

AGENDA

Regular Council Meeting

Monday, April 10, 2017

1:30 p.m.

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

**Meeting Room 100 of City Hall
500 – 2 Avenue NE**

Page #	Item #	Description
1 – 2	1.	CALL TO ORDER
	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	PRESENTATIONS / DELEGATIONS
3 – 6	1.	Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report – January 1 – March 31, 2017
7 – 26	2.	Angela Spencer, BDO Canada LLP – 2016 Audited Financial Statements
	6.	CONFIRMATION OF MINUTES
27 – 40	1.	Regular Council Meeting Minutes of March 27, 2017
	7.	COMMITTEE REPORTS
41 – 46	1.	Development and Planning Services Committee Meeting Minutes of April 3, 2017
47 – 50	2.	Downtown Parking Commission Meeting Minutes of February 21, 2017
	8.	INTRODUCTION OF BYLAWS
54 – 64	1.	2017 Final Budget
	a)	2017 – 2021 Financial Plan Amendment Bylaw No. 4205 - First, Second and Third Readings
	b)	2017 Annual Taxation Rate Bylaw No. 4201- First, Second and Third Readings

9. **RECONSIDERATION OF BYLAWS**
- 65 - 70 1. Proposed Land Exchange and Parkland Disposal and Exchange Bylaw No. 4175 [Hostman, C. & C./ Browne Johnson Land Surveyors; 1890 - 20 Avenue NE & 1830 - 17 Street NE] - Final Reading
- 71 - 96 2. Official Community Plan Amendment Bylaw No. 4187 [OCP4000-28; Hostman, C. & C./ Browne Johnson Land Surveyors; 1890 - 20 Avenue NE & 1830 - 17 Street NE] - Final Reading
- 97 - 118 3. Official Community Plan Amendment Bylaw No. 4190 [OCP4000-29; Affinity Developments Ltd. /Jobeck Enterprises Ltd.; 2081 - 11 Avenue NE; HC - HR] - Final Reading
- 119 - 124 4. Zoning Amendment Bylaw No. 4191 [ZON-1084; Affinity Developments Ltd. /Jobeck Enterprises Ltd.; 2081 - 11 Avenue NE; R-1 to R-5] - Final Reading
- 125 - 146 5. 2016 Final Budget
- a) City of Salmon Arm 2016 to 2020 Financial Plan Amendment Bylaw No. 4195 - Final Reading
- b) City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4196 - Final Reading
- c) City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4197 - Final Reading
- d) City of Salmon Arm Cemetery Columbarium Reserve Fund Expenditure Bylaw No. 4198 - Final Reading
- e) City of Salmon Arm Police Vehicles Reserve Fund Expenditure Bylaw No. 4199 - Final Reading
- f) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4200 - Final Reading
- g) City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4202 - Final Reading
10. **CORRESPONDENCE**
- 147 - 148 1. Informational Correspondence
11. **STAFF REPORTS**
- 149 - 178 1. Chief Financial Officer - 2016 Financial Statements
- 179 - 180 2. Chief Financial Officer - 2017 Assessments/New Construction
- 181 - 184 3. Director of Engineering and Public Works - Shuswap Regional Airport - Phase II Environmental Site Assessment (Final)
- 185 - 188 4. Director of Engineering and Public Works - Zone IV PLC Upgrade
- 189 - 192 5. Director of Development Services - Community Heritage Commission Appointment
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
193 - 212	1.	Development Variance Permit Application No. VP-441 [Caron, N. H. & N. A./ Baer, J.; 2030 Canoe Beach Drive NE; Servicing Variance]
	20.	STATUTORY PUBLIC HEARINGS
213 - 222	1.	Zoning Amendment Application No. ZON-1087 [Harding, R. & J., 4890 - 13 Street NE, R-1 to R-8]
	21.	RECONSIDERATION OF BYLAWS
223 - 226	1.	Zoning Amendment Bylaw No. 4204 [ZON-1087; Harding, R. & J., 4890 - 13 Street NE, R-1 to R-8] - Third and Final Readings
	22.	QUESTION AND ANSWER PERIOD
227 - 228	23.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Eliason

Seconded: Councillor Jamieson

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

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

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Item 5.1

CITY OF SALMON ARM

Date: April 10, 2017

PRESENTATION

NAME: Staff Sergeant West, Salmon Arm RCMP Detachment

TOPIC: Quarterly Policing Report – January 1 – March 31, 2017

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

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

Your File - Votre référence

Our File - Notre référence

195-7

Date

April 3, 2017

Mayor and Council City of Salmon Arm

RE: Salmon Arm RCMP Detachment

Quarterly Policing Report – January to March 2017

Dear Mayor and Council,

The following information is provided as an update on crime statistics and new developments within the detachment.

Detachment News

In working with our staffing representatives within the Southeast District we have filled a vacant Constable position with a member from a small community in Northern BC. He is due to assume duties within Salmon Arm in the coming weeks. I am also in a position to report that one of our Supervisors, Cpl. Robert Dean, has been promoted to the rank of Sergeant and will soon be leaving for a posting in Valemount, BC. As he prepares to take on that new role I have engaged our Staffing personnel and look forward to filling that position. I continue to work with the public service to staff the office manager position in our office which is now vacant.

Our members continue to be proactive in the area in patrolling for property criminals and taking action where necessary to enforce Provincial Traffic Laws. In the past year we have continued to be active in writing violation tickets. Lately our members have made a concerted effort to patrol and enforce traffic laws in the downtown corridor of the Trans Canada. In the month of February our office coordinated an enforcement operation on the Trans Canada which involved no less than 5 officers. A total of 39 driver contacts were made. In the past quarter your local officers were responsible for over 120 violation tickets and warnings and removed 34 Impaired Drivers from area roads. Over the last fiscal year 215 Impaired Drivers were removed from area roads by our local detachment members.

Property crime statistics continued on a downward trend over the last quarter within the city and in the rural area. As we deal with transient criminal elements I am cautious in quoting statistics because one criminal element can, if left undetected, drive statistics in a negative way

Canada

RCMP GRC 2823 (2002-11) WPT

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for our local residents.

In the last quarter our officers were active in an investigation at the local bus depot where we arrested a male in possession of a loaded handgun and a quantity of illegal drugs. Thankfully the arrest was uneventful. He was not from Salmon Arm and was proceeding to the Lower Mainland.

Late in January, three of our Detachment Members were involved in a major police incident while investigating a property crime at a local business. The investigation is now being investigated by the Independent Investigations Office of British Columbia. As such I cannot comment on the incident pending the conclusion of their investigation other than to tell you our local officers are doing as well as can be expected under the circumstances.

The above incidents are a reminder of the transient criminal nature of our local policing world as we deal with the Trans Canada and all that it brings. Most of what it does bring is in my opinion, good in the way of commerce to our area.

Yours in Service,

S/Sgt. Scott West
NCO i/c Salmon Arm RCMP Detachment
February 6, 2017



SALMON ARM RCMP
MAYOR'S REPORT
QUARTER 1, 2017

Salmon Arm Detachment

1980 11th Ave N.E.

Salmon Arm, BC

V1E 2V5

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

City of Salmon Arm

500 2nd Ave N.E.

Salmon Arm, BC

V1E 4 N2

April 15, 2017

Dear Mayor Nancy Cooper,

RE: Quarterly Crime Statistics - January / February / March

CRIME CATEGORIES	CITY Q1 2016	CITY Q1 2017	RURAL Q1 2016	RURAL Q1 2017
Homicide / Attempted Homicide	0	0	0	0
Assaults	9	9	6	3
Sexual Offences	5	2	1	0
Robbery	2	0	0	0
Auto Theft	5	9	2	1
Break and Enters	8	7	7	9
Theft From Motor Vehicle	33	21	8	3
Drug Investigations	22	9	3	7
Motor Vehicle Collisions	53	46	26	23
Motor Vehicle Collisions W Fatality	2	2	0	1
Impaired Driving - CC	2	11	7	0
Impaired Driving - MVA (IRPs)	10	13	4	3
TOTAL PERSONS/VIOLENT CC	32	17	10	6
TOTAL PROPERTY CC	113	93	35	22
TOTAL OTHER CC	34	37	12	9
TOTAL CRIMINAL CODE (CC)	179	147	57	37
TOTAL CALLS FOR SERVICE	1012	1031	403	329

COMMUNITY	CITY Q1 2016	CITY Q1 2017	RURAL Q1 2016	RURAL Q1 2017
Files with youth negative contacts	7	2	1	4
Mental Health Related Calls	91	84	16	13
Files involving Alcohol / Drugs	121	160	59	55
Domestic Violence	1	5	6	0

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

Yours truly,

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

Item 5.2

CITY OF SALMON ARM

Date: April 10, 2017

PRESENTATION

NAME: Angela Spencer, BDO Canada LLP

TOPIC: 2016 Audited Financial Statements

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Final Report to the Mayor and Council

April 3, 2017

April 3, 2017

Mayor and Council
City of Salmon Arm

Dear Audit Committee Members:

We are pleased to present the results of our audit of the consolidated financial statements of City of Salmon Arm for the year ended December 31, 2016.

The purpose of our report is to summarize certain aspects of the audit that we believe to be of interest to the Audit Committee and should be read in conjunction with the draft consolidated financial statements and our draft audit report which is included as Appendix A.

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Audit Committee in fulfilling its responsibilities.

This report has been prepared solely for the use of the Audit Committee and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

We wish to express our appreciation for the co-operation we received during the audit from the City's management and staff who have assisted us in carrying out our work. We look forward to meeting with you to discuss the contents of this report and any other matters that you consider appropriate.

Yours truly,

Angie Spencer, CPA, CA
Partner
BDO Canada LLP
Chartered Professional Accountants

Enclosure



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DRAFT



STATUS OF THE AUDIT

As of the date of this final report, we have substantially completed our audit of the 2016 consolidated financial statements pending the completion of the items highlighted below. These items will need to be completed prior to issuance of our audit report on the consolidated financial statements.

COMPLETION OF AUDIT

- Receipt of signed Management representation letter
- Receipt of outstanding legal confirmations
- Subsequent events review through to financial statement approval date

FINANCIAL STATEMENTS

- Approval of consolidated financial statements by Mayor and Council

With respect to the Annual Report, we review this document to ensure that there is no inconsistency with the consolidated financial statements and that the information is consistent with our knowledge of the Company. We are not responsible for, nor did we review the Annual Report to determine if the information was complete or sufficient for the readers, if factors were omitted or if the disclosures were adequate.

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the consolidated financial statements are free from material misstatement.



INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards require us to communicate to the Audit Committee at least annually, all relationships between BDO Canada LLP and its related entities and Client and its related entities, that, in our professional judgment, may reasonably be thought to bear on our independence with respect to the audit of the Company.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/ordre covering such matters as the following:

- holding of a financial interest, either directly or indirectly, in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the external audit engagement.

We are aware of the following relationships between the municipality and us that, in our professional judgment, may reasonably be thought to have influenced our independence. The following relationships represent matters that have occurred from April 11, 2016 to April 3, 2017.

Threats to Independence	Safeguards in Place
Long-time client of BDO.	All financial information is approved by the Mayor and Council. Rotation of audit staff over the past few years, including new engagement partner in the current year.

MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the consolidated financial statements.

Preliminary materiality was \$555,000. Final materiality remained unchanged from our preliminary assessment.

AUDIT FINDINGS

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Company's accounting practices, including accounting policies, accounting estimates and financial statement disclosures. In order to have a frank and open discussion, these matters will be discussed verbally with you. A summary of the key discussion points are as follows:

ADJUSTED AND UNADJUSTED DIFFERENCES

No significant adjusted or unadjusted differences and disclosure omissions were identified through the course of our audit engagement.

MANAGEMENT REPRESENTATIONS

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the consolidated financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management.

A summary of the representation we have requested from management is set out in the management representation letter included in Appendix B to the report.



FRAUD DISCUSSION

Canadian generally accepted auditing standards require us to discuss fraud risk with the Audit Committee on an annual basis. We have prepared the following comments:

Required Discussion	BDO Response	Question to Mayor and Council
Details of existing oversight processes with regards to fraud.	Through our planning process, and based on prior years' audits, we have developed an understanding of your oversight processes including: <ul style="list-style-type: none"> • Discussions at Mayor and Council meetings and our attendance at those meetings; • Review of related party transactions; and • Consideration of tone at the top 	Are there any new processes or changes in existing processes relating to fraud that we should be aware of?
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the Company?

AUDITORS' RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the consolidated financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error, because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we performed risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the entity's internal controls, to obtain information for use in identifying the risks of material misstatement due to fraud and will make inquiries of management regarding:

- Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the entity, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the entity; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we performed procedures to address the assessed risks, which included:

- Inquires of management to any knowledge of fraud, suspected fraud or alleged fraud;
- Performed disaggregated analytical procedures and considered unusual or unexpected relationships identified in our audit;
- Incorporated an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Performed additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.



INTERNAL CONTROL MATTERS

During the course of our audit, we performed the following procedures with respect to the Company's internal control environment:

- Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- Discussed and considered potential audit risks with management.

The results of these procedures were considered in determining, the extent and nature of substantive audit testing required.

We are required to report to you in writing, significant deficiencies in internal control that we have identified during the audit. A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance. No significant deficiencies were identified during the audit.

As the purpose of the audit is for us to express an opinion on the Municipality's consolidated financial statements, our audit cannot be expected to disclose all matters that may be of interest to you. As part of our work, we considered internal control relevant to the preparation of the consolidated financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

Deficiency	Issue and Impact
No significant internal control deficiencies noted during audit	Not applicable



OTHER REQUIRED COMMUNICATIONS

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the table below summarizes these additional required communications.

Communication Required	Auditors' Response
Potential effect on the financial statements of any material risks and exposures, such as pending litigation, that are required to be disclosed in the consolidated financial statements.	There are no material contingences that need to be disclosed in the consolidated financial statements
Material uncertainties related to events and conditions that may cast significant doubt on the Company's ability to continue as a going concern.	There is no going concern issue noted
Disagreements with management about matters that, individually or in aggregate, could be significant to the City's consolidated financial statements or our audit report.	None noted
Matters involving non-compliance with laws and regulations	None noted
Significant related party transactions that are not in the normal course of operations and which involve significant judgments made by management concerning measurement or disclosure.	None noted
Subsequent events that have caused changes to the audit report	All significant subsequent events have been disclosed in the notes to the consolidated financial statements.



BDO RESOURCES

BDO is one of Canada's largest accounting services firms providing assurance and accounting, taxation, financial advisory, risk advisory, financial recovery and consulting services to a variety of publicly traded and privately held companies.

BDO serves its clients through 105 offices across Canada. As a member firm of BDO International Limited, BDO serves its multinational clients through a global network of over 1,100 offices in more than 100 countries. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

Outlined below is a summary of certain BDO resources which may be of interest to the Audit Committee.

PUBLICATIONS

BDO's national and international accounting and assurance department issues publications on the application of Public Sector Accounting Standards (PSAS).

For additional information on PSAS, including links to archived publications and model financial statements, please refer to the following link:

<https://www.bdo.ca/en-ca/services/assurance-and-accounting/a-a-knowledge-centre/psas/>

TAX BULLETINS, ALERTS AND NEWSLETTERS

BDO's national tax department issues a number of bulletins, alerts and newsletters relating to corporate federal, personal, commodity, transfer pricing and international tax matters.

For additional information on tax matters and links to archived tax publications, please refer to the following link: [Tax Library | BDO Canada](#).



DRAFT - For Discussion Purposes Only

APPENDIX A

Draft Auditor's Report



Independent Auditor's Report

To the Mayor and Council
The City of Salmon Arm

We have audited the accompanying consolidated financial statements of the City of Salmon Arm which comprise the consolidated statement of financial position as at December 31, 2016, and the consolidated statements of operations, change in net financial debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as, evaluating the presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly in all material respects, the financial position of the City of Salmon Arm for the year ended December 31, 2016, and its financial performance and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants
Salmon Arm, British Columbia
April 10, 2017

APPENDIX B

Management Representation Letter

City of Salmon Arm

500 - 2 Avenue NE

Mailing Address: Box 40

Salmon Arm, BC V1E 4N2

Tel: 250.803.4000 Fax: 250.803.4041

www.salmonarm.ca



April 10, 2017

BDO Canada LLP
Chartered Professional Accountants
201 571 6th Street NE
Salmon Arm BC V1E 1R6
Canada

Dear Sir/Madam:

This representation letter is provided in connection with your audit of the financial statements of City of Salmon Arm for the year ended December 31, 2016, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated December 1, 2016, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.

City of Salmon Arm

500 - 2 Avenue NE

Mailing Address: Box 40

Salmon Arm, BC V1E 4N2

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www.salmonarm.ca



Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

City of Salmon Arm

500 - 2 Avenue NE

Mailing Address: Box 40

Salmon Arm, BC V1E 4N2

Tel: 250.803.4000 Fax: 250.803.4041

www.salmonarm.ca



Existence, Completeness and Valuation of Specific Financial Statement Balances

- All financial instruments have been appropriately recognized and measured in accordance with Canadian public sector accounting standards.
- Significant assumptions used in arriving at the fair value of financial instruments are reasonable and appropriate in the circumstances.
- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- For contributed property, plant and equipment, the nature and amount of contributed property, plant and equipment received and recognized have been disclosed.
- Where the fair value of contributed property, plant and equipment was not determinable, information about contributed property, plant and equipment recognized at a nominal value has been disclosed.
- Tangible Capital Assets has been appropriately recognized and measured in accordance with Canadian public sector accounting standards.
- The inventories as set out in the financial statements represent all of the inventories to which the entity held title as at the balance sheet date. Inventories do not include any goods consigned to the entity, merchandise billed to customers or any items for which the liability has not been provided in the books.
- The employee future benefit costs, assets and obligation have been determined, accounted for and disclosed in accordance with Canadian public sector accounting standards. The source data and plan provisions provided are complete and accurate. The plans included in the valuation are complete. The determination of the discount rate and the use of specific actuarial assumptions are our best estimate assumptions. We feel that the extrapolations are accurate and have properly reflected the effects of changes and events occurring subsequent to the most recent valuation that had a material effect on the extrapolation.

General Representations

- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- Due to the nature, materiality and extent of estimation uncertainty, we make the following representations regarding the accounting estimates relating to amortization recognized or disclosed in the financial statements:
- The measurement processes used were appropriate and applied consistently, including the related assumptions and models, in determining the accounting estimates in the context of Canadian public sector accounting standards.

City of Salmon Arm**500 - 2 Avenue NE****Mailing Address: Box 40****Salmon Arm, BC V1E 4N2****Tel: 250.803.4000 Fax: 250.803.4041****www.salmonarm.ca***Salmon Arm*

- The assumptions appropriately reflect management's intent and ability to carry out specific courses of action on behalf of the entity.
- The disclosures related to accounting estimates are complete and appropriate under Canadian public sector accounting standards.
- No subsequent event requires adjustment to the accounting estimates or additional disclosures included in the financial statements.
- For the accounting estimates not recognized or disclosed in the financial statements, we make the following representations:
- The basis used by us for determining that the recognition or disclosure criteria of Canadian public sector accounting standards have not been met was appropriate.
- The basis used by us to overcome the presumption (for example, there is no appropriate method or basis for measurement) relating to the use of fair value set forth in Canadian public sector accounting standards, for those accounting estimates not measured or disclosed at fair value was appropriate.
- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.

Yours truly,

Signature

CFO.

Position

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Item 6.1

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of March 27, 2017 be adopted as circulated.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Seymour Salon Room of the Prestige Harbourfront Resort, 251 Harbourfront Drive NE, Salmon Arm, British Columbia, on Monday, March 27, 2017.

PRESENT:

Mayor N. Cooper
Councillor C. Eliason
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister
Corporate Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Planning and Development Officer W. Miles
Chief Financial Officer M. Dalziel
Recorder C. Simmons

ABSENT:

Councillor A. Harrison
Councillor K. Jamieson

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0117-2017 Moved: Councillor Lavery
 Seconded: Councillor Flynn
 THAT: Pursuant to Section 90 (1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.
Council returned to Regular Session at 1:52 p.m.
Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

Addition under item 10.2 - Dilkusha Revitalization Project Additional Petition Signatures and letter from R. Marshall, Executive Director, Community Futures - March 23, 2017 - Preserving Dilkusha

Addition under item 11.4 F. Harris, President, Salmon Arm Chamber of Commerce - letter dated March 23, 2017 - Municipal Tax Rates

4. DISCLOSURE OF INTEREST

5. **PRESENTATIONS / DELEGATIONS**

6. **CONFIRMATION OF MINUTES**

1. **Regular Council Meeting Minutes of March 13, 2017**

0118-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of March 13, 2017 be adopted as circulated.

CARRIED UNANIMOUSLY

7. **COMMITTEE REPORTS**

1. **Development and Planning Services Committee Meeting Minutes of March 20, 2017**

0119-2017

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of March 20, 2017, be received as information.

CARRIED UNANIMOUSLY

2. **Court of Revision 2017 73 Avenue Water Main Extension Parcel Tax Assessments Meeting Minutes of March 13, 2017**

0120-2017

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Court of Revision 2017 73 Avenue Water Main Extension Parcel Tax Assessments Meeting Minutes of March 13, 2017, be received as information.

CARRIED UNANIMOUSLY

3. **Court of Revision 2017 Transportation Parcel Tax Assessments Meeting Minutes of March 13, 2017**

0121-2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Court of Revision 2017 Transportation Parcel Tax Assessments Meeting Minutes of March 13, 2017, be received as information.

CARRIED UNANIMOUSLY

7. **COMMITTEE REPORTS - Continued**

4. **Court of Revision 2017 Water and Sewer Frontage Assessments Meeting Minutes of March 13, 2017**

0122-2017 Moved: Councillor Wallace Richmond
 Seconded: Councillor Flynn
 THAT: the Court of Revision 2017 Water and Sewer Frontage Assessments Meeting Minutes of March 13, 2017, be received as information.

CARRIED UNANIMOUSLY

5. **Social Impact Advisory Committee Meeting Minutes of January 10, 2017**

0123-2017 Moved: Councillor Wallace Richmond
 Seconded: Councillor Lavery
 THAT: the Social Impact Advisory Committee Meeting Minutes of January 10, 2017, be received as information.

CARRIED UNANIMOUSLY

0124-2017 Moved: Councillor Wallace Richmond
 Seconded: Councillor Eliason
 THAT: all new or replacement City park signage include "In the event of an emergency, please call 911 and give the following address: (site address)".

CARRIED UNANIMOUSLY

6. **Shuswap Regional (Salmon Arm) Airport Commission Meeting Minutes of March 10, 2017**

0125-2017 Moved: Councillor Lavery
 Seconded: Councillor Flynn
 THAT: the Shuswap Regional (Salmon Arm) Airport Commission Meeting Minutes of March 10, 2017, be received as information.

CARRIED UNANIMOUSLY

7. **Greenways Liaison Committee Meeting Minutes of March 9, 2017**

0126-2017 Moved: Councillor Eliason
 Seconded: Councillor Lavery
 THAT: the Greenways Liaison Committee Meeting Minutes of March 9, 2017, be received as information.

CARRIED UNANIMOUSLY

8. **Community Heritage Commission Meeting Minutes of January 17, 2017**

0127-2017 Moved: Councillor Wallace Richmond
 Seconded: Councillor Eliason
 THAT: the Community Heritage Commission Meeting Minutes of January 17, 2017, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS – Continued9. Community Heritage Commission Meeting Minutes of February 21, 2017

0128-2017 Moved: Councillor Wallace Richmond
 Seconded: Councillor Flynn
 THAT: the Community Heritage Commission Meeting Minutes of February 21, 2017, be received as information.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS1. 2016 Final Budget

- a) City of Salmon Arm 2016 to 2020 Financial Plan Amendment Bylaw No. 4195 – First Second and Third Readings
- b) City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4196 – First, Second and Third Readings
- c) City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4197 – First, Second and Third Readings
- d) City of Salmon Arm Cemetery Columbarium Reserve Fund Expenditure Bylaw No. 4198 – First, Second and Third Readings
- e) City of Salmon Arm Police Vehicles Reserve Fund Expenditure Bylaw No. 4199 – First, Second and Third Readings
- f) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4200 – First, Second and Third Readings
- g) City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4202 – First, Second and Third Readings

0129-2017 Moved: Councillor Wallace Richmond
 Seconded: Councillor Flynn
 THAT: the following bylaws be read a first, second and third time:

- City of Salmon Arm 2016 to 2020 Financial Plan Amendment Bylaw No. 4195;
- City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4196;
- City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4197;
- City of Salmon Arm Cemetery Columbarium Reserve Fund Expenditure Bylaw No. 4198;

8. INTRODUCTION OF BYLAWS - Continued**1. 2016 Final Budget - Continued**

- City of Salmon Arm Police Vehicles Reserve Fund Expenditure Bylaw No. 4199;
- City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4200; and
- City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4202.

CARRIED UNANIMOUSLY

2. Zoning Amendment Bylaw No. 4204 [ZON-1087; Harding, R. & J., 4890 - 13 Street NE, R-1 to R-8] - First and Second Readings

0130-2017

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4204 be read a first and second time.

CARRIED UNANIMOUSLY

9. RECONSIDERATION OF BYLAWS**10. CORRESPONDENCE****1. Informational Correspondence**

For information.

1. S. Haines, C. Adams and K. Jonker - letter received March 9, 2017 - Alain Boucher Memorial Project

0131-2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council allocate \$1,000.00 from 2017 Council Initiatives for signage to renumber ball diamond # 2 to ball diamond # 22 and name it "Al Boucher Memorial Field" at the Canoe Ball Diamonds in honor of Alain Boucher's contribution to slo-pitch in Salmon Arm.

CARRIED UNANIMOUSLY

0132-2017

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the City provide a letter of support to S. Haines, C. Adams and K. Jonker for the proposed grant application for playground improvements at the Canoe Ball Diamonds, as outlined in the letter received March 9, 2017.

CARRIED UNANIMOUSLY

10. CORRESPONDENCE – Continued1. Informational Correspondence – Continued

9. D. Gonella, Executive Director, Salmon Arm Folk Music Society – letter dated March 13, 2017 – Street Closure/Noise Bylaw

10. D. Gonella, Executive Director, Salmon Arm Folk Music Society – letter dated March 13, 2017 – Access to Volunteer Parking Area

0133-2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the noise bylaw be extended for the Roots and Blues Music Festival at the Salmon Arm Fall Fair Grounds to 12:00 a.m. for the evenings of August 17 - 20, 2017;

AND THAT: Council authorize the Salmon Arm Folk Music Society to utilize the property located at 251 - 5 Avenue SW for the Roots and Blues Festival Volunteer Parking from August 15 - 23, 2017.

CARRIED UNANIMOUSLY

8. K. Neil, Wild Soles Trail Running Series – letter dated March 13, 2017 – Wild Soles Trail Running Race Series in Salmon Arm

0134-2017

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council endorse the Wild Soles Trail Running Series, as outlined in the letter dated March 13, 2017 and amended in the email dated March 21, 2017, granting approval to utilize the referenced city-owned properties in order to conduct this event, subject to provision of adequate liability insurance.

CARRIED UNANIMOUSLY

15. B. Gerding, Reporter, Vernon Morning Star – article dated March 9, 2017 – Inspecting for invasive mussels

17. Shuswap Watershed Council – memorandum received March 20, 2017 – Council Meeting Highlights: March 8, 2017

0135-2017

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: a letter be sent to Federal MP regarding the importance of inspecting all boats entering BC from Alberta and the US for invasive mussels.

CARRIED UNANIMOUSLY

2. M. Shaffer, Secretary, Preserving Dilkusha – letter dated March 10, 2017 – Dilkusha Revitalization Project (Proposal) and Petition

Received for information.

11. STAFF REPORTS**1. Director of Engineering and Public Works – Airport Management and Maintenance Services Contract Award for Shuswap Regional Airport**

0136-2017

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Mayor and Corporate Officer be authorized to execute a contract with East West Transportation (2000) Corp. for Airport Management and Maintenance Services for a three (3) year term commencing April 1, 2017 for an annual amount of \$118,662.00 (2017), \$120,442.00 (2018), \$122,249.00 (2019) plus applicable taxes, plus \$0.05/ per Litre for fuel dispensed.

CARRIED UNANIMOUSLY**2. Director of Engineering and Public Works – West Nile Mosquito Control Program**

0137-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council award Contract No. ENG5280-WNV2017 for West Nile Virus Vector Mosquito larval control, to BWP Consulting Inc. in accordance with the quoted prices for an estimated cost of \$15,000.00 plus GST.

CARRIED UNANIMOUSLY**3. Chief Financial Officer – 2016 Yearend Surplus**

Received for information.

0138-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: \$10,000.00 be transferred from prior years surplus to the to the Cultural Master Plan Reserve Account.

CARRIED UNANIMOUSLY**4. Chief Financial Officer – Municipal Tax Rates – Class 5 and Class 6****a) Public Input Session**

M. Melin, owner Access Precision Machining, spoke in support of maintaining the difference in tax rates

L. Fitt, Manager, Salmon Arm Economic Development Society, spoke regarding the Salmon Arm Economic Society Board's support for equalizing Class 5 & 6 to support attraction and retention of industry.

B. Laird, Chairperson, Salmon Arm Economic Development Society, referenced the letter dated March 20, 2017 and advised that there is currently an inequity between Class 5 & 6.

T. Dunn, 120 6 Street NE, spoke regarding the importance of taxation and the need to consider the effects of changes to the rates.

D. McMillian, 1060 17 Street SE, spoke in support of leveling the Class 5 and 6 taxation rates.

Councillor Wallace Richmond left the meeting at 3:54 p.m. and returned at 3:56 p.m.

The meeting recessed at 4:03 p.m. and resumed at 4:14 p.m.

12. NEW BUSINESS

14. NOTICE OF MOTION

15. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

1. 720 22 Street NE - Orchard House

0139-2017

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council direct staff to proceed with a Request for Proposals for the demolition of the structure and any improvements from the property located at 720 22 Street NE;

AND THAT: the demolition be delayed by a further sixty (60) days to allow for proposals from outside organizations to move the building to a private location with \$50,000.00 to be allocated from the 720 - 22 Street NE demolition future expenditure reserve.

CARRIED UNANIMOUSLY

13. COUNCIL STATEMENTS

1. Committees of Council/Agency Representatives

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

0140-2017

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: Council approve Mayor Cooper's flight expenses for attendance to the 2017 COFI Convention from April 5 - 7, 2017 in Vancouver, BC to be funded from 2017 Council Initiatives.

CARRIED UNANIMOUSLY

16. OTHER BUSINESS

17. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:46 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor N. Cooper
Councillor K. Flynn
Councillor C. Eliason
Councillor T. Lavery
Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister
Corporate Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Planning and Development Officer W. Miles
Recorder C. Simmons

ABSENT:

Councillor A. Harrison
Councillor K. Jamieson

18. DISCLOSURE OF INTEREST

No interest was declared.

19. HEARINGS

1. **Development Variance Permit No. VP-447 [Shaule, J. & Trautman, S./ Cannon, D.; 6510 - 30 Street NE; Servicing Variance]**

0141-2017

Moved: Councillor Wallace Richmond
Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-447 be authorized for issuance for the N ½ of the NW ¼ Section 31, Township 20, Range 9, W6M, KDYD Except Plan H90 which will vary Section 4.2 of the Subdivision and Development Servicing Bylaw No. 3596 as follows:

1. Waive the requirement to upgrade Park Hill Road NE frontage to the Urban Arterial Street Standard (RD-4);
2. Waive the requirement to extend sanitary sewer main from 46 Street NE along the frontage of Proposed Lot A;
3. Waive the requirement to extend storm sewer main from 70 Avenue NE along the frontage of Proposed Lot A.

AND FURTHER THAT: issuance of Development Variance Permit No. VP-447 be withheld subject to the following:

- 1) Road dedication of 2.8 m, or required dedication confirmed by a BC Land Surveyor, along Park Hill Road NE to meet the 25 m Urban Arterial Street Standard;
- 2) An alternative storm water disposal system be installed which has been designed by a qualified geotechnical engineer and approved by the City through an Integrated Stormwater Management Plan.

19. HEARINGS - Continued

1. Development Variance Permit No. VP-447 [Shaule, J. & Trautman, S./ Cannon, D.; 6510 - 30 Street NE; Servicing Variance] - Continued

The Planning and Development Officer explained the proposed Development Variance Permit Application.

Submissions were called for at this time.

D. Cannon, the agent, spoke regarding the application and was available to answer questions from Council.

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

Amendment:

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the motion be amended to include the following requirement:

- 3) Registration of a Section 219 *Land Title Act* Covenant restricting any further subdivision of Proposed Lot A until the lot is fully serviced to City standards.

CARRIED UNANIMOUSLY

Motion as Amended:

CARRIED UNANIMOUSLY

20. PUBLIC HEARING

1. Official Community Plan Amendment Application No. OCP4000-29; Affinity Developments Ltd./Jobeck Enterprises Ltd.; 2081 - 11 Avenue NE; HC - HR

The Planning and Development Officer explained the proposed Official Community Plan Amendment.

Submissions were called for at this time.

J. Stewart, #7, 2060 - 12 Avenue NE, expressed concerns regarding parking, proposed density and increased traffic.

G. Richardson, the agent, addressed concerns regarding traffic and parking and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4190 was declared closed at 7:19 p.m. and consideration of the next item ensued.

20. PUBLIC HEARING – Continued**2. Zoning Amendment Application No. ZON-1084; Affinity Developments Ltd. / Jobeck Enterprises Ltd.; 2081 – 11 Avenue NE; R-1 to R-5**

The Planning and Development Officer explained the proposed Zoning Amendment.

Submissions were called for at this time.

G. Richardson, the agent, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4191 was declared closed at 7:20 p.m. and consideration of the next item ensued.

3. Official Community Plan Amendment Application No. 4000-30; Laitinen, C. 2451 – 30 Avenue NE; Rural Agricultural Policies

The Planning and Development Officer explained the proposed Official Community Plan Amendment.

Submissions were called for at this time.

C. Laitinen, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4192 was declared closed at 7:21 p.m. and consideration of the next item ensued.

