



# AGENDA

## City of Salmon Arm Regular Council Meeting

Monday, March 23, 2020

1:30 p.m.

Meeting Room 100, City Hall

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

**Maximum 50 Persons in Council Chambers**

**Council Chamber of City Hall**

**500 – 2 Avenue NE**

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	1.	CALL TO ORDER
1 – 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3 – 14	1.	Regular Council Meeting Minutes of March 9, 2020
15 – 18	2.	Special Council Meeting Minutes of March 18, 2020
	7.	COMMITTEE REPORTS
19 – 24	1.	Development and Planning Services Committee Meeting Minutes of March 16, 2020
25 – 32	2.	Greenways Liaison Committee Meeting Minutes of January 30, 2020
33 – 36	3.	Court of Revision for the 2020 73 Avenue Water Main Extension Parcel Assessments Meeting Minutes of March 9, 2020
37 – 40	4.	Court of Revision for the 2020 Transportation Parcel Tax Rolls Meeting Minutes of March 9, 2020
41 – 44	5.	Court of Revision for the 2020 Water and Sewer Frontage Tax Rolls Meeting Minutes of March 9, 2020
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. **STAFF REPORTS**
  - 45 – 48 1. Director of Engineering and Public Works – Project Award – TCH – Water Main & Sanitary Replacement
  - 49 – 52 2. Acting Chief Financial Officer – 2019 Yearend Surplus – For Information
10. **INTRODUCTION OF BYLAWS**
  - 53 – 100 1. 2019 Final Budget
    - a. City of Salmon Arm 2019 – 2023 Financial Plan Bylaw No. 4380 – First, Second and Third Readings
    - b. City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4382 – First, Second and Third Readings
    - c. City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4383 – First, Second and Third Readings
    - d. City of Salmon Arm Development Cost Charge Parks Reserve Fund Expenditure Bylaw No. 4384 – First, Second and Third Readings
    - e. City of Salmon Arm Community Center Major Maintenance Reserve Fund Expenditure Bylaw No. 4385 – First, Second and Third Readings
    - f. City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4386 – First, Second and Third Readings
    - g. City of Salmon Arm Development Cost Charge Sewer Reserve Fund Expenditure Bylaw No. 4387 – First, Second and Third Readings
  - 101 – 114 2. City of Salmon Arm Zoning Amendment Bylaw No. 4373 [ZON1167; Domo Holdings Ltd.; 2761 & 2771 30 Avenue NE; R-1 to R-8] – First and Second Readings
11. **RECONSIDERATION OF BYLAWS**
  - 115 – 118 1. City of Salmon Arm Parks Regulation Amendment Bylaw No. 4379 – Final Reading
12. **CORRESPONDENCE**
  - 119 – 120 1. Informational Correspondence
  - 121 – 132 2. S. Witzky, ALIB Councillor, L. Chrisholm, Project Coordinator/Storyboard Assistant and J. Brett, Technical Lead – letter received March 11, 2020 – Secwépemc Landmarks Letter of Request
13. **NEW BUSINESS**
14. **PRESENTATIONS / DELEGATIONS**
15. **COUNCIL STATEMENTS**
16. **SALMON ARM SECONDARY YOUTH COUNCIL**
17. **NOTICE OF MOTION**
18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

- 133 - 140      **19.            OTHER BUSINESS**  
                    1.            Community Emergency Preparedness Fund Evacuation Route  
                                 Planning – 2020 Application

**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>
141 - 162	1.	Development Variance Permit Application No. VP-511 [Nova Capital Ltd./McDiarmid, I.; 870 10 Street NE; Servicing]
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	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
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Item 2.

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

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

### Vote Record

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

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

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Item 6.1

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Regular Council Meeting Minutes of March 9, 2020, 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 commenced in Room 100 at 1:30 p.m. and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Monday, March 9, 2020.

### PRESENT:

Deputy Mayor D. Cannon  
 Councillor C. Eliason  
 Councillor K. Flynn  
 Councillor S. Lindgren (entered the meeting at 3:50 p.m.)  
 Councillor L. Wallace Richmond

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

### ABSENT:

Mayor A. Harrison  
 Councillor T. Lavery

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0078-2020                      Moved: Councillor Wallace Richmond  
                                       Seconded: Councillor Eliason  
                                       THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:31 p.m.  
 Council returned to Regular Session at 1:33 p.m.  
 Council recessed until 2:30 p.m.

### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. **REVIEW OF AGENDA**

Addition of item 13.1 Mayor's Round Table Meeting - Future of Housing Supply and Affordability March 20, 2020.

Addition under item 19.1.a Generator Reduction Program Grant Request Summary.

5. **DISCLOSURE OF INTEREST**

Councillor Flynn declared a conflict of interest with item 12.1.9 as his son is the President/Commissioner of the Salmon Arm Slow-Pitch League.

6. **CONFIRMATION OF MINUTES**

1. **Regular Council Meeting Minutes of February 24, 2020**

0079-2020

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of February 24, 2020, be adopted as circulated.

**CARRIED UNANIMOUSLY**

7. **COMMITTEE REPORTS**

1. **Development and Planning Services Committee Meeting Minutes of March 2, 2020**

0080-2020

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of March 2, 2020, be received as information.

**CARRIED UNANIMOUSLY**

2. **Downtown Parking Commission Meeting Minutes of February 25, 2020**

0081-2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Downtown Parking Commission Meeting Minutes of February 25, 2020, be received as information.

**CARRIED UNANIMOUSLY**

8. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

1. **Board in Brief – February, 2020**

Received for information.

9. **STAFF REPORTS**

1. **Director of Development Services – Downtown Parking Pay Stations – Budget Amendment and Award**

0082-2020

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the 2020 Budget contained within the 2020 – 2024 Financial Plan Bylaw be amended to reflect the transfer of \$40,000.00 from the General parking Reserve to fund:

1. the purchase of three (3) "Pay by Plate" parking pay stations,
2. the installation of three (3) parking pay stations, and
3. the purchase of one (1) "tables" to read the stations.

AND THAT: Council approve the award for the purchase of three (3) new parking pay stations, as listed in item 1. Above to Mackay Meters for the quotes price of \$21,365.00 including taxes.

M. Roy, Manager of Permits and Licensing, was available to answer questions from Council.

CARRIED UNANIMOUSLY

2. **Director of Engineering and Public Works – 2020/2021/2022 Traffic Line & Airport Marking – Award**

0083-2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council accept the quote received from Line West Ltd., to undertake the Traffic Line Markings & Airport Marking Program for the three (3) year term 2020, 2021, 2022 in accordance with the unit prices quoted as follows:

- 2020 - \$42,554.00 plus applicable taxes;
- 2021 - \$42,554.00 plus applicable taxes; and
- 2022 - \$42,554.00 plus applicable taxes.

CARRIED UNANIMOUSLY

3. **Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #35 Mechanical Street Sweeper**

0084-2020

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Mechanical Street Sweeper' in the amount of \$38,000.00 which includes the additional funds, PST, additional warranty and miscellaneous costs for radio purchase, etc. reallocated from funds from the Equipment Reserve Fund;

AND THAT: Council approve the purchase of the replacement of Unit #35 – Mechanical Street Sweeper, from Kendrick Equipment for the quoted amount of \$313,660.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

9. STAFF REPORTS – continued

4. Director of Corporate Services – Afternoon portion of Regular Council Meeting at Salmon Arm Secondary on June 8, 2020

0085-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the afternoon portion of the Regular Council Meeting of June 8, 2020 be held at the Salmon Arm Secondary Sullivan Campus in the theatre.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Parks Regulation Amendment Bylaw No. 4376 – Final Reading and City of Salmon Arm Parks Regulation Amendment Bylaw No. 4379 – First, Second and Third Readings [Dogs on Leash; Shuswap Memorial Cemetery]

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Parks Regulation Amendment Bylaw No. 4376 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Parks Regulation Amendment Bylaw No. 4379 be read a first, second and third time.

The Motion was split:

0086-2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Parks Regulation Amendment Bylaw No. 4376 be read a final time.

DEFEATED UNANIMOUSLY

0087-2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Parks Regulation Amendment Bylaw No. 4379 be read a first, second and third time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

## 12. CORRESPONDENCE

### 1. Informational Correspondence

7. T. Peasgood, Salty Street Festival Organizing Committee - letter dated February 10, 2020 – Salty Dog Street Festival, May 9, 2020/ Street Closure 7:00 a.m. to 5:00 p.m.

0088-2020

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council authorize the street closure of the 100 and 200 blocks of Hudson Avenue, between Shuswap Street and Alexander Street, including the portion of McLeod Street from Hudson Avenue to the alley south from 7:00 a.m. to 5:00 p.m. on May 9, 2020, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

3. R. Williams, Director, Shuswap Vintage Car Club - letter dated February 21, 2020 – Annual Car Event

0089-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Council approved the Shuswap Dance Society to provide dancing entertainment and concession at the Shuswap Vintage Car Club Show on July 11, 2020, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

15. S. Niven, Associate, Fund Development, Cystic Fibrosis Canada - email dated February 20, 2020 – May is Cystic Fibrosis Awareness Month

0090-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council direct staff to place blue and green lights in the bollard at City Hall for the month of May 2020, recognition of Cystic Fibrosis Awareness Month.

CARRIED UNANIMOUSLY

## 13. NEW BUSINESS

1. Mayor's Round Table Meeting - Future of Housing Supply and Affordability March 20, 2020

0091-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Council approve Councillor Eliason to attend the Mayor's Round Table Meeting - Future of Housing Supply and Affordability on March 20, 2020 in Kelowna, BC;

AND THAT: the per diem and mileage costs be allocated from 2020 Council Initiatives.

CARRIED UNANIMOUSLY



**15. COUNCIL STATEMENTS****16. SALMON ARM SECONDARY YOUTH COUNCIL****1. Ashley Jensen – Proposed Change to Bus Route #3**

Ashley Jensen outlined the proposed change to Bus Route #3. She was available to answer questions from Council.

**2. Christina Thomas and Emma Brennan – Lieutenant Governor Update**

Emma Brennan provided an update that the Lieutenant Governor will not be visiting Salmon Arm. She was available to answer questions from Council.

The Meeting recessed at 3:30 p.m.

The Meeting reconvened at 3:50 p.m.

Councillor Lindgren entered the meeting at 3:50 p.m.

**19. OTHER BUSINESS****1. Salmon Arm Folk Music Society – Hydro Service to Fairground Funding Request – Councillor Cannon****a. Generator Reduction Program Grant Request Summary**

0092-2020

Moved: Deputy Mayor Cannon

Seconded: Councillor Eliason

THAT: the amount of \$64,000.00 be allocated to the Salmon Arm Folk Music Society to complete Phase 3 – Low Profile Transformer to four (4) Service Kiosks for the property at 471 10 Avenue SW funded from Climate Action Reserve in the 2020 Budget.

CARRIED UNANIMOUSLY

**14. PRESENTATIONS****1. Ron Langridge, President, Lindsay Wong, Manager, and Jennifer Broadwell, Events Coordinator, Downtown Salmon Arm – Downtown Salmon Arm Update**

Ron Langridge, President, Lindsay Wong, Manager, and Jennifer Broadwell, Events Coordinator, Downtown Salmon Arm provided an overview of the 2019 Year End Financials and overview of the events held by Downtown Salmon Arm during the 2019 year. They were available to answer questions from Council.

**2. Darby Boyd, General Manager and Randy Rusjan, Operations Manager, Shuswap Recreation Society – Shuswap Recreation Society Operations**

Darby Boyd, General Manager and Randy Rusjan, Operations Manager, Shuswap Recreation Society provided an update on the Shuswap Recreation Society operations and was available to answer questions from Council.

12. CORRESPONDENCE – continued

1. Informational Correspondence – continued

Councillor Flynn declared a conflict of interest and left the meeting at 4:38 p.m.

9. C. Bartsch; President/Commissioner, Salmon Arm Slow-Pitch League – letter dated March 3, 2020 – ‘Jox Box’ Batters Boxes

0093-2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council direct staff to work with Salmon Arm Slow-Pitch League on the installation of the Jox Box at Mosquito Park.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 4:40 p.m.

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.

The Meeting recessed at 4:40 p.m.

The Meeting reconvened at 7:04 p.m.

PRESENT:

Deputy Mayor D. Cannon  
Councillor C. Eliason  
Councillor K. Flynn  
Councillor S. Lindgren  
Councillor L. Wallace Richmond

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

ABSENT:

Mayor A. Harrison  
Councillor T. Lavery

**21. SPECIAL PRESENTATION****1. BC Winter Games Ringette Gold Medal Champions - Thompson - Okanagan ZONE 2**

Council presented Mallory Puddifant, Ryann Decker, Ava Hawrys and Cathy Lipsett with certificates in recognition of the BC Winter Games Ringette Gold Medal Champions - Thompson - Okanagan ZONE 2.

**22. DISCLOSURE OF INTEREST****23. HEARINGS****1. City of Salmon Arm Development Variance Permit Application No. VP-510 [Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; Servicing]**

0094-2020

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-510 be authorized for issuance for that part of the NE ¼ of Section 10 included in plan attached to absolute fees parcel book volume 5, folio 614; Township 20, Range 10, W6M, KDYD, which will vary Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Section 4.0 - waive all City of Salmon Arm works and services requirements;

AND THAT: Issuance of Development Variance Permit No. 510 be withheld subject to registration of a Section 219 Land Title Act Covenant on titles stipulating the following:

1. No further subdivision or development of Proposed Lot 1, Plan EPP99304 or the Remainder until fully serviced to City of Salmon Arm Standards; and
2. No development on Proposed Lot 1, Plan EPP99304 until fencing is adequately installed along the ALR boundary, in a phased manner and to be approved by a future Development Permit.

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

Submissions were called for at this time.

W.H. Laird, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:12 p.m. and the Motion was:

CARRIED UNANIMOUSLY

23. HEARINGS – continued

2. Development Permit Application No. DP-423 [628746 BC Ltd./Laird, B.; 521 10 Street SW; Highway Service/Tourist Commercial]

0095-2020

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Development Permit No. 423 be authorized for issuance for Lot 5, Section 15, Township 20, Range 10, W6M, KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 and EPP40251 (521 10 Street SW) in accordance with the elevations and site plan attached in Appendix 3 of the Staff Report dated February 11, 2020;

AND THAT: Issuance of Development Permit No. DP-423 be withheld subject to the receipt of an irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of landscaping.

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

Submissions were called for at this time.

W.H. Laird, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:17 p.m. and the Motion was:

CARRIED UNANIMOUSLY

3. Development Variance Permit Application No. VP-509 [Fisher, A. & B.; 4540 72 Avenue NE; Setback Requirements]

0096-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-509 be authorized for issuance for Lot 6, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.2 – reduce the minimum setback of the principal building from the rear parcel line from 6.0 metres to 4.45 metres as shown in Schedule “A” of the Staff Report dated February 25, 2020.

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

Submissions were called for at this time.

B. Fisher, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:20 p.m. and the Motion was:

CARRIED UNANIMOUSLY

**24. STATUTORY PUBLIC HEARINGS****1. City of Salmon Arm Zoning Amendment Application No. ZON-1166 [Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; A-1 and R-1 to C-3]**

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

Submissions were called for at this time.

W.H. Laird, the applicant, was available to answer questions from Council.

P. Pudwell, on behalf of his mother located at 10 – 1231 10 Street SW, spoke to concerns with increased noise, potential future operations, and property values.

P. Pudwell, on behalf of his mother located at 10 – 1231 10 Street SW, asked questions regarding the proposed fence along the ALC boundary.

Staff confirmed that another notification process would ensue if and when a Development Permit application is made for the subject property.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:38 p.m. and the next item ensued.

**2. City of Salmon Arm Zoning Amendment Application No. ZON-1165 [628746 BC Ltd./Laird, B.; 521 10 Street SW; C-7 to C-3]**

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

Submissions were called for at this time.

W.H. Laird, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:40 p.m. and the next item ensued.

**3. City of Salmon Arm Zoning Amendment Application No. ZON-1168 [Roodzant, J.; 2351 60 Street NW; A-2 to A-3]**

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

Submissions were called for at this time.

J. Roodzant, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:41 p.m. and the next item ensued.

25. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4372 [ZON-1166; Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; A-1 and R-1 to C-3] – Third Reading

0097-2020

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4372 be read a third time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4370 [ZON-1165; 628746 BC Ltd./Laird, B.; 521 10 Street SW; C-7 to C-3] – Third Reading

0098-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4370 be read a third time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4374 [ZON-1168; Roodzant, J.; 2351 60 Street NW; A-2 to A-3] – Third and Final Readings

0099-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4374 be read a third and final time.

CARRIED UNANIMOUSLY

26. QUESTION AND ANSWER PERIOD

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

27. ADJOURNMENT

0100-2020

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of March 9, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:47 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the      day of      , 2020.

\_\_\_\_\_  
MAYOR

Item 6.2

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Special Council Meeting Minutes of March 18, 2020, be adopted as circulated.

### Vote Record

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

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

## SPECIAL COUNCIL

Minutes of a Special Meeting of Council of the City of Salmon Arm commenced in Room 100 at 7:00 a.m. and reconvened in the Council Chamber of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia at 8:00 a.m. on Wednesday, March 18, 2020.

### PRESENT:

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

Chief Administrative Officer C. Bannister  
 Director of Corporate Services E. Jackson  
 Director of Development Services K. Pearson  
 Acting Chief Financial Officer T. Tulak  
 City Engineer J. Wilson  
 Fire Chief B. Shirley  
 Shuswap Recreation Society General Manager D. Boyd  
 Shuswap Recreation Society Operations Manager R. Rusjan  
 Manager of Human Resources S. Wood  
 Recorder C. Simmons

### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 7:00 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. IN-CAMERA SESSION

0101-2020

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 7:00 a.m.  
 Council returned to Regular Session at 8:09 a.m.  
 Council recessed until 8:26 a.m.



4. ADOPTION OF AGENDA

5. OTHER BUSINESS

1. Facilities Response to COVID-19

0102-2020

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize the closure of the following City-owned facilities to the public, effective March 19, 2020 at 8:00 a.m.:

- SASCU Recreation Centre;
- Shaw Centre Arena;
- Little Mountain Field House;
- Memorial Arena Indoor Sports Complex;
- City Hall;
- Public Works; and
- Fire Halls.

AND THAT: the following City owned facilities will be open for business via alternate means (telephone and email) with the regular staff complement, as determined by the Chief Administrative Officer as the situation evolves:

- SASCU Recreation Centre;
- Shaw Centre Arena;
- City Hall;
- Public Works; and
- Fire Halls.

Amendment:

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council authorize the closure of the following City-owned/ leased buildings/properties to the public, effective end of business Friday, March 20, 2020:

- 5th Avenue Seniors Activity Centre;
- Senior Citizens Drop-In Centre: Hudson Avenue;
- Salmon Arm Arts Centre;
- Salmon Arm Tennis Club;
- Salmon Arm Curling Centre;
- RJ Haney Heritage Village and Museum;
- Salmon Arm Lawn Bowling Club; and
- Salmon Arm Horseshoe Club.

CARRIED UNANIMOUSLY

Motion as Amended:

CARRIED UNANIMOUSLY

Note: the Fire Hall and Public Works facilities currently have no public attending.

6. ADJOURNMENT

0103-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Special Council Meeting of March 18, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:26 a.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the     day of     , 2020.

Item 7.1

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of March 16, 2020, 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 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, **March 16, 2020.**

**PRESENT:**

Mayor A. Harrison  
Councillor D. Cannon  
Councillor C. Eliason  
Councillor T. Lavery  
Councillor S. Lindgren  
Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister  
Director of Corporate Services E. Jackson  
City Engineer J. Wilson  
Senior Planner S. Beeching  
Recorder B. Puddifant

**ABSENT:**

Councillor K. Flynn

**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**

Item 5.2 City of Salmon Arm Zoning Amendment No. ZON-1169 [Browne Johnson Land Surveyors; 710 10 Street SW; R-1 to R-5] was removed from the agenda.

**4. DISCLOSURE OF INTEREST**

## 5. REPORTS

1. City of Salmon Arm Zoning Amendment No. ZON-1167 [Domo Holdings Ltd.; 2761 & 2771 30 Avenue NE; R-1 to R-8]

Moved: Councillor Eliason

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 Zoning Bylaw No. 2303 by rezoning Lots A & B, Section 25, Township 20, Range 10, W6M. KDYD, Plan EPP70445 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment No. ZON-1169 [Browne Johnson Land Surveyors; 710 10 Street SW; R-1 to R-5]

Removed from the agenda.

3. Development Variance Permit Application No. VP-511 [Nova Capital Ltd./McDiarmid, I.; 870 10 Street NE; Servicing]

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-511 be authorized for issuance for lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 10397 which will vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 for the subdivision and development of a single family dwelling and secondary suite (or detached suite) as permitted under the current R-8 Residential Suite Zone regulations as follows:

1. Waive the requirement for road dedication along the lane frontage of the subject property;
2. Waive the requirement for road dedication along the 9 Avenue NE frontage of the subject property; and
3. Waive the requirement to upgrade the sanitary sewer main.

I. McDiarmid the agent, outlined the application and was available to answer questions from the Committee.

### Amendment:

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Items 1. and 2. be deleted in their entirety and Item 3. be read as follows:

3. Waive the requirement to upgrade the sanitary sewer main on payment of a 50% cash in lieu contribution.

5. **REPORTS - continued**

The Amendment was split

Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: Item 1. be deleted in its entirety.

CARRIED UNANIMOUSLY

Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: Item 2. be deleted in its entirety.

CARRIED UNANIMOUSLY

Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: Item 3 read as follows:

3. Waive the requirement to upgrade the sanitary sewer main on payment of a 50% cash in lieu contribution.

CARRIED

Councillors Lavery and Lindgren Opposed

Motion as Amended:

CARRIED

Councillor Lindgren Opposed

4. **Development Variance Permit Application No. VP-512 [Murray Campbell, A.; 3631 40 Street SE; Fire Hydrant]**

Moved: Councillor Eliason  
 Seconded: Councillor Wallace Richmond  
 THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-512 be authorized for issuance for the North ½ of Legal Subdivision 11 of Section 6, Township 20, Range 9, W6M, KDYD to vary Subdivision and Development Servicing Bylaw No. 4163 and waive the requirement to install a fire hydrant to the minimum 300 meter spacing.

A. Murray Campbell, the applicant, outlined the application and was available to answer questions from the Committee.

DEFEATED UNANIMOUSLY

6. PRESENTATIONS

1. Brian Howard – Alexander Street Conversion to Walking Street

Brian Howard outlined his proposal to convert Alexander Street to a walking street from Lakeshore Drive NE to Hudson Avenue NE from May 1 to October 15. He was available to answer questions from the Committee.

The Committee recommends that Mr. Howard present the proposal to Downtown Salmon Arm.

7. FOR INFORMATION

8. IN CAMERA

9. LATE ITEMS

10. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of March 16, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:01 a.m.

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Mayor Alan Harrison  
Chair

Minutes received as information by Council  
at their Regular Meeting of \_\_\_\_\_, 2020.

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Item 7.2

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Greenways Liaison Committee Meeting Minutes of January 30, 2020, be received as information.

### Vote Record

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

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

# CITY OF SALMON ARM

Minutes of the Greenways Liaison Committee (GLC) Meeting held in Room 101 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on Thursday, January 30, 2020 at 3:00 p.m.

## PRESENT:

Tim Lavery, Chair  
 Brian Browning, Shuswap Trail Alliance  
 Anita Ely, Interior Health  
 Joan Mitchell, Shuswap Trail Alliance  
 Rob Bickford, Citizen at Large  
 Steve Fabro, Citizen at Large  
 Joe Johnson, Citizen at Large

Phil McIntyre-Paul, Shuswap Trail Alliance (non-voting)  
 Chris Larson, City of Salmon Arm, Planning & Development Officer, Recorder

Regrets: Darin Gerow, City of Salmon Arm, Manager of Roads & Parks

The meeting was called to order at 3:07 p.m.

1. **Introductions**
2. **Presentations**
3. **Approval of Agenda and Additional Items**  
 A late item was added regarding CRI Funding.

Moved: Rob Bickford  
 Seconded: Steve Fabro

THAT: the agenda for the Greenways Liaison Committee Meeting of January 30, 2020 be so approved.

**CARRIED UNANIMOUSLY**

4. **Approval of Minutes of December 5, 2019 Greenways Liaison Committee Meeting**

Moved: Joan Mitchell  
 Seconded: Brian Browning

THAT: the minutes of the Greenways Liaison Committee Meeting of December 5, 2019 be approved as circulated.

**CARRIED UNANIMOUSLY**

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

none

**6. New Business****1. STA Update - Planning and Projects**

The STA presented on many projects outlining a summary from 2019 and projects in progress for 2020 (Attachment 1). Early reports indicate that spring clean-up is expected to be extensive.

Related to the Hillcrest Greenway, a "Compatible Use Agreement" with BC Hydro is under review by City staff, which would enable trail development on BC Hydro land adjacent to 5-corners. It was noted that trail alignments forced over steeper slopes adjacent to recent development would trigger the need for stairs, which would increase costs involved. This would require consideration for the 2021 (or future) budget.

**2. School District Trails - Update**

The STA has facilitated discussion with the School District and recently presented project plans to the School District Board. Response was supportive. Next steps are to be confirmed, with some agreement required to move forward. Any budget would be requested for 2021.

**3. West Bay Trail**

A signing ceremony is scheduled for January 31, 2020 related to the West Bay Connector. There are additional ongoing conversations regarding other segments of the Heritage Trail, including adjacent the Jackson campus and Hany Heritage Village.

**7. Other Business &/or Updates****1. Mt Ida Forestry Road**

The private property owner has gated access to the Mt Ida Forestry Service Road. This is a link for recreational access. Staff have passed written complaints and concerns along to Ministry staff. The Ministry has involved their legal team and the legal discussion is ongoing. There is no suggested timeline for an outcome.

**2. BC Active Transportation Grant**

City staff presented options for the BC Active Transportation Grant to Council. Council directed staff to prepare a submission in support of the Ross Street Underpass, specifically the cycle and pedestrian alignments. IHA is willing to prepare a letter of support.

**3. CRI 2019**

An update on the CRI project was provided, with an indication that beetle-affected trees in the South Canoe area will be targeted. It is anticipated that Little Mountain Park will be looked at in future years.

**4. Active Transportation Task Force**

There was some discussion around the potential need for an Active Transportation Task Force to advance Active Transportation initiatives.

8. Next meeting – Thursday, March 12, 2020, 3 pm

Moved: Steve Fabro

Seconded: Brian Browning

THAT: the Greenways Liaison Committee Meeting of January 30, 2020 be adjourned.

