



**AGENDA**

**City of Salmon Arm  
Regular Council Meeting**

**Monday, November 14, 2022  
1:30 p.m.**

*[Public Session Begins at 2:30 p.m.]*  
**Council Chambers of City Hall  
500 – 2 Avenue NE  
Salmon Arm, BC**

Page #	Item #	Description
	1.	<b>CALL TO ORDER</b>
1-2	2.	<b>IN-CAMERA SESSION</b>
	3.	<b>ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b> <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	<b>ADOPTION OF AGENDA</b>
	5.	<b>DISCLOSURE OF INTEREST</b>
	6.	<b>CONFIRMATION OF MINUTES</b>
3-12	1.	Regular Council Meeting Minutes of October 11, 2022
13-16	2.	Special Council Meeting (Inaugural Meeting) Minutes of November 7, 2022
	7.	<b>COMMITTEE REPORTS</b>
17-24	1.	Community Heritage Commission Meeting Minutes of September 6 and October 3, 2022
25-28	2.	Downtown Parking Commission Meeting Minutes of October 18, 2022
29-32	3.	Active Transportation Task Force Meeting Minutes of November 7, 2022
33-36	4.	Development and Planning Services Committee Meeting Minutes of November 7, 2022
	8.	<b>COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>
37-42	1.	#YourCSR - October 2022

**9. STAFF REPORTS**

- 43-46 1. Chief Election Officer – 2022 General Local Election Results
- 47-48 2. Director of Corporate Services – Appointment of Approving Officer
- 49-52 3. Arena Manager, Shuswap Recreation Society – Salmon Arm Silverbacks - Contract
- 53-56 4. Arena Manager, Shuswap Recreation Society – S’wichcraft Catering - Contract
- 57-60 5. Director of Engineering & Public Works – Award of Contract for Lakeshore Road Improvements – Detailed Design
- 61-66 6. Director of Engineering & Public Works – Okanagan Avenue Storm Water Facility Budget Amendment

**10. INTRODUCTION OF BYLAWS**

- 67-72 1. City of Salmon Arm Cemetery Management Amendment Bylaw No. 4557 – First, Second and Third Reading
- 73-76 2. City of Salmon Arm Checkout Bag Regulation Amendment Bylaw No. 4552 – First, Second and Third Reading
- 77-80 3. City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4558 – First, Second and Third Reading
- 81-94 4. City of Salmon Arm Fee for Service Amendment Bylaw No. 4559 – First, Second and Third Reading

**11. RECONSIDERATION OF BYLAWS**

- 95-98 1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4554 (Airport User Fees) – Final Reading
- 99-102 2. City of Salmon Arm Zoning Amendment Bylaw No. 4548 [ZON-1250; City of Salmon Arm; Text Amendment; R4 (Medium Density Residential Zone) – Bare Land Multi Family Strata Lot Regulations] – Final Reading
- 103-110 3. City of Salmon Arm Highway Closure Bylaw No. 4427 [Kearl, R.; Portion of 18 Street NE (South of 11 Avenue NE)] – Final Reading

**12. CORRESPONDENCE**

- 111-112 1. Informational Correspondence

**13. NEW BUSINESS**

- 113-116 1. Committee Appointments/ Deputy Mayor Appointments

**14. PRESENTATIONS**

- 117-122 1. Presentation 4:00-4:15 (approximately)  
Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report July 1, 2022 to September 30, 2022

**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.	PUBLIC INPUT - 2023 BUDGET
123-126	1.	Notice of Public Budget Meeting
127-140	2.	Police Based Victim Services Presenters: Scott West and Shirley Deglan Request for additional funding
141-142	3.	Salmon Arm Elks Recreation Society Presenter: Ron Reddecliff, Director Consideration of Sewage Billing/Road Preparation Material
143-146	4.	Shuswap Food Action Society Presenter: Serena Caner Consideration to move the Food & Urban Agriculture Strategy to a short-term priority
147-148	5.	John Stobl Consideration for a retaining wall at 1031 22 Avenue SW
149-156	6.	Salmon Arm Economic Development Society Request for funding - MRDT Signage Project
157-158	7.	Lil Whitehead Consideration for a connector road - 15 <sup>th</sup> Avenue NE to 11 <sup>th</sup> Avenue NE
159-160	8.	Salmon Arm Chamber of Commerce Summary of input received from membership
161-164	9.	Salmon Arm Curling Club Request for funding – Landscaping and Boulevard Maintenance
165-166	10.	Active Transportation Task Force Presenter: David Major Request for funding – Active Transportation Network Plan
167-184	11.	Shuswap Youth Soccer Association Presenter: Jayme Franklin, Chair Request for funding – Salmon Arm Artificial Playing Field Development
185-186	12.	The Salmon Arm and Shuswap Lake Agricultural Association Request for funding – Upgrades and maintenance of south fairgrounds

- 187-212      **23.            HEARINGS**

  - 1.            Development Variance Permit Application No. VP-562 [Deschamps, M. & K.; 1121 4 Street SE; Servicing Requirements]
  - 213-226      2.            Development Variance Permit Application No. VP-563 [Mt. Ida Nursery Ltd.; 1810 - 30 Street SE; Setback Requirements]
  
- 24.            STATUTORY PUBLIC HEARINGS**
  
- 25.            RECONSIDERATION OF BYLAWS**
  
- 26.            QUESTION AND ANSWER PERIOD**
  
- 227-228      **27.            ADJOURNMENT**

Item 2

## CITY OF SALMON ARM

Date: November 14, 2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: pursuant to Section 90(1)(c), labour relations and other employee relations and (e) the acquisition, disposition or expropriation of land or improvements, if the council considers disclosure could reasonably be expected to harm the interests of the municipality, of the *Community Charter*, Council move In-Camera.

### Vote Record

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

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

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Item 6.1

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of October 11, 2022, be adopted as circulated.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

**REGULAR COUNCIL**

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:30 p.m. and reconvened at 2:30 p.m. on Tuesday, October 11, 2022.

**PRESENT:**

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

Chief Administration Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Corporate Services S. Wood  
Director of Development Services K. Pearson  
Chief Financial Officer C. Van de Cappelle  
Deputy Corporate Officer R. West (participated remotely)

**ABSENT:**

1. **CALL TO ORDER**

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

2. **IN-CAMERA SESSION**

0434-2022

Moved: Councillor Cannon  
Seconded: Councillor Lavery  
THAT: pursuant to Section 90(1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers disclosure could reasonably be expected to harm the interests of the municipality, of the *Community Charter*, Council move In-Camera.

**CARRIED UNANIMOUSLY**

Council moved In-Camera at 1:30 p.m.  
Council returned to Regular Session at 1:50 p.m.  
Council recessed until 2:30 p.m.

3. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

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



4. REVIEW OF AGENDA

5. DISCLOSURE OF INTEREST

Mayor Harrison declared a conflict of interest with Item 11.1 as a family member is the construction contractor retained by the applicant.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of September 26, 2022

0435-2022

Moved: Councillor Flynn  
Seconded: Councillor Lindgren  
THAT: the Regular Council Meeting Minutes of September 26, 2022, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of October 3, 2022

0436-2022

Moved: Councillor Wallace Richmond  
Seconded: Councillor Lindgren  
THAT: the Development and Planning Services Committee Meeting Minutes of October 3, 2022 be received as information.

CARRIED UNANIMOUSLY

2. Shuswap Regional Airport Operations Committee Meeting Minutes of September 21, 2022

0437-2022

Moved: Councillor Flynn  
Seconded: Councillor Lavery  
THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of September 21, 2022 be received as information.

CARRIED UNANIMOUSLY

3. Active Transportation Task Force Meeting Minutes of October 3, 2022

0438-2022

Moved: Mayor Harrison  
Seconded: Councillor Lavery  
THAT: the Active Transportation Task Force Meeting Minutes of October 3, 2022 be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued4. Social Impact Advisory Committee Meeting Minutes of September 23, 2022

0439-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Social Impact Advisory Committee Meeting Minutes of September 23, 2022 be received as information.

CARRIED UNANIMOUSLY8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

Columbia Shuswap Regional District Update – September 2022 – Received for information.

9. STAFF REPORTS1. Chief Financial Officer – Property Tax Collection

Received for information.

2. Director of Corporate Services - Lease of Agricultural Land known as Harrington Farm/Minion Field 2191 30 Steet SW

0440-2022

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement for the North ½ of the Southwest ¼ of Section 9, Township 20, Range 10, W6M, KDYD (2191 30 Street SW) for the term of April 1, 2023 to October 31, 2025 (for use April 1 – October 31 of each year) for an annual fee of \$24,000.00 (plus applicable taxes) with Farmcrest Foods Ltd., subject to *Community Charter* notification requirements;

AND THAT: the lease includes an option for a two year extension if agreed upon by both parties.

CARRIED UNANIMOUSLY3. Director of Development Services – Addition to City of Salmon Arm Community Heritage Register

0441-2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council authorize the addition of the 'Littlehales-Barker House' (2571 Lakeshore Road NE) to the Community Heritage Register.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

Councillor Flynn declared a conflict of interest with Item 9.4 as the potential proponents are clients of his firm and left the meeting at 2:58 p.m.

4. Chief Administrative Officer – Community Resiliency Investment Program – 2023/2024 Application

0442-2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council authorize the submission of an application under the Community Resiliency Investment Program – 2023 Firesmart Community Funding & Supports, and support the current proposed activities;

AND THAT: if successful, Council agrees to receive and manage the grant funding in accordance with the CRI Program requirements.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:07 p.m.

Councillor Lindgren declared a conflict of interest with Item. 10.1 as a family member holds a lease at the airport and left the meeting at 3:09 p.m.

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4554 (Airport User Fees) – First, Second and Third Reading

0443-2022

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4554 be read a first, second and third time.

CARRIED UNANIMOUSLY

Councillor Lindgren returned to the meeting at 3:24 p.m.

11. RECONSIDERATION OF BYLAWS

Mayor Harrison declared a conflict of interest and left the meeting at 3:24 p.m. Councillor Flynn assumed the Chair.

1. City of Salmon Arm Zoning Amendment Bylaw No. 4547 [ZON-1251; Murdoch, C. & K.; 1641 23 Avenue NE; R-1 to R-8] – Final Reading

0444-2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4547 be read a final time.

CARRIED UNANIMOUSLY

Mayor Harrison returned to the meeting and resumed the Chair at 3:26 p.m.

**11. RECONSIDERATION OF BYLAWS - continued****2. City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4550 - Final Reading**

0445-2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4550 be read a final time.

CARRIED UNANIMOUSLY**3. City of Salmon Arm Tax Exemption Bylaw No. 4551 - Final Reading**

0446-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Tax Exemption Bylaw No. 4551 be read a final time.

CARRIED UNANIMOUSLY**12. CORRESPONDENCE****1. Informational Correspondence****3. G. Threlkeld - Letter dated September 26, 2022 - Handicap Hockey Fans**

0447-2022

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council authorize Administration to assign additional accessible parking stalls or other measures to ensure adequate parking for persons with disabilities at the Shaw Centre, following consultation with the Shuswap Recreation Society.

CARRIED UNANIMOUSLY**5. L. Paiement, Chair of PLAY Shuswap - letter dated October 4, 2022 - Request to use Spray Chalk on Downtown Sidewalks for the Pride Project**

0448-2022

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council authorize PLAY Shuswap to create a sidewalk chalk trail on Hudson Street in front of, and across from, the Art Gallery, on October 14, 2022, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued

1. Informational Correspondence

- 4. D. St-Pierre, Poppy Chairman, Royal Canadian Legion - letter dated September 22, 2022 - Request for 2022 Poppy Campaign Canvassing and Annual Remembrance Day Ceremonies/Parade

0449-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council authorize the Royal Canadian Legion #62 to conduct the Annual Poppy Campaign and public canvassing for funds from October 28 to November 10, 2022;

AND THAT: Council authorize the Annual Remembrance Day Ceremonies on November 11, 2022 with a Parade of Veterans along the route described in the letter dated September 22, 2022, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

The Meeting recessed at 3:46 p.m.

The Meeting reconvened at 3:51 p.m.

13. NEW BUSINESS

14. PRESENTATIONS

- 1. R. Smith, President - Daybreak Club, Rotary Club of Salmon Arm - Rotary Legacy Project - Canoe Beach Swim Jetty Dock

Rich Smith and Chris Davis outlined the Daybreak Club's request to participate in the Canoe Beach redevelopment project and to install a Rotary Swimming Dock at Canoe Beach. They were available to answer questions from Council.

- 2. S. Friegang, Urban Systems and J. Johnson, Active Transportation Task Force - Active Transportation Network Plan

Sarah Friegang of Urban Systems provided an outline of the Active Transportation Network Plan and was available to answer questions from Council. J. Johnson, Active Transportation Task Force member, spoke regarding the process and recommendations of the task force.

0450-2022

Moved: Mayor Harrison

Seconded: Councillor Lavery

THAT: Council adopt the Active Transportation Network plan dated September, 2022 as presented.

CARRIED UNANIMOUSLY

15. COUNCIL STATEMENTS

0451-2022

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Staff provide a report to Council on options/recommendations for a high density tax incentive program for residential housing.

CARRIED UNANIMOUSLY

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

The following resolution was released from the In Camera meeting of September 26, 2022:

THAT: when requests are made by the public or contractors to use City trails to access properties for landscaping or construction purposes, the following be incorporated into a policy for Council's consideration at a future meeting:

- continue to use a highway use permit and collect appropriate insurance;
- work with Shuswap Trail Alliance to determine a pre-estimate cost of the project and calculate/collect the required securities from the applicant;
- work with Shuswap Trail Alliance to conduct final inspection of the site;
- notify Council, appropriate committees and stakeholders of the project; and
- post signage at the site to inform the public.

20. QUESTION AND ANSWER PERIOD

The Question and Answer period is suspended until November 14, 2022.

The Meeting recessed at 5:15 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison

Councillor T. Lavery (participated remotely)

Councillor L. Wallace Richmond

Councillor D. Cannon

Councillor S. Lindgren

Councillor C. Eliason (participated remotely)

Chief Administration Officer E. Jackson

Director of Corporate Services S. Wood

Director of Engineering & Public Works R. Niewenhuizen  
Director of Development Services K. Pearson

**ABSENT:**

Councillor K. Flynn

**21. DISCLOSURE OF INTEREST**

**22. HEARINGS**

**1. Development Variance Permit Application No. VP-561 [Weed, J./Cockrill, E./Hindbo Construction; 2794 25 Street NE; Height of Retaining Wall and Fence and Principal Dwelling]**

0452-2022

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-561 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP119501 which will vary Zoning Bylaw No. 2303, as follows:

- i) Section 4.12.1 (a) Height of a combined retaining wall and fence from 2.0m to 6.9m; and
- ii) Section 6.5 increasing the height of a principal building from 10.0m to 10.8m.

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

C. Hindbo, agent for the applicant, was available to answer questions from Council.

Submissions were called for at this time.

R. Huddleston shared concerns with the height of the development.

S. Huddleston expressed concerns with the height of the development and the location of the development in relation to their property.

Following three calls for submissions and questions from Council, the Hearing closed at 7:19 p.m. and the Motion was:

CARRIED UNANIMOUSLY

**23. STATUTORY PUBLIC HEARINGS**

**1. Zoning Amendment Application No. ZON-1250 [City of Salmon Arm; Text Amendment; R-4 (Medium Density Residential Zone) – Bare Land Multi Family Strata Lot Regulations]**

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

Submissions were called for at this time.





Item 6.2

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor Gonella

Seconded: Councillor Cannon

THAT: the Special Council Meeting Minutes of November 7, 2022 be adopted as circulated.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

**SPECIAL COUNCIL MEETING (INAUGURAL MEETING)**

Minutes of the Special Council Meeting (Inaugural Meeting) of Council of the City of Salmon Arm held in the Council Chamber of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC on Monday, November 7, 2022.

**PRESENT:**

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

Chief Administrative Officer E. Jackson  
Director of Corporate Services S. Wood  
Chief Financial Officer C. Van de Cappelle  
Director of Engineering & Public Works R. Niewenhuizen  
Fire Chief B. Shirley  
Staff Sergeant S. West  
Deputy Corporate Officer R. West

**1. CALL TO ORDER**

Mayor Harrison called the meeting to order at 7:00 p.m.

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."

**2. OPENING PRAYER**

Louis Thomas, Councillor, Neskonlith Indian Band, presented an Opening Prayer.

**3. OATH OF OFFICE**

The Chief Administrative Officer invited Provincial Court Judge George Leven to administer the respective Oaths of Office to Mayor Elect Alan Harrison and Councillors Elect Tim Lavery, Kevin Flynn, Debbie Cannon, Sylvia Lindgren, David Gonella, and Louise Wallace Richmond.

Having been duly sworn, the new Members assumed their positions on Council.

**4. COUNCIL CODE OF RESPONSIBLE CONDUCT**

The Mayor and Councillors signed the Code of Responsible Conduct Attestation.

**5. REMARKS, NEWLY ELECTED COUNCIL MEMBERS**

The newly elected members of Council made their remarks.

6. NEW BUSINESS

1. LGLA Elected Officials Seminar - March 1, 2, 3, 2023 Kelowna, BC

0455-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Gonella

THAT: Council approve Mayor Harrison, Councillors Lavery, Flynn, Cannon, Lindgren, Wallace Richmond and Gonella to attend the LGLA Elected Officials Seminar in Kelowna, BC, March 1-3, 2023 to be funded from Council Expense in the 2023 Budget.

CARRIED UNANIMOUSLY

7. ADJOURNMENT

0456-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Special Council Meeting of November 7, 2022, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:52 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the    day of            , 2022.

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Item 7.1

## CITY OF SALMON ARM

Date: November 14, 2022

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Community Heritage Commission Meeting Minutes of September 6 and October 3, 2022 be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF SALMON ARM**

Minutes of the **Community Heritage Commission** Meeting held by in-person means on **Tuesday, September 6, 2022** at 2:00 p.m.

**PRESENT:**

Deborah Chapman, R.J. Haney Heritage & Museum  
Pat Kassa, R.J. Haney Heritage & Museum  
Cindy Malinowski, R.J. Haney Heritage & Museum  
Linda Painchaud  
Terry Johnston  
Councillor Debbie Cannon, Chair  
Evan Chorlton, City of Salmon Arm, Recorder (Staff non-voting)

**ABSENT:**

Mary Landers

**GUEST(S):**

Erin Jackson, Chief Administrative Officer

The meeting was called to order at 2:00 p.m.

1. **Introductions and Welcome**  
New Commission member, Terry Johnston, introduced himself to the Commission, followed by roundtable introductions from the rest of the group.
2. **Acknowledgement of Traditional Territory**  
*We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*
3. **Approval / changes / additions to Agenda**  
Move old item 5 e) 'Community Heritage Webpage - update' to the beginning of Section 5. Old Business from minutes and discuss Historic Routes in new item 5 c) 'Establish priorities for rest of 2022/2023 (last page of Implementation Table document) - update'.

Moved: Pat Kassa  
Seconded: Linda Painchaud  
THAT: the Agenda for the September 6, 2022 Community Heritage Commission Meeting be approved as revised.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of June 6, 2022 Community Heritage Commission Meeting**

Moved: Linda Painchaud

Seconded: Cindy Malinowski

THAT: the minutes of the Community Heritage Commission Meeting of June 6, 2022 be approved.

**CARRIED UNANIMOUSLY**

**5. Old Business from minutes**

**a) Community Heritage Webpage - update**

Erin Jackson provided an update regarding a heritage 'button' on the home page of the City website, sharing that there can be an 'Arts, Culture, and Heritage' button on the home page instead.

Moved: Terry Johnston

Seconded: Pat Kassa

THAT: the Commission wishes to have the 'Arts, Culture, and Heritage' button on the home page of the City website.

**CARRIED UNANIMOUSLY**

Pat Kassa, Linda Painchaud, and now Terry Johnston will continue working on a draft of the heritage webpage and will have a first draft ready for the October meeting.

**b) Merton House - update**

Deborah Chapman and Cindy Malinowski still have not yet arranged a date and time with John Wood to take photos of his house, as they are waiting for the leaves to fall off the trees on the property, to better see/ photograph the heritage house. Linda Painchaud also brought and shared historic photos of the Merton house.

**c) Establish priorities for rest of 2022/2023 (last page of Implementation Table document) - update**

Pat Kassa once again facilitated a discussion on the priorities for the rest of 2022/2023 and made minor changes to the document that will be sent to members before the next meeting. Evan Chorlton will find out the answer to item 4.3 for the next meeting.

Terry Johnston will now be in charge of item 7.2 - Empower HC to implement a signage program and will become familiar with the existing historic routes. Pat Kassa will send Terry Johnston the list of existing historic routes; Linda Painchaud will provide Terry Johnston with a copy of the Historic Route book. Terry Johnston will review the information and come to the next meeting with a list of recommendations for another 5-10 new routes that the members can review and decide on. The cost of ordering is \$250 per sign.

**d) Heritage Projects Budget - update**

Debbie Cannon confirmed/shared that heritage funds carry over into subsequent years. Evan Chorlton will once again look into how much of the Heritage Projects Budget remains.

**e) Ebl House - update**

Evan Chorlton and Debbie Cannon will confirm if and/or when this item can be brought forward and presented to Council as a separate item for approval for being added to the Heritage Register, and will attempt to add this item to one of the next Agenda packages. Deborah Chapman will get in contact with the Ebl family.

**6. New Business**

a) Evan Chorlton will send Terry Johnston supplemental information regarding Community Heritage.

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

**8. Next Meeting**

October 3, 2022 at 2:00 p.m.

**9. Adjournment**

Moved: Pat Kassa

Seconded: Terry Johnston

THAT: the Community Heritage Commission Meeting of September 6, 2022 adjourn at 2:38 p.m.

**CARRIED UNANIMOUSLY**

\_\_\_\_\_  
Debbie Cannon, Chair

Received for information by Council on the            day of            , 2022



**CITY OF SALMON ARM**

Minutes of the Community Heritage Commission Meeting held by in-person means on **Monday, October 3, 2022** at 2:00 p.m.

**PRESENT:**

Deborah Chapman, R.J. Haney Heritage & Museum  
 Pat Kassa, R.J. Haney Heritage & Museum  
 Cindy Malinowski, R.J. Haney Heritage & Museum  
 Linda Painchaud  
 Mary Landers  
 Terry Johnston  
 Councillor Debbie Cannon, Chair  
 Evan Chorlton, City of Salmon Arm, Recorder (Staff non-voting)

**GUEST(S):**

Erin Stodola, Registrar of Collections, SAMHA/R.J. Haney Heritage

The meeting was called to order at 2:05 p.m.

**1. Introductions and Welcome**

Erin Stodola introduced herself to the Commission, followed by roundtable introductions from the rest of the group.

**2. Acknowledgement of Traditional Territory**

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

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

Add 6 a) Breezeway and 6 b) McGuire Lake Plaque to Section 6. New Business.

Moved: Pat Kassa

Seconded: Terry Johnston

THAT: the Agenda for the October 3, 2022 Community Heritage Commission Meeting be approved with addition.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of September 6, 2022 Community Heritage Commission Meeting**

Moved: Linda Painchaud

Seconded: Cindy Malinowski

THAT: the minutes of the Community Heritage Commission Meeting of September 6, 2022 be approved.

**CARRIED UNANIMOUSLY**

**5. Old Business from minutes****a) Community Heritage Webpage – First Draft**

Pat Kassa provided some background information regarding a community heritage webpage, followed by sharing two different draft website pages (option #1 was in alphabetical order, and option #2 was sorted by activities/topics of interest). The group unanimously preferred option #2. The Commission will ask City of Kamloops staff about potentially linking to some of their Indigenous-related pages on their City website. Deborah Chapman and/or Erin Stodola will begin working on an Indigenous-related paragraph for the eventual heritage webpage.

**b) Historic Route Suggestions**

Terry Johnston will complete the list of historic route suggestions and will send the document to Evan Chorlton to circulate to the rest of the Commission. Deborah Chapman mentioned how there should be greater emphasis on Canoe for this and future heritage initiatives based on feedback from Canoe residents. Evan Chorlton will try and get a sign quote from Public Wayfinding. Linda Painchaud and Mary Landers will look into which heritage/historic route signs have gone missing.

**c) Heritage Projects Budget**

Debbie Cannon re-emphasized that the Commission wishes to spend their remaining \$4,690.95 of the Heritage Projects Budget on historic route signs.

**d) Heritage Grant Program**

Evan Chorlton provided an update regarding potentially having a heritage grant program at the City, sharing that this is a budget item and that funds for a potential heritage grant program would likely need to come out of the annual heritage projects budget of \$5,000. Terry Johnston will research different heritage-related grants.

**e) Heritage Week Display**

The Commission discussed the possibility of hosting Heritage week 2023 elsewhere (for example, somewhere downtown) and having different types of displays. Mary Landers will talk with staff at Piccadilly Mall to see what their plans are for Heritage week.

**6. New Business****a) Breezeway**

Pat Kassa facilitated a discussion on the downtown breezeway (between RBC and Wearabouts). More specifically, the map that used to be in the breezeway before the breezeway was re-painted. The map is currently at High Impact Signs and Designs. A new map would cost between \$3,800 and \$5,000 and would need the new City watermark if amended/re-done. Debbie Cannon will talk with Sapphire Games about the map and potential next steps.

**b) McGuire Lake Plaque**

Mary Landers shared that although the vandalism on the McGuire Lake plaque has been fixed, there are cracks on the plexiglass of the plaque. Debbie Cannon will follow up with Public Works to see if this can be resolved as well.

Minutes of the Community Heritage Commission of Monday, October 3, 2022

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

8. **Next Meeting**

Monday, November 7, 2022, at 2:00 p.m.

9. **Adjournment**

The Community Heritage Commission Meeting of October 3, 2022 adjourn at 3:29 p.m.

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Debbie Cannon, Chair

Received for information by Council on the            day of            , 2022

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Item 7.2

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Downtown Parking Commission Meeting Minutes of October 18, 2022 be received as information.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

## CITY OF SALMON ARM

Minutes of the Downtown Parking Commission Meeting held by electronic means on Tuesday, October 18, 2022.

### PRESENT:

Bill Laird	Member at Large
Chad Eliason	Councillor, City of Salmon Arm
Regan Ready	Member at Large, Chair
Vera Chomyshen	DSA Representative
Gerald Forman	DSA Representative
Jacque Gaudreau	DSA Representative (Virtual)
Morgen Matheson	DSA Representative (Virtual)
Debbie Wood	Resource Personnel, City Bylaw Officer
Colin Mahood	Resource Personnel, City Bylaw Officer
Maurice Roy	Resource Personnel, Manager of Permits & Licensing
Gabriel Bau Baiges	Resource Personnel, City Engineer
Robert Niewenhuizen	Resource Personnel, Director of Engineering & Public Works, Recorder

### ABSENT:

Cathy Ingebrigston	Member at Large
Vic Hamilton	Member at Large

### GUEST:

The meeting was called to order at 8:00 a.m. by Chair, Chad Eliason.

1. **INTRODUCTIONS AND WELCOME**  
Rob Niewenhuizen, Director of Engineering & Public Works, introduced Gabriel Bau Baiges, City Engineer.
2. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**  
*We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*
3. **PRESENTATIONS:**  
None

4. APPROVAL / CHANGES / ADDITIONS TO AGENDA

Moved: Bill Laird

Seconded: Regan Ready

THAT: the Downtown Parking Commission Meeting Agenda of October 18, 2022 be approved as circulated.

CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES FROM AUGUST 16, 2022

Moved: Regan Ready

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting Minutes of August 16, 2022 be adopted.

CARRIED UNANIMOUSLY

6. OLD BUSINESS ARISING FROM MINUTES

none

7. NEW BUSINESS

- a) Connect Salmon Arm – Active Transportation presentation
  - a. Commission has concerns about future parking loss in downtown core
- b) BC Hydro – Electric vehicle charging stations (update)
  - a. BC Hydro to provide designs for proposed EV stations in Hudson Parking lot
  - b. Effort be made to try to retain the EV station at the Ross Street Parking lot
- c) Parking Pay Station
  - a. Maurice provided an overview of the pay station installation strategy
- d) DSA – Still Foods Café, street café
  - a. Some concerns with parking stall loss
  - b. Possibly move the street café so that only one stall is impacted
  - c. DSA will provide a formal request
  - d. Commission in general support
- e) Draft 2023 Budget – Review

Moved: Regan Ready

Seconded: Gerald Foreman

THAT: the Commission support the proposed 2023 Parking Budget as presented.

CARRIED UNANIMOUSLY

**8. OTHER BUSINESS - Correspondence (for information)**

- a) Elisa Gerow – Parking Concerns
  - a. Debbie Wood spoke to concerns, bylaw staff will monitor the situation, additional parking enforce downtown may resolve issues.
- b) Winter Market – use of three parking stalls
  - a. Starting on November 5, bi weekly
  - b. DSA is requesting the use of three parking stalls on Hudson street adjacent to the Ross Street Plaza

Moved: Bill Laird

Seconded: Vera Chomyshen

THAT: the Downtown Parking Commission supports the request from Downtown Salmon Arm for the use of three parking stalls for the Winter Market.

- c) The Commission thanked Councilor Chad Eliason for his many years of public service and his dedication to the Downtown Parking Commission.

**9. NEXT MEETING - Tuesday, November 15, 2022**

The next meeting of the Downtown Parking Commission will be Tuesday, November 15, 2022. The Chairperson will be Vic Hamilton.

**10. ADJOURNMENT**

Moved: Regan Ready

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting of October 18, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:00 a.m.



Rob Niewenhuizen

Minutes received as information by Council  
at their Regular Meeting of \_\_\_\_\_, 2022.



Item 7.3

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Mayor Harrison

Seconded: Councillor Lavery

THAT: the Active Transportation Task Force Meeting Minutes of November 7, 2022 be received as information.

**Vote Record**

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

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF SALMON ARM**

Minutes of the Meeting of the **Active Transportation Task Force** held by electronic means on **Monday, November 7, 2022** at 10:00 a.m.

**PRESENT:**

Mayor Alan Harrison	City of Salmon Arm, Chair
Councillor Tim Lavery	City of Salmon Arm, Chair
Camilla Papadimitropoulos	Citizen at Large
Blake Lawson	Citizen at Large
Kathy Atkins	Citizen at Large (joined the meeting at 10:07 a.m.)
Gary Gagnon	Citizen at Large
Phil McIntyre-Paul	Shuswap Trail Alliance
Joe Johnson	Greenways Liaison Committee
David Major	Shuswap Cycling Club
Craig Newnes	Downtown Salmon Arm
Marianne VanBuskirk	School District No. 83
Chris Larson	City of Salmon Arm, Senior Planner
Barb Puddifant	City of Salmon Arm, Recorder

**ABSENT:**

Cory Sampson	Councillor, Adams Lake Indian Band
Anita Ely	Interior Health
Louis Thomas	Councillor, Neskonlith Indian Band
Steve Fabro	Citizen at Large
Lana Fitt	Salmon Arm Economic Development Society
Paige Hilland	Social Impact Advisory Committee

**GUESTS:**

Jenn Bellhouse	Shuswap Trail Alliance
----------------	------------------------

The meeting was called to order at 10:05 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**

Moved: Marianne VanBuskirk

Seconded: Joe Johnson

THAT: the Agenda for the November 7, 2022 Active Transportation Task Force be approved as circulated.

CARRIED UNANIMOUSLY

Kathy Atkins entered the meeting at 10:07 a.m.

**4. Approval of minutes from October 3, 2022**

Moved: Camilla Papadimitropoulos

Seconded: Joe Johnson

THAT: The minutes of the Active Transportation Committee Meeting of October 3, 2022 be approved.

CARRIED UNANIMOUSLY

**5. Presentations**

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

- a) Active Transportation Network Plan update  
Chris Larson spoke regarding the completion of the Active Transportation Network Plan and talked about the next steps.
- b) Input for 2023 City of Salmon Arm Budget – presentation on November 14, 2022  
Phil McIntyre-Paul outlined the plan for the proposed presentation by the Task Force at the City's Budget Meeting on November 14, 2022. The recommendations that are budget specific and the budget meeting process were reviewed and discussed as well as the importance of messaging.

Moved: Joe Johnson

Seconded: Camilla Papadimitropoulos

THAT: the messaging as drafted by the sub-group for presentation at the November 14, 2022 Budget meeting be approved by the Task Force.

CARRIED UNANIMOUSLY

- c) Restructuring of ATTF and Greenways Ideas  
Mayor Harrison announced that moving forward Councillor Lavery would be the sole chair of the Task Force. Councillor Lavery spoke regarding the future of the Task Force and asked the members to submit ideas for the future role of the Task Force. Councillor Lavery will speak with Council and with staff to obtain further ideas and will correlate these ideas and discuss an implementation strategy at the next meeting in early 2023.

**7. Sub-Group Updates**

a) Interim Ideas Sub-Group

No updates.

**8. New Business**

Joe Johnson thanked Mayor Harrison and Councillor Lavery for their leadership and guidance on the Active Transportation Task Force.

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

**10. Next Meeting**

The next meeting of the Active Transportation Task Force is tentatively scheduled for February 6, 2023.

**11. Adjournment**

Moved: Phil

Seconded: Marianne

THAT: The Active Transportation Task Force meeting be adjourned.

CARRIED UNANIMOUSLY

The Active Transportation Task Force Meeting of November 7, 2022 was adjourned at 10:57 a.m.

\_\_\_\_\_  
Mayor Alan Harrison, Co-Chair

\_\_\_\_\_  
Councillor Tim Lavery, Co-Chair

Received for information by Council the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Item 7.4

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of November 7, 2022 be received as information.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, November 7, 2022.

### PRESENT:

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

Chief Administration Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Corporate Service S. Wood  
Senior Planner C. Larson  
Planner M. Smyrl  
Deputy Corporate Officer R. West  
Executive Assistant B. Puddifant

### ABSENT:

Councillor C. Eliason  
Councillor S. Lindgren

#### 1. CALL TO ORDER

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

#### 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

#### 3. REVIEW OF THE AGENDA

#### 4. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict with item 5.2 as the applicant is a client of his firm.

#### 5. REPORTS

1. Development Variance Permit Application No. VP-562 [Deschamps, M. & K.; 1121 4 Street SE; Servicing requirements]

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-562 be authorized for issuance to vary the

5. REPORTS - continued

1. Development Variance Permit Application No. VP-562 [Deschamps, M. & K.; 1121 4 Street SE; Servicing requirements] - continued

Subdivision and Development Servicing Bylaw No. 4163, for frontage of Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 8051, as follows:

- i) waive the requirement to upgrade 4 Street SE from an interim gravel road to a RD-4 Urban standard;
- ii) waive the requirement to extend sanitary sewer main from 10 Avenue SE across the frontage of the subject property; and
- iii) waive the requirement to extend the 150mm water main from 10 Avenue SE along 4 Street SE, across the frontage of the subject property;

AND THAT:

- iv) the Owner install an acceptable on-site sewer disposal system; and
- v) the Owner install a 25mm private water line along 4 Street SE to the north property line of the subject property and the City be responsible for road restoration following the installation of a 25mm water line.

K. Deschamps, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 8:38 a.m.

2. Development Variance Permit Application No. VP-563 [Mt. Ida Nursery Ltd./Barnard, B.; 1810 30 Street SE; Setback requirements]

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-563 be authorized for issuance for Lot 4, Section 7, Township 20, Range 9, W6M, KDYD, Plan 14219, which will vary Zoning Bylaw No. 2303 as follows:

- i) Section 35.13.2 – Rear Parcel Line Setback – reduction from 15.0 m to 11.0 m to facilitate construction of a new greenhouse on this property.

B. Barnard, Mt. Ida Nursery Ltd., the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 8:43 a.m.

6. FOR INFORMATION

1. Agricultural Land Commission Right of Way for non-motorized recreation trail – Heritage Trail

Received for information.

2. Agricultural Land Commission – Reason for Decision – ALC Application No. 63595; 5881 35 Street NE

Received for information.

7. IN-CAMERA

8. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of November 7, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:46 a.m.

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Mayor A. Harrison, Chair

Minutes received as information by Council at their Regular Meeting of November 14, 2022.



Item 8.1

## CITY OF SALMON ARM

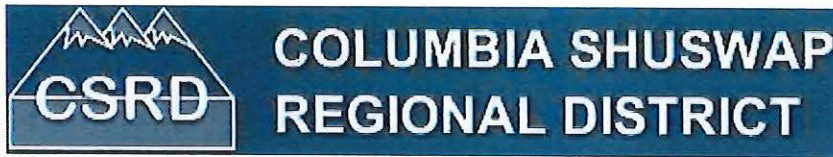
Date: November 14, 2022

### Columbia Shuswap Regional District Update October 2022

#### **Vote Record**

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

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond



[www.csrld.bc.ca](http://www.csrld.bc.ca)



# #YourCSRD - October 2022

October 2022



[Web version](#)

## Highlights from the Regular Board Meeting

### Newsletter change

As part of our conversion to the new CSRD website, the CSRD will be using a new program to create and send out its monthly #YourCSRD newsletter.

Due to legislative requirements, the CSRD cannot automatically subscribe you to the new version of the newsletter. You must resubscribe if you wish to continue to receive it. You can sign up for the newsletter and for other types of CSRD email or text notifications by using the [Notify Me link](#).



### Announcements

Members of the Board and Interim Chief Administrative Officer Jodi Pierce extended their appreciation to outgoing Board Directors Caleb Moss and Paul Demenok, who were not running in the General Local Government Elections. There were also well-wishes given to those who had put their names forward for election. This was the final meeting of the Board before the election.

## Correspondence

### BC Electoral Boundaries Commission Preliminary Report

The BC Electoral Boundaries Commission has published its Preliminary Report with recommendations for changing British Columbia's provincial electoral districts for the next two provincial general elections. They are asking for public input. There was concern expressed especially on the part of Electoral Area F (North Shuswap) with being removed from the Shuswap riding and put into a riding with Kamloops. As the deadline for submissions is before the next Board meeting, Directors were asked to provide any concerns to the Interim Chief Administrative Officer prior to November 1, 2022. Then a letter could be drafted on behalf of the Board and sent to the BC Electoral Boundaries Commission prior to the November 22 deadline.

### Letter from Regional District North Okanagan (RDNO)

The Board received a letter from RDNO regarding the Shuswap North Okanagan Rail Trail and agricultural crossings. The CSRD will work with its trail partners, the RDNO and Splatkin, to develop a permanent agricultural access policy. [View letter.](#)

## Committee Reports

### Shuswap North Okanagan Rail Trail Governance Advisory Committee Meeting Minutes

The Board approved a series of motions to allow for applications to the BC Active Transportation Grant program for the construction of the rail trail from Stepney Road to Armstrong in the amount of \$500,000 and the Federal Active Transportation Infrastructure Fund grant to complete the final rail trail section to Armstrong between Km 42.6 to 50.4. In order to provide the required leveragable funds for the application, a majority of Board Directors supported motions that the CSRD and Regional District of North Okanagan (RDNO) equally cost share the amount. This motion is subject to concurrence by the RDNO. The Board also agreed to reallocating up to \$200,000 from the Rail Trail Five-Year Financial Plan fund. The final two motions were opposed by Directors Paul Demenok, Jay Simpson and Rene Talbot.

## Business General & Business by Area

### Community Resiliency Investment Program Grant 2023

**P40**

The Board approved the submission of a grant application to the 2023 Community Resiliency Investment Program Fund for up to \$550,000 for the continued development and implementation of localized FireSmart educational activities and tools within the CSRD. [View report.](#)

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

No Grant-in-aid applications will go before the Board for approval in the three regular Board Meetings prior to the October 15, 2022, local government elections.

### **Electoral Area A: Electoral Area A Community Works Fund – Energy Efficient Upgrades for the Regional Library building in Golden**

The Board approved the use of Electoral Area A Community Works Funds in an amount of up to \$17,000 to fund 50 per cent of the cost for energy efficient upgrades to the Golden Library building, with another \$17,000 being allocated to the project from Golden Library Building Capital Reserve. This is to cover the cost of installing heat pumps after the building's air conditioning units failed. [View report.](#)

### **Golden and District Library Building Lower Level – Use and Occupancy Agreement – Golden Co-op Radio**

The Board agreed to enter into an agreement with the Golden Co-op Radio, for the use and occupancy of a portion of the lower level of the Golden and District Library Building for a 36-month term commencing January 1, 2023, with an option to extend for an additional 24-month term for a total occupancy cost of \$1,200 per year. [View report.](#)

### **Electoral Area F: Scotch Creek Water System Service Area Establishment and Loan Authorization**

The CSRD Board passed three readings of a Service Area Establishment Bylaw and Loan Authorization Bylaw to facilitate the expansion of the Scotch Creek Water System. The bylaws must now be approved by the Inspector of Municipalities before they can be brought back to the Board for adoption. [View report.](#)

### **Electoral Area F: Scotch Creek Water System Construction Contract Award**

The Board agreed to enter into an agreement with Mountain Side Earthworks Ltd. for a total cost not to exceed \$2,860,000 for the construction of a new water system to serve a portion of the Scotch Creek community. [View report.](#)

## **Administration Bylaws**

### **Taft Road Railway Crossing Anti-Whistling Service Area Establishment Bylaw No. 5852, 2022**

This bylaw was adopted on September 28, 2022, using Regional District Special Voting Regulation 41/91. This bylaw required Inspector Approval prior to adoption and that approval arrived after the September 22 Regular Board meeting. BC Assessment requires adopted service bylaws to be submitted before October 1 in order to tax in the 2023 year. Due to this urgency, the Board voted on adoption of Bylaw No. 5852, 2022 via email as per BC Reg 41/91, and unanimously voted to approve adoption. [View report.](#)



## LAND USE MATTERS

### Development Services Business General

#### Policy P-26 Building Permit Geohazard Information Use & Procedure

The Board approved Policy P-26 Building Permit Geohazard Information Use & Procedure for inclusion into the Columbia Shuswap Regional District Policy Manual. This policy provides direction to CSRD Building Officials as to how existing geohazard information is utilized by staff regarding legislation and building permit information requirements and conditions. [View report.](#)

### Development Services Business By Area

#### Electoral Area C: Development Variance Permit No. 701-129

The subject property is located at 2403 Rocky Point Road in Blind Bay. The property owner is proposing a new accessory building and requires variance to the Accessory Building Definition and the maximum permitted height. The Board approved the DVP. [View report.](#)

#### Development Variance Permit (DVP) Delegation Amendments

**P42**

The Board adopted amendments to the Proposed Development Services Procedures Bylaw No. 4001-2 and Development Services Application Fees Bylaw No. 4000 which will increase efficiencies in the process by delegating approvals of 'minor' DVPs to CSRD staff. A delegated DVP will not require a full presentation to the Board and a smaller public notification area, therefore the Board approved a reduction in fees for those types of applications from \$650 to \$500. [View report.](#)

## Planning Bylaws

### Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-88

The owners of 1302 Trans-Canada Highway and 1295 Notch Hill Road are applying to amend the Electoral Area C Official Community Plan and the South Shuswap Zoning Bylaw to allow increased density for a future residential development fronting Notch Hill Road and a commercial development fronting the Trans-Canada Highway.

