



# AGENDA

## City of Salmon Arm Regular Council Meeting

Monday, April 11, 2022  
1:30 p.m.

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

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
3 - 16	6.	CONFIRMATION OF MINUTES 1. Regular Council Meeting Minutes of March 28, 2022
17 - 20	7.	COMMITTEE REPORTS 1. Development and Planning Services Committee Meeting Minutes of April 4, 2022
21 - 24	2.	Environmental Advisory Committee Meeting Minutes of March 11, 2022
25 - 28	3.	Active Transportation Task Force Meeting Minutes of April 4, 2022
29 - 32	4.	Community Heritage Commission Meeting Minutes of March 7, 2022
33 - 42	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE 1. Board in Brief – March 2022
43 - 74	14.	PRESENTATIONS/DELEGATIONS 1. Presentation 2:45 – 3:00 p.m. (approximately) A. Spencer, BDO Canada LLP – 2021 Audited Financial Statements

- 75 – 78      9.      **STAFF REPORTS**
- 79 – 82      1.      Chief Financial Officer – 2021 Financial Statements
- 83 - 84      2.      Chief Financial Officer – 2021 Yearend Surplus – For Information
3.      Chief Financial Officer – 2022 Assessments/New Construction – For Information
- 85 - 162      10.      **INTRODUCTION OF BYLAWS**
1.      2021 Final Budget
- a.      City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4512 – First, Second and Third Readings
- b.      City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4513 – First, Second and Third Readings
- c.      City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4514 – First, Second and Third Readings
- d.      City of Salmon Arm Development Cost Charge Underpass Reserve Fund Expenditure Bylaw No. 4515 – First, Second and Third Readings
- e.      City of Salmon Arm Cemetery Purchase and Development Reserve Fund Expenditure Bylaw No. 4516 – First, Second and Third Readings
- f.      City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4517 – First, Second and Third Readings
- g.      City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4518 – First, Second and Third Readings
- h.      City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4519 – First, Second and Third Readings
- i.      City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4520 – First, Second and Third Readings
- j.      City of Salmon Arm Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4521 – First, Second and Third Readings
- 163-182      2.      2022 Final Budget
- a.      City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4524 - First, Second and Third Readings
- b.      City of Salmon Arm 2022 Annual Rate of Taxation Bylaw No. 4508 – First, Second and Third Readings
- 183-186      3.      City of Salmon Arm Sterile Insect Release [SIR] Program Parcel Tax Amendment Bylaw No. 4507 – First, Second and Third Readings
9.      **STAFF REPORTS - continued**
- 187-190      4.      Director of Engineering & Public Works – Project Award – WPCC Outfall Inspection
- 191-194      5.      Director of Engineering & Public Works – New Pump Purchase – Water Plant Sanitary Lift Station
- 195-210      6.      Chief Administrative Officer – Code of Responsible Conduct

10. **INTRODUCTION OF BYLAWS - continued**
  - 211-222 4. City of Salmon Arm Zoning Amendment Bylaw No. 4496 [ZON-1231; Paton, D. & Kuster, M.; 3941 20 Street NE; R-1 to R-8] – First and Second Readings
  - 223-248 5. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4499 [OCP4000-48; Canzea Developments Ltd.; 1141 18 Street NE; MR to HR] – First Reading
  - 249-252 6. City of Salmon Arm Zoning Amendment Bylaw No. 4501 [ZON-1233; Canzea Developments Ltd.; 1141 18 Street NE; R-4 to R-5] (*See Item 10.5 for Staff Report*) – First Reading
11. **RECONSIDERATION OF BYLAWS**
  - 253-262 1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4522 [Parking Rates] – Final Reading
  - 263-296 2. City of Salmon Arm Land Use Contract Termination Bylaw No. 4485 [Canoe Creek Estates] – Final Reading
  - 297-306 3. City of Salmon Arm Zoning Amendment Bylaw No. 4486 [ZON-1225; Canoe Creek Estates; R-1 to R-6] – Final Reading (*see Item 11.2 for Staff Report*)
  - 307-310 4. City of Salmon Arm Mobile Home Park Amendment Bylaw No. 4487 [Text Amendment; Canoe Creek Estates lot sizes] – Final Reading (*see Item 11.2 for Staff Report*)
12. **CORRESPONDENCE**
  - 311-312 1. Informational Correspondence
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**
20. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>22.</b>	<b>HEARINGS</b>
	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
313-330	1.	Zoning Amendment Application No. ZON-1228 [Wild Blue Developments Ltd./Franklin Engineering Ltd.; 2220 10 Street SW; R-1 and A-2 to R-8]
331-340	2.	Zoning Amendment Application No. ZON-1232 [Dieleman, P. & J.; 6500 1 Avenue NW; A-2 to A-3]
341-350	3.	Zoning Amendment Application No. ZON-1235 [Bickle, J. & J.; 1241 25 Avenue SW; R-1 and R-9 to R-8]
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
351-354	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4492 [ZON-1228; Wild Blue Developments Ltd./Franklin Engineering Ltd.; 2220 10 Street SW; R-1 and A-2 to R-8] – Third and Final Reading
355-358	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4498 [ZON-1232; Dieleman, P. & J.; 6500 1 Avenue NW; A-2 to A-3] – Third and Final Reading
359-362	3.	City of Salmon Arm Zoning Amendment Bylaw No. 4506 [ZON-1235; Bickle, J. & J.; 1241 25 Avenue SW; R-1 and R-9 to R-8] – Third and Final Reading
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
363-364	<b>26.</b>	<b>ADJOURNMENT</b>

Item 2.

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor Eliason

Seconded: Councillor Lindgren

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

### 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 11, 2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

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

### Vote Record

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

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:00 p.m. and reconvened at 2:30 p.m. on Monday, March 28, 2022.

### PRESENT:

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

Chief Administrative Officer E. Jackson  
Director of Engineering and Public Works R. Niewenhuizen  
Director of Development Services K. Pearson  
Director of Corporate Services S. Wood  
Chief Financial Officer C. Van de Cappelle  
Operations Manager, Shuswap Recreation Society R. Rusjan  
Fire Chief B. Shirley  
Executive Assistant B. Puddifant (participated remotely)

### ABSENT:

Councillor S. Lindgren

#### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:00 p.m.

#### 2. IN-CAMERA SESSION

0117-2022

Moved: Councillor Cannon

Seconded: Councillor Eliason

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.

Council returned to Regular Session at 2:13 p.m.

Council recessed until 2:30 p.m.

#### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

5. DISCLOSURE OF INTEREST

Councillor Wallace Richmond declared a conflict with Item 9.2 as a family member is employed by the roofing contractor.

Councillor Wallace Richmond declared a conflict with Item 10.3 as a family member is employed by the applicant.

Councillor Flynn declared a conflict with Item 9.4 as the contractor is a client of his firm.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of March 14, 2022

0118-2022                      Moved: Councillor Lavery  
                                      Seconded: Councillor Flynn  
                                      THAT: the Regular Council Meeting Minutes of March 14, 2022, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of March 21, 2022

0119-2022                      Moved: Councillor Cannon  
                                      Seconded: Councillor Wallace Richmond  
                                      THAT: the Development and Planning Services Committee Meeting Minutes of March 21, 2022, be received as information.

CARRIED UNANIMOUSLY

2. Court of Revision for the 2022 73 Avenue Water Main Extension Parcel Tax Assessments Meeting Minutes of March 14, 2022

0120-2022                      Moved: Councillor Eliason  
                                      Seconded: Councillor Cannon  
                                      THAT: the Court of Revision for the 2022 73 Avenue Water Main Extension Parcel Tax Assessments Meeting Minutes of March 14, 2022, be approved.

CARRIED UNANIMOUSLY

3. Court of Revision for the 2022 Transportation Parcel Tax Assessments Meeting Minutes of March 14, 2022

0121-2022                      Moved: Councillor Flynn  
                                      Seconded: Councillor Lavery  
                                      THAT: the Court of Revision for the 2022 Transportation Parcel Tax Assessments Meeting Minutes of March 14, 2022, be approved.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

4. Court of Revision for the 2022 Water and Sewer Frontage Assessments Meeting Minutes of March 14, 2022

0122-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Court of Revision for the 2022 Water and Sewer Frontage Assessments Meeting Minutes of March 14, 2022, be approved.

CARRIED UNANIMOUSLY

5. Shuswap Regional Airport Operations Committee Meeting Minutes of March 16, 2022

0123-2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of March 16, 2022 be received as information.

CARRIED UNANIMOUSLY

6. Social Impact Advisory Committee Meeting Minutes of March 18, 2022

0124-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of March 18, 2022 be received as information.

CARRIED UNANIMOUSLY

7. Downtown Parking Commission Meeting Minutes of March 15, 2022

0125-2022

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Downtown Parking Commission Meeting Minutes of March 15, 2022 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. General Manager, Shuswap Recreation Society - Proposed placement of storage and sun shading

0126-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council authorize the Salmon Arm Pickleball Club to place a storage locker and sun shading at the Klahani Park Pickleball Courts for the 2022 season;

9. STAFF REPORTS - continued

1. General Manager, Shuswap Recreation Society - Proposed placement of storage and sun shading - continued

AND THAT: the placement of advertising on the sun shading be permitted to provide the benefits of protection from sun exposure to be available for all users of the facility for the 2022 season.

Amendment:

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

AND THAT: the size and design of advertising on the storage locker and sun shading is subject to approval by Council.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

Councillor Wallace Richmond declared a conflict and left the meeting at 3:03 p.m.

2. Operations Manager, Shuswap Recreation Society - Recreation Centre Roof

0127-2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council approve the Recreation Centre Roof Replacement - Phase 1 as a 2022 capital project;

AND THAT: the 2022 Budget contained in the 2022 - 2026 Financial Plan Bylaw be amended to reflect the Recreation Centre Roof Replacement - Phase 1 in the amount of \$95,0000.00 funded from the Recreation Centre Major Maintenance Reserve Fund.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 3:14 p.m.

3. Chief Financial Officer - 2022/2023 Revised RCMP Funding (2022 Budget)

0128-2022

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council approve the revised contract estimate and spending cap for 2022/2023 estimated at \$4,620,152.00 under the Municipal Policing Contract of which the City is responsible for 90% thereof.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

Councillor Flynn declared a conflict and left the meeting at 3:17 p.m.

4. Fire Chief – 2022 Community Resiliency Investment – Endorsement Request

0129-2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

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;

AND 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 2022 Community Resiliency Investment Grant, subject to approval by UBCM/Province of BC.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:20 p.m.

10. INTRODUCTION OF BYLAWS

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

0130-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4492 be read a first and second time.

CARRIED UNANIMOUSLY

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

0131-2022

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4498 be read a first and second time.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

Councillor Wallace Richmond declared a conflict and left the meeting at 3:26 p.m.

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

0132-2022

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4506 be read a first and second time.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 3:28 p.m.

4. City of Salmon Arm Fee for Service Amendment Bylaw No. 4522 [Parking Rates] - first, second and third readings

0133-2022

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4522 be read a first, second and third time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4493 [ZON-1229; Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4] - Final Reading

0134-2022

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4493 be read a final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4494 [ZON-1230; Whalley, R. & M.; 6840 46 Street NE; R-1 to R-8] - Final Reading

0135-2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4494 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

1. Informational Correspondence

3. C. Burt – email dated March 21, 2022 – South Canoe FireSmart

0136-2022

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Council authorize one time funding from Council Initiatives of \$500.00 to South Canoe FireSmart.

CARRIED UNANIMOUSLY

8. H. Ketter, Volunteer and Grant Coordinator, Salmon Arm Roots & Blues – letter dated March 24, 2022 – Request for Letter of Support

0137-2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council provide a letter of support to the Salmon Arm Folk Music Society for submission to the BC Community Gaming Grant funding program for the 30<sup>th</sup> annual Salmon Arm Roots & Blues Festival.

CARRIED UNANIMOUSLY

7. D. Parker, Secretary, Salmon Arm Royal Purple Lodge No. 279 – letter dated March 23, 2022 – Bench Request to Council

0138-2022

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council authorize staff to work with the Salmon Arm Royal Purple Lodge No. 279 on the placement of a bench on City property subject to associated costs being assumed by the Salmon Arm Royal Purple Lodge No. 279.

CARRIED UNANIMOUSLY

5. J. Broadwell, Manager, Downtown Salmon Arm – letter dated March 15, 2022 – Request to Close Hudson Street for Multicultural Day

0139-2022

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council authorize the closure to vehicle traffic of the 200 block of Hudson Avenue NE (from Ross Street to Alexander Street), including the Ross Street Plaza on Monday, June 27, 2022 from 2:30 to 9:00 p.m. for the 2022 Multicultural Day celebration subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued

6. J. Evans, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children's Association - letter dated March 14, 2022 - Outdoor Recreation Program

0140-2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council authorize the Shuswap Children's Association to hold play events on March 29, April 5, April 12 and April 19, 2022 at Blackburn Park from 10:00 a.m. to 1:00 p.m., subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

15. COUNCIL STATEMENTS

19. OTHER BUSINESS

14. PRESENTATIONS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

20. QUESTION AND ANSWER PERIOD

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

2. IN-CAMERA SESSION - continued

0141-2022

Moved: Mayor Harrison

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 3:54 p.m.

Council returned to Regular Session at 4:46 p.m.

The Meeting recessed to 7:00 p.m.

**PRESENT:**

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

Chief Administrative Officer E. Jackson  
Director of Engineering and Public Works R. Niewenhuizen  
Director of Development Services K. Pearson  
Director of Corporate Services S. Wood

**ABSENT:**

Councillor S. Lindgren  
Councillor T. Lavery

**21. DISCLOSURE OF INTEREST**

**22. HEARINGS**

1. Development Permit Application No. DP-438 [McGregor, D./Elidoras, B.; 1910 11 Avenue NE; 15 Unit – High Density Residential]

0142-2022

Moved: Councillor Cannon  
Seconded: Councillor Flynn  
THAT: Development Permit No. DP-438 be authorized for issuance for Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plans 14376, 24326 and KAP48014 in accordance with the drawings shown on Appendix 3 to the Staff Report dated March 15, 2022;

AND THAT: Development Permit No. DP-438 include the following variance to Zoning Bylaw No. 2303:

1. Section 10.9.1 – decrease the minimum front parcel line setback from 5.0 metres (16.4 feet) to 3.0 metres (9.8 feet) for proposed building/unit 01, as shown on Appendix 3 to the Staff Report dated March 15, 2022;

AND THAT: Development Permit No. DP-438 allow for the placement of fencing along the eastern and southern parcel lines to a maximum height of 8.0 feet (2.4 metres);

AND FURTHER THAT: issuance of Development Permit No. DP-438 be withheld subject to the following:

1. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimated for completion of the landscaping plan.

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

22. HEARINGS - continued

1. Development Permit Application No. DP-438 [McGregor, D./Elidoras, B.; 1910 11 Avenue NE; 15 Unit - High Density Residential] - continued

Submissions were called for at this time.

D. McGregor and B. Elidoras, the applicants, were available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:08 p.m. and following comments from Council the Motion was:

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-551 [Marshall, R. & N.; 1920 2 Avenue SE; Setback requirements]

0143-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Development Variance Permit No. VP-551 be authorized for issuance for Lot 8, Section 13, Township 20, Range 10, W6M, KDYD, Plan 17865 to vary Zoning Bylaw No. 2303 as follows:

1. Section 4.15.1 - Front Parcel Line Setback reduction from 6.0 metres to 5.3 metres to facilitate construction of swimming pool on this property.

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

R. Marshall, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:13 p.m. and following comments from Council the Motion was:

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict of interest as the applicant is a client of his firm and left the meeting at 7:16 pm.

3. Development Variance Permit Application No. VP-543 [0191711 BC Ltd./Dorward, C.; 4191 Auto Road SE; Servicing requirements]

0144-2022

Moved: Councillor Cannon

Seconded: Mayor Harrison

THAT: Development Variance Permit No. VP-543 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan KAP78168 which will vary the following provisions of the Subdivision and Development Servicing Bylaw

22. HEARINGS - continued

3. Development Variance Permit Application No. VP-543 [0191711 BC Ltd./Dorward, C.; 4191 Auto Road SE; Servicing requirements] - continued

No. 4163 for the development of an *accessory building* as permitted under the M-1 – General Industrial Zoning Regulations:

1. Section 5.4.2 – Waive the minimum watermain upgrade from 250mm to 200 mm; and
2. Section 5.8.1 – Waive the required fire hydrant installation of two (2) hydrants.

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

Submissions were called for at this time.

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

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Development Variance Permit No. VP-543 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan KAP78168 to vary Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Section 5.4.2 – Reduce the minimum watermain upgrade (cash in lieu contribution) from 100% (\$30,067.20) to 50% (\$15,033.60); and
2. Section 5.8.1 – Reduce fire hydrant installation from two (2) hydrants to one (1) hydrant.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

24. RECONSIDERATION OF BYLAWS

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0145-2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of March 28, 2022, be adjourned.

The meeting adjourned at 7:23 p.m.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT:

Adopted by Council the      day of      , 2022.

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

\_\_\_\_\_  
MAYOR

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Item 7.1

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor Cannon

Seconded: Councillor Eliason

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

### Vote Record

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

Opposed:

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

## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, April 4, 2022.

### **PRESENT:**

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

Chief Administrative Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Development Services K. Pearson  
Director of Corporate Services S. Wood  
Executive Assistant B. Puddifant

### **ABSENT:**

#### **1. CALL TO ORDER**

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

#### **2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

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

#### **3. REVIEW OF THE AGENDA**

#### **4. DISCLOSURE OF INTEREST**

#### **5. REPORTS**

1. Zoning Amendment Application No. ZON-1231 [Paton, D. & Kuster, M.; 3941 20 Street NE; R-1 to R-8]

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that a Bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 25, Township 20, Range 10,

5. REPORTS - continued

1. Zoning Amendment Application No. ZON-1231 [Paton, D. & Kuster, M.; 3941 20 Street NE; R-1 to R-8] - continued

W6M, KDYD, Plan KAP60845 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

D. Paton, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Official Community Plan Amendment Application No. OCP4000-48 [Canzea Developments Ltd.; 1141 18 Street NE; MR to HR]

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a Bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 to redesignate the south-east portion of Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978, Except Plan 54560 from Residential Medium Density to Residential High Density.

G. Richardson, Canzea Developments Ltd., the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED

Councillor Lavery Opposed

3. Zoning Amendment Application No. ZON-1233 [Canzea Developments Ltd.; 1141 18 Street NE; R-4 to R-5] (See Item 5.2 for Staff Report)

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning the south-east portion of Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978, Except Plan 54560 from R-4 (Medium Density Residential Zone) to R-5 (High Density Residential Zone);

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

G. Richardson, Canzea Developments Ltd., the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED

Councillor Lavery Opposed

6. FOR INFORMATION

1. Agricultural Land Commission – Reason for Decision – ALC Application No. 62847

Received for information.

7. CORRESPONDENCE

8. IN-CAMERA

9. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee meeting of April 4, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:48 a.m.

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Mayor Alan Harrison  
Chair

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

Item 7.2

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor Lindgren

Seconded: Councillor Lavery

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

### Vote Record

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

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

## CITY OF SALMON ARM

Minutes of the Environmental Advisory Committee Meeting held by virtual means on Friday, March 11, 2022 at 2:30 p.m.

### PRESENT:

Councillor Sylvia Lindgren  
Julia Beatty  
Janet Pattinson  
Carmen Fennell  
Pauline Waelti  
Barrie Voth  
Warren Bell  
Luke Gubbels  
Barb Puddifant

City of Salmon Arm, Chair  
Shuswap Climate Action (left the meeting at 3:30 p.m.)  
Shuswap Naturalist Club  
Citizen at Large  
Shuswap Environment Action Society (SEAS)  
Agricultural Industry  
Canadian Association of Physicians for the Environment (CAPE)  
Canoe Forest Products  
City of Salmon Arm, Recorder

### ABSENT:

Michael Simpson  
Sharon Bennett  
Janet Aitken  
Dale Culler  
Christina Thomas  
Jessica Klikach

Adams Lake Indian Band  
Citizen at Large  
Citizen at Large  
SABNES  
School District No. 83  
Neskonlith Indian Band  
Salmon Arm Fish and Game Club

### GUESTS:

Ceran Caner

The meeting was called to order at 2:35 p.m.

#### 1. Introductions and Welcome

#### 2. Acknowledgement of Traditional Territory

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

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

Moved: Pauline Waelti

Seconded: Janet Pattinson

THAT: the Environmental Advisory Committee Meeting Agenda of March 11, 2022 be approved as circulated.

CARRIED UNANIMOUSLY

**4. Approval of Minutes from February 11, 2022**

Moved: Janet Pattinson

Seconded: Carmen Fennell

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

CARRIED UNANIMOUSLY

**5. Presentations****6. Old Business/Arising from Minutes****a) Bylaw Review – Tree Removal and Protection Bylaw No. 2305 and Pesticide Use Bylaw No. 3744**

Tree Removal Bylaw – Councillor Lindgren spoke regarding the Tree Preservation Group's list of ideas for a revised City Bylaw. The group compiled a list consisting of the positives and negatives of the existing City Tree Removal Bylaw as well as a list of possible changes including changing the focus of the Bylaw from removal to preservation, increasing tree protection and replanting requirements, deterring tree removal and increasing public awareness.

Pesticide Use Bylaw – Julia Beatty outlined the draft of the Bylaw review to the Committee. The recommendations include background, environmental and health risks associated with pesticide use as well as an educational aspect to pesticide use. The review contains recommendations that could be included in a new City Pesticide Use Bylaw.

Councillor Lindgren has distributed the ideas list from each bylaw review group to City staff for review.

Julia Beatty left the meeting at 3:30 p.m.

**7. New Business****a) Climate Action – council/staff direction – for discussion at April, 2022 meeting.**

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

9. **Next Meeting - April 8, 2022**

10. **Adjournment**

The virtual meeting ended at 3:47 p.m.

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Councillor Sylvia Lindgren, Chair

Received for information by Council the       day of       , 2022.

Item 7.3

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Mayor Harrison

Seconded: Councillor Lavery

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

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

Minutes of the Meeting of the Active Transportation Task Force held by electronic means on Monday, April 4, 2022 at 10:00 a.m.

### PRESENT:

Mayor Alan Harrison  
Councillor Tim Lavery  
Joe Johnson  
Blake Lawson  
Camilla Papadimitropoulos  
Gary Gagnon  
Steve Fabro  
Phil McIntyre-Paul  
David Major  
Craig Newnes  
Anita Ely  
Marianne VanBuskirk  
Paige Hilland  
Chris Larson  
Jenn Wilson  
Barb Puddifant

City of Salmon Arm, Chair  
City of Salmon Arm, Chair  
Greenways Liaison Committee  
Citizen at Large (entered the meeting at 10:06 a.m.)  
Citizen at Large  
Citizen at Large (entered the meeting at 10:10 a.m.)  
Citizen at Large  
Shuswap Trail Alliance  
Shuswap Cycling Club  
Downtown Salmon Arm  
Interior Health  
School District No. 83  
Social Impact Advisory Committee  
City of Salmon Arm, Senior Planner  
City of Salmon Arm, City Engineer  
City of Salmon Arm, Recorder

### ABSENT:

Louis Thomas  
Cory Sampson  
Lana Fitt  
Kathy Atkins

Councillor, Neskonlith Indian Band  
Councillor, Adams Lake Indian Band  
Salmon Arm Economic Development Society  
Citizen at Large

### GUESTS:

Jen Bellhouse  
Sarah Freigang  
Daylin Mantyka

Shuswap Trail Alliance  
Urban Systems  
Urban Systems

The meeting was called to order at 10:03 a.m.

1. Call to Order, Introductions and Welcome
2. Acknowledgement of Traditional Territory

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

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

Addition of Item 5.1 – Sarah Freigang and Daylin Mantyka – Urban Systems – Update

Moved: Marianne VanBuskirk

Seconded: Steve Fabro

THAT: the Agenda for the April 4, 2022 Active Transportation Task Force Meeting be approved with additions.

CARRIED UNANIMOUSLY

**4. Approval of minutes from March 7, 2022**

Moved: Gary Gagnon

Seconded: Camilla Papadimitropoulos

THAT: The minutes of the Active Transportation Committee Meeting of March 7, 2022 be approved.

CARRIED UNANIMOUSLY

**5. Presentations****1. Sarah Freigang and Daylin Mantyka – Urban Systems – Update on Active Transportation project**

Sarah Freigang and Daylin Mantyka, Urban Systems, provided an update on the upcoming community engagement plan including project name, tagline, branding, online survey, website, social media and press release. The community engagement process will commence on April 6 and continue through June and will include pop engagement sessions at various locations. The coordination of sharing opportunities was discussed and will be organized by Councillor Lavery and Urban Systems to facilitate a strategy for outreach.

**6. Old Business / Arising from Minutes****7. Sub-Group Updates**

a) RFP sub-group – no update

b) Interim Ideas Sub-Group – Blake Lawson outlined the discussions of the March meeting of this sub-group including a recap of ideas and a discussion on how best to support Urban Systems in their engagement. The sub-group discussed a recent letter to Council from Claire Askew and concerned parents relating to safety issues on roads and transportation routes.

**8. New Business**

- a) Building Canada – Public Transportation – Active Transportation Fund  
Chris Larson and Jenn Wilson outlined the recent submission of the grant application to assist in the funding for the replacement of the sidewalk on 16 Avenue NE with a multi-use path.
- b) ATTF role in Planning process

**9. Other Business &/or Roundtable Updates, Ideas and Questions****10. Next Meeting**

The next meeting of the Active Transportation Task Force will be May 2, 2022 at 10:00 a.m.

**11. Adjournment**

Moved: Steve Fabro

Seconded: Camilla Papadimitropoulos

THAT: the April 4, 2022 Meeting of the Active Transportation Task Force be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:02 a.m.

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Mayor Alan Harrison, Co-Chair

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Councillor Tim Lavery, Co-Chair

Received for information by Council the                      day of                      , 2022.

Item 7.4

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Community Heritage Commission Meeting Minutes of March 7, 2022 be received as information.

### Vote Record

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

Opposed:

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

**CITY OF SALMON ARM**

Minutes of the **Community Heritage Commission** Meeting held by electronic means on **Monday, March 7, 2022** at 2:00 p.m.

**PRESENT:**

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

**ABSENT:**

Maureen Shaffer  
Linda Painchaud

The meeting was called to order at 2:02 p.m.

**1. Introductions and Welcome**

**2. Acknowledgement of Traditional Territory**

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

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

Moved: Pat Kassa

Seconded: Deborah Chapman

THAT: the Agenda for the March 7, 2022 Community Heritage Commission Meeting be approved as circulated.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of February 7, 2022 Community Heritage Commission Meeting**

Moved: Pat Kassa

Seconded: Deborah Chapman

THAT: the minutes of the Community Heritage Commission Meeting of February 7, 2022 be approved.

**CARRIED UNANIMOUSLY**

**5. Old Business /Arising from minutes**

**a) Feedback on Heritage Week Display and Heritage Conservation Awards**

The Commission discussed this year's Heritage Week display at The Mall at Piccadilly. Mary Landers suggested the group starts thinking about different ways to improve the display for next year. Some initial suggestions from the group included the inclusion of static displays, some photos of the inside of the award recipients' houses, etc. The Commission will begin thinking of some additional ideas to improve Heritage Week in 2023.

**b) Heritage Strategy and Implementation Table**

The group tabled this item for discussion at the April meeting once Maureen Shaffer is able to attend. Evan Chorlton will include the Implementation Table on the next April 4, 2022 Agenda.

**c) Merton House**

Pat Kassa will send Evan Chorlton the final version of the Community Heritage Register Invitation letter (with the owner's address). Evan Chorlton and Debbie Cannon will finalize the letter and send it to the owner. The Commission will confirm that the owner has received the Commission's letter next month.

**d) Ebl House**

Deborah Chapman shared that the Commission is still waiting on Harry Welton's response/thoughts. The group then tabled this item for further discussion at the April meeting.

**e) Palmer Street**

Deborah Chapman questioned the cost and suggested the placement of the proposed Palmer Street sign. Pat Kassa will ask Barb Puddifant to go back through the previous Council Meeting minutes to find any mention of previous sign costs. Debbie Cannon will follow up with Darin Gerow of Public Works to determine the next steps regarding labour and installation. The Commission will also explore the option of having signs made in bulk and will discuss this at the April meeting.

**6. New Business**

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

**8. Next Meeting**

Monday, April 4, 2022 at 2:00 p.m.

**9. Adjournment**

Moved: Mary Landers

Seconded: Cindy Malinowski

THAT: the Community Heritage Commission Meeting of March 7, 2022 adjourn at 2:49 p.m.

**CARRIED UNANIMOUSLY**

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Debbie Cannon, Chair

Received for information by Council on the                      day of                      , 2022

Item 8.1

## CITY OF SALMON ARM

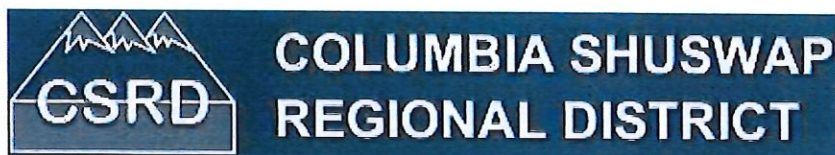
Date: April 11, 2022

### Board in Brief – March 2022

#### **Vote Record**

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

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

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## #YourCSRD - March 2022

March 2022



[Web version](#)

## Highlights from the Regular Board Meeting

### Announcements

#### COVID-19 Update

The CSRD will be moving slowly forward with the loosening of health restrictions as per Provincial public health regulations and is developing a communicable disease policy. The CSRD's Proof of Vaccination Policy for Directors, staff and volunteers will remain in place at this time.



### Correspondence

[BC Timber Sales Wiseman Creek Response Letter \(March 7, 2022\)](#)

BC Timber Sales sent a letter to the CSRD suggesting they are continuing with planning for salvage logging in the Wiseman Creek watershed. BC Timber Sales suggested they make a presentation to the Board regarding their plans. This was supported by the Board for a future meeting.

#### **Cessation of Mosquito Control Service for Little Shuswap Lake Band (March 2, 2022)**

The Board received a letter from the Little Shuswap Lake Band regarding the cancellation of their contract for mosquito control services. [View letter](#). [View media release](#).

#### **Shuswap Band Notification of Interests in the CSRD (March 2, 2022)**

The CSRD received a letter from the Shuswap Band looking to engage on activities and decisions within the CSRD. The Band is interested in initiating a relationship with respect to the administration of the Regional District. The CSRD will be obtaining more information regarding a memorandum of understanding and will bring this topic back to the Board.

## **Committee Reports and Updates**

#### **Committee of the Whole (February 23, 2022)**

The Board supported motions coming out of budget discussions to approve a full-time Senior Bylaw Enforcement Officer position with a mid-year start date. It will be funded using a combination of taxation and operating reserves.

The Board also authorized a contribution agreement for the South Shuswap Transportation Society as presented in the Draft II Budget.

#### **Electoral Area Directors' Committee (March 1, 2022)**

The Board directed staff to prepare a Public Hearing Policy that outlines how and where public hearings are held and that the local Electoral Area Director be consulted about the location of the public hearing.

The Board discussed establishing a Connectivity Committee. This was referred to the next Electoral Area Directors' Committee meeting.

#### **Shuswap North Okanagan Rail Trail Governance Committee**

This item was postponed until the next Regular Board Meeting in April.

#### **Shuswap North Okanagan Rail Trail - Federal Active Transportation Fund Opportunity**

The CSRD Board supported Splatsin in applying to the Federal Active Transportation Fund

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grant program on behalf of the inter-jurisdictional partners for the Sicamous to Stepney Crossing Rd. section for full build-out.

#### **Sorrento-Blind Bay Incorporation Advisory Committee (March 2, 2022)**

The Board is making a recommendation to the Minister of Municipal Affairs Nathan Cullen to direct an assent vote (referendum) be taken for all eligible voters in the Sorrento-Blind Bay Incorporation Area regarding the proposed incorporation into a new municipality on Saturday, April 30, 2022. [View report](#). [View press release](#).

## **Business General & Business by Area**

#### **Appointment of Chief Election Officer and Deputy Chief Election Officers**

The Board appointed Jennifer Sham as the Chief Election Officer and Colleen Goodey and Crystal Robichaud as Deputy Chief Elections Officers for the General Local Election and Assent Voting in 2022. [View report](#).

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

The Board endorsed the amendments to Policy No. F-37 COVID-19 Safe Restart Electoral Area Grant-in-Aid Funding, which allows registered non-profit organizations, located in the Electoral Areas of the CSRD, the opportunity to obtain grants of up to \$2,500 to assist with economic fallout of the COVID-19 pandemic. [View report](#). [View press release](#).

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

The Board approved allocations from the 2022 electoral grant-in-aid budget for projects in Electoral Areas B, C, D, E and F. [View report](#).

#### **Electoral Area C: Park Land Donation Agreement and Statutory Right of Way Agreement**

Board agreed to enter into a Parkland Donation Agreement and Statutory Right of Way Agreement with David Arthur Barnard and Western Tree Seeds Ltd. for a 2.238 hectare (5.53 acre) parcel of land and a 0.105 hectare (0.26 acre) parcel of land located in Blind Bay. In addition, subject to subdivision approval, the Board approved issuing a tax-deductible receipt to David Arthur Barnard in the amount of \$735,294.63 and Western Tree Seeds Ltd. in the amount of \$45,028.73, representing the net value of the property being donated. [View report](#).

#### **Electoral Area C: Parks Community Works Funds**

The Board approved a series of expenditures for the 2022 Electoral Area C Parks & Trails function. [View report](#).

## Administration Bylaws

### CSRD 2022-2026 Five Year Financial Plan Bylaw No. 5845, 2022

The Board approved the 2022-2026 Five Year Financial Plan Bylaw No. 5845, which sets the budget for the CSRD. [View report.](#)

## Delegations

### Revelstoke and Area B Community Economic Development

Taha Attiah, Community Development Coordinator requested support for a regional application to UBCM Poverty Reduction Planning and Action Grant. The Board agreed to support the City of Revelstoke, Community Economic Development grant application which will support food bank procurement and food security programming. [View report.](#)

### Electoral Area F Community Wildfire Protection Plan

John Stechyshyn, Forsite Consultants Ltd. and Len Youden, FireSmart Coordinator presented the Community Wildfire Protection Plan for Area F to the Board. [View presentation.](#)



## LAND USE MATTERS

### Agricultural Land Reserve Applications

#### Electoral Area C: Agricultural Land Commission (ALC) Application Section 20(2) - Non-farm Use LC2589C

The Board supported a non-farm use application for a small section of the Skimikin

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Transfer Station property, located at 2281 Skimikin Road. [View report.](#)

## Business General & Business By Area

### Electoral Areas B, D, and F: Housing Needs Reports

The Board received Housing Needs Reports for Electoral Areas B, D and F. [View report.](#)

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

### Electoral Area C: Development Variance Permit No. 701-128

The subject property is located at 3044 Cedar Drive in Blind Bay. The property owners have applied for a Development Variance Permit to reduce the minimum setback for the east interior side parcel line from 2 m to 1.20 m, only for the existing single family dwelling and attached deck wall, and from 1 m to 0.50 m, only for the eaves of the single-family dwelling and attached deck. The Board approved issuance of the DVP. [View report.](#)

### Electoral Area B: Temporary Use Permit No. 850-14

The subject property is located at 4724 Airport Way in Revelstoke. The property owner is proposing to use the existing four-bedroom single-family dwelling as a vacation rental. The applicant is applying for a three-year Temporary Use Permit (TUP) to allow year-round vacation rental of the existing single family dwelling on the subject property. The Board approved issuance of the DVP. [View report.](#)

### Electoral D: Request to modify the siting criteria of Cannabis Business Related Policy A-71

A request to the CSRD Board has been made to consider modifying the siting criteria in Cannabis-Related Businesses Policy A-71 to support a proposed Cannabis Micro-Cultivation Facility at 965 Salmon River Road in Silver Creek. The Board agreed to modify the site criteria as presented. [View report.](#)

## Zoning, OCP and Land Use Amendments

### Electoral Area B: Electoral Area B Zoning Bylaw Amendment Bylaw No. 851-26

The subject property is located at 1624 and 1630 Mt. Begbie Road in the Begbie Bench neighbourhood. A Temporary Use Permit (TUP850-03) allowing vacation rental use of the secondary dwelling unit was first issued by the CSRD on May 19, 2016 and then renewed for another three-year term on June 20, 2019. Since TUP850-03 is set to expire on May 20, 2022, the applicant has applied to add a special regulation to the Small Holdings zone to permit vacation rental as a permanent permitted use in the secondary dwelling unit. The Board gave first reading to the application and directed staff to refer the bylaw to

applicable agencies and First Nations. [View report.](#)

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**Electoral Area B: Electoral Area B Official Community Plan Amendment Bylaw No. 850-18 and Electoral Area B Zoning Amendment Bylaw No. 851-25**

The subject property is located at the junction of Highway 23 South and Highway 31, Galena Bay. The applicant would like to develop a portion of the subject property as a service station and also have the ability to establish additional local service-related businesses on the property in the future. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

**Electoral Area E: Area E Zoning Amendment Bylaw No. 841-01**

The owners of Hyde Mountain Golf Course, located at 9862 Old Spallumcheen Road, are applying for a bylaw amendment in order to create a subdivision for the seasonal use of recreational vehicles (RVs) and confirm that a helicopter tour business can operate on the golf course properties. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

**Electoral Area C: Lakes Zoning Amendment Bylaw No. 900-35C**

The subject property is located at 3700 Sunnybrae Canoe Point Road in Sunnybrae. The owners are applying to rezone the foreshore to allow for a raised permanent walkway and a fixed dock which is proposed to be 33.45 m<sup>2</sup> with attached 3.72 m<sup>2</sup> sea doo pods, for a total of 37.17 m<sup>2</sup>. Currently, the zoning permits only a floating walkway and dock, with a maximum size of 33.45 m<sup>2</sup>. Staff did not support the increased dock size. The Board gave first reading to the bylaw with the stipulation that the dock size could not be larger than 33.45 m<sup>2</sup>. The bylaw has now been referred to applicable agencies and First Nations. [View report.](#)

**Electoral Area C: Lakes Zoning Amendment Bylaw No. 900-34C**

The subject property, located at 4119 Galligan Road, Eagle Bay, has 29 share areas, 17 of which are waterfront and considered to have waterfront units. The foreshore adjacent to the subject property is currently zoned "FM1 – Foreshore Multifamily 1" and allows for one floating dock and one private mooring buoy for each waterfront unit. It is proposed to rezone the foreshore to add a site-specific regulation that will permit up to 29 private mooring buoys in addition to the 17 docks, which is up to 12 more private mooring buoys than what is currently permitted by the FM1 zone in Bylaw No. 900. The Board approved second and third readings of the bylaw with the requirement for a Foreshore and Water Development Permit for the proposed buoys prior to adoption. [View report.](#)

**Release of In-Camera Resolutions**

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The following resolutions were released from the In-Camera session of the March 17, 2022 meeting:

THAT: the Board appoint Jodi Pierce, Manger, Financial Services & Deputy Manager Human Resources, as the Interim or Acting CAO, effective May 1, 2022, and that the Board determine a fair substitution rate of pay while performing those duties.

THAT: due to the pending retirement of the Chief Administrative Officer, the Board authorize Jennifer Sham to represent the Member of the Shuswap Economic Development Society and act on its behalf;

THAT: the Board empower the authorized signatories to enter into an agreement with DCS Consulting Ltd. for the provision of Occupational Health and Safety Consulting Services, for a total cost not to exceed \$60,000 plus applicable taxes;

THAT: the Board empower the authorized signatories to enter into an agreement with HM Aero Consulting Services to complete a Management Plan for the Revelstoke Airport for a total cost of \$58,215 plus applicable taxes;

THAT: in accordance with Policy No. F-32 "CSRD Procurement of Goods and Services" staff be authorized to purchase the supply and installation of asphalt surfacing for Sunnybrae Community Park for a total amount not to exceed \$70,000 plus applicable taxes from Dawson Construction Ltd;

THAT: in accordance with Policy No. F-32 "CSRD Procurement of Goods and Services" staff be authorized to purchase the supply and installation of asphalt surfacing for Whitehead Road Boat Launch for a total amount not to exceed \$43,000 plus applicable taxes from Dawson Construction Ltd;

THAT: the Board authorize the Municipal Insurance Association of BC to add Louise Wallace Richmond, dba Mediability Corporate Communications, as an Associate Member to its policy for liability insurance purposes and empower the authorized signatories to execute the Service Provider Agreement for the purposes of providing communications support services for a nine-month term effective March 17, 2022 and expiring on December 31, 2022;

THAT: the Board empower the authorized signatories to enter into an agreement with 1477556 Alberta Ltd. for the provision of FireSmart coordination services for Electoral Areas A, B, C, D, E and F for a 12-month term commencing April 1, 2022 and expiring on March 31, 2023, for a total cost not to exceed \$100,000 plus applicable taxes and in accordance with the terms of the grant funds received from the Union of BC Municipalities through the Community Resiliency Investment Program.

## NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, April 21, 2022 in the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm. The Regular Board meeting public session generally starts at 9:30 AM.

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

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

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



Columbia Shuswap Regional District  
555 Harbourfront Drive NE, PO Box 978  
Salmon Arm, BC V1E 4P1  
[www.csrld.bc.ca](http://www.csrld.bc.ca) | 250.832.8194

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[Unsubscribe](#)

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Item 14.1

## CITY OF SALMON ARM

Date: April 11, 2022

### **Presentation 2:45 p.m. (approximately)**

**NAME:** Angela Spencer, BDO Canada LLP

**TOPIC:** 2021 Audited Financial Statements

#### **Vote Record**

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

Opposed:

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

**DRAFT**

# **The City of Salmon Arm**

**Consolidated Financial Statements  
For The Year Ended December 31, 2021**

**The City of Salmon Arm  
Consolidated Financial Statements  
For the Year Ended December 31, 2021**

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## **Management's Responsibility for Financial Reporting**

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

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

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

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

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

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

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Chief Financial Officer

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## Independent Auditor's Report

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### To the Mayor and Council of the City of Salmon Arm

#### Opinion

We have audited the consolidated financial statements of the City of Salmon Arm (the "City") and its controlled entities (the "Consolidated Entity"), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations, change in net financial assets, and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Consolidated Entity as at December 31, 2021, and its results of operations, its change in net financial assets (debt), and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Consolidated Entity in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Other Matter – Unaudited Information

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of Schedule 6 of the City's financial statements.

#### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

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

In preparing the consolidated financial statements, management is responsible for assessing the Consolidated Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Consolidated Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Consolidated Entity's financial reporting process.



### **Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Consolidated Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Consolidated Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Consolidated Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Salmon Arm, British Columbia  
April 11, 2022

# The City of Salmon Arm

## Consolidated Statement of Financial Position

As at December 31	2021	2020
<b>Financial Assets</b>		
Cash	\$ 2,568,494	\$ 2,001,975
Investments	77,344,118	77,635,118
Accounts Receivable		
Property Taxes	552,805	842,201
Trade	2,770,115	1,120,459
Water and Sewer Levies	343,600	337,525
Inventories for Resale	92,165	35,953
M.F.A. Debt Reserve - Note 5	1,565,400	1,555,790
Loan Receivable - Note 4	168,000	170,333
	<u>85,404,697</u>	<u>83,699,354</u>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities	5,613,205	5,183,265
Deposits and Performance Bonds	2,143,125	1,363,101
Prepaid Property Taxes and Levies	3,309,023	3,130,786
Deferred Revenues - Note 6	20,554,235	18,093,212
M.F.A. Debt Reserve - Note 5	1,565,400	1,555,790
Long Term Liability	207,659	230,732
Long Term Debt - Note 2 and Schedule 1	22,813,105	24,652,434
	<u>56,205,752</u>	<u>54,209,320</u>
<b>Net Financial Assets</b>	<u>29,198,945</u>	<u>29,490,034</u>
<b>Non-Financial Assets</b>		
Tangible Capital Assets - Schedule 2	227,894,194	220,855,881
Inventories of Supplies	661,778	486,823
Prepaid Expenses	305,493	188,099
	<u>228,861,465</u>	<u>221,530,803</u>
<b>Accumulated Surplus</b>	<u>\$ 258,060,410</u>	<u>\$ 251,020,837</u>

\_\_\_\_\_  
Chief Financial Officer

Chelsea Van de Cappelle, CPA

The accompanying notes to consolidated financial statements and schedules are an integral part of these consolidated financial statements.

## The City of Salmon Arm

### Consolidated Statement of Operations

For The Year Ended December 31

2021

2021

2020

	Actual	Budget (Note 7)	Actual (Note 13)
<b>Revenues</b>			
Taxation - Net - Note 8	\$ 19,306,833	\$ 19,310,720	\$ 18,977,526
Transportation Parcel Tax - Note 8	1,226,250	1,222,000	1,210,200
Frontage Tax - Note 8	2,438,988	2,442,435	2,422,956
Grants - Schedule 3	1,822,840	7,265,382	5,216,754
Grants - Other	186,302	191,599	188,057
Sales of Services	8,124,053	7,314,290	7,135,252
Licences, Permits and Fines	876,199	800,875	834,915
Rentals, Leases and Franchises	961,933	691,435	1,022,172
Return on Investments	769,013	224,515	1,053,431
Penalties and Interest	256,844	182,500	170,626
Other Revenue from Own Sources	42,964	10,100	66,786
Developer and Other Contributions	5,381,703	3,904,280	616,619
Gain (Loss) on Disposal of Capital Assets	(44,173)	-	2,617
	<b>41,349,749</b>	<b>43,560,131</b>	<b>38,917,911</b>
<b>Expenses</b>			
General Government Services	5,700,081	4,726,425	5,171,196
Protective Services	6,118,831	5,980,245	5,342,258
Transportation Services	9,695,360	5,715,035	9,436,810
Public Health Services	1,183,841	1,298,845	1,245,794
Development Services	1,422,508	1,495,190	1,269,852
Recreation and Cultural Services	3,712,276	3,883,755	3,311,274
Water and Sewer Services	6,477,279	4,646,403	5,961,968
	<b>34,310,176</b>	<b>27,745,898</b>	<b>31,739,152</b>
<b>Annual Surplus</b>	<b>7,039,573</b>	<b>15,814,233</b>	<b>7,178,759</b>
<b>Accumulated Surplus, Beginning of Year</b>	<b>251,020,837</b>	<b>251,020,837</b>	<b>243,842,078</b>
<b>Accumulated Surplus, End of Year</b>	<b>\$ 258,060,410</b>	<b>\$ 266,835,070</b>	<b>\$ 251,020,837</b>

The accompanying notes to consolidated financial statements and schedules are an integral part of these consolidated financial statements.

