

1. September 28, 2020 - Council Agenda And Correspondence

Documents:

[SEPTEMBER 28, 2020 AGENDA.PDF](#)

[SEPTEMBER 28, 2020 CORRESPONDENCE.PDF](#)

1.1. September 28, 2020 Late Submission Item 23.2/24.2

Documents:

[SEPTEMBER 28, 2020 SUBMISSION 23.2 AND 24.2.PDF](#)



## AGENDA

### City of Salmon Arm Special Council Meeting

Monday September 28, 2020  
1:00 p.m.

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

  
Carl Bannister, Chief Administrative Officer

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
	6.	CONFIRMATION OF MINUTES
3 - 14	1.	Regular Council Meeting Minutes of September 14, 2020
	7.	COMMITTEE REPORTS
15 - 18	1.	Downtown Parking Commission Meeting Minutes of September 15, 2020
19 - 22	2.	Active Transportation Task Force Meeting Minutes of September 21, 2020
23 - 26	3.	Housing Task Force Meeting Minutes of September 23, 2020
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
27 - 34	1.	Board in Brief – September, 2020

9. **STAFF REPORTS**
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  - 39 - 42 2. Director of Engineering and Public Works - Salmon Arm RRFB Crosswalk Study - Recommendations
  - 43 - 46 3. Director of Engineering and Public Works - LED Street Lighting Upgrade Program - Update
  - 47 - 54 4. Director of Development Services - Temporary Expanded Services Areas for Liquor Licenses, Extension
  - 55 - 60 5. Director of Development Services - BC Restaurant and Foodservices Association - Correspondence August 26, 2020
10. **INTRODUCTION OF BYLAWS**
  - 61 - 68 1. City of Salmon Arm Permissive Tax Exemption Bylaw No. 4415 - First, Second and Third Readings
11. **RECONSIDERATION OF BYLAWS**
  - 69 - 74 1. City of Salmon Arm Fire Department and Fire Prevention Amendment Bylaw No. 4416 - Final Reading
12. **CORRESPONDENCE**
  - 75 - 76 1. Informational Correspondence
  - 77 - 82 2. M. Simpson, Program Manager, Shuswap Watershed Council - email dated September 11, 2020 - Shuswap Watershed Council Draft Contribution Agreement 2021-23
  - 83 - 86 3. Federation of Canadian Municipalities (FCM) Virtual Convention - October 20 - 22, 2020
13. **NEW BUSINESS**
14. **PRESENTATIONS / DELEGATIONS**
  - 87 - 88 1. Presentation 3:30 - 3:45 p.m. (approximately)  
Terry Smith, Sk'atsin Silvatech Ventures LLP, a Neskonlith Indian Band Subsidiary and Brad Shirley, City of Salmon Arm Fire Chief- Update on 2020 Community Resiliency Investment (CRI) and 2021 Application
  - 89 - 120 2. Presentation 3:45 - 4:00 p.m. (approximately)  
Lana Fitt, Manager, Salmon Arm Economic Development Society - MRDT 2019 Annual Performance Report
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.

Page #	Item #	Description
	21.	DISCLOSURE OF INTEREST
	22.	HEARINGS
121 - 136	1.	Development Variance Permit Application No. VP-519 [Tegart, J. & K.; 2630 30 Avenue NE; Setback requirements]
	23.	STATUTORY PUBLIC HEARINGS
137 - 138	1.	Zoning Amendment Application No. ZON-1181 [Tegart, J. & K.; 2630 30 Avenue NE; R-1 to R-8] <i>(See item 22.1 for Staff Report)</i>
139 - 150	2.	Zoning Amendment Application No. ZON-1185 [Zwicker, M. & M.; 2790 30 Avenue NE; R-1 to R-8]
	24.	RECONSIDERATION OF BYLAWS
151 - 154	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4404 [ZON-1181; Tegart, J. & K.; 2630 30 Avenue NE; R-1 to R-8] - Third and Final Readings
155 - 158	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4409 [ZON-1185; Zwicker, M. & M.; 2790 30 Avenue NE; R-1 to R-8] - Third and Final Readings
	25.	QUESTION AND ANSWER PERIOD
159 - 160	26.	ADJOURNMENT



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Item 2.

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor Eliason

Seconded: Councillor Lavery

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

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Item 6.1

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of September 14, 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 commenced 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, September 14, 2020.**

### PRESENT:

Mayor A. Harrison  
 Councillor C. Eliason (participated remotely) (entered the meeting at 2:31 p.m.)  
 Councillor K. Flynn  
 Councillor T. Lavery (participated remotely)  
 Councillor S. Lindgren (entered the meeting at 2:30 p.m.)  
 Councillor L. Wallace Richmond (participated remotely)

Deputy Chief Administrative Officer/Director of Engineering & Public Works R. Niewenhuizen  
 Director of Corporate Services E. Jackson  
 Director of Development Services K. Pearson  
 City Engineer J. Wilson  
 Acting Chief Financial Officer T. Tulak (participated remotely)  
 Recorder C. Simmons

### ABSENT:

Councillor D. Cannon

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0390-2020                      Moved: Councillor Wallace Richmond  
                                       Seconded: Councillor Flynn  
                                       THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:33 p.m.  
 Council returned to Regular Session at 1:56 p.m.  
 Council recessed until 2:30 p.m.

Councillor Lindgren entered the meeting at 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

Councillor Eliason entered the meeting at 2:31 p.m.

Replacement under item 10.3 City of Salmon Arm Fire Department and Fire Prevention Amendment Bylaw No. 4416 – First, Second and Third Readings

Addition under item 12.1.3.a. D. Walters – email dated September 10, 2020 – Response to Disc Golf Concerns

Addition under 12.1.4 N. Collins, SQG President – email dated September 11, 2020 – Booking Blackburn Park Picnic Area

5. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with item 10.1 as the applicants are clients of his firm.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of August 24, 2020

0391-2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of August 24, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of September 8, 2020

0392-2020

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee Meeting Minutes of September 8, 2020, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Board in Brief – August, 2020

Received for information.

## 9. STAFF REPORTS

1. Director of Development Services - Agricultural Land Commission Application No. ALC-396 [Alibhai, A. & G./Jamal, Z./Dharamsi, T.; Non-Adhering Residential Use]

0393-2020

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Agricultural Land Commission Application No. ALC-396 be authorized for submission to the Agricultural Land Commission.

### Amendment:

Moved: Councillor Flynn

Seconded: Mayor Harrison

THAT: Council of the City of Salmon Arm strongly support Agricultural Land Commission Application No. ALC-396.

DEFEATED

Councillors Eliason, Lavery and Wallace Richmond Opposed

The question was called on the original motion:

CARRIED UNANIMOUSLY

2. Director of Corporate Services - Avon Parking Lot Lease

0394-2020

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with W.H. Laird Holdings Ltd. for the City to use Lots 16 (part) and 17, Section 14, Township 20, Range 10, W6M, KDYD, District Plan 304, Except Plan 15141 (130 Hudson NE) for the term of March 1, 2020 to February 29, 2022 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

CARRIED UNANIMOUSLY

3. Director of Development Services- Agricultural Advisory Committee

0395-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council appoint the following to the City of Salmon Arm Agricultural Advisory Committee for a three-year term from September 4, 2020 to June 30, 2023:

- |                 |                    |
|-----------------|--------------------|
| • Serena Caner; | • John McLeod;     |
| • Jen Gamble;   | • Barrie Voth;     |
| • Ron Ganert;   | • James Hanna; and |
| • Don Syme;     | • Mike Schroeder.  |

CARRIED UNANIMOUSLY

9. STAFF REPORTS – continued4. Director of Engineering & Public Works – Federation of Canadian Municipalities – Green Municipal Fund West Bay Connector Trail Study/Design

0396-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council authorize submission of a grant application under the Federation of Canadian Municipalities Green Municipal Fund for Transportation Network and Commuting Options for Phase I of the West Bay Connector Trail Study/Design. Using the available budget of \$135,000.00 as the 50% matching funds for this grant, subject to receiving the support from both the Neskonlith and Adams Lake Bands.

CARRIED UNANIMOUSLY5. Director of Engineering & Public Works – Crosswalk Request – Lakeshore Road and 50 Avenue NE

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the request for a crosswalk at the intersection of Lakeshore Road and 50 Avenue NE be denied;

AND THAT : City staff be directed to complete vegetation removal on the east side of Lakeshore Drive adjacent to 1611 50 Avenue NE and send letters to owners of the same and 4971 addressing maintenance of vegetation in the boulevard.

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the request for a crosswalk at the intersection of Lakeshore Road and 50 Avenue NE be approved.

DEFEATED

Mayor Harrison, Councillors Flynn and Lavery Opposed

The original motion was split:

0397-2020

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the request for a crosswalk at the intersection of Lakeshore Road and 50 Avenue NE be denied.

DEFEATED

Councillors Eliason, Lindgren and Wallace Richmond Opposed

0398-2020

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT : City staff be directed to complete vegetation removal on the east side of Lakeshore Drive adjacent to 1611 50 Avenue NE and send letters to owners of the same and 4971 addressing maintenance of vegetation in the boulevard.

CARRIED UNANIMOUSLY



## 10. INTRODUCTION OF BYLAWS

Councillor Flynn declared a conflict of interest and left the meeting at 3:28 p.m.

1. City of Salmon Arm Zoning Amendment Bylaw No. 4404 [ZON-1181; Tegart, J. & K.; 2630 30 Avenue NE; R-1 to R-8] – First and Second Readings

0399-2020                      Moved: Councillor Lindgren  
                                      Seconded: Councillor Lavery  
                                      THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4404 be read a first and second time.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:30 p.m.

2. City of Salmon Arm Zoning Amendment Bylaw No. 4409 [ZON-1185; Zwicker, M. & M.; 2790 30 Avenue NE; R-1 to R-8] – First and Second Readings

0400-2020                      Moved: Councillor Lindgren  
                                      Seconded: Councillor Flynn  
                                      THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4409 be read a first and second time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Fire Department and Fire Prevention Amendment Bylaw No. 4416 – First, Second and Third Readings

0401-2020                      Moved: Councillor Wallace Richmond  
                                      Seconded: Councillor Lavery  
                                      THAT: the bylaw entitled City of Salmon Arm Fire Department and Fire Prevention Amendment Bylaw No. 4416 be read a first, second and third time.

CARRIED UNANIMOUSLY

## 11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4413 [Water and Sewer Rates] – Final Reading

0402-2020                      Moved: Councillor Flynn  
                                      Seconded: Councillor Lindgren  
                                      THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4413 be read a final time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS – continued

2. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4393 [OCP4000-42; Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; CC to HR] – Final Reading

0403-2020

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4393 be read a final time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4394 [ZON-1175; Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; C-2 to R-5 – Final Reading

0404-2020

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4394 be read a final time.

CARRIED UNANIMOUSLY12. CORRESPONDENCE1. Informational Correspondence

3. J. Kral – email dated September 9, 2020 – Disc Golf

- a. D. Walters – email dated September 10, 2020 – Response to Disc Golf Concerns

Received for information.

5. T. Kutschker, Director/Curator, Shuswap District Arts Council Board of Directors – letter dated August 19, 2020 – Salmon Arm Arts Centre Accessibility

0405-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council authorize the Shuswap District Arts Council to submit an application to the BC Arts Council for a grant for the accessibility door button and Council authorize for installation of the accessibility door button at the Side of the Arts Centre building.

Amendment:

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council provide up to \$1,000.00 from 2020 Council Initiatives for the accessibility door button on the Arts Centre building subject to successfully receiving the BC Arts Council grant.

CARRIED UNANIMOUSLYMotion as Amended:CARRIED UNANIMOUSLY

12. CORRESPONDENCE – continued1. Informational Correspondence – continued

The Meeting recessed at 4:00 p.m.

The Meeting reconvened at 4:49 p.m.

4. S. McCoubrey, Chairperson, Lake Country ArtWalk 2020 – email dated August 7, 2020 – Proposal Requesting the Installation of several Air Chairs in you Municipality

0406-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council authorize the installation of four Art Chairs in the City of Salmon Arm, subject to Lake Country ArtWalk 2020 working with staff and the Shuswap District Arts Council to determine locations.

CARRIED UNANIMOUSLY

6. C. Mossey, Manager, Government Relations, BC Transit – letter dated August 31, 2020 – 3 Year Transit Expansion Initiatives

0407-2020

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council approve the 3 Year Transit Expansion Initiatives outlined in the letter dated August 31, 2020;

AND THAT: Council confirms its interest in proceeding with the deferred expansion initiative in 2021/22;

AND FURTHER THAT COUNCIL confirms that the expansion priorities identified for 2022/23 and 2023/34 align with its expectations, and that it will review and confirm these initiatives on an annual basis and with the knowledge that associated cost estimates will be once again be provided as part of this process in future years.

CARRIED UNANIMOUSLY

Councillor Eliason left the meeting at 5:00 p.m.

7. H. Roberge, Administrator, Maple Tree Montessori – letter dated September 8, 2020 – Maple Tree Montessori Expansion

0408-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council provide a letter of support to Maple Tree Montessori in its application for Childcare BC New Spaces Fund.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE – continued

2. E. McDonald, President, Shuswap Naturalists Club – letter received September 10, 2020 – Blackburn Park

0409-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council approve the Shuswap Naturalists Club to host the October monthly meeting at the gazebo at Blackburn Park on October 6, 2020 from 1:00 pm to 3:30 pm, subject to following the guidelines of the Provincial Health Officer and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

3. P. Cannon, Family Support Worker/Early Years Family Navigator, Shuswap Children's Association – letters dated September 10, 2020 – Children's Outdoor Yoga and Storywalk

0410-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council approve the Shuswap Children's Association to host Children's Outdoor Yoga on Tuesdays from 10:00 am -10:30 am from September 15 to October 6, subject to following the guidelines of the Provincial Health Officer and the provision of adequate liability insurance;

AND THAT: Council approve the Shuswap Children's Association to host Storywalks as follows: Canoe Beach, September 23; McGuire Lake Park, September 30 and Okanagan College Drum Park, October 7; subject to following the guidelines of the Provincial Health Officer and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

4. N. Collins, SQG President – email dated September 11, 2020 – Booking Blackburn Park Picnic Area

0411-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council approve the Shuswap Quilter's Guild Meetings at the gazebo of Blackburn Park on September 23, October 14 and October 28, 2020 from 10:00 am to 12:00 pm, subject to following the guidelines of the Provincial Health Officer and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

13. NEW BUSINESS14. PRESENTATIONS15. COUNCIL STATEMENTS

Councillor Wallace Richmond declared a conflict of interest as the Shuswap Watershed Council is a client of her firm. She left the meeting at 5:14 p.m. and returned to the meeting at 5:17 p.m.

16. SALMON ARM SECONDARY YOUTH COUNCIL
17. NOTICE OF MOTION
18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS
19. OTHER BUSINESS

The Meeting recessed at 5:19 p.m.  
The Meeting reconvened at 7:00 p.m.

**PRESENT:**

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

Deputy Chief Administrative Officer/ Director of Engineering & Public Works R. Niewenhuizen  
Director of Corporate Services E. Jackson  
Director of Development Services K. Pearson

**ABSENT:**

Councillor D. Cannon

21. DISCLOSURE OF INTEREST
22. HEARINGS
23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1179 [Warden, E. & T.; 1270 52 Avenue NE; R-1 to R-8]

The Director of Development Services explained the proposed Zoning Amendment Application.

T. and E. Warden, the applicants, were available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:04 p.m. and the next item ensued.

**23. STATUTORY PUBLIC HEARINGS - continued****2. Zoning Amendment Application No. ZON-1180 [Beck, S. & S.; 1021 17 Avenue SE; R-1 to R-8]**

The Director of Development Services explained the proposed Zoning Amendment Application.

S. Beck, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:06 p.m.

**24. RECONSIDERATION OF BYLAWS****1. City of Salmon Arm Zoning Amendment Bylaw No. 4401 [ZON-1179; Warden, E. & T.; 1270 52 Avenue NE; R-1 to R-8] - Third and Final Readings**

0412-2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4401 be read a third and final time.

CARRIED UNANIMOUSLY

**2. City of Salmon Arm Zoning Amendment Bylaw No. 4403 [ZON-1180; Beck, S. & S.; 1021 17 Avenue SE; R-1 to R-8] - Third and Final Readings**

0413-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4403 be read a third and final time.

CARRIED UNANIMOUSLY

**25. QUESTION AND ANSWER PERIOD**

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

**26. ADJOURNMENT**

0414-2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of September 14, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:10 p.m.

CERTIFIED CORRECT:

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

Adopted by Council    the day of                      , 2020.

\_\_\_\_\_  
MAYOR

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Item 7.1

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Downtown Parking Commission Meeting Minutes of September 15, 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 Downtown Parking Commission Meeting held by electronic means on Tuesday, September 15, 2020.

### PRESENT:

Chad Eliason	Councillor, City of Salmon Arm
Regan Ready	Member at Large
Bill Laird	Member at Large, Chair
Vic Hamilton	Member at Large
Cathy Ingebrigston	Member at Large
Gerald Foreman	Downtown Salmon Arm Representative
Jacquie Gaudreau	Downtown Salmon Arm Representative
June Stewart	Downtown Salmon Arm Representative
Linda Thompson	Downtown Salmon Arm Representative
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works
Jenn Wilson	Resource Personnel, City Engineer
Marcel Bedard	Resource Personnel, Bylaw Officer

### ABSENT:

### GUEST:

The meeting was called to order at 8:00 a.m. by Chairperson Bill Laird.

1. INTRODUCTIONS AND WELCOME
2. PRESENTATIONS
3. APPROVAL / CHANGES / ADDITIONS TO AGENDA

Moved: Regan Ready

Seconded: Jacquie Gaudreau

THAT: the Downtown Parking Commission Meeting Agenda of September 15, 2020 be approved as circulated.

CARRIED UNANIMOUSLY

4. APPROVAL OF MINUTES FROM JUNE 16, 2020

Moved: Regan Ready

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting Minutes of June 16, 2020 be adopted as circulated.

CARRIED UNANIMOUSLY

5. OLD BUSINESS ARISING FROM MINUTES

a. Ticket Machine Vandalism – Update

Staff advised the commission members that three new ticket machines have been ordered with the cost of the new machines covered by the City's insurance.

b. Parking Plan – Update

Regan Ready suggested that members of the public be involved in a downtown parking survey with advertising for public involvement posted in the Observer and through the Downtown Salmon Arm platform.

Moved: Regan Ready

Seconded: Jacquie Gaudreau

THAT: advertising for public involvement in the Downtown Parking survey be posted September 28, 2020 with a draw for a \$100.00 gift card offered to members of the public participating in the survey.

CARRIED UNANIMOUSLY

c. Extending Downtown Parking to 2 Hour – Review

Customers of downtown stores are using the 2 hour parking.

6. NEW BUSINESS

a. Saturday Alexander Street Closure & Ross Street Plaza Market – Review

It was noted that the painting on Alexander Street makes the parking stalls including the handicap parking stall difficult to see. City staff will review.

b. Downtown Street Café – Review

Currently there are two outdoor cafes permitted on each street and the cafes are well used by the public.

c. New "Pay by Plate" parking stations – credit card, phone and/or interact payment options

Purchase of these new parking stations will be included in the 2021 budget process for approval by Council.

7. OTHER BUSINESS

- a. Saturday Alexander Street closure  
Gerald Foreman noted that there is a 2 hour time period on Saturday where there is very little foot traffic and the street remains closed to vehicles. Regan Ready suggested COVID-19 as a possibility as to why people are staying away.

8. NEXT MEETING – Tuesday, October 20, 2020

The next meeting of the Downtown Parking Commission will be Tuesday, October 20, 2020. Chairperson will be Chad Eliason.

9. ADJOURNMENT

Moved: Regan Ready

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting of September 15, 2020 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned 8:40 a.m.



Marcel Bedard  
Bylaw Officer

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

Item 7.2

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of September 21, 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, **September 21, 2020** at 10:00 a.m.

### PRESENT:

Mayor Alan Harrison  
Councillor Tim Lavery  
Phil McIntyre-Paul  
Craig Newnes  
Marianne VanBuskirk  
Anita Ely  
David Major  
Joe Johnson  
Kristy Smith  
Kathy Atkins  
Blake Lawson  
Steve Fabro  
Camilla Papadimitropoulos  
Gary Gagnon  
Jenn Wilson  
Barb Puddifant

City of Salmon Arm, Chair  
City of Salmon Arm, Chair  
Shuswap Trail Alliance  
Downtown Salmon Arm  
School District No. 83  
Interior Health  
Shuswap Cycling Club  
Greenways Liaison Committee  
Social Impact Advisory Committee  
Citizen at Large  
Citizen at Large  
Citizen at Large  
Citizen at Large  
Citizen at Large  
City of Salmon Arm, City Engineer  
City of Salmon Arm, Recorder

### ABSENT:

Louis Thomas  
Gina Johnny  
Lana Fitt

Councillor Neskonlith Indian Band  
Adams Lake Indian Band  
Salmon Arm Economic Development Society

### GUESTS:

The meeting was called to order at 10:00 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

The Agenda as presented for the September 21, 2020 Active Transportation Task Force Meeting was approved by general consensus of the Task Force members.

**4. Review – GoTo Meeting procedures**

Mayor Alan Harrison outlined the meeting procedures to the Task Force.

**5. New Business**

**a) General Goals of Active Transportation Task Force**

Councillor Tim Lavery and Mayor Alan Harrison outlined the general goals of the Task Force with the primary goal being to provide information and best practices to Council and guidance and recommendations for future actions.

The ability to apply for grants and to promote events was discussed as well as the importance of education in providing a common level of understanding, gathering of information and working together to make recommendations.

**6. Trello Demonstration**

Councillor Lavery provided an overview of the Trello platform as a means to compile information and ideas and answered questions from the Task Force.

**7. Other Business &/or Roundtable Ideas and Questions**

**8. Next Meeting – October 5, 2020 – 10:00 a.m.**

**9. Adjournment**

The meeting adjourned at 11:00 a.m.

---

Mayor Alan Harrison, Co-Chair

---

Councillor Tim Lavery, Co-Chair

Received for information by Council the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Item 7.3

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Housing Task Force Meeting Minutes of September 23, 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 **Housing Task Force** Meeting held electronically on **Wednesday, September 23, 2020**, at 8:00 a.m.

**PRESENT:**

Councillor Louise Wallace Richmond	City of Salmon Arm, Co-Chair
Councillor Tim Lavery	City of Salmon Arm, Co-Chair
Paige Hilland	Shuswap Area Family Emergency (SAFE) Society
Jeff Ragsdale	Member at Large
Dawn Dunlop	Canadian Mental Health Association (CMHA)
Lana Fitt	Salmon Arm Economic Development Society
Dan Rodgers	Staff, Neskonalith Indian Band
Ian McDiarmid	McDiarmid Construction Ltd.
Barry Delaney	Salmon Arm Savings and Credit Union (SASCU)
Kevin Pearson	City of Salmon Arm, Director of Development Services
Erin Jackson	City of Salmon Arm, Director of Corporate Services
Barb Puddifant	City of Salmon Arm, Recorder

**ABSENT:**

Calvin Berger	Member at Large
Louis Thomas	Councillor, Neskonalith Indian Band
Steven Teed	Councillor, Adams Lake Indian Band

**GUESTS:**

Michael Shapcott	South Shuswap Housing Society
Joel Torrens	Salvation Army
Alan Harrison	City of Salmon Arm, Mayor
Matt Thomson	Urban Matters

The meeting was called to order at 8:00 a.m.

**1. Introductions and Welcome**

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

**2. Presentations**

**3. Approval of Agenda and Additional Items**

Moved: Dawn Dunlop

Seconded: Paige Hilland

THAT: the Housing Task Force Meeting Agenda of September 23, 2020, be approved as presented.

CARRIED UNANIMOUSLY

**4. Approval of Minutes of May 13, 2019 Housing Task Force Meeting**

Moved: Dawn Dunlop

Seconded: Lana Fitt

THAT: the minutes of the Housing Task Force Meeting of May 13, 2019 be approved as circulated.

CARRIED UNANIMOUSLY

**5. Old Business/Arising from Minutes**

**6. New Business**

a) Housing Strategy Review

Matt Thomson, Community Housing Lead, Urban Matters outlined the City of Salmon Arm Community Housing Strategy draft report and was available to answer questions from the Task Force.

**7. Other Business &/or Roundtable Updates**

**8. Next meeting - TBD**

**9. Adjournment**

Moved: Councillor Tim Lavery

Seconded: Dan Rodgers

THAT: the Housing Task Force Meeting of September 23, 2020 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:50 a.m.

---

Tim Lavery  
Co-Chair

---

Louise Wallace Richmond  
Co-Chair

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

Item 8.1

## CITY OF SALMON ARM

Date: September 28, 2020

### Board in Brief – September, 2020

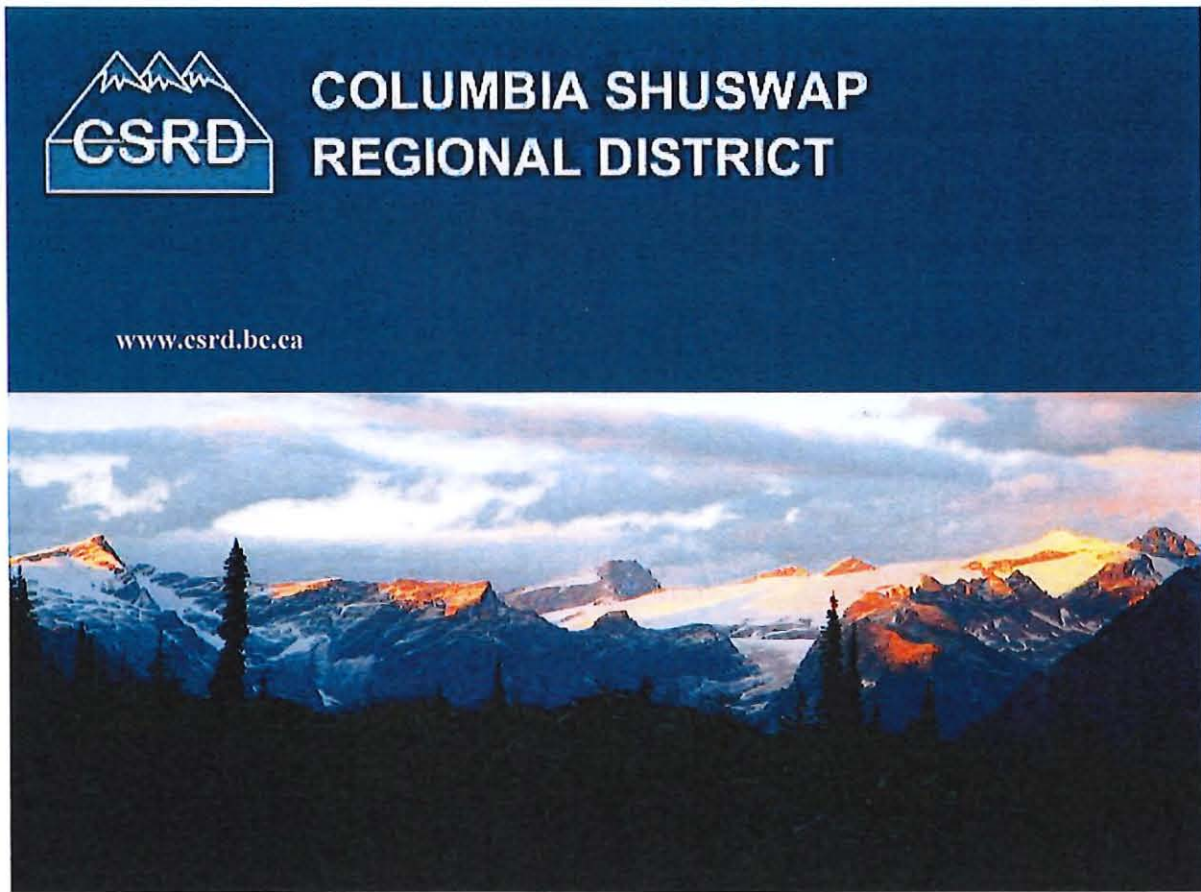
#### **Vote Record**

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

Opposed:

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

**From:** Columbia Shuswap Regional District <communications@csrd.bc.ca>  
**Sent:** September-23-20 8:32 AM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - September 2020



## #YourCSRD - September 2020

September 2020



[Web version](#)

## Highlights from the Regular Board Meeting

## Announcements

### Fire Department of the Year 2019 Presentation - Anglemont Fire Department

Graham Lucas, Fire Chief of the Anglemont Fire Department, along with other members of the department, were in attendance via Zoom to be recognized with the 2019 CSRD Fire Department of the Year honours. **View press release.**



### Statistics for the First Live-streamed CSRD Board Meeting via Zoom on August 20, 2020

The Board reviewed a report from staff regarding the first live-streamed meeting on August 20, 2020. A six-month trial period is in place for the live-streaming service using the Zoom platform. The Board made a motion for staff to report back at the next meeting regarding the logistics of making a recorded version of the meeting available to the public. **View report.**

## Delegations

### South Shuswap Housing Needs Society

Michael Shapcott, president of the society, attended remotely to provide Directors an overview of the non-profit group's efforts to improve the housing situation in Electoral Area C. The report was responding to information provided in the recent CSRD Housing Needs Assessment conducted for Electoral Areas C and E. The Society is planning to host a virtual forum on this topic on October 20, 2020. The Board approved a motion directing staff to collaborate with the South Shuswap Housing Society regarding advertising and promotion of the event.

### Columbia Basin Broadband Society

Rob Gay, Southeastern BC Regional Connectivity Committee Chair, appeared before the Board to provide an update and overview of the Connectivity Strategy to the Board. The committee's mandate is to promote affordable, high-speed Internet access to rural and remote areas. Directors voted to support the group's Memorandum of Understanding which will be in place until 2023. As part of this, the CSRD will appoint two Board members to the expanded Regional Connectivity Committee. Appointments will be brought forward the next Regular Board meeting.

## Correspondence

### Economic Opportunity Fund Application Support Request to Town of Golden from Electoral Area A Director Cathcart (September 2, 2020)

The Board received a letter from the CAO at the Town of Golden regarding the Economic Opportunity Fund (EOF) support request from Electoral Area A Director Karen Cathcart for the "Mask Up" Initiative. The Town of Golden denied the request. **View letter.**

### Rail Safety Week (September 21-27)

### Canadian Pacific Railway requests support to promote Canada's 18th Rail Safety Week from September 21-27, 2020.

Young children can learn about rail safety by playing this video game:

<https://www.cpr.ca/en/safety/railsense>.

Learn more about Operation Lifesavers at: <https://www.operationlifesaver.ca/> and youth have an opportunity to enter a "Get on Board with Rail Safety" animation contest.

### Ministry of Agriculture - Release of Intentions Paper for Rural Slaughter Modernization

The Ministry is inviting feedback from industry and the public, with comments due October 19, 2020. **View announcement.**

### Golden Golf Club (GGC) Letter of request for approval from CSRD: pre-approval to amend lease agreement and authorization for GGC to act as agent for Agricultural Land Commission (ALC) application (August 27, 2020)



The Board responded to a request from the Golden Golf Club regarding a lease agreement with the CSRD. Directors approved motions which authorize the Golden Golf Club to make an application to the Agricultural Land Commission (ALC) for a non-farm use to develop a washroom facility on the property and to amend its lease with the CSRD if the ALC gives approval. **View letter.**

## **Committee Reports & Updates**

### **Action Items arising from Sicamous-to-Armstrong Rail Trail Corridor Advisory Committee Meeting Minutes (August 21, 2020)**

The Board approved three motions to approve the Sicamous-to-Armstrong Rail Trail Draft Development Plan, the Capital Funding Strategy and to support, in principle, a \$5 Million funding application from Infrastructure grants. **View trail development plan.**

## **Business General & Business by Area**

### **Guidelines for Public Question Period During Regular Board Meetings**

The Board reviewed guidelines for holding a public question period at Regular Board Meetings. The 15-minute question period will be scheduled following Administration Business items on the agenda. Questions regarding land use/development applications such as zoning/official community plan, variance or permits will not be permitted based upon the Local Government Act and the CSRD's Development Procedures Services Procedures Bylaw. The question period will be added to the agenda beginning with the October 15, 2020 Regular Board meeting.