The Board gave third reading to the amending bylaws in September 2021, however, the Ministry of Transportation and Infrastructure required revisions prior to approval. The revisions were made and the Board approved third reading as amended. The bylaws will now be returned to the Ministry of Transportation and Infrastructure for final approval before the Board can consider them for adoption. [View report.](#)

## Release of In-Camera Resolutions

### Golden and Area Community Forest Team Memorandum of Understanding

THAT: the Board authorize Chair Kevin Flynn to sign the Kenpesq't Community Forest Memorandum of Understanding on behalf of the CSRD;

THAT: upon execution of the Kenpesq't Community Forest Memorandum of Understanding, the Board appoint the Electoral Area A Director as the primary contact individual and the Municipal Director from Town of Golden as the alternate contact individual representing the CSRD.

## NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, November 24, 2022, in the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

The Regular Board meeting public session generally starts at 9:30 AM. Any scheduling changes to the meeting start time will be noted on the Events tab of the CSRD's website.

Please note this will be the Inaugural Meeting of the newly elected Board of Directors, including the addition of the Director for the new Electoral Area G.

In-person attendance is available to the public in accordance with current provincial health orders. Seating is first-come, first-served.

The public is strongly encouraged to join the meeting via Zoom. Information on how to register for the Zoom meeting access is on the Events tab of the CSRD website under the Board meeting date.

Item 9.1

## CITY OF SALMON ARM

Date: November 14, 2022

### Chief Election Officer 2022 General Local Election Results For Information

#### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

# CITY OF SALMON ARM

To: Erin Jackson, Chief Administrative Officer  
 Date: October 19, 2022  
 From: Sue Wood – Chief Election Officer  
 Subject: 2022 General Local Election Results

Pursuant to Section 158 of the *Local Government Act*, the following is a report of the 2022 General Local Election results as officially declared on Wednesday, October 19, 2022.

A total of 4,653 ballots were cast at all voting opportunities. The number of eligible electors for the City of Salmon Arm is estimated by CivicInfoBC to be 15,619. Based on this number, voter turn-out is calculated at 30%, compared to a 42% turn-out at the 2018 General Local Election. The Provincial average for voter turn-out in 2022 was reported to be around 37%.

The voting machines were once again utilized, resulting in quick and efficient counting at the close of voting.

Voting opportunities	Number of Electors	% of ballots cast
Mail in ballots - Sep 26 - Oct 14	42	0.90%
Advanced - Oct 5 & 11 at City Hall	1179	25.34%
Special voting @ Good Samaritan Canada (Hillside Village), Bastion Place & Shuswap General Hospital - Oct 11	28	0.60%
Gleneden - Oct 15	135	2.90%
Mall at Piccadilly - Oct 15	801	17.21%
North Canoe Elementary - Oct 15	376	8.08%
SASCU Recreation Centre - Oct 15	2092	44.96%
<b>Total ballots cast</b>	<b>4653</b>	<b>100.00%</b>

#### Future items for consideration

- The candidate information session only saw 2 participants. This may be because the province has provided considerable resources to those who wish to run for office. The value of the candidate information session should be reconsidered for the next election to determine what resources potential candidates want to make an informed decision.
- The addition of the Piccadilly Mall voting opportunity in 2018 and 2022 was well attended (2018 – 883 voters and 2022 – 801 voters). Council may wish to consider eliminating the Gleneden location (2018 – 158 voters and 2022 – 135 voters) in future elections.
- The voting machine technology used over the past 20 years has now become obsolete and staff will be researching options for future elections.



For an Election to run as smoothly as this one did, many dedicated Election workers, including a number of City staff members, showed up for 12 + hour days and provided exceptional service to the voters of Salmon Arm. It was a pleasure to serve as the City's Chief Election Officer alongside Deputy Chief Election Officer Rhonda West.

Respectfully submitted,



Sue Wood,  
Chief Election Officer

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Item 9.2

## CITY OF SALMON ARM

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: pursuant to Section 77 of the *Land Title Act*, Council appoint Christopher Larson as the Approving Officer for the City of Salmon Arm.

### Vote Record

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

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF  
SALMON ARM**

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To: His Worship Mayor Harrison and Members of Council

From: Director of Corporate Services

Date: November 4, 2022

Subject: **Appointment of Approving Officer**

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**Recommendation:**

THAT pursuant to Section 77 of the Land Title Act, Council appoint Christopher Larson as the Approving Officer for the City of Salmon Arm.

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Approving Officer (AO) positions in British Columbia are appointed by Council. A Municipal Approving Officer is required by the Land Title Act and they must conduct their duties independently from Council.

Chris Larson is a Registered Professional Planner who holds the Senior Planner position and has been the Deputy Approving Officer since July 12, 2021. Chris has the competencies and support to hold this important role.

BC Land Title and Survey office will be notified of the appointment.

Respectfully,



Sue Wood

Item 9.3

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the contract with the Shuswap Recreation Society and Salmon Arm Sports Inc. (operating as Salmon Arm Silverbacks) for a 5 year term ending May 16, 2026.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond



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TO: His Worship Mayor Harrison and Members of Council  
FROM: David Knight, Arena Manager, Shuswap Recreation Society  
PREPARED BY: David Knight  
DATE: September 12, 2022  
SUBJECT: **Salmon Arm Silverbacks - Contract**

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**RECOMMENDATION:**

**THAT: Council approve the contract with the Shuswap Recreation Society and the Salmon Arm Silverbacks on a 5 year term.**

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**Background**

The Salmon Arm Silverbacks Junior "A" Hockey team has been a tenant of the "Shaw Centre" arena in Salmon Arm since 2001. Over the years the Silverbacks have provided a source of entertainment to the citizens of Salmon Arm, participating in the British Columbia Hockey League.

With their 1 year contract ending May 2021 after a difficult season heavily affected by COVID19 restrictions and disruptions, the discussions of a new, longer term contract did not materialize until the summer of 2021. Due to the ongoing uncertainty of starting a new season, the challenges of tighter restrictions with the pandemic still lingering, and the inability to meet and discuss in person on a regular basis – negotiation and discussions of a new contract extended further than either side was hoping.

In the end, both sides were able to come together and agree to terms for a new 5 year contract that will keep the Silverbacks in Salmon Arm until 2026.

**Summary**

The new contract went through some re-wording, after lawyers from both sides reviewed it for continuity, but overall the structure of the contract remains the same as the previous agreement.

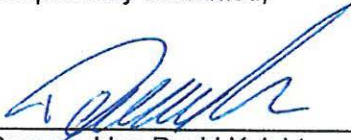
Some of the key changes to the new contract are as follows;

- A. The term of the license was increased to a 5 year term to provide certainty for both the Silverbacks and the Society.
- B. The Consumer Price Index (CPI) clause was reinstated after being removed during the one year agreement made during COVID.

- C. The Fee structure remains the same as the one (1) year agreement with it being broken down from a lump sum amount and billed based on ice and room usage and will remain in this contract moving forward.
  - a. Ice usage during the 2021-22 season was just over \$49,000.
    - i. Practices - \$26,000
    - ii. Games - \$19,000
    - iii. Playoffs - \$4,500
  - b. Office and storage space rentals were \$13,650
  - c. We anticipate a similar usage pattern for ice and games in the seasons ahead.
  
- D. Wording around practice times changed to allow flexibility for both the facility and the team to change times depending on the requirements of both organizations.

The relationship with the Silverbacks organization over the past few years has been positive. We are hoping that game attendance improves as the team continues to put the best product on the ice.

Respectfully submitted,



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Prepared by: David Knight  
Arena Manager of the Shuswap Recreation Society

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Item 9.4

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the contract with the Shuswap Recreation Society and S'wichcraft Catering for a 2 year term ending April 30, 2024.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond



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TO: His Worship Mayor Harrison and Members of Council  
FROM: David Knight, Arena Manager, Shuswap Recreation Society  
PREPARED BY: David Knight  
DATE: October 18, 2022  
SUBJECT: S'wichcraft Catering - Contract

---

**RECOMMENDATION:**

**THAT: Council approve the contract with the Shuswap Recreation Society and S'wichcraft Catering on a 2 year term ending April 30<sup>th</sup>, 2024.**

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**Background**

S'wichcraft Catering moved into the Little Mountain Field House in May of 2021 to utilize the kitchen space during a time when the Field House was not available for private rentals and was being used to host vaccination clinics for the community. Erik Juarez – owner of S'wichcraft Catering – operates a food truck as part of his catering business and can be available for catering events hosted at the facility and around the community.

The initial contract was for one year and we have since discussed extending this to a 2 year deal that would keep Erik at the Field House until May 2024.

**Summary**

The new contract would remain the same as the previous contract, however, we would reduce the cost during the months of November to January due to fewer events available, and in return, reduced usage of the facility during this time.

Some of the key changes to the new contract are as follows;

- A. The term of the license was increased to a 2 year term to provide certainty for Erik to continue to service the community and their events.
- B. The Consumer Price Index (CPI) clause was added as it is now a multiple year agreement.
- C. The Fee structure is \$1100 per month from February to October and \$800 from Nov to January. We will monitor usage during the quieter months and review these fees, if necessary.

Erik has been a great tenant and his usage has generated revenue at the facility during a time where bookings were not possible. His services, available to renters of the facility, create

another dynamic to promoting the facility for weddings, anniversaries, meeting events and other gatherings that may require food services. We hope to continue the positive working relationship with Erik and continue to promote the Little Mountain Field House for community events.

Respectfully submitted,



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Prepared by: David Knight  
Arena Manager of the Shuswap Recreation Society

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Item 9.5

## CITY OF SALMON ARM

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the contract for Engineering Services for Lakeshore Road Improvements – Detailed Design, be awarded to Onsite Engineering Ltd. for \$224,170.00 plus taxes, as applicable;

AND THAT: the 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to combine the following Water Capital Project Budgets into one, 20 Avenue NE at Lakeshore Road:

- 20 Avenue NE at Lakeshore – Watermain Upgrade - \$440,000, and
- Lakeshore – 10 Avenue – 17 Avenue NE Upgrade - \$429,000.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

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TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Chris Moore, Engineering Assistant  
DATE: November 4, 2022  
SUBJECT: **AWARD OF RFP FOR LAKESHORE ROAD IMPROVEMENTS –  
DETAILED DESIGN**

---

### **STAFF RECOMMENDATION**

**THAT: The proposal for Engineering Services for Lakeshore Road Improvements - Detailed Design, be awarded to Onsite Engineering Ltd for \$224,170.00 plus taxes, as applicable.**

**AND THAT The 2022 Budget contained in the 2022 – 2026 Financial Plan bylaw be amended to combine the following Water Capital Project Budgets into one, 20 Ave NE at Lakeshore Road:**

- **20 Ave NE at Lakeshore – Watermain Upgrade - \$440,000, and**
- **Lakeshore – 10 Ave – 17 Ave NE Upgrade - \$429,000**

### **BACKGROUND**

In February 2021, Council approved the award of the Preliminary Design for the Lakeshore Road Stabilization project. The Preliminary Design was completed and at Council's direction a Public Consultation was undertaken to determine the public's preferred design solution. The overwhelming majority of those who responded opted for a two way road with a multi-use path which was subsequently approved by Council on April 26, 2021.

A Request for Proposals (RFP) for Engineering Services for the Detailed Design of the Lakeshore Road Improvements was issued on September 15, 2022. The design includes the following:

- **Roads** – Upgrading of approximately 1300m of existing road to include 7.0m wide road, curb and gutter, road drainage, minimum 2.5m wide multi-use path, street lighting and underground utilities.
- **Water** – Replace approximately 980m of 150/100mm dia AC main (C. 1959-1966) with 200 mm dia PVC watermain and construction of 160m of new 200mm dia watermain.
- **Slope Stability Works** – Extent still to be determined by the design engineer / geotech.

The RFP was for both Design and Construction Services; however, at this time we are requesting that Council only award Design. Once the design is complete and project funding is secured and approved, Staff will then prepare a report to Council recommending that the Construction Service be awarded to Onsite Engineering Ltd.

On October 7, we received three proposals. The proposals were evaluated using our evaluation matrix, in accordance with the criteria listed in the RFP. The following is a summary.

Company	Design Only	Construction Services	Design & Construction	Evaluation
Onsite	\$224,170.00	\$129,570.00	\$353,740.00	1
Parsons	\$275,425.00	\$50,708.00	\$326,133.00	2
DNA	\$422,135.00	\$101,430.00	\$523,565.00	3

The price comparison for the evaluation was based on the Design and Construction costs combined, for which Parsons were the lowest. However, this was only 15% of the overall scoring and Onsite scored higher particularly for their extensive local knowledge and their level of effort which resulted in Onsite ultimately receiving the highest score.

Onsite Engineering Ltd (OEL) has previously completed the monitoring works and preliminary design for Lakeshore Road and is intimately familiar with the project and history due to their work on the project to date. OEL have successfully completed a number of other projects in the City and staff believe that OEL is the local firm uniquely qualified to work on this project with their in house blend of geotechnical and civil engineering expertise.

**STAFF COMMENTS**

Staff recommend award to Onsite Engineering Ltd for \$224,170.00 plus taxes as applicable, in accordance with their proposal submitted. Summary of the funding for this design is shown below:

Project	Budget	Design Portion	Design Budget
ROADS: Lakeshore Road - Slope Stabilization Design	195,860	100%	195,860
DRAINAGE: 20 Ave NE at Lakeshore Extension	200,000	5%	10,000
WATER: 20 Ave NE at Lakeshore Upgrade	440,000	5%	22,000
<b>Total:</b>			<b>227,000</b>

\* Construction project budgets include 5% Engineering Design and 5% Engineering Construction costs.

Respectfully submitted,

Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

### APPENDIX D ENG2020-47

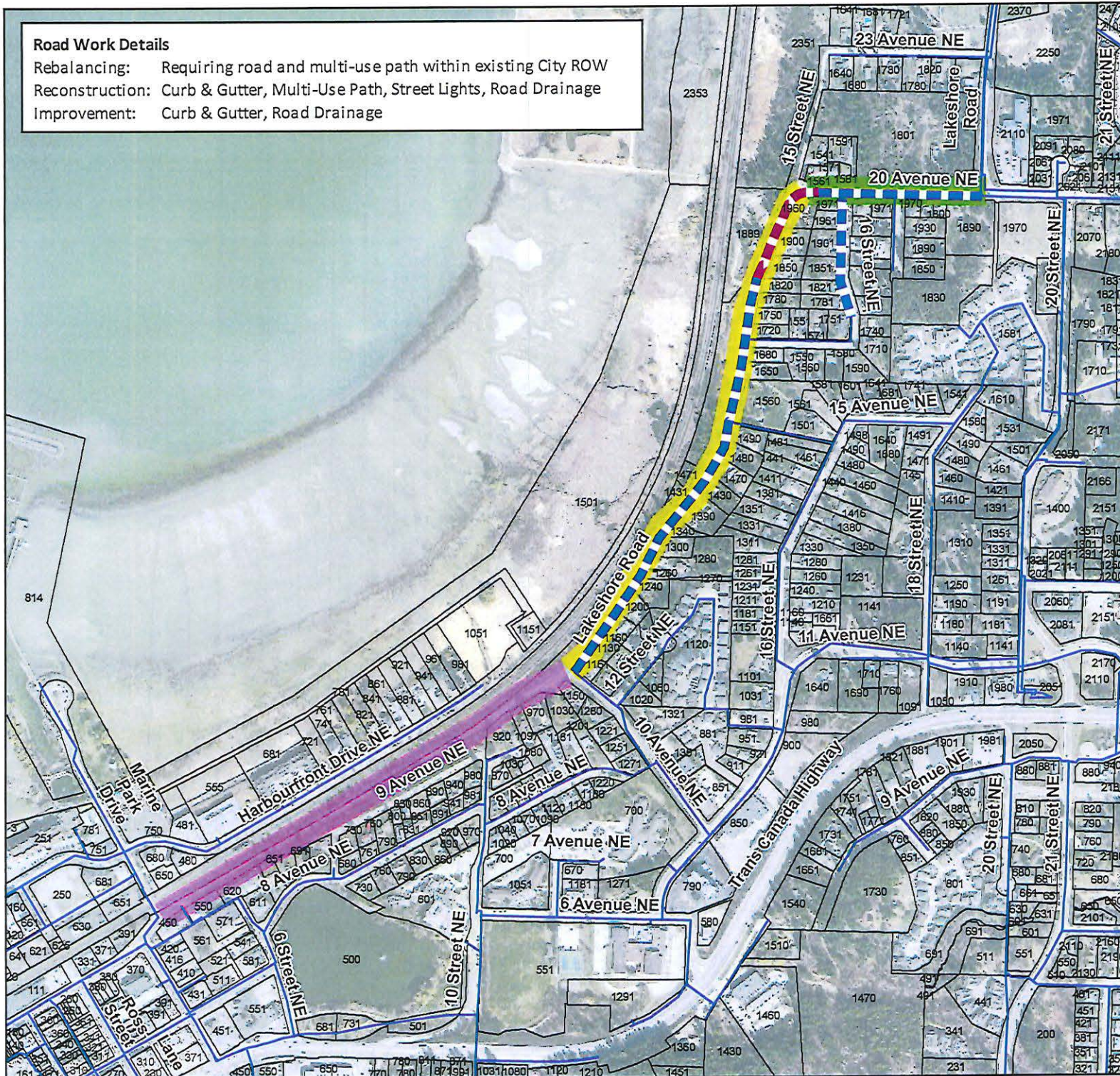
## Lakeshore Road Improvements Extent Plan

#### Road Work Details

- Rebalancing: Requiring road and multi-use path within existing City ROW
- Reconstruction: Curb & Gutter, Multi-Use Path, Street Lights, Road Drainage
- Improvement: Curb & Gutter, Road Drainage

#### LEGEND

- Water Main Work**
  - New (Red dashed line)
  - Replacement (Blue dashed line)
  - Existing water main (Blue solid line)
- Road Work**
  - Improvement (Green solid line)
  - Reconstruction (Yellow solid line)
  - Rebalancing (Pink solid line)



1:8,000



Item 9.6

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the 2022 Budget contained in the 2022 – 2026 Financial Plan be amended to combine both the North and South Okanagan Storm Pond budgets to create one Okanagan Storm Water Facility Budget:

- Okanagan Storm Pond (North) - \$100,000
- Okanagan Storm Pond (South) - \$100,000

**Vote Record**

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

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond



TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering & Public Works  
PREPARED BY: Mustafa Zakreet, Engineering Assistant  
DATE: November 8, 2022  
SUBJECT: **Okanagan Avenue Storm Water Facility Budget Amendment**

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**RECOMMENDATION:**

**THAT: The 2022 Budget contained in the 2022 to 2026 Financial Plan be amended to combine both the North and South Okanagan Storm Pond budgets to create one Okanagan Storm Water Facility budget.**

**BACKGROUND:**

The Ross Street stormwater trunk main has been highlighted as an area of concern pertaining to stormwater in the 2020 CoSA Storm Water Master Plan. (**See Figure 1**)

Stormwater flows originated around the west boundary of Little Mountain Park are conveyed west via a storm sewer along Okanagan Avenue E, then these flows are conveyed northwest along Ross Street. The Ross Street location experiences significant ponding between Hudson Avenue NE and Lakeshore Drive NE both in the roadway and the adjacent parking lots.

The Stormwater Master Plan investigated options to remediate the ponding issue and concluded that upstream storm water flows from the Okanagan Avenue be controlled by a surface storage. As a result, two budgets were created, the North and South Okanagan Storm Pond budgets, to account for preliminary investigations.

Both the northern and southern locations identified in the Stormwater Master Plan for the Stormwater Management Facilities have topological constraints. Through review of both locations, the City determined that it is likely more feasible to combine the two ponds on the southern location.

As a result, staff now recommends to combine both the North and South Okanagan Storm Pond budgets to create one Okanagan Storm Facility budget for proper accounting of these expenditures.

The properties deemed most reasonable for construction of the Storm Water Management Facility are 70 and 210 – 11Street SE (**See Figure 2**).

On October 27, 2022, the City of Salmon Arm received five proposals for the preliminary design of the Stormwater Management Facility and this project will be awarded shortly. A major objective of the design will be to limit the impacted land area/maximize the developable land area, while ensuring the long-term needs of the City from construction, operations & maintenance and replacement are protected. A geotechnical study will be required as well as part of this project and staff are undertaking the procurement process.

Staff are recommending that the 2022 Budget contained in the 2022 to 2026 Financial Plan be amended to combine both the North and South Okanagan Storm Pond budgets to create one Okanagan Storm Facility budget.

Respectfully submitted,



Robert Niewenhuizen,  
Director of Engineering & Public Works

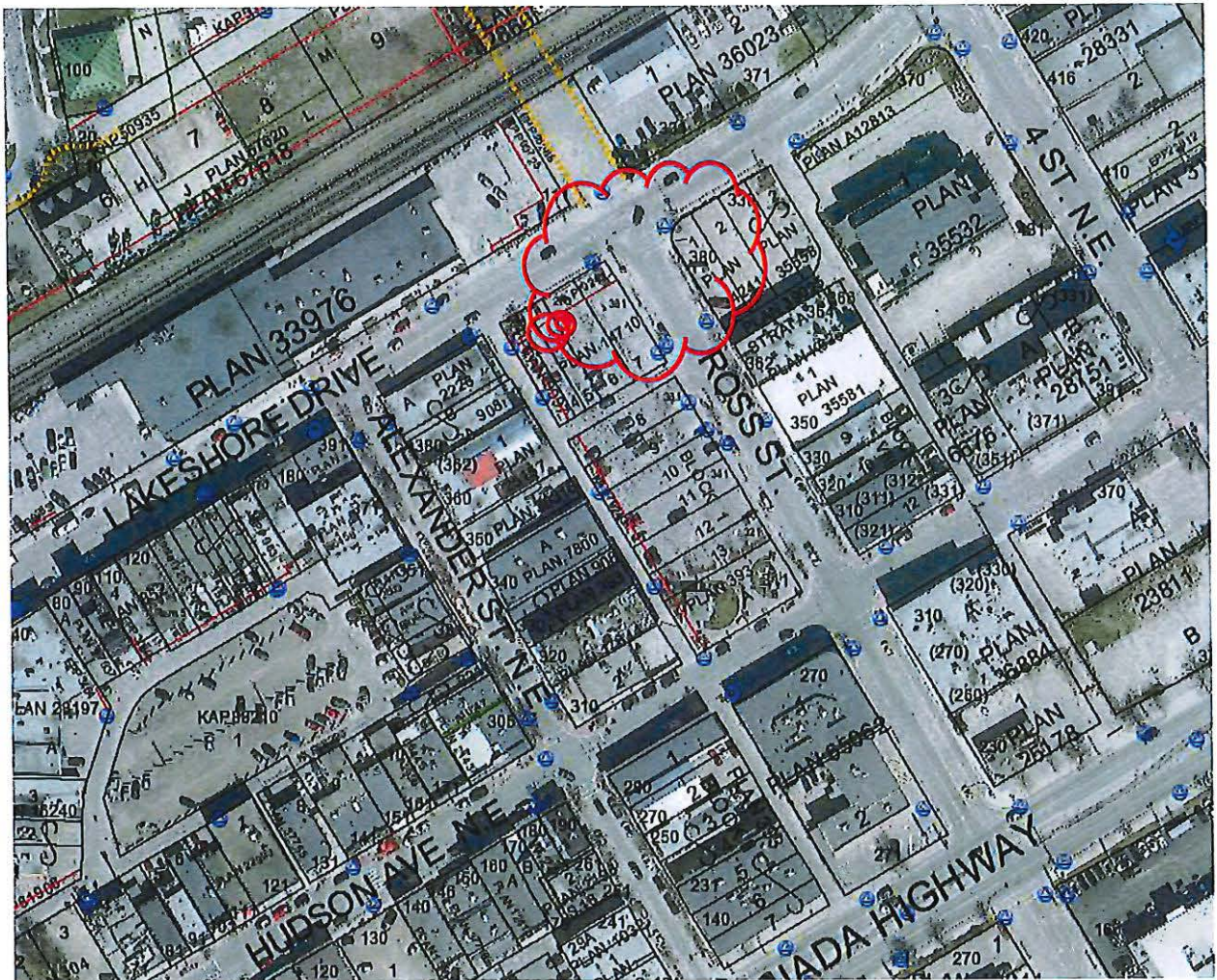


Figure 1 Area with flooding issues



Figure 2 Properties of interest

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Item 10.1

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Cemetery Management Amendment Bylaw No. 4557 be read a first, second and third time.

[Cemetery Rates]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

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

To: His Worship Mayor Harrison and Members of Council  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Date: October 3, 2022  
 Subject: Cemetery Management Amendment Bylaw – 2023 Cemetery Rates

**Recommendation:**

THAT: Bylaw No. 4557 cited as the “City of Salmon Arm Cemetery Management Amendment Bylaw No. 4557” be given three readings.

**Background:**

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

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

While reviewing the rates there were several fees noted that continue to be below the regional average. It is recommended that these interment rights be increased as proposed below:

Right of Interment (Resident)	Current	Average	Proposed
Ground Burial - Adult	\$1,125.00	\$1,959.00	\$1,800.00
Ground Burial – Child/Infant	679.00	912.00	800.00
Ground Burial – Cremation	463.00	634.00	600.00

It was further noted that the City’s Non-Resident premium ranged from an additional 28% to 43%. A “non-resident” means an individual who does not satisfy the definition of a ‘resident’ or a ‘former resident’. A “resident” means an individual who at the time of death:

- a) is an owner, as defined in the Local Government Act [RSBC 2015] C.1, of real property within the City of Salmon Arm or Area ‘D’ of the Columbia Shuswap Regional District or;
- b) is an individual who, at the time of their death, has been a resident of the City of Salmon Arm or Area ‘D’ of the Columbia Shuswap Regional District for not less than ninety (90) days, and;
- c) where said ‘resident’ status referred to under paragraphs (a) and (b) above can be verified in a manner prescribed by the City.



Non-Resident premiums range widely among municipalities and are generally charged on the sale of rights of interment. For example, comparable non-resident premiums are:

- Penticton – 35% Burial and Cremation;
- Vernon – 47% Burial and Cremation;
- Nelson – Varies as is applied as a flat rate amount versus a percentage;
- Kamloops – 23% Burial, 20% Cremation; and
- Kelowna – 25% Burial and Cremation.

In an effort to simplify our pricing it is recommended that the Non-Resident premium be set at 35% of the Resident rate for all interment options:

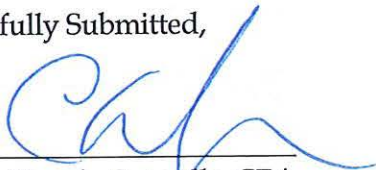
Non-Resident Premium	Current	Proposed
Ground Burial - Adult	32%	35%
Ground Burial - Child/Infant	43%	35%
Ground Burial - Cremation	35%	35%
Ground Burial - Family Estate	30%	35%
Columbarium Niche	31%	35%
Family Vessel	30%	35%
Ossuary	29%	35%
Scattering Garden	28%	35%

\* The City's current average Non-Resident Premium is 32%

Finally, it is recommended to increase all other cemetery rates by 6.25%; which is consistent with current BC CPI inflationary increases (6.27% Jan – Sept).

Attached (Appendix A) is a comparative of the proposed rate changes, associated required Care Fund contributions and impact to users. The bylaw proposes rates for both Mt. Ida and Shuswap Memorial Cemetery for 2023. It is recommended that the fees for each cemetery be increased as recommended, effective January 1, 2023.

Respectfully Submitted,

  
Chelsea Van de Cappelle, CPA

Cemetery Rates

	2022				2023				\$ Change
	Cemetery Rates				Cemetery Rates				
	Net Rate	Care Fund	Total Rate	Care Fund %	Net Rate	Care Fund	Total Rate	Care Fund %	
Proposed Rate Increase	2.65%				6.25%				
Estimated Inflationary Increase (BC CPI)	2.65%				6.27%				
Non-Resident Premium					35.00%				
<b>Grave Space</b>									
<u>Ground Burial</u>									
Adult Res	843.00	282.00	1,125.00	25.07%	1,350.00	450.00	1,800.00	25.00%	675.00
Adult Non-Res	1,114.00	372.00	1,486.00	25.03%	1,822.50	607.50	2,430.00	25.00%	944.00
Child/Infant Res	509.00	170.00	679.00	25.04%	600.00	200.00	800.00	25.00%	121.00
Child/Infant Non-Res	726.00	242.00	968.00	25.00%	810.00	270.00	1,080.00	25.00%	112.00
Cremation Res	347.00	116.00	463.00	25.05%	450.00	150.00	600.00	25.00%	137.00
Cremation Non-Res	469.00	157.00	626.00	25.08%	607.50	202.50	810.00	25.00%	184.00
Family Estate Res	1,275.00	425.00	1,700.00	25.00%	1,354.50	451.50	1,806.00	25.00%	106.00
Family Estate Non-Res	1,658.00	552.00	2,210.00	24.98%	1,828.50	609.50	2,438.00	25.00%	228.00
<u>Cremation</u>									
Columbarium Niche Res	2,053.00	686.00	2,739.00	25.05%	2,182.50	727.50	2,910.00	25.00%	171.00
Columbarium Niche Non-Res	2,684.00	896.00	3,580.00	25.03%	2,946.75	982.25	3,929.00	25.00%	349.00
Family Vessel Res	5,181.00	1,728.00	6,909.00	25.01%	5,505.75	1,835.25	7,341.00	25.00%	432.00
Family Vessel Non-Res	6,734.00	2,246.00	8,980.00	25.01%	7,432.50	2,477.50	9,910.00	25.00%	930.00
Ossuary Res	326.00	109.00	435.00	25.06%	346.50	115.50	462.00	25.00%	27.00
Ossuary Non-Res	420.00	140.00	560.00	25.00%	468.00	156.00	624.00	25.00%	64.00
Scattering Res	161.00	54.00	215.00	25.12%	171.00	57.00	228.00	25.00%	13.00
Scattering Non-Res	207.00	70.00	277.00	25.27%	231.00	77.00	308.00	25.00%	31.00
<u>Services</u>									
License Transfer Fee	98.00	-	98.00	0.00%	104.00	-	104.00	0.00%	6.00
Administration Fee	56.00	-	56.00	0.00%	60.00	-	60.00	0.00%	4.00
<u>Interment (Open/Close)</u>									
Adult	1,058.00	-	1,058.00	0.00%	1,124.00	-	1,124.00	0.00%	66.00
Child/Infant	712.00	-	712.00	0.00%	757.00	-	757.00	0.00%	45.00
Cremation/Family Estate	473.00	-	473.00	0.00%	503.00	-	503.00	0.00%	30.00
Niche/Vessel/Ossuary	319.00	-	319.00	0.00%	339.00	-	339.00	0.00%	20.00
Scattering	319.00	-	319.00	0.00%	339.00	-	339.00	0.00%	20.00
Extra Depth	418.00	-	418.00	0.00%	444.00	-	444.00	0.00%	26.00
<u>After 3:30pm/Weekends/Holidays</u>									
Adult	538.00	-	538.00	0.00%	572.00	-	572.00	0.00%	34.00
Child/Infant	538.00	-	538.00	0.00%	572.00	-	572.00	0.00%	34.00
Cremation/Family Estate	279.00	-	279.00	0.00%	296.00	-	296.00	0.00%	17.00
Niche/Vessel/Ossuary	168.00	-	168.00	0.00%	179.00	-	179.00	0.00%	11.00
Scattering	168.00	-	168.00	0.00%	179.00	-	179.00	0.00%	11.00
<u>Disinterment (Open/Close)</u>									
Adult	1,625.00	-	1,625.00	0.00%	1,727.00	-	1,727.00	0.00%	102.00
Child/Infant	1,213.00	-	1,213.00	0.00%	1,289.00	-	1,289.00	0.00%	76.00
Cremation/Family Estate	610.00	-	610.00	0.00%	648.00	-	648.00	0.00%	38.00
<u>After 3:30pm/Weekends/Holidays</u>									
Adult	538.00	-	538.00	0.00%	572.00	-	572.00	0.00%	34.00
Child/Infant	538.00	-	538.00	0.00%	572.00	-	572.00	0.00%	34.00
Cremation/Family Estate	279.00	-	279.00	0.00%	296.00	-	296.00	0.00%	17.00
<u>Memorials</u>									
<u>Marker Installation Permit</u>									
Flat Marker Memorial	109.00	36.00	145.00	24.83%	115.50	38.50	154.00	25.00%	9.00
Upright Monument Memorial	109.00	36.00	145.00	24.83%	115.50	38.50	154.00	25.00%	9.00
Columbarium Niche Plate	109.00	36.00	145.00	24.83%	115.50	38.50	154.00	25.00%	9.00
Memorial Wall Plaque	109.00	36.00	145.00	24.83%	115.50	38.50	154.00	25.00%	9.00
Community Memorial Wall Plaque	109.00	36.00	145.00	24.83%	115.50	38.50	154.00	25.00%	9.00
<u>Granite Memorial Wall Plaque</u>									
Individual/Family	239.00	80.00	319.00	25.08%	254.25	84.75	339.00	25.00%	20.00
<u>Cemetery Products</u>									
<u>Grave Liners</u>									
Single	526.00	-	526.00	0.00%	559.00	-	559.00	0.00%	33.00
Double	526.00	-	526.00	0.00%	559.00	-	559.00	0.00%	33.00
Cremation Vault - Double	138.00	-	138.00	0.00%	147.00	-	147.00	0.00%	9.00
<b>TOTAL</b>	<b>36,628.00</b>	<b>8,505.00</b>	<b>45,133.00</b>		<b>40,775.75</b>	<b>9,646.25</b>	<b>50,422.00</b>		<b>5,289.00</b>

Notes:

\* 2021 BC CPI per Stats Canada = 2.80%

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

CITY OF SALMON ARM  
BYLAW NO. 4557

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

---

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

This bylaw shall come into full force and effect on January 1, 2023.

5. CITATION

This bylaw may be cited as "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4557."

READ A FIRST TIME THIS	DAY OF	2022
READ A SECOND TIME THIS	DAY OF	2022
READ A THIRD TIME THIS	DAY OF	2022
ADOPTED BY COUNCIL THIS	DAY OF	2022

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A" CEMETERY

GRAVE SPACE (RIGHT OF INTERMENT)	DESCRIPTION	2023		
		RATE	CARE FUND	TOTAL
<b>Ground Burial</b>				
Adult	Resident	\$ 1,350.00	\$ 450.00	\$ 1,800.00
	Non-Resident	1,822.50	607.50	2,430.00
Child/Infant	Resident	600.00	200.00	800.00
	Non-Resident	810.00	270.00	1,080.00
Cremation	Resident	450.00	150.00	600.00
	Non-Resident	607.50	202.50	810.00
* Family Estate - Cremation	Resident	1,354.50	451.50	1,806.00
	Non-Resident	1,828.50	609.50	2,438.00
<b>Cremation</b>				
Columbarium Niche	Resident	2,182.50	727.50	2,910.00
	Non-Resident	2,946.75	982.25	3,929.00
* Family Vessel	Resident	5,505.75	1,835.25	7,341.00
	Non-Resident	7,432.50	2,477.50	9,910.00
* Ossuary	Resident	346.50	115.50	462.00
	Non-Resident	468.00	156.00	624.00
* Scattering	Resident	171.00	57.00	228.00
	Non-Resident	231.00	77.00	308.00
<b>SERVICE FEES</b>				
Regular services rendered Monday to Friday 8:00am until 3:30pm.				
After 3:30pm on weekdays, weekends and statutory holidays are subject to an additional charge over the weekday interment fee.				
License Transfer Fee		104.00	-	104.00
Administration Fee		60.00	-	60.00
<b>Interment (Open/Close)</b>				
Adult	Weekday	1,124.00	-	1,124.00
	After Regular Hours	572.00	-	572.00
Child/Infant	Weekday	757.00	-	757.00
	After Regular Hours	572.00	-	572.00
Cremation/Family Estate - Cremation	Weekday	503.00	-	503.00
	After Regular Hours	296.00	-	296.00
Columbarium Niche/Vessel/Ossuary	Weekday	339.00	-	339.00
	After Regular Hours	179.00	-	179.00
Scattering	Weekday	339.00	-	339.00
	After Regular Hours	179.00	-	179.00
Extra Depth		444.00	-	444.00
<b>Disinterment (Open/Close)</b>				
Adult	Weekday	1,727.00	-	1,727.00
	After Regular Hours	572.00	-	572.00
Child/Infant	Weekday	1,289.00	-	1,289.00
	After Regular Hours	572.00	-	572.00
Cremation/Family Estate - Cremation	Weekday	648.00	-	648.00
	After Regular Hours	296.00	-	296.00
<b>MEMORIALS</b>				
<b>Marker Installation Permit</b>				
Flat Marker Memorial		115.50	38.50	154.00
Upright Monument Memorial		115.50	38.50	154.00
Columbarium Niche Plate		115.50	38.50	154.00
* Memorial Wall Plaque		115.50	38.50	154.00
* Community Memorial Wall Plaque		115.50	38.50	154.00
<b>Granite Memorial Wall Plaques</b>				
* Individual/Family Plaque	Plaque/Installation	254.25	84.75	339.00
<b>CEMETERY PRODUCTS</b>				
Grave Liners	Single	559.00	-	559.00
	Double	559.00	-	559.00
Cremation Vault	Cremation	147.00	-	147.00

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

Item 10.2

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Checkout Bag Regulation Amendment Bylaw No. 4552 be read a first, second and third time.

[Checkout Bag Regulation]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

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

---

TO: His Worship Mayor Harrison and Members of Council  
DATE: November 14, 2022  
SUBJECT: Checkout Bag Regulation Amendment Bylaw No. 4552

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**MOTION FOR CONSIDERATION:**

THAT: the bylaw entitled "City of Salmon Arm Checkout Bag Regulation Amendment Bylaw No. 4552" be read a first, second and third time.

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**Background:**

City of Salmon Arm Checkout Bag Regulation No. 4478 was adopted by Council on December 13, 2021 and came into force and effect on July 1, 2022.

Upon further review, it was determined that clarification and consistent wording was necessary regarding enforcement provisions under the Bylaw. Reference to fines under the Municipal Ticketing Information Utilization Bylaw No. 2760 has been added along with the standard contravention provisions paragraph.

Bylaw No. 4552 amendments will provide clarification on fines and enforcement in the event an offence is committed.

Respectfully Submitted,



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Rhonda West  
Deputy Corporate Officer

CITY OF SALMON ARM  
BYLAW NO. 4552

A bylaw to amend "City of Salmon Arm Checkout Bag Regulation Bylaw No. 4478"

The Municipal Council of the City of Salmon Arm, in open meeting assembled, enacts that the City of Salmon Arm Curbside Collection Bylaw No. 4478 be amended as follows:

1. That Section 6, CONSEQUENTIAL AMENDMENT TO THE TICKET BYLAW, that reads:

6. CONSEQUENTIAL AMENDMENT TO THE TICKET BYLAW

The City of Salmon Arm Ticket Information Utilization Bylaw No. 2760 is amended by inserting, immediately after Schedule 19, the Schedule attached to this Bylaw as the new Schedule 20.

Be deleted and replaced with a new Section 6 that reads:

6. ENFORCEMENT

1) Every person who contravenes a provision of this Bylaw, or who suffers, allows or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, is guilty of an offence against this Bylaw.

2) This Bylaw may be enforced by the impositions of fines under the City of Salmon Arm Municipal Ticketing Information Utilization Bylaw No. 2760 and amendments thereto.

2. That Schedule 20 be deleted in its entirety that reads:

BYLAW NO. 2760

SCHEDULE 20

BYLAW	SECTION	SET FINE
<b>Checkout Bag Regulation Bylaw No.</b>		
Providing a Checkout Bag to a Customer except as provided in the bylaw	2. 1)	\$100.00
Providing a Checkout Bag without asking whether a customer wants one	2. 2) a)	\$100.00
Providing a Checkout Bag that is not a Paper Bag or Reusable Bag	2. 2) b)	\$100.00
Charging less than a prescribed amount for a Checkout Bag	2. 2) c)	\$100.00

Selling or providing a Plastic Bag	2. 3) a)	\$100.00
Providing Checkout Bag free of charge	2. 3) b)	\$100.00
Denying or discouraging use of customer's own Reusable Bag	2. 4)	\$100.00

3. 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.

4. 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.

5. EFFECTIVE DATE

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

6. CITATION

This bylaw may be cited as "City of Salmon Arm Checkout Bag Regulation Amendment Bylaw No. 4552."