**CARRIED UNANIMOUSLY**

9. The meeting adjourned at 4:23 p.m.

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Endorsed by Meeting Chair

Received for information by Council on the      day of      , 2020

Attachment 1 – STA Updates

# Shuswap Trail Alliance Project Summary: 2019

## City of Salmon Arm: Greenways Project Summary 2019

UPDATED: January 30, 2020 JB



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

Completed City of Salmon Arm Greenways Projects: 2019	Partner Funding	STA Funded	In-Kind	Status		New m	Fix m	Maintain m	Plan m	Signs #
1906 Rubberhead Jump Line			\$7,339.88	in progress	SBikeClub/STA/RSTBC/CanoeFP/Stella Jones	300				3
1921 Rubberhead - General 2019		\$1,199.89	\$3,072.79	in progress	SBikeClub/STA/RSTBC/CanoeFP/Stella Jones					
1921 Rubberhead - General	\$220.00	\$0.00	\$0.00	Invoiced (F)	SCC	700		50000		3
1852 Salmon Arm - 9th Ave NE to Hwy 1 Connector	\$16,129.51	\$0.00	\$6,441.23	Invoiced (F)	City SA PO#46581	220				6
1637 Salmon Arm - Bastion Bypass Greenway - TAMPING				monitoring	City SA PO#42529					1
1864 Salmon Arm - Cress Creek 2018 - SIGNAGE	\$367.77	\$322.87	\$0.00	Invoiced (F)	City SA PO#46441					4
1952 Salmon Arm - Fall Maintenance 2019	\$1,500.66		\$629.48	Invoiced (F)	City SA PO#49939			70475		
1837 Salmon Arm - Foreshore (Raven) Trail - Monitoring 2018	\$765.76	\$0.00	\$55.61	Invoiced (F)	City SA PO#47334/SABNES/Monitoring Advisory					
1937 Salmon Arm - Foreshore (Raven) Trail - Monitoring 2019	\$1,735.09	\$388.42	\$124.26	Invoiced (F)	City SA PO#48729/SABNES/Monitoring Advisory					
1854 Salmon Arm - Gayle Cr/Syphon Falls - West Connector Trail	\$533.87	\$0.00	\$0.00	Invoiced (F)	City SA PO#46443					2
1874 Salmon Arm - Greenway Sign Additions 2018	\$14,694.71	\$0.00	\$2,240.21	Invoiced (F)	City SA PO#47722					79
1863 Salmon Arm - Hillcrest Subdivison Greenways 2018 - SIGNAGE	\$69.00	\$0.00	\$0.00	Invoiced (F)	City SA PO#46440					
1853 Salmon Arm - Rifle Range - Memorial Cemetery Trails - Signage	\$1,008.05	\$0.00	\$32.00	Invoiced (F)	City SA / Students PO#46462					1
1859 Salmon Arm - Rifle Range - Memorial Cemetery Trails - Upper Slope	\$514.40	\$0.00	\$212.55	Invoiced (F)	City SA PO#46463				2000	
1908 Salmon Arm - Spring Maintenance 2019	\$6,346.81	\$0.00	\$914.36	Invoiced (F)	City SA PO#48824			70475		
1861 Salmon Arm - Urban Connectors 2018 - Design-Plan	\$1,838.10	\$0.00	\$120.42	Invoiced (F)	City SA PO#46459				1029	
1907 Salmon Arm - Planning (General) 2019		\$1,611.11	\$722.11	in progress	City SA/Greenways/Stewards					
1938 Salmon Arm - West Bay 2019		\$1,168.42	\$442.15	in progress	City SA/JALIB/NIB/Swz/LSLB/LAMP/CP/MoT/HA					
1902 South Canoe - Parking Development Additional Planning 2019	\$2,000.42	\$140.87	\$1,076.63	Invoiced (F)	City PO#48478 SA/Rec Sites/SC Advisory Partners	350				
1875 South Canoe - Run-Bike Loops	\$4,018.96		\$1,456.84	Invoiced (F)	City PO#47737 SA/Rec Sites/SC Advisory Partners	350				
1916 South Canoe - Upgrades/Planning/Voly - General 2019		\$4,164.60	\$6,443.04	in progress	City SA/Rec Sites/SC Advisory Partners			59000		
1946e South Canoe - Kiddie Climb Trail	\$14,075.91	\$3,361.79	\$2,159.81	in progress	City SA/Rec Sites/SC Advisory partners	2000				
1946d South Canoe - South Climb Trail	\$24,003.80	\$11,109.36	\$11,022.14	in progress	City SA/Rec Sites/SC Advisory partners	3140				
1946f South Canoe - Swayback EQ Trail	\$12,765.08	\$3,097.76	\$1,242.33	in progress	City SA/Rec Sites/SC Advisory partners	834				
<b>2019 Project Total</b>	<b>\$102,587.90</b>	<b>\$26,565.09</b>	<b>\$45,747.84</b>			<b>7894</b>	<b>0</b>	<b>249950</b>	<b>3029</b>	<b>99</b>
<b>Combined Value</b>		<b>\$174,900.82</b>								



## Shuswap Trail Alliance Project Summary: 2019

## City of Salmon Arm: Greenways Project Summary 2019

UPDATED: January 30, 2020 JB



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

**Completed City of Salmon Arm Greenways Projects: 2019**

Partner Funding	STA Funded	In-Kind	Status	New m	Fix m	Maintain m	Plan m	Signs #
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Additional Projects of Note for Salmon Arm: 2019				Partner Funding	STA Funded	In-Kind	Status	Partners	New m	Fix m	Maintain m	Plan m	Signs #
	MRDT (Salmon Arm Hotel Tax) Funding - marketing, sign	\$14,520.00	in other tracking	in other tracking	Invoiced (F)	City SA/Hotels/SAEDS/MRDT Cmt							
1944	Canada Summer Jobs 2019	\$16,541.32	\$8,106.78		completed	Gov of Canada							
1950	CSISS Weed Pull 2019	\$1,434.69	\$0.00	\$8.18	Invoiced (F)	CSISS							
1905	Experience Development: Tourism (General)		\$615.44	\$346.03	ongoing	ST/EDS/Operators/TOTA/DestinationBC/STS							
1741	Kela7scen (Mt Ida) Planning		\$84.65	\$45.53	in progress	ALIB/LSLIB/NIB/Splatin/STS/SORE/MFLNRO/CSRD/SA							
1939	LHT - General		\$805.25	\$854.03	in progress	STA/Rec Sites Trails/CitySA/CanceoFP							
1946a	LHT - Southern Approach (Ida View)	\$16,017.60		\$7,439.89	completed	STA/Rec Sites Trails/CitySA/CanceoFP/BCRDP	12250						
1846	Secwepemc Landmarks Concept	\$8,243.16	\$2,551.95	\$3,874.71	completed	STS Lakes Division/CSA/ArtsC/ST							
1920	Shuswap Regional Trail Strategy Roundtable 2019	\$5,484.40		\$1,339.32	in progress	Various/Rec Sites/CSRD/ST/Lks Dln/Fraser Basin/IHA, WO-18-230-079							
1920	Shuswap Regional Trail Strategy Roundtable 2019	\$1,500.00	\$0.00	\$0.00	Invoiced (P)	Various/Rec Sites/CSRD/ST/Lks Dln/Fraser Basin/IHA, WO-18-230-079							
1932	Trail Guide Update 2019 - MTB (mini guide)	\$7,800.18	\$2,851.61	\$684.97	completed	SA-MRDT/ST/STA/CSRD GIS/SBClub							
1948	Trail Guide Update - Paddle Mini-Guide (Blueways)	MRDT			in progress								
1904	Trail Guide & Website update 2019 (MRDT)	MRDT			completed	SA-MRDT							
1910	Volunteer (Stewards/Crew) Training 2019	\$3,500.00	\$4,974.87	\$1,664.74	Report (F)	SCF/STA/BCRDP							
<b>2019 Additional Projects of Note Total</b>				<b>\$75,041.35</b>	<b>\$19,990.55</b>	<b>\$16,257.39</b>			<b>12250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Combined Value</b>				<b>\$111,289.30</b>									

Pending City of Salmon Arm Greenways Projects: 2020				Partner Funding	STA Funded	In-Kind	Status	Partners	New m	Fix m	Maintain m	Plan m	Signs #
1530	Salmon Arm - Bike (& School) Connectors Plan	\$2,058.95			in progress	City SA PO#40218							
1958	Salmon Arm - Brautigan Subdivision Signage	\$1,181.69			in progress	Mike Brautigan							
1858	Salmon Arm - Hillcrest Subdivision Greenways 2018	\$17,635.99			in progress	City SA PO#46439							
<b>2020 Pending Projects Total</b>				<b>\$18,817.68</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Combined Value</b>				<b>\$18,817.68</b>									

**Salmon Arm Projects 2020 – To-Date**

Updated: January 30, 2020

- South Canoe – fixes and new trails (volunteer)
- South Canoe – Parking Lot
- South Canoe – Learning Shelter
- South Canoe – Kiddie Trails retamp
- South Canoe – Pump Track
- Cemetery Upper Slopes
- Hillcrest Greenway
- Townie Loop Sign Project
- City Greenway Trail Maintenance – spring/fall
- Additional Shuswap Tourism & MRDT sponsored projects – planning, signage, maps, & marketing

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Item 7.3

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Court of Revision for the 2020 73 Avenue Water Main Extension Parcel Assessments Meeting Minutes of March 9, 2020, 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 COURT OF REVISION  
2020 73 AVENUE WATER MAIN  
EXTENSION PARCEL TAX ASSESSMENTS**

Minutes of the Court of Revision for the 2020 73 Avenue Water Main Extension Parcel Assessments held in the Council Chambers of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, March 9, 2020.**

**PRESENT:**

Deputy Mayor D. Cannon  
Councillor C. Eliason  
Councillor K. Flynn  
Councillor S. Lindgren  
Councillor L. Wallace Richmond

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

**ABSENT:**

Mayor A. Harrison  
Councillor T. Lavery

**1. CALL TO ORDER**

Deputy Mayor Cannon called the meeting to order at 7:00 p.m.

**2. ADMINISTRATION OF OATHS**

The oaths for Members of the Court of Revision, as required pursuant to the provisions of Section 204 of the Community Charter, were administered by the Corporate Officer.

**3. COURT OF REVISION FOR 2020 73 AVENUE WATER MAIN EXTENSION - APPEALS**

The Chief Financial Officer addressed the Court advising that no appeals had been received.

Deputy Mayor Cannon called for input from the public.

**4. AUTHENTICATION OF 2019 73 AVENUE WATER MAIN EXTENSION PARCEL TAX ASSESSMENT ROLL**

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: this 73 Avenue Water Main Extension Parcel Tax Assessment Roll, comprised of 6 parcels, is hereby confirmed by the Court of Revision of the City of Salmon Arm, and, except as may be amended on further appeal, is hereby certified to be the "73 Avenue Water Main Extension Parcel Tax Assessment Roll."

CARRIED UNANIMOUSLY

5. ADJOURNMENT

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the 2020 73 Avenue Water Main Extension Parcel Tax Court of Revision be  
adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:01 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Received as information by Council  
on the    day of            , 2020.

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Item 7.4

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: the Court of Revision for the 2020 Transportation Parcel Tax Rolls Meeting Minutes of March 9, 2020, 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 COURT OF REVISION** **2020 TRANSPORTATION PARCEL TAX ASSESSMENTS**

Minutes of the Court of Revision for the 2020 Transportation Parcel Tax Rolls held in the Council Chambers of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, March 9, 2020.**

### **PRESENT:**

Deputy Mayor D. Cannon  
 Councillor C. Eliason  
 Councillor K. Flynn  
 Councillor S. Lindgren  
 Councillor L. Wallace Richmond

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

### **ABSENT:**

Mayor A. Harrison  
 Councillor T. Lavery

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

Deputy Mayor Cannon called the meeting to order at 7:02 p.m.

#### **2. ADMINISTRATION OF OATHS**

The oaths for Members of the Court of Revision, as required pursuant to the provisions of Section 204 of the Community Charter, were administered by the Corporate Officer.

#### **3. COURT OF REVISION FOR TRANSPORTATION PARCEL TAX - APPEALS**

The Chief Financial Officer addressed the Court advising that no appeals had been received.

Deputy Mayor Cannon called for input from the public.

#### **4. AUTHENTICATION OF 2020 TRANSPORTATION PARCEL TAX ASSESSMENT ROLL**

Moved: Councillor Flynn  
 Seconded: Councillor Eliason  
 THAT: this Transportation Parcel Tax Assessment Roll, comprised of 8,518 parcels, is hereby confirmed by the Court of Revision of the City of Salmon Arm and, except as may be amended on further appeal, is hereby certified to be the "Transportation Parcel Tax Assessment Roll".

**CARRIED UNANIMOUSLY**

5. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the 2020 Transportation Parcel Tax Court of Revision be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:03 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Received as information by Council  
on the    day of            , 2020.

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Item 7.5

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Court of Revision for the 2020 Water and Sewer Frontage Tax Rolls Meeting Minutes of March 9, 2020, 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 COURT OF REVISION** **2020 WATER AND SEWER FRONTAGE ASSESSMENTS**

Minutes of the Court of Revision for the 2020 Water and Sewer Frontage Tax Rolls held in the Council Chambers of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, March 9, 2020.**

**PRESENT:**

Deputy Mayor D. Cannon  
 Councillor C. Eliason  
 Councillor K. Flynn  
 Councillor S. Lindgren  
 Councillor L. Wallace Richmond

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

**ABSENT:**

Mayor A. Harrison  
 Councillor T. Lavery

**1. CALL TO ORDER**

Deputy Mayor Cannon called the meeting to order at 7:03 p.m.

**2. ADMINISTRATION OF OATHS**

The oaths for Members of the Court of Revision, as required pursuant to the provisions of Section 204 of the Community Charter, were administered by the Corporate Officer.

**3. COURT OF REVISION FOR WATER AND SEWER - APPEALS**

The Chief Financial Officer addressed the Court advising that no appeals had been received.

Deputy Mayor Cannon called for input from the public.

**4. AUTHENTICATION OF 2020 WATER AND SEWER FRONTAGE TAX ASSESSMENT ROLL**

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: this frontage tax assessment roll, comprised of 7,249 properties for water and 6,280 for sewer, and representing a total taxable frontage of 701,108 feet for water and 484,087 feet for sewer, is hereby confirmed by the Court of Revision of the City of Salmon Arm and, except as may be amended on further appeal, is hereby certified to be the frontage tax assessment roll for Water and Sewer.

**CARRIED UNANIMOUSLY**

5. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the 2020 Water and Sewer Frontage Tax Court of Revision be  
adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:03 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Received as information by Council  
on the    day of                      , 2020.

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Item 9.1

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the TCH – Watermain & Sanitary Replacement Upgrade in the amount of \$35,000.00 funded from PLC Radio Upgrades Project;

AND THAT: Council approve the award of the TCH- Watermain & Sanitary Replacement project to General Assembly Excavating Ltd., in accordance with the terms and conditions of their tender, excluding Optional Sanitary Sewer Works, in the amount of \$351,081.24 plus taxes as applicable.

### Vote Record

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

Opposed:

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



File: 2020-33

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Tim Perepolkin, Capital Works Supervisor

DATE: March 12, 2020

SUBJECT: **PROJECT AWARD – TCH – WATER MAIN & SANITARY REPLACEMENT**

### **STAFF RECOMMENDATION**

**THAT:** The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the TCH – Watermain & Sanitary Replacement Upgrade in the amount of \$35,000.00 funded from PLC Radio Upgrades Project;

**AND THAT:** Council Approve the award of the TCH – Watermain & Sanitary Replacement project to General Assembly Excavating Ltd., in accordance with the terms and conditions of their tender, excluding Optional Sanitary Sewer Works, in the amount of \$351,081.24 plus taxes as applicable.

### **BACKGROUND**

In 2019 design was completed for replacement of a 300mm Cast Iron Water Main between 4<sup>th</sup> Street NE and 10 Street NE on the Trans Canada Highway. Directional drilled installation between 6<sup>th</sup> Street & 10<sup>th</sup> Street was requested by CoSA staff. This allowed installation thru McGuire Lake Park without disruption to the park and removed a large portion of this Water Trunk Main from the Trans Canada Highway.

A small section of sanitary main adjacent the work was included in the design and tendered as optional work. Upon detailed review, including video inspection, staff have determined the sanitary main is in great condition and not in need of upgrading.

An invitation to tender was issued on February 12, 2020 and closed on March 4, 2020, at which time the City received five (5) compliant submissions, with corrected results as follows:

Company	Base 'Water' Amount	Optional 'Sanitary' Amount	Total Tender Amount (excl. taxes)
<b>General Assembly Excavating Ltd.</b>	<b>\$ 351,081.24</b>	<b>\$ 46,640.30</b>	<b>\$ 397,721.54</b>
D. Webb Contracting Ltd.	\$ 410,270.00*	\$ 32,830.00	\$ 443,100.00*
Mounce Construction Ltd.	\$ 418,600.48	\$ 74,607.78	\$ 493,208.26
Mountainside Earthworks Ltd.	\$ 429,363.76	\$ 67,448.07	\$ 496,811.83
Tybo Contracting Ltd	\$ 524,495.00	\$ 64,850.00	\$ 589,345.00
<i>Lawson Engineering Estimate</i>	<i>\$ 305,714.00</i>	<i>\$ 27,660.00</i>	<i>\$ 333,374.00</i>

\*Corrected for unit price extension arithmetic error.

## PROJECT AWARD – TCH – WATER MAIN &amp; SANITARY REPLACEMENT

Page 2

The lowest tendered price is over the approved 2020 Budget of \$350,000 Water & \$45,000 Sewer. Budget amounts include all costs associated with the project including construction works, geotechnical testing and engineering services. Staff estimate an additional \$35,000 will be required to fund this project to completion.

Reallocation of funds from the SCADA PLC Project in the approved 2020 budget is possible due to savings achieved thru competitive bid process. Staff are confident that the funds contained in the 2020 budget are still adequate with reallocation of \$35,000 to this TCH – Water main Replacement Project.

The tender submissions were reviewed and evaluated by the City's project manager, Lawson Engineering & Development Ltd. and in consultation with City staff.

An October 1, 2020 completion date was specified in the tender. General Assembly Excavating Ltd. has provided two construction schedule options, with substantial completion by June 15<sup>th</sup> or October 1<sup>st</sup>. Upon contract award, the contractor will be required to submit a detailed construction schedule conforming to the issued MoTI Permit to Construct before commencing any work on this project.

Respectfully submitted,



per: Robert Niewenhuizen, AScT  
Director of Engineering and Public Works

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Item 9.2

## CITY OF SALMON ARM

Date: March 23, 2020

Acting Chief Financial Officer – 2019 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 17, 2020  
 To: Mayor Harrison and Council  
 From: Tracy Tulak, Acting Chief Financial Officer  
 Subject: 2019 Yearend Surplus

## FOR INFORMATION

The 2019 yearend operating surpluses are summarized below.

### General Revenue Fund - \$323,489.29

The surplus for 2019 is \$793,134.29; however a number of operational projects were not completed and are carried forward to 2020. The projects are listed below:

- Mt. Ida Cemetery - Digitization Project - \$70,000.00;
- Shuswap Memorial Cemetery - Major Maintenance - \$43,000.00;
- Planning and Development Heritage Projects - \$4,000.00
- General - Safety Programs, Communications, GIS Consulting - \$22,500.00;
- Fire - Superior Tanker Shuttle Accreditation - \$5,000.00;
- Environmental - Civic Buildings - Asbestos Assessments, Other - \$28,750.00;
- Transportation - Assessment & Studies - \$32,325.00;
- Transportation - Major Maintenance - \$118,300.00;
- Wharf - Major Maintenance - \$18,170.00;
- Sr. Drop In Centre - Building/Structure - Major Maintenance - \$10,000.00;
- Parks - Greenway Projects & Major Maintenance Projects - \$77,600.00; and
- Police - Major Maintenance - \$40,000.00.

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

- Roadway Surface Maintenance;
- Vandalism;
- Bridges and Other Crossings;
- Transit Services;
- Park and Facility Maintenance;
- Administrative Costs; and
- Increased Transportation Revenue.

### Regional Fire Training Centre - \$6,444.66

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

Mayor Harrison and Council  
Memorandum – 2019 Yearend Surplus

Page 2

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Downtown Parking Specified Area – (\$2,946.95)

The Downtown Parking Specified Area surplus is \$60,353.05; however an update of the Strategic Plan (\$20,000.00) and several major maintenance projects – Gravel Parking Lot (\$8,000.00), Parking Meters (\$5,300.00), Patching and Crack Seal – Parking Lots (\$10,000.00) and Ross Street Parking Lot Crosswalk (\$20,000.00) were not completed and will be carried forward to 2020.

Water Revenue Fund - \$48,688.78

The surplus for 2019 is \$157,688.78; however the Water Conservation / Education operational account (\$14,000.00), Secondary Water Supply Assessment (\$20,000.00), Water Conservation Study (\$25,000.00) and the Zone 2 Pump Station Feasibility Study (\$50,000.00) were not completed and will be carried forward to 2020.

Sewer Revenue Fund – \$191,680.21

The surplus for 2019 is \$196,680.21; however the Liquid Waste Management Plan (\$5,000.00) was not completed and will be carried forward to 2020.

Respectfully Submitted,



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Tracy Tulak, CPA, CMA

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Item 10.1

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor

Seconded: Councillor

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

- a) City of Salmon Arm 2019 – 2023 Financial Plan Bylaw No. 4380;
- b) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4382;
- c) City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4383;
- d) City of Salmon Arm Development Cost Charge Parks Reserve Fund Expenditure Bylaw No. 4384;
- e) City of Salmon Arm Community Center Major Maintenance Reserve Fund Expenditure Bylaw No. 4385;
- f) City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4386; and
- g) City of Salmon Arm Development Cost Charge Sewer Reserve Fund Expenditure Bylaw No. 4387.

### **Vote Record**

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

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




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Date: March 17, 2020  
 To: Mayor Harrison and Members of Council  
 From: Tracy Tulak, Acting Chief Financial Officer  
 Subject: 2019 Final Budget

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**Recommendation:**

- That: Bylaw No. 4380 cited as “City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4380” be given 3 readings;
- And That: Bylaw No. 4382 cited as “City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4382” be given 3 readings;
- And That: Bylaw No. 4383 cited as “City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4383” be given 3 readings;
- And That: Bylaw No. 4384 cited as “City of Salmon Arm Development Cost Charge Parks Reserve Fund Expenditure Bylaw No. 4384” be given 3 readings;
- And That: Bylaw No. 4385 cited as “City of Salmon Arm Community Center Major Maintenance Reserve Fund Expenditure Bylaw No. 4385” be given 3 readings;
- And That: Bylaw No. 4386 cited as “City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4386” be given 3 readings;
- And Further
- And That: Bylaw No. 4387 cited as “City of Salmon Arm Development Cost Charge Sewer Reserve Fund Expenditure Bylaw No. 4387” be given 3 readings.

**Background:**

The 2019 Final Budget requires amendments to reflect Council resolutions and to redirect allocations between budget accounts.

**General Fund:**

**Revenue**

*Property Taxes – Decrease (\$12,000.00)*

Attributed to supplemental assessment changes received during the year (i.e. assessment appeals – largely attributed to Salmon Arm Developments Ltd. and a number of smaller value changes). Offset in part by additional revenue under Conditional Transfer – RCMP Other.

*Municipal Regional District Tax – Increase \$55,000.00*

To reflect actual. Offsets with expenditure for same.

*General Government - Other – Increase \$4,000.00*

To reflect UBCM cost recovery. Offsets with increase to Council Mentorship Program for same.

*Transportation Services*

*Custom Work – Increase - \$95,000.00*

Attributed to work completed by City crews where cost is recoverable. Offsets with increase in expenditures (i.e. Roads, Drainage and Sidewalk Extensions/Replacements). Net revenue has been redirected to the Drainage Reserve.

*Storm Sewer Connections – Increase \$91,900.00*

To reflect actual. Offsets with increase in expenditures (i.e. Roads, Drainage and Sidewalk Extensions/Replacements). Net revenue has been redirected to the Drainage Reserve.

*Road Maintenance - ALIB – Increase \$6,000.00*

To reflect actual.

*Transit – Revenue – Decrease (\$7,000.00)*

To reflect actual.

*Airport Services*

*Gas and Oil Sales – Decrease (\$40,000.00)*

To reflect actual. Largely attributed to an uneventful fire season and temporary runway closure to prepare for Taxiway Charlie. Offsets with costs of fuel and oil and reduced airport operating expenses.

*Environmental Services*

*Solid Waste and Recycling Program – Decrease (\$12,715.00)*

Analyzed and reallocated actual expenses; and balanced with user fees resulting in a transfer from the Solid Waste and Recycling Reserve of \$279,070.00.

*Cemetery Services*

*Shuswap Memorial*

*Burial Grave Liners – Decrease (\$8,360.00)*

To reflect actual. Offset by increased Columbarium Niche Sales noted below.

*Columbarium Niche Sales – Increase \$20,000.00*

To reflect actual. Redirected in part to offset reduced revenue in Burial Grave liners noted above with net revenue transferred to Shuswap Memorial Cemetery Storage Building, Columbarium and Development reserves.

*Recreation and Cultural Services*

*Shaw Centre*

*Labour – Decrease (\$8,550.00)*

To reflect actual. Attributed to position vacancy. Offsets with decrease in expenditures for same.

*SASCU Recreation Centre*

*Labour – Decrease (\$44,585.00)*

To reflect actual. Largely attributed to position vacancy. Offsets with decrease in expenditures for same.

*General Government Services*

*Interest on Taxes – Decrease (\$6,000.00)*

To reflect actual. Offset by additional Road Maintenance – ALIB revenue for same.

*Interest – Net Increase \$64,000.00*

To reflect actual. Interest rate utilized in budget estimates understated and actual reserve balances were higher than originally estimated. Redirected to Recreation Amenities Reserve.

*Climate Action Revenue – Carbon Tax - Increase \$62,000.00*

Provision for carbon tax rebate. Redirected to Reserve for same.

*Building Permit Revenue – Increase \$54,000.00*

To reflect actual. Redirected to Downtown Parking (General) Reserve.

*Wildfire Prevention – Timber Sales – Decrease (\$880,000.00)*

To reflect actual. Offsets with expenditure and net transfer to reserve for same.

*Rentals – Law Courts – Increase \$17,600.00*

To reflect actual. Attributed to increase in facility operating costs compared to the lease agreement base year. Redirected to Law Courts Reserve.

*Rentals – Crown Counsel – Increase \$3,900.00*

To reflect actual. Attributed to increase in facility operating costs compared to the lease agreement base year. Redirected to Law Courts Reserve.

*Rentals – Corrections – Increase \$2,500.00*

To reflect actual. Attributed to increase in facility operating costs compared to the lease agreement base year. Redirected to Law Courts Reserve.

*Rentals – RCMP Building – Increase \$24,500.00*

To reflect actual. Attributed to increase in facility costs and building improvements as per the lease agreement. Redirected to RCMP Building Major Maintenance Reserve.

*Conditional Transfer – RCMP Other – Increase \$10,800.00*

To reflect actual. Attributed to wage subsidy received under the Employment Program of British Columbia. Used to offset in part the reduction in Property Tax revenue.



*Conditional Transfer – Other – Increase \$30,200.00*

To reflect actual. Attributed to supplemental payment of Provincial Emergency Preparedness funds as a result of successful appeal on 2017 Flood costs for \$15,200.00 and ICBC contribution towards Pedestrian Crosswalk Signal Assessment for \$15,000.00 as resolved by Council.

*Conditional Transfer – Regional District - Airport – Decrease (\$22,408.00)*

To reflect proportionate share of reduced airport operational costs. Offsets with expenditures for same.

*Conditional Transfer – Other - Community Child Care Grant – Decrease (\$10,000.00)*

To reflect actual - project has been carried forward to 2020. Offsets with expenditure for same.

*Conditional Transfer – Other - Food Hub Feasibility Grant – Increase \$35,000.00*

To reflect actual. Offsets with expenditure for same.

*Reserves*

*Transfer From Reserve For Unexpended – Increase \$138,655.00*

Attributed to prior year capital projects that were completed under budget. Redirected as follows:

- Pedestrian Crosswalk Signals Assessment – As resolved by Council;
- 4 St Connector – 10 St Reserve;
- Airport – Capital Improvements Reserve;
- Recreation Amenities Reserve; and
- Active Transportation Reserve.

*Transfer From Reserve For Future Expenditure – Decrease (\$14,500.00)*

R.R. Grade Crossing expenditures were lower than anticipated. To eliminate transfer as expenditure for same under budget. See R.R. Grade Crossing below.

*Transfer From Reserve – General - Canada 150 Celebrations – Net Decrease (\$17,500.00)*

To reflect carry forward project - Art Gallery Map of Canada. Offsets with expenditure for same.

*Transfer From Reserve – Strategic Wildfire Plan – Decrease (\$15,000.00)*

Project carried forward to 2020. Offsets with expenditure for same.

*Transfer From Reserve – Affordable Housing – Increase \$63,810.00*

As resolved by Council. To reflect the City's contribution towards the Development Cost Charges attributed to the BC Housing Affordable Housing Project. Funds have been approved to be released at the time of building permit issuance. Remaining contribution \$36,190.00, (\$100,000.00 less \$63,810.00) will be carried forward and included in the 2020 Budget.

*Transfer From Police Operating Reserve – Decrease (\$50,000.00)*

To eliminate transfer as expenditure for same under budget.

*Transfer From Reserve – Downtown Brick Crossings – Decrease (\$15,000.00)*

To reflect actual. Offsets with Downtown Brick Crossings expenditure for same.

*Transfer From Reserve - Transit Services – Decrease (\$35,000.00)*

The 2019 Budget allocation included an additional \$35,000.00 for transit expansion funded from the Transit Services Reserve. This project has been carried forward and an allocation has already been included in the 2020 Budget. Therefore, the transfer from the Transit Services Reserve has been reduced by \$35,000.00.

*Transfer From Reserve - Grade Rail Crossing – Decrease (\$13,310.00)*

R.R. Grade Crossing expenditures were lower than anticipated. Transfer from reserve has been reduced to that required. See R.R. Grade Crossing adjustment below.

*Transfer From Reserve – Airport – Tree Encroachment – Decrease (\$135,950.00)*

To reflect actual. Offsets with expenditure for same.

*Transfer From Reserve – Airport – Lighting – Net Decrease (\$37,400.00)*

GPS & WAAS Instrument Protocol assessment (\$27,400.00) is complete and Runway Edge Lighting (\$10,000.00) has been carried forward. Associated expenditures have been reduced by same.

*Transfer From Reserve – Airport – Major Maintenance – Net Decrease (\$50,550.00)*

Terminal Building Major Repairs (\$24,300.00), Safety Management System Update (\$17,250.00) and Fencing (\$9,000.00) have been carried forward, expenditures have been reduced by same.

*Transfer From Reserve – Airport – Snow Removal – Increase \$10,000.00*

Provision for increased snow removal costs. Offsets with expenditure for same.

*Transfer From Reserve - Solid Waste and Recycling Program – Decrease (\$204,370.00)*

Analyzed and reallocated actual expenses; and balanced with user fees resulting in a transfer from the reserve. The transfer represents funds required for the purchase of food waste and recycling bins, reusable shopping bags and funds required to cover the program deficit.

*Transfer From Heritage Related Activities Reserve – Increase \$2,675.00*

As resolved by Council. Offsets with increase in Heritage Project.

*Expenditures*

*General Government*

*Council Mentorship Program – Increase \$4,000.00*

To reflect UBCM cost recovery. Offsets with increase to revenue for same.

*Civic Building Maintenance – Decrease (\$13,400.00)*

To reflect actual. Decrease attributed to less maintenance required. Redirected to Civic Building Major Maintenance Reserve.

*Advertising – Decrease (\$5,000.00)*

To reflect actual.

*Legal Fees – Decrease (\$24,000.00)*  
To reflect actual.

*Office Supplies – Decrease (\$8,500.00)*  
To reflect actual.

*Staff Training – Net Decrease (\$21,000.00)*  
To reflect actual.

*Labour Relations – Contracted Services – Decrease (\$34,000.00)*  
To reflect actual. Redirected to Labour Relations Reserve for same.

*Employee Assistance Plan – Decrease (\$2,500.00)*  
To reflect actual.

*Other – Decrease (\$5,000.00)*  
To reflect actual.

*Investigations - Interviews – Decrease (\$20,000.00)*  
To reflect actual.

*Safety Program*  
*Safety Officer - Wages and Benefits – Decrease (\$28,000.00)*  
To reflect actual. Attributed to position vacancy.

*Safety Training – Net Decrease (\$3,500.00)*  
To reflect actual.

*Safety Supplies & Equipment – Decrease (\$3,000.00)*  
To reflect actual.

*Technologies*  
*Consulting Service – Decrease (\$9,000.00)*  
To reflect actual. Savings were redirected to Computer Maintenance Contract costs noted below.

*Computer Maintenance Contracts – Increase \$9,000.00*  
Attributed to costs associated with monthly computer services and support rather than capital outlays.  
Offset by savings in Consulting Service noted above.

*Workstation Rentals – Decrease (\$15,000.00)*  
To reflect actual. To reflect the end of the service contract purchase option. Savings have been redirected to a Technologies Equipment and Software Reserve for same.

*Communications – Fibre/Internet – Decrease (\$25,000.00)*

To reflect actual. Attributed to savings as a result of hosting internally rather than outsourcing. Savings have been redirected to a Technologies Equipment and Software Reserve for same.

*GIS – Wages & Benefits – Increase \$13,200.00*

To reflect reallocation of wages and benefits for IT support for RCMP Court Liaison.

*GIS Contracted Service – Consulting – Decrease (\$5,000.00)*

To reflect actual.

*Printers - Decrease (\$3,000.00)*

To reflect actual. Redirected to Photocopier and Printer Replacement Reserve for same.

*Professional Development – Decrease (\$8,500.00)*

To reflect actual.

*Insurance – Claims – Net Increase \$13,000.00*

Attributed to Haney Heritage Montebello Flood, deductibles and property damage.

*Property Appraisals – Decrease (\$5,000.00)*

To reflect actual. Attributed to Request for Proposal for future contract undertaken at the end of 2019. Savings have been redirected to Insurance – Claims increase note above.

*IRMC – Issues – Decrease (\$6,000.00)*

To reflect actual. Savings have been redirected to Insurance – Claims increase note above.

*Grants – CMHA/BC Housing DCC Subsidy – Increase \$63,810.00*

As resolved by Council. To reflect the City's contribution towards the Development Cost Charges attributed to the BC Housing Affordable Housing Project, funded from the Affordable Housing Reserve for same. Funds have been approved to be released at the time of building permit issuance. Remaining contribution \$36,190.00, (\$100,000.00 less \$63,810.00) will be carried forward and included in the 2020 Budget.

