

AGENDA

Regular Council Meeting

Monday, July 28, 2014

1:30 p.m.

[Public Session Begins at 2:30 p.m.]

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 – 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	PRESENTATIONS / DELEGATIONS
3 – 4	1.	Lana Fitt, Economic Development Society – Economic Development Society Update
5 – 6	2.	Mike Simpson, Manager and Paul Demenok, Chair, Shuswap Watershed Council - Shuswap Watershed Council Update and Proposed Water Quality Program
7 – 14	6.	CONFIRMATION OF MINUTES
	1.	Regular Council Meeting Minutes of July 14, 2014
	7.	COMMITTEE REPORTS
15 – 18	1.	Environmental Advisory Committee Meeting Minutes of July 3, 2014
19 – 22	2.	Downtown Parking Commission Meeting Minutes of June 17, 2014
	8.	INTRODUCTION OF BYLAWS
23 – 24	1.	Funding Bylaws for a portion of 451 Shuswap Street SW, Salmon Arm, British Columbia – Jackson Property
25 – 32	a.	2014 – 2018 Financial Plan Amendment Bylaw No. 4042 – First, Second and Third Readings
33 – 34	b.	Parks Development Reserve Fund Expenditure Bylaw No. 4043 – First, Second and Third Readings
35 – 36	c.	General Capital Reserve Fund Expenditure Bylaw No. 4044 – First, Second and Third Readings

8. **INTRODUCTION OF BYLAWS – Continued**
 - 37 – 38 d. Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4045 – First, Second and Third Readings
 - 39 – 40 e. Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4046 – First, Second and Third Readings
 - 41 – 56 2. Foreshore Sanitary Sewer Main Rehabilitation Project – Phase 1 Loan Authorization Bylaw No. 4051 – First, Second and Third Readings
 - 57 – 60 3. New Cemetery Development Project – Phase 1 Loan Authorization Bylaw No. 4048 – First, Second and Third Readings
 - 61 – 80 4. Zoning Amendment Bylaw No. 4052 [ZON-1009; D. Dubois – 2070 – 1 Avenue SE – R-1 to R-8] – First and Second Readings
9. **RECONSIDERATION OF BYLAWS**
 - 81 – 84 1. Tax Exemption Bylaw No. 4047 – Final Reading
 - 85 – 88 2. General Local Government Election & Automated Voting Machines Authorization Amendment Bylaw No. 4050 – Final Reading
10. **CORRESPONDENCE**
 - 89 – 90 1. Informational Correspondence
 - 91 – 98 2. BC Transit – 2013/14 Annual Performance Summary
11. **STAFF REPORTS**
 - 99 – 100 1. Fire Chief – Additional Service Report
 - 101 – 106 2. Chief Financial Officer – Strategic Plan Projects – Short Term
 - 107 – 108 3. Chief Administrative Officer – Temporary Suspension of Question and Answer Period
 - 109 – 118 4. Manager of Human Resources – Mayor and Council Salary and Benefit Survey – Maurice Lamb, Lamb and Associates in Attendance
 - 119 – 128 5. Chief Financial Officer – Salmon Arm Wharf – Commercial Business Parking
12. **NEW BUSINESS**
13. **COUNCIL STATEMENTS**
14. **NOTICE OF MOTION**
15. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
16. **OTHER BUSINESS**
17. **QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	18.	DISCLOSURE OF INTEREST
	19.	HEARINGS
129 – 134	1.	Development Variance Permit No. VP-400 [B. Blair, D. Boudreau, D. & A. Plowe – 2160 – 9 Street SE] – Setback Variances
	20.	STATUTORY PUBLIC HEARINGS
135 – 144	1.	Zoning Amendment Bylaw No. 4049 [ZON-1010 – City of Salmon Arm – C-3 Zone and Offstreet Parking and Loading]
	21.	RECONSIDERATION OF BYLAWS
145 – 148	1.	Zoning Amendment Bylaw No. 4049 [ZON-1010 – City of Salmon Arm – C-3 Zone and Offstreet Parking and Loading] – Third and Final Readings
	22.	QUESTION AND ANSWER PERIOD
149 – 150	23.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Eliason

Seconded: Councillor Reimer

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

Vote Record

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

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer

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Item 5.1

CITY OF SALMON ARM

Date: July 28, 2014

PRESENTATION

NAME: Lana Fitt, Economic Development Society

TOPIC: Economic Development Society Update

OUTLINE:

REQUEST:

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Item 5.2

CITY OF SALMON ARM

Date: July 28, 2014

PRESENTATION

NAME: Mike Simpson, Manager and Paul Demenok, Chair, Shuswap Watershed Council

TOPIC: Shuswap Watershed Council Update and Proposed Water Quality Program

OUTLINE:

REQUEST:

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Item 6.1

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Reimer

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of July 14, 2014, be adopted as circulated.

Vote Record

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

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, July 14, 2014.**

PRESENT:

Mayor N. Cooper
Councillor D. Cannon
Councillor C. Eliason
Councillor D. Reimer

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

ABSENT:

Councillor A. Harrison
Councillor K. Jamieson
Councillor M. Kentel

1. CALL TO ORDER

Mayor Cooper called the meeting to order at 1:33 p.m.

2. IN-CAMERA SESSION

0248-2014

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:33 p.m.
Council returned to Regular Session at 2:02 p.m.
Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

4. DISCLOSURE OF INTEREST

No interest was declared.

5. PRESENTATIONS / DELEGATIONS

1. Fred Steele, President and Glen Lucas, General Manager - BC Fruit Growers Association

Fred Steele, President and Glen Lucas, General Manager, BC Fruit Growers Association gave a presentation on the Tree Fruit Industry. They were available to answer questions from Council.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of June 23, 2014

0249-2014

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of June 23, 2014, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of July 7, 2014

0250-2014

Moved: Councillor Eliason

Seconded: Councillor Reimer

THAT: the Development and Planning Services Committee Meeting Minutes of July 7, 2014, be received as information.

CARRIED UNANIMOUSLY

2. Environmental Advisory Committee Meeting Minutes of June 5, 2014

0251-2014

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Environmental Advisory Committee Meeting Minutes of June 5, 2014, be received as information.

CARRIED UNANIMOUSLY

3. Community Heritage Commission Meeting Minutes of May 23, 2014

0252-2014

Moved: Councillor Reimer

Seconded: Councillor Eliason

THAT: the Community Heritage Commission Meeting Minutes of May 23, 2014, be received as information.

CARRIED UNANIMOUSLY

7. **COMMITTEE REPORTS** – Continued

4. **Agricultural Advisory Committee Meeting Minutes of June 25, 2014**

0253-2014

Moved: Councillor Cannon

Seconded: Councillor Reimer

THAT: the Agricultural Advisory Committee Meeting Minutes of June 25, 2014, be received as information.

CARRIED UNANIMOUSLY

8. **INTRODUCTION OF BYLAWS**

1. **Tax Exemption Bylaw No. 4047 - First, Second and Third Readings**

0254-2014

Moved: Councillor Reimer

Seconded: Councillor Cannon

THAT: the bylaw entitled Tax Exemption Bylaw No. 4047 be read a first, second and third time.

CARRIED UNANIMOUSLY

2. **Zoning Amendment Bylaw No. 4049 [ZON-1010 – City of Salmon Arm – C-3 Zone and Offstreet Parking and Loading] – First and Second Readings**

0255-2014

Moved: Councillor Cannon

Seconded: Councillor Reimer

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4049 be read a first and second time.

CARRIED UNANIMOUSLY

3. **General Local Government Election & Automated Voting Machines Authorization Amendment Bylaw No. 4050 - First, Second and Third Readings**

0256-2014

Moved: Councillor Eliason

Seconded: Councillor Reimer

THAT: the bylaw entitled General Local Government Election & Automated Voting Machines Authorization Amendment Bylaw No. 4050 be read a first, second and third time.

CARRIED UNANIMOUSLY

9. **RECONSIDERATION OF BYLAWS**

10. CORRESPONDENCE

1. Informational Correspondence

For information.

2. Shuswap Watershed Council – Invitation to Open House to Learn about a new Shuswap Water Quality Program

For information.

11. STAFF REPORTS

1. Corporate Officer – UBCM Community Works Fund Agreement

0257-2014

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Mayor and Corporate Officer be authorized to execute the Community Works Fund Agreement 2014 – 2024, between the City of Salmon Arm and the Union of British Columbia Municipalities.

CARRIED UNANIMOUSLY

2. Chief Financial Officer – Property Tax Collection

For information.

3. Director of Engineering and Public Works – Award RFP for Engineering Services for Hudson Avenue NE, Ross Street NE and 6 Street NE

0258-2014

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: Council award Contract No. ENG2014-56 for engineering design services for the Hudson Avenue NE, Ross Street NE and 6 Street NE Revitalization Project to Onsite Engineering Ltd., in accordance with the proposed price for a cost of \$19,000.00 plus applicable taxes.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

13. COUNCIL STATEMENTS

1. Committees of Council/Agency Representatives

Members of Council reported on the Committees and Agencies they represent.

13. COUNCIL STATEMENTS – Continued

2. Shuswap/North Okanagan Rail Trail

0259-2014

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: a letter be sent to the Union of British Columbia Municipalities (with copies to the Provincial Government, Federal Government, Columbia Shuswap Regional District, District of Sicamous, City of Enderby, City of Armstrong, Township of Spallumcheen, City of Vernon, and Splatshin First Nations) in support of Local Government acquisition of the deregulated Sicamous to Armstrong rail corridor and establishment of a continuous hiking/biking greenway.

CARRIED UNANIMOUSLY

14. NOTICE OF MOTION

15. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

1. Recognition of meetings being held on Traditional Secwepemc Territory

Motion from the June 23, 2014 Council Meeting:

0226-2014

Moved: Councillor Kentel

Seconded: Councillor Eliason

THAT: the motion be deferred for consideration at the July 14, 2014 Regular Council Meeting.

CARRIED

Councillor Jamieson Opposed

0225-2014

Moved: Councillor Jamieson

Seconded: Councillor Harrison

THAT: the Regular Council Agenda be amended to include a new section which recognizes that Council meetings are being held on Traditional Secwepemc Territory.

0260-2014

Moved: Councillor Cannon

Seconded: Councillor Reimer

THAT: motion 0225-2014 be deferred for consideration at the August 11, 2014 Regular Council Meeting.

CARRIED UNANIMOUSLY

16. OTHER BUSINESS

17. QUESTION AND ANSWER PERIOD

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

18. ADJOURNMENT

0261-2014

Moved: Councillor Reimer

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of July 14, 2014, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 3:09 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the day of 2014.

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Item 7.1

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Kentel

Seconded: Councillor Reimer

THAT: the Environmental Advisory Committee Meeting Minutes of July 3, 2014, be received as information.

Vote Record

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

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer

CITY OF SALMON ARM

Minutes of the Environmental Management Advisory Committee Meeting held in the Council Chamber of City Hall, 500 – 2 Avenue NE on **Thursday, July 3, 2014** at 9:00 a.m.

PRESENT:

Councillor Marg Kentel
Ron Pederson
Lyn Warnders
John McLeod
Greg Hislop
Gary Kalloch
Ed Dahl

Warren Bell
Janet Pattinson
Sherry Bowlby
Erin Jackson

City of Salmon Arm
Salmon Arm Fish & Game
Shuswap Pro Development
Salmon Arm Farmers Institute (SAFI)
Canoe Forest Products
Salmon Arm Greenways
Salmon Arm Bay Nature Enhancement Society (SABNES)
WA:TER
Shuswap Naturalist Club
Member at Large
City of Salmon Arm, Recorder

ABSENT:

Hugh Tyson
Jaime Felhauer
Tim Dunne
Iva Jules

Shuswap Environmental Action Society (SEAS)
Salmon River Watershed Roundtable
Shuswap Construction Industry Professionals (SCIP)
Adams Lake Indian Band

The meeting was called to order at 9:04 a.m.

1. **Introductions**
2. **Approval of Agenda and Additional Items.**
3. **Approval of Minutes of the June 5, 2014 Environmental Advisory Committee meeting.**

Moved: Warren Bell

Seconded: Sherry Bowlby

THAT: the minutes of the Environmental Advisory Committee Meeting of June 5, 2014 be approved as circulated.

4. **Business Arising from the Minutes**
 - a. Development and Subdivision Servicing Bylaw, options for recommendation to present to the City regarding revisions. Members will contact Tim Dunne for update and next steps.
 - b. GMO information and discussion. Warren Bell provided information from a study paper by Gilles-Eric Séralini, regarding the effects of genetically modified corn. Committee agreed to present GMO information at the September 8, 2014 Council Meeting. John McLeod requested that the Committee put forward a resolution for Council to vote on

Minutes of the Environmental Management Advisory Committee of
Page 2

4. Business Arising from the Minutes - Continued

- c. that strongly discourages the release and sale of GMOs within the areas governed by the City. He submitted a draft copy for distribution.

5. Other Business &/or Roundtable Updates

- a. Terms of Reference Review. The Committee discussed where the last review, which went before Council in February 2014, left off. Erin Jackson, Corporate Officer, will accept any proposed changes and bring back to the Committee for review.

6. New Business

- a. Raven Trail Connector removal of vegetation and dumping of yard waste, referred by Greenways Liaison Committee. Warren Bell will follow up on the situation and report back to the Committee at the next meeting.
- b. Columbia Shuswap Invasive Species Society (CISIS)- Brad Ackermann resigned and left a spot open for a representative from the City of Salmon Arm. There is presently no City representative.

7. Next meeting -

Items for the agenda include:

- a. Food Production Inventory, to better understand what is being grown in Salmon Arm.
- b. Shuswap Trail Alliance, concern about condition and use of South Canoe area trails, Larch Hills.
- c. Presentation by Barry Wilson from ALCES Landscape and Land Use Ltd. Warren Bell to arrange.

8. Adjournment

The meeting adjourned at 10:21 a.m.

Chair

Received for information by Council on the
day of 2014

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Item 7.2

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Reimer

Seconded: Councillor Eliason

THAT: the Downtown Parking Commission Meeting Minutes of June 17, 2014, be received as information.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



DOWNTOWN PARKING COMMISSION
TUESDAY, JUNE 17, 2014
TIME: 8:00 A.M.
MEETING ROOM 100 - CITY HALL

Minutes of the Downtown Parking Commission Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Tuesday, June 17, 2014 at 8:00 a.m.

Present:

City of Salmon Arm Representatives: Vic Hamilton
 Bill Laird
 Cathy Ingebrigtsen
 Regan Ready
 Councilor Denise Reimer

Downtown Improvement Association
 Representatives: Cookie Langenfeld
 Gerald Foreman

Resource Personnel: Robert Niewenhuizen, Director of Engineering &
 Public Works
 Marcel Bedard, Bylaw Enforcement Officer
 Carl Bannister, C.A.O.
 Mayor Nancy Cooper

Absent: James Cowling

The meeting was called to order at 8:00am. by Chairperson R. Ready

1. Minutes of Meeting: April 15, 2014

Motion: C. Langenfield / D. Reimer
To: receive minutes as information.

Carried Unanimously

2. Downtown Salmon Arm Appointment

- Introduction of new Appointee to DPC, Mr. Gerald Foreman
- G. Foreman will replace K. Davison

Carried Unanimously

3. Hudson Street Parking Lot - Update

- Fourteen (14) of thirty-seven (37) reserved parking stalls rented as of June 17th.
- Reserved monthly decal stalls could possibly be increased to twenty-five (25) or thirty (30) stalls.
- M. Bedard, Bylaw Officer will monitor the usage of the lot and adjust the number of rented reserved stalls if necessary.

Received As Information

4. Inner Core Parking Lot – Monthly Parking Passes

- Discussion took place regarding the capacity of the Inner Core Lot.
- A solution is to provide monthly pass holders the opportunity to “upgrade” their monthly decal passes to personalized passes.
- As of January 1, 2015, the Inner Core lot will have personalized spots and day use only which will minimize the over-use of the lot.

5. Downtown Salmon Arm Correspondence

- Resignation of Tim Giandomenico from the Downtown Parking Commission.

Received as Information

- Downtown Salmon Arm in collaboration with the Salmon Arm Folk Music Society is hosting a Pancake Breakfast on Saturday August 16, 2014 for Roots and Blues patrons. They are requesting blocking off 3 parking stalls on Hudson Avenue NE directly in front of Ross Street Plaza to shuttle people to and from the Roots and Blues Festival.

Request Supported

6. Any Other Business


- J. Walters provided an update on the Downtown Revitalization Budget for Hudson Avenue NE from Ross Street to 6 Street NE.
- Angle parking on the south side may need to be removed to accommodate the upgrades.
- Further updates will be provided to the DPC.

Minutes – Downtown Parking Commission
June 17, 2014
Page 2

7. Adjournment

- Meeting adjourned at 9:05 am.
- Next meeting scheduled for September 16, 2014

Certified Correct



Marcel A. Bedard,
Bylaw Enforcement Officer

Minutes received as information by Council on the day of July, 2014.

cc: Downtown Improvement Association
 Kevin Pearson, Director of Development Services
 Council Correspondence

Item 8.1

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the bylaws entitled 2014 – 2018 Financial Plan Amendment Bylaw No. 4042; Parks Development Reserve Fund Expenditure Bylaw No. 4043; General Capital Reserve Fund Expenditure Bylaw No. 4044; Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4045; and Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4046 be read a first, second and third time.

Vote Record

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

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



City of Salmon Arm
Memorandum from the Chief Administrative Officer

TO: Her Worship Mayor Cooper and Council

DATE: July 15, 2014

PREPARED BY: Caylee Simmons, Administrative Assistant/ Executive Secretary

SUBJECT: Bylaws for the Purchase of a portion of 451 Shuswap Street SW (Lot 3),
Salmon Arm, British Columbia – Jackson Property

Recommendation

THAT: the following bylaws be considered for first, second and third readings:

- 2014 – 2018 Financial Plan Amendment Bylaw No. 4042;
- Parks Development Reserve Fund Expenditure Bylaw No. 4043;
- General Capital Reserve Fund Expenditure Bylaw No. 4044;
- Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4045; and
- Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4046.

Background:

The bylaws presented for Councils' consideration are required to complete the purchase of a portion of 451 Shuswap Street SW (Lot 3).

Carl Bannister, MCIP
Chief Administrative Officer

CITY OF SALMON ARM

BYLAW NO. 4042

A bylaw to amend the 2014 to 2018 Financial Plan

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2014 to 2018;

AND WHEREAS it is deemed expedient to amend the Financial Plan;

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

1. "Schedule "A" of "City of Salmon Arm 2014 to 2018 Financial Plan Bylaw No. 4036" is hereby deleted in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.
2. "Schedule "B" of "City of Salmon Arm 2014 to 2018 Financial Plan Bylaw No. 4036" is hereby deleted in its entirety and replaced with Schedule "B" attached hereto and forming part of this bylaw.

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.

City of Salmon Arm 2014 to 2018 Financial Plan
Amendment Bylaw No. 4042

6. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2014 to 2018 Financial Plan Amendment Bylaw No. 4042".

READ A FIRST TIME THIS	DAY OF	2014
READ A SECOND TIME THIS	DAY OF	2014
READ A THIRD TIME THIS	DAY OF	2014
ADOPTED BY COUNCIL THIS	DAY OF	2014

MAYOR

CORPORATE OFFICER

Schedule "A" - Bylaw #4042

City of Salmon Arm

2014 - 2018 Financial Plan

2014 Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget
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Consolidated Revenues

Property Taxes - Net	\$ 15,467,025	\$ 15,776,366	\$ 16,091,893	\$ 16,413,731	\$ 16,742,005
Frontage & Parcel Taxes	3,140,665	3,203,478	3,267,548	3,332,899	3,399,557
Sales of Service	6,953,545	7,092,616	7,234,468	7,379,158	7,526,741
Revenue From Own Sources	2,148,735	2,191,710	2,235,544	2,280,255	2,325,860
Rentals	794,405	810,293	826,499	843,029	859,890
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	389,000	396,780	404,716	412,810	421,066
Other Government Transfers	233,050	237,711	242,465	247,315	252,261
Transfer From Prior Year Surplus	240,500	245,310	250,216	255,221	260,325
Transfer From Reserve Accounts	809,855	826,052	842,573	859,425	876,613
Transfer From Reserve Funds	21,290	21,290	21,290	21,290	21,290

Total Consolidated Revenues

\$ 30,198,070	\$ 30,801,606	\$ 31,417,212	\$ 32,045,130	\$ 32,685,607
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Consolidated Expenditures

General Government Services	\$ 3,089,550	\$ 3,151,341	\$ 3,214,368	\$ 3,278,654	\$ 3,344,228
Protective Services	4,996,900	5,096,838	5,198,775	5,302,750	5,408,805
Transportation Services	4,393,175	4,481,039	4,570,659	4,662,072	4,755,314
Environmental Health Services	45,000	45,900	46,818	47,754	48,709
Environmental Development Service	2,096,425	2,138,354	2,181,121	2,224,743	2,269,238
Recreation and Cultural Services	3,621,680	3,694,114	3,767,996	3,843,356	3,920,223
Fiscal Services - Interest	1,710,510	1,744,720	1,779,615	1,815,207	1,851,511
Fiscal Services - Principal	1,269,780	1,295,176	1,321,079	1,347,501	1,374,451
Capital Expenditures	2,460,575	2,540,685	2,129,456	2,565,141	2,717,440
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	1,594,345	1,594,908	2,088,423	1,736,670	1,669,981
Transfer to Reserve Funds	918,470	936,839	955,576	974,688	994,181
Water Services	2,011,780	2,052,016	2,093,056	2,134,917	2,177,615
Sewer Services	1,989,880	2,029,678	2,070,271	2,111,677	2,153,910

Total Consolidated Expenditures

\$ 30,198,070	\$ 30,801,606	\$ 31,417,212	\$ 32,045,130	\$ 32,685,607
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City of Salmon Arm**2014 - 2018 Financial Plan****Capital Projects****Finances Acquired**

	2014 Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget
General Operating Fund	\$ 1,484,075	\$ 1,940,685	\$ 1,729,456	\$ 1,890,141	\$ 1,882,440
Water Operating Fund	401,500	450,000	250,000	500,000	460,000
Sewer Operating Fund	575,000	150,000	150,000	175,000	375,000
Federal Government Grants	561,400	-	-	-	-
Provincial Government Grants	631,600	3,000,000	-	-	-
Prior Year Surplus	23,330	-	-	-	-
Reserve Accounts	2,020,019	555,000	740,000	1,850,000	90,000
Reserve Funds	2,307,500	464,500	1,558,750	1,945,000	725,000
Development Cost Charges	-	3,045,000	2,417,500	2,215,000	2,215,000
Short Term Debt	-	-	-	-	-
Long Term Debt	3,320,000	13,915,000	-	-	-
Developer Contributions	181,020	65,000	420,000	40,000	40,000

Total Funding Sources

\$ 11,505,444	\$ 23,585,185	\$ 7,265,706	\$ 8,615,141	\$ 5,787,440
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Finances Applied

Transportation Infrastructure	\$ 2,634,238	\$ 8,222,000	\$ 3,977,000	\$ 3,472,000	\$ 3,462,000
Buildings	562,865	13,628,500	136,500	169,850	165,300
Land	1,252,500	-	-	-	-
IT Infrastructure	74,835	150,000	200,000	115,000	180,000
Machinery and Equipment	1,447,895	392,185	350,956	468,291	550,140
Vehicles	70,000	-	-	60,000	130,000
Parks Infrastructure	1,862,985	622,500	1,491,250	485,000	495,000
Utility Infrastructure	3,600,126	570,000	1,110,000	3,845,000	805,000

Total Capital Expense

\$ 11,505,444	\$ 23,585,185	\$ 7,265,706	\$ 8,615,141	\$ 5,787,440
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Departmental Summary:

	2014 Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget
General Government Services	\$ 1,405,815	153,500	193,500	143,500	183,500
Protective Services	578,600	65,000	70,000	105,000	380,000
Transportation Services	3,688,548	8,330,000	4,272,500	3,772,500	3,770,000
Environmental Health Services	1,122,870	102,500	2,500	2,500	25,000
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	982,985	894,185	1,547,206	676,641	553,940
Water Services	1,051,215	490,000	670,000	2,240,000	500,000
Sewer Services	2,675,411	13,550,000	510,000	1,675,000	375,000
Total by Department	\$ 11,505,444	\$ 23,585,185	\$ 7,265,706	\$ 8,615,141	\$ 5,787,440

Schedule "B" – Bylaw #4042
2014 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2014. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

The City collects three (3) types of parcel tax; a water frontage tax; a sewer frontage tax and a transportation parcel tax. The water and sewer frontage tax rate is applied to each parcel of land taxable foot frontage. The frontage rate is comprised of a capital debt repayment component plus 10% of the water and sewer operation and maintenance budget for preventative maintenance of the utilities infrastructure. The City introduced a transportation parcel tax in 2003. The transportation parcel tax is collected to maintain the City's transportation network to an adequate level to minimize future reconstruction costs and ensure the network is safe from hazards and disrepair. To this end, the transportation parcel tax provides a stable and dedicated source of funding. The transportation parcel tax was specifically implemented on a "flat rate per parcel" rather than an "ad valorem tax" basis recognizing that all classes of property are afforded equal access to the City's transportation network and should contribute to it's sustainability equally. This method directed tax dollars away from business and industry to residential.