## The City of Salmon Arm

### Consolidated Statement of Change in Net Financial Assets

For The Year Ended December 31	2021	2021	2020
	Actual	Budget	Actual
<b>Annual Surplus</b>	<b>\$ 7,039,573</b>	<b>\$ 15,814,233</b>	<b>\$ 7,178,759</b>
Acquisition of Tangible Capital Assets	(15,461,881)	(27,656,743)	(5,477,731)
Amortization of Tangible Capital Assets	8,196,573	-	7,897,010
Disposal of Tangible Capital Assets	226,993	-	2,040
	1,258	(11,842,510)	9,600,078
Acquisition of Inventories of Supplies	(661,778)	-	(486,823)
Acquisition of Prepaid Expenses	(305,491)	-	(188,099)
Usage of Inventories of Supplies	486,823	-	449,612
Usage of Prepaid Expenses	188,099	-	29,667
<b>Net Change in Net Financial Assets (Debt)</b>	<b>(291,089)</b>	<b>(11,842,510)</b>	<b>9,404,435</b>
<b>Net Financial Assets, Beginning of Year</b>	<b>29,490,034</b>	<b>29,490,034</b>	<b>20,085,599</b>
<b>Net Financial Assets, End of Year</b>	<b>\$ 29,198,945</b>	<b>\$ 17,647,524</b>	<b>\$ 29,490,034</b>

The accompanying notes to consolidated financial statements and schedules are an integral part of these consolidated financial statements.

# The City of Salmon Arm

## Consolidated Statement of Cash Flows

For The Year Ended December 31

2021

2020

**Cash Flows From Operating Activities**

Annual Surplus	\$ 7,039,573	\$ 7,178,759
Items Not Involving Cash		
Amortization Expense	8,196,573	7,897,010
Developer Contributed Capital Assets	(4,019,260)	(290,645)
Loss (Gain) on Disposal of Capital Assets	44,173	(2,617)
Changes in Non-Cash Operating Items		
Inventories for Resale	(56,212)	38,391
Accounts Receivable	(1,366,334)	(203,874)
Accounts Payable	429,940	2,166,570
Long Term Liability	(23,073)	230,732
Loan Receivable	2,333	-
Deferred Revenues	2,461,023	1,843,142
Deposits and Performance Bonds	780,024	104,506
Prepaid Property Taxes and Levies	178,237	(181,635)
Inventories of Supplies	(174,956)	(37,211)
Prepaid Expense	(117,392)	(158,432)
	<u>13,374,650</u>	<u>18,584,696</u>

**Cash Flows From Investing Activity**

Decrease (Increase) in Investments	<u>291,000</u>	<u>(10,949,138)</u>
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**Cash Flows From Capital Activity**

Proceeds on Disposal of Capital Assets	182,820	4,657
Acquisition of Tangible Capital Assets	(11,442,620)	(5,187,086)
	<u>(11,259,800)</u>	<u>(5,182,429)</u>

**Cash Flows from Financing Activities**

Actuarial Adjustments	(635,171)	(573,060)
Issuance of Long Term Debt	-	845,000
Repayment of Long Term Debt	(1,204,159)	(2,007,896)
	<u>(1,839,330)</u>	<u>(1,735,956)</u>

**Increase In Cash During Year**

	566,519	717,173
<b>Cash, Beginning of Year</b>	<u>2,001,975</u>	<u>1,284,802</u>
<b>Cash, End of Year</b>	<u>\$ 2,568,494</u>	<u>\$ 2,001,975</u>

The accompanying notes to consolidated financial statements and schedules are an integral part of these consolidated financial statements.

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# The City of Salmon Arm

## Notes to the Consolidated Financial Statements

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December 31, 2021

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### 1. Summary of Significant Accounting Policies

#### Nature of Business

The City of Salmon Arm (the "City") is incorporated under the laws of British Columbia and is engaged in the operation of a municipality.

#### Basis of Presentation

It is the City's policy to follow Canadian generally accepted accounting principles. The consolidated financial statements include the accounts of all funds of the City. All inter fund transactions have been eliminated. The consolidated statements have been prepared by management using guidelines issued by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

#### Accrual Accounting

The accrual method for reporting revenues and expenses has been used. Revenues are recognized in the period in which the transactions or events occur that give rise to the revenues. Expenses are recognized in the period in which the goods or services are acquired and a liability is incurred.

#### Revenue Recognition

Taxation revenues, net of collections for other governments, are recognized at the time of issuing the property tax notices for the fiscal year. Sale of services and user fee revenues are recognized when the service or product is provided by the City.

#### Investments

Investments of \$77,044,118 (2020 - \$77,335,118) are deposited with the Municipal Finance Authority (the "M.F.A.") and are held in a money market fund. The interest rate as at December 31, 2021 was approximately 0.15% (2020 - 0.85%). The City holds three \$100,000 Royal Bank debenture bonds due in 2083 with a floating interest rate. All investments are recorded at cost; the fair market value at December 31, 2021 was \$77,344,118 (2020 - \$77,635,118).

#### Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

#### Inventories

Inventories are stated at cost. Cost is generally determined on a first-in, first-out basis. Inventories for resale are classified as financial assets. Inventories of supplies are classified as non-financial assets.

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## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

**December 31, 2021**

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#### 1. Summary of Significant Accounting Policies - Continued

##### **Tangible Capital Assets and Amortization**

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all cost directly attributable to the acquisition or construction of the tangible capital asset, including transportation, site preparation, design, engineering, and legal fees. Contributed tangible capital assets are recorded at fair value at the time of donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Buildings	10 to 50 years
Machinery and Equipment	5 to 25 years
Vehicles	10 to 25 years
Information Technology Infrastructure	3 to 10 years
Parks Infrastructure	10 to 100 years
Utility Infrastructure	20 to 70 years
Transportation Infrastructure	10 to 75 years

##### **Intangible Assets**

Intangible assets include works of art and historic assets located throughout City Hall. They are not reflected in these consolidated financial statements.

##### **Long Term Debt**

Long term debt is recorded net of any sinking fund balances. Debt charges, including interest and foreign exchange, are charged to current operations. Interest charges are accrued for the period from the date of the last interest payment to the end of the year.

##### **Reserves**

Reserves for future expenditures represent amounts set aside for future operating and capital expenditures.

##### **Grants and Government Transfers**

Unrestricted government grants or transfers are recognized as revenue in the year that the grant or transfer is approved by the issuing government. Restricted government transfers, in the way of grants or other transfers, are recognized as revenue in the year in which related expenses are incurred, except where the grant or transfer is received for which the expense has not yet been incurred, then the grant or other transfer is included in deferred revenue. Transfers made to other organizations are expensed in the current year.

##### **Deferred Revenue**

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

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## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

**December 31, 2021**

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#### 1. Summary of Significant Accounting Policies - Continued

##### **Budget Figures**

The budget figures are from the Annual Budget Bylaw adopted by May 15 of each year. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments have been made by Council to reflect changes in the budget as required by law.

##### **Commitments**

The City has entered into various agreements and contracts for services for periods ranging from one to five years.

##### **Employee Future Benefits**

The City and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

##### **Contaminated Sites**

Effective January 1, 2015, the City adopted the new Public Sector Accounting Standard PS3260 Contaminated Sites. The new standard can be applied retroactively or prospectively, and the City has elected to apply it prospectively.

Under PS3260 governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the City accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation at this time, therefore no liability was recognized as at December 31, 2021.

##### **Loan Guarantees**

The City has guaranteed a loan to assist the Salmon Arm Tennis Club in the financing and construction of an Indoor Tennis Facility. When it is determined that a loss is likely, a provision for loss is recorded. The provision is determined using the best estimates available and taking into consideration the principal amount outstanding, any guaranteed accrued and unpaid interest, any amounts recoverable from the borrower and from the sale of assets pledged as security, and all known circumstances. The provision for loan losses is reviewed by management on an annual basis.

## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

**December 31, 2021**

#### 1. Summary of Significant Accounting Policies - Continued

##### Use of Estimates

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

#### 2. Long Term Debt

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

	General Fund	Water Fund	Sewer Fund	Total
2022	\$ 622,152	\$ 431,319	\$ 150,688	\$ 1,204,159
2023	622,152	431,319	150,688	1,204,159
2024	446,079	431,319	63,650	941,048
2025	446,079	431,319	63,650	941,048
2026	446,079	431,319	63,650	941,048
2027 and thereafter	5,154,091	917,384	572,850	6,644,325
	<u>7,736,632</u>	<u>3,073,979</u>	<u>1,065,176</u>	<u>11,875,787</u>
Actuarial Adjustment	7,618,270	2,571,733	747,315	10,937,318
Total Long Term Debt	<u>\$ 15,354,902</u>	<u>\$ 5,645,712</u>	<u>\$ 1,812,491</u>	<u>\$ 22,813,105</u>

#### 3. Contingent Liabilities and Commitments

##### Pension Liabilities

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

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

## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

December 31, 2021

### 3. Contingent Liabilities and Commitments - Continued

#### Pension Liabilities - Continued

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City paid \$695,051 (2020 - \$655,637) for employer contributions while employees contributed \$599,022 (2020 - \$572,151) to the plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

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

#### Columbia Shuswap Regional District

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

#### Contractual Obligation

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

#### Other

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

#### Equipment Leases

The City is the lessee of a postage machine and computer servers valued at approximately \$14,363 excluding taxes. The lease terms are March 2019 to February 2024. The City has no equity in the leased equipment, and the lease payments are disclosed as operating expenses of the year in which they are paid.

Future annual lease payments are as follows:

2022	\$	2,873
2023		2,873
2024		478
		<u>6,224</u>

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## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

December 31, 2021

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### 3. Contingent Liabilities and Commitments - Continued

#### Guarantor Agreement

The City has entered into an agreement to act as a loan guarantor to assist the Salmon Arm Tennis Club (the "Tennis Club") in the financing of an Indoor Tennis Facility at 3440 Okanagan Avenue SE, Salmon Arm, BC. The outstanding balance at December 31, 2021 was \$746,949 (2020 - \$763,226). The loan bears interest at 4.47% (2020 - 4.47%) repayable in monthly instalments of \$4,156. The loan has a term of 25 years and is secured by the assets of the Tennis Club and an indemnity agreement from the City.

#### Police Contract Negotiations

The City is responsible for the compensation of its police force. Police force compensation is determined through negotiations between the Royal Canadian Mounted Police (RCMP) and the Government of Canada, and independent from the City.

On August 6, 2021, the RCMP members ratified a new six-year collective agreement (April 1, 2017 – March 31, 2023). As part of this settlement the City anticipates that there will be retroactive compensation paid to RCMP members. An estimated liability of \$744,000 has been accrued for in the current year financial statements.

#### Modification of Licence Agreements

The City has entered into Modification of Licence Agreements with seventeen (17) Campsite Licensees occupying the City owned property at 4203 78 Avenue NE. This agreement modified the existing License for Use and Occupation Agreements such that upon expiration of the License Agreements (October 31, 2021), the Licensees shall surrender the Campsite to the City and the City shall carry out the work necessary to remove the cabin and any other improvements from the lands for a specified fee.

As a result, the City anticipates that there will be restoration work expenditures incurred in 2022. A reasonable estimate of the liability cannot be determined at the date of the financial statements.

### 4. Loan Receivable

The City has entered into a loan agreement with the Tennis Club to assist in the financing of an Indoor Tennis Facility at 3440 Okanagan Avenue SE, Salmon Arm, BC. The outstanding balance at December 31, 2021 was \$168,000 (2020 - \$170,333). The loan bears interest at 0%, with monthly payments of \$583 re-commencing January 15, 2024 until December 2047.

## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

December 31, 2021

#### 5. Reserves – Municipal Finance Authority

The City issues the majority of its debt instruments through the M.F.A.. As a condition of these borrowings, a portion of the debenture proceeds are withheld as cash deposits by the M.F.A. as a Debt Reserve Fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the M.F.A.. These demand notes are contingent in nature.

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

	Demand Notes	Cash Deposits	Total
General Fund	\$ 488,419	\$ 315,933	\$ 804,352
Water Fund	369,407	185,419	554,826
Sewer Fund	132,947	73,275	206,222
Total Long Term Debt	<u>\$ 990,773</u>	<u>\$ 574,627</u>	<u>\$ 1,565,400</u>

#### 6. Deferred Revenue

	2020	Inflow	Outflow	Interest	2021
BC Buildings Corporation	\$ 1,000,000	\$ -	\$ (308,183)	\$ -	\$ 691,817
Community Works Fund	5,183,695	1,637,915	(92,036)	7,776	6,737,350
Development Cost Charges	11,245,300	996,441	(87,539)	21,123	12,175,325
Recycling User Fee Rebate	241,469	245,757	(241,469)	-	245,757
Unspent Grant Funding	112,500	100,000	(12,500)	-	200,000
Other	310,248	503,985	(310,247)	-	503,986
Total Deferred Revenues	<u>\$ 18,093,212</u>	<u>\$ 3,484,098</u>	<u>\$ (1,051,974)</u>	<u>\$ 28,899</u>	<u>\$ 20,554,235</u>

Included in deferred revenue is a prepayment amount of \$691,817 (2020 - \$1,000,000) received from British Columbia Buildings Corporation for future rental of the Law Courts facility to be used for annual rent payments. Deferred revenue amounts of \$6,737,350 (2020 - \$5,183,695) have been received under the Community Works Fund for future restricted capital projects.

## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

**December 31, 2021**

#### 7. Budget

The City's 2021 to 2025 Financial Plan Bylaw No. 4456 (Financial Plan Bylaw) was adopted by Council on April 12, 2021. The Financial Plan Bylaw was prepared utilizing a budget method consistent with Local Governments while the actual operating results have been prepared in accordance with the requirements of Public Sector Accounting Standards ("PSAS"). The Financial Plan Bylaw was prepared on a modified accrual basis while the actual operating results utilizing PSAS requirements were prepared on a full accrual basis. The Financial Plan Bylaw projected the use of Reserve Fund transfers and prior year surpluses to balance the Financial Plan. PSAS requires that the actual operating results capitalize all tangible capital expenditures and that an amortization expense for tangible capital assets be included. The Financial Plan Bylaw expenses all tangible capital expenditures as opposed to including an amortization expense. As a result, the Financial Plan Bylaw figures presented in the Statements of Operations and Change in Net Financial Assets represent the Financial Plan Bylaw adopted by Council on April 12, 2021 with adjustments as follows:

Financial Plan Bylaw	\$ -
Add:	
Capital Grants	6,358,682
Capital Expenditures	37,506,492
Debt Repayment	1,204,180
Transfer to Reserve Accounts	2,059,724
Transfer to Reserve Funds	1,088,700
Transfer from DCC Reserve Funds	1,662,750
Other Developer Contributions	2,241,530
Less:	
Transfer from Prior Year Surplus	(588,620)
Transfer from Reserve Accounts	(1,950,463)
Transfer to Capital Reserve Accounts	(33,768,742)
Budget Surplus as per Statement of Operations	<u>\$ 15,814,233</u>

## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

**December 31, 2021**

#### 8. Taxation

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

	2021	2020
Taxes Collected:		
Property Taxes	\$ 31,666,229	\$ 29,775,302
Transportation Parcel Tax	1,226,250	1,210,200
Frontage Tax - Water	1,468,830	1,461,983
Frontage Tax - Sewer	970,158	960,973
1% Utility Tax	317,463	316,543
	<u>35,648,930</u>	<u>33,725,001</u>
Collections for Other Governments		
Province of BC (School Taxes)	8,895,657	7,332,380
BC Assessment Authority	207,261	204,007
Regional Hospital District	1,549,439	1,537,453
Columbia Shuswap Regional District	1,071,463	1,086,349
Okanagan Regional Library	756,341	764,990
Municipal Finance Authority	939	910
Downtown Improvement Area	195,759	188,230
	<u>12,676,859</u>	<u>11,114,319</u>
Net Taxes Available for Municipal Purposes	<u><u>\$ 22,972,071</u></u>	<u><u>\$ 22,610,682</u></u>

#### 9. Trust Funds

In accordance with PSAS recommendations for local governments, trust funds are not included in the City's Consolidated Financial Statements. The City administers a Cemetery Maintenance Fund for the perpetual care and maintenance of the City owned and operated cemeteries. As at December 31, 2021, the Trust Fund balance is \$442,861 (2020 - \$415,265) (Schedule 4).

#### 10. Fire Training Centre Function

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

Investments	\$ 106,272
Due from the City of Salmon Arm	76,882
Capital Assets	596,396
	<u><u>\$ 779,550</u></u>
Operating Surplus	\$ 183,154
Equity in Capital Assets	596,396
	<u><u>\$ 779,550</u></u>

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## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

**December 31, 2021**

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#### 11. Segment Reporting

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

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

General Government Services – Legislative Services, Information Services, Customer Service, Financial Services and Human Resources. Legislative Services is responsible for the statutory obligations under the Community Charter and Local Government Act and provides the legal and administrative support to City Council. It is responsible for recording resolutions, decisions and minutes of Council to allow the direction and policies of Council to be carried out. Legislative Services manages the City's property and liability insurance portfolio, freedom of information inquiries, municipal elections and referendums, the corporate document management system, City Policy Manual and completion of the City's Annual Report and Civic Calendar. The role of the Information Services is to provide reliable, stable and current technology systems to all City departments. Information Services maintains all servers, workstations, firewalls, printers, digital cameras, scanners, telephones, cellular phones, pagers, security systems, Geographic Information Systems (GIS) and the corporate website. Customer Service recognizes the importance of its customers and endeavours to provide quality services in a timely and efficient manner to reflect the growing and changing needs of our citizens. Customer Service representatives provide information and service in building inspection, cash payments, taxation, transit, pet and business licensing, etc. Financial Services provides financial expertise, information, guidance and advice on day-to-day operational matters to internal and external customers. Financial Services develops financial policies and procedures which assist Council and guide staff in shaping the direction of the City. Financial Services provides accurate and full disclosure on the financial affairs of the City as set out in the Community Charter and Local Government Act. This information includes annual municipal reporting forms, operational and capital budgets, setting of annual property tax and water and sewer rates, annual financial statements, long term financial plan, investments, public bodies report, etc. Long term growth management strategies such as the Long Term Financial Plan, Five (5) Year Capital Plan, and the Long Term Equipment and Infrastructure Replacement Plans are developed and implemented to better plan for our community. Human Resources is responsible for all issues surrounding the employees of the City. It represents the City in union negotiations and is key in setting human resource policies and procedures. Human Resources encourages and coordinates staff development, training and recognition programs to better and more efficiently deliver services to the community and plays a major role in recruiting, transferring, promoting and retaining the best people for the job.

## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

December 31, 2021

#### 11. Segment Reporting - Continued

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

Transportation Services – This function is comprised of engineering, public works (transit, roadway systems, bridge repair, storm drainage, sidewalks, boulevards, street lighting, airport, downtown parking, etc.) utilities, parks, municipal facilities, marina/wharf, garage, vehicle and equipment fleet and cemeteries and provides a broad spectrum of services to the community. These services are provided in a participative fashion between City Council, the public, management and employees in a safe, effective, efficient and financially responsible manner. Transportation Services is responsible for the maintenance of over 226 kilometres (excluding the Trans Canada Highway and Highway 97B) of roadway, 69 kilometres of sidewalk, as well as, 126 kilometres of storm sewer complete with retention ponds and currently operates a +/- 70 unit municipal fleet of major vehicles and equipment.

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

## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

December 31, 2021

#### 11. Segment Reporting - Continued

Recreational and Cultural Services – Recreational and Leisure Services (Multi-Use Facility, Auditorium and Pool), and Park and Wharf Services. Recreational and Leisure Services' mandate is to provide diverse family and adult oriented recreational activities with a view of promoting active living and quality of life in the community. The City strives to maximize the productivity of resources, to provide good cost recovery of the taxpayers' dollars and provide affordable recreational opportunities for the citizens of Salmon Arm. The Multi-Use Facility promotes community events and concerts, in addition to, hockey, ringette, speed skating, and figure skating. The Recreation Centre provides a wide range of services from pool and facility rentals, racquetball and squash, weight training, programming, etc. to promote the health and wellness of our citizens. Recreational programming such as scuba diving, summer French and music lessons, canoeing, babysitter courses, and summer soccer camps are all components of this function. The Parks and Wharf Services is proud to promote community pride in parks through the use and enjoyment of our many green spaces and natural amenities through carefully managed maintenance and improvement of park facilities. It projects a positive impression for citizens and visitors by ensuring that facilities, parks and playing fields are safe, clean and well-maintained while at the same time protecting the environment for future generations. The City maintains seven hundred twenty one (721) hectares of park land; this includes developed, natural, and passive parks, marinas, wharves, beaches, walking trails, lawn bowling, horseshoes and playing fields. Parks receive ongoing maintenance such as turf management, hanging flower baskets, downtown flower planters, irrigation systems, general park maintenance (bathrooms, garbage control), parkland design and construction, special events and sports field construction. The City works closely with community groups to achieve localized objectives such as neighbourhood parks where the efforts and contributions of local business owners, property owners, volunteers and the City come together to enhance and build new parks.

#### Utilities

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

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

Water Utility Services – This Utility function provides for the delivery of safe drinking water to the citizens of Salmon Arm. The municipal water system consists of two main raw water sources, chlorine treatment systems for the water sources and an extensive water pumping, distribution and storage system. The City's water supply is by way of three (3) sources: East Canoe Creek at Metford Dam, Shuswap Lake at Canoe Beach and a minor water supply from Rumball Creek for irrigation at the Mt. Ida Cemetery. Treatment of the water sources (except Rumball Creek) is by primary disinfection with chlorine. The distribution system includes approximately 204 km of watermain varying in diameter from 100mm to 1000mm. The City waterworks system provides quality water through a gravity and pump system. The primary water sources are from Shuswap Lake – 80% and East Canoe Creek – 20%. The waterworks system is relatively complex and is comprised of eight (8) zones, eight hundred twenty nine (829) hydrants, seven (7) pumping stations, fourteen (14) reservoirs, and one (1) dam with a total storage capacity of 33,144 cubic metres and over 6,100 connections. The treatment process utilizes chlorination for the purposes of disinfection. The water supply consistently meets the Canadian Drinking Water Guidelines, BC Drinking Water Protection Act and the Safe Drinking Water Regulations.

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## The City of Salmon Arm

### Notes to the Consolidated Financial Statements

December 31, 2021

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#### 11. Segment Reporting - Continued

Sewer Utility Services – The City provides effective collection and treatment of waste water to meet the guidelines set by the Ministry of Environment to protect the public and the environment. It operates both the treatment plant and seven (7) lift stations safely and at optimum efficiency. The sanitary sewer system has approximately 126 kilometres of mainline and 5,185 service connections.

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

#### 12. Subsequent Events

The impact of COVID-19 in Canada and on the global economy is still uncertain. As the impacts of COVID-19 continue, there could be further impact on the City, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the City's assets and future ability to deliver services and projects.

At this time, the full potential impact of COVID-19 on the City is not known. Given the dynamic nature of these circumstances, the related financial impact cannot be reasonably estimated at this time. The City's ability to continue delivering non-essential services and employ related staff, will depend on the legislative mandates from various levels of government.

The City will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its citizens. The City will use COVID-19 Safe Restart Grant funding when it is appropriate (see Schedule 6).

#### 13. Comparative Figures

Certain comparative figures have been reclassified to conform to current year's presentation.

## The City of Salmon Arm

Schedule 1 - Long Term Debt

As at December 31

Description	Bylaw Number	Maturity Date	Interest Rate	Balance Outstanding 2021	Balance Outstanding 2020
<b>General Fund</b>					
Fire Hall and Little Mountain	3184	2022	2.250	\$ 44,761	\$ 65,556
City Hall and Law Courts	3334	2034	5.950	6,049,548	6,374,816
City Hall and Law Courts	3479	2035	1.750	449,570	471,159
Blackburn Park	3569	2027	2.250	121,769	139,421
Underpass 20/21 Street	3758	2029	2.250	1,238,518	1,367,762
New Cemetery	4048	2040	2.750	848,468	879,570
Blackburn Park Improvement	4072	2035	2.750	384,190	405,189
Drainage Improvements	4244	2023	P - 1.0	334,000	501,000
Airport Taxiway Charlie	4289	2040	1.990	810,223	845,000
Ross Street Underpass	4500	2049	2.240	5,073,854	5,188,598
				<b>\$ 15,354,901</b>	<b>\$ 16,238,071</b>
<b>Water Fund</b>					
Water	3458	2025	1.750	\$ 170,338	\$ 200,577
Water	3551	2026	1.750	348,865	410,798
Water	3576	2028	2.650	3,974,775	4,458,664
Water	3816	2030	1.280	1,113,719	1,217,500
Water	3793	2041	3.250	38,015	39,243
				<b>\$ 5,645,712</b>	<b>\$ 6,326,782</b>
<b>Sewer Fund</b>					
Sewer	3207	2023	2.250	\$ 429,409	\$ 628,902
Sewer	4051	2035	2.750	1,383,083	1,458,679
				<b>1,812,492</b>	<b>2,087,581</b>
				<b>\$ 22,813,105</b>	<b>\$ 24,652,434</b>

The gross interest paid relating to the above noted debt was \$1,257,658 (2020 - \$1,304,747).

# The City of Salmon Arm

## Schedule 2 - Consolidated Schedule of Tangible Capital Assets

As at December 31

2021

2020

**General Fund**

Land	\$ 40,190,839	\$ 40,190,839
Buildings	22,063,630	22,639,875
Machinery and Equipment	4,505,548	4,152,147
Vehicles	2,404,588	2,503,211
Information Technology Infrastructure	391,114	280,128
Parks Infrastructure	5,492,948	5,474,872
Utility Infrastructure	13,274,023	13,582,526
Transportation Infrastructure	70,209,409	68,391,015
Work in Progress	6,008,368	1,528,473
	<u>164,540,467</u>	<u>158,743,086</u>

**Water Fund**

Buildings	\$ 12,496,680	\$ 12,822,056
Machinery and Equipment	1,483,617	1,437,434
Information Technology Infrastructure	115,461	114,203
Utility Infrastructure	20,775,276	20,734,662
Work in Progress	647,298	189,314
	<u>35,518,332</u>	<u>35,297,669</u>

**Sewer Fund**

Buildings	\$ 12,852,358	\$ 13,215,018
Machinery and Equipment	149,665	138,691
Information Technology Infrastructure	47,744	39,230
Utility Infrastructure	13,886,149	13,267,513
Work in Progress	899,479	154,674
	<u>27,835,395</u>	<u>26,815,126</u>
	<u>\$ 227,894,194</u>	<u>\$ 220,855,881</u>

## The City of Salmon Arm

### Schedule 2 - Consolidated Schedule of Tangible Capital Assets

For The Year Ended December 31	Land	Buildings	Machinery and Equipment	Vehicles	Information Technology Infrastructure	Parks Infrastructure	Utility Infrastructure	Transportation Infrastructure	Work In Progress	2021 Total
<b>Cost</b>										
Balance, Beginning of Year	\$ 40,190,839	\$ 74,712,103	\$ 9,702,696	\$ 5,682,168	\$ 1,876,106	\$ 11,361,510	\$ 75,271,726	\$ 132,271,271	\$ 1,872,461	\$ 352,940,880
Additions	-	73,282	1,253,587	199,794	211,112	325,110	1,249,059	5,848,891	6,301,044	15,461,879
Work In Progress Completed	-	223,031	-	-	-	-	395,329	-	(618,360)	-
Disposals	-	-	(375,627)	(48,324)	-	-	-	-	-	(423,951)
Balance, End of Year	40,190,839	75,008,416	10,580,656	5,833,638	2,087,218	11,686,620	76,916,114	138,120,162	7,555,145	367,978,808
<b>Accumulated Amortization</b>										
Balance, Beginning of Year	-	26,035,154	3,974,424	3,178,957	1,442,545	5,886,638	27,687,025	63,880,256	-	132,084,999
Amortization	-	1,560,594	616,036	298,417	90,354	307,034	1,293,641	4,030,497	-	8,196,573
Disposals	-	-	(148,634)	(48,324)	-	-	-	-	-	(196,958)
Balance, End of Year	-	27,595,748	4,441,826	3,429,050	1,532,899	6,193,672	28,980,666	67,910,753	-	140,084,614
Net Book Value, End of Year	\$ 40,190,839	\$ 47,412,668	\$ 6,138,830	\$ 2,404,588	\$ 554,319	\$ 5,492,948	\$ 47,935,448	\$ 70,209,409	\$ 7,555,145	\$ 227,894,194

For the Year Ended December 31	Land	Buildings	Machinery and Equipment	Vehicles	Information Technology Infrastructure	Parks Infrastructure	Utility Infrastructure	Transportation Infrastructure	Work In Progress	2020 Total
<b>Cost</b>										
Balance, Beginning of Year	\$ 40,190,839	\$ 74,548,809	\$ 8,386,862	\$ 5,620,027	\$ 1,847,723	\$ 11,234,458	\$ 74,417,759	\$ 129,528,999	\$ 1,751,808	\$ 347,527,284
Additions	-	163,294	1,329,442	87,871	38,580	127,052	843,756	2,395,945	491,791	5,477,731
Work In Progress Completed	-	-	14,600	-	-	-	10,211	346,327	(371,138)	-
Disposals	-	-	(28,208)	(25,730)	(10,197)	-	-	-	-	(64,135)
Balance, End of Year	40,190,839	74,712,103	9,702,696	5,682,168	1,876,106	11,361,510	75,271,726	132,271,271	1,872,461	352,940,880
<b>Accumulated Amortization</b>										
Balance, Beginning of Year	-	24,485,262	3,463,386	2,886,313	1,372,103	5,591,133	26,420,592	60,031,295	-	124,250,084
Amortization	-	1,549,892	539,246	318,374	78,599	295,505	1,266,433	3,848,961	-	7,897,010
Disposals	-	-	(28,208)	(25,730)	(8,157)	-	-	-	-	(62,095)
Balance, End of Year	-	26,035,154	3,974,424	3,178,957	1,442,545	5,886,638	27,687,025	63,880,256	-	132,084,999
Net Book Value, End of Year	\$ 40,190,839	\$ 48,676,949	\$ 5,728,272	\$ 2,503,211	\$ 433,561	\$ 5,474,872	\$ 47,584,701	\$ 68,391,015	\$ 1,872,461	\$ 220,855,881

Tangible capital assets that are either under construction or being developed are included in Work In Progress.

Tangible capital assets that were contributed by developers for various infrastructure projects were \$4,019,260 (2020 - \$290,645).

Due to the age of some City-owned lands such as parklands and land beneath roads and sidewalks, a nominal value \$1.00 has been assigned.

Interest capitalized in the year was \$Nil (2020 - \$Nil).

# The City of Salmon Arm

## Schedule 3 - Grants From Federal and Provincial Governments

For The Year Ended December 31

	2021	2021	2020
	Actual	Budget	Actual
<b>General Fund - Grants in Lieu of Taxes</b>			
Federal Government	\$ 19,234	\$ 15,600	\$ 15,642
Province of British Columbia	27,248	26,500	26,416
Provincial Government Agencies	118,829	85,000	85,099
	<u>\$ 165,311</u>	<u>\$ 127,100</u>	<u>\$ 127,157</u>
<b>General Fund - Current Operating Grants</b>			
Province of British Columbia			
Arterial Street Lighting	\$ 3,076	\$ 3,100	\$ 3,076
Municipal Regional District Tax	257,025	174,000	150,692
Small Communities Protection	191,000	190,000	191,566
Traffic Fine Revenue Sharing	168,750	160,000	167,891
Food Hub Grant	315,000	165,000	250,000
Destination BC Grant	12,500	12,500	-
Municipal Asset Management Program Grant	40,000	40,000	-
Poverty Reduction Grant	24,800	25,000	-
Community Child Care Grant	-	-	10,135
Food Hub Feasibility Grant	-	-	14,000
Crosswalk Safety Grant	-	-	14,977
COVID-19 Safe Restart Grant	-	-	3,598,000
	<u>\$ 1,012,151</u>	<u>\$ 769,600</u>	<u>\$ 4,400,337</u>
<b>Water Fund - Operating Grant</b>			
Province of British Columbia			
Infrastructure Planning Grant	\$ 10,000	\$ 10,000	\$ -
<b>General Fund - Capital Grants</b>			
Federal Government and Province of British Columbia			
Community Works Fund	\$ 92,036	\$ 4,782,002	\$ 395,937
BC Air Access Program	61,969	226,680	293,323
BC Active Transportation Infrastructure	481,373	-	-
BC Rural Dividend	-	100,000	-
Community Economic Recovery Infrastructure Program	-	825,000	-
	<u>\$ 635,378</u>	<u>\$ 5,933,682</u>	<u>\$ 689,260</u>
<b>Sewer Fund - Capital Grant</b>			
Province of British Columbia			
Community Economic Recovery Infrastructure Program	\$ -	\$ 425,000	\$ -
Total Operating Grants	1,187,462	906,700	4,527,494
Total Capital Grants	635,378	6,358,682	689,260
<b>Total Grants</b>	<u>\$ 1,822,840</u>	<u>\$ 7,265,382</u>	<u>\$ 5,216,754</u>
Total Federal Grants	\$ 65,252	\$ 2,406,601	\$ 213,611
Total Provincial Grants	1,757,588	4,858,781	5,003,143
<b>Total Grants</b>	<u>\$ 1,822,840</u>	<u>\$ 7,265,382</u>	<u>\$ 5,216,754</u>

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

As at December 31

2021

2020

**Assets****Trust Funds**

Cash and Investments

<b>\$ 442,861</b>	<b>\$ 415,265</b>
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**Reserve Funds**

Restricted Cash and Investments

<b>23,737,746</b>	<b>22,592,962</b>
-------------------	-------------------

<b>\$ 24,180,607</b>	<b>\$ 23,008,227</b>
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**Liabilities****Trust Funds**

Perpetual Care Fund

<b>\$ 438,521</b>	<b>\$ 410,933</b>
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Klahani Park Playground Equipment

<b>4,340</b>	<b>4,332</b>
--------------	--------------

<b>\$ 442,861</b>	<b>\$ 415,265</b>
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**Reserve Funds**

Development Cost Charge Reserve Funds

<b>\$ 12,175,325</b>	<b>\$ 11,245,301</b>
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Other Statutory Reserve Funds

<b>11,562,421</b>	<b>11,347,661</b>
-------------------	-------------------

<b>\$ 23,737,746</b>	<b>\$ 22,592,962</b>
----------------------	----------------------

<b>\$ 24,180,607</b>	<b>\$ 23,008,227</b>
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# The City of Salmon Arm

## Schedule 4 - Trust and Reserve Funds Statements

### Transactions

For The Year Ended December 31	2020 (Note 13)	Interest	Contributions	Inter-Fund Transfers	Expenditures	2021
<b>Trust Funds</b>						
Perpetual Care	\$ 410,933	\$ 747	\$ 26,841	\$ -	\$ -	\$ 438,521
Klahani Playground Equipment	4,332	8	-	-	-	4,340
<b>Total Trust Funds</b>	<b>415,265</b>	<b>755</b>	<b>26,841</b>	<b>-</b>	<b>-</b>	<b>442,861</b>
<b>Reserve Funds</b>						
Development Cost Charges						
Sewer	3,314,914	6,176	289,304	-	-	3,610,394
Water	3,481,274	6,613	338,778	-	-	3,826,665
Drainage	1,940,799	3,623	136,118	-	-	2,080,540
Parks	569,644	1,062	52,772	-	-	623,478
Highways	1,851,290	3,490	179,468	-	-	2,034,248
Underpass	87,380	159	-	-	(87,539)	-
<b>Total Development Cost Charges</b>	<b>11,245,301</b>	<b>21,123</b>	<b>996,440</b>	<b>-</b>	<b>(87,539)</b>	<b>12,175,325</b>
Other Statutory Reserves						
Equipment Replacement	2,355,022	4,777	-	560,000	(632,075)	2,287,724
General Capital	667,153	1,212	-	100,000	(118,586)	649,779
Fire Department Building and Equipment	297,267	562	10,000	152,900	-	460,729
Emergency Apparatus	1,532,834	2,978	-	240,000	(25,000)	1,750,812
Police Vehicle Replacement	261,525	528	-	60,000	(79,077)	242,976
Landfill Site Repurchase	228,350	415	-	-	-	228,765
Cemetery Development	159,713	290	-	20,000	(18,519)	161,484
Water Major Maintenance	1,311,066	2,506	-	240,000	(196,054)	1,357,518
Sewer Major Maintenance	3,190,372	5,794	-	50,000	(175,000)	3,071,166
Community Centre Major Maintenance	727,048	1,343	-	75,000	-	803,391
Cemetery Columbarium	73,929	134	-	-	-	74,063
Parks Development	543,382	1,002	27,130	10,000	(107,500)	474,014
<b>Total Other Statutory Reserves</b>	<b>11,347,661</b>	<b>21,541</b>	<b>37,130</b>	<b>1,507,900</b>	<b>(1,351,811)</b>	<b>11,562,421</b>
<b>Total Reserves Funds</b>	<b>22,592,962</b>	<b>42,664</b>	<b>1,033,570</b>	<b>1,507,900</b>	<b>(1,439,350)</b>	<b>23,737,746</b>
	<b>\$ 23,008,227</b>	<b>\$ 43,419</b>	<b>\$ 1,060,411</b>	<b>\$ 1,507,900</b>	<b>\$ (1,439,350)</b>	<b>\$ 24,180,607</b>

# The City of Salmon Arm

## Schedule 5 - Consolidated Schedule of Segment Disclosure

For the Year Ended December 31	General Government Services	Protective Services	Transportation Services	Environmental Development Services	Recreation and Cultural Services	Sewer Utility Services	Water Utility Services	2021 Total
<b>Revenue</b>								
Taxation - Net	\$ 19,306,833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,306,833
Transportation Parcel Tax	-	-	1,226,250	-	-	-	-	1,226,250
Frontage Tax	-	-	-	-	-	970,158	1,468,830	2,438,988
Grants	1,005,636	168,750	638,454	-	-	-	10,000	1,822,840
Grants - Other	-	-	119,452	2,250	64,600	-	-	186,302
Sales of Services	67,042	270,083	1,526,696	1,111,027	20,193	2,227,860	2,901,152	8,124,053
Licences, Permits and Fines	11,647	740,608	-	123,944	-	-	-	876,199
Rentals, Leases and Franchises	729,765	41,402	30,989	-	120,827	22,000	16,950	961,933
Return on Investments	277,313	15,791	53,409	5,754	12,713	140,247	263,786	769,013
Penalties and Interest	226,111	-	-	-	-	13,846	16,887	256,844
Other Revenue from Own Sources	-	709	42,255	-	-	-	-	42,964
Developer and Other Contributions	81,408	10,000	4,019,408	-	92,130	605,055	573,702	5,381,703
Gain (Loss) on Disposal of Capital Assets	-	8,025	(60,768)	1,070	7,500	-	-	(44,173)
<b>Total Revenue</b>	<b>21,705,755</b>	<b>1,255,368</b>	<b>7,596,145</b>	<b>1,244,045</b>	<b>317,963</b>	<b>3,979,166</b>	<b>5,251,307</b>	<b>41,349,749</b>
<b>Expenses</b>								
Wages and Benefits	2,384,330	1,727,492	1,776,526	813,874	1,879,866	813,172	1,073,677	10,468,937
Insurance	219,236	20,506	79,286	108	54,873	42,370	34,183	450,562
Community Grants	744,318	-	-	-	-	-	-	744,318
Professional and Legal Fees	71,930	-	-	1,391	-	-	-	73,321
Utilities and Property Taxes	66,497	70,174	254,722	(20)	30,284	268,637	403,383	1,093,677
Repairs and Maintenance	-	73,744	1,200,699	23,354	520,355	342,253	626,394	2,786,799
Contracts	274,843	3,711,649	785,041	1,417,054	793,914	67,990	54,244	7,104,735
Operating Expenses	361,719	356,129	562,159	322,538	41,929	333,733	136,064	2,114,271
Collections for Other Governments	12,553	-	-	-	-	-	-	12,553
Amortization	957,672	159,137	4,841,850	-	363,452	817,381	1,057,080	8,196,572
Interest and Debt Issue Expenses	606,983	-	195,077	28,050	27,603	114,255	292,463	1,264,431
<b>Total Expenses</b>	<b>5,700,081</b>	<b>6,118,831</b>	<b>9,695,360</b>	<b>2,606,349</b>	<b>3,712,276</b>	<b>2,799,791</b>	<b>3,677,488</b>	<b>34,310,176</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 16,005,674</b>	<b>\$ (4,863,463)</b>	<b>\$ (2,099,215)</b>	<b>\$ (1,362,304)</b>	<b>\$ (3,394,313)</b>	<b>\$ 1,179,375</b>	<b>\$ 1,573,819</b>	<b>\$ 7,039,573</b>

# The City of Salmon Arm

## Schedule 5 - Consolidated Schedule of Segment Disclosure

For the Year Ended December 31	General Government Services	Protective Services	Transportation Services	Environmental Development Services	Recreation and Cultural Services	Sewer Utility Services	Water Utility Services	2020 Total (Note 13)
<b>Revenue</b>								
Taxation - Net	\$ 18,977,526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,977,526
Transportation Parcel Tax	-	-	1,210,200	-	-	-	-	1,210,200
Frontage Tax	-	-	-	-	-	960,973	1,461,983	2,422,956
Grants	4,356,526	167,891	692,336	-	-	-	-	5,216,753
Grants - Other	2,597	-	118,610	2,250	64,600	-	-	188,057
Sales of Services	58,884	97,336	1,172,539	1,070,109	3,798	2,153,064	2,579,521	7,135,251
Licences, Permits and Fines	1,475	722,544	-	110,898	-	-	-	834,917
Rentals, Leases and Franchises	738,584	85,692	28,764	-	145,782	22,000	1,350	1,022,172
Return on Investments	490,681	25,784	60,590	7,823	19,558	176,350	272,645	1,053,431
Penalties and Interest	144,588	-	-	-	-	12,093	13,945	170,626
Other Revenue from Own Sources	66,373	413	-	-	-	-	-	66,786
Developer and Other Contributions	338,213	-	106,517	-	27,951	71,575	72,363	616,619
Gain (Loss) on Disposal of Capital Assets	(434)	-	3,051	-	-	-	-	2,617
<b>Total Revenue</b>	<b>25,175,013</b>	<b>1,099,660</b>	<b>3,392,607</b>	<b>1,191,080</b>	<b>261,689</b>	<b>3,396,055</b>	<b>4,401,807</b>	<b>38,917,911</b>
<b>Expenses</b>								
Wages and Benefits	2,232,364	1,535,349	1,750,367	670,681	1,606,540	756,602	977,476	9,529,379
Insurance	202,618	24,831	108,962	104	52,253	40,213	32,503	461,484
Community Grants	471,069	-	-	-	-	-	-	471,069
Professional and Legal Fees	62,645	532	-	2,330	-	563	563	66,633
Utilities and Property Taxes	66,485	61,737	259,143	3,426	28,896	264,260	358,474	1,042,421
Repairs and Maintenance	-	60,352	1,273,591	18,082	456,461	330,130	477,799	2,616,415
Contracts	239,994	3,188,922	811,703	1,489,899	740,807	10,442	10,000	6,491,767
Operating Expenses	348,320	304,741	386,088	303,074	70,215	265,899	153,153	1,831,490
Collections for Other Governments	9,660	-	-	-	-	-	-	9,660
Amortization	928,128	165,794	4,637,078	-	328,499	801,212	1,036,299	7,897,010
Interest and Debt Issue Expenses	609,913	-	209,878	28,050	27,603	114,255	332,125	1,321,824
<b>Total Expenses</b>	<b>5,171,196</b>	<b>5,342,258</b>	<b>9,436,810</b>	<b>2,515,646</b>	<b>3,311,274</b>	<b>2,583,576</b>	<b>3,378,392</b>	<b>31,739,152</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 20,003,817</b>	<b>\$ (4,242,598)</b>	<b>\$ (6,044,203)</b>	<b>\$ (1,324,566)</b>	<b>\$ (3,049,585)</b>	<b>\$ 812,479</b>	<b>\$ 1,023,415</b>	<b>\$ 7,178,759</b>

## The City of Salmon Arm

### Schedule 6 - COVID-19 Safe Restart Grant

#### For The Year Ended December 31

In response to COVID-19, the Province of British Columbia provided COVID-19 Safe Restart Grants to support local governments with increased operating costs, lower revenues and fiscal pressures related to COVID-19. The City received \$Nil in 2021 (2020 \$3,598,000).

The COVID-19 Safe Restart Grant is unconditional and has been accounted for as an unrestricted government transfer; recognized as revenue in the year received. The following schedule outlines how the City has utilized the grant funding.

	2021	2020
COVID-19 Safe Restart Grant, Funds Received	\$ -	\$ 3,598,000
Interest Income	5,388	-
Revenue Shortfalls:		
Recreation and Cultural Services	(122,650)	(20,000)
General Government Services	(900)	-
Protective Services	-	(23,495)
Expenditures:		
General Government Services	(110,000)	(110,056)
Community Grants	(200,933)	-
Recreation and Cultural Services	(163,696)	-
Protective Services	(100,700)	-
Transportation Services	(84,230)	-
Replenishment of Emergency Reserve	-	(470,460)
Net Surplus (Deficit)	(777,721)	2,973,989
Balance, Beginning of Year	2,973,989	-
Balance, End of Year	\$ 2,196,268	\$ 2,973,989

Item 9.1

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Financial Statements for the year ended December 31, 2021 be adopted as presented.