### **Grant-in-Aid Requests**

The Board approved allocations to organizations to Electoral Area A and Area F from the 2020 electoral grants-in-aid. **View report.**

### **Economic Opportunity Fund Application – Sicamous/Area E – Infrastructure Replacement Eagle Valley Arts Council**

The Board approved funding from the Sicamous and Area E Economic Opportunity Fund to the Eagle Valley Arts Council in the amount of \$26,320 for replacement of the HVAC system and furnace. **View report. View press release.**

### **Shuswap Watershed Council Service Amendment Bylaw No. 5817, 2020**

After approval from the Inspector of Municipalities, the Board adopted the bylaw. **View bylaw. View press release.**

### **Falkland Fire Suppression Service Area Amendment**

The Board rescinded three readings of a bylaw which would have added nine properties to the Falkland Fire Service Area after a petition process failed to meet the legislated parameters for a valid petition.

### **Sorrento Waterworks Service Area Amendment Bylaw No. 5822, 2020**

The Board gave three readings this bylaw, which will see one property added to the water service area. **View report.**

## **Release of In-Camera Resolutions**

The citizens listed below have been appointed by the Board as Directors for the Shuswap Economic Development Society.

Appointed for a one-year term ending September 17, 2021:

Ken Rogers

Cynthia Bentley

Dave Peters

Appointed for a two-year term ending September 17, 2022:

Adam Oruclar

Mark Bourgeau

Miki Andrejevic

Appointed for a three-year term ending September 17, 2023:

Adam Blair



## LAND USE MATTERS

### **Business General**

#### **Electoral Area D: Agricultural Land Commission (ALC) Application Section 20(3) - Non-Farm use LC2570D (Faith Mission)**

The owner of the Faith Mission Retreat Centre, located at 4660 Wills Road and 4690 Hoath Road, Falkland, is applying to the Agricultural Land Commission (ALC) to conduct a non-farm use in the Agricultural Land Reserve (ALR) to legalize three dwellings and the current uses on the property. The Board endorsed staff's recommendation for approval and the application will now be sent to the ALC for final decision. **View report.**

### **Development Permits (DPs), Temporary Use Permits (TUPs) & Development Variance Permits (DVPs)**

#### **Electoral Area C: Development Variance Permit No. 701-101 (Paquette-Pollard)**

The subject property is located at 2795 Mountview Drive in Blind Bay. The applicants are proposing to construct a workshop addition to the existing attached garage. The proposed shop addition requires a DVP to vary the interior side parcel line setback from 2 metres to 1.26 and 1.31 metres, and the setback exception for eaves and gutters from 1.0 metre to 0.65 and 0.70 metres. The Board approved issuance of the DVP. **View report.**

#### **Electoral Area C: Development Variance Permit No. 701-102 (Neill)**

The subject property is located at 4087 Torry Road in Eagle Bay. The owners have started construction of a deck that is attached to a single family dwelling. Portions of the deck have been built within the two-metre west interior side parcel line setback requiring a development variance permit. The Board approved issuance of the DVP. **View report.**

#### **Electoral Area C: Development Variance Permit No. 701-104 (Shuswap West Ventures)**



The subject property is located at 2715 Golf Course Drive in Blind Bay. There are 36 bare land strata lots in the Autumn Ridge Subdivision. The applicant is proposing to have setbacks reduced from 1.2m to 0.6m only for the eaves for single family dwellings on the 36 Lots (excluding Lots 20, 26, and 27), and to allow for bump outs to encroach to 0.7m to a maximum of two square metres on each parcel. The applicant is also proposing to include specific variances for Lots 3, 4, and 31 due to the configuration of the subdivision and to recognize where the single family dwellings on Lots 5 and 36 have been located within front and rear setbacks. The Board approved issuance of the DVP.

**View report.**

**Electoral Area F: Development Variance Permit No. 825-32 (Jensen-McBain)**

The applicant is wanting to build an oversize garage on the subject property located at 1207 Morgan Drive in Scotch Creek. The applicant is proposing a 160 m<sup>2</sup> accessory building (garage), including four parking spaces. Scotch Creek/Lee Creek Zoning Bylaw No. 825 exempts off-street parking in floor area calculation; therefore the four parking spaces proposed would be deducted from the total floor area with the remainder 94 m<sup>2</sup> gross floor area requiring a variance. The applicant is also requesting a variance to the height of the proposed garage from 6 m up to 6.3 m. The Board approved issuance of the DVP.

**View report.**

**Electoral Area B: Development Permit No. 850-28 Amend (Boulder Mountain Resort)**

The subject property is located at 3069 Trans Canada Highway, in the location of Boulder Mountain Resort, west of the City of Revelstoke. A Commercial Development Permit (DP) is required for form and character of development prior to issuance of Building Permits. DP 850-28 was approved for issuance by the Board at their meeting held on March 21, 2019. The applicant would now like to add three additional tourist cabins to the site and change two of the approved park models to stick built cabins. They would also like to add a caretaker residence, and convert an area originally intended to be used for RV's to allow for "glamping tents." The Board approved issuance of the DP.

**View report.**

**Electoral Area C: Development Variance Permit No. 106 and South Shuswap Zoning Amendment (Venier) Bylaw No. 701-97**

The owner of the subject property, located at 1510 Trans-Canada Highway, Sorrento, has made application to amend the zoning bylaw to recognize the existing use of the property as a mobile home park. Development Variance Permit No. 701-106, which proposes setback variances for a number of buildings, is included as a condition for rezoning approval. The Board approved issuance of the DVP. Following this DVP approval, the Board also approved third reading of the zoning amendment bylaw.

**View report.**

## **Zoning, OCP and Land Use Amendments**

**Electoral Area C: Electoral Area C Official Community Plan Amendment (Mancini) Bylaw No. 725-17 and South Shuswap Zoning Amendment (Mancini) Bylaw No. 701-95**

This application proposes to redesignate a portion of the subject property, located at 1801 Trans-Canada Highway, from RR2 – Rural Residential to ID – Industrial and rezone a portion of the subject property from RR4 – Rural Residential to CP – Cannabis Production. This is required in order for the owner to change the license for an existing medical cannabis production facility located on the property, to a micro-cultivation production license for non-medical cannabis. The Board approved third reading and staff will now forward the bylaw to Ministry of Transportation for review and approval before it can be brought back to the Board for adoption.

**View report.**

**Electoral Area C: Electoral Area C Official Community Plan Bylaw Amendment (Western Tree Seeds Ltd.) Bylaw No. 725-18 and South Shuswap Zoning Amendment (Barnard-Western Tree Seeds Ltd.) Bylaw No. 701-96**

The agent has applied to re-designate and rezone the subject parcels 2288/2304 Blind Bay Road and the neighbouring parcel Lot 17, PL12829 in the Blind Bay area. The northern portion of the properties are proposed to be re-designated from RR – Rural Residential to NR – Neighbourhood Residential and rezoned from RR1- Rural Residential to R1- Low Density Residential to facilitate a five-lot bare land strata subdivision. The southern and easterly portion of the properties are proposed to be re-designated from RR to PK – Parks and Open Spaces and rezoned from RR1 and R1 to P1 – Public and Institutional to facilitate the creation of a lot to be used as a CSRD park. The

Board approved third reading pending the registration of a Section 219 covenant on the property. Staff will also forward the bylaw to Ministry of Transportation for review and approval before it can be brought back to the Board for adoption. **View report.**

**Electoral Area C: South Shuswap Zoning Amendment (Webb) Bylaw No. 701-99**

The subject property is located at 4400 Eagle Bay Road in Eagle Bay. The owners are applying to convert a portion of their existing garage into a second single family dwelling for immediate family to live on the property. Current zoning does not permit a second single family dwelling to be located on the property and requires a site-specific bylaw amendment to permit this use. The Board approved third reading and adopted the bylaw. **View report.**

**Electoral Area F: Anglemont Zoning Bylaw Amendment (Huber-Hews) No. 650-15**

The subject property is located at 7636 Mountain Drive in Anglemont. The owners would like to build a single-family dwelling with an attached upper-floor dwelling unit. Current zoning does not permit an upper-floor dwelling unit to be located on the property and requires a site-specific bylaw amendment to permit this use. The Board approved third reading and adopted the bylaw. **View report.**

## **NEXT BOARD MEETING**

The Regular CSRD Board Meeting will be held Thursday, October 15, 2020 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

Prior to the start of the Regular Board Meeting, the Committee of the Whole will meet for a strategic planning session starting at 8:30 AM.

Due to COVID-19 physical distancing provisions, a maximum number of six citizens will be allowed to be in attendance on a first come, first served basis (no reservations).

Protocols to protect the health and well being of the public, staff and Directors will be in place.

Residents can also watch the live-stream version on the Zoom platform. Information on how to register will be available on the Events tab of the CSRD website as of October 9, 2020.



Columbia Shuswap Regional District  
555 Harbourfront Drive NE, PO Box 978  
Salmon Arm, BC V1E 4P1  
[www.csrld.bc.ca](http://www.csrld.bc.ca) | 250.832.8194

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**Unsubscribe**

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## Item 9.1

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council award the contract for provision of Property, Crime, Equipment Breakdown, Marina Operators, Legal Liability and Environmental Impairment Liability insurance to the Municipal Insurance Association of BC for the period of September 17, 2020 to September 17, 2021 for \$162,524.00;

AND THAT: Council authorize the addition of CyberPro insurance coverage with a limit of \$2,000,000 for the period of September 28, 2020 to September 28, 2021 for \$8,100.00.

**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: September 21, 2020  
 SUBJECT: 2020 - 2021 Property Insurance Renewal

### Recommendation

THAT: Council award the contract for provision of Property, Crime, Equipment Breakdown, Marina Operators Legal Liability and Environmental Impairment Liability insurance to the Municipal Insurance Association of BC for the period of September 17, 2020 to September 17, 2021 for \$162,524.00.

AND THAT: Council authorize the addition of CyberPro insurance coverage with a limit of \$2,000,000 for the period of September 28, 2020 to September 28, 2021 for \$8,100.00.

### Background:

In July 2018 the City undertook a Request for Proposals (RFP) process to obtain Property, Crime, Equipment Breakdown (Boiler & Machinery), Marina Operators Legal Liability and Environmental Impairment Liability insurance. Council awarded the 2018-2019 Insurance contract to the Municipal Insurance Association of BC (MIABC) with the option to renew for two (2) subsequent years if the terms presented by MIABC were acceptable.

2020-2021 is the final year of the option to renew, and MIABC has presented the following terms, which are satisfactory to staff.

	2018	2019	2020
Property	\$136,402.00	\$141,419.00	\$145,220.00
Mobile Equipment	Included	Included	Included
Marina Operators Liability	\$3,400.00	\$2,851.00	\$3,134.00
Crime	Included	Included	Included
Equipment Breakdown	\$6,738.00	\$5,989.00	\$6,524.00
Environmental Impairment Liability (EIL)	\$7,425.00	\$8,238.00	\$3,646.00
Commission / Broker Fee	\$4,000.00	\$4,000.00	\$4,000.00
<b>Total</b>	<b>\$157,965.00</b>	<b>\$162,497.00</b>	<b>\$162,524.00</b>



MIABC has also recommended the addition of CyberPro insurance coverage which will protect the municipality in the event of a cyber attack. There are four aggregate policy limits available as follows:

Aggregate Policy Limit	Premium
\$250,000	\$3,300
\$500,000	\$4,900
\$1,000,000	\$6,280
\$2,000,000	\$8,100

Instances of cyber crime have increased exponentially in recent years, with more attacks being directed at local governments. While the City has taken many steps to build a robust network security system, the cost to recover from such an attack could be debilitating. This coverage will assist the City with:

- Ransom;
- Investigative costs related to a data breach;
- Notification of affected parties;
- The cost to recover data;
- The cost to repair and restore compromised software and systems; and
- Fines and penalties.

It is recommended that Council award the 2020-2021 Property Insurance contract to the MIABC for the amount of \$162,524.00, plus the addition of Cyber coverage with a \$2,000,000 limit for \$8,100.00

Respectfully Submitted,

  
Erin Jackson  
Director of Corporate Services

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Item 9.2

## CITY OF SALMON ARM

Date: September 28, 2020

Director of Engineering and Public Works - Salmon Arm RRFB Crosswalk  
Study – Recommendations - For Information

### Vote Record

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

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





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File: 2020-18

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jennifer Wilson, City Engineer

DATE: November 04, 2019

SUBJECT: **SALMON ARM RRFB CROSSWALK STUDY - RECOMMENDATIONS**

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## **FOR INFORMATION**

---

### **BACKGROUND**

Pedestrian –activated amber flashing beacons have been used for many years to enhance the safety of crosswalks by alerting motorists to the presence of pedestrians. The City began installing Rectangular Rapid Flashing Beacons (RRFB) sometime around 2005 and currently have ten (10) existing installations.

To date, the RRFBs installation locations have been based subjectively on public request and/or review and recommendation of the Traffic Safety Committee. Existing warrant analysis methods were based on background traffic and pedestrian volumes not seen within the City and were therefore not useful in reviewing suggested locations. ICBC recommended that a City specific warrant criteria be created and in 2020, the City commissioned an RRFB Crosswalk Study in funding partnership with ICBC and completed by McElhanney Ltd.

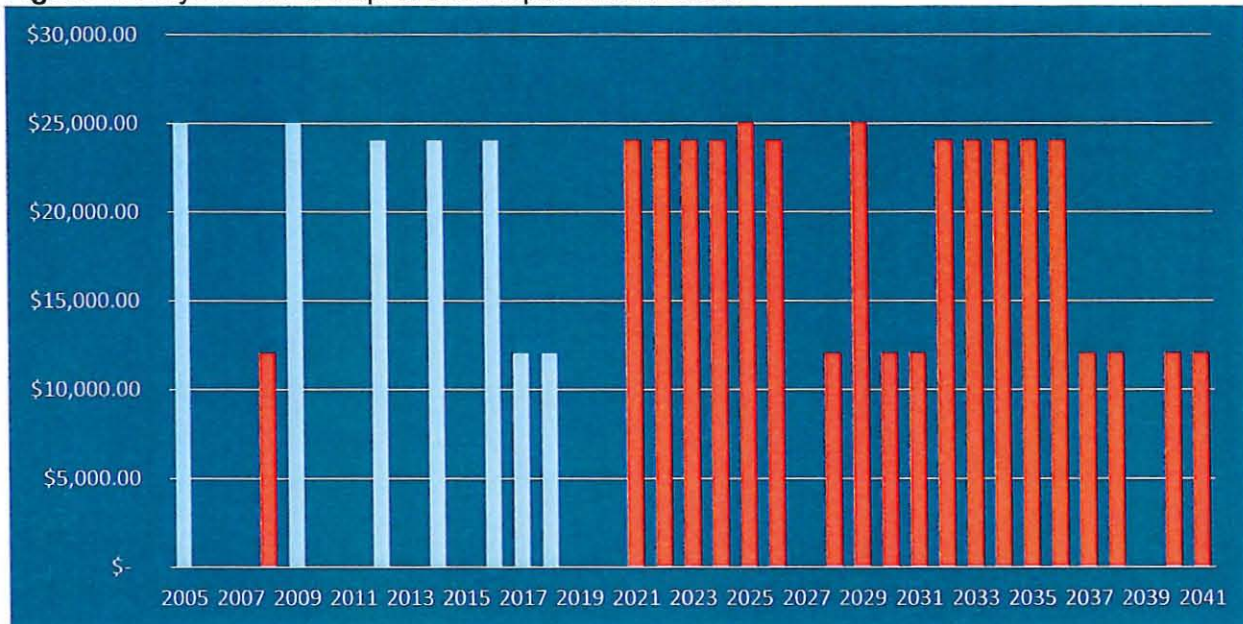
The objectives of the study were as follows:

1. To develop a cost-effective, planning-level warrant system for upgrading existing crosswalks with Rapid rectangular Flashing Beacons;
2. To calibrate the warrant system with existing RRFB crosswalks in Salmon Arm to ensure the warrant calculations reflect local values and considerations; and
3. To use the warrant system to score and prioritize 26 candidate crosswalks for upgrading with RRFBs.

Further to the completion of the study, staff compiled the existing and proposed infrastructure into an asset register with recommendations for installation and replacement years based on warrant priority and historical budgets. The installation costs of a set of RRFBs is approximately \$12,000, an anticipated lifespan of 20 years and minimal operation and maintenance costs.

The current total asset value is approximately \$158,000 (11 RRFBs) with an annual depreciation of \$7,900. Over the 20-year planning horizon, the total asset value would be approximately \$422,000 (33 RRFBs) with an annual depreciation of approximately \$21,100. Figure 1 illustrates the 20 year capital installation and replacement plan if all medium to very-high risk locations are considered.

**Figure 1: 20 year RRFB Capital and Replacement Costs**



### **STAFF COMMENTS**

The Salmon Arm RRFB Crosswalk Study (McElhanney 2020) is an excellent tool to allow staff to evaluate, plan and prioritize cross-walk upgrades in a consistent and defensible manner.

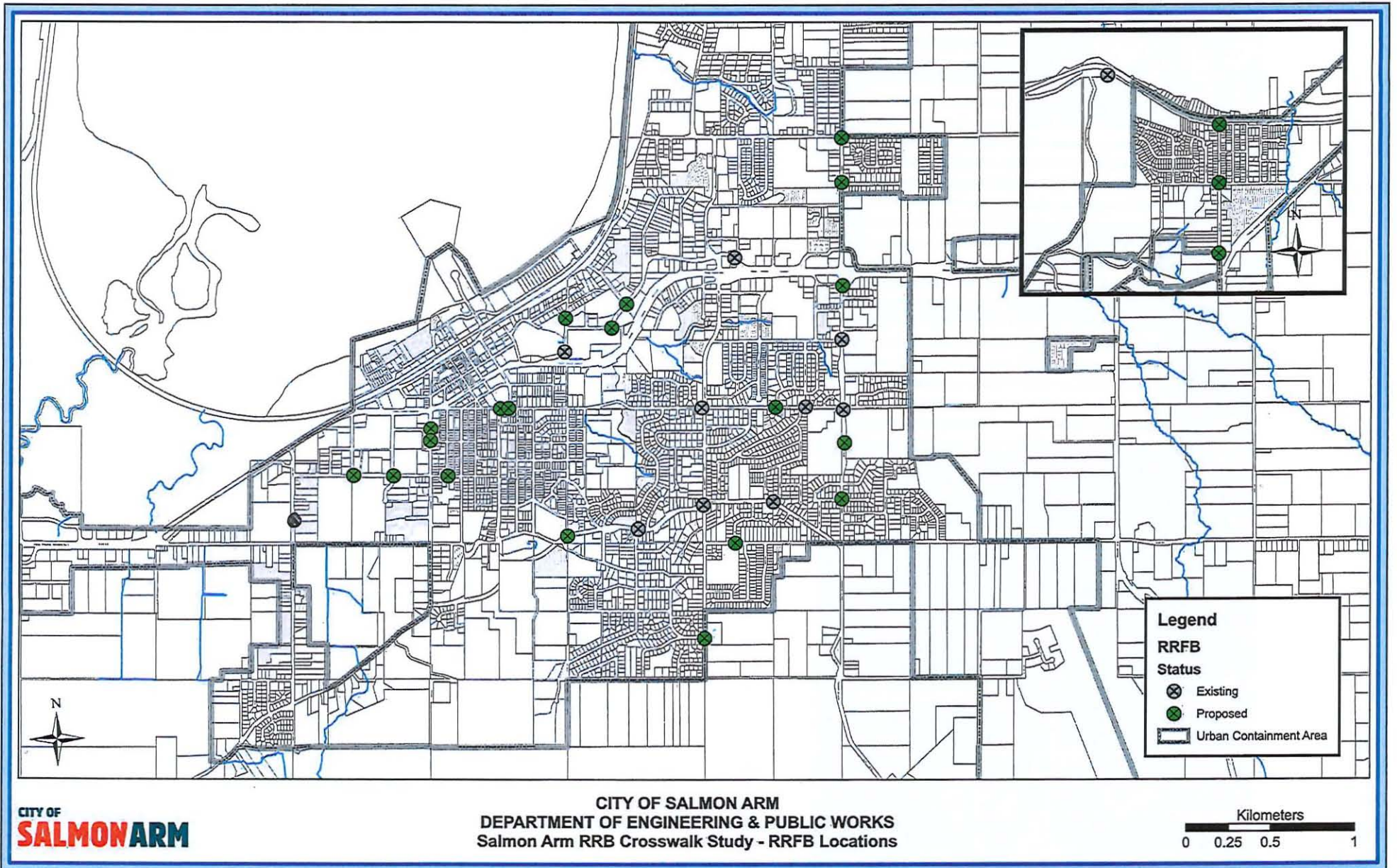
The report identified two 'Very High' level priorities which staff will put forward in the 2021 budget (30 Street SE at SASCU Field of Dreams and 30 Street NE at 9 Avenue NE) both of which include additional traffic safety measures.

Implementing the entirety of the medium, high and very-high level priorities will result in significant infrastructure lifecycle costs as illustrated above. Some of the locations require additional traffic control measures and in some locations alternate, lower cost options may be available. For example, raised cross-walks will be installed in the fall at Okanagan and 5 and 6 Street E which may address safety concerns. With consideration of the aforementioned, staff (potentially in conjunction with the Traffic Safety Committee) will be reviewing each location in detail and creating long term plan to enhance safety at the identified medium to high risk locations and minimize the ongoing capital lifecycle costs. The plan will be a living document updated year to year based on changing safety conditions and budgets.

Respectfully submitted,

Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works





Item 9.3

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council provide staff approval to continue with LED retrofits in conjunction with Capital Projects when budget funds allow;

AND THAT: Council provide staff approval to implement a replacement program that will allow for conversion to LEDs when existing lights burnout and/or reach the end of their useful life.

### 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  
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
 PREPARED BY: Tim Perepolkin, Capital Works Supervisor  
 DATE: September 22, 2020  
 SUBJECT: **LED STREET LIGHTING UPGRADE PROGRAM - UPDATE**

### **STAFF RECOMMENDATION**

**THAT:** Council provide staff approval to continue with LED retrofits in conjunction with Capital Projects when budget funds allow;

**AND THAT:** Council provide staff approval to implement a replacement program that will allow for conversion to LED's when existing lights burnout and/or reach the end of their useful life.

### **BACKGROUND**

#### **Downtown Core:**

The Hudson Beautification Capital Upgrade included installation of 11 new LED streetlights resulting in removal of 6 old BC Hydro lease lights on wood poles. Council also approved reallocation of surplus budget funds from this project to upgrade 110 existing old streetlights to LED's in the Downtown Core. This included 79 new LED fixtures, 12 new poles and LED fixtures on Alexander Street and 19 cobra head style LED davit fixtures at intersections.

The combined Hudson Beautification / Downtown Core LED upgrades resulted in annual estimated operation energy cost savings of \$4,635 per year, summarized as follows:

- Removal of 6 Hydro Lease Lights @ \$18.35 ea./mo. (*\$13.75 rental + \$4.60 usage*) = \$1,321/yr.
- Energy Savings 110 LED's @ \$2.70 ea./mo. (*100W HPS \$4.60 – 54W LED \$1.90*) = \$3,564/yr.
- New Installs 11 LED's @ \$1.90 ea./mo. = \$250/yr.

#### **1<sup>st</sup> Street SE Sidewalk:**

The 1<sup>st</sup> Street SE Sidewalk Capital Upgrade included installation of 3 new City owned ornamental streetlights to replace 3 existing BC Hydro lease lights.



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Estimated annual operational energy cost savings of \$604 per year, summarized as follows:

- Removal of 3 Hydro Lease Lights @ \$18.35 ea./mo. ( $\$13.75 \text{ rental} + \$4.60 \text{ usage}$ ) = \$660/yr.
- New Installs 3 Residential LED's @ \$1.55 ea./yr. = \$56/yr.

**23<sup>rd</sup> Street NE Sidewalk:**

The 23<sup>rd</sup> Street NE Sidewalk Capital Upgrade included replacing 21 existing 45± year old streetlight fixtures with new residential LED's.

Estimated annual operational energy cost savings of \$768 per year, summarized as follows:

- Energy Savings 21 LED's @ \$3.05 ea./mo. ( $100W \text{ HPS } \$4.60 - 44W \text{ LED } \$1.55$ ) = \$768/yr.

**10<sup>th</sup> St NE (currently under construction):**

The 10<sup>th</sup> St NE Capital Road Upgrade will include replacing 8 existing cobra head style fixtures with new LED's.

Estimated annual operational energy cost savings of \$283 per year, summarized as follows:

- Energy Savings 8 c-head LED's @ \$2.95 ea./mo. ( $100W \$4.60 - 47W \text{ LED } \$1.65$ ) = \$283/yr.

Maintenance savings are not included in the analysis of the projects listed above. LED fixtures have a life expectancy of 80,000 to 100,000 hours vs 20,000 for HPS fixtures. Over the past 5 years 2015-2019, the City spent an average of \$26,250 annually on streetlight contracted maintenance, of which an estimated 70-80% of the cost being labour related.

The City streetlight inventory includes approximately 870± City owned lights and 700± BC Hydro lease lights. To date approximately 16% of the City owned streetlights have been converted to LED.

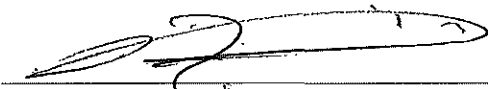
BC Hydro has advised they are proceeding with an LED conversion program for all Municipalities in BC to convert their lease lights to LED. The scope of the program includes approximately 90,000 lights in Municipalities across BC and expected to take 4 years to complete. Starting in November 2020, BC Hydro will be replacing any burnt out lease lights with LED's until such a time as they complete the full conversion in any given Municipality. BC hydro has not provided any indication as to when they may complete the full conversion in Salmon Arm. BC Hydro has advised that they have applied to the Utilities Commission for a temporary rate increase to cover the additional infrastructure cost of the LED's and un-depreciated service life of the existing lights. The temporary increase will be in place for 4 years during the program rollout.

**STAFF COMMENTS**

Changing old streetlights to LED technology significantly reduces operation and maintenance costs. Savings will increase annually as more lights are converted and by reinvesting the savings O&M budgets would not need to be increased.

Staff recommend continuing with LED retrofits in conjunction with Capital Upgrade Projects when approved budget funds allow. Staff also recommend utilizing the annual savings for purchasing additional inventory to replace both burnt out lights and/or lights that have reached the end of their useful life.

Respectfully submitted,



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Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

Item 9.4

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the extension of Temporary Expanded Service Area (TESA) authorizations (structural changes to liquor licenses) without such changes coming to Council, as outlined in the September 18, 2020 Policy Directive from the Liquor and Cannabis Regulation Branch (LCRB) attached to the staff report dated September 21, 2020.

### Vote Record

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

Opposed:

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



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TO: His Worship Mayor Harrison and Members of Council

FROM: Maurice Roy, Manager of Permits and Licensing

DATE: September 21, 2020

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STAFF RECOMMENDATION

THAT: City Council pass a resolution allowing an extension to Temporary Expanded Service Area (TESA) authorizations (structural changes to liquor licenses), without such changes coming to Council.

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BACKGROUND:

Due to the Covid 19 pandemic and the importance of physical distancing, the LCRB issued Policy Directive 20-13 to ease the restriction which physical distancing places on licensed establishments. Directive 20-13 initiated fast tracking of structural changes to liquor licenses for a period expiring on October 31, 2020. On June 08, 2020 Council passed a resolution to allow such structural changes to occur without individual review by Council.


Due to the ongoing pandemic, the LCRB has initiated Policy Directive 20-26 (attached as Appendix 1) which extends that program until October 31, 2021.

CONCLUSION:

Given there will be no increase in the occupant load and that this is a temporary measure with a definite expiration date, staff recommends that Council waive the review of such structural changes to liquor licenses falling within the scope of this Provincial initiative.



Prepared by: Maurice Roy, RBO CRBO  
Manager of Permits & Licensing



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

Appendix 1: LCRB Directive 20-26  
Appendix 2: LCRB e-mail

**Date:** September 18, 2020

**To:** All Licensees  
All LCRB Staff  
All Industry Associations  
All local government, First Nations and police agencies

**Re:** Temporary Expanded Service Area, extension

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### **Current Policy**

Under the Liquor Control and Licensing Regulation (LCLR), s.109.1, the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB) may issue a Temporary Expanded Service Area (TESA) authorization to Food Primary, Liquor Primary, and Manufacturer licensees.

Under LCLR, s. 109.4 all TESA authorizations expire at the end of the day on October 31, 2020. Further, under LCLR s. 109.5, the TESA provisions in the LCLR will be repealed on October 31, 2020.

See Policy Directive 20-13 for further information.

### **New Policy**

In light of the ongoing COVID-19 pandemic, the Province's March 2020 declaration of a state of emergency and the Provincial Health Officer's (PHO) March 2020 declaration of a public health emergency, this time-limited measure is being amended to support the PHO's direction and recommendations.

The TESA provisions in the LCLR will now expire on **October 31, 2021**. Licensees may apply for new TESA authorizations up to this date.

The GM's authority to extend existing approved TESA authorizations up to this date, without first requiring the licensee to make an application, has also been made explicit.

The LCRB is reaching out to local authorities with approved TESAs in their jurisdiction to confirm their support for extending the TESAs to October 31, 2021. To limit the risk of disruptions in service, local authorities must confirm their position with the LCRB by October 16, 2020.

If concerns related to public safety and public interest are raised regarding the TESA authorizations or the operation of particular TESAs, the LCRB will work with licensees and local authorities to ensure TESAs operate in a manner that balances the interests of licensees, municipalities and the general public.

If the local authority is supportive, the LCRB will reissue authorization letters to licensees with existing TESAs in that jurisdiction prior to October 31, 2020. The new authorization letter will provide an extended expiry date of the TESA. Unless a new authorization letter has been issued, the existing TESA will expire on October 31, 2020.

Licensees will not need to apply to the LCRB for an extension, and there will be no fee charged.

All other requirements relating to TESA authorizations remain the same. To meet the intent of this temporary authorization, licensees will not be permitted to increase or exceed their currently approved person/patron capacities or occupant loads. All means of access to the service area must also be supervised to the satisfaction of the GM. Finally, licensees must comply with all local bylaws and health and fire regulations.

Approved TESAs must be in compliance with local bylaws and requirements. If the local authority bylaws or requirements change and prevent the operation of TESAs in that jurisdiction, the local authority should advise the LCRB.

For licensees who are applying for new TESA authorizations, an expedited online application is available at no charge. Please check our website for a link to the application.

### **Explanation**

The new policy is provided in the context of the provincial state of emergency and public health emergency related to the COVID-19 pandemic. Extending TESA authorizations, which increase the size of existing service areas, is expected to support licensees in complying with requirements under the PHO and recommendations, in particular with respect to social/physical distancing.

### **Further Information**

Further information regarding liquor and cannabis regulation and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <http://www.gov.bc.ca/liquorregulationandlicensing>

If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

**Disclaimer**

This communication is intended to be used only for general informational purposes and may not apply to all situations. This communication does not constitute legal advice nor is it a comprehensive statement of the legal obligations that arise under the Liquor Control and Licensing Act, regulations, or any other applicable laws. When interpreting and applying the information contained in this communication, you are encouraged to seek specific advice from your professional advisors as appropriate in the circumstances.

*Original signed by*  
Mary Sue Maloughney,  
Assistant Deputy Minister and General Manager



**Maurice Roy**

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**From:** LCRB Liquor Policy LCRB:EX <LCRBLiquorPolicy@gov.bc.ca>  
**Sent:** September-18-20 12:16 PM  
**Subject:** Policy Directive 20-26 and Policy Directive 20-27 – Extensions of Temporary Expanded Service Area (TESA) authorizations and LP FP off-site sales authorizations

Hello,

I'm writing to announce **Policy Directive 20-26** and Policy Directive 20-27.

To continue to support the hospitality industry in maintaining their operations while complying with the orders of the Provincial Health Officer related to the COVID-19 pandemic, the Province has made amendments to the Liquor Control and Licensing Regulation to allow for the extension of existing Temporary Expanded Service Area (TESA) authorizations.