4. Zoning Amendment Application No. ZON-1085; Laitinen, C.; 2451 – 30 Avenue NE; detached suite in agricultural zones

The Planning and Development Officer explained the proposed Zoning Amendment.

Submissions were called for at this time.

C. Laitinen, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4193 was declared closed at 7:23 p.m. and consideration of the next item ensued.

5. Zoning Amendment Application No. ZON-1086; Kipp, D. & E.; 3290 – 20 Street NE; R-7 to R-8

The Planning and Development Officer explained the proposed Zoning Amendment.

Submissions were called for at this time.

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

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4194 was declared closed at 7:24 p.m.

21. RECONSIDERATION OF BYLAWS

1. Official Community Plan Amendment Bylaw No. 4190 [OCP4000-29; Affinity Developments Ltd. /Jobeck Enterprises Ltd.; 2081 - 11 Avenue NE; HC - HR] -Third Reading

0142-2017

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4190 be read a third time.

CARRIED UNANIMOUSLY

2. Zoning Amendment Bylaw No. 4191 [ZON-1084; Affinity Developments Ltd. /Jobeck Enterprises Ltd.; 2081 - 11 Avenue NE; R-1 to R-5] - Third Reading

0143-2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4191 be read a third time.

CARRIED UNANIMOUSLY

3. Official Community Plan Amendment Bylaw No. 4192 [4000-30; Laitinen, C. 2451 - 30 Avenue NE; Rural Agricultural Policies] -Third and Final Readings

0144-2017

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4192 be read a third and final time.

CARRIED UNANIMOUSLY

4. Zoning Amendment Bylaw No. 4193 [ZON-1085; Laitinen, C.; 2451 - 30 Avenue NE; detached suite in agricultural zones] -Third and Final Readings

0145-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4193 be read a third and final time.

CARRIED UNANIMOUSLY

5. Zoning Amendment Bylaw No. 4194 [ZON-1086; Kipp, D. & E.; 3290 - 20 Street NE; R-7 to R-8] -Third and Final Readings

0146-2017

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4194 be read a third and final time.

CARRIED UNANIMOUSLY

22. QUESTION AND ANSWER PERIOD

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

23. ADJOURNMENT

0147-2017

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of March 27, 2017, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:33 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the day of 2017.

Item 7.1

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee Meeting Minutes of April 3, 2017, be received as information.

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Room 100 of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, April 3, 2017.**

PRESENT:

Mayor N. Cooper
Councillor C. Eliason
Councillor K. Flynn
Councillor K. Jamieson
Councillor T. Lavery
Councillor L. Wallace Richmond (left the meeting at 8:52 a.m.)

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

ABSENT:

Councillor A. Harrison

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

Addition under item 4.1 J. Baer, Timberline Solutions Ltd., Agent - letter dated March 29, 2017 - Development Variance Permit Application VP-441.

Addition under item 4.2 T. Smuin, Controller, Valid Manufacturing Ltd. - email dated March 31, 2017 - Ongoing Discussions - Class 5 and Class 6.

3. DECLARATION OF INTEREST

Councillor Wallace Richmond declared a conflict of interest with item 5.1 as she is a professor at Okanagan College.

4. REPORTS

1. Development Variance Permit Application No. VP-441 [Caron, N. H. & N. A./ Baer, J.; 2030 Canoe Beach Drive NE; Servicing Variance]

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-441 be authorized for issuance for Lot 2, Sec. 1, Tp. 21 and of Sec. 36, Tp. 20, R. 10, W6M, KDYD, Plan 32723 to vary the provisions of Subdivision and Development Servicing Bylaw No. 4163, as follows:

4. REPORTS - Continued**1. Development Variance Permit Application No. VP-441 [Caron, N. H. & N. A./ Baer, J.; 2030 Canoe Beach Drive NE; Servicing Variance] - Continued****1. Section 5.2:**

- i) Waive the requirement to upgrade the Canoe Beach Drive NE frontage to the Rural Local Road standard (RD-7).

D. Ogilvie, Timberline Solutions Ltd., outlined the application and was available to answer questions from the Committee.

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the motion be as amended to include the following requirements to waive Section 5.2 (i):

- a) submission of a plan and centre line profile of the existing driveway access to the proposed house location confirming that it complies with City of Salmon Arm Policy 3.11;
- b) confirmation from a qualified geotechnical engineer that should the existing, on-site driveway access become unusable as a result of land slippage, an alternative, safe and stable access can be constructed on the property in compliance with City of Salmon Arm Policy 3.11; and
- c) registration of a Land Title Act, Section 219 Covenant that addresses the following:
 - i) restricts residential development on the property to one single family dwelling;
 - ii) prohibits all development on the property unless it is approved and supervised by a qualified geotechnical engineer;
 - iii) in the event of a land slippage, it shall be the owner's responsibility to stabilize the land and, if required, to construct an alternative access in accordance with the approved geotechnical report identified in Item 1(i) (b) above, at the sole cost of the property owner; and
 - iv) the City of Salmon Arm is saved harmless from any and all claims that may arise directly or indirectly out of the issuance of a building permit or the use or occupation of the land.

CARRIED UNANIMOUSLY

Motion as Amended:

CARRIED UNANIMOUSLY

4. **REPORTS - Continued**

2. **Municipal Tax Rates - Class 5 & 6 Multiplier - Memorandum from the Chief Financial Officer**

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that the Class 5 (Light Industry) General Municipal Tax Multiple be reduced by shifting general municipal property tax revenue from Class 5 (Light Industry) to Class 6 (Business) in order to equalize the Class 5 (Light Industrial) and Class 6 (Business) general municipal property tax rates, irrespective of increases or decreases in new construction in Class 5 (Light Industry) and Class 6 (Business) property assessments.

CARRIED

Councillor Lavery Opposed

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee recommends to Council that a report be brought forward to Council in the fall of 2017 which outlines the impact of maintaining the same general municipal tax revenue for Class 4 (Major Industry) by shifting any increase in Class 4 (Major Industry) to the other general municipal property tax classifications for a three (3) year and five (5) year period irrespective of increases or decreases in new construction in Class 4 (Major Industry) property assessments.

CARRIED UNANIMOUSLY

5. **PRESENTATIONS**

Councillor Wallace Richmond declared a conflict of interest and left the meeting at 8:52 a.m.

1. **Okanagan College Strategic Plan, Growth and Development - President Jim Hamilton, Chair of the Board of Governors and Joan Ragsdale, Shuswap Revelstoke Regional Dean**

President Jim Hamilton, Chair of the Board of Governors and Joan Ragsdale, Shuswap Revelstoke Regional Dean, provided an overview of the Growth and Development of Okanagan College. They were available to answer questions from the Committee.

The meeting recessed at 9:45 a.m. and resumed at 9:52 a.m.

6. **IN-CAMERA**

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: Pursuant to Section 90 (1) of the Community Charter, the Development and Planning Services Committee move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 9:52 a.m.

Council returned to Regular Session at 9:53 a.m.

7. FOR INFORMATION

8. LATE ITEMS

No items.

9. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of April 3, 2017, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:54 a.m.

Mayor Nancy Cooper
Chair

Minutes received as information by Council
at their Regular Meeting of _____, 2017.

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Item 7.2

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Harrison

Seconded: Councillor Lavery

THAT: the Downtown Parking Commission Meeting Minutes of February 21, 2017, be received as information.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



DOWNTOWN PARKING COMMISSION

Tuesday, February 21, 2017

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, February 21, 2017 at 8:00 a.m.

Present:

City of Salmon Arm
Representatives:

Bill Laird
Regan Ready
Cathy Ingebrigtsen

Downtown Improvement Association
Representatives:

Matt Koivisto
Gerald Foreman
Heather Finn

Resource Personnel:

Robert Niewenhuizen, Director of Engineering & Public Works
Marcel Bedard, Bylaw Officer
Mayor Nancy Cooper

Absent:

Vic Hamilton
Jacquie Gaudreau
Chad Eliason, Councillor
Jenn Wilson, Engineer

The meeting was called to order at 8:00 am, by Chairperson Gerald Foreman

1. Minutes of Meeting: December 20, 2016

Motion: B. Laird/R. Ready
To: Receive minutes as information

Carried Unanimously

2. 2017 Meeting Schedule

Received As Information

3. DPC Member Appointments

Accepted As Presented

4. Downtown Parking – Parking Information

Received As information

5. Downtown Parking Strategic Plan

- Rob N. gave briefing on 2018-2020 parking plan. DPC will be scheduling meetings for Strategic Planning sessions. Monthly meetings that may be cancelled due to no agenda items will be used as Strategic Planning Sessions also.

Minutes – Downtown Parking Commission
Page 2

6. Parking Boot Information

- Discussion on use of vehicle immobilization device. Positive feedback received

Received As Information

7. Correspondence

- None

8. Any Other Business

- None

9. Adjournment

- Next meeting scheduled for March 21, 2017

Motion: R. Ready / H. Finn
To: Adjourn Meeting

Carried Unanimously

Meeting Adjourned at 8:50 am

Certified Correct



Marcel A. Bedard
Bylaw Enforcement Officer

Minutes received as information by Council on the day of , 2017

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

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Item 8.1 a) & b)

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Class 5 (Light Industry) General Municipal Tax Multiple be reduced by shifting general municipal property tax revenue from Class 5 (Light Industry) to Class 6 (Business) in order to equalize the Class 5 (Light Industry) Class 6 (Business) general municipal property tax rates, irrespective of increases or decreases in new construction in Class 5 (Light Industry) and Class 6 (Business) property assessments:

AND THAT: a report be brought forward to Council in the fall of 2017 which outlines the impact of maintaining the same general municipal tax revenue for Class 4 (Major Industry) by shifting any increase in Class 4 (Major Industry) to the other general municipal property tax classifications for a three (3) year and five (5) year period irrespective of increases or decreases in new construction in Class 4 (Major Industry) property assessments;

AND THAT: the debenture debt authorized under Bylaw No. 3569 (MFA Issue No. 102) be paid down in the amount of \$110,000.00;

AND THAT: the bylaw entitled City of Salmon Arm 2017 to 2021 Financial Plan Amendment Bylaw No. 4205 be given first, second and third readings;

AND FURTHER THAT: the bylaw entitled City of Salmon Arm 2017 Annual Rate of Taxation Bylaw No. 4201 be given first, second and third readings.

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: April 4, 2017
 To: Mayor Cooper and Members of Council
 Subject: 2017 Final Budget

Recommendation

- That: The Class 5 (Light Industry) General Municipal Tax Multiple be reduced by shifting general municipal property tax revenue from Class 5 (Light Industry) to Class 6 (Business) in order to equalize the Class 5 (Light Industry) and Class 6 (Business) general municipal property tax rates, irrespective of increases or decreases in new construction in Class 5 (Light Industry) and Class 6 (Business) property assessments;
- And That: A report be brought forward to Council in the fall of 2017 which outlines the impact of maintaining the same general municipal tax revenue for Class 4 (Major Industry) by shifting any increase in Class 4 (Major Industry) to the other general municipal property tax classifications for a three (3) year and five (5) year period irrespective of increases or decreases in new construction in Class 4 (Major Industry) property assessments;
- And That: The debenture debt authorized under Bylaw No. 3569 (MFA Issue No. 102) be paid down in the amount of \$110,000.00.
- And That: Bylaw No. 4205 cited as "City of Salmon Arm 2017 to 2021 Financial Plan Amendment Bylaw No. 4205" be given 3 readings;
- And That: Bylaw No. 4201 cited as "City of Salmon Arm 2017 Annual Rate of Taxation Bylaw No. 4201" be given 3 readings.

Background

The 2017 - 2021 Financial Plan was adopted by Council in November, 2016. A re-visitation of the Financial Plan is required in April of each year to provide for outstanding items such as:

- 2016 Capital Carry Forward Projects;

- 2016 Operational Carry Forward Projects;
- Authenticated Assessment Roll;
- Tax Requisitions from Other Governments (MFA, Regional District, Regional Hospital, BC Assessment Authority, etc.);
- Council Resolutions;
- Grants; and
- Other budget adjustments as noted below.

The 2017 Final Budget adopted by Council reflected a 1.58% tax increase and a 1.5% “new construction” factor. The actual new construction factor came in at 1.9%, however this did not equate to additional revenue as the Light Industry classification for new construction was calculated at the new lower rate of \$11.95/\$1,000 of assessed value as opposed to \$18.71/\$1,000 of assessed value.

The property tax increase impact to a Residential (Class 1) and Business (Class 6) assessment per \$100,000.00 of assessed value is \$7.19 and \$18.42 respectively. In addition, Business (Class 6) will experience an increase of \$45.63/\$100,000 of assessed value as a result of a shift of general municipal property tax revenue from Light Industry (Class 5) and Light Industry (Class 5) will experience a decrease of \$677.28/\$100,000 of assessed value.

Budget Revisions

Council resolutions made thus far in 2017 and projects that commenced in 2016 have been included in the 2017 Final Budget for completion. Several O & M (i.e. Greenway Trails, various studies and assessments [Metford Dam – Geotechnical, Fire Underwriters, Sanitary Sewer Master Study, Airport Brownfield, Liquid Waste Management, Gravel Pit Assessment, Superior Tanker Shuttle Accreditation, Wharf Structural Assessment, etc.], Gravel Pit Remediation, Police Station – Video and Surveillance Equipment, Cemetery – Digitizing of Records/Business Plan and Bylaw Development, DCC Bylaw Review, Park Major Maintenance projects, etc.) and capital projects (i.e. Property Acquisition at 720 – 22 Street NE, Asphaltic Overlays, SAGA Building – Air Conditioning Unit and Roof Replacement, Police Building – Prison Cell Improvements, Hudson Street and 4 St Revitalization Projects, Jackson Property Acquisition/Revitalization Project, Blackburn Park Life skills and Spray Park Projects, Moutell Bridge – Bridge/Decking, Lakeshore Road – Slope Stability, Underpass Design, Mt. Ida Cemetery – Cemetery Mapping and Benches, Tandem Dump/Plow Truck and Trailer, WPCC – UV Disinfection System Upgrade, Airport Fuel System, Zone 5 Booster Station Construction, various road, drainage, sidewalk, equipment, water and sewer projects, incomplete/not started gas tax projects, etc.) have been included in the 2017 budget revision. Salaries and wages and benefits approved by Council have also been allocated within the 2017 Budget.

With the exception of the above noted, changes to the 2017 Final Budget are largely attributed to the following items:

General FundRevenue

Franchise Fee – Fortis BC (To reflect actual)	\$(30,000.00)
Interest Income – Realized Loss (Offsets with unrealized loss that was not recorded at yearend pursuant to the Public Sector Accounting Standards)	(75,000.00)
Transfer from Surplus (To reflect investment recorded at cost as opposed to FMV at yearend pursuant to the Public Sector Accounting Standards)	75,000.00
Canoe Beach Rental Lots (To reflect actual)	(11,170.00)
Other Revenue (Pyper) (As resolved by Council)	6,915.00
Grant – National Disaster Mitigation Program (Grant denied - offsets, in part, with expense)	(75,000.00)
Transfer from Flood Risk and Assessment Reserve (Grant denied - offsets, in part, with expense)	(25,000.00)
Transfer from 20 Ave/21 St. & CPR Crossing Reserve (As resolved by Council. Provision for grant for SA Tennis Club – Sand and Gravel)	26,280.00
Transfer from Future Expenditure Reserve (As resolved by Council – Transferred to Cultural Master Plan Reserve and balance budget)	31,150.00
Transfer from Surplus (Provision for demolition/relocation costs – 720 – 22 Street NE and to balance budget)	61,770.00
Transfer from Labour Relations Reserve (Offsets with expenditure for same)	20,000.00
Transfer from Foreshore Latrine Reserve (To transfer into revenue)	3,990.00
Transfer from Airport – General O & M Reserve (Provision for new Airport Managerial Contract)	25,250.00
	<u>\$34,185.00</u>

Expenses

Labour Relations – Contracted Service (Provision for contracted service relative to HR issues)	\$20,000.00
Safety Coordinator – Wages and Benefits (Provision for full year. Offsets with decrease in Protective Services – Safety)	34,000.00
Other (To redirect funds budgeted and distributed in 2016 – i.e. retroactive pay, severance, etc.)	(140,000.00)
Grant – SA Tennis Club (As resolved by Council – Funded from Reserve)	26,280.00
Principal – Bylaw No. 3569 – Blackburn Park (To pay down debenture debt at its 10 year anniversary date by \$110,000.00. Original debenture \$500,000 – Skateboard Park and Relocation of Soccer Field)	110,000.00
Fire Protection – Safety (Redirected to Safety Coordinator Wages and Benefits)	(34,000.00)
Property Maintenance – 720 – 22 Street NE (Provision for demolition/relocation costs)	50,000.00
Cultural Master Plan Reserve (As resolved by Council)	10,000.00
Canoe Beach Rental Lots – Maintenance (As resolved by Council - provision for demolition)	16,575.00
Little Mountain Sports Complex Maintenance (Provision for sidewalk repairs – IRMC)	5,000.00
Jackson Tennis Courts (Recommendation to repair before integrity of courts is compromised)	20,000.00
Klahani Park – Fencing – Dog Park (To resolve the dog issues in Blackburn Park – Ball Diamonds)	35,000.00
Moutell Bridge (Provision for environmental permit, etc.)	6,000.00
Syme Bridge (Provision for a prior years contracted engineering invoice)	5,000.00
SA Hazard Risk Assessment (Grant denied)	(100,000.00)
Various Increases (Decreases) (Net)	<u>(29,640.00)</u>
	<u>\$34,185.00</u>

As Council is aware the City was not successful in securing the Glycol Cooling System Grant of \$77,550.00 towards a total project cost of \$250,000.00. This project has been included in the budget with the grant portion being funded from the Shaw Centre Major Maintenance Reserve. The budget allocation has increased from \$235,000.00 to \$250,000.00 to reflect the US exchange rate and the addition of a component to address the build-up of total dissolved solids (TDS) in the water used to cool the evaporative condenser. It is recommended that the City proceed with this project despite being unsuccessful in obtaining a grant as the refrigeration plant is critical to the operation of the arena.

Council requested that the funds that were set aside in 50 Avenue NW Walkway of \$32,665.00 be brought forward for discussion of Council during the April amendment. To transfer this amount to the West Bay Connector Trail Reserve will require a motion of Council.

Water and Sewer Funds

The changes outside of the 2016 Capital and Operational Carry forwards are minor in nature.

Respectfully Submitted,



Monica Dalziel, CPA, CMA

CITY OF SALMON ARM

BYLAW NO. 4205

A bylaw to amend the 2017 to 2021 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 2017 to 2021;

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 2017 to 2021 Financial Plan Bylaw No. 4174" 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 2017 to 2021 Financial Plan Bylaw No. 4174" 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.

6. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2017 to 2021 Financial Plan Amendment Bylaw No. 4205".

READ A FIRST TIME THIS	DAY OF	2017
READ A SECOND TIME THIS	DAY OF	2017
READ A THIRD TIME THIS	DAY OF	2017
ADOPTED BY COUNCIL THIS	DAY OF	2017

MAYOR

CORPORATE OFFICER

Schedule "A" - Bylaw #4205

City of Salmon Arm**2017 - 2021 Financial Plan**

2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
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Consolidated Revenues

Property and MRDT Taxes - Net	\$ 17,397,850	\$ 17,745,807	\$ 18,100,723	\$ 18,462,738	\$ 18,831,992
Frontage & Parcel Taxes	3,246,090	3,311,012	3,377,232	3,444,777	3,513,672
Sales of Service	7,569,560	7,720,951	7,875,370	8,032,878	8,193,535
Revenue From Own Sources	2,262,139	2,307,382	2,353,529	2,400,600	2,448,612
Rentals	776,485	792,015	807,855	824,012	840,492
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	393,200	401,064	409,085	417,267	425,612
Other Government Transfers	210,160	214,363	218,650	223,023	227,484
Transfer From Prior Year Surplus	948,726	967,701	987,055	1,006,796	1,026,932
Transfer From Reserve Accounts	678,880	692,458	706,307	720,433	734,842
Transfer From Reserve Funds	12,810	12,810	12,810	12,810	12,810

Total Consolidated Revenues

\$33,495,900	\$34,165,562	\$ 34,848,617	\$ 35,545,333	\$ 36,255,983
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Consolidated Expenditures

General Government Services	\$ 3,466,355	\$ 3,535,682	\$ 3,606,396	\$ 3,678,524	\$ 3,752,094
Protective Services	5,616,145	5,728,468	5,843,037	5,959,898	6,079,096
Transportation Services	4,932,645	5,031,298	5,131,924	5,234,562	5,339,254
Environmental Health Services	57,777	58,933	60,111	61,313	62,540
Environmental Development Service	2,523,645	2,574,118	2,625,600	2,678,112	2,731,675
Recreation and Cultural Services	4,109,530	4,191,721	4,275,555	4,361,066	4,448,287
Fiscal Services - Interest	1,643,138	1,676,001	1,709,521	1,743,711	1,778,585
Fiscal Services - Principal	1,509,660	1,539,853	1,570,650	1,602,063	1,634,105
Capital Expenditures	2,689,735	2,717,440	2,684,154	3,021,834	2,943,280
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	1,848,790	1,911,599	2,037,210	1,793,701	1,968,309
Transfer to Reserve Funds	1,011,180	1,031,404	1,052,032	1,073,072	1,094,534
Water Services	2,149,745	2,192,740	2,236,595	2,281,327	2,326,953
Sewer Services	1,937,555	1,976,306	2,015,832	2,056,149	2,097,272

Total Consolidated Expenditures

\$33,495,900	\$34,165,562	\$ 34,848,617	\$ 35,545,333	\$ 36,255,983
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Schedule "A" - Bylaw #4205

City of Salmon Arm

2017 - 2021 Financial Plan

Capital Projects

Finances Acquired

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
General Operating Fund	\$ 1,823,160	\$ 1,882,440	\$ 1,959,154	\$ 1,896,834	\$ 1,953,280
Water Operating Fund	465,500	460,000	250,000	450,000	490,000
Sewer Operating Fund	401,075	375,000	475,000	675,000	500,000
Federal Government Grants	3,139,500	-	25,000	293,343	-
Provincial Government Grants	3,037,780	-	3,450,000	293,342	-
Prior Year Surplus	294,000	-	-	-	510,000
Reserve Accounts	4,221,870	90,000	754,700	1,068,315	690,000
Reserve Funds	1,560,000	725,000	2,831,575	698,500	2,808,750
Development Cost Charges	210,000	2,215,000	2,995,050	2,125,000	2,307,500
Short Term Debt	-	-	-	-	-
Long Term Debt	1,282,140	-	3,335,875	1,000,000	-
Developer Contributions	85,000	40,000	40,000	40,000	40,000
Total Funding Sources	\$ 16,520,025	\$ 5,787,440	\$ 16,116,354	\$ 8,540,334	\$ 9,299,530

Finances Applied

Transportation Infrastructure	\$ 5,474,100	\$ 3,462,000	\$ 12,692,000	\$ 6,104,500	\$ 4,222,000
Buildings	4,487,125	165,300	335,476	117,000	197,000
Land	-	-	-	-	-
IT Infrastructure	974,665	180,000	115,000	125,000	721,500
Machinery and Equipment	1,488,760	550,140	656,378	383,834	1,192,780
Vehicles	125,000	130,000	-	90,000	35,000
Parks Infrastructure	592,225	495,000	322,500	260,000	966,250
Utility Infrastructure	3,378,150	805,000	1,995,000	1,460,000	1,965,000
Total Capital Expense	\$ 16,520,025	\$ 5,787,440	\$ 16,116,354	\$ 8,540,334	\$ 9,299,530

Departmental Summary:

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
General Government Services	\$ 779,500	\$ 183,500	\$ 108,500	\$ 108,500	\$ 193,500
Protective Services	729,000	380,000	55,000	145,000	805,000
Transportation Services	6,623,960	3,770,000	12,875,000	6,401,000	4,523,500
Environmental Health Services	42,255	25,000	-	12,500	2,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	1,020,195	553,940	1,012,854	333,334	1,235,030
Water Services	4,157,755	500,000	1,590,000	677,500	2,040,000
Sewer Services	3,167,360	375,000	475,000	862,500	500,000
Total by Department	\$ 16,520,025	\$ 5,787,440	\$ 16,116,354	\$ 8,540,334	\$ 9,299,530

04/04/2017

2017-2021 FP Bylaw (Cap)

Schedule "B" – Bylaw #4205
2017 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2017. 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 velorum tax" basis recognizing that all classes of property are afforded equal access to the City's transportation network and should contribute to its sustainability equally. This method directed tax dollars away from business and industry to residential.

The City also anticipates receiving a Municipal Regional District Tax (MRDT) which will be levied and collected by the Provincial Government on all daily accommodation rentals within the City. Under the direction and approval of the Accommodation Industry, the City has applied to the Provincial Government to levy a 2% MRDT which will be utilized on initiatives that will increase exposure/awareness of Salmon Arm as a tourism destination with emphasis on off-season event expansion.

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 #4205
2017 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	44.16%	52.84%
Parcel Taxes	8.24%	9.86%
User Fees, Charges and Interest Income	26.92%	32.22%
Other Sources	17.43%	1.19%
Proceeds From Borrowing	3.25%	3.89%
	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 reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting \$174,700.69 in general municipal property taxes from Class 5 (Light Industry) to Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

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 Class 2 (Utilities) assessments. The City of Salmon Arm Class 2 (Utilities) general municipal property tax rate adheres to this legislation.

Schedule "B" – Bylaw #4205
2017 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2017 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	4.3509	1.00:1	64.89%	84.58%
Utilities	27.1572	6.24:1	0.86%	0.18%
Supportive Housing	0.0000	0:1	0.00%	0.00%
Major Industry	67.9896	15.63:1	2.97%	0.25%
Light Industry	11.9450	2.75:1	2.12%	1.01%
Business	11.9450	2.75:1	28.36%	13.46%
Managed Forest Land	9.7322	2.24:1	0.00%	0.00%
Recreational/Non Profit	3.3499	0.77:1	0.13%	0.22%
Farm	12.8204	2.95:1	0.67%	0.30%

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	\$ 41,958.00	\$ 39,019.50	\$ 80,977.50
Non Profit Societies	332,183.00	222,264.00	554,447.00
Senior Centers	16,371.00	10,377.00	26,748.00
Other	14,819.00	13,327.00	28,146.00
Sports Clubs	243,692.00	158,651.00	402,343.00
Total	\$ 649,023.00	\$ 443,638.50	\$ 1,092,661.50

Schedule "B" – Bylaw #4205
2017 Revenue Policy Disclosure

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	2012 General Municipal Tax Exemption	2013 General Municipal Tax Exemption	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 41,619.87	\$ 46,974.30	\$ 47,032.50	\$ 45,846.66	\$ 34,828.47	\$ 29,851.20

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.

Schedule "B" – Bylaw #4205
2017 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

Area	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Item 9.1

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the bylaw entitled Proposed Land Exchange and Parkland Disposal and Exchange Bylaw No. 4175 be read a final time.

[Hostman, C. & C./ Browne Johnson Land Surveyors; 1890 - 20 Avenue NE & 1830 - 17 Street NE]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM
CERTIFICATE OF SUFFICIENCY


Parkland Disposal and Exchange Bylaw No. 4175

For the purposes of determining the sufficiency of Elector Responses requesting Council not to approve Parkland Disposal and Exchange Bylaw No. 4175, it has been determined that 10% or 1,336 Elector Responses would be required to legally preclude Council from approving Parkland Disposal and Exchange Bylaw No. 4175, unless approved by the assent of the electors.

It is certified, pursuant to the provisions of Section 86 (8) of the *Community Charter*, that zero (0) valid Elector Responses requesting Council not to approve Parkland Disposal and Exchange Bylaw No. 4175 were received from electors by the 4:00 p.m. Monday, April 3, 2017 deadline.

The Elector Responses received do not meet the minimum sufficiency requirements prescribed in Section 86 of the *Community Charter* to preclude Council from approving Parkland Disposal and Exchange Bylaw No. 4175 on the basis of the Alternative Approval Process; therefore Council is in a legal position to approve the bylaw.

Given under my hand this 4th day of April 2017.


Erin Jackson
Corporate Officer

CITY OF SALMON ARM

BYLAW NO. 4175

A bylaw to exchange parkland for other land to be dedicated as park

WHEREAS pursuant to Section 27 of the Community Charter, if a municipality is entitled to possession and control of land under Section 27(1)(c) [parks dedicated by subdivision], the Council may, by bylaw, dispose of a portion of land in exchange for other land suitable for a park or public square;

AND WHEREAS the municipality is entitled to possession and control of Park dedicated on Plan KAP81689, Section 24, Township 20, Range 10, W6M, KDYD;

AND WHEREAS it is deemed desirable and expedient to dispose of Part of Lot 3 dedicated on Plan KAP81689, Section 24, Township 20, Range 10, W6M, KDYD;

AND WHEREAS pursuant to Section 27(2)(a) of the Community Charter, the Lands will be disposed of in exchange for other land suitable for a park or public square;

AND WHEREAS the owners of real property within the boundaries of the City of Salmon Arm were notified, under the alternative approval process provisions in compliance with Sections 26(3), 86 and 94 of the Community Charter, that Council intends to dispose of Part of Lot 3 dedicated on Plan KAP81689, Section 24, Township 20, Range 10, W6M, KDYD;

AND WHEREAS the Council has been advised through a report prepared by the Corporate Officer that the petitions filed by the owners of real property within the boundaries of the City of Salmon Arm, requesting Council not to proceed with the disposal of said property 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 out the disposal of that Part of Lot 3 dedicated on Plan KAP81689, Section 24, Township 20, Range 10, W6M, KDYD, as outlined on Schedule "A" attached hereto and forming part of this bylaw; and
2. The Council of the City of Salmon Arm is hereby authorized and empowered to undertake and carry out or cause to be carried out the acquisition of that Part of Lot 1, Plan 2927, Section 24, Township 20, Range 10, W6M, KDYD, Except Plan 16170; as outlined on Schedule "A" attached hereto and forming part of this bylaw.

3. This bylaw may be cited as **"City of Salmon Arm Parkland Disposal and Exchange Bylaw No. 4175."**

READ A FIRST TIME THIS 14th DAY OF February 2017

READ A SECOND TIME THIS 14th DAY OF February 2017

READ A THIRD TIME THIS 14th DAY OF February 2017

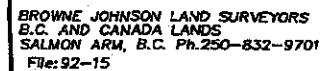
Advertised pursuant to Sections 86 and 94 of the Community Charter in two issues of the Salmon Arm Observer dated February 22 and March 1, 2017.

Posted pursuant to Sections 86 and 94 of the Community Charter this 22nd day of February, 2017.

ADOPTED BY COUNCIL THIS DAY OF 2017

MAYOR

CORPORATE OFFICER



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Item 9.2

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4187 be read a final time.

[OCP4000-28; Hostman, C. & C./ Browne Johnson Land Surveyors; 1890 – 20 Avenue NE & 1830 – 17 Street NE]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Council

FROM: Development Services Department

DATE: January 27, 2017

SUBJECT: Proposed Land Exchange and Parkland Disposal and Exchange Bylaw No. 4175
 Official Community Plan Amendment Application No. OCP4000-28
 Part of Lot 1, Plan 2927, except Plan 16170 and Part of Lot 3, Plan KAP81689, Sec. 24,
 Tp. 20, R. 10, W6M, KDYD
 1890 - 20 Avenue NE and 1830 - 17 Street NE
 Owners/Applicants: C. & C. Hostman
 Agent: Browne Johnson Land Surveyors (J. Johnson, BCLS,CLS)

Motion for Consideration

THAT: Council agree to proceed with an exchange of Part of Lot 1, Plan 2927, except Plan 16170 for Part of Lot 3, Plan KAP81689, Sec. 24, Tp. 20, R. 10, W6M, KDYD, as shown on the attached Appendix 3, subject to the following:

- i) Compliance with Section 27 of the Community Charter; and
- ii) The applicant being responsible for all associated costs.

AND THAT: Parkland Disposal and Exchange Bylaw No. 4175 receive three readings;

AND THAT: Final reading of Bylaw No. 4175 be withheld pending approval of the electors being obtained through the Alternative Approval Process in accordance with Section 86 of the Community Charter;

AND THAT: The fair determination of the total number of elector responses required is 1,336 (10% of electors);

AND THAT: The deadline for elector responses to be received on the Elector Response Form as shown on the attached Appendix 10 is April 3, 2017;

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000, as follows:

- i) Map A-1 (Land Use):
 - a) Redesignate that Part of Lot 1, Plan 2927, except Plan 16170, Sec. 24, Tp. 20, R. 10, W6M, KDYD as shown on Appendix 9 from Medium Density Residential to Park; and
 - b) Redesignate that Part of Lot 3, Plan KAP81689, Sec. 24, Tp. 20, R. 10, W6M, KDYD as shown on Appendix 9 from Park to Medium Density Residential.

AND THAT: Pursuant to Section 882(3)(a) of the Local Government Act, Council has considered the proposed Official Community Plan amendments in conjunction with:

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

AND THAT: Final reading of the Official Community Plan amendment bylaw be withheld pending:

1. Adoption of Parkland Disposal and Exchange Bylaw No. 4175.
-

Staff Recommendation

THAT: The Motion for Consideration be adopted.

Proposal

The applicants would like to improve the configuration of their property to allow for future development and have inquired about exchanging part of their property for part of Hoadley Park. A location map, ortho photo, sketch plan of the proposed land exchange and a letter from the owner's agent are attached as Appendices 1 through 4.

Background

The applicant's property is designated Medium Density Residential in the Official Community Plan and Hoadley Park is designated as Park. The applicant's property and the northeastern portion of Hoadley Park are zoned R-1 (Single Family Residential) and the western portion of Hoadley Park is zoned P-1 (Park & Recreation). O.C.P. and Zoning maps are attached as Appendices 5 and 6.

The applicant's property is approximately 0.6 ha. in size and contains their residence. Hoadley Park is approximately 1.1 hectare and is undeveloped. (The applicant's residence is also known as the 'Leech House' which is on the City of Salmon Arm Community Heritage Register, see Appendix 7.)