### Vote Record

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

Opposed:

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

To: Mayor Harrison and Members of Council  
 Date: April 4, 2022  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: 2021 Financial Statements

**Recommendation:**

THAT: The Financial Statements for the year ended December 31, 2021 be adopted as presented.

**Background:**

Draft Financial Statements for the year ended December 31, 2021 have been provided. Provided below is a summary of changes between 2020 and 2021.

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

The net Annual Surplus has decreased by \$139,188.00 and is attributed to the following:

Tax Revenue ( <i>As per Council approved tax rate increase (0.50%) and actual new construction revenues</i> )	\$ 345,357.00
Other Levies & Fees ( <i>Largely attributed to Water and Sewer User and Connections Fees, Wildfire Protection Revenues, Airport Fuel Sales, Taxation Penalties, BC Hydro Credit, Business Licenses, Planning and Development Permits, Cemetery Sales, Solid Waste Services, Traffic Fines and Parking Revenues (Offset by decrease Return on Investments and Lease Revenues)</i> )	763,855.00
Other Contributions ( <i>Primarily attributed to increase in Developer Contributed Capital Assets</i> )	4,718,293.00
Grants ( <i>Decrease attributed primarily to COVID-19 Safe Restart Grant received in 2020</i> )	(3,395,668.00)
Expenditures (overall increase)*	(2,571,025.00)
	\$ (139,188.00)

\* Overall expenditures have increased by \$2,571,025.00. This is largely attributed to an increase in wages and benefits, community grants, fleet and equipment repairs and maintenance, grounds and facilities repairs and maintenance, operating expenses (wildfire costs, airport fuel and oil, sewer bio-solids handling, monitoring and testing), amortization, and contracted services, most notably due to an increase in RCMP Police Force Costs.

In February 2022, the City received preliminary range estimates for RCMP retroactive pay from the Federal Government. While the estimate was provided for planning purposes only, it is considered reasonable to use as a basis for an accrual of RCMP retroactive pay as of December 31, 2021. The impact of this accrual on the financial statements is described in Note 3 of the Draft Financial Statements – Police Contract Negotiations.

The City's Net Financial Assets (the amount of assets greater than liabilities before capital assets) has decreased by \$291,089.00 and is attributed to the following:

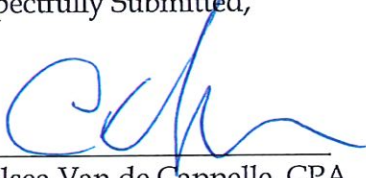
Annual Surplus (Does Not Include Principal Repayments or Reserve Transfers)	\$ 7,039,573.00
Acquisition of Capital Assets	(15,461,880.00)
Amortization Expense	8,196,573.00
Disposal of Tangible Capital Assets	226,993.00
Increase in Inventories of Supplies	(174,955.00)
Increase in Prepaid Expenses	(117,392.00)
	\$ (291,089.00)

Reserve Funds, Developer Cost Charges and Reserve Accounts have decreased by a net amount of \$6,998.00, largely attributable to developer cost charges, Taxiway Charlie Bylaw 4289, transfers to specific projects (such as, Emergency Apparatus, Police Operating, Drainage, General Parking Lots, Lakeshore Road Rehabilitation, Underpass, Transit Services, Wharf Major Maintenance, Shoemaker Hill, Water Major Maintenance and Sewer Major Maintenance) and interest earned on deposit, offset by reductions to the Wages and Benefits Reserve, COVID 19 Safe Restart Grant Reserve, RCMP Operating Reserve and transfers from reserves for capital expenditures.

Long Term Debt has decreased by \$1,862,403.00 and is attributed to the following:

Principal Debt Repayments and Actuarial Payments	\$ (1,839,330.00)
Debt Issuance	0.00
Reduction in Accrual of Long Term Liability	(23,073.00)
	\$ (1,862,403.00)

Respectfully Submitted,



Chelsea Van de Cappelle, CPA  
Chief Financial Officer

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Item 9.2

## CITY OF SALMON ARM

Date: April 11, 2022

### Chief Financial Officer – 2021 Yearend Surplus – For Information

#### **Vote Record**

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

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

# CITY OF SALMON ARM

Date: March 25, 2022  
 To: Mayor Harrison and Council  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: 2021 Yearend Surplus

## FOR INFORMATION

The 2021 yearend operating surpluses are summarized below.

### General Revenue Fund - \$151,239.56

The surplus for 2021 is \$471,164.56; however a number of operational projects were not completed and are carried forward to 2022. The projects are listed below:

- Mt. Ida Cemetery - Digitization Project - \$14,790.00;
- Shuswap Memorial Cemetery - Major Maintenance - \$21,370.00;
- General - Safety Programs, Administration, IT Consulting, & Asset Management - \$48,330.00;
- Fire - Superior Tanker Shuttle Accreditation, Training & Equip. - \$11,800.00;
- Environmental - Civic Buildings - Asbestos Assessments, Other - \$28,750.00;
- Transportation - Administration, Assessment & Studies - \$62,000.00;
- Transportation - Major Maintenance - \$3,000.00;
- Wharf - Major Maintenance - \$28,400.00;
- Shaw Centre - Major Maintenance - \$3,000.00;
- Parks - Greenway Projects & Major Maintenance Projects - \$93,485.00; and
- Police - Major Maintenance - \$5,000.00.

The surplus is largely attributed to reduced costs in the Transportation and Parks Budgets. The decreases are spread out over the following sections:

- Transportation Major Maintenance;
- Transportation Administration Costs;
- Parks and Facility Maintenance; and
- Increased Cemetery Revenues.

### Regional Fire Training Centre - \$2,192.34

The Fire Training Centre surplus is due to equipment maintenance being lower than anticipated.

### Downtown Parking Specified Area - \$5,275.17

The Downtown Parking Specified Area surplus is attributed to parking lots maintenance being lower than anticipated.

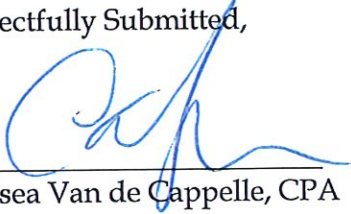
### Water Revenue Fund - \$20,228.83

The surplus for 2021 is \$67,983.83; however the Water Conservation / Education operational account (\$14,000.00) and the Zone 2 Pump Station Feasibility Study (\$37,755.00) were not completed and will be carried forward to 2022.

Sewer Revenue Fund – \$13,850.36

The surplus for 2021 is \$43,850.36; however the WPCC – VFD Replacement (\$30,000.00) was not completed and will be carried forward to 2022.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

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Item 9.3

## CITY OF SALMON ARM

Date: April 11, 2022

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

### 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 4, 2022  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: 2022 Assessments / New Construction

## For Information

### Assessments/Property Taxation

City of Salmon Arm property owners have received their 2022 assessment notices.

Average inflationary/ deflationary changes in assessment for 2022 for each property class are as follows:

Property Class	2022	2021
Class 1 (Residential)	30.74%	2.82%
Class 2 (Utilities)	3.74%	2.34%
Class 3 (Supportive Housing)	0.00%	0.00%
Class 4 (Major Industry)	4.96%	1.56%
Class 5 (Light Industry)	16.90%	6.60%
Class 6 (Business)	10.91%	(1.61%)
Class 7 (Managed Forest Land)	14.99%	(3.38%)
Class 8 (Rec Non Profit)	22.71%	2.18%
Class 9 (Farm)	(0.01%)	(0.31%)

Moderate inflationary/deflationary changes to assessments are not unusual. For example, the average inflationary increase in residential assessments in 2021 was 2.82% as opposed to an inflationary increase in 2022 of 30.74%.

It is important to note that the 2022 tax rate will be adjusted and applied against current assessments to collect the same amount of revenue as 2021 plus a 4.03% tax increase approved by Council. The only time that property owners will see an increase/decrease in their general municipal levy is if their assessment increase/decrease is proportionately higher/lower than the average assessment change.

### New Construction

The City has received the B.C. Assessment Authority's Authenticated Roll for 2022. The revenue from new construction or new growth was projected at 2.00% or \$378,697.77 the actual new construction estimate for 2022 is 1.70% or \$340,733.99.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

Item 10.1

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the following bylaws be read a first, second and third time:

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

### Vote Record

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

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

**CITY OF  
SALMON ARM**

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

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**Recommendation:**

That: Bylaw No. 4512 cited as “City of Salmon Arm 2021 to 2025 Financial Plan Amendment Bylaw No. 4512” be given 3 readings;

And That: Bylaw No. 4513 cited as “City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4513” be given 3 readings;

And That: Bylaw No. 4514 cited as “City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4514” be given 3 readings;

And That: Bylaw No. 4515 cited as “City of Salmon Arm Development Cost Charge Underpass Reserve Fund Expenditure Bylaw No. 4515” be given 3 readings;

And That: Bylaw No. 4516 cited as “City of Salmon Arm Cemetery Purchase and Development Reserve Fund Expenditure Bylaw No. 4516” be given 3 readings;

And That: Bylaw No. 4517 cited as “City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4517” be given 3 readings;

And That: Bylaw No. 4518 cited as “City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4518” be given 3 readings;

And That: Bylaw No. 4519 cited as “City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4519” be given 3 readings;

And That: Bylaw No. 4520 cited as “City of Salmon Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4520” be given 3 readings;

And Further  
That: Bylaw No. 4521 cited as “City of Salmon Arm Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4521” be given 3 readings;

**Background:**

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

**General Fund:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Water Fund:**

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

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

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

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

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

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

**Sewer Fund:**

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

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

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

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

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

Respectfully Submitted,

  
Chelsea Van de Cappelle, CPA

## CITY OF SALMON ARM

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

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2021 to 2025;

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

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

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

\_\_\_\_\_  
MAYOR

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

Schedule "A" - Bylaw #4512

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

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

## 2021 - 2025 Financial Plan

## City of Salmon Arm

2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
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## Capital Projects

## Finances Acquired

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

## Total Funding Sources

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

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

## Total Capital Expense

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

2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
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General Government Services	\$ 215,370	\$ 131,500	\$ 138,500	\$ 208,500	\$ 120,000
Protective Services	2,422,100	2,065,000	55,000	55,000	125,000
Transportation Services	27,194,512	25,478,962	4,233,500	5,518,500	6,849,000
Environmental Health Services	101,510	58,000	327,500	27,500	2,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	2,269,530	2,058,820	319,871	840,467	275,000
Water Services	6,991,125	6,960,500	1,760,000	2,340,000	691,000
Sewer Services	3,272,220	2,865,835	575,000	175,000	3,301,000

## Total by Department

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

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2021. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

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

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

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

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

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

Schedule "B" – Bylaw #4512  
2021 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

<b>Revenue Source</b>	<b>Percentage to Total Revenue</b> Includes Conditional Government Transfers	<b>Percentage to Total Revenue</b> Excludes Conditional Government Transfers
Property Taxes	35.27%	44.88%
Parcel Taxes	6.57%	8.36%
User Fees, Charges and Interest Income	22.13%	28.16%
Other Sources	22.06%	0.82%
Proceeds From Borrowing	13.97%	17.78%
	100.00%	100.00%

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

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting general municipal property taxes between Class 5 (Light Industry) and Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

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

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

Schedule "B" – Bylaw #4512  
2021 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

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

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2020 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

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

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 44,379.50	\$ 19,529.00	\$ 63,908.50
Non Profit Societies	399,877.00	175,351.00	575,288.00
Senior Centers	18,462.00	5,603.00	24,065.00
Other	3,837.00	1,266.00	5,103.00
Sports Clubs	283,064.00	85,211.00	368,275.00
<b>Total</b>	<b>\$ 749,619.50</b>	<b>\$ 286,960.00</b>	<b>\$ 1,036,579.50</b>

Schedule "B" – Bylaw #4512  
2021 Revenue Policy Disclosure

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

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

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

Table 4: Revitalization Tax Exemptions

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

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

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

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

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

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

**CITY OF SALMON ARM**

**BYLAW NO. 4513**

**A bylaw authorizing the expenditure of monies in the  
General Capital Reserve Fund**

---

WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

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

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

Balance in General Capital Reserve Fund at December 31, 2020	\$ 667,153.16
Add: Additions to fund including interest earnings for current year to date	101,211.54
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at December 31, 2021	<u>\$ 768,364.70</u>

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

1. The sum of one hundred and eighteen thousand, five hundred and eighty-six dollars and forty-five cents (\$118,586.45) is hereby appropriated from the General Capital Reserve Fund to be expended on the following purchases:

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

2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the General Capital Reserve Fund.

4. SEVERABILITY

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

5. ENACTMENT

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

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4513".

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

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MAYOR

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CORPORATE OFFICER

## CITY OF SALMON ARM

BYLAW NO. 4514

**A bylaw authorizing the expenditure of monies in the  
Parks Development Reserve Fund**

---

WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

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

AND WHEREAS there is an unappropriated balance in the Parks Development Reserve Fund established under District of Salmon Arm Parks Development Reserve Fund Bylaw No. 2404 of \$581,513.80 as at December 31, 2021, which amount has been calculated as follows:

Balance in Parks Development Reserve Fund at December 31, 2020	\$ 543,382.41
Add: Additions to fund including interest earnings for current year to date	38,131.39
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Parks Development Reserve Fund at December 31, 2021	<u>\$ 581,513.80</u>

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

1. The sum of one hundred and seven thousand, five hundred dollars (\$107,500.00) is hereby appropriated from the Parks Development Reserve Fund for the following purchases:

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

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

Parks Development Reserve  
Fund Expenditure Bylaw No. 4514

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

4. SEVERABILITY

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

5. ENACTMENT

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

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4514".

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

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MAYOR

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CORPORATE OFFICER

## CITY OF SALMON ARM

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


---

WHEREAS under the provisions of Section 566 of the Local Government Act (S.B.C., 2015, c.1), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Development Cost Charge Underpass Reserve Fund for the purposes of underpass capital works;

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

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

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

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

1. The sum of eighty-seven thousand, five hundred and thirty-eight dollars and fifty-five cents (\$87,538.55) is hereby appropriated from the Development Cost Charge Underpass Reserve Fund to be expended on the Ross Street Underpass - Construction.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Development Cost Charge Underpass Reserve Fund.

## 4. SEVERABILITY

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

## 5. ENACTMENT

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

## 6. EFFECTIVE DATE

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

## 7. CITATION

This bylaw may be cited as "City of Salmon Arm Development Cost Charge Underpass Reserve Fund Expenditure Bylaw No. 4515".

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

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MAYOR

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CORPORATE OFFICER

## CITY OF SALMON ARM

BYLAW NO. 4516**A bylaw authorizing the expenditure of monies in the  
Cemetery Purchase and Development Reserve Fund**


---

WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Cemetery Purchase and Development Reserve Fund for the purposes of cemetery development;

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

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

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

1. The sum of eighteen thousand, five hundred and eighteen dollars and seventy-eight cents (\$18,518.78) is hereby appropriated from the Cemetery Purchase and Development Reserve Fund to be expended on Mt. Ida Lower Road Upgrade and Resurfacing.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Cemetery Purchase and Development Reserve Fund.

Cemetery Purchase and Development Reserve  
Fund Expenditure Bylaw No. 4516

4. SEVERABILITY

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

5. ENACTMENT

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

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "City of Salmon Arm Cemetery Purchase and Development Reserve Fund Expenditure Bylaw No. 4516".

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

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MAYOR

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CORPORATE OFFICER

## CITY OF SALMON ARM

BYLAW NO. 4517

**A bylaw authorizing the expenditure of monies in the  
Fire Protection Emergency Apparatus Reserve Fund**

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WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund for emergency fire apparatus;

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

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

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

1. The sum of twenty-five thousand dollars (\$25,000.00) is hereby appropriated from the Fire Protection Emergency Apparatus Reserve Fund to be expended on a ¾ Ton Truck – Unit No. 224
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Fire Protection Emergency Apparatus Reserve Fund.

## 4. SEVERABILITY

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

## 5. ENACTMENT

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

## 6. EFFECTIVE DATE

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

## 7. CITATION

This bylaw may be cited as "City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4517".

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

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MAYOR

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CORPORATE OFFICER

## CITY OF SALMON ARM

BYLAW NO. 4518

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

---

WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Equipment Replacement Reserve Fund for the purpose of purchasing machinery and equipment;

AND WHEREAS there is an unappropriated balance in the Equipment Replacement Reserve Fund established under District of Salmon Arm Equipment Replacement Reserve Fund Bylaw, 1973 (Bylaw No. 1080) of \$2,919,798.99 as at December 31, 2021, which amount has been calculated as follows:

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

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

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

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

Equipment Replacement Reserve  
Fund Expenditure Bylaw No. 4518

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

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

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

4. SEVERABILITY

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

5. ENACTMENT

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

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4518".

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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

## CITY OF SALMON ARM

BYLAW NO. 4519

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

---

WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Vehicle and Equipment Acquisition or Replacement Reserve Fund for Police Protection purposes;

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

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

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

1. The sum of seventy-nine thousand, seventy-six dollars and seventy cents (\$79,076.70) is hereby appropriated from the Vehicle and Equipment Acquisition or Replacement Reserve Fund for the purchase of a Police Vehicle.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Police Protection Vehicle and Equipment Reserve Fund.

## 4. SEVERABILITY

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

## 5. ENACTMENT

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

## 6. EFFECTIVE DATE

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

## 7. CITATION

This bylaw may be cited as "City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4519".

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

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MAYOR

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CORPORATE OFFICER

## CITY OF SALMON ARM

BYLAW NO. 4520

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

---

WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

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

AND WHEREAS there is an unappropriated balance in the Water Major Maintenance Reserve Fund established under District of Salmon Arm Bylaw No. 2164 of \$1,555,571.45 as at December 31, 2021, which amount has been calculated as follows:

Balance in Water Major Maintenance Reserve Fund at December 31, 2020		\$ 1,311,065.57
Add:	Additions to fund including interest earnings for current year to date	242,505.88
Deduct:	Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Water Major Maintenance Reserve Fund at December 31, 2021		<u>\$ 1,555,571.45</u>

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

1. The sum of one hundred and ninety-six thousand, fifty-three dollars and ninety-one cents (\$196,053.91) is hereby appropriated from the Water Major Maintenance Reserve Fund to be expended on the Ross Street Underpass.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Water Major Maintenance Reserve Fund.

## 4. SEVERABILITY

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

## 5. ENACTMENT

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

## 6. EFFECTIVE DATE

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

## 7. CITATION

This bylaw may be cited as "**City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4520**".

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

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MAYOR

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CORPORATE OFFICER

## CITY OF SALMON ARM

BYLAW NO. 4521

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

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WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

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

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

Balance in Sanitary Sewer Major Maintenance Reserve Fund at December 31, 2020		\$ 3,190,372.19
Add:	Additions to fund including interest earnings for current year to date	55,793.64
Deduct:	Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Sanitary Sewer Major Maintenance Reserve Fund at December 31, 2021		<u>\$ 3,246,165.83</u>

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

1. The sum of one hundred and seventy-five thousand dollars (\$175,000.00) is hereby appropriated from the Sanitary Sewer Major Maintenance Reserve Fund to be expended on the Ross Street Underpass.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Water Major Maintenance Reserve Fund.

4. SEVERABILITY

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

5. ENACTMENT

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

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "City of Salmon Arm Sanitary Sewer Major Maintenance Reserve Fund Expenditure Bylaw No. 4521".

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

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MAYOR

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CORPORATE OFFICER

Item 10.2

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the following bylaws be read a first, second and third time:

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

### Vote Record

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

Opposed:

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

**CITY OF  
SALMON ARM**

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

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**Recommendation:**

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

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

**Background:**

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

- 2021 Capital Carry Forward Projects;
- 2021 Operational Carry Forward Projects;
- Authenticated Assessment Roll;
- Tax Requisitions from Other Governments (MFA, Regional District, Regional Hospital, BC Assessment Authority, etc.);
- Council Resolutions;
- Grants; and
- Other budget adjustments as noted below.

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

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

**Budget Revisions**

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

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

**General Fund:**

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

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

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

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

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

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

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

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

**Sewer Fund:**

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

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

**CITY OF SALMON ARM**

**BYLAW NO. 4524**

**A bylaw to amend the 2022 to 2026 Financial Plan**

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WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2022 to 2026;

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

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

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

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MAYOR

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CORPORATE OFFICER

Schedule "A" - Bylaw #4524

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

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

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

2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
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**Capital Projects****Finances Acquired**

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

**Total Funding Sources**

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

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

**Total Capital Expense**

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

2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
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General Government Services	\$ 153,800	\$ 138,500	\$ 208,500	\$ 120,000	\$ 100,000
Protective Services	2,189,030	55,000	55,000	125,000	125,000
Transportation Services	22,640,490	4,233,500	5,518,500	6,849,000	6,545,150
Environmental Health Services	45,000	327,500	27,500	2,500	60,000
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	1,816,480	319,871	840,467	275,000	470,000
Water Services	6,836,650	1,760,000	2,340,000	691,000	3,142,825
Sewer Services	2,832,415	575,000	175,000	3,301,000	406,156

**Total by Department**

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

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2022. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

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

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

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

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

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

Schedule "B" – Bylaw #4524  
2022 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

<b>Revenue Source</b>	<b>Percentage to Total Revenue</b> Includes Conditional Government Transfers	<b>Percentage to Total Revenue</b> Excludes Conditional Government Transfers
Property Taxes	39.10%	48.53%
Parcel Taxes	6.95%	8.62%
User Fees, Charges and Interest Income	21.44%	26.61%
Other Sources	20.09%	0.82%
Proceeds From Borrowing	12.42%	15.42%
	100.00%	100.00%

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

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting general municipal property taxes between Class 5 (Light Industry) and Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

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

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

Schedule "B" – Bylaw #4524  
2022 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

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

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2020 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

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

Table 3: Permissive Tax Exemptions

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

Schedule "B" – Bylaw #4524  
2022 Revenue Policy Disclosure

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

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

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

Table 4: Revitalization Tax Exemptions

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

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

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

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

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

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

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

---

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

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

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

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

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

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

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

2022 Annual Rate of Taxation  
Bylaw No. 4508

---

8. CITATION

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

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

---

MAYOR

---

CORPORATE OFFICER

City of Salmon Arm  
2022 Property Tax Rates

Bylaw No. 4508  
Schedule "A"

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

Item 10.3

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

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

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

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

## Recommendation:

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

## Background:

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

The levy since inception is noted below:

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

Respectfully submitted,



Chelsea Van de Cappelle, CPA

## CITY OF SALMON ARM

### BYLAW NO. 4507

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

---

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

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

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

#### Section 7:

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

#### 2. SEVERABILITY

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

#### 3. ENACTMENT

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

4. CITATION

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

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

\_\_\_\_\_  
MAYOR

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

Item 9.4

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

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

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

### Vote Record

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

Opposed:

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



File: 2022-10

---

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: March 28, 2022  
SUBJECT: **PROJECT AWARD – WPCC OUTFALL INSPECTION**

---

### **STAFF RECOMMENDATION**

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

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

### **BACKGROUND**

The 2022 budget contained in the 2022 to 2026 Financial Plan included \$5,000 for the Shuswap WPCC Outfall Inspection project.

The City of Salmon Arm Waste Pollution Control Centre (WPCC) outlets into Shuswap lake via an approximately 915m long 560mm (22 inch) High Density Polyethylene pipe that was installed in 1978. The pipe has reached approximately 50% of its anticipated life span. The City's WPCC Operating Certificate requires an annual inspection of the outfall to ensure it is in good working condition and must include examination of the entire length of the pipe for leaks, breaks and blockages.

The outfall pipe is difficult to inspect as it is buried with the majority of the pipe submerged below lake level. Although staff inspect the outfall annually using dye testing or other methods, a video inspection and condition evaluation completed for the full length of outfall pipe was deemed to be ideal best practice on a semi-regular basis.

A Request for Quotation was issued on BC Bid for a three (3) week period, closing on March 3, 2022. Only one (1) quote was received by the prescribed closing time. ASI Group Ltd.'s quote for \$27,850.00 includes sounding and videoing of the outfall pipe accessing the pipe from the outfall using a boat on Shuswap Lake. ASI's submersible equipment will not be able to access approximately 100m of pipe to the south of access manhole 1; however, City equipment and staff

should be able to complete the remaining videoing of the line as it is above lake level during some parts of the year.

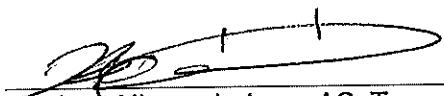
The Canoe Beach Drive Sanitary replacement project (\$87,000 budget) will not be able to be completed in 2022 due to insufficient available funds. As such, staff are recommending this funding be reallocated to the WPCC Outfall Inspection project and will request the full budget for the Canoe Beach Drive Sanitary Replacement project in the 2023 Capital Budget.

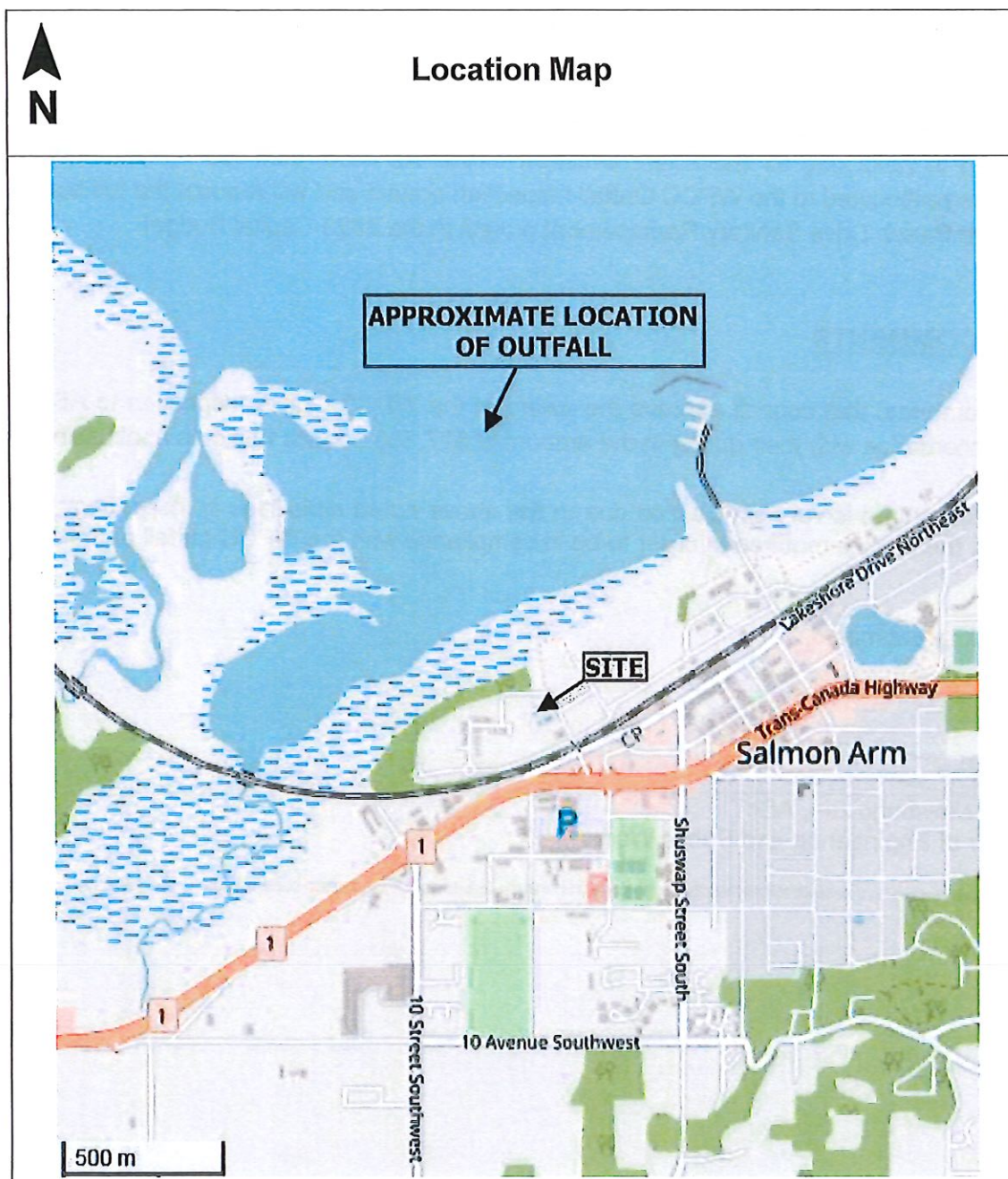
### **STAFF COMMENTS**

Staff recommend that council approve the award of the WPCC Outfall Inspection to ASI Group Ltd. in accordance with their quote, in the amount of \$27,850.00 plus taxes as applicable.


The work required is very specialized due to the above noted difficulties in inspecting the pipe; however, the work is required in order to be in compliance with the WPCC outfall permit.

Respectfully submitted,

  
\_\_\_\_\_  
Robert Niewenhuizen, AScT  
Director of Engineering and Public Works



Date issued: June 1, 2018

  
Bryan Vroom  
for Director, *Environmental Management Act*  
Authorizations - South Region

Item 9.5

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

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

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

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

### Vote Record

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

Opposed:

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



File: 2022-33

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TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Gerry Rasmuson, Utilities Manager  
DATE: April 5, 2022  
SUBJECT: **NEW PUMP PURCHASE – WATER PLANT SANITARY LIFT STATION**

---

### **STAFF RECOMMENDATION**

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

**AND THAT:** The Budget contained in the 2022-2026 Financial Plan be amended to reflect additional funding in the amount of \$5000.00 for a total budget of \$30,000.00 to be funded from the Water Extensions and Replacements;

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

---

### **BACKGROUND**

The Water Treatment Plant Sanitary Lift Station is responsible for pumping all waste effluent from the facility to the sewer collection system. The City utilizes Flygt pumps exclusively in all of its six (6) lift stations. Each station is equipped with two (2) pumps that alternate during operations and most of the stations have an available spare pump.

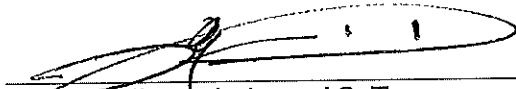
The pumps at the Water Treatment Plant were installed in 2009 and both pumps are showing signs of significant wear and tear requiring future repairs. In the event of a major failure to one of the existing pumps the wastewater system in the plant would be severely compromised by the lack of available redundancy. Subsequently, staff incorporated a new 17 HP Flygt pump into the 2022 budget for this site with plans to rebuild the other two over the next few years.

### **STAFF COMMENTS**

EMPS is the only supplier of Flygt pumps in the Okanagan/Shuswap, they are a Kelowna based company and have been providing pumps and maintenance service to the City for years. They have been directly involved in reviewing the specifications required for the replacement pump to meet our needs. 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 Flygt pumps.

Staff recommend that Council approve the award of the Flygt pump to Electric Motors & Pump Service Ltd. for the quoted total price of \$29,043.00 plus taxes as applicable. With the amendment to be funded from the Water Extensions and Replacements, account. The pump delivery is approximately 12-14 weeks from time of award.

Respectfully submitted,

  
\_\_\_\_\_  
Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

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Item 9.6

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council adopt Policy #1.14 – Council Code of Responsible Conduct.

### Vote Record

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

Opposed:

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



---

TO: His Worship Mayor Harrison and Members of Council  
DATE: April 6, 2022  
SUBJECT: Code of Responsible Conduct

---

**MOTION FOR CONSIDERATION:**

**THAT:** Council adopt Policy #1.14 – Council Code of Responsible Conduct.

**BACKGROUND:**

Provincial legislation sets out the roles and responsibilities of locally elected officials in British Columbia. Until very recently, however, the manner in which elected officials conducted themselves as individuals, and collectively as part of a decision-making body was not addressed by legislation, except in relation to matters of conflict of interest.

The responsible conduct of elected officials is key to carrying out their duties and providing good governance to their communities. Bill 26 introduced a requirement for all local governments to consider a Code of Conduct within six months of a general local election and if implemented, to review it within 6 months of a general local election. If a local government chooses not to adopt a Code of Conduct then they must make a publically available statement outlining the reasons for that decision.

Leading up to the introduction of Bill 26, UBCM created a model Code of Conduct and complementary tools to help local governments create their own documents. This guidance material was used in the creation of the document attached as APPENDIX A.

There are four key foundational principles outlined in the City's proposed Code of Responsible Conduct -- integrity, accountability, respect, and leadership & collaboration. These principles were developed by the UBCM working group and endorsed during debate of the Bill.

Throughout the development of this document, several key considerations were kept front and centre:

- The importance of process;
- The need for a meaningful CofRC that reflects the values of the members of Salmon Arm City Council;
- Consistency with other legislation;
- The importance of ongoing education; and
- The need for regular review.

If Council does not wish to adopt the CofRC at this time, it will be required to address the matter within six month after the 2022 General Local Election (by April 2023). If Council implements the policy then it must still be reviewed within the same time period, though revisions are not required unless Council chooses to do so.

Respectfully Submitted,



---

Erin Jackson  
Chief Administrative Officer



# Council Code of Responsible Conduct

## Policy # 1.14

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## A. INTRODUCTION

As local elected representatives (“members”), we recognize that responsible conduct is not optional, but essential to providing good governance for the City of Salmon Arm.

To ensure that the Council Code of Responsible Conduct (CofRC) is relevant and current, it is recommended that members:

- Individually attest to follow the intent and the spirit of the CofRC at the inaugural swearing in ceremony of each term;
- Update their understanding of best practices of a CofRC through LGLA, SILGA, UBCM or in-house workshops in the first year of each term; and
- Review and update, if necessary, the CofRC within six months of the first Council meeting following a General Local Election or as required by provincial legislation.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by actively ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

## B. HOW TO APPLY AND INTERPRET THIS COUNCIL CODE OF RESPONSIBLE CONDUCT

This CofRC applies to the members of the City of Salmon Arm Council. While it does not cover every possible situation, each member is individually responsible for upholding both the intent and the spirit of this policy in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This CofRC is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations that apply to members individually or as a collective Council.

### 1. STATUTORY PROVISIONS

The CofRC is supplementary to the following statutes, laws and policies governing the conduct of local elected officials:

- *The British Columbia Human Rights Code;*

- *The British Columbia Community Charter;*
- *The British Columbia Local Government Act;*
- *The British Columbia Local Elections Campaign Finance Act;*
- *The Workers Compensation Act of British Columbia;*
- *The Freedom of Information and Protection of Privacy Act;*
- *The City of Salmon Arm Respectful Workplace Policy; and*
- *The Criminal Code of Canada.*

If there is a conflict between provincial legislation and/or statutory obligations and this policy, members will defer to the former.

## 2. POLICY STATEMENTS

### A. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. Integrity – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. Respect – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.
3. Accountability – means an obligation and willingness to accept responsibility or to account for one’s actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.
4. Leadership and Collaboration – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

### B. STANDARDS OF CONDUCT

#### **Integrity:**

Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.

- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the Council.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

#### **Respect:**

Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, experiences and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening.

#### **Accountability:**

Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council or board.
- Members will listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

#### **Leadership and Collaboration:**

Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government, including considering the different interests of the people who make up the community.

- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.

#### C. GENERAL CONDUCT

Members agree to adhere to the Foundational Principles and Standards of Conduct as they consider issues and exercise powers, duties and functions. It is imperative that members are at all times impartial in their decision making.

#### D. ROLES AND RESPONSIBILITIES

Council is the governing body of the City of Salmon Arm and is responsible for governing the City in accordance with the Community Charter and Local Government Act (in addition to other applicable legislation).

The Mayor is the head and Chief Executive Officer of the City and is statutorily responsible for providing leadership to Council and direction to the Chief Administrative Officer (CAO).

#### E. INTERACTIONS WITH STAFF

Members are to follow the procedures authorized by Council and the CAO regarding how to contact staff.

Inquiries should be directed to the CAO or department head (Director) unless otherwise agreed upon. Members should not contact other staff directly unless it is related to the business of a Council Committee that a staff member is involved with or for routine assistance (i.e. Executive Assistant).

Any advice provided by staff to Council or Committees will be vetted by the CAO.

Members are not to issue instructions to any of the City's contractors, tenderers, consultants or service providers unless expressly authorized to do so.

Members must not make statements attacking or reflecting negatively on staff. Any concerns or complaints regarding staff conduct should be immediately addressed with the Mayor and/or CAO.

#### F. COLLECTION AND HANDLING OF INFORMATION

Members agree to:

- a. Collect, use and disclose personal information in accordance with the Freedom of Information and Protection of Privacy Act and the policies and guidelines established by the City. If a member is uncertain about interpreting the Act, the City's Freedom of Information and Protection of Privacy Head will provide assistance;
- b. Not publicly disclose any confidential information;
- c. Not disclose or discuss confidential information with family, friends or staff that are not privy to this information in the course of their work;
- d. Take care to protect confidential information that is in the member's custody from being accessed;
- e. Not use confidential information to damage Council, another member, staff or the public;
- f. Only attempt to access information that is required in the discharge of duties;
- g. Not disclose details from a closed meeting, including information about deliberations or how members voted. Once a corporate decision has been made to release the information to the public, resolutions may be shared.
- h. Not alter City records unless expressly authorized to do so; and
- i. Continue to adhere to the requirements in this section even after they cease to be a member.

#### G. CONFLICT OF INTEREST

The Community Charter addresses Conflict of Interest in sections 100, 101 and 104. The interpretation of these sections is a matter for the Courts; however, this document provides additional guidance.

Council's decisions are expected to benefit the community as a whole, without undue influence, and should not come with any actual or perceived personal benefit (including benefits for family or friends).

It is incumbent upon members to attempt to resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties.

#### H. USE OF SOCIAL MEDIA

Members must refrain from speaking on behalf of the City or Council unless expressly authorized to do so.

Members should qualify any subjective content shared on social media with statements such as 'in my opinion' to ensure that there is no confusion that they are speaking on behalf of the City or Council as a whole.

Social media should not be used for purposes that include the distribution of:

- Defamatory remarks, obscenities, profane language or sexual content;
- Disparaging statements about staff or commentary that questions the capabilities or professionalism of staff;
- Discriminatory material that promotes or perpetuates mistreatment of persons on the basis of their race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
- Opinions that suggest a closed mind in relation to a matter that is to be the subject of a statutory or other public hearing; or
- Promotion of illegal activity.

Members are responsible for the integrity of their posts and should monitor their social media accounts to ensure they are not misused by others in any way.

#### I. INTERACTIONS WITH THE PUBLIC AND MEDIA

Regardless of whether members agree with a decision of Council, they will act respectfully and communicate accurately when discussing the decision with the public and/or media.

#### J. GIFTS OR PERSONAL BENEFITS

Sections 105 and 106 of the Community Charter address the receipt and reporting of gifts and personal benefits for members and the consequences for contravention. .

Members should avoid situations that result in the receipt of a gift or personal benefit that could reasonably be viewed as a real or perceived conflict of interest. To ensure that this does not occur, members should not accept gifts or personal benefits directly or indirectly from business or commercial enterprises.

If a member is in question about whether they are being offered a gift or personal benefit they should seek the advice of the CAO.

If a member is in receipt of gifts or personal benefits not in compliance with this policy, they should report it to the Corporate Officer as soon as possible and a disclosure statement must be made in accordance with section 106(2).

#### K. BREACHES, COMPLAINT HANDLING and DISCIPLINARY ACTION

Members agree to abide by the CofRC and endeavor to resolve disputes in good faith before they require intervention. A healthy workplace supports sound decision-making.

Members are encouraged to pursue the informal complaint procedure as the first means of remedying conduct that they believe violates the CofRC; however, a member is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

##### **Informal Complaint Handling**

Any member who has identified or witnessed conduct by another member that they reasonably believe, in good faith, is in contravention of this Policy may address the prohibited conduct by:

- (i) advising the other member the conduct violates this Policy and encouraging the other member to stop; or
- (ii) requesting the Mayor to assist in informal discussion of the alleged complaint with the other member in a mediated attempt to resolve the issue. In the event the Mayor is the subject of, or is implicated in a complaint, the member may request the assistance of the Deputy Mayor.

##### **Formal Complaint Handling**

If attempts to resolve issues are not successful, potential breaches under the CofRC may be submitted, in writing, by a member of Council to both the Mayor and CAO. Complaints shall be submitted in writing to the Mayor and CAO within six (6) months of the last alleged breach. The Mayor and CAO are authorized to extend this six (6) month deadline if circumstances warrant an extension.

In the event that the Mayor is the subject of an allegation or is implicated in the complaint, then the complaint will be addressed to the current Deputy Mayor and the CAO. If the CAO is implicated, then the complaint will be addressed to the Deputy CAO.

Within 30 days of receipt of a complaint, the Mayor (or Deputy) and CAO (or Deputy) will attempt to resolve the matter informally. If the matter has not been resolved after 30 days then an independent third party shall be appointed. The third party will possess the necessary professional skills, knowledge and experience to investigate the complaint and be acceptable to both the complainant(s) and respondent(s).

If the parties are unable to agree on an investigator then the City's legal council will select a suitable candidate.

The investigator will conduct a preliminary assessment of the complaint and determine whether to continue investigating or make written recommendation regarding the dismissal of the complaint on the grounds that it is either unfounded, beyond the jurisdiction of the CofRC or unlikely to succeed under provincial legislation, statutory obligations or this policy.

If the investigation continues, the following will apply:

- A fair, timely, confidential, independent and impartial investigation will be completed in accordance with the principles of due process and natural justice;
- Investigation updates will be provided to all involved parties every 30 days, at minimum.
- A written report of the findings will be provided to all involved parties, as well as the Manager of Human Resources who will retain a copy. The Mayor or Deputy Mayor will provide a summary to Council, in-camera.
- Any recommendations arising from the report and any actions taken in response will remain confidential unless it is determined to be a public matter. Members will not comment in open meetings regarding any allegations.

Recommendations may include:

- i. dismissal of the complaint;
- ii. censure;
- iii. removal from committee membership;
- iv. prohibition from representing the City at events and/or attending conferences or seminars;
- v. reduction in compensation in accordance with the Council Remuneration By-Law;
- vi. a recommendation that an apology be given;
- vii. counselling and/or coaching; or,
- viii. such other recommendations as are deemed appropriate in the judgment of the Third Party Investigator.

Council will decide whether the recommendations in the Report, in whole or part, will be imposed.

Prepared by: Chief Administrative Officer	Date:
Approved by: Council	Date:
Reviewed by: Council	Date:

## APPENDIX A - Resources

- *The British Columbia Human Rights Code*; [Human Rights Code \(gov.bc.ca\)](http://gov.bc.ca)
- *The British Columbia Community Charter*; [Full Multi - Community Charter \(gov.bc.ca\)](http://gov.bc.ca)
- *The British Columbia Local Government Act*; [Local Government Act](http://gov.bc.ca)
- *The British Columbia Local Elections Campaign Finance Act*; [Local Elections Campaign Financing Act \(gov.bc.ca\)](http://gov.bc.ca)
- *The Workers Compensation Act of British Columbia*; [Workers Compensation Act \(gov.bc.ca\)](http://gov.bc.ca)
- *The Freedom of Information and Protection of Privacy Act*; [Full Multi - Freedom of Information and Protection of Privacy Act \(gov.bc.ca\)](http://gov.bc.ca)
- *The Criminal Code of Canada*. [Criminal Code \(justice.gc.ca\)](http://justice.gc.ca)

APPENDIX B



Code of Responsible Conduct Attestation

I acknowledge that I have read and understand the City of Salmon Arm Code of Responsible Conduct and I agree to abide by its provisions.

If I become aware of any situation that is contrary to the intent and spirit of the Code of Responsible Conduct, I will report my concerns to the Mayor and/or Chief Administrative Officer.

By completing this attestation, I declare my commitment to uphold the principles and standards of responsible conduct outlined in this Code of Responsible Conduct.

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Member

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Date

---

Corporate Officer

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Item 10.4

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

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

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

### Vote Record

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

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



To: His Worship Mayor Harrison and Members of Council

Date: March 30, 2022

Subject: Zoning Bylaw Amendment Application No. 1231

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

### **STAFF RECOMMENDATION**

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

### **PROPOSAL**

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

### **BACKGROUND**

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

Adjacent land uses include the following:

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

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

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

COMMENTSEngineering Department

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

Building Department

No concerns with the rezoning.

Fire Department

No concerns.