*Grants – EDS – Food Hub Feasibility Study – Increase \$35,000.00*

To reflect actual, offsets with revenue for same.

*Fire Protection Services*

*Wages and Benefits – Decrease (\$6,000.00)*

To reflect actual.

*Clerical Wages and Benefits – Decrease (\$16,000.00)*

Attributed to position vacancy due to internal re-organization.

*Acting Fire Chief Wages and Benefits – Decrease (\$5,000.00)*

To reflect actual. Attributed to internal re-organization.

*Fire Fighting Force – Additional Practice Remuneration – Decrease (\$20,000.00)*

Lower than anticipated expenses associated with a couple training sessions that didn't take place as planned.

*Fire Investigation and Prevention*

*Wages & Benefits – Decrease (\$66,000.00)*

To reflect actual. Attributed to position vacancy.

*Hydrant Maintenance – Decrease (\$10,000.00)*

To reflect actual. As a result of staff time and contracted services being redirected to charge-out completion. Off-set in Water Department for same.

*Building Inspection Services*

*Legal Fees – Decrease (\$3,000.00)*

To reflect actual.

*Conferences & Seminars – Decrease (\$4,000.00)*

To reflect actual. As a result of new professional development requirements, no additional training was required for 2019.

*Police Protection*

*RCMP – Clerical – Wages and Benefits – Decrease (\$45,000.00)*

To reflect employee vacancy and new employees at lower rate of pay. Offsets with reduced transfer from RCMP Operating Reserve.

*RCMP – Court Liaison/IT - Wages and Benefits – Decrease (\$13,200.00)*

To reflect reallocation of wages and benefits, offsets with increase to IT support for same.

*Auxiliary Police – Decrease (\$3,000.00)*

To reflect actual. Offsets with reduced transfer from RCMP Operating Reserve.

*RCMP Police Force – Decrease (\$220,000.00)*

To reflect E Division credit adjustment and savings as a result of vacancies at the Salmon Arm Detachment. Eliminated transfer from reserve as "E" Division billings below allocation (\$50,000.00). Balance redirected to Police Operating Reserve to offset future costs related to RCMP retroactive wages estimated by "E" Division to total \$311,220.00 (approximately \$18,200 per member).

*Prisoner Costs – Decrease (\$15,000.00)*

To reflect actual. 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. Consequently, it varies from year to year. Savings have been redirected to Police Operating Reserve.

*DNA Analysis – Decrease (\$6,000.00)*

To reflect actual. Savings have been redirected to Police Operating Reserve

*RCMP Building – Landscape Front Entrance – Decrease (\$5,000.00)*

To reflect actual. Less work than anticipated.

*Law Enforcement Services*

*Bylaw Infractions – Decrease (\$3,300.00)*

To reflect actual.

*Vandalism Reward Policy – Decrease (\$3,000.00)*

To reflect actual.

*Other Protective Services*

*Animal Control – Contracted Services – Decrease (\$24,000.00)*

To reflect actual. Attributed to decreased cost of service with new contract. Redirected to Law Courts Reserve.

*Animal Control – Incentive Program – Decrease (\$5,000.00)*

To reflect actual. Attributed to decreased cost of service with new contract. Redirected to Law Courts Reserve.

*Emergency Services*

*Strategic Wildfire Plan – Decrease (\$15,000.00)*

To reflect actual. Project funded from reserve and carried forward to 2020.

*Wildfire Prevention – Timber Removal – Decrease (\$580,000.00)*

To reflect actual. Offsets with revenue and net transfer to reserve for same.

*Transportation Services*

*Common Services, Administration and Engineering – Net Decrease (\$51,750.00)*

To reflect actual. Largely attributed to reduced operating costs for Shop and Yard and Safety Courses. Redirected to Lakeshore Drive Rehabilitation and 10 Street/5 Ave SW Round-A-Bout Reserves.

*Machinery and Equipment – Net Change – Zero*

To adjust expenditures and associated revenue for charge-out to City functions. More significant overages are summarized below:

*Unit No. 37 – 2019 Ford F250 4x4 Reg Cab – Increase \$6,500.00*

New unit added to the fleet in 2019. Operational budget was missed during budget preparation.

*Unit No. 60 – 2013 Bobcat S590 Skid Steer Loader – Increase \$6,925.00*

The usage of this unit increased and as a result o & m is up proportionately – while fuel consumption has increased proportionately with increased usage, the original budget allocation was understated. Other unanticipated costs included new tires, tire chains, wafers, and dust pan replacement.

*Unit No. 63 – 2007 International Tandem Dump – Increase \$13,120.00*

The usage of this unit increased and as a result o & m is up proportionately – while fuel consumption has increased proportionately with increased usage, the original budget allocation was understated. Other unanticipated costs included outsourced engine service.

*Unit No. 64 – 2015 Freightliner Dump and Plow – Increase \$6,700.00*

The usage of this unit increased and as a result o & m is up proportionately – while fuel consumption has increased proportionately with increased usage, the original budget allocation was understated.

*Unit No. 96 – 2019 Ford F250 4x4 Reg Cab – Increase \$8,600.00*

New unit added to the fleet in 2019. Operational budget was missed during budget preparation.

*Gravel Roads – Decrease (\$10,900.00)*

Attributed to weather pattern changes that reduced the required maintenance on the roads.

*Dust Abatement – Decrease (\$11,175.00)*

To reflect actual. Summer weather saw more rain than other years, thus creating less dust and less need for dust abatement treatment.

*Asphalt Patching – Decrease (\$41,000.00)*

Major patching projects and the train patching project were scheduled for late fall, but unfortunately due to the weather conditions and other projects in progress, the asphalt patching did not get completed as planned.

*Roadway Maintenance – Other – Decrease (\$21,200.00)*

To reflect actual. Many capital projects and charge-outs took up much of the construction season, as a result the full maintenance account was not utilized due to time and weather constraints.

*Road - Extensions and Replacements – Increase \$43,865.00*

To reflect actual. Attributed to work completed by City crews where cost is recoverable. Offsets with increased revenue (i.e. Custom Work). Net savings redirected to the Drainage Reserve.

*Weed Control - Sidewalks – Decrease (\$5,900.00)*

To reflect actual.

*Road Allowances Maintenance – Decrease (\$58,000.00)*

To reflect actual. Many capital projects and charge-outs took up much of the construction season, as a result the full maintenance account was not utilized due to time and weather constraints.

*Sidewalks – Repairs and Maintenance – Decrease (\$14,000.00)*

Largely attributed to fewer requests and complaints for replacement and repairs. Charge-outs took up much of the construction season resulting in less resources dedicated to this account.

*Sidewalk - Extensions and Replacements – Increase \$45,200.00*

To reflect actual. Attributed to work completed by City crews where cost is recoverable. Offsets with increased revenue (i.e. Custom Work). Net savings redirected to the Drainage Reserve.

*Brick Strips – Repairs and Maintenance – Decrease (\$6,005.00)*

Many capital projects and charge-outs took up much of the construction season, as a result the full maintenance account was not utilized due to time and weather constraints.

*Drainage Ditch Maintenance – Decrease (\$19,000.00)*

Largely attributed to focusing resources on Agricultural ditching.

*Service Connections – Increase \$75,395.00*

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.

*Culvert Maintenance – Decrease (\$4,900.00)*

To reflect actual.

*Ice and Snow Removal & Sanding – Decrease (\$100,000.00)*

To reflect actual. Attributed to reduced number and severity of snow events at the end of 2019. Net savings of \$90,000.00 redirected to Ice and Snow Control Reserve as per City Policy.

*Sidewalk Snow Removal/Sanding – Increase \$10,000.00*

To reflect actual. Offset by savings in Ice and Snow Removal and Sanding noted above. Net savings redirected to Ice and Snow Control Reserve.

*Vandalism – Decrease (\$7,093.00)*

To reflect actual.

*R.R. Grade Crossings – Decrease (\$27,810.00)*

To reflect actual, expenditures were less than previously advised by CP Rail. Two reserves were originally planned to be used to cover the additional costs anticipated of \$35,000.00 (Grade Rail Crossing Reserve - \$20,500.00 and Future Expenditure Reserve - \$14,500.00). The transfer from the Future Expenditure Reserve has been eliminated and that from the Grade Rail Crossing Reserve has been reduced to \$7,190.00.

*Overhead Lighting – Increase \$19,000.00*

Attributed to energy costs.

*Ornamental Overhead Lighting – Increase \$11,265.00*

Attributed to an increase in damaged lights to be repaired.

*Ornamental Lighting – Pole Refurbishment – Decrease (\$22,000.00)*

Work was planned for the fall, however weather quickly became too cold for the paint application and was unable to be completed.



*Transit System – Decrease (\$58,290.00)*

To reflect actual. The 2019 Budget allocation included an additional \$35,000.00 for transit expansion funded from the Transit Services Reserve. This project has been carried forward and an allocation has already been included in the 2020 Budget. Therefore, the transfer from the Transit Services Reserve has been reduced by \$35,000.00 and the net operational savings of \$23,290.00 has been transferred to the Transit Services Reserve.

*Transit Shelters Maintenance – Decrease (\$9,300.00)*

Attributed to less vandalism and less cleaning and maintenance required throughout the year.

*Pedestrian Crosswalk Signals Assessment – Increase \$27,500.00*

As resolved by Council. To redirect funds from Pedestrian Crosswalk Signals capital of \$12,500.00 brought into the budget through unexpended revenue and to record ICBC contribution of \$15,000.00.

*Outfall Rehabilitation/Cleaning – Decrease (\$7,500.00)*

Outfall rehabilitation and cleaning work was not required in 2019.

*Restoration of Gravel Road Structure – Decrease (\$23,900.00)*

Weather patterns reduced the amount of maintenance required on gravel roads.

*Brushing Program – Decrease (\$8,500.00)*

To reflect actual.

*Downtown Brick Crosswalks – Decrease (\$15,000.00)*

To reflect actual. Offsets with Transfer from Downtown Brick Crossings Reserve for same. Project has been put on hold until further clarification on the Ross Street Underpass is received.

*Downtown Parking*

*Parking Lot Maintenance and Equipment – Net Change - Zero*

Minor adjustments throughout section. More significant overage is summarized below:

*Inner Core Parking Lot Maintenance – Increase \$5,400.00*

To reflect amount due to Lessor for parking revenue collected due to Ticket Spitter in the Inner Core Lot. Increase is offset reduced maintenance costs throughout department.

*Airport Services*

*Administration – Net Decrease (\$13,200.00)*

To reflect actual. Largely attributed to reduced manager commissions following the installation of the new fuel system. Savings have been offset against reduced fuel and oil sales.

*Fuel and Oil – Cost of Sales – Decrease (\$19,000.00)*

To reflect actual. Savings have been offset against reduced fuel and oil sales.

*Grounds Maintenance – Decrease (\$5,900.00)*

To reflect actual. Less maintenance required and the airport had a temporary shutdown during Taxiway Charlie construction.

*Snow Removal – Increase \$10,000.00*

To reflect actual. First year of the new snow removal contract. Offset by transfer from Snow Removal Reserve for same.

*Terminal Building Maintenance – Decrease (\$9,500.00)*

To reflect actual. Less maintenance required and the airport had a temporary shutdown during Taxiway Charlie construction.

*Tree Encroachment Maintenance – Decrease (\$135,950.00)*

Carry forward project funds. Transfer from Airport – Tree Encroachment Reserve reduced by same.

*Runway and Road Maintenance – Decrease (\$22,500.00)*

To reflect actual. Attributed to less maintenance required and the airport had a temporary shutdown during Taxiway Charlie construction.

*Hazard Beacon Maintenance – Decrease (\$4,400.00)*

Less maintenance required and the airport had a temporary shutdown during Taxiway Charlie construction.

*GPS & WAAS Instrument Protocol Assessment – Decrease (\$27,400.00)*

Project is complete. Transfer from Lighting Reserve has been reduced by same.

*Safety Management System – Review/Update – Decrease (\$17,250.00)*

Project has been carried forward and transfer from Airport Major Maintenance Reserve has been reduced by same.

*Terminal Building – Major Repairs – Net Decrease (\$32,800.00)*

Terminal Building Roof Repair (\$24,300.00) has been carried forward and transfer from Airport Major Maintenance Reserve has been reduced by same. Terminal Building Structure Repair (\$6,000.00) and Entry Roof Repair have both been carried forward and a transfer to the Airport Major Maintenance Reserve has been increased by same.

*Fencing – Decrease (\$24,000.00)*

To reflect actual expenses to date. Remaining costs of project have been carried forward and transfer to Airport Major Maintenance Reserve has been increased by \$15,000.00 and transfer from Airport Major Maintenance Reserve has been reduced by \$9,000.00.

*Runway Edge Lighting – Decrease (\$10,000.00)*

Project has been carried forward and transfer from Airport Lighting Reserve has been reduced by same.

*Environmental Health Services*

*Access Awareness – Decrease (\$15,500.00)*

To reflect actual. Savings redirected to Strategic Plan Update Reserve.

*Community Housing Strategy – Decrease (\$14,800.00)*

To reflect actual expenses to date. Remaining costs of project have been carried forward and transfer to Affordable Housing Reserve has been increased by same.

*Solid Waste and Recycling Program – Decrease (\$217,085.00)*

Analyzed and reallocated actual expenses; and balanced with user fees resulting in a transfer from the Solid Waste and Recycling Reserve.

*Recycling – Downtown Collection – Contracted – Decrease (\$3,700.00)*

Contracted costs were less than anticipated.

*Cemetery Services*

*Maintenance (Mt. Ida) – Net Decrease (\$13,640.00)*

To reflect actual. Redirected to Shuswap Memorial Cemetery Storage Building, Columbarium and Development Reserves.

*Maintenance (Shuswap Memorial) - Net Decrease (\$16,100.00)*

To reflect actual. Redirected to Shuswap Memorial Storage Building, Columbarium and Development Reserves.

*Planning and Development Services*

*Administration – Net Change – Decrease (\$30,800.00)*

Largely attributed to reduced legal costs and decreased use of consultants in 2019. Savings redirected to Strategic Plan Update Reserve.

*Other Environmental Development Services*

*Heritage Related Projects – Increase \$6,675.00*

As resolved by Council.

*DCC Bylaw Review – Decrease (\$80,000.00)*

To reflect actual. Redirected to reserve for same.

*Economic Development Services*

*Municipal Regional District Tax – Increase \$55,000.00*

To reflect actual. Offsets with revenue for same.

*Community Development Services*

*Community Child Care Initiative – Decrease (\$10,000.00)*

To reflect actual costs incurred to date. Offsets with revenue for same.

*Recreation and Cultural Services*

*Shaw Centre – Operating– Decrease (\$8,000.00)*

To reflect actual. Attributed to increased ice rentals and revenues from the Shuswap Memorial Arena. Redirected to Shaw Centre Operating Reserve.

*Shaw Centre – Ice Maintenance Labour – Decrease (\$8,550.00)*

To reflect actual. Offsets with revenue for same.

*Parks Services*

*Administration – Net Decrease (\$73,000.00)*

Largely attributed to employee vacancy. Savings have been redirected to Blackburn Park Reserve.

*Park and Facility Maintenance – Net Decrease (\$139,035.00)*

Various increases and decreases throughout section. Savings have been redirected to Canoe Beach Park Improvements, West Bay Connector Trail, Debt Retirement and Parks Development Reserves. The more notable changes are as follows:

*Fall Fairgrounds Maintenance – Net Decrease (\$8,160.00)*

Not as much maintenance required or requests for maintenance from Fall Fair Association.

*Fletcher Park Maintenance – Decrease (\$13,820.00)*

Due to a parks staff shortage in 2019, maintenance was provided based on departmental availability.

*McGuire Lake Park Maintenance – Decrease (\$11,800.00)*

Due to a parks staff shortage in 2019, maintenance was provided based on departmental availability.

*Marine Park Maintenance – Decrease (\$8,800.00)*

Due to a parks staff shortage in 2019, maintenance was provided based on departmental availability.

*Grounds/Parking Lot – Shaw/RC Maintenance – Decrease (\$9,820.00)*

Due to a parks staff shortage in 2019, maintenance was provided based on departmental availability.

*Greenways and Trail Maintenance – Decrease (\$9,120.00)*

Attributed to very few weather or wind storms that required trail maintenance during the year.

*Central Business District – Decrease (\$12,500.00)*

Due to a parks staff shortage in 2019, maintenance was provided based on departmental availability.

*TCH West Maintenance – Decrease (\$13,300.00)*

Due to a parks staff shortage in 2019, maintenance was provided based on departmental availability.

*Parks Boulevards – Decrease (\$10,890.00)*

Due to a parks staff shortage in 2019, maintenance was provided based on departmental availability.

*Klahani Park – Increase \$7,440.00*

To reflect actual. Attributed to issues with the septic system and new playground maintenance.

*SAGA Building Maintenance – Decrease (\$10,220.00)*

Decreased costs are the result of reduced mechanical issues requiring maintenance.

*Memorial Arena Sports Complex – Decrease (\$6,500.00)*

To reflect actual. Savings redirected to Shaw Centre Operating Reserve.

*SASCU Recreation Centre*

*Recreation Centre - Operating – Decrease (\$21,445.00)*

Attributed to decreased pool program supplies and natural gas expenditures. Savings have be reallocated to the Shaw Centre Operating Reserve.

*Recreation Centre – Labour – Decrease (\$44,585.00)*

To reflect actual. Largely attributed to position vacancy. Offsets with decrease in revenue for same.

*Wharf*

*Wharf Maintenance – Decrease (\$15,000.00)*

Attributed to a parks staff shortage in 2019, maintenance was provided based on departmental availability. Savings have be reallocated to the Shaw Centre Operating Reserve.

*Wharf Vandalism – Decrease (\$3,530.00)*

To reflect actual. Savings have be reallocated to the Shaw Centre Operating Reserve.

*Cultural Master Plan – Decrease (\$8,300.00)*

To reflect actual expenses incurred to date. Project carried forward and remaining funds have been transferred back to the Cultural Master Plan Reserve.

*Art Gallery – Map of Canada – Decrease (\$17,500.00)*

To reflect actual. Project carried forward and transfer in from Canada 150 Reserve has been reduced by same.

*Fiscal Services*

*Interest – Net Increase \$9,550.00*

To reflect actual. Largely attributed to the accrual of interest for the Ross Street Underpass Debenture to be paid in 2020.

*Capital*

*Transportation Services*

*16 Street NE – Extension – Drainage - Decrease (\$24,000.00)*

To reflect actual. Attributed to a very successful project with no issues during construction. Savings redirected to TCH West, Canoe Beach Road Rehabilitation, 20 Avenue/20 Street Intersection Realignment and Shoemaker Hill/Auto Road Ext. Reserves.

*42 Avenue NW – Gleneden Headwall – Drainage - Decrease (\$5,000.00)*

To reflect actual. Savings redirected to TCH West, Canoe Beach Road Rehabilitation, 20 Avenue/20 Street Intersection Realignment and Shoemaker Hill/Auto Road Ext. Reserves.

*Alley 10 – 11 Street SE – Catch Basin and Rock Pit – Drainage - Decrease (\$4,500.00)*

To reflect actual. Savings redirected to Flusher Truck Storage.

*Okanagan and 60 Street SE – Drainage - Decrease (\$16,500.00)*

To reflect actual. Attributed to a very successful project with no issues during construction. Savings redirected to TCH West, Canoe Beach Road Rehabilitation, 20 Avenue/20 Street Intersection Realignment and Shoemaker Hill/Auto Road Ext. Reserves.

*Narcisse Street and 3 Street NW - Sidewalk, Curb & Gutter - Decrease (\$15,500.00)*

To reflect actual. Attributed to a very successful project with no issues during construction. \$7,500.00 in savings redirected to Hudson Street NE Beautification. Remaining savings redirected to TCH West, Canoe Beach Road Rehabilitation, 20 Avenue/20 Street Intersection Realignment and Shoemaker Hill/Auto Road Ext. Reserves.

*5 Street SW – Construction - Roads - Decrease (\$31,500.00)*

To reflect actual. Attributed to the project coming in under budget thru the competitive tender bid process. Savings redirected to TCH West, Canoe Beach Road Rehabilitation, 20 Avenue/20 Street Intersection Realignment and Shoemaker Hill/Auto Road Ext. Reserves.

*Hudson Street NE Beautification - Roads – Increase \$7,500.00*

Associated with costs not eligible for Community Works funding. Offset by savings in Narcisse Street and 3 Street NW - Sidewalk, Curb & Gutter.

*Flusher Truck Storage – Common – Increase \$4,500.00*

To reflect actual. Offset by savings in Alley 10 – 11 Street SE – Catch Basin and Rock Pit.

*4 Avenue Connector (10 – 17 St SE) – Design - Roads – Decrease (\$52,350.00)*

Project came in under budget thru the competitive RFP process and was not completed to 90% detailed design due to design complications. Surplus funds brought in through unexpended revenue redirected to 4 St Connector – 10 St Reserve for same.

*Ross Street Underpass – Construction - Roads – Decrease (\$53,000.00)*

To account for debt issuance costs withheld from debt proceeds. Issuance costs were \$62,000.00 less than anticipated (\$115,000.00 - \$53,000.00).

*LED Street Light Conversion - Roads – Increase \$150,000.00*

As resolved by Council. Community Works funding redirected from Hudson Street NE Beautification.

*Storm Water Master Plan - Drainage - Increase \$4,780.00*

To reflect actual. Funded from unexpended reserve as a result of projects being completed under budget that were carried forward from the prior year.

*44 and 42 Street – Gleneden Culvert Upgrade - Drainage - Increase \$4,930.00*

To reflect actual. Funded from unexpended reserve as a result of projects being completed under budget that were carried forward from the prior year.

*Airport Services*

*Gas Shack Replacement – Decrease (\$20,000.00)*

Provision for carry forward of project. Funding is solely from the City of Salmon Arm. Redirected to reserve for same.

*Transfer To Reserves*

*Future Expenditure Reserve – Increase \$1,635.00*

Provision for reserve for future expenditure.

*General – Technologies Equipment/Software – Increase \$40,000.00*

To reflect the end of the service contract purchase option. Redirected from Workstation Rental savings.

*Environmental - Climate Action – Energy Initiatives Reserve – Increase \$62,000.00*

Provision for carbon tax rebate.

*General - Law Courts Balloon Payment – Increase \$50,000.00*

To provide for payment required to meet \$1,000,000.00 commitment in 2021. Redirected from additional Law Courts, Crown Counsel and Corrections rental revenue and savings from Animal Control.

*General – Photocopier/Printer Replacement – Increase \$3,000.00*

To reflect savings in operational account for same.

*General – Civic Building Major Maintenance – Increase \$20,000.00*

Provision for future capital works. Redirected from savings in Civic Building Operating and Transportation Operating and Maintenance costs.

*General – Senior Centre- Drop In – Structural Engineer – Increase \$50,000.00*

Provision for future works. Redirected from savings in Transportation Operating and Maintenance.

*General – Labour Relations – Increase \$34,000.00*

To reflect savings in operational labour relations.

*General - Wages and Benefits – Increase \$25,000.00*

To reflect savings in various wage accounts due to position vacancies and employees at lower rates of pay. Redirected from savings in General Safety Program.

*General – Recreation Amenities – Increase \$200,000.00*

Provision for future recreation related capital expenditures including initiatives such as pool, tennis, track etc. Redirected from increase in investment income, unexpended revenue and net savings in General Administration and Safety Program operational costs.

*General – Affordable Housing Reserve – Increase \$14,800.00*

Provision for remaining work to be carried forward for the Community Housing Strategy in 2020.

*General – Debt Retirement – Increase \$25,000.00*

Provision for debt pay downs in 2021. Redirected from savings in Park and Facility Maintenance.

*General – Forestry Management – Decrease (\$300,000.00)*

To reflect actual. Offsets with net revenue and expenditure for same.

*General – Strategic Plan Update – Increase \$50,000.00*

Provision for future costs associated with updating the strategic plan. Redirected from savings in Environmental Access Awareness and savings in Planning Operational costs.

*General – Active Transportation – Increase \$15,000.00*

Provision for future costs associated with the completion of an active transportation plan. Redirected from unexpended revenue.

*Police – Operating – Increase \$241,000.00*

Provision for RCMP retroactive wages estimated by “E” Division to be \$311,220.00 (\$18,200 per member). Redirected from Police Force, Prisoner Cost and DNA Analysis Service savings.

*Police – Building Major Maintenance – Increase \$50,000.00*

Provision for future capital upgrades to the RCMP Building. Redirected from remaining savings within the RCMP Operating budget and savings from Bylaw services.

*Transportation – 20 Ave/20 St Intersection Realignment – Increase \$20,000.00*

Provision for future works in keeping with Debt Strategy and Capital Plan. Redirected from savings in Transportation Operating and Maintenance.

*Transportation – Shoemaker Hill/Auto Road Extension – Increase \$20,000.00*

Provision for future works in keeping with Debt Strategy and Capital Plan. Redirected from savings in Transportation Operating and Maintenance.

*Transportation - 4 St Connector – 10 St – Increase \$52,350.00*

Redirected from unexpended revenue for the 4 Avenue Connector (10 – 17 St SE) – Design for same.

*Transportation - Drainage – Increase \$20,000.00*

Provision to replenish reserve to provide for future drainage expenditures (i.e. spring freshet costs etc.). Redirected from net revenue from Custom Work.

*Transportation – Underpass Reserve – Increase \$100,000.00*

Provision for additional funds for capital project contingency. Redirected from savings in Transportation Operating and Maintenance.



*Transportation – TCH West Project (Road and Storm) – Increase \$25,000.00*

Provision for future costs related to the TCH West – MoTI Project. Redirected from savings in Transportation Operating and Maintenance.

*Transportation – Ice and Snow Control – Increase \$90,000.00*

As per Council policy, savings from 2019 ice and snow control.

*Transportation – Transit Services – Increase \$23,290.00*

Redirected from operational savings for future costs.

*Transportation – Canoe Beach Road Rehabilitation – Increase \$25,000.00*

Provision for same. Redirected from savings in Transportation Operating and Maintenance.

*Transportation – Lakeshore Road Rehabilitation – Increase \$25,000.00*

Provision for same. Redirected from Transportation Common Services, Administration and Engineering.

*Transportation – 10 Street/5 Ave SW Round-A-Bout – Increase \$25,000.00*

Provision for same. Redirected from Transportation Common Services, Administration and Engineering.

*Downtown Parking (General) Reserve - Increase \$50,000.00*

Provision for future works in keeping with Debt Strategy and Capital Plan and recent expense for parking meters. Redirected from Building Permit Revenue.

*Airport – Major Maintenance – Net Increase \$23,500.00*

Provision for remaining work to be completed in 2020. Funding redirected from Airport – Structural Repair (\$6,000.00), Entry Roof Repair (\$2,500.00), and Fencing (\$15,000.00).

*Airport - Marketing and Promotion Reserve – Increase \$4,100.00*

As per Council policy. Provision for 2% of gas and oil sales to be transferred to the Marketing and Promotion Reserve.

*Airport – Gas Shack Replacement (CSA Capital) – Increase \$20,000.00*

Provision for carry forward of project. Funding is solely from the City of Salmon Arm. Capital Expenditure has been reduced by same.

*Airport – Capital Improvements (CSA) – Increase \$25,000.00*

Provision for future capital works. Redirected from the City's proportionate share of Airport Operational savings and unexpended revenue.

*Planning – DCC Bylaw Review – Increase \$80,000.00*

Redirected from expenditure for same.

*Shuswap Memorial Cemetery – Storage Building – Increase \$10,000.00*

Provision for future works. Redirected from additional Cemetery revenue and operational savings.

*Shuswap Memorial Cemetery – Columbarium – Increase \$10,000.00*

Provision for future works. Redirected from additional Cemetery revenue and operational savings.

*Shuswap Memorial Cemetery – Development – Increase \$10,000.00*

Provision for future works. Redirected from additional Cemetery revenue and operational savings.

*Recreation – Shaw Centre Major Maintenance – Increase \$100,000.00*

Provision to replenish reserve to provide for future expenditures. Redirected from savings in Transportation Operating and Maintenance.

*Recreation – Shaw Centre Operating– Increase \$60,000.00*

Provision to replenish reserve to provide for future expenditures. Redirected from savings in Wharf, Memorial Arena and Recreation Centre Operating and Maintenance.

*Parks - Cultural Master Plan – Increase \$8,300.00*

Provision to complete project in 2020. Expenditure has been reduced by same.

*Parks – West Bay Connector Trail – Increase \$20,000.00*

Provision for future works. Redirected from savings in Park and Facility Maintenance.

*Parks – Blackburn Park – Increase \$75,000.00*

Provision for future works related to the Parks Master Plan. Redirected from savings in Parks Administration.

*Parks – Canoe Beach Park Improvements – Increase \$20,000.00*

Provision for future works related to the Parks Master Plan. Redirected from savings in Park and Facility Maintenance.

*Fire – Emergency Apparatus Reserve Fund – Increase \$125,000.00*

To replenish reserve to provide for costs associated with equipment replacement. Redirected from savings in Fire Operating and Maintenance.

*Parks – Development Reserve Fund – Increase \$65,000.00*

To provide for costs associated with future parks development. Redirected from savings in Park and Facility Maintenance.

**Water Fund:**

*Revenue*

*User Fees – Flat Rate - Increase \$18,000.00*

To reflect actual. Redirected to offset decrease in Metered Fee and User Fee – Neskonlith Band revenue.

*User Fees – Metered Rate - Decrease (\$14,000.00)*

To reflect actual – attributed to wet year. Metered billing are now fully automated, and therefore usage is very accurate. Offset by increased User Fee revenue.

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*User Fees – Adams Lake Band - Increase \$8,800.00*

To reflect actual. Redirected to offset with increased User Fee Discounts.

*User Fees – Neskonlith Band - Decrease (5,800.00)*

To reflect actual. Offset by increased User Fee revenue.

*Discounts - Increase \$8,500.00*

To reflect actual. Offset by increased User Fee revenue – Adams Lake Band.

*Water Connections – Increase \$307,000.00*

To reflect actual. Offsets with expenditure (i.e. Service Connections), with net revenue redirected to decrease in Water Supply revenue noted below.

*Water Supply – Decrease (\$35,500.00)*

To reflect actual. Sewage Treatment Plant returned to normal usage levels in 2019 compared to 2018 (i.e. approximately \$35,000.00) Offset by net Water Connection revenue.

*Tri-Partate Agreement (NIB/ALIB) – Increase \$12,000.00*

To reflect actual. Attributed to increased expenditures at the Gleneden Pump Station, including failure of a chlorine analyzer, failure of a 12” mag meter, programming and installation for the new parts and increased hydro as a result of the new pump. Redirected to Reserves.