As shown on Appendices 1 and 2, a narrow portion of the applicant's property extends southward into the northeastern portion of Hoadley Park. As shown on Appendix 3, the applicant's are proposing to exchange part of this area for an equal portion of Hoadley Park. The areas to be exchanged are both 975.5 square metres in size.

The proposed land exchange may be considered under Section 27 of the Community Charter, see Appendix 8. In accordance with Section 27(2), the exchange must proceed by bylaw adopted with the approval of the electors, which involves an alternative approval process (AAP) or a referendum. Should Council agree to proceed with the proposal, staff recommend it proceed under the AAP process after 3rd Reading of the Parkland Disposal and Exchange Bylaw.

To accommodate future residential development on the portion of park land to be consolidated with the applicant's property, an O.C.P. amendment to redesignate that portion to Medium Density Residential is also part of the proposal along with an amendment to redesignate that portion of the applicant's property being consolidated with Hoadley Park to Park. A map showing the proposed OCP amendments is attached as Appendix 9. The amendments are being processed concurrently with the proposed land exchange for convenience but will only be considered for adoption if the Parkland Disposal and Exchange Bylaw is adopted. It should also be noted that adoption of the Parkland Disposal and Exchange Bylaw does not bind Council to approve the O.C.P. amendments.

Should the O.C.P. amendments be adopted, staff will bring forward a zoning bylaw amendment to rezone the new park area from R-1 (Single Family Residential) to P-1 (Park and Recreation), along with other recently acquired or dedicated parks in the City.

Alternative Approval Process

Pursuant to Section 86 of the Community Charter, once Parkland Disposal and Exchange Bylaw No. 4120 has received third reading, notice will be posted at City Hall, on the City website and in two consecutive issues of the Salmon Arm Observer. The public notice will include a description of the proposed bylaw, elector response procedure, the deadline for elector responses and a statement that Council may proceed with the exchange 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 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 person is entitled to register as a non-resident property elector, see Appendix 10. It is estimated the process could be completed by April 3, 2017 however, the date must be confirmed by Council.

At the end of the 30 days, 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 or to put the project on hold until a later date.

Discussion

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

Greenways Liaison Committee

See Appendix 11.

Salmon Arm Economic Development Society

See Appendix 12.

BC Hydro

No concerns.

FortisBC

No concerns.

Building Department

No concerns.

Fire Department

No concerns.

Engineering Department

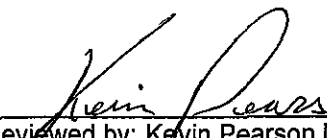
See Appendix 13.

Planning Department

The area to be acquired by the applicants will improve the configuration of their property and assist with future residential development. The area to be acquired by the City will improve the configuration of Hoadley Park and provide a more useful area for future park development. The City will also obtain additional road dedication for 20 Avenue NE.

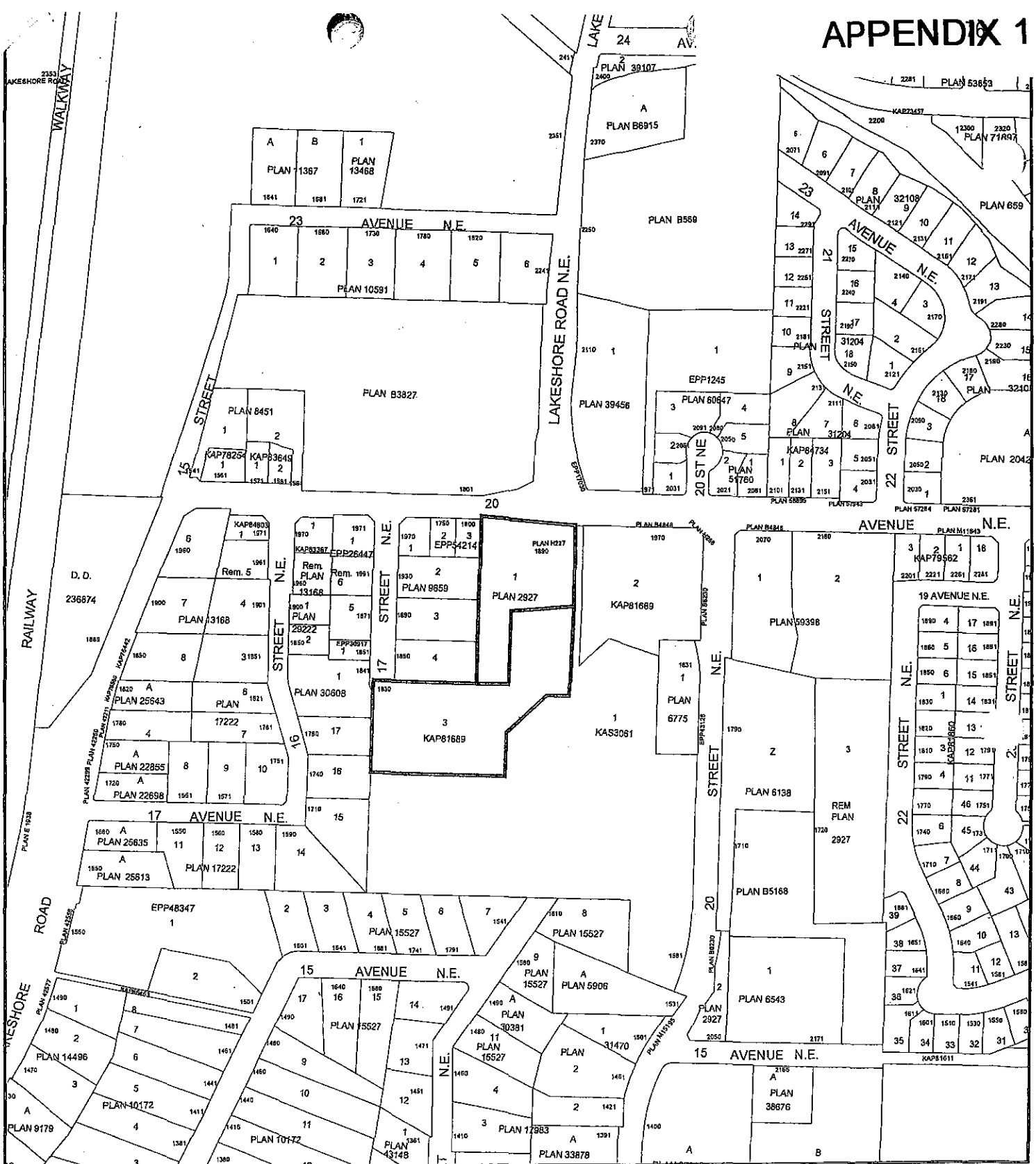
As Hoadley Park is currently undeveloped, the proposed exchange will not impact any existing park amenities and the areas to be exchanged are exactly equal in size. Staff support the proposed exchange subject to the conditions outlined in the Motion for Consideration and the outcome of the Alternative Approval Process.


Prepared by: Jon Turlock
Planning & Development Officer


Reviewed by: Kevin Pearson MCIP
Director of Development Services

Appendices

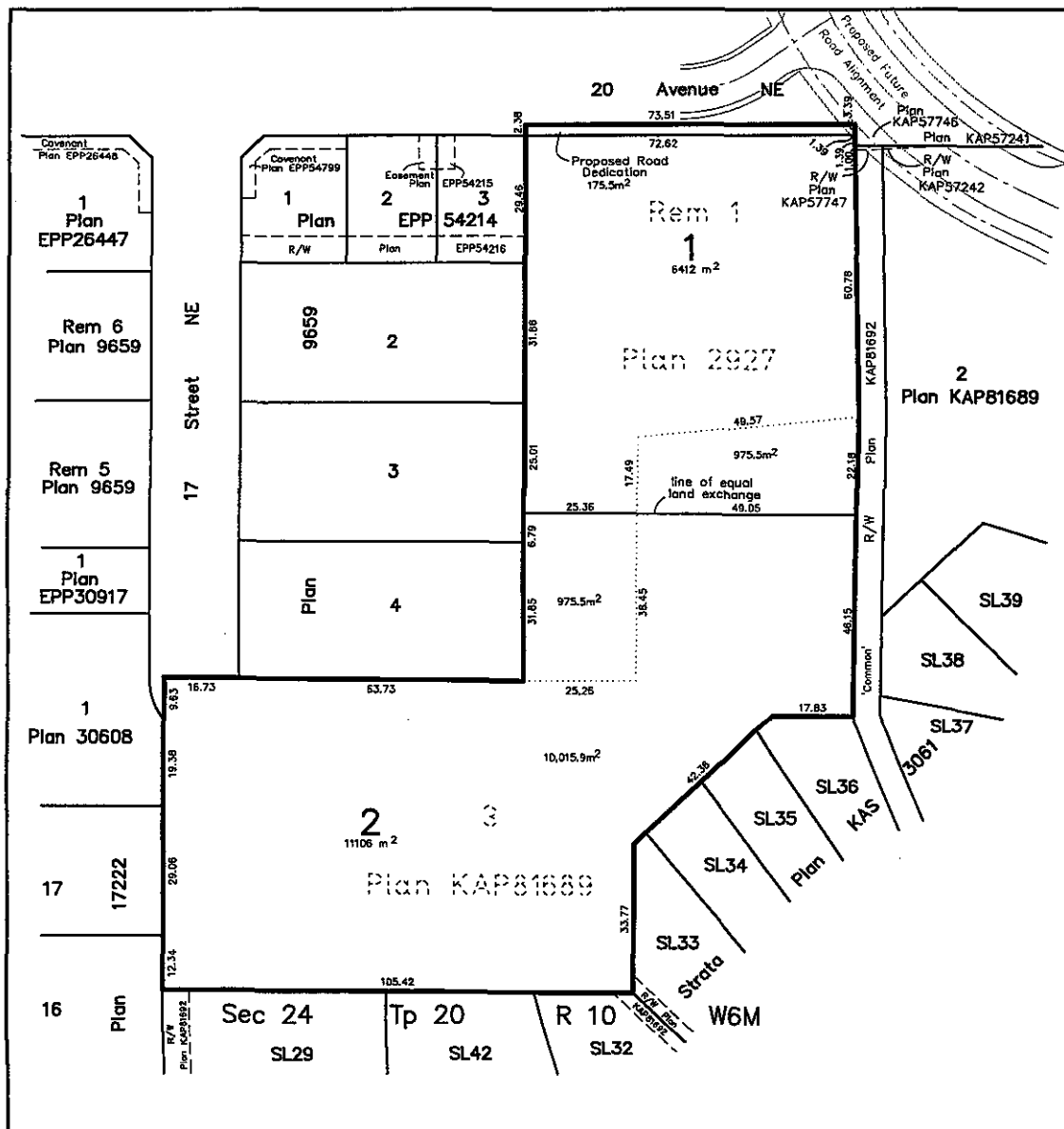
1. Location map
2. Ortho photo
3. Sketch plan of proposed land exchange
4. Agent's letter dated Oct. 13/16
5. O.C.P. map
6. Zoning map
7. Community Heritage Register extract
8. Community Charter extract
9. Proposed O.C.P. amendments
10. Elector Response Form
11. GLC Minutes extract
12. EDS comments
13. Engineering Dept. comments



Subject Properties



Subject Properties



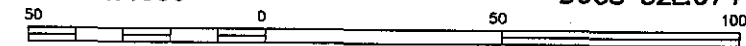
Sketch Plan of Proposed Land Exchange between Lot 1, Plan 2927

(Except Plan 16170)

and Lot 3, Plan KAP81689
(Hoadley Park),
Sec 24, Tp 20, R 10,
W6M, KDYD

Scale 1:1000

BCGS 82L.074



The intended plot size of this plan is 432mm in width by
280mm in height (B size) when plotted at a scale of 1:1000



September 20, 2016

BROWNE JOHNSON LAND SURVEYOR
B.C. AND CANADA LANDS
SALMON ARM, B.C. Ph.250-832-91
File: 92-15

BROWNE JOHNSON LAND SURVEYORS*

British Columbia and Canada Lands
Salmon Arm, B.C. V1E 4N5

OFFICE: 201-371 Alexander Street
MAIL: P.O. BOX 362
TELEPHONE: (250) 832-9701
FAX: (250) 832-8004
EMAIL: office@brownejohnson.com

October 13, 2016

File 92-15

City of Salmon Arm
P.O. Box 40
Salmon Arm, BC V1E 4N2

Attention Kevin Pearson

RE: Proposed Land Exchange between Lot 1, Plan 2927 (Except Plan 16170) and Hoadley Park
(Lot 3, Plan KAP81689), Sec 24, Tp 20, R 10, W6M, KDYD

Dear Mr. Pearson:

My clients, Rod and Carol Hostman would like the City to consider a land exchange between their Lot and Hoadley Park, as shown on the attached sketch plan.

Listed below are some of the benefits to City and to Hoadley Park, in considering this land exchange:

- Eliminates the finger of private land extending into the Park
- Increases the width of the Park backing on Strata Lots 33 through 36
- Has the potential to increase the range of future uses of the Park, by creating a more useful parcel shape. Also creates a more useful parcel shape for the Hostman's
- The City will acquire road dedications along the north boundary of the Hostman property

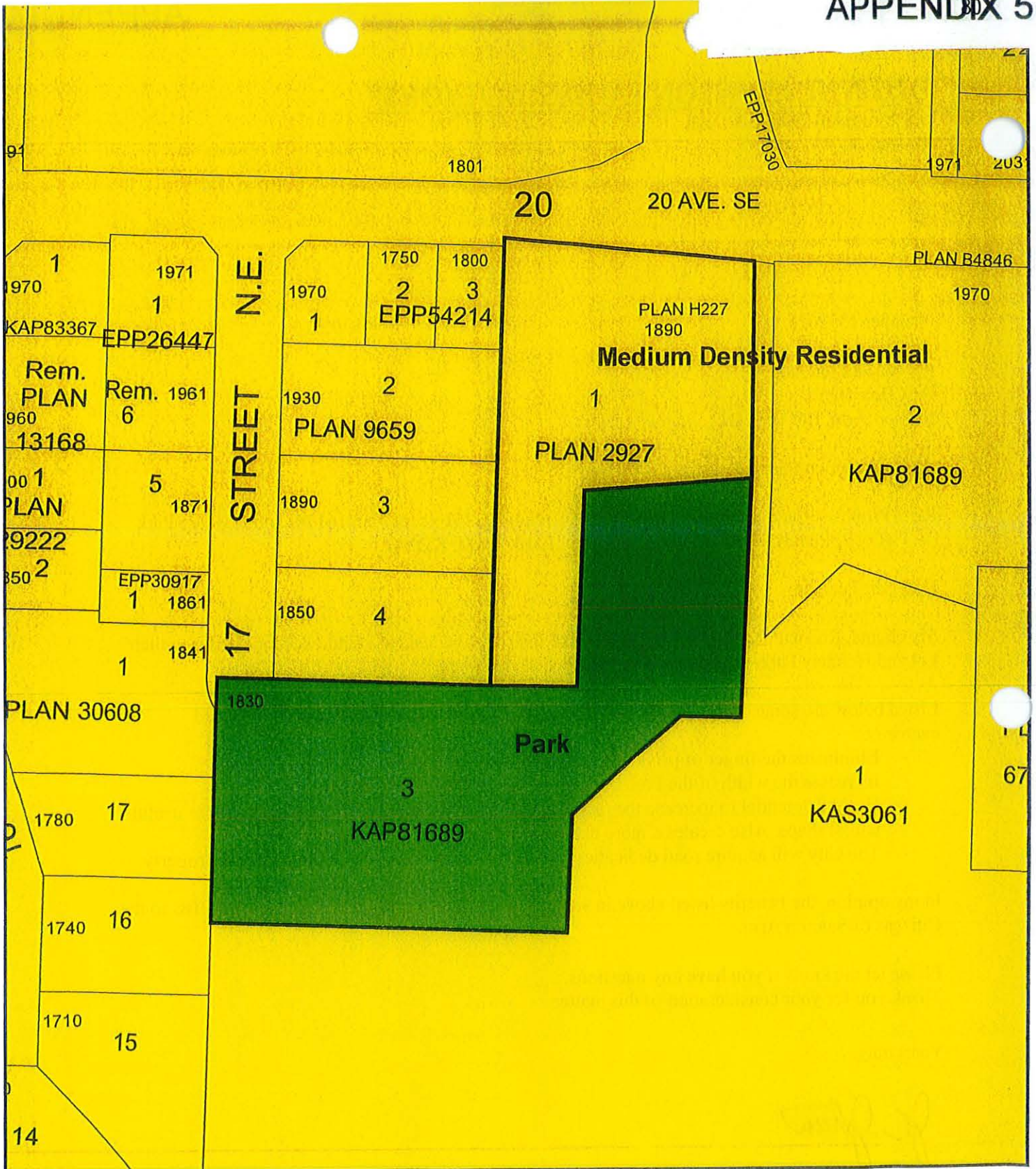
In my opinion, the benefits listed above in support of this land exchange, create clear benefits to the Citizens of Salmon Arm.

Please let me know if you have any questions.
Thank you for your consideration of this matter.

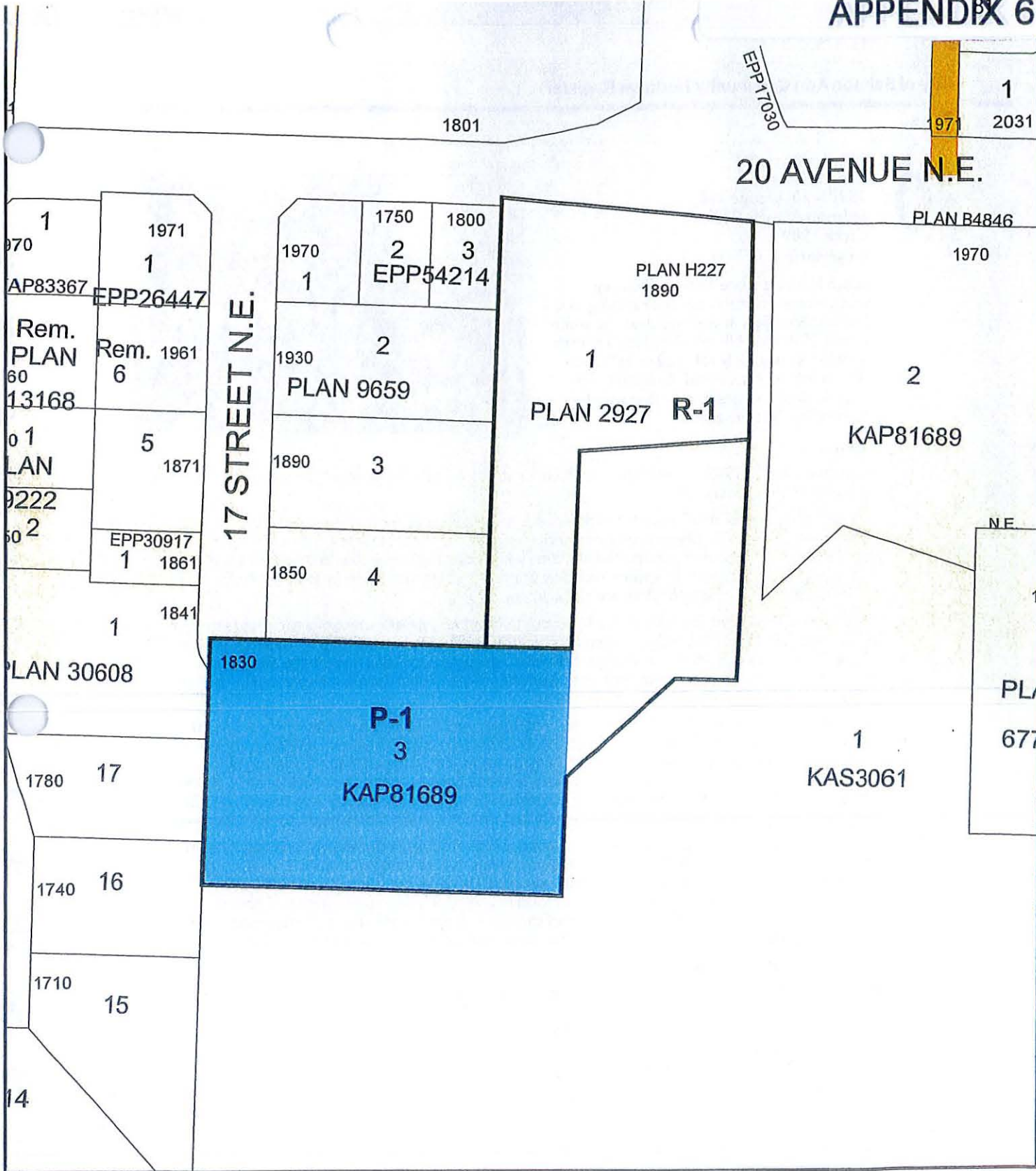
Yours truly,



J.C. (Joe) Johnson, *BCLS, CLS.*
JCJ/jj



Subject Properties



Zoning

City of Salmon Arm Community Heritage Register

30

Leech House
1890 – 20 Avenue NE
Salmon Arm, B.C.
Circa 1909

Description

Leech House is a one-and-a-half-storey, wood-frame structure, currently serving as a Bed and Breakfast. It is situated on the south side of 20 Avenue NE, north of Hoadley Park on what is commonly referred to as "Leech Hill" in Salmon Arm, British Columbia. The historic place includes the building and the surrounding landscaped lot.



Carol Hostman photo

Values

Constructed circa 1909, Leech House is valued for its historic, aesthetic, scientific and cultural significance within the community.

Of particular cultural significance is Leech House's association with early settlement in the Shuswap area. Tyn-y-Coed is the Welsh name given to the house by its builder, Daniel Leech, meaning 'house in the woods'. The house was constructed at a time when obtaining certain building materials was often a challenge. For example, bricks were hauled by horse and sleigh from Enderby Brickyard in the winter of 1908-1909 to construct the fireplace and chimney.

The house is important scientifically for its association with the development of agricultural practices in the region. In 1928, Mr. Leech represented Canada as a delegate at a meeting of the World Dairy Congress in London, England. He strongly believed in the use of scientific knowledge as a basis for agricultural practice and, in conjunction with Dominion Experimental Farms, he operated his farm as an Illustration Station using these principles.

Leech House is also valued historically for its association with the Hoadley family who occupied the house starting in the 1940s through to 1965. Winifred Daisy Hoadley, daughter of William Ernest Hoadley, was a prominent teacher in Salmon Arm for many years and past Worthy Matron of the Shuswap Eastern Star. William Hoadley was also a long-standing teacher in the province and a former Master of the Masonic Order. Hoadley Park immediately south of the property was named so to honour the Hoadley family's presence in Salmon Arm and the contributions they made to the community.

Valued for its aesthetic qualities, Leech House continues as a 'house in the woods' one hundred years later. The placement of the building among mature coniferous trees and generously landscaped yards sets it apart from the surrounding residential properties. The large bay window, exterior building materials, form and detailing, and the simple gable form and verandah are representative of houses built in the early 1900s. The verandah on the front of the house is significant because it represents a time when the interface between indoor and outdoor space was appreciated for its social value.

Character Defining Elements

Key elements that define the heritage character of Leech House include:

Site:

- House set back from and perpendicular to the road
- Mature vegetation
- Generous yards surrounding house
- Decorative landscaping
- Relationship and proximity to Hoadley Park

Building:

- Gable roof form with shallower-pitched section over verandah
- Verandah element on the west façade of the house with wood support posts
- Brick fireplace and chimney
- Large bay-style window on lower floor
- Wood frame structure
- Original siding and shingle façade on gable ends

Extract from the Community Charter

Exchange or other disposal of park land

27 (1) This section applies to land vested in a municipality under

(a) section 29 [*subdivision park land*] of this Act,

(b) section 510 (13) [*provision of park land in relation to subdivision*] of the *Local Government Act*, or

(c) section 567 (5) (a) [*provision of park land in place of development cost charges*] of the *Local Government Act*.

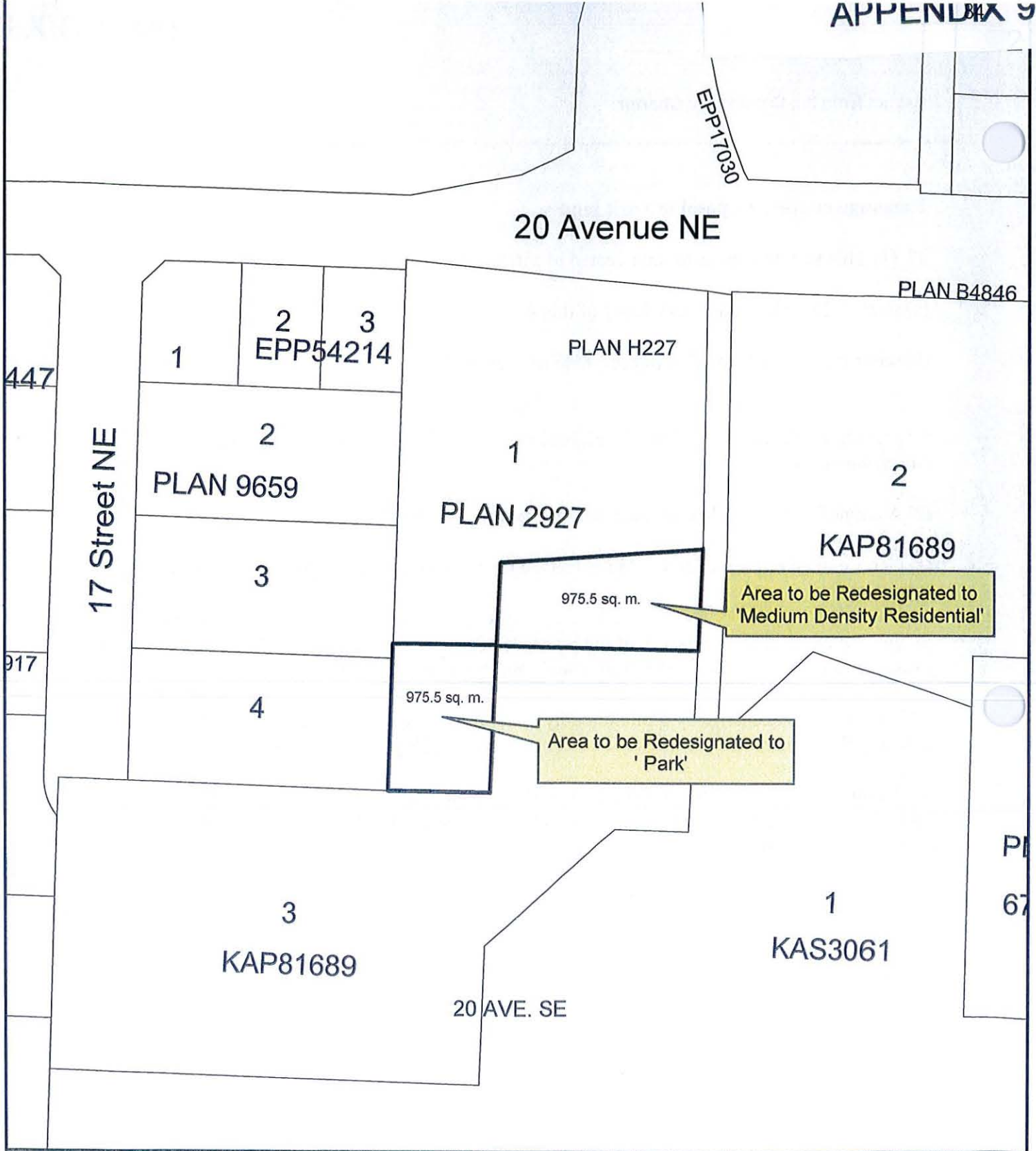
(2) A council may, by bylaw adopted with the approval of the electors,

(a) dispose of all or part of the land in exchange for other land suitable for a park or public square, or

(b) dispose of the land, provided that the proceeds of the disposal are to be placed to the credit of a reserve fund under section 188 (2) (b) [*park land acquisition reserve fund*].

(3) Land taken in exchange by a municipality under this section is dedicated for the purpose of a park or public square and the title to it vests in the municipality.

(4) A transfer of land by a municipality under this section has effect free of any dedication to the public for the purpose of a park or a public square and section 30 (3) [*removal of park dedication*] does not apply.



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 proposed parkland Disposal and Exchange Bylaw No. 4175 to authorize the exchange of Part of Lot 1, Plan 2927, except Plan 16170, Section 24, Township 20, Range 10, W6M, KDYD for Part of Lot 3, Plan KAP81689, Section 24, Township 20, Range 10, W6M, KDYD, as shown on the attached sketch plan.

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, April 3, 2017 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

Jon Turlock

From: Chris Larson
Sent: Friday, January 20, 2017 3:20 PM
To: Jon Turlock
Subject: GLC Minutes - Hoadley Park proposal
Attachments: GLC Minutes - Jan 19 2017.pdf

Text from the meeting minutes:

"The GLC discussed a proposed land exchange involving a portion of Hoadley Park. There are existing informal or social trail connections through the area of Hoadley Park under consideration. The STA recently explored this network (2016) in researching urban connector routes and has suggested some future upgrade options. The GLC commented that the land exchange appeared logical and, due to the lack of investment to date in the existing informal or social trail connections as well as the relative ease to reroute such trails, noted no concerns with the proposal."

Minutes attached.

Chris Larson, MCP - Planning and Development Officer

City of Salmon Arm

500 2nd Avenue NE

Box 40 Salmon Arm V1E 4N2

(250) 803 - 4051 fax (250) 803 - 4041

clarson@salmonarm.ca

CITY OF SALMON ARM GREENWAYS LIAISON COMMITTEE

MEETING MINUTES

Thursday, January 19, 2017
3:00 p.m.
Room 100, City Hall

Committee Members:	Joe Johnson, Citizen at Large (acting Committee Chair) Brian Browning, Shuswap Trail Alliance Phil McIntyre-Paul, Shuswap Trail Alliance (Non-Voting) Rob Bickford, Citizen at Large Steve Fabro, Shuswap Trail Alliance Ian Clay, Salmon Arm Greenways
City Staff:	Chris Larson, Planning & Development Officer (Non-Voting) Rob Hein, Manager of Roads & Parks (Non-Voting)
Guests:	Anita Ely, Environmental Health Officer, Interior Health Sutra Brett, Shuswap Trail Alliance
Regrets:	Ken Jamieson, Committee Chair Ed Hinman, Salmon Arm Greenways

The GLC appointed Joe Johnson as acting Committee Chair.

The meeting was called to order at 3:01 p.m.

Item 1: Update on Greenway Planning Initiatives and Projects

STA Updates

The STA provided a summary list of 2016 City of Salmon Arm greenway projects (Attachment 1).

The Committee reviewed a number of detailed trail plans, including an Ida View Trail Plan, the South Cane Master Plan, the Gayle Creek Loop Trail Plan, the Turner Creek Trail Plan, and an Okanagan to 4th Trail Plan. The GLC was impressed with the substantial detail provided by the plans.

Sutra Brett of the STA presented work completed in developing the Sign Plan. Establishing signage helps to promote and activate trail corridors. The Sign Plan has involved identifying all of the trail connections, corridors and segments throughout the City, and requires an impressive amount of data and detail highlighting the interconnectivity of City amenities (schools, parks and facilities) and presenting feature loop options. The GLC commented on this excellent effort and look forward to these works rolling out over time.

City Initiatives

As agent for the following proposal, Joe Johnson left the meeting for the discussion and Rob Bickford acted as Committee Chair.

The GLC discussed a proposed land exchange involving a portion of Hoadley Park. There are existing informal or social trail connections through the area of Hoadley Park under consideration. The STA recently explored this network (2016) in researching urban connector routes and has suggested some future upgrade options. The GLC commented that the land exchange appeared logical and, due to the lack of investment to date in the existing informal or social trail connections as well as the relative ease to reroute such trails, noted no concerns with the proposal.

Following this discussion, Joe Johnson returned to the meeting and resumed as acting Committee Chair.

The planned Canoe Beach Connection trail was discussed, involving a trail through the ball-fields and a crosswalk across Canoe Beach Drive (previously discussed and supported by the GLC). Staff again clarified that even if a pathway through the ball-fields is established, the City would still pursue sidewalk installation along Canoe Beach Drive in the future as development occurs. The GLC is supportive of improving connections to provide as many options as possible. Staff expect this connection to be established in 2017 as a project featured in the 2017 Budget.

Item 2: Other

Shuswap Trail Legacy Fund – The STA reported on a new program in support of the Shuswap Trail. The Shuswap Legacy Fund is a registered charity managed by the Shuswap Community Foundation to enable continued building and maintenance into the future.

Item 3: Late Items

Park Hill Trails – Upper Trail – GLC members discussed potential drainage issues along this portion of the Park Hill trail network. This was highlighted as an area that may need future attention and maintenance.

Park Hill Trails – Trailhead – the GLC discussed the lack of a dedicated trailhead area for the Park Hill network, noting that while the Canoe Beach Park overflow parking lot serves as the trailhead, this space has not been developed as of yet into a trailhead area as per the Greenways Plan (with signage, a kiosk sign, garbage can, and other infrastructure). The GLC noted that this would promote the network and may become increasingly important as the area becomes more used.

Item 4: Next Meeting - Thursday, March 9, 2017.

Item 5: Adjournment - The meeting adjourned at 4:35 p.m.



Chris Larson, Planning & Development Officer
(minutes endorsed by acting Committee Chair)

:CL

ATTACHMENT 1: STA – 2016 Summary



January 19, 2017

City of Salmon Arm
Kevin Pearson, Director of Development Services
PO Box 40
Salmon Arm BC
V1E 4N2

Re: OCP Amendment Application No OCP4000-28
1890-20th Ave NE & 1830-17st. NE

Dear Kevin

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP amendment referral to re-designate a portion of 1890-20th Ave NE from Park to Medium Density Residential and a portion of 1830-17st. NE from Medium Density Residential to Park.

The SAEDS Board supports this application and has no noted concerns.

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

Sincerely,

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

William Laird, Chairperson




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


To: Kevin Pearson, Director of Development Services
 Date: December 7, 2016, 2016
 Prepared by: Darin Gerow, Engineering Assistant
 Subject: Proposed Subdivision Application No. 16-33E
 Legal: Lot 1 Plan 2927, except Plan 16170 and Lot 3, Plan KAP81689, Sec. 24-20-10
 Civic: 1890 – 20 Avenue NE & 1830 – 17 Street NE
 Owner: C. & C. Hostman & City of Salmon Arm
 Applicant: Same

Further to your referral dated December 1, 2016, the Engineering Department provides the following servicing information.