The City endorses a 'user pay' philosophy in its collection of fees and charges. Such fees and charges (ie. development, building, plumbing and fire permits, recreational program and rental fees and cemetery services) are reviewed annually to ensure adequate cost recovery for the provision of services. The policy of the City is to work towards full cost recovery for services provided. The objective in reviewing fees and charges periodically is to measure the cost of providing municipal services versus the cost recovery established through user fees and charges. Development Cost Charges are based on the City's Long Term Financial Plan. Included in this percentage is the City's investment income. The City exercises a stringent cash management plan to maximize investment and interest income.

Other sources of revenue provide funding for specific functions such as the Columbia Shuswap Regional District's contribution to the Shuswap Regional Airport, Recreation Centre, Sunwave Centre, Cemetery and Fire Training Centre.

The proceeds from borrowing and developer contributions fund capital projects pursuant to the City's Long Term Financial Plan.

Schedule "B" – Bylaw #4042
2014 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

Revenue Source	Percentage to Total Revenue Includes Conditional Government Transfers	Percentage to Total Revenue Excludes Conditional Government Transfers
Property Taxes	45.73%	47.74%
Parcel Taxes	9.29%	9.70%
User Fees, Charges and Interest Income	29.26%	30.55%
Other Sources	5.90%	1.76%
Proceeds From Borrowing	9.82%	10.25%
	100.00%	100.00%

2. Table Two (2) reflects the distribution of property tax between the different property classes. The objective of the City is to set tax rates in order to maintain tax stability while maintaining equality between the property classes. The policy of the City is to develop a tax rate which maintains the proportionate relationship between the property classes. Inflationary increases in assessments are reduced to reflect only the 'real' increase attributed to new construction for each property class. This allows the property owner to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year to year. The City has reviewed the property tax multiple structure and adjusted the property tax multiple for Class 4 (Major Industry) by shifting \$25,000.00 in general municipal taxes from Class 4 (Major Industry) to the other property tax classifications for the taxation year 2013 in keeping with its objective to maintain tax stability while maintaining equality between property classes.

Assessment values fluctuate as market values change in one class or another. It is this market value change that may precipitate an amendment to the class multiple.

The Provincial Government has legislated a municipal taxation rate cap for the Utilities Class of assessment. The City of Salmon Arm "Utilities" tax rate adheres to this legislation.

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2014 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	4.6982	1.00:1	64.35%	83.28%
Utilities	26.2037	5.58:1	0.89%	0.21%
Supportive Housing	0.0000	0:1	0.00%	0.00%
Major Industry	79.9999	17.03:1	3.49%	0.27%
Light Industry	18.1190	3.86:1	2.65%	0.89%
Business	11.4660	2.44:1	27.76%	14.72%
Recreational/Non Profit	2.9897	0.64:1	0.14%	0.28%
Farm	12.3929	2.64:1	0.72%	0.35%

Schedule "B" – Bylaw #4042
2014 Revenue Policy Disclosure

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2013 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

Commencing in 1999, the City provided a three (3) year permissive tax exemption for each eligible organization. These include religious institutions, historical societies, some recreational facilities, service organizations and cultural institutions.

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 39,779.00	\$ 44,602.50	\$ 84,381.50
Non Profit Societies	298,353.00	223,068.00	521,421.00
Senior Centers	16,245.00	12,154.00	28,399.00
Other	11,562.00	14,735.00	26,297.00
Sports Clubs	236,081.00	182,191.00	418,272.00
Total	\$ 602,020.00	\$ 476,750.50	\$ 1,078,770.50

4. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the downtown as a priority. As a result, in 2005, the City established a Downtown Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3471.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the downtown area (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the C-2, "Town Centre Commercial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3741 establishes property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$75,000.00 to encourage revitalization in the Revitalization Area.

Table 4: Revitalization Tax Exemptions

Area	2009 General Municipal Tax Exemption	2010 General Municipal Tax Exemption	2011 General Municipal Tax Exemption	2012 General Municipal Tax Exemption	2013 General Municipal Tax Exemption	2014 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 34,935.10	\$ 42,020.08	\$ 41,245.67	\$ 41,619.87	\$ 46,974.30	\$ 47,032.50

Schedule "B" – Bylaw #4042
2014 Revenue Policy Disclosure

5. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the "Industrial Zones" as a priority. As a result, in 2014, the City established an Industrial Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the "Industrial Zones" (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the "Industrial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020 establishes general municipal property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$300,000.00 to encourage revitalization in the Revitalization Area.

This bylaw shall have an expiration date of five (5) years from the date of adoption.

Table 5: Revitalization Tax Exemptions

Area	2014 General Municipal Tax Exemption
"Industrial Zone"	\$ 0.00

CITY OF SALMON ARM

BYLAW NO. 4043

A bylaw authorizing the expenditure of money in the Parks Development Reserve

WHEREAS under the provisions of Section 189 of the Community Charter, the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Parks Development Reserve Fund for the purpose of park development;

AND WHEREAS there is an unappropriated balance in the Parks Development Reserve Fund established under District of Salmon Arm Parks Development Reserve Fund Bylaw No. 2404 of \$136,298.50 as at April 30, 2014, which has been calculated as follows:

Balance in Parks Development Reserve Fund at December 31, 2013	\$135,420.47
Add: Additions to fund including interest earnings for current year to date	878.03
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Parks Development Reserve Fund at April 30, 2014	<u>\$136,298.50</u>

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

1. The sum of One Hundred Thousand Dollars (\$100,000.00) is hereby appropriated from the Parks Development Reserve Fund to be expended on the Jackson Property Acquisition/Revitalization project.
2. The expenditure to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Parks Development Reserve Fund.

4. This bylaw may be cited as "City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4043".

READ A FIRST TIME THIS DAY OF 2014

READ A SECOND TIME THIS DAY OF 2014

READ A THIRD TIME THIS DAY OF 2014

ADOPTED BY COUNCIL THIS DAY OF 2014

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4044

A bylaw authorizing the expenditure of money in the General Capital Reserve Fund

WHEREAS under the provisions of Section 189 of the Community Charter, the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm General Capital Reserve Fund for the purpose of capital works;

AND WHEREAS there is an unappropriated balance in the General Capital Reserve Fund established under District of Salmon Arm General Capital Reserve Fund Bylaw No. 1, 1979, (Bylaw No. 1304) of \$510,961.11 as at April 30, 2014 which has been calculated as follows:

Balance in General Capital Reserve Fund at December 31, 2013	\$507,669.65
Add: Additions to fund including interest earnings for current year to date	3,291.46
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at April 30, 2014	<u>\$510,961.11</u>

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

1. The sum of Four Hundred and Ten Thousand Dollars (\$410,000.00) is hereby appropriated from the General Capital Reserve Fund to be expended on the Jackson Property Acquisition/Revitalization project.
2. The expenditure to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the General Capital Reserve Fund.

4. This bylaw may be cited as "City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4044".

READ A FIRST TIME THIS DAY OF 2014

READ A SECOND TIME THIS DAY OF 2014

READ A THIRD TIME THIS DAY OF 2014

ADOPTED BY COUNCIL THIS DAY OF 2014

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4045

A bylaw authorizing the expenditure of money in the Water Major Maintenance Reserve Fund

WHEREAS under the provisions of Section 189 of the Community Charter, the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Water Major Maintenance Reserve Fund for the purpose of Water capital works;

AND WHEREAS there is an unappropriated balance in the Water Major Maintenance Reserve Fund established under District of Salmon Arm Water Major Maintenance Reserve Fund Bylaw No. 2164 of \$756,070.56 as at April 30, 2014, which has been calculated as follows:

Balance in Water Major Maintenance Reserve Fund at December 31, 2013	\$751,200.17
Add: Additions to fund including interest earnings for current year to date	4,870.39
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Water Major Maintenance Reserve Fund at April 30, 2014	<u>\$756,070.56</u>

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

The sum of One Hundred Twenty-Three Thousand Seven Hundred and Fifty Dollars (\$123,750.00) is hereby appropriated from the Water Major Maintenance Reserve Fund to be expended on the Jackson Revitalization project.

2. The expenditure to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.

3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Water Major Maintenance Reserve Fund.
4. This bylaw may be cited as "City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4045".

READ A FIRST TIME THIS DAY OF 2014

READ A SECOND TIME THIS DAY OF 2014

READ A THIRD TIME THIS DAY OF 2014

ADOPTED BY COUNCIL THIS DAY OF 2014

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4046

A bylaw authorizing the expenditure of money in the Sanitary Sewer Major Maintenance Reserve Fund

WHEREAS under the provisions of Section 189 of the Community Charter, the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Sanitary Sewer Major Maintenance Reserve Fund for the purpose of sanitary sewer capital works;

AND WHEREAS there is an unappropriated balance in the Sanitary Sewer Major Maintenance Reserve Fund established under District of Salmon Arm Sanitary Sewer Major Maintenance Reserve Fund Bylaw No. 2165 of \$1,238,591.76 as at April 30, 2014, which has been calculated as follows:

Balance in the Sanitary Sewer Major Maintenance Reserve Fund at December 31, 2013	\$1,230,613.10
Add: Additions to fund including interest earnings for current year to date	7,978.66
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in the Sanitary Sewer Major Maintenance Reserve Fund at April 30, 2014	<u>\$1,238,591.76</u>

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

The sum of One Hundred Twenty-Three Thousand Seven Hundred and Fifty Dollars (\$123,750.00) is hereby appropriated from the Sanitary Sewer Major Maintenance Reserve Fund to be expended on the Jackson Revitalization project.

2. The expenditure to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Sanitary Sewer Major Maintenance Reserve Fund.
4. This bylaw may be cited as "City of Salmon Arm Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4046".

READ A FIRST TIME THIS DAY OF 2014

READ A SECOND TIME THIS DAY OF 2014

READ A THIRD TIME THIS DAY OF 2014

ADOPTED BY COUNCIL THIS DAY OF 2014

MAYOR

CORPORATE OFFICER

Item 8.2

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Cannon

Seconded: Councillor Kentel

THAT: bylaw No. 4051 cited as the "City of Salmon Arm Foreshore Sanitary Sewer Main Rehabilitation Project - Phase 1 Loan Authorization Bylaw No. 4051", be give first, second and third readings;

AND THAT: approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$1,800,000.00 for the purpose of undertaking Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project;

AND THAT: Council establish Monday, October 6, 2014 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from electors for the proposed borrowing of \$1,800,000.00 for the purpose of undertaking Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project;

AND THAT: Council establish the Elector Response Form as shown on Appendix 1 for the proposed borrowing of \$1,800,000.00 for the purpose of undertaking Phase 1 of the Foreshore Sanitary Sewer Rehabilitation Project;

AND THAT: Council establish the fair determination of the total number of elector responses required as 1,336 for the proposed borrowing of \$1,800,000.00 for the purpose of undertaking Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project;

AND FURTHER THAT: a grant application be submitted under the New Building Canada Fund: Provincial-Territorial Infrastructure Component Small Communities Fund for Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project.

Vote Record

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

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



City of Salmon Arm
Memorandum from the Chief Financial Officer
Director of Engineering and Public Works
Corporate Officer

Date: July 16, 2014
 To: Mayor Cooper and Members of Council
 Subject: Loan Authorization Bylaw No. 4051 – Foreshore Sanitary Sewer Main
 Rehabilitation Project – Phase 1
 Loan Authorization Bylaw No. 4048 – New Cemetery Development Project –
 Phase 1

Recommendation:

Foreshore Sanitary Sewer Main Rehabilitation Project – Phase 1

That: Bylaw No. 4051 cited as the “City of Salmon Arm Foreshore Sanitary Sewer Main Rehabilitation Project – Phase 1 Loan Authorization Bylaw No. 4051”, be given three (3) readings;

And That: Approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$1,800,000.00 for the purpose of undertaking Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project;

And That: Council establish Monday, October 6, 2014 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from electors for the proposed borrowing of \$1,800,000.00 for the purpose of undertaking Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project;

And That: Council establish the Elector Response Form as shown on Appendix 1 for the proposed borrowing of \$1,800,000.00 for the purpose of undertaking Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project;

And That: Council establish the fair determination of the total number of elector responses required as 1,336 for the proposed borrowing of \$1,800,000.00 for the purpose of undertaking Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project;

And Further That: A grant application be submitted under the New Building Canada Fund: Provincial-Territorial Infrastructure Component Small Communities Fund for Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project.

Mayor Cooper and Members of Council

Memorandum – Loan Authorization Bylaw No. 4051 – Foreshore Sanitary Sewer Main
Rehabilitation Project – Phase 1

Loan Authorization Bylaw No. 4048 – Cemetery Development Project – Phase 1

New Cemetery Development Project – Phase 1

That: Bylaw No. 4048 cited as the “City of Salmon Arm New Cemetery Development Project – Phase 1 Loan Authorization Bylaw No. 4048”, be given three (3) readings;

And That: Approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$1,020,000.00 for the purpose of undertaking Phase 1 of the New Cemetery Development Project;

And That: Council establish Monday, October 6, 2014 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from electors for the proposed borrowing of \$1,020,000.00 for the purpose of undertaking Phase 1 of the New Cemetery Development Project;

And That: Council establish the Elector Response Form as shown on Appendix 2 for the proposed borrowing of \$1,020,000.00 for the purpose of undertaking Phase 1 of the New Cemetery Development Project;

And Further That: Council establish the fair determination of the total number of elector responses required as 1,336 for the proposed borrowing of \$1,020,000.00 for the purpose of undertaking Phase 1 of the New Cemetery Development Project;

Background:

Foreshore Sanitary Sewer Main Rehabilitation Project – Phase 1

History

As Council is aware a Condition Analysis Study was undertaken in 2013 in the amount of \$75,000.00 which outlined an infrastructure improvement plan for the Foreshore Sanitary Sewer Main. Details are summarized below.

During the high water event in June 2012, the sanitary foreshore interceptor experienced an isolated structural failure. City crews acted quickly to remediate the issue; however, due to the age and material of the pipe and the geotechnical conditions, it is anticipated that further issues will arise as the sewer main nears the end of its expected lifespan. In addition, the current alignment of the interceptor sewer main makes accessing the sewer infrastructure very difficult during spring and summer months. Ideally, a new alignment for the foreshore interceptor could be achieved during sewer main replacement to make it accessible year-round.

As noted above, Opus Dayton Knight (ODK) was retained to complete a preliminary replacement design including pipe testing, phasing plan, and opinion of probable cost and design recommendations. Through the testing phase of the analysis, it was determined that approximately 1,570m of asbestos concrete (AC) pipe between Raven and Appleyard subdivisions will require replacement immediately (Phase 1), 975m of AC pipe between Appleyard subdivision and 15 Avenue NE will require replacement in year 2019 (Phase 2) and 1000m of twinned AC/PVC pipe from 15 Avenue NE to Marine Park Drive will require replacement in year 2024 (Phase 3). Phase 1 has an estimated cost of \$1.8 million.

Mayor Cooper and Members of Council

Memorandum – Loan Authorization Bylaw No. 4051 – Foreshore Sanitary Sewer Main
Rehabilitation Project – Phase 1

Loan Authorization Bylaw No. 4048 – Cemetery Development Project – Phase 1

In addition to the above, there is an AC forcemain from Raven subdivision to Canoe that is of the same age and material that is interpolated from the Condition Analysis Study (undertaken in 2013) that will require replacement over the next five (5) years. Phase 4 is referenced as 3900m of AC pressurized main from the 2200 block of 73 Ave NE to Raven Subdivision and Phase 5 is referenced as 800m of AC pressurized main from west of the Canoe Beach Rental lots to the Water Treatment Plant (Phase 5 has been included in Phase 1).

It should be noted that the phases referenced above may be completed out of order depending on urgency. At this point, it is anticipated that Phase 1 is of high priority, Phases 2 and 4 are of medium priority and Phase 3 is a longer term priority. In summary, the phases and applicable construction years are as follows:

- Phase 1 – 2014
- Phase 2 – 2019 – Costs to be determined
- Phase 3 – 2024 – Costs to be determined
- Phase 4 – 2019 – Costs to be determined

Foreshore Sanitary Sewer Main - Design, Relocation and Reconstruction Phase 1 - \$1,800,000.00

As noted above, ODK was commissioned to investigate the structural failure and assist in the emergency response grant 'relief' process through the Provincial Emergency Program (PEP). ODK has an exceptional level of knowledge and experience in the City's sanitary sewer system as they were the engineering firm that completed the design of the foreshore sanitary sewer, the City's current Sanitary Sewer Study and the Water Pollution Control Center design and plant upgrades.

The Condition Analysis Study included geotechnical investigation, material testing (of existing sewer main), environmental works and preliminary civil design to ascertain the condition of the sanitary sewer main and design a phased replacement plan (phases noted above).

Phase 1 is comprised of approximately 1,570m (or 1.5 km) of asbestos concrete (AC) pipe and is located between Raven and Appleyard subdivisions. This pipe will be replaced with cured-in-place pipe (CIPP) relining which will allow this section of the pipe to remain where it is for the most part. This trenchless pipe replacement technology provides minimal ground disturbance reducing the environmental impact of the area. The project also includes the relocation of the approximately 800m of sanitary sewer main in the Canoe Beach area off the foreshore and along 78 Avenue NE.

Shuswap Lake is an important fisheries resource and environmental area; and all proposed activities in the foreshore area will be undertaken in consultation with Department of Fisheries and Oceans and the Ministry of Environment. The project will be supervised by a Consulting Engineer and Qualified Environmental Professional.

Mayor Cooper and Members of Council

Memorandum – Loan Authorization Bylaw No. 4051 – Foreshore Sanitary Sewer Main
Rehabilitation Project – Phase 1

Loan Authorization Bylaw No. 4048 – Cemetery Development Project – Phase 1

Estimated Costs

The following table summarizes the total estimated costs to complete Phase I of the Foreshore Sanitary Sewer Main Rehabilitation Project:

Description	Cost
Pipe Works: (Relining, bypass pumps, manhole rehabilitation, temporary road, etc.)	\$ 1,500,000.00
Other Works: (Access, ROW acquisition, etc.)	\$ 60,000.00
Environmental Tasks: (Fisheries authorization, permits, compensation plan, monitoring and reporting, etc.)	\$ 40,000.00
Engineering, Design, Borrowing Costs & Contingency	\$ 164,000.00
Borrowing Costs	\$ 36,000.00
Total	\$ 1,800,000.00

Grant Application

As discussed with Council, there is an opportunity to apply for funding under the New Building Canada Fund: Provincial-Territorial Infrastructure Component Small Communities Fund to defray the impact of the overall project on sewer user rates. As noted above, there are three (3) more phases to the Foreshore Sanitary Sewer Main Rehabilitation Project totaling an estimated \$5 million (excludes Phase 4 – no cost estimates available) which will have an upward impact on the existing sewer user rates. The maximum federal contribution is one-third (33.3%) or \$594,000.00. Unfortunately, the City is unable to apply for the grant at this time as the application process has not yet been launched (anticipated date – September 2014).

It should be noted that when the City is in a position to proceed with Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project or if it is unsuccessful in its grant application, the City will need to proceed with the project funded solely by long term debt. Note: The City will not qualify for the grant if the project has commenced prior to the grant approval.

Every \$1 million of debenture debt equates to an increase of 4.5% to annual sewer user rates of \$12.75.

If the City is successful in securing the federal contribution (i.e. grant) it will reduce the required sewer user fee increase from \$22.25 (7.89% increase) to \$15.00 (5.29% increase) for this phase of the project.

Mayor Cooper and Members of Council

Memorandum – Loan Authorization Bylaw No. 4051 – Foreshore Sanitary Sewer Main
Rehabilitation Project – Phase 1

Loan Authorization Bylaw No. 4048 – Cemetery Development Project – Phase 1

Reserve Balances

Listed below are the estimated Sewer Reserve balances. It is prudent to have a minimum of 25% of the annual user levy in the surplus account – this equates to approximately \$419,750.00. It is recommended that funding for Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project be through long term debt, offset if successful by a federal contribution (i.e. grant).

Sewer DCCs Reserve	\$1,667,103.41
Sewer Major Maintenance Reserve	1,252,148.33
Sewer Future Expenditure Reserve	59,545.00
Sewer Surplus	464,470.99

Long Term Debt

The 2014 Budget reflects borrowing in the amount \$1.8 million to undertake Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project. The impact of this borrowing does not affect the 2014 Budget, but rather the 2015 Budget when the debenture goes under repayment. Repayment of the debenture debt is approximately \$132,500.00 and net of grant approximately \$88,740.00 (Term: 20 years; Interest Rate: 4%).

With respect to debt repayment funding, a number of options were explored to rationally assess fairness and reasonableness; and the economic impacts to the sewage system users. Funding options explored included increases to user fees, frontage tax, a combination of both, a reduction of expenditures (wasn't feasible without jeopardizing the integrity of the system – i.e. preventive maintenance), status quo, etc. Based on the analysis it is recommended that sewer user rates be increased to fund the debt repayment. Further analysis will be required prior to the other phases of the Foreshore Sanitary Sewer Main Rehabilitation Project being undertaken. It should be noted that other planned capital expenditures pertaining to the rest of the sewer system will be financed through sewer revenue and reserves; however a comprehensive review will be required during the Long Term Financial Plan process.

The Fee for Service Bylaw which will authorize the increase in sewer user rates will be brought forward to Council once it has been ascertained if the City has been successful in securing the above noted grant to defray the increase to the sewer user fees.

Impact to an average residential user:

	Sewer User Fee Based on Debenture Debt at \$1.8 Million	Sewer User Fee Based on Debenture Debt at \$1.2 Million
Existing Rate	\$281.00	\$281.00
Proposed Increase	22.25	15.00
	\$303.25	\$296.00
Discount – 10%	30.33	29.60
	\$272.92	\$266.40

Mayor Cooper and Members of Council

Memorandum – Loan Authorization Bylaw No. 4051 – Foreshore Sanitary Sewer Main
Rehabilitation Project – Phase 1

Loan Authorization Bylaw No. 4048 – Cemetery Development Project – Phase 1

A 'metered' office/storefront property user will experience an increase of approximately \$16.94 (gross amount) or \$11.35 (net of grant) for a total billing of \$231.59 or \$214.65 respectively for sewer treatment and disposal (annually).

It should be noted that with the current new debt being proposed, the Sewer Utility's annual debt repayment is still well below 1998 levels (\$299,075.00 (includes repayment based on the gross amount of \$1.8 million) vs. \$771,957.00) – this is a direct result of Council decisions to retire debenture debt early. These funds were redirected to capital, which has afforded the City the ability to fund more capital expenditures out of sewer revenue as opposed to reserves and debt, saving the City (and ultimately sewer system users) thousands of dollars in interest costs. Presently, the City's debt load in the Sewer Fund is under \$2 million on a system with assets valued at \$34 million (gross amount).

The borrowing limit established pursuant to Provincial Legislation is based on the City's ability to pay. Municipalities are empowered to borrow to a maximum of 25% of revenues. The City's debt capacity ratio is approximately 42.4% of the prescribed limit.

Operating and Maintenance Costs

It is not anticipated that there will be any increase to o & m costs.

Cemetery Development Project – Phase 1

History

The City currently operates and maintains one (1) Cemetery (Mt. Ida Cemetery) and is responsible for ensuring the availability of interment and memorial services primarily to the 17,000 residents of the City, although the Mt. Ida Cemetery also serves the wider community. A few small community cemeteries are located in the region, but are limited in capacity and serve specific rural communities.