Originally, all existing TESA authorizations were set to expire on October 31, 2020. However, through **Policy Directive 20-26**, the Liquor and Cannabis Regulation Branch (LCRB) is announcing the intention to extend TESA authorizations until **October 31, 2021**.

The LCRB will be reaching out to local governments to confirm their support for the extension of approved TESA authorizations in their jurisdiction prior to extensions being granted. If concerns related to public safety and public interest are raised regarding TESA authorizations or the operation of particular TESAs, the LCRB will work with licensees and local governments to ensure TESAs operate in a manner that balances the interests of licensees, municipalities and the general public.

To limit the risk of disruptions for licensees, local governments **must confirm their support or objection for extension of TESA authorizations in their jurisdiction with the LCRB by October 16, 2020**. To do so, please email [LCRBLiquorPolicy@gov.bc.ca](mailto:LCRBLiquorPolicy@gov.bc.ca). Providing confirmation as soon as possible will ensure licensees time to prepare for continuing or changing operational requirements for fall and winter.

If the local government is supportive, the LCRB will reissue authorization letters to existing TESAs automatically extending the expiry date of their authorizations before October 31, 2020. There will be no application or fee required for this extension.

Unless a new authorization letter has been issued, existing TESAs will expire on October 31, 2020.

Approved and extended TESA authorizations must remain in compliance with local bylaws and requirements. All other requirements relating to TESA authorizations remain the same.

If at any time local government bylaws or requirements change and prevent the operation of TESAs in a jurisdiction, we ask that local governments advise the LCRB by emailing the address below.

Licensees who have not yet submitted a TESA authorization application can do so by visiting the [online licensing application portal](#) up to October 31, 2021.

Local governments will continue to have two options for new approvals of TESA authorizations for liquor primary and manufacturer licensees:

- Pre-approval to cover all liquor primary and manufacturer establishments within their jurisdiction who may apply for an expanded service area; or
- Review/approval of all individual applications of all liquor primary and manufacturer expansions prior to licensees submitting their completed application package to the LCRB.

**Note:** Since food primary establishments are not generally required to obtain local government approval to expand their service areas, the LCRB will continue to process food primary requests for expanded service areas without requiring prior local government approval.

In addition to the above, [Policy Directive 20-27](#) replaces Policy Directive 20-19 and extends the temporary authorization for food primary and liquor primary licensees to sell and deliver packaged liquor to patrons with the purchase of a meal for off-site consumption until **March 31, 2021**.

This will continue to provide increased opportunities to generate revenue for the hospitality industry while helping vulnerable British Columbians continue to observe physical distancing guidelines.

As always, the LCRB is committed to continuing to support licensees through this challenging time. If you have any questions about this policy, please email [LCRBLiquorPolicy@gov.bc.ca](mailto:LCRBLiquorPolicy@gov.bc.ca).

These authorizations will be reviewed as the provincial health context changes.

Sincerely,

Mary Sue Maloughney  
Assistant Deputy Minister and General Manager  
Liquor and Cannabis Regulation Branch

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Item 9.5

## CITY OF SALMON ARM

Date: September 28, 2020

Director of Development Services – BC Restaurant and Foodservices  
Association – Correspondence August 26, 2020

### Vote Record

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

Opposed:

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






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To: His Worship Mayor Harrison and Members of Council

From: Director of Development Services

Date: September 22, 2020

Subject: BC Restaurant and Foodservices Association - Correspondence August 26, 2020

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### BACKGROUND

The attached letter was referred to at the September 14, 2020 Regular Council meeting at which time a memo from staff was requested. The letter has relevance to street side patios in Salmon Arm. It seems to be requesting local government support for unfettered approvals of street side patios, patio use, structural additions and liquor licencing.

Through the City's Sidewalk Café Policy and Highway Use permitting system, two (2) street side patios were approved for installation in 2020: one patio in front of Hanoi 36 on the north side Hudson Ave. and the other in front Shuswap Pie Co. on the west side of Alexander Street. In an effort to support businesses during the COVID Crisis, Council waived the required fees with respect to the two permits:

Street Side Patio / Highway Use Permit Fee	\$300
Street Rental / Usage Fee	<u>\$150</u>
Total	\$450 / Permit

The application requirements to provide a completed application form, third party liability insurance, patio drawings for safety review, along with a \$500 damage deposit were not waived. These applications do not need to go in front of Council for a decision unless there is a deviation from the Policy.

The two permits for Hanoi and Shuswap Pie will expire at the end of October 31, 2020. The Policy allows a street side patio to open on May 1.

Around the same time as permit approvals for the two street side patio permits, the Provincial government's Liquor Cannabis Regulation Branch issued "Policy Directive 20-13" enabling local governments to waive their review of liquor licensing with respect to sidewalk/street patios. Council elected to subscribe to that program and waive its review of individual liquor licence applications for expansions. This ended up being only relevant to the two restaurants with street side patio permits. PD20-13 was set to expire at the end of October 2020, but PD20-26 released on September 18 extends the program to October 31, 2021.

### STAFF COMMENTS

Staff are of the opinion that the City has made concerted efforts to accommodate street side patios, not only this year but dating back to 2014. The permitting process in Salmon Arm is simple and the two noted approvals were made within several weeks of receiving completed applications.

The patio structures are a great addition to the streetscape and vitality of the downtown core; each is well designed and built, seemingly well used and aesthetically pleasing. Each restaurant has managed its own food pick-up arrangements without street/boulevard conflicts.

Staff support PD20-13; continuing it would meant less paperwork, report writing and time demanded from staff and Council review on LCRB referrals. A staff memo recommending Council support PD20-26 will be on the next Council agenda.

There are concerns and unknowns with the idea of street side patios being permitted to stay in place beyond October 31 and into late fall, winter and early spring. The reasons for this concern are noted below.

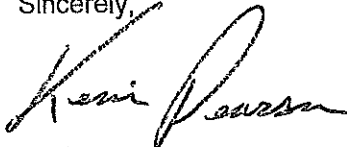
1. The patios may obstruct City equipment during snow clearing, street cleaning and boulevard maintenance operations. A snowfall similar to this past year's would be a considerable challenge to navigate.
2. The possibility for applicants wanting to modify patios with rooves and enclosures would involve a more bona-fide building permit review, including the need for structural review by a Registered Professional. Would Council be willing to waive Building Permit fees for this scenario?
3. Other businesses wanting to expand patios and seating areas on private properties are subject to Building Permit fees.

For clarification, the City permits for Hanoi 36 and Shuswap Pie Co. will expire at the end of October 2020. Should Council wish to allow these two permits to continue after October 31 and into 2021, or be renewed in May 2021 without subsequent applications, fees and payments, a Council resolution should be provided.

Staff recommends the two permits should expire on October 31, 2020, and the patios removed from the streets.

If Council wishes to respond to the letter it is suggested that it highlight the City of Salmon Arm's awareness of the COVID crisis and our streamlined approach to permitting street side patios.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Pearson". The signature is fluid and cursive, with a large loop at the end.

Kevin Pearson, MCIP, RPP  
Director of Development Services



**ALLIANCE OF BEVERAGE LICENSEES**  
FOR A RESPONSIBLE LIQUOR INDUSTRY

August 26, 2020

VIA EMAIL

Your Worship and Council:

***REQUEST FOR SUPPORT FOR EXPANDED PATIO PERMISSIONS***

On behalf of the BC Restaurant and Foodservices Association, the Alliance of Beverage Licensees, and the BC Craft Brewers Guild, we are writing to thank you for expanding outdoor dining in your municipality and to request that you consider:

1. Expediting applications for businesses to winterize patios in public and private spaces to provide operators with the opportunity to capitalize on the confidence of outdoor space
2. Approving temporary patios for Summer 2021 now so operators are able to plan ahead; and
3. Creating a program for designated pick up zones so that businesses can enhance contactless curbside pick up in the fall and winter months.

Outside dining has been a significant benefit to operators and customers. It has helped build confidence in dining out and activated streets in new ways that have helped keep patrons and employees safe amid this global pandemic. We hope that we can work with you to build on this positive messaging going forward.

**The financial pressures felt by British Columbia's hospitality industry as a result of the COVID-19 pandemic continue to be substantial:**

British Columbia's 14,000 restaurants and pubs employ over 190,000 people and contribute \$13 billion dollars to the economy annually. Our craft beer and wine industries also play significant roles in the vibrancy, innovation, and economic impact of our industry and the province. At this point in the crisis, 15% of hospitality businesses have already closed. With the end of summer approaching combined with the end of temporary layoff and CERB as well as the extended closure of the border, the potential for additional businesses closing is significant.

The COVID-19 crisis has driven devastating declines in both sales and guest-count in the hospitality industry.

- 51% of British Columbians surveyed by Leger Marketing at the end of July felt that just leaving the house was stressful. 64% remain afraid of contracting the virus.

**Item 12.1.10**



- Datassential survey of August 7 reports that the number of people concerned about eating out is rising: 47% are definitely avoiding eating out and 34% are nervous but will still eat out.

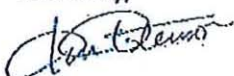
**In face of real threats of business closures across the province, we ask you to consider extending your permissive licensing for restaurant, pub, bar, and brewery businesses around outdoor spaces. Extensions of the incredible support and creativity you have already offered would make a significant difference to the hospitality businesses that operate and employ people in your community:**

- Extend approvals for short-term patios in public and private spaces to provide operators with the opportunity to capitalize on the confidence of outdoor space and expand the businesses ability to create physical distancing between tables.
- Support expedited applications for businesses to winterize temporary spaces, including by preapproving styles of canopies and heater units that meet your jurisdictions needs.
- Renew the extended patio program for 2021 now. This will ensure that operators plan to keep materials and generates cost savings.
- Create a program for businesses to apply for curbside pick up zones. We suggest that these include standardized signage that lists the businesses using the pick up stop and phone number for curbside pick up.
- Ensure coordinated communication and reduced red tape to make these changes possible.
- Support expanded permissions in discussions with the Provincial Government.
- Practice Sympathetic Administration and set new ways of doing streamlined business.

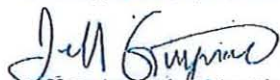
Our industry has never faced a crisis of this magnitude. It is our sincere hope that we can work with your council to find material and hard-hitting measures to ensure this industry survives. It will require bold and quick moves to help industry restore itself. We are working with the LCLB to extend their liquor service regulations in conjunction with this request.

Thank you in advance. We remain at your disposal to offer advice and perspective on these issues. Please do not hesitate to contact the undersigned at any time.

Sincerely,



Ian Tostenson, President and CEO cell: 604.986.1429  
British Columbia Restaurant and Foodservices Association



Jeff Guignard, Executive Director cell: 604-499-2566  
Alliance of Beverage Licensees



Ken Beattie, Executive Director cell: 604.306.1500  
BC Craft Brewers Guild

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Item 10.1

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Permissive Tax Exemption Bylaw No. 4415 be read a first, second and third time.

### Vote Record

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

Opposed:

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




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To: Mayor Harrison and Members of Council  
 Date: September 17, 2020  
 From: Tracy Tulak, Acting Chief Financial Officer  
 Subject: Permissive Tax Exemption – New Applications – 2021 and 2022

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Recommendation

That Bylaw No. 4415 cited as "City of Salmon Arm Tax Exemption Bylaw No. 4415," be given three readings.

Background:

Council, at the Regular Council Meeting held on October 28, 2019, adopted Bylaw No. 4352 granting various Organizations a Permissive Tax Exemption for the three (3) year period 2020, 2021 and 2022.

Three (3) new applications have been received requesting Council to grant them a Permissive Tax Exemption for the taxation years 2021 and 2022. Pursuant to Section 224 of the Community Charter, adoption of this bylaw will exempt the subject properties from not only the general municipal tax in the amount of \$26,766.00, but also, taxes levied by other governments in the amount of \$27,301.00 (e.g. School, Regional District, Regional Hospital, Library, MFA and BCAA). The City is still responsible for payment of the exempted taxes levied by other governments, and the remaining tax base must make up this difference.

It is important to note that statutory exemptions (legislated pursuant to the Community Charter) allow churches and the property they sit on, an automatic or statutory exemption. Council has historically granted a Permissive Tax Exemption to churches for the remaining property of up to two (2) acres. For Societies, Senior Facilities and Sports Clubs, Council has historically permissively exempted all land and improvements, provided they are owned by a charitable, philanthropic or other not-for-profit organization.

The applications submitted were provided to Council for review. The following applications have been submitted:

Cornerstone Christian Reformed Church

The Cornerstone Christian Reformed Church recently consolidated two (2) properties (1161 22 St NE and 1191 22 St NE) in Plan EPP97409. As a result, BC Assessment Authority (BCAA) deleted the previous properties from the 2021 Assessment Roll and assigned one (1) new Property Roll Number, PID and legal description. The civic address of the newly created roll number remains 1191 22 St NE.

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Council granted a Permissive Tax Exemption for the three (3) year period 2020, 2021 and 2022 to the Cornerstone Christian Reformed Church on one (1) of the previous properties noted above (1191 22 St NE). The property received a statutory exemption for the church and land on which the church stood and a permissive exemption on the two (2) acres of the property surrounding the church as it was more than two (2) acres, 0.284 acres of land was taxable. Council's policy allows up to a maximum of two (2) acres surrounding churches and accessory uses. Following the consolidation of the properties, the current area surrounding the building continues to be more than two (2) acres; therefore 0.563 acres of property would remain taxable.

As advised by BCAA, the previous permissive exemption will not transfer to the newly created Property Roll Number unless authorized by Council by bylaw. The Cornerstone Christian Reformed Church did not submit a formal application for Council's consideration. However, it is recommended that Council grant a permissive exemption on the newly created property for 2021 and 2022.

The estimated permissive tax exemption value for 2021 is \$8,508.00 (General Municipal - \$4,132.00 and Other Governments \$4,376.00).

Canadian Mental Health Association

The Canadian Mental Health Association is in the process of construction of affordable housing rental units and supportive housing units on the property located at 540 3 Street SW. Council has granted Permissive Tax Exemptions for other properties owned by Canadian Mental Health Association for 2020, 2021 and 2022 (20 Alexander St NE and 431, 433 and 435 Hudson Avenue NE).

The land and improvements are owned by the Canadian Mental Health Association, a registered society in good standing, in accordance with Section 224(2)(a) of the Community Charter, and are used for the purpose that is directly related to the purposes of the association.

The estimated permissive tax exemption value for 2021 is \$15,641.00 (General Municipal - \$9,364 and Other Governments \$6,277.00).

Lakeside Community Church

Due to an administrative error during the preparation of Bylaw No. 4352, Lakeside Community Church located at 391 Hudson Avenue NE was removed from Bylaw No. 4352. Council authorized a grant be provided to the property owner for the 2020 Property Tax Levy on the Assessment Class 8 on the property located at 391 Hudson Avenue NE. Lakeside Community Church did not submit a formal application for Council's consideration. However, it is recommended that Council grant a permissive exemption for 2021 and 2022 based on the original application provided in 2019.

The estimated permissive tax exemption value for 2021 is \$2,617.00 (General Municipal - \$1,275.00 and Other Governments \$1,342.00).



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Pursuant to Section 227 of the Community Charter, the City of Salmon Arm is required to advertise all properties being considered for a permissive tax exemption and the value of said exemptions. As such, advertisements will appear in the Salmon Arm Observer on September 16 and September 23, 2020 respectively.

This bylaw must be adopted by October 31, 2020 to be in effect for the 2021 tax year. Therefore, it is recommended that Council adopt Bylaw No. 4415 to exempt the subject properties for the 2021 and 2022 year.

Respectfully submitted,



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Tracy Tulak, CPA, CMA  
Acting Chief Financial Officer

**CITY OF SALMON ARM****BYLAW NO. 4415****Being a bylaw to exempt from taxation certain lands and improvements for the years  
2021 and 2022**

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WHEREAS it is provided by Section 224 of the Community Charter, that the Council may by bylaw exempt from taxation any lands and improvements as therein specified;

AND WHEREAS the Council of the City of Salmon Arm deems it necessary and expedient to exempt from taxation for all purposes, the whole of the taxable assessed value of the land and improvements on certain properties situate within the City of Salmon Arm;

AND WHEREAS Section 224 of the Community Charter provides that every building set apart and in use for public worship and any church hall which Council considers necessary thereto, and the land upon which the building or hall actually stands, shall be exempt from taxation;

AND WHEREAS such area of lands surrounding the church building or hall as may be determined by Council shall be exempt from taxation, such area so exempted to be determined by bylaw in accordance with Subsection 2 (f) of Section 224 of the Community Charter;

NOW THEREFORE the Council of the City of Salmon Arm by affirmative vote of at least two-thirds of all the members thereof enacts as follows:

**1. CHURCHES**

- a) In addition to the statutory exemption for every building set apart and in use for public worship and the land upon which the building actually stands, all church halls located on the same property or adjacent property owned by the Church or its Trustees shall also be exempted, including the land upon which the halls stand, for the years 2021 and 2022.
- b) Where the property on which a church is located does not exceed two (2) acres, all such land shall be exempt from taxation for the years 2021 and 2022.
- c) Where there is a residence located on the same property as a church, the residence and any ancillary buildings and the land upon which the residence and ancillary buildings actually stand, as well as any area of land deemed to be associated with the use and enjoyment of the residential and ancillary buildings, shall be assessed and taxed as residential property for the years 2021 and 2022.

d) Where the property on which a church is located exceeds two (2) acres, the area of land exempt from taxation, including the statutory exemption, shall be two (2) acres.

1. Lot A & B, Plan 28751, Lot 3, Plan 6676, Section 14, Township 20, Range 10 – That portion leased to Lakeside Community Church only ( 391 Hudson Avenue NE)  
Registered Owner: 0731010 BC Ltd. (06526.015)  
Occupier: Lakeside Community Church
2. Lot A, Plan EPP97409, Section 24, Township 20, Range 10 (1191 - 22 Street NE)  
Registered Owner and Occupier: Cornerstone Christian Reformed Church  
(04437.003)

## 2. SOCIETIES

a) The following properties are hereby exempted from taxation for all purposes for the years 2021 and 2022, the whole of the taxable assessed value of the land and improvements unless otherwise noted:

1. Lot 1, Plan KAP52591, Section 14, Township 20, Range 10 (540 3 Street SW)  
Registered Owner and Occupier: Canadian Mental Health Association (06400.032)

## 6. 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.

## 7. 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.

## 8. EFFECTIVE DATE

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

9. CITATION

This bylaw may be cited as "City of Salmon Arm Tax Exemption Bylaw No. 4415"

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

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Item 11.1

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw City of Salmon Arm Fire Department and Fire Prevention Amendment Bylaw No. 4416 be read a final time.

### Vote Record

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

Opposed:

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



## *City of Salmon Arm* *Fire Department*

### **MEMORANDUM**

---

**Date:** September 14, 2020  
**To:** Carl Bannister  
**From:** Brad Shirley, Fire Chief  
**Re:** Updated Bylaw # 3792 amendment

---

#### **Recommendation:**

In the definition section of bylaw # 3792, whereas it states "Venting Index" means the Environment Canada forecast ventilation index relative to the Okanagan Valley;"

Amend to: "Venting Index" means the Environment Canada forecast ventilation index relative to the Salmon Arm"

#### **Background:**

Recently Environment Canada has added to the forecast ventilation index a reading specific to Salmon Arm. This provides a more accurate assessment of smoke ventilation in Salmon Arm as opposed to the "Okanagan Valley".

#### **Background on other recommendations:**

#### **Part 2 – Fire Department**

##### **2. 1. a) Change minimum age requirement from 19 to 18 years of age:**

Many Paid on call Fire Departments in the province have a minimum age of 18 and as takes a year minimum to complete recruit training, anyone starting program would be 19 when completed.



Part 2 – Fire Department Section 2.2. Delete in its entirety:

A person enrolled as a member of the Department for firefighting duties shall be on probation for a period of three [3] months following successful completion of recruit training where the person shall take such special training and examinations as may be required by the Fire Chief.

Background:

The 3-month probation period goes back to a time when recruit class was only 3 months in duration and at that time, was felt more time was required to assess the firefighter candidate.

Now that recruit class is a year plus in duration, it is felt the 3 month probation period following recruit class is not required.

By amending this, it also enables recruits to conduct all firefighter duties upon completion of the recruit class where currently they must complete the additional 3 month probation period.

Part 4 – General 7. 15.

Amend to: "The Fire Chief may ban any or all categories of the open burning bylaw under the following circumstances: if local conditions indicate a fire hazard, if B.C. Wildfire issues a fire ban within the Salmon Arm area of the Kamloops Fire Centre, when a public health risk exists or in the event of an emergency as determined by the Chief Administrative Officer".

Background:

Currently open burning can only be prohibited when B.C. Wildfire has issued a ban or if local conditions indicate a fire hazard. Given there may be other reasons, such as public health pandemic, amending this will provide prohibitions to take place at the discretion of Fire Chief and or Chief Administration Officer.

Respectively submitted

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

Brad Shirley, Fire Chief



## CITY OF SALMON ARM

### BYLAW NO. 4416

#### A bylaw to amend the Fire Prevention and Fire Department Bylaw No. 3792

---

WHEREAS it is deemed expedient to amend the Fire Prevention and Fire Department Bylaw;

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

1. "City of Salmon Arm Fire Prevention and Fire Department Bylaw No. 3792" is hereby amended as follows:

**Amend as follows:**

Part 1 – Definitions

"Venting Index" means the Environment Canada forecast ventilation index relative to Salmon Arm

Part 2 – Fire Department

2. 1. a) is 18 years of age or over;

Part 4 – General

7. 15. "The Fire Chief may ban any or all categories of the open burning bylaw under the following circumstances; if local conditions indicate a fire hazard, if B.C.Wildfire issues a fire ban within the Salmon Arm area of the Kamloops Fire Centre, when a public health risk exists or in the event of an emergency as determined by the Chief Administrative Officer"

**Delete in its entirety:**

Part 2 – Fire Department Section 2.2. A person enrolled as a member of the Department for firefighting duties shall be on probation for a period of three [3] months following successful completion of recruit training where the person shall take such special training and examinations as may be required by the Fire Chief.

2. SEVERABILITY

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

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 for all purposes as "City of Salmon Arm Fire Prevention and Fire Department Amendment Bylaw No. 4416"

READ A FIRST TIME THIS	14	DAY OF	September	2020
READ A SECOND TIME THIS	14	DAY OF	September	2020
READ A THIRD TIME THIS	14	DAY OF	September	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

\_\_\_\_\_  
MAYOR

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

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## INFORMATIONAL CORRESPONDENCE – SEPTEMBER 28, 2020

- |     |  |   |
|-----|--|---|
| 1.  | A. Browning – letter dated September 10, 2020 – Sherrie Favell (October 4, 1962 to March 27, 2020) Memorial Bench  | A |
| 2.  | P. Grayston – email dated September 16, 2020 – Blackburn Park Gazebo Request   | A |
| 3.  | P. Wenzel, BCRPA Fitness Instructor – letter dated September 21, 2020 – Booking Request for Blackburn Park Picnic Shelter  | A |
| 4.  | L. Wong, Manager, Downtown Salmon Arm – letter dated September 14, 2020 – Alexandra Plaza Holiday Programming  | A |
| 5.  | L. Wong, Manager, Downtown Salmon Arm – letter dated September 18, 2020 – Disturbances Downtown  | A |
| 6.  | S. Caner, Shuswap Food Action Society – letter dated September 22, 2020 – Downtown Farmers Market  | A |
| 7.  | Interior Health Authority – newsletter dated September 2020 – Healthy Communities  | N |
| 8.  | Interior Health Authority – Public Service Announcement dated September 23, 2020 – COVID-19 exposure at Coldwater pub in Merritt   | N |
| 9.  | A. Jackman, Board Member, Council of Senior Citizens' Organizations of BC – letter dated September 2, 2020 – Observation of the UN International Day of Older Persons – October 1 <sup>st</sup>  | S |
| 10. | D. Oberg, Environmental Management Analyst, Clean Communities, Environmental Standards Branch, Ministry of Environment and Climate Change Strategy – email dated September 18, 2020 – Funding Opportunity – Organics Infrastructure and Collection Program | N |
| 11. | D. Scott MacDonald, Deputy Minister, Ministry of Education – letter dated September 23, 2020 – Conference call meeting of September 16, 2020   | N |
| 12. | K. Kozakevich, Chair, Regional District of Okanagan-Similkameen – letter dated September 10, 2020 – Christie Mountain Wildfire   | N |
| 13. | J. Cote, Mayor, City of New Westminster – letter dated September 15, 2020 – Universal access to no-cost prescription contraception   | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 12.2

## CITY OF SALMON ARM

Date: September 28, 2020

M. Simpson, Program Manager, Shuswap Watershed Council – email dated  
September 11, 2020 – Shuswap Watershed Council Draft Contribution  
Agreement 2021-23

### Vote Record

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

Opposed:

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

**From:** Mike Simpson  
**Sent:** September-11-20 1:13 PM  
**To:** Charles Hamilton Carl Bannister  
**Cc:** Erin Vieira  
**Subject:** Shuswap Watershed Council - draft contribution agreement, 2021-23

Hello Charles, Scott, Carl and Rena

Attached please find a draft contribution agreement for the Shuswap Watershed Council for the years 2021-23. A couple of key points:

- This is issued for a term of 3 years, consistent with the extension of the CSRD service that was granted by the Ministry of Community Services in June.
- The Shuswap Watershed Council resolved at their June 17, 2020 meeting to reduce the reserve funds by \$100 000, by reducing the requisition for 2021. This has been applied proportionately across the board for all funders.
- Amounts for 2022 and 2023 revert back to what they were for 2020 and previous years.

Please advise me by the end of September if there are any edits required to this draft contribution agreement, or if you have any questions or concerns.

**Mike Simpson, MA, RPF**

Program Manager, Shuswap Watershed Council

c/o Fraser Basin Council

Kamloops 250-314-9660

Cell 250-299-1202

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

## Contribution Agreement

BETWEEN: Columbia Shuswap Regional District ("the CSRD")

AND: Thompson-Nicola Regional District ("the TNRD")

AND: City of Salmon Arm ("Salmon Arm")

AND: Adams Lake Indian Band ("ALIB")

AND: Fraser Basin Council ("the Recipient" or "FBC")

The local governments contributing funds will be referred to in this Agreement as "funding partners".

### 1. Contribution Agreement Purpose and Terms

The purpose of this Contribution Agreement is to fund the Shuswap Watershed Council: Water Quality Program & Recreation Safety Education Program in the Shuswap Watershed ("the program") as approved May 6, 2015 by the Shuswap Watershed Council, updated December 1, 2015, and available online [here](#). The Shuswap Watershed Council resolved at their June 17, 2020 meeting to reduce the operating reserve by \$100 000 by reducing the contributions received in 2021.

### 2. Fiscal Year Ends

Local governments operate on a December 31 year end, and Fraser Basin Council and provincial governments operate on a March 31 year end.

### 3. Program Funding

Income amounts below are the maximum amounts available. It is understood that some funding partners need to withhold funds to pay for other expenses related to the Shuswap Watershed Council.

Source	2021	2022	2023
CSRD (Areas C, D, E, F and District of Sicamous)	97 200	160 000	160 000
TNRD	32 590	53 600	53 600
City of Salmon Arm	24 320	40 000	40 000
Adams Lake Indian Band	790	1300	1300
Surplus funds	TBD	TBD	TBD
<b>Totals</b>	<b>154 900</b>	<b>254 900</b>	<b>254 900</b>

Any surplus funds remaining at the end of each year ending March 31 will be identified and carried forward to future years. Any funds remaining at the end of this Agreement will be



returned to the funding partners, unless this agreement is extended (see Article 5) in which case the funds will be carried forward to future years.

Funding requirements for future years will be communicated to the funding partners by late November each year, to allow for local government budgeting purposes. The current anticipated annual expenses for the program are less than the maximum available income available.

Quarterly and annual financial reports will be provided to the Shuswap Watershed Council, as well as the funding partners.

#### **4. Payments**

The FBC is the financial manager for the Shuswap Watershed Council. The timing of payments to FBC can be flexible depending on the funding partners' specific circumstances. Ideally, it shall be 100% of the commitment by August 31 each year. If an invoice is required, please advise the recipient.

#### **5. Duration, Termination and Extension**

This Agreement shall come into effect on April 1, 2021, and shall terminate on March 31, 2024 unless terminated earlier in accordance with the provisions of this Agreement. The agreement may be extended with the agreement of all parties.

#### **6. Staff, Roles, Rates, Approval of Invoices**

The following Fraser Basin Council staff will be involved and will charge the following rates based on the recipient's financial policies. Invoices for Fraser Basin Council labour and expenses will be approved by the Chair quarterly as per the Shuswap Watershed Council Terms of Reference.

- Mike Simpson (Kamloops), Program Manager, \$800/day. Overall responsibility for program delivery and management, and reporting to the SWC and funding partners.
- Erin Vieira (Kamloops), Program Manager, \$600/day. Responsible for program implementation, communications, Council administration, and reporting.
- Denise Hoskins or Sonja Dodig (Vancouver), communications, \$600/day. Support for communications, public engagement, website, and graphic design.
- Jessie Ning and other administrative staff (Vancouver), financial management and administration, \$600/day and \$300/day respectively.

## Contribution Agreement Contacts

Columbia Shuswap Regional District  
 Charles Hamilton, Chief Administrative Officer  
 Tel: 250 833-5905  
 E-mail: [chamilton@csrd.bc.ca](mailto:chamilton@csrd.bc.ca)

Thompson-Nicola Regional District  
 Scott Hildebrand, Chief Administrative Officer  
 Tel: 250 377-8673  
 E-mail: [shildebrand@tnrd.ca](mailto:shildebrand@tnrd.ca)

City of Salmon Arm  
 Carl Bannister, Chief Administrative Officer  
 Tel: 250 803-4038  
 E-mail: [cbannister@salmonarm.ca](mailto:cbannister@salmonarm.ca)

Adams Lake Indian Band  
 Rena Gregoire, Tax Administrator, Acting Lands Manager  
 Tel. 250 679-8841  
 E-mail: [rgregoire@alib.ca](mailto:rgregoire@alib.ca)

Fraser Basin Council  
 Mike Simpson, Director, Interior Regional Programs  
 Tel: 250 314-9660  
 Cell: 250 299-1202  
 Email: [msimpson@fraserbasin.bc.ca](mailto:msimpson@fraserbasin.bc.ca)

## Signatures

IN WITNESS WHEREOF, the parties hereto have executed this Agreement at \_\_\_\_\_, in the province of British Columbia this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

---

Charles Hamilton, Chief Administrative Officer, CSRD

Witness

Date

---

Scott Hildebrand, Chief Administrative Officer, TNRD

Witness

Date

---

Alan Harrison, Mayor, Salmon Arm

Witness

Date

---

Erin Jackson, Corporate Officer, Salmon Arm

Witness

Date

---

Rena Gregoire, Tax Administrator, ALIB

Witness

Date

---

David Marshall, Executive Director, FBC

Witness

Date

Item 12.3

## CITY OF SALMON ARM

Date: September 28, 2020

Federation of Canadian Municipalities (FCM) Virtual Convention  
October 20 – 22, 2020

### Vote Record

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

Opposed:

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

12. CORRESPONDENCE2. Federation of Canadian Municipalities – Annual Conference and Trade Show June 4 – 7, 2020 – Toronto, ON

0037-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Mayor Harrison and Councillor Eliason be authorized to attend the Federation of Canadian Municipalities (FCM) Convention in Toronto, ON from June 4 – 7, 2020;

AND FURTHER THAT: Council approve June 3 and 8, 2020 as travel dates for the FCM Convention.

CARRIED UNANIMOUSLY


 FÉDÉRATION  
OF CANADIAN  
MUNICIPALITIES

[Focus areas](#) [Programs](#) [Funding](#) [Resources](#) [Events & training](#) [News & media](#) [About FCM](#)

[HOME](#) > [EVENTS & TRAINING](#) > [SUSTAINABLE COMMUNITIES CONFERENCE](#)

## Sustainable Communities Conference

New all-virtual format makes participating in Canada's leading sustainability conference easier than ever!