The proposed parcel line adjustment is subject to the exemptions provided under Section 5.1 of the Subdivision and Development Servicing Bylaw No. 4163, which states the provision of new Works and Services shall not be required. It is assumed that the servicing is adequate for the proposed use.

20 Avenue NE on the subject property's north property line is designated as an Urban Collector Street requirement road right of way dedication of 20.0 meters (10.0 meters on either side of the road centerline). Available records indicate that additional dedication is required from existing Lot1, to be confirmed with BCLS.


 Darin Gerow, ASCT
 Engineering Assistant


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



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

To: Kevin Pearson, Director of Development Services
 Date: December 22, 2016
 Prepared by: Darin Gerow, Engineering Assistant
 Subject: **Official Community Plan Amendment Application No. OCP4000-28E**
 Civic: 1890 – 20 Avenue NE & 1830 – 17 Street NE
 Legals: Lot 1 Plan 2927, except Plan 16170 and Lot 3, Plan KAP81689, Sec. 24-20-10
 Owner: Hostman, Carl & Carole, 1890 – 20 Avenue NE, Salmon Arm, BC, V1E 2H3
 City of Salmon Arm, Box 40, Salmon Arm, BC, V1E 4N2
 Applicant: Owner

Further to your referral dated December 20, 2016, the Engineering Department has thoroughly reviewed the site and has no objections to the proposed OCP Amendment. Site servicing is not affected by the proposed change.

Darin Gerow, ASCT
Engineering Assistant

Jennifer Wilson, P.Eng.
City Engineer

20. **STATUTORY PUBLIC HEARINGS**

3. **Official Community Plan Amendment OCP4000-28; Hostman, C. & C/ Browne Johnson Land Surveyors; 1890 - 20 Avenue NE & 1830 - 17 Street NE**

The Director of Development Services explained the proposed Official Community Plan Amendment Application.

Submissions were called for at this time.

Council received the written submissions for consideration.

B. Cooper, Brown Johnson Land Surveyors, the agent, spoke regarding the application and was available to answer questions from Council.

J. Broadwell, 38 - 1581 20 Street NE, expressed concerns about changes to adjacent park land to the Willow Cove Strata, future development of the subject property and the emergency access road.

J. Thompson, 39 - 1581 20 Street NE, spoke to concerns regarding potential future development, assurance from Willow Cove developer of parkland remaining, environmental impact, real estate value and future of the historical Leech home.

D. Gretzunger, 37 1581 20 Street NE, spoke to concerns regarding the impact to the existing parkland.

M. Wasylenki, 25 - 1581 20 Street NE, asked whether City parks had been realigned in the past; the Director of Development Services responded in the affirmative.

E. Drew, 1890 -2 Avenue NE, spoke on behalf of some of the Willow Cove Strata residents and objected to the boundary readjustment.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4187 was declared closed at 8:29 p.m.

21. **RECONSIDERATION OF BYLAWS**

3. **Official Community Plan Amendment Bylaw No. 4187 [OCP4000-28; Hostman, C. & C/ Browne Johnson Land Surveyors; 1890 - 20 Avenue NE & 1830 - 17 Street NE] - Third Reading**

0090-2017

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4187 be read a third time.

CARRIED

Councillors Harrison and Wallace Richmond Opposed

CITY OF SALMON ARM

BYLAW NO. 4187

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chamber of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on February 27, 2017, at the hour of 7:00 p.m. was published in the February 15 and 22, 2017, issue of the Salmon Arm Observer;

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:
 - a) Redesignate that Part of Lot 1, Plan 2927, except Plan 16170, Sec. 24, Tp. 20, R. 10, W6M, KDYD as shown on Schedule "A" from Medium Density Residential to Park; and
 - b) Redesignate that Part of Lot 3, Plan KAP81689, Sec. 24, Tp. 20, R. 10, W6M, KDYD as shown on Schedule "A" from Park to Medium Density Residential.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Official Community Plan Amendment Bylaw No. 4187"**.

READ A FIRST TIME THIS 14th DAY OF February 2017

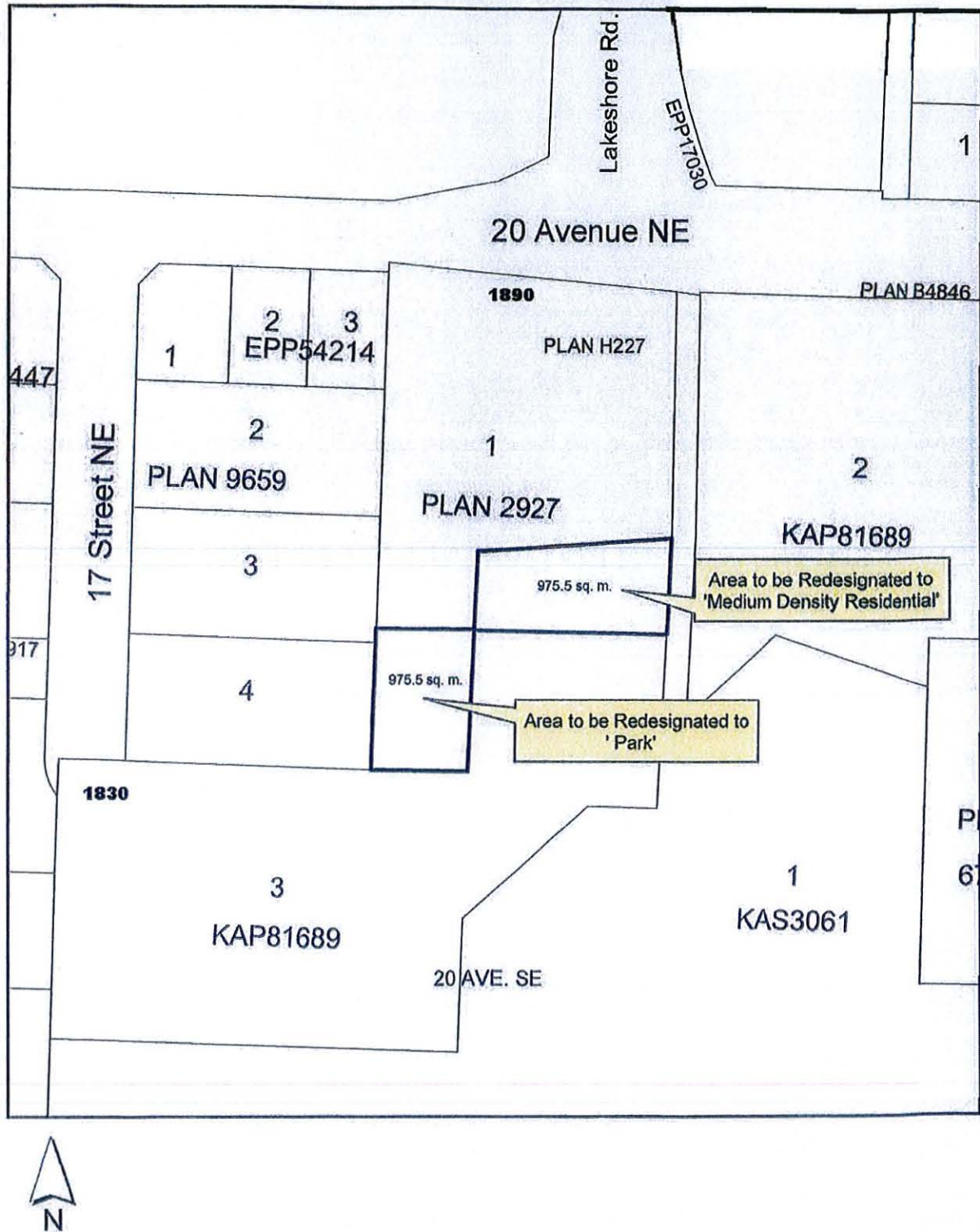
READ A SECOND TIME THIS 14th DAY OF February 2017

READ A THIRD TIME THIS 27th DAY OF February 2017

ADOPTED BY COUNCIL THIS DAY OF 2017

MAYOR

CORPORATE OFFICER



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Item 9.3

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4190 be read a final time.

[OCP4000-29; Affinity Developments Ltd. /Jobeck Enterprises Ltd.; 2081 - 11 Avenue NE; HC - HR]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: March 1, 2017

Subject: Official Community Plan Amendment Application No. OCP4000-29
Zoning Bylaw Amendment Application No. 1084

Legal: Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP75980

Civic: 2081 - 11 Avenue NE

Owner: Affinity Developments Ltd.

Applicant: Jobeck Enterprises Ltd.

MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 by redesignating Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP75980 (2081 - 11 Avenue NE) from HC (Highway Service/Tourist Commercial) to HR (Residential - High Density).

AND THAT: Pursuant to Section 879 of the *Local Government Act*, Council has considered this Official Community Plan amendment after appropriate consultation with affected organizations and authorities.

AND THAT: Pursuant to Section 882 (3) (a) of the *Local Government Act*, Council has considered the proposed Official Community Plan amendments in conjunction with:

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

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP75980 (2081 - 11 Avenue NE) from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone).

AND FURTHER THAT: Final reading of the Bylaw be withheld subject to:

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

BACKGROUND

The subject parcel is located at 2081 - 11 Avenue NE (Appendix 1 and 2), designated Highway Service / Tourist Commercial (HC) in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 and 4).

Previously, application ZON-710 for Bylaw No. 3122 proposing C-6 Tourist / Recreation Commercial zoning at this site received third reading on November 13, 2001. Conditions were not followed through with by the owners at that time.

The current proposal includes amending the OCP land use designation to Residential - High Density (HR) to facilitate multi-family development and rezoning the parcel from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone). The subject parcel is currently vacant (site photos attached as Appendix 5).

A conceptual site plan (Appendix 6) has been submitted to illustrate the development proposal featuring 16 residential units, comprised of 11 three-storey units, and 5 two-storey units to a proposed maximum height of 10.5 metres. Note the maximum height in the R-5 zone is 12 metres (39.4 feet), without a height bonus. The maximum height permitted on neighbouring R-4 zoned parcels is 10 metres (32.8 feet), while the maximum height permitted in the C-6 zone (envisioned by the OCP "HC" designation) is 19 metres (62.3 feet).

The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-1 and R-4), with Institutional zones to the east and south, with Commercial zones further to the east. Land uses adjacent to the subject parcels include the following:

South: Road (11 Avenue NE), with RCMP station/vacant lot beyond (zoned P-3 – Institutional)
 North: Multi-Family Residential (R-4) parcel (9 dwelling units in 3 two-storey buildings)
 West: Road (20 Street NE), with Medium Density (R-4) and Single-Family (R-1) parcels beyond
 East: Church (zoned P-3 – Institutional)

If rezoned to R-5, a form and character residential development permit application would be required to address building, site, lot grading and landscaping designs. A development permit application would be reviewed by City staff, the Design Review Panel, and then by Council for consideration of approval.

OCP POLICY

The proposed OCP amendment from HC (Highway Service / Tourist Commercial) to HR (Residential - High Density) would place the subject parcels in Residential Development Area A. Area A is considered the highest priority for development. The proposed amendment to HR would align with the OCP's Urban Residential Objectives listed in Section 8.2 and the Urban Residential Policies listed in Section 8.3, including providing a variety of housing types, providing housing options, and supporting compact communities. In terms of siting, the proposal appears aligned with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing.

Section 879 - Local Government Act

Pursuant to Section 879 of the Local Government Act (consultation during OCP development / amendments), the proposed OCP amendments were referred to the following external organizations on January 12, 2017:

Adams Lake Indian Band:	No response to date
Neskonlith Indian Band:	No response to date
Economic Development Society:	No response to date, receipt of comment pending.

Section 882 - Local Government Act

Pursuant to Section 882 of the Local Government Act (adoption procedures for an OCP amendment), Council must consider the proposed OCP amendment in relation to the City's financial and waste management plans. In the opinion of staff, this proposed OCP amendment is consistent with both the City's financial and waste management plans.

COMMENTS

Ministry of Transportation and Infrastructure

Preliminary approval has been granted.

Engineering Department

While not conditions of rezoning, full municipal services are required, including upgrades to 11 Avenue NE and 20 Street NE. Comments attached as Appendix 7.

Building Department

No concerns. Building design subject to BC Building Code.

Fire Department

No Fire Department concerns.

Interior Health

Comments attached (Appendix 8).

Planning Department

The surrounding neighbourhood has been undergoing slow development with a mix of older, single family housing and newer condominium, commercial and institutional development, most significantly the uptown SASCU / Askew's location and the 21 Street NE underpass. The subject parcel is located in an area well-suited for higher density residential development featuring developed sidewalks, greenways, bike and transit routes, being within close walking distance of the commercial node to the east, the recreation centre and arena, schools including Okanagan College, as well as the City Centre and hospital just over 1 km to the west.

At present, the subject parcel may be considered less ideal for Highway Service / Tourist Commercial development as presently designated, considering the lack of direct highway access, the commercial node established to the east, the availability of commercial land at potentially better suited locations, and the proximity of residential development. In fact, the subject property has been for sale and marketed as a potential commercial development property for approximately 10 years.

The maximum residential density permitted under R-5 zoning is 100 dwelling units per hectare of land. As the subject property is 0.26 hectares in area, the maximum permitted density would be 26 dwelling units assuming: 1) the present gross areas of the subject parcel; and 2) no density bonus. With a density bonus under R-5 zoning, the maximum density is 130 units per hectare, or 33 units on 0.26 hectares. The minimum residential density permitted under R-5 zoning is 3 units in the form of a *triplex*. The applicant is currently proposing a 16 unit development (which equates to a density of 61 units per hectare) subject to a development permit application. While slightly more dense (61 units/ha), the proposed development should align well with the medium density multi-family development directly north, as well as the undeveloped parcels to the west directly across 20 Street NE (40 units/ha).

Considering the proposed development concept, a 16 unit development would be required to provide 20 parking stalls. The site plan provided by the applicant demonstrates the site can meet this requirement with 20 full size spaces. The provision of on-site parking is practical and necessary, as the opportunity for on-street parking at this site is limited. Additionally, the requisite screened refuse/recycling area has been indicated on the site plan. While landscaping is alluded to on the site plan, specific details have not yet been provided. A landscape plan provided by a landscape architect submitted at the development permit stage is required to illustrate how the applicant's proposal would address landscaping requirements.

CONCLUSION

The proposed Residential - High Density (HR) OCP land use designation and R-5 zoning of the subject properties is consistent with OCP residential policy, will not result in any significant impact on the City's commercial land supply (which has increased within the context of recent development applications), and is therefore supported by staff.



Prepared by: Chris Larson, MCP
Planning and Development Officer

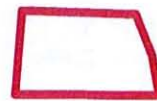


Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



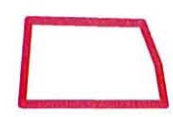
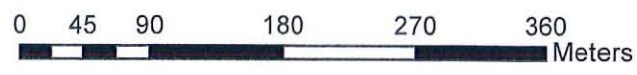
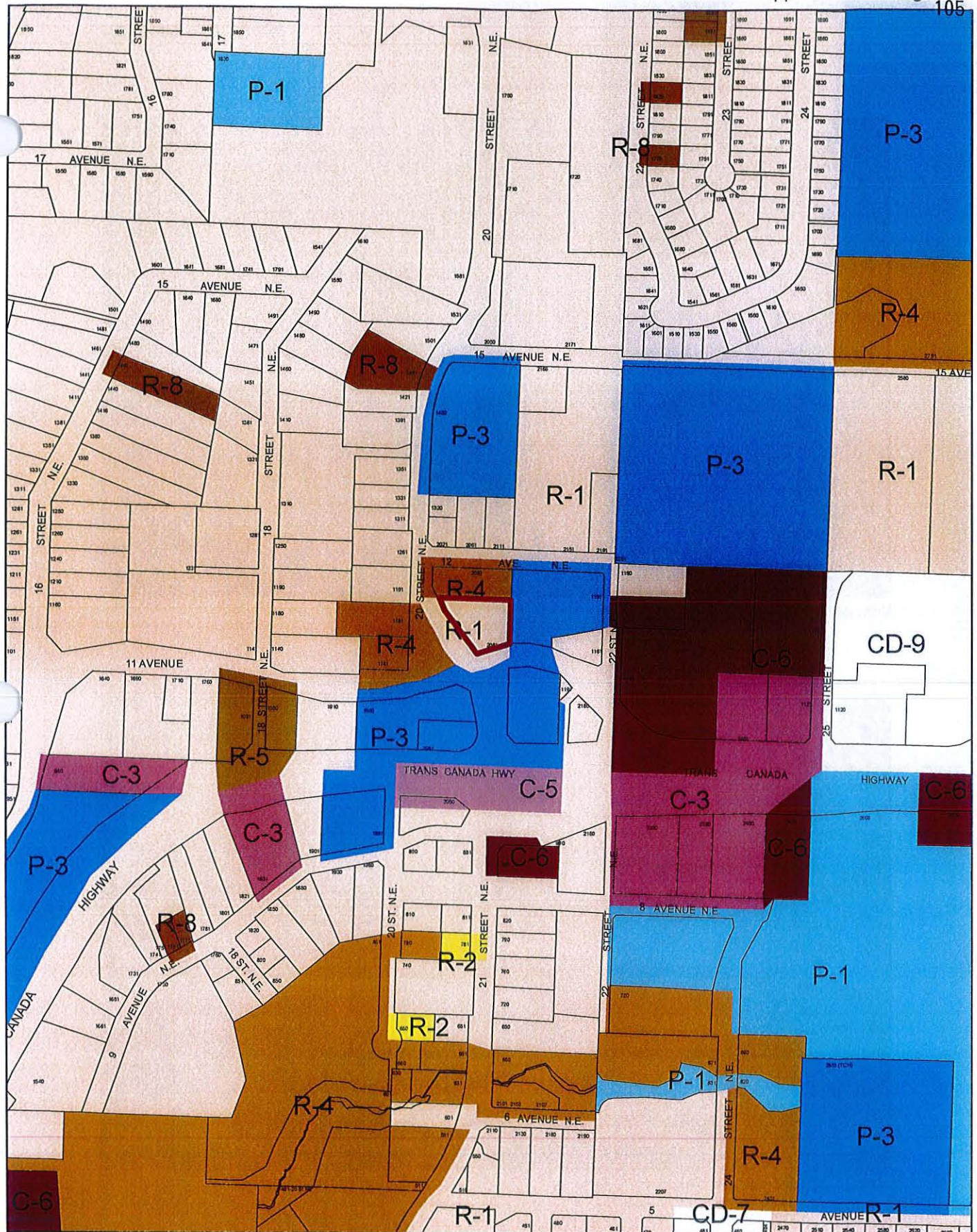


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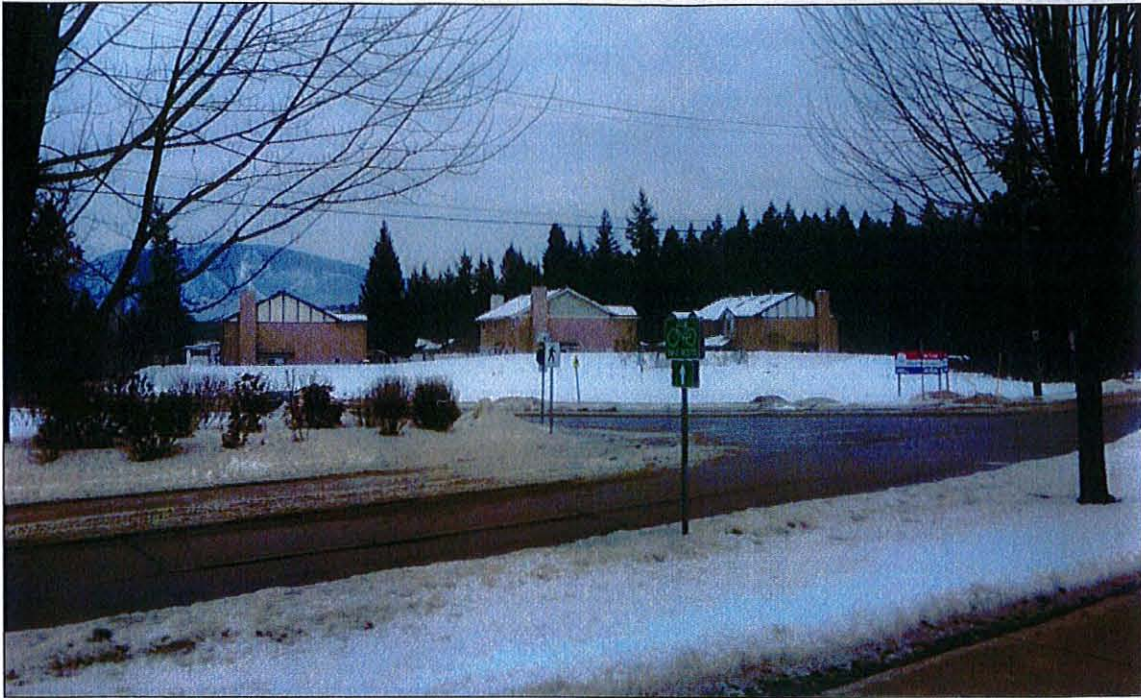


Subject Parcel

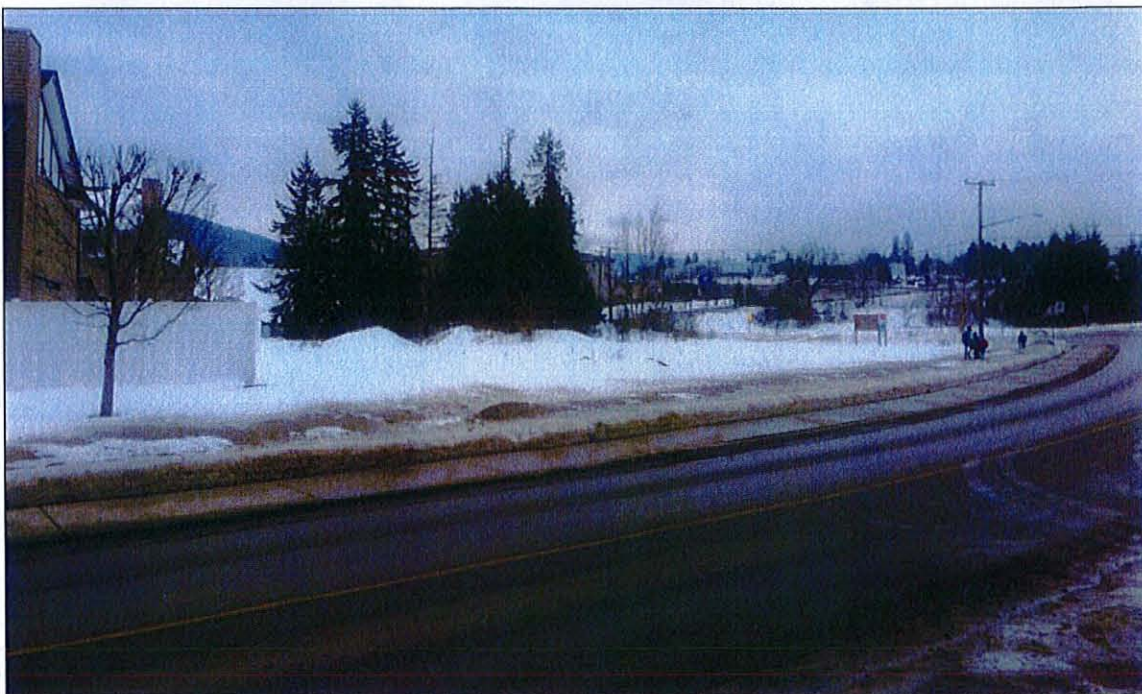




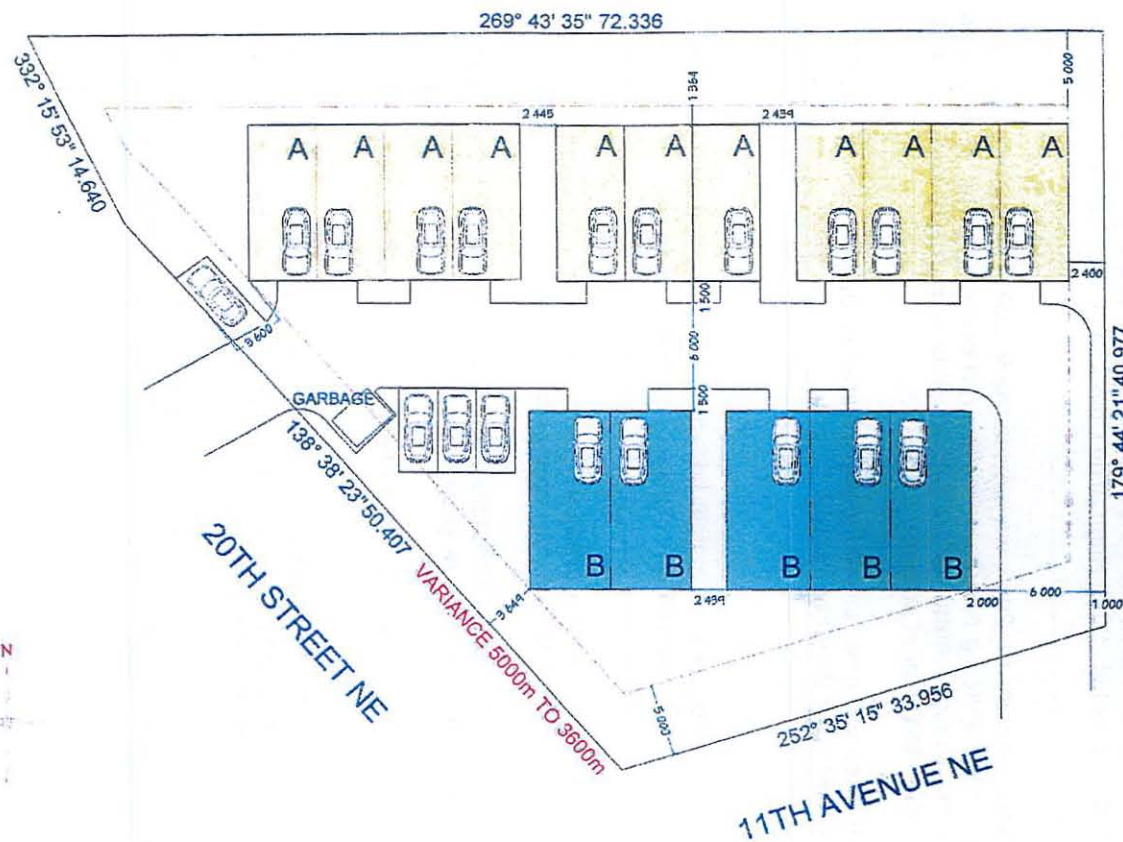
Subject Parcel



View of subject parcel looking north.



View of subject parcel looking south-east.



UNIT A 3-STOREY: 15'W x 36'L PER UNIT (11)
UNIT B 2-STOREY: 18'W x 40'L PER UNIT (5)

CIVIC ADDRESS:
2081 11TH AVENUE, SALMON ARM, BC
LEGAL DESCRIPTION:
LOT 2 PL KAP75980 S24 T20 R10 W6M

ZONING INFORMATION:
EXISTING: R-1
PROPOSED: R-5

SITE AREA = 2600sm (0.26ha)
SITE COVERAGE:
ALLOWED = 55% = 1430sm
PROPOSED = 34% = 886.6sm

MAXIMUM DENSITY:
ALLOWED = 100 UNITS PER ha x 0.26ha = 26 UNITS
PROPOSED = 16 UNITS

REQUIRED SETBACKS:
FRONT: 5.0m
SIDE: 2.4m
REAR: 5.0m
PROPOSED VARIANCE:
3.6m SIDE SET-BACK (20TH STREET)

BUILDING HEIGHT:
ALLOWED: 12m
PROPOSED: 3-STOREY = 10.5m

PARKING ANALYSIS:
REQUIRED PARKING = 16 UNITS x 1.25 = 20
PROVIDED GARAGE PARKING = 16 SPACES
PROVIDED SURFACE PARKING = 4 SPACES

PROPOSED SITE PLAN
2081 11 AVENUE NE

DESIGNED BY:
MOTIVO ENGINEERING + DESIGN INC.
100-1000 11TH AVENUE NE
SALMON ARM, BC V2E 1A1
250-838-8888

DATE: 10/10/2014
BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]
PROJECT: 2081 11TH AVENUE NE
SHEET: 1 OF 1

PROPOSED SITE PLAN - 16 RESIDENTIAL UNITS



2181 11TH AVENUE SALMON ARM, BC

1



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

To: Kevin Pearson, Director of Development Services
 Date: January 18, 2017
 Prepared by: Darin Gerow, Engineering Assistant
 Subject: **Official Community Plan Amendment Application No. OCP4000-29E**
Zoning Amendment Application File No. ZON-1084E
 Civic: 2081 – 11 Avenue NE
 Legals: Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP75980
 Owner: Affinity Developments Ltd., 183 Nolancrest Rise NW, Calgary, T3R 0T2
 Applicant: Jobeck Enterprises Ltd., 2079 Hugh Allan Drive, Kamloops, BC, V1S 2B6

Further to your referral dated January 10, 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for rezoning and OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

Engineering Department does not have any concerns related to the Re-zoning and OCP Amendment and recommends that they be granted

General:

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties to be serviced completely by underground electrical and telecommunications wiring. 3-Phase wiring will not be required to be placed underground.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
7. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
8. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.

Official Community Plan Amendment Application No. OCP4000-29E
 Zoning Amendment Application File No. ZON-1084E
 Affinity Developments Ltd.
 Page 2

9. At the time of development 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.
10. For the off-site improvements at the time of development the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads/Access:

1. 20 Street NE on the west side of the subject property is classified as an Urban Collector Street (RD-3) requiring a road dedication of 20.0 meters (10.0 meters on either side of centerline). Based on review of existing records, road dedication is not required (to be confirmed by BCLS).

20 Street NE is currently constructed to an Interim Urban Local Street standard. Upgrading 20 Street NE to an Urban Collector Street standard (Specification Drawing No. RD-3) is required. Roadwork upgrades are not required, however owner/developers engineer to confirm the Fire Hydrant and Street Light spacing meets the criteria set out in Subdivision & Development Servicing Bylaw.

2. 11 Avenue NE on the subject properties south boundary is classified as an Urban Local Street (RD-2) and requires an ultimate 20.0 meters dedication (10.0 meters from centerline). Based on review of existing records, road dedication is not required (to be confirmed by BCLS).

11 Avenue NE is currently developed to an Interim Urban Local Street standard. Roadwork upgrades are not required, however owner/developers engineer to confirm the Fire Hydrant and Street Light spacing meets the criteria set out in Subdivision & Development Servicing Bylaw.

3. A 5.0 meter x 5.0 meter corner cut will be required at the intersection of 20 Street NE and 11 Avenue NE.
4. Owner/developer is responsible in ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway at time of building permit.
5. Access shall be utilized off 11 Avenue NE where applicable. Access's off 20 Street NE to be confirmed with City Engineering Department. Driveway letdowns shall be completed at the owner/developers cost.

Official Community Plan Amendment Application No. OCP4000-29E
Zoning Amendment Application File No. ZON-1084E
Affinity Developments Ltd.
Page 3

6. Driveway access shall be as per Subdivision and Development Servicing Bylaw No. 4163, Section 4.13; in no case will an access be less than 5.0 meters from an intersection, as measured from the ultimate property line closest to the intersection. Covenant will be required limiting access as described above.

Water:

1. The subject property fronts a 250mm diameter Zone 2 watermain on 11 Avenue NE, a 200mm diameter Zone 2 watermain and a 450mm diameter Zone 1 watermain at the Northwest property corner on 20 Street NE. No upgrades are anticipated.
2. The available fire flows are satisfactory according to the 2011 Water Study (Opus Dayton Knight 2012).
3. Fire protection requirements to be confirmed with the Building Department and Fire Department.
4. The subject 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 25mm). Water meter(s) will be required at time of building permit (meter provided by the City of Salmon Arm at the developers cost). Existing records indicate that the existing lot is currently not serviced. All existing inadequate/unused services must be abandoned at the main. Applicant is responsible for all associated costs.

Sanitary Sewer:

1. The subject property fronts a 200mm diameter sanitary main on 11 Avenue NE and a 200mm diameter sanitary main at the Northwest property corner on 20 Street NE. No upgrades are anticipated.
2. Subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100 mm diameter) to satisfy the servicing requirements of the development. Existing records indicate that the existing lot is currently not serviced. All existing inadequate/unused services must be abandoned at the main. Applicant is responsible for all associated costs.

Drainage:

1. The subject fronts on a 525 mm diameter storm main on 11 Avenue NE and a 600mm diameter storm main at the Northwest property corner of 20 Street NE. No upgrades are anticipated. Alternative methods of managing stormwater may be considered, with specific approval from the City Engineer as part of an Integrated Stormwater Management Plan. Owner/developer is responsible for all associated costs.

Official Community Plan Amendment Application No. OCP4000-29E
Zoning Amendment Application File No. ZON-1084E
Affinity Developments Ltd.
Page 4

2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. Should discharge into the City Storm Sewer be part of the ISMP, owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development.
3. The subject property may be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs.

Geotechnical:

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building foundation design and site drainage) is required.



Darin Gerow, ASCT
Engineering Assistant



Jennifer Wilson, P.Eng.
City Engineer

X:\Operations Dept\Engineering Services\ENG-PLANNING REFERRALS\O.C.\OCP4000-29 JOBECK (2081 11 Ave NE)\OCP4000-29 & ZON-1084 - Jobeck - Planning Referral.docx

COMMENTS for OCP4000-29 & ZON-1084:

Thank you for the opportunity to respond to this OCP re-designation and rezoning application from HC to HR and R-1 to R-5, respectively.

I support high density residential land use for the subject parcel as it has the potential to increase the diversity of housing forms and tenure types available in Salmon Arm. In addition, the central location, close to transit and many daily travel destinations, such as schools, places of work, the recreation centre, grocery store, bank and medical services will foster an active, less costly, more socially connected lifestyle for the future residents; thereby supporting their overall health and well being.