Planning Department

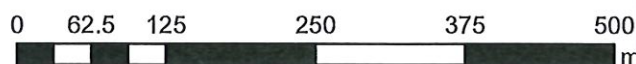
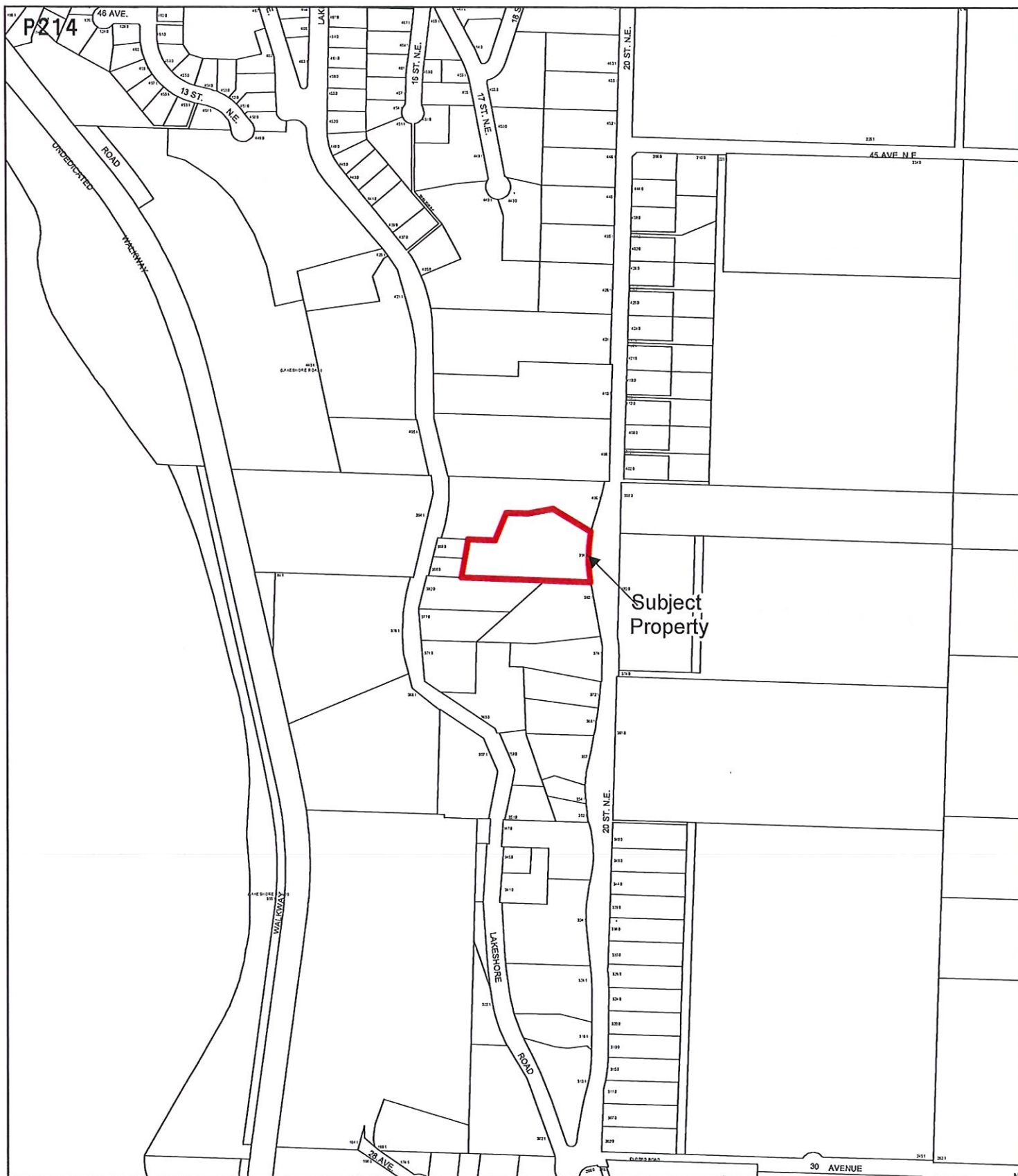
Rezoning from R1 to R8 is supported by the previously mentioned OCP policy. Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).



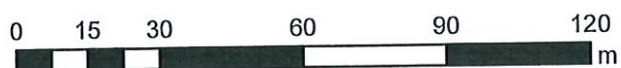
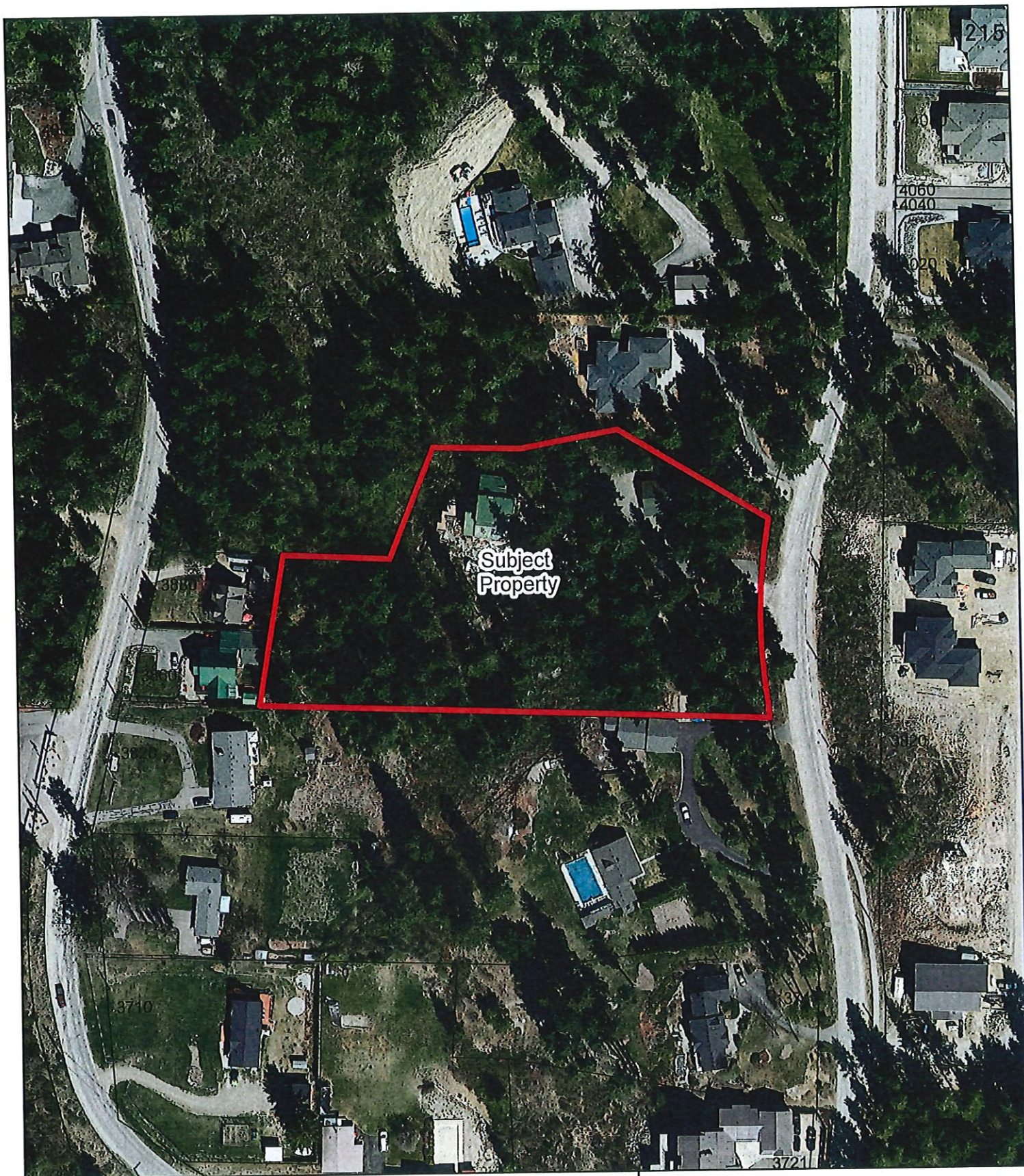
Prepared by: Melinda Smyrl, MCIP, RPP  
Planner III

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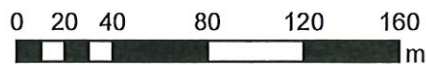
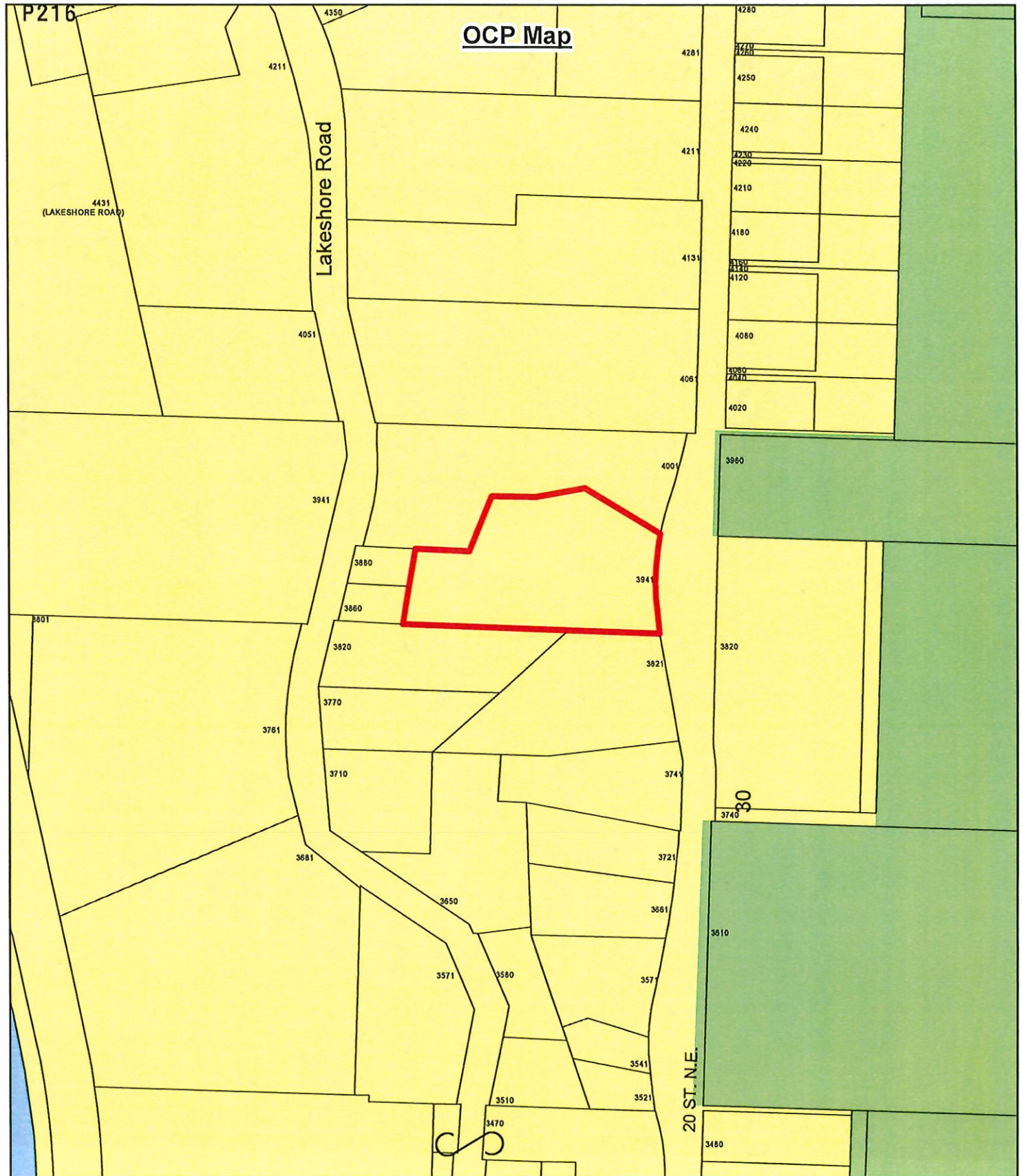
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

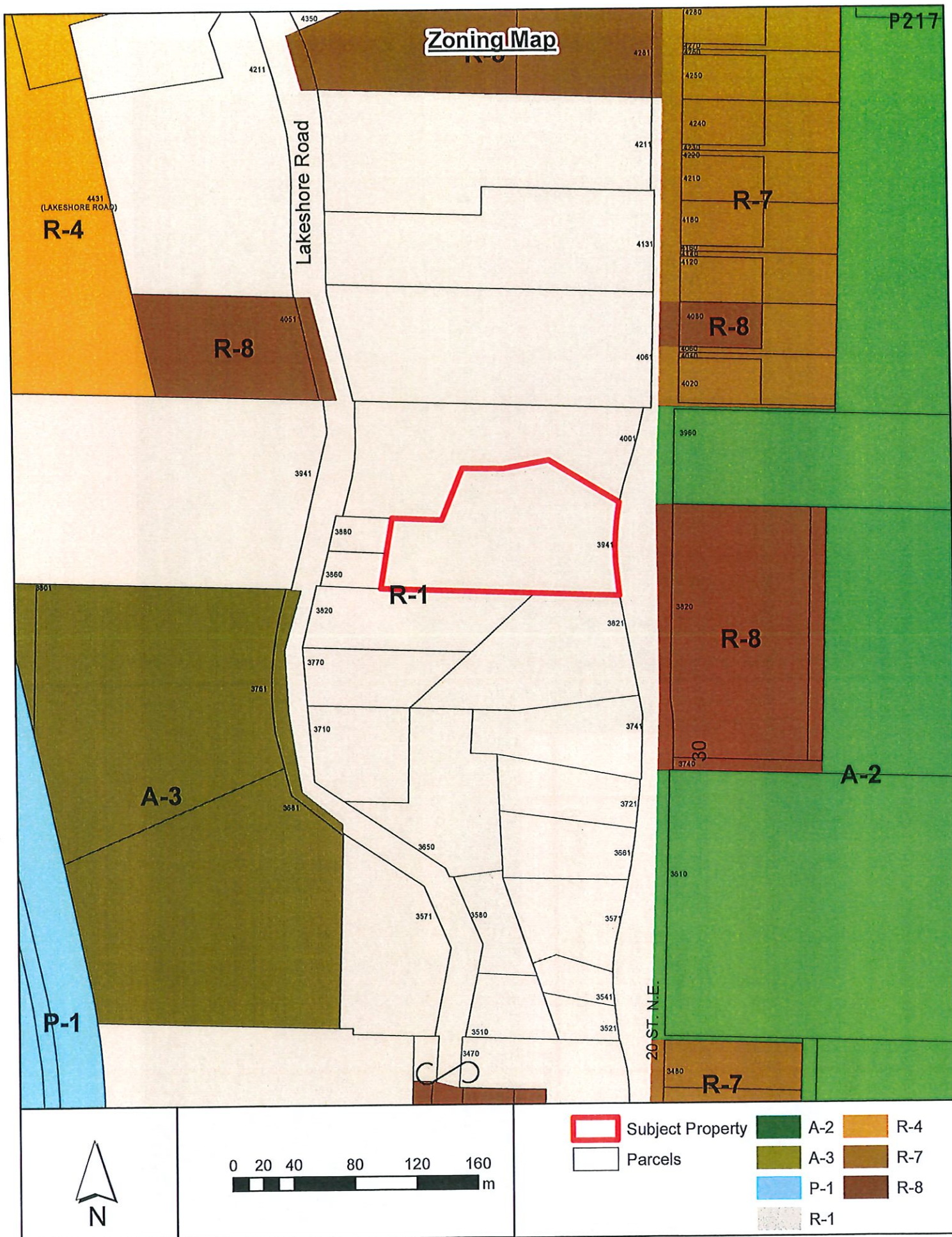


-  Subject Property
-  Parcels



-  Subject Property
-  Parcels





Proposed Lot 1

Distance: 217.85 ft

Potential subdivision

Perimeter: 193.8 m

Area: 0.5 acres

Distance: 96.72 ft

Proposed Lot 2

January 25, 2022

## CITY OF SALMON ARM

### BYLAW NO. 4496

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

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

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

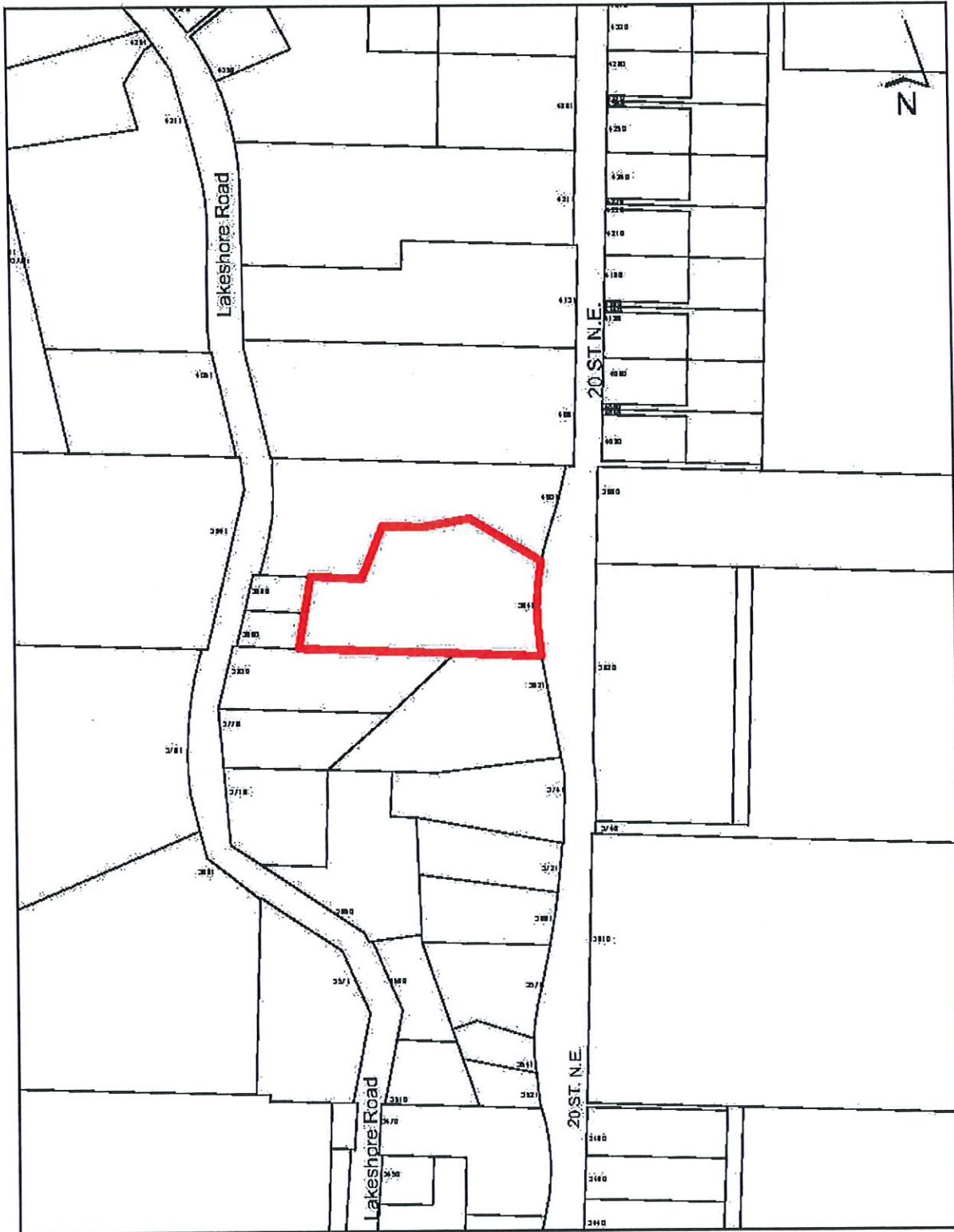
This bylaw may be cited as “City of Salmon Arm Zoning Amendment Bylaw No. 4496”

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

\_\_\_\_\_  
MAYOR

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

Schedule "A"



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Item 10.5

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

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

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

### Vote Record

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

Opposed:

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

**CITY OF  
SALMON ARM**

---

To: His Worship Mayor Harrison and Members of Council

Date: March 30, 2022

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

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

Civic Address: 1141 18 Street NE

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

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**STAFF RECOMMENDATION**

- THAT:** A Bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 to redesignate the south-east portion of Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978, Except Plan 54560 from Residential Medium Density to Residential High Density;
- AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;
- AND THAT:** Pursuant to Section 476 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after required consultation with School District No. 83;
- AND THAT:** Pursuant to Section 477 3 (a) of the *Local Government Act*, Council shall consider the proposed Official Community Plan Amendment in conjunction with:
- 1) The Financial Plans of the City of Salmon Arm; and
  - 2) The Liquid Water Management Plan of the City of Salmon Arm;
- AND THAT:** A Bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning the south-east portion of Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978, Except Plan 54560 from R4 (Medium Density Residential Zone) to R5 (High Density Residential Zone);
- AND THAT:** Final reading of the Rezoning Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.
- 

**PROPOSAL**

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

**BACKGROUND**

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

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

Adjacent land uses include the following:

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

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

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

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

## COMMENTS

### Section 475 & 476 - Local Government Act

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

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

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

### Section 477 - Local Government Act

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

Section 52 - Transportation Act

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

Engineering Department

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

Building Department

No concerns.

Fire Department

No concerns.

Planning Department

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

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

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

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

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

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

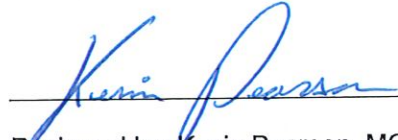
Within the Urban Area multi-family development is strongly encouraged in areas along corridors where public transit, pedestrian access routes and the availability of servicing. The proposed OCP Amendment and rezoning are within close proximity public transit, pedestrian access routes, commercial development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

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

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

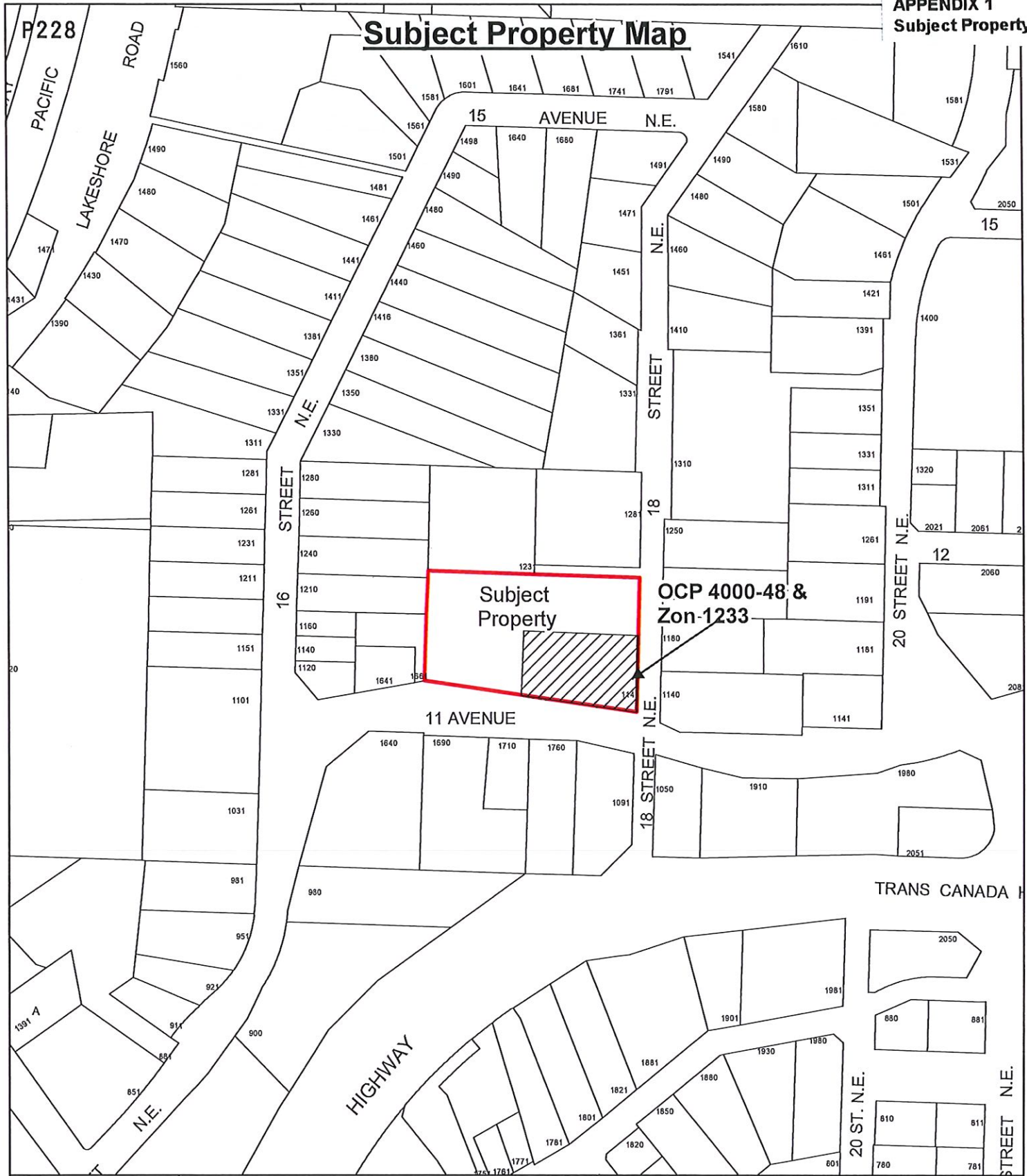
A handwritten signature in blue ink, reading "Melinda Smyrl", positioned above a horizontal line.

Prepared by: Melinda Smyrl, MCIP, RPP  
Planner

A handwritten signature in blue ink, reading "Kevin Pearson", positioned above a horizontal line.

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

# Subject Property Map



Subject  
Property

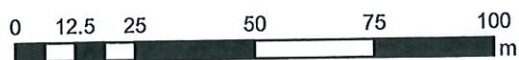
OCP 4000-48 &  
Zon-1233

11 AVENUE






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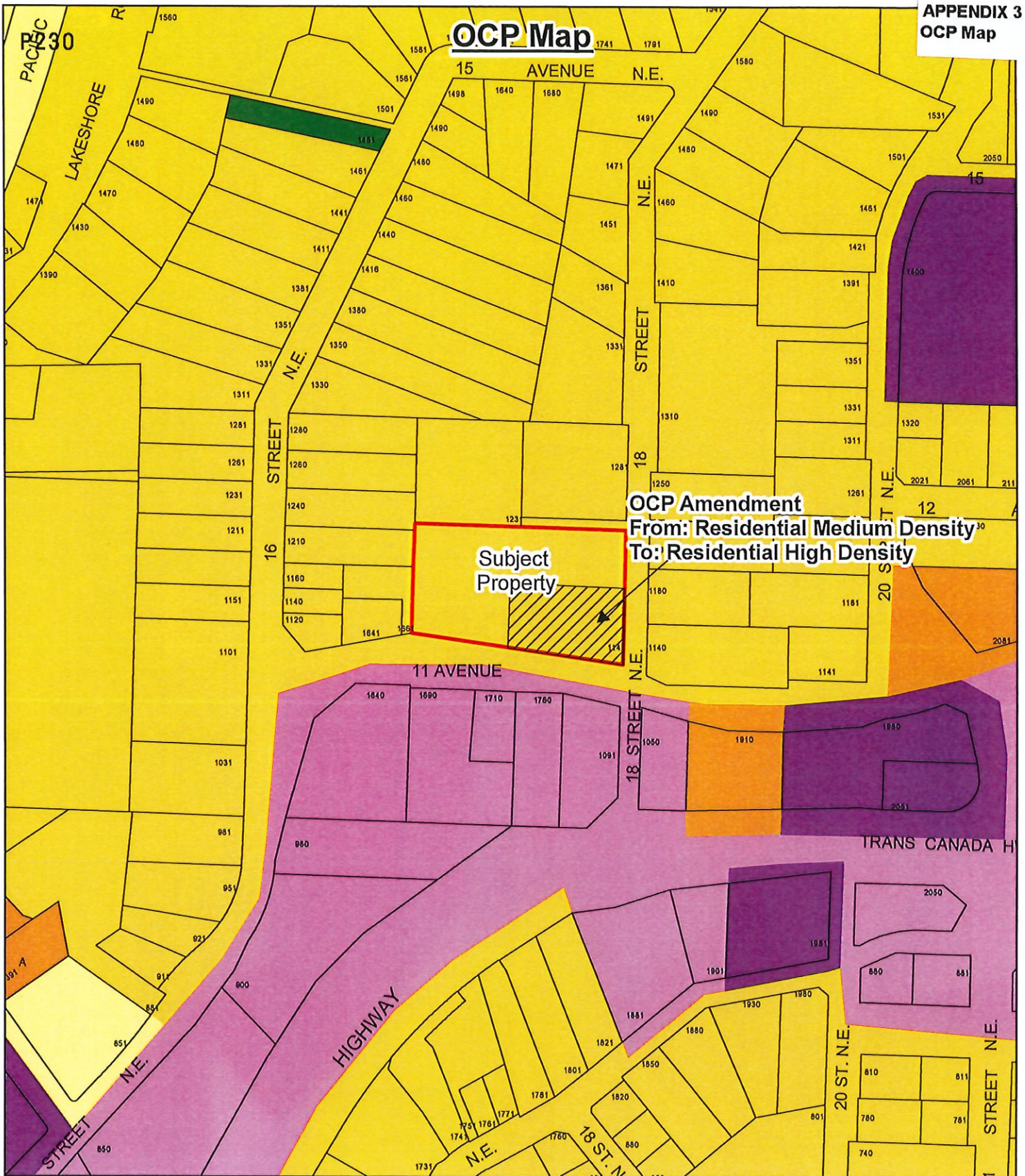
- OCP 4000-48 and Zon 1233
- Subject Property
- Parcels



Ortho Photo Date: 2021

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

OCP Map

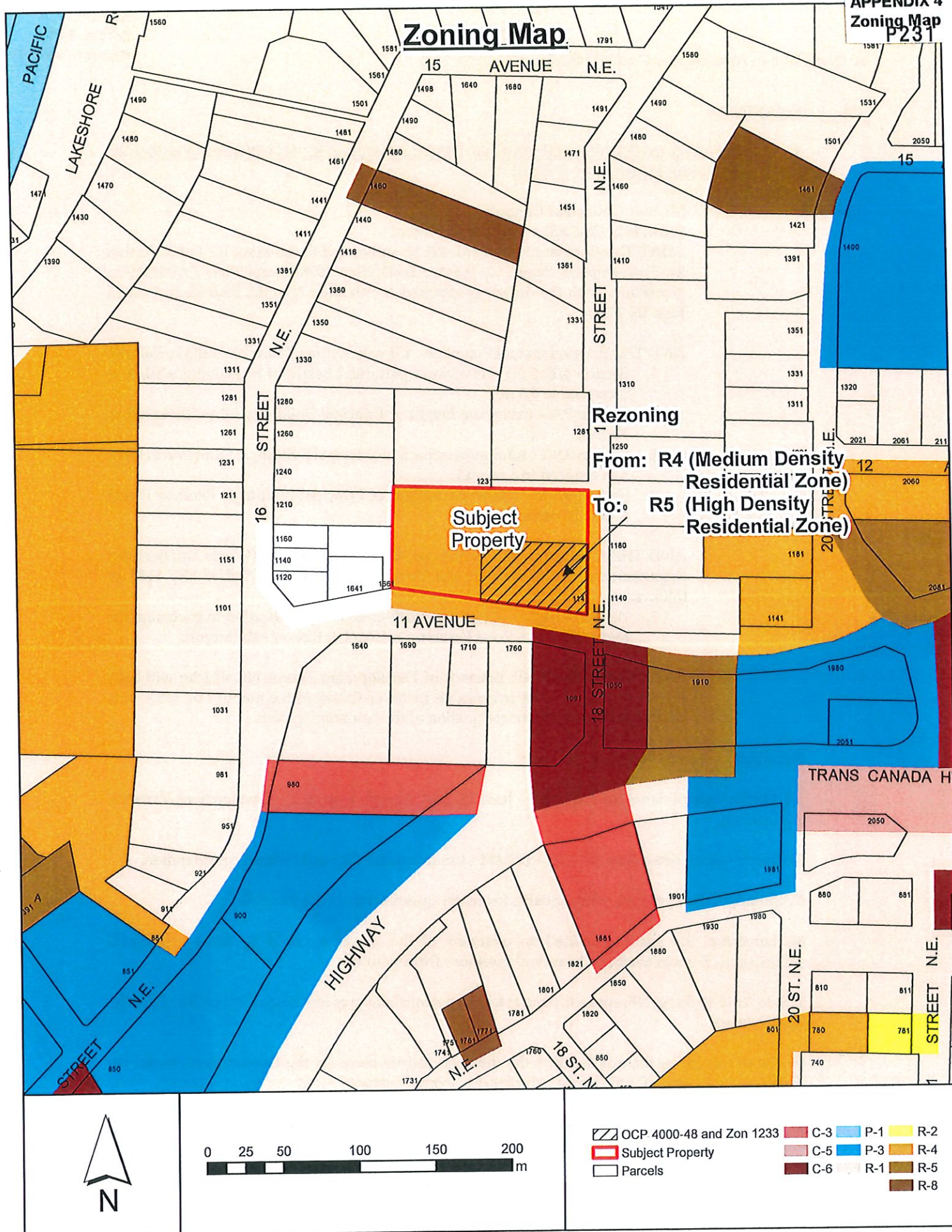


OCP Amendment  
From: Residential Medium Density<sup>30</sup>  
To: Residential High Density

Subject  
Property



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



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

0367-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

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

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

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

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

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

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

Submissions were called for at this time.

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

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

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

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

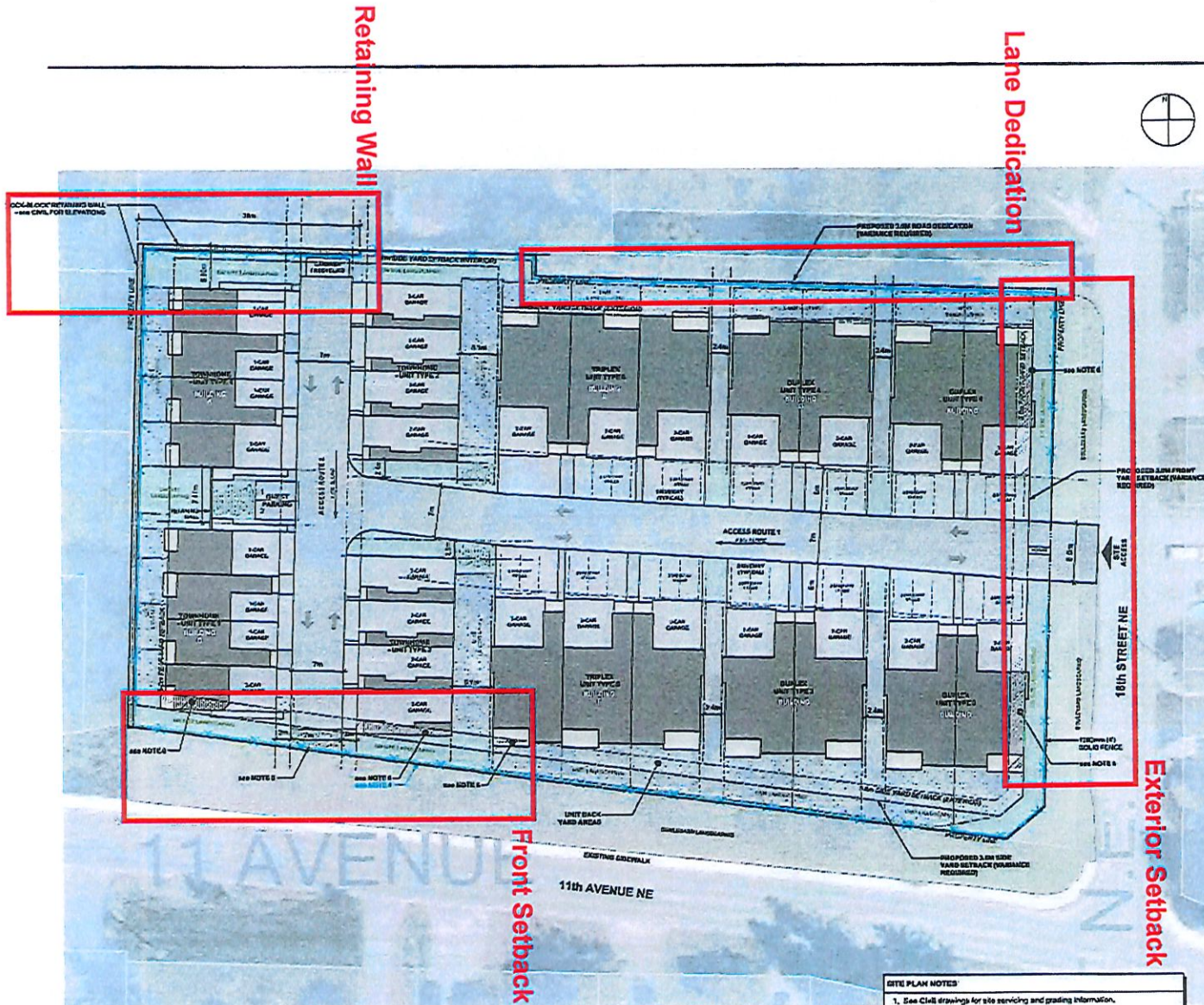
T. Salo, 1210 16 Street NE, spoke to concerns with potential damage to mature trees on his property and drainage.

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

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

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

CARRIED  
Councillor Lindgren Opposed



DEVELOPMENT INFO	
<b>LEGAL DESCRIPTION:</b>	
Lot 3, Plan 1978 (except Plan KAP54555)	
Section 24, Township 25, Range 10, W5M, R0YD	
<b>LOT SIZE:</b>	
0.071 ha (2.16 acres)	
(including Road Dedication and 'corner cut' area deductions)	
<b>ZONING:</b>	
Medium Density Residential (M-4)	
- Proposed Multi-Family Residential, Duplexes, & Triplexes (Permitted)	
<b>PARCEL COVERAGE:</b>	
Allowable = 55%	
Proposed = 45.3%	
<b>DENSITY:</b>	
Allowable = 40 Units per Hectare (16.2 per Acre)	
= 34 Units	
Proposed = 30 Units	
<b>PARKING:</b>	
Dwelling Units	30 Units
Parking Spaces Per Unit	≥ 1.5
Total Stalls Required	45 Stalls
Surface Parking Stalls (Guest)	2 Stalls
Driveway Stalls	26 Stalls
Garage Stalls	26 Stalls
Total Proposed Stalls	54 Stalls
<b>REQUIRED SETBACKS:</b>	
Front Yard	= 5.0m (16.4ft)
Rear Yard	= 5.0m (16.4ft)
Side Yard	= 5.0m (16.4ft)
- Interior (except R-4)	= 1.5m (5.0ft)
- Exterior	= 5.0m (16.4ft)
Minimum Separation between Residential Buildings	
More than 1 Storey = 3.0m (9.8ft)	
Minimum Setback from Interior Access Road = 2.0m (6.5ft)	
<b>MAXIMUM HEIGHT:</b>	
Permitted = 10.0m (32.8ft)	
Proposed = see Elevations	

PROJECT SUMMARY	
<b>TOWNHOME TYPE '1'</b>	
- 3 Levels:	Main (Single or Double Garage, Kitchen, Living, Dining, Powder Room)
	Lower (Mechanical, Laundry, Storage, Optional Bedroom, Bathroom, Rec Room)
	Upper (Master Suite, 2 Secondary Bedrooms, Bathroom)
<b>TOWNHOME TYPE '2'</b>	
- 2 Levels:	Ground (Tandem Garage, Mechanical, Storage)
	Second (Kitchen, Living, Dining, Powder Room, Den/Room)
	Third (Master Suite, 2 Secondary Bedrooms, Bathroom)
<b>DUPLEX TYPE '3'</b>	
2 Levels:	Main (Single Garage, Kitchen, Living, Dining, Master Suite, 2 Secondary Bedrooms, Bathroom, Laundry)
	Basement (Bedroom, Bathroom, Mechanical, Storage, Rec Room, Optional Laundry)
<b>DUPLEX TYPE '4'</b>	
1 Level:	Main (Single Garage, Kitchen, Living, Dining, Master Suite, 2 Secondary Bedrooms, Bathroom, Laundry, Mechanical, Storage)
	Basement (Bedroom, Bathroom, Mechanical, Storage, Rec Room, Optional Laundry)
<b>TRIPLEX TYPE '5'</b>	
2 Levels:	Main (Single Garage, Kitchen, Living, Dining, Master Suite, 2 Secondary Bedrooms or Den, Bathroom, Laundry)
	Basement (Bedroom, Bathroom, Mechanical, Storage, Rec Room, Optional Laundry)
<b>TRIPLEX TYPE '6'</b>	
1 Level:	Main (Single Garage, Kitchen, Living, Dining, Master Suite, 2 Secondary Bedrooms or Den, Bathroom, Laundry, Mechanical, Storage)
	Basement (Bedroom, Bathroom, Mechanical, Storage, Rec Room, Optional Laundry)
<b>TOTAL UNITS = 30</b>	

- SITE PLAN NOTES**
1. See Civil drawings for site servicing and grading information.
  2. See Landscape drawings (and Plant List) for landscape design.
  3. Exact alignment of unit driveways and walkways to be determined.
  4. Developers to provide 4' solid fence (white vinyl or painted wood).
  5. Landscape grass area to be used for winter snow storage (typical).
  6. Portions of building related to Variance Request.

AVEX  
ARCHITECTURE

4160 - 161st NE  
RD BOX 2250  
SANDHILL ARIZONA, BC  
V2S 2B1S-1B24  
1-800-667-1111  
www.avexarchitect.com

DATE	DESCRIPTION
March 11, 2011	Final Design

DRAWN BY: M.C.

CHECKED BY: J.C.

SCALE: 1/250

PROJECT: 20400

**'RIDGE VIEW'**  
Residential  
Development

16th Street N.E.  
Surrey, BC

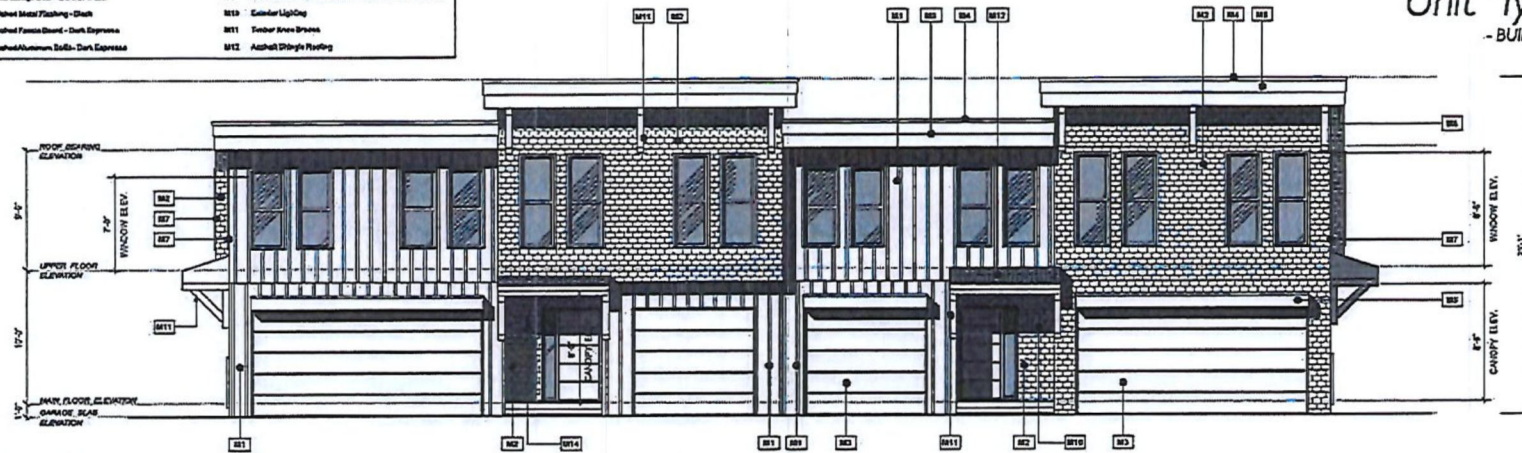
**SITE PLAN & PROJECT  
INFORMATION**

DRAWING NO:

**A1.1**

# Townhome Unit 'Type I' - BUILDINGS A & B

EXTERIOR MATERIAL NOTES	
M1: Cement Form Board Siding - Board & Batten (Hards White)	M7: Pre-Finished Corner Girt Trim for Cement Fibersheet
M2: Cement Form Board Siding - Single Lap (Light White)	M8: Stout Chisel Columns & Bases - Dark Espresso Stain
M3: Overhead Garage Door - Dark Chocolate	M9: Pre-Finished 4" Glass Quartered - Dark Espresso Finish
M4: Pre-Finished Metal Flashing - Dark	M10: Exterior Lighting
M5: Pre-Finished Fences Board - Dark Espresso	M11: Timber Knee Braces
M6: Pre-Finished Aluminum Siding - Dark Espresso	M12: Asphalt Shingle Roofing



1 EAST ELEVATION  
Scale: 1/4" = 1'-0"



2 WEST ELEVATION  
Scale: 1/4" = 1'-0"

Building Height

1000 N. 11th St. Suite 100 Phoenix, AZ 85006 Phone: (602) 944-1111 Fax: (602) 944-1112 Email: info@avexarch.com	DATE: _____ DRAWN BY: P.C. CHECKED BY: P.C. SCALE: 1/4" = 1'-0"
PROJECT: 20-002 <b>"RIDGE VIEW"</b> Residential Development 1000 N. 11th St. Phoenix, AZ, 85006 DRAWING TITLE: <b>ELEVATIONS</b> DRAWING NO: <b>A2.5</b>	

## SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE

### Purpose

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

### Regulations

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

### Permitted Uses

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

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

### Maximum Height of Principal Building

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

### Maximum Height of Accessory Building

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

### Maximum Parcel Coverage

- 10.6
- .1 The total maximum *parcel coverage* for *principal and accessory buildings* shall be 55% of the *parcel area*, of which 10% shall be the maximum parcel coverage for *accessory buildings*. #2811
  - .2 The above *parcel coverage* may be increased to 70% of the *parcel area* if all requisite parking, except for visitors, is provided underground.

