

1. April 25, 2022 - Council Agenda And Correspondence

Documents:

[APRIL 25, 2022 - AGENDA.PDF](#)

[APRIL 25, 2022 - COUNCIL CORRESPONDENCE.PDF](#)



AGENDA

City of Salmon Arm Regular Council Meeting

Monday, April 25, 2022
1:30 p.m.

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

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3-18	1.	Regular Council Meeting Minutes of April 11, 2022
	7.	COMMITTEE REPORTS
19-22	1.	Development and Planning Services Committee Meeting Minutes of April 19, 2022
23-26	2.	Environmental Advisory Committee Meeting Minutes of April 8, 2022
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	9.	STAFF REPORTS
27-28	1.	Director of Corporate Services – Staff Appointments
29-34	2.	Chief Financial Officer and Director of Engineering and Public Works – Make Up Air Unit Loop – CleanBC (CCF), Investing in Canada Infrastructure Program (ICIP)

10. INTRODUCTION OF BYLAWS
11. RECONSIDERATION OF BYLAWS
 - 35-60 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4499 [OCP4000-48; Canzea Developments Ltd.; 1141 18 Street NE; MR to HR] – Second Reading
 - 61-64 2. City of Salmon Arm Zoning Amendment Bylaw No. 4501 [ZON-1233; Canzea Developments Ltd.; 1141 18 Street NE; R-4 to R-5] (*See Item 11.1 for Staff Report*) – Second Reading
 - 65-142 3. 2021 Final Budget
 - a. City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4512 – Final Reading
 - b. City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4513 – Final Reading
 - c. City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4514 – Final Reading
 - d. City of Salmon Arm Development Cost Charge Underpass Reserve Fund Expenditure Bylaw No. 4515 – Final Reading
 - e. City of Salmon Arm Cemetery Purchase and Development Reserve Fund Expenditure Bylaw No. 4516 – Final Reading
 - f. City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4517 – Final Reading
 - g. City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4518 – Final Reading
 - h. City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4519 – Final Reading
 - i. City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4520 – Final Reading
 - j. City of Salmon Arm Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4521 – Final Reading
 - 143-162 4. 2022 Final Budget
 - a. City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4524 – Final Reading
 - b. City of Salmon Arm 2022 Annual Rate of Taxation Bylaw No. 4508 – Final Reading
 - 163-166 5. City of Salmon Arm Sterile Insect Release [SIR] Program Parcel Tax Amendment Bylaw No. 4507 – Final Reading
12. CORRESPONDENCE
 - 167-168 1. Informational Correspondence
13. NEW BUSINESS

14. **PRESENTATIONS**
- 169-180 1. Presentation 4:00 – 4:15 p.m. (approximately)
A. French and M. Alto, Living Wage for Families BC/First Call Child and Youth Advocacy Society – Overview of Living Wage Policy and Implementation
- 181-186 2. Presentation 4:15 – 4:30 (approximately)
Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report January 2022 to March 31, 2022
15. **COUNCIL STATEMENTS**
16. **SALMON ARM SECONDARY YOUTH COUNCIL**
17. **NOTICE OF MOTION**
- 187-188 1. Councillor Lindgren – Non-Gendered Washrooms
18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
19. **OTHER BUSINESS**
20. **QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	21.	DISCLOSURE OF INTEREST
	22.	HEARINGS
189-206	1.	Development Variance Permit Application No. VP-547 [Hansen, A./Lawson Engineering Ltd.; 2580 21 Street NE; Servicing requirements]
	23.	STATUTORY PUBLIC HEARINGS
207-214	1.	Zoning Amendment Application No. ZON-1231 [Paton, D. & Kuster, M.; 3941 20 Street NE; R-1 to R-8]
	24.	RECONSIDERATION OF BYLAWS
215-218	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4496 [ZON-1231; Paton, D. & Kuster, M.; 3941 20 Street NE; R-1 to R-8] – Third and Final Reading (<i>see Item 23.1 for Staff Report</i>)
	25.	QUESTION AND ANSWER PERIOD
219-220	26.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: pursuant to Section 90(1) (d) the security of the property of the municipality and (g) litigation or potential litigation affecting the municipality of the Community Charter, Council move In-Camera.

Vote Record

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

Opposed:

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

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Item 6.1

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

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

Vote Record

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

Opposed:

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

REGULAR COUNCIL

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

PRESENT:

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

Chief Administrative Officer E. Jackson
Director of Engineering and Public Works R. Niewenhuizen
Director of Development Services K. Pearson
Director of Corporate Services S. Wood
Chief Financial Officer C. Van de Cappelle
Deputy Corporate Officer C. Boback
Executive Assistant B. Puddifant

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0146-2022

Moved: Councillor Eliason
Seconded: Councillor Lindgren
THAT: pursuant to Section 90(1) (c) labour relations or other employee relations and (g) litigation or potential litigation affecting the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.

Council returned to Regular Session at 2:21 p.m.

Council recessed until 2:30 p.m.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of March 28, 2022

0147-2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of March 28, 2022, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of April 4, 2022

0148-2022

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee Meeting Minutes of April 4, 2022, be received as information.

CARRIED UNANIMOUSLY

2. Environmental Advisory Committee Meeting Minutes of March 11, 2022

0149-2022

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Environmental Advisory Committee Meeting Minutes of March 11, 2022 be received as information.

CARRIED UNANIMOUSLY

3. Active Transportation Task Force Meeting Minutes of April 4, 2022

0150-2022

Moved: Mayor Harrison

Seconded: Councillor Lavery

THAT: the Active Transportation Task Force Meeting Minutes of April 4, 2022 be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS – continued

Councillor Lindgren left the meeting at 2:40 pm and returned at 2:41 pm.

4. Community Heritage Commission Meeting Minutes of March 7, 2022

0151-2022 Moved: Councillor Cannon
 Seconded: Councillor Eliason
 THAT: the Community Heritage Commission Meeting Minutes of March 7, 2022
 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

Board in Brief – March 2022 – Received for information

14. PRESENTATIONS

1. A. Spencer, BDO Canada LLP – 2021 Audited Financial Statements

A. Spencer, BDO Canada LLP provided an overview of the 2021 Audited Financial Statements. She was available to answer questions from Council.

9. STAFF REPORTS

1. Chief Financial Officer – 2021 Financial Statements

0152-2022 Moved: Councillor Wallace Richmond
 Seconded: Councillor Lindgren
 THAT: the Financial Statements for the year ended December 31, 2021 be adopted
 as presented.

CARRIED UNANIMOUSLY

2. Chief Financial Officer – 2021 Yearend Surplus – For Information

Received for information.

3. Chief Financial Officer – 2022 Assessments/New Construction – For Information

Received for information.

10. INTRODUCTION OF BYLAWS**1. 2021 Final Budget**

- a. City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4512 – First, Second and Third Readings
- b. City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4513 – First, Second and Third Readings
- c. City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4514 – First, Second and Third Readings
- d. City of Salmon Arm Development Cost Charge Underpass Reserve Fund Expenditure Bylaw No. 4515 – First, Second and Third Readings
- e. City of Salmon Arm Cemetery Purchase and Development Reserve Fund Expenditure Bylaw No. 4516 – First, Second and Third Readings
- f. City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4517 – First, Second and Third Readings
- g. City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4518 – First, Second and Third Readings
- h. City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4519 – First, Second and Third Readings
- i. City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4520 – First, Second and Third Readings
- j. City of Salmon Arm Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4521 – First, Second and Third Readings

0153-2022

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4512 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Capital Reserve Fund Expenditure Bylaw No. 4513 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4514 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Development Cost Charge Underpass Reserve Fund Expenditure Bylaw No. 4515 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Cemetery Purchase and Development Reserve Fund Expenditure Bylaw No. 4516 be read a first, second and third time;

10. INTRODUCTION OF BYLAWS - continued

1. 2021 Final Budget - continued

AND THAT: the bylaw entitled City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4517 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4518 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4519 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4520 be read a first, second and third time;

AND FURTHER THAT: the bylaw entitled City of Salmon Arm Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4521 be read a first, second and third time.

CARRIED UNANIMOUSLY

2. 2022 Final Budget

a. City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4524 – First, Second and Third Readings

b. City of Salmon Arm 2022 Annual Rate of Taxation Bylaw No. 4508 – First, Second and Third Readings

0154-2022

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4524 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm 2022 Annual Rate of Taxation Bylaw No. 4508 be read a first, second and third time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Sterile Insect Release [ISR] Program Parcel Tax Amendment Bylaw No. 4507 – First, Second and Third Readings

0155-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Sterile Insect Release [SIR] Program Parcel Tax Amendment Bylaw No. 4507 be read a first, second and third time.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

4. Director of Engineering & Public Works – Project Award – WPCC Outfall Inspection

0156-2022

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council approve the award of the WPCC Outfall Inspection to ASI Group Ltd. in accordance with their quote, in the amount of \$27,850.00 plus taxes as applicable;

AND THAT: The 2022 Budget contained in the 2022 – 2026 Financial Plan be amended to reflect additional funding in the amount of \$25,000.00 for a total budget of \$30,000.00 to be funded from the Canoe Beach Drive (50-52 St) sanitary replacement project.

CARRIED UNANIMOUSLY

5. Director of Engineering & Public Works – New Pump Purchase – Water Plant Sanitary Lift Station

0157-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council approve the purchase of a new 17 HP Flygt Sewerage Pump for the Water Treatment Plant Sewer Lift Station from Electric Motors & Pump Service Ltd. (EMPS) for the quoted total price of \$29,043.00 plus taxes as applicable;

AND THAT: the Budget contained in the 2022 – 2026 Financial Plan be amended to reflect additional funding in the amount of \$5,000.00 for a total budget of \$30,000.00 to be funded from Water Extensions and Replacements;

AND FURTHER THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of a new 17 HP Flygt Sewerage Pump to authorize sole sourcing of same to EMPS.

CARRIED UNANIMOUSLY

6. Chief Administrative Officer – Code of Responsible Conduct

0158-2022

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: Policy #1.14 Council Code of Responsible Conduct be adopted.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS - continued

4. City of Salmon Arm Zoning Amendment Bylaw No. 4496 [ZON-1231; Paton, D./Kuster, M.; 3941 20 Street NE; R-1 to R-8] – First and Second readings

0159-2022 Moved: Councillor Cannon
 Seconded: Councillor Wallace Richmond
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4496 be read a first and second time.

CARRIED UNANIMOUSLY

5. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4499 [OCP4000-48; Canzea Developments Ltd.; 1141 18 Street NE; MR to HR]– First Reading

0160-2022 Moved: Councillor Cannon
 Seconded: Councillor Flynn
 THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4499 be read a first time.

CARRIED
Councillor Lavery Opposed

6. City of Salmon Arm Zoning Amendment Bylaw No. 4501 [ZON-1233; Canzea Developments Ltd.; 1141 18 Street NE; R-4 to R-5] (See Item 10.5 for Staff Report) – First Reading

0161-2022 Moved: Councillor Eliason
 Seconded: Councillor Flynn
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4501 be read a first time.

CARRIED
Councillor Lavery Opposed

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4522 [Parking Rates] - Final Reading

0162-2022 Moved: Councillor Eliason
 Seconded: Councillor Wallace Richmond
 THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4522 be read a final time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS - continued

2. City of Salmon Arm Land Use Contract Termination Bylaw No. 4485 [Canoe Creek Estates] - Final Reading

0163-2022 Moved: Councillor Wallace Richmond
 Seconded: Councillor Lindgren
 THAT: the bylaw entitled City of Salmon Arm Land Use Contract Termination Bylaw No. 4485 be read a final time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4486 [ZON-1225; Canoe Creek Estates; R-1 to R-6] - Final Reading (see Item 11.2 for Staff Report)

0164-2022 Moved: Councillor Eliason
 Seconded: Councillor Flynn
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4486 be read a final time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Mobile Home Park Amendment Bylaw No. 4487 [Text Amendment; Canoe Creek Estates lot sizes] - Final Reading (see Item 11.2 for Staff Report)

0165-2022 Moved: Councillor Wallace Richmond
 Seconded: Councillor Cannon
 THAT: the bylaw entitled City of Salmon Arm Mobile Home Park Amendment Bylaw No. 4487 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

1. Informational Correspondence

4. D. Shultz, President, Salmon Arm Curling Club - letter dated April 5, 2022 - Letter of Support - BC Community Gaming Grant

0166-2022 Moved: Councillor Eliason
 Seconded: Councillor Cannon
 THAT: Council provide a letter of support to the Salmon Arm Curling Club for their submission to the BC Community Gaming Grant funding program.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued

1. Informational Correspondence - continued

5. D. Gonela, Executive Director, Salmon Arm Roots & Blues – letters dated March 25, 2022 – Temporary Campground request, Bulk Wastewater Disposal Fee, 5th Street SW closure, Noise Bylaw Variance Request, Water Restriction Change request

0167-2022

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize the Salmon Arm Folk Music Society to utilize the southeast section of Blackburn Park for use as a volunteer and over-flow campground from August 15 to August 24, 2022, during the 30th annual Roots and Blues Festival subject to provision of adequate liability insurance;

AND THAT: Council authorize the extension of the Noise Bylaw for the 30th annual Roots and Blues Festival to 1:00 a.m. from and including August 18, to August 21, 2022;

AND FURTHER THAT: Council authorize the closure of 5 Street SW between 5 Avenue SW and 10 Avenue SW from 8:00 a.m. August 19, 2022 until 7:00 a.m. August 22, 2022.

CARRIED UNANIMOUSLY

7. J. Evans, Family Navigator and Outdoor Play Facilitator, Shuswap Children's Association – letter dated March 31, 2022 – Storytime in the Park for Summer 2022 Outdoor Recreation Program

0168-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council authorize the Shuswap Children's Association to hold Storytime in the Park from 9:30 a.m. to 12:00 p.m., subject to the provision of adequate liability insurance, for the following locations on the following dates:

June 19, 2022 – McGuire Lake Park

July 10, 2022 – Fletcher Park

July 27, 2022 – Klahani Park

August 3, 2022 – Kin Park

August 10, 2022 – Blackburn Park

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued1. Informational Correspondence - continued9. D. Butler, Ride Don't Hide Coordinator, CMHA - letter dated April 11, 2022 - Ride Don't Hide

0169-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council authorize the Canadian Mental Health Association to use the parking space at 433 Hudson Avenue NE to hold a stationary bike relay event for Mental Health Week, May 2 to 6, 2022, from 9:30 a.m. to 2:00 p.m. subject to provision of adequate liability insurance;

AND THAT: Council authorize the Canadian Mental Health Association to use Soccer Field #2 at Blackburn Park on June 12, 2022 from 12:30 to 5:00 p.m. to host a celebration day, subject to booking with Shuswap Recreation Society and subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY6. J. Keis, Marketing and Sales Manager, Armstrong Regional Cooperative - email dated March 30, 2022 - Rental Request for Marine Peace Park in Salmon Arm

0170-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Council authorize the Armstrong Regional Cooperative to hold a family outdoor movie event at Marine Peace Park on either August 11 or 18, 2022 from 6:00 to 11:30 p.m. subject to booking with Shuswap Recreation Society and confirmation of adequate liability insurance.

CARRIED UNANIMOUSLY13. NEW BUSINESS15. COUNCIL STATEMENTS19. OTHER BUSINESS14. PRESENTATIONS16. SALMON ARM SECONDARY YOUTH COUNCIL17. NOTICE OF MOTION18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

20. QUESTION AND ANSWER PERIOD

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

2. IN-CAMERA SESSION ~ continued

0171-2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: pursuant to Section 90(1) (c) labour relations or other employee relations and (g) litigation or potential litigation affecting the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 4:12 p.m.

Council returned to Regular Session at 5:14 p.m.

The Meeting recessed to 7:00 p.m.

PRESENT:

Mayor A. Harrison

Councillor L. Wallace Richmond

Councillor C. Eliason (participated remotely)

Councillor D. Cannon

Councillor K. Flynn

Councillor S. Lindgren

Councillor T. Lavery (participated remotely)

Chief Administrative Officer E. Jackson

Director of Engineering and Public Works R. Niewenhuizen

Director of Development Services K. Pearson

Director of Corporate Services S. Wood

Deputy Corporate Officer C. Boback

Executive Assistant B. Puddifant

ABSENT:

21. DISCLOSURE OF INTEREST

Councillor Wallace Richmond declared a conflict with Items 23.3 and 24.3 as a family member is employed by the applicant.

22. HEARINGS

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1228 [Wild Blue Developments Ltd./Franklin Engineering Ltd.; 2220 10 Street SW; R-1 and A-2 to R-8]

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

Submissions were called for at this time.

J. Franklin, Franklin Engineering Ltd., the applicant, outlined the application and was available to answer questions from Council.

J. Emmel, 1121 24 Ave SW raised concerns about traffic flow from the proposed subdivision, but was not opposed to the R-8 zoning.

B. Schneider, 1021 23 Ave SW raised concerns about the setbacks for road allowance, but was not opposed to the R-8 zoning.

J. Bickle, 1241 25 Ave SW spoke to the water pressure issues on 25th Ave SW, but was not opposed to the R-8 zoning.

T. Moody, 1030 24 Ave SW raised concerns about traffic on 24th Ave SW.

L. Lyons, 1020 23 Ave SW questioned if the homes would be rentals in the R-8 zone and raised concerns about the existing greenspace and possible preservation of trees.

T. Penney, 1230 24 Ave SW raised concerns about traffic and parking on 24 Ave SW.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:25 p.m. followed by comments from Council and the next item ensued.

2. Zoning Amendment Application No. ZON-1232 [Dieleman, P. & J.; 6500 1 Avenue NW; A-2 to A-3]

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

Submissions were called for at this time.

J. Dieleman, the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:29 p.m. followed by comments from Council and the next item ensued

Councillor Wallace Richmond declared a conflict and left the meeting at 7:29 p.m.

23. STATUTORY PUBLIC HEARINGS - continued

3. Zoning Amendment Application No. ZON-1235 [Bickle, J. & J.; 1241 25 Avenue SW; R-1 and R-9 to R-8]

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

Submissions were called for at this time.

J. Bickle, the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:33 p.m. followed by comments from Council.

Councillor Wallace Richmond returned to the meeting at 7:33 p.m.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4492 [ZON-1228; Wild Blue Developments Ltd./Franklin Engineering Ltd.; 2220 10 Street SW; R-1 and A-2 to R-8] - Third and Final Reading

0172-2022 Moved: Councillor Eliason
 Seconded: Councillor Flynn
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4492 be read a third and final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4498 [ZON-1232; Dieleman, P. & J.; 6500 1 Avenue NW; A-2 to A-3] - Third and Final Reading

0173-2022 Moved: Councillor Cannon
 Seconded: Councillor Lavery
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4498 be read a third and final time.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond declared a conflict and left the meeting at 7:58 p.m.

3. City of Salmon Arm Zoning Amendment Bylaw No. 4506 [ZON-1235; Bickle, J. & J.; 1241 25 Avenue SW; R-1 and R-9 to R-8] - Third and Final Reading

0174-2022 Moved: Councillor Cannon
 Seconded: Councillor Lindgren
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4506 be read a third and final time.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 8:00 pm.

2. IN-CAMERA SESSION – continued

The following Motions were released from the In-Camera Council Meeting of April 11, 2022:

- 0032-2022(ic) THAT: Health and Safety Policy #6.9 “Proof of Vaccination” be suspended effective April 11, 2022, as per section 6, until such time that the current COVID pandemic is no longer in effect or the Public Health Officer determines Health and Safety is once again at risk in relation to the COVID-19 pandemic and Council determines that the policies should be reinstated.
- 0033-2022(ic) THAT: Health and Safety Policy #6.10 “Proof of Vaccinations – Contractors” be suspended, effective April 11, 2022 as per section 6, until such time that the current COVID pandemic is no longer in effect or the Public Health Officer determines Health and Safety is once again at risk in relation to the COVID-19 pandemic and Council determines that the policies should be reinstated.
- 0034-2022(ic) THAT: Council makes a motion that resolves that City employees working at the RCMP detachment are subject to the rules and regulations for COVID safety as set out by the Government of Canada and City employees working in Provincial work areas are subject to the rules and regulations for COVID safety as set out by the Province of BC.

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

- 0175-2022 Moved: Councillor Flynn
 Seconded: Councillor Wallace Richmond
 THAT: the Regular Council Meeting of April 12, 2022, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:02 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

Adopted by Council the day of , 2022.

MAYOR

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Item 7.1

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of April 19, 2022 be received as information.

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Tuesday, April 19, 2022.

PRESENT:

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

Chief Administrative Officer E. Jackson
Director of Development Services K. Pearson
Director of Corporate Services S. Wood
Executive Assistant B. Puddifant

ABSENT:

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. REVIEW OF THE AGENDA

4. DISCLOSURE OF INTEREST

5. REPORTS

1. Development Variance Permit Application No. VP-547 [Hansen, A./Lawson Engineering Ltd.; 2580 21 Street NE; Servicing requirements]

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-547 be authorized for issuance for Lot 5, Section 24, Township 20, Range 10, W6M, KDYD, Plan 11115 which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163 for subdivision as permitted under the R-1 – Single Family Zoning regulations:

5. REPORTS - continued1. Development Variance Permit Application No. VP-547 [Hansen, A./Lawson Engineering Ltd.; 2580 21 Street NE; Servicing requirements] - continued

1. Waive the watermain upgrade from 100mm to 150mm on 26 Avenue NE and 21 Avenue NE;
2. Waive the sanitary main upgrade from 150mm to 200mm on 21 Street NE; and
3. Waive the required 250 mm storm main installation on 26 Avenue NE (cash in lieu).

A. Waters, Lawson Engineering Ltd., agent for the applicant, outlined the application and was available to answer questions from the Committee.

The motion was split and amended as follows:

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Section 5.4.2 - Reduce the minimum watermain upgrade (cash in lieu contribution) from 100% (\$124,513.20) to 50% (\$62,256.60).

CARRIED UNANIMOUSLY

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Section 6.4.8 - Waive the sanitary main upgrade from 150mm to 200mm on 21 Street NE.

CARRIED UNANIMOUSLY

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Section 7.5.3 - Reduce the required storm main installation (cash in lieu contribution) from 100% (\$94,222.80) to 50% (\$47,111.40).

CARRIED

Councillor Flynn Opposed

Motion as amended:

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. CORRESPONDENCE

8. IN-CAMERA

9. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee meeting of April 19, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:27 a.m.

Mayor Alan Harrison
Chair

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

Item 7.2

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Environmental Advisory Committee Meeting Minutes of April 8, 2022 be received as information.

Vote Record

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

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

CITY OF SALMON ARM

Minutes of the Environmental Advisory Committee Meeting held by virtual means on Friday, April 8, 2022 at 2:30 p.m.

PRESENT:

Councillor Sylvia Lindgren
Julia Beatty
Janet Pattinson
Carmen Fennell
Sharon Bennett
Michael Simpson
Janet Aitken
Warren Bell
Dale Culler
Luke Gubbels
Barb Puddifant

City of Salmon Arm, Chair
Shuswap Climate Action
Shuswap Naturalist Club
Citizen at Large
Citizen at Large
Citizen at Large
SABNES
Canadian Association of Physicians for the Environment (CAPE)
School District No. 83
Canoe Forest Products
City of Salmon Arm, Recorder

ABSENT:

Barrie Voth
Jessica Klikach
Christina Thomas
Pauline Waelti

Adams Lake Indian Band
Agricultural Industry
Salmon Arm Fish and Game Club
Nesklonlith Indian Band
Shuswap Environment Action Society (SEAS)

GUESTS:

Ceran Caner

The meeting was called to order at 2:31 p.m.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval/changes/additions to Agenda

Addition of Item 7.b) – Fire Mitigation at Little Mountain Park

Moved: Carmen Fennell

Seconded: Janet Pattinson

THAT: the Environmental Advisory Committee Meeting Agenda of April 8, 2022 be approved with additions.

CARRIED UNANIMOUSLY

4. Approval of Minutes from March 11, 2022

Moved: Janet Pattinson

Seconded: Carmen Fennell

THAT: the Minutes of the Environmental Advisory Committee Meeting of March 11, 2022 be approved.

CARRIED UNANIMOUSLY

5. Presentations

Ceran Caner entered the meeting at 2:44 p.m.

6. Old Business/Arising from Minutes

- a) **Bylaw Review – Tree Removal and Protection Bylaw No. 2305 and Pesticide Use Bylaw No. 3744**

Tree Removal Bylaw – The group has not met since the last meeting of the Committee and are waiting for review of Committee recommendations by City staff.

Pesticide Use Bylaw – The group has not met since the last meeting of the Committee and are waiting for review of Committee recommendations by City staff.

7. New Business

- b) **Fire Mitigation at Little Mountain Park**
The fire mitigation process underway at Little Mountain Park was discussed by the Committee and concerns with this process were considered. The Naturalists have a slide show of the park that they would like to present to Council. Councillor Lindgren will discuss this with Mayor Harrison.
- a) **Climate Action – council/staff direction**
The Committee discussed the importance of hiring a City staff Climate Action Coordinator and forming a cohesive Climate Action Plan. Councillor Lindgren spoke regarding the Committee providing further community education and the possibility of an eco-fair.

Dale Culler left the meeting at 3:24 p.m.

8. Other Business & / or Roundtable Updates

9. Next Meeting – TBD

10. Adjournment

Moved: Warren Bell

Seconded: Carmen Fennel

THAT: the Environmental Advisory Committee meeting of April 8, 2022 be adjourned.

CARRIED UNANIMOUSLY

The virtual meeting ended at 3:32 p.m.

Councillor Sylvia Lindgren, Chair

Received for information by Council the day of , 2022.

Item 9.1

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor

Seconded: Councillor

THAT: pursuant to Section 148 of the Community Charter, Council appoint Corinne Boback as Deputy Corporate Officer for the City of Salmon Arm;

AND THAT: pursuant to Section 58(1) of the Local Government Act, Council appoint Corinne Boback as the Deputy Chief Election Officer for the 2022 General Local Government Election.

Vote Record

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

Opposed:

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



To: His Worship Mayor Harrison & Members of Council

Date: April 20, 2022

Subject: Staff Appointments

Recommendation:

THAT pursuant to Section 148 of the *Community Charter*, Council appoint Corinne Boback as Deputy Corporate Officer for the City of Salmon Arm;

AND THAT pursuant to Section 58(1) of the Local Government Act, Council appoint Corinne Boback as the Deputy Chief Election Officer for the 2022 General Local Election.

Background:

Corinne Boback has been hired as the Deputy Corporate Officer and requires formal appointments for her new role.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Sue Wood".

Sue Wood

Director of Corporate Services

Item 9.2

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the submission of a grant application under the CleanBC Communities Fund (CCF), Investing in Canada Infrastructure Program (ICIP), for the replacement of two make up air units (MUA's) and integration with a low temperature glycol loop at the Shaw Centre for \$422,500.00;

AND THAT: The 2022 Budget contained in the 2022 – 2026 Financial Plan be amended to reflect the Shaw Centre MUA Loop Replacement in the amount of \$431,000.00 funded as follows:

- CCF – ICIP Grant - \$309,000.00;
- Climate Action Reserve - \$60,000.00;
- General Capital Reserve Fund - \$40,000.00; and
- Shaw Centre Major Maintenance Reserve - \$22,000.00.

AND THAT: Council approve the award of Consulting Services for the CCF-ICIP grant application to Polar Engineering for up to the total quoted price of \$7,900.00 plus taxes as applicable;

AND FURTHER THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of Consulting Services related to the CCF-ICIP grant application to authorize the sole sourcing of same to Polar Engineering.

Vote Record

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

Opposed:

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

**CITY OF
SALMON ARM**

To: Mayor Harrison and Members of Council
Date: April 19, 2022
From: Chelsea Van de Cappelle, Chief Financial Officer and Robert Niewenhuizen,
Director of Engineering and Public Works
Subject: Shaw Centre – Make Up Air Unit Loop – CleanBC (CCF), Investing in Canada
Infrastructure Program (ICIP)

Recommendation:

That: Council authorize the submission of a grant application under the CleanBC Communities Fund (CCF), Investing in Canada Infrastructure Program (ICIP), for the replacement of two make up air units (MUA's) and integration with a low temperature glycol loop at the Shaw Centre for \$422,500.00;

And That: The 2022 Budget contained in the 2022 – 2026 Financial Plan be amended to reflect the Shaw Centre MUA Loop Replacement in the amount of \$431,000.00 funded as follows:

- CCF – ICIP Grant - \$309,000.00;
- Climate Action Reserve - \$60,000.00;
- General Capital Reserve Fund - \$40,000.00; and
- Shaw Centre Major Maintenance Reserve - \$22,000.00.

And That: Council approve the award of Consulting Services for the CCF-ICIP grant application to Polar Engineering for up to the total quoted price of \$7,900.00 plus taxes as applicable;

And Further

That: The City's Purchasing Policy No. 7.13 be waived in the procurement of Consulting Services related to the CCF-ICIP grant application to authorize the sole sourcing of same to Polar Engineering.

Background:

The CleanBC Communities Fund (CCF) is a component of the Investing in Canada Infrastructure Program's (ICIP) Green Infrastructure – Climate Change Mitigation sub-stream with a focus on reducing greenhouse gas emissions. This program funds only tangible physical infrastructure projects that reduce greenhouse gas emissions and provide "public use or benefit". This is the third intake under this stream. Applicants have until **May 25, 2022** to submit an application.

There is no maximum allowable grant size per project, however favorable consideration will be given to those projects under \$13.4 million. The program is cost shared between the federal and BC provincial government. As a local government applicant, the City is eligible for up to 73.33% combined total funding.

The project must meet at least one of the following:

- Increased capacity to manage renewable energy;
- Increased access to clean energy transportation;
- Increased energy efficiency of buildings; or
- Increased generation of clean energy.

Grant applications must include a sufficient contingency for the cost estimate and must also complete a Greenhouse Gas Preliminary Assessment.

The Shaw Centre was constructed in 1999 and provides two NHL regulation sized arenas which provide patrons with ice time for public skating, parent and tot activities, and drop in programs. Local community organizations offer a wide variety of youth and adult hockey, ringette, speed skating, lacrosse and figure skating programs. The sizable floor space provides the perfect venue for trade shows, conventions, concerts and large sporting events. The Shaw Centre can accommodate tournaments and league championships of any size and offers year round exhibition space; allowing organizers of business workshops, seminars and cultural events to take advantage of a seating capacity for 1,500.

Since its construction, the facility has been well maintained. However, as the Shaw Centre is nearing its 25th year of operation, many of the systems remain in use beyond their expected useful life. In its current condition, the equipment is causing increased maintenance costs and are not energy efficient.

In July 2021, Council authorized the Shuswap Recreation Society (Society) to submit and manage a grant application under the Fortis BC Custom Efficiency Program to complete an Energy Savings Study for the Shaw Centre. The intent of the study was to produce a listing of projects and select capital improvements the City could undertake to improve energy efficiency and reduce greenhouse gas (GHG) emissions. The Society was successful in its application and contracted Polar Engineering to complete the work. The City's Energy Savings Study recommended three (3) energy conservation measures (ECM's). One ECM recommended replacing two (2) make-up air units (MUA's) and integrating them with a low temperature glycol loop.

The Shaw Centre has two (2) MUA's on the roof. MUA 1 brings fresh air to the dressing rooms and MUA 2 brings fresh air to the Hucul arena. The two (2) MAU's are approaching end of life and this project proposes to replace them with new units. The new units will be integrated with a low temperature glycol loop to provide necessary heat. As a result, there will be no need to heat the air in the MUA's using natural gas. The heat would come from available heat from the ammonia plants refrigeration plant compressors. Natural gas would be used as a backup.

This ECM estimates a reduction in natural gas usage equal to 2,377 GJ/year and a reduction in GHG emissions of 118 tonnes/year, overall resulting in an estimated cost savings of \$16,209/year. This ECM provides the highest level of energy conservation and GHG reduction. The replacement of the MUA's and installation of a glycol loop will also provide future benefits as more units (i.e. dehumidifiers and rooftop units) are incorporated later, further improving energy efficiency at the Shaw Centre; one of the City's largest GHG contributors.

Preliminary cost estimates obtained from Polar Engineering suggest the project in total would be approximately \$325,000.00 plus a 30% to account for escalating prices, engineering and design fees and a general contingency, for a total estimated cost of \$422,500.00.

Polar Engineering is in a position to utilize their analysis and findings from the Energy Savings Study to complete the Greenhouse Gas Preliminary Assessment and energy recovery portions of the grant application. They are also able to provide written support and budgetary recommendations. Their quoted cost for these services is between \$5,000.00 and \$7,900.00 plus applicable taxes, depending on the time required to complete the application. As costs incurred to develop a funding application and supporting documentation are in-eligible under the CCF-ICIP grant, they would need to be funded entirely from City sources.

Fortis BC also provides implementation incentive funding for approved ECM's identified in our energy study equal to the incremental cost of undertaking an energy efficient project. Incentives are equal to the lesser of:

- \$3/GJ over the measure life of a natural gas efficiency project;
- \$0.02/kWh over the measure life of an electric efficient project; or
- 75% of the invoiced project costs.

The City's Energy Savings Study is currently being reviewed by Fortis BC and the City is optimistic for additional funding to support this project.

Staff Comments:

This project aligns with several strategic City drivers including diligent investment in infrastructure (assets) to support long-term renewal and fiscal and financial objectives, and protects our environment by reducing GHG emissions and assists the City in its commitment to climate action.

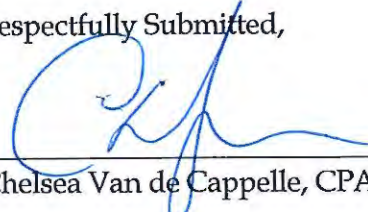
In consideration of the above, staff recommend that a grant application be submitted to the CleanBC Communities Fund (CCF) - Investing in Canada Infrastructure Program (ICIP) for the replacement of two MUA's and integration with a low temperature glycol loop at the Shaw Centre for a total eligible cost of \$422,500.00. The total estimated cost of replacement, including consulting services is \$431,000.00, to be funded from:

CCF – ICIP Grant (73.33% x \$422,500.00)	\$309,000.00	
Climate Action Reserve	60,000.00	<i>Estimated Reserve Balance \$103,000.00</i>
General Capital Reserve Fund	40,000.00	<i>Estimated Reserve Balance \$316,000.00</i>
Shaw Centre Major Maintenance Reserve	22,000.00	<i>Estimated Reserve Balance \$85,000.00</i>
Total	<u>\$431,000.00</u>	

As staff do not have the technical expertise necessary to complete certain aspects of the grant application and given the complementary work already completed under the Energy Savings Study, staff recommend that Polar Engineering be awarded the Consulting Services work related to the City's CCF-ICIP grant application for the quoted cost of \$7,900.00 plus applicable taxes.

Should the City be successful in securing a Fortis BC implementation incentive, funding from City sources would be reduced accordingly.

Respectfully Submitted,


Chelsea Van de Cappelle, CPA


ps: Robert Niewenhuizen, Director of
Engineering and Public Works

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Item 11.1

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4499 be read a second time.

[OCP4000-48; Canzea Developments Ltd.; 1141 18 Street NE; MR to HR]

Vote Record

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

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

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: March 30, 2022

Subject: Official Community Plan Amendment Application No. 4000 – 48 and Zoning Amendment Application No. 1233

Legal: Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978, Except Plan 54560

Civic Address: 1141 18 Street NE

Owner/Applicant: Canzea Developments Ltd., Inc. BC No. BC1073124

STAFF RECOMMENDATION

- THAT:** A Bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 to redesignate the south-east portion of Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978, Except Plan 54560 from Residential Medium Density to Residential High Density;
- AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;
- AND THAT:** Pursuant to Section 476 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after required consultation with School District No. 83;
- AND THAT:** Pursuant to Section 477 3 (a) of the *Local Government Act*, Council shall consider the proposed Official Community Plan Amendment in conjunction with:
- 1) The Financial Plans of the City of Salmon Arm; and
 - 2) The Liquid Water 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 the south-east portion of Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978, Except Plan 54560 from R4 (Medium Density Residential Zone) to R5 (High Density Residential Zone);
- AND THAT:** Final reading of the Rezoning Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

PROPOSAL

The applicant is proposing to amend the Official Community Plan (OCP) and zoning for the south-east section of 1141 18 Street for the purposes of constructing a multi-family building with approximately twenty four (24) units.

BACKGROUND

The subject property is designated Medium Density Residential in the OCP, within the Urban Containment Boundary and zoned R4 (Medium Density Residential) in the zoning bylaw (see Appendices 1-4). The subject property is approximately 9247sq.m. (2.2ac) in area. Essentially, the proposal is to split designate (OCP) and split zone the property in order to accommodate duplexes, triplexes and fourplexes on one portion of the site and a multifamily building on the other portion. The portion of the site under the current

application is approximately 2684sq.m.(0.66ac). The 6563sq.m (1.6ac) rest of the subject property would remain zoned R4.

Adjacent land uses include the following:

North: R1/Single Family Dwellings & unconstructed lane
South: R1 & C6/Single Family Dwellings & vacant (11 Avenue NE)
East: R1/Single Family Dwellings (18 Street NE)
West: CD-7/Single Family Dwellings & vacant

In 2021, Council granted conditional Development Permit approval for a 30-unit development project comprised of a mix of duplex, triplex and townhome buildings. To date the conditions of the approval have not been satisfied, specifically, the receipt of the landscaping estimate and bond. Therefore, Development Permit No. 431 (DP No. 431), with variances, has been supported by Council, but not issued. Appendix 5 is the Council motion on the issuance of DP No. 431, the site plan and an elevation drawing provided in support of that application. The revised proposal of current application removes two duplexes in the original proposal and replaces that portion of the site with multi-family building (potential 24 units).

The applicant is requesting to amend the OCP from Residential Medium Density to Residential High Density and to rezone from R4 (Medium Density Residential Zone) to R5 (High Density Residential Zone) for the south-east portion of the subject property. Residential High Density would allow for 100/ha (with an increase to 130 units/ha when amenities are provided for as per the R5 zone). Given the proposed development area and density, the site could accommodate up to 26 units without utilizing the density bonus provisions of the zone. The R5 zone is attached as Appendix 6. The proposed site plan is included as Appendix 7. Should the OCP Amendment and rezoning application be approved the developer has indicated that they would subdivide the subject property to create two separate development sites.

If the above is approved the applicant has indicated some slight amendments to DP No. 431 would likely be proposed. With regard to the current proposal, the developer would have to apply for a separate Residential Development Permit for the proposed multifamily building.

COMMENTS

Section 475 & 476 - Local Government Act

Pursuant to Sections 475 and 476 of the Local Government Act (optional and mandatory consultation requirements during OCP amendments), the proposed OCP amendments were referred to the following organizations on February 16, 2022:

Adams Lake Indian Band:	Response (attached as Appendix 8)
Neskonlith Indian Band:	No response to date
Economic Development Society:	No response
School District No. 83:	No response to date

Given the response of the Adams Lake Indian Band, staff have been in contact with the BC Archeological Branch to confirm known archeological sites in the vicinity and are awaiting a response. As directed by the Adams Lake Indian Band response, prior to any work commencing on the site the owner has been made aware that there may be artifacts and prior to work commencing they should contact ALIB to ensure that the regulations of the *Heritage Conservation Act* are adhered to.

Section 477 - Local Government Act

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

Section 52 - Transportation Act

Pursuant to Section 52(3)(a), the rezoning application was provided to the Ministry of Transportation (MOTI) for review. MOTI granted Preliminary Approval for the rezoning bylaw and the bylaw will be forwarded to MOTI for signature after third reading.

Engineering Department

No concerns with OCP Amendment or rezoning applications and have provided comments on required road and service improvements at Development Permit or Building Permit stage (Appendix 9). The Engineering Department provided a similar response with the previously mentioned Development Permit (DP No. 431).

Building Department

No concerns.

Fire Department

No concerns.

Planning Department

In addition to the High Density Residential Development Guidelines in the OCP, in 2020 Council adopted the *Salmon Arm Community Housing Strategy*, both documents offer guidelines and policies for incorporating higher density housing options in the community.

In encouraging more housing and housing diversity, the *Salmon Arm Community Housing Strategy* encourages the City to facilitate the development of multi-family housing and in deliberating multi-family housing considers the importance of density and housing diversity in easing housing supply issues in the community. Specifically, the following OCP guidelines encourage high-density housing that are reflected in the subject proposal:

"8.2.2 Encourage and support affordable and special needs housing, including housing options for the community's diverse population.

8.3.1 Encourage new residential developments within the UB that create a mix of residential housing types and densities.

8.3.19 Encourage High, Medium and Low Density Residential developments and subdivisions to meeting the following:

- a. good access to transportation routes, including transit, trails and sidewalks, and roads;
- b. good access to community services, e.g. commercial uses, schools
- c. sufficiently removed from incompatible land uses to ensure health, safety and welfare of residents; and
- e. capable of being serviced with municipal, private and Crown utilities including fire protection in accordance with City standards and specifications."

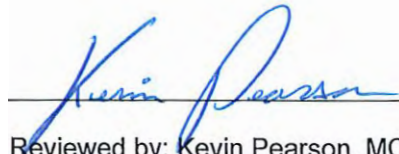
Within the Urban Area multi-family development is strongly encouraged in areas along corridors where public transit, pedestrian access routes and the availability of servicing. The proposed OCP Amendment and rezoning are within close proximity public transit, pedestrian access routes, commercial development and schools (see map Appendix 10). Should the proposed development proceed, in combination with those proposed on the adjacent site (DP No. 431), a total of 50 units are proposed on the subject property.

The submission of a Residential Development Permit for a multi-family building would be required. At that time, the form and character of the development are evaluated with a more detailed site plan and elevation drawings.

Given the previously mentioned OCP policies, staff are supportive of the OCP amendment and rezoning application.



