



AGENDA

City of Salmon Arm Regular Council Meeting

Monday, April 26, 2021
1:00 p.m.

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

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
3 - 18	6.	CONFIRMATION OF MINUTES 1. Regular Council Meeting Minutes of April 12, 2021
19 - 24 25 - 50	7.	COMMITTEE REPORTS 1. Social Impact Advisory Committee Meeting Minutes of April 16, 2021 2. Greenways Liaison Committee Meeting Minutes of April 1, 2021
51 - 58	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE 1. Board in Brief - April 2021
59 - 62 63 - 72 73 - 76 77 - 80	9.	STAFF REPORTS 1. Director of Engineering and Public Works - 2021 Gravel Crushing Program Award 2. Chief Financial Officer - Uncollectible Accounts Receivable - Penalties and Interest, Shuswap Lake Vacations Inc. (SLVI) 3. Director of Engineering and Public Works - Zone 5 Booster Station - Design & Tender Services Award 4. Director of Engineering and Public Works - BC Hydro Street Light Inventory - LED Conversion Update

- 81 – 82 5. Director of Engineering and Public Works – Spare Floc Mixer – Water Plan
- 83 – 86 6. Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #32 – 4X4 Dump/Snow/Plow Truck
- 87 – 92 7. Director of Engineering and Public Works – Lakeshore Road Stabilization – Option Selection
- 93 – 96 8. Manager of Permits & Licensing – R. J. Haney Heritage Village & Museum – Patron Participation Entertainment Endorsement
- 97 - 100 9. Director of Corporate Services – Visitor Services Van Purchase

10. INTRODUCTION OF BYLAWS

11. RECONSIDERATION OF BYLAWS

- 101 - 118 1. 2020 Final Budget
 - a. City of Salmon Arm 2020 to 2024 Financial Plan Amendment Bylaw No. 4446 – Final Reading
 - b. City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4442 – Final Reading
 - c. City of Salmon Arm Police Vehicle Replacement Reserve Fund Expenditure Bylaw No. 4443 – Final Reading
 - d. City of Salmon Arm Fire Department Building/Equipment Reserve Fund Expenditure Bylaw No. 4444 – Final Reading
 - e. City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4445 – Final Reading
- 119 - 130 2. 2021 Final Budget
 - a. City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4456 – Final Reading
 - b. City of Salmon Arm 2021 Annual Rate of Taxation Bylaw No. 4457 – Final Reading

12. CORRESPONDENCE

- 131 - 132 1. Informational Correspondence

13. NEW BUSINESS

14. PRESENTATIONS/ DELEGATIONS

- 133 - 134 1. Presentation 4:00 to 4:30 p.m. (approximately)
Lana Fitt, Manager, Salmon Arm Economic Development Society – SAEDS 2020 Year in Review and 5 Year Action Plan

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS
20. QUESTION AND ANSWER PERIOD

7:00 p.m.

Page #	Item #	Description
	21.	DISCLOSURE OF INTEREST
	22.	HEARINGS
	23.	STATUTORY PUBLIC HEARINGS
135 - 144	1.	Zoning Amendment Application No. ZON-1201 [Shott, B.; 830 30 Street SE; R-1 to R-8]
145 - 152	2.	Zoning Amendment Application No. ZON-1202; Giles, S. & H.; 2050 22 Street NE; R-1 to R-8]
	24.	RECONSIDERATION OF BYLAWS
153 - 156	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4447 [ZON-1201; Shott, B.; 830 30 Street SE; R-1 to R-8] – Third Reading
157 - 160	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4448 [ZON-1202; Giles, S. & H.; 2050 22 Street NE; R-1 to R-8] – Third Reading
	25.	QUESTION AND ANSWER PERIOD
161 - 162	26.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor Eliason

Seconded: Councillor Lavery

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

Vote Record

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

Opposed:

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

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Item 6.1

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of April 12, 2021, 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 by electronic means as authorized by Ministerial Order M192, at 1:30 p.m. and reconvened at 2:30 p.m. on Monday, April 12, 2021.

PRESENT:

Mayor A. Harrison (participated remotely)
 Councillor D. Cannon (participated remotely)
 Councillor K. Flynn (participated remotely)
 Councillor T. Lavery (participated remotely)
 Councillor S. Lindgren (participated remotely) (entered the meeting at 2:32 p.m.)
 Councillor L. Wallace Richmond (participated remotely)

Chief Administrative Officer C. Bannister (participated remotely)
 Director of Corporate Services E. Jackson (participated remotely)
 Director of Development Services K. Pearson (participated remotely)
 Chief Financial Officer C. Van de Cappelle (participated remotely)
 City Engineer J. Wilson (participated remotely)
 Fire Chief B. Shirley (participated remotely)
 Recorder B. Puddifant (participated remotely)

ABSENT:

Councillor C. Eliason

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0191-2021

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

CARRIED UNANIMOUSLY

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

Council returned to Regular Session at 2:26 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

Addition under item 25.1 M. and G. Krukowski – letter and petition dated April 6, 2011 – Walkway Proposal Alongside Lakeshore Drive, Salmon Arm.

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of March 22, 2021

0192-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Regular Council Meeting Minutes of March 22, 2021, be adopted as circulated.

CARRIED UNANIMOUSLY

Councillor Lindgren entered the meeting at 2:32 p.m.

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of April 6, 2021

0193-2021

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of April 6, 2021 be received as information.

CARRIED UNANIMOUSLY

2. Agricultural Advisory Committee Meeting Minutes of March 10, 2021

0194-2021

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Agricultural Advisory Committee Meeting Minutes of March 10, 2021, be received as information.

CARRIED UNANIMOUSLY

3. Active Transportation Task Force Meeting Minutes of April 6, 2021

0195-2021

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of April 6, 2021, be received as information.

CARRIED UNANIMOUSLY

4. Shuswap Regional Airport Operations Committee Meeting Minutes of March 17, 2021

0196-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of March 17, 2021, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued5. Environmental Advisory Committee Meeting Minutes of March 19, 2021

0197-2021

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Environmental Advisory Committee Meeting Minutes of March 19, 2021, be received as information.

CARRIED UNANIMOUSLY6. Social Impact Advisory Committee Meeting Minutes of March 19, 2021

0198-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of March 19, 2021, be received as information.

CARRIED UNANIMOUSLY8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE1. Board in Brief - March 2021

Received for information.

14. PRESENTATIONS1. A. Spencer, BDO Canada LLP - 2020 Audited Financial Statements

A. Spencer, BDO Canada LLP provided an overview of the 2020 Audited Financial Statements. She was available to answer questions from Council.

9. STAFF REPORTS1. Chief Financial Officer - 2020 Financial Statements

0199-2021

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Financial Statements for the year ended December 31, 2020 be adopted as presented.

CARRIED UNANIMOUSLY2. Chief Financial Officer - 2020 Yearend Surplus - For Information

Received for information.

3. Chief Financial Officer - 2021 Assessments/New Construction - For Information

Received for information.

10. INTRODUCTION OF BYLAWS**1. 2020 Final Budget**

- a. City of Salmon Arm 2020 to 2024 Financial Plan Amendment Bylaw No. 4446 – First, Second and Third Readings
- b. City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4442 – First, Second and Third Readings
- c. City of Salmon Arm Police Vehicle Replacement Reserve Fund Expenditure Bylaw No. 4443 – First, Second and Third Readings
- d. City of Salmon Arm Fire Department Building/Equipment Reserve Fund Expenditure Bylaw No. 4444 – First, Second and Third Readings
- e. City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4445 – First, Second and Third Readings

0200-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm 2020 to 2024 Financial Plan Amendment Bylaw No. 4446 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4442 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Police Vehicle Replacement Reserve Fund Expenditure Bylaw No. 4443 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm Fire Department Building/Equipment Reserve Fund Expenditure Bylaw No. 4444 be read a first, second and third time;

AND FURTHER THAT: the bylaw entitled City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4445 be read a first, second and third time.

CARRIED UNANIMOUSLY

2. 2021 Budget

- a. City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4456 – First, Second and Third Readings
- b. City of Salmon Arm 2021 Annual Rate of Taxation Bylaw No. 4457 – First, Second and Third Readings

0201-2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4456 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm 2021 Annual Rate of Taxation Bylaw No. 4457 be read a first, second and third time.

CARRIED UNANIMOUSLY

9. STAFF REPORTS – continued4. Director of Corporate Services – Marina Lease, Sub-Lease and Operation Extension

0202-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute an extension of the Marina Lease, Sub-Lease and Operation Agreement with Sea Dog Rentals Inc. to September 30, 2021, subject to approval by the Ministry of Forest, Lands and Natural Resource Operations and Community Charter advertising requirements.

CARRIED UNANIMOUSLY

5. Director of Engineering and Public Works – Award of Parkhill Reservoir PLC Upgrade and Spare PLC

0203-2021

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the project identified in the 2021 Budget as the WTP (Shuswap Lake) – PLC Replacement be renamed to Parkhill Reservoir PLC Replacement;

AND THAT: Council award the supply, installation, programming and spare PLC as related to the Parkhill Reservoir PLC Replacement project to Centrix Control Solutions as per their quotes;

- Supply, installation and programming of the Parkhill Reservoir PLC - \$13,900.00 plus taxes as applicable, and
- Spare Modicon M580 PLC - \$21,100.00 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of the supply, installation, programming and spare PLC as related to the Parkhill Reservoir PLC project and to authorize sole sourcing of same to Centrix Control Solutions.

CARRIED UNANIMOUSLY

6. Director of Engineering and Public Works – Award of WIN 911 Scada Upgrades

0204-2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan be amended to reflect funding for SCADA Upgrades (WIN-911) in both the Water and Sewer departmental budgets as follows:

- Water – SCADA Upgrades (WIN-911) - \$10,000.00, funded from the Water Future Expenditure Reserve; and
- Sewer – SCADA Upgrades (WIN-911) - \$10,000.00, funded from the Sewer Future Expenditure Reserve;

9. STAFF REPORTS – continued

6. Director of Engineering and Public Works – Award of WIN 911 Scada Upgrades – continued

AND THAT: Council award the SCADA (WIN-911) project to Centrix Control Solutions in accordance with their quoted price of \$18,920.00 plus applicable taxes;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the SCADA (WIN-911) works and to authorize sole sourcing of same to Centrix Control Solutions.

CARRIED UNANIMOUSLY

7. Director of Corporate Services – Roles and Responsibilities in Delivering Social Well-Being

0205-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan be amended to reflect funding for a Social Well-Being Work Plan in the amount of \$15,000.00 funded from the Communication Plan Reserve;

AND THAT: Council award the Social Well-Being Work Plan project to Urban Systems in accordance with their quoted price of \$15,000.00 plus applicable taxes;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the Social Well-Being Work Plan and to authorize sole sourcing of same to Urban Systems.

CARRIED UNANIMOUSLY

8. Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #72 Utility Service Truck

0206-2021

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council approve the purchase for the replacement of Unit #72 – Utility Service Truck, from Braby Motors Ltd. For the quoted amount of \$114,662.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

9. Director of Engineering and Public Works – Asset Management Policy, Framework and Roadmap Award of Consulting Work

0207-2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the 2021 Budget contained in the 2021 - 2025 Financial Plan Bylaw be amended to reflect grant funding to be received as a result of a successful application under the FCM Municipal Asset Management Program and to reallocate the City's proportionate share of the Asset Management Program project costs as follows:

9. STAFF REPORTS – continued9. Director of Engineering and Public Works – Asset Management Policy, Framework and Roadmap Award of Consulting Work – continued

- Municipal Asset Management Program (FCM) Grant - \$40,000.00 (increase);
- Asset Management Program - \$50,000.00 (increase); and
- Asset Management - \$10,000.00 (decrease);

AND THAT: Council approve the award for Consulting Services for the Asset Management Policy, Framework and Roadmap project, to IC Infrastructure Corp. for a total quoted price of \$50,000.00 plus taxes as applicable;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of Consulting Services related to Project No's. 2021-37 to authorize sole sourcing of same to IC Infrastructure Corp.

CARRIED UNANIMOUSLY

10. Fire Chief – 2021 Community Resiliency Investment – Endorsement Request

0208-2021

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: Council authorize the use of the Paid on Call Fire Fighters to provide Fire Smart Training as budgeted under the City of Salmon Arm's 2021 approved Community Resiliency Investment Grant;

AND THAT: Council authorize the City of Salmon Arm Fire Department to proceed with the Regional Advertising Partnership and advance the necessary funding up to \$6,000.00 subject to budget confirmation by UBCM/Province of BC;

AND THAT: the expenditures related to the Paid on Call Fire Fighters and the Regional Advertising Partnership are not to exceed the sum of \$15,000.00.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS – continued3. City of Salmon Arm Zoning Amendment Bylaw No. 4447 [ZON-1201; Shott, B.; 830 30 Street SE; R-1 to R-8] – First and Second Readings

0209-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4447 be read a first and second time;

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

- 1) Submission of a Building Permit application showing that the proposed detached suite in the existing detached garage conforms to BC Building Code requirements; and

10. INTRODUCTION OF BYLAWS – continued3. City of Salmon Arm Zoning Amendment Bylaw No. 4447 [ZON-1201; Shott, B.; 830 30 Street SE; R-1 to R-8] – First and Second Readings – continued

- 2) Approval and issuance of a Development Variance Permit for the east setback of the proposed detached suite.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Zoning Amendment Bylaw No. 4448 [ZON-1202; Giles, S. & H.; 2050 22 Street NE; R-1 to R-8] – First and Second Readings

0210-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4448 be read a first and second time;

AND THAT: final reading of the Bylaw be withheld subject to confirmation that the proposed secondary suite meets Zoning Bylaw and BC Building Code requirements.

CARRIED UNANIMOUSLY

5. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4433 [OCP4000-45; Westgate Building Ltd./1028699 BC/Laird, B.; 2090 10 Avenue SW; SRV to HC] – First Reading

0211-2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4433 be read a first time;

AND THAT: Second Reading of the Bylaw be withheld subject to confirmation from the BC Archeological Branch that any conditions pursuant to the *Heritage Conservation Act* are satisfied.

CARRIED UNANIMOUSLY

6. City of Salmon Arm Zoning Amendment Bylaw No. 4434 [ZON-1197; Westgate Building Ltd./1028699 BC/Laird, B.; 2090 10 Avenue SW; A-1 to C-3] – First Reading

0212-2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4434 be read first time;

AND THAT: final reading be withheld subject to:

1. Ministry of Transportation and Infrastructure approval; and
2. Adoption of the associated Official Community Plan Amendment Bylaw.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Fire Prevention and Fire Department Amendment Bylaw No. 4454 - Final Reading

0213-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Fire Prevention and Fire Department Amendment Bylaw No. 4454 be read a final time.

CARRIED UNANIMOUSLY14. PRESENTATIONS - continued

2. Staff Sergeant West, Salmon Arm RCMP Detachment - Quarterly Policing Report January to March 2021

Staff Sergeant West, Salmon Arm RCMP Detachment provided an overview of the Quarterly Policing Report January to March 2021. He was available to answer questions from Council.

12. CORRESPONDENCE

1. Informational Correspondence

6. D. Butler, Ride Don't Hide Coordinator, Canadian Mental Health Association (CMHA) - Shuswap Revelstoke - letter dated March 22, 2021 - Ride Don't Hide

0214-2021

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council approve the Canadian Mental Health Association (CMHA) - Shuswap Revelstoke to use the parking space at 433 Hudson Avenue to hold a stationary bike relay event for Mental Health Week- May 3 - 7, 2021 from 10:00 am- 3:00 pm, and for the month of June, 2021, Monday to Friday from 10:00 am. To 3:00 p.m. subject to the provision of adequate liability insurance and in accordance with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

7. M J Berezan, President, Rotary Club of Salmon Arm - Shuswap - letter dated April 1, 2021 - Planting Trees at Canoe Beach Park

0215-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council authorize the Rotary Club of Salmon Arm - Shuswap to plant trees at Canoe Beach Park, subject to coordination with City of Salmon Arm staff and in accordance with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued**1. Informational Correspondence - continued**

8. C. Giesbrecht, President, Salmon Arm Minor Baseball Association - letter dated April 4, 2021 - Salmon Arm Minor Baseballs Klahani Baseball Fields Clean Up Day

0216-2021

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Council approve Salmon Arm Minor Baseball Association to hold a Klahani Baseball Field Cleanup on April 17, 2021, subject to the provision of adequate liability insurance and in accordance with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

9. M. Brock, Girl Guides of Canada - Salmon Arm - email dated April 5, 2021 - Klahani Park Request

0217-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council approve the Girl Guides of Canada - Salmon Arm to use Klahani Park on April 17, 2021, subject to the provision of adequate liability insurance and in accordance with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

3. J. Giesbrecht - email dated March 18, 2021 - Speeding on 30th Street NE

0218-2021

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council refer J. Giesbrecht's email to the Traffic & Safety Committee.

CARRIED UNANIMOUSLY

4. J. Zorn - email dated April 8, 2021 - Highway crossing 10th Ave and 97b

0219-2021

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council authorize Mayor Harrison to contact the Ministry of Transportation & Infrastructure regarding safety improvements at the intersection of 10 Avenue SE and Highway 97B.

CARRIED UNANIMOUSLY**13. NEW BUSINESS****15. COUNCIL STATEMENTS**

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

1. K. Pearson, Director of Development Services – The City's Street/Sidewalk Patio Policy

0220-2021

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the start date for sidewalk/boulevard patios in 2021 be April 6, 2021.

CARRIED UNANIMOUSLY

20. QUESTION AND ANSWER PERIOD

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

2. IN-CAMERA SESSION – continued

0221-2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 5:00 p.m.

Council returned to Regular Session at 5:47 p.m.

The Meeting recessed until 7:00 p.m.

PRESENT:

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

Chief Administrative Officer C. Bannister (participated remotely)
Director of Corporate Services E. Jackson (participated remotely)
Director of Engineering & Public Works – R. Niewenhuizen (participated remotely)
Director of Development Services K. Pearson (participated remotely)
City Engineer J. Wilson (participated remotely)
Recorder B. Puddifant (participated remotely)

ABSENT:

Councillor C. Eliason

21. DISCLOSURE OF INTEREST**3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY - continued**

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."

22. HEARINGS**1. Development Variance Permit Application No. VP-529 [Beadle, D.; 981 2 Avenue SE; Setback requirements]**

0222-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-529 be authorized for issuance for Lot 16, Section 14, Township 20, Range 10, W6M, KDYD, Plan 16762, adoption of which will vary Zoning Bylaw No. 2303 as follows:

- a) Section 6.10.2 - Exterior Side Parcel Line Setback reduction from 6.0 m to 2.3 m to accommodate an addition of a roof over an existing side entrance to the principle building, as shown on Schedule A of the Staff Report dated March 23, 2021.

Submissions were called for at this time.

D. Beadle, the applicant, outlined the application and was available to answer questions from the Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:05 p.m. and the Motion was:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS**24. RECONSIDERATION OF BYLAWS****25. PUBLIC INPUT SESSION****1. Lakeshore Road Stabilization - Public Consultation Consolidated Results**

M. and G. Krukowski - letter and petition dated April 6, 2011 - Walkway Proposal Alongside Lakeshore Drive, Salmon Arm.

25. PUBLIC INPUT SESSION - continued**1. Lakeshore Road Stabilization – Public Consultation Consolidated Results - continued**

R. Fowler spoke regarding the difficulty in obtaining public input during the COVID-19 pandemic and expressed concerns with traffic volume, lack of a sidewalk and the need for traffic calming measures. Option 1 would make the road more pedestrian friendly.

W. Browne suggested that the road be accessible for local traffic only for a period of 1 year creating safer pedestrian access. As an alternative to road closure, she prefers option 2b or option 1.

G. Gomme expressed concerns with budget and long term future road stability. He prefers option 2(b) or option 1.

H. Botry questioned why a one way street could be less safe than a two way street and prefers option 2.

S. & N. Clack expressed concerns with how options 1 and/or 3 would affect the frontage of their property. They would prefer Option 1 or 2 depending on the possible infringement on their property.

E. Stegger inquired about the availability of Federal funding for a multiuse trail.

B. Dennehy questioned why 6th – 9th Street NE is not being considered for remediation as the risk is the same as 20th Avenue NE and Lakeshore Road NE. He suggested restricting Lakeshore Road NE to non-commercial trucks and to use speed calming measures with the addition of a pedestrian/cycle path.

E. Dodds expressed concerns with traffic volume on Lakeshore Road and suggests eliminating the right turn onto 20th Avenue to provide modified single lane traffic. Lakeshore Road is too steep to be a viable connector.

E. Murray inquired as to what the plans are for City owned properties shown on the maps and the need for retaining walls and long term permanent solutions. She prefers Option 1.

N. Gomme asked why one way traffic would present the same risk of road failure as a two way street which would have more traffic.

G. Richard spoke regarding the need for a multi-use pathway to safely accommodate pedestrian traffic as well as bicycles, scooters and other motorized mobility aids. He asked if the options included the straightening of the road between 10th and 17th.

H. Botry asked the differences in width between the three options.

E. Dodds inquired as to indications of instability noted by the City.

26. QUESTION AND ANSWER PERIOD

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

G. Richard noted a sunken manhole cover on 16 Street NE.

27. ADJOURNMENT

0xxx-2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of April 12, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:11 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

Adopted by Council the day of , 2021.

MAYOR

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Item 7.1

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Social Impact Advisory Committee Meeting Minutes of April 16, 2021, 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 Social Impact Advisory Committee meeting held electronically on Friday, April 16, 2021, at 8:00 a.m.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Dawn Dunlop	Canadian Mental Health Association
June Stewart	Shuswap Children's Association
Gudrun Malmqvist	Shuswap Family Centre
Jen Gamble	Shuswap Immigrant Services
David Parmenter	Interior Health Association-Mental Health
Kristy Smith	Okanagan Regional Library
Jo-Anne Crawford	Shuswap Association for Community Living (SACL)
Paige Hilland	Shuswap Area Family Emergency (SAFE) Society
Patricia Thurston	Shuswap Family Centre
E. Jackson	City of Salmon Arm, Director of Corporate Services
C. Simmons	City of Salmon Arm, Recorder

ABSENT:

Kim Sinclair	Aspiral Youth Partners
--------------	------------------------

GUEST:

Lorraine Copas	SPARC BC
Allie Lynch	SPARC BC

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

1. Introductions

Additions under Section 7. New Business: (c) Anti-racism, (d) Social Development Funding and (e) BC HousingHub Announcement

2. Acknowledgement of Traditional Territory

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

3. Presentations**4. Approval of Agenda and Additional Items**

Moved: Gudrun Malmqvist

Seconded: Jo-Anne Crawford

THAT: the Social Impact Advisory Committee Meeting Agenda of April 16, 2021, be approved as circulated.

CARRIED UNANIMOUSLY

5. Approval of Minutes of March 19, 2021 Social Impact Advisory Committee Meeting

Moved: Paige Hilland

Seconded: Dawn Dunlop

THAT: the minutes of the Social Impact Advisory Committee Meeting of March 19, 2021 be approved as circulated.

CARRIED UNANIMOUSLY

6. Old Business/Arising from minutes**a) SPARC Update**

Lorraine Copas and Allie Lynch provided an update on the project and advised that the timeline has been adjusted to extended Stakeholder and Public Engagement portion of the process however the original completion date remains the same.

b) Situation Table Planning Update

Councillor Wallace Richmond provided an update on the Situation Table Planning.

7. New Business**a) COVID Safe Restart Grants in Aid**

Councillor Wallace Richmond provided an overview of the COVID Safe Restart Grants in Aid and advised that applications will be adjudicated at the end of June.

b) C. Peters – presentation to Council at March 22, 2021 Council Meeting – Human Trafficking

Received for information.

March 22, 2021 Meeting Link: https://www.youtube.com/watch?v=u9rhF_qg5aw
@ presentation takes place at 1:06 of 1:32

c) Anti-racism

Jen Gamble, Shuswap Immigrant Services reported that the society is working on a strategic approach for anti-racism in surrounding communities. This process will identify what the area currently offers and allow the society to seek funding to fill the gaps. She anticipates a year long process beginning in June.

Jen Gamble enquired if the City would be amenable to an Anti-racism bylaw. In addition, she requested Council declare May 23 – 29, 2021 Anti-racism Week in conjunction with the Province.

7. New Business – continued**d) Social Development Funding**

Erin Jackson, City of Salmon Arm Director of Corporate Services reported that the City is in the process of refreshing the Corporate Strategic Plan and has engaged Urban Systems/Urban Matters to help define the roles and responsibilities of the City with regard to social wellbeing. The City is exploring what it means to act as the convener, to connect resources and bring agencies and groups together.

e) BC HousingHub Announcement

Councillor Wallace Richmond reported that the Province is providing an additional \$2 billion in development financing through B.C.'s HousingHub to finance the construction of thousands of new homes for middle income families.

8. Other Business &/or Roundtable Updates

Gudrun Malmqvist reported that the Shuswap Family Centre is working through housing needs of their clients.

Paige Hilland, Shuswap Area Family Emergency (SAFE) Society reported that they received a three year grant for Sexual Assault Services and are working on connecting people in need to the service.

David Parmenter, Interior Health Association-Mental Health has been working on the long term social wellbeing and wellness effects of the COVID 19 with staff.

June Stewart, Shuswap Children's Association reported that there has been an increase in anxiety in children since COVID 19, the proposed School District 83 grade realignment impact to the community and the change in the School Act to permit child care in schools. She requested that a welcome message and invitation for a member of the School District to participate in the SIAC Meetings be sent to the new superintendent.

Dawn Dunlop, Canadian Mental Health Association reported that the new housing development is on track; the Larch building is open, Birch building is scheduled to open in June and Cedar building in the fall of 2021. CMHA will be taking a coordinated approach in relocating residents when the McGuire Lake Lodge closes in the fall.

Jo-Anne Crawford, Shuswap Association for Community Living (SACL) reported that they are struggling with staff leave and recruitments. They have partnered with Lakeside Community Church to offer pre-pandemic service levels.

Kristy Smith, Okanagan Regional Library reported that they continue to offer public internet access, browse and borrow and online zoom programs to limit the length of stays in the library.

8. **Other Business &/or Roundtable Updates – continued**

Patricia Thurston, Shuswap Family Centre reported on the high demand and wait lists for the services, they are assisting in coordinating volunteers for the Community Teaching Garden and continuing to assist their staff in their social wellbeing.

Jen Gamble, Shuswap Immigrant Services reported that the funding for the foreign worker program has been extended, the LINC (Language Instruction for New Canadians Program) is moving to a new classroom and the BC Program Immigrant numbers being 4x the targeted amount.

9. **Next meeting – Friday, May 21, 2021 at 8:00 a.m.**

10. **Adjournment**

Moved: June Stewart

Seconded: Dawn Dunlop

THAT: the Social Impact Advisory Committee Meeting of April 16, 2021 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:55 a.m.

Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of _____, 2021.

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Item 7.2

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Greenways Liaison Committee Meeting Minutes of April 1, 2021, 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 Greenways Liaison Committee (GLC) Meeting held online and in City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, (GoTo Meeting) on Thursday, April 1, 2021 at 3:00 p.m.

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.

