, pristine waters of the Shuswap watershed. The Shuswap Watershed Council is proud to serve as a steward of this remarkable natural resource; our goal is to maintain and enhance its water quality for generations to come. Over the past four years, we have invested in important research to identify sources of nutrient inputs,

and we now look forward to reducing these impacts, guided by this science.

I am honoured to be part of this Council, and I would like to sincerely thank the Fraser Basin Council, all members of our Water Protection Advisory Committee and Water Quality Monitoring Group, and all members of the Council for their dedication and contributions to the Shuswap watershed.

## Highlights for 2019



Staff prepare to lower a Secchi disk to take a water quality reading. The Secchi disk gives an indication of water clarity.

## Water Quality Monitoring

The Shuswap Watershed Council serves as a convener and facilitator for the **Shuswap Water Quality Monitoring Group**, which is made up of several organizations in the watershed that are responsible for monitoring. Regular meetings of the Monitoring Group enable dialogue, information sharing, and planning to ensure that the entire watershed—large lakes, small lakes, and rivers—is adequately and efficiently monitored.

16

different organizations  
involved in water  
quality monitoring

1000+

water samples  
collected and  
analyzed in 2019

The SWC provided **over \$15,000 in support of an expanded monitoring program on Shuswap Lake** to determine the effects of the 2018 dominant salmon return. Shuswap Lake and its many rivers and creeks provide important migration and spawning habitat for Pacific salmon. Salmon are a natural source of nutrients and organic matter. Decaying salmon carcasses release nutrients along shorelines and directly into creeks and rivers; this is especially impactful to water quality in the months following a dominant salmon return. The monitoring program is a partnership between the SWC and the BC Ministry of Environment and Climate Change Strategy.

## Water Quality Research

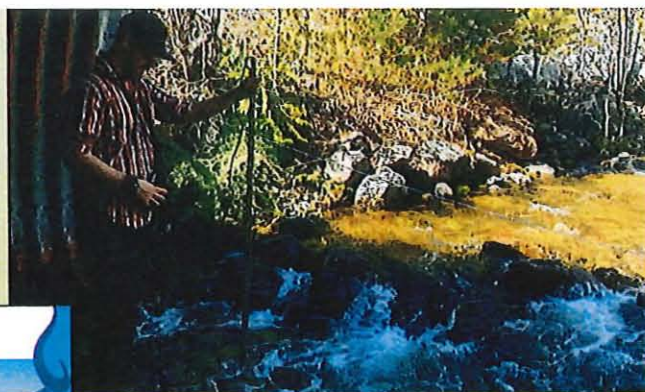
The SWC completed a **three-year research project with UBC-Okanagan** to better understand where and how nutrients are getting into the Shuswap River and Salmon River, and ultimately into Mara and Shuswap Lakes.

Nutrients have long been of interest in the Shuswap because of their importance to lake health and productivity, but also their ability to trigger an algae bloom. The SWC initiated this research project to gain answers the following questions:

- Are there excess nutrients in the rivers that are not from the natural environment?
- If so, where are they coming from and how are they getting into the rivers?

A member of the research team takes a gauge measurement on Fall Creek, a tributary to the Shuswap River.

Photo credit:  
Megan Ludwig.



Research results are summarized in a new report, *Understanding Nutrients and Water Quality in the Shuswap River and Salmon River*. A full report from the research team will be ready later this year.





This water sample was collected from White Lake. It was tested for Zebra and Quagga mussel larvae, called veligers. Veligers are microscopic and free-swimming.

Photo credit: Kim Kaiser.

## Invasive Zebra and Quagga Mussel Prevention

The SWC partnered with the **Columbia Shuswap Invasive Species Society** to monitor the Shuswap watershed for invasive Zebra and Quagga Mussels (ZQM) throughout boating season, and to conduct education and outreach with residents and visitors to the Shuswap about preventing the spread of ZQM. The SWC promoted **watercraft inspection** and **Clean-Drain-Dry** through news articles and print media, social media, and signage. Additionally, staff presented at the *International Conference on Aquatic Invasive Species* about prevention work underway in the Shuswap.

Zebra and Quagga mussels would have negative effects on water quality, beaches, and fish populations; they would also cause nuisance clogging in water utilities and irrigation systems. **Fortunately, the Shuswap—and all of British Columbia—remains invasive mussel-free. The SWC is helping to keep it that way!**

24

24 sites on 14 waterbodies were monitored for Zebra and Quagga Mussels

8

8 new signs were installed at boat launches describing Clean-Drain-Dry practices

Media messaging reached up to

55,000

NEWS SUBSCRIBERS

&

15,000

SOCIAL MEDIA USERS

&

775,000

TRAVELLERS

through advertising, billboards and travel magazines

In 2019, **invasive Asian clams** were found on the shores of Shuswap Lake. At this time, only dead specimens have been found. Nevertheless, this new detection of an invasive species underscores the importance of practicing several prevention measures such as:

- cleaning, draining, and drying watercraft when moving from one waterbody to another
- stopping for watercraft inspection when travelling
- avoiding using invasive species as fishing bait,
- never releasing aquarium plants or animals.

Monitoring will continue in 2020 to determine if there is a living population of the clams in Shuswap Lake.



Report suspected sightings of invasive species via the Report Invasives BC app.



## Safe Recreation

The SWC is committed to helping keep the Shuswap safe for boaters and recreationists through raising awareness for unsafe practices, and **promoting safe practices** such as lifejacket use, cold water safety, drowning prevention, and sober boating. The SWC promoted "7 top tips" through a combination of articles, social media, signage, and advertising. The SWC is also pleased to work with the **Royal Canadian Marine Search & Rescue** to promote free lifejacket loans for children at several locations throughout the Shuswap.

The SWC's safety messaging had over

**50,000**

IMPRESSIONS ON  
SOCIAL MEDIA

**215,000**

IMPRESSIONS IN THE  
NEWS & IN PRINT

**300,000**

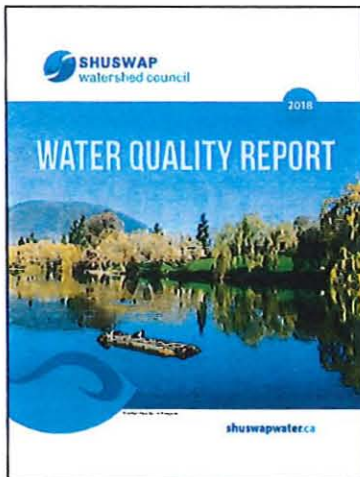
IMPRESSIONS  
ON THE RADIO

Grant funding from Transport Canada enabled the SWC to deliver more safety campaigns than ever before!

Rack cards and posters describing 7 top tips for safety were distributed throughout the Shuswap



## Communications and Advocacy



The SWC is open and transparent about its program operations, expenditures, achievements and decisions. Some of its key communiqués include:

- SWC Meeting Highlights Summaries (4 times per year)
- Completion and distribution of the third annual water quality report, the **2018 Shuswap Water Quality Summary**
- Maintaining an **up-to-date website** and an active presence on **social media**
- Making all meeting summaries and financial reports available online

The SWC focused its advocacy work in 2019 on preventing the spread of Zebra and Quagga Mussels to British Columbia. Early in 2019, the SWC presented to the *House of Commons Standing Committee on Fisheries and Oceans* during the committee's review of the national Aquatic Invasive Species Program. The SWC also corresponded with the provincial and federal governments regarding its concern for the risk of an invasion, and called for additional measures to protect BC from such an invasion.

Photo credit: Darren Robinson Photography.



f /ShuswapWater  
 @ShuswapWater  
 @shuswap.water

**shuswapwater.ca**



## Administration and Governance

Four Council meetings were held throughout the year to approve projects and work plans, receive operational updates from staff, hear informative presentations from other groups, and discuss arising issues. The SWC also had a strategic planning workshop early in 2020 to draft a new Strategic Plan for 2021–2026, to immediately follow the completion of its current five-year plan for 2016–2021. Council meetings are open to the public.

### 2019–20 Budget and Operational Expenses (April 1, 2019–March 31, 2020)

The SWC's work is supported by contributions from the following governments:

Contributor	Amount (\$)
2018–19 surplus (carried forward from March 31st, 2019)	186,896
Columbia Shuswap Regional District (Areas C, D, E, F and the District of Sicamous)	160,000
Thompson-Nicola Regional District	53,600
City of Salmon Arm	40,000
Adams Lake Indian Band	1,300
Grant Funding: Transport Canada, Boating Safety Contribution Program	19,538
<b>Revenue for 2019–20</b>	<b>461,334</b>

### Operational Expenses

Program	Budgeted (\$)	Expenses (\$)	Variance (\$)
Water Quality Program: Monitoring Initiative	51,150	41,964	9186
Water Quality Program: Protection Initiative	79,500	39,759	39,742
Zebra & Quagga Mussel Prevention Program	30,825	31,087	-262
Safe Recreation Program	26,050	25,810	240
Communications and Advocacy	42,200	39,967	2233
Administration and Governance	43,150	40,753	2397
<b>Sub-total Operational Expenses</b>	<b>272,875</b>	<b>219,339</b>	<b>53,536</b>
Operating Reserve*	188,459	0	188,459
<b>Summary of Expenses</b>	<b>461,334</b>	<b>219,339</b>	<b>241,995</b>

\* The Operating Reserve has been growing each year since 2016, as a result of annual surpluses. Within the reserve the SWC holds a \$20,000 water quality contingency fund that can be drawn from in case of arising water quality issues that require additional, unplanned monitoring or response. The fund has not been drawn from to-date.



The SWC recently published its Strategic Plan for 2021–2026. Find it on their website.

**shuswapwater.ca**





## Activities and Achievements since 2016

The SWC was established in 2014 as a partnership of several organizations working on water quality and safe water-based recreation in the Shuswap. It began implementing its programs in 2016, according to its five-year plan for 2016–2021. Here is a summary of its key activities and achievements since that time.

### WATER QUALITY MONITORING

- The SWC convenes the Shuswap Water Quality Monitoring Group twice per year for dialogue, information sharing, planning, and to identify and reduce potential redundancies or duplication with respect to water quality monitoring. This collaboration is one of the most important roles fulfilled by the SWC.

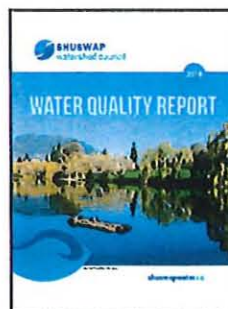
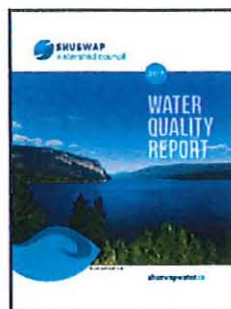
Up to 18 organizations with responsibilities for water quality monitoring participate in the Monitoring Group including municipalities, regional districts, First Nations, health organizations, and the BC Ministry of Environment and Climate Change Strategy

- The SWC serves as a 'tracker' of monitoring activities across the watershed, with input from water quality monitoring organizations
- The SWC published a user guide for the provincial Environmental Monitoring System to enable easier use of the water quality database by the general public

- The SWC partnered with the BC Ministry of Environment and Climate Change Strategy to do attainment monitoring (a more in-depth monitoring program) on the Salmon River from 2016–19. Funding from the SWC enabled this work to be done.
- The SWC coordinated a special monitoring project in Shuswap Lake in 2017 to test for a group of synthetic compounds called nonylphenols. These are known to be harmful to aquatic life if they're present in high enough concentrations, and they are not routinely monitored by regulatory agencies.

The results of this monitoring were good—nonylphenols were not detected in Shuswap Lake. You can learn more in the SWC's 2017 *Shuswap Water Quality Summary Report*, available on its website.

### WATER QUALITY REPORTING



- The SWC has published three annual Shuswap Water Quality Summary Reports, to-date. Some monitoring organizations share their data and expertise with the SWC for including in these reports. Publicly reporting on water quality data is a unique role fulfilled by the SWC.



## WATER QUALITY RESEARCH

- The SWC has been working with researchers at UBC–Okanagan since 2016 to learn about nutrients in the Shuswap watershed, with a focus on the Shuswap River and Salmon River. The SWC has invested \$150,000 over three years in this research. It is the first research of its kind in the Shuswap watershed. The first phase of research involved the collection and analysis of water samples from over 100 different sites over a three year period to essentially create a 'nutrient budget' illustrating how different regions of the watershed contribute more—or less—nutrients to the rivers. A second phase of research in 2019 involved the collection and analysis of a sediment core from the bottom of Mara Lake to learn how nutrient-loading in the watershed has changed over the past century. Analysis and results to-date have shown us which regions of the watershed and which land use types contribute the most significant amounts of nutrients to the rivers, on a kg/hectare/year basis. Full reports from the research team will be ready later this year.



## WATER QUALITY IMPROVEMENT

- In 2016 and 2017, the SWC offered grant funding for water quality improvement projects.
  - In 2016 a \$10,000 grant was provided to Yucwmenlucwu, a resource management company owned and operated by Splatshin First Nation, to restore a section of Alderson Creek (a tributary to Fortune Creek and ultimately to the Shuswap River). Livestock exclusion fencing was installed along the creek and the riparian area was restored with new plants.
  - In 2017 a \$10,000 grant was provided to Gardom Lake Stewardship Society to restore a wetland along Gardom Creek, the in-flow to Gardom Lake. Wetlands are very good at improving water quality because they capture sediments and nutrients; they also provide valuable habitat.
- Early in 2020, the SWC launched a new water quality grant program: up to \$100,000 is available to help land-owners and agriculturalists in the Shuswap River and Salmon River valleys with projects to protect water quality.

## SAFE RECREATION

- The SWC has delivered safe boating and safe water-based recreation campaigns every year during the summer months, focusing on lifejackets, sober boating, cold water awareness, drowning prevention, and boating preparedness. These safe practices are promoted through various media, and have had over 750,000 impressions on residents and visitors since 2016.
- The SWC has been pleased to partner with the Royal Canadian Marine Search & Rescue (Station 106 Shuswap, based in Sicamous) to make the Shuswap a safer place for all recreationists. The SWC has supported the RCM-SAR's *Kids Don't Float* initiative—which provides free lifejacket loans for children—by providing funding to build and equip some of the lifejacket kiosks and also by promoting the network of kiosks across the Shuswap.

## COMMUNICATIONS AND ADVOCACY

- The SWC has been open and transparent about its program operations, expenditures, decisions, and key activities. It has made all of this information available through a variety of media including its website, social media, editorials, council meeting summaries, and annual reports.
- The SWC has focused its advocacy efforts on the two issues which, if they are not managed well into the future, are perceived to pose the greatest threat to our water quality and lake ecosystems: invasive Zebra and Quagga mussels, and nutrient inputs via the Shuswap River and Salmon River. The SWC has corresponded with the provincial and federal governments about invasive mussels on several occasions, relaying its concerns and asking for more funding and resources to prevent the spread to British Columbia. Additionally, the SWC provided input to the provincial review of the *Agricultural Waste Control Regulation*, calling for enhanced measures to protect our watershed from excessive phosphorus run-off.



## Activities and Achievements since 2016, *continued*

### ZEBRA & QUAGGA MUSSEL PREVENTION

- The SWC has partnered with the Columbia Shuswap Invasive Species Society (CSISS) to monitor the Shuswap watershed for aquatic invasive Zebra and Quagga mussels (ZQM) since 2018. The SWC has provided financial support to CSISS, which has enabled them to expand their monitoring program in the Shuswap watershed significantly.
- The SWC promotes invasive mussel prevention practices extensively through the spring and summer boating and tourism season. Messages of 'Clean-Drain-Dry' and promoting the Province's watercraft inspection stations have reached over 650,000 people per year, in the last two years.

The SWC is concerned about the threat posed by invasive Zebra and Quagga mussels to British Columbia. Education and outreach to residents and visitors, and early detection monitoring for mussels, are high priority items.

### GOVERNANCE AND REPRESENTATION

- The SWC established a Council of 18 representatives from several governments and communities within the Shuswap watershed —Council membership includes one representative from each of the BC Ministry of Environment and Climate Change Strategy and the BC Ministry of Agriculture who provide in-kind expertise to the SWC; additionally, four community representatives provide valuable input on a voluntary basis.
- The SWC established and abides by a governing Terms of Reference
- The SWC established two supporting technical committees: a Water Quality Monitoring Group, and a Water Protection Advisory Committee

The SWC performed an interim review of its programs in 2018. A review committee considered the SWC's program performance and achievements, financial management, and staff services. The results of the review were positive, and the committee recommended the SWC stay the course and continue their work on water quality and safe recreation.

### Looking ahead

The SWC will complete the work in its current five-year plan at the end of 2020. A new strategic plan for 2021–2026 will guide the SWC's work in the future.



### SWC Members

as at March 31, 2020

**Paul Demenok—Chair**  
CSRD Area 'C'

**Tim Lavery—Vice Chair**  
City of Salmon Arm

**Rene Talbot**  
CSRD Area 'D'

**Rhona Martin**  
CSRD Area 'E'

**Jay Simpson**  
CSRD Area 'F'

**Rod Crowe**  
TNRD, Village of Chase

**Ken Christian**  
TNRD, City of Kamloops

**Colleen Anderson**  
District of Sicamous

**Dave Nordquist**  
Secwepemc Nation,  
Adams Lake Indian Band

**Steven Teed**  
Secwepemc Nation,  
Adams Lake Indian Band

**Rick Fairbairn**  
RDNO, Area 'D'

**Denis Delisle**  
RDNO, Area 'F'

**Dennis Einarson**  
BC Ministry of Environment  
& Climate Change Strategy

**Chris Zabek**  
BC Ministry of Agriculture

**Lorne Hunter**  
Community Representative

**Randy Wood**  
Community Representative

**Sharon Bennett**  
Community Representative

**Natalya Melnychuk**  
Community Representative

THIS PAGE INTENTIONALLY LEFT BLANK

Item 14.2

## CITY OF SALMON ARM

Date: November 23, 2020

### **Presentation 4:15 p.m. (approximately)**

**NAME:** Patricia Huntsman, Patricia Huntsman Culture + Communication

**TOPIC:** Salmon Arm Arts and Culture Plan

#### **Vote Record**

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



# SALMON ARM

Arts and Culture Plan

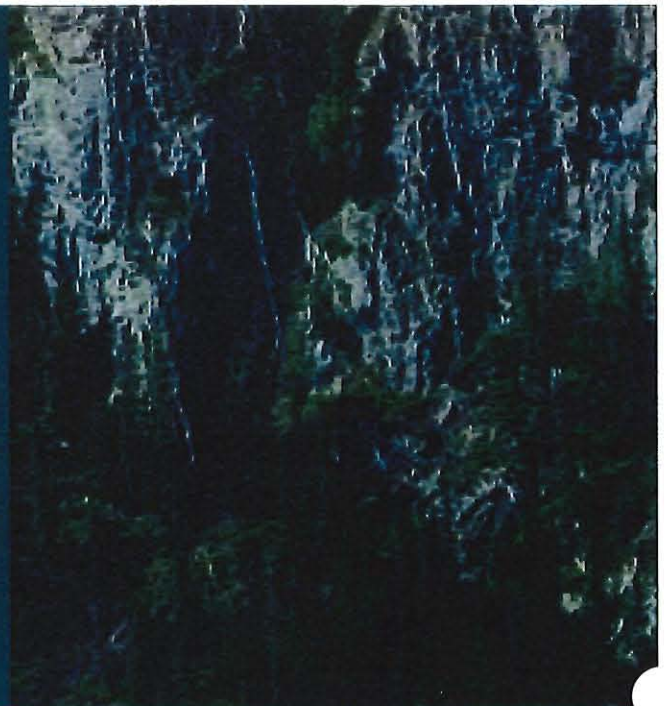
#SAbigideas

## *Alive with the Arts-* Cultural Plan Overview

Council Presentation-  
November 23, 2020

### INDIGENOUS ACKNOWLEDGEMENT

The City of Salmon Arm extends its gratitude to the Secwepemc People on whose traditional and unceded lands we conduct our activities. We recognize the guidance and wisdom of Neskonalith knowledge-sharers as we learn and listen in Truth and Reconciliation. In keeping with the Government of British Columbia Declaration, the City acknowledges the United Nations Declaration of Rights of Indigenous Peoples.