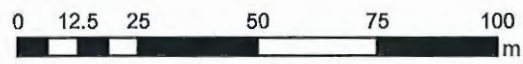
Prepared by: Melinda Smyrl, MCIP, RPP
Planner






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



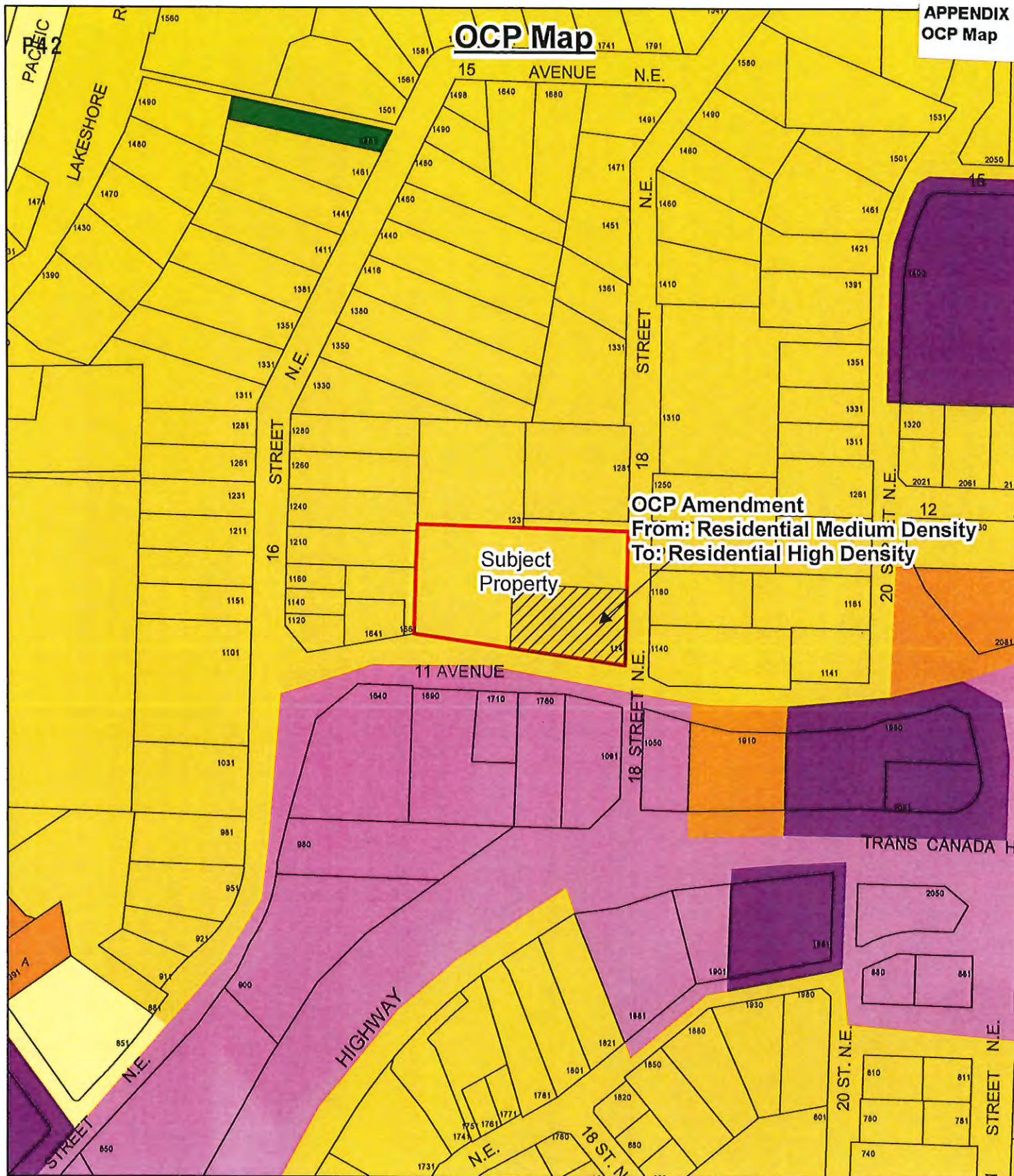
Ortho Map



Ortho Photo Date: 2021

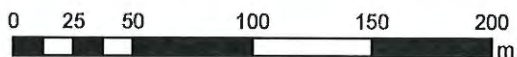
-  OCP 4000-48 and Zon 1233
-  Subject Property
-  Parcels

OCP Map



OCP Amendment
From: Residential Medium Density³⁰
To: Residential High Density

Subject
Property



- OCP 4000-48 and Zon 1233
- Subject Property
- Parcels
- Park
- Institutional
- Residential - Low Density
- Residential - Medium Density
- Residential - High Density
- Commercial - Highway Service / Tourist



22. HEARINGS1. Development Permit Application No. DP-431 [Guenther, K.; 1141 18 Street NE; 30 unit - Medium Density Residential]

0367-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Development Permit No. 431 be authorized for issuance for Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978 Except Plan KAP54560 in accordance with the drawings attached as Schedule A to the Staff Report dated June 15, 2021;

AND THAT: Development Permit No. 431 vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1 (a) – maximum permitted height of a retaining wall, 2 m increased to 5.3 m;
2. Section 9.4 – maximum height of Principal Buildings, 10 m increased to 12.1 m;
3. Section 9.9.1 – minimum setback of Principal Buildings, Front Parcel Line, 5 m reduced to 3 m; and
4. Section 9.9.4 – minimum setback of Principal Buildings, Exterior Parcel Line, 5 m reduced to 3 m;

AND THAT: Development Permit No. 431 vary Section 4.0 (Works and Services Requirements) of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Waive the 4.0 m (13.1 feet) width-of-laneway dedication in exchange for registration of a Road Reserve Covenant at time of subdivision;

AND FURTHER THAT: issuance of Development Permit No. 431 be withheld subject to receipt of an irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

Submissions were called for at this time.

J. I. Norlin – email dated June 27, 2021 – June 28, 2021 Agenda Item 22.1 – Development Variance Application.

R. Keetch – email dated June 28, 2021 – DP-431 – Comments for City and Council consideration.

K. Guenther, the applicant, was available to answer questions from the Council.

M. Lamerton, the agent, provided an overview of the concerns raised by letter and email submissions. He was available to answer questions from Council.

T. Salo, 1210 16 Street NE, spoke to concerns with potential damage to mature trees on his property and drainage.

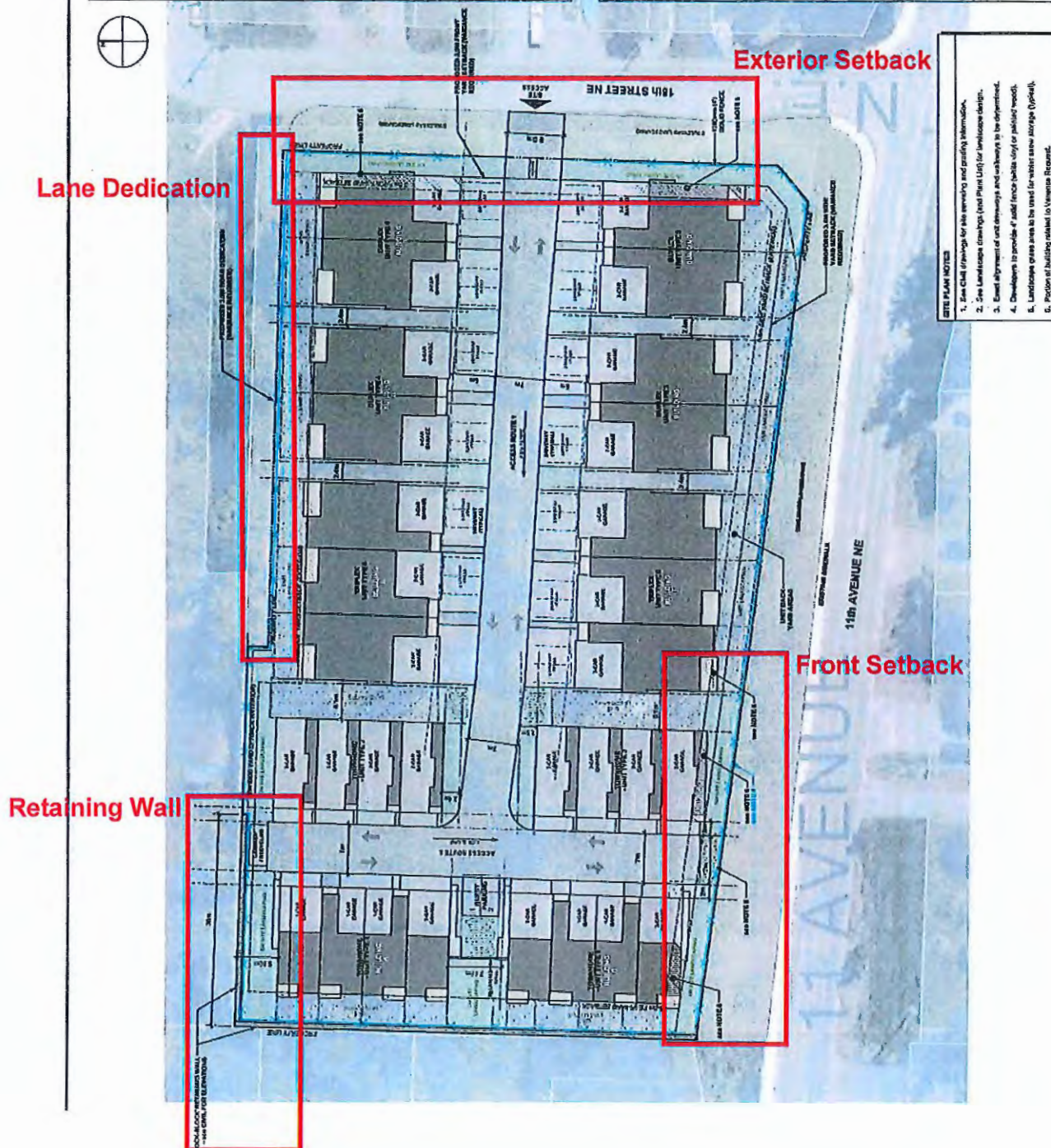
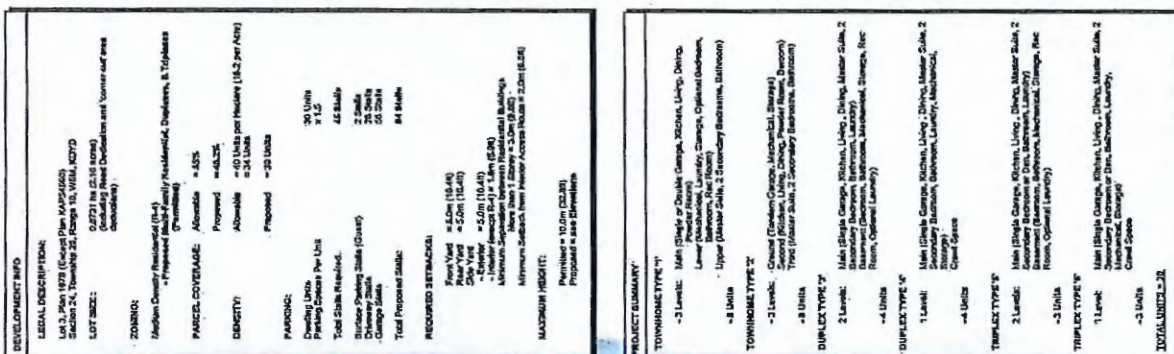
M. Lamerton, the agent, advised that the drainage requirements for the development would be addressed by a Geotechnical Engineer during development stage.

K. Guenther, the applicant, confirmed that should there be damage to the trees at 1210 16 Street NE there would be compensation.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:24 p.m. and the Motion was:

CARRIED

Councillor Lindgren Opposed



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PROJECT 20-022
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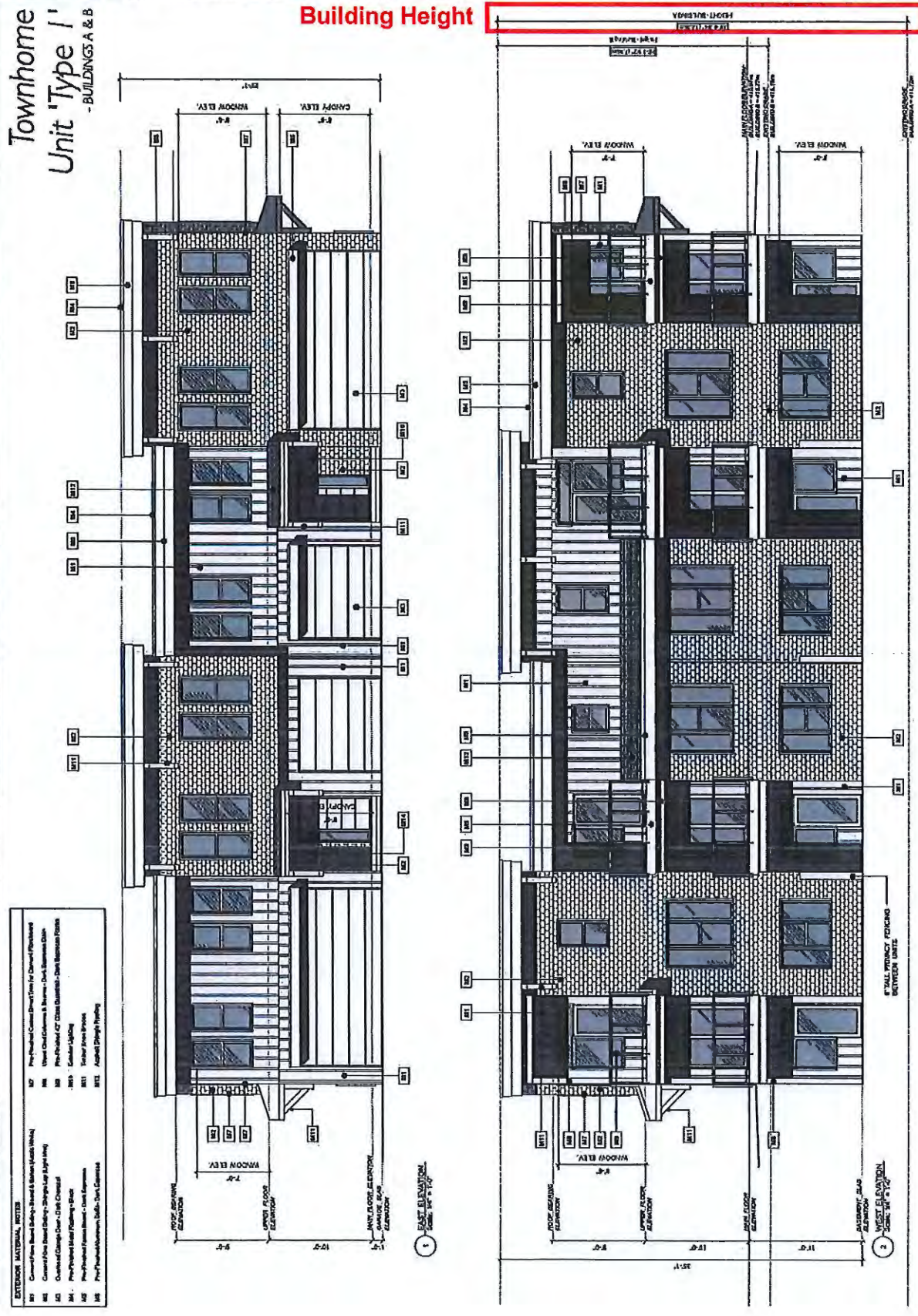
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A2.5

Building Height

YOUNG, JAMES



SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE**Purpose**

- 10.1 The purpose of the R-5 Zone is to provide for high *density, multiple family residential development* in selected locations throughout the *Municipality*. New *developments* zoned R-5 shall be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*, and shall comply with the provisions of the *Fire Services Act, British Columbia Building Code*, and other applicable legislation. #2789

Regulations

- 10.2 On a *parcel* zoned R-5, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-5 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 10.3 The following uses and no others are permitted in the R-5 Zone:

- .1 *assisted living housing*; #4336
- .2 *boarders, limited to two*;
- .3 *boarding home*; #2789
- .4 *commercial daycare facility*;
- .5 *dining area*; #4336
- .6 *duplex*; #4421
- .7 *home occupation*; #2782
- .8 *multiple family dwellings*;
- .9 *public use*;
- .10 *public utility*;
- .11 *rooming house*; #2789
- .12 *triplex*; #3286
- .13 *accessory use*.

Maximum Height of Principal Building

- 10.4 The maximum *height* of the *principal buildings* shall be 12.0 metres (39.4 feet). This may be increased to 15.0 metres (49.2 ft.), via the Development Permit process, if any of the special amenity (ies) in Table 3 are provided.

Maximum Height of Accessory Building

- 10.5 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).

Maximum Parcel Coverage

10.6

- .1 The total maximum *parcel coverage* for *principal and accessory buildings* shall be 55% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for *accessory buildings*. #2811
- .2 The above *parcel coverage* may be increased to 70% of the *parcel area* if all requisite parking, except for visitors, is provided underground.

Minimum Parcel Area

- 10.7 The minimum *parcel area* shall be 775.0 square metres (8,342.3 square feet).

Minimum Parcel Width

- 10.8 The minimum *parcel width* shall be 30.0 metres (98.5 feet).

Minimum Setback of Principal Buildings

- 10.9 The minimum *setback* of *buildings* from the:

- .1 *Front parcel line* shall be 5.0 metres (16.4 feet)
- .2 *Rear parcel line* shall be 5.0 metres (16.4 feet)
- .3 *Interior side parcel line* shall be 2.4 metres (7.8 feet)
- .4 *Exterior side parcel line* shall be 5.0 metres (16.4 feet)
- .5 Refer to Section 4.9 for "Special Building Setbacks" which may apply. #2811

SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE - CONTINUED**Minimum Setback of Accessory Buildings**

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

- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 5.0 metres (16.4 feet) |
| .2 | <i>Rear parcel line</i> shall be | 1.0 metre (3.3 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 1.0 metre (3.3 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 5.0 metres (16.4 feet) |
| .5 | Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811 | |

Maximum Density

Note: The following *density* provisions are based on the *gross parcel area*. Parking requirements, *setback* requirements, road dedication, etc. have not been taken into consideration.

10.11

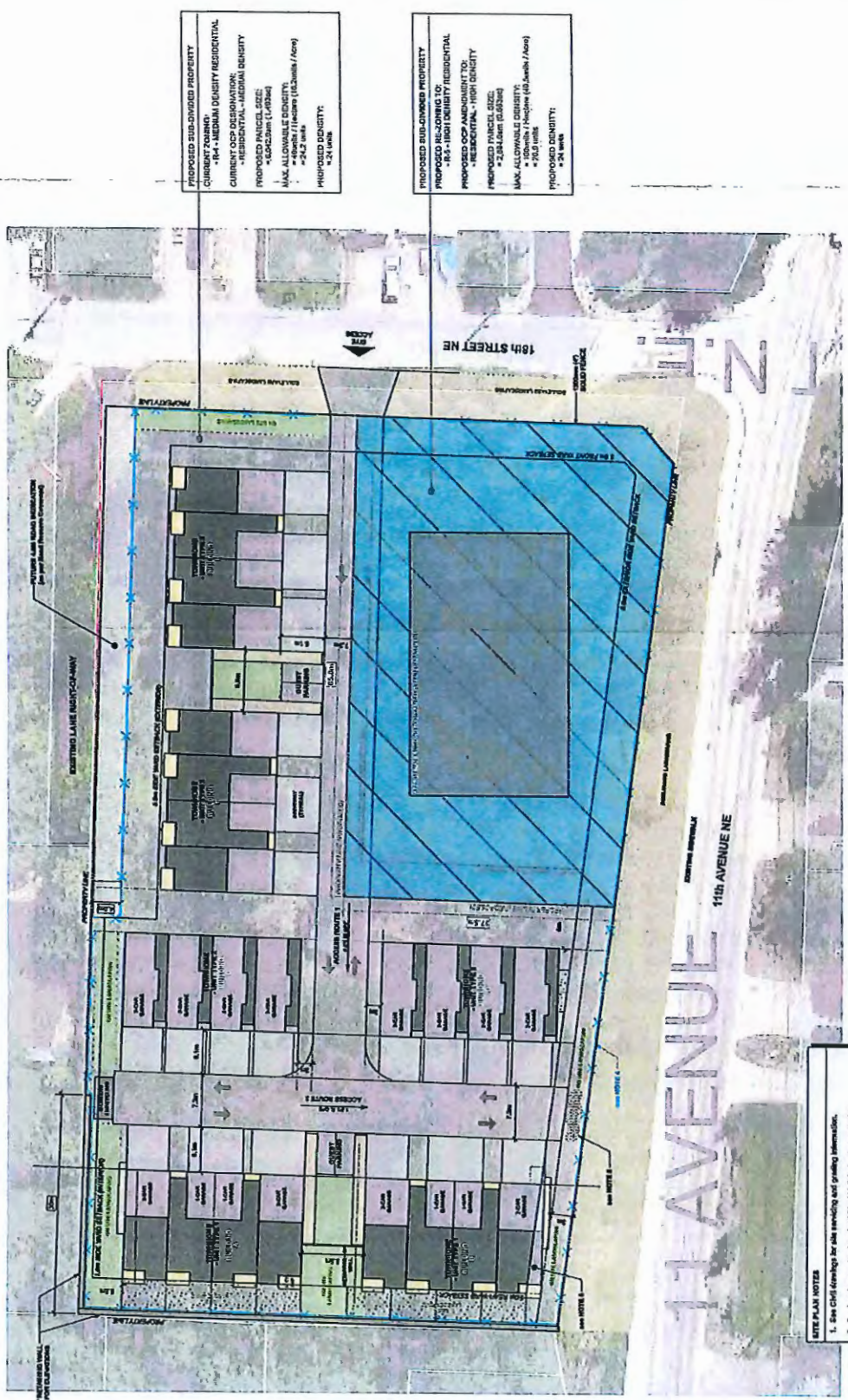
- .1 The maximum *density* shall be a total of 100 *dwelling units* or *sleeping units* per hectare (40.5 *dwelling units* or *sleeping units* per acre). #2789
- .2 Notwithstanding Section 10.11.1, the maximum *density* in the R-5 *Zone* may be increased to a maximum of 130 *dwelling units* per hectare (52.6 units per acre) in accordance with Table 3. In Table 3, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for each amenity.
- .3 Notwithstanding Section 10.11.1, the maximum *density* in the R-5 *Zone* may be increase to a maximum of 130 *dwelling units* per hectare (52.6 units per acre) for the provision of *Assisted Living Housing*. #4336

TABLE 3

COLUMN I SPECIAL AMENITY TO BE PROVIDED	COLUMN II ADDED DENSITY
1. Provision of each dwelling unit which caters to the disabled (e.g. wheelchair access)	□ 2 units per hectare (0.8 units per acre)
2. Provision of <i>commercial daycare facility</i> 7 - 10 children 11 - 15 children 16 or more children	□ 4 units per hectare (1.2 units per acre) □ 6 units per hectare (1.6 units per acre) □ 8 units per hectare (2.8 units per acre)
3. Provision of below <i>grade</i> or parkade type parking for at least 50% of the required off street parking	□ 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>dwelling unit</i>	□ 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling units</i> in accordance with special agreement under Section 904 #3218	□ 5 units per hectare (2.0 units per acre)

Parking

10.12 Parking shall be required as per Appendix I.



- SITE PLAN NOTES**
1. See Civil Drawings for site parking and grading information.
 2. See Landscape Grading (Site Plan L-1) for landscape design.
 3. Exact alignment of walk driveway and walkways to be determined.
 4. Overcrops to provide 4' solid fence (white vinyl or painted wood).
 5. Landscape grass area to be used for vehicle snow storage (typical).
 6. Position of building related to Vehicle Ramp(s).

P50



Adams Lake Indian Band

Project Name:

OCP4000-48 and ZON-1233

FN Consultation ID:

93836

Consulting Org Contact:

Kathy FRESE

Consulting Organization:

[City of Salmon Arm](#)

Date Received:

Wednesday, March 2, 2022

Weytk,

Re: the OCP4000-48 and ZON-1233 (for a 24 unit high density multi family building in Salmon Arm).

Through a preliminary analysis ALIB has identified some concerns which include:

x404 known ALIB cultural heritage sites (these do not include archaeology, but are specific to ALIB) found intersecting and to within 5 km of the provided polygon including Non-Human Being Stories (x17), medicinal plant gathering, habitation, boundary markers, burials, ceremonial locales, pithouses, pictographs, Indigenous heritage trails and subsistence. It is nearby to archaeological sites and in an area of high potential for archaeology. It is in an extirpated caribou zone and the Thompson River watershed (salmon habitat).

Adams Lake holds constitutionally protected Aboriginal rights including title throughout the entirety of its territory. Members of Adams Lake continue to exercise their Aboriginal rights as their ancestors have done for generations, including hunting, trapping, gathering and fishing, along with rights associated with spiritual and cultural traditions which are practiced in accordance with Secwepemc customs, laws and governance structures.

Before any work can be supported on this property, ALIB recommends that a Pespesellkwe CHAOA (Pespesellkwe desktop review) be funded by the proponent, followed up with a Pespesellkwe PFR to be conducted on this property. ALIB is cc'ing other Pespesellkwe communities in this response. ALIB also requires that the proponent create a Chance Find Policy and make all those involved in the project be made aware of it and the possibility of Indigenous cultural heritage values associated with this locale. A template to create the Policy from can be found here:

<https://islandstrust.bc.ca/document/province-of-bc-archaeology-chance-fi...> Note: this guide is from 2014. Some contact information may be out of date.

Please share any cultural heritage or environmental reports associated with this project.

Please consider using the Messages function on this referral in NationsConnect to otherwise respond to this letter.

Kukstemc,

Celia Nord, BA

Assistant Title & Rights Coordinator

Adams Lake Indian Band

Chase, BC



*Memorandum from the
Engineering and Public
Works Department*

TO: Kevin Pearson, Director of Development Services
DATE: January 16, 2022
PREPARED BY: Mustafa Zakreet, Engineering Assistant
OWNER: CanZea Developments Ltd.: 1350 Kinross Place, Kamloops, BC V1S 0B8
APPLICANT: Owner
SUBJECT: Official Community Plan & Zoning Amendment Application
LEGAL: Lot 3 Section 24 Township 20 Range 10 W6M KDYD Plan 1978
Except Plan KAP54560
CIVIC: 1141 – 18 Street NE

Further to your referral dated January 16, 2022, we provide the following servicing information.

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. 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.
8. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the

OFFICIAL COMMUNITY PLAN No. OCP-4000

16 January 2022

Page 2

requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer.

9. 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 development approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads / Access:

1. 11 Avenue NE, on the subject properties southern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 11 Avenue NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, offset sidewalk/multi-use path, street lighting and fire hydrants. Owner / Developer is responsible for all associated costs.
3. 18 Street NE, on the subject properties eastern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 3.36m of additional road dedication is required (to be confirmed by a BCLS).
4. 18 Street NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
5. The Laneway on the subject properties northern boundary requires 10.0m road dedication. Available records indicate that 4.0m of additional road dedication is required (to be confirmed by a BCLS). At this time a 4m wide Road Reserve would be acceptable since widening of the laneway is considered unlikely in the near future.
6. The Laneway is not constructed to any standard, however, since it is currently only being used as a private driveway, no further upgrades are required.
7. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
8. A 5.0m by 5.0m corner cut is required to be dedicated at the intersection of 11 Avenue NE and 18 Street NE.

OFFICIAL COMMUNITY PLAN No. OCP-4000

16 January 2022

Page 3

9. As 11 Avenue NE will be designated a Collector Road in the future due to traffic volumes, access shall be restricted to 18 Street NE only and no access will be permitted onto 11 Avenue NE.
10. Internal roadways are to be a minimum of 7.3m measured from face of curb. Truck turning movements shall be properly analysed to ensure internal road network will allow emergency and service vehicle access.

Water:

1. The subject property fronts a 450mm diameter Zone 1 watermain on 11 Avenue NE and a 150mm diameter Zone 2 watermain on 18 Street NE. No upgrades will be required at this time.
2. The property shall be serviced by single metered water service connection (as per Specification Drawings No. W-11) adequately sized to satisfy the servicing requirements for the proposed use. Water meters will be provided by the City at time of Building Permit, at the owner/developers cost.
3. Bare Land Strata developments with ground oriented access have the option of a bulk water meter installed at property line at time of subdivision with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.
4. Records indicate that the existing property is serviced by a service of unknown size from the 150mm diameter watermain on 18 Street NE. This service is to be removed at the water main at the Owner / Developer's cost.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
7. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the medium density spacing requirements of 90 meters.

OFFICIAL COMMUNITY PLAN No. OCP-4000

16 January 2022

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Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer on 11 Avenue NE and a 150mm diameter sanitary sewer on 18 Street NE. Since the 18 Street NE sewer terminates at the top of the hill and there are no further properties served, no upgrades will be required.
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 150mm service from the sanitary sewer on 11 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property fronts a 525mm diameter storm sewer on 11 Avenue NE. No upgrades will be required at this time, however extension of the Storm sewer up 18 Avenue NE may be required to collect road drainage.
2. Records indicate that the existing property is not connected to City storm. However, there is an inlet structure on the south boundary of the property which is connected to a culvert crossing 11 Avenue NE. The development of this property makes this culvert and inlet structure redundant and it shall be decommissioned. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The parcel shall be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

OFFICIAL COMMUNITY PLAN No. OCP-4000
16 January 2022
Page 5

Geotechnical:

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

Variances:

1. The applicant has requested variances to the Zoning Bylaw.

The Engineering Department has no objections to these variances.

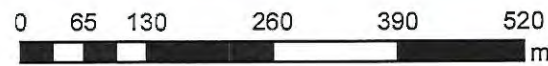
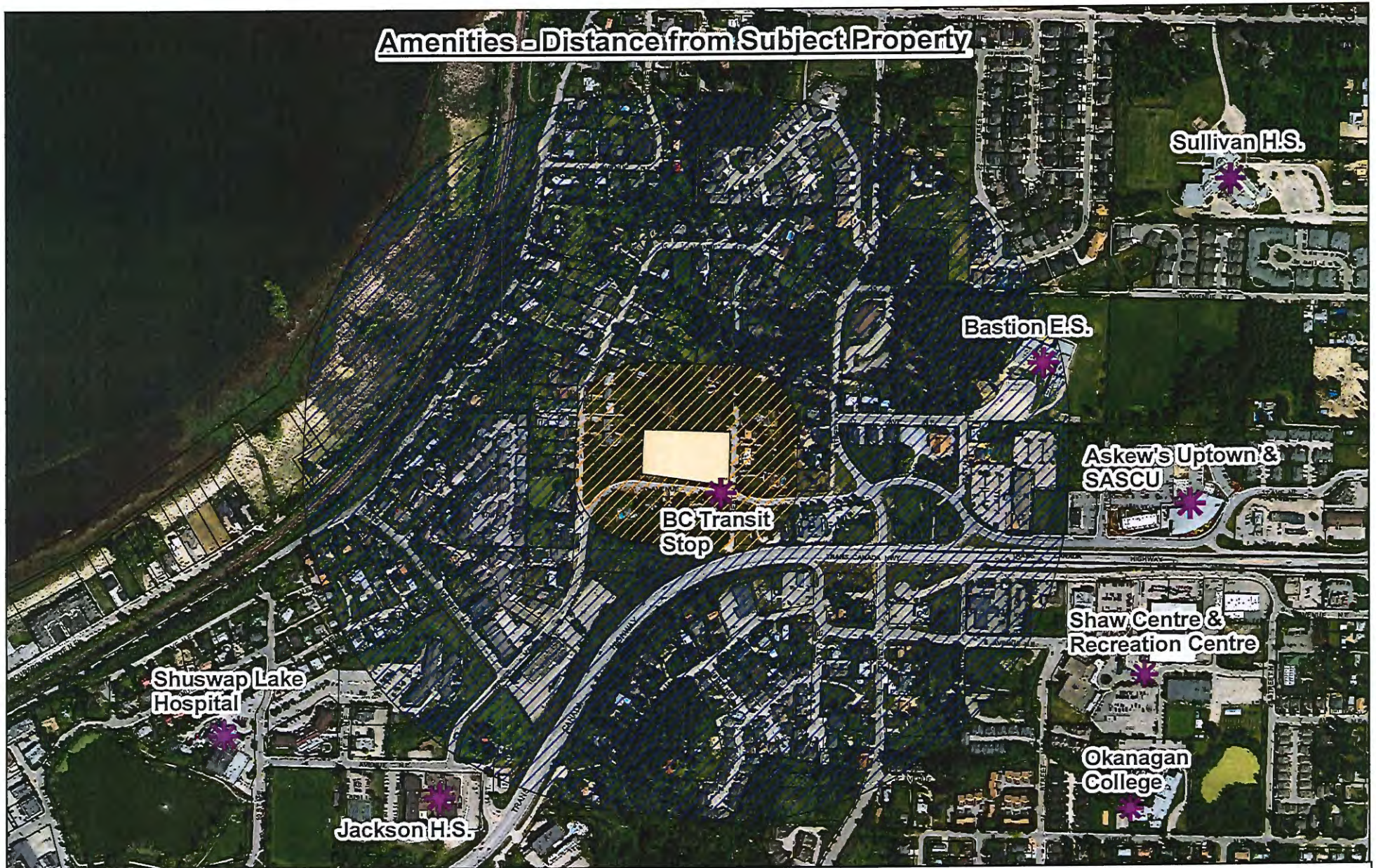


Mustafa Zakreem
Engineering Assistant



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

Amenities - Distance from Subject Property



	Parcels		100m
	Subject Property		500m

CITY OF SALMON ARM**BYLAW NO. 4499****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 Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means on May 9, 2022 at the hour of 7:00 p.m. was published in _____ and _____, 2022 issues of the Salmon Arm Observer;

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Redesignate a portion of Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978 Except Plan KAP54560 from MR (Medium Density Residential) to HR (High Density Residential), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

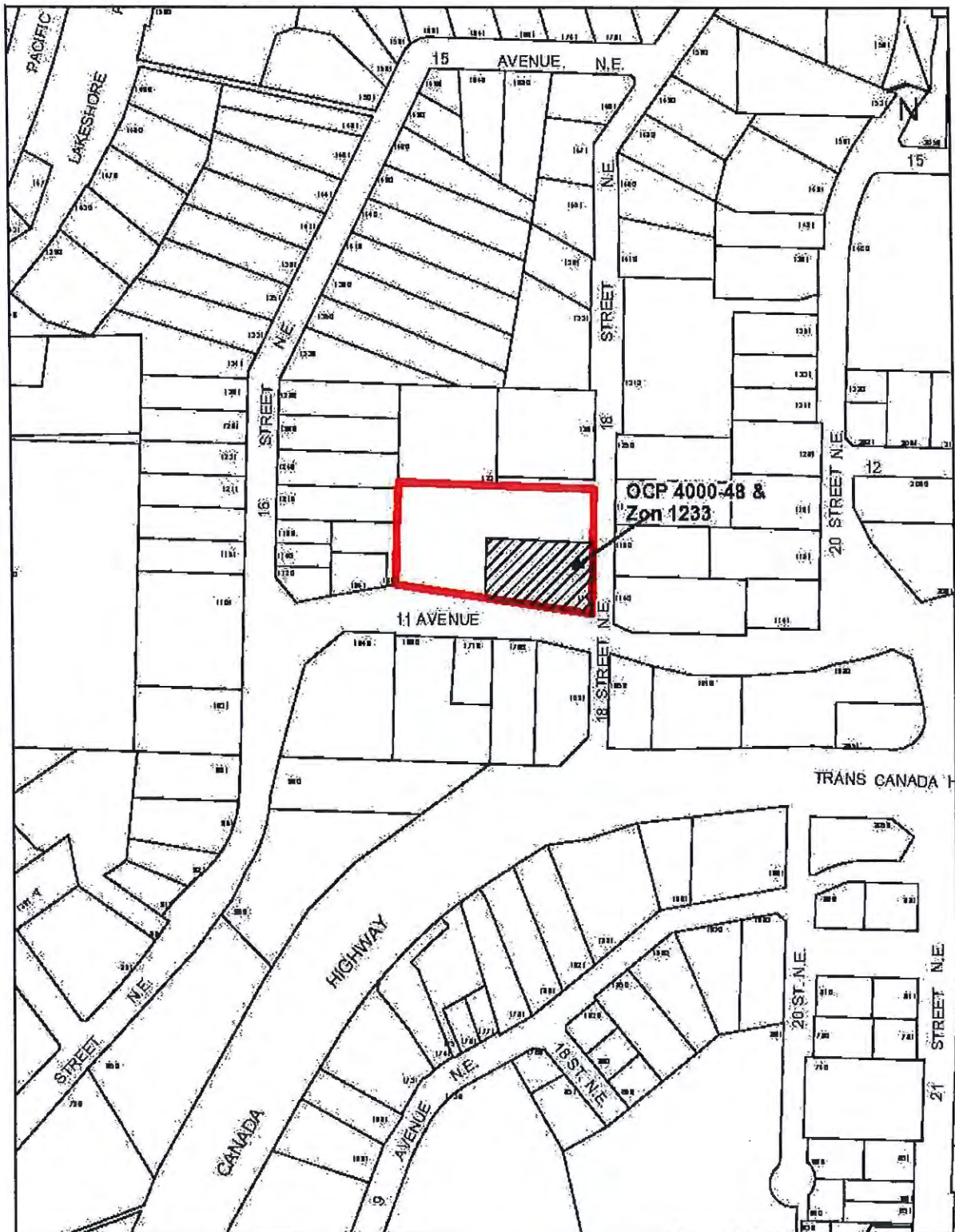
5. CITATION

This bylaw may be cited as “City of Salmon Arm Official Community Plan Amendment Bylaw No. ~~4499~~”.

READ A FIRST TIME THIS	11 th	DAY OF	April	2022
READ A SECOND TIME THIS		DAY OF		2022
READ A THIRD TIME THIS		DAY OF		2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER



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Item 11.2

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4501 be read a second time.

[ZON-1233; Canzea Developments Ltd.; 1141 18 Street NE; R-4 to R-5]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4501

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on May 9, 2022 at the hour of 7:00 p.m. was published in the 2022 and , 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone a portion of Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978 Except Plan KAP54560 from R-4 (Medium Density Residential Zone) to R-5 (High Density Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “City of Salmon Arm Zoning Amendment Bylaw No. 4501”

READ A FIRST TIME THIS 11th DAY OF April 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2022

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

Schedule "A"



Item 11.3

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor

Seconded: Councillor

THAT: the following bylaws be read a final time:

- a. City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4512;
- b. City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4513;
- c. City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4514;
- d. City of Salmon Development Cost Charge Underpass Reserve Fund Expenditure Bylaw No. 4515;
- e. City of Salmon Arm Cemetery Purchase and Development Reserve Fund Expenditure Bylaw No. 4516;
- f. City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4517;
- g. City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4518;
- h. City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4519;
- i. City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4520; and
- j. City of Salmon Arm Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4521.

Vote Record

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

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



Date: March 23, 2022
To: Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer
Subject: 2021 Final Budget

Recommendation:

- That: Bylaw No. 4512 cited as “City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4512” be given 3 readings;
- And That: Bylaw No. 4513 cited as “City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4513” be given 3 readings;
- And That: Bylaw No. 4514 cited as “City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4514” be given 3 readings;
- And That: Bylaw No. 4515 cited as “City of Salmon Arm Development Cost Charge Underpass Reserve Fund Expenditure Bylaw No. 4515” be given 3 readings;
- And That: Bylaw No. 4516 cited as “City of Salmon Arm Cemetery Purchase and Development Reserve Fund Expenditure Bylaw No. 4516” be given 3 readings;
- And That: Bylaw No. 4517 cited as “City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4517” be given 3 readings;
- And That: Bylaw No. 4518 cited as “City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4518” be given 3 readings;
- And That: Bylaw No. 4519 cited as “City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4519” be given 3 readings;
- And That: Bylaw No. 4520 cited as “City of Salmon Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4520” be given 3 readings;
- And Further
That: Bylaw No. 4521 cited as “City of Salmon Arm Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4521” be given 3 readings;

Background:

The 2021 Final Budget requires amendments to reflect Council Resolutions and to redirect allocations between budget accounts.