PRESENT:

Brian Browning, Shuswap Trail Alliance
 Chris Stromgren, Shuswap Trail Alliance – from 3:45
 Steve Fabro, Citizen at Large
 Joe Johnson, Citizen at Large
 Rob Bickford, Citizen at Large
 Kevin Flynn, Chair

Phil McIntyre-Paul, Shuswap Trail Alliance (non-voting) – to 3:30
 Adrian Bostock, Shuswap Trail Alliance (non-voting) – from 3:15
 Darin Gerow, City of Salmon Arm, Manager of Roads & Parks
 Chris Larson, City of Salmon Arm, Senior Planner, Recorder

Regrets: Anita Ely, Interior Health

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

1. **Introductions**
2. **Presentations**
3. **Approval of Agenda and Additional Items**

Moved: Brian Browning

Seconded: Steve Fabro

THAT: the agenda for this Greenways Liaison Committee Meeting of April 1, 2021 be so approved.

CARRIED UNANIMOUSLY

4. **Approval of Minutes of Previous Greenways Liaison Committee Meeting**

Moved: Joe Johnson

Seconded: Brian Browning

THAT: the minutes of the Greenways Liaison Committee Meeting of February 4, 2020 be approved as circulated.

CARRIED UNANIMOUSLY

5. **Old Business /Arising from minutes** **none**

6. New Business

- **Changing Roles at the Shuswap Trail Alliance**

Phil discussed changing roles at the STA. The GLC noted Phil's immeasurable contributions to the GLC and hope this enables more time for him on the trails.

- **Lakeshore Road Slope Stabilization – Future Road Layout Options**

The Lakeshore Road Options Survey was distributed to the GLC. The GLC discussed the options.

Moved: Joe Johnson

Seconded: Steve Fabro

THAT: the Greenways Liaison Committee recommends Council support OPTION 1 – Two-Way With Multi-Use Path, recognizing associated costs and the benefit of a multi-use path.

CARRIED UNANIMOUSLY

- **Park Hill**

Information was presented related to a new illegal trail that had been found, and subsequently rehabilitated by the STA within Park Hill. Wet sections of the Park Hill trail network are to be addressed at a later date.

7. Other Business &/or Updates

- **STA Update - Planning and Projects**

The STA outlined efforts and projects in progress (attached).

- **South Canoe Update**

The parking lot project is intended to continue in 2021, including expansion and moving the washroom. As per the parking lot/trailhead area concepts, a Bike Skills Area has been proposed (attached) including trail/dirt features and wooden/built features. The GLC discussed the concept with general support. Staff suggest that detailed designs including locations be determined for any built features to support risk-management and future maintenance. A new kiosk map was reviewed, with the GLC commenting on its high quality. Dog waste bags have been installed. A re-route of the climb trail separating equestrian use was discussed again, noting it will proceed soon. An update on the CRI project was provided, with an area of beetle-affected trees in the Medford Dam section of the South Canoe treated, however the clean up remains ongoing, well behind the expected timelines.

- **Hillcrest/5-corners trails**

The Hillcrest/5-corners trails have been reviewed by the City's risk management group. The compatible use agreement between the City and BCHydro has recently been renewed. The STA has completed a site visit with BCHydro. Construction of these trails is expected to begin immediately, with potential completion by the end of May.

- **McGuire Lake/Downtown 9 Ave Connection**

The GLC discussed the desire for an improved connection potentially along this row, noting it is proposed in the Greenways Strategy. A future site visit was discussed.

- **Active Transportation Task Force**

The ATTF interim report was provided for information.

- **South Canoe Winter Grooming Report**

The detailed report was provided for information. Feedback on this project has been positive.

- **Mt Ida - FLNRO Wildfire Risk Reduction**

The proposal for wildfire risk reduction works adjacent the new cemetery and industrial park on the northeast slopes of Mt Ida was discussed. Unsanctioned trails were noted in this area. More information may be forthcoming. Wildfire risk reduction work around Syphon Creek is also expected in the near future.

8. **Next meeting – To be determined: Thursday, May 27 or June 3, 2021, 3 pm**

Moved: Steve Fabro

Seconded: Brian Browning

THAT: the Greenways Liaison Committee Meeting of April 1, 2021 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:10 p.m.

Endorsed by Meeting Chair

Received for information by Council on _____, 2021

Attachment – STA Updates

Attachment – South Canoe Skills Area Proposals

City of Salmon Arm: Greenways Project Summary 2020/21

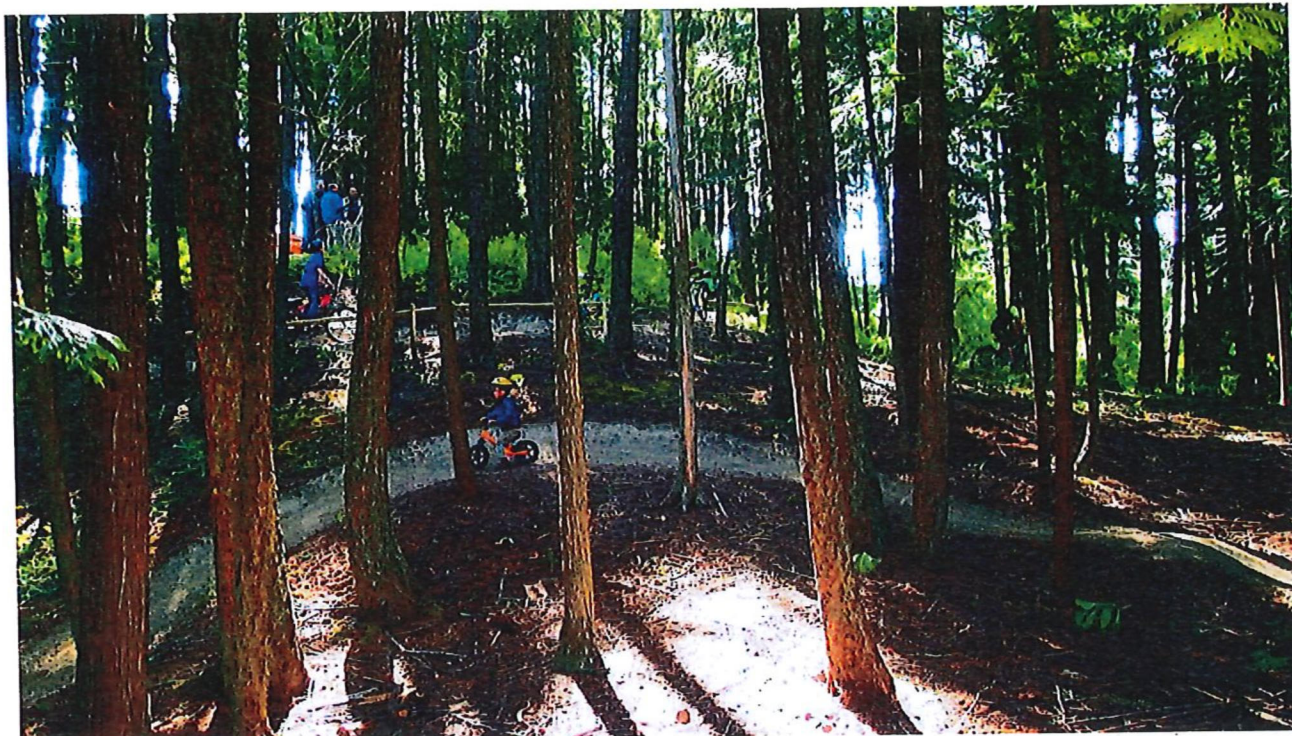
UPDATED: March 31, 2021 (JB)



Projects of significance within and/or directly accessible to Salmon Arm residents and visitors. Also - includes shared planning, training, marketing, and educational program development.

Pending City of Salmon Arm Greenways Projects: 2021		Partner Funding	STA Funded	In-Kind	Status		New m	Fix m	Maintain m	Plan m	Signs #
2165	Salmon Arm - Active Transportation Task Force				in progress	City SA					
1530	Salmon Arm - Bike (& School) Connectors Plan	\$2,058.95			in progress	City SA PO#40218					
2137	Salmon Arm - Foreshore (Raven) Trail - Monitoring 2020	\$2,200.00			in progress	City SA/Advisory/Nature Trust/MFLNRO/SABNES					
	Salmon Arm - Foreshore Upgrades				to confirm	City SA					
	Salmon Arm - Hillcrest Heights	\$25,000.00			to confirm	City SA					
1858	Salmon Arm - Hillcrest Subdivision Greenways 2018	\$15,017.69			in progress	City SA PO#46439	800				
2107	Salmon Arm - Planning (General) 2020				in progress	City SA					
2108	Salmon Arm - Spring Maintenance	\$10,737.65			in progress	City SA					
	Salmon Arm - Townie Loop Sign Project				to confirm	City SA					?
2138	Salmon Arm - West Bay				need funding	ALIB/NIB/SLIB/CSA/HA/CPR/CSRD/MP/MLA/STA/SCS					
	South Canoe - Skills Park and Greenspace				to confirm	City SA/Co-op/STA					
	South Canoe - Pump Track				pending	CitySA/Rec Sites/SC Advisory partners					
1956	South Canoe - Rob Nash Memorial Shelter	\$3,853.69			in progress	City SA/STA/SCF/SC Outdoor School/HNash					
	South Canoe - Summer Students Brushing (CSJ - to be confirmed)	\$6,775.00			to confirm	STA/CSJ					
2116	South Canoe Upgrades/Planning/Voly -General 2020				in progress	CitySA/Rec Sites/SC Advisory partners					
2057	Peter Jannink Burdock Removal (Shuswap Naturalist Club)	\$960.30			in progress	Shuswap Naturalist Club					
2021 Project Total		\$66,603.28	\$0.00	\$0.00			800	0	0	0	0
Combined Value		\$66,603.28									

Additional Pending Projects of Note for Salmon Arm: 2021		Partner Funding	STA Funded	In-Kind	Status	Partners	New m	Fix m	Maintain m	Plan m	Signs #
2105	Experience Development: Tourism (General)	Shuswap Tourism/SA MRDT (see below)			ongoing	ST/EDS/Operators/TOTA/DestinationBC/STS					
1741	Kela7scen (Mt Ida) Planning				need funding	ALIB/SLIB/NIB/Splatin/STS/SORE/MFLNRO/CSRD/SA					
2139	LHT - General				in progress	STA/Rec Sites Trails/CitySA/CanoeFP					
2106	LHT - Non Winter Advisory & Plan				in progress	STA/Rec Sites Trails/CitySA/CanoeFP					
2147	Salmon Arm - Shuswap Trails Website	\$31,800.00			in progress	City SA/MRDT/SCF					
1846	Secwepemc Landmarks Concept	BCRDP/STS funding reserve			in progress	STS Lakes Division/CSA/ArtsC/ST					
2058	Secwepemc Landmarks and Trailhead Signposts (Heritage BC)	\$13,200.00			in progress	Heritage BC/STA					
2148	Secwepemc Landmarks Phase 2	\$126,000.00				CERIP					
2120	Shuswap Regional Trail Strategy Roundtable 2021	\$152.91		\$1,339.32	in progress	Various/Rec Sites/CSRD/ST/Lks Dm/Fraser Basin/HA WQ-18-230-079					
1948	Trail Guide Update - Paddle Mini-Guide (Blueways)	\$4,600.00			in progress	MRDT					
2104	MRDT - Trail Guide & Website update 2021	\$3,700.00			in progress	MRDT					
2118	MRDT - Trail Signage (en route trail signs)	\$3,800.00			in progress	MRDT					
2119	MRDT - Trail Signage (hike/bike icon plates)	\$2,000.00			in progress	MRDT					
2021 Additional Projects of Note Total		\$185,252.91	\$0.00	\$1,339.32			0	0	0	0	0
Combined Value		\$186,592.23									



Mt Tuam Park, Photo STA Staff

South Canoe Skills Park and Greenspace 2021 (DRAFT)

Prepared by: Adrian Bostock
The Shuswap Trail Alliance

Updated Version: 2021 03 01



South Canoe Skills Park and Greenspace 2021

Prepared by: Adrian Bostock
The Shuswap Trail Alliance

Updated Version: 2021 02 23

Purpose: to add to the South Canoe Trail Net work by adding a skills park, 600m of accessible gravel capped trail and Tables.

Background:

South Canoe Trail head is the most visited trail network in the Shuswap. Hikers, Mountain Bikers, Equestrian Runners, Snowshoes, Fat (tired) bikers and XC skiers use the trails in this area. The trails range from easy through to intermediate difficulty for mountain biking. South Canoe draws users from the Shuswap and through out BC and Alberta. South Canoe is the home of the Salty Dog 6 hour Enduro mountain bike race, and the Shuswap Ultra running race and several informal group rides and runs.

Salmon Arm Secondary Mountain Bike Team has been using South Canoe as for 13 years ago. At the team try outs in April 2019 there were 47 athletes vying for a position on the team. Shuswap Middle School and South Canoe Elementary School both have mountain bike teams and/or clubs as well. Salmon Arm Secondary school hosted a Thompson/Okanagan zone league race in April 2019 that attracted 96 competitors. In 2021 the Jackson Mountain /bike Academy formed with the intention of using the South Canoe Trail Network as their home trail network with approval from the City of Salmon Arm and Recreation Sites and Trails BC.

The South Canoe Trails are managed by volunteer trail stewards through a local Advisory under the Shuswap Trail Alliance in partnership with the City of Salmon Arm and the Provincial Recreation Sites and Trails BC. The Advisory includes representation from local resident trail users (hikers/cyclists/ equestrian), Fish & Game Club Members, the Shuswap Trail Alliance, and city staff. The south Canoe Trail Advisory guides maintenance, signage, and trail planning in the area, and acts as a meeting point for interest groups including collaborative planning with local forestry licensees.

South canoe is Established as a Section 56 Recreation authority of the BC Forest and Range Practices Act through Recreation Sites and Trails BC on provincial lands, and the City of Salmon Arm on municipal park lands.

The South Canoe Trailhead is the Southern trail head for the Larch hills Traverse. The Larch Hills Traverse (LHT) is a 40km trail, which is currently comprised of 20km of natural surface (Type 3.) tread, 20km of mixed width forest service road, and gravel surfaces. The Larch Hills Traverse has become an iconic non-motorized trail in the Shuswap and an important tourist attraction for the region. The development of this route has been a joint project including partnerships with many municipal, regional, and stewardship user groups from the City of Salmon Arm, District of Sicamous, Columbia Shuswap and North Okanagan Regional Districts, Recreation Sites and Trails BC, Larch Hills Nordic Society, Forest licensees, and local trail users.

The Larch Hills Traverse Ida View Recreational Trail project is a priority trail identified by the Shuswap Regional Trails Strategy Roundtable and the City of Salmon Arm Greenways Committee.

The LHT is approved by the Provincial Recreational Sites and Trails under Section 57 of the Forest and Range Practices Act. (File # 16660-50, June 5, 2006).

The Ida View Recreational Trail has been approved for development by Provincial Recreational Sites and Trails under Section 57 of the Forest and Range Practices Act (REC204611)

Parking Lot Re Development

In 2019 the City of Salmon Arm started planning to redesign the parking area at the South Canoe trail head for added user capacity and public safety. Out of the user group conciliation for this project came a plan to turn the South Canoe Trail Head into a public park complete with parking for 60 vehicals, greenspace, a gazebo, a skills park including a pump track and a skills development area and a run bike loop, which doubles as an accessible walking trail.

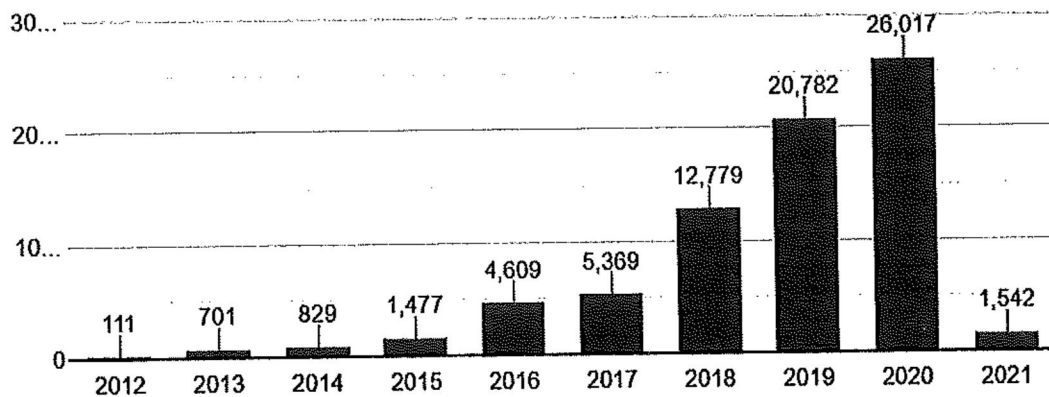
In 2020 the city of Salmon Arm completed phase one of the parking lot redevelopment with involved moving the parking area. The Shuswap Trail Alliance started the run bike loops creating a natural surface tread loop, built a pump track and assisted in moving the trailhead kiosk.

In the spring of 2021 the City of Salmon Arm will continue to add to the trailhead development, adding increases parking, a safety fence along the designated greenspace and commit mowing the meadow with plans to turn this in to grass the future.

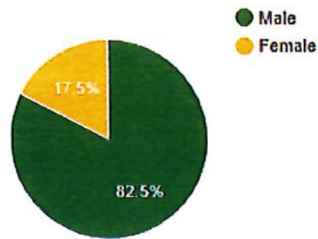
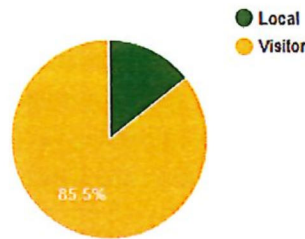
Increased Use

In the last few years, South Canoe has become even more popular, with a dramatic increase in walkers and families. It has also become popular with regional visitors as a trail destination.

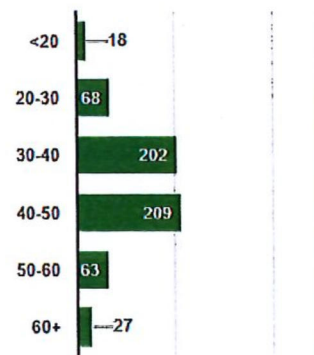
Trail Check-Ins Per Year



Trailforks checkins stats to 2021 02 24

GenderMale: **532**Female: **113****Visitors**Local: **150**Visitor: **888**

*30 km local radius

*User check in stats***Age****Community Benefit of the Skills Park**

South Canoe is home to Salmon Arm Secondary Mountain Bike Team, Shuswap Middle School and South Canoe Elementary School mountain bike teams. Skookum Cycle Hosts Junior Group Rides at South Canoe Each Spring for kids aged 5-12. The junior group rides are held at no charge to participants.

In 2021 the Jackson Mountain /bike Academy formed with the intention of using the South Canoe Trail Network as their home trail network with approval from the City of Salmon Arm and Recreation Sites and Trails BC. Developing the skills park will be part of their curriculum.

The Skills Park will be open to all mountain bike users free of charge.

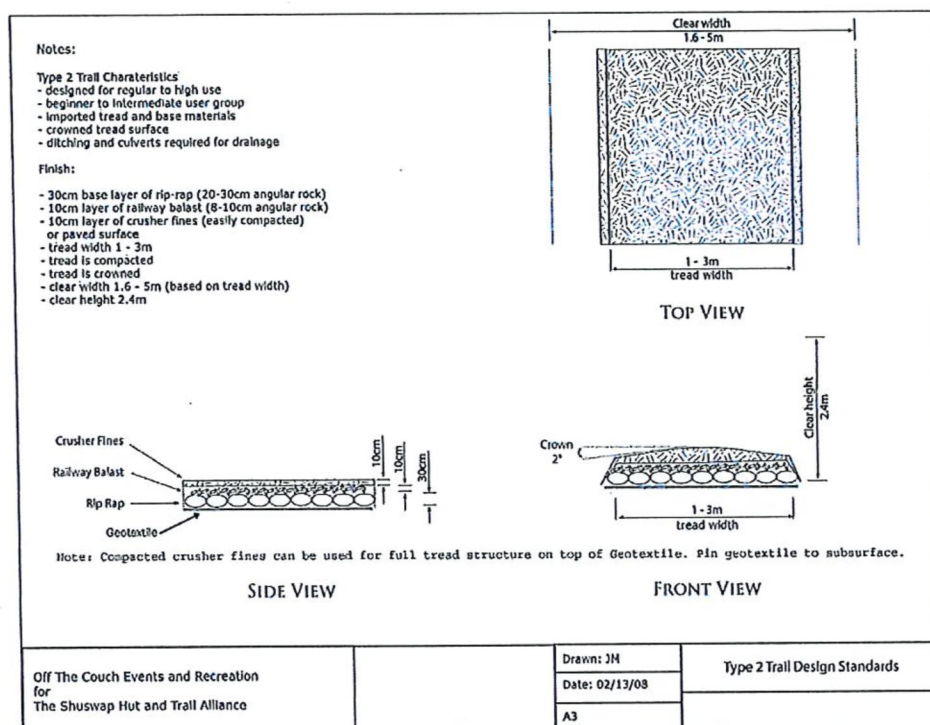
All of these groups would benefit from a skills park at the South Canoe Trailhead as a safe and covenant area to work on mountain biking skills.

Proposed scope of work:

- Capping 600m of accessible trail
- Constructing mountain bike Skills Park consisting of low drops and balance features
- Installing picnic tables in the park greenspace
- Realign lower Flying Nun Trail to reduce through traffic and congestion in the skills park area.

Construction Standards: Type 2 Trail Crush Gravel surface tread.

All work to the Shuswap Trail Design Standards (RSTBC Trail standard 2021, IMBA Trail Standard).



Whistler Trail Standard for Technical Trail Features

Intermediate, More difficult

EXPECTED TECHNICAL TRAIL FEATURES GENERAL

- TTF width to height ratio of 1:2
- Small bridges (flat, wide, low and rollable from section to section)
- Small rollable drops
- Small teeter-totters
- Small jumps
- Medium sized logs

DETAILED

- Embedded trail obstacles: up to 20 cm high
- Elevated bridges: less than 1.8 m (6') high above surface
 - Minimum width of flat decking is one-half the height above surface
 - For connected sections, the bisecting angle between each connected section must be large enough to allow the bicycle to complete transition without requiring any wheel lifting techniques
- Teeter-totter: maximum pivot height, less than 60 cm (2') high above the surface
 - Minimum width of flat decking is one-half the height above surface at pivot point
- Rock or ramp descents not to exceed 45%
 - Drop-offs not exceeding 30 cm high with exit cleared of all obstacles

- Jumps
 - No jumps with consequences for lack of speed (for example, coffin jumps or gap jumps)
 - Table top jumps maximum height 60 cm (2')
 - Jumps maximum height 45 cm (18")

Advanced, Most Difficult

EXPECTED TECHNICAL TRAIL FEATURES GENERAL

- *TTF width to height ratio of 1:4*
- *Elevated bridges and teeter-totters with maximum deck height*
- *Connected bridges*
- *Mandatory air*
- *Larger jumps*
- *Steep descents with sharp transitions*

DETAILED

- *Elevated bridges: less than 3 m (10') high above surface*
 - *Minimum width of flat decking is one-quarter the height above surface*
- *Teeter-totter: maximum pivot height less than 1.8 m (6') above surface*
 - *Minimum width of flat decking is one-quarter the height above surface at pivot point*
- *Mandatory air less than 1.0 m (3.3') vertical*
- *Rock or ramp descents not to exceed 120%*
- *Jumps*
 - *Table tops, no maximum height*
 - *No gap jumps or rhythm sections*

Signage: (RSTBC Sign Standard 2019)

TERTIARY TRAILHEAD SIGN

TRAIL NAME

SUPPLEMENTAL MAP LABEL TEXT

INSERT TRAIL MAP HERE

EASY
MORE DIFFICULT
MOST DIFFICULT
EXPERT

Trail description is placed here. Include info such as whether the trail is one way / single direction only and any other cautionary / pertinent items i.e. features, style of trail, etc. Ensure that all information fits on 4 lines.

TRAIL DIFFICULTY

EASY

USE AT OWN RISK
PLEASE AVOID USE DURING XXX & XXX CONDITIONS

EMERGENCY INFO: CALL 9-1-1 UTM 11U 334807 E 5637943 N

Recreation Sites and Trails BC

DRAFT

Recreation Sites
and Trails BCSIGN BORDER
10pt, CMYK = 1, 1, 1, 0TRAIL NAME
Font = IMPACT, 70pt, CMYK = 0,0,0,0
(Reduce as necessary to fit complete name on one line)

TRAIL MAP

Orientation - Either orient with North pointing up or with the map facing the direction of the sign's orientation in the field with North arrow rotated accordingly.

Icons provided on page two include:
"You are Here" icon (required)
Colour coded trail labels (optional)
Supplemental trail labels (optional)Maps may be built in TrailForks or iMapBC and exported for insertion in this box (136mm x 100mm).
Recommended minimum dpi of map image is 150dpi.
LAT / LONG Coordinates recommended

TRAIL DESCRIPTION

Font = Franklin Gothic Medium, Regular, 14pt,
CMYK = 0,0,0,0
Please replace text on sign with pertinent content.

TRAIL DIFFICULTY RATING

Font = Franklin Gothic Medium, Regular, 18pt,
CMYK = 0,0,0,0

Delete unnecessary icons and use icon which correctly identifies trail's difficulty level based on Whistler Trail Standards (Page 8 / 9).

Change Rating Text according to icon / rating.

PERMITTED / RESTRICTED USES ICONS

Insert necessary icons for permitted and / or restricted trail users types in this row. Use white background versions as provided on Page 2.

USE AT OWN RISK

Font = Impact, 50pt, CMYK = 0, 13, 100, 0
Edit subtitle to highlight any relevant dangerous conditions
DO NOT RESIZE OR CHANGE

EMERGENCY PROCEDURES & LOCATION

TRAIL PARTNER(S) LOGO SPACE

Please use this space to insert the logo of the partnership agreement holder(s).
THIS SPACE IS NOT TO BE USED FOR SPONSORSHIP.
TRAIL SPONSORS ARE TO BE SEPARATE SIGNS.
Sponsorship signs can be installed on same post as tertiary trailhead sign.

RSTBC LOGO

Mandatory logo - please do not modify, resize, etc.

SIGN BACKGROUND
Green: CMYK = 100, 0, 100, 0

Ensure all corners of sign are rounded ~10mm

PRE-DRILL ALL HOLES (+) AND INSTALL ON 150mm x 150mm (6" x 6") PRESSURE TREATED OR NATURALLY ROT-RESISTANT LUMBER POST USING ZINC, GALVANIZED OR STAINLESS ROUND HEADED WOOD SCREWS.

Use City of Salmon Arm Logo to replace RSTBC Logo

Consultations/Review:

City's Parks and Rec Master Plan identified this the south Canoe Trail Head for a beginner/intermediate level bike skills park. The Parks and Recreation Master Plan was approved in principle by City Council at the April 22, 2013 Regular Meeting of Council.

The South Canoe Trail Advisory, The Salmon Arm Greenways Committee and City Of Salmon Arm Staff will review this Plan and submitted to Salmon Arm City Council for approval.