*Interest Income – Increase \$37,000.00*

To reflect actual. Offsets with expenditure.

*Return on Investment – Increase \$26,000.00*

To reflect actual. Interest rate utilized in budget estimates understated and actual reserve balances were higher than originally estimated. Redirected to Reserves.

*Back Flow Device Rental - Increase \$6,000.00*

To reflect actual. Redirected to Reserves.

*Transfer From Reserve For Unexpended – Increase \$24,000.00*

Attributed to prior year capital projects that were completed under budget. Redirected to HWY 97B Watermain Reserve.

*Expenditures*

*Wages and Benefits –Decrease (\$16,800.00)*

To reflect actual. Due to position vacancy. Redirected to Reserves.

*Water Treatment Plant – Net Decrease (\$26,000.00)*

Largely attributed to decrease in energy consumption (natural gas and hydro), water and sewer, materials and chemicals. Redirected to Reserves.

*Chlorination – Decrease (\$6,900.00)*

Metford Dam was offline for a large portion of 2019 due to the spring freshet, issues with the UV, programming and radio/telemetry alarms. This resulted in a reduction of sodium hypochlorite required for disinfection treatment. Redirected to Reserves.

*Brush Removal – Decrease (\$5,600.00)*

Attributed to right of way brush removal areas targeted and cleared were lower than previous years resulting in lower contracted service expenditure. Redirected to Reserves.

*Service Connections – Increase \$272,500.00*

To reflect actual. Offsets with revenue (i.e. Water Connections), with net revenue redirected to decrease in Water Supply revenue.

*Extensions & Replacements – Decrease (\$19,700.00)*

To reflect actual. There were no projects identified during the year that required the utilization of these engineering funds. Redirected to Reserves.

*Line Flushing and Preventative Maintenance – Decrease (\$4,900.00)*

To reflect actual. Attributed to fewer materials and contracted service expenditures required. Redirected to Reserves.

*Cross Connection Control Maintenance – Decrease (\$12,000.00)*

Attributed to fewer required contract inspections required in 2019. Redirected to ALIB/NIB Gleneden Pump Station Maintenance.

*Hydrant Maintenance - Decrease (10,000.00)*

To reflect actual. As a result of staff time and contracted services being redirected to charge-out completion. Off-set in Fire Department for same.

*ALIB/NIB Gleneden Pump Station Maintenance – Increase \$13,500.00*

Attributed to failure of a chlorine analyzer, failure of a 12" mag meter, programming and installation for the new parts and increased hydro as a result of the new pump. Offset in part by savings in Cross Connection Control Maintenance.

*Transfer To Reserve for Interest – Net Increase \$34,600.00*

To reflect actual. Offsets with revenue for same.

*Transfer To Reserve for Future Expenditure – Increase \$34,300.00*

Provision for future capital upgrades to reduce borrowing implications.

*Transfer To Reserve for HWY 97B Watermain – Increase \$24,000.00*

Provision for future capital upgrades to reduce borrowing implications. Redirected from Unexpended Reserve.

*Transfer to Water Major Maintenance Reserve Fund – Increase \$100,000.00*  
Provision for future capital upgrades to reduce borrowing implications.

*Capital*

*10 Avenue NE (50 St – 300m East) – Increase \$20,000.00*

Attributed to unexpected depth of water main at the time of estimation of cost for the project. Offset by savings in Zone 1 – Generator – Secured Shed and PLC Replacement (Radio Project).

*Hudson Street SE Beautification – Decrease (\$2,000.00)*

To reflect actual.

*Mainline Valve Installation Program – Increase \$3,000.00*

To reflect actual.

*PLC Replacement (Radio Project) – Decrease (\$6,000.00)*

To reflect actual. Savings redirected to offset in part the increase in the 10 Avenue NE (50 St – 300m East) capital project.

*WTP (Shus. Lake) - Turbidity Meter – Decrease (\$2,500.00)*

To reflect actual.

*Zone 1 – Generator – Secured Shed – Decrease (\$15,500.00)*

Attributed to construction being undertaken in house without any unanticipated issues. Savings redirected to offset in part the increase in the 10 Avenue NE (50 St – 300m East) capital project.

**Sewer Fund:**

*Revenue*

*User Fees - Increase \$25,000.00*

To reflect actual. Anticipated growth was higher than budgeted. Redirected to offset decrease in Metered Fee revenue.

*Metered Fees – Decrease (\$30,500.00)*

To reflect actual – attributed to wet year. Metered billing are now fully automated, and therefore usage is very accurate. Offset in part by increased User Fee revenue.

*User Fees - ALIB – Decrease (\$5,500.00)*

To reflect actual – attributed to wet year. Offset by reduced Main Repair expenditures.

*Discounts - Increase \$8,000.00*

To reflect actual. Offset by reduced Manhole Maintenance expenditures for same.

*Service Connections – Increase \$41,500.00*

To reflect actual. Offsets with expenditure (i.e. Service Connections), with net revenue redirected to Sewer Major Maintenance Reserve.

*Sewer Levy - CSA – Decrease (\$5,500.00)*

To reflect actual – attributed to wet year. Offset by reduced Organizational Culture Session expenditures.

*Custom Work – Decrease (\$4,000.00)*

To reflect actual. Offset by reduced Organizational Culture Session expenditures.

*Interest Income – Increase \$42,600.00*

To reflect actual. Offsets with expenditure for same.

*Return on Investment – Increase \$22,800.00*

To reflect actual. Interest rate utilized in budget estimates understated and actual reserve balances were higher than originally estimated. Redirected to Sewer Major Maintenance Reserve Fund.

*Transfer From Reserve For Unexpended – Increase \$13,600.00*

Attributed to prior year capital projects that were completed under budget. Redirected to Sewer Major Maintenance Reserve Fund.

*Expenditures*

*Wages and Benefits – Decrease (\$13,000.00)*

To reflect actual. Due to position vacancy.

*Organizational Culture Sessions –Decrease (\$4,300.00)*

To reflect actual. Offsets with reduced Custom Work revenue.

*Manhole Maintenance - Decrease (\$8,000.00)*

To reflect actual. Majority of the manhole repairs did not require total reconstruction in 2019. Offsets with increased User Fee Discounts for same.

*Main Repairs – Decrease (\$5,750.00)*

Decrease attributed more repairs being performed in-house. Offsets with reduced User Fee – ALIB revenue.

*Brush Removal – Decrease (\$17,500.00)*

Attributed to reduced number of areas requiring brush removal in 2019. Redirected to Sewer Major Maintenance Reserve Fund.

*Services – Increase \$9,100.00*

To reflect actual. Attributed to several emergency sanitary service events in 2019 that required full excavation and renewal. Offset in part by reduced Wharf Street Lift Station expenditures.

*Service Connections – Increase \$29,000.00*

To reflect actual. Offsets with increased revenue.

*Extensions and Replacements – Decrease (\$9,800.00)*

To reflect actual. Less unidentified issues in 2019. Redirected to Sewer Major Maintenance Reserve Fund.

*Wharf Street Lift Station – Decrease (\$8,700.00)*

To reflect actual. Major rebuilds on the pumps at Wharf Street were not required in 2019. Savings redirected to Services.

*Biosolids Handling – Decrease (\$10,000.00)*

To reflect actual. The cost of materials required to produce Biosolids are quite volatile, however in 2019 overall costs remained stable. Redirected to Sewer Major Maintenance Reserve Fund.

*Wastewater Pollution Control Centre Maintenance – Net Decrease (39,900.00)*

Redirected to Sewer Major Maintenance Reserve Fund. More significant changes are summarized below:

*Communications – Decrease (\$10,000.00)*

Project has been carried forward to 2020. Savings have been redirected to increase in Labour.

*Labour – Increase \$34,000.00*

To reflect actual. Two operators have higher levels of certification resulting in increased pay rates. Savings from Communications and Materials have been redirected to offset this increase.

*Materials – Decrease (\$23,500.00)*

To reflect actual. The planned UV bulb order was delayed to 2020, resulting in decreased expenses. Savings have been redirected to WPCC Labour.

*Chemicals – Decrease (\$36,500.00)*

To reflect actual. The cost of chemicals utilized at the facility can be quite volatile, however in 2019 the overall costs remained stable, resulting in decreased expenses.

*Transfer to Reserve for Interest – Net Increase \$42,600.00*

To reflect actual. Offsets with revenue for same.

*Transfer to Sewer Major Maintenance Reserve – Increase \$152,050.00*

Provision for future capital upgrades.

Capital

*Biosolids Fencing – Decrease (\$10,000.00)*

Project no longer required, pending future usage of biosolids at the Landfill by CSRD. Redirected to Sewer Major Maintenance Reserve Fund.

*SCADA – Decrease (\$5,000.00)*

To reflect actual. Redirected to Sewer Major Maintenance Reserve Fund.

*WPCC – Filtration Lights Upgrade – Decrease (\$3,000.00)*

To reflect actual. Redirected to Sewer Major Maintenance Reserve Fund.

*WPCC – Plant Improvements – Decrease (\$5,800.00)*

To reflect actual. The programming and commissioning of the new Atad Cell #6 experienced major issues during the fall of 2019, therefore the project was not completed and the funds were not utilized. Redirected to Sewer Major Maintenance Reserve Fund.

Respectfully Submitted,



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Tracy Tulak, CPA, CMA



# CITY OF SALMON ARM

## BYLAW NO. 4380

### **A bylaw to amend the 2019 to 2023 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 2019 to 2023;

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 2019 to 2023 Financial Plan Bylaw No. 4363 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 2019 to 2023 Financial Plan Amendment Bylaw No. 4380".

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

\_\_\_\_\_  
MAYOR

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

Schedule "A" - Bylaw #4380

**City of Salmon Arm****2019 - 2023 Financial Plan**

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>Consolidated Revenues</b>					
Property and MRDT Taxes - Net	\$ 18,991,635	\$ 19,771,765	\$ 20,167,200	\$ 20,570,544	\$ 20,981,955
Frontage & Parcel Taxes	3,603,450	3,631,450	3,704,079	3,778,161	3,853,724
Sales of Service	8,511,395	8,321,865	8,488,302	8,658,068	8,831,229
Revenue From Own Sources	2,771,950	2,500,730	2,550,745	2,601,760	2,653,795
Rentals	828,045	789,815	805,611	821,723	838,157
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	440,100	343,100	349,962	356,961	364,100
Other Government Transfers	217,975	218,980	223,360	227,827	232,384
Transfer From Prior Year Surplus	600,875	508,655	518,828	529,205	539,789
Transfer From Reserve Accounts	930,195	883,645	901,318	919,344	937,731
Transfer From Reserve Funds	-	-	-	-	-
<b>Total Consolidated Revenues</b>	<b>\$ 36,895,620</b>	<b>\$ 36,970,005</b>	<b>\$ 37,709,405</b>	<b>\$ 38,463,593</b>	<b>\$ 39,232,864</b>
<b>Consolidated Expenditures</b>					
General Government Services	\$ 3,478,174	\$ 3,717,160	\$ 3,791,503	\$ 3,867,333	\$ 3,944,680
Protective Services	5,147,520	5,943,340	6,062,207	6,183,451	6,307,120
Transportation Services	4,972,555	5,578,145	5,689,708	5,803,502	5,919,572
Environmental Health Services	89,872	67,872	69,229	70,614	72,026
Environmental Development Services	2,802,695	2,829,630	2,886,223	2,943,947	3,002,826
Recreation and Cultural Services	4,160,765	4,538,105	4,628,867	4,721,444	4,815,873
Fiscal Services - Interest	1,356,393	1,434,243	1,462,928	1,492,187	1,522,031
Fiscal Services - Principal	1,316,705	1,162,910	1,186,168	1,209,891	1,234,089
Capital Expenditures	2,664,885	3,718,230	2,943,280	2,332,092	3,034,371
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	4,651,051	2,301,320	3,196,661	3,930,649	3,353,623
Transfer to Reserve Funds	1,570,705	1,195,200	1,219,104	1,243,486	1,268,356
Water Services	2,656,600	2,447,650	2,496,603	2,546,535	2,597,466
Sewer Services	2,027,700	2,036,200	2,076,924	2,118,462	2,160,831
<b>Total Consolidated Expenditures</b>	<b>\$ 36,895,620</b>	<b>\$ 36,970,005</b>	<b>\$ 37,709,405</b>	<b>\$ 38,463,593</b>	<b>\$ 39,232,864</b>

## Schedule "A" - Bylaw #4380

**2019 - 2023 Financial Plan****City of Salmon Arm**

2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
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**Capital Projects****Finances Acquired**

General Operating Fund	\$ 1,836,685	\$ 2,338,230	\$ 1,953,280	\$ 1,305,092	\$ 1,959,371
Water Operating Fund	544,500	670,000	490,000	500,000	500,000
Sewer Operating Fund	283,700	710,000	500,000	527,000	575,000
Federal Government Grants	2,808,865	2,169,000	-	-	-
Provincial Government Grants	2,975,620	2,264,000	-	-	-
Prior Year Surplus	81,000	50,000	510,000	-	-
Reserve Accounts	5,960,630	5,066,380	690,000	15,000	340,000
Reserve Funds	2,471,500	2,325,000	2,808,750	710,000	550,000
Development Cost Charges	624,000	604,000	2,307,500	3,335,000	3,445,000
Short Term Debt	-	-	-	-	-
Long Term Debt	6,092,000	7,845,000	-	-	-
Developer Contributions	1,206,800	1,250,000	40,000	44,000	40,000

**Total Funding Sources**

<b>\$ 24,885,300</b>	<b>\$ 25,291,610</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>
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**Finances Applied**

Transportation Infrastructure	\$ 18,286,360	\$ 16,392,335	\$ 4,222,000	\$ 3,622,000	\$ 3,619,500
Buildings	793,075	356,970	197,000	144,000	458,500
Land	750,000	-	-	-	300,000
IT Infrastructure	206,750	97,600	721,500	55,000	65,000
Machinery and Equipment	1,709,900	1,657,500	1,192,780	513,092	443,871
Vehicles	300,000	655,000	35,000	-	-
Parks Infrastructure	840,200	1,168,395	966,250	260,000	262,500
Utility Infrastructure	1,999,015	4,963,810	1,965,000	1,842,000	2,260,000

**Total Capital Expense**

<b>\$ 24,885,300</b>	<b>\$ 25,291,610</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>
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**Departmental Summary:**

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
General Government Services	\$ 905,970	\$ 40,970	\$ 193,500	\$ 122,500	\$ 138,500
Protective Services	523,300	956,000	805,000	140,000	55,000
Transportation Services	20,195,360	17,341,835	4,523,500	3,918,500	4,233,500
Environmental Health Services	68,940	66,660	2,500	2,500	327,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	1,077,865	1,702,335	1,235,030	335,592	319,871
Water Services	1,250,705	3,509,000	2,040,000	1,390,000	1,760,000
Sewer Services	863,160	1,674,810	500,000	527,000	575,000
<b>Total by Department</b>	<b>\$ 24,885,300</b>	<b>\$ 25,291,610</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>

06/03/2020

2019-2023 FP Bylaw (Cap)

Schedule "B" – Bylaw #4380  
2019 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2019. 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, Cemetery and Fire Training Centre.

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

Schedule "B" – Bylaw #4380  
2019 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	39.20%	46.09%
Parcel Taxes	7.44%	8.75%
User Fees, Charges and Interest Income	25.00%	29.40%
Other Sources	15.79%	0.97%
Proceeds From Borrowing	12.57%	14.79%
	100.00%	100.00%

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

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

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

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

Schedule "B" – Bylaw #4380  
2019 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2019 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	3.9378	1.00:1	66.01%	85.69%
Utilities	25.6419	6.51:1	0.83%	0.16%
Supportive Housing	0.000	0:1	0.00%	0.00%
Major Industry	72.7672	18.48:1	3.14%	0.22%
Light Industry	11.1080	2.82:1	2.25%	1.03%
Business	11.1080	2.82:1	27.03%	12.44%
Managed Forest Land	7.9356	2.02:1	0.01%	0.01%
Recreational/Non Profit	2.8745	0.73:1	0.12%	0.21%
Farm	12.7915	3.25:1	0.61%	0.24%

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 2017 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	\$ 45,996.50	\$ 37,726.50	\$ 83,723.00
Non Profit Societies	409,140.00	243,030.00	652,170.00
Senior Centers	19,019.00	9,965.00	28,984.00
Other	15,104.00	11,523.00	26,627.00
Sports Clubs	271,559.00	146,616.00	418,175.00
<b>Total</b>	<b>\$ 760,818.50</b>	<b>\$ 448,860.50</b>	<b>\$ 1,209,679.00</b>

Schedule "B" – Bylaw #4380  
2019 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	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 47,032.50	\$ 45,846.66	\$ 34,828.47	\$ 29,851.20	\$ 24,304.74	\$ 24,657.03

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

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

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

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

Schedule "B" – Bylaw #4380  
2019 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

<b>Area</b>	<b>2015 General Municipal Tax Exemption</b>	<b>2016 General Municipal Tax Exemption</b>	<b>2017 General Municipal Tax Exemption</b>	<b>2018 General Municipal Tax Exemption</b>	<b>2019 General Municipal Tax Exemption</b>
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,425.51	\$ 5,400.26



## CITY OF SALMON ARM

BYLAW NO. 4382

**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 \$3,656,868.52 as at December 31, 2019, which amount has been calculated as follows:

Balance in Equipment Replacement Reserve Fund at December 31, 2018	\$3,060,491.99
Add: Additions to fund including interest earnings for current year to date	596,376.53
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Equipment Replacement Reserve Fund at December 31, 2019	<u>\$ 3,656,868.52</u>

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

- The sum of one million three hundred and twelve thousand four hundred and fifty-eight dollars and two cents (\$1,312,458.02) is hereby appropriated from the Equipment Replacement Reserve Fund for the following purchases:

Backhoe – Unit No. 62 & 66	\$ 175,565.35
Tandem Dump/Plow Truck – Unit No. 63	276,419.21
Double Drum Roller – Unit No. 8	61,000.70
Flusher Truck – Unit No. 69	463,319.24
Truck, Crane & Dump – Unit No. 46	96,926.69
Hybrid SUV – Unit No. 90	26,475.28
Toro Mower – Unit No. 85	122,792.48

Equipment Replacement Reserve  
Fund Expenditure Bylaw No. 4382

½ Ton Truck – Unit No. 37	44,547.90
½ Ton Truck – Unit No. 96	45,411.17
	<u>\$1,312,458.02</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. 4382**".

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

\_\_\_\_\_  
MAYOR

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

## CITY OF SALMON ARM

### BYLAW NO. 4383

#### 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 \$593,746.10 as at December 31, 2019, which amount has been calculated as follows:

Balance in General Capital Reserve Fund at December 31, 2018	\$ 332,733.20
Add: Additions to fund including interest earnings for current year to date	261,012.90
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at December 31, 2019	<u>\$ 593,746.10</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 General Capital Reserve Fund to be expended on the Blackburn Park – Covered Structure.
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. 4383"**.

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

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MAYOR

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CORPORATE OFFICER

# CITY OF SALMON ARM

## BYLAW NO. 4384

### **A bylaw authorizing the expenditure of monies in the Development Cost Charge Parks 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 Parks Reserve Fund for the purposes of acquisition or development of parkland;

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 Parks Reserve Fund of \$542,192.06 as at December 31, 2019, which amount has been calculated as follows:

Balance in Development Cost Charge Parks Reserve at December 31, 2018	\$ 454,197.27
Add: Additions to fund including interest earnings for current year to date	87,994.79
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Development Cost Charge Parks Reserve Fund at December 31, 2019	<u>\$ 542,192.06</u>

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

1. The sum of fifty thousand dollars (\$50,000.00) is hereby appropriated from the Development Cost Charge Parks Reserve Fund to be expended on Property Acquisition – 341/391 Fraser & 350 Narcisse.
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 Parks 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 Parks Reserve Fund Expenditure Bylaw No. 4384**".

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

\_\_\_\_\_  
MAYOR

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

## CITY OF SALMON ARM

### BYLAW NO. 4385

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

AND WHEREAS there is an unappropriated balance in the Community Centre Major Maintenance Reserve Fund established under District of Salmon Arm Community Centre Major Maintenance Reserve Fund Bylaw No. 3149 of \$698,130.30 As at December 31, 2019 which has been calculated as follows:

Balance in General Capital Reserve Fund at December 31, 2018	\$ 685,450.40
Add: Additions to fund including interest earnings for current year to date	12,679.90
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at December 31, 2019	<u>\$ 698,130.30</u>

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

1. The sum of twelve thousand and thirteen dollars and ninety-four cents (\$12,013.94) is hereby appropriated from the Community Centre Major Maintenance Reserve Fund to be expended on capital upgrades to the SASCU Recreation Centre – Access Door – Auditorium.
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 Community Centre 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 Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4385**".

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

---

MAYOR

---

CORPORATE OFFICER



## CITY OF SALMON ARM

BYLAW NO. 4386

**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 \$626,642.85 as at December 31, 2019, which amount has been calculated as follows:

Balance in General Capital Reserve Fund at December 31, 2018	\$ 509,358.29
Add: Additions to fund including interest earnings for current year to date	117,284.56
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at December 31, 2019	<u>\$ 626,642.85</u>

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

1. The sum of ninety thousand dollars (\$90,000.00) is hereby appropriated from the Parks Development Reserve Fund to be expended on the Klahani Park - Playground.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Parks Development Reserve Fund.

4. SEVERABILITY

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

5. ENACTMENT

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

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "**City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4386**".

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

\_\_\_\_\_  
MAYOR

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

## CITY OF SALMON ARM

BYLAW NO. 4387**A bylaw authorizing the expenditure of monies in the  
Development Cost Charge Sewer 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 Sewer Reserve Fund for the purposes of sewer 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 Sewer Reserve Fund of \$3,307,761.88 as at December 31, 2019, which amount has been calculated as follows:

Balance in Development Cost Charge Sewer Reserve at December 31, 2018	\$ 2,927,216.66
Add: Additions to fund including interest earnings for current year to date	380,545.22
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Development Cost Charge Sewer Reserve Fund at December 31, 2019	<u>\$ 3,307,761.88</u>

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

1. The sum of three hundred and forty thousand dollars (\$340,000.00) is hereby appropriated from the Development Cost Charge Sewer Reserve Fund to be expended on Property Acquisition – 341/391 Fraser & 350 Narcisse.
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 Sewer Reserve Fund.

Development Cost Charge Sewer  
Reserve Fund Expenditure Bylaw No. 4387

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 Sewer Reserve Fund Expenditure Bylaw No. 4387**".

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

---

MAYOR

---

CORPORATE OFFICER

Item 10.2

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4373 be read a first and second time.

[ZON1167; Domo Holdings Ltd.; 2761 & 2771 30 Avenue 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 10, 2020

Subject: Zoning Bylaw Amendment Application No. 1167

Legal: Lots A & B, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP70445  
Civic: 2761 & 2771 – 30 Avenue NE  
Owner/Applicant: Domo Holdings Ltd.

---

#### **MOTION FOR CONSIDERATION**

**THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lots A & B, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP70445 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);**

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#### **STAFF RECOMMENDATION**

**THAT: The Motion for Consideration be adopted.**

---

#### **PROPOSAL**

This application includes rezoning two adjacent parcels (Appendix 1 & 2), 2761 – 30 Avenue NE and 2771 – 30 Avenue NE from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) to permit secondary and detached suites.

#### **BACKGROUND**

The properties are designated Low Density Residential in the City's Official Community Plan (OCP) and are zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The properties are located in a residential neighbourhood bordering larger A-2 zoned properties in the ALR. There are presently nine properties zoned R-8 (Residential Suite Zone) in the vicinity. The bordering property to the north was rezoned from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) in 2016.

The subject properties were created via subdivision with a servicing infill exemption in 2018 (Appendix 5). Site photos are attached as Appendix 6. There is an existing house on 2771 – 30 Avenue NE (Lot B) which has an unfinished basement. Lot B does not meet the minimum parcel area requirement for a detached suite, see below Table A. However, based on parcel area and sufficient parking for the suite, there is potential for the development of a secondary suite within the existing house.

2761 – 30 Avenue NE (Lot A) is a vacant lot and should the parcel be re-zoned, the applicant would have the option to either build a house with a secondary suite or a detached suite, as Lot A meets both the minimum required parcel area and width as specified in the R-8 zoning regulations for detached suites. Based on the area of the parcel and it being a panhandle lot, additional parking for a secondary or detached suite could easily be achieved.

**Table A: Parcel Area & Width Requirements for Secondary & Detached Suites**

	<b>2761 – 30 Ave. NE (Lot A)</b>	<b>2771 – 30 Ave. NE (Lot B)</b>
<b>Min. Parcel Area (450 m<sup>2</sup>)</b>	Yes (1,360 m <sup>2</sup> )	Yes (665.1 m <sup>2</sup> )
<b>Min. Parcel Area Req. for a Detached Suite (700 m<sup>2</sup>)</b>	Yes (1,360 m <sup>2</sup> )	No (665.1 m <sup>2</sup> )
<b>Min. Parcel Width (14.0 m)</b>	Yes (20.868 m)	Yes (20.873 m)
<b>Min. Parcel Width Req. for a Detached Suite (20.0 m)</b>	Yes (20.868 m)	Yes (20.873 m)

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all residential designated areas subject to compliance with the Zoning Bylaw and the BC Building Code.

Any development of a secondary suite or detached suite would require a building permit and would be subject to Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges (DCCs). DCCs are payable at the time of Building Permit for detached suites in the amount of \$6,064.31.

COMMENTSEngineering Department

Engineering comments attached as Appendix 7

Building Department

BC Building Code will apply. No concerns with proposed zoning.

Fire Department

No concerns.

Planning Department

Future development of residential suites on these two lots will conform and fit in with the surrounding neighbourhood. The proposed R-8 zoning of the subject properties is consistent with the OCP and based on parcel area and configuration the R-8 Zone requirements can be met, including the provision of onsite parking. Therefore, this application is supported by staff. Any development of a secondary suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