READ A FIRST TIME THIS	DAY OF	2022
READ A SECOND TIME THIS	DAY OF	2022
READ A THIRD TIME THIS	DAY OF	2022
ADOPTED BY COUNCIL THIS	DAY OF	2022

\_\_\_\_\_  
MAYOR

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



Item 10.3

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Ticket Information Utilization Amendment Bylaw No. 4558 be read a first, second and third time.

[Checkout Bag Regulation]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

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

---

TO: His Worship Mayor Harrison and Members of Council  
DATE: November 14, 2022  
SUBJECT: Amendment to Bylaw No. 2760 – Municipal Ticket Information System

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MOTION FOR CONSIDERATION:

THAT: the bylaw entitled “City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4558” be read a first, second and third time.

---

**Background:**

The adoption of Bylaw No. 4558 will serve to align with amendments made to Bylaw No. 4552 – Checkout Bag Regulation.

The amendment will add Schedule 23 in relation to fines that may be imposed under Checkout Bag Regulation Bylaw No. 4478.

Respectfully Submitted,



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Rhonda West  
Deputy Corporate Officer

CITY OF SALMON ARM  
BYLAW NO. 4558

A bylaw to amend "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760"

---

The Municipal Council of the City of Salmon Arm, in open meeting assembled, enacts that the City of Salmon Arm Ticket Information Utilization Bylaw No. 2760 be amended as follows:

1. THAT SCHEDULE 1, be amended by adding number 22 that reads:
  - 22. Checkout Bag Regulation Bylaw No. 4478
    - Bylaw Enforcement Officer
    - Member of R.C.M.P.
2. AND THAT a new Schedule 23, be added after Schedule 22 that reads:

BYLAW NO. 2760

SCHEDULE 23

BYLAW	SECTION	SET FINE
<b>Checkout Bag Regulation Bylaw No. 4478</b>		
Providing a Checkout Bag to a Customer except as provided in the bylaw	2. 1)	\$100.00
Providing a Checkout Bag without asking whether a customer wants one	2. 2) a)	\$100.00
Providing a Checkout Bag that is not a Paper Bag or Reusable Bag	2. 2) b)	\$100.00
Charging less than a prescribed amount for a Checkout Bag	2. 2) c)	\$100.00
Selling or providing a Plastic Bag	2. 3) a)	\$100.00
Providing Checkout Bag free of charge	2. 3) b)	\$100.00
Denying or discouraging use of customer's own Reusable Bag	2. 4)	\$100.00

3. 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.

4. 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.

5. EFFECTIVE DATE

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

6. CITATION

This bylaw may be cited as "City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4558."

READ A FIRST TIME THIS	DAY OF	2022
READ A SECOND TIME THIS	DAY OF	2022
READ A THIRD TIME THIS	DAY OF	2022
ADOPTED BY COUNCIL THIS	DAY OF	2022

\_\_\_\_\_  
MAYOR

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

Item 10.4

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Fee for Service Amendment Bylaw No. 4559 be read a first, second and third time.

[Water & Sewer Rates]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF  
SALMON ARM**

---

To: His Worship Mayor Harrison and Members of Council  
Date: November 2, 2022  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Fee for Service Amendment – Water & Sewer User Rates

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**Recommendation:**

THAT: Bylaw No. 4559 cited as “City of Salmon Arm Fee for Service Amendment Bylaw No. 4559” be given 3 readings.

**Background:**

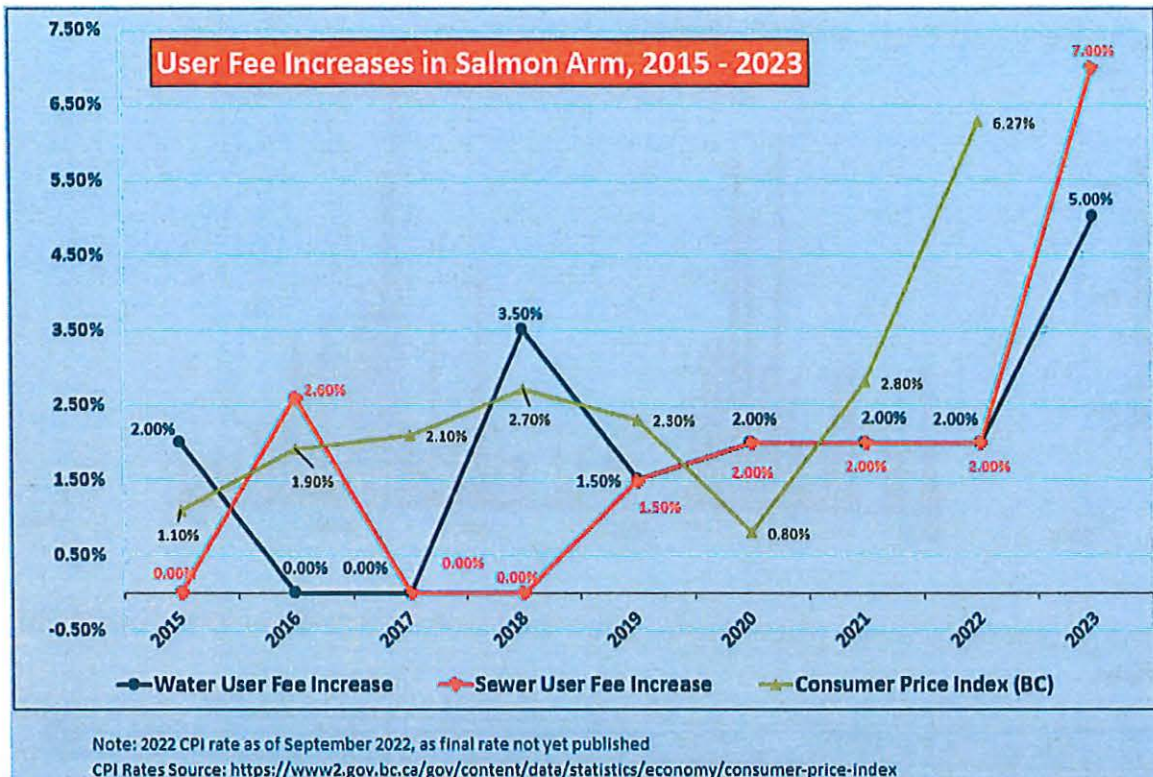
Annual water and sewer user fees have historically been billed in December for the upcoming year. Typically water and sewer user fees are assessed and brought forward to Council with the annual budget presentation in November. However, the 2023 Budget Presentation is not scheduled until January 2023. In order to proceed with the annual billing in December, it is necessary to review the user fees.

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

The frontage tax rates have been analyzed and continue to be sufficient to support current needs. As a result, no change is recommend for 2023.

An analysis of the water and sewer user fees in comparison with cost projections for 2023 indicate that the existing rates will not be sufficient and therefore it is recommended to increase Water User Fees by 5% and Sewer User Fees by 7%.

The recommended increase is required to address increasing costs pertaining to labour, equipment and materials; maintain reserves and adequate annual capital upgrades. The City has been a very good steward regarding user fee increases and as a result they have been relatively infrequent or low. For the most part increases have been absorbed as a result of development and reducing reserve allocations. For information, the chart below provides a summary of user fee increases compared to the BC Consumer Price Index.

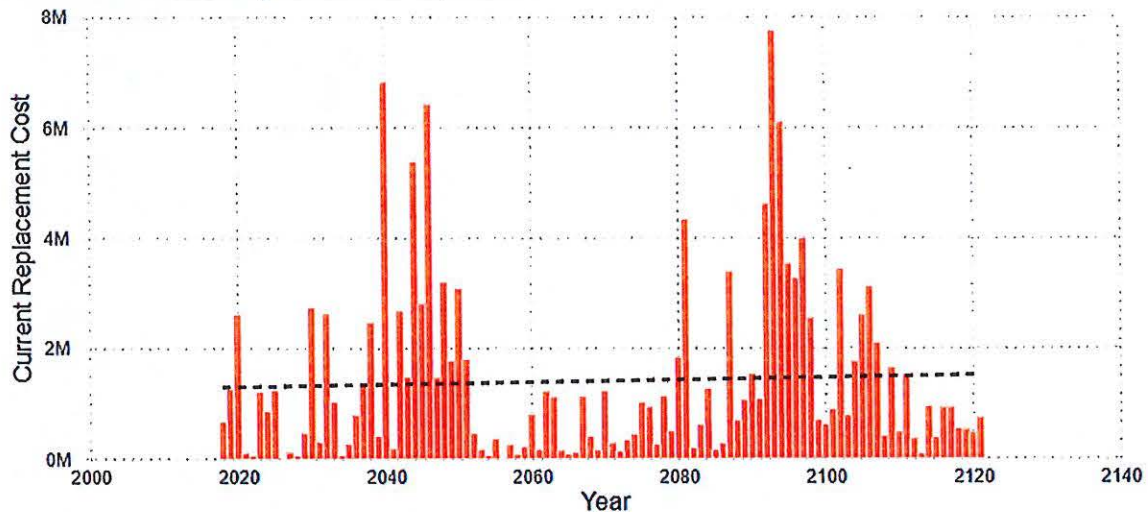


**Future Water Expenditures:**

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

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

**2022 Watermain Replacement Projections**



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

Date Range	Pre 1950	1951 – 1955	1956 – 1960	1961 – 1965	1966 - 1970
Kilometers	67.1	2.6	5.4	8.1	27.7
Est. \$ Million	\$2.3	\$1.6	\$3.5	\$4.5	\$15.9

In conjunction with the City’s Water Master Plan and Asset Management plan, some significant future projects of note are listed below:

- Zone 2 Pump Station, estimated cost at \$4.4 million;
- Trans Canada Highway East (from 20 Ave NE to 50 St NE), installed in 1949, 3.8 kilometers in length and replacement cost is estimated at \$2 million dollars;
- Highway 97B from Countryside Mobile Park to 20 Ave SE, installed between 1948 and 1962 is 1.9 kilometers in length and replacement cost is estimated at \$1.5 million dollars;
- Foothills Road from 10 Ave SE and 10 St SW, installed in 1955 and 1.3 kilometers in length and replacement cost is estimated at \$1.35 million (partially completed in 2017);
- Zone 5 Watermain Extension/Upgrade, estimated construction cost at \$3.3 million dollars; and
- Zone 2 Reservoir Reconstruction, estimated construction cost at \$1.75 million.

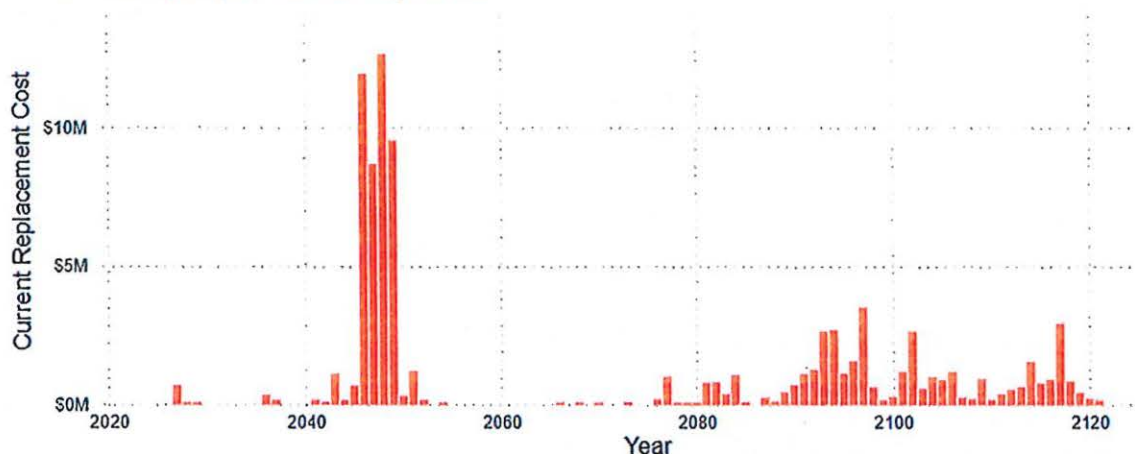
**Future Sewer Expenditures:**

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



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

#### 2022 Sanitary Replacement Projections



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

Some significant future projects on the horizon include:

- Water Pollution Control Centre (WPCC) - Stage IV Upgrade, estimated construction cost at \$50 million;
- Foreshore Main - Stage 2 (of 4), estimated construction cost at \$1.9 million;
- Foreshore Main – Stage 3 (of 4), estimated construction cost at \$3 million; and
- Wharf Street Lift Station (Impellor and pump replacement), estimated cost at \$1.5 million.

The WPCC is quickly reaching its design capacity of 15,000 people with the most recent study indicating capacity will be reached in 2020, after which a deterioration in effluent quality can be expected. Planning for the Stage IV Upgrade has been ongoing, with both the Site Selection Study and pilot of preferred treatment process completed. The next steps include updating the City's financial plan, updating the Liquid Waste Management Plan, completing detailed design and construction. Current preliminary estimates indicate the Stage IV upgrade will cost upwards of \$50 million dollars and is likely to have a significant impact on the City's debt position.

As cited in previous reports to Council the use of long term debt and the accumulation of reserves to undertake certain projects is prudent and a combination of both funding mechanisms is a good strategy to maintain a healthy financial foundation. In order to

accomplish this, the City must continue to transfer to reserves to ensure sufficient funding is in place. This will also serve to minimize borrowing costs.

**Financial Impact:**

The impact of the residential water and sewer user fee increase would be as follows:

	2022	2023	Difference
Sewer	\$ 327.40	\$ 350.30	\$ 22.90
Water	<u>292.00</u>	<u>306.60</u>	<u>14.60</u>
	619.40	656.90	37.50
Discount (10%)	<u>(61.94)</u>	<u>(65.70)</u>	<u>(3.76)</u>
Net	<u>\$ 557.46</u>	<u>\$ 591.20</u>	<u>\$ 33.74</u>

The annual increase to a residential user is \$33.74 in 2023.

The proposed increase in user fees will result in new water and sewer revenue of approximately \$134,500 and \$165,800, respectively.

For the most part, the Utility Funds are funding approximately \$700,000 in infrastructure upgrades from water/sewer revenues. This reflects that user fees and frontage taxes are not 'only' funding maintenance and debenture payments, but are also contributing to capital infrastructure thus reducing the need to borrow funds for smaller scale upgrades.

We respectfully recommend that Schedule C and D of the Fee for Service Bylaw No. 2498 be amended to reflect the new 2023 Water and Sewer User Fees.

Respectfully Submitted,

Chelsea Van de Cappelle, CPA  
Chief Financial Officer

## CITY OF SALMON ARM

### BYLAW NO. 4559

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

---

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

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

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

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

#### SEVERABILITY

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

#### ENACTMENTS

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

#### EFFECTIVE DATE

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

CITATION

- 5. This Bylaw may be cited as the "City of Salmon Arm Fee for Service Amendment Bylaw No. 4559"

READ A FIRST TIME THIS	DAY OF	2022
READ A SECOND TIME THIS	DAY OF	2022
READ A THIRD TIME THIS	DAY OF	2022
ADOPTED BY THE COUNCIL	DAY OF	2022

\_\_\_\_\_  
MAYOR

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

2023  
WATER RATES

CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2022		2023	
		MONTHLY CHARGE	ANNUAL CHARGE	MONTHLY CHARGE	ANNUAL CHARGE
<b>1 Dwellings</b>					
a Private Dwellings	8,600	\$ 24.33	\$ 292.00	\$ 25.55	\$ 306.60
b Apartments & Suites - each	4,300	\$ 12.17	\$ 146.00	\$ 12.78	\$ 153.30
c Boarding or Lodging - per sleeping room	2,900	\$ 8.08	\$ 96.95	\$ 8.48	\$ 101.80
d Residence combined with Corner Store or combined with Office or Business	8,600	\$ 24.33	\$ 292.00	\$ 25.55	\$ 306.60
<b>2 Offices</b>					
a For first 1,000 sq. ft. of floor area	5,700	\$ 16.25	\$ 195.05	\$ 17.07	\$ 204.80
b For each 1,000 sq. ft. or portion thereof	2,900	\$ 8.08	\$ 96.95	\$ 8.48	\$ 101.80
<b>3 Rental Accommodation</b>					
a Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 8.08	\$ 96.95	\$ 8.48	\$ 101.80
b Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services Trailer Park, Mobile Home Park	2,900	\$ 8.08	\$ 96.95	\$ 8.48	\$ 101.80
c Each occupiable permanent space	5,700	\$ 16.25	\$ 195.05	\$ 17.07	\$ 204.80
d Each occupiable travel trailer space	1,400	\$ 4.08	\$ 49.00	\$ 4.29	\$ 51.45
e Each occupiable tenting space	700	\$ 2.04	\$ 24.45	\$ 2.14	\$ 25.65
<b>4 Stores</b>					
a Barber Shop - per chair	5,700	\$ 16.25	\$ 195.05	\$ 17.07	\$ 204.80
b Beauty Salon and/or Hairdresser - per chair	5,700	\$ 16.25	\$ 195.05	\$ 17.07	\$ 204.80
c Dry Cleaner	21,000	\$ 60.94	\$ 731.30	\$ 63.99	\$ 767.85
d Laundry - other than steam or coin op.	21,000	\$ 60.94	\$ 731.30	\$ 63.99	\$ 767.85
e Coin operated or laundromat per unit	2,900	\$ 8.08	\$ 96.95	\$ 8.48	\$ 101.80
f Steam Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets	57,000	\$ 163.41	\$ 1,960.95	\$ 171.58	\$ 2,059.00
g Other - first 1,000 sq. ft. of floor area	2,900	\$ 8.08	\$ 96.95	\$ 8.48	\$ 101.80
h Each 1,000 sq. ft. or portion thereof	1,920	\$ 5.39	\$ 64.65	\$ 5.66	\$ 67.90
<b>5 Eating Establishments and Liquor Outlets</b> Includes Restaurants, Coffee Shop, Dining Rooms, Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a First 20 seats	9,000	\$ 25.45	\$ 305.45	\$ 26.73	\$ 320.70
b Each Additional seat	360	\$ 1.02	\$ 12.20	\$ 1.07	\$ 12.80
c Banquet Room	9,000	\$ 25.45	\$ 305.45	\$ 26.73	\$ 320.70
CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2022 MONTHLY CHARGE	2022 ANNUAL CHARGE	2023 MONTHLY CHARGE	2023 ANNUAL CHARGE
<b>6 Other Commercial Premises</b>					
a Bowling Alley - per alley	700	\$ 2.04	\$ 24.45	\$ 2.14	\$ 25.65
b Bowling Green - per green	2,900	\$ 8.08	\$ 96.95	\$ 8.48	\$ 101.80
c Bus Depot	13,000	\$ 36.23	\$ 434.70	\$ 38.04	\$ 456.45
d Car Wash - first bay (minimum charge)	36,000	\$ 100.80	\$ 1,209.60	\$ 105.84	\$ 1,270.10
e Each additional bay	6,000	\$ 16.81	\$ 201.75	\$ 17.65	\$ 211.85
f Commercial Farm	21,000	\$ 60.94	\$ 731.30	\$ 63.99	\$ 767.85
g Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.08	\$ 96.95	\$ 8.48	\$ 101.80
h Fruit Stand	14,000	\$ 40.32	\$ 483.85	\$ 42.34	\$ 508.05
i Funeral Parlour - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.08	\$ 96.95	\$ 8.48	\$ 101.80
j Garage or Service Station or Keylock Station - first bay (minimum charge)	8,600	\$ 24.33	\$ 292.00	\$ 25.55	\$ 306.60

2023  
WATER RATES

k	Each additional bay	1,400	\$	4.08	\$	49.00	\$	4.29	\$	51.45
l	Theatre	14,000	\$	40.32	\$	483.85	\$	42.34	\$	508.05
m	Warehouse - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$	8.08	\$	96.95	\$	8.48	\$	101.80
n	Other - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$	8.08	\$	96.95	\$	8.48	\$	101.80
7	<b>Industrial Premises</b>									
a	Abattoir	21,000	\$	60.94	\$	731.30	\$	63.99	\$	767.85
d	Stockyard - per acre	4,300	\$	12.17	\$	146.00	\$	12.78	\$	153.30
e	Other - for each 1,000 sq. ft. of floor area	2,900	\$	8.08	\$	96.95	\$	8.48	\$	101.80
8	<b>Public, Institutional and Non-Commercial Premises</b>									
a	Church	5,700	\$	16.25	\$	195.05	\$	17.07	\$	204.80
	Club Room Licenced (see Eating Establishments and Liquor Outlets)									
b	Club Rooms - Unlicenced	5,700	\$	16.25	\$	195.05	\$	17.07	\$	204.80
c	Court House	13,000	\$	36.23	\$	434.70	\$	38.04	\$	456.45
d	Curling Rink, Skating Rink, Arena	28,500	\$	80.64	\$	967.65	\$	84.67	\$	1,016.05
e	Meeting Hall, Public Hall	5,700	\$	16.25	\$	195.05	\$	17.07	\$	204.80
f	Fall Fair Grounds (Annually)		\$	153.29	\$	1,839.45	\$	160.95	\$	1,931.40
9	<b>Schools and Hospitals</b>									
a	Hospital, per patient bed	8,600	\$	24.33	\$	292.00	\$	25.55	\$	306.60
b	School, per classroom	8,600	\$	24.33	\$	292.00	\$	25.55	\$	306.60

**METERED WATER RATES**

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

The user rate is a combination of A and B

**A Base Rate (Based on connection size)**

	2022	2023
5/8 or 3/4 inch	\$ 22.20	\$ 23.30
1 inch	\$ 32.25	\$ 33.85
1-1/2 inch	\$ 45.60	\$ 47.90
2 inch	\$ 59.00	\$ 61.95
3 inch	\$ 105.85	\$ 111.15
4 inch	\$ 150.50	\$ 158.05

**B Per gallon charge**

	2022	2023
First 80,000 gallons	\$2.52 per 1000 gals o	\$2.64 per 1000 gals or part thereof
Next 80,000 gallons	\$2.84 per 1000 gals o	\$2.98 per 1000 gals or part thereof
Next 80,000 gallons	\$3.10 per 1000 gals o	\$3.25 per 1000 gals or part thereof
Next 80,000 gallons	\$3.35 per 1000 gals o	\$3.51 per 1000 gals or part thereof
Next 80,000 gallons	\$3.76 per 1000 gals o	\$3.95 per 1000 gals or part thereof
All over 400,000 gallons	\$4.16 per 1000 gals o	\$4.37 per 1000 gals or part thereof

**C Meter testing charge**

2022	2023
\$145.65	\$152.93

**Notes:**

- Where there is more than one meter on a property, the base rate is charged for each meter.
- Where any meter is unable to be read or where any water meter fails to register or to properly indicate the quantity of water used or consumed, consumption of water shall be estimated and an account shall be rendered to the customer. When estimating the account, due consideration shall be given to seasonal variations and any other factors which may affect the consumption of water.
- If a meter cannot be read for two consecutive billing periods, charges as per item 2 above shall apply and/or the flat rate according to this bylaw shall apply retroactive to the beginning of the period covered by the first missed reading and shall continue to be so charged until the City of Salmon Arm is advised by the property owner that the meter is again in service.
- No complaint of an error in any charge for water rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for

2023  
WATER RATES

which such water rates or charges were made. After the termination of this period, all such water rates or charges shall be deemed to have been properly and correctly made.

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

**ALL WATER USER RATES ARE GST EXEMPT**

2023  
SEWER RATES

CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2022		2023	
		MONTHLY CHARGE	ANNUAL CHARGE	MONTHLY CHARGE	ANNUAL CHARGE
<b>1 Dwellings</b>					
a Private Dwellings	8,600	\$ 27.28	\$ 327.40	\$ 29.19	\$ 350.30
b Apartments & Suites - each	4,300	\$ 13.64	\$ 163.65	\$ 14.59	\$ 175.10
c Boarding or Lodging - per sleeping room	2,900	\$ 9.15	\$ 109.80	\$ 9.79	\$ 117.50
d Residence combined with Corner Store or combined with Office or Business	8,600	\$ 27.28	\$ 327.40	\$ 29.19	\$ 350.30
<b>2 Offices</b>					
a For first 1,000 sq. ft. of floor area	5,700	\$ 18.22	\$ 218.60	\$ 19.49	\$ 233.90
b For each 1,000 sq. ft. or portion thereof	2,900	\$ 9.15	\$ 109.80	\$ 9.79	\$ 117.50
<b>3 Rental Accommodation</b>					
a Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 9.15	\$ 109.80	\$ 9.79	\$ 117.50
b Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services Trailer Park, Mobile Home Park	2,900	\$ 9.15	\$ 109.80	\$ 9.79	\$ 117.50
c Each occupiable permanent space	5,700	\$ 18.22	\$ 218.60	\$ 19.49	\$ 233.90
d Each occupiable travel trailer space	1,400	\$ 4.48	\$ 53.80	\$ 4.80	\$ 57.55
e Each occupiable tenting space	700	\$ 2.24	\$ 26.85	\$ 2.40	\$ 28.75
<b>4 Stores</b>					
a Barber Shop - per chair	5,700	\$ 18.22	\$ 218.60	\$ 19.49	\$ 233.90
b Beauty Salon and/or Hairdresser - per chair	5,700	\$ 18.22	\$ 218.60	\$ 19.49	\$ 233.90
c Dry Cleaner	21,000	\$ 68.03	\$ 816.40	\$ 72.80	\$ 873.55
d Laundry - other than steam or coin op.	21,000	\$ 68.03	\$ 816.40	\$ 72.80	\$ 873.55
e Coin operated or laundromat per unit	2,900	\$ 9.15	\$ 109.80	\$ 9.79	\$ 117.50
f Steam Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets	57,000	\$ 181.94	\$ 2,183.30	\$ 194.68	\$ 2,336.15
g Other - first 1,000 sq. ft. of floor area	2,900	\$ 9.15	\$ 109.80	\$ 9.79	\$ 117.50
h Each 1,000 sq. ft. or portion thereof	1,920	\$ 6.01	\$ 72.10	\$ 6.43	\$ 77.15
<b>5 Eating Establishments and Liquor Outlets</b> Includes Restaurants, Coffee Shop, Dining Rooms, Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a First 20 seats	9,000	\$ 28.27	\$ 339.20	\$ 30.25	\$ 362.95
b Each Additional seat	360	\$ 1.07	\$ 12.80	\$ 1.14	\$ 13.70
c Banquet Room	9,000	\$ 28.27	\$ 339.20	\$ 30.25	\$ 362.95

CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2022		2023	
		MONTHLY CHARGE	ANNUAL CHARGE	MONTHLY CHARGE	ANNUAL CHARGE
<b>6 Other Commercial Premises</b>					
a Bowling Alley - per alley	700	\$ 2.24	\$ 26.85	\$ 2.40	\$ 28.75
b Bowling Green - per green	2,900	\$ 9.15	\$ 109.80	\$ 9.79	\$ 117.50
c Bus Depot	13,000	\$ 40.93	\$ 491.15	\$ 43.80	\$ 525.55
d Car Wash - first bay (minimum charge)	36,000	\$ 113.45	\$ 1,361.45	\$ 121.40	\$ 1,456.75
e Each additional bay	6,000	\$ 18.93	\$ 227.20	\$ 20.26	\$ 243.10
f Commercial Farm	21,000	\$ 68.03	\$ 816.40	\$ 72.80	\$ 873.55
g Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 9.15	\$ 109.80	\$ 9.79	\$ 117.50
h Fruit Stand	14,000	\$ 45.50	\$ 546.05	\$ 48.69	\$ 584.25
i Funeral Parlour - for each 1,000 sq. ft. of floor area or any portion thereof Garage or Service Station or Keylock	2,900	\$ 9.15	\$ 109.80	\$ 9.79	\$ 117.50



2023  
SEWER RATES

j	Station - first bay (minimum charge)	8,600	\$	27.02	\$	324.20	\$	28.91	\$	346.90
k	Each additional bay	1,400	\$	4.48	\$	53.80	\$	4.80	\$	57.55
l	Theatre	14,000	\$	45.50	\$	546.05	\$	48.69	\$	584.25
m	Warehouse - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$	9.15	\$	109.80	\$	9.79	\$	117.50
n	Other - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$	9.15	\$	109.80	\$	9.79	\$	117.50
7	<b><u>Industrial Premises</u></b>									
a	Abattoir	21,000	\$	68.03	\$	816.40	\$	72.80	\$	873.55
d	Stockyard - per acre	4,300	\$	13.64	\$	163.65	\$	14.59	\$	175.10
e	Other - for each 1,000 sq. ft. of floor area	2,900	\$	9.15	\$	109.80	\$	9.79	\$	117.50
8	<b><u>Public, Institutional and Non-Commercial Premises</u></b>									
a	Church	5,700	\$	18.22	\$	218.60	\$	19.49	\$	233.90
	Club Room Licenced (see Eating Establishments and Liquor Outlets)									
b	Club Rooms - Unlicenced	5,700	\$	18.22	\$	218.60	\$	19.49	\$	233.90
c	Court House	13,000	\$	40.93	\$	491.15	\$	43.80	\$	525.55
d	Curling Rink, Skating Rink, Arena	28,500	\$	91.01	\$	1,092.15	\$	97.38	\$	1,168.60
e	Meeting Hall, Public Hall	5,700	\$	18.22	\$	218.60	\$	19.49	\$	233.90
f	Fall Fair Grounds (Annually)		\$	90.65	\$	1,087.85	\$	97.00	\$	1,164.00
9	<b><u>Schools and Hospitals</u></b>									
a	Hospital, per patient bed	8,600	\$	27.28	\$	327.40	\$	29.19	\$	350.30
b	School, per classroom	8,600	\$	27.28	\$	327.40	\$	29.19	\$	350.30

**SEWER ON METERED WATER PROPERTIES**

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

**The user rate is a combination of A and B**

**A Base Rate (Based on connection size)**

	<u>2022</u>	<u>2023</u>
4 inch	\$ 27.95	\$ 29.90
6 inch	\$ 102.30	\$ 109.45
8 inch	\$ 143.25	\$ 153.30

Larger connections - Base rate to be determined by Council

**B Per gallon charge (Based on metered water)**

	<u>2022</u>	<u>2023</u>
First 80,000 gallons	\$2.92 per 1000 gals or pa	\$3.12 per 1000 gals or part thereof
Next 80,000 gallons	\$3.18 per 1000 gals or pa	\$3.40 per 1000 gals or part thereof
Next 80,000 gallons	\$3.47 per 1000 gals or pa	\$3.71 per 1000 gals or part thereof
Next 80,000 gallons	\$3.78 per 1000 gals or pa	\$4.04 per 1000 gals or part thereof
Next 80,000 gallons	\$4.22 per 1000 gals or pa	\$4.52 per 1000 gals or part thereof
All over 400,000 gallons	\$4.69 per 1000 gals or pa	\$5.02 per 1000 gals or part thereof

**Notes:**

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

**ALL SEWER USER RATES ARE GST EXEMPT**

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Item 11.1

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4554 be read a final time.

[Airport User Fees]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

## CITY OF SALMON ARM

BYLAW NO. 4554**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

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

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

- Schedule "B", Appendix 1 - Miscellaneous Fee Schedule, Subsection 1 of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Schedule "B" Appendix 1 - Miscellaneous Fee Schedule, Subsection 1 attached hereto and forming part of this bylaw.

1.	<b>Airport User Fees</b>		
	<b>Ground Rental Fees (Parking)</b> <b>All Aircraft 0 - 5,700 kg</b>		
	Per day	\$10.00	plus GST
	Per month	\$100.00	plus GST
	Per year (less 5% discount if paid prior to Feb 15)	\$625.00	plus GST
	<b>Ground Rental Fees (Parking)</b> <b>All Aircraft &gt; 5,700 kg</b>		
	Per day	\$20.00	plus GST
	Per month	\$150.00	plus GST
	Per year (less 5% discount if paid prior to Feb 15)	\$1,500.00	plus GST
	<b>Landing Fee Each</b>		
	2,000 - 5,700 kg per year	\$35.00	plus GST
	5,701 - 8,000 kg per year	\$75.00	plus GST
	> 8,000 kg per year	\$125.00	plus GST
	<b>Hanger Fees</b>		
	<b>Regular, Non-Commercial</b>		
	Per square metre, per year	\$5.01/sq. m	plus GST
	Per square foot, per year	\$0.465/sq. ft	
	Minimum, per year	\$630.00	
	(less 5% discount if paid prior to Feb 15) NOTE: if rental is for less than one month GST applies		
	<b>Commercial/Industrial/Non-Airport</b>		
	Per square metre, per year	\$8.16/sq. m	plus GST
	Per square foot, per year	\$0.758/sq. ft	
	Minimum, per year	\$1,520.00	
	(less 5% discount if paid prior to Feb 15)		
	<b>City of Salmon Arm Hangar</b>		
	Per month	\$179.00	plus GST
	Per year (less 5% discount if paid prior to Feb 15)	\$2,148.00	plus GST



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Item 11.2

## CITY OF SALMON ARM

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4548 be read a final time.

[ZON-1250; Text Amendment; R4 (Medium Density Residential Zone) – Bare Land Multi Family Strata Lot Regulations]

### Vote Record

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

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

## CITY OF SALMON ARM

### BYLAW NO. 4548

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on October 11, 2022 at the hour of 7:00 p.m. was published in the September 28 and October 5, 2022 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:
  - a) Section 9.7: to ADD the following after Section 9.7.3:
    - .4 *duplexes, triplexes and multiple family dwellings* may be subdivided into smaller lots than the regulations listed above provided the site is comprehensively developed under a single Development Permit.
  - b) Section 9.8.4 be deleted in its entirety that reads:
    - .4 Notwithstanding Section 9.8.1, the minimum parcel width for a side-by-side duplex lot shall be 20.0 metres (65.6 feet)

And replaced with a new Section 9.8.4 that reads:

- .4 Notwithstanding Section 9.8.1, *duplexes, triplexes and multiple family dwellings* may be subdivided into smaller lots than the regulations listed above provided the site is comprehensively developed under a single Development Permit and no lot shall be less than 6.9m in width.
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. 4548"

READ A FIRST TIME THIS 26<sup>th</sup> DAY OF SEPTEMBER 2022

READ A SECOND TIME THIS 26<sup>th</sup> DAY OF SEPTEMBER 2022

READ A THIRD TIME THIS 11<sup>th</sup> DAY OF OCTOBER 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION  
ACT ON THE 14<sup>th</sup> DAY OF October, 2022



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

ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1250 [City of Salmon Arm; Text Amendment; R-4 (Medium Density Residential Zone) – Bare Land Multi Family Strata Lot Regulations]

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 7:28 p.m. followed by comments from Council.

Item 11.3

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Highway Closure Bylaw No. 4427 be read a final time.

[Kearl, R.; Portion of 18 Street NE (South of 11 Avenue NE)]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

CITY OF SALMON ARM

BYLAW NO. 4427

Being a Bylaw to Close to Traffic, Remove the Dedication as Highway and Dispose of a Portion of Road, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978

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

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

AND WHEREAS the Council deems it expedient to close to traffic, remove the dedication of highway and dispose of that portion of Road, comprising 823.9 m<sup>2</sup> dedicated at the Kamloops Land Title Office by Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978 which is shown outlined in bold black ("Closed Road") on the Reference Plan EPP108284 prepared by Joseph Charles Johnson, BCLS, Browne Johnson Land Surveyors, on January 11, 2021, a reduced copy of which is attached hereto (the "Plan") as Schedule A;

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

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

AND WHEREAS the disposition of Closed Road will be to 0832915 BC Ltd., the registered owner of the adjacent properties (legally described as Lot 3, Section 24, Township 20 Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Plan 13130, Except Plan KAP54559) and will be consolidated into the adjacent properties a reduced copy of which is attached hereto (the "Plan") as Schedule B;

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

1. Attached to this Bylaw, as Schedule "A" and forming part of this Bylaw is a reduced copy of the Reference Plan EPP108284 (the "Plan").
2. The City of Salmon Arm is hereby authorized to dispose of and convey the Closed Road to 0832915 BC Ltd, the registered owner of the adjacent parcels.
3. The City of Salmon Arm hereby authorizes the closure to traffic and removal of the highway dedication of that portion of Road, comprising 823.9 m<sup>2</sup> dedicated at the Kamloops Land Title Office by Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978 attached hereto (the "Plan") as Schedule A;
4. On deposit of the Plan and all other applicable documentation for the removal of the highway dedication, in the Kamloops Land Title Office, the highway dedication of that portion of the road is cancelled.
5. The Mayor and Corporate Officer are hereby authorized to execute such conveyances, deeds, maps, plans, receipts and documents on behalf of the City of Salmon Arm as may be necessary for the purposes aforesaid and to affix the Corporate Seal of the City of Salmon Arm thereto.
6. The Council shall, before adopting this Bylaw, cause public notice of its intention to do so to be given by advertisement once each week for two consecutive weeks in a newspaper published or circulated in the City of Salmon Arm, and has provided an opportunity for persons who consider they are affected by the closure and disposition of the Closed Road to make representations to Council.

#### SEVERABILITY

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

#### ENACTMENTS

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

#### EFFECTIVE DATE

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

CITATION

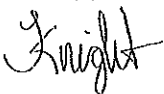
- 10. This Bylaw may be cited for all purposes as the "City of Salmon Arm Highway Closure Bylaw No. 4427".

READ A FIRST TIME THIS 25 DAY OF JULY , 2022

READ A SECOND TIME THIS 25 DAY OF JULY , 2022

READ A THIRD TIME THIS 25 DAY OF JULY , 2022

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

 5th DAY OF August , 2022

For Minister of Transportation and Infrastructure

PUBLIC NOTICE OF INTENTION TO PROCEED ADVERTISED IN THE SALMON ARM OBSERVER ON THE 2 & 9 DAY OF NOVEMBER, 2022

PUBLIC INPUT PROVIDED ON THIS 14 DAY OF NOVEMBER , 2022 ARM

ADOPTED BY COUNCIL THIS DAY OF , 2022

\_\_\_\_\_  
MAYOR

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



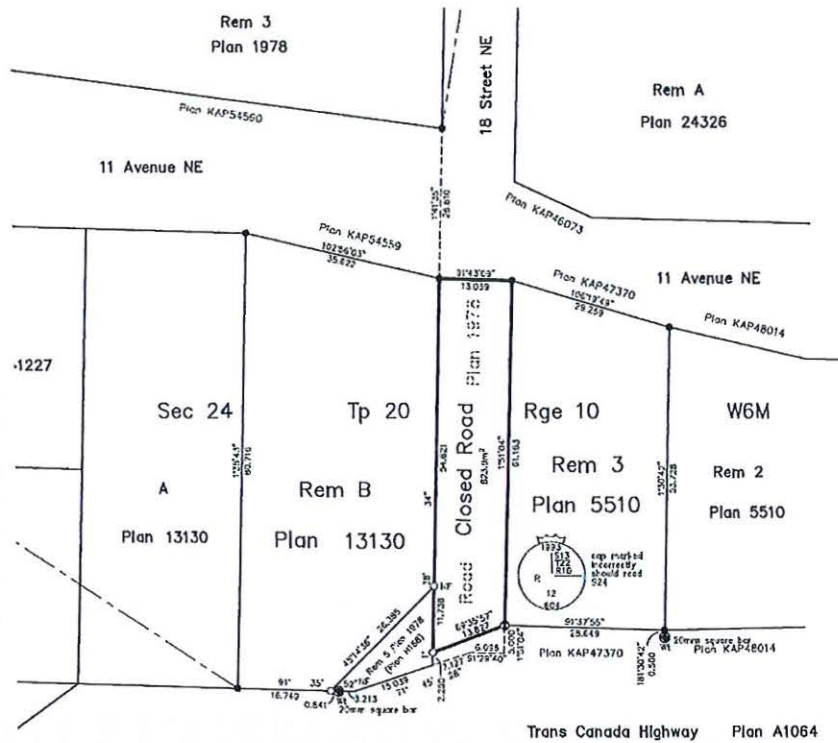




CITY OF SALMON ARM

HIGHWAY CLOSURE BYLAW NO. 4427 AND DISPOSAL OF CLOSED ROAD

Pursuant to Section 40 and 94 of the Community Charter, the City of Salmon Arm hereby gives notice that Council will consider Highway Closure Bylaw No. 4427 at the November 14, 2022 Regular Council Meeting at 2:30 p.m. The purpose of the Road Closure Bylaw is to close and remove a 823.9 m<sup>2</sup> portion of road shown outlined in bold on Reference Plan EPP108284 (the "Closed Road"), a reduced copy of which forms part of this notice.



Further, pursuant to Sections 26 and 94 of the

Community Charter, the City of Salmon Arm gives notice of its intention to dispose of the 823.9 m<sup>2</sup> portion of road ("the Closed Road") to 0832915 BC Ltd. for the total sum of \$89,000.00. The "Closed Road" will be consolidated with the adjacent properties legally described as Lot 3, Section 24, Township 20 Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Plan 13130, Except Plan KAP54559. All associated costs shall be the responsibility of the applicants.

The City of Salmon Arm invites anyone who considers themselves affected by the Highway Closure Bylaw to submit written comments prior to the November 14, 2022 Regular Council Meeting or make an in person/virtual presentation at the meeting on this specific agenda item. Any inquiries concerning the proposed disposition should be addressed to Sue Wood, Director of Corporate Services, or sent via email to [swood@salmonarm.ca](mailto:swood@salmonarm.ca) or fax 250-803-4042 no later than 10:00 am on November 14, 2022. The file for the proposed bylaw is available for inspection between the hours of 8:30 am and 4:00 pm, Monday through Friday between November 2, 2022 and November 14, 2022, both inclusive, in the office of the Director of Corporate Services at the City of Salmon Arm, 500 - 2 Avenue NE.