General Fund:

<u>Revenue</u>		<i>Increase / (Decrease)</i>
<i>Water Frontage Tax</i>	To reflect actual. Offsets with transfer to Water Fund for same.	(\$3,600.00)
<i>SIR Parcel Tax</i>	To reflect actual.	(3,070.00)
<i>Transportation Parcel Tax</i>	To reflect actual, offsets with increase in Asphaltic Overlays for same.	4,000.00
<i>Federal Grants in Lieu of Taxes</i>	To reflect actual. Additional revenues used to offset loss in Interest Revenues.	3,600.00
<i>Provincial Grants in Lieu of Taxes – BC Hydro</i>	To reflect a significant increase in the assessed value of provincially owned properties. Additional revenues used to offset loss in Interest Revenues.	32,800.00
<i>Municipal Regional District Tax</i>	To reflect actual. Offsets with expenditure for same.	83,000.00
<i>General Government – Tax Certificates</i>	To reflect increased revenues as a result of an increase in property sales in 2021. Additional revenues used to offset loss in Interest Revenues.	5,000.00
<i>Fire Protection Services</i>		
<i>Fire - Other</i>	To reflect funds received from Emergency Management BC and BC Wildfire for providing firefighting assistance to Kamloops, Lytton, Ashcroft, Cache Creek and Sicamous wildfires. Offsets in part with expenditures (Wildfire - \$50,150), net income reallocated to Fire Buildings & Equipment Reserve Fund (\$137,900).	188,050.00
<i>Transportation Services</i>		
<i>Custom Work</i>	Attributed to work completed by City crews where cost is recoverable. Offsets with increase in expenditures (i.e. Roads, Drainage, and Sidewalk Extensions/Replacements).	5,000.00
<i>Storm Sewer Connections</i>	To reflect actual. Offsets with increase in expenditures (i.e. Service Connections). Net revenue has been	46,400.00

	redirected to the Drainage Reserve.	
<i>Road Maintenance – ALIB</i>	To reflect actual.	(5,000.00)
<i>Other Sales</i>	As resolved by Council. BC Hydro credit redirected to the Universal LED Street Lighting Residential project (\$75,000) and ICBC Rebates received (\$10,800).	82,800.00
<i>Transit – Revenue</i>	As resolved by Council (Decrease \$34,400) and adjusted to reflect actual. Offset by reduction in Transit Contract expenditures associated with the use of the BC Transit shared operating reserve (as BC Transit has reverted back to billing based on actual) and higher than budgeted ridership. Net savings have been redirected back to the Transit Services Reserve.	(25,000.00)
<i>Transit – Revenue CSRD</i>	To reflect actual. Offset by reduction in Transit Contract expenditures.	(1,000.00)
<i>Transit Passes</i>	As resolved by Council (Decrease \$13,200) and adjusted to reflect actual. Offset by reduction in Transit Contract expenditures associated with the use of the BC Transit shared operating reserve (as BC Transit has reverted back to billing based on actual) and higher than budgeted ridership. Net savings have been redirected back to the Transit Services Reserve.	(4,200.00)
<i>Transit Revenue – ALIB</i>	To reflect actual. Offset by reduction in Transit Contract expenditures.	(6,000.00)
<i>Transit Revenue – CSRD Roural Routes</i>	To reflect actual. Offset by reduction in Transit Contract expenditures.	(5,500.00)
<i>Airport Services</i>		
<i>Sales of Services - Gas and Oil Sales</i>	To reflect actual. Attributed to an extremely active wildfire season. Offsets with costs of fuel and oil with net revenues redirected to the Airport O&M Reserve.	164,400.00
<i>Downtown Parking Services</i>		
<i>Sales of Services – Ticket Machines and Meter Parking</i>	To reflect actual. Attributed to the vandalism of the City's meters and ticket machines in 2020 and not having all of the replacement ticket machines installed. The meters will be replaced with ticket machines and the location of	Net (16,000.00)

	these machines is still being discussed. Offsets with reduced parking operating expenses.	
<i>Environmental Services</i>		
<i>Solid Waste and Recycling Program</i>	Analyzed and reallocated actual expenses; and balanced with user fees and refuse tag sales resulting in a net transfer from the Solid Waste and Recycling Reserve of \$13,700.00, \$17,800.00 less than anticipated.	10,900.00
<i>Cemetery Services Mt. Ida Sales of Services – Burial, Cremation and Columbarium Niche Sales</i>	To reflect actual. Increase in Burial (\$3,300.00), Cremation Sales (\$12,000.00) and Columbarium Niche Sales (\$3,800.00). Revenues have been redirected to the General Capital Reserve Fund.	19,100.00
<i>Shuswap Memorial Sales of Services – Burial, Cremation, Columbarium and Other Sales</i>	To reflect actual. Increase in Burial (\$5,400.00) and Columbarium Niche Sales (\$19,000.00) offset by a decrease in Cremation Sales (\$2,700.00). Net Revenues have been redirected to the General Capital Reserve Fund.	21,700.00
<i>Recreation and Cultural Services</i>		
<i>Shaw Centre - Labour</i>	To reflect actual. Attributed to reduced capacity and related restrictions as a result of COVID 19. Offsets with decrease in expenditures for same.	(37,045.00)
<i>Park Services</i>		
<i>Other Sales</i>	To reflect Canoe Beach Rental Lot contributions towards 2021 demolition costs (\$10,660), contribution received from Salmon Arm Slow Pitch Association towards Canoe Ball Fields Batters Boxes (\$4,900) and the recovery of utility costs associated with the Blackburn Park Concession Lease (\$1,300).	16,860.00
<i>SASCU Recreation Centre Labour</i>	To reflect actual. Attributed to reduced capacity and related restrictions as a result of COVID 19. Offsets with decrease in expenditures for same.	(95,050.00)
<i>General Government</i>		

<i>Services</i>		
<i>Taxation Penalties</i>	To reflect actual. The property tax due date was not extended due to COVID as it was in 2020 and the collection rate of taxes for 2021 was slightly lower than 2020. In addition in 2021, the Province of BC took over the administration of their Home Owner Grant (HOG) program. With this change came a change in processes and homeowners were required to claim their grant with the Province rather than the City. As a result, presuming due to late grant claims, penalties assessed were higher as an unclaimed HOG is considered unpaid taxes. The revenues have been redirected to replenish the General Parking Lots Reserve, previously utilized for the Ross Street Underpass Project.	77,800.00
<i>Interest</i>	To reflect actual. COVID 19 has continued to impact interest rates. Interest rates realized on reserves averaged 0.35% lower than originally estimated. Decrease has been offset by additional Federal and Provincial Grants in Lieu and Tax Certificate Revenue.	Net (44,100.00)
<i>Franchise Fee – Fortis BC</i>	To reflect actual. Offset by increased business license revenue.	(11,500.00)
<i>Building Inspection Services</i>		
<i>Building and Plumbing Permit Revenue</i>	To reflect actual. Due to a steady stream of development and a large number of new single family lots approved in 2021 (95 new lots in 2021 versus 58 in 2020). Redirected to the Recreation Centre Major Maintenance Reserve Fund.	31,000.00
<i>Protective Services</i>		
<i>Other Protective Services – Business Licenses</i>	To reflect <u>new</u> business licenses issued in 2021. Revenues redirected to offset Franchise Fee – Fortis BC.	13,000.00
<i>Other Protective Services – Dog Licenses</i>	To reflect actual, attributed to increased animal control presence and communication.	3,700.00
<i>Transportation Services</i>		
<i>Transportation Services – Gravel Pit Operational Revenue</i>	The cost of gravel crushing is inventoried and as it is utilized is charge out to various operational and maintenance functions and capital projects. The rate at which the gravel is charged includes the cost to crush, as	42,200.00

	well as components for gravel pit maintenance, engineering and gravel pit expansion. These revenues offset with Gravel Pit Operations Expenditures, with the net profit (\$3,800) being transferred to the Crushed Rock Inventory Reserve.	
<i>Planning & Development Services</i>		
<i>Development Permits, Variances, Subdivision Application & Inspection Fees, OCP Applications and TU Permits</i>	To reflect actual, approximately 100 new single family lots were created in 2021. Net increase to revenue is consistent with increase in Building and Plumbing Permit revenues, reflective of a very active development year. Redirected to the DCC Bylaw Review Reserve (\$10,000) and Shaw Centre Major Maintenance Reserve (\$15,000).	Net 25,800.00
<i>Rentals – Law Courts, Crown Counsel and Corrections</i>	To reflect rental revenue recognized from the tenants \$1 million prepayment (deferred revenue) advanced during construction of City Hall. Beginning April 1, 2021, this prepayment is to be used to offset the tenant's obligation to pay base rent, operating costs and taxes. A transfer from the Law Courts Reserve (established for this purpose) has been done to offset the reduction in cash flow and as a result the Transfer from Reserve – Law Courts has been reduced by same.	300,770.00
<i>Park Services Rentals</i>	Attributed to a reduction in Canoe Beach Lot rents associated with the surrender of lots during the year. The rental agreements expired October 31, 2021.	(32,140.00)
<i>Transfers From Other Governments</i>		
<i>Unconditional Transfer – Traffic Fine Revenue Sharing Grant</i>	To reflect actual. Grant is based on previous years' traffic fines. Redirected to cover increased costs associated with the RCMP Prison Cell Improvement Project.	8,800.00
<i>Conditional Transfer – Regional District - Airport</i>	To reflect proportionate share of increased airport revenues and reduced operational costs. Offsets with increased revenues and reduced expenditures (net of capital).	(5,297.00)
<i>Conditional Transfer – Food Hub Grant</i>	To reflect actual. Offsets with Other Grants – Economic Development Society Food Hub expenditure for same.	150,000.00

<i>Conditional Transfer – BC Active Transportation Planning Grant</i>	To reflect actual successful application for a BC Active Transportation Planning Grant. This project has been carried forward to 2022.	50,000.00
<i>Reserves</i>		
<i>Transfer From Reserve – Unexpended</i>	<p>Attributed to prior year capital projects that were completed under budget. Also includes the reallocation of funding to specific reserves. Redirected as follows:</p> <ul style="list-style-type: none"> • Taxiway Charlie - \$451,000. Represents surplus debt funding received. The estimate used for the budget was based on a Class "B" engineering estimate completed by a contracted engineering consultant. This engineer's Opinion of Probable Cost was overstated, resulting in lower realized costs. In addition we used internal staff to conduct the project management which resulted in further savings. Funding reallocated to Taxiway Charlie (Bylaw 4344) Reserve; • Shuswap Memorial Columbarium Reserve - \$10,000; • Mt. Ida Cemetery Development Reserve - \$20,000; and • 10 Street SW Extension (SC&G) Reserve - \$4,800. 	485,000.00
<i>Transfer From Reserve – Future Expenditure</i>	As resolved by Council (\$13,520), offset with an increase in IT consulting costs. Reduced at year-end to reflect actual as IT consulting costs were lower than anticipated.	3,520.00
<i>Transfer From Reserve – Climate Action</i>	As resolved by Council (\$5,000.00 – Electric Vehicle Charging Outlets, \$5,000.00 – Energy Savings Study, Shaw Centre)	10,000.00
<i>Transfer From Reserve – Doubtful Accounts</i>	As resolved by Council.	1,399.00
<i>Transfer From Reserve – Law Courts</i>	The tenants advanced \$1 million as a prepayment (deferred revenue) during construction of City Hall. Beginning April 1, 2021, this prepayment is to be used to offset the tenant's obligation to pay base rent, operating costs and taxes. A transfer from the Law Courts Reserve (established for this purpose) has been done to offset the reduction in cash flow and as a result the Transfer from Reserve – Law Courts has been reduced by same.	(301,120.00)

<i>Transfer From Reserve – Wages and Benefits</i>	As resolved by Council.	125,000.00
<i>Transfer From Reserve – Communication Plan</i>	As resolved by Council – Social Well Being Work Plan.	15,000.00
<i>Transfer From Reserve – Caseware</i>	As resolved by Council.	10,280.00
<i>Transfer From Reserve – Active Transportation</i>	As resolved by Council. To reflect the City's contribution related to the Active Transportation Network Planning Grant.	50,000.00
<i>Transfer From Reserve – Surplus</i>	As resolved by Council (\$132,000). Reduced at year-end as funding was not necessary as offset primarily by savings in Administration Wages and Benefits.	0.00
<i>Transfer From Reserve – COVID 19 Safe Restart Grant</i>	To reflect operational revenue deficits and expenditures as related to COVID 19. Funding changes are as follows: <ul style="list-style-type: none"> • Grants – SASLA – Lighting - \$41,000 (As resolved by Council); • Recreation Centre – Operating – (\$32,000); • Shaw Centre – Operating – Net (\$10,850), Vaccine Card Checking - \$20,000 (As resolved by Council) and (\$30,850) – Operating; • COVID-19 Labour - \$20,000; • Civic Building – Front Entrance Logo – (\$15,000); • Administration – Postage - (\$3,500); and • SAGA Building Flag Pole and Flag – (\$2,500). 	Net (2,850.00)
<i>Transfer From Reserve – Police Operating</i>	To reflect additional funding required to accrue RCMP retroactive pay in 2021. Further details discussed below under Police Force costs.	85,200.00
<i>Transfer From Reserve - Transit Services</i>	The 2021 Transit System Contract budget included an additional \$20,000.00 for transit expansion funded from the Transit Services Reserve. Expansion projects were deferred by BC Transit due to COVID 19. This expansion initiative didn't become operational until January 2022. This project has been carried forward and an allocation has already been included in the 2022 Budget. Therefore, the transfer from the Transit Services Reserve has been	(20,000.00)

P74 Mayor Harrison and Members of Council
2021 Final Budget

	eliminated.	
<i>Transfer From Reserve – Airport – Major Maintenance</i>	The Weather Station Upgrade project is no longer required. There had been some computer and communications issues with the weather station, however they were resolved by other means and this budget allocation was no longer required. A wired or fiber optic connection is currently being considered which may be requested in 2023.	(5,000.00)
<i>Transfer From Reserve – Airport – Snow Removal</i>	Anticipated increase to snow removal costs did not materialize. Transfer from reserve is no longer needed.	(6,000.00)
<i>Transfer From Reserve – Airport – Lighting</i>	The Runway Edge Lighting Project was completed under the Taxiway Charlie project as an eligible expenditure under the BC Air Access Grant. Transfer from reserve is no longer needed.	(10,000.00)
<i>Transfer From Reserve – Airport – O&M</i>	Expenditures related to the Arborist Tree Report were less than anticipated. The budget was based on prices gathered from local tree companies the previous year. When the request for quote was issued, a reputable out of town tree company was in town and able to combine projects and complete the work for a much lesser cost. Savings have been carried forward to 2022 to offset Airport funding needs.	(26,700.00)
<i>Transfer From Reserve – Airport – Tree Encroachment</i>	To reflect actual. Offsets with expenditure for same.	(73,900.00)
<i>Transfer From Reserve - Solid Waste and Recycling Program</i>	Analyzed and reallocated actual expenses; and balanced with user fees resulting in a transfer from the reserve. The transfer represents funds required to cover the program deficit. Actual program deficit was reduced primarily due to lower tipping fee costs both on garbage and food waste. (approximately \$17,000).	(17,800.00)
<i>Transfer From Reserve – Canoe Beach Rental</i>	To reflect the City's proportionate share of demolition costs as per agreement.	10,660.00
<i>Transfer From Reserve – Bike Skills Park</i>	As resolved by Council – Bike Pump Track Design.	5,500.00
<i>Collections for</i>		

<i>Other Governments</i>		
<i>Residential School Taxes</i>	Provision to reflect actual. Initial budget based on prior year, current year requisition received after final Budget adoption in April/2021. Offsets with expenditure for same.	102,000.00
<i>Non-Residential School Taxes</i>	Provision to reflect actual. Initial budget based on prior year, current year requisition received after final Budget adoption in April/2021. Offsets with expenditure for same.	245,700.00
<i>Regional Hospital District</i>	Provision to reflect actual. Initial budget based on prior year, current year requisition received after final Budget adoption in April/2021. Offsets with expenditure for same.	13,290.00
<i>BC Assessment Authority</i>	Provision to reflect actual. Initial budget based on prior year, current year requisition received after final Budget adoption in April/2021. Offsets with expenditure for same.	3,300.00
<i>Regional District</i>	Provision to reflect actual. Initial budget based on prior year, current year requisition received after final Budget adoption in April/2021. Offsets with expenditure for same.	(11,000.00)
<i>Regional District - SIR</i>	Provision to reflect actual. Initial budget based on prior year, current year requisition received after final Budget adoption in April/2021. Offsets with expenditure for same.	(600.00)
<u>Expenditures</u>		
<i>General Government</i>		
<i>Council Expenses</i>	As resolved by Council (\$500) – EAC Fall Fair Booth. Overall reduction attributed to reduced travel, conference and seminar costs. Savings have been redirected to the Civic Building Major Maintenance Reserve (\$50,000) and Civic Building Carpet Replacement Reserve (\$10,000).	(60,650.00)

<i>Civic Building Maintenance</i>	To reflect actual. Decrease attributed to less maintenance required. This is a very difficult budget to predict, as the maintenance requirements will vary from year to year. The HVAC system however is aging and staff anticipate that significant repairs and additional costs in the future. Savings have been redirected to Civic Building Carpet Replacement Reserve.	(14,700.00)
<i>Administration</i>	To reflect actual. Significant items to note include:	Net 55,099.00
<i>Wages and Benefits</i>	Attributed to five position vacancies for part of the year and an adjustment to account for actual overhead costs. Savings have been used to offset the elimination of the transfer from the Surplus Reserve.	(129,000.00)
<i>Other</i>	As resolved by Council.	257,000.00
<i>Postage</i>	To reflect actual. Offsets in part with a reduction in transfer from the COVID 19 Safe Restart Grant Reserve (\$3,500).	(7,000.00)
<i>Advertising</i>	To reflect a reduction in print advertisements. Savings redirected to replenish General Parking Lots Reserve.	(6,500.00)
<i>Office Supplies</i>	To reflect a reduction in office supply expenses. Savings redirected to replenish General Parking Lots Reserve.	(9,200.00)
<i>Staff Training</i>	To reflect actual. Reduced training costs due to COVID and many in-person training opportunities being offered virtually (at a reduced cost) or cancelled. Savings redirected to replenish General Parking Lots Reserve.	(13,000.00)
<i>Conference and Seminars</i>	Reduced training costs due to COVID and many in-person training opportunities being offered virtually (at a reduced cost) or cancelled. Savings redirected to replenish General Parking Lots Reserve.	(7,200.00)
<i>Labour Relations – Contracted Services</i>	To reflect actual. Savings redirected to replenish General Parking Lots Reserve.	(14,000.00)
<i>Property Tax Write Offs</i>	As resolved by Council.	1,399.00
<i>Other</i>	To reflect actual. Attributed to the cancellation of the Staff Christmas Function. Offset in part by reduction in	(15,500.00)

	revenue for same. Savings redirected to replenish General Parking Lots Reserve.	
<i>COVID 19 - Labour</i>	To reflect staff wages related to COVID 19 and mandatory sick days. Offset by a transfer from the COVID 19 Safe Restart Grant Reserve for same.	20,000.00
<i>Safety Program</i>		
<i>Safety Officer - Wages and Benefits</i>	To reflect actual. Attributed to the year-end adjustment to account for actual overhead costs.	\$4,900.00
<i>Safety Training</i>	To reflect actual. Reduced training costs due to COVID and in-person training opportunities being offered virtually (at a reduced cost) or cancelled.	(13,750.00)
<i>Conference and Seminars</i>	To reflect actual. Reduced training costs due to COVID and in-person training opportunities being offered virtually (at a reduced cost) or cancelled.	(2,800.00)
<i>Safety Supplies & Equipment</i>	To reflect actual.	(2,750.00)
<i>Modified Work Plan – Labour</i>	To reflect the wage costs of staff on modified work plans to support a successful return to work. Offset by savings in Immunizations.	1,500.00
<i>Safe Work – Labour</i>	To reflect the wage costs associated with leave with pay for outside staff due to unsafe work environments (i.e. the extreme heat this past summer). Offset by savings throughout the operational maintenance parks and transportation budgets.	9,000.00
<i>Immunizations</i>	To reflect actual. Redirected to Modified Work Plan – Labour.	(1,500.00)
<i>Technologies</i>		
<i>Consulting Service</i>	As resolved by Council – Caseware implementation.	13,650.00
<i>Small Computer/Office Equipment</i>	As resolved by Council – Desktop Scanners.	1,200.00
<i>Computer Maintenance Contracts</i>	As resolved by Council (Increase \$8,500) – Caseware Licenses and adjusted at year-end. Attributed to savings associated with Civicplus and Forticare.	(1,500.00)

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<i>Computer Supplies</i>	As resolved by Council.	450.00
<i>GIS System</i>		
<i>GIS – Wages & Benefits</i>	To reflect a temporary position vacancy. A similar reduction in wages and benefits for IT support for RCMP Court Liaison as the position is shared. Savings have been redirected to offset increased associated with Building Wages and Benefits.	(9,700.00)
<i>GIS Training and Development</i>	To reflect actual. Reduced training costs due to COVID and in-person training opportunities being offered virtually (at a reduced cost) or cancelled.	(2,100.00)
<i>Civic Building – Front Entrance Logo</i>	To reflect actual. Offset by a reduction in transfer from the COVID 19 Safe Restart Grant Reserve for same.	(15,000.00)
<i>Electrical Charging Outlets</i>	As resolved by Council.	5,000.00
<i>Other General Government - Administration</i>		
<i>Professional Development</i>	To reflect actual. Reduced training costs due to COVID and in-person training opportunities being offered virtually (at a reduced cost) or cancelled. Savings have been directed to replenish the Contingency Reserve.	(14,500.00)
<i>Insurance – Property</i>	To reflect actual. Increase is primarily attributed to the addition of cyber security coverage as approved by Council. Offset by savings in Insurance Claims and IRMC Issues.	12,000.00
<i>Insurance – Claims</i>	Attributed to reduction in insurance claims (\$3,000.00), and property claims (\$5,000.00) as there was none in 2021. Savings have been used to offset the increase in Property Insurance Costs.	(8,000.00)
<i>Property Appraisals</i>	To reflect actual.	(2,500.00)
<i>IRMC – Issues</i>	To reflect actual. Savings have been used to offset the increase in Property Insurance Costs.	(5,000.00)
<i>Grants – EDS – Food Hub</i>	To reflect actual, offsets with revenue for same.	150,000.00

<i>Grants – COVID 19 Safe Restart Grants in Aid</i>	As resolved by Council.	4,374.00
<i>Grants – Shuswap Immigrant Services Society</i>	As resolved by Council.	225.00
<i>Grants – Salvation Army</i>	As resolved by Council.	213.00
<i>Grants – EAC Booth</i>	As resolved by Council.	500.00
<i>Grants – SASLA – Lighting</i>	As resolved by Council.	41,000.00
<i>Grants – Shuswap Recreation Society Flood Evacuees</i>	As resolved by Council.	2,000.00
<i>Grants – Rotary Club – Holiday Train</i>	As resolved by Council.	1,000.00
<i>Fire Protection Services</i>		
<i>Administration</i>	To reflect actual. Significant items to note include:	
<i>Wages and Benefits</i>	To reflect actual. Attributed to the use of prior year vacation entitlements and a reduction in year-end vacation accruals. Savings redirected to the Wages and Benefits Reserve.	(18,000.00)
<i>Conferences and Seminars</i>	To reflect actual. Reduced training costs due to COVID and in-person training opportunities being offered virtually (at a reduced cost) or cancelled.	(5,000.00)
<i>Fire Fighting Force</i>		
<i>Annual Banquet</i>	Cancelled due to COVID.	(2,820.00)
<i>Workers Compensation</i>	To reflect actual.	(3,200.00)
<i>Insurance & Benefits</i>	Attributed to a reduction in premium rates effective July 1, 2021.	(2,500.00)
<i>Fire Fighting Force</i>	Attributed to increased hourly rates effective 2022.	6,000.00
<i>Fire Fighting Force – Additional Practice</i>	Attributed to reduced additional practice hours (i.e. weekends and other special training) because of COVID 19 and restrictions on group gatherings.	(5,400.00)

<i>Remuneration</i>		
<i>Fire Investigation and Prevention – Wages and Benefits</i>	Attributed to temporary position vacancy, due in part to provincial wildfire support. Savings redirected to cover increase in Building Wages and Benefits.	(13,005.00)
<i>Fire Investigation and Prevention – Conferences</i>	To reflect actual. Reduced training costs due to COVID and in-person training opportunities being offered virtually (at a reduced cost) or cancelled.	2,000.00)
<i>Training – Paid on Call Department Maintenance</i>	To reflect actual. Expenditures to assist with maintenance, testing and vacation coverage. Actual need for vacation coverage was reduced as many conferences and training functions were cancelled or held virtually because of COVID. In addition, due to an extreme wildfire year, vacations were delayed.	(11,500.00)
<i>Dispatching – Software</i>	To reflect actual.	(2,000.00)
<i>Fire Fleet Operations</i>	To reflect actual, attributed to reduced maintenance costs primarily because the City has not yet received delivery of the new 2021 Aerial Ladder Truck.	(5,500.00)
<i>Fire Fighting Supplies</i>	To reflect reduced maintenance costs.	Net (2,000.00)
<i>Fire Training Centre</i>		
<i>Fire Training Centre Maintenance</i>	To reflect reduced maintenance costs. Savings redirected to FTC Major Maintenance Reserve.	Net (2,500.00)
<i>Burn Building Maintenance</i>	To reflect reduced maintenance costs. Savings redirected to FTC Major Maintenance Reserve.	(1,300.00)
<i>Equipment Maintenance</i>	<p>To reflect reduced maintenance costs attributed to:</p> <ul style="list-style-type: none"> • Air Compressor; • SCBA Maintenance -a number of old units were not worth repairing; • Prop Maintenance – deferred as the burn buildings were scheduled to be replaced in 2022; and • Extinguisher Maintenance. <p>Savings redirected to FTC Major Maintenance Reserve.</p>	(7,000.00)
<i>Building Inspection</i>		

<i>Services</i>		
<i>Wages and Benefits</i>	To reflect actual. Attributed to the year-end adjustment to account for actual overhead costs. Offset by Wage and Benefit Savings in GIS, Fire Prevention and Bylaw.	33,000.00
<i>Legal Fees</i>	To reflect actual.	(3,000.00)
<i>Training, Conferences & Seminars</i>	To reflect actual. Reduced training costs due to COVID and in-person training opportunities being offered virtually (at a reduced cost) or cancelled.	Net (5,100.00)
<i>Police Protection</i>		
<i>RCMP Building Maintenance</i>	To reflect increased utility costs and internal labour offset in part by reduced contracted services.	4,000.00
<i>RCMP – Clerical – Wages and Benefits</i>	To reflect actual. Attributed to a reduction in relief wages. Savings redirected to the Wages and Benefits Reserve.	(5,600.00)
<i>RCMP – Court Liaison/IT - Wages and Benefits</i>	To reflect a temporary position vacancy. A similar reduction in wages and benefits for IT GIS as the position is shared.	(10,000.00)
<i>Training & Development – Clerical</i>	To reflect actual.	(5,000.00)
<i>Contracted Services</i>	Assistance received from the City of Kamloops related to IT/Computer replacements.	3,000.00
<i>Auxiliary Police</i>	To reflect actual. As per Staff Sgt. West, the Auxiliary Program is now in the process of dissolving locally.	(3,000.00)
<i>RCMP Police Force</i>	To reflect actual policing costs. The 2020/2021 and 2021/2022 E-Division Budgets reflect a detachment strength of 20 members. However the City is not frequently billed for its full complement due to vacancies throughout the year. As a result of this vacancy rate, the City has adjusted its budget downward 1 to 2 members as it is not prudent to budget for items that likely will not materialize. However the actual billings for 2021 have been based on an E-Division forecasted FTE of between 15.4 and 17.9 members. This has resulted in savings of approximately \$478,300.	62,100.00

	<p>In addition, the E Division credit adjustment received at the end of their fiscal year (April 1, 2020 – March 31, 2021) reflects actual FTE during this period among other budgetary changes and surpluses. The credit received in 2021 was approximately \$180,600.</p> <p>At the end of February 2022, the City received a preliminary range estimate of RCMP retroactive pay from the Federal Government. While this estimate has been provided for planning purposes only, it is considered reasonable to use as a basis for expense accrual for 2021.</p> <p>Savings net of the \$23,000 RCMP Long-Term Liability Payment (\$658,800.00) have been used to offset RCMP retroactive wages accrued at year-end (\$744,000.00); resulting in a net transfer from the Police Operating Reserve of \$85,200.00.</p>	
<i>Prisoner Costs</i>	<p>To reflect actual. The City is billed according to the E-Division budget for prisoner costs (based on actual prior year costs of Provincial, Federal and municipal prisoners). A reconciliation and adjustment will be completed by E-Division as part of their year-end process (March 31, 2022). The City will see an adjustment related to 2021 in 2022 (similar to Police Force billing). Further, the City is only responsible for municipal prisoners and receives a reimbursement from the Province for those that are Federal and Provincial. As a result, this is a very difficult line item to project as it is based on the number of Provincial, Federal and municipal prisoners held in the local detachment and it varies from year to year. This increase has been offset in part by net savings within the Police Services function and savings from the Cell Block – Tender Document project.</p>	28,000.00
<i>DNA Analysis</i>	To reflect actual.	4,300.00
<i>Cell Block – Tender Document</i>	Project is complete. The tender documents and architectural fees were included in the overall Cell Block Renovation Capital budget, and therefore these funds were no longer required.	(15,000.00)
<i>Law Enforcement Services</i>		
<i>Bylaw Wages and</i>	To reflect a temporary position vacancy. Savings	(10,800.00)

<i>Benefits</i>	redirected to increase in Building Wages and Benefits.	
<i>Storage</i>	To reflect actual. It was determined that additional off-site storage for bylaw services was not necessary. Funding redirected to cover Cellular costs.	(1,500.00)
<i>Cellular</i>	To reflect the actual cost for cellular services as related to bylaw services.	1,900.00
<i>Recruitment</i>	To reflect actual, no further recruitment expenses were incurred.	(1,000.00)
<i>Vandalism Reward Policy</i>	To reflect actual.	(2,000.00)
<i>Other</i>	To reflect expenditures related to bylaw uniforms and protective equipment.	2,500.00
<i>Other Protective Services</i>		
<i>Animal Control – Contracted Services</i>	To reflect actual. Attributed to a temporary position vacancy and reduced after-hours call out expenditures. Savings redirected to the RCMP Building Major Maintenance Reserve.	(9,300.00)
<i>Emergency Services</i>		
<i>Wildfire</i>	To reflect expenditures to provide assistance for the Kamloops, Lytton, Ashcroft, Cache Creek and Sicamous wildfires. Offset by revenue received from Emergency Management BC and BC Wildfire (\$188,050), net income reallocated to the Fire Buildings & Equipment Reserve Fund (\$137,900).	50,150.00
<i>Wildfire Prevention – Timber Removal</i>	To reflect actual. Offsets with revenue and net transfer to the Forestry Management Reserve for same.	(5,000.00)
<i>Transportation Services</i>		
<i>Common Services Workshop & Yard Maintenance</i>	Due to the renovation & addition at the public works building, many expenses (i.e. HVAC maintenance, electrical upgrades, painting, replacements, etc.) were postponed as they were scheduled to be completed within the contractual works of the project.	(20,500.00)
<i>Gravel Pit</i>	Primarily attributed to current year labour and equipment	9,400.00

<i>Operations</i>	charges related to the operation of the City's Gravel Pit, including the screening and transport of materials to and from the Public Works Yard.	
<i>Land and Buildings</i>	To reflect lower than anticipated maintenance cost related to Other Land and Buildings.	(8,700.00)
<i>Administration and Engineering</i>	More significant items are summarized below:	
<i>Wages & Benefits – PW Foremen</i>	To reflect actual. Attributed to the use of prior year vacation entitlements and a reduction in year-end vacation accruals. Savings redirected to the Wages and Benefits Reserve.	(7,000.00)
<i>Training and Travel</i>	Reduced training costs due to COVID and in-person training opportunities being offered virtually (at a reduced cost) or cancelled. <ul style="list-style-type: none"> • Conventions & Seminars – (\$7,200); • Organizational Culture/Risk Assessment Sessions – (\$3,200); and • Safety Courses (Net) – (\$22,000) 	(32,400.00)
<i>Small Tools & Equipment</i>	To reflect actual.	(5,000.00)
<i>Inventory Adjustments</i>	To reflect actual. Primarily related to year-end adjustments to the Gravel Pit (recycled asphalt, gravel, drain rock and screened sand).	(12,400.00)
<i>Boot Allowance</i>	To reflect actual in accordance with the Collective Agreement.	3,100.00
<i>Wages & Benefits – Engineering</i>	To reflect actual. Attributed to a position vacancy for part of the year. Savings redirected to the Wages and Benefits Reserve.	(4,800.00)
<i>Engineering – Contracted Services</i>	To reflect actual. Attributed to a diverse internal skill-set, minimizing the requirement for supplemental external resources.	(4,600.00)
<i>Surveys</i>	To reflect actual. Attributed to a diverse internal skill-set, minimizing the requirement for supplemental external resources.	(6,000.00)
<i>Machinery and</i>	To adjust expenditures and associated revenue for charge-	

<i>Equipment</i>	out to City functions. More significant changes are summarized below:	
<i>Unit No. 833 – 1990 Powerscreen Mark II</i>	Sourcing parts is becoming extremely difficult for this particular brand/model of equipment. In addition, given supply chain issues, if the City proceeded with ordering necessary parts in October 2021, they would not have been received until April 2022. Therefore the expenditures were postponed until 2022, as that is when they would have been expensed regardless.	(17,215.00)
<i>Unit No. 934 – 2011 Trackless Sidewalk Tractor</i>	Given the age of the equipment, it was anticipated that 2021 would be the last winter of use before trading it in. Given this, it was expected that the City would incur significant repair costs due to malfunction and breakdowns and the budget reflected these assumptions. However due to very successful preventative maintenance, large breakdowns did not occur in 2021. In addition fuel consumption was much lower than anticipated.	(16,300.00)
<i>Unit No. 950 – JD6420 Tractor/Snow Blade/Flail</i>	This piece of equipment was utilized less than anticipated during the winter due to an unforeseen front tire malfunction. This resulted in the machine sitting idle for approximately 2 months. In addition, the budget for materials and contracted services was not fully utilized, as the machine didn't experience any major breakdowns compared to prior years.	(8,400.00)
<i>Unit No. 974 – Ford F350 4x4 Dump/Plow</i>	Historically this truck was used as a backup in winter months, however was not needed in 2021. This resulted in lower fuel consumption, less preventative maintenance servicing and lower labor/materials costs.	(7,210.00)
<i>Unit No. 982 – 2009 Volvo BL70 Backhoe</i>	This unit was used much less than anticipated, by as much as half. As a result, maintenance costs were lower than expected.	(9,700.00)
<i>Unit No. 19 – 2021 ½ Ton Truck (New)</i>	Awarded dealership was unable to source a 2021 model due to supply issues. Capital budget has been carried forward for completion in 2022. Operational budget has been adjusted to reflect actual.	(8,500.00)
<i>Unit No. 21 – 2013</i>	This piece of equipment is extremely expensive to fix.	(10,030.00)

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<i>John Deere Grader</i>	However it did not experience any major issues in 2021 and the operating expense account reflects only preventative maintenance.	
<i>Unit No. 30 – 2021 Freightliner M2 Dump/Plow</i>	This is a new piece of equipment received April 21, 2021. The budget reflects a full year of estimated operational costs. Fuel, materials and labour are reflective of ¾ of a year.	(8,850.00)
<i>Unit No. 32 – 2021 Ford F600 Dump/Plow</i>	The replacement truck was not received until December 10, 2021. The budget allocation was for an entire year.	(18,000.00)
<i>Unit No. 63 – 2020 International Tandem Dump</i>	Fuel costs for the year were significantly more than budgeted (approx. \$9,000). In addition the plow was damaged twice this winter, resulting in significant labour time/costs to repair and a replacement auger chain was required for winter.	11,500.00
<i>Unit No. 69 – 2020 MACK Flusher Truck</i>	This truck is still under warranty, resulting in reduced material costs as they are being covered by warranty.	(10,410.00)
<i>Unit No. 72 – 2007 Chevy Cargo Van (Utilities)</i>	Replacement unit purchased April 14, 2021. The replacement was expected to be delivered in October 2021, however due to supply chain issues it was delayed. To date the City has still have not received the replacement. As this unit is being traded-in, the use was reduced resulting in lower fuel, material and labour costs.	(7,050.00)
<i>Unit No. 74 – 2020 Ford F350 4x4 Crew Cab</i>	The actual use of this truck has been much lower than anticipated resulting in savings. Budget to be refined in future years.	(7,200.00)
<i>Unit NO. 78 – 2008 Sterling 1 Ton Dump/Plow</i>	The truck is scheduled to be replaced and traded-in in June 2022. The rear differential was replaced in August 2021 after which the truck was parked to maintain the trade-in value, resulting in reduced operating costs.	(8,415.00)
<i>Unit No. 79 – 2007 Volvo Loader</i>	Typically this is a high maintenance piece of equipment. Preventative maintenance servicing was successful in 2021 resulting in no significant breakdowns. In addition fuel costs were less than anticipated.	(8,700.00)
<i>Unit No. 82 – 2009 Volvo BL70</i>	This piece of equipment was budgeted to be replaced in 2021. The 2009 Volvo was transferred to Unit. No. 982.	(21,250.00)

<i>Backhoe</i>	Due to a significant increase in budgetary cost estimates, the replacement was deferred to 2022, to allow for a revised budget estimate. As a result, minimal operational costs were incurred.	
<i>Unit No. 86 – 2019 John Deere 310SL</i>	The 2019 Backhoe was replaced in 2021 due to the existing machine not meeting the specifications as set out within the request for quote. Being such a new machine, labour and material costs were much lower than expected.	(9,100.00)
<i>Roads and Streets – Roadway Surfaces</i>		
<i>Dust Abatement</i>	The City is trying a new program/method in an effort to reduce the cost of materials used. The first application for the year is 100% dust control, further applications mix dust control material with water 50/50. This process has successfully resulted in a reduction in material costs.	(6,700.00)
<i>Asphalt Patching</i>	Reduction in expenses is attributed to reduced contractor availability late in the year. In addition, City Staff were focused on completing charge-out (work completed by City crews where cost is recoverable) and capital projects for the majority of year, thus limiting the time to utilize certain operating and maintenance budgets, including Asphalt Patching.	(23,100.00)
<i>Roadway Maintenance</i>	To reflect actual, attributed to no major road failures including sloughing, embankment erosion, sub-grade failures, etc.	(7,900.00)
<i>Roads and Streets – Road Allowances, Intersections, Approaches</i>		
<i>Weed Control - Sidewalks</i>	The City utilizes seasonal student labour from May through August. Due to the extreme heat experienced in 2021, the students were temporarily re-allocated to painting hydrants and their labour costs were expensed accordingly.	(15,200.00)
<i>Weed Control – Roadside Mowing</i>	The extreme heat experienced in 2021 did not allow these works to be performed from June through August. The City follows the Canadian Forest Fire Daily Severity Rating, and as such will not mow roadsides if there is	(5,000.00)

	potential to start a fire.	
<i>Road Allowances Maintenance</i>	These funds were carried through the year in the event that winter arrived late. In addition, City Staff were focused on completing charge-out and capital projects for the majority of year, thus limiting the time to utilize certain operating and maintenance budgets.	(11,000.00)
<i>Roads and Streets – Sidewalks</i>		
<i>Sidewalks – Repairs and Maintenance</i>	City Staff were focused on completing charge-out and capital projects for the majority of year, thus limiting the time to utilize certain operating and maintenance budgets.	(6,200.00)
<i>Sidewalk – Extensions & Replacements</i>	In part attributed to work completed by City crews where cost is recoverable.	15,200.00
<i>Roads and Streets – Drainage Ditches</i>		
<i>Drainage Ditch Maintenance</i>	The City is currently working on a maintenance program to provide direction on a plan to complete. In addition there were many unknowns with FLNRO which caused work not to be completed and City Staff were focused on completing charge-out and capital projects for the majority of year, thus limiting the time to utilize certain operating and maintenance budgets.	(15,800.00)
<i>Flood Control Maintenance</i>	Attributed to minimal flood control activities required during 2021 freshet. The lake level peaked at 347.989 meters, 1.207 meters lower than 2020.	(4,880.00)
<i>Service Connections</i>	To reflect actual. Attributed to work completed by City crews where cost is recoverable. Offsets with increased revenue (i.e. Storm Sewer Connections). Net savings redirected to the Drainage Reserve.	35,895.00
<i>Roads and Streets – Storm Sewers</i>		
<i>Catch Basin Maintenance</i>	To reflect actual based on rebuilding Catch Basin's that are flagged during asphaltic overlays.	(5,000.00)
<i>Drainage – Extensions & Replacements</i>	To reflect actual. Attributed to an extremely dry year with no unanticipated storm water control issues.	(20,600.00)

<i>Roads and Streets – Street Cleaning and Flushing</i>		
<i>Snow Removal & Sanding</i>	<p>Overall attributed to successful winter operations. Overtime events were slightly lower than average and material costs were down significantly due to the application of liquid de-icing only when needed.</p> <p>In accordance with Policy No. 7.24, if actual annual ice and snow control costs are below that budgeted, any excess shall be transferred to the ice and snow control reserve up to a maximum balance of \$300,000. As such, \$40,000 of this excess has been transferred to the ice and snow control reserve to ensure sufficient funding is available in extraordinary snow fall years.</p> <p>Additional savings have been redirected to the Airport Capital Improvements Reserve (\$30,000) and the TCH West Project (Road and Storm) Reserve (33,000).</p>	(94,700.00)
<i>Sidewalk Snow Removal/Sanding</i>	To reflect actual. Overtime events were included in the budget with actual utilization being slightly less. Savings have been redirected to the TCH West Project (Road and Storm) Reserve.	(5,500.00)
<i>Vandalism</i>	To reflect actual.	(4,940.00)
<i>Bridges and Other Crossings</i>		
<i>R.R. Grade Crossings</i>	To reflect actual. Very little City involvement was required on CP Rail grade crossing improvement in 2021.	(9,700.00)
<i>Street Lighting</i>		
<i>Overhead Lighting</i>	This account reflects expenses for BC Hydro lease lights, the savings are reflective of the BC Hydro LED upgrade project and the lease lights that have been removed from the City's inventory as a result of an internal audit that was performed by Engineering staff. Savings redirected to the Canoe Beach Road Rehabilitation Reserve.	(16,000.00)
<i>Ornamental Overhead Lighting</i>	To reflect actual. Savings redirected to the Canoe Beach Road Rehabilitation Reserve.	(2,735.00)
<i>Ornamental</i>	The works were scheduled with the contractor in the late	(27,225.00)

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<i>Lighting – Pole Refurbishment</i>	summer, however contractor re-scheduled several times at which point the weather was too inclement. Savings redirected to the Street Light Conversion (LED) Reserve (\$25,000).	
<i>Traffic Services</i>		
<i>RR Crossing Signal Maintenance</i>	To reflect actual, very little City involvement was required on CP Rail signal maintenance in 2021.	(6,500.00)
<i>Transit Services – Other</i>	To reflect actual.	(5,290.00)
<i>Transit System</i>	<p>As resolved by Council – Anticipated contract savings (Decrease \$159,900) and adjusted to reflect actual. The 2021 Budget allocation included an additional \$20,000.00 for transit expansion funded from the Transit Services Reserve. The expansion came into effective January 1, 2022. As a result the project has been carried forward and an allocation has already been included in the 2022 Budget. Therefore, the transfer from the Transit Services Reserve has been reduced by \$20,000.00.</p> <p>The overall reduction is primarily associated with the use of the BC Transit shared operating reserve (as BC Transit has reverted back to billing based on actual). These savings have been reduced by a reduction in Transit revenues. Net savings (\$108,000) have been redirected back to the Transit Services Reserve.</p>	(169,700.00)
<i>Active Transportation Network Plan</i>	As resolved by Council – offset by transfer from Active Transportation Reserve (\$50,000) and Active Transportation Network Planning Grant (\$50,000)	100,000.00
<i>Major Maintenance</i>		
<i>Agricultural Ditch Maintenance</i>	This year's ditch maintenance program with FLNRO was difficult to manage. Ditches within Agriculture zones are working appropriately. Program proposed for 2022 to ensure ditching funds are utilized.	(28,100.00)
<i>Restoration of Gravel Road Structure</i>	To reflect actual, attributed to the underutilization of materials.	(5,900.00)
<i>Brushing Program</i>	Much of the brushing efforts were curtailed due to the extreme hot weather and heightened fire conditions.	(18,000.00)

<i>Gravel Pit Remediation</i>	This year Council approved the internal crushing of gravels at the City's Gravel Pit. Prior to any work, it was determined that a "waste" material was placed on top of the minable material which resulted in significant additional costs to remove and haul away the spoils prior to commencing work.	16,500.00
<i>Downtown Parking</i>		
<i>Parking Lot Maintenance and Equipment</i>	Minor adjustments throughout section. More significant decreases are summarized below:	
<i>Inner Core Parking Lot Maintenance</i>	To reflect actual, very little maintenance was required in 2021. Also attributed to reduced amount due to Lessor for parking revenue collected due to reduced inner core parking revenues.	(5,600.00)
<i>Ross Street Parking Lot Maintenance</i>	To reflect actual, very little maintenance was required in 2021.	(5,200.00)
<i>Airport Services</i>		
<i>Administration</i>		
<i>Interest & Bank Charges</i>	To reflect higher than anticipated credit card charges primarily attributed to the airport automated fuel system and the increased use related to the extreme wildfire season.	2,000.00
<i>Memberships & Licenses</i>	To reflect a replacement tenure application for the renewal of the license agreement for airplane hazard beacon site purposes with the Ministry of Forests, Lands and Natural Resource Operations.	4,300.00
<i>Seminars & Training</i>	To reflect actual. Additional training as related to the Safety Management System Implementation was not required. Funding has been redirected to Appraisals.	(8,000.00)
<i>Manager – Commission</i>	To reflect commission charges as related to hot-fueling in accordance with the Airport Management Contract and the significant wildfire season.	5,900.00
<i>Small Tools & Equipment</i>	To reflect actual.	(1,000.00)
<i>Appraisals</i>	To reflect a current market rent appraisal for the airport lands. Funded through Seminars and Training Savings.	5,000.00

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<i>Fuel and Oil – Cost of Sales</i>	To reflect actual. Attributed to an extremely active wildfire season. Offsets with fuel and oil sales with net revenues redirected to the Airport O&M Reserve.	123,000.00
<i>Airport Signage Maintenance</i>	Many new signs were installed as part of the Taxiway Charlie capital project, result in reduced maintenance costs.	(2,050.00)
<i>Buildings and Grounds Maintenance</i>		
<i>Grounds Maintenance</i>	With the new construction of Taxiway Charlie, maintenance needs are reducing. In addition the extreme fire season halted any operations for the majority of summer.	(6,900.00)
<i>Snow Removal</i>	To reflect actual.	(6,000.00)
<i>Terminal Building Maintenance</i>	Attributed to reduced use in 2021, resulting in less operating and maintenance costs.	(9,550.00)
<i>Runway Lighting Maintenance</i>	To reflect actual. As part of the Taxiway Charlie project all of the runway lighting was replaced with LED, resulting in reduced maintenance costs.	(2,800.00)
<i>Equipment Storage Shed Maintenance</i>	To reflect actual. Hydro costs were reduced following the insulating and patching of holes in the prior year.	(2,800.00)
<i>Tree Encroachment Maintenance</i>	To reflect actual. Carry forward project funds. Transfer from Airport – Tree Encroachment Reserve reduced by same.	(73,900.00)
<i>Runway and Road Maintenance</i>	In part attributed to the capital works activities (Taxiway Charlie and runway lighting) resulting in a reduction of maintenance work. In addition crack sealing and painting could not be completed due to extreme fire season.	(27,500.00)
<i>Machinery and Equipment</i>		
<i>Hazard Beacon Maintenance</i>	To reflect actual. Lights were working fine in 2021 with no maintenance required as a result of malfunction or burn-out.	(5,000.00)
<i>Navigation</i>	To reflect actual. Lights were working fine in 2021 with	(7,100.00)