Prepared by: Denise Ackerman  
Planner, Development Services



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





0 2040 80 120 160  
Meters



Subject Parcel





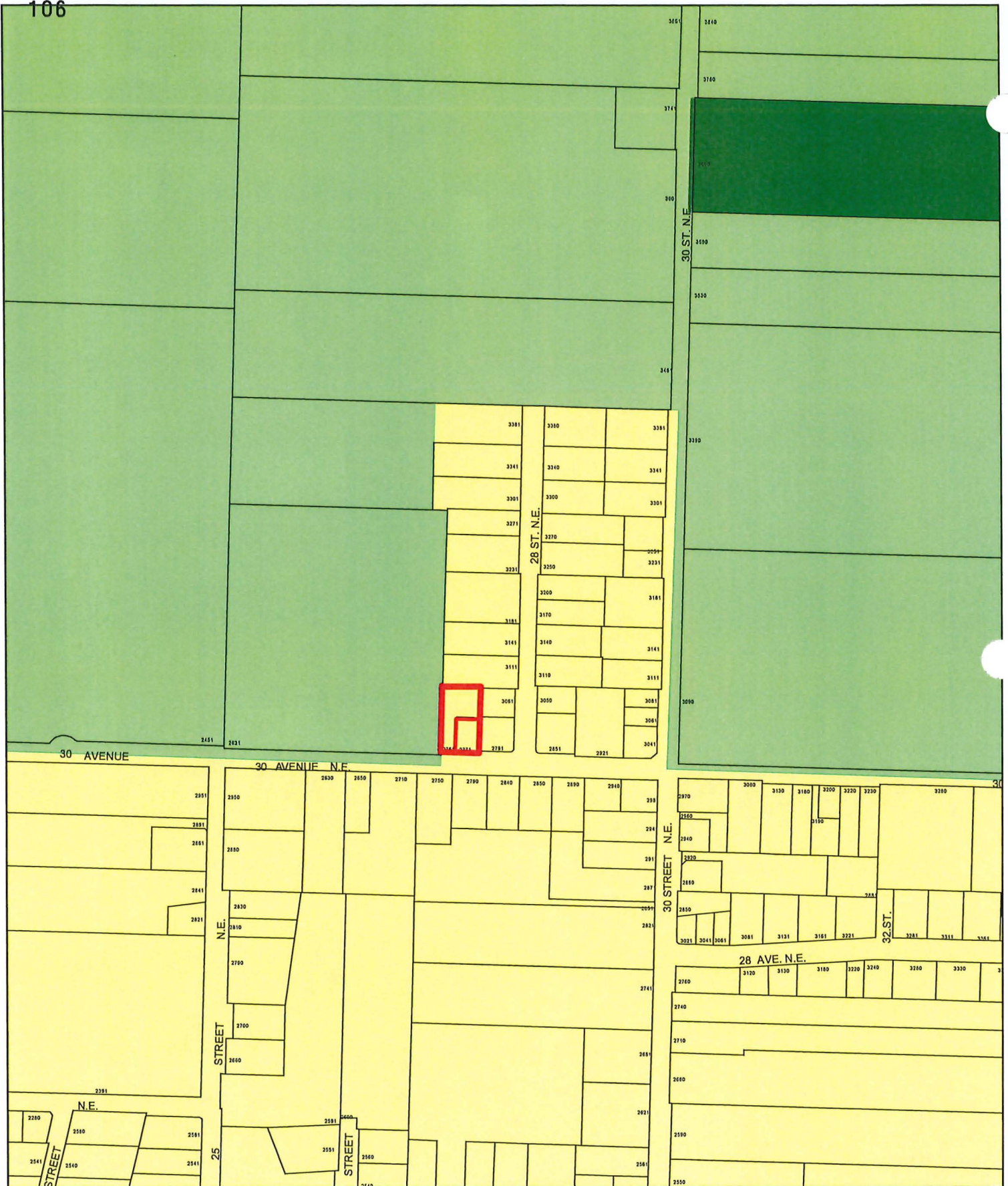
03.25 5 13 19.5 26  
Meters



Subject Parcel



106



Subject Parcel

0 2040 80 120 160  
Meters



Residential - Low Density

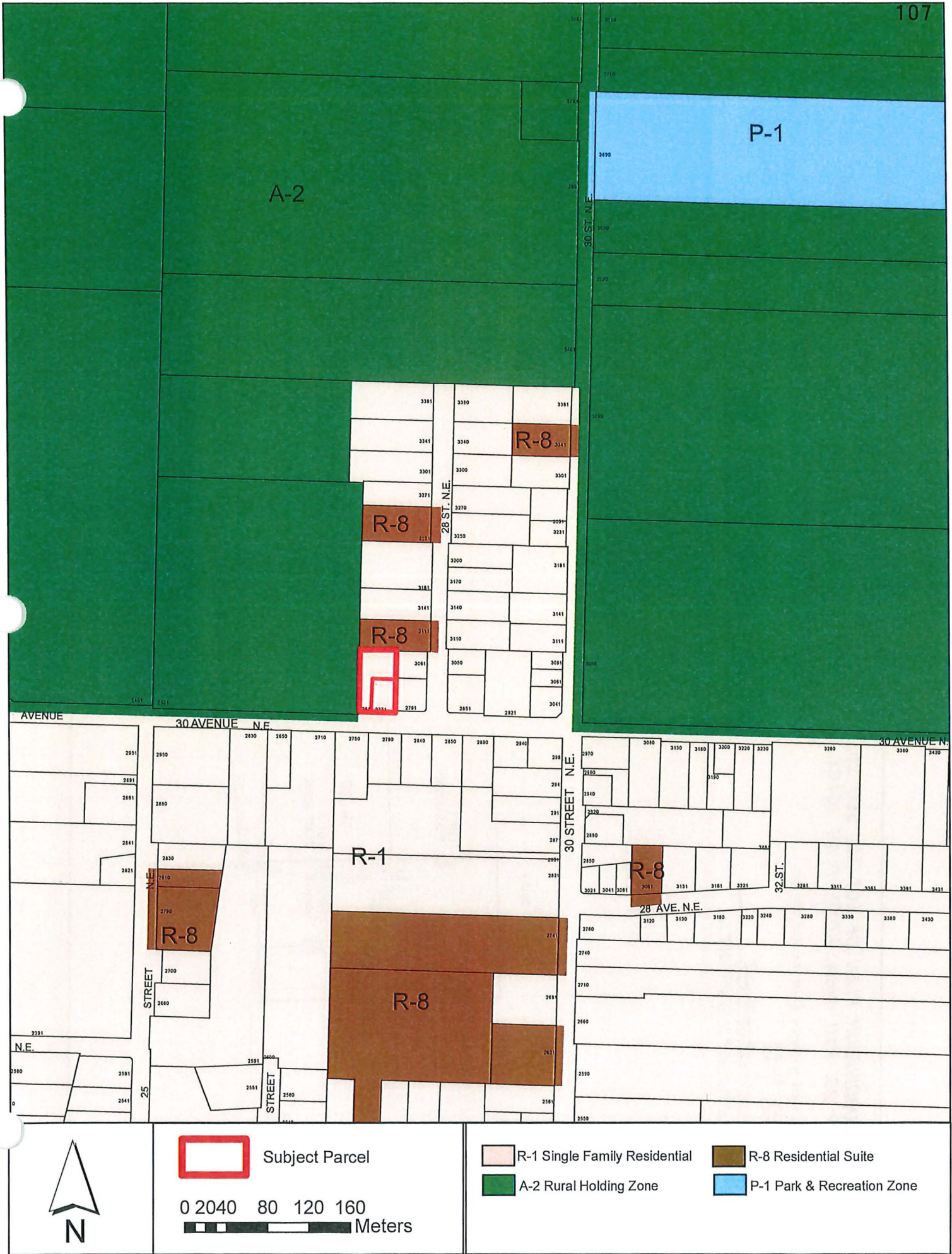


Acreage Reserve



Park



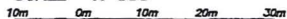


**SUBDIVISION PLAN OF LOT 10, SEC 25,  
TP 20, R10, W6M, KDYD, PLAN 10164.**

*Pursuant to Section 67 of the Land Title Act*

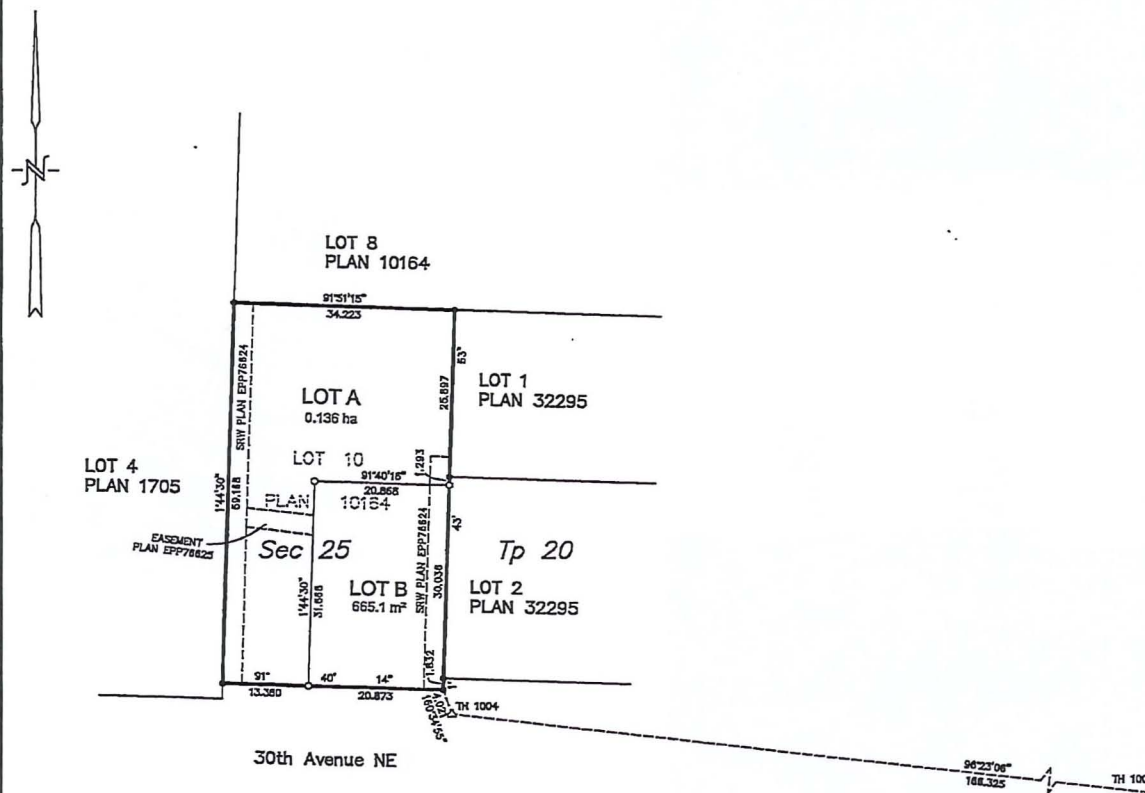
BCGS 82L074

SCALE 1: 500



*All distances are horizontal ground level, in metres and decimals thereof*

THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH by 432mm IN HEIGHT (C size) WHEN PLOTTED AT A SCALE OF 1:500

**PLAN EPP70445**

LEGEND

- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST PLACED
- △ DENOTES TRAVERSE HUB SET

GRID BEARINGS ARE NAD83 (GSR) AND ARE DERIVED FROM DIFFERENTIAL CARRIER PHASE GPS OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 11. TO OBTAIN LOCAL ASTRONOMICAL BEARINGS REFERRED TO THE MERIDIAN THROUGH TH 1004, SUBTRACT 1°44'40" FROM GRID BEARINGS.

THIS PLAN SHOWS HORIZONTAL GROUND LEVEL DISTANCES BASED ON A MEAN  
ELLIPSOIDAL ELEVATION OF 496.0 METRES. TO COMPUTE GRID DISTANCES,  
MULTIPLY GROUND-LEVEL DISTANCES BY THE MEAN COMBINED FACTOR OF  
0.999154672.

Datum NAD83 (GSR5)(2002.0), UTM Zone 11  
 REFERENCE POINT TH 1004  
 UTM NORTHING: 5621303.403  
 UTM EASTING: 340673.198  
 ESTIMATED HORIZONTAL POSITIONAL ACCURACY IS 0.05m  
 COMBINED FACTOR IS 0.99983593

REFERENCE POINT TH 1001  
 UTM NORTHING: 5221256.909  
 UTM EASTING: 340673.198  
 ESTIMATED HORIZONTAL POSITIONAL ACCURACY IS 0.05m  
 COMBINED FACTOR IS 0.99983593

THIS PLAN LIES WITHIN THE JURISDICTION OF THE APPROVING OFFICER  
FOR THE CITY OF SALMON ARM.

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF COLUMBIA SHUSHAP

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE  
15th DAY OF NOVEMBER, 2017.  
JASON RUSSELL SHORTT, BCLS # 770

ECR #203695 COMPLETED NOVEMBER 21, 2017.

russell shortt

land SURVEYORS  
2801-32nd Street, Vernon, B.C. V1T 5L8  
Phone: (250)545-0511 FAX: (250)545-2741 Email: jasons@jashort.ca  
F.R. 1263, 1265 File: 28521 sub





Northeasterly view.



Northwesterly view.

Existing house on Lot B (2771). Panhandle Lot A (2761) to the west of existing house.



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

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TO: Kevin Pearson, Director of Development Services  
DATE: 12 March 2020  
OWNER: DOMO Holdings Ltd. #10, 121 Harbourfront Dr NE, Salmon Arm  
APPLICANT: Linda Rohlfs - Owner  
SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1167  
LEGAL: Lots A & B, Section 25, Township 20, Range 10, W6M KDYD,  
Plan EPP70445  
CIVIC: 2761 & 2771 – 30 Avenue NE

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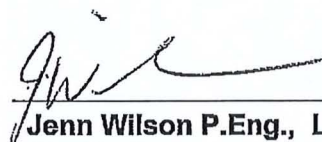
Further to your referral dated 23 January 2020, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**Engineering Department does not have any concerns related to the Re-zoning and recommends approval.**

1. At the time of building permit the applicant will be required to install a culvert across the existing ditch on 30 Avenue NE for the new driveway. This work will be carried out by the City at the owners/developers cost. Owner / Developer is responsible for all associated costs.
2. 2761 30 Avenue NE will require a water meter to be installed in a pit at property line at time of Building Permit. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. 2761 30 Avenue NE has a sanitary sewer in a City Right of Way along the western property line and a Private Easement for the sanitary service to 2771 bisecting the pan handle from west to east. Construction work within the Right of Way and Private Easement are limited as per the terms of the legal agreements. The Owner / Developer is advised to refer to these agreements prior to submission of building permit applications and prior to commencement of any work onsite.



**Chris Moore**  
Engineering Assistant



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

# CITY OF SALMON ARM

## BYLAW NO. 4373

### 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, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 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 Lots A & B, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP70445 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. 4373"**

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

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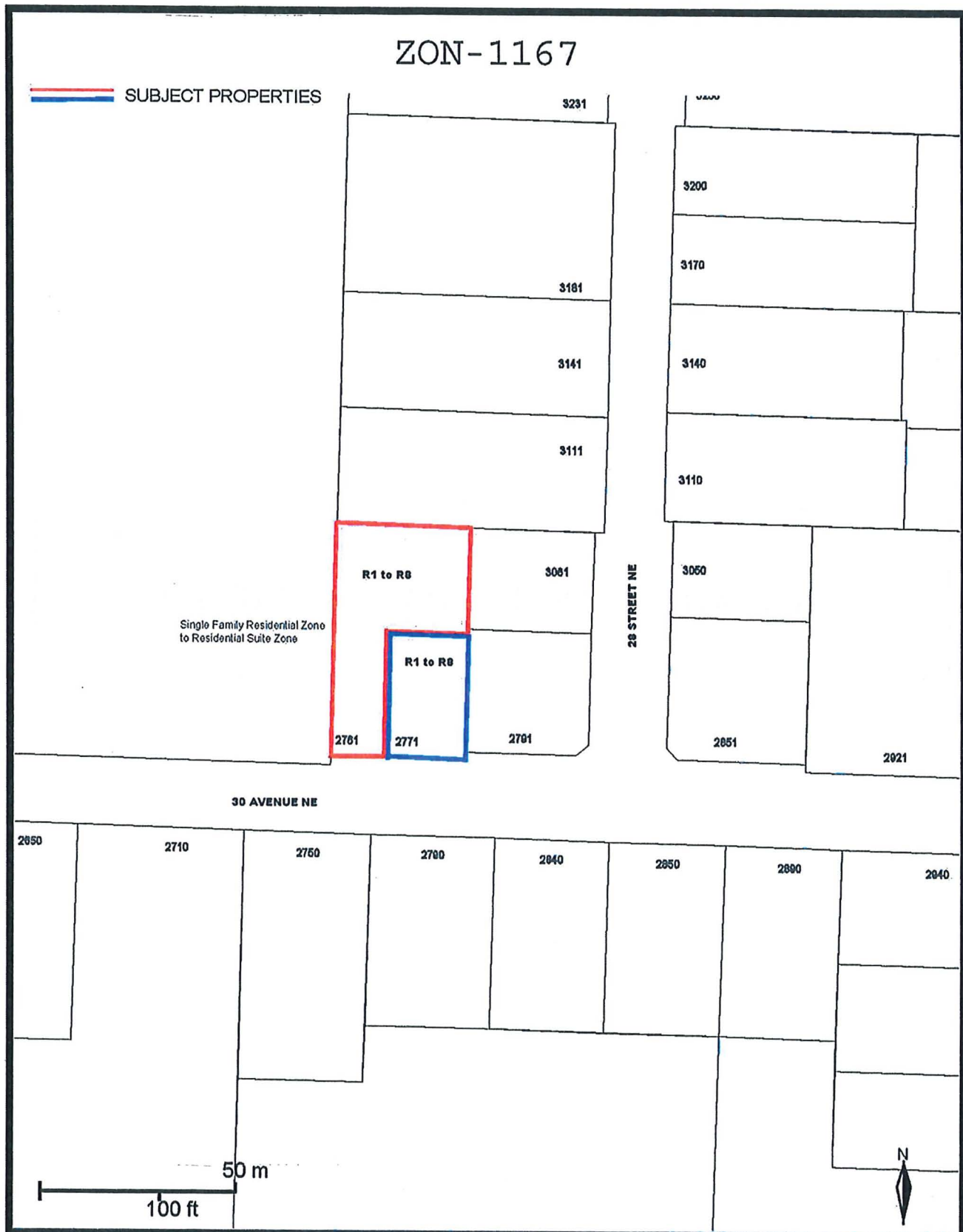
MAYOR

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CORPORATE OFFICER



SCHEDULE "A"



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Item 11.1

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Parks Regulation Amendment Bylaw No. 4379 be read a final time.

### Vote Record

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

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

## CITY OF SALMON ARM

BYLAW NO. 4379**A bylaw to amend "Parks Regulation Bylaw No. 2119, 1993"**


---

WHEREAS the Council of the City of Salmon Arm has enacted "Parks Regulation Bylaw No. 2119, 1993", being a bylaw to provide for the use, regulation and protection of public lands and parks within the City of Salmon Arm;

AND WHEREAS it is deemed expedient to amend said bylaw;

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

"Parks Regulation Bylaw No. 2119, 1993" is hereby amended as follows:

1. Appendix "B" is hereby amended by the insertion of the following:
  - **Shuswap Memorial Cemetery**
2. This bylaw may be cited as "City of Salmon Arm Parks Regulation Amendment Bylaw No. 4379".

READ A FIRST TIME THIS	9th	DAY OF	March	2020
READ A SECOND TIME THIS	9th	DAY OF	March	2020
READ A THIRD TIME THIS	9th	DAY OF	March	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

\_\_\_\_\_  
MAYOR

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

**BYLAW NO. 2119****APPENDIX "B" PARKS PERMITTING DOGS****DISTRICT OF SALMON ARM**

Dogs shall be permitted to enter those parks listed on Appendix "B" only while on a leash and in the actual custody and control of the owner, his agent or servant, except where excluded by posted notice.

**BLACKBURN PARK**

CANOE BEACH PARK – posted “no dogs allowed” – resolution of March 22, 1993

FLETCHER PARK – posted “no dogs allowed” – resolution of March 22, 1993

JACKSON PARK [North Canoe Community Park] – posted “no dogs allowed” – resolution of September 10, 2001

**KLAHANI PARK****McGUIRE PARK****MARINE PEACE PARK**

FORESHORE TRAIL consisting of the 10 m wide dedicated municipal walkway and municipal lands lying between the eastern terminus of Harbourfront Drive NE and 47 Avenue NE and adjacent to the Canadian Pacific Railway - on maximum 2 metre leash, except during the period of May 01 to June 30 of each year when dogs are prohibited.

**SHUSWAP MEMORIAL CEMETERY**

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**INFORMATIONAL CORRESPONDENCE – MARCH 23, 2020**

- |    |   |   |
|----|---|---|
| 1. | E. McDonald, President, Shuswap Naturalist Club – letter received March 5, 2020 – Request to Plant 50 Trees in Blackburn Park                                       | R |
| 2. | SASCU – invitation – ‘Save the Date’ SASCU’s AGM May 5, 2020  | N |
| 3. | J. Cote, Mayor, City of New Westminster to The Right Honourable Justin Trudeau, Prime Minister of Canada – letter dated March 9, 2020 – National Pharmacare Program | N |
| 4. | M. Farnworth, Minister of Public Safety and Solicitor General – letter dated March 9, 2020 – Intersection Safety Camera   | N |
| 5. | Mayors for Peace News Flash – February 2020   | N |

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Item 12.2

## CITY OF SALMON ARM

Date: March 23, 2020

S. Witzky, ALIB Councillor, L. Chisholm, Project Coordinator/Storyboard Assistant and J. Brett, Technical Lead – letter received March 11, 2020 – Secwépemc Landmarks Letter of Request

### Vote Record

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

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

# Secwépemc Landmarks | Letter of Request



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

The Secwépemc Landmarks partners presented to the City of Salmon Arm Council on June 25, 2018, where Council issued a letter of support for the Secwépemc Landmarks Proposal, donated \$1,500.00 to the Secwépemc Landmarks Proposal, and authorized the placement of a sculpture at Marine Peace Park at a location to be determined.

The project has been progressing well, and the project team has partnered with School District 83 to host a series of workshops for youth from grades 6-12 to carve 100 trailhead posts in collaboration with a Secwépemc carver. The trailhead posts will depict images designed by the students under the guidance of a Secwépemc carver and storyteller. The intention for the trailhead posts is to have them stationed at trailheads leading to Secwépemc Landmarks throughout the Shuswap.

We are writing to request that:

- A. The Secwépemc Landmarks partners replace existing trailhead markers on trail systems within the City of Salmon Arm jurisdiction (see attached map and chart for trailhead post locations). These trailhead markers will be replaced with the trailhead posts that youth in School District 83 will carve in workshops cited above, potentially taking place in Fall 2020.
- B. The Secwépemc Landmarks Partners install 3 Landmark Sculptures and Storyboards on trail systems within the City of Salmon Arm jurisdiction (1. Marine Peace Park Main Landmark *[pre-approved by City of Salmon Arm on June 25<sup>th</sup>, 2018]* and Storyboard; 2. Little Mountain Trails Sentinel Landmark and Storyboard; 3. RJ Haney Heritage Village Sentinel Landmark and Storyboard). Attached is a list of these Landmarks and the locations we are considering, as well as a reference map for your review.

This reference map and table identify approximately 6 Landmark locations within or very close to the City of Salmon Arm limits (3 of which are in City of Salmon Arm jurisdiction). We understand the other 3 Landmarks in the table are not under your management, but we have been provided their locations due to their significance within the immediate area. We have also included the 1st Main Landmark which has been pre-approved by the City of Salmon Arm both for reference and as acknowledgement of the commitment already undertaken by the CSA.

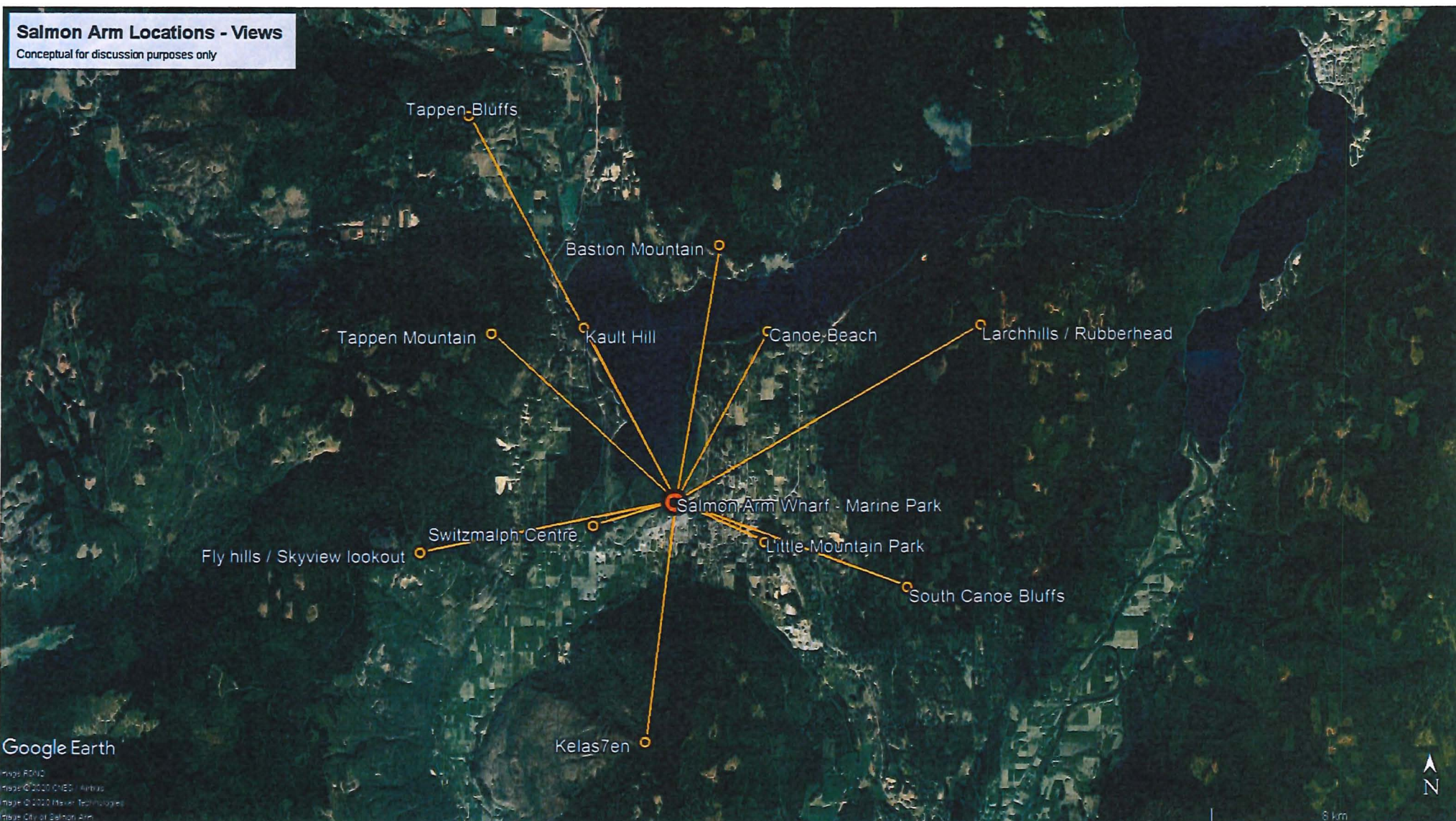
We thank you for your consideration of this project.

Kukstemc,

Shelley Witzky, ALIB Councillor;  
Libby Chisholm, Project Coordinator/Storyboard Assistant  
Jacob 'Sutra' Brett, Technical Lead

The Secwépemc Landmarks partners gratefully acknowledge the financial support of the Province of British Columbia, the three Secwépemc Bands: Adams Lake Indian Band, Neskonlith Band, and Splatśín, Shuswap Tourism, the Shuswap Trail Alliance, and the City of Salmon Arm.

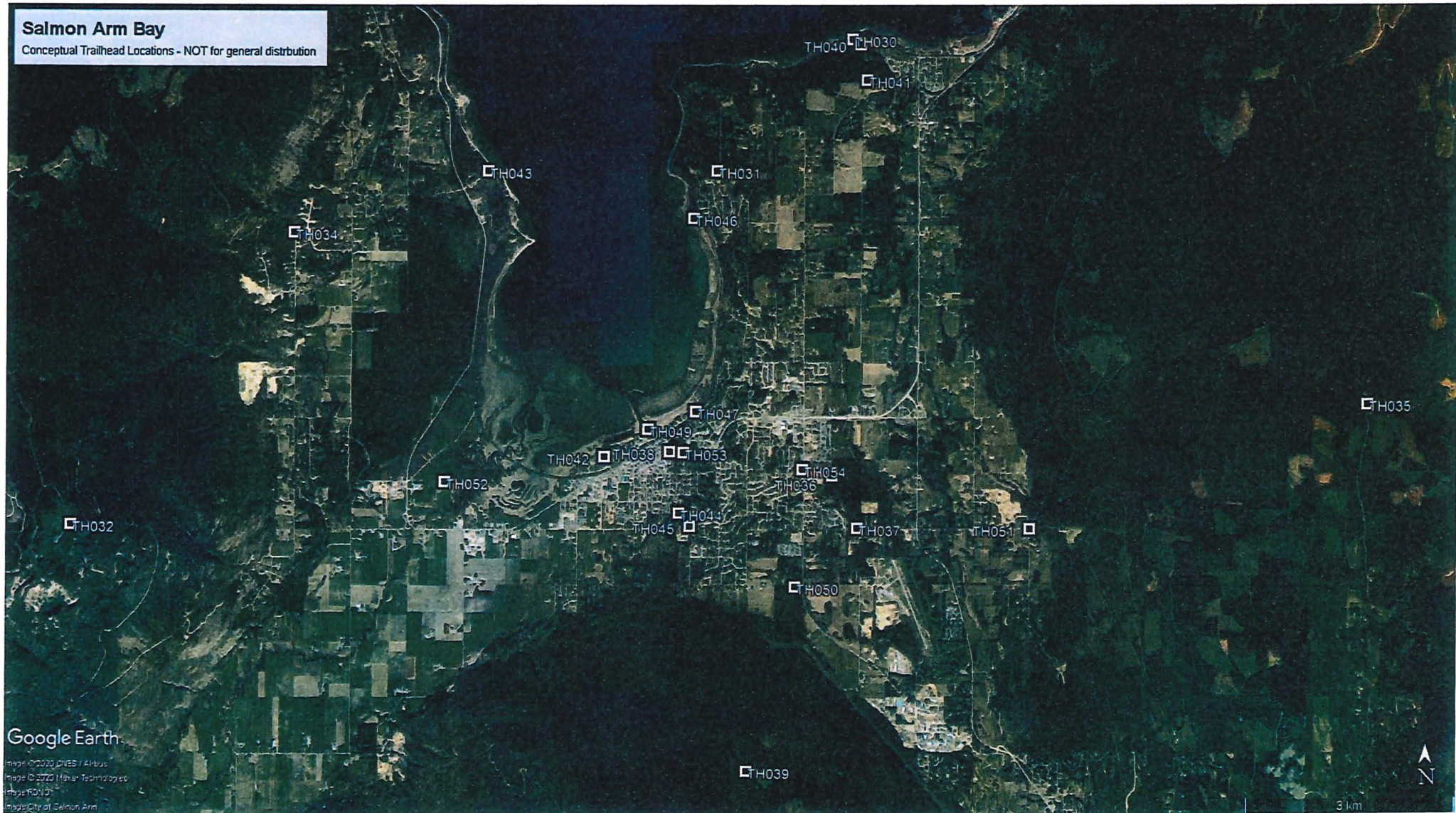






## Salmon Arm Bay

Conceptual Trailhead Locations - NOT for general distribution





NO#	Settler Name	Proposed Monument Type	Waypoint Ref #	Location	Current User Volumes	Band/s Area	Land managers/ Stakeholders	Location Notes
LM001	Marine park	Main Landmark & Story Board	50°42'26.02"N, 119°16'59.95"W	Salmon Arm	Very High	ALIB, NIB, LSIB, QS	CSA, SABNES(?)	High profile area, many tourists, very accessible
LM006	Little Mountain Trails	Sentinal & Storyboard	50°41'43.28"N, 119°14'32.50"W	Salmon Arm	Very High	ALIB, NIB, LSIB, QS	CSA	This is a high use public park, one the highest use inner-city parks, is a None motorized location only
LM007	Mt Ida	Sentinal & Storyboard	50°38'15.05"N, 119°17'47.97"W	Salmon Arm South	Moderate	OIB, ONA, SFN, ALIB, NIB, LSIB, QS, LoSIB, UNB, PIB	Rec Sites & Trails	Directly South of Salmon Arm
LM008	Switzmalph center	Sentinal & Storyboard	50°42'0.81"N, 119°19'14.77"W	Salmon Arm West		ALIB, NIB, LSIB, QS	Switzmalph Society	This is an existing First Nations Interpretive & Cultural site
LM009	Fly hills Skyview rotary lookout	Sentinal & Storyboard	50°41'32.85"N, 119°23'58.70"W	Fly Hills		ALIB, NIB, LSIB, QS	Rec Site & Trails, Salmon Arm Rotary Club	This was a site created by the Salmon Arm Rotary Club, need to approach them for details and the current status is 4x4 access to within a few mins walk of viewpoint
LM013	RJ Haney Heritage Village	Sentinal & Storyboard	50°42'17.92"N, 119°13'50.98"W	Salmon Arm	Very High	ALIB, NIB, LSIB, QS	CSA, Salmon Arm Museum & Heritage Association	Will potentially be connected to little mountain pack and CSA via a future trail, is a None motorized location only

Please feel free to contact me at [sutra@earthboundprojects.com](mailto:sutra@earthboundprojects.com) or phone 1.250.515.1061

# Secwépemc Landmarks | Trailhead Sign Posts



The Shuswap Trail Alliance is currently partnered with Adams Lake Indian Band, Neskonlith Indian Band, Splatshín, the City of Salmon Arm, Shuswap Tourism, Columbia Shuswap Regional District and FLNRORD on the Secwépemc Landmarks Project.

**Purpose:** This collaborative project is designed, in the spirit of reconciliation, to create awareness of Secwépemc traditional territory through the creation of a series of iconic orientation Landmarks (sculptures) and trailhead signposts situated at key, highly visited areas. These Landmarks portray Secwépemc location names, culture, and stories throughout the Shuswap Lakes region.