### Minimum Parcel Area

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

### Minimum Parcel Width

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

### Minimum Setback of Principal Buildings

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

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

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

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

**Maximum Density**

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

10.11

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

**TABLE 3**

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

**Parking**

10.12 Parking shall be required as per Appendix I.



P238



## Adams Lake Indian Band

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**Project Name:**

OCP4000-48 and ZON-1233

**FN Consultation ID:**

93836

**Consulting Org Contact:**

Kathy FRESE

**Consulting Organization:**

[City of Salmon Arm](#)

**Date Received:**

Wednesday, March 2, 2022

Weytk,

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

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

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

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

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

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

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

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

Kukstemc,

Celia Nord, BA  
Assistant Title & Rights Coordinator  
Adams Lake Indian Band  
Chase, BC



*Memorandum from the  
Engineering and Public  
Works Department*

---

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

---

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

**General:**

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

**OFFICIAL COMMUNITY PLAN No. OCP-4000**

16 January 2022

Page 2

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

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

**Roads / Access:**

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

**OFFICIAL COMMUNITY PLAN No. OCP-4000**

16 January 2022

Page 3

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

**Water:**

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

**OFFICIAL COMMUNITY PLAN No. OCP-4000**

16 January 2022

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**Sanitary:**

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

**Drainage:**

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

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

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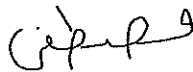
**Geotechnical:**

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

**Variances:**

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

**The Engineering Department has no objections to these variances.**



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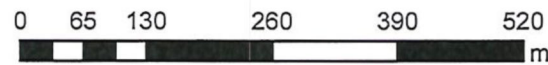
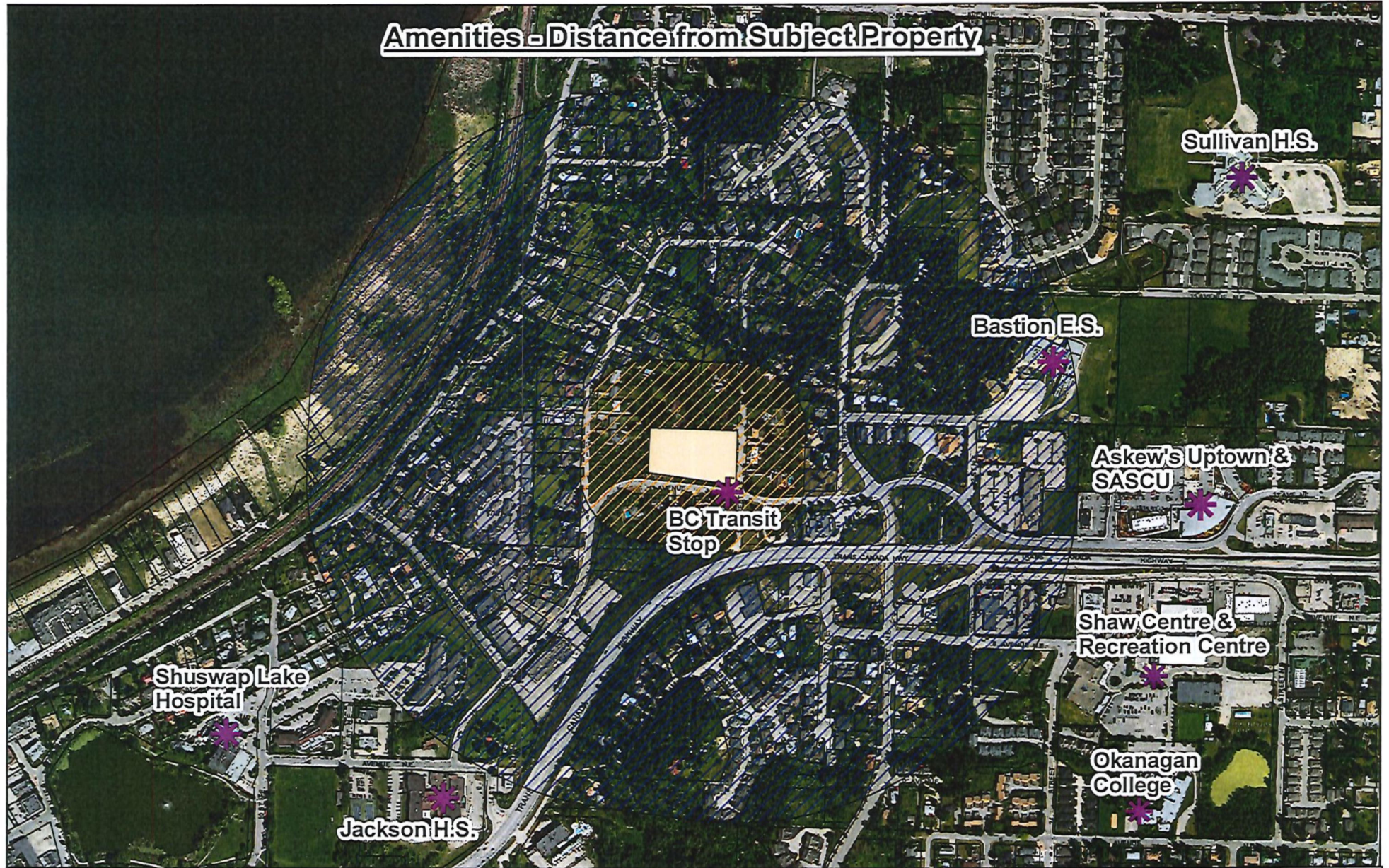
**Mustafa Zakreet**  
Engineering Assistant



---

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

# Amenities - Distance from Subject Property



	Parcels		100m
	Subject Property		500m

**CITY OF SALMON ARM****BYLAW NO. 4499****A bylaw to amend "City of Salmon Arm Official Community Plan  
Bylaw No. 4000"**

---

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

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

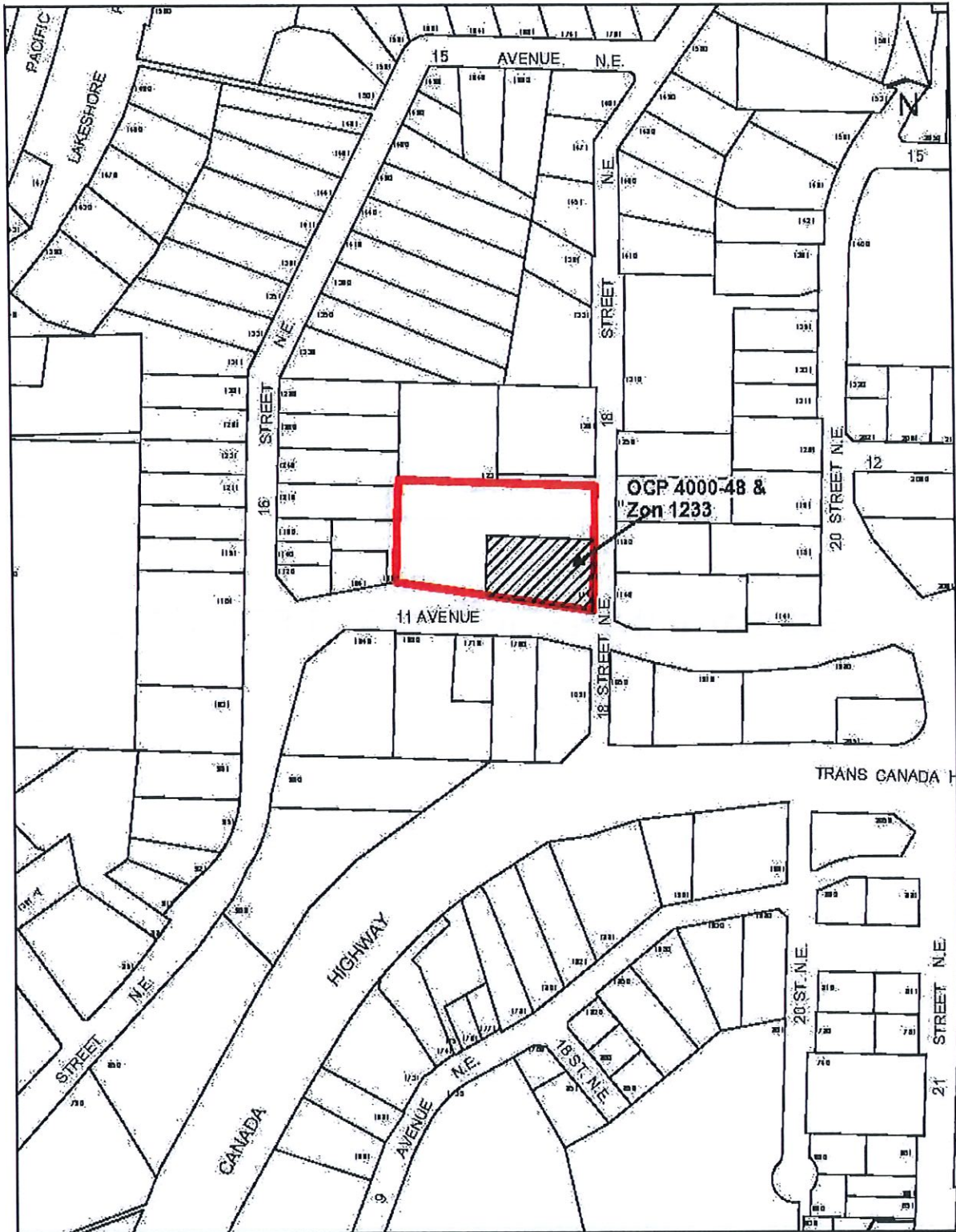
5. CITATION

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

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

\_\_\_\_\_  
MAYOR

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



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Item 10.6

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

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

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

### Vote Record

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

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

## CITY OF SALMON ARM

### BYLAW NO. 4501

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

---

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

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

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

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

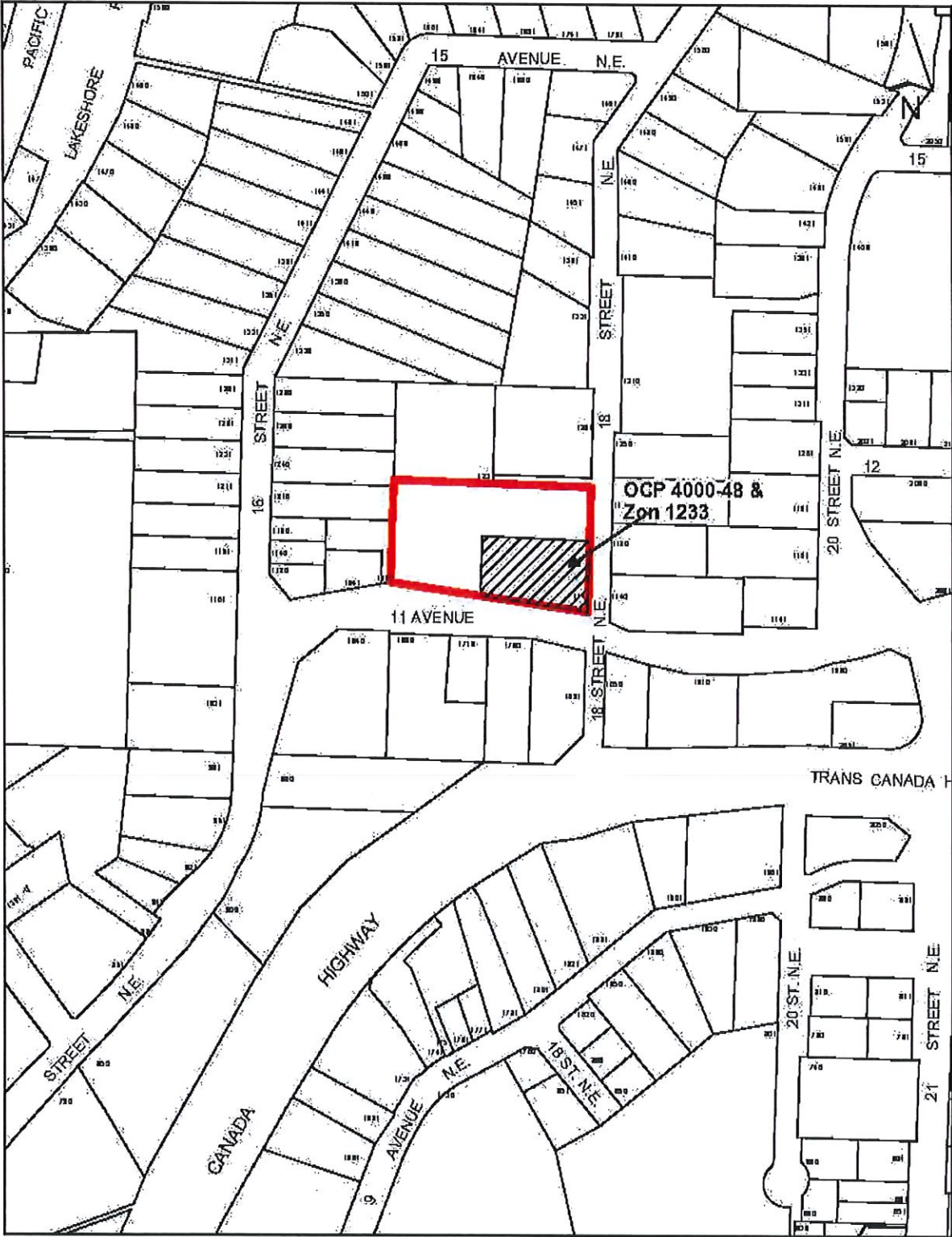
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MAYOR

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CORPORATE OFFICER

Schedule "A"



Item 11.1

**CITY OF SALMON ARM**

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4522 be read a final time.

[Parking Rates]

**Vote Record**

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

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

## **CITY OF SALMON ARM**

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To: Mayor Harrison and Members of Council  
Date: March 18, 2022  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Fee for Service Amendment – Parking Rates

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### **Recommendation**

That: Bylaw No. 4522 cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4522" be given 3 readings.

### **Background**

At the Regular Meeting of March 14, 2022, Council adopted the City of Salmon Arm Fee for Service Amendment Bylaw No. 4503 to establish new parking rates effective July 1, 2022. A copy of the report has been attached for reference (Appendix A).

Following this, it was determined that for clarity, the reserved and reserved/personalized parking rates for the 4<sup>th</sup> Street NE Parking Lot should be broken down to reflect the current parking lot layout as follows:

- 4<sup>th</sup> Street NE Parking Lot;
- 4<sup>th</sup> Street NE (Upper) Parking Lot; and
- 4<sup>th</sup> Street NE (Lower) Parking Lot.

In addition, the bylaw should also reflect the 6<sup>th</sup> Street NE Parking Lot, which currently offers both reserved and reserved/personalized stalls. The parking rates proposed for the 6<sup>th</sup> Street NE Lot are consistent with the new parking rates previously proposed. The parking rates for the 4<sup>th</sup> Street NE Lots are unchanged from the previously adopted bylaw.

As previously advised, notice will be provided to all existing reserved parking pass holders.

We respectfully recommend that Schedule B, Appendix 3, Subsection 5 of the Fee for Service Bylaw No. 2498 be amended to reflect the parking fees associated with the above noted lots.

Respectfully Submitted,



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Chelsea Van de Cappelle, CPA  
Chief Financial Officer



File: 0360.30.02

TO: His Worship Mayor Harrison and Members of Council  
FROM: Rob Niewenhuizen, Director of Engineering and Public Works  
DATE: February 11, 2022  
SUBJECT: **AMENDMENT TO THE FEE FOR SERVICE BYLAW NO. 2498 – DOWNTOWN PARKING RATES**

## RECOMMENDATION

**THAT:** "City of Salmon Arm Fee for Service Amendment Bylaw No. 4503" be read a first, second and third time.

## BACKGROUND:

The Downtown Parking Plan was completed by ISL Engineering & Land Services in August of 2021. The Downtown Parking Commission (DPC) in reviewing the Salmon Arm Downtown Parking Plan (Plan) have made a recommendation to City Council to increase the "on-street" and "reserved" off street parking lot rates. These increased rates will allow more resources to further enhance the efficiency of the parking systems including investments in advanced parking meter technology and enforcement.

It has been well over 20 years since any of the parking rates have been modified or increased. The existing on-street parking fee within the City of Salmon Arm (City) downtown area is currently \$0.25 per hour. As per the Plan, this is significantly lower than the average fee for similar municipalities (Appendix A – Excerpt from the Plan).

The Plan does not specifically address reserved off-street parking rates, however staff have conducted an internal survey of reserved rates of the same comparable municipalities surveyed within the Plan and note that the City is again below the average (Appendix B).

Staff are proposing an amendment to establish new parking rates effective, **July 1, 2022:**

	Current	Proposed
On-Street Parking Meter Rate	\$0.25	\$1.00
Reserved Off-Street Parking Stalls	\$25.00 per Month*	\$50.00 per Month*
Reserved, Personalized Off-Street Parking Stalls	\$35.00 per Month*	\$60.00 per Month*

\*Plus taxes as applicable

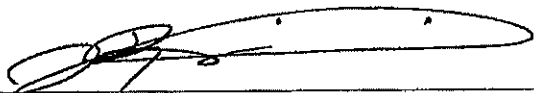
It is also recommended that the City no longer offer a 10% discount for the purchase of a six (6) month reserved parking pass, which is also consistent with comparable municipalities.

**Fee For Service Amendment – Downtown Parking Rates**

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Following the adoption of the recommended parking rates, notice will be provided to all existing reserved parking pass holders, advertised on the City social media platforms, posted at City Hall and on the City website.

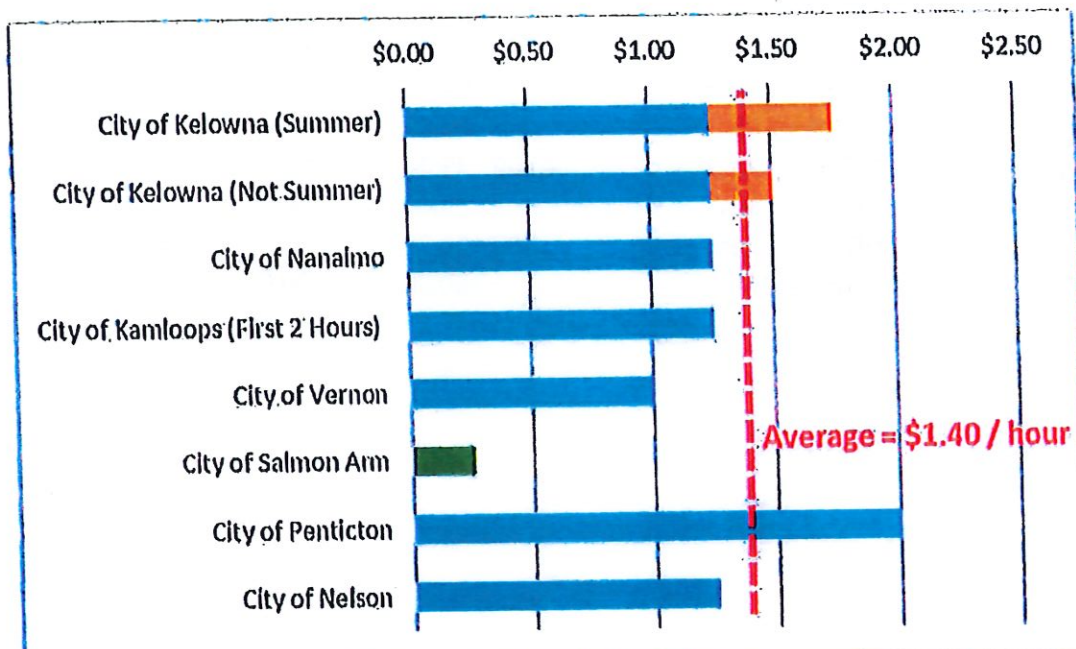
We respectfully recommend that Schedule B, Appendix 3, Subsection 5 of the Fee for Service Bylaw No.2498 be amended to reflect the revised downtown parking rates as recommended by the DPC.



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Rob Niewenhuizen, A.Sc.T.  
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, Chief Financial Officer



**Figure ES.1: Downtown Parking Fee for Comparable BC Municipalities**

Based on the review of similar BC municipalities, there is an average on-street parking fee of \$1.40 per hour during the first two hours. The existing parking fee within the City of Salmon Arm downtown area is currently \$0.25 per hour, significantly lower than the average fee for similar municipalities. With the recent public survey results in mind, the implementation of paid on-street parking should be accompanied with an educational initiative, potentially in collaboration with the Downtown Business Association and Downtown Parking Commission, to discuss the benefits of implementing paid parking and how the additional revenue generated will positively impact the surrounding local businesses.

A memo (*Parking Enforcement Technologies*) prepared by the City of Salmon Arm was reviewed in order to identify potential types of methods and technologies that could be implemented including Single Space Metering (Smart Meter) and the multi-space metering (kiosk-based metres). Some basic assumptions were applied when calculating the Cost-Benefit for the two potential parking technologies (i.e., Smart Meter versus Kiosk-based Meter) and the summary can be found in *Table ES.1*.

Overall, it was found that both technologies will have a similar cost per space and the estimated payback period for both technologies will be short; 1 year, 1 months for the Kiosk-based meters and 1 year and 5 month for the smart meter.

Fee For Service Survey  
Reserved Off-Street Parking

## Appendix B

Comparable Municipality	Reserved Type	Monthly Rate	Average	Average
City of Kelowna	Off Street Res.	\$ 150.00	\$ 115.90	
	Random Permit	81.79		
City of Nanaimo	Off Street Res.	60.00	60.00	
City of Kamloops	Off Street Res.	40.00 - 75.00	55.83	
City of Vernon	Off Street Res.	60.00	60.00	
City of Penticton	Off Street Res.	50.00 - 60.00	55.00	\$ 69.35
City of Nelson	Parkade Only	100.00	100.00	



## CITY OF SALMON ARM

BYLAW NO. 4522**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

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

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

1. Schedule "B", Appendix 3 – Miscellaneous Fee Schedule, Subsection 5 of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Schedule "B" Appendix 3 – Miscellaneous Fee Schedule, Subsection 5 attached hereto and forming part of this bylaw.

5.	<b>Pay Parking</b> Per hour	\$1.00
	<b>Hudson Avenue NW Parking Lot (Salmar Lot)</b> Reserved – per month Reserved – per month (personalized)	\$50.00 plus GST \$60.00 plus GST
	<b>Marine Park NE Parking Lot</b> Daily Regular Truck and Trailer and/or Motorhome	\$4.00 (GST included) \$6.00 (GST included)
	<b>Inner Core NE Parking Lot</b> Reserved - per month Reserved – per month (personalized)	\$50.00 plus GST \$60.00 plus GST
	<b>Avon NE Parking Lot</b> Reserved - Per month Reserved - Per month (personalized)	\$50.00 plus GST \$60.00 plus GST
	<b>4th Street NE Parking Lot</b> Reserved - Per month Reserved - Per month (personalized)	\$50.00 plus GST \$60.00 plus GST
	<b>4th Street NE (Upper) Parking Lot</b> Reserved - Per month Reserved - Per month (personalized)	\$50.00 plus GST \$60.00 plus GST
	<b>4th Street NE (Lower) Parking Lot</b> Reserved - Per month Reserved - Per month (personalized)	\$50.00 plus GST \$60.00 plus GST
	<b>6th Street NE Parking Lot</b> Reserved - Per month Reserved - Per month (personalized)	\$50.00 plus GST \$60.00 plus GST
	<b>Firehall No. 3 Parking Lot</b> Reserved - Per month Reserved - Per month (personalized)	\$50.00 plus GST \$60.00 plus GST

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 on July 1, 2022.

5. CITATION

This bylaw may be cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4522".

READ A FIRST TIME THIS	28	DAY OF	March	2022
READ A SECOND TIME THIS	28	DAY OF	March	2022
READ A THIRD TIME THIS	28	DAY OF	March	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

\_\_\_\_\_  
MAYOR

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

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Item 11.2

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Land Use Contract Termination Bylaw No. 4485 be read a final time.

[Canoe Creek Estates]

### 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: November 22, 2021

Subject: Land Use Contract Termination – Canoe Creek Estates

#### **MOTION FOR CONSIDERATION**

**THAT: A bylaw be prepared for Council's consideration, adoption of which would terminate the following Land Use Contract P1971 for the parcels legally described as:**

<b>PID</b>	<b>Legal Description</b>	<b>Civic Address</b>
002-496-569	Strata Lot 1, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5440 70 Avenue NE
002-496-577	Strata Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5420 70 Avenue NE
002-496-593	Strata Lot 3, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5390 70 Avenue NE
002-496-607	Strata Lot 4, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5370 70 Avenue NE
002-496-615	Strata Lot 5, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5350 70 Avenue NE
002-496-623	Strata Lot 6, Section 32, Township 20, Range 9, W6M, KDYD, Plan K299	5330 70 Avenue NE
002-496-631	Strata Lot 7, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5310 70 Avenue NE
001-510-941	Strata Lot 8, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5280 70 Avenue NE
002-496-640	Strata Lot 9, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5260 70 Avenue NE
002-496-658	Strata Lot 10, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5240 70 Avenue NE
001-525-883	Strata Lot 11, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5220 70 Avenue NE
002-496-674	Strata Lot 12, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5391 69 Avenue NE
002-465-124	Strata Lot 13, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5381 69 Avenue NE
002-496-691	Strata Lot 14, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5371 69 Avenue NE
005-496-712	Strata Lot 15, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5351 69 Avenue NE
002-496-739	Strata Lot 16, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5331 69 Avenue NE
002-496-755	Strata Lot 17, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5311 69 Avenue NE
002-496-763	Strata Lot 18, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5299 69 Avenue NE
002-496-771	Strata Lot 19, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6950 54 Street NE
002-496-801	Strata Lot 20, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6920 54 Street NE

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002-496-828	Strata Lot 21, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5380 69 Avenue NE
002-496-852	Strata Lot 22, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5370 69 Avenue NE
002-496-879	Strata Lot 23, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5350 69 Avenue NE
002-496-887	Strata Lot 24, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5340 69 Avenue NE
002-496-909	Strata Lot 25, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5320 69 Avenue NE
002-496-917	Strata Lot 26, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6850 53 Street NE
002-496-925	Strata Lot 27, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6820 53 Street NE
002-496-941	Strata Lot 28, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5291 68 Avenue NE
002-496-950	Strata Lot 29, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5281 68 Avenue NE
002-496-968	Strata Lot 30, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5261 68 Avenue NE
002-496-976	Strata Lot 31, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5251 68 Avenue NE
002-496-984	Strata Lot 32, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6820 52 Street NE
002-497-034	Strata Lot 33, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6840 52 Street NE
002-497-042	Strata Lot 34, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6860 52 Street NE
002-497-051	Strata Lot 35, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6880 52 Street NE
002-497-077	Strata Lot 36, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5250 69 Avenue NE
002-497-085	Strata Lot 37, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5260 69 Avenue NE
002-497-096	Strata Lot 38, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5280 69 Avenue NE
002-497-115	Strata Lot 39, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5290 69 Avenue NE
002-497-123	Strata Lot 40, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5281 69 Avenue NE
002-497-131	Strata Lot 41, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5271 69 Avenue NE
002-497-140	Strata Lot 42, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5261 69 Avenue NE
002-497-174	Strata Lot 43, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5251 69 Avenue NE
002-497-182	Strata Lot 44, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5231 69 Avenue NE
002-497-191	Strata Lot 45, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5221 69 Avenue NE
002-497-212	Strata Lot 46, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6881 52 Street NE
002-497-239	Strata Lot 47, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6861 52 Street NE
002-497-247	Strata Lot 48, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6841 52 Street NE
002-497-255	Strata Lot 49, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6821 52 Street NE

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002-497-263	Strata Lot 50, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5150 69 Avenue NE
002-497-280	Strata Lot 51, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5140 69 Avenue NE
002-497-298	Strata Lot 52, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5120 69 Avenue NE
002-497-328	Strata Lot 53, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5130 69 Avenue NE
002-497-361	Strata Lot 54, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5141 69 Avenue NE
002-497-379	Strata Lot 55, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5151 69 Avenue NE
002-497-395	Strata Lot 56, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5161 69 Avenue NE
002-497-468	Strata Lot 59, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5180 70 Avenue NE
002-497-492	Strata Lot 60, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5160 70 Avenue NE
002-497-654	Strata Lot 61, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5140 70 Avenue NE
002-497-662	Strata Lot 62, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5120 70 Avenue NE
005-045-070	Strata Lot 63, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5191 69 Avenue NE
017-513-502	Strata Lot 64, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5061 68 Avenue NE
017-513-511	Strata Lot 65, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5081 68 Avenue NE
017-513-529	Strata Lot 66, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5091 68 Avenue NE
017-513-537	Strata Lot 67, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6790 51 Street NE
017-513-545	Strata Lot 68, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6770 51 Street NE
017-513-553	Strata Lot 69, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6750 51 Street NE
017-513-561	Strata Lot 70, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5201 67 Avenue NE
017-513-570	Strata Lot 71, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5221 67 Avenue NE
017-513-588	Strata Lot 72, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5231 67 Avenue NE
017-513-596	Strata Lot 73, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5241 67 Avenue NE
017-513-600	Strata Lot 74, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5251 67 Avenue NE
017-513-618	Strata Lot 75, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5261 67 Avenue NE
017-513-626	Strata Lot 76, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5271 67 Avenue NE
017-513-634	Strata Lot 77, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5280 67 Avenue NE
017-513-642	Strata Lot 78, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5260 67 Avenue NE
017-513-651	Strata Lot 79, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5250 67 Avenue NE
017-513-669	Strata Lot 80, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5240 67 Avenue NE

017-513-677	Strata Lot 81, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5230 67 Avenue NE
017-513-685	Strata Lot 82, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6690 51 Street NE
017-513-693	Strata Lot 83, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6670 51 Street NE
017-513-707	Strata Lot 84, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6660 51 Street NE
017-513-715	Strata Lot 85, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6650 51 Street NE
017-513-723	Strata Lot 86, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6640 51 Street NE
017-513-731	Strata Lot 87, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6630 51 Street NE
017-513-740	Strata Lot 88, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6620 51 Street NE
017-513-758	Strata Lot 89, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6610 51 Street NE
017-513-766	Strata Lot 90, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6611 51 Street NE
017-513-774	Strata Lot 91, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6621 51 Street NE
017-513-782	Strata Lot 92, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6631 51 Street NE
017-513-791	Strata Lot 93, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6641 51 Street NE
017-513-804	Strata Lot 94, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6651 51 Street NE
017-513-812	Strata Lot 95, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6661 51 Street NE
017-513-821	Strata Lot 96, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6671 51 Street NE
017-513-839	Strata Lot 97, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6691 51 Street NE
017-513-847	Strata Lot 98, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6721 51 Street NE
017-513-855	Strata Lot 99, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6731 51 Street NE
017-513-863	Strata Lot 100, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6751 51 Street NE
017-513-871	Strata Lot 101, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6771 51 Street NE
017-513-880	Strata Lot 102, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6791 51 Street NE
017-513-898	Strata Lot 103, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5021 68 Avenue NE

**AND THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303, 1995 rezoning Lots 1 to 101, Section 32, Township 20, Range 9, W6M, KDYD, Plan K299 from R1 – Single Family Residential to R6 – Mobile Home Park Residential, as shown on 'Schedule A';

**AND THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend the Mobile Home Park Bylaw No. 1435;

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

**P268**  
**PURPOSE**

To review the Early Termination of Land Use Contract (LUC) P1971 (Canoe Creek Estates) and rezoning the subject property from R1 (Single Family Residential) to R6 (Mobile Home Park Residential) with amendments to the Mobile Home Park Bylaw No. 1435 to accommodate existing development on the subject property.

**BACKGROUND**

The subject property located in the Canoe Area adjacent to 70 Avenue NE and also accessed via 50 St NE. the subject property is designated in the Official Community Plan (OCP) as Residential Low Density and zoned R1(Single Family Residential) in Zoning Bylaw 2303. The subject property is approximately 6.8ha in area and is comprised of 101 bareland strata lots. A map of the subject property, OCP, zoning and ortho are attached as Appendix 1, 2 3, and 4. The proposed zoning is shown in Appendix 5. The survey plan of the development is faded and a higher quality plan is unavailable; however, the subject property map shows the strata lot boundaries as shown in the original plan.

Developed in the late 1970's and early 1980's the developer approached the City to develop the mobile home park. However, the development would have required several variances to the governing Mobile Home Park Bylaw and Zoning Bylaw No. 1180 at the time. In order to simplify the development process the LUC was adopted and included requisites such as the number of lots, buffers and park areas, building setbacks, permitted uses (mobile homes and a single family dwelling for a caretaker) and off-site engineering costs. The mobile home park eventually developed over 3 phases with the section between the creek and 70 Ave NE developed in two phases and the remainder of the property, south of the creek, as developed as the last phase. The LUC is enclosed as Appendix 6.

The surrounding uses are as follows:

North: Single Family Dwellings  
East: Trans Canada Highway/Mobile Home Park  
West: Single Family Dwellings, Duplex and Historic Church  
South: Canoe Fire Hall

**Density**

The subject property is approximately 6.8ha in area. Residential Low Density in the OCP allows for 22 units per hectare, given the lot area, the site could develop a maximum of 149 lots. The R6 zone allows for 17 units per ha. The Mobile Home Park Bylaw No.1435 restricts density to 10.5 per hectare, which would permit 71 lots. With 101 lots, the subject property would be conforming with permitted density under the OCP but not the R6 zone. There is no further development or subdivision expected; however, including the density of existing development in the proposed amendments ensures consistency into the future.

**Setbacks**

In the interest of ensuring that the development remains conforming to bylaws, staff are proposing changes to the Mobile Home Park Bylaw No. 1435 to incorporate the existing development that was approved with the LUC.

Table 1. Canoe Creek Estates Development Information & Bylaws is a summary of the different governing bylaws and compares the LUC with the Mobile Home Park Bylaw at the time the LUC was adopted, the current R6 zone and the current Mobile Home Park Bylaw No. 1435. The R6 zone includes some provisions regarding parcel area and maximum density, Mobile Home Park Bylaw No. 1435 provides more details regarding setbacks, buffering, height restrictions and site coverage. The proposed amendments to the Mobile Home Park Bylaw are highlighted in red in Table 1. The proposed amendments have involved researching all property files within the strata and noting development approvals for buildings and variances as well as analyzing any future development potential. The proposed bylaw amendments would permit additions to the existing buildings and placement of new structures in accordance with the setbacks governed under the LUC.

There have been two site specific variances granted for development within the strata. A Development Variance Permit was issued for Lots 63, 66, 87, 88 and 92 to reduce the rear yard setback from 1.5m to 1.0m. Another Development Variance Permit was issued for Lot 101, reducing the setback from an internal roadway from 3.0m to 2.3m. The Development Variance Permits are registered on the titles for those properties and would be unaffected by these proposed changes.

From 1979 to 2005 City policy did not require Building Permits for the placement of mobile homes within Mobile Parks. Building setbacks existed but it was the responsibility of the owner to ensure the setbacks were adhered

to when the unit was placed on a property. At the time that units are replaced within Canoe Creek Estates staff may find some discrepancies between the placement of a unit and the required setbacks, at which time, the owner would then have to apply for a Development Variance Permit to ensure that the building is compliant.

## COMMENTS

### *Engineering Department*

The Engineering Department noted no concerns related to the LUC Early Termination or Bylaw Amendments. Given that full buildout of the development site has occurred the early termination of the LUC and proposed bylaw amendments do not trigger any service upgrades.

### *Building Department*

No comments.

### *Fire Department*

No comments.

### *BC Assessment*

BC Assessment Staff noted that since there would be no change in the classification of the property (i.e. Residential) the amendments should not result in any appreciable change.

### Consultation

In addition to the statutory letter requirements that accompany bylaw amendments, staff have sent letters to property owners informing them of the LUC Early Termination process and created a webpage to support the process. A letter was mailed to owners and occupiers in October 2020 with general information related to the Early Termination project. A second letter specific to the timeline of the Canoe Creek Estates LUC was mailed in early November 2021. The letters and website provide background information with regard to LUCs in general and those specific to each affected property. The letters have provided timelines and 'next steps' for property owners and how they may provide input to staff and Council regarding the LUC termination and any accompanying bylaw amendments. It should be noted that Statutory Hearing letters are mailed to the owners affected by the LUC Early Termination; however, pursuant to the *Local Government Act*, because the rezoning affects more than 10 properties, letters to adjacent land owners within a 30m radius will not be mailed.

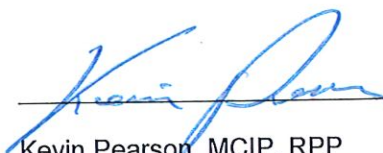
Table 2, below, is a list of LUCs that form the basis for the Early Termination project, the general conditions of the LUC and the number of properties encumbered by a LUC is included in the table. To date Council has adopted three LUC Early Termination Bylaws – Multifamily Residential Area around the Recreation Centre, Abacus and Greyfriars. After staff review, three LUCs will expire as per the legislation in June 2024 and the prevailing zoning for the properties will come into effect for the Captain's Cove, Fritzell and Fuller LUCs. The owners will be notified by mail.

## CONCLUSION

When considering the Early Termination of and rezoning of a property a number of factors are taken into consideration. Specific factors include – analysis of development potential under the existing and future regulations, existing parcels and lot widths for compliance with proposed regulations, permitted uses under the existing regulations, those uses permitted under the proposed bylaws and the effect of non-conforming status for the existing development. Planning staff support the proposed termination of the LUC and rezoning from R1 Single Family Residential to R6 Mobile Home Park Residential because the bylaw amendments would bring the existing development into conformance with the current City's Bylaws. Given that the subject property is fully 'built-out', the proposed regulatory changes would apply to the site redevelopment or placement of new units within the development.



Melinda Smyrl, MCIP, RPP  
Planner



Kevin Pearson, MCIP, RPP  
Director of Development Services

P270

**Table 1. Canoe Creek Estates Development Information & Bylaws**

Land Use Contract	Mobile Home Park Bylaw No. 1258, 1978 (Referenced in LUC)	Mobile Home Park Bylaw (MHB) No 1435, 1982 (Referenced in Zoning Bylaw 2303)	R6 Zoning Bylaw No. 2303
Density & Number of Lots: 101 Lot 58 SFD site LUC 24 Double wide sites: Lots 1-15, 63-68, 76-78	N/A	10 units /ha <i>Amendment to MHB add: 14.8 units/ha</i>	17 units/ha (6.8/ac)
Minimum Lot Areas Single Wide: 252.7m <sup>2</sup> Double Wide: 514.3m <sup>2</sup>	Minimum Lot Areas Single Wide: 420m <sup>2</sup> Double wide: 465m <sup>2</sup>	Minimum Lot Areas Single Wide: 420m <sup>2</sup> Double wide: 465m <sup>2</sup> <i>Amendment to MHB add: LUC dimensions</i>	Minimum Lot Areas Single Wide: 420m <sup>2</sup> Double wide: 450m <sup>2</sup>
Single Wide: 9m Double Wide: 9m	Lot Width and Length Single wide: 13m Double wide: 15m Lot length (Both): 30m	Lot Width and Length Single wide: 13.5m Double wide: 15.0m Lot length (Both): 15m Site coverage: 35% <i>Amendment to MHB to add: LUC dimensions</i>	Refers back to MHPB 2003
Separation from other units: 3.66m	Separation from other units: 4.0m	3.0m from roadway 1.0 from rear or side mobile home space line 4.0m from any other mobile unit <i>Amendment to MHB to add: LUC unit setback</i>	
Height: Lot 58 varied, no height specified		Owners home, management office 8.0m	
Lot 58 SFD unit for Resident Manager		Permitted use	Permitted Use
Parking: 21 stalls off-street for RVs	Not referenced in Bylaw	Not referenced in Bylaw	Not referenced in Bylaw
Buffers: as shown on Plan. Park spaces: 2 shown on Schedule 'B'	Buffers 13m minimum and may be reduced to 4.0m based on adjacent uses	Buffers: as shown on Plan. Park spaces + 4m width buffers adjacent to Hwy 1	
Creek Protection: Developer and Strata assume control over creek maintenance		Creek Protection & Floodplain areas regulated	RAPR applies

**Table 2. LUC Early Termination Project – Affected Properties and Status**

Order	LUC Name	Affected Properties	Contract #	Permitted Uses under LUC	Zoning Bylaw 2303, 1995 Map Schedule	Number of Affected Properties
1 Terminated by Bylaw No. 4430 & Zoning Amendment Bylaw No. 4431	Abacus (Orchard Hill)	Plan 29598, Plan 4653, Plan 3311	N54304	18 SFD lots and 11 Multi Family Buildings	R1, including the M/F	85
2 Terminated by Bylaw No. 4461	Greyfriars Rental Ltd.	Lots 1-3, Plan 29482 & Lots 1-3 Plan 36293	N71309	6 units, 2 buildings (4 units +2 units)  To allow for parcels less than 464.5sqm, less than 15, width and non-conforming party walls (0.0m side yard setback)	M1 – General Industrial Zone	6
3	Canoe Creek Estates	K299	P1971	SFDs Mobile home park	R1	102
4 Will Terminate by legislation in 2024	Captain's Cove Marina	Lot 1, Plan 9386 Lot A, Plan 29586	P1684	Lot 1, Plan 9386: C-5 Tourist Commercial Zone (1976) lodge, cabins, trailer, wash house and boat storage shed. Accessory: café, dining located within the lodge. Parcel A: boat storage and vehicular parking in conjunction with tourist/resort Marina.	Lot A Plan 29586: A2 – Rural Holding Zone  C5 – Tourist Commercial Zone: Lot 1, Plan 9386  P1 – Park and Recreation Zone: Marina Lease Lot P1	2
5 Will Terminate by legislation in 2024	5121 30 Ave SW (Fritzel)	Lot A, Plan 5558	P2310	Frozen food processing plant	A1	1
6 Will terminate by legislation in 2024	8610 TCH NE (Fuller)	Lot A, Plan 5558	N74011 Permitting "an additional Single Family residence" to the A2 zoning of 1978 Bylaw 1108	2 SFDs	A2	2

P272

# Subject Property Map

APPENDIX 1

50 ST. N.E.

51 ST. N.E.

52 ST. N.E.

53 ST. N.E.

54 ST. N.E.

71 AVE. N.E.

70 AVE. N.E.

69 AVE. N.E.

68 AVE. N.E.

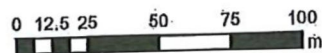
68 AVE. N.E.