[Program](#) [Session Details](#) [Virtual Exhibit Hall](#) [Sustainable Communities Awards](#)

**Date:** Tuesday, October 20, 2020 – Thursday, October 22, 2020

**Location:** Virtual event

**Join us online for FCM's Sustainable Communities Conference, Canada's leading sustainability event for municipal leaders and practitioners.**

Participating in Canada's leading sustainability conference for municipalities has never been easier! The 2020 Sustainable Communities Conference has gone virtual.

From October 20<sup>th</sup> to 22<sup>nd</sup> the Sustainable Communities Conference will bring together world-leading experts and Canada's most dedicated local practitioners for in-depth conversations and learning sessions, all with a mission to help cities and communities across the country be more sustainable for the people we serve.

**Your virtual conference registration includes:**

- Access to all scheduled educational programming
- Access to the exhibitors and sponsors
- Access to all scheduled networking events
- Access to on-demand educational programming during and post-conference

[REGISTER](#)

### Conference Rates

Registration for the Conference cannot be shared between two or more participants. Only one individual can participate under a single registration, for the duration of the conference.

	Regular Rate
Member	\$70
Non-Member	\$85

## Monday, October 19

1:15–3:15 p.m. Pre-conference workshop: [Triple bottom line and asset design](#)

## Tuesday, October 20

10:30–11 a.m. Trade Show

11–11:15 a.m. Welcome to SCC 2020

11:15 a.m. – 12:30 p.m. Keynote: *speaker to be announced soon*

12:30–1:15 p.m. Trade Show and Connected Labs

### Workshops

#### [SCA Talks I](#)

1:15–2:45 p.m. [Integrating climate considerations into municipal asset management](#)

[The business case for sustainability in energy projects](#)

[How to create an efficiency financing program](#)

2:45–3:30 p.m. [Learning synthesis: small group discussions](#)

3:30–3:45 p.m. Day 1 wrap up

## Wednesday, October 21

10:30–11 a.m. Trade Show

11–11:15 a.m. Welcome to Day 2

11:15 a.m. – 12:30 p.m. [Expert panel: An inclusive recovery for resilient communities](#)

12:30–1:15 p.m. Trade Show and Connected Labs

### Workshops

#### [SCA Talks II](#)

1:15–2:45 p.m. [Sustainable Procurement](#)

[Net-zero and deep energy retrofits in community housing](#)

[Asset management and the road to sustainable communities](#)

2:45–3:30 p.m. [Learning synthesis: small group discussions](#)

3:30–3:45 p.m. Day 2 wrap up

## Thursday, October 22

10:30–11 a.m. Trade Show

11–11:15 a.m. Welcome to Day 3

11:15 a.m. – 12:30 p.m. [Municipal leaders panel: Building back greener](#)

12:30–1:15 p.m. Trade Show and Connected Labs

### Workshops

#### [SCA Talks III](#)

1:15–2:45 p.m. [Cost-saving energy solutions for your rink](#)

[GMF 101: A guide to our many funding opportunities](#)

[Climate action planning for equity and transformation](#)

2:45–3:30 p.m. [Learning synthesis: charting the path forward](#)

3:30–3:45 p.m. Closing SCC 2020

Item 14.1

## CITY OF SALMON ARM

Date: September 28, 2020

### Presentation 3:30 p.m. (approximately)

**NAME:** Terry Smith, Sk'atsin Silvatech Ventures LLP, a Neskonlith Indian Band Subsidiary and Brad Shirley, City of Salmon Arm Fire Chief

**TOPIC:** Update on 2020 Community Resiliency Investment (CRI) and 2021 Application

#### Vote Record

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

Opposed:

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



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Item 14.2

## CITY OF SALMON ARM

Date: September 28, 2020

### **Presentation 3:45 p.m. (approximately)**

**NAME:** Lana Fitt, Manager, Salmon Arm Economic Development Society

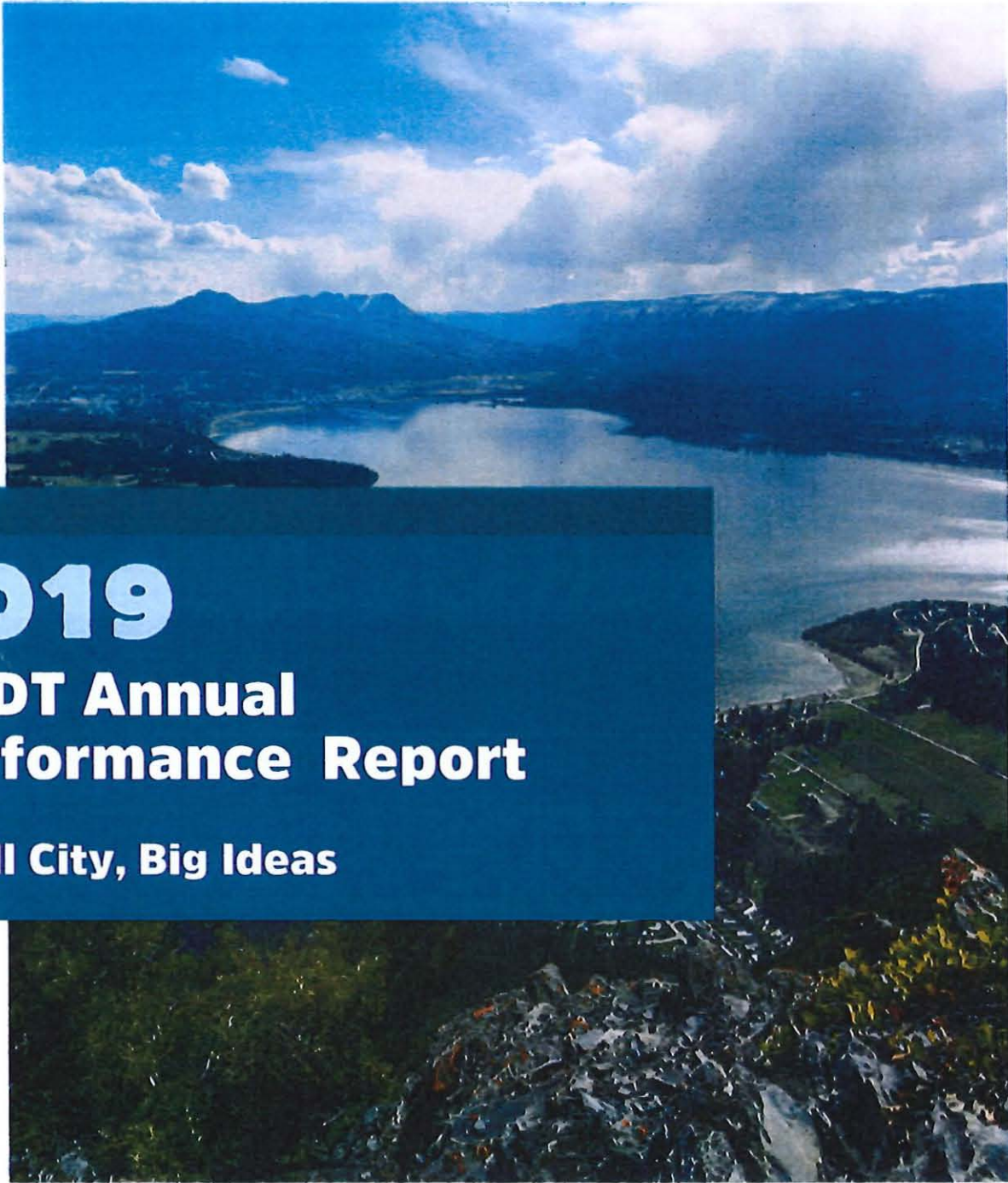
**TOPIC:** MRDT 2019 Annual Performance Report

#### **Vote Record**

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

Opposed:

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



**2019**

**MRDT Annual  
Performance Report**

**Small City, Big Ideas**

**CITY OF  
SALMON ARM**

**500 2 Ave NE, Salmon Arm BC  
V1E4N2  
250-833-4000  
[edo@saeds.ca](mailto:edo@saeds.ca)**

## Introduction

The City of Salmon Arm was approved to begin collecting the 2% Municipal & Regional District Tax (MRDT) on June 1, 2017. This report presents the goals, objectives, tasks and measurables for 2019 operations.

A primary goal of the City of Salmon Arm's MRDT 5 Year Business Plan is to deliver a collaborative program, led by tourism industry stakeholders. Following is a report which details activities undertaken directly by Salmon Arm's MRDT Committee, as well as those supported with Salmon Arm's MRDT Funding but undertaken by partnership organizations.

### Vision

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

### Mission

In the five-year period commencing in mid-2017, Salmon Arm's MRDT Program will increase visitation to Salmon Arm and the broader Shuswap region (measured by the growth of the annual MRDT revenue). This will be achieved by:

- Telling our story/sharing our experience;
- Expanding destination and experiential marketing;
- Developing/expanding industry partnerships;
- Developing/expanding tourism experiences and assets.

### Overall Goals, Objectives and Targets

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

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

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

**Primary Program Goal** - Expand the tourism economy in Salmon Arm and the broader Shuswap Region, measured by increased accommodation occupancy rates.



## Governance

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

### Agreement Among Partner Agencies



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

### Governance Structure

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

## About Salmon Arm Economic Development Society (SAEDS)

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

The mandate of the Society is:

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

Following are excerpts from the Salmon Arm Economic Development Society's MRDT Committee Terms of Reference:

*"In an effort to ensure a well-informed, well-directed and high return on investment MRDT program, a MRDT Committee will be formed as a committee of the SAEDS Board. The MRDT Committee will be led by the Tourism Director on the SAEDS Board and will further be comprised of tourism industry experts, the majority of which are not Board of Directors members of Salmon Arm Economic Development Society. The MRDT Committee will be the primary decision makers related to the MRDT program."*

## 2019 MRDT Committee Membership

<b>Voting - Accommodators</b>	
Jesse Ziercke	Prestige Harbourfront Resort
Carol Beaulieu	Viewpoint RV Park & Cottages
Jolene LaMarsh	Hilltop Inn
<b>Voting - General</b>	
Tovah Shantz	Shuswap Pie Company
Vacant	
<b>Non-Voting</b>	
Corryn Grayston	Chamber of Commerce/Visitor Centre
Erin Jackson	City of Salmon Arm
Lindsay Wong	Downtown Salmon Arm
Darby Boyd	Shuswap Recreation Society
Phil McIntyre-Paul	The Shuswap Trail Alliance
Kyle Dearing	Shuswap Tourism
<b>Staff Contacts</b>	
Lana Fitt	Salmon Arm Economic Development Society
Morgen Matheson	Community Events & Marketing Liaison



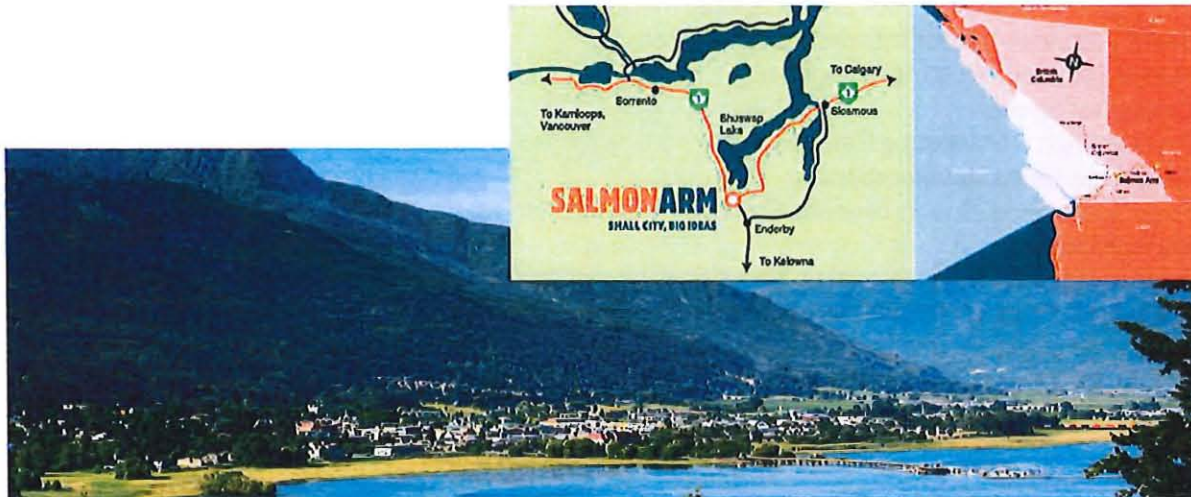
## Strategies and Key Actions

Following is a list of the key strategies which were identified as the community priorities for Salmon Arm's MRDT program.

- Research & Planning
  - Development of a Community Event Strategy
  - Development of a Community Ambassador Program
- Marketing
  - Expansion of Shuswap Tourism's Regional Marketing – Non-traditional Season Development
  - Event Attendee Visitor Information Packages
  - Media Fam Tour Hosting expansion
  - Consumer Shows
  - On-line Digital Marketing Campaign
- Destination/Experience Development
  - Event Expansion (Sports tourism, Cultural Festivals, Agri-tourism, Conference/Conventions and Seminars)
  - Anchor asset support – planning, beautification and marketing of identified key tourism anchors: Community Trails and Canoe Beach
    - specific tourism based trail planning and marketing occurring throughout the 5-year business plan
    - on-site signage, entrance beautification and expansion of sports tourism event opportunities at Canoe Beach over year's 1-3 of the business plan
  - Facilitation of Visitor Package Development (industry partnerships)
- Visitor Services
  - Expanded visitor information and signage
  - Community Ambassador Program

## Brand Positioning

The City of Salmon Arm is part of the Shuswap Region and actively participates as a member community in the *Shuswap Tourism* function administered by the Columbia Shuswap Regional District. Salmon Arm sees great value in continuing to participate in this regional partnership. Shuswap Tourism has been highly successful in the Shuswap Brand development and positioning to date. Further details on the Shuswap Brand are below:





## OUR STORY

*"The Shuswap? That's that place where you go houseboating, right?" Right!*

But only partially right. Houseboating's only part of our story. You see, for decades, the Shuswap region has been synonymous with houseboating. But our real story, the one we live and breathe, is comprised of real people in an incredible place, living rich and simple and authentic lives.

We shop for groceries, take the kids to games, go for walks in the woods and travel to other places. We like to go to the lake, we like to have concerts, we possess a rich heritage and we may or may not use umbrellas when it rains. We have incredible wineries, access to a myriad of recreational opportunities, host a top-notch major festival and hey, even the salmon fight their way back here year after year. These are all parts of our story.

But you might find the best part of our story is sharing a cup of tea, or a piece of pie, or digging carrots and hearing about what's happening (or



not happening) in the community as of late. Or you might get the best part of a Shuswap experience leaning on a fence post, or leaning on a speaker, or leaning on a café counter. Or you might find the best part of our story when you free your soles, swap your shoes, kick up your heels and take a step in our direction, in search of another simple spectacular Shuswap adventure.





# BRAND PILLARS

*As we continue to grow and evolve, our story will change and develop over time. However, there are some things that will not change or should not change. These ideals, emotions or regional spirits are our brand pillars. They provide the foundation of our story.*

Our full story is incomplete without these attributes combined together, and it is the combination of these pillars that help to define our story, to differentiate it from others and to make it distinctly our own.

Lake, Country and Culture: these are the foundations, the central elements and ideals of the Shuswap's brand. These elements are intended to serve soundly today, but also to project a spirit and regional philosophy for the future.

**LAKE****COUNTRY****CULTURE**

# Target Markets

## Geographic Market

Shuswap Tourism has identified a primary market of “close-to-home” travellers from BC Interior and Northern BC as well as Pacific Northwest US. A secondary market of Alberta and Metro Vancouver are also areas of focus. The Salmon Arm MRDT Business Plan mirrors these markets. As determined within Shuswap Tourism’s Development Plan and in alignment with Thompson Okanagan Tourism Association and Destination BC’s target markets, the following Explorer Quotient Audience has been identified for the Shuswap Region.

## Explorer Quotient Audience (Profiles identified by Canadian Tourism Commission)

- **Authentic Experiencers** - Typically understated travellers looking for authentic, tangible engagement with destinations. With a particular interest in understanding the history of the places they visit, these experiencers have a higher-than-average education and an average household income, more likely to be retired with an average of 53% over the age of 55. Experience appeal for these visitors includes exhibits, architecture, historic sites/buildings and museums. They may also be interested in nature, shopping, foodie opportunities, performing arts, and water-based outdoor activities (among others).
- **Free Spirits** – Highly social and open-minded. Their enthusiasm for life extends to their outlook on travel. Experimental and adventurous, they indulge in high-end experiences that are shared with others. These higher than average income earners tend to be full-time workers if they are not still students. 80% of the Free Spirits are in the 18-54 demographic. These travellers are more likely than most to be interested in shopping, dining and other food related activities, entertainment and performing arts, water-based outdoor activities, festival, events and spectator sports, outdoor and nature experiences (among others).
- **Cultural Explorers** – defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the places they visit. With a higher-than-average education and average household income, 43% of these travellers are between the ages of 35-54. Similar to Free Spirits, Cultural Explorers are likely to find many activities appealing to do on a long-haul vacation including nature and outdoor experiences, sightseeing, water-based outdoor activities, and festivals, events and spectator sports (among others).



## Summary of 2019 MRDT Operations

### Events



In 2019, Salmon Arm's MRDT program contributed \$45,000 towards event hosting, event marketing and event bid opportunities, specifically focussed on shoulder or off-season timelines. **In total, thirteen events were supported by the MRDT program in 2019, including the following:**

- Applefest
- Bollywood Bang
- Larch Hills Junior Racers
- Lewiston Ultra
- Salmon Arm Snowblazers SnowShow
- Sunshine Poker Run
- Mountain Tour
- Salmon Arm Tennis Club
- Salmon Arm Skating Club
- Salty Dog
- Selkirk's Swim Club
- Treble Clef Unveiling Community Event
- Ozone Festival

### Marketing

**Salmon Arm Community Bid Package** - In 2019, the MRDT Committee partnered with the Shuswap Sports Society to prepare and submit a comprehensive bid package for Salmon Arm to host the Hockey Canada National Junior A Championships in 2021. Although we were shortlisted to the top three communities, we were not successful for the 2021 bid. The package will now be considered for future year hosting opportunities for this event, further, the community bid package will serve as a valuable marketing tool as future bid opportunities arise.

Throughout the year, the MRDT Committee also contributed to the development of other marketing assets including a tradeshow display, developed a community event hosting website, commissioned a community image bank, launched Small City Big Events social media platform, distributed 500+ event attendee welcome packages, designed and installed community branded street banners, designed and installed branded rink board at Shaw Centre, designed a recruitment guide for the Salmon Arm Silverbacks, and hosted a booth at two outdoor shows (Vancouver and Calgary) in partnership with Shuswap Tourism.

### Partnership Projects

Detailed description of all partnership projects is included in Appendix 2.2. MRDT funds supported the Shuswap Trail Alliance in their trail planning, trail signage and trail marketing initiatives. They also supported the expansion of visitor outreach efforts through the Salmon Arm Visitor Centre Street Team. MRDT also financial supported the following initiatives led by Shuswap Tourism:

- Shuswap Taste Trail Print and Web based Campaign
- Shuswap Tourism Brand Refresh
- Consumer Shows Booth & Attendance Costs
- Social Media Strategy Development
- Regional Image Bank

## 2019 Financial Review

January 1 – December 31, 2019

2018 Carry Fwd Funding	\$206,765
MRDT Revenue	\$248,666
Local Government Tourism Contributions	<u>\$ 34,000</u>
Total Revenue	<u>\$489,431</u>
 MRDT Expenses	 <u>\$311,550</u>
	<u>\$177,881</u>
Less: Project Reserves	<u>\$107,884</u>
Unallocated Surplus	<u>69,997</u>

A full accounting of 2019 MRDT Revenue and Expenses is attached as *Appendix 2.1, Financial Report*

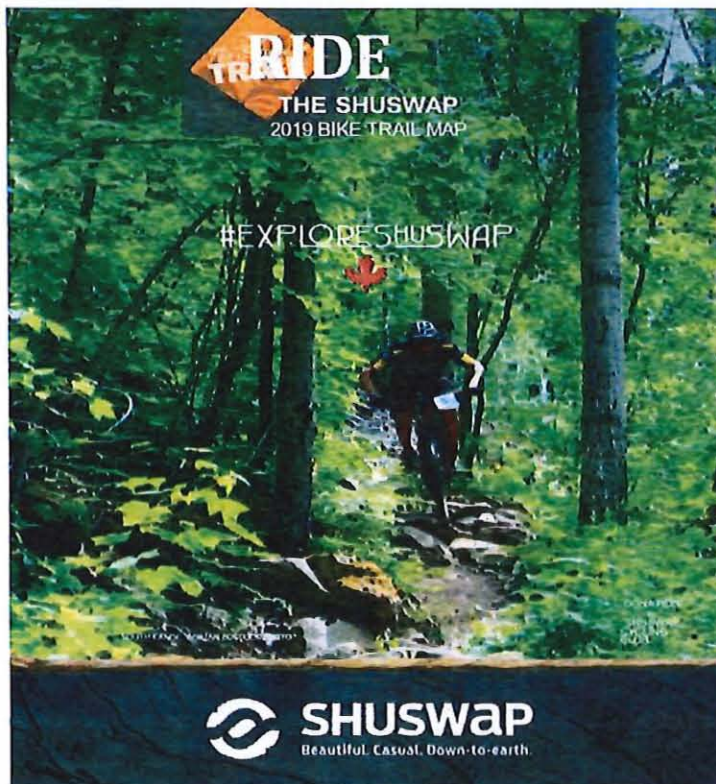
## 2019 Performance Review

A detailed review of all tactics completed in 2019, including related outcomes is attached as *Appendix 2.2 Annual Performance Report*.

## Conclusion

Implementation of the 2019 MRDT Tactical Plan mirrors the strategic direction, vision, goals and objectives presented in Salmon Arm's Five-Year MRDT Business Plan. The Five-Year Plan is a community developed program which was prepared with extensive consultation and is reflective of strong accommodator and broader tourism industry support. Both the broader Five-Year Plan and the 2019 Tactical Plan align with goals and objectives within the Shuswap Tourism Development Plan, Thompson Okanagan Tourism Association Strategy and Destination BC Strategy. Our community continues to prioritize a collaborative approach to growing our tourism economy as represented in this *Annual Performance Report*.





### Everything Events

[Home](#) [Everything Events](#)



## Appendix 2.1 Financial Report

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

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

<b>Designated Recipient:</b>	<u>City of Salmon Arm</u>
<b>Designated Accommodation Area:</b>	<u>Salmon Arm, BC</u>
<b>Date Prepared:</b>	<u>August 25, 2020</u>
<b>MRDT Repeal Date (if applicable):</b>	<u></u>
<b>Total MRDT Funds Received:</b>	<u>\$248,666</u>
<b>Year Ending:</b>	<u>2019</u>

### Section 1: Actual Spending by Market – LEISURE ONLY

Add more rows as needed.

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC	83,458.20	70
Alberta	23,845.20	20
Ontario		
Other Canada- Sask, MB, ON		
Washington State	11,922.60	10
California		
Other USA (please specify)		
Mexico		
China		
UK		
Germany		
Australia		
Japan		
Other International (Please specify)		
<b>Total</b>	119,226	100



### Section 1: MRDT Budget Variance Report

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

Revenues		Current Year		
		Budget \$	Actual \$	Variance
	Carry forward from previous calendar year	166,512	206,765	40,253
	MRDT	200,000	243,548	43,518
	MRDT, online accommodation platforms	20,000	5,118	-14,852
	Local government contribution	40,800	34,000	-6,800
	Stakeholder contributions (i.e. membership fees)			
	Co-op funds received (e.g. DBC coop, DMO-led projects)			
	Grants - Federal			
	Grants - Provincial			
	Grants/Fee for Service - Municipal			
	Retail Sales			
	Interest			
	Other			
	<b>Total Revenues</b>	<b>427,312</b>	<b>489,431</b>	<b>62,119</b>
Expenses		Budget \$	Actual \$	Variance
	<b>Marketing</b>			
	Marketing staff – wage and benefits			
	Media advertising and production	93,325	75,641	-17,683
	Website - hosting, development, maintenance			
	Social media			
	Consumer shows and events	10,850	10,850	
	Collateral production and distribution	20,205	32,734	12,529
	Travel media relations			
	Travel trade			
	Consumer-focused asset development (imagery, video, written content)			
	Other			
	<b>Subtotal</b>	<b>124,380</b>	<b>119,226</b>	<b>-5,154</b>
	<b>Destination &amp; Product Experience Management</b>			
	Destination and product experience management staff – wage and benefits	42,000	46,250	4,250
	Industry development and training			
	Product experience enhancement and training	109,300	90,851	-18,449
	Research, evaluation, analytics,	29,120		-29,120
	Other			
	<b>Subtotal</b>	<b>180,420</b>	<b>137,101</b>	<b>-43,319</b>
	<b>Visitor Services</b>			
	Visitor Services activities	87,000	11,271	-75,729
	Other (please describe)			
	<b>Subtotal</b>	<b>87,000</b>	<b>11,271</b>	<b>-75,729</b>

Expenses	Budget \$	Actual \$	Variance
<b>Meetings, Conventions, Events and Sport</b>			
Meetings, conventions, conferences, sales, events, sport, grant programs etc.			
<i>Subtotal</i>			
<b>Administration</b>			
Management and staff unrelated to program implementation - wages and benefits	33,000	33,000	
Finance staff – wages and benefits		2,679	2,649
Human Resources staff – wages and benefits			
Board of Directors costs			
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)			
Office lease/rent		5,761	5,761
General office expenses	2,512	2,512	
<i>Subtotal</i>	<b>35,512</b>	<b>43,952</b>	<b>8,440</b>
<b>Affordable Housing</b>			
General MRDT revenues			
Revenues from online accommodation platforms			
<i>Subtotal</i>			
<b>Other</b>			
All other wages and benefits not included above			
Other activities not included above (please describe)			
<i>Subtotal</i>			
<b>Total Expenses</b>	<b>\$427,312</b>	<b>\$311,550</b>	<b>\$115,762</b>
<b>Balance or Carry Forward</b>	<b>\$0</b>	<b>\$177,881</b>	<b>\$177,881</b>

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional District Tax.

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



## Appendix 2.2 Annual Performance Report

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

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

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

A description/instructions pertaining to each performance metric is provided in grey text as a guide only. Please delete the grey text and provide your response accordingly.

**Designated Recipient:** City of Salmon Arm

**Report Completed:** 09-01-2020

**Designated Accommodation Area:** City of Salmon Arm

**Reporting period:** 2019

### 1. Effective tourism marketing, programs and projects

MRDT-funded tourism marketing, programs and projects maximize the potential for increased visitation and growth in tourism business activity, employment and incremental tourism revenue.

Mandatory Metric	Designated Recipient Response
MRDT Revenue	\$248,666
MRDT activities, tactics, investment efforts and outcomes (as per your One-Year Tactical Plan)	<p><b>Project #1 Title: Destination Event Expansion</b></p> <ol style="list-style-type: none"> <li>1: Conduct community event opportunity research and planning.</li> <li>2: Provide support to existing community events to expand the number of attendees and number of event days.</li> <li>3: Expand the number of destination events occurring in Salmon Arm.</li> </ol> <p>In late 2017 and continuing throughout 2018 and 2019, an Event Coordinator contract position was hired with a specific focus on supporting the growth of existing off-season and shoulder events in the region and attracting new events to the region. Throughout 2019, this position worked to implement the community event strategy which was endorsed by the MRDT Committee. This event strategy included event hosting goals, objectives and recommended action items for success.</p>

This position supported shoulder and off-season events including the following aspects:

- Event planning and co-ordination support
- Financial support to assist with event hosting costs
- Marketing support and community engagement.

In total, \$46,250 in 2019 MRDT funds were spent on the Event Coordinator Contract and a further \$45,000 in 2019 MRDT funds were spent on event bid and hosting costs. \$3,105 was spent of event logistics support, \$2,101 on event marketing and \$5,560 on the event website. The City of Salmon Arm contributed \$5,100 towards this program through Shuswap Tourism.

Specifically, the event hosting costs supported thirteen events in the following ways:

- Event planning and on-site logistics.
- Marketing efforts (print, website, digital and on-site signage) with the goal of expanding the number of out-of-town event attendees for overnight stays.
- Event activities focused on expansion experiences and offerings

#### Performance Measures:

##### Outputs:

##### Outcomes:

• Implementation of community event strategy	• Implementing strategic direction established by MRDT Committee.
• Thirteen community events were expanded through program support.	• An estimated 5% event attendee increase for existing events supported through this program.
• Event infrastructure was put in place at Canoe Beach to support event hosting potential	• Public electricity access was established at the Canoe Beach shelter facilitating future event potential at this location.
• Comprehensive community bid package established and submitted.	• Community being considered for future year event. Event bid template established.
• Event hosting website established.	• Event planning resources established to streamline future events.



**Project #2 Title: Shuswap Trail Planning and Marketing**

Expand trail-based marketing campaigns and support planning for future "high tourism potential" trail development. Three "high visitor attraction" trail-based priorities emerged in the MRDT Business Plan consultation process:

1. Trail Marketing Campaigns – greenways signage and expanded mapping;
2. Trail Marketing Campaigns – expanded marketing for specific trail-based experiences;
3. Identification and planning for high tourism potential trail development.

In order to ensure alignment of trail-related working priorities with high destination tourism value, on an annual basis Shuswap Trail Alliance and Shuswap Tourism participate in the collaborative planning process for the development of the MRDT Tactical Plan, ensuring trail development and marketing priorities are being driven by Shuswap Trail Alliance's annual trails strategy and Shuswap Tourism's trail-based marketing work plans.

2019 trail based priorities included:

- Signage & Mapping
- New Tourism Trail Signs & Installed
- Geo-Referenced PDF Map Updates for Shuswap Trails Website
- Trail Forks App Updates
- Mountain Biking BC App Updates

Total 2019 MRDT expenditures on product experience enhancement via Shuswap Trail Alliance initiatives was \$14,885.

**Performance Measures:**
**Outputs:**
**Outcomes:**

• 83 new trail signs and 1 trailhead kiosk replaced on high traffic tourism trails were installed.	• Increased mountain bike tourists, visiting the Shuswap for trail access.
• 5 new web-based trail maps developed to support attraction of out of community riders.	• Expanded visitor access to trail maps.
• Updated the Shuswap Trail Guide Content.	• Expanded visitor awareness of Trail experiences in Salmon Arm and Shuswap Region.
• Updated the Shuswap Trails Website.	
• Updated the TrailForks App.	
• Updated Mountain Biking BC site.	
• Trail Planning – 6 km of new destination trails planned.	
• Westbay Trail Master Plan progress – reserve fund established and partnership progress facilitated.	



**Project #3 Title: Shuswap Taste Trail**

The Shuswap Taste Trail experience was developed to create awareness and showcase visitor experiences related to our regional agriculture and local food/beverage operations – specifically, local food and drink producers, farm-gate sales, farmer's markets and restaurants. A print-based Taste Trail guide with several suggested itineraries was developed, along with a new Taste Trail landing page and custom itinerary builder on the new Shuswap Tourism website that integrates directly with Google Maps. The trip itineraries encourage longer visitation in our region, thereby promoting an increase in overnight stays as well as positive economic impact across the tourism sector.

The MRDT program contributed \$10,000 towards this Shuswap Tourism led marketing initiative and further, through Shuswap Tourism the City of Salmon Arm contributed \$5,100.