*"This initiative is another way for Secwépemc to create more awareness of our presence within our traditional territory. The sculptures can be a collaboration between Secwépemc and settler artists and the mountain names in both Secwépemc and English will showcase Secwépemc language to the visiting tourists and locals alike. Storyboards, sculptures/landmarks placed on trailheads and other key areas will showcase Secwépemc culture and settler history."*

*-Adams Lake Band Councillor Shelley Witzky*

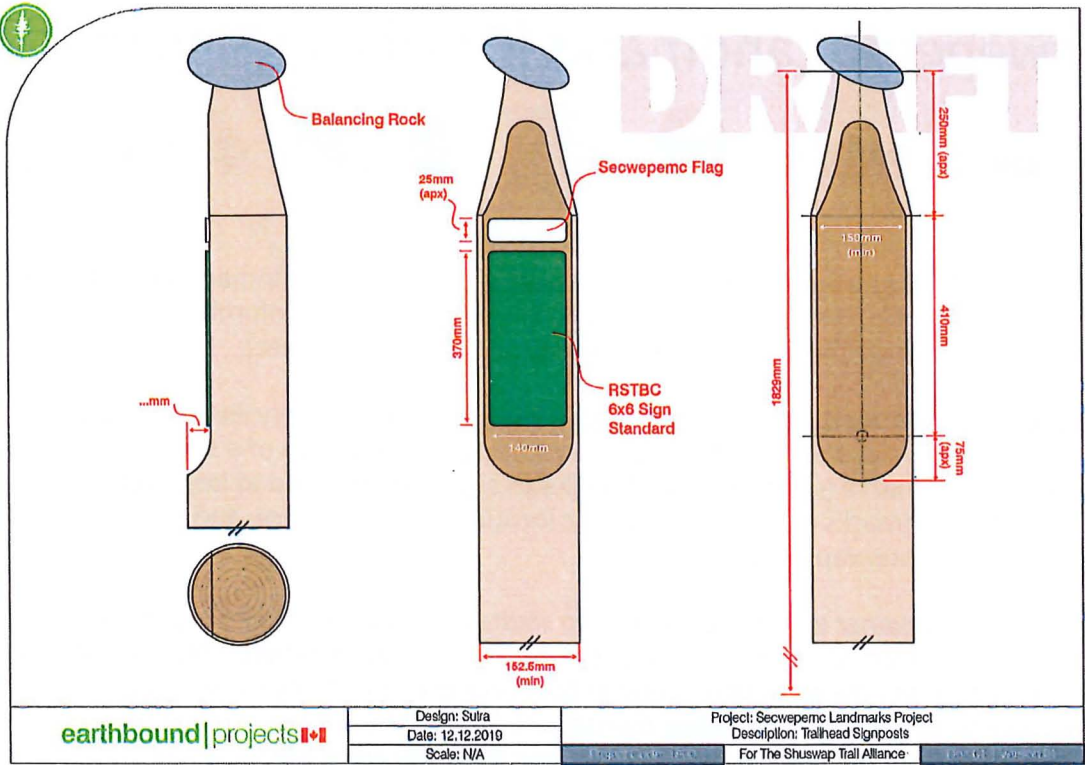
This project will entail Secwépemc artists leading workshops with youth from grades 6 to 12 in School District 83 ("SD 83") to carve and paint pictographs into a series of 100 trailhead posts (See Concept Trailhead below). The pictographs will be designed by students in SD83 in a series of workshops under the guidance of a Secwépemc storyteller and carver. These trailhead posts will be stationed at trailheads leading to Secwépemc Landmarks and trails throughout the Shuswap.

## Trailhead Posts

- Small semi-permanent structure
- 5.5 ft tall (above ground, 3ft below)
- Wooden construction, Cedar - will break down over time, will need replacing, inspire hereditary replacement
- Pictograph or animal print carvings, paint inlay
- Balancing rock to honor Coyote Pillars
- Secwépemc and settler artists - reconciliation
- Secwépemc logo/badge
- Existing RSTBC sign standards for signage

## Concept Trailhead Post:







We currently have funding through the BC Rural Dividend Funding for the creation of 100 trailhead posts to be installed around the Shuswap.

We have tried to find locations that are a mixture of accessible trails to all user groups whilst being spread out across the Shuswap watershed and accessible to the different communities.

We are contacting you as we have currently identified approximately 24 trailhead locations within areas managed by your selves or in partnership with others. Below is a list of these trailheads and the locations we are considering attached is a reference map for your review.

### City of Salmon Arm Trailhead Locations - Working Inventory (Consolidated)

Updated 05.03.2020

REF NO#	Location Name	Type/User	Waypoint Ref #	Location	Land Manager	Site operator
TH032	Flyhills Rotary Skyview Lookout	Hike, Bike	50°41'35.25"N, 119°23'59.97"W	Salmon Arm & Area	RSTBC/ CSA(?)	?
TH030	Canoe Beach	Universal, Hike, Bike, Fat Bike, Boat, Paddle, Swim	50°45'23.30"N, 119°14'26.32"W	Salmon Arm & Area	CSA	CSA
TH031	Coyote Park	Hike, Bike, Snowshoe, Fat Bike	50°44'22.07"N, 119°16'5.80"W	Salmon Arm & Area	CSA	CSA
TH033	Gardom Lake	Hike, Bike, Paddle, Swim	50°36'21.45"N, 119°12'24.69"W	Salmon Arm & Area	CSA	?
TH036	Little Mountain - North	Hike, Bike, Snowshoe, Fat Bike	50°41'59.09"N, 119°14'40.74"W	Salmon Arm & Area	CSA	CSA
TH037	Little Mountain - South	Hike, Bike, Snowshoe, Fat Bike	50°41'34.27"N, 119°14'22.11"W	Salmon Arm & Area	CSA	CSA
TH038	McGuire Lake	Universal, Hike, Bike, Fat Bike	50°42'10.36"N, 119°16'39.67"W	Salmon Arm & Area	CSA	?

TH040	Parkhill - North	Universal, Hike, Bike, Snowshoe, Fat Bike	50°45'20.95"N, 119°14'20.67"W	Salmon Arm & Area	CSA	CSA
TH041	Parkhill - South	Universal, Hike, Bike, Snowshoe, Fat Bike	50°45'4.68"N, 119°14'15.66"W	Salmon Arm & Area	CSA	CSA
TH042	Peter Janyk Park	Universal, Hike, Bike, Snowshoe, Fat Bike	50°42'8.00"N, 119°17'27.57"W	Salmon Arm & Area	CSA	CSA
TH044	Pileated Woods - Lower	Hike, Bike, Snowshoe, Fat Bike	50°41'41.40"N, 119°16'32.79"W	Salmon Arm & Area	CSA	CSA
TH045	Pileated Woods - Upper	Hike, Bike, Snowshoe, Fat Bike	50°41'35.13"N, 119°16'25.30"W	Salmon Arm & Area	CSA	CSA
TH046	Raven trail (Foreshore) - North	Universal, Hike, Bike, Snowshoe, Fat Bike	50°43'59.93"N, 119°16'22.59"W	Salmon Arm & Area	CSA	SABNES
TH047	Raven trail (Foreshore) - South	Universal, Hike, Bike, Snowshoe, Fat Bike	50°42'29.27"N, 119°16'20.66"W	Salmon Arm & Area	CSA	SABNES
TH049	Salmon Arm Bay Nature trails	Universal, Hike, Bike, Snowshoe, Fat Bike, XC Ski	50°42'20.95"N, 119°16'55.94"W	Salmon Arm & Area	CSA	CSA
TH050	Shuswap Cemetery trails	Hike, Bike, Snowshoe, Fat Bike	50°41'6.75"N, 119°15'7.49"W	Salmon Arm & Area	CSA	CSA
TH051	South Canoe	Universal, Hike, Bike, EQ, Snowshoe, Fat Bike, XC Ski	50°41'34.49"N, 119°12'15.42"W	Salmon Arm & Area	CSA	STA/ South Canoe Trail Advisory
TH053	Turner Creek Trail - East	Hike, Bike, Snowshoe, Fat Bike	50°42'9.67"N, 119°16'29.75"W	Salmon Arm & Area	CSA	CSA

TH054	Turner Creek Trail - West	Hike, Bike, Snowshoe, Fat Bike	50°42'1.98"N, 119°15'2.25"W	Salmon Arm & Area	CSA	CSA
TH034	Gayle Creek/Syphon Falls	Hike, Snow Shoe	50°43'53.23"N, 119°21'16.00"W	Salmon Arm & Area	CSA, RSTBC	CSA

Please feel free to contact me at [sutra@earthboundprojects.com](mailto:sutra@earthboundprojects.com) or phone 1.250.515.1061

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Item 19.1

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council support the proposed activities outlined in the Community Emergency Preparedness Fund - Evacuation Route Planning Grant Application, dated March 10, 2020 and agree to provide overall grant management for the project.

### Vote Record

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

Opposed:

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

## Community Emergency Preparedness Fund

### Evacuation Route Planning

### 2020 Application Form

Please complete and return the application form by April 17, 2020. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Name of Local Government or First Nation: City of Salmon Arm	Date of Application: April 7, 2020
Contact Person*: Brad Shirley	Position: Fire Chief
Phone: 250-803-4064	E-mail: bshirley@salmonarm.ca

\* Contact person must be an authorized representative of the applicant.

SECTION 2: For <u>Regional Projects Only</u>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program &amp; Application Guide for eligibility.</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>

SECTION 3: Project Summary
<p><b>3. Name of the Project:</b> Evacuation Route Planning City of Salmon Arm</p>
<p><b>4. Project Cost &amp; Grant Request:</b>            Total Project Cost: \$25,000.00      Total Grant Request: \$25,000.00            Have you applied for, or received funding for, this project from other sources?</p>

No

**5. Project Summary.** Provide a summary of your project in 150 words or less.

In 1998 Salmon Arm was faced with the largest evacuation due to wildfire (Silver Creek Fire) in Canadian history at the time. After this event the City formed the Shuswap Emergency Program with the District of Sicamous (DoS) and the Columbia Shuswap Regional District (CSRD). Salmon Arm has grown and undergone many changes since then and is in need of a detailed evacuation plan that is essential to an organized, efficient and effective emergency evacuation. This project will benefit from the current work being done on updating the CSRD and the DoS evacuation plans. The updated plan will include trigger points (based on the time estimates for public notification and evacuation clearance times of the various zones), roles and responsibilities, decision making authority, communications and notification plan, updated maps with a traffic/transportation plan that includes evacuation zones and routes, location of vulnerable populations, check points, security, assembly points, choke points, alternate routes, reception centres, and an animal evacuation component. Stakeholder meetings will be held to gain valuable information, create a strong sense of ownership and foster a team approach. Collaboration with neighbouring First Nations may be necessary. A table top exercise will be conducted to test the plan, provide feedback and allow staff and stakeholders to become familiar with the plan.

**6. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

The City of Salmon Arm requires appropriate Sub-Plans with additional detail and current information to respond effectively in an emergency as stated in our Emergency Response and Recovery Plan (ERRP). The annual review of the ERRP with revision/update, is necessary and a requirement in the ERRP.

This project will intergrate the City of Salmon Arm's internal and external communication plan for evacuations with its emergency program partners.

Salmon Arm's municipal fire services and public works are identified as key EOC representatives in the ERRP. Training and exercising with an evacuation plan that is specific to Salmon Arm will improve their knowledge of roles and responsibilities during an evacuation. This recommendation was identified after the 1998 wildfire evacuation to avoid a similar situation where plans had to be made from scratch during the event.

A Traffic Plan will be created that utilizes identified evacuation zones, departure control, alternate transportation, and available road clearing resources.

Public education on evacuation planning as part of personal emergency preparedness planning will be part of this project by sharing the information through as many forms of communication as possible and involving key community members in the development of the plan.

An updated list of vital services that is needed during an emergency evacuation will be created as per the ERRP.



Sharing of this information with neighbouring jurisdictions through meetings will be an important part of this project due to their potential support role (i.e. host communities).

#### SECTION 4: Detailed Project Information

- 7. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Please refer to Section 4 of the Program & Application Guide for eligibility.

A qualified consultant will be hired to work with staff to create an evacuation route plan for the City of Salmon Arm. An initial meeting between the successful consultant and staff will outline expectations as per the grant project proposal.

Research:

The consultant will gather all necessary information and make decisions needed to complete the plan that will include: local authority, demographics, evacuation maps, traffic data, road capacities, primary and secondary routes, methods and modes of transportation, choke points, traffic control, vital contacts, critical resources, assembly points, clearance times, Reception Centres, Shelter-in-Place, security, communications/notification, re-entry plans, and any necessary amendments to relevant local plans, bylaws or policies.

Stakeholder meetings will be held to gather input, increase awareness, foster a team approach, and improve evacuation training exercises.

Draft plan review and feedback from stakeholders.

Table top exercise to test and validate the plan.

Completion of Final Evacuation Route Plan and review.

Dissemination of the final plan

- 8. Evidence & Rationale.** What is the rationale and evidence for undertaking this project? This may include local hazards identified in the Emergency Plan; threat levels identified in Hazard Risk and Vulnerability Analysis, Community Wildfire Protection/Resiliency Plans, and/or Flood Risk Assessments; and previous emergencies where evacuations were ordered.

The Shuswap Emergency Program undertook an "all hazards" Hazard Risk and Vulnerability Analysis (HRVA) that considers potential natural and anthropogenic hazards that may impact the Shuswap area. Based on extensive background and historical research, a hazard matrix was compiled summarizing the results from the assessment. The matrix identifies the three highest natural risk hazards as wildland fire, flooding and landslides/debris flows. The City of Salmon Arm has experienced these hazard events (large and small) with the 1998 Silver Creek wildfire evacuation of over 6500 people being the largest evacuation due to wildfire in Canada at the time.

As the climate changes, the severity and frequency of these hazard events is expected to increase. It is important that the City of Salmon Arm updates and enhances its existing plans and resident's preparedness. This project is a critical component of a



large multifaceted resiliency building initiative that includes in-depth risk identification, mitigative works (i.e. FireSmart, Structure Protection), ESS capacity building, public education and involvement.

Additional threats that are high on the HRVA include Hazardous Material Spills from road and rail (Trans-Canada Highway and CP Rail line both run through town and along the Shuswap Lake).

**9. Existing Challenges.** How will the proposed project identify and address existing challenges to successful evacuations in the event of emergencies. Refer to Section 6 of the Program and Application Guide.

The evacuation plan will identify and incorporate existing agency and facility plans for the large potentially vulnerable population that includes a higher than normal percentage of the elderly.

Annual population swell from vacationers (publicize the evacuation plan and consider this extra population when building the updated plan).

Multiple exposure to hazards - rail, highway, landslide, flood, wildfire. (Ensure the plan includes hazard specific considerations).

Vulnerable two lane sections of Trans-Canada Highway (ensure a robust traffic plan).

Water evacuation if necessary (ensure water transportation resources and contacts are identified in preparedness planning).

**10. Large Scale ESS Planning.** Describe the extent to which the proposed project will consider large scale Emergency Support Services scenarios.

The Shuswap area has a large contingent of well trained ESS volunteers who have pre-identified reception centre and group lodging facilities located throughout the Shuswap including all rural communities. This project will help determine or validate whether these pre-identified facilities and their locations have been selected appropriately. As indicated in the Field Guide, the HRVA and a population analysis are essential tools in determining the locations of reception centres and group lodging facilities. In addition, the project will provide ESS an estimated number of people that may require ESS services, along with the at-risk and vulnerable population that will be requiring their services in the event of an evacuation. This will provide great value with ESS planning when determining accommodation and group lodging requirements. The project will also assist in strengthening communication, awareness and ESS capacity between the Shuswap ESS Team, responding agencies, and neighboring First Nations ESS Teams.

**11. Transferability.** Describe the extent to which the proposed project may be transferable to other local governments and/or First Nations.

The District of Sicamous and the CSRD will be heavily impacted should Salmon Arm be evacuated. Many of the reception centres, group lodging or resiliency centres would be located in these surrounding areas. The plan would include comprehensive collaboration with these communities. Furthermore, the Shuswap Emergency Program has agreements in place with the Little Shuswap Lake Indian Band, the Neskonlith

Indian Band, and the Adams Lake Indian Band. This evacuation plan will build resilience for our partners and be integrated with their plans for everyone's benefit.

**12. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? How will this information be used?

The project will be evaluated against benchmarks for completion with a final deliverable of a written plan (including route and communication plans).

Benchmarks are as follows:

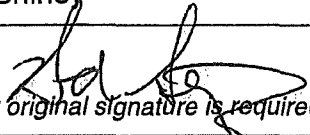
- \*Award of consultant contract
- \*Start-up meeting with partner organizations/agencies, ESS, NEP Teams, fire departments First Nations and NGOs.
- \*Research completion meeting and review of findings.
- \*Draft Plan review, plan to include mapping, resource list and guidelines for developing agreements with First Nations neighbours.
- \*Plan distribution
- \*Tabletop exercise with stakeholders to validate the plan.
- \*Final report will include a copy of the final Plan and debriefing from the validation along with a financial summary.

**13. Additional Information.** Please share any other information you think may help support your submission.

**SECTION 5: Required Application Materials**

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- ☐ Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- ☐ Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- ☐ For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

<b>SECTION 6: Signature</b>	
I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).	
Name: Brad Shirley	Title: Fire Chief
Signature:  <i>An electronic or original signature is required.</i>	Date: March 10 <sup>th</sup> , 2020

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

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Item 22.1

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-511 be authorized for issuance for lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 10397 which will vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 for the subdivision and development of a single family dwelling and secondary suite (or detached suite) as permitted under the current R-8 Residential Suite Zone regulations as follows:

1. Waive the requirement for road dedication along the lane frontage of the subject property;
2. Waive the requirement for road dedication along the 9 Avenue NE frontage of the subject property; and
3. Waive the requirement to upgrade the sanitary sewer main.

[Nova Capital Ltd./McDiarmid, I.; 870 10 Street NE; Servicing]

### **Vote Record**

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

Opposed:

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

5. REPORTS3. Development Variance Permit Application No. VP-511 [Nova Capital Ltd./McDiarmid, I.; 870 10 Street NE; Servicing]

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-511 be authorized for issuance for lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 10397 which will vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 for the subdivision and development of a single family dwelling and secondary suite (or detached suite) as permitted under the current R-8 Residential Suite Zone regulations as follows:

1. Waive the requirement for road dedication along the lane frontage of the subject property;
2. Waive the requirement for road dedication along the 9 Avenue NE frontage of the subject property; and
3. Waive the requirement to upgrade the sanitary sewer main.

I. McDiarmid the agent, outlined the application and was available to answer questions from the Committee.

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Items 1. and 2. be deleted in their entirety and Item 3. be read as follows:

3. Waive the requirement to upgrade the sanitary sewer main on payment of a 50% cash in lieu contribution.

The Amendment was split

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Item 1. be deleted in its entirety.

CARRIED UNANIMOUSLY

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Item 2. be deleted in its entirety.

CARRIED UNANIMOUSLY

5. REPORTS – continued

3. Development Variance Permit Application No. VP-511 [Nova Capital Ltd./McDiarmid, L; 870 10 Street NE; Servicing] – continued

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Item 3 read as follows:

3. Waive the requirement to upgrade the sanitary sewer main on payment of a 50% cash in lieu contribution.

CARRIED

Councillors Lavery and Lindgren Opposed

Motion as Amended:

CARRIED

Councillor Lindgren Opposed

# CITY OF SALMON ARM

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TO: His Worship Mayor Harrison and Members of Council

DATE: March 10, 2020

SUBJECT: Variance Permit Application No. VP-511 (Servicing)

Legal: Lot A, Section 13, Township 20, Range 10, W6M KDYD, Plan 10397

Civic Address: 870 – 10 Street NE

Owner/Applicant: Nova Capital LTD. / McDiarmid, I.

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## MOTION FOR CONSIDERATION

**THAT:** Development Variance Permit No. VP-511 be authorized for issuance for Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 10397 which will vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 for the subdivision and development of a *single family dwelling and secondary suite (or detached suite)* as permitted under the current R-8 – Residential Suite Zone regulations as follows:

1. Waive the requirement for road dedication along the lane frontage of the subject property;
  2. Waive the requirement for road dedication along the 9 Avenue NE frontage of the subject property; and
  3. Waive the requirement to upgrade the sanitary sewer system.
- 

## STAFF RECOMMENDATION

THAT The Motion for Consideration be defeated.

---

## PROPOSAL

The subject parcel is located at 870 – 10 Street NE (Appendix 1 and 2). The owners wish to subdivide a parcel containing an existing older single family dwelling and construct a new dwelling on the proposed new parcel, potentially with a secondary suite (or detached suite). The applicant is requesting that Council vary the provisions of the Subdivision and Development Servicing (SDS) Bylaw No. 4163 as outlined in the Motion for Consideration. The applicant has provided a response to the City's requirements illustrating their rationale (Appendix 3).

## BACKGROUND

The parcel is designated High Density Residential in the City's Official Community Plan (OCP), and currently zoned Single Family Residential (R-1) in the Zoning Bylaw (Appendix 4 & 5), with an application to rezone to R-8 having been recently approved. The subject parcel is located in the downtown residential neighbourhood close to McGuire Lake Park and the hospital, largely comprised of R-1 zoned parcels (as well as some R-4 and R-7 parcels) containing single family dwellings. If a high density residential development and zoning were proposed, the maximum number of dwelling units permitted with R-5 Zoning would be 15 units based on the existing 1,555 m<sup>2</sup> parcel of land.



While the subject parcel primarily fronts 10 Street NE, the north parcel line is adjacent to 9 Avenue NE while the south parcel line is adjacent to a lane. Site photos are attached as Appendix 6.

### COMMENTS

#### Engineering Department

Attached as Appendix 7. Recommends that the requested variances be denied.

#### Fire Department

No concerns.

#### Planning Department

The applicant is requesting three variances to the Subdivision and Development Servicing Bylaw No. 4163 to accommodate subdivision and new development. Given the zoning, the parcel qualifies for the residential infill exemption and full upgrades are not triggered. However, all development is subject to meeting the minimum servicing levels specified by the SDS Bylaw.

#### *Frontage Dedication – Lane and 9 Avenue NE*

Upgrades triggered by subdivision and development would typically involve road widening, curb, gutter, sidewalk, and street lighting installation. However, as noted, this proposal is exempt from these requirements under the SDS Bylaw. Furthermore, the requirement for dedication along 9 Avenue NE has been reduced from 20 m to 18 m in consideration of the site and traffic volumes. Road widening (dedication) of 2.9 m along 9 Avenue (rather than 3.9 m) and 0.602 m along the lane to meet the minimum service standards of the SDS Bylaw is required by the City's Approving Officer.

Variances to reduce road and lane width dedication are extremely rare (staff cannot refer to the last time such a variance was considered). The required dedication does not appear to impede potential development related to the proposal. Having the dedication for required road width in place ensures that the City has available land to provide the services desired and expected in residential areas including snow clearance as well as on-street parking, and for future infrastructure upgrades such as sidewalks and street lighting. Public Works has noted operational concerns regarding the lane way width. Given that future High Density development in this area is encouraged by City policy, the demands on existing infrastructure and desire for future expansion of such infrastructure is expected to increase.

The suggestion of the registration for a road reserve covenant is viewed by staff as a potential encumbrance to future infrastructure development as opposed to acquisition of roadway via dedication as required at this time. However, if Council approved the dedication variances, the Approving Officer may require a Road Reserve Covenant in lieu of the dedication (in which the land needed for widening would be dedicated as road in the future for \$1.00). This would not be an ideal scenario as it is in the best interest of the City to have the road widened now and to avoid execution of a cumbersome land transfer with future land owners.

Staff have discussed the option of setback variances with the applicant to accommodate a detached suite on the lot with the required dedications; however the applicant is not interested in that approach.

It is the opinion of the Approving Officer and the City Engineer that it is in the public interest to have the road and lane widened to enable future development. As such, it is suggested by staff that the requested dedication variances be denied.

#### *Sanitary System*

The subject fronts a below-standard 150 mm sanitary system main on 9 Ave NE. As such, upgrade to a 200 mm diameter main is required to meet the minimum service level of the SDS Bylaw. The applicant has provided an Opinion of Probable Cost (staff note that only OPCs from Engineering firms are acceptable) suggesting a cost of approximately \$11,820 for these works.

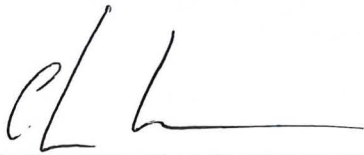
As this upgrade is considered premature, a cash-in-lieu payment is required. Engineering comments indicate known capacity concerns at this location. Furthermore, this is an area designated for High

Density development with potential for the main to be extended west, so a future need for this service is anticipated. As such, staff suggest the requested variance to waive the cash-in-lieu payment be denied.

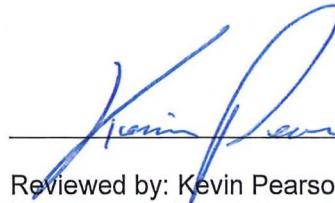
The minimum servicing levels specified by the City's Subdivision and Development Servicing have been adopted to ensure that basic infrastructure is provided with new lots created to support development. The community generally expects water, sewer and drainage services, street lighting, support for emergency response, as well as appropriate road width for traffic safety and City operations. The implication of granting variances to minimum service levels is that these costs (the burden of providing minimum servicing) are then deferred to future property owners or the City (taxpayers).

Staff do not consider the requested variances to be supportable given the expected level of service associated with the proposed residential development, the location of the parcel within the Urban area and the High Density Residential land use designation, the potential frontage upgrades which this proposal is exempt from, and the potential for future development at this location and redevelopment within the general area. As such, Staff recommend the requested variances be denied.

Should Council wish to support the road and lane dedication request, and consider support the Approving Officer's requirement for a Road Reserve Covenant in lieu of dedication, amending the Motion to have the Variance Permit conditional on registration of a Section 219 Road Reserve Covenant would be helpful.

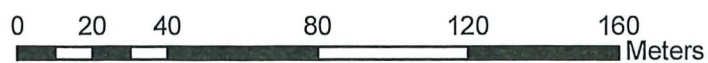
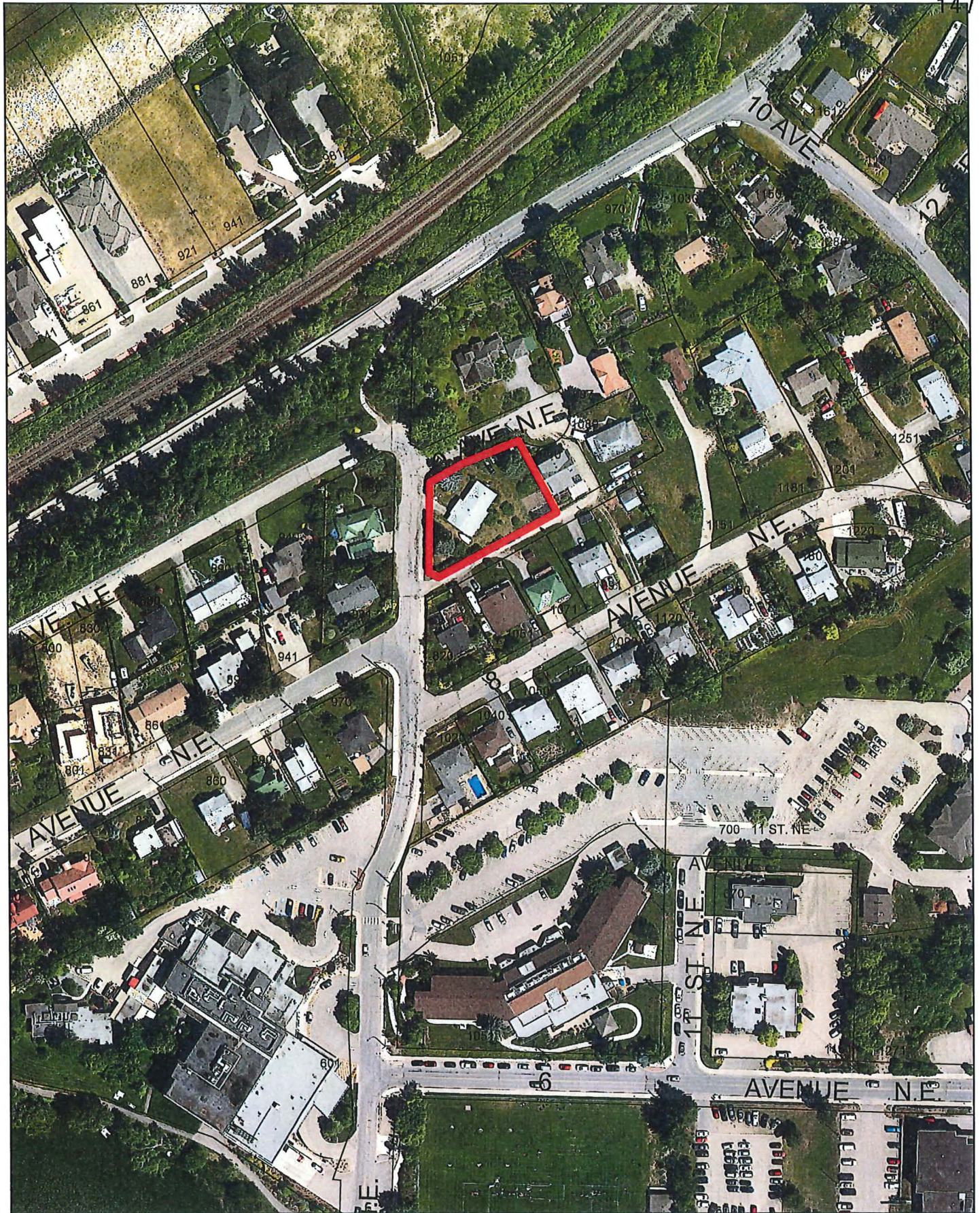


Prepared by: Chris Larson, MCP  
Planning and Development Officer



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





Subject Parcel





0 5 10 20 30 40 Meters

 Subject Parcel





November 6, 2019

Our files: 19.18  
19.18(E)

D. Ross McDonald – Nova Capital Ltd.

I. McDiarmid - Agent  
PO Box 609  
Salmon Arm, B.C.  
V1E 4N7

Dear Sir:

Re: Proposed Subdivision of Lot A, Section 13, Township 20, Range 10, W6M KDYD, Plan 10397.

---

Based on the information provided with the subdivision application received on August 15, 2019, the proposed subdivision noted above and as shown on the attached sketch plan may be considered for final subdivision approval subject to the following:

**General**

- (a) The terms and conditions for consideration of final subdivision approval outlined in this letter are valid until **November 7, 2020 (the expiry date)**. One extension of not more than six months may be granted provided the subdivision is substantially under construction and a written request for an extension is received by the Approving Officer prior to the expiry date.
- (b) The terms and conditions for consideration of final subdivision approval outlined in this letter are based on the information provided and do not guarantee that final subdivision approval will automatically be granted should all the conditions be met. If any new information becomes available, after the date of this letter, the conditions for consideration of final subdivision approval may be amended accordingly.
- (c) All City owned lands disturbed during construction are to be reinstated to the City's satisfaction.
- (d) The proposed subdivision complies with Sections 5.4 of City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4163 (Infill Exemption) and, therefore, the provision of underground distribution wiring, ornamental street lighting, fire hydrants, constructed highways including curb and gutter, sidewalks, boulevards and signage will not be required.
- (e) Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. Payment may be required prior to construction. Owner/developer to contact the City Engineering Department directly for additional information.
- (f) Any existing services (water, sanitary, storm, hydro, telephone, gas, etc.) that will be in trespass as a result of the proposed subdivision are to be relocated prior to consideration of final subdivision approval.