<i>Equipment Maintenance</i>	no maintenance required as a result of malfunction or burn-out.	
<i>Wildlife Management System Update</i>	To reflect actual. Project carried forward to be completed in 2022. Funding has been redirected to the Airport O&M Reserve for same.	(2,000.00)
<i>Arborist Tree Report</i>	The Arborist report was completed in August. The budget was based on prices gathered from local tree companies the previous year. When the request for quote was issued a reputable out of town tree company was in town and was able to combine projects and complete the work for a much lesser cost. Transfer from Airport – O&M Reserve reduced by same. Remaining funds have been carried forward to offset the 2022 airport function operational needs.	(26,700.00)
<i>Runway Edge Lighting</i>	This work was completed under the BC Air Access Grant, as a result this funding is no longer required. A transfer from Airport Lighting Reserve has been reduced by same.	(10,000.00)
<i>Weather Station Upgrades</i>	The Weather Station Upgrade project is no longer required. There had been some computer and communications issues with the weather station, however they were resolved by other means and this budget allocation was no longer required. A wired or fiber optic connection is currently being considered which may be requested in 2023. A transfer from the Airport Major Maintenance Reserve has been reduced by same.	(5,000.00)
<i>Environmental Health Services</i>		
<i>Access Awareness</i>	The pedestrian crossing refuge island project was estimated higher than actual. Further, this project was completed in the late fall which did not allow sufficient time to complete further projects. Redirected to the Shaw Centre Major Maintenance Reserve.	(11,100.00)
<i>Solid Waste and Recycling Program</i>	Analyzed and reallocated actual expenses; and balanced with user fees and refuse tag sales resulting in a transfer from the reserve. The transfer represents funds required to cover the program deficit. Actual program deficit was	(6,900.00)

	reduced primarily due to lower tipping fee costs both on garbage and food waste (approximately \$17,000). The reduction in the tipping rates is the result of reduced tonnage, while considering actual number of users. The net transfer from the Solid Waste and Recycling Reserve is \$13,700.00, \$17,800.00 less than anticipated.	
<i>Recycling – D/T Collection</i>	To reflect actual. The Downtown Recycling Collection contract ended in March 2021. City staff are now completing the work internally, with the associated costs reflected in Parks – Central Business District Operational and Maintenance account.	(4,000.00)
<i>Cemetery Services</i>		
<i>Mt. Ida - Administration – Licenses & Permits</i>	To reflect actual. Redirected to Capital Reserve Fund.	(1,200.00)
<i>Mt. Ida - Building and Grounds Maintenance</i>	Largely related to reduced Grounds Maintenance (\$3,150) and Snow Removal (\$3,500). Redirected to the Capital Reserve Fund.	(\$8,150.00)
<i>Mt. Ida – Grave Liners</i>	To reflect actual.	(2,700.00)
<i>Shuswap Memorial - Building and Grounds Maintenance</i>	Attributed to a decrease in Grounds Maintenance (\$2,200) and Snow Removal (\$2,300). Redirected to the Capital Reserve Fund.	(4,500.00)
<i>Shuswap Memorial – Perimeter Brushing/Ditching</i>	Much of the brushing efforts were curtailed due to the extreme hot weather and heightened fire conditions. Redirected to the Capital Reserve Fund.	(7,300.00)
<i>Planning and Development Services</i>		
<i>Planning – Wages and Benefits</i>	Attributed to two position vacancies for part of the year. Savings redirected to the Wages and Benefits Reserve.	(11,200.00)
<i>ALC Exclusion Applications</i>	Attributed to fewer ALR Exclusion Applications. The City is now responsible to apply as the applicant under new ALC Regulations.	(3,700.00)
<i>Advertising and Signage</i>	To reflect reduced demand for City initiated planning applications and the need for statutory advertising.	(5,000.00)

<i>Legal Fees</i>	To reflect actual.	(18,500.00)
<i>Engineering – Wages and Benefits</i>	Attributed to a position vacancy for part of the year. Savings redirected to the Wages and Benefits Reserve.	(14,600.00)
<i>Subscriptions & Memberships</i>	To reflect actual.	1,200.00
<i>Training & Development</i>	To reflect actual. Reduced training costs due to COVID and many in-person training opportunities being offered virtually (at a reduced cost) or cancelled.	(2,400.00)
<i>Conferences & Seminars</i>	To reflect actual. Reduced training costs due to COVID and many in-person training opportunities being offered virtually (at a reduced cost) or cancelled.	(1,900.00)
<i>Relocation & Recruitment</i>	To reflect actual.	(1,000.00)
<i>Contracted Services – Consulting</i>	Funding was not utilized in 2021 and is associated with unanticipated projects and partnering arrangements to support new development and road/access plans.	(15,000.00)
<i>Surveying</i>	Funding was not utilized in 2021 and is associated with unanticipated projects and partnering arrangements to support new development and road/access plans.	(5,000.00)
<i>Heritage Projects</i>	To reflect actual Heritage Commission project expenditures.	(3,800.00)
<i>Economic Development Services</i>		
<i>Economic Development Society</i>	To reflect actual as per contract. Budget based on an estimated BC CPI increase of 2%, actual increase was 0.78%. Savings redirected to the Recreation Centre – Major Maintenance Reserve Fund.	(3,600.00)
<i>Inashiki, Japan – Twinning</i>	To reflect actual. Due to COVID 19, all international travel was required to be cancelled. Savings redirected to the Recreation Centre – Major Maintenance Reserve Fund.	(5,000.00)
<i>Municipal Regional District Tax</i>	To reflect actual. Offsets with revenue for same.	80,800.00

<i>MRDT Provincial Administration Fee</i>	To reflect actual. Offsets with revenue for same.	2,200.00
<i>Visitor Services – Wages & Benefits</i>	To reflect actual.	(3,000.00)
<i>Visitor Services</i>	<p>To reflect actual costs of the visitor services function. As of 2021 the City took over visitor services, previously contracted out. The 2021 budget was based on the cost of the function in prior years. Significant savings were achieved through this change in service (approximately \$14,540). In addition, the City was successful in securing grant funding in 2021 through Destination BC (\$12,500), increasing the overall budget.</p> <p>In addition, as resolved by Council, funding was redirected to purchase a Visitor Services Van (\$21,600). Overall net savings have been redirected to replenish the General Parking Lots Reserve (\$30,000).</p>	(48,640.00)
<i>Social Well-Being Work Plan</i>	As resolved by Council	15,000.00
<i>Recreation and Cultural Services</i>		
<i>Shaw Centre – Operating</i>	<p>To reflect actual. Reductions in revenues to note include:</p> <ul style="list-style-type: none"> • Food Services (\$22,000); • Ice Rentals (\$99,500) primarily attributed to Adult & Minor Hockey Rentals and Tournaments/Camps; • Indoor Sports Facility (\$22,500); • Offset by an increase in Little Mtn. Fieldhouse (\$14,600); • Rentals (\$10,500); • Special Events – Conventions (\$8,500); • Offset by an increase in Event & Building Sponsorships (\$10,500). <p>Reductions in expenditures to note include:</p> <ul style="list-style-type: none"> • Administration (\$26,000) attributed primarily to Shuswap Recreation Wages; • Building Repairs and Maintenance (\$98,000) attributed primarily to Building, Equipment and Ice Maintenance and Utilities; • Ice Maintenance Labour (\$37,045) discussed below. 	(10,850.00)

	As resolved by Council – Security for Vaccination Checking (Increase \$20,000), offsets with Transfer from COVID 19 Safe Restart Grant for same. Transfer from COVID 19 Safe Restart Grant has been reduced by the same.	
<i>Shaw Centre – Ice Maintenance Labour</i>	To reflect actual. Attributed to reduced capacity and related restrictions as a result of COVID 19. Offsets with decrease in revenue for same.	(37,045.00)
<i>Shaw Centre – Energy Savings Study</i>	As resolved by Council – Offsets with Transfer from Climate Action Reserve for same.	5,000.00
<i>Parks Services</i>		
<i>Administration</i>	Largely attributed to: <ul style="list-style-type: none"> • Wages and Benefits (\$12,000), savings redirected to the Wages and Benefits Reserve; • Conferences, Seminars, Organizational Culture Sessions (\$4,000) due to reduced training costs due to COVID and many in-person training opportunities being offered virtually (at a reduced cost) or cancelled. • Small Tools (\$2,200), to reflect actual. 	(21,200.00)
<i>Park and Facility Maintenance</i>	Various increases and decreases throughout section. More notable changes are as follows:	
<i>Greenhouse Maintenance</i>	This budget is inclusive of the operating needs for the new future greenhouse, as a result the budget was overstated.	(7,600.00)
<i>Blackburn Park Maintenance</i>	Attributed to fewer park bookings than other years due to COVID, resulting in reduced maintenance costs. The extreme heat in the summer stunted turf growth and resulted in less mowing and fertilization applications.	(14,100.00)
<i>Fall Fair Grounds Maintenance</i>	Planned Tree Maintenance was not completed during the year.	(6,360.00)
<i>Fletcher Park Maintenance</i>	Attributed to reduced park usage compared to other years due to COVID, resulting in reduced maintenance costs and a reduction in metered water and sewer costs.	(7,820.00)

<i>McGuire Lake Park Maintenance</i>	Attributed to fewer park bookings than other years (i.e. graduation, weddings etc.) due to COVID, and therefore less time spent organizing for the events and reduced maintenance costs.	(6,300.00)
<i>Marine Park Maintenance</i>	Attributed to fewer park bookings than other years (i.e. W.O.W, gazebo rentals, car shows, etc.) due to COVID, and therefore less time spent organizing for the events and reduced maintenance costs.	(18,500.00)
<i>Snow Removal – Shaw/RC/Curling</i>	Attributed to increased contractor experience, resulting in cost saving efficiencies.	(12,800.00)
<i>Grounds/Parking Lot – Shaw/RC Maintenance</i>	To reflect actual. No additional extra maintenance was required beyond the scheduled maintenance program.	(9,620.00)
<i>Parks Vandalism Maintenance</i>	To reflect actual. Significant time addressing vandalism and repairing and restoring damaged washrooms, locks and doors, removing graffiti, and cleaning up un-housed camps.	18,200.00
<i>Central Business District</i>	Attributed to the cancellation of grad plantings and many special events. In addition, implemented a new hanging basket watering program utilizing “watering filler tubes” that is reducing the amount of staff time required to water, thereby reducing costs.	(28,000.00)
<i>Other Park Maintenance</i>	“Other” park areas are not irrigated. The extreme heat resulted in reduced/slowed growth thereby resulting in less required maintenance.	(9,800.00)
<i>Special Events Maintenance</i>	Due to COVID 19, the majority of special and community events were cancelled.	(20,135.00)
<i>City Hall/Courthouse Facility – Plaza Maintenance</i>	To reflect actual. No additional extra maintenance was required beyond the scheduled maintenance program.	(5,920.00)
<i>TCH West Maintenance</i>	To reflect actual. Much of this area is under construction with the MoTI.	(6,500.00)
<i>Canoe Beach Rental Lots</i>	To reflect costs associated with demolition and remediation. Offsets with Parks – Other Revenue	16,280.00

<i>Maintenance</i>	(demolition contributions) and Transfer from Canoe Beach Rental Lot Remediation Reserve.	
<i>Blackburn Park Washroom Facility</i>	To reflect significant washroom usage in 2021 and additional repairs required to toilets, sinks, etc. in addition to expenses attributed to vandalism.	5,810.00
<i>SAGA Building Maintenance</i>	To reflect actual, attributed to reduced HVAC contractor costs.	(6,270.00)
<i>Irrigation Control Upgrades</i>	To reflect actual, project completed under-budget.	(3,300.00)
<i>Bike Pump Track</i>	As resolved by Council, funded from the Bike Skills Park Reserve.	5,500.00
<i>Major Maintenance – Wayfinding Signage Site Prep</i>	As resolved by Council.	14,500.00
<i>Downtown Drop-In Senior Centre</i>	To reflect additional operational costs and maintenance as a result of tenant lease surrender.	4,200.00
<i>Memorial Arena Sports Complex</i>	To reflect reduced snow removal costs. Savings Redirected to the Recreation Centre – Major Maintenance Reserve Fund.	(8,500.00)
<i>SASCU Recreation Centre</i>		
<i>Recreation Centre – Labour</i>	To reflect actual. Attributed to reduced capacity and related restrictions as a result of COVID 19. Offsets with decrease in revenue for same.	(95,050.00)
<i>Recreation Centre - Operating</i>	<p>To reflect actual. Reductions in revenues to note include:</p> <ul style="list-style-type: none"> • Sales of Services (\$19,000) attributed primarily to Locker Rentals and Recreation Guide Advertising; • Pool Programs (\$62,500) attributed primarily to General Pool Admissions and Aquafit; • Pool Rentals (\$21,000); • Recreation Programs (\$9,000); • Drop-In Programs (\$12,000) attributed primarily to the Drop-In Gym; • Offset by an increase in Rentals (\$26,500) primarily attributed to Room Rentals. <p>Reductions in expenditures to note include:</p>	(32,000.00)

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	<ul style="list-style-type: none"> • Sales of Service (\$7,500) attributed primarily to Recreation Guide Costs; • Building Maintenance (\$26,500.00) attributed primarily to Materials and Chemicals; • Recreation Labour (\$95,050.00) discussed above. <p>Transfer from COVID 19 Safe Restart Grant has been reduced by the same.</p>	
<i>Wharf Wharf Maintenance and Vandalism</i>	Attributed to reduced vandalism following the installation of gates. Further, there was no deck maintenance and minimal boat slip maintenance completed due to the scheduling of the Marina Wharf Replacement project. Savings redirected to the Wharf/Float Major Maintenance Reserve.	(12,400.00)
<i>Canada Day Celebrations</i>	Due to COVID 19, the Canada Day Celebrations were cancelled. Funding redirected to the Canada 150 Reserve to offset future Canada Day Celebration costs.	(17,000.00)
<i>Fiscal Services</i>		
<i>Interest</i>	To reflect actual.	(6,080.00)
<i><u>Capital</u></i>		
<i>General</i>		
<i>Visitor Services Van</i>	As resolved by Council, funded from Visitor Services operating budget.	21,600.00
<i>Police Services</i>		
<i>Prison Cell Improvements</i>	To reflect additional costs incurred as a result of RCMP Departmental Security requirements and technical specifications related to access doors, grilles, lights, drains and painting. Increase offset by Unconditional Transfer – Traffic Fine Revenue Sharing Grant.	8,200.00
<i>Transportation Services</i>		
<i>Universal LED Street Lighting Residential – Other</i>	As resolved by Council. Additional funding allocated from Transportation Other Revenue (BC Hydro credit) for same.	75,000.00
<i>Auto Road & 50 St SE – Drainage</i>	This project was budgeted to include road excavation pipe installation and paving. The ground was determined to be acceptable for ground infiltration, as a result a	(7,500.00)

	drywell was installed instead, saving costs. Savings have been redirected to the Drainage Reserve.	
<i>East Canoe Creek – 60 Street NE – Drainage</i>	As resolved by Council.	(40,000.00)
<i>Hobson Creek Culvert – 20 Avenue SW – Drainage</i>	As resolved by Council. Redirected funding from the East Canoe Creek – 60 Street NE project (Increase \$40,000) and adjusted to reflect actual. Net savings (\$29,000) redirected to the Drainage Reserve. Significant project savings were achieved by an in-house re-design of the project and utilizing City staff to complete the construction works.	11,000.00
<i>6 Ave NE (10 St – 12 St) – SC&G</i>	To reflect actual. Primarily attributed to contribution from BC Hydro for work completed by the City on their behalf (\$34,000). Savings have been redirected to the Drainage Reserve.	(10,000.00)
<i>Shuswap Street Sidewalk Replacement – SC&G</i>	As resolved by Council. Bump Out (5 Ave – 2 Ave) combined with the Shuswap Street Sidewalk Street Replacement project.	40,000.00
<i>Bump Out (5 Ave – 2 Ave) – SC&G</i>	As resolved by Council.	(40,000.00)
<i>Asphaltic Overlays</i>	To reflect actual. Offsets with increase in Transportation Parcel Tax revenue for same.	4,000.00
<i>Underpass – Construction – Road</i>	As resolved by Council.	4,433,300.00
<i>DEF Tank Storage & Pump</i>	Initial plans included building a structure indoors to hold 1,200 liters of DEF, which would have required structural engineering. It was later determined best to build the structure on-ground outside, which did not require engineering services. Savings have been redirected to the Drainage Reserve.	(4,800.00)
<i>Movable Grizzly Screen</i>	To reflect actual, quotes received for budgetary estimates were much higher than those received during the request for quote.	(3,400.00)
<i>Unit No. 32 - 4x4</i>	As resolved by Council. Funded from the Equipment	7,000.00

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<i>Dump/Snow/Plow Truck</i>	Replacement Reserve Fund.	
<i>Unit No. 78 – Dump/Plow Truck</i>	As resolved by Council. Funded from the Equipment Replacement Reserve Fund.	6,700.00
<i>Unit No. 95 – 2011 Ford Utility Truck</i>	As resolved by Council. Funded from the Equipment Replacement Reserve Fund.	22,500.00
<i>Development Services</i>		
<i>Electric Vehicle</i>	As resolved by Council – funded from the Climate Action Reserve.	45,000.00
<i>Parks</i>		
<i>Canoe Beach Playground Replacement</i>	As resolved by Council. Redirected from the Raven Community Park Playground Replacement project.	28,000.00
	As resolved by Council. Funding from the Parks Development Reserve has been reduced by \$50,000.00 to account for community funding contribution.	Net Change - 0.00
<i>Raven Community Park Playground Replacement</i>	As resolved by Council.	(28,000.00)
<i>Klahani Park – Court Resurfacing</i>	As resolved by Council (Increase \$1,500) and adjusted to reflect actual.	4,800.00
<i>Ross Street Plaza – Washroom Redesign & Construction</i>	As resolved by Council, funding application for a Canada Community Revitalization Fund Grant.	84,000.00
<i>Jackson Park – Ramp System</i>	As resolved by Council, funded from the Jackson Park Improvement Reserve.	57,000.00
<i>Klahani Park – Baseball Diamond #1 Infield Replacement</i>	Attributed to the discovery of unexpected underground irrigation, resulting in extra excavation & shale material costs.	4,000.00
<i>Transfer To Reserves</i>		
<i>General - Future Expenditure</i>	To reflect actual.	481.00
<i>General – Council Initiatives</i>	As resolved by Council (\$1,500, \$225, \$213, \$4,374, \$500, \$500, \$14,500, \$2,000, \$1,000).	(25,000.00)
<i>General - Contingencies</i>	To replenish reserve as related to 2021 budget amendment. Redirected from savings in Professional	10,000.00

	Development.	
<i>General – Technologies Equipment/Software</i>	Provision for future technology and software related purchase costs. Redirected from Operational savings within Planning and Development.	25,000.00
<i>General - Wages and Benefits</i>	Provision to offset the impact of future labour costs. Redirected from savings in various wages and benefits accounts.	75,000.00
<i>General – Canada 150 Celebrations</i>	Provision to offset future costs associated with Canada Day festivities. Redirected from savings related to Canada Day Celebrations for same.	17,000.00
<i>General – Civic Building Major Maintenance</i>	Provision for future capital works. Redirected from savings in Council Expenses and Civic Building Operating costs.	50,000.00
<i>General – Civic Building Carpet Replacement</i>	Provision for future carpet replacement needs and re-painting. Redirected from savings in Council Expenses and Civic Building Operating costs.	20,000.00
<i>General – Recreation Amenities</i>	Provision for future cost associated with the Recreation Centre expansion. Redirected from Operational savings within Planning and Development.	20,000.00
<i>General – Forestry Management</i>	To reflect actual. Offsets with reduction in revenue and expenditure for same.	(4,500.00)
<i>General – Airport Taxiway Charlie Bylaw No. 4289</i>	Capital project now complete. To reflect surplus debt proceeds to be used to pay-down debenture in the future redirected from Unexpended Revenue for same.	451,000.00
<i>FTC – Major Maintenance</i>	Provision for future major repairs and replacement of the FTC building and burn buildings, reallocated from operational and maintenance savings.	10,800.00
<i>Police – Building Major Maintenance</i>	Provision for future capital upgrades to the RCMP Building. Redirected from Operational savings within Fire Services and Other Protective Services – Animal Control.	20,000.00
<i>Transportation – Snow Removal</i>	Provision for future snow removal costs for extraordinary snow fall years, in accordance with Policy No. 7.24.	40,000.00

<i>Transportation – Drainage</i>	Provision to address future capital works in support of the Drainage Master Plan and Capital Plan and to address expenditures related to changing climate (i.e. changing precipitation, frequency and durations of storms, spring freshet etc.). Redirected from net revenues attributed to Custom Work and Storm Sewer Connections (approximately \$20,000), savings related to Transportation Capital (approximately \$50,000), savings related to Transportation Major Maintenance (\$35,000), savings related to Transportation Administration and Engineering (approximately \$62,000), and savings in operating costs associated with Roadway Surfaces (\$33,000).	200,000.00
<i>Transportation – Crushed Rock</i>	Provision for future gravel pit expansion. Net profit, reallocated from Gravel Pit Operational Revenue.	3,800.00
<i>Transportation – Street Light Conversion (LED)</i>	Provision to offset future capital costs for the LED Street Light Conversion Program. Redirected from Operational savings related to Ornamental Lighting – Pole Refurbishment.	25,000.00
<i>Transportation – Transit Services</i>	<p>As resolved by Council - anticipated net contract savings (Increase \$111,400) and adjusted to actual.</p> <p>The overall reduction in contract costs is primarily associated with the use of the BC Transit shared operating reserve (as BC Transit has reverted back to billing based on actual). These savings have been reduced by a reduction in Transit revenues. Net savings have been redirected to the Transit Services Reserve.</p> <p>As advised by BC Transit, the Province as well as BC Transit has reverted back to billing based on actual expenditures versus budget and will no longer hold a reserve to offset price volatility, effective April 1, 2021. As a result, the City will be required to manage price volatility within our own reserves. The noted transfer is a provision to address this.</p>	108,000.00
<i>Transportation – Public Works Renovation (OH&S)</i>	Additional provision for capital works related to phase 1 (current) and future phases of the public works building renovation as required by Operational Health and Safety.	50,000.00

<i>Transportation – TCH West Project (Road & Storm)</i>	Additional provision to address expenditures related to the TCH West Project being completed by the Province. The City will be responsible for its share of the capital works, a final estimate of this cost has not been provided. Redirected from savings in Snow Removal & Sanding and Sidewalk Snow Clearing.	33,000.00
<i>Transportation – Canoe Beach Road Rehabilitation</i>	Provision for rehabilitation work related to Canoe Beach Road. Redirected from savings associated with Overhead and Ornamental Overhead Lighting.	20,000.00
<i>Transportation – Lakeshore Road Rehabilitation</i>	Provision for rehabilitation works. The City is currently completing the design for the Lakeshore Road Stabilization based on option 1 in the Cost Benefit Analysis - Two-Way Urban Collector Road with Active Transportation Corridor. Option 1, based on the Class D estimate is approximately \$2.2 million.	125,000.00
<i>Transportation – 5 Ave NE (24-30 St NE) – SC&G</i>	Allocation towards sidewalk, curb and gutter capital works required on 5 Ave NE. The sidewalk has been prioritized for replacement due to its deteriorating condition.	25,000.00
<i>Transportation – 10 St SW Extension – SC&G</i>	Allocation towards sidewalk, curb and gutter extension works required at 10 St SW. Sidewalk extension has been prioritized to provide a safe connection between residential and commercial areas in the south west.	25,000.00
<i>Transportation – 5 & Okanagan Realignment</i>	Allocation towards 5 & Okanagan Realignment capital works. The roadway realignment design has been prioritized for safe and efficient vehicular movement, directing traffic towards the new signalized 4th St. & TCH intersection.	25,000.00
<i>Downtown Parking (General) Reserve</i>	Additional provision to replenish reserve for future works in keeping with Debt Strategy and Capital Plan. Redirected from Taxation Penalty Revenue (\$77,800), savings within the Visitor Services function (\$30,000) and total net savings within General Administration (\$87,000).	200,000.00
<i>Airport – General O&M Reserve</i>	To reflect profit from fuel and oil sales attributed to an extremely active wildfire season and lower than	82,000.00

	anticipated operating costs. Provision to be used to offset future operational costs.	
<i>Airport - Marketing and Promotion Reserve</i>	To reflect actual. As per Council policy. Provision for 2% of gas and oil sales to be transferred to the Marketing and Promotion Reserve.	7,000.00
<i>Airport – Capital Improvements (CSA)</i>	Provision for future capital works. Redirected from savings in Snow Removal & Sanding and Sidewalk Snow Clearing.	30,000.00
<i>Shuswap Memorial Cemetery – Columbarium</i>	Contribution towards future capital works. Redirected from Unexpended Revenue for same.	10,000.00
<i>Planning – DCC Bylaw Review</i>	Additional provision to undertake a DCC Bylaw review. Redirected from additional revenues associated with Development Permits, Variances, Subdivision Application & Inspection Fees, OCP Applications and TU Permits.	10,000.00
<i>Shaw Centre – Major Maintenance</i>	Additional provision for future major maintenance and capital expenditures related to the Shaw Centre. Redirected from additional revenues associated with Development Permits, Variances, Subdivision Application & Inspection Fees, OCP Applications and TU Permits (\$15,000) and Access Awareness Operational Savings (\$10,000).	25,000.00
<i>Parks – Greenway Initiatives</i>	Provision to replenish reserve to support future Greenway Initiatives. Redirected from Parks Operational Savings.	15,000.00
<i>Parks – Canoe Beach Park Improvements</i>	Provision for future works at Canoe Beach. Redirected from Parks Operational Savings.	15,000.00
<i>Parks – West Bay Connector Trail</i>	Additional provision to support works related to the construction of the West Bay Connector Trail. Redirected from Parks Operational Savings.	15,000.00
<i>Parks – Canoe Boat Launch – PIER Replacement</i>	Additional provision to undertake the replacement of the Canoe Boat Launch PIERS. Redirected from Parks Operational Savings.	15,000.00
<i>Parks – Klahani Park</i>	Additional provision for future works related to the Klahani Park Master Plan. Redirected from Parks	10,000.00

	Operational Savings.	
<i>Parks – Canoe Beach Gabion Walls</i>	Provision for future repair and replacement of the Gabion Walls at Canoe Beach. Redirected from Parks Operational Savings.	15,000.00
<i>Wharf – Wharf/Float – Major Maintenance</i>	Additional provision for future expenditures related to the Wharf. Redirected from Wharf Operational Savings and Parks Operational Savings.	25,000.00
<i>Fire – Emergency Apparatus Reserve Fund</i>	Additional provision to support the replacement of Emergency Apparatus and Equipment. Redirected from Operational savings within the Fire Services function.	25,000.00
<i>Fire – Buildings and Equipment Reserve Fund</i>	Provision for the replacement of SCBA apparatus and future capital works related to the Fire Halls. Redirected from net proceeds received from Emergency Management BC and BC Wildfire for providing firefighting assistance to Kamloops, Lytton, Ashcroft, Cache Creek and Sicamous wildfires.	137,900.00
<i>General Capital Reserve Fund</i>	Provision for future capital investment. Redirected from additional revenues and savings within Mt. Ida and Shuswap Memorial Cemetery functions and Parks Operational Savings.	100,000.00
<i>Parks – Development Reserve Fund</i>	To provide for costs associated with future parks development. Redirected from Parks Operational Savings.	10,000.00
<i>Parking – Specified Area Reserve Fund</i>	To reflect year-end surplus funds within the Downtown Parking function.	5,400.00
<i>Recreation Centre – Major Maintenance Reserve Fund</i>	Additional provision for future major maintenance, repair and/or replacement costs associated with the Recreation Centre. Redirected from additional revenues associated with Building and Plumbing Permits, Memorial Arena Operational and Maintenance savings and savings within Economic Development Services.	50,000.00
<i>Cemetery Development – Mt. Ida</i>	Provision to support future replacement and repair costs associated with the Mt. Ida Cemetery. Redirected from Unexpended Revenue for same.	20,000.00

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<i>Transfer to Other Funds – Water Frontage</i>	To reflect actual. Offsets with revenue for same.	(3,600.00)
<i>Transfer to Other Governments</i>		
<i>Residential School Taxes</i>	Provision to reflect actual, requisition received after final Budget adoption in April/2021. Offsets with revenue for same.	102,000.00
<i>Non-Residential School Taxes</i>	Provision to reflect actual, requisition received after final Budget adoption in April/2021. Offsets with revenue for same.	245,700.00
<i>Regional Hospital District</i>	Provision to reflect actual, requisition received after final Budget adoption in April/2021. Offsets with revenue for same.	13,290.00
<i>Regional District</i>	Provision to reflect actual, requisition received after final Budget adoption in April/2021. Offsets with revenue for same.	(11,000.00)
<i>Regional District – SIR Parcel</i>	Provision to reflect actual, requisition received after final Budget adoption in April/2021. Offsets with revenue for same.	(3,070.00)
<i>Regional District – SIR Levy</i>	Provision to reflect actual, requisition received after final Budget adoption in April/2021. Offsets with revenue for same.	(600.00)
<i>Municipal Finance Authority</i>	Provision to reflect actual, requisition received after final Budget adoption in April/2021. Offsets with revenue for same.	3,300.00

Water Fund:

<u>Revenue</u>		<i>Increase / (Decrease)</i>
<i>User Fees – Flat Rate</i>	To reflect actual. Attributed to new billings associated with new construction and connections. Anticipated growth was higher than budgeted.	\$ 15,700.00
<i>User Fees – Adams Band</i>	To reflect actual. Higher consumption due to extreme weather (i.e. heat wave).	9,000.00

<i>Discounts</i>	To reflect actual. Attributed to more users taking advantage of the discount offered to pay users charges early.	(5,000.00)
<i>Water Connections</i>	To reflect actual. Attributed to work completed by City crews where cost is recoverable. Offsets with expenditure (i.e. Service Connections), with net revenue (\$45,300.00) redirected to the Water Future Expenditure Reserve.	236,100.00
<i>Water Supply</i>	To reflect actual. Initial budget estimate for water supply to the WPCC was over-stated.	(12,000.00)
<i>Back Flow Device Consumption</i>	To reflect actual.	3,700.0
<i>Bulk Water Sales</i>	To reflect actual. Attributed to an extremely hot summer with extreme wildfire risk to both Salmon Arm and surrounding communities.	27,500.00
<i>Custom Work</i>	To reflect actual, attributed to reduced custom work requests related to hydrants.	(4,700.00)
<i>Back Flow Device Rental</i>	To reflect actual. Similar to Back Flow Device Consumption. Reflects actual demand and billing to renters of the units.	12,000.00
<i>Transfer from General Operating – Water Frontage Tax</i>	To reflect actual.	(3,600.00)
<u>Expenditures</u>		
<i>Wages & Benefits</i>	Attributed to the year-end adjustment to account for actual overhead costs.	(8,800.00)
<i>Cellular</i>	To reflect actual. The transition of Neptune meter reading software to Vadim resulted in the need to acquire two new cell phones to allow collection of residential meter data. All other expenses reflect actual monthly billing.	3,100.00
<i>Organizational Culture/Risk Assessment Sessions</i>	To reflect actual. Attributed to reduced training costs due to COVID and many in-person training opportunities being cancelled.	(5,000.00)
<i>Conferences &</i>	Attributed to reduced training costs due to COVID and	(1,700.00)

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<i>Seminars</i>	many in-person training opportunities being offered virtually (at a reduced cost) or cancelled.	
<i>Safety Labour</i>	As a result of COVID and COVID Safety Plans, there was a significant reduction in group tailgate safety meetings and inspections.	(2,000.00)
<i>Inventory Adjustments</i>	To reflect an increase in water inventory at year end, more specifically related to a large purchase of water meters in December 2021.	(9,300.00)
<i>Utility Related Software</i>	Attributed to the inclusion of the Roads Division and Mechanics Department into the preventative maintenance software, Asset Essential's and a reduction in the number of utility users resulted in significant savings.	(7,200.00)
<i>Water Treatment Plant</i>	To reflect actual. Largely attributed to increase in Standby Pay and Labour.	Net 7,000.00
<i>UV Building (Metford Dam)</i>	Due to the extreme hot weather; the available water at Metford Dam was minimalized resulting in the site being offline for extended periods throughout the year. This resulted in an overall reduction in operating and maintenance costs.	(14,600.00)
<i>Chlorination</i>	Due to the extreme hot weather; the available water at Metford Dam was limited, resulting in a significant reduction in the purchase of sodium hypochlorite required for disinfection and treatment. In addition there were savings in contract services and materials.	(7,500.00)
<i>Service of Supply</i>		
<i>Monitoring & Testing</i>	To reflect savings realized on contracted services and labour due to a water treatment plant employee vacancy for part of the year.	(6,200.00)
<i>Brush Removal</i>	To reflect actual. There were very few areas identified for brush removal throughout the course of normal operations and maintenance functions.	(10,500.00)
<i>Reservoir Maintenance</i>		
<i>Metford Reservoir</i>	Due to the extreme hot weather; the available water at Metford Dam was minimal, resulting in the site being	(7,000.00)

	offline for an extended period thereby reducing the need for operating and maintenance activities. Further, the silt arrestors did not require cleaning thereby resulting in savings related to contracted services.	
<i>Transmission & Distribution</i>		
<i>Main Repair</i>	To reflect actual. There was only one significant water main break during the year. Expenses associated with Main Repairs can vary greatly depending on the impact of any given break to the immediate nearby infrastructure (i.e. asphalt, sidewalk etc.).	(28,900.00)
<i>Service Connections</i>	To reflect actual. Offsets with revenue (i.e. Water Connections), with net revenue redirected to the Water Future Expenditure Reserve (\$45,300).	190,800.00
<i>Line Flushing & Preventative Maintenance</i>	To reflect realized savings on equipment and contracted services.	(9,100.00)
<i>Cross Connection Control Maintenance</i>	Expenditures related to the annual inspection of City connection devices.	(15,000.00)
<i>Meter Repair</i>	To reflect actual.	(4,500.00)
<i>Hydrant Maintenance – ICBC Recoverable</i>	To reflect actual. Attributed to work completed by City crews where cost is recoverable.	5,800.00
<i>Hydrant Protection</i>	To reflect actual.	(3,500.00)
<i>Valve Maintenance</i>	To reflect actual.	(4,400.00)
<i>1860 Pump Station Maintenance</i>	To reflect actual. Attributed to very few technological issues resulting in savings on contracted services and materials.	(4,700.00)
<i>Canoe Pump Station Maintenance</i>	This pump station experienced major technological challenges including the sudden failure and replacement of a large VFD (\$25k), major repairs to both air conditioners and a significant increase in hydro due to the large demand of water during the extreme heatwave.	52,300.00
<i>Shuswap Watershed Program</i>	To reflect actual as per agreement.	(4,000.00)

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<i>Water Conservation Study (Update)</i>	To reflect cost savings attributed to the utilization of in house resources (i.e. engineering co-op student) rather than using third party contractor.	(16,000.00)
<i>Water Main/Pipe Condition Assessment</i>	To reflect actual. There are no laboratories within Western Canada that can complete this testing, previously available in Levelton, BC.	(5,000.00)
<i>Transfer To Reserve for Future Expenditure</i>	To reflect actual. Primarily attributed to net Water Connection revenue (\$45,300). Provision for future capital upgrades to reduce borrowing implications.	54,300.00
<i>Transfer to Water Major Maintenance Reserve Fund</i>	Provision for future capital upgrades to reduce borrowing implications. Redirected from net savings within the Water Department as a whole.	100,000.00
<u>Capital</u>		
<i>Parkhill Reservoir PLC Replacement</i>	As resolved by Council.	40,000.00
<i>WTP (Shus. Lake) PLC Replacement</i>	As resolved by Council.	(40,000.00)
<i>SCADA Upgrade (WIN-911)</i>	As resolved by Council. Funded from the Water Future Expenditure Reserve.	10,000.00
<i>Zone 5 – Booster Station</i>	As resolved by Council (\$200,000) - funded from DCC's. To reflect design costs that were additional to those included in the initial construction estimate.	21,400.00
<i>Ross Street Underpass</i>	As resolved by Council. Funded from the Water Major Maintenance Reserve, Future Expenditure Reserve and Surplus Reserve.	361,000.00
<i>WTP (Shus. Lake) – Hypo Generator Cell Replacement</i>	To reflect actual, project completed under-budget.	(4,200.00)
<i>WTP (Shus. Lake) – New Spare Low Lift VFD</i>	To reflect actual, project completed under-budget.	(6,000.00)
<i>Shuswap Street S (610-520)</i>	This project was a late addition to the 2021 Capital program as Shuswap Street was initially intended for the asphaltic overlay program for 2021. After review of the project it was determined the initial budget did not incorporate the full scale of the necessary pipe	15,600.00

	<p>replacement as the as builds were fairly vague. Additionally, the costs for pipe and materials increased roughly 30% - 40% from the time the estimate was completed to the start of construction. Further the initial estimate was for \$32,000, however this value was inadvertently transcribed as \$23,000 during the budget process.</p>	
<p><i>10 Ave SE – Zone 5 Extension</i></p>	<p>The design costs were not included in the 2021 budget, however were initially considered part of the overall Zone 5 Booster Station project.</p> <p>In 2021, staff requested a proposal from WSP for finalizing the booster station design and to prepare tender documents for the design that was previously completed to approximately 90% (2016, Dayton & Knight). The booster station design budget relied partially on long-term borrowing, with the remainder proposed from DCC Water Reserves (approx. \$1 million).</p> <p>The original booster station concept included a dedicated trunk water main to be installed for an additional \$2.8 Million. Staff felt that a better alternative would be to upgrade and connect the proposed booster station to the existing water main on 10 Avenue SE.</p> <p>An RFP was issued and awarded to prepare the design for the necessary main upgrading on 10 Ave SE. At the time of the award it was thought that this project would form part of the original booster station budget, however was later determined best to reallocate it as a separate capital project as it is not specifically identified in the Water DCC Bylaw.</p>	<p>13,500.00</p>

Sewer Fund:

<u>Revenue</u>		<i>Increase / (Decrease)</i>
<i>User Fees</i>	To reflect actual. Attributed to new billings associated with new construction and connections. Anticipated growth was higher than budgeted.	\$ 23,000.00
<i>Metered Fees</i>	To reflect actual consumption.	8,500.00
<i>User Fees - ALB</i>	To reflect actual.	(2,700.00)

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<i>Sewer Connections</i>	To reflect actual. Attributed to work completed by City crews where cost is recoverable. Offsets with expenditure (i.e. Service Connections), with net revenue (\$16,300.00) redirected in part to the Sewer Future Expenditure Reserve.	(2,800.00)
<i>Other</i>	To reflect permit refund received from the Ministry of Environment.	18,000.00
<i>Custom Work</i>	To reflect actual.	(4,000.00)
<i>Transfer From Reserve For Unexpended</i>	Attributed to prior year capital projects that were completed under budget.	5,800.00
<u>Expenditures</u>		
<i>Wages & Benefits</i>	Attributed to the year-end adjustment to account for actual overhead costs.	(6,600.00)
<i>Engineering, Survey & Legal Fees</i>	To reflect actual. Less survey work required during the year.	(5,000.00)
<i>Wages & Benefits – Engineers</i>	To reflect actual, attributed to a position vacancy for part of the year.	(3,200.00)
<i>Organizational Culture/Risk Assessment Sessions</i>	To reflect actual. Attributed to reduced training costs due to COVID and many in-person training opportunities being cancelled.	(5,000.00)
<i>Conferences & Seminars</i>	Attributed to reduced training costs due to COVID and many in-person training opportunities being offered virtually (at a reduced cost) or cancelled.	(2,000.00)
<i>Safety Labour & Equipment</i>	As a result of COVID and COVID Safety Plans, there was a significant reduction in group tailgate safety meetings and inspections.	(3,500.00)
<i>Small Tools</i>	To reflect actual, no significant purchases were required.	(2,500.00)
<i>Inventory Adjustments</i>	To reflect an increase in sewer inventory at year end.	(2,400.00)
<i>Utility Related Software</i>	To reflect actual.	(1,000.00)

<i>Main Repairs</i>	The annual flushing program is dependent on weather conditions, available staffing and other priorities for the City flusher truck. Reduced costs were attributed to a busy fall for charge-outs and construction, which limited the window to camera and flush sanitary mains under the operating and maintenance program.	(10,400.00)
<i>Brush Removal</i>	To reflect actual. There were very few areas identified for brush removal throughout the course of normal operations and maintenance functions.	(10,400.00)
<i>Services</i>	Attributed to increased equipment costs due to the operational requirements of the Hydro Vacuum truck and dealing with plugged services and subsequent repairs.	6,700.00
<i>Service Connections</i>	To reflect actual. Offsets with revenue (i.e. Sewer Connections), with net revenue (\$16,300.00) redirected in part to the Sewer Future Expenditure Reserve.	(13,500.00)
<i>Extensions and Replacements</i>	To reflect actual. There were only a few minor projects flagged by the Utilities and Engineering Departments during the year.	(15,600.00)
<i>Wharf Street Lift Station</i>	To reflect actual. There were very few issues identified at this lift station in 2021, resulting in cost savings associated with labour and contracted services. Hydro costs were also lower than anticipated.	(8,700.00)
<i>Clares Cove Lift Station</i>	To reflect actual. There were very few issues identified at this lift station in 2021, resulting in cost savings associated with labour and contracted services.	(4,600.00)
<i>Monitoring and Testing</i>	To reflect actual. The Ministry of Environment did not complete lake sampling due to COVID which resulted in the City contracting sampling work on multiple occasions.	12,600.00
<i>Biosolids Handling</i>	Attributed to an increase in contracted services for transport as a result of only one centrifuge being operational for the year. This created difficulties optimizing the loading and scheduling of the dumping at the landfill. In addition, the materials/chemicals utilized to separate the liquids from the solids increased significantly in price during the year.	37,800.00

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<i>Wastewater Pollution Control Centre Maintenance</i>		
<i>WPCC - Conferences & Seminars</i>	Attributed to reduced training costs due to COVID and many in-person training opportunities being offered virtually (at a reduced cost) or cancelled.	(1,800.00)
<i>WPCC - Standby Pay – Labour</i>	To reflect actual.	6,600.00
<i>WPCC – Labour</i>	The initial estimate related to wage related increases was understated, and the year-end adjustment to account for actual overhead costs was higher than anticipated.	42,400.00
<i>WPCC – Equipment</i>	To reflect actual.	(2,900.00)
<i>WPCC - Contracted Services</i>	To reflect actual. Expenditures fluctuate annually depending on the issues that arise during the year and the level of complexity in resolving them.	(5,300.00)
<i>WPCC - Materials</i>	To reflect actual.	3,300.00
<i>WPCC - Hydro</i>	To reflect actual, budget underestimated.	12,500.00
<i>WPCC – Natural Gas</i>	To reflect actual. Primarily attributed to an increase in Fortis rates for delivery, commodity and carbon taxes. Resulting in a combined approximate increase of 9% over the year.	8,900.00
<i>WPCC - Consulting</i>	To reflect actual. No consulting work was required during the year.	(10,000.00)
<i>WPCC – Water/Sewer</i>	To reflect actual.	(2,000.00)
<i>WPCC - Chemicals</i>	To reflect actual. The cost of chemicals utilized at the facility can be quite volatile and this volatility has compounded into significant price increases as a result of COVID.	7,000.00
<i>Shuswap Watershed Program</i>	To reflect actual as per agreement.	(4,000.00)
<i>Foreshore Main CCTV Survey</i>	To reflect project savings.	(8,000.00)

<i>Transfer To Reserve for Future Expenditure</i>	To reflect actual. Provision for future capital upgrades to reduce borrowing implications. Redirected from net Sewer Connection revenues.	9,900.00
<i>Transfer to Sewer Major Maintenance Reserve</i>	Provision for future capital upgrades (i.e. WPCC Upgrade) to reduce borrowing implications. Redirected from net savings within the Sewer Department as a whole.	50,000.00
<u>Capital</u>		
<i>SCADA Upgrade (WIN-911)</i>	As resolved by Council. Funded from the Sewer Future Expenditure Reserve.	10,000.00
<i>Ross Street Underpass</i>	As resolved by Council (\$237,000.00). As resolved by Council (\$167,600.00).	404,600.00
<i>75 Avenue NE – Replacement</i>	As resolved by Council. Redirected from Canoe Sanitary Relining (49-50 Street NE).	65,000.00
<i>Sanitary Relining (49 – 50 Street NE)</i>	As resolved by Council (\$65,000.00) – redirected to 75 Avenue NE Replacement. As resolved by Council (\$158,775.00) – redirected to Ross Street Underpass.	(223,775.00)
<i>Foreshore Main Rehabilitation Phase 1</i>	As resolved by Council – redirected to Ross Street Underpass.	(8,825.00)
<i>WPCC – Plant Improvements</i>	In anticipation of requiring additional funds for the Centrifuge Upgrade, this budget was preserved. However, the project has subsequently been carry forwarded to 2022 and this funding was not required in 2021.	(13,000.00)
<i>Sanitary Replacement & Relocation (Hudson Alley – TCH)</i>	To reflect a project scope change. The City was able to simply cap the end of the sanitary mainline rather than install a redundant manhole. This resulted in realized savings attributed to materials and labour.	(10,500.00)

Respectfully Submitted,


Chelsea Van de Cappelle, CPA

CITY OF SALMON ARM

BYLAW NO. 4512**A bylaw to amend the 2021 to 2025 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 2021 to 2025;

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 2021 to 2025 Financial Plan Bylaw No. 4429 is hereby deleted in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4512".