Sue Wood  
 Director of Corporate Services

Salmon Arm Observer November 2 and November 9, 2022

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**INFORMATIONAL CORRESPONDENCE – November 14, 2022**

- |     |   |   |
|-----|---|---|
| 1.  | Building Department – Building Statistics – October 2022  | N |
| 2.  | Building Department – Building Permits – Yearly Statistics  | N |
| 3.  | A. Purdon – Letter dated October 17, 2022 – Homeless Harassment   | S |
| 4.  | T. Schiman – Email dated October 20, 2022 – Yardwaste Fall 2022 – Request for extended/additional yardwaste pickup dates  | R |
| 5.  | M. Normandeau – Letter dated October 24, 2022 – Letter of Concern   | R |
| 6.  | S. Miller – Email dated October 31, 2022 – Concern regarding land drawn out of Agricultural Land Reserve and it's replacement property  | R |
| 7.  | G. Perkins, Columbia Shuswap Selkirk Swim Club – Letter dated October 21, 2022 – Thank you for COVID Restart Grant  | N |
| 8.  | M. Bennett, Salmon Arm Event Director, Shuswap Food Action Society – Email dated October 31, 2022 – Request for Support – 2023 Coldest Night of the Year                                      | R |
| 9.  | J. Broadwell, Manager, Downtown Salmon Arm – Letter dated November 3, 2022 – Request for Hudson Street Closure for Downtown Holiday Market 2022   | R |
| 10. | J. Torrens, The Salvation Army Salmon Arm Ministries – Letter dated November 8, 2022 – Request to close Canoe Beach Drive and Lakeshore Drive for CPR Holiday Train Event – December 15, 2022 | R |
| 11. | Shuswap Watershed Council – October 12, 2022 – Media Release - Phosphorus Action Plan   | N |
| 12. | Shuswap Watershed Council – October 19, 2022 – Media Release - Call for More Action from Province on Algal Blooms   | N |
| 13. | Premier J. Horgan – Letter dated October 11, 2022 – Follow-Up on UBCM Meeting   | N |
| 14. | Honourable M. Dean, Minister of Children and Family Development – Email dated October 31, 2022 – November declared as Adoption Awareness Month  | N |
| 15. | Honourable M. Farnworth, Minister of Public Safety and Solicitor General and Deputy Premier – Letter dated November 3, 2022 – Royal Canadian Mounted Police Resources                         | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 13.1

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the Committees of Council and Deputy Mayor appointments for 2022 - 2026 as circulated.

**Vote Record**

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

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

## City of Salmon Arm Committees November 2022

<u>COUNCIL COMMITTEE / COMMISSION:</u>	<u>REPRESENTATIVE(S)</u>
Active Transportation Task Force	Councillor Lavery
Greenways Liaison Committee	Councillor Lavery
Agricultural Advisory Committee	Councillor Gonella
Development and Planning Services Committee	Mayor and Council
Downtown Parking Commission	Councillor Lavery
Environmental Advisory Committee	Councillor Lindgren
Housing Task Force	Councillor Wallace Richmond/Councillor Lavery
Social Impact Advisory Committee	Councillor Wallace Richmond
Chamber of Commerce	Councillor Gonella
Columbia Shuswap Regional District Rep. I	Councillor Flynn, Alt. Councillor Cannon
Columbia Shuswap Regional District Rep. II	Councillor Lavery, Alt. Mayor Harrison
District Arts Council	Councillor Wallace Richmond
Downtown Salmon Arm (DSA)	Councillor Flynn
Fire Smart Liaison	Councillor Lavery
Fire Department Liaison	Mayor Harrison
RCMP Liaison	Mayor Harrison
First Nations Partnerships / West Bay Connector	Councillor Cannon, Mayor Harrison
Salmon Arm Economic Development Society	Mayor Harrison
Community Heritage Commission	Councillor Gonella
Salmon Arm Museum/Heritage Association Advisory	Councillor Gonella
Shuswap Recreation Society	Councillor Cannon
Shuswap Watershed Council	Councillor Cannon
Shuswap Regional Airport Commission	Councillor Wallace Richmond
Shuswap Regional Airport (CSA) Committee	Councillor Wallace Richmond
Kelowna Airport Committee	Councillor Wallace Richmond
MIABC Voting Delegate and Alternate	Councillor Flynn 1 <sup>st</sup> Alt. :C Wallace Richmond, 2 <sup>nd</sup> Alternate: Councillor Cannon
Okanagan College Regional Advisory Committee	Councillor Lindgren
Okanagan Regional Library	Councillor Lindgren Alt. C Wallace Richmond
Rail Trail Liaison	Mayor Harrison Alt. Councillor Cannon
Salmon Arm Roots and Blues Festival Liaison	Councillor Lindgren
Salmon Arm Bay Nature Enhancement Society (SABNES)	Councillor Lindgren
Salmon Arm Fall Fair Liaison	Councillor Cannon
SEP Executive Committee Liaison (CSRD Bylaw 5690)	Councillor Flynn, Mayor Harrison
Shuswap Community Futures	Councillor Gonella
Shuswap Community Foundation	Mayor Harrison

DRAFT DEPUTY MAYOR 2022 - 2026

DEPUTY MAYOR:

January 1, 2022 – March 31, 2023	Councillor Flynn
April 1, 2023 – June 30, 2023	Councillor Cannon
July 1, 2023 – September 30, 2023	Councillor Lavery
October 1, 2023 – December 31, 2023	Councillor Lindgren
January 1, 2024 – March 31, 2024	Councillor Wallace Richmond
April 1, 2024 – June 30, 2024	Councillor Gonella
July 1, 2024 – September 30, 2024	Councillor Lavery
October 1, 2024 – December 31, 2024	Councillor Cannon
January 1, 2025 – March 31, 2025	Councillor Flynn
April 1, 2025 – June 30, 2025	Councillor Wallace Richmond
July 1, 2025 – September 30, 2025	Councillor Lavery
October 1, 2025 – December 31, 2025	Councillor Lindgren
January 1, 2026 – March 31, 2026	Councillor Gonella
April 1, 2026 – June 30, 2026	Councillor Cannon
July 1, 2026 – September 30, 2026	Councillor Flynn
October 2026 – December 31, 2026	Councillor Wallace Richmond

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Item 14.1

**CITY OF SALMON ARM**

Date: November 14, 2022

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

**NAME:** Staff Sergeant West, Salmon Arm RCMP Detachment

**TOPIC:** Quarterly Policing Report July 1, 2022 to September 30, 2022

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

NCO i/c Salmon Arm Detachment  
1980 11<sup>th</sup> Ave NE,  
Salmon Arm, BC.  
V1E 2V5

Your File - Votre référence

Our File - Notre référence

195-7

Mayor and Council, City of Salmon Arm

Date

November 8, 2022

**RE:** Salmon Arm RCMP Detachment  
Quarterly Policing Report – July 1, 2022 to September 30, 2022.

Dear Mayor and Council,

My report this quarter covers the time period from July 1, to September 30<sup>th</sup> 2022.

**Detachment News**

In this past quarter we did have two regular members actively in the relocation process. I am happy to report that as of this second week of November that one of these members has arrived and has begun to work in our detachment. An additional member, who has been named to fill one of our vacant positions remains in the relocation process and is affected with the down turn in home sales. Additionally, we have had one of our more senior regular members return to full duties after suffering an injury which required substantial rehabilitation and recovery.

Over this quarter the officers responded to over 2330 calls for service. Of these calls, 1664 were within the City of Salmon Arm. The call volume represents 71% of our total file workload, and is down 23 files from 2021 over the same time period. While calls for service are down just ever so slightly, criminal code investigations are up by 4%. Our general crime statistics are comparable to other jurisdictions of a comparable size.

I have included my customary statistics broken down by crime types. General assaults have remained the same while sexual assaults and violent crimes against persons has gone up. Again this quarter, reports of Domestic Violence are comparable to this time last year within the City of Salmon Arm. Property crime was on the rise from February 2022 this trend was arrested in August.

Our Detachment has also engaged with Interior Health and their mental health team.



Where feasible, we are working with them to manage more effectively cases in the community. While these opportunities may be limited, when they present themselves, we are able to reduce the time that officers are needed and reduce the time a mental health facility has to spend with these particular individuals.

**Officers continued to be busy in traffic law enforcement and logged:**

- Over 148 Documented traffic stops this quarter.
  - Which includes 29 stops for high risk driving behaviours like Distracted Driving, Excessive Speed and Intersection Offences.
  - 19 Impaired Drivers and 4 Prohibited Drivers were removed from our roads.
- Our dedicated BC Highway Patrol continues to work in our jurisdiction.
  - I did not have their statistics at the time of writing but know that they have been spending time in our jurisdiction.
- We had 26 collisions with damage over \$10,000 or injuries were reported within Salmon Arm. There were 16 in the same period in 2021.
- There was 1 fatal collision within the City on the Trans Canada highway and was a direct result of aggressive driving behaviours.

**Investigative highlights and low lights this past quarter:**

- Our General Investigation Section (GIS) has been busy:
  - As previously reported in my last report one offender was arrested in July of 2022 and the general public was helpful in looking for this male after being alerted to our investigation.
  - The GIS team are currently working on 4 more child pornography files involving the internet.
  - They continue to investigate houses and individuals believed to be involved in the drug trade.
- Property Crime:
  - A recent Spike in Business and other Break Inns has been substantially reduced and continues to stay low.
- On line Crime Reporting continues and we had 19 reports on line in the past quarter.
- One problem residence issue has been resolved as the resident left the area after the Emergency Response Team was utilized to arrest a male who was staying at the house. The male was possibly in possession of a firearm, a flight risk and had 5 arrest warrants for other offences.
- Mental health related investigations and calls are up over last year. As I have previously mentioned, we have partnered with Interior Health to reduce potential hospitalization time and policing time.

**Looking forward:**

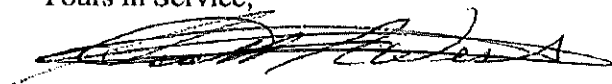
Our detachment remains a desirable place for RCMP members to work. While RCMP officers are at a premium given current staffing and recruitment challenges, Salmon Detachment

has not had issues thus far in transferring in experienced officers to our city.

In recent meetings with the CAO, Fire Department, By-Laws and Public Works we renewed our commitment to support their activities to ensure local city staff safety. The partnership and support arose out of continued concerns for safety given recent events within British Columbia.

The local Detachment has continued to work with the staff at Cedar Place and applaud their ongoing efforts to house the less fortunate.

Yours in Service,



Scott West, S/Sgt.  
NCO i/c Salmon Arm RCMP Detachment



**SALMON ARM RCMP  
MAYOR'S REPORT  
QUARTER 4, 2018**

Salmon Arm Detachment

1980 11th Ave N.E.

Salmon Arm, BC

V1E 2V5

Telephone (250) 832-6044 Fax (250) 832-6842

City of Salmon Arm  
500 2nd Ave N.E.  
Salmon Arm, BC  
V1E 4 N2

September 30, 2022

Dear Mayor Alan Harrison,

**RE: Quarterly Crime Statistics - July / August / September**

CRIME CATEGORIES	CITY Q3 2021	CITY Q3 2022	RURAL Q3 2021	RURAL Q3 2022
Homicide / Attempted Homicide	0	0	0	1
Assaults	26	26	12	17
Sexual Offences	3	9	2	3
Robbery	1	1	0	1
Auto Theft	11	10	10	12
Break and Enters	19	30	6	10
Theft From Motor Vehicle	19	18	5	5
Drug Investigations	11	13	5	2
Motor Vehicle Collisions	37	59	26	25
Motor Vehicle Collisions W Fatality	0	1	0	3
Impaired Driving - CC	5	6	0	2
Impaired Driving - MVA (IRPs)	11	6	4	2
TOTAL PERSONS/VIOLENT CC	57	70	32	38
TOTAL PROPERTY CC	240	224	60	74
TOTAL OTHER CC	145	147	19	25
TOTAL CRIMINAL CODE (CC)	442	441	111	137

TOTAL CALLS FOR SERVICE	1687	1664	642	666
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COMMUNITY	CITY Q3 2021	CITY Q3 2022	RURAL Q3 2021	RURAL Q3 2022
Files with youth negative contacts	7	6	2	0
Mental Health Related Calls	144	162	36	39
Files involving Alcohol / Drugs	264	245	99	93
Domestic Violence	17	16	5	8

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-832-6044.

Yours truly,

Scott West, S/Sgt., NCO I/C  
Salmon Arm RCMP Detachment

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Item 22

## CITY OF SALMON ARM

Date: November 14, 2022

### PUBLIC INPUT – 2023 BUDGET

#### Vote Record

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

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

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## **PUBLIC BUDGET MEETING**

Members of the public are invited to attend a Budget Meeting to provide input regarding the 2023 Annual Budget into the Five (5) Year Financial Plan.

Date: Monday, November 14, 2022

Time: 7:00 p.m.

Location: Council Chambers and virtually

Those wishing to present to Council or provide written input should contact the Administration Department at 250-803-4036 prior to 4:00 pm of November 9, 2022 to be placed on the Agenda. To attend virtually please email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca)

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

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

September 11<sup>th</sup>, 2022

Re: Request for additional funding for Police Based Victim Services

To Chief Administrative Officer Erin Jackson;

On behalf of the Shuswap Area Family Emergency Society (SAFE) I am requesting an increase in funding for the Police Based Victims services program. The SAFE Society, as a not-for-profit, holds the *Ministry of Public Safety & Solicitor General Victim Services* contract for this program and the local RCMP detachment commander oversees the program in accordance with 'E' Division Victim Services Policy.

Since inception in 2004-2005 the City of Salmon Arm has financially contributed \$27 000.00 annually that has supported hundreds of families 24 hours a day over many, many years without an increase in funding.<sup>1</sup>

This is a formal request to have this contractual agreement reviewed and increased to help meet the demands that the program has experiences with our growing community. Professional paid staff go out to attend incidences that involved the RCMP including murders and missing women, home invasions, assaults, sexual assaults, fires, fatal traffic calls, suicides, notification of kin after a death and much, much more.

Please advise me as to how to move forward with this request. The RCMP and Victim Service Staff are willing and able to come and share with you, Mayor and Council information and frontline statistics that assist in building the case as to the importance of this service in our community.

I look forward to your response. I can be contacted 24/7 at 250 833 9252 or email to [jane@safesociety.ca](mailto:jane@safesociety.ca)

---

<sup>1</sup> Policing Statistics and reports available for presentation.

*"Making a positive difference in the lives on many through collaboration, commitment and fostering positive community connections"*

Sincerely,



Jane Shirley, MA

Executive Director

SAFE Society

CC: Staff Sergeant Scott West; PBVS Manager Shirley Deglan

*"Making a positive difference in the lives on many through collaboration, commitment and fostering positive community connections"*



Strength | Courage | Hope  
for families in the Shuswap

# Human Connection Hub

258 Shuswap Street NE

A photograph showing the lower halves of several people standing in a line, each holding a shopping bag of various colors (white, grey, red, brown). They are standing on a metal grate floor.

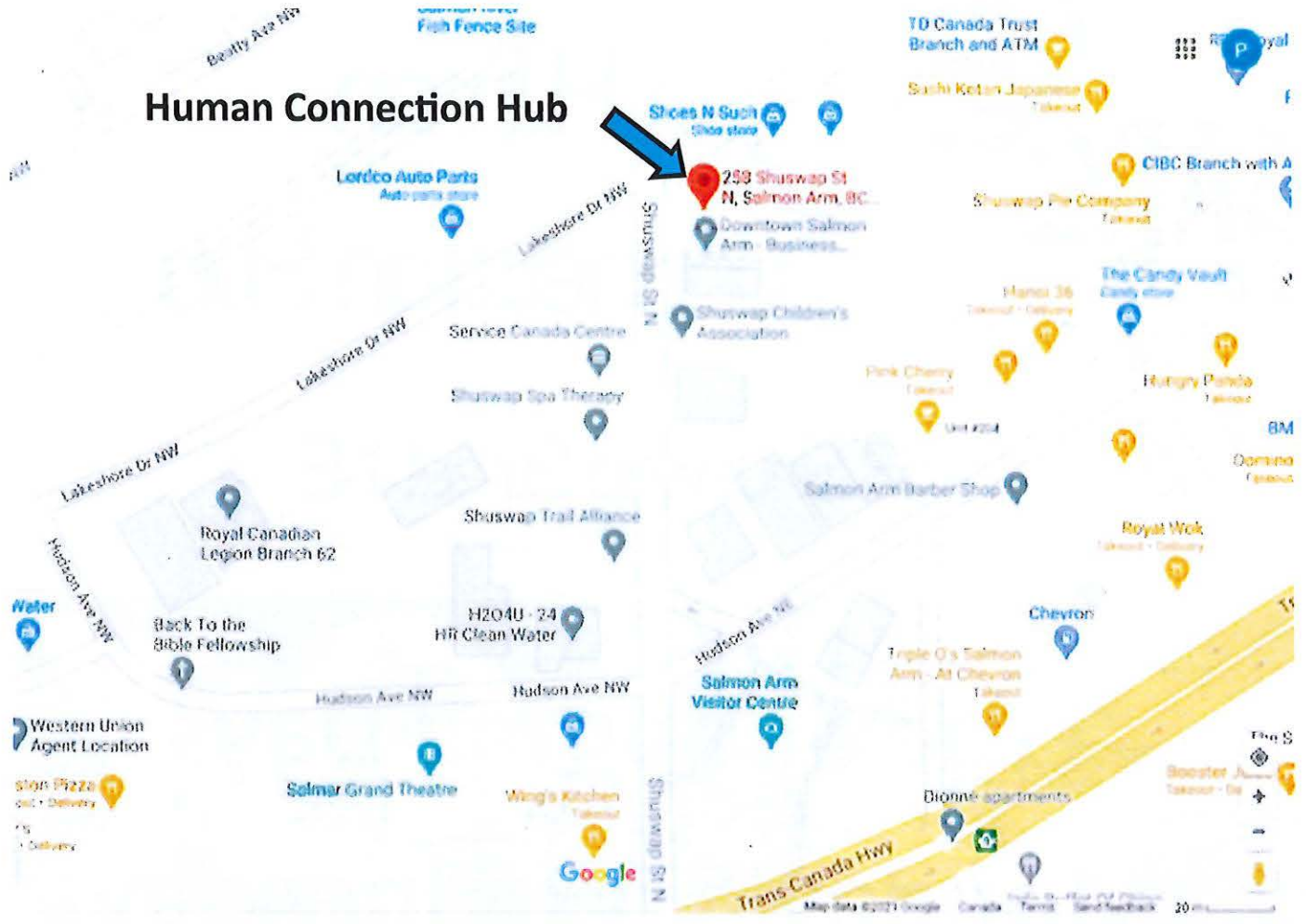
**Free Shopping Days  
Monday & Wednesday**

**1:30-4:30 pm**

**Clothing, household items, toys, books, food,  
and support available.**

**Everyone welcome. Anonymous.**

**All items are FREE of charge thanks to donations from our caring community!  
Please do not drop off donations at this location! Call 250-832-9616 to arrange  
for donation drop off.**



## SAFE Society Human Connection Hub

258 Shuswap Street NE

Look for the **PURPLE HEARTS** in the window

- Just down from the Innovation Centre (rainbow-coloured building with the butterflies)
- On the corner of Shuswap Street and Lakeshore Drive
- Across from the Askew's Downtown parking lot

**Closest bus stop:** at Askew's Downtown




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 ISSUED BY:

**MINISTRY OF PUBLIC SAFETY  
AND SOLICITOR GENERAL,  
POLICING AND COMMUNITY  
SAFETY BRANCH**

JANUARY, 2007

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# REFERRAL POLICY FOR VICTIMS OF POWER-BASED CRIMES:

Family Violence, Sexual  
Assault, and Criminal  
Harassment

The purpose of this bulletin is to remind police and Victim Service Programs of legislation, policy and contractual requirements regarding referrals for victims of family and sexual violence cases (power-based crimes).

**This policy directive is for the attention of:**

- Deputy Commissioner, Pacific Region RCMP "E" Division for distribution to all Detachment Commanders RCMP and RCMP Officers
- Chief Constable of each Independent Municipal Police Department for distribution to all Municipal Officers
- First Nations Self Administered Police Services for distribution to all First Nations Officers
- Victim Service Program Contractors and Program Managers, Police-based and Community-based Victim Service Programs
- BC Association of Specialized Victim Assistance and Counselling Programs
- Police Victim Services of BC
- Assistant Deputy Attorney General, Criminal Justice Branch
- Victim Services and Crime Prevention Division

# DEFINITIONS & REFERRAL DIRECTIVES

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## DEFINITIONS

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- Victims of **“Power-based Crimes”** refer to all victims of violence in relationships (adult, youth, or child), victims of sexual assault, victims of criminal harassment, victims of child abuse/assault (both physical and sexual), adult survivors of childhood abuse (both physical and sexual), and child witnesses of family violence.
- **“Police-based Victim Service Programs”** are contracted services funded by the Ministry of Public Safety and Solicitor General. These programs are located within RCMP Detachments or Municipal Police Departments and work closely with police to provide support services to victims of all types of crime. Some programs may also provide on-scene crisis response services in conjunction with the police.
- **“Community-based Victim Service Programs”** are contracted services funded by the Ministry of Public Safety and Solicitor General. These programs are located in community agencies and are mandated to support all victims of power-based crimes. In some communities there are specific programs for women, children, youth, male survivors of sexual abuse, Aboriginal peoples or ethno-specific communities.

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## REFERRAL DIRECTIVES

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1. Community-based Victim Service Programs are the contracted primary service providers for victims/survivors of power-based crimes. Police and police-based Victim Service Programs should refer all victims and survivors of power-based crimes to community-based Victim Service Programs in an appropriate and timely manner.
2. In cases where the police-based Victim Service Program is the first point of contact with the victim (e.g. at the crime scene), the police-based program will refer the victims/survivors to the community-based Victim Service Program as soon as practicable.
3. If there is no community-based Victim Service Program serving the community, police will refer victims/survivors to the police-based Victim Service Program.
4. Where there is no police-based or community-based Victim Service Program, victims/survivors should be referred to **VictimLINK** at **1-800-563-0808** or other local services.
5. Detachment Commanders must meet with the local agencies contracted by the Ministry to deliver police-based and community-based victim services to discuss policy obligations, ensure that referral protocols are in place, and ensure that roles and responsibilities are clearly understood.



# LEGISLATION & POLICY

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## WHY EFFECTIVE REFERRALS ARE IMPORTANT

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- Victims/survivors and family members should be referred as soon as possible to the appropriate Victim Service Program. Early intervention by victim services enhances the victim's safety and increases the likelihood of the victim/survivor's cooperation with the criminal justice system.
- Victim service workers play a significant role in helping victims/survivors identify risks, develop and implement a personal safety plan for themselves and their children, provide information about the criminal justice system, court orientation and accompaniment, and crime victim assistance.
- As a direct result of having been assaulted, victims/survivors often require timely access to a range of social services. These may include: access to emotional support; emergency accommodation; medical care; forensic evidence collection; income assistance; child protection services; 24 hour crisis support; counselling; childcare; and civil court remedies.
- Victims/survivor's safety is central to the work of police and victim service workers. Consistent good practice depends on the maintenance of effective policies, protocols and procedures for both systems, both individually and together.
- A coordinated multi-disciplinary response empowers victims/survivors of power-based crimes and is most effective in keeping them safe.

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## VICTIMS OF CRIME LEGISLATION

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BC's *Victims of Crime Act* (VOCA) provides victims of crime with rights to information. Sections 5 and 6 of VOCA require that police and other justice system personnel provide victims with information about Victim Service Programs and the case.

Referral to the appropriate Victim Service Program is essential for full compliance with the Act and to ensure that victims/survivors are provided with information and support throughout the justice system.

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## POLICY

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Referral of victims/survivors to Victim Service Programs (including referral of victims/survivors of power-based crime to community-based Victim Service Programs) is contained in provincial and police force policy including:

- Ministry of Attorney General *Violence Against Women In Relationships Policy (VAWIR)*  
[www.pssg.gov.bc.ca/victim\\_services/publications](http://www.pssg.gov.bc.ca/victim_services/publications)
- RCMP "E" Division Policy:
  - "E" Division Operational Manual 2.4 Violence In Relationships (VIR) Violence Against Women In Relationships (VAWIR)
  - "E" Division Operational Manual 1.1.F. Victim Service Programs
- Municipal police department policy and procedure

# V. CONTRACT REQUIREMENTS – VICTIM SERVICE PROGRAMS

Victim Service Programs are established and funded by the Ministry of Public Safety and Solicitor General. The Ministry contracts with local, regional and Aboriginal governments, health authorities, and non-profit organizations to provide victim services through police-based and community-based programs.

All Victim Service Programs are required to adhere to the following contractual obligations with respect to referrals.

- iii. In exceptional cases, where a victim service worker determines that the procedure outlined in (i) or (ii) above is not appropriate, the rationale must be documented in the file.
- iv. In situations where the involvement of both police-based and community-based Victim Service Programs is identified, the programs should coordinate an approach to service delivery and jointly develop victim-centered support plans.

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## EXCERPTS FROM THE VICTIM SERVICE PROGRAM CONTRACT

IN COMMUNITIES WITH BOTH  
COMMUNITY-BASED AND POLICE-  
BASED VICTIM SERVICE PROGRAM,  
THE MINISTRY REQUIRES:

### APPENDIX A: REQUIRED SERVICES

#### Referral between Victim Service Programs:

- i. Police-based victim service workers will refer victims identified as victims of violence in relationships (adult, youth, or child), victims of sexual assault, victims of criminal harassment, victims of child abuse/assault (both physical and sexual), adult survivors of childhood abuse (both physical and sexual), and child witnesses of family or sexual violence to the appropriate community-based Victim Service Program.
- ii. Community-based victim service workers will refer victims that are identified other than victims of violence in relationships (adult, youth, or child), victims of sexual assault, victims of criminal harassment, victims of child abuse/assault (both physical and sexual), adult survivors of childhood abuse (both physical and sexual), and child witnesses of family or sexual violence to the police-based Victim Service Program.

---

## COORDINATION & PROTOCOL

In communities with both police-based and community-based Victim Service Programs; programs shall develop and adhere to a local victim service protocol which must contain the following provisions:

- a. Regular meetings with other local Victim Service Program(s);
- b. Consistent referral procedures; and
- c. Detailed procedures for handling disputes and grievances.

In addition, organizations contracted to deliver victim services are required to ensure that a local victim service referral protocol is developed and provided to the Ministry each year.

**For further information or enquiries  
please contact:**

**Jane Coombe**  
Policy and Program  
Manager/Analyst  
Victim Services and Community  
Programs Division  
Ministry of Public Safety & Solicitor  
General  
Tel: (250) 356-6567  
E-mail: Jane.Coombe@gov.bc.ca

SAFE Society: 2022-2023 ACTUALS TO YEARLY BUDGET

Police Based Victim Services



Proposed addition to PBVS

Current Salmon Arm 35 hours work week plus casual

	PBVS	CITY NEW	
	Budget	Proposed	
<b>Income:</b>			
Program Revenue (Subsidy)	56,391		
City of Salmon Arm	27,000	38,439	
Recognition of Deferred Revenue			
Rental Income	-		
Donation/Fundraising	5,000		
Grant & Project Revenue	9,420		
Interest & Dividend Income	-		
"In-Kind" Revenue	9,420		Rent \$9000 / Phone \$860
Memberships	-		
Misc/Other	-	2,150	InKind - SAFE/grant
Projects	-		
<b>Total Income</b>	<b>107,231</b>	<b>40,589</b>	
<b>Program Administration Costs</b>	<b>Budget</b>		
Memberships, Dues & Fees	140		
Audit	-	150	InKind - SAFE
Consulting & Legal	-		
Board Expenses	-		
Grant Expenses	-		
Advertising & Promotion	97		
Client Food/ Supplies	-		
Resource Materials	2,000		
Staff Training & Development	2,000	1,000	Training/2nd person
Program Related Travel	3,497	1,000	Grant/2nd person
Volunteer Expenses	-		
Office Supplies	400		
Program Supplies	-		
Pet Care & Placement	-		
Other Program Costs	-		
Projects	-		
<b>Total Program Administration Costs</b>	<b>8,134</b>	<b>2,150</b>	
<b>Facilities Costs:</b>	<b>Budget</b>		
Mortgage (Principal & Interest)	-		
Office Rent	9,000		In-kind
Property (Frontage Utility Taxes)	-		
Insurance	-		
Repair & Maintenance	-		
Janitorial	-		
Phone	860		In-kind
Internet	-		
Security System & Monitoring	-		
Utilities: Electricity, Gas	420		In kind
Projects	-		
<b>Total Facilities Costs</b>	<b>10,280</b>		
<b>Wages &amp; Benefits</b>	<b>Budget</b>		
Direct: Executive Director (W&B)	3,120		
Direct: Assistant Director to Programming (W&B)	1,768		
Admin: Finance Office (W&B)	1,612		
Direct: CIS Workers & Supervisor Pay	-		
Direct: Coordinator/Facilitator	51,706		
Victims Services Position	-	29,120	.5 position @ \$28.00/hour
Direct: Co-Facilitator	-		
Direct: Casual & After-Hours	18,332		
Admin: ED Manager (W&B)	1,040		
Admin: Counsellor	-		
Benefits	11,239	5,824	
Admin	-	3,495	
<b>Total Wages &amp; Benefits</b>	<b>88,818</b>	<b>38,439</b>	
<b>TOTAL EXPENDITURES</b>	<b>107,231</b>	<b>40,803</b>	
<b>Total Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	

Deferred Revenue Available  
 Total Surplus (Deficit) with deferred revenue

Includes COVID Costs (excluded from program)



Shuswap Area Family Emergency Society (SAFE)  
Supporting community health and safety since 1979

**phone:** 250-832-9616 (24 hour support, referral, and information)  
**web:** [www.safesociety.ca](http://www.safesociety.ca) | **email:** [info@safesociety.ca](mailto:info@safesociety.ca)

*All services are free, confidential, and non-judgmental.*

## 24 HOUR PROGRAMS

**Transition House | 24 hour phone: 250-832-9616 | email: [TH@safesociety.ca](mailto:TH@safesociety.ca)**  
**| live webchat: [www.safesociety.ca](http://www.safesociety.ca)**

\*Formerly the Women's Emergency Shelter.

The Transition House provides temporary accommodations and 24 hour support to adult women (cis and trans) and their children who are seeking safe shelter from abuse by an intimate partner or other abuser.

The Transition House also provides support, information, and referrals to anyone in the community impacted by violence or abuse 24 hours per day, 365 days per year through telephone, online chat, and in-person. No appointment needed, drop-ins welcome!

- 24 hour crisis line. Live webchat from 10 am to 10 pm at [www.safesociety.ca](http://www.safesociety.ca)
- Transportation can be arranged to Transition House if necessary
- Facilities are wheelchair accessible having a separate space for seniors
- Communal living situation with shared kitchen and common areas
- Access to free clothing, household items, children's items for residents and nonresidents

**Sexual Assault Support Services | office: 778-489-0508 | email:**  
**[sass@safesociety.ca](mailto:sass@safesociety.ca) 24 hour referral access: 250-832-9616**

Provides specialized supports to adult, youth, and childhood victims/survivors of all gender-identities that have experienced sexual assault and/or sexual abuse. Available to anyone who may or may not be engaged with other systems and will explain and support with options.

- Ongoing emotional support
- Afterhours crisis accompaniment by a knowledgeable support person
- Information on sexual assault, reporting options, and resources available
- Accompaniment to medical services and police
- Anonymous reporting option, justice system supports, safety planning and protection
- Referrals to counselling and support programs, access to practical supports, and more based on individual needs
- Supportive of all gender identities, sex worker rights positive, and strives to meet the unique needs of marginalized survivors

## CRISIS ORIENTED & PRACTICAL SUPPORT PROGRAMS

### **Community Based Victim Services | office: 250-832-0005 | email: [cbvs@safesociety.ca](mailto:cbvs@safesociety.ca)**

Assists victims of family/sexual violence and power-based crimes including all gender identities and children (**with or without police involvement**).

- Emotional support and information about abuse
- Criminal Court orientation and accompaniment
- Family Court information, support, and accompaniment
- Safety planning and critical incident response
- Education and public awareness
- Virtual Legal Clinic access

### **Outreach Services | office: 250-832-4474 | email: [outreach@safesociety.ca](mailto:outreach@safesociety.ca)**

Service for women 18 years and older who have experienced abuse in relationships. Outreach focuses on providing practical assistance and emotional support based on your individual situation and needs.

- Individual and group support
- Safety planning
- Practical supports such as advocacy and accompaniment services, help with calls or writing documents, accompaniment to appointments, support when navigating complex systems (like government or legal) and community agencies, and appropriate referrals based on your needs.

## LONG TERM SUPPORTIVE COUNSELLING & GROUPS

### **PEACE Program for Children & Youth (ages 3-18) | office: 250-832-4474 | email: [outreach@safesociety.ca](mailto:outreach@safesociety.ca)**

\*Formerly the Children Who Witness Abuse Program

Specially designed for children and youth between the ages of 3-18 who have experienced violence, the PEACE Program uses art, play, story-telling and multi-media to gently support children and youth by:

- Emotional support, reassurance, and helping children explore their feelings
- Providing accurate information to help kids understand their experiences and the impacts of experiencing violence
- Setting, and teaching, boundaries, fostering and acknowledging resilience, assisting with goal setting, teaching skills, such as grounding skills and safety planning, challenging thinking patterns, sharing family stories, exploring, acknowledging, and validating their responses to violence
- Providing opportunities for social interaction with safe adults and peers
- Parenting support to caregivers and or guardians of clients

### Violence is Preventable Project (PEACE Program)

- School based support and programs for youth focusing on healthy ways to deal with anger, bullying and dating violence.

### BELIEVE Project (PEACE Program)

- School based support and education to students grades 6-8 helping understand healthy relationships and sexual violence specifically on topics such as consent, sexting, sexual harassment.

### **Communication & Family Violence Prevention | office: 250-803-6229 | email: FVprevention@safesociety.ca**

Providing education and support for adult women+, men+, and non-binary folks, referred by the Ministry of Children and Family Development, to help develop skills for healthy relationships and the prevention of family violence.

Trained counsellors work from a core program curriculum which we tailor for each family's specific needs. Information sharing and skills development focuses on themes of communication, conflict resolution, emotion management and healthy relationships.

All referrals to this program are done through MCFD. Self-referrals are not accepted.

### **Stopping the Violence | office: 250-832-9700 | email: stv@safesociety.ca**

Provides individual and/or group counselling for adult women+ who currently experience or have previously experienced abuse in an intimate adult relationship and/or who were sexually abused as children and/or have experienced sexual assault. A non-judgmental, safe environment for women+ to explore their experiences.

- Counsellors have specialized training to provide individual and group therapy for symptoms of Post-Traumatic Stress Disorder including education and information about PTSD as well as strategies for managing symptoms and resolving trauma.
- Encourages the development of good self-care and support systems, developing assertiveness skills and boundaries, and strengthening self-confidence and self-worth.
- Opportunity to learn about the dynamics of abusive relationships and how to take steps to keep oneself safe.

### **Community Counselling | office: 250-832-9700 | email: stv@safesociety.ca**

Community Counselling program is a support program providing group and individual counselling services to clients who are experiencing emotional distress and require short term intervention - specializing in the areas of post-traumatic stress disorder.

Provides a non-judgmental, safe environment for adult men+, women+, and non-binary folks to explore their own experiences and topics like: healthy relationships, childhood sexual abuse, and anger management.

## **POLICE SUPERVISED PROGRAM**

### **Police Based Victim Services Salmon Arm/Sicamous | office: 250-832-4453**

Note: this program has mandatory information sharing with the RCMP

Stationed in the RCMP detachment, providing police-based crisis intervention services including support to victims/witnesses of crime and other trauma such as a serious motor vehicle accident, sudden death or suicide, acute family problems, or disaster.

Services include:

- Information on the status of the police investigation and the progress of the case through the court system
- Emotional support and referrals
- Court orientation and escort, assistance in completing Crime Victim Assistance Program applications and Victim Impact Statements
- Crime prevention information and education programs

## **COMMUNITY COORDINATION INITIATIVES**

### **For more information on Community Coordination Initiatives**

**phone: 250-832-3203 | email: [ExecutiveDirector@safesociety.ca](mailto:ExecutiveDirector@safesociety.ca)**

- Ongoing work creating collaborative relationships with partners serving victims of sexual and domestic violence in the Shuswap Area
- Educational workshops and seminars upon request
- Leads the Co-ordinated Response to Violence in relationships in the Shuswap region

### **Violence in Relationships Committee (VAWIR)**

Shuswap VIR works to ensure a collaborative community and justice response to those impacted by violence in relationships through co-ordination, education, and systemic change.

### **Community Response Network**

A diverse group of concerned community members working together for a coordinated community response to abuse, neglect, and self-neglect of vulnerable adults including older adults/seniors.

### **Integrated Case Assessment Team**

Shuswap ICAT works together to identify risks and increase safety in suspected cases of highest risk domestic violence in direct coordination with RCMP, Corrections, MCFD, Interior Health, Community Based VS and Police Based VS, and the Transition House.

### **Sexual Assault Response Coordination**

Working to address lack of understanding and lack of community co-ordination while increasing support for victims of sexual assault in the Shuswap region. This includes convening a multi-stakeholder response committee.

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## **SALMON ARM ELKS RECREATION SOCIETY**

3690 30th St. N.E.  
SALMON ARM, B. C.  
V1E 3L1

Oct 14, 2022

City Of Salmon Arm  
500 2<sup>nd</sup> Ave. N.E.  
Salmon Arm, B. C.

Dear Mayor and Councilors:

The Salmon Arm Elks Recreation Society was founded in 1978 and currently has 32 members. These current members are also members of the Salmon Arm Elks Lodge #455. However, the membership continues to be open to other people in the community who wish to join. We are proud of our contribution to the well-being of our community over the past number of years by operating and maintaining the Elks park facilities located at 3690 30<sup>th</sup> St. N.E.

The park's two baseball diamonds are used by the Salmon Arm Minor Baseball Association (SAMBA) and provides facilities for children to practice and play in league and tournament games. Not including the aforementioned baseball participants, parents and visitors, we estimate that a further three to four thousand people use the park each year. These consist of attendance at family outings, church picnics, children group activities, etc. in addition to visitors to Salmon Arm at our RV sites – with all revenues used to maintain the park and to provide necessary improvements to deliver a clean and safe environment for all users.

The purposes of the Society as contained in the Societies Act Constitution are as follows:

- To promote, foster and develop community spirit and good citizenship
- To promote and provide educational, recreational and athletic facilities and equipment for the use and benefit of citizens of Salmon Arm and area
- To present clean, attractive facilities that provide for the gathering of community and family groups that foster exchanges between members of the community

As you no doubt already know, (and directly related to providing a clean and attractive facility), we have recently incurred major expenses to connect our facilities to the City's sewer system. This work was accomplished with the volunteer assistance provided by our members together with a substantial loan taken out for this purpose. With revenues from RV site rentals, we have been able to keep our loan current with a fairly large sum remaining to be dealt with in the future.

With regard to the above sewer connection, we understand from a review of the City's billings, that sewage charges are based directly on the amount of water consumed. We believe this type of calculation for a facility such as ours is unfair. This is, of course, because we utilize a great deal of water for irrigation purposes to maintain the baseball fields and park in an attractive and suitable manner. We would appreciate any assistance the City could provide in this respect – perhaps we could qualify for a percentage reduction from our sewage billing based on the aforementioned circumstances. Please advise.

You will appreciate that there is a great deal of traffic through the park roads particularly during the baseball season for the delivery and pick-up of players and spectators. This traffic creates a serious dust problem and we have received justifiable complaints from our neighbour and from other users of the park. We take seriously the need to present a clean and attractive facility and to help address this issue we ask assistance from the City in terms of providing and delivering to us up to 125 cubic yards of asphalt chips material. We would be responsible for the roadway preparations, spreading of the material, rolling and/or tamping, etc. We would very much appreciate any assistance you can provide in this respect. Please advise.

We have been active in our community for over sixty years and, while it may be “a best kept secret”, we are proud of what we have contributed to the betterment of Salmon Arm and area over the years. Our vision for the future is to continue to provide the two baseball diamonds for the use of SAMBA and to continue to meet the purposes as outlined in the Society's constitution. We intend to continue to utilize the funding from RV site rentals to accomplish the continuing upgrades and maintenance requirements of the park. Additionally, we see a time when major expense requirements have been delt with and we will be able to direct any annual surpluses as donations to worthwhile children's sports entities in our community. This would, of course, be in addition to the current amounts of annual donations made by Salmon Arm Elks.

Yours truly,



Ron Reddecliff  
Director

**Erin Jackson**

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**From:** Shuswap Food Action Society <info@shuswapfood.ca>  
**Sent:** Wednesday, November 9, 2022 1:29 PM  
**To:** Erin Jackson  
**Subject:** [External] Budget meeting add-in.

Hello Erin,

I was waiting on a quote for a food and AG plan, and I received it this morning. It costs about \$80K, so our request would be to top up the current fund to \$40K. This would but is in a position to apply for match funding from an organization like Plan H or Real Estate foundation, who fund this type of work.

Dear Mayor and Council,

I am writing today to urge Council to reconsider Councillor Lavery's motion on August 22 to move the Food & Urban Agriculture strategy to a short-term priority. This is an urgent issue that cannot wait until 2026. Here are some of the reasons why I believe this work cannot wait:

- [The cost of food in Canada increased 9.9%](#) from July 2021 to July 2022. Consequently, [BC's food insecurity rate has jumped to 14.9%](#), which means 1 in every 7 households in Salmon Arm are struggling to get food on their plate. This affects community wellbeing, as it is well documented that people living in food-insecure households are more vulnerable to both infectious and chronic diseases, injury, depression and anxiety disorders; furthermore, it affects their children who have poorer educational and health outcomes.
- Despite rising needs, donations to our local food banks have dropped 25% in the past year as grocery stores keep tighter inventory and people have less disposable income to donate to charity. Foodbanks are meant to support short-term emergencies, and are not a long-term, sustainable solution.