Lastly, developing this parcel has the potential to enhance walkability for the community at large because it is located at a hub for active transportation. I encourage any development of this parcel to consider including features which would enhance walkability and perceptions of pedestrian safety in the neighbourhood.

SIGNATURE: Anita Ely, Environmental Health Officer, Interior Health

DATE: February 8, 2017

March 16, 2017

City of Salmon Arm
Kevin Pearson, Director of Development Services
PO Box 40
Salmon Arm BC
V1E 4N2

Re: OCP Amendment Application No OCP4000-29
2081 – 11th Avenue NE

Dear Kevin

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP amendment referral to re-designate 2081 – 11th Avenue NE from Highway Service/Tourist Commercial to High Density Residential.

The SAEDS Board specifically notes the strong demand for rental housing which is reflected in the low vacancy rate for Salmon Arm. As such, this project for purpose built rental housing is supported.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "William Laird". The signature is fluid and cursive.

William Laird, Chairperson

20. PUBLIC HEARING

1. Official Community Plan Amendment Application No. OCP4000-29; Affinity Developments Ltd./Jobeck Enterprises Ltd.; 2081 - 11 Avenue NE; HC - HR

The Planning and Development Officer explained the proposed Official Community Plan Amendment.

Submissions were called for at this time.

J. Stewart, #7, 2060 - 12 Avenue NE, expressed concerns regarding parking, proposed density and increased traffic.

G. Richardson, the agent, addressed concerns regarding traffic and parking and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4190 was declared closed at 7:19 p.m. and consideration of the next item ensued.

CITY OF SALMON ARM

BYLAW NO. 4190

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm at the Prestige Harbourfront Resort, 251 Harbourfront Drive NE, Salmon Arm, British Columbia, on March 27, 2017, at the hour of 7:00 p.m. was published in the March 15 and 22, 2017, issues of the Salmon Arm Observer;

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:
 - a) Redesignate Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP75980 from HC (Highway Service/Tourist Commercial) to HR (Residential - High Density) as shown on Schedule "A" attached hereto and forming part of this bylaw.
2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Official Community Plan Amendment Bylaw No. 4190**".

READ A FIRST TIME THIS 13th DAY OF March 2017

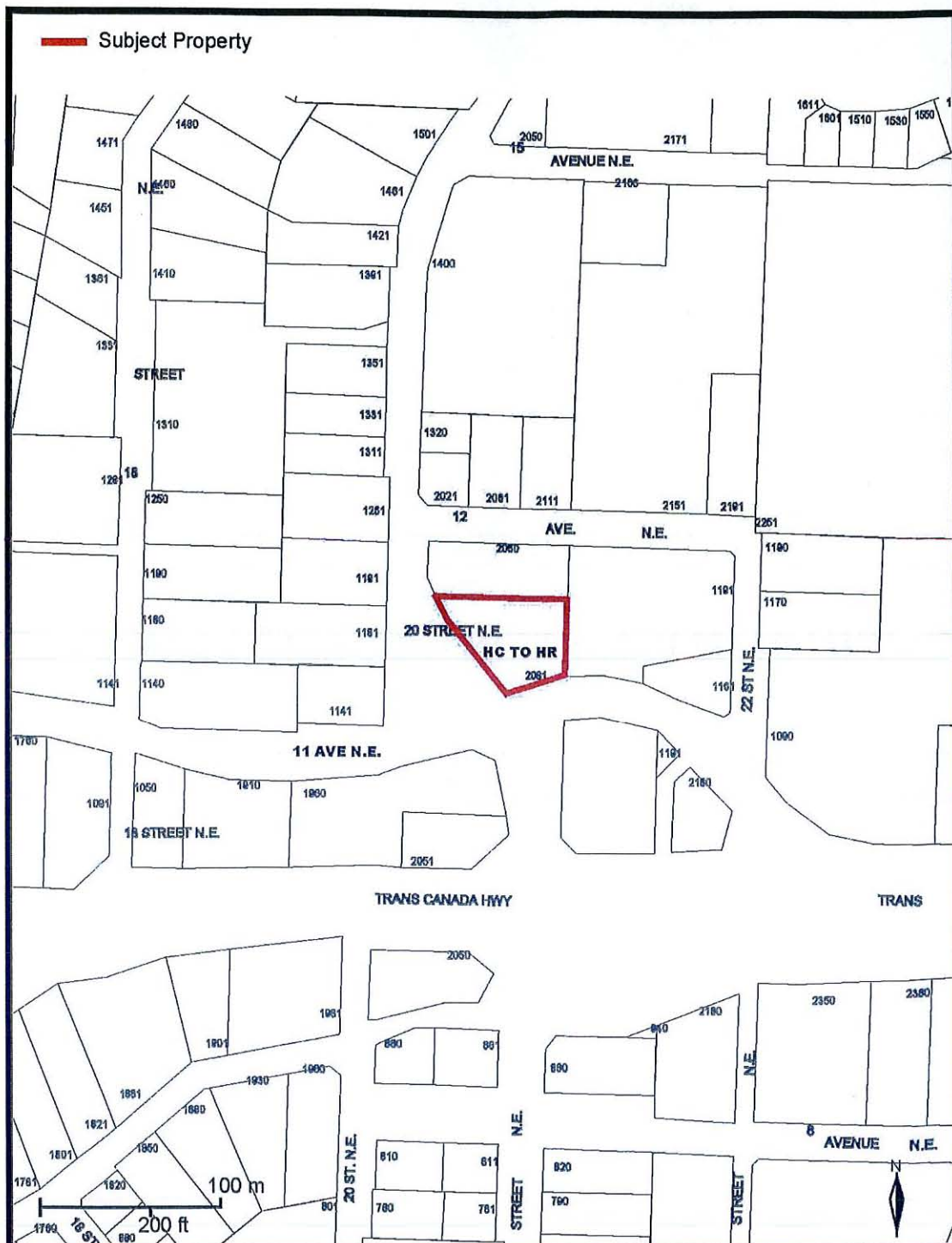
READ A SECOND TIME THIS 13th DAY OF March 2017

READ A THIRD TIME THIS 27th DAY OF March 2017

ADOPTED BY COUNCIL THIS DAY OF 2017

MAYOR

CORPORATE OFFICER



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Item 9.4

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4191 be read a final time.

[ZON-1084; Affinity Developments Ltd. /Jobeck Enterprises Ltd.; 2081 – 11 Avenue NE; R-1 to R-5]

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

20. **PUBLIC HEARING**

2. **Zoning Amendment Application No. ZON-1084; Affinity Developments Ltd. / Jobeck Enterprises Ltd.; 2081 - 11 Avenue NE; R-1 to R-5**

The Planning and Development Officer explained the proposed Zoning Amendment.

Submissions were called for at this time.

G. Richardson, the agent, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4191 was declared closed at 7:20 p.m. and consideration of the next item ensued.

CITY OF SALMON ARM

BYLAW NO. 4191

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 at the Prestige Harbourfront Resort, 251 Harbourfront Drive NE, Salmon Arm, British Columbia, on March 27, 2017 at the hour of 7:00 p.m. was published in the March 15 and 22, 2017 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP75980 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone) as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm
Zoning Amendment Bylaw No. 4191

Page 2

5. CITATION

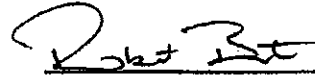
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4191".

READ A FIRST TIME THIS 13th DAY OF March 2017

READ A SECOND TIME THIS 13th DAY OF March 2017

READ A THIRD TIME THIS 27th DAY OF March 2017

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE 28th DAY OF MARCH 2017



For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2017

MAYOR

CORPORATE OFFICER



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Item 9.5

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the following bylaws be read a final time:

- City of Salmon Arm 2016 to 2020 Financial Plan Amendment Bylaw No. 4195;
- City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4196;
- City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4197;
- City of Salmon Arm Cemetery Columbarium Reserve Fund Expenditure Bylaw No. 4198;
- City of Salmon Arm Police Vehicles Reserve Fund Expenditure Bylaw No. 4199;
- City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4200; and
- City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4202.

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM

BYLAW NO. 4195

A bylaw to amend the 2016 to 2020 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 2016 to 2020;

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 2016 to 2020 Financial Plan Bylaw No. 4167" 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 2016 to 2020 Financial Plan Bylaw No. 4167" 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.

6. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2016 to 2020 Financial Plan Amendment Bylaw No. 4195".

READ A FIRST TIME THIS	27th	DAY OF	March	2017
READ A SECOND TIME THIS	27th	DAY OF	March	2017
READ A THIRD TIME THIS	27th	DAY OF	March	2017
ADOPTED BY COUNCIL THIS		DAY OF		2017

MAYOR

CORPORATE OFFICER

Schedule "A" - Bylaw #4195

City of Salmon Arm

2016 - 2020 Financial Plan

	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Consolidated Revenues					
Property Taxes - Net	\$ 16,634,260	\$ 17,397,795	\$ 17,745,751	\$ 18,100,666	\$ 18,462,679
Frontage & Parcel Taxes	3,181,140	3,246,145	3,311,068	3,377,289	3,444,835
Sales of Service	7,835,255	7,562,645	7,713,898	7,868,176	8,025,539
Revenue From Own Sources	2,431,395	2,368,639	2,416,012	2,464,332	2,513,619
Rentals	792,305	787,655	803,408	819,476	835,866
Federal Government Transfers	75,000	75,000	-	-	-
Provincial Government Transfers	586,850	393,200	401,064	409,085	417,267
Other Government Transfers	212,780	210,160	214,363	218,650	223,023
Transfer From Prior Year Surplus	546,305	440,531	449,342	458,328	467,495
Transfer From Reserve Accounts	824,525	460,380	469,588	478,979	488,559
Transfer From Reserve Funds	12,810	12,810	12,810	12,810	12,810
Total Consolidated Revenues	\$ 33,132,625	\$ 32,954,960	\$ 33,537,303	\$ 34,207,793	\$ 34,891,693
Consolidated Expenditures					
General Government Services	\$ 3,132,915	\$ 3,636,765	\$ 3,709,500	\$ 3,783,690	\$ 3,859,364
Protective Services	5,147,310	5,436,405	5,545,133	5,656,036	5,769,156
Transportation Services	4,360,375	4,749,115	4,844,097	4,940,979	5,039,799
Environmental Health Services	48,272	57,772	58,927	60,106	61,308
Environmental Development Service	2,330,820	2,599,710	2,651,704	2,704,738	2,758,833
Recreation and Cultural Services	3,833,325	3,968,480	4,047,850	4,128,807	4,211,383
Fiscal Services - Interest	1,637,210	1,643,138	1,676,001	1,709,521	1,743,711
Fiscal Services - Principal	1,589,275	1,399,660	1,427,653	1,456,206	1,485,330
Capital Expenditures	2,507,973	2,623,735	2,717,440	2,684,154	3,021,834
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	2,937,245	1,836,665	1,755,412	1,877,899	1,631,204
Transfer to Reserve Funds	1,543,410	1,011,180	1,031,404	1,052,032	1,073,072
Water Services	2,239,715	2,105,750	2,147,865	2,190,822	2,234,639
Sewer Services	1,824,780	1,886,585	1,924,317	1,962,803	2,002,059
Total Consolidated Expenditures	\$ 33,132,625	\$ 32,954,960	\$ 33,537,303	\$ 34,207,793	\$ 34,891,693

Schedule "A" - Bylaw #4195

City of Salmon Arm**2016 - 2020 Financial Plan****Capital Projects****Finances Acquired**

	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
General Operating Fund	\$ 1,764,533	\$ 1,757,160	\$ 1,882,440	\$ 1,959,154	\$ 1,896,834
Water Operating Fund	418,440	465,500	460,000	250,000	450,000
Sewer Operating Fund	325,000	401,075	375,000	475,000	675,000
Federal Government Grants	3,395,990	2,891,140	-	25,000	293,343
Provincial Government Grants	4,203,540	3,621,140	-	3,450,000	293,342
Prior Year Surplus	80,000	279,000	-	-	-
Reserve Accounts	6,660,870	3,323,905	90,000	754,700	1,068,315
Reserve Funds	1,162,685	1,700,000	725,000	2,831,575	698,500
Development Cost Charges	-	160,000	2,215,000	2,995,050	2,125,000
Short Term Debt	395,000	995,000	-	-	-
Long Term Debt	2,812,140	1,282,140	-	3,335,875	1,000,000
Developer Contributions	197,100	85,000	40,000	40,000	40,000
Total Funding Sources	\$ 21,415,298	\$ 16,961,060	\$ 5,787,440	\$ 16,116,354	\$ 8,540,334

Finances Applied

Transportation Infrastructure	\$ 6,056,350	\$ 5,675,770	\$ 3,462,000	\$ 12,692,000	\$ 6,104,500
Buildings	4,592,030	4,711,390	165,300	335,476	117,000
Land	1,232,720	-	-	-	-
IT Infrastructure	488,555	766,500	180,000	115,000	125,000
Machinery and Equipment	737,150	1,465,900	550,140	656,378	383,834
Vehicles	135,000	125,000	130,000	-	90,000
Parks Infrastructure	2,335,203	815,000	495,000	322,500	260,000
Utility Infrastructure	5,838,290	3,401,500	805,000	1,995,000	1,460,000
Total Capital Expense	\$ 21,415,298	\$ 16,961,060	\$ 5,787,440	\$ 16,116,354	\$ 8,540,334

Departmental Summary:

	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
General Government Services	\$ 1,981,035	\$ 1,137,500	\$ 183,500	\$ 108,500	\$ 108,500
Protective Services	434,000	679,000	380,000	55,000	145,000
Transportation Services	6,746,350	6,820,770	3,770,000	12,875,000	6,401,000
Environmental Health Services	1,064,670	283,000	25,000	-	12,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	1,845,758	884,150	553,940	1,012,854	333,334
Water Services	5,811,345	3,950,640	500,000	1,590,000	677,500
Sewer Services	3,532,140	3,206,000	375,000	475,000	862,500
Total by Department	\$ 21,415,298	\$ 16,961,060	\$ 5,787,440	\$ 16,116,354	\$ 8,540,334

02/03/2017

2016-2020 FP Bylaw (Cap)

Schedule "B" – Bylaw #4195
2016 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2016. 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 #4195
2016 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	38.91%	48.00%
Parcel Taxes	7.44%	9.18%
User Fees, Charges and Interest Income	25.87%	31.91%
Other Sources	20.28%	1.66%
Proceeds From Borrowing	7.50%	9.25%
	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 2016 in keeping with its objective to maintain tax stability while maintaining equality between property classes

The City also reviewed the non market assessment for Class 4 (Major Industry) and reclassified the non market assessment as an inflationary assessment change, thereby not deriving any new general municipal tax revenue from the non market assessment in the 2016 Taxation Year. The objective of this reclassification was to adjust both the Class 4 general municipal tax rate and associated property tax multiple and eliminating any general municipal tax revenue associated with this non market assessment change.

In addition, the City reviewed the non market assessment for Class 1 (Residential) and reclassified a portion of the non market assessment as an inflationary assessment change, thereby reducing the new general municipal tax revenue from this portion of the non market assessment in the 2016 Taxation Year. The objective of this reclassification was to eliminate the estimated non market assessment change attributed to the increase in Class 1 assessments resulting from the BC Assessment Authority Inventory Survey conducted in 2015. This eliminated the general municipal tax revenue associated with the estimated increase attributed to the Inventory Survey.

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.

Schedule "B" – Bylaw #4195
2016 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2016 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	4.5475	1.00:1	64.70%	84.04%
Utilities	27.3860	6.02:1	0.89%	0.19%
Supportive Housing	0.0000	0:1	0.00%	0.00%
Major Industry	66.9405	14.72:1	2.97%	0.26%
Light Industry	18.7052	4.11:1	2.97%	0.94%
Business	11.6603	2.56:1	27.66%	14.01%
Managed Forest Land	13.6422	3.00:1	0.00%	0.00%
Recreational/Non Profit	3.3289	0.73:1	0.13%	0.24%
Farm	12.6135	2.77:1	0.68%	0.32%

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	\$ 43,500.50	\$ 42,100.50	\$ 85,601.00
Non Profit Societies	349,918.00	241,414.00	591,332.00
Senior Centers	16,289.00	11,011.00	27,300.00
Other	14,188.00	14,116.00	28,304.00
Sports Clubs	241,235.00	167,881.00	409,116.00
Total	\$ 665,130.50	\$ 476,522.50	\$ 1,141,653.00

Schedule "B" – Bylaw #4195
2016 Revenue Policy Disclosure

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	2011 General Municipal Tax Exemption	2012 General Municipal Tax Exemption	2013 General Municipal Tax Exemption	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 41,245.67	\$ 41,619.87	\$ 46,974.30	\$ 47,032.50	\$ 45,846.66	\$ 34,828.47

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.

Schedule "B" – Bylaw #4195
2016 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

Area	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 0.00

CITY OF SALMON ARM

BYLAW NO. 4196

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 \$340,545.22 as at December 31, 2016, which has been calculated as follows:

Balance in Parks Development Reserve Fund at December 31, 2015	\$137,074.85
Add: Additions to fund including interest earnings for current year to date	203,740.37
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Parks Development Reserve Fund at December 31, 2016	<u>\$340,545.22</u>

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

1. The sum of One Hundred and Forty Thousand Dollars (\$140,000.00) is hereby appropriated from the Parks Development Reserve Fund to be expended on the acquisition of real property at 720 22 Street NE.
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.

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.

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.

EFFECTIVE DATE

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

CITATION

This bylaw may be cited as "**City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4196**".

READ A FIRST TIME THIS	27th	DAY OF	March	2017
READ A SECOND TIME THIS	27th	DAY OF	March	2017
READ A THIRD TIME THIS	27th	DAY OF	March	2017
ADOPTED BY COUNCIL THIS		DAY OF		2017

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4197

A bylaw authorizing the expenditure of money in the Community Centre 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 Community Centre Major Maintenance Reserve Fund for the purpose of capital project expenditures and purchase of land, machinery or equipment at the Community Centre;

AND WHEREAS there is an unappropriated balance in the Community Centre Major Maintenance Reserve Fund established under District of Salmon Arm Community Centre Major Maintenance Reserve Fund Bylaw No. 3149 of \$627,729.64 as at December 31, 2016 which has been calculated as follows:

Balance in Community Centre Major Maintenance Reserve Fund at December 31, 2015	\$567,429.57
Add: Additions to fund including interest earnings for current year to date	60,300.07
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in the Community Centre Major Maintenance Reserve Fund at December 31, 2016	<u>\$627,729.64</u>

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

1. A sum of Forty Four Thousand Four Hundred Fifty Two Dollars and Ninety Two Cents (\$44,452.92) is hereby appropriated from the Community Centre Major Maintenance Reserve Fund to be expended on capital upgrades to the SASCU Recreation Centre - Cross Connection Control System.

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 Community Centre Major Maintenance Reserve Fund.

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.

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.

EFFECTIVE DATE

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

CITATION

This bylaw may be cited as **"City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4197"**.

READ A FIRST TIME THIS	27th	DAY OF	March	2017
READ A SECOND TIME THIS	27th	DAY OF	March	2017
READ A THIRD TIME THIS	27th	DAY OF	March	2017
ADOPTED BY COUNCIL THIS		DAY OF		2017

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4198

A bylaw authorizing the expenditure of money in the Cemetery Columbarium 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 Cemetery Purchase and Development Reserve Fund for the purpose of cemetery development;

AND WHEREAS there is an unappropriated balance in the Cemetery Reserve Fund established under "District of Salmon Arm Cemetery Purchase and Development Reserve Fund Establishment Bylaw No. 2918" of \$ 95,852.63 as at December 31, 2016 which has been calculated as follows:

Balance in Cemetery Purchase and Development Reserve Fund at December 31, 2015	\$90,014.46
Add: Additions to fund including interest earnings for current year to date	5,838.17
Deduct: Commitments outstanding under bylaws previously adopted	Nil
Balance in Cemetery Purchase and Development Reserve Fund at December 31, 2016	<u>\$95,852.63</u>

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

1. The sum of Thirty Thousand Seven Hundred Forty Eight Dollars and Thirteen Cents (\$30,748.13) is hereby appropriated from the Cemetery Reserve Fund for the acquisition and installation of a Cemetery Columbarium located at Mt. Ida Cemetery.
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 Cemetery Development Reserve Fund.

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.

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.

EFFECTIVE DATE

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

CITATION

This bylaw may be cited as "City of Salmon Arm Cemetery Columbarium Reserve Fund Expenditure Bylaw No. 4198".

READ A FIRST TIME THIS	27th	DAY OF	March	2017
READ A SECOND TIME THIS	27th	DAY OF	March	2017
READ A THIRD TIME THIS	27th	DAY OF	March	2017
ADOPTED BY COUNCIL THIS		DAY OF		2017

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4199

A bylaw authorizing the expenditure of monies in the Vehicle and Equipment Acquisition or Replacement Reserve Fund for Police Protection Purposes

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 Vehicle and Equipment Acquisition Replacement Reserve Fund for Police Protection purposes;

AND WHEREAS there is an unappropriated balance in the Vehicle and Equipment Acquisition Replacement Reserve Fund for Police Protection purposes established under District of Salmon Arm Bylaw No. 3059 of \$304,995.90 as at December 31, 2016, which amount has been calculated as follows:

Balance in Vehicle and Equipment Acquisition Replacement Reserve Fund as at December 31, 2015	\$257,589.87
Add: Additions to fund including interest earnings for current year to date	47,406.03
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in the Vehicle and Equipment Acquisition Replacement Reserve Fund as at December 31, 2016	<u>\$304,995.90</u>

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

1. The sum of Forty One Thousand Three Hundred Ninety Two Dollars (\$41,392.00) is hereby appropriated from the Vehicle and Equipment Acquisition or Replacement Reserve Fund for the purchase of Police Vehicles.
2. The expenditures 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 Vehicle and Equipment Acquisition or Replacement Reserve Fund for Police Protection Purposes.

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.

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.

EFFECTIVE DATE

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

CITATION

This bylaw may be cited as **"City of Salmon Arm Police Vehicle Reserve Fund Expenditure Bylaw No. 4199"**.

READ A FIRST TIME THIS 27th DAY OF March 2017

READ A SECOND TIME THIS 27th DAY OF March 2017

READ A THIRD TIME THIS 27th DAY OF March 2017

ADOPTED BY COUNCIL THIS DAY OF 2017

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4200

A bylaw authorizing the expenditure of monies in the Equipment Replacement Reserve Fund

WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), 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 Equipment Replacement Reserve Fund for the purpose of purchasing machinery and equipment;

AND WHEREAS there is an unappropriated balance in the Equipment Replacement Reserve Fund established under District of Salmon Arm Equipment Replacement Reserve Fund Bylaw, 1973 (Bylaw No. 1080) of \$2,453,415.64 as at December 31, 2016, which amount has been calculated as follows:

Balance in Equipment Replacement Reserve Fund at December 31, 2015	\$1,935,121.13
Add: Additions to fund including interest earnings for current year to date	518,294.51
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Equipment Replacement Reserve Fund at December 31, 2016	<u>\$2,453,415.64</u>

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

- The sum of forty eight thousand one hundred seventy three dollars and twenty six cents (\$48,173.26) is hereby appropriated from the Equipment Replacement Reserve Fund for the following purchases:

Mower - Unit No. 66	\$37,958.25
Sander - Unit No. 47	10,215.01
	<u>\$48,173.26</u>
- The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.

Equipment Replacement Reserve
Fund Expenditure Bylaw No. 4200

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 Equipment Replacement Reserve Fund.

4. 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.

5. 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.

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4200".

READ A FIRST TIME THIS	27th	DAY OF	March	2017
READ A SECOND TIME THIS	27th	DAY OF	March	2017
READ A THIRD TIME THIS	27th	DAY OF	March	2017
ADOPTED BY COUNCIL THIS		DAY OF		2017

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4202

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 \$902,398.47 as at December 31, 2016, which has been calculated as follows:

Balance in Water Major Maintenance Reserve Fund at December 31,	\$768,769.86
Add: Additions to fund including interest earnings for current year to date	133,628.61
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Water Major Maintenance Reserve Fund at December 31, 2016	<u>\$902,398.47</u>

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

1. The sum of two hundred thousand dollars (\$210,575.00) is hereby appropriated from the Water Major Maintenance Reserve Fund to be expended on the Jackson Property Revitalization.
2. The sum of thirty eight thousand seven hundred sixty eight dollars and twelve cents (\$38,768.12) is hereby appropriated from the Water Major Maintenance Reserve Fund to be expended on the watermain catch basin design at 53 Street East.

3. The expenditure to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
4. 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.

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.

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.

EFFECTIVE DATE

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

CITATION

This bylaw may be cited as "City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4202".

READ A FIRST TIME THIS	27th	DAY OF	March	2017
READ A SECOND TIME THIS	27th	DAY OF	March	2017
READ A THIRD TIME THIS	27th	DAY OF	March	2017
ADOPTED BY COUNCIL THIS		DAY OF		2017

MAYOR

CORPORATE OFFICER

INFORMATIONAL CORRESPONDENCE - APRIL 10, 2017

1. Building Department - Building Statistics - March 2017
2. Building Department - Building Permits - Yearly Statistics
3. Director of Engineering and Public Works - letter dated March 24, 2017 - Traffic Control Program - March 29 and 30, 2017
4. Director of Engineering and Public Works - letter dated March 29, 2017 - CMHA Ride Don't Hide - Sunday, June 25, 2017
5. B. Revel - email dated March 27, 2017 - Hwy#1 Lights
6. D. MacMillian - letter dated March 28, 2017 - Class 5 & 6 Business Assessments
7. W. Collins - email dated March 29, 2017 - Dilkusha
8. S. Desautels, Vice President, Shuswap Cycling Society - letter received April 5, 2017 - Proposed BMX Track
9. M. McKay, Official Trustee, School District # 83 - newsletter dated March 9, 2017 - Staying Connected
10. Interior Health Authority - news release dated March 28, 2017 - New Police and Crisis Team for Kelowna
11. C. Robertson, Site Leader, Piccadilly Care Centre - email dated April 3, 2017 - Blackburn Park Development
12. M. LoVecchio, Director Government Affairs, Canadian Pacific - email dated April 3, 2017 - Rail Safety Week April 24 to 30, 2017
13. S. Robinson, MLA for Coquitlam - Maillardville, New Democrat spokesperson for local government and sport - email dated March 21, 2017 - Local government spring newsletter
14. Emergency Management BC - email dated March 22, 2017 - EMBC - Call for Proposals for the National Disaster Mitigation Program (NDMP)
15. T. Stone, Minister of Transportation and Infrastructure - letter dated March 31, 2017 - Thank You
16. T. Rysz, Mayor, District of Sicamous - letter dated March 23, 2017 - Provincial Private Moorage Program
17. A. Mund, Mayor, City of Vernon - email dated March 30, 2017 - Petition to Remove GST Being Charged on Carbon Tax
18. Auditor General for Local Government - Audit Report dated March 2017 - Managing the Inherent Risk of Limited Human Resources within Small Local Governments, District of Tofino

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Item 11.1

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Harrison

Seconded: Councillor Lavery

THAT: the Financial Statements for the year ended December 31, 2016 be adopted as presented.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: March 14, 2017
 To: Mayor Cooper and Members of Council
 Subject: 2016 Financial Statements

Recommendation

That the Financial Statements for the year ended December 31, 2016 be adopted as presented.

Background

Attached is a copy of the draft Financial Statements for the year ended December 31, 2016. Provided below is a summary of changes between 2015 and 2016.

The following analysis encompasses all Operating, Capital, Reserve and Trust Funds (consolidated format):

The net Annual Surplus has increased by \$3,444,092.00 and is attributed to the following:

Tax Revenue	\$ 792,604.00
Other Levies & Fees <i>(Largely attributed to Building Permits, Development Applications (Rezoning, Subdivision and Inspection Fees), Return on Investments, Penalties & Interest)</i>	227,201.00
Other Contributions <i>(Increase in Developer Contributions, Sale of Property, Parks Development Contribution and a Decrease in DCC transfers)</i>	2,331,260.00
Grants <i>(Increase attributed to increase in Community Works Fund)</i>	1,071,906.00
Expenditures (overall increase)*	(978,879.00)
	\$ 3,444,092.00

* The overall expenditures increased by \$978,879.00 and is largely attributed to an increase in amortization expense, policing costs, wages and benefits, community grants, a decrease in fuel cost at the airport offset by a decrease in revenue and a decrease in interest payments.

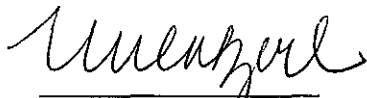
The City's Net Financial Debt (the amount of liabilities greater than assets before capital assets) has increased by \$3,337,516.00 and is attributed to the following:

Annual Surplus (Does Not Include Principal Repayments or Reserve Transfers)	\$ 8,126,479.00
Acquisition of Capital Assets	(11,859,855.00)
Amortization Expense	6,937,756.00
Disposal of Tangible Capital Assets	135,172.00
Increase in Prepaid Expenses	(2,036.00)
	\$ 3,337,516.00

Reserve Funds, Developer Cost Charges and Reserve Accounts have increased by a net amount of \$3,415,477.00, largely attributable to developer cost charges, equipment replacement reserves, transfers to specific projects (such as, Hudson Street Revitalization, Snow and Ice Removal, Underpass, RCMP, Solid Waste and Recycling, 4th Street Connector and Sewer Major Maintenance) and interest earned on deposit.

Long Term Debt has decreased by \$2,211,585.00 and is attributed to the following:

Principal Debt Repayments and Actuarial Payments	\$ (2,211,585.00)
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Monica Dalziel CPA, CMA
Chief Financial Officer

**The City of Salmon Arm
Consolidated Financial Statements
For the Year Ended December 31, 2016**

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Management's Responsibility for Financial Reporting

The accompanying consolidated financial statements of the City of Salmon Arm are the responsibility of management and have been approved by the Chief Financial Officer on behalf of Council.

The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Certain amounts used in the preparation of the consolidated financial statements are based on management's best estimates and judgments. Actual results could differ as additional information becomes available in the future. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The City of Salmon Arm maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the City of Salmon Arm's assets are appropriately accounted for and adequately safeguarded.

The City of Salmon Arm's Chief Financial Officer and Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and it ultimately responsible for reviewing and approving the financial statements.

Chief Financial Officer and Council members meet periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the consolidated financial statements and the external auditor's report.

The consolidated financial statements have been audited by BDO Canada LLP Chartered Professional Accountants in accordance with Canadian generally accepted auditing standards on behalf of the members. The independent auditor's report expresses their opinion on these consolidated financial statements. The auditors have full and free access to the accounting records and the Chief Financial Officer and Council of the City of Salmon Arm.

Chief Financial Officer

Independent Auditor's Report

**To the Mayor and Council
The City of Salmon Arm**

We have audited the accompanying consolidated financial statements of the City of Salmon Arm which comprise the consolidated statement of financial position as at December 31, 2016, and the consolidated statements of operations, change in net financial debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as, evaluating the presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly in all material respects, the financial position of the City of Salmon Arm for the year ended December 31, 2016, and its financial performance and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

**Chartered Professional Accountants
Salmon Arm, British Columbia
April 10, 2017**

The City of Salmon Arm
Consolidated Statement of Financial Position

As at December 31	2016	2015
Financial Assets		
Cash	\$ 1,278,302	\$ 1,615,377
Investments	47,457,953	44,140,066
Accounts Receivable		
Property Taxes	1,056,893	1,022,196
Trade	1,195,014	1,162,361
Water and Sewer Levies	147,874	135,016
Inventories for Resale	61,159	50,707
M.F.A. Debt Reserve - Note 3	1,838,785	1,821,454
	<u>53,035,980</u>	<u>49,947,177</u>
Liabilities		
Accounts Payable and Accrued Liabilities	3,592,222	3,092,031
Deposits and Performance Bonds	857,083	632,380
Prepaid Property Taxes and Levies	2,605,079	2,497,378
Deferred Revenues - Note 4	11,599,145	10,486,199
M.F.A. Debt Reserve - Note 3	1,838,785	1,821,454
Long Term Debt - Note 1 and Schedule 1	25,590,104	27,801,689
	<u>46,082,418</u>	<u>46,331,131</u>
Net Financial Assets	<u>6,953,562</u>	<u>3,616,046</u>
Non-Financial Assets		
Tangible Capital Assets - Schedule 2	214,058,315	209,271,388
Prepaid Expenses	13,340	11,304
	<u>214,071,655</u>	<u>209,282,692</u>
Accumulated Surplus	<u>\$ 221,025,217</u>	<u>\$ 212,898,738</u>

Chief Financial Officer

Monica R. Dalziel, CPA, CMA

The accompanying summary of significant accounting policies, notes to consolidated financial statements and schedules are an integral part of these consolidated financial statements.

The City of Salmon Arm
Consolidated Statement of Operations

For The Year Ended December 31	2016	2016	2015
	Actual	Budget (Note 5)	Actual
Revenues			
Taxation - Net - Note 6	\$ 16,517,517	\$ 16,555,900	\$ 15,736,313
Transportation Parcel Tax - Note 6	914,040	905,000	902,640
Frontage Tax - Note 6	2,307,934	2,257,435	2,250,212
Grants - Schedule 3	1,789,596	4,902,400	724,997
Grants - Other	181,753	196,950	174,446
Sales of Services	6,713,650	6,485,125	6,717,504
Licences, Permits and Fines	747,834	574,525	659,638
Rentals, Leases and Franchises	1,028,331	1,011,405	1,101,246
Return on Investments	1,064,599	421,565	959,093
Penalties and Interest	240,864	216,000	201,326
Other Revenue from Own Sources	58,002	5,600	44,994
Other Contributions	5,213,301	181,810	2,882,041
	<u>36,777,421</u>	<u>33,713,715</u>	<u>32,354,450</u>
Expenses			
General Government Services	4,616,299	3,913,375	4,610,543
Protective Services	4,953,565	5,341,305	4,310,129
Transportation Services	8,341,397	4,735,945	8,188,846
Public Health Services	953,344	1,249,237	907,275
Development Services	1,071,100	1,261,650	996,815
Recreation and Cultural Services	3,175,296	3,151,825	3,076,276
Water and Sewer Services	5,539,941	4,056,780	5,582,179
	<u>28,650,942</u>	<u>23,710,117</u>	<u>27,672,063</u>
Annual Surplus	8,126,479	10,003,598	4,682,387
Accumulated Surplus, Beginning of Year	<u>212,898,738</u>	<u>212,898,738</u>	<u>208,216,351</u>
Accumulated Surplus, End of Year	<u><u>\$ 221,025,217</u></u>	<u><u>\$ 222,902,336</u></u>	<u><u>\$ 212,898,738</u></u>

The accompanying summary of significant accounting policies, notes to consolidated financial statements and schedules are an integral part of these consolidated financial statements.