67 AVE. N.E.

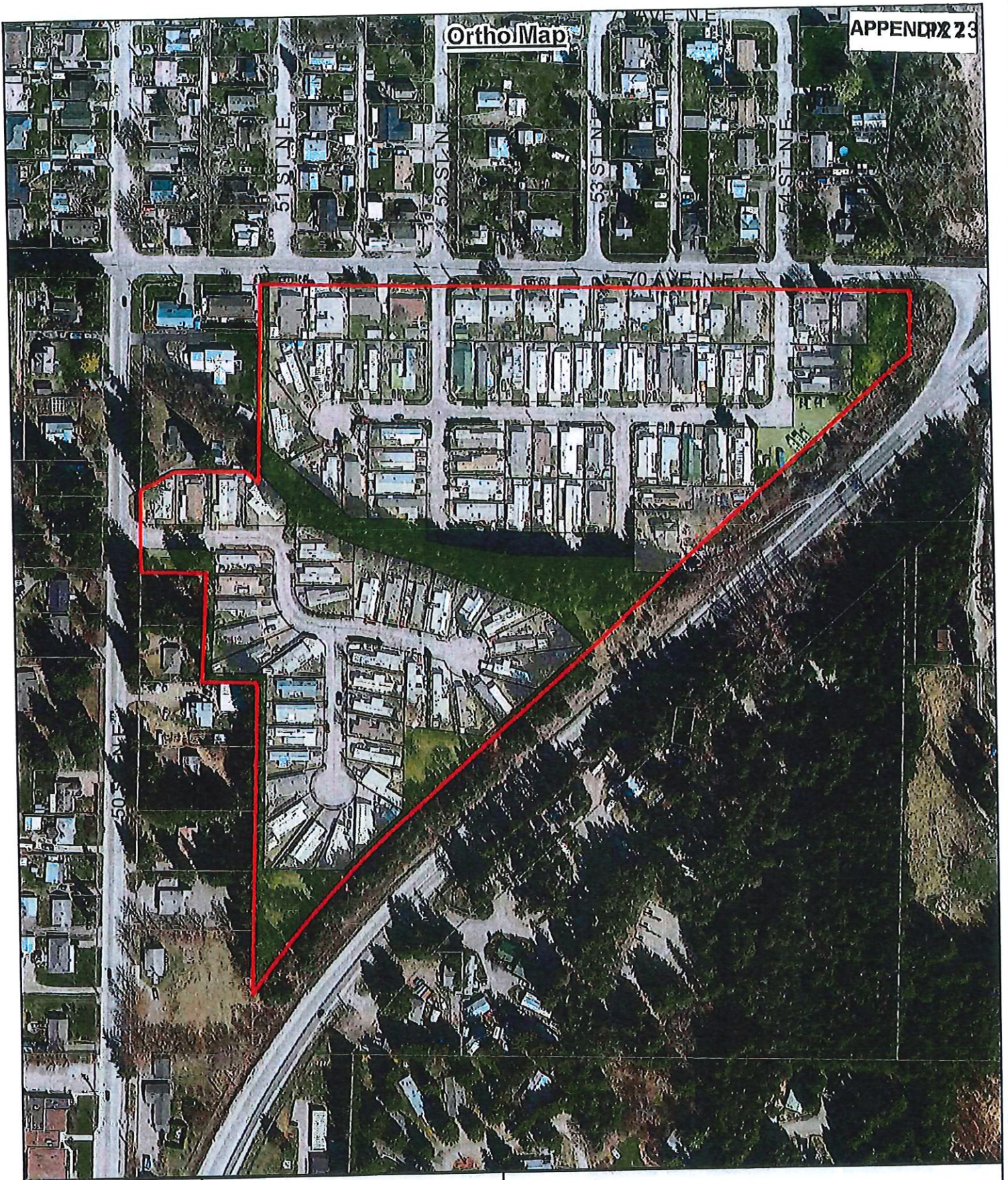
TRANS CANADA HIGHWAY No. 1

55 ST. NOT OPEN

56 ST.



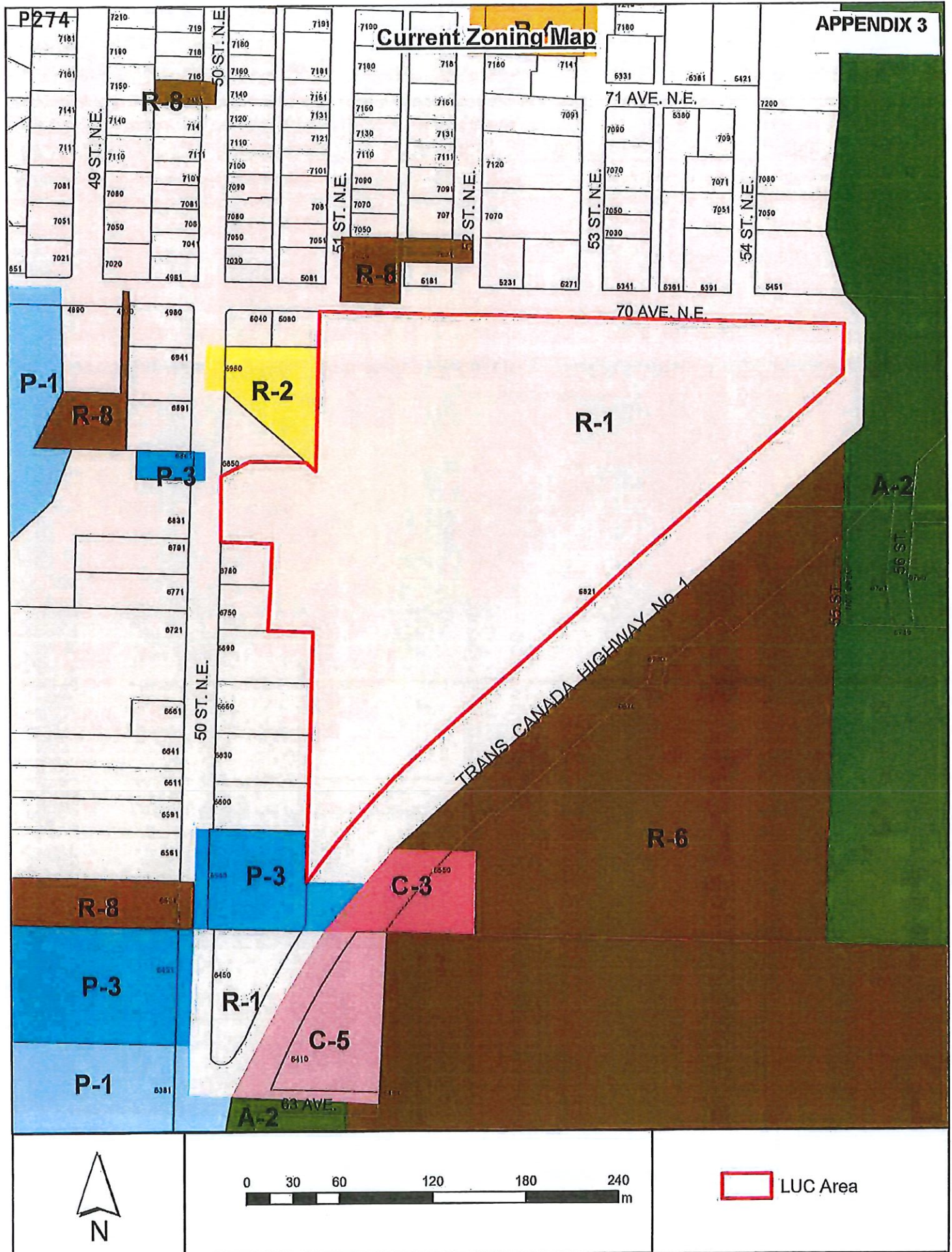
- LUC Area
- Mobile Home Space (lot area sq.m.)
- Common Areas - Buffer, Riparian Areas, Parks and Trells
- Parcels



0 12.5 25 50 75 100  
m

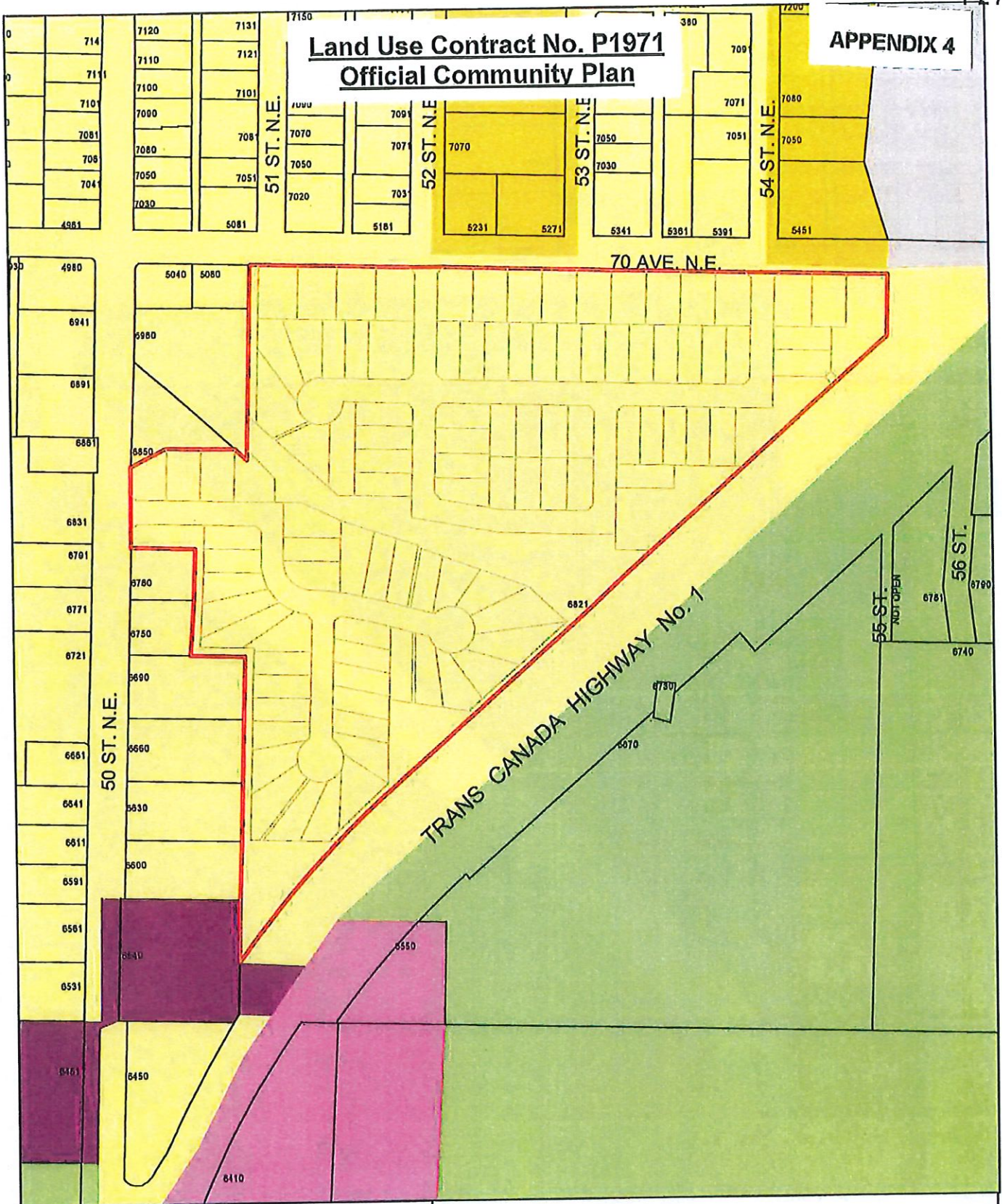
-  LUC Area
-  Mobile Home Space
-  Common Areas - Buffer, Riparian Areas, Parks and Trails
-  Parcels

Current Zoning Map



**Land Use Contract No. P1971**  
**Official Community Plan**

**APPENDIX 4**



■ Subject Property (LUC) Official Community Plan (2010)

■ Acreage Reserve

■ Institutional

■ Residential - Low Density

■ Residential - Medium Density

■ Commercial - Highway Service / Tourist

■ Industrial - Light

P276 7151

7140	7161
7120	7131
7110	7121
7100	7101
7081	7080
7061	7060
7041	7030
7021	7010
7001	6981

Proposed Zoning Map

7161	7150
7131	7130
7121	7110
7101	7080
7081	7070
7061	7050
7041	7030
7021	7010
7001	6981

71 AVE. N.E.

7161	7150
7131	7130
7121	7110
7101	7080
7081	7070
7061	7050
7041	7030
7021	7010
7001	6981

APPENDIX 5

7200	7190
7180	7170
7160	7150
7140	7130
7120	7110
7100	7080
7080	7070
7060	7050
7040	7030
7020	7010
7000	6980

50 ST. N.E.

TRANS CANADA HIGHWAY No. 1

70 AVE. N.E.

56 ST.

55 ST.

NOT OPEN

67/0

67/61

67/0

67/0

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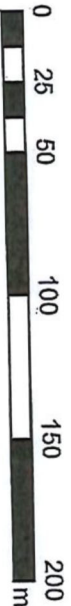
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- Parcels
- LUCA Area
- Recent 1985
- C-3
- C-5
- P-3
- R-1
- R-2
- R-6
- R-8

# BC OnLine



BC OnLine Land Title Internet Service  
Provided in co-operation with  
Land Title and Survey Authority

LTSA - DOCUMENT RETRIEVAL    REF # V26357    REQUESTED: 2012-02-03 12:24

CLIENT NAME:            CITY OF SALMON ARM  
ADDRESS:                500 - 2ND AVENUE NE  
                          SALMON ARM BC V1E 4N2

PICK-UP INSTRUCTIONS:

USER ID: PA77852        APPL-DOC # P1971        KA Registered    RCVD:1979-01-11  
ACCOUNT: 819956  
FOLIO

REMARKS:

Help Desk Victoria ..... (250) 953-8200  
                                 In B.C. .... 1-800-663-6102  
Administration Office ... (250) 953-8250  
Fax Number ..... (250) 953-8222

Persons who need to rely on a plan for legal purposes must examine the official version at the Land Title Office in which the plan is deposited. However, plans with plan numbers beginning with the letters EPP or EPS are electronic plans which constitute the official version.



-2-

AND WHEREAS the land hereinafter described is zoned Residential One under the provisions of the Salmon Arm Zoning By-law 1976 No. 1180;

AND WHEREAS the Council of the Municipality, having given due consideration to the criteria set forth in Sections 702(2) and 702A(1) of the Municipal Act, have agreed to the terms, conditions and consideration herein contained;

AND WHEREAS if the land is within a radius of one-half mile of the intersection of a controlled access highway and another highway, the approval of the Minister of Highways to the terms hereof must be obtained;

AND WHEREAS the land is within a development area of the Municipality;

AND WHEREAS the Municipality and the Developer both acknowledge that the Council of the Municipality could not enter into this Agreement, until the Council held a public hearing in relation to this Agreement, and considered any opinions expressed at such hearing, and unless a majority of all of the members of the Council present at the meeting at which the vote is taken and entitled to vote on the by-law, voted in favour of the by-law authorizing the Municipality to enter into this Contract;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the conditions and covenants hereinafter set forth, the Municipality and the Developer covenant and agree as follows:

OWNER

1. The Developer is the registered owner of an estate in fee simple of ALL AND SINGULAR that certain parcel or tract of land and premises, situate, lying and being in the District of Salmon Arm, in the Province of British Columbia and being more particularly known and described as:

"Those portions of Block 1, Plan 1882, except Plans 2494, 4894, 6012, 15363, 15500 and 15754, Lot 2, Plan 4894, and Lot 1, Plan 6012, all of Section 32, Township 20, Range 9, West of the 6th Meridian, Kamloops Division, Yale District, shown and described as Lot 1 on a Plan of Subdivision of the said lands, prepared by William E. Maddox, B.C. Land Surveyor, and completed on October 6th, 1978, a print of which is hereto attached as Schedule A".

(hereinafter called the "Land")

GT  
✓  
OK'D  
10.1.79

COMPLI-  
ANCE

2. Except as hereinafter specifically provided, the Developer shall in his use and development of the land comply with all of the by-laws of the Municipality;

2 (a) The Developer shall be specifically excluded from complying with, inter alia, the following provisions of By-Law No. 1258:

"FIRSTLY - Section 4.04(2) Mobile Home Lot dimensions shall be those shown and described on Schedule B hereto;"

SECONDLY - Section 4.06(2) (a) re: separation between mobile homes and between other principal buildings. The Developer shall ensure instead that such sitings shall be not less than 3.66 metres (12 ft.);

THIRDLY - Section 4.08(5) re: height of buildings shall specifically not apply to the existing house and buildings contained on the said land at the date of this agreement, nor to any renovation or replacement of the said building on the strata lot on which it is situated. The provisions of said Section 4.08(5) shall apply to all other lots and buildings located on the said lands.

3. "The Developer may develop subject always to the terms hereof and use the land as a Mobile Home Subdivision as more particularly shown on the Plan attached hereto as Schedule B".

USE

4. The Land, including the surface of water and any and all buildings, structures and improvements erected, placed or located thereon may be used for the following and no other purposes, that is to say:

- (a) Lots 1 to 102 inclusive except Lot 58 of the Subdivision may be used for the purpose of single family mobile home dwellings of either single or double width as more particularly designated on Schedule "B" hereof;
- (b) that portion of the Land shown cross-hatched in black on Schedule "B" hereof may be used for the purposes of accommodation of the strata corporation's Resident Manager and family and in respect thereof the provisions of the R-1 Zone of the Salmon Arm Zoning By-Law 1976 No. 1180 as amended from time to time shall apply thereto;
- (c) those portions of the Land designated as parking areas on Schedule "B" hereof may be used for the purposes of off-street parking for guests of mobile home owners within the Subdivision; Provided 21 parking spaces shall be reserved for the use of residences of the subdivision for the parking of recreation vehicles;
- (d) those areas of the Land designated as park or buffer on Schedule "B" hereof may be used for the purposes authorized for such areas under the provisions of District of Salmon Arm Mobile Home Park By-Law 1978 No. 1258;

SUBDIVISION 5.

The Developer may, notwithstanding the provisions of Section 21 of the District of Salmon Arm Zoning By-Law 1976 No. 1180, but subject to the provisions of the Bare Land Strata Regulations enacted pursuant to the Strata Titles Act, subdivide the Land by way of a Bare Land Strata plan and create thereby one hundred and one (101) Bare Land Strata lots, common areas, roads and access routes all of a size, configuration and in locations more particularly shown on the plan attached hereto as Schedule "C" hereof (hereinafter called the "subdivision"), together with one strata lot containing an existing house, located thereon at the date of this agreement, providing such subdivision may be in phases of not less than ten (10) lots per phase.

SERVICING

6. The Developer shall prior to obtaining the Approving Officer's approval of any Strata Plan for any phase or obtaining any building permit from the Municipality in respect of the placement on the Land of any mobile home, whichever application is earlier made by the Developer, at its sole cost:

- (a) provide, install and construct the works, services, roads and access routes within the Subdivision required to be provided, installed and constructed pursuant to the provisions of the Bare Land Strata Regulations enacted pursuant to the Strata Titles Act; providing the developer shall not be required to actually construct mobile home pads prior to obtaining the above approval;
- (b) provide, install and construct such off-site works and services as may be required by the Engineer of the Municipality including, without limitation:
  - (i) extending existing municipal water and sanitary sewer trunk mains to the boundaries of the Land;
  - (ii) providing and installing fire hydrants and street lighting on perimeter roads surrounding the Land;
  - (iii) providing and installing a storm drainage system in the area of the Land
  - (iv) providing a partial overhead, partial underground power supply

and such works and services shall be provided, installed and constructed by the Developer in accordance with the standards and specifications set out in District of Salmon Arm Subdivision Control By-Law No. 1087 as supplemented by standards and specifications provided by the Engineer of the Municipality;

- (c) deposit with the Municipality an unconditional, irrevocable Letter of Credit drawn on a Canadian Chartered Bank in an amount equal to fifteen per cent (15%) of the total cost of the works and services provided in each phase of development, described in paragraph 6(b)(i)(ii) and (iii) hereof and the total cost of any works and services described in paragraph 6(a) hereof contained within the boundaries of public highways or rights of way in favour of the Municipality, in each phase of development, each for a term of not less than one (1) year from the date of completion

SERVICING

6. (c) of such works and services and in a form satisfactory to the Municipality;
- (d) reproducible "as-built" drawings of the works and services described in paragraph 6(c) hereof;
- (e) execute and register against title to the land in the Land Registry Office at Kamloops an Agreement under Section 24A of the Land Registry Act whereby the Developer covenants and agrees to maintain the existing creek on the property in its natural state.

7. Notwithstanding the provisions of paragraph 6(a) hereof in the event the Developer intends to develop the subdivision by way of a phased strata plan under the provisions of Part II of the Strata Titles Act, the Developer may provide, install and construct the works and services, roads and access routes required to be provided, installed and constructed pursuant to paragraph 6(a) and 6(b) hereof in accordance with the phased Strata Plan deposited by the Developer.

MOBILE HOME  
PARK BY-LAW

8. In its development and use of the Land as a mobile home subdivision the Developer, and any strata corporation created upon the subdivision of the Land and any owner of any strata lot shall comply with and be subject to the provisions of District of Salmon Arm Mobile Home Park By-Law 1978 No. 1258, as amended from time to time and any reference in the said by-law to "owner" shall be deemed to be a reference to the Developer or to the strata corporation, as the case may be, PROVIDED ALWAYS, HOWEVER, that in the event of any conflict between the provisions of By-Law No. 1258 and the provisions of this Agreement or the provisions of District of Salmon Arm Subdivision Control By-Law No. 1087 or the provisions of the Bare Lands Strata Regulations enacted pursuant to the Strata Titles Act, the provisions of this Agreement or By-Law No. 1087 or the Bare Land Strata Regulations, as the case may be, shall prevail.

MAINTEN-  
ANCE OF  
SERVICES

9. (a) The Developer shall:
- (a) maintain the works and services installed by the Developer and more particularly described in paragraph 6(c) hereof, in complete repair for a period of one (1) year from the completion thereof to the satisfaction of the Engineer of the Municipality;
- (b) remedy any defects appearing in the said works and services and pay for any damage to other property or works resulting therefrom for a period of one (1) year from completion of the said works and services, save and except for defects caused by reasonable wear and tear, negligence of the Municipality, its servants or agents or acts of God.

USE OF  
SECURITY

10. In the event that the Developer fails to perform any of the covenants on its part to be performed pursuant to Paragraph 9 hereof within the time limited therein for performance the Municipality may call for and receive all funds secured by the Letter of Credit deposited by the Developer pursuant to paragraph 6(c) hereof and may complete the work at the cost of the Developer and deduct from any such funds the costs of such

USE OF  
SECURITY

completion and the balance of such funds, if any, without interest thereon, shall be returned to the Developer less any administration fees required by the Municipality. If there is insufficient money on deposit with the Municipality then the Developer shall pay such deficiency to the Municipality upon receipt of the Municipality's bill for completion. It is understood that the Municipality may do such work either by itself or by contractors employed by the Municipality. If the Developer performs the said covenants the Municipality shall deliver up the Letter of Credit to the Developer for cancellation.

ACCEPT-  
ANCE

11. The Municipality shall, upon the expiration of the one (1) year period referred to in paragraph 9 hereof and provided such works and services have been constructed and maintained in accordance with the provisions of this Agreement and are functioning properly, accept the works and services referred to in paragraph 6(c) hereof and thereafter the Municipality shall be solely responsible for the operation, upkeep and maintenance thereof.

OWNERSHIP  
OF  
SERVICES

12. All works and services installed by the Developer described in paragraph 6(c) hereof shall, upon their acceptance by the Municipality as hereinbefore provided, become the property of the Municipality free and clear of any claim by the Developer or any person claiming through the Developer and the Developer shall save harmless the Municipality from any such claim.

EXTRA OFF-  
SITE  
COSTS

13. It is acknowledged by the parties hereto that as a result of the Developer paying the funds hereinafter specified the development proposed will not create an excessive cost to be borne by the Municipality. It is further acknowledged by the parties hereto that the impact of the proposed development on present and future public costs has been partially eliminated as a result of the Developer providing the funds hereinafter specified and carrying out the works provided for in this Agreement.

The Developer shall pay to the Municipality, by way of cash or certified cheque at the time of approval by the Approving Officer of any Strata plan for any phase of the Subdivision or at the time of application for a building permit authorizing the placement of a mobile home on the Land for such phase or sooner at the Developer's option, whichever the earlier occurs.

- (a) if on or before December 31, 1980, the sum of Seven Hundred and Eighty-Three Dollars (\$783.00) for each strata lot created by the plan or for each mobile home authorized to be placed by a building permit issued by the Municipality, whichever the case may be; or
- (b) if subsequent to December 31, 1980, such sum for each strata lot as is then charged by the Municipality in respect of like developments either pursuant to the provisions of a development cost charge by-law enacted by the Municipality or otherwise.

MISCELLANEOUS

14. The Developer shall pay to the Municipality:

- (a) upon execution of this Agreement by the Municipality any fees required to be paid pursuant to the provisions of Section 2.02(8) of District of Salmon Arm Mobile Home Park By-Law No. 1258;
- (b) at the time of approval of any plan of any phase of the subdivision any fees required to be paid pursuant to the provisions of the Bare Land Strata Regulations enacted pursuant to the Strata Titles Act;
- (c) upon demand, any legal costs incurred by the Municipality in the preparation or registration of this Agreement.

INCORPORATION

15. Schedules A to E inclusive hereof are hereby incorporated into and made part of this Agreement.

REPRESENTATION

16. It is understood and agreed that the Municipality has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with the Developer other than those contained in this Agreement.

REGISTRATION

17. This Agreement shall be construed as running with the Land and shall be registered in the Land Registry Office at Kamloops by the Municipality pursuant to the provisions of Section 702A(4) of the Municipal Act.

BINDING

18. Except as hereinbefore provided this Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

INTERPRETATION

19. Whenever the singular or masculine or neuter is used herein the same shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require.

DISCHARGE

20. It is further understood and agreed by the parties hereto that upon completion of the Development contemplated by this Agreement, this Agreement may be discharged by the Municipality at the Developer's cost by the registration in the Land Registry Office at Kamloops of a Quit Claim Deed referring to the registration of this Agreement. PROVIDED, HOWEVER, that this Agreement may not be discharged by the Municipality if the discharge thereof will render any of the lands or improvements thereon non-conforming with the by-laws of the Municipality.

-8-

A Public Hearing on this Agreement was held on the 19 day of ~~OCTOBER~~, A.D., 1978.

The terms of this Contract were approved by the Ministry of Highways and Public Works on the 8 day of ~~JANUARY~~, 1979.

This Agreement was approved on the 8 day of ~~JANUARY~~ A.D., 1979 by a majority vote of all the members of the Council present at the meeting at which the vote was taken and entitled to vote on the authorizing bylaw.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and year first above written.

THE CORPORATE SEAL OF DISTRICT OF SALMON ARM was hereunto affixed in the presence of:

Margaret Lund  
Mayor

[Signature]  
Clerk

THE CORPORATE SEAL OF INTER-X ENTERPRISES LTD. was hereunto affixed on the 9<sup>th</sup> day of ~~January~~, 1979 in the presence of its proper officers in that behalf:

[Signature]  
President

APPROVED by the Department of Highways this day of January, 1979.

Approving Officer.

RECEIVED  
JANUARY 8 1979  
[Signature]  
Minister of Highways  
DEPARTMENT OF HIGHWAYS

## ACKNOWLEDGMENT OF OFFICER OF A CORPORATION

I HEREBY CERTIFY that on the 9th day of January 1979, at Salmon Arm  
in the Province of British Columbia,

**DAVID ARCHIBALD LOUDOUN** personally known to me, appeared before  
me and acknowledged to me that he is the **President** of  
**INTER-X ENTERPRISES LTD.** and that he is the person who subscribed his name to the  
annexed Instrument, as **President** of the said corporation and affixed the seal  
of the said corporation to the said Instrument, that he was first duly authorized to subscribe his name as aforesaid and affix the said  
seal to the said Instrument, and that such Corporation is legally entitled to hold and dispose of land in the Province of British Columbia.

IN TESTIMONY WHEREOF I have hereunto set my Hand  
at Salmon Arm British Columbia, This  
9th day of January, in the year of our  
Lord one thousand nine hundred and seventy-nine.

A Commissioner for taking Affidavits within British Columbia,  
or A Notary Public within the Province of

*A. Green SENARF*

## ACKNOWLEDGMENT OF OFFICER OF A CORPORATION

I HEREBY CERTIFY that on the 9th day of January 1979, at Salmon Arm  
in the Province of British Columbia,

**FRANK WILSON SPENCE** personally known to me, appeared before  
me and acknowledged to me that he is the **Clerk - Administrator** of  
**DISTRICT OF SALMON ARM** and that he is the person who subscribed his name to the  
annexed Instrument, as **Clerk - Administrator** of the said corporation and affixed the seal  
of the said corporation to the said Instrument, that he was first duly authorized to subscribe his name as aforesaid and affix the said  
seal to the said Instrument, and that such Corporation is legally entitled to hold and dispose of land in the Province of British Columbia.

IN TESTIMONY WHEREOF I have hereunto set my Hand  
at Salmon Arm British Columbia, This  
9th day of January, in the year of our  
Lord one thousand nine hundred and seventy-nine.

A Commissioner for taking Affidavits within British Columbia,  
or A Notary Public within the Province of

*A. Green SENARF*

~~ORIGINAL FILED BY SALMON ARM LAND USE COMMISSION.~~

WHEREAS it is considered desirable to enter into a Land Use Contract with Mr. W.E. Maddox pertaining to the development of Lot 1, Plan 1882; South 155 ft. of Lot 1, Plan 6012, and east 95 ft. of Lot 2, Plan 4894, NW 1/4 Section 32, Township 20, Range 9;

AND WHEREAS pursuant to Section 702A(3) of the Municipal Act the Council may, upon the application of an owner of land within the development area, or his agent, enter into a land use contract;

AND WHEREAS the public hearing required by Section 702A(6) of the Municipal Act was held on the 19th day of October, 1978;

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

1. The Mayor and Clerk are hereby authorized to execute the Land Use Contract with Mr. W.E. Maddox attached hereto and marked Schedule "A".
2. The Clerk is hereby authorized to register the said Land Use Contract as a charge against the aforementioned property of Mr. W.E. Maddox which shall have the force and effect of a restrictive covenant running with the land; and is further authorized to do all things necessary to complete registration in the Land Registry Office in Kamloops.
3. This by-law may be cited as "District of Salmon Arm Land Use Contract By-law No. 9, 1978".

**FILM**

READ A FIRST TIME this 10th day of October, 1978.

READ A SECOND TIME this 10th day of October, 1978.

READ A THIRD TIME this 14th day of November, 1978.

RECONSIDERED, FINALLY PASSED AND ADOPTED by the District Council on the 8th day of January, 1979.

I HEREBY CERTIFY the foregoing to be a true and correct copy of By-law No. 1279 cited as "District of Salmon Arm Land Use Contract By-law No. 9, 1978" as adopted by Council on the 8th day of January, 1979.

Dated at Salmon Arm, B.C. this 9th day of January, 1979.

"L.M. Lund"  
Mayor

"F.W. Spence"

PLAN SEE

D.D.P1971

ON FILE

IN

SURVEY

DEPT.

23. STATUTORY PUBLIC HEARINGS

2. Land Use Contract Termination No. LUC P1971 [Canoe Creek Estates]

The Senior Planner explained the proposed Land Use Contract Termination.

Submissions were called for at this time.

J. Piot, 5231 67 Avenue NE requested clarification on who would benefit from this application, how will this application affect property assessments and property taxes, why the property was not originally zoned R-6 and will the existing property sizes be grandfathered.

M. Stephenson, 6771 51 Street NE expressed concerns with how this application could affect the strata lots with stick built homes and clarified that Canoe Creek Estates is a bare land strata development

J. Piot, 5231 67 Avenue NE requested a letter from the City to confirm that BC Assessment has provided the City with assurances that the application will not have an effect on property assessment

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:40 p.m. and the next item ensued.

## CITY OF SALMON ARM

### BYLAW NO. 4485

#### A bylaw to terminate Land Use Contracts in the City of Salmon Arm

WHEREAS pursuant to section 548 of the *Local Government Act* the City of Salmon Arm may address early termination of a land use contract that is entered into and registered in a land title office subject to the terms and conditions therein set out;

AND WHEREAS mandatory notice required under section 466(5) of the *Local Government Act* for 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, on January 24, 2022 at the hour of 7:00 p.m. and was published in the January 12, 2022 and the January 19, 2022 issues of the Salmon Arm Observer and delivered at least 10 days prior of all parcels, any part of which is subject to the land use contract that the bylaw will terminate or is within a distance specified by bylaw from that part of the area that is subject to that land use contract;

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. That "District of Salmon Arm Land Use Contract Bylaw No. 1279", registered in the Kamloops Land Title Office under document number P1971 against title to the lands in the table below and further shown on Schedule 'A', is terminated:

PID	Legal Description	Civic Address
002-496-569	Strata Lot 1, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5440 70 Avenue NE
002-496-577	Strata Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5420 70 Avenue NE
002-496-593	Strata Lot 3, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5390 70 Avenue NE
002-496-607	Strata Lot 4, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5370 70 Avenue NE
002-496-615	Strata Lot 5, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5350 70 Avenue NE
002-496-623	Strata Lot 6, Section 32, Township 20, Range 9, W6M, KDYD, Plan K299	5330 70 Avenue NE
002-496-631	Strata Lot 7, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5310 70 Avenue NE
001-510-941	Strata Lot 8, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5280 70 Avenue NE

002-496-640	Strata Lot 9, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5260 70 Avenue NE
002-496-658	Strata Lot 10, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5240 70 Avenue NE
001-525-883	Strata Lot 11, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5220 70 Avenue NE
002-496-674	Strata Lot 12, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5391 69 Avenue NE
002-465-124	Strata Lot 13, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5381 69 Avenue NE
002-496-691	Strata Lot 14, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5371 69 Avenue NE
005-496-712	Strata Lot 15, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5351 69 Avenue NE
002-496-739	Strata Lot 16, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5331 69 Avenue NE
002-496-755	Strata Lot 17, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5311 69 Avenue NE
002-496-763	Strata Lot 18, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5299 69 Avenue NE
002-496-771	Strata Lot 19, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6950 54 Street NE
002-496-801	Strata Lot 20, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6920 54 Street NE
002-496-828	Strata Lot 21, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5380 69 Avenue NE
002-496-852	Strata Lot 22, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5370 69 Avenue NE
002-496-879	Strata Lot 23, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5350 69 Avenue NE
002-496-887	Strata Lot 24, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5340 69 Avenue NE
002-496-909	Strata Lot 25, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5320 69 Avenue NE
002-496-917	Strata Lot 26, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6850 53 Street NE
002-496-925	Strata Lot 27, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6820 53 Street NE
002-496-941	Strata Lot 28, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5291 68 Avenue NE
002-496-950	Strata Lot 29, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5281 68 Avenue NE
002-496-968	Strata Lot 30, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5261 68 Avenue NE
002-496-976	Strata Lot 31, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5251 68 Avenue NE
002-496-984	Strata Lot 32, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6820 52 Street NE
002-497-034	Strata Lot 33, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6840 52 Street NE

002-497-042	Strata Lot 34, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6860 52 Street NE
002-497-051	Strata Lot 35, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6880 52 Street NE
002-497-077	Strata Lot 36, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5250 69 Avenue NE
002-497-085	Strata Lot 37, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5260 69 Avenue NE
002-497-096	Strata Lot 38, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5280 69 Avenue NE
002-497-115	Strata Lot 39, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5290 69 Avenue NE
002-497-123	Strata Lot 40, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5281 69 Avenue NE
002-497-131	Strata Lot 41, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5271 69 Avenue NE
002-497-140	Strata Lot 42, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5261 69 Avenue NE
002-497-174	Strata Lot 43, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5251 69 Avenue NE
002-497-182	Strata Lot 44, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5231 69 Avenue NE
002-497-191	Strata Lot 45, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5221 69 Avenue NE
002-497-212	Strata Lot 46, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6881 52 Street NE
002-497-239	Strata Lot 47, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6861 52 Street NE
002-497-247	Strata Lot 48, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6841 52 Street NE
002-497-255	Strata Lot 49, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6821 52 Street NE
002-497-263	Strata Lot 50, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5150 69 Avenue NE
002-497-280	Strata Lot 51, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5140 69 Avenue NE
002-497-298	Strata Lot 52, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5120 69 Avenue NE
002-497-328	Strata Lot 53, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5131 69 Avenue NE
002-497-361	Strata Lot 54, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5141 69 Avenue NE
002-497-379	Strata Lot 55, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5151 69 Avenue NE
002-497-395	Strata Lot 56, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5161 69 Avenue NE
002-497-468	Strata Lot 59, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5180 70 Avenue NE
002-497-492	Strata Lot 60, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5160 70 Avenue NE

002-497-654	Strata Lot 61, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5140 70 Avenue NE
002-497-662	Strata Lot 62, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5120 70 Avenue NE
005-045-070	Strata Lot 63, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5191 69 Avenue NE
017-513-502	Strata Lot 64, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5061 68 Avenue NE
017-513-511	Strata Lot 65, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5081 68 Avenue NE
017-513-529	Strata Lot 66, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5091 68 Avenue NE
017-513-537	Strata Lot 67, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6790 51 Street NE
017-513-545	Strata Lot 68, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6770 51 Street NE
017-513-553	Strata Lot 69, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6750 51 Street NE
017-513-561	Strata Lot 70, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5201 67 Avenue NE
017-513-570	Strata Lot 71, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5221 67 Avenue NE
017-513-588	Strata Lot 72, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5231 67 Avenue NE
017-513-596	Strata Lot 73, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5241 67 Avenue NE
017-513-600	Strata Lot 74, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5251 67 Avenue NE
017-513-618	Strata Lot 75, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5261 67 Avenue NE
017-513-626	Strata Lot 76, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5271 67 Avenue NE
017-513-634	Strata Lot 77, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5280 67 Avenue NE
017-513-642	Strata Lot 78, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5260 67 Avenue NE
017-513-651	Strata Lot 79, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5250 67 Avenue NE
017-513-669	Strata Lot 80, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5240 67 Avenue NE
017-513-677	Strata Lot 81, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5230 67 Avenue NE
017-513-685	Strata Lot 82, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6690 51 Street NE
017-513-693	Strata Lot 83, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6670 51 Street NE
017-513-707	Strata Lot 84, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6660 51 Street NE
017-513-715	Strata Lot 85, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6650 51 Street NE

017-513-723	Strata Lot 86, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6640 51 Street NE
017-513-731	Strata Lot 87, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6630 51 Street NE
017-513-740	Strata Lot 88, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6620 51 Street NE
017-513-758	Strata Lot 89, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6610 51 Street NE
017-513-766	Strata Lot 90, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6611 51 Street NE
017-513-774	Strata Lot 91, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6621 51 Street NE
017-513-782	Strata Lot 92, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6631 51 Street NE
017-513-791	Strata Lot 93, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6641 51 Street NE
017-513-804	Strata Lot 94, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6651 51 Street NE
017-513-812	Strata Lot 95, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6661 51 Street NE
017-513-821	Strata Lot 96, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6671 51 Street NE
017-513-839	Strata Lot 97, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6691 51 Street NE
017-513-847	Strata Lot 98, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6721 51 Street NE
017-513-855	Strata Lot 99, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6731 51 Street NE
017-513-863	Strata Lot 100, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6751 51 Street NE
017-513-871	Strata Lot 101, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6771 51 Street NE
017-513-880	Strata Lot 102, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6791 51 Street NE
017-513-898	Strata Lot 103, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5021 68 Avenue NE

3. The Mayor and Corporate Office are hereby authorized to execute any documents necessary to terminate, release and discharge the Land Use Contracts above mentioned.

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.

7. EFFECTIVE DATE

This bylaw shall come into full force and effective one year and one day from the date of adoption.

8. CITATION

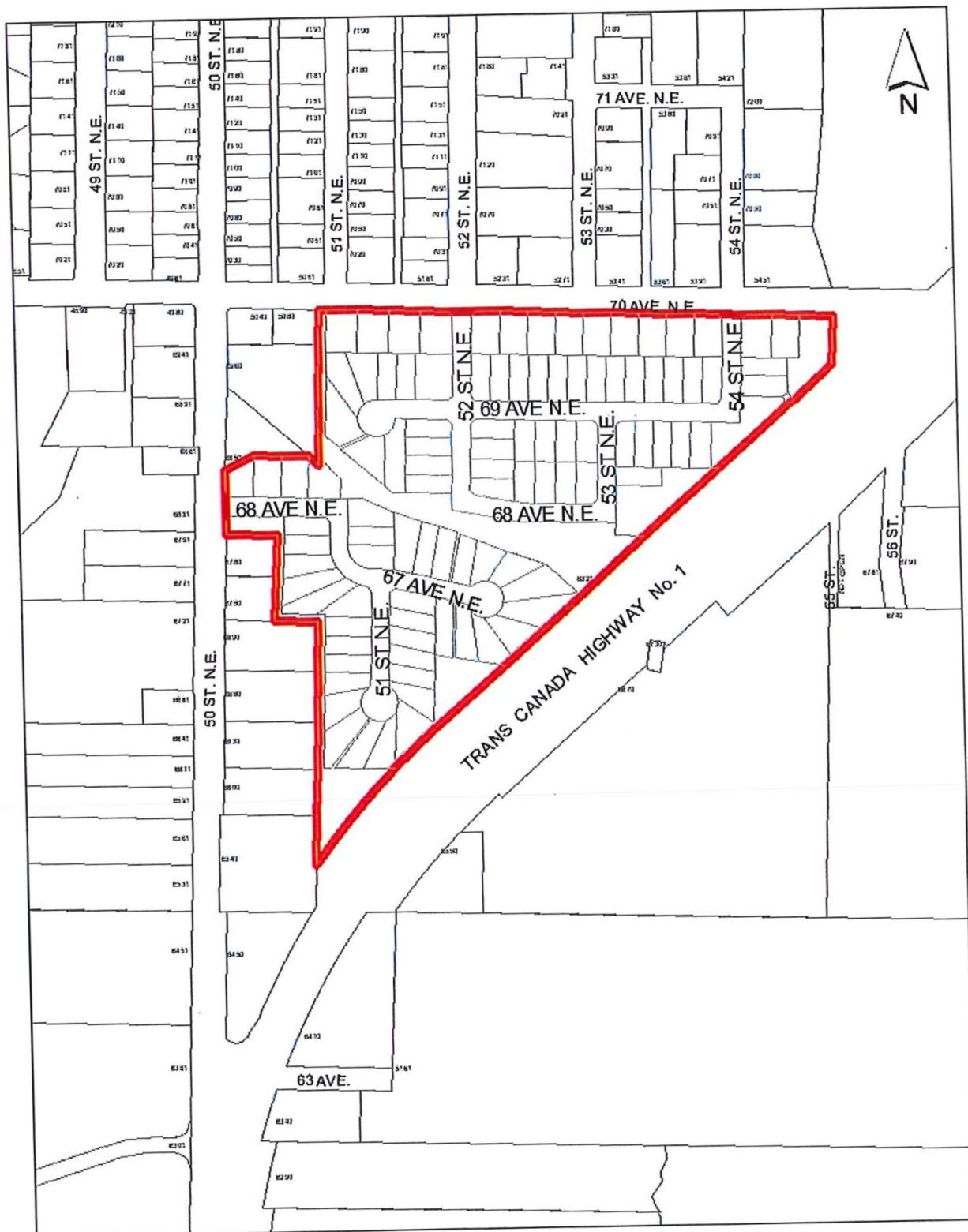
This bylaw may be cited as "City of Salmon Arm Land Use Contract Termination Bylaw No. 4485"

READ A FIRST TIME THIS	22	DAY OF	November	2021
READ A SECOND TIME THIS	22	DAY OF	November	2021
READ A THIRD TIME THIS	24	DAY OF	January	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



Item 11.3

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4486 be read a final time.

[ZON-1225; Canoe Creek Estates; R-1 to R-6]

### Vote Record

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

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

23. **STATUTORY PUBLIC HEARINGS**

3. **Zoning Amendment Application No. ZON-1225 [Canoe Creek Estates; R-1 to R-6] See item 23.2 for Staff Report]**

The Senior Planner explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:42 p.m. and the next item ensued.

# CITY OF SALMON ARM

## BYLAW NO. 4486

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on January 24, 2022 at the hour of 7:00 p.m. was published in the January 12, 2022 and the January 19, 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone:

PID	Legal Description	Civic Address
002-496-569	Strata Lot 1, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5440 70 Avenue NE
002-496-577	Strata Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5420 70 Avenue NE
002-496-593	Strata Lot 3, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5390 70 Avenue NE
002-496-607	Strata Lot 4, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5370 70 Avenue NE
002-496-615	Strata Lot 5, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5350 70 Avenue NE
002-496-623	Strata Lot 6, Section 32, Township 20, Range 9, W6M, KDYD, Plan K299	5330 70 Avenue NE
002-496-631	Strata Lot 7, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5310 70 Avenue NE
001-510-941	Strata Lot 8, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5280 70 Avenue NE
002-496-640	Strata Lot 9, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5260 70 Avenue NE
002-496-658	Strata Lot 10, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5240 70 Avenue NE
001-525-883	Strata Lot 11, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5220 70 Avenue NE

**P300** City of Salmon Arm  
Zoning Amendment Bylaw No. 4486

002-496-674	Strata Lot 12, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5391 69 Avenue NE
002-465-124	Strata Lot 13, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5381 69 Avenue NE
002-496-691	Strata Lot 14, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5371 69 Avenue NE
005-496-712	Strata Lot 15, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5351 69 Avenue NE
002-496-739	Strata Lot 16, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5331 69 Avenue NE
002-496-755	Strata Lot 17, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5311 69 Avenue NE
002-496-763	Strata Lot 18, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5299 69 Avenue NE
002-496-771	Strata Lot 19, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6950 54 Street NE
002-496-801	Strata Lot 20, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6920 54 Street NE
002-496-828	Strata Lot 21, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5380 69 Avenue NE
002-496-852	Strata Lot 22, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5370 69 Avenue NE
002-496-879	Strata Lot 23, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5350 69 Avenue NE
002-496-887	Strata Lot 24, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5340 69 Avenue NE
002-496-909	Strata Lot 25, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5320 69 Avenue NE
002-496-917	Strata Lot 26, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6850 53 Street NE
002-496-925	Strata Lot 27, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6820 53 Street NE
002-496-941	Strata Lot 28, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5291 68 Avenue NE
002-496-950	Strata Lot 29, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5281 68 Avenue NE
002-496-968	Strata Lot 30, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5261 68 Avenue NE
002-496-976	Strata Lot 31, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5251 68 Avenue NE
002-496-984	Strata Lot 32, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6820 52 Street NE
002-497-034	Strata Lot 33, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6840 52 Street NE
002-497-042	Strata Lot 34, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6860 52 Street NE
002-497-051	Strata Lot 35, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6880 52 Street NE

002-497-077	Strata Lot 36, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5250 69 Avenue NE
002-497-085	Strata Lot 37, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5260 69 Avenue NE
002-497-096	Strata Lot 38, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5280 69 Avenue NE
002-497-115	Strata Lot 39, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5290 69 Avenue NE
002-497-123	Strata Lot 40, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5281 69 Avenue NE
002-497-131	Strata Lot 41, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5271 69 Avenue NE
002-497-140	Strata Lot 42, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5261 69 Avenue NE
002-497-174	Strata Lot 43, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5251 69 Avenue NE
002-497-182	Strata Lot 44, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5231 69 Avenue NE
002-497-191	Strata Lot 45, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5221 69 Avenue NE
002-497-212	Strata Lot 46, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6881 52 Street NE
002-497-239	Strata Lot 47, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6861 52 Street NE
002-497-247	Strata Lot 48, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6841 52 Street NE
002-497-255	Strata Lot 49, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6821 52 Street NE
002-497-263	Strata Lot 50, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5150 69 Avenue NE
002-497-280	Strata Lot 51, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5140 69 Avenue NE
002-497-298	Strata Lot 52, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5120 69 Avenue NE
002-497-328	Strata Lot 53, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5130 69 Avenue NE
002-497-361	Strata Lot 54, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5141 69 Avenue NE
002-497-379	Strata Lot 55, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5151 69 Avenue NE
002-497-395	Strata Lot 56, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5161 69 Avenue NE
002-497-468	Strata Lot 59, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5180 70 Avenue NE
002-497-492	Strata Lot 60, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5160 70 Avenue NE
002-497-654	Strata Lot 61, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5140 70 Avenue NE

**P302** City of Salmon Arm  
Zoning Amendment Bylaw No. 4486

002-497-662	Strata Lot 62, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5120 70 Avenue NE
005-045-070	Strata Lot 63, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5191 69 Avenue NE
017-513-502	Strata Lot 64, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5061 68 Avenue NE
017-513-511	Strata Lot 65, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5081 68 Avenue NE
017-513-529	Strata Lot 66, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5091 68 Avenue NE
017-513-537	Strata Lot 67, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6790 51 Street NE
017-513-545	Strata Lot 68, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6770 51 Street NE
017-513-553	Strata Lot 69, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6750 51 Street NE
017-513-561	Strata Lot 70, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5201 67 Avenue NE
017-513-570	Strata Lot 71, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5221 67 Avenue NE
017-513-588	Strata Lot 72, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5231 67 Avenue NE
017-513-596	Strata Lot 73, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5241 67 Avenue NE
017-513-600	Strata Lot 74, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5251 67 Avenue NE
017-513-618	Strata Lot 75, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5261 67 Avenue NE
017-513-626	Strata Lot 76, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5271 67 Avenue NE
017-513-634	Strata Lot 77, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5280 67 Avenue NE
017-513-642	Strata Lot 78, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5260 67 Avenue NE
017-513-651	Strata Lot 79, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5250 67 Avenue NE
017-513-669	Strata Lot 80, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5240 67 Avenue NE
017-513-677	Strata Lot 81, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5230 67 Avenue NE
017-513-685	Strata Lot 82, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6690 51 Street NE
017-513-693	Strata Lot 83, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6670 51 Street NE
017-513-707	Strata Lot 84, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6660 51 Street NE
017-513-715	Strata Lot 85, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6650 51 Street NE

017-513-723	Strata Lot 86, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6640 51 Street NE
017-513-731	Strata Lot 87, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6630 51 Street NE
017-513-740	Strata Lot 88, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6620 51 Street NE
017-513-758	Strata Lot 89, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6610 51 Street NE
017-513-766	Strata Lot 90, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6611 51 Street NE
017-513-774	Strata Lot 91, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6621 51 Street NE
017-513-782	Strata Lot 92, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6631 51 Street NE
017-513-791	Strata Lot 93, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6641 51 Street NE
017-513-804	Strata Lot 94, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6651 51 Street NE
017-513-812	Strata Lot 95, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6661 51 Street NE
017-513-821	Strata Lot 96, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6671 51 Street NE
017-513-839	Strata Lot 97, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6691 51 Street NE
017-513-847	Strata Lot 98, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6721 51 Street NE
017-513-855	Strata Lot 99, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6731 51 Street NE
017-513-863	Strata Lot 100, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6751 51 Street NE
017-513-871	Strata Lot 101, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6771 51 Street NE
017-513-880	Strata Lot 102, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	6791 51 Street NE
017-513-898	Strata Lot 103, Section 32, Township 20, Range 9, W6M, KDYD, Plan KAS299	5021 68 Avenue NE

from R-1 (Single Family Residential Zone) to R-6 (Mobile Home Park Residential Zone), attached as Schedule "A".