**Performance Measures:**
**Outputs:**
**Outcomes:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Taste Trail website landing page and custom itinerary builder launched.</li> </ul>   | <ul style="list-style-type: none"> <li>Site completed and launched. <a href="https://shuswaptourism.ca/taste-trails/">https://shuswaptourism.ca/taste-trails/</a></li> <li>Site metrics and extensive marketing will commence in 2020.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Pre-made Taste Trail itineraries developed.</li> </ul>                               | <ul style="list-style-type: none"> <li>4 pre-made date and weekender trip itineraries were developed and launched.</li> <li>Template developed to enable expansion itineraries.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Print-based Taste Trail Guide with pull out map and itineraries produced.</li> </ul> | <ul style="list-style-type: none"> <li>2,500 guides printed in the initial run.</li> <li>Distributed through strategic visitor locations within and outside the Shuswap Region.</li> <li>Expanded visitor awareness of Shuswap tourism activities and businesses.</li> <li>Supportive marketing for visitor attraction and stay-another-day activities development and circulated.</li> </ul> |

	<p><b>Project #4 Title: Visitor Outreach Street/Event Team</b></p> <p>The goal of this program is to ensure a positive visitor friendly experience in Salmon Arm while providing expanded visitor information to encourage extended stays and/or repeat visitation.</p> <p>In 2019, MRDT contributed \$10,000 towards the Salmon Arm Visitor Centre leading the Visitor Outreach Street Team initiative. This program launched in mid-May and continued through the end of August included hiring 2 full-time staff focussed on mobile visitor outreach at key events and other strategic visitor gathering locations. The Visitor Outreach Team were positioned at the branded pop-up info centre booth or mobile on cruiser bikes, connecting with visitors and sharing information on Salmon Arm accommodations and experiences.</p> <p><b>Performance Measures:</b></p> <table border="1"> <thead> <tr> <th data-bbox="440 793 930 827">Outputs:</th><th data-bbox="930 793 1485 827">Outcomes:</th></tr> </thead> <tbody> <tr> <td data-bbox="440 827 930 926"> <ul style="list-style-type: none"> <li>Directly marketed to 1,182 visitors.</li> </ul> </td><td data-bbox="930 827 1485 926"> <ul style="list-style-type: none"> <li>Expanded visitor awareness of Salmon Arm activities</li> </ul> </td></tr> </tbody> </table>	Outputs:	Outcomes:	<ul style="list-style-type: none"> <li>Directly marketed to 1,182 visitors.</li> </ul>	<ul style="list-style-type: none"> <li>Expanded visitor awareness of Salmon Arm activities</li> </ul>				
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	<p><b>Project #5 Title: Consumer Tradeshows</b></p> <p>In 2019, Shuswap Tourism partnered with the MRDT and attended the Vancouver and Calgary outdoor shows where they had the opportunity to share marketing materials with visitors from British Columbia and Alberta. Further, through industry partnerships, Shuswap Tourism also attended the Vancouver Golf Expo and the Alberta Snowmobile Show in 2019.</p> <p>The MRDT Program contributed \$10,000 towards tradeshow costs, and the City of Salmon Arm contributed a further \$850 through Shuswap Tourism funding.</p> <p><b>Performance Measures:</b></p> <table border="1"> <thead> <tr> <th data-bbox="440 1398 930 1432">Outputs:</th><th data-bbox="930 1398 1485 1432">Outcomes:</th></tr> </thead> <tbody> <tr> <td data-bbox="440 1432 930 1602"> <ul style="list-style-type: none"> <li>Hosted tradeshow booths at: Vancouver Outdoor Show, Calgary Outdoor Show, Vancouver Golf Expo and the Alberta Snowmobile Show.</li> </ul> </td><td data-bbox="930 1432 1485 1602"> <ul style="list-style-type: none"> <li>Expanded visitor awareness of shoulder season experiences in the Shuswap.</li> </ul> </td></tr> <tr> <td data-bbox="440 1602 930 1703"></td><td data-bbox="930 1602 1485 1703"> <ul style="list-style-type: none"> <li>Projected increase in Shoulder season visitors to the Shuswap.</li> </ul> </td></tr> <tr> <td data-bbox="440 1703 930 1837"></td><td data-bbox="930 1703 1485 1837"> <ul style="list-style-type: none"> <li>Close to 1,000 visitor surveys completed, providing valuable insight into future marketing tactics and visitor experience demand.</li> </ul> </td></tr> </tbody> </table>	Outputs:	Outcomes:	<ul style="list-style-type: none"> <li>Hosted tradeshow booths at: Vancouver Outdoor Show, Calgary Outdoor Show, Vancouver Golf Expo and the Alberta Snowmobile Show.</li> </ul>	<ul style="list-style-type: none"> <li>Expanded visitor awareness of shoulder season experiences in the Shuswap.</li> </ul>		<ul style="list-style-type: none"> <li>Projected increase in Shoulder season visitors to the Shuswap.</li> </ul>		<ul style="list-style-type: none"> <li>Close to 1,000 visitor surveys completed, providing valuable insight into future marketing tactics and visitor experience demand.</li> </ul>
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	<ul style="list-style-type: none"> <li>Close to 1,000 visitor surveys completed, providing valuable insight into future marketing tactics and visitor experience demand.</li> </ul>								

	<p><b>Project #6 Title: Shoulder and Off-Season Image Bank Development</b></p> <p>In 2019, Shuswap Tourism and the MRDT program partnered to update shoulder and off- season visitor experience images and videos. The majority of available assets were outdated and now outside of their originally negotiated usage agreement time periods. The organizations worked with several photographers, videographers and other supporting talent to create a foundation of updated digital assets specifically focused on shoulder and off-season experiences. Refreshed images and video will be used to support various digital and print marketing initiatives designed to attract visitors to the Shuswap region.</p> <p>2019 project costs included MRDT funds of \$17,000 and City of Salmon Arm Contribution though Shuswap Tourism funding of \$5,525.</p> <p><b>Performance Measures:</b></p> <table border="1"> <thead> <tr> <th data-bbox="430 751 922 787">Outputs:</th><th data-bbox="922 751 1409 787">Outcomes:</th></tr> </thead> <tbody> <tr> <td data-bbox="430 787 922 957"> <ul style="list-style-type: none"> <li>Commissioned a series of photo and video shoots in the Shuswap Region, highlighting shoulder and off-season visitor experiences.</li> </ul> </td><td data-bbox="922 787 1409 957"> <ul style="list-style-type: none"> <li>Expanded digital and print Collateral.</li> </ul> </td></tr> </tbody> </table>	Outputs:	Outcomes:	<ul style="list-style-type: none"> <li>Commissioned a series of photo and video shoots in the Shuswap Region, highlighting shoulder and off-season visitor experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Expanded digital and print Collateral.</li> </ul>
Outputs:	Outcomes:				
<ul style="list-style-type: none"> <li>Commissioned a series of photo and video shoots in the Shuswap Region, highlighting shoulder and off-season visitor experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Expanded digital and print Collateral.</li> </ul>				



	<p><b>Project #7 Title: Shuswap Tourism Brand Refresh &amp; Website Update</b></p> <p>The Shuswap Tourism brand has been refreshed to update the core 2011 developed brand elements to ensure they are in keeping with current/evolved tourism brand trends and standards, and to more closely tie in with Destination BC branding and marketing products. This project included updating brand colours, fonts, photography, and core copy/text in both print and digital materials including the Shuswap Tourism website, suite of print guides and the annual vacation planner. Following, the Shuswap Tourism brand refresh, the Shuswap Tourism website was also given an updated new look (to align) including increased functionality. <a href="http://www.Shuswaptourism.ca">www.Shuswaptourism.ca</a></p> <p>Total 2019 MRDT funding contributed towards this project was \$10,000 and a further \$8,500 was contributed from the City of Salmon Arm via Shuswap Tourism funding.</p> <p><b>Performance Measures:</b></p> <table border="1"> <thead> <tr> <th data-bbox="440 898 927 940"><b>Outputs:</b></th><th data-bbox="927 898 1481 940"><b>Outcomes:</b></th></tr> </thead> <tbody> <tr> <td data-bbox="440 951 927 1087"> <ul style="list-style-type: none"> <li>Refresh of core visual brand elements and core copy/text.</li> </ul> </td><td data-bbox="927 951 1481 1087"> <ul style="list-style-type: none"> <li>Expanded alignment of Shuswap Tourism branding with Destination BC.</li> </ul> </td></tr> <tr> <td data-bbox="440 1087 927 1192"> <ul style="list-style-type: none"> <li>Relevant brand updates to website/digital marketing materials.</li> </ul> </td><td data-bbox="927 1087 1481 1192"> <ul style="list-style-type: none"> <li>Increased Shuswap Tourism brand recognition.</li> </ul> </td></tr> <tr> <td data-bbox="440 1192 927 1329"> <ul style="list-style-type: none"> <li>Relevant updates to suite of print guides and annual vacation planner.</li> </ul> </td><td data-bbox="927 1192 1481 1329"> <ul style="list-style-type: none"> <li>Updated print collateral.</li> </ul> </td></tr> <tr> <td data-bbox="440 1329 927 1434"> <ul style="list-style-type: none"> <li>Refresh of tradeshow marketing material .</li> </ul> </td><td data-bbox="927 1329 1481 1434"> <ul style="list-style-type: none"> <li>Expanded scope, outreach and partnership potential for regional tourism promotion.</li> </ul> </td></tr> </tbody> </table>	<b>Outputs:</b>	<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>Refresh of core visual brand elements and core copy/text.</li> </ul>	<ul style="list-style-type: none"> <li>Expanded alignment of Shuswap Tourism branding with Destination BC.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant brand updates to website/digital marketing materials.</li> </ul>	<ul style="list-style-type: none"> <li>Increased Shuswap Tourism brand recognition.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant updates to suite of print guides and annual vacation planner.</li> </ul>	<ul style="list-style-type: none"> <li>Updated print collateral.</li> </ul>	<ul style="list-style-type: none"> <li>Refresh of tradeshow marketing material .</li> </ul>	<ul style="list-style-type: none"> <li>Expanded scope, outreach and partnership potential for regional tourism promotion.</li> </ul>
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**Project #8 Title: Contract Tourism Promoter & Trainer**

In 2019, a contract Tourism Promoter and Trainer was commissioned to support marketing efforts for local tourism businesses, through both one-on-one and group workshops. Further, this position focussed on establishing/expanding community postings on key tourism platforms including Trip Advisor, Yelp and others.

2019 MRDT funding used in support of this initiative was \$27,587.

**Performance Measures:**
**Outputs:**

- Hosted 4 group marketing workshops with a total of 40 participants.
- Provided one-on-one support to 9 tourism businesses.
- Reviewed existing Salmon Arm postings on key tourism platforms and addressed numerous deficiencies community tourism asset listings.

**Outcomes:**

- Expanded visitor awareness of Salmon Arm tourism experiences.

**Project #9 Title: Expanded Visitor Information**

In 2019, the MRDT program supported the expanded distribution of print collateral in strategic locations where visitors gather. This program focussed on the development and/or print/reprint of key resources as well as customized event attendee welcome packages inclusive of targeted itineraries and stay another day experiences.

**Key marketing initiatives in 2019 included:**

- Salmon Arm branded event attendee welcome packages
- Branded rink boards at the Shaw Centre
- Developing recruitment guides for key sporting events
- Design print of tradeshow materials and display

The total cost of these MRDT projects in 2019 was \$25,080. Further, the City of Salmon Arm contributed \$8,925 through Shuswap Tourism funding.

	<p><b>Performance Measures:</b></p> <table border="1"> <thead> <tr> <th data-bbox="446 241 933 283"><b>Outputs:</b></th><th data-bbox="933 241 1476 283"><b>Outcomes:</b></th></tr> </thead> <tbody> <tr> <td data-bbox="446 283 933 378"> <ul style="list-style-type: none"> <li>Design, print and distribution of event attendee packages.</li> </ul> </td><td data-bbox="933 283 1476 378"> <ul style="list-style-type: none"> <li>Expanded brand and website exposure at key tourism locations.</li> </ul> </td></tr> <tr> <td data-bbox="446 378 933 514"> <ul style="list-style-type: none"> <li>Design, print and install of rink boards at high traffic tourism location.</li> </ul> </td><td data-bbox="933 378 1476 514"> <ul style="list-style-type: none"> <li>Expected increased duration of stay for event attendees due to expanded awareness of tourism activities and experiences.</li> </ul> </td></tr> <tr> <td data-bbox="446 514 933 619"> <ul style="list-style-type: none"> <li>Design of recruitment guide for the Salmon Arm Silverbacks.</li> </ul> </td><td data-bbox="933 514 1476 619"> <ul style="list-style-type: none"> <li>Expanded community marketing through recruitment guide distribution</li> </ul> </td></tr> <tr> <td data-bbox="446 619 933 682"> <ul style="list-style-type: none"> <li>Design and print of tradeshow materials and branded booth.</li> </ul> </td><td data-bbox="933 619 1476 682"></td></tr> </tbody> </table>	<b>Outputs:</b>	<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>Design, print and distribution of event attendee packages.</li> </ul>	<ul style="list-style-type: none"> <li>Expanded brand and website exposure at key tourism locations.</li> </ul>	<ul style="list-style-type: none"> <li>Design, print and install of rink boards at high traffic tourism location.</li> </ul>	<ul style="list-style-type: none"> <li>Expected increased duration of stay for event attendees due to expanded awareness of tourism activities and experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Design of recruitment guide for the Salmon Arm Silverbacks.</li> </ul>	<ul style="list-style-type: none"> <li>Expanded community marketing through recruitment guide distribution</li> </ul>	<ul style="list-style-type: none"> <li>Design and print of tradeshow materials and branded booth.</li> </ul>	
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	<p><b>Project 10 Title: Shuswap Tourism Social Media Content Development and Marketing</b></p> <p>In 2019, Shuswap Tourism took a strategic approach to their overall social media presence by working with their long-term marketing support agency as well as a local contractor to develop and implement a fluid content development and marketing plan. The plan identifies key events, activities and experiences to highlight and promote, as well as other tactics to maximize exposure and engagement. A posting schedule was developed and implemented, which has led to a more consistent and streamlined social media presence as well as increased presence and engagement across all channels.</p> <p>MRDT Contributed \$7,030 to this project in 2019.</p> <p><b>Performance Measures:</b></p> <table border="1"> <thead> <tr> <th data-bbox="446 1291 966 1333"><b>Outputs:</b></th><th data-bbox="966 1291 1476 1333"><b>Outcomes:</b></th></tr> </thead> <tbody> <tr> <td data-bbox="446 1333 966 1459"> <ul style="list-style-type: none"> <li>Social Media content calendar implemented with the ability to use template/framework for future years.</li> </ul> </td><td data-bbox="966 1333 1476 1459"> <ul style="list-style-type: none"> <li>Facebook impressions up 594% 2019 Over 2018.</li> </ul> </td></tr> <tr> <td data-bbox="446 1459 966 1533"> <ul style="list-style-type: none"> <li>Social media strategy developed for all Shuswap Tourism Channels</li> </ul> </td><td data-bbox="966 1459 1476 1533"> <ul style="list-style-type: none"> <li>Instagram impressions up 333% 2019 over 2018.</li> </ul> </td></tr> <tr> <td data-bbox="446 1533 966 1600"></td><td data-bbox="966 1533 1476 1600"> <ul style="list-style-type: none"> <li>Twitter impressions up 90.2% 2019 over 2018.</li> </ul> </td></tr> </tbody> </table>	<b>Outputs:</b>	<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>Social Media content calendar implemented with the ability to use template/framework for future years.</li> </ul>	<ul style="list-style-type: none"> <li>Facebook impressions up 594% 2019 Over 2018.</li> </ul>	<ul style="list-style-type: none"> <li>Social media strategy developed for all Shuswap Tourism Channels</li> </ul>	<ul style="list-style-type: none"> <li>Instagram impressions up 333% 2019 over 2018.</li> </ul>		<ul style="list-style-type: none"> <li>Twitter impressions up 90.2% 2019 over 2018.</li> </ul>		
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<b>Key Learnings</b>	<p>Building up an initial cash reserve and overall cash flow management remains an imperative operation process. Although this issue was alleviated in 2019, estimating MRDT revenue remained a challenge throughout the year. Further complicating revenue projections (but a welcome addition) was the addition of Short Term Vacation Rental collections.</p> <p>Limited reporting received from the Ministry of Finance remains an associated challenge related to cash flow management as payment reports do not contain sufficient data to detail what the remittance is comprised of. For example, expanded reporting on the number of properties (OAS and otherwise) as well as quarterly vs monthly remitters would be very helpful in projecting future cash flow.</p> <p>Consistent with 2018, a key lesson learned is the importance of partnerships. For our small City, we have limited human and financial capacity to direct towards economic development initiatives. It is always imperative that resources be leveraged and directed in the most efficient manner. Building strong partnership such as those with Shuswap Tourism and Shuswap Trail Alliance, as well as industry partnerships is essential to the success of the program.</p>
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## 2. Effective local-level stakeholder support and inter-community collaboration

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

Mandatory Metric	Designated Recipient Response
<b>Extent of Local-level Stakeholder Engagement</b>	<p>Throughout 2019, Salmon Arm Economic Development Society undertook diverse community engagement activities to ensure stakeholders remained informed of the progress of the community's MRDT program. The following community engagement activities were undertaken:</p> <ul style="list-style-type: none"> <li>• E-Newsletters</li> <li>• Social media posts</li> <li>• Community presentations</li> <li>• Annual Report prepared &amp; distributed which included 1 page on MRDT</li> <li>• AGM presentation (Salmon Arm Economic Development Society)</li> </ul>

<b>Community Collaboration</b>	<p>As was consistent with the development of Salmon Arm's 5-Year MRDT Business Plan, throughout 2019 Salmon Arm Economic Development Society prioritized community collaboration as a key objective in the community's MRDT program.</p> <p>Salmon Arm relies on a unique model of tourism service delivery which is based on a collaborative multi-agency approach. This approach is reflected in the foundation of the 5-Year MRDT Business Plan and the closely linked to the 2018 and 2019 Tactical Plans. Throughout Salmon Arm and the broader region, there are a number of organizations that have worked together to build the local tourism economy. These partners include local and regional governments, established tourism functions, economic development organizations, community NPO's, Visitor Centres and many others.</p> <p>Salmon Arm's MRDT delivery model has been developed in a manner which ensures the MRDT program is led by the tourism industry, with established supports, communication and accountability measures to ensure its success. In mid-2017 following the approval of the City's MRDT application, a committee was formed to oversee the implementation of the 5-year plan. The MRDT Committee is comprised of 5 voting members (3 accommodators and 2 broader tourism stakeholders) as well as 6 non-voting members which include appointed representatives from partner organizations.</p> <p>In 2019, consultation was undertaken with the following community partners to receive input into the development and implementation of the annual tactical plan:</p> <ul style="list-style-type: none"> <li>• The MRDT Committee</li> <li>• Salmon Arm Chamber of Commerce</li> <li>• Downtown Salmon Arm</li> <li>• Shuswap Tourism</li> <li>• Shuswap Trail Alliance</li> <li>• Shuswap Recreation Society</li> <li>• Salmon Arm Economic Development Society</li> </ul>
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### 3. Marketing Efforts Are Coordinated and complementary to provincial marketing strategies and tactics:

Designated recipients are responsible for ensuring their marketing efforts complement and do not duplicate those of Destination British Columbia to avoid overlap at the community level and dilution of BC's marketing message in key domestic and international markets.

Mandatory Metric	Designated Recipient Response
<b>Provincial Alignment</b>	<p>The 2019 <i>Tactical Plan</i> directly aligns with the <i>City of Salmon Arm's Five-Year MRDT Business Plan</i>. The Business Plan was prepared in strategic alignment with the Salmon Arm Economic Development Society Action Plan, the Shuswap Tourism Strategy, goals and objectives defined by the Thompson Okanagan Tourism Association (TOTA) and Destination BC. Defined areas of alignment include the focus on shoulder and off-season tourism development, new experience development and identified target markets.</p> <p>Target markets defined within the <i>City of Salmon Arm's Five-Year MRDT Business Plan</i> are reflective of the target markets within the Shuswap Tourism Development Plan and further, the target markets of both TOTA and Destination BC.</p>



#### 4. Fiscal prudence and accountability

All designated recipients must be accountable, transparent, and make fiscally prudent investments in community tourism marketing.

Mandatory Metric	Designated Recipient Response
<b>Effective Financial Management</b>	<p>As detailed in Appendix 2.1, Financial Report, Salmon Arm Economic Development Society operated within the approved 2019 tactical plan budget.</p> <p>The program had a \$177,811 surplus in 2019, including project reserve funds of \$107,884 and an unallocated surplus of \$69,997. The surplus resulted from three factors:</p> <ol style="list-style-type: none"> <li>1) Underestimated 2018 surplus funds of \$40,253,</li> <li>2) \$28,666 in MRDT revenue which exceeded projections in 2019; and,</li> <li>3) MRDT expenses were \$108,892 less than projected in 2019.</li> </ol>
<b>Streamlined Administrative Costs</b>	Administrative Costs for 2019 totaled \$43,952, or 14% of total annual MRDT expenses.
<b>Leveraging of Other Marketing Funds</b>	As included in the attached Appendix 2.1, The MRDT Funds were leveraged with an annual contribution from the City of Salmon Arm towards tourism marketing initiatives. In 2019, the City of Salmon Arm contributed a total of \$34,000 towards MRDT tourism marketing initiatives which were led by Shuswap Tourism. Further, Shuswap Tourism leveraged funding from Destination BC and other grant funding sources to support partnership projects.

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

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

# Salmon Arm MRDT 2019 Budget

	2019 Submitted Budget	CSA/ST Budget	Total 2019 Submitted Budget	2019 Revised MRDT Budget	2019 Actual	Variance to submitted	2020 Reserve Fund Balances	
Carry fwd	166,512		166,512	206,765	206,765	40,253		
2019 Revenue	220,000		220,000	220,000	248,666	28,666		
CSA to ST		40,800	40,800		34,000	6,800		
	386,512	40,800	427,312	426,765	489,431	62,119		
<b>Project Reserves</b>								
Shuswap Trail Alliance West Bay Trail	10,000		10,000	10,000	10,000		20,000	
Visitor Kiosks	30,000		30,000	30,000	30,000		40,000	
Directional Signage	25,000		25,000	25,000	10,000		10,000	
Canoe Beach Entrance	20,000		20,000	20,000	23,284		33,284	
Blueways STA							4,600	
	85,000		85,000	85,000	73,284		107,884	
<b>2019 Administration &amp; Staff</b>								Activity Title:
Office Rental				6,000	5,761	5,761		Admin
SAEDS Administration	35,512		35,512	35,512	35,512			Admin
Year End Accounting					2,679	2,679		Admin
<b>2019 Projects</b>								
Canoe Beach Entrance	10,000		10,000	10,000				Canoe Beach Development & Marketing
Canoe Beach Electrical	2,000		2,000	2,000	3,105	1,105		Canoe Beach Development & Marketing
Canoe Beach Event	10,000		10,000	10,000		10,000		Canoe Beach Development & Marketing
Special Event Grant Fund	20,000	5,100	25,100	45,000	50,100	25,000		Event Expansion
Event Coordinator Contract	42,000		42,000	42,000	46,250	4,250		Destination Event Expansion
Event Marketing	2,500		2,500	2,500	2,101	399		Event Expansion
Visitor experience outreach "Street Team"	10,000		10,000	10,000	10,000			Visitor Outreach/Street Team
Shuswap Taste Trail	10,000	5,100	15,100	10,000	15,100			Shuswap Taste Trail
Shuswap Tourism Brand Refresh	10,000	3,400	13,400	10,000	13,400			Shuswap Tourism Brand Refresh
Shuswap Entrance Signage	10,000	5,100	15,100	10,000		15,100		Shuswap Entrance Signage
Consumer Shows	10,000	850	10,850	10,000	10,850			Consumer Shows
Social Media Strategy	10,000	1,700	11,700	10,000	7,030	4,670		Shuswap Tourism Social Media Content Dev & Marketing Plan
Image Bank (ST 10000, SAEDS 7500)	17,500	5,525	23,025	17,500	22,525	500		ST 10,000 and SAEDS 7500 Photography & Video for Spring and Fall
Trail Signs & trail Kiosk	4,200		4,200	4,200	4,200			Trail Planning & Marketing STA
Trail GPS	1,200		1,200	1,200	1,200			Trail Planning & Marketing STA
West Bay Connector Planning	10,000		10,000	10,000				Trail Planning & Marketing STA
West Bay Connector Consultation	3,600		3,600	3,600		3,600		Trail Planning & Marketing STA
Shuswap Trails Website Updates	3,600		3,600	3,600	3,600			Trail Planning & Marketing STA
Blueways	4,600		4,600	4,600				Trail Planning & Marketing STA
Trail Planning	5,520		5,520	5,520	5,885	365		Trail Planning & Marketing STA
Kiosks	10,000		10,000	10,000		10,000		Visitor Kiosks / On site interpretive Info
Directional Signage	10,000		10,000	10,000		10,000		Wayfinding & Directional Signage
Event Website	11,000		11,000	11,000	5,560	5,440		Destination Event Expansion
Print Collateral	11,280	8,925	20,205	18,533	32,734	12,529		Expanded Visitor Information
Ambassador Program	2,000		2,000	2,000	1,271			Ambassador Program
Contract Blogger/Tripadvisor/Yelp	25,000		25,000	25,000	26,841	1,841		Contract Tourism Promoter/Trainer
Workshop Hosting Costs			-	2,000	746	746		
ST Website Refresh		5,100	5,100		5,100			Shuswap Tourism Website Refresh
<b>Total Projects</b>	266,000	40,800	306,800	300,253	267,598			
<b>Total Expenses</b>	386,512	40,800	427,312	468,765	311,550	5,433		
<b>Net</b>	-	-	-	42,000	177,881			
<b>Less 2020 Reserve Fund</b>					-	107,884		
<b>Unallocated Surplus</b>						69,997		
<b>Summary categories for Provincial reporting inc. CSA to ST (BUDGET)</b>								
Destination Experience Development	\$ 180,420		\$ 137,101					
Visitor Services	\$ 87,000		\$ 11,271					
Marketing	\$ 124,380		\$ 119,226					
Administration	\$ 35,512		\$ 43,952					
	<b>\$ 427,312</b>		<b>\$ 311,550</b>					
<b>Summary categories for Provincial reporting inc. CSA to ST (ACTUAL)</b>								



Item 22.1

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. 519 be authorized for issuance for Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562 to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 13.7.2 – R-8 Residential Suite Zone – increase the maximum height of an accessory building containing a detached suite from 7.5 m (24.6 ft) to 9.6 m (31.5 ft);
2. Section 13.14.1 – R-8 Residential Suite Zone – reduce the minimum setback from a front parcel line from 6.0 m (19.7 ft) to 2.5 m (8.2 ft) for an accessory building containing a detached suite; and
3. Section 13.14.3 – R-8 Residential Suite Zone – reduce the minimum setback from an interior parcel line from 2.0 m (6.5 ft) to 1.0 m (3.3 ft) for an accessory building containing a detached suite.

[Tegart, J. & K.; 2630 30 Avenue NE; Setback requirements]

### 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: August 21, 2020

Subject: Zoning Bylaw Amendment Application No. 1181  
Development Variance Permit Application No. 519

Legal: Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562  
Civic Address: 2630 – 30 Avenue NE  
Owner/Applicant: Tegart, J. & K.

### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

**AND THAT:** Development Variance Permit No. 519 be authorized for issuance for Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562 to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 13.7.2 – R-8 Residential Suite Zone – increase the maximum height of an accessory building containing a detached suite from 7.5 m (24.6 ft) to 9.6 m (31.5 ft);
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3. Section 13.14.3 – R-8 Residential Suite Zone – reduce the minimum setback from an interior parcel line from 2.0 m (6.5 ft) to 1.0 m (3.3 ft) for an accessory building containing a detached suite.

### STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

### PROPOSAL

The subject parcel is located at 2630 – 30 Avenue NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the development of a legal detached suite within a new accessory building. Variances have been requested related to the site and height of the proposed accessory building containing a detached suite.

### BACKGROUND – SECONDARY SUITES

The parcel is designated Low Density Residential in the City's Official Community Plan (OCP), and zoned Single Family Residential (R-1) in the Zoning Bylaw (Appendix 3 & 4).

The subject parcel is located in a residential neighbourhood with a rural character, largely comprised of larger R-1 zoned parcels containing single family dwellings, many with accessory buildings, with ALR land directly north. There are currently fourteen R-8 zoned parcels within the proximity of the subject parcel.

The large subject parcel is approximately 3,500 square metres in size, and contains an existing single family dwelling. The applicant has provided a letter of intent and detailed plans illustrating their proposal (Appendix 5). Site photos are attached (Appendix 6).

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the subject property has potential to meet the conditions for the development of a secondary suite, including sufficient space to meet the parking requirement.

#### COMMENTS

##### Engineering Department

No concerns with rezoning or variances requested (Appendix 7).

##### Building Department

No concerns with rezoning, BC Building Code requirements must be met.

##### Fire Department

No concerns.

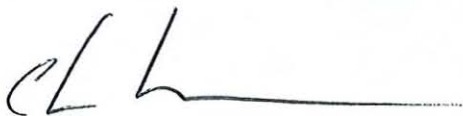
##### Planning Department

The owner's intent is to develop a legal detached suite for the use of a family member, within an accessory building. The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any new development will require a building permit and will be subject to applicable Development Cost Charges (presently \$6,064.31), as well as meeting Zoning Bylaw and BC Building Code requirements.

Setback regulations enable adequate separation between buildings and streets for aesthetic, privacy, view preservation, and traffic safety reasons. The proposed siting of the accessory building within the front yard setback area (Appendix 5) appears to generally limit impacts on neighbouring properties, while still allowing for a large parking area on the subject parcel (a concern with requests to reduce the front yard setback requirement). As the majority of the mass of the accessory building meets the interior side setback requirement, the proposed interior parcel line setback request is relatively minor in the opinion of staff, supporting just a small carport structure that extends from that side of the accessory building.

In consideration of the requested variance to allow for an increased maximum height, staff would note that the proposed 9.6 m height for the accessory building is less than the 10 m maximum permitted height for a single family dwelling, the proposed siting limits related impacts on neighbouring parcels, and the sloping existing grade further limits the overall effect of the proposed building height.

The subject parcel is within an established residential neighbourhood with a rural character, and the proposal is generally consistent with development on neighbouring parcels. The requested variances will not impact City utilities, pose any BC Building Code concerns, or restrict future development on neighbouring lots. Staff note that the variances are only in regards to the proposed accessory building and do not permit any use of the building other than what is permitted under the Zoning Bylaw. Considering the conditions noted above, the size of the variances requested, the variances as proposed do not significantly concern staff and are viewed as reasonable.