While household food insecurity is an urgent and increasing problem in our community, it is only a symptom of more concerning regional and global trends that are affecting us now, and are expected to get worse:

- In BC, most of our fruits and vegetables come from California, a region that is running out of water. Currently, farmers are being incentivized not to farm and instead sell their water rights for other uses. For fruit and vegetable farmers, they may make more money selling their water rights than selling their crops. This, along with increasing fuel prices and the regulatory barriers of crossing borders, means California will Feed America First.

<https://abcnews.go.com/Politics/wireStory/california-lawmakers-mull-buying-farmers-save-water-85206077>

- Besides water and farmers, a shortage of global shipping containers and truck drivers is causing shipping delays and many companies are choosing to stop hauling perishable products as there are too many risks with delayed delivery. Most agricultural products have a low value-to-weight ratio, meaning they are heavy and may not recoup their cost of transport. Therefore, they are often the first products to be left at the loading docks when there is inadequate space or workers.

<https://foodpolicyforcanada.info.yorku.ca/goals/goal-5/sustainable-transportation/challenges-transport/>

- Efforts to increase market efficiencies has led to market consolidation and concentration at all levels in the food system. As we saw during COVID, two meat processing facilities represented 70% of Canada's federally-licensed beef processing capacity. We have cattle

farmers who cannot get slaughter dates for a year. If the highway closes, our dairy farmers cannot process their milk. All these issues need municipal advocacy and support.

Then there are the impacts of climate change. Flooding, drought, wildfires, geopolitical instability and resource constraints all have the potential to disrupt our capacity to produce and distribute food both locally and globally. Farmers are going to have to adapt their practices to waste less water and use less inputs while trying to keep food affordable for the public. **In BC, food security experts have identified food self-reliance as a key climate change adaptation strategy.** In particular, increasing local fruit and vegetable production capacity makes sense in a future where imports may not be as available or as cheap.

We currently do not have the workforce to make this happen. In B.C. today, less than 2% of the population works on farms. Many of those farmers, especially fruit and vegetable farmers, depend on off-farm income and/or taxpayer funded farm support programs to make ends meet. The declining farming population, lack of succession planning, and increasing dependence on foreign labour could create challenges in meeting the demand for skilled farmers in the future. Having a food secure Shuswap require adequate farmer livelihoods, training programs, and ongoing professional support. It is suggested that a shift to regenerative agriculture and the requisite food system change will require about 20% of the population to be directly involved in producing food in regenerative ways.

On the positive side, transitioning to a more local food system could have economic benefits. While money spent at a large retailers leaves our community by the end of the business day, local food captures food expenditures locally, increases transparency between food system practices and impacts, promotes value chains with more equitable outcomes, and encourages deeper public engagement and relationship building in communities.

One of the guiding principles of the Strategic Plan that resonated with me was to "Convene community partners to leverage knowledge and expertise - We work *nimbly* to determine where the City may be positioned to lead or convene and support community partners who may be better equipped to provide leadership and / or implement projects outside the scope of core City services." We have phenomenal resources of local knowledge and passion for food in our community, and given the opportunity, our region could become leaders in this adaptation process. However, food system adaptation takes time, and it is this time of which we are running out.

Sincerely,

Serena Caner  
Shuswap Food Action Society

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**Rhonda West**

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**From:** Rhonda West  
**Sent:** Tuesday, October 18, 2022 11:44 AM  
**To:** Rhonda West  
**Subject:** FW: [External] RETURN NOTE!  
**Attachments:** 1031 22 Ave SW.pdf

-----Original Message-----

**From:** [REDACTED]  
**Sent:** October 18, 2022 8:36 AM  
**To:** Rob Niewenhuizen <[rniewenhuizen@salmonarm.ca](mailto:rniewenhuizen@salmonarm.ca)>  
**Subject:** [External] RETURN NOTE!

Good morning Rob, Yes I would like the City Build wall along and into our property was constructed by the City workers when constructing the walkway to stabilize the hill along the walkway. I do not have a problem with their wall coming into our property and would save them some cost at following the same route. YES PLAN ON HAVING IT REBUILT IN THE NEAR FUTURE! AT THE COST TO THE CITY! THANKS FOR YOU REMINDER! JOHN.



1:1,000

1031 - 22 Ave SW  
Retaining Wall





# **SALMON ARM**

## **MRDT Program**

October 19, 2022

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

Dear Mayor Harrison and Council,

As Council is aware, Salmon Arm Economic Development Society (SAEDS) has been working with City staff and community partner organizations to finalize the details of the MRDT Signage Project. The MRDT Signage Project is focused on visitor services, with the goal of supporting the resiliency and rejuvenation of Salmon Arm's tourism sector by increasing our capacity to welcome visitors and improve our visitors' experience. We have been working with Downtown Salmon Arm and City of Salmon Arm staff to finalize the project plans and designs of signage (see letter attached from DSA, and cost estimates from City of Salmon Arm Public Works).

Phase 1 of the signage project consisted of 23 vehicle directional signs, 10 destination location signs (including parks and beaches). These projects were completed this year, in the summer of 2022. We are now ready to move into the next phase of the project, which includes 4 downtown pedestrian/bike traffic pillars to be installed within the downtown core. The next steps in this project include completing the design details, demolition of existing pillars, ordering/manufacturing and fabrication of signage pieces and parts, and finally installation.

The total cost of this project is \$50,365. SAEDS is requesting Council give consideration to contributing the labour and demolition costs associated with the removal of 3 pillars within the City's 2023 budget. These costs are estimated to be \$15,000 as provided in a quote prepared by Public Works. To begin the demolition in this budget year, 2022, SAEDS will contribute \$5,000, as per the budget attached, towards the ground work and demolition of one pillar located at Hudson St and Shuswap St. We wish to begin demolition of one pillar this fall, which will provide a clearer picture of the timeline to begin the remaining demolition planned to begin March 1, 2023.

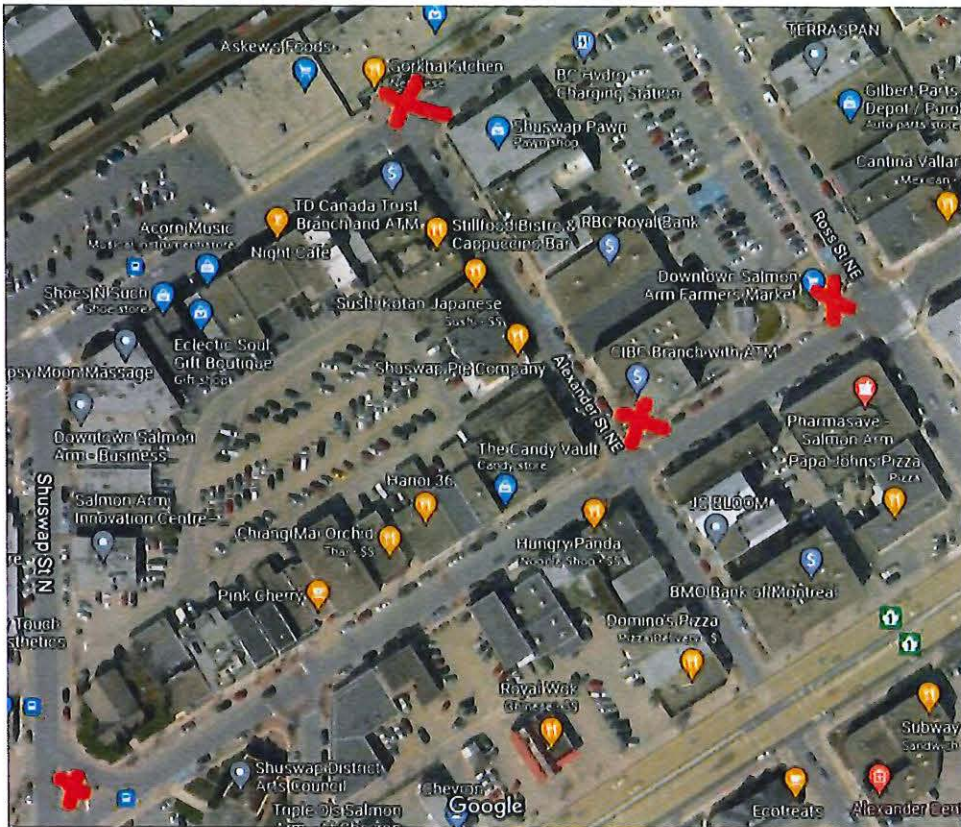
We look forward to bringing this project to completion and working with the City to complete our goals related signage and tourism placemaking assets in our community.

Sincerely,

Lana Fitt

Salmon Arm Economic Development


Pillars Map – Current Pillars Locations



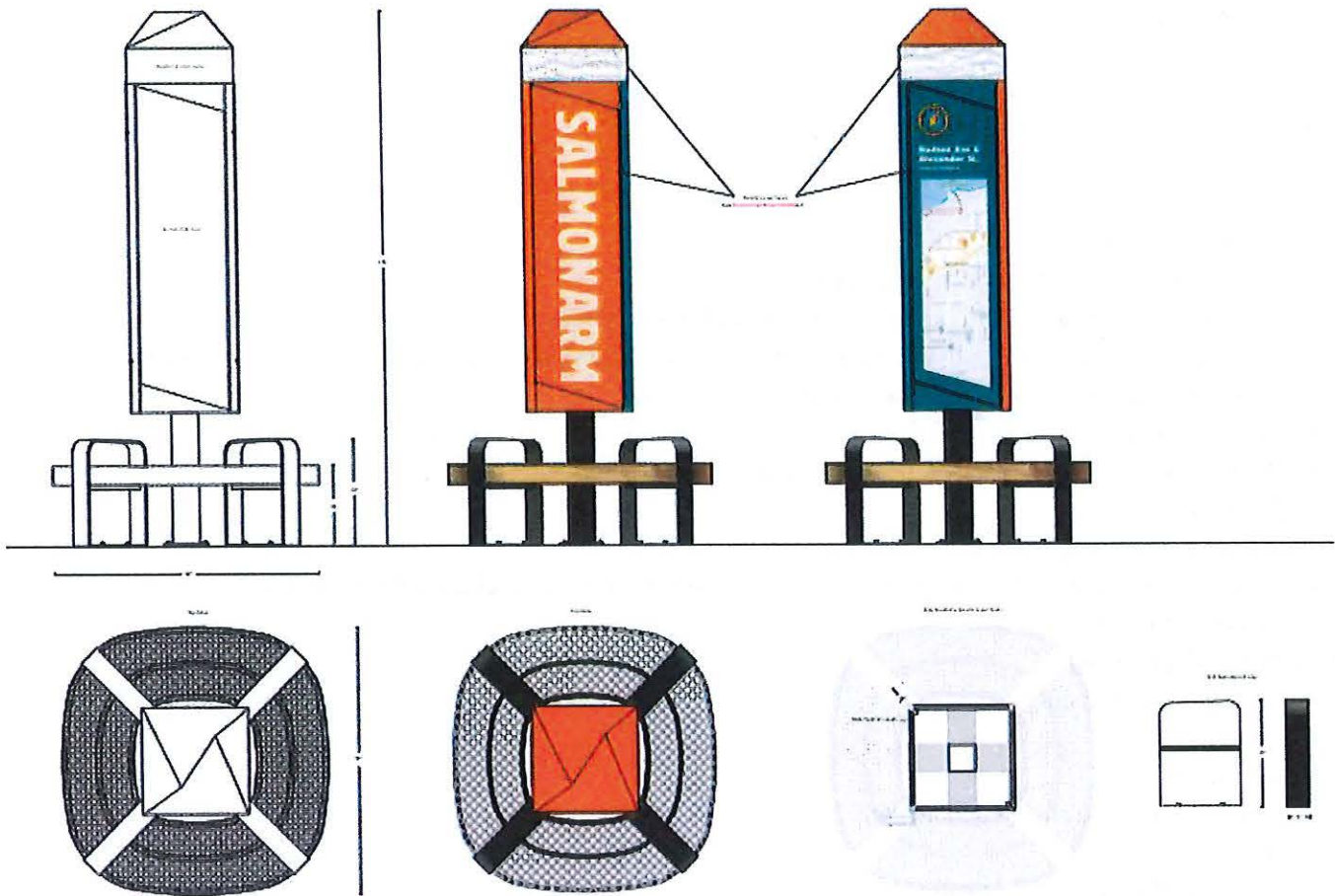
Budget

**Downtown Pillar Project Budget**

<b>Cost Item</b>	<b>Budget Year</b>	<b>Unit Price</b>	<b>Total Price</b>
Removal of Hudson/Shuswap Island Pillar in 2022 & related groundwork repair	2022	\$ 5,000	\$ 5,000
<b>Removal of 3 remaining downtown pillars &amp; related groundwork repair</b>	<b>2023</b>	<b>\$ 5,000</b>	<b>\$ 15,000</b>
Construction of new downtown entrance pillar Hudson/Shuswap Island *no bench	2023	\$ 6,395	\$ 6,395
Construction of 3 new downtown pillars 2' square x 8' high, LED lit, powder coated steel	2023	\$ 7,990	\$ 23,970
<b>Total Project Budget</b>			<b>\$ 50,365</b>

		<b>ENGINEERING AND PUBLIC WORKS DEPARTMENT</b> <b>2023 WORKS ESTIMATE</b> Class 'D?'	<b>Date:</b> September 28, 2022 <b>Project No.:</b> ? <b>Prepared By:</b> DG	
<b>PROJECT DESCRIPTION</b>				
Remove old Piller signs & prep for new sign. Including 24" sonotube installation and 6" concrete pad installation				
<b>PROJECT DETAILS</b>				
<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>COST</b>	<b>EXTENSION</b>
1 Excavator w/ operator	4	hr	\$ 140.00	\$ 560
2 Dump Truck w/ operator	4	hr	\$ 115.00	\$ 460
3 Labor	24	hr	\$ 45.00	\$ 1,080
4 Sonotube Installation	1	LS	\$ 1,000.00	\$ 1,000
5 Concrete Pad Installation	1	LS	\$ 1,000.00	\$ 1,000
6 Electricial	1	LS	\$ 500.00	\$ 500
7			\$	-
8			\$	-
9			\$	-
##			\$	-
			<b>SUBTOTAL</b>	<b>\$ 4,600</b>
			<b>ENGINEERING</b>	<b>0% \$ -</b>
			<b>CONTINGENCY</b>	<b>0% \$ -</b>
			<b>TOTAL COST</b>	<b>\$ 4,600</b>
			<b>ESTIMATE</b>	<b>\$ 5,000</b>

Project Design & Approach



**Goal of a pillar: Help humans find their way.**

- New Design as a 'Placemaking - Meet Up Spot'
- Bench seating, wrap around

**Purpose of Pillars:**

- Foot traffic resource
- New/different information than wayfinding signage
- Combine what is available into one resource
- "You are here" feature
- Map
- Lights up at night
- Artistic, colorful with natural elements (a nod to water and wood)
- Selfie Station side/more branded and iconic
- Local art residency
- Add visitor resources, QR code, hashtag, HELP/ASK A QUESTION feature

**Timeline:**

1. Reapproach Design – DONE
2. Design, drafts, edits – ONGOING
3. Quotes on design – DONE
4. Budget Requests - CURRENT
5. Removal of existing pillars – 1 pillar to begin fall 2022
6. Demolition of Remaining 3 Pillars – March 1, 2023
7. Construction & Installation – 2023, TBD

**Pillar Sides:**

- Focus on foot traffic
- What are people walking to? Think all year round...
- Plexi-glass coverings to protect images, decals and allows for easy replacement
- Offer a local art contest for 4 winners to have residency for one year for their art, or one artist for one year on all four pillars, using the narrow side.
- Name or number such as Pillar 1, easy expansion, communicate maintenance
- LED lighting on the top and illuminating information, easy to read at dusk or dark

**Side 1 (Large face)**

- You are here (icon) & Map
- Address, identifying location symbol or name to meet up and communicate where you are
- Compass/directions

**Side 2 (right side, narrow)**

- Visitor services theme
- Guides
- Brochures
- QR Codes (can be changed annually)
- Maps
- Contact info/chat/ask a question

**Side 3 (Back side large face)**

- Digital resource, screen slide show for events
- Tablet or some kind of screen

**Side 4 (left side, narrow)**

This should be all about brand recognition, beautiful imagery and creating a backdrop for a great photo while on holiday.

- Photography or Art
- Incorporate local heritage/First Nations culture

chat and enjoy.

**Reapproach the Design:**

- Simple
- requires adequate placement planning, design study and ample amount of information.
- Information needs to be presented clearly, directly, and efficiently, to give passing traffic enough

details to make a decision in the shortest amount of time possible. Designing symbols, text height, and identifying sign location is critical as it can affect visual clarity for the users.

**People Driven**

- users in mind, by doing so we are able to create designs that represent the business or community on a deeper level. As part of our strategy, we study traffic flow, branding, history and intent of the project into our designs. Our team identifies high traffic areas, and makes an inventory of areas that require wayfinding in our design process to deliver packages that not only engage people but also help get them from point a to point b.

#### **Active Travel**

- Wayfinding system is designed to assist all forms of traffic including pedestrian, cyclist and automobile drivers. An effective wayfinding helps traffic navigate while maintaining their state of motion. Wayfinding signs communicate information to people and assist them with their commute while actively removing barriers to a smooth travel.

#### **Inclusive design**

- it is vital that design can be accessible to all types of user including people of age and ability levels. Black Flag projects is experience in developing wayfinding packages that conforms to Sign Association of Canada (SAC), International Sign Association (ISA) and Alberta Sign Association (ASA) standards for inclusive design clauses.

#### **Brand Recognition**

- a brand that people recognition is important. Creating an effective brand that represents an entity, requires project research and delivered on with the clients. Branding and marketing goes hand in hand to promote business, tourism, and a sense of pride for people that represents the brand.

#### **Predictable**

- Patterns, networks, and unity of design are factors that determines if the design is effective. Predictability helps users understand and adjust quickly when navigating intersections or places they've never been before.



September 28, 2022

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

**Re: Letter of Support – Salmon Arm Destination Development: Recovery, Resiliency, Rejuvenation**

**Name of project: Destination Development - Self-Directed (Community Signage)**

Dear Mayor and Council,

Please accept this letter of our continued support for 4 Pedestrian/Bike Wayfinding Pillars located within the core of downtown Salmon Arm.

As intended in the initial design, these pillars will help increase our capacity as a tourism destination to welcome visitors who are walking and cycling through our city center. Salmon Arm branding and LED illumination will make these pillars highly recognizable directional support to our key tourism assets. With the potential addition of digital trip planning assistance, these structures will further bolster the outreach of the Mobile Visitor Centre by providing anytime access to local information, location wayfinding/mapping, and one-stop access to tourism guides. In observance of the recently adopted Cultural Master Plan, the pillars will also offer encounters with the ancestral culture of the Secwepemc Nation.

From the onset of the project, collaboration between stakeholders, such as MRDT with DSA, has been transparent and thoughtful. Minor delays afforded the opportunity to challenge the initial design and associated costs. We are encouraged by the new structural plan, seating addition, and the opportunity to continue expanding our visitor experience in the downtown core. Our support for the project remains and we will offer our aid wherever useful.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Broadwell".

Jennifer Broadwell  
Manager

DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9



**Rhonda West**

---

**From:** Barb Puddifant  
**Sent:** Friday, October 21, 2022 11:35 AM  
**To:** Rhonda West; Chelsea Van de Cappelle  
**Subject:** FW: [External] IMPUT INTO BUDGET 2023

**From:** Lil Whitehead [REDACTED]  
**Sent:** Friday, October 21, 2022 11:34 AM  
**To:** Barb Puddifant <bpuddifant@salmonarm.ca>  
**Subject:** RE: [External] IMPUT INTO BUDGET 2023

I am writing to request the building of a road that would connect 15th Ave NE to 11th Ave. NE [near the Dairy Queen]. Prior to the Uplands Subdivision development on 15th Ave, there was input from our area and I was told that this road was already on the Community Plan. The traffic congestion near McDonalds would be lessened if we had an escape route as well as the chaos created by parents picking up students at Bastion School on a dead end road.

Thank You, Lil Whitehead from Shuswap Ridge Subdivision.

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**2023 City of Salmon Arm Budget  
Items Proposal from Salmon Arm Chamber of Commerce  
Submitted November 9<sup>th</sup>, 2022**

As part of the City of Salmon Arm Budget Process, the Salmon Arm Chamber of Commerce would like to submit a budget items proposal on behalf of the Chamber of Commerce members. We sent out a notice to all our members to allow them the opportunity to submit a budget proposal to the Chamber and these were the items that were flagged as important:

**1) Transit options to the Industrial Park in Salmon Arm**

For many years employers in the Industrial Park have struggled to secure proper transportation for their employees. Citizens of Salmon Arm that do not have a vehicle, or a license must rely on other co-workers to get them to the job site or are unable to take jobs at those businesses. There are currently over 80 employers in the Industrial Park area who employ several hundred workers. Providing a transit system of some variety would have economic benefit for these businesses.

The Chamber of Commerce recognizes that work has been done to determine the viability of putting in a transit stop in the Industrial Park through BC Transit and realizes that it may not be feasible at this time for the City of Salmon Arm to budget for this expenditure, however additional options such as ride share, on-demand transit, or community carpools which are used in other communities in lieu of BC Transit are suitable options for employees to access transportation.

The Salmon Arm Chamber of Commerce proposes on behalf of their members that money to be allocated in the 2023 budget to review options for transit to the Industrial Park beyond BC Transit.

**2) Open Data systems on the City of Salmon Arm website**

In 2012 the Government of Canada joined the international Open Government Partnership and many municipalities across BC have also made their spatial data forward facing to the public so that it is freely accessible. There are several benefits for a municipality to have Open Data:

- Increase in transparency
- Promotes progress and innovation
- Encourages community engagement

Many municipalities in BC have moved to Open Data systems so that their GIS data is public facing and available to the public to download and access. This allows companies and individuals the ability to access and utilize the data for specific needs without maneuvering a difficult to use and limited web platform. There are many industries that utilize GIS and having access to data can allow them to do analysis to better enhance their business.

Over the last couple of years, CSRD has transitioned their data over to an open data platform and it is important that the City of Salmon Arm follow their lead and allocate funds in their budget to set up their open facing GIS portal. The City of Salmon Arm already uses the ArcGIS platform that includes the portal so no additional software costs would be incurred. Public-facing data dashboards allow for more strategic business decisions and development to be made. Much of which is already existing and could be imported into a single digital space.

The Salmon Arm Chamber of Commerce proposes on behalf of their members that money to be allocated in the 2023 budget to create a public facing open data portal so that community members can freely access spatial data from the City of Salmon Arm.

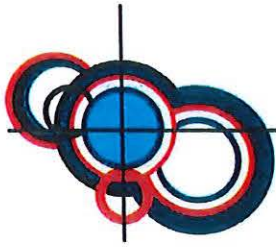
Thank you for your time and consideration.

Sincerely,



Shelley Desautels  
Executive Director





## Salmon Arm Curling Club

691 - 28th St NE, Salmon Arm, BC, V1E2S7

---

November 1, 2022

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

Dear Mayor Harrison and Members of Council

**RE: 2023 Budget Request**

Thank you for allowing the Salmon Arm Curling Club to provide input into the City's 2023 Budget.

As you are aware, the Salmon Arm Curling Club has had a lease agreement with the City of Salmon Arm since 1976 whereby the Curling Club leases the land that our building sits on. One of the clauses of the current lease reads as follows:

"6.2 – Maintenance by the City

"The City shall, during the Term, and any Renewal Term, at its cost, maintain all exterior landscaping on the Licenced Area."

The Licenced Area referred to in this clause includes the north portion of the building as well as the entire parking lot area. (The Curling Club maintains responsibility for the yard/compound area located on the south side of the building as well as the immediate eastern front of the building.)

The lawn on the north side of the building is irrigated and currently the City's Parks Crew mows the grass on a regular basis. All other areas of the landscaping including the rock garden at the north-west corner of the building, the overgrown trees, and the entire parking lot boulevard have been neglected. In past communications with City representatives regarding the ongoing maintenance of these neglected areas the Curling Club has been advised that the City has been dealing with some labour and budget constraints and that every effort would be made to address these issues when time and funds allow. Unfortunately, neither time nor funds have allowed any landscaping maintenance (outside of the lawn mowing) for the past number of years. This has resulted in these areas becoming quite overgrown, weed infested and very unsightly. (See photos attached.)

It should be noted that there is a bus stop located near the corner of 28 Street NE and 8 Avenue NE in this unmaintained parking lot boulevard.

The Salmon Arm Curling Club is requesting that funds be allocated in the 2023 budget to ensure that the City meets its lease obligations to maintain these neglected landscaped areas on an ongoing basis. At this time our immediate request is for the weeds to be annually managed in both the rock garden on the north-east corner (adjacent to the Recreation Centre, Shaw Centre and along College Way) and the Curling Club parking lot boulevard. While curling is primarily a Winter sport, our facility is utilized during the off-season for weddings, anniversary celebrations, meetings, sporting events, etc. many with guests attending from out-of-town. Enhancing the visual appeal of the landscaping surrounding the Curling Club would certainly boost our guests' impression of the City as a whole.

In addition, to continue to beautify the City's recreation district, the Club would also appreciate the vegetation in the rock garden and along the parking lot boulevard being enhanced in keeping with the other City-responsible landscaping located in this area. While we realize it might not be possible to achieve all these goals in 2023, we would appreciate anything that can be done to assist with these sorely neglected areas. The Curling Club would be willing to work with City staff to establish a multi-year plan to upgrade the landscaping in this area and help bring this plan to fruition.

We truly appreciate the magic that the Parks Crew performs throughout the City and we hope that Council will allocate funds in 2023 so that this very same magic can begin to be achieved along 28 Street NE, 24 Street NE (College Way) and 8 Avenue NE.

Thank you in advance for the consideration given our request.

Yours truly,

*Donna Shultz*

Donna Shultz,  
President



North-East Corner "Rock Garden"



Parking Lot Boulevard along 28 Street NE (and Bus Stop)



**Presentation to City of Salmon Arm Mayor and Council**

**Public Budget Consultation: November 14, 2022**

By the Active Transportation Task Force

Updated: November 07, 2022

Good evening Your Worship and Councillors.

My name is David Major, and I am here with Craig Newnes, Joe Johnson, and Phil McIntyre-Paul as a delegation on behalf of the 18-member *Active Transportation Task Force* representing a broad range of community leaders, organizations, interests, abilities, and backgrounds.

We are grateful for this chance to reaffirm our commitment to the newly adopted *Active Transportation Network Plan* and our recommendations for the 2023 budget.

As we shared during our presentation to council prior to the elections last month: Our city talks regularly about big ideas. Here's a big idea: Salmon Arm as a safe city, a connected city. A city that has modern facilities to meet the needs of a growing and diversifying community. A city that makes an unequivocal commitment to health, equity, and climate action.

We applaud the Council's commitment to this vision and unanimous adoption of the *Active Transportation Network Plan* on October 11<sup>th</sup> and congratulate and thank you all for your commitment to this new four-year term. It is time to implement the plan!

To this end the *Active Transportation Task Force* would like to reaffirm our recommendations from October 11<sup>th</sup> for consideration in the 2023 budget:

1. THAT council dedicate city staff time and resources to delivering an implementation strategy for the *Active Transportation Network Plan*. We further recommend that council hire an additional staff person who is dedicated to implementation of the *Active Transportation Network Plan*.
2. THAT council allocate financial resources and seek funding from other partners and stakeholders to deliver the recommended infrastructure projects in the *Active Transportation Network Plan*.
3. Specifically, we would like to encourage council and staff to consider the following to ensure full implementation of the *Active Transportation Network Plan* in 2023:
  - a. Allocating additional funds and an increased annual percentage of the transportation operational budget dedicated to active transportation actions and infrastructure projects through new additional funding and reallocated.
  - b. Increasing reserve fund allocations for future planning and grant matching sufficient to implement the *Active Transportation Network Plan* priority infrastructure project.

- c. Including additional operational funds to support annual quick win/rapid response interim actions and opportunities identified in the *Active Transportation Network Plan*.
- d. Consider a long-term borrowing option and a plan for strategic annual applications to provincial and federal Active Transportation funding programs to assist with completing the priority infrastructure projects.
- e. And again, as previously recommended, budgeting for dedicated city staff time to implement the *Active Transportation Network Plan*.

As we said at the October 11<sup>th</sup> presentation, these projects will enhance everyday life for people of all ages and abilities in Salmon Arm, offering everyone an equal opportunity to move safely between home, work, school, services, shopping, events, and recreation. People will ride e-bikes home from work. They will flow into downtown on Lakeshore Drive to visit their favourite coffee shop or access the bird sanctuary, not on a narrow roadway with no shoulder hugging the railway tracks, but on a dedicated multi-use path. Kids will walk to school with their friends on continuous sidewalks and crosswalks. Visitors will move easily between recreation and event sites. Small wheels will get safely to beaches and parks while big wheels slow down and share the road. More engines will be turned off, and more people will be turned on to the benefits of active living for our health, our economy, our environment. And it will set us on course to correct the connections between Salmon Arm and the Secwepemc communities. This is a vision for Salmon Arm that can be achieved in just the next few years. So let's get moving!

We thank you again for your time and consideration and would like to open it up for any questions you may have.

Submitted by: David Major, Craig Newnes, Joe Johnson, and Phil McIntyre-Paul on behalf of the City of Salmon Arm Active Transportation Task Force



**SALMON ARM  
ARTIFICIAL PLAYING FIELD DEVELOPMENT  
ECONOMIC & COMMUNITY BENEFITS STUDY**

**Prepared for:**

**Shuswap Youth Soccer Association**  
Office 351 – 3<sup>rd</sup> Street SW  
Salmon Arm, BC

**Submitted by:**

**MMK Consulting Inc.**  
Stuart MacKay  
Graeme Johnsen

October 13, 2022



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## Executive Summary

This report assesses the economic and community benefits of building new artificial turf field facilities at Blackburn Park. These new fields would achieve the City's of Salmon Arm's goal, as first established in the City's 2012 Sport and Recreation Master Plan, to build a lighted artificial turf field for the community.

The City currently has five full-size playing fields – three at Little Mountain Park, and two at Blackburn Park. The playing season is typically about six months, and the fields are in heavy demand throughout the season.

The proposal is to construct two new artificial fields, using available space in Blackburn Park, without impacting Blackburn's existing natural grass baseball and playing fields. Each field would be approximately three-quarters of the length, and three-quarters of the width, of a full-size "championship" playing field.

Preliminary construction ("hard") cost estimates are \$1.1 million for the first field and \$1.0 million for the second field, including lighting and fencing. These costs are before considering the potential for City cost recoveries through rental fees.

The new fields will provide a wide range of economic and community benefits, to meet the growing recreational needs of the City of Salmon Arm and the broader Shuswap community. These benefits include:

- ▶ Increasing the season length and evening availability for child and youth field sport activities – including training, practices, games and tournaments.
- ▶ Extending the season length and evening availability for adult field sport activities – including training, practices and practice games.
- ▶ Increasing the "prime time" capacity of the City's playing fields – by approximately 27% if unlit, and by approximately 36% if lit (details in main text).
- ▶ Providing greater field quality, consistency, durability, and playability than the existing natural grass fields.
- ▶ Providing a wide range of field sports and recreational opportunities, encouraging increased community participation in field activities.
- ▶ Requiring less routine maintenance and having less down time than natural grass fields.
- ▶ Reducing cold-weather injury rates, relative to natural grass (see main text for details).
- ▶ Providing better field access and playing opportunities for persons with mobility aids.
- ▶ Helping to limit over-use of the City's grass fields, by having alternate facilities available – in particular during the early spring season, and during periods of inclement weather.
- ▶ Increasing the City's ability to attract child & youth regional sports tournaments, by using the new artificial fields for training, practice sessions, and tournament games.

- ▶ Increasing the City's ability to attract adult regional sports tournaments, by using the new artificial fields for training and practice sessions in support of tournament games played on the City's full-size grass fields.
- ▶ Providing a potential location for non-sports events, where these events are consistent with protection of the artificial surface.
- ▶ Fulfilling the City's strategic objective, as identified in Salmon Arm's 2012 Parks and Recreation Master Plan, of establishing artificial playing field facilities.
- ▶ Helping Salmon Arm to attract new residents, especially younger individuals and families, and to retain its existing residents.
- ▶ Ultimately, contributing to a higher quality of life for the community.

# 1 Introduction and Objectives

The Shuswap Youth Soccer Association (SYSA) has engaged MMK Consulting<sup>1</sup> to assess the potential economic and community benefits of developing two new artificial sports fields at Blackburn Park in Salmon Arm, BC.

## 1.1 Study Background

Blackburn Park is owned by the City of Salmon Arm (the City). Its playing fields are maintained by the City, and are operated by through the Salmon Arm Recreation Society, a non-profit funded by the City.

SYSA has developed a conceptual design for the construction of two new artificial fields at Blackburn Park, on land that is currently not being used for either playing fields or baseball fields. Each field would be about three-quarters of the length, and three-quarters of the width, of a full-size “championship” field.

Following an SYSA presentation to Salmon Arm City Council in 2021, SYSA and the City entered into a Memorandum of Understanding (Appendix C) under which SYSA will pursue potential grant funding opportunities on the City’s behalf.

## 1.2 Study Objectives and Scope

The objective of this study is to assess the potential economic and community benefits of building the two new artificial fields at Blackburn Park. The report scope includes:

- ▶ Background on the growing Salmon Arm community, and the relevant municipal planning context.
- ▶ Description of the project concept, as of Fall 2022.
- ▶ Assessment of potential economic and community benefits.
- ▶ Examples of artificial playing fields in other small-to-medium sized BC communities.
- ▶ Conclusions and recommendations.

## 1.3 Study Conduct

This benefits study has been performed by MMK Consulting, on behalf of SYSA. The findings have been developed based on independent research, reviews of the experiences of other jurisdictions, and discussions among MMK, SYSA, and representatives of the City of Salmon Arm and the Salmon Arm Recreation Society.

<sup>1</sup> MMK Consulting is a BC-based management consulting firm specializing in business and economic/financial planning and analysis. For further information please visit our website at [www.mmkconsulting.com](http://www.mmkconsulting.com).

## 2 Planning Context

### 2.1 Community Size, Growth, and Demographic Profile

The City of Salmon Arm is located in the Columbia-Shuswap region of BC's Southern Interior. Salmon Arm has grown rapidly in recent years, with the City's population increasing by more than 10% between 2016 and 2021.

Salmon Arm is also the regional centre for many smaller nearby communities, and the total population living within a 30-minute drive of the City is more than 31,000. This is a conservative estimate of the local area population, in that it does not include some smaller communities and rural residences that are within the catchment area.

Demographically, Salmon Arm's age profile is significantly older than the BC average. More than 30% of Salmon Arm's population is 65 years of age or older.

#### Salmon Arm and Selected Nearby Communities (within 35 km/30 mins.) Population and Demographic Overview

	2016	2021	Age profile (%)		
			0-14	15-64	65+
Salmon Arm (census agglomeration)	17,904	19,705	14.5	55.1	30.4
Nearby Communities to the South					
Enderby	2,964	3,028	13.9	53.2	32.9
Enderby (First Nation)	316	440	17.0	60.2	21.6
Grindrod	1,470	1,526	17.3	62.1	20.3
Mara	297	400	17.5	60.0	22.5
Ranchero	959	1,008	18.3	62.9	18.8
Nearby Communities to the East					
Sicamous, District Municipality	2,429	2,613	10.9	57.7	31.2
Nearby Communities to the North/West					
Blind Bay	1,315	1,576	9.2	51.0	39.8
Sorrento	1,285	1,309	8.4	48.5	43.1
	<u>28,939</u>	<u>31,605</u>	<u>14.0</u>	<u>55.4</u>	<u>30.6</u>
		9.2%			
British Columbia benchmark	4,648,055	5,000,879	14.3	65.3	20.3
		7.6%			

Note: Communities assessed as nearby if within 35 km, 30 minute driving time.

Source: Statistics Canada, 2021 Census, Updated April 22 2022.



## 2.2 City of Salmon Arm Parks & Recreation Master Plan

The City's 2012 Salmon Arm Parks & Recreation Master Plan developed the planning framework for the City's parks and recreational facilities, including:

- ▶ Vision – *“...a welcoming and inclusive parks system and recreation community, built and sustained by its active citizens and volunteers.”*
- ▶ Mission – *“... a variety of well-maintained public facilities and open spaces to ensure the health of the community and its individual residents.”*
- ▶ Principles and values - *“... recreation is a vital public good, a basic right for all ...”; “...recreation and Parks services play an important part in the development of a diversified economy.”*

The Master Plan's specific recommendations included:

- ▶ Short-term – develop a *“Playing Fields Strategy.”*
- ▶ Medium-term – ***“Build a lighted artificial turf field to help extend the playing season. Potential locations are Blackburn #2, Little Mountain #2, or JL Jackson Campus.”*** (Boldface added.)

## 2.3 Outdoor Playing Fields

The City owns five outdoor multi-use playing fields, which are maintained by the City and are operated by the Salmon Arm Recreation Society. They are located at two City parks:

- ▶ Little Mountain Sports Complex – three full-sized natural grass fields, one with lighting.
- ▶ Blackburn Park – two full-sized natural grass fields, neither with lighting.

Use of the fields is seasonal, and the operating period varies from year to year depending on the weather and field conditions. In a typical year the grass fields will be open for about six months, between April 15 and October 15. The grass fields have a wide variety of users, including youth soccer, men's and women's soccer, rugby, football, lacrosse, and other sport and recreational groups.

### Outdoor Field Challenges

City staff indicate that the existing grass fields are in high demand, and that there is always pressure to open them as early as possible in the spring. Opening them too early can result in damage that impacts their condition for the remainder of the season. The heavy use of the fields throughout the season also results in the need to restrict access to the fields at times, to allow them to rejuvenate after heavy use, heavy rains, and hot weather.

These challenges, in a growing City where the grass field season is only about six months, have resulted in the need for increased outdoor playing field capacity and reliability.

## 2.4 The SASCU Indoor Sports Complex

In addition to its outdoor playing fields, the City also owns and operates an indoor sports field on a year-round basis at the SASCU Indoor Sports Complex. This indoor playing field is much smaller than the outdoor sports fields, reflecting the facility's history as an ice arena.

SASCU's current surface was installed about two decades ago, as used artificial turf, when BC Place replaced its surface. In addition, the SASCU building is not in good condition, and will require a very significant renewal/replacement program at some point.

Despite small field size, and the deficiencies in the building and playing surface, the facility is popular and has significant community use throughout the year.

## 2.5 Artificial Field Indoor/Outdoor Priorities and Location

SYSA and City staff members agree that the development of both indoor and outdoor artificial field facilities should be important priorities for the City.

Renewal or replacement of the SASCU indoor sports complex will be a much larger and more costly project than establishing new outdoor artificial field facilities, and will require a much more extensive planning and consultation program. Accordingly, this report is focussed on the potential for new outdoor artificial field facilities.

SYSA and City staff members agree that Blackburn Park is the preferred location for consideration of new outdoor artificial field facilities.

### 3 Artificial Playing Fields – Conceptual Plan

SYSA has developed a conceptual plan to provide two new artificial fields in the southwest portion of Blackburn Park. Key features include:

- ▶ **Field size and use** – The proposal is to construct two “small-sided” playing fields, approximately three-quarters the length and three-quarters the width of a full-sized “championship” field. Each field would have a playing surface of about 3,885 square meters – approximately half the area of a full-sized field.

Each artificial field would be used for the full range of child & youth sports activities – including training, practices, practice games, and tournament games.

Each field would also be used extensively for a wide range of adult sports activities – including training, practices, and practice games. The fields would also provide support for adult tournament games being held on the City’s full-size natural grass fields.

- ▶ **Lighting** – Night-time lighting is proposed for each of the fields, to extend their hours of use. Night lighting is particularly valuable for artificial fields, given the extended playing season during the spring and fall. These costs are included in following cost estimates.
- ▶ **Pathway/security fencing** – The preliminary design includes a paved pathway around a portion of each field, plus fencing around each field. These costs are also included in the following cost estimates.

A preliminary conceptual plan for the project has been developed by Franklin Engineering, as illustrated in Appendix A. While the plan to construct two small-sided fields is driven in part by the space available at Blackburn Park, the two-field approach also has a number of advantages:

- ▶ The north field would use Blackburn Park space that is currently unoccupied, and the south field would use space that is currently stockpiling fill for use in improving the drainage on the Blackburn grass fields. No existing baseball fields or playing fields would be negatively impacted.
- ▶ The project would result in a very significant increase in Salmon Arm’s total playing field capacity, unlike conversion of an existing field.
- ▶ Field construction would not require losing playing time for conversion of an existing field. (City staff indicate that taking an existing field out of commission for an extended period would be very difficult, due to the high demand.)
- ▶ Construction could be phased, with the first north field being built first, without the immediate need to relocate or apply the fill on the south field site.

As previously noted, City staff and SYSA agree that the proposed Blackburn Park site is the most promising location in Salmon Arm for the proposed artificial fields.

### 3.1 Construction Costs

Based on the conceptual plan drawings (Appendix A), preliminary cost estimates have been developed by Franklin Engineering for the project.

As illustrated in the following table, Phase 1 (north field) of the project is estimated to cost approximately \$1.1 million in 2022 dollars, including the costs of lighting and fencing. Phase 2 (south field) is estimated to cost approximately \$1.0 million.

These preliminary estimates are for “hard” construction costs, in 2022 dollars, and is before considering “soft” costs such as project planning, project management, geotechnical site investigations, and permitting.