## *Alive with the Arts: Key Highlights*

- Timing: 1st cultural plan but times nicely with major sector changes
- Blends community-driven input and sector expertise
- Builds on the grassroots cultural development to-date and keeps that centered
- Intentionally a low resource-intensive plan

- Back fills some cultural policy pre-requisites and building blocks (e.g. art in public spaces policy)
- Strategic level lens of planning culturally which intersects with points of collaboration with tech, tourism and natural heritage
- Successful due to emphasis on co-leadership shared implementation model

**SALMONARM**  
Arts and Culture Plan

#SAbigIdeas



## ECOSYSTEMS-BASED ENGAGEMENT



**SALMON ARM**  
Arts and Culture Plan

**#SAbigideas**

## ENGAGEMENT ACTIVITIES INCLUDED:



**7** community workshops and focus groups.

**WITH 20+** community members and City Staff representing Salmon Arm's ecosystem that reached beyond the arts community and recognized the interconnectedness to business, environment, social wellness, infrastructure and capital plans, tourism and Indigenous interests,

**115** from the broader public from mid-September 2019 to Early October through Sounding Boards located at various gathering place around the City including:

**inputs collected**

- City Hall
- Salmon Arm Art Centre
- Okanagan College
- The Arena
- Innovation Centre
- Farmers Market

### 3 Validation and Prioritization Workshop Sessions

### Sounding Board Example:

## WHAT'S YOUR VISION FOR ARTS AND CULTURE IN SALMON ARM.

What do you see as key themes or directions for the plan?

Please respond in the spaces below.

Comments are limited to 1000 characters. If you need more space, please use the "Add Comment" button below.

## SALMON ARM

Arts and Culture Plan







Comments are limited to 1000 characters. If you need more space, please use the "Add Comment" button below.

**SALMON ARM**  
Arts and Culture Plan

**#SAbigideas**



# Our Vision

*We see:*

Arts, nature and technology co-existing as cornerstones of our creative ecosystem.

Our small city energized as an all-seasons cultural destination and creative marketplace.

Arts and culture being valued as keys to community wellness and success.

**The Arts Happening Here Everyday for Everyone.**

**SALMON ARM**  
Arts and Culture Plan

#SAbigideas

# Our Commitments

**What will guide our greatness.  
We believe in....**

- Building sustainable cultural capital.
- Showing up and celebrating our rich arts and cultural life.
- Honouring Indigenous voices, cultural and natural heritage.
- Making it\* happen- no excuses!
- Being environmentally conscious in our cultural development.
- Cultivating innovative ideas and being future-ready.
- Creating safer, inviting, diverse and accessible artistic spaces for everyone.
- Demonstrating leadership in culture.

*\*it= artistic awesomeness. A vibrant cultural scene, activity, programs, small city life.*

**SALMON ARM**  
Arts and Culture Plan

#SAbigideas

## What are BIG IDEAS?

In keeping with Salmon Arm's 'Small City, Big Ideas' approach, the cultural plan reflects big ideas and bold moves as strategic directions, objectives or actions--- anything that marks a significant step forward in cultural development.

Sometimes it can be looking at new ways to solve challenges and issues in a community, or perhaps advancing the conversation, or demonstrating leadership and asking others to come on-board. These Big Ideas are supported by a framework that sees action and change.

**SALMON ARM**  
Arts and Culture Plan

#SAbigideas

### BIG IDEA #1: LET CULTURE LEAD.

**SALMON ARM**  
Arts and Culture Plan

#SAbigideas

#### GOAL STATEMENT:

**INVEST IN CULTURE-LED  
ECONOMIC DEVELOPMENT  
AND SOCIAL WELLNESS.**

Culture is the make it or break it factor in the success of communities large or small\*. By using a strategic cultural lens and linking to partnering initiatives, Salmon Arm will advance its economic and social prosperity.

\* Want to learn more about arts strategies? Visit [creativecity.ca/makingthecase](http://creativecity.ca/makingthecase) to learn more



## BIG IDEA #2: SHOW UP AND CELEBRATE.

**SALMON ARM**  
Arts and Culture Plan

#SAbigideas

### GOAL STATEMENT: INCREASE AWARENESS AND PARTICIPATION IN THE ARTS.

A great number of cultural successes in Salmon Arm are linked with visitors valuing the arts in our city. A key goal of *Alive with the Arts* is to see arts and culture being valued, celebrated, and integrated into everyday community life by building our home base.

## BIG IDEA #3: ACTIVATE SPACES THROUGH THE ARTS.

**SALMON ARM**  
Arts and Culture Plan

#SAbigideas

### GOAL STATEMENT: SALMON ARM IS ENERGIZED WITH ARTISTIC ACTIVITY THROUGH TRANSFORMATIVE CREATIVE PLACEMAKING.

Activating spaces sees inviting, accessible and inclusive participation in the arts by residents and creative workers alike. Cultural infrastructure is maintained and meets demand for cultural production.



## BIG IDEA #4: CONNECT + COLLABORATE

**SALMONARM**  
Arts and Culture Plan

#SAbigideas

### GOAL STATEMENT:

Community connections are strengthened through collaboration and capacity-building.

Everyone feels they can participate in the cultural life of our City where diversity is welcomed.

## BIG IDEA #5: CULTIVATE CREATIVE ENTREPRE- NEURSHIP

**SALMONARM**  
Arts and Culture Plan

#SAbigideas

### GOAL STATEMENT:

Arts, technology and entrepreneurship feed our healthy creative ecosystem. Affordability, lifestyle, and openness to new ideas and innovation, are catalysts to creative worker attraction.

## BIG IDEA #1: Let Culture Lead.

### Objective 1.1.

There is sustainable support and investment in culture as part of Salmon Arm's economic strategy and community planning initiatives.

### Objective 1.2.

Enhanced capacity-building and cultural leadership is fostered in the community through the role of the City- its strategic direction, departments, bylaws, policies and programs.

Objective 1.3. Identify opportunities to address the community needs of equity, diversity, accessibility and social inclusion.

**SALMON ARM**  
Arts and Culture Plan

#SAbigideas

## BIG IDEA #2: Show Up and Celebrate.

### Objective 2.1.

Develop and implement a comprehensive arts and culture communications strategy (and campaign) to build audiences and awareness.

### Objective 2.2.

Promote social change arts practices, and arts-based strategies for addressing matters of civic importance.



### Objective 2.3

Celebrate a sense of place and share the Shuswap's story.

**SALMON ARM**  
Arts and Culture Plan

#SAbigideas



## BIG IDEA #2: Show Up and Celebrate.

### Objective 2.4

Support efforts to reconnect and preserve language and place names.

Objective 2.5. ' . Build connections between the local Indigenous communities and the broader Shuswap community through art.



## BIG IDEA #3: Activating Spaces Through the Arts.

### Objective 3.1.

To transform spaces by intentionally leveraging artistic and creative activity to serve the community and build character and quality of place.

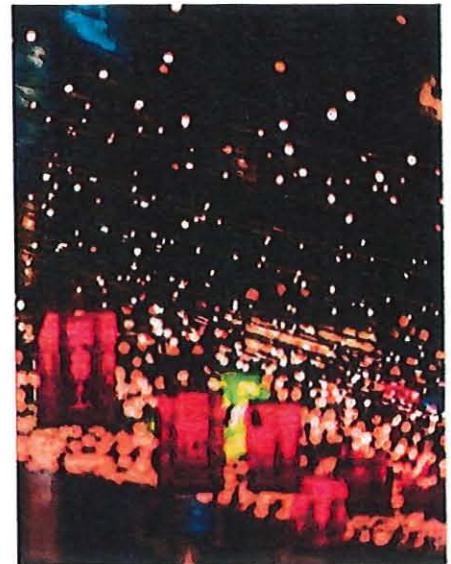
Objective 3.2 Facilitate social inclusion, promote diversity, community wellness and accessibility in cultural spaces.



## **BIG IDEA #4: Connect + Collaborate.**

Objective 4.1. Invest in capacity-building and foster collaborations through knowledge-sharing, gatherings, and skills development opportunities for volunteers and administrators.

Objective 4.2. Work with neighbourhoods to encourage a distributed model of arts, culture and heritage activity and connection points.



**SALMON ARM**  
Arts and Culture Plan

#SAbigideas

## **BIG IDEA #5: Cultivate Creative Entrepreneurship.**

Objective 5.1. Cultivate a creative economy by positioning Salmon Arm as a marketplace for creative entrepreneurship.

**SALMON ARM**  
Arts and Culture Plan

#SAbigideas



# Going Forward: Quick Wins

- Work on Tri-Partite Agreement.
- Keep engagement going via Cultural Roundtable with quarterly check-ins.
- Use Task Group to contribute input towards Implementation Framework: on timeline, measures, first steps and suggested partnerships.
- Build communications and focus on sector development actions.



## Recommendation:

THAT Council move to adopt in principle the *Alive with the Arts* Salmon Arm Cultural Plan with a view to approving implementation items on a yearly basis in keeping with the City's annual budget process and in consultation with community representatives.



Thank you.

**SALMON ARM**  
Arts and Culture Plan

#SAbigideas

THIS PAGE INTENTIONALLY LEFT BLANK

Item 23.1

**CITY OF SALMON ARM**

Date: November 23, 2020

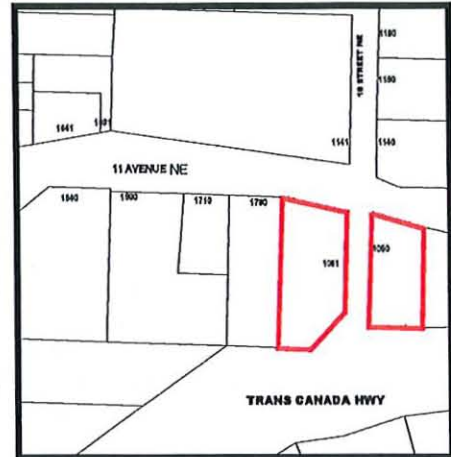
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, November 23, 2020 at 7:00 p.m.**

**1) Proposed Amendment to Official Community Plan Bylaw No. 4000:**

Redesignate Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from HR (Residential High Density) to HC (Highway Service/Tourist Commercial).

**Civic Address:** 1050 & 1091 - 18 Street NE  
**Location:** On the Southwest and Southeast sides of 18 Street NE and 11 Avenue NE intersection North of Trans Canada HWY  
**Present Use:** Single Family Dwelling and Vacant land  
**Proposed Use:** Commercial office building with a residential unit above and parking lot  
**Owner/Applicant:** R. Kearl  
**Reference:** OCP4000-43/Bylaw No. 4410 and ZON-1184/ Bylaw No. 4411



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> November 10 - 23, 2020 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 250.803.4010 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will now be allowing public attendance on a first come first serve basis subject to the provisions of the City of Salmon Arm COVID 19 Exposure Control Plan.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Erin Jackson, Director of Corporate Services

**Vote Record**

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously
- Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond





To: His Worship Mayor Harrison and Members of Council

Date: October 14, 2020

Subject: Official Community Plan Amendment Application No. 4000 - 43 & Zoning Bylaw Amendment Application No. 1184

Legal: Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130, Except Plan KAP54559

Civic Address: 1050 & 1091 18 Street NE

Owner/Applicant: Russell Kearl

---

### **MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 by redesignating Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, Plan 13130, Except Plan KAP54559 from Residential High Density to Highway Service/Tourist Commercial.

**AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council has considered 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 has considered 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*, Council has considered the proposed Official Community Plan 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 rezoning Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130, Except Plan KAP54559 from R5 (High Density Residential) to C6 (Tourist/Recreation Commercial Zone).

**AND FURTHER THAT:** Final reading of the zoning amendment bylaw be withheld subject to:

- 1) Ministry of Transportation and Infrastructure approval; and
- 2) Adoption of the associated Official Community Plan Amendment Bylaw.

---

### **STAFF RECOMMENDATION**

**THAT:** The motion for consideration be adopted.

---

## PROPOSAL

The subject property is located at 1050 and 1091 18 Street NE (Appendix 1 and 2). The proposal is to rezone the parcel from R5 (High Density Residential) to C6 (Tourist/Recreation Commercial Zone) to permit the development of a commercial office building with a residential unit above. The applicant has indicated that the building would occupy one property and the other property would be used primarily for parking.

## BACKGROUND

The subject property comprises of two legal parcels with a total area of approximately 4159m<sup>2</sup> (1ac) and is bisected by 18 St NE. The parcels were the focus of an OCP Amendment and Rezoning application in 2015 in which the OCP designation was amended from Highway Service/Tourist Commercial to Residential High Density (RHD) and rezoned R1 (Single Family Residential Zone) to R5 (High Density Residential) in order to accommodate a proposal for a 24 unit residential townhouse development. Appendices 3 and 4 show the OCP and zoning of the subject property and surrounding area. Site photos are included as Appendix 5. Currently, a single family dwelling is located on 1091 18 St NE and 1050 18 St NE is vacant.

The Zoning Map attached as Appendix 4 shows that the site is surrounded by properties currently zoned R1 (Single Family Residential Zone) and R4 (Medium Density Residential Zone). The OCP Map shows that the subject property adjacent to areas designated as Residential Medium Density and is within the Highway Service/Tourist Commercial area which encourages commercial development for the travelling public with some medical and retail services meeting the needs of the surrounding residential areas. The surrounding uses are as follows:

North: Single Family Dwelling  
East: Single Family Dwelling  
West: Single Family Dwelling  
South: Trans Canada Highway 1/Lakeside Bowling Lanes

The applicant is proposing to build an office and retail commercial space with some residential accommodations on the second floor. The applicant has stated that one of the office spaces would be used for a dentist office and the retail space is undetermined. Should the OCP Amendment and Rezoning applications be supported, the owner would have to make application for a Highway Service/Tourist Commercial Development Permit. At which time drawings for a proposed building, building massing, parking, site plan and landscaping can be reviewed through the Development Permit Guidelines for the Highway Service/Tourist Commercial Area.

## OCP POLICY

The OCP includes policies on the Highway Service/Tourist Commercial Area, citing that this area is intended to support commercial, retail and medical services for the travelling public but also for the growing residential in the vicinity. Highway access is approximately 500m away at the recently constructed interchange east of 21 St NE. The OCP supports providing retail and service opportunities. In addition, the area is within the boundaries of 30 St SW and 30 St NE; therefore a proposal to provide medical services and retail that meets the needs of the surrounding residential area is supported by the OCP.

Currently, the inventory of Commercial lands, as per the OCP designation, is approximately 212.23 ha (524.43ac). The subject area, not including the consolidation of 18 St NE into the development area, is approximately 4159m<sup>2</sup> (1ac). The proposal does not mark a significant increase in the commercial inventory, neither does the removal of the lands from the residential inventory have a significant adverse impact to the residential land inventory.

## Section 475 & 476 - Local Government Act

Pursuant to Sections 475 and 476 of the Local Government Act (optional and mandatory consultation requirements during OCP amendments), the proposed OCP amendments were referred to the following organizations on August 11, 2020:

Adams Lake Indian Band:	No response to date
Neskonlith Indian Band:	no response to date
Economic Development Society:	Support - response attached (Appendix 6)

School District No. 83:  
(pursuant to Section 476)

No response to date

### Section 477 - Local Government Act

Pursuant to Section 477 of the Local Government Act (adoption procedures for an OCP amendment), prior to Second Reading of the bylaw, Council must consider the proposed OCP amendment in relation to the City's financial and waste management plans. In the opinion of staff, this proposed OCP amendment is largely consistent with both the City's financial and waste management plans.

### COMMENTS

#### Ministry of Transportation and Infrastructure

The Ministry of Transportation and Infrastructure (MOTI) have given preliminary approval of the rezoning provided that there is no direct access to the Trans-Canada Highway and that all new structures must be located outside of the provincial setback of 4.5m from the Trans-Canada Highway road/property line.

#### Engineering Department

The requirements for 18 St NE include road dedication, upgrades along the frontages to the Urban Local Road standard and the construction and dedication of a full cul-d-sac. There are some additional upgrades that would be required along the 11 Ave NE frontages and are detailed in the report. In noting the various upgrade requirements along the 18 St NE frontages, Engineering staff are supportive of the closure, purchase and consolidation of 18 St NE. Should 18 St NE be closed and purchased by the owner/applicant then the improvements would not be necessary. Engineering comments are attached as Appendix 7.

The applicant has expressed interest in purchasing 18 St NE and consolidating the subject property and road. There is a Road Closure and purchase process that could be initiated by the applicant in order to facilitate the purchase of 18 St NE and staff will continue to work through this process. The Road Closure and purchase process requires Council approval.

#### Building Department

No concerns were raised during the review period.

#### Fire Department

No concerns.

#### Planning Department

Staff are supportive of the application to amend the OCP and rezone the subject property in order to bring small scale commercial that caters to the growing residential development in the surrounding area. Staff were also supportive of the previous OCP and rezoning applications due to there being no direct access to Trans Canada Highway 1 from 18 Street NE and the scale of residential development could have easily integrated into the surrounding area.

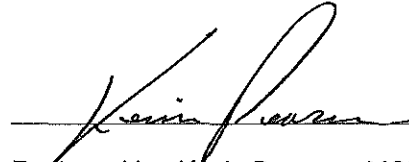
The closure of the 18 St NE and the possibility of a consolidated lot frontage would align the C6 zoning setbacks with a building being required to be at least 3m from each side property line. There are no front or rear yard setbacks in the zoning regulations; however, the Ministry of Transportation and Infrastructure (MOTI) responded that there are to be no buildings or structures located within a 4.5m area from the highway. This setback negates parking in the same area because should MOTI have to use that area for right of way into the future it could reduce the parking areas and potentially leave the development non-conforming. Note that, there are OCP guidelines encouraging parking area to be located at the back of buildings. Again, the details of the building location, form and character elements, building massing, and site parking can be addressed in more detail at the Development Permit stage.

Further to this, while the applicant is proposing to use one lot for the building and other lot primarily for parking it should be noted that the C6 zone does not permit "parking lot" or "parkade/off-street parking" as a permitted use for this site. Therefore, should the lots remain separate legal entities or lots, at the time of

Development Permit, one lot being utilized as a parking area for the adjacent development could be secured by way of lot consolidation or covenant so it does not conflict with the permitted uses in the zone. Given that preliminary drawings for the building and site plan have not been submitted, approvals related to parking may be addressed at the time of Development Permit.