### Servicing Requirements

All on-site and off-site services are to be provided by the owner/developer, at his expense, in accordance with City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4163.

#### On-site

- (a) On-site servicing refers to all internal construction required, within the final property lines of the proposed subdivision, to provide full servicing in accordance with City standards.
- (b) The owner/developer must provide detailed design of all on-site servicing, prepared by a professional engineer, for review by the City. The City will advise the owner/developer whether the proposed design is acceptable or whether changes are required.
- (c) The owner/developer is responsible for the layout, construction, supervision and inspection of all on-site servicing in accordance with guidelines and procedures established by the City.
- (d) Where ownership and maintenance of on-site servicing is to become a City responsibility, the owner/developer is to, as a condition of final subdivision approval, provide a detailed estimate of the cost of the on-site servicing together with a maintenance security for a period of one year in the amount of 10% of the cost of on-site servicing.

#### Off-site

- (a) Off-site servicing refers to all external construction required, beyond the final property lines of the subdivision, to provide full servicing in accordance with City standards.
- (b) The owner/developer must provide detailed design of all off-site servicing, prepared by a professional engineer, for review by the City. The City will advise the owner/developer whether the proposed design is acceptable or whether changes are required.
- (c) The owner/developer must provide a detailed estimate of the cost of off-site servicing for review by the City. The City will advise the owner/developer whether the estimate is acceptable or whether changes are required.
- (d) The City will, at the owner/developer's expense, either arrange for the layout, construction, supervision and inspection of all off-site servicing or will enter into a contract, complete with security provisions, with the owner/developer and the contractor to complete the work.
- (e) If a contract is entered into, the owner/developer must provide the City with a cash deposit or Irrevocable Letter of Credit (pro forma attached) for 125% of the approved estimate as a condition of approval of the servicing plans.
- (f) Where payment for off-site servicing is guaranteed by a cash deposit, the City project account will be debited the actual cost of completed work from the deposit account. Any surplus will be refunded to the owner/developer.
- (g) Where off-site servicing is guaranteed by an Irrevocable Letter of Credit, the Letter of Credit will be reduced as work is completed.

#### Roads/Access

- (a) At this location, the lane is designated an Urban Lane requiring an ultimate right of way width of 7.3 metres. A review of available survey information indicates that an additional 0.602 metres of road dedication is required from the site; owner/developer's survey consultant (a British Columbia Land Surveyor) to confirm.

As there are a total of five properties (all of which use the lane) on a short dead end lane, we would like to retain the property and register a road reserve covenant. If the city or future developer to the south require the .602 meters at some future date the land could be dedicated then



The lane is constructed to an Interim Urban Lane standard. As previously noted, the proposed subdivision complies with Section 5.4 of Bylaw No. 4163 and no further improvements are anticipated. However, this exemption does not apply should the lane be used for accessing the proposed new lot. No access shall be permitted onto the Lane, until such time the lane is upgraded to the satisfaction of the City Engineer.

- (b) At this location, 10 Street NE is designated an Urban Local Road (RD-2) requiring an ultimate road right of way width of 20 metres (10 metres from the centre line). A review of available survey information indicates that 2.38 m of additional road dedication is required from the site; owner/developer's survey consultant (a British Columbia Land Surveyor) to confirm. 10 Street NE is constructed to an Interim Urban Local Road standard. As previously noted, the proposed subdivision complies with Section 5.4 of Bylaw No. 4163 and no further improvements are anticipated.
- (c) At this location, 9 Avenue NE is designated an Urban Local Road (RD-1) requiring an ultimate road right of way width of 18 metres (9 metres from the centre line). A review of available survey information indicates that 2.902 m of additional road dedication is required from the site; owner/developer's survey consultant (a British Columbia Land Surveyor) to confirm. 9 Avenue NE is constructed to an Interim Local Road standard. As previously noted, the proposed subdivision complies with Section 5.4 of Bylaw No. 4163 and no further improvements are anticipated.  

As this road is a dead end road of approximately 60 meters, serving five existing dwellings and possibly two more, we would ask to register a road reserve covenant and retain the property. If the city requires the 2.9 meters in the future, the land could be dedicated then.
- (d) A 3.0 metre by 3.0 metre corner cut is required at the 10 Street NE / 9 Avenue NE intersection.
- (e) A 3.0 metre by 3.0 metre corner cut is required at the 10 Street NE / Lane intersection.
- (f) Only 1 driveway access for proposed parcel will be permitted onto 9 Avenue NE. No access shall be permitted onto the Lane, until such time the lane is upgraded to the satisfaction of the City Engineer.
- (g) Owner/developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards existing roadway at time of Building Permit.

#### Water System

- (a) Site fronts a 150 mm diameter water main - Zone 1 - on 10 Street NE and 9 Avenue NE. No upgrades are anticipated.
- (b) City records indicate the existing parcel has an unknown service from the 150 mm water main on 10 Street NE installed September 1996. A meter for the existing dwelling will be required at the time of subdivision and at owner/developer's cost. Confirmation that the meter installation has been inspected and approved by the City of Salmon Arm Building Department will be required. Due to the age of the existing service, no further upgrading will be required at this time, unless completion of the subdivision occurs after August 2021. All inadequate services are to be abandoned at the main at the owner/developer's cost.
- (c) The proposed new parcel is to be serviced with a single, metered water service connection adequately sized (minimum 25 mm) to satisfy the requirements of the intended development and in accordance with Specification Drawing No. W-10. The City will supply the meters at the time of Building Permit and at the owner/developer's cost.
- (d) Fire protection requirements to be confirmed by the City's Building and Fire Departments.



**Sanitary Sewer**

- (a) The subject parcel currently fronts a 150 mm diameter sanitary sewer main on 9 Avenue NE. Upgrading to a 200 mm diameter is required. As upgrade is premature at this time, a 100% cash-in-lieu payment towards future upgrading is required. Owner/developer responsible for all associated costs.

The existing 150 sanitary on 9th ave. serves three dwellings now. This could increase to 8 if all places served became duplexes. That is less than 3% of capacity for the existing sewer. We would be paying \$2,890.04 for sanitary DCC's as well. We respectfully request that this condition be waived.

- (b) The subject parcel fronts a 150 mm diameter sanitary sewer on the lane. No upgrades anticipated.
- (c) The existing parcel and proposed new parcel are each to be serviced with a single sanitary sewer service connection adequately sized (minimum 100 mm diameter) to satisfy the requirements of the intended development. Owner/developer's consulting engineer may be required to prove there is sufficient downstream capacity within the existing City Sanitary Sewer System Servicing to receive the proposed discharge from the development. Due to known capacity concerns, if the service to the proposed parcel is installed on 9 Avenue NE, the service is to be installed at an elevation that will allow for future rising of the main and to be installed with backflow protection. Servicing to be provided to City standards. Owner/developer will be responsible for all associated costs.
- (d) City records indicate that the existing parcel is serviced by a 100 mm diameter service from the

**Drainage**

- (a) The site fronts a 300 mm diameter storm sewer main along 10 Street NE and a 375 mm diameter storm sewer main on 9 Avenue NE. No upgrades required at this time.
- (b) Records indicate that the existing property is not serviced by City storm sewer. All existing inadequate/unused services to be abandoned at the main at the owner/developer's cost.
- (c) 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. Where onsite disposal of stormwater is recommended, a Stormwater Management System shall be provided in accordance with Section 7.2.
- (c) Should discharge into the City Storm Sewer be part of the ISMP, the proposed lot(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner/developers 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 will be responsible for all associated costs.

**Geotechnical/Environmental**

- (a) A Category A (Building Foundation Design) geotechnical report is required that is prepared in accordance with the City Engineering Department's Geotechnical Studies Terms of Reference (copy attached).
- (b) The geotechnical report must be certified by a qualified professional engineer and contain provisions that permit the City of Salmon Arm to use and rely on its findings and recommendations. In order for the proposed subdivision to be considered for final approval, the report must confirm that the land may be used safely for the use intended.
- (c) One original paper print of the geotechnical report must be submitted to, and approved by, the City of Salmon Arm's Engineer and Approving Officer prior to consideration of final subdivision approval.

**McDIARMID CONSTRUCTION**  
**OCTOBER 2019**  
**870 - 10TH STREET NE SUBDIVISION - OFF-SITE FUTURE SANITARY**  
**OPINION OF PROBABLE COST**


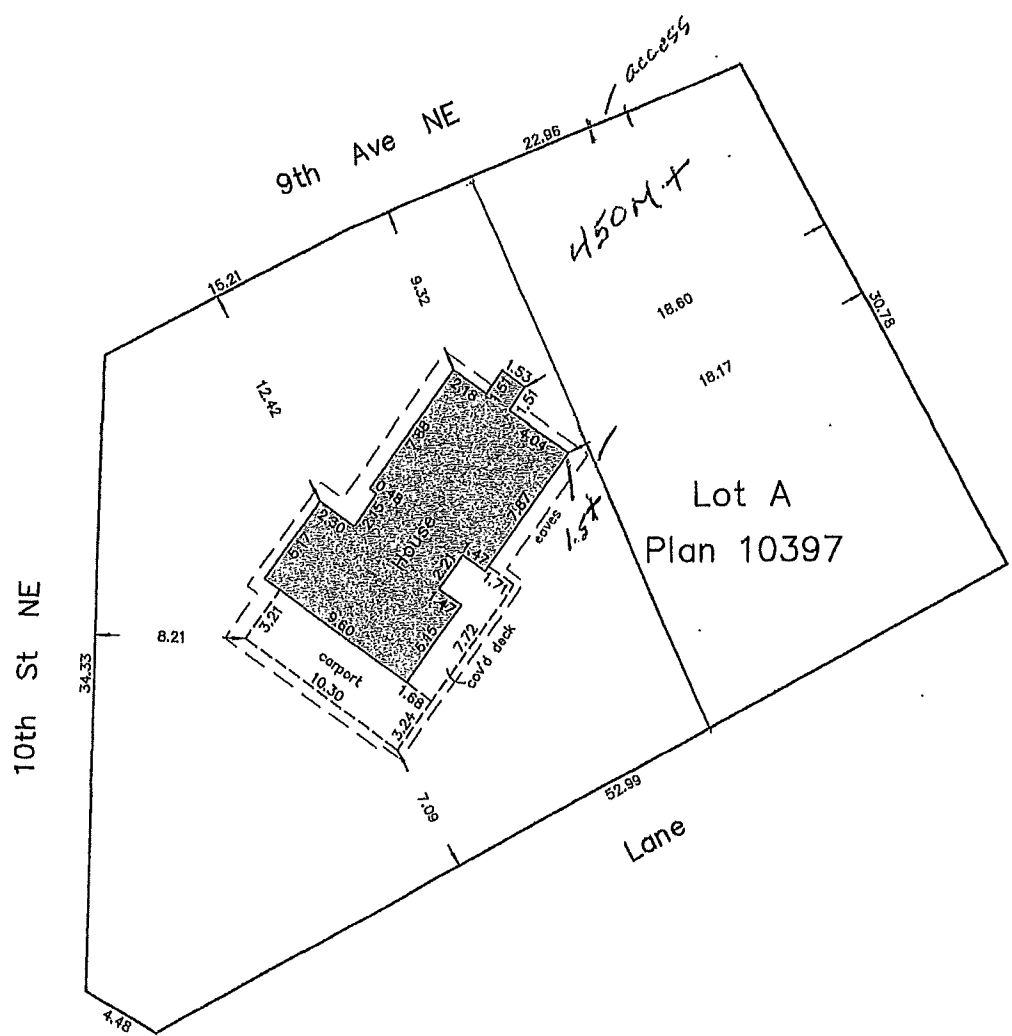
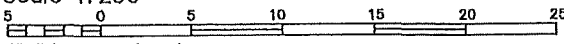
**SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES**

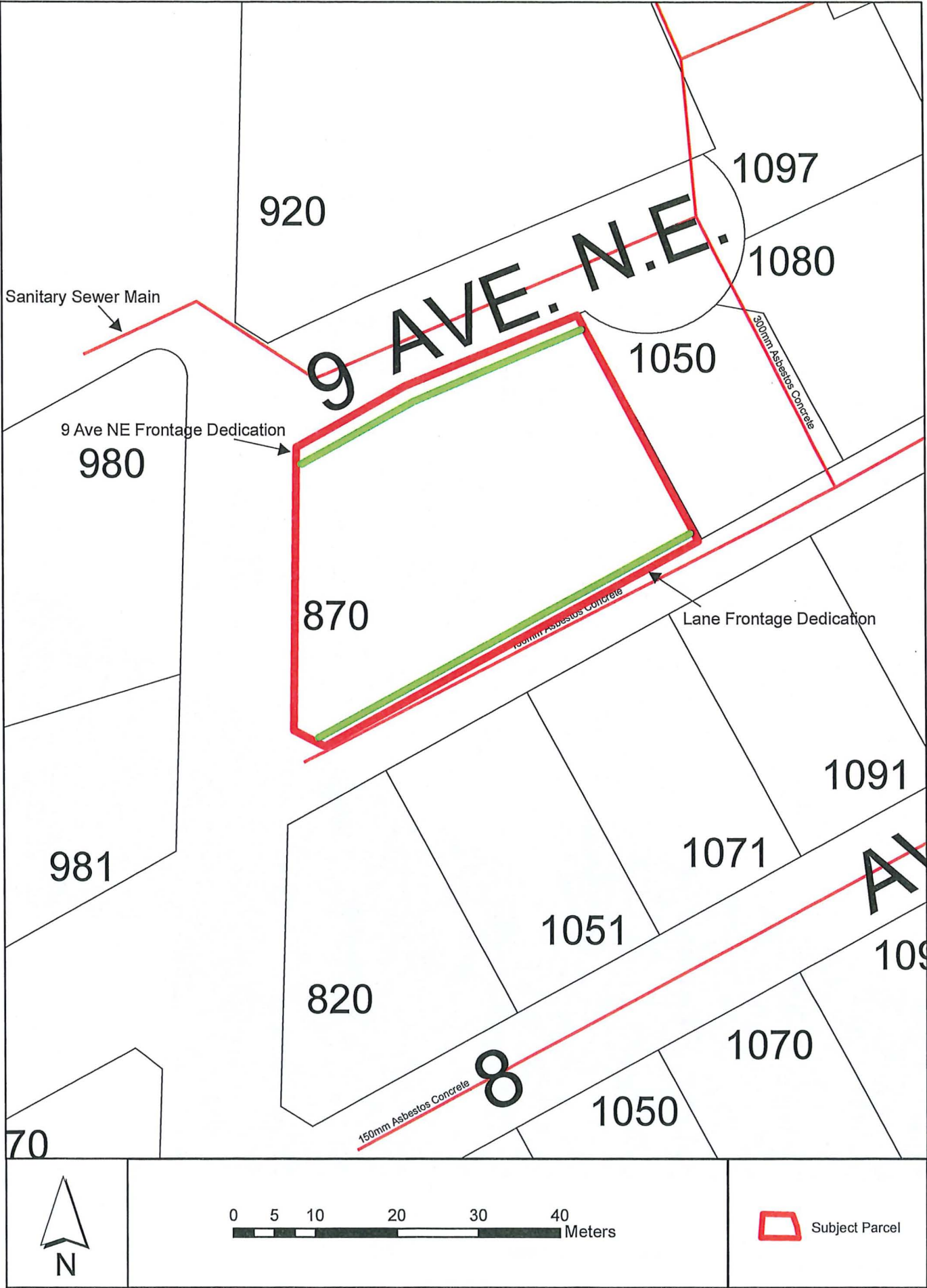
(\*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE \$	AMOUNT \$
<b>1.0</b>	<b>SANITARY SEWER WORKS SECTION 3</b>				
1.1	Supply & Install 200ø PVC Sanitary Main	m	35 *	\$ 225.00	\$ 7,875.00
1.2	Tie-in to 150ø AC Sanitary c/w 200øx150ø Coupler	ea	2 *	\$ 1,000.00	\$ 2,000.00
	<b>Sub-Total: SANITARY SEWER WORKS</b>				\$ 9,875.00
	<b>SUMMARY</b>				
<b>1.0</b>	<b>OFF-SITE FUTURE SANITARY SEWER WORKS</b>				\$ 9,875.00
<b>2.0</b>	<b>ENGINEERING</b>				
	Design (5%)			\$ 493.75	
	Inspection (6%)			\$ 592.50	
	Records (1%)			\$ 98.75	
	Geotechnical Testing (2%)			\$ 197.50	\$ 1,382.50
	<b>SUB-TOTAL</b>				\$ 11,257.50
	<b>GST (5%)</b>				\$ 562.88
	<b>TOTAL</b>				\$ 11,820.38

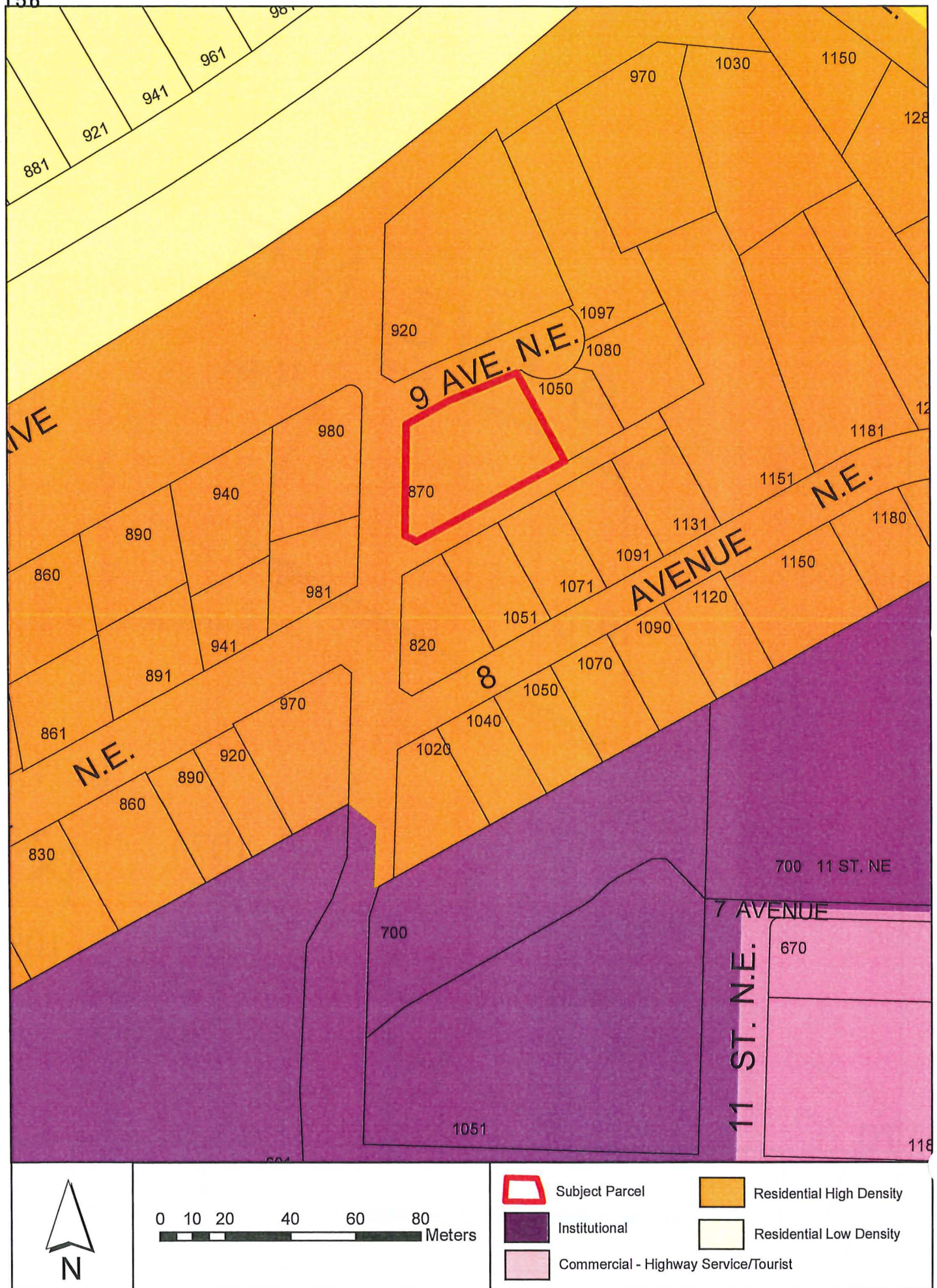
**\*Opinion of Probable Cost Notes**

- 1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.
- 2) Unit Prices are influenced by supply & demand for both contractors and materials at the time of construction, thereby affecting the final cost.
- 3) Prices do not include BC Hydro, Telus, Gas, Legal Survey (BCLS) and property/right-of-way acquisitions.
- 4) Prices do not include Geotechnical, Environmental and Archaeological studies, reviews and approvals.
- 5) Unit Prices are estimated in 2019 Canadian Dollars for similar works and exclude taxes.

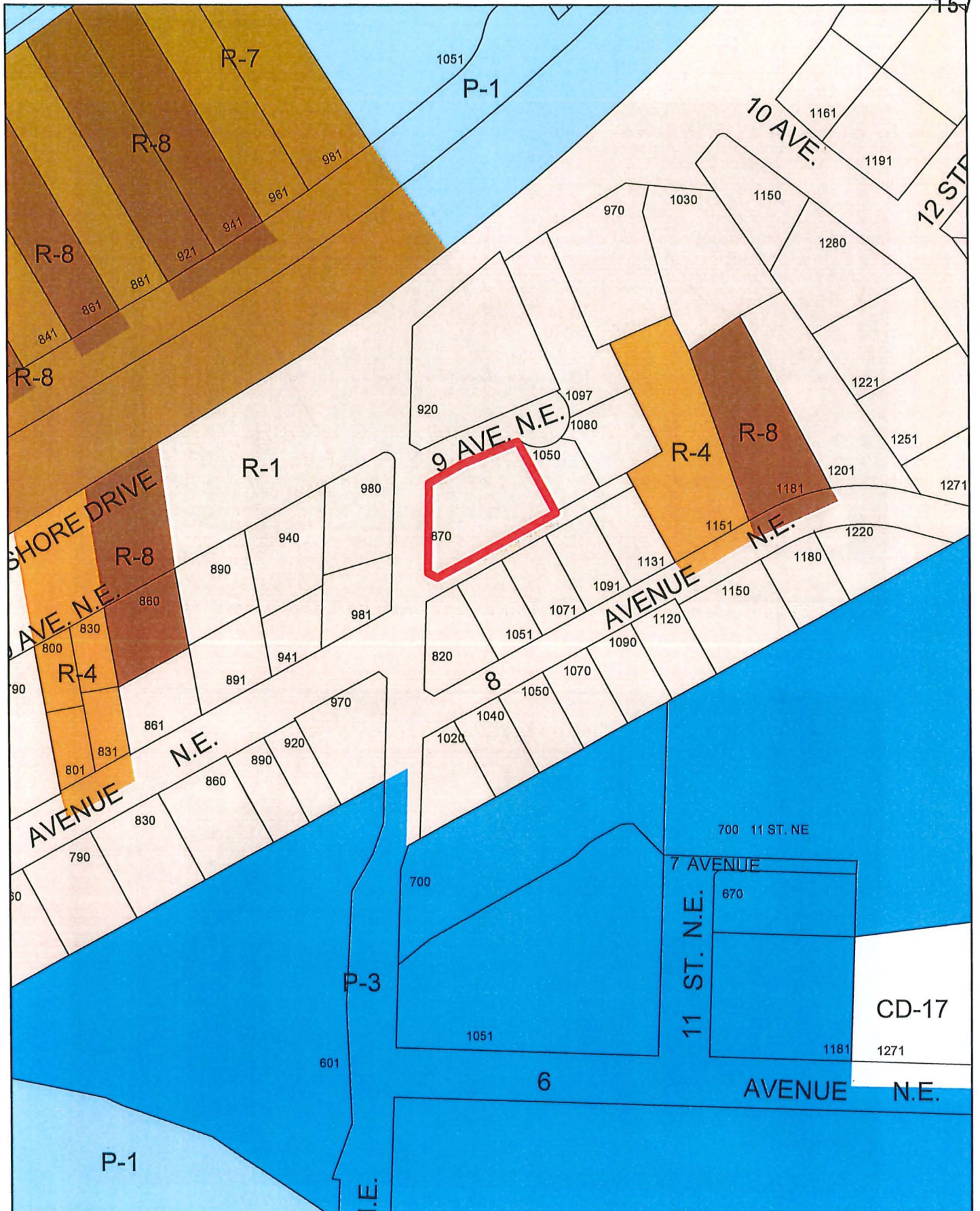
	<b>BRITISH COLUMBIA AND CANADA LANDS</b> Box 362, Salmon Arm, B.C. V1E 4N5 250-832-9701   office@brownejohnson.com
<b>BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE</b>	
To: Ian McDiarmid 726 Abbingdon Lane Tappen, BC V0E 2X3	Re: Lot A, S 13, Tp 20, R 10, W6M, KDYD, Plan 10397  Parcel Identifier (PID): 009-578-315 Civic Address: 870 10th St NE, Salmon Arm
List of documents registered on title which may affect the location of improvements: None	
	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Scale 1:250</p>  <p>All distances are in metres. Dimensions derived from field measurements.</p> </div> <div style="width: 50%;"> <p>Offsets from property line to building are measured from the siding.</p> </div> </div>	
<p>The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.</p> <p>This plan was prepared for application purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.</p> <p>This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 8th day of August, 2019.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Mark Mason</b> 88BCMC</p> </div> <div style="width: 50%;"> <p>Digitally signed by Mark Mason 88BCMC Date: 2019.08.12 09:57:49 -07'00'</p> </div> </div> <p style="text-align: right;">BCLS</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>COPYRIGHT © BROWNE JOHNSON 2019 LAND SURVEYORS</p> <p>All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON LAND SURVEYORS.</p> <p><b>THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY or DIGITALLY SIGNED.</b></p> </div> <div style="width: 35%;"> <p>Our File: 362-19      Fb: raw</p> </div> </div>	











0 20 40 80 120 160 Meters



Subject Parcel





View east along 9 Avenue NE from 10 Street NE with multi-family development in background (March 2020).



View of subject parcel looking southeast from 10 Street NE and 9 Avenue NE (September 2019).





View east down lane from 10 Street NE with multi-family development in background (March 2020).



View northeast from 10 Street NE and 8 Avenue NE (September 2019).

# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: March 5, 2020  
 PREPARED BY: Matt Gienger  
 OWNER: Nova Capital Limited., PO Box 91775 West Vancouver, BC V7V 5S1  
 APPLICANT: Ian McDiarmid, PO Box 609 Salmon Arm, BC V1E4R5  
 SUBJECT: VARIANCE PERMIT APPLICATION NO. VP- 511  
 LEGAL: Lot A, Section 13, Township 20, Range 10, W6M KDYD, Plan 10397  
 CIVIC: 870 – 10 Street NE

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Further to the request for variance dated February 3, 2020; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

The applicant is requesting a variance to Subdivision & Servicing Bylaw 4163, Section 4.0 as follows:

1. Waive the requirement for road dedication along the lane frontage of the subject property;
2. Waive the requirement for road dedication along the 9 Avenue NE frontage of the subject property; and
3. Waive the requirement to upgrade the sanitary sewer system.

## **1. Waive the requirement for road dedication along the lane frontage of the subject property.**

The Lane on the subject properties southern boundary is designated as an Urban Lane Road standard, requiring 7.3m road dedication (3.65m on either side of road centerline). Available records indicate that 0.602m of additional road dedication is required.

The lane is currently constructed as a Interim Urban Lane standard. The subject property is exempt from the requirement to provide road improvements under Section 5 of the Subdivision and Development Servicing Bylaw 4163.

Road dedication is a fundamental aspect of the Subdivision and Development Services Bylaw and varying this requirement would set a dangerous precedent for future developments. Many factors have been taken into consideration to determine adequate road cross sections throughout the City and altering road dedication as required in the SDSB could hamper, prevent or increase cost of future works or improvements.

Minimum building setbacks are typically taken from property line partly to ensure consistent sightlines and aesthetics throughout the City. If the requirement of road dedication was waived, staff would like to see an increase in minimum building setback which would essentially render the varied request irrelevant.

**DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-505**

Page 2

Public works has expressed concern with the existing width of the Lane. City vehicles already experience difficulty accessing this section of road, especially for plowing.

Staff see no benefit to the City to alter road dedication widths or allow road reserve covenants. It is in the best interest of the City to keep consistent with the cross sections as specified in the SDSB.

**Recommendation:**

**The Engineering Department recommends that the requested variance to waive the requirement for road dedication along the lane frontage be denied.**

**2. Waive the requirement for road dedication along 9 Ave NE frontage of the subject property.**

9 Avenue NE, on the subject properties northern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication. In consideration of traffic volumes, the area served by this road and given the proximity of the cul-de-sac from 10 Street NE, staff reduced the requirement of road dedication from 20.0m to 18.0m (9.0m on either side of road centerline). Available records indicate that 2.902m of additional road dedication is required (to be confirmed by a BCLS).

9 Avenue NE is currently constructed as a Interim Urban Local Road standard. The subject property is exempt from the requirement to provide road improvements under Section 5 of the Subdivision and Development Servicing Bylaw 4163.

Road dedication is a fundamental aspect of the Subdivision and Development Services Bylaw and varying this requirement would set a dangerous precedent for future developments. Many factors have been taken into consideration to determine adequate road cross sections throughout the City and altering road dedication as required in the SDSB could hamper, prevent or increase cost of future works or improvements.

Minimum building setbacks are typically taken from property line partly to ensure consistent sightlines and aesthetics throughout the City. If the requirement of road dedication was waived, staff would like to see an increase in minimum building setback which would essentially render the varied request irrelevant.

Staff see no benefit to the City to alter road dedication widths or allow road reserve covenants. It is in City's best interest to keep consistent with the cross sections as specified in the SDSB.

**Recommendation:**

**The Engineering Department recommends that the requested variance to waive the requirement for road dedication along 9 Ave NE frontage be denied.** Full dedication has already been reduced from 20.0m to 18.0m.

**DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-505**

Page 3

**3. Waive the requirement to upgrade the sanitary sewer system.**

The subject property fronts a 150mm diameter sanitary sewer main on 9 Avenue NE. Upgrading to a 200mm diameter is required. Since this upgrade is premature at this time, a 100% cash in- lieu payment towards future upgrading will be required. Owner / Developer is responsible for all associated costs.

The subject property fronts a 150mm diameter sanitary sewer on the lane adjacent to the property's southern boundary. Given this main is currently a first run, no upgrades will be required at this time.