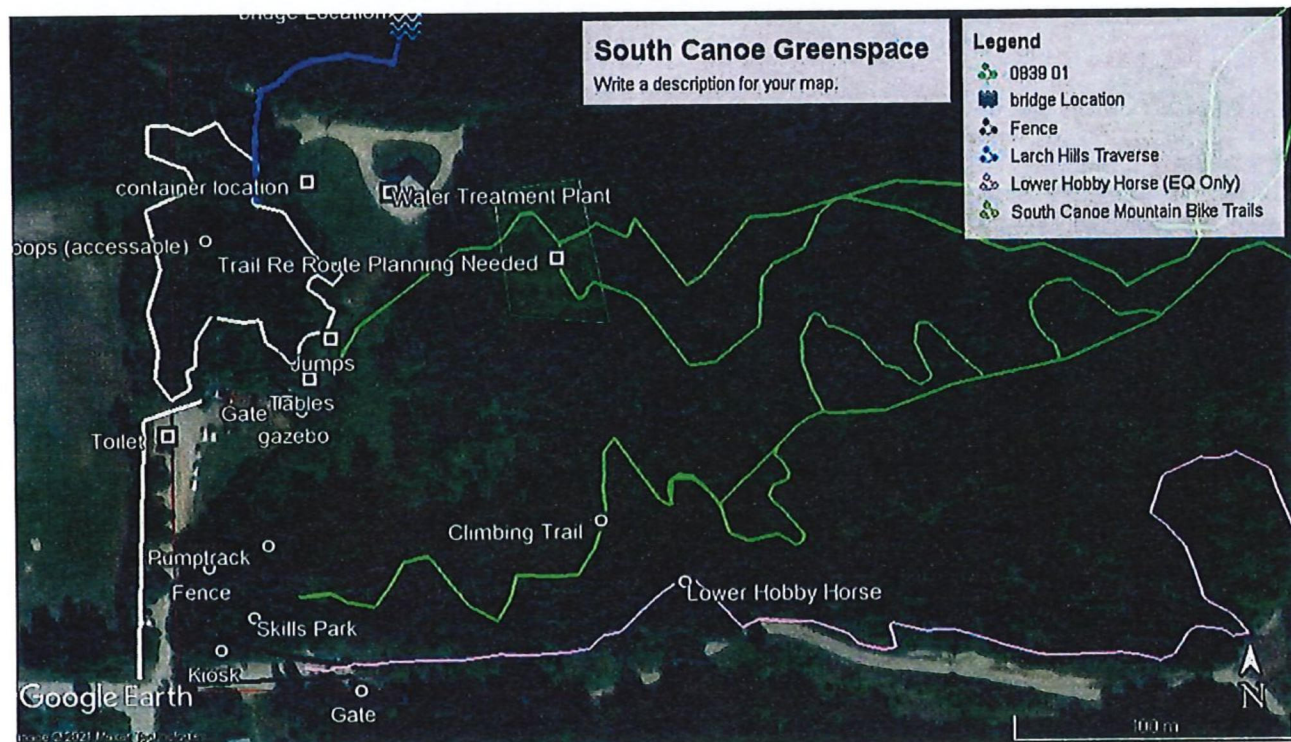
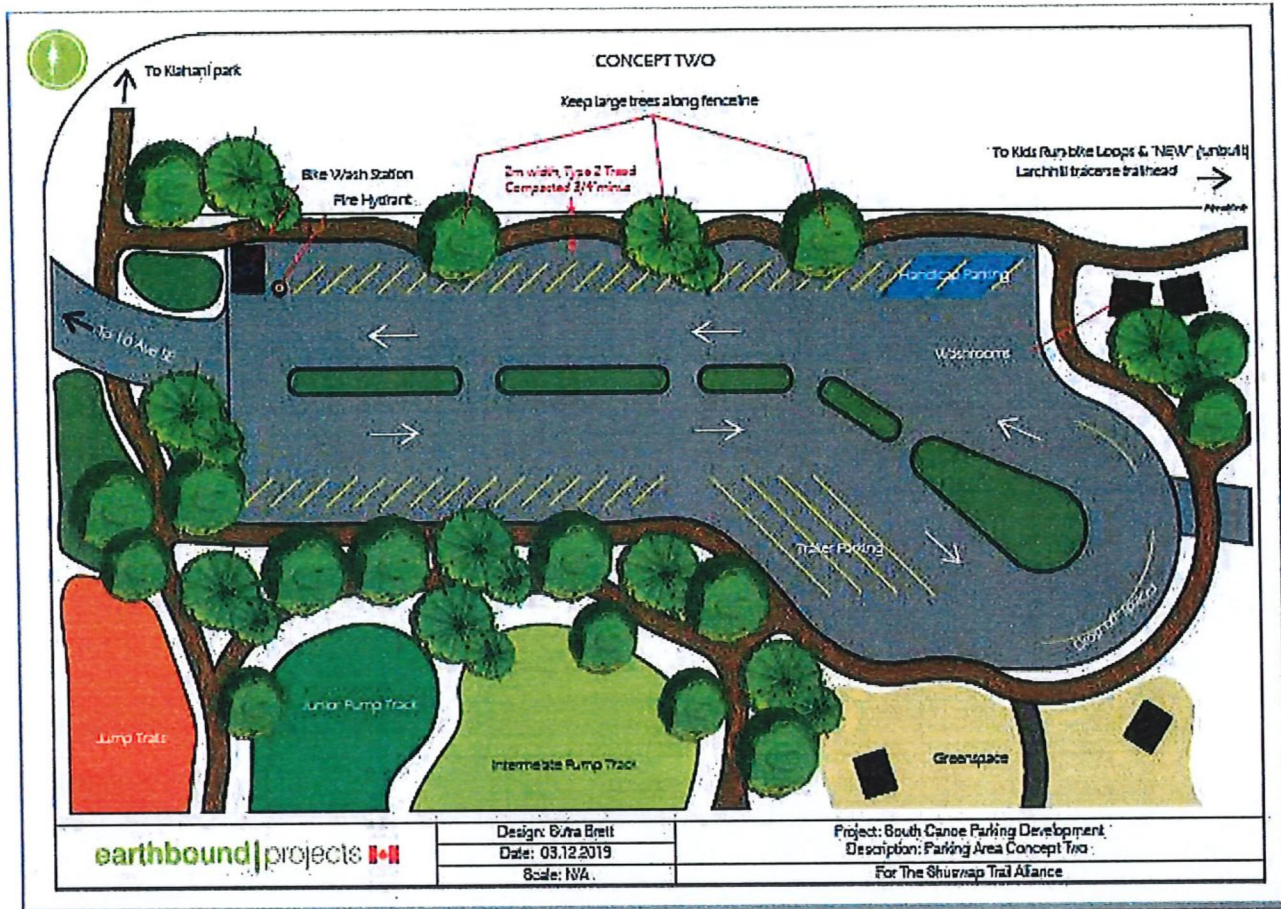
Project Details

Labour			Total Cumulative Hours
Section Name	Task/Description	metres	
Lower Trail Realignment	Tread Constuction	100	32
	Trail Rehabilitation	600	64
			0
Accessible Trail Capping	Capping/Geo	600	384
			0
Skills Park	Wood Features		160
	Dirt Features		80
	Clearing Debris		48
Sign Insall	Installing Signs		16
Labour Totals			688

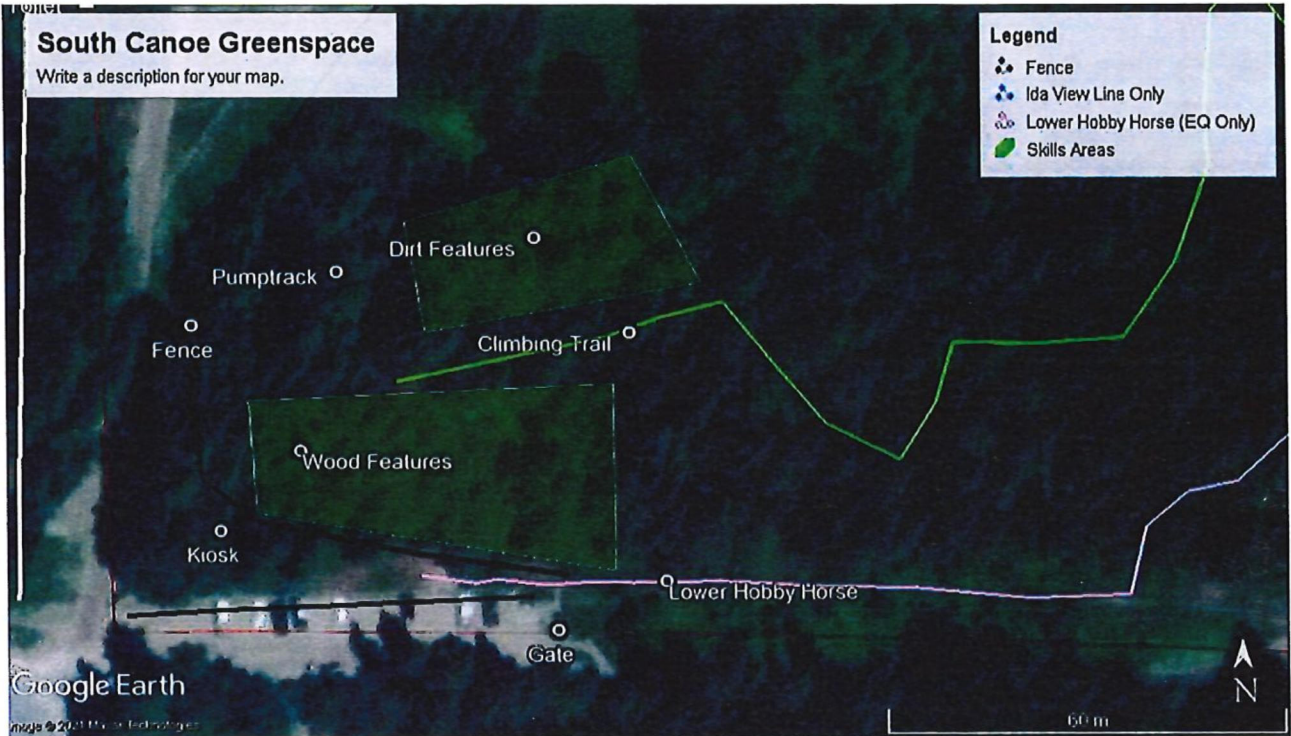
Materials			
Section Name (if applicable)	Description	metres	Total Cost
Trails			
	Geo textile - 540 sq ft used @ .15 cents sq ft	600	808.5
	Staples for Geo Text used @ .09 cents each	600	108
	3 inch rip rap		0
	3/4- crush	600	3872
			0
Skills Park	treated 6x6		0
	Wood Feature		10000
	Clay Loam		3600
Materials Totals			18388.5

Additional Contracts			
Section Name (if applicable)	Description	metres	Total Cost
City of Salmon Arm	Parking Lot Extention		50000
	Moving Toilet		
	Pole Rail Fence		
Gazebo	Material		10000
	Labour		6000
	wood milling		1400
	Design and Engeneering		1783.54
Equipment Totals			69183.54

Concept Details



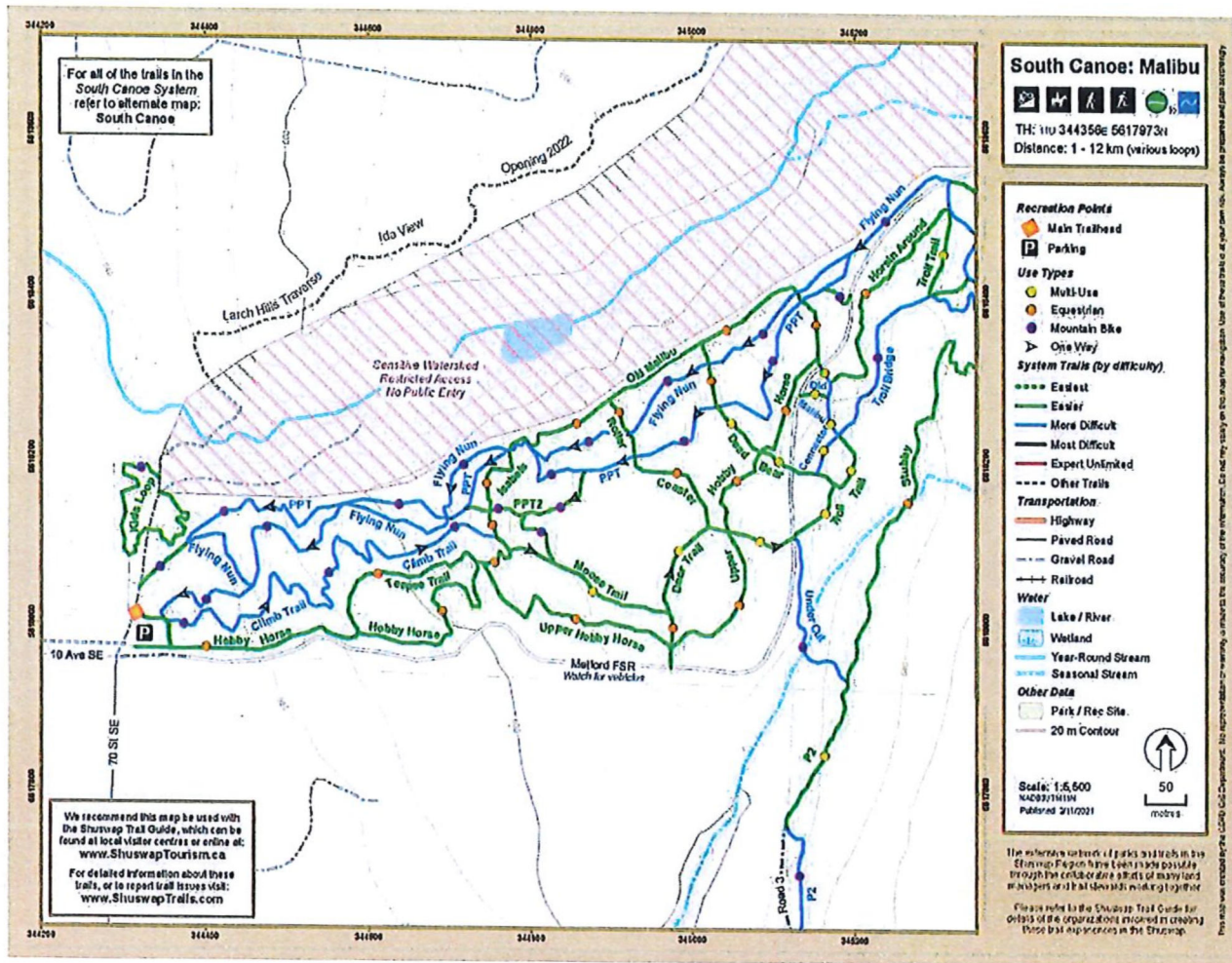
South Canoe Trail Head Concept

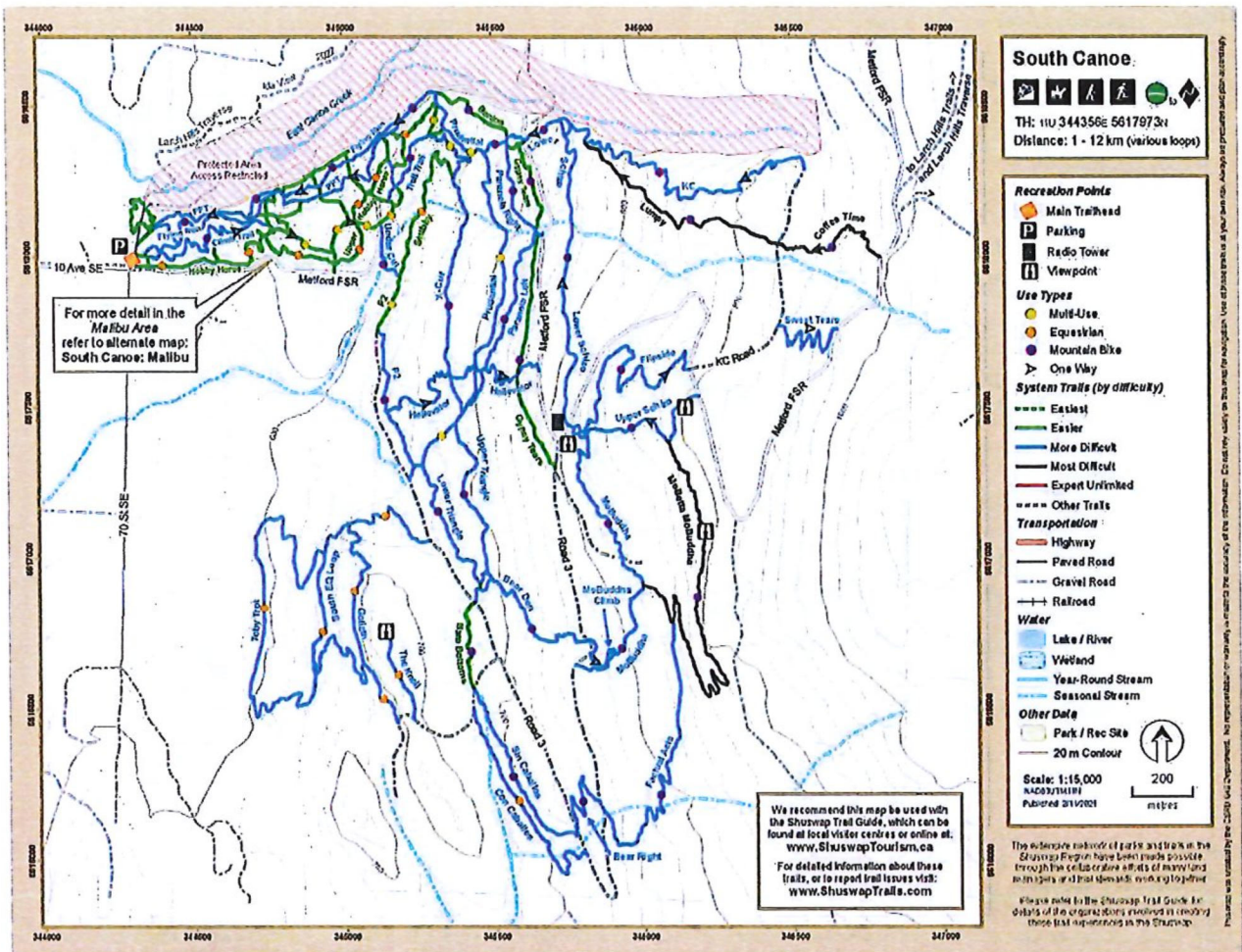


Drop

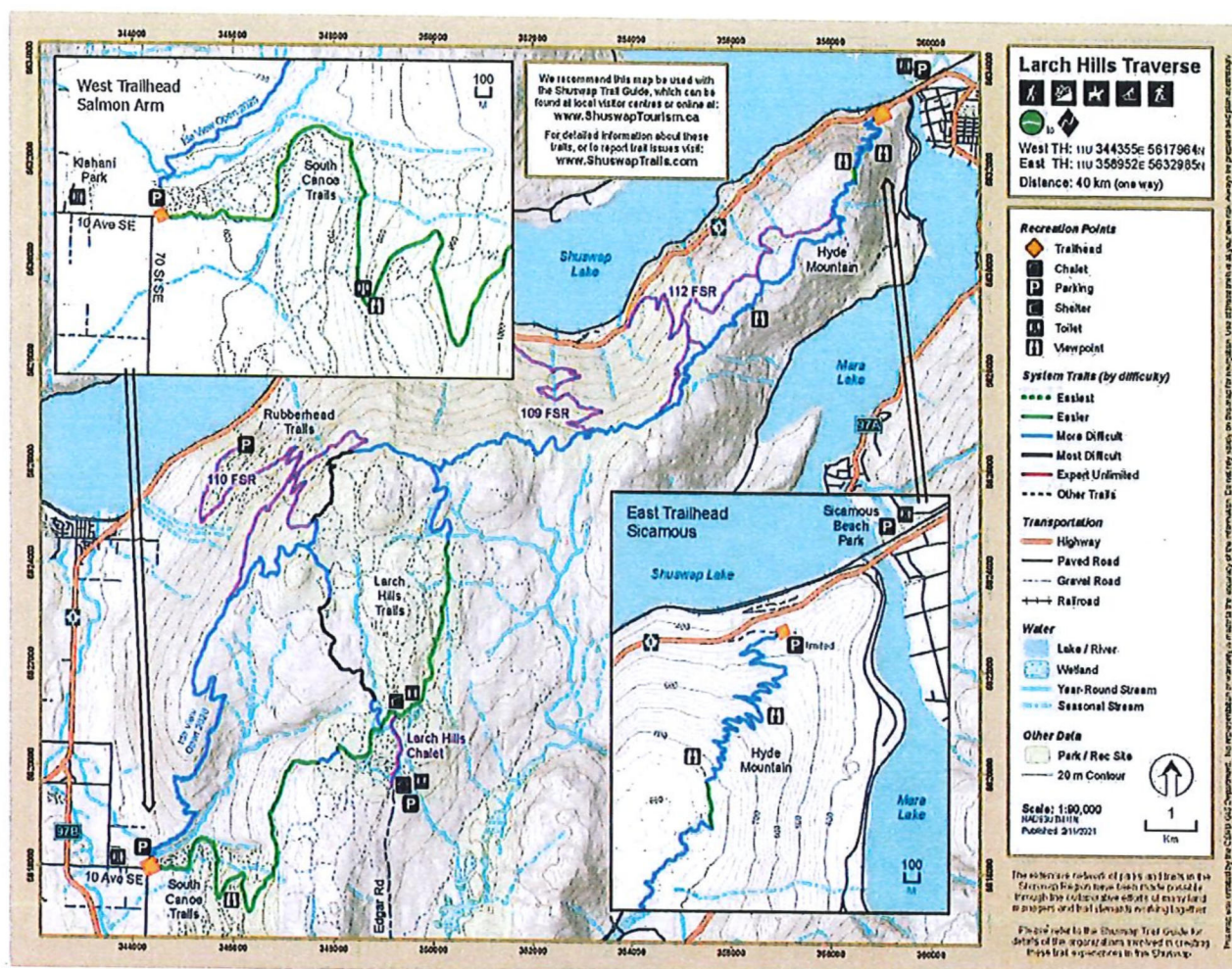
Type 2 Tread

Maps





South Canoe Trail Network



Larch Hills Traverse

Project Budget

South Canoe Parking Lot Development					
Updated: 2021 02 26					
Item	Qty	Rate	per	Budget	Notes
Project Management & Technical					
Project Coordination	37	\$49.06	hr	\$1,815.07	1 hour per day
Route Development & Design	40	\$49.06	hr	\$1,962.24	
Planning Documents & Approvals	16	\$49.06	hr	\$784.90	
Field Plotting/Flagging	16	\$49.06	hr	\$784.90	
Sign Layout/Coordination: STA	8	\$49.06	hr	\$392.45	in-house layout and coordination
Maintenance/Adaptive Plan	8	\$49.06	hr	\$392.45	
Consultation & Meetings	8	\$49.06	hr	\$392.45	
Project Management Total	4%			\$6,524.45	
Labour					
Field Supervision	74	\$49.06	hr	\$3,630.14	2 hours per day
Corridor Brushing	96	\$27.75	hr	\$2,663.74	including dump runs
Tread Capping	384	\$27.75	hr	\$10,654.96	capping
Tread Construction	32	\$27.75	hr	\$887.91	
Trail Reclamation	64	\$27.75	hr	\$1,775.83	
Skills Park Development	240	\$27.75	hr	\$6,659.35	
Sign Installation	16	\$27.75	hr	\$443.96	
Labour Total	18%			\$26,715.90	
Administration					
Bookkeeping		\$49.06	hr	\$0.00	
Insurance		\$20.00	day	\$0.00	
Other Expenses (Office) - GST PST Included				\$0.00	.2% x project budget
Workshop		\$25.00	day	\$0.00	
Administration Total	0%			\$0.00	
Equipment					
	Build Out	37	days		
Truck	925	\$0.59	km	\$545.75	25km per day
Skid Steer Rental	12	\$175.00	day	\$2,100.00	(includes fuel)
Tamper Rental	12	\$60.00	day	\$720.00	
Dumper Rental	12	\$175.00	day	\$2,100.00	
Power Tools (Chainsaw, brushsaw, hedge t	37	\$25.00	day	\$925.00	per saw (includes fuel)
Shop Tools (drill, skill saw, chopsaw, grinde	37	\$25.00	day	\$925.00	per saw (includes fuel)
Generator	10	\$22.00	day	\$220.00	wood feature install
Pump and Hoses	12	\$50.00	day	\$600.00	includes hoses, nozzles, fittings
Hand Tools - Daily	37	\$15.00	day	\$555.00	for hand tools (combined)
Safety - Daily	37	\$10.00	day	\$370.00	includes spill kit and PPEs
Field Phones (Cell) - Daily	74	\$3.50	day	\$259.00	2 per day
Trailer - Flat Deck	3	\$30.00	day	\$90.00	per unit
Equipment Total	6%			\$9,409.75	
Materials					
Geo textile - 540 sq ft used @ .15 cents sq	5390.00	\$0.15	sq foot	\$808.50	
Staples for Geo Text used @ .09 cents each	1200.00	\$0.09	each	\$108.00	
3/4- crush	176.00	\$22.00	yard	\$3,872.00	
Wooden Features			total	\$10,000.00	
Dirt Features			total	\$3,600.00	
Tables	3.00	\$1,000.00	each	\$3,000.00	
Signs - En Route (4x4)	10	\$73.26	sign	\$732.60	
Materials Total	15%			\$22,121.10	
Additional Contracts					
Material Delivery	5	\$75.00	load	\$375.00	
City of Salmon Arm Parking Phase 2				\$50,000.00	City of Salmon Arm Contribution 2021
Gazobo Constuction			each	\$19,183.54	STA Volunteers and material
Additional Contracts Total	47%			\$69,558.54	
Sub-Total				\$134,329.73	
Contingency	10%			\$13,432.97	
MINUS GST - 50% rebate					MINUS GST - 50% rebate
Project Total				\$147,762.70	



South Canoe Skills Park 2021

Prepared by: Adrian Bostock
The Shuswap Trail Alliance

Updated Version: 2021 03 09

Purpose: to add to the South Canoe Trail Net work by adding a skills park,

Background:

The South Canoe trailhead is the most visited trail network in the Shuswap. Hikers, mountain bikers, equestrian runners, snowshoe users, fat (tired) bikers and cross country skiers use the trails in this area. The trails range from easy through to intermediate difficulty for mountain biking. South Canoe draws users from the Shuswap and throughout BC and Alberta. South Canoe is the home of the Salty Dog 6 hour Enduro mountain bike race, the Shuswap Ultra running race, and several informal group rides and runs.

The Salmon Arm Secondary Mountain Bike Team has been using South Canoe for 13 years. At the team tryouts in April 2019 there were 47 athletes vying for a position on the team. Shuswap Middle School and South Canoe Elementary School both have mountain bike teams and/or clubs as well. Salmon Arm Secondary school hosted a Thompson/Okanagan zone league race in April 2019 that attracted 96 competitors. In 2021 the Jackson Mountain Bike Academy formed with the intention of using the South Canoe Trail Network as their home trail network with approval from the City of Salmon Arm and Recreation Sites and Trails BC.