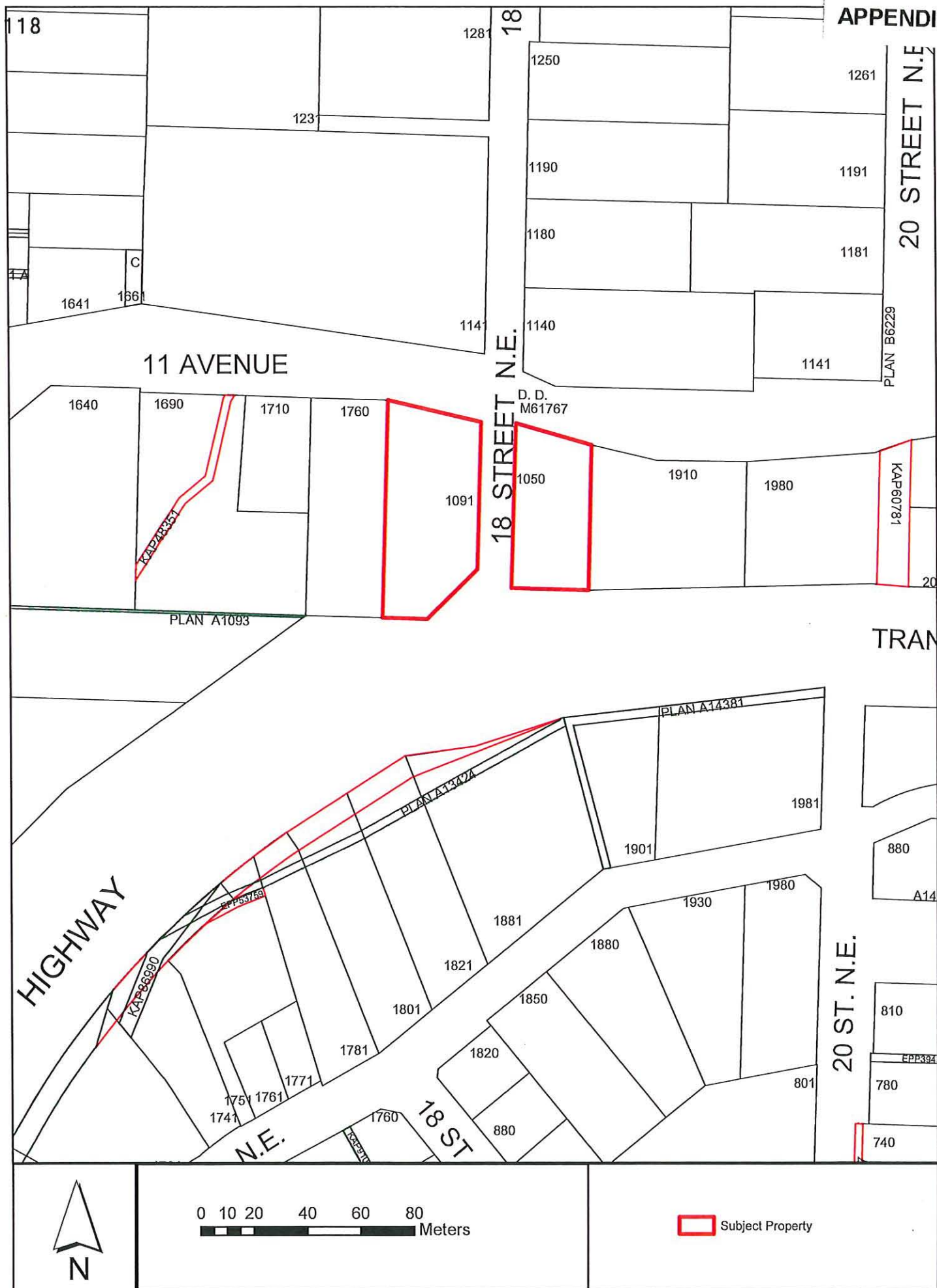


Prepared by: Melinda Smyrl, MCIP, RPP  
Planner

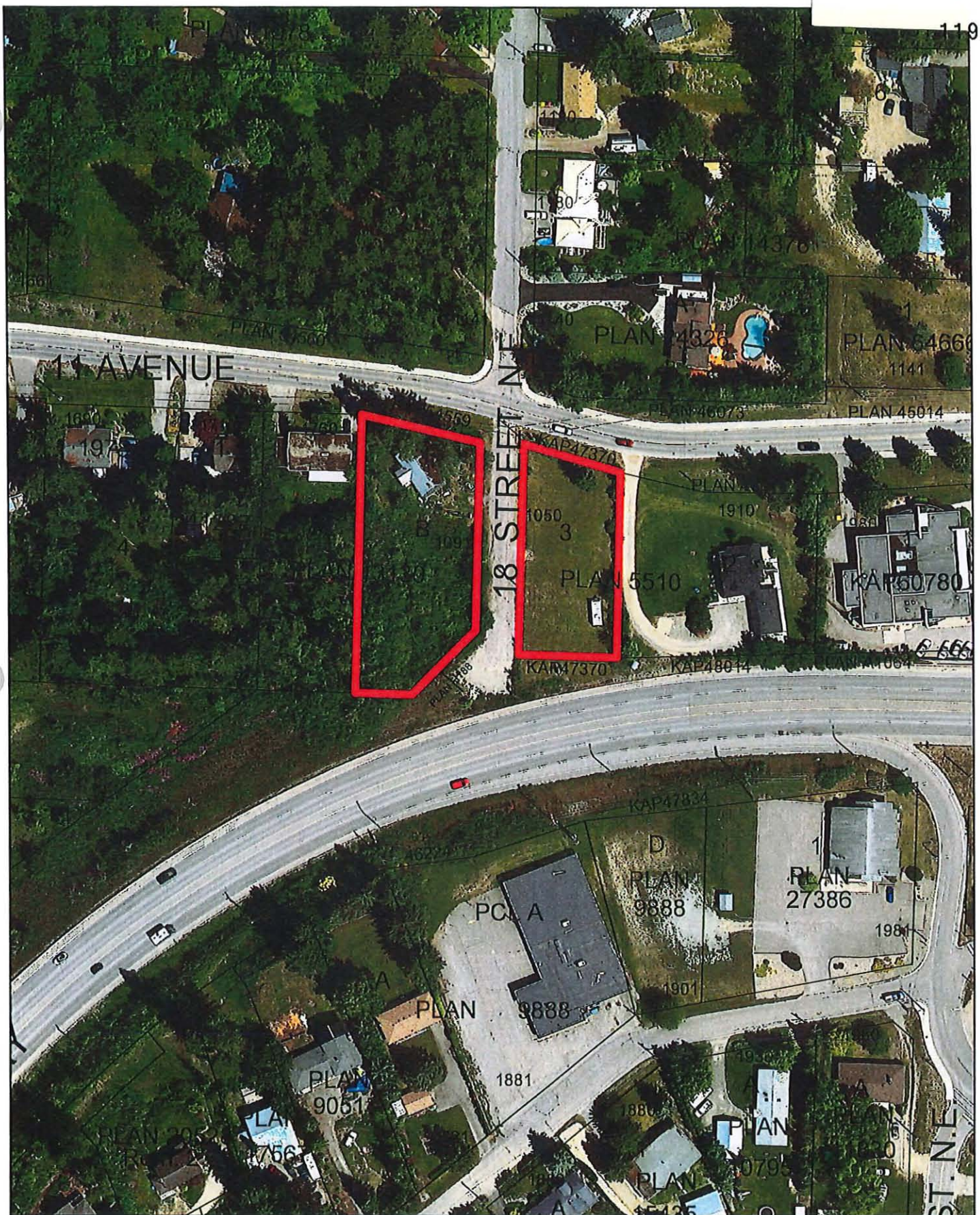


Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



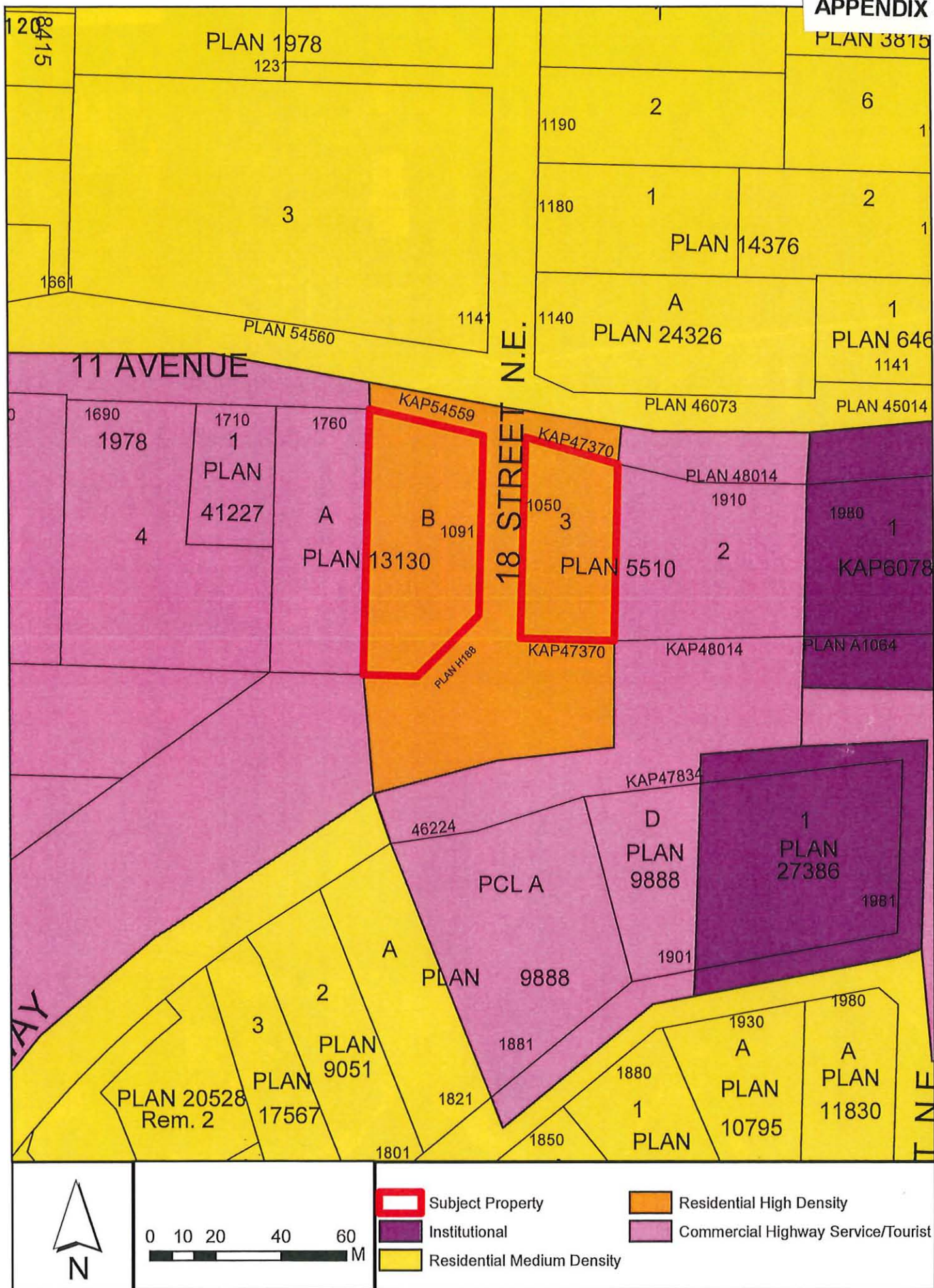




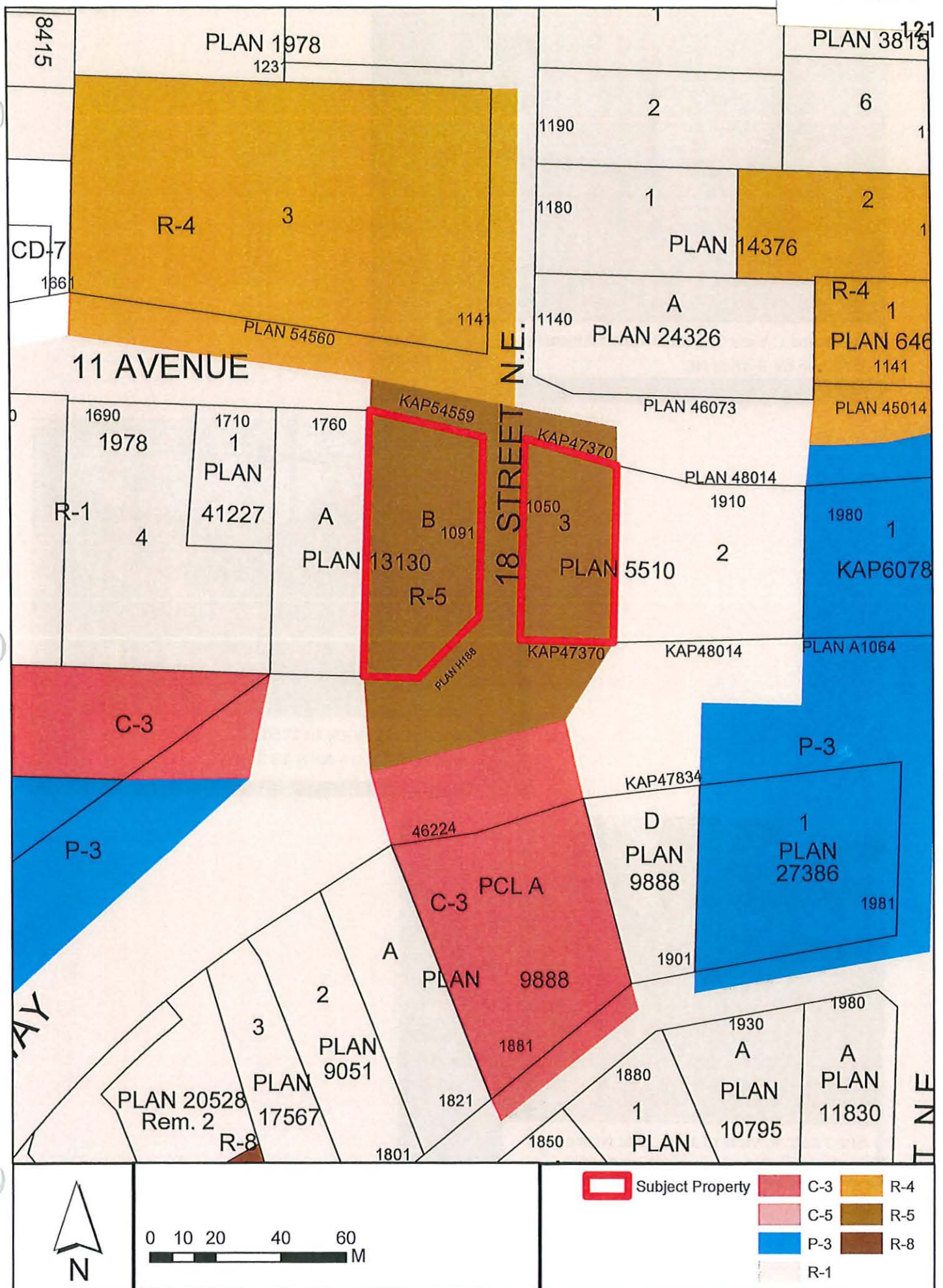


Subject Property

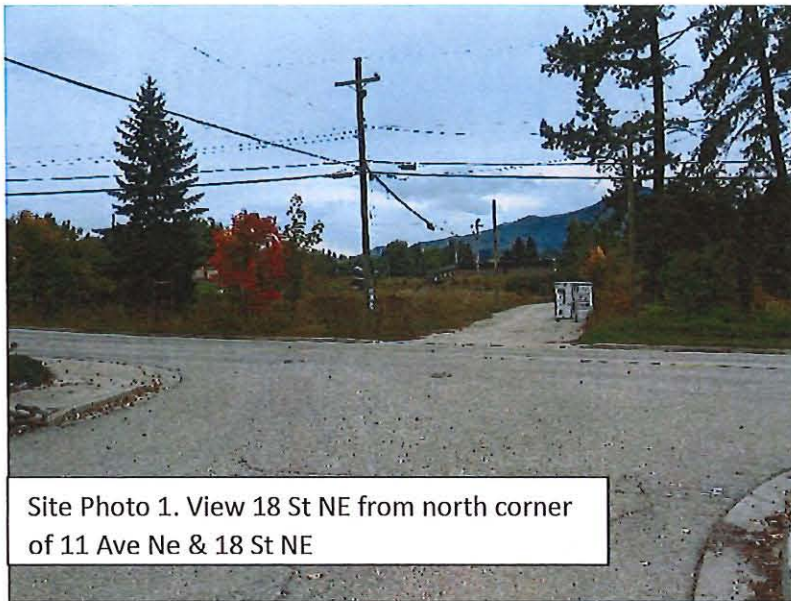












Site Photo 1. View 18 St NE from north corner of 11 Ave Ne & 18 St NE



Site Photo 2. View to 1050 18 St NE from north corner of 11 Ave Ne & 18 St NE



Site Photo 3. View to 1091 18 St NE from north corner of 11 Ave Ne & 18 St NE



Sept 10, 2020

City of Salmon Arm  
PO Box 40  
Salmon Arm BC  
V1E 4N2

Attention: Kevin Pearson  
Director of Development Services

Dear Sir:

**Re: OCP Amendment Application No OCP4000-43**

---

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 properties located at 1050 18 Street NE and 1091 18 Street NE SE, Salmon Arm, from High Density Residential to Highway Commercial, and the Zoning Category from R5 to C6. The Board supports the application, based on the information provided.

We thank you for the opportunity to comment on this OCP Amendment Referral.

Sincerely,

A handwritten signature in black ink, appearing to read "Lana Pitt".

Lana Pitt, Economic Development Manager  
Salmon Arm Economic Development Society





*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: September 23, 2020  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 APPLICANT: **Russell Kearl**, - 101, 571 – 6 Street NE, Salmon Arm, BC V1E 1R6  
 OWNER: **H. & D. Clarke, C.**, 38, 1231 – 10 Street SW,  
           Salmon Arm, BC V1E 0A5 (1050 – 18 Street NE)  
           **Northern Propane Ltd. Inc./969730 AB Ltd.** – 38, 1231 – 10 Street SW,  
           Salmon Arm, BC V1E 0A5 (1091 – 18 Street NE)  
 SUBJECT: **OFFICIAL COMMUNITY PLAN FILE NO. OCP4000-43 &  
 ZONING AMENDMENT APPLICATION FILE NO. ZON-1184**  
 LEGAL: Lot 3, Section 24, Township 20, Range 10, W6M KDYD, Plan 5510  
           Except Plan KAP47370  
           Lot B, Section 24, Township 20, Range 10, W6M KDYD, Plan 13130  
           Except Plan KAP54559  
 CIVIC: **1050 & 1091 – 18 Street NE**

---

Further to your referral dated August 10, 2020, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning or OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**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 4163. 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 measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.

**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E****ZONING AMENDMENT APPLICATION NO. ZON-1184**

September 23, 2020

Page 2

- 
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement and/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 development permit / 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.
  9. For the off-site improvements at the time of subdivision / 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 subdivision / 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. 11 Avenue NE on the subject property's north boundary is classified as an Urban Local Road (RD-2) and requires an ultimate 20.0 meters dedication (10.0 meters from centerline). Available records indicate that existing dedication varies and additional dedication may be required from the subject property (to be confirmed by BCLS).
2. 11 Avenue NE is currently developed to an interim Urban Local Street standard. Upgrading to the Urban Local Road Standard (RD-2) is required; however, all infrastructure specifications and offsets must conform to the Urban Collector Road Standard (RD-3). Upgrading may include, but is not limited to, road widening and construction, boulevard grading/construction, curb & gutter, street drainage and streetlights (spacing to be confirmed by professional engineer).
3. 18 Street NE bisects the subject properties from north to south and is classified as an urban local street (RD-1), requiring an ultimate 18.0 meters dedication (9.0 meters from centerline). Available records indicate approximately 6.0 meters dedication will be required, split between the east and west sides of 18 Street NE (to be confirmed by BCLS).
4. 18 Street NE is currently not constructed to a city standard. Upgrading to the Urban Local Road Standard (RD-1) is required. Upgrading may include, but is not limited to, road construction, boulevard grading/construction, curb & gutter, sidewalk, street drainage, utility installation, underground hydro and telecommunications, and street lighting.
5. A full cul-de-sac constructed and dedicated will be required at the termination of 18 Street NE, as per specification drawing No. RD-10.



**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E****ZONING AMENDMENT APPLICATION NO. ZON-1184**

September 23, 2020

Page 3

- 
6. Engineering staff would consider supporting the closure and sale of 18 Street NE and amalgamation with the two properties, subject to a Road Closure Bylaw. Doing so would negate the dedication and upgrading requirements, and the City would absolve its responsibility for maintenance.
  7. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
  8. 3.0m by 3.0m corner cuts are required to be dedicated at the intersection of 11 Avenue NE and 18 Street NE.
  9. Accesses shall be designed by keeping to a minimum number. Only one (1) driveway access per parcel will be permitted onto 18 Street NE. All unused driveways shall be removed. Owner / Developer responsible for all associated costs. Should the developer proceed with the closure of 18 Street NE, one access would be permitted onto 11 Avenue NE at the existing intersection location.
  10. Trans Canada Highway (TCH) along the south side of the subject property is a provincial controlled access highway. Additional dedication/improvements will be determined by ministry of Transportation

**Water:**

1. The subject property fronts the following watermains:

- 450mm diameter Zone 1 watermain on 11 Avenue NE
- 200mm diameter Zone 2 watermain on 11 Avenue NE east of 18 Street NE
- 150mm diameter Zone 2 watermain on 11 Avenue NE west of 18 Street NE
- 150mm diameter Zone 2 watermain on 18 Street NE

Upgrading of the 150mm watermain on 11 Avenue NE to a 200mm diameter is required under the Subdivision and Development Servicing Bylaw No.4163. The Engineering department considers the 11 Avenue NE upgrade work pre-mature at this time; therefore, the City of Salmon Arm will require cash-in-lieu for this upgrade.