READ A FIRST TIME THIS	11	DAY OF	April	2022
READ A SECOND TIME THIS	11	DAY OF	April	2022
READ A THIRD TIME THIS	11	DAY OF	April	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER

Schedule "A" - Bylaw #4512

City of Salmon Arm**2021 - 2025 Financial Plan**

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Consolidated Revenues					
Property and MRDT Taxes - Net	\$ 19,713,830	\$ 20,795,930	\$ 21,211,849	\$ 21,636,086	\$ 22,068,808
Frontage & Parcel Taxes	3,670,385	3,686,295	3,760,021	3,835,221	3,911,925
Sales of Service	9,204,300	8,610,910	8,783,128	8,958,791	9,137,967
Revenue From Own Sources	2,470,845	2,281,155	2,326,778	2,373,314	2,420,780
Rentals	692,065	430,945	439,564	448,355	457,322
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	801,900	422,100	430,542	439,153	447,936
Other Government Transfers	219,402	219,210	223,594	228,066	232,627
Transfer From Prior Year Surplus	588,620	315,250	321,555	327,986	334,546
Transfer From Reserve Accounts	2,310,842	3,425,895	3,494,413	3,564,301	3,635,587
Transfer From Reserve Funds	-	-	-	-	-
Total Consolidated Revenues	\$ 39,672,189	\$ 40,187,690	\$ 40,991,444	\$ 41,811,273	\$ 42,647,498
Consolidated Expenditures					
General Government Services	\$ 4,252,556	\$ 4,016,320	\$ 4,096,646	\$ 4,178,579	\$ 4,262,151
Protective Services	6,146,500	8,128,080	8,290,642	8,456,455	8,625,584
Transportation Services	5,024,980	5,561,385	5,672,613	5,786,065	5,901,786
Environmental Health Services	55,010	62,850	64,107	65,389	66,697
Environmental Development Service	2,642,835	2,652,025	2,705,066	2,759,167	2,814,350
Recreation and Cultural Services	4,612,245	5,474,215	5,583,699	5,695,373	5,809,280
Fiscal Services - Interest	1,266,008	1,388,950	1,416,729	1,445,064	1,473,965
Fiscal Services - Principal	1,204,180	1,304,380	1,330,468	1,357,077	1,384,219
Capital Expenditures	3,817,450	3,397,600	3,034,371	2,929,967	4,160,000
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	3,953,505	2,062,285	2,534,711	2,750,497	1,634,073
Transfer to Reserve Funds	1,587,000	1,095,000	1,116,900	1,139,238	1,162,023
Water Services	2,799,345	2,707,850	2,762,007	2,817,247	2,873,592
Sewer Services	2,310,575	2,336,750	2,383,485	2,431,155	2,479,778
Total Consolidated Expenditures	\$ 39,672,189	\$ 40,187,690	\$ 40,991,444	\$ 41,811,273	\$ 42,647,498

2021 - 2025 Financial Plan

City of Salmon Arm

2021	2022	2023	2024	2025
Budget	Budget	Budget	Budget	Budget

Capital Projects

Finances Acquired

General Operating Fund	\$ 2,314,650	\$ 2,227,600	\$ 1,959,371	\$ 1,954,967	\$ 2,968,000
Water Operating Fund	806,300	500,000	500,000	800,000	391,000
Sewer Operating Fund	696,500	670,000	575,000	175,000	801,000
Federal Government Grants	3,075,001	3,252,456	-	-	100,000
Provincial Government Grants	4,395,981	4,356,756	-	-	100,000
Prior Year Surplus	18,000	15,000	-	-	-
Reserve Accounts	12,384,110	10,639,700	340,000	1,200,000	2,842,500
Reserve Funds	5,060,665	5,089,300	550,000	1,122,000	1,936,000
Development Cost Charges	2,066,250	852,750	3,445,000	3,373,000	225,000
Short Term Debt	-	-	-	-	-
Long Term Debt	7,810,525	8,428,525	-	500,000	2,000,000
Developer Contributions	3,838,385	3,586,530	40,000	40,000	-

Total Funding Sources

\$ 42,466,367	\$ 39,618,617	\$ 7,409,371	\$ 9,164,967	\$ 11,363,500
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Finances Applied

Transportation Infrastructure	\$ 25,132,212	\$ 23,495,817	\$ 3,619,500	\$ 5,219,500	\$ 5,193,000
Buildings	5,571,385	1,685,845	458,500	140,000	20,000
Land	-	-	300,000	-	-
IT Infrastructure	277,800	131,500	65,000	185,000	70,000
Machinery and Equipment	1,724,965	1,760,800	443,871	397,967	1,341,000
Vehicles	1,929,600	1,708,000	-	-	555,000
Parks Infrastructure	1,571,795	1,401,320	262,500	782,500	212,500
Utility Infrastructure	6,258,610	9,435,335	2,260,000	2,440,000	3,972,000

Total Capital Expense

\$ 42,466,367	\$ 39,618,617	\$ 7,409,371	\$ 9,164,967	\$ 11,363,500
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Departmental Summary:

2021	2022	2023	2024	2025
Budget	Budget	Budget	Budget	Budget

General Government Services	\$ 215,370	\$ 131,500	\$ 138,500	\$ 208,500	\$ 120,000
Protective Services	2,422,100	2,065,000	55,000	55,000	125,000
Transportation Services	27,194,512	25,478,962	4,233,500	5,518,500	6,849,000
Environmental Health Services	101,510	58,000	327,500	27,500	2,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	2,269,530	2,058,820	319,871	840,467	275,000
Water Services	6,991,125	6,960,500	1,760,000	2,340,000	691,000
Sewer Services	3,272,220	2,865,835	575,000	175,000	3,301,000

Total by Department

\$ 42,466,367	\$ 39,618,617	\$ 7,409,371	\$ 9,164,967	\$ 11,363,500
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Schedule "B" – Bylaw #4512
2021 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2021. 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 its sustainability equally. This method directed tax dollars away from business and industry to residential.

The City also receives a Municipal Regional District Tax (MRDT) which is 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, Shaw Centre, Cemeteries 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 #4512
2021 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	35.27%	44.88%
Parcel Taxes	6.57%	8.36%
User Fees, Charges and Interest Income	22.13%	28.16%
Other Sources	22.06%	0.82%
Proceeds From Borrowing	13.97%	17.78%
	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 general municipal property taxes between Class 5 (Light Industry) and 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 #4512
2021 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2021 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	3.8106	1.00:1	66.54%	85.86%
Utilities	23.3118	6.12:1	0.82%	0.17%
Supportive Housing	0.000	0.00:1	0.00%	0.00%
Major Industry	65.7256	17.25:1	2.78%	0.21%
Light Industry	10.7869	2.83:1	2.42%	1.10%
Business	10.7869	2.83:1	26.71%	12.17%
Managed Forest Land	8.2540	2.17:1	0.00%	0.00%
Recreational/Non Profit	2.7756	0.73:1	0.14%	0.26%
Farm	12.8055	3.36:1	0.59%	0.23%

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 2020 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	\$ 44,379.50	\$ 19,529.00	\$ 63,908.50
Non Profit Societies	399,877.00	175,351.00	575,288.00
Senior Centers	18,462.00	5,603.00	24,065.00
Other	3,837.00	1,266.00	5,103.00
Sports Clubs	283,064.00	85,211.00	368,275.00
Total	\$ 749,619.50	\$ 286,960.00	\$ 1,036,579.50

Schedule "B" – Bylaw #4512
2021 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	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption	2021 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 34,828.47	\$ 29,851.20	\$ 24,304.74	\$ 24,657.03	\$ 18,939.56	\$ 14,424.23

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.

Area	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption	2021 General Municipal Tax Exemption
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 5,425.51	\$ 5,400.26	\$ 7,614.60	\$ 36,999.43

CITY OF SALMON ARM

BYLAW NO. 4513

**A bylaw authorizing the expenditure of monies in the
General Capital 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 General Capital Reserve Fund for the purposes of capital works;

AND WHEREAS there is an unappropriated balance in the General Capital Reserve Fund established under District of Salmon Arm Bylaw No. 1, 1979, (Bylaw No. 1304) of \$768,364.70 as at December 31, 2021, which amount has been calculated as follows:

Balance in General Capital Reserve Fund at December 31, 2020	\$ 667,153.16
Add: Additions to fund including interest earnings for current year to date	101,211.54
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at December 31, 2021	<u>\$ 768,364.70</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 eighteen thousand, five hundred and eighty-six dollars and forty-five cents (\$118,586.45) is hereby appropriated from the General Capital Reserve Fund to be expended on the following purchases:

Asphaltic Overlays	\$ 92,711.44
Canoe Beach Playground Replacement	9,314.36
Raven Community Park Playground Replacement	16,560.65
	<u>\$ 118,586.45</u>

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 General Capital 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 General Capital Reserve Fund Expenditure Bylaw No. 4513**".

READ A FIRST TIME THIS	11	DAY OF	April	2022
READ A SECOND TIME THIS	11	DAY OF	April	2022
READ A THIRD TIME THIS	11	DAY OF	April	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4514**A bylaw authorizing the expenditure of monies in the
Parks Development 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 Parks Development Reserve Fund for the purposes 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 \$581,513.80 as at December 31, 2021, which amount has been calculated as follows:

Balance in Parks Development Reserve Fund at December 31, 2020	\$ 543,382.41
Add: Additions to fund including interest earnings for current year to date	38,131.39
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Parks Development Reserve Fund at December 31, 2021	<u>\$ 581,513.80</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 seven thousand, five hundred dollars (\$107,500.00) is hereby appropriated from the Parks Development Reserve Fund for the following purchases:

Klahani Park – Court Resurfacing	\$ 27,500.00
Canoe Beach – Playground Replacement	30,000.00
Raven Community Park – Playground Replacement	50,000.00
	<u>\$107,500.00</u>

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

Parks Development Reserve
Fund Expenditure Bylaw No. 4514

3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Parks Development Reserve Fund.

4. 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 Parks Development Reserve Fund Expenditure Bylaw No. 4514".

READ A FIRST TIME THIS	11	DAY OF	April	2022
READ A SECOND TIME THIS	11	DAY OF	April	2022
READ A THIRD TIME THIS	11	DAY OF	April	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4515**A bylaw authorizing the expenditure of monies in the
Development Cost Charge Underpass Reserve Fund**

WHEREAS under the provisions of Section 566 of the Local Government Act (S.B.C., 2015, c.1), 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 Development Cost Charge Underpass Reserve Fund for the purposes of underpass capital works;

AND WHEREAS the said capital works will serve, directly or indirectly, the developments in respect of which the charges were imposed;

AND WHEREAS there is an unappropriated balance in the Development Cost Charge Road Reserve Fund of \$87,538.55 as at December 31, 2021, which amount has been calculated as follows:

Balance in Development Cost Charge Underpass Reserve at December 31, 2020	\$ 87,379.86
Add: Additions to fund including interest earnings for current year to date	158.69
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Development Cost Charge Underpass Reserve Fund at December 31, 2021	<u>\$ 87,538.55</u>

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

1. The sum of eighty-seven thousand, five hundred and thirty-eight dollars and fifty-five cents (\$87,538.55) is hereby appropriated from the Development Cost Charge Underpass Reserve Fund to be expended on the Ross Street Underpass – Construction.
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 Development Cost Charge Underpass Reserve Fund.

Development Cost Charge Underpass
Reserve Fund Expenditure Bylaw No. 4515

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 Development Cost Charge Underpass Reserve Fund Expenditure Bylaw No. 4515".

READ A FIRST TIME THIS	11	DAY OF	April	2022
READ A SECOND TIME THIS	11	DAY OF	April	2022
READ A THIRD TIME THIS	11	DAY OF	April	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4516

**A bylaw authorizing the expenditure of monies in the
Cemetery Purchase and Development 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 Cemetery Purchase and Development Reserve Fund for the purposes of cemetery development;

AND WHEREAS there is an unappropriated balance in the Cemetery Development Reserve Fund established under 'District of Salmon Arm Cemetery Purchase and Development Reserve Fund Establishment Bylaw No. 2162" of \$180,002.48 as at December 31, 2021, which amount has been calculated as follows:

Balance in Cemetery Purchase and Development Reserve Fund at December 31, 2020		\$ 159,712.43
Add:	Additions to fund including interest earnings for current year to date	20,290.05
Deduct:	Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Cemetery Purchase and Development Reserve Fund at December 31, 2021		<u>\$ 180,002.48</u>

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

1. The sum of eighteen thousand, five hundred and eighteen dollars and seventy-eight cents (\$18,518.78) is hereby appropriated from the Cemetery Purchase and Development Reserve Fund to be expended on Mt. Ida Lower Road Upgrade and Resurfacing.
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 Cemetery Purchase and Development Reserve Fund.

Cemetery Purchase and Development Reserve
Fund Expenditure Bylaw No. 4516

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 Cemetery Purchase and Development Reserve Fund Expenditure Bylaw No. 4516".

READ A FIRST TIME THIS	11	DAY OF	April	2022
READ A SECOND TIME THIS	11	DAY OF	April	2022
READ A THIRD TIME THIS	11	DAY OF	April	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4517

**A bylaw authorizing the expenditure of monies in the
Fire Protection Emergency Apparatus 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 Fire Protection Emergency Apparatus Reserve Fund for emergency fire apparatus;

AND WHEREAS there is an unappropriated balance in the Fire Protection Emergency Apparatus Reserve Fund established under District of Salmon Arm Bylaw No. 3050 of \$1,775,812.39 as at December 31, 2021, which amount has been calculated as follows:

Balance in Fire Protection Emergency Apparatus Reserve Fund at December 31, 2020	\$ 1,532,834.08
Add: Additions to fund including interest earnings for current year to date	242,978.31
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Fire Protection Emergency Apparatus Reserve Fund at December 31, 2021	<u>\$ 1,775,812.39</u>

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

1. The sum of twenty-five thousand dollars (\$25,000.00) is hereby appropriated from the Fire Protection Emergency Apparatus Reserve Fund to be expended on a ¾ Ton Truck – Unit No. 224
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 Fire Protection Emergency Apparatus Reserve Fund.

Fire Protection Emergency Apparatus Reserve
Fund Expenditure Bylaw No. 4517

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 Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4517".

READ A FIRST TIME THIS	11	DAY OF	April	2022
READ A SECOND TIME THIS	11	DAY OF	April	2022
READ A THIRD TIME THIS	11	DAY OF	April	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4518**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 \$2,919,798.99 as at December 31, 2021, which amount has been calculated as follows:

Balance in Equipment Replacement Reserve Fund at December 31, 2020	\$ 2,355,022.27
Add: Additions to fund including interest earnings for current year to date	564,776.72
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Equipment Replacement Reserve Fund at December 31, 2021	<u>\$ 2,919,798.99</u>

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

1. The sum of six hundred and thirty-two thousand, seventy-five dollars and seven cents (\$632,075.07) is hereby appropriated from the Equipment Replacement Reserve Fund for the following purchases:

Engine Replacement – Unit No. 95	\$ 22,146.90
Truck – Unit No. 55 (Mechanic)	105,789.26
Single Axle Dump/Plow Truck – Unit No. 30	238,500.00
Backhoe – Unit No. 86	25,665.00
4 x 4 Dump/Snow/Plow Truck – Unit No. 32	119,800.41
Skid Steer Loader – Unit No. 60	94,290.86
Soil Compactor – Unit No. 883	16,000.00
Mower Attachment – Unit No. 827	3,365.15

Equipment Replacement Reserve
Fund Expenditure Bylaw No. 4518

Wacker Tampers – Unit No. 802	3,008.84
Rescue Saw – Unit No. 805	1,508.65
Plate Compactor	2,000.00
	<u>\$ 632,075.07</u>

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 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. 4518**".

READ A FIRST TIME THIS	11	DAY OF	April	2022
READ A SECOND TIME THIS	11	DAY OF	April	2022
READ A THIRD TIME THIS	11	DAY OF	April	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4519

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

AND WHEREAS there is an unappropriated balance in the Vehicle and Equipment Acquisition or Replacement Reserve Fund for Police Protection purposes established under District of Salmon Arm Bylaw No. 3059 of \$322,053.32 as at December 31, 2021, which amount has been calculated as follows:

Balance in Vehicle and Equipment Acquisition or Replacement Reserve Fund at December 31, 2020		\$ 261,524.85
Add:	Additions to fund including interest earnings for current year to date	60,528.47
Deduct:	Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Vehicle and Equipment Acquisition or Replacement Reserve Fund at December 31, 2021		<u>\$ 322,053.32</u>

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

1. The sum of seventy-nine thousand, seventy-six dollars and seventy cents (\$79,076.70) is hereby appropriated from the Vehicle and Equipment Acquisition or Replacement Reserve Fund for the purchase of a Police Vehicle.
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 Police Protection Vehicle and Equipment 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 Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4519".

READ A FIRST TIME THIS	11	DAY OF	April	2022
READ A SECOND TIME THIS	11	DAY OF	April	2022
READ A THIRD TIME THIS	11	DAY OF	April	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4520

**A bylaw authorizing the expenditure of monies in the
Water Major Maintenance 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 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 Bylaw No. 2164 of \$1,555,571.45 as at December 31, 2021, which amount has been calculated as follows:

Balance in Water Major Maintenance Reserve Fund at December 31, 2020	\$ 1,311,065.57
Add: Additions to fund including interest earnings for current year to date	242,505.88
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Water Major Maintenance Reserve Fund at December 31, 2021	<u>\$ 1,555,571.45</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 ninety-six thousand, fifty-three dollars and ninety-one cents (\$196,053.91) is hereby appropriated from the Water Major Maintenance Reserve Fund to be expended on the Ross Street Underpass.
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 Water Major Maintenance 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 Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4520".

READ A FIRST TIME THIS	11	DAY OF	April	2022
READ A SECOND TIME THIS	11	DAY OF	April	2022
READ A THIRD TIME THIS	11	DAY OF	April	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4521

**A bylaw authorizing the expenditure of monies in the
Sanitary Sewer Major Maintenance 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 Sanitary Sewer Major Maintenance Reserve Fund for the purpose of sanitary sewer capital works;

AND WHEREAS there is an unappropriated balance in the Sanitary Sewer Major Maintenance Reserve Fund established under District of Salmon Arm Bylaw No. 2165 of \$3,246,165.83 as at December 31, 2021, which amount has been calculated as follows:

Balance in Sanitary Sewer Major Maintenance Reserve Fund at December 31, 2020		\$ 3,190,372.19
Add:	Additions to fund including interest earnings for current year to date	55,793.64
Deduct:	Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Sanitary Sewer Major Maintenance Reserve Fund at December 31, 2021		<u>\$ 3,246,165.83</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 seventy-five thousand dollars (\$175,000.00) is hereby appropriated from the Sanitary Sewer Major Maintenance Reserve Fund to be expended on the Ross Street Underpass.
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 Water Major Maintenance Reserve Fund.

Sanitary Sewer Major Maintenance Reserve
Fund Expenditure Bylaw No. 4521

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 Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4521".

READ A FIRST TIME THIS	11	DAY OF	April	2022
READ A SECOND TIME THIS	11	DAY OF	April	2022
READ A THIRD TIME THIS	11	DAY OF	April	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER

Item 11.4

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor

Seconded: Councillor

THAT: the following bylaws be read a final time:

- a. City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4524; and
- b. City of Salmon Arm 2022 Annual Rate of Taxation Bylaw No. 4508.

Vote Record

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

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

CITY OF SALMON ARM

Date: April 6, 2022
 To: Mayor Harrison and Members of Council
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: 2022 Final Budget

Recommendation:

THAT: Bylaw No. 4524 cited as "City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4524" be given 3 readings;

AND THAT: Bylaw No. 4508 cited as "City of Salmon Arm 2022 Annual Rate of Taxation Bylaw No. 4508" be given 3 readings.

Background:

The 2022 - 2026 Financial Plan was adopted by Council in December, 2021. A re-visitation of the Financial Plan is required in April of each year to provide for outstanding items such as:

- 2021 Capital Carry Forward Projects;
- 2021 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 2022 Final Budget reflects a 4.03% tax increase and a 1.70% "new construction" factor resulting in reduced tax revenue of \$53,640.00 which has been offset by an increase in Franchise Fee and Houseboat Lease revenue. The initial new construction factor was estimated at 2%. In keeping with Council's resolution in 2017 and reconfirmed in February 2022, the Light Industry (Class 5) and Business (Class 6) property tax rate has been re-equalized resulting in a shift in general municipal property taxes of \$24,324.77 from Class 6 to Class 5.

The property tax increase impact to a Residential (Class 1) and Business (Class 6) assessment per \$100,000.00 of assessed value is \$15.36 and \$43.47 respectively. In addition, Business (Class 6) will experience a slight decrease of \$4.58/\$100,000.00 (2021 - decrease of \$6.93) of assessed value as a result of a shift of general municipal property tax revenue and Light Industry (Class 5) will experience an increase of \$47.23/\$100,000.00 (2021 - increase of \$76.64) of assessed value.

Budget Revisions

Council resolutions made thus far in 2022 and projects that commenced in 2021 have been amended to reflect actual carryforward values or included in the 2022 Final Budget for completion.

With the exception of these carry forward projects, changes to the 2022 Final Budget are largely attributed to the following items:

General Fund:

<u>Revenue</u>		<u>Increase / (Decrease)</u>
<i>General Municipal Tax Revenue</i>	To reflect actual, attributed to lower "new construction" revenues. Offsets with additional Franchise and Lease Fees.	\$(53,640.00)
<i>SIR Parcel Tax</i>	To reflect actual, offsets with expenditure for same.	(75.00)
<i>Provincial Grants in Lieu of Taxes - BC Hydro</i>	To reflect actual as advised by BC Hydro.	2,700.00
<i>Franchise Fee - Fortis BC</i>	To reflect actual.	40,000.00
<i>Wharf - Houseboat Lease</i>	To reflect revenues in accordance with Lease.	10,000.00
<i>Conditional Transfers - BC Hydro Re-Greening Grant</i>	To reflect current year grant eligibility, offsets with expenditure for same.	3,500.00
<i>Conditional Transfers - Poverty Reduction Grant</i>	To reflect the City's application under the UBCM Poverty Reduction Planning & Action Program for a Poverty Reduction Awareness Campaign. Offsets with expenditure for same.	50,000.00
<i>Transfer From Reserve - Surplus</i>	To reflect carry forward 2021 operational projects.	48,675.00
<i>Transfer From Reserve - Wages and Benefits</i>	To reflect funding for the net change in wages and benefits primarily attributed to structure changes and revised benefit and overhead rates.	7,170.00
<i>Transfer From Reserve - Communication Plan</i>	To reflect 2021 carry forward project, offsets with Social Well-Being Work Plan for same.	3,500.00
<i>Transfer From Reserve - Civic Building</i>	To reflect funding for significant repairs required to the HVAC system.	15,600.00
<i>Transfer From Reserve - Strategic Plan Update</i>	To reflect 2021 carry forward project, offsets with Strategic Plan for same.	(15.00)
<i>Transfer From Reserve - COVID 19 Safe Restart</i>	To reflect revised funding needed for anticipated RCMP Retroactive Pay expenses in 2022.	(544,000.00)

<i>Transfer From Reserve – Police Operating</i>	To reflect revised funding needed for anticipated RCMP Retroactive Pay expenses in 2022.	(200,000.00)
<i>Transfer From Reserve – Airport Major Maintenance</i>	To reflect 2021 carry forward project, offsets with expenditures for same.	29,500.00
<i>Transfer From Reserve – Airport Lighting</i>	To reflect 2021 carry forward project, offsets with expenditures for same.	5,000.00
<i>Transfer From Reserve – Airport O&M</i>	To reflect 2021 carry forward project, offsets with expenditure for same.	2,000.00
<i>Transfer From Reserve – Airport Marketing & Promotion</i>	To reflect the cancellation of the planned 2022 Air Appreciation Day. Offsets with expenditure for the same	(19,575.00)
<i>Transfer From Reserve – Airport Decom. Old Tanks</i>	To reflect 2021 carry forward project, offsets with expenditure for same.	10,500.00
<i>Transfer From Reserve – Parks Greenway Initiatives</i>	To reflect 2021 carry forward project, offsets with expenditures for same.	16,000.00
<i>Transfer From Reserve – Wharf Major Maintenance</i>	To reflect 2021 carry forward project, offsets with expenditure for same.	5,000.00
<i>Regional Hospital District</i>	Provision to reflect actual. Offsets with expenditure for same.	(16,170.00)
<i>BC Assessment Authority</i>	Provision to reflect actual. Offsets with expenditure for same.	19,900.00
<i>Regional District</i>	Provision to reflect actual. Offsets with expenditure for same.	17,350.00
<i>Regional District - SIR</i>	Provision to reflect actual. Offsets with expenditure for same.	1,115.00
<i>Municipal Finance Authority</i>	Provision to reflect actual. Offsets with expenditure for same.	250.00
<u>Expenditures</u>		
<i>Civic Building Maintenance</i>	To reflect significant repairs required to the HVAC system.	15,600.00
<i>Administration - Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	(19,000.00)

<i>Strategic Corporate Plan Update</i>	To reflect 2021 carry forward project, offsets with Transfer from Reserve for same.	(15.00)
<i>Investigations</i>	To reflect 2021 operational project carry forward.	(1,900.00)
<i>Safety – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	12,100.00
<i>Technologies – Consulting</i>	To reflect 2021 operational project carry forward.	6,530.00
<i>Technologies – Computer Maintenance Contracts</i>	To reflect anticipated increase to Microsoft Licensing costs.	1,200.00
<i>Technologies – Server Maintenance Contracts.</i>	As resolved by Council, offsets with capital – Server Purchase for same.	(21,000.00)
<i>GIS – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	900.00
<i>Asset Management – Contr.</i>	To reflect 2021 operational project carry forward.	1,300.00
<i>Grants – South Canoe Firesmart</i>	As resolved by Council.	500.00
<i>Fire – Administration – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	(5,300.00)
<i>Fire – Clerical – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	(500.00)
<i>Fire – Training Courses and Seminars</i>	To reflect 2021 operational project carry forward.	3,000.00
<i>Fire – Unit No. 220</i>	To reflect 2021 operational project carry forward.	3,800.00
<i>Police – Clerical – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	270.00
<i>Police – Court Liason – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	300.00
<i>RCMP Police Force Costs</i>	\$744,000 of estimated RCMP Retroactive pay was accrued and expensed in 2021. Accordingly the estimated liability for 2022 and associated funding sources have been revised and reduced by same.	(744,000.00)

<i>Police - DNA Analysis Services</i>	To reflect actual, associated with the City's DNA services cost allocation as per the Organized Crime Agency of BC.	5,000.00
<i>Bylaw Enforcement – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	1,400.00
<i>Transportation – Administration – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	16,500.00
<i>Transportation – PWV Foreman – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	1,100.00
<i>Transportation – Engineering – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	(1,500.00)
<i>Airport – Air Appreciation Day</i>	To reflect the cancellation of the planned 2022 Air Appreciation Day. Offsets with Transfer from Reserve for the same	(19,575.00)
<i>Airport – Threshold Lighting</i>	To reflect 2021 carry forward project, offsets with Transfer from Reserve for same.	5,000.00
<i>Airport – NAV System Upgrades</i>	To reflect 2021 carry forward project, offsets with Transfer from Reserve for same.	10,000.00
<i>Airport – Re & Re Old Underground Tanks</i>	To reflect 2021 carry forward project, offsets with Transfer from Reserve for same.	30,000.00
<i>Mt. Ida Cemetery – Cemetery Digitization</i>	To reflect 2021 operational project carry forward.	790.00
<i>Shuswap Memorial Cemetery – Perimeter Brushing</i>	To reflect 2021 operational project carry forward.	170.00
<i>Shuswap Memorial Cemetery – Electrical Service & Lighting</i>	To reflect 2021 operational project carry forward.	700.00
<i>Planning – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	2,400.00
<i>Planning – Engineering – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	(600.00)
<i>Visitor Services Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	(2,900.00)
<i>Social Well-Being Work Plan</i>	To reflect 2021 carry forward project, offsets with Transfer from Communications Reserve	3,500.00

	for same.	
<i>Poverty Reduction Awareness Campaign</i>	To reflect the City's application under the UBCM Poverty Reduction Planning & Action Program for a Poverty Reduction Awareness Campaign. Offsets with Grant revenue for same.	50,000.00
<i>Parks – Manager Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	500.00
<i>Parks – Wages and Benefits</i>	To reflect actual, offsets with Transfer from Wages and Benefits Reserve.	1,500.00
<i>Parks – Central Business District/Urban Street Tree Maint.</i>	To reflect additional BC Hydro Re-Greening Grant funding.	3,500.00
<i>Parks – Bike & School Connector Construction</i>	To reflect 2021 operational project carry forward.	2,100.00
<i>Parks – Irrigation Control Upgrades</i>	To reflect funding used in 2021 and not carried forward to 2022.	(7,200.00)
<i>Parks – Shuswap Memorial Cemetery Trail Head Parking</i>	To reflect 2021 carry forward project, offsets with Transfer from Greenways Reserve for same.	16,000.00
<i>Parks – Irrigation Vault Retrofits</i>	To reflect 2021 operational project carry forward.	3,360.00
<i>Parks – Wayfinding Signage</i>	To reflect 2021 operational project carry forward.	14,500.00
<i>Parks – Dangerous Tree Assessment</i>	To reflect 2021 operational project carry forward.	5,725.00
<i>Wharf – Tenure Study</i>	To reflect 2021 carry forward project, offsets with Transfer from Wharf Major Maintenance Reserve for same.	5,000.00
<i>Transfer From Reserve – Future Expenditure</i>	To reflect additional funding needs (net) required, primarily attributed to increase in DNA Analysis Costs (\$5,000) and Computer Maintenance Costs (\$1,200).	7,360.00
<i>Transfer From Reserve – Council Initiative</i>	As resolved by Council.	(500.00)
<i>Regional Hospital</i>	Provision to reflect actual. Offsets with	(16,170.00)

<i>District</i>	revenue for same.	
<i>Regional District</i>	Provision to reflect actual. Offsets with revenue for same.	17,350.00
<i>Regional District – SIR Parcel</i>	Provision to reflect actual. Offsets with revenue for same.	(75.00)
<i>Regional District – SIR</i>	Provision to reflect actual. Offsets with revenue for same.	1,115.00
<i>BC Assessment Authority</i>	Provision to reflect actual. Offsets with revenue for same.	19,900.00
<i>Municipal Finance Authority</i>	Provision to reflect actual. Offsets with revenue for same.	250.00
<u><i>Capital</i></u>		
<i>General - Servers</i>	As resolved by Council. Offsets with reduction in Server Maintenance Contracts for same.	21,000.00
<i>Transportation – Public Works Building OH&S Upgrades</i>	As resolved by Council, funded from both the Public Works Building OH&S Reserve and Public Works Machinery and Equipment Reserve.	126,000.00
<i>Transportation – Cenotaph Intersection</i>	As resolved by Council, funding reallocated to the 16 Ave NE (MUP) Project.	(40,000.00)
<i>Transportation – 16 Ave NE (16 St – 10 Ave)</i>	As resolved by Council, additional funding to support revised Multi Use Path scope (\$40,000) and to reflect application for BC Building Canada Grant funding (\$360,000).	400,000.00
<i>Transportation – 2012 Walk Radius Mower (#927)</i>	As resolved by Council, funded from the Equipment Replacement Reserve Fund.	10,300.00
<i>Transportation – Volvo Backhoe (#82)</i>	Following a request for quotes, it was determined that the initial estimate for replacement was too low. The quotation was cancelled. Budget has been revised so that a request for quote can be reissued. Funded from the Equipment Replacement Reserve Fund.	80,500.00
<i>Transportation – Wacker Tamper (#802)</i>	To reflect additional funding required to purchase a new tamper. Funded from the Equipment Replacement Reserve Fund.	500.00

<i>Recreation Centre – Roof Replacement (Ph1)</i>	As resolved by Council, funded from the Recreation Centre Major Maintenance Reserve Fund.	95,000.00
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Water Fund:

<u>Expenditures</u>		<i>Increase / (Decrease)</i>
<i>Zone 2 Pump Station – Feasibility Study</i>	To reflect carry forward 2021 operational projects.	\$33,755.00
<u>Capital</u>		
<i>Public Works Building OH&S Upgrades</i>	As resolved by Council, funded from the Public Works Building OH&S Reserve.	42,000.00

Sewer Fund:

<u>Capital</u>		<i>Increase / (Decrease)</i>
<i>Public Works Building OH&S Upgrades</i>	As resolved by Council, funded from the Public Works Building OH&S Reserve.	42,000.00
<i>Ross Street Underpass</i>	As resolved by Council, reallocated from the Lakeshore Drive Sanitary Upgrade Project as the two projects were combined.	30,000.00
<i>Lakeshore Drive Sanitary Upgrade</i>	As resolved by Council.	(30,000.00)

Respectfully Submitted,


Chelsea Van de Cappelle, CPA

CITY OF SALMON ARM

BYLAW NO. 4524**A bylaw to amend the 2022 to 2026 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 2022 to 2026;

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 2022 to 2026 Financial Plan Bylaw No. 4490 is hereby deleted in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4524".

READ A FIRST TIME THIS	11	DAY OF	April	2022
READ A SECOND TIME THIS	11	DAY OF	April	2022
READ A THIRD TIME THIS	11	DAY OF	April	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

MAYOR

CORPORATE OFFICER

Schedule "A" - Bylaw #4524

City of Salmon Arm

2022 - 2026 Financial Plan

	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Consolidated Revenues					
Property and MRDT Taxes - Net	\$ 20,745,065	\$ 21,159,966	\$ 21,583,165	\$ 22,014,828	\$ 22,455,125
Frontage & Parcel Taxes	3,686,220	3,759,944	3,835,143	3,911,846	3,990,083
Sales of Service	8,610,910	8,783,128	8,958,791	9,137,967	9,320,726
Revenue From Own Sources	2,321,155	2,367,578	2,414,930	2,463,229	2,512,494
Rentals	440,945	449,764	458,759	467,934	477,293
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	453,100	462,162	471,405	480,833	490,450
Other Government Transfers	241,710	246,544	251,475	256,505	261,635
Transfer From Prior Year Surplus	397,680	405,634	413,747	422,022	430,462
Transfer From Reserve Accounts	2,756,575	2,811,707	2,867,941	2,925,300	2,983,806
Transfer From Reserve Funds	-	-	-	-	-
Total Consolidated Revenues	\$39,653,360	\$40,446,427	\$ 41,255,356	\$ 42,080,464	\$ 42,922,074
Consolidated Expenditures					
General Government Services	\$ 4,012,535	\$ 4,092,786	\$ 4,174,642	\$ 4,258,135	\$ 4,343,298
Protective Services	7,392,050	7,539,891	7,690,689	7,844,503	8,001,393
Transportation Services	5,602,910	5,714,968	5,829,267	5,945,852	6,064,769
Environmental Health Services	62,850	64,107	65,389	66,697	68,031
Environmental Development Service	2,706,085	2,760,207	2,815,411	2,871,719	2,929,153
Recreation and Cultural Services	5,522,500	5,632,950	5,745,609	5,860,521	5,977,731
Fiscal Services - Interest	1,388,950	1,416,729	1,445,064	1,473,965	1,503,444
Fiscal Services - Principal	1,304,380	1,330,468	1,357,077	1,384,219	1,411,903
Capital Expenditures	3,418,600	3,034,371	2,929,967	4,160,000	4,223,131
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	2,069,145	2,563,128	2,779,482	1,663,639	1,716,983
Transfer to Reserve Funds	1,095,000	1,116,900	1,139,238	1,162,023	1,185,263
Water Services	2,741,605	2,796,437	2,852,366	2,909,413	2,967,601
Sewer Services	2,336,750	2,383,485	2,431,155	2,479,778	2,529,374
Total Consolidated Expenditures	\$39,653,360	\$40,446,427	\$ 41,255,356	\$ 42,080,464	\$ 42,922,074

2022 - 2026 Financial Plan**City of Salmon Arm**

2022	2023	2024	2025	2026
Budget	Budget	Budget	Budget	Budget

Capital Projects**Finances Acquired**

General Operating Fund	\$ 2,248,600	\$ 1,959,371	\$ 1,954,967	\$ 2,968,000	\$ 2,924,150
Water Operating Fund	500,000	500,000	800,000	391,000	892,825
Sewer Operating Fund	670,000	575,000	175,000	801,000	406,156
Federal Government Grants	3,568,456	-	-	100,000	187,500
Provincial Government Grants	3,831,383	-	-	100,000	187,500
Prior Year Surplus	23,000	-	-	-	-
Reserve Accounts	10,854,405	340,000	1,200,000	2,842,500	937,500
Reserve Funds	4,895,550	550,000	1,122,000	1,936,000	1,363,500
Development Cost Charges	768,750	3,445,000	3,373,000	225,000	480,000
Short Term Debt	-	-	-	-	-
Long Term Debt	6,589,721	-	500,000	2,000,000	3,470,000
Developer Contributions	2,564,000	40,000	40,000	-	-

Total Funding Sources

\$ 36,513,865	\$ 7,409,371	\$ 9,164,967	\$ 11,363,500	\$ 10,849,131
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Finances Applied

Transportation Infrastructure	\$ 20,423,870	\$ 3,619,500	\$ 5,219,500	\$ 5,193,000	\$ 5,851,650
Buildings	6,880,705	458,500	140,000	20,000	150,000
Land	-	300,000	-	-	-
IT Infrastructure	199,500	65,000	185,000	70,000	20,000
Machinery and Equipment	1,679,550	443,871	397,967	1,341,000	718,500
Vehicles	1,926,220	-	-	555,000	140,000
Parks Infrastructure	993,355	262,500	782,500	212,500	440,000
Utility Infrastructure	4,410,665	2,260,000	2,440,000	3,972,000	3,528,981

Total Capital Expense

\$ 36,513,865	\$ 7,409,371	\$ 9,164,967	\$ 11,363,500	\$ 10,849,131
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Departmental Summary:

2022	2023	2024	2025	2026
Budget	Budget	Budget	Budget	Budget

General Government Services	\$ 153,800	\$ 138,500	\$ 208,500	\$ 120,000	\$ 100,000
Protective Services	2,189,030	55,000	55,000	125,000	125,000
Transportation Services	22,640,490	4,233,500	5,518,500	6,849,000	6,545,150
Environmental Health Services	45,000	327,500	27,500	2,500	60,000
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	1,816,480	319,871	840,467	275,000	470,000
Water Services	6,836,650	1,760,000	2,340,000	691,000	3,142,825
Sewer Services	2,832,415	575,000	175,000	3,301,000	406,156

Total by Department

\$ 36,513,865	\$ 7,409,371	\$ 9,164,967	\$ 11,363,500	\$ 10,849,131
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Schedule "B" – Bylaw #4524
2022 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2022. 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 its sustainability equally. This method directed tax dollars away from business and industry to residential.

The City also receives a Municipal Regional District Tax (MRDT) which is 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, Shaw Centre, Cemeteries 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 #4524
2022 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

Revenue Source	Percentage to Total Revenue	Percentage to Total Revenue
	Includes Conditional Government Transfers	Excludes Conditional Government Transfers
Property Taxes	39.10%	48.53%
Parcel Taxes	6.95%	8.62%
User Fees, Charges and Interest Income	21.44%	26.61%
Other Sources	20.09%	0.82%
Proceeds From Borrowing	12.42%	15.42%
	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 general municipal property taxes between Class 5 (Light Industry) and 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 #4524
2022 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2022 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	3.0324	1.00:1	66.45%	87.64%
Utilities	23.3768	7.71:1	0.80%	0.14%
Supportive Housing	0.000	0.00:1	0.00%	0.00%
Major Industry	65.1406	21.48:1	2.73%	0.17%
Light Industry	10.0717	3.32:1	2.59%	1.03%
Business	10.0717	3.32:1	26.69%	10.60%
Managed Forest Land	7.4675	2.46:1	0.01%	0.00%
Recreational/Non Profit	2.3528	0.78:1	0.14%	0.24%
Farm	13.3093	4.39:1	0.59%	0.18%

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 2020 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	\$ 44,493.00	\$ 37,836.00	\$ 82,329.00
Non Profit Societies	391,404.00	225,824.00	617,228.00
Senior Centers	13,689.00	7,328.00	21,017.00
Other	4,035.00	2,180.00	6,215.00
Sports Clubs	285,388.00	157,953.00	443,341.00
Total	\$ 739,009.00	\$ 431,121.00	\$ 1,170,130.00

Schedule "B" – Bylaw #4524
2022 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	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption	2021 General Municipal Tax Exemption	2022 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 29,851.20	\$ 24,304.74	\$ 24,657.03	\$ 18,939.56	\$ 14,424.23	\$ 10,358.95

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.

Area	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption	2021 General Municipal Tax Exemption	2022 General Municipal Tax Exemption
"Industrial Zone"	\$ 0.00	\$ 5,425.51	\$ 5,400.26	\$ 7,614.60	\$ 36,999.43	\$ 91,830.85

CITY OF SALMON ARM**BYLAW NO. 4508****A bylaw to set the rate of taxation for the year 2022**

WHEREAS in accordance with the provisions of Section 197 of the Community Charter, SBC, 2003, Chapter 26 the Council is required, by bylaw, to impose property value taxes for the year by establishing tax rates for Municipal, Hospital, Library, Regional District, Off-Street Parking and Business Improvements purposes for the year 2022;

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

1. The following rates are hereby imposed and levied for the year 2022:
 - a) For all lawful general and debt purposes of the municipality on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
 - b) For Regional Hospital District purposes on the value of land and improvements taxable for Hospital purposes rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
 - c) For Columbia Shuswap Regional District purposes on the value of land and improvements taxable for Hospital purposes, rates appearing in Column "C" of Schedule "A" attached hereto and forming a part hereof.
 - d) For Columbia Shuswap Regional District - SIR purposes on the value of land taxable for Hospital purposes, rates appearing in Column "D" of Schedule "A" attached hereto and forming a part hereof.
 - e) For Business Improvement Area purposes on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "E" of Schedule "A" attached hereto and forming a part hereof.
 - f) For Off-Street Parking Specified Area purposes on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "F" of Schedule "A" attached hereto and forming a part hereof.
 - g) For Okanagan Regional Library purposes on the value of lands and improvements taxable for General Municipal purposes, rates appearing in Column "G" of Schedule "A" attached hereto and forming a part hereof.

- h) For BC Assessment Authority purposes the rates have been established by legislation and rates appearing in Column "H" of Schedule "A" attached hereto and forming a part hereof.
 - i) For Municipal Finance Authority purposes the rates have been established by legislation and rates appearing in Column "I" of Schedule "A" attached hereto and forming a part hereof.
- 2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
- 3.
 - a) At close of business on July 4, 2022, the Chief Financial Officer of the City of Salmon Arm shall add to the unpaid taxes of the current year, in respect of each parcel of land and the improvements thereon upon the real property tax roll, ten percent (10%) of the amount then remaining unpaid.
 - b) The said unpaid taxes, together with amounts added under this section, are deemed to be unpaid taxes of the current year due on such land and improvements thereon, and the amounts added under this section when collected shall form part of the general revenue of the City of Salmon Arm.
- 4. Despite Section 3, taxes resulting from a supplementary assessment roll which remain unpaid 30 days after sending of the notice of the taxes payable to the assessed owner are to incur and bear a penalty for that year of ten percent (10%) of the amount of such taxes.
- 5. SEVERABILITY

If any part, section, sub-section, clause, or sub-clause of this bylaw for any reason is held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remaining portions of this bylaw.
- 6. 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.
- 7. EFFECTIVE DATE

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

8. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2021 Annual Rate of Taxation Bylaw No. 4508".