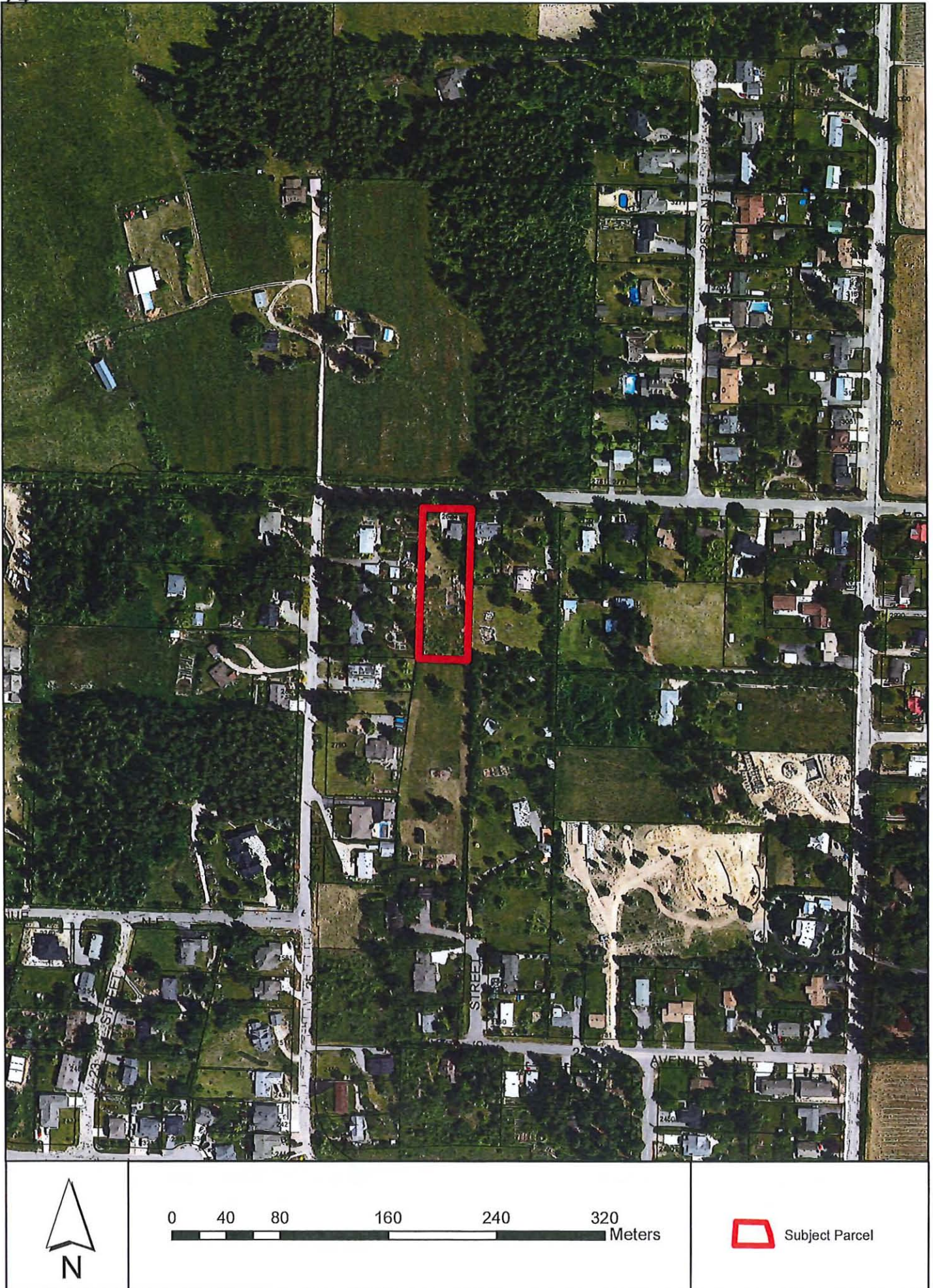


Prepared by: Chris Larson, MCP  
Senior Planner

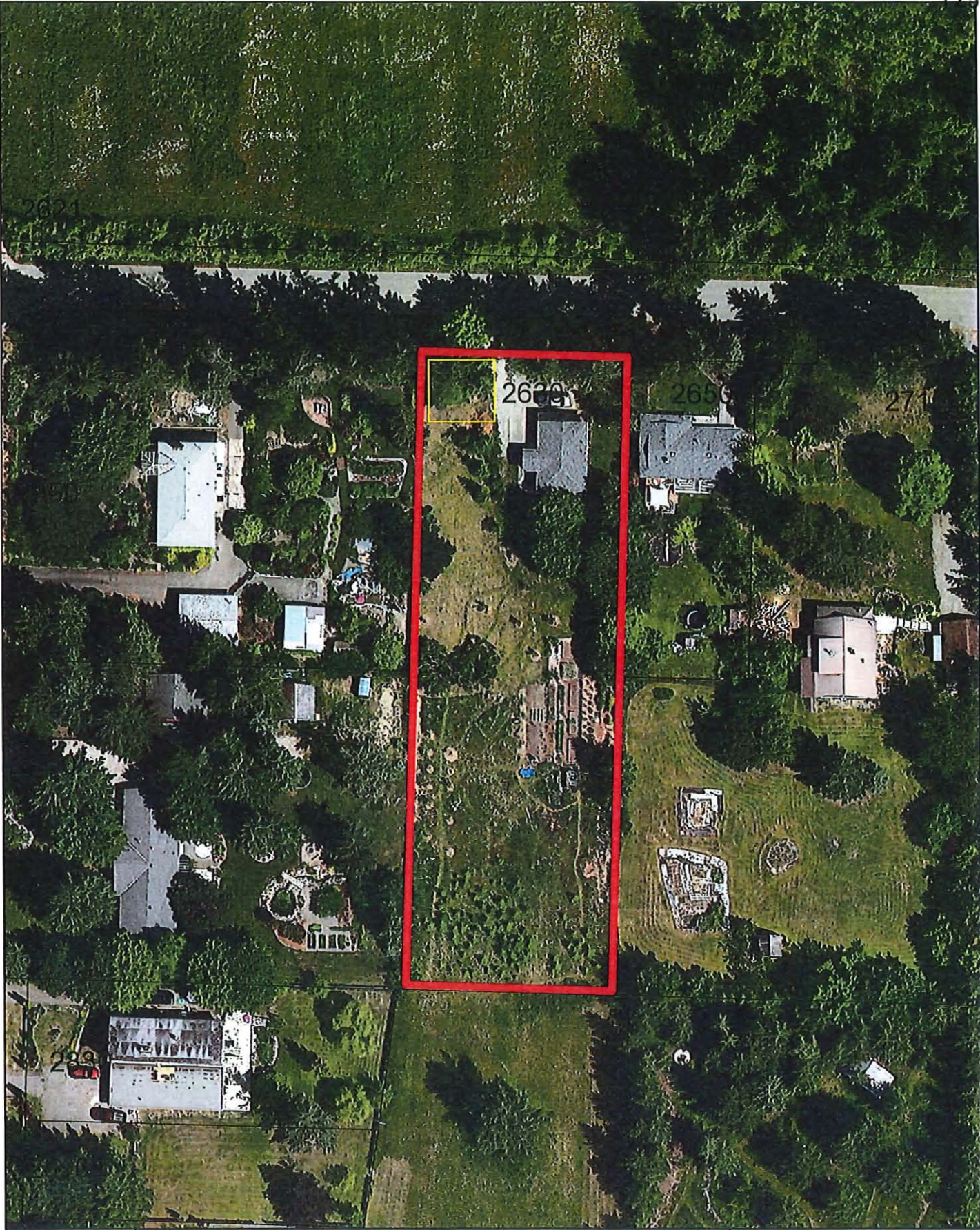


Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services







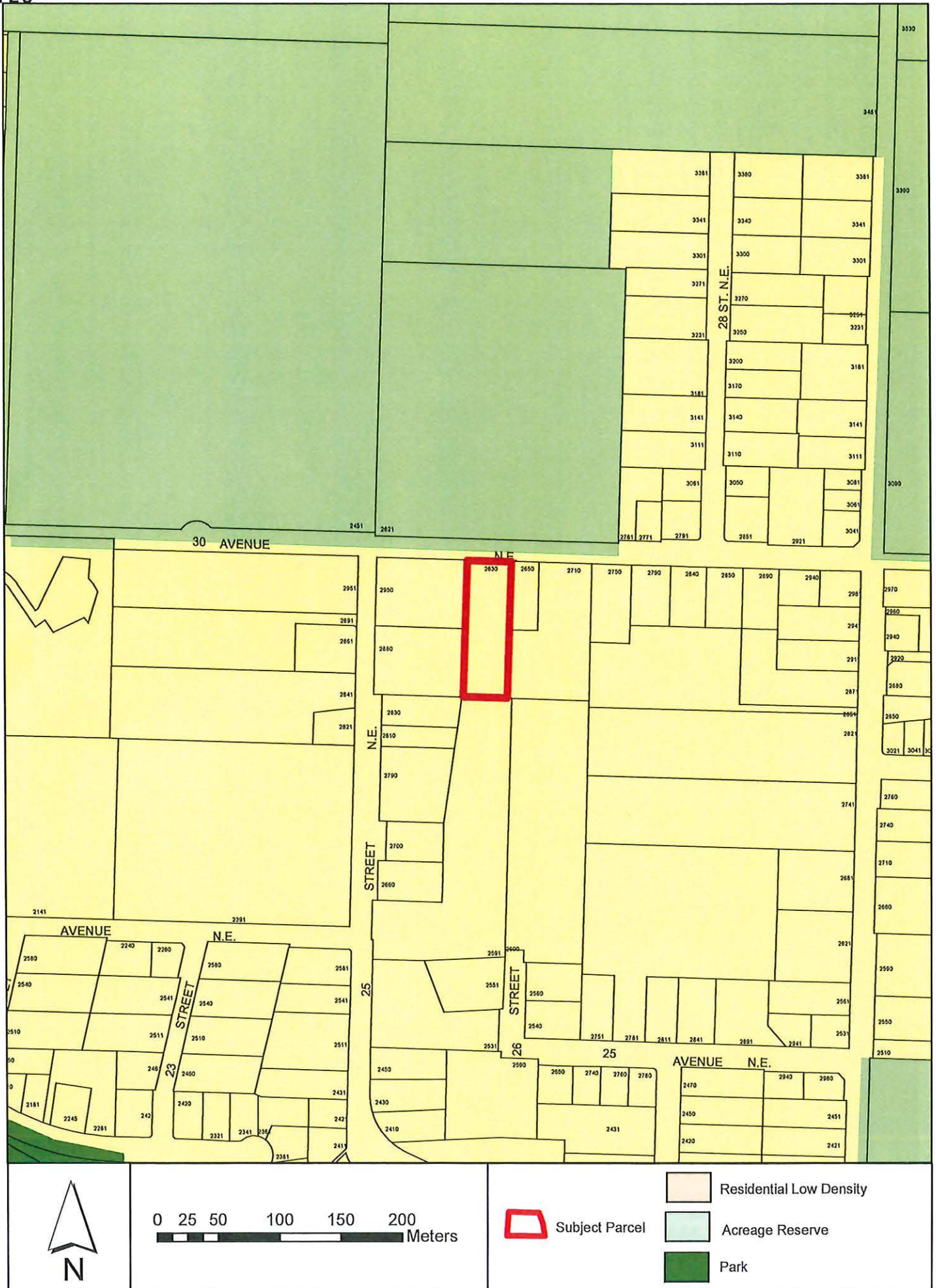


0 10 20 40 60 80 Meters



Subject Parcel









City of Salmon Arm, Planning & Development  
500 2 Ave NE, Salmon Arm, BC

July 14, 2020

To Salmon Arm Council and Planning & Development Department,

**Re: Variance and Rezoning application for 2630 30 Ave NE**

We would like to give some background to the variance and re-zoning application we have submitted. The variances we are requesting are:

- Increased height from 7.5m to 9.6m maximum.
- Front Yard (north) setback to be decreased from 6m to 2.5m.
- Side yard (west) setback from 2m to 1m.

The increase in height is requested to allow for a home office space, which as our children grow, no longer fits in our small house. We have been operating a small business in town for 12+ years. At this point, we need extra space to be able to house a contractor or possibly an employee to handle the increasing workload. Having the extra space in the attic trusses will solve these space issues for us.

The front yard setback to the north will allow us to access the garage directly from the east side (as shown on page 4 of the plans). If we move the carriage house south it would be difficult for us to get out of the garage because the main house will be blocking the garage doors. Having a side access also gives the basement suite an opportunity to have egress windows from the bedrooms. Another reason we would like the 2.5m setback is the views from the main house will not be blocked by the carriage house. This small setback still leaves us with 4+ parking spots in the current driveway. Lastly, having the carriage house shifted to the north is best for the neighbours as it won't encroach on their backyard privacy. We have spoken with them and they don't think this location should cause any issues for them.

The side yard setback to the west is to facilitate a driveway down to grade with a carport covering it. We will initially have an elderly father living downstairs before making it a rental. He has requested a covered level entry into the suite as he has mobility issues and stairs are difficult. We will make this an open carport on the west side to allow light to come through so it won't feel crowded against the property line. To us, the carport seems more like an

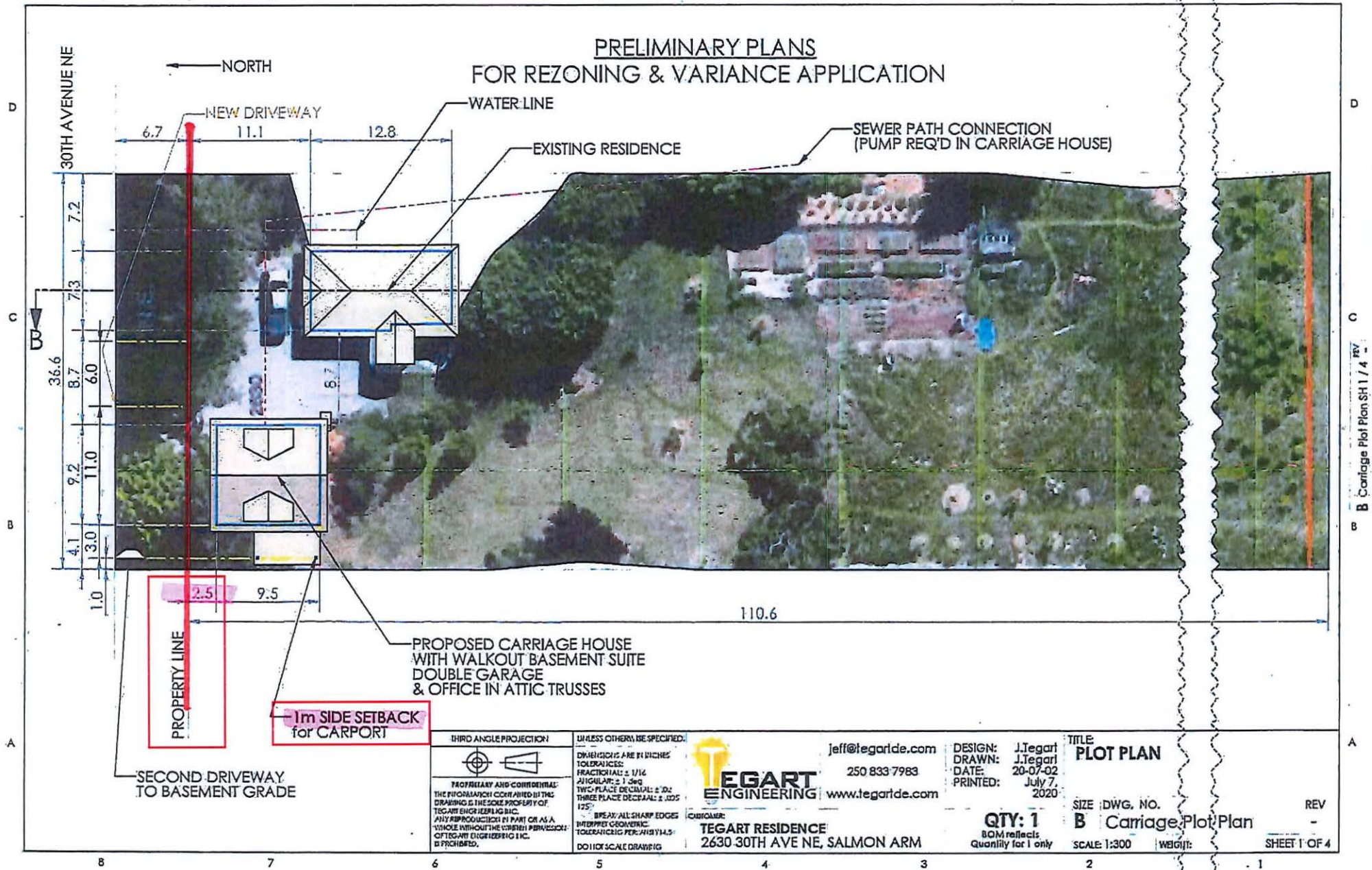
accessory building setback of 1m. The main part of the carriage house will be 4m back, which is much further than the minimum of 2m.

Thank you for your consideration of these matters. If you would like further information, please feel free to contact us.

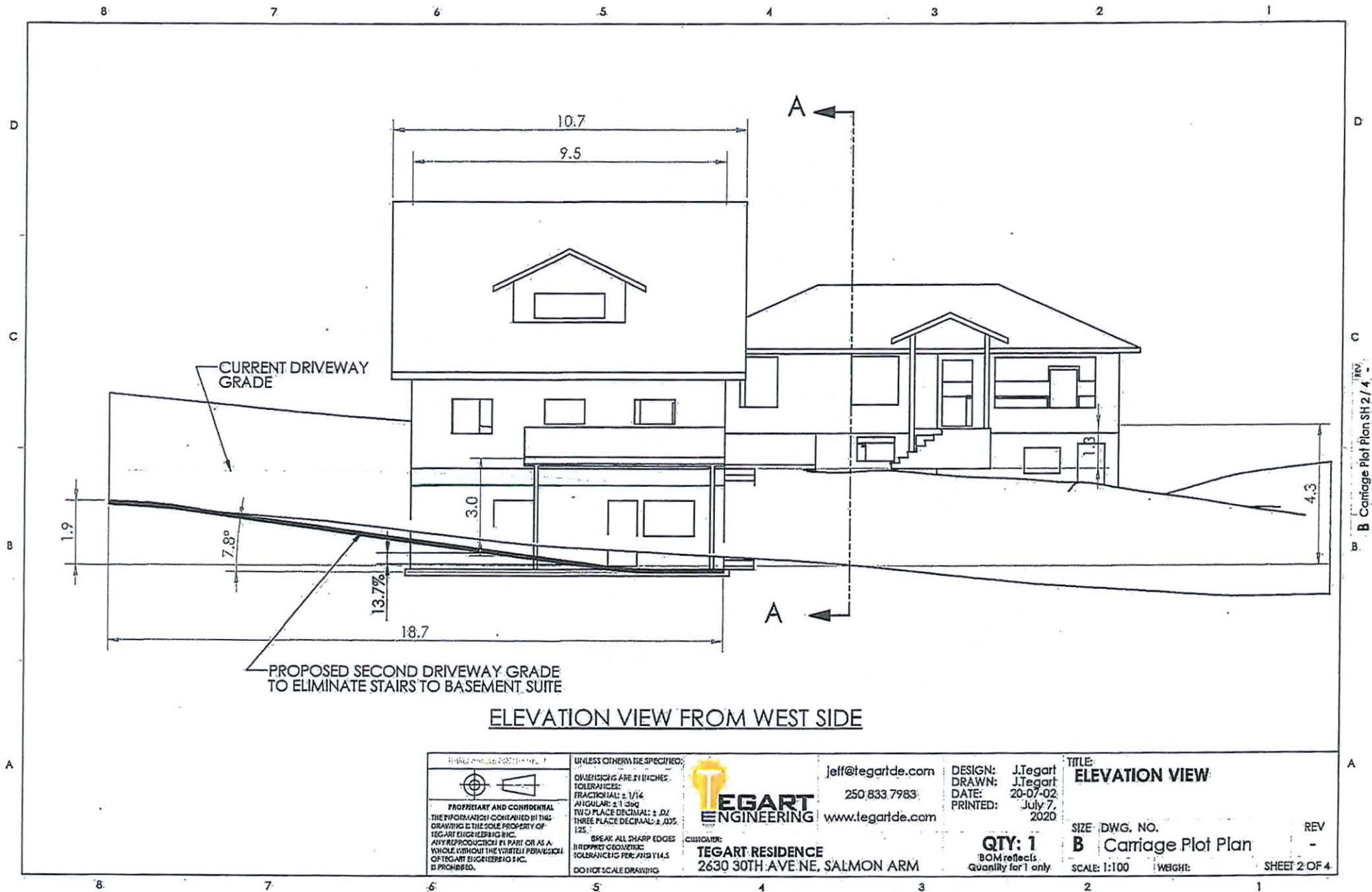
Regards,

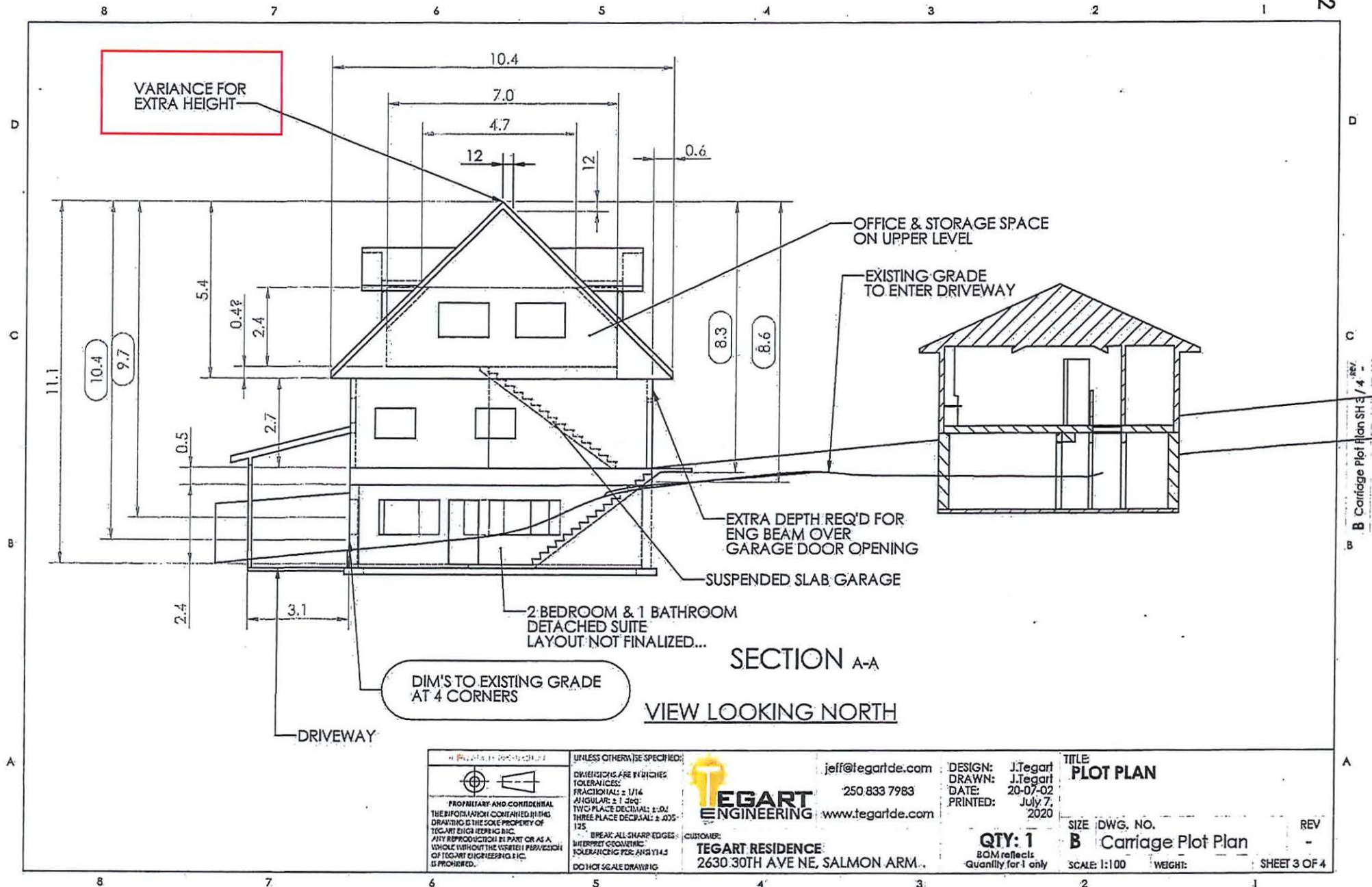
Jeff & Karis Tegart

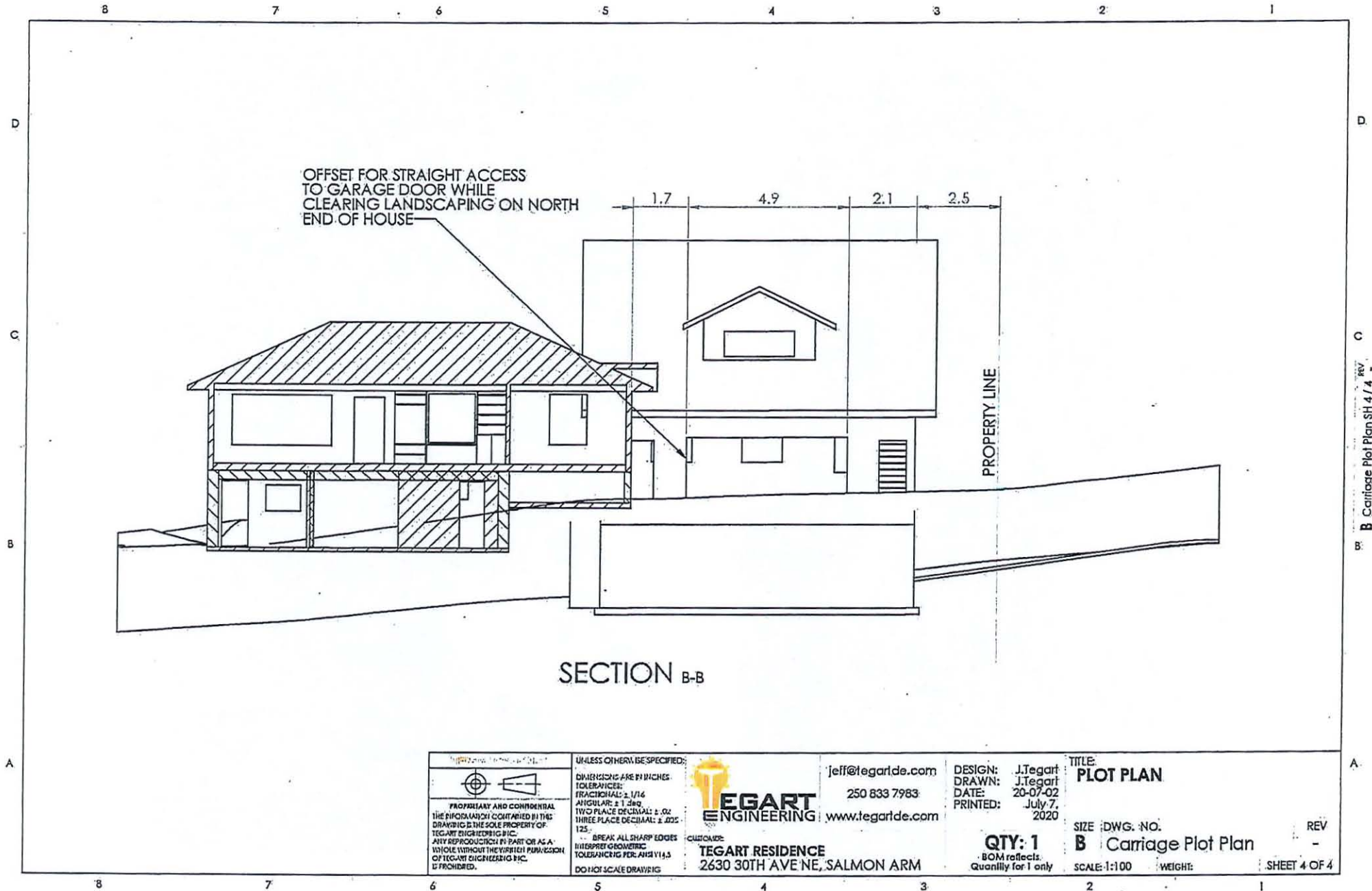




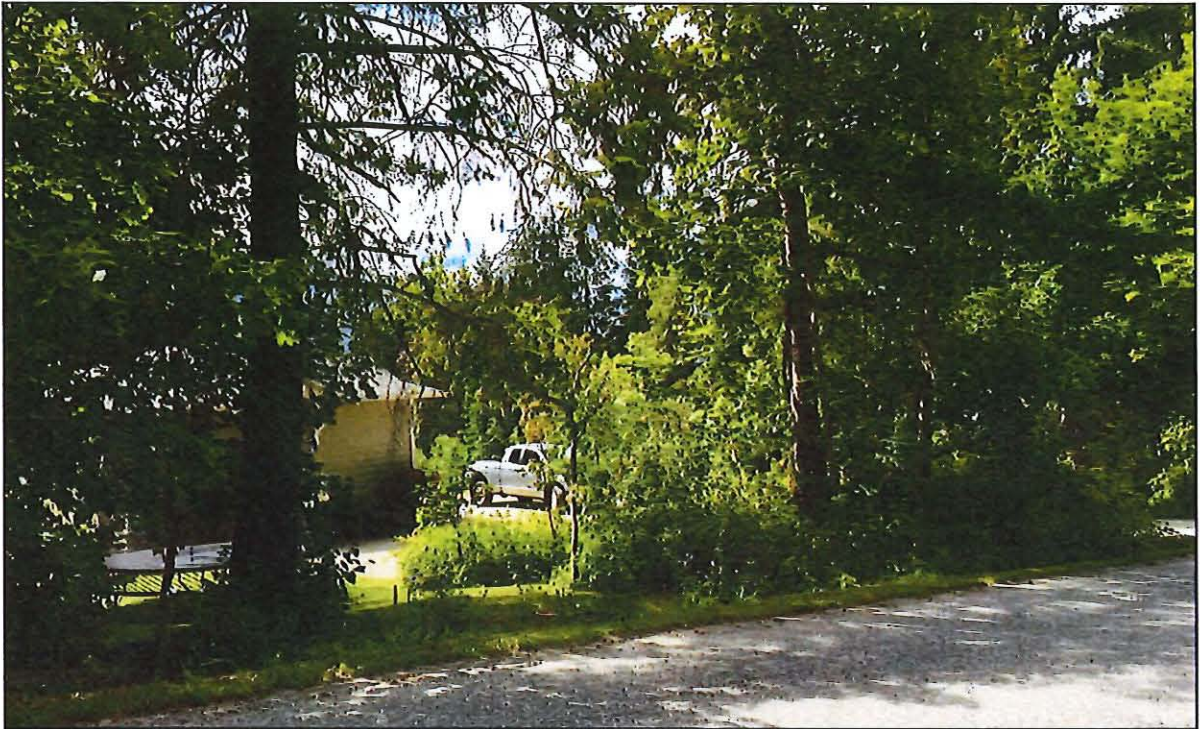












View of subject property looking southwest from 30 Avenue NE.



View of subject property looking southeast from 30 Avenue NE.



**CITY OF  
SALMON ARM***Memorandum from the  
Engineering and Public  
Works Department*

---

TO:	Kevin Pearson, Director of Development Services
DATE:	August 20, 2020
PREPARED BY:	Chris Moore / Matt Glenger, Engineering Assistant
APPLICANT:	J. & K. Tegart, 2630 – 30 Avenue NE, Salmon Arm, BC V1E 2Z7
SUBJECT:	ZONING AMENDMENT NO. ZON-1181 & VP-519
LEGAL:	Lot A, Section 24, Township 20, Range 10, W6M KDYD, Plan 13562
CIVIC:	2630 – 30 Avenue NE

---

Further to your referral dated July 21, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

Engineering Department does not have any concerns related to the Re-zoning and Variance Requests and recommends that they be approved.

**Access:**

1. The applicant proposes to relocate the access to the property to the east. The new access will require a 400mm diameter culvert to be installed by City crews and the old access and culvert shall be removed. Owner / Developer is responsible for all associated costs.

**Water:**

1. The property is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Owner / Developer is responsible for all associated costs.
2. Records indicate that the existing property is serviced by a metered 19mm service from the 100mm diameter watermain on 30 Avenue NE. Due to the size of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Sanitary:**

1. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer in a right of way on the east property line. Due to the topography, the suite will likely require pumping to connect to the sanitary service.

ZONING AMENDMENT NO. ZON-1181 & VP-519  
August 20, 2020  
Page 2

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**Drainage:**

1. The subject property does not front on an enclosed storm sewer system. Site drainage will be by an Overland and / or Ground Discharge system. Drainage issues related to development to be addressed at time of Building Permit application to meet requirements of Building Inspection Department.

**Geotechnical:**

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



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Chris Moore  
Engineering Assistant



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Jenn Wilson P.Eng., LEED ® AP  
City Engineer

Item 23.1

## CITY OF SALMON ARM

Date: September 28, 2020

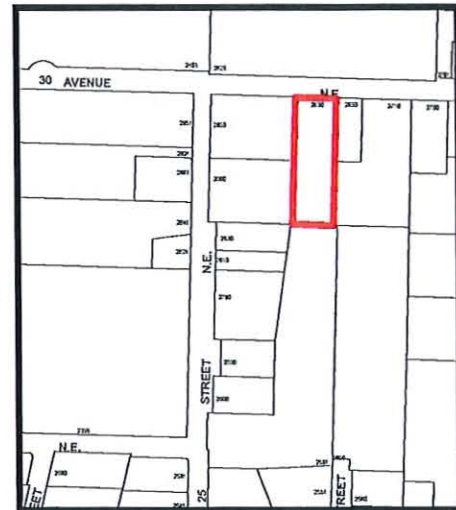
### NOTICE OF PUBLIC HEARING

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, September 28, 2020 at 7:00 p.m.

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

Rezone Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone.