Upgrading of the 150mm watermain on 18 Street NE to a 200mm diameter is required under the SDSB Bylaw; however, as this main only services the subject parcels and is not required for the future, it should be abandoned south of 11 Avenue NE or retrofitted as a service.

**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E****ZONING AMENDMENT APPLICATION NO. ZON-1184**

September 23, 2020

Page 4

- 
2. Both properties are 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). City records indicate that both properties are currently serviced with unknown diameter services from 18 Street NE. Relocating the existing services to the Zone 2 watermain on 11 Avenue NE and decommissioning existing service to 1050 18 Street NE will be required. Water meter(s) 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.
  3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
  4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary main on 11 Avenue NE. No upgrades are anticipated, Subject to Owner / Developer's engineer proving that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.
2. Extension of the sanitary main along 18 Street NE is not required as there are no reliant upstream parcels and both of the subject parcels can be serviced adequately from the existing main on 11 Avenue NE.
3. Subject properties to be serviced each by a single sanitary service connection adequately sized (minimum 100 mm diameter) to satisfy the servicing requirements of the development. City records indicate that both existing lots have a 100 mm diameter service from 11 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 fronts a 525 mm diameter storm main on 11 Avenue NE. No upgrades are required at this time.
2. The subject property does not front an enclosed storm sewer system on 18 Street NE. Extension of the storm main along 18 Street NE is not required as there are no reliant upstream parcels or no reliant upstream stormwater discharge and both of the subject parcels can discharge stormwater on site or be serviced adequately from the existing main on 11 Avenue NE.

## OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E

## ZONING AMENDMENT APPLICATION NO. ZON-1184


September 23, 2020

Page 5

- 
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. Both subject parcels shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development.

**Geotechnical:**

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



**Matt Glenger**  
Engineering Assistant



**John Wilson P.Eng., LEED® AP**  
City Engineer

Item 23.2

**CITY OF SALMON ARM**

Date: November 23, 2020

**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, November 23, 2020 at 7:00 p.m.**

**1) Proposed Amendment to Zoning Bylaw No 2303:**

Rezone Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from R-5 (High Density Residential Zone) to C-6 (Tourist/Recreation Commercial Zone).

**Civic Address:** 1050 & 1091 – 18 Street NE

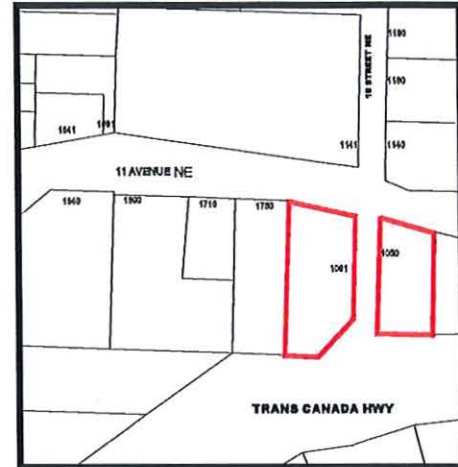
**Location:** On the Southwest and Southeast sides of 18 Street NE and 11 Avenue NE intersection North of Trans Canada HWY

**Present Use:** Single Family Dwelling and Vacant land

**Proposed Use:** Commercial office building with a residential unit above and parking lot

**Owner/Applicant:** R. Kearl

**Reference:** OCP4000-43/Bylaw No. 4410 and ZON-1184/ Bylaw No. 4411





THIS PAGE INTENTIONALLY LEFT BLANK

Item 24.1

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 be read a third time.

[OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC]

### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

# CITY OF SALMON ARM

## BYLAW NO. 4410

### 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 as authorized by Ministerial Order M192, British Columbia, on , 2020 at the hour of 7:00 p.m. was published in the and , 2020 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 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from HR (Residential High Density) 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. 4410**".

READ A FIRST TIME THIS 26 DAY OF October 2020

READ A SECOND TIME THIS 9 DAY OF November 2020

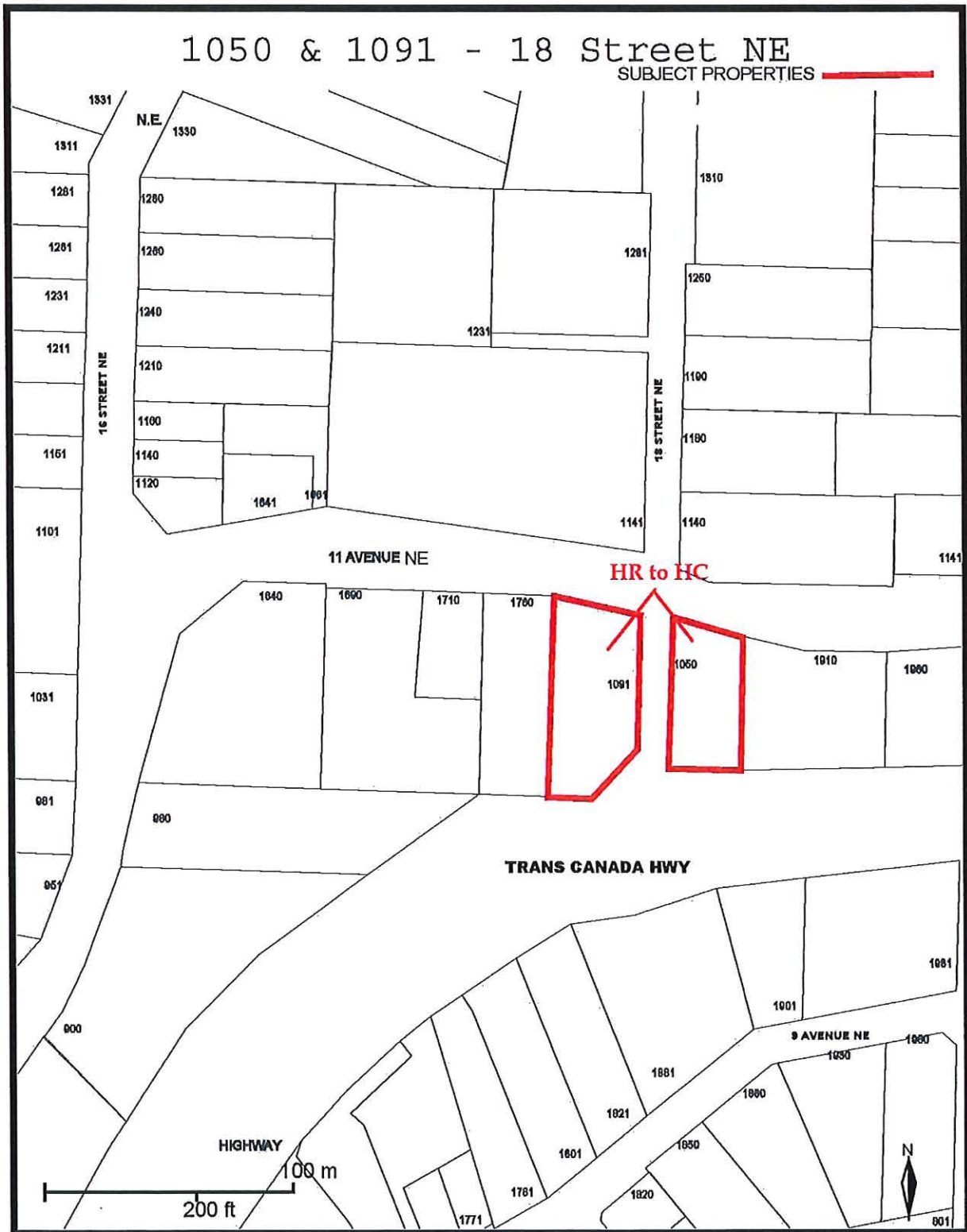
READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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





Item 24.2

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4411 be read a third time.

[ZON-1184; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6]

### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

## CITY OF SALMON ARM

### BYLAW NO. 4411

#### 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 as authorized by Ministerial Order M192, British Columbia, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 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 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from R-5 (High Density Residential Zone) to C-6 (Tourist/Recreation Commercial Zone), 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 Zoning Amendment Bylaw No. 4411”

READ A FIRST TIME THIS                    26                    DAY OF                    October                    2020

READ A SECOND TIME THIS                    9                    DAY OF                    November                    2020

READ A THIRD TIME THIS                                       DAY OF                                       2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE                    DAY OF                    2020

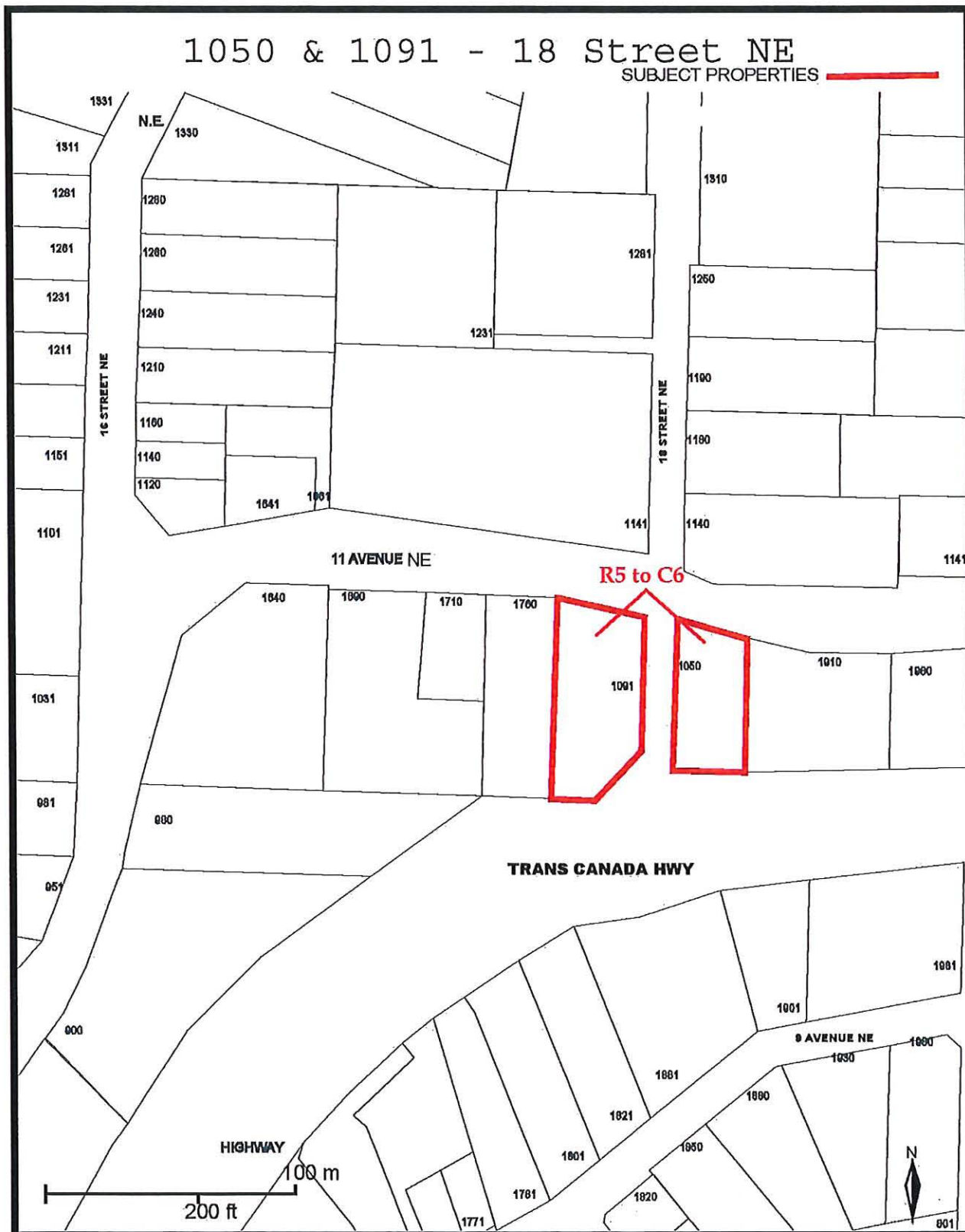
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS                    DAY OF                    2020

\_\_\_\_\_  
MAYOR

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





Item 26.

## CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of November 23, 2020, be adjourned.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

THIS PAGE INTENTIONALLY LEFT BLANK

# INFORMATIONAL CORRESPONDENCE - NOVEMBER 23, 2020

1.	K. Burgess, Canoe Traffic-Calming Work Group Leader - email received November 2020 - Traffic Safety in Canoe	A
2.	H. Zieber - letter dated November 6, 2020 - Taxes Used to Support Groups	N
3.	D. Duford - email dated November 9, 2020 - Santa Tour	A
4.	T. and J. Verwijst - email dated November 12, 2020 - City Rat Problem	A
5.	R. Parenteau, Manager, Shuswap Community Foundation - letter dated November 4, 2020 - Memorial Walkway	A
6.	Interior Health - newsletter dated November 2020 - Healthy Communities	N
7.	Canadian Pacific Railway - Virtual CP Holiday Train December 12, 2020	N
8.	K. Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing - letter dated November 9, 2020 - 2020 UBCM Annual Convention	N
9.	K. Richter, Acting Deputy Minister, Ministry of Transportation and Infrastructure - letter dated November 10, 2020 - UBCM Convention 2020	N
10.	S. Dhaliwal, Assistant Deputy Minister, Ministry of Citizens' Services - letter dated November 10, 2020 - 2020 Grant-in-Lieu of Property Tax Payment	N
11.	N. Schmidt, Manager of Operations, Planning Institute of British Columbia - email dated November 9, 2020 - PIBC - Certified Institute of Planners, Christopher Larson	N

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



Ms. J. Wilson, P.Eng.,  
City Engineer, Salmon Arm  
PO box 40m 500-2nd Ave. NE  
Salmon Arm, BC V1E 4N2

Dear Ms Wilson,

As you have been recommended as our contact for the city's Traffic and Safety Committee, we write to ask that you will please consider the very serious safety-related concerns of many residents of Canoe. Our village has just over 1,000 residents, and is growing every year. We are part of the city of Salmon Arm, where we all pay our property taxes, and we are requesting that the 2021 budget will have funds allocated to Canoe to address the urgent safety needs of our community.

Our main issue is that the traffic habits within our village have become frighteningly dangerous, especially for our children. Several concerned residents have formed a committee named "The Canoe Traffic Calming Work Group" to help poll residents about their concerns, and brainstorm ways we can address these serious issues. The results of our poll are attached, and show a clear desire by our community members to find solutions. This letter will detail our group's requests for your committee's action and support for bringing about a much safer community for us all.

You may be aware that recently, there was a recording of speeding incidents in school zones that was reported in the S.A. Observer newspaper following a visit from the Citizens on Patrol. Five vehicles were clocked at 80 kms/hr in our North Canoe Elementary's 30 km/hr school zone. This is just one example of the speeding that goes on in our village. Nearly every day there are reports of speeding drivers, near misses, and dangerous behaviours on our streets. We need to bring our traffic and safety concerns to the attention of your committee to request your support for the actions we believe must be taken. We hope to receive your help and recommendations.

Below are our specific priorities and concerns regarding the lacking traffic-safety:

1. We ask to have installed one—or preferably two—raised cross-walks, as there are two flat crossings now near to the North Canoe school. Such raised crosswalks have been used successfully in other areas where traffic calming was much needed. We need them here as well.
2. In order to reduce or eradicate the speeding going on up and down 50th St., the main access road into and out of Canoe, we request good signage that indicates children are likely to be nearby and drivers must be wary and paying attention while driving reasonably slowly. Perhaps a 30 or 40km/h. limit could be implemented there? Other communities such as Armstrong have successfully reduced the speed limit to 30km/h in residential areas.

3. We would like your committee to help us to establish and display a reasonable, safe, speed limit throughout Canoe. At this time, the only limit is that of the school zone, 30km/hr., often ignored, and along Lakeshore Drive, where one sign indicates 50km per hour, and is far too often ignored. There is presently no such signage anywhere else in Canoe, which seems lacking and possibly dangerous. How can we obtain more indicators of the speed limit and the need for caution?
4. We believe that our village is in need of more frequent and obvious RCMP enforcement of specified speed limits in Canoe. To date, we seldom see any RCMP presence here, and we would appreciate your support in requesting their occasional visible presence as enforcement, particularly within the school zone, and along the two main streets of 50th St. and Lakeshore Drive.

Finally, we are concerned that throughout Spring, Summer, and Fall, there are many people who walk along Lakeshore Drive between the Canoe Beach Park and the Canoe Village Store. There is no room, on either side, to walk safely along that road. We firmly believe that there should be at least a single, safe, walking path with gravel and edging, sufficiently identified as such, or, much preferably, a cement sidewalk on one side of the road. This is a long-overdue request on behalf of Canoe and its many visitors' safety.

Thank you for your consideration of our concerns. We look forward to receiving your reply.

Sincerely yours,

Kristal Burgess

Canoe Traffic-Calming Work Group Leader

[REDACTED]

Jan Derpak  
Karla Ferster  
Heather Cook  
Destiny Brydon  
Sherri Beauchamp  
Collette Allen  
Robin Campbell  
Ellen Armstrong

## Survey Results

(Informal Survey of Canoe Residents, taken over a 3 day period)

### Are you a current resident of Canoe?

Yes - 101

No - 1

### Are you concerned with the speed on drivers within Canoe?

A great deal - 46

A lot - 24

A moderate amount - 12

A little - 11

None at all - 9

### Are you concerned with the speed of drivers in the North Canoe Elementary school zone?

A great deal - 61

A lot - 20

A moderate amount - 9

A little - 6

None at all - 6

### Would you be in favour of any of these traffic calming measures being introduced into Canoe?

All Canoe to 30km/hr - 41

50th only to 30km/hr - 32

Permanent hump at 50th & 70th - 36

Removable hump at 50 & 70th - 24

Increased speed enforcement - 46

No Measures - 6

Other – Speed hump in school zone - 9

### Would you be willing to display a yard sign reminding drivers to slow down?

Yes - 18

No - 21

Yes, depending on cost - 26

### How important is it that the City addresses the safety concerns of Canoe residents, with a plan to help reduce speeding drivers?

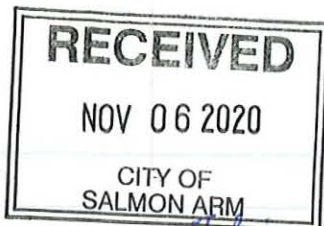
Extremely important - 53

Very important - 30

Somewhat important - 13

Not so important - 4

Not at all important at all - 2



Nov. 6, 2020

This letter has been sent to: (2 letters) one to  
(1) City of Salmon Arm mayor and councillors  
and (1) City of Salmon Arm Finance dept.

I am a taxpayer in Salmon Arm who is not  
in favour of using taxes to support any group  
and their ideology that they adhere to. Public  
money should not be used for this purpose -  
example rainbow crosswalks. The group's  
expression of exposure should come from  
their own funding. Therefore, I do not  
want my taxes to go to fund the promotion  
of any group and their ideology that is  
their personal preference.

Sincerely, H Zieber

Henry Zieber 1321 - 20<sup>th</sup> Ave. S.W.  
ph: 832 6635 Salmon Arm, B.C. V1E 1L6

P.S. a reply to my letter would be appreciated.



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

**Sent:** Monday, November 9, 2020 12:17:44 PM

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

## Mayor and Council

First Name Drea

Last Name Duford

Address:

Return email address:

Subject: Santa Tour

Body

Good afternoon Mayor and City Council,  
I had an idea that I wanted to bring to the City for a possible Covid solution to the missed Santa Parade. I found some information about small towns in US that have a Santa Tour so that children and adults alike get to see Santa. Both of the towns I read about team up with the fire department to escort Santa up and down the streets of the town. Here are the two websites that I found this information on.