The South Canoe Trails are managed by volunteer trail stewards through a local advisory group under the Shuswap Trail Alliance in partnership with the City of Salmon Arm and the Provincial Recreation Sites and Trails BC. The Advisory includes representation from local resident trail users (hikers, cyclists, equestrian), Fish & Game Club Members, the Shuswap Trail Alliance, and City staff. The South Canoe Trail Advisory guides maintenance, signage, and trail planning in the area, and acts as a meeting point for interest groups including collaborative planning with local forestry licensees.

South Canoe is established as a Section 56 Recreation under the authority of the BC Forest and Range Practices Act through Recreation Sites and Trails BC on provincial land, and the City of Salmon Arm on municipal park land.

Parking Lot Redevelopment:

In 2019 the City of Salmon Arm started planning to redesign the parking area at the South Canoe trailhead for added user capacity and public safety. Out of the user group consultation for this project came a plan to turn the South Canoe Trailhead into a public park, complete with parking for 60 vehicles, greenspace, a gazebo, a skills

park which will include a pump track, a skills development area and a run bike loop, which doubles as an accessible walking trail.

In 2020 the city of Salmon Arm completed phase one of the parking lot redevelopment, which involved moving the parking area. The Shuswap Trail Alliance started the run bike loops creating a natural surface tread loop, built a pump track, and assisted in moving the trailhead kiosk.

In the spring of 2021 the City of Salmon Arm will continue to add to the trailhead development, adding additional parking, a safety fence along the designated greenspace and will commit to mowing the meadow with plans to turn this in to grass the future.

Community Benefit of the Skills Park:

South Canoe is home to the Salmon Arm Secondary Mountain Bike Team, Shuswap Middle School and South Canoe Elementary School mountain bike teams. Skookum Cycle Hosts Junior Group Rides at South Canoe Each Spring for kids aged 5-12. The junior group rides are held at no charge to participants.

In 2021 the Jackson Mountain Bike Academy formed with the intention of using the South Canoe Trail Network as their home trail network, with approval from the City of Salmon Arm and Recreation Sites and Trails BC. Developing the skills park, and contributing to the construction with volunteer hours, will be part of their curriculum.

Every year the Shuswap Trail Alliance and the City of Salmon Arm staff have had to decommission rouge built jumps with in city parks. Providing a space for property built jumps could divert this energy.

The Skills Park will be open to all mountain bike users free of charge. All of these groups will benefit from a skills park at the South Canoe Trailhead as a safe and convenient area to work on mountain biking skills, which forms part of a healthy and active lifestyle.

Proposed scope of work:

- Constructing mountain bike Skills Park consisting of low drops, balance features and dirt jumps
- Realign lower Flying Nun trail to reduce through-traffic and congestion in the skills park area.
- Work with the Jackson Mountain Bike Academy to design and construct some of these features

Construction Standards:

All work to the Shuswap Trail Design Standards (RSTBC Trail standard 2021, IMBA Trail Standard).

Whistler Trail Standard for Technical Trail Features:

Intermediate, More difficult

EXPECTED TECHNICAL TRAIL FEATURES GENERAL

- TTF width to height ratio of 1:2
- Small bridges (flat, wide, low and rollable from section to section)

- Small rollable drops
- Small teeter-totters
- Small jumps
- Medium sized logs

DETAILED

- Embedded trail obstacles: up to 20 cm high
- Elevated bridges: less than 1.8 m (6') high above surface
 - Minimum width of flat decking is one-half the height above surface
 - For connected sections, the bisecting angle between each connected section must be large enough to allow the bicycle to complete transition without requiring any wheel lifting techniques
- Teeter-totter: maximum pivot height, less than 60 cm (2') high above the surface
 - Minimum width of flat decking is one-half the height above surface at pivot point
- Rock or ramp descents not to exceed 45%
 - Drop-offs not exceeding 30 cm high with exit cleared of all obstacles
- Jumps
 - No jumps with consequences for lack of speed (for example, coffin jumps or gap jumps)
 - Table top jumps maximum height 60 cm (2')
 - Jumps maximum height 45 cm (18")

Advanced, Most Difficult

EXPECTED TECHNICAL TRAIL FEATURES GENERAL

- TTF width to height ratio of 1:4
- Elevated bridges and teeter-totters with maximum deck height
- Connected bridges
- Mandatory air
- Larger jumps
- Steep descents with sharp transitions

DETAILED

- Elevated bridges: less than 3 m (10') high above surface
 - Minimum width of flat decking is one-quarter the height above surface
- Teeter-totter: maximum pivot height less than 1.8 m (6') above surface
 - Minimum width of flat decking is one-quarter the height above surface at pivot point
- Mandatory air less than 1.0 m (3.3') vertical
- Rock or ramp descents not to exceed 120%
- Jumps
 - Table tops, no maximum height
 - No gap jumps or rhythm sections

Consultations/Review:

The City of Salmon Arm's Parks and Rec Master Plan identified the South Canoe trailhead for a location for a beginner/intermediate level bike skills park. The Parks and Recreation Master Plan was approved in principle by City Council at the April 22, 2013 Regular Meeting of Council.

The South Canoe Trail Advisory, The Salmon Arm Greenways Committee and City of Salmon Arm staff will review this plan and it will be submitted to Salmon Arm City Council for final approval.

Project Details:

Labour			Total Cumulative Hours
Section Name	Task/Description	metres	
Skills Park	Wood Features		160
	Dirt Features		80
	Clearing Debris		48
Labour Totals			288

Materials			
Section Name (if applicable)	Description	metres	Total Cost
Skills Park			
	Wood Feature		10000
	Clay Loam		3600
Materials Totals			13600

Concept Details:



Drop Example



Dirt Feature Example

Budget:

South Canoe Parking Lot Development					
Updated: 2021 02 26					
Item	Qty	Rate	per	Budget	Notes
Project Management & Technical					
Project Coordination	18	\$49.06	hr	\$883.01	1 hour per day
Route Development & Design	40	\$49.06	hr	\$1,962.24	
Planning Documents & Approvals	16	\$49.06	hr	\$784.90	
Field Plotting/Flagging	16	\$49.06	hr	\$784.90	
Maintenance/Adaptive Plan	8	\$49.06	hr	\$392.45	
Consultation & Meetings	8	\$49.06	hr	\$392.45	
Project Management Total	16%			\$5,199.94	
Labour					
Field Supervision	36	\$49.06	hr	\$1,766.02	2 hours per day
Skills Park Development	240	\$27.75	hr	\$6,659.35	
Labour Total	26%			\$8,425.37	
Administration					
Bookkeeping		\$49.06	hr	\$0.00	
Insurance		\$20.00	day	\$0.00	
Other Expenses (Office) - GST PST Included				\$0.00	.2% x project budget
Workshop		\$25.00	day	\$0.00	
Administration Total	0%			\$0.00	
Equipment					
	Build Out	18	days		
Truck	450	\$0.59	km	\$265.50	25km per day
Power Tools (Chainsaw, brushsaw, hedge t	18	\$25.00	day	\$450.00	per saw (includes fuel)
Shop Tools (drill, skill saw, chopsaw, grinde	18	\$25.00	day	\$450.00	per saw (includes fuel)
Generator	10	\$22.00	day	\$220.00	wood feature install
Hand Tools - Daily	18	\$15.00	day	\$270.00	for hand tools (combined)
Safety - Daily	18	\$10.00	day	\$180.00	includes spill kit and PPEs
Field Phones (Cell) - Daily	36	\$3.50	day	\$126.00	2 per day
Trailer - Flat Deck	3	\$30.00	day	\$90.00	per unit
Equipment Total	6%			\$2,051.50	
Materials					
Wooden Features			total	\$10,000.00	
Dirt Features			total	\$3,600.00	
Materials Total	42%			\$13,600.00	
Additional Contracts					
Material Delivery	5	\$75.00	load	\$375.00	
Additional Contracts Total	1%			\$375.00	
Sub-Total				\$29,651.80	
Contingency	10%			\$2,965.18	
MINUS GST - 50% rebate					MINUS GST - 50% rebate
Project Total				\$32,616.98	

Item 8.1

CITY OF SALMON ARM

Date: April 26, 2021

Board in Brief – April 2021

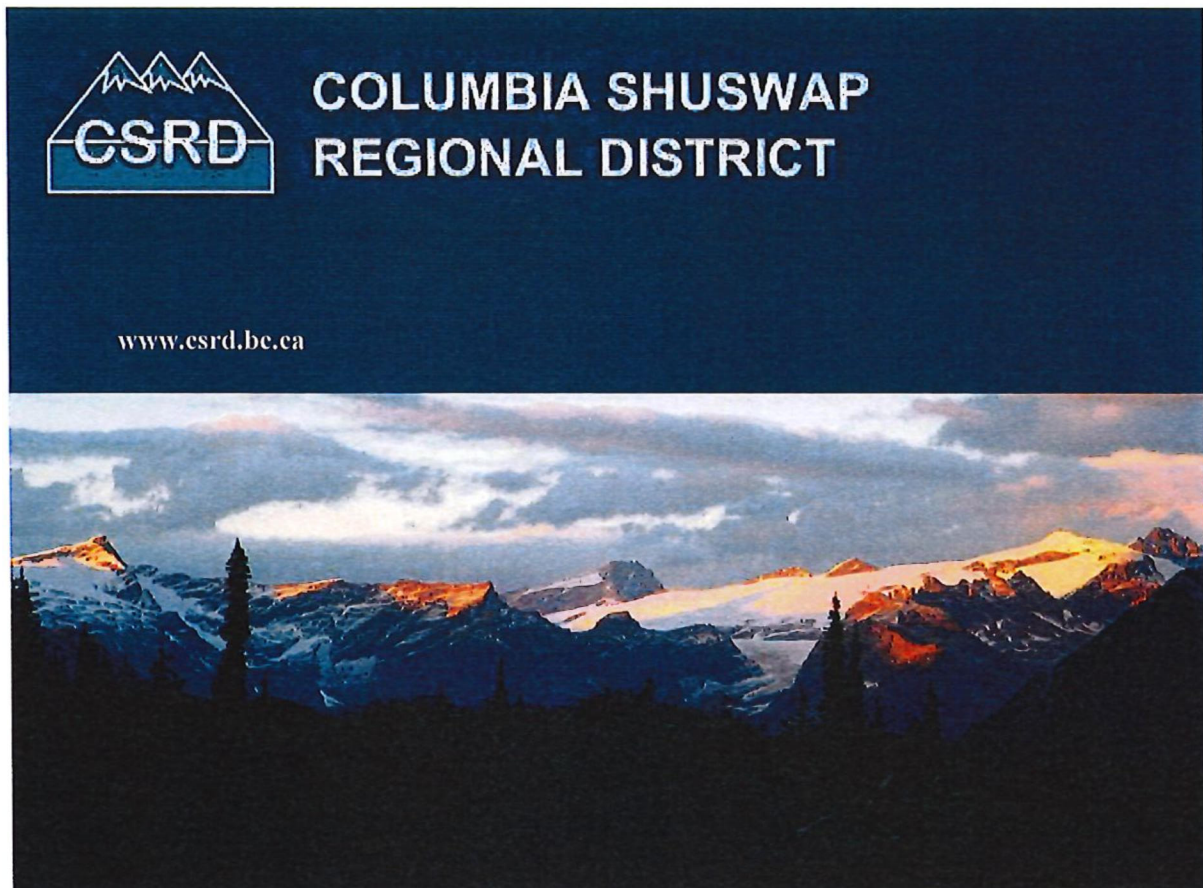
Vote Record

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

Opposed:

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

From: Columbia Shuswap Regional District <communications@csrd.bc.ca>
Sent: Tuesday, April 20, 2021 2:45 PM
To: Caylee Simmons
Subject: #YourCSRD - April 2021



#YourCSRD - April 2021

April 2021



Web version

Highlights from the Regular Board Meeting

Correspondence

COVID-19 Safe Restart Grant for Local Governments (March 22, 2021)

The Province is providing an additional \$344,000 to the CSRD in COVID-19 Safe Restart Grant funding.



Potential Salmon Arm High School Configuration Change (April 9, 2021)

The proposed School District #83 (SD#83) option to create two high schools in Salmon Arm was discussed by Directors. There was also discussion around the possibility of constructing a new high school in Sorrento. A motion was approved by a majority of Directors to write a letter to the school district asking them to delay a vote on the proposal and requesting a school district representative attend a Board or special meeting to discuss the SD#83 Long Range Facilities Plan.

Columbia Basin Trust - Community Initiatives Recommendations

The Board approved funding allocations in the amount of \$398,056 from the Columbia Basin Trust Community Initiatives and Affected Areas Program for 2021 as recommended by the Program Evaluation Committee and approved by the City of Revelstoke Council. **View report.**

Committee Reports & Updates

Rail Trail Governance Advisory Committee

The Board approved two of three recommendations from the Rail Trail Governance Advisory Committee (March 19, 2021) to:
approve the donor recognition plan
approve and sign the Memorandum of Understanding with the Community Foundations.
Another motion to approve a segmented approach to development was stood down until a later date. **View report.**

Golden/Electoral Area A Economic Opportunity Fund Local Protocol (April 7, 2021)

The Board rescinded a motion regarding the Golden/Electoral Area A Economic Opportunity Fund. The Board then approved a motion which would place a moratorium on all Economic Opportunity Fund applications submitted by third parties. It also requires all applications to comply with CSRD Policy F-29 and have Town of Golden Council and the Electoral Area A Director's approval prior to submitting the application.

Business General & Business by Area

Annual Report 2020

The Board received the 2020 Annual Report as information. The CSRD encourages the public to review the report for an overview of the CSRD's services, financial data, initiatives and accomplishments for the year. **View report. View press release.**

2020 CSRD Financial Statements

The Board approved the 2020 CSRD Year-End Financial Statements in accordance with the Local Government Act. **View report.**

2020 Statement of Financial Information (SOFI) Report

Board approved the 2020 Statement of Financial Information Report as required by the Local Government Act. **View Board report. View SOFI report.**

Policy F-37 COVID-19 Safe Restart Electoral Area Grant-in-Aid Funding

The Board endorsed Policy No. F-37 COVID-19 Safe Restart Electoral Area Grant-in-Aid Funding and approve its inclusion into the CSRD Policy manual. Directors voted to set aside \$100,000 of the CSRD's COVID-19 Safe Restart funds to allow non-profit groups and charities to apply for grants

of up to \$5,000 each to help offset the financial impacts of the pandemic. **View report. View press release.**

Rural Dividend Funding Re-Allocation

The Board supported the re-allocation of \$189,281 of BC Rural Dividend Program funding in the amount of \$25,000 for Electoral Area C to support completion of the South Shuswap Destination Trail Plan, \$25,000 in Electoral Area D to support development of the Glenemma Trails recreation area, \$25,000 in Electoral Area F to support preliminary design and engineering for North Shuswap Parallel Trails and \$114,281 to support project management, fundraising and administrative support for the Shuswap North Okanagan Rail Trail. **View report.**

Federation of Canadian Municipalities' Board of Directors

The Board endorsed Vice-Chair Rhona Martin to stand for election on FCM's Board of Directors and agreed to assume the associated costs.

COVID-19 Safe Restart Grant Allocation

The Board endorsed allocating \$40,000 from the COVID-19 Safe Restart Grant as recommended by staff for additional technology expenses. **View report.**

Grant-in-Aid Requests

The Board approved the Board approved allocations from the 2021 electoral grant-in-aid budget. One item to provide \$10,220 to the Eagle Valley Senior Citizens Housing Society for operating funds was deferred to obtain more information. **View report.**

Electoral Area B: City of Revelstoke Recreation Facilities and Programs Cost Sharing Agreement

The Board agreed to enter into an agreement with the City of Revelstoke for the provision of recreation services to property owners within the Electoral Area B Recreation Facilities and Programs specified service area for a five-year term commencing January 1, 2021 and expiring on December 31, 2025, with an optional two-year extension. Electoral Area B Director David Brooks-Hill voted against the motion. **View report.**

Electoral Area D: Falkland Area Speed Zone

The Board supported a request from Director Talbot to send a letter to the Ministry of Transportation and Infrastructure to formalize a 50 km/hr speed zone in the area of Falkland. **View map.**

Solsqua Road Railway Crossing Anti-Whistling Service

Directors approved the adoption of the bylaw which will see residents of a specified area in Electoral Area E cover the costs related to train whistle cessation. **View bylaw.**

Delegations

Cutblocks in the Bastion Creek Community Watershed

Catherine Spanevello, Vice President of the Totem Pole Resort Strata, made an online presentation to the Board. Following her presentation, the Board approved a motion to send a letter to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development asking for a moratorium on logging in the Bastion Bay area until the ministry conducts a full risk assessment and mitigation measures are identified.



LAND USE MATTERS

Business General

Development Services Procedure Amendment Bylaw No 4001-3

The Board adopted an amendment to the Development Services Procedure Bylaw to accept public submissions on bylaws until 4 PM on the Tuesday of the week of the Board Meeting. This gives staff time to redact, attach, and distribute the late agenda, at least 24 hours before the Board meeting. **View bylaw amendment.**

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

Electoral Area D: Temporary Use Permit No. 2500-04

The subject property is located at 3265 Highway 97, Glenemma. The owners requested a TUP to sell products on the property within the existing farm sales building that have not been manufactured on the property and to employ one additional person who is not a resident of the property to operate this home occupation. The TUP is subject to conditions before it can be issued. The Board approved the TUP. **View report.**

Electoral Area F: Development Variance Permit No. 825-34

The subject property is located at 1215 Jordan Way, Scotch Creek. The applicant was looking for variances to the maximum height and floor area for an accessory building. The Board agreed to issue the DVP. **View report.**

Zoning, OCP and Land Use Amendments

Electoral Area F: Electoral Area F Official Community Plan Amendment Bylaw No. 830-22 and Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-46

The subject property is located at 2633 Squilax-Anglemont Road, Lee Creek and is commonly known as Gateway Lakeview Estates. The owners are applying to amend the Electoral Area F Official Community Plan Bylaw No. 830 and the Scotch Creek Lee Creek Zoning Bylaw No. 825 to legalize the existing uses, as well as permit additional recreational vehicle and park model spaces for a total of 375 sites for recreational vehicles, park models, or dwellings. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. The Board also decided this application will use a complex consultation process, requiring the applicant to hold a public information meeting in the community to explain the proposal and answer questions. **View report.**

Electoral Area F: Anglemont Zoning Amendment Bylaw No. 650-18

The applicant wants to convert the second floor of an aircraft hangar located at 7872 Golf Course Road in Anglemont for use as a dwelling unit. An amendment to Anglemont Zoning Bylaw No. 650 is required because dwelling units are not permitted in the P-4 Recreation Zone. The Board adopted the amendment. **View report.**

Electoral Area F: Electoral Area F Official Community Plan Amendment Bylaw No. 830-21 and Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-42

The owners of the subject property, located at 1722 Lee Creek Drive, would like to subdivide the subject properties into nine lots with a minimum lot area of 2 ha. The applicant is proposing to amend the OCP designation from RSC – Rural Resource to RR – Rural Residential and amend the zoning designation from RU1 - Rural 1 to CR - Country Residential. The Board adopted the amendments. **View report.**

Electoral Area B: Electoral Area B Official Community Plan Amendment Bylaw No. 850-15 and Electoral Area B Zoning Amendment Bylaw No. 851-20

The applicant wants to re-designate and rezone the subject parcel at 698 Hill Creek Rd, Galena Bay in order to facilitate the subdivision of the property into three lots of roughly two-hectares each. The applicant is proposing to amend the Official Community Plan designation from SH – Small Holdings to RR2 – Rural Residential and amend the zoning designation from SH – Small Holdings to RR2 – Rural Residential. The Board adopted the amendments. **View report.**

Electoral Area E: Electoral Area E Official Community Plan Bylaw No. 840 and Electoral Area E Zoning Bylaw No. 841

The Board gave second reading to the new proposed Electoral Area E Official Community Plan (OCP) and first reading to a new zoning bylaw. The new OCP and Zoning Bylaw will replace the land use policies and regulations for the area currently covered by Rural Sicamous Land Use Bylaw No. 2000 and introduce new policies and regulations for the remainder of the Electoral Area. The bylaws are now being referred to other agencies and First Nations for review. A public engagement process to give citizens a chance to offer feedback will begin in early May. **View report.**

Electoral Area E: Lakes Zoning Amendment Bylaw No. 900-28

The applicants want to amend Lakes Zoning Bylaw No. 900 to recognize the existing fixed dock associated with 673 Swanbeach Road. Fixed docks are not permitted in the Foreshore Residential (FR1) Zone. This dock is not currently in compliance with the required setbacks and has a larger surface area and wider walkway than is permitted in the FR1 Zone. The applicant has also proposed to increase the number of permitted private mooring buoys for this property to allow for two buoys, as well as include a setback variance for one of the buoys, which is currently not in compliance. The Board adopted the bylaw amendment. **View report.**

Release of In-Camera Resolutions

The following resolutions were released from the In-Camera session of the April 15, 2021 meeting:

Shuswap Tourism – Organizational Renewal

THAT: the governance model for destination marketing and development for the Shuswap region remain as a core function of the Regional District and delivered through Shuswap Tourism.

THAT: the Regional District proceed immediately with the recruitment and selection of a new Tourism Manager/Team Leader.

THAT: after a new Tourism Manager/Team Leader is hired, the terms of reference for the Shuswap Tourism Advisory Committee be reviewed, with specific attention being paid to membership and accountability;

AND THAT: as the appointments of all non-elected committee members have expired, the Board does not appoint any new members until after a review has been carried out;

AND FURTHER THAT: in the interim, membership on the Shuswap Tourism Advisory Committee be limited to the seven elected representatives from the six participating service areas. **View report.**

Sicamous and District Recreation Centre Facility Management Agreement

THAT: the Board empower the authorized signatories to enter into an agreement with Nustadia Recreation for the provision of facility management services and associated administration and

transactional fees for the Sicamous and District Recreation Centre, for a total cost not to exceed \$190,000 per year plus applicable taxes, for a five-year term effective June 11, 2021 and expiring on June 10, 2026, with an option to extend for an additional five-year term, subject to budget approval within the relevant Five-Year Financial Plan.

NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, May 20, 2021 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

Any scheduling changes to the electronic start time will be noted on the Events tab of the CSRD's website.

Currently, the public is not allowed to attend Board meetings in-person, but can view the meetings electronically. Information on how to register will be available on the Events tab of the CSRD website as of Friday, May 14, 2021.

At this time, it is unknown whether regulations from the Provincial Health Officer will be changed to allow for in-person attendance. The CSRD will update their website with new information as it becomes available.



Columbia Shuswap Regional District
555 Harbourfront Drive NE, PO Box 978
Salmon Arm, BC V1E 4P1
www.csrld.bc.ca | 250.832.8194

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Item 9.1

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council accept the quote submission received from Zappone Aggregate Processors (ZAP) in accordance with the unit prices specified in Schedule 1 for an estimated contractual amount of \$264,000.00 plus applicable taxes;

AND THAT: Council authorize the payment to ZAP for the estimated contractual amount of \$264,000.00 plus applicable taxes and that same be recorded in the City's Inventory.

Vote Record

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

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



TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: April 16, 2021

SUBJECT: **2021 GRAVEL CRUSHING PROGRAM - AWARD**

STAFF RECOMMENDATION

THAT: Council accept the quote submission received from Zappone Aggregate Processors (ZAP) in accordance with the unit prices specified in Schedule 1 for an estimated contractual amount of \$264,000.00 plus applicable taxes;

AND THAT: Council authorize the payment to ZAP for the estimated contractual amount of \$264,000.00 plus applicable taxes and that same be recorded in the City's Inventory.

BACKGROUND

This contract encompasses the feeding, screening, crushing, blending, manufacturing, stockpiling and quality control testing of:

- 10,000m³ of 25mm Gravel;
- 3,000m³ of 75mm Gravel;
- 8,000m³ of Winter Sand; and
- 4,500m³ of Recycled Asphalt.

All work and services will be undertaken at the City of Salmon Arm's (City) South Canoe Gravel Pit, located at 6641 – 10 Avenue SE, in accordance with BC regulations.

A Request for Quotation was sent to five (5) local gravel companies on March 8, 2021 and on April 1, 2021, the City received quotes submissions as follows:

Contractor	Sub-Total Price	Price Incl. Tax
Zappone Aggregate Processors	\$ 264,000.00	\$ 277,200.00
Okanagan Aggregates Ltd.	\$ 314,875.00	\$ 330,618.75
Blackburn Excavating	DID NOT SUBMIT	
Salmon Arm Ready Mix	DID NOT SUBMIT	
Salmon Valley Sand	DID NOT SUBMIT	


The last major gravel crushing program was undertaken in 2017 by Okanagan Aggregates Ltd. and previously in 2012 by Zappone Aggregate Processors. The cost of gravel crushing is inventoried and as it is utilized is charged out to various operational and maintenance functions, including charge-outs and capital projects. The charge-out rates will be reviewed annually to ensure it is in keeping with the market and any profit realized is redirected to the Crushed Rock Inventory Reserve.

Manufacturing the City's own gravel has a number of benefits. Some of the benefits include having access to gravel on City owned property 24 hours a day, especially in emergent situations and another is that by mining the gravel pit, the City will eventually be in a position to advance Klahani Park in accordance with the Klahani Park Master Plan.

The quote documents have been reviewed by staff and are in order.

Based on the above, it is recommended that the 2021 Gravel Crushing Program be awarded to Zappone Aggregate Processors in accordance with the unit prices specified in Schedule 1 for a total estimated amount of \$264,000.00 plus applicable taxes.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, CFO

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Item 9.2

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: pursuant to Section 781 of the *Local Government Act*, Council make request to the Inspector of Municipalities to authorize the City of Salmon Arm to write off the outstanding penalties and interest associated with Shuswap Lake Vacations Inc.'s former Lease and Sub-Lease of the Wharf and Foreshore;

Roll No.: 06868.002

Address: 814 Marine Park Drive NE (Portion of the Foreshore)

Amount: \$866.53 [\$443.99 – Penalty and \$422.54 – Interest]

Roll.: 06800.541

Address: 750 Marine Park Drive NE (Marina, Access Ramps and Specified Portions of the Wharf and Parking Lot)

Amount: \$532.30 [\$272.74 – Penalty and \$259.56 – Interest]

AND THAT: the 2021 Budget in the 2021 – 2025 Financial plan be amended to write off the uncollectable accounts receivable due from Shuswap Lake Vacations Inc. in the amount of \$1,398.83 funded from the Reserve for Doubtful Accounts; subject to the Inspector of Municipalities approval.

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 9, 2021
 Subject: Uncollectible Accounts Receivable – Penalties and Interest
 Shuswap Lake Vacations Inc. (SLVI)
 Roll No. 06868.002 - 814 Marine Park Drive NE - \$866.53
 Roll No. 06800.541 - 750 Marine Park Drive NE - \$532.30

Recommendation:

THAT: Pursuant to Section 781 of the *Local Government Act*, Council make request to the Inspector of Municipalities to authorize the City of Salmon Arm to write off the outstanding penalties and interest associated with Shuswap Lake Vacations Inc.'s former Lease and Sub-Lease of the Wharf and Foreshore:

Roll No.: 06868.002
 Address: 814 Marine Park Drive NE (Portion of the Foreshore)
 Amount: \$866.53 [\$443.99 - Penalty and \$422.54 - Interest]

Roll No.: 06800.541
 Address: 750 Marine Park Drive NE (Marina, Access Ramps and Specified Portions of the Wharf and Parking Lot)
 Amount: \$532.30 [\$272.74 - Penalty and \$259.56 - Interest]

AND THAT: The 2021 Budget in the 2021 – 2025 Financial Plan be amended to write off the uncollectable accounts receivable due from Shuswap Lake Vacations Inc. in the amount of \$1,398.83 funded from the Reserve for Doubtful Accounts; subject to the Inspector of Municipalities approval.