## 2. SEVERABILITY

If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and

the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “City of Salmon Arm Zoning Amendment Bylaw No. 4486”

READ A FIRST TIME THIS	22	DAY OF	November	2021
READ A SECOND TIME THIS	22	DAY OF	November	2021
READ A THIRD TIME THIS	24	DAY OF	January	2022
ADOPTED BY COUNCIL THIS		DAY OF		2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 22nd DAY OF February 2022

“E. KEAM”

For Minister of Transportation & Infrastructure

MAYOR

CORPORATE OFFICER



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Item 11.4

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Mobile Home Park Amendment Bylaw No. 4487 be read a final time.

[Text Amendment; Canoe Creek Estates lot sizes]

### Vote Record

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

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

23. **STATUTORY PUBLIC HEARINGS**

4. **Mobile Home Park Amendment Application [Canoe Creek Estates lot sizes] See item 23.2 for Staff Report]**

The Senior Planner explained the proposed Mobile Home Park Bylaw Amendment Application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:43 p.m.

**CITY OF SALMON ARM****BYLAW NO. 4487****A bylaw to amend Mobile Home Park Bylaw No. 1435**

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WHEREAS it is deemed advisable to amend "City of Salmon Arm Mobile Home Park Bylaw No. 1435";

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

1. "District of Salmon Arm Mobile Home Park Bylaw No. 1435" is hereby amended by the addition of the following:

Section 3.3.1

Mobile home spaces within Canoe Creek Estates shall be 250m<sup>2</sup> for single wide units and 500m<sup>2</sup> for double wide units.

Section 3.3.2

For mobile home spaces within Canoe Creek Estates (KAS299) the minimum width for a mobile home space is 9m (29.5 ft).

Section 5.2.3

- (4) For mobile homes and additions within the Canoe Creek Estates (KAS299) development, no mobile home or addition shall be located closer than 3.66m from any other mobile unit or addition to existing units.

5. SEVERABILITY

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

6. ENACTMENT

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

7. EFFECTIVE DATE

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

8. This bylaw may be cited for all purposes as "**City of Salmon Arm Mobile Home Park Amendment Bylaw No. 4487**".

READ A FIRST TIME THIS                      22       DAY OF       November                      2021

READ A SECOND TIME THIS                      22       DAY OF       November                      2021

READ A THIRD TIME THIS                      24       DAY OF       January                      2022

ADOPTED BY COUNCIL THIS                      DAY OF    2022

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MAYOR

---

CORPORATE OFFICER

## INFORMATIONAL CORRESPONDENCE – April 11, 2022

- |     |  |   |
|-----|--|---|
| 1.  | Building Department – Building Statistics – March 2022   | N |
| 2.  | Building Department – Building Permits – Yearly Statistics   | N |
| 3.  | G. Grant- email dated March 30, 2022 – Off leash dogs at Marine Park   | R |
| 4.  | D. Shultz, President, Salmon Arm Curling Club – letter dated April 5, 2022 – Letter of Support – BC Community Gaming Grant   | A |
| 5.  | D. Gonella, Executive Director, Salmon Arm Roots & Blues – letters dated March 25, 2022 – Temporary Campground Request, Bulk Wastewater Disposal Fee, 5 <sup>th</sup> Street SW closure, Noise Bylaw Variance Request, Water Restriction Change Request      | A |
| 6.  | J. Keis, Marketing & Sales Manager, Armstrong Regional Cooperative – email dated March 30, 2022 – Rental request for Marine Peace Park in Salmon Arm   | A |
| 7.  | J. Evans, Family Navigator and Outdoor Play Facilitator, Shuswap Children's Association – letter dated March 31, 2022 – Storytime in the Park for Summer 2022  | A |
| 8.  | Salmon Arm Elks Lodge 455 – letter dated March 23, 2022 – Request for asphalt chips  | A |
| 9.  | D. Butler, Ride Don't Hide Coordinator, CMHA – letter dated April 11, 2022 – Ride Don't Hide   | A |
| 10. | B. Weicker, President, Shuswap Lifeboat Society – letter dated March 30, 2022 – 'Save the Date' – May 18, 2022 – Rescue Base – Ground-Breaking Ceremony  | A |
| 11. | Connect Salmon Arm News Release – dated April 6, 2022 – Provide your feedback to help Shape the Future of Walking, Rolling and Cycling in Salmon Arm   | N |
| 12. | A. Slater, General Manager, Southern Interior Local Government Association – email dated April 4, 2022 – 2022 SILGA Resolutions with UBCM and SILGA recommendations (for resolution book please see <a href="http://www.salmonarm.ca">www.salmonarm.ca</a> ) | A |
| 13. | FCM Update – dated April 6, 2022 – RCMP Retroactive Pay  | N |
| 14. | Interior Health, Info Bulletin – March 31, 2022 – Let's talk about ticks   | N |
| 15. | P. Mason, Manager of Corporate Services, District of Ucluelet – Announcement dated March 25, 2022 – District of Ucluelet bans Plastic and Bio-Plastic utensils   | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, April 11 at 7:00 p.m.**

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

**Proposed Rezoning** of Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan KAP57942 from R-1 (Single Family Residential Zone) and A-2 (Rural Holding Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 2220 10 Street SW

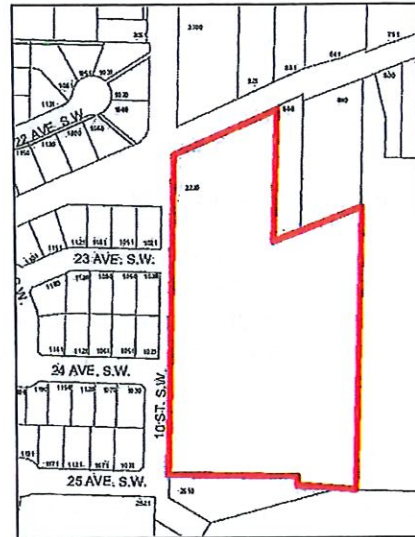
**Location:** South of Foothill Road SW on the East Side of 10 Street SW

**Present Use:** Single Family Dwelling

**Proposed Use:** To permit proposed Subdivision, future construction and use of secondary suites

**Owner / Agent:** Wild Blue Developments Ltd./  
Franklin Engineering Ltd.

**Reference:** ZON-1228/ Bylaw No. 4492



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from March 29 to April 11, 2022 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

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

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

Sue Wood, Director of Corporate Services

March 30 and April 6

---

To: His Worship Mayor Harrison and Members of Council

Date: March 16, 2022

Subject: Zoning Bylaw Amendment Application No. 1228

Legal: Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan KAP57942  
Civic: 2220 – 10 Street SW  
Owner: Wild Blue Development Ltd.  
Agent: Franklin Engineering Ltd.

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### **STAFF RECOMMENDATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan KAP57942 from R-1 (Single Family Residential Zone) and A-2 (Rural Holding Zone) to R-8 (Residential Suite Zone).

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### **PROPOSAL**

The subject parcel is located at 2220 – 10 Street SW (Appendix 1 and 2), is approximately 8.4 acres in area, and contains an existing single family dwelling. The subject parcel is designated Low Density Residential and within Residential Development Area B in the City's Official Community Plan (OCP), and zoned R-1 (Single Family Residential) and A-2 (Rural Holding) in the Zoning Bylaw (Appendix 3 & 4).

A subdivision application has been submitted which would split the parcel into 34 lots. This proposal is to rezone the split-zoned parcel to R-8 (Residential Suite) to permit the future option for construction and use of *secondary suites* on the existing and new proposed parcels. The existing and proposed parcels meet the conditions to accommodate a *secondary suite* (at this stage, 18 of the proposed lots have sufficient area to permit a *detached suite*).

### **BACKGROUND**

The subject parcel is located in an area largely comprised of R-1 and A-2 zoned parcels containing single family dwellings. There are presently no R-8 zoned parcels within the vicinity of the subject parcel. The proposed zoning and subdivision aligns with the existing development to the west and would align with pre-plans for roads and development to extend over land to the east (Appendix 5 and 6). Several of the properties located to the east of the subject parcel have A-2 zoning that allows for secondary suites.

Site photos are attached as Appendix 7.

#### *Secondary Suites*

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property as well as the proposed parcels all have potential to easily meet the conditions for the development of a *secondary suite* (or *detached suite* where applicable), including sufficient space for an additional off-street parking stall.

COMMENTSEngineering Department

No objections to the proposed rezoning. Comments attached as Appendix 8.

Building Department

Geotech review/report required. A Building Permit application will be required for development.

Fire Department

No concerns.

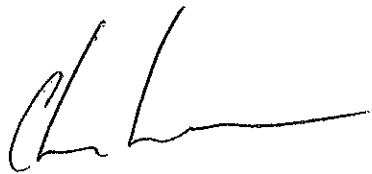
Planning Department

The future development as proposed is an important initial stage in the development of road networks in Residential Development Area B, forming the gateway for the 10 Street Extension / 20 Avenue Connector (Appendix 6). The proposed road network would form an extension of 10 Street SW, opening a portion of existing road right-of-way between Foothill and 23 Avenue SW, at which point this proposed road would curve to the east (towards 20 Avenue). This proposed internal road will be constructed to the RD-4 Collector Road standard, which includes multi-use pathways on both sides of the roadway. Topography and watercourses present some challenges to the further extension of this connector beyond the subject parcel.

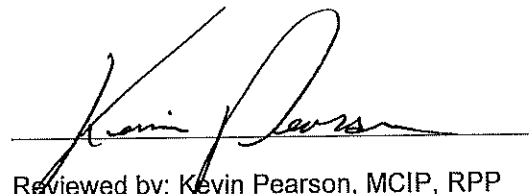
The other internal roads including the extension of 24 Avenue will be constructed to an RD-2 Local Road standard, including sidewalk on one side of the road. An unopened portion of 10 Street SW would remain between 23 and 24 Avenue SW, allowing for required construction of an emergency access and a multi-use path.

Staff note that a pedestrian right-of-way for a greenway connection will be required at the end of the proposed cul-de-sac (extension of 24 Avenue) at the southeast corner of the subject parcel. Multi-use paths will be required along Foothills Road, as well as within the previously noted 10 Street SW Extension / 20 Avenue Connector and the closed portion of the 10 Street SW right-of-way. Sidewalks are required along one side of the other internal roads.

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The large subject parcel is well suited to R-8 development and the proposed parcels have more than sufficient area to meet all R-8 Zone requirements including the provision of onsite parking. Any development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

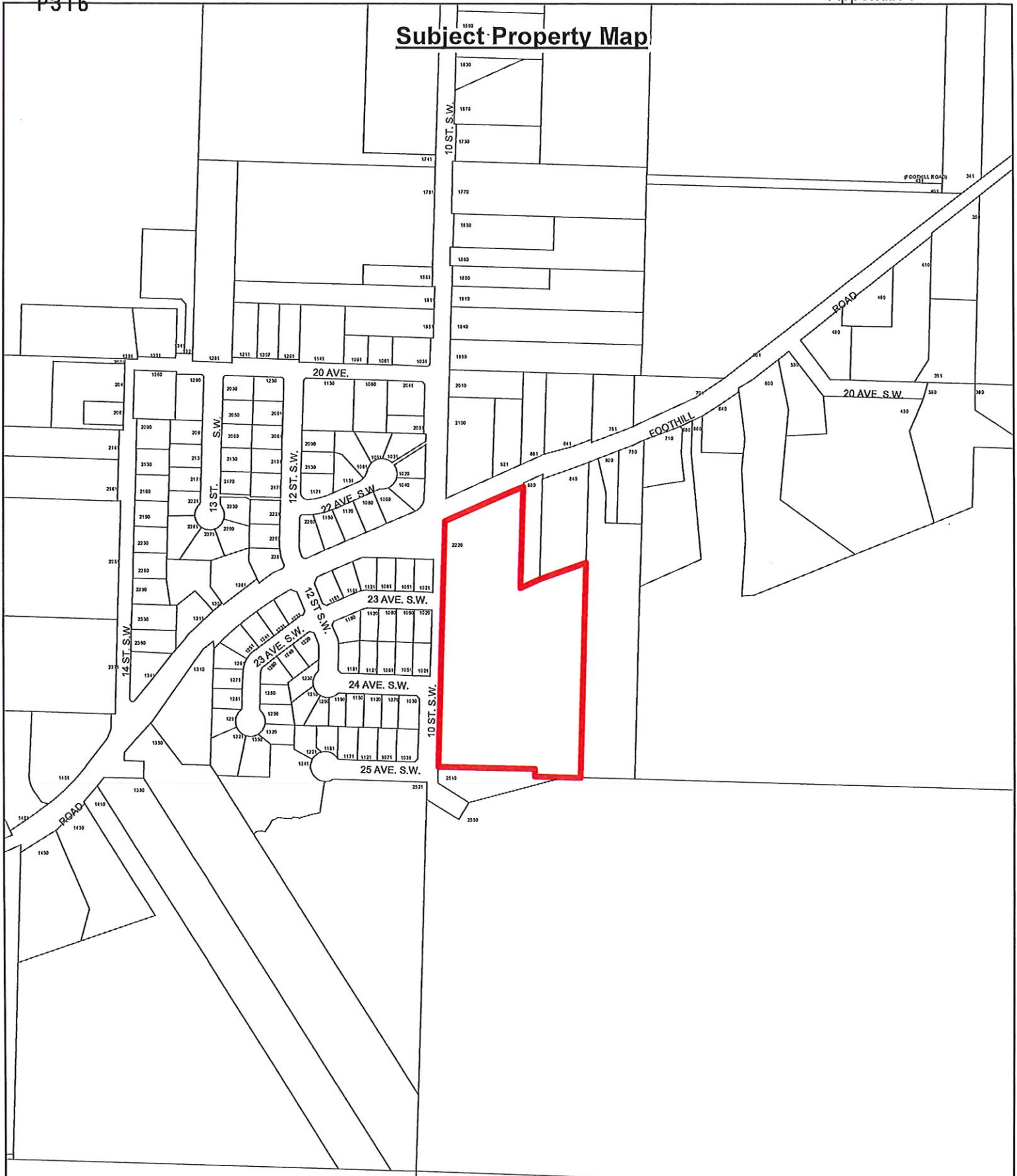


Prepared by: Chris Larson, MCIP, RPP  
Senior Planner

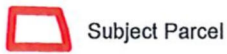
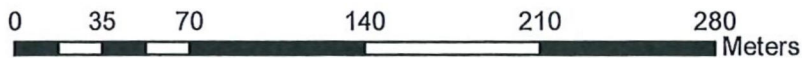
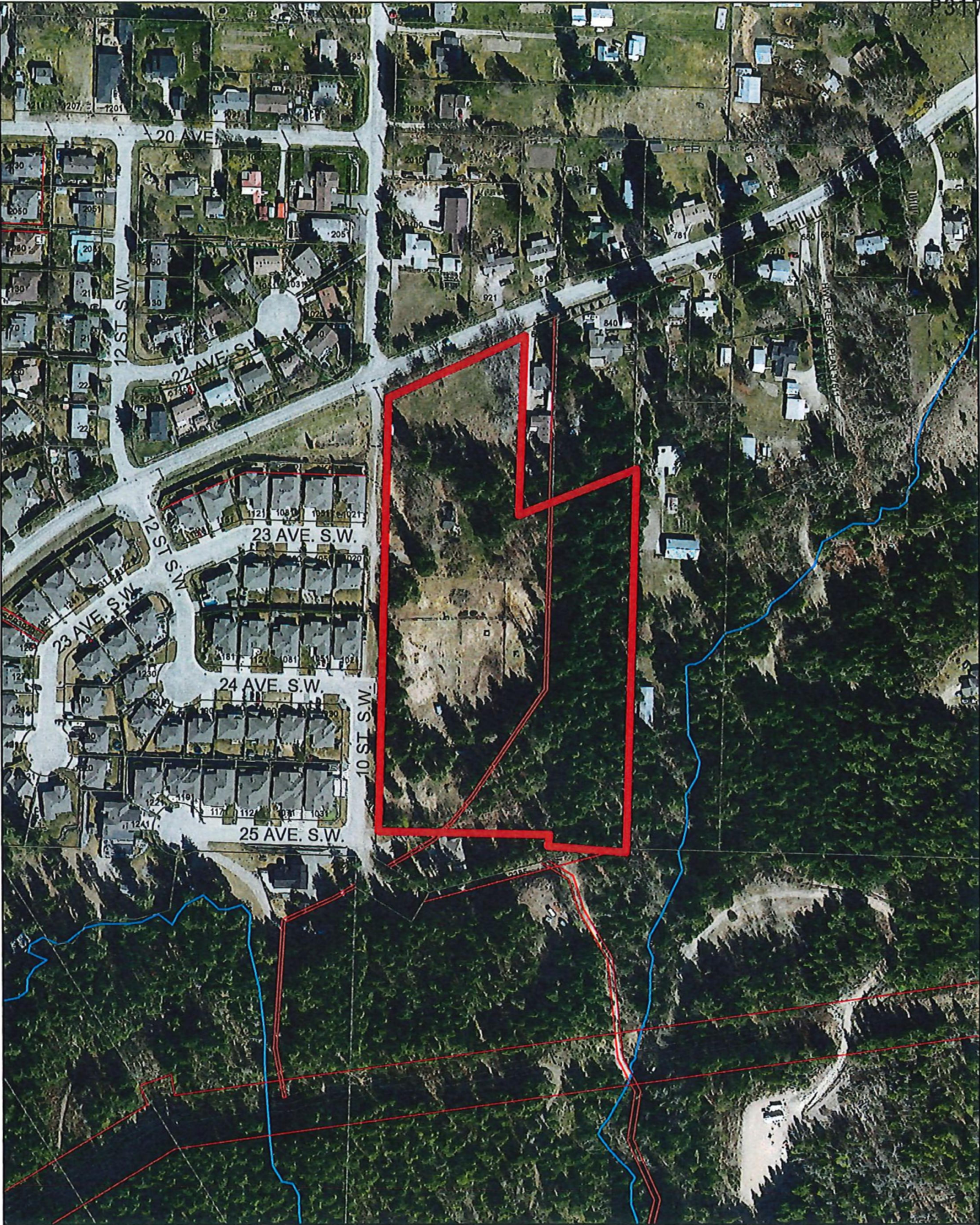


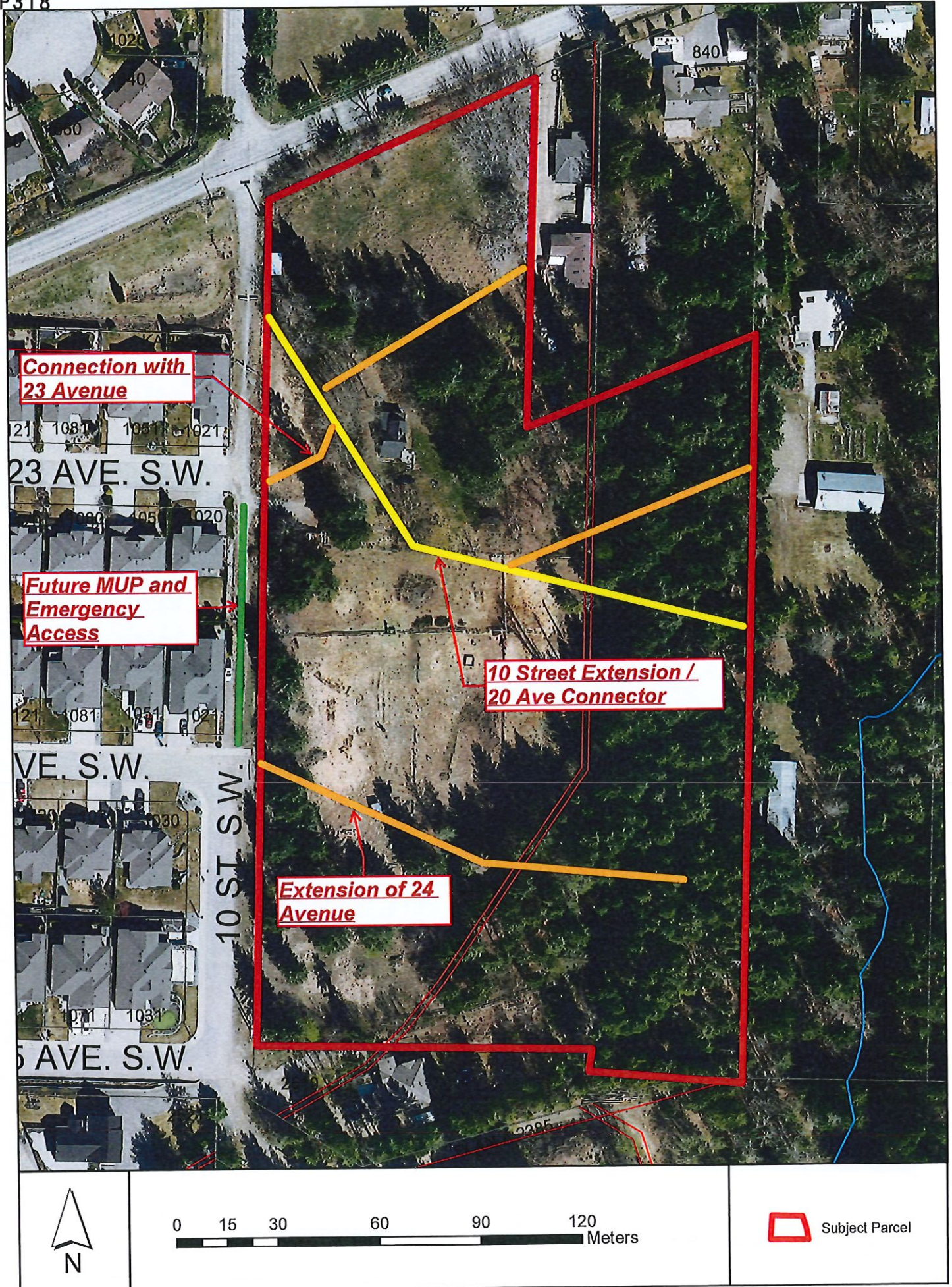
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

# **Subject Property Map**

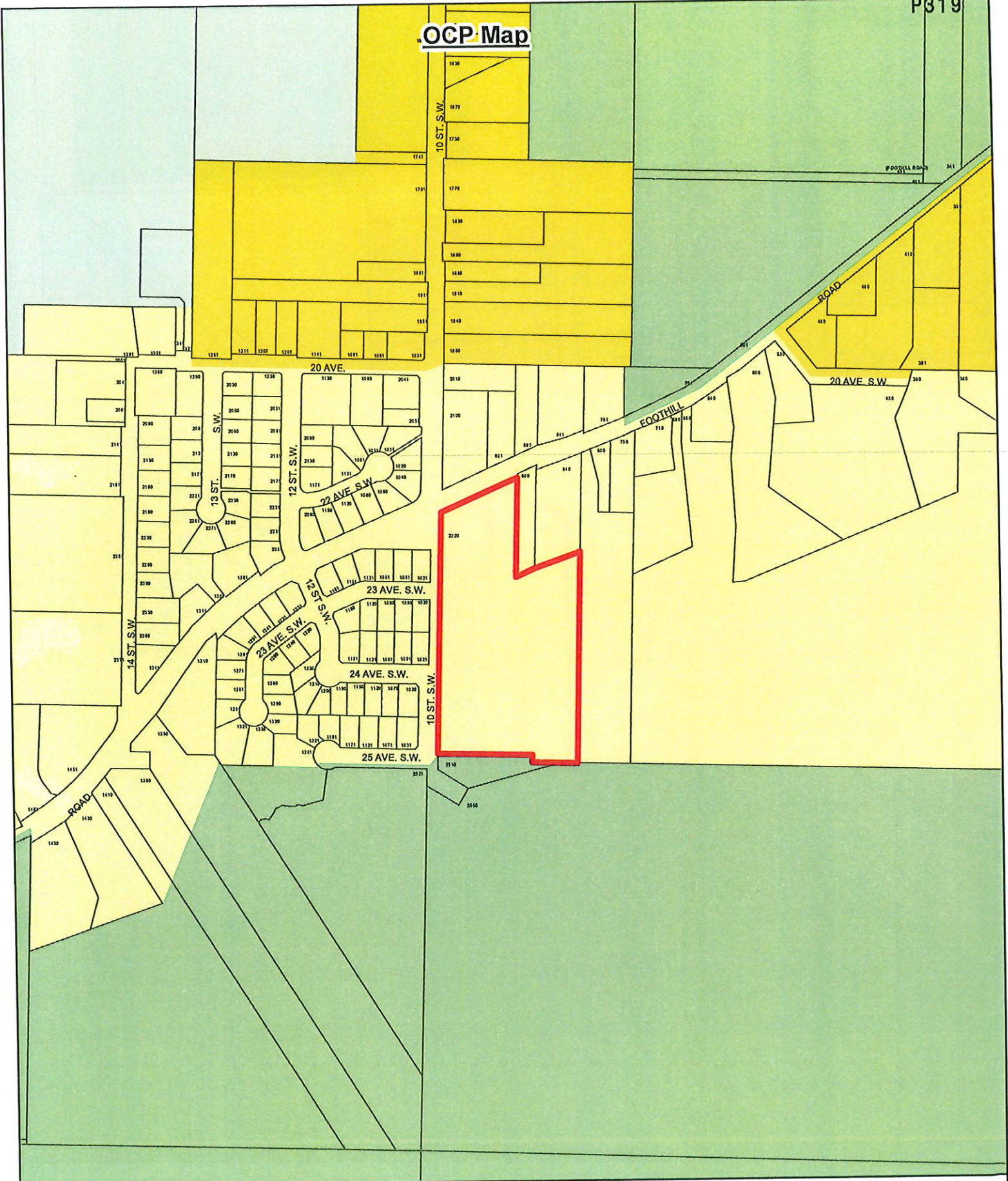


- Subject Property
- Parcels





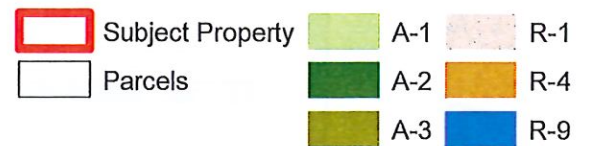
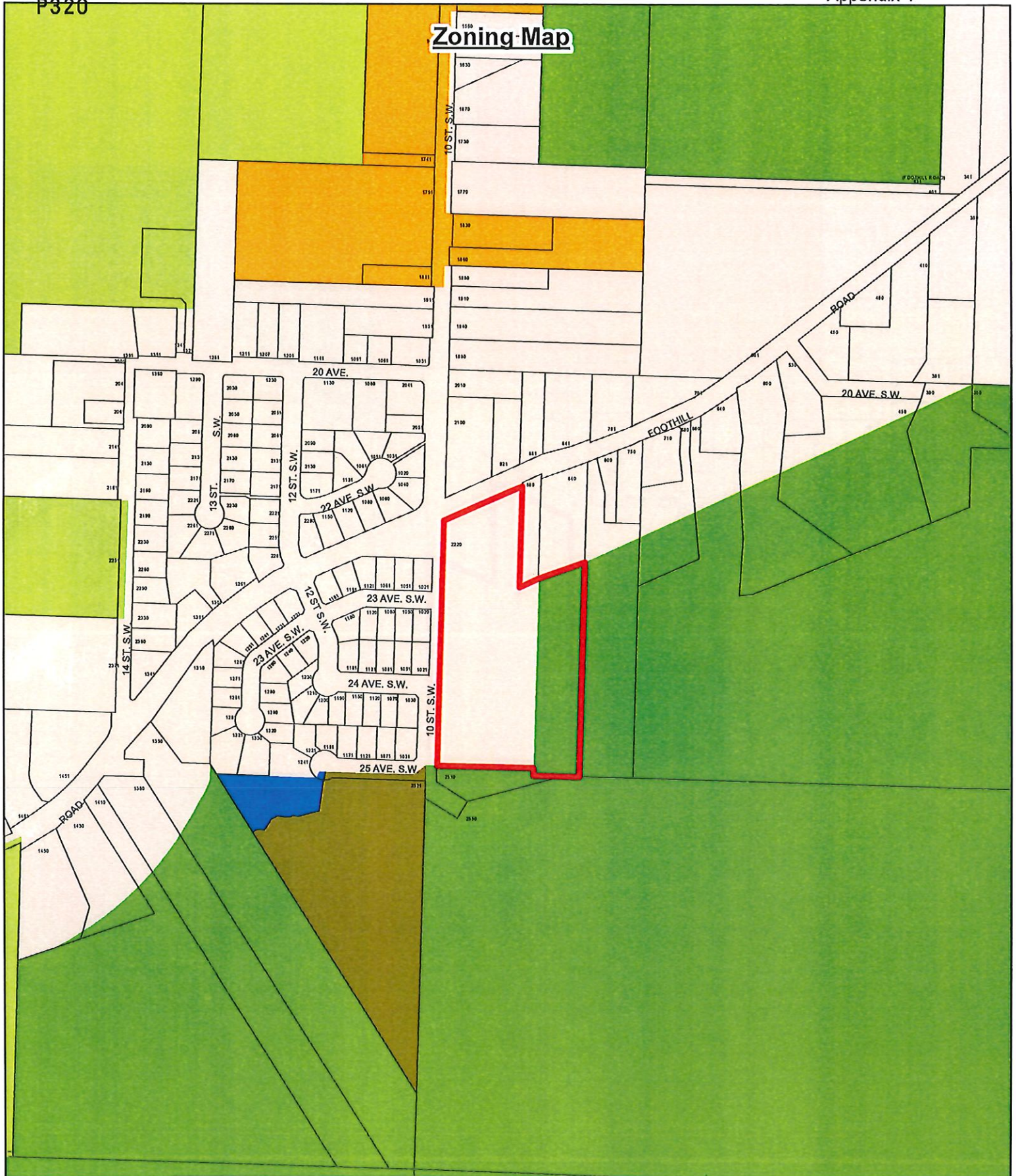
## OCP Map



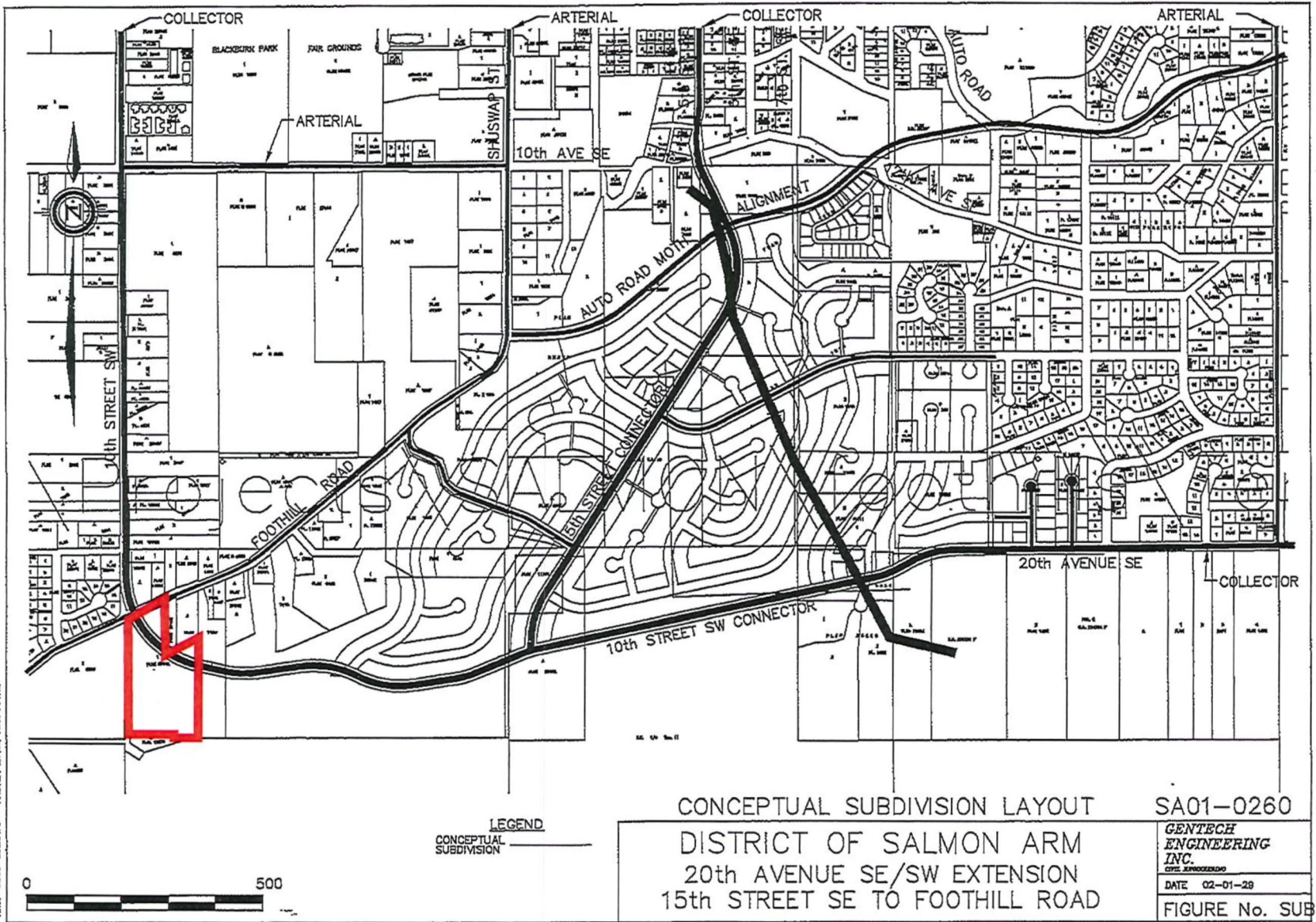
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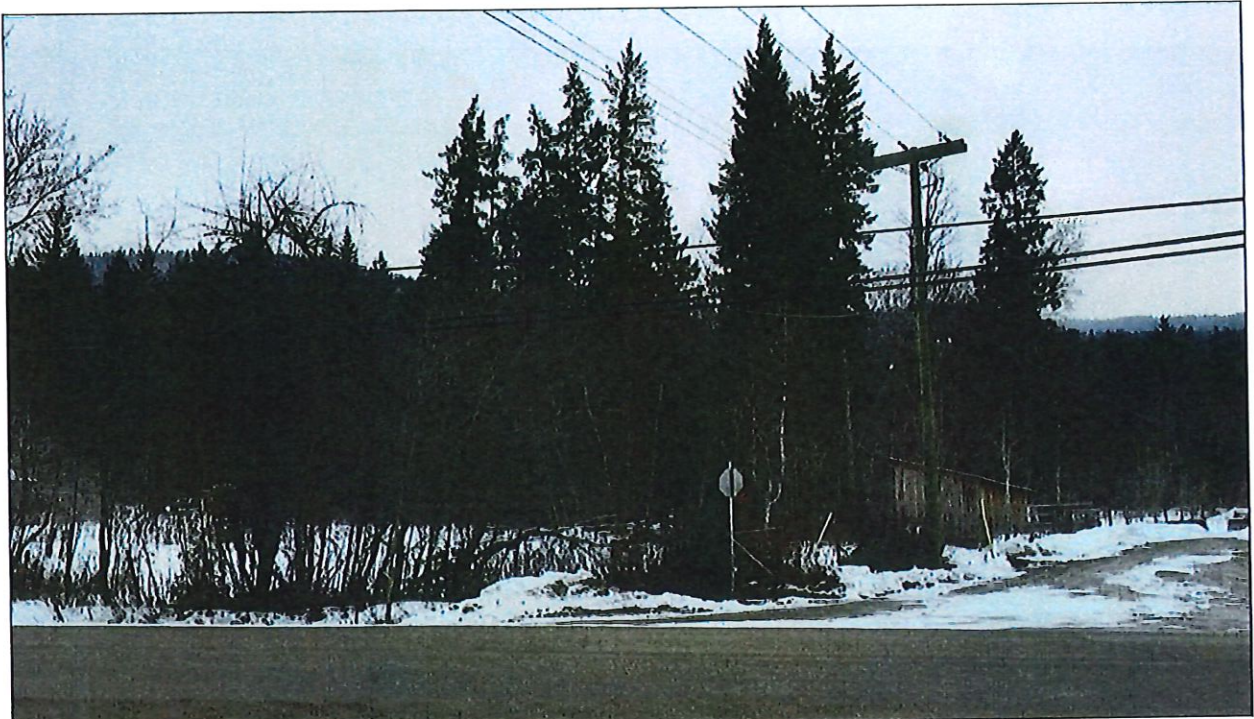
- Subject Property
- Acreage Reserve
- Salmon Valley Agriculture
- Residential - Low Density
- Residential - Medium Density
- Parcels

# Zoning Map

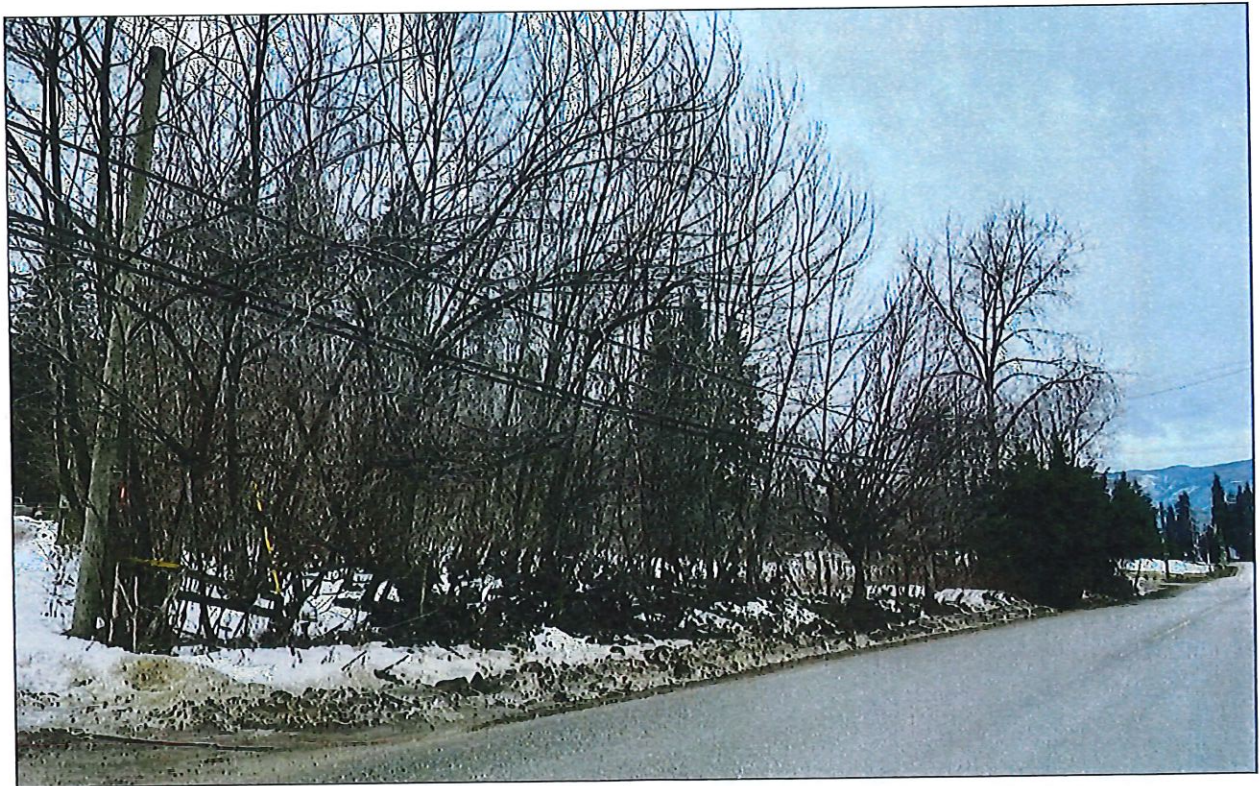




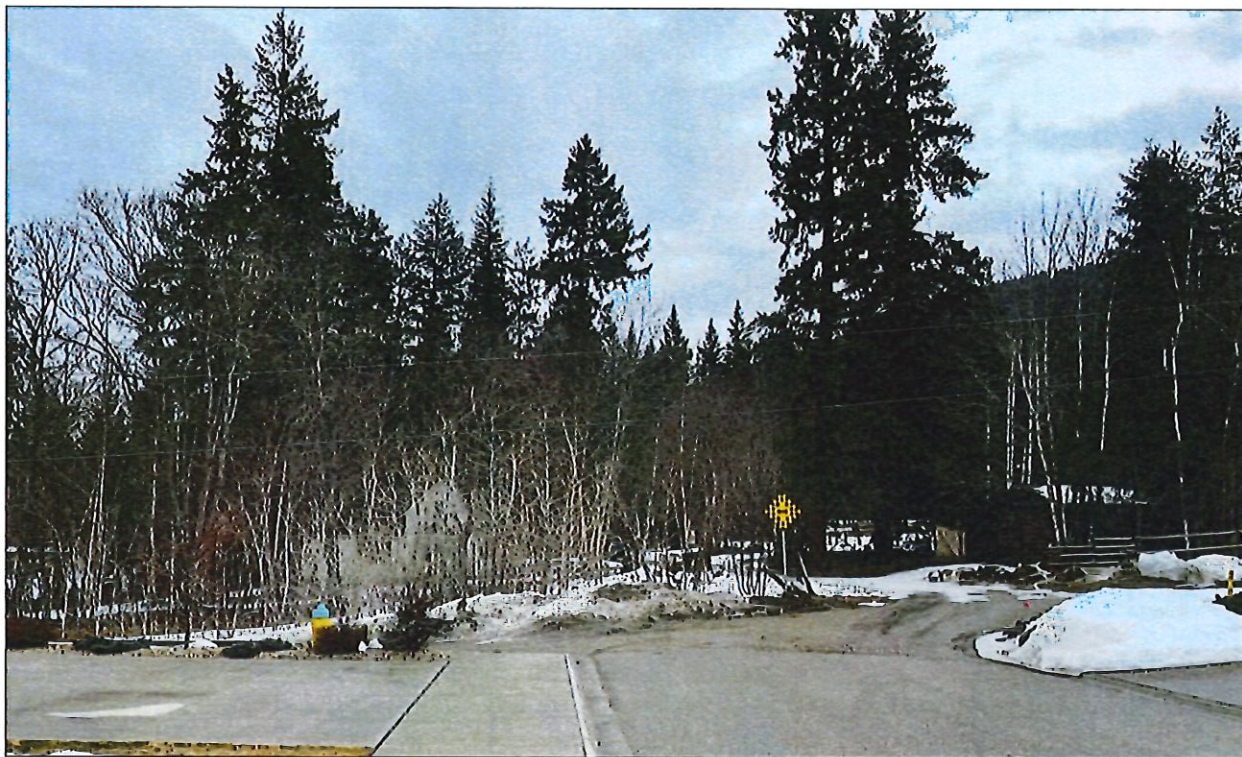




View southwest of subject parcel from 10 Street SW and Foothill Road.



View southeast of subject parcel from Foothill Road.



View east of subject parcel from 23 Avenue SW.



View northeast of subject parcel from 25 Avenue SW.



*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: January 19, 2022  
 PREPARED BY: Mustafa Zakreet, Engineering Assistant  
 APPLICANT: Wild Blue Developments Ltd.  
 SUBJECT: SUBDIVISION APPLICATION FILE NO. SUB- 22.01 and ZONING  
 AMENDMENT FILE NO. ZON-1228  
 LEGAL: Lot 1, Section 11 Township 20, Range 10, W6M KDYD, Plan KAP57942  
 CIVIC: 2220 – 10 Street SW

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Further to your referral dated January 19, 2022, we provide the following servicing information.

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of subdivision the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.

**SUBDIVISION APPLICATION FILE: 2022-01**

DATE: January 19, 2022

Page 2

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

**Roads / Access:**

1. Foothill Road SW, on the subject property's Northern boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. A 2.5m wide ROW may be required on either side of the road to accommodate required infrastructure per Item 2. No additional dedication is required at this time (subject to confirmation by BCLS).
2. Foothill Road SW is currently constructed to an Interim Rural Arterial Road standard. Upgrading to the current Urban Interim Arterial Road standard is required, in accordance with Specification Drawing No. RD-4. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, 3m wide multi-use path, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. 10 Street SW, on the subject property's western boundary, is a closed road. A 3.0m multi-use path is to be constructed in accordance with CGS -8.
4. The proposed 10 Street SW through the proposed subdivision is to meet the Collector road standard, in accordance with the Specification Drawing No. RD-4. Developer's engineer to prove that the vertical & horizontal alignment will generally conform to the OCP alignment and preliminary centerline grading.
5. Internal roadways shall be designed a construction to the Urban local road standard, in accordance with Specification Drawing No. RD-2.
6. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing and proposed roadways.
7. A 5.0m by 5.0m corner cut is required to be dedicated at all intersections with Foothills Road SW or 10 Street SW.
8. Dedication shall be provided at the intersection of Foothills Road and 10 Street SW to allow for a Round-about sized for a WB-15 design vehicle.
9. As Foothill Rd SW is designated as an Arterial Road, accesses shall be designed by keeping to a minimum number. No driveway access will be permitted onto Foothill Road.
10. The maximum allowable cul-de-sac or T-Turn around length in the urban areas is 160 meters. This measurement shall be measured along centerline from the center of the first intersection

**SUBDIVISION APPLICATION FILE: 2022-01**

DATE: January 19, 2022

Page 3

having access from two alternate routes to the center of the cul-de-sac or T-Turn around. Where the maximum cul-de-sac or T-Turn around length is exceeded a secondary emergency access shall be provided. Emergency accesses are to be constructed in conformance with Policy 3.11 (Emergency Accesses). Based on the plan submitted, a cul-de-sac exceeds the allowable distance of 160 meters. The multi-use path may be combined with an emergency access; however, the path would require widening to meet policy 3.11 (3.5 m load carrying width, 4.5m clear width)

11. Permanent dead-end roads shall be terminated in a cul-de-sac in accordance with Specification Drawing No. RD-11. Temporary dead-end roads internal to the subdivision may be terminated with a paved temporary T-turn around in accordance with Specification Drawing No. RD-13. Temporary dead-end roads at the limits of the subject property shall be terminated with temporary cul-de-sacs in accordance with Specification Drawing No. RD-11a (attached).