<https://www.auburnguide.com/581/Santa-Tour> and  
<https://patch.com/pennsylvania/limerick/santas-fire-truck-ride-back-spring-city-e-vincent>. I love Salmon Arm. Both my

husband and I were born and raised here and we knew that this was the best place to raise our four children. If this is a possibility I would be happy take the reins on this project and organize it. I'm hoping to have the city support and input.  
Looking forward to hearing from you,

Dréa Duford

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.](#)

---

**From:** Theo Verwijst

**Sent:** November 12, 2020 3:26 PM

**Subject:** City rat problem

We assume that you are aware that we have a rat problem within the city and in outlying areas of the city. Before we are completely overrun by these filthy vermin, you, the City of Salmon Arm, need to take aggressive actions to bring this disgusting problem under control.

We live up in Bayview Estates--so far we've caught one rat in a trap. We know one other resident up here who's caught rats in the past, and we are hearing more and more accounts of rat sightings. People who live in Hillcrest know there are rats in that subdivision too, as there have been rats caught there as well. A lot of people are oblivious to these rodents, but just because a person doesn't see them, doesn't mean there are no rats.

We think that one of the first things that needs to be done, is that people need to get rid of their compost piles, composting bins, and those that have gardens and/or fruit trees they need to be vigilant about getting rid of leftover produce--not on compost piles but hauled away or put into their green bins. Because we have green bin pickup in the city now, there is no need for composters or compost piles in our backyards. The city needs to get information letters out to each and every residence, asking the residents to do away with composting piles and bins, clean up garden and fruit and nut tree produce, leaving none of it behind on the ground, and this must be enforced. Where there is food and water laying around in yards, there will be rats, enjoying the feast. You need to tell the residents of Salmon Arm to start putting out traps and poison in their yards to catch these filthy pests. If need be, educate people on how to set poison out without endangering pets and wildlife.

We caught the rat in our backyard, with a rat trap (the wooden ones that look like oversized mouse traps)--we baited it with a chewy caramel. It has to stick really good to the baiting part, so that the rat cannot pull it off. They are as smart as they are gross and ugly, and they can easily clean peanut butter off the baiting part without springing the trap.

Rats can chew through pretty much anything--a plastic vent will not keep them out of your house. They will enter through any small opening--roof vents, exhaust opening for the furnace, cold air vents--these need to be rat proofed. And YES, they can climb up onto your roof, into trees, they don't just stay down on the ground. Once they are in a house, they are very difficult to get rid of. They will run freely in your duct work, in your attic, etc.

Another area that needs to be involved is down by the train station. The rats ride on the train cars from other communities up or down the line and get off in Salmon Arm when the train has stopped. You need to work with whomever owns and oversees the trains coming and going and put out poison for the rats in that area. The poison can easily be hidden in areas where pets and wildlife will not get at the poison.

You MUST address the rat problem now. It is not going to go away on its own. We have to work together as residents and city hall, to alleviate the problem of these critters.

Please, please, take affirmative action before it is too late.

Below is an article about Swift Current, SK and its rat problem and how they addressed it. Please take the time to read it. A number of years ago they had a huge rat problem and no one seemed to be interested in tackling it. It took one of the residents of that little city to take action and get the community and city hall on board to fight the rat problem.

<https://www.cbc.ca/news/canada/calgary/swift-current-rat-problem-puts-alberta-on-alert-1.835712>

Regards,  
Theo & Janet Verwijst

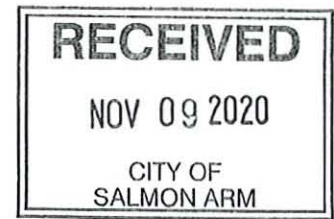


**SHUSWAP  
COMMUNITY  
FOUNDATION**

102-160 Harbourfront Drive NE  
Salmon Arm BC, V1E 3M3  
Ph: 250- 832-5428  
Email: [info@shuswapfoundation.ca](mailto:info@shuswapfoundation.ca)

November 4, 2020

City of Salmon Arm  
Box 40  
Salmon Arm, BC V1E 4N2



Dear Mayor and Council,

It is with great pleasure that we write to update Mayor and Council about the Memorial Walkway program partnership.

Since its inception in 2012, the McGuire Lake Memorial Walkway has become a much-valued location for community members to share memories, a connection with a loved one or special event. The dedication of these monuments has also allowed the Foundation to support our community by generating grant funding in the amount of \$4,173 for 2020, as well as growing our Memorial Walkway Endowment to \$88,099 to fund future grants.

A few of the organizations that have benefited from Walkway funding are:

- The Salmon Arm and Shuswap Lake Agricultural Association
- Shuswap Association for Community Living
- Shuswap Hospice Society
- Shuswap Theatre Society
- Shuswap Recreation Society/ Shuswap Youth Soccer Association
- School District #83
- Shuswap Children's Association

Beginning with 120 bricks, the Foundation has so far dedicated 84, with more being dedicated almost every month. In addition, the Foundation's directors have recently approved a "Donor Recognition Policy" which will see the Foundation honor our donor's generosity by adding another 14 or more bricks to this list.

In fact, the McGuire Lake Memorial Walkway has been so successful, that we must also request that it be expanded to accommodate future need. With only 36 bricks remaining on the walkway (and 14 of those to be dedicated by SCF), now is great time to start a conversation and plan an expansion of this treasured community space.

We look forward to discussing this wonderful partnership and program further, at your earliest convenience.

Sincerely,

Roger Parenteau, Manager  
Shuswap Community Foundation



# June 2020 Memorial Walkway



● Brick has been dedicated

● Brick is available

## Memorial Walkway

Brick #	# as donated	Location	Dedication	Contact Name	Email / Phone
1		West (of Arch)			
2		West			
3	77	West	Always & Forever Corallie B. Tolley August 8, 1957 - September 29, 2017	Larry Fitzpatrick	
4		West			
5		West			
6		West	Forever in our Hearts Ludwig & Gertrude Klein 1908 - 2002    1918 - 2000		
7		West			
8		west			
9		West	Forever Loved by Family and Friends Donna and Andy Morrison Proud Citizens of Salmon Arm Since 1963		
10		West	52 Years of Love and Happy Memories John and Allison Graham December 1965 - December 2017		
11		West			
12		West	Lived - Loved -Laughed David Wayne Samphire February 13, 1940 - April 16, 2014		
13	79	West	Caring Love Family I Wish You Enough Francis Jean Grieve May 29 1927	Rick Howard	
14		West	Doug Emerson Generous, kind, and humble. October 14, 1939 - October 23, 2017		
			Always in our hearts		



15		West	Carl and Thelma Schmok 1916 - 1995    1918 - 2014		
16		West	The Mary Poppins of Nursing we miss you Lorraine Geraldine Mounce October 14, 1954 - July 19, 2019		
17		West	Lived, Loved, Laughed the Loudest Gary William Oberst Oct 25, 1944 - Feb 11, 2019		
18		West	Lived - Loved - Laughed Andrew and Donna Krivak 1936 - 2007    1039 - 2014		
19		West	Gardening with the Faeries Anna Marie Cecilia Strumecki 16 August 1967 - 9 May 2018		
20		West	My Yukon Nugget Y,T, 1982 - 03 - 24 N.L. 2017 - 09 - 30 Dr. Alex W. Bowie		
21		West	Ronnie Turner Descendant of the McGuire Pioneering Family Celebrating 100 years - August 16, 2013		
22		West	Captain & The Mrs. Bob & Lynne Clayton We're Golden 2019		
23		West	Always in our hearts Roy Albert Farquhar June 29, 1931 - October 27, 2018		
24		West	In Loving Memory of R. 'Loren Dearing November 10, 1923 - May 20, 2013		
25		West	65th Wedding Anniversary Jack & Edith Stead June 6, 1953 - June 6, 2018		
26		West	In Memory of Guy & Ethel Graham 1917 - 2003    1925 - 2017		

			Remembered in the hearts of many		
27		West	Forever in our hearts		
			Aln Joseph Thompson		
			December 4, 1926 - October 11, 2011		

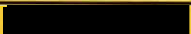


28		West	Gone But Not Forgotten Always Loved Isolde Frick 1932 - 2018		
29		West	60 Loving Years Together Ron & Julia Flatman 1958 - 2018		
30		West	FOREVER WITH LOVE Kenneth D Thurston October 17, 1941 - October 8, 2013		
31		West	"DANCED THE SKIES ON LAUGHTER - SILVERED WINGS" MICHAEL K. THURSTON October 1, 1963 - November 8, 2001		
32		West	Lovingly Remembered ROBERT (BOB) WHITEHEAD Mar 1937 - Oct 2015		
33		West	Respected Colleague and Friend of SLGH Anita Bouma 1953 - 2013		
34		West	So Loved by All and Eternally Remembered Susan Adele Rioux September 5, 1970 - December 12, 2016		
35		West	Two Hearts Together Always Elizabella Katarzina Odowichuk October 29, 1929 - June 4, 2010		
36		West	Always in our hearts - Loved this community Carl and Elvena Shoemaker 1912 - 2010 - 1910 - 2005		
37		West	Lived - Laughed - Loved Martin D. Goerzen April 24, 1932 - March 20, 2017		
38		West	Donated by Edith De Man in Loving Memory of my brother {A} {E} Harold Scheffeimaier 12 February, 1929 - 3 September, 2017		
39		West	TRULY THE FAMILY ROCK William (Bud) John Rich SR. March 18, 1928 - June 21, 2013		



40		West	Togetehr again, dancing amongst the stars Hank and Klaasje van Geuns Oct 1919 - May 1998   May 1919 - Oct 2016		
41		West	In Loving Memory of Elise Brighthouse, 1928 - 2016 Beloved wife, mother, teacher and counsellor		
42		West	Love that lasts for eternity Andrew James Wilson November 8, 1987 - June 11, 2012		
43		West	Forever In Our Hearts Edgar and Gwen Clingwall 1915 - 2010   1919 - 2012		
44		West	Forever Loved by Family and Friends Mike and Aiko Nakagawa Pioneers of Salmon Arm Since 1921		
45		West	Forever in our hearts Alan Little February 23, 1969 - April 24, 2012		
46		West	Loving Husband - Funny Guy - Forever Young Doug W. Mearns 1943 - 2000		
47		West	So Loving - Caring - Songs Remembered James Augustine McCool (Daddy Jim) 1976 - 1978		
48		West	Always in our hearts LEHR Chris and Irene 2007   2010		
49		West	Apart From That, Everything Else is Good Bill and Peggy Bates Born 1929 - Married 1955 - Lost 2013		
50		West	Farewell - We Love You Forever Tom Collins and daughter Susan Rioux 1940 - 2014   1970 - 2016		
51		West	Always in our thoughts and prayers Phil and Ethel Froment From the lucky five		



52		West	Always in our Hearts Alice Elaine Devin July 16, 1945 - October 3, 2014		
53		West	Remembering Anthony John Denham Meek Son of William & Margery Meek August 26, 1920 - November 28, 2016		
54		West	Forever in our Hearts Pat and Peter Cummings 2011 and 1993		
55		West	In Recognition of Canada's 150th We celebrate our Volunteers The Heartbeat of Our Community		
56		West	To Unpathed Waters, Undreamed Shores Dennis Russell Willis January 5, 1951 - March 25, 2015		
57		West	Forever in our hearts Harry Gordon Nakagawa October 4, 1931 - March 8, 2013		
Arch					
58		East of Arch	Lived - Loved - Laughed Jim Reynolds 1948 - 2013		
59		East	Always In Our Hearts Betty Anne Wood    Thomas S. Wood 1931 - 2007            1960 - 2015		
60		East			
61		East	Forever in our hearts Shayne Ready September 1, 1929 - December 24, 2004		
62	80	East	IN LOVING MEMORY JERRY + DIANE TOTH 1943-2014 1948-2020	Sandy Miller	
63		East	Forever in our hearts Wolfgang Hild Oct. 27, 1949 - Sept. 9, 2018		
			Always in our hearts		



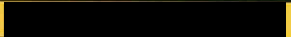

64		East	Willaim and Antioinette Preston 1905 - 1985      1910 - 2004		
65	83	East	Not Gone - Just Travelling Ahead February 15, 1962 to January 4, 2019 John Scot Dobson	Janice Donson	
66		East	The Adventure is pure joy February 19, 1957 - August 30, 2019 Stephen William Raffel		
67		East	Denis Marshall Loved and Missed 1933 -2011		
68		East	Til we see you on the 'other side' xo Don, Ivy and Gene McMillan 1930-2014    1929-1997    1960-1986		
69		East			
70		East	In Memory of Guy & Ethel Graham Balzar "Phil" Goldade April 17, 1932 - March 23, 2014		
71	81	East	Always In Our Hearts Jameson Cathy and Clancy 2020      1977	Linda Fraser	
72		East			
73		East	Today Tomorrow Always Loved Wilma Tobien December 28, 1922 - May 11, 2014		
74		East	Forever Laughing at Heart - Best Dad Ever Stuart A. Kaasa Married Aug 4, 1973		
75		East	A Forever Friend Always - Best Mom Ever Judith Ann Kaasa (Jude) Married Aug 4, 1973		
76		East	Always Loved, Forever Missed Janine Jurimae April 5, 1948 - May 12, 2014		
77		East			



78		East			
79		East	In memory of a life so deeply loved... Adam Andrew Dunham June 1, 1981 - March 6, 2014		
80		East			
81		East			
82		East	a star - from out of nowhere - her smile Lee (Laryalee) Fraser August 22, 1940 - October 16, 2013		
83		East			
84		East			
85		East	In Memory of Harold and Helen Kurtz 1920 - 2008 1925 - 2014		
86		East			
87		East			
88		East	Lifes crown well worn, NOW COMES REST Donald Leslie Martin February 5, 1934 - July 11, 2013		
89		East			
90		East			
91		East	Loved always - never forgotten SFRRC Deb Nesseth (Deb's Loop) September 17, 1954 - June 29, 2014		
92		East			
93	78	East	Gone But Not Forgotten Jim Horkoff Aug. 22, 1943 - Oct. 20, 2019	Renske Horkoff	
94		East	Too well loved to ever be forgotten Doug "Stroby" Strobl October 5, 1967 - November 5, 2006		
95		East	Lovingly Remembered by Frank & Family Jeannine Andrews May 20, 1928 - Feb 17, 2019		
96		East			
			Love You Forever - Always In Our Hearts		

97		East	Allan (Alain) Jacques Marchand (Daddy) May 1, 1947 - August 15, 2013 (June 26, 1985)		
98		East			
99		East			
100		East	Forever In Our Hearts Anton (Tony) Barvir Jan. 14 1931 - Feb. 11 2016		
101		East			
102		East	Always In Our Thoughts and Prayers Kenneth I. and Margaret A. Noble 1932 - 1990          1936 - 2013		



103		East	They taught by example Marion (nee Paymer) and Sid Marr 1914 - 2014      1913 - 2002		
104		East			
105		East			
106		East	Too well loved to ever be forgotten Al Bingham (Dad & Grandad) September 1, 1955 - August 23, 2015		
107		East			
8	82	West	FOREVER DANCING IN THE SUN 1986 - 2019 SARAH MARIE LEWIS	Tony Lewis Judy Linkletter	 
109		East	Larry and Helen Toebosch We lived together in Happiness We rest together in Peace		
110		East			
111		East			
112		East	Always in Our Hearts - Love & Miss You Bev (Higgins) Dunn October 1, 1957 - September 20, 2014		
113		East			
114		East			
115		East	Learn, Hardwork, Love, Family, Lived, Life Mary Jean (Denham) & Garth H. Loxton Est. Sept. 27, 1947 Sealed for Eternity		
116		East			
117		East			
118		East			
119		East			
120		East			

# Healthy Communities

Monthly Newsletter



Interior Health  
*Every person matters*

November 2020

## Community Recognition

---

### Shared Regional Vision: CSRD, RDNO, SPlatsin Reaffirm Commitment to Ownership Agreement

The original Sicamous-to-Armstrong Rail Trail partners are standing together in support of the unified vision for the trail project as a legacy that will benefit the citizens of the entire area for generations to come. Creating opportunities for residents to be physically active can influence health for the better across the population. Learn more about their regional vision and partnership [here](#).

### New Electric Zamboni in Summerland

The District of Summerland continues to do its part in creating a low-carbon future with the purchase of an [electric zamboni](#). According to experts, climate change poses the biggest risk to population health, so local efforts are needed and impactful.



### Shuswap Band and District of Invermere Sign Friendship Agreement

The signing of a Friendship Agreement between the Shuswap Indian Band and the District of Invermere is an important step in building [healthier communities](#). The two government organizations are working to build and strengthen their inter-community relationships, and to build capacity for joint planning and community economic development, which will support improving the health and wellbeing of both communities. Learn more about this exciting partnership [here](#).

### Innovative Community Engagement Strategies in Spallumcheen

COVID-19 has brought many challenges to communities, one of which is how to safely conduct community engagement. The Township of Spallumcheen started thinking outside the typical box and tried their hand at video production in order to educate residents about infrastructure improvements that would be happening within the community. Residents were mailed letters that included a link to a [short educational video](#). Residents were then asked to provide input after watching the video, and could ask questions by clicking on a link below the video. The Township saw an overwhelmingly positive response from the community to this new engagement tool.



## Events & Learning Opportunities

---

### Heads Up! Community Mental Health Summit



Mental health and well-being touch every part of our lives and are fundamental to successful, resilient communities. Fresh Outlook Foundation is hosting a virtual Community Mental Health Summit on **November 25 & 26**. This summit will convene people from all sectors, cultures, genders, and ages to connect in dynamic conversations about mental health challenges, triumphs, and opportunities at the individual, family, workplace, and community levels. Check out [this link](#) for more information.

### Wildfire Smoke Survey

Researchers at UBC want to hear about your experience with wildfire smoke advisories and public health messaging. This is the first province-wide study to understand how these public health messages are used. Wildfire seasons are predicted to get worse due to climate change, so it is important to understand how these messages are heard and find ways to improve them so that people who live in BC can be protected from the harmful effects of wildfire smoke. Take the survey online [here](#).

### Upcoming Webinar: An Introduction to the Healthy Social Environments Framework



In partnership with health authorities and local government planners, the British Columbia Centre for Disease Control (BCCDC) has developed a conceptual framework to summarize the

most influential aspects of the social environment, which promote community well-being and social connectedness. In this one-hour webinar, hosted by BC Healthy Communities Society, Charito Gailing and Tannis Cheadle will walk us through the framework and its ten features of a healthy social environment. **December 1, 2020 10:00 AM pacific time** [Register here](#)

### Drug Stigma Awareness for Law Enforcement

This short course is designed for the law enforcement community and provides an opportunity to learn about substance use disorder and the impacts of stigma on those who suffer from this medical condition. Tips and examples from Canadian communities demonstrate how small changes can make a difference and how policing practices are changing in response to new knowledge. Find details and registration [here](#).

## Webinar Recording Available: How can we use a Health Crisis to Create Healthier, More Resilient Communities?

Health and resilience are deeply influenced by the world around us. Housing availability and quality - as well as the plants, land and water - affect our social resilience and mental health. This broader view of public health and social resilience is especially important now during the COVID-19 pandemic. In this webinar from Sept 25 2020, Jade Yehia and Dr. Shannon Waters talked about how we can build health, equity and resilience into our built environment, and re-conceptualize the health system to include our environment and the many benefits it brings us. You can view the webinar recording [here](#).

## Advancing Healthy Public Policy

### November is Radon Action Month

November is National Radon Action Month! Did you know that the BC interior has some areas that are "hot spots" with high radon levels? Radon is a radioactive gas that comes into homes from the ground. While radon levels may not be above threshold levels, testing for radon provides the best information on baseline and seasonal fluctuations to help inform if remedial action is required. To learn more about radon and testing, check out this [article](#) on radon. Have any questions about radon? Check out the [live](#)

*Ask the Experts Q&A Session on Radon - November 19, 2020 at 10am PST.*



### Rapid Action Resources for Local Governments: Working with NGOs, Faith-based and Cultural Groups, and the Charitable Food Sector



In early 2020, BC Healthy Communities identified food security and insecurity as a key concern for communities in light of COVID-19. In response, PlanH has launched a series of Rapid Action Resources that explore food security and insecurity issues from a Healthy Communities lens, offering ideas for local government action in this area. The [second resource in this series](#) is available now. Check it out!