Background:

Pursuant to Section 781 of the *Local Government Act*, the City of Salmon Arm (City) must obtain the Inspector of Municipalities' (Inspector) approval to dispose of assets (which includes writing off uncollectable taxation revenue).

The City leased/subleased two properties to SLVI at Marine Peace Park as part of their houseboat operations on Shuswap Lake until 2015. In the last year of SLVI's agreement (2015), BC Assessment Authority for the first time, assessed the leased and sub-leased areas as taxable property for SLVI. The City actively pursued collection attributed to the two properties and subsequently SLVI paid the original tax levies (\$7,167.23).

A summary of the property taxes, including penalties and interest is as follows:

	06868.002	06800.541
2015 Original Levy	\$ -	\$ -
2015 Supplemental #6	4,389.68	4,719.69
2015 Supplemental #10	50.17	(1,991.31)
Total Levy	4,439.85	2,727.38
Penalty	443.99	272.74
2016 Interest	250.16	153.67
2017 Interest	172.38	105.89
Total	5,306.38	3,259.68
Payment	(4,439.85)	(2,727.38)
	\$ 866.53	\$ 532.30

As part of the negotiated settlement with SLVI, in 2018 the City applied to the Inspector to reverse the remaining outstanding taxation amounts (penalties and interest). The City's request was subsequently denied. A copy of the 2018 staff report and response from the Inspector has been attached for your reference.

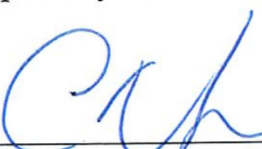
Following this, the unpaid penalties and interest (\$1,398.83) associated with SLVI's lease/sublease remain outstanding. Normally, outstanding delinquent property taxes, including penalties and interest, are collected by way of tax sale. This method of collection relates to the auction of real property. In this circumstance, this remedy is not available because SLVI was merely a former tenant of the property sublet by the City.

Council does not have the authority to reduce or remove property taxes, including penalties and interest, unless permitted to do so pursuant to Section 781 of the *Local Government Act*, as authorized by the Inspector of Municipalities.

As further collection efforts would likely cost significantly more than that recoverable, staff followed up again with the Inspector to determine an acceptable method to resolve the unpaid balances. Following this, staff were informed that the Inspector would again consider the write off and that a new resolution of Council authorizing the same would be required. A new resolution of Council is therefore recommended.

It is further recommended, subject to Inspector approval, that the penalties and interest be written off and that the uncollectable amount be funded from the Reserve for Doubtful Accounts.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA



June 12, 2018

Monica Dalziel, CPA, CMA
 Chief Financial Officer
 City of Salmon Arm
 500-2 Avenue NE
 PO Box 40
 Salmon Arm, BC V1E 4N2

Dear Ms. Dalziel:

Thank you for submitting a request under section 781 of the *Local Government Act* to waive the late payment of property tax penalty applied to property 814 and 750 Marine Park Drive NE for the year 2015, and applicable interest.

As the Financial Officer, I cannot recommend the Minister approve the request to waive the 2015 penalty, and applicable interest because the tenant of 814 and 750 Marine Park Drive is a taxable entity (Shuswap Lakes Vacation Incorporated (SLVI)), and the properties were correctly assessed and taxed in 2015.

Under section 25 of the *Community Charter*, local governments are prohibited from providing assistance to businesses. The Ministry cannot approve a request where there is a risk that the City will be challenged for being in contravention with legislation. I understand SLVI was surprised to receive a tax bill in the last year of its lease agreement, and late payment was due to the investigation of the legitimacy of the property tax. However, as indicated in the lease agreement, SLVI is responsible for the payment of property taxes, and thus, is responsible for paying the taxes before the due date to avoid the penalty. At the time the property taxes were due, there was no reason for SLVI to not have paid the taxes before the due date.

The penalty on late property taxes is set in legislation and a municipality is not given the power to decide whether a penalty applies. This ensures that penalties are applied as fairly as possible throughout the municipality and Province. The Ministry may consider approval for the write off of taxes and/or penalties and interest under circumstances where the tax penalty was unavoidable such as BC Assessment error, or Acts of God, or where the local government has no choice but to write off the asset. Penalties on property taxes are only written off when avoiding the penalty is impossible and the write off can be fairly applied to all in the same

Page 2

situation.

If you have any questions or would like to discuss this further, please feel free to contact me at 778-698-3249, or email lisa.andres@gov.bc.ca

Sincerely,

A handwritten signature in cursive script, appearing to read "Lisa Andres".

Lisa Andres
Financial Officer
Local Government Infrastructure and Finance

11. STAFF REPORTS2. Chief Administrative Officer – Shuswap Lakes Vacations Inc.

0098-2018

Moved: Councillor Harrison

Seconded: Councillor Eliason

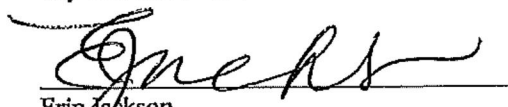
THAT: Council request the Inspector of Municipalities to authorize the City of Salmon Arm to reverse \$1,608.94 of outstanding penalties and interest associated with Shuswap Lakes Vacations Inc.'s former Lease and Sub-Lease of the Wharf and Foreshore:

- Roll No. 06868.002 – 814 Marine Park Drive NE - \$996.68 – Portion of the foreshore; and
- Roll No. 06800.541 – 750 Marine Park Drive NE - \$612.26 – Marina, access ramps and specified portions of the wharf and parking lot.

CARRIED UNANIMOUSLY

I hereby certify this to be a true correct copy of
Resolution No. 0098-2018 as made at the City of
Salmon Arm Regular Council Meeting of March 12,
2018.

Dated at Salmon Arm, British Columbia, this 15th
day of March, 2018.


Erin Jackson
Corporate Officer



City of Salmon Arm

Memorandum from the Chief Administrative Officer

Date: March 7, 2018
To: Mayor Cooper and Members of Council
Subject: Penalties and Interest - \$1,608.94
Shuswap Lakes Vacations Inc. (SLVI)
Roll No. 06868.002 - 814 Marine Park Drive NE - \$996.68
Roll No. 06800.541 - 750 Marine Park Drive NE - \$612.26

Motion for Consideration:

THAT: Council request the Inspector of Municipalities to authorize the City of Salmon Arm to reverse \$1,608.94 of outstanding penalties and interest associated with SLVI's former Lease and Sub-Lease of the Wharf and Foreshore:

- Roll No. 06868.002 - 814 Marine Park Drive NE - \$996.68 - Portion of the foreshore; and
- Roll No. 06800.541 - 750 Marine Park Drive NE - \$612.26 - Marina, access ramps and specified portions of the wharf and parking lot.

Background:

SLVI formerly leased property and subleased foreshore from the City of Salmon Arm (City) for approximately twenty (20) years at Marine Peace Park as part of their houseboat operations on Shuswap Lake. In the last year of their agreement with the City (2015), the BC Assessment Authority assessed the Leased and Sub-Leased areas as taxable property for SLVI. This new assessment was created as a result of a combination of a Province wide review of Marinas undertaken by the BC Assessment Authority and the referral of an RFP query from the City.

The following property tax amounts (penalties and interest) under the name of SLVI are outstanding:

- Roll No. 06868.002 - 814 Marine Park Drive NE - \$996.68 - Portion of the foreshore*; and
- Roll No. 06800.541 - 750 Marine Park Drive NE - \$612.26 - Marina, access ramps and specified portions of the wharf and parking lot*.

* Rolls / Properties assessed by the BC Assessment Authority in 2015 and beyond.

Mayor Cooper and Members of Council
 Memorandum - Penalties and Interest - \$1,608.94
 Shuswap Lakes Vacations Inc.

The City has been actively pursuing the collection of the property taxes attributed to the two Rolls / properties for some time. SLVI recently paid the original property tax levy (\$7,167.23) and, as part of a negotiated settlement, this report concerning the interest and penalties component is coming forward for Council's consideration.

While the Lease and Sub-Lease Agreements clearly set out that SLVI was responsible to pay any applicable property taxes, there are certainly some extenuating circumstances involved which merit Council's consideration of this matter, namely:

- SLVI had never paid property taxes as BC Assessment had never assigned any Assessed Value to the Rolls / properties; and
- The penalties and interest have accrued while the legitimacy of the original levy has been determined by the parties. Reversal of these amounts should be considered the settlement of a disputed claim.

It is recommended that Council adopt the Motion for Consideration.

A summary of the property taxes, including penalties and interest, is as follows:

Shuswap Lakes Vacations Inc. Civic Address: 814 Marine Park Drive NE Roll No.: 06868.002		Shuswap Lakes Vacations Inc. Civic Address: 750 Marine Park Drive NE Roll No.: 06800.541	
2015 Original Levy	\$ -	2015 Original Levy	\$ -
2015 Supplemental #6	4,389.68	2015 Supplemental #6	4,718.69
2015 Supplemental #10	50.17	2015 Supplemental #10	(1,991.31)
Total 2015 Levy	4,439.85	Total 2015 Levy	2,727.38
2015 Penalty	443.99	2015 Penalty	272.74
	4,883.84		3,000.12
2016 Interest (Feb 7 - Dec 31)	250.16	2016 Interest (Feb 7 - Dec 31)	153.67
	5,134.00		3,153.79
2017 Interest (Jan 1 - Sept 30)	218.88	2017 Interest (Jan 1 - Sept 30)	134.46
	5,352.88		3,288.25
2017 Interest (Oct 1 - Dec 31)	83.65	2017 Interest (Oct 1 - Dec 31)	51.39
	5,436.53		3,339.64
Payment	(4,439.85)	Payment	(2,727.38)
	\$ 996.68		\$ 612.26

Pursuant to Section 781 of the *Local Government Act*, the City must obtain the approval of the Inspector of Municipalities to dispose of assets, which includes the recording of uncollectable accounts and the reversal of penalties and interest.

Mayor Cooper and Members of Council
Memorandum - Penalties and Interest - \$1,608.94
Shuswap Lakes Vacations Inc.

Council may consider passing a motion to request the Inspector of Municipalities to authorize the City of Salmon Arm to reverse the above referenced property tax receivables (i.e. penalties and interest) pursuant to Section 781 of the *Local Government Act* (though such a request may or may not be approved).

Council does not have the authority to reduce or remove property taxes unless permitted to do so pursuant to Section 781 of the *Local Government Act*, as authorized by the Inspector of Municipalities.

The current tenant, Sea Dog Rentals Inc., paid property taxes for the Lease and Sub-Lease of the Rolls / properties in 2017 and is responsible to pay them going forward.



Carl Bannister, MCIP, RPP
Chief Administrative Officer

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Item 9.3.

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council approve the Award for Design and Tender Services to WSP Canada Inc. for the total quoted price of \$31,190.00 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of the works and to authorize sole sourcing of same to WSP Canada Inc.

Vote Record

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

Opposed:

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



File: 2021-28

TO: His Worship Mayor Harrison and Members of Council
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works
 PREPARED BY: Tim Perepolkin, Capital Works Supervisor
 DATE: April 19, 2021
 SUBJECT: **ZONE 5 BOOSTER STATION – DESIGN & TENDER SERVICES AWARD**

STAFF RECOMMENDATION

THAT: Council approve the Award for Design and Tender Services to WSP Canada Inc. for the total quoted price of \$31,190.00 plus taxes as applicable.

And THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of the works and to authorize sole sourcing of same to WSP Canada Inc.

BACKGROUND

The Zone 5 Booster Station is a below grade station situated at the intersection of 10 Avenue & 30 Street SE. The existing station was constructed in approximately 1975 and pumps water from Zone 4 to Zone 5 reservoir. The existing station is at the end of its useful life and cannot meet current Fire Flow demands for the Industrial Area, Airport and large Residential Areas that have been growing with new development over the past 5+ years.

In 2014 the City awarded Feasibility Study/Water Modeling, Detailed Design and Tender/Construction Services to Alpin Martin consultants Ltd. The Feasibility Study/Water Modelling component was completed in 2015, after which they were no longer considered to have the required resources to successfully complete the remainder of the project. The feasibility report confirmed that the existing supply/distribution system to the Zone 5 reservoir was inadequate and required upsizing.

In 2016 OPUS Dayton Knight (the second lowest proposal) was retained to complete the Detailed Design for the Booster Station and approximately 3.2kms of trunk main that was recommended for the full performance of the booster station to supply Zone 5 reservoir and Fire Flows to the area.

Preliminary construction estimates completed in 2016 resulted in projected construction costs far exceeding any potential available funding and were summarized as follows:

Zone 5 Booster Station	\$1,950,000 – High Priority
Zone 5 Trunk Main	\$2,800,000 – Medium-High Priority

The Zone 5 Booster Station is currently the highest priority, the Trunk Main installation can be delayed with a combination of distribution system upgrades and distribution system links.

Staff have requested a proposal from WSP (formerly OPUS Dayton Knight) to finalize the design and provide Tender/Construction services for the Booster Station. WSP have essential background knowledge, having completed the Detailed Design on this project and have completed many similar projects in the past.

Moving forward with construction of the Booster Station is contingent on funds being available for the overall estimated construction costs. The 2021 Capital Budget has \$1,000,000 of the project being funded from Water DCC Reserves with the remainder being funded from Long Term Debt. Upon completion of the Detailed Design review and update of the Opinion of Probable Cost, staff intend to move forward with the Alternative Approval Process (AAP) for the borrowing.

Subject to a successful AAP process, the AAP timelines and tenders coming in under budget, we anticipate starting construction in the spring 2022.

STAFF COMMENTS

Staff recommend moving forward with the Zone 5 Booster Station construction in 2021/22, followed by a series of Zone 5 Supply/Distribution upgrades until such a time as the costly Zone 5 Trunk is absolutely necessary.

WSP Canada Inc., will review and finalize the detailed design drawings that were completed in 2016, update the Construction Cost Estimate necessary for borrowing process and prepare tender package for tendering. Staff recommend award of Design & Tender Services to WSP Canada Inc. as per their proposal.

Although this project relies partially on borrowing for funding, approximately 30% (\$1,000,000) is currently available in DCC Water Reserves. Tendering of the project would not occur until 100% funding is legally available based on the 2021 Class A Construction Estimate.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

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Item 9.4

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to increase the Transportation Capital Project – “Universal LED Street Lighting Residential” funded from General Transportation Revenue – Other Sales of Service in the amount of \$75,000.00 (\$100,000.00 total project budget) received as a result of over-billed BC Hydro Lease Lights.

Vote Record

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

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



File: 2021-55

TO: His Worship Mayor Harrison and Members of Council
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works
 PREPARED BY: Tim Perepolkin, Capital Works Supervisor
 DATE: April 20, 2021
 SUBJECT: **BC HYDRO STREET LIGHT INVENTORY – LED CONVERSION - UPDATE**

STAFF RECOMMENDATION

THAT: The 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to increase the Transportation Capital Project – “Universal LED Street Lighting Residential” funded from General Transportation Revenue – Other Sales of Service in the amount of \$75,000.00 (\$100,000 total project budget) received as a result of over-billed BC Hydro Lease Lights.

BACKGROUND

In 2018 staff completed a review of BC Hydro lease lights and discovered a discrepancy in the quantity of lights in place vs quantity invoiced. The discrepancy was reported to BC Hydro and they initiated a review, which confirmed a discrepancy. BC Hydro felt a detailed audit was necessary to confirm the discrepancy and allow moving forward with their Province wide LED conversion program. Staff worked with BC Hydro through the audit process with a final resolution being reached in March 2021 confirming that BC Hydro would be refunding the City \$75,023.35 for streetlight overcharges under the BC Hydro Rate 1701 account.

BC Hydro is proceeding with an LED conversion program for all Municipalities in BC to convert their lease lights to LED. The scope of the program includes approximately 90,000 lights in Municipalities across BC and is expected to take 4 years to complete. BC Hydro has confirmed that the City of Salmon Arm is tentatively schedule to have their BC Hydro lease lights converted to LED's in the fall of 2021. BC Hydro will keep the staff informed of the actual conversion start date as they progress thru their Province wide LED conversion program.

The City streetlight inventory includes approximately 870± City owned lights and 700± BC Hydro lease lights. To date approximately 20% of the City owned streetlights have been converted to LED.

LED STREET LIGHTING UPGRADE PROGRAM - UPDATE
Page 2

STAFF COMMENTS

2021 is the first year the City Capital Budget included funding for LED Street Lighting conversions (\$25,000 Residential and \$10,000 Cobra Heads). Changing old streetlights to LED technology significantly reduces operation and maintenance costs.

Staff recommend utilizing this current BC Hydro refund credit for LED Street Light conversions of the City residential lights. Utilizing the full refund credit would allow conversion of approximately 20% of the City Residential Street Lights to LED resulting in an approximate hydro power savings of \$6,588/yr. (180 LED's @ \$3.05 ea./mo.).

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

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Item 9.5

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council approve the purchase of one spare floc tank mixer at a price of \$12,963.00 plus applicable taxes;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of the material and to authorize sole sourcing of same to the federal distributor of this product Hayward Gordon.

Vote Record

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

Opposed:

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

File: 2021-09

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Gerry Rasmuson, Manager of Utilities
DATE: April 14, 2021
SUBJECT: **SPARE FLOC MIXER – WATER PLANT**

STAFF RECOMMENDATION

THAT: Council approve the purchase of one spare floc tank mixer at a price of \$12,963 plus applicable taxes.

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of the material and to authorize sole sourcing of same to the federal distributor of this product Hayward Gordon.

BACKGROUND

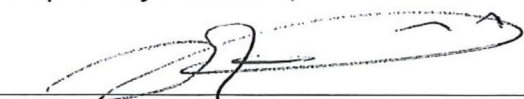
The Canoe Water Treatment Plant was placed online in May 2009 to treat the raw water from the Shuswap Lake to meet the parameters specified under the Drinking Water Protection Act. The City utilizes a direct filtration process followed by Ultra Violet and Chlorine disinfection prior to distribution to the water network for consumption.

The treatment process itself involves the addition of coagulating chemicals to the raw water at the head of the plant followed by gentle mixing in the flocculation tanks to produce larger diameter particles for removal during filtration. Six mixers run 24 hours a day every day of the year. If a mixer were to fail the treatment train would be hindered affecting the water quality produced. Staff has sourced a matching spare Hayward Gordon mixer for replacement if such a failure were to occur.

STAFF COMMENTS

Hayward Gordon is the manufacturer and only distributor for this product in Canada. As such, staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of the materials.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

Item 9.6

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: the 2021 Budget contained in the 2021 - 2025 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the '4X4 Dump/Snow/Plow Truck' in the amount \$7,000.00, which includes the additional funds, PST and miscellaneous costs for radio purchase, GPS, etc. reallocated from funds from the Equipment Reserve;

AND THAT: Council approve the purchase of the replacement of Unit #32 - 4X4 Dump/Snow/Plow Truck, from Metro Motors Ltd. For the quoted amount of \$111,963.00 plus taxes as applicable.

Vote Record

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

Opposed:

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



File: ENG 2021-00-03

TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: April 19, 2021

SUBJECT: **PURCHASE RECOMMENDATION FOR REPLACEMENT OF UNIT #32 – 4X4 DUMP/SNOW/PLOW TRUCK**

STAFF RECOMMENDATION

THAT: The 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the '4x4 Dump/Snow/Plow Truck' in the amount of \$7,000.00, which includes the additional funds, PST, and miscellaneous costs for radio purchase, GPS, etc. reallocated from funds from the Equipment Replacement Reserve Fund.

AND THAT: Council approve the purchase of the replacement of Unit #32 – 4x4 Dump/Snow/Plow Truck, from Metro Motors Ltd. for the quoted amount of \$111,963.00 plus taxes as applicable.

BACKGROUND

The City of Salmon Arm Public Works Department Unit #32 is a 2011 Dodge 5500 with snowplow, sander, and dump box. In summer, it is utilized by parks small lawns crew to transport mowers and haul grass clippings. In winter, it is solely used as a plow and spreader for snow & ice control. In all shoulder seasons, it is used as a truck to transport heavy material or tow heavy machinery. It is an asset to the fleet 365 days a year. As it has reached 10 years of service, it is flagged for replacement.

A Request for Quotation was first issued February 17, 2021 and we incurred some unexpected issues & concerns with the submissions:

- We included a trade in option within the initial Request for Proposal. Two of the four proposals indicated 'no trade-in' whereas the other two were lower than we anticipated. Within the last three years we have completed significant work to this truck: New Winter Tires (2020), Major DEF System Work (2019), Snow Plow Rebuild (2019) and Transmission Rebuild (2018). As of March 2021 this unit has less than 100,000kms. For the proposed trade-in values, we are much better off to keep this truck in the fleet as it will continue to be used for daily operations.

- Around the same time our proposal closed, it was declared the 22,000 GVWR truck would no longer offer diesel engines in 2022. As the 2021 cab/chassis have already been spoken for and after much deliberation and research it was determined that a gasoline engine may be a great option for this truck, and
- All submissions were over budget

From these findings, we chose to resubmit the Request for Proposal, changing our specification from diesel engine to a gasoline engine.

The second Request for Proposal was advertised on BC Bid for the supply & delivery of a 4x4 Dump/Snow/Plow Truck on March 23, 2021. Six (6) companies quoted, and were received on April 14, 2021, as follows:

Company	Model	Sub-Total Price	Price Incl. Tax
Metro Motors Ltd., Port Coquitlam, BC	2022 Ford F-600	\$ 111,963.00	\$ 125,398.56
Orchard Ford Sales Ltd. Kelowna, BC	2022 Ford F-600	\$ 113,281.00	\$ 126,874.72
Falcon Equipment Ltd. Surrey, BC	2022 Ford F-600	\$ 117,980.00	\$ 132,137.60
Mainland Ford Ltd, Surrey	2022 Ford F-600	\$ 120,052.00	\$ 134,458.24
Fort Garry Industries Ltd. Langley, BC	2022 Ford F-600	\$ 121,104.00	\$ 135,636.48
System One Manufacturing Inc. Edmonton, AB	2022 Ford F-550	\$ 147,799.00	\$ 165,534.88

Staff have reviewed all submitted quotes and the submission of Metro Motors Ltd. has satisfactorily met all specified details.


The question may arise, why replace a truck with such low mileage? – Winter is very tough on equipment and the older the equipment the more breakdowns occur. To be successful during a snowstorm, all available equipment and workers must be on the roads. With breakdowns inevitable, backup trucks are desirable. By keeping existing Unit #32 in the fleet, we anticipate another, at minimum, 3-5 years of life from this truck. The truck would remain as an everyday work truck, needed greatly while fully staffed. Within winter months, this truck will act as a backup, which will significantly improve our snow & ice operations while incurring the inevitable breakdowns. In addition, with the certain trade in of Unit #78 – 2007 Dodge 5500 in the near future, we will be losing our 'winter back up truck'. Unit #78 could only plow snow and does not apply material, by keeping Unit #32 we will be able to plow and apply material. Keeping this truck in the fleet, we will push off the need for an additional capital purchase of a similar truck in the very near future.

The specification included a requirement for a 22,000lb GVWR. With this GVWR we can achieve an increase of approximately 1.5 cubic yards in the sander for winter operations. Compared to our similar existing trucks of 3.0 cubic yards, this increase can save one fill of material in a 10 hour shift. A round trip to fill can be upwards of 40-60 minutes! With this larger hopper it may keep the truck on the road for another 35-50 hours in an average winter. A simple, but large victory.

Metro Motors Ltd is based out of Port Coquitlam and have previously supplied units to the City of Salmon Arm.

The approved funding for this purchase is \$115,000 from the 2021 Machinery & Equipment Capital Budget. We recommend the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the '4x4 Dump/Snow/Plow Truck' in the amount of \$7,000.00 which includes the additional funds, PST, and miscellaneous costs for radio purchase/installation, etc. reallocated from funds from the Equipment Replacement Reserve Funds and that the truck purchase be awarded to Metro Motors Ltd., for the quoted price of \$111,963.00 plus taxes as applicable.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, CFO

Item 9.7

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: Staff be authorized to proceed with the preliminary design of the Lakeshore Road Stabilization project based on Option 1 included within the 'Cost-Benefit Analysis for Road Rehabilitation of Lakeshore Road NE between 10th Ave NE and 20th Ave NE, Salmon Arm' (Onsite Engineering Ltd., 2020).

Vote Record

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

Opposed:

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



File: 2019-47

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: January 29, 2021

SUBJECT: **LAKESHORE ROAD STABILIZATION – OPTION SELECTION**

STAFF RECOMMENDATION

THAT: Staff be authorized to proceed with the preliminary design of the Lakeshore Road Stabilization project based on Option 1 included within the 'Cost-Benefit Analysis for Road Rehabilitation of Lakeshore Road NE between 10th Ave NE and 20 Ave NE, Salmon Arm' (Onsite Engineering Ltd., 2020)

BACKGROUND

Lakeshore Road NE between 10 and 20 Avenue NE has been subject to ongoing failures over many decades and several failures in the last few years. Several geotechnical studies have been commissioned over this stretch of roadway and many improvements completed reducing the severity of the failures.

Due to a multitude of failures over a short period of time, the City commissioned a geotechnical review of the entirety of the approximately four (4) kilometer section of Lakeshore between 10 and 20 Avenue NE. The report titled 'Geotechnical Investigations and Report; Lakeshore Drive NE Slope Assessment; From 10th Ave NE to 20th Ave NE, Salmon Arm, BC' was completed by Fletcher Paine Associates Ltd. (FPA) and dated August 16, 2018. The report indicated that portions of roadway had concerning factors of safety and were subject to potential catastrophic failure.

The City subsequently commissioned a cost/benefit analysis of future rehabilitation options; Onsite Engineering Ltd. (OEL) was the successful proponent and completed the report in the winter of 2020.

OEL reviewed the site and previous geotechnical reports and conducted further geotechnical inspections and reviews (such as water table monitoring). The report concluded that there are multiple locations that have a high risk of damage to the Road Infrastructure and high risk of injury/loss of life. Presence of water can exacerbate slope instability significantly and as such various potential water sources are identified.

Short-term recommendations were identified that lower the risk to moderate to low for risk of injury/loss of life and moderate to low (with one exception) of damage to the road infrastructure and are represented in Options 1 to 3 discussed below. A fourth option, ongoing patching and repairs were included for comparison purposes only.

Option 1: Two-way Urban Collector Road with AT Corridor

Lakeshore Road is reconstructed as a two-way Urban Collector road with the addition of active transportation facilities. The report considers construction of a multi-use path on the north side of the road and sliding the majority of the road to the south where possible to improve the overall factor of safety. Drainage improvements are recommended throughout to provide safe drainage paths for surface and groundwater and drain groundwater sources as appropriate. Replacement of the aged watermain along Lakeshore is recommended to avoid catastrophic failure. In this option the MUP would likely be subject to failure over time (higher maintenance costs as compared to an average MUP) as it would be located mostly along the top of slope; however, due to slower speed and lower volumes and weights of users, the risk is considerably lower for a MUP versus a roadway. Option 1 requires the most amount of land acquisition as the road requires shifting further to the south. Option 1 is estimated to cost \$2,200,000 (Class 'D' OPC).