The City of Salmon Arm
Consolidated Statement of Change in Net Financial Assets (Debt)

For The Year Ended December 31	2016	2016	2015
	Actual	Budget	Actual
Annual Surplus	\$ 8,126,479	\$ 10,003,598	\$ 4,682,387
Acquisition of Tangible Capital Assets	(11,859,855)	(18,513,553)	(6,251,535)
Amortization of Tangible Capital Assets	6,937,756	-	6,671,645
Disposal of Tangible Capital Assets	135,172	-	3,553
	3,339,552	(8,509,955)	5,106,050
Acquisition of Prepaid Expenses	(13,340)	-	(11,304)
Usage of Prepaid Expenses	11,304	-	12,054
Net Change In Net Financial Assets (Debt)	3,337,516	(8,509,955)	5,106,800
Net Financial Debt, Beginning of Year	3,616,046	3,616,046	(1,490,754)
Net Financial Assets (Debt), End of Year	\$ 6,953,562	\$ (4,893,909)	\$ 3,616,046

The accompanying summary of significant accounting policies, notes to consolidated financial statements and schedules are an integral part of these consolidated financial statements.

The City of Salmon Arm
Consolidated Statement of Cash Flows

For The Year Ended December 31	2016	2015
Cash Flows From Operating Activities		
Annual Surplus	\$ 8,126,479	\$ 4,682,387
Items Not Involving Cash		
Amortization Expense	6,937,756	6,671,645
Disposal of Tangible Capital Assets	135,172	3,553
Changes in Non-Cash Operating Items		
Inventories for Resale	(10,452)	19,239
Accounts Receivable	(80,208)	447,504
Accounts Payable	500,191	(555,630)
Deferred Revenues	1,112,946	833,821
Deposits and Performance Bonds	224,703	(50,703)
Prepaid Property Taxes and Levies	107,701	27,665
Prepaid Expenses	(2,036)	750
	<u>17,052,252</u>	<u>12,080,231</u>
Cash Flows From Investing Activity		
Increase in Investments	<u>(3,317,887)</u>	<u>(6,726,737)</u>
Cash Flows From Capital Activity		
Acquisition of Tangible Capital Assets	<u>(11,859,855)</u>	<u>(6,251,535)</u>
Cash Flows From Financing Activities		
Actuarial Adjustments	(622,327)	(557,253)
Issuance of Long Term Debt	-	3,320,000
Repayment of Long Term Debt	<u>(1,589,258)</u>	<u>(1,456,722)</u>
	<u>(2,211,585)</u>	<u>1,306,025</u>
Increase (Decrease) In Cash During Year	(337,075)	407,984
Cash, Beginning of Year	<u>1,615,377</u>	<u>1,207,393</u>
Cash, End of Year	<u><u>\$ 1,278,302</u></u>	<u><u>\$ 1,615,377</u></u>

The accompanying summary of significant accounting policies, notes to consolidated financial statements and schedules are an integral part of these consolidated financial statements.

The City of Salmon Arm

Summary of Significant Accounting Policies

December 31, 2016

Nature of Business	The City of Salmon Arm (City) is incorporated under the laws of British Columbia and is engaged in the operation of a municipality.														
Basis of Presentation	It is the City's policy to follow Canadian generally accepted accounting principles. The consolidated financial statements include the accounts of all funds of the City. All inter fund transactions have been eliminated. The consolidated statements have been prepared by management using guidelines issued by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.														
Revenue Recognition	Taxation revenues, net of collections for other governments, are recognized at the time of issuing the property tax notices for the fiscal year. Sale of services and user fee revenues are recognized when the service or product is provided by the City. Grant revenues are recognized when the funding becomes receivable.														
Expenses	Expenses are recorded in the period in which the goods or services are acquired and a liability is incurred.														
Investments	Investments are deposited with the Municipal Finance Authority and are held in short term bonds and a money market fund. The interest rate as at December 31, 2016 was approximately 1.11%. The City holds three \$100,000 Royal Bank debenture bonds due in 2083 with a floating interest rate. All investments are recorded at cost; the fair market value at December 31, 2016 was \$47,383,482.														
Inventories	Inventories are stated at cost. Cost is generally determined on a first-in, first-out basis.														
Tangible Capital Assets and Amortization	<p>Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all cost directly attributable to the acquisition or construction of the tangible capital asset, including transportation, site preparation, design, engineering, and legal fees. Contributed tangible capital assets are recorded at fair value at the time of donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:</p> <table> <tr> <td>Buildings</td><td>40 to 75 years</td></tr> <tr> <td>Machinery and Equipment</td><td>5 to 35 years</td></tr> <tr> <td>Vehicles</td><td>5 to 25 years</td></tr> <tr> <td>Information Technology Infrastructure</td><td>4 to 10 years</td></tr> <tr> <td>Parks Infrastructure</td><td>10 to 75 years</td></tr> <tr> <td>Utility Infrastructure</td><td>10 to 100 years</td></tr> <tr> <td>Transportation Infrastructure</td><td>10 to 100 years</td></tr> </table>	Buildings	40 to 75 years	Machinery and Equipment	5 to 35 years	Vehicles	5 to 25 years	Information Technology Infrastructure	4 to 10 years	Parks Infrastructure	10 to 75 years	Utility Infrastructure	10 to 100 years	Transportation Infrastructure	10 to 100 years
Buildings	40 to 75 years														
Machinery and Equipment	5 to 35 years														
Vehicles	5 to 25 years														
Information Technology Infrastructure	4 to 10 years														
Parks Infrastructure	10 to 75 years														
Utility Infrastructure	10 to 100 years														
Transportation Infrastructure	10 to 100 years														
Intangible Assets	Intangible assets include works of art and historic assets located throughout City Hall. They are not reflected in these consolidated financial statements.														
Long Term Debt	Long term debt is recorded net of any sinking fund balances. Debt charges, including interest and foreign exchange, are charged to current operations. Interest charges are accrued for the period from the date of the last interest payment to the end of the year.														

The City of Salmon Arm
Summary of Significant Accounting Policies

December 31, 2016

Reserves	Reserves for future expenditures represent amounts set aside for future operating and capital expenditures.
Government Transfers	Unrestricted government transfers are recognized as revenue in the year that the transfer is approved by the issuing government. Restricted government transfers, in the way of grants or other transfers, are recognized as revenue in the year in which related expenses are incurred, except where the grant or transfer is received for which the expense has not yet been incurred, then the grant or other transfer is included in deferred revenue. Transfers made to other organizations are expensed in the current year.
Deferred Revenue	Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.
Financial Instruments	It is management's opinion that the City is not exposed to significant interest, currency or credit risks arising from its financial instruments, unless otherwise noted. The fair values of the City's financial instruments approximate their carrying values, unless otherwise noted.
Budget Figures	The budget figures are from the Annual Budget Bylaw adopted by May 15 of each year. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments have been made by Council to reflect changes in the budget as required by law.
Commitments	The City has entered into various agreements and contracts for services for periods ranging from one to five years.
Employee Future Benefits	The City and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.
Contaminated Sites	<p>Effective January 1, 2015, the City adopted the new Public Sector Accounting Standard PS3260 Contaminated Sites. The new standard can be applied retroactively or prospectively, and the City has elected to apply it prospectively.</p> <p>Under PS3260 governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.</p> <p>Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the City accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation at this time, therefore no liability was recognized as at December 31, 2016.</p>

The City of Salmon Arm
Summary of Significant Accounting Policies

December 31, 2016

Use of Estimates

The preparation of the consolidated financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Significant estimates in these financial statements include the valuation of accounts receivable and amortization of tangible capital assets.

The City of Salmon Arm
Notes to Consolidated Financial Statements

December 31, 2016

1. Long Term Debt

Future principal requirements, not including sinking fund additions, on existing debt:

	<u>General Fund</u>	<u>Water Fund</u>	<u>Sewer Fund</u>
2017	\$ 547,207	\$ 457,981	\$ 161,924
2018	547,207	457,981	161,924
2019	547,207	457,981	161,924
2020	315,162	424,832	161,924
2021	315,162	424,832	161,924
2022 and thereafter	3,659,738	3,015,595	1,076,411

2. Contingent Liabilities and Commitments

(a) Pension Liabilities

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2015, the plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 37,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis.

The City of Salmon Arm paid \$599,740 (2015 - \$616,968) for employer contributions while employees contributed \$538,032 (2015 - \$551,120) to the plan in fiscal 2016.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

Continued...

The City of Salmon Arm
Notes to Consolidated Financial Statements – Continued

December 31, 2016

2. Contingent Liabilities and Commitments - Continued

(b) Columbia Shuswap Regional District

Columbia Shuswap Regional District (Regional District) debt is, under the provisions of the Local Government Act, a joint and several liability of the Regional District and each member municipality within the Regional District, including the City of Salmon Arm. The loan agreements with the Regional District and the Municipal Finance Authority provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the Authority's obligations with respect to such borrowing, the resulting deficiency becomes a liability of the member municipalities.

(c) Other

The City is the defendant in various lawsuits. In the opinion of management, the overall estimation of loss is not determinable. These claims have not been provided for in the consolidated financial statements. Settlement, if any, made with respect to these actions, would be expected to be accounted for as a charge to expenditures in the period in which realization is known.

(d) Equipment Leases

The City is the lessee of a postage machine and workstations valued at \$85,204 excluding taxes. The lease terms are June 2013 to May 2019. The City has no equity in the leased equipment, and the lease payments are disclosed as operating expenses of the year in which they are paid. Subsequent to the yearend, the City entered into an operating lease agreement for workstations valued at approximately \$89,379 with a lease term of February 2017 to July 2021.

Future annual lease payments are as follows:

2017	\$ 47,997
2018	50,080
2019	35,443
2020	24,987
2021	12,494

(e) Contractual Obligation

The City has entered into a contract with the Shuswap Recreation Society to manage the Recreation and Shaw Centres and is contingently liable for deficits incurred when expenses exceed revenues. The City provides an annual provision for the operation and maintenance of these facilities.

(f) Guarantor Agreement

The City has entered into an agreement to act as a loan guarantor for \$750,000.00 to assist the Salmon Arm Tennis Club in the financing and construction of an Indoor Tennis Facility at 3440 Okanagan Avenue SE, Salmon Arm, BC.

The City of Salmon Arm
Notes to Consolidated Financial Statements – Continued

December 31, 2016

3. Reserves – Municipal Finance Authority

The City issues the majority of its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld as cash deposits by the Municipal Finance Authority as a Debt Reserve Fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the Municipal Finance Authority. These demand notes are contingent in nature and are not reflected in the operating accounts.

The details of the cash deposits and demand notes at the year end are as follows:

	<u>Demand Notes</u>	<u>Cash Deposits</u>	<u>Total</u>
General Fund	\$ 638,814	\$ 370,356	\$ 1,009,170
Water Fund	404,702	187,487	592,189
Sewer Fund	<u>157,898</u>	<u>79,528</u>	<u>237,426</u>
	<u>\$1,201,414</u>	<u>\$ 637,371</u>	<u>\$ 1,838,785</u>

4. Deferred Revenues

	<u>December 31, 2015</u>	<u>Inflow (Outflow)</u>	<u>Interest</u>	<u>December 31, 2016</u>
BC Buildings Corporation	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Community Works Fund	3,214,560	(306,560)	29,825	2,937,826
Development Cost Charges	5,942,758	1,316,159	58,976	7,317,893
Recycling User Fee Rebate	207,017	1,511	-	208,528
Other	<u>121,864</u>	<u>13,034</u>	<u>-</u>	<u>134,898</u>
	<u>\$ 10,486,199</u>	<u>\$ 1,024,144</u>	<u>\$ 88,801</u>	<u>\$ 11,599,145</u>

Included in deferred revenue is a prepayment amount of \$1,000,000 received from British Columbia Buildings Corporation for future rental of the Law Courts facility to be used for annual rent payments commencing in 2021. Deferred revenue amounts of \$2,937,826 (2015 - \$3,214,560) have been received under the Community Works Fund for future restricted capital projects.

5. Budget

The City of Salmon Arm 2016 to 2020 Financial Plan Bylaw No. 4142 (Financial Plan Bylaw) was adopted by Council on April 25, 2016. The Financial Plan Bylaw was prepared utilizing a budget method consistent with Local Governments while the actual operating results have been prepared in accordance with the requirements of the Public Sector Accounting Standards (PSAB). The Financial Plan Bylaw was prepared on a modified accrual basis while the actual operating results utilizing Public Sector Accounting Standards requirements were prepared on a full accrual basis. The Financial Plan Bylaw projected the use of Reserve Fund transfers and prior year surpluses to balance the Financial Plan. Public Sector Accounting Standards requires that the actual operating results capitalize all tangible capital expenditures and that an amortization expense for tangible capital assets be included. The Financial Plan Bylaw expenses all tangible capital expenditures as opposed to including an amortization expense. As a result, the Financial Plan Bylaw figures presented in the Statements of Operations and Change in Net Financial Debt represent the Financial Plan Bylaw adopted by Council on April 25, 2016 with adjustments as follows:

Continued...

The City of Salmon Arm
Notes to Consolidated Financial Statements – Continued

December 31, 2016

5. Budget – Continued

Financial Plan Bylaw Surplus for the Year	\$ -
Add:	
Capital Grants	4,354,700
Capital Expenditures	18,513,553
Debt Repayment	1,589,275
Transfer to Reserve Accounts	1,597,425
Transfer to Reserve Funds	1,089,520
Transfer from DCC Reserve Funds	-
Other Developer Contributions	169,000
Less:	
Transfer from Prior Years Surplus	(546,305)
Transfer to Reserve Accounts	(767,050)
Transfer to Capital Reserve Accounts	<u>(15,996,520)</u>
Budget Surplus as per Statement of Operations	<u><u>\$10,003,598</u></u>

6. Taxation

Taxation revenue comprises the following amounts raised less transfers to other governments:

	2016	2015
Taxes Collected		
Property Taxes	\$ 27,094,450	\$ 26,066,132
Transportation Parcel Tax	914,040	902,640
Frontage Tax - Water	1,405,770	1,383,093
Frontage Tax - Sewer	902,163	867,119
1% Utility Tax	294,442	279,753
	<u>30,610,865</u>	<u>29,498,737</u>
Collected for Other Governments		
Province of BC (school taxes)	7,955,097	7,794,084
BC Assessment Authority	201,338	202,834
Regional Hospital District	955,004	917,413
Columbia Shuswap Regional District	893,842	849,302
Okanagan Regional Library	692,212	673,805
Municipal Finance Authority	681	634
Downtown Improvement Area	173,200	171,500
	<u>10,871,374</u>	<u>10,609,572</u>
Net taxes available for Municipal Purposes	<u><u>\$ 19,739,491</u></u>	<u><u>\$18,889,165</u></u>

The City of Salmon Arm
Notes to Consolidated Financial Statements – Continued

December 31, 2016

7. Trust Funds

In accordance with PSAB recommendations for local governments, trust funds are not included in the City's Consolidated Financial Statements. The City administers a Cemetery Maintenance Fund for the perpetual care and maintenance of the City owned and operated cemetery. As at December 31, 2016, the Trust Fund balance is \$334,032 (2015 - \$319,665) (Schedule 4).

8. Fire Training Centre Function

The City participates jointly with the Columbia Shuswap Regional District and other local governments to construct a Fire Training Centre. This function is not reflected in the financial statements of the City.

Investments	\$ 82,860
Due from the City of Salmon Arm	123,658
Capital Assets	<u>496,839</u>
Total Assets	<u>\$ 703,357</u>
Operating Surplus	\$ 206,518
Equity in Capital Assets	<u>496,839</u>
Total Liabilities and Equity	<u>\$ 703,357</u>

9. Segment Reporting

The City of Salmon Arm is a municipal government that provides a range of services to its citizens. The City is governed by an elected Council comprised of a Mayor and six (6) Councillors whose authority is set out in the Community Charter and Local Government Act. For management reporting purposes, the City's operations and activities are organized and reported by Fund. The General Fund has been further segmented for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these funds. Certain departments have been separately disclosed in the segmented information, along with the services they provide, as follows:

General Government Services – Legislative Services, Information Services, Customer Service, Financial Services and Human Resources. Legislative Services is responsible for the statutory obligations under the Community Charter and Local Government Act and provides the legal and administrative support to City Council. It is responsible for recording resolutions, decisions and minutes of Council to allow the direction and policies of Council to be carried out. Legislative Services manages the City's property and liability insurance portfolio, freedom of information inquiries, municipal elections and referendums, the corporate document management system, City Policy Manual and completion of the City's Annual Report and Civic Calendar. The role of the Information Services is to provide reliable, stable and current technology systems to all City departments. Information Services maintains all servers,

Continued...

The City of Salmon Arm
Notes to Consolidated Financial Statements – Continued

December 31, 2016

9. Segment Reporting – Continued

workstations, firewalls, printers, digital cameras, scanners, telephones, cellular phones, pagers, security systems, Geographic Information Systems (GIS) and the corporate website. Customer Service recognizes the importance of its customers and endeavours to provide quality services in a timely and efficient manner to reflect the growing and changing needs of our citizens. Customer Service representatives provide information and service in building inspection, cash payments, taxation, transit, pet and business licensing, etc. Financial Services provides financial expertise, information, guidance and advice on day-to-day operational matters to internal and external customers. Financial Services develops financial policies and procedures which assist Council and guide staff in shaping the direction of the City. Financial Services provides accurate and full disclosure on the financial affairs of the City as set out in the Community Charter and Local Government Act. This information includes annual municipal reporting forms, operational and capital budgets, setting of annual property tax and water and sewer rates, annual financial statements, long term financial plan, investments, public bodies report, etc. Long term growth management strategies such as the Long Term Financial Plan, Five (5) Year Capital Plan, and the Long Term Equipment and Infrastructure Replacement Plans are developed and implemented to better plan for our community. Human Resources is responsible for all issues surrounding the employees of the City of Salmon Arm. It represents the City in union negotiations and is key in setting human resource policies and procedures. Human Resources encourages and coordinates staff development, training and recognition programs to better and more efficiently deliver services to the community and plays a major role in recruiting, transferring, promoting and retaining the best people for the job.

Protective Services – Fire Prevention and Suppression, Police Protection, Bylaw Enforcement, Building Inspection, Business Licensing and Animal Control Services. The City provides community-based fire prevention and suppression services and responds to a geographical area of 84 square miles. It provides fire protection services to approximately 8,550 properties (residential, commercial, etc.) and inspection services to approximately 850 buildings. Fire Prevention and Suppression encompasses a Rescue Team designed, pursuant to WorkSafe BC, to provide rescue services to municipal employees who work in areas where identifiable hazards are present and manages the City Safety Program. The Police Department strives to provide a quality service to the community which includes calls for service, proactive enforcement and interaction with the community to gain insight into community concerns so that policing priorities may be set. Salmon Arm is policed by the Royal Canadian Mounted Police. Bylaw Enforcement encompasses all matters relating to the enforcement of City bylaws, and for the maintenance and accuracy of all files on matters relating to court actions on behalf of the City of Salmon Arm. Building Inspection addresses residential, commercial, institutional and industrial building construction within the City. The focus is to provide the public and the building industry with high quality service such that the structural integrity of the buildings constructed conform to the requirements of the BC Building Code and zoning, building and servicing bylaws and are safe for their intended purpose. Business Licensing is responsible for reviewing and issuing business licenses within the City. Business applications and premises are inspected to ensure that they are safe for the public and that they meet zoning bylaw requirements. Animal Control enforces the Animal Control regulations within the City and the issuance of dog licenses.

Continued...

The City of Salmon Arm
Notes to Consolidated Financial Statements – Continued

December 31, 2016

9. Segment Reporting – Continued

Transportation Services – This function is comprised of engineering, public works (transit, roadway systems, bridge repair, storm drainage, sidewalks, boulevards, street lighting, airport, downtown parking, etc.) utilities, parks, municipal facilities, marina/wharf, garage, vehicle and equipment fleet and cemeteries and provides a broad spectrum of services to the community. These services are provided in a participative fashion between City Council, the public, management and employees in a safe, effective, efficient and financially responsible manner. Transportation Services is responsible for the maintenance of over 210 kilometers (excluding the Trans Canada Highway and Highway 97B) of roadway, 67 kilometres of sidewalk, as well as, 109 kilometers of storm sewer complete with retention ponds and currently operates a +/- 70 unit municipal fleet of major vehicles and equipment.

Environmental and Development Services – Development Services, Community Development Services and Public Health and Welfare Services. Development Services provides community planning, subdivision and development application facilitation. Taking into account various Council approved policies, bylaws, and procedures, it provides Council with professional advice on land use planning issues and is the coordinating department for the processing and approval of development applications to meet the community's objectives. It also provides advice to other City departments, community and business groups, developers, property owners, and citizens. It is responsible for the creation and recommendation of bylaws, policies and procedures to maintain the community's quality of life. Community Development Services provides services regarding environmental concerns, heritage matters, etc. Public Health and Welfare Services provides cemetery services to the citizens of the City.

Recreational and Cultural Services – Recreational and Leisure Services (Multi-Use Facility, Auditorium and Pool), and Park and Wharf Services. Recreational and Leisure Services' mandate is to provide diverse family and adult oriented recreational activities with a view of promoting active living and quality of life in the community. The City strives to maximize the productivity of resources, to provide good cost recovery of the taxpayers' dollars and provide affordable recreational opportunities for the citizens of Salmon Arm. The Multi-Use Facility promotes community events and concerts, in addition to, hockey, ringette, speed skating, and figure skating. The Recreation Centre provides a wide range of services from pool and facility rentals, racquetball and squash, weight training, programming, etc. to promote the health and wellness of our citizens. Recreational programming such as scuba diving, summer French and music lessons, canoeing, babysitter courses, and summer soccer camps are all components of this function. The Parks and Wharf Services is proud to promote community pride in parks through the use and enjoyment of our many green spaces and natural amenities through carefully managed maintenance and improvement of park facilities. It projects a positive impression for citizens and visitors by ensuring that facilities, parks and playing fields are safe, clean and well-maintained while at the same time protecting the environment for future generations. The City maintains seven hundred and twenty (720) hectares of park land; this includes developed, natural, and passive parks, marinas, wharves, beaches, walking trails, lawn bowling, horseshoes and playing fields. Parks receive ongoing maintenance such as turf management, hanging flower baskets, downtown flower planters, irrigation systems, general park maintenance (bathrooms, garbage control), parkland design and construction, special events and sports field construction. The City

Continued...

The City of Salmon Arm
Notes to Consolidated Financial Statements – Continued

December 31, 2016

9. Segment Reporting – Continued

works closely with community groups to achieve localized objectives such as neighbourhood parks where the efforts and contributions of local business owners, property owners, volunteers and the City come together to enhance and build new parks.

Utilities

The Utilities function, through a schedule of systematic new improvements, upgrades and replacements, strives to maintain and improve the efficient delivery and the high quality of water and sanitary sewer services to the community. It plays an integral role in maintaining the health, safety and well-being of the community.

The Water and Sewer Utilities are self-liquidating funds which must provide for their own revenues through fees, taxes and other charges to support the expenditures required to operate and maintain infrastructure into the future.

Water Utility Services – This Utility function provides for the delivery of safe drinking water to the citizens of Salmon Arm. The municipal water system consists of two main raw water sources, chlorine treatment systems for the water sources and an extensive water pumping, distribution and storage system. The City's water supply is by way of three (3) sources: East Canoe Creek at Metford Dam, Shuswap Lake at Canoe Beach and a minor water supply from Rumball Creek for irrigation at the Mt. Ida Cemetery. Treatment of the water sources (except Rumball Creek) is by primary disinfection with chlorine. The distribution system includes approximately 200 km of watermain varying in diameter from 100mm to 1000mm. The City waterworks system provides quality water through a gravity and pump system. The primary water sources are from Shuswap Lake – 80% and East Canoe Creek – 20%. The waterworks system is relatively complex and is comprised of eight (8) zones, seven hundred and seventy-six (776) hydrants, seven (7) pumping stations, fourteen (14) reservoirs, and one (1) dam with a total storage capacity of 24,538 cubic metres and over 7,150 connections. The treatment process utilizes chlorination for the purposes of disinfection. The water supply consistently meets the Canadian Drinking Water Guidelines, BC Drinking Water Protection Act and the Safe Drinking Water Regulations.

Sewer Utility Services – The City provides effective collection and treatment of waste water to meet the guidelines set by the Ministry of Environment to protect the public and the environment. It operates both the treatment plant and seven (7) lift stations safely and at optimum efficiency. The sanitary sewer system has approximately 130 kilometers of mainline and 6,100 service connections.

The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in our Basis of Presentation Policy. For additional information, see the Consolidated Schedule of Segment Disclosure (Schedule 5).

10. Subsequent Event

Subsequent to December 31, 2016, the City acquired property at 720 - 22 Street NE, Salmon Arm, BC for \$550,000.00.

**The City of Salmon Arm
Schedule 1 - Long Term Debt**

As at December 31

<u>Bylaw #</u>	<u>Description</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Balance Outstanding 2016</u>	<u>Balance Outstanding 2015</u>
General Fund					
2841	Shaw Centre	2019	3.140	\$ 1,507,984	\$ 1,967,760
3184	Fire Hall and Little Mountain	2022	5.490	139,294	155,587
3334	City Hall and Law Courts	2034	5.950	7,528,202	7,783,058
3479	City Hall and Law Courts	2035	1.750	549,523	892,438
3569	Blackburn Park	2027	4.820	322,305	345,285
3758	Underpass 20/21 Street	2029	4.130	1,836,904	1,943,133
3981	Property Acquisition	2016	P - 1.0	-	100,000
4048	New Cemetery	2040	2.750	993,812	1,020,000
4072	Blackburn Park Improvement	2035	2.750	482,319	500,000
				<u>\$ 13,360,343</u>	<u>\$ 14,707,261</u>
Water Fund					
2858	Water	2019	5.990	\$ 215,426	\$ 281,109
3458	Water	2025	1.750	310,343	335,198
3551	Water	2026	1.750	635,607	686,511
3576	Water	2028	4.650	6,215,131	6,612,853
3816	Water	2030	3.730	1,585,596	1,668,945
3793	Water	2041	3.250	43,699	44,708
				<u>\$ 9,005,802</u>	<u>\$ 9,629,324</u>
Sewer Fund					
3159	Sewer	2022	5.250	\$ 151,315	\$ 172,502
3207	Sewer	2023	5.491	1,336,294	1,492,602
4051	Sewer	2035	2.750	1,736,350	1,800,000
				<u>\$ 3,223,959</u>	<u>\$ 3,465,104</u>
				<u><u>\$ 25,590,104</u></u>	<u><u>\$ 27,801,689</u></u>

The gross interest paid relating to the above noted debt was \$1,635,515 (2015 - \$1,626,403)

The City of Salmon Arm
Schedule 2 - Consolidated Schedule of Tangible Capital Assets

As at December 31	2016	2015
General Fund		
Land	\$ 38,855,422	\$ 36,708,667
Buildings	24,416,850	24,894,030
Machinery and Equipment	1,840,998	1,974,947
Vehicles	2,276,547	2,463,259
Information Technology Infrastructure	149,506	171,221
Parks Infrastructure	5,539,794	4,691,091
Utility Infrastructure	14,590,070	14,863,127
Transportation Infrastructure	66,999,639	65,719,524
	<u>\$ 154,668,826</u>	<u>\$ 151,485,866</u>
Water Fund		
Buildings	\$ 13,843,468	\$ 14,099,171
Machinery and Equipment	866,738	809,147
Information Technology Infrastructure	43,363	41,788
Utility Infrastructure	19,698,693	18,765,188
	<u>\$ 34,452,262</u>	<u>\$ 33,715,294</u>
Sewer Fund		
Buildings	\$ 13,259,731	\$ 13,582,769
Machinery and Equipment	66,200	43,326
Information Technology Infrastructure	24,431	25,409
Utility Infrastructure	11,586,865	10,418,724
	<u>\$ 24,937,227</u>	<u>\$ 24,070,228</u>
	<u><u>\$ 214,058,315</u></u>	<u><u>\$ 209,271,388</u></u>

The City of Salmon Arm
Schedule 2 - Consolidated Schedule of Tangible Capital Assets - Continued

For The Year Ended December 31	Land	Buildings	Machinery and Equipment	Vehicles	Information Technology Infrastructure	Parks Infrastructure	Utility Infrastructure	Transportation Infrastructure	2016 Total
Cost									
Balance, Beginning of Year	\$ 36,708,667	\$ 71,825,428	\$ 5,763,641	\$ 4,609,323	\$ 1,455,391	\$ 9,339,478	\$ 66,330,475	\$ 113,469,135	\$ 309,501,538
Additions	2,278,495	425,586	329,266	83,922	38,946	1,128,287	2,980,850	4,594,503	11,869,865
Disposals	(131,739)	-	(25,808)	-	-	-	-	-	(157,547)
Balance, End of Year	38,855,423	72,251,014	6,067,099	4,693,245	1,494,337	10,467,765	69,311,325	118,063,638	321,203,846
Accumulated Amortization									
Balance, Beginning of Year	-	19,249,458	2,936,221	2,146,064	1,216,973	4,648,387	22,283,436	47,749,611	100,230,150
Amortization	-	1,481,507	379,317	270,634	60,064	279,584	1,152,262	3,314,388	6,937,766
Disposals	-	-	(22,375)	-	-	-	-	-	(22,375)
Balance, End of Year	-	20,730,965	3,293,163	2,416,698	1,277,037	4,927,971	23,435,698	51,063,999	107,145,531
Net Book Value, End of Year	\$ 38,855,423	\$ 51,520,049	\$ 2,773,936	\$ 2,276,547	\$ 217,300	\$ 5,539,794	\$ 45,875,627	\$ 66,999,639	\$ 214,058,315

For The Year Ended December 31	Land	Buildings	Machinery and Equipment	Vehicles	Information Technology Infrastructure	Parks Infrastructure	Utility Infrastructure	Transportation Infrastructure	2015 Total
Cost									
Balance, Beginning of Year	\$ 36,378,120	\$ 71,647,061	\$ 5,180,707	\$ 4,227,800	\$ 1,465,702	\$ 9,129,812	\$ 65,269,796	\$ 110,171,382	\$ 303,470,380
Additions	330,547	178,367	600,806	566,262	7,455	209,666	1,060,679	3,297,753	6,251,535
Disposals	-	-	(17,872)	(184,739)	(17,766)	-	-	-	(220,377)
Balance, End of Year	36,708,667	71,825,428	5,763,641	4,609,323	1,455,391	9,339,478	66,330,475	113,469,135	309,501,538
Accumulated Amortization									
Balance, Beginning of Year	-	17,793,130	2,579,577	2,059,252	1,164,830	4,334,216	21,201,271	44,643,053	93,775,329
Amortization	-	1,456,328	374,516	271,551	66,356	314,171	1,082,165	3,106,558	6,671,645
Disposals	-	-	(17,872)	(184,739)	(14,213)	-	-	-	(216,824)
Balance, End of Year	-	19,249,458	2,936,221	2,146,064	1,216,973	4,648,387	22,283,436	47,749,611	100,230,150
Net Book Value, End of Year	\$ 36,708,667	\$ 52,575,970	\$ 2,827,420	\$ 2,463,259	\$ 238,418	\$ 4,691,091	\$ 44,047,039	\$ 65,719,524	\$ 209,271,388

There were no tangible capital assets amortized that were either under construction, being developed or retired from service.
Tangible capital assets that were contributed by developers for various infrastructure projects were \$4,636,690 (2015 - \$1,930,074).
Due to the age of some City-owned lands such as parklands and land beneath roads and sidewalks, a nominal value \$1.00 has been assigned.
Interest capitalized in the year was Nil (2015 - Nil).