The existing Mt. Ida Cemetery, located at 2160 Foothill Road SW, is nearing capacity. The Cemetery offers full burials, cremated remains burials, and has one (1) columbarium. A needs analysis was completed in 2005 which estimated that 750 burial plots were remaining. Approximately 200 square meters of land is expected to be utilized annually. Based on these estimates, the Mt. Ida Cemetery could provide capacity through to 2020. However, the existing burial plot capacity at Mt. Ida is likely to be depleted by 2015 - 2016. This brings into focus the importance of developing the new cemetery before the current supply of plots is exhausted at Mt. Ida Cemetery. In anticipation of the need for a new cemetery, the City completed a search for suitable parcels and purchased a 32.7 hectare parcel located at 2700 - 20 Avenue SE. The site is within the Agricultural Land Reserve, however, an application to the Agricultural Land Commission was successful in securing approval for the use of the (10) hectares within that parcel for a new cemetery.

Mayor Cooper and Members of Council

Memorandum - Loan Authorization Bylaw No. 4051 - Foreshore Sanitary Sewer Main
Rehabilitation Project - Phase 1

Loan Authorization Bylaw No. 4048 - Cemetery Development Project - Phase 1

As part of this future planning, the City completed a Cemetery Master Plan in 2013. Key components of the Master Plan included:

- Analysis of current demographics and cemetery services trends;
- Comprehensive needs assessment and competitive analysis;
- Business Model Review, and
- Conceptual Site Plan with phasing, interment areas and types.

This Master Plan forms a guide for the development and operation of the new cemetery so that the City can continue to provide quality cemetery services for the foreseeable future. The plan provides a functional, aesthetic, operational, environmental, and financial vision and framework for the site.

The estimated cost to complete Phase 1 of the cemetery development plan is \$1,020,000.00. This will prepare the lands for the development of the new cemetery. While the envisioned scope won't bring the site to a 'show' standard level it will provide for the survey and layout of cemetery, site and burial lot development including grading, markers, turf, landscaping, irrigation and construction of internal gravel roads to the gain area and provide for 730 burial interment plots - approximately 50% of the potential interment area. It is estimated that at full build out the Cemetery should have a lifespan of forty (40) years.

New Cemetery - Summary of Expenditures to Date (some are still in progress):

• Land	\$780,000.00 (Short Term Debt Retired in 2013)
• Interest on Debt	25,000.00
• Mapping	18,000.00
• Site Preparation	95,000.00
• Design	60,000.00
	<u>\$978,000.00</u>

It is estimated that there are only approximately 102 burial interment plots and a number of cremation plots (a physical count is required to determine the number of cremation plots still available, but it is sufficient for the time being) remaining in Mt. Ida.

Mt. Ida Sales Statistics:

	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	Total
Burial Plots	17	46	37	34	47	40	25	48	30	38	45	40	23	34	31	41	32	608
Cremation Plots	8	11	18	10	22	20	7	21	22	11	17	12	22	30	21	18	24	294
Columbarium Niches	3	7	14	7	3	1	3	3	2	-	-	-	-	-	-	-	-	43
Total Sales	28	64	69	51	72	61	35	72	54	49	62	52	45	64	52	59	56	945

Mayor Cooper and Members of Council

Memorandum – Loan Authorization Bylaw No. 4051 – Foreshore Sanitary Sewer Main

Rehabilitation Project – Phase 1

Loan Authorization Bylaw No. 4048 – Cemetery Development Project – Phase 1

Estimated Costs

The following table summarizes the total estimated costs to complete Phase I of the new Cemetery Development Project:

Description	Cost
Certificate of Operation - Survey, Layout, Plans, etc.	\$ 90,000.00
Road Works, Utilities (Internal Roads), etc.	\$ 403,000.00
Irrigation, Design, Materials, Installation, etc.	\$ 130,000.00
Site Prep, Grading, Pod Development, Landscaping, Turf, etc.	\$ 200,000.00
Entrance Works, Site Fencing, Off Site Roads Improvements, etc.	\$ 177,000.00
Borrowing Costs	\$ 20,000.00
Total	\$ 1,020,000.00

Reserve Balances

General Capital Reserve	\$106,553.87
Cemetery Development Reserve	\$118,783.62
Cemetery Columbarium Reserve	\$ 34,009.87
Cemetery Building Replacement Reserve	\$ 86,256.68

Long Term Debt

The 2014 Budget reflects borrowing in the amount \$1.020 million to undertake the development of the new Cemetery. The impact of this borrowing does not affect the 2014 Budget, but rather the 2015 Budget when the debenture goes under repayment. Repayment of the debenture debt is approximately \$65,300.00 (Term: 25 years; Interest Rate: 4%) which equates to a .44% tax increase. It is recommended that this repayment be funded from new construction revenues in 2015.

Operation and Maintenance

Once this site is ready for interments it is projected that operational and maintenance costs will be approximately \$50,000.00 annually. At some future point (which will be included in the revised Long Term Financial Plan) additional capital expenditures will be required (i.e. maintenance building, shelter, gates, office and the remaining development phases, etc.).

Elector Assent

Elector Assent is required to undertake long term debt for both the Foreshore Sanitary Sewer Main Rehabilitation Project – Phase 1 and new Cemetery Development Project – Phase 1 and the process is outlined below.

The Local Government Act enables the City to establish and operate any service which is deemed necessary or desirable for all or part of the community. The design, relocation and reconstruction of Phase 1 of the Foreshore Sanitary Sewer Main Project and Phase 1 of the development of a new Cemetery aligns with the City of Salmon Arm's Corporate Strategic Plan and our focus on the provision of Core Services. In order to move forward with the long-term borrowing required for these projects, there are some steps that need to be followed.

Mayor Cooper and Members of Council

Memorandum – Loan Authorization Bylaw No. 4051 – Foreshore Sanitary Sewer Main

Rehabilitation Project – Phase 1

Loan Authorization Bylaw No. 4048 – Cemetery Development Project – Phase 1

Pursuant to Section 180 of the Community Charter, approval of the electors is required before Council can adopt a long term Loan Authorization Bylaw. In accordance with Section 84, elector approval may be obtained by either of the following means:

- a) assent of the electors through referendum; or
- b) approval of the electors by alternative approval process.

Both methods provide for formal consultation with the public, however; utilizing the alternative approval process would be more efficient and less cost prohibitive than a referendum, considering the essential nature of these projects and the fact that the City has conducted a number of alternative approval processes and developed a set of forms and best practices.

Once the Loan Authorization Bylaws have received third reading they must be approved by the Inspector of Municipalities. When the bylaws have received statutory approval the alternative approval process can begin. It is estimated that the processes could be completed by October 6, 2014; however, this is a date that Council must establish.

Alternative Approval Process

Pursuant to Section 86 of the Community Charter, notice of the approval process will be published in a newspaper once per week for 2 consecutive weeks. In addition, it will be posted in the lobby of City Hall and on the City's website. The public notice must include a description of the proposed bylaw, amount of proposed debenture, term, elector response procedure, the deadline for elector responses and a statement that Council may proceed with the borrowing the funds unless at least 10% (1,336) of the electors indicate that Council must obtain the assent of the electors through a referendum before moving forward. Elector responses will be collected by the Corporate Officer for not less than thirty (30) days following the second public notice, on a form which includes the full name, residential address and signature of each elector, and, if applicable, the address of the property in relation to which the individual is entitled to register as a non-resident property elector.

After the established deadline, the Corporate Officer must determine and certify whether enough elector response forms have been submitted to exceed the 10% (1,336) threshold. This determination is final and conclusive. If more than 10% have responded, Council can not adopt the bylaw and will need to decide whether to continue to a referendum.

Fair Determination of Electors Methodology

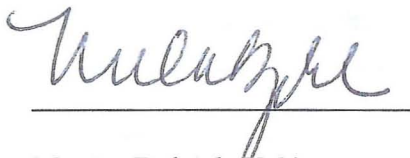
According to BC Stats, by 2013 the population of Salmon Arm had decreased approximately 3% from the time of the last Statistics Canada Census in 2011. Using this calculation, the population is estimated to be 17,154. Of this number, 82% or 14,066 are presumed eligible to vote (based on the age group percentages calculated using both Statistics Canada and BC Stats information).

Mayor Cooper and Members of Council

Memorandum - Loan Authorization Bylaw No. 4051 - Foreshore Sanitary Sewer Main
Rehabilitation Project - Phase 1
Loan Authorization Bylaw No. 4048 - Cemetery Development Project - Phase 1

With an additional conservative reduction of 5%, the 10% required for the purpose of the alternative approval process is approximately 1,336. Recognizing that Statistics Canada conducts the Census of Population in order to develop a statistical portrait of Canada on one (1) specific day and that even on that day the census numbers are an approximation, it is impossible to determine the exact population of the City at this time. Using the 2011 Census population number for Salmon Arm and adjusting based on BC Stats estimated decrease and a further reduction of 5%, the City has come up with the most conservative estimate available.

It is recommended that Council proceed with obtaining elector approval through the alternative approval process as detailed in the motion for consideration.



Monica Dalziel, CMA
Chief Financial Officer



Robert Niewenhuizen
Director of Eng. & Public Works



Erin Jackson
Corporate Officer

CITY OF SALMON ARM - ELECTOR RESPONSE FORM

I/We, the undersigned do **HEREBY PETITION** the Council of the City of Salmon Arm not to approve Loan Authorization Bylaw No. 4051 to authorize the long-term borrowing of \$1,800,000.00 for the purpose of undertaking Foreshore Sanitary Sewer Main Rehabilitation Project - Phase 1.

Instructions to Electors:

The *Community Charter* of the Province of British Columbia requires that in order for an Elector Response to be valid:

1. The person signing the Elector Response Form is an eligible elector of the City of Salmon Arm;
2. The form must include full name, residential address and signature of the elector; and
3. If signing as a Property Elector (non-resident), full residential address of property in Salmon Arm must be entered, as well as your residential address.

I, the undersigned declare that:

- I am 18 years of age or older;
- I am a Canadian citizen;
- I have resided in British Columbia for at least the past six (6) months;
- I have resided in OR have been the registered owner of real property in the City of Salmon Arm for at least the past 30 days; and
- I am not disqualified by the *Local Government Act* or any other enactments.

**Elector(s)
Full Name
(PLEASE PRINT)**

**Elector(s)
Residential Address
(PLEASE PRINT)**

**Elector(s)
Signature(s)**

Elector Response Forms may be submitted by mail or person to City of Salmon Arm City Hall by no later than 4:00 p.m. on Monday, October 6, 2014 to the address noted below. Postmarks will not be accepted as date of submission. City of Salmon Arm, 500 – 2 Avenue NE, Box 40 Salmon Arm, BC V1E 4N2

For more information please contact Erin Jackson, Corporate Officer at (250)803-4029 or ejackson@salmonarm.ca.

Erin Jackson
Corporate Officer

Instructions to Electors:

1. The person signing the Elector Response Form is an eligible elector of the City of Salmon Arm;
2. The form must include full name, residential address and signature of the elector; and
3. If signing as a Property Elector (non-resident), full residential address of property in Salmon Arm must be entered, as well as your residential address.

- I am 18 years of age or older;
- I am a Canadian citizen;
- I have resided in British Columbia for at least the past six (6) months;
- I have resided in OR have been the registered owner of real property in the City of Salmon Arm for at least the past 30 days; and
- I am not disqualified by the *Local Government Act* or any other enactments.

Elector(s)
Signature(s)

Erin Jackson
Corporate Officer

CITY OF SALMON ARM

BYLAW NO. 4051

A bylaw to authorize the borrowing for the purpose of a capital nature

WHEREAS under the provisions of Section 179 of the Community Charter, Council may, by a loan authorization bylaw adopted with the approval of the Inspector, incur a liability by borrowing for any purpose of a capital nature;

WHEREAS it is deemed desirable and expedient to design, relocate and reconstruct Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project;

AND WHEREAS the amount to be borrowed to construct such improvements and to do all things necessary in connection herewith is the sum of \$1,800,000.00 which is the amount of debt intended to be created by this bylaw;

AND WHEREAS the maximum term for the debentures to be issued to secure the monies authorized to be borrowed hereunder is twenty (20) years;

AND WHEREAS the approval of the Inspector has been obtained prior to its adoption, pursuant to Section 179 of the Community Charter;

AND WHEREAS the electors within the boundaries of the City of Salmon Arm were notified, under the alternative approval process, pursuant to Section 86 of the Community Charter, that Council intends to borrow to undertake the design, relocation and reconstruction of Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project and do all things necessary in connection herewith;

AND WHEREAS the Council has been advised through a report prepared by the Corporate Officer that elector responses submitted by the electors within the boundaries of the City of Salmon Arm, requesting Council not to proceed with the borrowing for the design, relocation and reconstruction of Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project unless it is approved by assent of the electors are insufficient;

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

1. The Council of the City of Salmon Arm is hereby authorized and empowered to undertake and carry out or cause to be carried the borrowing for the design, relocation and reconstruction of Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project and do all things necessary in connection herewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$1,800,000.00 and the maximum term for the debentures to be borrowed hereunder is twenty (20) years.

Loan Authorization Bylaw No. 4051
Foreshore Sanitary Sewer Main Rehabilitation Project – Phase 1

Page 2

- b) To acquire all such property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the design, relocation and reconstruction of Phase 1 of the Foreshore Sanitary Sewer Main Rehabilitation Project.
2. This bylaw may be cited as “City of Salmon Arm Foreshore Sanitary Sewer Main Rehabilitation Project – Phase 1 Loan Authorization Bylaw No. 4051”

READ A FIRST TIME THIS DAY OF 2014

READ A SECOND TIME THIS DAY OF 2014

READ A THIRD TIME THIS DAY OF 2014

APPROVED BY THE INSPECTOR PURSUANT TO SECTION 179 OF THE COMMUNITY
CHARTER THIS DAY OF 2014

ADOPTED BY COUNCIL THIS DAY OF 2014

MAYOR

CORPORATE OFFICER

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Item 8.3

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Eliason

Seconded: Councillor Reimer

THAT: bylaw No. 4048 cited as the "City of Salmon Arm New Cemetery Development Project - Phase 1 Loan Authorization Bylaw No. 4048", be give first, second and third readings;

AND THAT: approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$1,020,000.00 for the purpose of undertaking Phase 1 of the New Cemetery Development Project;

AND THAT: Council establish Monday, October 6, 2014 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from electors for the proposed borrowing of \$1,020,000.00 for the purpose of undertaking Phase 1 of the New Cemetery Development Project;

AND THAT: Council establish the Elector Response Form as shown on Appendix 2 for the proposed borrowing of \$1,020,000.00 for the purpose of undertaking Phase 1 of the New Cemetery Development Project;

AND THAT: Council establish the fair determination of the total number of elector responses required as 1,336 for the proposed borrowing of \$1,020,000.00 for the purpose of undertaking Phase 1 of the New Cemetery Development Project.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer

CITY OF SALMON ARM**BYLAW NO. 4048****A bylaw to authorize the borrowing for the purpose of a capital nature**

WHEREAS under the provisions of Section 179 of the Community Charter, Council may, by a loan authorization bylaw adopted with the approval of the Inspector, incur a liability by borrowing for any purpose of a capital nature;

WHEREAS it is deemed desirable and expedient to design and construct a new Cemetery (Phase 1);

AND WHEREAS the amount to be borrowed to construct such improvements and to do all things necessary in connection herewith is the sum of \$1,020,000.00 which is the amount of debt intended to be created by this bylaw;

AND WHEREAS the maximum term for the debentures to be issued to secure the monies authorized to be borrowed hereunder is twenty-five (25) years;

AND WHEREAS the approval of the Inspector has been obtained prior to its adoption, pursuant to Section 179 of the Community Charter;

AND WHEREAS the electors within the boundaries of the City of Salmon Arm were notified, under the alternative approval process, pursuant to Section 86 of the Community Charter, that Council intends to borrow to undertake the design and construction of a new Cemetery (Phase 1) and do all things necessary in connection herewith;

AND WHEREAS the Council has been advised through a report prepared by the Corporate Officer that elector responses submitted by the electors within the boundaries of the City of Salmon Arm, requesting Council not to proceed with the borrowing for the design and construction of a new Cemetery (Phase 1) unless it is approved by assent of the electors are insufficient;

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

1. The Council of the City of Salmon Arm is hereby authorized and empowered to undertake and carry out or cause to be carried the borrowing for the design and construction of a new Cemetery (Phase 1) and do all things necessary in connection herewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$1,020,000.00 and the maximum term for the debentures to be borrowed hereunder is twenty-five (25) years.

- b) To acquire all such property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the design and construction of a new Cemetery (Phase 1).
2. This bylaw may be cited as “City of Salmon Arm New Cemetery Development Project – Phase 1 Loan Authorization Bylaw No. 4048”

READ A FIRST TIME THIS DAY OF 2014

READ A SECOND TIME THIS DAY OF 2014

READ A THIRD TIME THIS DAY OF 2014

APPROVED BY THE INSPECTOR PURSUANT TO SECTION 179 OF THE COMMUNITY
 CHARTER THIS DAY OF 2014

ADOPTED BY COUNCIL THIS DAY OF 2014

 MAYOR

 CORPORATE OFFICER

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Item 8.4

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Kentel

Seconded: Councillor Cannon

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4052 be read a first and second time;

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

[D. Dubois – 2070 – 1 Avenue SE – R-1 to R-8]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council
 Date: July 8, 2014
 Subject: Zoning Bylaw Amendment Application No. 1009

Legal: Lot 4, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP81007
 Civic: 2070 1 Avenue SE
 Owner / Applicant: Danielle Dubois

1st 2 - July 28/14
 PH + 3rd - Aug. 11/14

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 4, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP81007 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 2070 1 Avenue SE and is currently vacant (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a single family dwelling with an associated secondary suite.

BACKGROUND

The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3). The subject parcel is currently vacant (site photos attached as Appendix 4), is approximately 571 m², and meets the conditions of minimum parcel area and minimum parcel width as specified to permit a secondary suite within the proposed R-8 zone (note that due to the parcel area and width, a detached suite would not be permitted). The intent of the applicant is to develop a single family dwelling with a *secondary suite*, as shown in the plans and elevations submitted with the application (attached as Appendix 5).

The subject parcel is located on 1 Avenue SE, just south of Okanagan Avenue SE and east of 20 Street SE. This area is largely comprised of R-1 zoned parcels containing single family dwellings, with a few R-4 zoned parcels containing medium density multi-family dwellings. There are currently three R-8 zoned parcels within 500 metres of the subject parcel.

As the subject property is currently vacant, this amendment is to facilitate future development and use. Any development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements. A Building Permit application has been submitted for a single-family dwelling with a secondary suite that can meet these requirements.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Medium Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. In 2013, the OCP and Zoning Bylaws were amended to permit detached suites in the R-8 zone subject to meeting a host of regulations. The applicable Zoning Bylaw regulations for secondary suites, detached suites, and the R-8 zone are attached as Appendix 6. Based on parcel area, the subject property has potential for the development of a secondary suite (but not a detached suite), including sufficient space for an additional off-street parking stall to serve the suite.

COMMENTS**Ministry of Transportation and Infrastructure**

Pursuant to Section 52 of the *Transportation Act*, approval of the zoning amendment bylaw by the Ministry is required, as the parcel is within 800 m of a Controlled Access Highway (Trans Canada Highway). The Ministry has granted preliminary approval for this zoning amendment.

Engineering Department

Note that driveway access shall be a maximum width of 6.0 metres. Comments attached as Appendix 7.

Building Department

BC Building Code will apply. Additional parking space required.

Fire Department

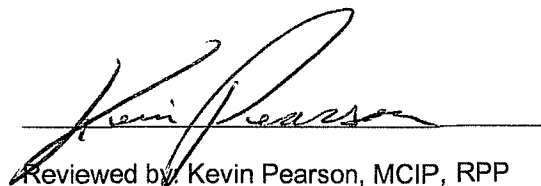
No concerns.

Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any development of a single family dwelling with an associated secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, MCP
Planning and Development Officer



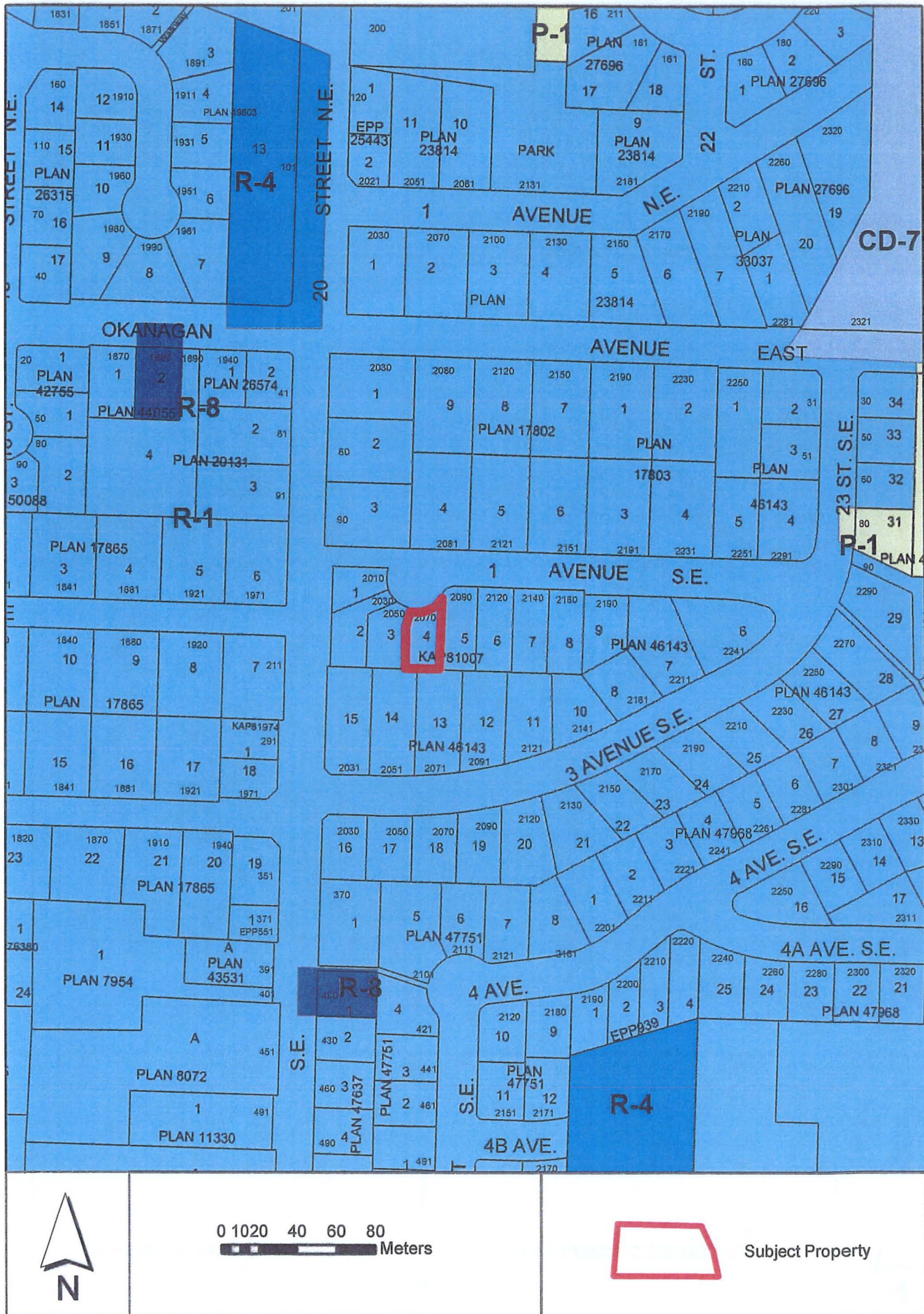
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

Appendix 1: Location Map





Appendix 3: Zoning Map



Appendix 4: Site Photos

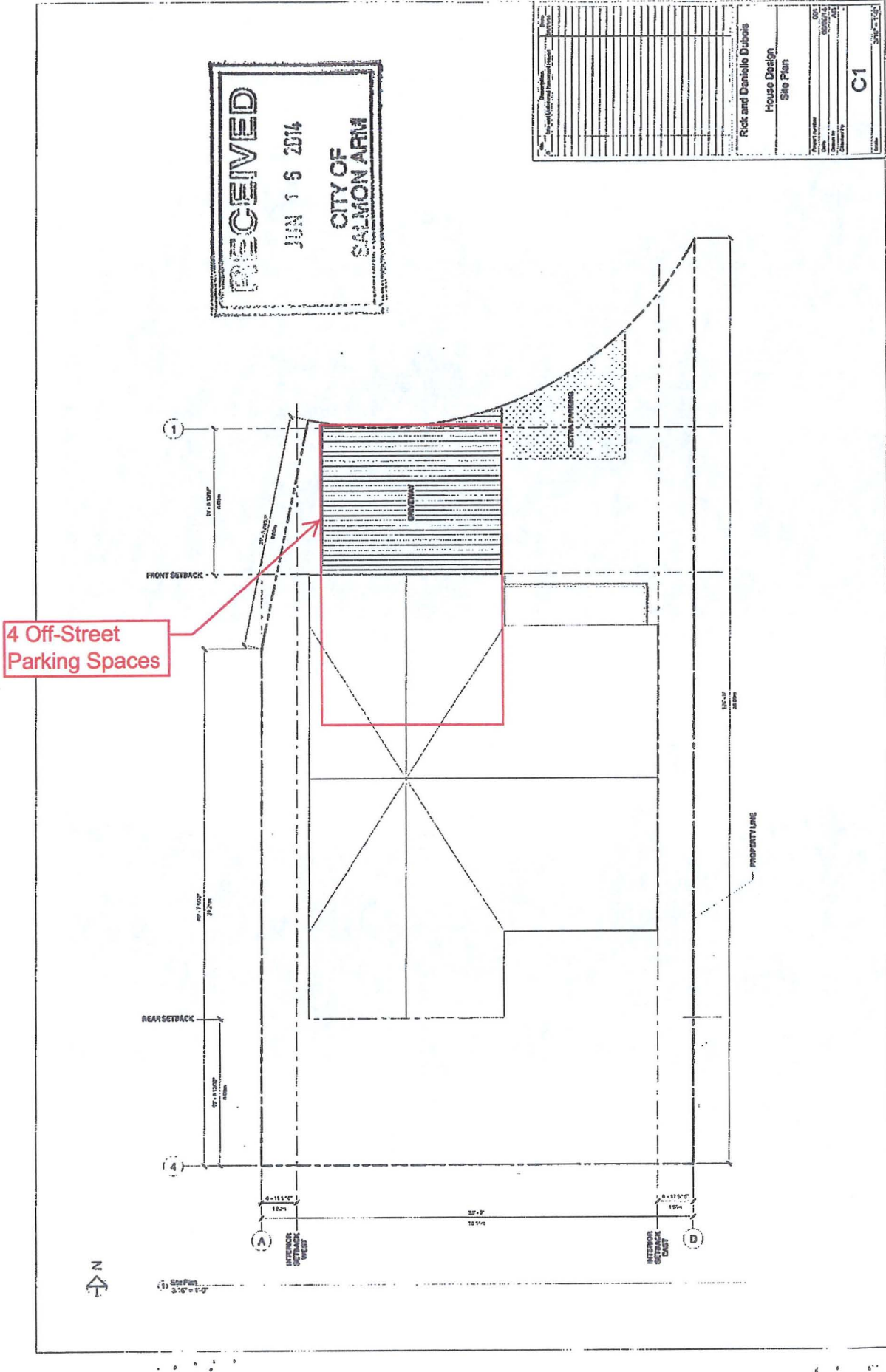


View of subject property from north-east corner of the parcel, with neighbouring R-1 zoned lots.