Option 2: One-way Urban Local Road with AT Corridor

Lakeshore Road is reconstructed as a local traffic only one-way Urban Local road with the addition of active transportation facilities. The report considers removing the north lane and replacing it with a multi-use path. Drainage improvements are recommended throughout to provide safe drainage paths for surface and groundwater and drain groundwater sources as appropriate. Replacement of the aged watermain along Lakeshore is recommended to avoid catastrophic failure. Option 2 requires minimal land acquisition. Option 2 is estimated to cost \$1,600,000 (Class 'D' OPC).

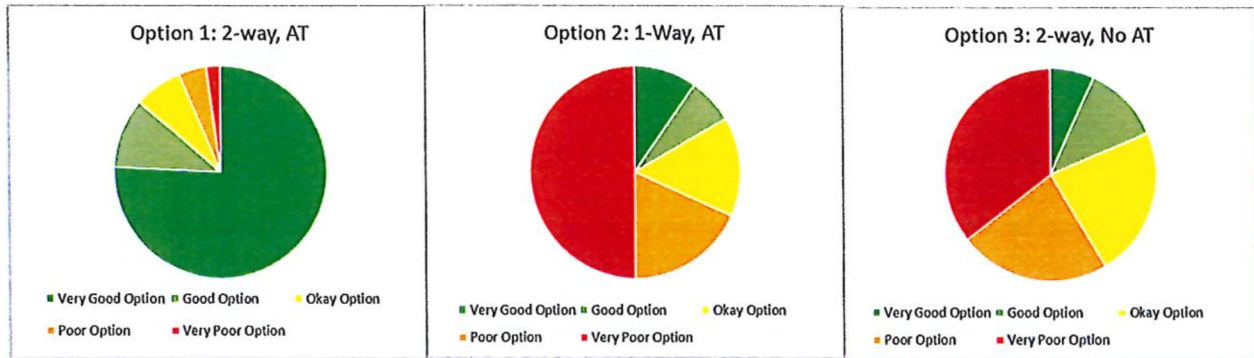
Option 3: Two-way Urban Collector Road without AT Corridor

Lakeshore Road is reconstructed as a two-way collector road without the addition of active transportation facilities. The report considers sliding the majority of the road to the south where possible to improve the overall factor of safety. Drainage improvements are recommended throughout to provide safe drainage paths for surface and groundwater and drain groundwater sources as appropriate. Replacement of the aged watermain along Lakeshore is recommended to avoid catastrophic failure. Option 3 requires a moderate amount of land acquisition; some land is required to shift the road to the south. Option 3 is estimated to cost \$1,800,000 (Class 'D' OPC).

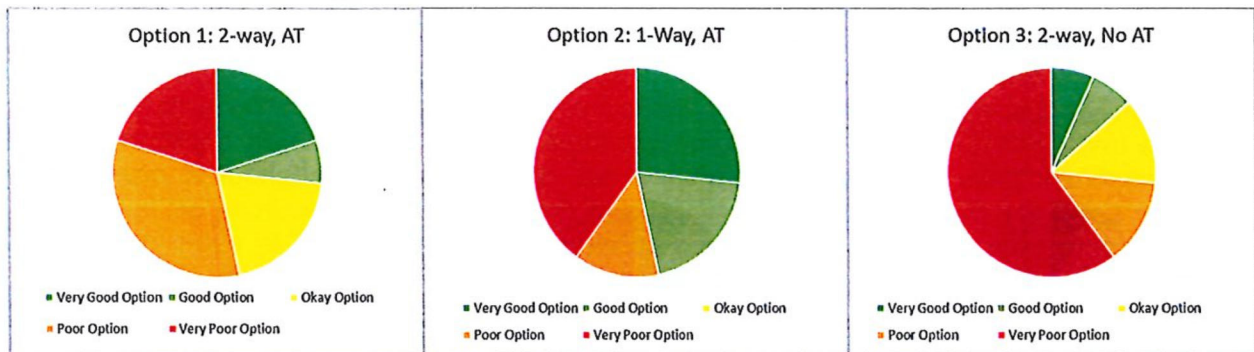
Option 4: Patch and Repair

Lakeshore Road would be patched and repaired as necessary. This leaves the high risk to injury/loss of life and damage to the road infrastructure. Option 4 requires no land acquisition. Option 4 is estimated to cost \$600,000 (Class 'D' OPC).

Council directed Staff to request feedback from the public regarding Options 1, 2 (Southbound One-way) and 3. Approximately 570 submissions were received. A visual summary of the results is presented in the pie charts below.



The residents fronting the affected portion of Lakeshore had a significantly different view point from the average respondent. Approximately 1/3 to 1/2 of the fronting residents responded to the request for input. A visual summary of the responses from the fronting residents is presented in the pie charts below.



STAFF COMMENTS

Staff reviewed the options from several perspectives as discussed below.

Road Connectivity

Lakeshore Road between 10 and 20 Avenue NE is identified as an Urban Collector Road in the Official Community Plan and forms an integral part of Salmon Arm's road network. The only detour available should Lakeshore be downgraded into a one-way road for users to and from the downtown would be along 20 Street NE, 11 Avenue NE and 10 Avenue NE. At best the detour would add 800m and would add significant pressure to the intersection of 20 Street and 11 Avenue NE. At worst, homeowners along Lakeshore could be subject to up to a 3km detour to get around and back to their homes when traveling against the one-way designation. Due to the significant distance of the detour, it is likely that enforcement of one-way traffic will be difficult.

One-way traffic will also result in additional costs from external intersection and road improvements necessary to accommodate the increase of traffic along the detour routes. The added distance of the detour routes appears to be an inefficient solution in respect to dealing with the traffic flows, travel time and from an environmental point of view.

Two-way traffic provides better connection and keeps redundancy in the road network in case of a failure (downed trees, slope failure, etc.) or planned closure (utility maintenance and repair). An example to consider is how traffic would flow in each the one-way and two-way scenarios if the affected portion of Lakeshore had to be closed to through traffic to replace a sanitary service. Maintaining the existing traffic patterns will help elongate the service life of the surrounding roads and intersections.

Traffic Safety

Although one-way traffic is generally considered safer for vehicular traffic by eliminating risk of head-on collisions, staff are concerned about the safety of Option 2. Due to the lack of connectivity of the road network surrounding the subject portion of Lakeshore Road the 'detour' length is 3km in length which will likely result from users 'cheating' the one-way routing. Response time for emergency services could be affected to the surrounding areas especially if coupled with other emergency factors such as damage caused in severe wind storms that often result in road blockages.

All three road improvement options result in narrowed laneways (3.5 – 3.8m) constrained by roadside barriers and curbing. Narrowed roadways and visual obstacles have been proven to result in traffic calming and increased safety. It is noted that Option 3 has slightly wider lanes than Option 1 and 2 and would therefore likely see higher speeds than the other two options.

Active Transportation

The Official Community Plan includes a proposed greenway along the subject stretch of Lakeshore Road. This route connects the downtown core to major residential development and is a relatively straight, flat route. There is connectivity to Dodd's trail and unofficially to the foreshore trail at 17 Avenue NE. Staff continue to support the OCP recommendation and overall Active Transportation goals and believe the slope stabilization improvements along Lakeshore offer a unique opportunity to improve the Active Transportation Network to include a safe separated Multi-Use path along the subject area.

Staff presented Options 1, 2 (southbound) and 3 to both the Greenways Liaison Committee and the Active Transportation Committees as part of the public consultation process. The Greenways Liaison Committee supported Option 1 and the Active Transportation Committee supported any Option that included an Active Transportation Corridor (Option 1 and 2).

Land Acquisition

Land Acquisition can be difficult and can add cost and significant delays to a project. Responses from the property owners along Lakeshore indicated that they are generally not supportive about having the roadway moved closer to their homes or giving up additional land. Option 1 requires acquisition from ten (10) properties totaling approximately 1162 m², Option 2 from three (3) properties totaling approximately 32 m² and Option 3 from ten (10) properties totaling approximately 550 m². It is anticipated that significant project costs may be added in order to offset issues created for the fronting property owners.

Staff Recommendation

Further to the above, despite the property acquisition obstacles, staff recommend that Council authorize staff to proceed with the next steps of the Lakeshore Road Stabilization project, which is the preliminary/detailed design, based on Option 1 – two-way Urban Collector road including Multi-Use Path. This option best achieves the Official Community Plan goals. Staff are optimistic that the addition of the multi-use path, frontage improvements (curb & gutter, drainage), and other potential project additions such as fencing or vegetation screening will be incentive for homeowners to work cooperatively with the City.

The highest priority is to minimize the risk to the public while maintaining current service levels. Staff note that installation of the multi-use path is an increase to the current service level.

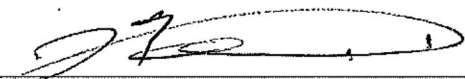
Staff originally envisioned four phases to the project; however, further to public feedback regarding the importance of the active transportation route, staff now suggest Phase 3 & 4 be completed together:

- Phase 1: Preliminary and Detailed Design of the road improvements and multi-use path;
- Phase 2: Underground improvements (replacement of watermain, installation of drainage improvements);
- Phase 3: Road improvements (road structure, paving, curb and gutter); and
- Phase 4: Multi-use Path construction

The City included funding for Phase 1 and 2 works within the 2021 budget. Phase 3 & 4 would be included within the 2022 budget and staff envision applying for grants for Phase 4.

Council may also wish to consider additional measures to meet concerns raised by the fronting residents such as restricting commercial truck traffic along the route or additional traffic calming measures to reduce travel speeds. Introducing significant traffic calming would 'encourage' use of alternate routes but protect the connectivity of the overall road network.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

Item 9.8

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council of the City of Salmon Arm has no objection to a Patron Participation Entertainment Endorsement for events occurring within licensed area of the facility;

AND THAT: Council of the City of Salmon Arm is opting out of the comment and public consultation process.

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 Council
DATE: April 09, 2021
SUBJECT: R.J. Haney Heritage Village & Museum
781 – Highway 97B NE
AGENT: Susan Mackie

MOTION FOR CONSIDERATION:

BE IT RESOLVED THAT: Council of the City of Salmon Arm has no objection to a Patron Participation Entertainment Endorsement for events occurring within licensed areas of the facility.

AND THAT: Council of the City of Salmon Arm is opting out of the comment and public consultation process.

BACKGROUND: The applicant has provided a description of the application which is attached as Appendix 1. A site plan is attached as Appendix 2.



Maurice Roy, RBO/CRBO
Manager of Permits & Licensing

MR:mr

Appendix 1	Applicants Description
Appendix 2	Site Plans

Appendix 1

Dear Council

R.J. Haney Heritage Village & Museum has submitted an application to LCRB for a Primary Food Licence for the Sprig of Heather restaurant. The association has also applied for a Patron Participation Entertainment Endorsement. This is an additional term and condition on a Food Primary Licence that permits patrons' active involvement in entertainment or results in patrons leaving their seats, such as dancing or karaoke.

In past years the Village has operated liquor sales by applying for Special Event Permit for each community event like Dinner Theatre, the Soiree, the Burger and Beer Event and Harvest Celebration. For weddings, corporate or private functions, the client applied for the SEP. The Primary Food Licence and Patron Participation Entertainment Endorsement will allow Haney to operate the same as in the past without applying for each license separately.

Yours truly,
Susan Mackie

APRIL 02/21

CITY OF
SALMON ARM

FOOD PRIMARY RESTAURANT 60 PERSONS
FOOD PRIMARY PATIOS 670 PERSONS

TOTAL OCCUPANT LOAD

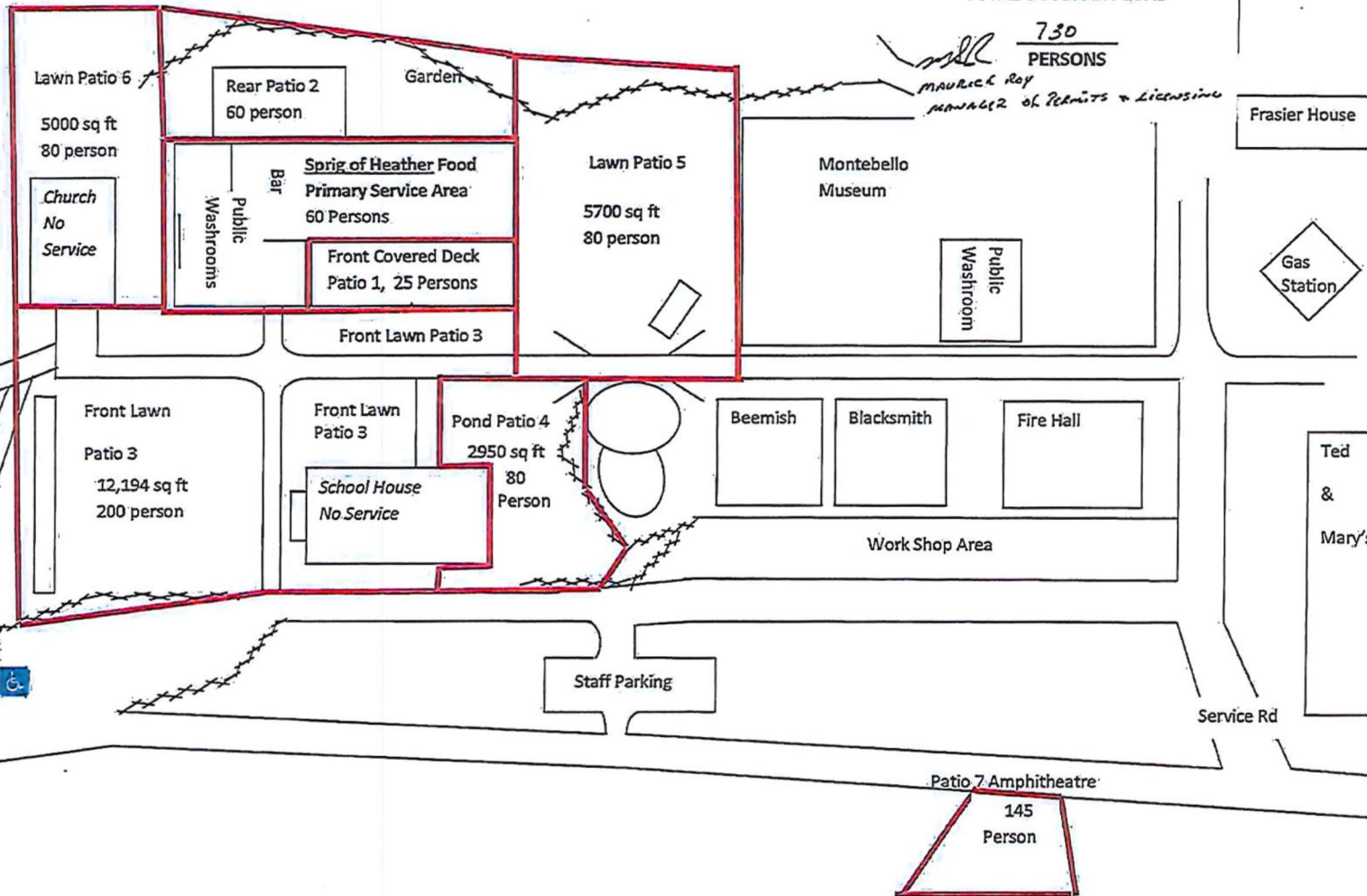
Maurick Roy
730
PERSONS
MANAGER OF PERMITS & LICENSING



R.J. Haney
Heritage Village & Museum

Food Primary Licence Application
Patio Areas at R.J. Haney Heritage Village &
Museum Salmon Arm, BC

Salmon
Valley
Homestead



**SMALL CITY,
BIG MUSEUM**
SALMON ARM

Item 9.9

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to include the purchase of a van and associated outfitting for the Visitor Services department in the amount of \$21,600.00 and that it be funded by reducing Visitor Services – Contracted Services by same;

AND THAT: Council award the purchase of a 2015 Chevrolet City Express 1Lt Van from Salmon Arm Chevrolet Buick GMC Ltd. in accordance with their quoted price of \$16,500.00 plus taxes as applicable.

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 & Members of Council
DATE: April 21, 2021
SUBJECT: Visitor Services Vehicle Purchase

MOTION FOR CONSIDERATION

THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to include the purchase of a van and associated outfitting for the Visitor Services department in the amount of \$21,600.00 and that it be funded by reducing Visitor Services – Contracted Services by same;

AND THAT: Council award the purchase of a 2015 Chevrolet City Express 1Lt Van from Salmon Arm Chevrolet Buick GMC Ltd. in accordance with their quoted price of \$16,500.00 plus taxes as applicable.

BACKGROUND

The Visitor Services Strategy, which was received by Council in early 2021, provides a recipe for creating a reimagined visitor experience in Salmon Arm. Since that time, staff have been moving forward with implementation, including sourcing a mobile Visitor Services unit that will both provide transportation for the Visitor Services Street Team and celebrate our community branding.

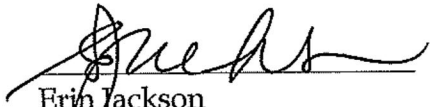
Staff initially thought that the ideal mobile unit would be a Class C Motorhome, but after researching the cost associated with a long term rental (May to September) and considering that it may be driven by summer students, it was determined that a smaller, more economical vehicle would be most suitable.

In an effort to source a vehicle, staff sent an informal request to all local dealerships to find out what they could offer. Two responses were received (Ian Gray's Salmon Arm GM and Braby Motors); however, the suggested units were still not ideal for the intended use. Ian Gray expressed interest in helping the City to find something that would work and was able to bring in a 2015 City Express Van that will be functional and can be fully wrapped with the Salmon Arm word mark and branding. The van will be able to transport two staff members, the beach

cruiser bikes, a tent and other equipment and materials required for set-up at venues or events in the area.

Staff recommend purchasing the van, having it wrapped and outfitted with mobile racks for print materials. There are adequate funds available within the Visitor Service budget to cover these expenditures.

Respectfully Submitted,



Erin Jackson
Director of Corporate Services

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Item 11.1

CITY OF SALMON ARMDate: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm 2020 to 2024 Financial Plan Amendment Bylaw No. 4446 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4442 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Police Vehicle Replacement Reserve Fund Expenditure Bylaw No. 4443 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Fire Department Building/Equipment Reserve Fund Expenditure Bylaw No. 4444 be read a final time;

AND FURTHER THAT: the bylaw entitled City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4445 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

BYLAW NO. 4446

A bylaw to amend the 2020 to 2024 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 2020 to 2024;

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 2020 to 2024 Financial Plan Bylaw No. 4423 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 2020 to 2024 Financial Plan Amendment Bylaw No. 4446".

READ A FIRST TIME THIS	12	DAY OF	April	2021
READ A SECOND TIME THIS	12	DAY OF	April	2021
READ A THIRD TIME THIS	12	DAY OF	April	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

MAYOR

CORPORATE OFFICER

Schedule "A" - Bylaw #4446

City of Salmon Arm**2020 - 2024 Financial Plan**

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Consolidated Revenues					
Property and MRDT Taxes - Net	\$ 19,240,200	\$ 19,592,820	\$ 19,984,676	\$ 20,384,370	\$ 20,792,057
Frontage & Parcel Taxes	3,640,055	3,673,055	3,746,516	3,821,446	3,897,875
Sales of Service	8,020,370	8,528,585	8,699,157	8,873,140	9,050,603
Revenue From Own Sources	2,516,105	2,308,445	2,354,614	2,401,706	2,449,740
Rentals	776,910	467,435	476,784	486,320	496,046
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	4,284,555	363,100	370,362	377,769	385,324
Other Government Transfers	212,704	227,615	232,167	236,810	241,546
Transfer From Prior Year Surplus	1,056,105	570,520	581,930	593,569	605,440
Transfer From Reserve Accounts	6,533,330	1,760,715	1,795,929	1,831,848	1,868,485
Transfer From Reserve Funds	-	-	-	-	-
Total Consolidated Revenues	\$46,280,334	\$37,492,290	\$ 38,242,135	\$ 39,006,978	\$ 39,787,116
Consolidated Expenditures					
General Government Services	\$ 3,690,940	\$ 3,914,160	\$ 3,992,443	\$ 4,072,292	\$ 4,153,738
Protective Services	5,421,990	6,123,070	6,245,531	6,370,442	6,497,851
Transportation Services	5,496,775	5,475,455	5,584,964	5,696,663	5,810,596
Environmental Health Services	80,862	55,010	56,110	57,232	58,377
Environmental Development Service	2,547,500	2,671,025	2,724,446	2,778,935	2,834,514
Recreation and Cultural Services	3,985,605	4,977,130	5,076,673	5,178,206	5,281,770
Fiscal Services - Interest	1,313,673	1,272,088	1,297,530	1,323,481	1,349,951
Fiscal Services - Principal	1,162,910	1,204,180	1,228,264	1,252,829	1,277,886
Capital Expenditures	3,569,310	3,737,750	2,332,092	3,034,371	2,929,967
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	12,898,869	2,043,422	3,564,702	2,980,359	3,205,054
Transfer to Reserve Funds	1,493,800	1,088,700	1,110,474	1,132,683	1,155,337
Water Services	2,506,300	2,708,950	2,763,129	2,818,392	2,874,760
Sewer Services	2,111,800	2,221,350	2,265,777	2,311,093	2,357,315
Total Consolidated Expenditures	\$46,280,334	\$37,492,290	\$ 38,242,135	\$ 39,006,978	\$ 39,787,116

2020 - 2024 Financial Plan**City of Salmon Arm**

2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
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Capital Projects**Finances Acquired**

General Operating Fund	\$ 2,296,310	\$ 2,251,750	\$ 1,305,092	\$ 1,959,371	\$ 1,954,967
Water Operating Fund	662,000	766,000	500,000	500,000	800,000
Sewer Operating Fund	611,000	720,000	527,000	575,000	175,000
Federal Government Grants	3,002,256	2,297,956	-	-	-
Provincial Government Grants	5,497,256	4,772,956	-	-	-
Prior Year Surplus	50,000	18,000	-	-	-
Reserve Accounts	14,015,913	10,682,865	15,000	340,000	1,200,000
Reserve Funds	2,446,500	4,548,965	710,000	550,000	1,122,000
Development Cost Charges	604,000	1,612,750	3,335,000	3,445,000	3,373,000
Short Term Debt	-	-	-	-	-
Long Term Debt	2,348,000	7,824,925	-	-	500,000
Developer Contributions	1,205,530	2,306,000	44,000	40,000	40,000
Total Funding Sources	\$ 32,738,765	\$ 37,802,167	\$ 6,436,092	\$ 7,409,371	\$ 9,164,967

Finances Applied

Transportation Infrastructure	\$ 22,221,502	\$ 21,045,892	\$ 3,622,000	\$ 3,619,500	\$ 5,219,500
Buildings	461,793	1,817,365	144,000	458,500	140,000
Land	-	-	-	300,000	-
IT Infrastructure	228,600	257,800	55,000	65,000	185,000
Machinery and Equipment	1,895,925	1,699,965	513,092	443,871	397,967
Vehicles	655,000	1,704,000	-	-	-
Parks Infrastructure	1,908,120	1,850,030	260,000	262,500	782,500
Utility Infrastructure	5,367,825	9,427,115	1,842,000	2,260,000	2,440,000
Total Capital Expense	\$ 32,738,765	\$ 37,802,167	\$ 6,436,092	\$ 7,409,371	\$ 9,164,967

Departmental Summary:

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
General Government Services	\$ 201,970	\$ 193,770	\$ 122,500	\$ 138,500	\$ 208,500
Protective Services	1,034,800	2,159,550	140,000	55,000	55,000
Transportation Services	23,315,847	23,106,202	3,918,500	4,233,500	5,518,500
Environmental Health Services	56,510	53,510	2,500	327,500	27,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	2,605,428	2,444,520	335,592	319,871	840,467
Water Services	3,478,000	6,380,000	1,390,000	1,760,000	2,340,000
Sewer Services	2,046,210	3,464,615	527,000	575,000	175,000
Total by Department	\$ 32,738,765	\$ 37,802,167	\$ 6,436,092	\$ 7,409,371	\$ 9,164,967

Schedule "B" – Bylaw #4446
2020 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2020. 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 #4446
2020 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	37.91%	47.51%
Parcel Taxes	7.17%	8.99%
User Fees, Charges and Interest Income	22.30%	27.93%
Other Sources	27.99%	9.77%
Proceeds From Borrowing	4.63%	5.80%
	100.00%	100.00%

2. Table Two (2) reflects the distribution of property tax between the different property classes. The objective of the City is to set tax rates in order to maintain tax stability while maintaining equality between the property classes. The policy of the City is to develop a tax rate which maintains the proportionate relationship between the property classes. Inflationary increases in assessments are reduced to reflect only the 'real' increase attributed to new construction for each property class. This allows the property owner to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year to year.

The City has reviewed the property tax multiple structure and adjusted the property tax multiple for Class 4 (Major Industry) by shifting \$50,000.00 in general municipal taxes from Class 4 (Major Industry) to Class 1 (Residential) for the taxation year 2020 in keeping with its objective to maintain tax stability while maintaining equality between property classes.

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 from Class 5 (Light Industry) to Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

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

The Provincial Government has legislated a municipal taxation rate cap for the Class 2 (Utilities) assessments. The City of Salmon Arm Class 2 (Utilities) general municipal property tax rate adheres to this legislation.

Schedule "B" – Bylaw #4446
2020 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2020 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	3.8984	1.00:1	66.25%	85.27%
Utilities	23.7386	6.09:1	0.83%	0.18%
Supportive Housing	0.000	0.00:1	0.00%	0.00%
Major Industry	66.4164	17.04:1	2.81%	0.21%
Light Industry	10.6288	2.73:1	2.47%	1.17%
Business	10.6288	2.73:1	26.93%	12.72%
Managed Forest Land	7.9356	2.04:1	0.00%	0.00%
Recreational/Non Profit	2.8219	0.72:1	0.12%	0.22%
Farm	12.7025	3.26:1	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 2019 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	\$ 46,063.50	\$ 36,955.00	\$ 83,018.50
Non Profit Societies	392,803.00	222,863.00	615,666.00
Senior Centers	19,338.00	9,601.00	28,939.00
Other	13,754.00	10,356.00	24,110.00
Sports Clubs	290,408.00	149,213.00	439,621.00
Total	\$ 762,366.50	\$ 428,988.00	\$ 1,191,354.50

Schedule "B" – Bylaw #4446
2020 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	2015 General Municipal Tax Exemption	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
C-2 "Downtown Commercial Zone"	\$ 45,846.66	\$ 34,828.47	\$ 29,851.20	\$ 24,304.74	\$ 24,657.03	\$ 18,939.56

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

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

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

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

Schedule "B" – Bylaw #4446
2020 Revenue Policy Disclosure

Table 5: 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
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 5,425.51	\$ 5,400.26	\$ 7,614.60

CITY OF SALMON ARM

BYLAW NO. 4442

**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 \$2,841,711.25 as at December 31, 2020, which amount has been calculated as follows:

Balance in Equipment Replacement Reserve Fund at December 31, 2019	\$2,344,410.50
Add: Additions to fund including interest earnings for current year to date	497,300.75
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Equipment Replacement Reserve Fund at December 31, 2020	<u>\$ 2,841,711.25</u>

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

1. The sum of four hundred and eighty-six thousand six hundred and eighty-eight dollars and ninety-eight cents (\$486,688.98) is hereby appropriated from the Equipment Replacement Reserve Fund for the following purchases:

Truck/Sander – Unit No. 74 & 47	\$ 120,732.47
Hybrid SUV – Unit No. 62 (Parks)	28,543.54
Elgin Sweeper – Unit No. 35	337,412.97
	<u>\$ 486,688.98</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. 4442".