#### Preliminary Opinion of Probable Cost (2022\$, '000) – excluding soft costs

	Phase 1 (north field)	Phase 2 (south field)	Total
Field Prep, Pathways, Utilities	\$249.5	\$269.6	\$519.2
Synthetic Turf (incl. curbing)	\$325.0	\$325.0	\$650.0
Fencing	\$175.0	\$175.0	\$350.0
Lighting	\$170.0	\$90.0	\$260.0
Subtotal	\$919.5	\$859.6	\$1,779.2
Contingency (10%)	\$92.0	\$86.0	\$177.9
GST @ 5%	\$50.6	\$47.3	\$97.9
<b>Total</b>	<b>\$1,062.1</b>	<b>\$992.9</b>	<b>\$2,054.9</b>

Source: Franklin Engineering, Preliminary Opinion of Probable Cost, Synthetic Turf Fields at Blackburn Park (Phase 1 and 2), June 17, 2022.

### 3.2 Construction Cost Funding

Appendix B profiles a number of other comparably-sized BC communities that have developed artificial playing fields, and identifies the funding partners that have been involved in financing them. The funding model varies by community, and typically involves a combination of sources – including sports associations, public agencies, private donors and sponsors, senior levels of government, and local authorities.

SYSA has expressed interest in becoming a partial sponsor of the project, and has reached a Memorandum of Understanding with the City to pursue external funding opportunities on the City’s behalf (see Appendix C).

### 3.3 Ownership, Operations, Revenue Potential

The City would own the new artificial fields, likely operating them through the Salmon Arm Recreation Society, as it does with its five existing grass fields.

Artificial fields typically have lower annual operating and maintenance costs than comparable natural grass fields, and can be rented at higher hourly rates than comparable fields.

The potential of artificial fields to recover their operating costs through rental revenues varies by location, and also by the pricing policies of the owner/operator. However, they can be substantial, in some cases recovering most or all of their annual operating costs.

## 4 Economic and Community Benefits

Construction of the two new artificial playing fields at Blackburn Park will generate many significant economic and community benefits for the City of Salmon Arm and its residents.

### 4.1 Playing Field Availability and Capacity

The project will significantly expand the capacity of outdoor multi-use playing fields in Salmon Arm:

- ▶ **Additional fields and space** – The project will add two new artificial fields to the City’s current inventory of five natural grass fields, and will increase the square footage of playing field space by approximately 20%.
- ▶ **Extending the season** – The new fields will have a playing season to approximately seven to eight months, rather than the typical six-month season for grass fields. Artificial fields also require much less “down time” than grass fields, during the months when both fields are open.

The extended season and reduced downtime for artificial playing fields will help the City and the Salmon Arm Recreation Society in managing pressures to open the grass fields too early in the Spring, and following periods of inclement weather.

- ▶ **Extending night time availability** - Lighting the new fields will extend the daily hours of use – including some of the most desirable “prime time” evening hours of operation.

Combining all of these factors, the analysis in the following table estimates that the two new artificial fields will increase the total “prime-time” hours available for play each season by:

- ▶ **27%**, if both of the new fields are unlit.
- ▶ **36%**, if both of the new fields are lit.<sup>1</sup>

Half of this increase will be achieved with construction of the north field in Phase 1, while the other half will be achieved with construction of the south field in Phase 2.

<sup>1</sup> The analysis and percentage estimates treat the two new smaller fields as being equivalent to one full-sized field. See footnotes to the following table for other details of the analysis.

**Increase in Salmon Arm Outdoor Multi-Use Sports Fields Capacity with New Artificial Turf Fields**

	Existing Fields (Blackburn, Little Mtn)	New Artificial Turf		New Total Fields	
		W/out Lights	With Lights	W/out Lights	With Lights
<b>Number of Outdoor Multi-use Sports Fields</b>	5 <i>(5 full-size field equivalents)</i>	2 <i>(1 full-size field equivalent)</i>		7 <i>(6 full-size field equivalents)</i>	
<b>Field Characteristics</b>					
– Types	Natural Grass	Both Artificial Turf		Mix of NG & AT	
– Sizes	All Full-Size	Both Half-Size		Mix of Full & Half	
– Lighting	1 field	No	Yes	1 field	3 fields
– Potential Days Open Annually per Field	184	229	229	184-229	184-229
<b>Potential Annual Hours Open</b> (all fields combined)					
– Total Hours	9,568	4,580	5,496	14,148	15,064
– Total Prime Time Hours	5,818	2,708	3,624	8,526	9,442
<b>Downtime Adjustment</b> (hrs lost-weather, rest, mtn, etc.)	-873	-54	-72	-927	-945
<b>Total Annual Prime Time Hours for Use</b>	4,945	2,654	3,552	7,599	8,497
<b>Total Prime Time Hrs for Use</b> (full-size field equivalents)	4,945	1,327	1,776	6,272	6,721
– <b>Increase with new Artificial Turf</b>				<b>+27%</b>	<b>+36%</b>

Source (existing field number/types/sizes): Salmon Arm Recreation Society, <https://salmonarmrecreation.ca/sports-fields>.

Notes:

- Existing fields - Blackburn Park (2 full-sized multi-use natural grass fields), Little Mountain Sports Complex (3 full-sized multi-use natural grass fields).
- Potential days open annually - 6 months per natural grass field (April 15<sup>th</sup> to October 15<sup>th</sup>), 7.5 months per artificial turf field (April 1<sup>st</sup> to November 15<sup>th</sup>).
- Potential hours open annually - 10 hours per potential days open per field (12 hours if lit).
- Potential prime time hours open annually – 4 hours on weekdays (unlit) and 10 hours on weekends/holidays (unlit), plus 2 additional hours if lit.
- Downtime adjustment - 15% loss of potential use time per natural grass field and 2% per artificial turf field annually, based on City of Airdrie’s 2021 Artificial Turf Sportsfield Feasibility Study by Binnie and RC Strategies Inc. (page 15, “Capacity of Natural vs Artificial Turf Surfaces”).

## 4.2 Field Quality, Consistency, Durability and Availability

The new artificial fields will also improve the quality and flexibility of use of the City’s current inventory of outdoor playing fields, adding a new dimension to the playing fields available to Salmon Arm residents. Relative to natural grass, artificial fields offer:

- ▶ **Improved consistency** – More consistent surface quality throughout the playing season.
- ▶ **Enhanced durability** – increased surface durability, not requiring “rest time”.
- ▶ **Forgiveness in low temperatures** – softer and more forgiving surfaces during colder months of the year.
- ▶ **Availability during inclement weather** – Available for use in a much wider range of weather conditions.

### 4.3 Wide range of Sport & Recreation User Groups

Based on current usage of the grass fields and indoor facility, the new artificial fields will have a wide range of community users and beneficiaries – including for example youth soccer, men’s soccer, women’s soccer, football, rugby, and lacrosse, and other sports.

The new artificial fields can also be expected to attract new users to the City’s outdoor recreational activities, given the new fields’ extended season, increased hours, and enhanced surface quality.

### 4.4 Injury Rates

The literature indicates that artificial turf and natural grass playing fields have generally comparable sports injury rates, with varying injury patterns by sport.

The literature also indicates that artificial fields may increase player safety during colder months of the year, when natural grass soils can be harder than synthetic turf. A major 2015 study by Toronto Public Health concluded that “artificial turf fields can provide a safer playing surface than paved surfaces and are either as soft as or softer than natural grass fields in the colder months”.<sup>1</sup>

### 4.5 Regional Sports Tourism Opportunities

The new fields can also be expected to create new opportunities for Salmon Arm to attract larger regional tournaments:

- ▶ Child and youth tournaments, where the two new fields can be used (along with the City’s natural grass fields) to host tournament games.
- ▶ Adult tournaments, where the new artificial fields will provide training and practice facilities for games being played on the City’s natural grass fields.

The new artificial fields will provide a natural complement and addition to the existing grass fields at Blackburn and Little Mountain – expanding Salmon Arm’s outdoor multi-use field capacity, and increasing the attractiveness of the City as a sports tournament host. The new facilities will also increase locally-based teams’ ability to train for and be competitive in these tournaments.

Increased visitor spending will generate incremental revenues and employment for the community.

### 4.6 Access for Persons with Mobility Aids

For persons with mobility aids such as wheelchairs, use of natural grass playing fields raises a number of challenges, particularly where the playing surfaces are uneven and/or in need of repairs.

The artificial fields will provide a more consistent and even surface than the natural grass fields, improving access to outdoor playing fields for persons in Salmon Arm with mobility aids.

<sup>1</sup> Toronto Public Health. Health Impact Assessment of the Use of Artificial Turf in Toronto. April 2015. City of Toronto.

## 4.7 Meeting Current and Future Community Needs

Salmon Arm's population is growing rapidly, and the City is in need of additional outdoor playing fields. With no obvious space available for new full-size fields, the proposed new artificial fields represent a cost-effective opportunity to expand the City's playing field capacity, to meet Salmon Arm's current and future needs for sports and recreational activities.

The durability and consistency of artificial turf also makes it well-suited for a variety of non-sports-related community events. Staging and other structures for concerts or festivals can be placed on artificial surfaces without the risks associated with natural grass – e.g., creating ruts that later require rehabilitation.<sup>1</sup>

By increasing the City's outdoor multi-use playing field capacity, the new playing fields will also provide opportunities for the future growth of outdoor recreational programming in Salmon Arm.

Enhancing community recreation and event programming will increase opportunities for Salmon Arm to attract new residents, especially younger individuals and families, and to retain its existing residents.

## 4.8 Fulfilling Salmon Arm's Municipal Plans

Artificial field development was identified as a medium-term priority in the City's 2012 Parks and Recreation Master Plan, with Blackburn Park identified as a potential site.

Development of artificial field facilities also fits well with the strategic drivers identified in the City's Corporate Strategic Plan – helping the City advance the key objectives of its community vision:

- ▶ **People** – making Salmon Arm a great place to live.
- ▶ **Places** – positioning Salmon Arm as the regional centre of the Shuswap.
- ▶ **Assets** – reinvesting in core services and infrastructure.
- ▶ **Economy** – bolstering the Salmon Arm economy through strategic partnerships.

<sup>1</sup> City of Airdrie, Artificial Turf Sportsfield Feasibility Study, 2021 (page 16).



## 5 Conclusions and Recommendations

### 5.1 Summary of Key Findings

As described in the previous pages, the proposed artificial playing fields represent a cost-effective opportunity to significantly increase the capacity and quality of the City's playing fields, to meet the current and growing future demands.

The project will increase the City's "prime time" playing field hours by an estimated 27% (if not lighted) to 36% (if lighted), at an estimated construction cost (both fields, including lighting and fencing) of approximately \$2.1 million. The new fields will have lower operating and maintenance costs, and significantly higher revenue potential, than comparable grass fields.

The new playing fields will provide a wide range of benefits, to meet the growing sport and recreational needs of the City of Salmon Arm and nearby communities. They will extend the playing field season and increase the daily hours of operation, at a new high-quality facility.

The new artificial fields will also assist the City in managing the use of its existing grass fields, helping to prevent over-use during the Spring season and periods of inclement weather. They will also be available to support non-sports-related community gatherings and events.

### 5.2 Recommended Next Steps

The recommended next steps for the Shuswap Youth Soccer Association are:

- ▶ **Build community support.** SYSA has taken the lead to date in developing the conceptual plan. It now needs to broaden the support base for the project, to include other sports associations and members of the wider community that will benefit from the new playing fields.
- ▶ **Build external funding support.** SYSA has already expressed an interest in contributing directly to the construction cost of the new fields, and has agreed through a Memorandum of Understanding with the City (Appendix C) to pursue potential additional funding sources (provincial, federal, local business, private donors, etc.) on the City's behalf.
- ▶ **Build support from within the City.** City staff advise that Salmon Arm has a number of other high-priority capital initiatives. SYSA needs to heighten the City's awareness of and appreciation for the very significant benefits resulting from the new fields, at a modest net financial cost (moderate construction costs, potential for shared capital funding, potential for operating cost recovery).

These recommendations are to assist the City in achieving its medium-term objective, as established in its 2012 Parks and Recreation Master Plan, to "Build a lighted artificial turf field to help extend the playing season."

# Appendix A - Preliminary Project Design Concept



## Appendix B – Artificial Fields in Comparable Communities

BC is home to a number of artificial turf fields. In addition to numerous ones in BC's larger urban centres, a number of small-to-medium sized BC communities have also invested in artificial fields.

The following table provides examples of small-to-medium sized BC communities, with populations of less than 50,000, that have built and are currently operating artificial playing fields.

Some BC communities, such as Vernon, are also in the process of planning additional artificial fields.

### Examples of Outdoor Artificial Turf Fields in Small-to-Medium Sized BC Communities

Field Name	Community	City Population	Built/Replaced	Funding Partners
<b>Charles Hays Field</b>	Prince Rupert, BC	12,300	Replaced circa 10-years ago	City of Prince Rupert School District #52 PR Youth Soccer Assoc. PR Port Authority
<b>Alberni District Secondary School Turf Field</b>	Port Alberni, BC	18,259	Built circa 2013 (part of \$58M new school project)	Provincial Government et al
<b>Squamish Artificial Turf Field</b>	Squamish, BC	23,819	Built in 2012 (budget est. \$1.7M)	District of Squamish Prov Comm Rec Program 2010 Olympics Legacy Fund Squamish Soccer Assoc.
<b>GP Vanier Synthetic Turf Field</b>	Courtenay, BC	28,420	Built in 2014	Comox Valley Reg. District City of Courtenay CV United Soccer Club School District #71
<b>Greater Vernon Athletics Park Synthetic Turf Field</b>	Vernon, BC	44,519		

Source (population): Statistics Canada, 2021 Census.

In addition, a number of small-to-medium sized communities in Alberta have also invested in outdoor multi-use artificial playing fields. Examples include the Town of Bonnyville (pop. 6,404), City of Lacombe (pop. 13,396), City of Cold Lake (15,661), City of Fort Saskatchewan (pop. 27,088), and City of Spruce Grove (pop. 37,645).

# Appendix C – SYSA/City of Salmon Arm MOU

## Memorandum of Understanding

**WHEREAS**, the City of Salmon Arm (CSA) and the Shuswap Youth Soccer Association (SYSA) have a shared interest in promoting the sport of soccer in the community;

**AND WHEREAS**, SYSA has a desire to construct synthetic turf surfaces on CSA lands, herein referred to as Blackburn Park;

**AND WHEREAS**, CSA and SYSA desire to enter into a Memorandum of Understanding for the purpose of authorizing SYSA to apply for grant funding that would facilitate the construction of synthetic turf surfaces at Blackburn Park.

**NOW, THEREFORE**, it is hereby agreed by and between CSA and SYSA as follows:

- SYSA is permitted to make application for funds to construct synthetic turf surfaces at Blackburn Park;
- If SYSA is awarded funds for the synthetic turf surfaces, an agreement will be drafted that spells out the relationship between SYSA and the City with respect to construction and/or installation, including but not limited to the following:
  - SYSA will complete all required works or have a contractor complete all required works within a specified period of time;
  - CSA retains ownership of the lands and will assume responsibility of the synthetic turf surfaces upon completion;
  - CSA, through the Salmon Arm Recreation Society, will manage all bookings of the synthetic turf surfaces and establish appropriate rental rates; and
  - CSA will maintain the synthetic turf surfaces in accordance with the manufacturer's specifications.
- Both parties will transparently and openly communicate with each other at all times and commit to working together for the betterment of youth soccer in the community.
- CSA has not committed to capital expenses or improvements related to any synthetic turf surfaces that may be installed at Blackburn Park.

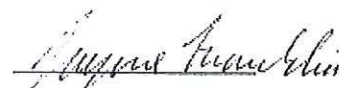
Approved by:

On behalf of CSA



Alan Harrison, Mayor

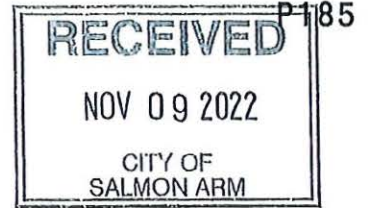
On behalf of SYSA



Jayme Franklin, SYSA Chair



Erin Jackson, Chief Administrative Officer



## The Salmon Arm and Shuswap Lake Agricultural Association

351 – 3<sup>rd</sup> Street SW, Salmon Arm BC V1E 1V4 Ph. 250-832-0442 [www.salmonarmfair.com](http://www.salmonarmfair.com)

November 8, 2022

Mayor and Council

The Salmon Arm and Shuswap Lake Agricultural Association is requesting a grant of \$25,000.00 to be targeted towards security, repairs, upgrading and maintenance of the south Fairgrounds.

The Salmon Arm and Shuswap Lake Agricultural Association operates the Salmon Arm Fairgrounds and maintains all facilities located on the fairgrounds under a lease agreement with the City of Salmon Arm. In addition, the Association also organizes and hosts the Salmon Arm Fair and Parade, which is staged on the Fairgrounds during the second weekend in September of each year.

Based on Association records, the annual Fair has operated in years past such that it generated net revenues less than \$15,000 for the Association. This surplus has been used by the Association to assist in funding the overall operation of the Fairgrounds for the remainder of each year.

The Fair is a heritage community event that is enjoyed by more than 18,000 residents each year, adding to the quality of life for many residents. The Salmon Arm Fair and Parade is one of Salmon Arm's marquee events of the year. It is an event that is very well recognized by residents across the Region.

However, costs continue to increase in all areas of hosting the Fair putting a strain on achieving a positive net revenue balance each year.

The area and the buildings have required repair and modifications resulting from vandalism and unauthorized use of the grounds and infrastructure. The misuse has increased over the past few years resulting in major expenses to the Association.

Plans for 2023 include paving the entrance by the log building (\$24,00.00 estimate)which will benefit all users. This is one of the improvements we wish to have in place for hosting the 55+ Games

Therefore, we are requesting an operating grant of \$25,000 to assist in the annual maintenance, improvements, and the increased security costs due to the vandalism on the south Fairgrounds.

Below are the amounts we spent for 2021 and to date for 2022

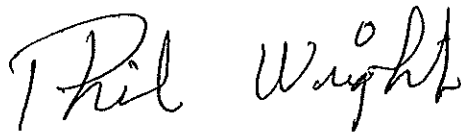
2021

Backflow valves (City bylaw)	\$4890
Grandstand (vandalism)	\$7395
SA Security patrols	<u>\$4800</u>
Total	<b><u>\$17,085</u></b>

2022

Doors – Grandstand (vandalism)	\$4179
Doors- Ford building (vandalism)	\$3217
Announcer booth (vandalism)	\$537 estimate, invoice not received
Electrical Memory Lane(vandalism)	\$2500 estimate, invoice not received
SA Security	\$4800
Road repair south grounds	<u>\$4929</u>
Total	<b><u>\$20,699</u></b>

Respectfully,



Phil Wright, president.

Item 23.1

## CITY OF SALMON ARM

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-562 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for frontage of Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 8051, as follows:

- i) waive the requirement to upgrade 4 Street SE from an interim gravel road to a RD-4 Urban standard;
- ii) waive the requirement to extend sanitary sewer main from 10 Avenue SE across the frontage of the subject property; and
- iii) waive the requirement to extend the 150mm water main from 10 Avenue SE, along 4 Street SE, across the frontage of the subject property.

AND THAT:

- i) the Owner install an acceptable on-site sewer disposal system; and
- ii) the Owner install a 25mm private water line along 4 Street SE to the north property line of the subject property and the City be responsible for road restoration following the installation of a 25mm water line.

[VP-562; Deschamps, M. & K.; 1121 4 Street SE; Servicing Requirements]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond



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TO: His Worship Mayor Harrison and Members of Council

DATE: November 11, 2022

SUBJECT: Development Variance Permit Application No. VP-562 (Servicing)  
Legal: Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 8051  
Civic Address: 1121 4 Street SE  
Owner/Applicant: Matthew and Kirsten Deschamps

---

**MOTION FOR CONSIDERATION**

**THAT:** Development Variance Permit No. VP – 562 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for frontage of Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 8051, as follows:

- i) waive the requirement to upgrade 4 Street SE from an interim gravel road to a RD-4 Urban standard;
- ii) waive the requirement to extend sanitary sewer main from 10 Avenue SE across the frontage of the subject property; and
- iii) waive the requirement to extend the 150mm water main from 10 Avenue SE, along 4 Street SE, across the frontage of the subject property.

**AND THAT:**

- i) the Owner install an acceptable on-site sewer disposal system; and
- ii) the Owner install a 25mm private water line along 4 Street SE to the north property line of the subject property and the City be responsible for road restoration following the installation of a 25mm water line.

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**STAFF RECOMMENDATION**

**THAT:** Development Variance Permit No. VP – 562 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163, for frontage of Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 8051, as follows:

- i) waive the requirement to upgrade 4 Street SE from an interim gravel road to a RD-4 Urban standard;
- ii) waive the requirement to extend sanitary sewer main from 10 Avenue SE across the frontage of the subject property and;
- iii) waive the requirement to extend the 150mm water line from 10 Avenue SE, along 4 Street SE, across the frontage of the subject property.

**AND THAT:**

- i) the Owner install an acceptable on-site sewer disposal system; and
- ii) the Owner install a 25mm private water line along 4 Street SE to the north property line of the subject property;



- iii) The Owner shall be responsible for the restoration of 4 Street SE following the installation of the 25mm private water line; and
- iv) the Owner provide a Cash in Lieu payment, acceptable to the City Engineer for the future extension of the 150mm water line from 10 Avenue SE.

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## PROPOSAL

The applicant is requesting to waive servicing upgrades that would be triggered by the proposal for the construction of a single family dwelling. A letter submitted by the applicant in support of their application are attached as Appendix 1.

## BACKGROUND

The subject property is approximately 1457m<sup>2</sup> (0.36ac) in area (see Appendices 2 and 3). The subject property is designated Residential Medium Density in the City's Official Community Plan (OCP) (Appendix 4). The subject property is zoned A2 (Rural Holding Zone) in Zoning Bylaw No. 2303 (Appendix 5). The A2 zoning permits agricultural development and limits residential development to a single family dwelling and a Rural Detached Suite. The subject property is not within the Agricultural Land Reserve (ALR).

Adjacent land uses include the following:

North: R1 (Single Family Residential Zone) – Single Family Residences  
South: A2 (Rural Holding Zone) – Agriculture and Single Family Residences  
East: A2 (Rural Holding Zone) – Agriculture and Single Family Residences  
West: R1 (Single Family Residential Zone) – Single Family Residences

The applicant intends to submit a Building Permit for a single family dwelling. Drawings of the proposed building are included as Appendix 6. The subject property is in Development Area "B", a location with gaps in infrastructure for standard roads, sewer and water service.

At the time of Building Permit the applicant would be required to upgrade the existing road surface to a RD-4 standard, extend the sanitary sewer main (200mm diameter) from 10 Avenue SE across the frontage of the subject property and extend the water line (150mm) from 10 Avenue SE across the frontage of the subject property. Cost estimates, provided by the applicant's consulting Engineer, for the extension of the sanitary sewer main are \$67,430.00 and \$68,750.00 for the water main. The Engineer's estimates are dated August 2022 included as Appendix 7.

Table 1 provides a summary of the requirements of the Subdivision and Development Servicing Bylaw No. 4163, those requirements Engineering staff support waiving and conditions, and the applicants' requests.

## COMMENTS

### Engineering Department

The Engineering Department has provided comments which form the basis for the above staff recommendation. The Engineering Department comments are attached as Appendix 8.

As stated in the comments, the subject property is in the Urban Area in the OCP and if it were zoned R1 or R8 the subject property would be exempt from some of the servicing requirements; therefore, staff are supportive of the requests to waive road frontage improvements and the extension of the 200mm sanitary sewer service, in favour of a an on-site sewer system. However, the 150mm water line is needed to service the area and an interim solution of installing a 19mm residential line is only a temporary solution to the current situation. The Cash in Lieu payment for the extension of the 150mm water line would relieve the City of that cost at a time when the extension of the service is completed, either by a City lead project or development adjacent to the area.

Building Department

No concerns

Fire Department

No response

Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Development Variance Permit Procedures Bylaw notices are mailed to land owners within a 30m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on November 14, 2020.

Planning Department


When considering servicing variances a number of factors are taken into consideration, including – physical or legal constraints such as ALR status, scale of proposed development and growth potential in the area. The subject property is within the Urban Containment Boundary, not within the ALR but is zoned A2 – Rural Holding Zone. Given the OCP designation of Medium Density Residential, residential development is intended for the general area and the development of a single family dwelling is not contrary to this. In addition, staff note that if the applicant were to rezone from A2 to R8, it would be supportable under the OCP and the applicant would be exempt from the some of the service upgrades.

Staff recognize that there are constraints on future development potential in the area; however, completely offsetting the cost of upgrading and construction of 4 Street SE onto the future developer/land owners or the City is problematic. As noted in the applicant's letter, the previous waiving of the improvements have placed them position of bearing the entire costs for improvements. Waiving the requirements entirely would place additional financial burden on the City for the improvements in the future or increase costs onto future developers of adjacent properties. Staff do not recommend the variances as requested by the applicant be granted and have provided an alternative to providing the full scope of servicing requirements.



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Prepared by: Melinda Smyrl, MCIP, RPP  
Planner III



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Reviewed by: Chris Larson, MCIP, RPP  
Senior Planner

Table 1. Development Variance Permit No. 562 – Staff Recommendation &amp; Owner Request

<b>Bylaw No. 4163</b>	<b>Road – RD - 4 Standard</b> <ul style="list-style-type: none"><li>• 20m width</li><li>• Paved road, sidewalk, bike lane, multiuse path.</li></ul>	<b>Sewer</b> <ul style="list-style-type: none"><li>• Extend 200mm from 10 Avenue SE Across Frontage.</li></ul>	<b>Water</b> <ul style="list-style-type: none"><li>• Extend 150mm from 10 Avenue SE Across Frontage.</li></ul>
<b>Staff</b>	Waive road upgrade subject to: 7.3m gravel road width from 10 Avenue SE.	Waive sewer main extension subject to: Installation of an on-site sewer disposal system.	Waive extension of watermain subject to: <ul style="list-style-type: none"><li>• Cash in Lieu payment for future installation of water line (150mm) across lot frontage;</li><li>• installation of 25mm (1 inch) residential water line from 10 Avenue SE; and</li><li>• Owner responsible for installation of the water meter in a pit at 10 Avenue SE.</li></ul>
<b>Applicant</b>	Waive upgrade	Waive sewer main extension subject to: Installation of an on-site sewer disposal system.	Waive extension of watermain subject to: <ul style="list-style-type: none"><li>• installation of 25mm (1 inch) residential water line from 10 Avenue SE; and</li><li>• the City be responsible for installation of the water meter in a pit at 10 Avenue SE.</li></ul>

Deschamps – 1121 4 Street S.E.

Variance Permit Application

Letter of Rationale

September 1<sup>st</sup>, 2022

Preface:

Prior to addressing each variance request, I believe it is important to draw attention to the unique situation of our property. It is located on a dead-end gravel road approximately 80 meters from 10 Avenue S.E. This distance, along with the property's frontage of approximately 40 meters, makes the works and services upgrades to be considerable. The property had a home on it until about 2003 but has been vacant since then. We are not requesting any zoning changes and we are not making any significant alterations to the property beyond replacing a dwelling.

The 1121 property has been family-owned for over 100 years, and it is adjacent to an acreage that has also been family-owned for equally as long. I grew up on the acreage, and I am thrilled to be returning to Salmon Arm after almost twenty years away.

A major factor in our decision to move to Salmon Arm is to support my parents with the maintenance of the family property. It is a big job, and with my parents aging, it is a challenge for them to do it on their own. My parents' hope has been that one of the family members could build at 1121 4 Street, but the servicing requirements and associated costs have made this a challenging endeavor. My husband and I are moving to Salmon Arm from Northern B.C., and we have a modest budget for our proposed home. The estimated costs for upgrading or extending services to meet bylaw requirements are significant. Our sincere hope is to receive support from City Council to vary these requirements, which in turn will make the construction of a single-family dwelling at 1121 4 Street feasible.

Subdivision and Development Servicing Bylaw No. 4163

Road:

We are requesting that the requirement to upgrade 4 Street S.E. frontage to urban local road standard be waived, and that the street remain in its current state of interim gravel road standard.

This section of 4 Street is a frontage road for only 4 properties, including our 1121 lot. There is no indication from the city that this road will be extended for future development. The existing road is currently in good condition, and it has sufficient capacity for any added demands directly attributable to the proposed 1121 development.

**Servicing:**

**Sanitary:**

We are requesting that the requirement to extend a 200 mm diameter sanitary main from 10 Avenue S.E. up 4 Street S.E. and all associated costs be waived.

The sanitary main extension from 10 Avenue S.E. would be approximately 110 meters. As indicated in the attached report from Franklin Engineering, the estimated cost to extend the sanitary main from 10 Avenue up to and along 20 meters of our property frontage is \$67,430. This is a significant cost for one property owner to bear. Additionally, the lengthy sanitary extension would be the city's responsibility to maintain, and it would only be servicing our own property, and potentially the 490 10 Avenue property.

Preliminary engineering testing and layouts have demonstrated the feasibility of a septic system on the property. As indicated in the attached report from Franklin Engineering, the estimated cost for designing and installing a septic system is \$29,500. Adjacent properties (490 10 Avenue and 1191 4 Street) both have septic systems, and this lot previously had an operational septic system.

**Water:**

We are requesting that the requirement to extend a 150 mm diameter water main from 10 Avenue S.E. up to and across the property frontage along 4 Street S.E. be waived or varied.

The distance from the main on 10 Avenue along the property's frontage to the south end of 4 Street is approximately 125 meters. We feel that extending a main for this great distance is not reasonable for one property owner, and the associated costs are notably high. Franklin Engineering's report indicates that the estimated cost of this main extension would be \$68,750.

It is my understanding that the current undersized 19 mm diameter water service was installed by the city in the 1970's. 1121 4 Street, 1191 4 Street, and 490 10 Avenue have all been serviced by this line without any significant issues with flow or pressure.

In 2014 there was an opportunity for this service to be upgraded when a subdivision application from the owners of 1220 and 1191 4 Street S.E. was submitted. The owners of these properties (my mom and uncle) requested a variance to waive the requirement to extend the water main from 10 Avenue S.E. to the south end of 4 Street S.E. The Development and Planning Services Committee recommended to Council that this variance be approved on the condition that the City acquires additional land required for the Auto Road Connector at a reduced cost. It seems unfair that my husband and I are now burdened with the entire cost of the water main extension when we are simply replacing a dwelling that already existed, on a lot that has been connected to this water service since its installation over 40 years ago.

We acknowledge the City of Salmon Arm engineering department's concerns regarding this undersized water service despite it having previously serviced these three properties without issue. However, given the circumstances, we do not feel that we should be solely responsible for this entire main extension. We are prepared to consider options that ideally would work for the 1121 property, neighboring properties, and the city.

Proposed Options to Consider for the Water Service:

1. The City of Salmon Arm undertakes the work and all associated costs of designing and constructing a 150 mm diameter water main extension from 10 Avenue to the south corner of Lot 1121 on an agreed upon timeline. Upgrading this outdated water service would benefit the city and neighboring properties by relieving water servicing requirements in the future. This option also provides immediate benefits to multiple homes, and it helps ensure that we can move forward with the building of our home on this vacant lot.
2. The City of Salmon Arm undertakes the work of designing and constructing a 150 mm diameter water main extension from 10 Avenue on a timeline that is satisfactory for our building project. We, the property owners of 1121 4 Street, cover the piping costs of this extension for the length of our property frontage on 4 Street only (approximately 40 meters). The concern is that the current piping is now inadequate for the servicing of three properties, so we would be willing to make this contribution to the cost of the piping itself.

3. We, the property owners of 1121 4 Street, install a private 1" residential line along 4 Street to the north corner of 1121 Lot (approximately 80 meters). We ask that the City of Salmon Arm be responsible for the work and associated costs of the following items: engineering, the curb stop, the pit-set-meter, and any necessary road works. We understand that an encroachment agreement would need to be arranged with the city, and that following its installation this line would be our responsibility to maintain. Although we would consider this option, we do not feel that it is a logical alternative to pursue. The 19 mm line is overdue for an upgrade, and this is a logical time to do it. However, under the circumstances, we do not feel that we should be bearing the entire cost of it.

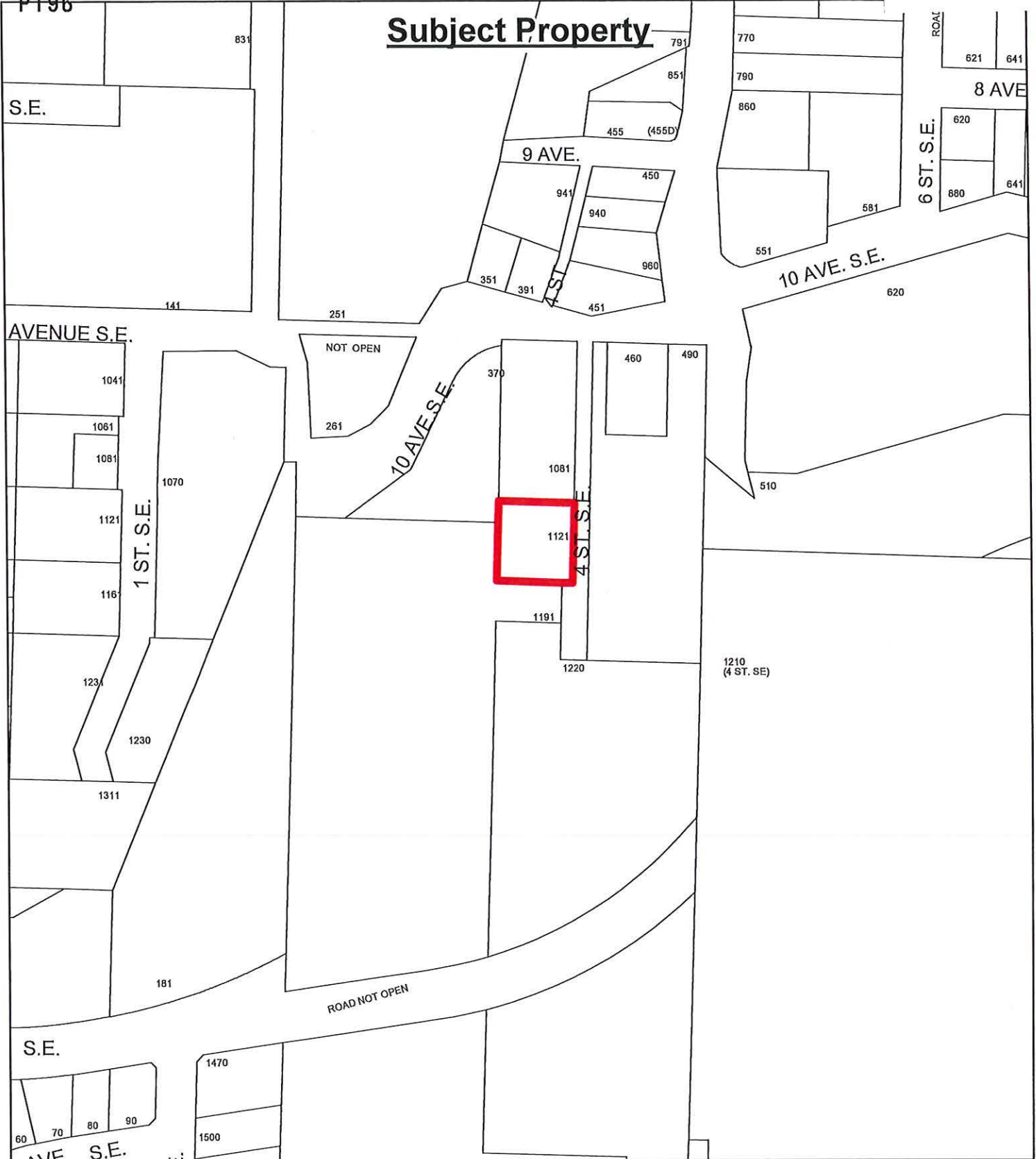
In closing, I would like to thank you for your thoughtful attention to our requests. We are hopeful that we can move forward with building our home at 1121 4 Street, and we acknowledge that we are asking for special consideration from the city. If a satisfactory arrangement can be reached through the Development Variance Permit process, we would be looking to start building as soon as possible.