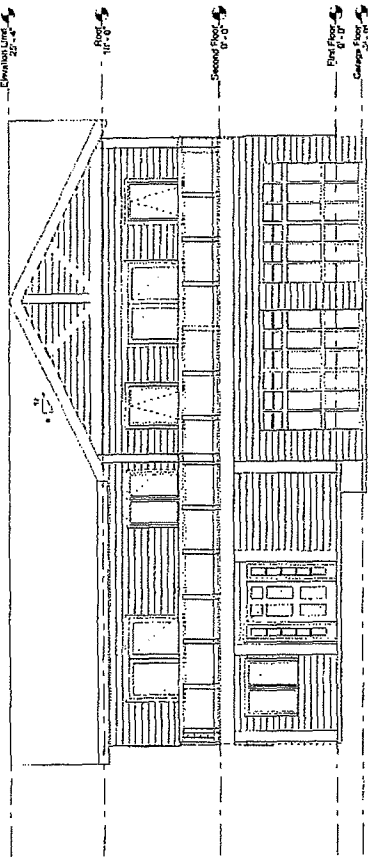


View of subject property from north-west corner of the parcel, showing neighbouring R-1 zoned lots.

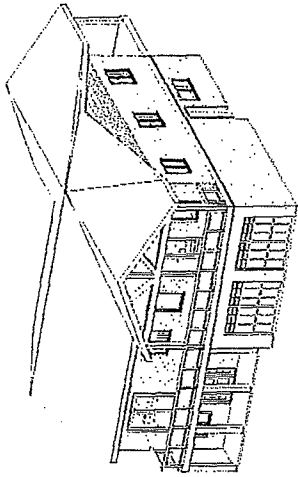
Appendix 5: Site Plan & Elevations



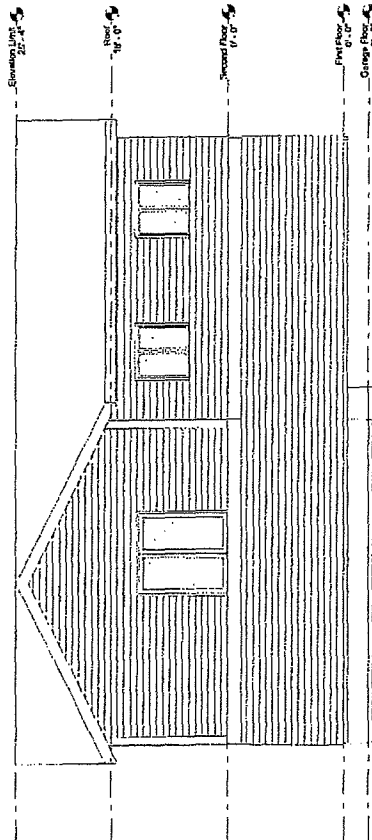
Appendix 5: Site Plan & Elevations



1. 1/4" = 1'-0"



2. 1/4" = 1'-0"



3. 1/4" = 1'-0"

RECEIVED
JUN 16 2014
CITY OF
SALMON ARM

Project Name		House Design	
Client Name		Rick and Danielle Dubois	
Project Location		Front and Rear Elevations	
Project Number	001	Client Name	001
Scale	1/4" = 1'-0"	Project Name	House Design
Sheet Number	A6	Client Name	001
Sheet Title	Front and Rear Elevations	Project Location	House Design

SECTION 2 - DEFINITIONS - CONTINUED

- #3584 **COMMUNITY SHELTER** means a *building* used to temporarily accommodate homeless or displaced persons, which may contain a *caretaker suite*, a *retail store*, *accessory office* floor area, common kitchen and dining facilities, and a community feeding program.
- #3067 **CONGREGATE HOUSING** means housing in multiple unit form for semi-independent persons within which is provided living and sleeping facilities, meal preparation, laundry services, room cleaning and may include cooking facilities.
- CONVENIENCE STORE** means the use of a *building* or a portion thereof with a maximum *floor area* of not greater than 200.0 square metres (2,152.9 square feet) for the sale of foodstuffs and convenience goods and may include the accessory sale of fast foods.
- COUNCIL** means the duly elected *Council* of the City of Salmon Arm.
- #2758 **COUNTRY INN** means a residential occupancy (as defined in the B.C. Building Code) containing a caretaker's residence and a maximum of eight [8] let rooms intended for the overnight lodging of the travelling public, with no more than two sets of cooking facilities, and with meals being prepared and served only to the caretaker and to guests utilizing the overnight lodging.
- CULTURAL FACILITY** means any *building* designed or utilized primarily for the presentation to the general public of live theatre, dance performances, musical concerts, cinema, lectures, exhibits of various art forms or exhibits of cultural, academic or scientific materials.
- DENSITY** means the ratio of the number of *dwelling units* to the *parcel* area.
- #3996 **DETACHED SUITE** means a *dwelling unit* with a maximum floor area of 90 square metres (968.8 square feet) that is contained within a building which is accessory to a *single family dwelling*, and shall not include a *mobile home*, *manufactured home*, travel trailer, recreational vehicle, or a storage container.
- DEVELOPMENT** means a change in the use of any land, *building* or *structure* for any purpose and includes the carrying out of any *building*, engineering, construction or other operation in, on, over or under land or water or the construction, addition or alteration of any *building* or *structure*.
- DEVELOPMENT PERMIT** means a permit issued pursuant to the *Official Community Plan* Bylaw No. 2301.
- #3165 **DINING AREA** means a common area allocated exclusively for dining purposes of sufficient size to accommodate all of the residents of an *assisted living housing complex*, which has not less than 1.4 square metres of floor area per unit.
- DUPLEX** means any *building* divided into two *dwelling units*.
- DWELLING UNIT** means a *suite* used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

SECTION 2 - DEFINITIONS - CONTINUED

- #3517 **RESORT ACCOMMODATION** means a resort-oriented building or buildings containing *accommodation units* for either the temporary accommodation of the travelling public, or for the temporary occupancy by an owner or occupier.
- #2782 **RESTAURANT** means an eating establishment where food and beverages are sold to the public.
- #2966 **REST HOME** means a *boarding home* or other institution licensed by the Province of British Columbia, where food or lodging, together with care or attention are furnished, with or without charge, for two or more persons who, on account of age, infirmity, physical or mental defect, or other disability, require attention or care, excepting a home maintained by a person to whom the occupants are related by blood or marriage.
- #2788 **RETAIL STORE** means a *building* where goods, wares, merchandise, substances, articles or things are offered or kept for sale, including storage of limited quantities of such goods, wares, merchandise, substances, articles or things, sufficient only to service such store and includes but is not limited to: appliance stores, furniture stores, hardware stores, pet shops, video stores and second hand stores.
- #3545 **RETAINING WALL** means a *structure* constructed for the purpose of retaining, stabilizing or supporting an earthen bank as a result of differences in lot *grades*.
- #2789 **ROOMING HOUSE** means a *building* of residential occupancy (as defined by the B.C. Building Code) in which the operator supplies, for a fee, lodging and may supply meals, for up to 12 *boarders*. Lodging is limited to *sleeping units* with no cooking facilities. The operator may not provide meals to persons other than the *boarders*. The *boarders* are intended to be independent persons who do not require care. A *dwelling unit* for the operator is permitted as an *accessory use* within the *rooming house building*. The property owner or operator must reside on-site.
- SANITARY LANDFILL** means the deposit resulting from the disposal of solid waste by spreading it in layers and covering it with soil to control vectors, odours and wind blown litter and may include a *recycling depot*.
- #2683
#3761 **SECONDARY SUITE** means a *dwelling unit* conforming to the Building Regulations of British Columbia which is accessory to the principal *dwelling unit* and must meet the following criteria:
- a) cannot exceed a maximum floor space of 90 square metres (968.8 square feet);
 - b) cannot exceed a maximum of 40% of habitable floor space of the building;
 - c) must have a separate entrance;
 - d) must be an integral part of the building and have at least one heated wall or floor in common with the principal dwelling unit;
 - e) must be located within a building of residential occupancy containing only one other principal dwelling unit; and
 - f) must be located in and part of a building which is a single real estate entity.

SECTION 4 - GENERAL REGULATIONS

Application

- 4.1 Except as otherwise specified in this Bylaw, Sections 4.2 to 4.14 inclusive apply to all *zones* established under this Bylaw.

Notwithstanding any other provision of this Bylaw, and in keeping with the goals and objectives of City of Salmon Arm Official Community Plan Bylaw No. 2301, rezoning, subdivision and/or Agricultural Land Commission applications may not be approved by the City for any *parcels* located within the "Rural Area" as designated on Schedule "D" attached hereto and forming part of this Bylaw, except as otherwise provided in the *Official Community Plan*.

Detached Suite

- #3996 4.2 .1 No accessory *building* or *structure* shall be used as a *dwelling unit* except for an approved *detached suite*.
- .2 A *detached suite* shall be constructed to meet the requirements of the BC Building Code.
- .3 A *detached suite* shall be accessible by a cleared and constructed pathway from the offstreet parking stall(s) to the building entrance.
- .4 A *detached suite* shall be oriented and appropriately screened with landscaping or solid fencing to provide privacy in relation to neighbouring properties.
- .5 A *detached suite* shall have sufficient access and be appropriately serviced.
- .6 Subdivision of a *detached suite* is not permitted.

Setback Exceptions

- #3545 4.3 No *building* or *structure* other than the following shall be located in the *setbacks* required by this Bylaw:
- .1 signs;
- .2 steps;
- .3 uncovered patios or terraces not greater than 0.6 metre (2.0 ft) above surrounding grade;
- .4 arbours, trellises, fish ponds, ornaments, flag poles, or similar landscaping;
- .5 *duplexes* where there is a common wall that coincides with an *interior side parcel line* of the strata *parcel* shown on a registered plan pursuant to the Strata Property Act;
- .6 fences;
- .7 retaining walls;
- .8 temporary *buildings* such as *offices*, lunch rooms, first aid stations or storage *buildings* on active construction sites in conjunction with a valid building permit;
- .9 display yard or unenclosed *parking space*;
- #2851 .10 projection of sills, belt courses, cornices and roof eaves to a maximum depth of 0.6 metres (1.9 ft); for each suite, the total combined area of chimney, fireplaces, bay windows, china cabinets or bathroom kickouts and cantilevered balconies is not to exceed 1.6 square metres (17 square feet) in area to a maximum depth of 0.6 metres (1.9 ft) in each required yard. No projection is permitted closer than 0.6 metres (1.9 ft) to a parcel line in a residential area.

SECTION 2 - DEFINITIONS - CONTINUED

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 - b) cannot exceed a maximum of 40% of habitable floor space of the building;
 - c) must have a separate entrance;
 - d) must be an integral part of the building and have at least one heated wall or floor in common with the principal dwelling unit;
 - e) must be located within a building of residential occupancy containing only one other principal dwelling unit; and
 - f) must be located in and part of a building which is a single real estate entity.

SECTION 4 - GENERAL REGULATIONS

Application

- 4.1 Except as otherwise specified in this Bylaw, Sections 4.2 to 4.14 inclusive apply to all *zones* established under this Bylaw.

Notwithstanding any other provision of this Bylaw, and in keeping with the goals and objectives of City of Salmon Arm Official Community Plan Bylaw No. 2301, rezoning, subdivision and/or Agricultural Land Commission applications may not be approved by the City for any *parcels* located within the "Rural Area" as designated on Schedule "D" attached hereto and forming part of this Bylaw, except as otherwise provided in the *Official Community Plan*.

Detached Suite

- #3996 4.2 .1 No accessory *building* or *structure* shall be used as a *dwelling unit* except for an approved *detached suite*.
- .2 A *detached suite* shall be constructed to meet the requirements of the BC Building Code.
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- .4 A *detached suite* shall be oriented and appropriately screened with landscaping or solid fencing to provide privacy in relation to neighbouring properties.
- .5 A *detached suite* shall have sufficient access and be appropriately serviced.
- .6 Subdivision of a *detached suite* is not permitted.

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- #3545 4.3 No *building* or *structure* other than the following shall be located in the *setbacks* required by this Bylaw:
- .1 signs;
- .2 steps;
- .3 uncovered patios or terraces not greater than 0.6 metre (2.0 ft) above surrounding *grade*;
- .4 arbours, trellises, fish ponds, ornaments, flag poles, or similar landscaping;
- .5 *duplexes* where there is a common wall that coincides with an *interior side parcel line* of the strata *parcel* shown on a registered plan pursuant to the Strata Property Act;
- .6 *fences*;
- .7 *retaining walls*;
- .8 temporary *buildings* such as *offices*, lunch rooms, first aid stations or storage *buildings* on active construction sites in conjunction with a valid building permit;
- .9 display yard or unenclosed *parking space*;
- #2851 .10 projection of sills, belt courses, cornices and roof eaves to a maximum depth of 0.6 metres (1.9 ft); for each suite, the total combined area of chimney, fireplaces, bay windows, china cabinets or bathroom kickouts and cantilevered balconies is not to exceed 1.6 square metres (17 square feet) in area to a maximum depth of 0.6 metres (1.9 ft) in each required yard. No projection is permitted closer than 0.6 metres (1.9 ft) to a parcel line in a residential area.

#3996

SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE**Purpose**

- 13.1 The purpose of the R-8 Zone is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

Regulations

- 13.2 On a *parcel zoned R-8*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-8 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 13.3 The following uses and no others are permitted in the R-8 Zone:

- | | |
|----------------|--|
| #3082
#3082 | .1 <i>boarders</i> , limited to two;
.2 <i>family childcare facility</i> ;
.3 <i>group childcare</i> ;
.4 <i>home occupation</i> ;
.5 <i>public use</i> ;
.6 <i>public utility</i> ;
.7 <i>single family dwelling</i> ;
.8 <i>accessory use</i> , including <i>secondary suite</i> or <i>detached suite</i> . |
|----------------|--|

Maximum Number of Single Family Dwellings

- 13.4 One (1) *single family dwelling* shall be permitted per *parcel*.

Maximum Number of Secondary Suites

- 13.5 One (1) *secondary suite* or one (1) *detached suite* is permitted per *parcel*.

Maximum Height of Principal Building

- 13.6 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

- 13.7 .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).
 .2 The maximum *height* of an *accessory building* containing a *detached suite* shall be 7.5 metres (24.6 feet).

Maximum Parcel Coverage

- 13.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for all *accessory buildings*, including those containing a *detached suite*.

Minimum Parcel Area

- 13.9 .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).
 .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:
- | | |
|--|--|
| .1 With lane or second <i>street</i> frontage | 465.0 square metres
(5,005.2 square feet) |
| .2 Without lane or second <i>street</i> frontage | 700.0 square metres
(7534.7 square feet) |

SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED

Minimum Parcel Width

- 13.10 .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).
 .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:
 .1 With lane or second *street* frontage 15.0 metres (49.2 feet)
 .2 Without lane or second *street* frontage 20.0 metres (65.6 feet)

Maximum Floor Area and Floor Area Ratio

- 13.11 .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).
 .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

Minimum Setback of Principal Building

- 13.12 The minimum *setback* of the *principal building* from the:
 .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
 .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
 .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)
 .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
 #3426 .5 Notwithstanding Sections 13.12.2 and 13.12.3., a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and *interior side yards* shall be not less than 6.0 metres (19.7 feet).
 #2811 .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

Minimum Setback of Accessory Buildings

- 13.13 The minimum *setback* of accessory *buildings* from the:
 .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
 .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
 .3 *Interior side parcel line* shall be 1.0 metre (3.3 feet)
 .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
 #2811 .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

Minimum Setback of a Detached Suite

- 13.14 The minimum *setback* of an *accessory building* containing a *detached suite* from the:
 .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
 .2 *Rear parcel line* shall be 3.0 metres (9.8 feet)
 .3 *Interior side parcel line* shall be 2.0 metres (6.5 feet)
 .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
 .5 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)

Parking

- 13.15 .1 Parking shall be required as per Appendix I.
 .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

Detached Suite

- 13.16 Refer to Section 4.2 for General Regulations.

TABLE A1-1

**Required Offstreet Parking Spaces
(Cont'd)**

Column I Use	Column II Required Offstreet Parking Spaces
Residential Requirements:	
Duplex	2 per dwelling unit
Multi-Family R-4	1.5 per dwelling unit
Multi-Family R-5	1.25 per dwelling unit
Secondary Suite or Detached Suite #3996	1 per suite
Single Family Dwelling	2 per dwelling unit
Lower Floor Dwelling Unit (Amendment Bylaw No. 3951)	1 for first dwelling unit, plus 1.25 for each additional in same building
Lower Floor Dwelling Unit in the Downtown Parking Specified Area (Amendment Bylaw No. 3951)	1 per dwelling unit
Upper Floor Dwelling Unit	1.25 per dwelling unit
Upper Floor Dwelling Unit in the Downtown Parking Specified Area (Amendment Bylaw #2671)	1 per dwelling unit
Assisted Living Housing (Amendment Bylaw #3165)	1 per 3 units
Resort Accommodation (Amendment Bylaw No. 3517)	1 per accommodation unit
Restaurant	1 per 3 seats
Rest Home	1 per 3 beds
Retail Stores	1 per 10 square metres of gross floor area
Riding Stable	1 per horse stall or a minimum of 5 spaces, whichever is greater
Rifle Range	2 per position
Schools	
▪ Kindergarten, elementary and junior high	1.5 per classroom
▪ senior high	5 per classroom
▪ college	10 per classroom



City of Salmon Arm
Memorandum from the Engineering
and Public Works Department

Appendix 7: Engineering Comments

To: Kevin Pearson, Director of Development Services
 Date: July 3, 2014
 Prepared by: Chris Moore, Engineering Assistant
 Subject: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1009**
 Civic: 2070 – 1 Avenue SE
 Legals: Lot 4, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP81007
 OWNER: Danielle Dubois, Box 862, Salmon Arm, BC, V1E 4N9
 APPLICANT: same

Further to your referral dated June 17, 2014, we provide the following servicing information. The following comments and servicing requirements are not conditions for rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

General:

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the owner/developer's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Development property to be serviced by underground electrical and telecommunications wiring. Confirmation that servicing has been installed will be a condition of approval.
4. The proposed development is subject to the exemptions provided under Section 5.3 of the Subdivision and Development Servicing Bylaw No. 3596, as amended.
5. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
6. The applicant will be required to submit for City review and approval a detailed site servicing/lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
7. The applicant will be required to submit for City review and approval an engineered design (plan/profile) for any off-site improvements or works within City owned lands. Design must be prepared and submitted by a qualified professional engineer. Refer to the sections below for more information. The applicant is requested to contact the Engineering Department should additional information be required. Securities equal to 125% of the estimated off-site servicing costs will be required as a condition of development.

ZONING AMENDMENT APPLICATION FILE NOS. ZON-1009E

July 3, 2014

Page 2

Roads/Access:

1. 1 Avenue SE along the northern property boundary is classified as an Urban Local Street requiring a minimum 20.0m road dedication (10.0 meters from centreline). The subject property fronts onto the Cul-de-sac, no additional dedication is required.
2. 1 Avenue SE is constructed to an Urban Local Street standard. No further improvements are required, as per previously noted exemption.
3. Driveway Access to the property shall conform to the Subdivision and Development Servicing Bylaw No. 3596 Policy No. 3.11. A driveway profile will be required at time of building permit to be in accordance with Policy 3.11. Access shall be a maximum width of 6.0 meters. Boulevard shall have a grade of 2% towards roadway.

Water:

1. The subject property fronts a 150mm diameter zone 4 watermain on 1 Avenue SE. No upgrades are required.
2. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
3. Fire protection requirements to be confirmed with the Building Department and Fire Department.
4. Property is to be serviced by single metered water service connection (as per Specification Drawing No. W-10) adequately sized to satisfy the proposed use (minimum 19mm). Water meters will be supplied by the City at the time of Building Permit at the builders cost. Available records indicate that the property is currently serviced by a 19mm service connection from the water main on 1 Avenue SE.

Sanitary:

1. The property fronts a 200mm diameter sanitary sewer on 1 Avenue SE. No upgrades are required.
2. The property shall be pre-serviced by a single sanitary service connection (as per Specification Drawing SAN-4) adequately sized (minimum 100mm) to satisfy the servicing requirements of the development. Available records indicate that the property is currently serviced by a 100mm service from 1 Avenue SE.

ZONING AMENDMENT APPLICATION FILE NOS. ZON-1009E

July 3, 2014

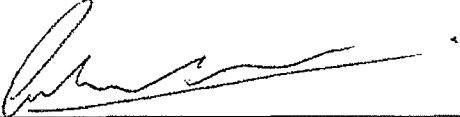
Page 3


Drainage:

1. The property fronts a 500mm diameter storm sewer on 1 Avenue SE. No upgrades are required.
2. The property to be pre-serviced by a single storm service connection (as per Specification Drawing ST-4) adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Available records indicate that the property is currently serviced by a 150mm service from 1 Avenue SE.