### Infographic: Natural Spaces, Health, & Equity: The Role of Local Governments

BC Healthy Communities recently released their Healthy Natural Environments Action Guide. This Action Guide encourages local governments to plan for sustainable land use and equitable access to the natural environment. There is now an [infographic](#) to accompany the Action Guide outlining the links between our natural environment and our health.

### BCCDC Inclusive Language Guide

This [new tool](#) can be used to guide how we write and speak about COVID-19 and our lives during the pandemic. The Language Guide provides recommendations for inclusive language



that can prevent stigmatization of individuals and groups who are often inadvertently excluded from health advice because they are not properly identified or defined.

### Climate Change, Equity, and COVID-19: Considerations in a Changing World

This [report](#) for local governments explores opportunities for embedding a deeper concept of resilience in a post-COVID-19 world, recognizing that recovery means selecting strengths and transforming weaknesses from the previous system. The outcomes point to the role that both climate action and a focus on equity can and should play in this planning and highlight the fact that we now have an opportunity to leap forward through strategic pandemic recovery efforts.



## Funding News

---

### Community Housing Fund - Program and Proposal Process

The Government of BC is inviting non-profit and Indigenous housing societies, First Nations, housing co-operatives and municipalities to propose new affordable housing projects for the second intake of the Building BC: Community Housing Fund. Organizations are invited to submit project proposals to BC Housing beginning on May 27, 2020. **The RFP will remain open until mid-January 2021**; however, organizations are encouraged to apply early, as an initial round of projects will be approved in fall 2020. Read the [media release here](#) and check out all the [information on their website](#).

### Investing in COVID-19 Community Resilience

A new temporary [COVID-19 Resilience stream](#), has been created to provide communities with added flexibility to fund quick-start, short-term projects that might not otherwise be eligible under the existing funding streams.

The new stream will support the following types of projects:

- Retrofits, repairs and upgrades for municipal, territorial, provincial and Indigenous buildings, health infrastructure and schools;
- COVID-19 response infrastructure, including measures to support physical distancing;
- Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- Disaster mitigation and adaptation projects, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.

### Housing Supply Challenge

The Housing Supply Challenge was introduced in the 2019 federal budget to address barriers to housing supply and affordability. Round 1 will disburse \$25 million to fund solutions addressing

gaps in housing data. Eligible applicants, including local governments, can find the application details on the [Impact Canada webpage](#). Applications are due on **January 20, 2021**.

### **Rapid Housing Initiative**

The Rapid Housing Initiative (RHI) has been established with \$1 billion in funding to support the creation of up to 3,000 new affordable housing units. The Projects grant stream will accept applications until **December 31, 2020** from provinces, territories, municipalities, Indigenous governing bodies and organizations, as well as non-profit organizations. Visit this [webpage](#) for more information.

**Sincerely,**

*Your Healthy Communities Team*

[\*\*healthycommunities@interiorhealth.ca\*\*](mailto:healthycommunities@interiorhealth.ca)

To subscribe, send a blank email with [Subscribe to Monthly e-newsletters](#) in the subject line.

To unsubscribe, send a blank email with [Unsubscribe to Monthly e-newsletters](#) in the subject line.





# Holiday Train at Home

**SATURDAY  
DEC. 12**

**6 P.M.  
MT**

**A FACEBOOK LIVE PREMIERE**

## **MUSICAL GUESTS:**

**Serena Ryder  
The Trews  
JoJo Mason  
Logan Staats  
Kelly Prescott**

**Join CP online to  
celebrate the holidays  
by listening to great  
music and donating  
to help food banks in  
Canada and the U.S.**



**@CanadianPacific**

**[cpr.ca/holidaytrain](http://cpr.ca/holidaytrain)**





November 9, 2020

Ref: 256922

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

Dear Mayor Harrison and Councillors:

Thank you to your delegation for meeting with ministry representatives during this year's virtual Union of BC Municipalities (UBCM) Annual Convention process. Due to the evolving COVID-19 situation, we have had to develop new approaches and adaptations to many aspects of our everyday life. I thank your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to connect.

As Deputy Minister, I write to acknowledge topics raised during your conference call, which included your community's progress with affordable housing and supportive housing projects. The stakeholder engagement and front-end planning being led by the City of Salmon Arm truly makes a difference in our ability to deliver the resources as partners. Please keep the Ministry of Municipal Affairs and Housing updated about these significant projects along with the forthcoming housing strategy that your task force is finalizing.

The City may be interested to know about the next round of the Building BC: Community Housing Fund (CHF) Request for Proposals (RFP), which opened in May 2020. This RFP will fund approximately 3,000 new affordable homes across the province and will close in mid-January 2021, subject to the direction of a new government. If you have questions or ideas about new housing developments, I encourage you to contact Danna Locke, Regional Director, Development in the Interior, by telephone at: 604 439-4193, or by email at: [dlocke@bchousing.org](mailto:dlocke@bchousing.org).

Thank you, again, to your delegation for the meeting.

Sincerely,



Kaye Krishna  
Deputy Minister

pc: Danna Locke, Regional Director, Development in the Interior, BC Housing  
Carl Bannister, Chief Administrative Officer, City of Salmon Arm



November 10, 2020

His Worship  
Mayor Alan Harrison  
City of Salmon Arm  
500 2 Avenue NE  
Salmon Arm BC V1E 4N2

Reference: 296160

Dear Mayor Harrison,

**Re: UBCM Convention 2020**

I am writing to thank you for taking the time to meet with the former Minister of Transportation and Infrastructure and me virtually during the Union of British Columbia Municipalities (UBCM) Convention.

I am glad there was an opportunity to discuss the Highway 1 - Salmon Arm West project, and safety improvements in downtown Salmon Arm. It was also great to hear your kind words regarding Deputy Director Steve Sirett.

As discussed in the meeting, the ministry is pleased to have recently awarded the tender for the section of Highway 1 between 1st Avenue and 10th Avenue. The ministry will continue to work closely with the City of Salmon Arm as the project advances. Meanwhile, we anticipate beginning work on improvements in downtown Salmon Arm this winter.

Please do not hesitate to contact Mr. Sirett if you have any questions regarding these matters. He can be reached at 250 712-3666 or [Steve.Sirett@gov.bc.ca](mailto:Steve.Sirett@gov.bc.ca) and would be pleased to assist you.

The yearly UBCM discussions provide a valuable way for governments to come together and work collaboratively toward strengthening our communities. Following the election, your thoughts and suggestions will be shared with the new Minister of Transportation and Infrastructure.

.../2

Ministry of Transportation  
and Infrastructure

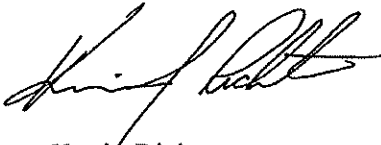
Office of the  
Deputy Minister

Mailing Address:  
PO Box 9850 Stn Prov Govt  
Victoria BC V8W 9T5  
Telephone: 250 387-3280  
Fax: 250 387-6431

Location:  
5B 940 Blanshard Street  
Victoria BC V8W 3E6  
[www.gov.bc.ca/tran](http://www.gov.bc.ca/tran)

Thank you for your hard work in supporting your community.

Yours sincerely,

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

Kevin Richter  
Acting Deputy Minister

Copy to:       Grant Main, Deputy Minister

Renée Mounteney, Acting Associate Deputy Minister

Steve Sirett, Deputy Director  
Okanagan-Shuswap District

Erik Lachmuth, Acting District Manager  
Okanagan-Shuswap District





November 10, 2020

Ref: 114007

His Worship Alan Harrison  
Mayor and Council, City of Salmon Arm  
500 - 2 Avenue NE  
Salmon Arm BC V1E 4N2  
Via Email: [aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)

Dear Mayor Harrison and Council,

I am pleased to advise you that the Province is in the process of issuing your municipality's 2020 grant-in-lieu of property tax payment by electronic funds transfer. These funds are planned to be transferred to you around November 13, 2020.

Based on the property identified in the attached Grant Payment Details Report, your payment for 2020 is \$16,723.51. This payment is for provincially owned properties in your community and is made in accordance with the *Municipal Aid Act*. If your payment has changed from last year, it is likely due to a revised valuation by the BC Assessment Authority, a change in the property tax rates, or through changes in responsibility for real property.

Included in this payment is \$843.80, due to your Regional District. This amount is to be transferred to them at your earliest convenience.

If you have any questions or concerns, please contact the Real Property Division at [RPDPropertyTax@gov.bc.ca](mailto:RPDPropertyTax@gov.bc.ca).

Sincerely,

Sunny Dhaliwal  
Assistant Deputy Minister

Attachment: Grant Payment Details Report

pc: Chelsea Van de Cappelle, Chief Financial Officer, City of Salmon Arm  
Via Email: [cvandecappelle@salmonarm.ca](mailto:cvandecappelle@salmonarm.ca)  
Carl Bannister, Chief Administrative Officer, City of Salmon Arm  
Via Email: [cbannister@salmonarm.ca](mailto:cbannister@salmonarm.ca)

Province of British Columbia  
Ministry of Citizens' Services



## Grant Payment Details Report

Fiscal Year 2021

### Jurisdiction: 322 - City of Salmon Arm

Tax Class				Municipal		Regional Land		Regional Improvements	
06 - Business and Other				11.066000		0.631300		0.554800	

Assessment Roll Number	Tax Class	Location	Address	Taxable Values						Grant Amounts						
				General			School/Other			Municipal			Regional			Total GIL
				Land	Improvements	Total	Land	Improvements	Total	Land	Improvements	Total	Land	Improvements	Total	
01455.125	06	Health	10th Ave NE 16th St N	623,000	812,000	1,435,000	623,000	812,000	1,435,000	6,894.12	8,985.59	15,879.71	393.30	450.50	843.80	16,723.51
<b>Totals for 322</b>				<b>623,000</b>	<b>812,000</b>	<b>1,435,000</b>	<b>623,000</b>	<b>812,000</b>	<b>1,435,000</b>	<b>6,894.12</b>	<b>8,985.59</b>	<b>15,879.71</b>	<b>393.30</b>	<b>450.50</b>	<b>843.80</b>	<b>16,723.51</b>

Province of British Columbia  
Ministry of Citizens' Services



## Grant Payment Details Report

Fiscal Year 2021

### Report Totals

Taxable Values						Grant Amounts						
General			School/Other			Municipal			Regional			
Land	Improvements	Total	Land	Improvements	Total	Land	Improvements	Total	Land	Improvements	Total	Total GIL
623,000	812,000	1,435,000	623,000	812,000	1,435,000	6,894.12	8,985.59	15,879.71	393.30	450.50	843.80	16,723.51

**From:** PIBC Office

**Sent:** November-09-20 9:11 AM

**To:** Chris Larson

**Cc:** Kelly Chan

**Subject:** PIBC - Certified Membership confirmed by Board / Christopher Larson RPP, MCIP (NOT SPAM)

Dear Christopher,

**RE: Membership in the Planning Institute of British Columbia**

On behalf of Kenna Jonkman RPP, MCIP Secretary Treasurer of the Planning Institute of British Columbia, please refer to the important attached (PDF) letter regarding your membership in the Institute.

Please check, if your info shown on our website member roster (<https://www.pibc.bc.ca/members/register-of-members>) is current. Otherwise please log into your profile and update your info. We will be informed about any changes on your profile. PIBC and CIP are using the same database. The sync between your member profile and our website member roster is every 24 hours.

Only current Certified Members in good standing with PIBC are entitled to use the professional designations and or titles 'Registered Professional Planner' or 'RPP' and 'MCIP' after their name in BC and the Yukon. PIBC Certified Membership includes equivalent joint membership with CIP. Please ask the other provincial affiliations for Joint or Out of Province Certified Membership, if you want to use your designation in another Province than BC and the Yukon. Please find their contact info here: <http://cip-icu.ca/Resources/Provincial-and-Territorial-Institutes-and-Associat#>.

Should you have any questions regarding the attached letter, please don't hesitate to contact our office. Thank you.

**Certificate:**

**PIBC:**

New PIBC Certified Members or new Joint Certified with PIBC or new First-time Transfer Certified into PIBC

, officially confirmed between November 2020 - September 2021, will receive their PIBC Certificate at the WTPD Gala in Vancouver in November **2021** (depending on the ongoing COVID-19 situation). If they won't be able to attend the event we would send the certificates after the Gala via mail. You will receive an Invitation letter for the **2021** PIBC Gala closer to the event.

Please contact us:

If you want to receive your PIBC Certificate earlier, that's possible with a charge of \$50 + GST & it will take around 4-6 weeks after the payment, until the PIBC Certificate will be sent to you.



**Canadian Institute of Planners (CIP):**

CIP will be informed about your official Certified confirmation. You will get a separate Certificate from the Canadian Institute of Planners, which you should receive earlier than November 2021.

**Stamp:**

The stamp/seal is provided through CIP's office.

If you log into your membership account online via the CIP website (<https://ams.cip-icu.ca/login#>), click on the orange **Member Services and Programs: Affinity programs and CIP Products** button, then scroll down the page to **Official CIP Seal**, you will find the order form to fill out.

**Using the Online PIBC Member Profile:**

PIBC and CIP are using the same database. We will be informed about any changes in your profile.

Sometimes there are technical glitches with our online database. If you have any trouble, please try to accept our website policy (top of our website) or clean your browser history, clean cookies or open another Internet browser.

Any Invoice/Receipt should be able to be downloaded on your Member profile under "Invoices and Receipts" by clicking on the Invoice number.

Preferred Internet browser: Google Chrome.

**PIBC Login:** <https://ams.pibc.bc.ca/>

If you need a new temporary password for the login, please follow this link: <https://ams.pibc.bc.ca/Login/ForgotPassword>.

The 2021 PIBC Renewal notices are expected to be sent out via email between November 16 - 20 (see yellow marked info below). The 2021 Renewal payment will be due by January 2, 2021. Please find the 2021 Fee schedule here: <https://www.pibc.bc.ca/fee-schedule>.

**To receive all PIBC & CIP communications, please try the following:**

- Please add [info@pibc.bc.ca](mailto:info@pibc.bc.ca), [office@pibc.bc.ca](mailto:office@pibc.bc.ca), [enews@pibc.bc.ca](mailto:enews@pibc.bc.ca), [communications@cip-icu.ca](mailto:communications@cip-icu.ca) and [noreply@cip-icu.ca](mailto:noreply@cip-icu.ca) to your address book

- Please contact your IT department and let them know that emails sent from these email addresses are from us, so that it doesn't end up as "spam".

If you have any other questions or concerns please let me know.

Kind Regards,

---

**Nina Schmidt**  
Manager of Operations

**Planning Institute of British Columbia**

*Forward Thinking. Shaping Communities.*

# ALIVE WITH THE ARTS

DRAFT | SEPTEMBER 2020



# SALMONARM

Arts and Culture Plan



## **INDIGENOUS ACKNOWLEDGEMENT**

The City of Salmon Arm extends its gratitude to the Secwepemc People on whose traditional and unceded lands we conduct our activities. We recognize the guidance and wisdom of Neskonalith knowledge-sharers as we learn and listen in Truth and Reconciliation. In keeping with the Government of British Columbia Declaration, the City acknowledges the United Nations Declaration of Rights of Indigenous Peoples.



# CONTENTS

<b>KEY HIGHLIGHTS</b>		4
<hr/>		
<b>SECTION 1</b>	<b>About This Plan</b>	8
	What is a Cultural Resource?	10
	Planning Context	12
	Our Purpose & Our Approach	15
	Planning Linkages	16
<hr/>		
<b>SECTION 2</b>	<b>What We Heard</b>	18
	Engagement Summary	18
	Key Themes & Priorities	22
<hr/>		
<b>SECTION 3</b>	<b>Alive with the Arts</b>	24
	Our Vision	26
	Our Commitments	28
	Our Big Ideas: Strategic Priorities	30
<hr/>		
<b>SECTION 4</b>	<b>Moving Forward</b>	52
	Year 1 Quick Wins	54
	Implementation Framework	54
	Communications	55
<hr/>		
<b>ACKNOWLEDGEMENTS</b>		56
<b>GLOSSARY OF TERMS</b>		58



# KEY HIGHLIGHTS





## 1

*Alive with the Arts* is a milestone in Salmon Arm's cultural development. It is the community's first cultural plan and builds on many years of community-led cultural development activities. It serves as a guide for 'planning culturally' over the next five years. It outlines how arts and culture assets and resources can be leveraged in a strategic way to achieve community goals and integrate with tourism, economic development, social, environmental and capital and infrastructure plans.

## 2

The Cultural Plan keeps with a community-driven model and is purposefully low-resource intensive. It charts out areas of cultural investment that can enhance Covid economic recovery and identifies pre-requisites to larger cultural capital items, including a Cultural Facilities Roadmap.

## 3

*Alive with the Arts* is the result of a year-long process of engagement that benefited from the extensive contributions of the Cultural Plan Task Group and the wider ecosystem of community groups representing environmental, health and wellness, education, community planning, recreation, agricultural etc... perspectives which greatly helped in shaping the plan.



## 4

Salmon Arm's identity and local context comes alive in Our Vision:

### WE SEE:

- Arts, nature and technology co-existing as cornerstones of our creative ecosystem.
- Our small city energized as an all- seasons cultural destination and creative marketplace.
- Arts and culture being valued as keys to community wellness and success.
- **THE ARTS HAPPENING HERE EVERYDAY FOR EVERYONE.**

## 5

*Alive With the Arts* aligns with many points of collaboration and shared strategic purpose. A key highlight for the plan's success sees the formation of a Tri Partite Agreement between Salmon Arm Arts Centre, Salmon Arm Economic Development, and the City of Salmon Arm to lead the implementation of the plan in collaboration with other groups.

## 6

The Cultural Plan identifies a number of shared Community Commitments to keep the drive and momentum going throughout the life of the plan, in keeping with its Small City-Big Ideas brand. To that end, Strategic Directions are expressed as Big Ideas in the plan, each with clear goal statements, objectives and supporting actions.

## 7

*Alive with Arts* Big Ideas are to:

- |  |   |
|--|---|
| <b>#1</b> Let Culture Lead                 | <b>#4</b> Connect and Collaborate           |
| <b>#2</b> Show Up and Celebrate            | <b>#5</b> Cultivate Create Entrepreneurship |
| <b>#3</b> Activate Spaces through the Arts |   |

### 8

An IMPLEMENTATION FRAMEWORK will follow which will outline the roles and responsibilities for implementation along with the resources required, annual phasing and suggested lead and partner groups along with identified key outcomes. Priority-setting should be supported through ongoing communications and engagement led through a Cultural Roundtable convened by the Shuswap District Arts Council, the City of Salmon Arm and Salmon Arm Economic Development. Timing should align with the City's annual budgeting process.

### 9

Like many communities in British Columbia, INVESTMENT in Salmon Arm's cultural capital and knowledge-sharing assets will help BUILD CAPACITY in existing and developing arts and culture providers. Cultural investment mechanisms may include resources, development and training opportunities, funding opportunities, volunteering, public involvement and fundraising. A strong local cultural scene is an important factor to attract residents and investors including talented individuals and leading-edge businesses but is also associated with citizens' social engagement, including connections to volunteering, donating, helping neighbours, and better health.

### 10

*Alive with the Arts* provides a path for Truth and Reconciliation and celebrates the local Sense of Place and ways to share the Shuswap's story by reflecting authentic voices, and reconnecting to Indigenous Cultural Heritage including preserving language and place names. *Kukwstsetsemc!*





# ABOUT THIS PLAN

## WHAT IS CULTURE?

Culture is more than art. Culture embraces what defines us as a community and that begins with our unique sense of place and identity. Culture includes both tangible and intangible resources and assets like libraries, museums, natural and cultural heritage sites, literary arts, performing arts, film, craft and visual arts, and creative industries.

Culture is vital to healthy communities and link to many other areas of a community's growth.



## Defining Art Vs. Culture

Culture is an inclusive term, embracing what defines us as a community.