READ A FIRST TIME THIS	12	DAY OF	April	2021
READ A SECOND TIME THIS	12	DAY OF	April	2021
READ A THIRD TIME THIS	12	DAY OF	April	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4443

**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 \$312,852.85 as at December 31, 2020, which amount has been calculated as follows:

Balance in Vehicle and Equipment Acquisition or Replacement Reserve Fund at December 31, 2019	\$ 250,685.31
Add: Additions to fund including interest earnings for current year to date	62,167.54
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Vehicle and Equipment Acquisition or Replacement Reserve Fund at December 31, 2020	<u>\$ 312,852.85</u>

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

1. The sum of fifty-one thousand three hundred and twenty-eight dollars (\$51,328.00) is hereby appropriated from the Vehicle and Equipment Acquisition or Replacement Reserve Fund for the purchase of Police Vehicles.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the 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. 4443".

READ A FIRST TIME THIS	12	DAY OF	April	2021
READ A SECOND TIME THIS	12	DAY OF	April	2021
READ A THIRD TIME THIS	12	DAY OF	April	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4444

**A bylaw authorizing the expenditure of monies in the
Fire Building and Equipment 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 Department Building and Equipment Reserve Fund for the purchase or replacement of land, buildings and machinery and equipment to maintain municipal property and to protect persons and property;

AND WHEREAS there is an unappropriated balance in the Fire Department Building and Equipment Reserve Fund established under District of Salmon Arm Bylaw No. 1479 of \$315,735.16 as at December 31, 2020, which amount has been calculated as follows:

Balance in Fire Department Building and Equipment Reserve Fund at December 31, 2019	\$ 288,242.91
Add: Additions to fund including interest earnings for current year to date	27,492.25
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Fire Department Building and Equipment Reserve Fund at December 31, 2020	<u>\$ 315,735.16</u>

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

1. The sum of eighteen thousand four hundred and sixty-eight dollars (\$18,468.00) is hereby appropriated from the Fire Department Building and Equipment Reserve Fund to be expended on Fire Hall No. 4 – Roof.
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 Department Building 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 Fire Department Building and Equipment Reserve Fund Expenditure Bylaw No. 4444".

READ A FIRST TIME THIS	12	DAY OF	April	2021
READ A SECOND TIME THIS	12	DAY OF	April	2021
READ A THIRD TIME THIS	12	DAY OF	April	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

MAYOR

CORPORATE OFFICER

CITY OF SALMON ARM

BYLAW NO. 4445

**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 \$572,225.34 as at December 31, 2020, which amount has been calculated as follows:

Balance in General Capital Reserve Fund at December 31, 2019	\$ 536,642.85
Add: Additions to fund including interest earnings for current year to date	35,582.49
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at December 31, 2020	<u>\$ 572,225.34</u>

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

1. The sum of twenty-eight thousand eight hundred and forty-two dollars and ninety-three cents (\$28,842.93) is hereby appropriated from the Parks Development Reserve Fund for the following purchases:

Klahani Park – Backstops	\$ 20,842.93
Disc Golf Course	8,000.00
	<u>\$ 28,842.93</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 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. 4445".

READ A FIRST TIME THIS	12	DAY OF	April	2021
READ A SECOND TIME THIS	12	DAY OF	April	2021
READ A THIRD TIME THIS	12	DAY OF	April	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

MAYOR

CORPORATE OFFICER

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Item 11.2

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4456 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm 2021 Annual Rate of Taxation Bylaw No. 4457 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

BYLAW NO. 4456**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. 4456".

READ A FIRST TIME THIS	12	DAY OF	April	2021
READ A SECOND TIME THIS	12	DAY OF	April	2021
READ A THIRD TIME THIS	12	DAY OF	April	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

MAYOR

CORPORATE OFFICER

Schedule "A" - Bylaw #4456

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	\$ 19,591,360	\$ 19,983,187	\$ 20,382,851	\$ 20,790,508	\$ 21,206,318
Frontage & Parcel Taxes	3,673,055	3,746,516	3,821,446	3,897,875	3,975,833
Sales of Service	8,528,585	8,699,157	8,873,140	9,050,603	9,231,615
Revenue From Own Sources	2,330,445	2,377,054	2,424,595	2,473,087	2,522,549
Rentals	423,435	431,904	440,542	449,353	458,340
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	593,100	604,962	617,061	629,402	641,990
Other Government Transfers	224,699	229,193	233,777	238,453	243,222
Transfer From Prior Year Surplus	588,620	600,392	612,400	624,648	637,141
Transfer From Reserve Accounts	1,966,053	2,005,374	2,045,481	2,086,391	2,128,119
Transfer From Reserve Funds	-	-	-	-	-
Total Consolidated Revenues	\$ 37,919,352	\$ 38,677,739	\$ 39,451,293	\$ 40,240,320	\$ 41,045,127
Consolidated Expenditures					
General Government Services	\$ 4,108,395	\$ 4,190,563	\$ 4,274,374	\$ 4,359,861	\$ 4,447,058
Protective Services	6,113,075	6,235,337	6,360,044	6,487,245	6,616,990
Transportation Services	5,543,055	5,653,916	5,766,994	5,882,334	5,999,981
Environmental Health Services	55,010	56,110	57,232	58,377	59,545
Environmental Development Service	2,731,825	2,786,462	2,842,191	2,899,035	2,957,016
Recreation and Cultural Services	4,983,130	5,082,793	5,184,449	5,288,138	5,393,901
Fiscal Services - Interest	1,272,088	1,297,530	1,323,481	1,349,951	1,376,950
Fiscal Services - Principal	1,204,180	1,228,264	1,252,829	1,277,886	1,303,444
Capital Expenditures	3,737,750	2,332,092	3,034,371	2,929,967	3,063,500
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	2,065,724	3,587,449	3,003,561	3,228,723	3,218,362
Transfer to Reserve Funds	1,088,700	1,110,474	1,132,683	1,155,337	1,178,444
Water Services	2,715,245	2,769,550	2,824,941	2,881,440	2,939,069
Sewer Services	2,301,175	2,347,199	2,394,143	2,442,026	2,490,867
Total Consolidated Expenditures	\$ 37,919,352	\$ 38,677,739	\$ 39,451,293	\$ 40,240,320	\$ 41,045,127

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	\$ 2,251,750	\$ 1,305,092	\$ 1,959,371	\$ 1,954,967	\$ 1,871,500
Water Operating Fund	766,000	500,000	500,000	800,000	391,000
Sewer Operating Fund	720,000	527,000	575,000	175,000	801,000
Federal Government Grants	2,391,001	-	-	-	1,000,000
Provincial Government Grants	3,967,681	-	-	-	1,000,000
Prior Year Surplus	18,000	-	-	-	-
Reserve Accounts	10,988,790	15,000	340,000	1,200,000	3,300,000
Reserve Funds	4,740,465	710,000	550,000	1,122,000	2,000,000
Development Cost Charges	1,662,750	3,335,000	3,445,000	3,373,000	1,000,000
Short Term Debt	-	-	-	-	-
Long Term Debt	7,810,525	-	-	500,000	2,000,000
Developer Contributions	2,241,530	44,000	40,000	40,000	-

Total Funding Sources

\$ 37,558,492	\$ 6,436,092	\$ 7,409,371	\$ 9,164,967	\$ 13,363,500
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Finances Applied

Transportation Infrastructure	\$ 20,583,227	\$ 3,622,000	\$ 3,619,500	\$ 5,219,500	\$ 7,193,000
Buildings	1,914,450	144,000	458,500	140,000	20,000
Land	-	-	300,000	-	-
IT Infrastructure	257,800	55,000	65,000	185,000	70,000
Machinery and Equipment	1,701,965	513,092	443,871	397,967	1,341,000
Vehicles	1,863,000	-	-	-	555,000
Parks Infrastructure	1,804,505	260,000	262,500	782,500	212,500
Utility Infrastructure	9,433,545	1,842,000	2,260,000	2,440,000	3,972,000

Total Capital Expense

\$ 37,558,492	\$ 6,436,092	\$ 7,409,371	\$ 9,164,967	\$ 13,363,500
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Departmental Summary:

2021	2022	2023	2024	2025
Budget	Budget	Budget	Budget	Budget

General Government Services	\$ 193,770	\$ 122,500	\$ 138,500	\$ 208,500	\$ 120,000
Protective Services	2,413,900	140,000	55,000	55,000	125,000
Transportation Services	22,651,037	3,918,500	4,233,500	5,518,500	8,849,000
Environmental Health Services	56,510	2,500	327,500	27,500	2,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	2,384,730	335,592	319,871	840,467	275,000
Water Services	6,379,825	1,390,000	1,760,000	2,340,000	691,000
Sewer Services	3,478,720	527,000	575,000	175,000	3,301,000
Total by Department	\$ 37,558,492	\$ 6,436,092	\$ 7,409,371	\$ 9,164,967	\$ 13,363,500

Schedule "B" – Bylaw #4456
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 #4456
2021 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	37.84%	45.87%
Parcel Taxes	7.09%	8.60%
User Fees, Charges and Interest Income	21.79%	26.42%
Other Sources	18.19%	0.82%
Proceeds From Borrowing	15.09%	18.29%
	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 from Class 5 (Light Industry) to Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

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

The Provincial Government has legislated a municipal taxation rate cap for the Class 2 (Utilities) assessments. The City of Salmon Arm Class 2 (Utilities) general municipal property tax rate adheres to this legislation.

Schedule "B" – Bylaw #4456
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 #4456
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. 4457****A bylaw to set the rate of taxation for the year 2021**

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 2021;

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 2021:
 - 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 2, 2021, 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.

2021 Annual Rate of Taxation
Bylaw No. 4457

8. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2021 Annual Rate of Taxation Bylaw No. 4457".

READ A FIRST TIME THIS	12	DAY OF	April	2021
READ A SECOND TIME THIS	12	DAY OF	April	2021
READ A THIRD TIME THIS	12	DAY OF	April	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

MAYOR

CORPORATE OFFICER

City of Salmon Arm
2021 Property Tax
RatesBylaw No.
4457

Schedule "A"

Property Class	Column A General Municipal	Column B Regional Hospital District	Column C Regional District	Column D Regional District SIR	Column E Specified Area Business Improvement	Column F Specified Area Off-Street Parking	Column G Regional Library	Column H BC Assessment Authority	Column I Municipal Finance Authority
Residential	3.8106	0.3321	0.2169	0.0301	-	0.2469	0.1522	0.0411	0.0002
Utilities	23.3118	1.1623	0.7593	0.1053	-	0.8640	0.9314	0.4731	0.0007
Supportive Housing	-	-	-	-	-	-	-	-	0.0002
Major Industry	65.7256	1.1291	0.7376	0.1023	-	-	2.6254	0.4731	0.0007
Light Industry	10.7869	1.1291	0.7376	0.1023	-	-	0.4307	0.1137	0.0007
Business/Other	10.7869	0.8136	0.5315	0.0737	1.4755	0.6048	0.4307	0.1137	0.0005
Managed Forest Land	8.2540	0.9963	0.6508	0.0903	-	-	0.3303	0.2314	0.0006
Recreational/Non Profit	2.7756	0.3321	0.2169	0.0301	-	-	0.1111	0.0411	0.0002
Farm	12.8055	0.3321	0.2169	0.0301	-	-	0.5114	0.0411	0.0002

INFORMATIONAL CORRESPONDENCE - APRIL 26, 2021

- | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1. | C. Massey – email dated April 6, 2021 – Copy of letter sent to SD83 Trustees and Sr Staff regarding potential changes to high school configuration in Salmon Arm | A |
| 2. | K. and G. Wilkinson – email dated April 9, 2021 – Salmon Arm High School Configuration Changes | A |
| 3. | D. Carter – email dated April 20, 2021 – Hemp plastics research project | A |
| 4. | C. Burt, Salmon Arm Pickleball Club – email dated April 13, 2021 – Salmon Arm Pickleball Club Box | A |
| 5. | P. Webb, President Elect, Rotary Club of Salmon Arm – letter received April 2021 – 75 th Year Celebration | A |
| 6. | Dr. N. Fassina, President, Okanagan College – letter dated April 8, 2021 – President Introduction | N |
| 7. | S. Zhang – email dated April 19, 2021 – Request of Proclamation/Greeting letter/ Flag Raising for Falun Dafa Day 2021 | A |
| 8. | Interior Health Authority – newsletter dated April 2021 – Health Communities Monthly Newsletter | N |
| 9. | L. Helps, Mayor, City of Victoria to H. Bains, Minister of Labour – letter dated March 31, 2021 – Hospitality Industry during COVID-19 Pandemic | N |
| 10. | J. Vassilaki, Mayor, City of Penticton to Union of British Columbia Municipalities – letter dated April 13, 2020 – BC Government's Use of Provincial Paramountcy to Undermine Local Government Bylaws | N |
| 11. | A. Anora, Chief Statistician of Canada, Statistic Canada – email dated April 22, 2021 – The 2021 Census is almost here, and we need your support | A |

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Item 14.1

CITY OF SALMON ARM

Date: April 26, 2021

Presentation 4:00 p.m. (approximately)

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

TOPIC: SAEDS 2020 Year in Review and 5 Year Action Plan

Vote Record

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

Opposed:

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

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Item 23.1

CITY OF SALMON ARM

Date: April 26, 2021

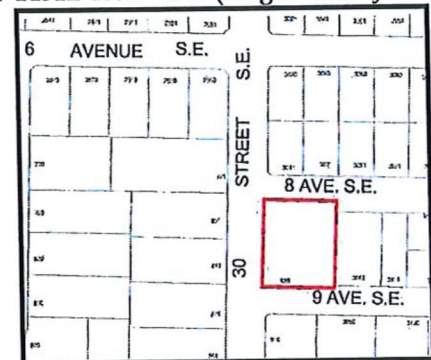
CITY OF SALMON ARM NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a virtual Public Hearing on **Monday, April 26, 2021 at 7:00 p.m.**

1) Proposed Amendment to Zoning Bylaw No 2303:

Rezone Lot 17, Section 18, Township 20, Range 9, W6M, KDYD, Plan 14512 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 830 30 Street SE
Location: Between 8 Avenue and 9 Avenue SE on the East side of 30 Street SE
Present Use: Single Family Dwelling
Proposed Use: Single Family Dwelling with Detached Suite
Owner/Applicant: Shott, B.
Reference: ZON-1201/ Bylaw No. 4447



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> April 13 to 26, 2021 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.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will not be allowing members of the public to attend this meeting. If you wish to attend virtually 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.

Erin Jackson, Director of Corporate Services

Vote Record

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

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



To: His Worship Mayor Harrison and Members of Council

Date: March 29, 2021

Subject: Zoning Bylaw Amendment Application No. 1201

Legal: Lot 17, Section 18, Township 20, Range 9, W6M, KDYD, Plan 14512
 Civic Address: 830 - 30 Street SE
 Owner/Applicant: Brent Shott

STAFF RECOMMENDATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303, 1995 by rezoning Lot 17, Section 18, Township 20, Range 9, W6M, KDYD, Plan 14512 from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone), as shown on 'Schedule A';

AND THAT: Final reading of the zoning amendment bylaw be withheld subject to the following:

- 1) Submission of a Building Permit application showing that the proposed *detached suite* in the existing detached garage conforms to BC Building Code requirements, and
- 2) Approval and issuance of a Development Variance Permit for the east setback of the proposed *detached suite*.

PROPOSAL

The subject parcel is located at 830 - 30 Street SE (Appendix 1). The proposal is to rezone the parcel from R1 (Single Family Residential) to R8 (Residential Suite Zone) to facilitate the conversion of an accessory building into a detached suite (Appendix 2).

BACKGROUND

The parcel is designated Low Density Residential (LDR) in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

The subject property is located in the Little Mountain Park neighbourhood which largely consists of R1 and some R8 zoned parcels. There are currently three lots within 100 metres of the subject property that are zoned R8, with more scattered throughout the neighbourhood.

The closest land within the ALR is located approximately 120 metres south of the subject property. Land uses directly adjacent to the subject property include the following:

North: R1 (Single Family Residential)
 South: R1 (Single Family Residential), A2 (Rural Holding), P3 (Institutional)
 East: R1 (Single Family Residential), R8 (Residential Suite Zone)
 West: R1 (Single Family Residential)

The property is approximately 0.20 ha (2,030 m²) in size and currently contains a single family dwelling and detached garage. The applicant is proposing to convert approximately 55.7 m² (600 ft²) of the existing garage into a *detached suite*. This would be well within the 90 m² (968.8 ft²) maximum size permitted for a *detached suite*. Site photos are attached as Appendix 5.

COMMENTSEngineering Comments

- Any future building permit that increases demand on water service will require water service upgrade. For more information and pricing contact Matt Gienger in Engineering Services. This is not a requirement of re-zoning.
- No other Engineering concerns.

Building Department

- Building was originally constructed as an unheated, uninsulated garage.
- Interior side setback is relevant for this proposal as a detached suite is required to be at least 2.0 m from the interior parcel line. The existing building is only 1.6 m from the interior parcel line.
- Lots of code issues to get this up to a residential status.
- Applicant has been advised of general issues.

Fire Department

No concerns.

Planning DepartmentOCP Policy:

Policy 8.3.25 within the OCP provides support for either a *secondary suite* or *detached suite* within all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Neither this policy, nor the Zoning Bylaw, supports subdivision of a *detached suite* from the principle building on a property.

Detached Suite Regulations:

The R8 zone relevant to *detached suites* is attached as Appendix 6.

Parking:

Three parking spaces are required for the uses on this property (two for the existing single family dwelling and one for the proposed *detached suite*). As a large property with two driveways, existing parking appears to be more than adequate to accommodate these spaces.

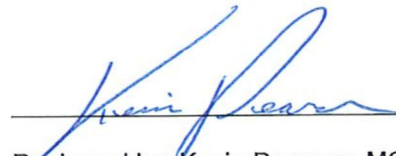
Access:

As mentioned above, the property already has two driveways with one fronting the existing detached garage where the proposed suite would be located. A parcel with a *detached suite* under the R8 zone must have a minimum street frontage of 15.0 m if the parcel has a second street frontage. This property more than meets this minimum street frontage requirement.

This large city lot located within the urban containment boundary is a suitable location for a *detached suite*. Subject to compliance with the BC Building Code and approval of a setback variance, staff are in support of this rezoning application.



Prepared by: Brenda Kolenbrander
Planner



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



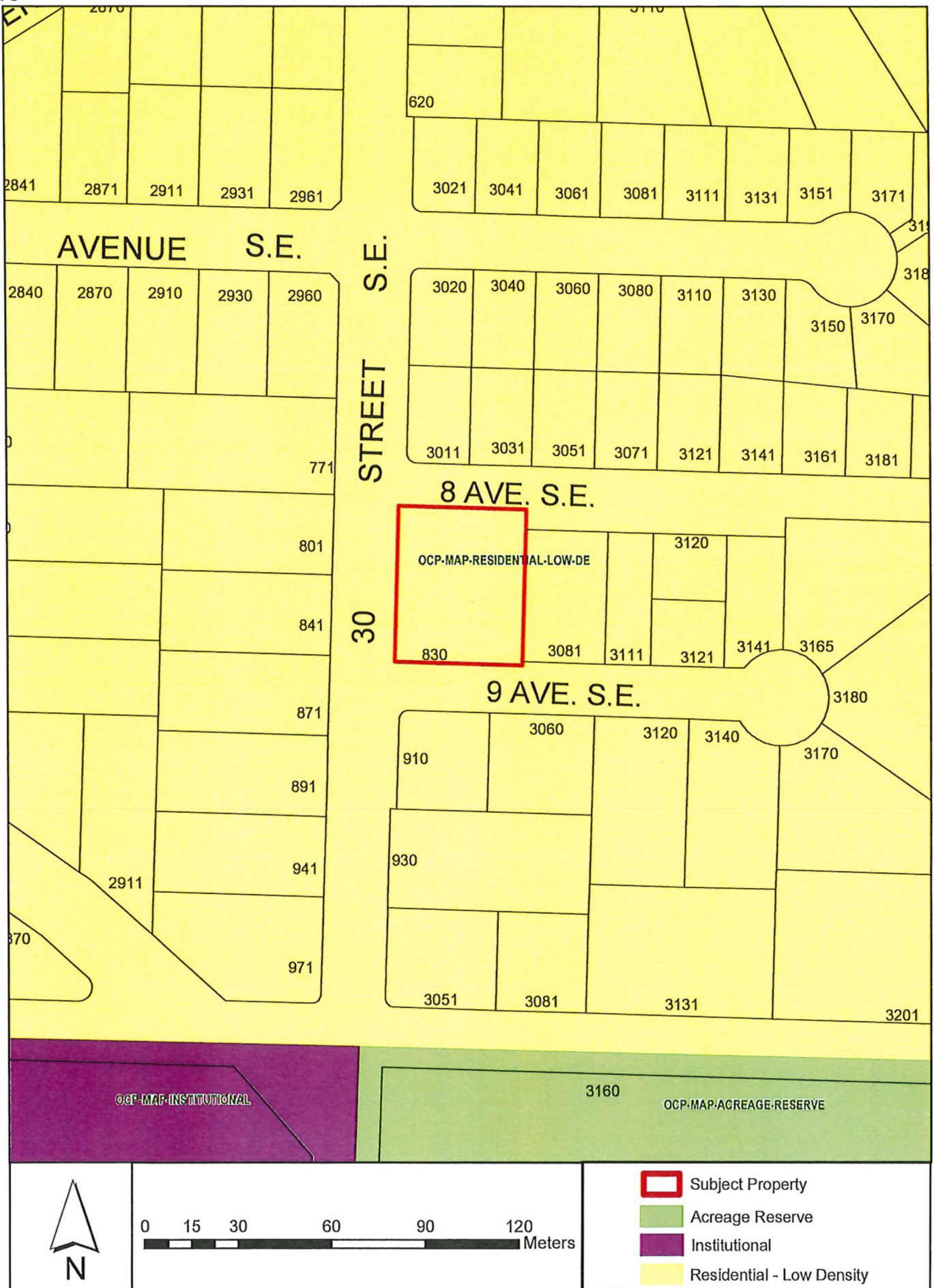
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Subject Property

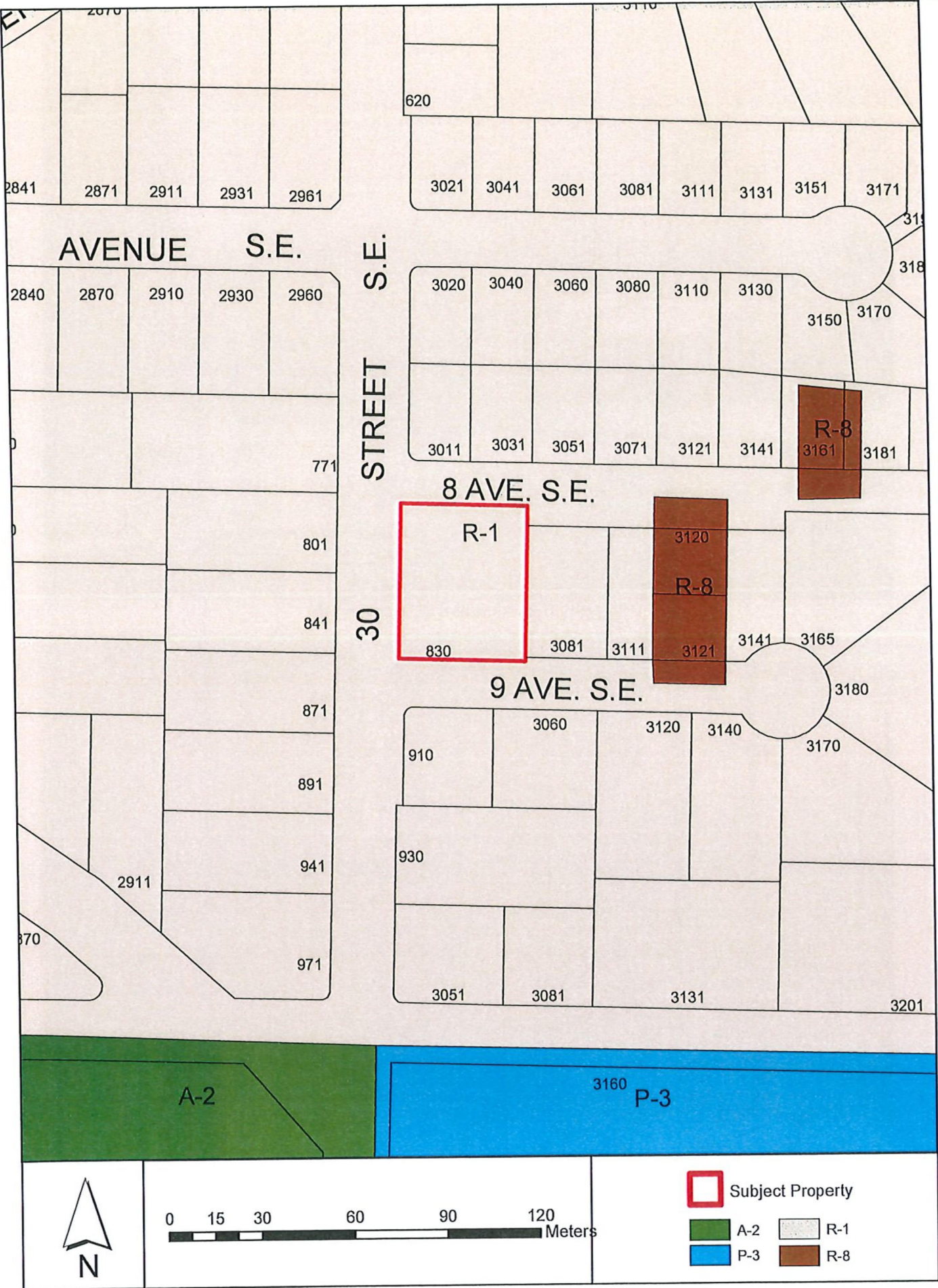
BROWNE JOHNSON LAND SURVEYORS* BRITISH COLUMBIA AND CANADA LANDS Box 362, Salmon Arm, B.C. V1E 4N5 (250)832-9701	
B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION	
To: Don Quilly 830 30th St. SE Salmon Arm, BC V1E 1J5 Your File:	Re: Lot 17, Plan 14512 Section 18, Township 20 Range 9, W6M, KDYD Parcel Identifier(PID): 008-985-341 Civic Address: 830 30th St. SE
List of documents registered on title which may affect the location of improvements:	
<p style="text-align: center; font-size: 1.2em;">Lot 17 Plan 14512</p> <p style="text-align: center;">Note: New construction located only</p> <p style="text-align: center;">Scale 1:300</p>	
Dimensions derived from Plan KAP54441	
Offsets from property line to building are measured from the foundation.	
The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document. This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners. This building location certificate has been prepared in accordance with the Manual of Standard Practice and is certified correct this 16th day of November, 2009.	COPY RIGHT © BROWNE JOHNSON 2009 All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON. THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.
B.C.L.S. Our File: 409-09 File: R116 p.35	

* A PARTNERSHIP PROVIDING LAND SURVEYING SERVICES THROUGH LAND SURVEYING COMPANIES



Zoning Map

APPENDIX 4₄₁





Property from 9 Avenue SE (facing north)



Property from 8 Avenue SE (facing south)

SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE #3996

Purpose

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

Regulations

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

Permitted Uses

- 13.3 The following uses and no others are permitted in the R-8 Zone:
- .1 *boarders*, limited to two;
 - .2 *family childcare facility*; #3082
 - .3 *group childcare*; #3082
 - .4 *home occupation*;
 - .5 *public use*;
 - .6 *public utility*;
 - .7 *single family dwelling*;
 - .8 *accessory use*, including *secondary suite* or *detached suite*.