Geotechnical:

1. A geotechnical report to be submitted in accordance with the Engineering Departments Geotechnical Study Terms of Reference for Category A.



Chris Moore
Engineering Assistant

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

CITY OF SALMON ARM

BYLAW NO. 4052

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chamber of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on _____, at the hour of 7:00 p.m. was published in the _____ and _____, 2014 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:
 - 1) Rezone Lot 4, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP81007 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) as shown on Schedule "A" attached hereto and forming part of this bylaw.
2. This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4052".

READ A FIRST TIME THIS _____ DAY OF _____ 2014

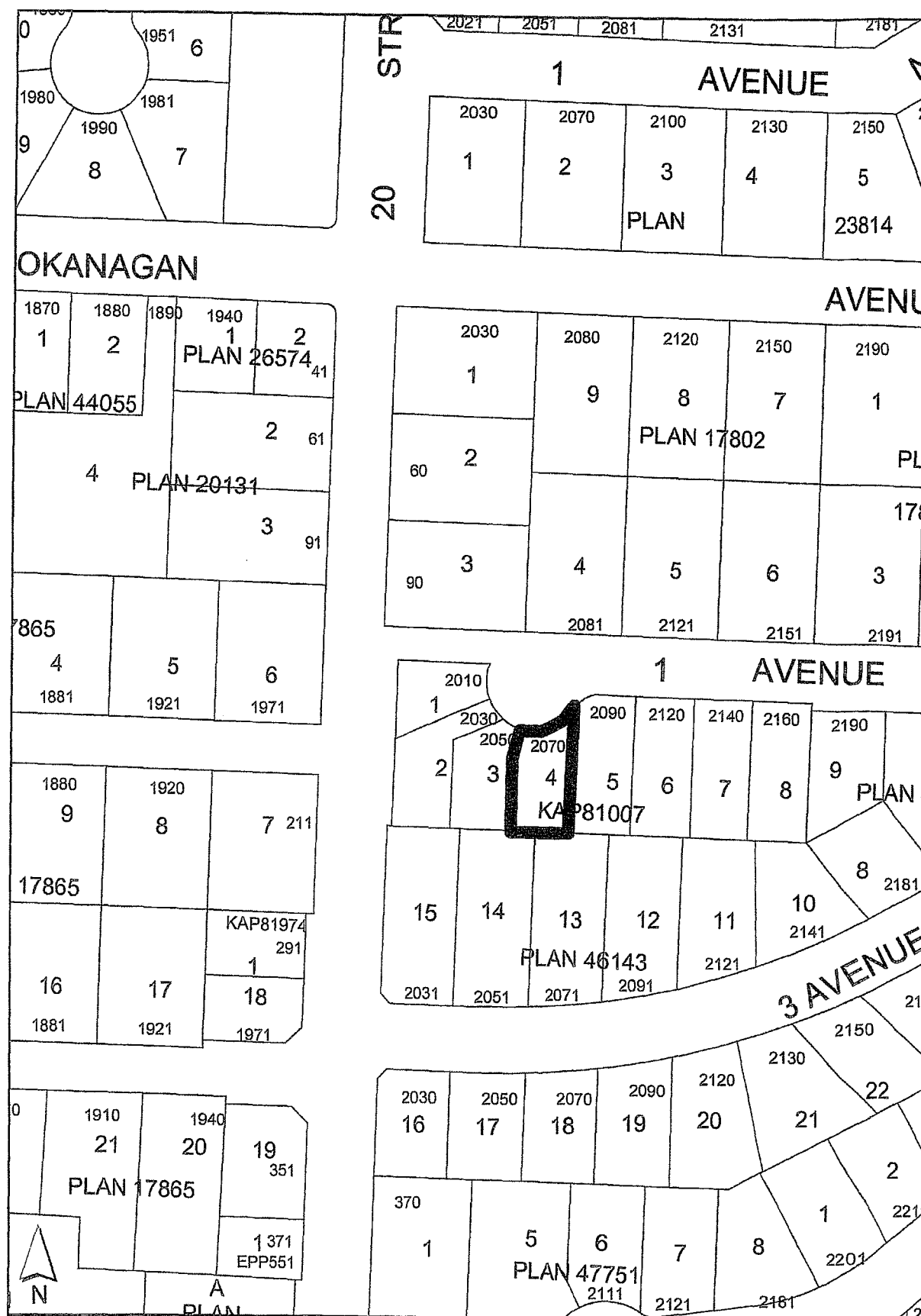
READ A SECOND TIME THIS _____ DAY OF _____ 2014

READ A THIRD TIME THIS _____ DAY OF _____ 2014

ADOPTED BY COUNCIL THIS _____ DAY OF _____ 2014

MAYOR

CORPORATE OFFICER

Bylaw No. 4052
Schedule "A"

Item 9.1

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Reimer

Seconded: Councillor Cannon

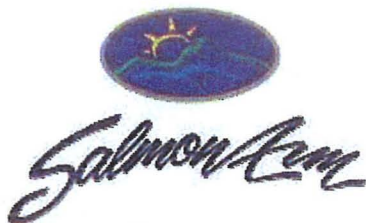
THAT: the bylaw entitled Tax Exemption Bylaw No. 4047 be read a final time.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: July 4, 2014
 To: Mayor Cooper and Members of Council
 Subject: Permissive Tax Exemption – Lots 8 and 9 Plan KAP57618

Recommendation

That Bylaw No. 4047 cited as “City of Salmon Arm Tax Exemption Bylaw No. 4047” be given three readings.

And that the 2014 Financial Plan be amended to redirect \$8,500.00 from Computer Maintenance to Maintenance - Lots 8 and 9 (KAP57618) – Taxes.

Background

The City entered into a Lease Agreement for the use of two (2) parcels of land effective January 1, 2014 located at 621 and 641 Ross street NE. As part of the Lease Agreement the Tenant (i.e. City of Salmon Arm (City)) is responsible for the property taxes. It was originally envisioned that the City would be statutorily exempt from taxation similar to other properties that the City owns. Following discussions with the BC Assessment Authority and pursuant to a Court ruling in order to exempt municipally leased properties from taxation, Council must permissively exempt leased properties through the permissive exemption provisions of the Community Charter by adopting a bylaw authorizing same

The City did not lease the property prior to the statutory deadline of October 31, 2013 and as a result was not in a position to exempt the properties from taxation in 2014 to which it now leases. Consequently, the City will need to amend the 2014 Financial Plan to expense (i.e. pay) the applicable property taxes and adopt a bylaw exempting the property from taxation in 2015 and 2016.

It is recommended that the Council adopt Bylaw No. 4047 to exempt the subject properties for the years 2015 and 2016.

Pursuant to Section 227 of the Community Charter, the City is required to advertise permissive tax exemptions and the associated value of the same - this will be undertaken as prescribed.

Monica Dalziel, CMA
 Chief Financial Officer

CITY OF SALMON ARM

BYLAW NO. 4047

Being a bylaw to exempt from taxation certain lands and improvements for the years 2015 and 2016

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

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

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

1. OTHER

The following property is hereby exempted from taxation for all purposes for the years 2015 and 2016, the whole of the taxable assessed value of the land and improvements:

- a) Lot 8, Plan KAP57618, Section 14, Township 20, Range 10 (641 Ross Street NE)
Registered Owner: WH Laird Holdings Ltd. (06757.216)
Occupier: City of Salmon Arm
- b) Lot 9, Plan KAP57618, Section 14, Township 20, Range 10 (621 Ross Street NE)
Registered Owner: WH Laird Holdings Ltd. (06757.218)
Occupier: City of Salmon Arm

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 Tax Exemption Bylaw No. 4047"

READ A FIRST TIME THIS 14th DAY OF July 2014

READ A SECOND TIME THIS 14th DAY OF July 2014

READ A THIRD TIME THIS 14th DAY OF July 2014

ADOPTED BY COUNCIL THIS DAY OF 2014

MAYOR

CORPORATE OFFICER

Item 9.2

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Eliason

Seconded: Councillor Reimer

THAT: the bylaw entitled General Local Government Election & Automated Voting Machines Authorization Amendment Bylaw No. 4050 be read a final time.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



City of Salmon Arm
Memorandum from the Corporate Officer

TO: Her Worship Mayor Cooper and Council

DATE: July 3, 2014

SUBJECT: Amendment to "General Local Government Election and Automated Voting Machines Authorization Bylaw No. 3673" to accommodate advance voting opportunities.

MOTION FOR CONSIDERATION:

THAT: the bylaw entitled "General Local Government Election and Automated Voting Machines Authorization Amendment Bylaw No. 4050" be read a first, second and third time.

Background:

Section 97 of The Local Government Act specifies that at least two advance voting opportunities must be held for General Local Government Elections. The first advance poll must take place on the tenth day before general voting day and the second must be established by bylaw. Bylaw No. 3673 designates the fourth day before the General Voting Day as the second advance voting opportunity. In this election year, the fourth day falls on Remembrance Day and there is no provision in the bylaw for changing the date to accommodate this. The amended wording will provide direction on how to proceed in such circumstances by allowing for the date of the second advance voting opportunity to be changed to either the preceding or following day in the event that the fourth day before the general voting day falls on a Statutory Holiday.

Respectfully Submitted,

Erin Jackson
Corporate Officer

CITY OF SALMON ARM

BYLAW NO. 4050

A bylaw to provide for the determination of various procedures and the use of mail ballots for the conduct of general local government elections and other voting

WHEREAS under the *Local Government Act*, RS, 1996, Chapter 323, Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting, and by bylaw, provide for the use of mail ballots for voting in an election;

AND WHEREAS the Council of the City of Salmon Arm wishes to establish procedures and requirements for mail ballots under that authority;

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

1. The bylaw entitled "City of Salmon Arm General Local Government Election and Automated Voting Machines Authorization Bylaw No. 3673" is hereby amended as follows:

1. Section 4.1 Required Advanced Voting Opportunities as follows:

Delete the following:

- (b) one on the fourth day before general voting day.

Add the following:

- (b) one on the fourth day before general voting day, except in the event of the fourth day before general voting day being a statutory holiday, in which case the second advance voting opportunity will be held on the day preceding or following the statutory holiday.

2. SEVERABILITY

If any part, section, sub-section, clause, or sub-clause of this bylaw for any reason is held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the bylaw had been adopted without the invalid portion.

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 the "City of Salmon Arm General Local Government Election Amendment Bylaw No. 4050".

READ A FIRST TIME THIS 14th DAY OF July 2014

READ A SECOND TIME THIS 14th DAY OF July 2014

READ A THIRD TIME THIS 14th DAY OF July 2014

ADOPTED BY COUNCIL THIS DAY OF 2014

MAYOR

CORPORATE OFFICER

INFORMATIONAL CORRESPONDENCE - July 28, 2014

1. Mayor Nancy Cooper – Letter dated July 15, 2014 – Acquisition of the deregulated Sicamous to Armstrong rail corridor
2. Director of Engineering and Public Works – Letter dated July 2, 2014 – International Gavel Passing – August 3, 2014
3. Director of Engineering and Public Works – Letter dated July 2, 2014 – Pancake Breakfast – August 16, 2014
4. M. Testart – Letter dated July 4, 2014 – Cell Towers
5. A. Modahl – Letter dated July 7, 2014 – Okanagan Avenue Traffic
6. B. Cox – Letter dated July 6, 2014 – Parking Ticket
7. Downtown Salmon Arm – Letter dated July 9, 2014 – 2014 Salmon Arm Roots and Blues Downtown Pancake Brunch
8. Minister of Environment – Letter dated June 30, 2014 – Urgent Need to Prevent Invasive Mussels from Entering British Columbia
9. Deputy Minister of Agriculture – Letter dated July 14, 2014 – Agricultural Land Commission Act
10. British Columbia Automobile Association – Letter dated July 7, 2014 – Worst Roads Survey
11. City of Pitt Meadows – Letter dated July 2, 2014 – Unified Building Code Effect on Local Governments Provision of Public Safety
12. City of Prince George – Letter dated June 26, 2014 – Submission for the 2014 Union of British Columbia Municipalities Conference – Resources to Support Sexually Exploited Children & Youth
13. B. Woollam – Email dated July 12, 2014 – Council: Fracking Fact Sheet

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Item 10.2

CITY OF SALMON ARM

Date: July 28, 2014

BC Transit 2013/14 Annual Performance Summary

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



July 10, 2014

Attn: Robert Niewenhuizen
Director of Engineering & Public Works
City of Salmon Arm

Re: 2013/14 Annual Performance Summary

Dear Rob,

I am pleased to provide you with the 2013/14 Annual Performance Summary (APS) for your transit system. The APS reports the system's overall efficiency and effectiveness through key performance indicators from the customer, financial and operations perspective. It is an important tool to assist your team in making informed decisions on future expansion initiatives and subsequent budgeting. I would be pleased to review this report with you as well as formally present the results to your local elected officials.

The Year in Review

Collectively, in 2013/14, BC Transit systems continued to outperform equivalent systems in Canada. Despite being a year of continued fiscal constraints, ridership and revenue across the province increased and customer satisfaction scores reached a record high. The cost efficiencies attributed to the BC Transit shared services model allowed our systems to benchmark well below national averages while benefiting from reduced overall operational risks.

Highlights of the savings generated through the shared services model include discounts of 10-11% on vehicle acquisitions and savings of over \$2 million through the fuel purchase program. For the year-end, operating costs were below budget and operating revenues were above budget.

Throughout the year, BC Transit staff worked with local government partners in over 40 communities to implement changes aimed at improving the effectiveness and efficiency of the services being delivered. A key initiative in this regard includes the revised custom transit registration process. This pilot project was launched in two communities (Comox Valley Regional District and the City of Vernon) in February 2014. This revised process of incorporating a combination of in-person and telephone mobility assessments is representative of best practices and is aimed to ensure that handyDART resources are focussed on the customers that require this specialized service. We will be sharing the results of the pilot project next year as we contemplate further roll out.

In terms of innovation, BC Transit welcomed its first fleet of compressed natural gas fuelled heavy duty buses with 25 entering service in the Regional District of Nanaimo in March 2014. In the mid-size bus segment, 15 medium duty Vicinity buses underwent their first year of trials in 6 communities across the province. Furthermore, March 31, 2014 marked the completion of the 5-year hydrogen fuel cell demonstration project in the Resort Municipality of Whistler. This was the world's largest fleet of hydrogen buses in one location and the fleet accumulated more than 4 million kilometers and avoided more than 5,000 tonnes of GHGs. The Canadian Urban Transit Association (CUTA) recently recognized the project for leadership in innovation and collaboration.

To ensure revenue from every source was being maximized, BC Transit conducted fare policy reviews in 23 communities and developed vendor management guidelines to assist local governments increase sales of fare products. Staff also investigated options to extract additional utility from existing transit assets. To date, BC Transit has capitalized on two opportunities that resulted in generating additional revenue to help make transit more sustainable for local government partners.

Other notable initiatives undertaken during the year to promote transit use were the introduction of on-line trip planning tools implemented in several systems and the launch of BC Transit's "Ride Together" marketing campaign. BC Transit also expanded its innovative Transit TV online media initiative, which was also recognized in June 2014 by CUTA and awarded a communications leadership award for its ability to economically promote positive local transit stories throughout the province.

Overall, 2013/14 was a very busy and successful year and we are pleased to report that our partners reflected this success in the annual survey. 80% of respondents rated the services we provided as "good" to "very good"; up from 61% last year with 19 of 21 categories showing improvement.

While there is still much work to do, we can all celebrate and take pride in many successes. More detailed information on our operations can be found in our Annual Report which is soon to be published on our website at www.bctransit.com.

Looking ahead to 2014/15

BC Transit staff are now working very closely with each of our partners to ensure we are prepared for the busy school season and the return to peak service levels.

The recent BC Transit Workshop, held this year April 14-17 in Kelowna, offered an important opportunity for collaboration and consultation among partners. Over 155 participants, including those from operating companies, local government staff and elected officials, engaged in discussion on initiatives aimed at making public transit more attractive, effective and ultimately more sustainable. A summary of the workshop presentations, discussions and outcomes will be provided with the next quarterly update in August.

The liveliest session for local government partners this year was in relation to fare product development and distribution. It is recognized that funding for transit is becoming increasingly important for all partners and maximizing the value received through the fare box can be significantly influenced through a well-designed fare structure. In addition to higher yields, a thoughtful structure that incorporates components such as a single cash fare, can lead to fewer disputes and safety concerns. Developing a fare strategy based on best practices observed across North America is a key focus for BC Transit this year and will undoubtedly be a popular session at next year's workshop.

Another engaging discussion at the workshop was in relation to new technology. Starting in September, Kelowna will be home to BC Transit's first full Automated Vehicle Location system. The pilot project will help partners assess the benefits and costs of these enhanced information systems and inform further deployment in other systems. Additionally, following on the success of the Vicinity trials, a newly-designed NewFlyer 35 foot Midi bus was recently tested in several communities to evaluate the potential deployment of smaller more fuel-efficient vehicle designs into our fleet mix.

While the first quarter of 2014/15 is showing strong ridership and revenues, volatile fuel prices continue to represent a budget risk to BC Transit and local government partners. BC Transit's fuel purchase program has successfully mitigated this risk to date and we will continue to communicate regularly with your staff to monitor performance and future indicators.

Again, if you have any questions relating to your APS or any of the key initiatives BC Transit is undertaking to further the efficiency and effectiveness of transit services across the province, please do not hesitate to contact me at your convenience.

Sincerely,



Ryan Little
Regional Transit Manager

Desk: 250.995.5734

Mobile: 250.217.4442

ryan_little@bctransit.com

Shuswap Region Transit Service Results (Paratransit)

Customer Perspective

	2013/14 Budget	2013/14 Actuals	2012/13 Actuals	YoY Change
■ Total system ridership (effectiveness of system)	118,890	114,052	114,660	-0.5%
■ Total system revenue service hours	12,034	11,796	11,783	0.1%
■ Passenger trips per revenue service hour (effectiveness of system)	9.9	9.7	9.7	-0.6%
■ Revenue service hours per capita	0.46	0.45	0.46	-0.7%
■ Passenger trips per capita	4.6	4.4	4.5	-1.4%
■ Span of weekday service		7:00 - 6:35		N/A
■ Future metric: KM's of service provided	-	-	-	N/A

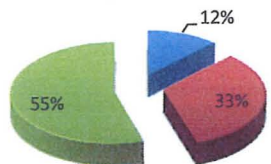
Financial Perspective

	2013/14 Budget	2013/14 Actuals	2012/13 Actuals	YoY Change
■ Total revenue	\$156,697	\$161,782	\$153,499	5.4%
■ Total cost	\$1,414,167	\$1,320,294	\$1,188,133	11.1%
■ Direct operating costs	\$1,058,461	\$1,074,136	\$1,066,819	0.7%
■ Operating cost recovery	14.8%	15.1%	14.4%	4.7%
■ Revenue per passenger trip	\$1.32	\$1.42	\$1.34	6.0%
■ Operating cost per service hour (efficiency of the system)	\$87.96	\$91.06	\$90.54	0.6%
■ Operating cost per passenger trip (efficiency of the system)	\$8.90	\$9.42	\$9.30	1.2%
■ KM per vehicle	-	-	-	N/A

Operations Perspective

	2013/14 Budget	2013/14 Actuals	2012/13 Actuals	YoY Change
■ # of passenger injuries	-	0	1	-100.0%
■ Date of most recent service review / transit future plan				N/A
■ # of vehicle accidents per 100,000 KM				
■ Future metric: ridership by route				
■ Future metric: service reliability				
■ Future metric: % of passengers passed up				
■ Future metric: service productivity				N/A

2013/14 Total Funding Breakdown



- Revenue
- Local (operations & lease fees)
- Prov (operations & lease fees)

Shuswap Region Transit Service Results (Paratransit)

2013/14 Actions taken	Impact on Results	Looking ahead to 2014/15
Customer Perspective		
On Target:	Overall ridership decreased by 0.5%. This decrease was seen primarily from the conventional system during the early and summer months of the year. However handyDART ridership grew to a gain of 3%.	An update of the 2010/11 Service Review makes recommendations on service changes.
Service changes:	BCT conducted a service review in 2010/11, which was updated with a comprehensive set of options presented to Council for approval in May 2013. A minor service expansion was approved, which was implemented in December 2013. This included the introduction of a shopper's shuttle route to Walmart, mainly funded through the reallocation of hours from a reduction of service area and frequency on Route 1. In addition, schedules were amended to alleviate timing and reliability issues, minor tweaks to routes and reduction of regional service.	An update was provided to City of Salmon Arm Council in May 2014. Ridership changes resulting from the implemented service changes will be monitored and reported in early 2015.
Customer satisfaction:	Service is well utilized and albeit there was some negative customer feedback relating to reductions on Route 1, there was also positive feedback related to the introduction of the Shopper's Shuttle.	Requests have been made for additional stops, evening service and service to the industrial area. Consideration will be given to exploring these requests following an update report to Council in early 2015.
Financial Perspective		
Revenue growth- pricing:	No fare changes were implemented in 2013/14.	An option to review the fare structure could be considered as a component of a future service review or change.
Revenue growth - volume:	Although ridership decreased, revenue increased by 5.4%. Much of this can be attributed to the increase in handyDART rides delivered which demands a higher fare.	Continue to monitor trends and provide feedback to staff.
Efficiency changes:	While operating cost per service hour increased by 0.6%, cost recovery increased by 4.7% due to the increase in revenue.	Implemented service changes may continue to boost the cost recovery.
Operations Perspective		
Service standards:	No service standards have been established	Continue to use APS information for monitoring and review purposes
Performance guidelines:	No performance guidelines have been established	Continue to use APS information for monitoring and review purposes

Regional Report Card Glossary

Performance indicator	Definition
Total System Ridership: (effectiveness of system)	Passenger trips are derived from regional revenue model for conventional service and counted manually for custom and paratransit systems
Passenger trips per revenue service hour: (effectiveness of system)	Total number of passenger trips / total number of hours vehicles were on the road (excluding deadhead)
Revenue service hours per capita	Total revenue service hours vehicles were on the road (excluding deadhead) for the defined population number for the area being served - Custom Systems: the population that falls within the boundaries of the system as described in Schedule A of the AOA - Paratransit and Conventional systems: the population that falls within 400m of the fixed route conventional service [by linework]
Passenger trips per capita	Total number of passenger trips / defined population number for the area being served - Custom Systems: the population that falls within the boundaries of the system as described in Schedule A of the AOA - Paratransit and Conventional systems: the population that falls within 400m of the fixed route conventional service [by linework]
Total system revenue service hours	Total hours buses were on the road (excluding deadhead hours)
Span of weekday service	Range from the first departure time to the last departure time (excluding deadhead)
KM's of service provided	Total KM driven by in service vehicles (excluding deadhead km)
Total revenue	Total revenue for a system for the year, includes cash, ticket, pass sales, BC Bus Passes and advertising revenue
Total cost	Total costs as captured in the AOA (operating costs and local lease fees) plus provincial lease fees
Direct operating costs	Operational costs required to provide services
Operating cost recovery	Total revenue / total operating costs
Revenue per passenger trip	Total revenue / total number of passenger trips
Operating cost per service hour (efficiency of the system)	Operating costs / total number of service hours
Operating cost per passenger trip (efficiency of the system)	Operating costs / total number of passenger trips

Regional Report Card Glossary

Performance indicator	Definition
KM per vehicle	Total KM reported by operating companies / number of fleet vehicles as at 31 March 2012
# of vehicle accidents per 100,000 KM	Total number of vehicle accidents that happened in the year / total km driven within the service area as reported to BC Transit by the operating companies divided by 100,000
# of vehicle accidents	Total number of vehicle accidents that happened in the year in the service area
# of passenger injuries	Total number of vehicle accidents that happened in the year in the service area
Date of most recent service review / transit future plan	Year in which BC Transit completed its most recent Transit Future Plan or Service review for the service area with local partners
Future metric: ridership by route	Number of passengers trips per route
Future metric: service reliability	Actual hours delivered/scheduled hours
Future metric: % of passengers passed up	number of passengers passed up/total number of passengers
Future metric: service productivity	Total payroll hours / Total revenue hours

Item 11.1

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize the Fire Department to provide ambulance helicopter landing zone service to within the City of Salmon Arm boundary.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



City of Salmon Arm

Fire Department

MEMORANDUM

Date: July 8, 2014
To: Mayor and Council
From: Brad Shirley, Fire Chief
Re: Additional Service

Request:

That council authorize the Fire Department to provide ambulance helicopter landing zone service to within the City of Salmon Arm boundary.