READ A FIRST TIME THIS 11 DAY OF April 2022

READ A SECOND TIME THIS 11 DAY OF April 2022

READ A THIRD TIME THIS 11 DAY OF April 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

City of Salmon Arm
2022 Property Tax Rates

Bylaw No. 4508
Schedule "A"

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Property Class	General Municipal	Regional Hospital District	Regional District	Regional District SIR	Specified Area Business Improvement	Specified Area Off-Street Parking	Regional Library	BC Assessment Authority	Municipal Finance Authority
Residential	3.0324	0.2584	0.1735	0.0247	-	0.1656	0.1160	0.0349	0.0002
Utilities	23.3768	0.9043	0.6071	0.0864	-	0.5797	0.8943	0.4662	0.0007
Supportive Housing	-	-	-	-	-	-	-	-	0.0002
Major Industry	65.1406	0.8784	0.5897	0.0839	-	-	2.4914	0.4662	0.0007
Light Industry	10.0717	0.8784	0.5897	0.0839	1.9637	-	0.3851	0.1036	0.0007
Business/Other	10.0717	0.6330	0.4250	0.0604	1.4150	0.4058	0.3851	0.1036	0.0005
Managed Forest Land	7.4675	0.7751	0.5204	0.0740	-	-	0.2853	0.2354	0.0006
Recreational/Non Profit	2.3528	0.2584	0.1735	0.0247	-	-	0.0905	0.0349	0.0002
Farm	13.3093	0.2584	0.1735	0.0247	-	-	0.5092	0.0349	0.0002

Item 11.5

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Sterile Insect Release [SIR] Program Parcel Tax Amendment Bylaw No. 4507 be read a final time:

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Date: April 4, 2022
 To: Mayor Harrison and Members of Council
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Sterile Insect Release Program

Recommendation:

THAT: Bylaw No. 4507, cited as the "City of Salmon Arm Sterile Insect Release (SIR) Program Parcel Tax Amendment Bylaw No. 4507", be given three readings.

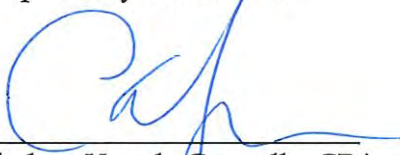
Background:

The Sterile Insect Release Program was launched in Salmon Arm in the year 2000 with a goal to eradicate the codling moth. In reviewing the bylaw it has been noted that the rate should be amended to reflect the current levy. As the parcel tax amount is based on the Regional District SIR Budget, the annual parcel tax may vary and could require a bylaw amendment annually.

The levy since inception is noted below:

Year	Per Acre	Total Levy	Year	Per Acre	Total Levy
2000	\$ 43.71	\$ 5,553.80	2012	\$ 139.26	\$ 9,805.30
2001	90.04	11,776.00	2013	139.26	9,727.31
2002	92.74	10,098.00	2014	139.26	9,727.31
2003	95.53	8,921.00	2015	139.26	9,732.88
2004	98.40	9,840.00	2016	139.26	8,706.64
2005	101.13	10,505.94	2017	139.26	8,655.02
2006	122.00	12,709.00	2018	139.26	8,363.97
2007	125.66	13,090.00	2019	139.26	6,018.83
2008	133.20	11,600.00	2020	139.26	8,621.59
2009	137.20	11,288.00	2021	139.26	5,538.36
2010	139.26	11,170.04	2022	150.40	5,522.69
2011	139.26	10,750.87			

Respectfully submitted,



Chelsea Van de Cappelle, CPA

CITY OF SALMON ARM

BYLAW NO. 4507

A bylaw to amend "City of Salmon Arm Sterile Insect Release [SIR] Program Parcel Tax Bylaw No. 3842"

WHEREAS it is deemed expedient to amend "City of Salmon Arm Sterile Insect Release [SIR] Program Parcel Tax Bylaw No. 3842";

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

1. "City of Salmon Arm Sterile Insect Release [SIR] Program Parcel Tax Bylaw No. 3842" is hereby amended as follows:

Section 7:

The Parcel Tax, which will be used to cover a portion of the cost of operating the Okanagan-Kootenay Sterile Insect Release service as provided for in the Sterile Insect Release Board's final annual budget, shall be charged at the rate of \$150.40 per acre pursuant to Section 5 noted above.

2. SEVERABILITY

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

3. ENACTMENT

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

4. CITATION

This bylaw may be cited for all purposes as "**City of Salmon Arm Sterile Insect Release [SIR] Program Parcel Tax Amendment Bylaw No. 4507**".

READ A FIRST TIME THIS 11 DAY OF April 2022

READ A SECOND TIME THIS 11 DAY OF April 2022

READ A THIRD TIME THIS 11 DAY OF April 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

Item 12.1

INFORMATIONAL CORRESPONDENCE - April 25, 2022

- | | | |
|-----|---|---|
| 1. | Bootsma/Lentz Families – letter dated April 6, 2022 – Cabin #5 Canoe Beach / Bench | R |
| 2. | C. Forman, Operations Manager, Shuswap Youth Soccer Association – letter dated March 28, 2022 – Request approval for locations of two 20 foot Sea-Can storage containers | A |
| 3. | J. Reimer, Salmon Arm Mennonite Church – email dated April 12, 2022 – Rental of Blackburn Park Ball Diamond July 28 - 31, 2022 for a tent meeting | A |
| 4. | J. Gamble, SISS Executive Director, Shuswap Immigrant Services – letter dated April 14, 2022 – Final Report on the Safe Re-opening Funding | N |
| 5. | J. Evans, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children's Associations – letter dated April 19, 2022 – Outdoor Recreational Program | A |
| 6. | B. Magnuson, letter dated April 20, 2022 – Request to book Blackburn Park Gazebo for the 42 nd Annual Terry Fox Run, September 18, 2022 | A |
| 7. | M. Levine, Director, Technical Services Center, Government Finance Officers Association – letter dated April 14, 2022 – Annual Financial Report qualifications for a Canadian Award for Financial Reporting | N |
| 8. | D. Desnoyers, Vice-President, BC Lyme – email dated March 18, 2022 – May 3 rd Light Up Green for Lyme Disease Awareness | R |
| 9. | P. Gregory, Nature Network Organizer, Nature Canada – email dated April 7, 2022 – World Ocean Day, June 8, 2022 | R |
| 10. | L. Hillman, Outreach and Engagement Coordinator, Moose Hide Campaign – email dated April 12, 2022 – Invitation to Join the Moose Hide Campaign | R |
| 11. | D. Prillo, Transit Supervisor, Vernon & N. Shuswap Regional Transit – email dated April 14, 2022 – Parking Restrictions needed April 26, 27 and 28, 2022 | A |
| 12. | R. Kahlon, Minister of Jobs, Economic Recovery and Innovation – email dated April 12, 2022 – Stronger BC: A Plan for Today, a Vision for Tomorrow | N |
| 13. | T. Rysz, Mayor, District of Sicamous – letter dated April 7, 2022 – Invasive Mussel Defense Program | N |
| 14. | T. Rysz, Mayor, District of Sicamous – letter dated April 7, 2022 – Luxury Tax on Recreational Boats | N |
| 15. | B. McCue, Corporate Officer – letter dated April 7, 2022 – Extended Hour Child Care for Shift Workers | N |
| 16. | C. Zacharias-Homer, Director, Environmental Standards Branch, Ministry of Environment and Climate Change Strategy – email dated April 13, 2022 - Public Interest Bonding Strategy Notification | N |

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

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Item 14.1

CITY OF SALMON ARM

Date: April 25, 2022

Presentation 4:00 p.m. (approximately)

NAME: Anastasia French and Marianne Alto, Living Wage for Families BC/First Call
Child and Youth Advocacy Society

TOPIC: Overview of Living Wage Policy and Implementation

Vote Record

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

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



Living Wage for Families BC

Work should lift you out of poverty,
not keep you there



Living Wage for Families BC

A program of First Call Child and Youth Advocacy Society

We:

- Partner with the CCPA to calculate the Living Wage for communities across British Columbia
- Certify employers who commit to pay their staff and contracted workers a Living Wage
- Advocate for government policies that help families make ends meet.

What is a Living Wage?

A Living Wage is the hourly amount that a family needs to be able to afford basic essentials

The Living Wage for Kamloops/North Okanagan is \$16.71 an hour



Living expenses for a family of four



What is a Living Wage Employer?

- Living Wage Employers pay all direct and contract staff the living wage rate for their region.
- To calculate the living wage rate for each employer we take into account their employees' total compensation package (wage + benefits).



Living expenses
for a family of four



benefits

Living expenses decrease when benefits are paid for by the employer



Living Wage and Local Government

As some of the largest employers in their communities, local government can be community champions and cause a ripple effect through local supply chains.

20% of new Living Wage applications are from organisations wanting to do business with Living Wage municipalities





Caroline's story

Caroline lives on Vancouver Island.

She's worked for her Living Wage Employer since June last year as a support worker. She really enjoys working there, the benefits they offer and the fact that they offer time off for wellness.

In previous jobs, where she's not earned a living wage, it was very different. To make ends meet, she would work every day, putting her health at risk. *"I was 100% always worried. It was really stressful"*.

Earning a living wage means that she can afford to go to the dentist, buy a winter jacket and nicer groceries.

However, for Caroline, the biggest difference that earning a living wage has had, is on her independence. *"I no longer have to cosy up in relationships that I don't want to be in"*.



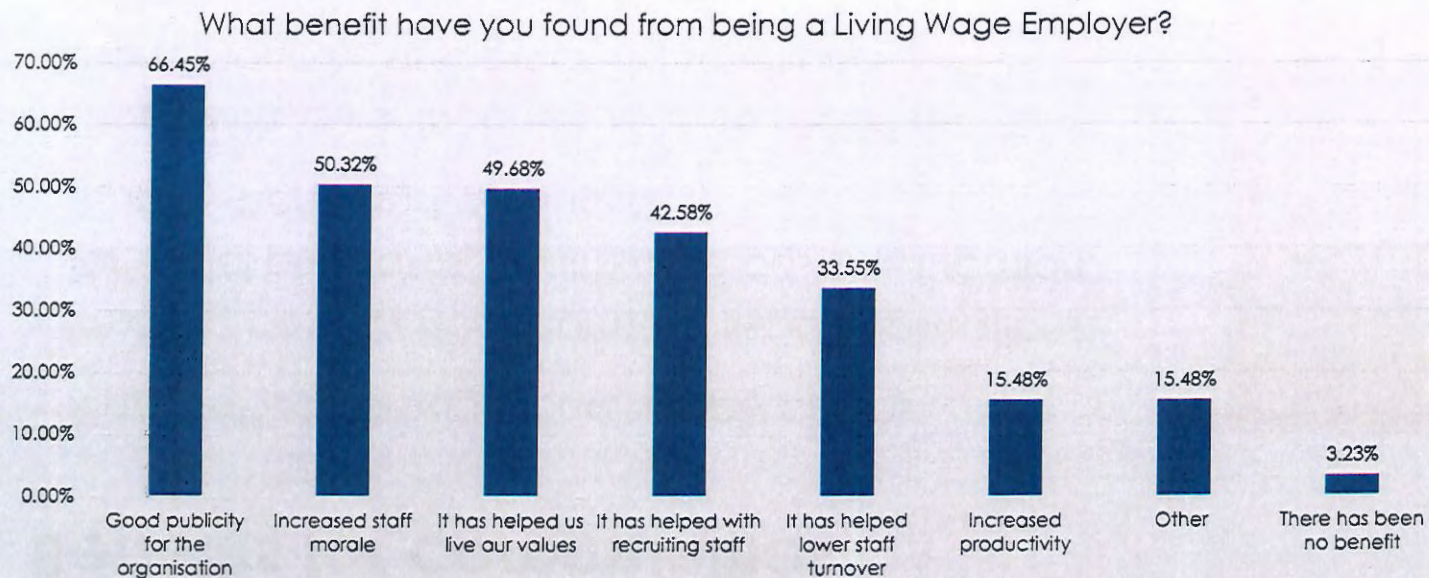
Experience from a Living Wage Employer

Cllr Marianne Alto

City of Victoria

Benefits for employers

97% of Living Wage Employers in BC have found a benefit from being part of the program?





Benefits for communities

- Ripple effect through local supply chains
- Working poverty has enormous fiscal implications for social programs, health care costs, education, employment, and criminality.
- Those with lower incomes tend to spend more money locally, strengthening small and community-focused businesses

"A living wage will ensure that families of all backgrounds can afford to live and work in Vancouver, making our neighbourhoods healthier and stronger."

-Gregor Robertson,
former Mayor of Vancouver



The certification process for municipalities

1. Pass a motion for staff to prepare a full report on the costs and implications of implementing a living wage policy.
2. When staff submit their report, vote on moving forward with becoming a Living Wage Employer.
3. Have staff prepare a living wage policy and implementation plan, and apply to Living Wage for Families BC for certification.

Throughout the process we can answer questions, provide data and information for your staff, and offer examples from other local governments that have already become Living Wage Employers

"Introducing a Living Wage commitment did not take a huge effort or cost but it can have a big impact on low wage workers and set an example to other employers, not only in our community and sector, but in the province to follow our lead."

**Steve Traviss, Director of HR,
City of Port Coquitlam**

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Item 14.2

CITY OF SALMON ARM

Date: April 25, 2022

Presentation 4:15 p.m. (approximately)

NAME: Staff Sergeant West, Salmon Arm RCMP Detachment

TOPIC: Quarterly Policing Report – January 2022 to March 31, 2022

Vote Record

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

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



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

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

Your File - Votre référence

Our File - Notre référence

195-7

Date

April 19, 2022

Mayor and Council, City of Salmon Arm

RE: Salmon Arm RCMP Detachment
Quarterly Policing Report – January 2022 to March 31, 2022.

Dear Mayor and Council,

My report this quarter covers the time period from January 2022 to March 31, 2022.

Detachment News

Sgt. Scott Lachapelle will be retiring from the RCMP after 34 years of dedicated service to communities and RCMP Officers in BC. His dedication to the communities he has served as well as the members of the RCMP is appreciated and he will continue with the RCMP on a part time basis as a Reserve Constable, sharing his particular skill set at a time when the RCMP as a whole is facing human resource challenges like other industries.

We have a replacement for Sgt. Lachapelle who is moving into our City. Sgt. Simon Scott will be arriving on May 24 and his family will be joining him soon. He, like many others is awaiting a home to be completed in the city.

Our detachment has also received word that we will have new Constable joining us from the North District of British Columbia. His arrival will fill one of our 2 vacant Constable positions. The addition is welcome as we have received notification that one of our existing Constables will be retiring from the force.

I am also happy to report that we have hired a member of the Public Service to fill our vacant Public Service position. She will join us shortly in April and we look forward to her arrival from Sicamous.

Over this quarter the officers responded to over 1600 calls for service. Of these calls, 1230 were within the City of Salmon Arm. The call volume represents 76% of our total file workload, and is comparable to 2021 calls for service within the city over the same time period.

I have included my customary statistics broken down by jurisdiction. General assaults are up but these are not as a result of Domestic Assaults which are down within the city which is

good news. As you can readily see we have arrested the trend in Break and Enter reports. The trend is now back in line with historical data as Business Break and Enters are not a prevalent and below historical numbers just slightly.

I have attached a graphical representation of crime trends in Break and Enter Reports and it is a great visual representation when just a few criminals are arrested or leave our area. It is located just below my signature block.

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

- Over 163 Documented traffic stops this quarter.
 - Which includes 40 stops for high risk driving behaviours like Distracted Driving, Excessive Speed and Intersection Offences.
 - Our dedicated BC Highway Patrol continues to work in our jurisdiction.
- We had 18 collisions with damage over \$10,000 or injuries were reported within Salmon Arm. Less than the 32 which we saw last year in the same period.
- There were two fatal collisions within the detachment area and one was due to impaired driving and the other was largely due to weather and road conditions.
- For the fiscal year our officers logged 759 traffic stops and ticketed 136 drivers for high risk driving offences in total.

Investigative highlights and low lights this past quarter:

- Our General Investigation Section (GIS) has been busy and has seized over \$30,000 in money relating to crime as well as investigating a number of violent crimes associated to the drug and property criminals operating within our detachment boundaries and across the Southeast District.
- Property Crime:
 - Our officer laid 11 charges in these break and enter investigations over the fiscal year which has resulted in the reduction in these reports overall in this quarter.
 - I have added one graph to this report to illustrate what one arrest can do in changing a trend in one crime type.
- Our Victim Services staff member continues to respond to support victims. A second person has been on boarded but our community is in need of a second person working full time in victim services but provincial budgets and other contributions do not support this at this time.
- On line Crime Reporting uptake has been good but there is room for improvement. We took in 29 On Line Crime Reports in this quarter compared to 53 for the entire calendar year for 2021. We look forward to expanding the role of One Line Crime reporting for the 2022 Calendar year. From beginning to end, the 29 files represent over 29 hours of admin and policing time where there is a limited possibility of identifying a suspect,

Looking forward:

Our Detachment will be called upon this summer to assist with Evacuations and Security across the Southeast and as our local Summer heats up. With expanded travel and summer festivities we

will see increased pressure on our police both here and in other areas. So please be patient with us as we move into summer as the local Detachment and its dedicated staff continue to meet the needs of the communities that we serve in the Shuswap.

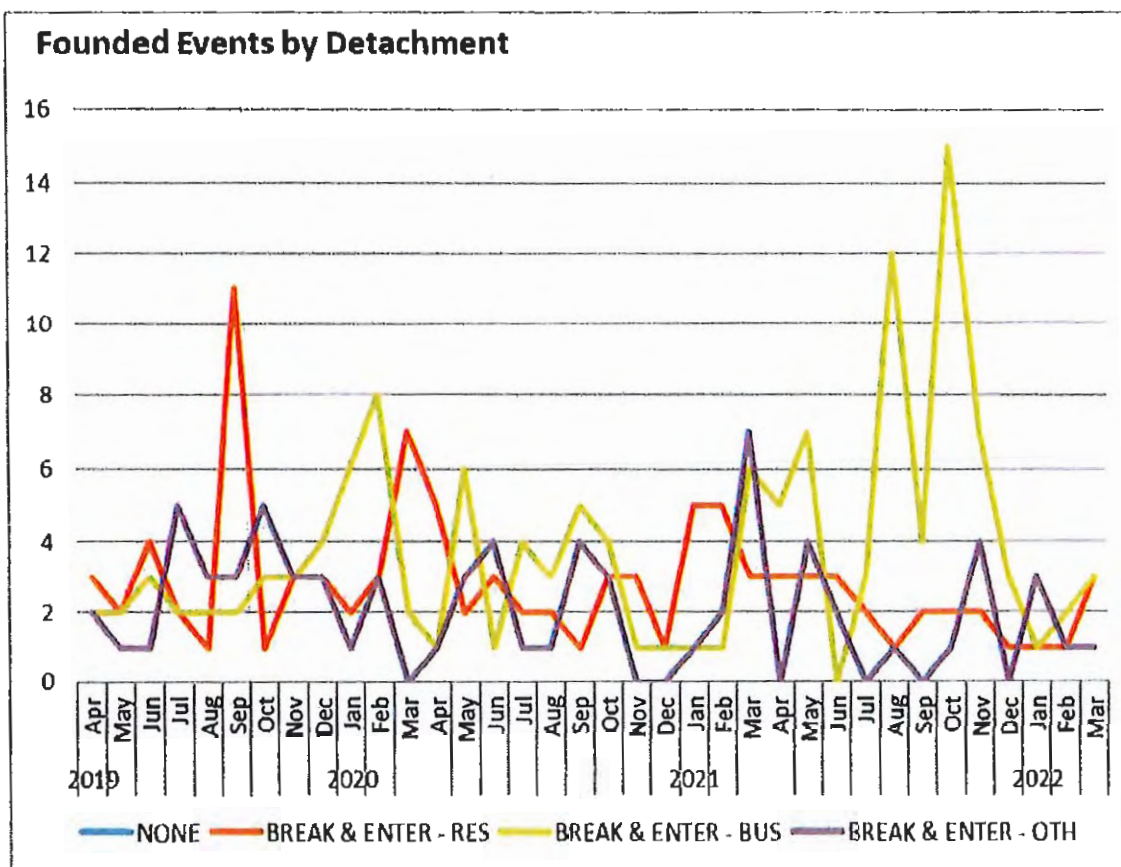
If you are contemplating a change in your own career, I can only encourage you to check out the RCMP Web Site under Recruiting. Visit www.rcmp-grc.gc.ca to see the requirements you have to meet and check out a recruiting event which is listed on the web site.

Yours in Service,



Scott West, S/Sgt.

NCO i/c Salmon Arm RCMP Detachment





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

Salmon Arm Detachment

1980 11th Ave N.E.

Salmon Arm, BC

V1E 2V5

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

City of Salmon Arm

500 2nd Ave N.E.

Salmon Arm, BC

V1E 4 N2

March 31st, 2022

Dear Mayor Alan Harrison,

RE: Quarterly Crime Statistics - January / February / March

CRIME CATEGORIES	CITY Q1 2021	CITY Q1 2022	RURAL Q1 2021	RURAL Q1 2022
Homicide / Attempted Homicide	0	0	0	0
Assaults	17	28	10	7
Sexual Offences	4	7	1	2
Robbery	1	0	0	0
Auto Theft	7	8	8	5
Break and Enters	14	14	16	2
Theft From Motor Vehicle	15	15	15	2
Drug Investigations	29	6	6	1
Motor Vehicle Collisions	20	32	17	24
Motor Vehicle Collisions W Fatality	1	1	0	1
Impaired Driving - CC	5	8	2	4
Impaired Driving - MVA (IRPs)	13	16	4	9
TOTAL PERSONS/VIOLENT CC	43	61	19	19
TOTAL PROPERTY CC	155	154	68	53
TOTAL OTHER CC	82	94	9	16
TOTAL CRIMINAL CODE (CC)	280	309	96	88

TOTAL CALLS FOR SERVICE	1219	1183	433	483
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COMMUNITY	CITY Q1 2021	CITY Q1 2022	RURAL Q1 2021	RURAL Q1 2022
Files with youth negative contacts	2	3	0	1
Mental Health Related Calls	75	81	22	13
Files involving Alcohol / Drugs	123	120	40	47
Domestic Violence	13	4	3	7

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

Yours truly,

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

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Item 17.1

CITY OF SALMON ARM

Date: April 25, 2022

Notice of Motion – Councillor Lindgren

Non-Gendered Washrooms

WHEREAS it is recognized that gender is not binary and may occur on a spectrum and may be fluid;

AND WHEREAS discrimination based on gender is harmful to the mental and physical health of non-binary, transgender, two spirit, gay, lesbian, and gender fluid individuals causing an increased risk of self-harm, suicide, depression and body shame than cisgender individuals;

AND WHEREAS access to a safe, gender appropriate washroom is a basic human need inherent to a person's dignity:

THEREFORE be it resolved that the City of Salmon Arm work toward making all single stall washrooms within its jurisdiction non-gendered.

Vote Record

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

Opposed:

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

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Item 22.1

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-547 be authorized for issuance for Lot 5, Section 24, Township 20, Range 10, W6M, KDYD, P+lan 11115 which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163 for subdivision as permitted under the R-1 - Single Family Zoning regulations:

Section 5.4.2 - Waive the watermain upgrade from 100mm to 150mm on 26 Avenue NE and 21 Avenue NE;

Section 6.4.8 - Waive the sanitary main upgrade from 150mm to 200mm on 21 Street NE; and

Section 7.5.3 -Waive the required 250 mm storm main installation on 26 Avenue NE (cash in lieu).

[Hanson, A./Lawson Engineering Ltd.; 2580 21 Street NE; Servicing requirements]

Vote Record

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

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



TO: His Worship Mayor Harrison and Members of Council

DATE: April 11, 2022

SUBJECT: Development Variance Permit Application No. VP-547 (Servicing)
Legal: Lot 5, Section 24, Township 20, Range 10, W6M, KDYD, Plan 11115
Civic Address: 2580 21 Street NE
Owner: Hansen, A.
Agent: Lawson Engineering Ltd.

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-547 be authorized for issuance for Lot 5, Section 24, Township 20, Range 10, W6M, KDYD, Plan 11115 which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163 for subdivision as permitted under the R-1 – Single Family Zoning regulations:

Section 5.4.2 - Waive the watermain upgrade from 100mm to 150mm on 26 Avenue NE and 21 Avenue NE;

Section 6.4.8 - Waive the sanitary main upgrade from 150mm to 200mm on 21 Street NE; and

Section 7.5.3 - Waive the required 250 mm storm main installation on 26 Avenue NE (cash in lieu).

STAFF RECOMMENDATION

THAT: Council defeat the Motion for Consideration and support the Staff Recommendation outlined in this report, which notes support for:

Section 5.4.2 – Reduce the minimum watermain upgrade (cash in lieu contribution) from 100% (\$124,513.20) to 50% (\$62,256.60);

Section 6.4.8 – Waive the sanitary main upgrade from 150mm to 200mm; and

Section 7.5.3 – Reduce the required storm main installation (cash in lieu contribution) from 100% (\$94,222.80) to 50% (\$47,111.40).

PROPOSAL

The owners submitted a Subdivision application on September 2, 2021 to subdivide the parcel at 2580 21 Street NE into two parcels (Appendix 1 & 2). This application triggered upgrades as required by Subdivision and Development Servicing (SDS) Bylaw No. 4163. The required upgrades include watermain and sanitary sewer main upsizing, as well as a cash in lieu payment for storm main installation (no frontage road works required). The applicant has requested (January 12, 2022) that Council vary these SDS Bylaw provisions. A letter of rationale including cost estimates is attached (Appendix 3).

BACKGROUND

The subject parcel is located just east of the Appleyard subdivision and north of the Cress Creek Trail. The subject parcel is within an existing residential area and is approximately 1,780 square metres, with the application to subdivide proposing two parcels of approximately 930 and 853 square metres in area. However, it is important to note that the eastern parcel, Proposed Lot B, is significantly impacted by a road reserve area and both proposed parcels would be subject to road dedication along their frontages.

The parcel is designated "Residential Low Density" in the City's Official Community Plan (OCP), is within the Urban Containment Boundary, and is zoned Single Family Residential (R-1) in the Zoning Bylaw (Appendix 4 & 5). Site photos are attached as Appendix 6.

COMMENTS

Engineering Department

Detailed comments are attached as Appendix 7.

Planning Department

The applicant is requesting variances to the Subdivision and Development Servicing Bylaw No. 4163 to accommodate subdivision. OCP policy 13.3.6 supports upgrading capacity of services in existing serviced areas to accommodate effective redevelopment, while OCP policy 13.3.9 supports utilizing the Subdivision and Development Servicing Bylaw to identify works and services required at time of subdivision. Furthermore, given the R-1 zoning and parcel size as a result of road dedication, the parcel qualifies for exemptions from frontage improvements along the west and north parcel lines. Thus, full frontage upgrades have not been required, just related servicing requirements.

The purpose behind servicing requirements is to ensure that properties under development are connected to the municipal systems, and to ensure that each system (water, sanitary and storm sewers) is extended to the boundary of an adjacent property to mitigate any gaps in the systems. The larger the gap, the more expectation there is that the City should either take on the works and services to facilitate development, or allow for a reduction in standards.

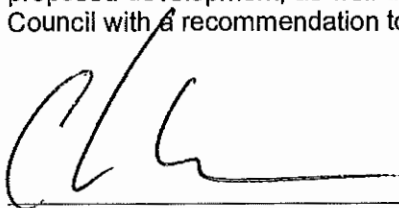
Staff note the potential benefits related to subdivision of this property including improving potential subdivision of adjacent lands, and the densification of an existing use of the subject property.

Estimates for the required service works amounted to \$268,322.04 (watermain = \$124,513.20, sanitary = \$49,586.04, storm = \$94,222.80). Should Council support the staff recommendation, waiving the sanitary upgrade and a reduction of 50% for the water and storm mains would amount to approximately \$109,368.

CONCLUSION

Noting the City's need to avoid service gaps and to provide expected levels of service, as well as OCP policy, staff have recommended against the Motion.

However, staff recognize the rationale behind the requested variances given the scale and cost of the proposed development, as well as the dedication and road reserve area required, and have thus provided Council with a recommendation to consider.



Prepared by: Chris Larson, MCIP, RPP
Senior Planner



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



Ortho Map

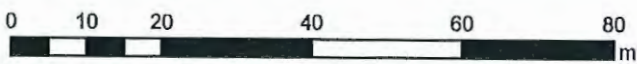
26



AVENUE

21
STREET

23
STREET

N.E.



-  Subject Property
-  Parcels



LAWSON
— ENGINEERING LTD. —

Salmon Arm Office
825C Lakeshore Drive West
PO Box 106
Salmon Arm, BC V1E 4N2

Kamloops Office
1648 Valleyview Drive
Kamloops, BC V2C 4B5

Revelstoke Office
200 Campbell Ave
Suite 200
Revelstoke, BC V0E 2S0

Tuesday, January 11, 2022

Kevin Pearson, Approving Officer
City of Salmon Arm
Box 40 500 2nd Avenue NE
Salmon Arm, B.C. V1E 4N2

RE: 2580 21 Street NE Variance Application (CoSA PLA File #21.18)

Dear Mr. Kevin Pearson:

This letter is intended to provide insight into the subdivision variance application submitted for 2580 21st Street NE by the *owner* (Aaron Hansen).

The subject parcel is located at 2580 21st Street NE, Salmon Arm, BC with approximately 70m of road frontage along 26th Avenue NE and 30m of frontage along 21st Street NE. The subject property is rectangular in shape, 1,990m² in size with 230m² required for City Road Dedication. The proposed subdivision will consist of the creation of one additional 760m² lot with the remainder parcel being 1,000m² in size. The site slopes from East to West at 10-15% grade.

The *owner* has submitted a subdivision application for the subdivision of a secondary single-family residential lot in hopes of building his own new family home. The City of Salmon Arm has requested that the *owner* complete the following as conditions to the issuance of the final subdivision approval:

- (1) Upgrade existing 100mm AC watermain on both 26th Avenue and 21st Street to a 150mm PVC Watermain;
- (2) Provide Cash-in-lieu to upgrade the existing 150mm PVC sanitary main along 21st Street NE to a 200mm PVC sanitary main;
- (3) Provide Cash-in-lieu to install a 250mm PVC storm main along the frontage of 26th Avenue NE.

As such, the *owner* is requesting the following variance:

1) Subdivision & Development Servicing Bylaw No. 4163 (Schedule B, Part 1, Section 5.0):

Waive the requirement to upgrade the existing 100mm AC watermain on both 26th Avenue and 21st Street NE to a 150mm PVC watermain;

- a) The reason for this variance request is that adding a single residential 25mm water service to the existing looped zone 2 watermain will have no-little discernible effect to current pressures and volumes of the water network however, would come at a significant financial burden to the *owner* to the sum of \$124,513.20.

2) Subdivision & Development Servicing Bylaw No. 4163 (Schedule B, Part 1, Section 6.0):

Waive the requirement to provide cash-in-lieu to upgrade the existing 150mm PVC sanitary main along 21st Street NE to a 200mm PVC sanitary main;

- a) The reason for this variance request is that adding a single residential 100mm sanitary service to the existing dead-end sanitary main will have no discernible effect to the overall capacity of the sanitary sewer network however, would come at a significant financial burden to the *owner* to the sum of \$49,586.04.



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Salmon Arm Office
825C Lakeshore Drive West
PO Box 106
Salmon Arm, BC V1E 4N2

Kamloops Office
1640 Valleyview Drive
Kamloops, BC V2C 4B5

Revelstoke Office
200 Campbell Ave
Suite 200
Revelstoke, BC V0E 2S0

3) *Subdivision & Development Servicing Bylaw No. 4163 (Schedule B, Part 1, Section 7.0):*

Waive the requirement to provide cash-in-lieu to install a 250mm PVC storm main along the frontage of 26th Avenue NE.

The reasons for this variance request are:

- a) The expected cost of providing cash-in-lieu for the construction of the future storm main comes at a significant financial burden to the developer (\$94,222.80) whereas the infrastructure is not required for the development itself;
 - i) The preliminary *Integrated Stormwater Management Plan* for the small two-lot subdivision will have all stormwater detained/infiltrated onsite – no municipal storm sewer connection will be required.
- b) Historically there has never been storm sewer along 26th Avenue NE or 21st Street NE. As all stormwater is proposed to be contained and disposed of onsite this subdivision will not add to any concerns to public safety or take away from public value.

Based on the information provided above, the owner would request that the City provide these variances to waive the owner's responsibility of paying for and completing the noted upgrades as they relate to the City Issued PLA#21.18. In total, the City is requesting ~\$270,000.00 in infrastructure upgrades for a small two-lot subdivision where the upgrading of infrastructure is not required and where the impact of the proposed additional lot does not have a discernible impact on existing City infrastructure. With the City requested infrastructure upgrade costs the subdivision becomes unfeasible. The applicant feels these requested variances will not take-away from present and future public value however would allow him to create a new residential property in a neighbourhood and community that desperately needs it.

If you have questions or concerns, please don't hesitate to call or email.

Best Regards,

Lawson Engineering Ltd.

Alistair Waters, ASCT, CCA
Project Manager, Principal
awaters@lawsonengineering.ca

Attachment(s):

- Class D Opinion of Probable Cost – 2580 21 Street NE – Offsite Upgrade Works - **Water**
- Class D Opinion of Probable Cost – 2580 21 Street NE – Offsite Upgrade Works - **Sanitary**
- Class D Opinion of Probable Cost – 2580 21 Street NE – Offsite Upgrade Works - **Storm**
- Subdivision Sketch Plan – Browne and Johnson – November 26, 2021
- Letter from Owner – Aaron Hansen



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2580 21 STREET NE - OFFSITE UPGRADE WORKS - WATER

04-Jan-22

OPINION OF PROBABLE COSTS - CLASS 'D'

(*Denotes Nominal Quantity)

ITEM NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
A.	MOB/DEMOB	LS	LS	2,000.00	2,000.00
B.	TRAFFIC CONTROL	LS	LS	3,200.00	3,200.00
1.0	ROADS AND EARTHWORKS				
1.1	Supply & Install Asphalt (65mm)	m2	300 *	52.00	15,600.00
1.2	Remove & Dispose Asphalt (Asphalt Millings)	m2	300 *	12.00	3,600.00
1.3	Supply & Install 25mm Crushed Base Aggregate	m3	140 *	95.00	13,300.00
1.4	Supply & Install 75mm Crushed Sub-Base Aggregate	m3	25 *	55.00	1,375.00
1.5	Common Excavation & Disposal	m3	165 *	24.00	3,960.00
1.6	Key-In Asphalt - Lap-Joint	m	130 *	10.50	1,365.00
1.7	Landscape/Boulevard Restoration	LS	1 *	1,500.00	1,500.00
2.0	WATER WORKS				
2.1	Supply & Install 150mm DR18 PVC Water Main	m	116 *	245.00	28,420.00
2.2	Supply & Install 150mm HFF Tee c/w (2) HF GV, JR & Thrust Block	ea.	1 *	5,000.00	5,000.00
2.3	Tie-In to Ex. 100mm AC Watermain c/w ROBAR & (2) 45° Bends	ea.	3 *	6,500.00	19,500.00
SUMMARY					
A.	MOB/DEMOB				\$ 2,000.00
B.	TRAFFIC CONTROL				\$ 3,200.00
1.0	ROADS AND EARTHWORKS				\$ 40,700.00
2.0	WATER WORKS				\$ 52,920.00
	SUB TOTAL				\$ 98,820.00
A.	ENGINEERING (10%)				\$ 9,882.00
B.	CONTINGENCY (10%)				\$ 9,882.00
	SUB TOTAL				\$ 118,584.00
	GST (5%)				\$ 5,929.20
	TOTAL				\$ 124,513.20

1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.

2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.



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2580 21 STREET NE - OFFSITE UPGRADE WORKS - SANITARY - CASH-IN-LIEU

04-Jan-22

OPINION OF PROBABLE COSTS - CLASS 'D'

(*Denotes Nominal Quantity)

ITEM NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
A.	MOB/DEMOB	LS	LS	2,000.00	2,000.00
B.	TRAFFIC CONTROL	LS	LS	1,000.00	1,000.00
1.0	ROADS AND EARTHWORKS				
1.1	Supply & Install Asphalt (65mm)	m2	190 *	52.00	9,880.00
1.2	Remove & Dispose Asphalt (Asphalt Millings)	m2	190 *	12.00	2,280.00
1.3	Supply & Install 25mm Crushed Base Aggregate	m3	15 *	95.00	1,425.00
1.4	Supply & Install 75mm Crushed Sub-Base Aggregate	m3	90 *	55.00	4,950.00
1.5	Common Excavation & Disposal	m3	105 *	24.00	2,520.00
1.6	Key-in Asphalt - Lap-Joint	m	50 *	10.50	525.00
2.0	SANITARY SEWER WORKS				
2.1	Supply & Install 200mm SDR-35 Sanitary Main	m	38 *	245.00	9,310.00
2.2	Remove & Dispose Existing 150mm PVC Sanitary Main	m	38 *	78.00	2,964.00
2.3	Tie-in to Ex. Sanitary Manhole c/w Rebenching/Grouting, as Required	ea.	2 *	1,250.00	2,500.00
SUMMARY					
A.	MOB/DEMOB				\$ 2,000.00
B.	TRAFFIC CONTROL				\$ 1,000.00
1.0	ROADS AND EARTHWORKS				\$ 21,580.00
2.0	WATER WORKS				\$ 14,774.00
	SUB TOTAL				\$ 39,354.00
A.	ENGINEERING (10%)				\$ 3,935.40
B.	CONTINGENCY (10%)				\$ 3,935.40
	SUB TOTAL				\$ 47,224.80
	GST (5%)				\$ 2,361.24
	TOTAL CASH-IN-LIEU				\$ 49,586.04

1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.

2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.


LAWSON

— ENGINEERING LTD. —

2580 21 STREET NE - OFFSITE UPGRADE WORKS - STORM - CASH-IN-LIEU

04-Jan-22

OPINION OF PROBABLE COSTS - CLASS 'D'

(*Denotes Nominal Quantity)

ITEM NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
A.	MOB/DEMOB	LS	LS	2,000.00	2,000.00
B.	TRAFFIC CONTROL	LS	LS	2,100.00	2,100.00
1.0	ROADS AND EARTHWORKS				
1.1	Supply & Install Asphalt (65mm)	m2	300 *	52.00	15,600.00
1.2	Remove & Dispose Asphalt (Asphalt Millings)	m2	300 *	12.00	3,600.00
1.3	Supply & Install 25mm Crushed Base Aggregate	m3	140 *	95.00	13,300.00
1.4	Supply & Install 75mm Crushed Sub-Base Aggregate	m3	25 *	55.00	1,375.00
1.5	Common Excavation & Disposal	m3	165 *	24.00	3,960.00
1.6	Reinstate Existing Drainage Ditch	m	70 *	28.00	1,960.00
1.7	Key-In Asphalt - Lap-Joint	m	130 *	10.50	1,365.00
2.0	STORM SEWER WORKS				
2.1	Supply & Install 250mm PVC Storm Main	m	70 *	256.00	17,920.00
2.2	Supply & Install 1050mm Storm Manhole	ea.	2 *	5,800.00	11,600.00
SUMMARY					
A.	MOB/DEMOB				\$ 2,000.00
B.	TRAFFIC CONTROL				\$ 2,100.00
1.0	ROADS AND EARTHWORKS				\$ 41,160.00
2.0	WATER WORKS				\$ 29,520.00
	SUB TOTAL				\$ 74,780.00
A.	ENGINEERING (10%)				\$ 7,478.00
B.	CONTINGENCY (10%)				\$ 7,478.00
	SUB TOTAL				\$ 89,736.00
	GST (6%)				\$ 4,486.80
	TOTAL CASH-IN-LIEU				\$ 94,222.80

1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.

2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.

Dear City council, or to whom it may concern,

Thank you for taking the time to read through our variance request. This process is a first for me, but I have been informed there is a fair amount of decision and review into these applications, so I appreciate your time.

Although I am currently not a Salmon Arm local, I spent multiple summers living and working at the Rapattack Forest Firefighter base here in town, where I grew to love the strong community feel, beautiful landscape and active lifestyle it offers. This has been the motivation in looking for a property to build and settle down in the near future.

I understand Salmon Arm has standards and bylaws for development which guide the healthy growth and layout of our city. Without these guidelines, the quality of our city could likely begin to deteriorate.

In my application for variance, I hope to add rather than take away from our city culture and community. I believe there are multiple positive benefits of our subdivision for the city.

- 1) Firstly, there would be the addition of our new home without demolition of the current house.
- 2) Secondly, we would be planning on changing the zoning from R-1 to R-8 and building a suite allowing for a second dwelling in our new home.
- 3) Thirdly with this subdivision, the city would gain 9m on the east border of the lot which is over 30% of the lot area without any cost to the city.

I have also discussed our subdivision plan with Lawson Engineering and they have said these three variances would have little to no discernible effect on Salmon Arm's water, sewer and storm systems. However, please read their report for the full details.

Our desire is to build a simple but beautiful home here in Salmon Arm, adding to the strong community already present. Without the approval of these three variances, the current development costs make building unattainable, as I am certain it would be for most families. We hope you are able to look kindly on this individual application and help us achieve our vision.