**Civic Address:** 2630 – 30 Avenue NE  
**Location:** East of 25 Street NE on South side of 30 Avenue NE  
**Present Use:** Single Family Dwelling  
**Proposed Use:** Single Family Dwelling with Suite  
**Owner/Applicant:** J. & K. Tegart  
**Reference:** ZON-1181/ Bylaw No. 4404



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> September 15 - 28, 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

Item 23.1

See Item 22.1 for Staff Report

**Vote Record**

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

Opposed:

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



Item 23.2

## CITY OF SALMON ARM

Date: September 28, 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, September 28, 2020 at 7:00 p.m.**

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

Rezone Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13254 Except Plan 35839 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 2790 – 30 Avenue NE

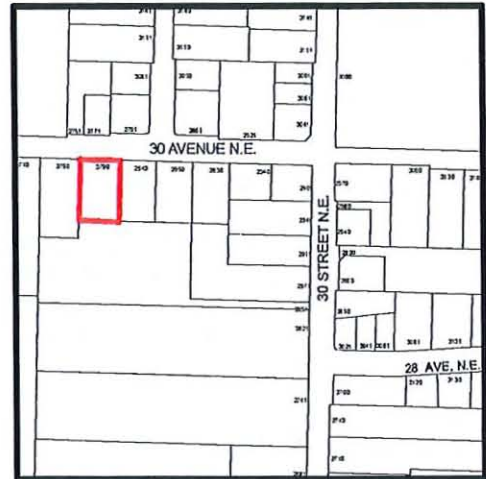
**Location:** West of 28 Street NE on the South side of 30 Avenue NE

**Present Use:** Single Family Dwelling

**Proposed Use:** Single Family Dwelling with Detached Suite

**Owner/Applicant:** M. Zwicker

**Reference:** ZON-1185/ Bylaw No. 4409



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> September 15 - 28, 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.

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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: September 1, 2020

Subject: Zoning Bylaw Amendment Application No. 1185

Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13254, Except Plan 35839

Civic: 2790 – 30 Avenue NE

Owner/Applicant: Zwicker, M. & M.

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### MOTION FOR CONSIDERATION

**THAT:** a. bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13254, Except Plan 35839 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

---

### STAFF RECOMMENDATION

**THAT:** The Motion for Consideration be adopted.

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### PROPOSAL

The subject parcel is located at 2790 30 Avenue NE (Appendix 1 & 2). The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone). The applicant's intention is to construct a detached shop with a suite above.

### BACKGROUND

The property is designated Low Density Residential in the City's Official Community Plan (OCP) and is zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The property is located in a residential neighbourhood bordering larger A-2 zoned properties in the ALR. There are presently 11 properties zoned R-8 (Residential Suite Zone) in the vicinity. Recently (April 2020), two properties across 30 Street NE were rezoned from R-1 to R-8.

The subject property is currently large and contains a single family dwelling, see site photos attached as Appendix 5. The property is 0.16 ha (0.39 ac) in area and is approximately 48.8 m long with a width of 31.9 m which meets the minimum parcel area and width as specified in the R-8 zoning regulations.

The applicant has provided both preliminary site and floor plans of the proposed suite (Appendix 6), which indicates, the suite will have an area of 88 m<sup>2</sup> (952 ft<sup>2</sup>), meeting the maximum floor area of 90 m<sup>2</sup> (969 ft<sup>2</sup>) permitted for a suite. Site photos show there is ample room for parking on the west side of the property. Access to the suite has not been shown on the site plan; and, as noted in the Engineering Department comments, only one access is permitted to a property. The applicant has been informed of this.

There is a Statutory Right of Way for the sanitary sewer service at the southeast corner of the property. The location of the proposed suite is conducive to tie into this existing service for the suite without encroaching on the Right of Way.

COMMENTSPlanning Department

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.

Any development of a detached suite requires a building permit and is subject to Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges (DCCs). DCCs are payable for detached suites in the amount of \$6,064.31, and are collected at the time of issuance of a building permit. Currently, the applicant has filed a building permit application for an accessory building. Should the property be rezoned to R-8, a separate building permit application will be required for the suite.

Engineering Department

No Engineering Department concerns with rezoning. Additional engineering comments attached as Appendix 7.

Building Department

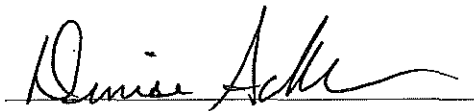
BC Building Code will apply. No concerns with proposed zoning.

Fire Department

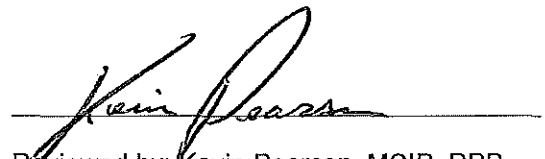
No concerns.

CONCLUSION

The proposed R-8 zoning is consistent with the OCP and the subject property meets the required specifications of the R-8 zone. Therefore, this application is supported by staff. Any development of a suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



Prepared by: Denise Ackerman  
Planner, Development Services



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





0 1530 60 90 120  
Meters



Subject Parcel



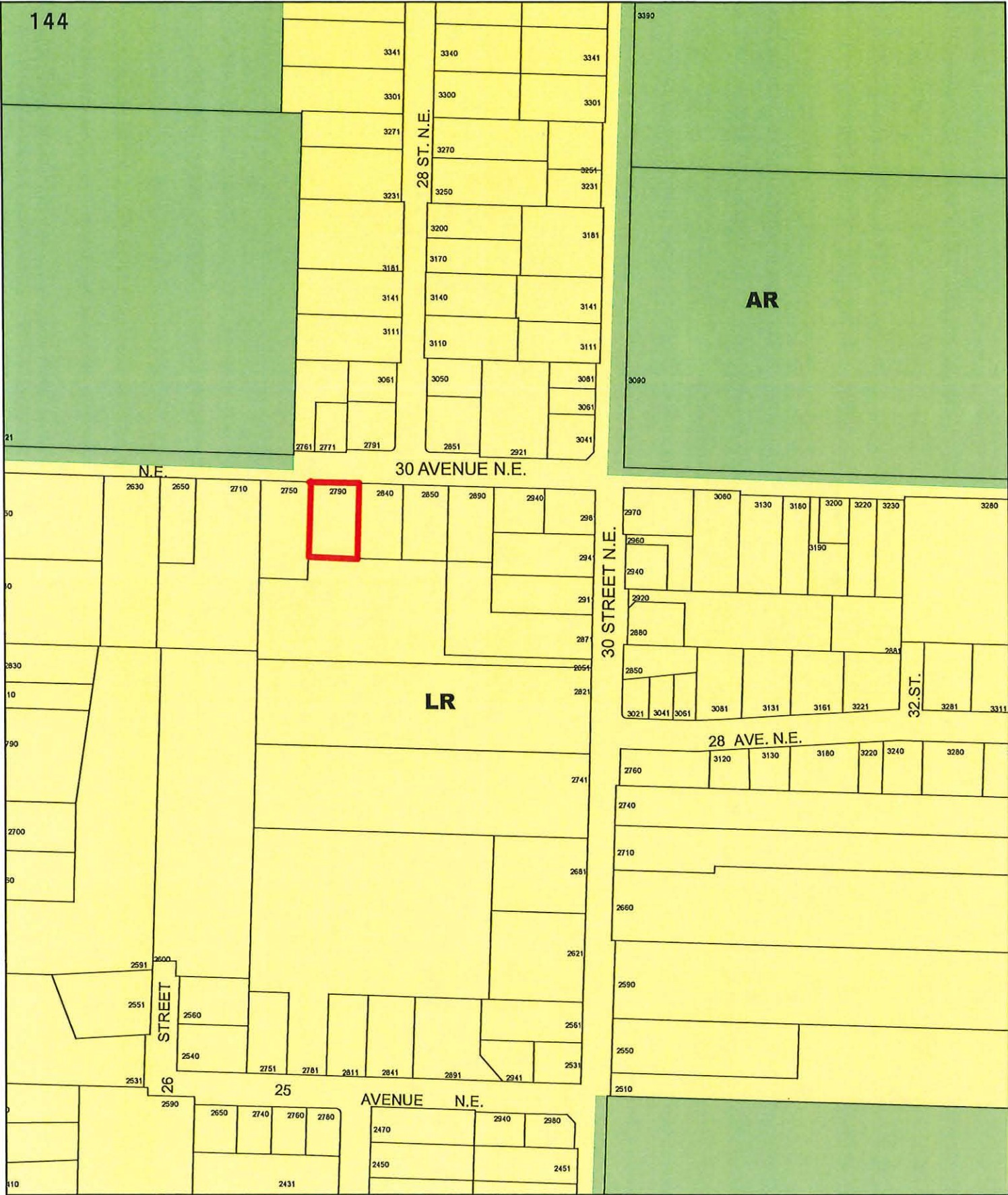


01.75 3.5 7 10.5 14  
Meters



Subject Parcel





Subject Parcel

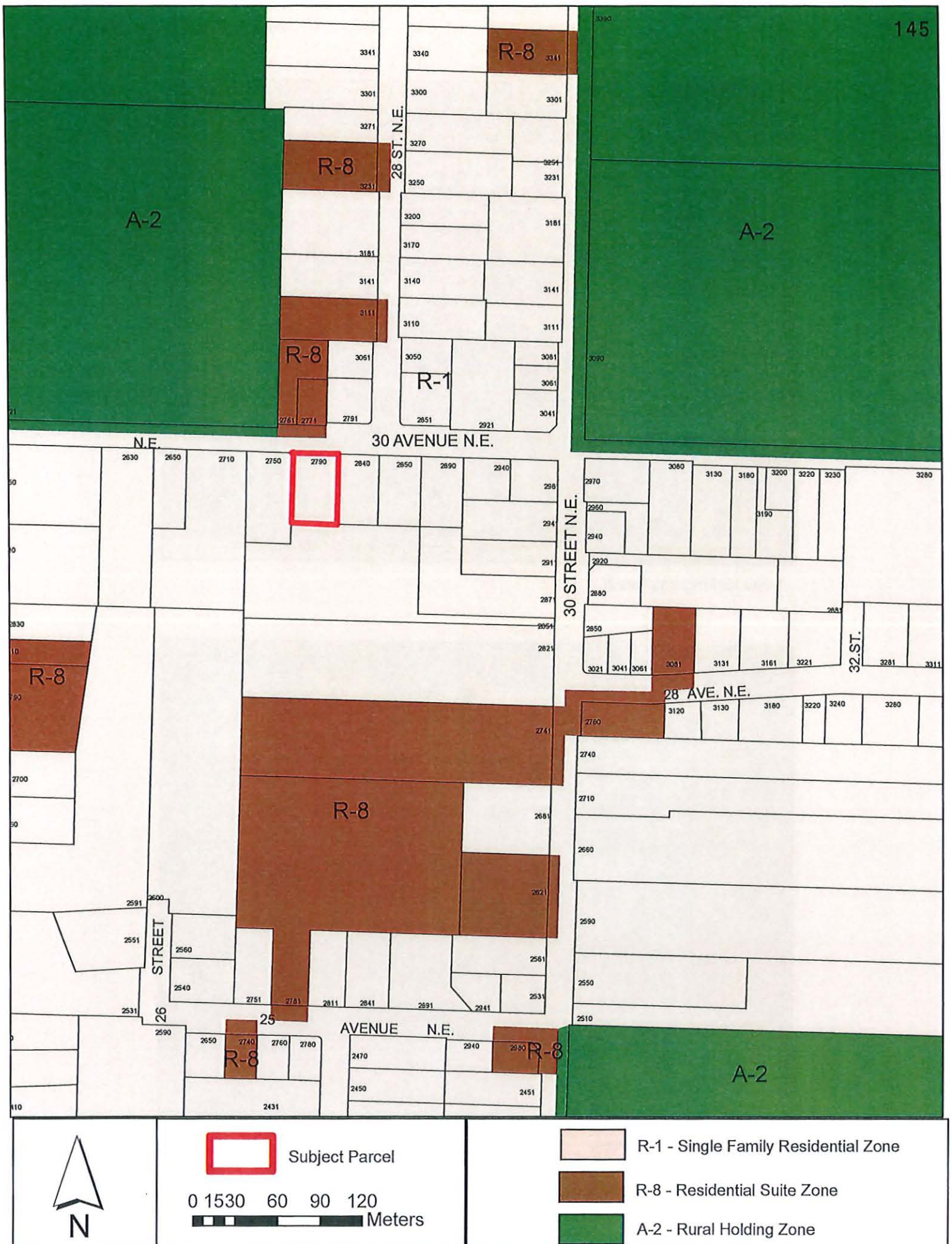


LR - Low Density Residential



AR - Acreage Reserve









View looking southeast.



View looking southwest.





View looking south, front of house.



View of the rear yard showing approximate location of detached suite.

**BURNHAM LAND SURVEYS**

British Columbia and Canada Land Surveys

10 - 401 Okanagan Avenue, N.E. Salmon Arm, B.C. V1E 1E7

Tel. (250) 804-0032

Fax: (250) 804-0034

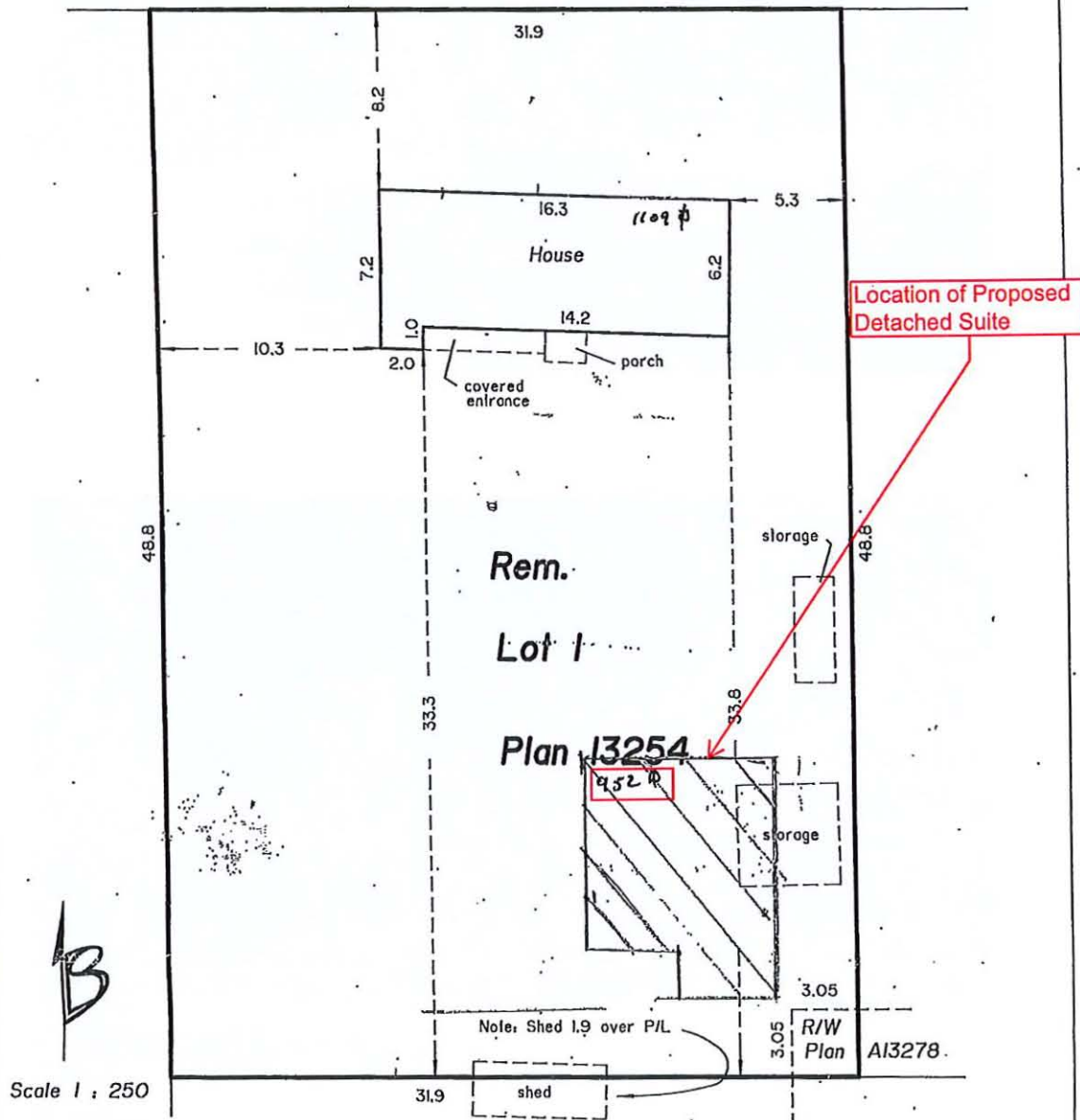
**B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION**

To: Michael & Melissa Zwicker  
2790 - 30<sup>th</sup> Avenue N.E.  
Salmon Arm, B.C.

Re: Lot 1, Plan 13254, (except Plan 35839),  
Sec.24, Tp.20, R.10, W6M, K.D.Y.D.

Civic address: 2790 - 30<sup>th</sup> Avenue, N.E.  
Salmon Arm, BC

Your File:

**OFFICE COPY****30<sup>th</sup> Avenue N.E.**

This certificate is prepared for the exclusive use of the above named.  
Information shown hereon is for mortgage purposes only and is not to be used for the  
location of property boundaries. This certificate is certified correct and valid only in  
respect to the improvements as shown and located on the date hereon.

Inspected:  
August 27, 1999

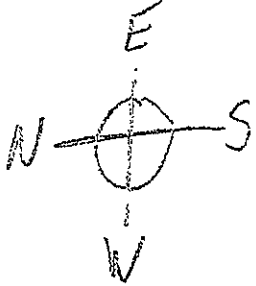
This is a **COPY** of an  
Original Signed and Sealed by  
P. J. Burnham, BCLS, CLS

Copyright © BURNHAM LAND SURVEYS 1999  
No person may copy or alter this certificate  
without the prior written approval of  
BURNHAM LAND SURVEYS.

**THIS DOCUMENT IS NOT VALID UNLESS  
ORIGINALLY SIGNED AND SEALED.**

Our File: 990082 Fb: 2 p 66-68



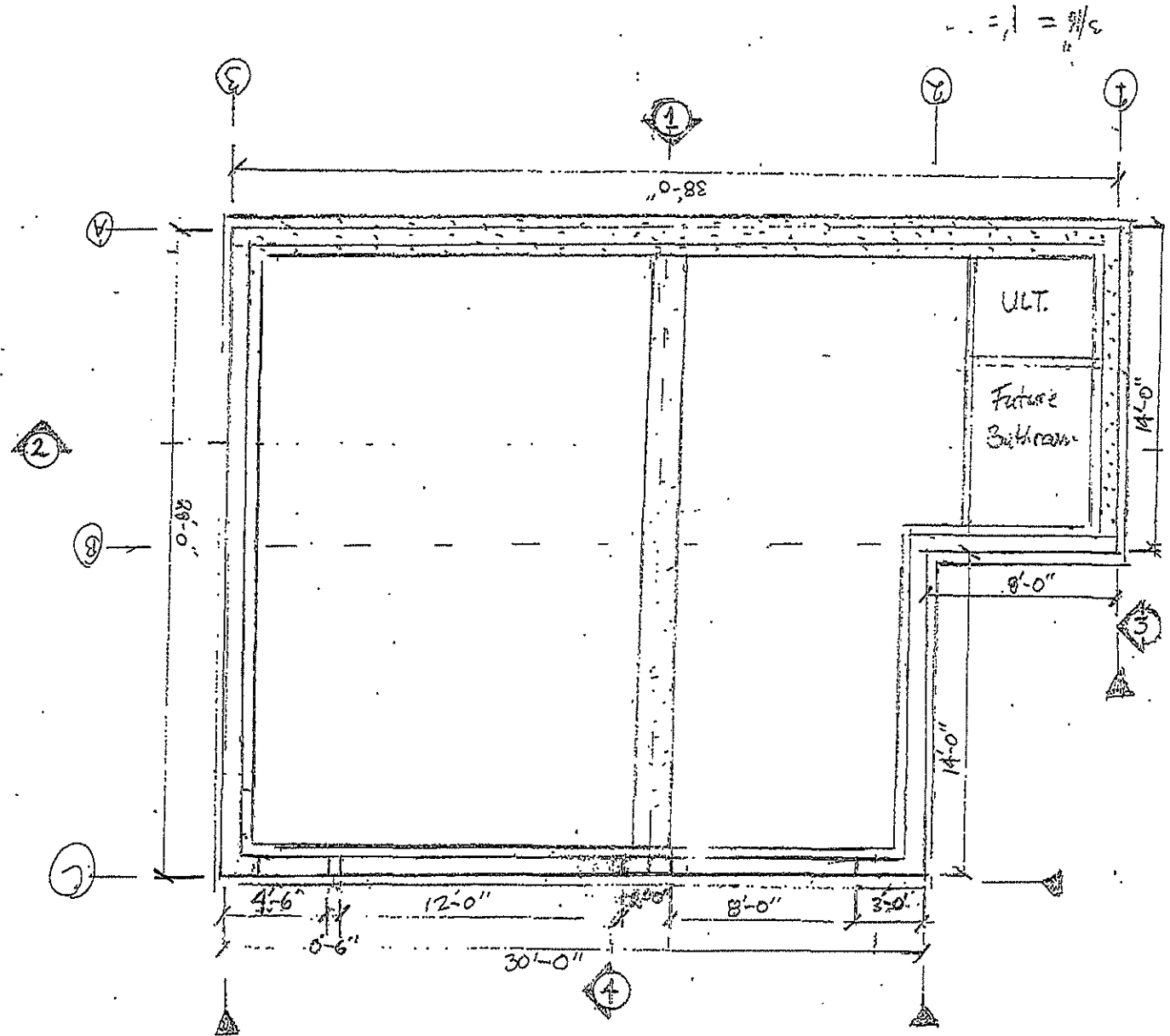


## NOTICE

Re: Bldg. Permit No. \_\_\_\_\_  
 The City of Salmon Arm depends upon the  
 Owner, Constructor and Designer to provide com-  
 pliance with B.C. Bldg. Regulations for works  
 performed within the scope of this Bldg. Permit.  
 City inspections do not relieve this respon-  
 sibility.

(Date) \_\_\_\_\_  
 Building Regulations of BC  
 (BCBC 2018 to Apply)  
 Check Field Copy Drawing Notes

**INSPECTION DUTIES OF OWNER**  
 The owner of a building or his agent shall  
 have the building or any part hereof  
 inspected and approved by the Building  
 Inspector as per Section 15.4 of Building  
 Bylaw No. 3535



TO:

PRINT

SUBMIT FORM

DIRECTOR OF DEVELOPMENT SERVICES (Kevin)  
 PLANNING AND DEVELOPMENT OFFICER (Scott)  
 PLANNING AND DEVELOPMENT OFFICER (Chris)  
 PLANNING AND DEVELOPMENT OFFICER (Denise)  
 MANAGER OF PERMITS & LICENSING (Maurice)  
 FIRE DEPARTMENT (Brad)  
 ENGINEERING & PUBLIC WORKS DEPARTMENT (Shelly for Departments.)  
 MINISTRY OF TRANSPORTATION & INFRASTRUCTURE (Via eDAS)  
 BC HYDRO, via email utilities group  
 FORTISBC, via email utilities group  
 TELUS, via email utilities group  
 SHAW CABLESYSTEMS, via email utilities group

REFERRAL:

DATE: August 10, 2020  
 OWNER: M. & M. Zwicker, 2790 – 30 Avenue NE, Salmon Arm, BC V1E 3L2  
 APPLICANT: Owner(s)  
 SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1185  
 LEGAL: Lot 1, Section 24, Township 20, Range 10, W6M KDYD, Plan 13254, Except Plan 35839  
 CIVIC: 2790 – 30 Ave NE

Please provide comments on the attached Zoning Amendment Application at your earliest opportunity.

OCP Designation: LR (Low Density Residential)  
 OCP Designation Request: n/a  
 Development Permit Area: Environmentally Sensitive Riparian Areas  
 Current Zoning: R-1 (Single Family Residential Zone)  
 Requested Zoning: R-8 (Residential Suite Zone)  
 ALR: No  
 Previous Files: n/a  
 Associated File: n/a

Thank you.

Denise Ackerman  
 Development Services Planner

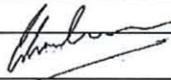
**COMMENTS for ZON-1185:**

No engineering concerns with re-zoning.

At Building permit upgrade of the water service to 1" and installation of a water meter will be required. Owner responsible for all associated costs.

No second driveway will be permitted, access to suite to be from existing driveway which may be widened if necessary to allow the vehicles to maneuver around the parked cars on the driveway.

SIGNATURE &amp; DEPARTMENT:



DATE: 31/08/2020



Item 24.1

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4404 be read a third and final time.

[ZON-1181; Tegart, J. & K.; 2630 30 Avenue NE; R-1 to R-8]

### Vote Record

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

Opposed:

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

**CITY OF SALMON ARM****BYLAW NO. 4404****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 by electronic means as authorized by Ministerial Order M192, British Columbia, on 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 A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562 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. 4404"

READ A FIRST TIME THIS 14 DAY OF September 2020

READ A SECOND TIME THIS 14 DAY OF September 2020

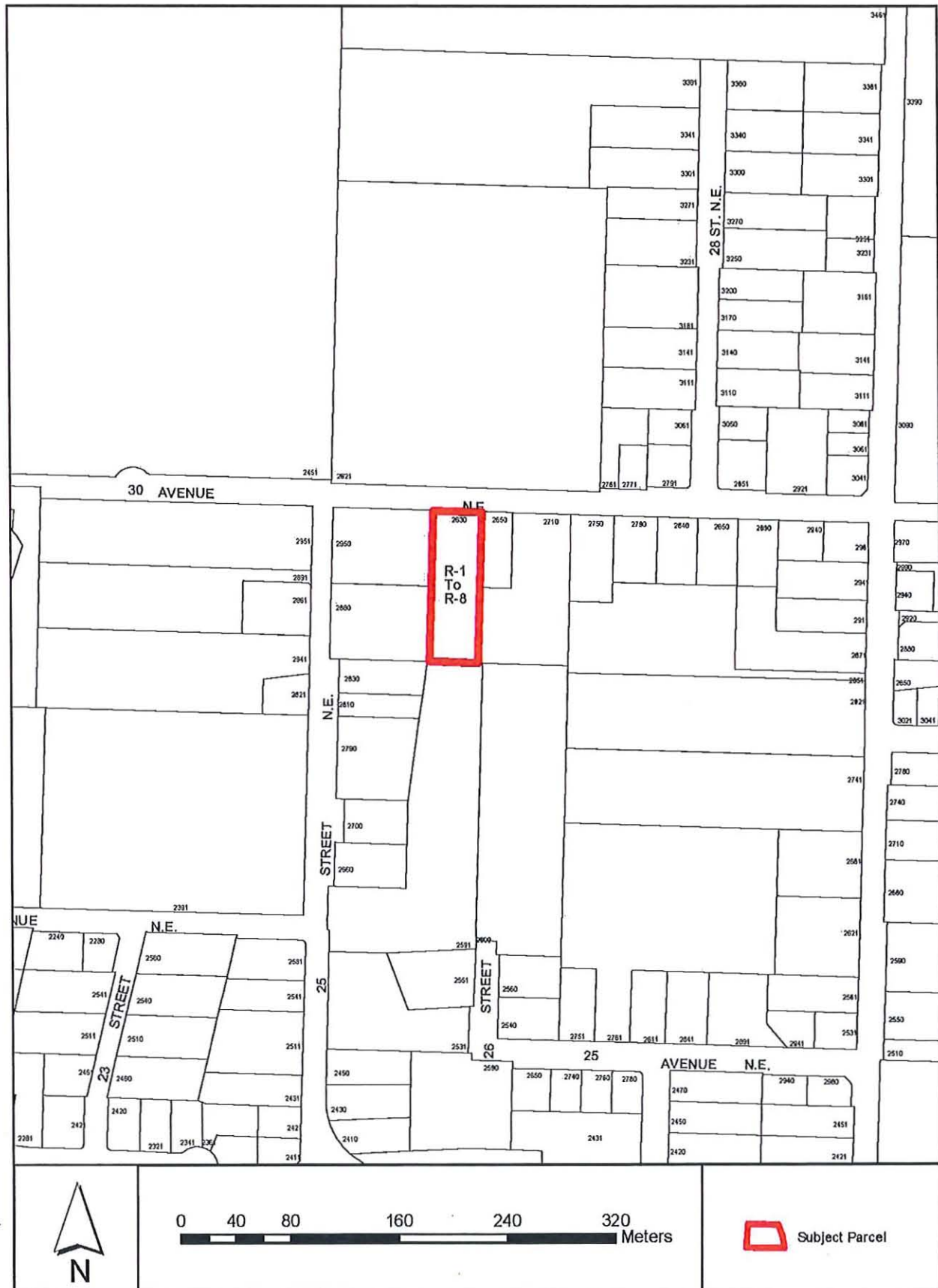
READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"





Item 24.2

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4409 be read a third and final time.

[ZON-1185; Zwicker, M. & M.; 2790 30 Avenue NE; R-1 to R-8]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4409

#### 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 by electronic means as authorized by Ministerial Order M192, British Columbia, on 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 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13254 Except Plan 35839 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. 4409"**

READ A FIRST TIME THIS 14 DAY OF September 2020

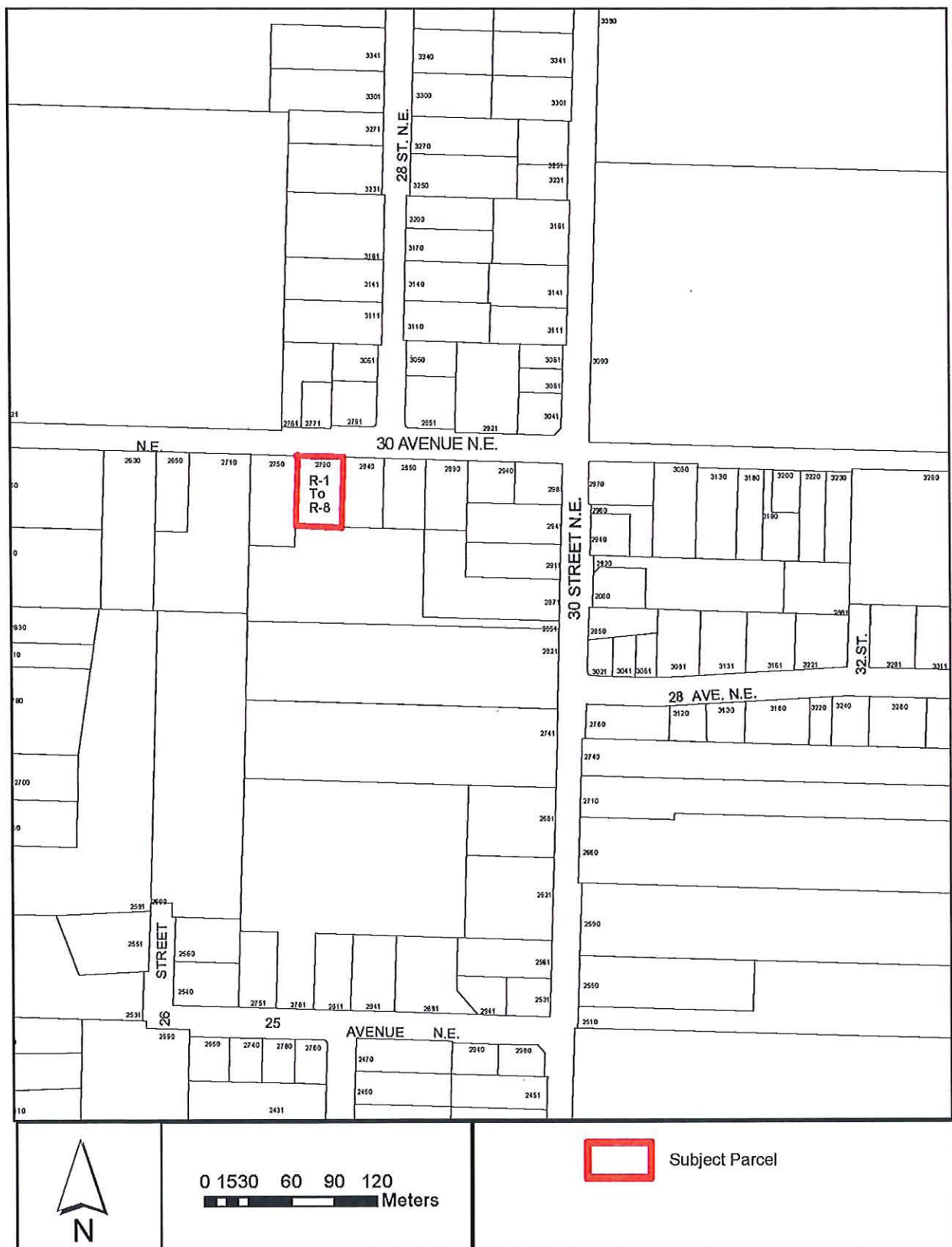
READ A SECOND TIME THIS 14 DAY OF September 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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





Item 26.