Background:

British Columbia Ambulance Service has a helicopter that responds from Kamloops.

It is estimated that approximately 6-8 times per year, the helicopter will have to land at any given location within the City.

Currently the Salmon Arm Rescue Unit provides the service of setting up of the landing zone. In a recent meeting with Rescue Unit President Tim Alstad, he indicated they struggle with a quick enough response and at times do not have sufficient manpower to conduct both a rescue and the securing of a landing zone.

The Fire Department has been called to perform this service in the past but has had to decline due to not having sufficient training and not having authorization from Council.

It is anticipated there would be minimal cost to conduct this training as it would occur on the Departments regular Tuesday night by the Fire Departments Training Officer and depending on availability, a Rap Attack helicopter could be utilized.

A minimal amount of additional equipment would be required at a cost of approximately \$400.00 which could be purchased within the Fire Departments 2014 budget.

Item 11.2

CITY OF SALMON ARM

Date: July 28, 2014

Strategic Plan Projects Short Term

Vote Record

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

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



City of Salmon Arm

*Memorandum from the Chief Financial Officer and
Chief Administrative Officer*

To: Mayor Cooper and Members of Council
 Date: July 7, 2014
 Subject: Strategic Plan Projects – Short Term

Recommendation

That the capital projects and associated debt strategy identified in 'Appendix A' be incorporated into the Financial Plan.

Background

In 2013, Council adopted a Strategic Plan through an extensive staff review and public consultation process. Other initiatives and projects have also come to the forefront. The next step in the process is to develop financing strategies to accomplish the short term goals of the Strategic Plan. To this end, several financing options have been developed and discussed with Council.

The timing of the projects as identified in the financing plan are as follows:

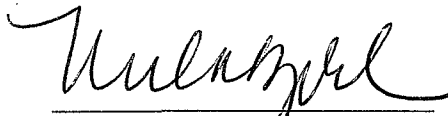
- New Cemetery Development (2014)
- Foreshore Sanitary Sewer Main Construction (2014)
- Blackburn Park Development (2014)
- Jackson Revitalization (2014)
- Hudson Ave NE (Ross St – 6 St NE) (2016)
- Underpass Construction (2019);
- College Site Servicing (2020); and
- 10 Ave SW – Frontage Road (2020).

Appendix A outlines the total project costs and associated funding sources. The timing of final project approval, cost, borrowing, construction, etc. may vary depending on circumstance.

The financing plan also identifies short term loans and debentures that are proposed to be paid out as follows:

- Wharf Reconstruction (2014);
- Waterfront Walkway (2015);
- 921 - 17 St SW Property Acquisition (2016);
- Shaw Centre (2019); and
- Water System Upgrade (2019).

Appendix B reflects the proposed activity in the Community Works Fund and various reserves as well as the projected tax and sewer user rate impacts. As noted in Appendix B, should the City be successful in its grant application for the Foreshore Sanitary Sewer Main, the total borrowing costs could be reduced to \$1,206,000.00 also reducing the proposed sewer user fee to \$15.00. There is not a tax rate increase associated with the proposed financing plan, it is envisioned that as a result of past strategic financial planning (i.e. accumulated reserves), early payout of existing debentures, etc. that the new debenture payments will be adequately provided for within existing budgets. It should be noted that the City's projected debt ratio in 2014 and 2020 is 42.40% and 42.34% respectively.



Monica Dalziel, CMA

Carl Bannister, MCIP

City of Salmon Arm
General Capital Expenditures
Financing Plan

Appendix A

Project	Total Expenditure	Grants	Gen. Cap. Reserve	Sewer - Major Maint. Reserve	Water - Major Maint. Reserve	Parks Dev. Reserve	Reserve Account	DCC - Underpass Reserve	Underpass Reserve	Long Term Debt
<i>General Fund</i>										
New Cemetery Development	\$ 1,020,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,020,000
Blackburn Park	500,000	-	-	-	-	-	-	-	-	500,000
Jackson Revitalization	1,500,000	742,500	410,000	123,750	123,750	100,000	-	-	-	-
Hudson Ave NE (Ross St - 6 St NE)	1,500,000	1,500,000	-	-	-	-	-	-	-	-
Underpass Construction	9,000,000	3,450,000	-	-	-	-	125,000	545,050	1,544,075	3,335,875
College Site Servicing	1,000,000	-	-	-	-	-	-	-	-	1,000,000
10 Ave SW - Frontage Road	1,500,000	586,685	-	187,500	187,500	-	538,315	-	-	-
	\$ 16,020,000	\$ 6,279,185	\$ 410,000	\$ 311,250	\$ 311,250	\$ 100,000	\$ 663,315	\$ 545,050	\$ 1,544,075	\$ 5,855,875
<i>Sewer Fund</i>										
Foreshore Sanitary Main Construction	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000
	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000
Total	\$ 17,820,000	\$ 6,279,185	\$ 410,000	\$ 311,250	\$ 311,250	\$ 100,000	\$ 663,315	\$ 545,050	\$ 1,544,075	\$ 7,655,875

	Debt				Debt Repayments				Existing Debt Ratio
	General	Water	Sewer	Total	General	Water	Sewer	Total	
2014									
Existing Debt	\$ 15,459,980.99	\$ 10,804,415.82	\$ 1,995,140.43	\$ 28,259,537.24	\$ 1,741,269.76	\$ 1,057,056.75	\$ 166,712.05	\$ 2,965,038.56	
Out Debtures:									
Wharf Reconstruction	(93,830.36)	-	-	(93,830.36)	(95,695.37)	-	-	(95,695.37)	
	\$ 15,366,150.63	\$ 10,804,415.82	\$ 1,995,140.43	\$ 28,165,706.88	\$ 1,645,574.39	\$ 1,057,056.75	\$ 166,712.05	\$ 2,869,343.19	42.40%
New Deber	1,020,000.00	-	-	1,020,000.00	82,703.39	-	-	82,703.39	
New Cen	-	-	1,206,000.00	1,206,000.00	-	-	97,784.59	97,784.59	
Foreshore	500,000.00	-	-	500,000.00	40,540.88	-	-	40,540.88	
Blackburn Park	-	-	-	-	-	-	-	-	
Jackson Revitalization*	-	-	-	-	-	-	-	-	
	\$ 16,886,150.63	\$ 10,804,415.82	\$ 3,201,140.43	\$ 30,891,706.88	\$ 1,768,818.65	\$ 1,057,056.75	\$ 264,496.64	\$ 3,090,372.04	45.67%
Debture Reductions:									
Principal Debt Repayments	(625,932.39)	(457,981.23)	(98,274.05)	(1,182,187.67)	-	-	-	-	
Mutual Debt Reductions	(307,246.09)	(117,889.65)	(62,719.24)	(487,854.98)	-	-	-	-	
	\$ 15,952,972.15	\$ 10,228,544.94	\$ 3,040,147.14	\$ 29,221,664.23	\$ 1,768,818.65	\$ 1,057,056.75	\$ 264,496.64	\$ 3,090,372.04	45.67%
2015									
Debture Reductions:									
Principal Debt Repayments	(625,932.39)	(457,981.23)	(98,274.05)	(1,182,187.67)	-	-	-	-	
Mutual Debt Reductions	(345,243.98)	(141,240.38)	(70,768.90)	(557,253.26)	-	-	-	-	
	\$ 14,981,795.78	\$ 9,629,323.33	\$ 2,871,104.19	\$ 27,482,223.30	\$ 1,768,818.65	\$ 1,057,056.75	\$ 264,496.64	\$ 3,090,372.04	45.67%
Out Debtures:									
Waterfront Walkway	(274,534.35)	-	-	(274,534.35)	(34,629.61)	-	-	(34,629.61)	
	\$ 14,707,261.43	\$ 9,629,323.33	\$ 2,871,104.19	\$ 27,207,688.95	\$ 1,734,189.04	\$ 1,057,056.75	\$ 264,496.64	\$ 3,055,742.43	45.16%
2016									
New Debtures:									
Hudson Ave NE (Ross St - 6 St NE)	-	-	-	-	-	-	-	-	
	14,707,261.43	9,629,323.33	2,871,104.19	27,207,688.95	1,734,189.04	1,057,056.75	264,496.64	3,055,742.43	45.16%
Debture Reductions:									
Principal Debt Repayments	(625,932.39)	(457,981.23)	(98,274.05)	(1,182,187.67)	-	-	-	-	
Mutual Debt Reductions	(384,984.83)	(165,539.45)	(79,221.05)	(629,745.33)	-	-	-	-	
	\$ 13,696,344.21	\$ 9,005,802.65	\$ 2,693,609.09	\$ 25,395,755.95	\$ 1,734,189.04	\$ 1,057,056.75	\$ 264,496.64	\$ 3,055,742.43	45.16%
Out Debtures:									
921 - 17 Street SW Property	-	-	-	-	(106,000.00)	-	-	(106,000.00)	
	\$ 13,696,344.21	\$ 9,005,802.65	\$ 2,693,609.09	\$ 25,395,755.95	\$ 1,628,189.04	\$ 1,057,056.75	\$ 264,496.64	\$ 2,949,742.43	43.59%
2017									
Debture Reductions:									
Principal Debt Repayments	(625,932.39)	(457,981.23)	(98,274.05)	(1,182,187.67)	-	-	-	-	
Mutual Debt Reductions	(426,549.02)	(190,825.43)	(88,095.80)	(705,470.25)	-	-	-	-	
	\$ 12,643,862.80	\$ 8,356,995.99	\$ 2,507,239.24	\$ 23,508,098.03	\$ 1,628,189.04	\$ 1,057,056.75	\$ 264,496.64	\$ 2,949,742.43	43.59%
2018									
Debture Reductions:									
Principal Debt Repayments	(625,932.39)	(457,981.23)	(98,274.05)	(1,182,187.67)	-	-	-	-	
Mutual Debt Reductions	(470,020.69)	(217,138.45)	(97,414.29)	(784,573.43)	-	-	-	-	
	\$ 11,547,909.72	\$ 7,681,876.31	\$ 2,311,550.90	\$ 21,541,336.93	\$ 1,628,189.04	\$ 1,057,056.75	\$ 264,496.64	\$ 2,949,742.43	43.59%
2019									
New Deber.									
Underpass	3,335,877.01	-	-	3,335,877.01	270,478.75	-	-	270,478.75	
	\$ 14,883,786.73	\$ 7,681,876.31	\$ 2,311,550.90	\$ 24,877,213.94	\$ 1,898,667.79	\$ 1,057,056.75	\$ 264,496.64	\$ 3,220,221.18	47.59%
Debture Reductions:									
Principal Debt Repayments	(625,932.39)	(457,981.23)	(98,274.05)	(1,182,187.67)	-	-	-	-	
Mutual Debt Reductions	(515,487.76)	(244,520.32)	(107,198.71)	(867,206.79)	-	-	-	-	
	\$ 13,742,366.58	\$ 6,979,374.76	\$ 2,106,078.14	\$ 22,827,819.48	\$ 1,898,667.79	\$ 1,057,056.75	\$ 264,496.64	\$ 3,220,221.18	47.59%
Out Debtures:									
Shaw Centre	-	-	-	-	(452,544.42)	-	-	(452,544.42)	
Water System	-	-	-	-	-	(64,649.20)	-	(64,649.20)	
	\$ 13,742,366.58	\$ 6,979,374.76	\$ 2,106,078.14	\$ 22,827,819.48	\$ 1,446,123.37	\$ 992,407.55	\$ 264,496.64	\$ 2,703,027.56	39.95%
20									
New Debtures									
College **	1,000,000.00	-	-	1,000,000.00	81,081.75	-	-	81,081.75	
10 Ave SW Frontage Road	-	-	-	-	-	-	-	-	
	\$ 14,742,366.58	\$ 6,979,374.76	\$ 2,106,078.14	\$ 23,827,819.48	\$ 1,527,205.12	\$ 992,407.55	\$ 264,496.64	\$ 2,784,109.31	41.14%
Debture Reductions:									
Principal Debt Repayments	(625,932.39)	(457,981.23)	(98,274.05)	(1,182,187.67)	-	-	-	-	
Mutual Debt Reductions	(246,259.48)	(227,759.74)	(117,472.35)	(591,491.57)	-	-	-	-	
	\$ 13,870,174.71	\$ 6,293,633.79	\$ 1,890,331.74	\$ 22,054,140.24	\$ 1,608,286.87	\$ 992,407.55	\$ 264,496.64	\$ 2,865,191.06	42.34%

Total Cost - \$1,500,000.00 (Estimated that 25% is Water and Sewer (\$187,500.00 each) - Fund From Reserves

Total Cost - \$1,000,000.00 (Estimated that 25% is Water and Sewer (\$125,000.00 each) - Fund From Reserves

Down Payment Assumptions:

	Underpass	Jackson Revite	College	Hudson Ave Revite	10 Ave SW Road	Foreshore Main	Short Term Debt:	
	2019	2014	2020	2016	2020	2014	Maximum Limit	\$ 873,200.00
Total Cost	\$ 9,000,000.00	\$ 1,500,000.00	\$ 1,000,000.00	\$ 1,500,000.00	\$ 1,500,000.00	\$ 1,800,000.00	Outstanding: 921 - 17 St SW Loan	(200,000.00)
Less:							Borrowing Capacity Available	\$ 673,200.00
General Capital Reserve	-	(410,000.00)	-	-	-	-	paid out in January 2016	
Water/Sewer Component (Reserves)	-	(247,500.00)	-	-	(375,000.00)	-		
	9,000,000.00	842,500.00	1,000,000.00	1,500,000.00	1,125,000.00	1,800,000.00		
Less:								
OCC Underpass Reserve	(545,047.66)	-	-	-	-	-		
Underpass Reserve	(1,544,075.33)	-	-	-	-	-		
Parks Development Reserve	-	(100,000.00)	-	-	-	-		
Debt Reserve (Bylaw No. 2841)	(125,000.00)	-	-	-	-	-		
Waterfront Walkway Allocation	-	-	-	-	(319,616.80)	-		
Community Works Fund Grant	(3,450,000.00)	(742,500.00)	-	(1,500,000.00)	(586,683.20)	-		
Federal Grant	-	-	-	-	-	(594,000.00)		
Available Contribution - Underpass	-	-	-	-	(218,700.00)	-		
	\$ 3,335,877.01	\$ -	\$ 1,000,000.00	\$ -	\$ -	\$ 1,206,000.00		

	<u>Underpass Reserve</u>	<u>Waterfront Walkway Allocation</u>	<u>Community Works Fund</u>
Balance - December 31, 2014	\$ 333,491.78	Contribution - 2016 \$ 59,630.00	Balance - December 31, 2014 \$ 2,307,244.46
Contribution - 2015	218,700.00	Contribution - 2017 59,630.00	Jackson Revitalization Project - 2014 (742,500.00)
Contribution - 2016	218,700.00	Contribution - 2018 59,630.00	1,564,744.46
Contribution - 2017	218,700.00	Contribution - 2019 59,630.00	Contribution - 2015 (Net of \$200,000) 551,630.45
Contribution - 2018	218,700.00	Contribution - 2020 59,630.00	Contribution - 2016 (Net of \$200,000) 551,630.45
Contribution - 2019	218,700.00	Accum. Interest 21,466.80	Interest - 2015 - 2016 - 2.5% 95,687.61
Accumulated Interest - 2% & 2.5%	117,083.55	\$ 319,616.80	Hudson Ave NE (Ross St - 6 St NE) (1,500,000.00)
	\$ 1,544,075.33		1,263,692.97

Strategy utilizes allocation for downpayment on 10 Ave SW Road Project in 2020

Assumptions:

Analysis assumes that the Community Works Fund will continue until 2020
 Analysis assumes 20 year amortization and an interest rate of 4.75%
 Analysis does not incorporate a Federal Grant for the Underpass Project - should one be secured it would decrease the debenture debt contemplated.
 Analysis does not incorporate the potential grant from CPR (i.e. 15% of total costs). This grant may equal increased costs associated with CPR required works.

Contribution - 2017 (Net of \$100,000)	689,212.41
Contribution - 2018 (Net of \$100,000)	689,212.41
Contribution - 2019 (Net of \$200,000)	626,788.32
Underpass Project - 2019	(3,450,000.00)
Interest - 2017 - 2019 - 2.5%	196,598.23
	15,504.34
Contribution - 2020 (Net of \$200,000)	626,788.32
Interest - 2020 - 2.5%	16,057.32
10 Ave SW Frontage Road	(586,683.20)
Balance - December 31, 2020	\$ 71,666.77

Tax Rate Implications

	Debenture Borrowings				Repayment	
	General	Water	Sewer	Total		
New Cemetery	\$ 1,020,000.00	\$ -	\$ -	\$ 1,020,000.00	\$ 82,703.39	Funded From New Construction (Equates to .55% Tax Increase)
Foreshore Main	-	-	1,206,000.00	1,206,000.00	97,784.59	Funded From User Fees (Equates to 6% Fee Increase - \$15.00 per Year)
Blackburn Park	500,000.00	-	-	500,000.00	40,540.88	Funded From New Construction (Equates to .27% Tax Increase)
Jackson Revitalization	-	-	-	-	-	No Borrowing Anticipated
Hudson Ave Revitalization	-	-	-	-	-	No Borrowing Anticipated
Underpass	3,335,877.01	-	-	3,335,877.01	270,478.75	Funded From Eliminated Shaw Centre Debt Repayment (\$452,544.42)
College	1,000,000.00	-	-	1,000,000.00	81,081.75	Funded From Eliminated Shaw Centre Debt Repayment (\$452,544.42)
10 Ave SW Frontage Rd	-	-	-	-	-	No Borrowing Anticipated
	\$ 5,855,877.01	\$ -	\$ 1,206,000.00	\$ 7,061,877.01	\$ 572,589.35	\$ 452,544.42 \$ 351,560.50

Summary - A tax increase is not anticipated with respect to debenture borrowings in the General Fund. A \$15.00 Sewer User Fee increase is anticipated in 2015 for the \$1,206,000.00 million debenture borrowing in the Sewer Fund.

Note: - Further capital improvements are required with respect to the Foreshore Main along Lakeshore Ave within the timeframe noted above - However, these costs are unknown at this time.

- Transfer to Reserve allocation - previously used for Underpass and 10 Ave SW Road Project - available in 2021 (\$218,700.00).
- Transfer to Waterfront Walkway Repayment/ Reserve allocation - previously used for the 10 Ave SW Road Project - available in 2021 (\$59,630.00)
- There are water and sewer implications for the Underpass, Hudson Revitalization and 10 Ave SW Frontage Road projects (amount unknown - estimate includes this component and would need to be reallocated to those funds).
- Excess funding available from Shaw Centre Repayment - 2019 - \$182,065.67 and 2020 (and forward) - \$100,983.92

Item 11.3

CITY OF SALMON ARM

Date: July 28, 2014

Temporary Suspension of Question and Answer Period

Vote Record

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

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



City of Salmon Arm
Memorandum from the Chief Administrative Officer

TO: Her Worship Mayor Cooper and Council

DATE: June 20, 2014

PERPARED BY: Caylee Simmons, Administrative Assistant/Executive Secretary

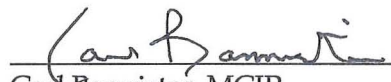
SUBJECT: Temporary Suspension of Question and Answer Period

Recommendation

THAT: the Question and Answer Period be suspended from Regular Council Meetings from September 9, 2014, until after the municipal election on November 15, 2014.

Background:

In past years, leading up to the municipal election, Council has suspended the Question and Answer Period during Regular Council Meetings. If the motion, recommended by staff, is passed by Council the Question and Answer period would be suspended after the September 8, 2014 Regular Council Meeting and resume on November 24, 2014.


Carl Bannister, MCIP
Chief Administrative Officer

Item 11.4

CITY OF SALMON ARM

Date: July 28, 2014

Mayor and Council Salary and Benefit Survey

**Maurice Lamb, Lamb and Associates
in Attendance**

Vote Record

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

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer

*Salmon Arm***City of Salmon Arm***Memorandum from the Manager of Human Resources*

TO: Mayor and Council

DATE: July 11, 2014

SUBJECT: Mayor and Council Salary and Benefit Survey

A salary and benefit survey for the Mayor and Council was conducted by Lamb & Associates over the past few months. Attached are the findings of the Mayor and Council Salary and Benefit Survey, which includes a report with recommendations from the consultant, and the supporting data.

Thank-you,

Christine McLean, MIR, CHRP
Manager of Human Resources

cc: Carl Bannister, Chief Administrative Officer

SALMON ARM MAYOR AND COUNCIL

REMUNERATION AND BENEFIT SURVEY REPORT

June 14, 2014

A) Background

1. Project Objective

To undertake a review of the City of Salmon Arm's Council remuneration and benefit provisions with comparative British Columbia Municipalities. To prepare a report that includes a comparative analysis of salary levels and benefits with options and recommendations for the current seven members of Council.

2. Scope of Work

- Provide comparisons to the pay/benefit structures in comparator Municipalities. Make recommendations for changes to the current Council salary and benefit structure that would promote cost control, internal equity, and ability to retain and attract qualified elected officials.
- Submit a draft report for review and consultation with the Chief Administrative Officer. Consider input from staff and make any appropriate changes to the report.
- Present the final comprehensive report to City Council and respond to questions from Council regarding the report.

3. Mayor and Council Remuneration History

Salmon Arm Mayor and Councillors' remuneration and benefits were last surveyed in 2011 and no adjustments were made at that time. The survey is being undertaken to ensure that salary and benefit levels in Salmon Arm are consistent with Municipalities of similar size, and to make recommendations for changes to the current Council salary and benefit structure that would promote cost control, internal equity, and ability to retain and attract qualified elected officials.

4. Comparator Municipalities

City of Courtenay, City of Cranbrook, Columbia Shuswap Regional District, Township of Esquimalt, City of Ft. St. John, North Okanagan Regional District, City of Langford, City of Langley, City of Port Alberni, City of Powell River, District of Squamish, and City of White Rock.

B) Compensation Methodology/Process Used In Survey

1. Current salary levels, benefits and expenses were reviewed and a salary survey table was developed to enable responses from survey participants that meet the requirements of Salmon Arm.
2. The salary and benefit survey was conducted with 10 Municipalities and two Regional Districts listed above. Eleven organizations provided data for the survey.
3. An Excel spreadsheet is attached showing participant responses and the summary of results that were analyzed to provide options and recommendations.

4. The compensation methodology used to make recommendations on salary levels was based on survey mean (average) data for salary rates.
5. The data submitted for benefits and expenses has been reviewed and the results vary among survey respondents, which is not uncommon for local governments. Approximately half the respondents do not provide benefits. Often Council members have benefits through other sources and the UBCM provides benefits as an option for Council members. However, the compensation methodology used in making recommendations for this survey takes into consideration that the provision of benefits should continue to be provided by Salmon Arm in order to attract a greater number of candidates for considering an elected position.

C) Survey Results, Analysis, Options and Recommendations

1. Salary Survey Summary Results

SUMMARY	Mayor	Deputy Mayor	Councillor	% Difference Mayor and Councillor	Councillor Rate at 40% of Mayor
Salmon Arm	\$44,800	\$50/Month \$600/Year	\$15,000	33.5%	\$17,920
Survey Average	\$53,725	\$7517/Year	\$21,660	40.3%	\$21,490
Survey Median	\$50,432	N/A	\$19,439	38.5%	\$20,173

a. Analysis

Salary summary results indicate the Mayor is paid \$8,925 less than the survey average and Councillors are paid \$6,660 less than the average. The percentage difference between Mayor and Councillor's current pay rates is also less than the survey average.

b. Options

The following are listed as they provide low, average, median and above average options, (40% of Mayor's rate is shown in brackets after the Councillor's rate):

1. Maintain current rates-Mayor-\$44,800, Councillor-\$15,000, (\$17,920)
2. Pay at survey average rates-Mayor-\$53,725, Councillor-\$21,660, (\$21,490)
3. Pay at survey median rates-Mayor-\$50,432, Councillor-\$19,439, (\$20,173)
4. Pay at 85% of average rates-Mayor-\$45,666 Councillor-\$18,411 (18,266)
5. Pay at 85% of median rates-Mayor-\$42,867 Councillor-\$16,523*(17,147)
6. Pay at 115% of average rates-Mayor-\$59,903 Councillor-\$24,151 (23,961)
7. Pay at 115% of median rates-Mayor-\$56,232 Councillor-\$21,674 (22,493)

*See Appendix A-City of Langley Compensation Policy

c. Recommendations

I recommend that Mayor and Councillors' salaries be increased to the survey average rates.