Kind regards,

Kirsten and Matthew Deschamps

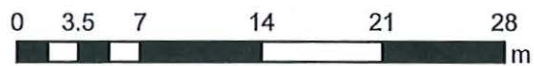
P196

**Subject Property**



-  Subject Property
-  Parcels





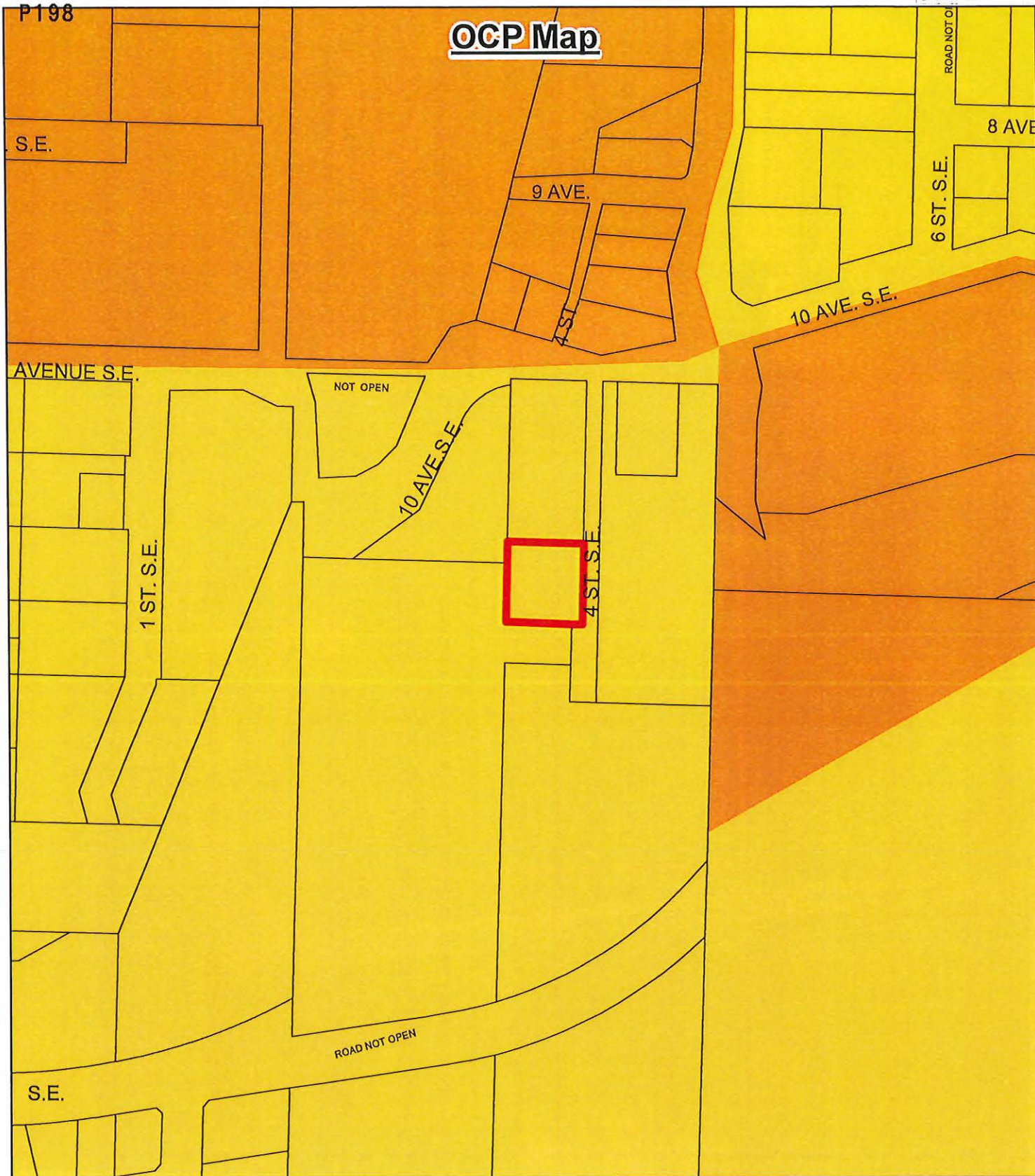
Subject Property



Parcels

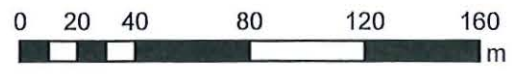
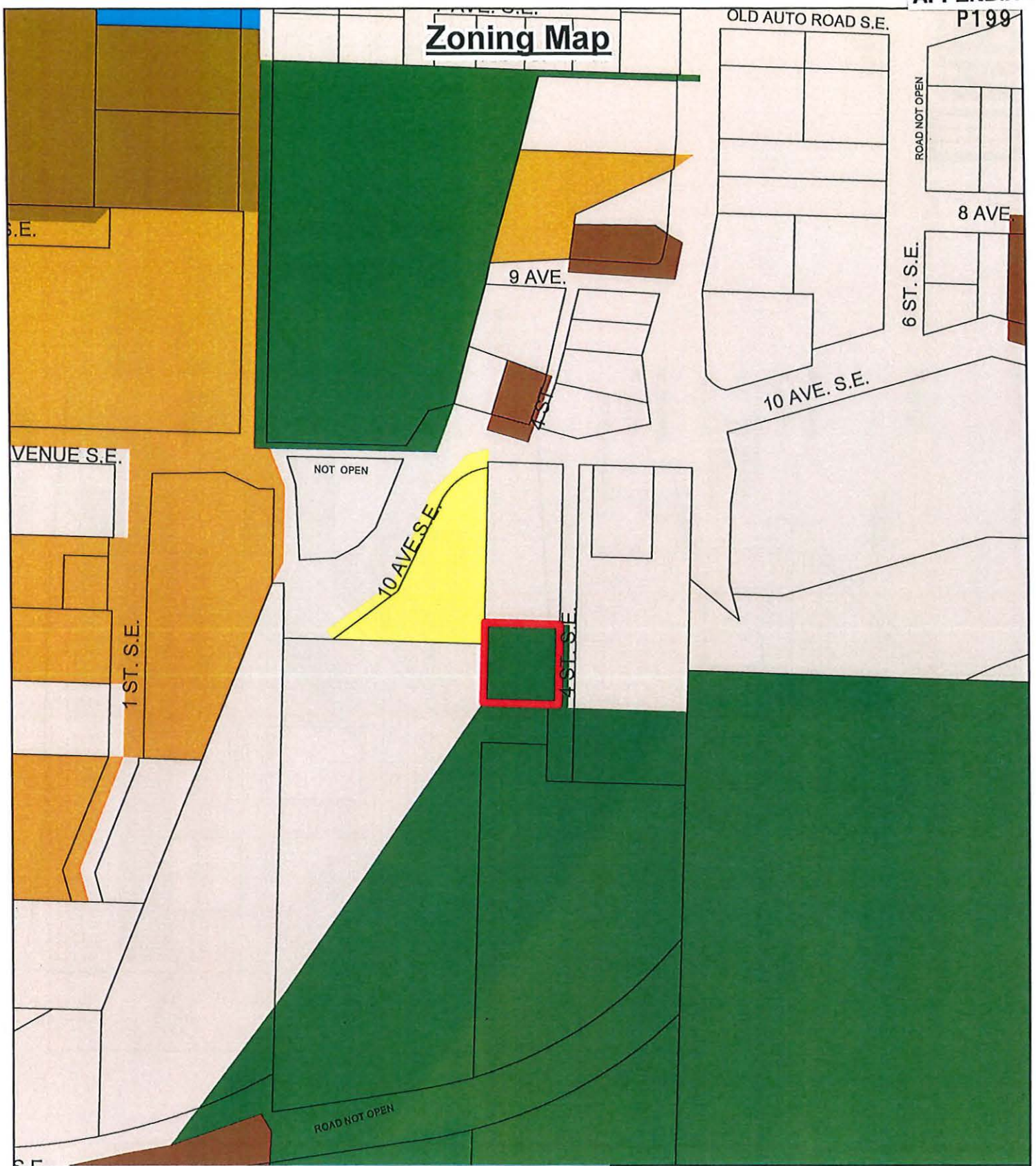
Ortho Photo Date: 2021

**OCP Map**

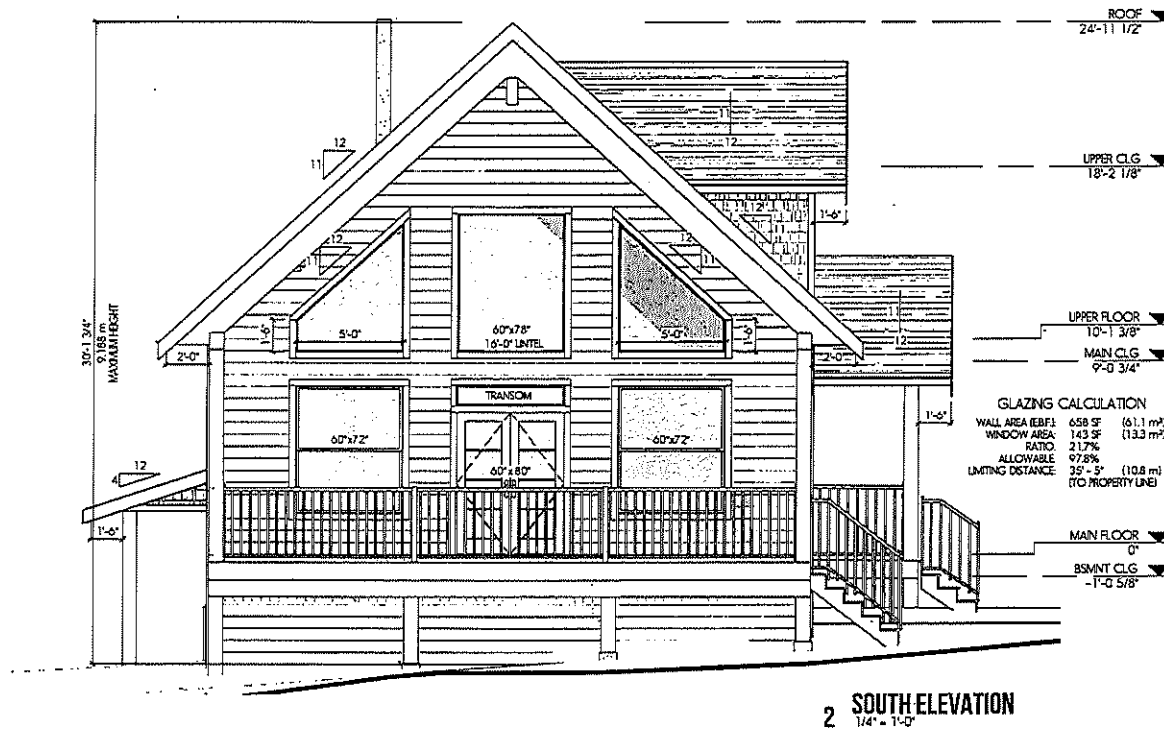
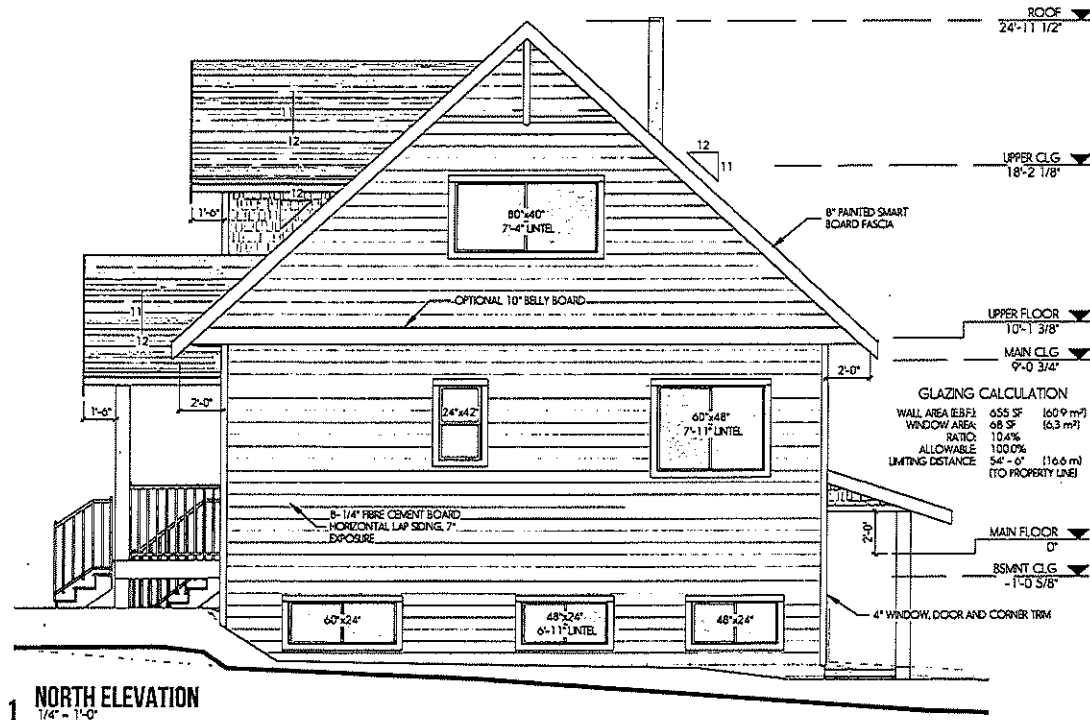


-  Subject Property
-  Parcels
-  Residential - Low Density
-  Residential - Medium Density
-  Residential - High Density

# Zoning Map



	Subject Property		A-2		R-4
	Parcels		P-3		R-5
			R-1		R-8
			R-2		



CLIENT **DESCHAMPS**

JOB **RESIDENCE**

1121 4 ST SE  
SALMON ARM, B.C.

JOB # **7767**

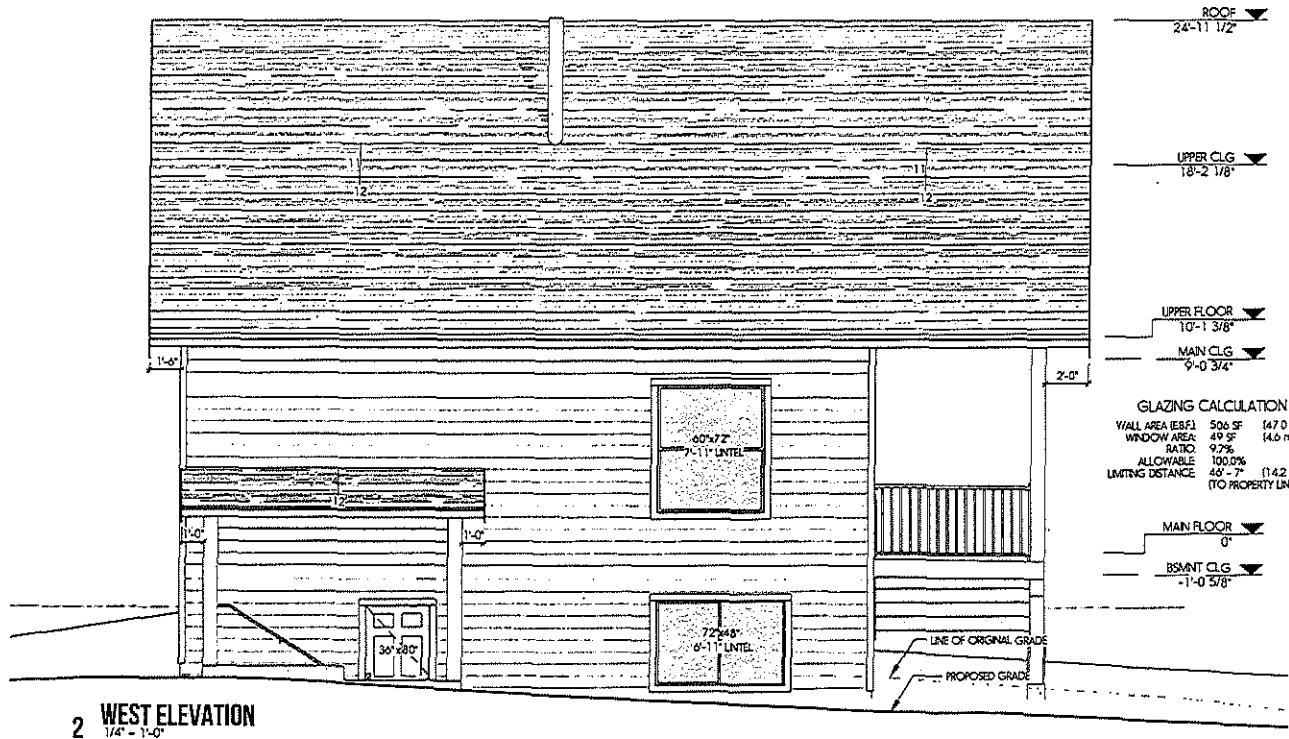
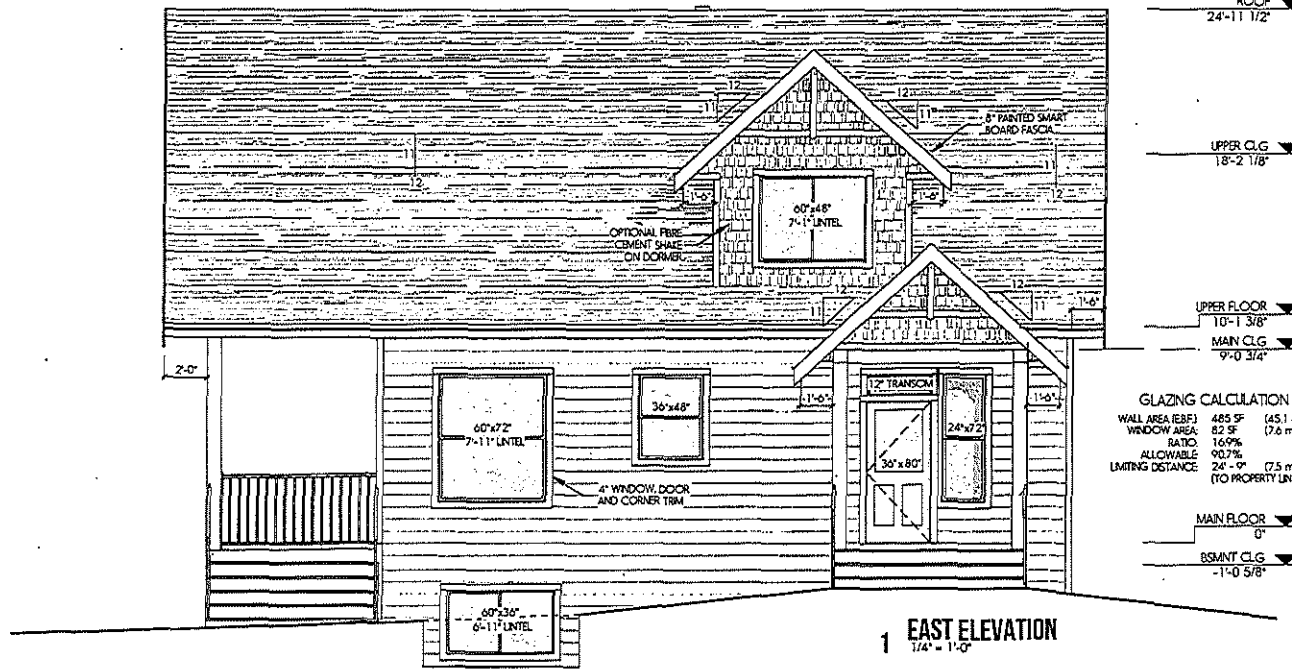
REVISIONS	
TOPO	JUN 21 2022
MAIN FLOOR	JULY 5 2022
REVIEW	JULY 18 2022
REVIEW	JULY 22 2022
REVIEW	JULY 23 2022
PERMIT	JULY 25 2022

DATE **JULY 25 2022**

DRAWING **ELEVATIONS**

SCALE **1/4" =**

PAGE **A**



CLIENT **DESCHAMPS**

JOB **RESIDENCE**

1121 4 ST SE  
SALMON ARM, B.C.

JOB # **7767**

REVISIONS

DATE	REVISION
JUN 21 2022	TOPO
JULY 5 2022	MAIN FLOOR
JULY 18 2022	REVIEW
JULY 22 2022	REVIEW
JULY 23 2022	REVIEW
JULY 25 2022	PERMIT

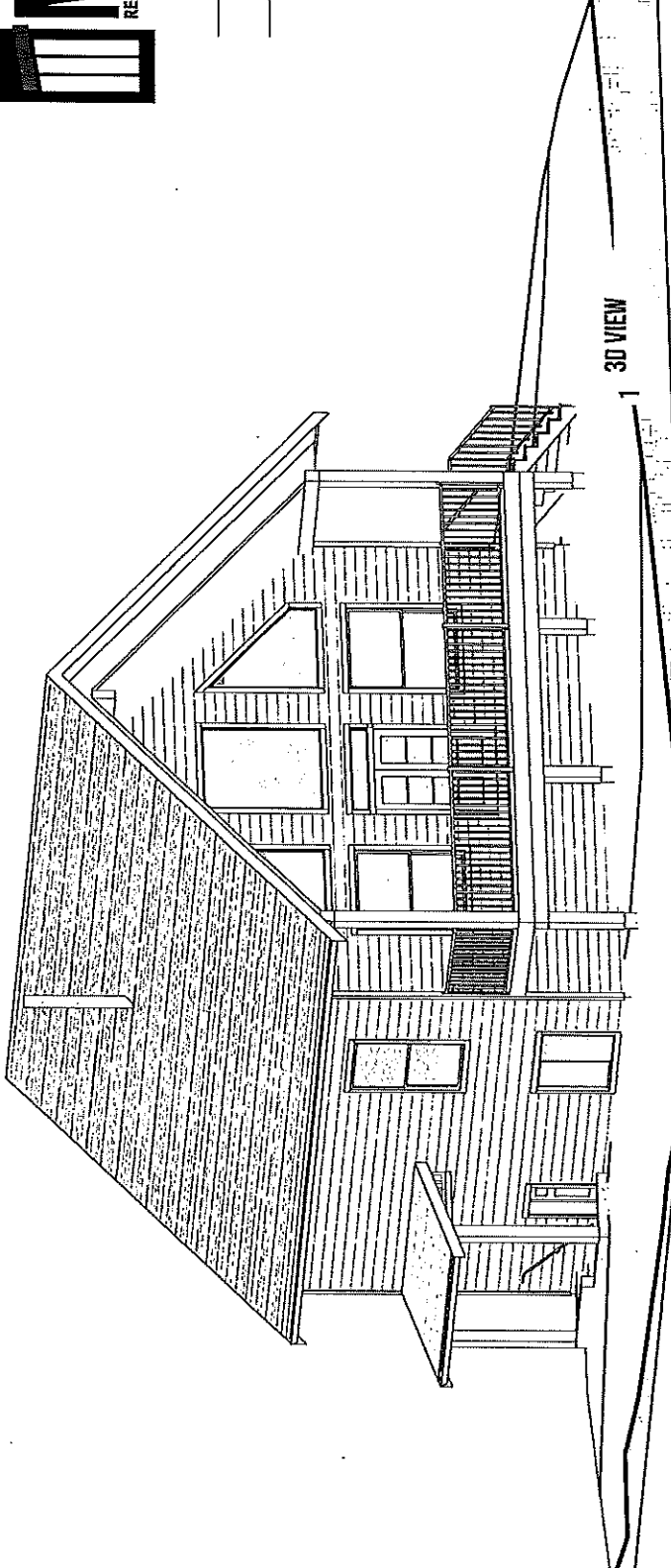
DATE **JULY 25 2022**

DRAWING **ELEVATIONS**

SCALE **1/4" = 1'-0"**

PAGE **A6**

250.804.5403  
MREG@CSGCA



3D VIEW 1

**FINISHED AREA**

BASMENT	790 SF
MAIN FLOOR	896 SF
UPPER FLOOR	332 SF
TOTAL AREA	2024 SF

**SHEET LEGEND**

A1	NOTES
A2	BASMENT
A3	MAIN FLOOR
A4	UPPER FLOOR
A5	ELEVATIONS
A6	SECTIONS
A7	SECTIONNISE
A8	

CLIENT	DESCHAMPS
JOB	RESIDENCE
JOB #	1121 4 ST SE SALMON ARN BC 7767

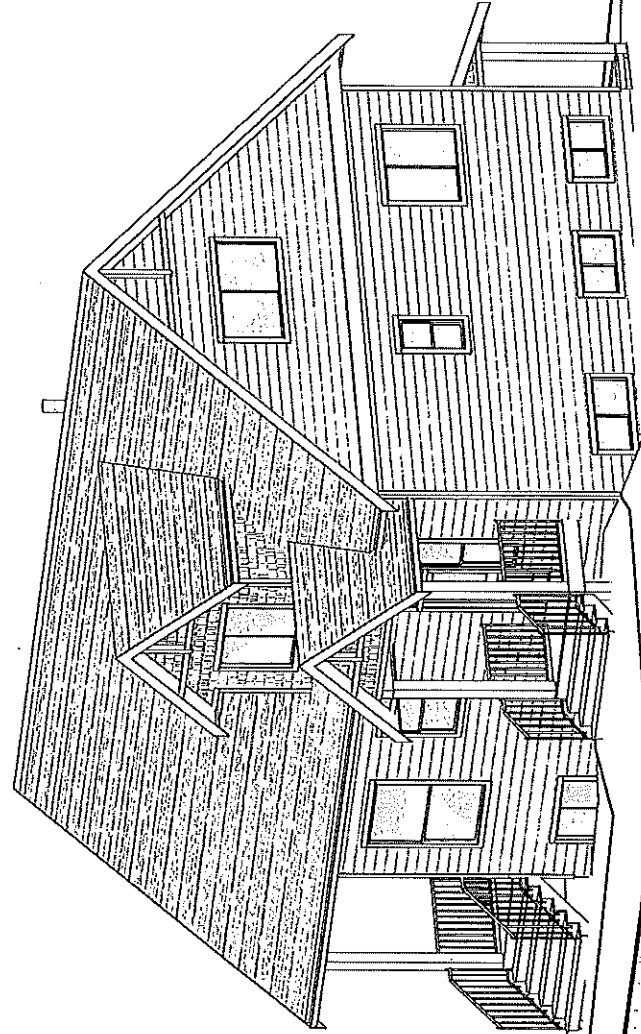
REVISIONS

TOPO	JUN 21 2022
MAIN FLOOR	JULY 5 2022
REVIEW	JULY 18 2022
REVIEW	JULY 22 2022
REVIEW	JULY 23 2022
PERMIT	JULY 25 2022

DATE	JULY 25 2022
DRAWING	NOTES/3D
SCALE	

PAGE

**A1**

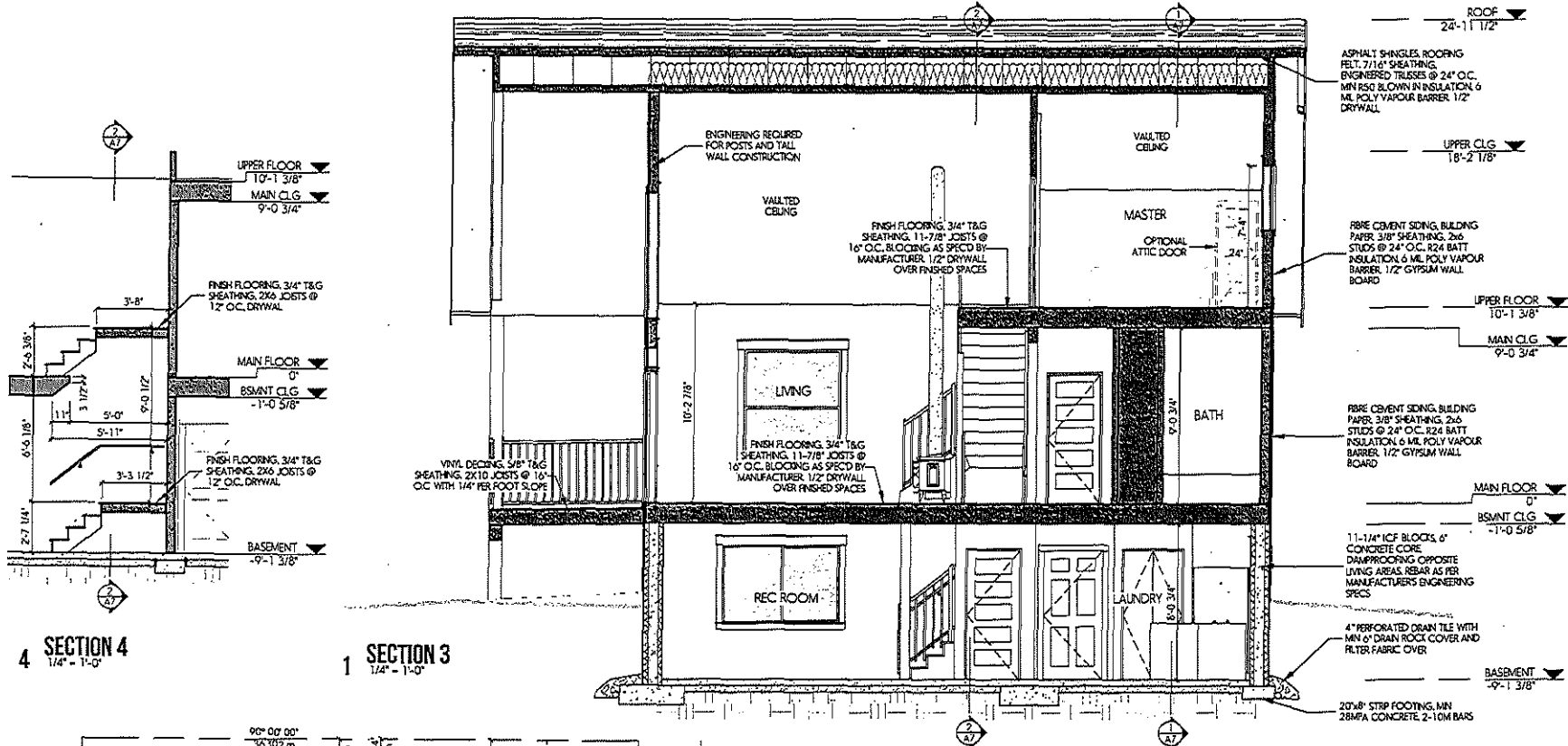


3D VIEW 2

**GENERAL NOTES**

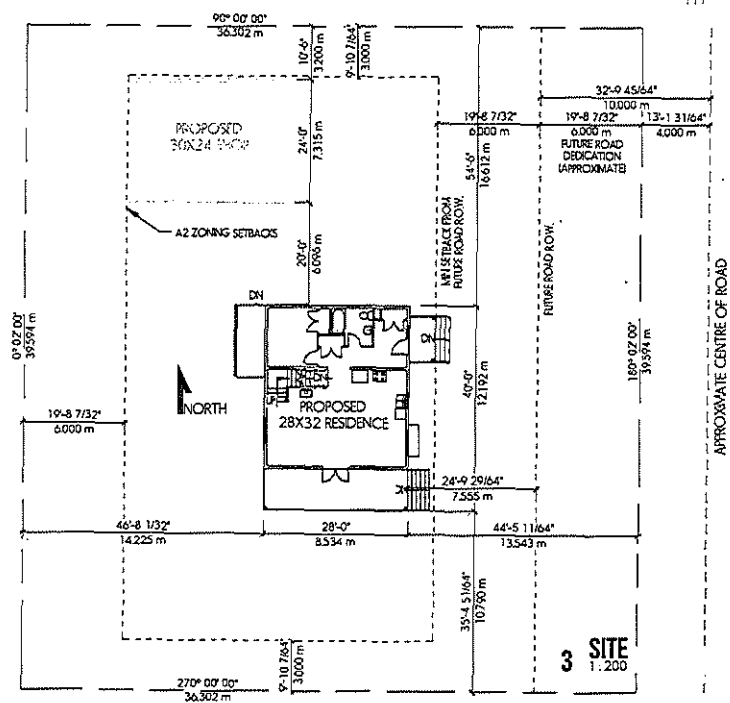
- 1 ALL CONSTRUCTION MATERIALS & WORKMANSHIP TO BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE BC BUILDING CODE & ALL OTHER CODES, ZONING AND BYLAWS THAT MAY APPLY.
- 2 THE CONTRACTOR AND ALL SUBTRADEES ARE RESPONSIBLE FOR THE REVIEW OF ALL PERMITS AND REGULATIONS AND TO OBTAIN ALL NECESSARY PERMITS. TO COMMENCE WORK OR ORDERING ANY MATERIAL, AND SHALL REPORT ANY DISCREPANCIES THAT AFFECT DESIGN TO MRG IMMEDIATELY.
- 3 FINISHING MATERIAL TO BE 3/8" X 2" OR BETTER.
- 4 CONCRETE FOOTINGS AND WALLS TO BE MINIMUM 20MPA @ 28 DAYS. FLOOR SLABS AND CEILING SLABS TO BE MINIMUM 20MPA @ 28 DAYS.
- 5 ALL CONCRETE FOOTINGS TO BE PLACED ON ORIGINAL UNDISTURBED GROUND, FREE OF ALL ORGANIC, FROZEN OR FROSTY MATERIAL.
- 6 FOUNDATION WALLS BELOW GRADE WITH 2 COATS OF BITUMENOUS MATERIAL.
- 7 6 M ULTRAVIOLET RESISTANT POLY VAPOR BARRIER ON ALL OF GRAVULAR FILL, INSULATION, CONCRETE, GARBAGE SLABS OR 1/4" OF 3/4" DRAIN ROCK OR OTHER MATERIAL SUITABLE FOR PROTECTION OF MOON GAS UNDER FINISHING SURFACES.
- 8 ALL FOUNDATION WALLS TO BE 6" PRECASTED PVC WITH FILTER CLOTH AND MINIMUM 6" SWAN ROCK DRAINED TO EXTERIOR SERVICES ACCORDING TO LOCAL REGULATIONS.
- 9 GRADE TO BE SLOPED AWAY FROM BUILDING AT ALL LOCATIONS NEARBY TO BUILDING.
- 10 ALL TRUSSES, JOISTS, BEAMS OR OTHER STRUCTURAL MEMBERS TO BE DESIGNED AND ENGINEERED BY TRUSS MANUFACTURER OR STRUCTURAL ENGINEER RICK TO ANY POSITION.
- 11 FOUNDATION TO VERIFY ALL PROPERTY & SURVEYOR RECORDS WITH A LEGAL LAND SURVEYOR PRIOR TO LAYING FOOTINGS OR FINISHING SERVICES WITHIN BUILDING.
- 12 ALL ROCK SPACES TO BE VENTILATED WITH SOffit AND ROOF VENTS WITH A MINIMUM DISTRIBUTION AREA OF 1/2000 A MINIMUM OF 25% OF VENTS TO BE LOCATED AT 25% OF MINIMUM 25% TO BE LOCATED AT SOffit.
- 13 DOOR FRAMES AT ENTRANCES AND EXTERIOR SPACES TO DWELLING UNITS TO BE INSTALLED WITH 1/2" GAP BETWEEN DOOR FRAME AND SILL TO RESIST SPREADING OF THE WEATHER TO RESIST SPREADING.
- 14 ALL GLASS IN DOORS, SHELTERS OR WINDOWS WITHIN 12" OF FINISHED FLOOR TO BE COMPOSED OF THERMALLY BROKEN GLASS.
- 15 PLAN CONTRACTOR TO OBTAIN EXACT LOCATION SATISFACTION TO SITE AND MUNICIPAL DRAINAGE.
- 16 ALL ELECTRICAL SERVICES TO BE INSTALLED BY AN ELECTRIC CONTRACTOR WITH THE APPROVAL OF HOUSEWIRE OR GENERAL CONTRACTOR AND IN ACCORDANCE WITH CURRENT ELECTRICAL CODES.
- 17 APPROVED SHEDD ALARMS TO BE INSTALLED WITH LOCATION APPROVED BY APPROPRIATE LOCAL MUNICIPALITY.
- 18 REFER TO LAYOUTS AND SPECIFICATIONS FOR BEAM POST AND FOOTING LOCATIONS AND SIZES AND BUREAU PROPER LOCATIONS AND SIZES AND BUREAU LOADS. ANY STRUCTURAL EXPANSIONS SHOWN ON MRG PLANS ARE ESTIMATES ONLY AND MAY NOT ACCURATELY REPRESENT THE ACTUAL LOADS OR MAY NOT INCLUDE POINT LOADS OR OTHERS.
- 19 MRG RESIDENTIAL DESIGN ACCEPTS NO LIABILITY FOR CONSTRUCTION DEFECTS OR OMISSIONS. MRG IS NOT RESPONSIBLE FOR BRICKS OR CLAYWORK. MRG IS NOT RESPONSIBLE FOR CONSTRUCTION DEFECTS OR OMISSIONS. MRG IS NOT RESPONSIBLE FOR BRICKS OR CLAYWORK. MRG IS NOT RESPONSIBLE FOR CONSTRUCTION DEFECTS OR OMISSIONS.

MRG AT YOUR EARLIEST CONVENIENCE.



4 SECTION 4  
1/4" = 1'-0"

1 SECTION 3  
1/4" = 1'-0"



3 SITE  
1:200

ATTIC CEILING, TYPICAL TRUSSES 24" O.C. R50 BLOWN IN (NO HRV)

LAYER	MATERIAL	RSI @ FRAMING	RSI @ CAVITY	RSI CONTINUOUS
OUTSIDE AIR FILM				0.030
TRUSSES	38x89 SPF TRUSSES @ 610MM O.C.	0.756		
INSULATION	3.5" BLOWN IN INSULATION (R9.40)		1.666	
INSULATION	15.0" BLOWN IN INSULATION (R40.54)			7.140
VAPOUR BARRIER	6 ML POLY *AR BARRIER			0
INTERIOR FINISH	13MM GYPSUM BOARD & PAINT			0.080
INTERIOR AIR FILM				0.120
TOTAL		0.756	1.666	7.37
FRAMING/CAVITY PERCENTAGE		11%	89%	100%
AVERAGE ASSEMBLY RSI		8.84 RSI EFFECTIVE (MIN 8.67)		

RIM JOIST: FIBER-CEMENT BOARD, H-JOIST @ 16" O.C. R20 BATT (NO HRV)

LAYER	MATERIAL	RSI @ FRAMING	RSI @ CAVITY	RSI CONTINUOUS
OUTSIDE AIR FILM				0.030
CLADDING	8MM FIBER-CEMENT SIDING			0.026
SHEATHING MEMBRANE	BUILDING PAPER (TYVEK)			0
RIM BOARD	28.6MM ENGINEERED OSB RIM BOARD			0.280
JOISTS	11-7/8" ENGD. JOISTS @ 16" O.C.	1.190		
INSULATION	140MM R20 BATT		3.522	
VAPOUR BARRIER	6 ML POLY *AR BARRIER			0
INTERIOR AIR FILM				0.120
TOTAL		1.190	3.522	0.456
FRAMING/CAVITY PERCENTAGE		9%	91%	100%
AVERAGE ASSEMBLY RSI		3.44 RSI EFFECTIVE (MIN 3.08)		

2 ENERGY CALCS 2/2  
SCALE N/A

CLIENT  
**DESCHAMPS**

JOB  
**RESIDENCE**

1121 4 ST SE  
SALMON ARMA BC

JOB #  
**7767**

REVISIONS

TOPO	DATE
JUN 21 2022	
MAIN FLOOR	JULY 5 2022
REVIEW	JULY 18 2022
REVIEW	JULY 22 2022
REVIEW	JULY 23 2022
FSMNT	JULY 25 2022

DATE  
**JULY 25 2022**

DRAWING  
**SECTION/SITE**

SCALE  
**AS INDICATED**

PAGE  
**A8**



PREPARED BY:  
FRANKLIN ENGINEERING LTD.  
CALCULATED BY: Lillian Vuong  
REVIEWED BY: Jayme Franklin  
Date: August 31, 2022

### Class C Preliminary Cost Estimate - With Variance

22-076 - 1121 4th St SE

\*Class "C" is based on conceptual design, no detailed plans prepared, and thus are subject to change.

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	
<b>1.00</b>	<b>Septic System</b>				
1.01	Septic Tank & Pump Chamber Supply and Install	LS	1	\$ 10,000	\$ 10,000
1.02	Disposal Area Supply and Install	LS	1	\$ 15,000	\$ 15,000
1.03	Planning & Certification	LS	1	\$ 4,500	\$ 4,500
Septic System Subtotal					\$ 29,500
<b>2.00</b>	<b>Rock Pit</b>				
2.01	Piping & Install	LS	1	\$ 5,000	\$ 5,000
2.02	Drywell, base, sump, riser, fabric, frame and cover	ea	1	\$ 5,000	\$ 5,000
2.03	Drain Rock	m <sup>3</sup>	36	\$ 65	\$ 2,340
2.04	Design	LS	1	\$ 1,500	\$ 1,500
Rock Pit Subtotal					\$ 13,840
<b>3.00</b>	<b>Water Works</b>				
3.01	150mm PVC C900 Water Pipe	m	125	\$ 300	\$ 37,500
3.02	Tee and Service Valve Supply & Install	ea	4	\$ 2,500	\$ 10,000
3.03	Tie into Existing Watermain (including road repair)	LS	1	\$ 15,000	\$ 15,000
3.04	Engineering	%	\$ 62,500	10%	\$ 6,250
Water Works Subtotal					\$ 68,750
<b>ESTIMATE SUB-TOTAL:</b>					\$ 112,090
<b>CONTINGENCY (20%):</b>					\$ 22,418
<b>ESTIMATE TOTAL:</b>					\$ 135,000





PREPARED BY:  
 FRANKLIN ENGINEERING LTD.  
 CALCULATED BY: Lihan Vuong  
 REVIEWED BY: Jayme Franklin  
 Date: August 31, 2022

### Class C Preliminary Cost Estimate - Without Variance

22-076 - 1121 4th St SE

\*Class "C" is based on conceptual design, no detailed plans prepared, and thus are subject to change.

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	
<b>1.00</b>	<b>Sanitary Sewer</b>				
1.01	200mm PVC Pipe (Main)	m	110	\$ 300.00	\$ 33,000.00
1.02	150mm PVC Pipe (Service)	m	18	\$ 250.00	\$ 4,500.00
1.03	Manhole base, prebench, lid, frame, riser and cover (1050Ø)	ea	2	\$ 7,500.00	\$ 15,000.00
1.04	Inspection Chamber	ea	4	\$ 2,200.00	\$ 8,800.00
1.05	Engineering	%	\$ 61,300	10%	\$ 6,130
Sanitary Sewer Subtotal					\$ 67,430
<b>2.00</b>	<b>Storm Sewers</b>				
2.01	250mm DR 35 Pipe (Main)	m	100	\$ 300	\$ 30,000
2.02	150mm DR 35 Pipe (Service)	m	20	\$ 225	\$ 4,500
2.03	Manhole base(prebench), lid, frame, riser and cover (1050Ø)	ea	2	\$ 5,500	\$ 11,000
2.04	Inspection Chamber	ea	4	\$ 1,500	\$ 6,000
2.05	Engineering	%	\$ 51,500	10%	\$ 5,150
Storm Sewer Subtotal					\$ 56,650
<b>3.00</b>	<b>Water Works</b>				
3.01	150mm PVC C900 Water Pipe	m	125	\$ 300	\$ 37,500
3.02	Tee and Service Valve Supply & Install	ea	4	\$ 2,500	\$ 10,000
3.03	Tie Into Existing Watermain (including road repair)	LS	1	\$ 15,000	\$ 15,000
3.04	Engineering	%	\$ 62,500	10%	\$ 6,250
Water Works Subtotal					\$ 68,750
<b>ESTIMATE SUB-TOTAL:</b>					<b>\$ 192,830</b>
<b>CONTINGENCY (20%):</b>					<b>\$ 38,566</b>
<b>ESTIMATE TOTAL:</b>					<b>\$ 231,000</b>



*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: September 29, 2022  
 PREPARED BY: Chris Moore, Engineering Assistant  
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 562**  
 OWNER: M. & K. Deschamps – 490 – 10 Avenue SE Salmon Arm, BC V1E 2C3  
 APPLICANT: Owner  
 LEGAL: Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 8051  
 CIVIC: 1121 – 4 Street SE

---

Further to the request for variance dated September 8; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variance:

The applicant is requesting that Council waive the requirements of the Subdivision and Development Servicing Bylaw No. 4163 (SDSB). The SDSB has many exemptions that apply to the construction of a Single Family Dwelling (SFD) in the Urban area for urban zonings (R-1, R-2, etc.), however, the bylaw did not contemplate agricultural zoning in the urban area (the property is currently zoned A2) and as such the exemptions do not apply. Staff have considered the intent of the SDSB exemptions and support applying the exemptions in this case as the OCP would allow the property to be rezoned to R-1 or R-8. The recommendations in this referral support variances that align with the SDSB exemptions for SFD construction in the urban area.

**1. Waive the requirement to upgrade 4 Street SE to the RD4 Urban standard.**

4 Street SE is currently constructed to an interim gravel road standard. Upgrading to an Urban Local Road Standard is not required as per the previously noted exemption. However, upgrading to a gravel road standard with a minimum 7.3 meters of road width from 10 Avenue SE is required as this will provide safe two way access for the proposed and existing properties. A 'T' turn-around exists at the end of 4 Street SE, installed as part of a previous subdivision.

**Recommendation:**

**The Engineering Department recommends that request to waive the requirement to upgrade 4 Street SE to the RD4 Urban standard be approved**, subject to upgrading to a gravel road standard with a minimum 7.3 meters of road width from 10 Avenue SE to and across the frontage of the subject property.

**2. Waive the requirement to extend a 200mm diameter sanitary sewer from 10 Avenue SE to and across the frontage of subject property on 4 Street SE.**

Extending a 200mm diameter sanitary sewer from 10 Avenue SE up to, and across the property frontage along 4 Street SE is required by the SDSB, since the property is located in the Urban Area, but currently zoned A2. However, if the property were to zoned R1 or R8, then this requirement would meet the criteria for exemption 5.4 since the distance to the nearest City main exceeds 100m.

**Recommendation:**

The Engineering Department recommends that request to waive the requirement to extend a 200mm diameter sanitary sewer from 10 Avenue SE to the subject property be approved; subject to the installation of an on-site sanitary collection treatment system.

3. **Waive the requirement to extend a 150mm diameter watermain from 10 Avenue SE to and across the frontage of subject property on 4 Street SE.**

Records indicate that a 19mm diameter service was installed in the 1970's which served the subject property and the two adjacent properties. Since this serviced three properties, it is effectively an undersized City main. The new home cannot be connected to the existing 19mm main as this is significantly undersized and is likely to negatively affect the flows to the other two connected homes.

Upgrading / extending a 150mm diameter watermain across the property frontage along 4 Street SE is required by the SDSB. Additionally, since the existing main is undersized, extending a 150mm diameter watermain from 10 Avenue SE is also required.

The City has no plans to upgrade 4 Street SE in the foreseeable future, and no further subdivision will be approved without full upgrades to 4 Street SE. Therefore, in lieu of extending a 150mm watermain from 10 Avenue SE, the Engineering department would support the installation of a new 25mm service from 10 Avenue SE, installed within the City ROW under an encroachment agreement, complete with a meter installed in a pit at 10 Avenue SE; together with a cash in lieu payment for a 150mm diameter watermain across the property frontage along 4 Street SE.

**Recommendation:**

The Engineering Department recommends that request to waive the requirement to extend a 150mm diameter watermain from 10 Avenue SE to and across the frontage of subject property on 4 Street SE be approved; subject to the installation of a new 25mm service from 10 Avenue SE, installed within the City ROW under an encroachment agreement, complete with a meter installed in a pit at 10 Avenue SE and a cash in lieu payment for a 150mm diameter watermain across the property frontage along 4 Street SE.



**Chris Moore**  
Engineering Assistant



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

TO : CITY OF SALMON ARM/LETTERS OF SUPPORT OF VARIANCE REQUESTS.