Kind Regards,

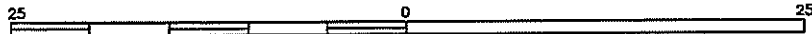
Aaron Hansen
MPT

A.Hansen.PT@gmail.com
Ph. 604-312-9510

Sketch Plan of Proposed Subdivision of Part of Lot 5, Sec 24, Tp 20, Rge 10, W6M, KDYD, Plan 11115

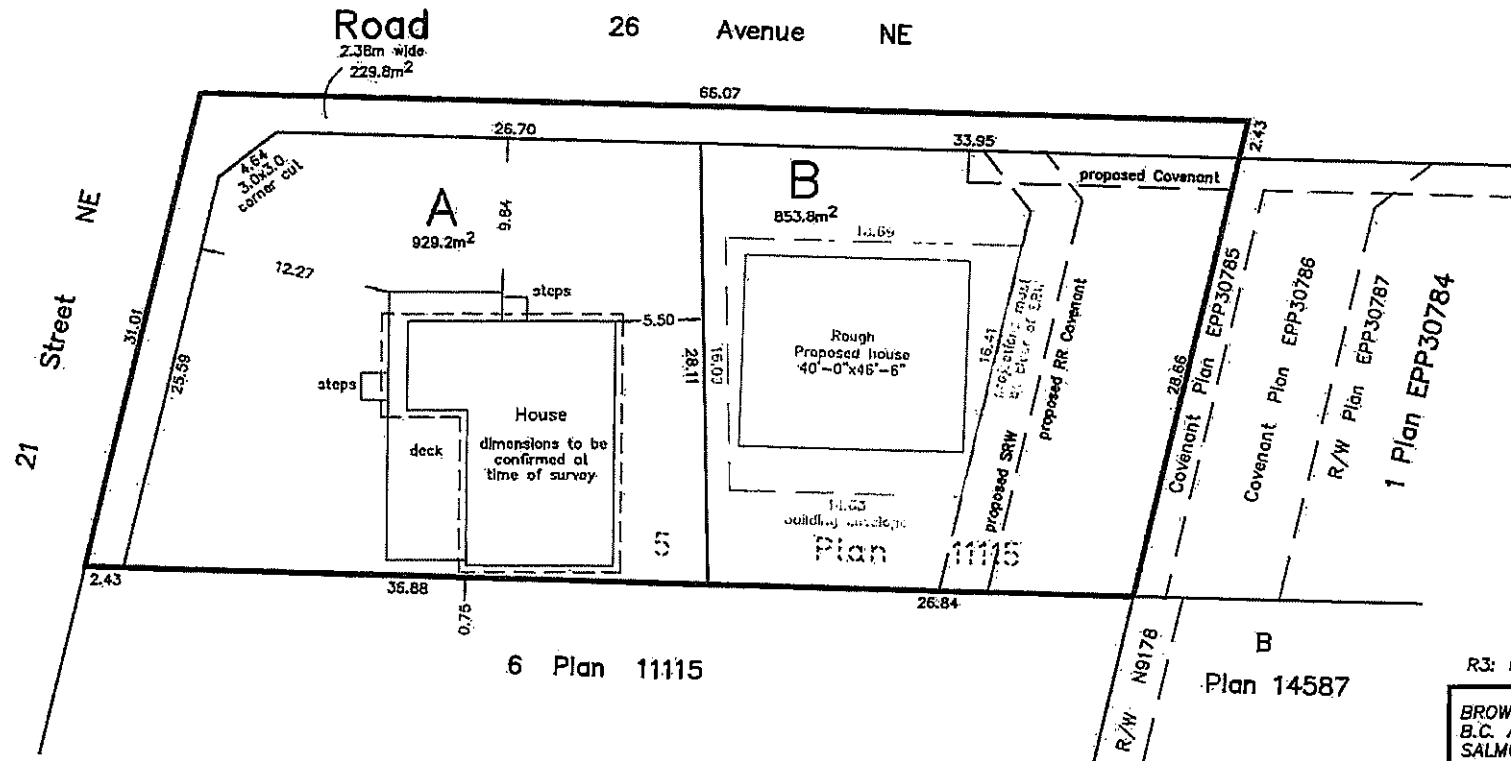
Scale 1:300

BCGS 82L.074



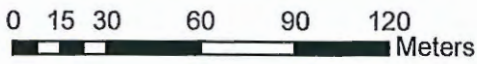
All distances are in metres:

The intended plot size of this plan is 432mm. in width by
280mm in height (B size) when plotted at a scale of 1:300:

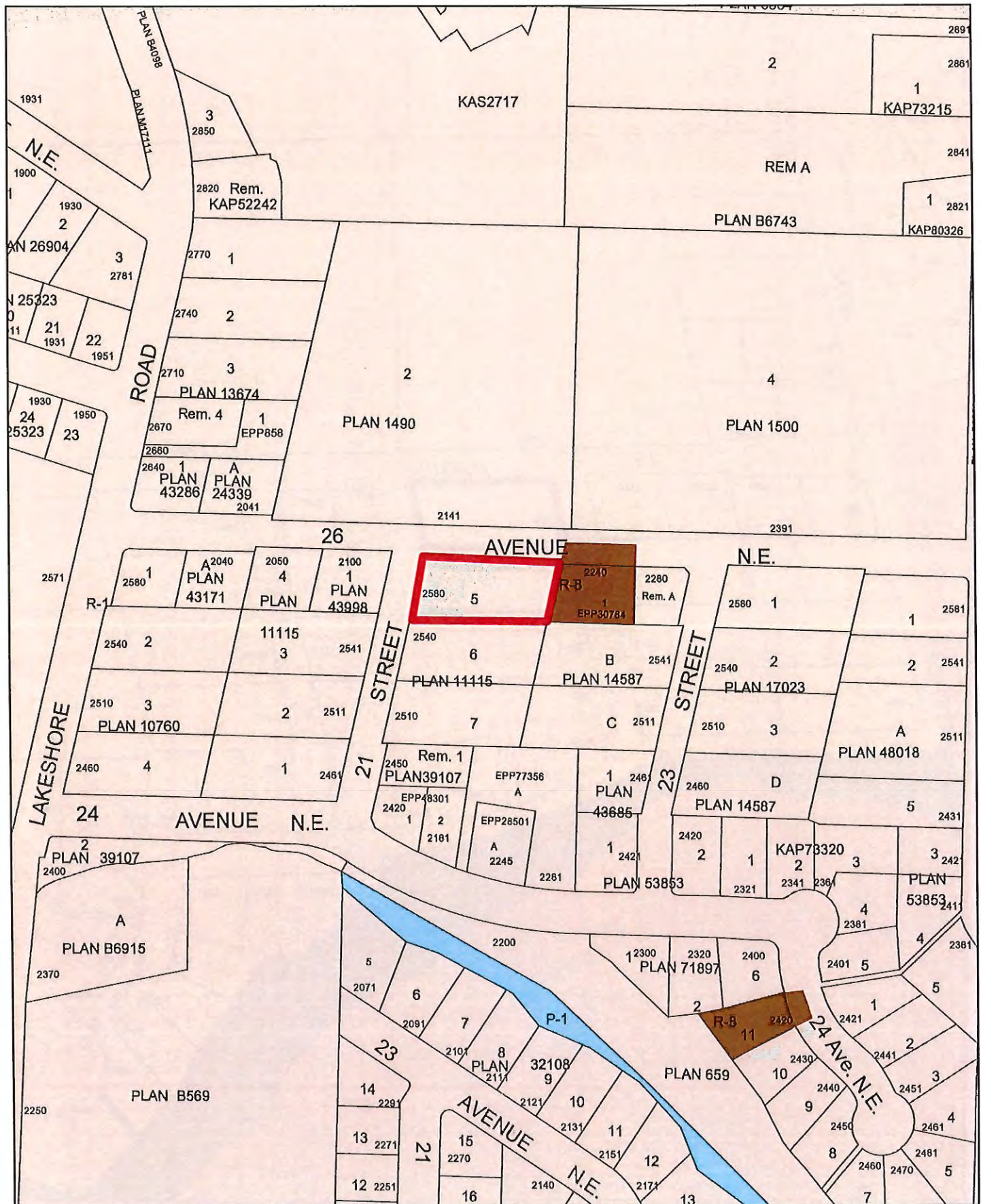


R3: November 26, 2021

BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. 250-832-9701
File: 463-21



- | | | | |
|---|----------------|---|----------------------------|
|  | Subject Parcel |  | Residential Medium Density |
|  | Park |  | Residential Low Density |



0 30 60 120 180 240 Meters

 Subject Parcel



View of subject parcel northeast from 21 Street NE.



View of subject parcel southwest from 26 Avenue NE.

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

TO:	Kevin Pearson, Director of Development Services
DATE:	March 24, 2022
PREPARED BY:	Chris Moore, Engineering Assistant
OWNER:	A. Hansen
APPLICANT:	Lawson Engineering Ltd. – A. Waters, PO Box 106 Salmon Arm, BC V1E4N2
SUBJECT:	VARIANCE PERMIT APPLICATION FILE NO. VP- 547
LEGAL:	Lot 5, Section 24, Township 20, Range 10, W6M, KDYD, Plan 11115
CIVIC:	2580 – 21 Street NE

Further to the request for variance dated January 27, 2022; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

The applicant is requesting that Council waive the following requirements of the Subdivision and Development Servicing Bylaw No. 4163 (SDSB):

- 1. Waive the requirement to upgrade the existing 100mm watermain on 26 Avenue and 21 Street NE 150mm.**

The minimum watermain size for Residential areas is 150mm, as specified in the SDSB. 26 Avenue NE and 21 Street NE are both identified in the 2011 Water Study as having Low Fire Flows (33 l/s compared to recommended minimum 60 l/s), this is due to the undersized watermain.

The Engineering Department does not support the waiving of these upgrades as this will leave the cost of the future upgrades to be paid entirely by the City. Fire flows are an important component of our water system and should be given due consideration when determining any variance request.

It is noted that subdivision 12-07 (located directly to the east) and 12-13 (located at the south end of 21 St) both paid a 50% contribution for the future upgrading of these water mains. The Engineering Department would support the reduction of this requirement to a 50 % cash in lieu payment.

Recommendation:

The Engineering Department recommends that the request to waive the requirement to upgrade the existing 100mm watermain on 26 Avenue and 21 Street NE 150mm be denied, but would support the reduction of this requirement to a 50% cash in lieu payment for the future upgrading of these watermain.

VARIANCE PERMIT APPLICATION FILE NO. VP- 547

March 24, 2022

Page 2

2. Waive the requirement to provide a cash in lieu payment to upgrade the existing 150mm sanitary sewer on 21 Street NE to a 200mm.

The minimum sanitary sewer diameter, as specified in the SDSB is 200mm. However, we do allow the first length of the sewer to be 150mm, provided that no further extension of the sewer is anticipated.

In this instance there is a large potential development property to the north that will eventually require a sanitary sewer extension. However there is a further 100m of 150mm sanitary sewer on 21 Street that would also require upgrading, compared to only 75m for a sanitary extension along 26 Avenue to the west. Additionally it would not be feasible to connect the SW corner of that property to 21 Street, due to the topography and the 26 Avenue option would therefore be more practical.

Recommendation:

Since a more economical route exists for the extension of a sanitary sewer to the future development property to the north, no future extension of the 21 Street sanitary sewer is anticipated. **The Engineering Department therefore recommends that the request to waive the requirement to provide a cash in lieu payment to upgrade the existing 150mm sanitary sewer on 21 Street NE to a 200mm be approved**

3. Waive the requirement to provide a cash-in-lieu payment for the installation of a 250mm storm sewer on 26 Avenue NE

The SDSB requires that through subdivision or development all City mains are upgraded to City standards, across the frontage of the subject property. In many instances, these upgraded mains are required for development of the subject property. However, the other purpose of the upgrades is to allow for future development of upstream properties.

In this instance there are a number of potential upstream development properties that are currently not connected to storm sewer. Waiving the requirement for this property to pay for "their share" of the storm sewer installation will put an increased financial burden on other upstream development properties in the future. However, it is noted that some of these potential development properties are significantly larger and therefore more able to bear the cost of offsite upgrades than this 2 lot subdivision.

Recommendation:

The Engineering Department recommends that the requirement to provide a cash-in-lieu payment for the installation of a 250mm storm sewer on 26 Avenue NE be denied, but would support the reduction of this requirement to a 50% cash in lieu payment.

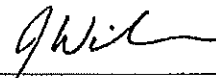
VARIANCE PERMIT APPLICATION FILE NO. VP- 547

March 24, 2022

Page 3



Chris Moore
Engineering Assistant



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

Item 23.1

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 virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, April 25 at 7:00 p.m.

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

Proposed Rezoning of Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan KAP60845 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 3941 20 Street NE

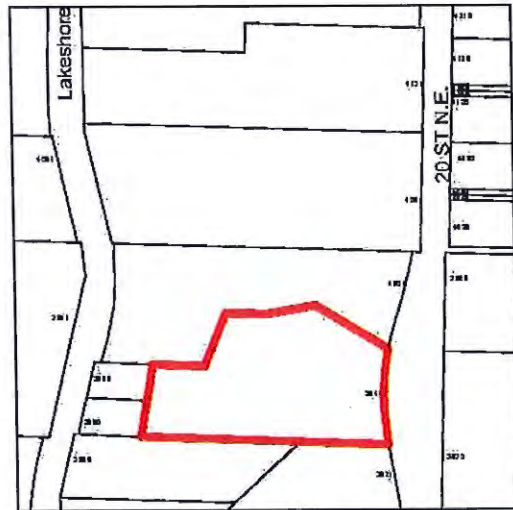
Location: South of 45 Avenue NE on the West side of 20 Street NE

Present Use: Single Family Dwelling

Proposed Use: to permit the development of a Secondary suite or detached suite on the property

Owner / Agent: Paton, D./Kuster, M.

Reference: ZON-1231/ Bylaw No. 4496



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from April 12 to April 25, 2022 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. In person attendance will be on a first come first serve basis. If you wish to attend electronically email cityhall@salmonarm.ca.

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

Vote Record

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

Opposed:

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

To: His Worship Mayor Harrison and Members of Council

Date: March 30, 2022

Subject: Zoning Bylaw Amendment Application No. 1231

Legal: Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan KAP60845
Civic Address: 3941 20 Street NE
Owner/Applicant: D. Paton & M. Kuster

STAFF RECOMMENDATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan KAP60845 from R1 (Single Family Residential) to R8 (Residential Suite Zone).

PROPOSAL

To rezone a single family dwelling R1 (Single Family Residential Zone) property to R8 (Residential Suite Zone) in order to permit the development of a secondary suite or detached suite on the subject property.

BACKGROUND

The subject property is located between Lakeshore Road NE and 20 Street NE (Appendices 1 and 2). The parcel is designated Residential Low Density in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

Adjacent land uses include the following:

North:	Single Family Residence	Zoned R1
South:	Single Family Residence	Zoned R1
East:	Single Family Residence	
	Single Family Residence & Suite Strata	Zoned A2 & R8
West:	Single Family Residence	Zoned R1

The subject property is approximately 1.03ha in area. In conjunction with the rezoning application the owner has also applied for a two lot subdivision (Appendix 5). Should the rezoning be supported, the R8 zone would apply to both of the proposed lots. The existing single family residence is to remain on the proposed Lot 1 and a new single family dwelling would be developed on the Proposed Lot 2.

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

COMMENTSEngineering Department

The Engineering Department has no concerns to the rezoning of this property. The owner/developer has been provided a comprehensive list of conditions with the Preliminary Layout Review Letter that must be satisfied prior to final subdivision approval.

Building Department

No concerns with the rezoning.

Fire Department

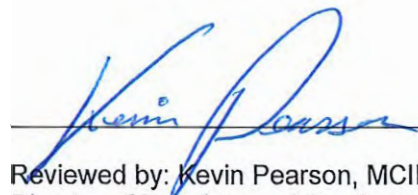
No concerns.

Planning Department

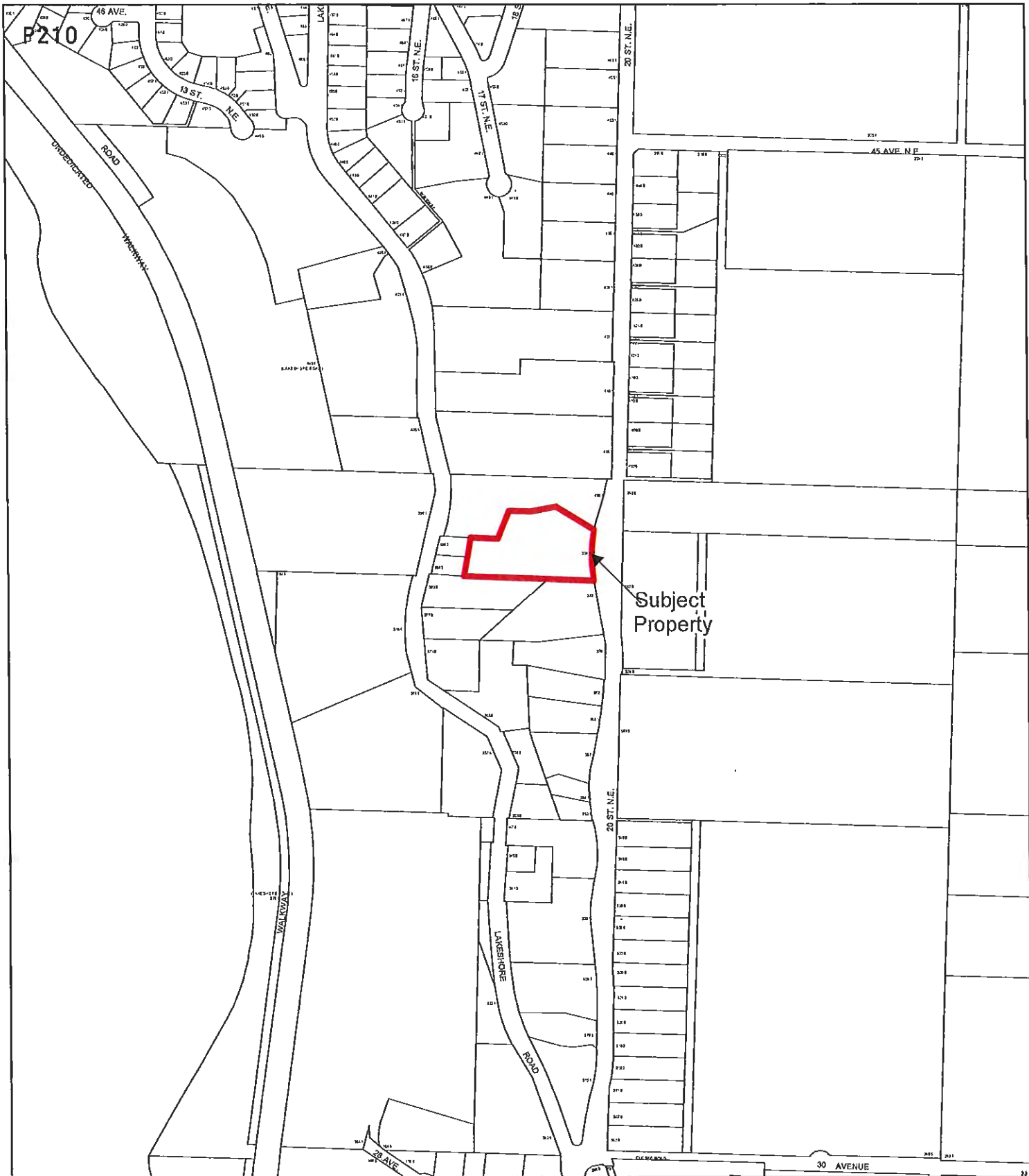
Rezoning from R1 to R8 is supported by the previously mentioned OCP policy. Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).





Prepared by: Melinda Smyrl, MCIP, RPP
Planner III

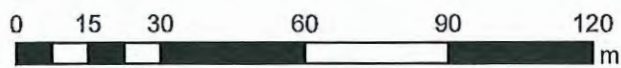
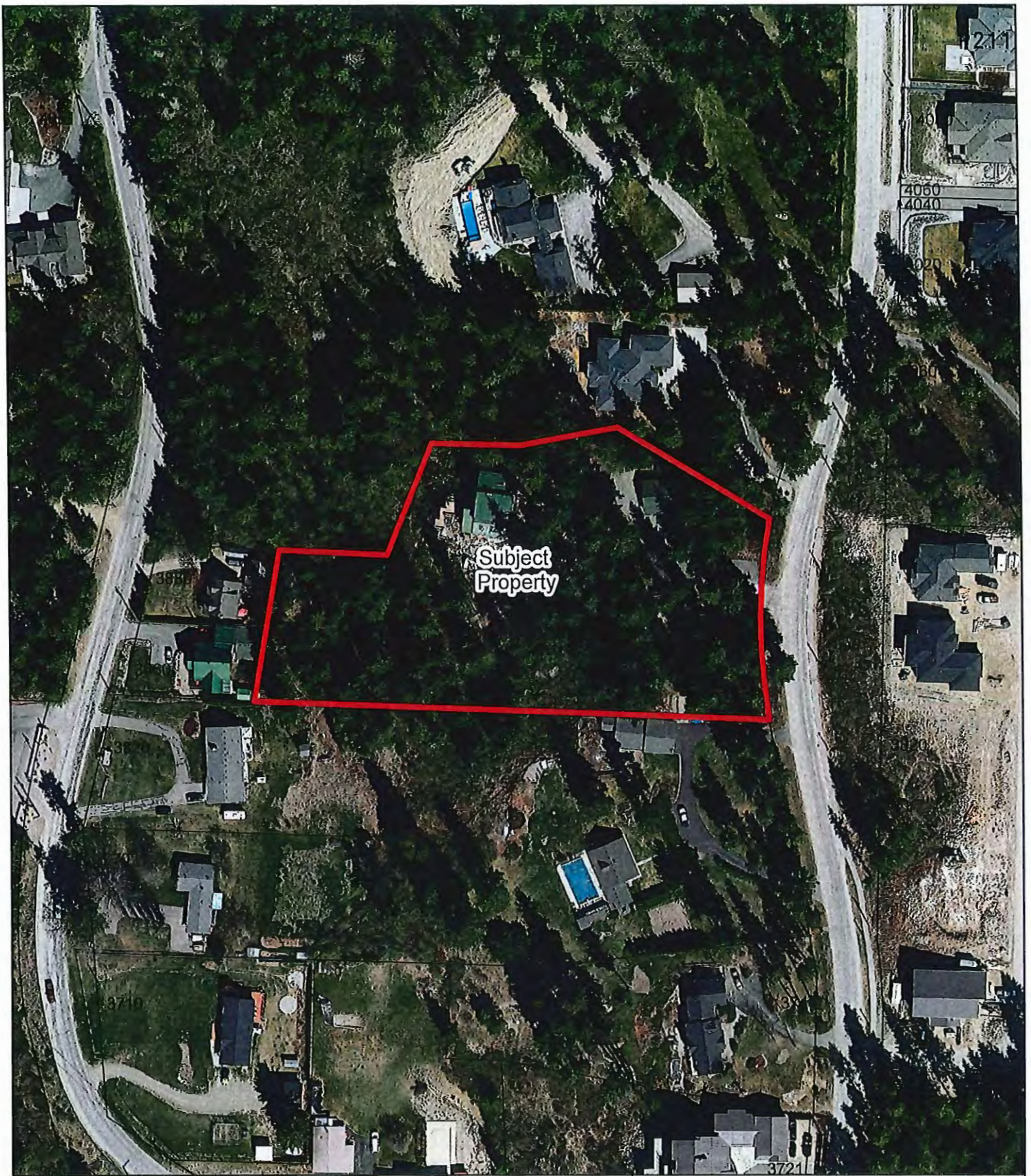


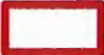

Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

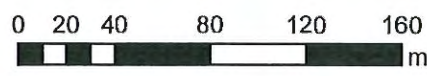
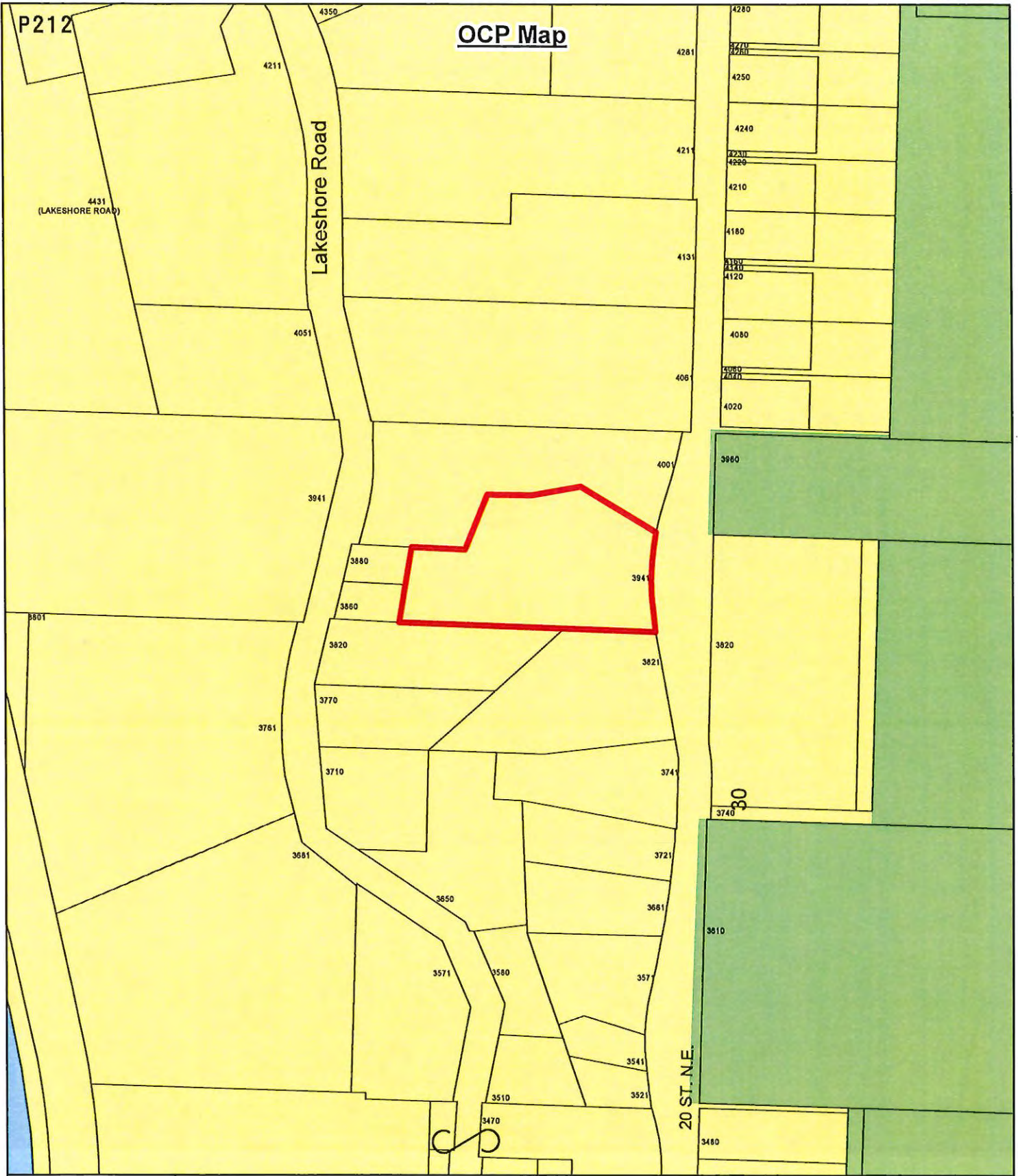


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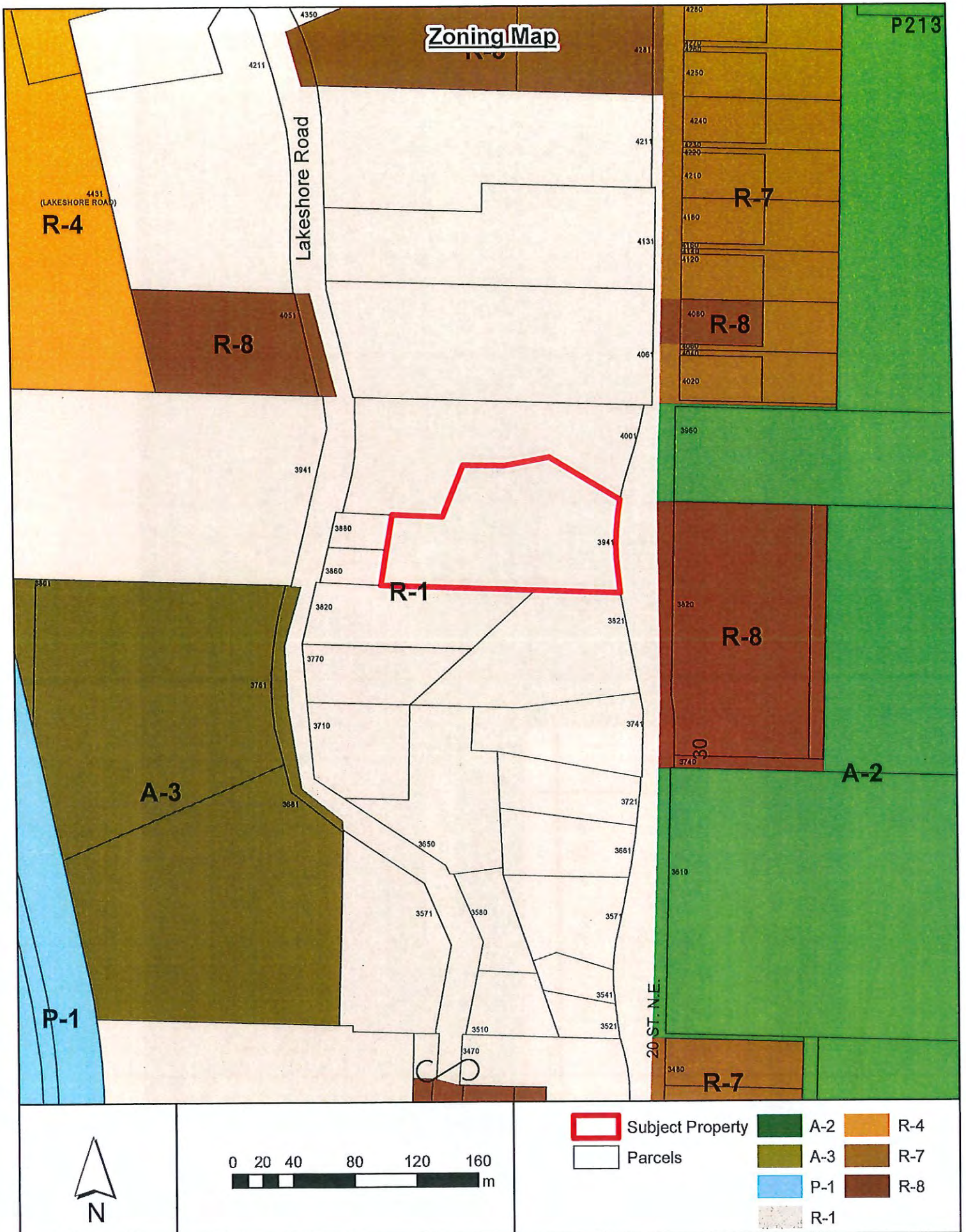
-  Subject Property
-  Parcels

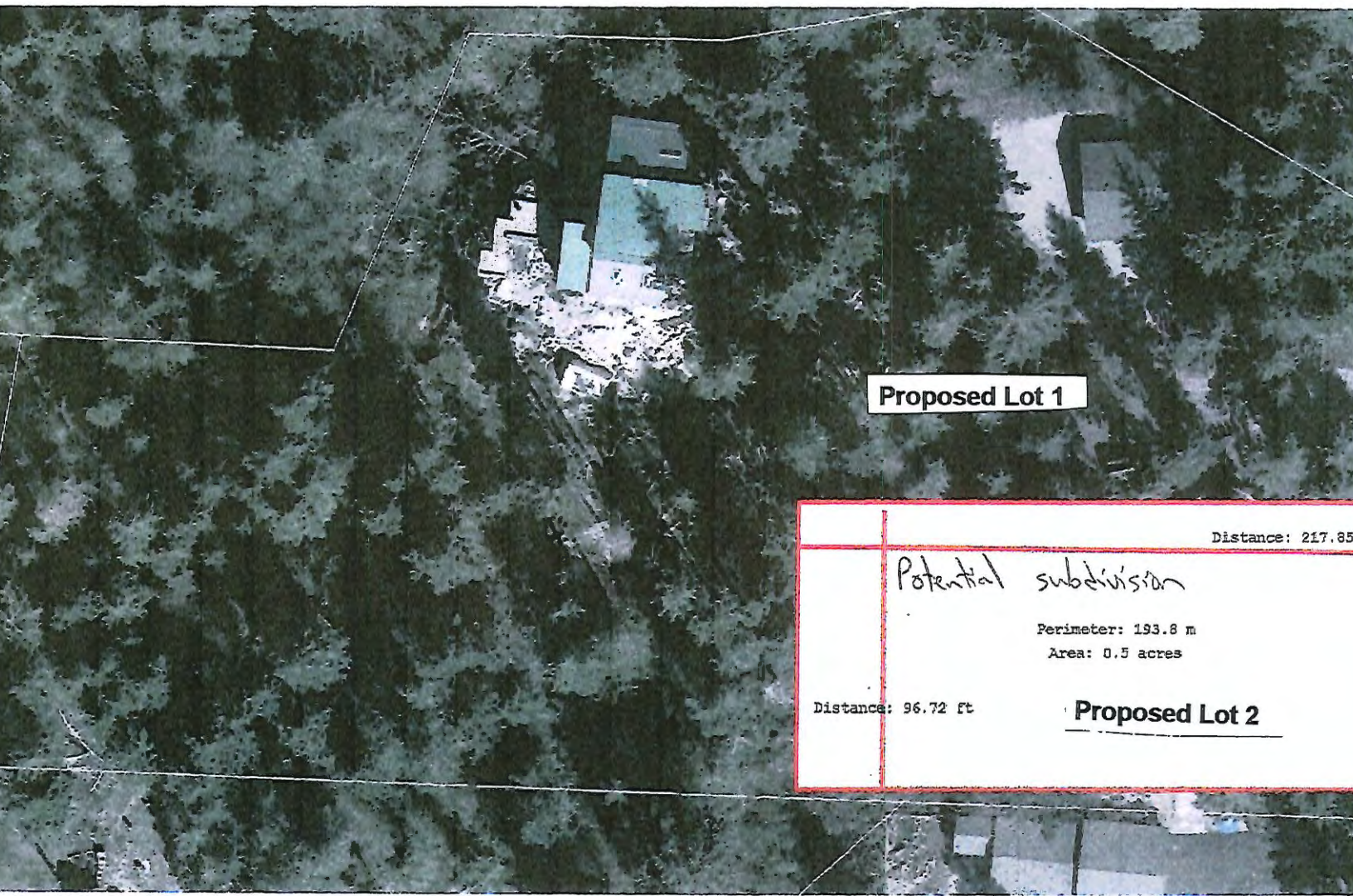


-  Subject Property
-  Parcels



- Subject Property
- Acreage Reserve
- Parcels
- Environmentally Sensitive Lake Areas
- Residential - Low Density





Proposed Lot 1

Distance: 217.85

Potential subdivision

Perimeter: 193.8 m

Area: 0.5 acres

Distance: 96.72 ft

Proposed Lot 2

January 25

Item 24.1

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4496 be read a third and final time.

[ZON-1231; Paton, D. & Kuster, M.; 3941 20 Street NE; R-1 to R-8]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4496

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on April 25, 2022 at the hour of 7:00 p.m. was published in the 2022 and , 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan KAP60845 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4496"

READ A FIRST TIME THIS 11th DAY OF April 2022

READ A SECOND TIME THIS 11th DAY OF April 2022

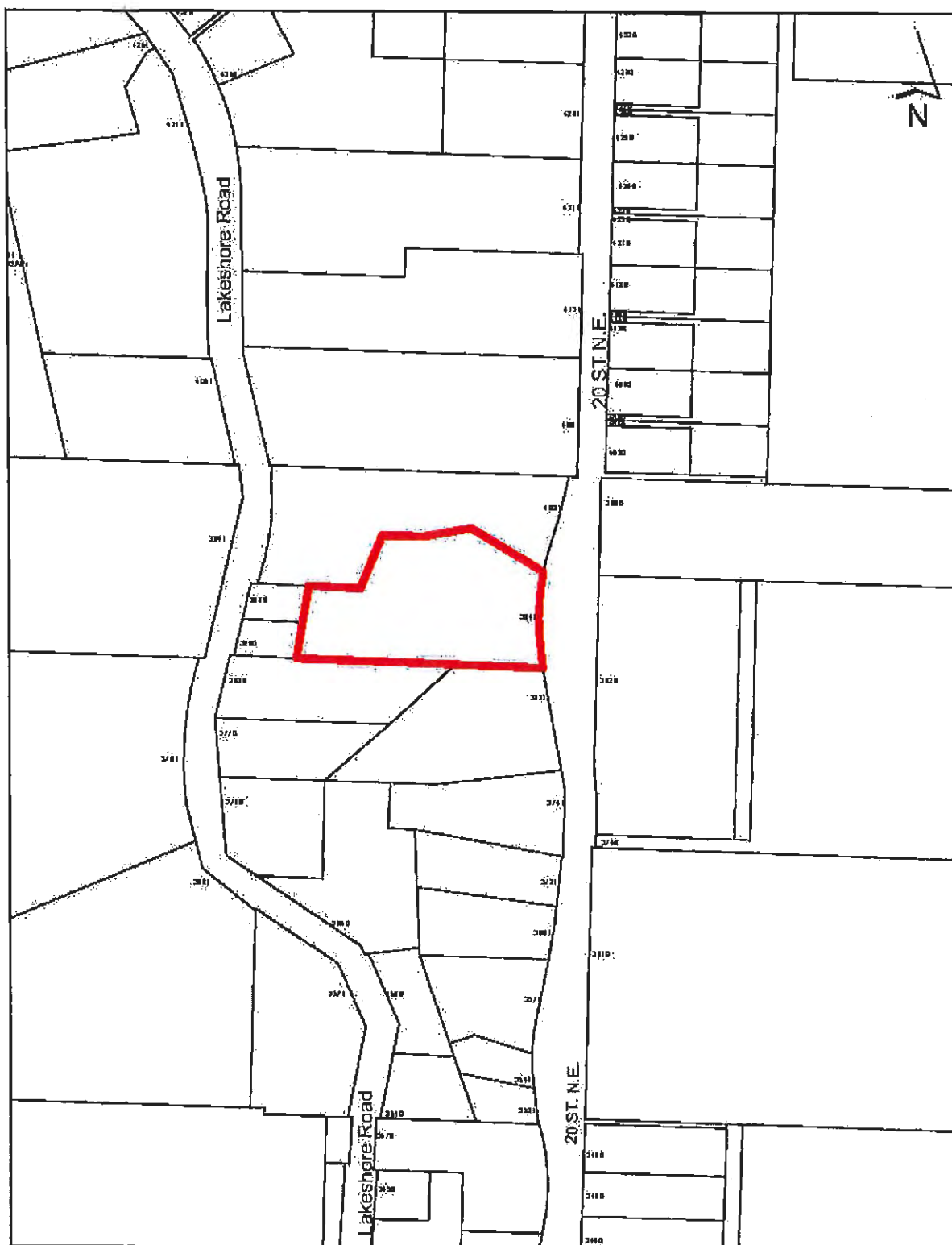
READ A THIRD TIME THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

Schedule "A"



Item 26.

CITY OF SALMON ARM

Date: April 25, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Regular Council Meeting of April 25, 2022, be adjourned.

Vote Record

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

Opposed:

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

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INFORMATIONAL CORRESPONDENCE - April 25, 2022

- | | | |
|-----|---|---|
| 1. | Bootsma/Lentz Families – letter dated April 6, 2022 – Cabin #5 Canoe Beach / Bench | R |
| 2. | C. Forman, Operations Manager, Shuswap Youth Soccer Association – letter dated March 28, 2022 – Request approval for locations of two 20 foot Sea-Can storage containers | A |
| 3. | J. Reimer, Salmon Arm Mennonite Church – email dated April 12, 2022 – Rental of Blackburn Park Ball Diamond July 28 - 31, 2022 for a tent meeting | A |
| 4. | J. Gamble, SISS Executive Director, Shuswap Immigrant Services – letter dated April 14, 2022 – Final Report on the Safe Re-opening Funding | N |
| 5. | J. Evans, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children's Associations – letter dated April 19, 2022 – Outdoor Recreational Program | A |
| 6. | B. Magnuson, letter dated April 20, 2022 – Request to book Blackburn Park Gazebo for the 42 nd Annual Terry Fox Run, September 18, 2022 | A |
| 7. | M. Levine, Director, Technical Services Center, Government Finance Officers Association – letter dated April 14, 2022 – Annual Financial Report qualifications for a Canadian Award for Financial Reporting | N |
| 8. | D. Desnoyers, Vice-President, BC Lyme – email dated March 18, 2022 – May 3 rd Light Up Green for Lyme Disease Awareness | R |
| 9. | P. Gregory, Nature Network Organizer, Nature Canada – email dated April 7, 2022 – World Ocean Day, June 8, 2022 | R |
| 10. | L. Hillman, Outreach and Engagement Coordinator, Moose Hide Campaign – email dated April 12, 2022 – Invitation to Join the Moose Hide Campaign | R |
| 11. | D. Prillo, Transit Supervisor, Vernon & N. Shuswap Regional Transit – email dated April 14, 2022 – Parking Restrictions needed April 26, 27 and 28, 2022 | A |
| 12. | R. Kahlon, Minister of Jobs, Economic Recovery and Innovation – email dated April 12, 2022 – Stronger BC: A Plan for Today, a Vision for Tomorrow | N |
| 13. | T. Rysz, Mayor, District of Sicamous – letter dated April 7, 2022 – Invasive Mussel Defense Program | N |
| 14. | T. Rysz, Mayor, District of Sicamous – letter dated April 7, 2022 – Luxury Tax on Recreational Boats | N |
| 15. | B. McCue, Corporate Officer – letter dated April 7, 2022 – Extended Hour Child Care for Shift Workers | N |
| 16. | C. Zacharias-Homer, Director, Environmental Standards Branch, Ministry of Environment and Climate Change Strategy – email dated April 13, 2022 - Public Interest Bonding Strategy Notification | N |

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

April 6, 2022

To Mayor Alan Harrison and City Council

Re Cabin #5 Canoe Beach/Bench

Hello, I hope you are all doing well.

This letter is for a request to have a bench put at the location of our former cabin #5 at Canoe beach. This would be in Memory of our Mom and Dad, Marty and Margaret Bootsma. We thought this would be an ideal place to have a bench, as our parents, ourselves, their grandchildren, friends and extended family have had over 35 years of memories at this location.

If this is something that can be considered, please let us know how we are to move forward.

Thank you!

Sincerely,

The Bootsma/Lentz Families



SHUSWAP YOUTH SOCCER ASSOCIATION

351 3 St SW, Salmon Arm, BC V1E 1V4

PHONE 250.833.5607

www.shuswapsoccer.com

March 28, 2022

Dear Mayor Harrison and Honourable Council Members,

I am writing to ask for approval for the locations of two 20-foot Sea-Can storage containers for our Youth Soccer Programs.

The first location is at the Little Mountain Sports Complex, where we have used the utility room in the Little Mountain Field House for many years. As access to this room is no longer available through the City of Salmon Arm we will need a year-round storage container to store soccer equipment, first aid supplies, and emergency contact information for the over 450 players who use this venue weekly. With the addition of this storage container, we will also be able to store our field line painting equipment, which we use to provide a field line painting service to all the City of Salmon Arm field users.

The second location is in the parking lot between 3rd ST SW and the Downtown fields and will only be needed from April-June. Until covid procedures changed our program in 2020, SYSA would have a container here every spring. This container holds soccer equipment, first aid, and emergency contact information for 500+ players who use this venue weekly and its location drastically reduces risk of children/volunteers having to cross this very busy street to retrieve practice equipment from our office.

We greatly appreciate the support you give our over 1,000 youth players and our local sports community.

Please let me know if you have any questions or concerns,

Chad Forman
Operations Manager
Shuswap Youth Soccer Association
250-833-5607

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

From: Jeremy Relmer [REDACTED]
Sent: Tuesday, April 12, 2022 10:14 AM
To: Barb Puddifant <bpuddifant@salmonarm.ca>
Subject: [External] Blackburn Park Booking

To the members of Salmon Arm City Council:

Salmon Arm Mennonite Church is interested in renting Blackburn Park ball diamond for a tent meeting July 28 to 31. We have done this event at this location a number of years up until 2020 when Covid restrictions made it impossible.

Donna Flatman from the recreation department asked that I contact the city council for permission to host this event.

We erect our own tent, about 30' by 60'. The tent is erected Thursday afternoon and is taken down Sunday evening. The services Thursday through Saturday are held between 6 and 9 pm, and on Sunday there is a 10 am service and an evening service between 6 and 9 pm. The average number of people attending is 80 to 100.

We appreciate your consideration of this request.

Salmon Arm Mennonite Church
Jeremy Relmer



101 - 371 Hudson Ave NE, PO Box 304,
Salmon Arm BC, V1E 4N3,
P:250-804-2726 www.sissociety.ca

April 14, 2022

RE: Final Report on the Safe Re-opening Funding

Dear Salmon Arm City Council,

On behalf of Shuswap Immigrant Services Society (SISS), I am extending gratitude to the City of Salmon Arm for granting funds to assist our organization in re-opening safely. Covid-19 has been challenging for all segments of society and especially so for vulnerable populations and those already feeling socially isolated. Welcoming our clients back to our office is an important step in creating a sense of belonging.

SISS is a registered non-profit organization that serves and empowers new immigrants, permanent residents, refugees, and temporary foreign workers in the Columbia-Shuswap. We value diversity, collaboration, and respect. Encouraging participation in community life and assisting new Canadians in settlement are key elements of organizational work. SISS offers service in multiple languages and works directly with immigrants, creating strong relationships with vulnerable populations. We have clients of all ages who come to Canada from many different unique contexts all around the world. Our aim is to stand alongside them as they settle into life in the Shuswap. SISS acts as a bridge to resources in the community and supports new residents as they navigate any challenges that arise. We currently offer settlement services, employment services, language classes, social events, and emergency support in times of crisis.

Activities completed under the City of Salmon Arm Safe Re-opening program include:

- The creation of organizational plans such as the Communicable Disease Plan, Updated Covid Safety Plan, and Emergency Action Plan
- The transformation of the office entrance to create a safe and welcoming reception area for clients as the SISS office re-opens. Including easily cleaned furniture, a design to encourage appropriate social distancing and an easy-to-use hand sanitation dispenser.
- The upgrading of window decals and electronic signage to create a more welcoming feel and to ensure our services and communication regarding public health orders are accurately conveyed.
- The implementation of a twice weekly cleaning schedule.