There is a need to maintain competitive salary and benefits in Salmon Arm to avoid potential large salary increases, to ensure Salmon Arm Council members receive equitable treatment in relation to their peers in comparative Municipalities and to provide opportunities for a greater number of candidates to participate in Municipal elections. The most common percentage difference in pay between Mayor and Councillors is approximately 40%. The recommended rates of pay result in the correct percentage difference of pay between Mayor and Council. In addition to the survey showing a 40.3 % difference in pay a recent review by the City of Langley indicates that the pay difference should be at the 40% level. The City of White Rock also uses the 40% difference in determining the rate of pay for Councillor.

See Appendix B for survey data obtained by Langley. The survey average rates recommended for Salmon Arm fall in the five lowest paid Municipalities included in this survey.

d. Deputy Mayor

There are considerable differences between Municipalities in how the Deputy Mayor is paid. The average annual rate is \$7,517.

I recommend that the pay for Deputy Mayor be set at the survey average of \$7,517/year which can be divided among Councillors who share this function.

e. Recommended Compensation Policy

1. That Council remuneration is adjusted on January 1st of each year by the same percentage increase as the BC CPI.
2. That the Mayor and Councillors' rates are set at the survey average figures and that these rates are checked every five years by survey.

f. Process for Determining Annual Increases

I recommend that the BC CPI figure be used to determine annual increases in Salmon Arm. I also recommend that a survey of comparative Municipalities be undertaken every five years to maintain market average rates for Mayor and Councillor positions.

The BC CPI figure is the most common process used among survey participants.

2. Benefit Summary Results

a. Analysis

There is a great deal of inconsistency in benefit coverage among Municipalities. Council members do not always choose to receive benefits and, if they do, a majority of Council members must want them in order for them to be implemented. A large number of survey participants do not provide benefit coverage, except in the areas of Accidental Death and Dismemberment. A complete benefit package is available to all Council members through the UBCM.

b. Options

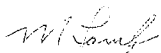
Options are to maintain current practice or to discontinue that practice.

c. Recommendations

I do not recommend making changes to the benefits offered by Salmon Arm.

3. Expenses

- a. **Professional Development, Courses Outside of City-** There is a focus on professional development for elected officials in BC. **It is my recommendation that no changes be made.**
- b. **Vehicle \$/Kilometre-** Provincial Government rate for 2013 is \$.52/Km. Five participants pay \$.54/Km., two pay \$.50/Km., one pays \$.53/Km., three pay \$.52/Km. **I recommend no change.**
- c. **Authorized Meetings over Four Hours-** Most pay prorated per diem plus mileage. **I recommend no change.**
- d. **Authorized Meetings under Four hours-** Most pay prorated per diem plus mileage. **I recommend no change.**
- e. **Per Diem-** Salmon Arm has higher Per Diem rates than the majority of survey participants paying \$150/day and the survey average is \$89/day. **I recommend that the reasons for paying this rate be reviewed.**
- f. **Mayor Cell Phone-** Please see spreadsheet. **I recommend no change.**
- g. **Computer-** Please see spreadsheet. **I recommend no change.**



**Maurice Lamb
Lamb and Associates
4962 Vista View Road
Nanaimo BC, V9V 1R3
250-756-4962**

Appendix A

City Of Langley Council Remuneration Policy:

1. That Council indemnity is adjusted on January 1st of each year by the same percentage increase as the GVRD Board.
2. That the Mayor's annual remuneration be based on 85% of the calculation of the median of GVRD Mayors' salaries, to be effective on December 1, 2008.
3. That the Councillor's annual remuneration be based on 40% of the Mayor's annual remuneration, to be effective on December 1, 2008.
4. That additional remuneration for Deputy Mayor is established at 10% of the Mayor's annual remuneration, prorated to the term of the appointment, to be effective on December 1, 2008.
5. That additional remuneration for Acting Mayor is established in the amount of the difference between the remuneration payable to the Mayor and to a Councillor, prorated to the term of the appointment.

Appendix B

2013 Median of Metro Vancouver Mayor's Salaries

Municipality	2009	2010	2011	2012	2013
Lions Bay	\$ 13,455	\$13,260	\$ 13,260	\$ 13,578	\$ 13,578
Anmore	\$ 12,549	\$12,549	\$ 12,549	\$ 18,105	\$ 16,252
Belcarra	\$ 16,837	\$16,837	\$ 18,096	\$ 18,512	\$ 18,512
Bowen Island	\$ 18,641	\$21,480	\$ 21,845	\$ 21,614	\$ 21,614
White Rock	\$ 55,300	\$56,690	\$ 56,690	\$ 57,710	\$ 59,040
Pitt Meadows	\$ 49,596	\$63,220	\$ 63,220	\$ 66,082	\$ 66,082
Port Moody	\$ 69,114	\$69,114	\$ 70,358	\$ 71,836	\$ 72,471
West Vancouver	\$ 65,047	\$65,047	\$ 68,863	\$ 75,000	\$ 76,536
Langley City	\$ 57,308	\$71,649	\$ 72,985	\$ 76,250	\$ 78,345
Port Coquitlam	\$ 67,277	\$67,277	\$ 85,418	\$ 87,310	\$ 93,033
New Westminster	\$ 81,987	\$81,987	\$ 88,615	\$ 91,015	\$ 93,061
North Vancouver District	\$ 92,096	\$92,179	\$ 93,838	\$ 95,959	\$ 95,912
Maple Ridge	\$ 89,744	\$89,744	\$ 94,500	\$ 99,436	\$ 99,435
Abbotsford	\$ 86,600	\$90,800	\$ 90,800	\$ 102,900	\$ 102,272
Langley Township	\$ 93,724	\$93,724	\$ 93,724	\$ 105,456	\$ 105,655
North Vancouver City	\$ 89,701	\$91,495	\$ 93,325	\$ 93,325	\$ 108,221
Richmond	\$ 105,908	\$106,967	\$ 106,967	\$ 117,500	\$ 122,987
Delta	\$ 89,424	\$100,523	\$ 100,523	\$ 117,360	\$ 128,702
Surrey	\$ 109,615	\$112,607	\$ 116,717	\$ 116,717	\$ 130,533
Coquitlam	\$ 114,371	\$128,547	\$ 133,298	\$ 133,624	\$ 133,742
Burnaby	\$ 95,029	\$97,414	\$ 114,031	\$ 117,532	\$ 139,207
Vancouver	\$ 126,278	\$140,001	\$ 151,594	\$ 153,356	\$ 152,756
	\$1,599,601	\$1,683,111	\$1,761,216	\$1,850,177	\$1,927,946
	10%	5%	4%		
Average	\$ 72,709	\$ 76,505	\$ 80,055	\$ 84,099	\$ 87,634
Median	\$ 85,844	\$ 85,866	\$ 89,708	\$ 92,170	\$ 94,487
Min	\$ 12,549	\$ 12,549	\$ 12,549	\$ 13,578	\$ 13,578
Max	\$ 126,278	\$ 140,001	\$ 151,594	\$ 153,356	\$ 152,756

Langley City Median:

	2014	2013	Increase	%
Mayor's remuneration based on 85% of the Median	\$ 80,314	\$ 78,345	\$ 1,969	2.5%
Councillors based on 40% of the Mayor's remuneration	\$ 32,125	\$ 31,338	\$ 787	2.5%
Deputy Mayor based on 10% of Mayor's remuneration	\$ 8,031	\$ 7,834	\$ 197	2.5%

MAYOR AND COUNCILLOR REMUNERATION

Annual Increase

Benefits - Extended Health, Dental and Life Insurance

Municipality	Mayor Salary	Deputy Mayor (Acting Chair in RD) Rate	Councillor Salary	Salary Difference Mayor and Council	Formula for Annual Increase	Extended Health Care % Covered	Extended Premium Paid by City	Extended Max \$	Extended Annual Deductable	Dental Plan A % Coverage	Dental Plan B % Coverage	Dental Plan C % Coverage	Dental Annual Max. \$	Dental Plan A and B Premium Pd by City	Dental Death + Dismemberment \$
Salmon Arm	\$44,800	\$50/month \$600/year*	\$15,000	\$29,800	Council Resolution	80%	100%	\$50,000	\$25	80%	50%	N/A	No Max.	100%	\$225,000 to Age 70
Courtenay	\$50,432	N/A	\$21,676	\$28,756	Council Resolution	Council not on benefits by choice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cranbrook	\$53,319	N/A	\$19,439	\$33,880	BC CPI	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Esquimalt	\$46,396	5%/year if willing even if not required, \$2,320/year*	\$18,558	\$27,838	Victoria CPI Min. 2% increase	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ft. St. John	\$62,132	\$500/month \$6,000/year*	\$23,300	\$38,832	Citizen Committee Determines	100%	100%	N/A	N/A	100%	100%	N/A	N/A	100%	\$25,000-at age 65 reduced to \$12,500
Langford	\$34,252	\$9,063/year*	\$16,107	\$18,145	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
City of Langley	\$80,314	\$8,031/year*	\$32,125	\$48,189	Same % increase as GVRD Board. Mayor 85% of Median GVRD Mayors' salaries, Councillor's-40% of Mayors', Deputy Mayor-	All benefits same as exempt staff	All benefits same as exempt staff	All benefits same as exempt staff	All benefits same as exempt staff	All benefits same as exempt staff	All benefits same as exempt staff	All benefits same as exempt staff	All benefits same as exempt staff	All benefits same as exempt staff	All benefits same as exempt staff
Port Alberni	\$38,450	N/A	\$17,041	\$21,409	BC CPI	100%	100%	Unlimited	\$0	80%	50%	50%	Plans A,B,C-\$250/person for 1st 12 months of coverage, then no limit except Plan C-\$5,000	100%	\$25,000 to age 65, then 50% reduction; termination age 70
Powell River	\$44,095	N/A	\$17,583	\$26,512	BC CPI	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Squamish	\$64,490	\$917/month \$11,004/year- Councillors rotate*	\$27,731	\$36,759	Bylaw	<\$1000-80%, >\$1000-100%	100%	Unlimited	\$3/Prescription	100%	80%	N/A	A-Unlimited, B-\$1000	100%	2x annual salary up to \$500,000, at age 65-50%
White Rock	\$72,299	\$1,300/month \$15,600/year*	\$29,700	\$42,599	Mayor-Average of Pitt Meadows, Port Moody, Langley. Councillor-40% of Mayor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Columbia Shuswap RD	Mun-\$34,242** Elect-\$38,818**	\$153/meeting for Acting Chair in RD**	Mun-\$11,128** Elect-\$15,704**	Mun-\$23,114** Elec-\$23,114**	CPI	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$100,000 to age 75
North Okanagan RD	Mun-20,340** Elect-\$21,912**	\$129/month \$1,548/year**	Mun-\$6,348** Elect-\$7,896**	Mun-\$13,992** Elect-\$14,016**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SUMMARY DATA															
Diff from Avg	\$ (8,925)	\$ (6,917)	\$ (6,660)	\$ (2,268)	Mayor and Coun.% Dif										
Salmon Arm % diff from Avg	19.9%	1152.8%	44.4%	7.6%											
Salmon Arm	\$ 44,800	\$ 600	\$ 15,000	\$ 29,800	34%										
Average	\$ 53,725	\$ 7,517	\$ 21,660	\$ 32,068	40%										
Median	\$ 50,432		\$ 19,439	\$ 30,993	39%										
Low	\$ 34,252		\$ 15,000	\$ 19,252	44%										
High	\$ 80,314		\$ 32,125	\$ 48,189	40%										

*Annual rates used in summary data calculations for Deputy Mayor

**Not included in Summary Data Calculations

Item 11.5

CITY OF SALMON ARM

Date: July 28, 2014

Salmon Arm Wharf Commercial Business Parking

Vote Record

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

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: July 22, 2014
 To: Mayor Cooper and Members of Council
 Subject: Salmon Arm Wharf - Commercial Business Parking

Motion for Consideration:

That: Council establish an annual fee of \$600.00 per approved business for the period of April 1 to September 30 for the shared commercial usage of the designated parking spaces at the Salmon Arm Wharf.

Background:

In 2003, Council approved the commercial usage of two (2) parking spaces (located on Marine Park Drive adjacent to the boat launch) at the Salmon Arm Wharf for businesses who require access to the lake for the purposes of demonstrating/test driving boats with customers.

In the past, the fee was calculated by applying the Wharf Specified Area levy to the approved specific business's assessment – this was deemed to be an appropriate fee. The fee has ranged from between \$300.00 and \$400.00 annually. Recently, the Wharf Specified Area Bylaw and authority to levy the fee was repealed by Council with the payout of the debenture debt. This has prompted staff to review the usage of the parking spaces. It is felt by staff that these parking spaces (as noted on the attached maps) should be available by all boaters while launching or recovering their vessels (i.e. ½ hour maximum).

A letter of request has been received by the Boathouse Marina who wish to retain the use of the parking spaces (see attached).

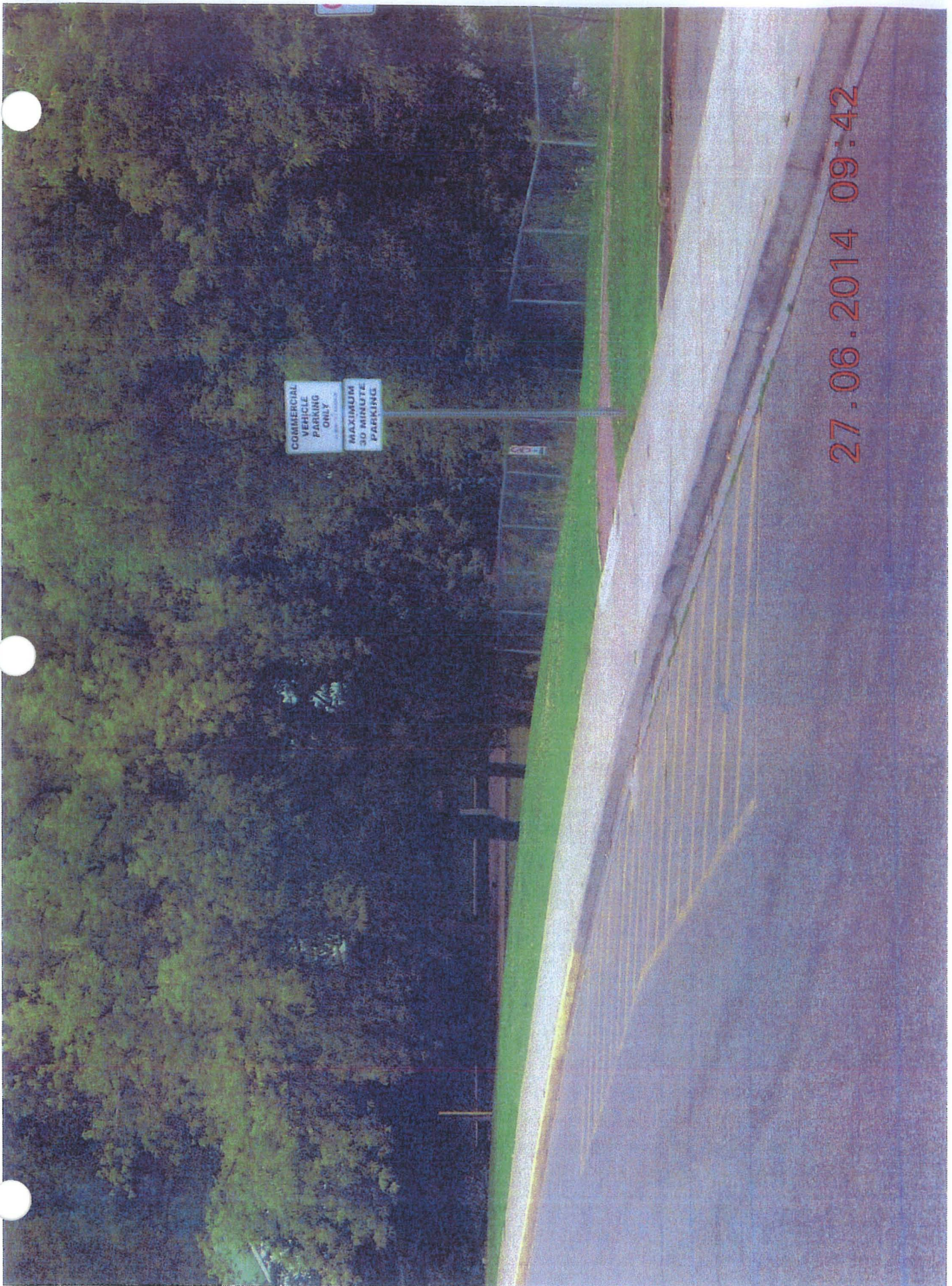
Should Council wish to continue this practice, it is recommended that the annual fee be established at \$600.00 per approved business for the period of April 1 to September 30 for the shared commercial use of the designated parking spaces at the Salmon Arm Wharf. An amendment to the Fee for Service Bylaw would be required.

Monica Dalziel, CMA



27.06.2014 09:43





27.06.2014 09:42







Salmon Arm, B.C.

Ms. Monica Dalziel
City of Salmon Arm
mdalziel@salmonarm.ca

July 7, 2014

Dear Monica,

Re: Commercial Parking Stall at the Salmon Arm wharf

Thank you for requesting this letter regarding our interest in the Commercial Parking Stall at the Salmon Arm wharf. The use of this parking space is very important to our business between the months of April and the end of September as we may use the launch up to 6 times daily. When one of us goes down to the water to demonstrate or deliver a boat to a customer several aspects come into play including security of the brand new boat, the length of time the wharf is tied up, and business efficiency.

Delivery of a boat requires some consultation with the customer; for example, after the launch (during which time the truck and trailer would have to be parked) the customer may request to be familiarized with instructions for exiting the Salmon Arm wharf area. We find that many of our clients greatly appreciate the opportunity to have one of us take them to the water for a demonstration on how to load and unload a boat as well as the operation on the water, especially for those who do not have much experience in boating. Not having this option readily available to inexperienced new boat owners would create more problems in the future as these inexperienced new boat owners may jam up the launch as they learn through trial-and-error how best to complete the task without any direction or example.

Demonstrations require a place to park the truck and trailer during the period of time the boat is on the water so that it is available for re-loading the boat. The demonstrator must tie the boat up to the wharf and then go park the truck; it is during the time the boat is off the trailer that it is essential to have access to parking close to the launch. Without the immediate access to parking that the *Commercial Parking Stall* provides, security risks would result from the demonstrator being out of site of the

unattended boat both while the truck and trailer were parked out of site in the big lot and after the demonstration when the truck and trailer were being picked up from the big lot in order to reload the boat. Note that the customer may not be near enough to guard the boat during either the launch or the reloading, and even if the customer were on-hand they may not want to or be able to guard the boat (for example, they may have children to watch).

Leaving the boat unattended while parking the truck and trailer in the big lot also means the boat would take up space on the launching wharf for a longer period of time for both launch and re-loading of the boat. The busier the wharf, the more this situation would exacerbate boater frustration.

Last but not least, the *Commercial Parking Stall* at the Salmon Arm wharf offers the Boathouse an efficient venue for launch usage that mitigates both time away from our office and scheduling difficulties for delivery and demonstration activities at the boat launch. These business efficiencies would not be possible if the *Commercial Parking Stall* were opened up to personal usage for all boaters. In fact, the latter would have a negative impact on our business, taking us away from work for much longer and making the demo or delivery process either much more difficult or impossible to schedule.

In conclusion, the Boathouse would appreciate the opportunity to continue to utilize the *Commercial Parking Stall* at the Salmon Arm wharf similar to previous years. In pursuit of a pleasant experience for our customers when trying to plan water demonstrations during the hectic months in Salmon Arm's beautiful summer season, we would like to take this opportunity to suggest that the sign be modified with text describing boat dealerships only. In either case, the Boathouse Marine and Leisure dealership would be happy to continue to pay for this commercially restricted parking space.

Thank you for your time on this matter,

Blake Baker



BoatHouse Marine & Leisure
Office: 250-832-7515
Cellphone: 250-515-0004
Email: blake@boathousemarine.com

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Item 19.1

CITY OF SALMON ARM

Date: June 23, 2014

Moved: Councillor Eliason

Seconded: Councillor Kentel

THAT: Development Variance Permit No. VP-400 be authorized for issuance for Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 34269, which will vary Section 36.10 of Zoning Bylaw 2303 in the following manor and as identified on the site plan date stamped received July 10, 2014:

- 1) Reduce the minimum setback of the accessory building (shop/ garage) from 6.0 m to 4.0 m along the east parcel line; and
- 2) Reduce the minimum setback of the accessory building (carport) from 6.0 m to 1.5 m along the west parcel line.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: July 14, 2014

Subject: Development Variance Permit Application No. VP-400 (Side Parcel Line Setbacks)
 Legal: Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 34269
 Civic: 2160 - 9 Street SE
 Owner/Applicant: Brian Blair, Denise Boudreau, Darryl and Alice Plowe

Hearing - July 28/14

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-400 be authorized for issuance for Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 34269, which will vary Section 36.10 of Zoning Bylaw 2303 in the following manner and as identified on the site plan date stamped received July 10, 2014:

- 1) Reduce the minimum setback of the accessory building (shop/garage) from 6.0 m to 4.0 m along the east parcel line; and
- 2) Reduce the minimum setback of the accessory building (carport) from 6.0 m to 1.5 m along the west parcel line.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject property is located at 2160 - 9 Street SE (see APPENDIX 1 and 2). The applicant is proposing to construct two accessory buildings; one with a setback reduction of 2.0 m from the east parcel line and the other with a 4.5 m reduction from the west parcel line. In a written statement, the applicant has provided the following rational for the proposal:

"...the reason for applying for a variance permit is because of the Terasan gas high pressure lines running through my property. I have spoken with my neighbors and they have no problem with my application. The shop will be 3.7 meters from property line on the east and the carport 1.5 meters on the west due to driveway and house locations." (Note that the proposed setback of 3.7 m for the shop has since been changed to 4.0 m by the applicant.)

The applicant's site plan is attached as APPENDIX 3. The proposed carport would be approximately 25 m² (12' / 22') in area and the proposed shop approximately 231 m² (48' / 52').

BACKGROUND

The property has an area of approximately 2.1 ha and is occupied by a single family dwelling. It is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned A-3 (Small Holding) in the City's Zoning Bylaw.

Important to this application is the fact that both accessory buildings are intended for non-agricultural uses, meaning a minimum 6.0 m setback is required from all parcel lines as per Section 36.10 of the Zoning Bylaw and A-3 zone. If the buildings are intended agricultural purposes, then 15.0 and 30.0 m setbacks would be required.

Traversing the northern portion of the property is a natural gas right of way (shown on the site plan), and further upslope to the south is a BC Hydro right of way. Located just within the boundary of the City's Urban Containment Boundary, the property is surrounded relatively large rural sized lots with agricultural zoning on steep slopes; adjacent land uses include the following:

North: Rural Holding (A-2) – single family dwelling (0.5 ha lot)
South: Rural Holding (A-2) – vacant and forested (51.6 ha lot)
East: Rural Holding (A-2) – single family dwelling (3.2 ha lot)
West: Small Holding (A-3) – single family dwelling (2.8 acre lot)

COMMENTS

Engineering Department

No concerns.

Fire Department

No concerns.

Building Department

A site survey prepared by a BC Land Surveyor will be required at the Building Permit stage to legally ascertain property lines and building setbacks.

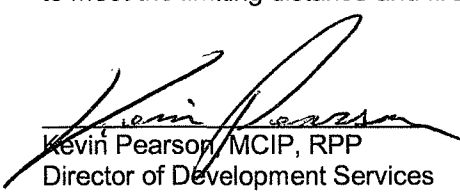
Planning Department

Setbacks help to ensure adequate separation between buildings sited on adjoining property for privacy, aesthetic and fire safety reasons.