**Water:**

1. The subject property fronts a 100 mm diameter Zone 1 watermain on Foothill Rd SW. Upgrading this watermain to 300 mm diameter across the frontage of the property is required. DCC water credits may be considered for the additional cost of oversizing the main.
2. The subject property fronts a 200 mm diameter Zone 1 watermain on 10 Street SW. No upgrade is required at this time.
3. Records indicate that the existing lot is currently not serviced with the City water.
4. Watermain shall be extended to the furthest extents of the property required to accommodate adjacent development and is to be sized (min 150mm) to accommodate highest and best use of any 'upstream' parcels per the zoning in the Official Community Plan.
5. The proposed parcels are to be serviced each by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of subdivision, at the Owner / Developer's cost.
6. The subject property is located within an area of identified fire flow deficiency, according to the 2011 Water Study (OD&K 2012). The Owner / Developer's authorized engineer is to complete a flow test on the closest fire hydrant to confirm the existing watermain servicing the subdivision is adequately sized to provide fire flows in accordance with the requirements of the Subdivision and Development Servicing Bylaw No 4163. Where the City water distribution system has insufficient capacity to meet the required fire flow, the Owner / Developer will be required to make the necessary upgrades to meet these standards. Owner / Developer is responsible for all associated costs.
7. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**SUBDIVISION APPLICATION FILE: 2022-01**

DATE: January 19, 2022

Page 4

- 
8. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the low density spacing requirements of 150 meters.

**Sanitary:**

1. The subject property does not front a City of Salmon Arm sanitary sewer main. Consultant/ Developer is responsible for extending a 200 mm sanitary sewer from the existing manhole located approximately 70m north of the subdivision on 10 St, to and through the proposed subdivision. A 200 mm sanitary sewer main terminates at manholes at the eastern end of each 23, 24 and 25 AVE SW.
2. Sanitary main shall be extended to the furthest extents of the property required to accommodate adjacent development and is to be sized (min 200mm) to accommodate highest and best use of any 'upstream' parcels per the zoning in the Official Community Plan.
3. The proposed parcels are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016). Design engineer to review and confirm downstream capacity.
5. Records indicate that the existing parcel is currently serviced by a septic field. Decommissioning of the septic field, in accordance with building departments requirements will be a condition of the subdivision. Owner / Developer responsible for all associated costs.

**Drainage:**

1. The subject property does not front City storm sewer on Foothill Rd SW or on 10 Street SW. Storm sewer shall be extended within the property to the furthest extents required to accommodate adjacent development and is to be sized (min 250mm) to accommodate highest and best use of any 'upstream' parcels per the zoning in the Official Community Plan..
2. Record indicate that the existing property is not serviced by storm sewer.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced

**SUBDIVISION APPLICATION FILE: 2022-01**

DATE: January 19, 2022

Page 5

(each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

6. The subject property is in an area with current storm capacity concerns according to the Stormwater Master Plan Study (April 2020). It is anticipated that stormwater will require control to the 2-5 year pre-development flows. Owner / Developer's engineer shall review downstream capacity within the existing City Storm System to receive the proposed discharge from the development and upstream contributing drainage areas.

**Geotechnical:**

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



**Mustafa Zakreet**  
Engineering Assistant



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

P330

**Barb Puddifant**

---

**From:** John Woods [REDACTED]  
**Sent:** Friday, April 8, 2022 8:43 AM  
**To:** Barb Puddifant  
**Subject:** [External] Comments on Proposed Amendment to Zoning Bylaw No 2303

Dear City of Salmon Arm Council:

In reference to the proposed rezoning described in ZON1223BYLAW4492 2220 10 STREET SW, we will be adversely affected by the proposed road design as included with the rezoning application.

The rezoning proposal shows 19 new lots that would be exclusively serviced by an extension of 24<sup>th</sup> Ave. This would result in at least a 50% increase in traffic using the 24<sup>th</sup> Ave to 12<sup>th</sup> St corridor leading to the existing intersection at 12<sup>th</sup> St and Foothill Road.

We feel that the proposed new subdivision should be completely serviced by a new road network connecting to the existing 10<sup>th</sup> St right-of-way leading south from Foothill Road and that construction activity throughout the subdivision build-out be limited to this new extension.

One solution could be that the proposed 'emergency only' segment between 23<sup>rd</sup> and 24<sup>th</sup> streets as shown in the rezoning proposal, be redesigned as part of a continuous public road connecting the proposed 24<sup>th</sup> St cul-de-sac directly connecting to Foothill Road outside of the eastern edge of the Ridge Subdivision.

In addition to the significantly increased noise and dust issues that we will experience from the current road proposal, we are concerned that funneling all of the traffic from the 24<sup>th</sup> Ave extension towards the existing 12<sup>th</sup> St – Foothill Road intersection will make that intersection increasingly dangerous.

We currently experience daily issues at this intersection because of fast-moving eastbound vehicles on Foothill suddenly appearing as we attempt to turn on to Foothill from the Ridge Subdivision on 12<sup>th</sup> St. This problem will be compounded by significantly increased traffic flows as densification oriented by-law revisions (i.e., secondary suite provisions) proceed in future years. We think that the new intersection at 10<sup>th</sup> St SW and Foothill Rd will be safer because it will have better sightlines and that it will be a shorter, more straightforward access point for new residents that will be living along the proposed 24<sup>th</sup> Ave cul-de-sac.

We also are having a problem seeing greenspace provisions in the current design. This will be an important issue for future residents including pedestrians and dog-walkers. A green-space buffer paralleling a re-designed 10<sup>th</sup> St might help to address this.

In summary, we do not object to the proposed rezoning. We do object to the subdivision road design and would like to see other options explored.

Thank you for the opportunity to comment.

John and Marcia Woods

1221 23<sup>rd</sup> Ave SW  
Salmon Arm, BC  
[REDACTED]

**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, April 11 at 7:00 p.m.

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

**Proposed Rezoning** of Remainder Lot B, Section 17, Township 20, Range 10, W6M, KDYD, Plan EPP96461 Except Plan EPP115380 from A-2 (Rural Holding Zone) to A-3 (Small Holding Zone).

**Civic Address:** 6500 1 Avenue NW

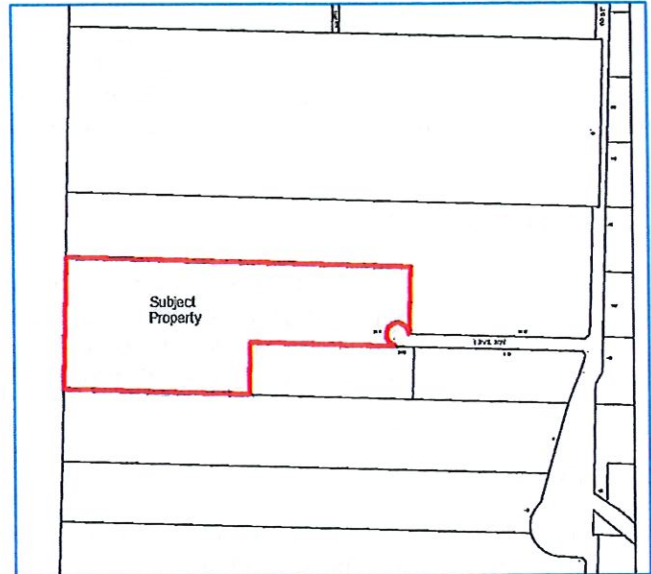
**Location:** South of 10 Avenue NW and West of 60 Street NW at the end of 1 Avenue NW

**Present Use:** Single Family Dwelling

**Proposed Use:** to accommodate future three (3) Lot subdivision

**Owner / Agent:** Dieleman, J. & P.

**Reference:** ZON-1232/ Bylaw No. 4498



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from March 29 to April 11, 2022 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

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

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

Sue Wood, Director of Corporate Services

March 30 and April 6

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To: His Worship Mayor Harrison and Members of Council

Date: March 10, 2022

Subject: Zoning Bylaw Amendment Application No. 1232

Legal: Remainder Lot B, Section 17, Township 20, Range 10, W6M, KDYD, Plan EPP96461, Except Plan EPP115380  
Civic Address: 6500 1 Avenue NW  
Owner/Applicant: Paula and Jack Dieleman

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### **STAFF RECOMMENDATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Remainder Lot B, Section 17, Township 20, Range 10, W6M, KDYD, Plan EPP96461, Except Plan EPP115380 from A2 (Rural Holding Zone) to A3 (Small Holding Zone).

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### **PROPOSAL**

To review the application to rezone the above noted property from A2 to A3 in order to accommodate the future subdivision of the subject property.

### **BACKGROUND**

The subject property is designated in the Official Community Plan (OCP) as Acreage Reserve and A2 (Rural Holding Zone) in the Zoning Bylaw (Appendix 1 to 4). The minimum parcel area for subdivision in the A2 zone is 4.0ha (9.9ac). The minimum parcel area under the A3 (Small Holding Zone) is 2.0ha (4.9ac). The subject property is part of a recent subdivision that included the dedication of the access road (1 Avenue NW).

Given that the subject property is approximately 9.24ha (22.8ac) in area subdivision is prohibited in the A2 zone and rezoning is required. The subject property is not affected by the Agricultural Land Reserve (ALR), the boundary of which is located to the east of the subject property.

Adjacent land uses include the following:

North: A2 (Rural Holding Zone) – Agriculture and Single Family Residences  
South: A3 (Small Holding Zone) – Agriculture and Single Family Residences  
East: A3 (Small Holding Zone) & A2 (Rural Holding Zone) – Agriculture and Single Family Residences  
West: A1 (Agriculture Zone) – Unsurveyed Crown Land

The applicant is proposing a three (3) lot subdivision of the 9.24ha (22.8ac) subject property. The proposed lots would be accessed from 1 Avenue NW. Access beyond the cul-de-sac would not be maintained by the City. A sketch plan provided with the subdivision application is included as Appendix 5.

### **COMMENTS**

#### **Engineering Department**

The Engineering Department has no concerns to the rezoning of this property.

Building Department

No concerns with the rezoning.

Fire Department

No concerns.

Planning Department

Since the adoption of the Official Community Plan in 2011 (Bylaw No. 4000), Council has reviewed 14 rezoning applications under policy 7.3.29 and supported the adoption of 12 sites, including the development around 1 Avenue NW adjacent to the subject property and the recent rezoning of 821 60 Street NW to the north of the subject property.

In supporting the proposed rezoning staff consult with the policies of the OCP, including policy 7.3.29 which states:

"Subdivision to accommodate further rural small agricultural holdings may be supported within the Acreage Reserve area situated west of both the Salmon River and the Trans Canada Highway subject to compliance with the following criteria:

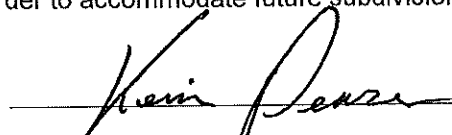
- a. The suit is well drained and free from flooding, unstable soils or other hazardous conditions;
- b. soil conditions permit permanent on-site sewage disposal for each parcel as determined by the appropriate agency;
- c. availability of adequate potable water supply on each parcel, approved by the appropriate agency;
- d. minimum of two (2) hectare parcel size, other than subdivisions or boundary adjustments contemplated under policy 7.3.6 and subject to appropriate zoning; and
- e. the lands have an improved agricultural soils capability rating of class four (4), class five (5), class six (6) or class as determined by the ALC, based on the Canada Land Inventory Agricultural Capability Classification System. The principle of protecting better quality agricultural soils from subdivision in to small lots will guide decisions on mixed category applications and the ALC will continue to consider each subdivision application on its own merits to ascertain the potential impact of subdivision on exiting and potential agricultural development."

At the time of subdivision approval any issues related to flooding, unstable soils or hazardous conditions are addressed by existing covenants that restrict development unless certain conditions are met (i.e. development oversight by Geotechnical Engineer, assessments in areas of known slope instability). The covenants are reviewed and amended if necessary prior to final subdivision approval. Also at the time of subdivision approval, on-site sewerage disposal will be addressed though a qualified professional and in conjunction with Interior Health Authority which regulates on-site sewerage requirements in rural areas. An Improved Soils Capability Map is included as Appendix 6 and the subject property is within an area of class six (6) soils, but as mentioned no in the ALR.

Staff are supportive of the rezoning of the subject property in order to accommodate future subdivision.



Prepared by: Melinda Smyrl, MCIP, RPP  
Planner III

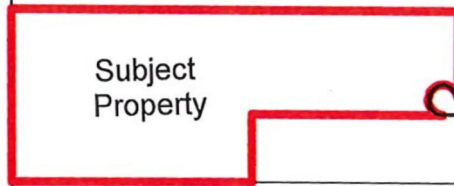


Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

P334

Subject Property-Map

APPENDIX 1



Subject  
Property

1 Ave N.W.



0 75 150 300 450 600  
m



Parcels



Subject Property

OrthoMap

Subject  
Property

1 Ave N.W.



0 30 60 120 180 240 m



Parcels



Subject Property

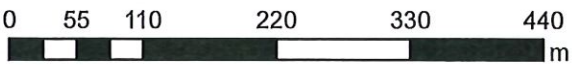
P336

OCP Map



Subject Property

1 Ave N.W.



- |   |   |
|---|---|
|  Parcels          |  Acreage Reserve |
|  Subject Property |  Forest Reserve  |

Zoning Map

APPENDIX 4  
P337



Subject  
Property

1 Ave N.W.



0 75 150 300 450 600 m

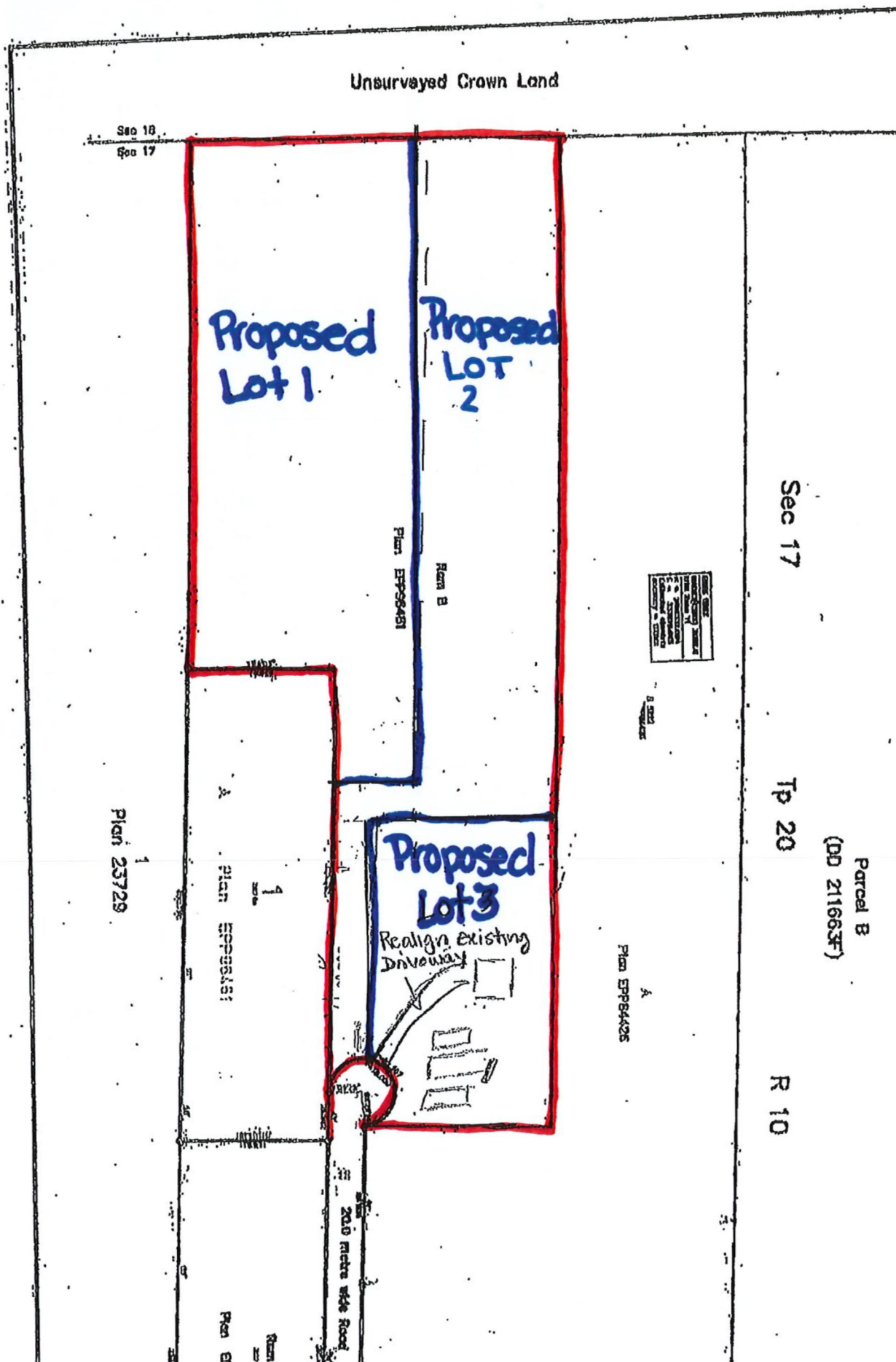
Parcels

Subject Property

A-1  
A-2

A-3

P338



Improved Soils  
Capability Map

P339

2  
6 R  
T

Subject  
Property

1 Ave N.W.

60 ST. N.W.

60 ST. S.W.



- |   |   |
|---|---|
|  Parcels          |  CLASS 3 |
|  Subject Property |  CLASS 6 |

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**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, April 11 at 7:00 p.m.

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

**Proposed Rezoning** of Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045 from R-1 (Single Family Residential Zone) and R-9 (Estate Residential Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 1241 25 Avenue SW

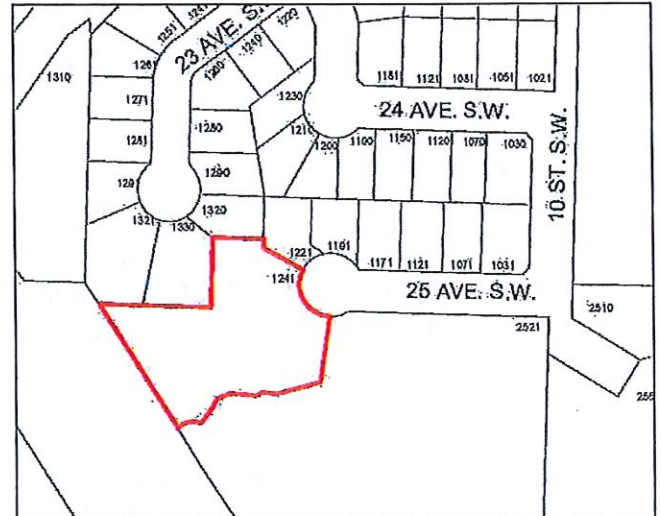
**Location:** South of Foothill Road SW and West of 10 Street SW, at the end of 25 Avenue SW

**Present Use:** Single Family Dwelling/Estate Residential Zone

**Proposed Use:** to allow Residential Suite Zone use

**Owner / Agent:** Bickle, J. & J.

**Reference:** ZON-1235/ Bylaw No. 4506



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from March 29 to April 11, 2022 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

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

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

Sue Wood, Director of Corporate Services

March 30 and April 6

---

To: His Worship Mayor Harrison and Members of Council

Date: March 15, 2022

Subject: Zoning Bylaw Amendment Application No. 1235

Legal: Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045  
Civic Address: 1241 – 25 Avenue SW  
Owner/Applicant: Bickle, J. & J.

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### **STAFF RECOMMENDATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045 from R-1 (Single Family Residential Zone) and R-9 (Estate Residential Zone) to R-8 (Residential Suite Zone).

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### **PROPOSAL**

The subject parcel is located at 1241 – 25 Avenue SW (Appendix 1 & 2). The proposal is to rezone the entire parcel from R-1 (Single Family Residential) and R-9 (Estate Residential) to R-8 (Residential Suite).

### **BACKGROUND**

The parcel is designated Low Density Residential and Acreage Reserve in the City's Official Community Plan (OCP) and zoned Single Family Residential (R-1) and Estate Residential (R-9) in the Zoning Bylaw (Appendix 3 & 4).

The subject parcel is located in 'The Ridge' subdivision off of Foothill Road, which is almost entirely comprised of R-1 zoned parcels. There are currently zero R-8 zoned parcels within the proximity of the subject parcel.

The property is approximately 0.526 hectares (5,260 square metres) in area/size and contains an existing single family dwelling and two accessory buildings/structures (sheds). The total lot area is large enough to permit a detached suite. Site photos are attached, as Appendix 5.

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

### **COMMENTS**

#### **Engineering Department**

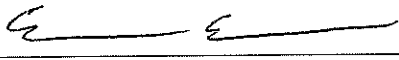
No concerns.

Building Department

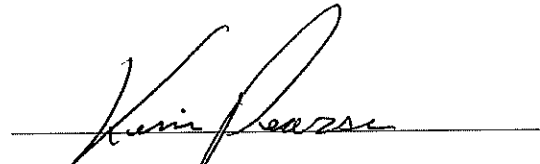
BCBC requirements are applicable at the Building Permit stage. A QEP report on RAPR requirements is also applicable at the Building Permit stage. An eventual Variance Permit may be required for the building height due to the sloping lot. DCCs are applicable for detached suite.

Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The proximity to a watercourse (Hobson Creek) is expected to trigger RAPR reporting at the Building Permit Stage. Any new development will require a building permit and will be subject to applicable Development Cost Charges, as well as meeting Zoning Bylaw and BC Building Code requirements. Finally, it should be noted that the rationale for rezoning the property to R-9 back in 2016 was to establish a minimum parcel size of 1 acre for the southern portion. In effect, that would preclude future subdivision. Rezoning the entirety of the subject parcel to R-8 could lead to future subdivision potential.

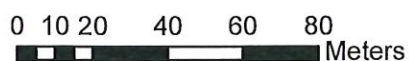
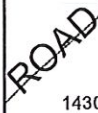


Prepared by: Evan Chorlton  
Planner I



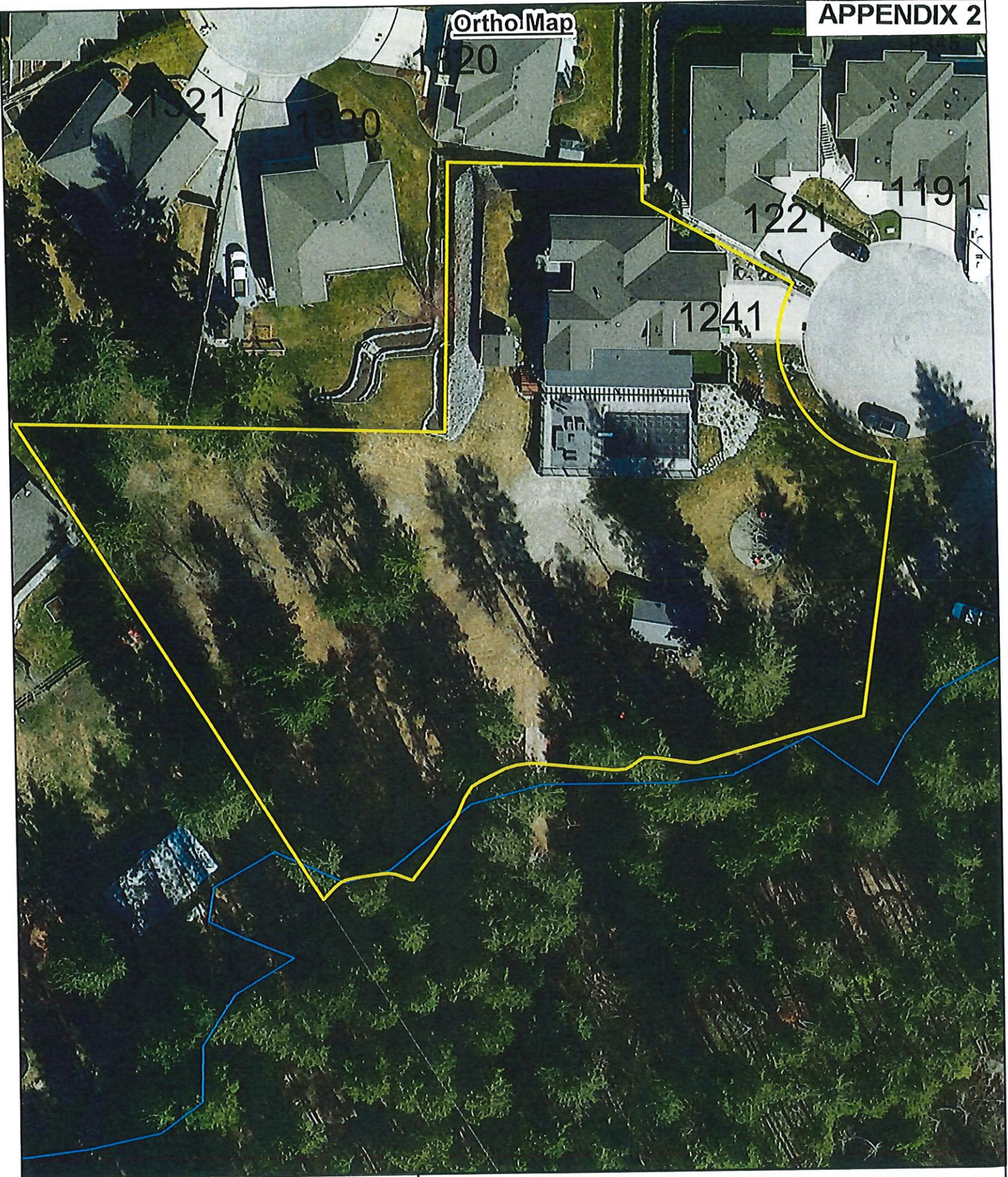
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

## APPENDIX 1



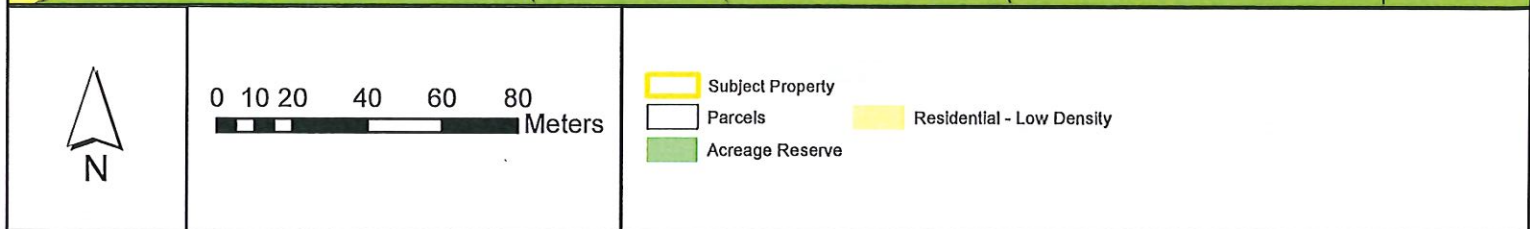
☒ Subject Property  
☐ Parcels

OrthoMap



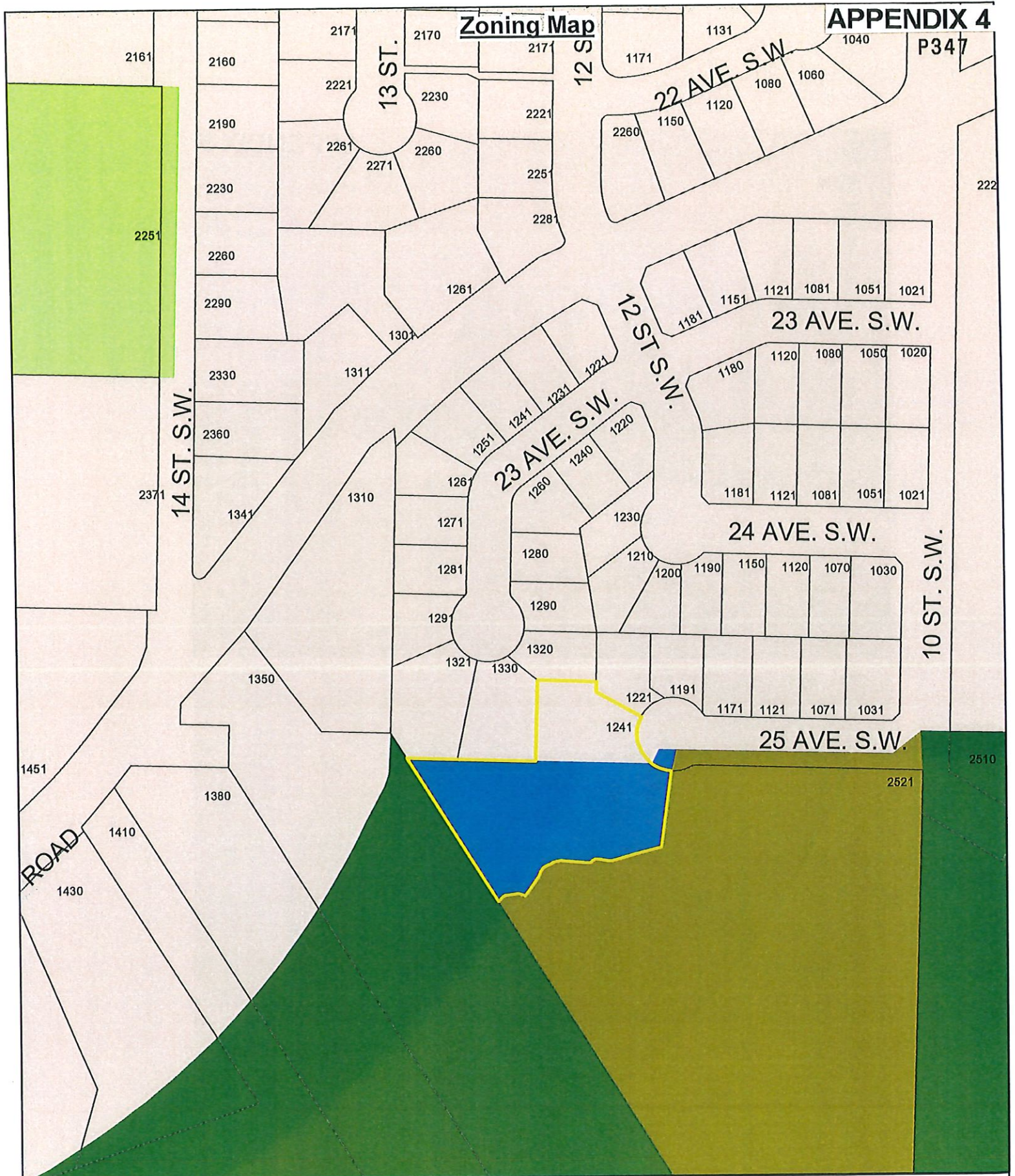
0 3 6 12 18 24 Meters

- Streams
- Subject Property
- Parcels



# Zoning Map

## APPENDIX 4



- Subject Property
- Parcels
- A-1
- A-2
- A-3
- R-1
- R-9

APPENDIX 5



- Legend
- Contours and Water Cou...
  - Legal
  - Official Community Plan
  - Other Planning
  - Public
  - Sanitary System
  - Storm System
  - Water System
  - Orthos



Proposed  
carriage house

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Item 24.1

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4492 be read a third and final time.

[ZON-1228; Wild Blue Developments Ltd./Franklin Engineering Ltd.; 2220 10 Street SW; R-1 and A-2 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. 4492

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on April 11, 2022 at the hour of 7:00 p.m. was published in the March 30, 2022 and April 6, 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan KAP57942 from R-1 (Single Family Residential Zone) and A-2 (Rural Holding 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. 4492"

READ A FIRST TIME THIS                      28                      DAY OF                      March                      2022

READ A SECOND TIME THIS                      28                      DAY OF                      March                      2022

READ A THIRD TIME THIS    DAY OF    2022

ADOPTED BY COUNCIL THIS    DAY OF    2022

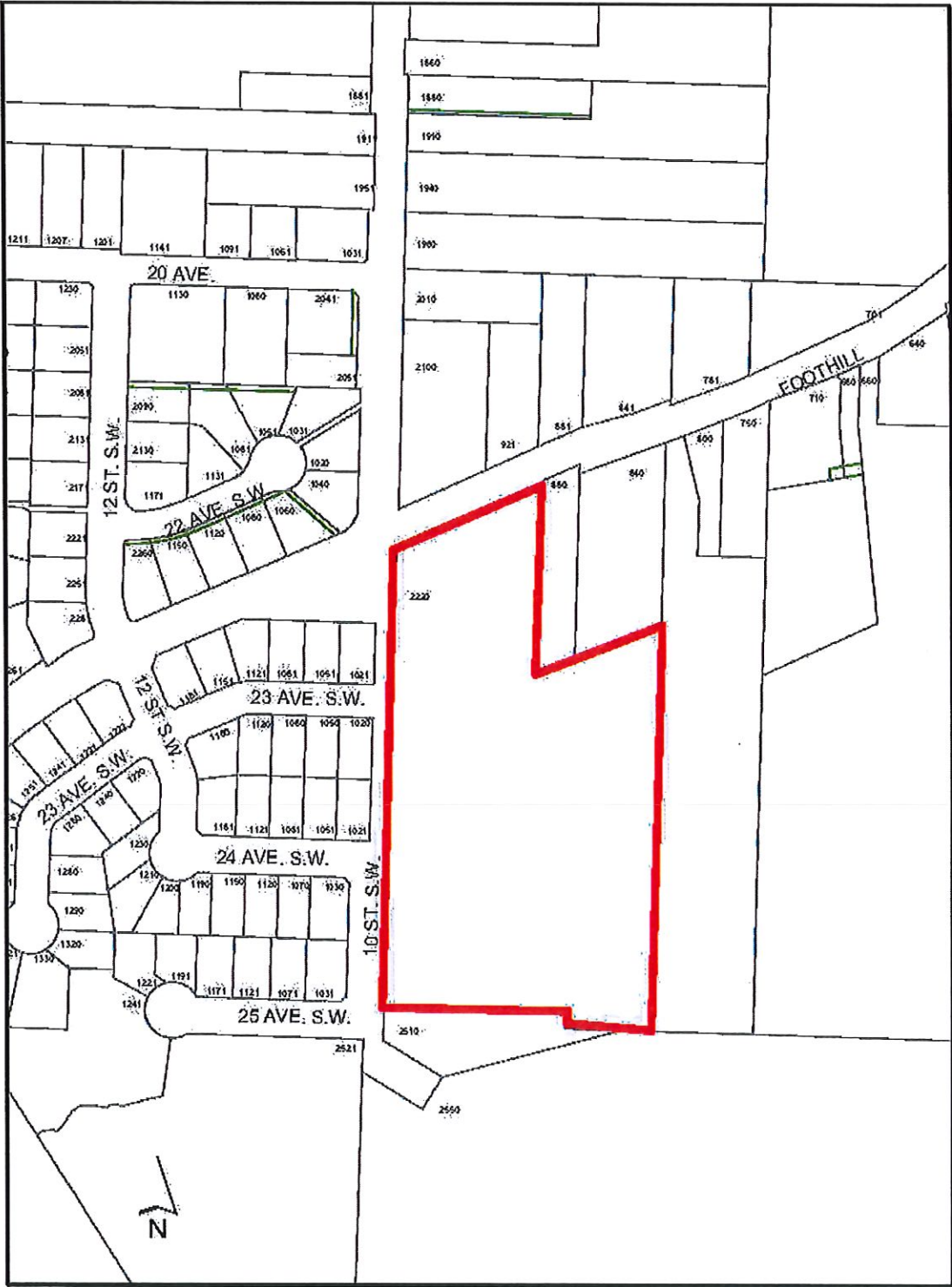
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MAYOR

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CORPORATE OFFICER

Schedule "A"



Item 24.2

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4498 be read a third and final time.

[ZON-1232; Dieleman, P. & J.; 6500 1 Avenue NW; A-2 to A-3]

### Vote Record

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

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

## CITY OF SALMON ARM

### BYLAW NO. 4498

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on April 11, 2022 at the hour of 7:00 p.m. was published in the March 30, 2022 and April 6, 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Remainder Lot B, Section 17, Township 20, Range 10, W6M, KDYD, Plan EPP96461 Except Plan EPP115380 from A-2 (Rural Holding Zone) to A-3 (Small Holding 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. 4498"**

READ A FIRST TIME THIS                      28                      DAY OF                      March                      2022

READ A SECOND TIME THIS                      28                      DAY OF                      March                      2022

READ A THIRD TIME THIS    DAY OF    2022

ADOPTED BY COUNCIL THIS    DAY OF    2022

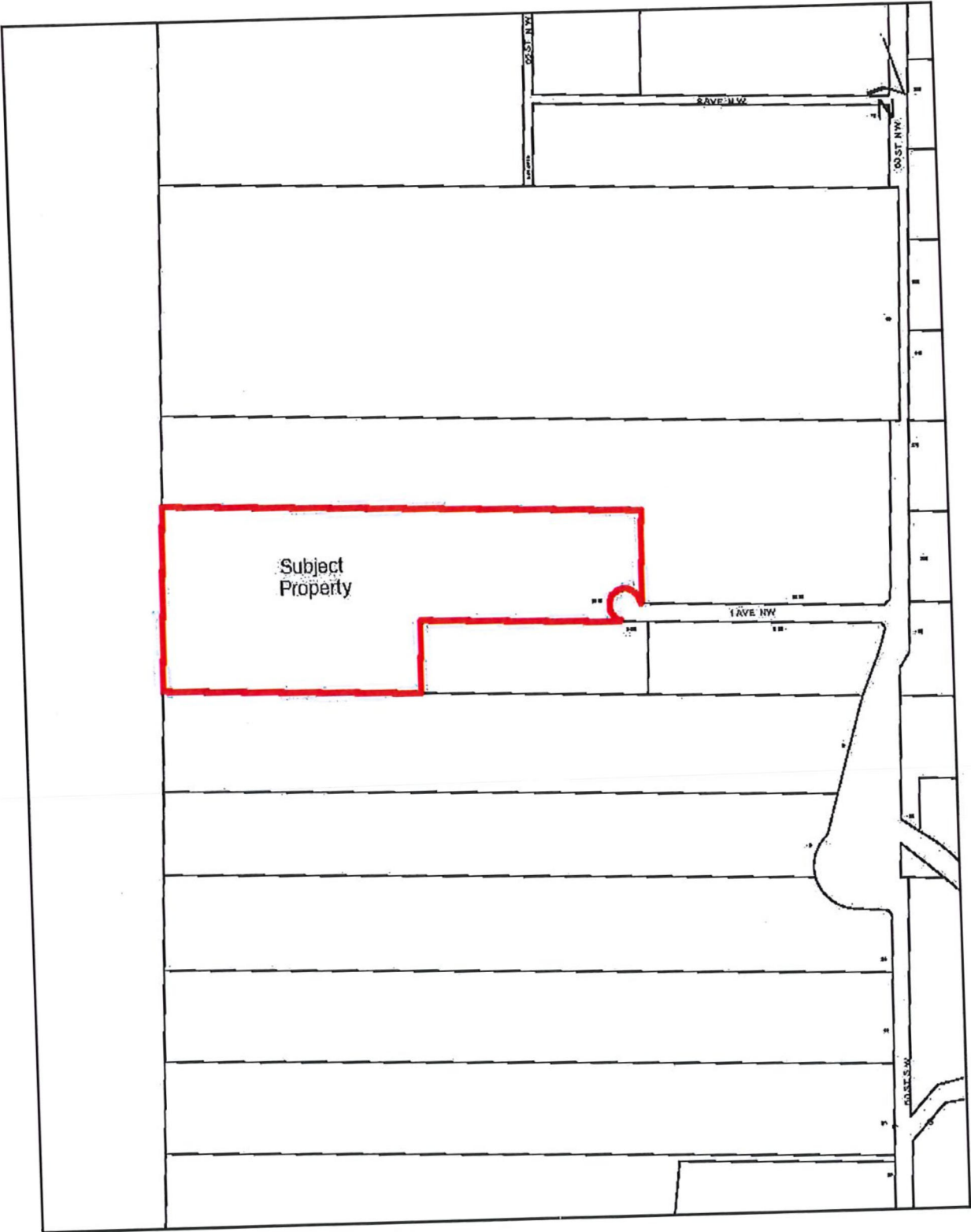
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MAYOR

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CORPORATE OFFICER

Schedule "A"



Item 24.3

## CITY OF SALMON ARM

Date: April 11, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4506 be read a third and final time.

[ZON-1235; Bickle, J. & J.; 1241 25 Avenue SW; R-1 and R-9 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. 4506

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on April 11, 2022 at the hour of 7:00 p.m. was published in the March 30, 2022 and April 6, 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045 from R-1 (Single Family Residential Zone) and R-9 (Estate 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. 4506"

READ A FIRST TIME THIS 28 DAY OF March 2022

READ A SECOND TIME THIS 28 DAY OF March 2022

READ A THIRD TIME THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

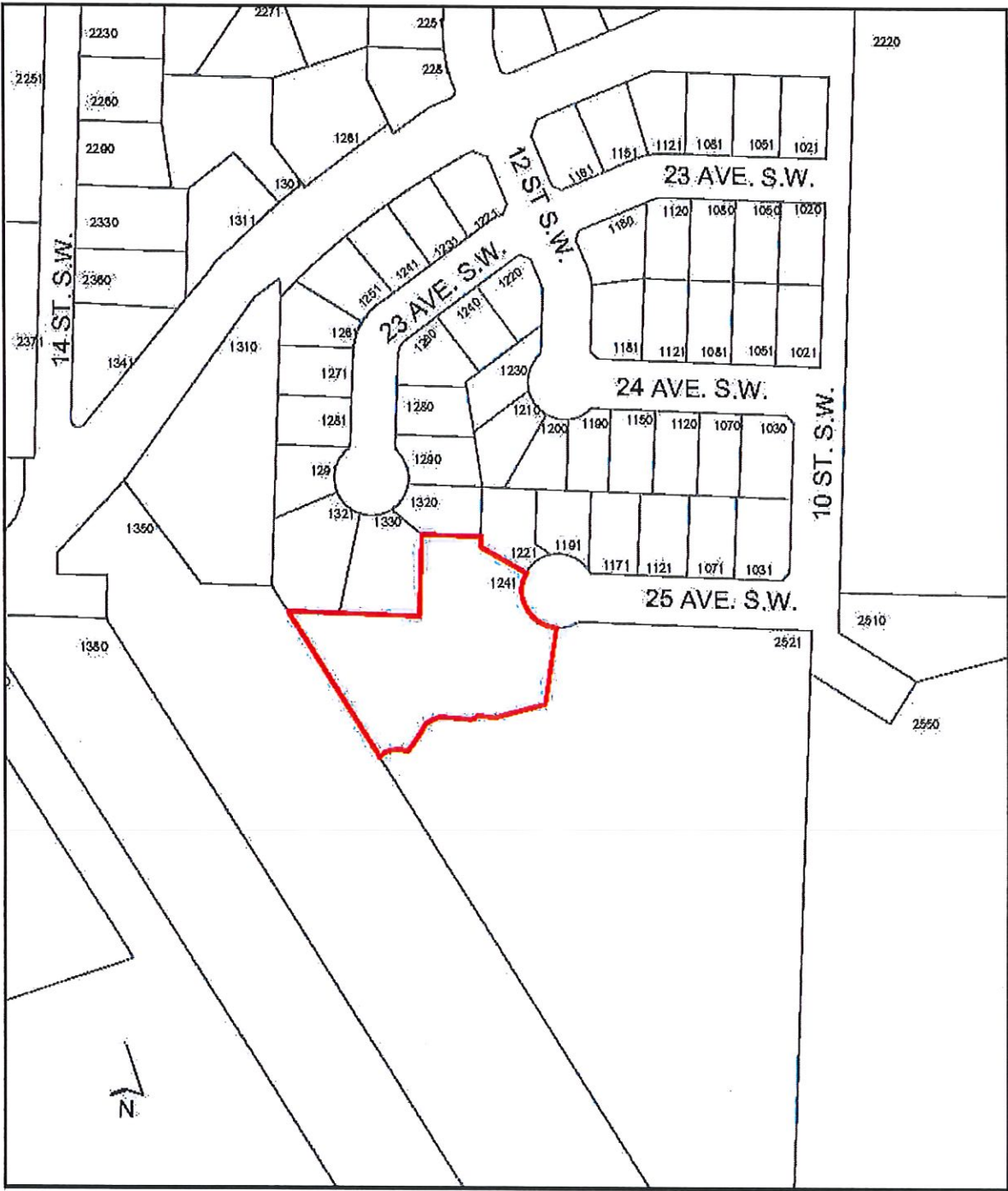
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MAYOR

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CORPORATE OFFICER

Schedule "A"



Item 26.

**CITY OF SALMON ARM**

Date: April 11, 2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of April 11, 2022, be adjourned.

**Vote Record**

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

Opposed:

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

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