As an organization serving vulnerable populations, many of whom were severely impacted by the global pandemic, SISS appreciates the support from the City of Salmon Arm in safely re-opening our office space.

Sincerely,

A handwritten signature in black ink, appearing to read "Jen Gamble".

Jen Gamble
SISS Executive Director

Safe Restart Grant Final Financial Report

City of Salmon Arm

As at March 31, 2022

Income	
Safe Restart Grant	\$10,000.00
Total Income	\$10,000.00
Expenses	
Capital	\$3,695.58
Publicity and Promotion	\$536.55
Office supplies	\$1,210.58
Repairs and Maintenance	\$1,498.87
Wages	\$3,063.74
Total Expense	\$10,005.32
Net Income	-\$5.32

April 19th, 2022
Mayor and Council
City of Salmon Arm
500 2 Ave NE
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and City Councilors,

The Shuswap Children's Associations has a new program called the Outdoor Recreational Program. The program is making use of family friendly spaces in the Salmon Arm area and would like to organize a series of play events at a few City of Salmon Arm parks. The program focuses on children birth to school age, and their parents/caregivers. The purpose of the group is to provide safe, accessible, and free outdoor programming for children and increase community connections for parents and caregivers. These groups are small in nature, and will follow our strict Covid-19 policies, as well as adhere to any provincial orders.

We would like permission to use these parks on the following dates:

May 3rd, 2022 at Blackburn Park (10am-1pm)
May 10th, 2022 at Blackburn Park (10am-1pm)
May 17th, 2022 at Fletcher Park (10am-1pm)
May 24th, 2022 at Blackburn Park (10am-3pm)
May 31st, 2022 at Klahani Park (10am-1pm)
June 7th, 2022 at Little mountain sports complex playground (10am-1pm)
June 21st, 2022 at Fletcher Park (10am-1pm)

Thank you so much for your consideration

Sincerely,

Jessica Evans
Early Years Family Navigator and Outdoor Play Facilitator
Shuswap Children's Association

Brady Magneson
[REDACTED]
Salmon Arm, BC V1E 2Z7

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

April 20, 2022

Dear Mayor and Council,

RE: 42nd Annual Terry Fox Run, now proclaimed to be 'TerryFox Day', Sunday September 18, 2022

The Terry Fox Run has been held in Salmon Arm for many years, thanks to the on-going commitment of run organizers and volunteers.

Please consider this letter to request booking of the Blackburn park gazebo for Sunday September 18, 2022 from 0700 to 1300 hrs.

The event is held at Blackburn Park, starting with registration, followed by announcements before the run begins. The park has been a great location for participants to gather and socialize during the event.

The Run attracts over 200 participants, raising over \$5000 for cancer research.

On behalf of the Terry Fox Run Organizers, I am also requesting that Mayor and Council please consider waiving the booking fee for Blackburn Park. Over the years, the run organizers have paid this fee. While nominal, the volunteers and their families already dedicate many hours to host this event, create awareness in the community and raise funds for cancer research.

The event will take place from approximately 8am – 1pm, with registration opening at 8:30am and the run starting at 10am.

Should you have further questions, please contact me [REDACTED], email

Thank you for your support for the Terry Fox Run and Research for Cancer.

Regards



Brady Magneson



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

April 14, 2022

Ms. Chelsea Van de Cappelle
Chief Financial Officer
City of Salmon Arm
500 - 2 Avenue NE
Salmon Arm, British Columbia V1E 4N2

Dear Ms. Van de Cappelle:

We are pleased to notify you that your annual financial report for the fiscal year ended December 31, 2020, qualifies for a Canadian Award for Financial Reporting (CAnFR). The CAnFR recognizes excellence in governmental accounting and financial reporting and represents a significant accomplishment by a local government and its management. Congratulations on having met the high standards of the CAnFR Program. We hope that your example will encourage others in their efforts to achieve and maintain excellence in financial reporting.

Your award package contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** We strongly encourage you to implement the recommended improvements in your next report. Canadian Award for Financial Reporting Program policy requires that written responses to these comments and suggestions for improvement be included with your next report. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with Jim Phillips.
- **Canadian Award for Financial Reporting.** A Canadian Award for Financial Reporting is valid for a period of one year. A current holder of a Canadian Award may reproduce the Award in its immediately subsequent CAnFR. Please refer to the instructions for reproducing your Award in your next report.
- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.

Chelsea Van de Cappelle
Page 2

In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Award ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion).

To continue your participation in the program, it will be necessary for you to submit your next annual financial report to GFOA within six months of the end of your entity's fiscal year. A Canadian Award for Financial Reporting Award Program Application and other information about the CANFR Program can be found [here](#).

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to canfr@gfoa.org and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

To help reduce the spread of COVID-19, GFOA staff have transitioned to a remote working environment, which requires temporary adjustments to our process. This means that for the foreseeable future, we will not be able to accept hard copy, CD or flash drive submissions for our award programs; only electronic submissions will be accepted. Once public health officials deem it safe to do so, we will resume our normal operations, but we will always encourage PDF submissions.

Your interest in and support of the Canadian Award for Financial Reporting Program is most appreciated. If we may be of any further assistance, please do not hesitate to contact the CANFR Program staff in the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services Center

Enclosures



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

City of Salmon Arm, British Columbia
Fiscal year end: December 31, 2020

CANADIAN AWARD FOR FINANCIAL REPORTING

SUMMARY OF GRADING RESULTS

The Canadian Award for Financial Reporting program Canadian Review Committee (CRC) has completed its review of your annual financial report. Listed below are the grading categories used and a summary of the CRC's evaluation of your report. The detailed comments and suggestions for reporting improvements on the attached listing are grouped under similar grading categories. Any category that received a grade of "UNACCEPTABLE" indicates an area of particular concern to the CRC and the related comments and suggestions for improvement in this category should be given special attention. However, all comments should be addressed. Written responses to each comment and suggestion for improvement are required as an integral part of your next submission.

	ACCEPTABLE	UNACCEPTABLE
<u>Reporting in conformance with generally accepted accounting principles and provincial requirements</u>	X	
<u>Demonstration of compliance with finance-related legal and contractual provisions</u>	X	
<u>Completeness</u>	X	
<u>Clarity</u>	X	
<u>Use of standardized terminology and formatting conventions</u>	X	

City of Salmon Arm, British Columbia
Fiscal year end: December 31, 2020

	ACCEPTABLE	UNACCEPTABLE
<u>Disclosure thoroughness and detail sufficiency</u>	X	
<u>Minimization of ambiguities and potentially misleading inferences</u>	X	
<u>Cohesiveness and internal consistency</u>	X	
<u>Responsiveness to prior year comments and suggestions for improvement</u>	X	
<u>Reader appeal</u>	X	



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

April 14, 2022

For more information, contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: Mlevine@gfoa.org

(Chicago) - The Canadian Award for Financial Reporting has been awarded to City of Salmon Arm, British Columbia by Government Finance Officers Association of the United States and Canada (GFOA) for its annual financial report. The Canadian Award for Financial Reporting Program was established to encourage municipal governments throughout Canada to publish high-quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports. Its attainment represents a significant accomplishment by a government and its management.

The annual financial report has been judged by impartial Canadian Review Committee members to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" designed to clearly communicate the municipality's financial story and to motivate potential users and user groups to read the report.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.



Government Finance Officers Association

Canadian Award for Financial Reporting

Presented to

City of Salmon Arm

British Columbia

For its Annual
Financial Report
for the Year Ended

December 31, 2020

Christopher P. Morill

Executive Director/CEO

From: Dd [REDACTED]
Sent: Friday, March 18, 2022 11:48 AM
To: Barb Puddifant <bpuddifant@salmonarm.ca>
Subject: [External] May 3rd - Light up Green for Lyme Disease Awareness

Dear Mayor and Council,

The month of May is Lyme Disease Awareness Month across Canada. In order to raise awareness, BC Lyme is reaching out to communities and landmarks across BC to Light up Green on May 3rd and/or to share information about Lyme Disease on social media. I am hoping that the City of Salmon Arm will participate in this awareness campaign.

Last year, the month of May was declared BC Lyme Awareness month by the Provincial Government. We are very proud of this accomplishment. You can see the Proclamation here: <https://www.bclaws.gov.bc.ca/civix/document/id/proclamations/proclamations/LymeDiseaseAwarenessMth2021>

Lyme disease is the most common and fastest-growing vector-borne infection in Canada and in the United States. It is caused by the bacteria *Borrelia Burgdorferi* transmitted by a tick. The tick also carries many co-infections! It has now spread to every province and state in North America and it is directly impacting people in our communities.

Lyme disease and other tick-borne diseases are preventable. By taking the right precautions and spreading the word, we can effectively protect all from Lyme Disease. As we spend more time outdoors in beautiful BC, it is more important than ever that people are well informed on how to protect themselves and their loved ones from these vector borne diseases. This is why this Awareness campaign is very important. Prevention is our best chance to avoid infection! You will find information on prevention, safe tick removal, transmission and more on our website <https://www.bclyme.com/>

I can provide you with information on prevention, safe tick removal, transmission, etc. in a format that can easily be shared on your social media.

BC Lyme Support Group continues to meet on Zoom because of Covid. Attendance is free and open to all, including family and friends of those suffering from Lyme disease. The group invites prominent guest speakers and shares current information on all aspects of Lyme disease.

I hope the City of Salmon Arm will participate in the May 3rd Light up Green event and light up the City Hall and/or any other location in the city that supports green lighting and/or post information about Lyme on your social media.. If possible, we would appreciate it if you can keep the lights green a little longer past May 3rd as the whole month of May is Lyme Awareness Month.

If you require more information, please do not hesitate to ask.

I look forward to hearing back from you

Regards,

Darquise Desnoyers
BC Lyme, Vice-President
Non-Profit Society

[REDACTED]

Barb Puddifant

From: Paul Gregory <pgregory@naturecanada.ca>
Sent: Thursday, April 7, 2022 7:48 AM
To: Barb Puddifant
Subject: [External] [MayBeFraud] World Ocean Day, June 8th - Motion for Ocean Protection
Attachments: Municipal cover letter for the resolution.pdf; Oceans Day Resolution - 2022 .pdf

His/Her Worship Mayor,

I'm writing to you on behalf of Nature Canada's ocean protection team with an opportunity to help create positive change for your community, and the natural world we all rely on.

Canada has the longest coastline in the world. With it comes the duty to be leaders in protecting and restoring the ocean. As part of the Global Deal for Nature in the Paris Accords, our government **has promised to protect 30 percent of oceans by 2030** through establishing Marine Protected Areas. In 2015 only one percent of Canadian oceans were protected. But as of 2020, due advocacy by Canadians like you, nearly 14 percent of the world's oceans are now safeguarded for generations to come.

Municipalities can be powerful change agents in the goal to protect 30 percent of the world's oceans by 2030. We have seen this leadership in action in combating climate change, when cities and towns across the world stepped up to reduce their greenhouse gas emissions and pressured federal governments to do the same. Whether on the coast or far inland, municipalities rely on ocean ecosystems for seafood production, climate regulation, and the preservation of unique and beautiful animals and ecosystems.

Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation.

Reaching our ocean protection goal will help us win the fight against global warming. Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation. The oceans play a pivotal role counteracting climate change as the largest carbon sink, providing more than half our oxygen while storing fifty times more carbon than the atmosphere. Oceans also regulate weather, helping to balance the uneven distribution of solar radiation.

Here's why we need you: Your voice as a municipality can influence national governments and have a direct effect on the quality of life for your residents. It's as easy as having the council pass the attached resolution. By taking this simple step, you will be helping our policy team show government officials that Canadians support National Marine Protected Areas and encourage them to implement effective policies.

It would mean a great deal to us if you could sign on to help secure a future for our generation and the generations to come.

In solidarity with you and with our natural world,



Paul Gregory (He/Him)
Nature Network Organizer

📞 | 613-791-7285

🌐 | NatureCanada.ca

📍 | Suite 300, 240 Bank St., Ottawa, ON, K2P 1X4



DONATE

Nature Canada acknowledges that our offices are located on the unceded territory of the Algonquin Nation, ancestral lands which the Algonquin Anishinabeg people continue to occupy.

Nature Canada is one of the oldest national nature conservation charities in Canada. For 80 years, we've helped protect over 110 million acres of parks and wildlife areas in Canada and countless species. Today, Nature Canada represents a network of over 130,000 members and supporters, guided by more than 1,200 nature organizations.

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In solidarity with you and with our natural world,

Paul Gregory
Senior Oceans Campaigner

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**A RESOLUTION IN SUPPORT OF MUNICIPALITY X RECOGNIZING AND CELEBRATING
WORLD OCEANS DAY 2022 AND THE ADVANCEMENT OF OCEAN CONSERVATION IN
CANADA**

WHEREAS, Wednesday, June 8, 2022, is the 30th annual World Ocean's Day. World Oceans Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it.

WHEREAS, Countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life.

WHEREAS, The ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change.

WHEREAS, The ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future.

WHEREAS, It is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial.

WHEREAS, It is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance.

WHEREAS, In celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

Therefore be it resolved that the MUNICIPALITY OF X recognizes the 30th anniversary of World Oceans Day on June 8th, 2022 and supports national and international efforts to protect 30% of the ocean by 2030.

From: Lorna Hillman <outreach@moosehidecampaign.ca>
Sent: April 12, 2022 1:58 PM
Subject: [External] Invitation to join the Moose Hide Campaign
Good Afternoon,

I am reaching out today to invite you to learn more about the Moose Hide Campaign.

The Moose Hide Campaign began as an Indigenous-led, British Columbia-born, reconciliation movement that calls upon all Canadians to stand together to end violence against women and children. It has since grown into a nationwide movement of Indigenous and non-Indigenous Canadians from communities, First Nations, governments, schools, colleges and universities, police forces and many other organizations across Canada --all committed to taking action to end this violence.

Please see the attached correspondence for an overview of how your Municipality can get involved!

Best Wishes,

Lorna



Lorna Hillman
Outreach and Engagement Coordinator

outreach@moosehidecampaign.ca



Offering acknowledgement in respect of the Lekwungen-speaking peoples, traditional keepers of this land, and the Songhees, Esquimalt, and WSÁNEĆ Nations whose historical relationships with this land continue today.

CONFIDENTIALITY NOTICE: *This communication is from the Moose Hide Campaign Development Society and is for the sole use of the intended recipient or recipients and may contain confidential and privileged information. Any unauthorized review, use, disclosure, distribution or other dissemination of this communication and/or the information contained therein is strictly prohibited. If you are not the intended recipient of this communication, please contact the sender and destroy all copies of the original communication.*



**MOOSE HIDE
CAMPAIGN**
**CAMPAGNE
MOOSE HIDE**

April 12, 2022

Dear Mayor and Council,

We are inviting you to join us to learn more about the Moose Hide Campaign, an Indigenous-led, British Columbia-born, reconciliation movement that calls upon all Canadians to stand together to end violence against women and children.

The Moose Hide Campaign is setting out a challenge to municipal leadership to join the rapidly growing number of municipalities across British Columbia that are embracing the Moose Hide Campaign as one way of advancing reconciliation and creating safe communities. We are seeking your support and calling on you to champion the Moose Hide Campaign within your municipality.

Beginning along the Highway of Tears by Paul Lacerte and his daughter Raven and their personal calling to spread awareness against the crisis of gender-based violence, the Moose Hide Campaign has grown substantially over 10 years to a national movement of reconciliation.

We know the impacts of residential schools and the full extent of violence against women and children have been deeply felt by Canadians from Coast to Coast over the last two years. Individuals, organizations, and communities are looking for meaningful ways to help advance reconciliation and create safe workplaces, schools and communities for all woman and children.

The Moose Hide Campaign is one of the most recognized and impactful action-oriented campaigns in Canada, providing both an effective way to advance reconciliation with Indigenous Peoples and create a society free of violence against women and children.

Each year on Moose Hide Campaign Day, Canadians from across the country stand together in ceremony and solidarity to create a safer Canada for all women and children. And thousands of determined and decided Canadians join the ceremonial fast for the day to support the campaigns vision of 1million Canadians fasting together in Ceremony end violence against women and children.

Since it's inception, organizations, municipalities, and schools have spearheaded thousands of local Moose Hide events with hundreds of thousands of Canadians participating in events and in the Moose Hide Campaign Ceremony.

For organizations wanting to join the Moose Hide Campaign, our goal is to ignite inspiration while ensuring administrative ease. To support these goals, we have prepared communications assets, a draft proclamation, and social media posts for your convenience. Your participation in Moose Hide Campaign Day is an opportunity to contribute to our collective healing journey, reconciliation and foster positive change in our communities.



**MOOSE HIDE
CAMPAIGN**
**CAMPAGNE
MOOSE HIDE**

Here's how you can help:

- Join the growing number of municipalities across Canada in **proclaiming May 12 2022, Moose Hide Campaign Day.**
- Attend our virtual ceremony on May 12, 2022. Register [here](#).
- Join one of the live interactive workshops happening on Moose Hide Campaign Day. These workshops provide a great opportunity to deepen your experience and understanding of reconciliation and gender safety. Many organizations use this opportunity to encourage and support professional development for their staff.
- Wear a moosehide pin and join the conversation- You can order pins [here](#). So far, our campaign has distributed nearly three million moosehide pins. Independent research has shown us that each pin leads to at least five conversations about issues of violence against women and children. And we know, it is only through honest, open discussion that we see positive change.
- Share about the Campaign via your municipal social media pages. We have many easy plug and play communications assets available for download in our sharable communications folder [here](#).
- Participate in the ceremonial Fast for the day (sunrise to sunset) from anywhere in BC. Learn more about our ceremonial fast [here](#).

We know the will of leaders throughout BC municipalities can make a meaningful impact. Please spread the message of the campaign and your support among your team and encourage them to register for Moose Hide Campaign Day!

We look forward to hearing from you.

Sincerely,

Paul Lacerte
National Ambassador
& Co-Founder

Raven Lacerte
National Ambassador
& Co-Founder

David Stevenson
Chief Executive Officer

From: Prillo, Denis <Denis.Prillo@firstgroup.com>

Sent: Thursday, April 14, 2022 5:51 PM

To: Kirk Graham <kgraham@salmonarm.ca>

Cc: Glynn Warnica <Glynn.Warnica@firstgroup.com>; Saulnier, Lisa Mae <Lisa.Saulnier@firstgroup.com>

Subject: [External] Parking Restrictions Needed April 26th, 27th & 28th 2022

Hello Kirk,

Would you be the Person to communicate with if I'd have a "Special Event requiring Parking Restrictions" to be posted

On the streets of Salmon Arm Area ?

We have the SILGA (**Southern Interior Local Governments Association**) event coming up on April 26th, 27th & 28th 2022.

These Dignitaries and Government Representatives have requested Transportation between venues in The Downtown Core of Salmon Arm.

Up to 50 people, therefore, we are allocating a 40' Bus (NOVA) at their request.

These are the Individuals who are responsible for funding Public Transit throughout the Okanagan Region.

Most of the Venues have sufficient parking; ...having said that, I was wondering if we could have the following location

"marked" as "NO PARKING / SPECIAL EVENT ONLY" for the above mentioned dates:

- 1- In front of the INNOVATION CENTRE, 220 Shuswap, Northbound, from Hudson to the crosswalk (see Photo Attached)
- 2- ART GALLERY, 70 Hudson Street, Eastbound, between Shuswap and McLeod Street (see Photo Attached)
- 3 - SPARROW HALL, 180 Lakeshore Dr., >> (Access from Hudson St), requested parking restrictions would apply On Hudson Street Northbound just before Lakeside Dr. (see Photo Attached)

*** I hope this makes sense to you Kirk, if you have any questions, please don't hesitate and reach out.

Kind Regards;

Denis J. Prillo

Transit Supervisor | Vernon & N. Shuswap Regional Transit, #38632

2400 – 43rd Street, Vernon BC, V1T 6W8

Mobile: (250) 307-3036 | Office: (250) 545-7286

Denis.Prillo@firstgroup.com

www.firsttransit.com | www.firstvehicleservices.com

First Transit

This email (and any attachment) is intended solely for the addressee and may contain confidential information. If you have received this email in error, please notify us immediately and delete it. Reading, disclosing, copying or disseminating any portion of this transmission without authorization is prohibited.











Innovation Centre

POWERED BY SASCU



From: manager@salmonarmdowntown.com <manager@salmonarmdowntown.com>
Sent: Wednesday, April 20, 2022 9:14 AM
To: Erin Jackson <ejackson@salmonarm.ca>
Subject: Re: [External] Parking Restrictions Needed April 26th,27th & 28th 2022

Hi, Jenn. Thank you for including DSA in this conversation.

Downtown Salmon Arm, and its members, truly welcome the SILGA Conference to our town. We look forward to providing our guests with a memorable stay in Salmon Arm that will hopefully lead to many returns.

As you are aware, parking is currently a concern in the downtown core during business hours due to the underpass construction. Shuswap Street NE and Hudson St NE are extraordinarily busy with moving and parked vehicles during the hours of 9 am - 5 pm daily.

I believe the bus is a smart way to move the SILGA delegates through town. In lieu of reserving parking spaces along Hudson and Shuswap St as requested, I would like to offer a few alternatives to the Arts Centre and Innovation Centre stops for consideration.

1. Arts Centre: I would like to suggest moving the reserved stalls from Hudson Street to McLeod Street, which experiences less traffic flow during business hours.

2. Innovation Centre: Due to the proximity of pedestrian cross-walks that lead to the Innovation Centre doors, may I suggest reserving stalls directly adjacent to the former Senior's Centre / across from Skookum, **or** along Hudson Street, just past the Shuswap Street intersection, before Shuswap Theatre.

I have included a map with highlights to indicate these areas.

We are grateful to have been given the opportunity to share our thoughts on this request and are eager to welcome these visitors to our town.

I am available to answer further questions should they arise.

Thank you, again.

Jennifer Broadwell
Manager

Downtown Salmon Arm

On Tue, 19 Apr 2022 22:33:48 +0000, Jennifer Wilson <jwilson@salmonarm.ca> wrote:

Hi Jen,

We received the following request from First Transit for temporary reserved parking within the downtown core during the SILGA conference (last minute request!). We are going to forward the request to Council on Monday and would like to make sure that DSA has had an opportunity to provide comment. Please let me know if you have any concerns – thank you!

We have the SILGA (Southern Interior Local Governments Association) event coming up on April 26th, 27th & 28th 2022.

These Dignitaries and Government Representatives have requested Transportation between venues in

The Downtown Core of Salmon Arm.

Up to 50 people, therefore, we are allocating a 40' Bus (NOVA) at their request.

These are the Individuals who are responsible for funding Public Transit throughout the Okanagan Region.

Most of the Venues have sufficient parking; ...having said that, I was wondering if we could have the following location

"marked" as "NO PARKING / SPECIAL EVENT ONLY" for the above mentioned dates:

- 1- In front of the INNOVATION CENTRE, 220 Shuswap, Northbound, from Hudson to the crosswalk*

(see Photo Attached)

2- ART GALLERY, 70 Hudson Street, Eastbound, between Shuswap and McLeod Street

(see Photo Attached)

3 - SPARROW HALL, 180 Lakeshore Dr., >> (Access from Hudson St), requested parking restrictions would apply

On Hudson Street Northbound just before Lakeside Dr.

(see Photo Attached)

Hope you had a great long weekend!

Regards,

Jenn Wilson, P.Eng. | City Engineer

Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2 | P 250.803.4018 | F 250.803.4041

E jwilson@salmonarm.ca | W www.salmonarm.ca

From: Minister, JERI JERI:EX <JERI.Minister@gov.bc.ca>
Sent: Tuesday, April 12, 2022 1:29 PM
To: Erin Jackson <ejackson@salmonarm.ca>
Subject: [External] StrongerBC: A Plan for Today, a Vision for Tomorrow

Ref: 157391

Good afternoon:

Just over a year ago, our Government asked for the assistance of Professor Mariana Mazzucato and her team at University College London's Institute for Innovation and Public Purpose (UCL IIPP) on developing a plan to help British Columbia (BC) be a front-runner in the post-pandemic world, with an economy that was clean and inclusive. As a former Olympian, I know that in order for us to be the best, we need to learn from the best.

This February we launched BC's new economic plan, "StrongerBC: A Plan for Today, a Vision for Tomorrow." The plan sets out an ambitious agenda for economic growth and transition to a more sustainable, inclusive, and innovative economy and is our Government's economic vision for the next decade.

On March 31st, Professor Mazzucato released "Inclusive and sustainable British Columbia: A mission-oriented approach to a renewed economy" (<https://www.ucl.ac.uk/bartlett/public-purpose/publications/2022/mar/inclusive-and-sustainable-british-columbia-mission-oriented-approach>) with her recommendations on how BC can achieve economic targets while also tackling social inequalities and creating a sustainable economy by embracing a problem-oriented, cross-sectoral economic strategy. The aim of her report is to provide guideposts to help BC move forward with implementing a mission-oriented economic plan.

This report underlines the Government's belief that an economy built for all is an economy built to succeed.

You can find more information at the following sites:

- Read my statement on the report: https://archive.news.gov.bc.ca/releases/news_releases_2020-2024/2022JERI0013-000465.htm.
- Watch a recording of the GLOBE Forum fireside chat that included Premier John Horgan and Professor Mariana Mazzucato: <https://youtu.be/iXN2f2B0PK8>.
- Visit the StrongerBC Economic Plan website: <https://strongerbc.gov.bc.ca/plan>.

We look forward to continuing to find ways to work together to build a StrongerBC for everyone.

Sincerely,

Ravi Kahlon
Minister of Jobs, Economic Recovery and Innovation

District of Sicamous

446 Main Street
PO Box 219
Sicamous, BC
V0E 2V0

T: 250 836 2477
F: 250 836 4314
E: info@sicamous.ca
sicamous.ca



April 7, 2022

BC Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Gov
Victoria, BC V8W 9E2
ENV.minister@gov.bc.ca

DELIVERED ELECTRONICALLY

Re: Invasive Mussel Defense Program

The District of Sicamous implores the Ministry to not only continue, but to increase the funding for the Invasive Mussel Defense Program and prioritize enforcement of watercraft inspections at the BC Provincial border.

The Okanagan Basin Water Board (OBWB) communicated a list of calls to action to stop zebra and quagga mussels from infesting B.C. waterways (enclosed). We strongly support these actions and the continued funding for this vital program.

The OBWB's six recommendations include:

1. *Maintain IMDP core program funding at 2021 levels of minimum \$3.5 million per year, adjusted for inflation going forward.*
2. *Introduce "pull-the-plug" legislation, requiring all watercraft to remove drain plugs prior to travelling on B.C. roads.*
3. *Review and update B.C.'s 2014 Early Detection, Rapid Response (EDRR) Plan for invasive mussels, and provide a window for public consultation prior to final publishing.*
4. *Provide toolkits and resources for local governments to conduct vulnerability assessments and put in place mitigation measures like retrofitting in-water infrastructure.*
5. *Introduce legislation to require all out-of-province watercraft to be inspected prior to being launched in B.C. waters.*
6. *Provide additional funding to invasive species groups in high-risk regions for monitoring, outreach and education.*

Increased funding and enforcement is necessary to avoid the dire consequences should invasive mussels enter our waterways. An infestation will affect our drinking water, our eco system, local businesses, and the tourism business that Sicamous depends on.

Local municipalities have taken up the call to educate residents and visitors to "Clean, Drain and Dry" watercraft when leaving our lakes and rivers but we rely on the Province to enforce the protection of our waters from invasive species with the use of border inspection sites.

We call upon on the Minister of Environment and Climate Change Strategy to reconsider the long-term consequences of reducing funding for watercraft inspections. We must make the effort to prevent invasion of our water resources.

Regards,

DISTRICT OF SICAMOUS

A handwritten signature in black ink, appearing to read "Terry Rysz", with a stylized flourish at the end.

Terry Rysz, Mayor

cc: MP Mel Arnold
MLA Greg Kylo
Shuswap Watershed Council
UBCM Member Municipalities
First Nations Communities
Okanagan Basin Water Board

Enclosure.

March 9, 2022

NEWS RELEASE

WATER BOARD CALLS FOR STRONGER MUSSEL PROTECTION AS COVID TRAVEL RESTRICTIONS EASE

Kelowna, B.C. – As boating season quickly approaches and COVID-19 travel restrictions ease, the Okanagan Basin Water Board is calling on the province to bolster its Invasive Mussel Defence Program (IMDP) in preparation for what is expected to be a busy tourist season. Today, the local government agency sent a letter to B.C.'s Minister of Environment and Climate Change, George Heyman, with a list of six calls to action.

"Since 2015, the IMDP has prevented 137 infested watercraft from entering provincial waters by conducting more than 220,000 inspections. Many of the infested watercraft were headed to high-risk Okanagan waters. Still, gaps remain in prevention," the letter reads.

For one, there are still motorists with watercraft who are failing to stop at mandatory, open inspection stations. Given that inspectors snagged 17 zebra and/or quagga mussel-fouled watercraft this summer during times when the stations were open, it raises the question as to how many more come in outside of inspection hours.

Also, a review of last summer's provincial mussel inspection numbers indicates that, for the second year in a row, the Okanagan is the top destination for these watercraft. This year, eight of the 17 infested watercraft were headed to our valley.

"If we are B.C.'s #1 destination for incoming mussel-infested watercraft, and we are encouraging tourism, we need to be better prepared," explains Sue McKortoff, Chair of the Water Board (OBWB) and Mayor of the border-town of Osoyoos.

Watercraft purchases have increased in the last couple of years, on both sides of the border, as people were staying closer to home. Now with the border opening up, it's expected more people will be coming with their water toys, increasing the chances of invasive mussels being introduced to B.C. waters.

The OBWB's six recommendations include:

1. Maintain IMDP core program funding at 2021 levels of minimum \$3.5 million per year, adjusted for inflation going forward.
2. Introduce "pull-the-plug" legislation, requiring all watercraft to remove drain plugs prior to travelling on B.C. roads.
3. Review and update B.C.'s 2014 Early Detection, Rapid Response (EDRR) Plan for invasive mussels, and provide a window for public consultation prior to final publishing.
4. Provide toolkits and resources for local governments to conduct vulnerability assessments and put in place mitigation measures like retrofitting in-water infrastructure.
5. Introduce legislation to require all out-of-province watercraft to be inspected prior to being launched in B.C. waters.
6. Provide additional funding to invasive species groups in high-risk regions for monitoring, outreach and education.

"A 2013 OBWB study found the cost of an infestation to our region would be at least \$42 mill. annually to manage," the OBWB letter states. "As such, we remain committed to protecting B.C. waters and supporting provincial efforts. This commitment has included delivery of our 'Don't Move A Mussel' campaign, promoting

the clean, drain, dry message, and valued at more than \$996,000 to date, and another \$266,000 in funding over that time provided to the Okanagan and Similkameen Invasive Species Society to conduct direct boater outreach and more."

"If invasive mussels arrived here, it's not just people who drive boats who will be affected. It will affect everyone," cautioned McKortoff. The mussels will become a recurring maintenance expense for in-lake infrastructure such as water lines, docks, and bridges. They will affect water quality and harm aquatic ecosystems. Plus, when the mussels were introduced to Lake Winnipeg, it took only two years for the molluscs to reproduce in such numbers that beaches became foul-smelling and un-walkable, she added. "Can you imagine not taking your kids or grandkids to the beach in summer?"

Please find attached, the OBWB's letter to the province with recommendations.

For more information on zebra and quagga mussels, the risks to the Okanagan, and how to prevent their spread, please visit www.DontMoveAMussel.ca.

-30-

MEDIA CONTACT:

Corinne Jackson, OBWB – Communications Director
Office: 250-469-6271
Cell: 250-718-7249
E-mail: Corinne.Jackson@obwb.ca

Hon. George Heyman
B.C. Minister of Environment and Climate Change Strategy
PO Box 9360 Stn Prov Govt
Victoria, B.C. V8W 9M2

March 9, 2022

Re: Calls to Action for Invasive Mussel Prevention

Dear Minister Heyman,

Thank you for your correspondence of April 7th, 2021, responding to our continued calls for action to prevent the spread of invasive zebra and quagga mussels into B.C. As the boating season quickly approaches, I am writing again on behalf of the Okanagan Basin Water Board (OBWB) to call for continued support and proper resourcing of the province's Invasive Mussel Defence Program (IMDP), recognizing the significant cost if invasive mussels became established here.

The OBWB acknowledges the significant improvements in the province's IMDP and its work with counterparts in neighbouring jurisdictions over the past seven years. Since 2015, the IMDP has prevented 137 infested watercraft from entering provincial waters by conducting more than 220,000 inspections. Many of the infested watercraft were headed to high-risk Okanagan waters. Still, gaps remain in prevention, and other significant issues remain for limiting the spread and damage should an infestation occur in any part of the province. We urge you to consider the following priority actions to enhance the protection of B.C. waters.

1. Maintain IMDP core program funding at 2021 levels of minimum \$3.5 million per year, adjusted for inflation going forward.

The IMDP has become the first line of defense to protect provincial waters, but the program's budget allocation has changed annually, and has been dependent on a number of non-government funders, including Fortis BC which has not renewed its original funding agreement. This program is important to the environment and economy of the province and should have stable, predictable annual funding.

2. Introduce "pull-the-plug" legislation, requiring all watercraft to remove drain plugs prior to travelling on B.C. roads.

We understand that the province is pursuing this legislation as part of updates to the Wildlife Act. We strongly support this action and urge you to prioritize it as another boating season is quickly approaching.

3. Review and update B.C.'s Early Detection, Rapid Response (EDRR) Plan for invasive mussels, and provide a window for public consultation prior to final publishing.

The EDRR is an important document that provides direction on how to rapidly detect and respond to a new infestation of invasive mussels. We believe it is important to consult with the public, and especially local and regional invasive species groups to understand where there may be gaps in the plan, or where more detail may be needed, beyond what is provided by the provincial inter-ministry working group. Complex watersheds, like the Columbia, the Okanagan and the Fraser would also be better protected with further planning for

containment and long-term management strategies, beyond what little is considered in the current version of the EDRR. Local consultation could provide support for developing those plans.

4. Provide toolkits and resources for local governments to conduct vulnerability assessments and put in place mitigation measures like retrofitting in-water infrastructure.

In your reply to our previous call for this action, you stated that “this has not been something that local governments have been asking for, individually or through UBCM,” and that it “will be considered for the future, but not considered as an immediate priority.” The OBWB is a local government agency, a partnership of three regional districts, and provides services to 12 municipalities and works with Okanagan First Nations. Part of our mandate is “to present proposals and recommendations to appropriate agencies, being municipalities or governments, according to jurisdiction and responsibility.” We will work with local governments to support this call to action and work to have it brought forward to UBCM.

We have extensive experience providing technical and scientific support to local governments, including in the form of toolkits and guides, and are a service partner with CivicInfoBC, providing the Planning Guides resource database. The OBWB could provide project management and coordination in partnership with provincial staff to develop a local government guide to vulnerability assessments and mitigation measures for invasive mussels. We would welcome an opportunity to discuss this further.

5. Introduce legislation to require all out-of-province watercraft to be inspected prior to being launched in B.C. waters.

OBWB first made this call to action in May 2016 and has called for it again every year since. While we recognize that boat registration and safety are regulated at the federal level, the province does have the authority to regulate activities on provincial waters, similar to motor vessel restrictions on certain lakes as outlined in the fishing regulations. Alternatively, the province could call on the federal government to regulate watercraft in B.C., under their authority in the Fisheries Act, Aquatic Invasive Species Regulations 43 (1), or through the Canada Shipping Act, providing extra tools to protect B.C. waters beyond the current scope of the Invasive Mussel Defence Program.

Analysis of provincial inspection numbers suggests a 30% chance in any given year that a non-compliant, motorized watercraft will be carrying invasive mussels. This only accounts for watercraft that were recorded failing to stop at open inspection stations and does not include any craft that may have entered outside of inspection station hours. In 2021 this accounted for more than 580 motorized watercraft, and more than 3,500 non-motorized watercraft. This is an important gap we feel has not been given due consideration over the past six years.

6. Provide additional funding to invasive species groups in high-risk regions for monitoring, outreach and education.

Current funding for ongoing water monitoring, administered through the Habitat Conservation Trust Fund, is set to expire after the 2022 season. Part of this funding was provided by the federal government over a three-year term. We would strongly support any provincial request for federal funding to continue this program, as well as federal or provincial funding to regional invasive species groups to continue or expand their outreach and education campaigns. These non-profit groups provide a significant service to their regions, but often struggle with operational costs, and the time required to apply for funding. Ongoing, direct funding would enhance their ability to monitor, engage and educate, bolstering provincial efforts.

A 2013 OBWB study found the cost of an infestation to our region would be at least \$42 mill. annually to manage. As such, we remain committed to protecting B.C. waters and supporting provincial efforts. This

commitment has included delivery of our "[Don't Move A Mussel](#)" campaign, promoting the clean, drain, dry message, and valued at more than \$996,000 to date, and another \$266,000 in funding provided to the Okanagan and Similkameen Invasive Species Society to conduct direct boater outreach and more.

We look forward to hearing from you, and supporting the enhanced efforts noted above to keep B.C. waters free from invasive mussels.

Sincerely,



Sue McKortoff, Chair
Okanagan Basin Water Board

CC:

- Hon. Josie Osborne, B.C. Minister of Land, Water and Resource Stewardship
- Okanagan MLAs: Harwinder Sandhu, Norm Letnick, Renee Merrifield, Ben Stewart, Dan Ashton, Roly Russell
- Okanagan Nation Alliance, Chiefs Executive Council
- Okanagan Local Government Chairs and Mayors
- Okanagan MPs: Mel Arnold, Tracy Gray, Dan Albas, Richard Cannings
- Pacific NorthWest Economic Region: Matt Morrison, Chief Executive Officer
- Invasive Species Council of B.C.: Gail Wallin, Executive Director
- Okanagan Chambers of Commerce
- Thompson Okanagan Tourism Association
- Union of BC Municipalities

District of Sicamous

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PO Box 219
Sicamous, BC
VOE 2V0

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E:
info@sicamous.ca
sicamous.ca



April 7, 2022

Department of Finance Canada
Tax Policy Branch
fin.luxury-luxe.fin@fin.gc.ca

DELIVERED ELECTRONICIALLY

Re: Luxury Tax on Recreational Boats

The District of Sicamous is considered the *Houseboat Capital of Canada*, and as such, we strongly object to the implementation of a luxury tax on the sale of recreational boats over \$250,000.

The houseboating industry in Sicamous is comprised of small business owners who provide short-term rentals of houseboats to residents and tourists to explore the Shuswap; tens of thousands visit Sicamous every year bringing their tourist dollars into our community, supporting our small business owners such as our local restaurants and shops.

Our local houseboat companies form part of the fabric of our community, offering local employment opportunities for residents in both tourism and manufacturing trades; these companies are responsible corporations which annually provide financial and in-kind donations to support our community, benefiting local not-for-profit organizations and our elementary and high school students.

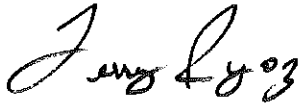
The District opposes the proposed introduction of a tax on the sale of boats over \$250K as it would hinder investment in the houseboat industry which supports local employment and creates substantial economic spinoffs within the community. The average houseboat costs \$750,000 – a luxury tax of 10 percent would add \$75,000 in expense directly to our houseboat operators. Beyond houseboats, other boat rental providers will be limited in their offerings as a result of increased taxation. Operators are required to update their rental fleet and the proposed luxury tax will have significant financial implications for our boating industry.

Following the 2008 Financial Crisis, the houseboat manufacturing industry took a devastating hit and is just now starting to witness interest for custom and fleet manufacturing. It is Council's opinion that the federal government has a responsibility to support the industry which has already been negatively impacted, not cause further disruption and damage.

We respectfully request the federal government to reconsider the intent of this luxury tax and the impact it has on small business. Further, we ask for the federal government's continued support of the boating industry and tourism economy that keeps our community the vibrant and attractive destination that it is.

Regards,

DISTRICT OF SICAMOUS

A handwritten signature in black ink, appearing to read "Terry Rysz".

Terry Rysz, Mayor

cc: MP Mel Arnold
MLA Greg Kylo
Boating BC Association
UBCM Member Municipalities

April 7, 2022

File # 0400-20

Via email: EDUC.Minister@gov.bc.ca

Ministry of Education and Child Care
PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Whiteside:

Re: Extended Hour Child Care for Shift Workers

At the March 28, 2022 Regular Council Meeting, the City of Fort St. John Council passed the following resolution:

"WHEREAS, provisions in the Community Care and Assisted Living Act - Child Care Licensing Regulation state that a licensee must not provide care for more than 13 hours each day to each child;

AND WHEREAS, there is a need for extended shift workers to access child care beyond the current 13 hours per day per child;

THEREFORE, be it resolved that NCLGA and UBCM lobby the Provincial Government to amend the Child Care Licensing Regulation to accommodate extended hour child care to support shift workers and their families.

AND THAT, the resolution also be sent to the Ministry of Education, MLA Dan Davies, and copied to all UBCM member municipalities."

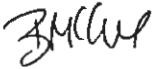
Northern Health, YMCA of Northern BC and School District 60 have partnered to pilot an extended care and learning centre in our community. The 13-hour day of care per child limitation places an additional stress on the licensee to meet that metric when the target population for the pilot program consists of the extended work day healthcare shift worker.

With the limited extended hour child care options for families of shift workers we ask for an amendment to the Child Care Licensing Regulation to accommodate a variety of work schedules.

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12.1.15

Sincerely,



Bonnie McCue
Corporate Officer

cc MLA Dan Davies, Peace River North
Dan.Davies.MLA@leg.bc.ca
Union of BC Municipalities

From: Better Bonding ENV:EX <Better.Bonding@gov.bc.ca>
Sent: Wednesday, April 13, 2022 2:02 PM
Subject: [External] Public Interest Bonding Strategy notification

Good afternoon,

The Ministry of Environment and Climate Change Strategy (the ministry) wishes to notify you that a discussion paper on the Public Interest Bonding Strategy is posted and broad engagement on policy considerations is commencing. This project was formerly called the Better Bonding Strategy but going forward will be the Public Interest Bonding Strategy. The discussion paper outlines opportunities to address the Minister's mandate commitment on bonding:

"With support from the Minister of Energy, Mines and Low Carbon Innovation, take steps to ensure owners of large industrial projects are bonded moving forward so that they – not British Columbians – pay the full costs of environmental clean-up if their projects are abandoned."

The discussion paper provides an overview of the Public Interest Bonding Strategy, guiding principles for the work, and current status of bonding (referred to as financial assurance) in B.C. We are seeking comment on nine areas for discussion where the Province sees opportunities to strengthen financial assurance in B.C. The areas of discussion are organized into three broad categories: Legal Framework, Statutory Liability Tools and Financial Assurance Mechanisms.

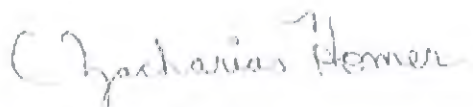
The discussion paper is available on the B.C. Government engagement website
<https://engage.gov.bc.ca/govtogetherbc/consultation/public-interest-bonding>.

The ministry is undertaking Indigenous and stakeholder engagement from April 13 until May 28, 2022. During this period, we will be facilitating webinars and seeking your comments and feedback. Please visit the site to review the discussion paper, register for webinar sessions and to submit comments and feedback. Information gathered during this engagement initiative will be summarized in the "What we heard" report and will be available to the public shortly after.

If you are receiving this communication as an association contact, please distribute this to your members as appropriate. Additional questions or comments about the Public Interest Bonding Strategy, can be submitted to Better.Bonding@gov.bc.ca.

Thank you for your time and consideration – we look forward to receiving your comments.

Yours Truly,



Christa Zacharias-Homer
Director, Environmental Standards Branch
Ministry of Environment and Climate Change Strategy