Staff does not anticipate neighbouring concerns regarding privacy. Dwellings on adjacent properties appear to be located at least 50 m from either proposed building site. The applicant advised that he has consulted with neighbouring land owners.

The subject property is relatively large for a lot in the Urban Residential Area, as are the adjacent lots; however, development options on the site are also limited by rights of ways and forested steep slopes. The existing driveway would lead to the proposed carport site, and the preference is to have the shop sited on the northeast corner of the lot instead of the front yard near the applicant's house. The proposed shop will be somewhat large with a 231 m² footprint. The maximum height for an accessory building in the A-3 zone is 12 m.

If the two variances are approved, the precise building setbacks from lot lines will need to be confirmed by a BC Land Surveyor at the Building Permit stage. Related to that, the design of the building will need to meet the limiting distance and fire separation requirements of the BC Building Code.



Kevin Pearson, MCIP, RPP
Director of Development Services



10 Street SE

20 Ave. SE

19 AVE. SE.

9 ST. SE

9 ST.

2160

1140

1851

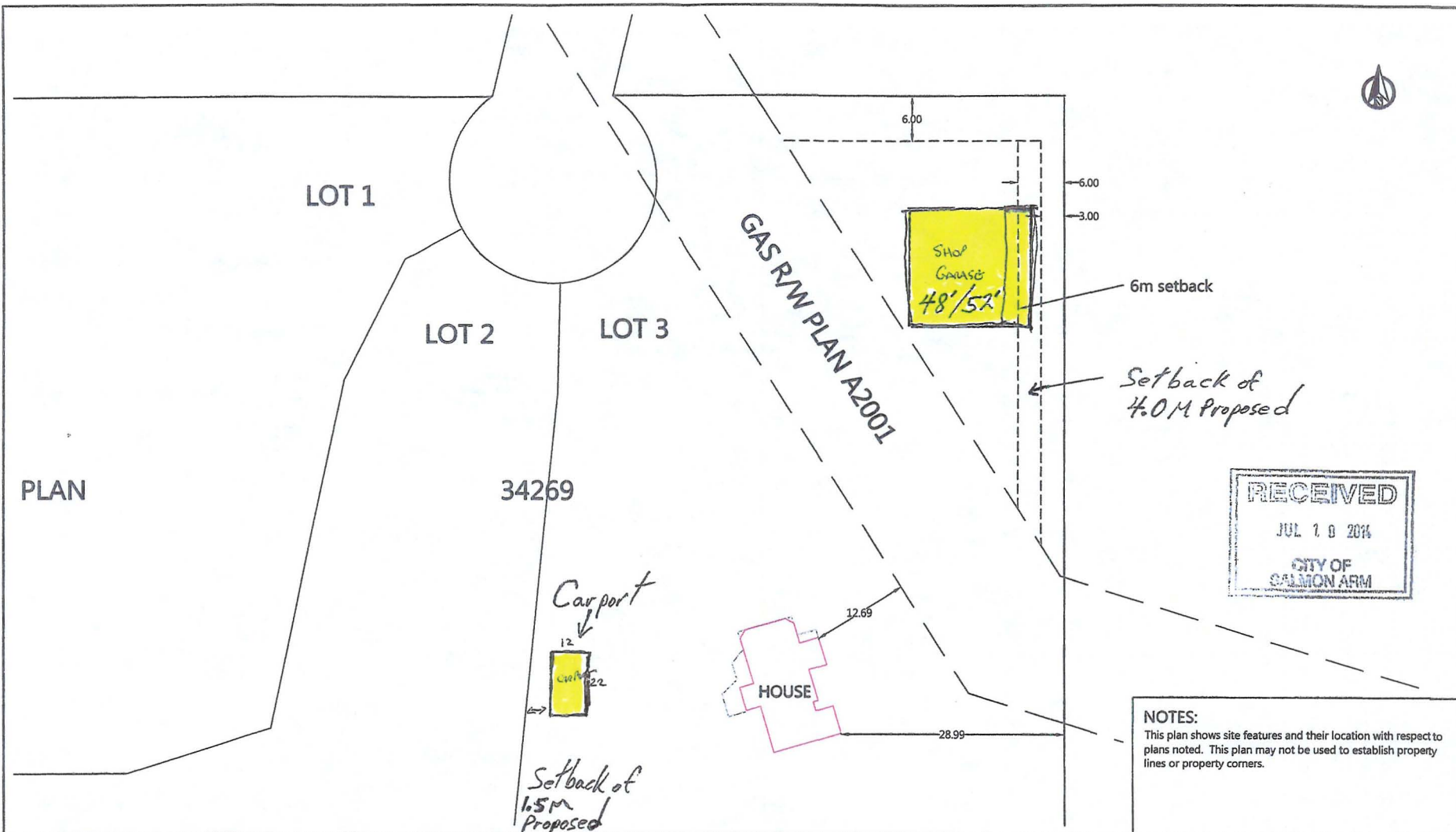
1224



50 25 0 50 Meters

2010 Aerial Photo





PLOT PLAN SHOWING LOCATION OF SITE FEATURES		
LOCATION: PID: 003-000-087 2160 9th St. S.E., SALMON ARM BC;	BLACKBURN SURVEYING LTD 1491 20TH ST. S.E. 250.804.5465 blackburnsurveying@gmail.com	PLAN SCALE: 1 : 500 DATE: 5/27/2014
CLIENT: Brian Blair		PAGE: 1 FILE: 3039

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, July 28, 2014, at 7:00 p.m.**

1. Proposed Zoning Bylaw Text Amendments:

1. Section 17.3 – Permitted Uses in the C-3 Service Commercial Zone

Add the following defined uses and renumber the balance of Section 17.3 accordingly:

- *retail store*
- *personal service establishment*

Delete the following uses and renumber the balance of Section 17.3 accordingly:

- *ancillary retail sales*
- *appliance store*
- *furniture stores*
- *hardware store*
- *pet shop*
- *second hand stores*
- *sporting goods store*
- *video stores*

2. Table A1-1 – Required Offstreet Parking and Loading (Minimum Parking Stall Requirements):

Delete:	Retail Stores	1 stall per 10 meters squared of gross floor area
Add:	Retail Store	1 stall per 24 meters squared of gross floor area

Applicant: City of Salmon Arm

Reference: ZON-1010 / Bylaw No. 4049

The file for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from July 15, 2014 to July 28, 2014, both inclusive, in the office of the Corporate Officer at the City of Salmon Arm, 500 - 2 Avenue NE. **THOSE WHO DEEM THEIR INTEREST AFFECTED BY THE PROPOSED BYLAW ARE URGED TO REVIEW THE FILE AVAILABLE IN DEVELOPMENT SERVICES DEPARTMENT (OR TELEPHONE 803-4000) TO OBTAIN THE FACTS OF THE PROPOSAL PRIOR TO THE PUBLIC HEARING.**

Erin Jackson
Corporate Officer

Advertise Salmon Arm Observer: July 16 and 23, 2014

20.1/21.1



City of Salmon Arm
Memorandum from the Director of Development Services

TO: Her Worship Mayor Cooper and Council

DATE: June 16, 2014

SUBJECT: Zoning Amendment Application No. ZON - 1010 (City of Salmon Arm)
 C-3 Zone and Offstreet parking and Loading

1st 2 - July 14/14
 PH + 3rd + Final - July 28/14

STAFF RECOMMENDATION

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

1. Section 17.3 - Permitted Uses in the C-3 Service Commercial Zone

Add the following defined uses and renumber the balance of Section 17.3 accordingly:

- *retail store, and*
- *personal service establishment*

Delete the following uses and renumber the balance of Section 17.3 accordingly:

- *ancillary retail sales*
- *appliance store*
- *furniture stores*
- *hardware store*
- *pet shop*
- *second hand stores*
- *sporting goods store*
- *video stores*

2. Table A1-1 - Required Offstreet Parking and Loading (Minimum Parking Stall Requirements):

Delete:	Retail Stores	1 stall per 10 metres squared of gross floor area
Add:	Retail Store	1 stall per 24 metres squared of gross floor area

PURPOSE

The purpose of this report is to provide background information on the *retail store* use in the City, its history and how it applies within the City's Zoning Bylaw No. 2303. The recommended text amendment, to allow for the *retail store* use within the C-3 Service Commercial Zone, is intended to allow for practical changes in the regulation and provide clarity to residents and businesses in its application. The proposed changes are part of the staff's ongoing review of the Zoning Bylaw.

BACKGROUND

Retail Use Policy and Zoning History

Since the 1980's, the use *retail store* has been restricted to the old Town Centre designated area of the OCP, and more strictly under C-2 zoning from the mid-1990s to present day. Up until recently, the only other retail outlets (other than convenience and other service commercial stores) were found in Centenoka and Piccadilly Malls. The intent of the older OCP policies was simply to keep retail stores confined to the City Centre in an attempt to protect the vitality of the downtown core. The other

complimentary land use policy of the City Centre intended to populate the downtown was to encourage upper floor residential development. The policy remains in effect today.

The retail landscape of Salmon Arm has evolved and modernized since the last century. One problem that remains is that other retail-type uses are permitted in other commercial zones, which has created confusions, inconsistencies and challenges for land and building owners who want to set up a retail businesses and professional services where it makes sense to.

The other is that consumers and property owners are demanding more flexibility in allowing a broader range of retail commercial uses outside of the City Centre. While some businesses in the City Centre may find it more difficult to compete, it is arguable that most Salmon Arm citizens would prefer a choice of being able to shop retail at one of the larger format retail malls on the west side of the City, with the City Centre, or somewhere within the eastern commercial node near where most of the population resides.

Official Community Plan

In regards to the OCP, the most relevant policies impacting commercial lands include Policy 9.3.18 a. and c. (Urban Commercial):

- a. **Commercial Corridor West of City Centre to 30 Street SW** – The Highway Service/Tourist Commercial area on the west side of the City Centre is oriented towards vehicle service and retail warehousing uses. Activities have relatively low site coverage (e.g. automotive and recreation vehicle sales, large buildings and associated parking lots). This area serves the needs of the community and region. Limited expansion of this area may be considered.
- c. **Commercial Corridor East of City Centre to 30 Street NE** – The Highway Service/Tourist Commercial area east of the City Centre is developed with tourist accommodation, retail food, general retail, office, medical services, entertainment and community recreation and education facilities. This area also serves the commercial needs of the surrounding residential areas and greater community. Limited expansion of this area may be considered.

As per the OCP policies listed above, the idea is to maintain the general uses described above and for C-3 Zone to keep all current service commercial uses. Appendix 1 shows all currently C-3 zoned properties within the City and their distribution. The majority of C-3 zoned properties are west of the Town Centre, however there are a small number which are located on its perimeter and to the east.

PLANNING

C-3 Service Commercial Zoning

The C-3 Service Commercial (Appendix 2) zone is intended to accommodate commercial uses which are oriented towards vehicular traffic and require large areas of land for storage and/or display purposes and/or to accommodate large *building*. However not specifically intended to accommodate retail uses, the following retail uses are currently permitted within the C-3 Zone; ancillary retail sales, appliance store, furniture stores, hardware stores, pet shop, second hand stores, sporting goods stores, video stores.

As defined in the Zoning Bylaw, *retail store* is defined as:

means a *building* where goods, wares, merchandise, substances, articles or things are offered or kept for sale, including storage of limited quantities of such goods, wares, merchandise, substances, articles or things, sufficient only to service such store and includes but is not limited to: appliance stores, furniture stores, hardware stores, pet shops, video stores and second hand stores.

As defined in the Zoning Bylaw, *personal service establishment* is defined as:

Means a use catering to personal needs and includes but is not limited to: barber shop, beauty parlour, dry cleaning establishment, Laundromat, photographic studio, artist studio, shoe repair shop, tailor shop, dressmaking shop, music studio, florist shop, optical and watch sales and repair shop and food stuffs produced and sold for off-site consumption

In comparison, the C-3 zone already allows for a number of retail uses which are also permitted examples within the broader *retail store* definition. The retail use within the zone would be expanded while still maintaining all other service commercial uses. Therefore, the amendment would be consistent with the OCP and new proposals for C-3 zoning and service commercial uses would still be encouraged west of the City Centre.

Offstreet Parking and Loading – Minimum Parking Stall Requirements

In addition and complementary to the retail use amendment in C-3 zones, the adjustment of the offstreet parking and loading requirements is also recommended. As per Table A1-1 – Required Offstreet Parking and Loading of the Zoning Bylaw the *retail store* use requires one (1) stall per 10 m² of gross floor area. It is recommended that this be reduced to a ratio one (1) stall per 24 m² of gross floor area. This ratio would be more consistent with neighboring jurisdictions and comparable to the *shopping centre* use in the City. Some comparable jurisdictions and their parking requirements are shown in the table below:

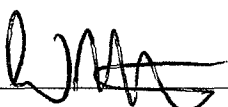
Municipality	Offstreet Parking Requirements	
City of Salmon Arm	Retail Store:	1 per 10 m ² GFA
	Shopping Centre:	1 per 24 m ² GFA
City of Vernon	Retail Store:	2 per 100 m ² GFA (less than 1000 m ²) 3 per 100 m ² GFA (greater than 1000 m ²)
	Shopping Centre:	4.4 per 100 m ² GFA *Average of 1 per 32 m ² GFA
City of Kelowna	Retail Store:	2 per 100 m ² GFA (less than 1000 m ²) 3 per 100 m ² GFA (greater than 1000 m ²)
	Shopping Centre:	4.4 per 100 m ² GFA *Average of 1 per 32 m ² GFA
City of Penticton	Retail Store:	1 per 50 m ² NFA (Net Floor Area)

In comparison, the current recommended requirements of 1 per 24 m² GFA is significantly less than other major jurisdictions including Kelowna and Vernon with an average of 1 per 32 m² GFA.

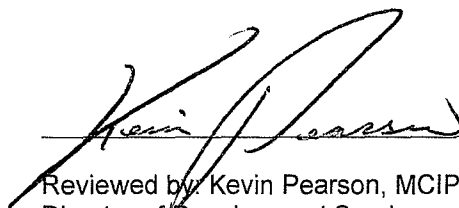
CONCLUSION

The proposed text amendment to Zoning Bylaw No. 2303 to add *retail store* use to the C-3 Service Commercial Zone is intended to allow practical changes to the zone and improve clarity in the regulation. The use will allow for a broad range of retail use instead of the restricted and unpractical restrictions of a variety of retail uses currently permitted, while maintaining all other service commercial uses.

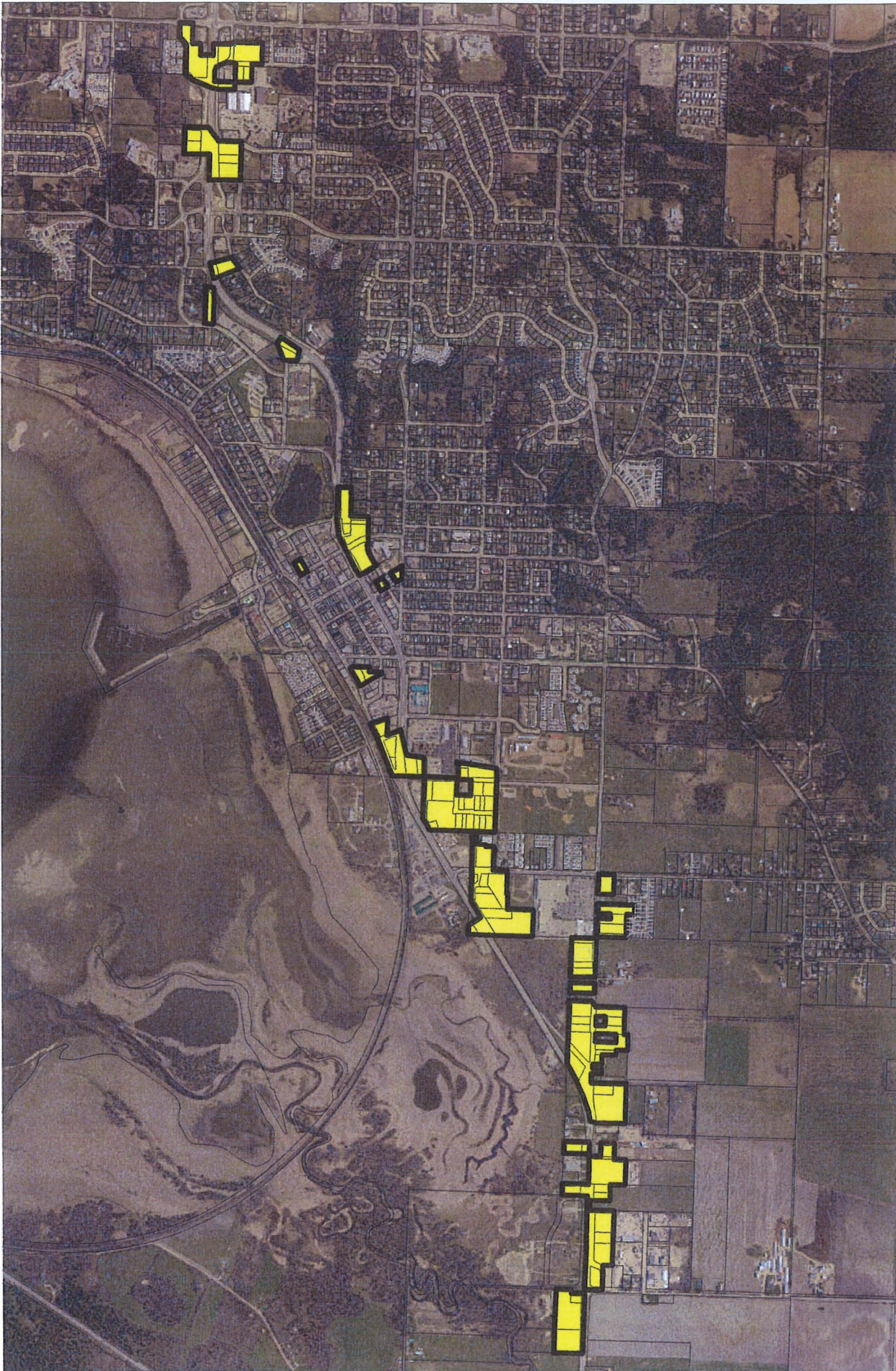
In addition to the expansion of retail use, it is recommended that the minimum parking requirements be reduced from one (1) stall per 10 m² of gross floor area to one (1) stall per 24 m² of gross floor area for retail use. This ratio would be more consistent with neighboring jurisdictions as well as with the Shopping Centre use in the City



Prepared by: Wesley Miles
Planning and Development Officer



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



C-3 (Service Commercial) Zoned Properties



SECTION 17 - C-3 - SERVICE COMMERCIAL ZONE

Purpose

- 17.1 The C-3 Zone is intended to accommodate commercial uses which are oriented towards vehicular traffic and require large areas of land for storage and/or display purposes and/or to accommodate large *buildings*. New *developments* zoned C-3 may be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*.

Regulations

- 17.2 On a *parcel* zoned C-3, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-3 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 17.3 The following uses and no others are permitted in the C-3 Zone:

- .1 appliance store;
- .2 auto parts and accessories (new) sales;
- .3 automotive repair shop, excluding *fuel service stations*;
- .4 automotive sales and rental lots and showroom (new and used);
- .5 boat and trailer sales and rental showrooms, including minor repairs;
- .6 *building* supply establishment;
- #2736 .7 *cafe*;
- .8 car wash;
- .9 *commercial daycare facility*;
- .10 electrical appliance repair shop;
- .11 farm equipment sales and rental;
- .12 frozen food lockers, including retail sales;
- .13 funeral home including accessory crematorium;
- .14 furniture stores;
- .15 greenhouses and nurseries, including retail sales;
- .16 hardware store;
- #2782 .17 *home occupation*;
- .18 laboratory, scientific and research;
- .19 laundromat;
- .20 locksmith shop;
- #3223 .21 *licensee retail store*;
- .22 *mini warehousing*;
- #2736 .23 *mobile home* sales;
- .24 moving and storage establishment;
- #3223 .25 *neighbourhood pub*;
- .26 *offices*;
- .37 .27 *outside vending*;

SECTION 17 - C-3 - SERVICE COMMERCIAL ZONE - CONTINUED

- .28 pet shop;
- .29 print shop;
- .30 *public use*;
- .31 *public utility*;
- .32 radiator repair shop;
- .33 *recreation facility-indoor*;
- #2596 .34 recreation vehicle sales, repair, rental and assembly on parcels greater than 1.0 hectare with maximum 25% of gross floor area to be used for *parts assembly*.
- #2736 .35 rental and repair of tools, small equipment;
- .36 *restaurant*;
- .37 second hand stores;
- .38 sporting goods stores;
- .39 tire sales and repair establishment;
- .40 *transportation use*;
- .41 truck sales and rental lots and showroom;
- .42 upholstery shop;
- .43 *upper floor dwelling units*;
- .44 veterinary hospital;
- .45 video stores;
- .46 *accessory use*;
- .47 *ancillary retail sales*.

Maximum Height of Principal Buildings

- 17.4 The maximum *height* of the *principal buildings* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

- 17.5 The maximum *height* of accessory *buildings* shall be 6.0 metres (19.68 feet).

Minimum Parcel Size or Site Area

- 17.6 The minimum *parcel* size or *site* area shall be 465.0 square meters (5,005.4 square feet).

Minimum Parcel or Site Width

- 17.7 The minimum *parcel* or *site* width shall be 15.0 metres (49.2 feet).

SECTION 17 - C-3 - SERVICE COMMERCIAL ZONE - CONTINUED

Minimum Setback of Principal Buildings

17.8 The minimum *setback* of the *principal buildings* from the:

- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> | |
| | - adjacent to a residential | |
| | <i>zone</i> shall be | 3.0 metres (9.8 feet) |
| | - all other cases shall be | 1.0 metre (3.3 feet) |
| .3 | <i>Interior side parcel line</i> | |
| | - adjacent to a residential | |
| | <i>zone</i> shall be | 3.0 metres (9.8 feet) |
| | - all other cases shall be | 1.0 metre (3.3 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

Minimum Setback of Accessory Buildings

17.9 The minimum *setback* of accessory *buildings* from the:

- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be | 1.0 metre (3.3 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 1.0 metre (3.3 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

Outside Storage

7.10 Outside storage shall be screened as per Appendix III.

Parking and Loading

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

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Item 21.1

CITY OF SALMON ARM

Date: June 23, 2014

Moved: Councillor Cannon

Seconded: Councillor Reimer

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4049 be read a third and final time.

[ZON-1010 – City of Salmon Arm – C-3 Zone and Offstreet Parking and Loading]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer

CITY OF SALMON ARM

BYLAW NO. 4049

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chamber of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on July 28, 2014, at the hour of 7:00 p.m. was published in the July 16 and 23, 2014, 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:

1. Section 17.3 – Permitted Uses in the C-3 Service Commercial Zone

Add the following defined uses and renumber the balance of Section 17.3 accordingly:

- *retail store*
- *personal service establishment*

Delete the following uses and renumber the balance of Section 17.3 accordingly:

- *ancillary retail sales*
- *appliance store*
- *furniture stores*
- *hardware store*
- *pet shop*
- *second hand stores*
- *sporting goods store*
- *video stores*

2. Table A1-1 – Required Offstreet Parking and Loading (Minimum Parking Stall Requirements):

Delete:	Retail Stores	1 stall per 10 meters squared of gross floor area
Add:	Retail Store	1 stall per 24 meters squared of gross floor area

2. This bylaw may be cited as “City of Salmon Arm Zoning Amendment Bylaw No. 4049”.

READ A FIRST TIME THIS 14th DAY OF July 2014

READ A SECOND TIME THIS 14th DAY OF July 2014

READ A THIRD TIME THIS DAY OF 2014

ADOPTED BY COUNCIL THIS DAY OF 2014

MAYOR

CORPORATE OFFICER

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Item 23.

CITY OF SALMON ARM

Date: July 28, 2014

Moved: Councillor Reimer

Seconded: Councillor Kentel

THAT: the Regular Council Meeting of July 28, 2014, be adjourned.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Cannon
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Kentel
- ☐ Reimer

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