Maximum Number of Single Family Dwellings

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

Maximum Number of Secondary Suites

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

Maximum Height of Principal Building

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

Maximum Height of Accessory Buildings

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

Maximum Parcel Coverage

- 13.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for all *accessory buildings*, which may be increased to a maximum of 15% for all *accessory buildings* including those containing a *detached suite* provided the *accessory building* containing the *detached suite* has a lesser *building area* than the *single family dwelling*. #4272

Minimum Parcel Area

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

Minimum Parcel Width

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

SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED**Maximum Floor Area and Floor Area Ratio**

13.11

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

Minimum Setback of Principal Building13.12 The minimum *setback* of the *principal building* from the:

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

Minimum Setback of Accessory Buildings13.13 The minimum *setback* of accessory *buildings* from the:

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

Minimum Setback of a Detached Suite13.14 The minimum *setback* of an *accessory building* containing a *detached suite* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 3.0 metres (9.8 feet)
- .3 *Interior side parcel line* shall be 2.0 metres (6.5 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)

Parking

13.15

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

Detached Suite

13.16 Refer to Section 4.2 for General Regulations.

Item 23.2

CITY OF SALMON ARM

Date: April 26, 2021

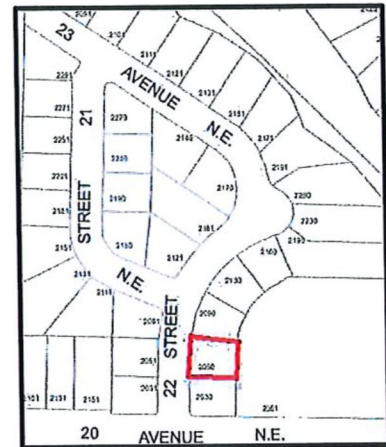
CITY OF SALMON ARM NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a virtual Public Hearing on Monday, April 26, 2021 at 7:00 p.m.

2) Proposed Amendment to Zoning Bylaw No 2303:

Rezone Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 31204 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 2050 22 Street NE
Location: North of 20 Avenue NE on east side of 22 Street NE
Present Use: Single Family Dwelling
Proposed Use: Single Family Dwelling with Suite
Owner/Applicant: Giles, S. & H.
Reference: ZON-1202/ Bylaw No. 4448



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> April 13 to 26, 2021 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.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will not be allowing members of the public to attend this meeting. If you wish to attend virtually 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.

Erin Jackson, Director of Corporate Services

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 29, 2021

Subject: Zoning Bylaw Amendment Application No. 1202

Legal: Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 31204
 Civic Address: 2050 – 22 Street NE
 Owner/Applicant: Giles, S. & H.

STAFF RECOMMENDATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303, 1995 by rezoning Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 31204 from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone), as shown on 'Schedule A';

AND THAT: Final reading of the zoning amendment bylaw be withheld subject to confirmation that the proposed *secondary suite* meets Zoning Bylaw and BC Building Code requirements.

PROPOSAL

The subject parcel is located at 2050 – 22 Street NE (Appendices 1 & 2). The proposal is to rezone the parcel from R1 (Single Family Residential) to R8 (Residential Suite Zone) to facilitate the conversion of the basement of the existing single family dwelling into a secondary suite.

BACKGROUND

The parcel is designated Medium Density Residential (MDR) in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

The subject property is located in the Bastion neighbourhood which largely consists of R1 and some R8 zoned parcels. There are currently three lots within 100 metres of the subject property that are zoned R8, including a property across the street on 21 Street NE that underwent the rezoning process two years ago.

The subject property is not located close to any land within the ALR. Land uses adjacent to the subject property include the following:

North: R1 (Single Family Residential), R8 (Residential Suite Zone)
 South: R1 (Single Family Residential), R8 (Residential Suite Zone)
 East: R1 (Single Family Residential)
 West: R1 (Single Family Residential)

The parcel is approximately 0.07 ha (699.3 m²) in size and currently contains a single family residence.

The applicant is proposing to convert the basement of the existing residence into a *secondary suite*. Staff note that the suite cannot exceed 90 m² and must be no more than 40% of the gross floor area of the building. Each floor of the building is 1,167 ft² (108.4 m²), meaning the maximum floor area for the suite would be 933.6 ft² (86.7 m²).

Site photos for the property are attached as Appendix 5.

COMMENTSEngineering Comments

- Access width limited to 8.0 m (impermeable width from street to property line) for all future development. Application shows rock beside driveway, which is acceptable.
- Any future building permit which proposes additional demand to the water service will trigger the need to upgrade water service to 1" (from water main to curb stop) (not a requirement for rezoning).
- No other engineering concerns regarding rezoning.

Building Department

- Zoning Bylaw applies regarding the size of the suite.
- No concerns with balance of application.

Fire Department

No concerns.

Planning DepartmentOCP Policy:

Policy 8.3.25 within the OCP provides support for either a *secondary suite* or *detached suite* within all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

Secondary Suite Regulations:

The R8 zone relevant to *secondary suites* is attached as Appendix 6.

Parking and Access:

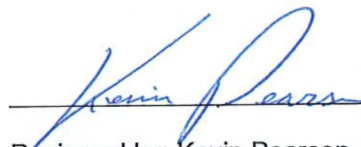
Three parking spaces are required for the uses on this property (two for the existing single family dwelling and one for the proposed *secondary suite*). The property already consists of an approximately 6.0m wide driveway and the applicant is proposing to add a gravel pad to the right of the residence to provide additional space for tenant parking.

Conclusion:

The proposed R8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff, subject to meeting BC Building Code and *secondary suite* regulations within the Zoning Bylaw. The City's Bylaw requirements have been conveyed to the owner/applicant.



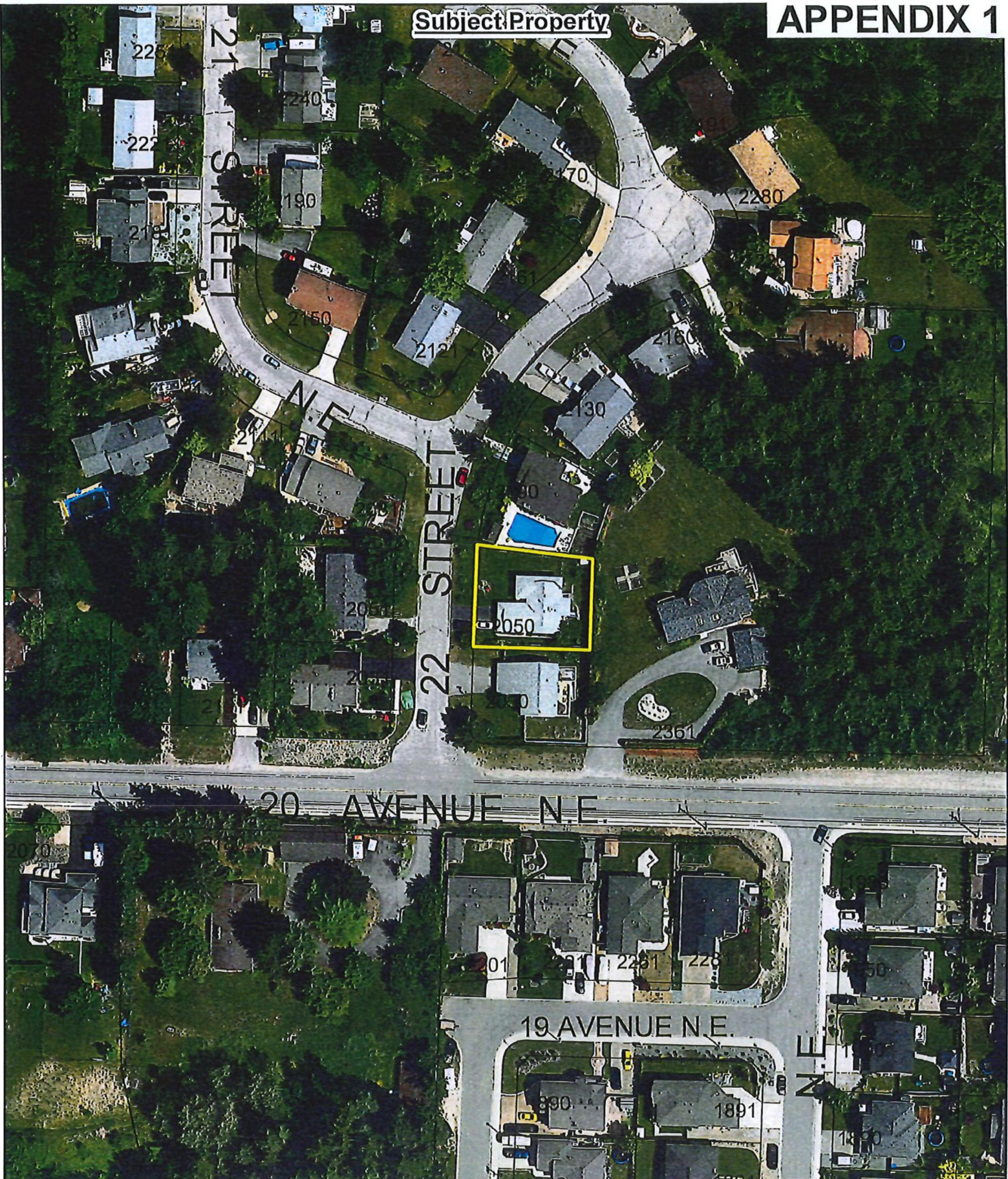
Prepared by: Brenda Kolenbrander
Planner



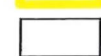
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

Subject Property

APPENDIX 1

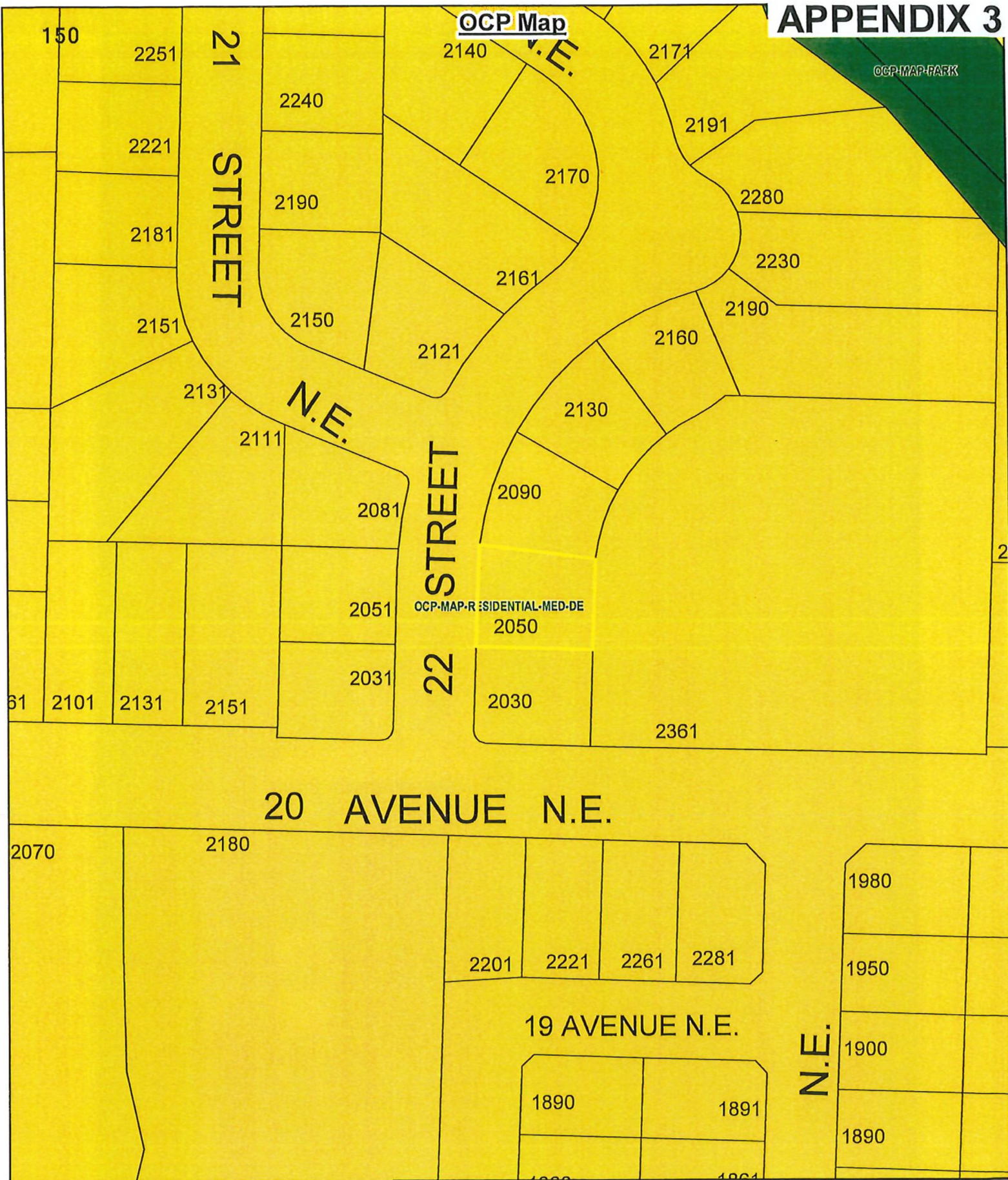


0 10 20 40 60 80 Meters

 Subject Property
 Parcels



APPENDIX 3



0 5 10 20 30 40 Meters



Subject Property

Parcels



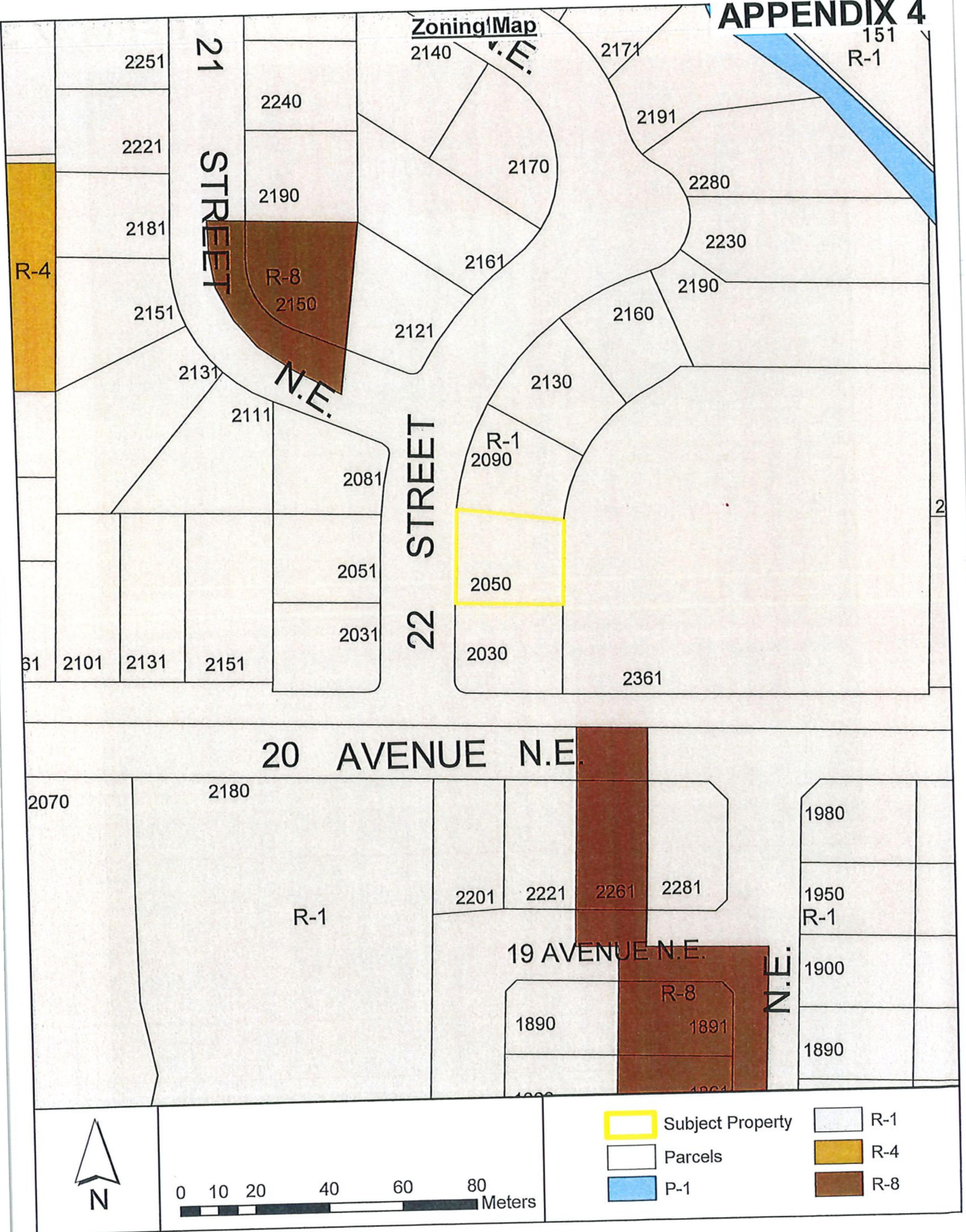
Park

Residential - Low Density



Residential - Medium Density

Zoning Map



0 10 20 40 60 80 Meters

- | | |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
|  Subject Property |  R-1 |
|  Parcels |  R-4 |
|  P-1 |  R-8 |



Item 24.1

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4447 be read a third time.

[ZON-1201; Shott, B.; 830 30 Street SE; 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. 4447

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 as authorized by Ministerial Order M192, British Columbia, on _____ at the hour of 7:00 p.m. was published in _____ and _____ 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 17, Section 18, Township 20, Range 9, W6M, KDYD, Plan 14512 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. 4447"

READ A FIRST TIME THIS	12	DAY OF	April	2021
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READ A SECOND TIME THIS	12	DAY OF	April	2021
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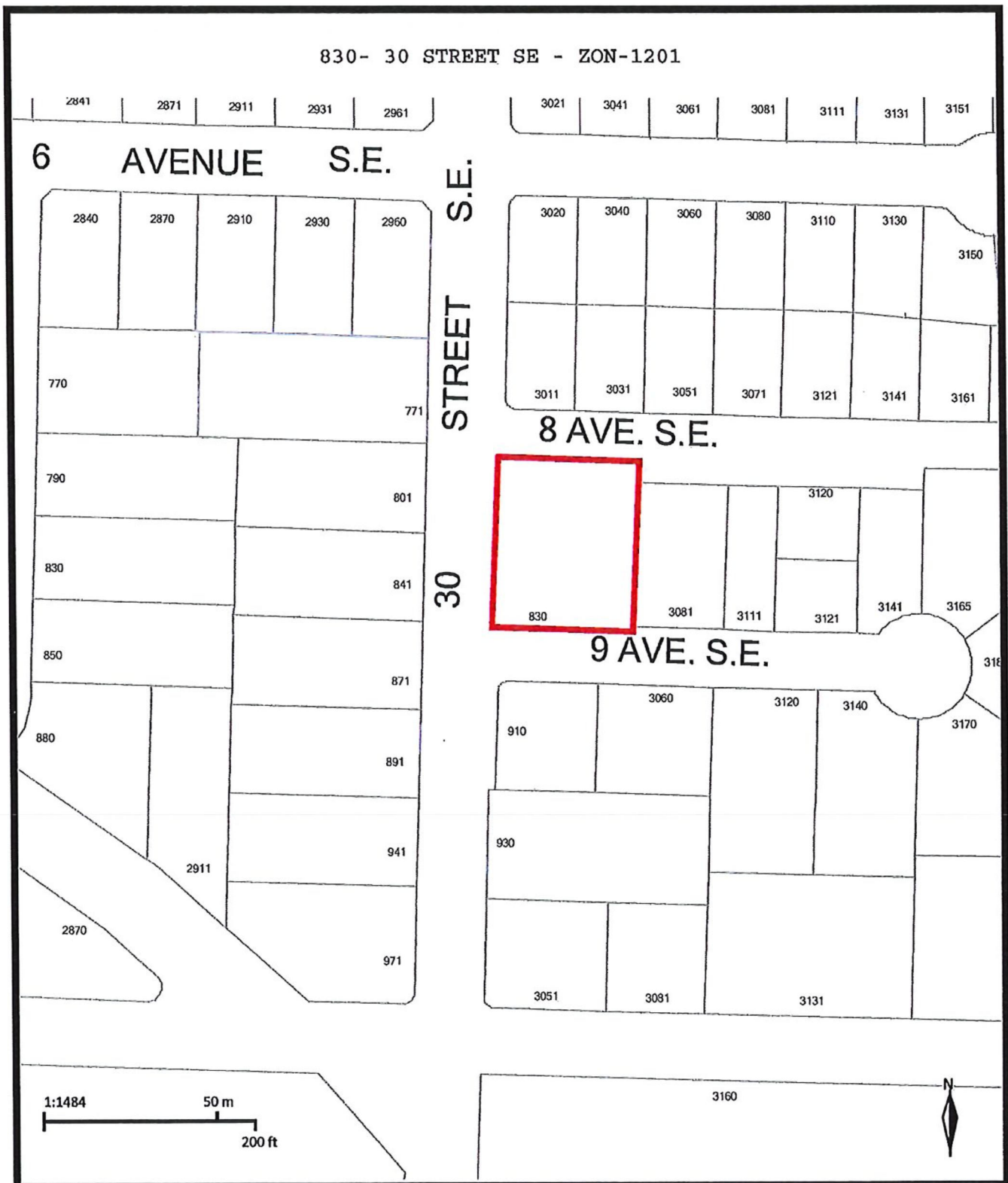
READ A THIRD TIME THIS		DAY OF		2021
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ADOPTED BY COUNCIL THIS		DAY OF		2021
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MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 24.2

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4448 be read a third time.

[ZON-1202; Giles, S. & H.; 2050 22 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. 4448

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 as authorized by Ministerial Order M192, British Columbia, on _____ at the hour of 7:00 p.m. was published in _____ and _____ issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 31204 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. 4448"**

READ A FIRST TIME THIS	12	DAY OF	April	2021
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READ A SECOND TIME THIS	12	DAY OF	April	2021
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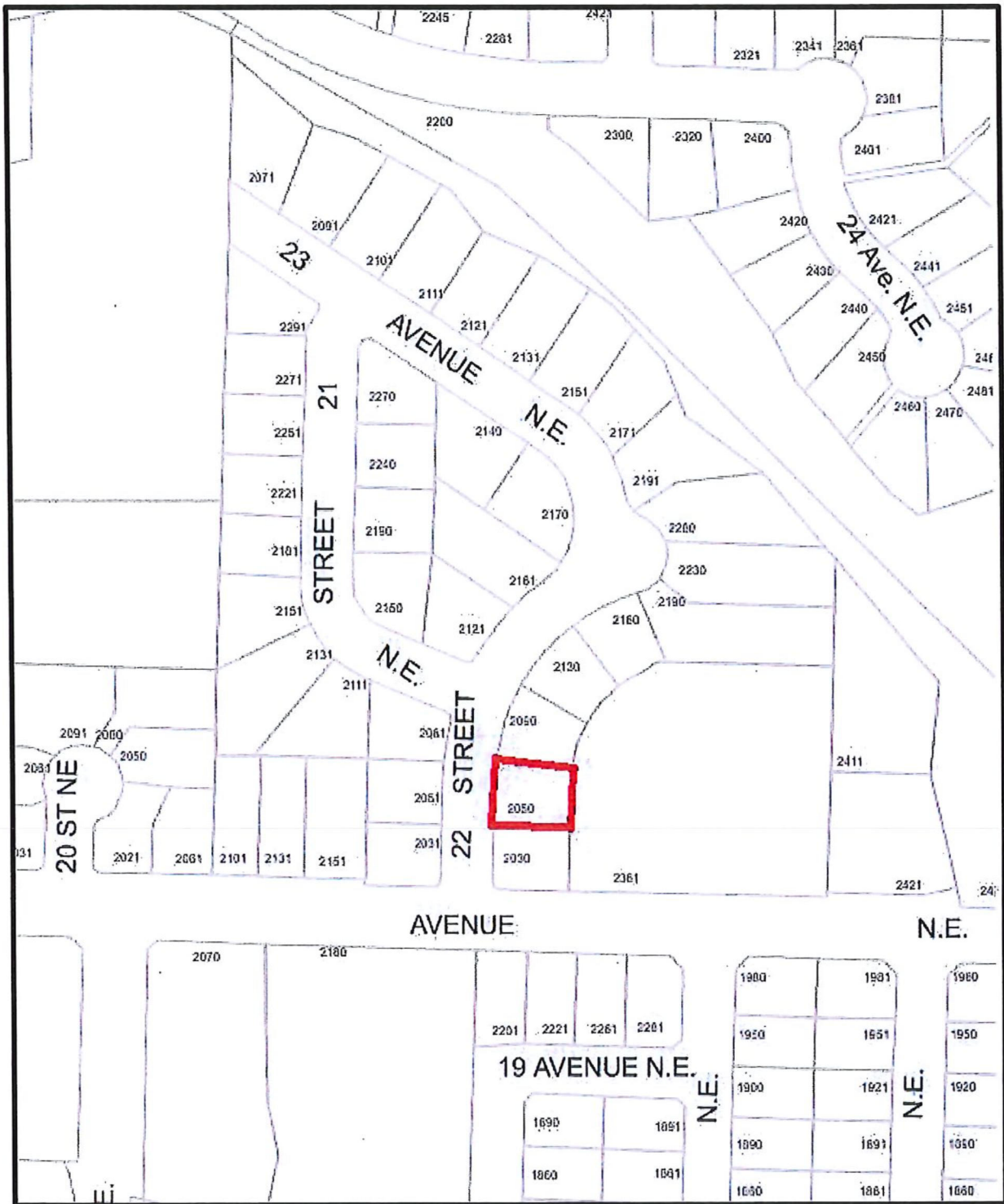
READ A THIRD TIME THIS		DAY OF		2021
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ADOPTED BY COUNCIL THIS		DAY OF		2021
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MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 26.

CITY OF SALMON ARM

Date: April 26, 2021

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of April 26, 2021, be adjourned.

Vote Record

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

Opposed:

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

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