The Subdivision and Development Servicing Bylaw 4163 (SDSB) requires that developers upgrade services within their frontage to meet the current bylaw standards. As noted in the bylaw, "The Sanitary system shall be designed with sufficient capacity to collect and convey anticipated flows from the total catchment area to be served when fully developed." This area is in the OCP as high density, and the sanitary main on 9 Ave NE has the potential to be extended west, which could significantly increase future demand.

The sanitary main fronting the subject property on 9 Ave NE is in an area with known operational concerns that require ongoing Operations and Maintenance to reduce potential for sewer backup. Additional demand to this area without upgrading the sanitary main will only exacerbate this issue.

If the sanitary main upgrade on 9 Ave NE is not accounted for at this time, the cost of upgrading would be deferred to future developers or to the City.

**Recommendation:**

**The Engineering Department recommends that the requested variance to waive the requirement to upgrade the sanitary sewer on 9 Ave NE be denied,** as there are known issues with the existing sanitary infrastructure that require ongoing Operations and Maintenance to prevent sewer backup.



Matt Gienger  
Engineering Assistant



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

Item 22.2

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-512 be authorized for issuance for the North ½ of Legal Subdivision 11 of Section 6, Township 20, Range 9, W6M, KDYD to vary Subdivision and Development Servicing Bylaw No. 4163 and waive the requirement to install a fire hydrant to the minimum 300 meter spacing.

[Murray Campbell, A.; 3631 40 Street SE; Fire Hydrant]

### Vote Record

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

Opposed:

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



5. REPORTS

4. Development Variance Permit Application No. VP-512 [Murray Campbell, A.; 3631 40 Street SE; Fire Hydrant]

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-512 be authorized for issuance for the North ½ of Legal Subdivision 11 of Section 6, Township 20, Range 9, W6M, KDYD to vary Subdivision and Development Servicing Bylaw No. 4163 and waive the requirement to install a fire hydrant to the minimum 300 meter spacing.

A. Murray Campbell, the applicant, outlined the application and was available to answer questions from the Committee.

DEFEATED UNANIMOUSLY

# CITY OF SALMON ARM

---

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: March 6, 2020

SUBJECT: Development Variance Permit Application No. VP-512  
 Legal: The North ½ of Legal Subdivision 11 of Section 6, Township 20, Range 9, W6M, KDYD  
 Civic Address: 3631 40 Street SE  
 Owner/Applicant: A. Murray Campbell

---

## MOTION FOR CONSIDERATION

**THAT: Development Variance Permit No. VP- 512 be authorized for issuance for The North ½ of Legal Subdivision 11 of Section 6, Township 20, Range 9, W6M, KDYD to vary Subdivision & Development Servicing Bylaw No. 4163 and waive the requirement to install a fire hydrant to the minimum 300 metre spacing.**

---

## STAFF RECOMMENDATION

THAT: The Motion for Consideration be defeated.

---

## PROPOSAL

The owner of this property would like to construct a single family dwelling on the property and a new fire hydrant is required for a building permit. The applicant is requesting to vary fire hydrant spacing of the Subdivision and Servicing Bylaw No. 4163, by waiving the requirement to install a fire hydrant to meet the minimum spacing of 300 metres as specified for properties outside the urban containment boundary. The property is located between Hillcrest and the Industrial Park just off Auto Road SE (Appendix 1 & 2). The applicants have submitted a letter of rationale attached as Appendix 3.

## BACKGROUND

The property is designated Acreage Reserve in the City's Official Community Plan (OCP) and is zoned A-2 Rural Holding in the City's Zoning Bylaw (Appendix 4 & 5).

The property is 8.22 ha in size with 200 m of frontage on 40<sup>th</sup> street. This section of 40<sup>th</sup> Street is not dedicated, but because the City maintains it and has a water main aligned underneath, it may be considered a Section 42 Road as per the Transportation Act. The fire hydrant would need to be located along the frontage on 40<sup>th</sup> street. The two closest fire hydrants are spaced approximately 630 metres apart; 168 m from the north and 207 m from south property boundary as shown on Appendix 6. They do not meet the required minimum spacing of 300 metres as specified in Section 5.8.1 Spacing of the Subdivision and Development Servicing Bylaw (Appendix 7). The cost of the fire hydrant is approximately \$8,750 (including a 25% contingency which would be refunded if not required).

STAFF COMMENTSFire Department

The Fire Department does not support the variance.

Building Department

No BC Building Code concerns.

Engineering Department

The Engineering Department recommends that the requirement to waive the installation of a fire hydrant be denied. See attached engineering report (Appendix 8).


Planning Department

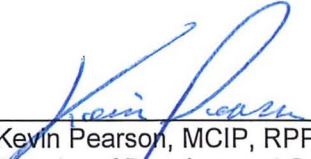
All development, including building permits, are subject to the minimum servicing levels as specified in Subdivision and Development Servicing Bylaw No. 4163 Table 1: Service Levels for Subdivision and Development (Appendix 9). Fire hydrants are included in the water service level and are to be spaced every 300 metres in rural/ALR areas, where fire fighting can have its challenges.

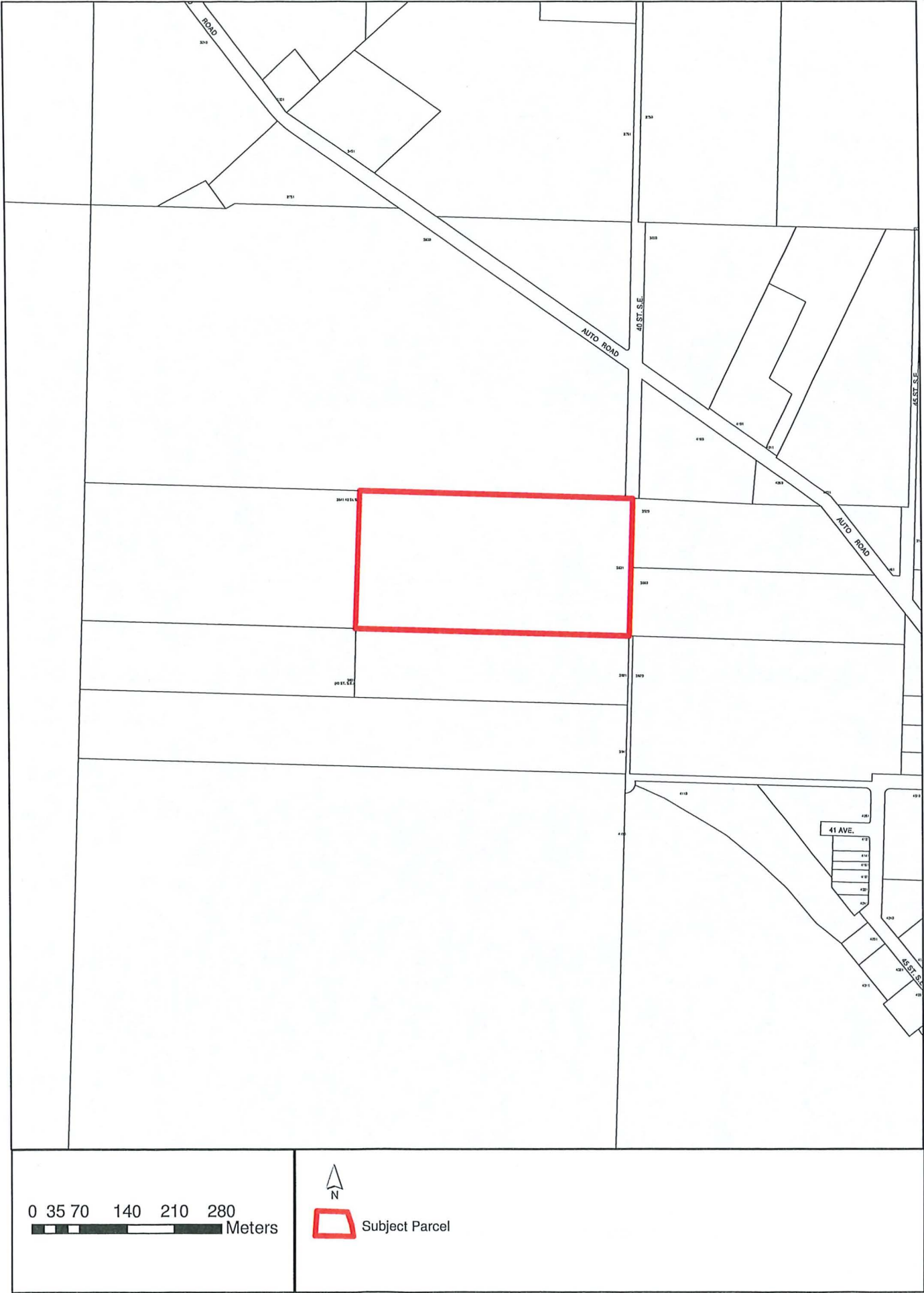
In this location there is a hazard associated with rural/forest interface fires. If this development variance permit is issued the \$8,750 burden to provide a fire hydrant will be pushed to the next developer/property owner or the City.

CONCLUSION

Both the Fire Department and Engineering Department do not support the variance. Considering the potential for interface fire and the proximity to the Industrial Park it is recommended that Council deny this variance request.

  
\_\_\_\_\_  
Scott Beeching, MCIP, RPP  
Senior Planner

  
\_\_\_\_\_  
Kevin Pearson, MCIP, RPP  
Director of Development Services









February 4, 2020

Development Services Department  
City of Salmon Arm  
PO Box 40, 500 2<sup>nd</sup> Ave NE  
Salmon Arm, BC V1E 4N2

**RE: LETTER OF RATIONALE VARIANCE PERMIT APPLICATION FOR 3631 40 STREET SE, SALMON ARM**

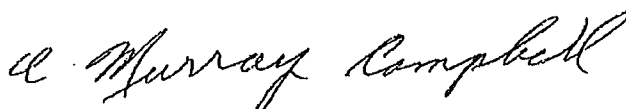
To Whom It May Concern,

The City of Salmon Arm is requiring an additional fire hydrant be installed on the eastern boundary on my property as described above.

I proposed to waive this requirement based on the following rationale:

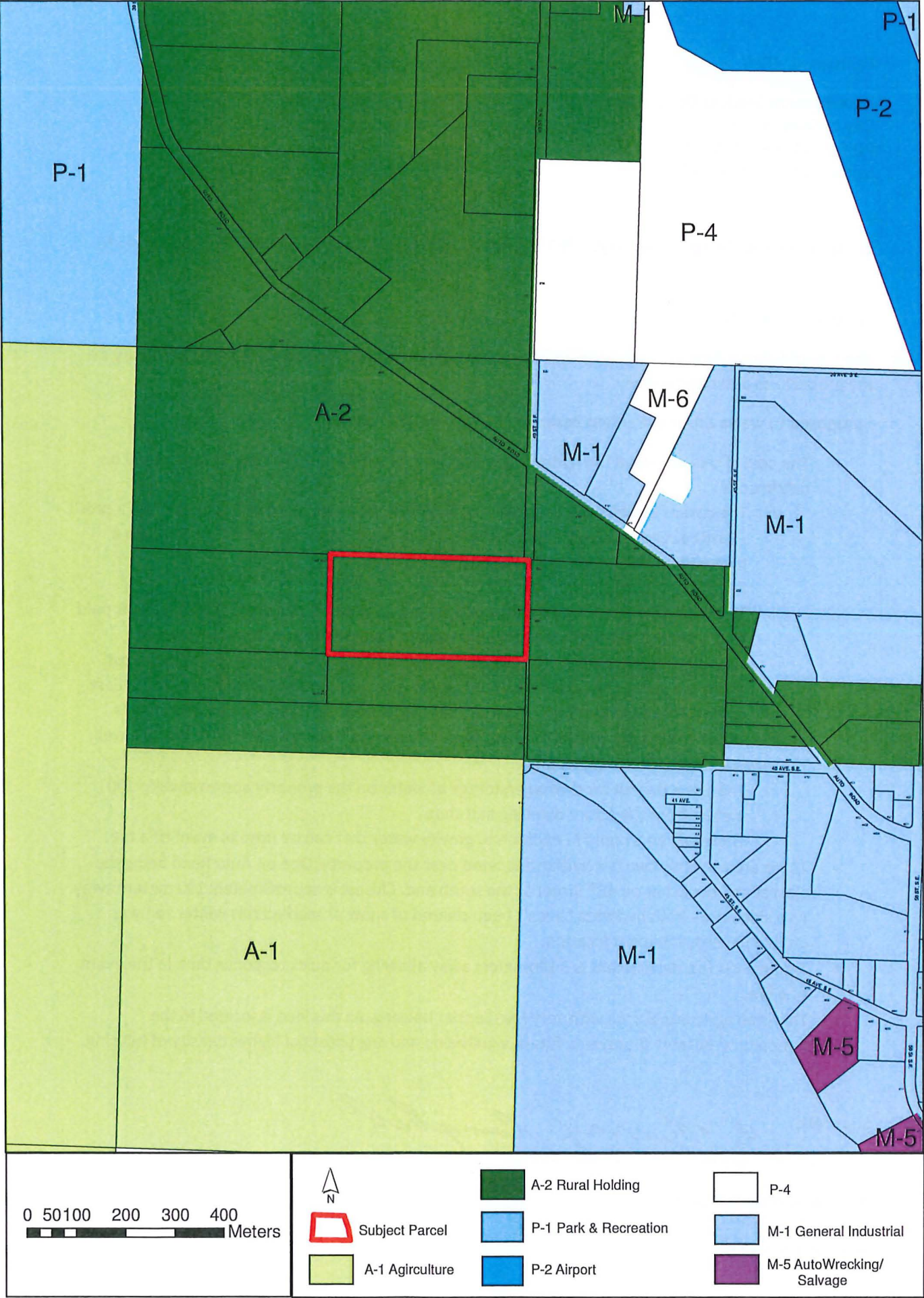
- The cost of this proposed fire hydrant is impractical for my farm and to pay \$8,000 would be detrimental.
  - The cost of establishing an orchard is already very high. It takes 5 years to turn a profit – taxes already are very high and having to undergo these extra fees would make a tremendous difference in the earnings of my farm.
  - Farming is a costly/losing game due to rising costs of fuel.
  - The extra taxes on small farming business are a hard cost to cover. Frontage tax is paid each year at \$600-\$700. It could be proposed that these funds could be used to subsidize the fire hydrant should the City choose they want to proceed at their cost.
  - There is a Fortis Gas pipeline located on the property running North to the South East corner. There are two high pressure lines that have prevented the use of the City's water system and due to this I am already having to undergo the cost to install a well.
- There is substantial water in this area.
  - There is a dugout for drainage/storage of water on the property approximately 100 meters from the future dwelling and shop
  - There will be a pump in addition to gravity water that can be used in event of a fire.
- There are currently two fire hydrants located near the property. One on Auto Road being the closest and the other on 40<sup>th</sup> Street at the south end. Closest is approximately 100 meters away. As a side note - both hydrants haven't been cleared of snow or marked this winter so I was unable to verify the exact location.
- The nearest fire department is 3 kilometers away allowing for quick response time in the event of a fire.
- This is an agricultural area with very low-density housing. As this land is located in the Agricultural Reserve it prevents future subdivision and any potential higher density of housing.

Sincerely,

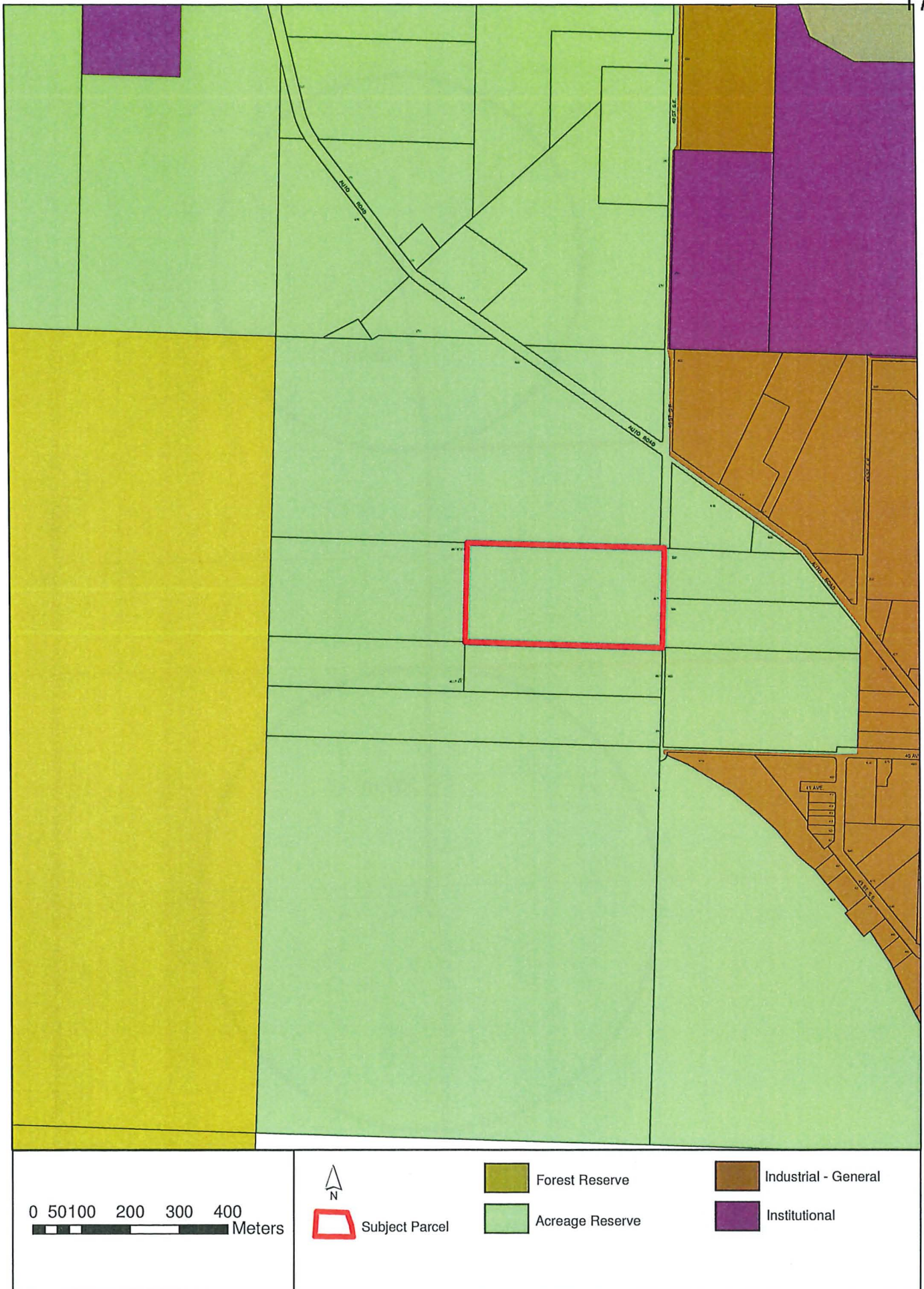


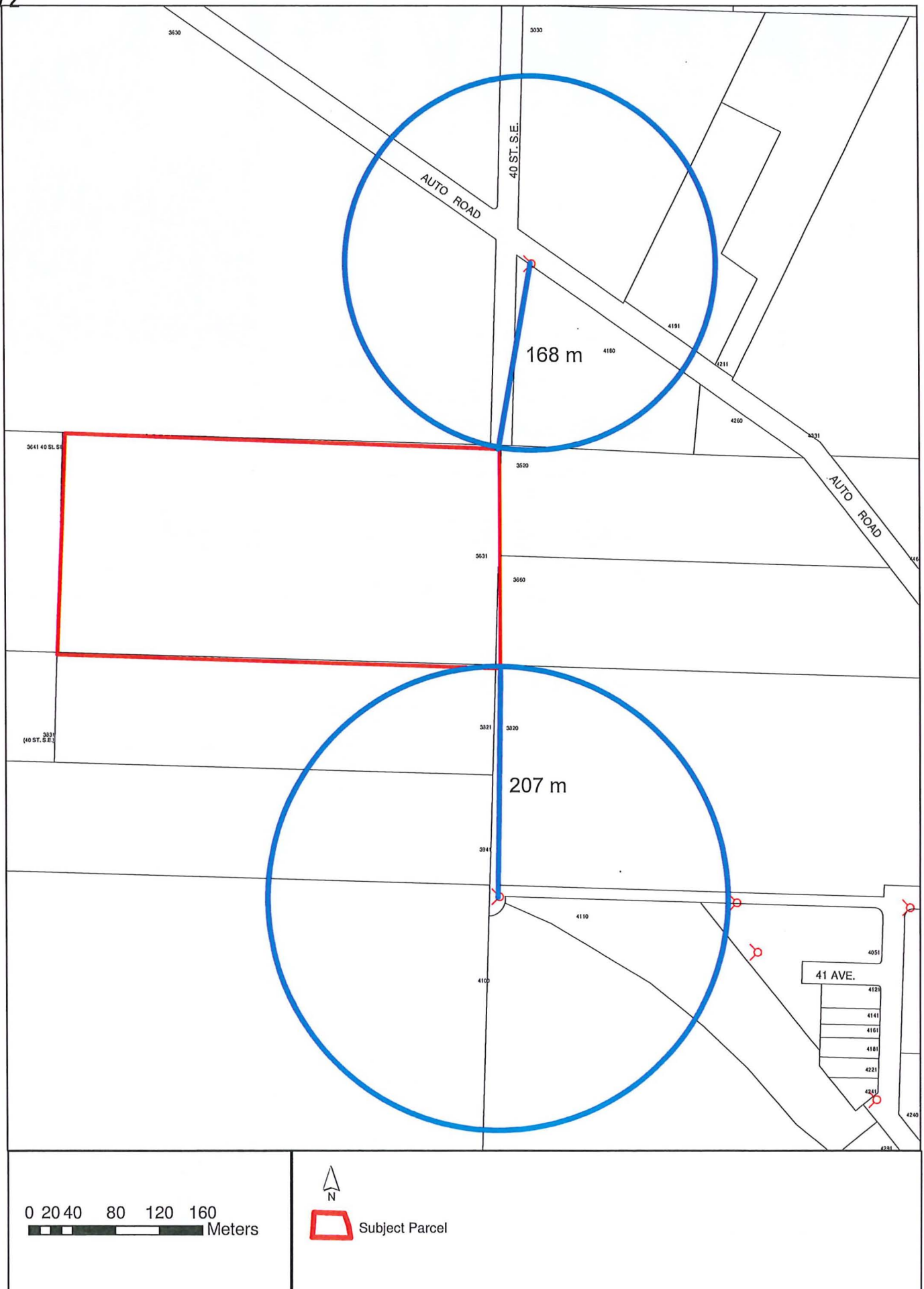
Andrew Murray Campbell  
Owner/Farmer  
3631 40th Street SE Salmon Arm











**5.8 Fire Hydrants****5.8.1 Spacing**

For developments, additional fire hydrants shall be located and spaced in accordance with the requirements of the British Columbia Building Code and the City of Salmon Arm Fire Department.

For Subdivision, fire hydrant spacing shall be approximately, and in all cases shall not exceed 150 meters in low density residential zones and 90 meters in medium and high density residential zones, commercial, industrial and institutional zones and 300 meters in ALR/Rural zones.

The calculation for fire hydrant spacing and the distance to the principle entrance of a building shall be measured along centreline of the fronting road and shall not be separated by a controlled access highway for commercial, industrial or institutional zoned land.

**5.8.2 Location/Clearance**

Fire hydrants shall be installed at property lines in mid-block locations and at intersections wherever possible.

Fire hydrants shall be located at minimum 2.0m from back of curb or 0.5m from back of sidewalk.

A 1.0 meter radius clearance, free of obstructions must be provided around all fire hydrants.

Where a fire hydrant requires to be installed behind a ditch, a 1.0 meter radius paved clearance must be provided around the fire hydrant, and a 6.0 meter culvert installed.

**5.8.3 Connections**

Fire Hydrant connections shall be a minimum of 150mm in diameter.

**5.8.4 Depth of Bury**

Minimum depth of bury shall be 1.5 metres. Maximum depth shall be 1.8m. Where extra depth is required for the hydrant connection, the compression fitting shall be installed at 1.8 vertical metres and all required extensions shall be installed beneath the compression fitting.

**5.9 Thrust Blocks and Joint Restraints**

Thrust blocks and/or adequate joint restraining devices must be provided at bends, tees, wyes, reducers, plugs, caps, valves, hydrants and blow offs. They shall be designed for a minimum 1725kPa water pressure. Refer to Specification Drawing No. W-1. Bends at 5 degrees must be in accordance to the manufactures specifications. Engineered calculations shall be provided to the City Engineer, when required, for all thrust block design based on fitting type, water pressure and soil conditions.

# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

TO: Kevin Pearson, Director of Development Services  
 DATE: 26 February 2020  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 OWNER: A. M. Campbell, 221 Beatty Avenue NW, Salmon Arm, BC V1E 1W3  
 APPLICANT: Owner  
 SUBJECT: **DEVELOPMENT VARIANCE PERMIT AMENDMENT APPLICATION No. VP-512**  
 LEGAL: THE NORTH ½ OF LEGAL SUBDIVISION 11 OF SECTION 6 TOWNSHIP 20 RANGE 9 W6M KDYD  
 CIVIC: **3631 – 40 Street SE**  
 ASSOCIATED: BP16050B [DPW-1995]

Further to the request for variance dated February 13, 2020, the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

## **1. Waive the requirement to install a fire hydrant.**

Subdivisions and Developments are required to complete frontage improvements to meet the service levels required in the Subdivision and Development Services Bylaw 4163 (SDSB) unless they fall under one of several exemptions.

The SDSB states that fire hydrant spacing shall be approximately, and in all cases shall not exceed 150 meters in low density residential zones and 90 meters in medium and high density residential zones, commercial, industrial and institutional (ICI) zones and 300 meters in ALR/Rural zones.

There is currently a fire hydrant located approximately 25 metres east of the intersection of 40 Street SE and Auto Road SE. Another hydrant exists at the intersection of 40 Street SE and 40 Ave SE. The distance between these hydrants, measured along centreline of road, is approximately 630m, well above the 300m spacing required in this area.

**Fire Hydrant spacing recommendations are provided by the Fire Underwriters Survey** (formerly the Insurers' Advisory Organization and Canadian Underwriters Association), a national organization that provides data on public fire protection for fire insurance statistical work and underwriting purposes of subscribing insurance companies.


Staff reviewed over 25 other municipalities and found that the City of Salmon Arm's bylaw is very consistent with municipalities throughout BC and Canada.

The Applicant has applied to construct a new dwelling on the subject parcel, increasing development density and therefore fire risk.




**Recommendation:**

**The Engineering Department recommends that the requirement to waive the installation of a fire hydrant be denied.** Setting a precedent of waiving safety related requirements against the recommendation of FUS would likely cause liability issues for the City and creates a grey area for applicants on City requirements.



**Matt Glenger**  
Engineering Assistant



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

TABLE 1: Service Levels for Subdivision and Development (1)

SERVICE	SERVICE LEVEL	DEVELOPMENT AREA						
		Urban	Rural	Industrial	Light Industrial	City Centre	Urban Hillside	Rural Hillside
Highways:  Road Standards, including curb, gutter, paving, etc. shown on applicable specification drawing. Collector and Arterial Road Standards shall be applied where designated in the <i>Official Community Plan</i>	RD-1 - Urban Local (18m)	X					X	
	RD-2 - Urban Local (20m)	X					X	
	RD-3 - Urban Collector (20m)	X					X	
	RD-4 - Urban Arterial (25m)	X (7)					X (7)	
	RD-5 - Town Centre (Varies)	X				X		
	RD-6a - Industrial Area (20m)			X				
	RD-6b - Light Industrial (20m)				X			
	RD-7 - Rural Local (20m)		X					X
	RD-8 - Rural Collector (20m)		X	X				X
	RD-9 - Rural Arterial (25m)		X (7)	X (7)				X (7)
	RD-14 - Canoe Beach Drive (20m)	X						
	RD-15 - Urban Local Hillside (18m)						X	
	RD-16 - Rural Local Hillside (18m)							X
Road dedication	Based on applicable road cross-section (2)	X	X	X	X	X	X	X
Water	City Water System including fire hydrants	X	(8)	X	X	X	X	(8)
	Alternate Water Supply		X (6)					X (6)
Sanitary	City Sewer System	X		X (3)	X (3)	X	X	
	Sewage Disposal to Ground System		X	X	X			X
Storm	City Storm Sewer System	X		X	X	X	X	
	Open Channel System	X (10)	X	X	X		X (10)	X
	Ground Discharge	X (10)	X	X	X		X (10)	X
Hydro, Telecommunications (Civil Works Required)	Overhead Distribution to Property Line	(4)	X	X	X		(4)	X
	Underground Distribution to Property Line	X (5)				X (5)	X (5)	
	Overhead Service (within lot)	(4)	X	X	X		(4)	X
	Underground Service (within lot)	X				X	X	
Natural Gas (Optional)	Underground	X	X	X	X	X	X	X
Street Lighting	Schedule B, Part 1, Section 8.0	X	(9)	X	X	X	X	(9)
Sidewalk	One Side (Limited Local)	X		X	X		X	
	Two Sides (Collector/Arterial or Medium to High Density Development)	X				X	X	
Street Tree & Boulevard Furnishings & Planting	Street Trees/Park Benches/Planters					X		
Trail and Roadside Corridors	CGS-7 to CGS-12	X	X	X	X	X	X	X

- 1 The applicable service level is indicated with an X.
- 2 Road dedication is capped at a 20 metre wide right-of-way and is not required for *Development*.
- 3 Required where the *City* system is within 100 metres and a gravity connection is possible.
- 4 Small *Subdivisions* and *Developments* do not require underground distribution where they are in an area of existing overhead distribution and the *City Engineer* in consultation with BC Hydro approves overhead works.
- 5 Three-phase BC Hydro distribution to be located underground only where a tri-party cost sharing agreement is in place between the *Owner/Developer*, BC Hydro and the *City*.
- 6 The *Owner/Developer* is required to grant a potable water treatment covenant in a form acceptable to the *Approving Officer*.
- 7 The *Owner/Developer* is to construct adjacent arterial road *Frontage* with one traffic lane (second lane funded by *City* if required).
- 8 Extension of municipal system into the rural area is permitted where supported by the OCP.
- 9 If street lighting is required for safety purposes. Rural Street lighting covered under Policy 5.5.
- 10 With specific approval from the *City Engineer* as part of an integrated stormwater management plan. *Owner/Developer* may be required to grant an Alternative Stormwater maintenance covenant in a form acceptable to the *Approving Officer* and the *Director of Development Services*.

Item 26.

## CITY OF SALMON ARM

Date: March 23, 2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of March 23, 2020, be adjourned.

### Vote Record

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

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

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