“

**ART IS TO CULTURE AS  
BASEBALL IS TO SPORT.**

”

– Dr. Greg Baeker, MDB Insights

# WHAT IS A CULTURAL RESOURCE?

A cultural resource is anything that contributes to the culture of a particular place or people, both tangible and intangible. These resources are the activities, Institutions and people that express our shared beliefs, customs and values.

Cultural resources in Salmon Arm include:

- facilities (theatres, galleries, libraries, museums),
- heritage,
- indigenous Peoples culture,
- attractive streets, parks and built environment,
- intangible culture, such as local traditions,
- arts and crafts,
- festivals and events,
- retailing, leisure, recreation facilities,
- creative industries (film, culinary, photography, design, etc.) and
- natural landscape.

## Cultural Resources = Place + Culture + Economy



Source: Adapted from MDB Insights and Statistics Canada Cultural Resources Framework

“

**CULTURE IS NOT CREATED  
BY GOVERNMENT.  
CULTURE IS CREATED  
BY COMMUNITY AND  
SUPPORTED THROUGH  
DELIBERATE POLICIES  
AND PROGRAMS.**

”



## **Culture is a driver and enabler of economic, social and environmental success.**

Successful and vibrant communities understand the importance of cultural participation and the presence of arts and cultural organizations as way to:

- Improve residents' sense of belonging and attachment;
- Build community identity and pride (part of your community's brand);
- Build interpersonal ties and promote volunteering;
- Reduce delinquency and prevent some types of crime;
- Relieve stress;
- Build social networks;
- Increase tolerance of others;
- Improve resiliency and skills-building in high-risk youth;
- Foster a creative milieu that that spurs economic growth in creative industries; and to
- Increase the attractiveness of the area to tourists, businesses, new residents and investors.



# PLANNING CONTEXT

## WHERE ARE WE NOW?

The development of Salmon Arm's Arts and Culture Plan - *Alive with the Arts* builds upon the City's and the community's commitment to arts, culture and heritage initiatives over many years. While many individual initiatives have helped to advance arts and culture investment and delivery over the years, *Alive with the Arts* is the City of Salmon Arm's first cultural plan. The introduction of the Plan is timely considering the numerous ways the City is growing in keeping with regional trends and the nature of evolving local government priorities and service areas.

“

**THE MORE DEVELOPED  
AND DEFINED IDENTITY  
AMONG RESIDENTS...**

**... THE MORE LIKELY IT  
WILL ATTRACT NEW  
RESIDENTS, BUSINESSES  
AND TOURISTS.**

”

**– Grogan & Mercer,  
Australia, 1996**



## WHAT'S AHEAD?



Truth and Reconciliation  
Calls to Action



Lifecycle of arts organizations



New approaches to art-making  
(at odds with funding models)



Rapid scale prototyping to  
respond to community issues



Interpretative Assistance



Family arts



New operating models  
e.g. Epoch model



Generational considerations



Digital Strategies



Festivals and Events,  
Participatory Experiences



Creative Placemaking and  
Co-Activating Spaces



Accessibility Arts





# OUR APPROACH

## Cultural Planning Phases





# OUR PURPOSE

*Alive with the Arts* acts as a guide for the community, the City and its stakeholders to advance arts and cultural policies, programs and services needed for Salmon Arm to thrive.

## **THE PURPOSE OF THE PLAN IS TO:**

- Understand the current state of arts and cultural development in Salmon Arm by conducting an in-depth review and analysis of needs and gaps; examining current City plan and policies and cultural delivery; designing and carrying out a comprehensive public consultation process; and comparative targeted research of similar-sized municipalities to share best practices;
- Provide a blueprint for the Implementation Group over the next five year with Commitments, Goals and Supporting Actions that encompass a right-sized approach and strategy for implementation, but more importantly to serve as a guide for decision-making; investment and prioritization on an annual basis aligning with the City's yearly budgetary process.
- Ensure the Strategy aligns with the projected growth needs of the community to offer increased livability, new resident attraction, and a greater tourism draw.





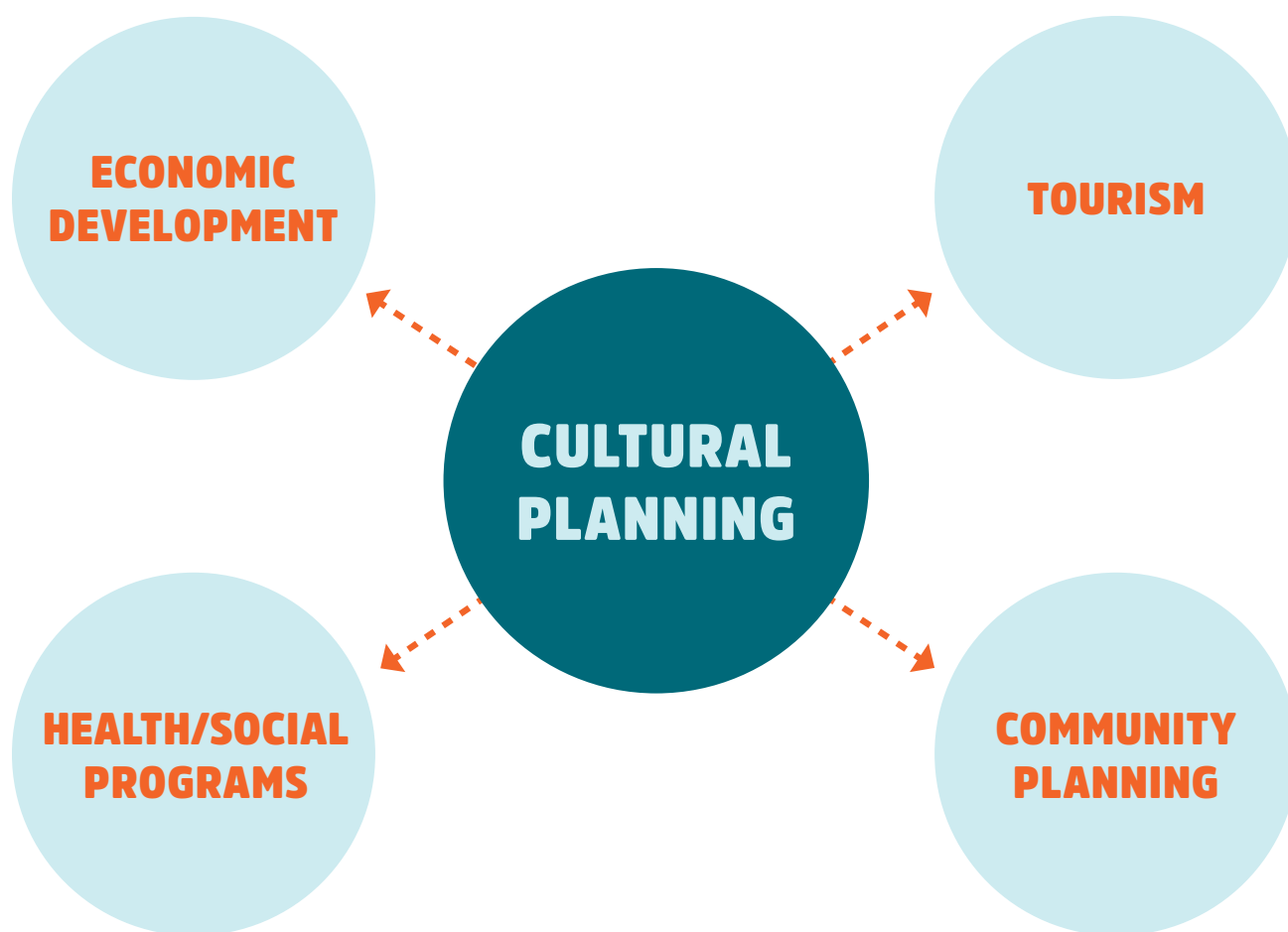
# PLANNING LINKAGES

The creation of a Cultural Master Plan aligns with the vision expressed in City of Salmon Arm Official Community Plan Bylaw No. 4000, that

**“Salmon Arm will be a diverse community with:**

- **a population representing all social, demographic, cultural and economic groups.**
- **a variety and mix of land uses.**
- **a wide range of lifestyle, employment, economic, cultural, social and recreational opportunities.”**

One of the nine proposed goals of the last Official Community Plan update is to support arts and culture endeavours in the community. A challenge for the City sees the need to balance its numerous planning priorities with the internal resources required for those priorities that align with its growth and the broader shifts in local government service delivery beyond core services.



Planning culturally links to many areas of local government work. It is a tool municipalities use to achieve both economic and asocial goals by linking together other planning areas such as Tourism, Community Planning, Health/Social Wellness, Environment and Economic Development.

While cultural development is a more recent area of focus in British Columbia, local governments understand the economic and livability benefits that cultural planning provides particularly in growing cities like Salmon Arm.

As such, cultural amenities and delivery are an expected piece of ‘livability’ resources and no longer a ‘nice to have’.

Trends show that many municipalities are incorporating arts and cultural strategies into core business areas to solve problems and leverage economic and social development. To that end, a pan-Canadian review of the positioning of roles and responsibilities associated with strategic cultural advancement are found to be most successful when integrated into a City’s economic development and/or planning division. In some cases where there is ‘in-house’ expertise on cultural development across departments, and interdepartmental staff team can be effective.

2

# WHAT WE HEARD

## ENGAGEMENT SUMMARY

Thanks are extended to community members who shaped the directions of *Alive with the Arts*.

A summary of engagement is included in Appendix A of this Plan.



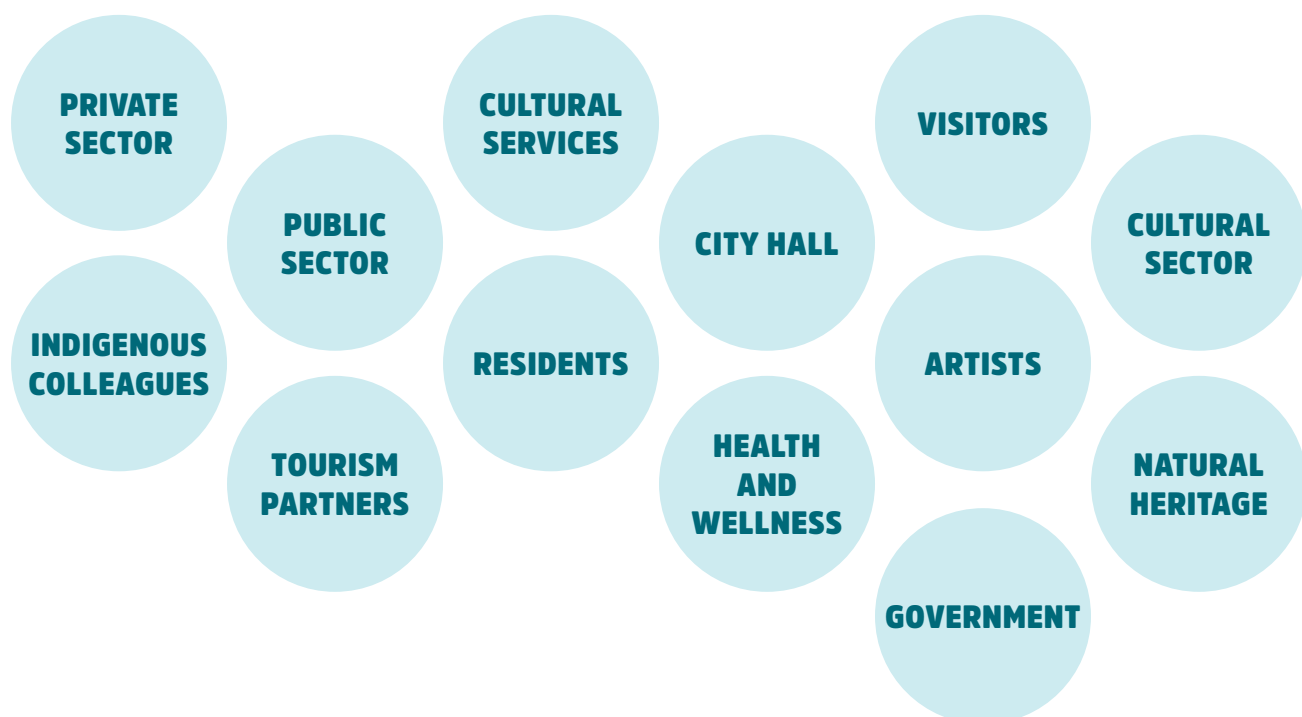






# ECOSYSTEMS-BASED ENGAGEMENT

For *Alive with the Arts*, we used ecosystems-based engagement which ensures a wider base of community input reflecting strategic perspectives and alignment with non-sector peers.



# ENGAGEMENT ACTIVITIES INCLUDED:



**7** community  
workshops and  
focus groups

**WITH  
20+**

community members and City Staff representing Salmon Arm's ecosystem that reached beyond the arts community and recognized the interconnectedness to business, environment, social wellness, infrastructure and capital plans, tourism and Indigenous interests.

**115**

inputs  
collected

from the broader public from mid-September 2019 to Early October through Sounding Boards located at various gathering place around the City including:

- City Hall
- Salmon Arm Art Centre
- Okanagan College
- The Arena
- Innovation Centre
- Farmers Market

**3**

Validation and  
Prioritization  
Workshop Sessions

Cultural Plan Task Group and Staff Team



# WE ASKED

## Local Context Discussion Points

As part of our community workshops, participants helped identify local context considerations to ensure we had a Made in Salmon Arm voice to the plan that considered the need to ‘right-size’ the plan to the local context, which is reflected in the Supporting Actions of this plan.

- What are some key factors that need to be considered for Salmon Arm?
- What factors might influence our planning context?
- What should be the key themes for the Vision and Guiding Principles?
- What should be the Priorities and Big Ideas?

# WE HEARD

## Key Themes & Priorities

The following themes and priorities emerged early on and then throughout discussions during the planning process and are captured in the Vision, Commitments, and Big Ideas of *Alive with the Arts*.

- **SUSTAINABILITY**
- **FUNDING**
- **RESOURCES**

- **DIVERSITY**
- **INCLUSION**
- **ACCESSIBILITY**

- **PARTICIPATION**
- **IMPROVED PROGRAMMING**
- **ENGAGEMENT**
- **REFLECTION & EVALUATION**
- **AWARENESS**

- **NEW SPACES**
- **PUBLIC ART**
- **ANIMATING THE CITY**

- **PARTNERSHIPS**
- **COLLABORATION**
- **STRENGTHENING COMMUNITY**

- **INNOVATION**





## Sounding Board Example:

### WHAT'S YOUR VISION FOR ARTS AND CULTURE IN SALMON ARM.

**SALMON ARM**  
Arts and Culture Plan

What do  
you see as  
key themes  
or directions  
for the plan?

Please  
respond in  
the spaces  
below.

Arts and culture links to and helps enhance many aspects of a community including tourism, economic development, community and social planning.  
The City of Salmon Arm, together with the community is developing an arts and culture plan that will help guide ideas and resources around a vision, set of strategic directions and actions as a creative city.

**Small City,  
Big Ideas.**

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




**3**

# **ALIVE WITH THE ARTS:**

**SALMON ARM  
CULTURAL  
STRATEGY**







# OUR VISION

## WE SEE:

- Arts, nature and technology co-existing as cornerstones of our creative ecosystem.
- Our small city energized as an all-seasons cultural destination and creative marketplace.
- Arts and culture being valued as keys to community wellness and success.

---

**THE ARTS HAPPENING HERE  
EVERYDAY FOR EVERYONE.**



# OUR COMMITMENTS

---

**WHAT WILL  
GUIDE OUR  
GREATNESS.**



## WE BELIEVE IN...

- Building sustainable cultural capital.
- Showing up and celebrating our rich arts and cultural life.
- Honouring Indigenous voices, cultural and natural heritage.
- Making it\* happen - no excuses!
- Being environmentally conscious in our cultural development.
- Cultivating innovative ideas and being future-ready.
- Creating safer, inviting, diverse and accessible artistic spaces for everyone.
- Demonstrating leadership in culture.

---

**\*it = artistic awesomeness. A vibrant cultural scene, activity, programs, small city life.**



# OUR BIG IDEAS

---

## WHAT ARE BIG IDEAS?

In keeping with Salmon Arm's 'Small City, Big Ideas' approach, the cultural plan reflects big ideas and bold moves as strategic directions, objectives or actions – anything that marks a significant step forward in cultural development.

Sometimes it can be looking at new ways to solve challenges and issues in a community, or perhaps advancing the conversation, or demonstrating leadership and asking others to come on-board. These Big Ideas are supported by a framework that sees action and change.



# **BIG IDEA #1: LET CULTURE LEAD**



## **GOAL STATEMENT:**

# **Invest in culture-led economic development and social wellness.**

Culture is the make it or break it factor in the success of communities large or small\*.

By using a strategic cultural lens and linking to partnering initiatives, Salmon Arm will advance its economic and social prosperity.

---

**\* Want to learn more about arts strategies?**  
Visit [creativecommons.ca/makingthecase](https://creativecommons.ca/makingthecase) to learn more.

A man is smiling and looking towards the camera. He is wearing a dark blue t-shirt with a white maple leaf graphic that says "WORST SUMMER". He is also wearing a Native American-style headdress with white feathers and a beaded band. He holds a wooden drumstick in his right hand and a large, round, brown drum in his left hand. The background is a wall covered with many small, torn pieces of paper, some of which are Christmas cards with various designs like holly leaves, snowflakes, and landscapes. The floor is made of light-colored wood.

**BIG IDEA #2:  
SHOW UP  
& CELEBRATE**

## **GOAL STATEMENT:**

# **Increase awareness and participation In the arts.**

A great number of cultural successes in Salmon Arm are linked with visitors valuing the arts in our city. A key goal of *Alive with the Arts* is to see arts and culture being valued, celebrated, and integrated into everyday community life by building our home base.





**BIG IDEA #3:  
ACTIVATE  
SPACES  
THROUGH  
THE ARTS**

## **GOAL STATEMENT:**

**Salmon arm  
is energized  
with artistic  
activity through  
transformative  
creative placemaking.**

Activating spaces sees inviting, accessible and inclusive participation in the arts by residents and creative workers alike. Cultural infrastructure is maintained and meets demand for cultural production.



The background of the image is a dark night scene filled with numerous warm white string lights that create a bokeh effect. Several red lanterns are visible, some in sharp focus and others blurred, adding a festive or cultural aesthetic to the composition.

# **BIG IDEA #4: CONNECT & COLLABORATE**

## **GOAL STATEMENT:**

**Community connections are strengthened through collaboration and capacity-building.**

Everyone feels they can participate in the cultural life of our City where diversity is welcomed.



A person wearing a green t-shirt with a blue geometric pattern is working in a bakery. They are surrounded by various types of bread, including long loaves and rolls, some of which are in wicker baskets. The background shows a dark surface, possibly a counter or storage area.

# **BIG IDEA #5: CULTIVATE CREATIVE ENTREPRENEURSHIP**

## **GOAL STATEMENT:**

**Arts, technology  
and entrepreneurship  
feed our healthy  
creative ecosystem.**

Affordability, lifestyle, and openness to new ideas and innovation, are catalysts to creative worker attraction.





# BIG IDEA #1: LET CULTURE LEAD

## Objective 1.1

There is sustainable support and investment in culture as part of Salmon Arm's economic strategy and community planning initiatives.

### SUPPORTING ACTIONS

- 1.** Form a tri-partite agreement with Shuswap District Arts Council, Salmon Arm Economic Development and the City to lead in advancing cultural development in the region and the implementation of the cultural plan.
- 2.** Explore resourcing a Culture and Communications contract role within the City to work with the tri-partite partners.
- 3.** Continue to lead a creative ecosystems approach to encourage cross pollination among local sectors (e.g. culture, technology, entrepreneurship, social services etc).
- 4.** Examine the option of creating a Cultural Sustainability Fund, possibly at the local Community Foundation, through allocations from development projects and public-private partnerships, and private donors.

## Objective 1.2

Enhanced capacity-building and cultural leadership is fostered in the community through the role of the City – its strategic direction, departments, bylaws, policies and programs.