## CITY OF SALMON ARM

Date: September 28, 2020

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of September 28, 2020, be adjourned.

### Vote Record

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

Opposed:

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

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# INFORMATIONAL CORRESPONDENCE - SEPTEMBER 28, 2020

- |     |  |   |
|-----|--|---|
| 1.  | A. Browning - letter dated September 10, 2020 - Sherrie Favell (October 4, 1962 to March 27, 2020) Memorial Bench  | A |
| 2.  | P. Grayston - email dated September 16, 2020 - Blackburn Park Gazebo Request   | A |
| 3.  | P. Wenzel, BCRPA Fitness Instructor - letter dated September 21, 2020 - Booking Request for Blackburn Park Picnic Shelter  | A |
| 4.  | L. Wong, Manager, Downtown Salmon Arm - letter dated September 14, 2020 - Alexandra Plaza Holiday Programming  | A |
| 5.  | L. Wong, Manager, Downtown Salmon Arm - letter dated September 18, 2020 - Disturbances Downtown  | A |
| 6.  | S. Caner, Shuswap Food Action Society - letter dated September 22, 2020 - Downtown Farmers Market  | A |
| 7.  | Interior Health Authority - newsletter dated September 2020 - Healthy Communities  | N |
| 8.  | Interior Health Authority - Public Service Announcement dated September 23, 2020 - COVID-19 exposure at Coldwater pub in Merritt   | N |
| 9.  | A. Jackman, Board Member, Council of Senior Citizens' Organizations of BC - letter dated September 2, 2020 - Observation of the UN International Day of Older Persons - October 1 <sup>st</sup>  | S |
| 10. | D. Oberg, Environmental Management Analyst, Clean Communities, Environmental Standards Branch, Ministry of Environment and Climate Change Strategy - email dated September 18, 2020 - Funding Opportunity - Organics Infrastructure and Collection Program | N |
| 11. | D. Scott MacDonald, Deputy Minister, Ministry of Education - letter dated September 23, 2020 - Conference call meeting of September 16, 2020   | N |
| 12. | K. Kozakevich, Chair, Regional District of Okanagan-Similkameen - letter dated September 10, 2020 - Christie Mountain Wildfire   | N |
| 13. | J. Cote, Mayor, City of New Westminster - letter dated September 15, 2020 - Universal access to no-cost prescription contraception   | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

Anne Browning  
Box 465  
Pritchard, BC  
V0E 2P0

September 10, 2020

Salmon Arm City Hall  
500 2 Ave NE  
Salmon Arm, BC V1E 4H2

Attention: City Council

Dear Sirs,

Re: Sherrie Favell (October 4, 1962 to March 27, 2020) Memorial Bench

I am a Co-Executrix for the estate of Sherrie Favell. I am writing to implore you to approve a memorial bench for Sherrie at McGuire Lake. During her lifetime Sherrie was active in, and a leader of, the Salmon Arm Community. She was relied on to lend her culinary and organizational skills to multiple charitable events and causes from 4H and the SPCA, to benefits for disadvantaged peoples, including the Food Bank. Sherrie never turned down an opportunity to contribute. She was referred to as "A real gem of the Shuswap" by the Salmon Arm Observer.

Sherrie battled cancer for fourteen years. It was her one consistent wish that when she passed, a bench would be placed at McGuire Lake so her friends and family, and those just passing by, could rest and enjoy the scenery.

Please consider this most deserving request for a memorial bench.

Sincerely,

Anne Browning  
(604-880-3468)



## Barb Puddifant

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**From:** pamela Grayston <longdistance11@hotmail.com>  
**Sent:** September-16-20 9:26 AM  
**To:** Barb Puddifant  
**Subject:** To mayor and council

Good morning, if possible I would like to reserve the picnic shelter at Blackburn Park from 3-5pm on the afternoon of Sat, Oct 3. My Dad has passed away and we wish to hold a small family only reception there after his memorial. There would be no more than 30 people there and we will practice social distancing. Also we will walk over as Dad's home was in Lynden Court so very close by. I appreciate your consideration in this matter and will wait for your answer, realising that will be after the council meeting.

Sincerely, Pam Grayston (778 242 0388)

September 21, 2020

To: Mayor and City Council

RE: Booking Request for Blackburn Park Picnic Shelter

---

My name is Pam Wenzel. I am a BCRPA certified fitness/dance instructor.

I would like to book the picnic shelter at Blackburn Park on the following dates and times to conduct my fitness class. I anticipate 10-12 ladies per day. A copy of my Liability Insurance, effective September 23, 2020 is attached.

Requested dates:

**Tuesdays & Thursdays, October 1, 2020 – September 30, 2021**

**Time: 9:00 am to 10:00 am**

Thank you for your consideration,

Pam Wenzel,  
BCRPA Fitness Instructor

(250) 833-8927  
E: dancefitgirls123@gmail.com

**DOWNTOWN**  
**SALMON ARM**

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

September 14, 2020

Dear Mayor and Council

RE: Alexandra Plaza Holiday Programming

The Salmon Arm Downtown Improvement Association is requesting Alexander Street, between Hudson Avenue and Lakeshore Drive be closed to vehicle traffic and open to pedestrian traffic on Saturday November 28<sup>th</sup> from 9am – 5pm for the Downtown Light Up.

This day is an adapted version of the Winter Bonfire Night. There will be artisan vendors, hot roasted chestnuts and hot cocoa on the street and a family afternoon movie at the Salmar Classic.

The Tree Light Up will be at the Treble Clef, at 5pm.

We are wanting to continue with some traditions and holiday favourites, while being vigilant about CoVid health and safety protocols.

Should you have any questions or concerns, please don't hesitate to contact me.

Thank you for your support.

Kind regards

Lindsay Wong  
Manager



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

September 18, 2020

Dear Mayor and Council

RE: Disturbances Downtown

The Salmon Arm Downtown Business Improvement Association Board of Directors and its' members have concerns regarding the loitering of people around the Ross Street Plaza and adjacent streets. Their actions and behaviour have been observed as abrasive, erratic, extremely loud and at times, frightening or unnerving.

Public safety can be deemed at risk when some of these individuals are openly and randomly disturbing other members of the community as they go about their day.

We acknowledge some of these behaviours are rooted in deeper issues, such as mental illness, trauma or substance abuse, and we wish to work together to build a healthy and inclusive community for all. Our participation with the City's Social Impact Advisory Committee will continue, and we are open to working with other community groups to find long term solutions to these difficult problems.

We are requesting that the City continue to advocate for more support for mental illness treatments and care. We are also requesting enforcement of Park Regulation Bylaw No.2119, 1993 where it prohibits camping in parks or on public lands and frequent RCMP checks when required.

Thank you for your consideration of these concerns.

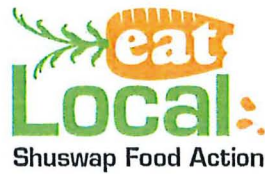
Respectfully,

Lindsay Wong

Manager

cc. Social Impact Advisory Committee – Councillor Louise Wallace-Richmond  
RCMP – Staff Sergeant Scott West





September 22, 2020

Dear Mayor and Council:

Shuswap Food Action Society, in partnership with the Downtown Salmon Arm Association, is writing to request an extension to the Downtown Farmer's Market season at Ross Street Plaza. We were scheduled to close October 10<sup>th</sup>, but our vendors are requesting to stay open until October 31<sup>st</sup>, as we will not be able to do an indoor market this year. After the 10<sup>th</sup>, we would like to shorten the market hours from 9-12. This is also being done at the Enderby and Armstrong Farmer's Markets.

We've had a very successful season, given the circumstances of COVID-19, and had between 1,000-1,200 visitors on most weekends. Feedback from our vendors is that they are consistently earning more money at each market this year than last year. With help from the City of Salmon Arm, we purchased hand sanitizer and created signage to keep our customers safe. We also hired two students to work at sanitizing and counting customers, as well as organizing orders received on our online store. Although our online store was not well utilized this year, it has opened up conversation with our vendors about future opportunities with e-commerce.

A new program this year, our Shuswap Box, was created to allow customers to try products from different vendors and to learn about new vegetables and seasonal eating. Later, through a grant received from the Shuswap Community Foundation and the Government of Canada, and working with the Shuswap Community Resource Coalition, we were able to identify families in need and offer subsidized food boxes from three different Farmer's Market (10 weekly from the Sorrento Farmer's Market, 5 weekly from the Wednesday All-organic market, 15 from Downtown Salmon Arm Market). We are now starting another "Shuswap Box" program that will run through the Indigenous Education workers and counselling staff in SD 83, providing a "family-sized" Shuswap Box to families affected by COVID-19. Our market is also a member of the BC Association of Farmer's Market, and therefore runs the BC government-sponsored Nutrition Coupon Program that provides weekly \$25 vouchers for low-income people to buy fruits, vegetables, meat or eggs.

We are very grateful for the City of Salmon Arm's support of the Downtown Farmer's Market and the opportunity it provides to build community around food, increase the financial viability of small-scale farming and the resilience of our food system.

Sincerely,

Serena Caner  
Shuswap Food Action Society

# Healthy Communities

Monthly Newsletter



September 2020

## Community Recognition

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### Village of Keremeos Adopts Anti-Racism Policy

Kudos to the Village of Keremeos for taking steps to dismantle systemic racism! In the Village's [July 6, 2020 council meeting](#), Council voted in favor of adopting an Anti-Racism Policy.

The anti-racism policy details scope, statement of principles, roles and responsibilities, and the complaint process for overt racism and racial discrimination for elected officials, village staff, and residents. This policy demonstrates leadership by holding elected officials and staff accountable as a part of the Village's actions to ensure people are treated fairly, regardless of race. Read more about it [here](#). (If you don't know, racism & discrimination are determinants of health)

## Events & Learning Opportunities

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### Public Health 2020 Goes Virtual!



The Public Health 2020 National Conference, hosted by the Canadian Public Health Association, is going virtual this year! This conference aims to bring together public health professionals, researchers, policy-makers, academics, students and trainees for: sharing the latest research and information, promoting best practices, and advocating for public health issues and policies grounded in research. This conference is for anyone who is interested in improving the health and well-being of their communities. Please see this [link](#) for more information and to register for this vibrant, virtual learning environment that will be occurring on **October 14-16!**

### Heads Up! Community Mental Health Summit



Mental health and well-being touches every part of our lives and is 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.



## Indigenous Climate Health Action: How to Adapt, Plan, and Inspire

Climate change affects physical, mental, emotional and spiritual health in many ways. The First Nations Health Authority's Environmental Public Health Services team is hosting this [upcoming webinar](#) on **September 23**. The purpose will be to discuss various climate change impacts on health within your region and share stories of projects that are working to reduce these impacts. Additionally, FNHA will be sharing information on their Indigenous Climate Health Action Program. To learn more about this program, check out this [webpage](#).

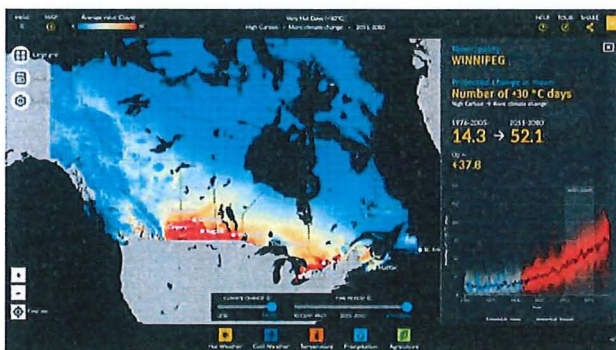
## Advancing Healthy Public Policy

### Climate Change, Health Equity, and the Ecological Determinants of Health

Climate change is an urgent health equity issue. The National Collaborating Centre for Determinants of Health have a [curated reading list](#) and a [blog post](#) about the health impacts of climate change, how climate change increases health inequities, and what organizations can do.



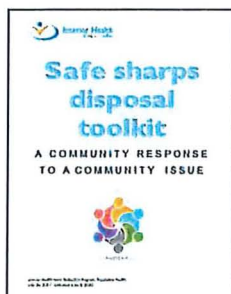
National Collaborating Centre  
for Determinants of Health  
Centre de collaboration nationale  
des déterminants de la santé



You might want to check out [Climate Atlas of Canada](#) at the same time. The Climate Atlas of Canada is a unique climate information website as it combines climate science, mapping and storytelling to bring the global issue of climate change closer to home for Canadians. These tools intend to support the needs of diverse audiences, including the general public, policy analysts, and decision-makers.

### BC's Opportunity to Move Towards Watershed Security

How land and water are used, governed and protected is often at the nexus of the many dire and persistent challenges communities are increasingly facing. Water and healthy, functioning watersheds are the basis for satisfying our most fundamental health needs, including drinking water, sanitation, food production, climate resilience and economic activity — which includes tourism, resource extraction, and small business. Read the [piece in Policy Options](#).

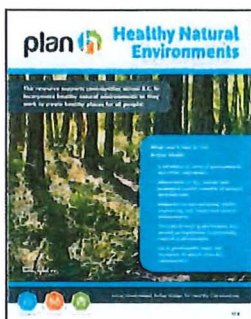


### New Resources on Safe Needle Disposal

The IH Harm Reduction Program has developed resources to support our staff and community partners in responding to questions or concerns about improperly disposed of sharps (needles). These resources are meant to support you in your work and we encourage you to share them. Here is the [updated Safe Sharps Disposal Toolkit](#) and [more information on our website](#).

## Community Planning With Health in Mind

A healthy community is when the built, social, economic, and natural environments are well balanced to allow people the opportunity to live to their full potential and come together to make their community better for themselves, their family, friends, neighbours and others. Sharing your ideas, visions, and views during an Official Community Plan (OCP) process is a perfect opportunity to [engage in local government planning to help shape your community](#).

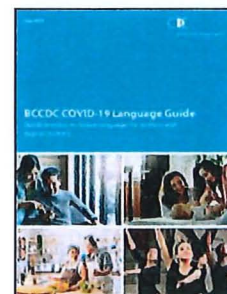


### NEW! PlanH Healthy Natural Environments Action Guide

[This guide](#) is for local governments across the province working to create healthy, equitable natural spaces. Community planning that improves the condition and accessibility of a natural environment positively impacts a community's health. This resource encourages local governments to plan for sustainable land use and equitable access to the natural environment by exhibiting the benefits of healthy natural environments and showcasing innovative examples of positive change occurring across the province.

## New Language Guide Helps to Destigmatize COVID-19

When we write or speak, the words we choose have the power to respectfully and accurately represent people and ideas that help foster and maintain good relations with others. Words also have the power to perpetuate ignorance and bias. [A COVID-19 Language Guide](#), developed by the BCCDC, aims to assist with COVID-19 messaging and content development by using positive, acknowledging, and inclusive, rather than potentially stigmatizing language that may provoke fear. The guide also provides many examples of inclusive, non-stigmatizing language for other situations and identities.



## Funding News

### Active Transportation Planning Grant

The intent of the [Active Transportation Planning program](#) is to support local governments to incorporate or enhance active transportation components of formal planning documents (Official Community Plan, Sustainability Plan, Neighbourhood Plan, or Transportation Plan), including research, consultation, and policy development. Funding is provided by the Province of BC.

Local governments with a population up to 25,000 that meet the grant criteria are eligible for up to \$10,000 toward their active transportation planning costs. **The application deadline is October 30, 2020.**



## 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.

## Investing in Canada Infrastructure Program – British Columbia

The [BC Government](#) is now accepting applications from local governments, community groups and First Nations to help strengthen community infrastructure throughout British Columbia.

The funding targets projects in four key areas:

1. [Community, Culture and Recreation Infrastructure](#) – Intake open until **October 1, 2020**;
2. [Rural and Northern Communities Infrastructure](#) – Intake open until **October 22, 2020**;
3. [Green Infrastructure: Climate Change Mitigation](#) - CleanBC Communities Fund - Intake open until **November 12, 2020**;
4. Public Transit ( more information to come)

Find out more about the Investing in Canada Infrastructure Program [here](#).

## 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](#).

**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.

For Immediate Release | Sept. 23, 2020

## COVID-19 exposure at Coldwater pub in Merritt

MERRITT – Interior Health is advising anyone who attended **the pub** in the Coldwater Hotel on Sept. 19 between 9 p.m. and 10 p.m. that they may have been exposed to COVID-19.

Public health officials are asking people at the pub during this time period to self-monitor for signs of COVID-19 and to get tested if they begin to exhibit symptoms. Public health contact tracing is underway and, where possible, IH is reaching out directly to individuals who have been exposed.

Individuals seeking a test should call their primary care provider (family physician or nurse practitioner) or the closest [Interior Health community testing and assessment centre](#).

### **COVID-19 testing**

Testing is recommended for anyone experiencing symptoms of COVID-19, including:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Loss of sense of taste or smell
- Other milder symptoms may include: runny nose, fatigue, body aches (muscles and joints aching), diarrhea, headache, sore throat, vomiting and red eyes.

IH reminds everyone of the importance of following COVID-19 precautions:

- Stay home and avoid travel if you have symptoms, even mild ones.
- Maintain physical distancing (two metres apart) and use masks when distancing is not possible.
- Wash your hands regularly and do not touch your face.
- Do not plan or attend gatherings of more than 50 people. Limit gatherings to out of doors whenever possible.

Information on public exposures to COVID-19 within the Interior Health region is available here: <https://news.interiorhealth.ca/news/public-exposures/>.

Take the COVID-19 self-assessment test at <https://bc.thrive.health/>.

Answers to frequently asked questions are available on the British Columbia Centre for Disease Control website, available here: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions>.

PUBLIC SERVICE ANNOUNCEMENT





**Council of Senior Citizens'  
Organizations of B.C.**

*Representing Seniors since 1950*

[www.coscobc.org](http://www.coscobc.org)

September 2, 2020

Dear Mayor and Council,

**Re: Observation of the UN International Day of Older Persons -October 1st**

Established in 1950, the Council of Senior Citizens' Organizations (COSCO) of BC is an umbrella, volunteer run organization made up of many seniors' organizations and individual associate members. Registered under the Societies Act since 1981, COSCO has grown and now represents approximately 80,000 seniors in BC.

Our mandate is to promote the well-being of seniors and their families, advocating for policies that allow seniors to remain active, independent, and fully engaged in the life of our province. The organization is non-partisan, but politically active, advocating for seniors' needs no matter who is in power. Our motto is "Plan with seniors not for them".

COSCO invites you, the civic leaders to help celebrate the

**UN International Day of Older Persons (UNIDOP) 2020**

**Theme: "Pandemics: Do They Change How We Address Age and Aging?"**

"The year 2020 marks the 75th Anniversary of the United Nations and the 30th Anniversary of the International Day of Older Persons (UNIDOP). This year has also seen an emergence of COVID-19, that has caused an upheaval across the world. Considering the higher risks confronted by older persons during the outbreak of pandemics such as COVID-19, policy and programmatic interventions must be targeted towards awareness of their special needs. Recognizing older persons contributions to their own health and the multiple roles they play in the preparedness and response phases of current and future pandemics is also important." (United Nations For Ageing)

"The UNIDOP 2020 event will also promote the *Decade of Healthy Ageing* (2020-2030) and help to bring together UN experts, civil society, government and the health professions to discuss the five strategic objectives of the *Global Strategy and Action plan on Aging and Health* while noting the progress and challenges in their realization." (United Nations For Ageing)

**"The objectives of UNIDOP 2020 are to:**

- 1) Inform participants about the strategic objectives for the Decade of Healthy Ageing
- 2) Raise awareness of the special health needs of older persons and of their contributions to their

own health and to the functioning of the societies in which they live

- 3) Increase awareness and appreciation of the role of the health care workforce in maintaining and improving the health of older persons, with special attention to the nursing profession
- 4) Present proposals for reducing the health disparities between older persons in the developed and developing countries, so as to "Leave no one behind"
- 5) Increase understanding of the impact of COVID-19 on older persons and its impact on health care policy, planning, and attitudes." (United Nations For Ageing)

**Two ways that we ask you to consider to celebrate the IDOP are:**

- 1) Publicly proclaim/declare your support of the IDOP 2020 (Please refer to attached sample proclamation.)
- 2) Prominently display the UNIDOP flag for October 1st 2020 if you have one

We are pleased that for the past two years, the Province of British Columbia proclaimed that October 1st would be known as "International Day of Older Persons". They have been asked by COSCO to do so again this year. We would like the BC city, township, village and district councils to follow suit. For those councils that are able, declarations are preferred over proclamations as they are ongoing. Please let us know if your council has already made a declaration in the past and if you will be making either an IDOP proclamation or declaration for IDOP 2020 and if you will be flying the UNIDOP flag this year.

If there is any question about this request, please contact Agnes Jackman at cell# 604-376-5188; 821 20th Street, New Westminster, BC, V3M 4W7; or [agnes.jackman@gmail.com](mailto:agnes.jackman@gmail.com).

Thank you for your consideration.

Yours truly,

Agnes Jackman, Board Member, COSCO



United Nations International Day of Older Persons, October 1, 2020

Draft Proclamation:

WHEREAS this 30th Anniversary of the United Nations International Day of Older Persons (UNIDOP) celebrates the importance of the 72nd anniversary of the Universal Declaration of Human Rights and reaffirms the commitment to promoting the full and equal enjoyment of all human rights and fundamental freedoms by older persons, and

WHEREAS the 2020 International Day of Older Persons has as its theme "Pandemics: Do They Change How We Address Age and Aging?" and focuses on raising awareness of the needs of older persons and of their contributions to their own health and to the functioning of the societies in which they live, and

WHEREAS growing older does not diminish a person's inherent dignity and fundamental rights, and

WHEREAS more than 40 years after the adoption of the Universal Declaration of Human Rights, issues of human rights for older persons were taken up in 1991 in the formulation of the United Nations Principles for Older Persons, which provided guidance in the areas of independence, participation, care, self-fulfillment and dignity, and

WHEREAS in 2002, governments for the first time agreed to link questions of aging to other frameworks for social and economic development and human rights, and

WHEREAS the interdependence between older persons' social integration and the full enjoyment of their human rights cannot be ignored, as the degree to which older persons are socially integrated will directly their dignity and quality of life;

NOW KNOW YE THAT, We do by these presents proclaim and declare that October 1, 2020 shall be known as

"International Day of Older Persons"

in the \_\_\_\_\_.

Respectfully submitted by,  
Agnes Jackman, COSCO Board Member

## Caylee Simmons

---

**From:** Caylee Simmons  
**Sent:** September-11-20 9:01 AM  
**To:** Agnes Jackman  
**Subject:** RE: COSCO's requests re 2020 UNIDOP to BC city, township, village & district councils

Good Morning Agnes Jackman,

We are in receipt of your email dated September 10, 2020, requesting a proclamation for UN International Day of Older Persons on October 1, 2020.

Your email will be included in the Informational Correspondence section of the September 28, 2020 Regular Council Agenda. Salmon Arm Council. At the Regular Meeting of June 23, 1998, Council resolved to discontinue issuance of proclamations.

On behalf of Council of the City of Salmon Arm, we do understand the importance and wish you much success in your efforts to raise awareness.

Kind Regards,

**Caylee Simmons | Executive Assistant**  
Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2 | P 250.803.4036 | F 250.803.4041  
E [csimmons@salmonarm.ca](mailto:csimmons@salmonarm.ca) | W [www.salmonarm.ca](http://www.salmonarm.ca)



---

**From:** Agnes Jackman <agnes.jackman@gmail.com>  
**Sent:** September-10-20 7:24 PM  
**To:** info@powellriver.ca; cityclerk@princegeorge.ca; cityhall@princerupert.ca; admin@princeton.ca; office@queencharlotte.ca; mark.read@radiumhotsprings.ca; admin@revelstoke.ca; cityclerk@richmond.ca; cityhall@rossland.ca; clerksec@saanich.ca; cao@salmo.ca; Caylee Simmons <csimmons@salmonarm.ca>; village@saywardvalley.ca  
**Subject:** COSCO's requests re 2020 UNIDOP to BC city, township, village & district councils

Dear Mayor and Council,

Please refer to the below attachments re the Council of Senior Citizens' Organizations (COSCO) requests in regards to the October 1st, 2020 UN International Day of Older Persons.

Yours truly,  
Agnes Jackman, Board Member, COSCO  
604-376-5188

>  
>  
>  
>

**From:** Organics Infrastructure Program ENV:EX  
**Sent:** September-18-20 2:05 PM  
**To:** Organics Infrastructure Program ENV:EX  
**Subject:** Funding Opportunity - Organics Infrastructure and Collection Program

Good afternoon,

We are pleased to announce a new funding program for organics diversion in BC.

The CleanBC – Organics Infrastructure and Collection Program (OICP) will provide up to \$25.7 million to BC communities to develop or expand their ability to divert organic waste from landfills. The CleanBC-OIC program offers two streams of funding: (1) organic waste processing infrastructure projects, and (2) residential curbside collection programs.

Eligible applicants include Indigenous governing bodies, regional districts and municipalities. Funding will be provided through cost-sharing arrangements, with the province providing up to two-thirds of eligible project costs and applicants contributing the remainder. The full announcement can be read [here](#).

The application phase will open on October 1, 2020. Please visit the OICP website ([here](#)) to learn more.

Following the application opening, the Province plans to deliver webinars to provide further background and support funding applications. If you are interested in attending one of these webinars please send an email to [organicsfund@gov.bc.ca](mailto:organicsfund@gov.bc.ca) with the subject line: OICP webinar.

Thank you.



**David Oberg**  
**Environmental Management Analyst**  
Clean Communities | Environmental Standards Branch  
Ministry of Environment and Climate Change Strategy  
☎ 236 478-0322 | [David.Oberg@gov.bc.ca](mailto:David.Oberg@gov.bc.ca)

*New actions announced under CleanBC Plastics Action Plan on Sept 12! [Learn more.](#)*



September 23, 2020

Ref: 239048

His Worship Alan Harrison  
Mayor of the City of Salmon Arm  
**Email: [aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)**

Dear Mayor Harrison:

I am writing to thank you for meeting via conference call on September 16, 2020. It is unfortunate that we were unable to meet in person and I look forward to the next time we can see each other.

With the current pandemic, all levels of government have faced challenges never before experienced and I have been pleased to see the innovation, flexibility and collaboration undertaken to ensure that communities and families across the province have the supports required to navigate through these unfamiliar times.

I appreciate you sharing your concerns about the need for a new school in your community and the questions you had around process. I hope the overview of how requests move through the various approvals proved useful in answering your questions, and I encourage you to remain connected with School District No. 83 (North Okanagan-Shuswap) to identify any community needs that could be supported by the recent federal funding they received.

If you have any questions or concerns related to education at the local level, I encourage you to reach out and contact your local School District.

Thank you again for meeting and sharing your concerns. Your support and commitment to students in your community is greatly appreciated.

Sincerely,

D. Scott MacDonald  
Deputy Minister

pc: Amanda Krebs, Board Chair, SD83 (North Okanagan-Shuswap)



September 10, 2020

Salmon Arm Fire Department  
PO Box 40  
Salmon Arm, BC V1E 4N2

Dear Chief & Members:

I am pleased to take this opportunity to recognize and thank you for the support from you and your team during the recent Christie Mountain wildfire.

It is difficult to put in words the appreciation that is felt when individuals put themselves in harm's way to protect and save others. It is yet a further level of commitment when you travel beyond your own community to assist others. Your contribution was instrumental in reducing damage, or potential damage, from the fire. Many citizens were very concerned with the fire being so close to homes, and it is a great relief to have dedicated firefighters available at a moment's notice to assist our own fire departments in protecting the community.

On behalf of the Regional District of Okanagan-Similkameen Board of Directors, staff and residents, I offer a sincere thank you for your commitment to the safety and protection of the citizens of the Region.

Yours truly,

  
Karla Kozakevich, Chair

12.1.12



**Jonathan X. Côté**  
Mayor

September 15, 2020

The Honourable John Horgan, MLA  
Premier of British Columbia  
West Annex, Parliament Buildings  
Victoria, BC V8V 1X4

Via Email: [Premier@gov.bc.ca](mailto:Premier@gov.bc.ca)

Dear Premier,

**Re: Universal access to no-cost prescription contraception**

At a meeting on September 14, 2020, New Westminster City Council passed the following resolution:

*WHEREAS cost is a significant barrier to people accessing contraception, particularly to people with low incomes, youth, and people from marginalized communities; and*

*WHEREAS providing free prescription contraception has been shown to improve health outcomes for parents and infants by reducing the risks associated with unintended pregnancy, and is likely to reduce direct medical costs on the provincial health system; and*

*WHEREAS contraceptive methods such as condoms or vasectomies are available at low cost, no cost, or are covered by BC's Medical Services Plan, whereas all contraceptive methods for people with uteruses (such as birth control pills, intrauterine devices, or hormone injections) have high up-front costs, making access to contraception unequal and gendered;*

*THEREFORE BE IT RESOLVED*

*THAT the City of New Westminster write to the Provincial Minister of Finance, the Provincial Minister of Health, the Premier of BC, and the local MLA supporting universal no-cost access to all prescription contraception available in BC under the Medical Services Plan; and*

*THAT this letter be forwarded to all BC municipalities asking to write their support as well.*

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote  
Mayor

Cc: Hon. Carole James, Minister of Finance, FIN.Minister@gov.bc.ca  
Hon. Adrian Dix, Minister of Health, HLTH.Minister@gov.bc.ca  
Hon. Judy Darcy, MLA, New Westminster, judy.darcy.MLA@leg.bc.ca  
Jas Johal, MLA, Richmond-Queensborough, jas.johal.MLA@leg.bc.ca  
All BC Municipalities



PRIVATE

SEPT, 26 2020

TO: CITY OF SALMON ARM  
STAFF AGENTS AND COUNCIL.

FROM: RONALD G. TREAT - SON OF LIBERTY  
MYRNA M. TREAT - AS OF RIGHT  
CO-PARCENARY FREEHOLDER  
OF THE KOSKI PREROGATIVE

THIS COMMUNICATION WAS PROMPTED BY A SOLICITATION FROM CITY OF SALMON ARM INVITING OPINIONS REGARDING REZONING OF ONE PARTICULAR SQUAT LOCATED ON THE KOSKI PREROGATIVE AT 2790 30 AVE, N.E.. BREACHES OF CONDITIONS PRECEDENT ARE SERIOUS MATTERS HAVING DIRE, IF NOT FATAL CONSEQUENCES.

OUR FIRST SUGGESTION WOULD BE TO REQUEST CONFIRMATION OF JURISDICTIONAL AUTHORITY TO ZONE ABORIGINAL LAND AND/OR PREROGATIVES, (TAKING INTO CONSIDERATION THE PROCLAMATION OF GEO III, 1763, OFFERING HIS OPEN INVITATION TO TREAT), WE UNDERSTOOD THIS SUBJECT MATTER WAS PREVIOUSLY DEALT WITH BY THE VERY FIRST ROYAL COMMISSION HELD IN CANADA, I AM SURE THE GOVERNOR GENERAL IS FAMILIAR WITH THIS SITUATION AND WOULD RESPOND TO YOUR REQUEST. FOR CONFIRMATION, OUR OPINION IS THAT CITY OF SALMON ARM, REPRESENTED BY STAFF AGENTS AND COUNCIL DO NOT HAVE



JURISDICTIONAL AUTHORITY  
TO ZONE OR REZONE INDIGENOUS  
LAND OR PREROGATIVES LOCATED  
ON INDIGENOUS LAND.

THANK YOU FOR INVITING US  
TO EXPRESS OUR OPINION.

RONALD G TREAT  
*R. G. Treat*

MYRNA M TREAT  
*Myrna M. Treat*