The City of Salmon Arm
Schedule 3 - Grants From Federal and Provincial Governments

For The Year Ended December 31	2016	2016	2015
	Actual	Budget	Actual
General Fund - Grants in Lieu of Taxes			
Federal Government	\$ 16,848	\$ 20,000	\$ 17,463
Province of British Columbia	23,392	20,000	20,286
Provincial Government Agencies	77,098	70,000	69,796
	<u>\$ 117,338</u>	<u>\$ 110,000</u>	<u>\$ 107,545</u>
General Fund - Current Operating Grants			
Province of British Columbia			
Arterial Street Lighting	\$ 3,223	\$ 2,700	\$ 2,918
Brownsfield Study	45,400	25,000	-
Safety Provincial Emergency Preparedness	149,010	-	-
Small Communities Protection	216,249	225,000	225,229
Traffic Fine Revenue Sharing	162,604	185,000	196,824
	<u>\$ 576,486</u>	<u>\$ 437,700</u>	<u>\$ 424,971</u>
General Fund - Capital Grants			
Federal Government and Province of British Columbia			
Community Works Fund	\$ 1,095,772	\$ 2,959,700	\$ 187,716
BC Air Access Program	-	745,000	-
Ministry of Justice - Provincial Emergency Preparedness	-	-	4,765
	<u>\$ 1,095,772</u>	<u>\$ 3,704,700</u>	<u>\$ 192,481</u>
Sewer Fund - Capital Grants			
Province of British Columbia			
Strategic Fund - Capital, Infrastructure & Capacity Building	\$ -	\$ 650,000	\$ -
 Total Operating Grants	 \$ 693,824	 \$ 547,700	 \$ 532,516
Total Capital Grants	1,095,772	4,354,700	192,481
 Total Grants	 <u>\$ 1,789,596</u>	 <u>\$ 4,902,400</u>	 <u>\$ 724,997</u>
 Total Federal Grants	 \$ 564,734	 \$ 1,499,850	 \$ 17,463
Total Provincial Grants	1,224,862	3,402,550	707,534
 Total Grants	 <u>\$ 1,789,596</u>	 <u>\$ 4,902,400</u>	 <u>\$ 724,997</u>

The City of Salmon Arm
Schedule 4 - Trust and Reserve Funds Statements
Balance Sheet

As at December 31	2016	2015
Assets		
Trust Funds		
Cash and Investments	<u>\$ 334,032</u>	<u>\$ 319,665</u>
Reserve Funds		
Cash and Investments	<u>15,465,968</u>	<u>12,742,439</u>
Other Receivables	<u>60,000</u>	<u>80,000</u>
	<u>15,525,968</u>	<u>12,822,439</u>
	<u><u>\$ 15,860,000</u></u>	<u><u>\$ 13,142,104</u></u>
Liabilities		
Trust Funds		
Fund Balances		
Perpetual Care	<u>\$ 329,924</u>	<u>\$ 315,596</u>
Klahani Park Playground Equipment	<u>4,108</u>	<u>4,069</u>
	<u>334,032</u>	<u>319,665</u>
Reserve Funds		
Development Cost Charge Reserve Funds - Note 4	<u>7,317,893</u>	<u>5,942,758</u>
Other Statutory Reserve Funds	<u>8,208,075</u>	<u>6,879,681</u>
	<u>15,525,968</u>	<u>12,822,439</u>
	<u><u>\$ 15,860,000</u></u>	<u><u>\$ 13,142,104</u></u>

The City of Salmon Arm
Schedule 4 - Trust and Reserve Funds Statements - Continued
Transactions

For The Year Ended December 31	2015	Interest	Contributions	Inter-Fund Transfers	Expenditures	2016
Trust Funds						
Perpetual care	\$ 315,596	\$ 2,926	\$ 11,402	\$ -	\$ -	\$ 329,924
Klahani Playground Equipment	4,069	39	-	-	-	4,108
Total Trust Funds	319,665	2,965	11,402	-	-	334,032
Reserve Funds						
Development Cost Charge - Sewer	1,764,148	17,522	413,922	-	-	2,195,592
Development Cost Charge - Water	1,872,739	18,707	423,662	-	-	2,315,108
Development Cost Charge - Drainage	1,082,171	10,583	206,370	-	-	1,299,124
Development Cost Charge - Parks	277,763	2,677	46,898	(12,810)	-	314,528
Development Cost Charge - Highways	863,853	8,726	238,116	-	-	1,110,695
Development Cost Charge - Underpass	82,084	762	-	-	-	82,846
Total Development Cost Charges	5,942,758	58,977	1,328,968	(12,810)	-	7,317,893
Equipment Replacement	1,935,121	18,295	-	500,000	(48,173)	2,405,243
General Capital	125,762	2,136	306,348	-	-	434,246
Fire Department Building and Equipment	150,605	1,414	-	50,000	-	202,019
Emergency Apparatus	769,110	7,310	10,000	195,000	-	981,420
Police Vehicle Replacement	257,590	2,406	-	45,000	(41,392)	263,604
Landfill Site Repurchase	214,512	1,989	-	-	-	216,501
Cemetery Development	130,235	1,215	-	10,000	-	141,450
Water Major Maintenance	768,769	7,134	-	126,495	(249,343)	653,055
Sewer Major Maintenance	1,733,458	16,278	-	382,985	(71,110)	2,061,611
Community Centre Major Maintenance	567,430	5,300	-	55,000	(44,453)	583,277
Cemetery Columbarium	90,015	838	-	5,000	(30,748)	65,105
Parks Development	137,074	1,822	151,648	50,000	(140,000)	200,544
Total Other Statutory Reserves	6,879,681	66,137	467,996	1,419,480	(625,219)	8,208,075
Total Reserve Funds	12,822,439	125,114	1,796,964	1,406,670	(625,219)	15,525,968
	\$ 13,142,104	\$ 128,079	\$ 1,808,366	\$ 1,406,670	\$ (625,219)	\$ 15,860,000

The City of Salmon Arm
Schedule 5 - Consolidated Schedule of Segment Disclosure

For The Year Ended December 31	General Government Services	Protective Services	Transportation Services	Environmental Development Services	Recreation and Cultural Services	Sewer Utility Services	Water Utility Services	Elimination Entries	2016 Total
Revenue									
Taxation	\$ 16,517,517	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,517,517
Transportation Parcel Tax	-	-	914,040	-	-	-	-	-	914,040
Frontage Tax	-	-	-	-	-	902,163	1,405,771	-	2,307,934
Grants	1,437,350	-	457,149	16,250	60,600	-	-	-	1,971,349
Sales of Service	100,860	236,360	1,214,215	938,856	949,212	1,960,757	2,356,179	(1,042,789)	6,713,650
Licenses, Permits, Fines, Franchise	1,391,300	747,470	43,183	100,510	177,186	20,000	17,700	(721,184)	1,776,165
Return on Investment	994,541	11,131	-	4,042	7,122	127,404	219,225	-	1,363,465
Other Contributions	402,154	10,000	2,922,919	-	222,958	838,706	816,564	-	5,213,301
Total Revenue	20,843,722	1,004,961	5,551,506	1,059,658	1,417,078	3,849,030	4,815,439	(1,763,973)	36,777,421
Expenses									
Wages and Benefits	1,870,261	1,485,652	1,471,456	674,173	1,699,525	644,405	861,558	-	8,707,030
Insurance	134,262	21,825	69,380	82	50,466	42,090	36,894	-	354,999
Community Grants	253,078	-	-	-	-	-	-	-	253,078
Professional and Legal Fees	58,538	-	-	8,369	-	-	-	-	66,907
Utilities and Property Taxes	79,700	61,119	253,286	3,539	63,236	249,611	337,004	(81,611)	965,884
Repairs and Maintenance	-	125,566	1,134,087	4,754	408,532	236,146	446,654	(63,379)	2,292,360
Contracts	167,359	2,846,299	851,317	1,101,046	797,743	33,350	28,060	-	5,825,174
Operating Expenses	454,854	324,086	392,307	248,134	620,866	538,548	451,660	(1,566,416)	1,464,039
Collections for Other Governments	13,027	-	-	-	-	-	-	-	13,027
Loss on Disposal of Capital Assets	131,739	3,433	-	-	-	-	-	-	135,172
Amortization	836,390	147,621	4,049,232	-	304,978	703,555	895,961	-	6,937,757
Interest and Debt Issue Expenses	620,949	6,300	103,250	-	214,968	117,773	572,275	-	1,635,515
Total Expenses	4,620,157	5,021,901	8,324,315	2,040,097	4,160,314	2,565,478	3,630,086	(1,711,406)	28,650,942
Net Surplus (Deficit)	\$ 16,223,565	\$ (4,016,940)	\$ (2,772,809)	\$ (980,439)	\$ (2,743,236)	\$ 1,283,552	\$ 1,185,353	\$ (52,567)	\$ 8,126,479

The City of Salmon Arm
Schedule 5 - Consolidated Schedule of Segment Disclosure - Continued

For The Year Ended December 31	General Government Services	Protective Services	Transportation Services	Environmental Development Services	Recreation and Cultural Services	Sewer Utility Services	Water Utility Services	Elimination Entries	2015 Total
Revenue									
Taxation	\$ 15,736,312	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,736,312
Transportation Parcel Tax	-	-	902,640	-	-	-	-	-	902,640
Frontage Tax	-	-	-	-	-	867,119	1,383,093	-	2,250,212
Grants	533,522	-	303,071	2,250	60,600	-	-	-	899,443
Sales of Service	136,249	81,396	1,428,582	914,943	939,028	1,916,270	2,341,735	(1,040,699)	6,717,504
Licenses, Permits, Fines, Franchise	1,390,492	709,177	43,838	64,341	206,844	20,000	12,150	(685,957)	1,760,885
Return on Investment	1,079,336	12,677	-	5,267	9,023	45,580	53,530	-	1,205,413
Other Contributions	115,507	-	1,750,998	-	69,707	615,772	330,057	-	2,882,041
Total Revenue	18,991,418	803,250	4,429,129	986,801	1,285,202	3,464,741	4,120,565	(1,726,656)	32,354,450
Expenses									
Wages and Benefits	1,735,068	1,470,546	1,525,664	654,079	1,691,038	652,723	845,871	-	8,574,989
Insurance	148,085	22,576	73,803	106	62,110	37,722	28,118	-	372,520
Community Grants	217,916	-	2,312	-	-	-	-	-	220,228
Professional and Legal Fees	76,266	-	-	2,602	-	-	-	-	78,868
Utilities and Property Taxes	78,396	64,227	234,710	2,027	70,001	238,703	374,327	(89,326)	973,065
Repairs and Maintenance	903	140,177	1,181,824	8,442	433,841	266,018	481,174	(62,882)	2,449,497
Contracts	139,032	2,298,045	752,585	1,028,102	663,694	113,960	21,692	-	5,017,110
Operating Expenses	705,863	227,011	480,778	224,386	615,157	488,058	455,703	(1,575,119)	1,621,837
Collections for Other Governments	9,228	-	-	-	-	-	-	-	9,228
Loss on Disposal of Capital Assets	-	-	3,553	-	-	-	-	-	3,553
Amortization	818,083	148,487	3,840,804	-	335,201	663,789	865,281	-	6,671,645
Interest and Debt Issue Expenses	686,055	6,300	103,250	-	186,130	109,212	588,576	-	1,679,523
Total Expenses	4,614,895	4,377,369	8,199,283	1,919,744	4,057,172	2,570,185	3,660,742	(1,727,327)	27,672,063
Net Surplus (Deficit)	\$ 14,376,523	\$ (3,574,119)	\$ (3,770,154)	\$ (932,943)	\$ (2,771,970)	\$ 894,556	\$ 459,823	\$ 671	\$ 4,682,387

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Item 11.2

CITY OF SALMON ARM

Date: April 10, 2017

2017 Assessments/New Construction For Information

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: April 3, 2017
 To: Mayor Cooper and Members of Council
 Subject: 2017 Assessments / New Construction

For Information

Assessments/Property Taxation

City of Salmon Arm property owners have received their 2017 assessment notices.

Average inflationary/deflationary changes in assessment for 2017 for each property class are as follows:

<i>Property Class</i>	<i>Increase (Decrease)</i>
Class 1 (Residential)	6.17%
Class 2 (Utilities)	2.44%
Class 3 (Supportive Housing)	0.00%
Class 4 (Major Industry)	.01%
Class 5 (Light Industry)	1.47%
Class 6 (Business)	3.04%
Class 8 (Rec Non Profit)	.94%
Class 9 (Farm)	(0.06)%

Moderate inflationary/deflationary changes to assessments are not unusual. For example, the average inflationary increase in residential assessments in 2016 was 4.84% as opposed to an inflationary increase in 2017 of 6.17%.

It is important to note that the tax rate will be adjusted and applied against current assessments to collect the same amount of revenue in 2016 plus the 1.58% tax increase approved by Council. The only time that property owners will see an increase/decrease in their general municipal levy beyond the 1.58% is if their assessment increase/decrease is proportionately higher/lower than the average assessment change.

New Construction

The City has received the B.C. Assessment Authority's Authenticated Roll for 2017. The revenue from new construction or new growth was projected at 1.5% or \$242,586.09, the actual new construction estimates for 2017 is 1.91% or \$319,543.45.

Monica Dalziel, CPA, CMA

Item 11.3

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Harrison

Seconded: Councillor Lavery

THAT: Council receive for information the Shuswap Regional Airport Phase II Environmental Site Assessment (2017) as prepared by SLR Consulting (Canada) Ltd.

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



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

File: 8400.01.02

TO: Her Worship Mayor Cooper and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: March 27, 2017

SUBJECT: **SHUSWAP REGIONAL AIRPORT
 PHASE 2 ENVIRONMENTAL SITE ASSESSMENTS (FINAL)**

RECOMMENDATION:

THAT: Council receive for information the Shuswap Regional Airport Phase II Environmental Site Assessment (2017) as prepared by SLR Consulting (Canada) Ltd.

BACKGROUND:

Last year, the City of Salmon Arm in cooperation with the Economic Development Society (EDS) successfully submitted a Green Municipal Fund (GMF) grant application for Phase II of an Environmental Site Assessment (ESA) for the Shuswap Regional (Salmon Arm) Airport.

SLR Consulting (Canada) Ltd. (SLR) have completed the Phase II ESA of land at the Shuswap Regional Airport as shown on the attached map. The Phase II ESA was completed to investigate soil, groundwater, and soil vapour quality in the vicinity of three on-site and four off-site areas of potential environmental concern (APECs) previously identified in a Stage 1 Preliminary Site Investigation of the site completed by SLR in November 2013.

The results of the Phase II ESA indicated that the concentrations of potential contaminants of concern (PCOC) in soil, groundwater, and soil vapour were less than the applicable standards; however, monitoring wells were installed and SLR recommends auditing and improving the environmental practices associated with the aircraft hangars to prevent future significant environmental impacts.

In the future when the City determines that additional lease areas are required in any of the identified areas of concern additional monitoring and remediation works will be required prior to any development.

SLR has informed the City that the BC Contaminated Sites Regulations (CSR) are in the process of being changed but have not been finalized as of yet. In light of this information SLR has provided a letter which outlines the impacts of the new regulations as it pertains to this study. Under the current CSR standards the concentrations of PCOCs are less than the applicable standards. As of November 1, 2017, several parameters in groundwater in three areas of the site will have concentrations greater than the CSR standards. As a result of these proposed amendments the release of development permits for the site may be restricted without additional investigation or

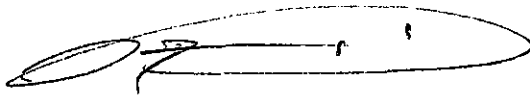
SHUSWAP REGIONAL AIRPORT DEVELOPMENT PLAN
Page 2

remediation for works starting on November 1, 2017 or later. It is recommended that the City start a reserve fund for these future remediation works, which staff will bring forward in the 2018 budget.

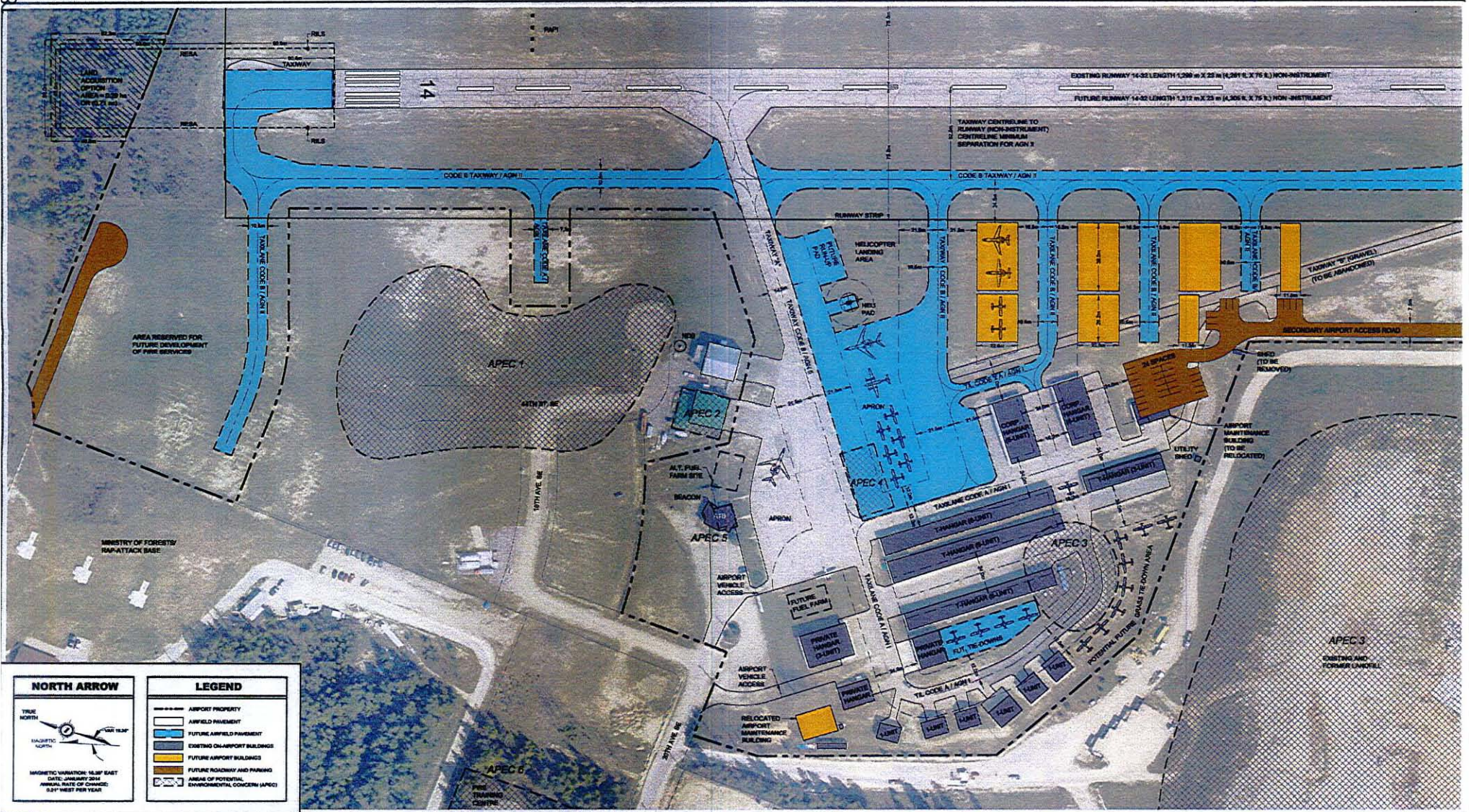
One of the positive outcomes of the report was that the area between Taxiway Bravo and the main runway has been cleared for development. This will allow some future hanger development which would be in keeping with the Airport Development Plan.

The Study was reviewed by Staff and the Airport Operations Committee at their regular meeting on March 15, 2017. As a condition of the GMF the final ESA report must be received by City Council.

Respectfully submitted,



Robert Niewenhuizen
Director of Engineering and Public Works



NORTH ARROW

TRUE NORTH
MAGNETIC VARIATION: 16.5° EAST
DATE: JANUARY 2014
ANNUAL RATE OF CHANGE: 0.5° WEST PER YEAR

LEGEND

	AIRPORT PROPERTY
	AIRFIELD PAVEMENT
	FUTURE AIRFIELD PAVEMENT
	EXISTING ON-AIRPORT BUILDINGS
	FUTURE AIRPORT BUILDINGS
	FUTURE ROADWAY AND PARKING
	AREAS OF POTENTIAL ENVIRONMENTAL CONCERN (APEC)

1	03/18/2014	FINAL	PMI	JPL
2	03/20/2014	DRAFT	PMI	JPL
3	04/01/2014	REVISION / ISSUE	BY	CMC

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Notes

1. THIS DRAWING IS TO BE USED FOR PLANNING PURPOSES ONLY.
2. AIRPORT STANDARDS AND RECOMMENDED PRACTICES PER TP302, 4TH EDITION, 1993 REVISED 2008, AND DRAFT 6TH EDITION, 2013.
3. AERIAL PHOTOGRAPHY DATED 2013/08, EXTRACTED FROM GOOGLE EARTH PRO 2014.
4. AREAS OF POTENTIAL ENVIRONMENTAL CONCERN (APEC) PER STAGE 1 PRELIMINARY SITE INVESTIGATION REPORT BY SLA, OCTOBER 2013.

Consultant

Client

Scale

Scale 1:1000

SCALE BASED ON SHEET SIZE 24" X 36"

Location

SALMON ARM, BRITISH COLUMBIA

Project

SHUSWAP REGIONAL AIRPORT (CZAM)

File

AIRPORT DEVELOPMENT PLAN
FUTURE TERMINAL APRON AREA DEVELOPMENT

Project No.

141-21919-00

EXHIBIT 4 OF 5

Item 11.4

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council award the Zone IV PLC upgrade project to Interior Instruments Technical Service Ltd. in accordance with the quoted price of \$25,000.00 plus applicable tax;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to Interior Instruments Technical Service Ltd.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



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

File: 2017-63

TO: Her Worship Mayor Nancy Cooper and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Gerry Rasmuson, Manager of Utilities

DATE: March 28, 2017

SUBJECT: **Award of Zone IV PLC Upgrade**

RECOMMENDATION:

THAT: Council awards the Zone IV PLC Upgrade project to Interior Instruments Technical Service Ltd. in accordance with the quoted price of \$25,000.00 plus applicable tax.

AND THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to Interior Instruments Technical Service Ltd.

BACKGROUND:

An integral component of the City's water distribution network is the Zone IV pump station at 1591 – 30th St NE. The station was constructed in 1999 with three 150 Hp pumps that move water from Zone 2 to the Zone 4 Reservoir and one 150 Hp pump that moves water from Zone 2 to the Zone 3 Reservoir. Within the station itself there are flow meters, pressure differential monitors, variable frequency drives and a communication and SCADA network that is dependent on the programmable logic controllers (PLC's) to process and control operation of the pumps. For over twenty years upgrades and programming to the SCADA network and existing PLC's throughout the City of Salmon Arm have been performed by Interior Instrumentations Technical Services Ltd. (IITS) and it is their recommendation that this PLC be replaced. The replacement of the PLC has an approved budget of \$25,000 with the following components as key elements of the budget:

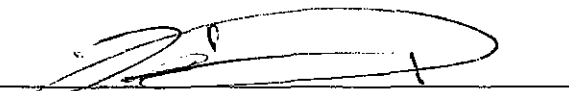
- PLC Replacement and Rewiring
- Installation of new HMI and Ethernet Switch
- PLC and HMI programming
- Update drawings for the new PLC cards
- Station Temporary Control

Award of Zone IV PLC Upgrade
Page 2

While it may be possible to have IITS put together a scope of work to tender out the PLC itself at a cost of \$2500, all other works including installation and programming would need to be performed by IITS as they are the only company familiar with our SCADA network and the programming requirements of the water distribution network. As such staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of the work to be performed.

Staff are recommending the direct award of the Zone IV PLC Upgrade project to IITS in accordance with the quoted price of \$25,000.00 plus applicable tax.

Respectfully submitted,



Robert Niewenhuizen
Director of Engineering and Public Works

cc Monica Dalziel, Chief Financial Officer

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Item 11.5

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: Council appoint Anne Kirkpatrick to the City of Salmon Arm Community Heritage Commission for the remainder of the current term.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm
Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Council
 FROM: Development Services Department
 DATE: March 28, 2017
 SUBJECT: Community Heritage Commission Appointment

Motion for Consideration

THAT: Council appoint Anne Kirkpatrick to the City of Salmon Arm Community Heritage Commission for the remainder of the current term.

Background

At its regular meeting of September 12, 2016, Council appointed six people to the Community Heritage Commission for a three year term - three representative members from the RJ Haney Heritage Village and Museum and three members from the public.

Unfortunately, one of the appointed members from the RJ Haney Heritage Village and Museum, Deborah Chapman, has resigned from the Commission due to work commitments, see Appendix 1.

In accordance with Section 3.2 of City of Salmon Arm Community Heritage Commission bylaw No. 3617, the Commission is composed of seven persons appointed by Council as follows:

- (a) One member from Council;
- (b) Three members from RJ Haney Heritage Village and Museum; and
- (c) Three members from the public.

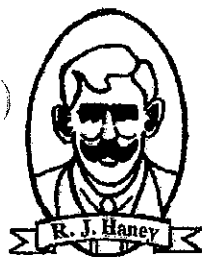
In response to Deborah Chapman's resignation, the Board of Directors of the RJ Haney Heritage Village and Museum have nominated Anne Kirkpatrick as her replacement, see Appendix 2.

Prepared by: Jon Turlock
Planning & Development Officer

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

Appendices

- 1. Letter from Deborah Chapman dated Mar. 2/17
- 2. Letter from Norma Harisch dated Mar. 22/17



SALMON ARM MUSEUM & HERITAGE ASSOCIATION AT

R.J. Haney Heritage Village & Museum

751 Hwy. 97B NE

♦ P.O. Box 1642 ♦

Salmon Arm, BC V1E 4P7

March 2, 2017

Councillor Louise Wallace Richmond
City of Salmon Arm
Box 40
500 2nd St. SE
Salmon Arm, BC V1E 4N2

Dear Louise,

It is with great regret that I am writing to inform you of my decision to resign from the Community Heritage Commission. Work life is very hectic and I find it difficult to keep up with my obligations to the Commission and the Montebello project on top of my regular work load.

The Board of Directors of the Salmon Arm Museum and Heritage Association will nominate a replacement for my term.

I have been involved with the Community Heritage Commission since its inception in 2007. I am very proud of the work accomplished by the members and so appreciate having been able to make a contribution by sharing our community's history with residents. Thank you for the opportunity to serve.

Sincerely yours,

Deborah Chapman
Curator/Archivist



SALMON ARM MUSEUM & HERITAGE ASSOCIATION AT

R.J. Haney Heritage Village & Museum

751 Hwy. 97B NE



P.O. Box 1642



Salmon Arm, BC V1E 4P7

March 22, 2017

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

Dear Mayor and Council,

As you well know, 2017 is an exceptionally busy year at R.J. Haney Heritage Village and Museum. A deadline is looming. We have to complete the Montebello project in time for its official opening July 9th. Consequently, there has been an increased workload on the board members, staff and volunteers. There has also been an increased workload placed on our curatorial resources. It is with this increased workload in mind that Curator Deborah Chapman has had to regretfully resign from the Commission.

The Salmon Arm Museum is pleased to appoint Anne Kirkpatrick to the Community Heritage Commission effective immediately. Anne is a museum member, an owner of the Schultis house (1670 10th St. SW) on the City's Heritage Register, and is keenly interested in the history of the area. Anne has agreed to fill Chapman's spot for the duration of her term.

Sincerely yours,

Norma Harisch
President

Item 19.1

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. VP-441 be authorized for issuance for Lot 2, Sec. 1, Tp. 21 and of Sec. 36, Tp. 20, R. 10, W6M, KDYD, Plan 32723 to vary the provisions of Subdivision and Development Servicing Bylaw No. 4163, as follows:

1. Section 5.2:

- i) Waive the requirement to upgrade the Canoe Beach Drive NE frontage to the Rural Local Road standard (RD-7).

[Caron, N. H. & N. A./ Baer, J.; 2030 Canoe Beach Drive NE; Servicing Variance]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm
Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Council

FROM: Development Services Department

DATE: April 3, 2017

SUBJECT: Development Variance Permit Application No. VP-441
Lot 2, Sec. 1, Tp. 21 and of Sec. 36, Tp. 20, R. 10, W6M, KDYD, Plan 32723
2030 Canoe Beach Drive NE
Owners: N. H. & N. A. Caron
Agent: J. Baer

Motion for Consideration:

THAT: Development Variance Permit No. VP-441 be authorized for issuance for Lot 2, Sec. 1, Tp. 21 and of Sec. 36, Tp. 20, R. 10, W6M, KDYD, Plan 32723 to vary the provisions of Subdivision and Development Servicing Bylaw No. 4163, as amended, as follows:

1. Section 5.2:
 - i) Waive the requirement to upgrade the Canoe Beach Drive NE frontage to the Rural Local Road standard (RD-7).

Staff Recommendation:

THAT: The Motion for Consideration be defeated

AND THAT: Development Variance Permit No. VP-441 be authorized for issuance for Lot 2, Sec. 1, Tp. 21 and of Sec. 36, Tp. 20, R. 10, W6M, KDYD, Plan 32723 to vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 as amended, as follows:

1. Section 5.2:
 - i) Waive the requirement to upgrade the Canoe Beach Drive NE frontage to the Rural Local Road standard (RD-7) subject to:
 - a) submission of a plan and centre line profile of the existing driveway access to the proposed house location confirming that it complies with City of Salmon Arm Policy 3.11;
 - b) confirmation from a qualified geotechnical engineer that should the existing, on-site driveway access become unusable as a result of land slippage, an alternative, safe and stable access can be constructed on the property in compliance with City of Salmon Arm Policy 3.11; and

- c) registration of a Land Title Act, Section 219 Covenant that addresses the following:
 - i) restricts residential development on the property to one single family dwelling;
 - ii) prohibits all development on the property unless it is approved and supervised by a qualified geotechnical engineer;
 - iii) in the event of a land slippage, it shall be the owner's responsibility to stabilize the land and if required, to construct an alternative access in accordance with the approved geotechnical report identified in Item 1(i) (b) above, at the sole cost of the property owner; and
 - iv) the City of Salmon is saved harmless from any and all claims that may arise directly or indirectly out of the issuance of a building permit or the use or occupation of the land.

Proposal

The subject property is located at 2030 Canoe Beach Drive NE. The owners wish to construct a residence and are applying for a variance to waive the requirement to upgrade the adjacent road frontage. A location map, ortho photo and site plan are attached as Appendices 1 through 3.

Background

The property is designated Acreage Reserve in the Official Community Plan and is zoned A-2 (Rural Holding). The property is approximately 4 hectares in size and is currently vacant. The owners wish to construct a residence at the approximate location shown on Appendices 3 and 4.

The property is also within a potentially hazardous area identified as having steep slopes, erosion and land slippage concerns and is subject to the Potential Hazard Areas Policies of the Official Community Plan, see Appendix 5.

At the time of development (Building Permit) in the rural areas, owners may be required to provide frontage improvements if the existing road is not constructed to an acceptable paved or gravel standard. At this location, Canoe Beach Drive NE is not constructed to any standard and the owners are required to upgrade the property frontage to an acceptable gravel standard in accordance with the Rural Local Road standard (RD-7), see Appendix 6. The applicant's are requesting that this requirement be waived and their agent has provided an outline of the request which is attached as Appendix 7.

The subject portion of Canoe Beach Drive has experienced substantial slope instability and as outlined in the Engineering Department comments in Appendix 8, the City has previously commissioned a geotechnical engineer to review the stability of the roadway and provide recommendations for improvements. Based on that review, it was determined that the preferred option would be to relocate the road west of 72 Avenue NE and close the portion east of 72 Avenue NE. In the meantime, a number of temporary fixes were also recommended and the City completed some of those improvements in 2014.

Following discussions with staff regarding the road upgrade requirements, the applicants commissioned a geotechnical review of the stability of both the roadway along their frontage and their existing on-site access. The report confirms a number of concerns regarding the stability of the roadway and potential concerns with the northern portion of the applicant's property should the roadway be abandoned. The report essentially concludes that the current frontage and access are relatively stable, with a low probability of slope failure, and the current access is sufficient for the intended use. Should the roadway be abandoned, the report identifies a number of measures that could be implemented by the City to assist with slope stabilization. A copy of the full geotechnical report is available for review at Development Services.

Discussion

Staff have reviewed the proposal and provide the following:

Building Department

No concerns.

Fire Department

No concerns.

Engineering Department

See Appendix 7.

Planning Department

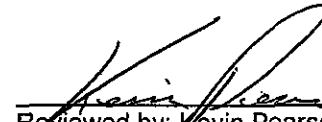
The costs to upgrade the full 225 m stretch of the lot's frontage to the RD-7 is not known and the applicants have not provided an estimate for the works. Based on the \$90,000 cost to the City to upgrade a 50 m (+/-) stretch of this frontage in 2014, the full frontage costs would be in the hundreds of thousands, and quite possibly more than the building permit value of the home (\$400,000). Staff agree that it would be extremely onerous and unreasonable to meet the requirements of the bylaw in this instance.

In addition, the prospect of a new alignment for Canoe Beach Drive, how and where that alignment will front the subject property, when the new road will be built, how it will be funded and how slope stability concerns will be addressed, leaves many unanswered questions. Without a design or a reserve established for a re-alignment, staff is not in position to predict if or when a new Canoe Beach Drive will be constructed. For the time being and for this development proposal, we need to assume the status quo.

The segment of road leading west from the applicant's access is in better shape than the segment of Canoe Beach Drive east of the access and based on current information, it is likely that this section of the road frontage will remain as the permanent access to the property, regardless of the potential relocation of Canoe Beach Drive.

In consideration of the above, staff are recommending that the requested variance be approved subject to a number of conditions including further confirmation that the existing access complies with City requirements; development on the property being restricted to one single family dwelling; and assurances that all development will only proceed with under the supervision of a qualified geotechnical engineer. It is also being recommended that the applicants provide an alternative plan for their onsite access should the current access become unusable and that they protect the City from potential liability concerns related development on the property, knowing that it is in a potentially hazardous area.

The applicants are aware that a further geotechnical review will be required to address specific construction requirements for their residence. Once all reports pertaining to geotechnical concerns have been completed and any associated covenants, if required, are registered on title, a Development Permit Waiver under the Potential Hazardous Areas Development Permit guidelines in the O.C.P. may be issued.