DATE: November 2, 2022

RE: Development Variance Permit Application No. VP-562 (servicing)

.....  
We are Kirsten's parents and have resided at [REDACTED]  
[REDACTED] since 1985.

A little back history: Both properties were part of approximately 100 acres purchased by Kirsten's great grandfather and his brother between 1900 and 1910. A small house was constructed on Lot 1121 by Kirsten's great great uncle in the early 1900's. The home was in use until it was demolished in 2003. This lot has been owned by various family members from the early 1900's to the present time (except for a few years in the 1970s 1980s). Needless to say the lot holds historical significance for Kirsten and ourselves.

We are excited at the prospect of Kirsten and Matt building their home on this lot and we know how much it means to Kirsten to return to Salmon Arm and to live on part of the family property where she grew up. A replacement residence on this lot is beneficial to Salmon Arm as it increases the tax base, provides infilling, and makes positive use of an otherwise vacant lot. Unfortunately, on top of building costs and mortgage interest rates (which have both increased significantly since this process began one year ago) now the possible servicing costs also contribute to potentially making the build unaffordable. Because of these servicing costs, all of a sudden this lot is costing double and could end up not financially doable.

We would like to offer a few additional thoughts from our perspective as Kirsten's parents, residents of a neighboring lot, and Salmon Arm taxpayers.

#### WATER

The existing water main along 4 Street SE has serviced the 3 and (more recently 2 residences) since it was City installed about 1978. (Prior to that all these residences were on their own 'Crystal Springs' water). There has not been any issues with the .19mm line and though undersized it does seem to be adequate. That being said we agree with the City that it should eventually be upgraded to a 150 mm line but we don't agree it should be at the expense of property owners or in this case one property owner. The newly suggested plan of adding a .25 mm line for the sole use of lot 1121 is short sighted and not fair for one homeowner to foot that bill plus a cash in lieu for the 40 meters of property frontage (not an insignificant amount of money). A new development or subdivision is not being proposed. What is being proposed is building a new single family home on a lot which had a residence on it until 2003 and was serviced by the current existing water main. It is our opinion that the water variance should be approved. If improvements are deemed necessary then the city should pay for this service and prioritize the upgrading of the water main along the full 125meter length of 4 Street SE.

4 STREET ROAD UPGRADE

This interim standard gravel road has existed in its current state for 100 plus years. We have lived beside it and used it since 1985. To the best of our knowledge the road allowance is approximately 7.3 meters. In places the travelled roadway encroaches on our '490' property. It has served the needs of the few residences located along it and is actually substantially wider than 4th street on the other side of 10th. The 1121 building proposal will not result in an increase in traffic from historical levels since it merely replaces a single family residence. The street dead ends and the city has advised us they have no plans to extend it. This means no increase in traffic is foreseeable. Logically, should development occur in the future on properties south of 4 Street they would be accessed from 14 Avenue SE, still in planning stage.

SEWER

We strongly support the sewer main variance subject to installation of an on-site sewer disposal system. All houses in the area are on their own septic systems.

In conclusion we would like to acknowledge the assistance of planning and engineering staff which was evident at meetings we attended with Kirsten. The process to date has been challenging and the increases in construction costs and mortgage rates has not enhanced the viability of the project. We sincerely hope council will see fit to support the above mentioned points and Kirsten and Matt are thus able to proceed with construction of their new home.

Respectively submitted,  
P and B Bennett

.....  
An additional footnote/letter of support from Brenda Wood Bennett to leave Fourth Street as is, no improvements needed or wanted at this time.

I come from the unique perspective of having the longest relationship, first hand knowledge and history of '4th street SE' at this location. The major portion of my life has been spent living right here, on one side or the other of the road. I will be submitting my suggestions understandably from a personal point of view.

The name Fourth Street is a fairly recent moniker. Growing up my uncle aptly and proudly named it Wood Road, as it basically served two Wood residences dating back prior to 1920 (Ironically in 2022 it still just basically serves two residences of the Wood family), so some things don't change.

The road ends north of our corral and never were there any plans to extend further south. The road starts at 10th Avenue and goes nowhere. It is a dead end road. The road was always treated more as a private access for our families than a city street and that was a positive for us. As a matter of fact, the road originally dead ended into a large apple packing plant (since burned down.). The

**P210**

road is in much the same condition now as it was as I was growing up in the 1950's and 1960's. It has served us adequately. An interesting note to mention is that our section of 4th street is actually twice as wide as the section of 4th street on the other side of 10th.

At this point in time there is absolutely no urgency to upgrade from its present "interim gravel road" to "gravel road standard", (7.3 m.) There is very little vehicular travel, and for the most part just us that live here. Why now? In my opinion I really question the reasoning of improvements at this point in time. In the future there may come a time, but not now. There has been plenty of opportunity in the last 100 years for the City to upgrade this road, even minor upgrades, but obviously it was never deemed a high priority. If the City now feels it needs improvements then perhaps that can be a consideration for the City's road budget in the future. Taxes on these properties have been paid dutifully by the Wood family forever and I object now in 2022 that family members should be responsible for paying for infrastructure upgrades. This is not a rush item and definitely shouldn't be lumped in on this building permit. We are talking here of one single family residence being built to replace a previous house, not a new development or subdivision.

This is a unique little corner of Salmon Arm, rural, agricultural, quiet and peaceful.

BB

Nov. 5, 2022

City of Salmon Arm

Development and Variance Permit  
Application No: VP-562

There is a request to widen 4 St. S.E. no through road. I reject to the request because I see no reason for it being done.

Sincerely

Arne Zeff  
[REDACTED]



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Item 23.2

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-563 be authorized for issuance for Lot 4, Section 7, Township 20, Range 9, W6M, KDYD, Plan 14219, which will vary Zoning Bylaw No. 2303 as follows:

Section 35.13.2 - Rear Parcel Line Setback - reduction from 15.0 m to 11.0 m to facilitate construction of a new greenhouse on this property.

[VP-563; Mt. Ida Nursery Ltd.; 1810 - 30 Street SE; Setback Requirements]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond



To: His Worship Mayor Harrison and Members of Council

Date: October 26, 2022

Subject: Variance Permit Application No. VP-563 (Setback)

Legal: Lot 4, Section 7, Township 20, Range 9, W6M, KDYD, Plan 14219  
Civic Address: 1810 – 30 Street SE  
Owner/Applicant: Mt. Ida Nursery Ltd. c/o Brett Barnard

**MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP-563 be authorized for issuance for Lot 4, Section 7, Township 20, Range 9, W6M, KDYD, Plan 14219, which will vary Zoning Bylaw No. 2303 as follows:**

**Section 35.13.2 – Rear Parcel Line Setback – reduction from 15.0 m to 11.0 m to facilitate construction of a new greenhouse on this property.**

**STAFF RECOMMENDATION**

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

**PROPOSAL**

The subject property is located at 1810 – 30 Street SE (Appendices 1 and 2). The property is approximately 17.95 ac in size and is operated by Mt. Ida Nursery Ltd. for silviculture purposes. The applicant is requesting that the rear parcel line setback for agricultural buildings be reduced from 15.0 m to 11.0 m to accommodate a new 210' x 32' greenhouse. The site plan and proposed building layout are shown in Appendix 3.

The applicant has provided a letter of rationale attached as Appendix 4. Site photos are attached as appendix 5.

**BACKGROUND**

The property is designated Acreage Reserve (AR) in the City's Official Community Plan (OCP), zoned A-2 (Rural Holding) in the City's Zoning Bylaw and is entirely within the Agricultural Land Reserve (ALR) (Appendices 6 and 7). All lands within the ALR are subject to the Agricultural Land Commission Act and Regulation. Silviculture is a permitted farm use within the ALR and can be restricted but not prohibited by local government.

The property was initially developed by Mt. Ida Nursery in 2016 with eight greenhouses and a 6,000 ft<sup>2</sup> processing facility and began production in 2017. Since this time, a number of greenhouses have since been constructed. For this property, the front parcel line is 30 Street SE, and the rear parcel line applicable to the setback variance is the east parcel line that borders 3581 and 3601 20 Avenue SE.

Adjacent land uses include the following:

- |        |   |                 |
|--------|---|-----------------|
| North: | single family dwellings and accessory uses                                  | Zoned A-2       |
| South: | 20 Avenue SE; single family dwelling and accessory use                      | Zoned A-2       |
| East:  | single family dwelling; Aviator Business Park (mini/commercial warehousing) | Zoned M-6 & M-1 |
| West:  | single family dwellings and accessory uses                                  | Zoned A-2       |

COMMENTSFire Department

No Fire Department issues with this variance.

Building Department

No concerns.

Engineering Department

No Engineering concerns.

Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Development Variance Permit Procedures Bylaw*, notices are mailed to land owners within a 30m radius of the application. The notices outline the proposal and advise those with interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on November 14, 2022.

Planning Department

Development Variance Permits are considered on a case-by-case basis, and in doing so, a number of factors are taken into consideration. These factors include site-specific conditions, such as lot configuration, negative impact on the general form and character of the surrounding neighbourhood and potential negative impact(s) on adjacent properties.

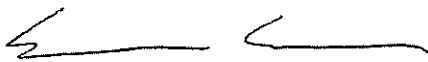
The requested variance is to reduce the rear parcel line setback for an agricultural building from 15.0 m to 11.0 m to accommodate the most eastern proposed greenhouse of four (4) new greenhouses on the northeast portion of the property. As stated in the applicant's letter of rationale (Appendix 4), the applicant wishes to maximize the production of their operation, and the 4 m difference in setback would allow them to construct one additional greenhouse, allowing them to maximize their productive land base.

The required agricultural building setback of 15.0 m includes other more traditional farm uses such as the housing of livestock like poultry or cattle. In this case, the greenhouses are used for growing seedlings and may not require such large setbacks from property lines, given the nature of farm activity and silviculture operations.

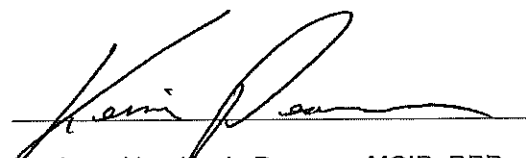
Both adjacent properties to the east are not within the ALR. There is a buffer of trees between the subject property and the property with the dwelling (3581 20 Avenue SE), and 3601 20 Avenue SE is currently used for mini and commercial warehousing and contains no dwellings. Further, the variance does not position the proposed buildings closer to any surrounding residences, as these buildings will be in the northeast portion of the subject property.

CONCLUSION

The requested variance to reduce the rear parcel line setback to accommodate the construction of four (4) additional agricultural greenhouse buildings is recommended for approval by staff for the above-noted reasons.



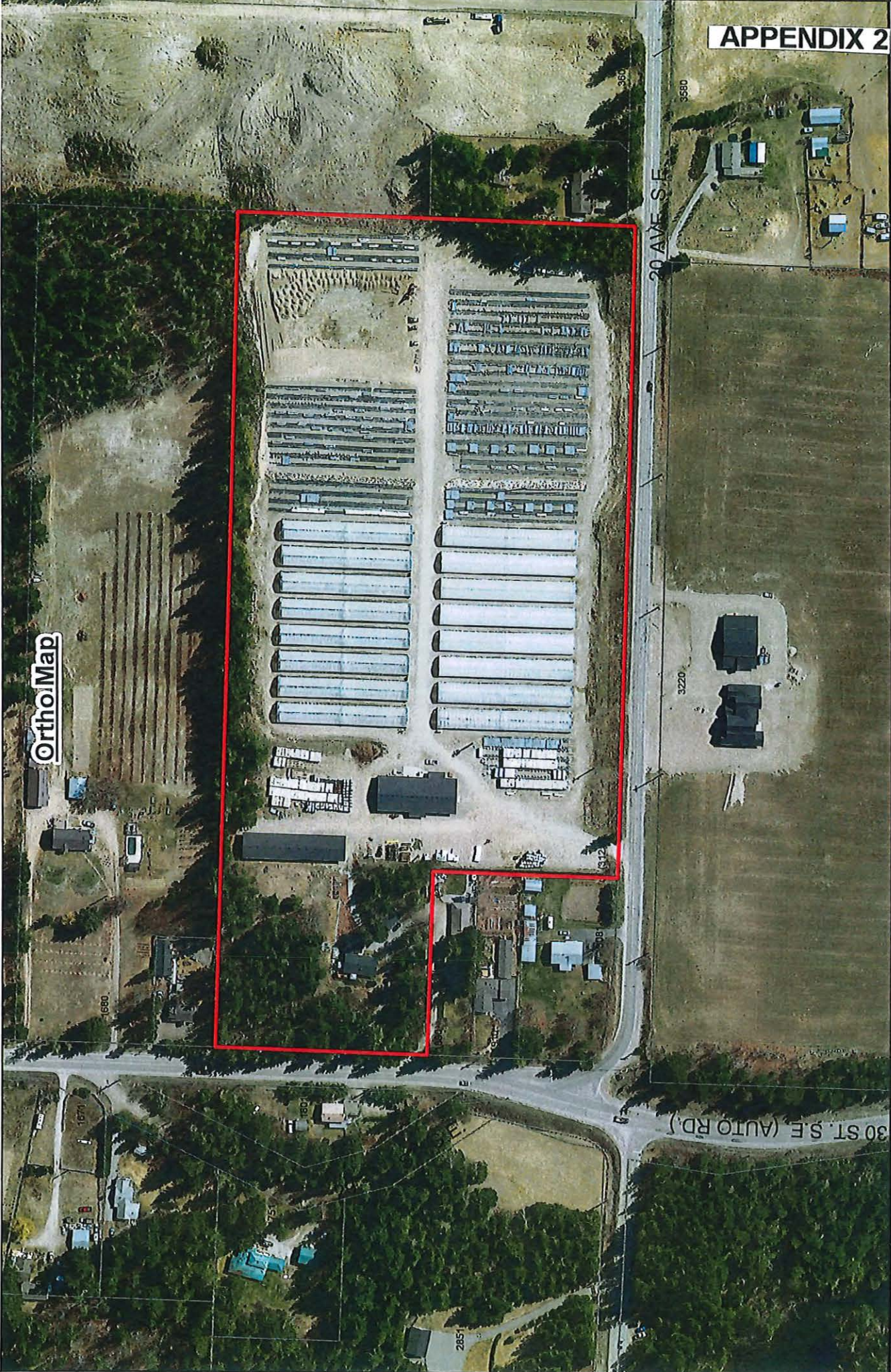
Prepared by: Evan Chorlton  
Planner I



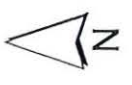
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

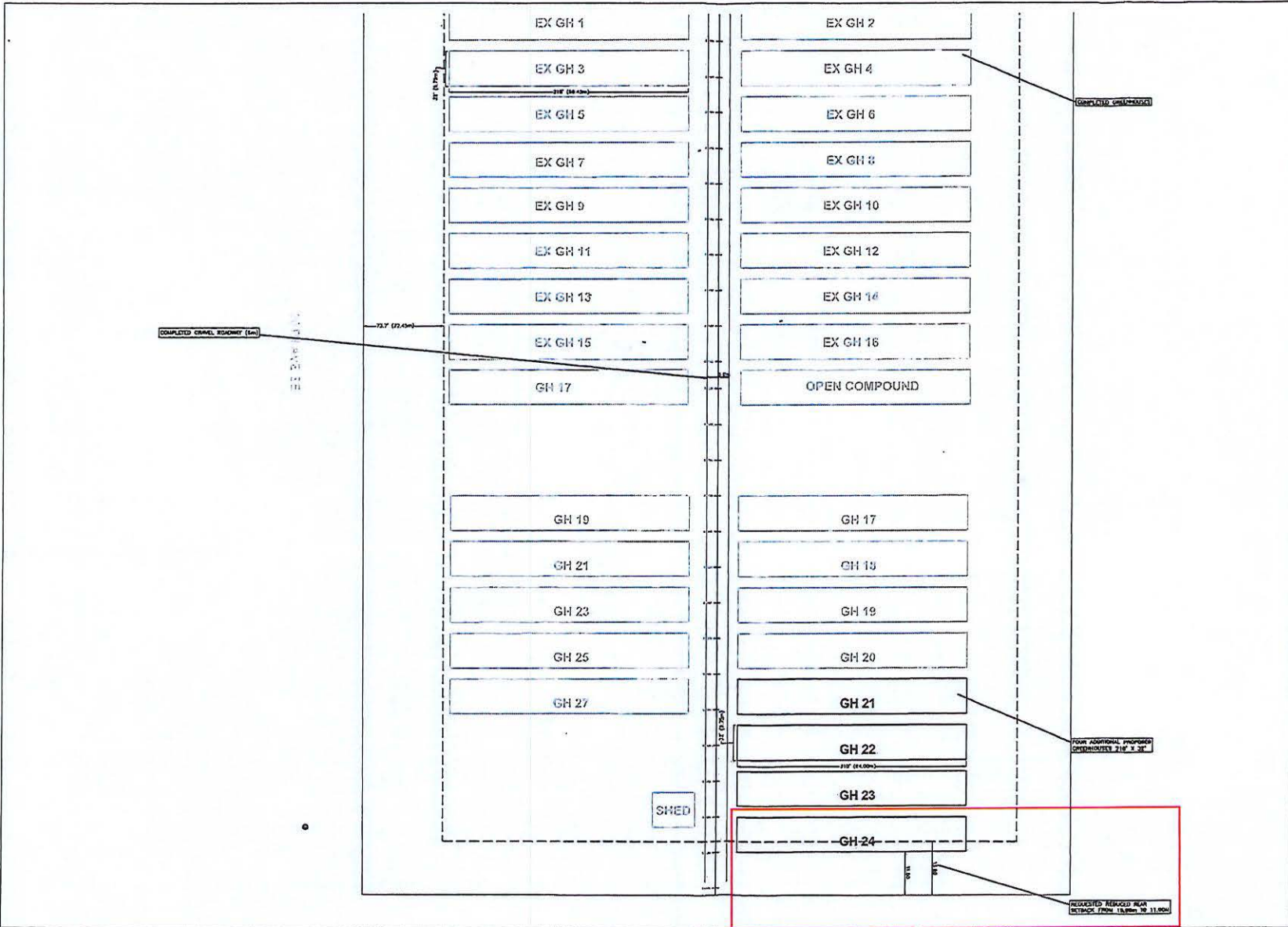


OrthoMap



Subject Property  
 Parcels





**LEGEND**

- NOTES:**
- 1) CONFIRMATION TO VERIFY LOCATION OF ALL EXISTING SERVICES FOR ALL UTILITY COMPANIES PRIOR TO START.
  - 2) CONSTRUCTION TO BE ACCORDANCE WITH ALL CITY OF SURREY AND REGIONAL AND PROVINCIAL REGULATIONS AND BYLAW #4163.
  - 3) ALL CONSTRUCTION TO BE IN ACCORDANCE WITH CITY OF SURREY AND REGIONAL AND PROVINCIAL REGULATIONS AND BYLAW #4163.

NO.	DATE	REVISION	BY	APP'D
REVISIONS				
		DESIGN	ACW	
		DRAWN	ACW	
ISSUED FOR APPLICATION		DATE	22-SEPT-2022	
		CHECKED	BTL	

PERMIT NO: 1001278  
 SCALES: HORIZ. = 1/500



**MOUNT IDA NURSURIES**

1810 30TH St. S.E.  
 SALMON ARM, BC.

**SITE DEVELOPMENT PLAN VARIANCE MAP**

PROJECT No.	21-1
SHEET	1 OF 1
DATE	C100
REV. No.	A

**APPENDIX 4**

Brett Barnard, RPF  
Mt. Ida Nursery Ltd.  
[brett.barnard@mtida.ca](mailto:brett.barnard@mtida.ca)  
250-804-3759  
1810 30<sup>th</sup> St. SE  
Salmon Arm, BC  
V1E 2E6

September 26, 2022

To Mayor and Council:

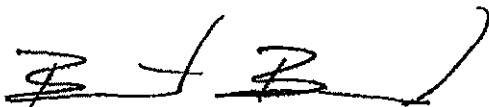
I am writing this letter in conjunction with Mt. Ida Nursery Ltd.'s Variance Permit Application. I am applying to have the set-back for my interior side parcel line reduced from 15m to 11m. The property line in question is along the East property line and borders the Aviator RV and Self Storage and 3581 20<sup>th</sup> Ave SE.

Mt. Ida Nursery Ltd. is a commercial tree seedling nursery that supplies coniferous tree seedlings to BC Timber Sales and private forest licensees in BC. Mt. Ida Nursery Ltd. currently employs 20 full time equivalent jobs.

The current marketplace for tree seedlings is very strong and we have felt incredible pressure from our clients to expand. The rationale for the Variance Permit Application is to maximize the production of our operation. This 4m difference will allow us to construct one extra greenhouse in this fall's construction project and will allow us to maximize our productive land base.

I appreciate the time that you will take to review and consider my application. I would be happy to host a field review of the area in question and to answer any questions or concerns that you may have.

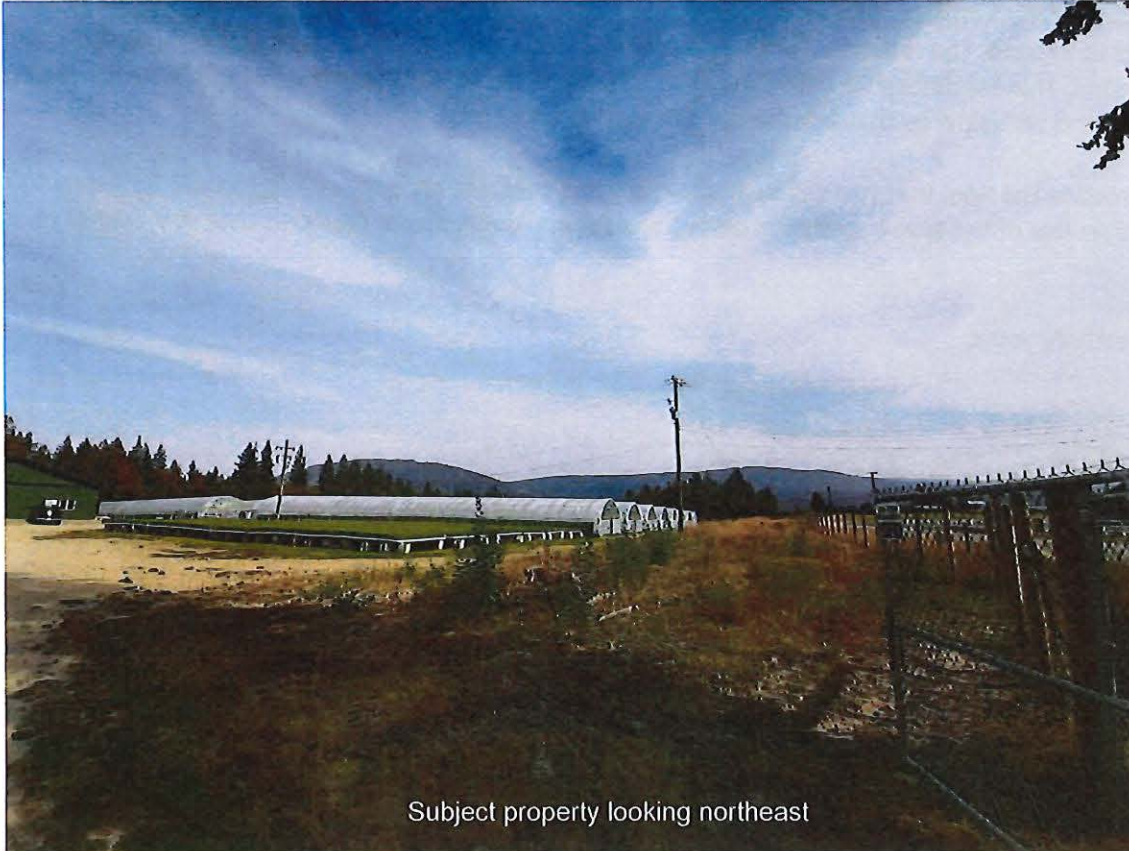
Respectfully yours,



Brett Barnard, RPF  
Mt. Ida Nursery Ltd.  
[brett.barnard@mtida.ca](mailto:brett.barnard@mtida.ca)  
250-804-3759  
1810 30<sup>th</sup> St. SE  
Salmon Arm, BC  
V1E 2E6

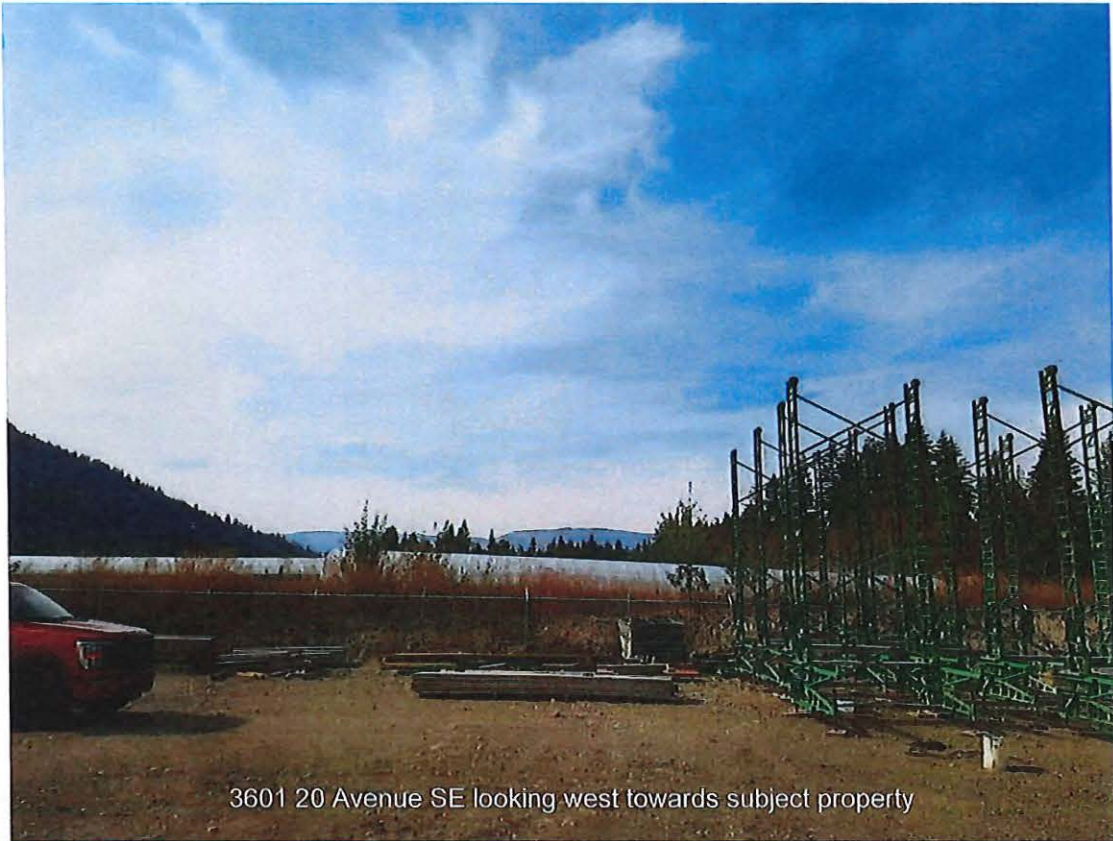


Subject property looking northeast

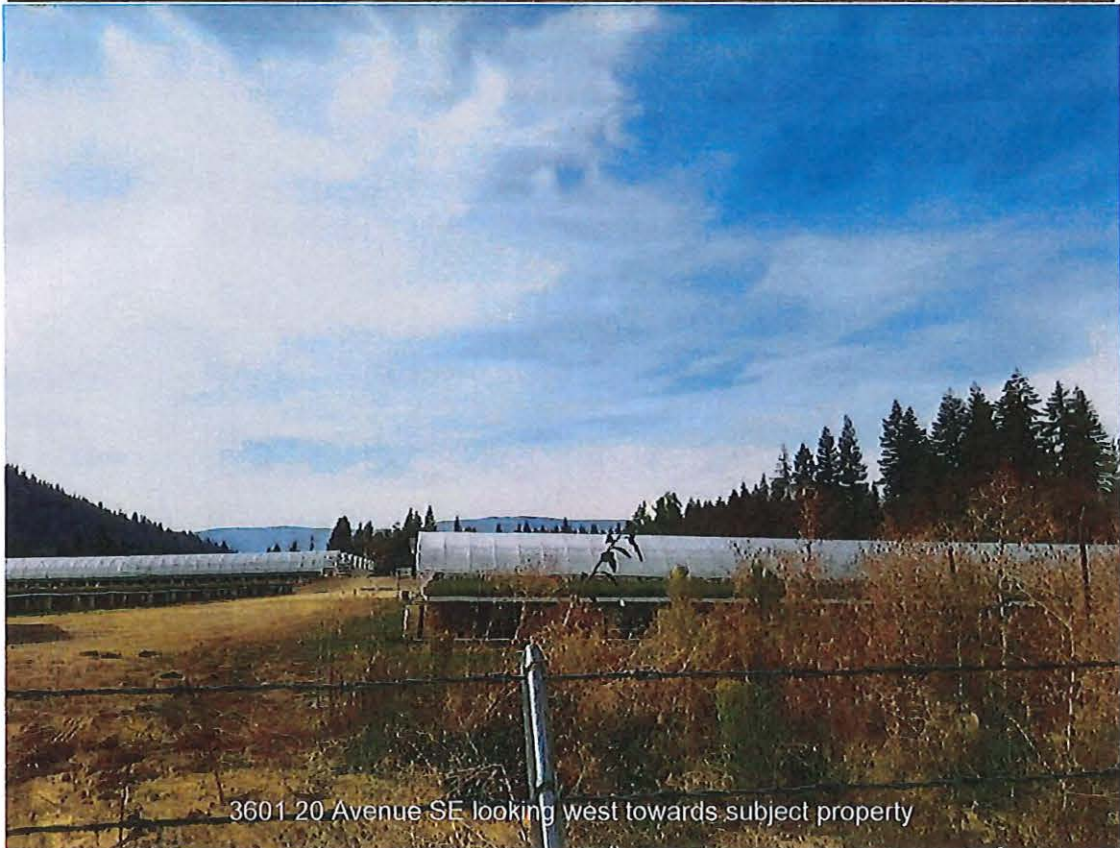


Subject property looking northeast

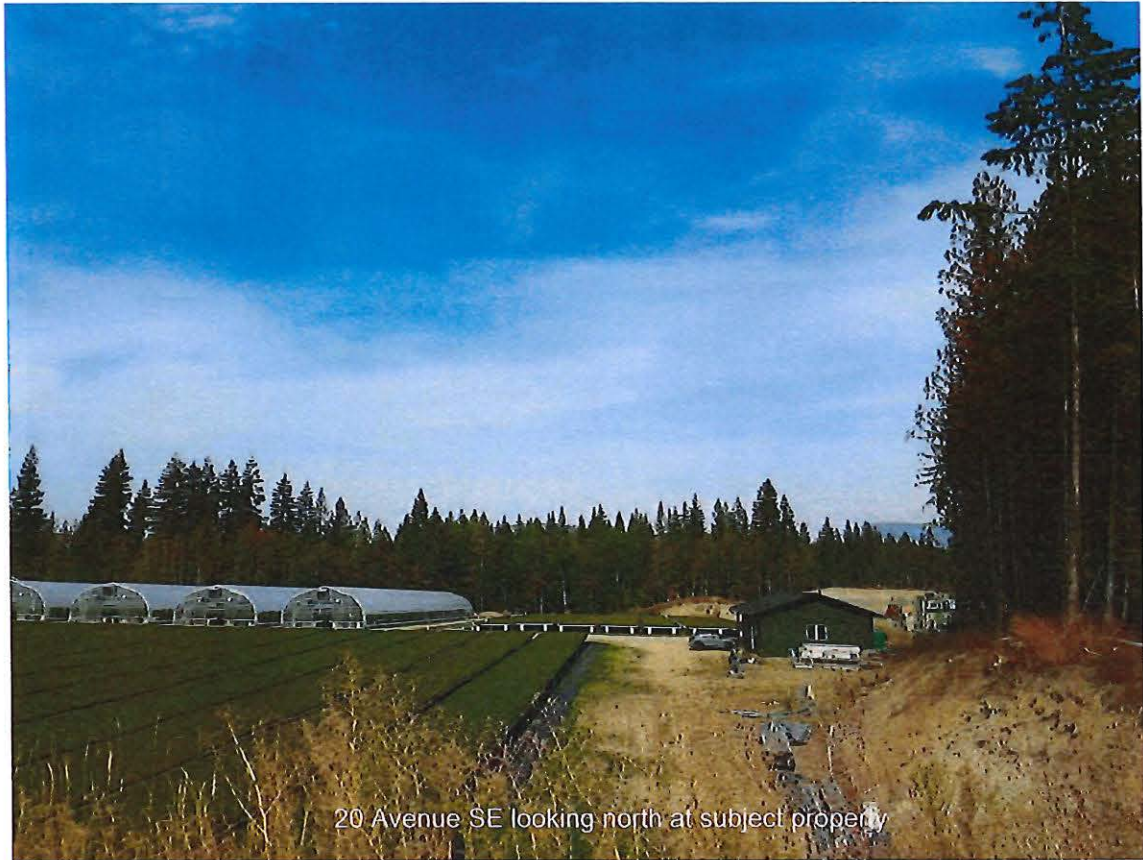




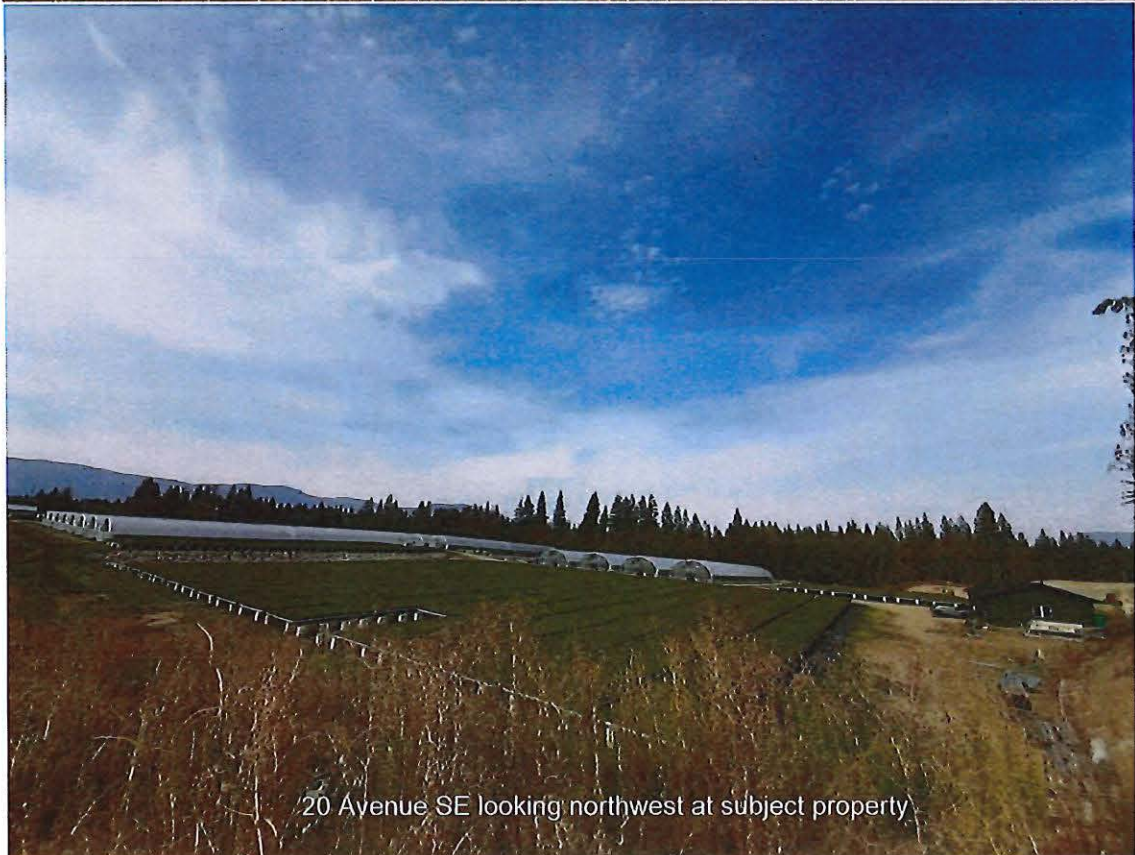
3601 20 Avenue SE looking west towards subject property



3601 20 Avenue SE looking west towards subject property



20 Avenue SE looking north at subject property

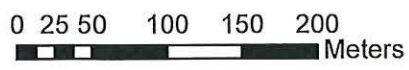
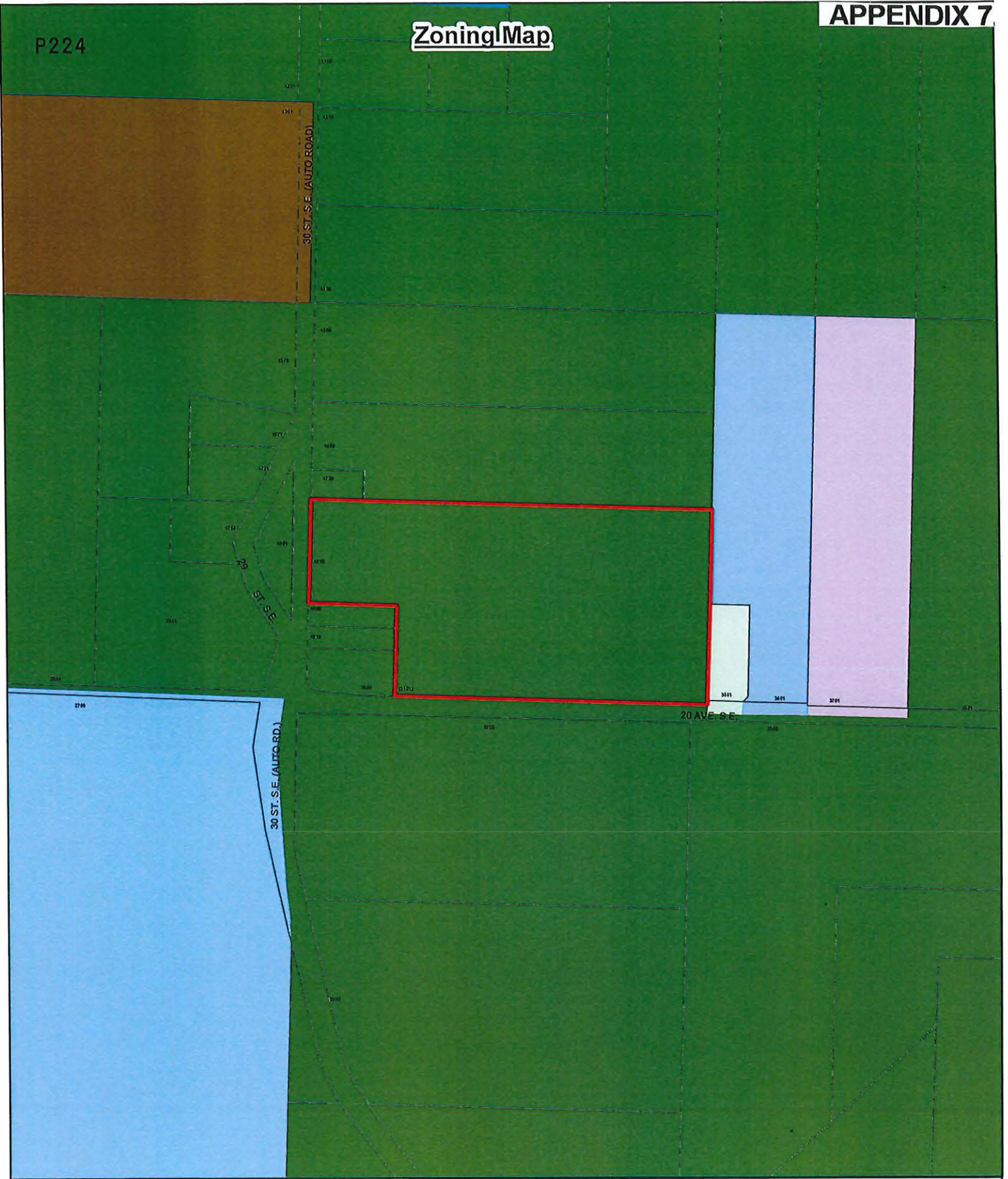


20 Avenue SE looking northwest at subject property



Zoning Map

P224



- Subject Property
- Parcels
- A-2
- M-1
- M-2
- M-6
- P-1
- P-3
- R-6

**Rhonda West**

---

**From:** Barb Puddifant  
**Sent:** Monday, November 7, 2022 8:50 AM  
**To:** Rhonda West; Sue Wood; Chris Larson  
**Subject:** FW: [External] Development Variance Permit VP-563

**From:** Mark Cox [REDACTED]  
**Sent:** Monday, November 7, 2022 8:27 AM  
**To:** Barb Puddifant <bpuddifant@salmonarm.ca>; [REDACTED]  
**Subject:** [External] Development Variance Permit VP-563

November 07, 2022

To Mayor and Council,

I am writing this letter to let you know that as a neighbour of Mt. Ida Nursery, I fully support their application of a variance permit.

Admittedly, the variance has little direct impact on my property. However, I support it because Mt. Ida Nursery has been a great neighbour and is an asset to our neighbourhood and to the community of Salmon Arm.

Please do not hesitate to contact me if you have questions or if I can be of further assistance.

Sincerely,  
Mark Cox

[REDACTED]  
[REDACTED]  
Salmon Arm, BC

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Item 27.

**CITY OF SALMON ARM**

Date: November 14, 2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of November 14, 2022, be adjourned.

**Vote Record**

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

- Harrison
- Cannon
- Gonella
- Flynn
- Lavery
- Lindgren
- Wallace Richmond

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