### SUPPORTING ACTIONS

1. The City demonstrates cultural leadership by collaborating with partners, and supporting and guiding creative initiatives.
2. Continue to fund and support grant programs and operating agreements with arts and culture organizations.
3. Identify new ways to invest in sustainable cultural capital through cultural amenity contributions in development projects.
4. Seize opportunities to work with other levels of government and the private sector in attracting investment for culture-led economic and community development.
5. Where possible, encourage using social innovation and social procurement to effect solutions for cultural development.
6. Align and update OCP policies and the Corporate Strategic Plan to integrate and include cultural planning goals identified herein. Ensure cultural planning directions are reflected in City policies and plans.
7. Continue to foster a cultural development lens across City departments. Make sure culture, including Indigenous cultural heritage is at the table in city-planning
8. Explore the possibility of micro-loans for temporary art intervention projects that respond to community needs.
9. Identify a staff lead for the coordination of the interdepartmental team to ensure quarterly advancement on the plan's deliverables and respond to community cultural groups' needs.

## Objective 1.3

Identify opportunities to address the community needs of equity, diversity, accessibility and social inclusion.

### SUPPORTING ACTIONS

1. Use culture as a tool for community wellness and for opening up dialogue and opportunities for marginalized communities through inclusivity initiatives (e.g. ticket access; free events and programs) with identified partners.
2. Foster an understanding that community identity and wellness are enhanced and strengthened by diversity and inclusive participation.
3. Facilitate continuing engagement and dialogue with the multicultural community; youth, seniors, new residents, immigrants, people with disabilities and the LGBTQ2S and gender diverse community.
4. Link to, and promote other initiatives, plans and programs both within the City and out in the community that share these objectives.
5. Promote and/or fund workshops that help with training, advocacy and education in these areas.





# BIG IDEA #2: SHOW UP & CELEBRATE

## Objective 2.1

Develop and implement a comprehensive arts and culture communications strategy (and campaign) to build audiences and awareness.

### SUPPORTING ACTIONS

- 1.** Create a centralized portal to feature and promote arts, culture and events; programs; shared resources; etc.
- 2.** As part of the communications strategy, continue to build a 'culture for culture' within City Hall, by identifying internal communication and engagement actions.
- 3.** As part of the communications strategy to support the implementation of the plan, create an awareness campaign surrounding the value, benefits and impact of arts and culture.
- 4.** Explore the possibility of centralized communication support/ resource for Shuswap's arts, culture and heritage scene.
- 5.** Work in partnership with relevant community organizations to create an accessibility checklist to minimize barriers to audiences and explore the possibility of a community Arts Cultural Accessibility Fund.
- 6.** Encourage access and participation to arts and culture through transportation planning.

## Objective 2.2

Promote social change arts practices, and arts-based strategies for addressing matters of civic importance.

### SUPPORTING ACTIONS

1. Help build an increased awareness and understanding for the need of private sector and individual philanthropic support in the creative community.
2. Through community partners, identify ways to engage Newcomers.
3. Foster heritage conservation of City-owned properties.
4. Encourage arts and heritage-based creative solutions for empty storefronts and animating spaces.

## Objective 2.3

Celebrate a sense of place and share the Shuswap's story.

### SUPPORTING ACTIONS

1. Use local transportation networks and public spaces as channels to communicate heritage facts and interesting local histories.
2. Where possible, identify opportunities for interpreting heritage and animating neighbourhoods in Shuswap through artist and community-led place-making activities.
3. Explore ways to include ways to animate the interpretation and awareness of public art, places and intangible cultural assets through tours, workshops, storytelling and other engagement pieces.
4. Reflect and incorporate authentic community cultural identity into Shuswap branding.
5. Integrate with Indigenous cultural heritage initiatives.
6. Ensure signage bylaws relate to form and character guidelines for the enhancement of place; explore signage needs for events and festivals.



# BIG IDEA #2: SHOW UP & CELEBRATE

## Continued

### Objective 2.4

Support efforts to reconnect and preserve language and place names.

#### SUPPORTING ACTIONS

1. Link traditional ecological knowledge/ Natural Heritage Keepers with community groups to foster a deeper understanding of place, the natural environment, flora and fauna.
2. Encourage connections to share knowledge of land and food (possibly tie to multicultural food/fusion festival).
3. Build ways to interact less formally and on a regular bases where possible and appropriate.
4. Identify opportunities to integrate traditional and contemporary Indigenous culture, identity and language in community programming and planning.
5. Incorporate Indigenous Cultural, Intangible and Natural Heritage into cultural tourism planning and the animation of spaces and places.
6. Acknowledge heritage and significant sites. Reflect traditional place names, symbols and references to local languages in signage in parks, trails and waterways.
7. Consider exploring a community mapping exercise or app development to record stories and share them with the broader community.
8. Collaborate with Indigenous artists on wayfinding.





## Objective 2.5

Build connections between the local Indigenous communities and the broader Shuswap community through art.

### SUPPORTING ACTIONS

- 1.** Support efforts to feature Indigenous artists to practice and sell their artwork; and provide arts and craft workshops (link to Creative Entrepreneurship), in partnership with relevant organizations.
- 2.** Working with Shuswap District Arts Council, identify public art opportunities to illustrate traditional and contemporary connections, where appropriate.
- 3.** Provide opportunities for the public to learn about Reconciliation and the shared history of Indigenous Peoples through inclusive dialogue, celebration and performance, as well as creative placemaking installations and permanent displays in City Hall.
- 4.** Ensure grant-receiving organizations have identified ways to integrate Indigenous arts practice or cultural heritage into programming or project-based initiatives.
- 5.** Link traditional ecological knowledge/ Natural Heritage Keepers with community groups to foster a deeper understanding of place, the natural environment, flora and fauna.
- 6.** Encourage connections to share knowledge of land and food (possibly tie to multicultural food/fusion festival).
- 7.** Build ways to interact less formally and on a regular bases where possible and appropriate.



# BIG IDEA #3: ACTIVATING SPACES THROUGH THE ARTS

## Objective 3.1

To transform spaces by intentionally leveraging artistic and creative activity to serve the community and build character and quality of place.

### SUPPORTING ACTIONS

1. Establish a Public Art Policy and Program, including a Private Developer Public Art Program to invite cultural investment and encourage beautification and enhanced sense of place in urbanization.
2. Improve wayfinding in Shuswap and enhance 'sense of place' at neighbourhood levels through place naming and public works.
3. Identify and modify arts-ready public outdoor spaces.
4. Connect artists with wall/ mural spaces on private buildings.
5. Create and manage a civic interior art collection and provide exhibition opportunities.
6. Improve public art maintenance by creating a reserve fund or increase funding as part of the Public Art Policy.
7. Develop a memorial and commemorations policy and guidelines.
8. Animate intangible cultural assets through tours, workshops, storytelling and other engagement activities.

## Objective 3.2

Facilitate social inclusion, promote diversity, community wellness and accessibility in cultural spaces.

### SUPPORTING ACTIONS

1. Use art as a tool for community wellness and opening up opportunities for marginalized communities through inclusivity initiatives with identified partners.
2. Support cross-cultural interactions and more inclusive platforms and spaces for engagement with the community.

# BIG IDEA #4: CONNECT & COLLABORATE

## Objective 4.1

Invest in capacity-building and foster collaborations through knowledge-sharing, gatherings, and skills development opportunities for volunteers and administrators.

### SUPPORTING ACTIONS

1. Build cultural knowledge capital through organizational development and training in partnership with arts service organizations (ASOs), educational institutions and other potential partners.
2. Share new business models including social enterprise and earned revenue streams with arts and cultural organizations.
3. Hold networking events to bridge conversations between private, individual and non-profit creative practitioners and entities.
4. Convene Cultural Roundtable meetings that encourage a healthy creative ecosystem and provide opportunities for collaboration, information-sharing, event coordination/scheduling, and connection points (exchange, learning and sharing).
5. Through Arts and Cultural Service organizations, hold an annual Cultural Forum focused on skills development in the areas of, but not limited to:
  - Board governance and development
  - Succession planning
  - Arts and cultural administration
  - Volunteer management
  - Communications and marketing
  - City processes and roles
6. Link strategic planning and community initiatives to the Cultural Plan directions.





# BIG IDEA #4: CONNECT & COLLABORATE

## Continued

### Objective 4.2

Work with neighbourhoods to encourage a distributed model of arts, culture and heritage activity and connection points.

#### SUPPORTING ACTIONS

- 1.** Through collaboration and consultation, use neighbourhoods as creative nodes or cultural junctions.
- 2.** Support community arts and culture based initiatives that promote inclusivity and build neighbourhood or community connections, including events.
- 3.** Expand 'neighbourhood champions circles' or teams and existing networks as contact points to foster social leadership.
- 4.** Create a Cultural Facilities Roadmap to identify cultural space needs across the City and where cultural spaces can be incorporated into neighbourhood planning and local area plans.

# BIG IDEA #5: CULTIVATE CREATIVE ENTREPRENEURSHIP

## Objective 5.1

Cultivate a creative economy by positioning Salmon Arm as a marketplace for creative entrepreneurship.

### SUPPORTING ACTIONS

1. Increase prosperity within the creative community and, in turn, the whole region by further integrating creative economy strategies into economic development planning.
2. Work towards developing a Creative Worker Attraction Strategy.
3. Develop collaborations within the region's tech sector to generate techbased solutions for arts, culture and creative community challenges.
4. Identify partner-based projects for the Canada Council Digital Strategy Fund.
5. Work with creative entrepreneurs on skills development.
6. Develop cultural and creative exports to global and domestic markets.
7. Encourage and support buy local campaigns.
8. Purchase local artwork for City ceremonies and gifts.
9. Identify partners for the development of a micro-loan or matched seed funding program for creative entrepreneurs for small-budget items including, but not limited to: transportation, materials, equipment and space rental.





**4**

# **MOVING FORWARD**

**COMMUNICATIONS  
& IMPLEMENTATION**







# YEAR 1 QUICK WINS

- 1.** Council adoption in principle of the of the Vision, Commitments and Big Ideas of Alive with Arts – City of Salmon Arm Cultural Plan
- 2.** Establishing the Tri-Partite Agreement as the lead organizations responsible for implementing the Alive with the Arts Strategy.
- 3.** Engaging on key Covid-19 Recovery projects in alignment with the Plan.
- 4.** Focusing on cultural development and engagement training, professional development and linking in to networks offered by provincial and national arts service organizations— Arts BC, Creative City Network of Canada, Canadian Museums Association et al. – for Tri Partite representatives and other community organizations.
- 5.** Explore the feasibility of a cultural development and communications contractor role to support the Tri Partite group and the Plan’s implementation.

# IMPLEMENTATION FRAMEWORK

An Implementation Framework will accompany this strategic plan and provides a guide for:

- 1.** The prioritization of the Plan’s Big Ideas and activities into recommended phases;
- 2.** The identification of roles and responsibilities in carrying out the Plan including Lead and Supporting community partners;
- 3.** The annual resourcing of the Plan in keeping with the City’s yearly budgeting process;
- 4.** The expected outcomes as a way to monitor progress; and
- 5.** The various options for resourcing supporting actions.

# COMMUNICATIONS

Continuing to promote and widely share the elements of *Alive with the Arts* is essential to achieving the goals and addressing the strategic directions of this Plan, and requires communications and engagement expertise.

Alive with the Arts denotes specific actions to further foster communication and raise awareness of Salmon Arm's cultural life. Communication and engagement opportunities to share the plan should include but are not limited to:

- 1.** A launch event with community partners to build awareness around the plan and its directions, including a summary poster and project site with the *Alive for the Arts* Vision and Big Ideas  
**WE SEE:**
  - Arts, nature and technology co-existing as cornerstones of our creative ecosystem.
  - Our small city energized as an all-seasons cultural destination and creative marketplace.
  - Arts and culture being valued as keys to community wellness and success.**THE ARTS HAPPENING HERE EVERYDAY FOR EVERYONE.**
- 2.** A communications strategy outlining updates, announcements and articles to local media, the public and leveraging social media among local groups.
- 3.** Designing and carrying out supporting actions in keeping with Big Idea #2- Show Up and Celebrate.
- 4.** Releasing updates through the Creative Ecosystem Community Representatives and Cultural Roundtables.
- 5.** Linking with community events and activities to continue to engage on the Plan's implementation and determine annual priorities for the Tri Partite Group.
- 6.** Hosting an annual cultural roundtable or cultural forum to engage on the Plan's implementation and provide opportunities for knowledge sharing and training, and enhance cultural leadership.





# ACKNOWLEDGEMENTS

The creation of the 2020-2025 *Alive with the Arts* Cultural Plan was a collaborative, community-wide endeavour involving many knowledgeable participants. A sincere thanks to all community members who contributed to the engagement process and the making of this Plan, including the leadership of City Council and Staff, and especially the Cultural Plan Task Group and community representatives.

## **MAYOR AND COUNCIL**

Mayor Alan Harrison  
Councillor Debbie Cannon  
Councillor Chad Eliason  
Councillor Kevin Flynn  
Councillor Tim Lavery  
Councillor Sylvia Lindgren  
Councillor Louise Wallace-Richmond

## **STAFF TEAM**

Erin Jackson, Corporate Administrator  
Chelsea Van de Cappelle, Chief Financial Officer  
Kevin Pearson, Director of Planning  
Rob Niewenhuizen, Director of Engineering

## **CULTURAL PLAN TASK GROUP**

Louise Wallace Richmond, Council Representative & Chair  
Lana Fitt, Salmon Arm Economic Development  
Erin Jackson, City of Salmon Arm  
Peter Budda and Jake Jacobsen,  
Shuswap Society for Performing Arts  
Tracey Kutschker, Salmon Arm Arts Centre  
Jake Jacobson, Shuswap Society for the Arts and Culture

Special thanks to the Creative Ecosystems Community Representatives whose thoughtful input provided a wider lens on the interconnectedness of arts and culture to solve community needs and identify opportunities to be *Alive with the Arts*:

Claire Askew; Darby Boyd; Jennifer Broadwell; Anita Ely; David Gonella; Corryn Grayston; Joyce Henderson; Gina Johnny; Craig Newnes; Joan Ragsdale; Clea Roddick; Joan Sholinder; Kim Sinclair; Louis Thomas; Barry Wilson; Kristine Wickner; and Lindsay Wong.

# GLOSSARY OF TERMS

**ARTS:** Includes all genres within the following disciplines (list is not exhaustive and genres or disciplines may be combined):

- Visual (2 and 3 dimensional/ performance/fine or artisanal craft/site-specific or temporary installation)
- Performance (music/dance/theatre/ spoken word/improvisation)
- Literary (poetry/prose/storytelling)
- Design (fashion/graphic/industrial/ interior)
- Media/New Media (film/video/ interactive media)

**ARTS POLICY:** A consolidated statement of vision, purpose, goals, objectives, scope, and roles with attendant analysis, recommended actions, and implementation strategies for the description and development of arts activity, production, service, and related resources.

**ARTS SERVICE(S):** Includes organizations that serve artists and arts organizations that produce and/or present art and community arts councils.

**COMMUNITY PUBLIC ART:** Art produced by artists collaborating with communities, which responds to neighbourhood needs, aspirations, or some other community issues.

**CREATIVE COMMUNITY:** Communities where local government considers urban investment in culture and creativity significant to prosperity and quality of life. These are municipalities where creative and cultural activity is considered important to the community's quality of place, and to help reclaim and revitalize neighbourhoods. In creative communities, local government enables more innovative thinking and problem solving across all departments and sectors of the economy to shape a community's identity in the face of increasing competition for talent, investment, and recognition. Creative and cultural activity is supported as a powerful vehicle for community development and engagement, providing opportunities for economically disadvantaged neighbourhoods and social groups. These communities represent a new generation and an evolving model for community planning and culture.

**CREATIVE ECONOMY:** The creative economy is an economy driven by ideas, innovation, knowledge, diversity, collaboration, and creativity. It encompasses the creative industries in which ideas and intellectual property produce value and generate wealth. It represents an aggregation of a complex collection of industrial and creative service sectors including design, media, advertising, film, music, performing arts, publishing, and interactive software development.

**CULTURE:** The arts, multiculturalism, and heritage resources and activities as practiced and preserved in a community. These practices reflect the beliefs, experiences, and creative aspirations of people in a specific geographic and/or political area.

**CULTURAL DEVELOPMENT:** A process that supports and facilitates cultural resource development and includes skilled creators, artists, and craftspeople as transmitters of aesthetic expression, ideas, aspirations, and values in relation to the sociological, economic, environmental, and creative aspects of their communities.

**CULTURAL MAPPING:** Cultural mapping (or scanning) is a systematic approach to identifying and recording both tangible (physical or quantitative) and intangible (expressive or qualitative) cultural assets and is a defining characteristic of municipal cultural planning. Cultural resource mapping is built on a consistent set of categories that capture baseline data of the tangible cultural assets in a community within a specific set of categories or Cultural Resource Framework. Cultural identity mapping deals with the intangible assets that define a community's identity, memories, visions, and values.

**CULTURAL ROUND TABLE:** A strategic leadership group with members drawn from the six pillars of the community for the purposes of implementing municipal cultural plans and identifying ongoing cultural planning. Most Cultural Round Tables established for this purpose include members of Council, municipal staff, representatives of the creative and cultural sectors and the business community, important community agencies such as the United Way and Community Foundations, and educational institutions.



**CULTURAL TOURISM:** Cultural resources are integrated as part of tourism initiatives to build tourism strength and competitiveness in the market. Cultural resources are developed to meet the needs and interests of travelers whose main motivation for travel are experiences in the performing arts, visual arts and crafts, museums and cultural centres, historic sites and interpretive centres, cultural industries, and cultural events.

**CULTURAL VITALITY:** The evidence of what makes a community exceptional or remarkable through creating, disseminating, validating, and supporting cultural activities and expression as a dimension of everyday life in communities. Cultural vitality is dependent on the protection and advancement of cultural resources to facilitate and continue cultural engagement.

**DIVERSITY AND INCLUSION:** Diversity means all the ways we differ as individuals. It includes visible differences such as age, gender, ethnicity, and physical appearance, and underlying differences such as thought styles, religion, nationality, socioeconomic status, belief systems, sexual orientation,

and education. It means respecting, valuing, and harnessing the richness of ideas, backgrounds, and perspectives that are unique to each individual (i.e. a new worldwide source of creativity). Inclusion means an environment where everyone contributes his or her skills and talents for the benefit of the community. The aim is to create a community in which individuals are involved, supported, respected, and connected.

**FESTIVAL:** A special event designed to present and celebrate—through public access, productions, or services, an arts discipline(s). It is often multi-faceted and occurs during a brief period of time, often annually and usually in a reasonably contained area (indoors and/or outdoors).

**HERITAGE:** Heritage resources include artifacts and architecture, historic and prehistoric resources, and archival and interpretive material and activity. Significant objects and structures are protected by legislation distinguishing between items that are merely old and those deemed valuable according to notable public aesthetic, educational, and social significance.

**INTANGIBLE CULTURAL HERITAGE:**

This cultural resource includes: practices, expressions, knowledge, skills, objects, artifacts and cultural landmarks, spaces and places that a community or individual associates with as part of their culture.

**INTERCULTURALISM:** Support for cross-cultural dialogue.

**MULTICULTURALISM:** Respects all cultural and/or racial groups in a society equally, affording all the same rights and opportunities.

**PRODUCTION, PERFORMANCE AND**

**EXHIBITION:** Production refers to a particular play or dance piece. Performances refers to the number of times a piece is performed in public. Exhibition refers to a particular visual art show.

**SOCIAL INCLUSION:** Is the act of making all groups of people within a society feel valued and important.

**SOCIAL INNOVATION:** Is a tool to improve social relations and tackle social problems while meeting social needs.

**SOCIAL PROCUREMENT:** Often referred to as social purchasing, seeks to further leverage purchasing (for government, private sector, institutions and nonprofits) to achieve broad societal goals, increasing equality and diversity, while contributing to improved community wellbeing through the blending of cultural, social, environmental and economic considerations in the procurement process.



**#SAbigideas**

**SALMON****ARM**

**Arts and Culture Plan**