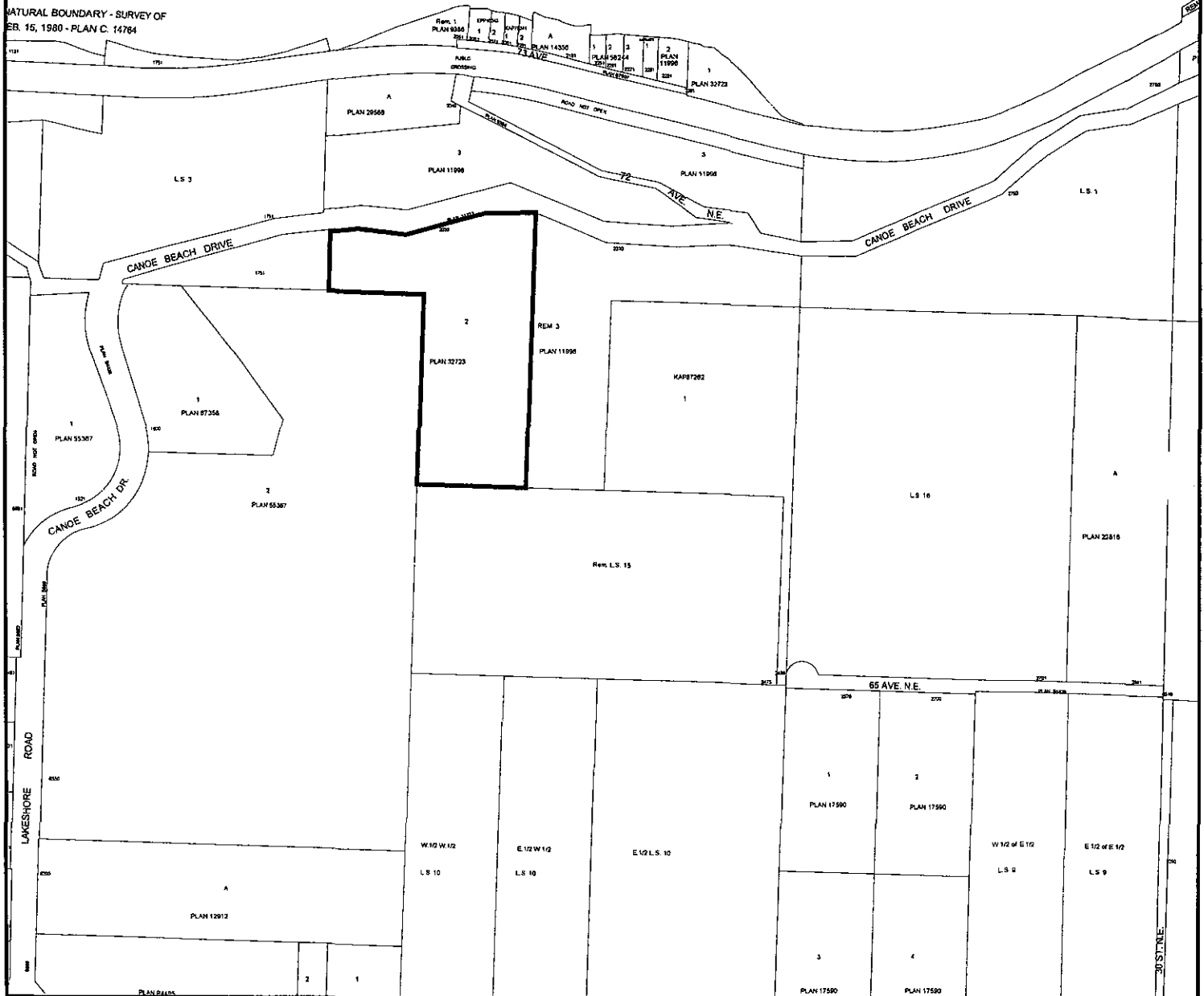

Prepared by: Jon Turlock
Planning & Development Officer
Reviewed by: Kevin Pearson MCIP
Director of Development Services

Appendices

1. Location map
2. Ortho photo
3. Site plan
4. Site plan - ortho
5. O.C.P. Map 6.1
6. Specification Drawing No. RD-7
7. Agent's letters dated June 30/16 & Mar. 29/17
8. Engineering Dept. comments

Shuswap Lake

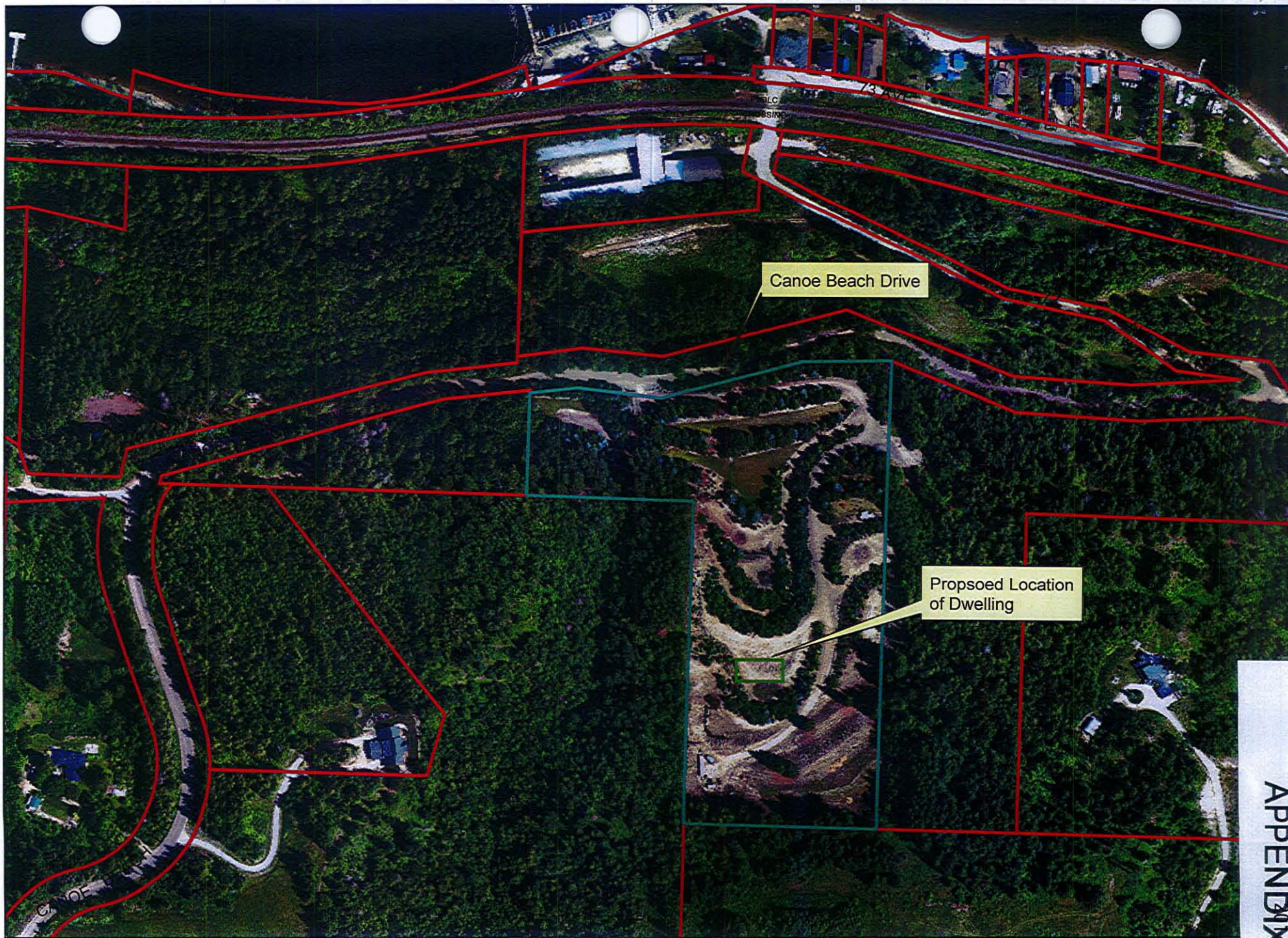
NATURAL BOUNDARY - SURVEY OF
EB. 15, 1980 - PLAN C. 14764




Subject Property



Subject Property



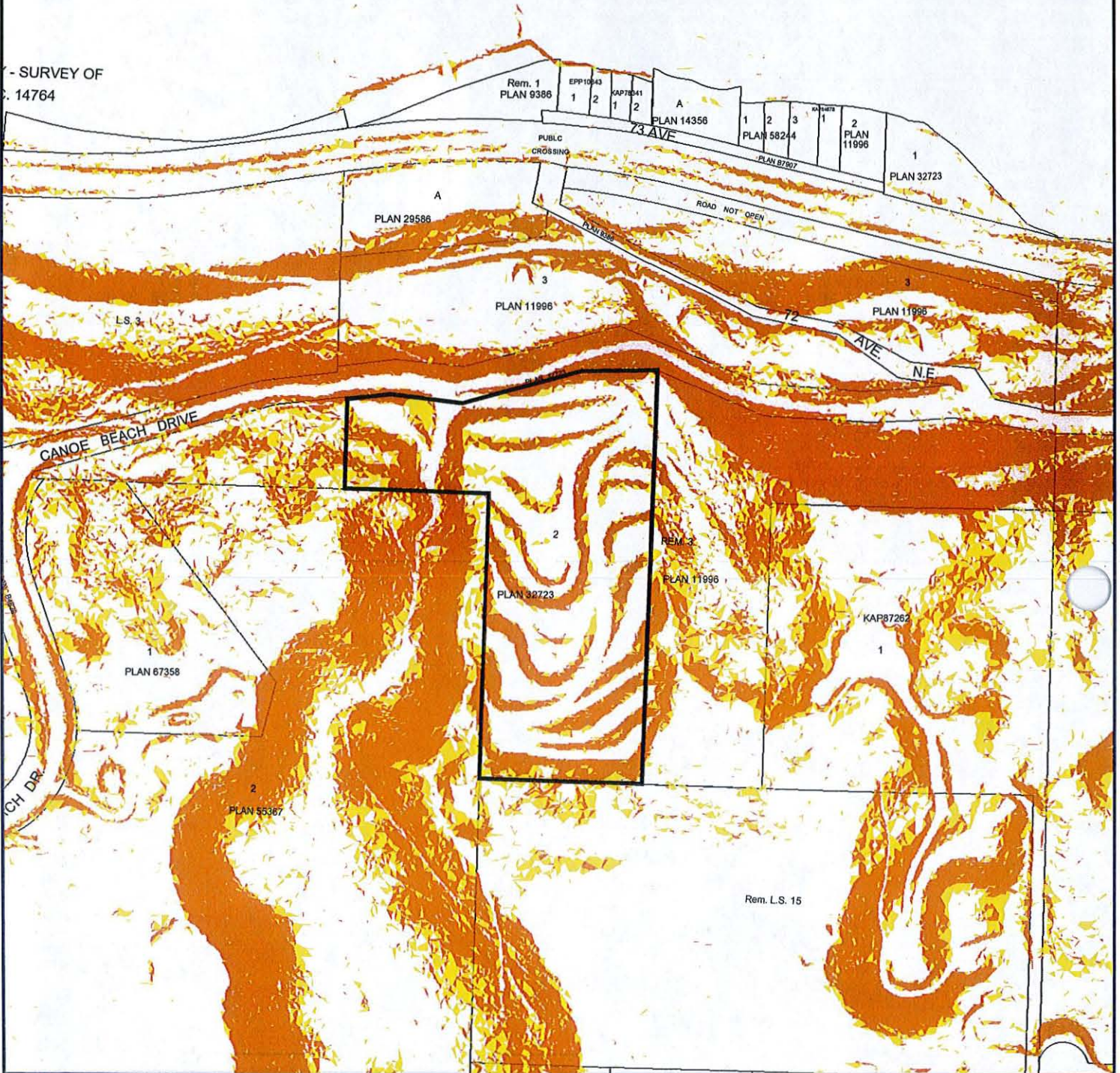
0 125 250 500 Meters

 Subject Property

Shuswap

Lake

- SURVEY OF
14764





- Subject Property
- 20-30% Slope
- >30% Slope

O.C.P. Map 6.1 - Steep Slopes



- 1) The Road Structure indicated is the minimum standard. The Consulting Engineer shall design for existing subgrade conditions and certify that the Road Structure proposed has a 'design life' of at least twenty-five (25) years.
- 2) Asphalt Concrete Pavement shall be supplied and placed as per the current Construction Specifications.
- 3) Crushed Base Aggregate shall be a 25mm 'Well Graded Base Course Aggregate', supplied and placed as per the current Construction Specifications.
- 4) Screened or Crushed Sub-Base Course Aggregate shall be a 75mm 'Well Graded Base Course Aggregate', supplied and placed as per the current Construction Specifications.
- 5) All utility appurtenances to be set to designed boulevard grade.

 CITY OF SALMON ARM			20m R/W Rural Local Road Cross-Section		
No.	Revision	Date	Date	Approved	SPECIFICATION DRAWING No.
			07-07-09	 City Engineer	RD-7

June 30 2016

Timberline Solutions Ltd

Agents for: Norman and Nellie Caron

2030 Canoe Beach Drive NE

Salmon Arm, BC

City of Salmon Arm

550 2 Ave N.E.

Salmon Arm, B.C.

Re: Variance application - Subdivision and Development Servicing bylaw # 3596, property owner required to pay for road improvements to frontage of Canoe Beach Drive.

As we understand it, the application process for a building permit in this location triggers a bylaw requirement, where the owner/applicant must pay for the costs of upgrading the entire road frontage, including road construction, slope stabilization, widening and ditching.

In a meeting with Maurice Roy and Jenn Wilson, we were told the city's plans were to close the frontage portion of Canoe Beach Drive and to the east, as the road and surrounding area is unstable. Canoe Beach Drive would be move to the west, a portion of old Canoe Beach Drive would then be designated as a laneway for property access. In lieu of paying to fix the road, the city would be looking for funds to help pay for the relocation.

We would argue that the intent of the bylaw does not work in this circumstance as plans for the road are to close and deactivate it. There is no benefit to the property owners, conversely, this will add to their costs as maintenance and snow clearing of the proposed laneway will be their responsibility.

The owners will incur significant costs and time delays to meet the city's long list of requirements to satisfy the building permit application. The added cost of contributing to the Canoe Beach Drive relocation is unjustified.

City engineering has identified the northeast corner of the property as unstable and that a significant soil slip in this area could affect the existing driveway, making the proposed home site inaccessible by vehicle. Should the existing Canoe Beach Drive be deactivated east of the property and the bank on the corner of the property collapses, the owners would have to incur more costs to either repair the driveway or have it relocated.

As new residents to our area, the Carons look forward to living in Salmon Arm and enjoying their new home and property. They are willing to work with the city to obtain a building permit, but feel that a financial contribution to a road which will bypass their property is not appropriate.

Please accept this document as a letter of rationale for the variance application on the Caron property located at 2030 Canoe Beach Drive.

Respectfully

Jordan Baer



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

To: Kevin Pearson, Director of Development Services
 Date: March 9, 2017
 Prepared by: Darin Gerow, Engineering Assistant
 SUBJECT: **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP- 441E**
AMMENDMENT 1
 LEGAL: Lot 2, Section 1, Township 21, and of Section 36, Township 20, Range
 10, W6M, KDYD, Plan 32723
 CIVIC: 2030 - Canoe Beach Drive NE
 Owner: Norman and Nellie Caron, 2020 Palisdale Road SW, Calgary, Alberta,
 T2V 3T6
 Applicant: Owner

Further to your referral dated July 28, 2016, the Engineering Department has thoroughly reviewed the site and offers the following comments and recommendations, relative to the variances requested:

The applicant is requesting to vary the City of Salmon Arm Subdivision and Development Servicing Bylaw No. 3596, Section 4.1 – Waiving the requirement to upgrade Canoe Beach Drive NE.

The Caron's applied for Building Permit to build a Single Family Dwelling at 2020 – Canoe Beach Drive, value \$400,000. Construction of a new Single Family Dwelling requires full servicing upgrades as per Subdivision and Development Servicing Bylaw No. 3596 as demand is being added to City infrastructure. Improvements would include upgrading Canoe Beach Drive along the property frontage to a Rural Local Gravel Street standard (as per Modified Specification Drawings RD-7). Upgrading will include road construction, slope stabilization, widening and ditching. Paving is not required as the subject property is exempt per Section 5.2 of the SDSB No. 3596

Canoe Beach Drive is a sub standard rural road with areas of substantial slope instability issues that require sections of Canoe Beach Drive to be closed within the wet weather (late fall/winter/early spring) months.

In 2014 the City of Salmon Arm spent approximately \$90,000 within the frontage of the subject property on temporary fixes as recommended by Geotechnical Engineers as a result of road slippage. The expected lifespan of the temporary fix was 2 to 10 years.

The City commissioned Fletcher Payne and Associates to review Canoe Beach Drive slope stability and provide recommendations for improvements. The professional geotechnical opinion was to relocate Canoe Beach Drive west of 72 Avenue NE, with no financially feasible option for the stabilization of the roadway east of 72 Avenue NE.

Proposed Variance Application VP-441E
March 9, 2017
Page 2

Council previously authorized staff to complete a preliminary design of Canoe Beach Drive west of 72 Avenue NE upgraded to a paved rural standard and to permanently close off the east section of Canoe Beach Drive once the western upgrades had been completed. The Preliminary Class 'D' Cost estimate for the upgrade of the relocated Canoe Beach Drive is \$1,135,000.

If the relocation of Canoe Beach Drive is completed, the subject property would not be fully fronting the new roadway and the current right-of-way would act as a driveway from the subject property to new Canoe Beach Drive. City of Salmon Arm would maintain ownership of the roadway; however, would not be responsible for maintenance of the private drive.

At this time, there is no money budgeted or in reserve for completion of detailed design or construction of the relocated roadway and as such, no reasonable timeline can be estimated to project completion.

The Engineering Department has reviewed the request for the proposed variance given the following:

- Since the relocated Canoe Beach Drive will not be fronting the subject property, staff cannot recommend cash contribution towards the new roadway, despite the subject property benefiting from its completion.
- Regardless of the above, without a project completion timeline for the relocated Canoe Beach Drive, the request must be processed under the assumption that Canoe Beach Drive will be remaining in its current capacity for the foreseeable future.
- The subject property is located between two identified potential failure zones which means that safe access to the property cannot be guaranteed with Canoe Beach Drive in its current capacity.
- Preliminary investigations of the Canoe Beach Drive upgrades have shown that stabilization of the roadway in its existing location is cost prohibitive.

Proposed Variance Application VP-441E
March 9, 2017
Page 3

RECOMMENDATION:

The City of Salmon Arm Engineering Department recommends this variance be granted subject to the following and in accordance with Onsite Engineering Geotechnical Access Assessment:

- Owner/developer to confirm existing access meets policy 3.11, and
- The developers engineer provide a design that an alternate internal access can be provided in accordance to City of Salmon Arm Policy 3.11, and with an alignment that would not be impacted from the proposed site of the single family dwelling, in the event of a land slippage.



Darin Gerow, A.Sc.T
Engineering Assistant



Rob Niewenhuizen, A.Sc.T
Director of Engineering & Public Works



CITY OF SALMON ARM
DEPARTMENT OF ENGINEERING & PUBLIC WORKS



50
Meters

March 29, 2017

Timberline Solution LTD

Agents for: Norman and Nellie Caron

2030 Canoe Beach Dr N.E.

Salmon Arm, B.C.

City of Salmon Arm

550 2 Ave N.E.

Salmon Arm, B.C.

Re: Development Variance Permit Application VP-441

Regarding Subdivision and Servicing bylaw #3596, property owner required to pay for road improvements to frontage portion of Canoe Beach Drive

****Update as of March 27, 2017:**

Since the original variance application, the owners and the City of Salmon Arm's engineering department have been negotiating an agreement to meet the requirements for a single family dwelling permit on the subject property.

One of the main items that city engineering required was a geotechnical report on Canoe Beach Drive, its' suitability as a future private lane, and the stability of the access to the property and building site. Onsite Engineering has provided a geotechnical report which states that Canoe Beach Drive west of the property would be serviceable as a private lane should the city close the road to public use. Also, that the entrance to the property in it's existing location is stable and is not at substantial risk for slippage.

Onsite will provide to the city's satisfaction a plan to re-locate the driveway access to the building site within the boundaries of the property, should a portion of the existing driveway east of the entrance be lost due to land slippage. Onsite will also provide geotechnical engineering reports for the build site.

Although there are a few details to be worked out, the owners are confident they can be resolved and look forward to the construction of their new home.

Jordan Baer

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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 meeting Room 100 of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, April 10, 2017 at 7:00 p.m.**

1) Proposed Amendment to Zoning Bylaw No 2303:

Proposed Rezoning of Lot 4, Section 25, Township 20, Range 10, W6M, KDYD, Plan 32303 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 4890 – 13 Street NE

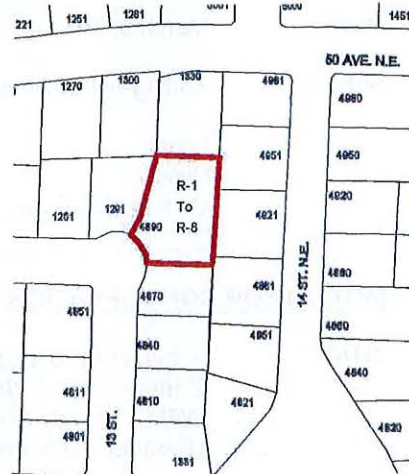
Location: Raven Subdivision, corner of 13th Street NE and 49th Avenue NE

Present Use: Single family dwelling

Proposed Use: Single family dwelling with a detached suite

Owner / Applicant: Harding, R. & J.

Reference: ZON-1087/ Bylaw No. 4204



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 March 28, 2017 to April 10, 2017, 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 the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Corporate Officer

Salmon Arm Observer: March 29 and April 5, 2017



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: March 8, 2017

Subject: Zoning Bylaw Amendment Application No. 1087

Legal: Lot 4, Section 25, Township 20, Range 10, W6M, KDYD, Plan 32303

Civic: 4890 13 Street NE

Owner / Applicant: Harding, R. & J.

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 25, Township 20, Range 10, W6M, KDYD, Plan 32303 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 4890 13 Street NE and currently contains a single family dwelling (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 new detached suite.

BACKGROUND

The subject parcel is located in the Raven subdivision. This area is largely comprised of R-1 zoned parcels containing single family dwellings. The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3). There are currently eight R-8 zoned parcels within close proximity of the subject parcel.

A site plan is attached as Appendix 4, while site photos are attached as Appendix 5. The intent of the applicant is to construct a new two-storey accessory building featuring an approximately 90 square metre detached suite above a garage. The relatively large subject parcel is approximately 0.35 acres, and easily exceeds the applicable requirements of minimum parcel area and minimum parcel width to permit a detached suite within the proposed R-8 zone.

The site plan indicates that the proposed siting of the suite in the south-east yard can meet the applicable minimum setback requirements: 3 m or 9.8 feet from the rear (east) and 2 m or 6.5 feet from the interior (south) parcel line). Parking for the suite is also specified in the site plan and should be easily provided.

Detached Suites

Policy 8.3.25 of the OCP provides for the consideration of detached suites in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on Zoning Bylaw parcel area requirements, the subject property has potential for the development of a detached suite, including sufficient space for an additional off-street parking stall to serve the suite as indicated in the attached site plans.

COMMENTSEngineering Department

No objections to the proposed rezoning, subject to owner satisfying servicing requirements at time of development (water meter). Comments attached as Appendix 6.

Building Department

No concerns with rezoning. Construction subject to BC Building Code. Water meter required.

Development Cost Charges (DCCs) are payable at the time of Building Permit for a Detached Suite in the amount of \$6,064.31 (same as the DCCs for a High Density Residential Unit).

Fire Department

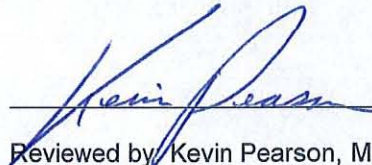
No concerns.

Planning Department

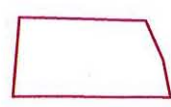
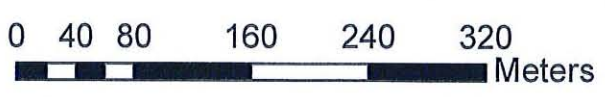
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The sloping terrain, as well as existing vegetation, should limit impacts on neighbouring parcels to the east, while the existing driveway has sufficient parking area to serve both the suite and primary dwelling. Development of a detached suite requires 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



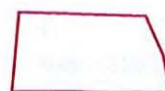
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



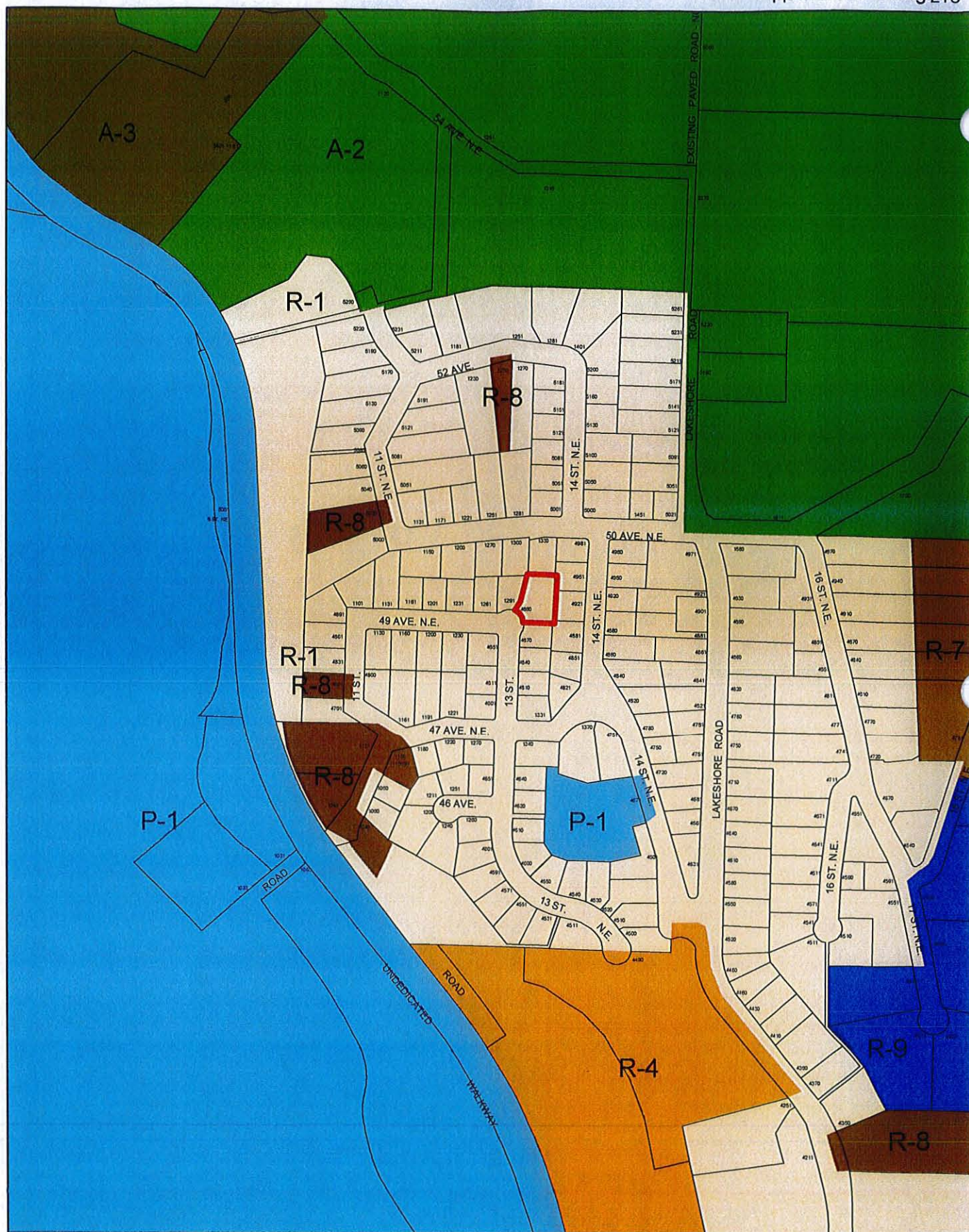
Subject Property



0 4 8 16 24 32 Meters



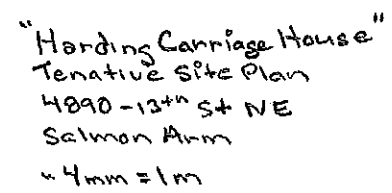
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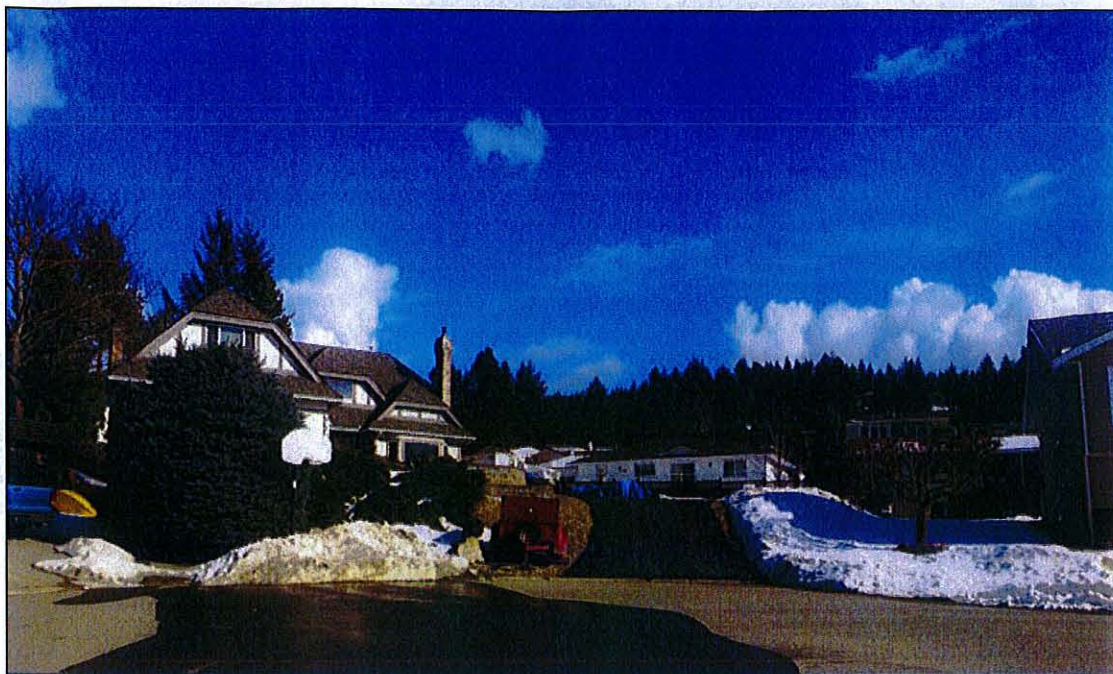
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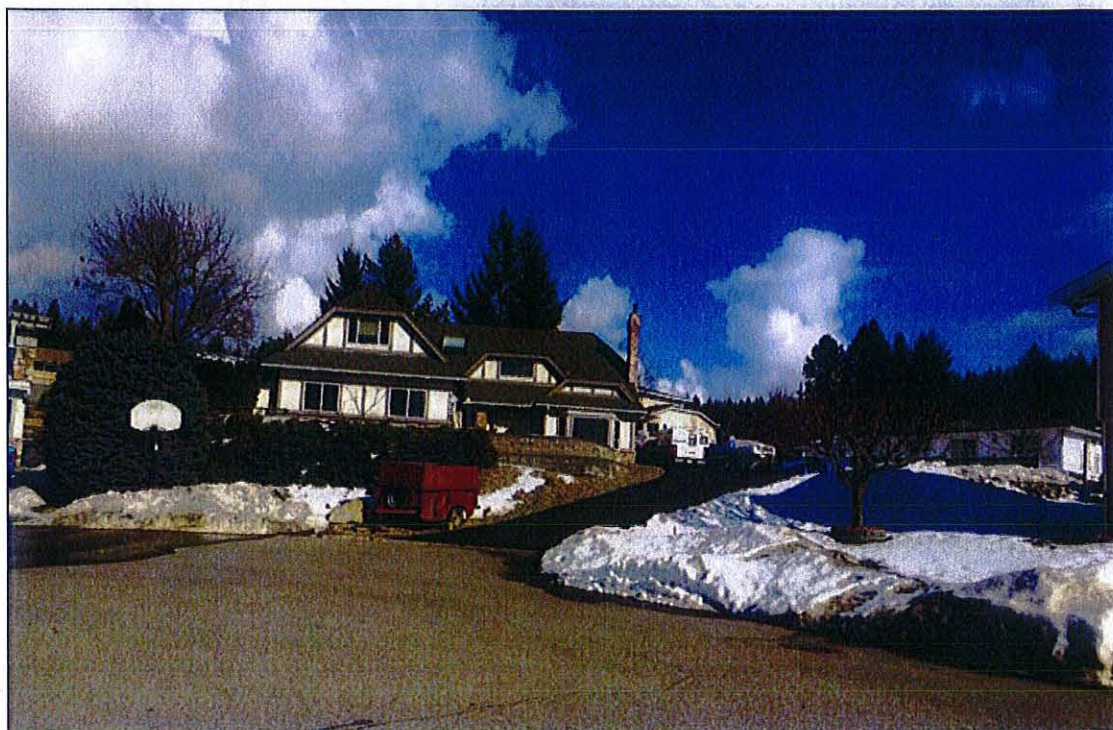
Subject Property



Appendix 5: Site Photos



View of subject parcel looking east from 49 Avenue NE showing adjacent properties.



View north-east from 13 Street NE showing adjacent properties.



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

To: Kevin Pearson, Director of Development Services
 Date: February 27, 2017
 Prepared by: Darin Gerow, Engineering Assistant
 Subject: Proposed Rezoning Application ZON-1087E
 Legal: Lot 4, Section 25, Township 20, Range 10, W6M, KDYD, Plan 32303
 Civic: 4890 – 13 Street NE
 Owner: Harding
 Applicant: Owner

Further to your referral dated February 16, 2017, the Engineering Department has thoroughly reviewed the site and has no objections to the proposed rezoning.

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:

- Owner/developer to install water meter at time of building permit (as per specification No. W-10). City will supply the meter at the owners cost. Inspection will be required to ensure meter has been provided before the connection to the detached suite.
- Sufficient onsite Parking shall be provided.

Darin Gerow, ASCT
Engineering Assistant

Rob Niewenhuizen, ASCT
Director of Engineering & Public Works

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Item 21.1

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4204 be read a third and final time.

[ZON-1087; Harding, R. & J., 4890 – 13 Street NE, R-1 to R-8]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM

BYLAW NO. 4204

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 , 2017 at the hour of 7:00 p.m. was published in the and , 2017 issues of the Salmon Arm Observer;

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

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

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

- Rezone Lot 4, Section 25, Township 20, Range 10, W6M, KDYD, Plan 32303 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. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4204**".

READ A FIRST TIME THIS 27th DAY OF March 2017

READ A SECOND TIME THIS 27th DAY OF March 2017

READ A THIRD TIME THIS DAY OF 2017

ADOPTED BY COUNCIL THIS DAY OF 2017

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 23.

CITY OF SALMON ARM

Date: April 10, 2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of April 10, 2017, be adjourned.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

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